



The Online Application Website



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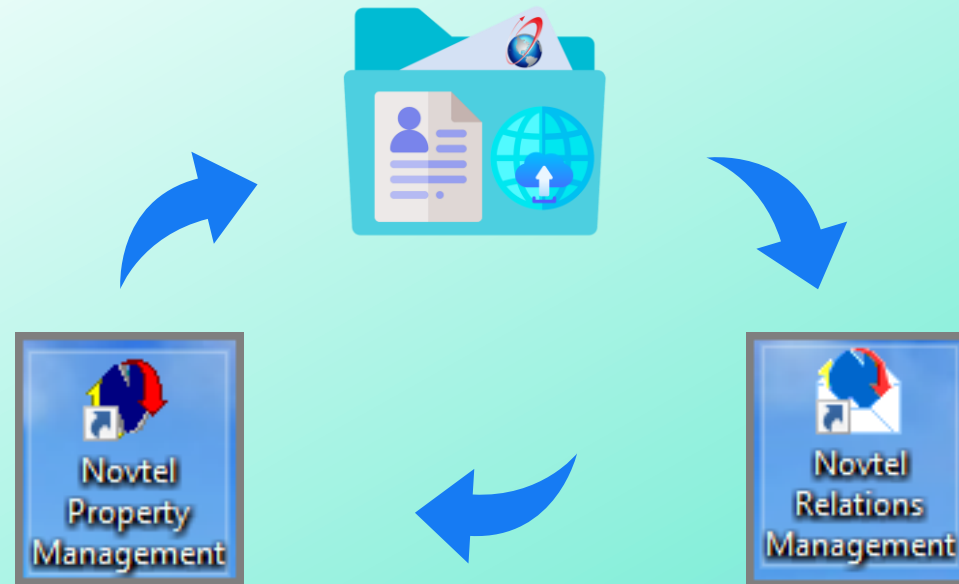
Introduction



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.



IMPORTANT!

The minimum memory requirement for a server to manage your company's online applications successfully, is 8GB Ram.

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.

The Online Application Process



The Student will be required to populate all fields in the 'Student / Occupant' section of the application form.

The 'Gender' option is very significant, since according to the selection made, EITHER male or female accommodation will be available for selection in the 'Residences' section.

Online Application Website Log in

ApplicationNumber Repopulate Form

Please submit your details below to complete your 2023 Online Lease Agreement

Student/Occupant

Gender *
Male ☒ Female ☐

Name *

Surname *

ID Number *

Mobile No. *

Bursary *
Yes ☐ No ☒

Where did you hear about us? *
Social Media ☐ Word of mouth/Referral ☐ Renewal ☐
Outdoor signage/Marketing ☐ Website/Internet browsers ☐ School Marketing ☒ Other ☐
Other

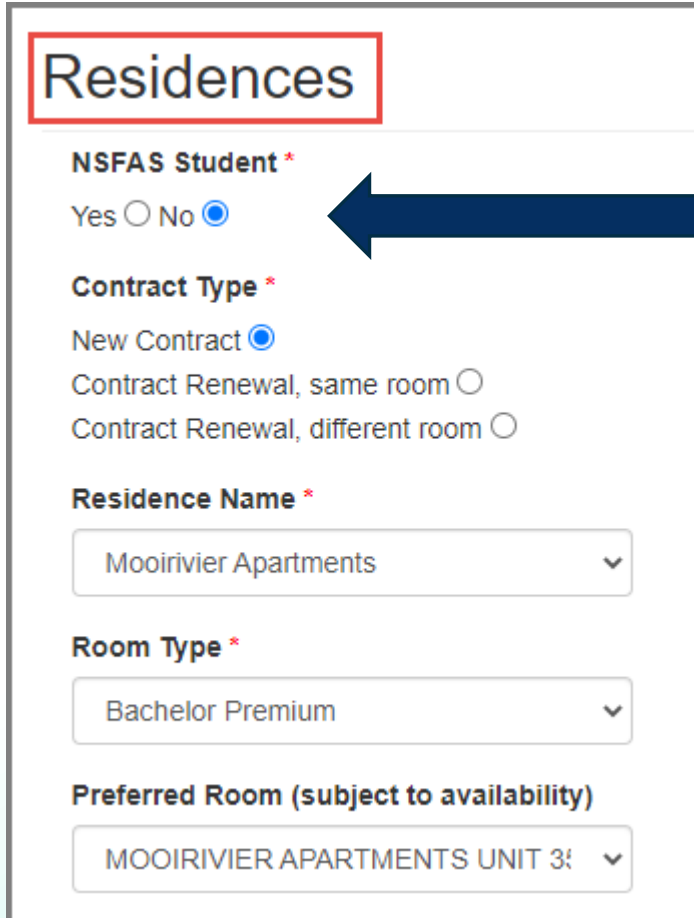
Email Address *

High School Attended *

Current Year Of Study (1st, 2nd, 3rd etc) *

Field Of Study *

Student Number *



Residences

NSFAS Student *
Yes ☐ No ☒

Contract Type *
New Contract ☒
Contract Renewal, same room ☐
Contract Renewal, different room ☐

Residence Name *
Mooirivier Apartments ▼

Room Type *
Bachelor Premium ▼

Preferred Room (subject to availability)
MOOIRIVIER APARTMENTS UNIT 3! ▼

We will discuss the 'NSFAS Student' option momentarily.

The 'Contract Type' can either be selected as:

- ✓ New Contract (A deposit will be required and the annual admin fee is charged)
- ✓ Contract Renewal, Same Room (No deposit required as it was already paid)
- ✓ Or Contract Renewal, Different Room (A deposit will be required and the annual admin fee is charged)

In the 'Residence Name' field, the required 'Residence' must be selected. The available selection will be listed according to the 'Gender' selected. In this case, ONLY female dorms will be displayed.

The required Room Type can now be selected, and according to the room type, the available rooms are listed in the 'Preferred Room' field.

However: Please note that the preferred room might not be available by the time payment is made, and another room will then be allocated to the Student.

Residences

NSFAS Student *
Yes ☐ No ☒

Contract Type *
New Contract ☒
Contract Renewal, same room ☐
Contract Renewal, different room ☐

Residence Name *
Moorivier Apartments ▼

Room Type *
Bachelor Premium ▼

Preferred Room (subject to availability)
MOOIRIVIER APARTMENTS UNIT 3! ▼

Furniture Required *
Yes ☐ No ☒

Parking *
Yes ☐ No ☒

The Student will now also select whether the following is required:

- ✓ Furniture (Only available if Moorivier Apartments or The Oaks 'Resident Name' is selected)
- ✓ Parking (Always available for selection)

If 'No', the charges are not added to the invoice total at the bottom of the screen.

Annual Rent:	R 65 940,00
Annual Admin Fee:	R 1 050,00
Deposit:	R 6 000,00
Mattress Protector:	R 295,00
Total First Payment:	R 7 345,00

Furniture Required *
Yes ☒ No ☐

Parking *
Yes ☒ No ☐

 **Vehicle Make and Model ***

Vehicle Registration Number *

Vehicle Colour *

If 'Yes', the charges are automatically added to the invoice total.

And: If 'Parking' is required, the following vehicle details must be captured:

- ✓ Make and Model
- ✓ Registration Number
- ✓ Colour

Annual Rent:	R 65 940,00
Annual Admin Fee:	R 1 050,00
Deposit:	R 6 000,00
Mattress Protector:	R 295,00
Parking: ✓	R 3 600,00
Furniture: ✓	R 2 450,00
Total First Payment:	R 13 395,00

Now please note that the 'NSFAS Student' selection will greatly influence the calculations of the invoice total.

The NSFAS amount is a specified amount allocated to certain Students by the Government.

The amount can differ from one year to another.

Residences

NSFAS Student *
Yes ☒ No ☐

If a Student is classified as a 'NSFAS Student', the 'NSFAS Annual Accommodation Allowance Estimate' is calculated, and the Annual Admin Fee; Deposit and Mattress Protector fees fall away.

Payment Details

Payment Schedule *
Annually (1 Payment - 5% Discount) ☐
Bi-Annually (2 Payments - 2.5% Discount) ☐
Quarterly (4 Payments) ☐
Payment Method

Cash

Annual Rent:	R 65 940,00
NSFAS Annual Accommodation Allowance Estimate:	R 35 957,00
Parking:	R 3 600,00
Furniture:	R 2 450,00
Total First Payment:	R 6 050,00

There are also 3 'Payment Schedule' options to choose from under the 'Payment Details' section when the 'Sharing' option is not selected, namely:

- ✓ **Annually:**
1 Payment -5% Discount
- ✓ **Bi-Annually:**
2 Payments -2.5% Discount
- ✓ **Quarterly:**
4 Payments

The NSFAS amount is then deducted from the more expensive accommodation option selected, and discount – if 'Annually' or 'Bi-Annually' – is calculated on the remaining amount.

Residences

NSFAS Student *

Yes ☒ No ☐

Contract Type *

New Contract ☒

Contract Renewal, same room ☐

Contract Renewal, different room ☐

Residence Name *

Sofia ▼

Room Type *

Sharing ▼

Preferred Room (subject to availability)

SOFIA UNIT NR 1-A1 ▼

When selecting the 'Sharing' option, ONLY the 'Annually' payment schedule option is available, and the Student will pay for the entire year in advance.

No discount is applicable here.

Payment Details

Payment Schedule *

Annually ☒

Payment Method

Cash ▼

Annual Rent:	R 38 220,00
NSFAS Annual Accommodation Allowance Estimate:	R 35 957,00
Parking:	R 2 400,00
Total Cost:	R 4 663,00

Residences

NSFAS Student *Yes ☐ No ☒

Payment Details

Payment Schedule *Annually (1 Payment - 5% Discount) ☐Bi-Annually (2 Payments - 2.5% Discount) ☐Quarterly (4 Payments) ☐Monthly (11 Payments) ☒**Payment Method**

EFT

Annual Rent:	R 71 940,00
Monthly Rent:	R 5 995,00
Annual Admin Fee:	R 1 050,00
Deposit:	R 6 000,00
Mattress Protector:	R 295,00
Parking:	R 3 600,00
Furniture:	R 2 450,00
Total Cost:	R 25 385,00

If not classified as a 'NSFAS Student', there are 4 options available under the 'Payment Details → Payment Schedule' option:

- ✓ **Annually:**
1 Payment -5% Discount
- ✓ **Bi-Annually:**
2 Payments -2.5% Discount
- ✓ **Quarterly:**
4 Payments
- ✓ **Monthly:**
11 Payments

If the 'Annually' or 'Bi-Annually' option is selected, the discount is calculated on the Annual Rent, after which the additional costs are added.

Should the 'Monthly' option be selected, the rent for 2 months (The first and last month) is due, plus the additional costs.

Parent/Guardian 1 Details

Name * Hein	Address * 44 Van Wyk Street
Surname * van Wyk	Suburb Sandton
IDNumber * 74010203040506	City * Johannesburg
Mobile No. * 082987456	Province * Gauteng
Work Tel No. * 082987456	
Email Address * hein@vanwyk.com	

The 'Parent / Guardian 1 Details' section is mandatory to be populated.

