



## **ASP Property System**

*The latest and best ASP based property software available in the U.K.*

### **Module Information**

**Residential Sales \* Property Lettings**

**Foreign Properties \* Commercial Property**

**Corporate Intranet \* Office Job Book**

**Property Lite \* Property Pal**

**The BaySoft ASP property system, first released in June 2006 is the best system of its kind available in the UK for your property business.**

**What are the main system modules?**

**Residential sales  
Commercial property management  
Lettings and accounting module  
Foreign property management  
Intranet module  
Office job book**

**Why is it different from other systems?**

**Because it includes 5 additional modules not found in standard systems that can all be integrated into the one system.**

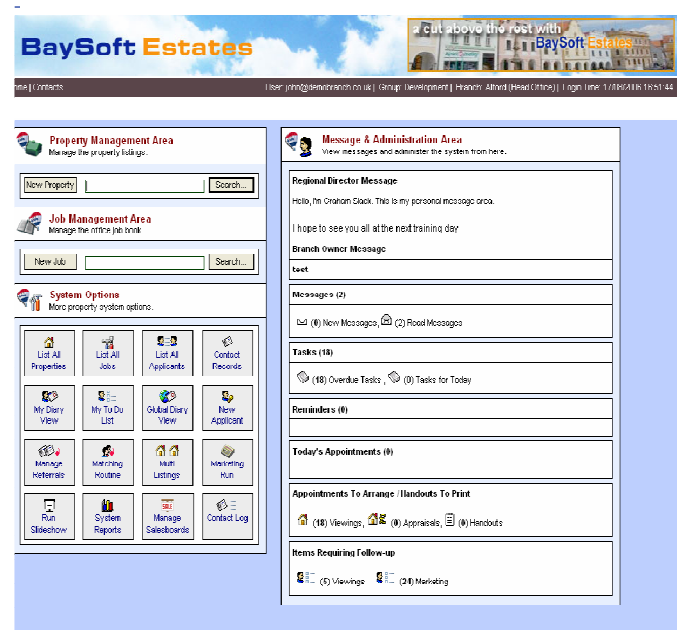
**It's also the simplest to use of any of the competing ASP products on the market today.**

**What advantages does an Internet based system bring over a desktop or office server based system?**

**The best feature is that you can use the power of the web to access the system from anywhere in the world where you can get an Internet connection. Multi-office connectivity and data sharing is made easy through the Internet.**

**What are the main features of the system?**

**Most of the features are listed on our website under the "products" menu. Please access [www.bayssoftsoftware.co.uk](http://www.bayssoftsoftware.co.uk) for this information.**



## Overview of Residential Property Sales Module

This module probably includes the same features as those offered by other systems on the market with the exception that it is probably the most intuitive and easy- to-use ASP based system available.

You can create a property from scratch, or from a pre-populated JOB BOOK record if you've previously used the Job Book to record details of your valuation or appraisal visit. You simply press the NEW PROPERTY button and the data fields are opened up on a neatly ordered form. This property record form is not as cluttered as we've seen from other systems, because we've used collapsing screen areas to neatly stow away parts of the screen that you don't need to view at all times.

The system also benefits from the latest Microsoft.Net technologies which allow us to 'theme' or brand the software to match your corporate colours and include your business logos as form headers. There is also a HELP MODULE bundled in with the system that can be accessed at any point within the system.

Corporate users or companies with multiple branches will benefit from using our INTRANET MODULE.

The base system module is divided into three main feature areas:

1. Property record maintenance
2. Diary and task list section
3. Job book

### Features

- Internet based system
- Real time website update
- Solicitor case note login feature
- Virtual tours enabled
- Invaluable Intranet module available
- All reports printed as PDF files
- Office Job Book included
- Combinations of modules facilitated
- PDA use facilitated
- Portal uploads facilitated
- Appraisals to completions managed
- Interactive website available
- Office diary management
- Interactive task lists
- Comprehensive list of reports
- Marketing run management
- Postcode address lookup available
- Company branding facilitated
- Postcode address lookup available
- Carousel display feature

### Benefits

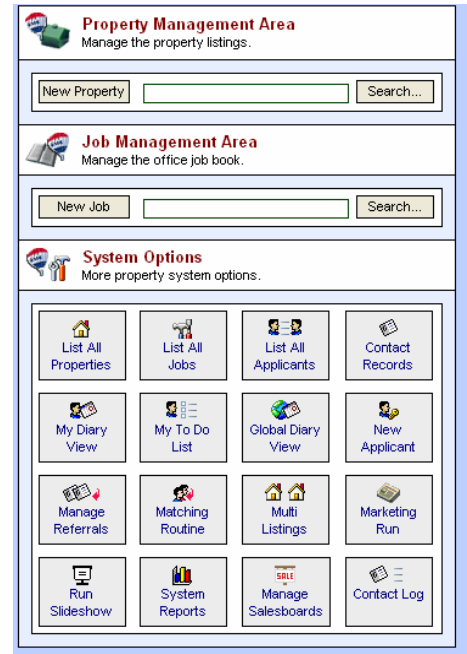
- Easy to use
- Low learning curve
- Limited set-up time
- Low cost of ownership
- Easily updated and maintained
- Scalable to grow with your business
- Use one make of software for everything
- Assists inter-office communication
- Accessible from anywhere in world
- One software system for all sectors
- Work remotely
- In-built system help and training
- Branding delivers personalised look
- Available as modular systems

## System navigation

The system is easy to use because of the neat way we've designed the screens and menu options. At all times it is very easy to see what buttons you need to press to get the required result. Confusion is not a system user option on the BaySoft system!

### For example:

- If you want to create a new Property record you simply select the NEW PROPERTY button.
- If you want to create a new Job record you simply select the NEW JOB button.
- If you want to look at all your properties in a list you simply select the LIST ALL PROPERTIES button.



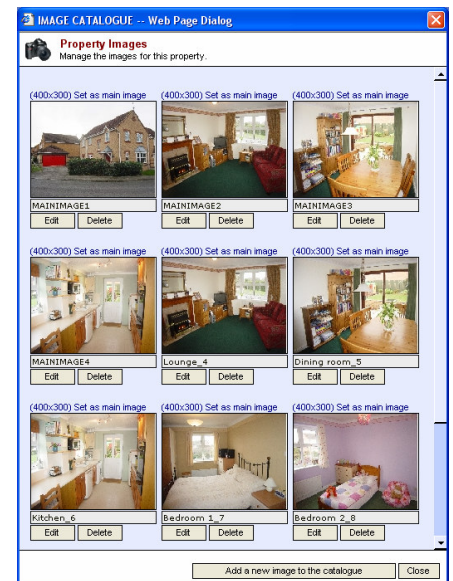
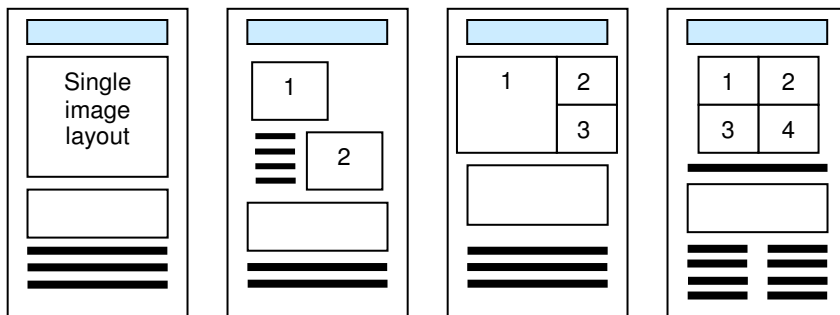
## Images

Image management is a simple process. You firstly import all required images into the online catalogue then you decide where the images will appear within your documentation.

