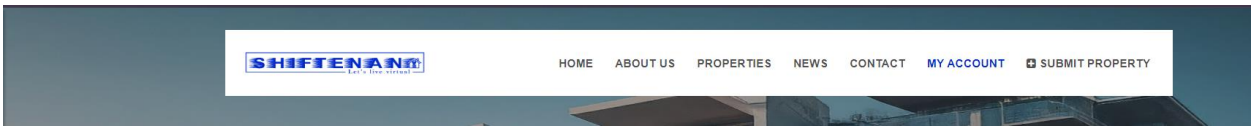
Mastering Shiftenant: A Landlord's Guide to Administering the Shiftenant Platform.

- **What Is SHIFTENANT?**

  Shiftenant is a property management platform that automates payments and alerts, digitizes invoices, and helps list properties. People who have used Shiftenant say that it is a game-changer and that it has made their lives easier.

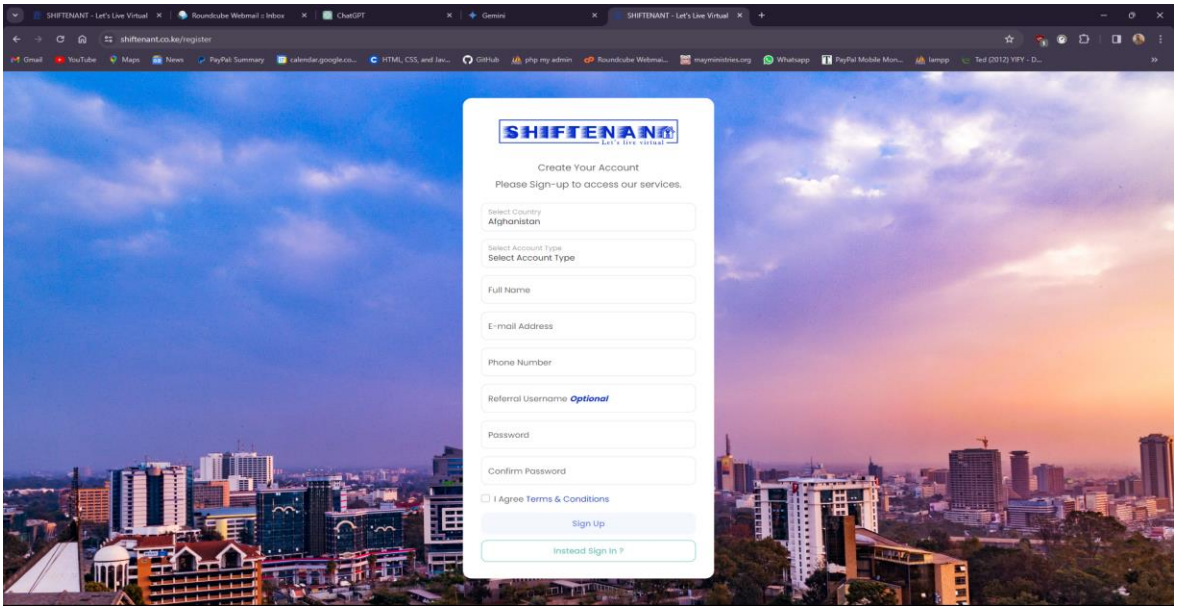
  If you are looking for a property management platform that can help you save time and money, then Shiftenant may be a good option for you.

- **How Do I Create an Account?**



Just click the link in the Navbar titled MY ACCOUNT it will redirect you to the register/login page which will look like this:

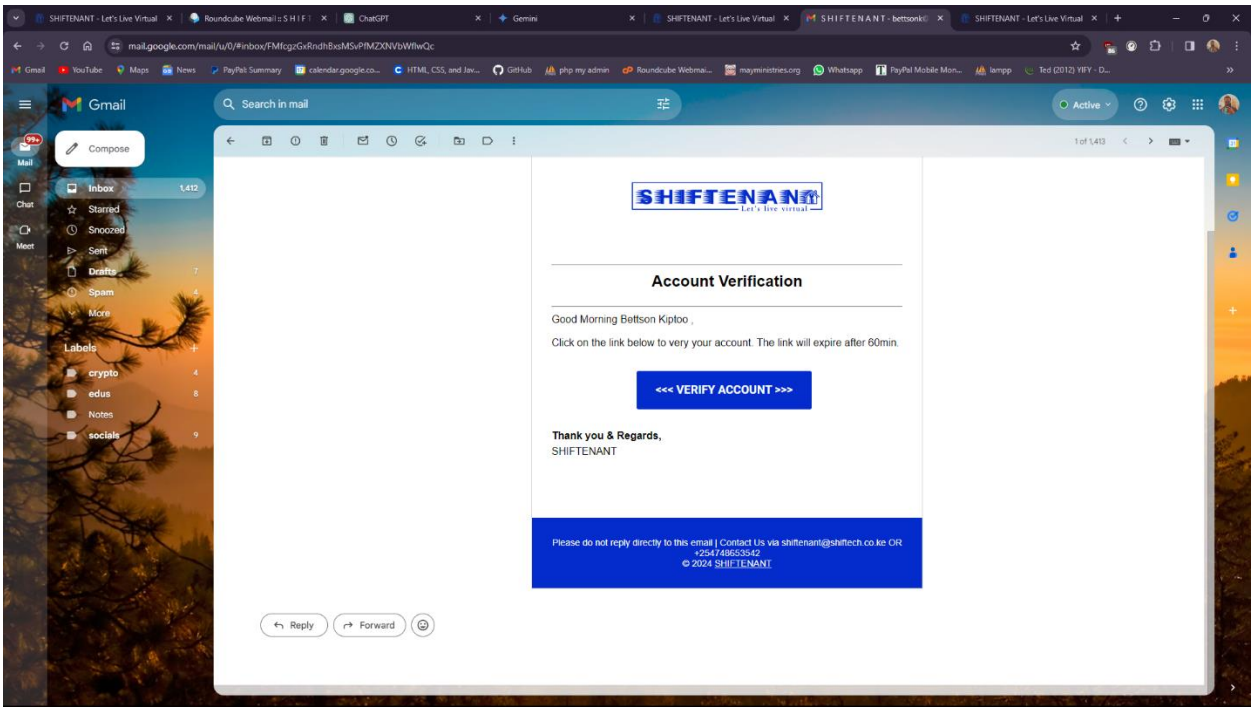
- **Register Page will look like this**



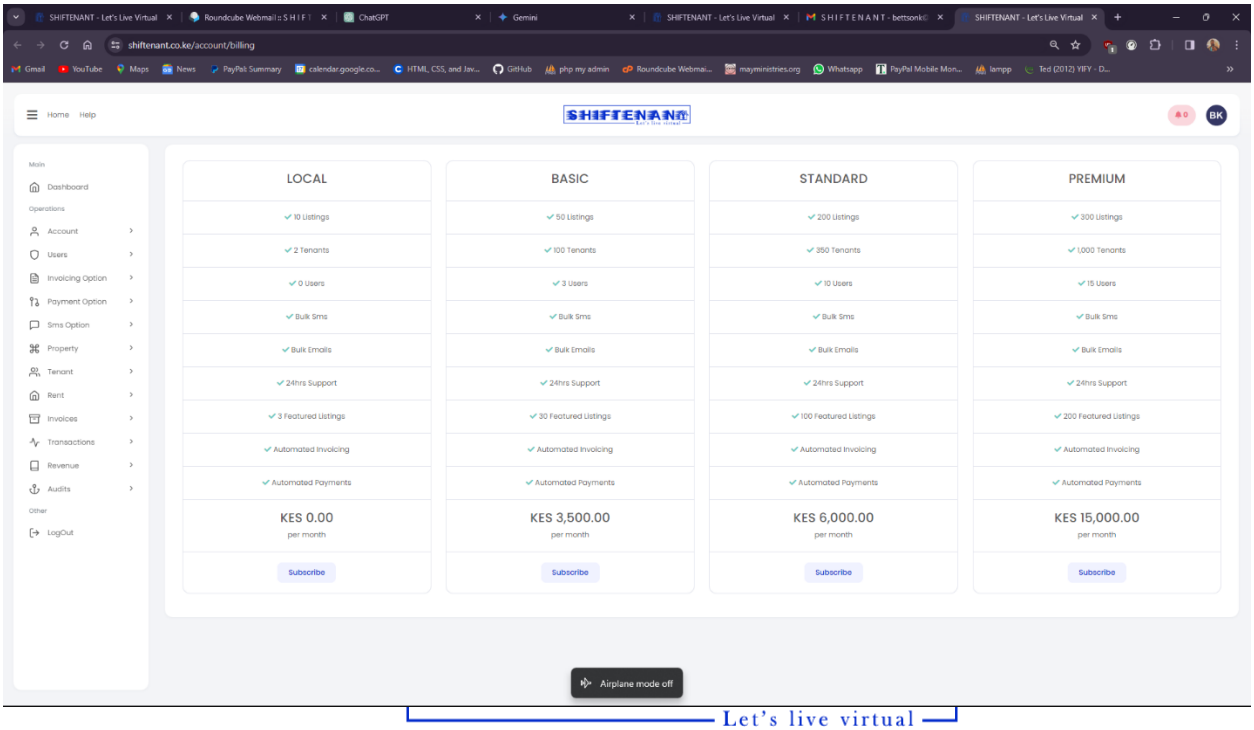
Follow the step while creating the account.

