

Britishsoft

# ASPIR 6.2

Database System for  
Letting, Management and Estate Agents

## USER GUIDE

Revised on 8th July 2007

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## How to Install

This procedure is only for first time installation. For up grading call for help.

- Run Data file
- Leave the default location click on Unzip button.
- After files are unzipped successfully click on Close button.
- Run Program file.
- Leave the default location click on Unzip button
- After files are unzipped successfully click on Close button.
- After completion you will see a new short-cut "Britishsoft Aspir" on the desktop run from the shortcut.  
Choose login name: admin  
Type password: 123
- If you see an error message "Un-recognized Database Format" You will have to Install MSAccess Run Time
- To install MSAccess Run Time. Double Click on Components Folder in Installer CD. Run Install MSAccessRT and complete the installation.
- You may need to install Dot Net Framework
- To install MSAccess Run Time. Double Click on Components Folder in Installer CD. Run DotNetFrameWork and complete the installation.

## How to Link Data with Server

(Only for Multiple computers edition)

Got Tools>Delete Links.

You will see confirmation to delete links. Click on Delete.

Go to Tool> Create Links

You will see link dialogue box.

Browse the \\Server\Aspir\Data\1D.mdb

Link Table form will appear. Click on Select All button Then click on OK.

Repeat this procedure for

\\Server\Aspir\Data\2D.mdb

\\Server\Aspir\Data\3D.mdb

.....

\\Server\Aspir\Data\14D.mdb

Close the program and open it again.

## Before Starting Aspir database program

Before using Aspir it is advisable to put your company information and build a list of a few entities to use them repeatedly in the database for example list of employees.

### Your Company Information

Your company information is printed on all reports and window cards. To check or to change your company telephone numbers etc. Edit Tab > Company Information Button (No 194)

You will see this form put your information in it. To put the logo click on Find Photo button from nest dialog box select your logo image file then click on OK button the image is copied now click on Paste photo button. To change the heading colours right click on colour boxes and select the required colour

### List of Employees & Privilege Level

Database permissions, negotiat or name depends on the list of employees To build or edit a list of employees go to:

Edit>List of ...>Employees (Button 201)

You will see this form. Put or change employee's information please note:

Initial: short name of employee to appear on receipts

Level: is level of permission for employee

To delete an employee click on left had side delete button

### List of Boroughs

Name and address of boroughs appears on many reports as you associate it with areas. To build a list of boroughs go to:

Edit > Detail of... > Boroughs (Button 183)

You will see this form fill in first boroughs information and then click on Add button to add another

### List of Areas

On entering property or applicant information you can only choose the area name from the list. To build a list of areas go to:

Edit > List of... > Areas (Button 182)

You will see this form type the name of area and choose the associated borough.

Note: you can only choose name of borough to add new borough

## List of Utilities Suppliers

For properties you let, you have to choose the name of utilities supplier for Gas, Water, and Electricity. To build a list of Utilities Suppliers go to: Edit > Utilities Suppliers (Button 193)

## Default Terms & Conditions

Whenever you make tenancy or management agreement you need to have your default terms & conditions to put in.

To modify your default terms and conditions go Edit > Button No 186, 196, 206, 187, 187, 207 for appropriate terms.

## Mode of Payment

When you enter a payment transaction you have to choose mode of payment.

To edit or add a mode of payment. Go to Edit > Button No 181

## List of Household Items

When you make an inventory of the property you have to choose the household item from the list. To modify or add an item in the list. Go to Edit > Button No 191

## Window Card Bullet Points

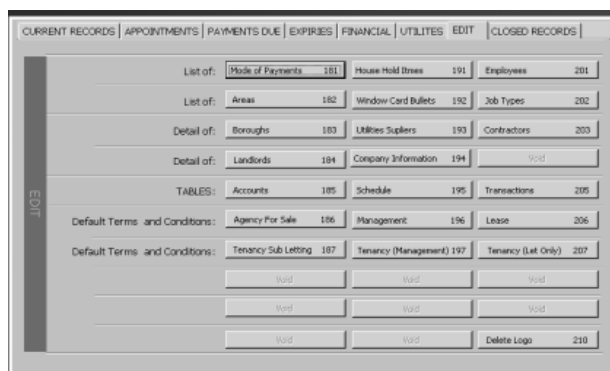
When you put bullet points for the property for sale or property to let you can choose from the list. To modify or add an item in the list. Go to Edit > Button No 192

## List of Job Types

When you put anything to do with property or applicant you have to choose this from the list. To modify or add an item in the list. Go to Edit > Button No 202

## List of Contractors

When you put anything to do with property and assign this to a contractor you have to choose this from the list. To modify or add an item in the list. Go to Edit > Button No 203



## DEFINITIONS

### Property For Sale (Sold) Button No 211

If you put some date in field of Sold on in property for sale, change it to Sold. If from a Sold property you delete the Sold on date, it will come back to properties for sale available

### Property For Sale (Gone) Button No 212

If you tick on Gone check box on the right hand corner in property for sale, change it to Gone. If from a Gone property you un-tick the Gone check box, it will come back to properties for sale available

### Applicant Buyer (Gone) Button No 213

If you choose "No more" in interest field of an applicant buyer, change it to Gone. If from a Gone applicant buyer you choose any other value of Interest, it will come back to active applicants.

