

ffr

The Agent Guide

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Creating an Account

○ Sign up for an Account

It only takes a few minutes!

The screenshot shows the Offr sign-up interface. On the left, a dark purple sidebar contains the text 'New to Offr?' and 'Check out these benefits...' followed by a bulleted list of advantages. The main white area features the Offr logo at the top. Below it, a section titled 'I am an:' has three tabs: 'Buyer/Seller', 'Agent' (which is selected and highlighted in pink), and 'Solicitor'. A dashed pink line connects the 'Agent' tab to a circular callout on the right. This callout contains a pink bar with the word 'Agent' in white. Below the tabs are input fields for 'First name', 'Last name', 'Email address', 'Phone', and 'Company'. There is also a 'Create password' button. A checkbox for 'I agree to the Terms & Conditions and Privacy Policy' is present. At the bottom of the form is a large pink button labeled 'Sign Up as Agent'. Below this button are links for 'Already a member? Sign In' and 'Or Sign up With:' followed by social media icons for Twitter, Google, and LinkedIn.

New to Offr?

Check out these benefits...

- Reach a global market, any buyer, anywhere
- Reduce time from instruction to fee payment
- Increase number of successful deals
- Insights to boost your bottom line

Offr

I am an:

Buyer/Seller Agent Solicitor

First name Last name

Email address

Phone Create password

Company

☐ I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Sign Up as Agent

Already a member? [Sign In](#)

Or Sign up With: [Twitter](#) [Google](#) [LinkedIn](#)

Agent

Make sure to select 'Agent'.

○ Already have an account?

Click "Sign In".

The screenshot shows the Offr sign-in interface. It features the Offr logo at the top, followed by the text 'Welcome to Offr'. Below this are input fields for 'Email Address' and 'Password'. A 'Forgotten?' link is located next to the password field. A 'Show Password' checkbox is positioned below the password field. A large pink button labeled 'Sign In' is centered below the input fields. At the bottom, there is a link for 'Not Registered? Join Offr' and a section for 'Or Sign in With:' with social media icons for Twitter, Google, and LinkedIn.

Offr

Welcome to Offr

Email Address

Password [Forgotten?](#)

☐ Show Password

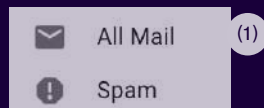
Sign In

Not Registered? [Join Offr](#)

Or Sign in With: [Twitter](#) [Google](#) [LinkedIn](#)

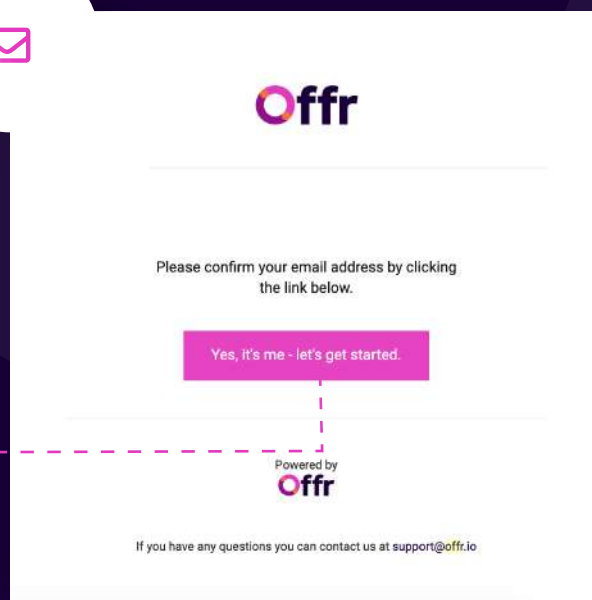
○ We'll send you an email.

Don't see the email? Check your spam folder.



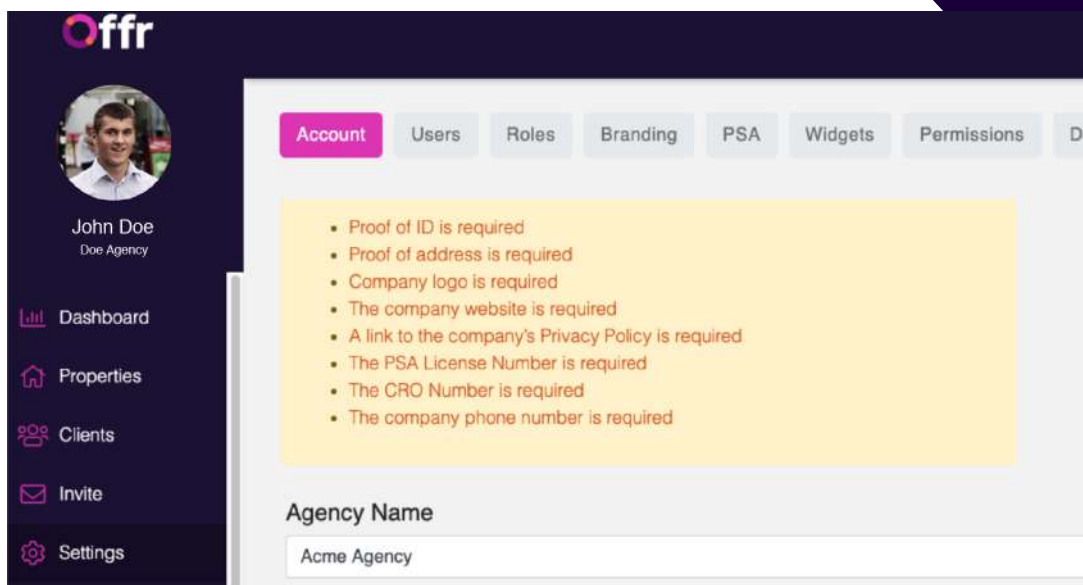
○ Confirm your email address.

Click the link to confirm your address and to return to your newly created account.



○ Set Up Your Account

Navigate to the "Settings" tab of your newly created profile.



○ Fill in the fields

You can save your details at any stage however your account won't be validated until all mandatory details have been inputted.

○ Connecting with Stripe

Why connect with Stripe?

Marketing Fees

Marketing fees: Vendor's can pay their marketing fees directly into your account.

Private Treaty

Buyers can pay their deposits.

Auction

Stripe can preauth the payments for registration so you don't have to. The funds will be automatically released to the Bidders once the Auction closes.

Stripe Connect

Connect with Stripe

What is **Stripe Connect**

S Setup Stripe Connect

You will now be brought to Stripe.com where you will be asked to allow Offr to act on your behalf on your Stripe account. You may not accept payments via Offr unless this step is completed successfully.

