

Universal

Residential Sales & Rentals Software



0845 83 82 666 | www.thesaurus.org.uk



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Thesaurus Technology is an independent company that was established in 1999 and specialises in high quality software solutions for the estate and letting agent market.

Based in Harrogate, North Yorkshire, the business provides software to help agents run their offices efficiently and gain an advantage in a competitive market.

The software is supported by a dedicated and highly skilled support team that will help you every step of the way.

Universal modules

Universal is a combined residential sales and rentals package, consisting of 3 modules. Depending on your business needs, just select the modules that are required.

Universal Sales Agency

Residential sales estate agency software.
Includes property search for your company website, emailing of property details, brochure creation & offer management.

Universal Rentals Agency

Residential letting agency software.
Includes property search for your company website, letter & tenancy agreement creation, comprehensive reminders & diary.

Universal Rentals Management

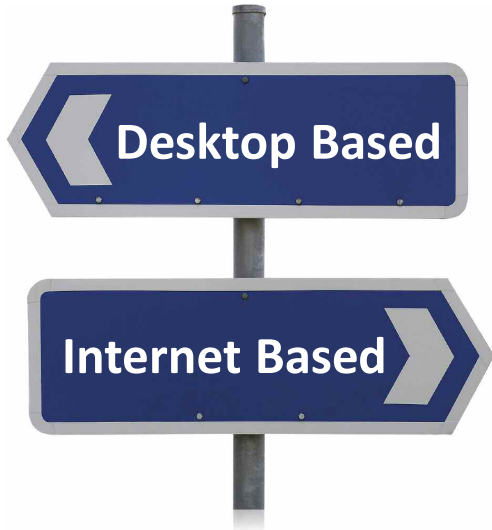
Full property management module including the ability to handle rent collections, reminders, invoicing, bills, deposits, bank accounts, payments & statements.

Accessibility

We provide both desktop and Internet based solutions that are suitable for all sizes of organisation. The functionality is the same for both options, however the way the system is accessed is different. There are two ways of running Universal:

Universal Office

A desktop based solution, that can be run as a single user licence or branch licence over your office local area network.



Universal Anywhere

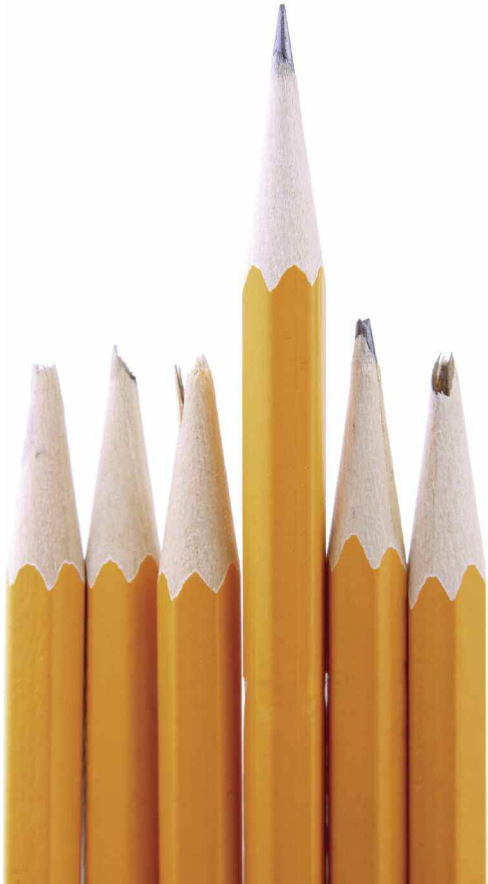
A web based system designed for multiple branches, or agents who wish to access the system outside of the office.

A central database resides on our servers, with all users accessing Universal directly over an Internet connection, giving flexible access to the software.

Select the modules your business requires, then choose how you want to access them... Simple!

Reasons to choose Universal Software

There are a lot of factors to consider when choosing the right software for your business. We have highlighted a few reasons why you should choose Universal.



Thesaurus Technology has been providing software solutions to estate and letting agents for over a decade.

Our commitment to developing and enhancing the software helps you to stay ahead in a competitive market place.

Cutting edge

Universal has been written using Microsoft's very latest .NET technology, guaranteeing our products are future proofed for years to come. With free regular updates and enhancements, we ensure our software is constantly improving.

Easy to use

Universal is an extremely user friendly product to learn and use. Whilst being sophisticated and full of functionality, it has also been designed to be as flexible to use as possible, letting you decide how to run your business, not us.

Scalable

As your business grows, there is no need to worry about installing new software across branches. Using Universal Anywhere enables all users across all branches to logon to a central database hosted by Thesaurus Technology.

Pay as you go

With Universal you only pay for what you require. There are no large upfront fees, no minimum contract term and no hidden costs. This subscription model means we need to listen and react to your needs.

Established

With over 3000 active user licences worldwide, our systems are truly tested with a wide variety of businesses all over the world, giving you peace of mind that we know what we're doing and we do it well.

Support

Telephone and email support is provided free of charge with all packages. Online training is available if required, however most customers find the software so intuitive that training is not required.

Overview of Universal features

General

- Property database
- Applicant database
- Valuations & comparables database
- Integrated office diary
- Window card printing
- Full details printing
- Property summary listings
- Sophisticated property matching
- Mailshot functionality
- Bulk emailing
- Viewings management
- Multi office functionality
- Instantaneous website updating
- Management reports
- Generate EPCs
- Supports floor plans
- Setup tasks
- User access control
- Virtual tour technology
- SMS text messaging*
- Postcode lookup*
- Data transfer to property portals **
- Property search for your website
- Online applicant registration
- Key management
- Vendor & landlord login screens
- Comprehensive reminders

* Available at an extra cost

** May incur additional charges

Rentals Management

- Invoicing
- Enter & pay bills
- Associate suppliers with bills
- Add credit notes
- Receive payments
- Handle NRL payments
- Reminders for due & late payments
- Alerts for expiring tenancies
- Setup & manage TDS companies
- Pay landlords
- Pay tenants & TDS companies
- Customer statements and balances
- Setup & manage bank accounts
- Reconcile bank accounts
- Account statement
- Manage scheduled rent collections
- Create adhoc rent collections
- Manage deposits
- Setup periodic tenancies
- Section 21 & 8 letters
- Management reports

Sales Agency specific

- Property price comparison links
- Vendor database
- Vendor invoicing
- Sales progression
- Offer management
- Sales reminders
- Notification of sale processing

Rentals Agency specific

- Property maintenance logs
- Applicant referencing history
- Tenant database
- Landlord database
- Record meter readings
- Safety certificate reminders
- Setup tenancy
- Generate tenancy agreements



Many improvements are based on feedback from our customers, so you can be sure that each enhancement will help save you time and improve your efficiency.

