

# KEYPrime Property WORKFLOW APP



BY APPOINTMENT TO  
HER MAJESTY THE QUEEN  
SOFTWARE SYSTEMS & SERVICES  
LANDMARK SYSTEMS LIMITED  
WEST SUSSEX



Innovative Business Solutions

Workflow for KEYPrime Property will streamline the management of reactive tasks in your portfolio.



## DOES THIS SOUND LIKE YOUR PROPERTY TEAM?

### Property administrators who spend time...

- ✗ Trying to get hold of maintenance teams and contractors to let them know about jobs?
- ✗ Chasing maintenance teams and contractors for progress on outstanding jobs?



Staff time used inefficiently?

- ✗ Updating tasks in KEYPrime Property manually?

### Contractors who...

- ✗ Struggle to manage tasks lists?
- ✗ Do not always remember to update the office when work has been done?

✓ **The Workflow App is the solution to these problems. It is time to improve the flow of information between tenant, office and contractors.**

## KEYPRIME WORKFLOW WILL...

- ✓ Improve communication between office staff, contractors and maintenance teams
- ✓ Ensure all parties have live task information at their fingertips
- ✓ Reduce the time spent by property administrators chasing updates and recording them in KEYPrime Property
- ✓ Ensure better audit trails and property works history
- ✓ Help the business to move towards the paperless office...



Please call Landmark Systems on 01798 877100 for more information



## RAISING THE WORKS MANAGER TASK

- ✓ Administrators can raise tasks in KEYPrime Property then Workflow automatically notifies the contractor. Or the contractor can raise tasks directly from Workflow.



## COMPLETING THE TASK

- ✓ Workflow provides the contractor with a 'live' task list
- ✓ All tasks include address, map link & occupier contact details
- ✓ Contractors can add notes and photographs
- ✓ Contractors can complete the task and create follow up tasks if required



## HISTORY AUTOMATICALLY UPDATED

- ✓ KEYPrime Property Diary and historical notes updated with contractor completion notes and timestamp
- ✓ No further admin time required!



## THE FIRST MOBILE APP FOR KEYPRIME PROPERTY

- ✓ For Apple and Android devices
- ✓ For in-house maintenance teams and external contractors
- ✓ For estates, agents and property managers
- ✓ From £60 per device per annum\*

\*Users must have the KEYPrime Property Works Manager module

