



Rentman.online enables Rentman users, tenants, landlords and contractors to access Rentman over the web.

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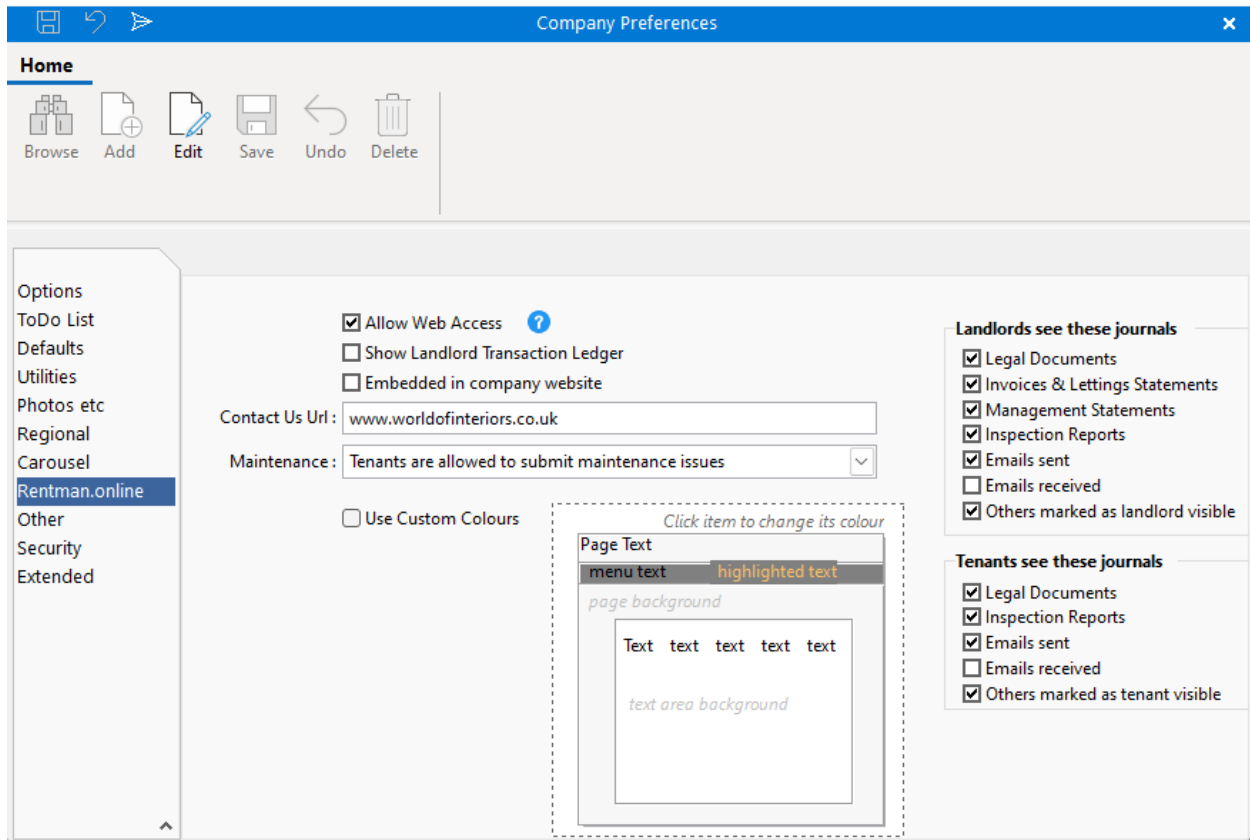
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Document History

Date	Author	Reason
07 July 2020	Nigel Gomm	First Draft
28 July 2020	Nigel Gomm	Updated screenshots
10 Mar 2023	Nigel Gomm	Refresh
25 Mar 2024	Nigel Gomm	Adding to Apple device home page as web app.

Step 1.

Go to company preferences, Rentman.online.



Make sure “Allow Web Access” is ticked.

Rentman will manage the login credentials and ensure that no two people anywhere in the Rentman universe have identical credentials. If somehow two people do have identical credentials neither will be able to login.

Everyone logs in at www.rentman.online.

Tenants, landlords and contractors get sent an email with their username & password – see below.

Before you send out credentials

We recommend setting the various options on this company preferences page and then logging in as a landlord or tenant just so you can see what they will see.

The landlord’s transaction ledger in particular you may want to disable.... making the landlord wait until you create the management statement.

