

		=		± ÷ € \$ ۵ (17% میں 17% میں 20 میں 2
>	9	Dashboard		¥ Super Admin ∨
		Dashboard		
		Hello, Super Admin		11:38:49 AM
				Tuesday, 5 March 20
🔒 Dashboar				
. Desident		Demo Property	- C	Screen Online
-to Resident	Verification	Contraction of the local division of the loc		screen option
Le Visitor Ap	proval		Overview Assets Information	Notices
Vacant Period	ossession		Manage by	
			PropHero	Kapihan invitation to business owners
🕎 Defects			Address	01 Feb 2024
💥 Maintena	nce 🗸	11	Demo TH, 42100, Cyberjaya, Selangor	
			0123456789	Notice of water disruption 01 Feb 2024
Facility		E	Email	
Access			demoTH@yopmail.com	
St. Dug Depen				
X Bug kepo		Ma Ma		
Enguiry	~			

USER MANUAL (FACILITY) MANUAL PENGGUNA (FASILITI)

PROPKITA SYSTEM DASHBOARD

Dwibahasa

Tutorial 6 1 - Create Facility

Create Facility displays a **list of facility categories**, such as the Indoor category. Users can **update** or **delete** these categories as needed.

Laman ini memaparkan **senarai kategori kemudahan** seperti kategori Indoor. Pengguna boleh **mengemas kini** atau **memadam** kategori mengikut keperluan.

	=	ပ္စ 🕥 📌 🖓 နုမာer Admin _
	ractity / Create Create Facility Hello, Super Admin	10:24:50 AN Wednesday, 27 November 202
n Dashboard	Demo Property Indonesia 🔹 C	Add New Category
Y Visitor Approval	Facility Category List of Facility	
🔎 Vacant Possession		
n Defects	Search_	
🗙 Maintenance 🗸	Image Category Name	Action
H Facility	Outdoor Outdoor	Update Delete
Create Facility	Indoor	Update Delete
Facility Booking Parking	Staycation	Update Delete
🗣 Access 🗸 🗸	Swimming Pool	Update Delete
🔆 Bug Report		Rows per page: 10 ❤ 1-4 of 4 < >
🗣 Enquiry 🗸		

To add new facility category, click on **Add New Category** and complete the form. Once all details are completed, click **Save**.

Bagi menambah kategori kemudahan baharu, klik pada **Add New Category** dan lengkapkan borang tersebut. Setelah semua butiran diisi, klik **Save**.

						င္ခ်ိဳ က် _{ဆြ} ေဒ Super Admin –
		Create Fac	Register Facility Category	(3	10:26:13 AM
		Hend, Super Admin	Category Image			
n Dashboard		Demo Property Indonesic			C	Add New Category
20 Resident Verific	ation					
🚉 🖌 Visitor Approva		Facility Category				
🔎 Vacant Possess		Search	Banner image			
f Defects			Category Name			
🗶 Maintenance		Image	Enter category name			Action
HI Facility		\$	Remark			Update Delete
Create Facili	ty	6	eg: Behind Block A hall			Update Delete
 Facility Book 						
Parking					4	
Access						Update Delete
畫 Bug Report				Close Save	Rows per	page: 10 * 1-4 of 4 < >
🗣 Enquiry						



List of Facility shows the **facilities available on the property**, such as a gymnasium or futsal court. Users can **update** or **delete** facilities and search for specific ones if the list is extensive.

Laman ini menunjukkan **kemudahan yang tersedia di hartanah**, seperti gimnasium atau gelanggang futsal. Pengguna boleh **mengemas kini**, **memadam** kemudahan, dan mencari kemudahan tertentu jika senarai terlalu panjang.

