



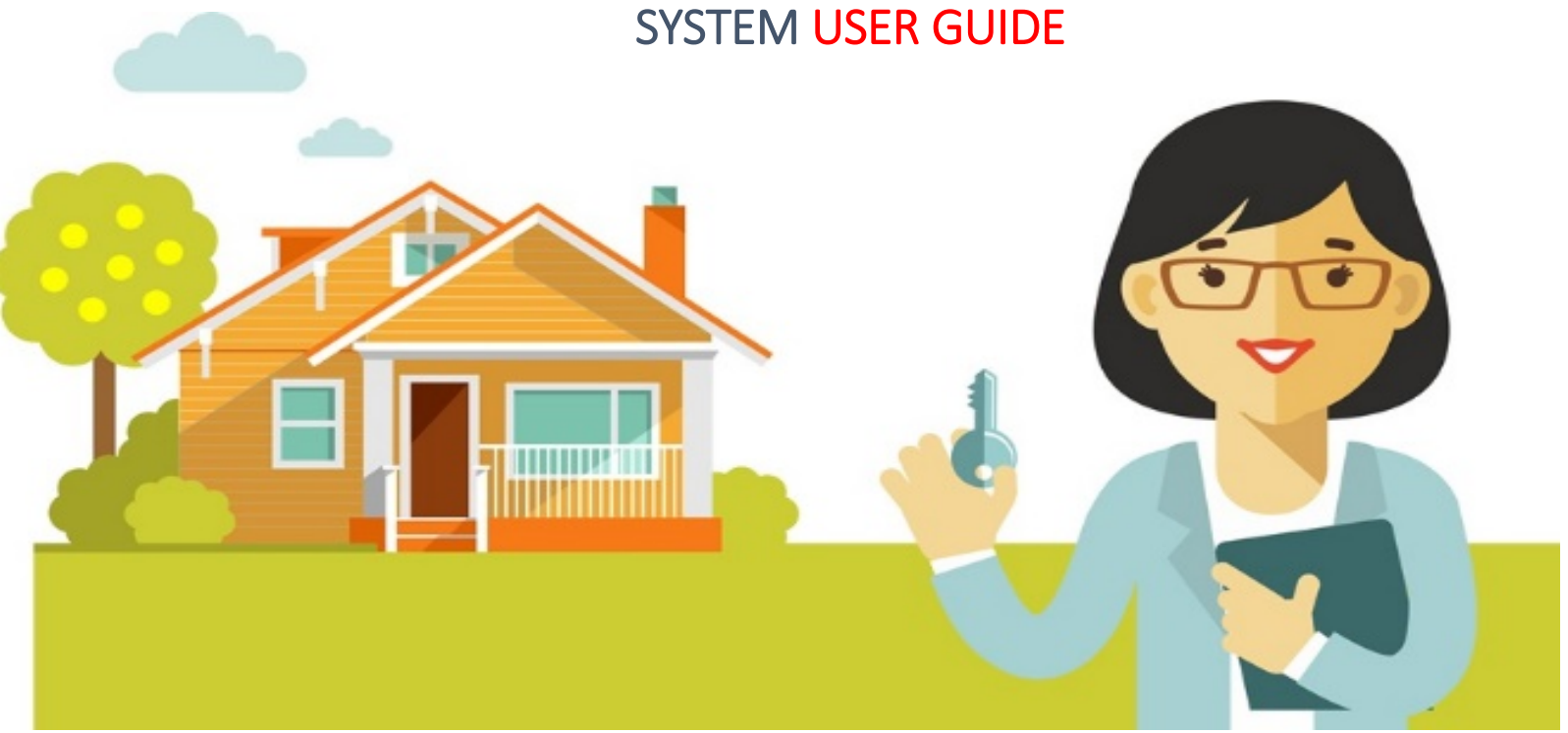
JBS Real Estate Manager



JREM

Smart. Simple. Integrated

SYSTEM USER GUIDE



Foreword

JREM is a computer program made to ease the management of rental properties by the owners and management entities, by automating the monthly invoicing and receipting of rental bills and accompanied services in the real estate field.

Version 2 of the software is an installable package that gives the user the freedom to customize it fully to their desire and taste.

Key features of this software are the communication and payment integrations, which brings in the joy of service to the people.

SMS and telegram are the main communications channels, designed to seamlessly serve the manager and the tenants in the most convenient way.

M-Pesa, the very convenient way of settling such bills for the population, is well wired in this software, allowing you to use any integrator to have notifications of payment to your Paybill/Till number instantly delivered into JREM upon payment by a client/tenant.

Now, this document is a walkthrough guide on using the software, right from setting it up, entering data for the first time and linking up your M-Pesa Paybill/Till number for mobile payments.

The JREM team of software engineers are constantly upgrading the software to keep at per with the dynamic technology, and implementing the diverse user-feedback that maintains the relevance and suitability of the software to users. All updates are available for download on our website jrem.co.ke.