The system allows you 4 main images for different permutations of window displays and particulars layouts and an unlimited number of additional paragraph images.

One of the images, designated as the main image is brought into the system as a higher quality image than the others.

### Examples of report permutations using 1 to 4 images:



# Ease of use was a system design pre-requisite

## Paragraphs

Paragraph management is facilitated through an easy-to-use form we've created that includes a metric measurement converter and virtual tour management tool.

In addition the system can store standard paragraphs that may get repeated for instant recall and insertion into new paragraph templates. Examples might be a Valuation, Disclaimer or Mortgage advice paragraph.

The system simply allows you to create a paragraph, attach an image and virtual tour file to the paragraph, and enter imperial measurements for conversion to metric (or vice versa).

The paragraphs can then be ordered in any way you wish.

A spellchecker is also included as standard.

PARAGRAPHS -- Web Page Dialog

Property Paragraphs  
Manage the particulars for this property.

Paragraph Image: Title: DINING ROOM  
Measurement: 11' 4" X 11' 0" (3m 45cm X 3m 35cm)  
Description: Double glazed window to rear, double panelled radiator, open plan to kitchen, gas fire set in brick surround with wooden mantle over, wooden panel ceiling with feature wooden coving, telephone point, power points.

Paragraph Image: Title: KITCHEN  
Measurement: 12' 4" X 6' 11" (3m 75cm X 2m 10cm)  
Description: Double glazed window and door to rear aspect, range of eye and base level units with roll edge work surface over, space and plumbing for gas cooker, space and plumbing for washing machine, space for fridge and freezer, single drainer sink unit with tiled splashbacks, power points, 'Halstead' combination boiler.

Paragraph Image: Title: BEDROOM 1  
Measurement: 15' 7" X 11' 3" (4m 74cm X 3m 42cm)  
Description: Double glazed windows to front, double panelled radiator, power points, television aerial point, telephone point, door to walk in closet, coving to textured ceiling.

Paragraph Image: Title: CELLAR

Standard Paragraphs Preview New Paragraph Close

METRIC CONVERTER -- Web Page Dialog

Metric Converter  
Simple room size selection.

Metric Conversion Form

From feet to metres  From metres to feet

Feet 7 8 9

by 4 5 6

0 1 2 3

Text: Into each alcove  Display after

13'9" by 8'4" (4m 19cm x 2m 54cm) Into each alcove

Add Clear All

Inbox - Microsoft Out... Document1 - Microsof... Doc

# Why make a straightforward process complex?

## Viewings & Offers

The system processes are very straightforward.

You arrange a viewing against a property for an applicant. The viewing can be attended or unattended. The system updates the diary for the negotiator to record that an appointment has been made. The system prompts you to update the viewing record by following up the viewing with the applicant.

**VIEWINGS -- Web Page Dialog**  
Property Viewings  
Manage the viewings for this property.

Viewings for: 6, Southfield, Balderton, Newark, NG24 3QB (Asking price : £177,950)

Create a New Viewing

Viewing Notes: Will have key. Vendor would prefer to be out. Need to enter by back door as front door activates the alarm. Alarm number in key book / After 2.30 weekdays: Saturday 9.00 to 1.00 pm only

Applicant: Select Applicant [Mr E Thomas] [VIEW]

Attended Viewing:

Negotiator: Mr Chrys Chrysanthou

[Create] [Cancel]

You record whether the appointment was kept, and then update the record to indicate the level of interest the applicant has in the property.

If an offer is going to be made there is a **“quick offers”** feature that lists the persons who have already viewed the property against the offers form for quick and easy selection. You enter the details of the offer, record the date and method that the offer was conveyed to the vendor and update the offer record with the vendor’s response to the offer. If the offer is accepted that offer becomes the active progression record which will form the basis of the sales progression and completion process.

**MY DIARY -- Web Page Dialog**  
My Diary View  
View all diary entries.

Diary View

Selected time: From 13:00 To 14:00

June 2006

TIME	Mr Chrys Chrysanthou chrys@remax-newark.co.uk	Property 6, Southfield, Balderton, Newark, NG24 3QB	Contact Mr Paul Hughes
07:00			
07:15			
07:30			
07:45			
08:00			
08:15			
08:30			
08:45			
09:00			
09:15	09:15 - 10:45		
09:30			
09:45	17, Southend Avenue, Newark, NG24 4BG		
10:00	Applicant : Dr Cathy Williams		
10:15			
10:30			
10:45			
11:00	11:00 - 12:15		11:00 - 12:15
11:15	Viewing	6, Southfield, Balderton, Newark, NG24 3QB	Viewing
11:30	Applicant : Mr E Thomas		Applicant : Mr E Thomas
11:45			
12:00			
12:15			
12:30			
12:45			
13:00			
13:15			
13:30			
13:45			
14:00			
14:15			
14:30			

Blocked Off Time

27/02/2006 13:30 - 15:00  
Driving test appointment  
[Delete] [Edit]

27/02/2006 08:00 - 11:45  
going to dentist  
[Delete] [Edit]

**VIEWINGS -- Web Page Dialog**  
Property Viewings  
Manage the viewings for this property.

Viewings for: 6, Southfield, Balderton, Newark, NG24 3QB (Asking price : £177,950)

Date	From	To	Applicant	Negotiator	Kept	Interest Level	Comment		
22/06/2006	11:00	12:15	Mr E Thomas Chrysanthou	Mr Chrys Chrysanthou	<input checked="" type="checkbox"/>	High Interest	Liked it a lot	Edit	Delete Letter
22/06/2006	13:00	14:00	Mr Paul Hughes	Mr Chrys Chrysanthou	<input checked="" type="checkbox"/>	Will Place Offer	Liked property	Edit	Delete Letter
22/06/2006	14:30	15:45	Mr William Kelly	Mr Chrys Chrysanthou	<input checked="" type="checkbox"/>	Some Interest	He's got more props to view this week	Edit	Delete Letter

You have just created a new viewing - please remember to print any relevant system letters.

**OFFERS -- Web Page Dialog**  
Property Offers  
Manage the offers against this property.

Offers against: 6, Southfield, Balderton, Newark, NG24 3QB (Asking price : £177,950)

Offer Date	Applicant	Offered £	Conveyed To Vendor	Method Accepted	Conveyed To Applicant	Method Comment	Active	Options
06/03/2006	Mr & Mrs Harris	£125,000		Pending			<input checked="" type="checkbox"/>	Edit Delete Letter Progress Activate

**Quick Offers**

Viewer	
Mr Paul Hughes	Make Offer
Mr William Kelly	Make Offer
Mr E Thomas	Make Offer

# Keeping track of case progression

## Sales progression

The active sales progression record is managed from one form capturing all pertinent key data.

