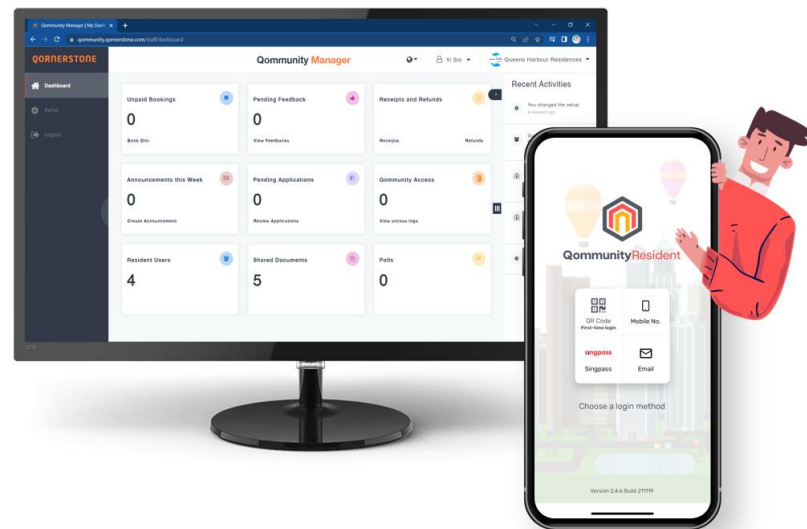




CORNERSTONE



Community Manager

How to Book a Facility

Facility Booking Via Qommunity Manager

- 1. For Properties on QuickPay**
- 2. For Properties not on QuickPay**

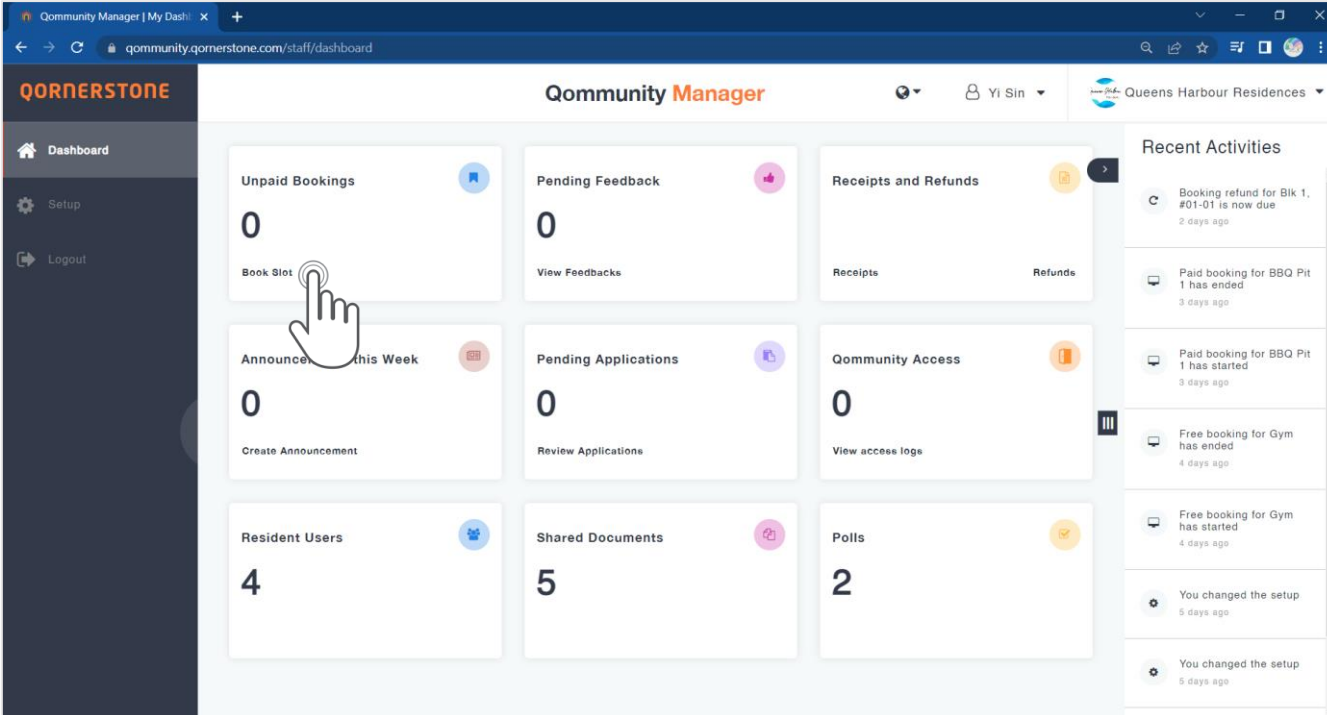
QuickPay refers to the digital payment service on Qornerstone platform.