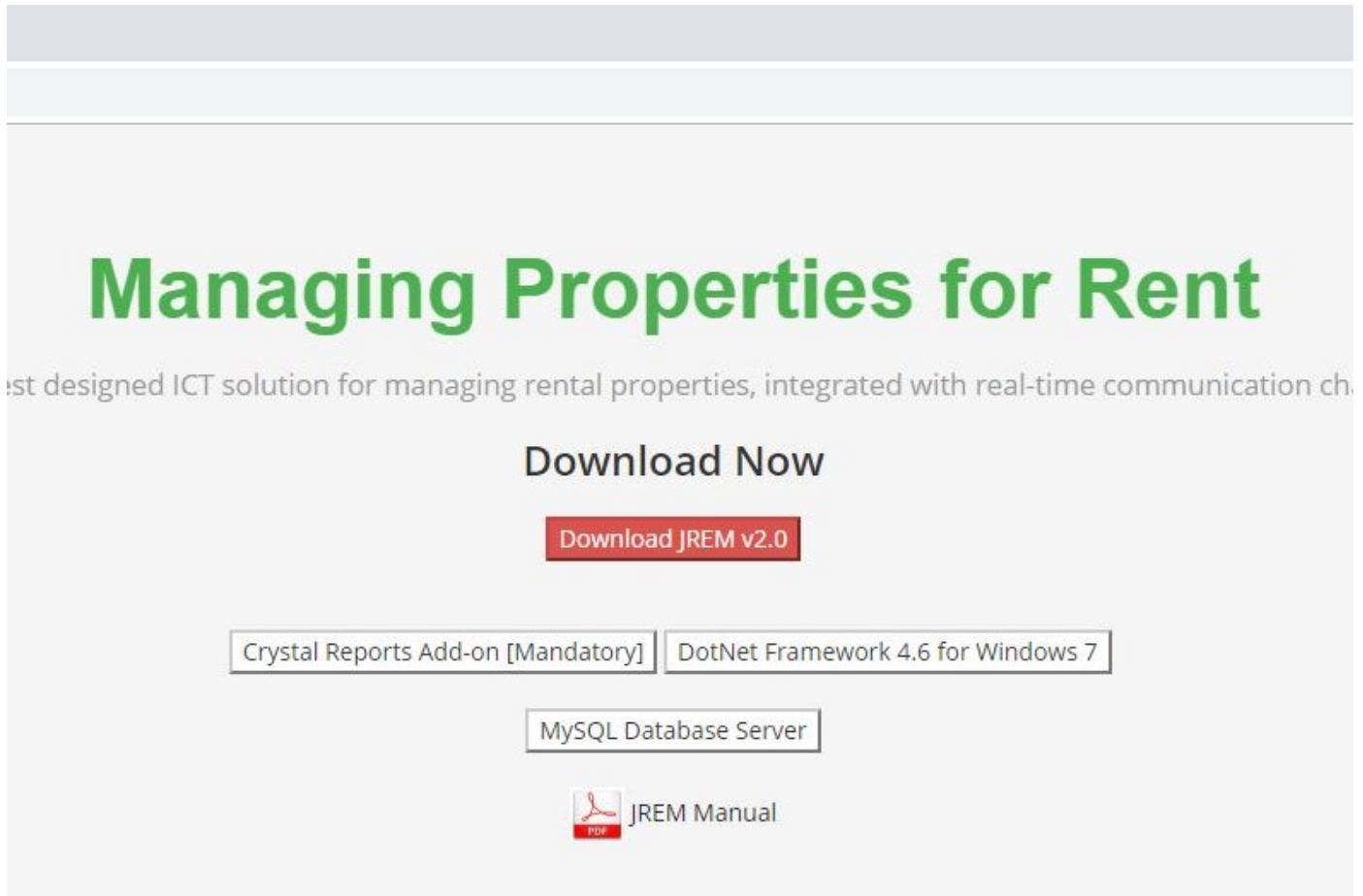
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SETUP AND DATA ENTRY

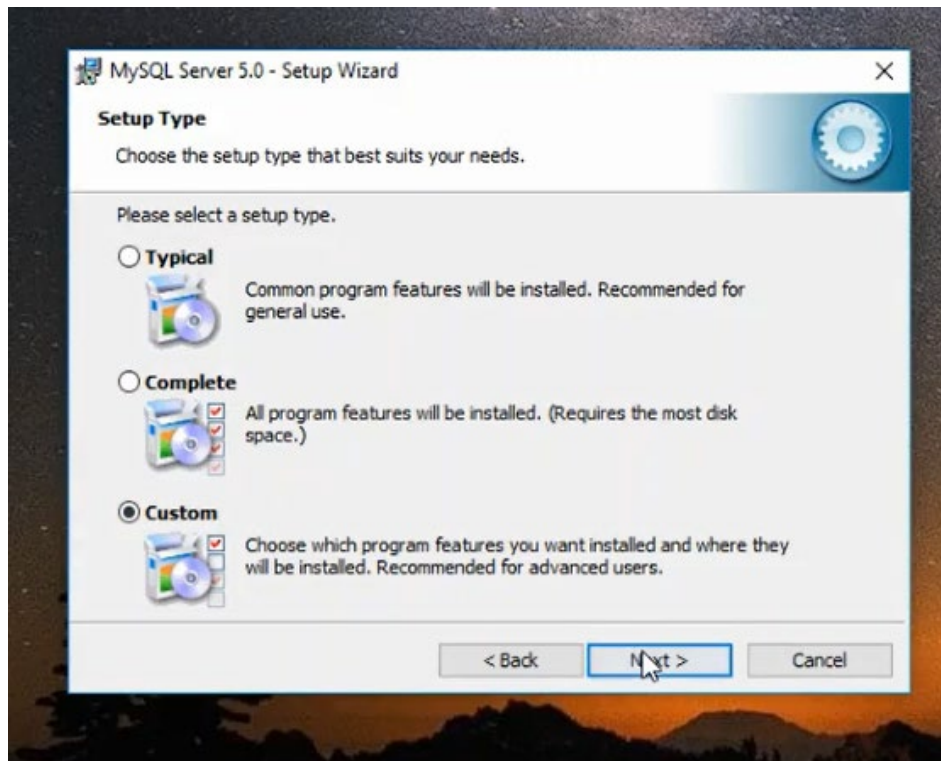
a. INSTALLING JREM SYSTEM

- ❖ Download the required setups from our website jrem.co.ke
 - JREM Setup
 - MySQL Database Server
 - Crystal Reports add-on 32 -bit