**Property Progression**  
Progress offers on this property.

**Property:** 6, Southfield, Balderton, Newark, NG24 3OB (Asking price : £177,950)

**Vendor:**  Mr Simpson **Solicitor:** Chattertons Solicitors    Referred

**Purchaser:**  Mr & Mrs Harris **Solicitor:** Larken & Co Solicitors    Referred

**General Progression**

Agreed Sale Price:

Targeted Exchange Contracts Date:

Targeted Completion Date:

Vendor's Solicitor Instructed:

Applicant's Solicitor Instructed:

Actual Exchange Contracts Date:

Actual Completion Date:

Invoice Date:

Invoice Ref:

**Case Progression**

Deeds Applied For:

Mortgage Granted:

Survey Done:    Attention

Draft Contracts Issued:

Contracts Received:

Search Fees Paid:

Searches Applied For:

Searches Received:    Attention

Enquiries Raised:

Enquiries Received:    Attention

Mortgage Offer Received:

Purchaser Signed Contract:

Vendor Signed Contract:

**Solicitor Notes**

**Linked to referrals routine**

**Solicitor can access this panel independently**

Solicitor referrals can be made from this form, linked to our *referrals routine*.

The ability for enabling a solicitor or conveyancer to access and update the case progression notes independently is also facilitated through secure managed 3<sup>rd</sup> party system logins.

**Solicitor Progression**  
Manage active cases

**Solicitor Login**

Username:

Password:

**My active cases**

Offer Date	Amount	Applicant	Vendor	Property	Case Ref
07/06/2006	£160,000	Mr & Mis Katie Thurlow	Steve Smith	Mr & Mrs Ken Edwards (42) 70, Meadowbank Drive, WR2 5UB	1-1-11 <input type="button" value="Edit Case"/>
19/07/2006	£195,000	Mr Sam Jones	Ms Jackie Powell	(82) 17, Upper Belgrave Road, BS8 2XH	1-1-18 <input type="button" value="Edit Case"/>


In the event that a progression falls through because of an offer withdrawal, the active progression can be de-listed as the active offer allowing a subsequent progression record to take its place.

# At-a-glance transactions summary feature

## Property memo pad

Our integral memo-pad records key property information as various system features are accessed and also allows for input of additional useful data.

This form is your at-a-glance view of the summary activity of your property record.

MEMO PAD -- Web Page Dialog			
 <b>Property Memo Pad</b> Keep track of the key event dates and fee details for this property.			
<b>Appraisal/Valuation Stage</b>			
Record Created	<input type="text" value="25/11/2005"/>	Valuation Date	<input type="text" value="-"/>
Valuation Confirmed	<input type="checkbox"/>	Valuation Document Ref	<input type="text"/>
<b>Take On Stage</b>			
Instruction Date	<input type="text" value="10/04/2006"/>	Particulars Approved On	<input type="text" value="10/04/2006"/>
Contract Signed On	<input type="text"/>	Contract Ends On	<input type="text"/>
Agency Type	<input type="text" value="Sole"/>	Show On Pipeline	<input checked="" type="checkbox"/>
<b>Marketing Stage</b>			
First Advertised	<input type="text"/>	Last Advertised	<input type="text"/>
Number Of Adverts	<input type="text" value="0"/>	Advertised In	<input type="text"/>
Sales Board Erected On	<input type="text" value="10/04/2006"/>		
Sales Board Removed On	<input type="text"/>		
<b>Viewings and Offers Stage</b>			
First Viewed On	<input type="text" value="22/06/2006"/>	Last Viewed On	<input type="text" value="22/06/2006"/>
Number Of Viewings (Kept)	<input type="text" value="3"/>	(Not Kept)	<input type="text" value="0"/>
First Offer Made On	<input type="text" value="06/03/2006"/>	Most Recent Offer Made On	<input type="text" value="06/03/2006"/>
Number Of Offers	<input type="text" value="1"/>	Highest Offer	£ <input type="text" value="£125,000"/>
Lowest Offer	£ <input type="text" value="£125,000"/>	Average Offer	£ <input type="text" value="£125,000"/>
<b>Costs Incurred</b>			
Marketing Costs To Date	£ <input type="text"/>	Other Costs	£ <input type="text"/>
Budgeted Costs	£ <input type="text" value="350.00"/>		
<b>Completion and Fee Notes</b>			
Final Sale Amount	£ <input type="text" value="165450"/>	Final Sale Date	<input type="text"/>
Sale Fee	£ <input type="text" value="2000"/> % <input type="text"/>	Sale Fee Paid Date	<input type="text"/>
Office Fee Amount	£ <input type="text" value="1250"/>		
Negotiator Fee	£ <input type="text" value="450"/>		
Shared Fee 1	£ <input type="text" value="200"/>	<input type="text" value="Referral fee - Tony Kaye Ipswich"/>	
Shared Fee 2	£ <input type="text"/>	<input type="text"/>	
Other Commission	£ <input type="text" value="100"/>	<input type="text" value="Proc fee - Mike Jones"/>	
Contract / Fee Notes	<input type="text" value="Note Mike Jones owes us £50"/>		

# Property & applicant matching routines

## Property matching

There are 3 methods available to the system-user to assist in matching a property to an applicant.

1. You can perform a match with an individual property record against all active applicants to see if their preferences match the attributes of that property.
2. You can select all active properties and perform a blanket match against all active applicants.
3. You can select an individual applicant record and match all active properties against their desired preferences

**RUN MATCH -- Web Page Dialog**

**Matching Routine**  
Match Dr David Smith against active properties.

**Match Results**

**Filtering Options**  
Negotiator:

Select/De-select All

Applicant	Negotiator	Ref	Address	Price	View	Use	Log
Dr David Smith	Mr Andrew Stephens	35	185, Vancouver Close, Flyford Flavell, Worcester, Worcestershire, England, WR2 4XS	£135,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Ms Gaynor Baker	2	200, Newbury Road, Abberley, Worcester, Worcestershire, England, WR2 5JF	£135,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mr Andrew Stephens	29	60, Winchester Avenue, Acton Beauchamp, Worcester, Worcestershire, England, WR2 4JQ	£137,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mrs Donna Savage	21	50, Cromwell Road, Powick, Worcester, Worcestershire, England, WR2 4QJ	£138,500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mr Andrew Stephens	45	65, Kingsbury Road, Great Meadow, Worcester, Worcestershire, England, WR2 4JH	£140,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Ms Gaynor Baker	5	(45), 65, Kingsbury Road	£140,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mr Auran Harris	2	65 Kingsbury Road Great Meadow Worcester Worcestershire England WR2 4JH	£140,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Ms Gaynor Baker	1		£140,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Ms Gaynor Baker	6		£145,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mrs Donna Savage	5		£149,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Ms Gaynor Baker	60	56, Lynn Close, Lower Gornal, Dudley, Worcestershire, England, WR13 5DU	£149,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David Smith	Mrs Donna Savage	17	25, Westlea Close, Clifton-On-Teme, Worcester, Worcestershire, England, WR2 5J	£150,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr David	Mr Auran Harris	31	24, Penhill Crescent, Bredicot, Worcester, Worcestershire, England, WR2 5PX	£159,950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Warning! Do not click the e-mail button more than once!**

Email

# Setting up applicant matching preferences

## Applicant preferences

Setting applicant preferences is a very easy thing to do using this system.

