

# Agency Pilot CRM EGI Radius Guide

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[www.agencypilot.com](http://www.agencypilot.com)

Alcium House, 6b Churchill Way, Chapeltown, Sheffield, S35 2PY

# Overview

This document was put together to guide you through the process of uploading properties and transactions from Agency Pilot CRM to EGI Radius.

## Prerequisites

The integration requires a valid EGI Radius licence which includes the use of the Radius API. Your EGI Account Manager will provide the Alcium Helpdesk with your access credentials.

A system administrator is required to configure the feed settings. (see EGI-Radius-Setup.pdf guide)

# Availability

The sections highlighted below indicate which fields are mandatory/optional when feeding Availabilities to EGI Radius.

- Red** – These fields are mandatory; they **must** be entered in order to feed to EGI Radius.
- Orange** – System Administrators can **choose** to make these mandatory in order to feed to EGI Radius.
- Blue** – System Administrators can choose to make these 'Publish if specified'; if you populate these fields, they will be included in the feed to EGI Radius.

When making a property available select the **Radius** tick box in the Internet Listing section if you would like to feed it to EGI Radius.

Status \*

AVAILABLE

Internet Listing \*

Show On Internet

Property Feed

- EG
- Daft
- Rightmove
- Zoopla
- Radius

If any of the mandatory fields have not been entered when you click Save you will be alerted to the fields that you need to fill in before the record can be included in the feed to EGI Radius.

Save Cancel ← Back

Property did not pass validation:

- Property did not pass mandatory fields validation for Radius.
- Total Space is invalid or missing
- Measurement Type (GIA/NIA etc) is invalid or missing
- Hours/Accommodation amount is invalid or missing
- Landlord Type (company/individual) is invalid
- Service Charge Amount is invalid or missing
- Service Charge Measurement must not be empty
- Grade Of Space must not be empty
- Grade of space is invalid, no Radius equivalent has been setup
- Amenities must not be empty
- Amenities is invalid, no Radius equivalent has been setup
- Property Website Address must not be equal to "
- Property Website Address must be between 1 and 200 characters. You entered 0 characters.
- Property Website Address is invalid or missing (must be http)
- Lease Type (FR/FL) invalid or missing

3

If the property has been synced with EGI Radius successfully you will see the following confirmation message.

1 Request synced with radius.  
Request ID's  
9d48fcc0-467e-11e9-bdc3-fb7211db1478

Status \*  
AVAILABLE

Internet Listing \*  
Show On Internet  
 Zoopla  
Realtime feeds up to date

Address \*  
Postcode \*  
S35 2PY

UPRN  
1241241

Building Name  
Sheffield S35a Business Park

Secondary Name  
Unit 6B

Street \*  
Churchill Way

District

Once you have used the Postcode Look-up to populate the address click on the UPRN Look-up and then click Select to choose the relevant UPRN.

**UPRN Look-up**

UPRN Look Up

Search for the associated UPRN via entering any part of the property's address.

S35 2PY

Showing 1 to 50 of 50 entries

Select	UPRN	Address	Parent UPRN	Building Number	Postcode
Select	10013333648	STREET RECORD, CHURCHILL WAY, SHEFFIELD, S35 2PY	0		S35 2PY
Select	10013161306	UNIT 1, CHURCHILL WAY, SHEFFIELD, S35 2PY	0		S35 2PY
Select	10003574916	SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	0		S35 2PY
Select	10013163386	LAND NORTH OF 18, CHURCHILL WAY, SHEFFIELD, S35 2PY	0		S35 2PY
Select	10003575398	SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10013298950	UNIT 8B SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10013161812	UNIT 6A SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10013161815	UNIT 8 SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10013161817	UNIT 11 SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10013161821	UNIT 18 SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY
Select	10091834741	EXPRESSO LTD SHEFFIELD 35A BUSINESS PARK, CHURCHILL WAY, SHEFFIELD, S35 2PY	10003574916		S35 2PY

**Property Type \***

Commercial

**Size**

Min Size: 2500    Max Size: 5000    Total Size: 7500    Dimension \*: SqFt    Measurement Type: NIA

**Car Parking**

Not Known     No Car Park     Car Park



**Eaves Height**: 0    **Eaves Dimension**: -- No Selection --

**Description**

Two storey office building located in the heart of Sheffield

**Tenure Comments**

A new FRI lease for a term by arrangement subject to 3 yearly reviews.

**Agent(s)** \*   ▼

Alcium Property LLP - James Helpdesk (0113 253 7372)

The Agent Forename, Surname, Phone Number and Email are mandatory when feeding a property to EGI Radius.