*Real-time updates for Estate Credit balance is only available for Properties subscribed to QuickPay™

Book a Facility via Qommunity Manager

To book a facility, click on **Book Slot**

*Unpaid Bookings states the number of Booking Reservations



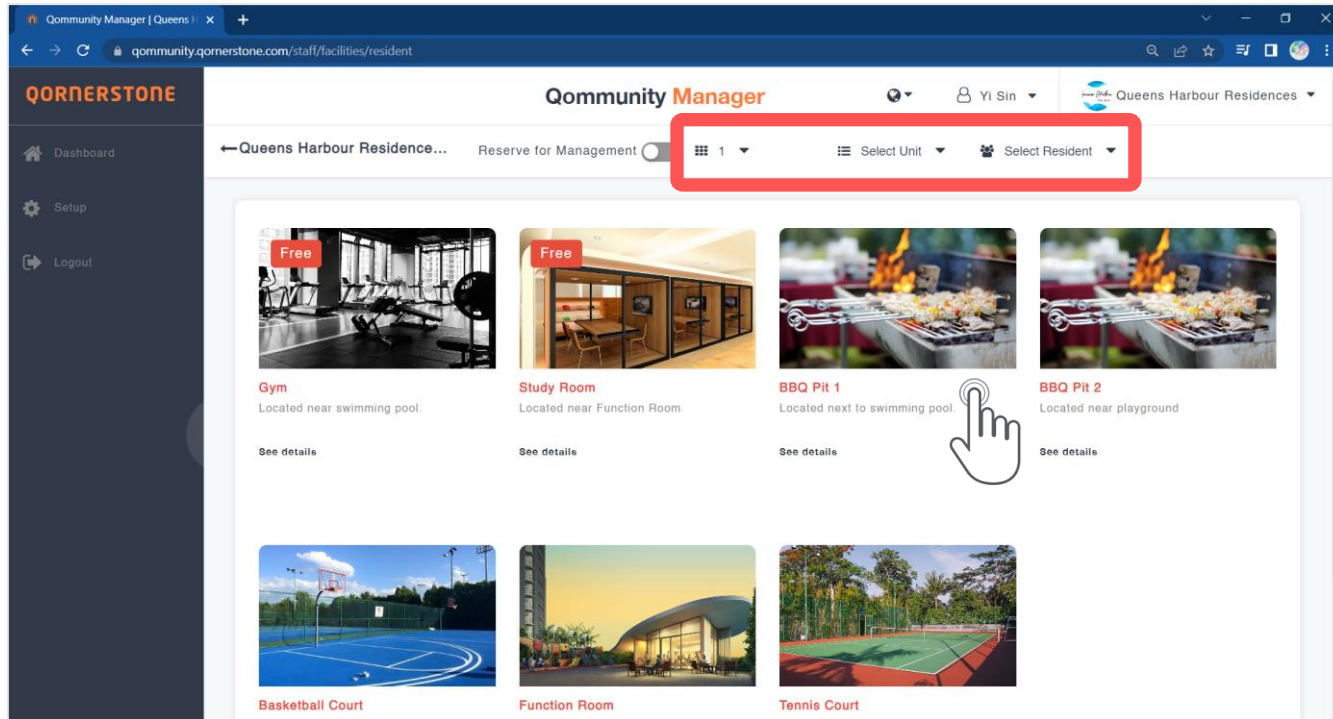
The screenshot displays the Qommunity Manager dashboard for Queens Harbour Residences. The dashboard features a sidebar with 'Dashboard', 'Setup', and 'Logout' options. The main content area is divided into several widgets:

- Unpaid Bookings:** Shows 0. A hand cursor points to the 'Book Slot' link below the number.
- Pending Feedback:** Shows 0. Link: 'View Feedbacks'.
- Receipts and Refunds:** Shows 0. Links: 'Receipts' and 'Refunds'.
- Announcements this Week:** Shows 0. Link: 'Create Announcement'.
- Pending Applications:** Shows 0. Link: 'Review Applications'.
- Community Access:** Shows 0. Link: 'View access logs'.
- Resident Users:** Shows 4.
- Shared Documents:** Shows 5.
- Polls:** Shows 2.