Enhance your website

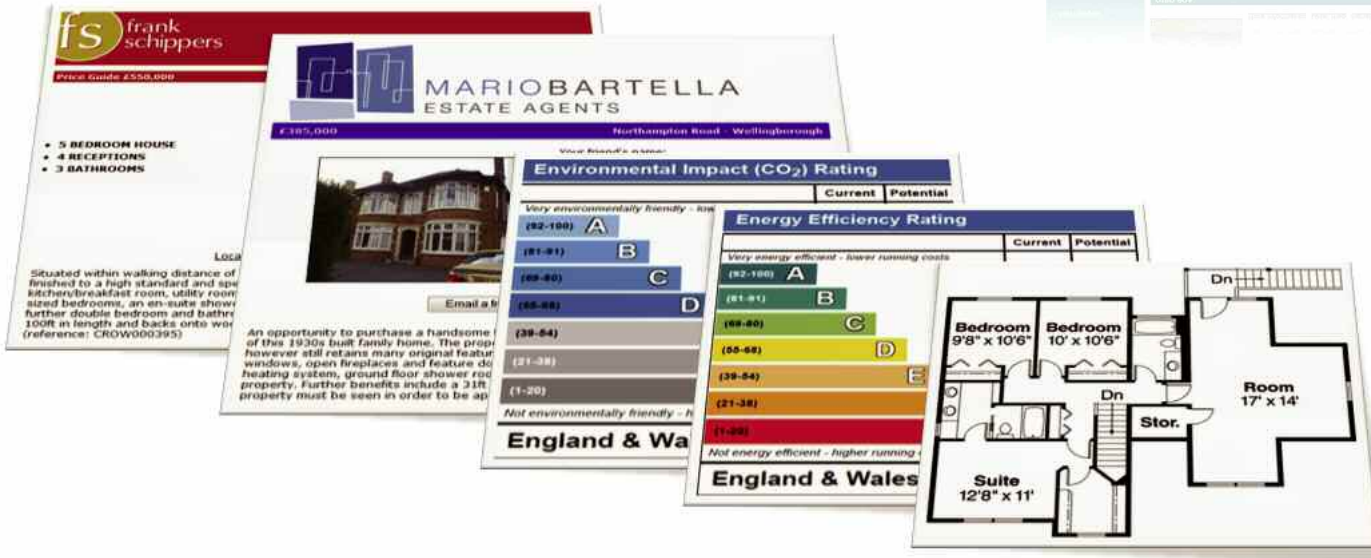
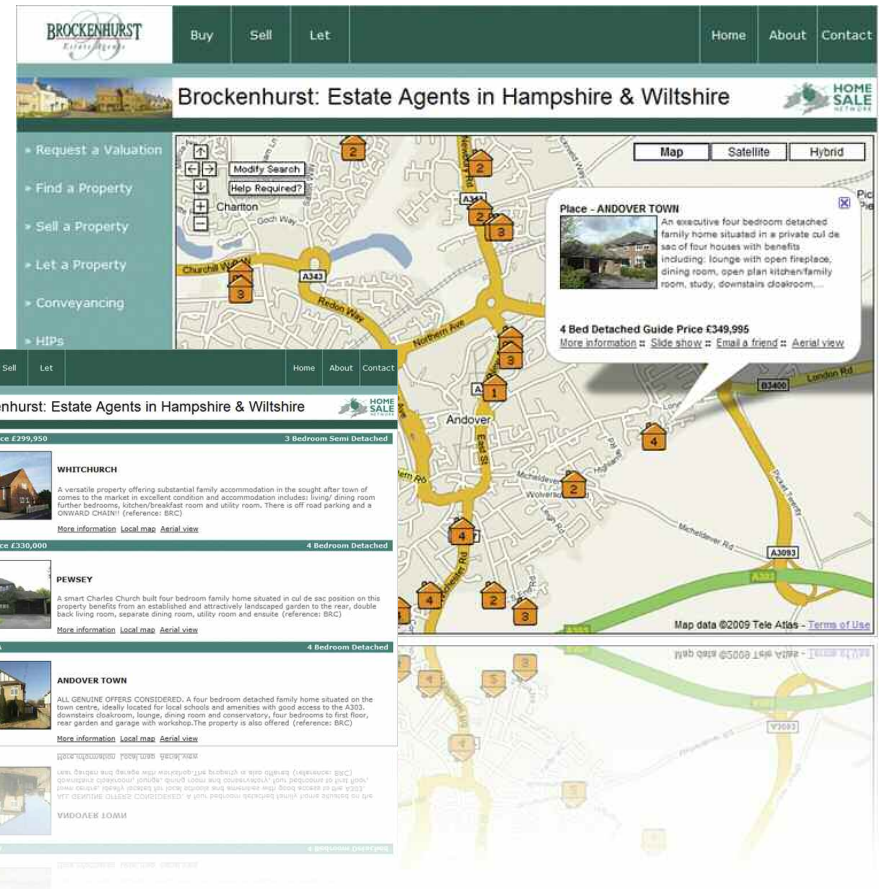
All subscriptions to Universal include a number of features that can be built into your existing website.

Property search

Display your property portfolio on your own website allowing customers to search and access property information 24/7. Allow customers to view images, room dimensions, descriptions, floor plans, EPCs and virtual tours on your website. The property search includes the following features:

- Interactive mapping search
- Add to shortlist
- Email a friend
- Featured property
- Local information
- Download PDFs
- Location maps
- Slide show images

The property search can be customised with colour schemes to match your website, and there are several different layouts to choose from. Company brandings can also be added to the listings along with your office contact details.



Online registration

Applicants looking to buy or rent can register their details and requirements via the registration form on your website. These details are automatically downloaded into Universal, ready to be added into your mailing list.

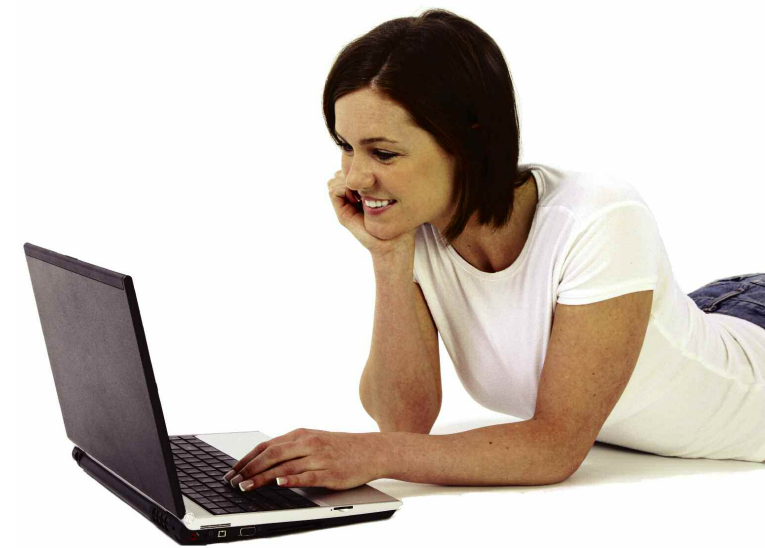
Vendor & landlord login

Allow landlords and vendors access to information about their own properties via your website. The client can logon to view up to date information on the property, ranging from viewing details to marketing activity, all of which is updated with the click of a button.

All of the Internet features are simple to implement into your existing website. If you need any assistance, Thesaurus Technology can carry out the integration for you. Full technical details can be found at: www.thesaurus.org.uk/implement

If you require a professional and user friendly company website, Thesaurus Technology has experience in creating bespoke sites for estate and letting agents. We can also register domain names, host your website and look after your email accounts.

For details on website design and to view example sites visit: www.thesaurus.org.uk/webdesign

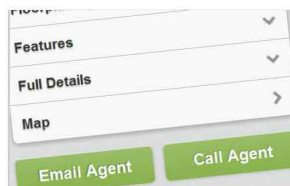


Smartphone technology

Thesaurus Technology has developed software that turns your website smartphone friendly.

Anyone visiting your website from a smartphone with Universal Mobile enabled will get a simple, easy to use property search with all your listings presented in a layout designed for the phone.

Smartphones have taken off in a big way over the last few years, with more and more users accessing websites using mobile devices. Ensure your website is smartphone compatible by using Universal software.



- **Instant updates**

Update your own mobile property search.

- **Supports multiple phones**

Most Smartphone platforms are supported including iPhone, Android, Windows mobile & Blackberry.

