

User Guide for Property Management Software (IJARI PMS)

Welcome Admin Panel !

Login to Property Info.

Username

Password



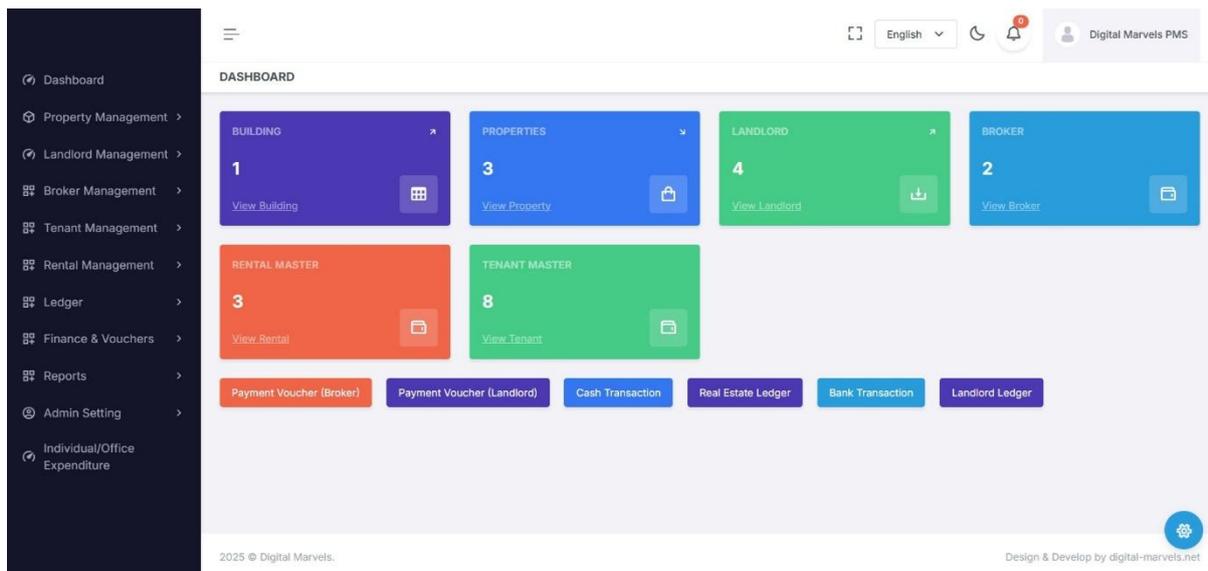
Remember me

Login Admin

1. Login to the System

1. Access the Login Screen:

- Enter your **Username** and **Password** in the respective fields.
- Check **Remember me** to save credentials for future sessions (optional).
- Click **Login Admin** to proceed.