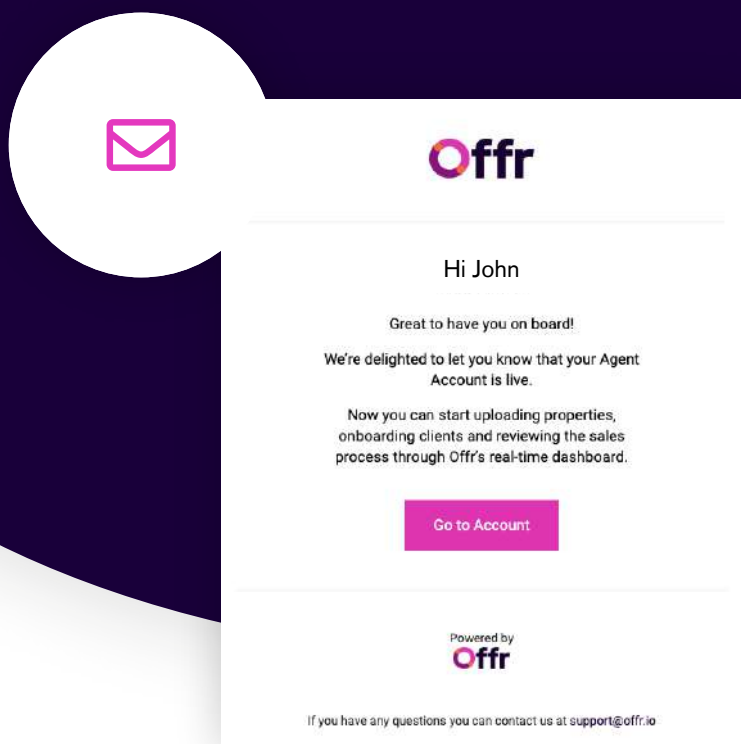
CONTINUE

CANCEL

Set up your bank details in Stripe to facilitate payments

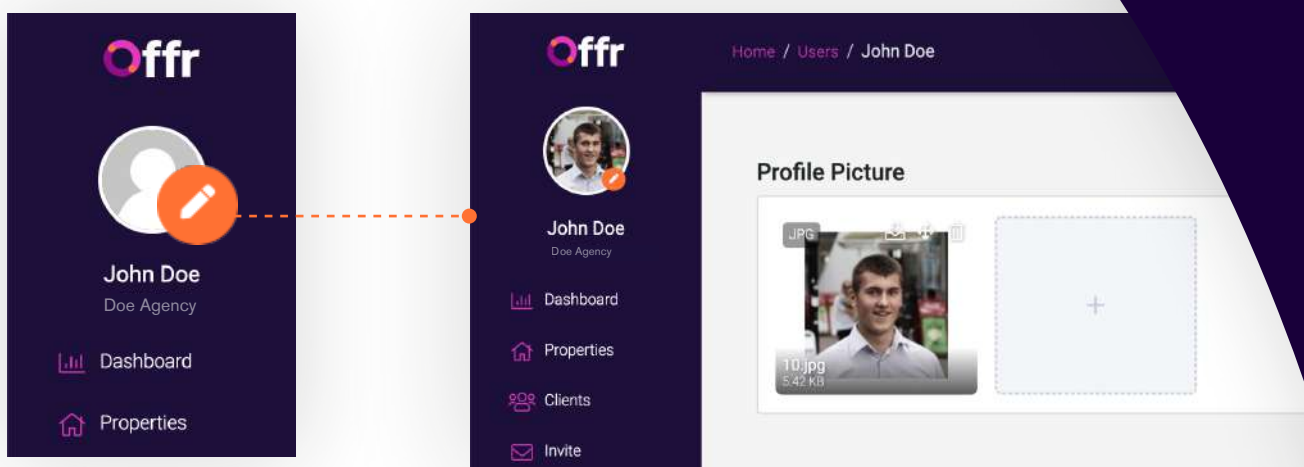
stripe

- We will email you once your account has been activated.
Now you're all set up.



○ Personalise Your Account

You can personalise your account by adding a profile image.




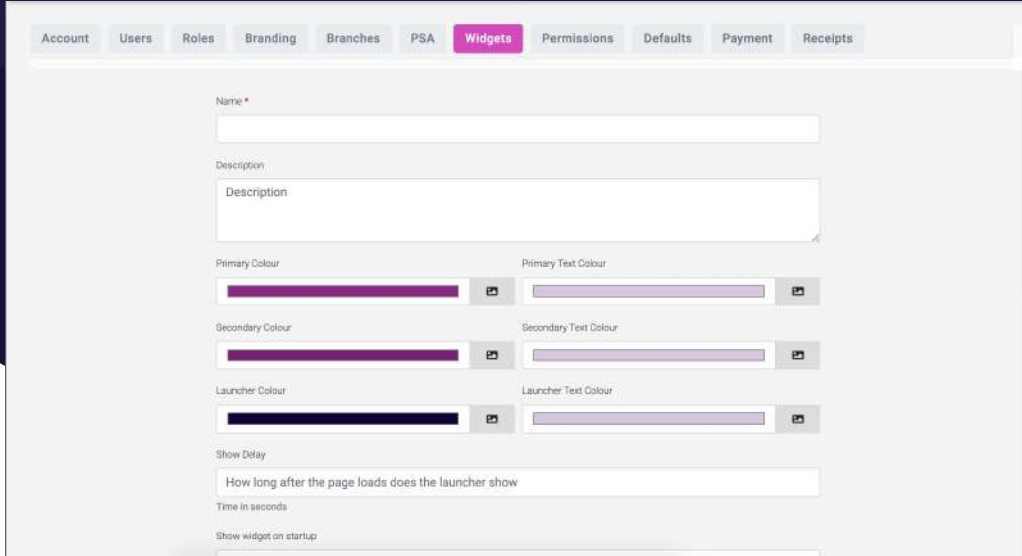
Adding the Offr Button

to your website.



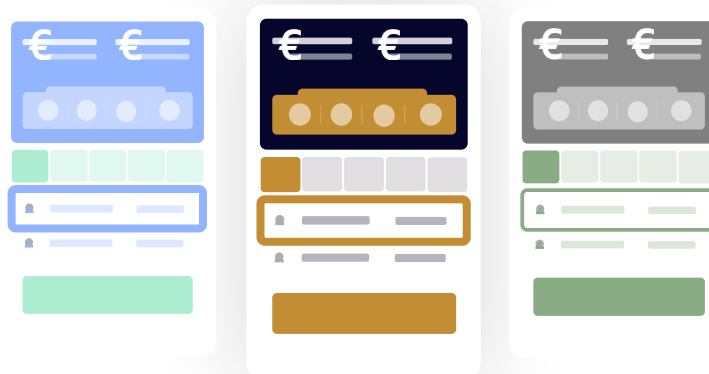
Set Up Your Offr Button

In  **Settings** you can now set the style of the Offr Button. Go to the **Widget** tab to adjust the colours and placement.



Customise your Offr Button.

Stylize the Offr panel to showcase your brands colours. Click save to continue,



```
<!-- Begin Offr Snippet -->
<script
src="https://staging.theoffr.com/js/widget/offr_widget.js
" id="offr-widget" data-
widget="586cafb7ceb36754e9180f9869b10c7"></script>
<!-- End Offr Snippet -->
```

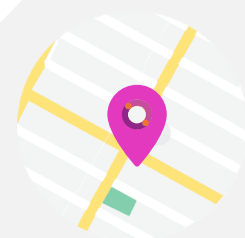
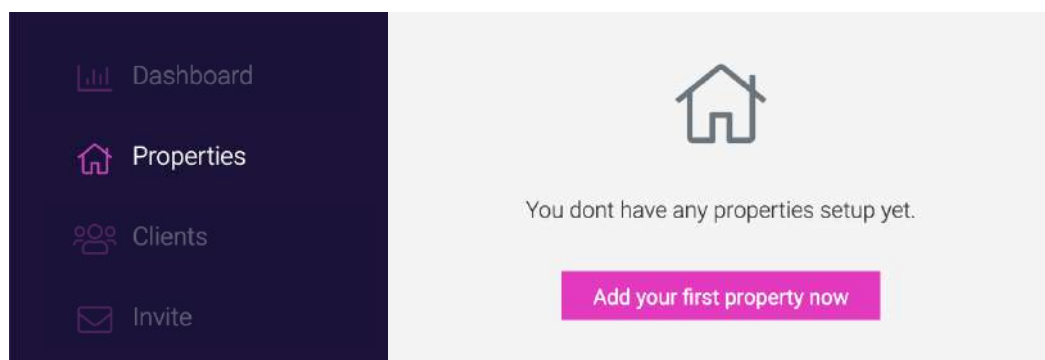
Embed the Offr Button

Follow the link after the customization is complete. A snippet of code will be ready to insert in your own websites HTML. This can be done by your web developer. Follow the detailed instructions provided on the website.

Adding the Offr Button to a property.



○ Add your first property.



○ Enter The Address

- “Status” - Keep this set to draft until the property is fully set up.

- “Transaction Type” - We support Private Treaty, Auction or Tender

- “Show Tabs” - These are the tabs that will appear in the Offr panel on your website.

- “Legal Access” - Set who can access the the legal docs. Buyers who have logged in or only buyers who you have approved..

- You may add further specifics about the property.



Display Address *

21-22 Grafton Street, Dublin 2

This will be displayed on the website.

Find address on map *

21-22 Grafton Street, Dublin, Ireland

Status: Draft

Transaction Type: Private Treaty

Property type: Unknown

Property details

B I H “ ”

This will be publicly visible on the website.