**Price/Rent/Service Charge** ▲

Currency  
£



<b>Rent From</b> 2500	<b>Rent To</b> 2500	<b>Rental Term</b> per annum
<b>Sale From</b> 0	<b>Sale To</b> 0	<b>Sale Term</b> -- No Selection --

**Leasehold Purchase Price**  
0

**Lease Type**  
Full Repairing and Insuring

<b>Service Charge</b> 45543	<b>Service Charge Term</b> per annum
--------------------------------	---

**Marketing Budget**  
0

**Owner(s)**   ▼

ARUNDEL MOUNT PLEASANT LAND LTD - John Alcium (2323)

**Solicitor(s)** ▼

Not Selected

In such instances where a field is populated with a Contact the feed to EGI Radius will only include the Company name.

**Categories** ^

Search   Check/Uncheck All

EGI Radius Feed

- EPC: A
- EPC: B
- EPC: C
- EPC: D
- EPC: E
- EPC: F
- EPC: G

- Grade of space: Design & Build
- Grade of space: New - New Build (Existing)
- Grade of space: New - New Build (Pre-Construction)
- Grade of space: New - New Build (Under Construction)
- Grade of space: New - Refurb (existing)
- Grade of space: New - Refurb (Pre-Construction)

- Amenities: 24 Hour Access
- Amenities: 24 Hour Security
- Amenities: 24-Hour Portorage
- Amenities: 4 Pipe Fan Coil Air Conditioning
- Amenities: Abuts Railway
- Amenities: Air Conditioning
- Amenities: Alarm
- Amenities: ATMs
- Amenities: Atrium
- Amenities: Baby Facilities
- Amenities: Bicycle Facilities
- Amenities: Bowling Alley
- Amenities: BREEAM Excellent
- Amenities: BREEAM Outstanding


**EPC Rating**

-- No Selection --

**Council Tax Band**

-- No Selection --

**Website**

 <https://www.royalsproperty.com>

**Virtual Tour** v

Year A	1st Multiplier	1st Multiplier	Full Rates*	Discount*	Rates Payable*
2010 - 2011	41.4	40.7			0
2011 - 2012	43.3	42.6			0
2012 - 2013	45.3	45			0
2013 - 2014	47.1	46.2			0
2014 - 2015	48.2	47.1			0
2015 - 2016	48.3	48			0
2016 - 2017	48.7	48.4			0
2017 - 2018	47.9	46.6			0
2018 - 2019	48.4	49.7			0
2019 - 2020	48.4	49.7	£12,425.00	£0	12425

## Letting

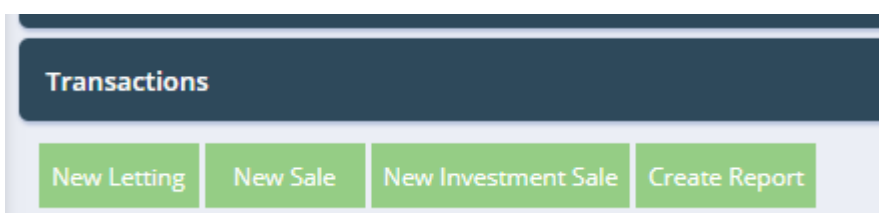
The sections highlighted below indicate which fields are mandatory/optional when feeding Lettings to EGI Radius.

**Red** – These fields are mandatory; they **must** be entered in order to feed to EGI Radius.

**Orange** – System Administrators can **choose** to make these mandatory in order to feed to EGI Radius.

**Blue** – System Administrators can choose to make these 'Publish if specified'; if you populate these fields, they will be included in the feed to EGI Radius.

Navigate to the relevant property and open the Transactions tab. Select the 'New Letting' button.





Switch on the 'Feed Transaction to Radius' toggle.

**Radius**

Feed Transaction to Radius

Switching on the Radius Private toggle will still include that field in the feed so that it can be used to generate statistics within Radius but users of Radius will not be able to see this information.

General \*

Transaction Type \*  
Open Market Letting

Details

Start Date: 1-Oct-2019  Radius Private Effective Date: 1-Oct-2019  Radius Private

Years: 10 Months: 0 Days: 0  Radius Private

Expiry Date: 30-Sep-2029  Radius Private

Agreed Rent: 18900 Terms: per annum  Radius Private

Rent free months: 0

Outside Act:  Sublet:  Agreed:

Rent Deposit:  Service Charge Cap:

Comments

In such instances where a field is populated with a Contact the feed to EGI Radius will only include the Company name.