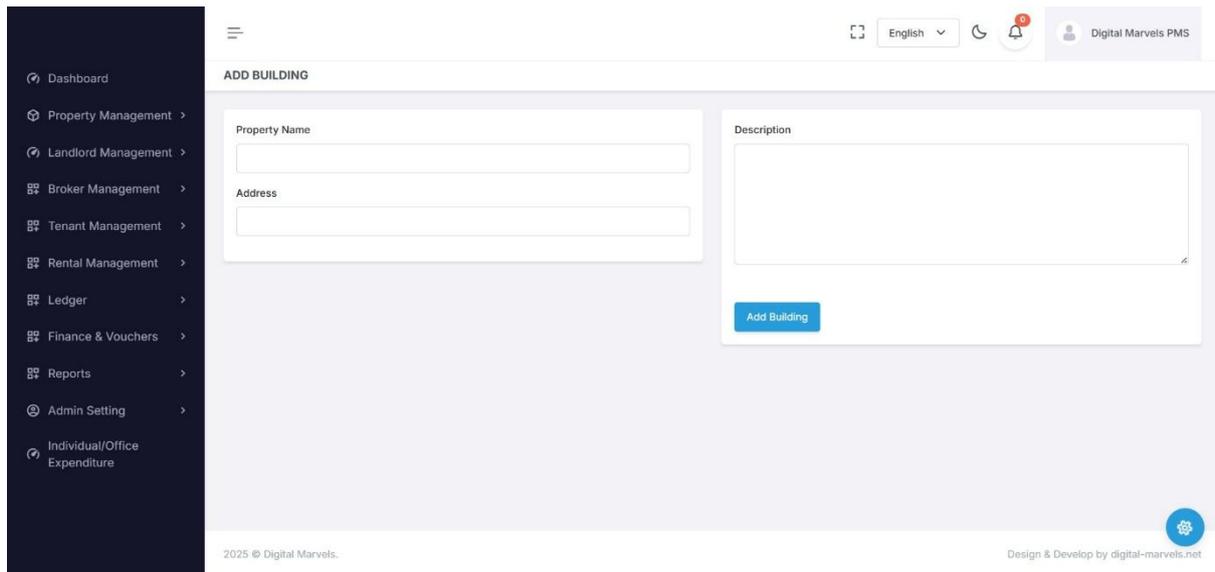
2. Navigate the Dashboard

After logging in, you'll see the **Dashboard** with key metrics and menus:

- **Quick Stats:**
 - **Building:** View total buildings. Click **View Building** for details.
 - **Properties:** Track properties. Click **View Property** to manage.
 - **Tenant/Landlord/Broker Master:** Check counts and click links (e.g., **View Landlord**) to manage records.
- **Sidebar Menu (Dashboard):**

Access modules like:

 - **Property Management**
 - **Tenant Management**
 - **Rental Management**
 - **Ledger & Finance**
 - **Admin Settings**
- **Quick Actions:**
 - Generate vouchers (Broker/Landlord), process transactions (Cash/Bank), or manage expenditures.



3. Register a Building

Path: Property Management → Add Building

1. Building Information:

- Fill in **Property Name**, **Address**, and **Description**.

2. Module Activation:

- Checkboxes (e.g., *Landlord Management*, *Rental Management*) allow you to enable specific features for the building.

3. Click **Add Building** to finalize.

The screenshot shows the 'ADD PROPERTY INFO' form in the Digital Marvells PMS. The form is divided into two main sections. The left section contains dropdown menus for 'Property Type' (with the placeholder 'Please Select Any Property'), 'Property ID' (with the value 'Pearl Tower'), and 'Landlord ID' (with the value 'Adel Salman'). Below these are text input fields for 'Parking', 'Block/Floor No.', and 'Unit No.'. The right section contains text input fields for 'Fewa ID' and 'Sewrage ID', and a blue 'Add Property info' button. The top of the page features a navigation menu on the left, a language dropdown set to 'English', a dark mode toggle, a notification bell, and the user profile 'Digital Marvells PMS'. The footer includes the copyright '2025 © Digital Marvells.' and the text 'Design & Develop by digital-marvells.net'.

4. Add a New Property

Path: Property Management → Add Property

1. **Property Type:** Select from dropdown (e.g., *Pearl Tower*).
2. **Property Details:**
 - Enter **Property ID**, **Block/Floor No.**, and **Unit No.**
 - Assign a **Landlord** (select from dropdown, e.g., *Adel Saiman*).
 - Add **Parking** details if applicable.
3. Click **Add Property Info** to save.