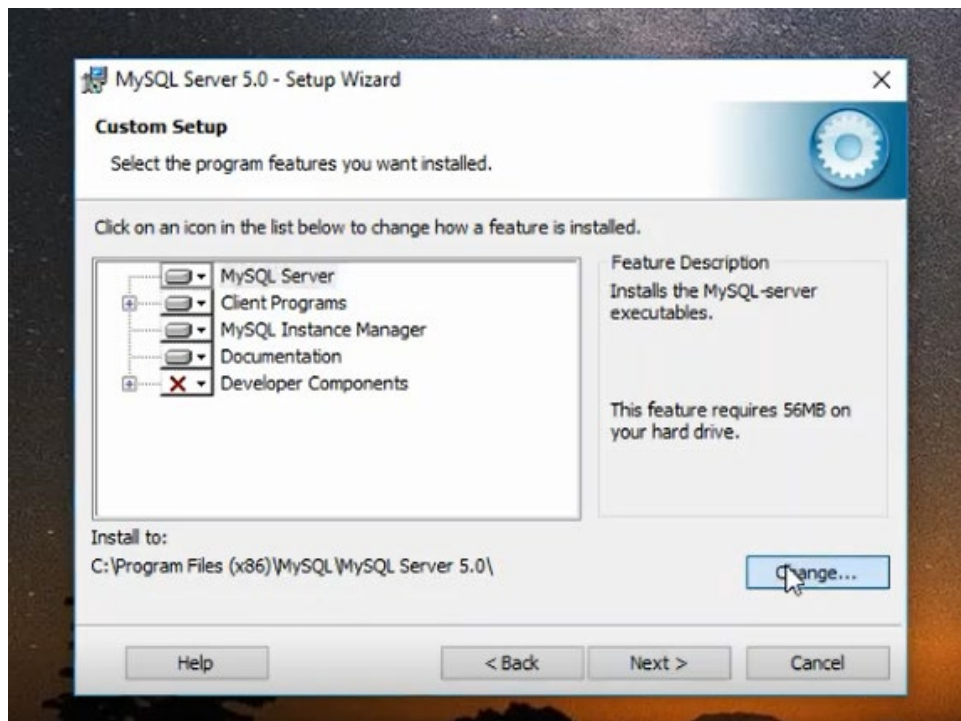


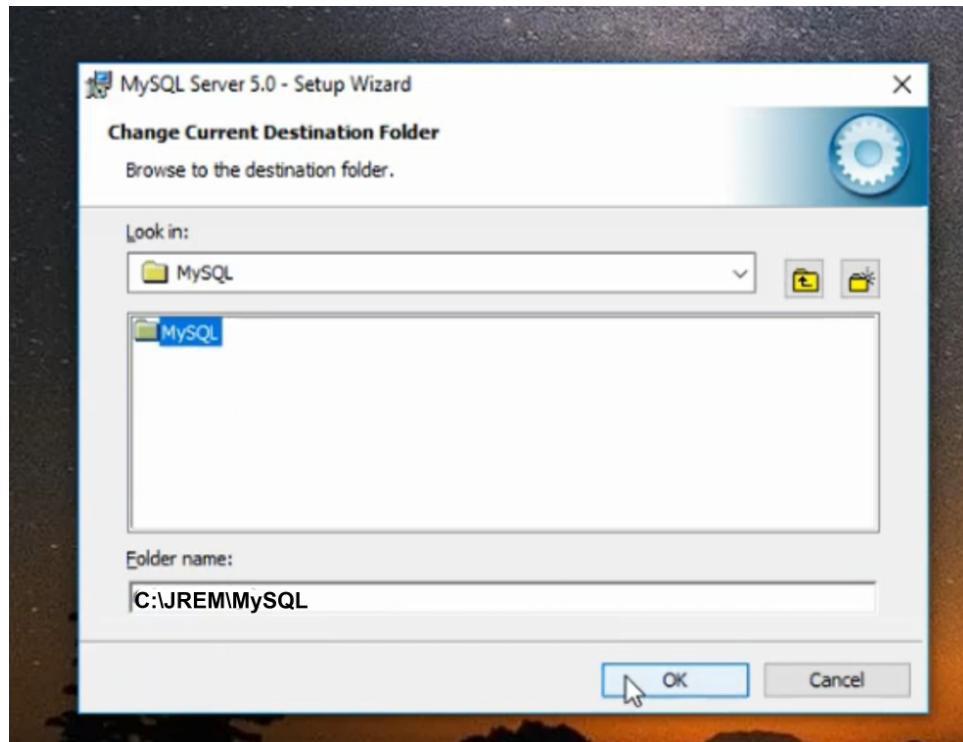
- ❖ MySQL Installation and Configuration
 - MySQL is a database management software used by JREM system for data storage and structured access.
 - Extract the zipped file containing the MySQL setup
 - It is recommended you change the installation path to C:\JREM\MySQL\ to maintain uniformity and ease of technical assistance from JREM Staff.

- Run MySQL Setup and chose custom installation



- Change the installation path from the default to the recommended





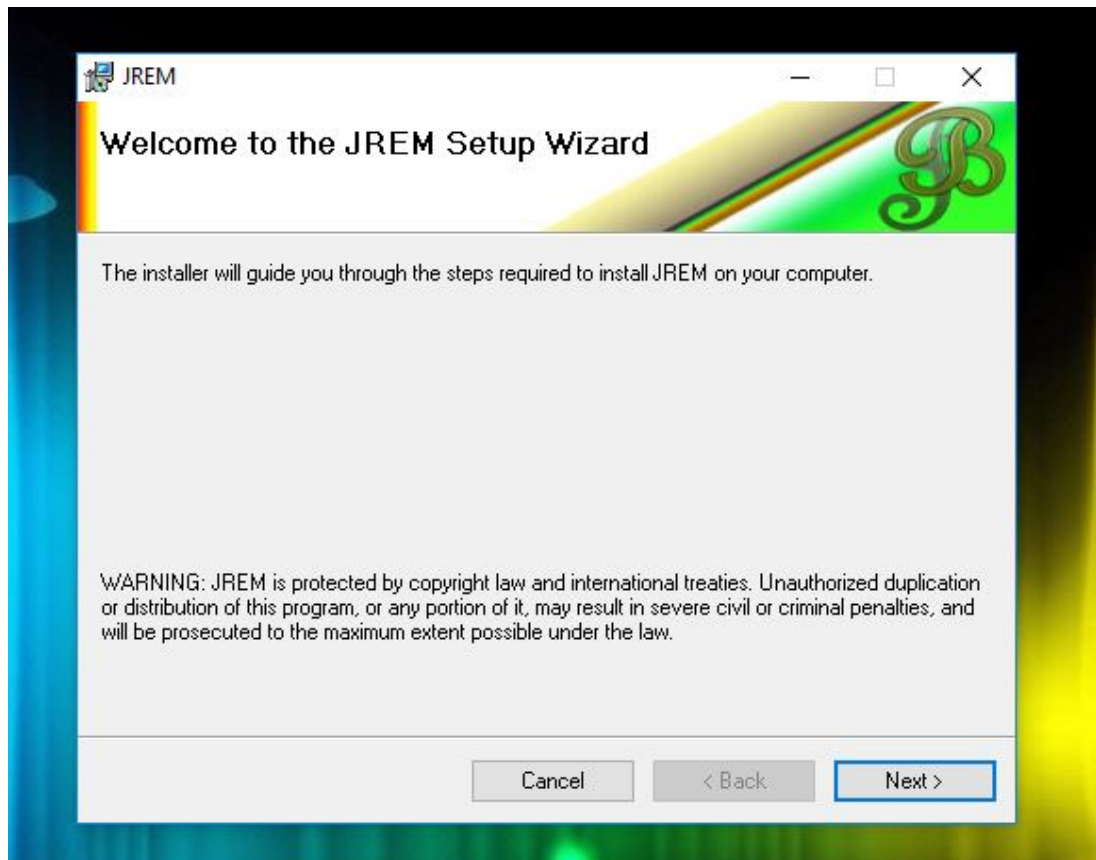
- Tick the 'Configure MySQL Service' option to configure it on your computer.