			Facility / Cred Creat Hello, Super	te Facility Admin			10:25:16 AN Wednesday, 27 November 202
*	Dashboard Resident Verificatio	n	Demo Prope	rty Indonesia	• C		Add New Facility
. -	Visitor Approval		Facility Co	ategory List of Facility			
<u>م</u>	Vacant Possession		(tarre				
ŵ	Defects						
×	Maintenance	~		Facility Name	Facility Category	Remark	Action
H	Facility	^	~	Gymnasium	Indoor	Gym Facility	Update Delete
			~	Futsal Court	Indoor	Futsal court facility	Update Delete
	 Facility Booking Parking 		~	Staycation 1	Staycotion	staycation	Updote Delete
۰	Access	~	~	Badminton Court A	Indoor	Level 4 Block C	Update Delete
*	Bug Report			Garden	Outdoor	null	Update Delete
•	Enquiry	~				Provid	neronner 10 x 1-5.elfs ()
						nows	

To add a new facility, click **Add New Facility**, complete the form with details needed. Include charges and remarks, then click **Save**.

Bagi <mark>menambah kemuda</mark>han baharu, klik **Add New Facility**, lengkapkan borang tersebut dengan maklumat yang diperlukan. Tambah caj dan catatan, kemudian klik **Save**.

	=		S 💷 🍕 况 Silper Admin 🗸
	rectiny / Create Facility Rete, Super Admin		11:04:03 AM Wednesdoy, 27 November 2014
R Dashboord	Demo Pronerty Indonesia	Bogister Facility	O Add New Feeliny
20 Resident Verification		Details	
≜r Visitor Approval	Facility Category List of Facility	Focility Impages	
P Vacant Possession			
n Defects		Donner image	
🛪 Mointenance 🗸	Facility Name	O files (D B in 1	otal) Action
H Facility A	~ Oymnasium	Category	Sipdete Delete
+ Crecte Facility	 Futsal Court 	Choose Category	- Vortere Detete
Facility Booking		Facility Name	
- Parking	V Staycation 1	Enter Focility Nome	Spdate Detete
🗣 Access 🗸 🗸	V Bodminton Court &	Billing item	Spdate Dalate
査 Bug Report	Garden	seect bing ten	Update Delete
🐴 Inquity 🗸 🗸		Pieces select Property	·
≜ 100 ×		Charges	
E Survey		No data avaliable	
T Morketplace			
🖺 Gote Poss 🗸 🗸		Remark	
🕍 Community 🗸 🗸		eg, senna sock a nar	
🖩 Property 🗸 🗸			
🌵 Energy Man 🗸			
🗄 transaction 🗸 🗸			
L ming ~			
🖹 Report 🗸 🗸			
®o Configuratio ↓			
Auditlog			



2 - Facility Booking

Facility Booking displays a list of facilities booked in the property. Users can search by **booking ID** or sort by **start and end dates** or **status**.

Tempahan Kemudahan memaparkan senarai kemudahan yang telah ditempah di hartanah. Pengguna boleh mencari berdasarkan **ID tempahan** atau menyusun mengikut **tarikh mula**, **tarikh tamat**, atau **status**.

