

Learning and Development Quick Reference Guide

ACCOMMODATION PLATFORM



Know more. Be more.

FUNDI



ACCOMMODATION PLATFORM FUNCTIONALITY

2023

What is the Accommodation Platform

Fundi developed an accommodation platform that allows you to register on the platform and upload pictures, capacity, and location of your accommodation. Students can then look at your accommodation, request a quotation directly from you and you can later check-in these students into your establishment. Some of the additional functions include online reporting and logging of maintenance requests.

How does this platform benefit the business

Your accommodation gets free exposure to thousands of students actively looking for a place to stay. Students can view your pictures, capacity, and location without middlemen, leading to direct inquiries and faster conversions.


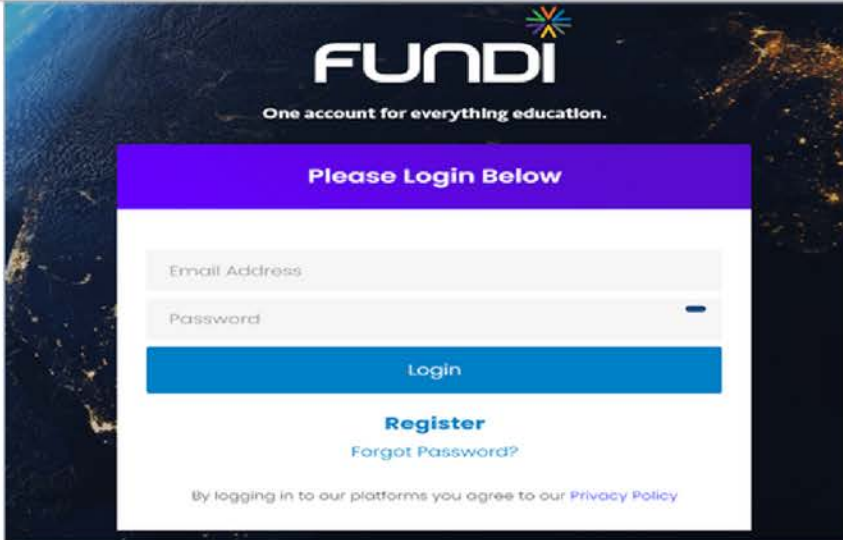
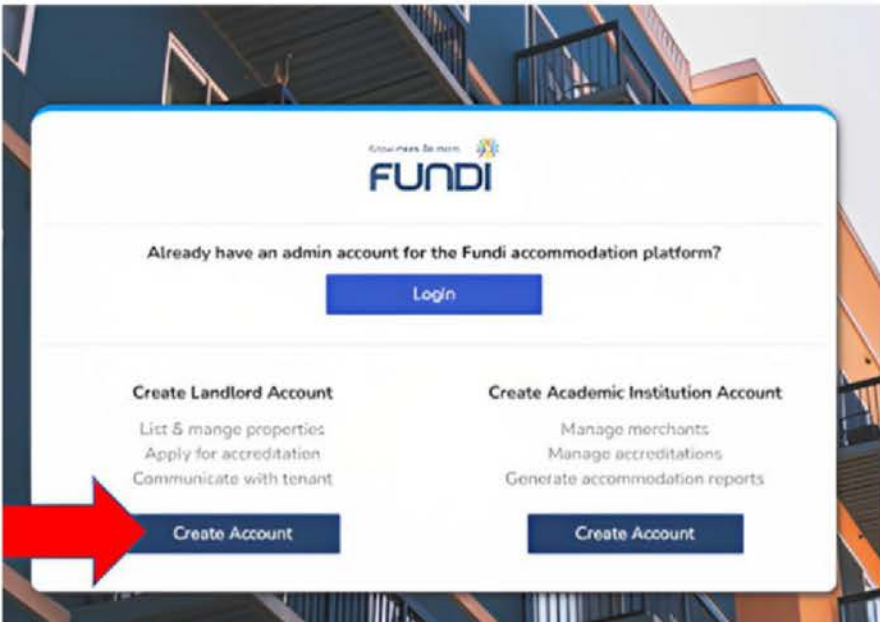
Your accommodation gets free exposure to thousands of students actively looking for a place to stay. Students can view your pictures, capacity, and location without middlemen, leading to direct inquiries and faster conversions.

Process Overview

The procedure will go as follows: You, the landlord, will register on the platform and provide details about your property, including its address and pictures for visibility to students. Fundi will then approve the listing, pictures, and the number of beds available at the property.

Afterwards, students will be able to view your property and communicate with you. Upon signing a lease agreement, you can then check-in the students, which will decrease the number of available beds listed on your property. At the end of the year, you can also check-out the students.





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	LANDLORD PROCESS 	
Step 1:		<p>Create an account by clicking on 'Register'.</p> <p>Important Notice: Please do not use unaccredited login credentials for this platform. Kindly create new login details to access the platform.</p>
Step 2:		<p>Create an account by clicking on 'Create Account'. Once registered, you can always access your account by clicking on 'Login'</p>

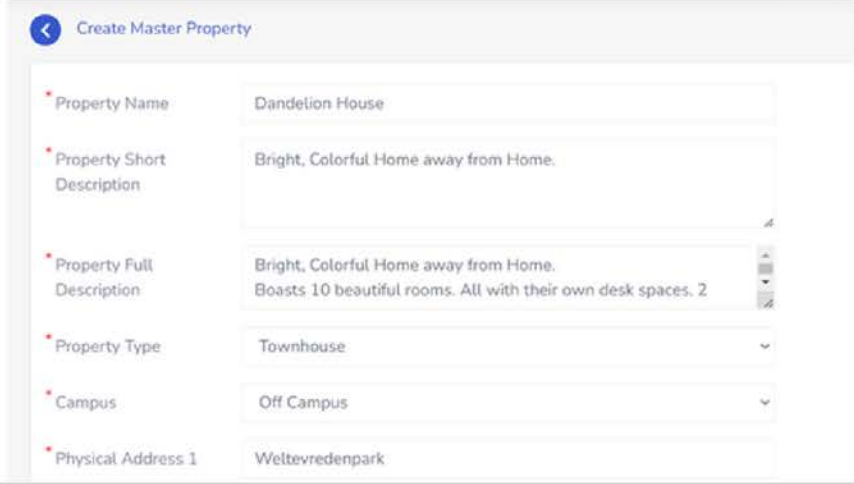
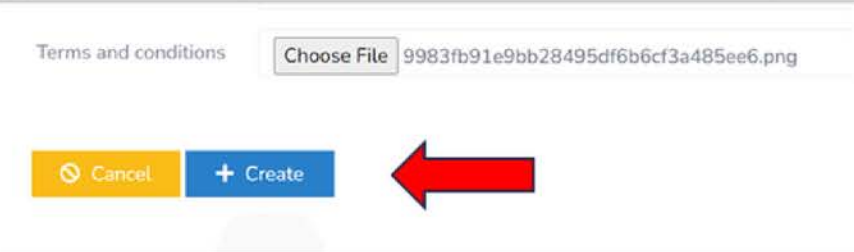