- At the point where you are asked to setup a password, we recommend you enter a strong password. Put a memorable password as you will use it at JREM System configuration.

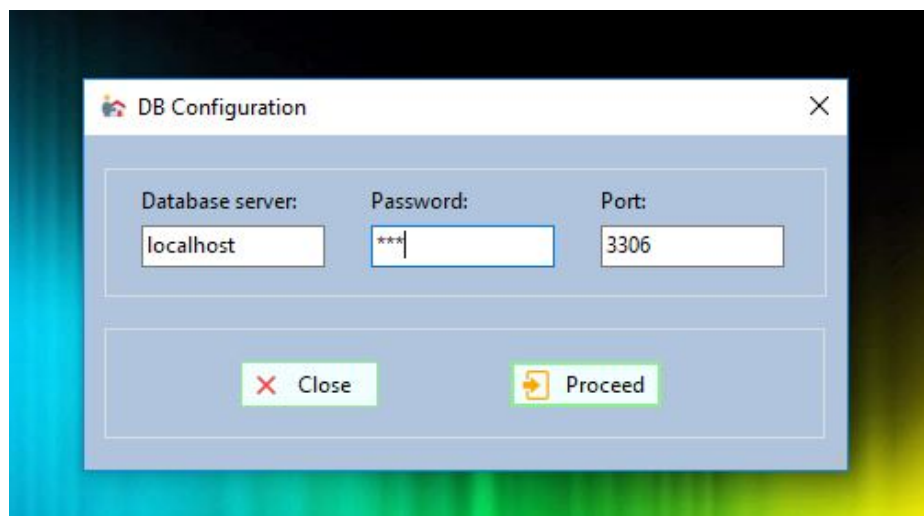


- JREM requires DotNet framework 4.6 to install.
Windows 7 operating system and earlier versions of windows will require that you download the framework and install first. See <https://dotnet.microsoft.com/download/dotnet-framework/net46>
- Windows 8 and 10 are best suited for the program as they are pre-installed with the framework.
- ❖ Crystal Reports Add-on Installation
 - JREM System also requires crystal reports add-on for report-generation purpose. Run the earlier downloaded setup to install
- ❖ JREM System Installation
 - Afterwards, run the JREM System setup downloaded earlier from jrem.co.ke. Follow the installation wizard to complete installation.

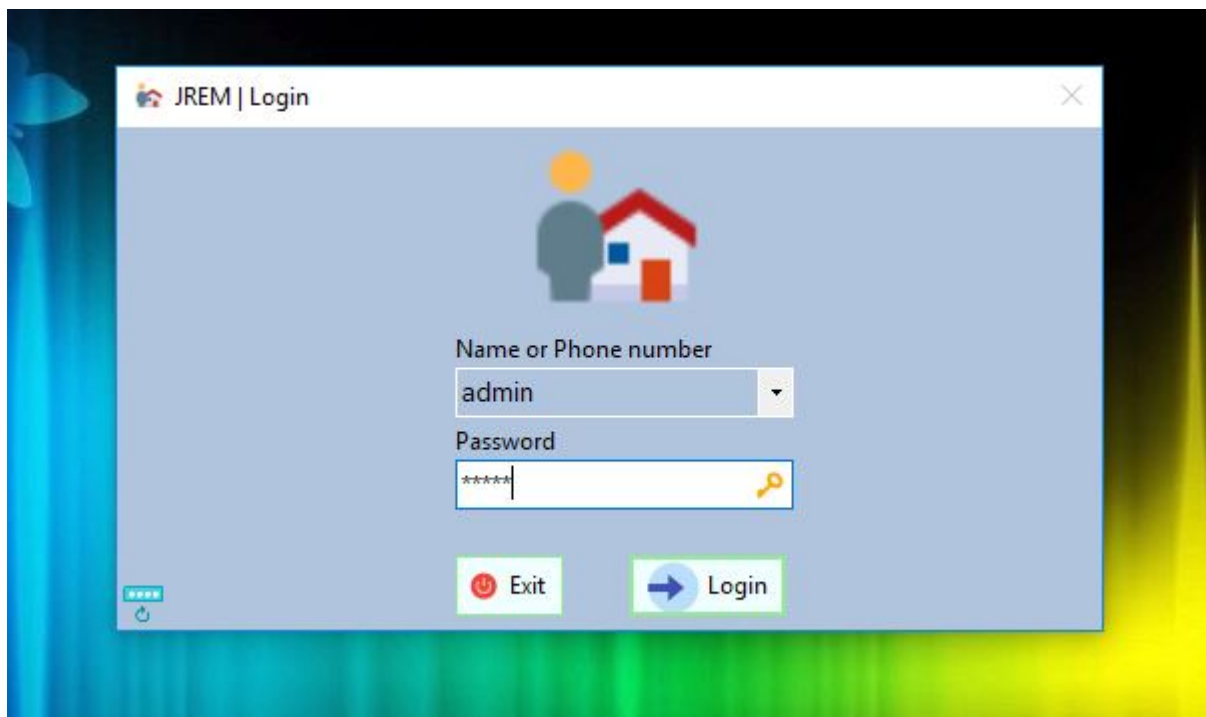
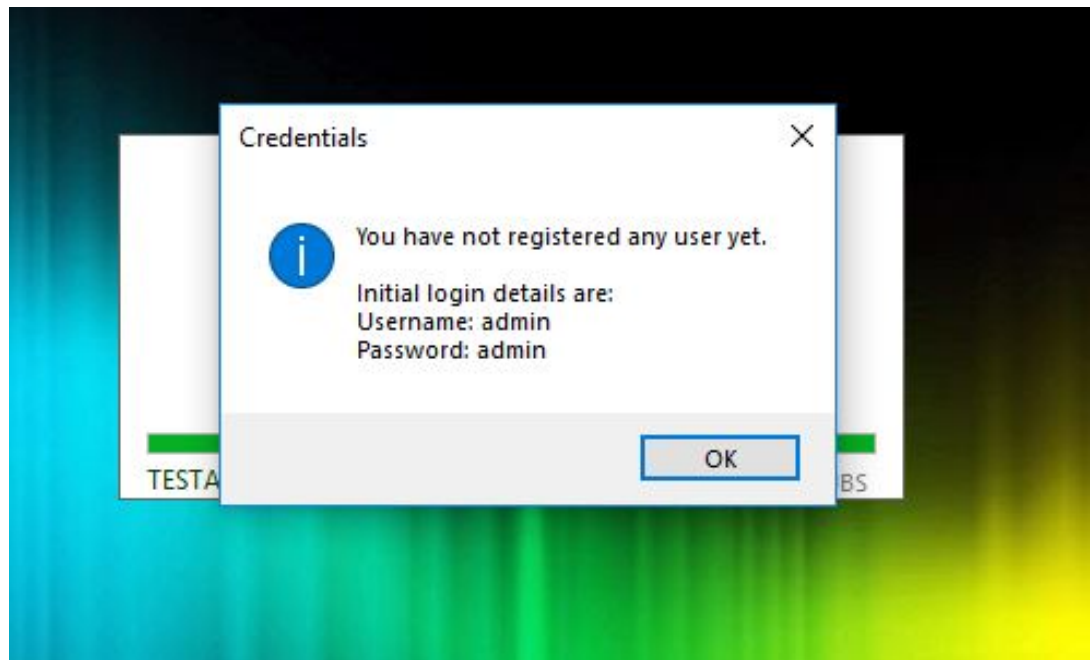