	mente, augent avantes						
Dashboard	Demo Property Indonesia		• C			Create Booking	E Expert Excel
 Resident Vertication 							
Visitor Approval	Booking List Calendar Faci	Ility Usage Facility Assessment					
Vocant Possession	Search				Start and End Date		Fiter
	Booking ID	User	from	те	Facility	Stotus	Action
H Facility A	FB-2410-0000	1220h Booked by Super Admin	30 Oct 2024 09:00 AM	31 Oct 2024 11:00 AM	Oymnasium	Approved	View
Create Facility	FB-2407-0001	Azrul +60183775687	29 Jul 2024 08:00 PM	29 Jul 2024 10:00 PM	Bodminton Court A	Approved	View
focility Booking	FB-2407-0000	Aarul +60103775587	29 Jul 2024 08:00 PM	29 Jul 2024 10:00 PM	Bodminton Court A	Approved	Visw
Access V	FB-2406-0003	Azrul +6083775687	10 Jun 2024 06:00 PM	10 Jun 2024 07:00 PM	Oymnosium	(Approved)	Vire
Eug Report	FB-2406-0002	Azrul	10 Jun 2024	10 Jun 2024	Oymnosium	Approved	(Visw)
ingely v	FB-2406-0001	Aarul	10 Jun 2024	10 Jun 2024	Symposium	Asserved	Vire
Task V	EB-2405-0000	+6083275687 Azrul	08:00 PM 10 Jun 2024	09:00 PM 10 Jun 2024	Generation		
Burvey		+6083775587	08:00 PM	09:00 PM			
Morketplace	FB-2403-0002	Booked by Super Admin			Futsol Court	Approved	(View)
🕽 Gate Poss 🗸 🗸	FB-2403-0001	Mgs Booked by: Super Admin			Futsol Court	Approved	View
🗧 Community 🗸 🗸	FB-2403-0000	Mas Booked by: Super Admin	06 Apr 2024 03:00 PM	07 Apr 2024 12:00 PM	Futsol Court	Concelled	view
Property V	FB-2402-0003	Demo User +60(23456789	15 May 2024 02:00 PM	15 May 2024 03:00 PM	Gymnosium	Concelled	View
Transaction	FB-2402-0002	Aarul +6083729487	18 Feb 2024 02:00 PM	10 Feb 2024 03:00 PM	Gymnosium	Approved	Vire
↓ Billing ~	FB-2402-0001	Aanul	10 Feb 2024	18 Feb 2024	Gymnosium	Approved	(View)
Report 🗸	59-2402-0200	Demo User	16 May 2024	16 May 2024	Generation		
a Configuratio. 🗸 🗸	10 2442 0100	+60(23456789	04:00 PM	05:00 PM	ojanaan		
Audit Log						Rows per page: 10	

Users can create booking by clicking on **Create Booking**. Choose facility name and its purpose.

Pengguna boleh membuat tempahan dengan mengklik pada **Create Booking**. Pilih kemudahan yang ingin ditempah dan tujuan tempahan.

	=					Ş	C State Admin ∨
	Facility Booking Hello, Super Admin						11:56:24 AM Wednesday, 27 November 2024
 Coshboard Resident Verification 	Demo Property Indonesia		- C			Create Booking	toper txeel
±r Visitor Approval	Booking List Calendar Facility	Usoge Focility Assessment					
Vacant Possession							* Fiter
X Maintenance V	Booking ID	User	ture.	14		Storus	Action
H rocity A	FB-2410-0000	Izzoh Create Bookin Booked by: Super A	9		•	Approved	View
Create Facility	FB-2407-0001	Azrul +60183775567 1 Facilit	Dote	O User	O Summary	(Approved)	View
recitly booking solution	FB-2407-0000	A2rul +60182775587				Approved	View
🗣 Access 🗸 🗸	FB-2406-0003	Azrul +60183775587	Facility Name			(Approved)	View
🔆 Bug Report	FB-2406-0002	Azrul +0082775567	Gymnasium	÷		(Approved)	View
🎭 Inquiry 🗸 🗸	FB-2406-0001	Azrul +60133755687	Official Task	*		(Approved)	View
B test V	FB-2406-0000	Azrul +6082775587	_			Approved	Visw
T Morketplace	FB-2403-0002	Mas Booked by: Super Ab				(Approved)	View
🖺 Gote Pose 🗸 🗸	FB-2403-0001	Mgs Booked by Super Admin			Futsol Court	(Approved)	View
샾 Community 🗸	FB-2403-0000	Mas Broket by Super Admin	06 Apr 2024 03:00 PM	07 Apr 2024 12:00 PM	Futsel Court	Concelled	View
Freperty V	FB-2402-0003	Demo User	15 May 2024	15 May 2024	Gymnosium	Concelled	(Vinw)
🕈 Energy Man 🗸	E9-2402-0202	+6003454789 Azrul	0200 PM 18 Feb 2024	18 Feb 2024	Germontiem	(TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	(Ver
L Blins V		+6083775587 Azrul	02:00 PM 18 Feb 2024	03:00 PM			
B Report	PB-2402-0001	+60083775587	02:00 PM	03:00 PM	oymnosium	Approved	(Vile)
©g Configuratio	F8-2402-0000	+60023454789	04.00 PM	05:00 PM	Gymnosium	Priday	(View)
A Auditing						Rows per page:	10 × 1-10 af 14 < >



Next, choose the date, select the user, and click **Submit** to finalize the booking. Kemudian, pilih tarikh, pilih pengguna, dan klik **Submit** untuk menyelesaikan tempahan.