On the right side, there is a 'Recent Activities' section with a scrollable list of events, including booking refunds, paid bookings for BBQ Pit 1, and free bookings for the Gym.

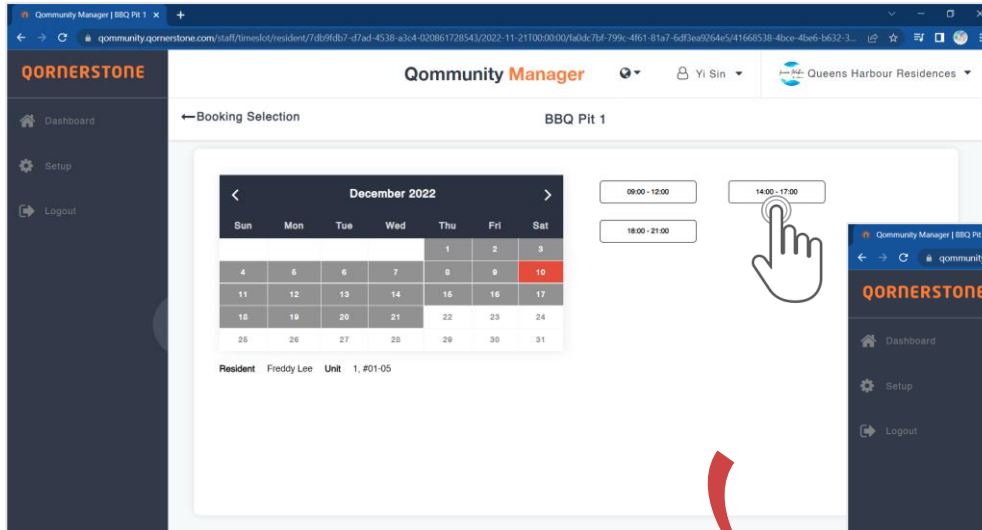
Book a Facility via Qommunity Manager

- Select the Block, Unit, and Resident who is making the Booking
- The Resident List shows the Owner, Occupier and Tenant (if any)
- Next, select the Facility



Book a Facility via Qommunity Manager

- The available dates will be shown, which is according to the Advance Booking period setup
- Select the date, and the available timeslots will be shown. Proceed to select the preferred timeslot
- A summary of fees will be shown. Click on Continue to proceed



Qommunity Manager | BBQ Pit 1 X

qommunity.qornerstone.com/staff/timeslot/resident/7db66b7-47ad-4538-a3a4-020861728543/2022-11-21T00:00:00/ta6dc7bf-799c-4611-81a7-6fd3ea9264e5/41668538-4bce-4be6-b632-3...

QORNERSTONE Community Manager Yi Sin Queens Harbour Residences

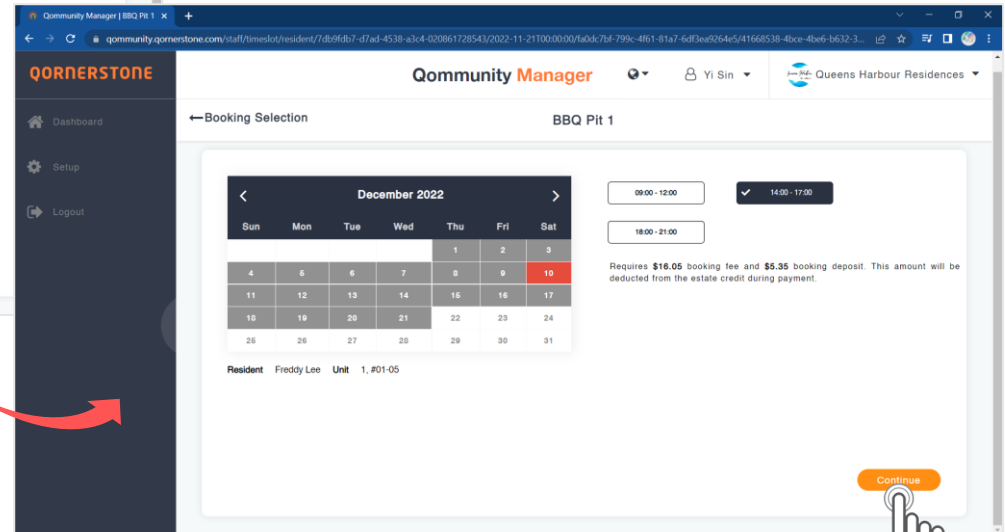
←Booking Selection BBQ Pit 1

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Resident Freddy Lee Unit 1, #01-05

09:00-12:00 14:00-17:00 18:00-21:00



Qommunity Manager | BBQ Pit 1 X

qommunity.qornerstone.com/staff/timeslot/resident/7db66b7-47ad-4538-a3a4-020861728543/2022-11-21T00:00:00/ta6dc7bf-799c-4611-81a7-6fd3ea9264e5/41668538-4bce-4be6-b632-3...