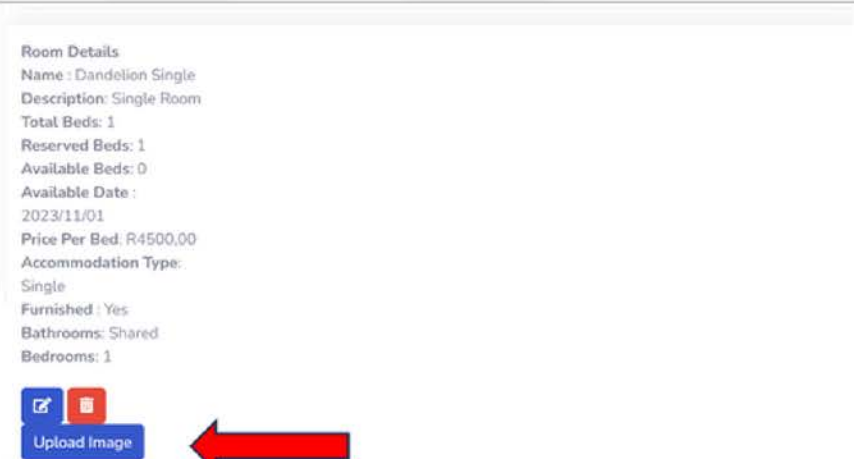
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<p>Step 3:</p>	<p>One account for everything education.</p> <p>Please Register Below</p> <p>Enter your First Name</p> <p>Enter your Last Name</p> <p>Enter your Email</p> <p>Enter your Cell Number</p> <p>Enter One Time Pin</p> <p>Enter a password</p> <p>Confirm password</p> <p>Did not receive OTP ? Click Resend otp.</p> <p>Register</p>	<p>Complete your details and click on register.</p>
<p>Step 4:</p>	<p>Please Login Below</p> <p>Email Address</p> <p>.....</p> <p>Login</p> <p>Register</p> <p>Forgot Password?</p> <p>By logging in to our platforms you agree to our Privacy Policy</p>	<p>Login into your new account.</p>
<p>Step 5:</p>	<p>To complete your profile tell us more about yourself,</p> <p>What are you here for ?</p> <p>Apply For Accreditation I want to start the application for my property to be accredited by an institution. Proceed</p> <p>Unaccredited Merchants Landlords instructed by the institution to enlist as unaccredited merchants as their properties have not been evaluated. Proceed</p> <p>Property Listing I want to list my property so I can find interested students, check them in and manage my relationship with them. Proceed</p>	<p>Click on Property Listing</p>

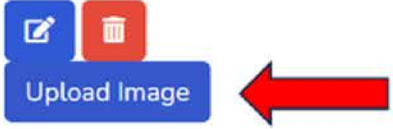
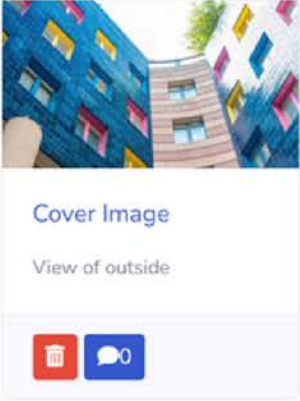

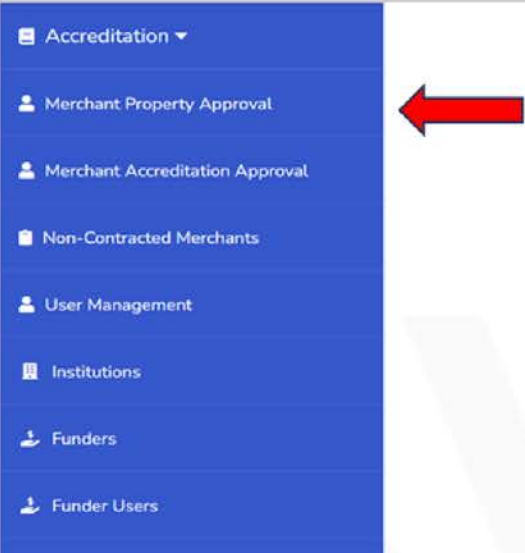
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<p>Step 6:</p>	<p>To complete your profile tell us more about yourself.</p> <p>Are you representing an organisation or individual landlord ?</p> <p><input type="radio"/> Organisation (with Registered Company Details)</p> <p><input checked="" type="radio"/> Individual Landlord </p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>	<p>Select Individual landlord.</p>										
<p>Step 7:</p>	<p>Welcome to Accommodation Platform John Smith</p> <p>To complete your profile tell us more about yourself.</p> <p>2. Organisation or Personal details ?</p> <p>Merchant Details</p> <p>Full Name <input type="text" value="John Smith"/> ID Number <input type="text" value="8012060188084"/></p> <p>Contact Person <input type="text" value="John Smith"/> Contact Email <input type="text" value="johnsmith@gmail.com"/></p> <p>Phone Number <input type="text"/> Mobile Number <input type="text"/></p> <p>Physical Address</p> <p>Address <input type="text" value="1 Parkway Drive"/></p> <p>Address 2 <input type="text" value="Mintakore"/></p> <p>Suburbs <input type="text" value="Krugersburg"/> Province <input type="text" value="Gauteng"/> Postal <input type="text" value="1738"/></p> <p><input checked="" type="checkbox"/> Postal address is same as Physical address</p> <p><input type="button" value="Back"/> <input type="button" value="Next"/> </p> <p> If you clicked Individual Landlord</p>	<p>Fill in all your details and click next</p>										
<p>Step 8:</p>	<p>FUNDI Accommodation Portal. Newick Dryers</p> <p><input type="button" value="Property Management"/> </p> <p>Drag a column header here to group by that column</p> <table border="1"><thead><tr><th>Property Name</th><th>Property Code</th><th>Status Name</th><th>Maximum Beds</th><th>Available Beds</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Property Name	Property Code	Status Name	Maximum Beds	Available Beds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>You will automatically be directed to add your property.</p>
Property Name	Property Code	Status Name	Maximum Beds	Available Beds								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								