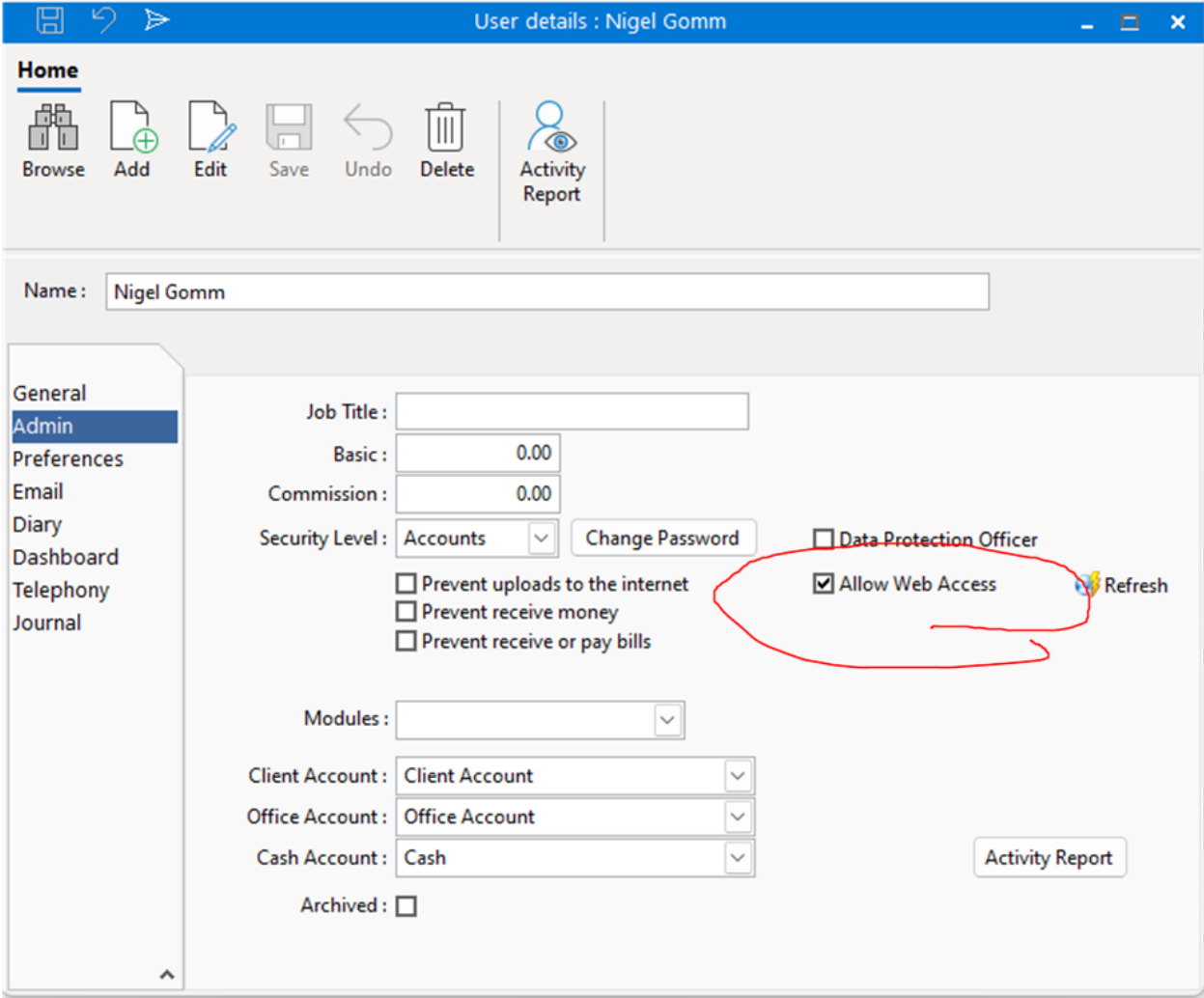
Negotiators and other staff

Rentman.online doesn't replace desktop Rentman; instead it offers a subset of functionality for use out of the office... specifically while at a property. Things like viewing and updating Appointments, Tasks, Inspections, Property information and to upload photos. Also to look up applicant, landlord and tenant details.

Allow individual staff access.

Negotiators and other staff login with their email address (from their user preferences/ General tab) and their usual Rentman password.

Go to the User Preferences and the Admin tab for each Rentman user who needs web access. Make sure 'Allow Remote Access' for this user is ticked. The 'Refresh' button re-sends this user's email address and Rentman password to the website.



Logging into the Rentman.online website

From a browser on your phone, iPad or laptop go to

www.rentman.online

and login with your email address and your usual Rentman password.

A screenshot of the Rentman online login page. The page features the Rentman logo at the top, which consists of a yellow house icon with a white 'R' inside, followed by the word 'rentman' in a dark blue, sans-serif font. Below the logo are two input fields: the first is a light blue box containing the email address 'nigel@rman.co.uk', and the second is a light grey box containing the placeholder text 'Password'. At the bottom of the form is a prominent yellow button with the text 'Log In' in white, centered on the button.

Rentman.online will then connect to your Rentman database.


Home screen

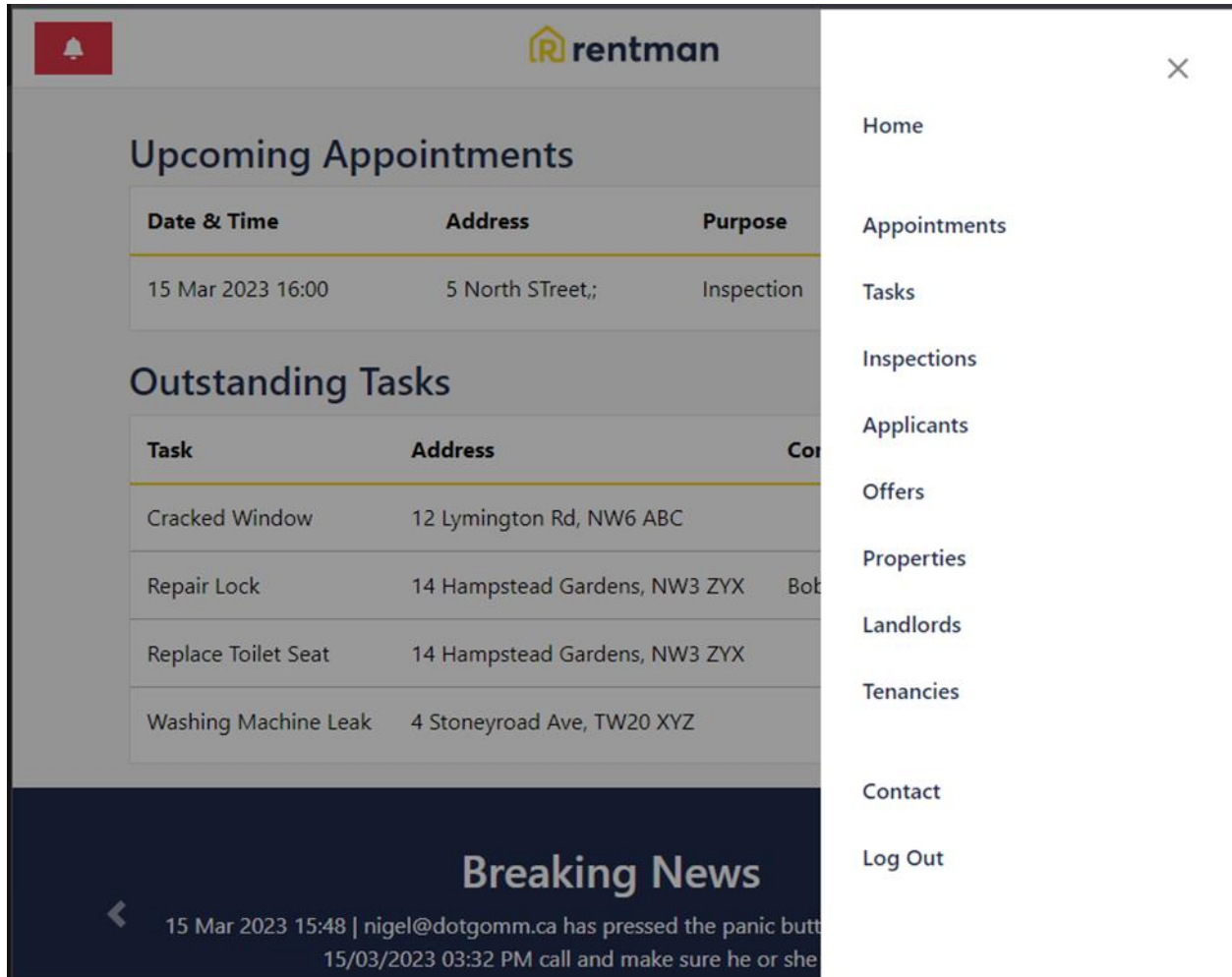
The screenshot shows the Rentman Online web application interface. At the top, there is a navigation bar with the Rentman logo and a notification bell icon. Below this, the main content area is divided into three sections:

