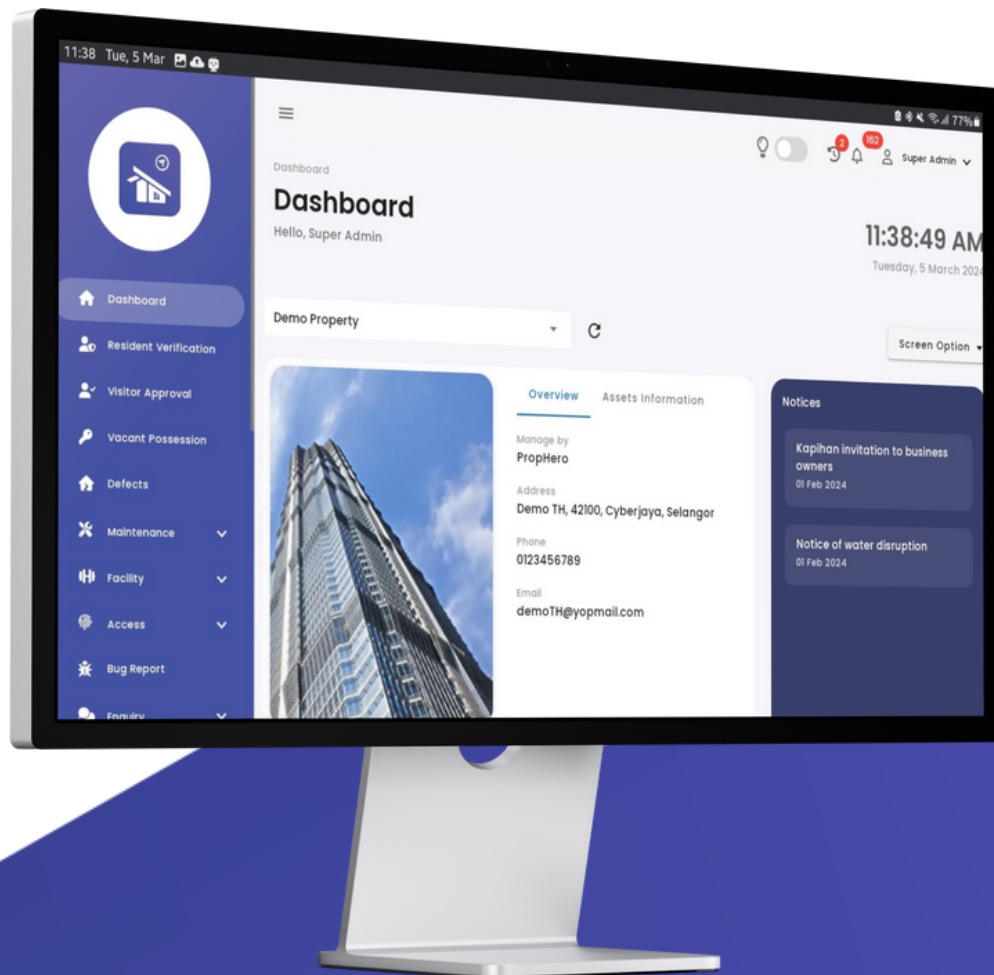




# PropKita



## USER MANUAL (FACILITY)

## MANUAL PENGGUNA (FASILITI)

# PROPKITA SYSTEM DASHBOARD

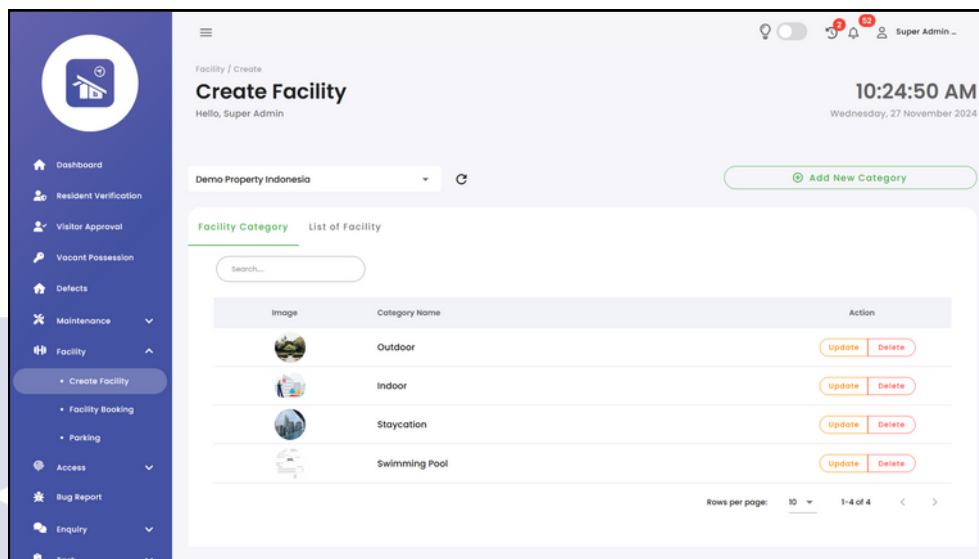
Dwibahasa

# Tutorial 6

## 1 – Create Facility

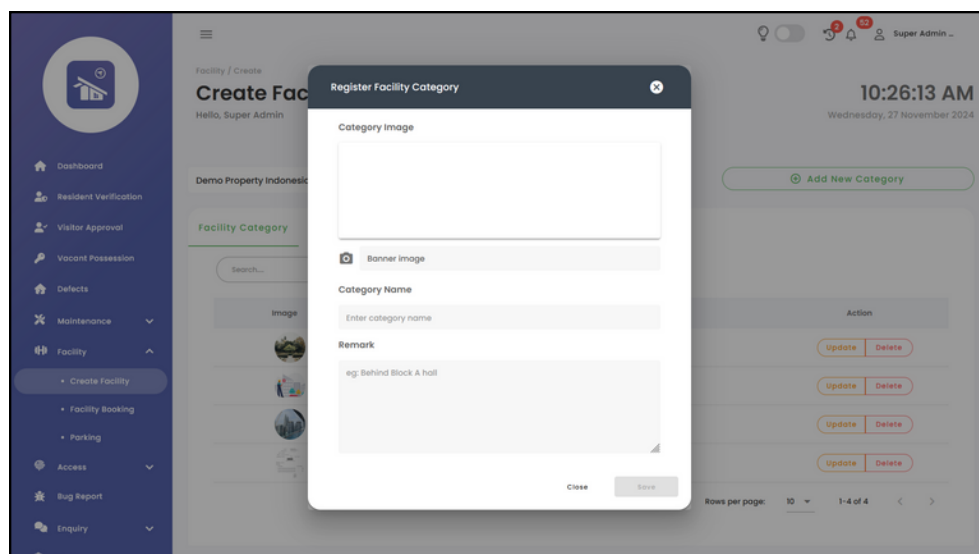
**Create Facility** displays a **list of facility