

Using the Notification Bell in CRM



This guide provides instructions for effectively using the Notification Bell feature in your CRM, ensuring you stay updated on important events and communications.

By following the steps outlined, you can streamline your workflow, manage notifications efficiently, and enhance your responsiveness to applicants and clients.

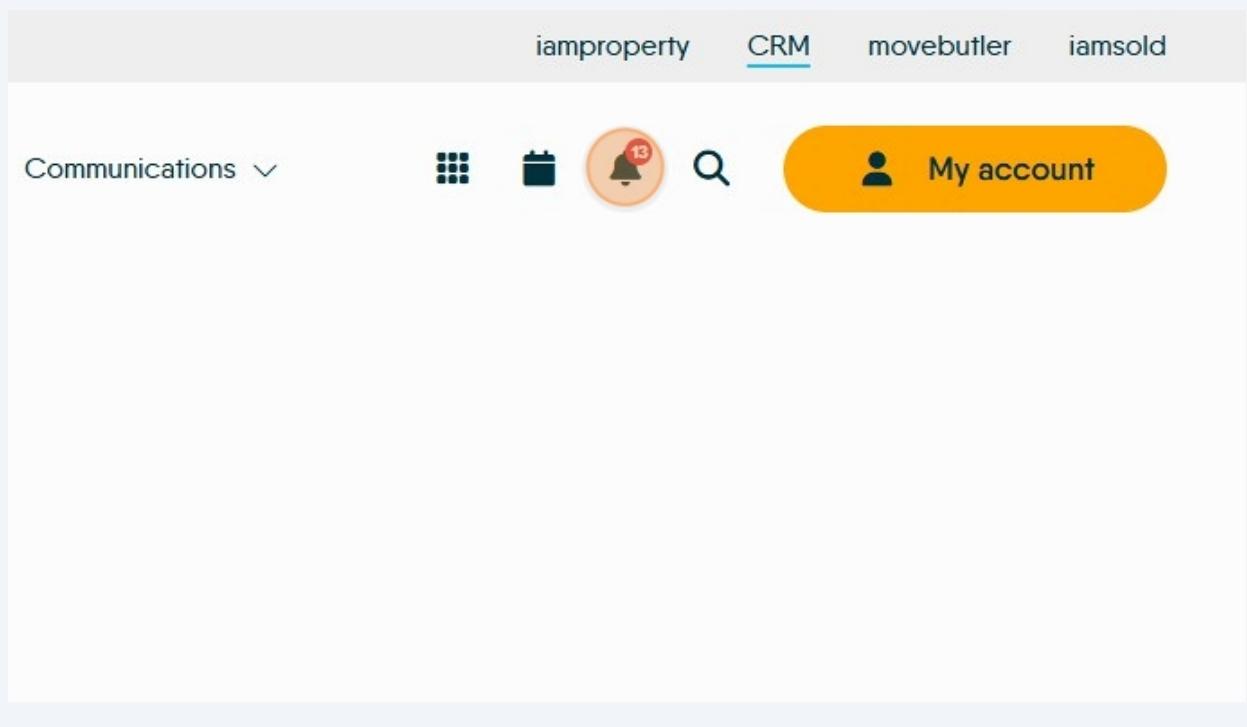
Whether you're handling lettings or managing documents, this guide is a valuable resource for improving your CRM experience.

