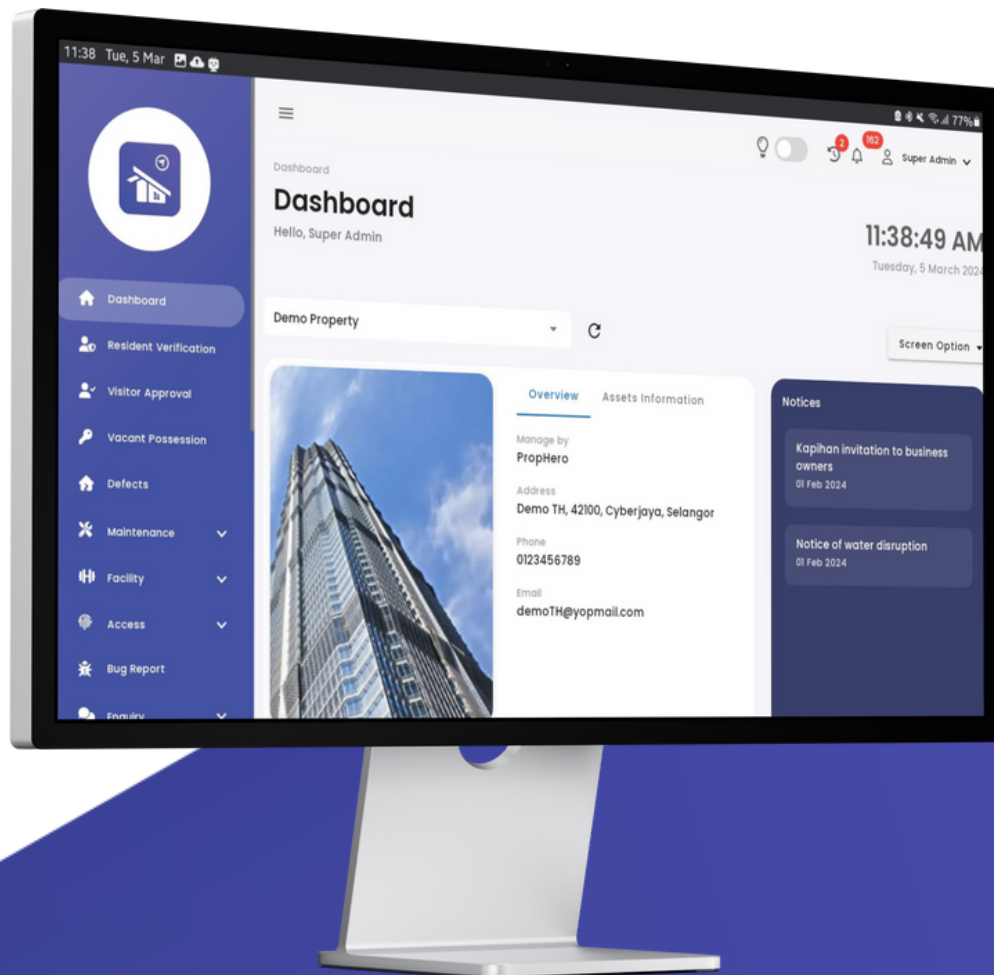




PropKita



USER MANUAL (COMMUNITY)

MANUAL PENGGUNA (KOMUNITI)

