DOCUMENT NO. 3

Regarding last 2 documents dashboard still very important to each customer to see all his data in summary and dashboard design by high quality make customer happy always. Remember that always my customer is my real value so we need to give him best design for his dashboard and high performance and speed.

Now available new template available in internet for many nice designs.

Notes: don't forget to make building code in building screen and also customer code and unit code AND DON'T FORGET TO PUT NATIONALITY FOR CUSTOMER.

What is the purpose of building code or customer code or unit code? That code is very important for my accountant to calculate all income for building or unit or customer by that code because as you know many names of customer is similar but with code no similar data. Also, that code as reference for the accountant for financial issue.

- NOTES. LET CUSTOMER REGESTER ALL TYPES OF UNITS IN SYSTEM AND ALSO ALL TYPES OF BUILDING

Now, in last 2 documents we create 3 screen one screen for registration data for our customers and screen number 2 for registration all building data regarding customer and screen no 3 for registration for all unit's data related to buildings. and already you see all content for each screen in last 2 documents.

Today, I will create new screen with you and this screen for tenants. the tenants are very important for our customer because tenants are income source for my customers also, we need to design good screen for tenants' registration and make in your database relationship between tenants and units and building.

Tenant screen

These tenant date we will register for any new tenant rent unit from our customers.

1- Tenant Code: 112022
2- Tenant Name IN ENGLISH: Mohamed ahmed ahmed Mounir
3- TENANT NAME IN ARABIC : محمد احمد احمد منير
4- QID OR CR OR PASSPORT NO : I WANT TO MAKE THIS AS LIST BOX INCLUDING QID, CR, PASSPORT IF I CHOOSE FROM LIST BOX QID THEN I WILL WRITE QID NO IF I CHOOSE CR NO THEN I WILL WRITE CR NO … . ONCE I CHOOSE, I WRITE EXPIRE DATE FOR THAT DOCUMENT I CHOOSE.
5- NATIONALITY:
6- MOBILE NUMBER: LET ME REGESTER 2 MOBILE NUMBER FOR TENANT AT LEAST.
7- TENANT ADDRESS:
8- EMAIL:
9- P.O.BOX:
10- TENANT TYPE: COMPANY, INDVIDUAL, SINGLE, FAMILY (YOU MAKE LIST BOX INCLUDING ALL TENANT TYPE TO CHOOSE FROM LIST BOX . YOU CREATE REPORT LATER TO LET ME KNOW TYPE OF TENANT IF TENANT IS COMPANY ONLY OR SINGLE OR FAMILY AND WHICH UNIT AND WHICH BUILDING.
11- UNIT TYPE: WHICH UNIT TYPE HE WILL RENT LIKE RESIDENTIAL OR OFFICE OR STOR OR LAND OR SHOP …. AND THIS UNIT HE RENT IN WHICH BUILDING NAME … THIS LATER FOR REPORT IF ASK

SYSTEM FOR REPORT GIVE ME ALL CLIENTS IN THAT BUILDING NAME AUTOAMATIC MAKES REPORTS AND TELL ME HOW MANY TENTATNT IN THIS BUILDING AND WHAT UNIT TYPE TENANT TAKE PLUS FULL DATA FOR ALL TENENATS. ALSO GIVE ME OTHER REPORT IF ASK SYSTEM GIVE ME ALL SHOPS AVAILBLE HE GIVE ME ALL TYPES OF SHOPS IN ALL BUILDINGS

12- UNIT ADRESS: MENTION HERE ADREES OF UNIT AND THIS UNIT IN WHICH BUILDING NAME

13- RENTAL PERIOD: 15 MONTHS MAKE LIST BOX INCLUDE DAY, WEEK, MONTH, YEAR ONEC I WRITE ANY NUMBER …. THEN I CHOOSE FROM LIST BOX MONTH OR YEAR OR DAY.

14- PAYMENT METHOD: CASH OR CHEQUES OR TRANSFER BANK. MAKE REPORT HERE FOR ALL TENANT PAY CASH ONLY AND ALL TENANT PAY ONLY BY CHEQUES AND ALL TENANT BY TRANSFER BANK ONLY.

15- RECEIPT OF CHEQUES: YES OR NO   REMARKS: TO MENTIION ANY NOTES REGARDING PAYMENT

16- BANK \ ACC.NO: HJDFF-25164-565654   BANK NAME:

17- ATTCHMENT: WE PUT HERE MANY ATTACHMENTS REGARDING TENANT.

