



#### **Qornerstone Estate**

#### **Creation of Work Schedule**





Version 1.1

## This User Guide will cover:

- 1. Creation of a New Work Schedule
- 2. Allow user to choose the work frequency, assigned personnel and type of work
- 3. How does the work schedule appears in the eFams App<sup>^</sup> and Qornerstone Estate
- 4. Appendix A: Setting Up a Calendar for work schedule
- 5. Appendix B: Cheat Sheet for Work Checklist to be tagged to dummy asset.

 $\hat{}$  For more details on how the work schedule appears in the Efams app , please refer to 6. eFams App User Guide

### 1) Creation of Work Schedule

#### **Creating a Work Schedule**

#### **Schedule Details**

- Go to Maintenance Module Maintenance
   Work Work Schedule New work Schedule
- Click on New Work Schedule
- Update the following fields in the Schedule Details
- 1) Schedule Name
- 2) Schedule Type
- 3) Schedule Details
- Start Data and End Date
- If user do not have the end date ,alternatively can input the no. of occurrences before the schedule end.
- Duration this mean how many days it need to complete the task
- Select a calendar ( note the calendar need to be set-up by Admin , refer to Appendix A)

| $\rightarrow$ C Q          | https://demo.qornersto                | ne.com/index.aspx                               |                        |                            |            | A* Q 2           | 5           | •        | Ð        | 9        |
|----------------------------|---------------------------------------|---|------------------------|----------------------------|------------|------------------|-------------|----------|----------|----------|
| Work 📋 Qornerstone Lo      | ogin 📋 Share Drive 📋 AGM              | Building Maintenan.                             | 🗋 httpshris.ub         | periq.n                    |            |                  |             |          | 1        | ) Other  |
| MO 123                     | <ul> <li>Property Tenant/C</li> </ul> | Dwner Finance                                   | Maintenance            | Portal Control Par         | nel        |                  |             |          |          |          |
|                            | Home Page New Work                    | Schedule ×                                      |                        |                            |            |                  |             |          |          |          |
| nance Work                 | New Work Schedule                     | 1 - Schedule Details                            | 2 - Work Order Details | 3 - Personnels & Supplier  |            |                  |             |          |          |          |
| rk Order                   | ID                                    | Name In   |                        |                            |            |                  | Units       | SHR      | SQM      |          |
| v Work Order               | Property ID CSDEMO                    | CS DEMO   |                        |                            |            | Total            | 20 ()       |          | 0        |          |
| late Work Costing          | Manager ID 18                         | Benny Shum                                      |                        |                            |            | Occupied         | 15          |          | 0        |          |
| iate Work Status           | Schedule Name                         | e (   |                        | Schedule ID New            |            |                  |             |          |          |          |
| late Work Details          |                                       | Ľ   |                        |                            |            |                  |             |          |          |          |
| k Order Listing            |                                       | e ● Fixed ○ Irregular<br>e ○ Company ● Property |                        | Show On Calendar O Yes O N |            |                  |             |          |          |          |
| open Work Order            |                                       | e Company @ Property                            |                        | Active  Yes                | No         |                  |             |          |          |          |
| Approval Reroute           | Schedule Details                      |   | 10000001               |                            | -          |                  |             |          |          |          |
| rk Schedule                | Schedule Start Date                   |   | 00 🗸                   | C End By Date              |            |                  |             |          |          |          |
| v Work Schedule            | Duration (Days                        | ;)  |                        | End After                  | occurences |                  |             |          |          |          |
| late Work Schedule Costing | Calender Name                         | e   |                        |                            | ~          |                  |             |          |          |          |
| rk Schedules               | Blocked Date                          | s Cancel if the work falls on a                 | blockod dato           |                            | ~          |                  |             |          |          |          |
| qu                         |                                       | S Cancel II the work fails of a                 | blocked date           |                            | •          |                  |             |          |          |          |
| k Types                    | Schedule Frequency                    |   |                        |                            |            |                  |             |          |          |          |
| rk Priority                | Schedule Frequenc                     | y Day(s)  | ~                      |                            |            |                  |             |          |          |          |
| rk Checklists              |                                       |   |                        |                            |            |                  |             |          |          |          |
| k Costing Approval         | Ever                                  | У 0   |                        | Day(s)                     |            |                  |             |          |          |          |
| nance Property             |                                       |   |                        |                            |            |                  |             |          |          |          |
| tory Compliance            | New Last Updated By is No             | ot Available                                    |                        |                            |            |                  |             | Save     |          | Close    |
|                            |                                       |   |                        |                            | 1          | Unor-Domo (Admir | nintrator P | lama Dar | nal Lion | day 00.4 |
| endar Setup                |                                       |   |                        |                            |            |                  |             |          |          |          |
| Calendar Nar               | me SG                                 |   |                        |                            |            |                  |             |          |          |          |
| Default Calend             | dar No                                |   |                        |                            |            |                  |             |          |          |          |
| Holiday Calend             | dar SG                                |   |                        |                            |            |                  |             |          |          |          |
| orking Days                |                                       |   |                        |                            |            |                  |             |          |          |          |
| D                          | Day Sunday                            | Monday  | Tuesday                | Wednesday                  | Thursday   | Friday           | _           | S        | aturday  | 1        |
| Is Working D               | · · · · · · · · · · · · · · · · · · · | Yes   | Yes                    | Yes                        | Yes        | Yes              |             |          | No       |          |
| Effective Hou              | Full Day                              | Full Day  | Full Day               | Full Day                   | Full Day   | Full Day         | (           | F        | full Day |          |
| blic Holidays              |                                       |   |                        |                            |            |                  |             |          |          |          |
| SN Holid                   | lay Dat <del>e</del>                  | Effective Hours                                 |                        |                            | Holiday Na | ime              |             |          |          |          |
| Record Found               |                                       |   |                        |                            |            |                  |             |          |          |          |
|                            |                                       |   |                        |                            |            |                  |             |          |          |          |
| operty List                |                                       |   |                        |                            |            |                  |             |          |          | _        |

