



Rentman.online enables Rentman users, tenants, landlords and contractors to access Rentman over the web.

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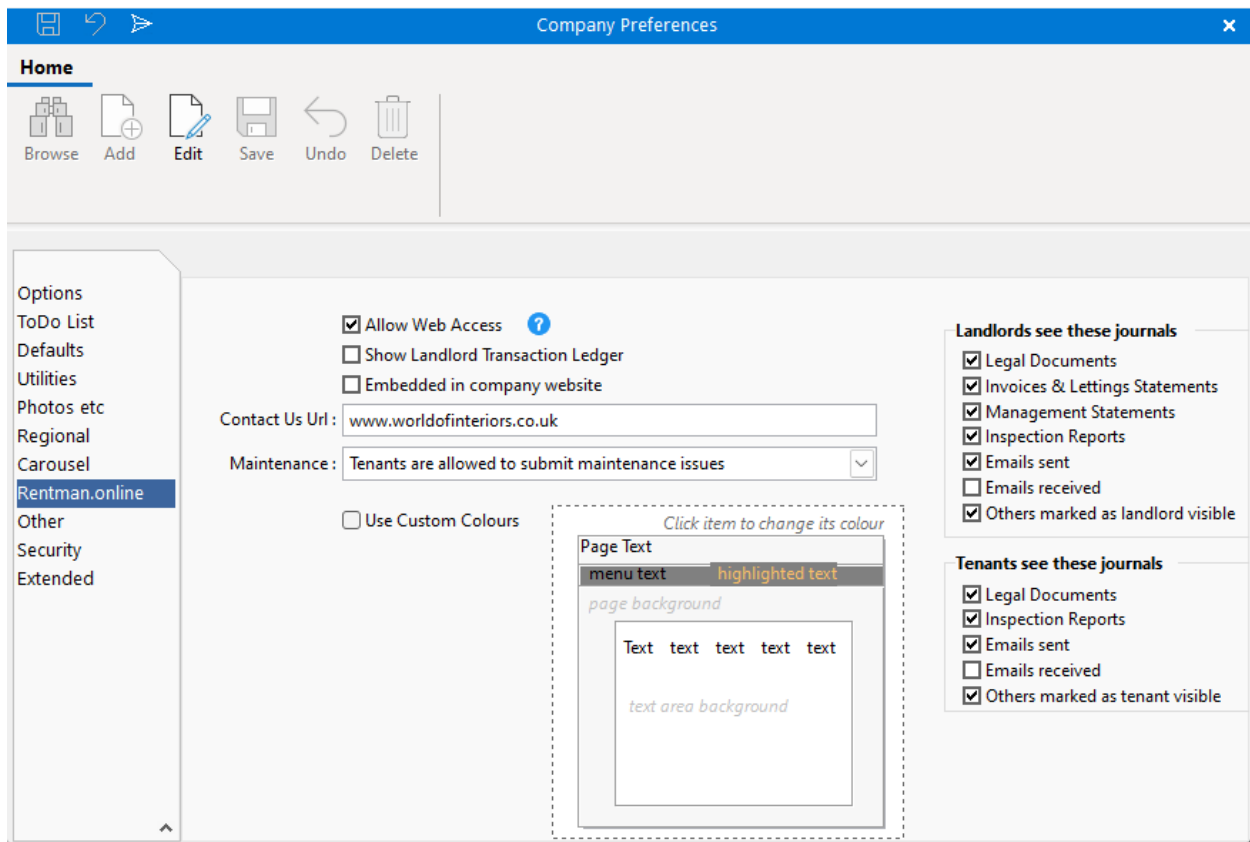
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Document History

Date	Author	Reason
07 July 2020	Nigel Gomm	First Draft
28 July 2020	Nigel Gomm	Updated screenshots
10 Mar 2023	Nigel Gomm	Refresh
25 Mar 2024	Nigel Gomm	Adding to Apple device home page as web app.

Step 1.

Go to company preferences, Rentman.online.



Make sure “Allow Web Access” is ticked.

Rentman will manage the login credentials and ensure that no two people anywhere in the Rentman universe have identical credentials. If somehow two people do have identical credentials neither will be able to login.

Everyone logs in at www.rentman.online.

Tenants, landlords and contractors get sent an email with their username & password – see below.

Before you send out credentials

We recommend setting the various options on this company preferences page and then logging in as a landlord or tenant just so you can see what they will see.

The landlord’s transaction ledger in particular you may want to disable.... making the landlord wait until you create the management statement.

Negotiators and other staff

Rentman.online doesn't replace desktop Rentman; instead it offers a subset of functionality for use out of the office... specifically while at a property. Things like viewing and updating Appointments, Tasks, Inspections, Property information and to upload photos. Also to look up applicant, landlord and tenant details.

Allow individual staff access.

Negotiators and other staff login with their email address (from their user preferences/ General tab) and their usual Rentman password.

Go to the User Preferences and the Admin tab for each Rentman user who needs web access. Make sure 'Allow Remote Access' for this user is ticked. The 'Refresh' button re-sends this user's email address and Rentman password to the website.