In addition, you can set up as many active preference profiles as you like against an applicant record.

This is useful if your applicant is an investment buyer and wants to purchase commercial and residential properties in more than one price band and in differing suburbs and areas.

The screenshot shows a web browser window titled "MATCH BUILDER -- Web Page Dialog". The main content area is titled "Match Builder" with the subtitle "Build matching preferences." Below this, there is a "Match Preferences Builder" section with a timestamp "Match 19/08/2006 17:03:20".

**1. What kind of property is the applicant looking for?**  
Residential

**2. Specify The Matching Preferences**

Price Between: 185000 and 235000  
Bedrooms (at least): 3  
Bathrooms (at least): 1  
Receptions (at least): 1  
Has Garage:  Any  Yes  No  
Has Garden:  Any  Yes  No  
Has Parking:  Any  Yes  No  
Postcode 1 is Like: (Any)  
Location: City, Outskirts  
Property Type  (all) County  (all) Town  (all) Suburb  (all)

## CONTACTS FORM -- Web Page Dialog



### Contact Record

Manage the contact records in the property system.

#### Contact Record:

(201) Dr David Smith  
92, Foley Road, WVR2 4NE () / ()

Created: 07/04/2006

Last Contacted:

Last Marketed: 18/08/2006



General



Applicant



Vendor

Active Record

#### ▶ Applicant Specific Information

#### ▼ Matching Preferences

Name	Match	Edit	Delete
Match 21/08/2006 17:21:27	Select all Residential property with Price >= 185000 and Price <= 235000 and 3 or more bedrooms and 1 or more bathrooms and 1 or more receptions and with a garage and with parking and in the location 'City Outskirts'	Edit Match	Delete
Match 21/08/2006 17:22:07	Select all Commercial property with Price >= 300000 and Price <= 450000 and in the location 'Central Location'	Edit Match	Delete

Add Matching Criteria

#### ▶ Viewings & Offers

#### ▶ Record Detail

# Confusion is not an option using the BaySoft system

## Key management

We've included a simple key tracking feature into the system.

Record movements of keys taken out and returned with this easy-to-use utility.

A key movements report is also available to print an audit log of key movement transactions.

Taken by	Organisation	Out	In	
Bob Hughes	Countrywide Surveyors	02/06/2006 10:15:00	02/06/2006 16:25:00	Select

## Sale-board management

Track sale-board erection and removal instructions with this simple feature.

The feature is linked to the system *To-do list* to remind you to follow up necessary instructions to your sales board suppliers and verify with the vendors that the required sales board actions have been undertaken.

Username	Date	Subject	Note	Flagged	
john@demobranch.co.uk	21/08/2006 17:57:05	Contract signing reminder	Get vendor to sign revised contract by end of month.	<input type="checkbox"/>	Edit Delete
john@demobranch.co.uk	21/08/2006 17:56:12	Vendor on holiday	Between 1-9-2006 & 10/9/2006	<input checked="" type="checkbox"/>	Edit Delete

## Notepad management

Manage lists of notes made against property record.

Flag important items for attention when accessing the property record in future.

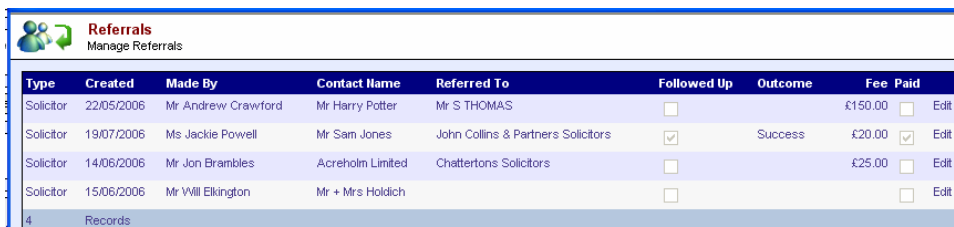
Username	Date	Subject	Note	Flagged	
john@demobranch.co.uk	21/08/2006 17:57:05	Contract signing reminder	Get vendor to sign revised contract by end of month.	<input type="checkbox"/>	Edit Delete
john@demobranch.co.uk	21/08/2006 17:56:12	Vendor on holiday	Between 1-9-2006 & 10/9/2006	<input checked="" type="checkbox"/>	Edit Delete

# Simple routines make up a totally useable solution

## System referrals

The system enables you to make a referral note for solicitors and mortgage advisors in certain stages of the system use.

For instance, when creating an applicant record you are asked if the applicant already has received mortgage advice and if they would like the user to make a referral in the event that they require this service.



Type	Created	Made By	Contact Name	Referred To	Followed Up	Outcome	Fee Paid	
Solicitor	22/05/2006	Mr Andrew Crawford	Mr Harry Potter	Mr S THOMAS	<input type="checkbox"/>		£150.00	<input type="checkbox"/> Edit
Solicitor	19/07/2006	Ms Jackie Powell	Mr Sam Jones	John Collins & Partners Solicitors	<input checked="" type="checkbox"/>	Success	£20.00	<input checked="" type="checkbox"/> Edit
Solicitor	14/06/2006	Mr Jon Brambles	Acreholm Limited	Chattertons Solicitors	<input type="checkbox"/>		£25.00	<input type="checkbox"/> Edit
Solicitor	15/06/2006	Mr Will Elkington	Mr + Mrs Holdich		<input type="checkbox"/>			<input type="checkbox"/> Edit
4 Records								

You are able to select a preferred mortgage advisor and the system notes that you need to make the referral, follow it up to see if it was acted upon and claim any negotiated commissions due.

An identical routine is available for solicitor referrals too.

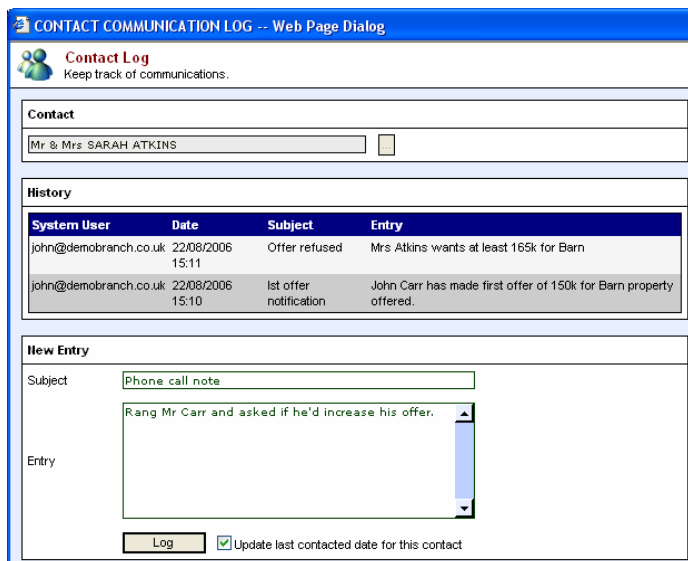
## Portal feeds & Internet sites

The system generates automated data and image feeds to the leading portals. This is a new product so we don't presently upload to all available portals at present. Please contact us to discuss which portals you wish to upload your data to.