### 2) Setting the Frequency

#### **Schedule Details**

- Block Dates ( user can cancel the work order is this fall on a non-working day . Or it could shift forward or back)
- Schedule Frequency
- User has the ability to set the schedule by
- A. Day
- B. Week
- C. Month
- D. Year

| Schedule Frequency                 |                      |                 |       |                 |          |  |
|------------------------------------|----------------------|-----------------|-------|-----------------|----------|--|
| Schedule Frequency Day(            | s)                   | ~               |       |                 |          |  |
| Every 0                            |                      | Day(            | s)    |                 | A        |  |
| Schedule Frequency                 |                      |                 |       |                 |          |  |
| Schedule Frequency Week            | (\$)                 | ~               |       |                 |          |  |
| Every                              | 1 Week(s)            | on:             | Mon   | Sat             |          |  |
|                                    |                      |                 | Tue   | Sun             | В        |  |
|                                    |                      |                 | Wed   |                 | 2        |  |
|                                    |                      |                 | 🗆 Thu |                 |          |  |
|                                    |                      |                 | 🗆 Fri |                 |          |  |
| Schedule Frequency                 |                      |                 |       |                 |          |  |
| Schedule Frequency Month           | ns(s)                | ~]              |       |                 |          |  |
|                                    |                      |                 |       |                 | С        |  |
| ○ Day                              | 0                    | of the month(s) |       |                 |          |  |
| The                                | first 🗸              | Monday          | ~     | of the month(s) |          |  |
| Please select the months you would | like the task to run | L               |       |                 |          |  |
|                                    | January              | April           |       | July            | October  |  |
|                                    | E February           | May             |       | August          | November |  |
|                                    | March                | 🗆 June          |       | □ September     | December |  |
| Schedule Frequency                 |                      |                 |       |                 |          |  |
| Schedule Frequency Yea             | r(S)                 | ~               |       |                 | D        |  |
| Every 0                            | Year(s)              |                 |       |                 |          |  |
|                                    |                      |                 |       |                 |          |  |

### 2) Setting the Frequency (cont'd)

#### **Update of Work Order Details**

- Update the necessary Fields in Work Order Details
- Insert of Asset Code
- If user did not tag the checklist to the asset, this would not be in the work order details when user select the asset

