

HOW TO USER GUIDE

SILQU

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1. ACCOUNT LOGIN

- Click on <https://silqu.com/default/login> . Click on Sign In.

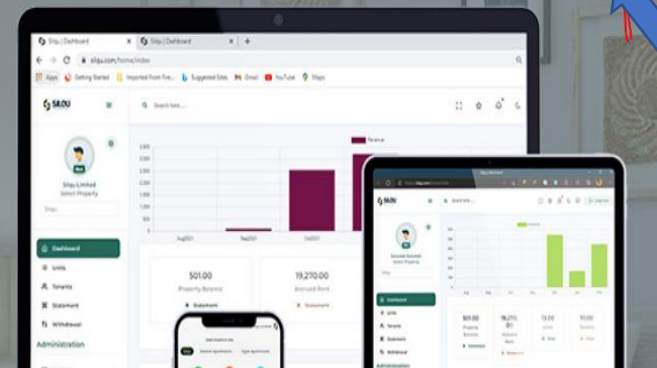


Home Pricing FAQs Brochure Contact

SIGN IN

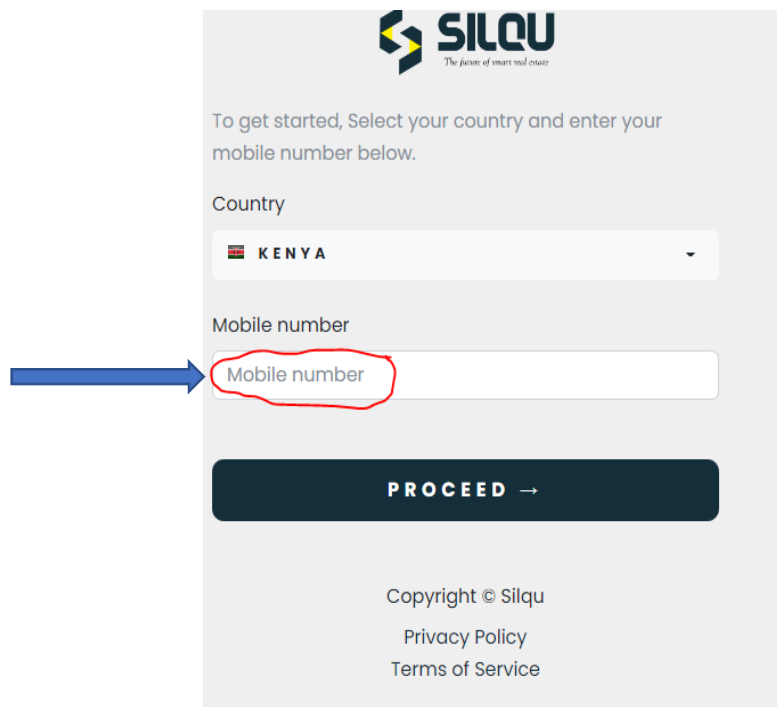
The Smart Real Estate


Welcome to Africa's most advanced proptech platform with a focus on Real Estate.



1.1 Name and Password.


1. Enter your number AND password and click login.



 **SILQU**
The future of smart real estate

To get started, Select your country and enter your mobile number below.

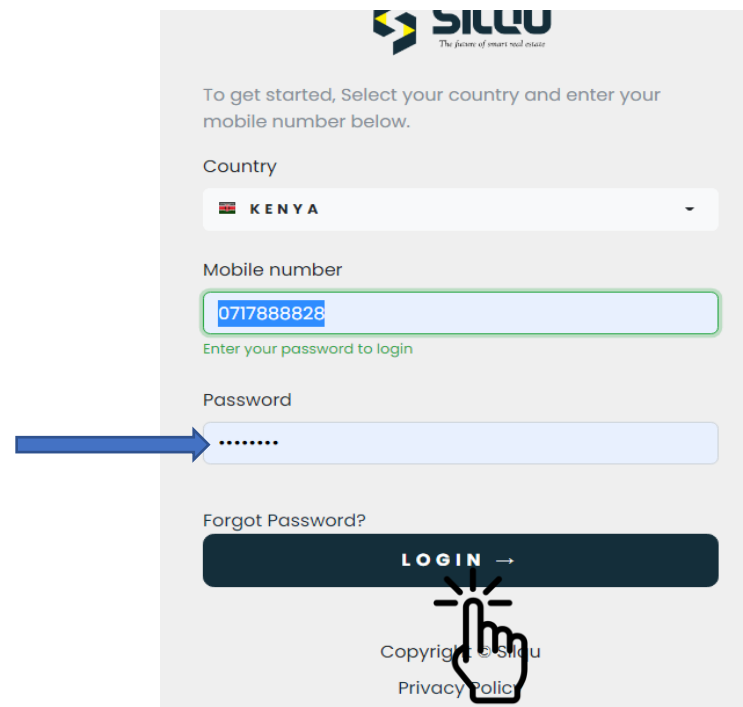
Country


 **KENYA**

Mobile number

PROCEED →


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 **SILQU**
The future of smart real estate

To get started, Select your country and enter your mobile number below.

Country

 **KENYA**

Mobile number

Enter your password to login

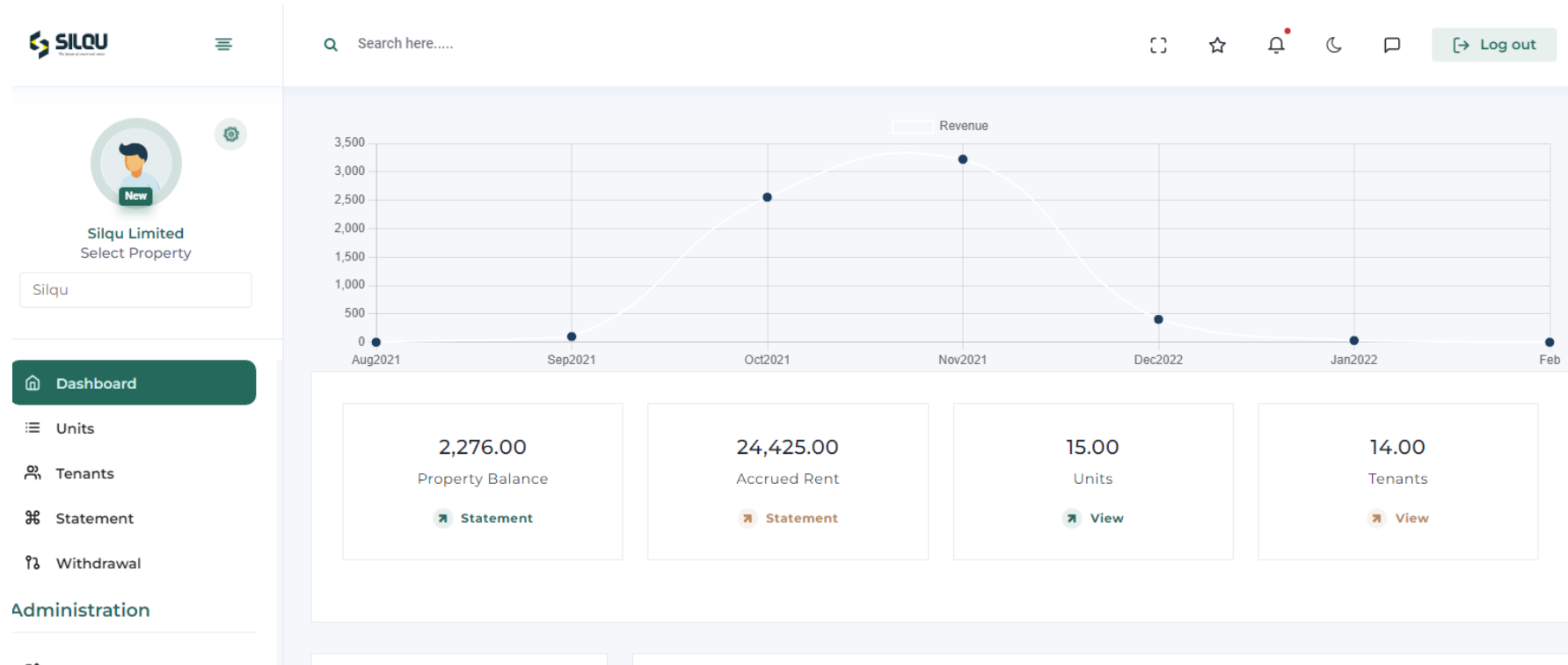
Password

Forgot Password?

