



**Novtel<sup>®</sup>**

**Rental Software Specialists**



# Rental Software Specialists

Novtel is an energetic and innovative South African based organization, offering dynamic, world class software solutions to the rental, hire and leasing industries.

We develop BPMS (Business Process Management Systems) for the following industries:

- **Property Management**
- **Vehicle Hire**
- **Self-Storage Management**
- **Equipment Hire**
- **Relations Management**
- **Hospitality Management**
- **Contract Management**
- **POS Systems fully Integrated and supporting our BPMS**
- **The Invoicing Module and Job Tracker Utility for the Glass Cutting Industry**
- **Novtel Bank Manager**
- **Gate / Facility Access Control Integrated and supporting our BPMS**

**Novtel has an extensive relationship with Sage as an:**

- **Approved 3rd Party Sage Pastel Developer**
- **Endorsed 3rd Party Vendor**

## **OUR VALUE-ADDED RESELLERS**

**We currently have 20 Value Added Resellers in 9 Countries worldwide, including:**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Australia</b>   | <input type="checkbox"/> <b>Nigeria</b>   |
| <input type="checkbox"/> <b>New Zealand</b> | <input type="checkbox"/> <b>UAE Dubai</b> |
| <input type="checkbox"/> <b>Botswana</b>    | <input type="checkbox"/> <b>Kenya</b>     |
| <input type="checkbox"/> <b>Caribbean</b>   | <input type="checkbox"/> <b>Tanzania</b>  |

## **NOVTEL TRAINING ACADAMY**

**We offer Sage Pastel and Bookkeeping video courses which are viewed online via streaming video, allowing the learner the flexibility to study at anytime, and from anywhere in the world.**

# Novtel integrates with:



Pastel Partner  
Evolution



(Novtel Property Management  
and Novtel Self-Storage)

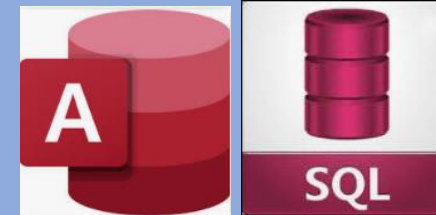
(Novtel Hospitality)

(Novtel Vehicle Hire)

(Novtel Vehicle Hire)



# Microsoft





**Novtel<sup>®</sup>**

**Property  
Management**



## Manage:

- ✓ Your own residential, commercial, industrial, and short-term rental properties.
  - ✓ Your company acting as a rental agency where any type of property is managed on behalf of other companies or individuals.
  - ✓ Body Corporate and home-owners association properties for which levies apply.
  - ✓ Municipalities.
  - ✓ Hostels or Student Accommodation.
  - ✓ Holiday / Short Stay Accommodation.
  - ✓ ETC.
- 

## Create contracts in minutes

- ✓ Raise a deposit on the contract.
  - ✓ Keep track of outstanding deposits.
  - ✓ Receipt deposit and account payments via the receipting system.
  - ✓ Either use 'auto-allocation', or the Novtel Open Item system to allocate payments.
  - ✓ Run the Deposit Interest Utility to manage accumulated interest.
- 

## Create an unlimited number of:

- ✓ Tenants
- ✓ Suppliers (Landlords and Service Providers)
- ✓ Charges
- ✓ Billing Categories

## Billing

Process Customer and Supplier Invoices fast and simultaneously, and email it from the Novtel system via MS Outlook

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## Utilities

### **Meter Reading System:**

Track the exact water and electricity usage per Property and charge it accordingly.

### **Assets:**

Track and manage assets and warranty periods.

### **Interest:**

Effortlessly charge interest on accounts in arrears .

### **The Debit Order System:**

Recover outstanding balances.

### **TPN:**

This company will help you recover outstanding balances from Tenants.

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## Inspections and Maintenance

- ✓ Set an inspection interval per property, and schedule onsite inspections.
- ✓ Record damages and / or maintenance from the office, or directly from the Property Maintenance App.
- ✓ Obtain a complete damages and maintenance history per property.
- ✓ Either bill the office, Tenant or Landlord.





