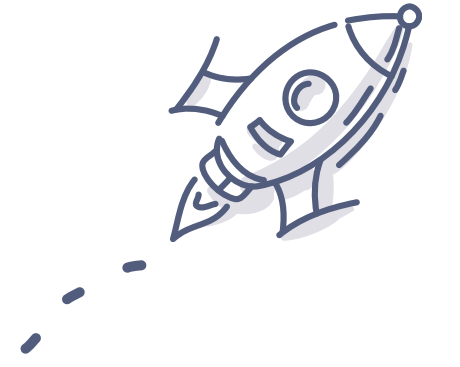


# MYBOS

## Features Guide

Learn about all the features in MYBOS

# About MYBOS



This Features Guide celebrates a decade of excellence in the industry, alongside the latest release of MYBOS software.

With a strong foothold in serving the building management needs of the Top 200 Global Organisations, MYBOS empowers over 6,800 Building Managers overseeing 2,200 buildings and 460,000 residents.

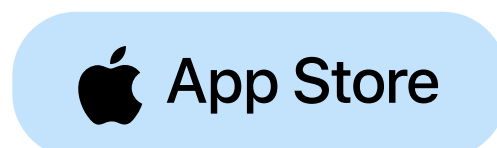
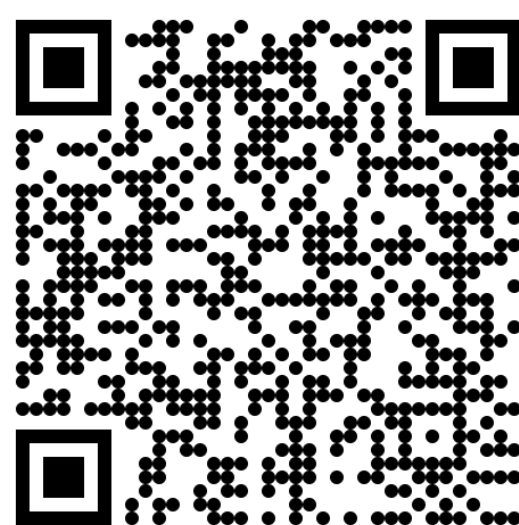
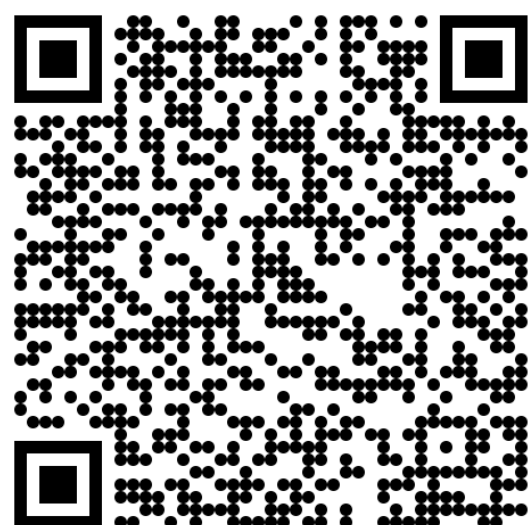
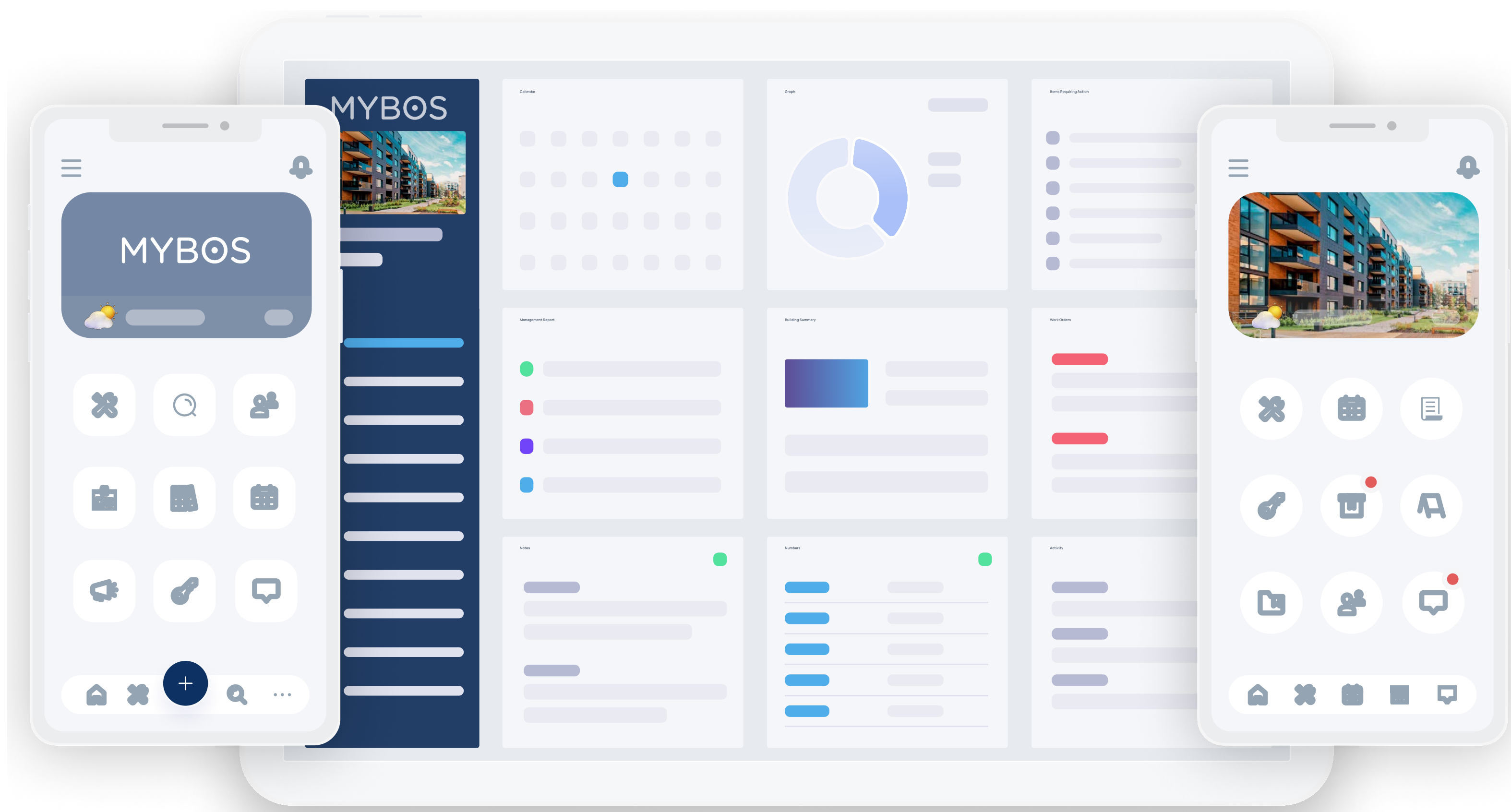
Guided by our dedicated founder, Sam Khalef, MYBOS has achieved remarkable success in addressing the common pain points faced by property owners and managers. Drawing from his firsthand experience as a Building Manager in Sydney, NSW, Sam's vision has shaped MYBOS into a trusted solution that emphasises efficiency, transparency, and user-friendliness.