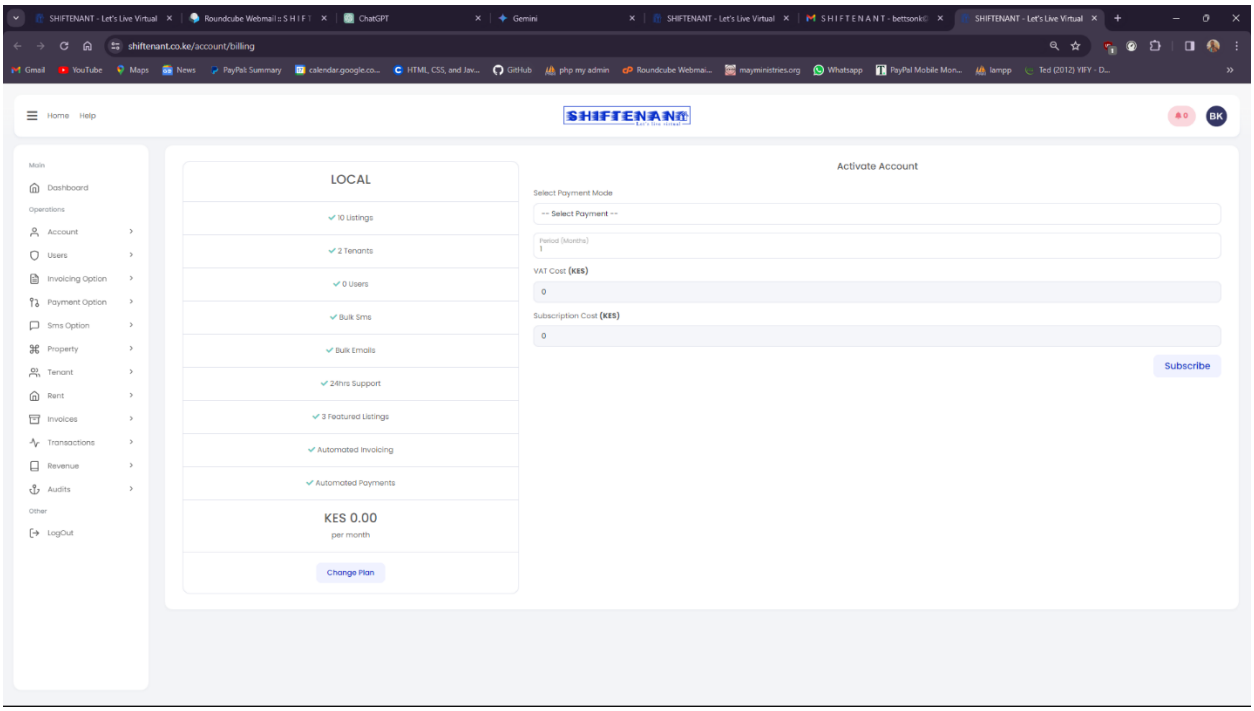
- **Account Verification:**

  Once you have created the account you will be required to verify your account. The email will look like the one below. Click the verify account link and it will redirect you to the account.



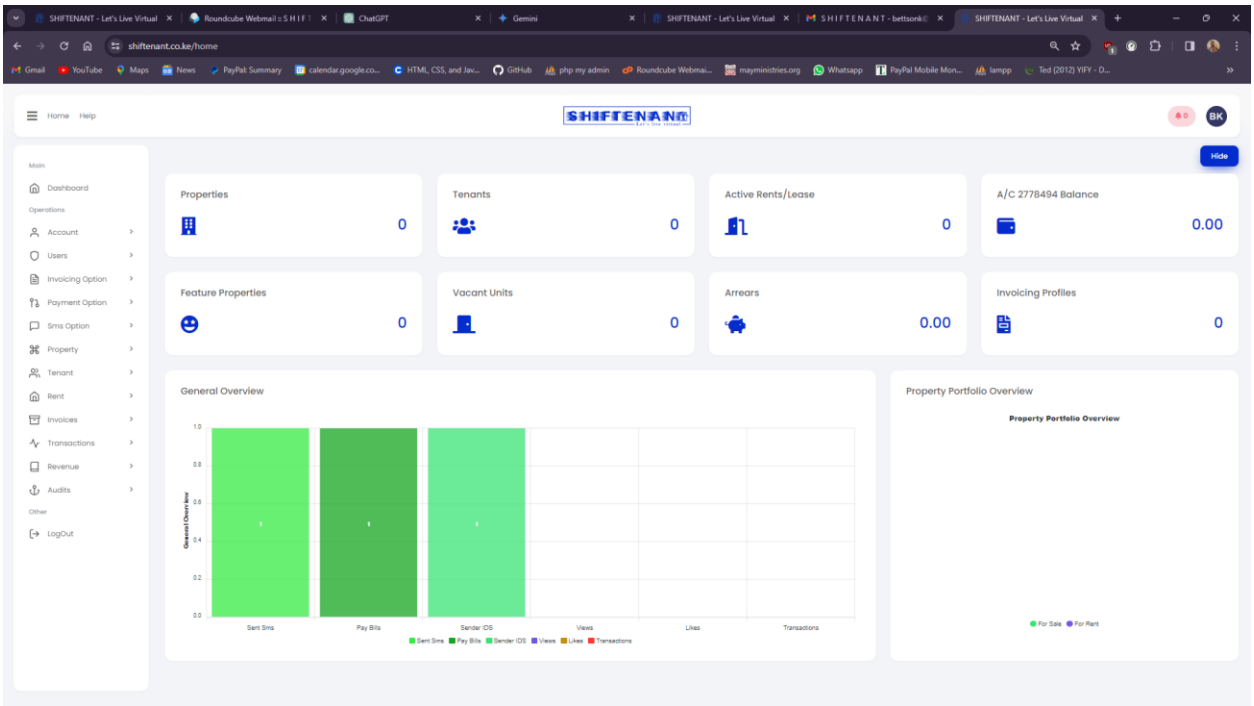
- **Account Payment:**
  Once the account has been verified it will redirect you to where you will be required to subscribe to your SHIFTENANT package of choice.





The Payment process will look the image above. You will have to input you number or via your account balance from your E-wallet.

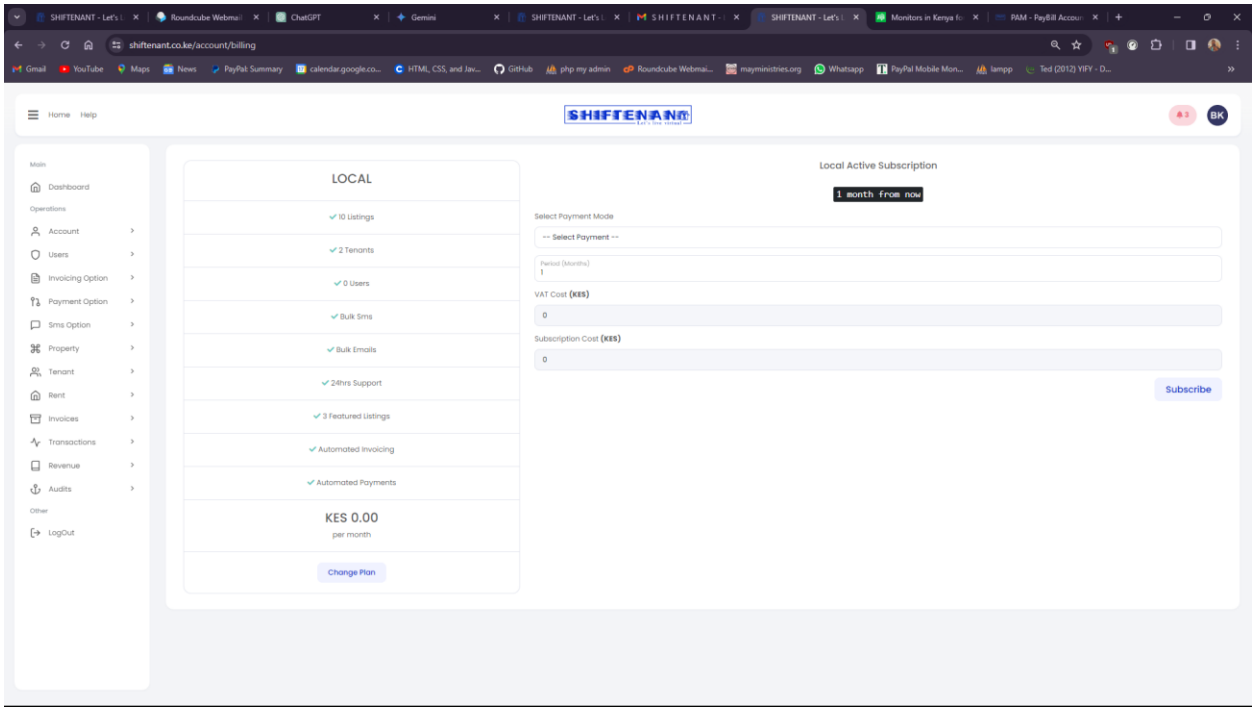
- **Look And Feel of the Dashboard:**
  This is how your dashboard will look like:



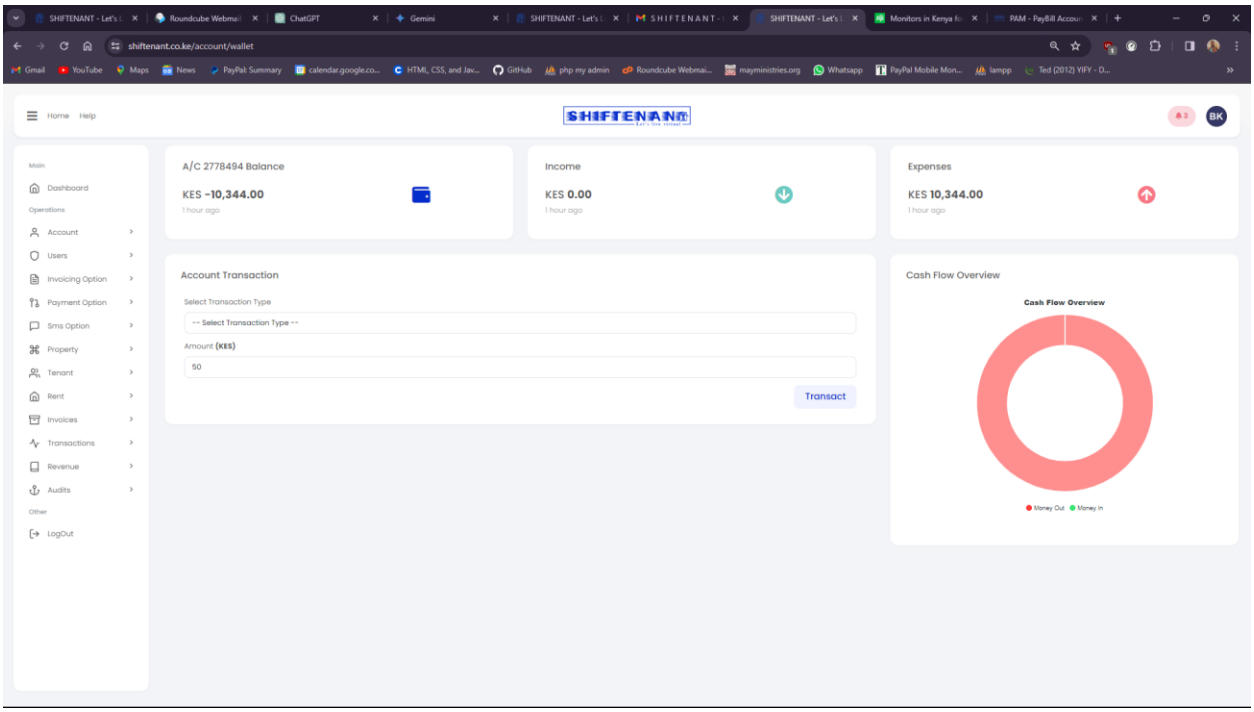
GETTING STARTED

- **Account:** The User account has the profile, credentials, E-wallet and billings. The E-wallet and billing facilitates the accounts activity in terms of account subscriptions.

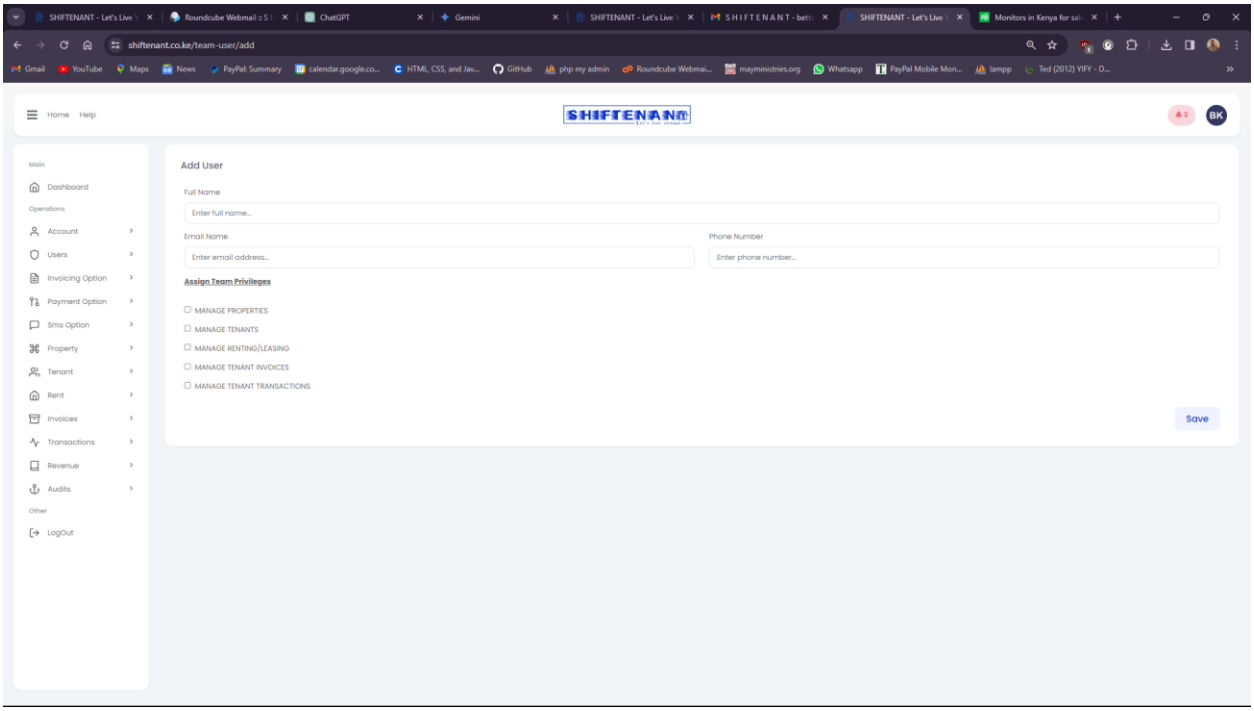
- **Billings** -This shows the subscription status of your account



- **E-wallet** – This displays the revenue in your account.



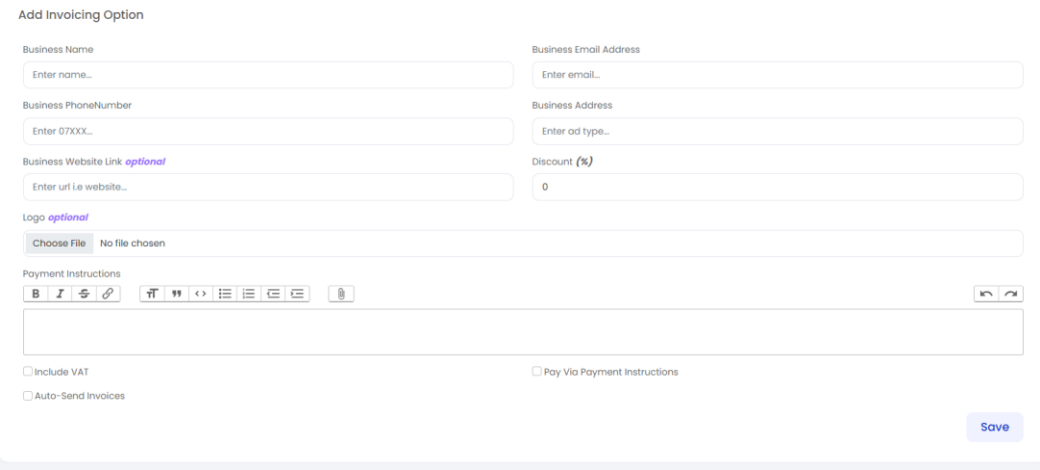
- **Adding Users**: You can designate someone to assist you as the landlord or landlady. This person can be your agent, who helps manage your property and handle tasks like finding tenants and collecting rent. You can also have a caretaker who looks after the property, making sure everything is in good condition and addressing any issues that arise. These individuals can make your job easier by handling various aspects of property management for you



What are invoicing options?

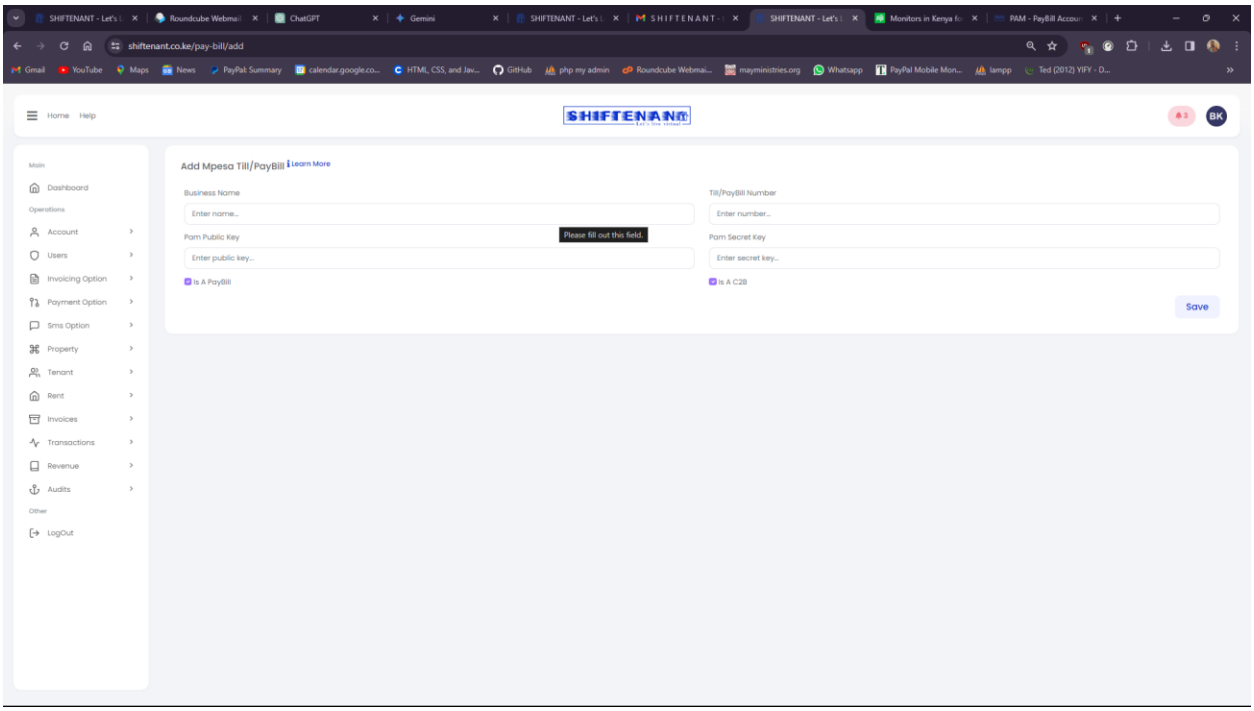
- **Shiftenant offers digitized invoicing.** This allows you to easily manage tenant records and payments online, reducing mistakes and making it simple to track who owes what.
- Different invoicing options can make property management easier by:
  1. Ensuring accurate and timely billing.
  2. Automating invoice generation to save time.
  3. Keeping financial records organized.
  4. Improving communication between landlords and tenants.
  5. Offering flexible payment options for tenants.
  6. The landlord/agent has the option to auto send the invoice.