Parent/Guardian 2 Details

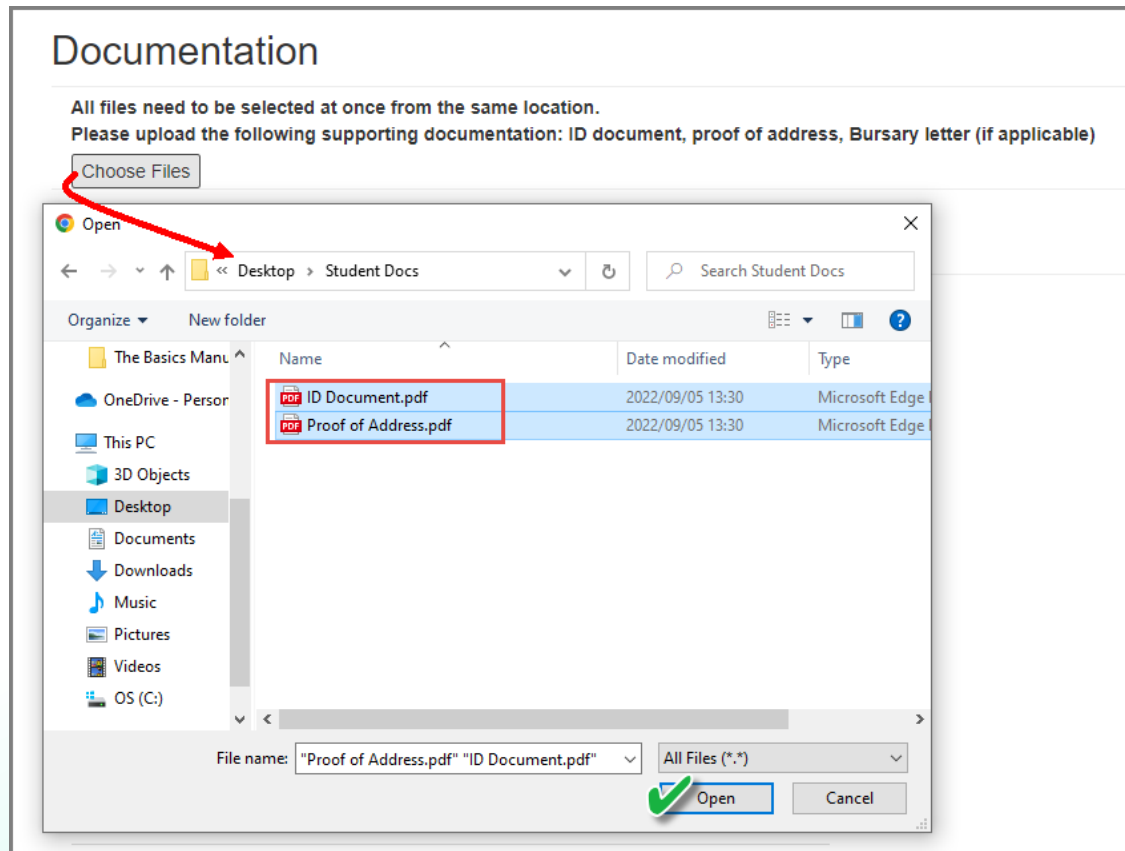
Name Manda	Address 44 Van Wyk Street
Surname van Wyk	Suburb Sandton
IDNumber 78090807060504	City Johannesburg
Mobile No. 062654123	Province Gauteng
Work Tel No. 011 123456	
Email Address manda@vanwyk.com	

The 'Parent / Guardian 2 Details' section must also be populated.

All fields in the 'Alternative Contact Details' section are mandatory.

Alternative Contact Details

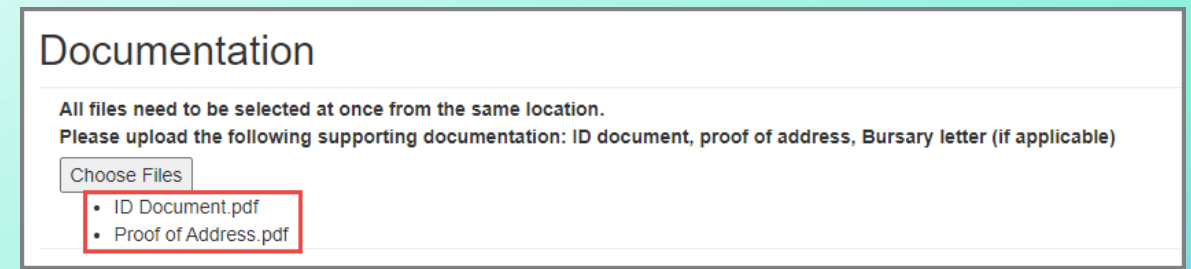
Name * Jacques	Mobile No. * 071 147258
Surname * van Wyk	Work Tel No. * 011 789654
Relation To Occupant * Brother	Email Address * jacques@vanwyk.com



A folder must be created and all documents to be uploaded and submitted, must be saved to this folder.

The documents are selected from the same location, and all at once.

The documents are displayed as selected.



In the 'Payment Details' section, the Student will be required to select a payment method by which they will settle the costs.

For the Cash, EFT and Credit Card payment methods, the costs will be settled later.

However:

By selecting the 'PayFast' option, the Student will be redirected to the next screen where the payment can be processed. If paid successfully, this will cause the application not to appear in the 'Manage Payments' section of the back office, since the payment has already been received.

Payment Details

Payment Schedule *

Annually (1 Payment - 5% Discount) ☐

Bi-Annually (2 Payments - 2.5% Discount) ☐

Quarterly (4 Payments) ☐

Monthly (11 Payments) ☒

Payment Method

EFT

Cash

PayFast

EFT

Credit Card

Annual Rent:	R 65 940,00
Monthly Rent:	R 5 495,00
Annual Admin Fee:	R 1 050,00
Deposit:	R 6 000,00
Mattress Protector:	R 295,00
Parking:	R 3 600,00
Furniture:	R 2 450,00
Total First Payment:	R 24 385,00

By clicking the 'I'm not a Robot' option and then the 'Submit' button, the online application is uploaded to the back office.

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

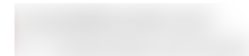
An email will be sent to the email address entered for 'Parent / Guardian 1', listing the system generated application number and all details captured by the Student on the PDF Document.

Online Application Website

Application Submitted Successfully!

An Email was sent to ben@vanwyk.com
The email provides additional instructions such as to edit your application.

Oppikampus Admin: Accommodation Application



MOOIZICHT MANOR_2023 STANDARD_NEW LEASE AGREEMENT.PDF
391 KB

From: Online Applications Website <study@novtel.com>
Sent: 06 September 2022 17:16
To: ben@vanwyk.com
Subject: Oppikampus Admin: Accommodation Application

Hello, [Ben van Wyk](#)

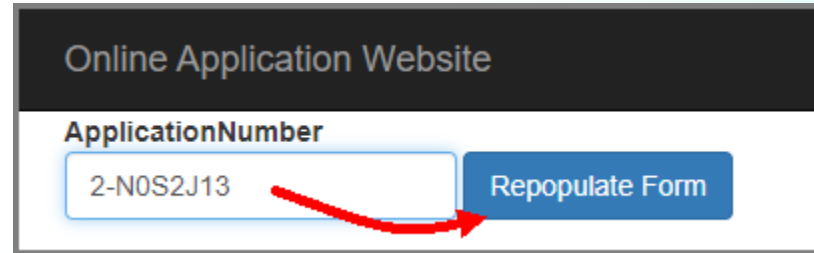
Thank you for your interest in Oppikampus accommodation.

You can use the application number provided to change details on your application.
Simply go to the Application website again and re-populate the details by using the provided Application Number
You can make corrections or upload additional files.
When you re-submit the contract with the changes will be sent to you again.

Your Application Number is: **2-N0S2J13**

Regards

The Online Applications Website Team



Online Application Website

ApplicationNumber

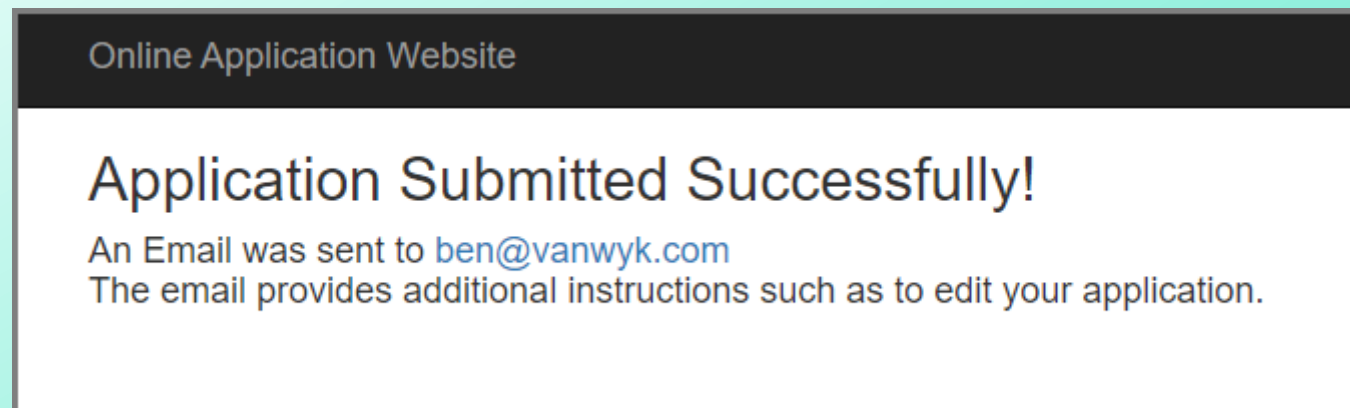
2-N0S2J13

Repopulate Form

A red arrow points from the Application Number field to the Repopulate Form button.

The application number can be entered in the 'Application Number' field, and the 'Repopulate Form' button is to be clicked if a Student wishes to return to their online application to view details or make changes if needed.

The changes are saved by clicking the 'I'm not a robot' option and then 'Submit' again – after which an updated email is sent to the email address of 'Parent / Guardian 1'.



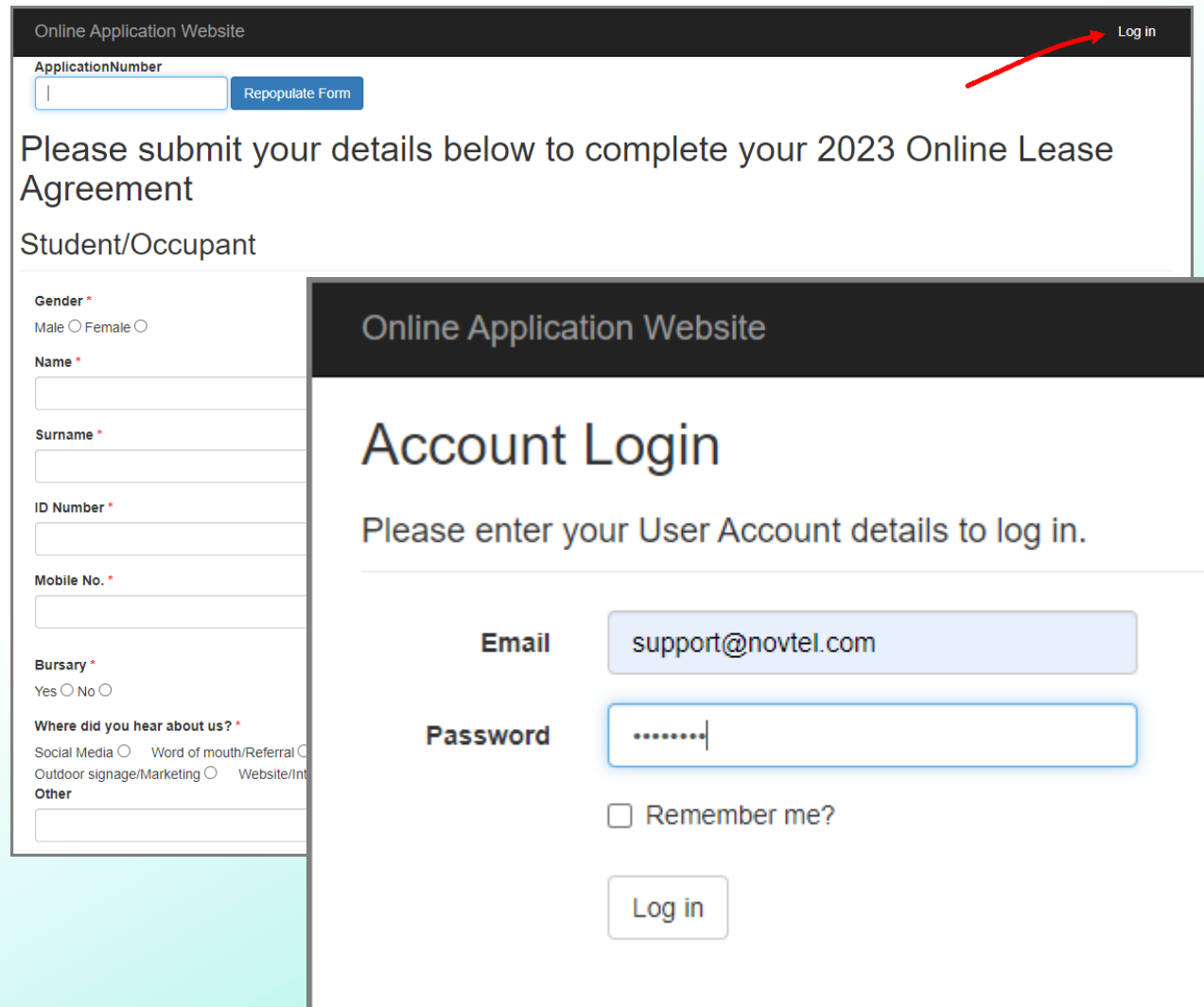
Online Application Website

Application Submitted Successfully!