- **Automatically resizes**

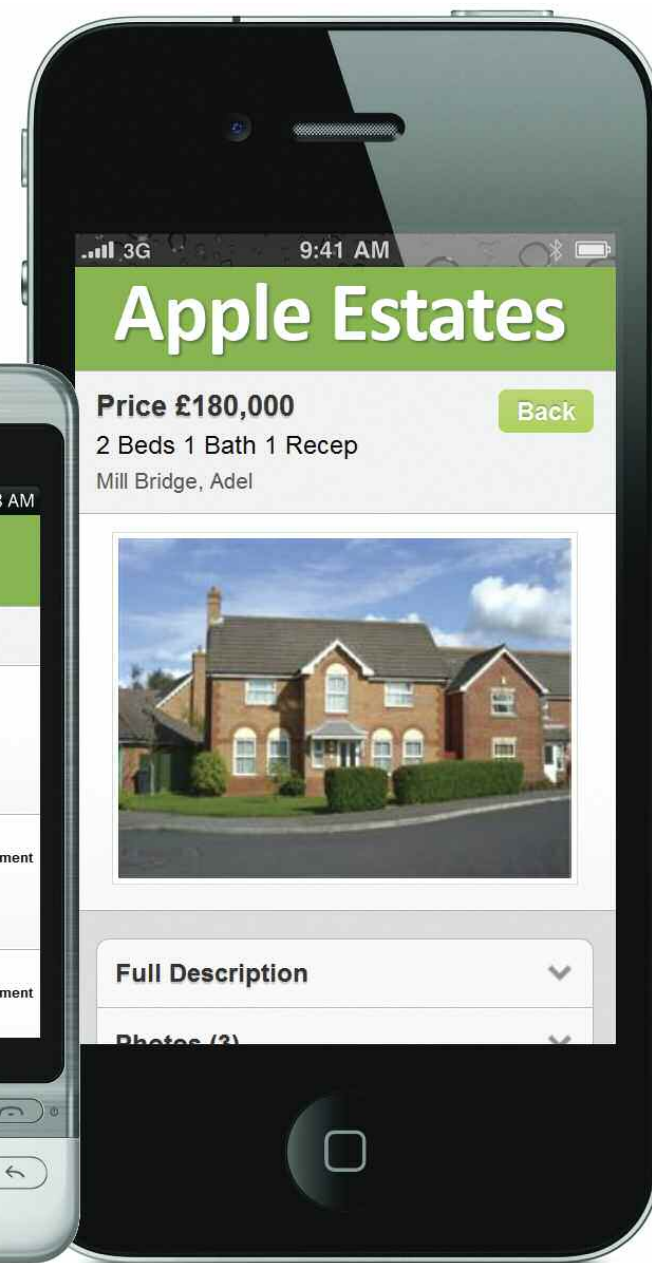
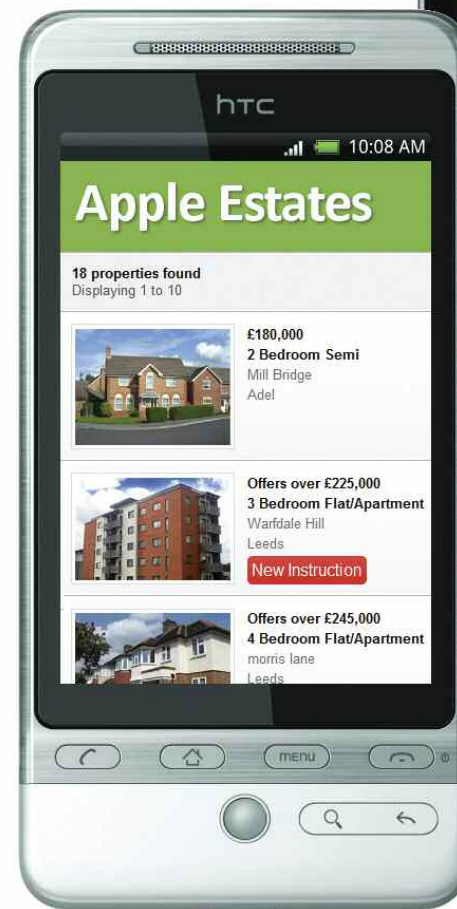
Universal Mobile adjusts the screen resolution to fit the mobile phone screen size.

- **No need for mobile apps**

No need to go to an App store to download an App. Universal Mobile is accessed by the smartphones web browser.

- **Array of features**

View full details, photos, floor plans, features & Google Maps. The 'call agent' or 'email agent' button allows for instant contact.



Video tours

Video can increase the length of time a visitor spends on your website and can generate more interest in your properties by giving the buyer a more realistic view.

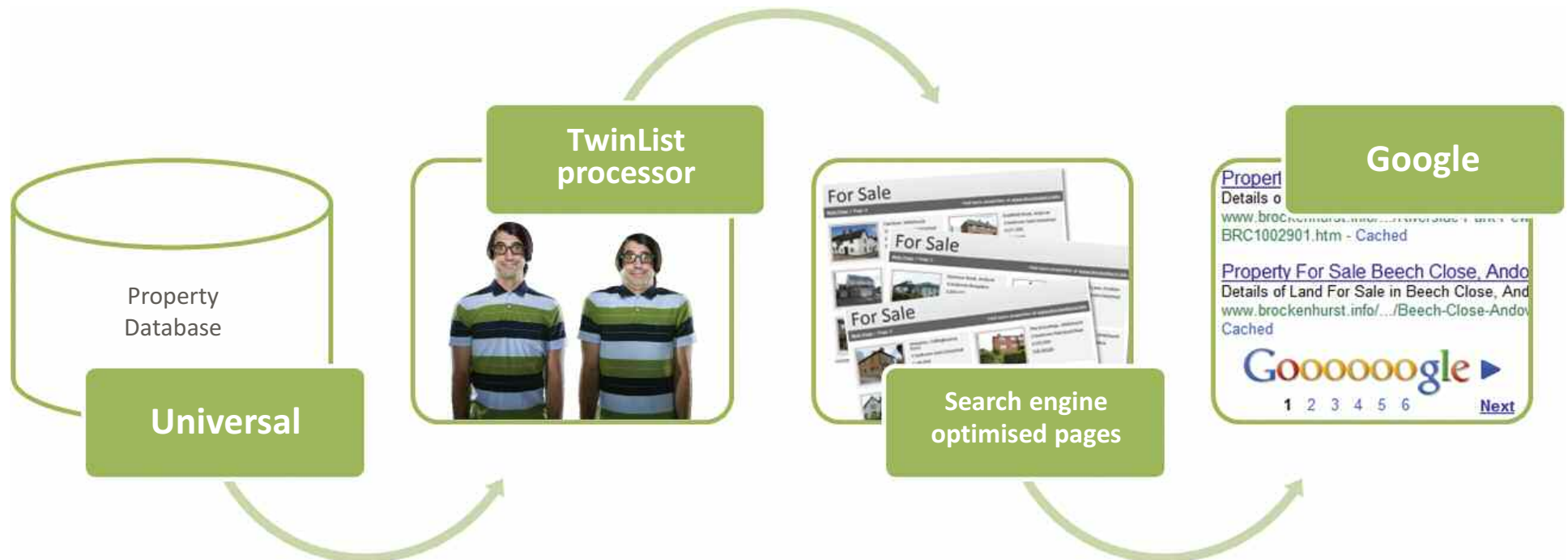
Universal incorporates a YouTube video link that can be associated with a specific property. Property videos are then visible for customers to browse via your own website.



Search engine optimisation (SEO) for property listings

With Google being such a powerful advertising tool, Thesaurus Technology has developed TwinList to help maximise the exposure of agents' property listings on Google. TwinList is a feature that not only enables your property listings to be visible on your own website but also enables your properties to be highly visible in a Google search.

Google is notified every day about any new or changed pages so that its data collection programs (spiders) can come along and harvest the property details. In due course, these pages will be included in the Google index. Please note TwinList is a feature that requires Thesaurus Technology to host your website.



Aerial Imagery

Links to aerial photographs are automatically generated on the property search. This delivers an impressive experience in which customers can easily discover, search, and visualise property locations and locally relevant information. The platform includes the following features:

- **Aerial and satellite Imagery**

Enjoy high-resolution aerial and satellite images from the best of breed imagery providers.

- **Dynamic Maps**

Easy to read, accurate maps and hybrid imagery make finding locations easier than ever.