The screenshot shows the 'User details : Nigel Gomm' window. The 'Admin' tab is selected in the left sidebar. The main content area displays various user settings. A red circle highlights the 'Allow Web Access' checkbox, which is checked, and the 'Refresh' button next to it. Other visible settings include 'Job Title', 'Basic' (0.00), 'Commission' (0.00), 'Security Level' (Accounts), 'Data Protection Officer' (unchecked), and 'Prevent uploads to the internet' (unchecked). The 'Refresh' button is a small icon with a yellow lightning bolt.

Home

Browse Add Edit Save Undo Delete Activity Report

Name: Nigel Gomm

General Admin Preferences Email Diary Dashboard Telephony Journal

Job Title:

Basic: 0.00

Commission: 0.00

Security Level: Accounts Change Password

☐ Data Protection Officer

☒ Allow Web Access Refresh

☐ Prevent uploads to the internet

☐ Prevent receive money

☐ Prevent receive or pay bills

Modules:

Client Account: Client Account

Office Account: Office Account

Cash Account: Cash

Archived: ☐

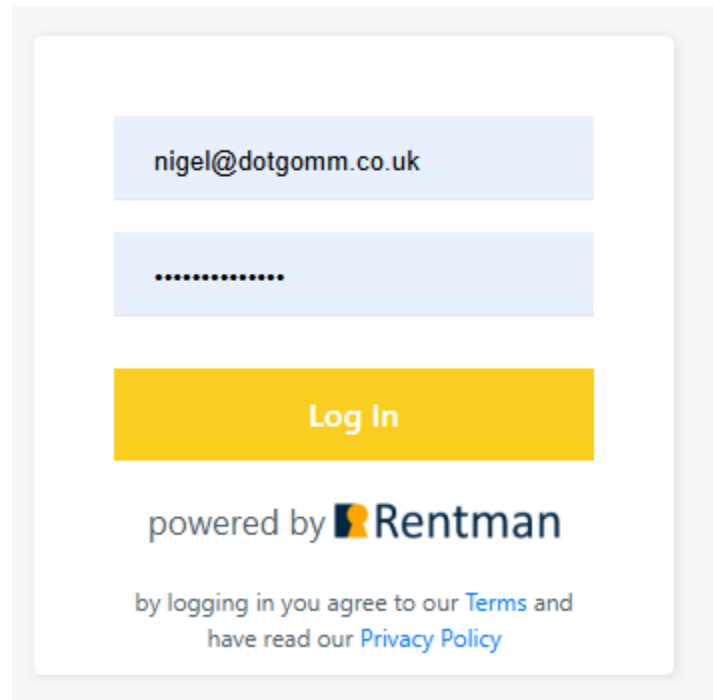
Activity Report

Logging into the Rentman.online website

From a browser on your phone, iPad or laptop go to

www.rentman.online

and login with your email address and your usual Rentman password.

A screenshot of the Rentman online login interface. It features a white login card with a light blue border. At the top, there are two light blue input fields: the first contains the email address 'nigel@dotgomm.co.uk' and the second contains a masked password represented by ten dots. Below these fields is a prominent yellow 'Log In' button. Underneath the button, the text 'powered by' is followed by the Rentman logo, which consists of a blue square icon with a white 'R' and the word 'Rentman' in a bold, dark blue font. At the bottom of the card, a line of text states: 'by logging in you agree to our [Terms](#) and have read our [Privacy Policy](#)', with 'Terms' and 'Privacy Policy' being blue hyperlinks.

Rentman.online will then connect to your Rentman database.

Home screen

The screenshot shows the Rentman online agent dashboard. At the top, there is a navigation bar with a red 'Panic' button (bell icon) on the left, the Rentman logo in the center, and a menu button (three horizontal lines) on the right. Below the navigation bar, the main content area is divided into two sections: 'Upcoming Appointments' and 'Outstanding Tasks'.

Upcoming Appointments


Date & Time	Address	Purpose	Applicants
09 May 2025 17:00	14 Hampstead Hill Avenue, NW3 2PL;	Check-in	;

Outstanding Tasks

Task	Address	Contractor	Due Date
Heating:bedroom	14 Hampstead Hill Avenue, NW3 2PL	John Smith	09 May 2025
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL		
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL		
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL		
Water:Bedroom	14 Hampstead Hill Avenue, NW3 2PL		

Note the 'Panic' button top left. Click that and a message will appear on every user's Rentman back in the office. It doesn't replace dialing 999 in an emergency... it is just for you to indicate to colleagues that you feel unsafe.

The Menu

Click the  button top right to slide out a menu.

rentman.online/agent.php

Home - Microsoft A... Dashboard - Home... Google Calendar - F... send link

All Bookmarks

Rentman

Upcoming Appointments

Date & Time	Address	P
09 May 2025 17:00	14 Hampstead Hill Avenue, NW3 2PL;	C

Outstanding Tasks

Task	Address	Cont
Heating:bedroom	14 Hampstead Hill Avenue, NW3 2PL	John
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL	
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL	
Water:Bathroom	14 Hampstead Hill Avenue, NW3 2PL	
Water:Bedroom	14 Hampstead Hill Avenue, NW3 2PL	