Show Tabs: Leave empty to show appropriate tabs

Legal Accessibility: Registered Users Only

What type of users can access the legal documentation

Number of bedrooms: Unknown

Number of bathrooms: Unknown

Must be a number >= 0

Must be a number >= 0

Step 2:

○ Add a property image

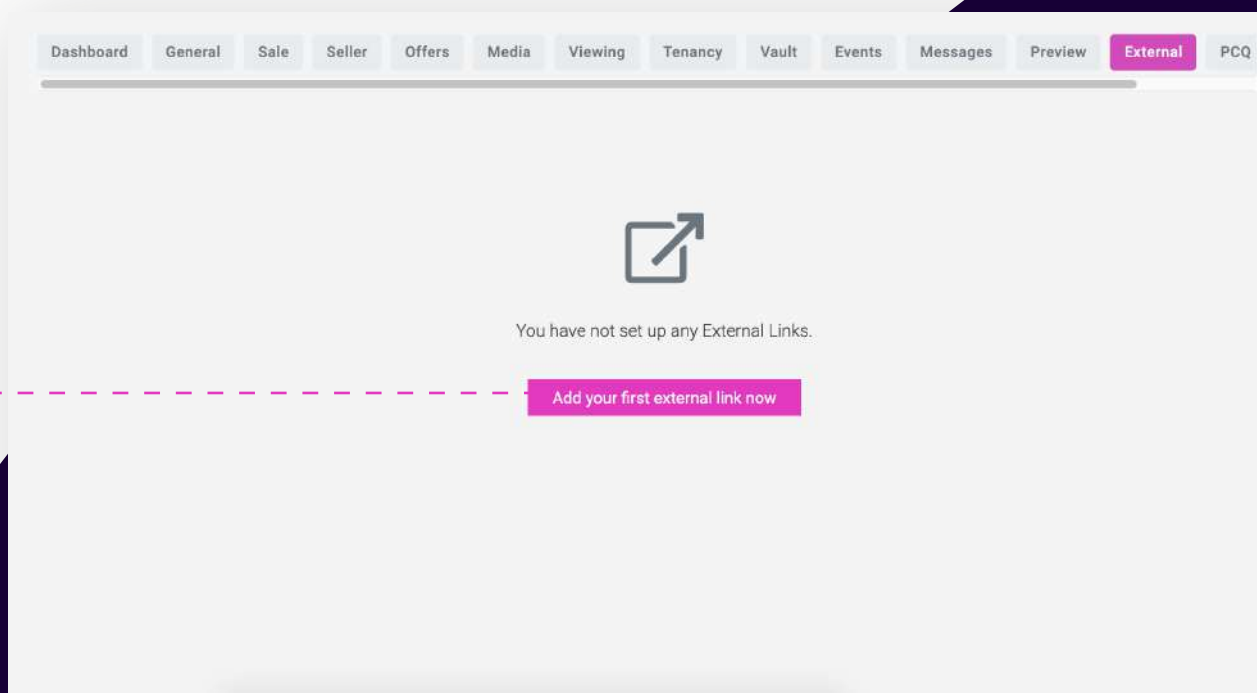
Go to the **Media** tab of your property and upload an image directly from your computer.

- ① If you have a brochure for the property you can upload it to this document section. Any uploaded documents will appear at on the Offr panel on your website for your customer.

Step 3:

○ Set Up an External Link

Click the **External** tab to add the property URL from your website.



Add the property URL from your website.

Url

The full url of the external website hosting this property (please note the embed code must be installed on this site also for this to work)

Adding Terms of Sale

Private Treaty, Auction or Tender

Private Treaty

In the Sales tab of your property, you can add the terms of sale.

The screenshot shows the 'offr' web application interface. The top navigation bar includes 'Home / Properties / 115 Biscayne, Malahide, Co. Dublin'. The sidebar on the left shows the user profile 'John Doe' and navigation links: Dashboard, Properties, Clients, Invite, Settings, Feedback, Logout, and Admin. The main content area is titled 'Sale' and contains the following fields:

- Asking Price:** € Unknown
- Minimum Offer:** € Unknown. Below this field is the text: 'No offers can be submitted under this value'.
- Expected Go Live Date:** Leave empty for no go live date. Below this field is the text: 'This is an estimated date and can be changed at any time. You will receive a reminder to confirm the actual Go Live Date.'
- Offers by:** Leave empty for no offer deadline. There is a checkbox icon next to this field.
- Offers Extension (time in minutes):** 1. Below this field is the text: 'A bidding extension will come into effect in the final stages of offers by. If an offer is placed within the last x minutes, the clock will be reset back to this time'.
- Exchange Date:** Leave empty for no exchange date.
- Completion Date:** Leave empty for no completion date.
- Booking Deposit:** € Unknown.
- Contract Deposit:** % 10.

Set Asking Price

This is the Guide price and will appear to customers

Set Minimum Offer

No offers can be submitted under this value

Determine Deadline

Set when you expect to accept offers and determine when the deadline is.

Exchange & Completion Date

These are good parameters to set if you want to keep all parties focussed. You can set these at any stage.

○ Determine the booking deposit amount

Bid Increments *	Registration Deposit *
<input type="text" value="1000"/>	<input type="text" value="€ 4500"/>
	This will be paid on registration
Total Deposit *	Interest Rate *
<input type="text" value="% 10.00"/>	<input type="text" value="% 2.00"/>
Total deposit amount that will be due on final sale price	Interest rate per annum

○ Add the contract deposit

○ Apply your marketing budget.

○ Pre-approval:

Do you want to approve all of the buyers first? *Note you will only have to do this once.

Do you require Proof of Address before a buyer can place an offer?

Do you require Proof of Funds before a buyer can place an offer?

Home / Properties / 115 Biscayne, Malahide, Co. Dublin

Dashboard General **Sale** Seller Offers Media Viewing Tenancy Vault Events Preview

Asking Price	Minimum Offer
<input type="text" value="€ Unknown"/>	<input type="text" value="€ Unknown"/>
	No offers can be submitted under this value
Expected Go Live Date	Offers by
<input type="text" value="⌚ Leave empty for no go live date"/>	<input type="text" value="⌚ Leave empty for no offer deadline"/>
This is an estimated date and can be changed at any time. You will receive a reminder to confirm the actual Go Live Date.	
Offers Extension (time in minutes) *	
<input type="text" value="1"/>	
A bidding extension will come into effect in the final stages of offers by. If an offer is placed within the last x minutes, the clock will be reset back to this time	
Exchange Date	Completion Date
<input type="text" value="📅 Leave empty for no exchange date"/>	<input type="text" value="📅 Leave empty for no completion date"/>
Booking Deposit	Contract Deposit *
<input type="text" value="€ Unknown"/>	<input type="text" value="% 10"/>
Offer Increments	Marketing Budget
<input type="text" value="1000"/>	<input type="text" value="€ 0"/>

Auction

○ Auction Start & End

Set the Auction Start and End time
This will be displayed at the top of the Offer Panel on your website.

○ Deposit Due Date

Set when the balance of the 10% deposit is due. This should be two business days post Auction.

Completion Date

This is the completion date as per the Contract for Sale uploaded by the Solicitor.

○ Bidding Extension

If a bid is placed within the last 60 seconds the clock will reset allowing a further x minutes of bidding

○ Guide Price

This will be visible on the Panel on your website. Reserve Price will not be visible until it is reached during the Auction.

○ Reserve Price

This is the agreed price that the property will sell for. This will not be visible until it's reached during Auction.

○ Starting Bid

The lowest acceptable amount that you want to start with.

Auction Start Time *		Auction End Time *	
<input type="text" value="2019-10-10 09:42:00"/>	<input type="text" value="2019-10-25 09:49:00"/>		
Timezone = Europe - Dublin		Timezone = Europe - Dublin	
Deposit Due Date *		Completion Date *	
<input type="text" value="2019-10-18"/>	<input type="text" value="2019-11-08"/>		
Bidding Extension (time in minutes) *			
<input type="text" value="1"/>			
A bidding extension will come into effect in the final stages of an auction. If a bid is placed within the last x minutes, the clock will be reset back to this time			
Guide Price *			
<input type="text" value="€ 500000"/>			
This will be publicly visible			
Reserve Price *		Starting Bid *	
<input type="text" value="€ 480000"/>		<input type="text" value="€ 450000"/>	
This will not be publicly visible, but once reached will be displayed to all bidders		The bidding will start at this amount	
Bid Increments *		Registration Deposit *	
<input type="text" value="1000"/>		<input type="text" value="€ 4500"/>	
Total Deposit *		Interest Rate *	
<input type="text" value="% 10.00"/>		<input type="text" value="% 2.00"/>	
Total deposit amount that will be due on final sale price		Interest rate per annum	
Public Auction *		Withdrawn Prior	
<input type="text" value="No, This auction will NOT be visible to spectator:"/>		<input type="text" value="No, this property has not been withdrawn prior to"/>	

○ Public / Private

Public Auction: Anyone can see.
Private (only visible to logged in users).