- 1 Navigate to <https://crm.iamproperty.com/MyDay>

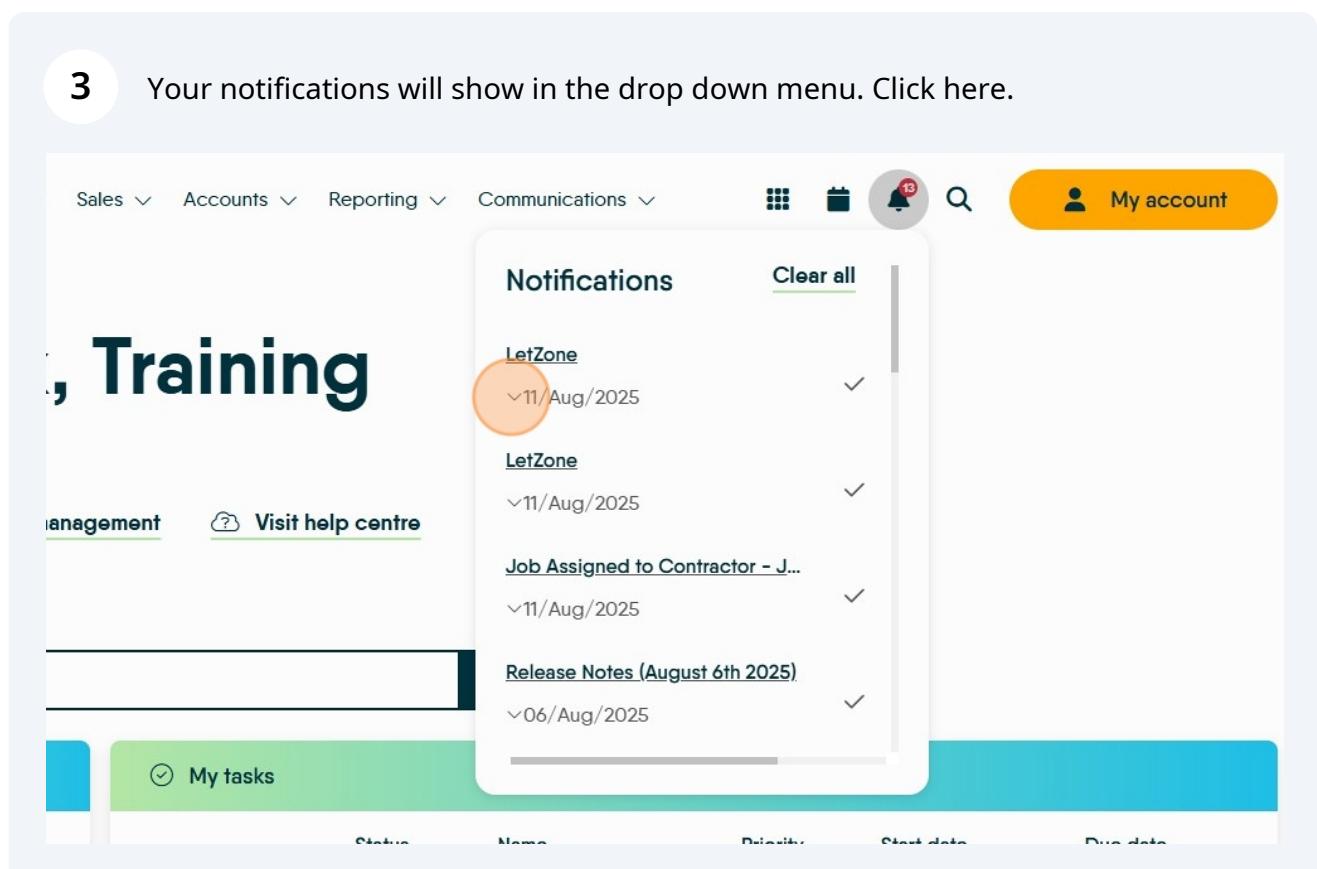
The screenshot shows the iamproperty CRM interface. At the top, there is a navigation bar with links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', and a search bar. On the right side of the navigation bar is a yellow 'My account' button. Below the navigation bar, the main dashboard features a 'Welcome back, Training' message. There are three main sections: 'Today's events' (which shows a single entry 'Test test'), 'My tasks' (which shows three tasks: 'test', 'Make Tea', and another 'test'), and 'View property management' and 'Visit help centre' buttons. A notification bell icon with a red badge is visible in the top right corner of the dashboard area.