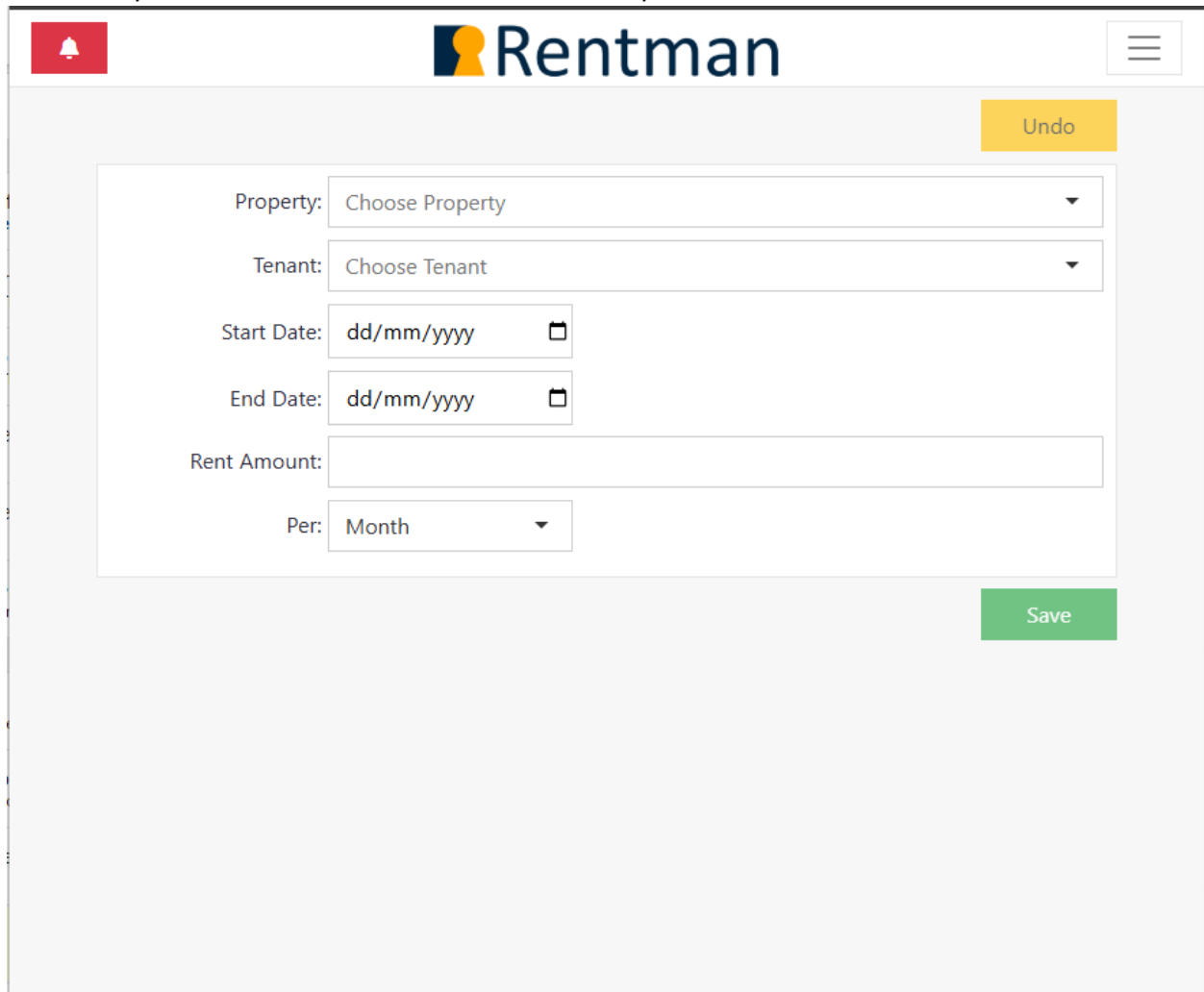
- Dashboard
- Applicants
- Properties
- Landlords
- Tenancies
- Offers
- Journals
- SCHEDULE
- Appointments
- Tasks
- Inspections
- Key Log
- Contact

And obviously click on any of those items to view a list and then to add or update.

Creating a new tenancy

Click on Tenancies in the menu, then click the 'New Tenancy' button

From here you enter the basic information for a tenancy



The screenshot shows the Rentman web interface for creating a new tenancy. The header includes a red notification bell icon, the Rentman logo (a blue and yellow keyhole icon followed by the text 'Rentman'), and a hamburger menu icon. Below the header, there is a yellow 'Undo' button. The main form area contains several input fields: 'Property:' with a dropdown menu showing 'Choose Property'; 'Tenant:' with a dropdown menu showing 'Choose Tenant'; 'Start Date:' with a text input 'dd/mm/yyyy' and a calendar icon; 'End Date:' with a text input 'dd/mm/yyyy' and a calendar icon; 'Rent Amount:' with a text input field; and 'Per:' with a dropdown menu showing 'Month'. A green 'Save' button is located at the bottom right of the form area.

The new tenancy will be saved in Rentman where all the usual things happen according to your company preferences such as journal entries, property marked under offer or unavailable..... and it sends an email to each of the tenants inviting THEM to login to Rentman.online and register their personal information (see tenant's section below).

Tenants

Tenants can log into Rentman to

- see their rent, deposit, certificates and journals.
- register their personal information such as address and right to rent documentation.
- report maintenance issues at the property.

But of course you get to configure what tenant's are able to see and do.

Enable Access

Existing tenants just need to be told their username and password. You'll find them on the tenant's tab of the tenancy screen under notes.