○ Payment Methods

This can be set to a specific payment or you can allow all supported types.

○ Registration

Allow users to register for Auction with
/ without Proof of address or Proof of funds.

Inviting & Approving Buyers

Engaging the Buyer

Queries will come in from interested buyers directly and via online portals. Once you have their email addresses you can invite them to view a property, make an offer or view legal documents. It's a quick and easy way to engage with these customers and to get them more invested in the property.

×

Send Property Invite

What is the reason for sending the invite

A link to the property page

Email

Phone Number

✉

☎

First Name

Surname


Property

✉ Send Invite

×

Close

- ✓ A link to the property Page
- Wish to place an offer
- Wish to access the document vault
- Wish to book a viewing
- Wish to see other offers

 Invite Options

○ Inviting the Buyer will trigger an email to a property



Hi Hayley115

Acme Agency has found a property that they think will be of interest to you: 115 Biscayne, Malahide, Co. Dublin.

To view a property, you will need to register your email on our secure platform. Once complete you will be able to:

- View all properties
- Favourite a property
- Book a viewing online

View Property

When the buyer clicks on the link in the email it will bring them to the specified property on your website.

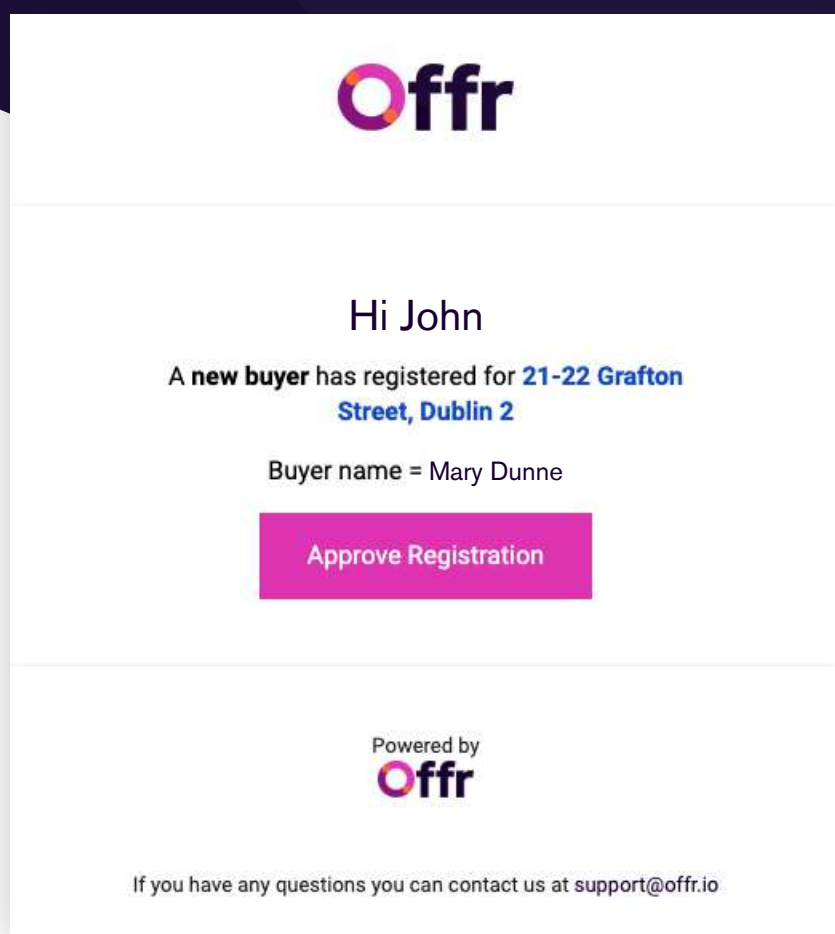
Here they can:

- Book a viewing
- Upload KYC documents
- Place an offer
- View legal doc

🌈 Inviting Buyers

You can invite a buyer to register for an Auction or to place an offer through Private Treaty directly through the property on your website.

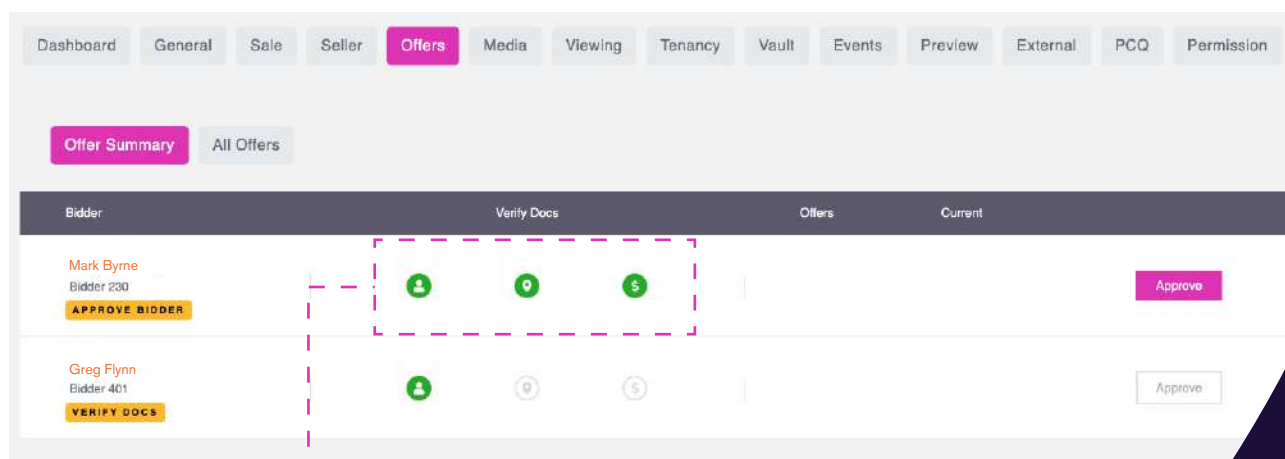
When the buyer registers you will receive an email notification immediately. This is a prompt for you to approve the documentation that they have uploaded.



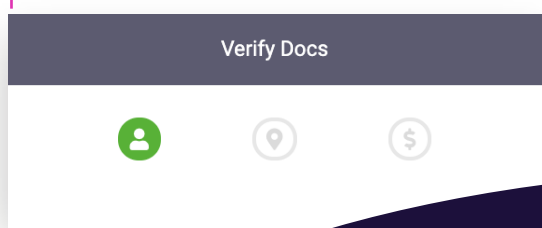
Clients cannot place a bid or offer unless they have been approved.

○ Approving Buyers

To approve a buyer go to the **Offers** tab for the property.



Check the label under the client to see their status: 'Verify Docs' or 'Approve Buyer'. The document icons will all appear in grey until they have been verified. Once they have been approved they will appear in green.



Click on the grey icons to review the documents.

○ Approving / Rejecting Documents

You have the opportunity to reject documents. If they are out of date, or unreadable. If you reject a document an automatic email will be sent to the buyer letting them know.