PROPKITA SYSTEM DASHBOARD

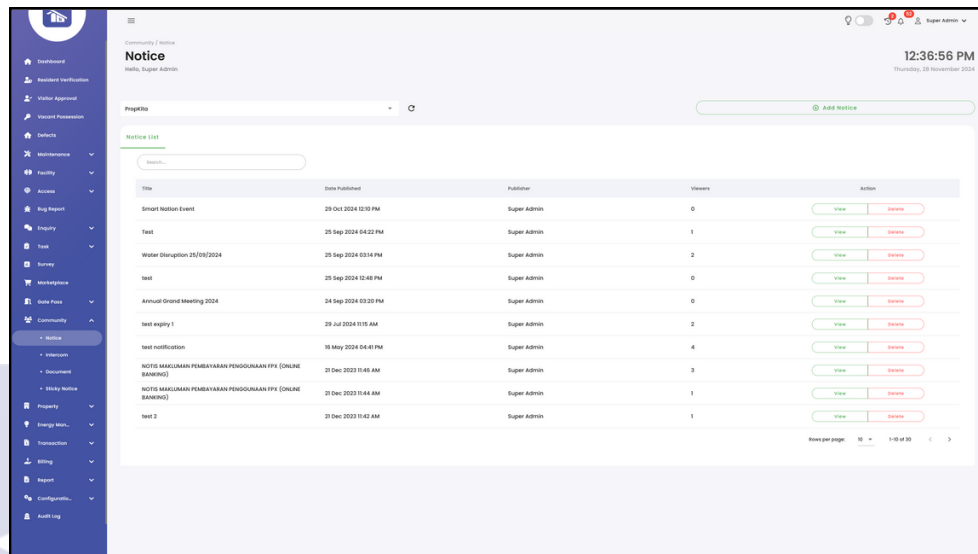
Dwibahasa

Tutorial 12

Community - 1. Notice.

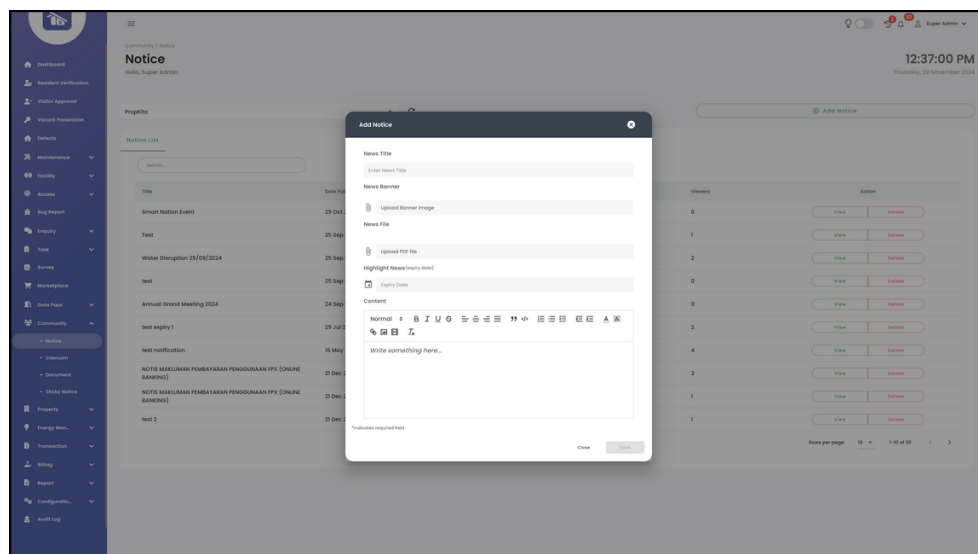
Notice displays the Notice List, where users can **view** or **delete** notices. To create a notice, click **Add Notice**.

Notis memaparkan Notice List, di mana pengguna boleh **melihat** atau **memadam** notis. Untuk membuat notis, klik **Add Notice**.



Enter the notice title, upload the news banner and file, set an expiry date, and write the content. Click **Save** when done.