An Email was sent to ben@vanwyk.com
The email provides additional instructions such as to edit your application.

Logging into the Back Office





Online Application Website

ApplicationNumber [Repopulate Form](#)

[Log in](#)

Please submit your details below to complete your 2023 Online Lease Agreement

Student/Occupant

Gender *
Male ☐ Female ☐

Name *

Surname *

ID Number *

Mobile No. *

Bursary *
Yes ☐ No ☐

Where did you hear about us? *
Social Media ☐ Word of mouth/Referral ☐
Outdoor signage/Marketing ☐ Website/Internet ☐
Other

Online Application Website

Account Login

Please enter your User Account details to log in.

Email

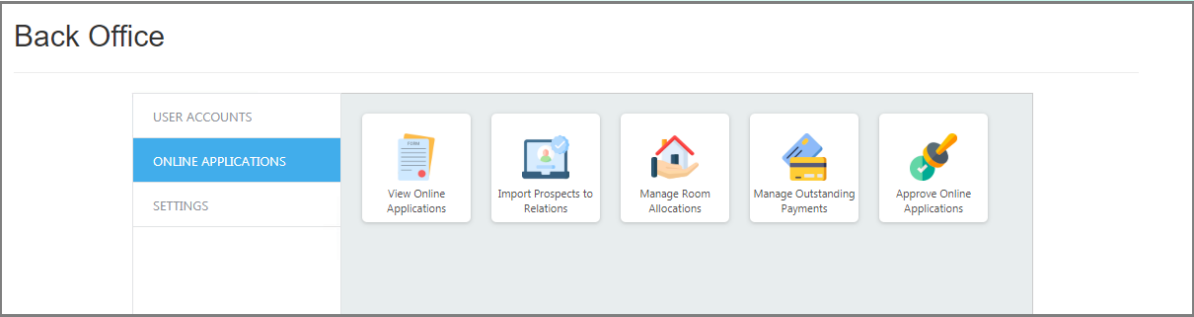
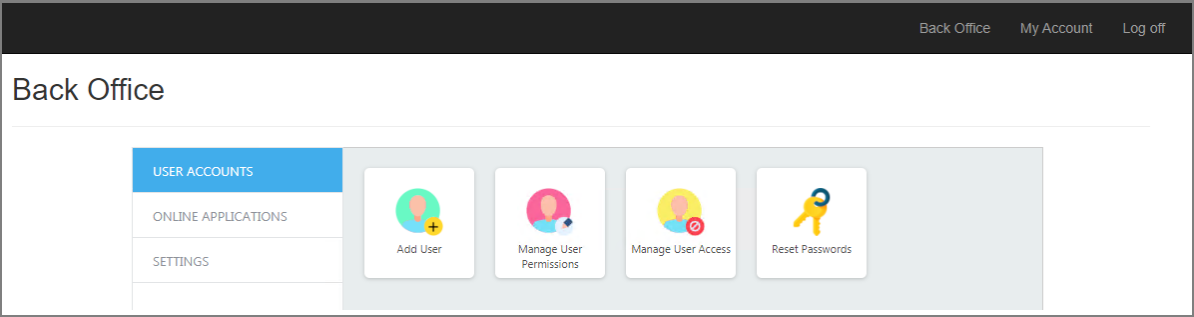
Password

☐ Remember me?

[Log in](#)

The back office is accessed by clicking 'Log in' in the top right-hand side of the website.

The email address and password associated with your User Account must be entered here, and the 'Log in' button clicked.



Administrator Users will have full access to all features in the ‘User Accounts’ and ‘Online Applications’ menus.

They can create new Users and allocate only certain permissions per ‘Staff Member’ user profile.

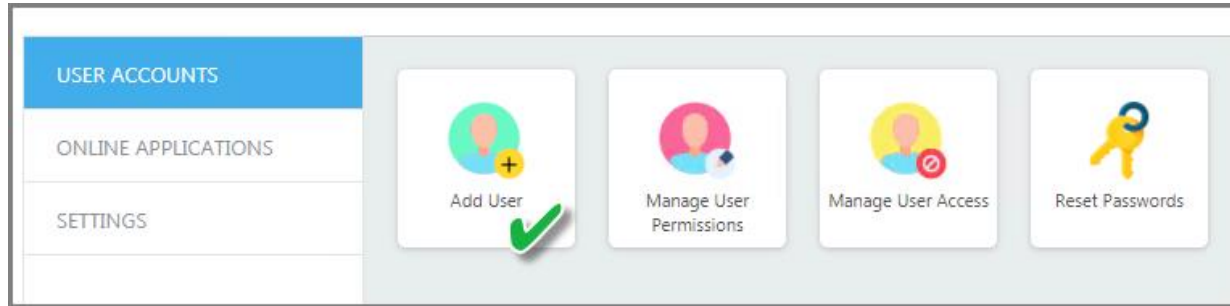
If certain features are not allowed, it can be left deactivated, and the ‘Staff Member’ User will not be able to access it.

Back Office:

User Accounts



4.1 Creating a New User



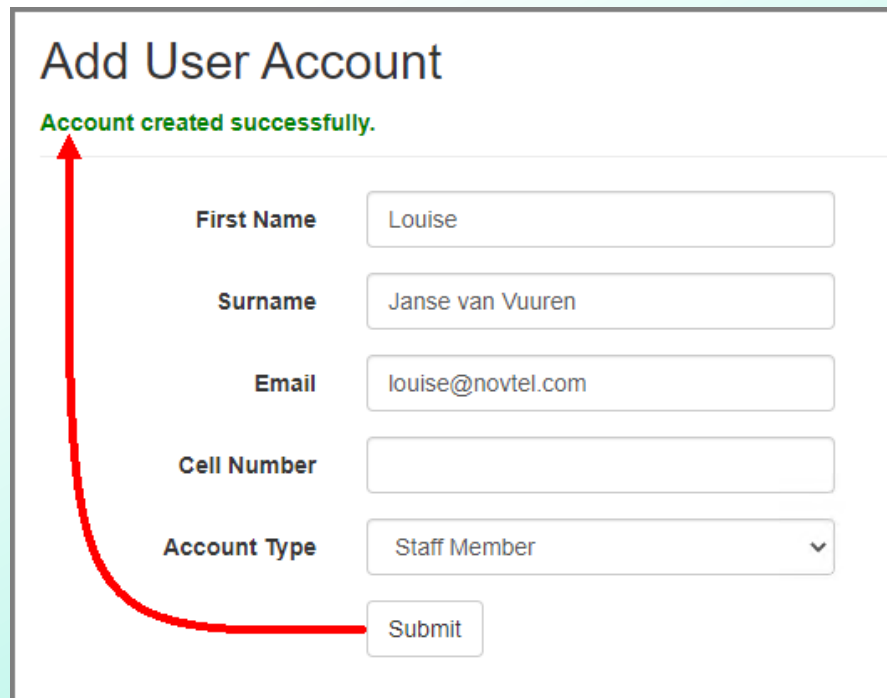
From the 'User Accounts' menu, new Users can be added by clicking on the first button.

The User's name and surname is captured, as well as the email address.

The mobile number can be entered, but it is not mandatory.

The 'Account Type' must be selected as either Administrator, or Staff Member before clicking 'Submit'.

The account is now created successfully.



Add User Account

Account created successfully.

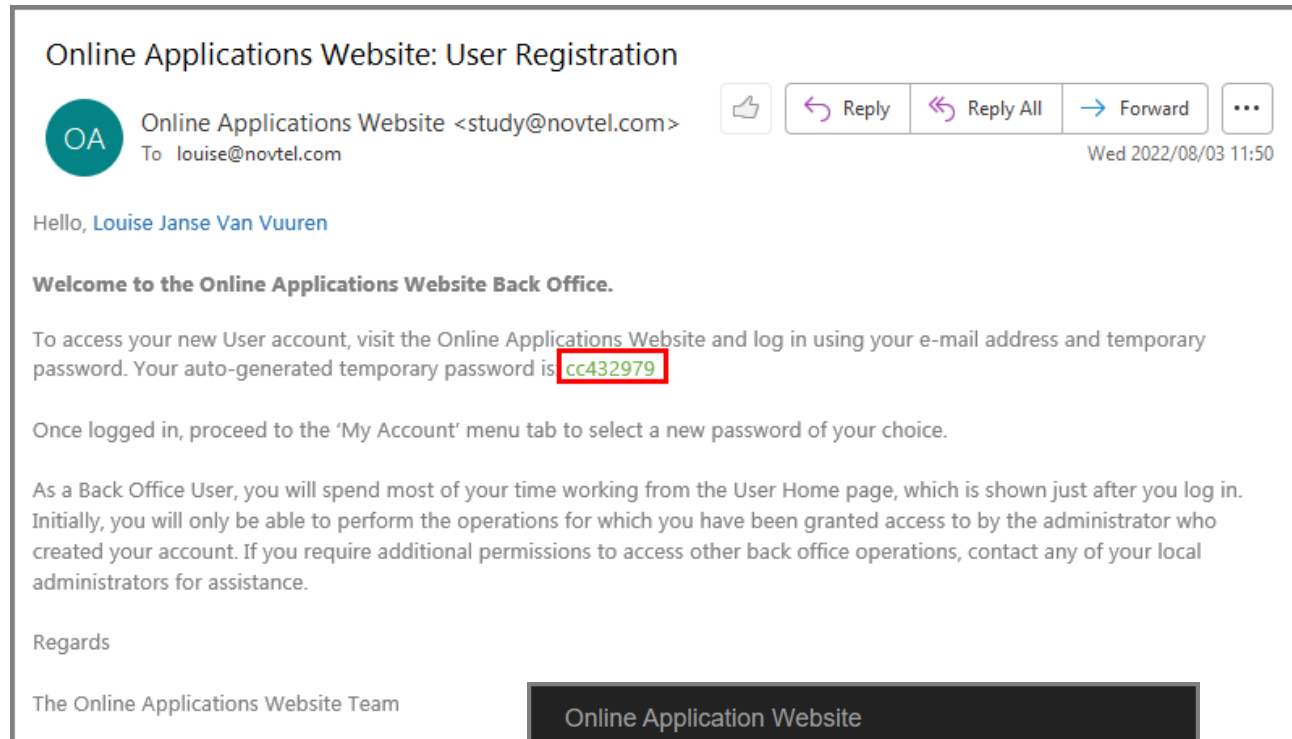
First Name

Surname

Email

Cell Number

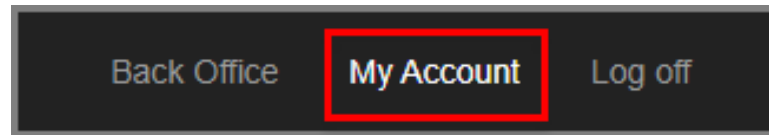
Account Type



This created User will receive an email to welcome her as a 'Back Office' User on the website and listing a temporary password which she must enter to gain access to her User Account.