- **Street view**

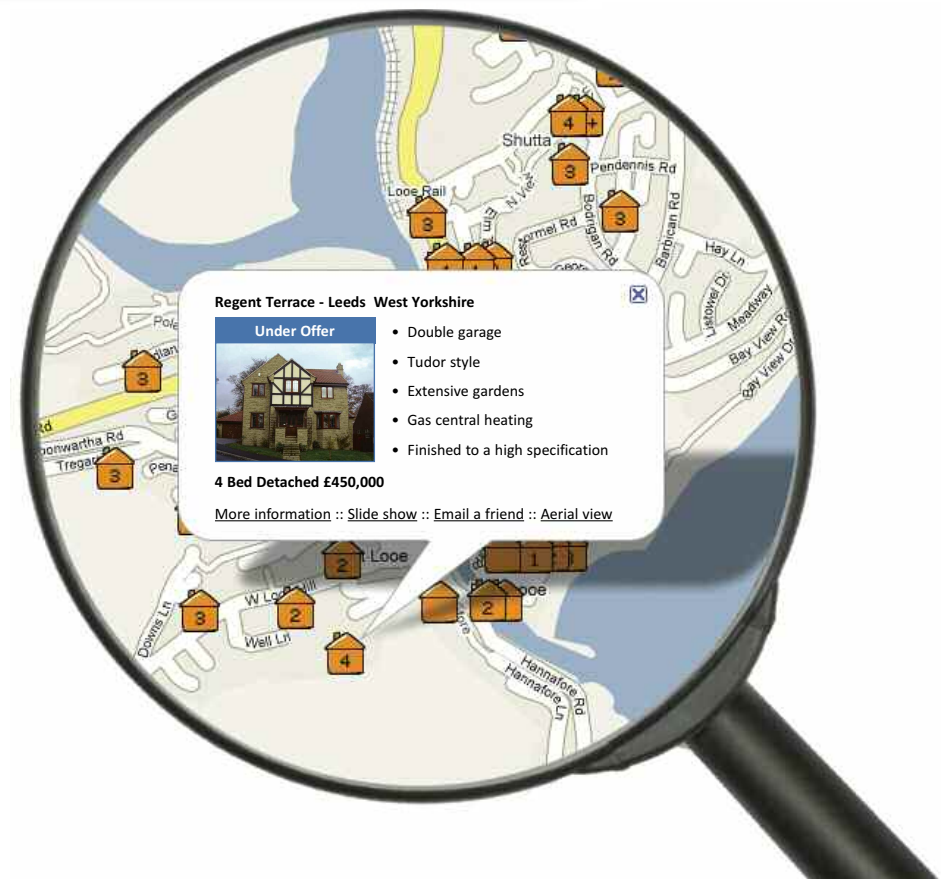
A click of a button will display 360 degree street-level coverage of UK towns, cities and regions thanks to Google's clever collection of street-level photographs. The 3D street-level internet maps cover most of the UK.



Interactive mapping (GeoSearch)

GeoSearch is an exciting feature offered as a standard part of the property search. This shows properties plotted on a Google map rather than in a standard list. The houses are plotted automatically using their postcode. This method allows potential buyers to see the property in relation to the local area.

The maps can be zoomed in on to show a precise location of the property, local places, features and transport links. The layout can be changed using satellite images, standard maps or a hybrid option using both. It will enhance your property search by giving it an extra search dynamic.



Virtual tours

Thesaurus Technology's virtual tour software can be used to display 360 degree rotating images on your website. With virtual tours available 24 hours a day, buyers are better informed, which will save you time and money through reduced unnecessary enquiries.

Producing high quality virtual tours is a simple process with Universal, and there are two ways to do it. Either use a specialised lens and create the images yourself and store them in Universal, or use a third party specialist company to produce the images you require, and store the link to the virtual tour in Universal. Whichever method is used, when the property record is uploaded to the Internet, a virtual tour link will be visible on your website.



Address lookup

Using the postcode lookup feature means you'll never have to key an address again. Portray a more professional image and waste no more time miss-spelling names and towns. Simply key in the postcode to lookup the address and the details are automatically inserted into Universal.

- 80% reduction of keystrokes entering addresses
- Save hours of wasted time
- Eliminate spelling mistakes
- Create first-rate, reliable address lists
- Create a professional telephone image for your business

Property - 11 The Mount

Summary Misc Commercial List History Offers All Offers Notes Advertising Match Chain Features HPIs Tasks Key Management

Reference: DEMO000093 Exchange: 01 Jan 00 Image

Status: Sold STC Complete: 01 Jan 00

Type: Detached Created: 21 Mar 02

Tenure: Freehold Import Details Book Viewing

Price: 375000 GBP Offers around POA

Address: 11 The Mount Main Street

Town: Leeds County: Yorkshire

Match Area: Roundhay Country: Great Britain

Postcode: LS9 8LD Geocode: Locate Exact Location

Long: Lat

Bed/Bath/Rec: 5 2 3 Branch: Apple Estates (Leeds)

Description: A detached executive 'Tudor style' home situated on the popular Castle Meadow development. heating system, sealed unit double glazed windows, double garage, front 'Tudor style' home situated on the popular Castle Meadow development.

Spell Check

New Save Delete Print

Postcode Lookup

Address Lookup Postcode Search

Postcode: LS9 8LD Lookup

Company:

Address 1: Ellerby Road

Address 2:

Town: Leeds

County: West Yorkshire

Postcode: LS9 8LD

Save Exit

(Royal Mail licence fees apply)

Portal advertising

Upload your properties to many of the UK's most popular web portals such as Rightmove, Prime Location, FindaProperty and many others. Any changes are automatically propagated to your subscribed portals, ensuring your property listings are always consistent and up to date.



Check our website to see what portals we currently have feeds to: www.thesaurus.org.uk/webportals

Document creation

Setting up templates for standard letters, window cards, brochures, contracts and any other documents in Universal is very straight forward. There is an extensive range of sample templates that come with the software, which can be easily adapted to suit your requirements.

The templates are created in Microsoft Word so editing these is both flexible and familiar for most users.



Apple Estates Lettings List

	3 Bedroom Detached Rose Cottage <ul style="list-style-type: none">• Large gardens and out houses• Garage to rear• Drive way• Gas central heating• Nearby transport links• Council band C
£650 pcm	Available January
	4 Bedroom Detached Main Road <ul style="list-style-type: none">• Large garden• Drive way• Gas central heating• Nearby transport links• Council band C
£750 pcm	Available February
	3 Bedroom Detached 4 Moor Avenue <ul style="list-style-type: none">• Large garden• Garage to rear• Drive way• Gas central heating• Nearby transport links• Council band E
£1,200 pcm	Available January
	2 Bedroom Detached 17 Arthur Rd <ul style="list-style-type: none">• Large garden• Garage to rear• Drive way• Gas central heating• Nearby transport links• Council band B
£1,300 pcm	Available January

Page 1

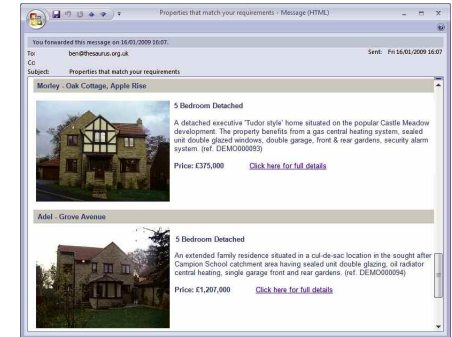
Property marketing

Universal offers the ability to match applicants with properties and contact them with the results directly. Detailed applicant requirements can be specified ensuring suitable properties are selected. The following four methods can be used to contact house hunters.

Produce bulk emailings

With email matching, a summary description, image and price details are displayed when the applicant receives the email in their inbox, along with a link to the full details. Using email matching allows an agent to send full property details economically and quickly at the click of a button.

Agents can also send out newsletters, special offers, and other emails to people registered on the system with fully customisable email templates. You can also generate documents and email them as attachments directly through the software.



Mail out property listings

Automatically create covering letters and property listings tailored to the applicant's requirements from custom templates. Alternatively there is also the ability to print out bulk labels.



Create calling lists

Telephone call lists can be quickly generated so negotiators can easily contact applicants.

