

R.E.O Software

The Most Technically Advanced Real Estate Software Available!

Check Out These Amazing Features.

- Contact Management
- Client Management
- Appointment Setting
- Diary with Auto Actions
- Automatic Vendor Notification
- Flyers & Forms
- E-Brochures
- E-Window Display Manager
- Internal Messaging System
- Multi Office Application
- Franchise Returns
- Uploads To Your Web Site
- SMS Capability
- E-Newsletters
- Automatic Newsletter Sending
- Weekly Vendor Reports
- Sales Agent Reports
- Window Cards
- Easy to Access - from Anywhere!
- Contact Manager
- Comission Editor
- Inspection Report System
- Upload easily to Domain/Realestate
- Open Home Flyers

Easy to View...Easy to Use...

Client Relationship Management Modules

Boss Solutions is a leap into the new generation of Office Communication Systems, it features a Full Contact Management Centre with groups and classifications of clients, an internal office Messaging system with never before seen functionality that stretches from a task management module, through to a wizard that can create online newsletters/flyers and a fully automated and portable diary.

The **Boss Solutions** system was designed and tested over four years by Real Estate Agents who work in the industry, not just programmers. You can expect the Boss Software system to be the most comprehensive real estate software available on the market today.

Overview

Imagine coming into the office and finding that your just listed e-brochures have been sent, weekly property newsletters are gone!

Can it really be that easy?

Yes it can, but there's more.....

Imagine coming into the office in the morning and finding that:

- Your E-brochures, Weekly Newsletter, Just Sold and Just Listed flyers had been sent while you were asleep
- The properties you listed the day before had been sent to your database of clients by SMS, now you know who the missed calls were from!
- Your Open Inspection listings had been sent to your database in a custom flyer the day before the open.

This is a truly automated system that will save you time and money!

No more long hours in the office formatting, printing and mailing flyers and newsletters.

Now you can get out and spend time doing what you're good at.....

Listing and selling property!

CRM Modules:

CONTACT MANAGER

Contact Manager allows you to maintain an up to date contact database. People's details are recorded only once, even though they could be Vendors, Purchasers, Tenants or Landlords or even just a business contact. Groups are used to place the contacts into searchable fields for easy merging and filtering for regular newsletters, email and sending Just Listed and Just Sold notifications flyers. You can send SMS to your contacts as well as notifying them of new listings or even open home times. The contact data base allows you to have as many fields as you deem necessary and modify them as you need. Any Notes, Messages, or Appointments for a client also append to the client file allowing you to create a permanent record so that you can easily see what you have discussed and sent to them over time.

MESSAGING

The Messaging System allows you to send Internal Messages to staff. You are able to forward messages and reply to messages. The messaging system is instantaneous, not delayed like email. Messages sent attached to the clients name are automatically attached to the client history permanently. You can even set up group messaging so that you can send a message once to multiple people. Messages can be viewed and searched and are stored permanently. Internal Staff Messaging can be sent also via SMS to staff mobiles individually or to groups.

SMS SYSTEM

The SMS Messaging system is a huge advancement in client and staff contact management. SMS can be sent to clients advising them of new properties, open home times and personal messages. Staff can receive their messages by SMS. Calendar appointment & tasks can also be automated and sent to staff before they fall due, with the SMS automatically including all contact details. The optional Automatic Property Notifier SMS system can send automatic SMS to potential purchasers each time a new property is listed in your office.

TASK MANAGER

Task Manager allows you to record tasks that you have to do; you can even forward tasks to people and set tasks for others within your company. You can also AUTOMATE tasks like sending newsletters, flyers and even email and SMS to clients at set times and dates. The task manager can be used to automatically create a series of tasks that need to be completed for any certain event, (e.g. Listing a new property may have several tasks at different time) the task manager can easily set all these tasks with a simple one click. As well as the great features listed above the system will automatically make tasks for settlements, listing renewals, and unconditional dates, etc.

CALENDAR

The Boss CRM Module features a fully graphical calendar, allowing you to make appointments in advance for each day. You can view month, week and day breakups. The calendar can allow managers to see their staff's appointments and even allows you to make appointments for them. The calendar system can send you an SMS reminding you of an appointment. Like the task system the calendar can be automatically populated using a preset lot of appointments based on any scenarios. The calendar also allows you to preset several events such as sending a newsletter during the month. You can set the event and merge the groups you wish to receive the newsletter and presto the newsletter is sent on that day. Like the task manager you can also create calendar events for your staff groups, and managers are able to see and make appointments for others. Nothing could be easier.

MERGE

The merge screen is where magic happens. Merge allows you to use the groups that are assigned for each contact. You can merge to email, newsletter (using the newsletter wizard), just listed and just sold (using wizards for both). You can also merge your database to word. The merge section allows for you to find exactly what type of contacts you want through the filter section. This merge section is fully customizable for every user. Groups in the merge screen can be customised for every office, as many different groups can be created as you require.

AUTOMATED PLANNER

The automated planner allows you to create scenarios that may have multiple events, tasks or to do items and create a single entry to populate all of these into your task and calendar system. You can create as many different automated planners as you require and then just select the planner that you want and it will automatically self populate.

NEWSLETTERS/ FLYERS

The newsletter and flyer section allows you to create, in minutes, colourful and detailed newsletters and flyers available to print or email using the merge system. The newsletter and flyers can tie into the property system, or be run as a stand alone system allowing you to import any type of newsletter you wish. Several different standard templates are available for the newsletter, each featuring your staff photos, office information (logo colours etc). Each newsletter can be saved so it can be used over and over again. The newsletter section also has templates to let your database know about your latest listing or last sale. The flyer section is designed for you letterbox drops or for auction open home information, there are many different designs available for you to print. If you had a database of over 1000 people, it would only take just over 30 seconds to send a newsletter to everyone!