MYBOS has become the go-to platform for seamless building management. We are committed to delivering excellence and continuously improving the building management experience for our valued clients.

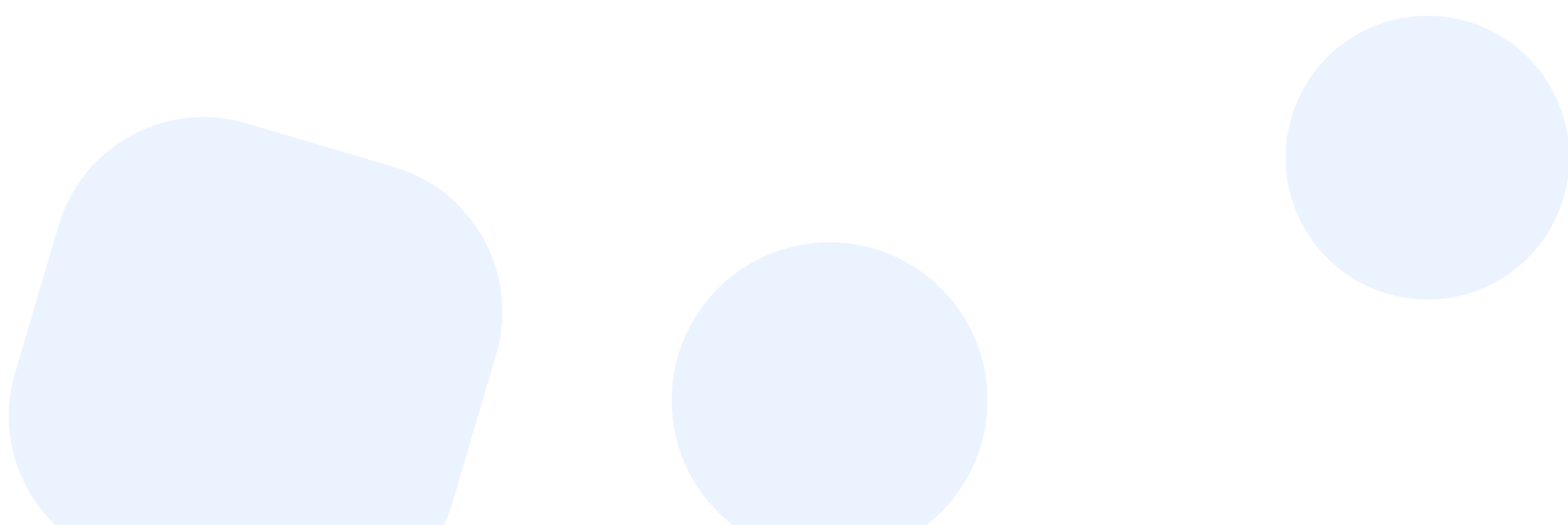


MYBOS

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Download the  
MYBOS APP



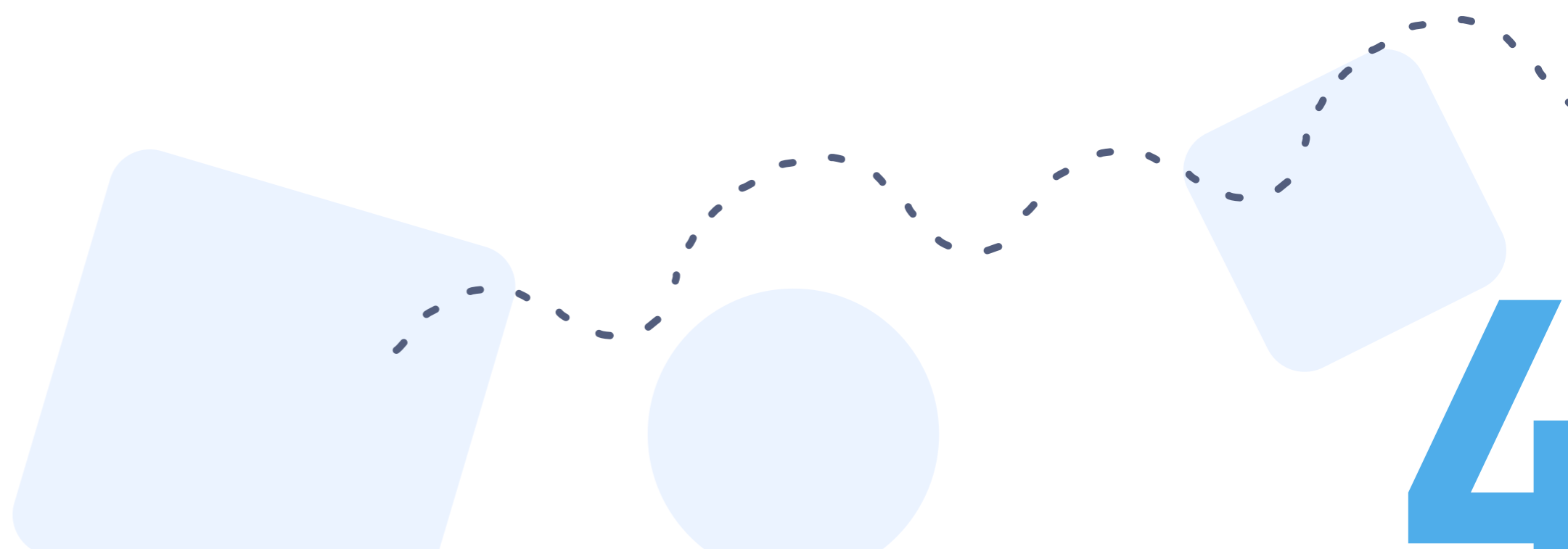
# Features List

Introducing MYBOS the newest iteration of ANZ's premier SaaS solution tailored for Managers. Boasting an enhanced user interface, 174+ new and updated features, this version offers a flawless and user-friendly experience. MYBOS is poised to capture your admiration.