b. CONFIGURING THE SYSTEM FOR THE FIRST TIME

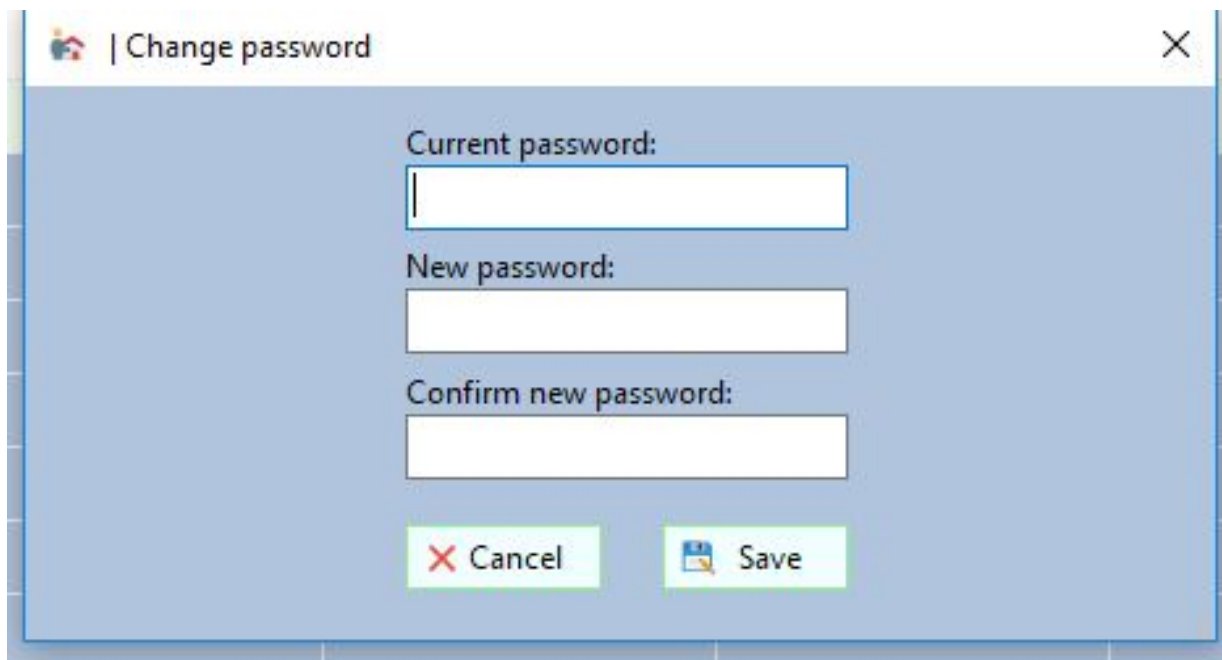
- Run JREM System from the desktop or from the start-menu. When the configuration window appears, leave the server name part with the default name (*localhost*), and enter the root password you configured MySQL with. Click *continue*.



- The program will then request for company details: Supply the details and proceed
- On the login windows, use initial login details for JREM System: -
 - a. Username: admin
 - b. Password: admin



- Once logged in, at the bottom-left section of the interface is a '*Change my password*' link that allows you to change the system password at wish

A screenshot of a 'Change password' dialog box. The dialog has a title bar with a home icon and the text 'Change password', and a close button (X) in the top right corner. The main area contains three text input fields: 'Current password:', 'New password:', and 'Confirm new password:'. Below the fields are two buttons: 'Cancel' with a red X icon and 'Save' with a floppy disk icon.

