

ENCORE 32

V3.5 Update Notes

Released March 2012

Support:
0845 130 5444

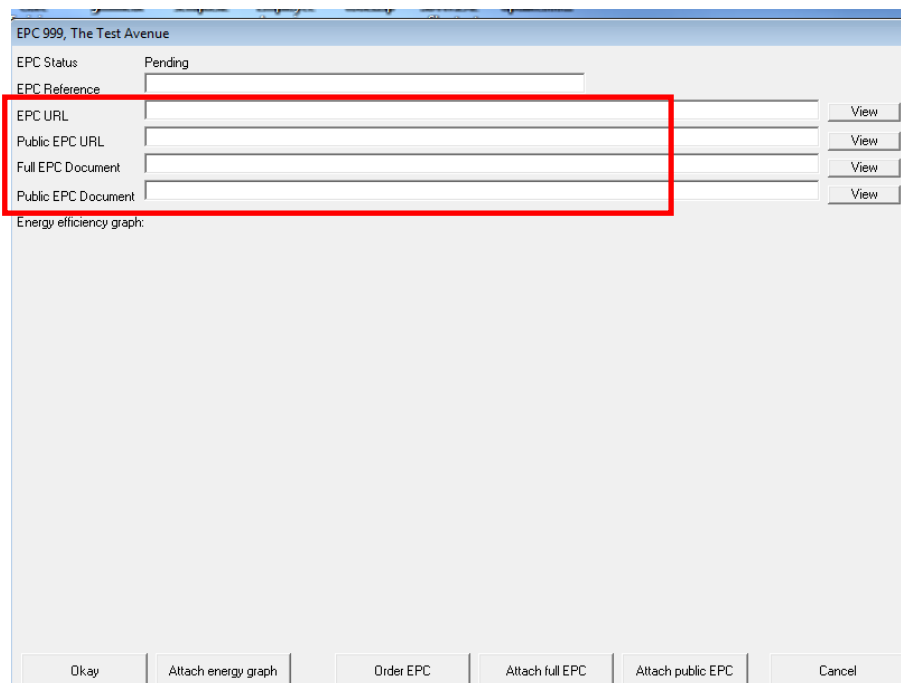
Email:
support@coresystems.co.uk

New Features in this version

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EPC tab changes

In anticipation of the changes in EPC legislation that are due to come into force on 6th April 2012, the EPC tab on the property record has been modified so that you can store two types of EPC. We have called these the “Full EPC” which is intended for the complete document, and the “Public EPC” which is the shortened version which must be included with property marketing.



EPC 999, The Test Avenue

EPC Status Pending

EPC Reference

EPC URL View

Public EPC URL View

Full EPC Document View

Public EPC Document View

Energy efficiency graph:

Okay Attach energy graph Order EPC Attach full EPC Attach public EPC Cancel

The public EPC is included in portal uploads.

Note that if a Public URL exists, this will be uploaded in preference to the Public PDF.

If you send property details via email as a hyperlink to the property on HomesOnView then the link to the Public EPC will be present if entered on the property.

EPC printing

The revised EPC legislation allows for the EPC to be printed separately from the property details and attached to them when posting/handing out to applicants. To open the EPC for printing, click the View button in the EPC screen for the version of EPC you require. This will open the document in your default PDF reader allowing you to print as required. If you do not have a PDF attached you can open the EPC via the URL if you have added one.

Details produced in Encore32 are MS Word format and can be edited by the user if required.