### Applicant Tenant (Gone) Button No 216

If you "No more" in interest field of an applicant tenant, change it to Gone. If from a Gone applicant tenant you choose any other value of Interest, it will come back to active applicants.

### Property Managed (Button No 6, 16, 26)

This is an account of property you manage on %age management fee. You pass the rent to landlord only when you get it from the tenant and you keep your management fee on monthly or weekly basis. To send this to closed record tick on Gone check box. To bring back to current records, un-tick the same from closed records

### Property Let only (Button No 7, 17, 27)

This is an account of property you do manage on regularly basis but you just introduce tenant and landlord and take your one off administration fee. To send this to closed record tick on Gone check box. To bring back to current records, un-tick the same from closed records

### Property Leased (Button No 8, 18, 28)

This is an account of property you rent from landlord and sub let as whole or room by room to tenant (s). You pay the rent to landlord even if you do not receive this from tenant (s). To send this to closed records tick on Gone check box. To bring back to current records, un-tick the same from closed records

## Property Sublet (Button No 9, 29)

This is an account of property you sublet to tenant from the properties you already leased from landlord. To send this to closed records tick on Gone check box. To bring back to current records, untick the same from closed records

## Property Leased Empty (Button No 10, 20)

This is an account of property you leased from landlord but has not been sublet or an account for subletting is terminated.

## HB1 and HB2 in Transactions

HB1 stands for Housing Benefit Payment Received from Housing Benefit Agency. HB2 is same if you want to enter two different Housing Benefit payments for two different persons in the contract.

Transaction Detail

From Tenant		To Landlord	
Date:	08/06/2004	Date:	08/06/2004
Mode:	Cash	Mode:	Cash
Debit:	0.00	Rent Received:	950.00
H.Benefit 1:	0.00	Less Management Fee:	95.00
H.Benefit 2:		Less Building Expenditure:	50.00
Received:	950.00	Less VAT:	0.00
Description:	Period 01/06/04 to 30/06/04	Net Paid:	855.00
Receipt:		Cheque No:	0000012
Tran No:	2465	Detail of Expenditure:	Fix Boiler

## Mortgage Clients (Button No 4)

This is a client management database of clients who got mortgage services from you. To see the forthcoming renewals, click on button No 24.

## Let Type in Agreement

This is type of letting Private means normal letting of whole house for private use. Commercial is for business use and Partial is for letting a part of house for example a room and the landlord stay in the house as well.

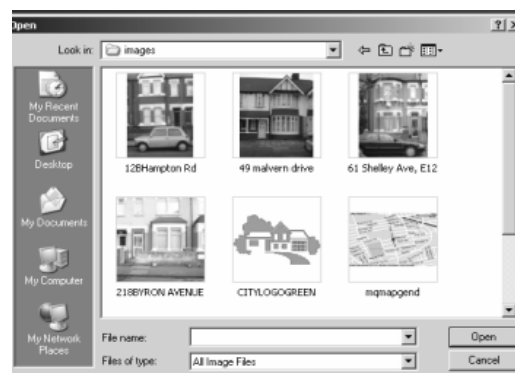
## In Arrear ?

This is the way of debiting the rent to tenant. If you tick on Arrear tick box, the rent will be debited in the end of the period otherwise in the start of the period.

## HOW TO .....

### How to Put a Photo

To put a photo in form, Click on find photo. An open dialogue box will open



Choose your picture file

Note: you can change the View menu to Thumbnails to see the picture before selection

Then another form will appear which help you to reduce the picture to 300 by 400 pixels.



Click OK on this form

Note: Choose only landscape oriented photos. Otherwise photos will stretched.

Click Paste Photo button.

### How to Delete a Photo

To delete a photo in form, Click on the photo. Press delete key from Keyboard.

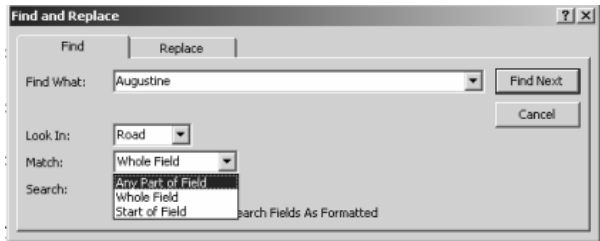
### How to Add a New Record

Click on Add button. Start putting information from Left tab toward right tab  
Form top to bottom  
From left Column to right column.

## How to Use Find Button

Before clicking on Find button., you must click on the field on which criterion you want to find a record e.g. Road. Then click on Find button.