APARTMENTS / PROPERTIES

a. PROCEDURE

- Apartments are registered in the system independently, with all statutes and owner details, to ensure specific reports and ease of tracking.
- Click the *Add* button on the Apartments page to open the New Apartment interface.
- Right-click an apartment on the apartments list to get more functions on the selected apartment

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PAYMENT DETAILS

RENTAL TAX

PAYMENT DEADLINE

WATER: COST @UNIT

AGREEMENT FEE

NOTI

0%

Date 6

56.00

0.00

Add/Edit Apartment



Name of Apartment

[Import apartments..](#)

Owner

PAMOJA REALTORS [WAKISA MUTUA]

[Add owner..](#)

Cost of water per unit

Location of the apartment

T. Agreement Fee

0

Rent payment deadline

5th

Applicable Tax [%]

0

* Applies on rent amount only

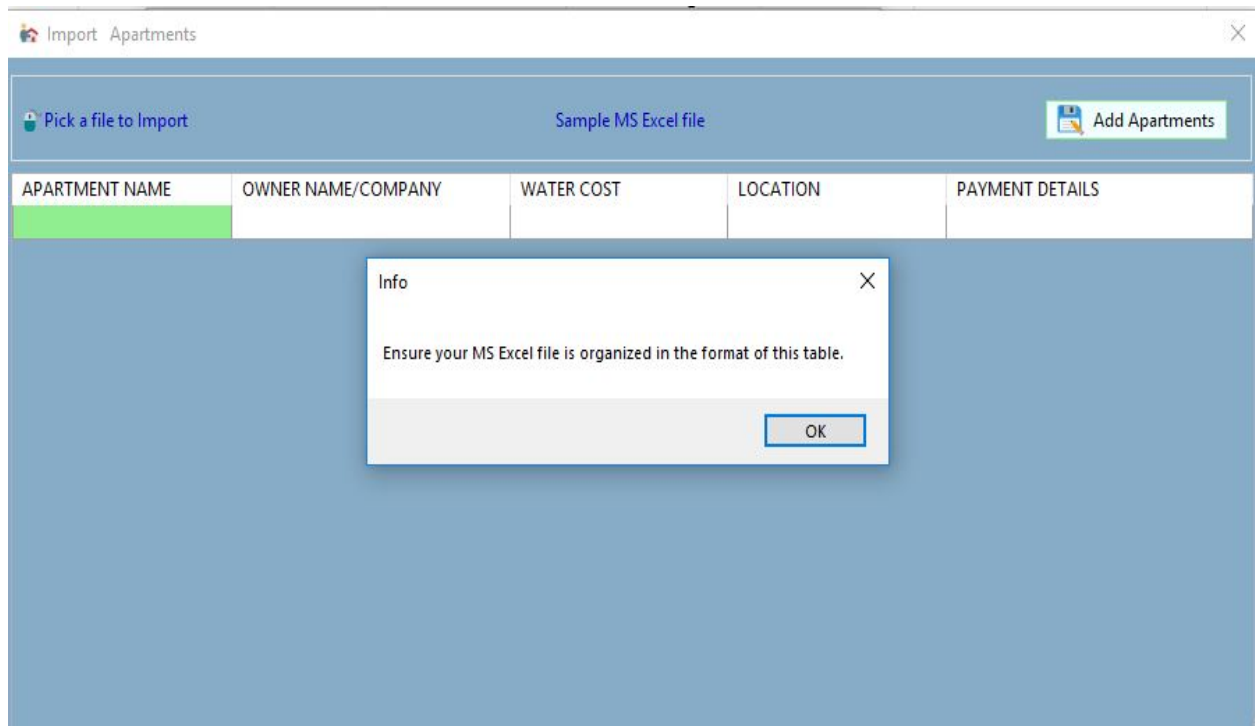
Payment details for this apartment

Close

Save Details

c. IMPORTING DATA FROM EXCEL FILE

- When setting up the system for the first time, you can import the key data from MS Excel files for faster kick-off.
- For the registration of Apartments, Units and Tenants, JREM gives you provisions to import from MS excel. A sample MS Excel file is provided for each case.



TENANTS / OCCUPANTS

- On the Add a New Tenant interface, you add a new tenant to the system by supplying the tenant's details, as well as the unit being leased to the tenant.
- Some information required for this step need to have been entered already, like the tenancy agreement fee if any, and the tenancy agreement document notes. These are set up when registering apartments, and at the Settings window respectively.
- Right-click a tenant on the list for more functions about the tenant, including ending a lease when the tenant vacates the leased unit.



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NUMBER	TENANT	ENTRY DATE
	JOHN JUMA	10 Sep 2019
	JANE MARY	10 Sep 2019

Add Tenant

Apartment
Royalty Apartments
Westlands Nairobi

Unit
B1
2-Bedroom

Add new

Add new

Tenant

ID Number:

First Name: *

Last name:

Import tenants..

Contacts

Phone Number: *

Email Address:

Lease Details

Rent Amount: *

Deposit Amount:

Agreement fee:

Lease Start Date:

This is a new Tenant

Close

Save Details

- *Rent Deposits*-view all rent and deposit amounts for each unit within an apartment

JREM Rent Deposits					
RENT DEPOSITS Royalty Apartments Search: Excel Print					
UNIT NUMBER	TENANT	PHONE NUMBER	EMAIL ADDRESS	RENT AMOUNT	DEPOSIT AMOUNT
A01	JOHN JUMA	+254789877777	XXX@EMAIL.COM	15,000.00	15,000.00
B10	JANE MARY	+254700000001	xxx@gmail.com	28,000.00	28,000.00

COMMUNICATION

- As earlier mentioned, the system adds the communication by SMS functionality for notifications and general communication.
- This functionality links up with JBS SMS for SMS delivery.
- You first open an account at <https://sms.jbs.co.ke> – it's free.

https://sms.jbs.co.ke

JBS SMS Register Login

JBS SMS

A professional messaging app with integration APIs

Communication by SMS made simple, smart and successful: for exam results, custom messages, marketing and much more..

Telegram username: @JBSSMSbot

- ✓ Schools and Colleges
- ✓ Companies and Businesses
- ✓ Chamas and Welfare Groups

[Download v2.0](#)

JBS SMS bot

Please specify the phone number:

You can use the 'Attach' icon to select a contact from your phone book

JBing Systems
0725643546
[VIEW CONTACT](#)

Send to +254725643546

Text to JBing Systems...