EMAIL

The Boss CRM has a built in email client for those using their own web site. The email system uses the address book from the contacts section therefore reducing the double entry of information. The email system has the advantage of being able to be used anywhere in the world an internet enabled computer can be found.

ADVERTISING

The advertising module is a huge leap forward with the way advertising can be constructed and sent to your publications. The advertising module allows a sales person to construct adverts from the property information and display the fully finished ad before it is sent to the paper. The advertising module also tracks all vendor paid advertising producing invoices and statements. The advertising module allows you to view the advert before it appears in the paper, ensuring accuracy before publication. Once the ads are approved a simple click of a button and all ads are sent including a full picture of what the expected add is to appear like. The advertising system virtually does away with the proof and can eliminate those common arguments about advertising. The vendor paid advertising section can keep track of all advertising and even things like searched and produce invoices and statements for the property.

WEEKLY REPORTS

The weekly reports are a great way of informing your vendors of what is happening on their property; each week a report can be generated showing their website statistics, number of enquiries on the property, the current ad as well as a statement showing all advertising for the property including future bookings. As well as all this there is the option to integrate the weekly report into the property inspection system to allow the vendor to see what people have said about it in open homes or from private inspections.

SALES PEOPLE REPORTS

The sales people report section allows each person to keep track on what is happening with their listing. They can see all their settlements past and future and see what they are expecting to receive in commissions. They can also see their debit/ credit system or loan account if they are on that arrangement. The budgeting system in the program allows the sales person to set their budget and to see how they are going towards that budget based on their sales that are recorded in the system.

OTHER FEATURES

The Boss Software system module has over several great advantages over other property sales systems. The design behind the property system module is to keep it simple and eliminate double entry into other systems (Realestate.com.au, Domain.com, etc) the property system module contains all the same features as the sales system but with more features like complete property listing system (property details, a contract tracking system through to a full staff commission system with trust.

Some of the other features of the sales section include:

- Listing sheets
- Strip lists
- # Property inspection sheets
- Letter writer
- Automatic notifications
- Change photo order
- Residential listing cards
- CMA's
- Many, many more

PROPERTY INFORMATION

Information recorded for each property is very detailed. It includes information like PR, tenant, listing information, open home times, auction information, property description, land and building details, key location and chattels. There is a field for just about everything you can think of. The property information from here forms the basis for the window cards, open home flyer and e-brochures. Once the property information and photos are uploaded they are automatically available for use within the different components and modules of the Boss CRM system.

COMMISSION SYSTEM

Commission information is recorded for each sale; the commission system is able to handle such things as conjunctions, outstanding advertising, vendor paid as well as sales person paid. The system allows for us many sales people break as you like including personal assistants and referrals. The information recorded here is automatically available to the respective sales person, in their reports section. Sales people will never have to ask again about settlement or how much will they receive.

TRUST SYSTEM

The property system also contains a complete trust system allowing you to deposit and withdraw moneys for each property and contact. It will even handle the vendor paid advertising as well. Running a sales trust has never been this easy with comprehensive reporting you will never be left out in the dark. The trust system will allow you to balance daily or as often as you like. The month end is very simple to use and understand, with reports reading like a bank statement style.

VENDOR PAID ADVERTISING

The VPA section is fantastic for tracking all your advertising accounts. Every time advertising or costs are incurred and entered into the system, it automatically updates the vendor's ledger on the property and you are able to set a budget to let you know when you are approaching the budgetary limit. VPA invoicing couldn't be simpler. Each week you can automatically email, mail or send as part of the sales person weekly report a detailed invoice of the VPA activity, this report also includes any VPA that is to occur in the future so that they will know exactly what that are required to pay to complete the advertising. Upon settlement they system will remind you if there is any outstanding advertising money for the property.

CRM Modules:

REPORTS INFORMATION

There are a multitude of different reports available in the system including comprehensive property, contract, and commission reports. As well as these the system can be programmed to create franchise returns in the same format as you do now. All at the touch of a button administrator's management can know what is going on in your office. If you require a special report you can use the custom report writer to construct your own. Sales people have their own reports section specifically for them, allowing them to see all about their contracts and sales and even tracking their personal budgets.

PHOTO MANAGEMENT

With the Boss system there is no need to resize photos; the system automatically takes the photo and resizes it several times for use in several different parts of the system. Photos are automatically optimized for the web, E-brochures, email flyers, advertising. The system has unlimited photo upload available, at any time you can reorder their particular photos from showing but still have them available for sales people.

WINDOW CARD

Window cards and brochures can be created through the administration system; there are many different types of window cards available in the administration panel as well as the optional availability to add your own. Administrators can also produce a large range of brochures and flyers customized for each staff member.

AUTOMATIC UPLOAD SYSTEM

The property system will automatically upload to various systems such as realestate.com.au and domain.com.au, homehound.com.au and others, providing you are members and the system is enabled for you unlike other systems, our upload resends the property through to this system the moment the update button is pressed.

REVOLVING WINDOW DISPLAY

The revolving window display is an optional part of the package that allows you to place a monitor in the window that will revolve through the properties from your property system. You can even use multiple displays to demonstrate more than one property at once. We can specifically design a system for your office at a very reasonable cost.



PLUS

- Secure systems and data
- Nightly backups
- Ability to back up your own data
- Multiple redundant servers for reliability
- Encrypted data on all servers
- Invoicing
- Multiple trust receipting
- Staff productivity reporting
- Commission Calculators
- Office forecasting
- Access from any internet capable computer world wide

Contact us now for an online Demonstration:

Boss Solutions (07) 3503 6844