categories**, such as the Indoor category. Users can **update** or **delete** these categories as needed.

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



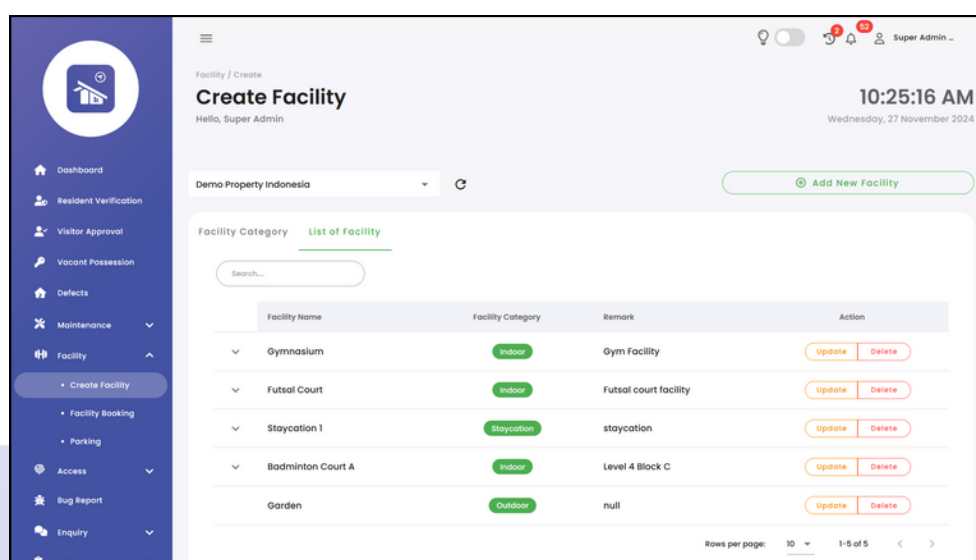
To add new facility category, click on **Add New Category** and complete the form. Once all details are completed, click **Save**.