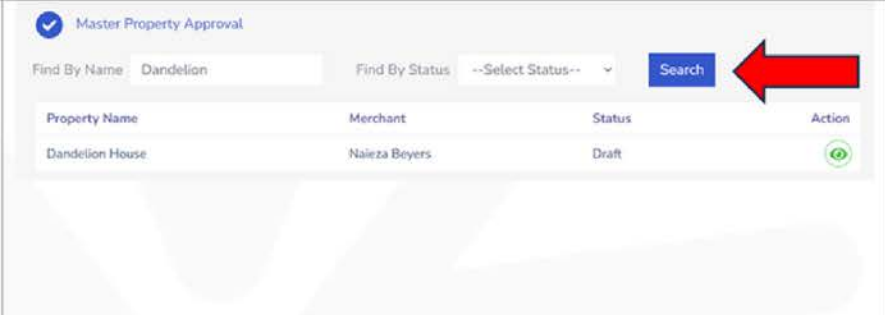
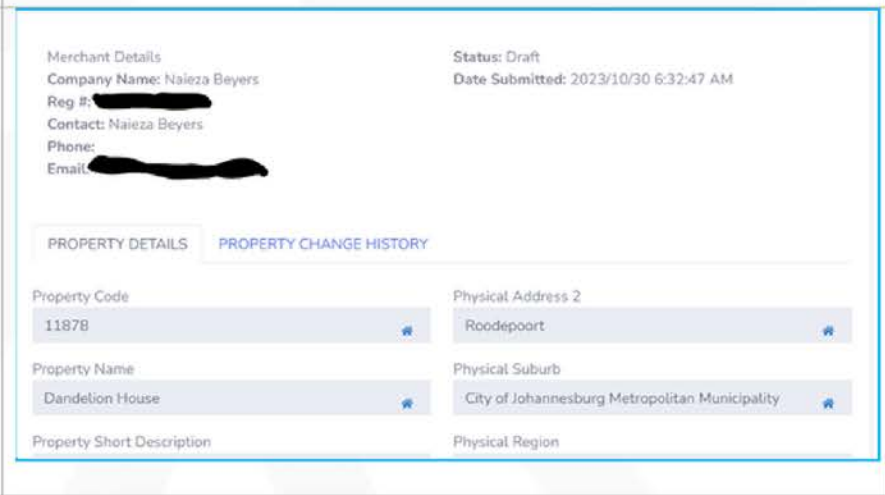
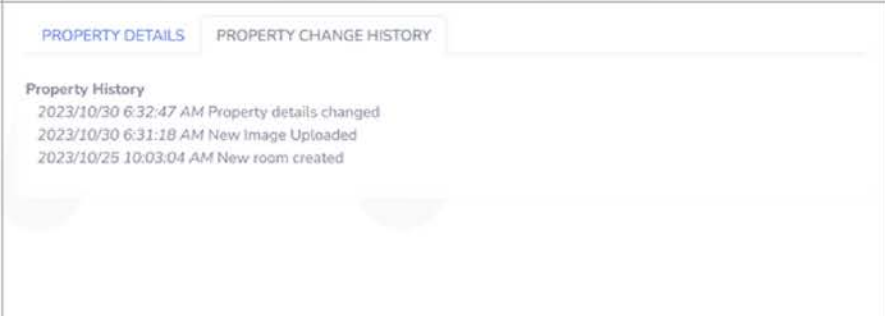
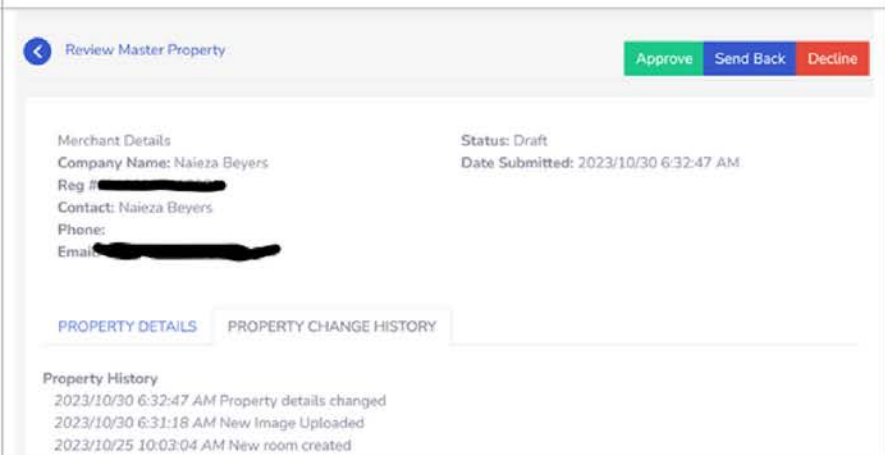
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Step 9:		<p>Capture all your property details.</p> <p>Please use the name listed on the FAS Reporting as your accommodation name when registering your property.</p>
Step 10:		<p>Upload your terms and conditions and click on create.</p>
Step 11:		<p>Create room types.</p>
Step 12:		<p>Click save and upload your property images.</p>

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<p>Step 13:</p>		<p>Upload all your separate images (bathroom, kitchen etc)</p>
<p>Step 14:</p>	<p>Room Details Name : Dandelion Single Description: Single Room Total Beds: 1 Reserved Beds: 1 Available Beds: 0 Available Date : 2023/11/01 Price Per Bed: R4500,00 Accommodation Type: Single Furnished : Yes Bathrooms: Shared Bedrooms: 1</p>  	<p>Your property overview should look like the image on the left.</p>
<p>Step 15:</p>		<p>(This step is for the FUNDI administrator ONLY) The Fundi Administrator will log into the platform and approve the landlord's property.</p>

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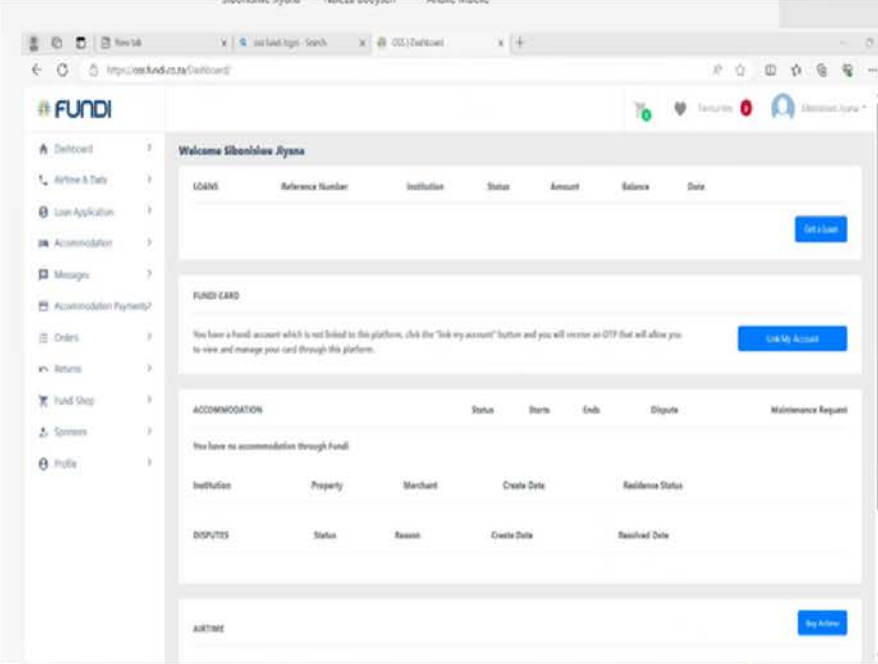
Step 16:		<p>(This step is for the FUNDI administrator ONLY)</p> <p>Administrator will search for the property name or username.</p>
Step 17:		<p>(This step is for the FUNDI administrator ONLY)</p> <p>The property details will appear as the image on the left.</p>
Step 18:		<p>(This step is for the FUNDI administrator ONLY)</p> <p>Administrator will be able to view all the history and changes made to the property by the landlord.</p>
Step 19:		<p>(This step is for the FUNDI administrator ONLY)</p> <p>Administrator will then click approve if all the details are captured correctly.</p>