Send SMS text messages

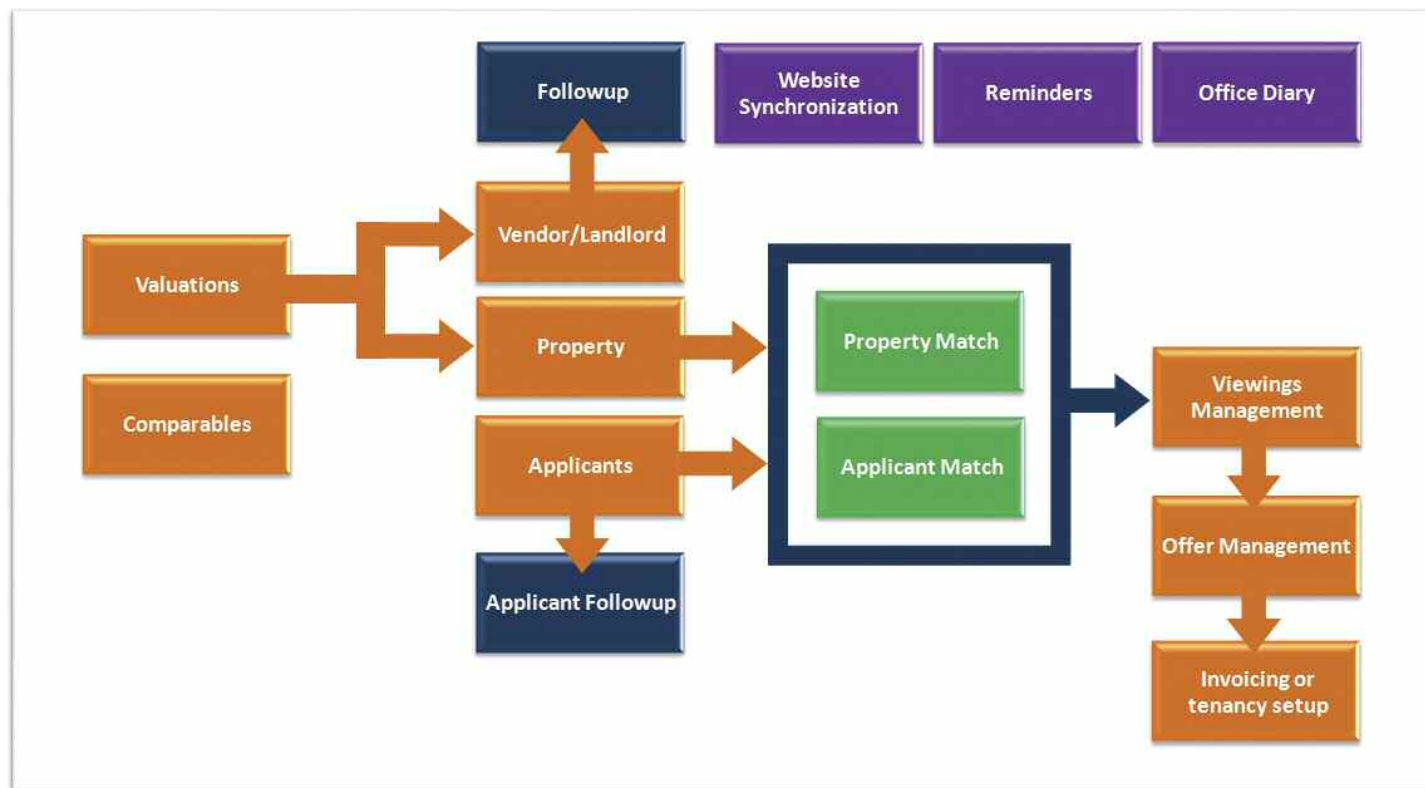
Send a message to a home seeker the moment a property becomes available and within seconds you could be arranging a viewing. Universal comes with all the processing required to send SMS text messages to your applicants, landlords, vendors and tenants. All you have to pay for is the text messages themselves.

SMS text matching displays a preformatted text message, which can be altered if required, prior to sending to all selected applicants. This is an extremely fast and relatively inexpensive way of contacting applicants with property details. You can also use the text message service to remind people of appointments such as viewings and valuations.



Universal Sales & Rentals Agency

Universal is a cost effective residential sales & lettings system, which has been designed to be simple to use but effective in helping estate & letting agents manage their offices, and get property details to customers quickly and economically. Using the unique navigator you can track the sales/letting progression from carrying out the initial property valuation to managing offers and finalising the transaction.

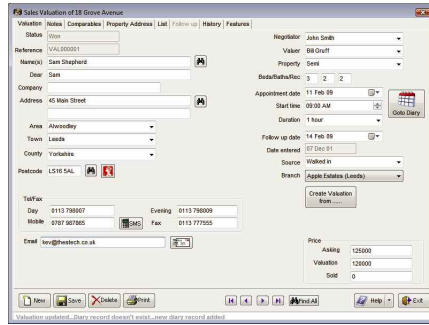


Key features

- Property database
- Vendor & landlord database
- Sales progression
- Offer management
- Property & applicant matching
- Window card printing
- Viewings management
- Instantaneous website updating
- Generate EPCs
- Customise standard documents
- Mailshot functionality
- Integrated office diary
- Vendor invoicing
- Property price comparison links
- Setup tasks

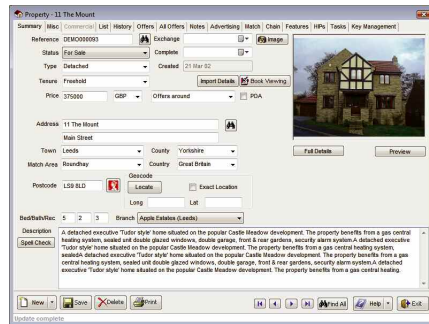
Valuations

- Automatic letter generation
- Synchronized with diary
- SMS appointment reminder
- Sophisticated comparables search
- Creates vendor & property records



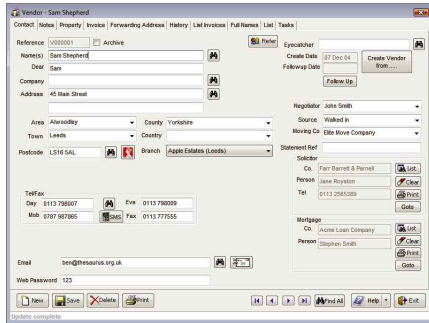
Property

- Associate images
- Add room descriptions & dimensions
- Generate brochures
- Create property listings
- Send details direct to applicants
- Associate EPCs



Vendors

- View contact details
- Associate solicitors
- Generate standard letters
- Raise & track invoices
- Online login to property activity



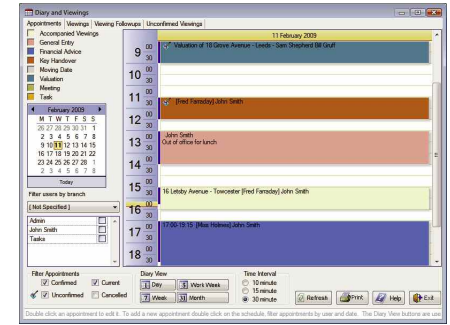
Matching

- Match properties & applicants
- Contact via email, SMS, phone or mail
- Record contacted applicants
- Options for bulk or single matches



Diary & viewings

- Book in accompanied viewings
- Associate applicant & property
- SMS reminders
- Applicant follow up
- Day, week, month views
- Pop-up reminders



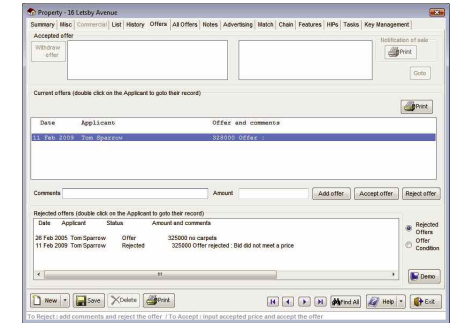
Sales invoicing

- Calculate fees
- Fixed fee or percentage
- Flexible layouts
- Include solicitor details
- Reminders for unpaid invoices
- Void or mark as paid

Apple Estates INVOICE	
2 South Park Road, Harrogate, HG1 5QU	
INVOICE 785957	
DATE: FEBRUARY 23, 2009	
TO: Mr. J Thomas & Miss S Reynolds	
Cherry Tree Cottage Customer ID A000865	
DESCRIPTION	TOTAL
Re: 11 The Mount, Main Street	
Commission @ 1.75%	8,750.00
Ash Cottage	
Easy Ardsley	
Leeds, Yorkshire LS15 6XL	
	SUB TOTAL 8750.00
	VAT 1312.50
	TOTAL DUE £10062.50

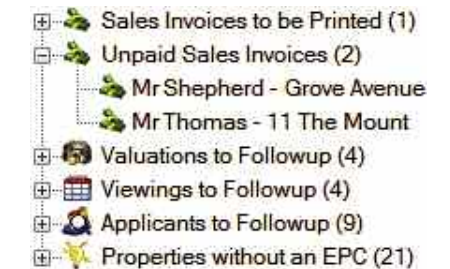
Offers

- View current & rejected offers
- Produce accept & reject letters
- Accept & withdraw offers
- Raise notification of sale letters