## MYBOS Features

## Updates

Login	1 feature
Dashboard	10 features
Cases	16 features
Messages	TBA
Work Orders Sent	1 feature
Calendar	7 features
Maintenance Schedule	8 features
Building - Apartments	2 features
Building - Assets	7 features
Building - Budget	5 features
Building - By Laws	3 features
Building - Breaches	8 features
Building - Management Report	6 features
Building - Invoice Approval	5 features
Building - Inventory	4 features
Building - Inspection	9 features
Building - Categories	2 features
Residents	8 features
Keys	7 features



# Features List

Continued..

## MYBOS Features

## Updates

Parcels	7 features
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Contractors	7 features
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Media Screens	6 features
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Shift Log	7 features
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Broadcast	6 features
-----------	------------

Community - Community Board	4 features
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Community - Messages	1 feature
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Community - Amenity Bookings	7 features
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Community - Around Me	1 feature
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Community - Market Place	2 features
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Community - Inhouse Services	2 features
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Community - Parking	1 feature
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## MYBOS Company Portal Features

## Updates

Users	3 features
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Building	2 features
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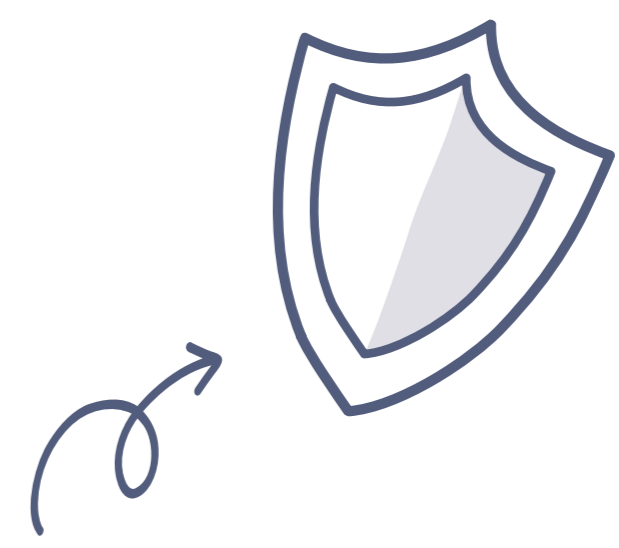
Contractors	2 features
-------------	------------

Security	2 features
----------	------------

Billing	1 feature
---------	-----------

Logo	2 features
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# Features



## Login

Multi-Factor Authentication code will be emailed to your registered email address. This code will need to be entered to complete the login process. (put under security)



[KB Link](#)

## Dashboard

Customised home page panels/widgets

Rearrange and hide dashboard widgets

Advanced Search option - limited to cases only

Quick + Action Button to create cases, company, company contact, inspection and asset

Drag and Drop your own building photo

Same photo will also be displayed on the MYBOS App

Ability to search by building

Ability to create a building categories

Ability to drag and drop into created building categories

Get Transparency of all outstanding items and events for your building



[KB Link](#)

## Calendar

Intuitive navigation bar

Access via navigation - Maintenance, Bookings and Event Reminders

Ability to filter by Month, Week or Day views

Filter status lists

Have visibility across your preventative maintenance, bookings and events

Upload your quotes, invoices and documents linked to preventative maintenance events

Have the ability to drag and drop events across your calendar



[KB Link](#)



# Features



## Cases

View Cases as either list or (KANBAN) view

Drag and drop jobs based on status in board view

View work orders sent and maintenance requests from case area

Filter options for both list and board view

Sort by due date or alphabetical

Chat with resident/occupation function with maintenance requests

Option to continue processing maintenance requests list or go to work order sent

Create a case and status type from within a case instead of using the gear icon

Select a parent category and asset name from within case

Tag an asset to a private lot

Case titles can be created and saved as canned templates

Case save button pull down option able to select, save and email and also save and or add

Email information has options to add case description, photo, documents invoices and quotes to be attached to the work order, quote and summary emails and sent to Contractor.

Cases now have a case status of Draft option.

Option to upload quotes, invoices, documents and photos



[KB Link](#)



## Maintenance Schedule

Updated and improve user interface

Navigation bar - Active Maintenance, Overdue, Completed

Report in Gantt Chart mode



[KB Link](#)

Continued next page..

