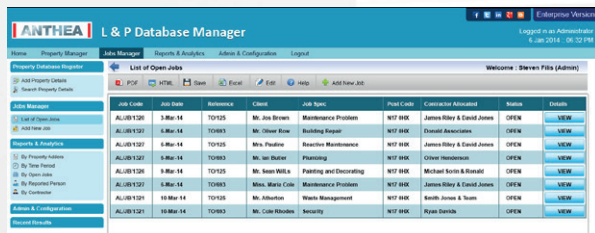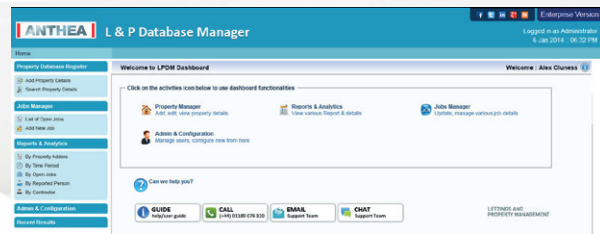# Maintenance 🔧 SOFTWARE

Anthea Maintenance is a free job management program that allows the landlord to log property maintenance issues, allocate them and to monitor the progress. You can print Job Sheets, Reports over a period of time and monitor works performed on a specific property.

The main aspect of the software is to record all maintenance jobs raised or reported, with the ability to input the: Date Reported, Property Address, Postcode, Free text maintenance problem, Client, Contact number, on a simple form with predefined cells/fields.

The program allows you to print a job detail or description sheet to hand over to the maintenance personnel with all the recorded information. Just view the Job, Click PDF and Print.

A job sheet can then be generated for the job that will outline the property, the team and the details of the job. It will have sections to be completed by the team about what they did and how much it cost.

Reporting

The system will provide a report of jobs outlining what property it was for, who did it and what the cost was. The report also has a filter to show jobs between a specific date ranges, team and property.

Compatibility

The system is only compatible with Microsoft Windows Computers that have office installed.