LOGIN →

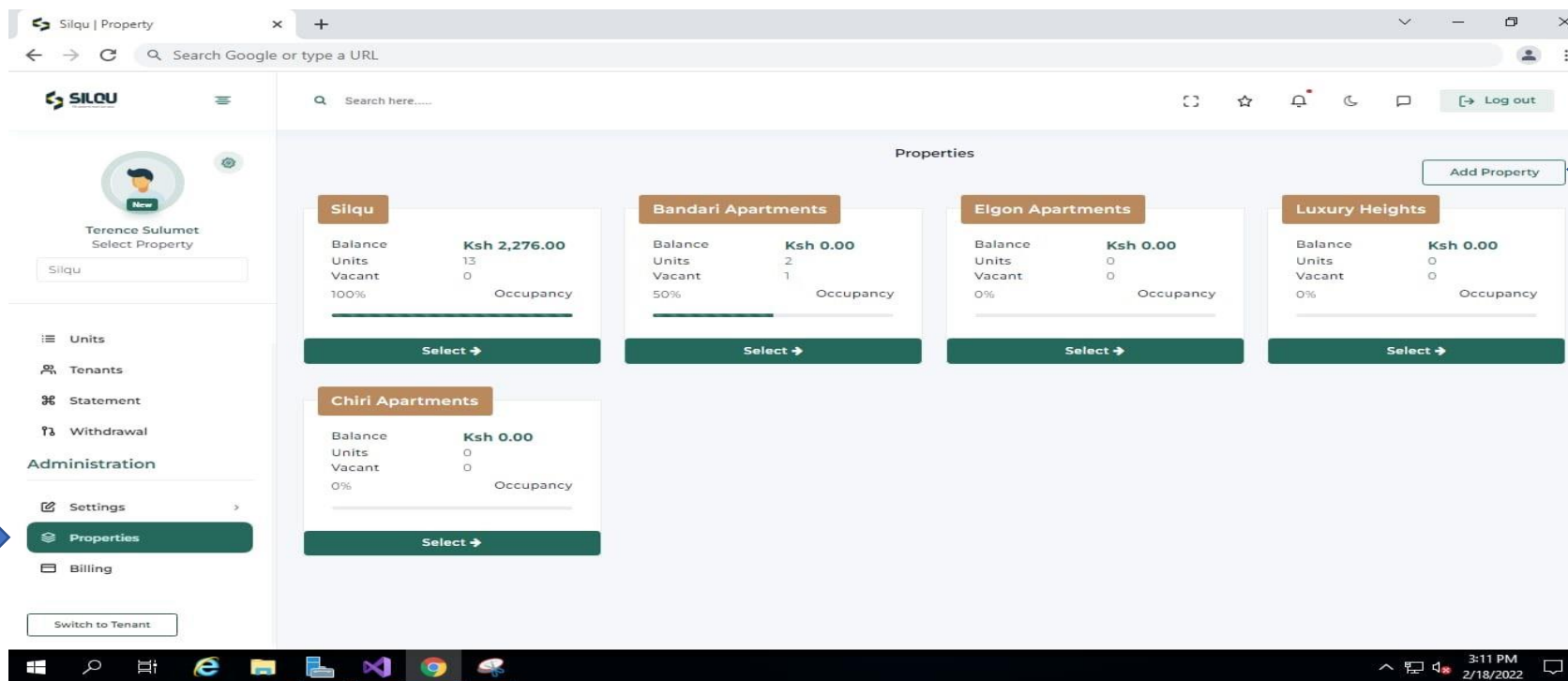
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1.2 Dashboard



2. NEW PROPERTY SECTION

2.1 Click on properties and then add property on the top right corner.



The screenshot displays the SILQU web application interface. The browser title is "Silqu | Property". The main content area is titled "Properties" and features an "Add Property" button in the top right corner, indicated by a blue arrow. The sidebar on the left contains navigation options: Units, Tenants, Statement, Withdrawal, Administration, Settings, Properties (highlighted with a blue arrow), and Billing. Below the sidebar is a "Switch to Tenant" button. The main content area shows five property cards:

- Silqu**: Balance Ksh 2,276.00, Units 13, Vacant 0, 100% Occupancy. Select →
- Bandari Apartments**: Balance Ksh 0.00, Units 2, Vacant 1, 50% Occupancy. Select →
- Elgon Apartments**: Balance Ksh 0.00, Units 0, Vacant 0, 0% Occupancy. Select →
- Luxury Heights**: Balance Ksh 0.00, Units 0, Vacant 0, 0% Occupancy. Select →
- Chiri Apartments**: Balance Ksh 0.00, Units 0, Vacant 0, 0% Occupancy. Select →

The Windows taskbar at the bottom shows the time as 3:11 PM on 2/18/2022.