# Features

## Maintenance Schedule

Filter options - box dates, companies and assets

Have the ability to set time frequencies for preventative maintenance events

Set autoremindes to contractors in a timely manner

Ability to upload photos and agreements to your prevenative maintenance

Ability to tag assets



[KB Link](#)

## Building - Assets

View and create categories, sub categories

Depreciation on Asset Life Cycle

Generate your own QR Code

Multiple photos per asset

Allocate Cost Make Model and Bar Code to Asset

Add warranty documents

Obtain Historical Cost Expense



[KB Link](#)

## Building - By Laws

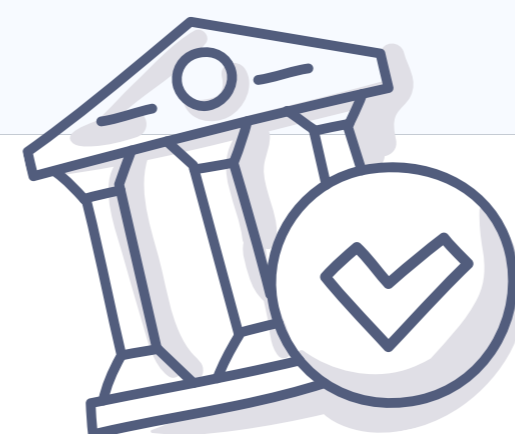
Free text and templates of the By-laws.

Ability to upload documents that are readiliy accessible on the MYBOS Cloud

Ability to link By-Laws to beach incidents



[KB Link](#)





# Features

## Building - Budget

Import budgets from excel or download a template and upload a budget list

Quickly identify Budget vs Actual Spend

Ability to link invoices to Budgets

View Historical Budget and Spend

Ability to Report including Historial Reports



[KB Link](#)

## Building - Breaches

Parking breaches renamed to Breaches and includes common area breaches

Email breaches to residents

Attaches the bylaw to the breach notice along with photos

Breach also filed under the resident

Upload photos of residents' vehicles

Ability to view the email that was sent out regarding a breach

Be able to easily view reports

Be able to easily view reports



[KB Link](#)

## Building - Management Report

Access to advanced analytics and reporting

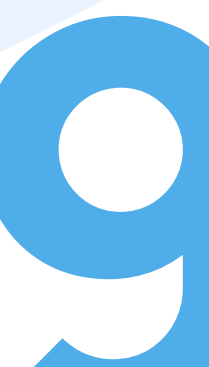
Standard report has been removed and replaced with flexible and customisable report

Ability to select multiple options and filter by pull down menus



[KB Link](#)

Continued next page..



# Features



## Building - Management Report

Filter options - filter by apartment, assets, case type, statuses, contractor and more

Hyperlinks on Reports to view uploaded documents

Be able to save reports in PDF, Word and Excel



[KB Link](#)

## Building - Invoice Approval

An option from pulldown menu with colour codes to filter and identify approved or other fields

The ability to send emails direct from an invoice approval without the need to export to excel first

Emails will be permanently associated with invoices

The ability to attach invoices to emails

Approval process with 3 stages - Pending, Review, Approved



[KB Link](#)

## Building - Inventory

Active inventory management with low stock reminder email

Summary of inventory combines factors such as costs, sales and profit

The ability to add an inventory photos

Tag your inventory to your job management



[KB Link](#)

## Building - Inspections

Improved workflow and a refreshed intuitive User Interface

The ability to easily create and manage inspections

Drag and drop inspection order



[KB Link](#)

Continued next page..



# Features

## Building - Inspections

Ability to gauge status of inspections utilising a inspection progress bar

The ability to upload multiple photos in relation to the inspection

The ability to email out completed inspection reports including on the MYBOS

Conduct Inspections via the BM app

Report using various options

The ability to upto three photos



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## Building - Categories

Improved and intuitive User Interface

Additional category sections based on features



[KB Link](#)