- Upcoming Appointments:** A table with columns for Date & Time, Address, Purpose, and Applicants. One appointment is listed for 15 Mar 2023 at 16:00 at 5 North Street, with the purpose of an inspection.
- Outstanding Tasks:** A table with columns for Task, Address, Contractor, and Due Date. Four tasks are listed: Cracked Window (12 Lymington Rd, NW6 ABC), Repair Lock (14 Hampstead Gardens, NW3 ZYX, assigned to Bob the builder, due 01 Feb 2023), Replace Toilet Seat (14 Hampstead Gardens, NW3 ZYX), and Washing Machine Leak (4 Stoneyroad Ave, TW20 XYZ).
- Breaking News:** A dark blue banner with white text. The message reads: "15 Mar 2023 15:48 | nigel@dotgomm.ca has pressed the panic button on rentman.online at 15/03/2023 03:32 PM call and make sure he or she is OK at".

Note the 'Panic' button top left. Click that and a message will appear on every user's Rentman back in the office. It doesn't replace dialing 999 in an emergency... it is just for you to indicate to colleagues that you feel unsafe.

The Menu

Click the  button top right to slide out a menu.



The screenshot shows the Rentman dashboard interface. The main content area is dimmed, and a sidebar menu is open on the right. The dashboard includes sections for 'Upcoming Appointments', 'Outstanding Tasks', and 'Breaking News'. The sidebar menu contains the following items: Home, Appointments, Tasks, Inspections, Applicants, Offers, Properties, Landlords, Tenancies, Contact, and Log Out.

Date & Time	Address	Purpose
15 Mar 2023 16:00	5 North Street;	Inspection

Task	Address	Con
Cracked Window	12 Lymington Rd, NW6 ABC	
Repair Lock	14 Hampstead Gardens, NW3 ZYX	Bob
Replace Toilet Seat	14 Hampstead Gardens, NW3 ZYX	
Washing Machine Leak	4 Stoneyroad Ave, TW20 XYZ	

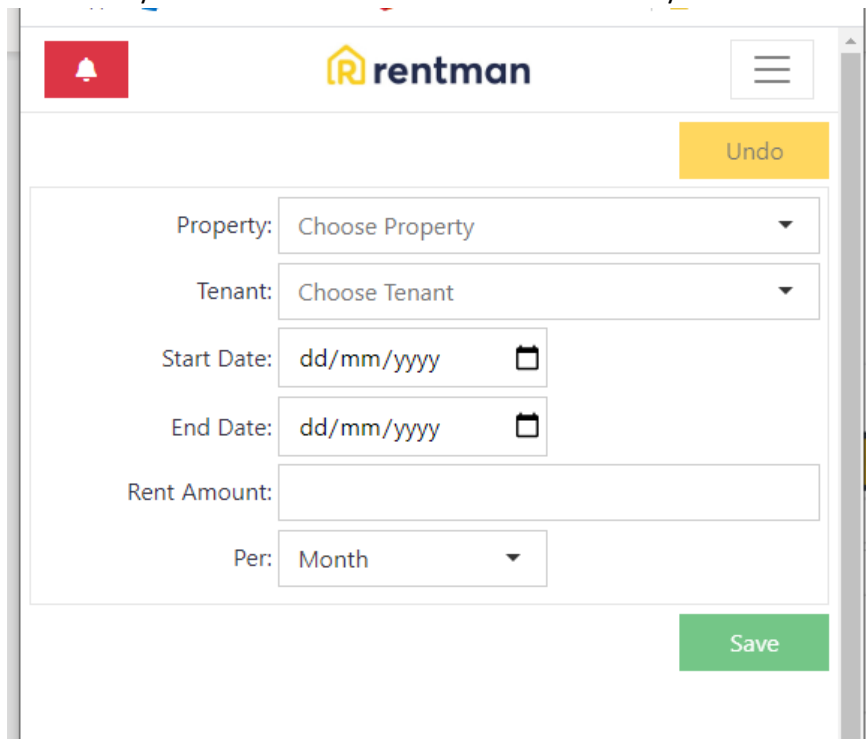
Breaking News
15 Mar 2023 15:48 | nigel@dotgomm.ca has pressed the panic butt
15/03/2023 03:32 PM call and make sure he or she

And obviously click on any of those items to view a list and then to add or update.

Creating a new tenancy

Click on Tenancies in the menu, then click the 'New Tenancy' button

From here you enter the basic information for a tenancy



The screenshot shows the 'New Tenancy' form in the Rentman application. At the top left is a red notification bell icon. The 'rentman' logo is centered at the top, and a hamburger menu icon is on the right. A yellow 'Undo' button is located in the top right corner of the form area. The form contains the following fields:

- Property: A dropdown menu with the text 'Choose Property' and a downward arrow.
- Tenant: A dropdown menu with the text 'Choose Tenant' and a downward arrow.
- Start Date: A text input field with the placeholder 'dd/mm/yyyy' and a calendar icon to its right.
- End Date: A text input field with the placeholder 'dd/mm/yyyy' and a calendar icon to its right.
- Rent Amount: A text input field.
- Per: A dropdown menu with 'Month' selected and a downward arrow.