| w Work Schedu  | e 1 - Schedule Details 2 - Work Order Details 3 - Personnels & Supplier  |  |   |
|--|--|--|---|
| Fault Locations  | Basement   |  |   |
| ork Details  |  |  |   |
| Type Of Service  | Air-Con / Air-Conditioning   | ~  | Work Priority Normal                                  |
| Description  | TEST   |  |   |
| set List   |  |  |   |
| Asset Code   | AC-1 / Aircon  | ~  |   |
| Checklist Name   | Air Con  | ~  | Update Item Cancel                                    |
| · 🔟 🗹  | Code/Name  |  | Checklist Name  |
| 🗌 🗹 AC-1/A   | ircon  |  | Air Con   |
|  |  |  |   |
|  | Click Add Item to add n  | ew row   |   |
|  |  | nty Units A Calendar Setup : 55 A  |   |
|  |  | arty Units A Calendar Setup : SG A   | •   |
| Property Asset   | erty Asset . CH-1 X Property Asset : AC-1 X Property Assets X Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Name   | ent  | Units SHR SQM   |
| Property Asset   | erty Asset : CT-1 A Property Asset : AC-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Name<br>EMO CS DEMO  | enty Units x Calendar Setup : SS x   | Units SHR SQM<br>20 0 96 0<br>15 77 0                 |
| Property Asset   | erty Asset : CT-1 A Property Asset : AC-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Name<br>EMO CS DEMO<br>Benny Shum  | ent  | 20 () 96 0  |
| Property Asset   | erty Asset : CT-1 A Property Asset : AC-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Name<br>EMO CS DEMO  | enty Units x Calendar Setup : SS x   | 20 () 96 0<br>15 77 0                                 |
| Property Asset<br>Property ID<br>Manager ID<br>18<br>View Work Rec<br>Asset                                  | erty Asset : CP-1 A Property Asset : AL-1 A Property Assets X Prope<br>1-Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>EMO CS DEMO<br>Benny Shum<br>West History View Work Order History  | ent Calendar Setup : SG x<br>ent<br>Total<br>Occupied  | 20 () 96 0<br>15 77 0                                 |
| Property Asset   | erty Asset : CR-1 A Property Asset : AC-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Mome<br>EMO CS DEMO<br>Benny Shum<br>uest History View Work Order History<br>Description Main Aircon   | ent Calentiar Setup : 55 A<br>ent Total<br>Occupied<br>Asset Code /  | 20 () 96 0<br>15 77 0<br>AC-1                         |
| Property Asset<br>Property ID<br>Manager ID<br>Sview Work Rec<br>Asset<br>Asset<br>Wo                        | erty Asset : Cn-1 & Property Asset : AC-1 & Property Assets & Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Mame<br>EMO CS DEMO<br>Benny Shum<br>utest History View Work Order History<br>Description Main Aircon<br>tet Category Aircon   | ent Calendar Setup : 55 x<br>ent Total<br>Occupied<br>Asset Code A<br>Status<br>Active 1                                 | 20 () 96 0<br>15 77 0<br>AC-1<br>fes                  |
| Property Asset<br>Property ID<br>Manager ID<br>Sview Work Rec<br>Asset<br>Asset<br>Wo                        | etty Asset : Cn-1 A Property Asset : AU-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>EMO CS DEMO<br>Benny Shum<br>ruest History View Work Order History<br>Description<br>Main Aircon<br>et Category Aircon<br>rk Checklist Air Con   | ent Calendar Setup : 55 x<br>ent Total<br>Occupied<br>Asset Code A<br>Status<br>Active 1                                 | 20 () 96 ()<br>15 77 ()<br>AC-1                       |
| Property Asset<br>Property ID<br>Manager ID<br>Sview Work Rec<br>Asset<br>Asset<br>Wo                        | etty Asset : Cn-1 A Property Asset : AU-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>EMO CS DEMO<br>Benny Shum<br>ruest History View Work Order History<br>Description<br>Main Aircon<br>et Category Aircon<br>rk Checklist Air Con   | ent Calendar Setup : 55 x<br>ent Total<br>Occupied<br>Asset Code A<br>Status<br>Active 1                                 | 20 () 96 0<br>15 77 0<br>AC-1<br>fes                  |
| Property Asset   | erisy Asset : Cn-1 A       Property Asset : AC-1 A       Property Asset A       Property Asset A         1 - Asset Details       2 - Warranty Details       3 - IOTs       4 - Uploaded Docume         EMO       CS DEMO       Benny Shum       Emo         Uest History       View Work Order History         Description       Main Aircon         et Category       Air Con         Air Con       Air conditioning-Others (Please Specify)         Location       L1    | ent Calentiar Setup : SS × ent Total Occupied Asset Code A Status Active M Scanning Code                                 | 20 () 96 0<br>15 77 0<br>AC-1<br>Yes                  |
| Property Asset<br>ID<br>Property ID CSD<br>Manager ID 18<br>View Work Rec<br>Asset<br>Asset<br>Asset Details | eity Asset: CH-1 A       Property Asset: AC-1 A       Property Assets A       Property Assets A         1 - Asset Details       2 - Warranty Details       3 - IOTs       4 - Uploaded Docume         EMO       CS DEMO       Benny Shum       Benny Shum         uest History       View Work Order History         Description       Main Aircon         et Category       Aircon         vicon       Air.conditioning-Others (Please Specify)         Location       L1 | ent Calentiar Setup : 50 A<br>ent Total<br>Occupied<br>Asset Code A<br>Status<br>Active Y<br>Scanning Code<br>Quantity 1 | 20 () 96 0<br>15 77 0<br>AC-1<br>Yes                  |
| Property Asset<br>ID<br>Property ID CSD<br>Manager ID 18<br>View Work Rec<br>Asset<br>Asset<br>Asset Details | erity Asset : CP-1 & Property Asset : AC-1 & Property Assets & Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Mame<br>EMO CS DEMO<br>Benny Shum<br>uest History View Work Order History<br>Description Main Aircon<br>Let Category Aircon<br>rk Checklist Air Con<br>oblem Code Air-conditioning-Others (Please Specify)<br>Location L1   | ent Calentar Setup : So A ent Total Cocupied Asset Code Asset Code Status Active Scanning Code Quantity Purchase Date    | 20 () 96 0<br>15 77 0<br>AC-1<br>Yes                  |
| Property Asset<br>ID<br>Property ID CSD<br>Manager ID 18<br>View Work Rec<br>Asset<br>Asset<br>Asset Details | eriy Asset - CP-1 A Property Asset : AL-1 A Property Assets A Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>EMO CS DEMO<br>Benny Shum<br>utest History View Work Order History<br>Description Main Aircon<br>tet Category Airconditioning-Others (Please Specify)<br>Location L1<br>Location L1<br>Insufacture<br>Model  | ent Calendar Setup : SS × ent Total Occupied Asset Code Status Active Countily Purchase Date Commission Date             | 20 () 96 ()<br>15 77 ()<br>AC-1<br>Yes<br>Major Asset |
| Property Asset   | erity Asset : CP-1 & Property Asset : AC-1 & Property Assets & Prope<br>1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Docume<br>Mame<br>EMO CS DEMO<br>Benny Shum<br>uest History View Work Order History<br>Description Main Aircon<br>Let Category Aircon<br>rk Checklist Air Con<br>oblem Code Air-conditioning-Others (Please Specify)<br>Location L1   | ent Calentar Setup : So A ent Total Cocupied Asset Code Asset Code Status Active Scanning Code Quantity Purchase Date    | 20 () 96 0<br>15 77 0<br>AC-1<br>res<br>Major Asset   |

### 2) Setting the Frequency (cont'd)

#### Creating a Work Schedule Personnel & Supplier

- Update the necessary Fields in Personnel details.
- If user check the mobile number for push notification, there is cost involved. Please check with Qornerstone Marketing or Support for more information.
- Click Save, the work schedule will appear under the list of work schedule.