The calendar shows **booking schedules** for specific dates, sortable by weeks, days, or months.

Kalendar menunjukkan **jadual tempahan** pada tarikh tertentu, yang boleh disusun mengikut minggu, hari, atau bulan.

	=						♀ ◯
	Facility / Booking Facility Booking Helio, Super Admin						11:58:04 AN Wednesday, 27 November 200
n Doshboord	Demo Property Indonesia		- C				
* Value foresal	Besking List Colender Facility Hang	a Focility Assassment					
Vacant Possession							
Defects	Teday C December 2	024					Month +
k Maintenance v	501	MON	nit.	web	THU		SAT
H tavilly y	Dec 1	2 iymnasium	3	4	5	6	,
a trees							
tuo fecort			10		12	13	м
trauly y							
Tesk V	15	14	17		19	20	21
B Survey							
Morketplace							
1 Gate Pass 🗸 🗸	22	23	24	26	26	27	28
🖞 Community 🗸 🗸							
Property 🗸	29	30	21	Jan 1	2	3	4
thergy Mon 🗸							
Transaction V							
L sting ~							
B Report 🗸 🗸							
💊 Configuratio. 🗸							
Audit Log							
wered by:							
PropKita							

Facility Usage allows users to view who has **checked in** or **out** of a facility. Click **View** to check in a user. You can also sort the list by the **start date**.

Laman ini membolehkan pengguna melihat siapa yang telah **mendaftar masuk** atau **keluar** dari kemudahan. Klik **View** untuk mendaftar masuk pengguna. Anda juga boleh menyusun senarai mengikut **tarikh mula**.

	=					<u>۵</u>	ာက္လာက္လ SuperAdmin မ
	Facility / Booking Facility Booking Hello, Super Admin						12:00:21 PM Wednesday, 27 November 2024
 Doshboord Resident Verification 	Demo Property Indonesia		· c				
2 Visitor Approval	Booking List Colendar Faci	lity Usage Facility Assessment					
Vocant Possession	Seach.					Start and End Dote	Filter
Totaleta	Booking ID	User	Facility	Check In of	Check Out of	Stotus	Action
th facility v	FB-2411-0000	Super Admin +6012920504	Oymnasium			(Pending)	View
🗣 Access 🗸 🗸	FB-2410-0000	Super Admin +6072970504	Oymnasium	24 Oct 2024 03:00 PM		Checked in	View
ing Report	FB-2407-0001	A2rul +6082775587	Bodminton Court A	29 Jul 2024 1154 AM		Checked in	View
trepity ∨ E task ∨	FB-2407-0000	Azrul +6082775587	Bodminton Court A			(hending)	view
E turney	FB-2406-0003	Azrul +608275587	Gymnasium	10 Jun 2024 03:02 PM		Checked in	View
T Morketpioce	FB-2406-0002	A2rul +60182775587	Gymnasium	×		Pending	View
🖺 Cote Pose 🗸 🗸	FB-2406-0001	Azrul +608275587	Gymnosium	*	*	Pending	View
R Property V	FB-2406-0000	Azrul +6083775587	Gymnosium	10 Jun 2024 03:01 PM	*	Checked in	View
🍷 Energy Mon., 🗸 🗸	FB-2403-0002	Super Admin +6072930604	Futsol Court	07 Mar 2024 03:00 PM	07 Mar 2024 12:00 PM	Checked Out	View
🗅 transaction 🗸	FB-2403-0001	Super Admin +6072930504	Futsol Court	*		Pending	View
2 Billing V						Rows per page: 10 =	1-10 of 12 < >
• conference ·							
Audit Log							
Presented by:							



Facility Assessment is used to write **remarks** and **rate** the **facility's condition** after a user leaves.