Status	Name	Priority	Start date	Due date
Not Started	test	High	13/May/2025	13/May/2025
Not Started	Make Tea	High	09/Jun/2025	09/Jun/2025
Not Started	test	High	19/Jun/2025	19/Jun/2025

2 Click "Notifications"

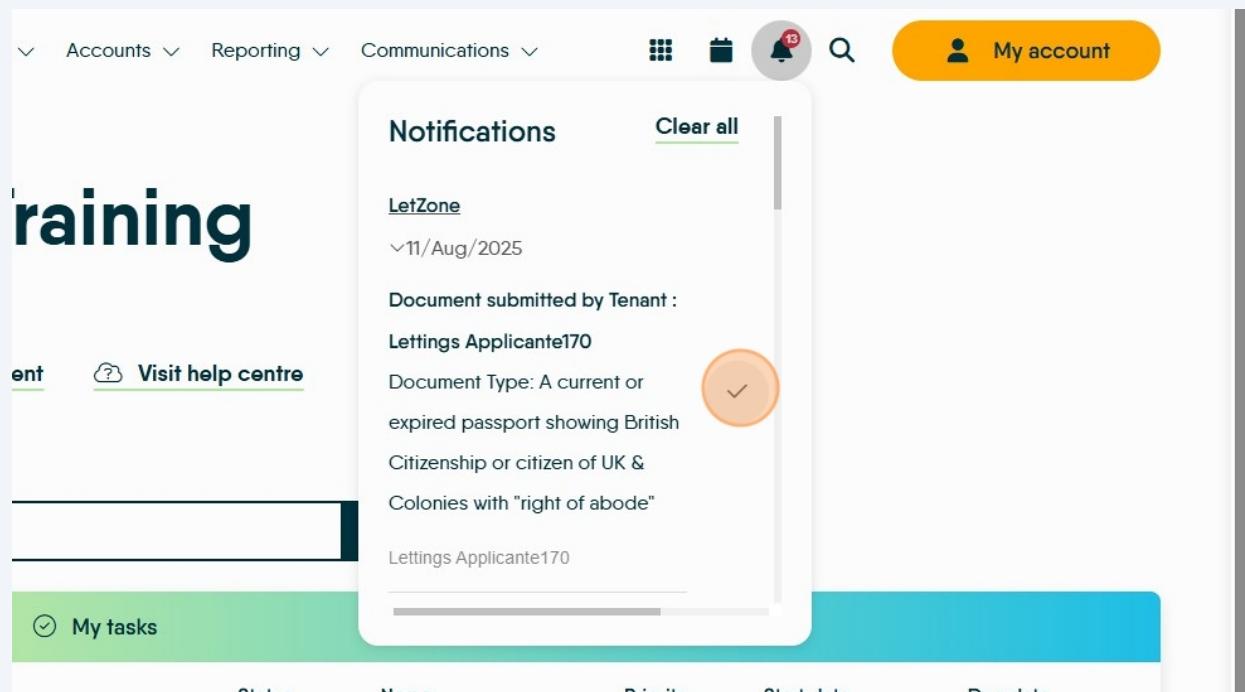


3 Your notifications will show in the drop down menu. Click here.



4

The message will drop out for you to review. Click here to mark the message as being read.
[Click here.](#)