We design and create professional websites in-house for our clients so we can seamlessly integrate your property into your own website searches. In addition, we can provide your web designer with the software tools needed to connect to your data if you wish to have a third party design and manage your website.

## Correspondence

Make a note of correspondence made between office and system contact records for recall against contact history routine.



**CONTACT COMMUNICATION LOG -- Web Page Dialog**

**Contact Log**  
Keep track of communications.

**Contact**  
Mr & Mrs SARAH ATKINS

**History**

System User	Date	Subject	Entry
john@demobranch.co.uk	22/08/2006 15:11	Offer refused	Mrs Atkins wants at least 165k for Barn
john@demobranch.co.uk	22/08/2006 15:10	1st offer notification	John Carr has made first offer of 150k for Barn property offered.

**New Entry**

Subject: Phone call note

Entry: Rang Mr Carr and asked if he'd increase his offer.


Log  Update last contacted date for this contact

# Multi-listing and "shop-front" set up

## Multi-listing

Multi-list your properties between your other branches or other consenting estate agents using this feature.


Offers the facility to search linked database for properties in multi-listed ring and obtain details and print window cards and property particulars with your own branch details as a header.


**Multi Listings**  
 Active listings from branches sharing data with you.

**Property Listings**

**Filtering Options**

Status: <input type="text" value="(Any)"/>	Branch: <input type="text" value="(Any)"/>	Bedrooms: <input type="text" value=""/>	
Town: <input type="text" value="(Any)"/>	Price from £: <input type="text" value="175000"/> to £: <input type="text" value="215000"/>	<input type="button" value="Filter"/>	

Branch	Property	Status	Street	Suburb	Town	Post	Code	Price	Type	Negotiator	Beds	
REMAX Coast and Country (Sunderland)	67	Pending Approval	19-21, Neville Road	Pallion	Sunderland	SR4	6QA	£180,000	Residential	Mr Kevin McVey	0	<a href="#">Print</a>
REMAX Coast and Country (Sunderland)	33	Pending Approval	Mayfair House, Durham Road		Sunderland	SR2	7PD	£199,950	Residential	Mr Kevin McVey	0	<a href="#">Print</a>
REMAX (Gloucester)	290	Pending Approval	175, Barton Street	Barton	Gloucester	GL1	4HT	£199,995	Residential	Nick Dutton	0	<a href="#">Print</a>
REMAX Professionals (Newark)	606	Sold STC	The Hicking Building, London Road	City Center	Nottingham	NG2	3BQ	£185,000	Residential	Mr Phillip Roworth	2	<a href="#">Print</a>
REMAX Professionals (Newark)	568	For Sale	24, The Brewhouse		Newark	NG24	4AF	£199,995	Residential	Mr Kevin Rontree	2	<a href="#">Print</a>
REMAX Coast and Country (Sunderland)	124	Pending Approval	Craiglaw, Durham Lane	Easington Village	Peterlee	SR8	3BA	£195,000	Residential	Mr Kevin McVey	2	<a href="#">Print</a>
REMAX Professionals (Lincoln)	671	Sold STC	67, Hollywell Road		Lincoln	LN5	9BZ	£185,000	Residential	Mrs Michelle Sale	2	<a href="#">Print</a>
<b>(659) 28, Lincoln Road</b>												
		28 Lincoln Road Wellton Lincoln Lincolnshire England LN2 3JA		<b>Price:</b>	£198,000					<b>Negotiator:</b>	Mrs Michelle Sale	
				<b>Branch:</b>	REMAX Professionals (Lincoln)							<b>Bedrooms:</b> 2
												<a href="#">Print</a>
												<a href="#">Print</a>
												<a href="#">Print</a>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

## Shop front set-up

This is an ideal feature for branches that want to operate a main office as the administration centre and show other branches as "shop-fronts". This enables all data input to be managed from one location but displayed across multiple sites for individual web-site display and searching and office retrieval purposes.

### Example

Client X has 4 offices. Office A is the admin centre and B,C & D are set up as shop fronts/ Office A performs all the data input. Staff at offices B,C & D access the system and work on the property records from their own locations and have access to pooled data from all other branches therefore they can select any property and print it out with their own branch details on it if required.

# Interactive system diary feature

## Diary features

The diary system is incorporated into the main property system and is connected to some key stages of the property record maintenance process.

### Key features of utility:

- Read and send messages to other system users
- Prompts to follow up unattended viewings
- Prompts to notify salesboard company of actions to be undertaken
- Prompts to print handouts for applicants
- Appointments and reminders viewer
- Global office diary view
- Reminders to arrange viewings
- Reminders to follow up viewings
- Reminders to follow up marketing runs
- Manage task lists

The screenshot shows a web interface titled "Message & Administration Area" with the subtitle "View messages and administer the system from here." The interface is divided into several sections, each with a callout box on the right:

- Regional Director Message:** A message from the administrator. Callout: "Administrator managed".
- Branch Owner Message:** A message from the administrator. Callout: "Administrator managed".
- Messages (1):** A section for messages, showing "(0) New Messages, (1) Read Messages". Callout: "Secure messaging tool".
- Tasks (11):** A section for tasks, showing "(11) Overdue Tasks, (0) Tasks for Today". Callout: "Task manager".
- Reminders (3):** A list of reminders, including "13/03/2006 Book an appraisal appointment for Mr Joe/Peter Chandler/Hughes (154A Beaconhill Road, Newark, Notts, NG24 2JJ)", "17/03/2006 Book an appraisal appointment for Mr. Kennedy (5 Howards Gardens, Balderton, NG24 3FJ)", and "17/03/2006 Book an appraisal appointment for Miss Julia Kershaw (46 Willow Road, Balderton, Newark, NG24 3DA)". Callout: "System reminder tools".
- Today's Appointments (1):** A section for appointments, showing "22/06/2006 09:15 (Viewing) Dr Cathy Williams - 17, Southend Avenue". Callout: "Central appointments".
- Appointments To Arrange / Handouts To Print:** A section for appointments and handouts, showing "(11) Viewings, (0) Appraisals, (0) Handouts". Callout: "More reminders".
- Viewings Requiring Follow-up:** A section for viewings, showing "(0) Viewings".

# Great selection of invaluable reports available

## Comprehensive reporting

Our list of available reports to assist the analysis of your business transactions is extensive.

All reports are produced in PDF format so they can be emailed as attachments if required.

Our reports menu is being added to frequently. Our menu listings at the time of preparing this document are listed as shown.