What is auto-send? Auto-send is where invoices are generated and sent automatically to the tenants without user's intervention. This is a feature in which you enable it with the check-box below the include VAT. If undecided then leave it unchecked, the invoices will be automatically generated and saved as draft.



What Are Payment Options?

- Refers to the various methods available for making a payment. These methods can include cash, checks, credit or debit cards, bank transfers, online payment platforms like PayPal or Venmo, and electronic payment systems such as direct deposit or automatic bill payments. Each payment option offers its own advantages and considerations in terms of convenience, security, and processing time.
- If you have a pay bill or till number that you use for payments, we can connect it to PAM (Pay bill Account Manager). PAM works with Shiftenant and it won't cost you anything to integrate them.
- PAM screenshot is below with the Payment option.


shiftenant.co.ke/pay-bill/add
Home
Help
SHIFTENANT
Add Mpesa Till/PayBill
Learn More
Business Name
Enter name...
Till/PayBill Number
Enter number...
Pam Public Key
Please fill out this field.
Enter public key...
Pam Secret Key
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Is A PayBill
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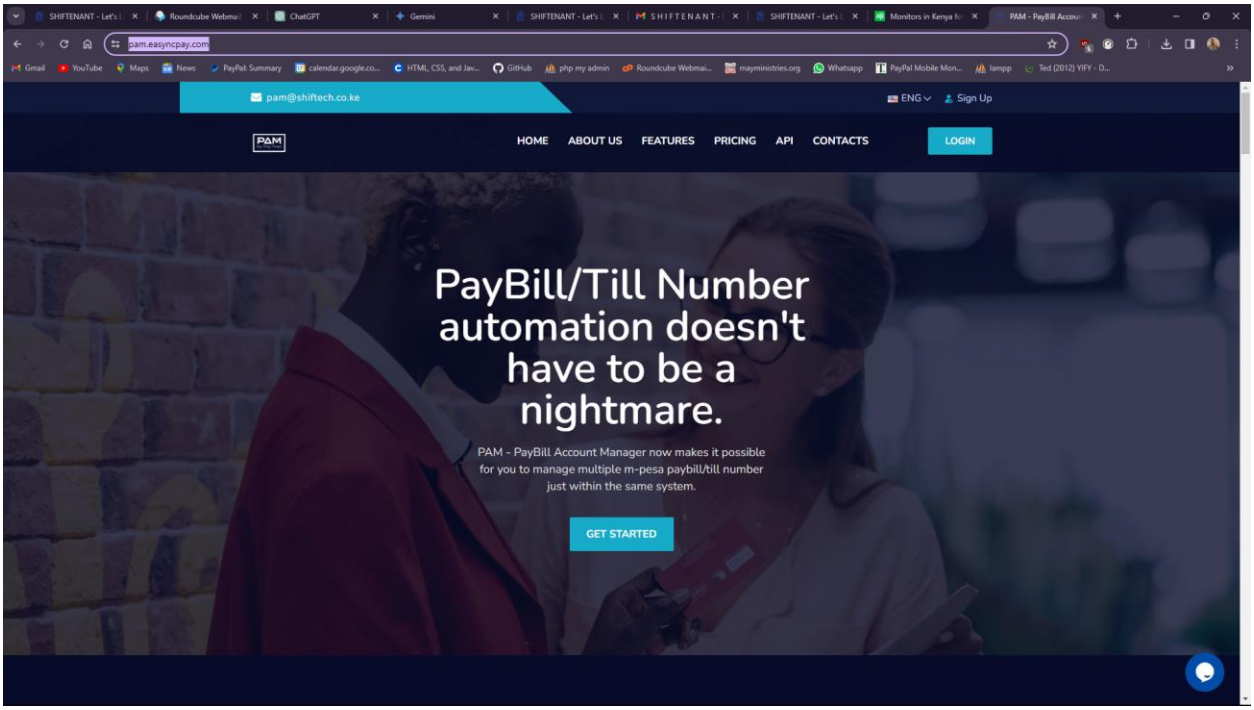
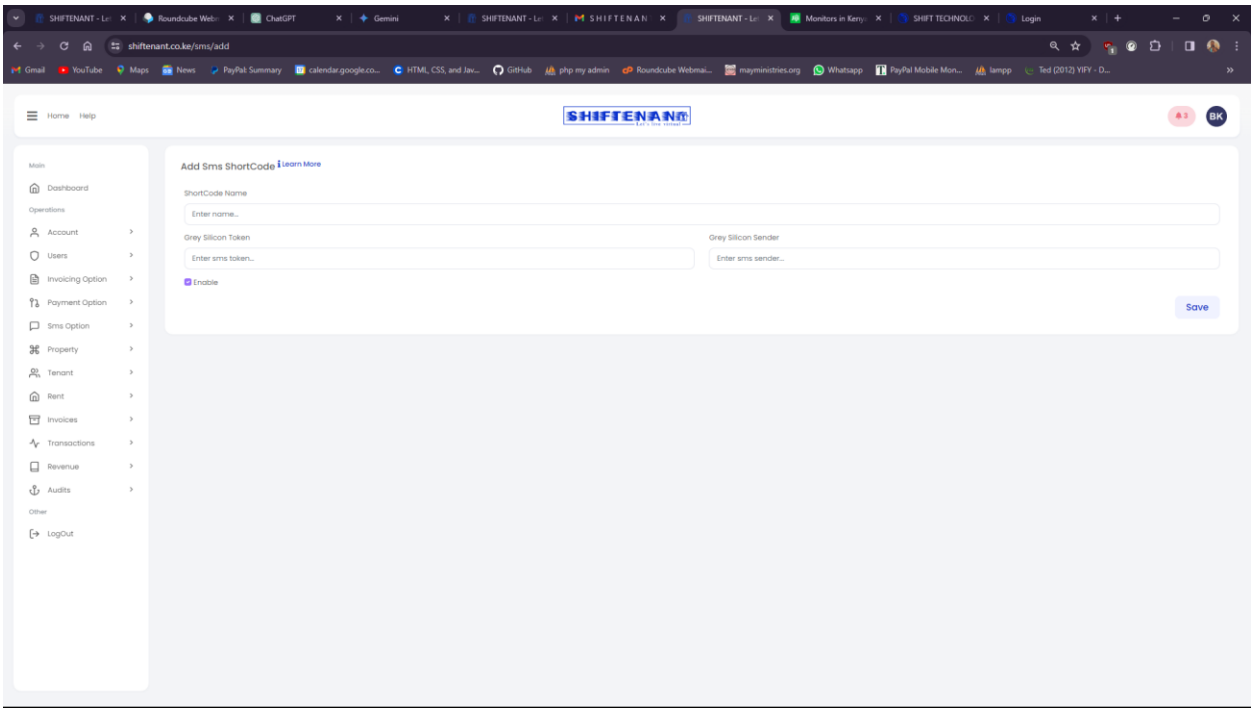

pam.easyncpay.com
pam@shiftech.co.ke
ENG
Sign Up
PAM
HOME
ABOUT US
FEATURES
PRICING
API
CONTACTS
LOGIN
PayBill/Till Number automation doesn't have to be a nightmare.
PAM - PayBill Account Manager now makes it possible for you to manage multiple m-pesa paybill/till number just within the same system.
GET STARTED