A green 'Save' button is positioned at the bottom right of the form.

The new tenancy will be saved in Rentman where all the usual things happen according to your company preferences such as journal entries, property marked under offer or unavailable..... and it sends an email to each of the tenants inviting THEM to login to Rentman.online and register their personal information (see tenant's section below).

Tenants

Tenants can log into Rentman to

- see their rent, deposit, certificates and journals.
- register their personal information such as address and right to rent documentation.
- report maintenance issues at the property.

But of course you get to configure what tenant's are able to see and do.

Enable Access

Existing tenants just need to be told their username and password. You'll find them on the tenant's tab of the tenancy screen under notes.

The screenshot shows the Rentman online interface. On the left is a navigation menu with the following items: Summary, Tenancy Details (Documents), Pre-Tenancy, Deposit, Admin (Notes), Check In/Out, Rent, Invoices, Tenants (highlighted), Guarantors, Occupants, Relevant Persons, and Journal. The main content area is titled 'Nora Alloway' and contains a list of sub-items: Addresses, Personal, GDPR, Bank Details, Employer, Notes (highlighted), L.H.A., and References. Below this is a 'Rentman.Online Login' form with three input fields: Username (nora@dotgomm.ca), Password (Allow6J0C200Z), and Maintenance (As system default). To the right of the Username field is an 'Email' button with an envelope icon, and to the right of the Password field is a 'Refresh' button with a circular arrow icon. A dropdown menu is open for the Maintenance field, showing three options: 'As system default' (selected), 'Tenant NOT allowed to submit maintenance issues', and 'Tenant IS allowed to submit maintenance issues'. Below that, a third option is visible: 'Tenant ONLY allowed to submit maintenance issues'.

Click the email button to send these credentials to the tenant. If you change the username or password click refresh to make sure the credentials are uploaded to Rentman.online. Any credentials with a password of 'password' will not get uploaded to Rentman.online.

Online Registration

If you create a tenancy through Rentman.online itself or you tick 'send online registration emails' on rentman's "new tenancy wizard" the credentials will automatically be uploaded to Rentman.online and a registration email will be sent.

The default text is as follows

Dear Tenant3547

Thank you for your offer to rent SW6 street Chelsea Creek.

To proceed with your tenancy application please go to www.rentman.online to add further necessary information and to make sure the information we have already registered for you is correct.

Your credentials to access the www.rentman.online web site are as follows...

Username : nigel@here.now

Password : password

Regards

Manager

But you can customize this text by creating a new email document template called

Tenant - online registration

The tenant is able to submit the personal information you will need to process the tenancy. Note. Once the tenancy has started they won't be able to change their details through Rentman.online. Instead changes they try to make will be shown in the notes tab.

Contact

Surname:	<input type="text" value="O'Reilly"/>
First Name:	<input type="text" value="rex"/>
Title:	<input type="text" value=""/>
Telephone (h):	<input type="text" value=""/>
Mobile:	<input type="text" value="1234567890"/>
Email:	<input type="text" value="tenant@nigeltest"/>

Addresses

Previous Address:	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
Forwarding Address:	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>

Personal

Right to Rent: ▼

Visa Details:

Visa Expires: 

Passport:

N.I.:

Driver's Licence:

Gender: ▼

D.O.B.: 

Banking

A/C Name:

A/C Number:

Sort Code:

Bank:

Bank Address:

BACS:

Employer

Occupation:

Employer:

Employer Contact:

Employer Address:

Employer Telephone:

Employer Email:

Save

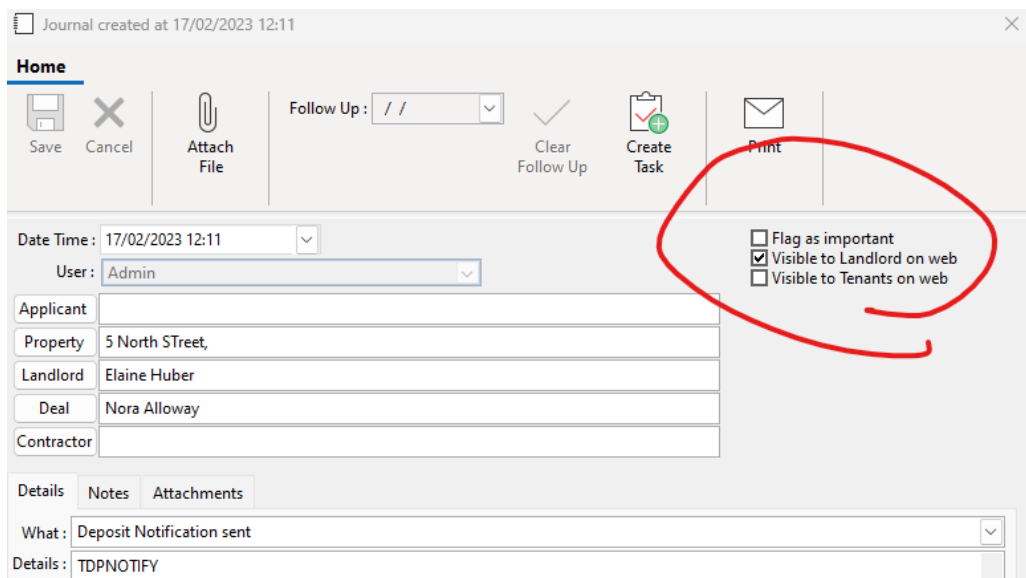
Journals

In Rentman's company preferences you get to set which journals are visible by default.

Tenants see these journals

- Legal Documents
- Inspection Reports
- Emails sent
- Emails received
- Others marked as tenant visible

You also get to override this for a specific journal.



Journal created at 17/02/2023 12:11

Home

Save Cancel Attach File Follow Up: // Clear Follow Up Create Task Print

Date Time: 17/02/2023 12:11 User: Admin

Applicant	
Property	5 North Street,
Landlord	Elaine Huber
Deal	Nora Alloway
Contractor	

Details Notes Attachments

What: Deposit Notification sent

Details: TDPNOTIFY

Flag as important
 Visible to Landlord on web
 Visible to Tenants on web

Just untick that 'visible to tenants on web' check box and this journal will not be shown.

Rent & Deposit

The tenant gets to see all rent received and due and the various deposit postings.