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



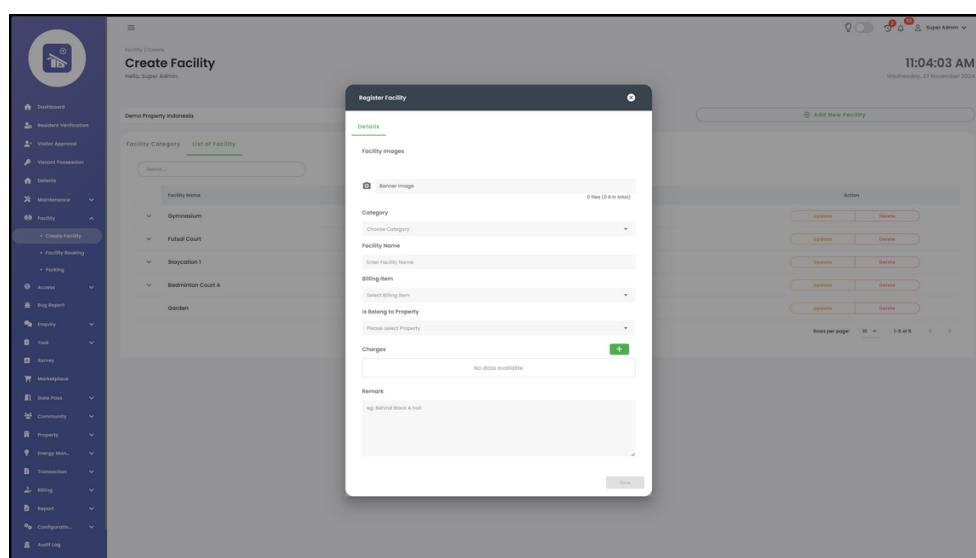
**List of Facility** shows the **facilities available on the property**, such as a gymnasium or futsal court. Users can **update** or **delete** facilities and search for specific ones if the list is extensive.

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.



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

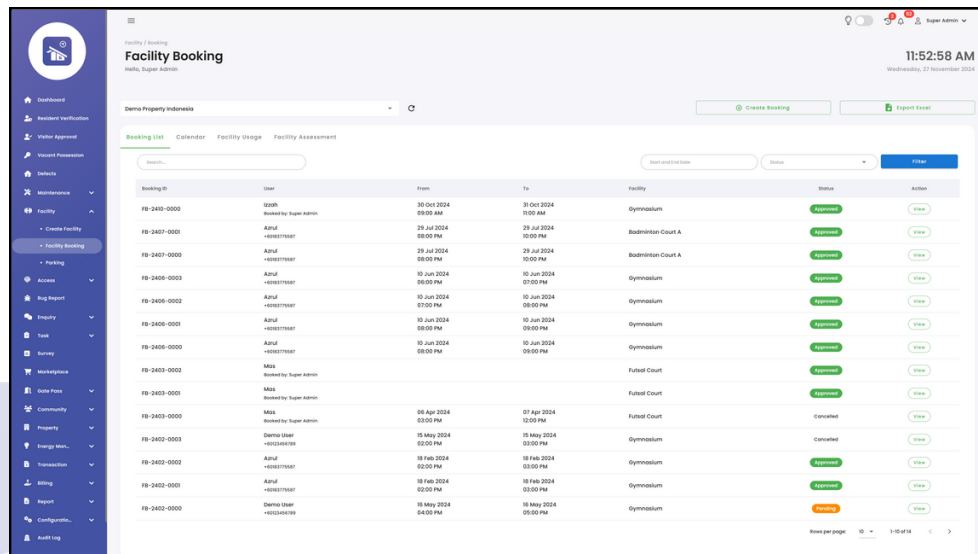
Bagi menambah kemudahan baharu, klik **Add New Facility**, lengkapkan borang tersebut dengan maklumat yang diperlukan. Tambah caj dan catatan, kemudian klik **Save**.