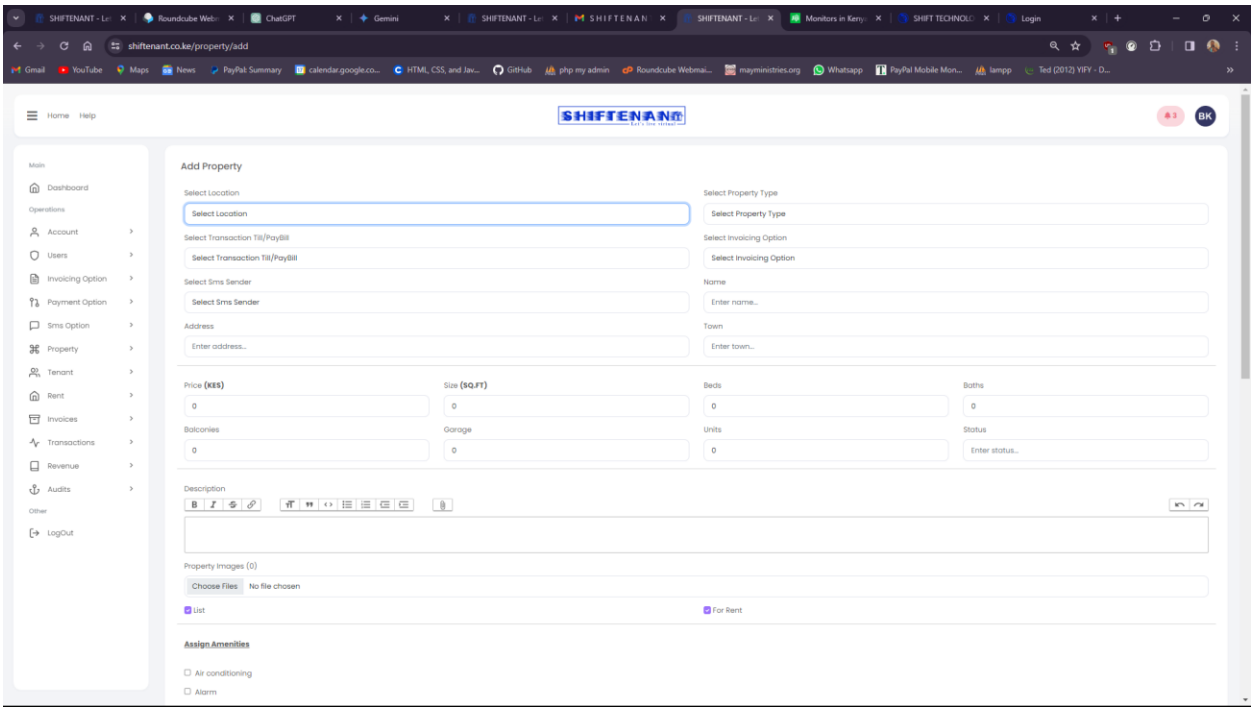
What are SMS OPTIONS?

- SMS options refer to the different methods or systems available for sending and receiving text messages. These options can include using a mobile phone, SMS messaging services provided by telecommunications companies, or third-party SMS platforms. SMS options are used for various purposes, such as communication between individuals, marketing campaigns, two-factor authentication for security purposes, and automated notifications or alerts.
- If one is need of a personal sender id, he/she will apply through us as Shiftech at a cost of 7000ksh and a charge of 0.8ksh per unit.



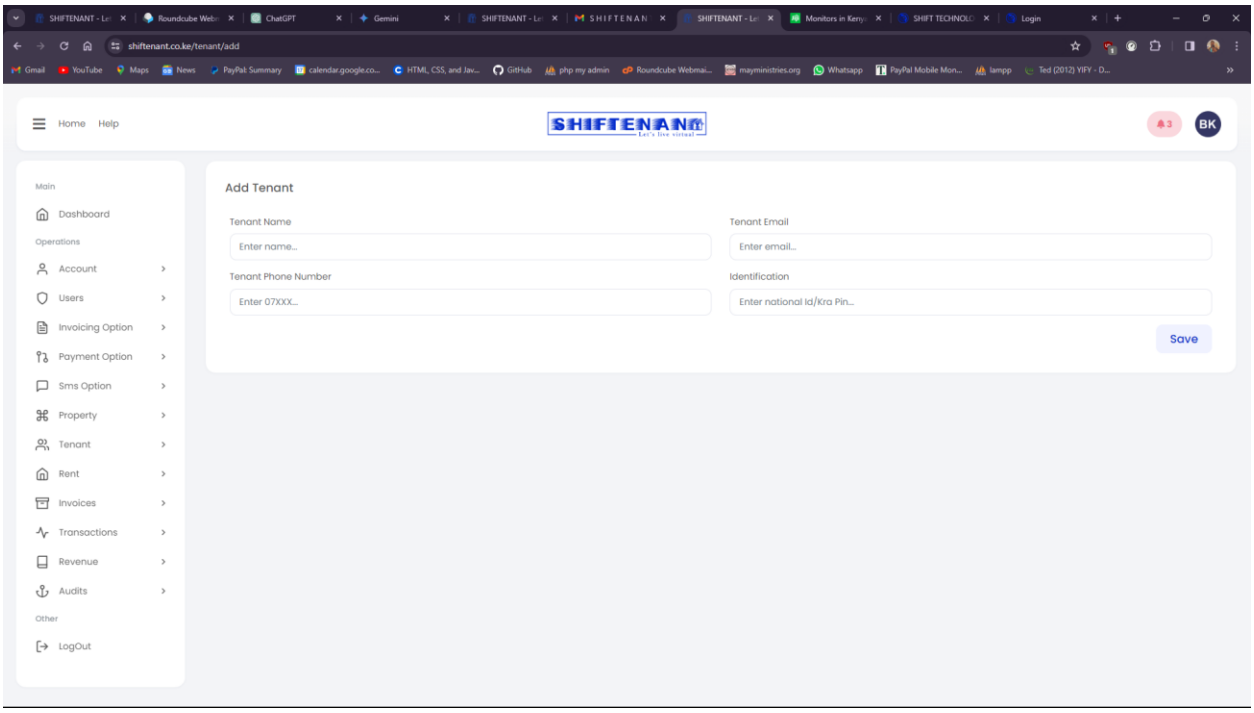
PROPERTY:

- **What is property in Shiftenant?** This Is where the landlord or the landlady or the agent can add the property type, the location, the units available for the tenants and the pricing of the property for the tenants or the searcher can view their desires search.



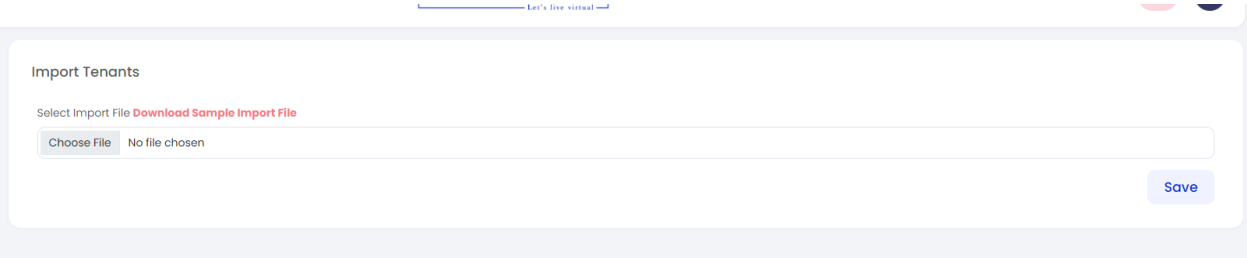
TENANTS:

- What is tenant in Shiftenant? This is where the landlord or the agent can add the tenant where he/she can fill in the details of the tenant that is the name, email, phone number and the id/KRA number.



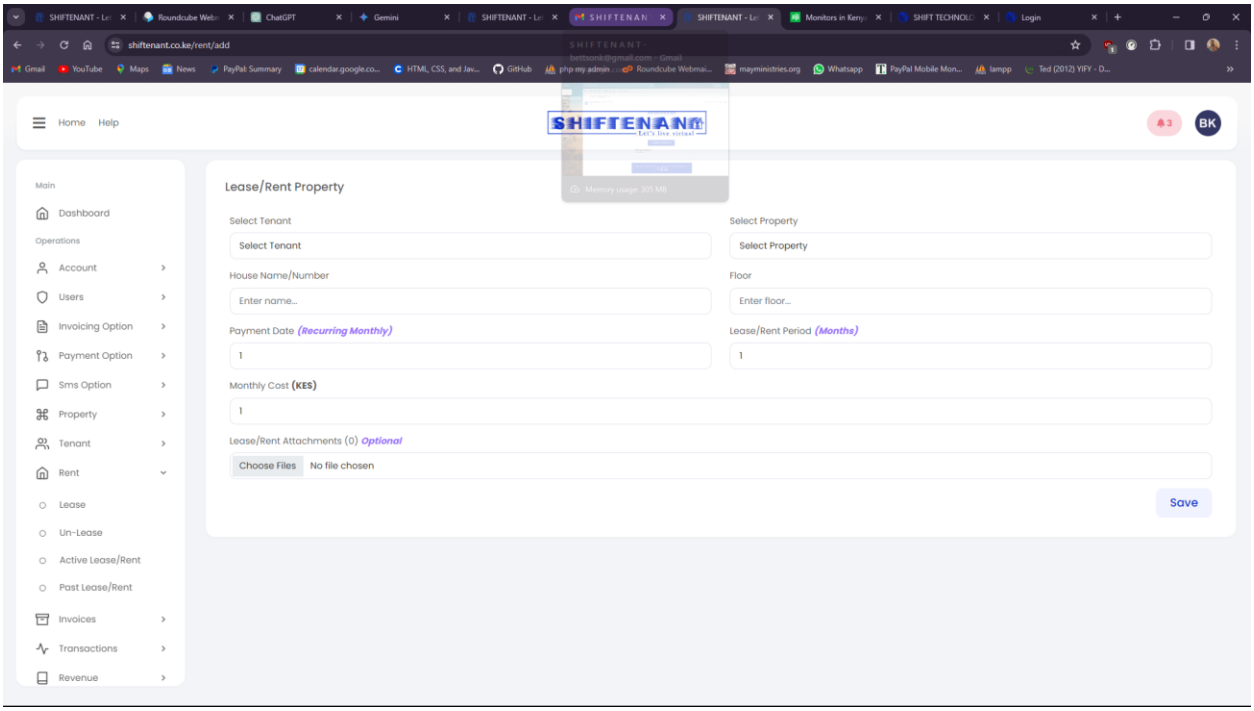
TENANT IMPORT

- The landlord/agent can also import their tenants using an excel sheet. Click the highlighted words in red to get the sample