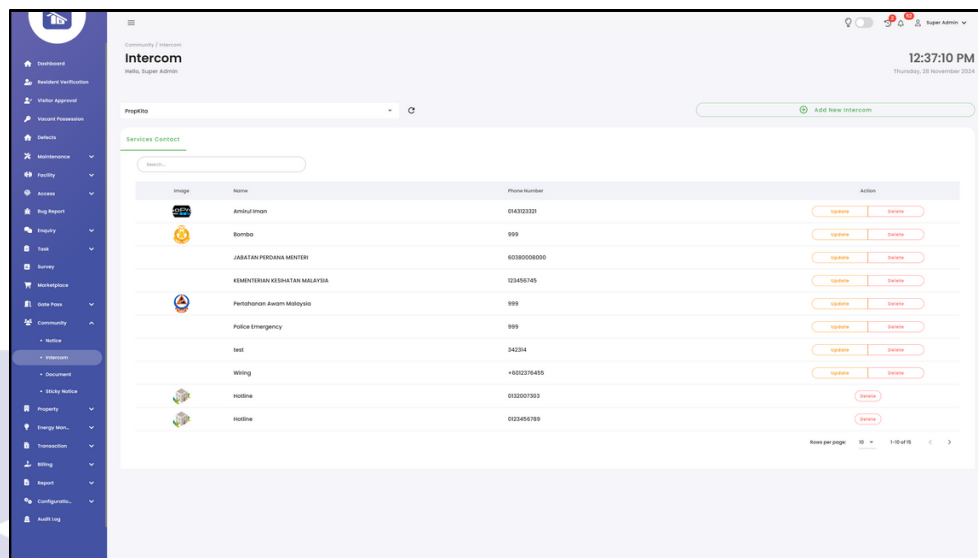
Masukkan tajuk notis, muat naik banner dan fail berita, tetapkan tarikh luput, dan tulis kandungan. Klik **Save** setelah selesai.



2. Intercom

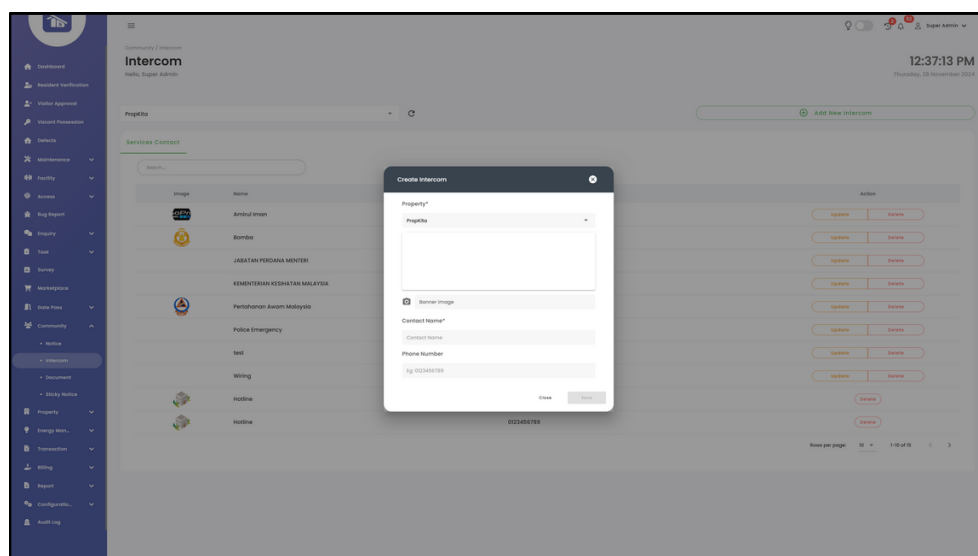
Intercom shows the Services Contact list in the property. To add a new contact, click **Add New Intercom**.

Interkom memaparkan senarai Services Contact di hartanah. Untuk menambah contact baharu, klik **Add New Intercom**.



Choose your property, upload a banner image, provide the contact name and phone number, and click **Save**.