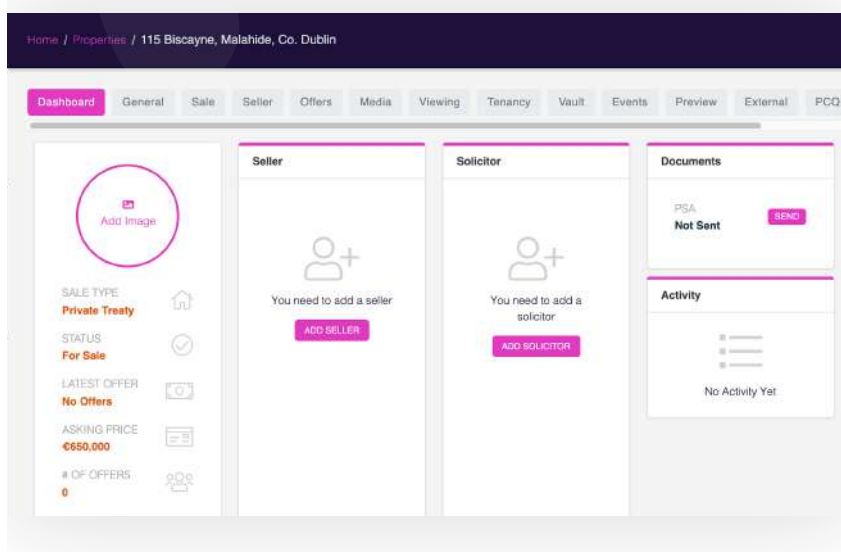
Your **Proof of Funds** has been flagged as **Illegible**



Click here to resubmit your new document

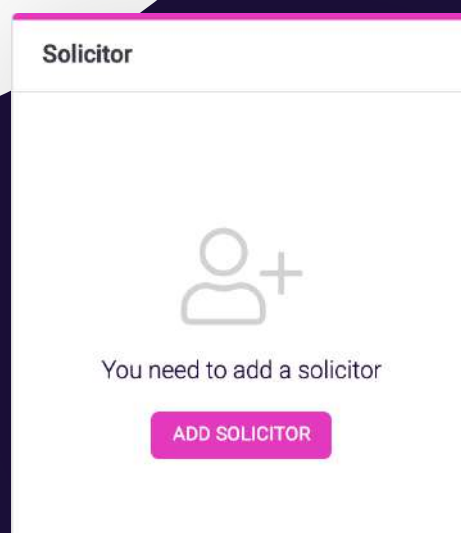
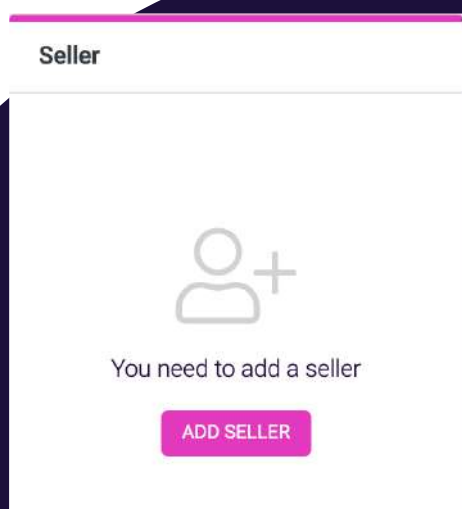
Inviting the Seller & Solicitor

- You can invite the Seller & Seller's Solicitor through your property dashboard.



The Seller

Add the Seller's name, as you type, if the person is already registered on the system their details will appear. If not you will need to add them as a contact.



The Solicitor

Add the Solicitor's details, this will follow the same process as adding the Seller.

Check the invite boxes for both to send the email. ✓

The PSA


PSA Integration


DocuSign PSA is fast, convenient, and efficient with a permanent copy stored in the cloud.

The DocuSign logo is displayed in a large, light gray circle. The logo itself is in a bold, black, sans-serif font.

Creating the PSA

To create the PSA you will need to set up a template. This will allow you to reuse the standard information each time.

Navigate to the  Settings of your profile and go to the PSA tab.

A screenshot of a web form for creating a PSA template. The form is light gray with white input fields. It includes a 'Name' field with a descriptive label, a 'Bank Details' section with fields for 'Name on Account', 'Name of Bank', 'IBAN', and 'Bank Address'. A dashed pink line points from the bottom of the form to the next step.

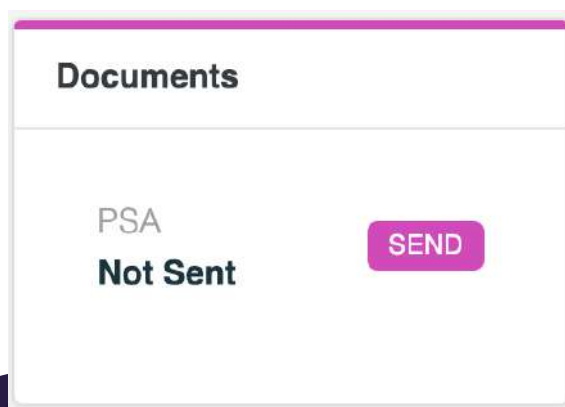
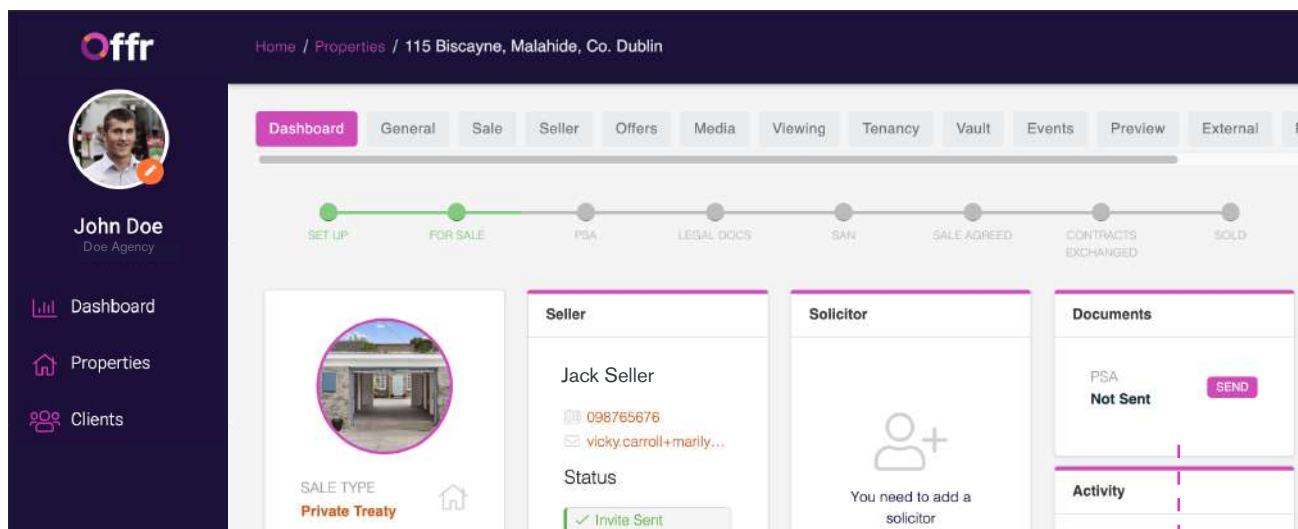
Name	
<input type="text"/>	
Descriptive name for this agreement template	
Bank Details	
Name on Account	Name of Bank
<input type="text"/>	<input type="text"/>
IBAN	
<input type="text"/>	
Bank Address	
<input type="text"/>	

Click Add PSA Template

Fill in standard information and save.

○ Sending the PSA

- Ensure the property has been set up
- Go to the dashboard of the property.



- Click Send & Select "Manage" PSA
This will display a popup of the PSA form.
 - Review and fill in the details.
 - We recommend that you 'Save and Preview' before sending.
- Once you are happy with the information.
Click the back arrow in your browser and Send to the Seller for their signature.