The screenshot displays the Rentman online interface. On the left is a sidebar menu with the following items: Summary, Tenancy Details (Documents), Pre-Tenancy, Deposit, Admin (Notes), Check In/Out, Rent, Invoices, **Tenants** (highlighted), Guarantors, Occupants, Relevant Persons, and Journal. The main content area is titled 'Nora Alloway' and contains a list of links: Addresses, Personal, GDPR, Bank Details, Employer, Notes (highlighted), L.H.A., and References. To the right of this list is a large empty box. Below the empty box is the 'Rentman.Online Login' form. The form has three input fields: 'Username' with the value 'nora@dotgomm.ca', 'Password' with the value 'Allow6J0C200Z', and 'Maintenance' with a dropdown menu set to 'As system default'. To the right of the 'Username' field is an 'Email' button with an envelope icon. To the right of the 'Password' field is a 'Refresh' button with a circular arrow icon. A dropdown menu is open for the 'Maintenance' field, showing four options: 'As system default' (highlighted), 'Tenant NOT allowed to submit maintenance issues', 'Tenant IS allowed to submit maintenance issues', and 'Tenant ONLY allowed to submit maintenance issues'.

Click the email button to send these credentials to the tenant. If you change the username or password click refresh to make sure the credentials are uploaded to Rentman.online. Any credentials with a password of 'password' will not get uploaded to Rentman.online.

Online Registration

If you create a tenancy through Rentman.online itself or you tick 'send online registration emails' on rentman's "new tenancy wizard" the credentials will automatically be uploaded to Rentman.online and a registration email will be sent.

The default text is as follows

Dear Tenant3547

Thank you for your offer to rent SW6 street Chelsea Creek.

To proceed with your tenancy application please go to www.rentman.online to add further necessary information and to make sure the information we have already registered for you is correct.

Your credentials to access the www.rentman.online web site are as follows...

Username : nigel@here.now

Password : password

Regards

Manager

But you can customize this text by creating a new email document template called

Tenant - online registration

The tenant is able to submit the personal information you will need to process the tenancy. Note. Once the tenancy has started they won't be able to change their details through Rentman.online. Instead changes they try to make will be shown in the notes tab.

Contact	
Surname:	<input type="text" value="O'Reilly"/>
First Name:	<input type="text" value="rex"/>
Title:	<input type="text" value=""/>
Telephone (h):	<input type="text" value=""/>
Mobile:	<input type="text" value="1234567890"/>
Email:	<input type="text" value="tenant@nigeltest"/>
Addresses	
Previous Address:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Forwarding Address:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

Personal

Right to Rent: British Citizen ▼

Visa Details:

Visa Expires: 23/01/2026 

Passport:

N.I.:

Driver's Licence:

Gender: Male ▼

D.O.B.: 01/01/1800 

Banking

A/C Name:

A/C Number:

Sort Code:

Bank:

Bank Address:

BACS:

Employer

Occupation:

Employer:

Employer Contact:

Employer Address:

Employer Telephone:

Employer Email:

Save

Journals

In Rentman's company preferences you get to set which journals are visible by default.

Tenants see these journals

- ☒ Legal Documents
- ☒ Inspection Reports
- ☒ Emails sent
- ☐ Emails received
- ☒ Others marked as tenant visible

You also get to override this for a specific journal.

Journal created at 17/02/2023 12:11

Home

Save Cancel Attach File Follow Up: // Clear Follow Up Create Task Print

Date Time: 17/02/2023 12:11 User: Admin

Applicant
Property: 5 North Street,
Landlord: Elaine Huber
Deal: Nora Alloway
Contractor:

Details Notes Attachments

What: Deposit Notification sent
Details: TDPNOTIFY

☐ Flag as important
☒ Visible to Landlord on web
☐ Visible to Tenants on web

Just untick that 'visible to tenants on web' check box and this journal will not be shown.

Rent & Deposit

The tenant gets to see all rent received and due and the various deposit postings.

You can prevent them seeing this by setting the "Tenant ONLY allowed to submit maintenance issues".

Certificates

In Rentman, of course, certificates are not attached to a specific tenancy but instead to the property... so Rentman.online will show all certificates that were extant during the life of a tenancy. Click on the attachment name to view it.

Maintenance Issues

Tenants can submit maintenance issues via the web. New Issues appear in Rentman as tasks for you to process in the usual way.

System Options

There are options in Rentman's Company Preferences screen:

- if tenants can submit at all.
- who an issue is assigned to
- who gets an email when issues are submitted

The screenshot displays the 'Company Preferences' screen in Rentman, specifically the 'Maintenance' section. It includes several configuration options:

- ☒ Allow Web Access (with a help icon)
- ☐ Show Landlord Transaction Ledger
- ☐ Embedded in company website
- Contact Us Url:
- Maintenance: (dropdown menu open showing options: Tenants are allowed to submit maintenance issues, Tenants not allowed to submit maintenance issues, Tenants are allowed to submit maintenance issues, Tenants ONLY allowed to submit maintenance issues (and register online))
- Maintenance: (dropdown menu open showing options: Building's property manager (or property negotiator), Building's property manager (or property negotiator), No one, Admin, Noahstest, Nigel Gomm)
- ☐ Use Custom Colours (with a note: Click item to change its colour)
- Send emails to: (dropdown menu open showing options: Whoever is assigned, No one, Admin, Noahstest, Nigel Gomm)
- ☐ Use Custom (dropdown menu open showing options: Noahstest, Nigel Gomm)







Submitting an issue

Click 'Maintenance' in Rentman.online's menu (top right)













And this page appears:

Report an Issue

Location:

 Bedroom	 Bathroom	 Kitchen	 Garden	 Garage	 Other
--	---	--	---	--	--

Problem:

 Electricity	 Water	 Heating	 Toilet	 Shower	 Sink
 Window / Door	 Wall / Ceiling	 Appliance	 Furniture	 Lock / Key	 Other

Details:

leaking tap

Attach Photos / Files:

Browse...