ADD LANDLORD

Landlord Name

Phone

Email

Municipality Username

Password

Passport Number

Enter Passport ID

Emirates ID

Enter Emirates ID

Makani Number

Passport Image

Choose File No file chosen

Emirates ID Image

Choose File No file chosen

Mulkiya Image

Choose File No file chosen

Mukhatat Image

Choose File No file chosen

Site Plan Image

Choose File No file chosen

Add Landlord

5. Add a Landlord

Path: Landlord Management → Add Landlord

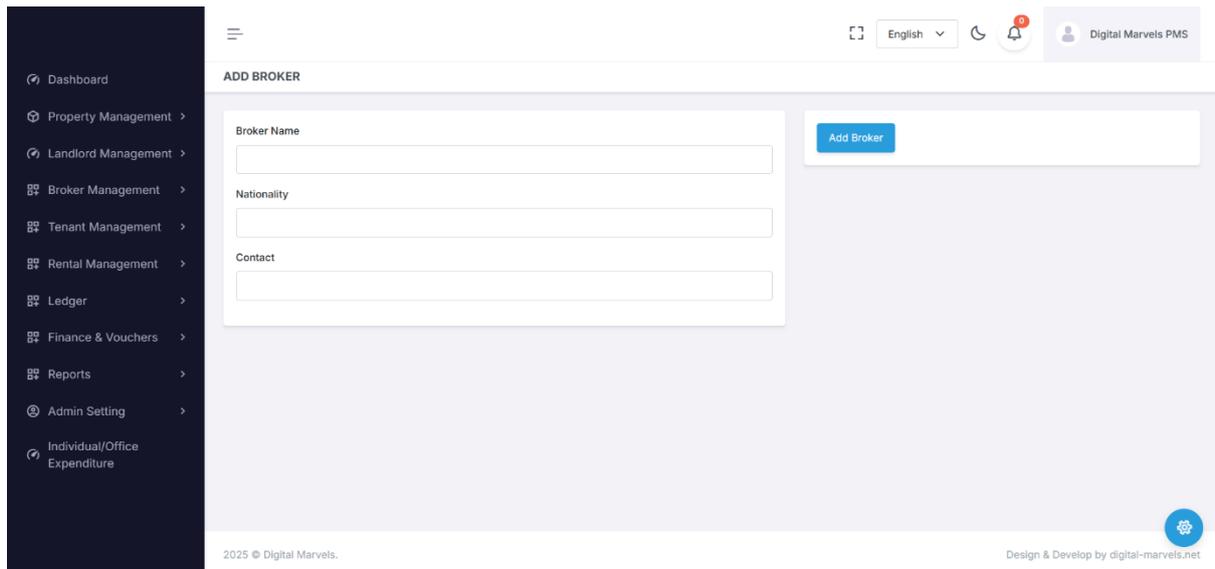
1. Personal Details:

- Input **Landlord Name, Phone, Email, Municipality Username, Password, Passport Number, Emirates ID, and Makani Number.**

2. Document Upload:

- Attach **Passport Image, Emirates ID Image, Mutkya Image, Mukhatat Image, and Site Plan Image.**

3. Click **Add Landlord** to complete registration.



6. Add a Broker

Path: Broker Management → Add Broker

1. **Broker Details:**
 - Enter **Broker Name**, **Nationality**, and **Contact** information.
2. Click **Add Broker** to save the record.

2025 © Digital Marvels. Design & Develop by digital-marvels.net

7. Register a Tenant

Path: Tenant Management → Add Tenant

1. Tenant Information:

- Fill in **Tenant Name, Contact, Email, Passport Number, FEWA ID,** and **Sewrage ID.**

2. Upload Documents:

- Attach **Passport Image, Emirates ID, Trade Licence,** and **Municipality Username** files.

3. Click **Add Tenant** to complete registration.

8- Create a Rental Agreement

Path: Rental Management → Add Rental Master

1. Property & Tenant Selection:

- Choose **Property ID** and **Unit No.**
- Assign **Landlord Name** and **Tenant Name** (e.g., *Mohammad Jabber*).

2. Agreement Details:

- Enter **Start Date** and **End Date** (dd/mm/yyyy).
- Specify **Annual Rent** and **Security Deposit**.
- Add **Commission** details if a broker (e.g., *Ahmad*) is involved.

3. Click **Add Rental** to finalize.

English

Digital Marvels PMS

ADD RENTAL PAYMENT

Transaction Type	Amount
Bank	
Payment Type	Cheque/Cash Date
Rent	dd/mm/yyyy
Bank Name	Clearing Status
	Processing
Cheque/Cash No.	Add Rental Payment

2025 © Digital Marvels. Design & Develop by digital-marvels.net

9. Record Rental Payments

Path: Rental Management → Add Rental Payment

1. Transaction Details:

- Select **Payment Type** (Bank/Cash), **Bank Name**, and enter **Cheque/Cash No.**

2. Amount & Dates:

- Input **Cheque/Cash Date** and update **Clearing Status** (e.g., *Processing*).