2.2 Add the property information and click on submit

Add Property

Property Name* Property Type* Owner Mobile*

Description* Physical Address*

Location

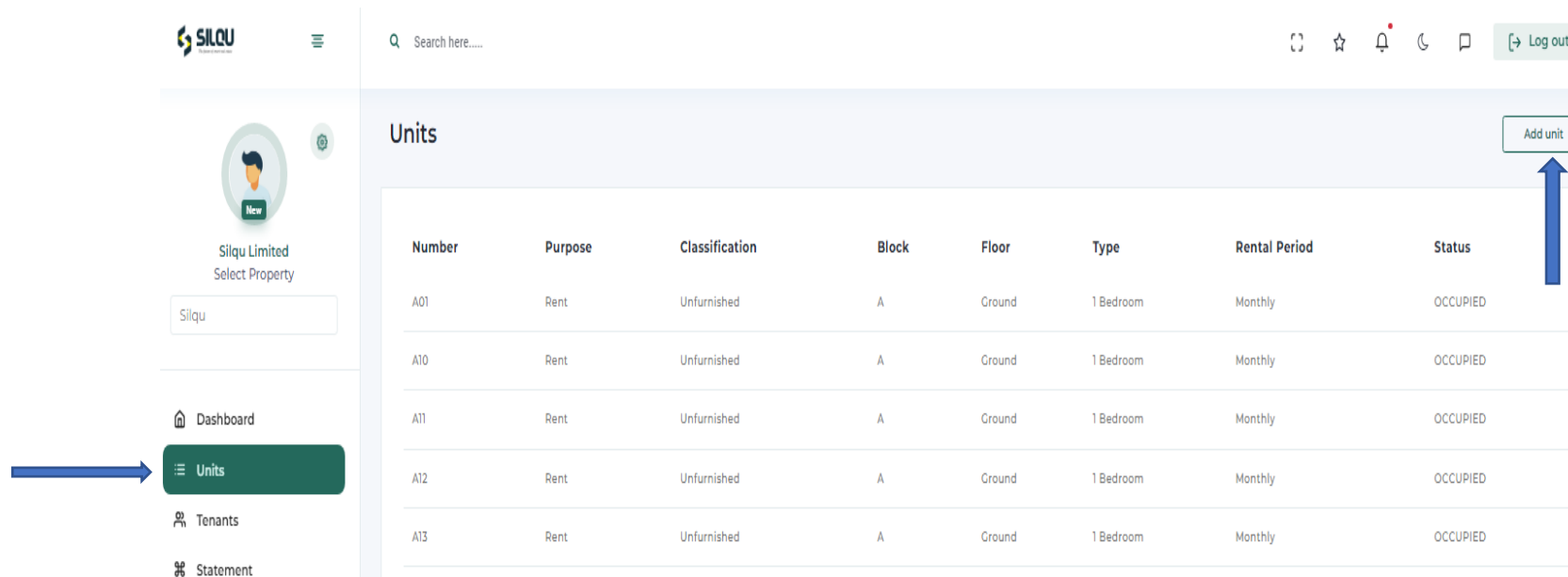
Country* County/State Locality

Contact

Name Designation Phone No. Email

3.0 NEW UNITS SECTION

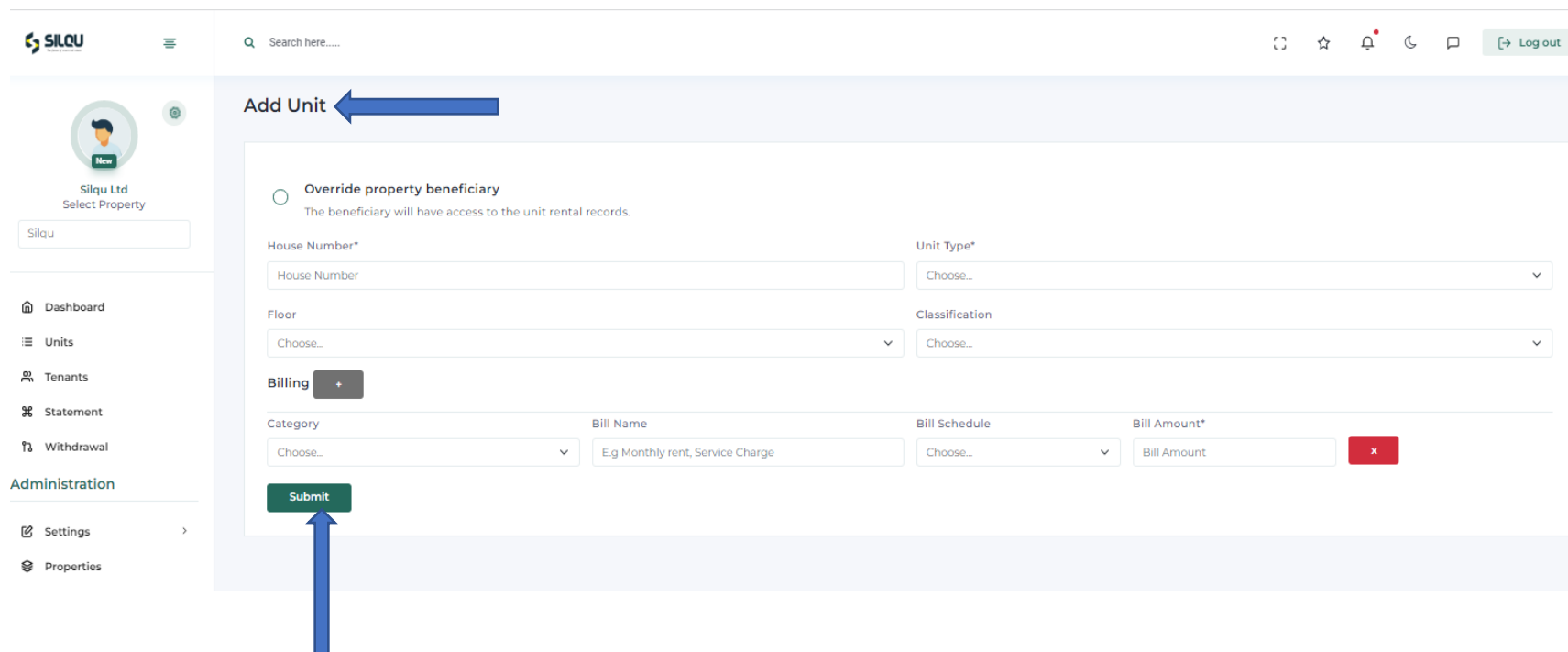
3.1 Click on Units then add Unit on the top right corner.



The screenshot displays the SILQU dashboard interface. On the left sidebar, the 'Units' menu item is highlighted with a blue arrow. The main content area shows the 'Units' section with a table of unit details and an 'Add unit' button in the top right corner, also indicated by a blue arrow.

Number	Purpose	Classification	Block	Floor	Type	Rental Period	Status
A01	Rent	Unfurnished	A	Ground	1 Bedroom	Monthly	OCCUPIED
A10	Rent	Unfurnished	A	Ground	1 Bedroom	Monthly	OCCUPIED
A11	Rent	Unfurnished	A	Ground	1 Bedroom	Monthly	OCCUPIED
A12	Rent	Unfurnished	A	Ground	1 Bedroom	Monthly	OCCUPIED
A13	Rent	Unfurnished	A	Ground	1 Bedroom	Monthly	OCCUPIED

3.2 Add unit information and click submit



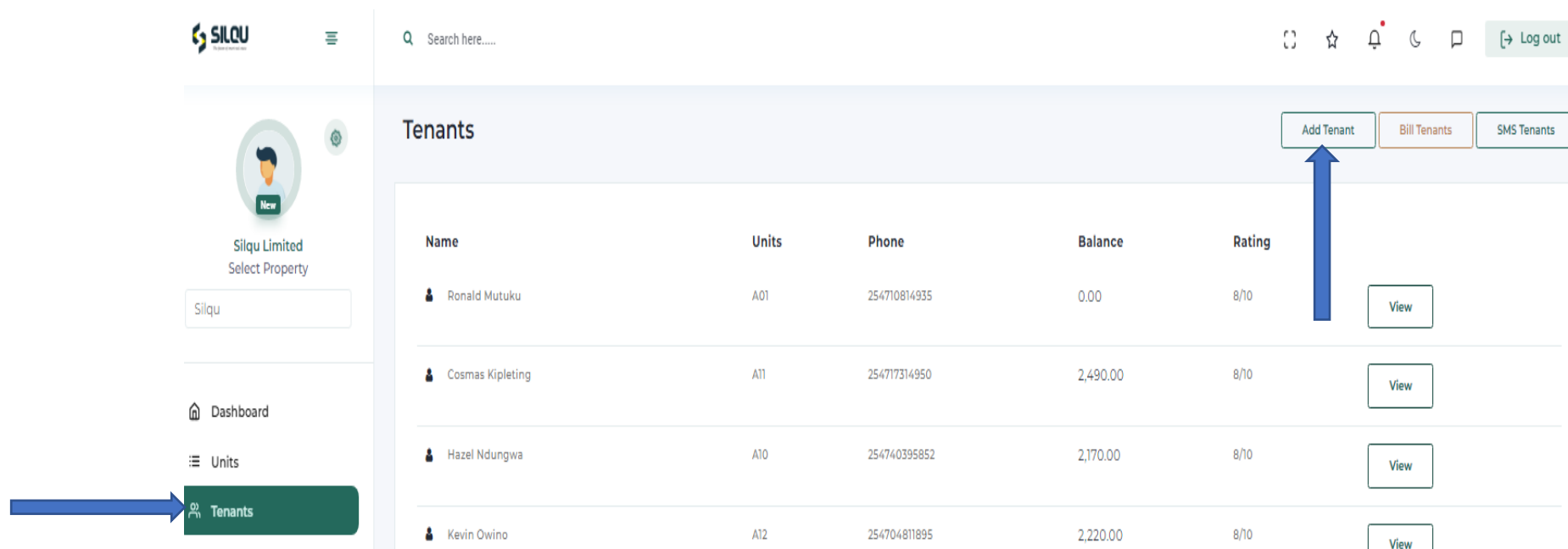
The screenshot shows the 'Add Unit' form in the SILQU application. The form is titled 'Add Unit' and includes the following fields and sections:

- Override property beneficiary:** A radio button option with the text 'The beneficiary will have access to the unit rental records.'
- House Number*:** A text input field with the placeholder 'House Number'.
- Unit Type*:** A dropdown menu with the placeholder 'Choose...'.
- Floor:** A dropdown menu with the placeholder 'Choose...'.
- Classification:** A dropdown menu with the placeholder 'Choose...'.
- Billing:** A section header with a plus sign icon.
- Category:** A dropdown menu with the placeholder 'Choose...'.
- Bill Name:** A text input field with the placeholder 'E.g Monthly rent, Service Charge'.
- Bill Schedule:** A dropdown menu with the placeholder 'Choose...'.
- Bill Amount*:** A text input field with the placeholder 'Bill Amount'.
- Submit:** A green button at the bottom of the form.

Two blue arrows are overlaid on the image: one points to the 'Add Unit' title, and the other points to the 'Submit' button.