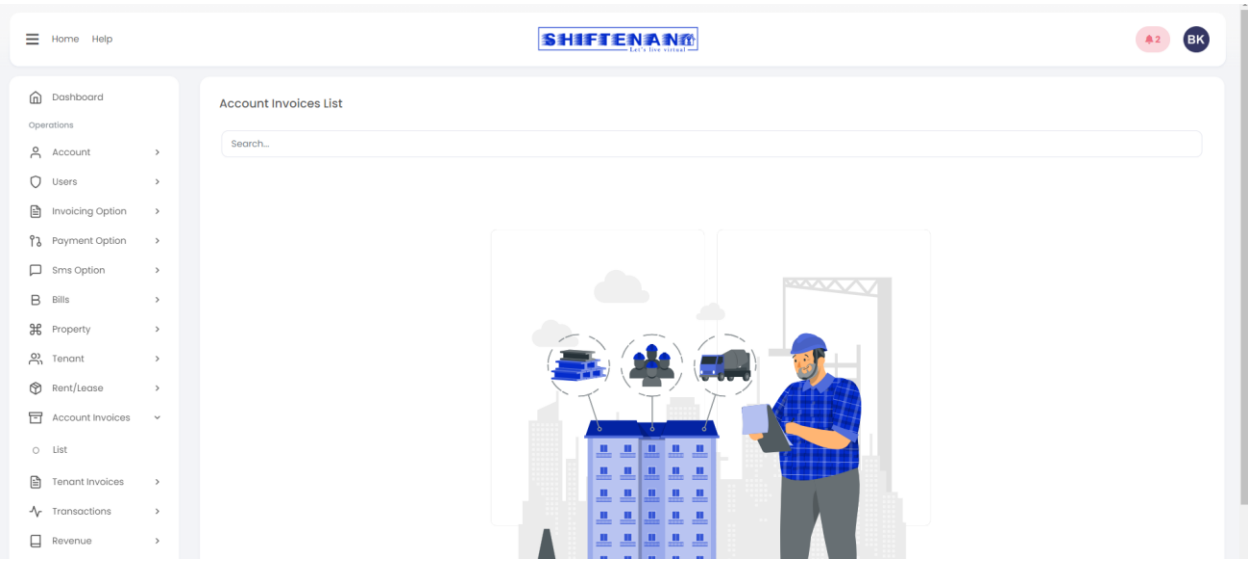


RENT/LEASE

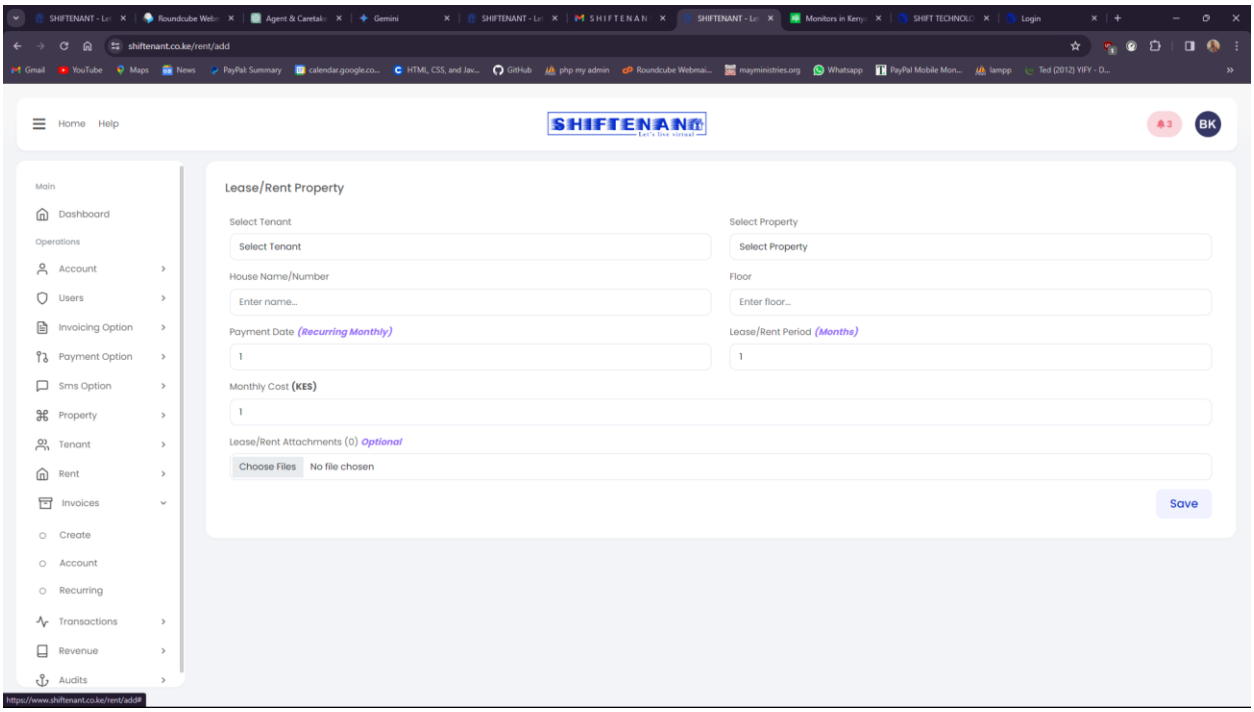
- This is part in shiftenant in which the user can assign the tenant a rental and can unassign the tenant from the rental. With the provision of a lease agreement attached.
- We have Lease, Unlease, Active lease and past lease/rent this allows one to track all of this at a go.



- **Account Invoices** – This are invoices in which it will show the invoice of your account subscription.

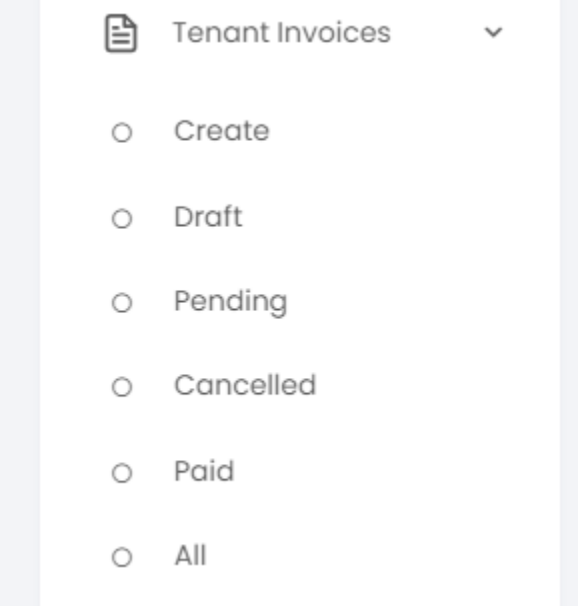


- **INVOICES:**
  - What are Invoices? an invoice is a document you send to your tenants to request payment for rent or any other charges related to the property, like utilities or maintenance fees. It outlines the amount owed, the due date, and any details about the services provided.



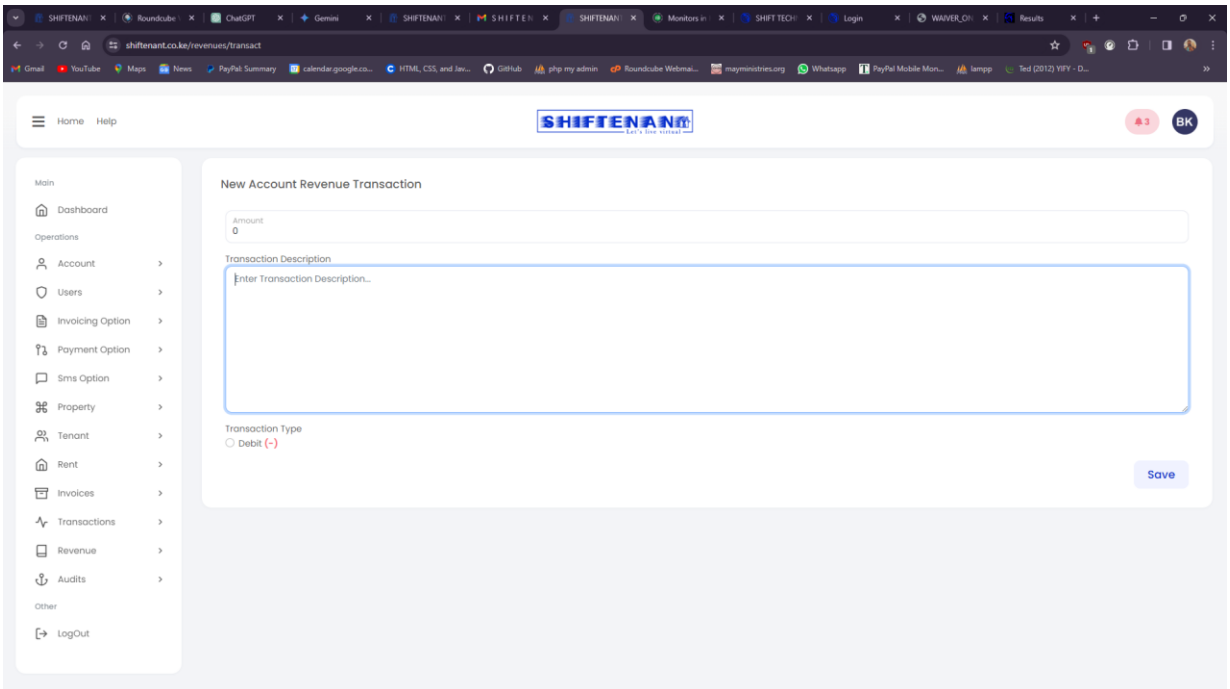
  - This makes it easier to pay bills and keep track of money coming in. You can make an invoice, see the invoices you've made, and check on invoices that happen regularly.