**Parties**

Tenant  
✗ Whitings Norriss and James - Catherine - jam...

Search Contacts (Company, Name, Email, Telephone, Mobile)

Tenant Agent  
✗ Alcium Property LLP - Jonathan - Rural - help...

**Maximum number of selections reached (1)**

Search Contacts (Company, Name, Email, Telephone, Mobile)

Tenant Solicitor  
Search Contacts (Company, Name, Email, Telephone, Mobile)

Landlord  
✗ ARUNDEL MOUNT PLEASANT LAND LTD - Joh...

Search Contacts (Company, Name, Email, Telephone, Mobile)

Landlord Agent  
Search Contacts (Company, Name, Email, Telephone, Mobile)

Landlord Solicitor  
Search Contacts (Company, Name, Email, Telephone, Mobile)

The following property fields are also mandatory/optional mandatory when including a Letting in the feed to EGI Radius.

**Address \***

Postcode \*  
S35 2PY

UPRN  
1241241

Building Name  
Sheffield S35a Business Park

Country Name

Floor Space Occupied \*

Showing 1 to 1 of 1 entries

Name	Description	Dimension	Max Size	Rent (P1/MP)	Rent	UFRN
Ground Floor		Sqft	2,100.00	9.00	£18,500.00	10013333848
			2,100.00		£18,000.00	
Showing 1 to 1 of 1 entries Total Space Occupied *			Calculated Rent	End Adjustment %		
2100			18000	0		

Lease Types

Check/Uncheck All

- Assignment
- Sub Lease
- Direct Lease
- Premium Lease
- Full Repairing and Insuring
- Internal Repairing and Insuring
- Nil increase
- Full Repairing Lease

Categories

Search   Check/Uncheck All

- EGI Radius Feed
  - EPC: A
  - EPC: B
  - EPC: C
  - EPC: D
  - EPC: E
  - EPC: F
  - EPC: G
- Grade of space: Design & Build
- Grade of space: New - New Build (Existing)
- Grade of space: New - New Build (Pre-Construction)
- Grade of space: New - New Build (Under Construction)
- Grade of space: New - Refurb (existing)
- Grade of space: New - Refurb (Pre-Construction)

- Amenities: 24 Hour Access
- Amenities: 24 Hour Security
- Amenities: 24-Hour Portage
- Amenities: 4 Pipe Fan Coil Air Conditioning
- Amenities: Abuts Railway
- Amenities: Air Conditioning
- Amenities: Alarm
- Amenities: ATMs
- Amenities: Atrium
- Amenities: Baby Facilities
- Amenities: Bicycle Facilities
- Amenities: Bowling Alley
- Amenities: BREEAM Excellent
- Amenities: BREEAM Outstanding

**Rateable Values**

Previous Rateable Value: 0  
Current Rateable Value: 25000

**Location**

Country:  England  Scotland  Wales  Northern Ireland  Republic of Ireland

London:

**Rates Comments**

Year ▲	Std Multiplier	SB Multiplier	Full Rates*	Discount*	Rates Payable*
2010 - 2011	41.4	40.7			0
2011 - 2012	43.3	42.6			0
2012 - 2013	45.8	45			0
2013 - 2014	47.1	46.2			0
2014 - 2015	48.2	47.1			0
2015 - 2016	49.2	48			0
2016 - 2017	49.7	48.4			0
2017 - 2018	47.9	46.6			0
2018 - 2019	48.4	49.7			0
2019 - 2020	48.4	49.7	£12,425.00	£0	12425

# Occupational Sales

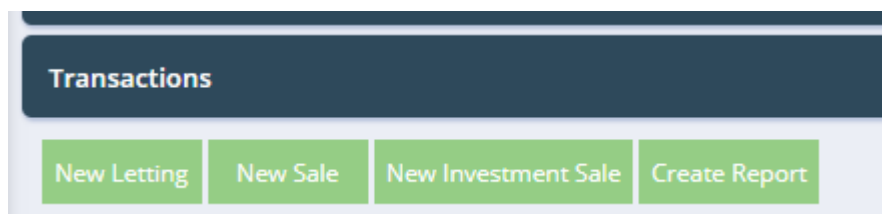
The sections highlighted below indicate which fields are mandatory/optional when feeding Occupational Sales to EGI Radius.

**Red** – These fields are mandatory; they **must** be entered in order to feed to EGI Radius.

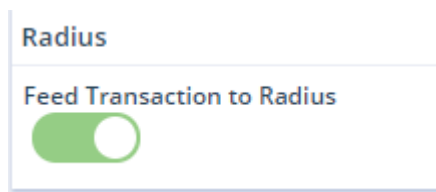
**Orange** – System Administrators can **choose** to make these mandatory in order to feed to EGI Radius.