Choose file(s)

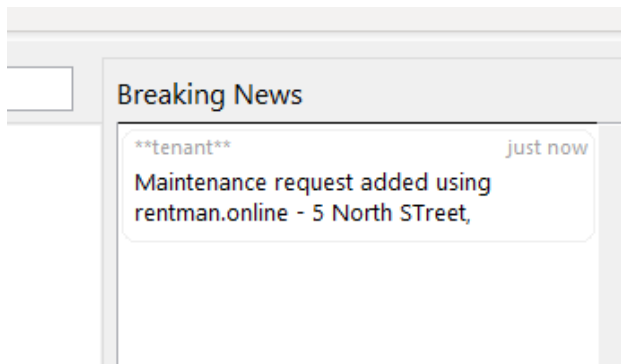
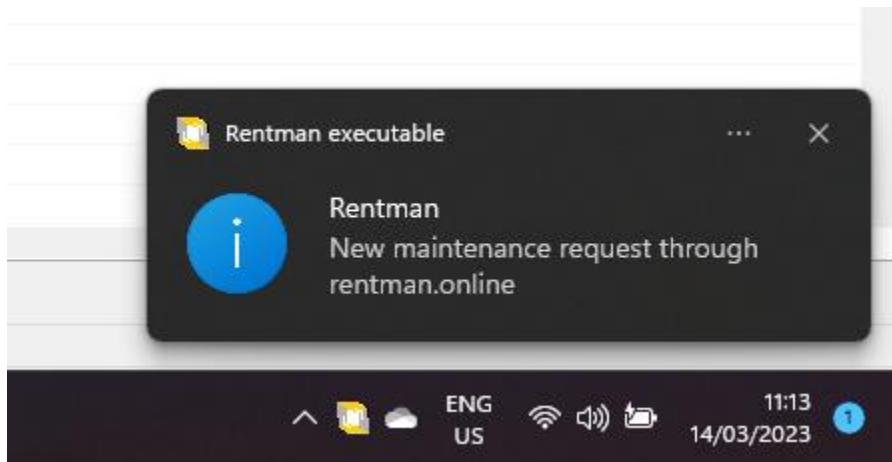
Submit

Should be straightforward enough!

Processing

When an issue is submitted Rentman will prompt you in several ways

- the Windows Alert Tray
- 'Breaking News'
- a new todo list "New tasks from rentman.online"
- a new task appears in 'Outstanding Tasks'
- (optionally) an email sent to the property manager or a specific person.

[illegible]

Landlords

Landlords can log into Rentman to see their rent, deposit, certificates and journals.

Enable Access

They just need to be told their username and password. You'll find them on the notes tab of the landlord screen.

The screenshot shows the Rentman landlord profile interface. On the left is a sidebar menu with options: Address, Properties, Bills, Rents, Admin, GDPR, Bank, Commission, Options, Marketing, Income Tax, **Notes** (highlighted), and Journal. The main area is divided into sections. The top section contains personal details: Lastname (Surname3407), Firstname (empty), Title (Mr), Salutation (Surname3407), and Mailing Name (Surnames3407). Below this is the 'Additional Info' section, which contains the text: 'NRL confirmation received Dec.15 viewing through our contact Mary Abouchalache 0.33% to her'. To the right of this is the 'Sage Ref' field with the value 'HAYE2407' and a 'Solicitor' field. At the bottom right is the 'Rentman.Online Login' section, which includes a 'Username' field with 'nigel@here.now', a 'Password' field with 'password', and two buttons: 'Email' (with an envelope icon) and 'Refresh' (with a circular arrow icon).

Click the email button to send an email with these credentials to the landlord. If you change the username or password click the refresh button to upload the new credentials to Rentman.online.

Ledger

In the company preferences screen at the beginning of this document is a checkbox captioned 'Show landlord transactions'. You may prefer that landlords only see a transaction history when you have prepared a management statement rather than see a work in progress. If so untick this and this section of their home page will disappear.

Rent & Deposits

Will display all rent and deposit transactions

Certificates

Will display all certificates for the landlord's properties and buildings.

Journals

As with tenants above you can prevent landlords seeing specific journals by unticking the 'visible to landlord on web' checkbox

Journal created at 17/02/2023 12:11

Home

Save Cancel Attach File Follow Up: / / Clear Follow Up Create Task Print

Date Time: 17/02/2023 12:11 User: Admin

Applicant
Property: 5 North Street,
Landlord: Elaine Huber
Deal: Nora Alloway
Contractor

Details Notes Attachments

What: Deposit Notification sent
Details: TDPNOTIFY

☐ Flag as important
☒ Visible to Landlord on web
☐ Visible to Tenants on web

And again you get to set in company preferences which journals by default the landlord can see.