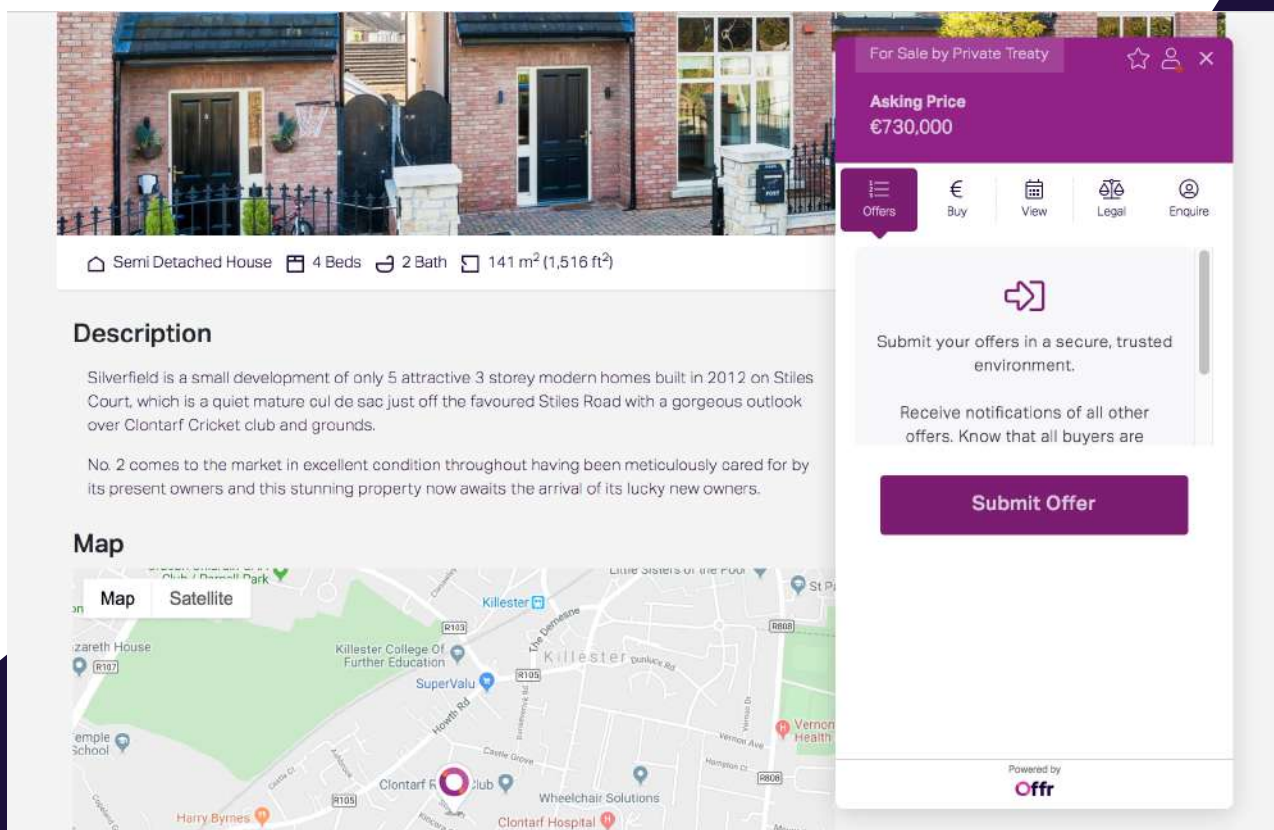
The Private Treaty Process

- The Offr button is set up on your website, in your brand colours. Potential buyers can now place offers.

The panel will display the following information:

- Latest Offer
- Asking Price
- Button to Submit Offer

You can accept and approve buyers. [Go to page.](#)



- Reviewing and accepting offers

When an offer is made you will receive an email notification. All registered buyers that have placed an offer will also receive instant email alerts informing them of the latest bid. ✉



John Doe
Doe Agency

Dashboard

Properties

Clients

Invite

Settings

Feedback

Logout

Admin

Dashboard General Sale Seller **Offers** Media Viewing Tenancy Vault Events Messages

Offer Summary

All Offers

Bidder	Verify Docs	Funding	Chain	Survey	Offers	Current	
Dave Doyle Bidder 465 4 ACCEPT OFFER				Mortgage	Yes	Yes	2 €245,000 Accept
Grace Moore Bidder 86 4 ACCEPT OFFER				Cash	No	No	1 €241,000 Accept
Jack Bidds Bidder 462 3 ACCEPT OFFER				Cash	No	Yes	1 €240,000 Accept

○ Accept an Offer:

When you have determined which offer best suits your client, click 'Accept' on the offer that you are going to proceed with. All parties will be notified via email, Seller, Buyer and Underbidders.

○ Fill in the details of the successful buyer.

If the deposit hasn't already been received a payment deadline can be set out along with different payment methods which can be paid through Stripe or directly.

NOTE: The vendor and the vendor's solicitor will need to be signed up to Offr in order to 'accept' the final offer and to proceed with the Sale Advice Note.

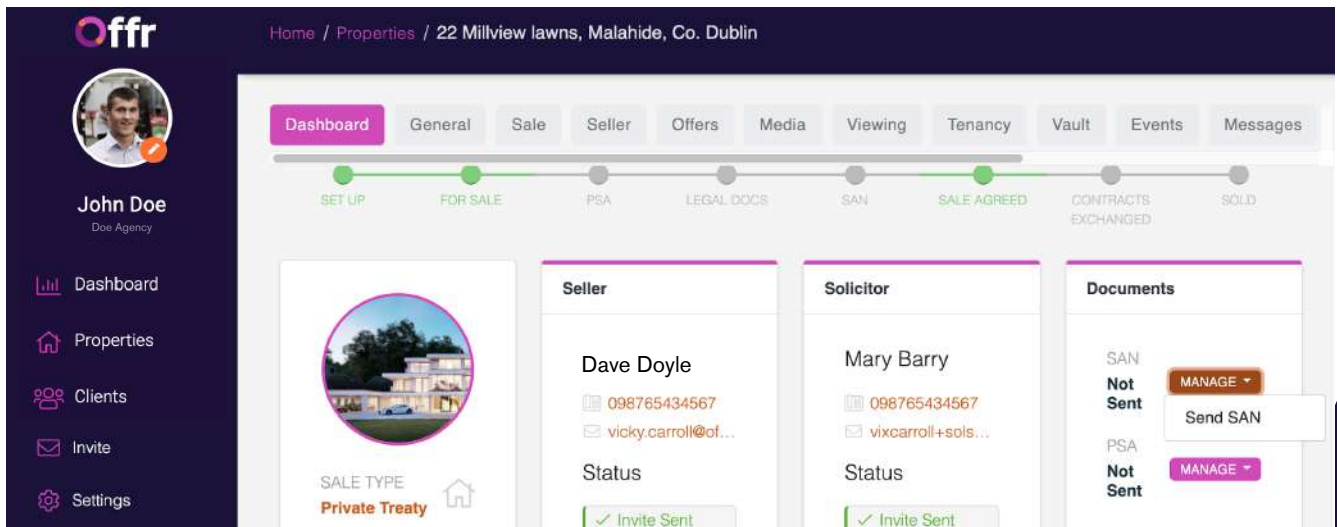
Offer Acceptance Confirmation

Bidder	Offer Amount
Dave Doyle	€241,000
Exchange Date	Completion Date
Booking Deposit	Contract Deposit
€ 10000	% 10
Booking deposit received?	
Please select one	
Has the booking deposit been received already?	
Special Remarks	
For example, items included in sale.	
This will be included in the Sale Advice Note	

Accept Offer

○ Sale Advice Note

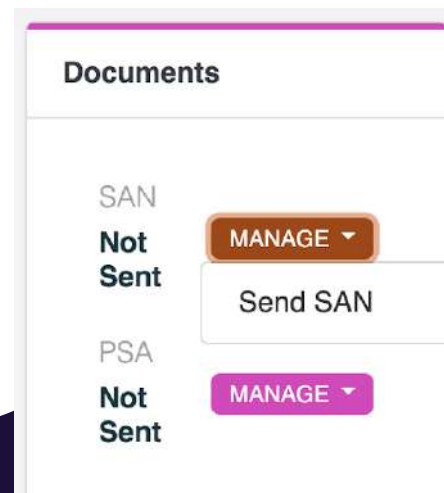
When the deposit has been paid. Go to your dashboard and click on 'Manage' SAN in the dashboard of the property.



This will display the Sale Advice Note.
Once you are happy with the details click send.

- The SAN will be sent to all parties:
Buyer, Buyer's solicitor, Seller and Seller's solicitor.

The Buyer's solicitor will receive an email confirming the terms of the sale and a link to download the contract and legal documents.