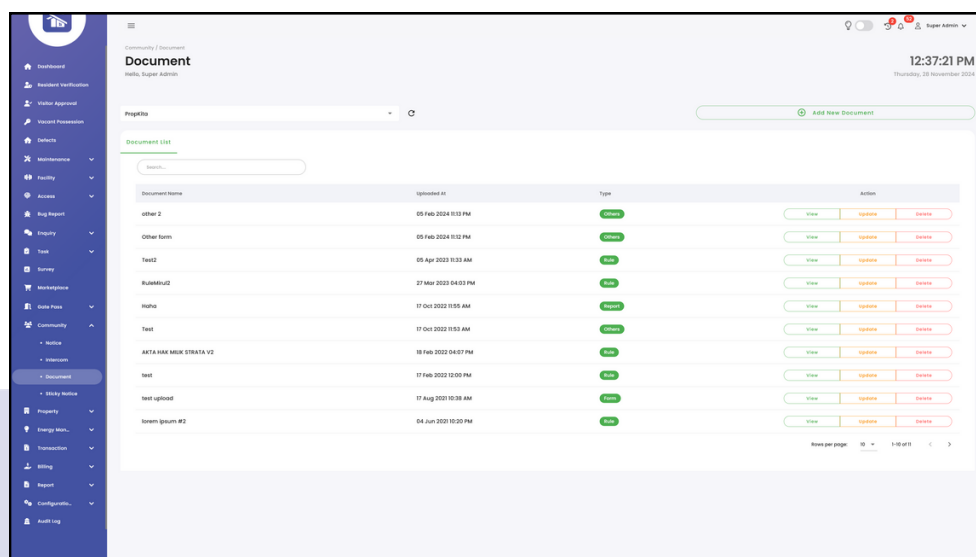
Pilih hartanah, muat naik imej banner, masukkan nama contact dan nombor telefon, dan klik **Save**.



3. Document

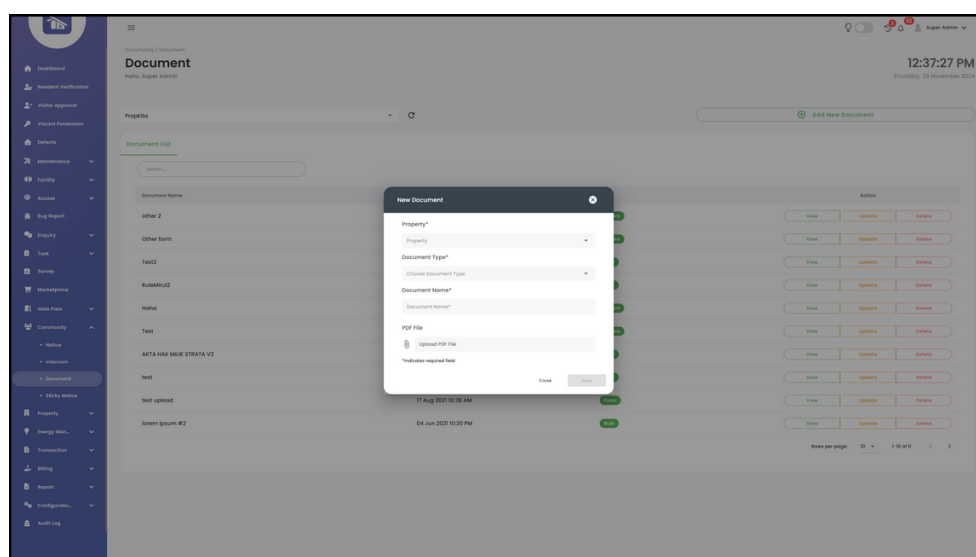
Document displays the Document List, allowing users to **view**, **update**, or **delete** documents. To add a new document, click **Add New Document**.

Dokumen memaparkan senarai dokumen, membolehkan pengguna **melihat**, **mengemas kini**, atau **memadam** dokumen. Untuk menambah dokumen baharu, klik **Add New Document**.



Choose your property and document type, enter the document name, upload the PDF file, and click **Save**.