By clicking 'Log in' at the top right-hand side of the window; entering her email address, and then entering the temporary password, she will click 'Log in' to continue.

The image shows a web login form titled "Online Application Website" and "Account Login". It prompts the user to "Please enter your User Account details to log in." There are two input fields: "Email" with the value "louise@novtel.com" and "Password" with masked characters ".....". Below the password field is a checkbox labeled "Remember me?". At the bottom is a "Log in" button.



My Account

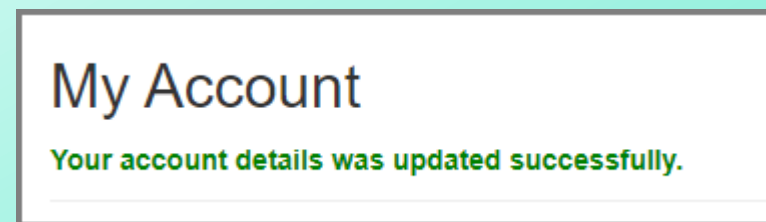
First Name	Louise
Surname	Janse Van Vuuren
Cell Number	
Email	louise@novtel.com
Current Password	
New Password	
Confirm New Password	
	Update 

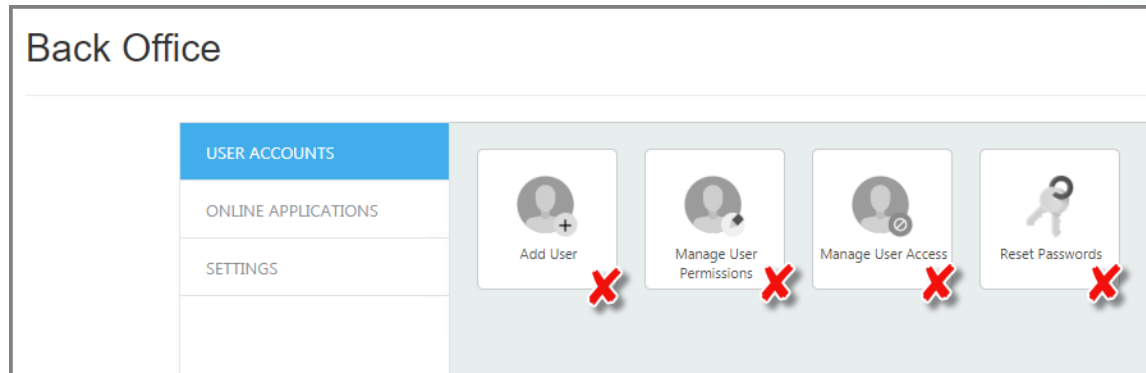
At the top right-hand side of the window, the 'My Account' option is selected to access her account details.

The current password can now be entered, followed by a preferred new password below it.

The new password must be confirmed before clicking 'Update'.

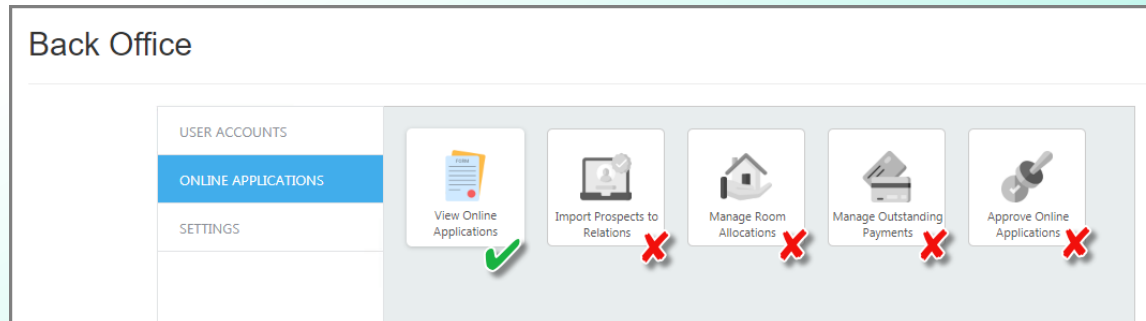
The account details will then be updated successfully.

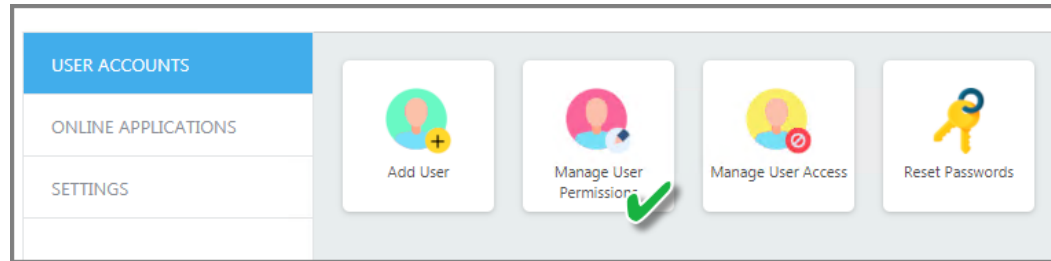




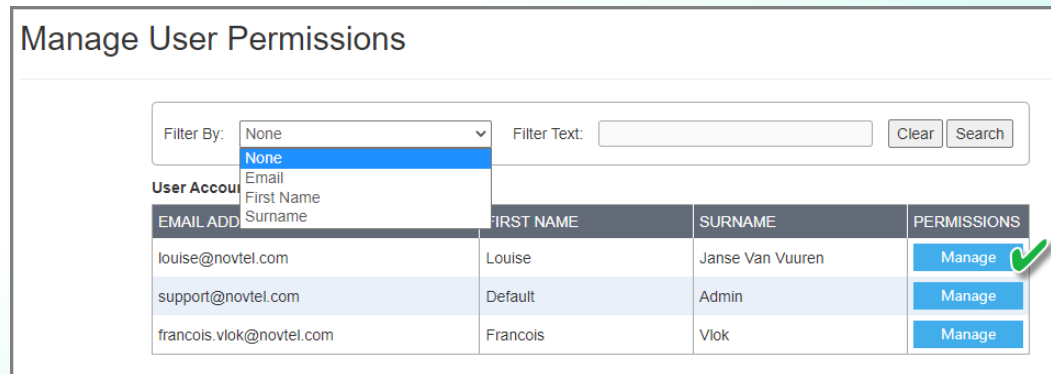
As this User's 'Account Type' was selected as 'Staff Member', she will ONLY have access to the 'View Online Applications' button in the 'Online Applications' menu.

All other permissions will be de-activated, unless specifically activated by an Administrator User.





The Administrator User will activate more permission per Staff Member User from the 'User Accounts – Manage User Permissions' menu option.



A specific User can be searched for by means of their email address; first name, or surname.

The permissions for the required User can now be edited by clicking on the 'Manage' button in the 'Permissions' column next to their name.

At the top of the 'Manage User Permissions' window, the User's name and surname is displayed, as well as the email address associated with her User profile.

Manage User Permissions

User: **Louise Janse Van Vuuren** Email: **louise@novtel.com**

Employee Permissions

USER ACCOUNT PERMISSIONS	
 Add User Accounts	☐
 Manage User Account Permissions	☐
 Manage User Account Access	☐
 Reset User Account Passwords	☐
ONLINE APPLICATION PERMISSIONS	
 View Online Applications	☒
 Import Prospects to Novtel Relations Management	☒
 Allocate Rooms to Online Applications	☒
 Change Online Applications Payment Status	☒
 Approve Online Applications	☒
SETTINGS PERMISSIONS	
 Configure Novtel Web API	☐

Select All Deselect All Update Permissions 

Some permissions can be left deactivated – such as the 'User Account Permissions'.

Back Office

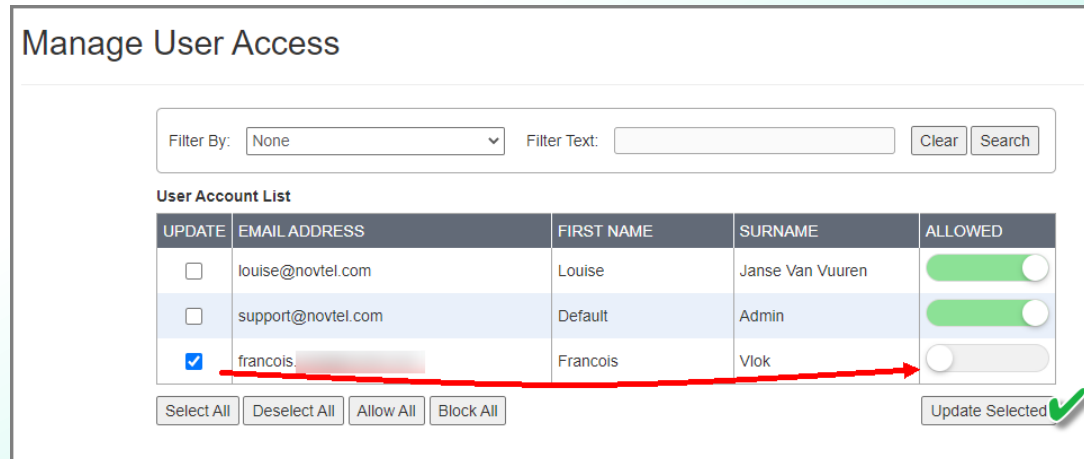
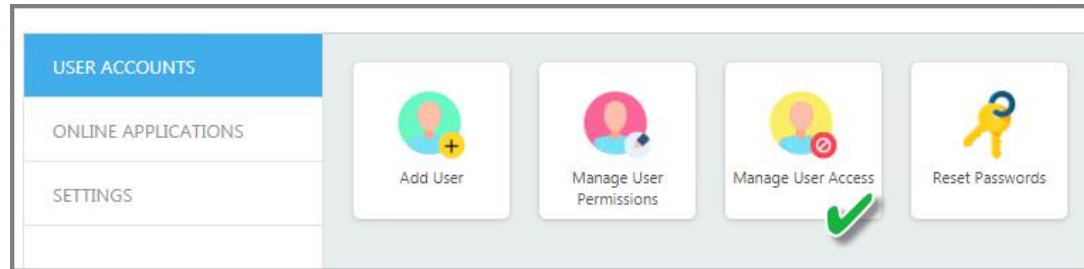
USER ACCOUNTS	ONLINE APPLICATIONS	SETTINGS	
 Add User 	 Manage User Permissions 	 Manage User Access 	 Reset Passwords 

Other permissions – such as the 'Online Application Permissions' - can be activated for the User to perform all tasks from the 'Online Applications' menu.

Back Office

USER ACCOUNTS	ONLINE APPLICATIONS	SETTINGS			
	 View Online Applications	 Import Prospects to Relations	 Manage Room Allocations	 Manage Outstanding Payments	 Approve Online Applications

The changes must be saved by clicking 'Update Permission'.

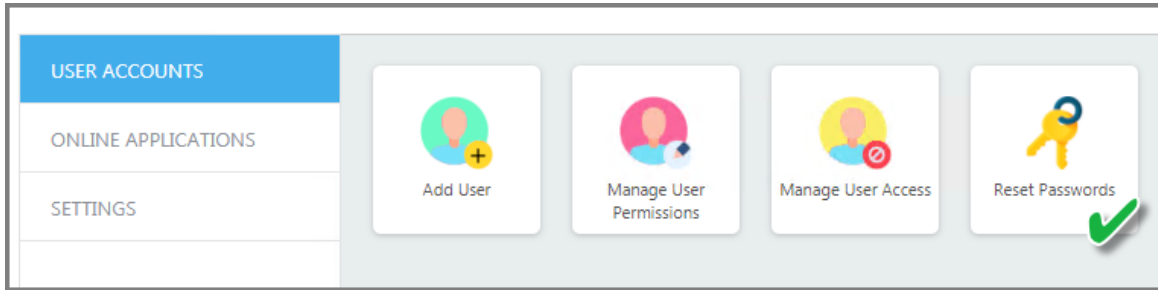


To revoke a User's access to the website's back office, the 'Manage User Access' button is selected from the 'User Accounts' menu.