4.0 TENANTS SECTION.

4.1 Click on Tenants and then add new Tenant on the top right.



The screenshot shows the SILQU web application interface. The sidebar on the left contains the following navigation items:

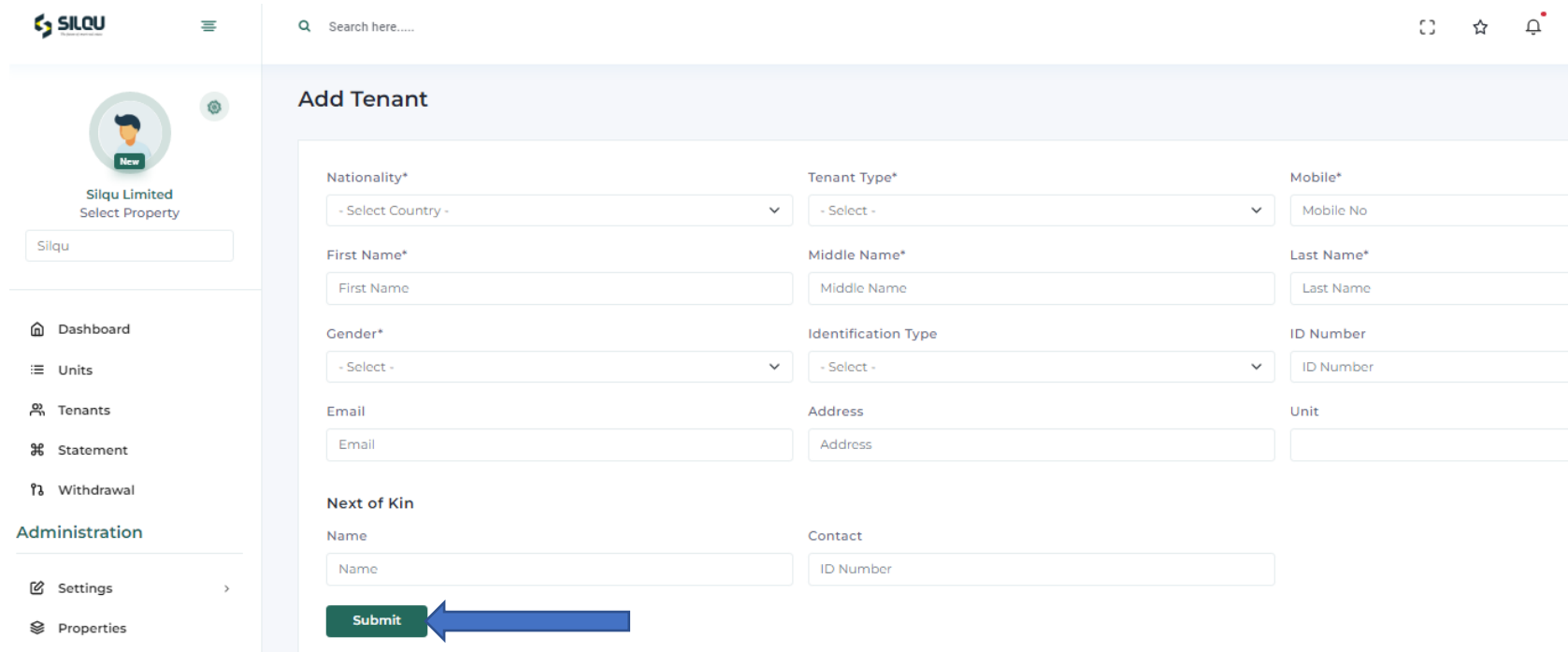
- Dashboard
- Units
- Tenants** (highlighted with a blue arrow)

The main content area is titled "Tenants" and features a table with the following data:

Name	Units	Phone	Balance	Rating	
Ronald Mutuku	A01	254710814935	0.00	8/10	View
Cosmas Kiplating	A11	254717314950	2,490.00	8/10	View
Hazel Ndungwa	A10	254740395852	2,170.00	8/10	View
Kevin Owino	A12	254704811895	2,220.00	8/10	View

At the top right of the table, there are three buttons: "Add Tenant", "Bill Tenants", and "SMS Tenants". A blue arrow points to the "Add Tenant" button.

Fill tenant details then submit the data.



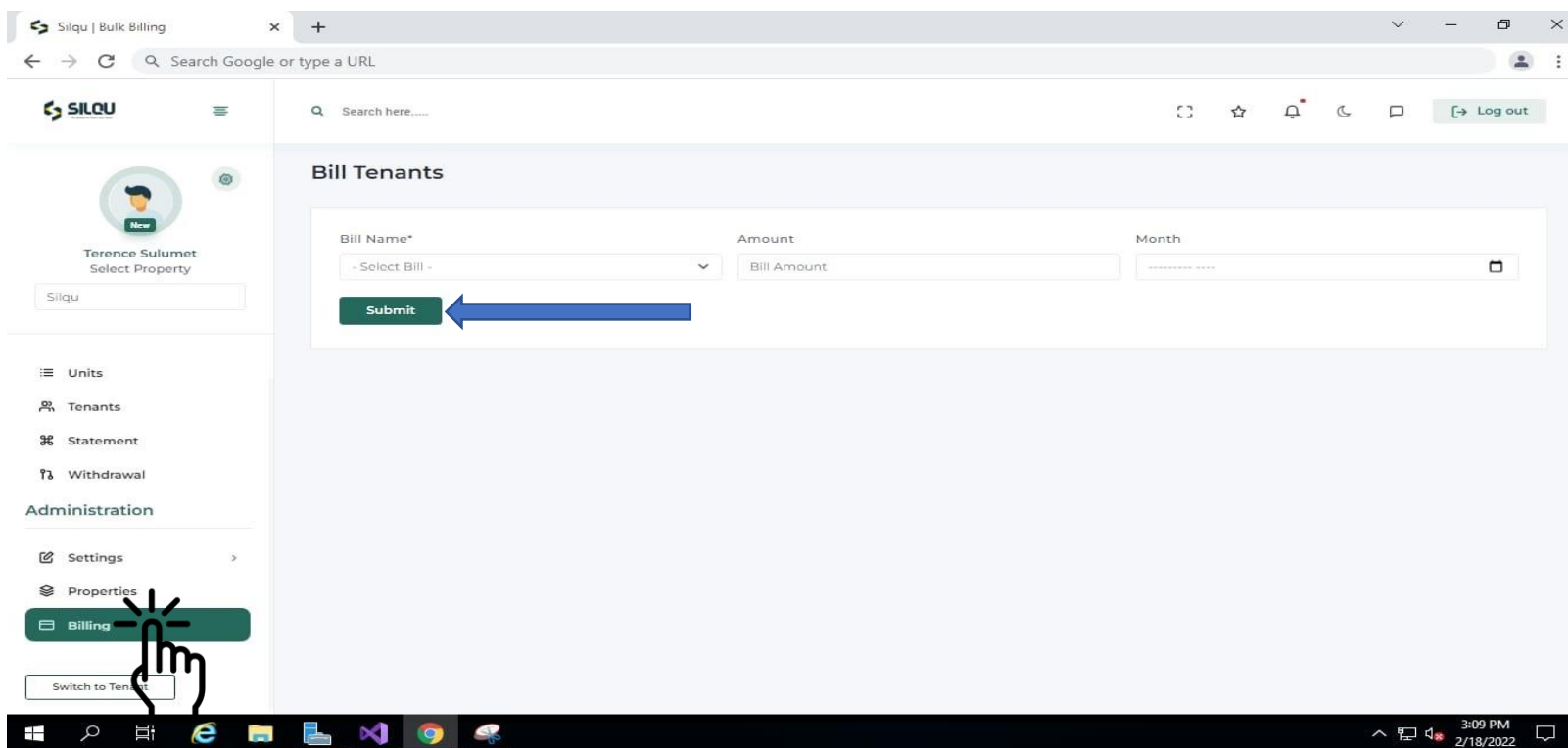
The screenshot shows the 'Add Tenant' form in the SILQU application. The form is located in the main content area, with a search bar at the top and a navigation menu on the left. The form fields are organized into several sections:

- Nationality***: A dropdown menu with the option '- Select Country -'.
- Tenant Type***: A dropdown menu with the option '- Select -'.
- Mobile***: A text input field labeled 'Mobile No'.
- First Name***: A text input field labeled 'First Name'.
- Middle Name***: A text input field labeled 'Middle Name'.
- Last Name***: A text input field labeled 'Last Name'.
- Gender***: A dropdown menu with the option '- Select -'.
- Identification Type**: A dropdown menu with the option '- Select -'.
- ID Number**: A text input field labeled 'ID Number'.
- Email**: A text input field labeled 'Email'.
- Address**: A text input field labeled 'Address'.
- Unit**: A text input field.
- Next of Kin**: A section with two fields: 'Name' (text input) and 'Contact' (text input labeled 'ID Number').