# Novtel

# Hospitality Management



# Novtel Hospitality Management

Hospitality Demo Video Link: <https://youtu.be/xfNQx8m2i-c>

The Quoting System and Activity Tracker Feature: <https://youtu.be/Q-Oad1YgNjE>

## Reservations

- ✓ Manage **individual or Group Reservations** for accommodation – which may include Bed Only; Bed and Breakfast, or Bed, Breakfast, Lunch and / or Dinner.
- ✓ Create **Seasonal Guest Tariffs** and obtain a complete history of how rates have changed over the years.
- ✓ **Up to 5 different child rates** can be set up per Guest Tariff, and Novtel will calculate and charge the per person rates accordingly.
- ✓ Set up specific discount structures on Guest Tariffs and charges per **Tour Operator** and Novtel will automatically calculate and charge the rate accordingly.
- ✓ Manage **Staff accommodation** to be billed on a monthly basis.
- ✓ Novtel can manage **sub-hired rooms** with ease. All calculations are performed automatically.
- ✓ **Venue Hire** for conferencing, weddings or any other event for which a quotation can be issued, and a function sheet produced, are managed with ease.
- ✓ Create an unlimited number of 'Rooms' (Rentable Spaces) and obtain detailed statistical reporting for reservations captured on each.

## The Retail POS System

A dedicated retail shop, which includes the scanning of barcodes and setting up scales for items sold by weight, is part of this software package.

## Restaurant POS (touchscreen or normal pc)

- ✓ Manage a single, or multiple restaurants and / or bars situated at your facility, each with its own set of buttons and selling prices
- ✓ Set up custom Restaurant and Diet Settings per person and reservation, and produce a daily report for the restaurant personnel.
- ✓ Manage specials to be charged on specific days and times.
- ✓ Either sell items for immediate payment, or post the charges to an in-house reservation for payment upon departure

## The Ticketing System

- ✓ Produce event tickets for exhibitions, activities, concerts, etc.
- ✓ Tickets can only be redeemed ONCE, after which it is invalid.
- ✓ Manage the event board to display the status per event for the day.

## The Quoting System

- ✓ Issue a quotation for accommodation, venue hire, event tickets, etc.
- ✓ When the quote is accepted, convert the quote into reservations.
- ✓ Produce the function sheet and set dedicated times for activities.
- ✓ Capture detailed notes and menus to the function sheet.





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**Vehicle Hire**



# Novtel Vehicle Hire

Product Demo Video Link: <https://youtu.be/PNpujoCC2YE>

## Vehicles

- ✓ New Vehicles can be created continually as and when it is added to your fleet.
- ✓ When a vehicle is sold, it will be classified as 'Disposed', and will no longer be available for rental.
- ✓ Vehicles can never be deleted from the system because of a history linked to it.
- ✓ Capture critical information per vehicle such as the battery and tyre makes, as well as the license expiry date.
- ✓ Set the recurring maintenance details.
- ✓ Capture the vehicle's purchase price and date; the supplier, and monthly payment amount - if applicable.
- ✓ If a vehicle is under a maintenance plan, the details can be captured and the expiry date set.
- ✓ Link a Category price to the vehicle to be billed, as well as other set charges.
- ✓ Use the 5 User Defined Fields to capture information such as the vehicle's Vin and Engine Number, etc.

## Contracts and billing

Novtel allows for 4 contract types to be created, namely:

- ✓ Fixed Monthly Contract
- ✓ Month-to-Month Contract
- ✓ Fixed Weekly Contract
- ✓ Week-to-Week Contract

All contracts are billed by means of the recurring billing feature.

Invoice line-items can be added directly on the reservation for **additional requested items** such a car seat; roof-rack, etc.

Up to 3 **Additional Drivers** can be added per contract or reservation.

## Set up reminders for:

- ✓ When a service is due
- ✓ The license expiry date
- ✓ When a contract is about to end
- ✓ As well as 2 custom reminders

## Short Term Rentals

- ✓ Short term rentals are created directly on the Grid, and managed from there too

## Group Reservations

- ✓ A Group Reservation can be created for more than 1 vehicle to be rented, and a single invoice will be issued to the Group 'Owner' for all selected vehicles

## Returning a Vehicle

- ✓ Record the 'KM-in' total and Novtel will automatically deduct the free km's and calculate the excess km's to be charged.