A single User can be selected (or multiple users if required) and the User profile deactivated before clicking the 'Update Selected' button.

If a User's access is to be granted again, the profile can be selected; activated and updated.

4.4 Resetting Passwords



Reset User Passwords

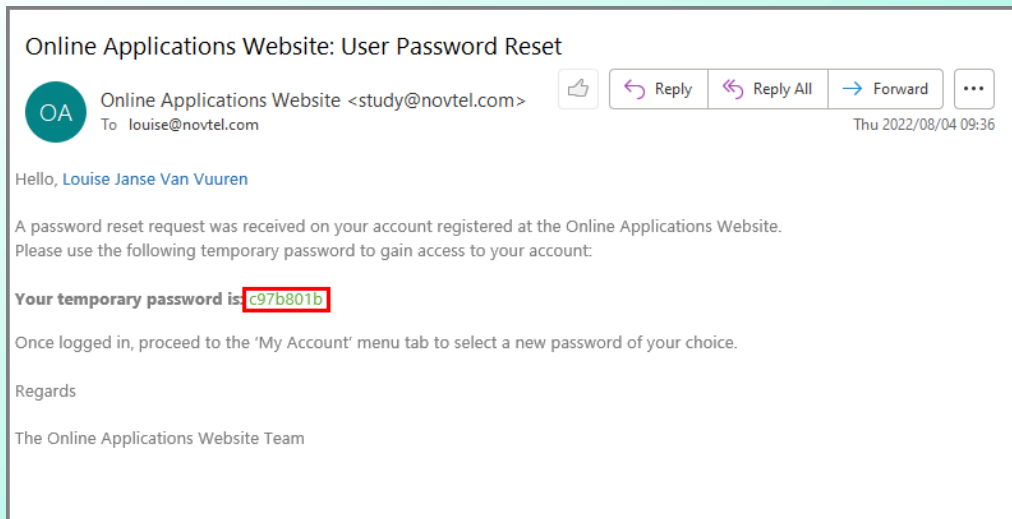
Filter By: None Filter Text: Clear Search

User Account List

RESET	EMAIL ADDRESS	FIRST NAME	SURNAME
☒	louise@novtel.com	Louise	Janse Van Vuuren
☐	support@novtel.com	Default	Admin
☐	francois.vlok@novtel.com	Francois	Vlok

*After clicking the 'Reset Account Passwords' button, a new temporary password will be generated for each of the selected user accounts, which will be sent to the user via email.

Select All Deselect All 2 Reset Account Passwords



From the 'User Accounts – Reset Passwords' menu option, a single, multiple or all Users can be selected, and their account passwords reset.

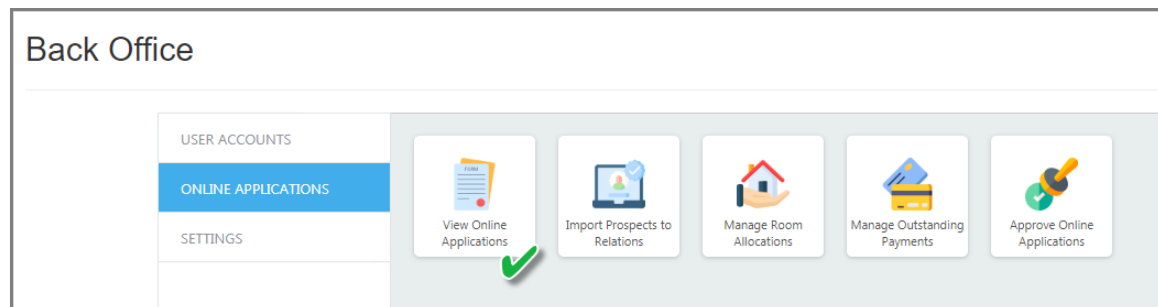
The User will again receive an email with a temporary password, which they will enter to access their User Account.

From the User's 'My Account' option, the password can be reset, confirmed and updated.

Back Office:

Online Applications





To view online applications, the first option in the 'Online Applications' menu is selected.

Taking into consideration that applications for Student Accommodation can quickly reach an exceptionally high number, it is important to use the filter options to only list the required criteria.

A screenshot of the 'Online Applications List' filter section. It features three dropdown menus: 'Filter By:' with 'None' selected (marked with a red circle 1), 'Prospect:' with 'Any Status' selected (marked with a red circle 2), and 'Room:' with 'Any Status' selected (marked with a red circle 3). A red curved arrow points from the 'Filter By:' dropdown to the 'Filter Text:' input field.

1. Filter By:

One of the following search options can be selected, and the corresponding text entered in the 'Filter Text' field:

- | | |
|----------------------|-----------------|
| ✓ Application Number | ✓ Student ID |
| ✓ Student Name | ✓ Student Cell |
| ✓ Student Surname | ✓ Student Email |
| ✓ Student Number | |

2. Prospect Status:

When a Student submits their application, their details can be imported to Novtel Relations Management and a 'Prospect' Master File is created. This filter option can either be selected as:

- ✓ None
- ✓ Imported
- ✓ Not Imported

3. Room:

A specific room can be requested by a Student, but unless it is available and paid for, the requested room cannot be guaranteed.

The filter options here, are:

- ✓ Any Status
- ✓ Allocated
- ✓ Unallocated

Online Applications List

Filter By: None ▼

Filter Text:

Payment Method: Any 5 ▼

Prospect: Any Status ▼

Room: Any Status ▼

Approval Status: Any 6 ▼

Date From: 🕒 2022/09/01 4 To: 🕒 2022/09/30

☒ Show Application Progress Info

4. Submitted – Date From and To:

By default, the first day of the current month is inserted into the 'Date From' field.

The last day of the current month is inserted in the 'To' field.

The User can specify the exact dates to filter by selecting the required dates in these 2 fields.

5. Payment Method

When the application is submitted, a 'payment method' is specified by the Student.

Applications can be filtered by:

- ✓ Any
- ✓ Cash
- ✓ Payfast
- ✓ EFT
- ✓ Credit Card

6. Approval Status:

The last step in the application process, is to approve an application – upon which the contract is created. The filter options here, are:

- ✓ Any
- ✓ Approved
- ✓ Unapproved

7. Payment Status

The payment status filter options include:

- ✓ Any
- ✓ Paid
- ✓ Unpaid

8. Cancelled

The cancelled status filter options include:

- ✓ Any
- ✓ Cancelled
- ✓ Not Cancelled (Default)

9. Show Application Progress Info

When selected, the statuses per application are listed as follows:

- ✓ Prospect Import Status
- ✓ Room Status (Allocated or Preferred Room)
- ✓ Payment status and method
- ✓ Application approved or unapproved

Online Applications List

Filter By: None Filter Text: Payment Method: Any Payment Status: Any 7
 Prospect: Any Status Room: Any Status Approval Status: Any Cancelled: Not Cancelled 8
 Date From: 2022/09/01 To: 2022/09/30 Reset Search ☒ Show Application Progress Info 9

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: Not Imported				Preferred Room: MOOIRIVIER APARTMENTS UNIT 35		Payment: Unpaid (EFT) ✓ Unapproved	
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card) ✓ Approved	

Select All Deselect All Update Cancelled Status

Clicking on a Student's Application Number, the application is opened.

Online Applications List

Filter By: None Filter Text: Payment Method: Any Payment Status: Any
Prospect: Any Status Room: Any Status Approval Status: Any Cancelled: Not Cancelled
Date From: 2022/09/01 To: 2022/09/30 Reset Search ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: Not Imported				Preferred Room: MOOIRIVIER APARTMENTS UNIT 35		Payment: Unpaid (EFT) ✓ Unapproved	
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card) ✓ Approved	

Select All Deselect All Update Cancelled Status

Online Application Details

Application: 2-N0S2J13 ¹

² Submit Date: 06/09/2022 ³ Payment: Unpaid (EFT) ⁴ Prospect: Not Imported ⁵ Unapproved ⁶ Room: Unallocated

⤴ Student / Occupant Details

The Online Application Details screen is opened for the selected Student, indicating:

1. The Application Number
2. The date upon which the application was submitted
3. The payment status and selected payment method
4. The 'Prospect' import status
5. The Application Status – which is currently 'Unapproved'
6. And the Room Status – which is unallocated at present

Application: 2-N0S2J13

Unapproved

Submit Date: 06/09/2022

Payment: Unpaid (EFT)

Prospect: Not Imported

Room: Unallocated

Student / Occupant Details

Gender	Email Address	Bursary
Male	ben@vanwyk.com	No
Name	High School Attended	Bursary Name
Ben	Joburg High	N/A
Surname	Current Year Of Study	Bursary Contact No
van Wyk	1	N/A
ID Number	Field Of Study	Bursary Email
03010203040506	IT	N/A
Mobile Number	Student Number	
082123456	987654321	

Preferred Residence Details

Residence Name	Room Type	Preferred Room
Moorivier Apartments	Bachelor Premium	MOORIVIER APARTMENTS UNIT 35

All details – as submitted by the Student – will be listed next, and at the bottom left-hand side of the screen, the submitted documents can be accessed by downloading it.

Parent / Guardian 1 Details

Name	Work Telephone Number	City
Hein	082123456	Johannesburg
Surname	Email Address	Province
van Wyk	loulise@nortel.com	Gauteng
ID Number	Address	
74010203040506	44 Van Wyk Street	
Mobile Number	Suburb	
082123456	Sandton	

Parent / Guardian 2 Details

Name	Work Telephone Number	City
Manda	011123456	Johannesburg
Surname	Email Address	Province
van Wyk	manda@vanwyk.com	Gauteng
ID Number	Address	
78090807060504	44 Van Wyk Street	
Mobile Number	Suburb	
062654321	Sandton	

Alternative Contact Details

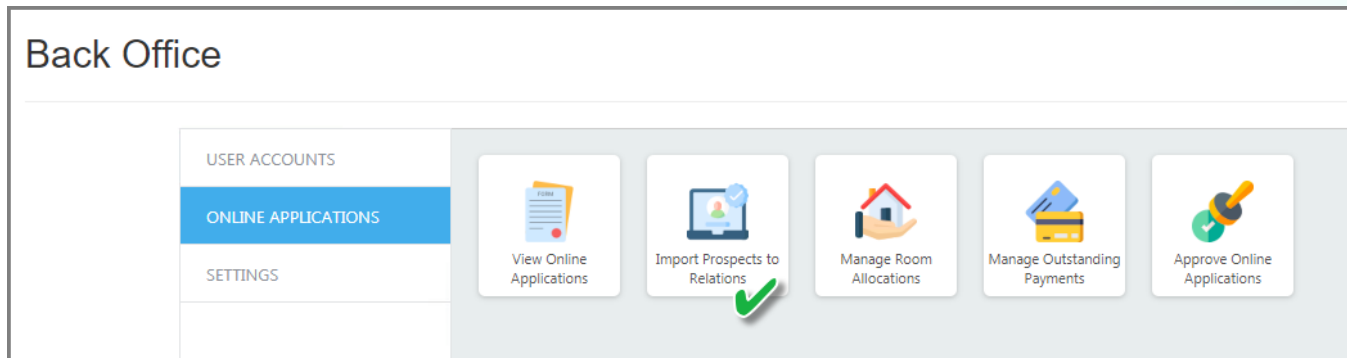
Name	Mobile Number
Jacques	071 147258
Surname	Work Telephone Number
van Wyk	011 789654
Relation to Occupant	Email Address
Brother	jacques@vanwyk.com

Attached Documents

- ID Document.pdf (83.79 KB)
- Proof of Address.pdf (83.79 KB)

PDF Proof of Address.pdf

PDF ID Document.pdf



Students can be imported to Novtel Relations Management as 'Prospects', but it is not mandatory.