### Reports

Select your reporting options.

<b>Property Reports</b>	<b>Select a report</b>
Viewing and viewer's comments Properties with less than X viewings Viewings and offers Empty properties Sale board status Property register Listings in period Marketing report Property status report Archive report Full details report Property status summary report Completions report Property inspection report	Applicants viewings report No applicant contact since given date Full applicant detail report Applicants with property to sell - details of Listed between dates Applicants archive Applicant summary report
<b>Vendor Reports</b>	<b>Valuation</b>
No vendor contact since given date	Valuation appointments made between dates Job activity report Valuation follow-ups Pending offers report
<b>Applicant List</b>	<b>Matching</b>
No viewings since given date Applicants viewings report No applicant contact since given date Full applicant detail report Applicants with property to sell - details of Listed between dates Applicants archive	Single property against all applicants Match all properties to all applicants Properties previously matched to an applicant Applicants previously matched to a property
	<b>Performance &amp; General Reports</b>
	Office Pipeline report Negotiator Pipeline report Portals report Summary performance

# The Intranet module - A great aid to communication

## Intranet module

An invaluable feature for any business operating from more than one branch.

This module maximises communication efficiencies within your business.

### Key features of utility:

- Administration level users have access to content management tools (CMT)
- Group address and contact register facilitates inter-office messaging
- Ideas board – controlled publishing, responses and deletion through CMT
- Document and image retrieval – pooled resource access through CMT
- Events diary – local and national events pages managed through CMT
- Newsletter retrieval – present and archived editions
- Statistics pages – league tables, best office, best negotiator, etc.

**Address Book**  
Keep in contact with the group address book.

**Group Branch/Members Roster**

Please select a branch from your Group.  
RE/MAX Professionals (Newark)

Branch	Name	Telephone	Email
RE/MAX Professionals (Newark)	Mr Andrew Gorman	08000 826826	andrew@remax-newark.co.uk
RE/MAX Professionals (Newark)	Mr Jon Brambles	08000 826826	jon@remax-newark.co.uk
RE/MAX Professionals (Newark)	Mr Kevin Rontree	08000 826 826	kevin@remax-newark.co.uk
RE/MAX Professionals (Newark)	Mr Phillip Roworth		philproworth@yahoo.co.uk
RE/MAX Professionals (Newark)	Mr Terry Hargreaves	08000 826826	terry@remax-newark.co.uk
RE/MAX Professionals (Newark)	Mrs Carol Gorman	08000 826826	carolplummy@aol.com
RE/MAX Professionals (Newark)	Mrs Rachel Glierski	08000 826826	rachel@remax-newark.co.uk
RE/MAX Professionals (Newark)	Mrs Shirley Hughes	08000 826826	
RE/MAX Professionals (Newark)	Mrs Sue Marvin	08000 826826	
RE/MAX Professionals (Newark)	Ms Sally Grogan		

**Ideas Board**  
Post your ideas and read the great ideas of other users.

**Organisation Ideas Board**

Market Appraisals When carrying out a Market Appraisal Take measurements, details and photos. Put th...

Fancy having your name and REMAX on your car? Temporary magnetic signs for your car are available f...

Introducing your buyers to the neighbours is a great way of introducing yourself, showing you care a...

**Documents**  
Share Documents Uploaded for your Group.

**Group Documents**

Root Folder  
This is the root folder for your group.

View	All Images	
View	Approved Suppliers	
View	Balloon and REMAX Logos	
View	Frank Polzler Recruitment Presentation June 05	Powerpoint Presentation
View	Marketing Materials	
View	Marketing Tips	
View	Office Forms	
View	PR	Templates, Hints & Tips
View	Property Files and Personal Promotion	
View	RE/MAX Listing Presentation Docs	Listing Presentation including Property Files PDFs
View	RE/MAX Office Reporting	Monthly reporting document
View	RE/MAX UK Nationwide Locations	UK Map/Office names & addresses
View	Renowned Properties	Logos
View	Sales Associate Forms and Documents	
View	Sales Associate Recruitment	Ads, Application form
View	Sales Associate Recruitment Brochure	8 page PDF
View	Succeed Program	Intro, logos etc
View	Trademark Manual	11th Edition Nov 2005

**Image Downloads**  
Access the organisations images.

**Organisation Image Library**

Category: All Images

Name: Corp44.jpg Category: All Images Size: 7 Kb	Name: DL2.jpg Category: All Images Size: 6 Kb	Name: LettingSystemWatermark.jpg Category: All Images Size: 159 Kb	Name: poster1.jpg Category: All Images Size: 13 Kb
Name: distinctbro.jpg Category: All Images Size: 7 Kb	Name: DL2.jpg Category: All Images Size: 9 Kb	Name: Inksbadge.jpg Category: All Images Size: 8 Kb	Name: promocards.jpg Category: All Images Size: 9 Kb
Name: distinctfilder.jpg Category: All Images Size: 5 Kb	Name: DL3.jpg Category: All Images Size: 9 Kb	Name: nousmats.jpg Category: All Images Size: 8 Kb	Name: recruit.jpg Category: All Images Size: 6 Kb
Name: Distinctpds.jpg Category: All Images Size: 8 Kb	Name: DL4.jpg Category: All Images Size: 6 Kb	Name: movingcard2.jpg Category: All Images Size: 8 Kb	Name: remaxcap.jpg Category: All Images Size: 2 Kb

# Personalising the software to reflect your "brand"

## System theming

One of the most powerful and attractive features to any business is the ability to "theme" or brand the software to the personal colours of your organization.

Look at the following screen shots to see how we've branded the system for some of our other clients:

The image displays three overlapping screenshots of a real estate software interface, each branded for a different client. The top screenshot is for Parker Stag Ltd, featuring a blue header with the company logo and name. The middle screenshot is for jdr safe&sound, with an orange header and a list of applicants. The bottom screenshot is for REMAX, showing a blue header with the REMAX logo and a 'SLIDESHOW - Web Page Dialog' window open in the foreground. The dialog window contains settings for a slideshow, including filters for property type and price, and options for refresh interval and format. The background of the bottom screenshot shows a sidebar with navigation options and a main content area with various administrative tasks.

# Detailed screen shots BY MODULE

## Residential property record fields – (Screen shot views)



### Residential Property Record

Manage the residential property record.