2 CSDEM/WS/22030002

Fixed

Air-Conditioning

TEST

| New W   | /ork Schedule         | 1 - Schedule Details | 2 - Work Order Details | 3 - Personnels & | Supplier           |                |                   |             |        |
|---------|-----------------------|----------------------|------------------------|------------------|--------------------|----------------|-------------------|-------------|--------|
| Suppl   | lier Alert            |                      |                        | C                | Im                 |                |                   |             |        |
| 🗆 Su    | pplier Involved       |                      |                        |                  |                    |                |                   |             |        |
| Perso   | onnel Alert           |                      |                        |                  |                    |                |                   |             |        |
| Send Te | o Personnel 🛛 Email A | ddress 🗆 Mobile Nur  | mber 🗹 Push Notifica   | ation            |                    |                |                   |             |        |
| Perso   | nnel List             |                      |                        |                  |                    |                |                   |             |        |
|         | Personnel             |                      |                        |                  |                    | ✓ Personn      | el Rank 1 - Prima | у.          | ~      |
|         | Designation           |                      |                        |                  |                    | M              | obile No          |             |        |
|         |                       |                      |                        |                  |                    |                | Add I             | em Ca       | ncel   |
| SN      | <u></u>               |                      | Personnel              |                  | Mobile No          | Designation    | Per               | sonnel Rank |        |
| 1       | D Digbird             | bigbird              |                        |                  |                    | →R.            | 1 -               | Primary     | ^      |
| 2       | Linda_                | tech Lind            |                        |                  |                    |                | 1 -               | Primary     |        |
|         |                       |                      |                        | Click Add I      | em to add new row  |                |                   |             |        |
|         |                       |                      |                        |                  |                    |                |                   |             |        |
|         |                       |                      |                        |                  |                    |                |                   |             |        |
|         |                       |                      |                        |                  |                    |                |                   |             | ~      |
|         |                       |                      |                        |                  |                    |                |                   |             |        |
| Mark    | Cabadula              | 1 - List             | 2.0.0                  |                  |                    | Lie            | d What:           |             | Q      |
| WOLK    | Schedule              | 1-LISt               | 2-Q Search             |                  |                    | FIII           |                   |             | Ч      |
| 15-     | a                     |                      |                        |                  |                    |                |                   |             |        |
| Vie     | w In : ream A / CS DE | MO V                 |                        |                  |                    |                |                   |             |        |
| SN      | Schedule No           | Schedule Type        | Type Of Service        | Schedule         | Name Schedule Freq | uency Duration | Start Date        | End Date    | Active |
| 10      | CSDEMO CS DEMO        |                      | <i></i>                |                  |                    |                | <i>b</i>          |             |        |
|         |                       |                      |                        |                  |                    |                |                   |             |        |

Every 1 Week(s)

1

22 Mar 2022

Yes

### 3) How does the Schedule appears In EFAMS App

- Check on the PM listing for assigned task
- Click on the various tabs to check for additional information

| 11:49 🗢 🗩   | (12:07) all 🗢 👀   | 12:08 al 🕆 🕥   |
|---|---|--|
| ← PM Listing ↑  | ← CSDEM/SW/22030098 C   | ← CSDEM/SW/22030098 C  |
| CS DEMO   | DETAILS GALLERY CHECKLIST MEMO  | DETAILS GALLERY CHECKLIST MEMO                                 |
| Image: Search PM Listing       Image: Search PM Listing         CSDEM/SW/22030098 - Assigned         Schedule Date: 28 Mir 2022 12:00 AM         Schedule Name: TEST         Location: TEST   | <ul> <li>Request</li> <li>Status : Assigned</li> <li>Schedule Date : 28 Mar 2022 12:00 AM</li> <li>Schedule Name :<br/>TESTCleaning</li> <li>Details</li> <li>Location :</li> </ul> | Search<br>CBEO2<br>Car park barrier exit<br>L1<br>Toliet clean |
| CSDEM/SW/22030016 - Assigned         Schedule Date : 24 Mar 2022 12:00 AM         Schedule Name : TEST         Location : testqqqqqqqqqqqqq         CSDEM/SW/22030018 - Assigned         Schedule Date : 23 Mar 2022 12:00 AM         Schedule Name : TEST12345         Location : TEST         QSDEM/SW/22030015 - Assigned         Schedule Date : 22 Mar 2022 10:00 AM         Schedule Date : 25 Mar 2022 10:00 AM         Schedule Date : 22 Mar 2022 10:00 AM         Schedule Date : 25 Mar 2022 10:00 AM         Schedule Name : TEST | Cleaning<br>Description :<br>CARPARK  |  |
| Location : TEST CSDEM/SW/22030014 - Assigned Schedule Date : 15 Mar 2022 10:00 AM Schedule Name : TEST Location : TEST CSDEM/SW/22030013 - Escience1  | ACKNOWLEDG  |  |

### **3) How does the Schedule appears In Qornerstone Estate**

• Under the Work Order listing, the schedule will be generated

| Но | me   | Page New Ca                       | alendar X Calendar      | Setup × Work     | Order : CSDEM/SW/2203 | 0098 × Work          | Order Listing x    |               |                |                 |                      |                  |                   |            |            |                 |
|----|------|-----------------------------------|-------------------------|------------------|-----------------------|----------------------|--------------------|---------------|----------------|-----------------|----------------------|------------------|-------------------|------------|------------|-----------------|
| V  | Hom  | ie Page                           | 1 - List                | 2 - Q Searc      | h                     |                      |                    |               |                |                 |                      |                  | Find V            | What: sche |            |                 |
|    | View |                                   |                         | ✓ View In :      | Team A / C SDEMO      | •                    |                    |               |                |                 |                      |                  |                   |            |            |                 |
| Se |      | Criteria: Record cor<br>Work Date | ntains 'sche'<br>Ref No | Status           | Problem Description   | Action Taken         | Fault Location     | Work Priority | Requestor Name | Requestor Email | Requestor Mobile No  | Problem Code     | Work ID           | Unit ID    | Request ID | Work Order Typ  |
| -  |      | SDEMO C SDEMO                     |                         | United           |                       | The section function | r duit Looditon    | Henricht      | noqueeter name | nequeeter Linui | riequoter mobile rie | 1100.000         | Home              | Unitio     | Inequeente | Home or don typ |
| 3  | 2    | 8 Mar 2022 00:00                  | CSDEM/WS/22030004       | Work In-Progress | CARPARK               | cleaning             | Cleaning           | Normal        | TESTCleaning   |                 |                      | Carpark          | CSDEM/SW/22030098 |            |            | Schedule        |
| 1  | 2 2  | 8 Mar 2022 00:00                  | CSDEM/WS/22030003       | Acknowledge      | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030017 |            |            | Schedule        |
|    | 3 2  | 4 Mar 2022 00:00                  | CSDEM/WS/22030002       | Work Completed   | testqqqqqqqqqqqqqq    | test                 | testqqqqqqqqqqqqqq | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030016 |            |            | Schedule        |
| 4  | 1 2  | 3 Mar 2022 00:00                  | CSDEM/WS/22030001       | Work In-Progress | TEST                  | test                 | TEST               | Normal        | TEST12345      |                 |                      | Air-Conditioning | CSDEM/SW/22030018 |            |            | Schedule        |
| 1  | 5 2  | 2 Mar 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030015 |            |            | Schedule        |
| 6  | 5 1  | 5 Mar 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030014 |            |            | Schedule        |
| 7  | 0    | 8 Mar 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030013 |            |            | Schedule        |
| 8  | 8 0  | 1 Mar 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22030012 |            |            | Schedule        |
| \$ | 2    | 2 Feb 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22020018 |            |            | Schedule        |
| 1  | 0 1  | 5 Feb 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22020017 |            |            | Schedule        |
| 1  | 1 0  | 8 Feb 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22020016 |            |            | Schedule        |
| 1  | 2 0  | 1 Feb 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22020015 |            |            | Schedule        |
| 1  | 3 2  | 5 Jan 2022 10:00                  | CSDEM/WS/22010001       | Assigned         | TEST                  |                      | TEST               | Normal        | TEST           |                 |                      | Air-Conditioning | CSDEM/SW/22010020 |            |            | Schedule        |
|    |      |                                   |                         |                  |                       |                      |                    |               |                |                 |                      |                  |                   |            |            | Total Page:     |