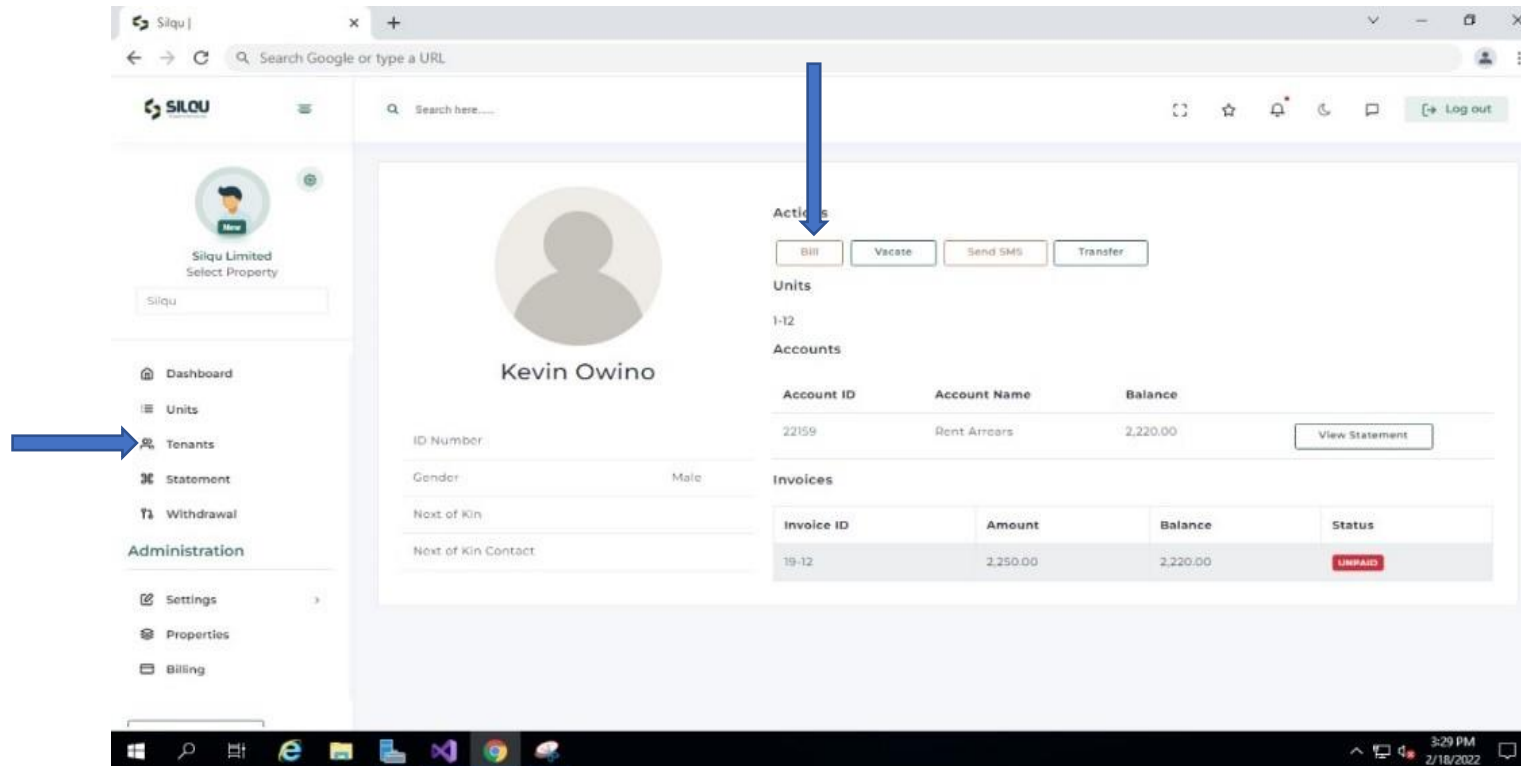
At the bottom of the form, there is a green **Submit** button, which is highlighted by a blue arrow pointing to it from the right.

5.0 BILLING THE TENANTS.

5.1 To bill all the tenants ONCE, click on billing, then enter the billing details on the right. Click submit.



5.2 To bill individual tenants, Select the tenant's name/profile, then click Bill.



The screenshot displays the SILQU web application interface. On the left, a sidebar menu contains the following items: Dashboard, Units, Tenants, Statement, Withdrawal, Administration, Settings, Properties, and Billing. A blue arrow points to the 'Tenants' menu item. The main content area shows the profile of a tenant named Kevin Owino. The profile includes a placeholder for a profile picture and the name 'Kevin Owino'. Below the name, there are fields for ID Number, Gender (Male), Next of Kin, and Next of Kin Contact. To the right of the profile, there is an 'Actions' section with buttons for 'Bill', 'Vacate', 'Send SMS', and 'Transfer'. A blue arrow points to the 'Bill' button. Below the 'Actions' section, there is a 'Units' section showing '1-12' and an 'Accounts' section with a table:

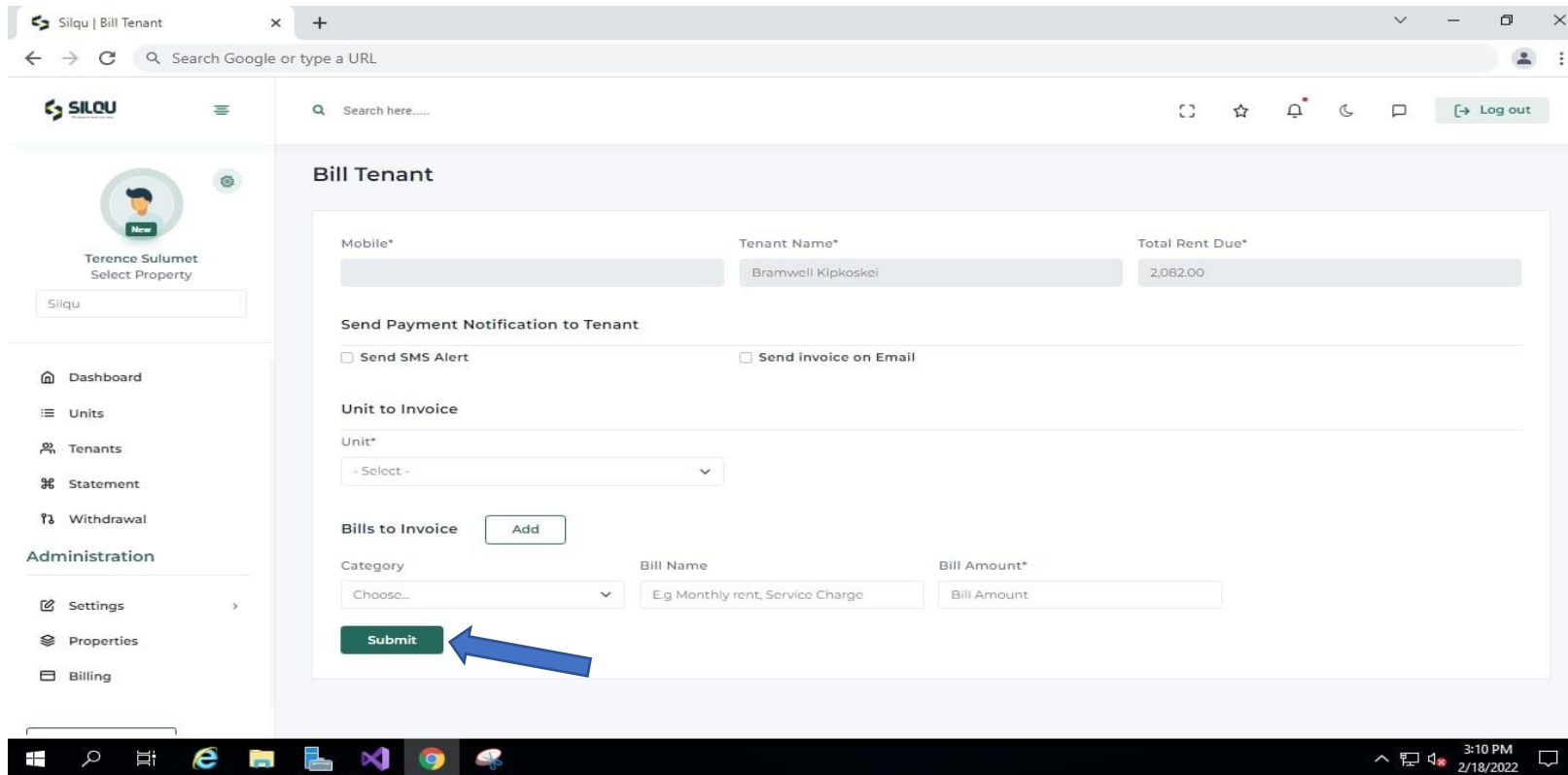
Account ID	Account Name	Balance	
22159	Rent Arrears	2,220.00	View Statement

Below the 'Accounts' section, there is an 'Invoices' section with a table:

Invoice ID	Amount	Balance	Status
19-12	2,250.00	2,220.00	UNPAID

The Windows taskbar at the bottom shows the system tray with the time 3:29 PM and date 2/18/2022.