## The Workshop Module

- ✓ Issue work orders; assign job-cards to dedicated technicians and build a complete history of damages and services per vehicle.
- ✓ Charge the Customer for damages, or 'bill' the office for a vehicle's service.

Novtel Vehicle Hire supports **multi-branch management** where a vehicle can be checked out at one branch and checked in at another.





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Self-Storage

# Novtel Self-Storage Management

Product Demo Video Link: <https://youtu.be/XXd8QoYbcXw>

## Novtel Self Storage can manage:

- ✓ Long Term Rentals
  - ✓ Month-To-Month rentals
  - ✓ Short Term Rentals for temporary storage on a daily or weekly basis.
  - ✓ Your own storage units.
- 

## Create 1 of 2 Contract Types:

- ✓ A fixed monthly contract with a definite start and end date.
- ✓ And a month-to-month contract which can either be extended at the end of the month, or terminated if required.

Create and manage **Short term rentals** directly from the Grid.

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## Contract Escalations

Set the escalation month and percentage per contract as applicable.

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## Deposits

- ✓ Raise and manage contract deposits with ease.
  - ✓ Forfeit or refund deposits OR apply the deposit to the contract.
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## Invoicing

- ✓ Invoice contracts via the recurring billing feature.
- ✓ Update the invoice for short-term rentals directly on the reservation on the Grid.

## Receipting

Activate the receipting system, and easily receipt deposit and account payments

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**Email** Customer Statements and / or Invoices directly from Novtel via Microsoft Outlook

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## Internet Interface

Reservations via the internet can be administrated and will directly be reflected in Novtel.

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## Storage Units

- ✓ Create and manage an unlimited number of storage units.
  - ✓ Enter specific dimensions of a Storage Unit , and Novtel will calculate the area and capacity accordingly.
- 

## Create an unlimited number of:

- ✓ Customers
  - ✓ Suppliers
  - ✓ Charges
  - ✓ Short-Term Rental Billing Categories
- 

## The POS System

- ✓ Create and classify charges as 'POS' or 'Shop Items' and sell it from the built-in POS systems.
- ✓ Classify charges as 'Pay-out' items and make Supplier payments from this system.





# Novtel<sup>®</sup>

## Relations Management



# Novtel Relations Management

**With this product, Novtel will help any organisation take control of its communication and interaction activities as it occurs.**

Novtel Relations Management Software was designed with the intent of managing communication between your company and its Clients, Suppliers; Prospective Clients and Employees.

By means of e-mail, SMS, notes and instructions, you can build a communication history and track-record in one central system.

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## Statuses

- ✓ There are 3 main 'Statuses' to be created for Customers; Suppliers and Prospects, respectively.
- ✓ Unlimited sub-statuses can be created; linked to each main status, and in turn linked to an account.
- ✓ The purpose is to determine the status of each individual account, at any given time.

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## Reminders and Flags

- ✓ The auto reminder and flagging functions will assist in keeping tasks organised.
- ✓ Accounts can be flagged; a specific priority level set, and a note can be captured to accompany the flag.
- ✓ Three priority levels are available for selection, and the flag for each are specifically colour coded for the User to immediately identify the most urgent flags.

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**Save important documents, such as contracts, directly on the required account, and access it whenever needed.**

## Email and SMS Templates

Create an unlimited number of email and SMS templates to be used when required.

Novtel Relations Management Software is a valuable tool for sending bulk SMS's and / or e-mails to specific groups.

Use the 'Merge Fields' option to customize emails.

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## Filtering

This product has powerful filtering capabilities, allowing you to group customers, suppliers and prospects - customized according to your company's needs.

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**Email and SMS** communications can be sent to:

1. The Company Only
2. Contact Persons Only
3. Or the Company and Contact Persons

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## Task Scheduler

- ✓ Complete and incomplete tasks can be tracked, and a task history is obtained.