Landlords see these journals

- ☒ Legal Documents
- ☒ Invoices & Lettings Statements
- ☒ Management Statements
- ☒ Inspection Reports
- ☒ Emails sent
- ☐ Emails received
- ☒ Others marked as landlord visible

Contractors

Contractors can also login to Rentman.online to see tasks and inspections assigned to them.

Enable Access

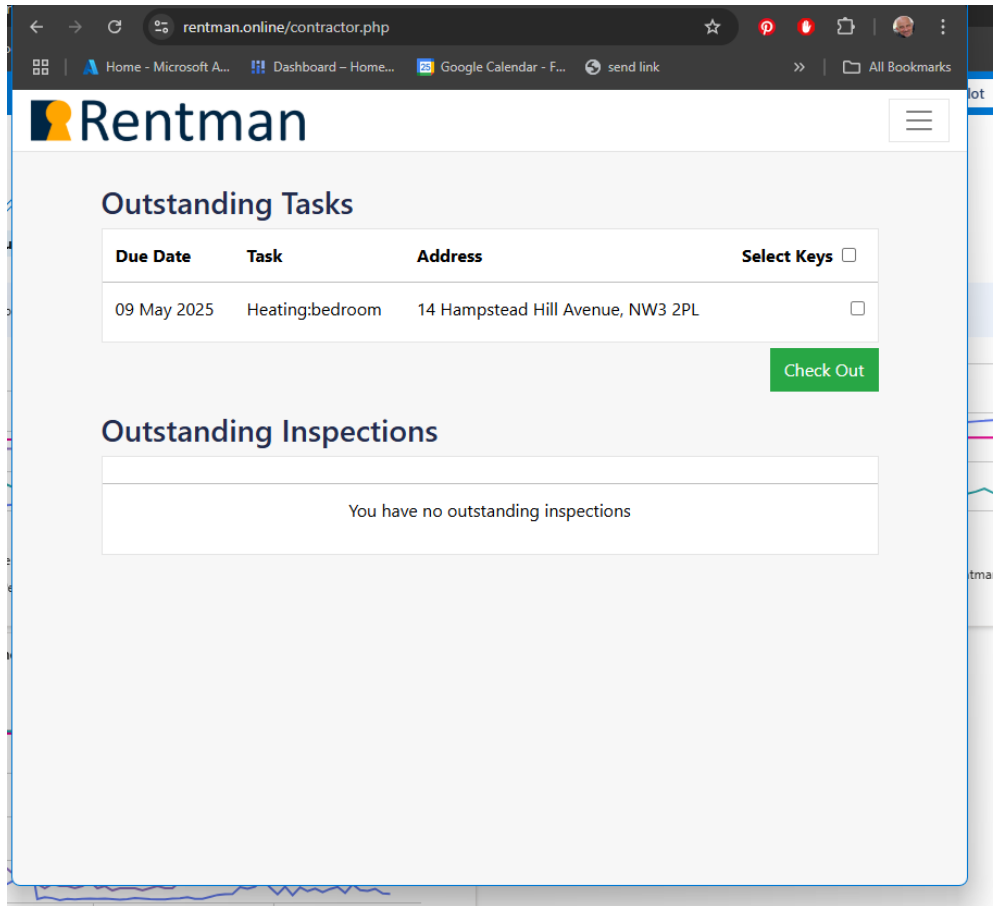
Go to the contractor's admin tab and you'll see their login credentials.

The screenshot shows the RentmanTestData:Bob the builder application interface. The interface includes a top navigation bar with icons for Home, Add, Edit, Save, Undo, Delete, New Journal, New Task, Receive Bill, Pay Bill, All Jobsheets, and All Tasks. Below the navigation bar is a section for 'Name' with the value 'Bob the builder'. A sidebar on the left lists navigation options: Details, Admin (highlighted), Bank, Liability, Invoices/Bills, Tasks&Inspections, Quotes, and Journal. The main content area displays fields for 'Markup' (10.00 %ge), 'Pay Short' (Pay Short), 'RfQs by', 'mmw User', and 'Notes'. A red circle highlights the 'Rentman.Online Login' section, which includes fields for 'Username' (bob@here.now) and 'Password' (Bobth6KC0XKM2T), along with 'Email' and 'Refresh' buttons.

Click the email button to send the email with these credentials. If you change either the username or password click the refresh button to upload the new credentials to Rentman.online.

Tasks

When a contractor logs into rentman.online they see today's tasks and inspections. Click on the item in the navigation bar to see all tasks and all inspections assigned to this contractor.



Click on an item to see more info and to edit.

Within each edit screen the contractor can upload photos which will be seen on the task or inspection in Rentman.

If a contractor updates a task through Rentman.online this will be flagged in the Rentman desktop

- + Favourites
- + Things To Do
- + Properties
- + Applicants
- + Landlords
- + Tenancies
- + Management
- Tasks
 - + My Tasks - ~~excluding~~ certificates
 - New Tasks from Rentman.Online**
 - Tasks recently modified by Rentman.Online

[illegible][illegible]

Options

Embedded in company website

You can host Rentman.online inside an iFrame on your company website. In laymen's terms this means you can have your web developer add a 'Login' to YOUR website which when clicked goes to Rentman.online's login screen but appears to be inside your website still.

