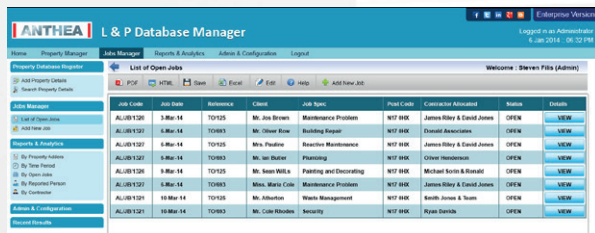
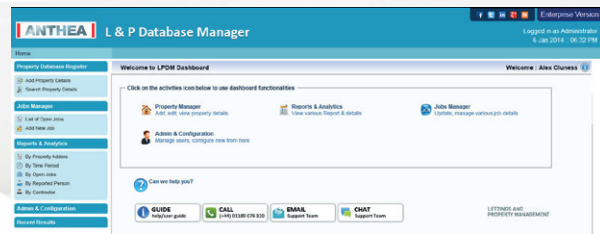


Maintenance SOFTWARE

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.



Job Code	Job Date	Reference	Client	Job Type	Task Code	Contractor Allocated	Status	Details
ALJ0120	3 Mar 14	TO915	Mr. John Brown	Maintenance Problem	N17 806	James Riley & David Jones	OPEN	VIEW
ALJ0121	6 Mar 14	TO915	Mr. Oliver Row	Building Repair	N17 806	Donald Associates	OPEN	VIEW
ALJ0122	6 Mar 14	TO915	Mrs. Phoebe	Reactive Maintenance	N17 806	James Riley & David Jones	OPEN	VIEW
ALJ0123	6 Mar 14	TO915	Mr. Ian Butler	Plumbing	N17 806	Oliver Henderson	OPEN	VIEW
ALJ0124	9 Mar 14	TO915	Mr. Sam White	Painting and Decorating	N17 806	Michael Scott & Bennett	OPEN	VIEW
ALJ0125	9 Mar 14	TO915	Miss. Harriet Cole	Maintenance Problem	N17 806	James Riley & David Jones	OPEN	VIEW
ALJ0126	10 Mar 14	TO915	Mr. Anthony	Waste Management	N17 806	Smith Jones & Toms	OPEN	VIEW
ALJ0127	10 Mar 14	TO915	Mr. Colin Rhodes	Security	N17 806	Ryan Daniels	OPEN	VIEW



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.



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