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**Effortlessly Import Customer, Supplier and Prospect accounts from Excel to Novtel.**

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**Easily convert a Prospect into a Customer and retain all previous communications.**





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**Equipment Hire**

# Novtel Equipment Hire

Equipment Hire Demo Video Link: <https://youtu.be/0AwXoFlbdrs>

Ablution Hire Demo Link: <https://youtu.be/d7oDd9zUvYY>

The Novtel Equipment Hire Software package can be used to manage the following:

- ✓ Tool Hire
- ✓ Heavy Machinery Hire
- ✓ Container Hire
- ✓ Suit Hire
- ✓ Photography or Video Equipment Hire
- ✓ Lighting and Sound Equipment Hire
- ✓ Garden Tool Hire
- ✓ Ablution Hire
- ✓ Catering and Party Items Hire
- ✓ And much more

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## Hire Items

- ✓ Hire Items are to be created and linked to specific Categories and Sub-Categories.
- ✓ A Hire Item can be classified as a Serial; Non-Serial; Plant; Container; Or Hygiene Item
- ✓ When an Item is sold or damaged beyond repair, it is transferred to the 'Redundant' branch to remove it from stock.

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## Maintenance

- ✓ Hire Items can be classified as 'Maintenance Items', and the maintenance interval set.
- ✓ The Item is transferred to the 'Workshop'.
- ✓ A Work Order and Job Card is created; the maintenance performed, or damages fixed, and the Item is transferred back to become available again for hire.

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Sell inventory items from either the Grid, or dedicated Retail POS system.

## Contracts

- ✓ A Contract per site is created and linked to a Customer. One contract can manage the rental of multiple hire items per site.
- ✓ Manage fixed, monthly or weekly contracts.
- ✓ A contract can be created for a single day, and contract days added by running the daily increment billing feature until the Hire Item or Items are returned.
- ✓ Rain or 'Off Hire' days are managed with ease, and reporting on the loss of income due to 'no charge' days are obtained from the system

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## Deposits

- ✓ Deposits can be raised and paid on a contract.
- ✓ Process a deposit refund from the contract when due.

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## Manage Sub-Rented Items effortlessly.

Create Sub-Hire Price Matrices and select the 'Supplier Selling Price' on the contract. Novtel will automatically calculate the profit or loss amount accordingly.

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## Returning an Item

- ✓ When an Item is returned later than agreed upon the contract end date, a 'Late Return Fee' can be charged automatically.
- ✓ If a Hire Item is damaged beyond repair, the Customer can be charged for the replacement of the Item.





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**Contract  
Management**

# Novtel Contract Management

This feature-rich and flexible software solution has been developed for any service type operation where periodic recurring billing needs to be managed effectively, such as:

- ✓ Month to month
- ✓ Bi-monthly
- ✓ Quarterly
- ✓ Or annual billing

Novtel Contract Management Software also has the ability to manage service agreement contracts and track expiry dates.

**This product is an ideal solution for providers specializing in:**

- ✓ Hygiene and/or cleaning services
- ✓ Educational institutions such as schools
- ✓ Internet providers
- ✓ And any other service provider which manages and invoices clients periodically.



**Novtel<sup>®</sup>**  
**Bank Manager**

# Novtel Bank Manager

The Novtel Bank Manager Software package was developed with the purpose of managing multiple bank accounts (Evolution Companies) with a single Novtel Database.

Novtel can filter information by means of its powerful search capabilities.

- ✓ A primary search can be performed to list the search criteria only.
- ✓ From the primary search results, a second and third search can also be performed to further filter information.

Novtel Bank Manager integrates with Microsoft Excel.

- ✓ Search results can be exported to Excel to sort and customize information – if required.
- ✓ All transactions for a selected company can be exported to Excel.
- ✓ And bank statements (In Excel format) can be imported to Novtel from Excel.

Cash Book transactions can be exported to Evolution, and the Cash Book History report can be obtained to indicate when a transaction was inserted, updated or deleted.





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# The Invoice Module and Job Tracker Utility

(For the Glass Cutting Industry)



# The Invoice Module and Job Tracker Utility

Product Demo Link: <https://youtu.be/9F5gYRYiRvc>

This Software package was specifically created for the Glass Cutting Industry where rates are calculated according to the thickness of the glass or mirror, and the square meterage.