**Blue** – System Administrators can choose to make these 'Publish if specified'; if you populate these fields, they will be included in the feed to EGI Radius.

Navigate to the relevant property and open the Transactions tab. Select the 'New Sale' button.



Switch on the 'Feed Transaction to Radius' toggle.



Switching on the Radius Private toggle will still include that field in the feed so that it can be used to generate statistics within Radius but users of Radius will not be able to see this information.

**New Sale - Sheffield S35a Business Park, Unit 6B, Churchill Way, Sheffield, South Yorkshire**

Radius

Feed Transaction to Radius

General \*

Transaction Type \*  
Occupation Sale

Details

Sale Date 1-Oct-2019	Sale Price 25000	Radius Private <input type="checkbox"/>
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Floor Space

Add Row Add 5 Rows Discard changes

Showing 0 to 0 of 0 entries

Name	Description	Dimension
------	-------------	-----------

Showing 0 to 0 of 0 entries

Total Space Occupied  
7500

End Adjustment  
0

**Parties**

Purchaser

Search Contacts (Company, Name, Email, Telephone, Mobile)

Purchaser Agent

**Maximum number of selections reached (1)**

Search Contacts (Company, Name, Email, Telephone, Mobile)

Purchaser Solicitor

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor Agent

**Maximum number of selections reached (1)**

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor Solicitor

Search Contacts (Company, Name, Email, Telephone, Mobile)

In such instances where a field is populated with a Contact the feed to EGI Radius will only include the Company name.

**Property Type \***

Search

- Industrial
- Office (comm)
- Retail - A1
- Hotels/Guest Houses
- Garden Centre
- Investment - Industrial
- Investment - Office
- Investment - Retail
- Land - Commercial
- Land - Residential
- Pub/Club
- Railway House
- Restaurant
- Retail - A2
- Retail - A3

Size

Min Size	Max Size	Total Size	Dimension *	Measurement Type
2500	5000	7500	SqFt	NIA

Car Parking

The following property fields are also mandatory/optional mandatorys when including an Occupational Sale in the feed to EGI Radius.

Address \*

Postcode \*

S35 2PY Look-up

UPRN

1241241 Look-up

Building Name

Sheffield S35a Business Park

Secondary Name

Floor Space Occupied \*

Add Row Add 5 Rows Discard changes

Showing 1 to 1 of 1 entries

Name	Description	Dimension	Max Size	Rent (T1/M)	Rent	UPRN
Ground Floor		SqFt	2,100.00	9.00	£18,900.00	10013333848
			2,100.00		£18,900.00	
Total Space Occupied *				Calculated Rent:		End Adjustment %
2100				18900		0

Lease Types

Check/Uncheck All

- Assignment
- Sub Lease
- Direct Lease
- Premium Lease
- Full Repairing and Insuring
- Internal Repairing and Insuring
- Nil increase
- Full Repairing Lease



Categories

Search   Check/Uncheck All

- EGI Radius Feed
  - EPC: A
  - EPC: B
  - EPC: C
  - EPC: D
  - EPC: E
  - EPC: F
  - EPC: G
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- Grade of space: New - New Build (Existing)
- Grade of space: New - New Build (Pre-Construction)
- Grade of space: New - New Build (Under Construction)
- Grade of space: New - Refurb (existing)
- Grade of space: New - Refurb (Pre-Construction)
- Amenities: 24 Hour Access
- Amenities: 24 Hour Security
- Amenities: 24-Hour Portage
- Amenities: 4 Pipe Fan Coil Air Conditioning
- Amenities: Abuts Railway
- Amenities: Air Conditioning
- Amenities: Alarm
- Amenities: ATMs
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- Amenities: Baby Facilities
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- Amenities: Bowling Alley
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**Rateable Values**

Previous Rateable Value: 0  
Current Rateable Value: 25000

**Location**

Country:  England  Scotland  Wales  Northern Ireland  Republic of Ireland

London

**Rates Comments**

Year ▲	Std Multiplier	UB Multiplier	Full Rates*	Discount*	Rates Payable*
2010 - 2011	41.4	40.7			0
2011 - 2012	43.2	42.6			0
2012 - 2013	45.8	45			0
2013 - 2014	47.1	46.2			0
2014 - 2015	48.2	47.1			0
2015 - 2016	48.2	48			0
2016 - 2017	48.7	48.4			0
2017 - 2018	47.9	46.6			0
2018 - 2019	48.4	49.7			0
2019 - 2020	48.4	49.7	£12,425.00	£0	12425

## Investment Sale

The sections highlighted below indicate which fields are mandatory/optional when feeding Investment Sale to EGI Radius.