## Residents

The ability to create your own resident type apart from owner or tenant

The ability to convert investor back to owner-occupier

View by resident or apartment

The ability to upload keys, breaches, documents, pets, vehicles and requests

The ability to view residents contact details

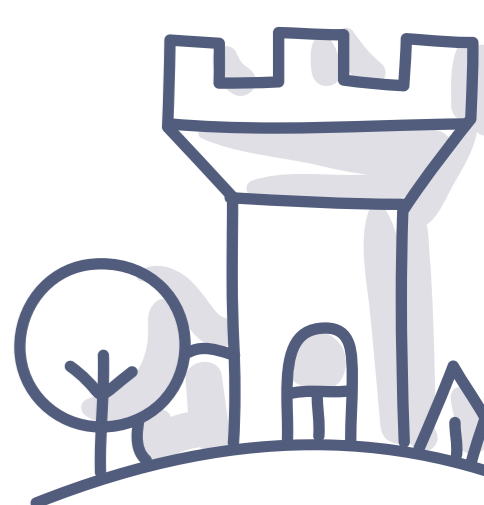
The ability to access information via Mobile Apps

Ability to add profile photos of residents

Add custom notes to residents



[KB Link](#)



# Features

## Keys

A Key summary showing all keys including keys in/out/overdue

The ability to view apartment, building, keys out and keys overdue

Multiple key sign in and out

Send bulk SMS or Email out to notify with regards to Keys being overdue

Easily add key locations and key types

Signature pad integrated for key sign in and out

Scheduled Reminder for Keys signed out



[KB Link](#)



## Parcels

A intuitive Parcel Summary showing all pending parcel collections, notifications required and overdue parcels

Auto reminder if parcel is not collected by due date

Ability to print reminder labels

Email and SMS Notifications

Signature pad integrated for parcel pickup

Parcel Scanner

Time and Date Stamp for parcel collection



[KB Link](#)

## Contractors

The ability to upload contractors and tag them to categories.

Online Portal available to contractors for managing insurance documents and certificates



[KB Link](#)

Continued next page..



# Features

## Contractors

The ability for the Building Manager to review and approve uploaded documents

The ability to quickly view expired insurances

Ability to view number of cases completed by contractors

Online Portal for Contractors to manage jobs

Automatic Prompt for Building Managers regarding expired contractor insurance



[KB Link](#)

## Media Screens

Create multiple screens for various locations

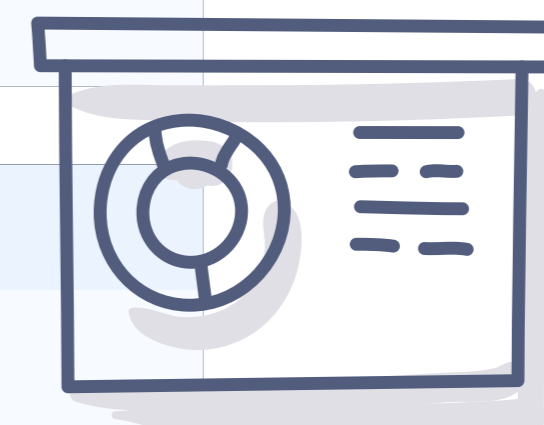
Choose from 8 template screens

The option to display in landscape or portrait orientation

Choose from our 8 lively backgrounds

Upload custom documents, announcements and images

Utilise custom timer for content rotation



[KB Link](#)

## Shift Log

Interactive Digital Diary log for Managers

Utilise Time and Date Stamp

The ability to filter by Priority, Apartment and Resident

Search features such as Date, Text and User

Option to upload photos and documents to comments

Ability to acknowledge and reply to comments

Reporting option available with multiple filters



[KB Link](#)



# Features

## Broadcast

The ability to create templates for SMS, Email and push notifications

Option to send email, SMS and Push Notifications

System manages OPT-IN list for SMS, Email and Push Notifications

Filter options for contact group list

Option to add multiple files and attach to emails

View historical Email/SMS/Push Notifications



[KB Link](#)

## Community - Community Board

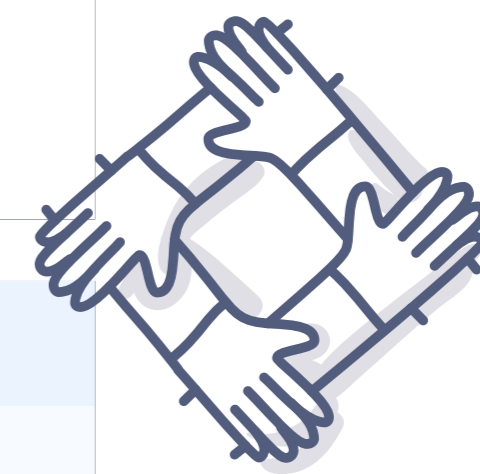
The ability for residents to post on the community board