○ Contract Exchange

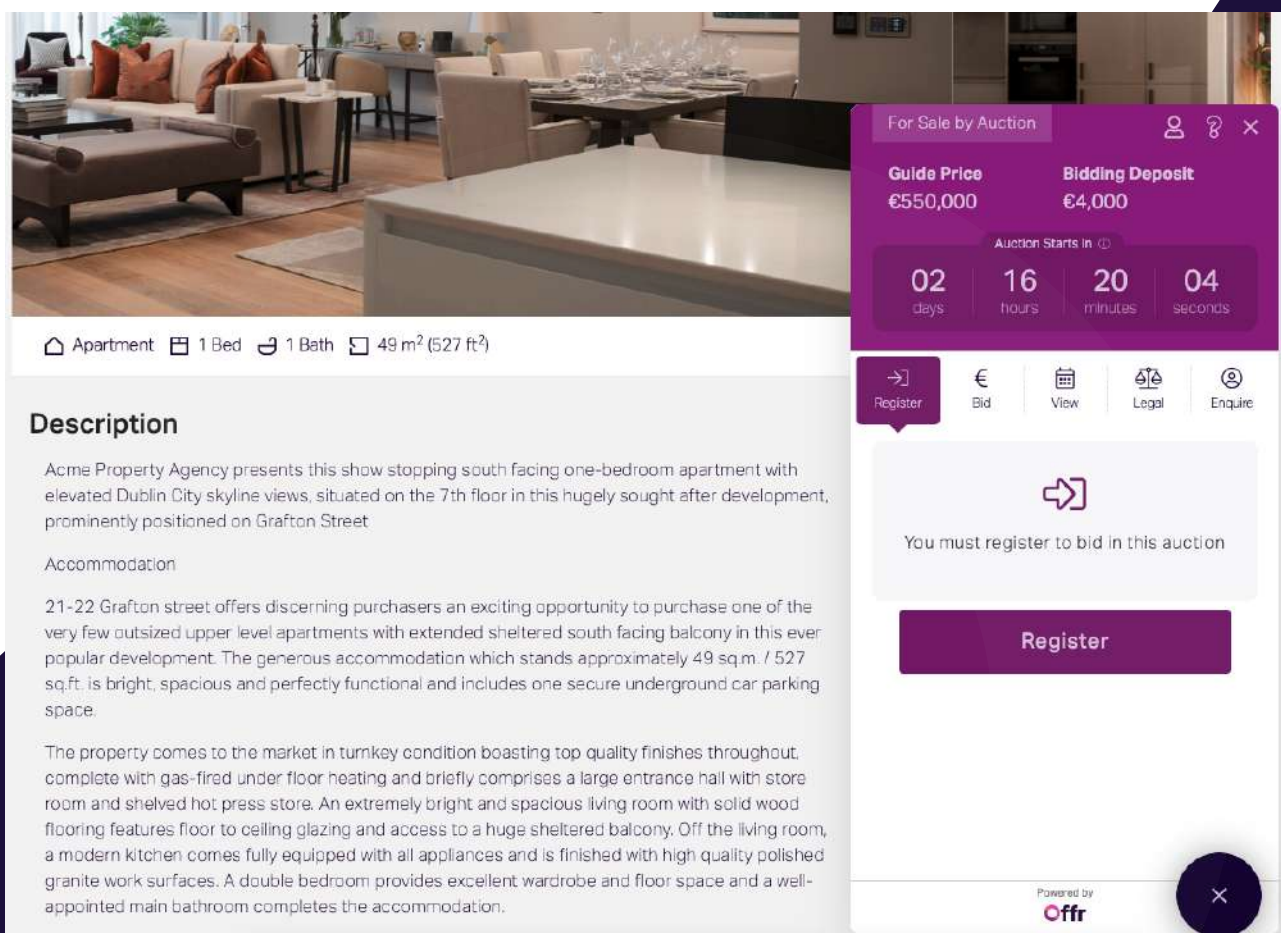
Offr's secure, encrypted 'conveyance room' provide solicitors with a safe and convenient way to share documents and exchange key correspondence. They can quickly agree a final form of contract and approve the signing and exchange. If required, Offr provides the facility to execute contracts using DocuSign, where time is of the essence or one or more parties may be abroad.

The Auction Process

- Now that the Offr button is set up on your website in your brand colours - Potential buyers can now register to bid in an Auction.

The panel will display the following information:

- Guide Price
- Bidding Deposit
- Auction Start Date / Time
- Button To Register



The screenshot shows a property listing for a one-bedroom apartment. The main image displays a modern living room with a sofa and a dining area. A purple overlay on the right side of the image contains the following information:

- For Sale by Auction** (with user, help, and close icons)
- Guide Price**: €550,000
- Bidding Deposit**: €4,000
- Auction Starts In**: 02 days, 16 hours, 20 minutes, 04 seconds
- Buttons**: Register, Bid, View, Legal, Enquire
- Message**: You must register to bid in this auction
- Register Button**: A large purple button labeled "Register"
- Footer**: Powered by Offr (with a close icon)

Below the image, the property details are listed: Apartment, 1 Bed, 1 Bath, 49 m² (527 ft²).

Description

Acme Property Agency presents this show stopping south facing one-bedroom apartment with elevated Dublin City skyline views, situated on the 7th floor in this hugely sought after development, prominently positioned on Grafton Street

Accommodation

21-22 Grafton street offers discerning purchasers an exciting opportunity to purchase one of the very few outsized upper level apartments with extended sheltered south facing balcony in this ever popular development. The generous accommodation which stands approximately 49 sq.m. / 527 sq.ft. is bright, spacious and perfectly functional and includes one secure underground car parking space.

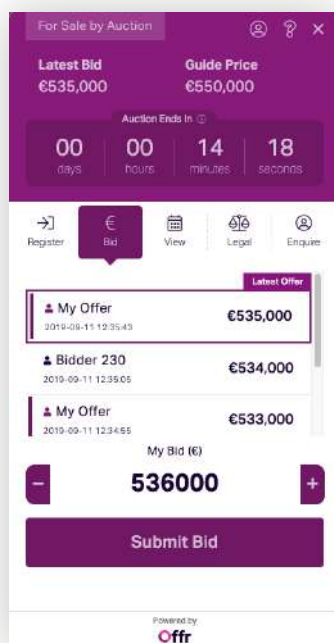
The property comes to the market in turnkey condition boasting top quality finishes throughout, complete with gas-fired under floor heating and briefly comprises a large entrance hall with store room and shelved hot press store. An extremely bright and spacious living room with solid wood flooring features floor to ceiling glazing and access to a huge sheltered balcony. Off the living room, a modern kitchen comes fully equipped with all appliances and is finished with high quality polished granite work surfaces. A double bedroom provides excellent wardrobe and floor space and a well-appointed main bathroom completes the accommodation.

Beginning of the Auction

Bidders can bid directly through the Offr Panel on your website. You can view the bids as they come through on the Offers tab. You can also see the registered users who are online at the time.

Bidder	Verify Docs	Offers	Current
Mark Byrne Bidder 230 APPROVE BIDDER			€350,000 Approve
Greg Flynn Bidder 401 VERIFY DOCS			 Approve

- Bidding extension functionality is in place so in the event that a bid is placed within the last 60 seconds the clock will reset - allowing a further 60 seconds of bidding.

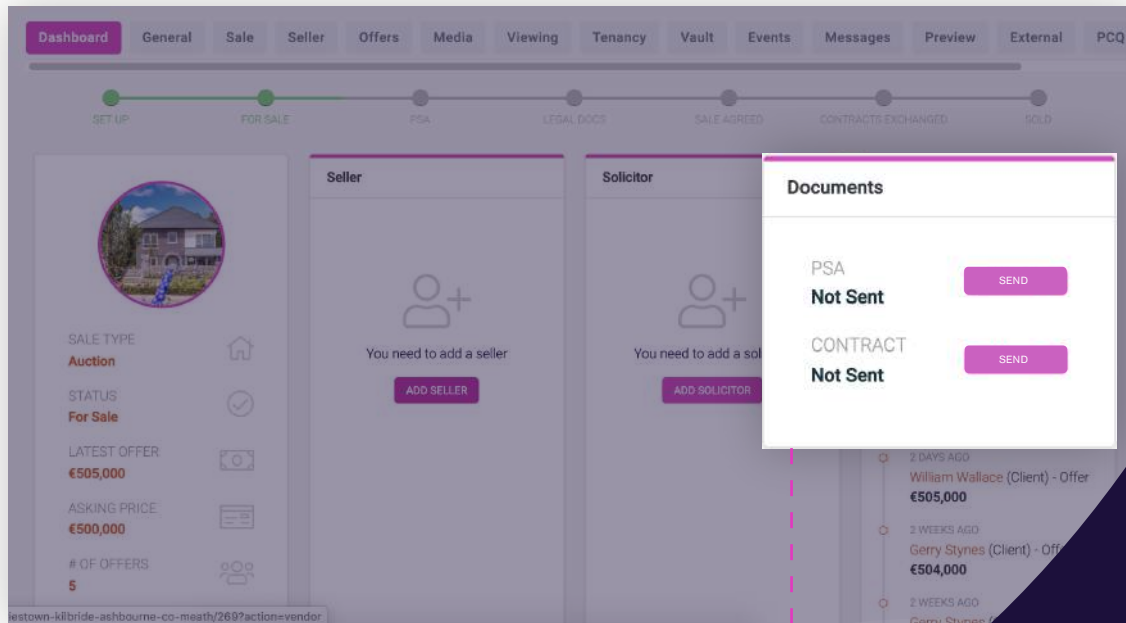


Watching The Auction

If you want to see the customer view and watch the bids come through the Offr panel, you can do so on any device. Simply go to your property page and you can see the bid in your panel.