## 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**.

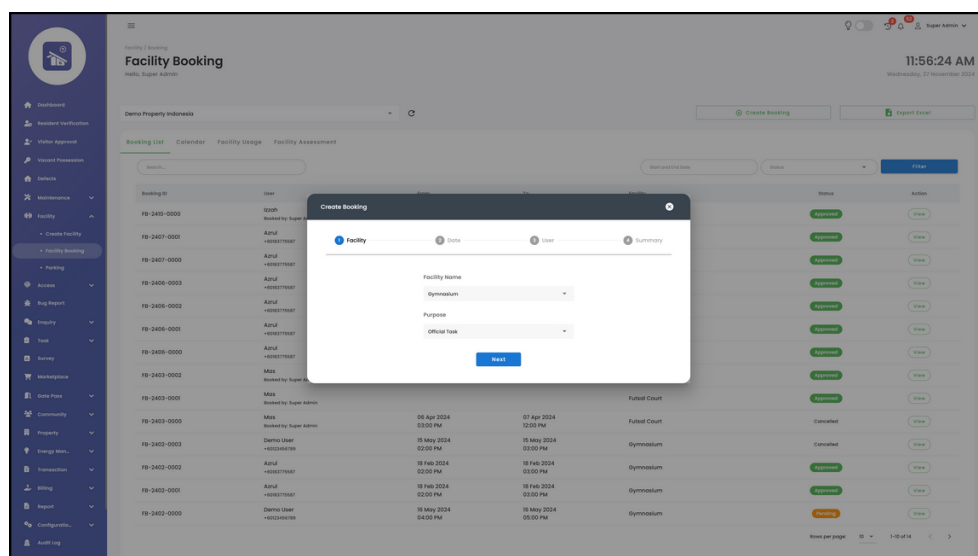


The screenshot shows the 'Facility Booking' page with a sidebar on the left containing navigation options like Dashboard, Resident Verification, Visitor Approval, Visitor Permission, Defence, Maintenance, Facility, Create Facility, Booking, Access, Bug Report, Inquiry, Task, Survey, Mobilephone, Gate Pass, Community, Property, Energy Meter, Connection, Billing, Report, Configuration, and Audit Log. The main content area displays a table of bookings with columns: Booking ID, User, From, To, Facility, Status, and Action. The table lists various bookings for facilities like Gymnasium, Badminton Court A, and Futsal Court, with statuses such as 'Approved', 'Cancelled', and 'Pending'.