**Quotations** can be created which are to be linked to an expiry date.

Items are selected; the 'Finish' method captured; quantity set, and sqm and weight inserted per Item.

When the Quote is accepted by the Customer, it can effortlessly be converted to a **Sales Order**.

From this moment onwards, the Sales Order is managed by means of the 'Job Tracker Utility' until it is completed.

By selecting an active Sales Order in the Job Tracker Utility, specific 'jobs' can be added to it.

As the linked jobs are completed, it must be documented to track the progress of the specific Sales Order until total completion.

Once a Sales Order has been completed in the Job Tracker Utility, it can be **invoiced** from the Invoice Module.



Picture Supplied by Vecteezy



# Access Control



# Novtel Access Control

The highly advanced Access Control System supports and interfaces to the following Novtel Software Packages:

- ✓ Property Management
- ✓ Hospitality Management
- ✓ Self-Storage
- ✓ Vehicle Hire
- ✓ Equipment Hire

Managed by the active rental agreements in the system, access to a facility is automatically enabled or denied based on accounts paid.

The Access Control software system allows for proximity, as well as fingerprint access control.



# The Online Application Website





# The Novtel Online Application Website

**The Novtel Online Application Website was developed to manage applications for student accommodation specifically but can be customized according to your company's requirements.**

This website integrates with:

- ✓ Novtel Relations Management for effective management of all communication between your company and the Tenant.
- ✓ And Novtel Property Management to manage the rental contract when the application is approved.

2 Types of Users can be created, namely:

- ✓ Administrator (This User will have full access to all features in the back office)
- ✓ Staff Member (Custom Permissions can be allocated to perform certain actions only)

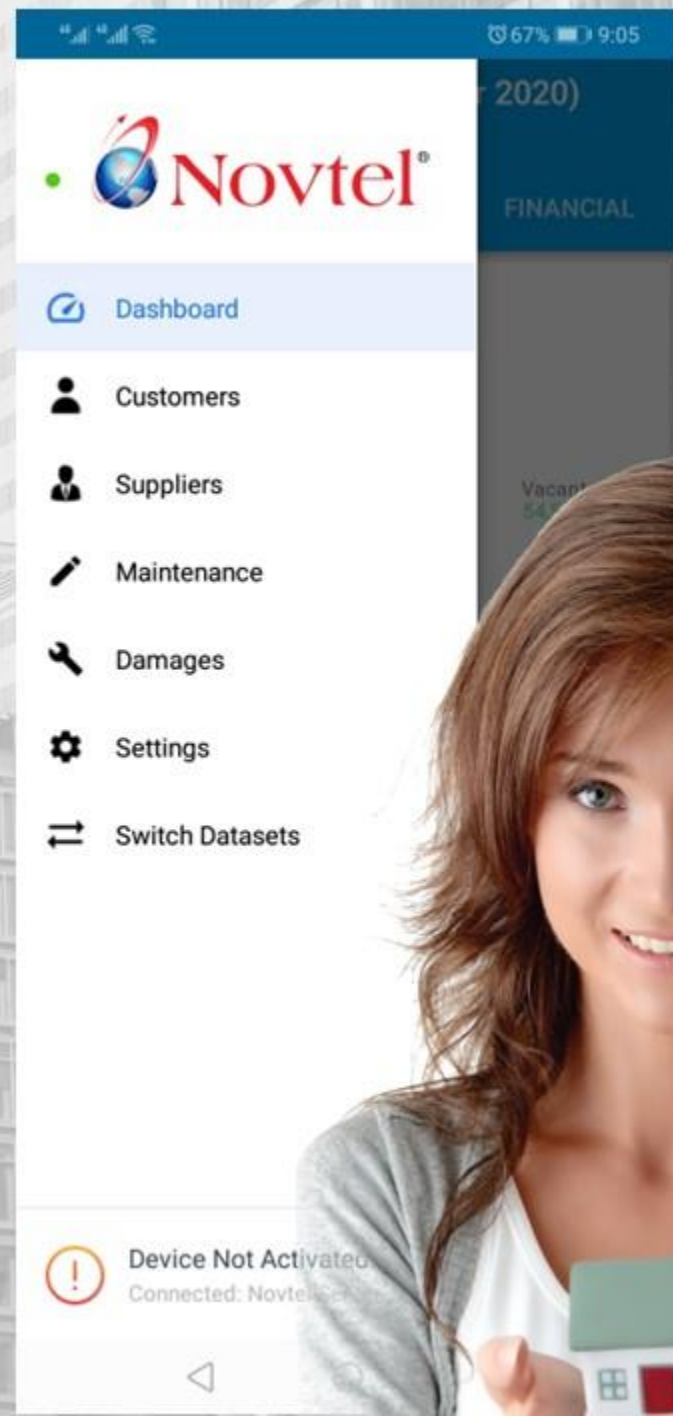
The entire process starts with the submission of the online application by the Student or Occupant in the front end of the website. Then, the Administrator or Staff Member can log in and manage the application process from the back office.