- You can as well create a JBS SMS account within the system, at the *Communication page* or on system start-up – it requests for the SMS integration.
- When logged in to your JBS SMS account, go to the HTTP API tab, so that you can fetch your API Key via the My API Key link.
- Use this API Key to link your system to the account.
- You top-up your account via the provided MPesa Paybill number, with your account number as indicated on the '*Communication*' page, or use the *Subscription* option.
- Once you subscribe with JREM, sending SMS is free, no top-up is required.

JREM | Communication

Topping up: MPesa Paybill No.: 597670 , account = CMG568
SMS Balance: 5 units

Send SMS
Sent Messages

This system connects with JBS for SMS service. If you do not already have a JBS SMS account, open one for free by clicking here.

Fetch your HTTP API Key, enter it in the slot below and click Connect to integrate it with this system.

JBS SMS Account:

Linked Account: CMG568 Connect

SMS PLAN

- ☒ Pay As You Use
Top up your account through MPesa Paybill 597670 whenever you need to use the SMS service.
- ☐ Subscription
Once you pay for the Quarterly Subscription for JREM, you can send unlimited SMS in that period.

SEND A MESSAGE

☒ Send to Tenants
☐ Specify Recipient

Apartment: ALL APARTMENTS
Unit: --Select Unit--

Phone Number:

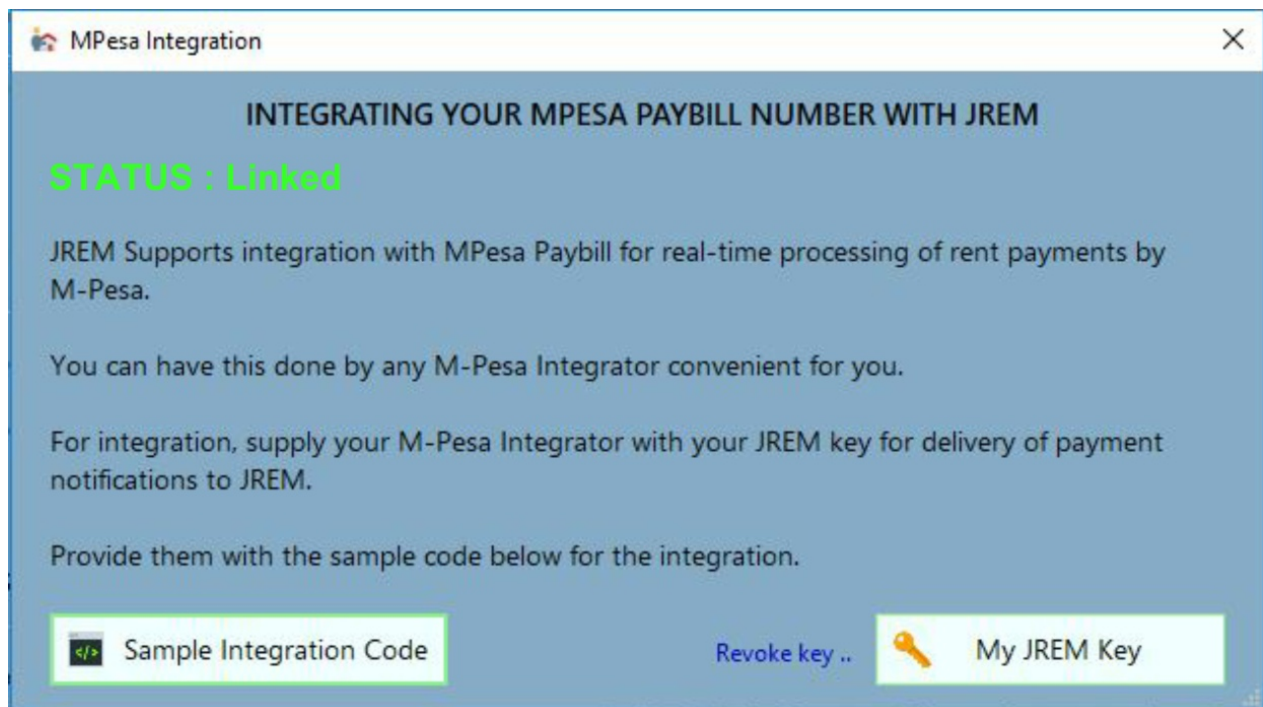
☐ Type the Message
☒ Send Balance Reminders

Dear <name>,
This is a polite reminder of your rent balance.
Your current balance is <balance>. Kindly pay promptly.

Send

M-PESA INTEGRATION

- Integrating mobile payments with JREM is easy – your M-Pesa till number or paybill number
- We have provided an integration channel, so that you can have this done by any M-Pesa integrator of your convenience. We do the integration too, nevertheless.
- The *Settings* link pops up the *Administrator* window. On the bottom left is the *M-pesa Integration* link that opens up the window with a link to fetch your JREM Key, which is the link to your account for the integration. Also provided there is sample code to do the integration – share it with your integrator.
- The integrator would use the code to forward payment details to JREM as received from Safaricom M-Pesa.