- We also have tenant invoices – This is where one is able to create invoices and read and check the status of the invoice.

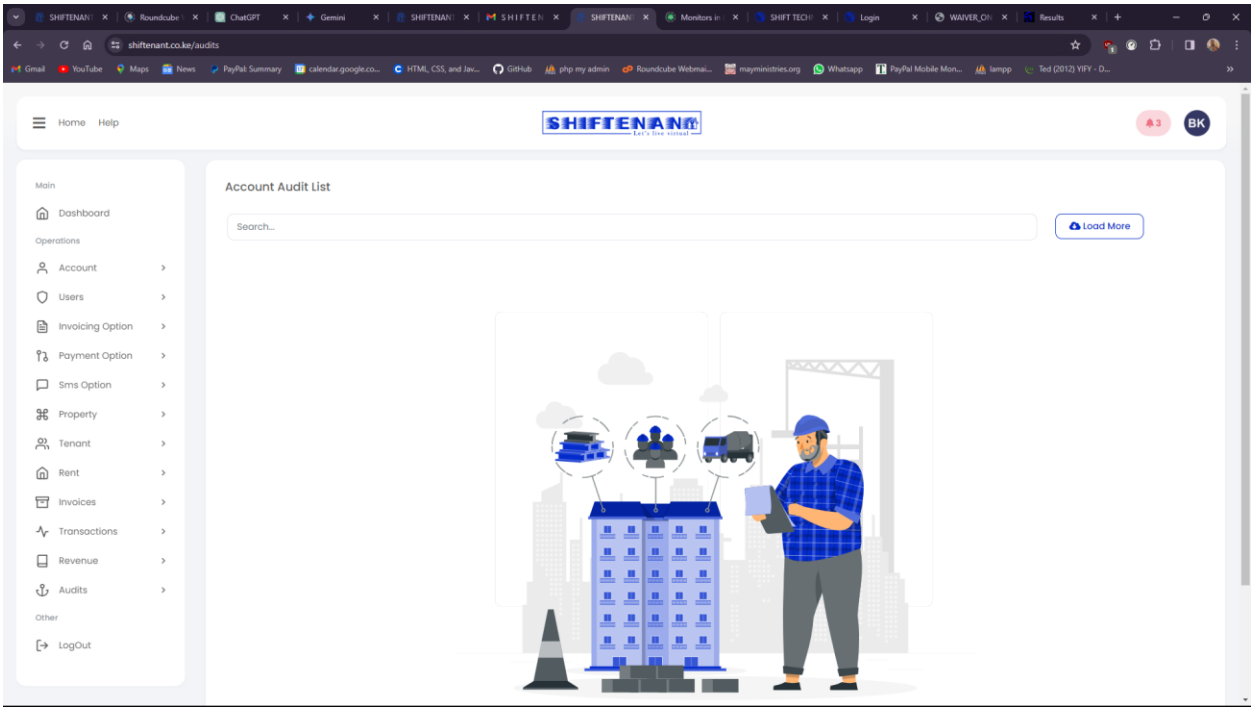


REVENUE:

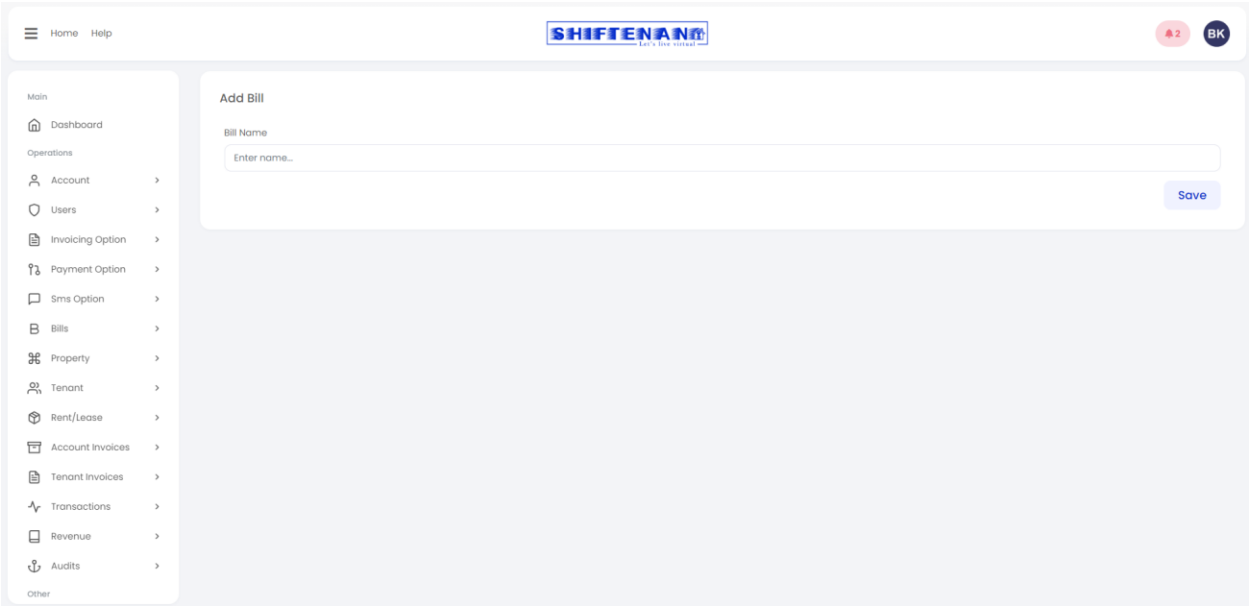
- Revenue is more of like a balance sheet in which those who use the default paybill of SHIFTENANT can be able to track the records of their revenue in their account from shiftenant



- **AUDIT:**
  - This helps the landlord to monitor the progress of the agents/caretakers of their property and on the platform.
  - The users will be listed and the landlord can track their progress

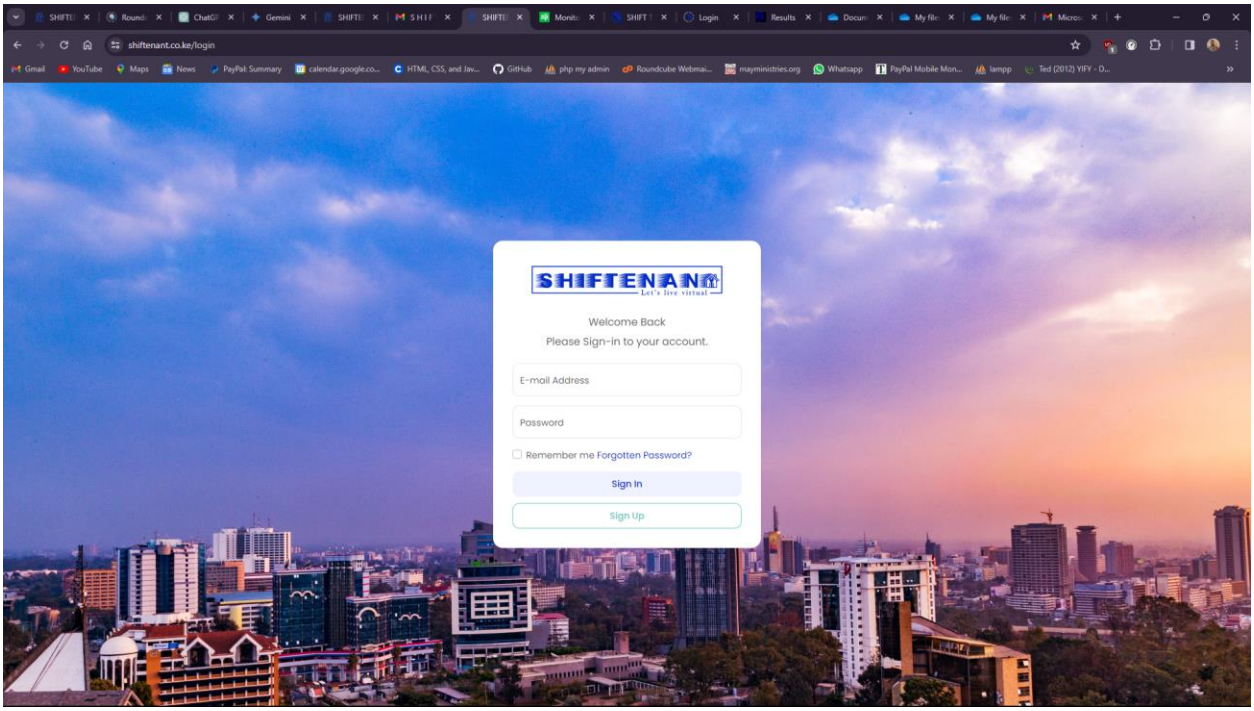


- **BILLS:** The landlord or the agent is now able to add bills to the invoice. This bills may include water, security,electricity,etc.