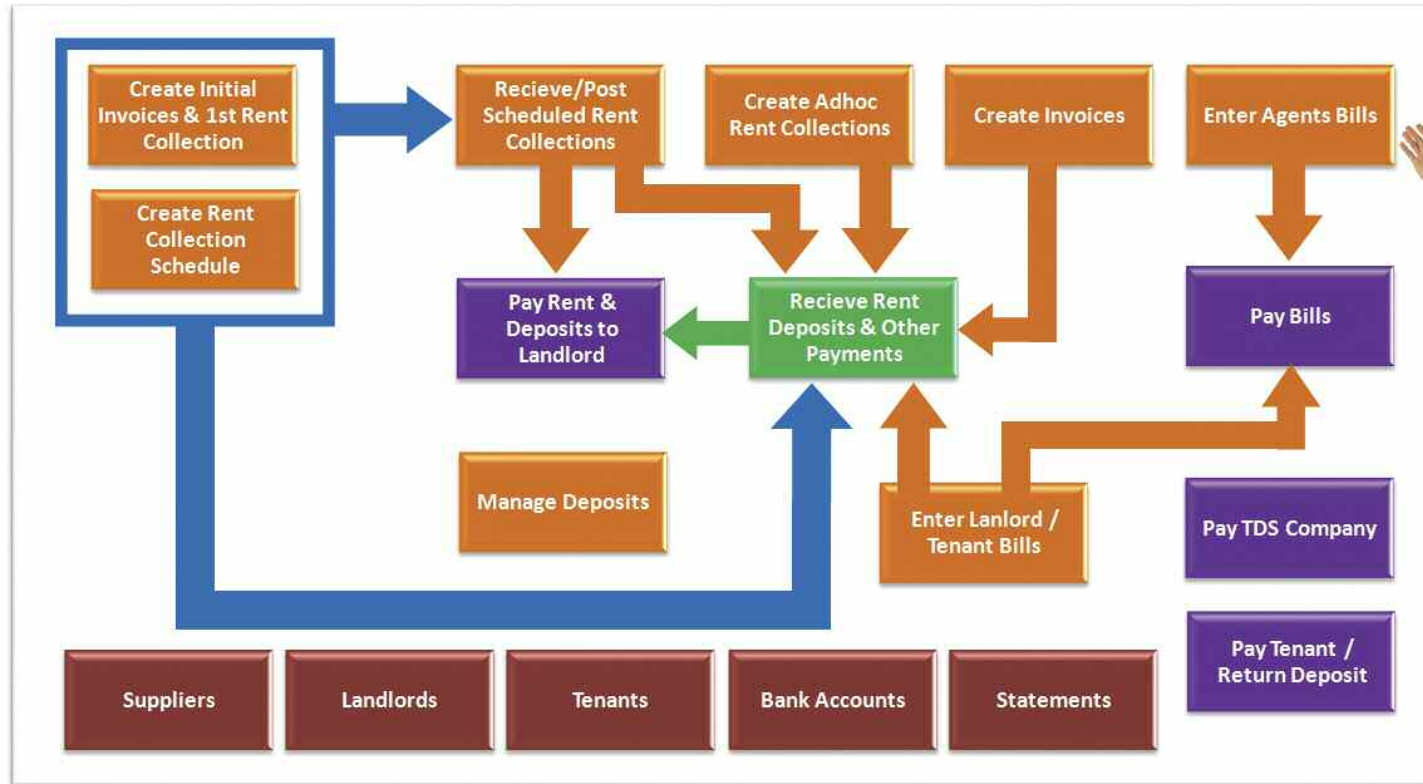
Reminders

- Properties without EPC
- Follow up valuations & applicants
- Unconfirmed viewings
- Tasks
- Offers
- Sales invoices to be processed



Rentals Management

Our highly acclaimed system is as easy to use as it is comprehensive. From the moment a new instruction lands on your desk to the day the tenant vacates, Universal is designed to assist the entire letting and management process. Using the unique navigator you can follow the flow of your tenancies from the initial rent collections, through to paying your landlords, returning deposits and ending the tenancy.



Key features

- Invoicing
- Enter & pay bills
- Receive payments
- Reminders for due and late payments
- Warnings for expiring tenancies
- Manage property maintenance
- Pay landlords, tenants & TDS companies
- Customer statements and balances
- Manage accounts
- Reconcile bank accounts
- Account statement
- Setup & manage TDS companies
- Generate tenancy agreements
- Setup and manage scheduled rent collections
- Manage deposits

Tenancies

- Simple tenancy agreement creation
- Automatic calculation of rents
- Supports managed & placements
- Allows periodic tenancies
- Flexible commission charging
- Specify landlord & tenant fees
- Renew or end tenancy processing

Tenancies - 4 Moor Avenue / Mr Bill Jones

Ref: D000003 | Terms: Managed | Level: Fully Managed | Set Duration

Date: Renewed | Negotiator: Miss Joan Hammond

From: 28/02/2006 | To: 17/02/2006 | 11 Months 20 Days

Rent: 800.00 Per Month | Periods/Tenancy

Deposit: 0.00

Commission: 10

Max people: 3

Initial letting fee: 0.00

Post to Accounts: 29/02/2005

Total Deposit Posted: 0.00

Total Deposit Held: 0.00

Tenant Misc Fees: vat 75.00, Contract 35.00, Inventory 35.00, Credit Check fee 70.00, Other fees 25.00

Landlord Misc Fees: vat 75.00, Commission 80.00, Deposit 0.00, Misc Fees 205.00, Initial Letting Fee 0.00

Property maintenance

- Associate jobs with suppliers
- Setup bills
- View status of jobs
- Reminders for outstanding work



Receive Payments

- Receive multiple items at once
- Receive payment from deposit
- Allows over and underpayments
- Easy tracking of overdue amounts

Receive Payment - Miss J Ison

Process: Received | Due

Display payments due before: 01/10/2008

Select	Date	Due Date	Total Amount	Amount Due	Description	Property	Type	No.	Payment
<input checked="" type="checkbox"/>	Mar-17-2008		100.00	100.00	Rent: 17 Mar 08 - 23 Mar 08	DEM0000183 - Apple Lane	Rent	2	100.00
<input checked="" type="checkbox"/>	Sep-03-2008		88.14	88.14	Misc Fees	DEM0000186 - new street	Invoice	6	88.14
<input checked="" type="checkbox"/>	Sep-03-2008		500.00	500.00	Rent: 03 Sep 08 - 02 Oct 08	DEM0000186 - new street	Rent	3	500.00
<input checked="" type="checkbox"/>	Sep-03-2008		1250.00	1250.00			Deposit	5	1,250.00

Total Selected: 1938.14

Bank Account: Barclays | Amount: 1938.14 | Date: 03/09/2008

Pay Landlords

- Bulk or single bill payments
- Deducts invoices from payments
- Print remittance advice notes
- Handles NRL deductions

Pay Landlord - Mr Johnson

Process: Paid | Due

Landlord: Mr Johnson

Owed to Landlord (Rent / Deposits / Credits): Due Before: 02/09/2008

Select	Type	No.	Property/Ref	Date	Original Amount	Received Amount	Memo
<input checked="" type="checkbox"/>	Rent	1	17 Arthur Rd/D00000...	02-Sep-08	516.44	516.44	Rent: 02 Sep 08 - 02 Oct 08

Total: 516.44

Owed to Agent (Invoices / Deposits / Bills): Due Before: 02/09/2008

Select	Type	No.	Property/Ref	Date	Original Amount	Amount Due	Memo
<input checked="" type="checkbox"/>	Invoice	4	17 Arthur Rd/D00000...	02-Sep-08	235.00	235.00	Initial Letting Fee
<input checked="" type="checkbox"/>	Invoice	2	17 Arthur Rd/D00000...	02-Sep-08	60.68	60.68	02 Sep 08 - 02 Oct 08 ES1 64 Comm...
<input checked="" type="checkbox"/>	Invoice	1	17 Arthur Rd	02-Sep-08	470.01	470.01	

Total: 765.69

Net Payment Due: -249.25

Invoices

- Create initial & adhoc invoices
- Multiple line invoices supported
- Customisable invoice templates
- Reminders for outstanding invoices

INVOICE

Invoice create date: 02 Sep 2008
Invoice number: 1
Invoice Tax date: 02/09/2008

Description	Amount	VAT	Total
Rent Commission to Landlord	€ 100.00	€ 17.50	€ 117.50
Initial letting fee to Landlord	€ 200.00	€ 35.00	€ 235.00
Inventory Fee	€ 75.00	€ 13.13	€ 88.13
Credit Check Fee	€ 25.00	€ 4.38	€ 29.38
Total VAT		€ 70.01	
Total			€ 470.01

Manage Deposits

- Supports tenancy deposit schemes
- Simple deposit tracking
- Handles landlord held deposits