You can prevent them seeing this by setting the "Tenant ONLY allowed to submit maintenance issues".

Certificates

In Rentman, of course, certificates are not attached to a specific tenancy but instead to the property... so Rentman.online will show all certificates that were extant during the life of a tenancy. Click on the attachment name to view it.

Maintenance Issues

Tenants can submit maintenance issues via the web. New Issues appear in Rentman as tasks for you to process in the usual way.

System Options

There are options in Rentman's Company Preferences screen:

- if tenants can submit at all.
- who an issue is assigned to
- who gets an email when issues are submitted

The screenshot displays the 'Company Preferences' screen in Rentman, specifically the 'Maintenance' section. It shows several configuration options:

- Allow Web Access (with a help icon)
- Show Landlord Transaction Ledger
- Embedded in company website
- Contact Us Url:
- Maintenance: (dropdown menu open showing options: Tenants not allowed to submit maintenance issues, Tenants are allowed to submit maintenance issues, Tenants ONLY allowed to submit maintenance issues (and register online))
- Maintenance: (dropdown menu open showing options: Building's property manager (or property negotiator), Building's property manager (or property negotiator), No one, Admin, Noahstest, Nigel Gomm)
- Use Custom Colours (with a note: Click item to change its colour)
- Send emails to: (dropdown menu open showing options: Whoever is assigned, No one, Admin, Noahstest, Nigel Gomm)
- Use Custom Colours (with a note: Click item to change its colour)







Submitting an issue

Click 'Maintenance' in Rentman.online's menu (top right)













And this page appears:

Report an Issue

Location:

 Bedroom	 Bathroom	 Kitchen	 Garden	 Garage	 Other
--	---	--	---	--	--

Problem:

 Electricity	 Water	 Heating	 Toilet	 Shower	 Sink
 Window / Door	 Wall / Ceiling	 Appliance	 Furniture	 Lock / Key	 Other

Details:

Attach Photos / Files:

Choose file(s)

Should be straightforward enough!

Company Preferences Details Documents & Reports Authorities Companies Portals Accounts Schemes S

Tenancies expiring
 Outstanding DealSheet Balances (1)
 Outstanding Bills (1)
 Smoke Alarms to be checked (6)
 Smoke alarms to be installed (6)

Things To Do
 Properties
 Applicants
 Landlords
 Tenancies
 Management
 Tasks

My Tasks - excluding certificates
 Tasks recently modified by Rentman.Onlinr
 Smoke alarms to be installed

Tasks by Type
 Outstanding Tasks
 Completed
 Outstanding Job Sheets
 Job Sheets awaiting invoice
 Outstanding Bills
 Bills still to be re-invoiced
 Tasks created by me
 Tasks assigned to me
 Tasks completed by me

Certificates
 Keys
 Contractors
 Contacts

Outstanding Tasks (5)

Date	Due date	Task	Cont
20/01/2023	01/02/2023	Dfghjkl	Bob the builder
20/01/2023	//	Edrtghjkl	
08/03/2023	//	Dfghjkl	
09/03/2023	//	Edrtghjkl	
14/03/2023	//	Other:Bathroom	

Home

Save Cancel New Journal Attach File Mark as Complete Mark as Void Send Jobsheet Email Send

Property: 5 North Street
 Task: Other:bathroom

Details More Info Attachments Journal

Date: 14/03/2023 Every: Once Until:

Details: leaking tap

Assigned inhouse to: Admin
 Assigned to Contractor:

Job Number: 0 Invoice: 0
 Due Date: // Invoice to: Landlord
 Quote: 0.00 Attach Floorplan

Downloaded from Rentman.Online at 14/03/2023 14:28

A new request from a tenant shouldn't get missed.

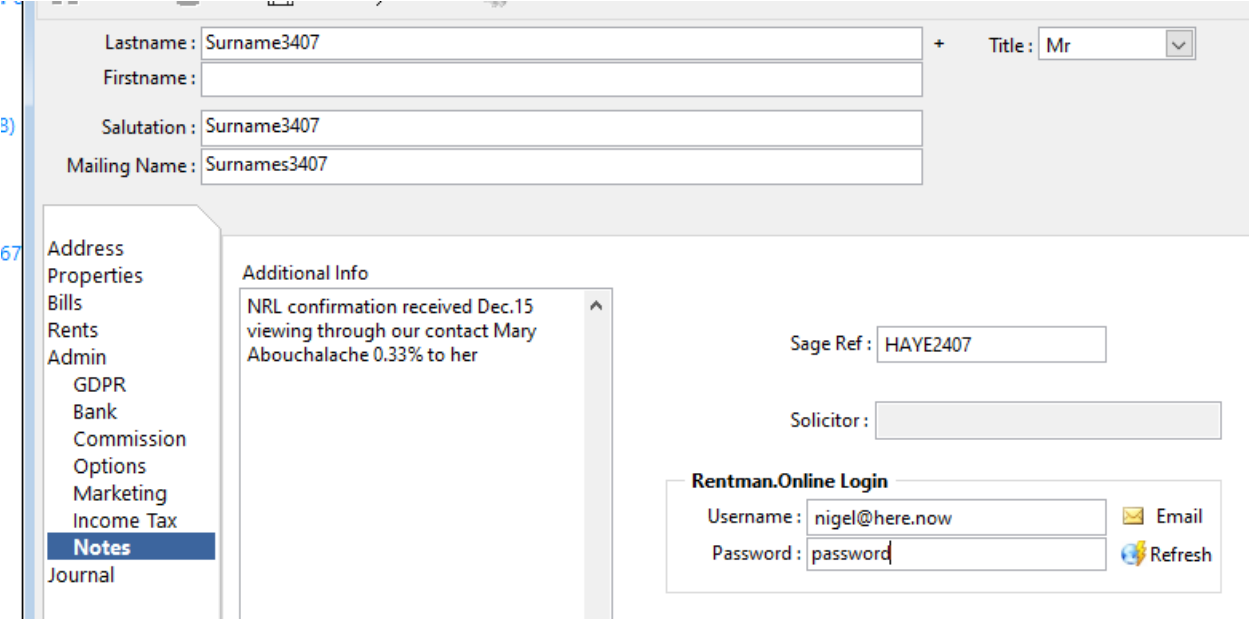
See below for assigning tasks to contractors.