| Booking ID   | User       | From                  | To                   | Facility          | Status    | Action |
|--------------|------------|-----------------------|----------------------|-------------------|-----------|--------|
| FB-2402-0000 | izah       | 30 Oct 2024 09:00 AM  | 31 Oct 2024 11:00 AM | Gymnasium         | Approved  | View   |
| FB-2407-0000 | Azul       | 29 Jul 2024 08:00 PM  | 29 Jul 2024 10:00 PM | Badminton Court A | Approved  | View   |
| FB-2407-0000 | Azul       | 29 Jul 2024 08:00 PM  | 29 Jul 2024 10:00 PM | Badminton Court A | Approved  | View   |
| FB-2408-0003 | Azul       | 10 Jun 2024 06:00 PM  | 10 Jun 2024 07:00 PM | Gymnasium         | Approved  | View   |
| FB-2408-0002 | Azul       | 10 Jun 2024 07:00 PM  | 10 Jun 2024 08:00 PM | Gymnasium         | Approved  | View   |
| FB-2408-0000 | Azul       | 10 Jun 2024 08:00 PM  | 10 Jun 2024 09:00 PM | Gymnasium         | Approved  | View   |
| FB-2408-0000 | Azul       | 10 Jun 2024 09:00 PM  | 10 Jun 2024 10:00 PM | Gymnasium         | Approved  | View   |
| FB-2403-0002 | Mia        | Booked by Super Admin |                      | Futsal Court      | Approved  | View   |
| FB-2403-0000 | Mia        | Booked by Super Admin |                      | Futsal Court      | Approved  | View   |
| FB-2403-0000 | Mia        | Booked by Super Admin |                      | Futsal Court      | Cancelled | View   |
| FB-2402-0003 | Denna User | 18 May 2024 02:00 PM  | 18 May 2024 03:00 PM | Gymnasium         | Cancelled | View   |
| FB-2402-0002 | Azul       | 18 Feb 2024 02:00 PM  | 18 Feb 2024 03:00 PM | Gymnasium         | Approved  | View   |
| FB-2402-0001 | Azul       | 18 Feb 2024 03:00 PM  | 18 Feb 2024 04:00 PM | Gymnasium         | Approved  | View   |
| FB-2402-0000 | Denna User | 18 May 2024 04:00 PM  | 18 May 2024 05:00 PM | Gymnasium         | Pending   | View   |

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.

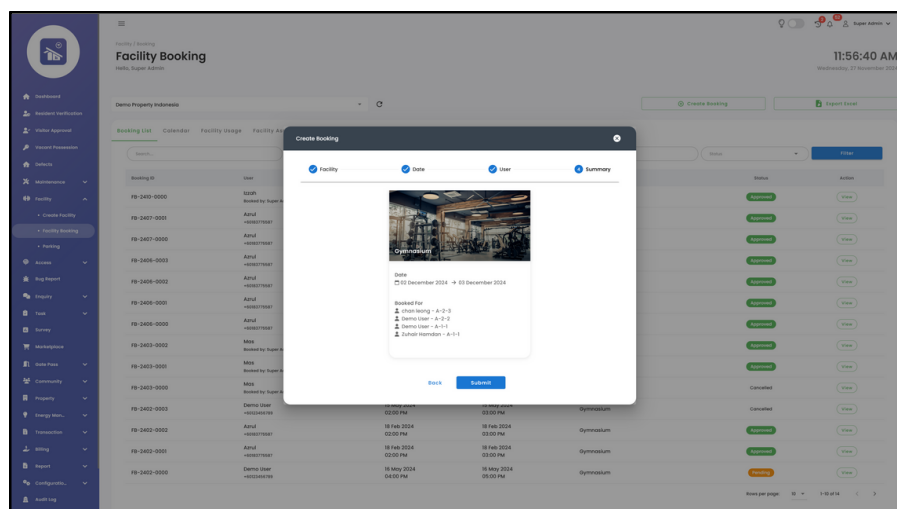
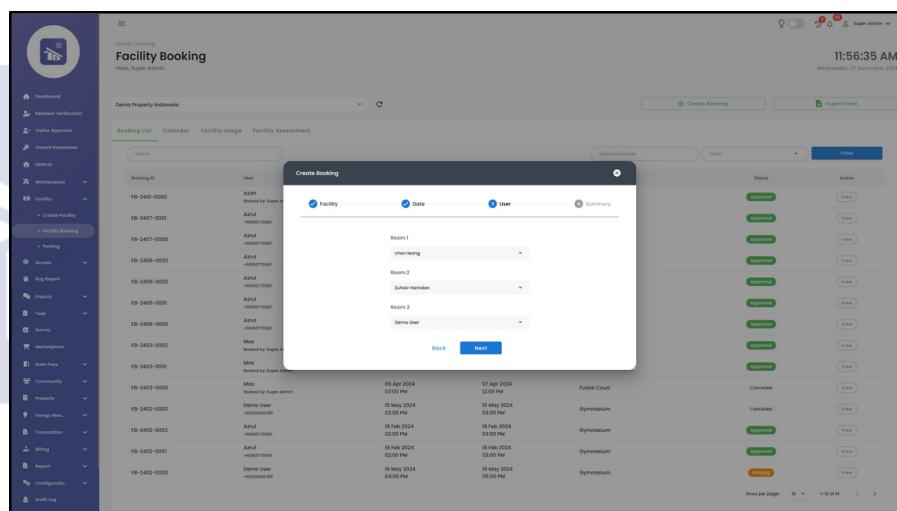
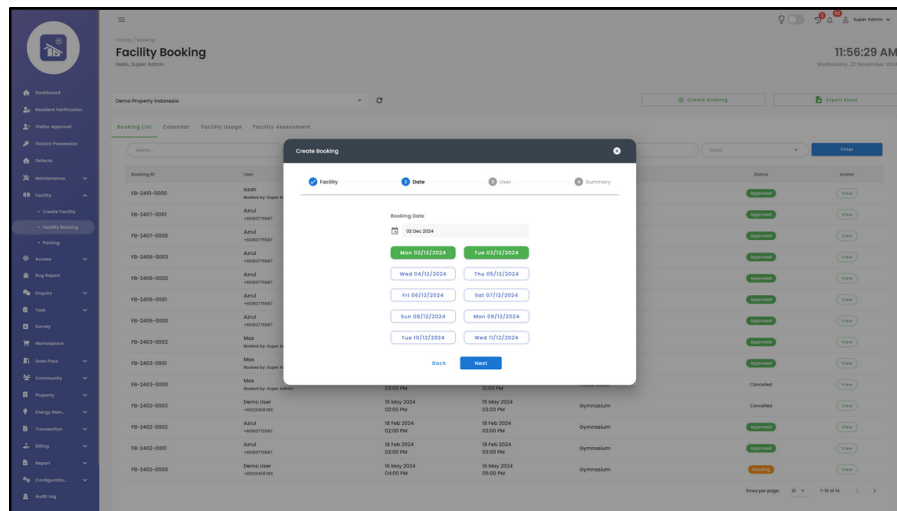