Type the search text in Find What box.  
Then in Match Box , Choose "any part of field"  
Then keep on clicking on Find Next Button unless you see your required record (s)



## How to Use Filter By Selection

You can filter records for some value of any field. For example in property for sale On by One form. The property in front of you have two bed rooms, you want to see only those who have two bed rooms to do this. Click on value of field Beds, Two in this case then Click on Filter By Selection Command from Menu bar.

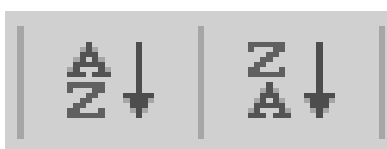
This will show only those properties which have two bedrooms. To remove this condition. Click on Remove Filter Command on the Menu bar

## How to Use Filter Excluding Selection

You can filter records excluding some value of any field. For example in property for sale On by One form. The property in front of you have two bed rooms, you want to see only those who do not have two bed rooms to do this. Click on value of field Beds, Two in this case then Click on Filter Excluding Selection Command from Menu bar. This will show only those properties which do not have two bedrooms. To remove this condition. Click on Remove Filter Command on the Menu bar

## How to Use Sort Ascending/ Descending

You can reorder the record in ascending or descending order for any particular field. For Example in List of Property for Sale (Button No 21). You want to order them with respect to price. Then on any box of price and click on Sort Ascending or Sort Descending Command from the menu bar.



## How to Use Drop Down Lists

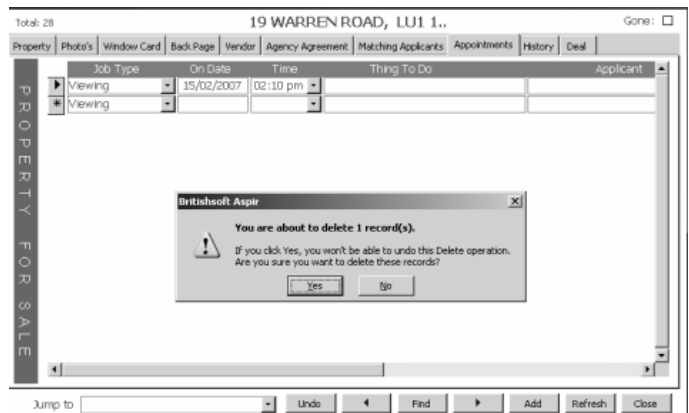
Whenever you have to choose a value from a drop down list you will see some labels of these are underlined and some are not. For a drop down list whose label is under line indicates that you have to choose the value from the list. If required value is not in the list you have to put that in Edit Tab. For a drop down list whose label is not under line indicates that you can choose the value from the list or you can type you own.

## How to close any print preview of a report

To close any open report click on X button on right top corner of it. Alternatively you can right click on the icon of that report and click on Close

## How to Delete any record from Sub form

To delete any record from sub form like appointment in property for Sale.  
Click on left hand side Record Selector button.  
Press Delete Key from Key board  
You will see a warning message.  
Click on Yes.



## How to Put Terms and condition on agreements.

By default on all forms Terms & Condition box is empty. To bring your default terms & Conditions Double Click on this box. This will fill your default terms & conditions.



### **How to Add a Subletting Account**

You should make a lease with landlord account first before making a subletting. After making this got parries tab and click on Add New Subletting contract.

### **How to Debit the rent to Tenant**

In this system the debited rent is calculated automatically on the basis of Rent Start Date on the Account and System date on you pc. So do not put manual debit amount for rent. But you can debit the tenant for other things like damage to the property in the debit field

### **How to Terminate an Tenancy Account**

To terminate any tenancy account type in the termination date in Close on field box.

### **How to Change Login Password & Privilege**

Open the database with existing login name and password. Go to Edit > Employee (Button No 201) Over write the password and choose the Level No form 1 to 6

Note: Users without Level 1 can not change the passwords or privilege.

### **How to Change Heading Colours for Reports**

Go to Edit tab. Click on Company Information Button No 194. Right Click on Heading colour and choose the colour.

### **When to Backup ASPIR 6.2**

In order to avoid data loss in case computer crash or theft . You must make a frequent (once a week) backup of the data and program.

### **How to Backup ASPIR 6.2**

Copy your folder ASPIR from your main local or Server hard Disk and paste to CD or any other removable disk.

### **How to restore ASPIR 6.2 from backup CD**

Copy ASPIR folder from CD paste this folder on your local/ server hard disk. Make the short cut of C:\Aspir\Program\Aspir.mde

### **How to Change My Company Name & Address**

For copy rights reasons. Your company name and address is locked in the software. For any change give a phone call.

## **PRECAUTIONS**

Before switching off or restarting main computer make sure Aspir file is closed from all computers otherwise it may corrupt the file.

Do not directly paste photo in any photo field without using Paste Photo button.

Never reinstall the software from installer. It may delete as installer CD is to install the program from scratch.

## **SYSTEM REQUIREMENT**

Operating System: Windows 98/2000/XP

Application Program: MS Access 2002/2003

Minimum Screen Resolution: 1024X 768

Components Required: MS.Net Framework

## **COPY RIGHTS INFORMATION**

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