Landlords

Landlords can log into Rentman to see their rent, deposit, certificates and journals.

Enable Access

They just need to be told their username and password. You'll find them on the notes tab of the landlord screen.



Click the email button to send an email with these credentials to the landlord. If you change the username or password click the refresh button to upload the new credentials to Rentman.online.

Ledger

In the company preferences screen at the beginning of this document is a checkbox captioned 'Show landlord transactions'. You may prefer that landlords only see a transaction history when you have prepared a management statement rather than see a work in progress. If so untick this and this section of their home page will disappear.

Rent & Deposits

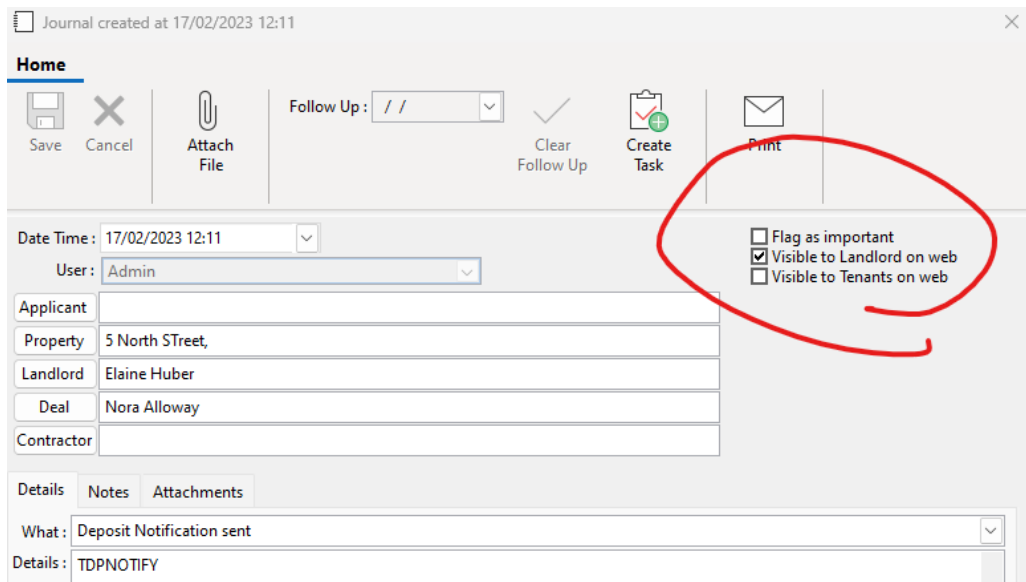
Will display all rent and deposit transactions

Certificates

Will display all certificates for the landlord's properties and buildings.

Journals

As with tenants above you can prevent landlords seeing specific journals by unticking the 'visible to landlord on web' checkbox



Journal created at 17/02/2023 12:11

Home

Save Cancel Attach File Follow Up: // Clear Follow Up Create Task Print

Date Time: 17/02/2023 12:11 User: Admin

Applicant
Property: 5 North Street,
Landlord: Elaine Huber
Deal: Nora Alloway
Contractor

Details Notes Attachments

What: Deposit Notification sent
Details: TDPNOTIFY

Flag as important
 Visible to Landlord on web
 Visible to Tenants on web

And again you get to set in company preferences which journals by default the landlord can see.

Landlords see these journals

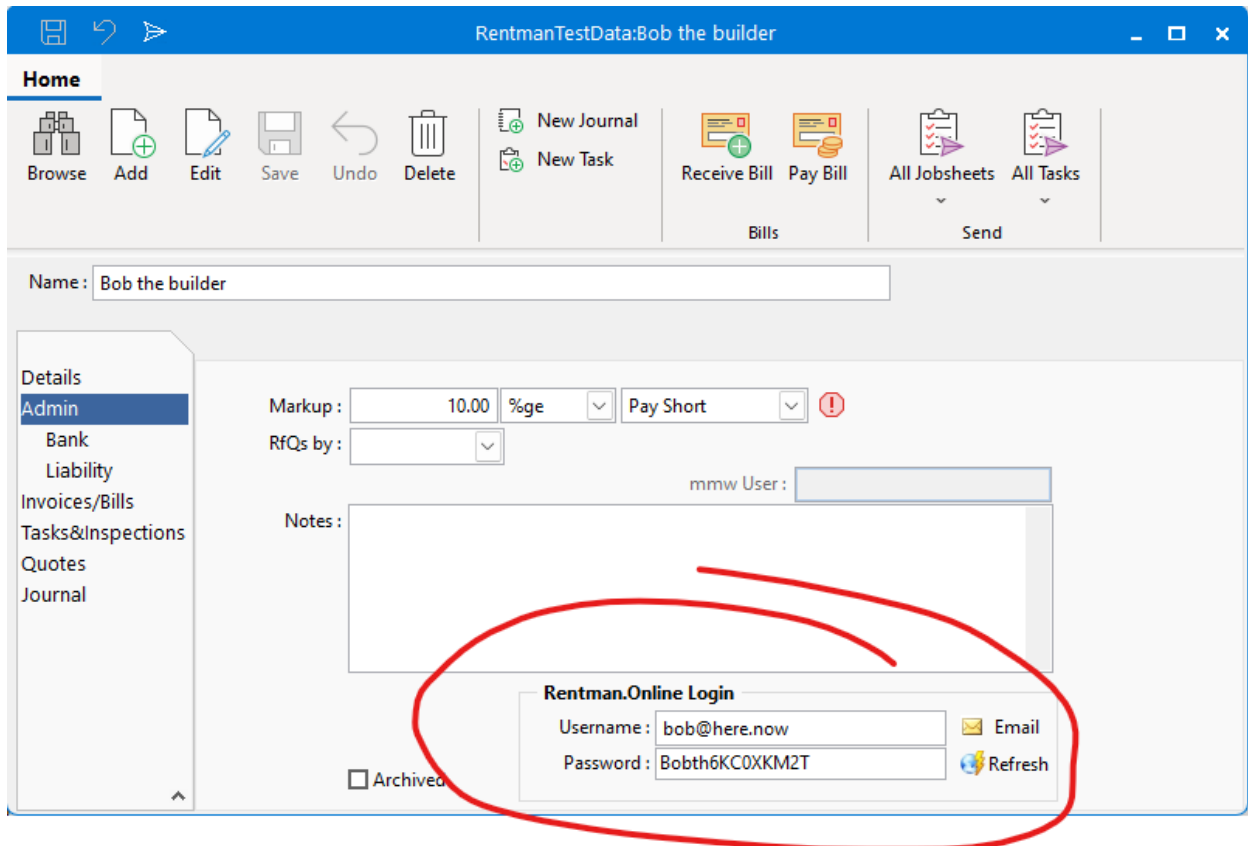
- Legal Documents
- Invoices & Lettings Statements
- Management Statements
- Inspection Reports
- Emails sent
- Emails received
- Others marked as landlord visible

Contractors

Contractors can also login to Rentman.online to see tasks and inspections assigned to them.