Manage Deposit

Deposit: Christina Barber | Amount: 965.00

Statement Reference: South Park RD

Current Tenancy Details: From: 17/11/2008, To: 16/11/2010, Property: DEM000006 - Foyner Lane, Landlord: Mr Allen, Required Deposit: 965.00, Total Deposit Held: 965.00

Date	Amount	Received/Paid	Type	Memo	Ref	TDS/Landlord	Status
17/11/2008	965.00	965.00	Deposit				Received
17/11/2008	965.00	965.00	Landlord Transfer			Mr Allen	Paid

Scheduled Rent Collections

- Post single or multiple collections
- View amounts, landlord & tenant details
- Reminders for outstanding collections

Receive / Post Scheduled Rent Collections

Rent Collections to Post

Display rent due before: 26/04/2009

Select	Reference	Tenant	Property	Landlord	Start Date	Amount	Description
<input checked="" type="checkbox"/>	D000004-1	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Oct 08	500.00	03 Oct 08 - 02 Nov 08
<input checked="" type="checkbox"/>	D000005-1	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Oct 08	500.00	03 Oct 08 - 02 Nov 08
<input checked="" type="checkbox"/>	D000004-2	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Nov 08	500.00	03 Nov 08 - 02 Dec 08
<input checked="" type="checkbox"/>	D000005-2	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Nov 08	500.00	03 Nov 08 - 02 Dec 08
<input checked="" type="checkbox"/>	D000004-3	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Dec 08	500.00	03 Dec 08 - 02 Jan 09
<input checked="" type="checkbox"/>	D000005-3	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Dec 08	500.00	03 Dec 08 - 02 Jan 09
<input checked="" type="checkbox"/>	D000004-4	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Jan 09	500.00	03 Jan 09 - 02 Feb 09
<input checked="" type="checkbox"/>	D000005-4	Mr Bill Jones	DEM0000110 - 17 Arthur Rd	Mr Johnson	03 Jan 09	500.00	03 Jan 09 - 02 Feb 09

Managing Bank Accounts

- Create unlimited bank accounts
- Reconcile accounts
- View account statements



Keeping on top of your business is easy with Universal

Tasks

Setup tasks and associate them with people and properties in the system to ensure that any jobs are scheduled correctly and seen through to completion.

- Gas safety certificates
- Electrical safety certificates
- PAT safety certificates
- Fire safety certificates
- Add your own custom tasks
- Tasks appear in the diary and reminders
- Recurring tasks can be setup through the system
- Check the status of a task



Reminders

The reminders dialog gives an overview of outstanding personal and office tasks to be performed. Some of the more important reminders include:

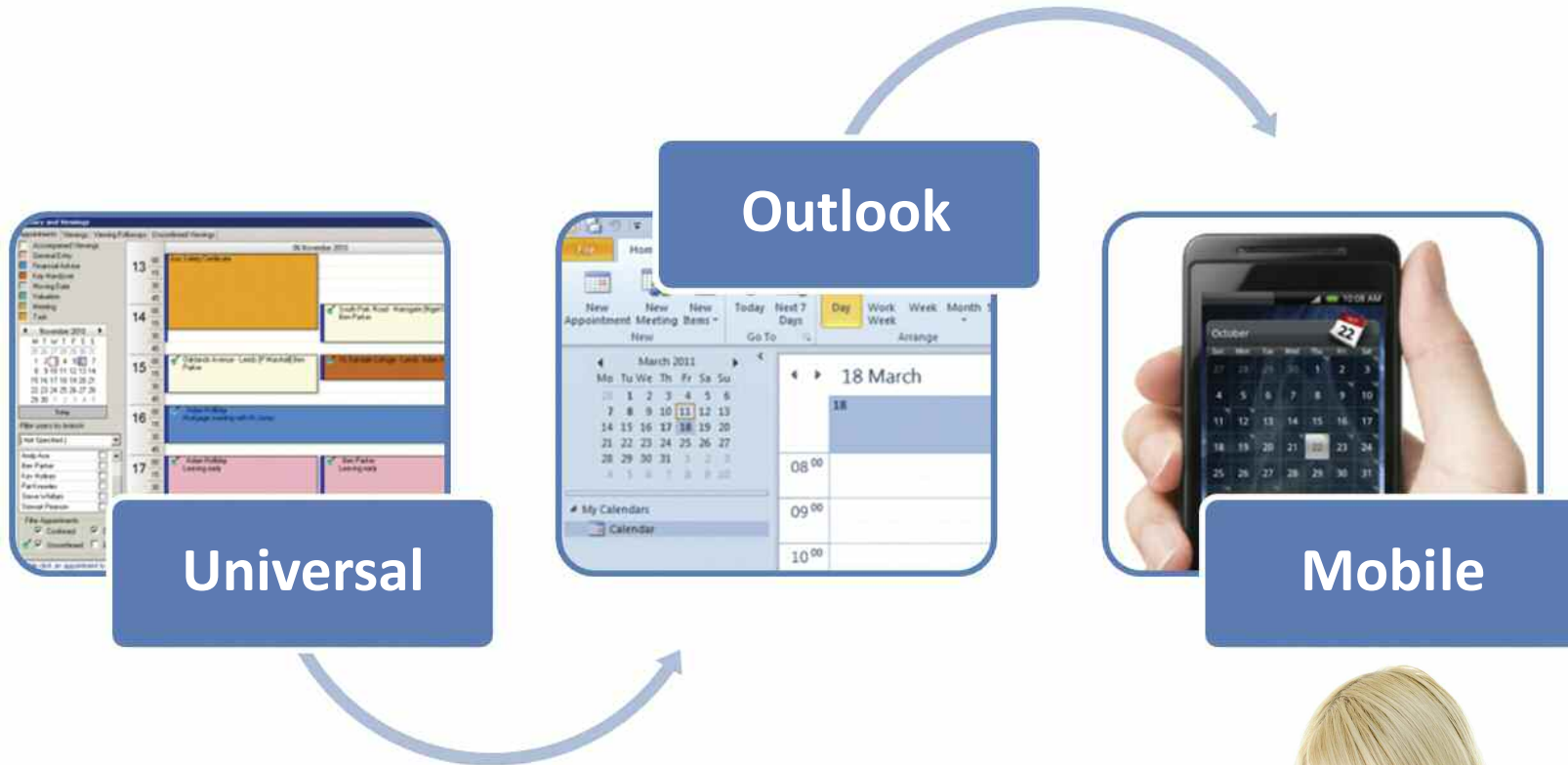
- Vendors, landlords & applicants to follow up
- Valuations
- Viewing appointments
- Viewings to follow up
- Unconfirmed viewings
- Offers
- Appointments
- Due/Overdue tasks
- Checked out keys
- Overdue invoices
- Properties without EPCs
- Tenancies due to expire
- Active periodic tenancies
- Landlords to pay
- Tenant's deposit due
- Scheduled rent collections to submit
- Maintenance jobs to follow up
- Applicants under referencing

- + Overdue invoice (9)
- + Landlords to pay (5)
- + Bills to pay (1)
- + Tenants deposits due (1)
- + Tenancies expiring (Notice given) (1)
- + Offer (1)
- + Unpaid sales invoices (1)
- + V0000001 – Sam Shepard, Grove Ave - £1700
- + Valuations to followup (4)
- + Properties without Gas safety certificates (9)
- + Viewings to followup (14)
- + Applicants to followup
- + Properties without an EPC (5)

Integrated diary & viewings management

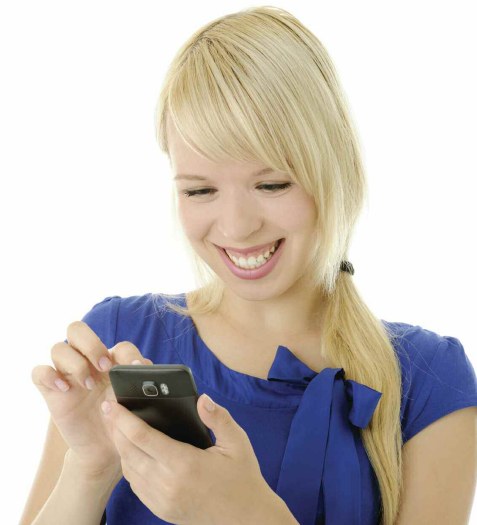
Universal has a fully integrated graphical diary that can display information and appointments for any number of staff at once. At a glance all activities can be viewed, making the scheduling and monitoring of work simple. All appointments are colour coded for ease of use. The diary is also used to book, monitor and progress property viewings.

