

Letting agent user guide



Why use the app

The app will give you access to all information regarding your properties, tenancies, documents, financial statement as well as additional information and functionality. This will give you the confidence to see how well your asset is being looked after.

To gain access, you will need to have been invited by your property manager. An email will arrive and at the bottom is a link as follows:

https://system.arthuronline.co.uk/users/invite/4KHT987*

Please click on the link at the bottom of the email and add a password. Once you have registered, you will be able to access the desktop and mobile web app version.



**for illustration purposes*

Features



Dashboard:

This gives an overview of viewings, unit status and tenancy status.



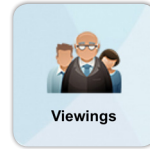
Units:

Here you will find the status of your units as well as documentation.



Tenancies:

Here you will find tenancy information, tenancy documents and their status. Also you will be able to add a prospective tenancy to the system.



Viewing:

Here you can post new viewings, so that the property manager is automatically updated with the progress to let.



Documents:

Here you will find all documents shared and uploaded by yourselves.



Property manager:

Here you will find all property managers that have invited you to use the system. You can use the one app for all property managers you represent.



For further information please contact
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