#### Property Details

Reference	<input type="text" value="22"/>	Created	<input type="text" value="22/05/2003"/>
Branch	<input type="text"/>		
Name	<input type="text" value="Woodlands"/>		<a href="#">i</a>
Number	<input type="text" value="176"/>		
Street	<input type="text" value="Donald Drive"/>		<a href="#">i</a>
Suburb	<input type="text" value="Cropthorne"/>		
City	<input type="text" value="Pershore"/>		
County	<input type="text" value="Worcestershire"/>		
Country	<input type="text" value="England"/>		
Postcode	<input type="text" value="WR8"/> <input type="text" value="6EY"/>		
Lat / Long	<input type="text" value="52.2037"/> <input type="text" value="-2.2453"/>	<input type="button" value="Update"/>	<a href="#">i</a>

Brief Description (max 300 characters)

Price	<input type="text" value="£210,000"/>	<input type="button" value="Change"/>	<a href="#">i</a>
Price Text	<input type="text" value="£210,000"/>		<a href="#">i</a>
Selling Label	<input type="text" value="For Sale"/>		
Negotiator	<input type="text" value="Mr Andrew Stephens"/>		
Folio Ref	<input type="text" value="S0267"/>	Key Held <input checked="" type="checkbox"/>	Ref: <input type="text" value="X44"/>
Job Ref	<input type="text"/>		

#### Main Images

	
<input type="text" value="MAINIMAGE1"/>	<input type="text" value="MAINIMAGE2"/>
	
<input type="text" value="MAINIMAGE3"/>	<input type="text" value="New Image 0"/>


#### Vendor Details

Vendor	<input type="text" value="Mr &amp; Mis Phillip Dodson"/>	<input type="button" value="..."/>	<input type="button" value="Edit"/>	<a href="#">i</a>
Vendor Solicitor	<input type="text" value="John Collins &amp; Partners Solicito"/>	<input type="button" value="..."/>	<input type="button" value="Edit"/>	<a href="#">i</a>
Suitable Viewing Times	<input type="text" value="Between 4.00 - 7.00 weekdays, Saturday 10.00 to 1.00pm only"/>			
Viewing Arrangements	<input type="text" value="Accompanied viewings only"/>			

# Detailed screen shots BY MODULE

## Residential property record fields – (More screen shot views)


**Status:** Pending Approval

Spell Check 


---


**▼Additional Details**


Property Type


Tenure  Years Left  

Bedrooms  Receptions  Bathrooms

Garden   

Garage   

Parking   

Double Glazed   

Tax Band

New Build  Build Year

Occupied  Alarm


Pre-Contract Deposit

Location

Condition

Possession Type

Heating Type

Virtual Tour URL  

---

Main Description

RE/MAX are pleased to be able to offer for sale this recently refurbished semi detached property.

Located on the west side of Worcester, St. John's, benefits from its own range of shops including a supermarket, butchers, bakers and florists to name but a few. Recreation facilities include: childrens play parks, swimming pool, sports centres, bowling alley and Boughton Park Golf Course.

There is a bus service providing access to the City Centre,

---

**▼Bullets**

Bullet 1

Bullet 2

Bullet 3

Bullet 4

Bullet 5

Bullet 6

Bullet 7

Bullet 8


Bullet 9

Bullet 10

---

**▼Property Attributes**

Basement  
Disabled Access  
Wine Cellar

[Manage List](#) 

---

**Property Attributes**  
Manage the property attributes.


**Woodlands 176, Donald Drive, Cropthorne, Pershore, WR8 6EY**

- Basement
- Disabled Access
- Sauna
- Stables
- Swimming Pool
- Wine Cellar

Would you like to suggest an attribute to add to this list? [Click Here](#)

# Detailed screen shots BY MODULE

## Commercial property record fields – (Screen shot views)

**Commercial Property Record**  
Manage the commercial property record.

---

**Property Details**

Reference:  Created:

Name:

Number:

Street:

Suburb:

City:

County:

Country:

Postcode:

Brief Description

Job Ref:

Job Type:

Job Category:

Job Description:

Occupier:

Owner:

Client:

Assigned To:

Book Ref:  Key Hook:

**Additional Details**

Property Type:

Tenure:

Location:

Area:  SqFt  SqM

Site Area:  Acres  Hectares

Price:

Price Text:

Price Sq Ft:

Selling Label:

Rates P.A:

Availability:

Condition:

Approved Use:

Press Release:

Director Approval:

Occupied:  Alarm

Viewing:

Service Charge:

Amount:

Description:

Main Description

Opportunity to rent large warehouse close to city docks.

Previously used as sand storage warehouse. many possibilities.

Parking for 20 cars and offices

# Detailed screen shots BY MODULE

## Letting property record fields (Main screen shot views – ledger screens not shown)

**Letting Property Record**  
Manage the letting property record.

**Property Details**

Reference  Created

Name

Number

Street

Suburb

City

County

Country

Postcode

---

**Brief Description**

This modern flat offers a great opportunity to move to the enterprise park at an affordable price.

---

Price (Monthly)  Bond

Price Text

Selling Label

---

Landlord

Negotiator

---

Folio Ref  Key Hook

Job Ref

**Additional Details**

Property Type

Area To Rent

Condition

Term  (months)

Bedrooms  Receptions

Garden

Garage

Parking

Tax Band

Build Year

Payments  Monthly  4 Weekly  Quarterly

---

**Main Description**

This modern flat offers a great opportunity to move to the enterprise park at an affordable price.

With views over the lake and access to the M4 this presents a great opportunity for the young entrepreneur wanting to position themselves in a prime location.

---

**Tenancy**

**Inspection Details**

**Other**

**Bullets**

**Main Images**

**Additional Details**

**Tenancy**

Current Tenant

Commencement Date  Notice Date

Termination Date  Availability

**Inspection Details**

	Next	Previous	Every	
Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	Month(s)
Gas	<input type="text"/>	<input type="text"/>	<input type="text"/>	Month(s)
Electric	<input type="text"/>	<input type="text"/>	<input type="text"/>	Month(s)
Water	<input type="text"/>	<input type="text"/>	<input type="text"/>	Month(s)

**Other**

DSS  Yes  No      Smokers  Yes  No

Animals  Yes  No      Furnished  Yes  No

View of 'Additional details' form area in 'collapsed' mode...  
  
'Tenancy' and 'Inspection details' form areas are shown in 'expanded' mode.

# Detailed screen shots BY MODULE




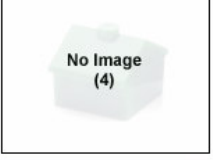
## Foreign property record fields - (Screen shot views)

Marketing overseas properties is a booming business on its own. Many agencies might already be incorporating this aspect of property sales into their core business or perhaps setting up another sister company to separately promote this aspect.

At BaySoft we recognise the need for your business to be able to market overseas properties either within your own website or separately under a different trading front. We give you the simple tools to be able to manage such properties within our range of standard modules.

### Foreign Property Record

Manage the foreign property record.

<b>Property Details</b>	<b>Additional Details</b>
Reference: 69 Created: 09/05/2006	Property Type: Condo
Name: [ ]	Tenure: Freehold
Number: 123	Bedrooms: 2 Receptions: 2
Street: Rue De La Mere	Garden: <input checked="" type="checkbox"/> [ ]
Nearest Village: Pontrac	Garage: <input type="checkbox"/> [ ]
Nearest Town: Malacara	Parking: <input checked="" type="checkbox"/> To side of property - off road
Location / Region: South	Pool: <input checked="" type="checkbox"/> Shared with one other property
Country: France	To Let: <input type="checkbox"/> Rent Amount: £0
Postcode: SF1 123	
Brief Description: This is a lovely property on the French costal resort of Malacara.	Main Description: This is a lovely property on the resort of Malacara. Close to all amenities, beach, excursions, shopping and golf courses.
Price: £235,000	<b>Bullets</b>
Price Currency: EUROS	<b>Main Images</b>
Price Text: £235,000 EUROS	 Front
Selling Label: For Sale Reduced	 Kitchen
Vendor: Mr Jon Harvey VIEW	 Rear
Vendor Solicitor: John Collins & Partners Sol VIEW	 No Image (4)
Negotiator: Mr Andrew Stephens	
Folio Ref: REF0123	
Job Ref: [ ]	

# Detailed screen shots BY MODULE

## Office job book fields - (Screen shot views)

The system comes bundled with a job book as standard at no extra cost.