Export your diary & contacts



Universal can export all diary appointments, along with contacts such as vendors, landlords or applicants direct to Microsoft Outlook with one click. Outlook can then be synchronised with your mobile devices allowing access to all appointments and contacts on the move.

There are several ways of synchronising Outlook depending on which mobile device is used. For example iTunes synchronises your diary with an iPhone, or Google Calendar is used with Android.



Management reports

Comprehensive management reports show company and individual information to help organise your resources and business more effectively. Many of the reports can be drilled down for more detailed information and can then be exported as a PDF, Word or Excel document if required.

General reports:

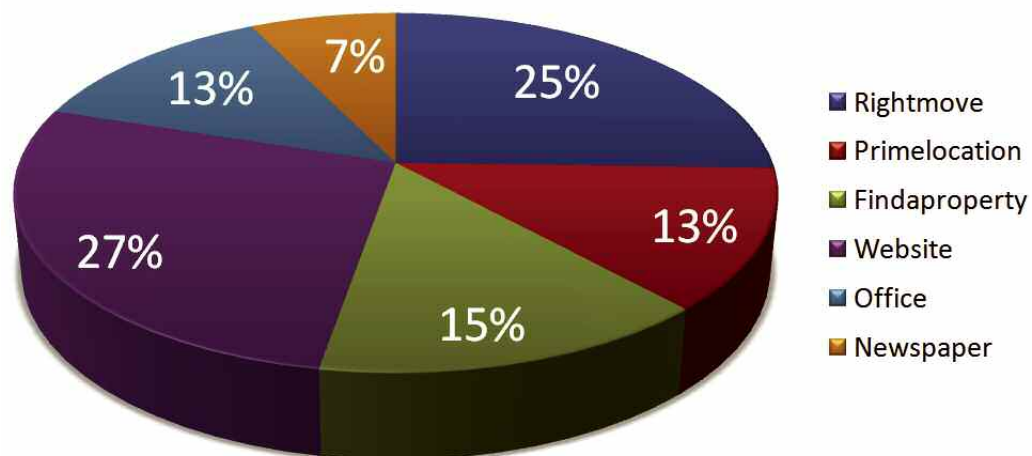
- Pipeline
- Invoices
- Property history
- Offers
- Negotiator performance
- Viewings
- Valuations
- Accounts summary
- Profit and loss
- Landlords financial
- Received payments
- Deposits
- Payments made
- Property maintenance
- Agent bills

Expenditure				
Bills				
15/12/2008	Lettings Signs	434.78	65.22	500.00
07/01/2009	Rates	839.52	125.93	965.45
Total Bills		1,274.30	191.15	1,465.45
Credit Notes				
22/10/2008	Other Fee	25.00	4.38	29.38
22/10/2008	Other Fee	12.50	2.19	14.69
03/11/2008	Credit Check Fee	150.00	26.25	176.25
18/11/2008	Initial letting fee to Landlord	10.00	1.75	11.75
28/11/2008	Rent Commission to Landlord	50.00	8.75	58.75
Total Credit Notes		247.50	43.32	290.82
Total Expenditure		1,521.80	234.47	1,756.27
Profit/loss		5,249.89	706.96	6,339.15

Key performance indicator (KPI) charts:

- New applicants, valuations, tenancies
- Properties
- Number of viewings
- Offers made & accepted
- Applicant, vendor, landlord source

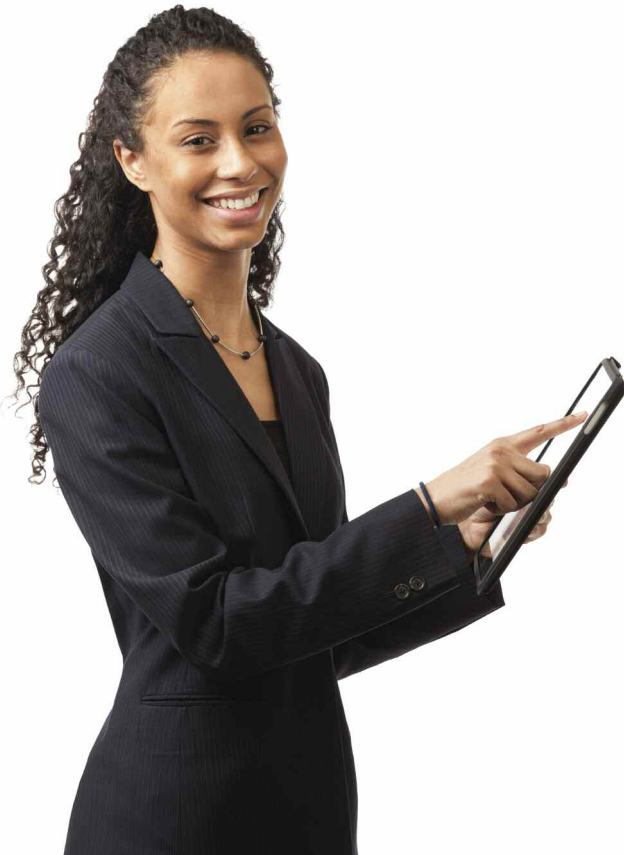
Applicant Source: April - June



Universal on the iPad

Universal software has been designed to run effectively on the iPad in landscape mode. With its stylish design and mobile capabilities the iPad becomes a useful tool for showing prospective customers not only what their property details will look like online immediately, but also showing any matching applicants currently on your system.

In order to connect to Universal Anywhere you need to download an app from the App Store, which enables remote desktop connection to a Windows based environment. There are a number of apps on the market that provide this service.



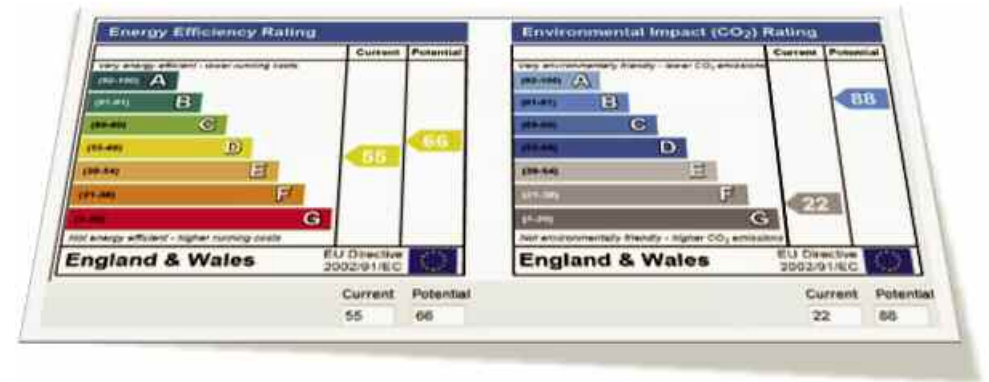
Please note iPad connectivity is available for our online system Universal Anywhere and not the desktop solution. Visit our website for more information on recommended apps, along with tips and advice.

www.thesaurus.org.uk/ipad

Energy performance certificates

Adding Energy Performance Certificates into Universal is easy. Simply input the current and potential numbers that appear on the certificate and the software will automatically generate an EPC in electronic format.

The EPC can then be displayed in documents, automatically uploaded to your property search and to any property portals requested.



Training and support



Universal is designed to be easy to use, but like any software you might need a helping hand to get going, and our help desk are there to guide you every step of the way. Our fully trained, friendly team provide 9 to 5 telephone and email support giving you easy access to sound advice and problem solving.

Universal also has an extensive context sensitive help facility which can be accessed by pressing the F1 key. Dynamic links to our website provide access to in-depth animated tutorials.

We offer a number of online training opportunities for both new and experienced users of Universal. These ensure that staff are fully aware of the capabilities of the software and how it improves the efficiency of their role.





Contact us for an online demonstration

Discover what Thesaurus Technology can do for your business and see the software live in action. We can arrange online demonstrations during office hours at a time to suit you.

Call 0845 83 82 666 or book online at www.thesaurus.org.uk/demo



Visit our website for all the latest information

View five minute overviews of different aspects of the software online, see live property searches in action, and get all the latest product information.

Go online at www.thesaurus.org.uk



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