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<p>Step 20:</p>		<p>The landlord will receive an email confirmation about their property approval.</p>
<p>STUDENT PROCESS</p> 		
<p>Step 21:</p>		<p>The student can now go onto the OSS platform and apply for the accommodation.</p>

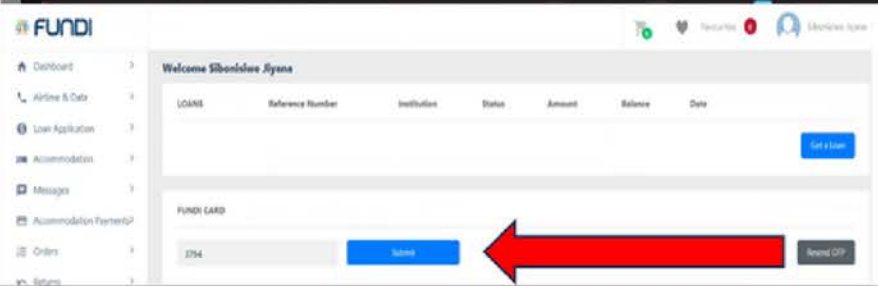
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Step 22:



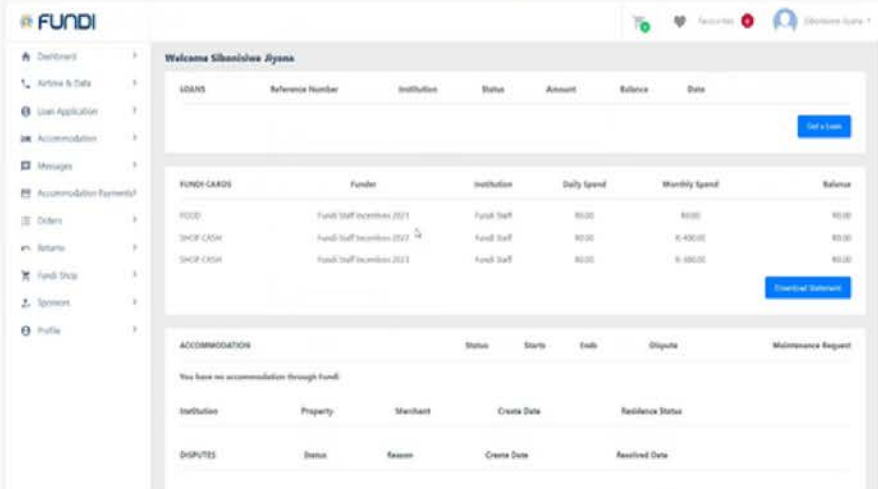
Student will click on "link my account."

Step 23:



Student will receive an OTP.

Step 24:



Student dashboard will look like the image on the left if there are any pockets on FAS.

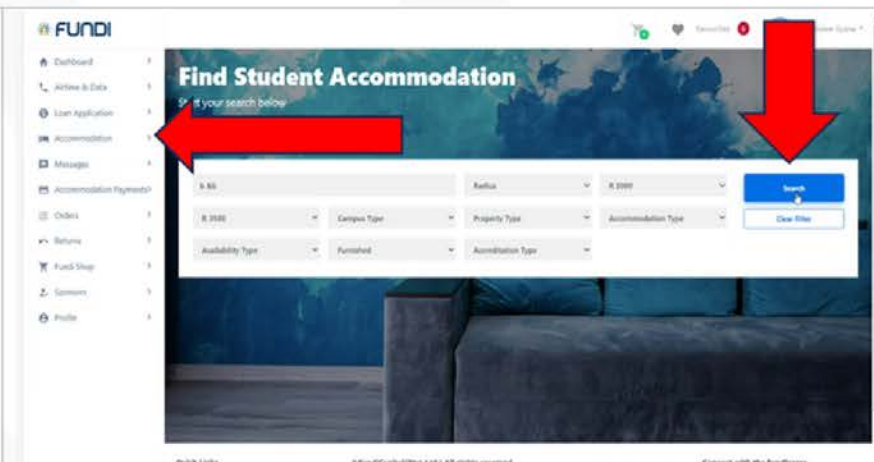
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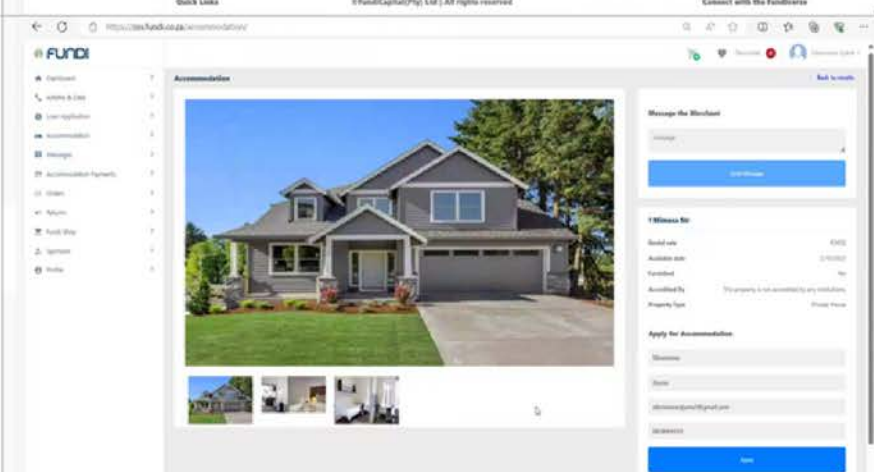
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Step 25:



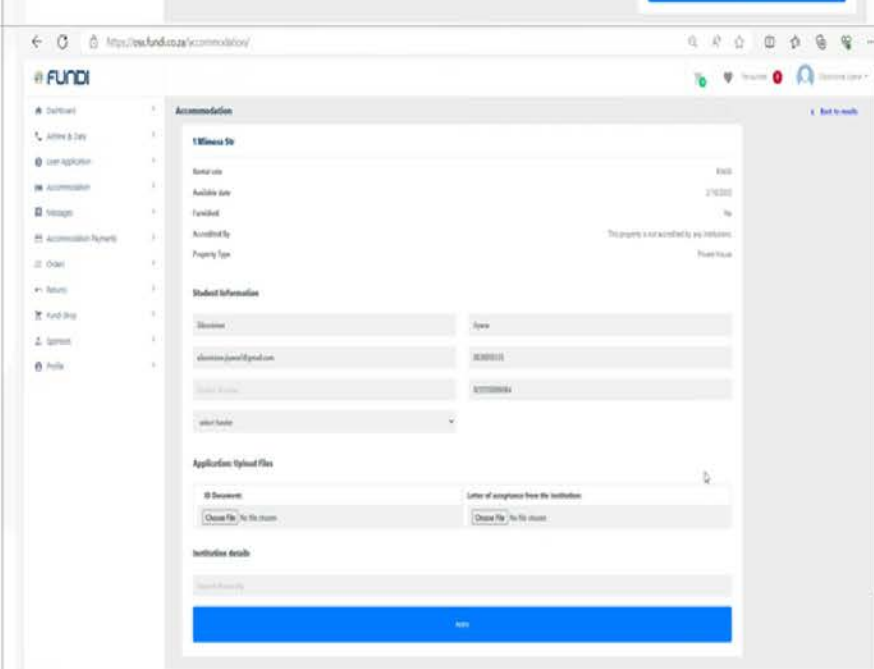
Student will click on accommodation to search.

Step 26:



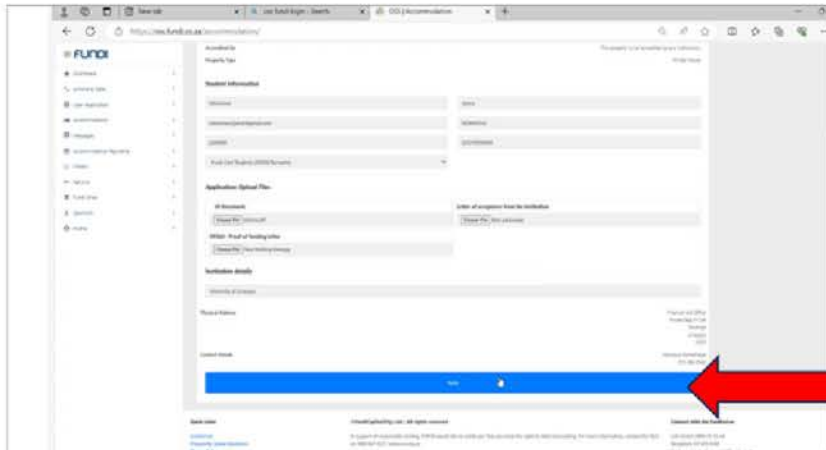
Property search will appear as image on left. Student will click apply.

Step 27:



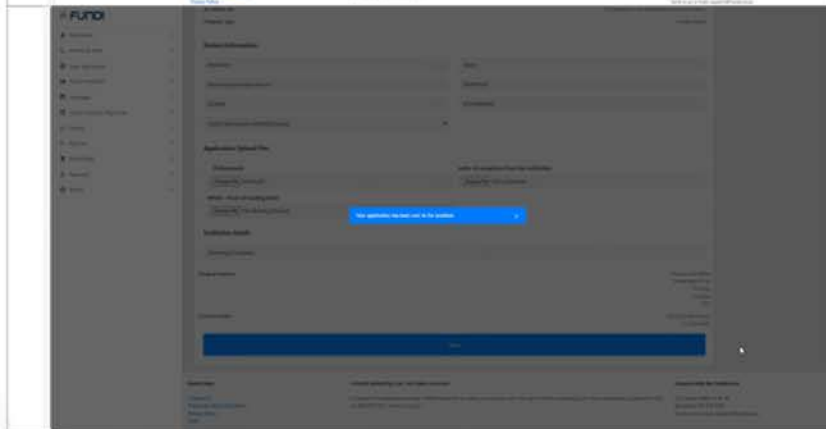
Student will fill in all required fields and upload relevant documents.

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The screenshot shows a web browser window with the URL 'https://fundi.ac.uk/accommodation/'. The page is titled 'Accommodation' and contains a form with several sections: 'Property Information', 'Application Details', 'Application Status', and 'Application Documents'. A red arrow points to a blue 'Apply' button at the bottom of the form.

Once all fields have been completed and documents have been uploaded, student will click on apply.



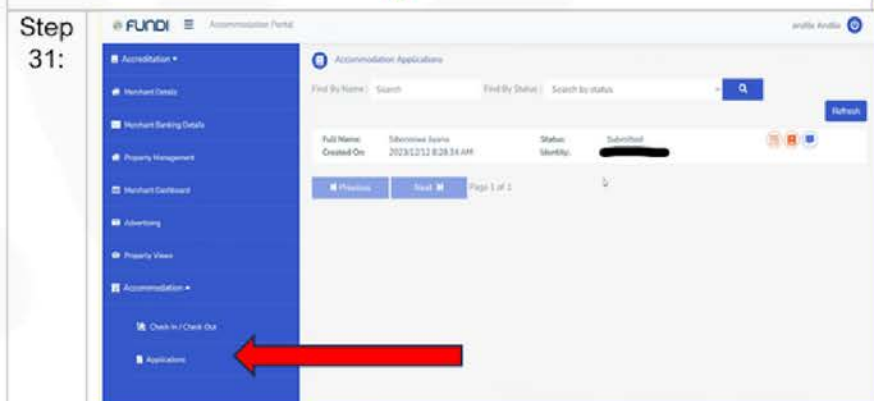
The screenshot shows the same web browser window as the previous step, but the form is now dimmed. A blue message box is displayed in the center of the page, indicating that the application has been successfully submitted.

Student will receive message : Your application has been sent to the landlord.

LANDLORD PROCESS CONT.