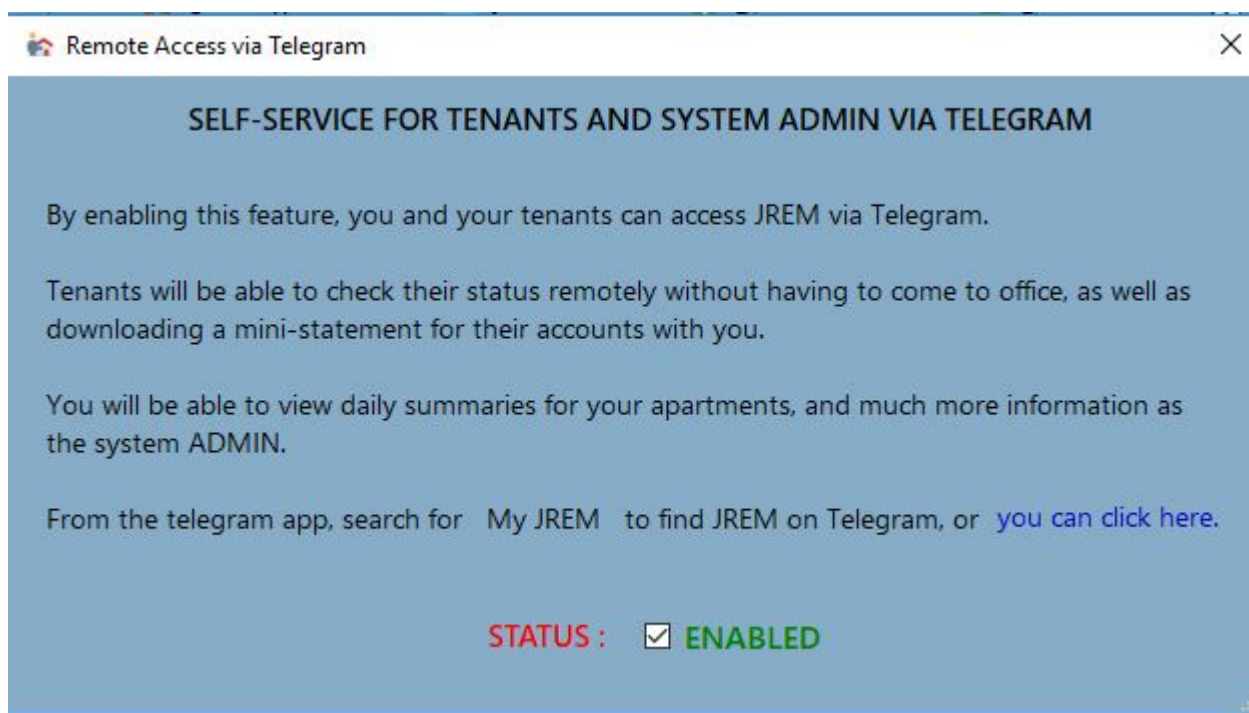
- Once integrated, all payments to your till/paybill number will appear on the Mobile Payments page from the Dashboard – there you process the payment to issue receipt

PAYMENTS BY M-PESA							Refresh
Excel	Print						Previous Next
#	DATE	ACC [client-specified]	AMOUNT	MPESA CODE	PHONE NO.	SENDER NAME	
1	10 Sep 2019	UBORA PROPERTIES	20,000	NKQWERINQ	+254 723 333333	JOHN JUMA	

REMOTE ACCESS VIA TELEGRAM

- For convenience, JREM integrates with the *telegram* app to deliver required information instantly to tenants and the system admin (manager).
- This is achievable when you have an internet connection on the computer hosting JREM.

- Access the Administrator window using the *Settings* link to access *Telegram*, here you find an option to enable or disable this feature.



- You link to JREM on Telegram by searching My JREM on *telegram*.



- Linking your phone involves specifying the company to link to (your name as registered), then your phone number as registered with the company (your JREM system in office). JREM will then send you a code by SMS to complete the connection.
- Tenants can access their recent invoices and receipts via telegram, as well as mini statement.
- The system admin, who links with the phone number registered with JREM, will be able to access recent collections and expenses, as well as daily summary report.

SETTINGS – THE ADMIN PAGE

- This is where you customize the system to your own structure and look.
- Find controls to customize the interface look, as well as setting system constants like tax percentage if any, the kind of receipt to use, invoice notes and more.
- You register your staff through this part, as system users, and assign them roles/rights – what they can access/do with the system. See their actions on the system when they login, from the *User Trail* section.
- Now, in your engagements with tenants, you may have discounts when a tenant pays a lump sum for several months, or fines when they delay payment by a number of days.
- The *Settings* window also gives you the provision to set up discount and fine rules per apartment, to be automatically effected by the system.
- With the automated communication by SMS, the template SMS messages sent as rent reminders or on M-Pesa processing can be customized from this same page.

JREM | Administrator

Configuration System Users Agency Discounts Fines User Trail

System Interface

Interface theme color: [Click to change ..](#) [Default theme..](#)

Alternating row color: [Click to change ..](#) [Default color..](#)

System Constants

Phone code: +254 [Notes on Invoice](#)

[Tenancy agreement information](#)

RECEIPTS: ☒ A5 Receipts ☐ Thermal Printer Receipts

Automation

[M-Pesa Integration](#) [Telegram Access](#)

SMS Templates

Welcome Message Balance Message MPesa Payment

Tenant welcome message on registration: ☐ Send SMS

Dear <name>,
Welcome to house number <unit> at <apartment>.
We are glad to serve you.
Cheers

[Default..](#)

Reports Logo

 [Save](#)

RECORDS AND REPORTS

- These two interfaces provide tools for reporting and data mining from your database.
- Well laid out are controls to help you define the report you require from the system.
- Below are some of the reports you can fetch from the system, depending on the settings you apply while fetching reports on these interfaces:
 - ✓ Records for a specified period of time: receipts, invoices, expenses, etc, per apartment or unit

- ✓ Records as aforesaid, as per staff member(system user) concerned, or by the mode of payment
- ✓ Statements per unit/tenant
- ✓ Monthly ledger per apartment or for office operations
- ✓ Tax report per apartment and generally.
- ✓ Tenancy agreements, invoices and receipts in batch – specify period
- ✓ Daily summary – collections, expenses and closing status of a specified day
- ✓ Status: vacant units/houses per apartment, tenant status

DASHBOARD - THE OPERATIONAL PAGE

- This is the operational page with features for the daily tasks.
- Pending invoices are listed here for a clear view of business status, with functionalities to receive payment or send SMS reminder to the concerned tenants.
- The right-click event is widely used in this system to avail more operations on the right- clicked record.
- More to this, at the dashboard page is where you enter water readings per unit, for the inclusion of water bill in the monthly invoices.
- Invoicing is done either per apartment or all apartments at once. Again you can specify what to invoice, from the list of statutory bills like rent and services offered in the apartments, like DSTV or Internet.

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DASHBOARD SMS Balance: 5 units

INV. NO	INV. DATE	TENANT	INVOICE FOR	INV. AMOUNT	PAID	BALANCE	STATUS
1	10 Sep 2019	[A01] JOHN JUMA	Receive Payment	15,000	0	15,000	Pending
2	10 Sep 2019	[B10] JANE MARY	Send SMS Reminder	28,000	0	28,000	Pending
			Print Invoice				

Invoicing.. **Communicate..** **Status..** **Statement..**