Enter Billing details correctly and click submit.



Silqu | Bill Tenant

Search here.....

Bill Tenant

Mobile* Tenant Name* Total Rent Due*

Send Payment Notification to Tenant

Send SMS Alert Send invoice on Email

Unit to Invoice

Unit*

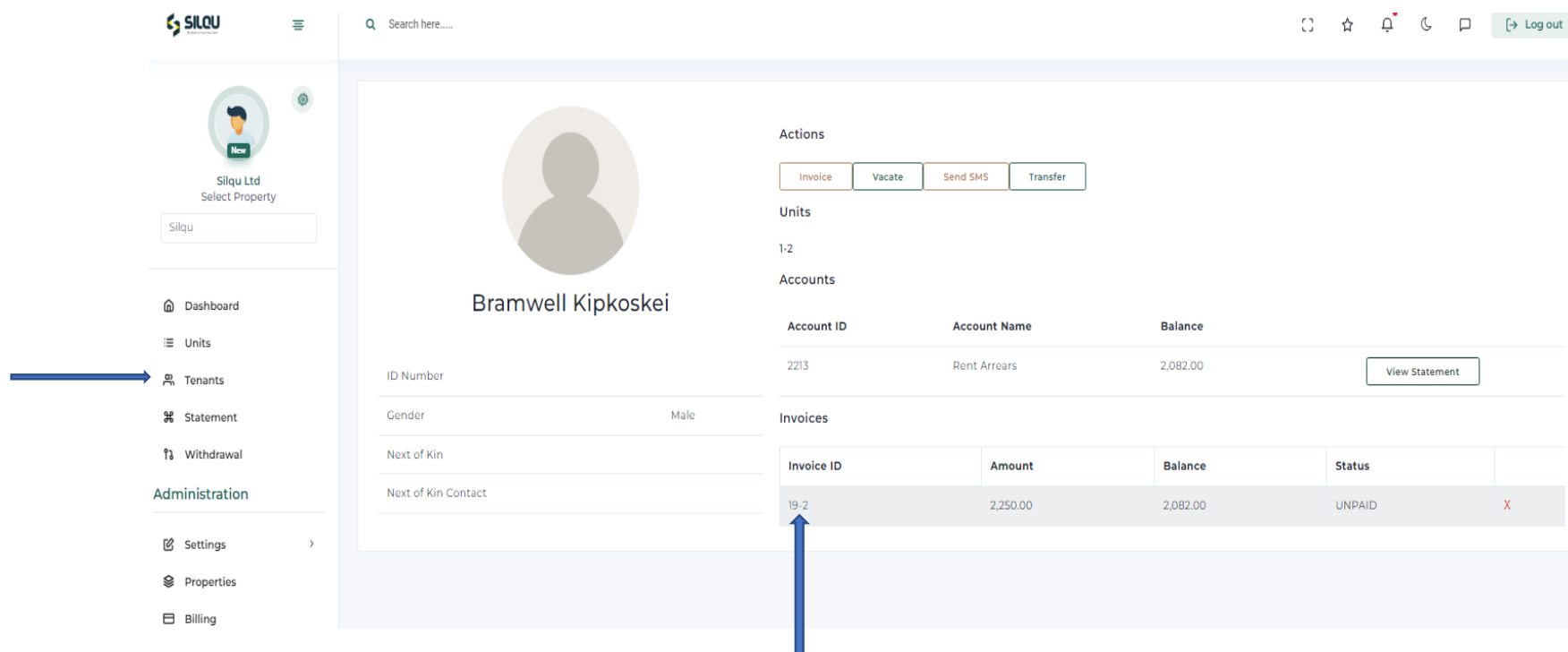
- Select -

Bills to Invoice

Category	Bill Name	Bill Amount*
Choose...	E.g Monthly rent, Service Charge	Bill Amount

3:10 PM
2/18/2022

5.3 To view tenant invoices, select the desired tenant profile and select invoice ID. Click view



The screenshot displays the SILQU user interface. On the left, a navigation sidebar includes 'Dashboard', 'Units', 'Tenants', 'Statement', 'Withdrawal', and 'Administration' (with sub-items: 'Settings', 'Properties', 'Billing'). A blue arrow points to the 'Tenants' menu item. The main content area shows the profile for 'Bramwell Kipkoskei'. Under the 'Actions' section, there are buttons for 'Invoice', 'Vacate', 'Send SMS', and 'Transfer'. The 'Accounts' section contains a table with one entry:

Account ID	Account Name	Balance	
2213	Rent Arrears	2,082.00	View Statement

The 'Invoices' section contains a table with one entry:

Invoice ID	Amount	Balance	Status	
19-2	2,250.00	2,082.00	UNPAID	X

A blue arrow points to the '19-2' invoice ID in the 'Invoices' table.

5.4 To print tenant invoices, Click on Print invoice on the top right corner.



INVOICE TO:
Ronald Mutuku
Mobile: 254710814935
Email: rontuku@gmail.com
Unit: -1-1