Step 31:

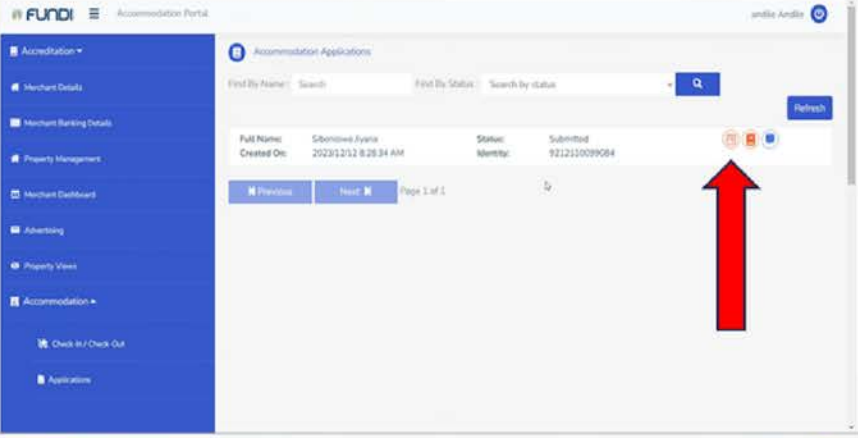


The screenshot shows the 'Accommodation Platform' interface. The left sidebar is expanded to show the 'Applications' section. A red arrow points to the 'Applications' link in the sidebar. The main content area displays a table of 'Accommodation Applications' with columns for 'Full Name', 'Created On', 'Status', and 'Identity'. The table shows one application with the status 'Submitted'.

Landlord will log into Accommodation Platform and click "accommodation" and click "application"

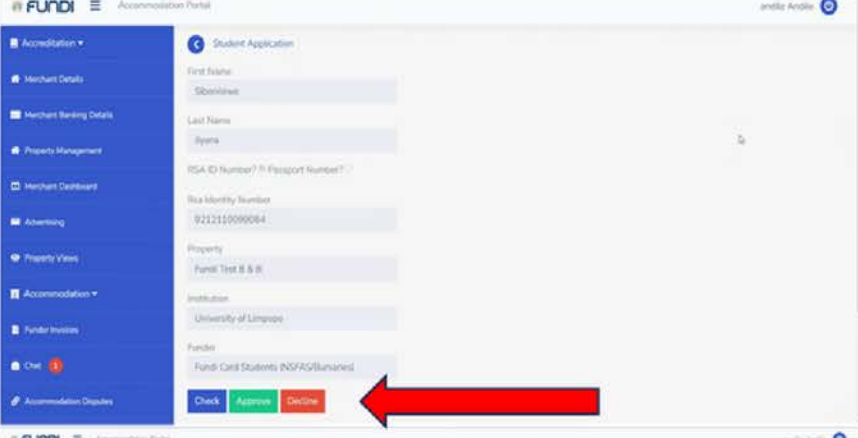
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Step 32:



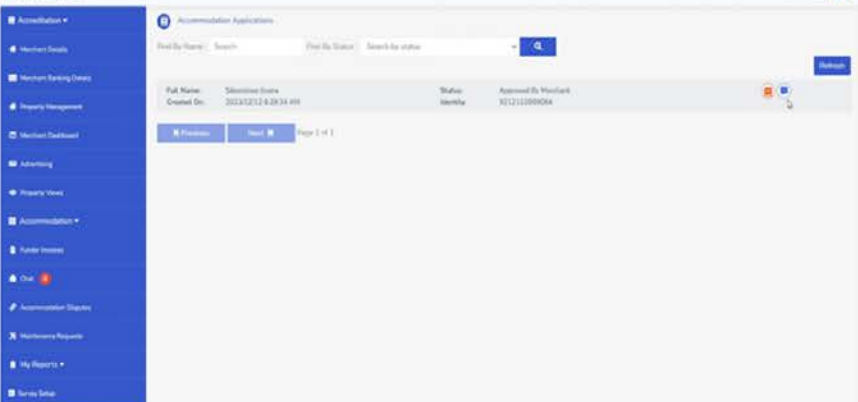
Landlord will not click on the "Check in" icon.

Step 33:



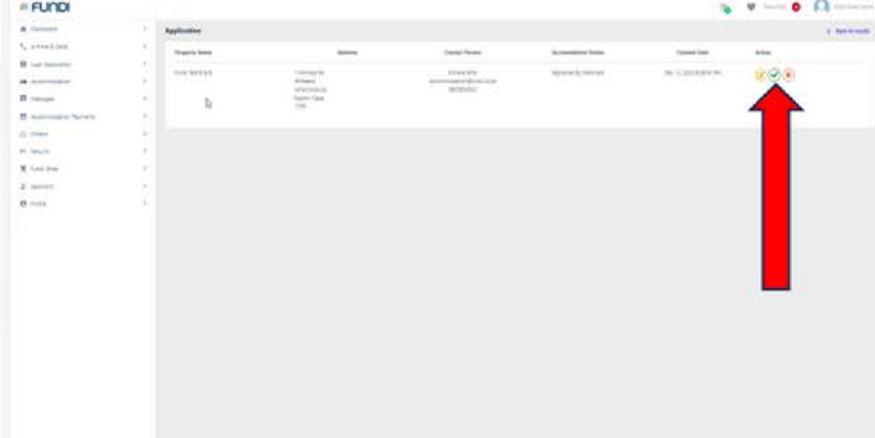
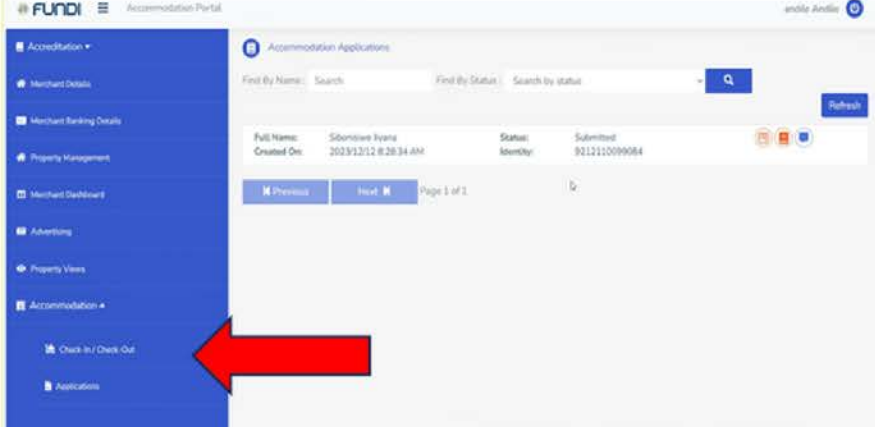
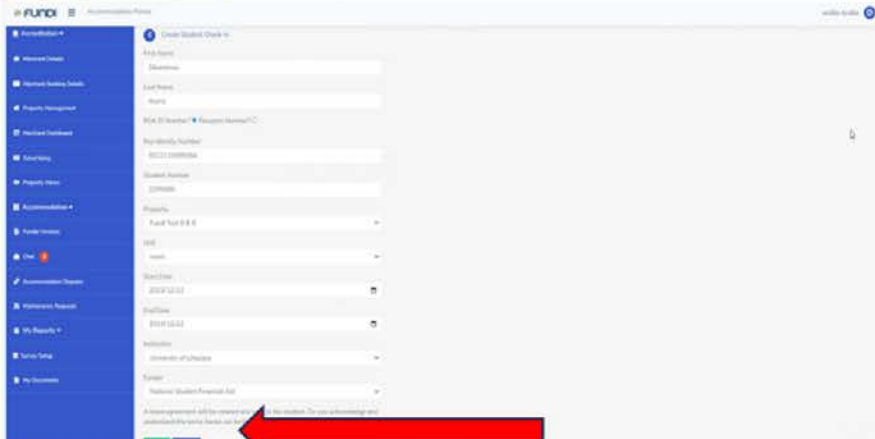
Landlord will click on approve/decline application.