If this is ticked the emails Rentman sends with credentials will point the landlord/tenant/contractor to your company url rather than www.rentman.online.

ContactUs Url

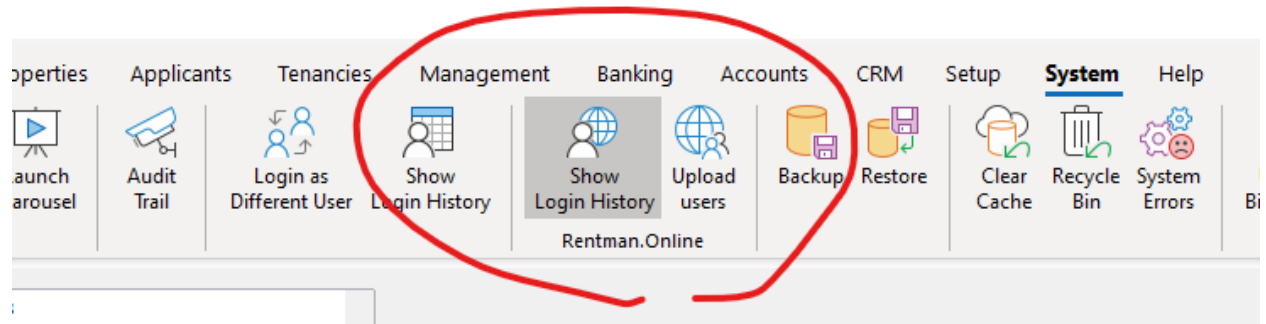
The landlord, tenant and contractor pages have a contact us link. We don't want them contacting Rentman obviously.... instead put your company website's "contact us" url here and that will be where people will be linked to.

Use Custom Colours

Whether embedded in your own web site or not you may wish landlord and tenants to see your own branding once they login. This offers a very simple mechanism to change the background and foreground colours of text and areas on the page. The coloured boxy diagram is supposed to represent the different areas on the tenant's home page. Click on the item to change its colour.

Monitoring Access

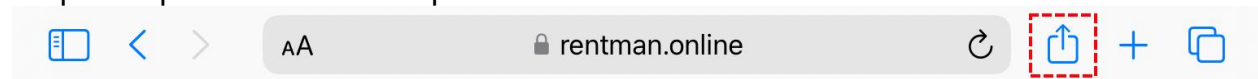
You can see who is logging in on Rentman.online from Rentman's main ribbon. System tab.



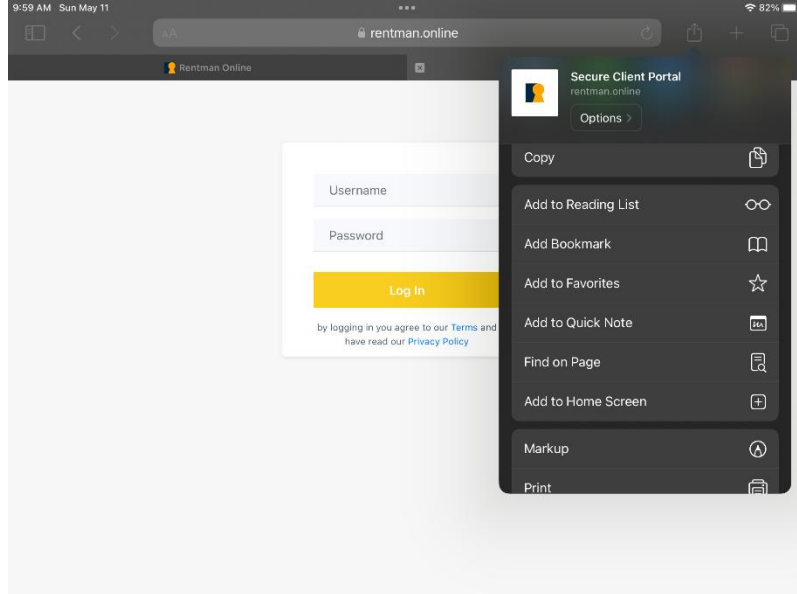
Adding Rentman Online to your Apple device as a Web App

Step 1: Open Safari, Chrome, or your preferred web browser and navigate to rentman.online

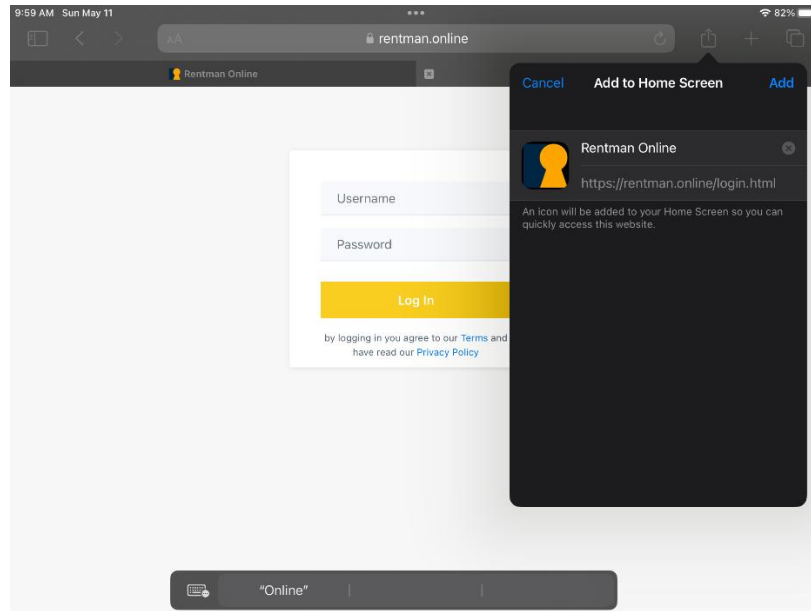
Step 2: Tap the Share button pictured below