18- REMARKS.   MAKE THIS BIG MORE THAN 2000 LETTERS TO REGESTER ALL MEMEO

I NEED TO MAKE COUNTER COUNT HOW MANY TENEAT CUSTOMER REGEISTER THIS GOOD TO CUSTOMER KNOW HOW MANY TENANTS HE HAS IN HIS DASHBOARD.

-   Contract screen
-   Need to make work flow for contract no body can print contract until authorized person give approval if no approval no print
-   Work flow like that : 1. Pending 2. Review. 3. Approve or reject

• AFTER I ENTER ALL PERSONAL DATA FOR TENANT THE SYSTEM AUTOMATIC TRANSFER ME TO CONTRACT SCREEN

- CONTRACT SCREEN LET ME MAKE CONTRACT BETWEEN TENTAN AND OWNER OR LESSORS.

- THESE IS DATA I NEED FOR CONTRACT SCREEN LIKE THIS:

1. CONTRACT CODE: C -12501 OR MAYBE NUMBER ONLY AS PER EACH CUSTOMER HOW HE REGESTER HIS TENANTS.
2. TENANT NAME: YOU MAKE LIST BOX TO let me CHOOSE MY TENANAT BECAUSE I am already registering all my tenants before in tenant screen and also add search box to let me search about tenant name to choose it from search.
3. Owner or lessors name: you make also list box to let me choose owner name or lessor name from screen number one. if you remember customer screen. this first screen the owner or lessor register his date before when he opens his account in my system. also make box search to let me search about owner name or lessor name.
4. Contract release Date: I mean here. when tenant and owner or lessor write the contract in which date
5. Contract start Date: it is mean start rent from this date
6. Contract end Date: it is mean end rent from this date
7. Grace period :   it is mean free month from date to date no need to pay money in this period
8. Total rent period: 16 months.   MAYBE RENT PER DAY OR PER WEEK OR PER MONTH
9. Monthly Rent: 1000 Q.R
10. CONTRACT TOTAL AMOUNT: 16000 Q.R   ---- TOTAL RENT PERIOD MULTIPLY MONTHLY RENT = TOTAL CONTRACT

12. UNIT TYPE: RENT OFFICE OR RENT SHOP OR RENT LAND WHAT UNIT TYPE OF RENT.
13. UNIT ADRESS: UNIT NO, BUILDING NO, ZONE NO, STREET NO AND IN WHICH FLOOR.

14. HERE YOU MAKE OPTION TO PRINT AUTOMATIC ALL FOLLOWS:

1. PRINT RENT CONTRACT - 2. PRINT RENTAL RELATIONSHIP FORM AUTOMATIC -3- NOTICE LETTER – 4- TERMINATION OF CONTRACT.

NOTES. FOR PRINT ANY DOCUMENT FROM PREVIOUS DOCUMENTS YOU CAN CREATE TEMPLATE MAKE ME WRITE

THE ITEMS OF CONTRACT HALF ENGLISH AND HALF ARABIC.

- AFTER FINISH ALL ENTER DATA FOR CONTRACT SCREEN AUTOMATIC TRANSFER TO COLLECTION SCREEN.

- **COLLECTION SCREEN**
- **NOTES. YOU MUST KNOW WE HAVE MANY SCREENS NOW AND EACH SCREEN RELATED THE ONE BEFORE IT**
- **ALL PREVIOUS SCREEN LIKE TENANT SCREEN AND BUILDING SCREEN AND UNITS SCREEN AND CONTRACT SCREEN, REGESTER CUSTOMER DATA**

ALL THAT 5 SCREEN ONLY BY ANY ADMIN HE CAN DATA ENTRY FOR ALL THAT 5 SCREEN MENTION ABOVE.
BUT FOR COLLECTION SCREEN ONLY ACCOUNTANT HE CAN MAKE DATA ENTRY FOR THAT SCREEN AND NOT ANY ACCOUNTANT ONLY COLLECTION ACCOUNTANT. THIS VERY IMPORTANT TO MAKE CONTROL OF PERMISSION TO ME TO GIVE PERMISSION FOR EACH USER AND ALSO, I LIKE ANY ADMIN USER USE SYSTEM MENTION HIS NAME AND FROM WHICH DEPARTMENT.

WHEN THE ADMIN USER FINISH ALL DATA ENTRY FOR THE CONTRACT SCREEN AUTOMATIC TRANSFER TO ACCOUNTANT USER IN COLLECTION SCREEN TO START ENTER DUE PAYMENT.