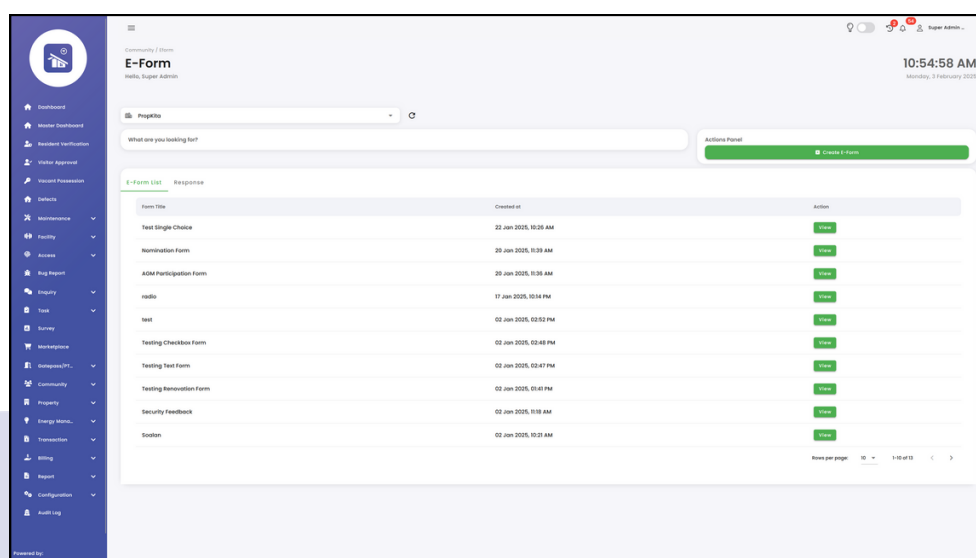
Pilih hartanah dan jenis dokumen, masukkan nama dokumen, muat naik fail PDF, dan klik **Save**.



4. E-Form

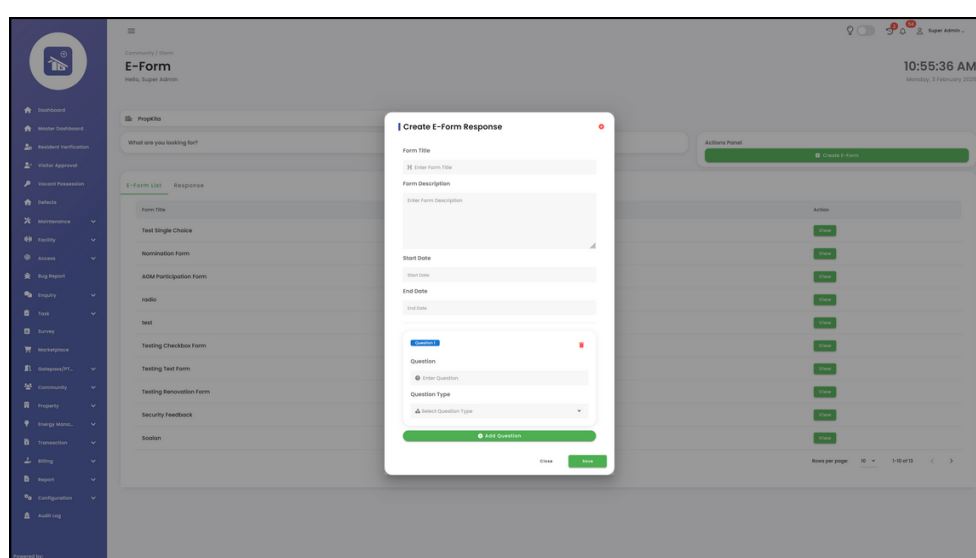
E-Form provides a detailed list of available forms, allowing users to easily **access, view, and complete** them.

E-Form menyediakan senarai borang yang lengkap, membolehkan pengguna **mengakses, melihat, dan mengisi borang** dengan mudah.



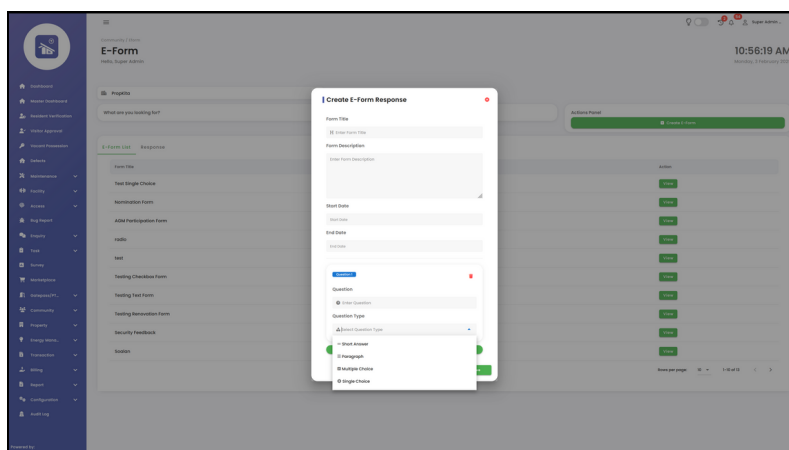
To create a new form, click **Create E-Form**, then complete the required information.

