

TASK MANAGER

tenant reporting software

Task Manager Tenant Process Manual

1. Using: Email Address & Postcode.

The image shows a digital login form overlaid on a photograph of a brick wall with a white door. At the top center is the VTUK logo, which consists of a blue stylized 'V' shape above the text 'VTUK™'. Below the logo, the text 'WELCOME TO OUR REPAIR REPORTING SYSTEM' is displayed in white. The main heading 'REPORT YOUR REPAIR NOW' is in large, bold, white capital letters. There are two white input fields: the first contains the email address 'dw@vtuk.com' and the second contains the postcode 'OX18 2FF'. Below these fields is a prominent green button with the text 'RAISE TASK' in white. At the bottom, there is a link that says 'Already know your login details, [Click Here](#)'.

1. Raising Job report.

Once you've logged in, you're greeted with all the icons which relate to different job types that you may be reporting.















Welcome to our repair reporting system

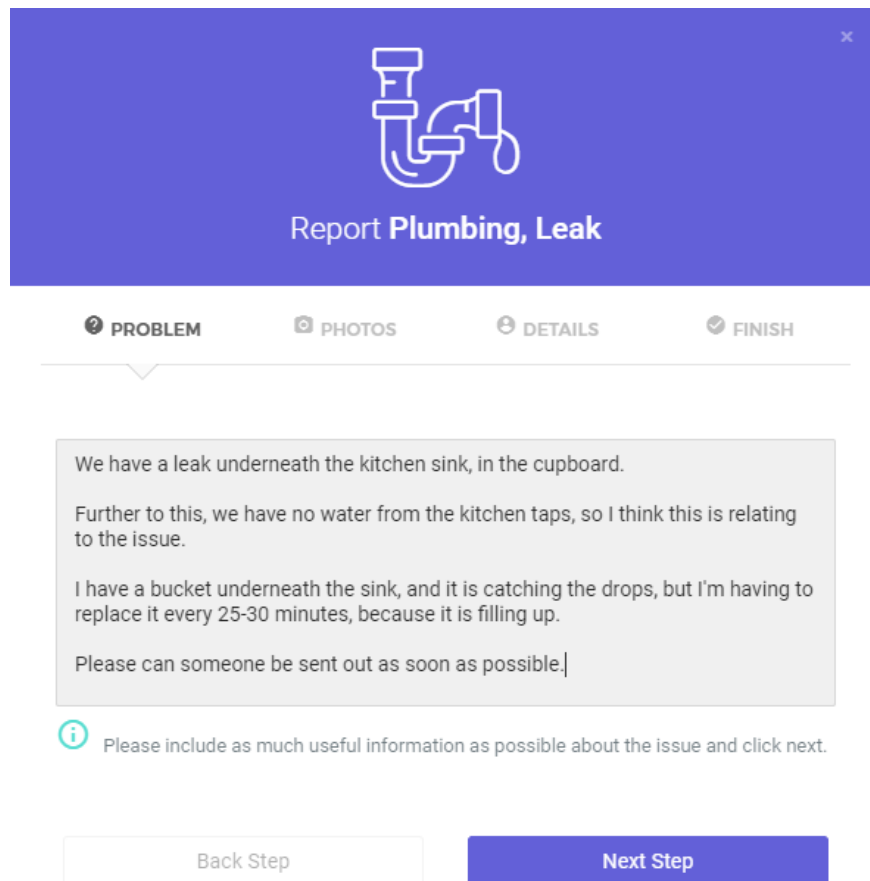
Enter a keyword here to get started..

Search for your repair and follow the simple steps to report this to us

CREATE TASK MY TASKS

 Electrical Fault	 Fire	 Plumbing, Leak	 Locks and Keys	 Smell Gas	 Alarms
 16	 5		 6		 9

- a. Next, click onto the relevant job icon you wish to raise, and type up the description of your problem.



Report Plumbing, Leak

PROBLEM PHOTOS DETAILS FINISH

We have a leak underneath the kitchen sink, in the cupboard.

Further to this, we have no water from the kitchen taps, so I think this is relating to the issue.


I have a bucket underneath the sink, and it is catching the drops, but I'm having to replace it every 25-30 minutes, because it is filling up.

Please can someone be sent out as soon as possible.]

i Please include as much useful information as possible about the issue and click next.


Back Step Next Step

- b. Assign any images using the upload picture tool.



Report Plumbing, Leak

2 PROBLEM
PHOTOS
DETAILS
FINISH




REMOVE FILE

i You can upload up to 6 Photos

Back Step
Next Step

c. Add any relevant info in the notes, or leave empty if correct.



Report Plumbing, Leak

PROBLEM
PHOTOS
DETAILS
FINISH

<div style="border: 1px solid #ccc; padding: 2px;"> <small>FULL NAME</small> Mr B***r </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <small>EMAIL ADDRESS</small> dw@vtuk.com </div>
<div style="border: 1px solid #ccc; padding: 2px;"> <small>TELEPHONE</small> 07****4355 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <small>MOBILE</small> 07****4100 </div>


ADDRESS
6 Bondi Lane Burford, Oxfordshire, OX18 2FF, UK

i If your contact information is not correct, leave your comment [here](#).

Please ring work phone 01865 860871

Back Step
Next Step

d. Determine contractor preferences, and 'Finish Report':



Report Plumbing, Leak

[? PROBLEM](#) [PHOTOS](#) [DETAILS](#) **[FINISH](#)**

If necessary, we may contact our Contractors to resolve the issue.
Please confirm your preferences below

ALLOW PROPERTY ACCESS WITHOUT MY PRESENCE NO

IS THERE A VULNERABLE OCCUPIER AT THIS PROPERTY? NO

ALLOW CONTRACTORS TO CONTACT ME YES

Please park behind orange Audi

Back Step

Finish Report

This maintenance report will now be in your 'My Tasks' section, where you can see any notes from your agent, or leave any additional images.

CREATE TASK

MY TASKS



3823 CREATED

6 Bondi Lane Burford, Oxford...
Plumbing, Leak

We have a leak underneath the kitchen sink, in the c...



Tony Blair
Created: 04/10/2019 13:25:30

COMMENTS



TonyBlair



Please ring work phone
01865 860871

04/10/2019 13:25:31 Tony Blair

Please can you provide me
with an update?

04/10/2019 13:32:35 Tony Blair

Comment.....