Enable Access

Go to the contractor's admin tab and you'll see their login credentials.



Click the email button to send the email with these credentials. If you change either the username or password click the refresh button to upload the new credentials to Rentman.online.

Tasks

When a contractor logs into rentman.online they see today's tasks and inspections. Click on the item in the navigation bar to see all tasks and all inspections assigned to this contractor.

The screenshot shows the Rentman online interface. At the top left is the Rentman logo. To its right are navigation links for 'Tasks' and 'Inspections'. Further right are 'Contact' and 'Log Out' links. The main content area is titled 'Outstanding Tasks' and contains a table with the following data:

Due Date	Task	Address
01 Feb 2023	Repair Lock	14 Hampstead Gardens, NW3 ZYX

Below the tasks section is the 'Outstanding Inspections' section, which contains a message: 'You have no outstanding inspections'.

Click on an item to see more info and to edit.

Within each edit screen the contractor can upload photos which will be seen on the task or inspection in Rentman.

If a contractor updates a task through Rentman.online this will be flagged in the Rentman desktop

The screenshot shows the Rentman desktop interface. On the left is a navigation menu with the following items: 'Favourites', 'Things To Do', 'Properties', 'Applicants', 'Landlords', 'Tenancies', 'Management', 'Tasks', 'My Tasks - excluding certificates', 'New Tasks from Rentman.Online', and 'Tasks recently modified by Rentman.Online'. The 'New Tasks from Rentman.Online' and 'Tasks recently modified by Rentman.Online' items are circled in red. On the right is a table titled 'Tasks recently modified by Rentman.Online (1)' with the following data:

Date	Task	Address
14/03/2023	Other:bathroom	5 North Street,

Options

Embedded in company website

You can host Rentman.online inside an iFrame on your company website. In laymen's terms this means you can have your web developer add a 'Login' to YOUR website which when clicked goes to Rentman.online's login screen but appears to be inside your website still.

If this is ticked the emails Rentman sends with credentials will point the landlord/tenant/contractor to your company url rather than www.rentman.online.

ContactUs Url

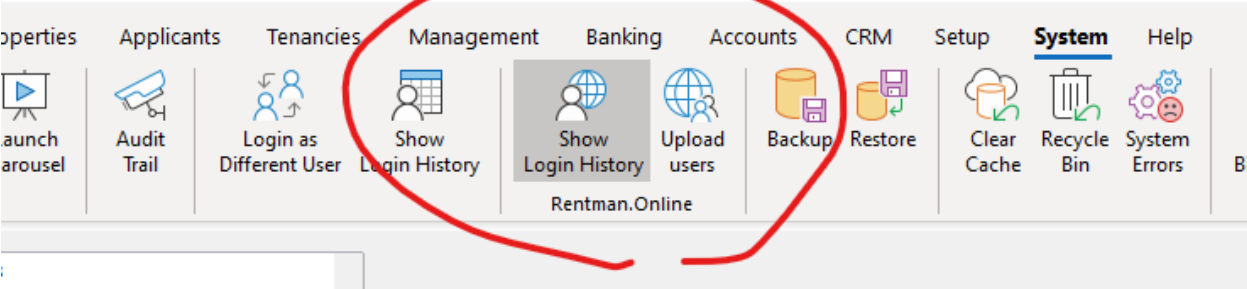
The landlord, tenant and contractor pages have a contact us link. We don't want them contacting Rentman obviously.... instead put your company website's "contact us" url here and that will be where people will be linked to.

Use Custom Colours

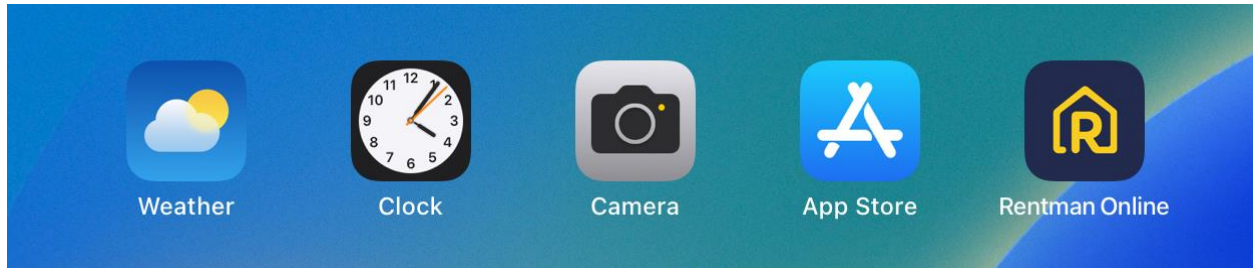
Whether embedded in your own web site or not you may wish landlord and tenants to see your own branding once they login. This offers a very simple mechanism to change the background and foreground colours of text and areas on the page. The coloured boxy diagram is supposed to represent the different areas on the tenant's home page. Click on the item to change its colour.

Monitoring Access

You can see who is logging in on Rentman.online from Rentman's main ribbon. System tab.