Although we have found that attempting to copy a PDF document into a Word document can give poor results, we suggest the following process for those clients who may wish to add the EPC document into the property details for printing as one document:

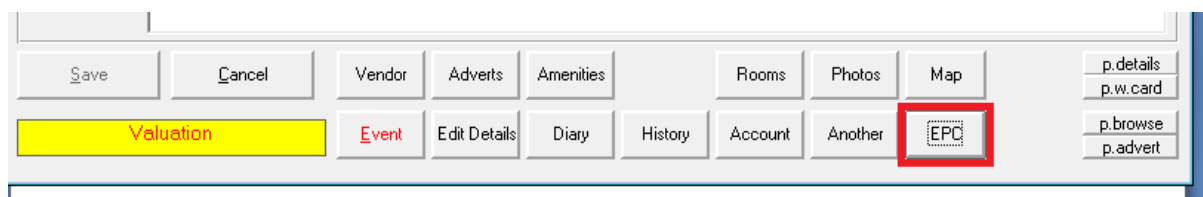
1. Open the property in Encore32 and go to the EPC screen.
2. Click 'View' against the 'Public EPC Document' field, this will open the EPC PDF in Adobe Reader.
3. In Adobe Reader, go to 'Edit', then select 'Take a Snapshot'. Click at the top left of the page and again at the bottom right, this saves the page to the paste buffer.
4. Close Adobe Reader

5. In Encore32 close the EPC screen and in the property record 'Edit Details'
6. Edit the brochure to create a section for the EPC
7. Paste the EPC into the required place (CTRL-V or right-click then paste). The size and position of the EPC can be modified as required
8. Save/print the details.

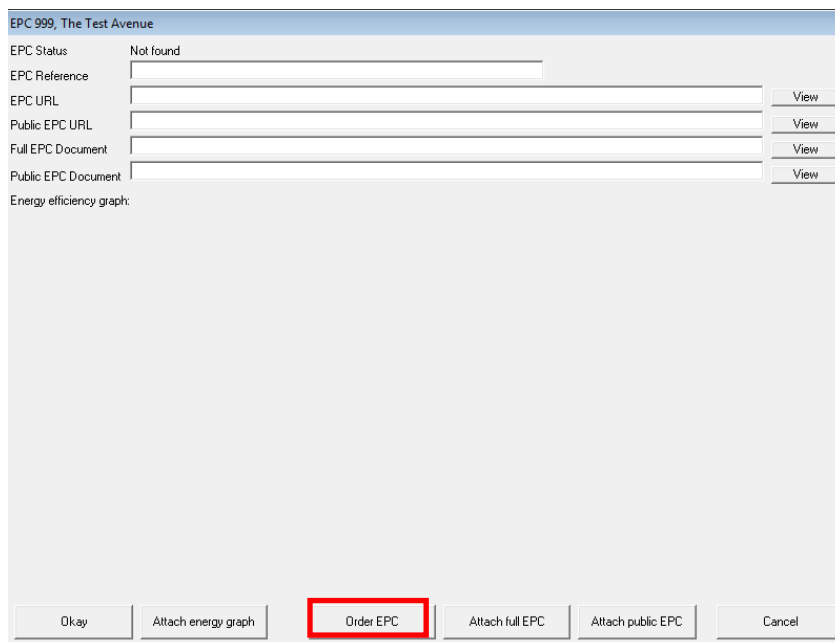
NB. The above assumes Adobe Reader v10. Customers using versions of Adobe Reader earlier than v10, or alternative PDF readers, should consult the relevant help files to find the equivalent 'snapshot' functionality.

EPC order integration

GMG have partnered with Vibrant Energy Matters (www.vibrantenergymatters.co.uk) to provide integrated ordering of EPCs. This is available via the EPC button at the bottom right of the property record.



Once on the EPC page you will be able to click onto order EPC



When selecting Order EPC the following screen will then appear, place a tick in the box confirming the order, add any order notes if applicable, such as special instructions for the DEA, then click on create order.

EPC Order

999, The Test Avenue

Please tick here to confirm that you wish to order an EPC from Vibrant Energy Matters for this property.

NOTE: By placing this order you are agreeing to be charged by GMG Property Services at our standard EPC rate (for current charging please refer to www.coresystems.co.uk/epcs), and that once confirmed you will be unable to amend or cancel this order.

Order notes for DEA

Please note that EPC orders placed via this method cannot be cancelled once they have been placed and will be charged for.

There are several EPC statuses which are returned by Vibrant; Appointment booked / In Progress / On Hold / No Show & Complete. The system will be updated as the status changes.