# Property Management Mobile Application

*For Recording Maintenance  
Onsite and in real time*





# The Novtel Property Management Mobile App

For recording maintenance onsite and in real time

## The Novtel Dashboard

The entire Novtel dashboard can be accessed from the app in real-time, providing the user with important information regarding unit utilization, expiring rental agreements, rental income, rental cost distribution, and much more.

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## Multiple Dataset Processing

The app can display information from and perform work in any of the user's existing list of Novtel datasets, making it quick and easy to manage a large list of properties on any dataset.

---

## Customers and Suppliers

Your existing Sage Pastel or Sage Evolution customer and supplier list can be accessed directly from the App and the required person contacted.

Customers and Suppliers can be called via cell number or landline number, messaged through WhatsApp or SMS, or they can be Emailed.

By classifying a Customer or Supplier as a 'Favorite', the Customer or Supplier will always be displayed at the top of your contact list.

---

## Maintenance

The maintenance feature allows the user to manage the existing collection of maintenance items, types, and locations used in the Novtel Property Management damages system.

## Damages

The damages feature allows the user to instantly view all damages captured on all rental properties.

This list can also be filtered by repair status to determine how much work is still outstanding and what has already been completed.

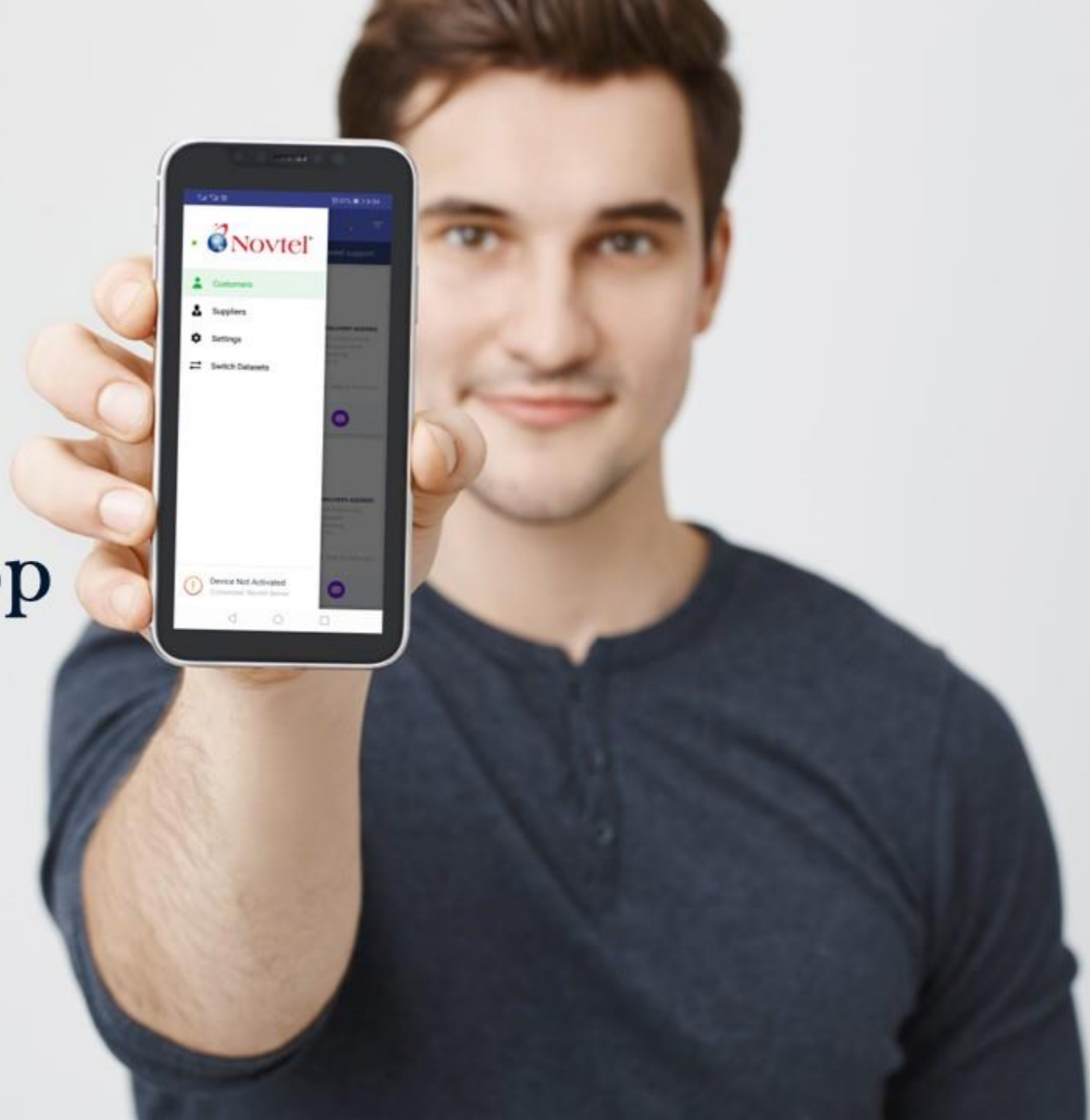
Furthermore, the user can record new rental property damages whilst performing an inspection at a rental premises.

This allows for detailed information to be captured and photos to be taken whilst with the tenant.