- Red** – These fields are mandatory; they **must** be entered in order to feed to EGI Radius.
- Orange** – System Administrators can **choose** to make these mandatory in order to feed to EGI Radius.
- Blue** – System Administrators can choose to make these 'Publish if specified'; if you populate these fields, they will be included in the feed to EGI Radius.

Navigate to the relevant property and open the Transactions tab. Select the 'New Investment Sale' button.

Transactions

New Letting

New Sale

New Investment Sale

Create Report

Switch on the 'Feed Transaction to Radius' toggle.

**Radius**

Feed Transaction to Radius

Switching on the Radius Private toggle will still include that field in the feed so that it can be used to generate statistics within Radius but users of Radius will not be able to see this information.

**New Sale - Sheffield S35a Business Park, Unit 6B, Churchill Way, Sheffield, South Yorkshire**

Radius

Feed Transaction to Radius

General \*

Transaction Type \*

Occupation Sale

Details

Sale Date	Sale Price	Radius Private
1-Oct-2019	25000	<input checked="" type="checkbox"/>

Floor Space

Add Row Add 5 Rows Discard changes

Showing 0 to 0 of 0 entries

Name	Description	Dimension
------	-------------	-----------

Showing 0 to 0 of 0 entries

Total Space Occupied

7500

End Adjustment

0

In such instances where a field is populated with a Contact the feed to EGI Radius will only include the Company name.

## Parties

Purchaser

✗ Joy Mining Machinery Ltd - John - Joy (0192929)

Search Contacts (Company, Name, Email, Telephone, Mobile)

Purchaser Agent

✗ Commercial Agent - Jim - Smith - helpdesk@a...

**Maximum number of selections reached (1)**

Search Contacts (Company, Name, Email, Telephone, Mobile)

Purchaser Solicitor

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor

✗ ARUNDEL MOUNT PLEASANT LAND LTD - Joh...

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor Agent

✗ Alcium Property LLP - Jonathan - Wilkins - hel...

**Maximum number of selections reached (1)**

Search Contacts (Company, Name, Email, Telephone, Mobile)

Vendor Solicitor

Search Contacts (Company, Name, Email, Telephone, Mobile)

## Floor Space Occupied \*

[Add Row](#) [Add 5 Rows](#) [Discard changes](#)

Showing 1 to 1 of 1 entries

Name	Description	Dimension	Max Size	Rent (Ft/M)	Rent	UPRN
Ground Floor		Sqft	2,100.00	9.00	£18,900.00	10013333848
			2,100.00		£18,900.00	
Total Space Occupied *			2100	Calculated Rent:	18900	End Adjustment %
					0	

## Lease Types

Check/Uncheck All

- Assignment
- Sub Lease
- Direct Lease
- Premium Lease
- Full Repairing and Insuring
- Internal Repairing and Insuring
- Nil increase
- Full Repairing Lease

The following property fields are also mandatory/optional mandatorys when including an Investment Sale in the feed to EGI Radius.

**Address \***

---

**Postcode \***

S35 2PY Look-up

**UPRN**

1241241 Look-up

**Building Name**

Sheffield S35a Business Park

**Property Type \***

Search

- Industrial
- Office (comm)
- Retail - A1
- Hotels/Guest Houses
- Garden Centre
- Investment - Industrial
- Investment - Office
- Investment - Retail
- Land - Commercial
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- Railway House
- Restaurant
- Retail - A2
- Retail - A3

**Size**

Min Size	Max Size	Total Size	Dimension *	Measurement Type
2500	5000	7500	SqFt	NIA

Categories

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**Rateable Values**

Previous Rateable Value: 0      Current Rateable Value: 25000

**Location**

Country:  England  Scotland  Wales  Northern Ireland  Republic of Ireland

London

**Calculate**

**Rates Comments**

Year ▲	Std Multiplier	UD Multiplier	Full Rates*	Discount*	Rates Payable*
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2011 - 2012	43.2	42.6			0
2012 - 2013	45.8	45			0
2013 - 2014	47.1	46.2			0
2014 - 2015	48.2	47.1			0
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2017 - 2018	47.9	46.6			0
2018 - 2019	48.4	49.7			0
2019 - 2020	48.4	49.7	£12,425.00	£0	12425