Penilaian Kemudahan digunakan untuk menulis **ulasan** dan **memberikan penilaian** terhadap **keadaan kemudahan** selepas pengguna meninggalkannya.

	Facility Booking						12:00:44 PM
	Hello, Super Admin						Wednesday, 27 November 20
Louinboore	Demo Property Indonesia		e c				
· visior apprevol	sooking List Calendar Facility	Votage Foculty Assessment					
	Booking ID	User	Facility	Check Out of	Reviewed at	Status	Action
Lunaces to	FB-2403-0002	Super Admin +6072970504	Futsol Court	07 Mor 2024 12:00 PM	24 Oct 2024 10:42 AM	Good	View
H fuilly Y	F8-2410-0000	Super Admin	Oymnosium	-	-	On-Going	View
🗣 Access 🗸 🗸	F8-2407-000I	Azrul	Badminton Court A	-		On-Going	View
Bug Report	FB-2406-0003	Azrul	Ovmosium			On-Solng	View
🐿 Enquity 🗸 🗸		+60183775587 Azrul					
8 164 V	FB-2406-0000	+60183775587	Gymnasium			On-doing	View
Survey	FB-2402-0001	A2708 +60183775587	Gymnasium	03 Apr 2024 12:28 AM	*	Not Reviewed	View
R Morkelpiace	FB-2402-0502	Azrul +60183775587	Oymnaslum	03 Apr 2024 12:22 AM		Not Inviewed	View
🗈 Coste Poss 🗸 🗸						Rows per page: 10	* 1-2017 < >
🖞 Community 🗸 🗸							
Property Y							
Energy Mon_ 🗸							
Intersection							
A factor of the							
a Continumin.							
Auditing							
und ber							

Click **View** to access **Assessment Details**. Write the facility condition and remarks based on the user's assessment, then click **Submit**.

Klik **View** untuk mengakses **Butiran Penilaian**. Tulis keadaan kemudahan dan ulasan berdasarkan penilaian pengguna, kemudian klik **Submit**.

	=						\$ ()	Pass Super Admin 🗸
	Facility / Isosking Facility Booking Hello, Super Admin							12:01:16 PM Wednesday, 27 November 2024
Coshboord So Resident VerBoation	Demo Property Indonesia		Assessment D	Mails	0			
Vacant Possession	Booking ID	User	Nome	Agraf		Reviewed at	Status	Action
🟚 Defects 💥 Mointenance 🗸	FB-2403-0002	Super Admin +6072970504	Phone Number	+60183775587	_	24 Oct 2024 10:42 AM	Good	
🖶 faciliy 🗸 🗸	FB-2410-0000	Super Admin +6072970504	facility	Oymnosium			On-duing	
🗢 Access 🗸 🗸	FB-2407-0001	A2%4 +60183775587	Purpose				On-duing	
ng Bug Report	F8-2406-0003	Azrul +6083775587	Deposit	0.00			On-Oping	
🖻 tesk 🗸	FB-2406-0000	Azrul +608275587	Estimate	2024-02-18 03:00 PM			On-Going	
E Survey	FB-2402-0001	Azrul +60182775587	time Checkout	2034-04-03 12:28 AM			Not Environd	
T Morketplace	FB-2402-0002	A2tul +6083775587	-				Not Environd	
II constrons V 샾 Community V			Facility Condition	6000			Rows per proper 10 -	- 1-7 <i>0</i> 17 < >
🖩 Property 🗸 🗸			Remark	Good				
🕈 Energy Mon., 🗸 🗸								
B Transaction V				de herdi				
🖥 Report 🗸 🗸				a da familia				
®g Configuratio. ↓								
Auditiog								
Prevented by:								