Import Prospects to Novtel Relations

Filter By: Filter Text: ☒ Show Preferred Residence Info

Online Applications (Import Prospects)

Import	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email	Relations Dataset
☒	8-NPS2113	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com	Oppikampus

Preferred Residence: Mooirivier Apartments Preferred Room Type: Bachelor Premium Preferred Room Number: MOOIRIVIER APARTMENTS UNIT 35

Multiple Prospects can be imported to Novtel Relations simultaneously.

The website supports multiple database sets, and a prospect can be imported to a specifically selected database set.

By selecting the account to be imported as a Prospect, and specifying the database set, the 'Import Prospects' button can be clicked to proceed.

Import Prospects to Novtel Relations

Filter By: Filter Text: ☒ Show Preferred Residence Info

Online Applications (Import Prospects)

No Online Applications Found. Try changing or removing the current filter and click [Search](#) to try again. If you are already using the 'None' filter, and still do not see any Online Applications, then there are currently no Online Applications available that applies to this operation.

Previous Import Results

Application Number	Import Success	Prospect Code	Relations Dataset	Import Error
2-N0S2J13	Yes	VAN007	Oppikampus	None

The 'Import Results' will display the Student's:

- ✓ Application Number.
- ✓ Whether the import was successful.
- ✓ The created Prospect Code – which is the details of 'Parent / Guardian 1. (Novtel checks for the first available numeric code, and allocates it to the Prospect together with the first 3 letters of their surname)
- ✓ The specified Database Set.
- ✓ And if any errors occurred during the Import Process.

Online Applications List

Filter By: Filter Text: Payment Method: Payment Status:
 Prospect: Room: Approval Status: Cancelled:
 Date From: To: ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Preferred Room: MOOIRIVIER APARTMENTS UNIT 35		Payment: Unpaid (EFT)	Unapproved
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card)	Approved

In the 'Online Applications List', this Student is now indicated as a 'Prospect', and the Prospect Code and dataset the Student were imported to, is displayed.

Accessing the 'Prospects' section in the specified database set in Novtel Relations, the Student's Parent/Guardian 1 has been imported successfully.

The Student Number is displayed in the 'Fax' field.

And all attachments uploaded and submitted by the Student, will automatically be imported to the Prospect Account, and can be accessed from here too.

The screenshot displays the Novtel Relations software interface. The main window shows the 'Prospects' section with a search bar containing 'VAN007'. A red arrow points from the search bar to the 'Fax' field in the 'Edit Prospect Details' window. The 'Edit Prospect Details' window shows the following information:

- Code: VAN007
- Category: [Dropdown]
- Location 1: [Dropdown]
- Location 2: [Dropdown]
- General Information:
 - Id Number: [Field]
 - Name: Hein van Wyk
 - Telephone: [Field]
 - Mobile Phone: 082123456
 - Email Address: louse@novtel.com
 - Website: [Field]
 - Fax: 987654321 (highlighted with a red box)
 - First Contact: 2022/09/06
 - Contact persons with company
 - Company Activities
 - Inactive
- Address:
 - Address: [Field]
 - Coordinates: [Field]
- Email / Sms Options:
 - Company Only (selected)
 - Contact Persons Only
 - Company and Contact Persons

The 'Attachments' table shows two documents:

Date	Time	Type	Subject	Text
2022/09/06	10:12:19 AM	Document	Proof of Address.pdf	✓
2022/09/06	10:12:17 AM	Document	ID Document.pdf	✓

Important:

Upon importing a Prospect to Relations Management, Novtel will check for duplicate ID Numbers.

- ✓ If no duplicate ID Numbers exist, the ID Number is imported to the new Prospect, and the Student Number saved to the 'Fax' field.
- ✓ If duplicate ID Numbers do exist, a new Prospect is created with an empty ID number field, but the Student Number will still be saved to the 'Fax' field.

Back Office

USER ACCOUNTS

ONLINE APPLICATIONS

SETTINGS

View Online Applications

Import Prospects to Relations

Manage Room Allocations

Manage Outstanding Payments

Approve Online Applications

Rooms already allocated can be changed, and unallocated rooms can be allocated from the 'Online Applications – Manage Room Allocations' menu option.

Manage Room Allocations

[Back Office](#) [My Account](#) [Log off](#)Filter By: None Filter Text:

Online Applications (Room Allocations)

Remove	Application No	Student Name	Student Number	Student ID No	Gender	Current Room Allocation	Room Action
☐	2-N0S2J13	Ben van Wyk	987654321	03010203040506	Male	No Allocation	Select Room

In this case, we would like to allocate a room to Mr van Wyk by clicking on the 'Select Room' button in his application's line.

1. At the top of the 'Available Rooms' window, the following is displayed:

- ✓ The Student's Application Number
- ✓ The Student's name, surname and gender
- ✓ And the preferred room selected on the application.

Specific Filters can be implemented to ensure easy navigation:

Available Rooms

Application: 2-N0S2J13
1

Student: Ben van Wyk (Male)
Preferred Room: MOOIRIVIER APARTMENTS UNIT 35

Dataset: Oppikampus 2

Branch: Any 3

Available From: 2023/01/01 4 To 2023/12/31

Filter By: None

Filter Value:

Gender Rule: Allow Males 5

Reset

Search

Available Rooms

Room Code	Room Description	Branch	Genders Allowed	Web Allocation
BA003A1	BACCALAUREUS UNIT 3 - A1	Baccalaureus	Male & Female	None
BA004A1	BACCALAUREUS UNIT4 - A1	Baccalaureus	Male & Female	None
BA006A1	BACCALAUREUS UNIT 6 - A1	Baccalaureus	Male & Female	None
BA006B1	BACCALAUREUS UNIT 6 - B1	Baccalaureus	Male & Female	None
BA007A1	BACCALAUREUS UNIT 7 - A1	Baccalaureus	Male & Female	None
BA007B1	BACCALAUREUS UNIT 7 - B1	Baccalaureus	Male & Female	None
BA016A1	BACCALAUREUS UNIT 16 - A1	Baccalaureus	Male & Female	None
BA016B1	BACCALAUREUS UNIT 16 - B1	Baccalaureus	Male & Female	None

2. The dataset can be specified.

3. The 'Branch' for accommodation is selected.

4. By default, the date selection is from the 1st of January to the 31st of December in the following year, but can be changed if required.

If a contract or booking is linked to a room during the selected dates, it will influence the availability for the selected period. This will cause the room to be unavailable.

5. The 'Gender Rule' is displayed as selected on the application form.

Available Rooms

 Application: 2-N0S2J13

Student: Ben van Wyk (Male)
Preferred Room: MOOIRIVIER APARTMENTS UNIT 35

Dataset: Oppikampus

Branch: Any

Available From: 2023/01/01 To 2023/12/31

Filter By: None

Filter Value:

Gender Rule: Allow Males

Reset

Search

Available Rooms

MA031	MOOIRIVIER APARTMENTS UNIT 31	MA STD Plus	Male & Female	None
MA032	MOOIRIVIER APARTMENTS UNIT 32	MA STD Plus	Male & Female	None
MA033	MOOIRIVIER APARTMENTS UNIT 33	MA STD Plus	Male & Female	None
MA034	MOOIRIVIER APARTMENTS UNIT 34	MA STD Plus	Male & Female	None
MA035	MOOIRIVIER APARTMENTS UNIT 35	MA STD Plus	Male & Female	None
MA036	MOOIRIVIER APARTMENTS UNIT 36	MA STD Plus	Male & Female	None
MA037	MOOIRIVIER APARTMENTS UNIT 37	MA STD Plus	Male & Female	None
MA038	MOOIRIVIER APARTMENTS UNIT 38	MA STD Plus	Male & Female	None
MA039	MOOIRIVIER APARTMENTS UNIT 39	MA STD Plus	Male & Female	None

This specific company provided our Developers with a list of genders allowed per unit.

Some are for males only or females only, while other allow both male and female Students.

When the ‘Gender Rule’ is selected as ‘Male’, available units for Males ONLY, or Male and Female Students will be displayed.

Likewise: When the ‘Gender Rule’ option indicates ‘Female’, then only available rooms for females ONLY, or male and female will be displayed.

The preferred room may or may not be available.

If available, it can be selected and allocated to the Student.

If not, a different room is to be allocated to this Student, by simply clicking on it.

Manage Room Allocations

Filter By: None

Filter Text:

Clear

Search

Online Applications (Room Allocations)

Remove	Application No	Student Name	Student Number	Student ID No	Gender	Current Room Allocation	Room Action
☐	2-N0S2J13	Ben van Wyk	987654321	03010203040506	Male	MA035 (Oppikampus)	Change Room

Select All

Deselect All

Remove Allocations

The selected room has now been allocated successfully to this Student.

The allocated room is now displayed on the Student's 'Progress Info' line of the Online Applications List.

Online Applications List

Filter By: Filter Text: Payment Method: Payment Status:

Prospect: Room: Approval Status: Cancelled:

Date From: To: ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Room: MA035 (Oppikampus)		Payment: Unpaid (EFT)	Unapproved
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card)	Approved

Back OfficeMy AccountLog off

Manage Room Allocations

Filter By:None

Filter Text:

Clear

Search

Online Applications (Room Allocations)

Remove	Application No	Student Name	Student Number	Student ID No	Gender	Current Room Allocation	Room Action
☐	4-87Y2BFZ	Jessica van Tonder	987654321	990102030400	Female	No Allocation	Select Room
☐	3-LYWS3K5	Stacey Stevens	741258963	990203040506	Female	MA100 (Oppikampus)	Change Room
☐	1-H0XTHYM	Francois Vlok	123445	328939828392	Male	No Allocation	Select Room

Select All

Deselect All

Remove Allocations

IMPORTANT!

If a room was allocated to a Student, but they have not yet paid the outstanding costs, the room can be allocated to another Student who *has* paid, and who requested the specific room.

In this case, we have re-allocated the room of Ms van Tonder to Ms Stevens, since she requested the room, and has paid already.

In doing so, the allocation has been removed from Ms van Tonder, and a new room must be allocated to her.

When a Property is available for the selected period, but an allocation has been made already, the Application Number of the Student – currently linked to this room - will be displayed in the ‘Web Allocation’ column, together with an exclamation mark warning.

However: Please Note that the room can still be allocated to another Student at this stage – which will move the allocation to the newly selected Student.