The Building Manager has the ability to view Management or Community posts

All Community Posts require approval before going live on the community board

Ability to upload photos and documents

set expiry dates on community boards



[KB Link](#)

## Community - Messages (Live chat feature)

The ability to use livechat to contact management

Ability for Building Manager to start a group chat

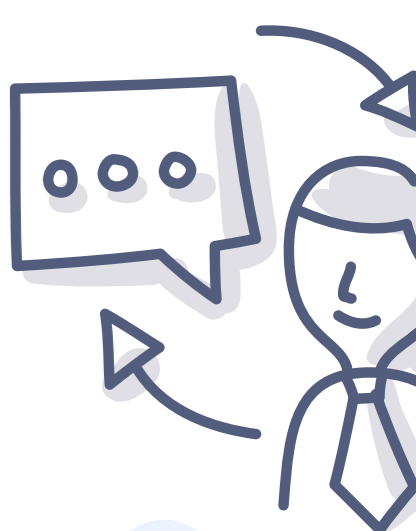
Ability to upload photos and documents

Available on Android and IOS

Permission to view message archives



[KB Link](#)



# Features



## Community - Around Me

Ability to customise business categories and icons

Link address to Google Maps

Ability to add email/website/number/business name

Ability to upload business logo

Viewable on Android and IOS



[KB Link](#)

## Community - Amenity Bookings

The ability for building manager to add a photo or icon for each building amenity

The ability to turn amenities on or off

The ability for occupants to make bookings in advance and to view amenity availability for xx days in advance.

The ability for building managers to put payments on hold

The ability for building managers to set available booking date period

The ability to select blocked date period

The ability to add custom dates or block certain times

Option to add unlimited amenities

Preset start and end times, booking slots

Add T&Cs

Ability to share an amenity with multiple buildings

Ability to restrict a user from accessing an amenity

Calendar and Table view display available



[KB Link](#)



# Features

## Community - Market Place

The ability for occupants to utilise the MYBOS Marketplace with it's untuitive user friendly design to buy and sell.

Customise your own product categories

Approval required by Building Management

Can upload photos, price and description

Can add your own contact information

Pause ad option



[KB Link](#)



## Community - In House Services

Create Management provided services

The ability to utilise a Payment Gateway

The ability for Management to sell services to residents

The ability to view services in grid or Kanbann view

Ability to create different services, like carpet cleaning, food collection (genre)

Payment options such as stripe, credit cards available

Create and monitor revenue for building



[KB Link](#)



## Community - Parking

The ability to Create and Manage Visitor Parking

Ability to create levels and available bays on each level

Unlimited visitor bay allocation

Set day restrictions



[KB Link](#)

Continued next page..



# Features

## Community - Parking

Set Maximum days available to book

Calendar and Table view of availability

Residents and Managers can book bays accordingly



[KB Link](#)

## Company Portal - Dashboard

Dashboard Analytics provides overview of portfolio - Ability to attain figures, users, documents, warranties, preventative maintenance and more.

Filter by selected building or all buildings

Filter for date range

Quick Visual Dashboard



[KB Link](#)

## Company Portal - Users

Manage users - activate, deactivate.

Ability to create role based users i.e. Admin or standard

Manage MFA for individual users

Ability to customise each users permissions, to create edit and delete



[KB Link](#)

## Company Portal - Building (Add/Edit)

Ability to create properties (Buildings)

The ability to assign users to properties buildings

The ability to share your building access via authentication code to another organisation

Add your own custom billing details to each building

Add your own custom photo to the property



[KB Link](#)



# Features

## Company Portal - Contractors

Ability to add building contractors across your property portfolio

Ability to designate contractors to another building

Ability to add custom notes

Ability to view all expired insurances and related documents

Online Portal available for contractors to self manage insurance and related docs

Ability to set Auto Email Reminders for Contractors

Ability to tag and manage documents and insurances across contractors



[KB Link](#)



## Company Portal - Security

Ability to utilise Global MFA,

Global Authentication App



[KB Link](#)

## Company Portal - Billing

Update billing contact and entity details

Ability to reset Custom Billing Details

Ability to Pre-set Primary contact



[KB Link](#)

## Company Portal - Logo

Ability to replace MYBOS Logo across portfolio

Ability to replace building stock image with your own custom image



[KB Link](#)




# MYBOS

Powerfully Simple

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| DUBAI

| NEW ZEALAND

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