The screenshot shows the 'Facility Booking' page with the 'Create Booking' modal open. The modal has tabs for Facility, Status, Start, and Summary. The 'Facility' tab is active, showing a form with 'Facility Name' (Gymnasium) and 'Purpose' (Official task). A 'Next' button is at the bottom of the modal.



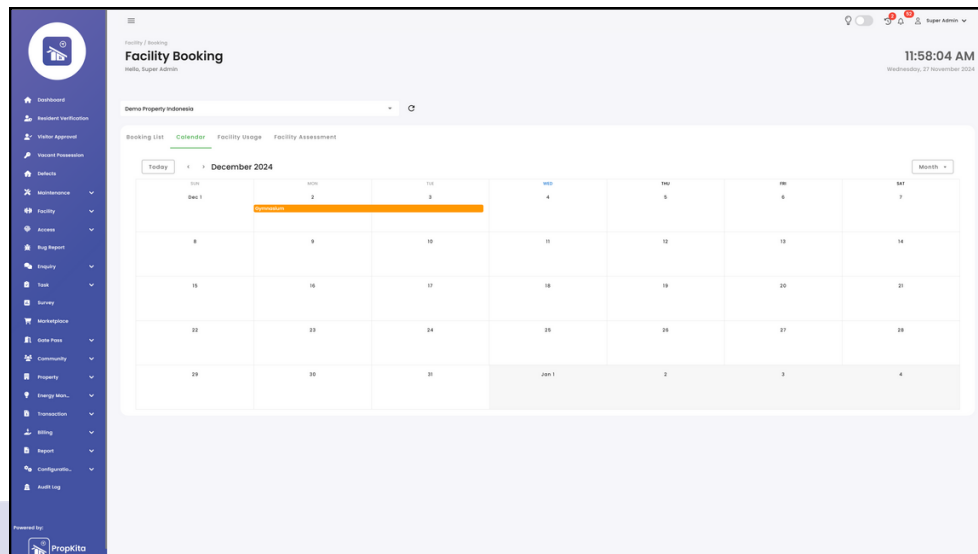
Next, choose the date, select the user, and click **Submit** to finalize the booking.