Available Rooms

Application: 3-LYWS3K5

Student: Stacey Stevens (Female)

Preferred Room: MOOIRIVIER APARTMENTS UNIT 100

Dataset:Oppikampus

Branch:Any

Available From:2023/01/01

To:2023/12/31

Filter By:None

Filter Value:

Gender Rule:Allow Females

Reset

Search

Available Rooms

MA097	MOOIRIVIER APARTMENTS UNIT 97	MA Standard	Male & Female	None
MA098	MOOIRIVIER APARTMENTS UNIT 98	MA Deluxe	Male & Female	None
MA099	MOOIRIVIER APARTMENTS UNIT 99	MA STD Plus	Male & Female	None
MA100	MOOIRIVIER APARTMENTS UNIT 100_A1	MA Deluxe	Male & Female	⚠ 3-LYWS3K5
MA101	MOOIRIVIER APARTMENTS UNIT 101	MA Premium	Male & Female	None
MA102	MOOIRIVIER APARTMENTS UNIT 102	MA Premium	Male & Female	None
MA103	MOOIRIVIER APARTMENTS UNIT 103	MA Premium	Male & Female	None
MA104	MOOIRIVIER APARTMENTS UNIT 104	MA Premium	Male & Female	None
MA105	MOOIRIVIER APARTMENTS UNIT 105	MA Premium	Male & Female	None
MA106	MOOIRIVIER APARTMENTS UNIT 106	MA Deluxe	Male & Female	None
MA107	MOOIRIVIER APARTMENTS UNIT 107	MA Deluxe	Male & Female	None
MM001A1	MOOIZICHT MANOR UNIT 1 - A1	Mooizicht	Male & Female	None

Back Office

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From the 'Online Applications – Manage Outstanding Payments' menu option, a specific application can be searched for by means of one of the following filter options:

- ✓ Application Number
- ✓ Student Name
- ✓ Student Surname
- ✓ Student Number
- ✓ Student ID Number
- ✓ Student Cell Number
- ✓ Student Email Address

Manage Outstanding Payments

Filter By: None

Filter Text:

Clear

Search

Online Appl

Update

Ap

2

Application Number

Student Name

Student Surname

Student Number

Student ID Number

Student Cell Number

Student Email Address

Select All

Deselect All

Application Number	Student Name	Student Surname	Student Number	Student ID No	Student Cell	Payment Method	Paid
				03010203040506	082123456	EFT	☐

Update Payments

Manage Outstanding Payments

Filter By:

None

Filter Text:

Clear

Search

Online Applications (Outstanding Payments)

Update	Application No	Student Name	Student Number	Student ID No	Student Cell	Payment Method	Paid
☒	2-N0S2J13	Ben van Wyk	987654321	03010203040506	082123456	EFT	☒

Select All

Deselect All

Update Payments

From here, the Student’s selected payment method can be altered if they have requested to use a different payment method.

Once payment was received, the ‘Paid’ option for this Student is selected and the ‘Update Payments’ button clicked.

Manage Outstanding Payments

Operation Completed Successfully

Filter By:

None

Filter Text:

Clear

Search

Online Applications (Outstanding Payments)

No Online Applications Found. Try changing or removing the current filter and click Search to try again. If you are already using the 'None' filter, and still do not see any Online Applications, then there are currently no Online Applications available that applies to this operation.

Once completed successfully, the Online Application is removed from this screen, as the outstanding amount was settled.

Also note that the Student will now be removed from the ‘Import Prospects’ list – if not yet imported.

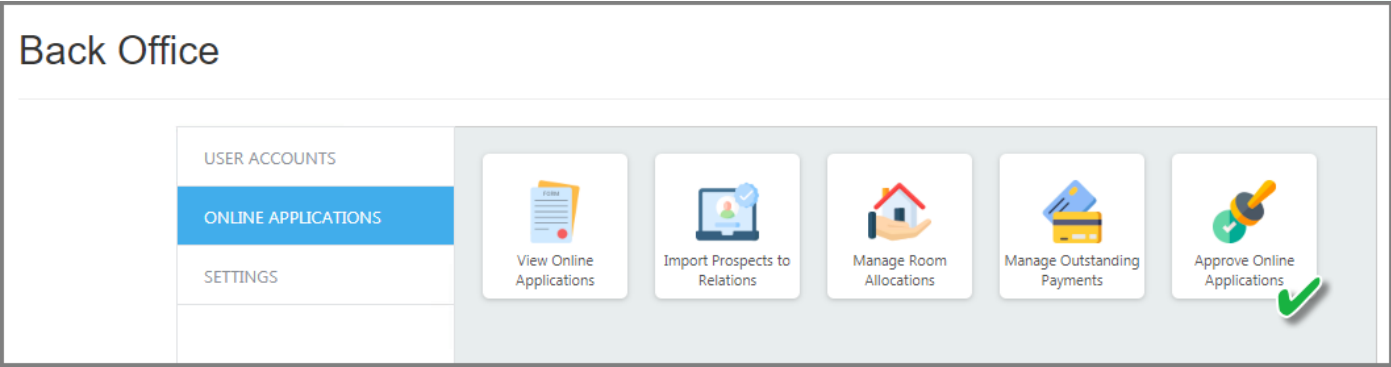
The Student's 'Payment Status' is now indicated as 'Paid', and the payment method used, is indicated as selected.

Online Applications List

Filter By:	None	Filter Text:		Payment Method:	Any	Payment Status:	Any
Prospect:	Any Status	Room:	Any Status	Approval Status:	Any	Cancelled:	Not Cancelled
Date From:	2022/09/01	To:	2022/09/30	Reset	Search	☒ Show Application Progress Info	

Online Applications

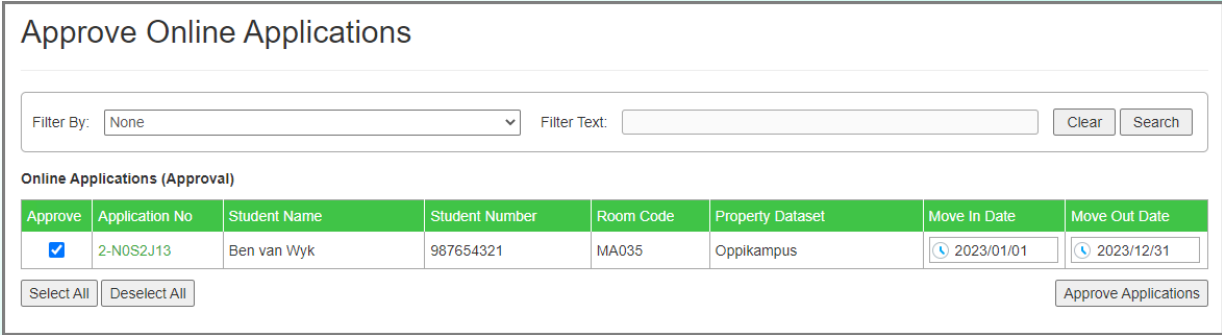
CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Room: MA035 (Oppikampus)		Payment: Paid (EFT)	☒ Unapproved
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card)	☒ Approved



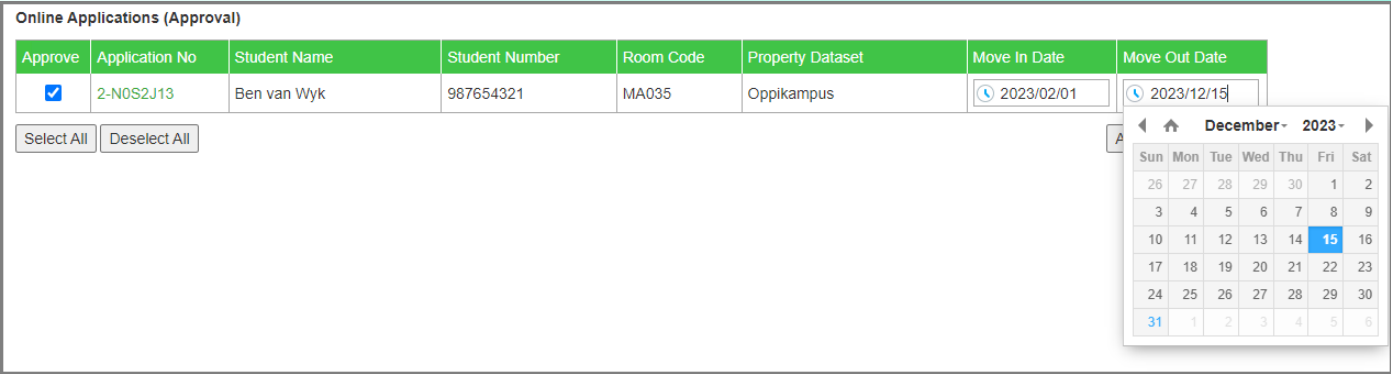
The last step in the process, is to approve the online application.

The conditions for applications to be displayed here, are:

- ✓ Applications must have been paid - either via PayFast, or through the 'Manage Outstanding Payments' option in the back office.
- ✓ And a room must have been allocated already.

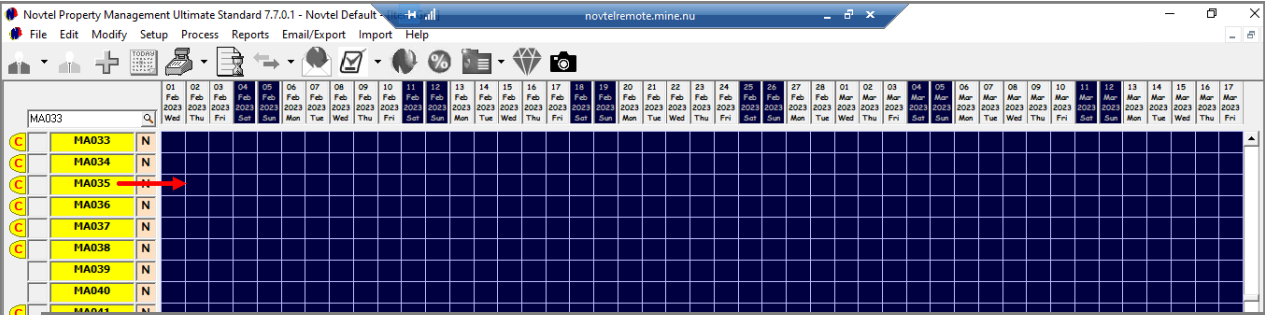


The room and dataset will be indicated on this screen, as well as the default dates of the 1st of January to 31st of December.



The dates can now be changed to the actual contract start and end dates.

For example: 1 February to 15 December.



Before approving the application, the Room in Property Management is still available for the period of 1 February to 15 December.

Approve Online Applications

Filter By: None

Filter Text:

Clear

Search

Online Applications (Approval)

Approve	Application No	Student Name	Student Number	Room Code	Property Dataset	Move In Date	Move Out Date
☒	2-N0S2J13	Ben van Wyk	987654321	MA035	Oppikampus	2023/02/01	2023/12/15

Select All

Deselect All

Approve Applications

Upon approval, a new Pastel Customer is created – using the details entered in the ‘Parent/Guardian 1’ section of the Online Application.

The new Customer Code and Contract ID is now displayed under the ‘Previous Import Results’ section, and the approved contract is removed from the ‘Approval’ list.

Approve Online Applications

Filter By: None

Filter Text:

Clear

Search

Online Applications (Approval)

No Online Applications Found. Try changing or removing the current filter and click [Search](#) to try again. If you are already using the 'None' filter, and still do not see any Online Applications, then there are currently no Online Applications available that applies to this operation.

Previous Import Results

Application Number	Import Success	Customer	Contract ID	Property Dataset	Import Error
2-N0S2J13	Yes	VAN014	5183	Oppikampus	None

Proceeding to Novtel Property Management, and refreshing the Grid, the contract is created for the selected period, and in the name of the newly created Pastel Customer.

This Customer Master File will also be accessible from Novtel Property and Relations Management.

The screenshot displays the Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default application window. The main interface includes a menu bar (File, Edit, Modify, Setup, Process, Reports, Email/Export, Import, Help), a toolbar, and a calendar view at the top. The left sidebar shows a list of properties (MA032 to MA043) with a search bar and filters for 'View Properties' (All Properties, Available Properties). The main area is divided into a 'Contract Manager' window and a 'Properties' window.