DUE PAYMENT: AS YOU KNOW SOME TENANTA PAY CASH OR POST DATE CHEQUES OR TRANSFER BANK SO I WILL SHOW YOU 2 FORM TO CREATE LIKE THEM IN SYSTEM.

FIRST ONE FOR COLLECTTION ACOUNTANT HE USE COLLECTION SCREEN EVERY DAY TO UPDATE PAYMENT STATUES FOR TENANT LIKE THAT DESIGN:

DUE PAYMENT

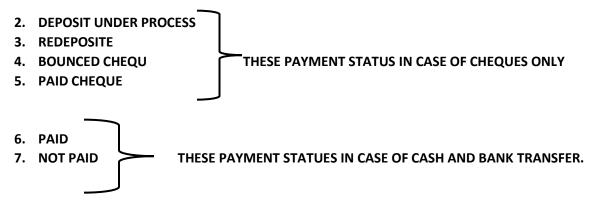**TENANT NAME: NAME COME AUTOMATIC HERE FROM TENANT SCREEN**
TENANT CODE: COME FROM TENANT SCREEN AUTOMATIC. BEFORE I ENTER TENANT CODE BY MYSELF IN TENANT SCREEN.
UNIT TYPE : OFFICE OR SHOP -----   UNIT ADRESS : MENTION IN WHICH BUILDING NAME

TOTAL DUE PAYMENT : 6000 Q.R   **TOTAL PAID : 5000 Q.R**   **TOTAL BALANCE : 1000 Q.R**

SN	DUE AMOUNT	DUE DATE	PAYMENT METHOD	INV DETAILS	PAYMENT STATUS	REMARKS
1	1000	20/11/2022	CHEQUE	CHEQ NO – BANK NAME INV NO ---	. PAID CHEQUE	

2	1000	20/12/2022	CASH	INV NO ----	PAID	
3	1000	20/1/2023	BANK TRANSFER	TO WHICH ACCOUNT NO …	PAID	
4	1000	20/2/2023	CHEQ	002152- QNB INV NO 0004	PAID	
5	1000	20/3/2023			PAID	

AS YOU SEE ABOVE THAT IS ALL TRANSACTION FOR TENANT. TOTAL PAYMENT DUE IS 6000 Q.R AND PAID ONLY 5000 Q.R AND BALANCE IS 1000 Q.R IN 5 TRANSACTIONS. WHEN I KNOW TENANT PAY OR NO? FROM PAYMENT STATUS. I CAN KNOW HE PAID OR NO . WE HAVE 6 TYPES OF PAYMENT STATUS LIKE:

2. DEPOSIT UNDER PROCESS
3. REDEPOSITE
4. BOUNCED CHEQU   THESE PAYMENT STATUS IN CASE OF CHEQUES ONLY
5. PAID CHEQUE

6. PAID
7. NOT PAID   THESE PAYMENT STATUES IN CASE OF CASH AND BANK TRANSFER.

    NOTES DON'T FORGET TO MAKE ATTCHMENT FOR ALL CHEQUES AND INVOICES.

    NOTES : SECOND ONE I WILL SEND TO YOU EXCEL SHEETS FOR MANAGE POST CHEQUES FOR ALL TENANTS

-    THAT'S ALL MAIN SCREEN FOR MANAGE TENANTS AND BUILDING AND UNITS AND CONTRACTS AND COLLECTION AND DASHBOARD FOR MY CUSTOMERS TO CONTROL AND MANGE HIS TENANTS AND HIS BULDINGS AND ALL ADMIN AND FINICIAL REPORTS .

    AND THE FINAL WE WILL CREATE 2 SCREEN   ONE SCREEN FOR MAINTAINCE AND OTHER ONE FOR LEGAL ISSUE.

-    MAINTAINCE SCREEN DEPENDS ON   TENANT MAKE ORDER FOR MAINTAINCE AND TENANT MAKE PHOTO FOR ANY THING NEED MAINTAINCE AND PUT THE PHOTOS IN ATTACHMENT FOR MAINTAINCE
-    IN THAT CASE YOU GIVE ACCESS FOR TENANT IN SYSTEM TO MAKE ORDER FOR ANT MAINTAINCE AND MY CUSTOMER WILL PROVIDE THE LINK FOR MAINTAINCE ORDERS TO HIS TENANT ONLY.

LAST SCREEN FOR LEGAL ANY TENTANT LATE TOO MUCH FOR PAY RENT AUTOMATIC SYSTEM TRANSFER HIS FILE TO LEGAL SCREEN.