Upon completion, the new damage recorded, and all attached photos are automatically uploaded to the Novtel Property Management desktop application for later examination by the office staff.



# The Invoicing App







# The Novtel Invoicing Mobile App

Product Demo Video Link: <https://youtu.be/93Na1n0K8Qc>

The Novtel Invoicing app integrates to existing Sage Pastel and Sage Evolution databases, allowing the user to perform key tasks whilst out-of-office.

The app is available to any member of the public, interested in the app's features.

The demo user can simply download the app and test all features on the demo Pastel dataset free of charge.

## The Novtel Invoicing app supports

- ✓ Any number of Sage Pastel companies
- ✓ Or any number of Sage Evolution branches.

## Communication

Contact your Sage Pastel or Sage Evolution customers and suppliers at the touch of a button:

- ✓ Place a cellphone or landline call
- ✓ Send messages via SMS or WhatsApp
- ✓ Or send an email via your android email app

Easily view and navigate to your Sage Pastel or Sage Evolution customer and supplier addresses.

## Multiple Database Processing

Each company or branch can be set up as separate datasets, allowing the user to switch seamlessly between different databases and perform work in any database.

## Issuing Documents

From the app, customer invoices and credit notes can be issued, as well as supplier invoices and debit notes.

Link the applicable options per document:

- ✓ Multi-Store or Warehouse
- ✓ Agent or Sales Rep Code

And add remarks per line item if required.

## Importing Documents to the Financial System

Upon submitting a document from the app, it will immediately be captured to the financial system's open batch from where it can be updated.