Contract Manager Window:

- Contract Number:** 5183
- Type:** Fixed Monthly
- Tax Rate %:** 10.00 (where applicable)
- Hold Over Costs:** ☐
- Cancel Contract:** Button
- Tenant:** VAN014
- Hein van Wyk:** (Name)
- Occupant:** (Dropdown menu)
- Clear Occupant:** Button
- Agent:** (Search bar)
- Date Start:** 1 February 2023
- Payment Day:** 1
- Date End:** 15 December 2023
- Months:** 11

Properties Window:

- Properties:** MA035 - MOOIRIVIER APARTMENTS UNIT 35
- Contract Comments...** (Text area)
- Add Property:** Button
- Remove Property:** Button

Rental Num	Date Start	Date End	Status	Inv Total
75318	2023/02/01	2023/02/28	Reserved	5495.00
75319	2023/03/01	2023/03/31	Reserved	5495.00
75320	2023/04/01	2023/04/30	Reserved	5495.00
75321	2023/05/01	2023/05/31	Reserved	5495.00
75322	2023/06/01	2023/06/30	Reserved	5495.00
75323	2023/07/01	2023/07/31	Reserved	5495.00
75324	2023/08/01	2023/08/31	Reserved	5495.00
75325	2023/09/01	2023/09/30	Reserved	5495.00
75326	2023/10/01	2023/10/31	Reserved	5495.00
75327	2023/11/01	2023/11/30	Reserved	5495.00
75328	2023/12/01	2023/12/15	Reserved	5495.00

Calculate Commission: 0

Buttons: View Reservation, Charge Escalations, Rent Escalations, Checklist, Contract Schedule, Change Contract Type, Save, Cancel

Footer: User: Novtel, Database: Oppikampus_Nov, Pastel Path: C:\DemoData\Oppikampus\DYNOPIK

The Status for this Student’s application, is now indicated as ‘Approved’.

Online Applications List

Filter By:

None

Filter Text:

Payment Method:

Any

Payment Status:

Any

Prospect:

Any Status

Room:

Any Status

Approval Status:

Any

Cancelled:

Not Cancelled

Date From:

2022/09/01

To:

2022/09/30

Reset

Search

☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Room: MA035 (Oppikampus)		Payment: Paid (EFT) Approved	
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)			

Select All

Deselect All

Online Application Details

Application: 2-N0S2J13

Approved

Submit Date: 06/09/2022

Payment: Paid (EFT)

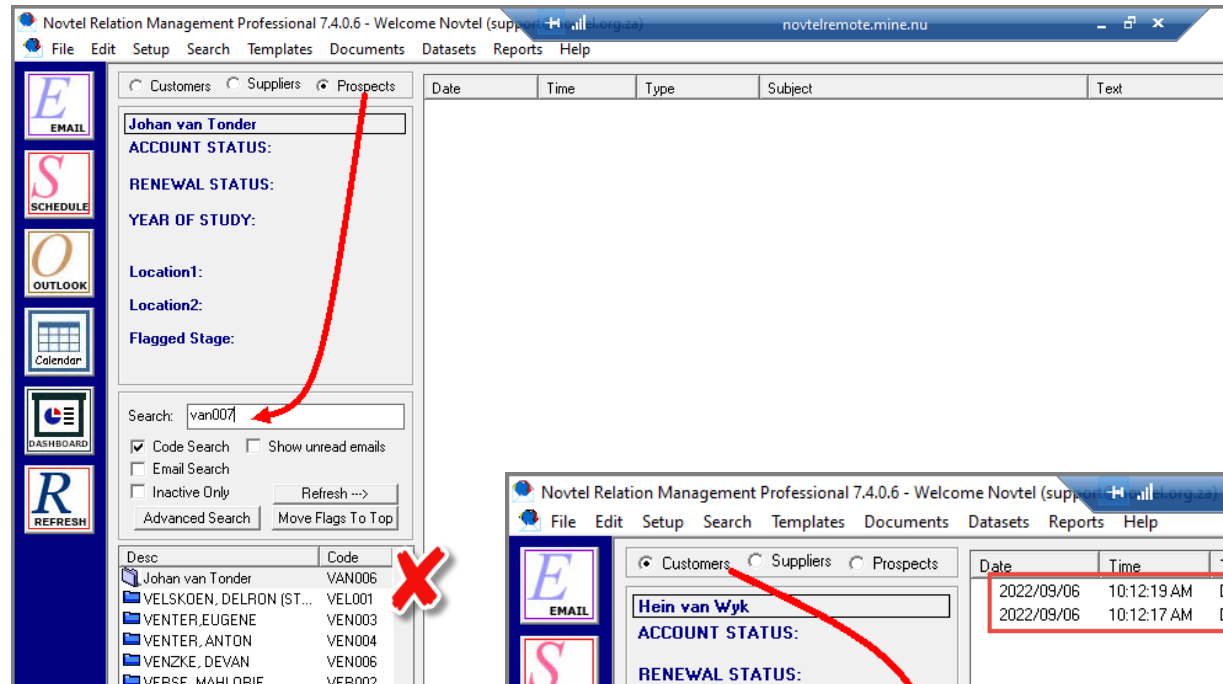
Prospect: VAN007 (Oppikampus)

Room: MA035 (Oppikampus)

Student / Occupant Details

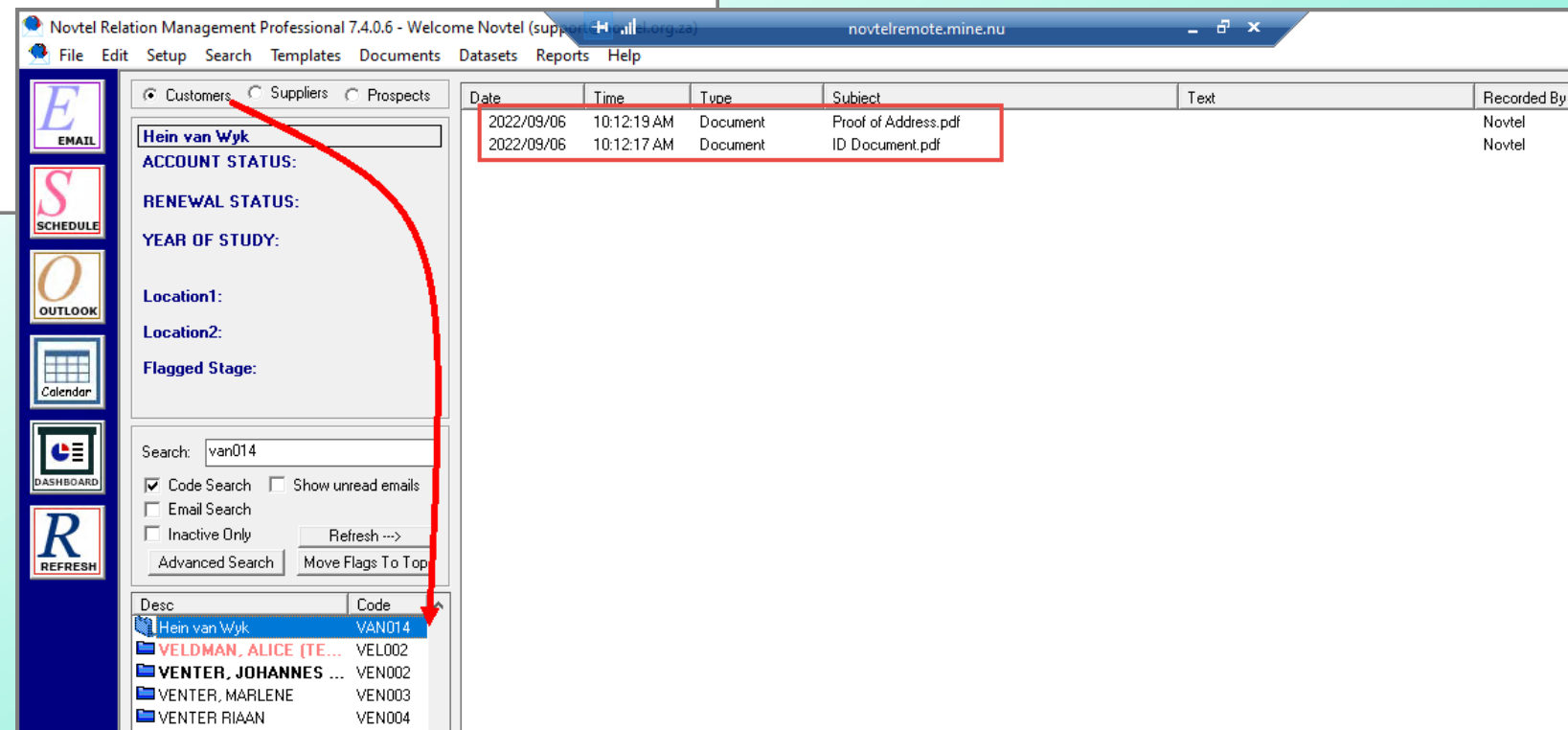
Gender	Email Address	Bursary
Male	ben@vanwyk.com	No
Name	High School Attended	Bursary Name
Ben	Joburg High	N/A
Surname	Current Year Of Study	Bursary Contact No
van Wyk	1	N/A
ID Number	Field Of Study	Bursary Email
03010203040506	IT	N/A
Mobile Number	Student Number	
082123456	987654321	

Preferred Residence Details



The 'Prospect' is now deleted from Novtel Relations, but is created as a 'Customer' and linked to the Code as indicated when the Application was approved.

All correspondence and uploaded documents are saved to the Customer's correspondence window.



Online Applications List

Filter By: Filter Text: Payment Method: Payment Status:

Prospect: Room: Approval Status: Cancelled:

Date From: To: ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☒	3-OLS4NE1	06/09/2022	Jane Gordon	369258147	0402030405	084 456321	jane@gordon.com
Prospect: Not Imported				Preferred Room: OPIKAMPUS UNIT 4-A1		Payment: Unpaid (EFT)	Unapproved
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Room: MA035 (Oppikampus)		Payment: Paid (EFT)	Approved
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card)	Approved

An Online Application can ONLY be cancelled if unpaid and unapproved.

Simply select the application in the 'CAN' column and click 'Update Cancelled Status'.

The application will immediately be removed from the 'Online Application List' window.

Online Applications List

Operation Completed Successfully

Filter By: Filter Text: Payment Method: Payment Status:

Prospect: Room: Approval Status: Cancelled:

Date From: To: ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☐	2-N0S2J13	06/09/2022	Ben van Wyk	987654321	03010203040506	082123456	ben@vanwyk.com
Prospect: VAN007 (Oppikampus)				Room: MA035 (Oppikampus)		Payment: Paid (EFT)	Approved
☐	1-1KJCMF5	05/09/2022	Francois Vlok	020293111	12312311	08382829182	fvlok@gmail.com
Prospect: DOE001 (Oppikampus)				Room: BA003B1 (Oppikampus)		Payment: Paid (Credit Card)	Approved

By selecting the 'Cancelled' filter option and clicking 'Search', all cancelled applications can be viewed for the selected period.

Online Applications List

Filter By: None

Filter Text:

Payment Method: Any

Payment Status: Any

Prospect: Any Status

Room: Any Status

Approval Status: Any

Cancelled: Cancelled

Date From: 2022/09/01 To: 2022/09/30 Reset Search ☒ Show Application Progress Info

Online Applications

CAN	Application No	Submit Date	Student Name	Student Number	Student ID No	Student Cell	Student Email
☒	3-OLS4NE1	06/09/2022	Jane Gordon	369258147	0402030405	084 456321	jane@gordon.com
Prospect: Not Imported				Preferred Room: OPPIKAMPUS UNIT 4-A1		Payment: Unpaid (EFT) ☒ Unapproved	
Select All Deselect All		Update Cancelled Status					

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Hospitality Management



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Equipment Hire



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Relations
Management



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Self-Storage



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Vehicle Hire



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



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Contract
Management



 **Novtel**
Bank Manager



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Access Control



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Property Management
Mobile Application

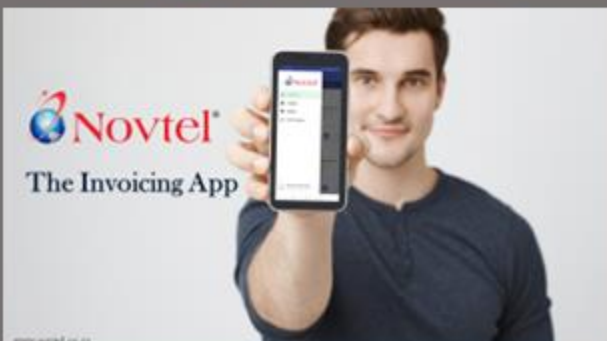
For Resolving Maintenance
Onsite and In your Time



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