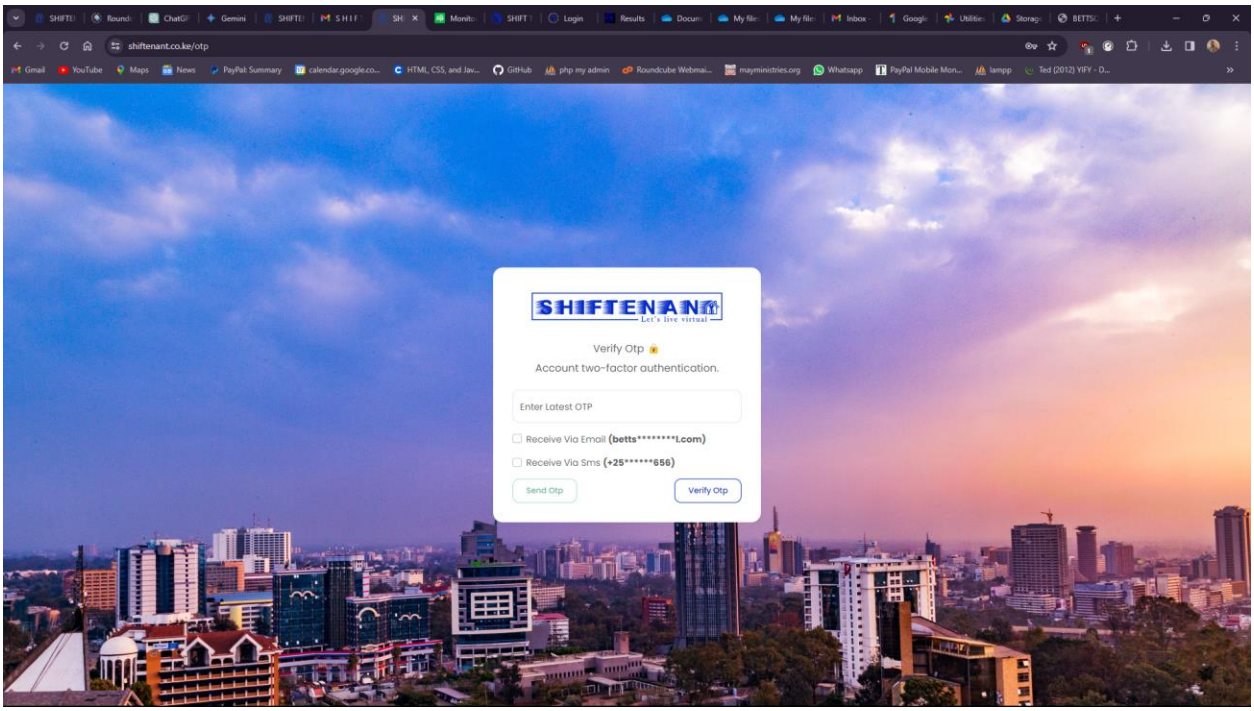


LOGING IN

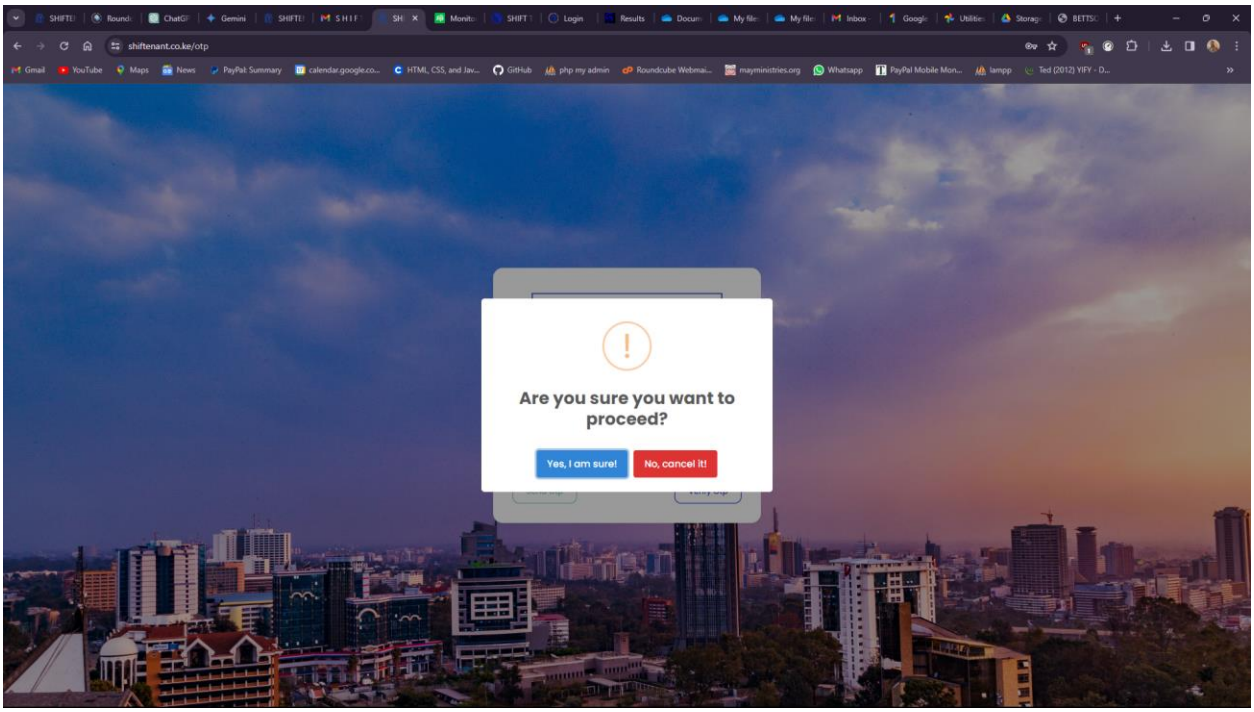
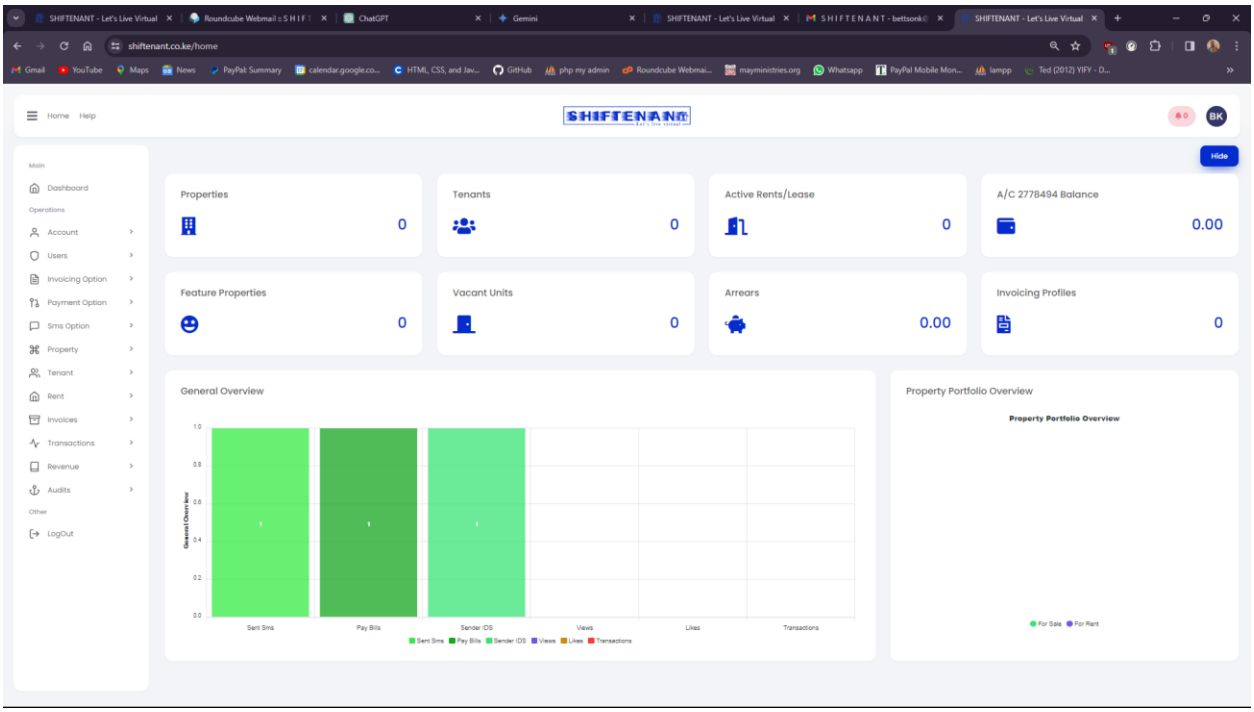
- If a user has signout, they will need to log in in the same format as when one registered. Just go the navbar titled MY ACCOUNT where it will take you to the log in page.



- Input your credentials and it will redirect you to a 2 Factor Authentication page where you will have to select on how you want to receive the OTP verification either via email or via phone number.



- You will have to click the Yes, I Am Sure on the pop up notification to receive the OTP



You will receive the OTP then key in to the input field and it will redirect you to your dashboard which look like this.