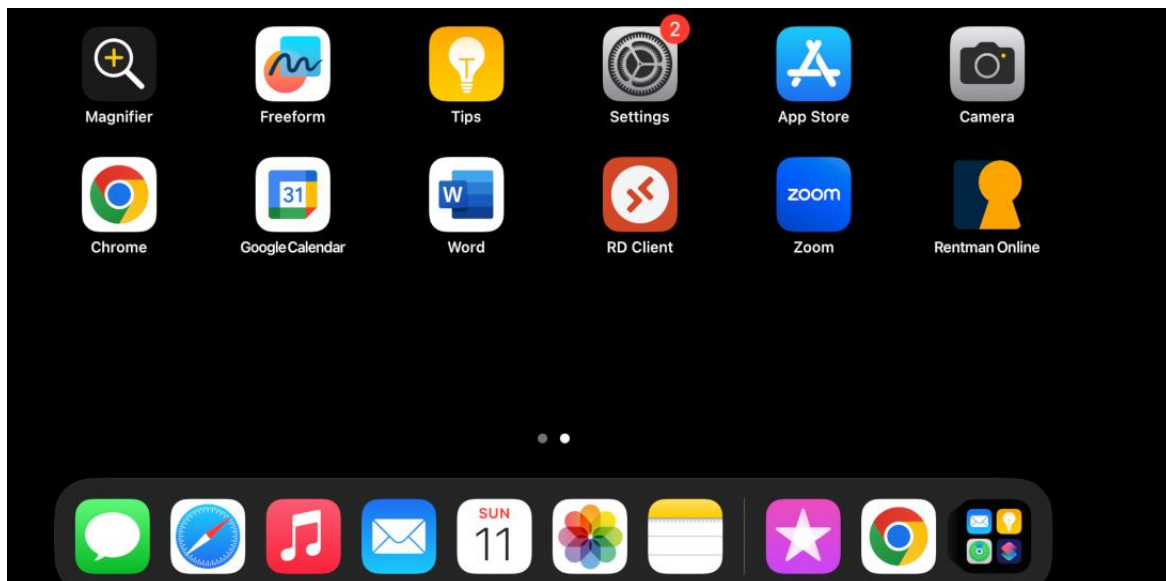
Step 3: Tap the Add to Home Screen option, you may have to scroll for it to appear



Step 4: Tap Add to confirm



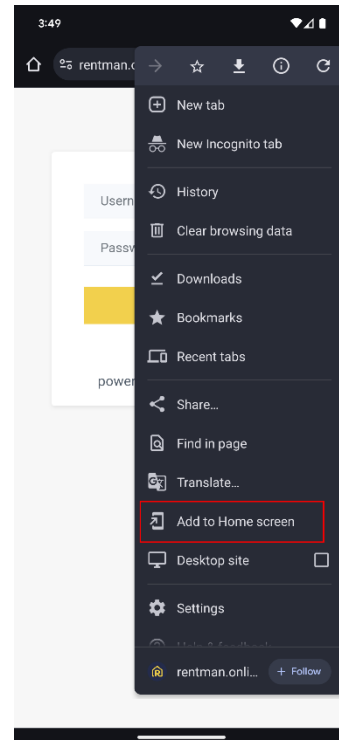
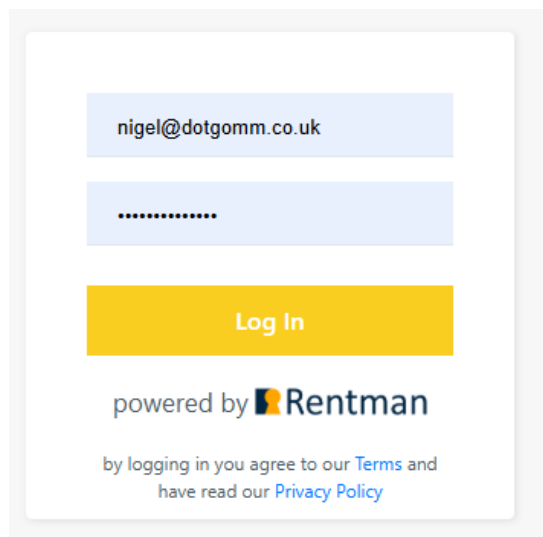
Step 5: Begin Using Rentman Online like any other App



Adding Rentman.online as a Web App on Android devices.

Step 1. Navigate in your browser to www.rentman.online

Step 2. Click the 3 dot menu option top right and click screen'



'Add to home

Step 4. Click on the new icon your home screen to begin using Rentman online.