### Appendix A : Setting Up a Calendar

#### Go to Control Panel

- Company- Company Calendar-Calendar Set-up
- Click On New Calendar
- 2) Create a New Calendar Name
- Set Default Calendar to Yes or No ( if each MCST has different Working hours), will advise to set it as No
- For Working Days, user can tick on the check box
- a) Is Working Day (Mandatory)
- b) Full Day ( if no, please refer to item c)
- c) Effect From and Effect to ( time)
- Set the public holidays\* \*Note: If user has the existing calendar from the previous year, they can copy from the previous year and amend the dates

| mo Qornerstone  |   | Property  | Tenant/O   | wner Finance                 | e Mainte       | nance        | Portal       | Control Pan  | el                                 | ~       |
|---|---|---|------------|------------------------------|----------------|--------------|--------------|--|------------------------------------|---------|
| Alert Setup   | -   | Home Page   | Calendar S | etup : SG ( Default) ×       | Calendar       | Setup ×      |              |  |                                    |         |
| QuickPay Services Setup   |   | Calendar Se   | etup       | 1 - List                     | 2-Q Sea        | rch          | Find W       | /hat:  |                                    |         |
| Company Tools   |   | Calendar  | Name H     | loliday Calendar             | Default        | Working      | Days         | Updated By   | Updated                            | l On    |
| Address Book  |   | SG  | SG         |                              | No Mor         | n, Tue, Wed, | Thu, Fri     | Demo   | 28 Dec 2021<br>5:10:27 PM          | 1       |
| Downloadable Forms  |   |   |            |                              | Mor            | n, Tue, Wed, | Thu. Fri.    |  | 27 May 2022                        | 2       |
| Message Outbox  |   | SG ( Default)   | SG         | ( Default)                   | Yes Sat        |              | ,            | Demo   | 10:04:33 AM                        | 1       |
| Company Calendar  |   |   |            |                              |                |              |              |  | Total                              | Page    |
| Calendar Setup  |   |   |            |                              |                |              |              |  |                                    |         |
| vent Calendars  |   |   |            |                              |                |              |              |  |                                    |         |
| Calendar Events   |   |   |            |                              |                |              |              |  |                                    |         |
| Jser Event Calendar   |   |   |            |                              |                |              |              |  |                                    |         |
|   |   |   |            |                              |                |              |              |  |                                    |         |
| Import  |   |   |            |                              |                |              |              |  |                                    |         |
|   |   |   |            |                              |                |              |              |  |                                    |         |
|   |   |   | - 1        |                              |                |              |              | - Wy   |                                    |         |
| Calendar Setup<br>Calendar Name JLL Trial (I  | 1 - Calendar<br>Demo)   |   | 2          |                              |                |              |              | New Calendar   |                                    | ose     |
| Calendar Setup  |   |   |            |                              |                |              |              |  |                                    | ose     |
| Calendar Setup<br>Calendar Name JLL Trial (I  | )emo)   |   |            | Tuesday                      | Wednesday      | Thu          | rsday        |  |                                    | ose     |
| Calendar Setup<br>Calendar Name JLL Trial (I<br>Working Days  | )emo)   | 2 - Property Listing  | Monday     | Tuesday<br>2                 | Wednesday<br>2 | 100000       | rsday        | Default Calendar 🔿 Yes (   | D No                               | ose     |
| Calendar Setup<br>Calendar Name JLL Trial (D<br>Working Days<br>Day   | )emo)   | 2 - Property Listing  | Monday     |                              |                |              |              | Default Calendar O Yes (   | No Saturday                        | ose     |
| Calendar Setup<br>Calendar Name JLL Trial (I<br>Working Days<br>Day<br>Is Working Day   | Semo)   | unday   | Monday     |                              | 2              |              |              | Default Calendar O Yes (<br>Friday                                 | No       Saturday                  | ose<br> |
| Calendar Setup<br>Calendar Name JLL Trial (<br>Working Days<br>Is Working Day<br>Full Day<br>Effective From   | S   | 2 - Property Listing  | Monday     |                              |                |              |              | Default Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (<br>Working Days<br>Is Working Day<br>Full Day<br>Effective From   | S<br>12:00<br>11:59:  | 2 - Property Listing  | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      |              | Pefault Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Day<br>Is Working Day<br>Full Day<br>Effective From<br>Effective To   | S     12:00     11:59     ic Holidays   | 2 - Property Listing  | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      |              | Pefault Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (I<br>Working Days<br>Day<br>Is Working Day<br>Full Day<br>Effective From   | S     12:00     11:59     ic Holidays   | 2 - Property Listing  | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      |              | Pefault Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Is Working Day<br>Is Working Day<br>Full Day<br>Effective From<br>Effective To  |   | 2 - Property Listing<br>unday<br>0 0 AM ♥<br>00 PM ♥<br>6   | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      |              | Pefault Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Is Working Day<br>Full Day<br>Effective From<br>Use Existing Calendar for Publ<br>Public Holidays for Year 2                          |   | UINDAY USUNG  | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      |              | Pefault Calendar O Yes (   | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Day<br>Is Working Day<br>Full Day<br>Effective From<br>Use Existing Calendar for Public<br>Holiday Sor Year 2<br>Holiday Name         |   | 2 - Property Listing<br>unday<br>00 AM ♥ (6)<br>00 PM ♥ (6)<br>Copy Public Holidays Fr<br>00 AM ♥ - [11:59:00 F | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9:00:00      | AM ~<br>PM ~ | Pefault Calendar O Yes (<br>Friday<br>9:00:00 AM V<br>6:30:00 PM V | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Day<br>Is Working Day<br>Full Day<br>Effective From<br>Use Existing Calendar for Public<br>Public Holidays for Year 2<br>Holiday Name | S           12:00           11:59           ic Holidays           322           12:00.c           12:00.c | 2 - Property Listing<br>unday<br>00 AM ♥ (6)<br>00 PM ♥ (6)<br>Copy Public Holidays Fr<br>00 AM ♥ - [11:59:00 F | Monday     | 9:00:00 AM ~                 | 9:00:00 AM     | 9.00.00      | AM ~<br>PM ~ | Pefault Calendar O Yes (<br>Friday<br>9:00:00 AM V<br>6:30:00 PM V | No       Saturday       9.00:00 AM |         |
| Calendar Setup<br>Calendar Name JLL Trial (C<br>Working Days<br>Is Working Day<br>Full Day<br>Effective From<br>Use Existing Calendar for Public Holidays for Year 2<br>Holiday Name                  | S           12:00           11:59:           ic Holidays           322           12:00.0                  |   | Monday     | 9:00:00 AM ~<br>6:30:00 PM ~ | 9:00:00 AM     | 9.00.00      | AM ~<br>PM ~ | Pefault Calendar O Yes (<br>Friday<br>9:00:00 AM V<br>6:30:00 PM V | No       Saturday       9.00:00 AM |         |

