# Key-Data Gold

Once you have unzipped the Key-Data Gold software from our site link, go to 'Computer' (this may be in your start menu or on your desktop) and double click your 'C' drive. Then double click the folder called 'Key', and then locate the item called KeyData, file type application.

Double click that icon and log in with the details provided. If you haven't yet retrieved the log in details, please call 01407 811155 or email to enquiries@key-data.co.uk.

When you have logged in, you will then see the main screen for Key-Data with the Letting & Management menu and also the Cloud Support Options menu.

First of all, please click on Edit, at the top, Company Details, Address and Names, and type in your Company name. Then please close that screen.

Then please click on Admin Tools, Alter Last Rent Processed Date, say Yes and click Save Date, there is no need to change anything (no need to remember this, its a one time setting).

## To create your first landlord and property

Please click on Property Management, New Property Registration.  Then click the Register New Landlord and enter the landlord's contact details. If all you have is the name then this is enough to create their record. Click Save & Close. This will bring you back to the previous window with your landlord listed. Click on the landlord's name (one click) and then click on Register New Property.

Enter the address details of the property to be let. If you want to be able to progress to the next step of setting up a tenancy, you will need to enter the gas and epc expiry dates although if you don't have these, then you will still be able to create the property.

Once you have typed the address click on Save and you will be taken to a further screen to enter the details of the property. The left side of the rent details tab must be fully completed before you will be able to click Save & Close, so the type of property, number of bedrooms, tenancy type, rent period, rent amount, deposit amount, service type and commission.

## Setup a tenancy

Once the property has been created, and you have entered the Gas and EPC expiry dates, you will be able to move a tenant into the property.

From the main screen, select Applicant Management and create your applicant, when you close the first screen you will be taken to a second screen. Then click on Tools, Convert current applicant to tenant.

Then from the main screen go to Property Management, New Tenancy Registration. Select the property in No 1, select the tenant in No 2, Select how frequently the rent is to be paid in No 3 and then select who the deposit is to be held by. Save. Then in No 4 put in the anticipated start date of the tenancy and click the button on the right to auto set the other dates.

Click Register Tenancy and the terms of the tenancy are summarised. Say Yes (no need to do utility letters at this point so you can say No) and you are now in the detailed tenancy record to start adding further information such as contact details on the additional details (a) tab. Close this screen and you will be back to main screen.

If you want to go back to the property, tenant or landlord, click on Property Management, View Properties and the property will be listed. Click on that property and you can then see the property address, click on the landlord's name to go into the landlord record, the tenant's name to go into the tenant, and then above the address, the second button at the top is called detailed property information, and you can click that to get back into the other information about the property, rent amount, deposit, tenancy term etc but also all the other tabs to add in more information about that property as required.