Once completed, the EPC will automatically be attached into the property record on the EPC tab showing the EPC Reference & Full EPC URL.

For further details of this option and associated charges please go to www.coresystems.co.uk/epcs

Home Move Box order integration

Encore32 now enables agents to place an order for a *Home Move Box* to be hand delivered to home movers when they move in, at no charge to the agent or recipient. For more information about the Home Move Box service please go to www.homemovebox.com.

The completion date and customer delivery details are sent, along with a link to the agent's logo allowing the box to be appropriately branded. Orders can be updated or cancelled should the need arise.

A box can be ordered when a property is exchanged, this is done via the property event menu button "Home Move Box Order".

The screenshot shows the 'Property Enter/Amend' form with a red 'Event' menu overlay. The form contains the following fields:

- Ref: HBP03019, Negotiator: Annie Monroe, Company: HDME, Office: BELP, Date reg: 19/12/2011
- Property type: Sales, Property: House - Detached
- Address: 999 The Test Avenue, Town: Testerton, County: Y099 9ZZ, Postcode: Y099 9ZZ
- Tenure: Freehold (selected), Leasehold
- Age of Property: 1911-1940, Condition: Good
- Match Area: Barry
- Asking Price: £450000, Prev. Price, Review date: 26/12/2011
- Est. floor area, Bedrooms: 3, Receptions: 1, Bathrooms: 2, Utility rooms
- Options: Don't Multi-list, Include on Web pages, Parking / Garaging (Carport, Single Garage, Double Garage, Triple Garage, Parking Space), Outside Space (Shared Garden, Small Garden, Medium Garden, Large Garden, Paddock), Code, Key Code, Ad. budget, Feu Charge, Tax Band

The 'Event' menu is titled 'Event' and 'Current Status: Exchanged Contracts'. It contains the following options:

- Completed
- Contract Chase
- Deal Book Entry
- Home Move Box Order (highlighted with a red box)
- HIP order
- HIP returned
- Keys Loaned Out
- Letters
- File Notes
- Disbursements
- Cancel

At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Vendor', 'Adverts', 'Amenities', 'Rooms', 'Photos', 'Map', 'p.details', 'p.w.card', 'Exchanged Contracts', 'Event', 'Edit Details', 'Diary', 'History', 'Account', 'Another', 'EPC', 'p.browse', and 'p.advert'.

The following window will then appear

Home Move Box

Event: Home Move Box Order
 Property: HBP03019 Mover Type: Sale
 999, The Test Avenue

Applicant: HCA26726
 Mrs Victoria Ridgwell

Telephone: 07980540665 dial

Delivery Date: 09/02/2012

Note: By placing this order you are confirming that the purchaser has given you consent for their details to be passed on to Home Move Box Ltd for delivery of the Home Move Box, and that they understand that Home Move Box Ltd may pass their contact information onto its partners (as listed on www.homemovebox.com) who may contact them in relation to the offers contained in the box.

Tick here to confirm that you wish to order a Home Move Box to be sent to the purchaser on the date specified.

Create Order Cancel Order Close

The delivery date by default will come from the estimated completion date, this can manually be amended if required. To comply with the Data Protection Act, there is a tick box to confirm that the recipient would be happy to be contacted by selected third parties, when this is ticked you can then click on Create Order and the order will be sent to Home Move Box Ltd.

If required, orders can be updated or cancelled via the property event menu.

Large Floor Plans

Encore32 now allows you to export floor plans at up to 2025 x 2025 pixels to support the new Rightmove floor plan zoom feature.

Changes to offers

- When an offer is accepted on a property any other pending offers will now be set to rejected. Previously they would remain in the system and had to be manually removed.
- Offers flagged as accepted as soon as they were recorded were not always shown in reports. These events are now displayed in the correct order.

Other Enhancements and Changes

- Stability and error handling improvements to the multi-listing program.
- Improvements to support tools to allow simplified program updates in future releases.