# Appendix A: Setting Up a Calendar

De

All Show Menu

To set a Default Calendar , please go to Property Listing. Select the the property listing and click update item. Then click on save.

When user set up a new work schedule for the said property, the calendar will auto defaulted

| mo | Qornerstone   | •                         | Property          | Tenant/Owner         | Finance        | Maintenance   | Portal | Control Panel | P      | Ċ   |
|----|---------------|---------------------------|-------------------|----------------------|----------------|---------------|--------|---------------|--------|-----|
| ĩ  | Home Page     | Calendar Setup            | : SG ( Default) × | Calendar Setup ×     | 4              |               |        |               |        | ▼ € |
|    | Calendar Set  | tup                       | 1 - Calendar      | 2 - Property Listing |                |               |        |               |        |     |
|    | Property Lis  | st                        |                   | lm                   |                |               |        |               |        |     |
|    | Prope         | erty ID CSDEMO            |                   |                      |                | ~             |        | Update m      | Cancel |     |
|    | SN 🔟 🕜        | Property ID               |                   |                      |                | Property Name |        |               |        |     |
|    | 1 🗆 🗹         | CSDEMO                    | CSDEMO            |                      |                |               |        |               |        | ^   |
|    |               |                           |                   | Click A              | dd Item to add | new row       |        |               |        |     |
|    |               |                           |                   |                      |                |               |        |               |        |     |
|    |               |                           |                   |                      |                |               |        |               |        |     |
|    | 4             |                           |                   |                      |                |               |        |               | >      | *   |
|    | Select All    |                           |                   |                      |                |               |        |               |        |     |
|    | Edit Last Upo | dated by <b>Demo</b> on 2 | 27 May 2022 10:04 |                      |                |               | Save   | Back          | Close  |     |

### Appendix B : Cheat Sheet for Work Checklist V Vork Checklist V Asset Categories X

0

Checklist is used for Preventive Maintenance and can be tagged to work schedule.

|     | Obert   | klist                                    |  |                          |                |                                      | ()⊦                                      |
|-----|---------|--|--|--------------------------|----------------|--------------------------------------|--|
|     | Check   | klist Name                               | Manager Daily Checklist  |                          |                | Active<br>Usage<br>Security          | ● Yes ○ No<br>○ Yes ● No<br>✓ ○ Yes ● No |
| hec | klist l | Items                                    |  |                          |                |                                      |  |
|     | ltem De | escription                               | Name of the Personnel  |                          |                |                                      | Item Remarks                             |
|     | Va      | alue Type                                | TEXT   |                          |                | ~                                    | Enable Photo (After                      |
|     |         |  |  |                          |                |                                      |  |
|     |         |  |  |                          |                | Updat                                | te Item Cancel                           |
| N [ | t<br>T  | >  | Item Description   | Value Type               | Item Remarks   | Enable Photo<br>(Before)             | te Item Cancel Enable Photo (After)      |
|     | 1992    |  | Item Description   | Value Type<br>TEXT       | Item Remarks   | Enable Photo                         |  |
|     | 0       | Name of                                  |  |                          |                | Enable Photo<br>(Before)             | Enable Photo (After)                     |
|     |         | Name of Conduct                          | the Personnel  | техт                     | No             | Enable Photo<br>(Before)<br>No       | Enable Photo (After)                     |
| 2   |         | Name of<br>Conduct<br>Check Se           | the Personnel<br>Security Briefing for Security Briefing   | TEXT<br>YES/NO           | No             | Enable Photo<br>(Before)<br>No       | Enable Photo (After)<br>No<br>No         |
| 2   |         | Name of<br>Conduct<br>Check Se<br>Randon | the Personnel<br>Security Briefing for Security Briefing<br>ecurity s daily completed check list | TEXT<br>YES/NO<br>YES/NO | No<br>No<br>No | Enable Photo<br>(Before)<br>No<br>No | Enable Photo (After)<br>No<br>No<br>No   |