○ Auction Complete

Once the auction is finished, the winning bidder will be notified that they have been successful. The underbidder will be notified that they have been unsuccessful.



Go to the Property Dashboard
In the documents panel Tap 'Send'
contract

○ Review Contract

You can review all the details of the contract.

Complete Auction

Vendor	Purchaser
Marilyn Monroe	Tom Cruise
Named Vendor	Named Address
Marilyn Monroe	2 Old Street, Malahide
<small>The name of the vendor as displayed on the contract</small>	<small>The address of the vendor as displayed on the contract</small>
Vendor Solicitor	Purchaser Solicitor
Barrysols.com	Barrysols
Deposit Due Date	Completion Date
2019-09-12	2019-09-19
Successful Bid	Deposit Paid
€ 570,000	€ 4,000
Total Deposit	Balance Deposit Due
% 10	€ 53,000
Interest Rate (per annum)	Mode
% 2.00	Preview
Contract for sale doc	Replace page
1. Contract for Sale.pdf	Leave empty to prepend
	<small>Value can be a number of a range (ie 4 or 4-5)</small>
Sign for vendor	Sign for purchaser
Acme Agency	Acme Agency
Witness for vendor	Witness for purchaser
Mary Barry	Mary Barry
<input type="checkbox"/> Notify participants of auction result.	
Click to confirm	

○ Review Memorandum of Sale

Once you are happy with the details return to the previous screen. You can append the Memorandum to the front of the contract or insert it and replace a page or a number of pages.

○ Signing & Witnessing The Contract

As the Agent, you may be signing the contract on behalf of the Vendor and the Purchaser. A witness will be required to sign also.

Click 'Review Document' –
Follow the simple steps outlined
Sign & Click finish.

DocuSign



Niall Dawson sent you a document to review and sign.

REVIEW DOCUMENT

John Dunne
john.dunne@gmail.com

John Agency, ...

Please DocuSign 1, Contract for Sale.pdf

Thank You, Niall Dawson

SIGN

Purchase Price:	€570,000	Closing Date:	19th September 2019
Less Deposit Received:	€4,000	Interest Rate:	2.00% per annum
Less Deposit Due 12th September 2019:	€53,000		
Balance	€513,000		
Signed		Signed:	
By Acme Agency as agent for the Vendor		By Tom Cruise as the Purchaser	
Witness:		Witness:	
By Mary Barry as witness		By Mary Barry as witness	

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Acme Agency

Initials*

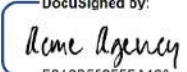
AA

SELECT STYLE

DRAW

PREVIEW

[Change Style](#)

DocuSigned by:

E2A3B652F5EA466...

DS


By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.



ADOPT AND SIGN

CANCEL

By Mary Barry as witness

By Mary Barry as witness

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johndoe@gmail.com

Password


Confirm Password

Country


-- select --



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By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT

NO THANKS

○ Saving a copy of your document

With Docusign, you can save any documents signed.

DocuSign

You're Done!

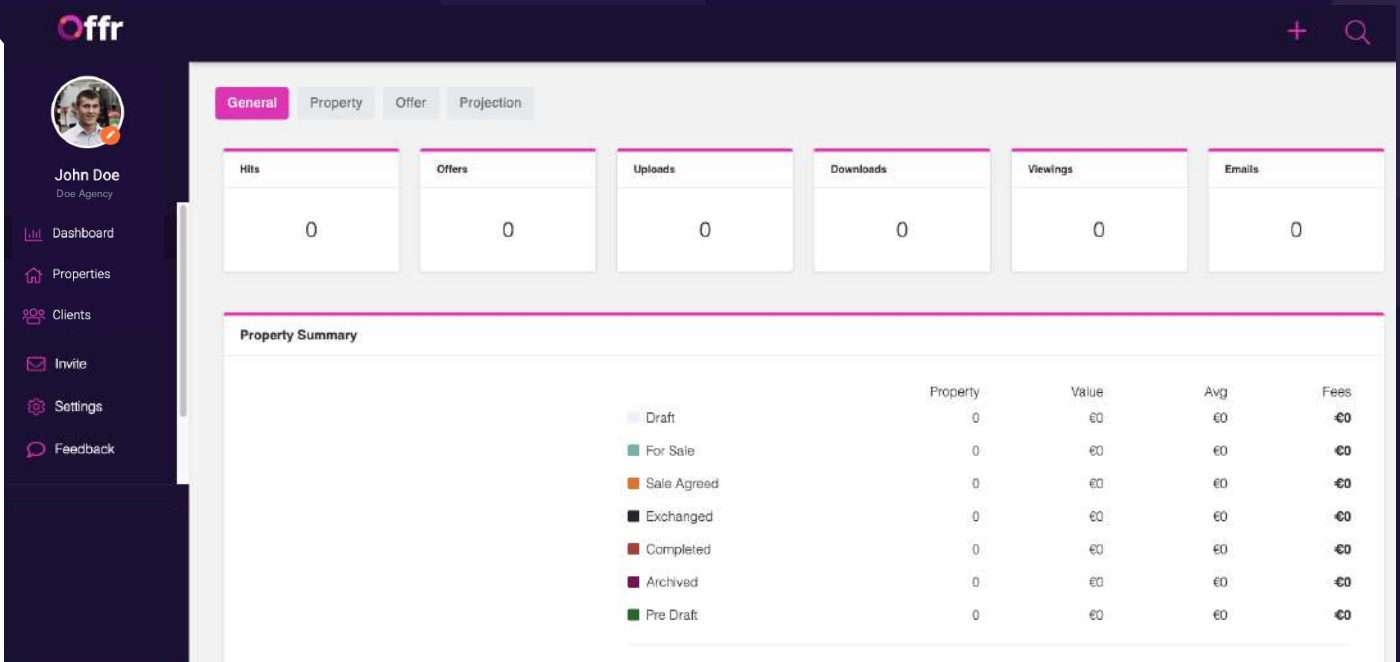
You'll Receive an Email Copy Once Everyone Has Signed

**Your Data,
Your Dashboards.**










Your Data

We will automatically create a dashboard for you. As soon as you add your first property we will start posting your data here. This will be a high level view of all of your properties and will provide at a glance an overview of the current state of all your transactions.



The screenshot displays the 'offr' dashboard for John Doe at Doe Agency. The interface includes a sidebar with navigation links: Dashboard, Properties, Clients, Invite, Settings, and Feedback. The main content area features a 'General' tab and a 'Property Summary' table. The summary table tracks various stages of property transactions, including Draft, For Sale, Sale Agreed, Exchanged, Completed, Archived, and Pre Draft, with columns for Property count, Value, Avg, and Fees.

	Property	Value	Avg	Fees
 Draft	0	€0	€0	€0
 For Sale	0	€0	€0	€0
 Sale Agreed	0	€0	€0	€0
 Exchanged	0	€0	€0	€0
 Completed	0	€0	€0	€0
 Archived	0	€0	€0	€0
 Pre Draft	0	€0	€0	€0

Property Dashboard

We'll keep you up to date with all of the important information. As well as telling you what's outstanding and needs attention!