Step 34:



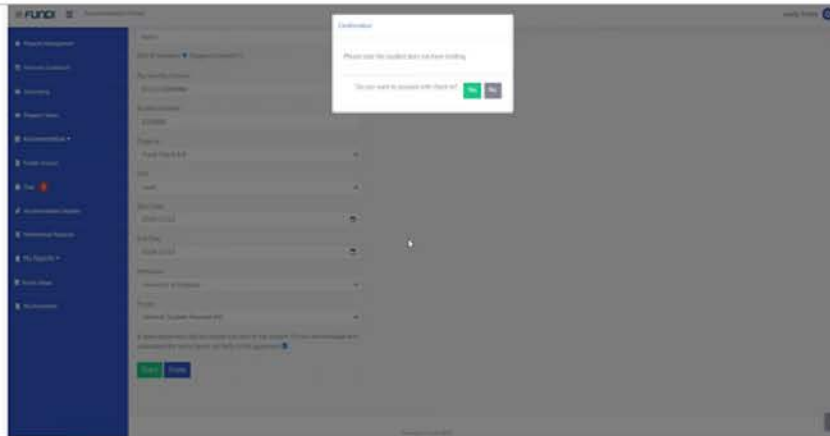
Landlord will now be able to see the application status.

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<p>Step 35:</p>	 <p>The screenshot shows the 'Application' table in the FUNDI system. The table has columns for 'Property Name', 'Status', 'Created Date', 'Accommodation Status', 'Created User', and 'Action'. A red arrow points to the 'Action' column, which contains icons for edit, delete, and refresh.</p>	<p>Student can now log onto OSS and approve the application.</p>
<p>Step 36:</p>	 <p>The screenshot shows the 'Accommodation Portal' in the FUNDI system. The left sidebar contains a menu with 'Check In/Check Out' highlighted. A red arrow points to this menu item. The main content area shows 'Accommodation Applications' with search filters and a table of applications.</p>	<p>Once student has applied and accepted the application for accommodation on OSS, the merchant can now check the student in.</p>
<p>Step 37:</p>	 <p>The screenshot shows the 'Check/Check Out' form in the FUNDI system. The form contains fields for 'Full Name', 'Created On', 'Status', and 'Identity'. A red arrow points to the 'Create' button at the bottom of the form.</p>	<p>Landlord can create student check-in. Landlord needs to complete all the fields including check in and out dates. Press create when complete.</p>

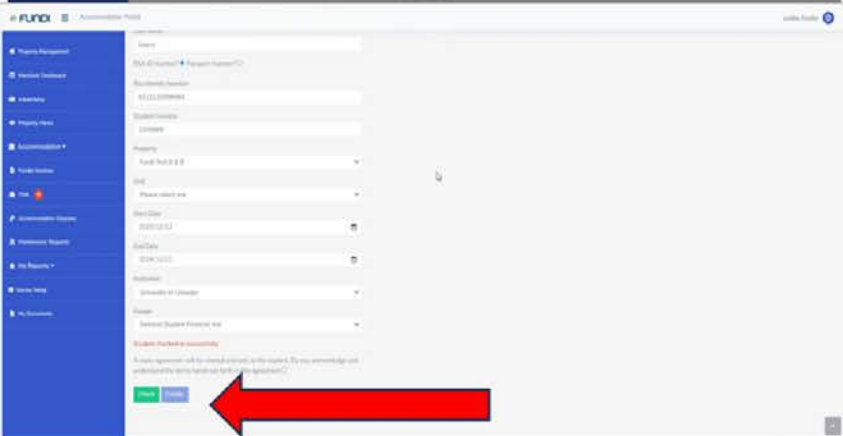
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Step 38:



The system will indicate if the student has funding or not once you click check in. You can choose to proceed or not.

Step 39:



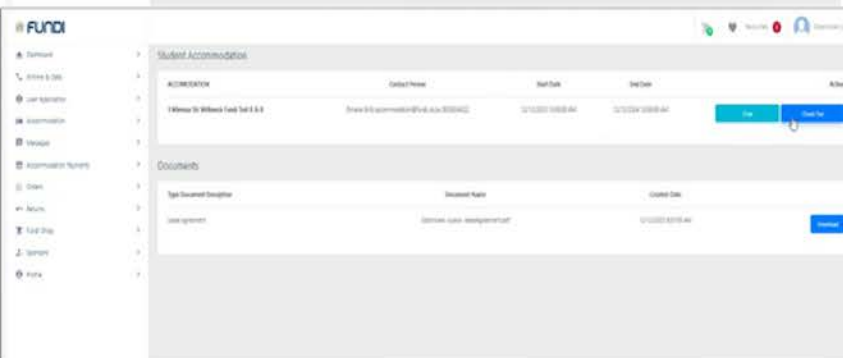
If you clicked proceed, the student will now be checked in.

Step 40:



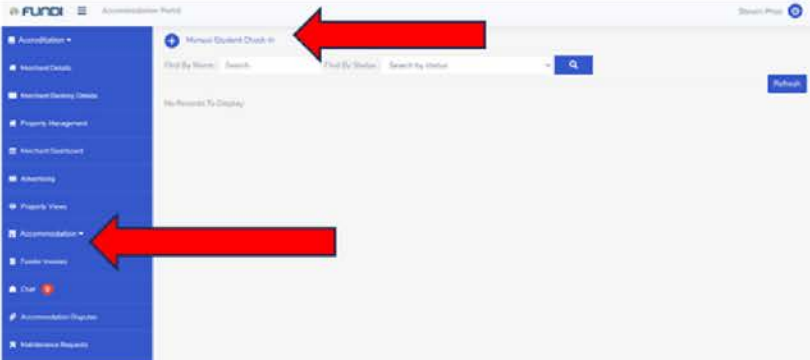
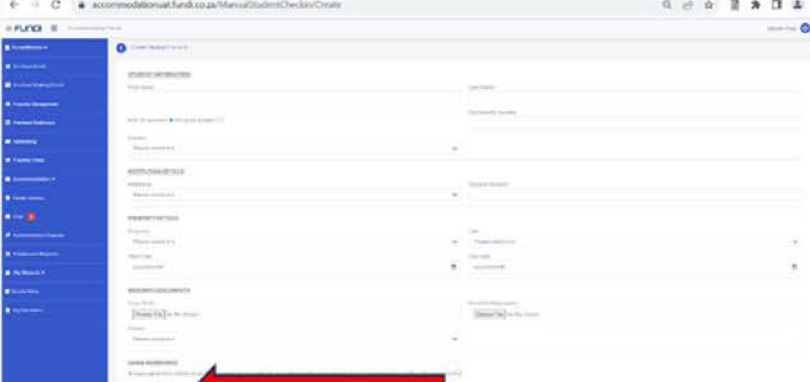
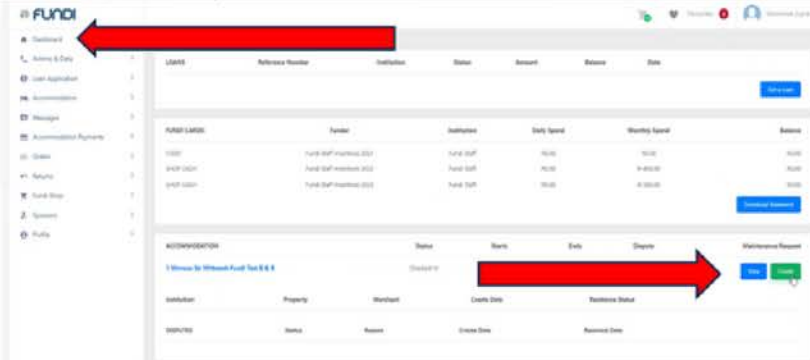
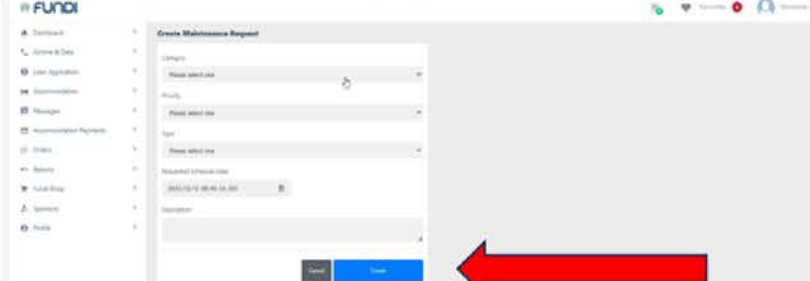
Student can now go and accept the check in request.

Step 41:

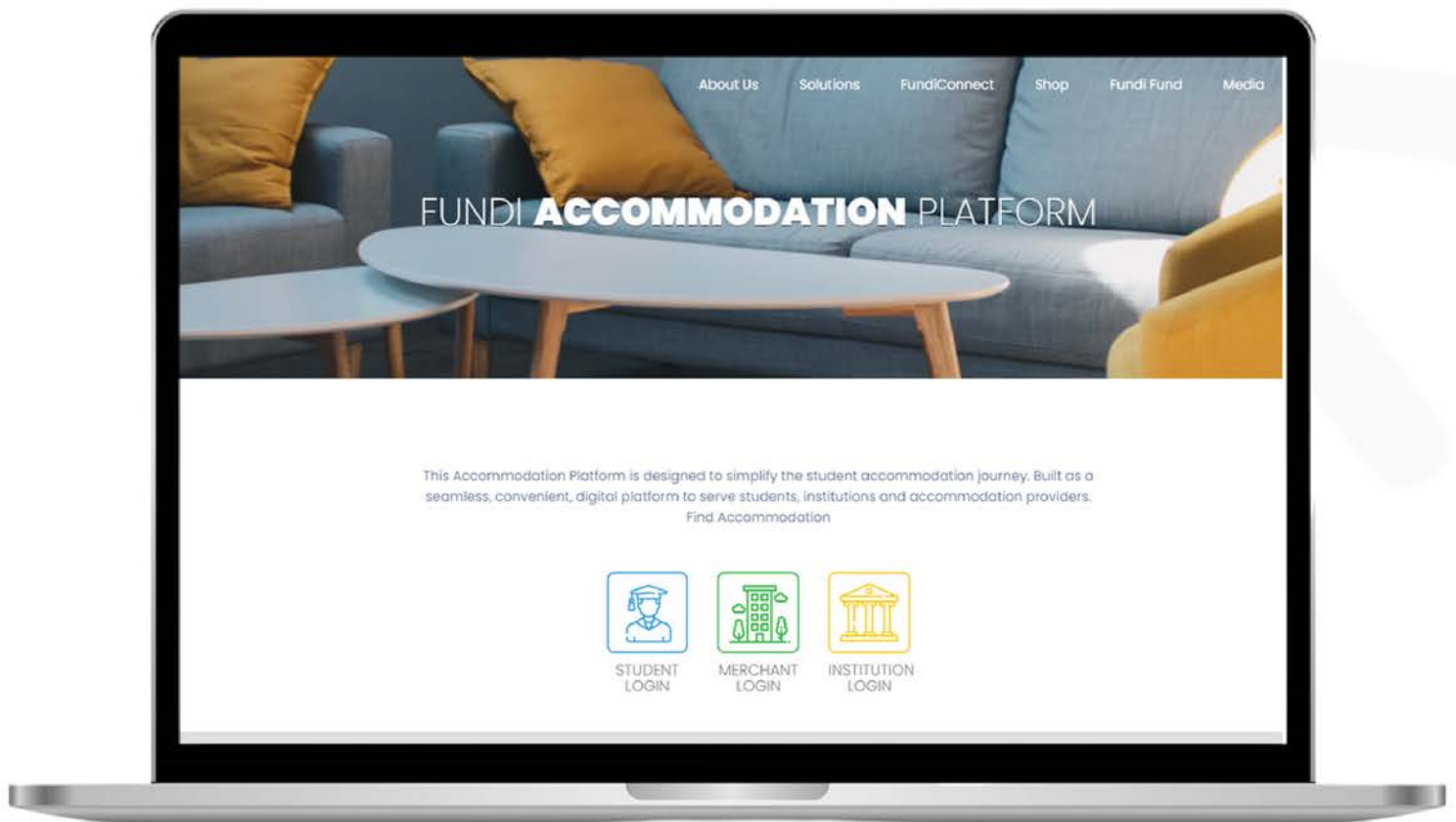


Student can now download their lease agreement.

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<p>Step 42:</p>		<p>If you are using the manual check in option, you will Click Manual student check in under the accommodation tab.</p>
<p>Step 43:</p>		<p>Insert all the student's information and click check in. The student can no go onto OSS and check themselves in to the accommodation.</p>
<p>Step 44:</p>		<p>Students are also able to create or schedule maintenance requests by clicking the dashboard.</p>
<p>Step 45:</p>		<p>Students can fill in the required fields for maintenance and click create.</p>

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