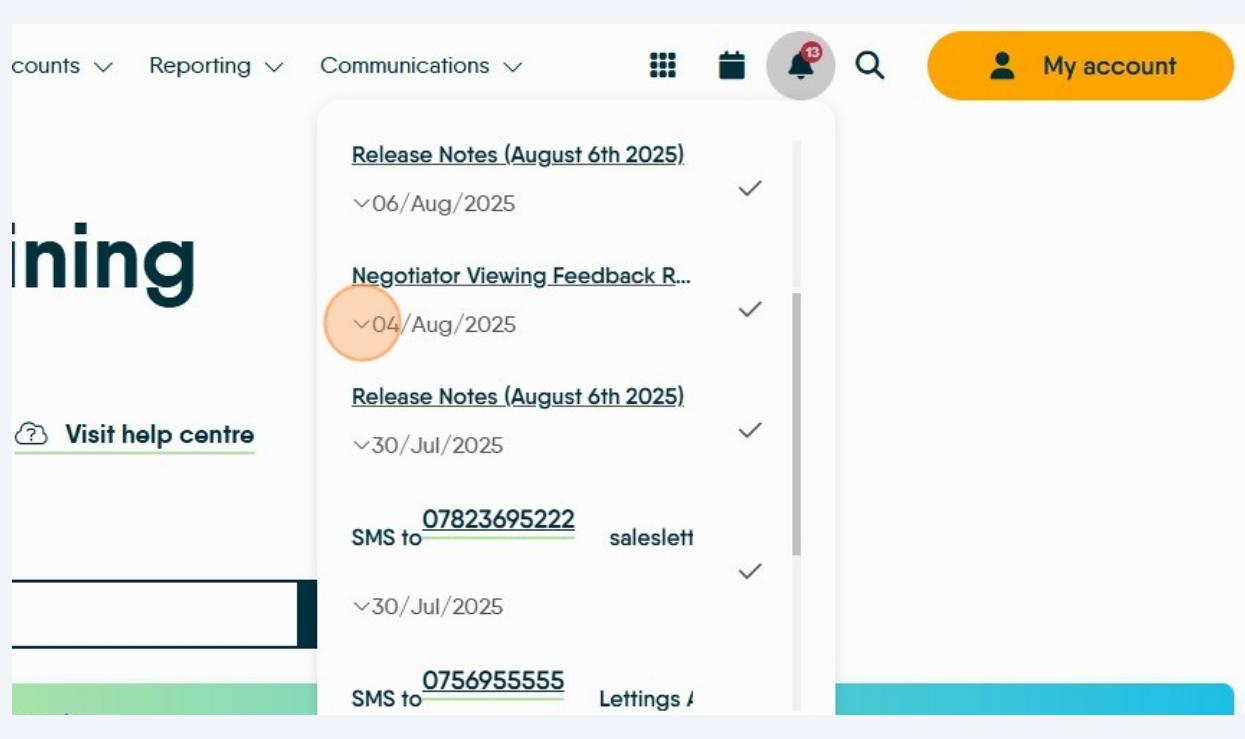
LetZone
11/Aug/2025

Document submitted by Tenant :
Lettings Applicante170

Document Type: A current or expired passport showing British Citizenship or citizen of UK & Colonies with "right of abode"

Lettings Applicante170

[Clear all](#)



Release Notes (August 6th 2025)
06/Aug/2025

Negotiator Viewing Feedback R...
04/Aug/2025

Release Notes (August 6th 2025)
30/Jul/2025

SMS to 07823695222 saleslett
30/Jul/2025

SMS to 0756955555 Lettings /

[Clear all](#)

5

You will also see notifications in emails or SMS messages sent to customer fail as well as failures in Portal uploads

✓ Accounts ▾ Reporting ▾ Communications ▾      My account

raining

Visit help centre

Release Notes (August 6th 2025)
✓ 06/Aug/2025

Release Notes (August 6th 2025)
✓ 30/Jul/2025

SMS to 07823695222 saleslett
✓ 30/Jul/2025

SMS to 0756955555 Lettings /
✓ 30/Jul/2025

Open in new window

Accounts ▾ Reporting ▾ Communications ▾      My account

aining

Visit help centre

SMS to 07823695222 saleslett
✓ 30/Jul/2025

System.InvalidOperationException:
Invalid API Key at
OV.Services.Common.SMSService.Clockw
smsList) in C:\Bruno\Repos\VTUK_Openvi
Hi salesletti, thank you for viewing
1 Yew Tree Close, Hurworth,
Darlington, Durham, DL2 2HX, UK.
We would really appreciate your

6

Click "Clear all" to mark all notifications read and remove them from your notifications list.

Some of these messages are duplicated as emails (e.g. Letzone) and in the Activity Lists.

Notifications

Clear all

LetZone
11/Aug/2025

Job Assigned to Contractor - J...
11/Aug/2025

Release Notes (August 6th 2025)
06/Aug/2025

Release Notes (August 6th 2025)
30/Jul/2025

Visit help centre

My tasks

Status	Name	Priority	Start date	Due date
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