Kemudian, pilih tarikh, pilih pengguna, dan klik **Submit** untuk menyelesaikan tempahan.



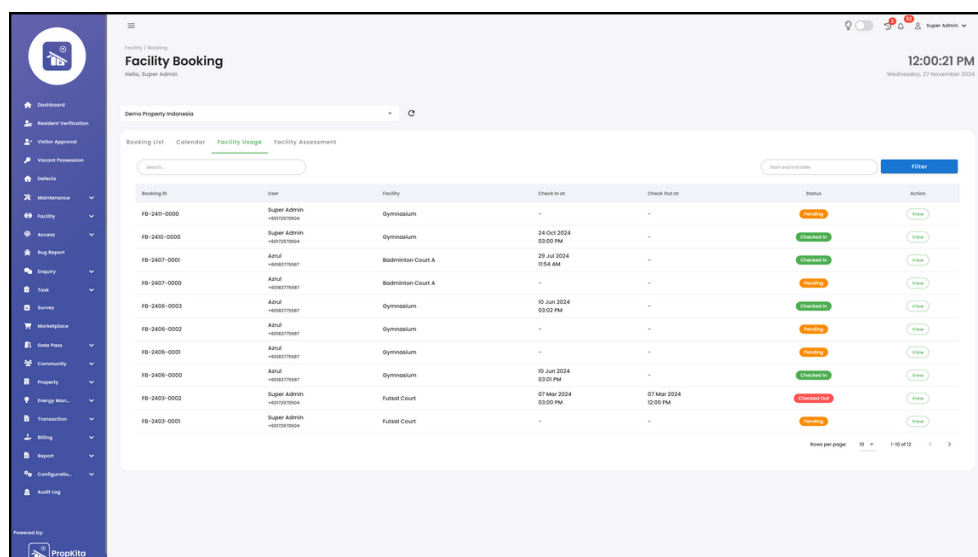
The calendar shows **booking schedules** for specific dates, sortable by weeks, days, or months.

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



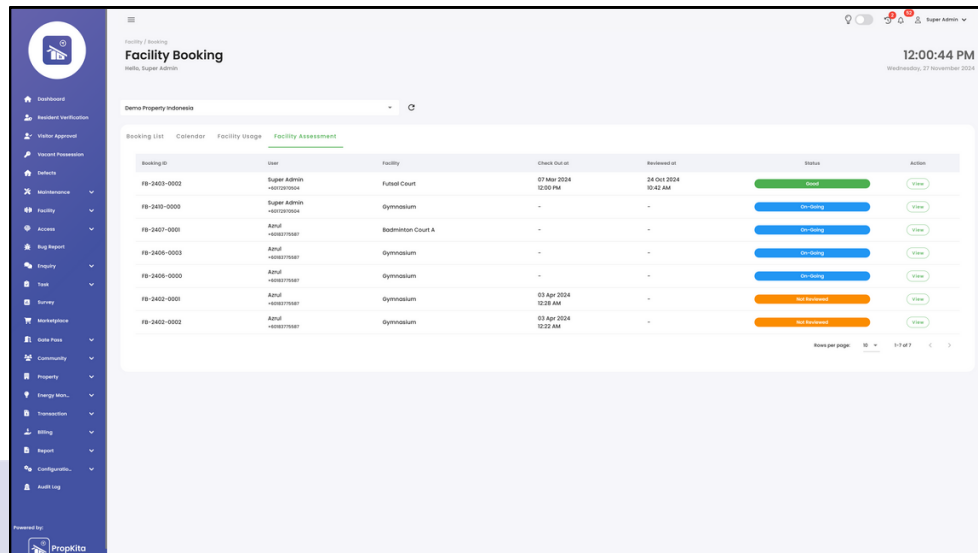
Facility Usage allows users to view who has **checked in** or **out** of a facility. Click **View** to check in a user. You can also sort the list by the **start date**.

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**.



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.



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**.

