

			Ç ح ⁹ م [™] Super Admin √
	Hello, Super Admin		11:38:49 A
A Dashboard	Demo Property		
Lo Resident Verification		· · ·	Screen Option
Yisitor Approval		Overview Assets Information	Notices
🔎 Vacant Possession	400	Manage by	Kapihan invitation to business
🏠 Defects		Address	OWINERS OI Feb 2024
🗙 Maintenance 🗸	1-1	Demo TH, 42100, Cyberjaya, Selangor	Notice of water discuster
🕂 Facility 🗸		0123456789	01 Feb 2024
🖗 Access 🗸 🗸		demoTH@yopmail.com	
🚊 Bug Report			
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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**.

A Dashboard	Notice Mello, Super Admin				12:36:56 PM Thursday, 18 November 20
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Defects	Notice List				
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Access V	Title	Date Published	Publisher	Viewers	Action
🕸 Bug Report	Smort Notion Event	29 Oct 2024 12:10 PM	Super Admin	0	View Delete
toquiy 🗸	Test	25 Sep 2024 04:22 PM	Super Admin	1	View Delete
Teek 🗸	Water Disruption 25/09/2024	25 Sep 2024 03:14 PM	Super Admin	2	View Delete
Survey	test	25 Sep 2024 12:48 PM	Super Admin	٥	View Delete
Montelplace	Annual Count Manifest 2024	24 Fee 2024 02 00 00 Fee	France Admin		
d Commenter		24.349.2024.0020.144			
- Commonly R	test expliy I	29 Jul 2024 1115 AM	Super Admin	2	View Delete
+ Intercom	test notification	15 May 2024 D4:41 PM	Super Admin	4	View Delete
Document	NOTIS MAKLUMAN PEMBAYARAN PENGGUNAAN FPX (ONLINE BANKING)	21 Dec 2023 11:46 AM	Super Admin	3	View Delete
Sticky Notice	NOTIS MAKLUMAN PEMBAYARAN PENGGUNAAN FPX (ONLINE RANKING)	21 Dec 2023 11:44 AM	Super Admin	T	View Delate
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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.

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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**.

I beginster in I beg	 Dashboard Resident Verification 	Intercom Hello, Super Admin					12:37:10 F Thursday, 20 November
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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**.

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 Dashhoard Besident Verfication 	Intercom Helto, Super Admin			12:37:13 PM Thursday, 20 November 2014
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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**.

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🖗 Access 🗸 🗸	Document Name	Uploaded At	Туре	Action
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a Inquiry 🗸 🗸	Other form	05 Feb 2024 II:12 PM	COhers	View Update Delate
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Community			_	
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Energy Mon.				Rows per page: 10 = 1-10 of 11 < >
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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**.

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Cashboard So Resident Verification	Community / Securiars Document Helic, Super Admin			12:37:27 PM Truesday, 10 November 2014
 Visitor Approval Vacant Possession 	Propriha	- c		Add New Document
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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.

	=				°	Admin
	Community / Items E-Form Hetto, Super Admin				10:54: Monday, 3 Fi	58 AN
 Coshboard Moster Coshboard 	the Propictio	• c				
20 Resident Verification	What are you looking for?			Actions Panel	Create E-Form	
2 Visitor Approvel						_
Vacant Possession	E-Form List Response					
n Defects	Form Title		Created at		Action	
X Maintenance V	Test Single Choice		22 Jan 2025, 10:26 AM		View	
Access	Nomination Form		20 Jun 2025, 11:39 AM		View	
n Bug Report	AGM Participation Form		20 Jon 2025, 11:35 AM		View	
🗣 Enquiry 🗸 🗸	radio		17 Jan 2025, 10.14 PM		View	
🖞 Tosk 🗸	test		02 Join 2025, 02:52 PM		View	
Morketplace	Testing Checkbox form		02 Jon 2025, 02:48 PM		View	
🖪 Goteposs/PT. 🗸	Testing Test form		02 Jun 2025, 02:47 PM		View	
😫 Community 🗸 🗸	Testing Renovation Form		02 Jon 2025, 01:41 PM		View	
Property ~	Security Feedback		02 Jon 2025, 11:18 AM		View	
 Energy Mono. Transaction 	Soalan		02 Jon 2025, 10:21 AM		View	
1 mg v					Rows per page: 10 + 1-10 of 13 <	>
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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.

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ft Delects	Form Title	Enter Form Description		Action
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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**.

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

Untuk melihat maklumat borang, klik pada View.

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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.