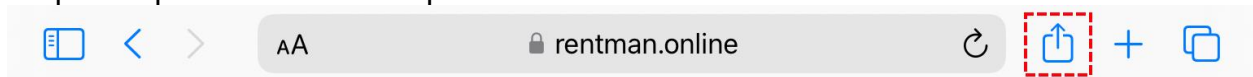


Adding Rentman Online to your Apple device as a Web App

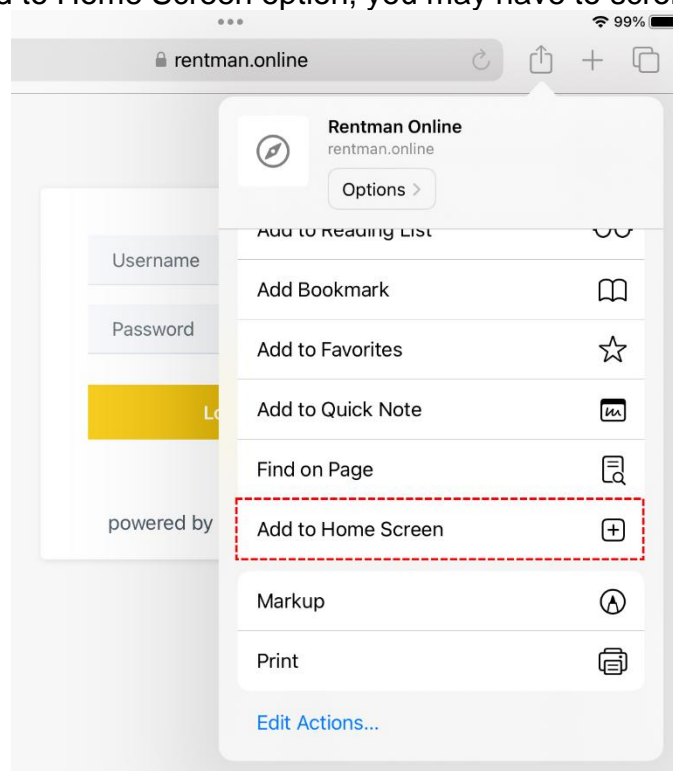


Step 1: Open Safari, Chrome, or your preferred web browser and navigate to rentman.online

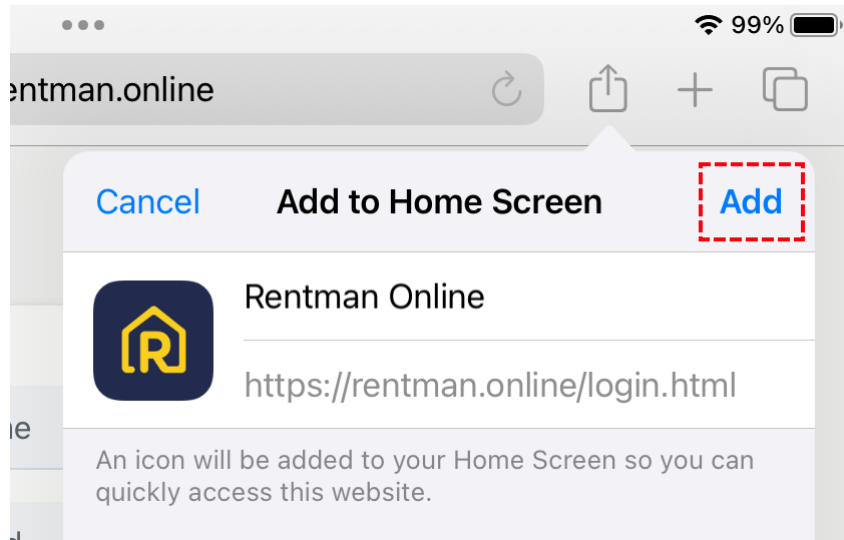
Step 2: Tap the Share button pictured below



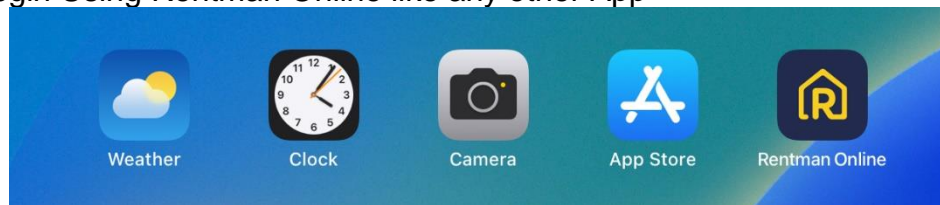
Step 3: Tap the Add to Home Screen option, you may have to scroll for it to appear



Step 4: Tap Add to confirm



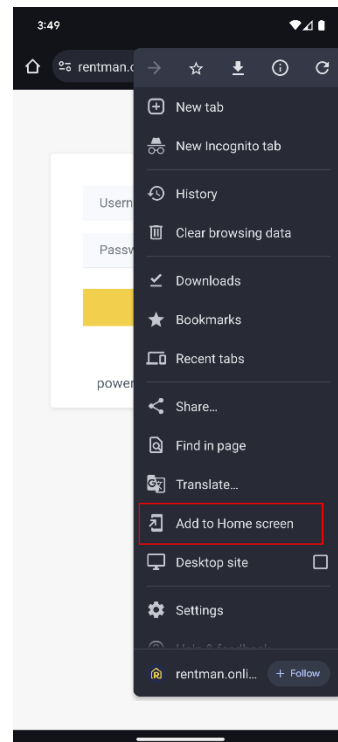
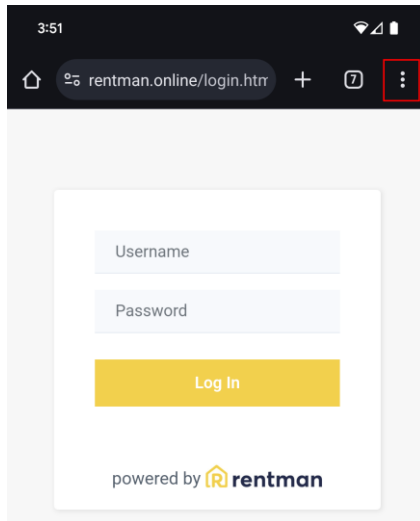
Step 5: Begin Using Rentman Online like any other App



Adding Rentman.online as a Web App on Android devices.

Step 1. Navigate in your browser to www.rentman.online

Step 2. Click the 3 dot menu option top right and click 'Add to home screen'



Step 4. Click on the new icon your home screen to begin using Rentman online.