3. Click **Add Rental Payment** to log the transaction.

Sr#	Date	Rental Agreement ID	Pay ID	Landlord Name	Transaction Type	Debit	Credit	Description
1	2025-01-24	Expense	0	Adel Salman	Bank	500	-	Expense Received - Plumbing Expense - plumbing work in apartment 202
2	2025-01-24	23123213	386	Adel Salman	Bank	15000	-	Rent Received
3	2025-01-24	23123213	385	Adel Salman	Bank	15000	-	Rent Received
4	2025-01-24	23123213	384	Adel Salman	Bank	15000	-	Rent Received
5	2025-01-24	23123213	383	Adel Salman	Cash	15000	-	Rent Received
6	2025-01-24	23123213	382	Adel Salman	Cash	2500	-	Commission Received

10. Monitor Real Estate Transactions

Path: Ledger → Real Estate Ledger

1. Date Range:

- Set **Start Date** and **End Date** to filter entries.

2. Transaction Summary:

- Review **Rent Received**, **Expenses**, and **Commission** entries.

3. Export:

- Use **Excel**, **Print**, or **PDF** to save records.

BROKER (AGENT) LEDGER

Broker: All Broker Start Date: 16/01/2025 End Date: 16/04/2025 Search

Sr#	Date	Rental Agreement ID	Pay ID	Broker Name	Transaction Type	Debit	Credit	Description	Print
1	2025-01-24	23123213	382	ahmad	Cash	-	1250	Commission Receivable	
2	2024-12-25	423434233	376	ahmad	Cash	-	1000	Commission Receivable	
3	2024-12-21	12345678	369	DEMO BROKER	Cash	1000	-	Commission Received	
4	2024-12-21	12345678	369	DEMO BROKER	Cash	-	2000	Commission Receivable	

2025 © Digital Marvels. Design & Develop by digital-marvels.net

11. Manage Broker Transactions (Broker Ledger)

Path: Ledger → Broker Ledger

1. Filter Data:

- Select a **Broker** and set **Start/End Dates** to view transactions.

2. Transaction Overview:

- Track **Rental Agreement ID**, **Pay ID**, **Debit/Credit** amounts, and **Description** (e.g., *Commission Receivable*).

3. Actions:

- Export data using **Copy**, **CSV**, **Excel**, **Print**, or **PDF** options.

LANDLORD LEDGER

Landlord: Start Date: End Date:

Copy CSV Excel Print PDF Search:

Sr#	Date	Rental Agreement ID	Pay ID	Landlord Name	Transaction Type	Debit	Credit	Description	Print
1	2025-01-24	23123213	384	Adel Salman	Bank	-	15000	Rent Receivable	-
2	2025-01-24	23123213	386	Adel Salman	Bank	-	15000	Rent Receivable	-
3	2025-01-24	23123213	385	Adel Salman	Bank	-	15000	Rent Receivable	-
4	2025-01-24	Expense	0	Adel Salman	Bank	-	500	Expense Paid by Landlord - Plumbing Expense - plumbing work in apartment 202	-
5	2025-01-24	23123213	383	Adel Salman	Cash	-	15000	Rent Receivable	-
6	2024-12-	423434233	377	Adel Salman	Cash	7500	-	Rent Received - cash deposited	-

12. Track Landlord Financials (Landlord Ledger)

Path: Ledger → Landlord Ledger

1. Filter Data:

- Choose a **Landlord** and specify **Start/End Dates**.

2. Transaction Details:

- View rent payments, expenses (e.g., *Plumbing Expense*), and descriptions.

3. Export Options:

- Use **CSV**, **Excel**, or **PDF** to generate reports.