INVOICE #19-21

Status:UNPAID

#	Description	Amount
1	Water Bill	10.00
Sub total:		10.00
Paid:		0.00
Payable Amount:		10.00
Total:		10.00

Date : 1/7/2022 1:56:45 PM

Silqu

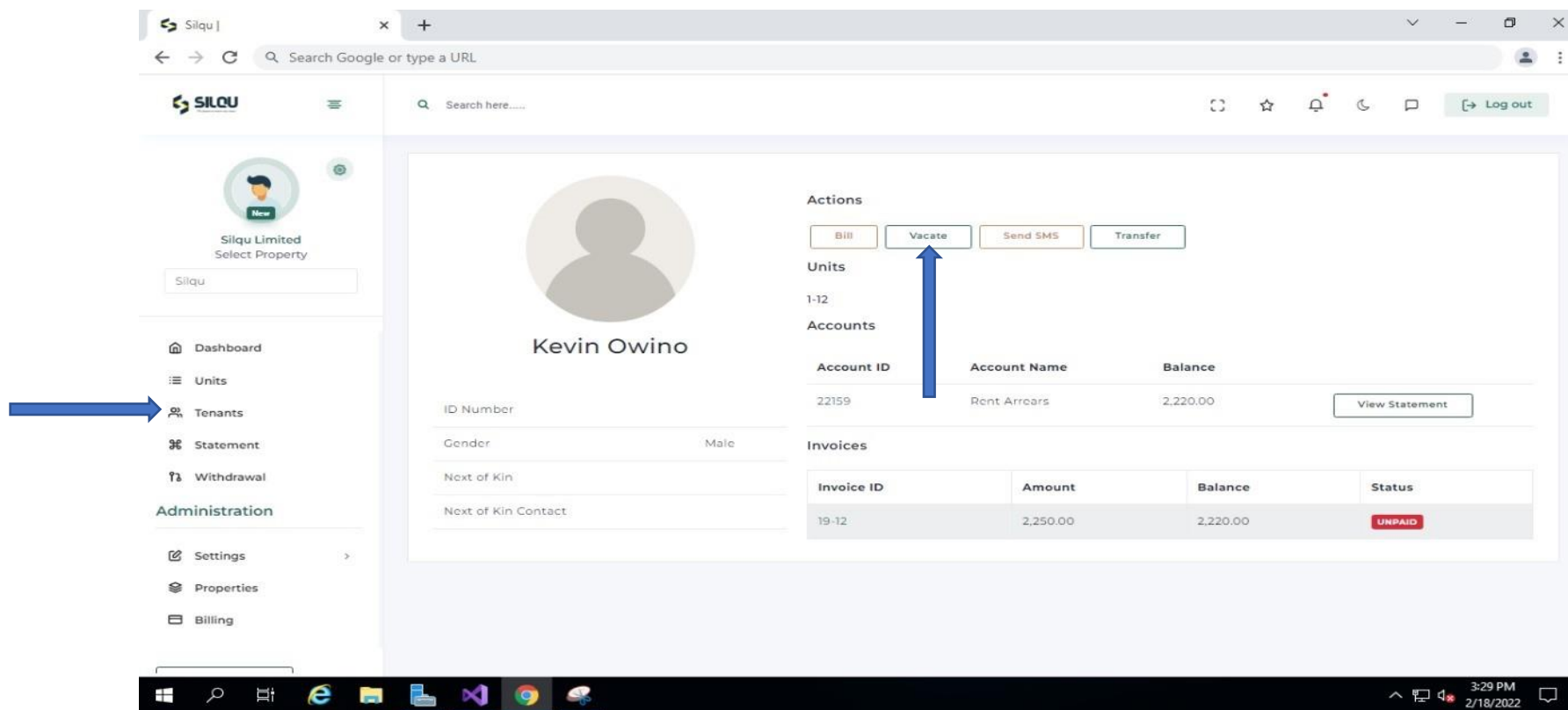
The Trio Complex
Rm 406 Garden City
Nairobi

Print Invoice



VACATING A TENANT

5.4 Click on the tenant profile and then click on Vacate.



The screenshot displays the SILQU web application interface. On the left, a sidebar contains navigation options: Dashboard, Units, Tenants, Statement, Withdrawal, Administration, Settings, Properties, and Billing. A blue arrow points to the 'Tenants' menu item. The main content area shows the profile for 'Kevin Owino'. In the 'Actions' section, there are four buttons: Bill, Vacate, Send SMS, and Transfer. A blue arrow points to the 'Vacate' button. Below the profile, there are sections for 'Units' (1-12), 'Accounts', and 'Invoices'. The 'Accounts' section contains a table with one entry:

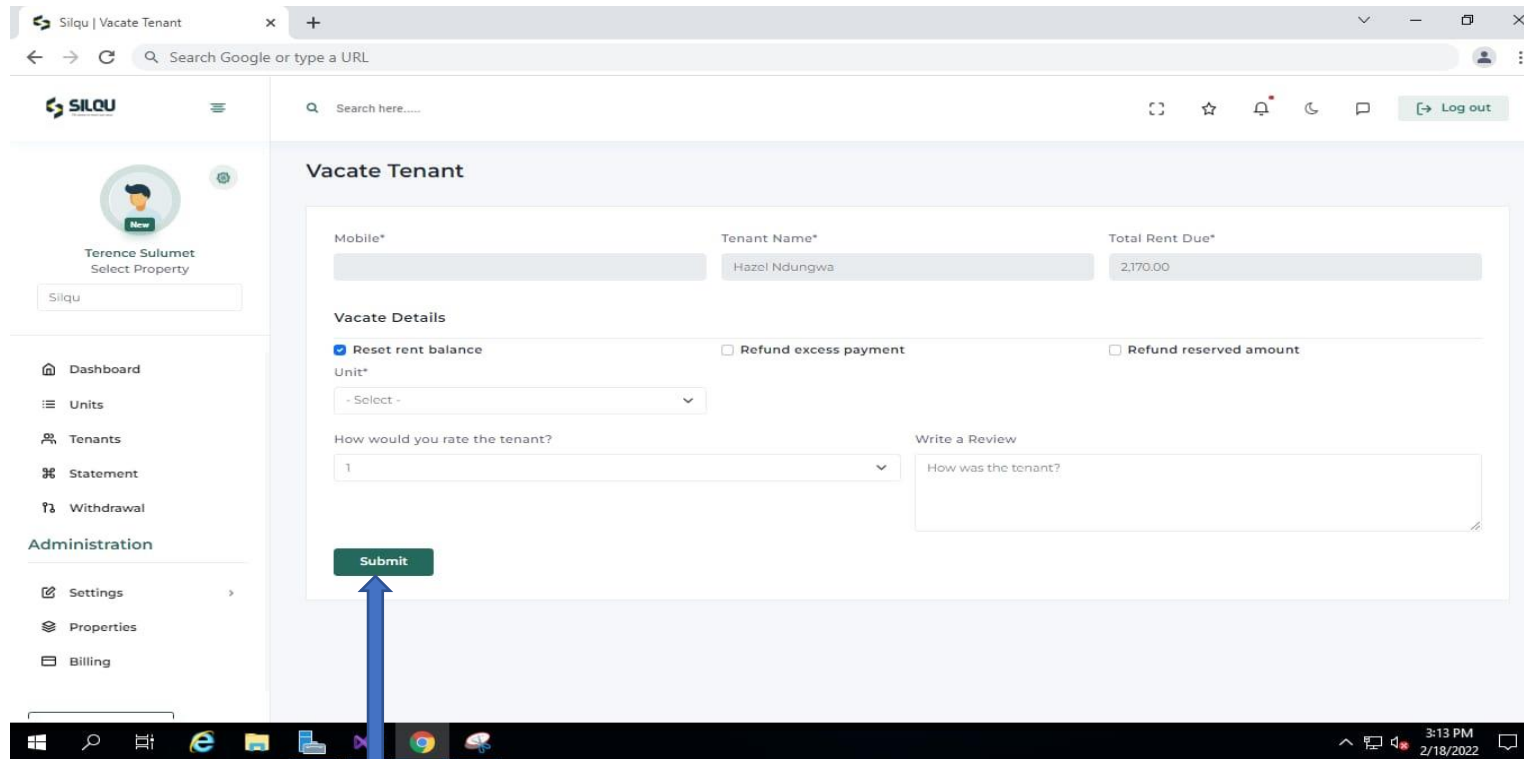
Account ID	Account Name	Balance	
22159	Rent Arrears	2,220.00	View Statement

The 'Invoices' section contains a table with one entry:

Invoice ID	Amount	Balance	Status
19-12	2,250.00	2,220.00	UNPAID

The Windows taskbar at the bottom shows the time as 3:29 PM on 2/18/2022.

Fill the vacate details correctly and submit.



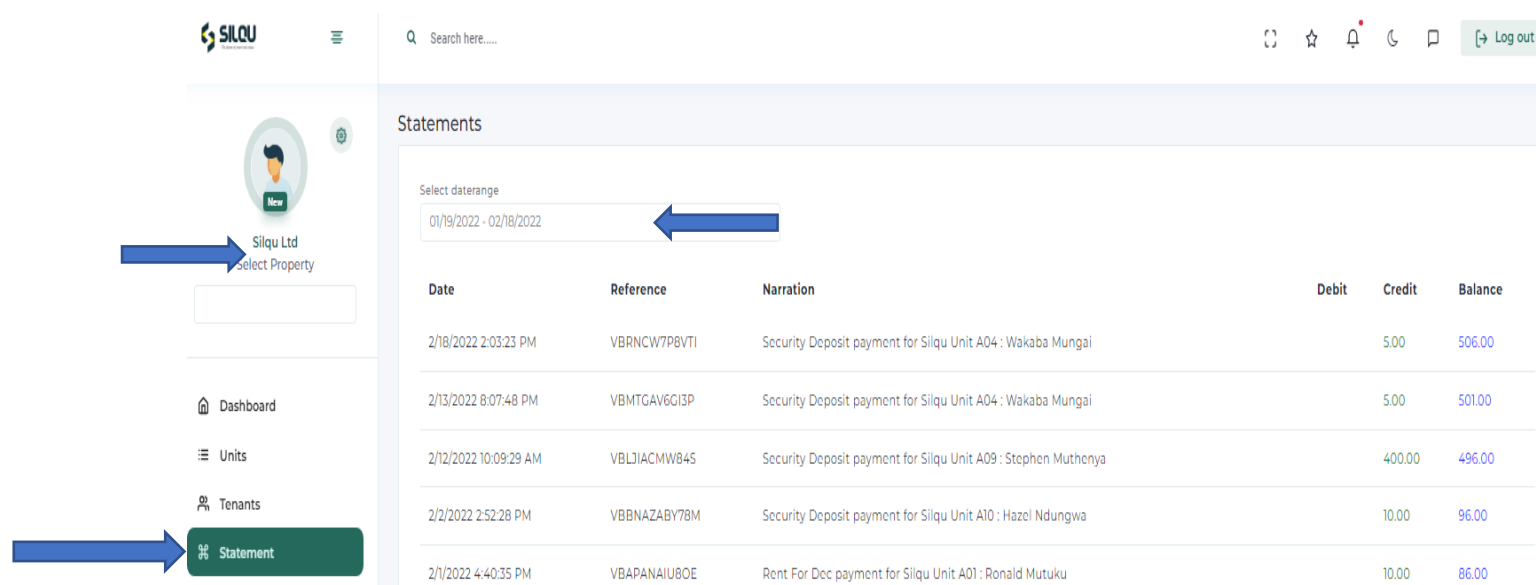
The screenshot shows a web browser window with the Silqu logo and navigation menu on the left. The main content area is titled "Vacate Tenant" and contains a form with the following fields and options:

- Mobile***: [Empty text input]
- Tenant Name***: Hazel Ndungwa
- Total Rent Due***: 2,170.00
- Vacate Details**:
 - Reset rent balance
 - Refund excess payment
 - Refund reserved amount
- Unit***: - Select -
- How would you rate the tenant?**: 1
- Write a Review**: How was the tenant?

A blue arrow points to the **Submit** button at the bottom of the form.

6.0 TO VIEW STATEMENTS

6.1 Select the property, Click on the Statement tap, select the desired date range

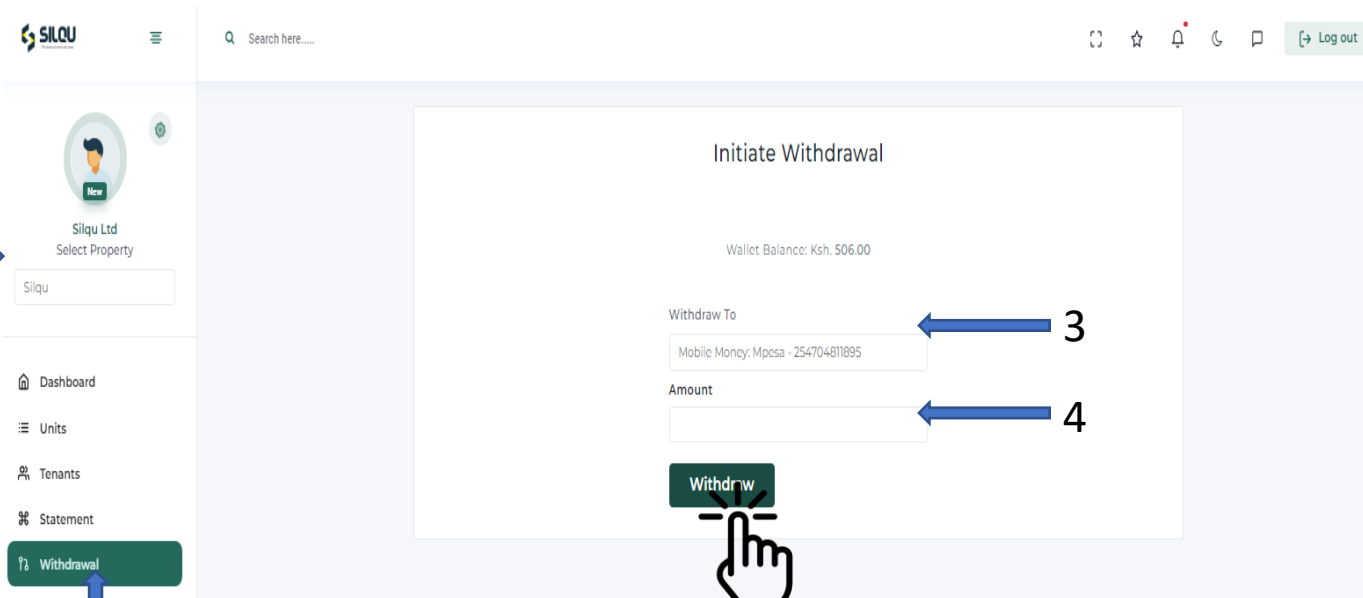


The screenshot displays the SILQU web application interface. The left sidebar contains navigation options: Dashboard, Units, Tenants, and Statement. The 'Statement' option is highlighted with a blue arrow. The main content area shows the 'Statements' section with a date range selector set to '01/19/2022 - 02/18/2022'. Below this is a table of transactions.

Date	Reference	Narration	Debit	Credit	Balance
2/18/2022 2:03:23 PM	VBRNCW7P8VTI	Security Deposit payment for Silqu Unit A04 : Wakaba Mungai		5.00	506.00
2/13/2022 8:07:48 PM	VBMTGAV6GI3P	Security Deposit payment for Silqu Unit A04 : Wakaba Mungai		5.00	501.00
2/12/2022 10:09:29 AM	VBLJIACMW845	Security Deposit payment for Silqu Unit A09 : Stephen Muthenya		400.00	496.00
2/2/2022 2:52:28 PM	VBBNAZABY78M	Security Deposit payment for Silqu Unit A10 : Hazel Ndungwa		10.00	96.00
2/1/2022 4:40:35 PM	VBAPANAIUBOE	Rent For Dec payment for Silqu Unit A01 : Ronald Mutuku		10.00	86.00

7.0 HOW TO WITHDRAW FUNDS

7.1 Select the desired property, click on withdraw tab, select the preferred account, enter the amount and submit.



1 →

2 ↑

3 ←

4 ←

5 ↓

Initiate Withdrawal

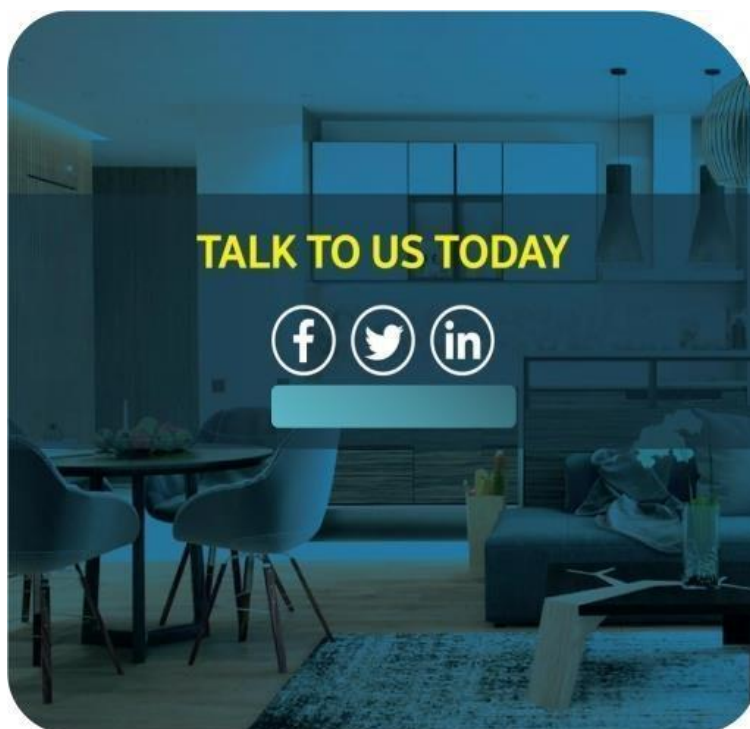
Wallet Balance: Ksh. 506.00

Withdraw To: Mobile Money: Mpesa - 254704811895

Amount:

Withdraw

FOR SUPPORT AND INQUIRIES.



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www.silqu.com

+254717888828

+254755000040

**The Trio Complex-
Garden City, Nairobi &
Skygo Building,
Mlolongo.**