Pre- Condition : In order for Checklist to appear in Work Schedule , the checklist need to be tagged to an asset

|             | ID Name                  |                          |       |  |                          |          | Units | SHR | SQM |  |
|-------------|--------------------------|--------------------------|-------|--|--------------------------|----------|-------|-----|-----|--|
| Property ID |                          |                          |       |  |                          | Total    | 20 () | 96  | 0   |  |
| Manager ID  |                          |                          |       |  |                          | Occupied | 15    | 79  | 0   |  |
| View We     | ork Request History View | v Work Order History     |       |  |                          |          |       |     |     |  |
|             | Asset Description        | Manager Routine Check    |       |  | Asset Code               | MGR-1    |       |     |     |  |
|             | Asset Category           | Manager Checklist (Demo  | inly) |  | Status                   |          |       |     |     |  |
|             | Work Checklist           | Manager Daily Checklist  |       |  | Active                   | Yes      |       |     |     |  |
|             | Problem Code             |                          |       |  |                          |          |       |     |     |  |
|             |                          |                          |       |  |                          | Major    | Asset |     |     |  |
|             |                          |                          |       |  |                          |          |       |     |     |  |
| Asset De    |                          |                          |       |  | set of the street street |          |       |     |     |  |
|             |                          | Adminstrative Office     |       |  | Scanning Code            |          |       |     |     |  |
|             | Serial Number            |                          |       |  | Quantity                 |          |       |     |     |  |
|             | Manufacturer             |                          |       |  | Purchase Date            |          |       |     |     |  |
|             | Model                    |                          |       |  | Commission Date          |          |       |     |     |  |
|             | Lifespan                 | 0 Year(s) and 0 Month(s) |       |  | Operating HR(Daily)      | 0        |       |     |     |  |
|             | Handover Efficiency      | 0                        |       |  | Benchmark                | 0        |       |     |     |  |
| -           |                          |                          |       |  |                          |          |       |     |     |  |
| Remarks     |                          |                          |       |  |                          |          |       |     |     |  |
|             | Remarks                  |                          |       |  |                          |          |       |     |     |  |

#### **Appendix B : Cheat Sheet for Work Checklist**

When inserting the checklist into a work schedule, an asset code must be chosen where an existing checklist is already tagged. To it

#### User can have 2 options

- a) Uploaded the property asset
   category and asset into the
   database. Create a checklist
   and tagged to the intended
   asset code.
- b) Create a dummy asset category
   and property asset to have a
   check list

| Fault Locations | Adminstrative office                     |               |   |
|-----------------|--|---------------|---|
|                 |  |               |   |
| Work Details    |  |               |   |
| Type Of Service | Security Services / Security 🗸           | Work Priority | Normal                                  |
| Description     | Routine Check                            |               |   |
| Asset List      | lim                                      |               |   |
| Asset Code      | MGR-3 / Security Services                |               |   |
| Checklist Name  | Routine Security Checklist by Supervisor | Upd           | ate Item Cance                          |
| SN 🕅 🕜          | Code/Name                                |               | Checklist Name                          |
| 1 🗌 🗹 MGR-3     | / Security Services                      |               | Routine Security Check<br>by Supervisor |
|                 | Click Add Item to add new row            |               |   |
| lim             |  |               |   |
| 6.1             |  |               |   |
|                 |  |               |   |

### Appendix B : Cheat Sheet for Work Checklist

Go to Maintenance Module

- Select Maintenance Property -> Setup->Asset Categories.
- To create a new Asset Category. Select New Category
- Input a description
- Click Save. The new asset category will be updated in the Asset Categories List

|   | 1 - List                       | 2 - Q Search       |        | Find What        | at: [   |                        |
|---|--------------------------------|--------------------|--------|------------------|---|------------------------|
| All Categories  | View In : All                  | Categories         |        |                  |   | <u>^</u>               |
| ACMV System   |                                | Asset Category     | Active | Last Updated By  | Last Updated Date   |                        |
| Building  | ACMV System                    |                    | Yes    | Demo             | 27 Aug 2019 10:53:11 AM   | -                      |
| <ul> <li>Cleaning services</li> <li>Electrical</li> </ul>             | ACMV                           |                    | Yes    | support          | 27 Aug 2019 12:12:05 PM   |                        |
|   | Chiller                        |                    | Yes    | Demo             | 27 Aug 2019 10:54:09 AM   |                        |
|   | Pumps                          |                    | Yes    | support          | 27 Aug 2019 12:21:38 PM   |                        |
|   | Building                       |                    | Yes    | Demo             | 27 Aug 2019 10:53:22 AM   |                        |
|   | Lift                           |                    | Yes    | support          | 27 Aug 2019 12:22:32 PM   |                        |
|   | <mark>T</mark> est-lift        |                    | Yes    | Demo             | 12 Oct 2021 11:26:03 AM   |                        |
|   | Cleaning servic                | es                 | Yes    | Demo             | 05 Nov 2021 3:54:59 PM  |                        |
|   | Toliet clear                   | ning               | Yes    | Demo             | 05 Nov 2021 3:55:18 PM  |                        |
|   | Electrical                     |                    | Yes    | support          | 27 Aug 2019 12:21:57 PM   | -                      |
| Home Page New   | w Asset Category ×             | Asset Categories X |        |                  |   | •                      |
| Home Page New Asset Category  | w Asset Category X             | Asset Categories X |        |                  | (   | ▼<br>€ Help            |
|   | w Asset Category X<br>Name     | Asset Categories X |        |                  |   | ▼<br>D <sub>Help</sub> |
| Asset Category  |                                |                    |        | Total            |   | ▼<br>D <sub>Help</sub> |
| Asset Category  | Name                           |                    |        | Total<br>Occupie | Units SHR SQM<br>169 (2) 299 306  | ▼<br>D Help            |
| Asset Category<br>ID<br>Property ID Demo<br>Manager ID 38             | Name<br>Demo Qorr<br>Catherina | ierstone           |        |                  | Units         SHR         SQM           169 (2)         299         306           ed         86         206         306 |                        |
| Asset Category<br>ID<br>Property ID Demo<br>Manager ID 38             | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        |                  | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |
| Asset Category<br>Property ID Demo<br>Manager ID 38<br>Asset Category | Name<br>Demo Qorr<br>Catherina | ierstone           |        | Оссиріе          | Units SHR SQM<br>169 (2) 299 306<br>86 206 306<br>Active @ Yes O  |                        |