Untuk menambah borang baharu, klik **Create E-Form**, kemudian isi maklumat yang diperlukan.



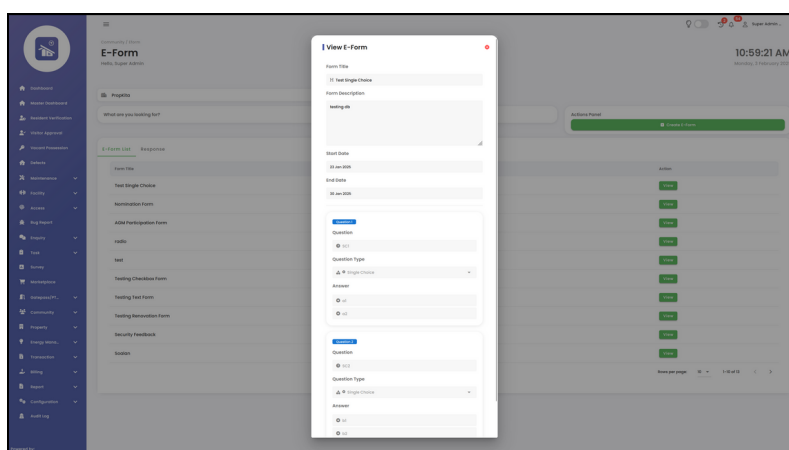
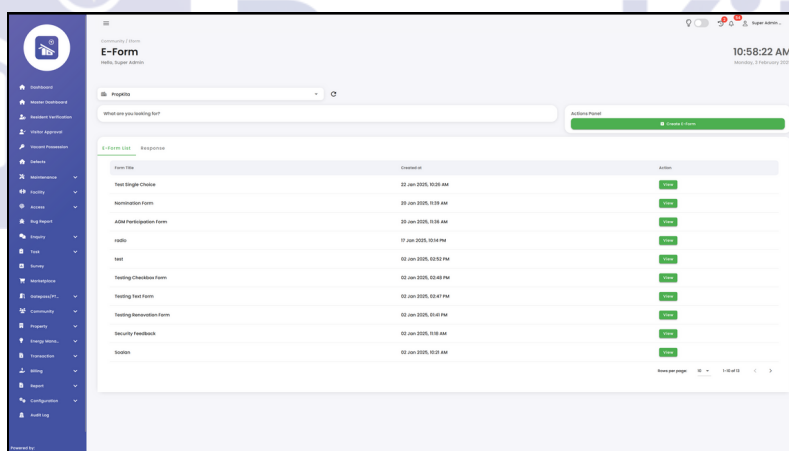
In the question section, users can select a question type. The available options are **Short Answer**, **Paragraph**, **Multiple Choice** and **Single Choice**. To add another question, click **Add Question**.

Pada bahagian soalan, pengguna boleh memilih jenis soalan. Pilihan yang disediakan adalah **Short Answer**, **Paragraph**, **Multiple Choice** dan **Single Choice**. Untuk menambah soalan lain, klik **Add Question**.



To view form details, click on **View**.

Untuk melihat maklumat borang, klik pada **View**.



On the **Response** tab, the admin can view the tenant's response history. Click **View** to see the details of a specific response.

Pada tab **Respons**, admin boleh melihat sejarah respons penyewa. Klik **View** untuk melihat butiran bagi setiap respons.