## Viewing Documents

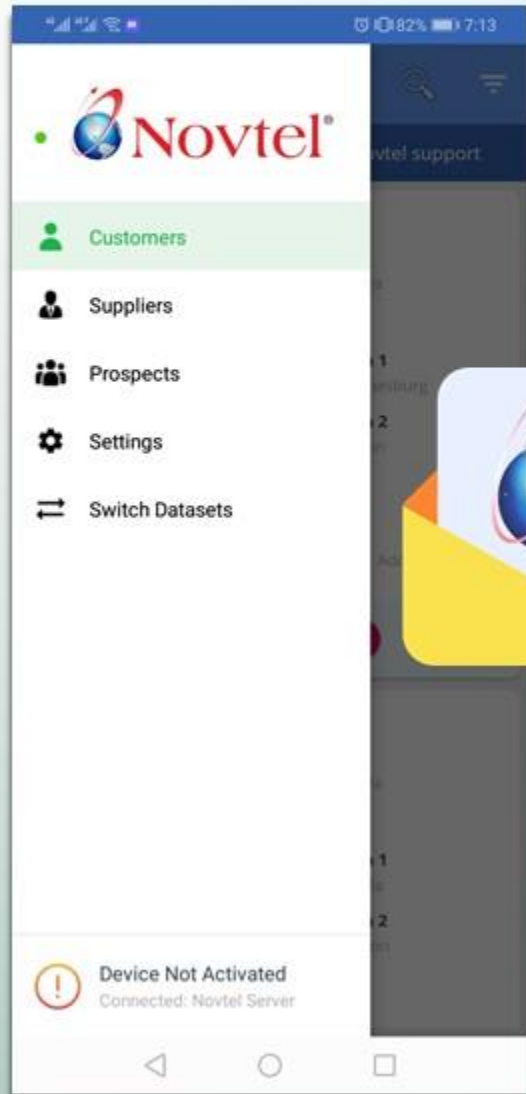
View your existing Sage Pastel or Sage Evolution customer invoices and credit notes or supplier invoices and debit notes directly from within the Novtel Invoicing app.





# Novtel®

## Relations Management Mobile App



*Communication made easy!*



# The Novtel Relations Management Mobile App

Product Demo Video Link: <https://youtu.be/VD43yjVNVbE>

The Novtel Relations Management app takes existing desktop application correspondence features to the cloud, enabling you to view important information and perform key tasks on-the-go.

- Per Account, view all correspondence logged through the Novtel Relations Management desktop application, directly from within the app.
- Log new notes, phone entries and faxes, and upload documents directly from your mobile device.
- Download existing documents to be viewed at any time and from anywhere.

Novtel clients can view contact details, and communicate with their Novtel Prospects and **Sage Pastel or Sage Evolution Customers and Suppliers** through the Novtel app, via:

- ❖ Cellphone Number
- ❖ Landline Number
- ❖ WhatsApp

## Multiple Dataset Processing:

The app can display information from, and perform work in, any of the user's existing list of Novtel Relations datasets, making it quick and easy to manage correspondence on any dataset.

## Google Maps integration:

Easily view and navigate to any of the Accounts in your contact list by setting a pin in Google maps.





**Novtel**  
Property Management



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**Novtel**  
Hospitality Management



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**Novtel**  
The Invoice Module  
and Job Tracker Utility  
(For the Glass Cutting Industry)



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**Novtel**  
Contract Management



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**Novtel**  
Access Control



**Novtel**  
Property Management  
Mobile Application

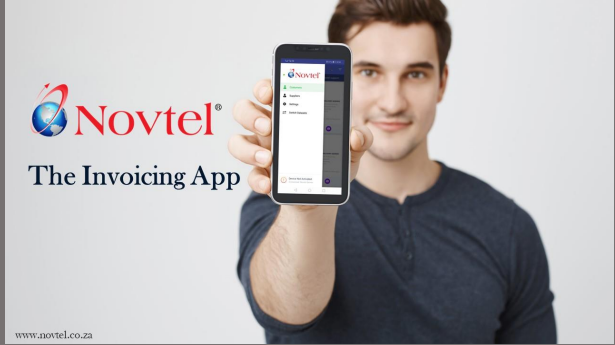
For Recording Maintenance  
Onsite and in real time



**Novtel** Relations Management Mobile App



**Novtel**  
The Invoicing App



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**Novtel**

The Online  
Application  
Website



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**GPB**  
CONSULTING

Novtel Agent



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