### Appendix B : Cheat Sheet for Work Checklist

Go to Maintenance Module

- Select Maintenance Property ->
   Property Manager -> Property
   Assets . To create a new Asset,
   Select New.
- A new property asset screen is opened
- a) Create a dummy asset under the asset description.
- b) Select the new created asset
   to be tagged dummy asset
   category
- c) Create a Asset Code
- d) Tag Work Checklist to the asset
- e) Input a location (free text)
- f) Click Save

| Home Page                                   | Property As | sets X                                       | Asset Categ  | ories X                |                |               |                    |                    |  |  |  |
|---|-------------|--|--------------|------------------------|----------------|---------------|--------------------|--------------------|--|--|--|
| Property Assets                             |             |  | 1 - List 2 - | Q Search               | Find What:     |               |                    |                    |  |  |  |
| <ul> <li>All Categories</li> <li></li></ul> |             | View In : Residential / Demo Qornerstone ▼ ^ |              |                        |                |               |                    |                    |  |  |  |
|   |             | SN   | Asset Code   | Asset Description      | Asset Category | Location      | Last Updated<br>By | Last Updated Date  |  |  |  |
|   |             | Demo Demo Qornerstone                        |              |                        |                |               |                    |                    |  |  |  |
|   |             | 1  | AHU 20-2     | AHU                    | ACMV           | #01-03        | Demo               | 04 Jan 2022 3:15:4 |  |  |  |
|   |             | 2  | AHU 27-2     | AHU                    | ACMV           | #01-02        | support            | 27 Aug 2019 6:41:4 |  |  |  |
|   |             | 3  | AHU 59-2     | AHU                    | ACMV           | #01-01        | support            | 27 Aug 2019 6:41:4 |  |  |  |
|   |             | 4  | CCTV-20      | CCTV Side Gate         | Electrical     | Residential / | Demo               | 28 Oct 2021 10:41: |  |  |  |
|   |             | 5  | CDWP-02      | Condenser Water Pump 2 | ACMV           | Plant room    | Demo               | 25 Jan 2022 11:36: |  |  |  |
|   |             | 6  | CDWP-03      | Condenser Water Pump 3 | ACMV           | Plant room    | support            | 27 Aug 2019 6:41:4 |  |  |  |
|   |             | 7  | CDWP-04      | Condenser Water Pump 4 | ACMV           | Plant room    | support            | 27 Aug 2019 6:41:4 |  |  |  |
|   |             | - e - [                                      |              |                        |                |               |                    | •                  |  |  |  |

| io Qornerstone      | <ul> <li>Proj</li> </ul> | perty i        | lenant/Owner         | Finance         | Mainter      | iance i     | ortai    | Con   | troi Panei | 4      |
|---------------------|--------------------------|----------------|----------------------|-----------------|--------------|-------------|----------|-------|------------|--------|
| Home Page New I     | Property Asset X         | Propert        | y Assets X Ass       | et Categories X |              |             |          |       |            |        |
| New Property Asse   | t 1-A                    | sset Details   | 2 - Warranty Details | 3 - IOTs        | 4 - Upload D | ocument     |          |       |            | O Help |
|                     | Name                     |                |                      |                 |              |             | Units    | SHR   | SQM        |        |
| Property ID Demo    | Demo Qori                | nerstone       |                      |                 |              | Total       | 169 (2)  | 299   | 306        |        |
| Manager ID 38       | Catherina                |                |                      |                 |              | Occupied    | 86       | 206   | 306        |        |
| Asset Description   | Manager Che              | cklist         |                      |                 |              | Ass         | et Code  | MGR-1 |            |        |
|                     |                          |                |                      |                 |              |             | Status   |       |            | ~      |
| Asset Catego        | ry Preventive M          | aintenance ( I | ~                    |                 | Active       | ● Yes ○ No  |          |       |            |        |
| Work Checkl         | Periodic inspe           | ection and tes | ~                    |                 |              |             |          |       |            |        |
| Problem Co          | de                       |                | ~                    |                 |              | Major Asset |          |       |            |        |
| Asset Details       |                          |                |                      |                 |              |             |          |       |            |        |
| Locati              | Adminstrative            | Office         |                      |                 | ~            | Scannin     | g Code   |       |            |        |
| Sorial Numb         | or                       |                |                      |                 | 1            | (           | Juontity |       | _          |        |
| New Last Updated By | is Not Available         |                |                      |                 |              |             |          | Sa    | ave E      | Close  |