This job book is used to track your progression of live jobs for Work-In-Progress purposes. Any property related appraisals or valuation data can be subsequently recalled for quick import into the property record modules when the option to create a new property from a job record is selected.

**Job Record**  
Manage the job record.

---

**Job Card**

Job Reference:  Created: 23/08/2006  
Folio Ref: 123789 Property:   
Created By: john@demobranch.co.uk  
Status: Open

Job Type: Residential Appraisal  
Job Category: Residential Owner Occupied

Brief Job Description  
Appraise portfolio of properties for Mr Thumb(Executor)

Client: Mr Tom Thumb Edit  
Client Ref: TT/896-YH  
Responsibility of: Mr Ian Smith

---

**Property Information**

Name: Treetops  
Number: 33  
Street: Vine Street  
Suburb: Sketty  
City: Swansea  
County/Region: W Glamorgan  
Country:   
Postcode: SA2 7TT

Brief Property Description  
Modern 3 bedroom semi in cul-de-sac location

Suitable Viewing Times  
Weekdays only - 4.00pm to 8.00 pm

---

**Additional Details**

General Notes  
Executor of Mr Fred Hughes estate.

Completion Date:

Completion Notes

---

**Appraisal**

Appointment:  Book Clear  
Property Owner:   
Lender:

---

**Property Details**

Property Type: Semi-detached House  
Tenure: Freehold  
Heating Type: Gas (Combi boiler)  
Condition: Good  
Bedrooms: 3  
Receptions: 2  
Bathrooms: 1  
Garden:  Lawned to rear and front  
Garage:  Single  
Parking:  To side of house  
Double Glazed:  Not known  
Occupied:   
Tax Band: B  
Build Year: 1956  
Area (Sq M.):

---

**Appraisal Details**

Owner's Estimated Value: 215000  
Our Lower Estimated Value: 205000  
Our Upper Estimated Value: 212500  
Agreed Value: 211950

---

**Insurance Details**

Insurance Value: 250000  
Retention Amount:   
Survey Date: 17/08/2006  
Document Sent:   
Document Reference:   
Invoice Ref:   
Job Followed Up:

box - Microsoft Out... PDFmain.doc - Micros... ASPX Property Syste... Y:\Camtasia Projects\... Taskmaster

# Ingenious, but simple system features

## Sundry system features

### Collapsible screen areas

Fig 2 - Full residential property screen view in condensed mode

The screenshot shows a web browser window displaying a 'Residential Property Record' in condensed mode. The main content area is filled with property details such as Reference (61), Branch (Head Branch), Name, Number (65), Street (Malvern Road), Suburb (Bishampton), City (Dorchester), Country (Worcestershire), and Postcode (WR2 4LG). A yellow arrow points to the right-hand sidebar, which contains expandable sections for 'Additional Details', 'Vendor Details', 'Bullets', 'Property Attributes', and 'Main Images'. A yellow box with the text 'Forms in condensed mode' is positioned next to the arrow.

Fig 3 - Screen view showing how collapsing form areas can be expanded

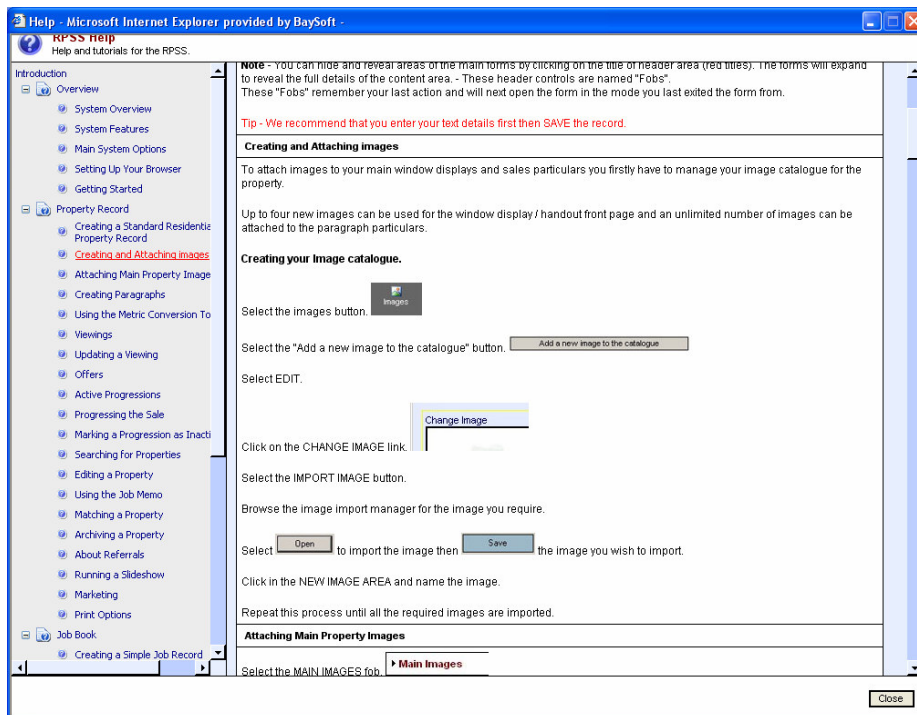
This screenshot shows the same property record with the right-hand sidebar expanded. The 'Additional Details' section is expanded to show fields for Property Type (Terrace House), Tenure, Bedrooms (2), Bathrooms, and Garden (Backyard Garden). The 'Main Description' section is also expanded, providing a detailed text description of the property. A yellow arrow points to these expanded sections with the text 'A form in expanded mode'.

## In-built help & product feedback

The system has an inbuilt help system that can be accessed from any point when using the software.

Tutorials in the form of moving AVI screen captures are also embedded into the help system to serve as online tutorials.

### System help menu



### System feedback form

System user feedback is welcomed as it helps us to stay aware of what you think about our system.

A utility is included that allows you to post a feedback message to our support board, in order that your comments can be reviewed and responded to.



## **ASP Property System**

for more information:

### **Contact**

**BaySoft Software Development Ltd  
3, Tawe Business Village  
Enterprise Park  
Swansea  
S. Wales  
SA7 9LA**

**Telephone: 01792 791 115**

**Facsimile: 01792 791 116**

**For technical information and hardware specifications please visit our website.**

**[www.baysoftsoftware.co.uk](http://www.baysoftsoftware.co.uk)**

**Or e-mail us at:**

**[enquiries@baysoft.co.uk](mailto:enquiries@baysoft.co.uk)**