QORNERSTONE Community Manager Yi Sin Queens Harbour Residences

←Booking Selection BBQ Pit 1

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Resident Freddy Lee Unit 1, #01-05

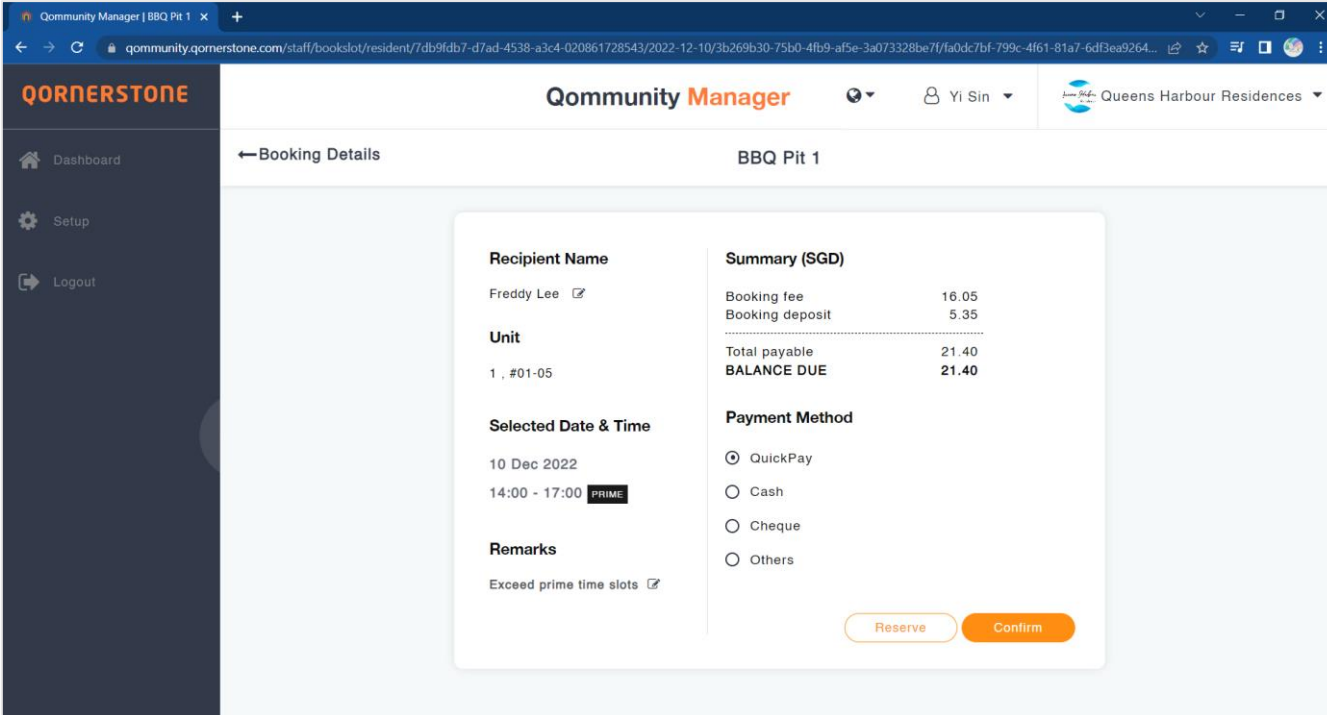
09:00-12:00 14:00-17:00 18:00-21:00

Requires \$16.05 booking fee and \$5.35 booking deposit. This amount will be deducted from the estate credit during payment.

Continue

Book a Facility via Qommunity Manager

- Booking Details and the breakdown of payment will be shown
- Click Reserve to make a reservation, or select a payment method and click Confirm to pay & confirm the booking



The screenshot shows the 'Booking Details' page for 'BBQ Pit 1' in the Qommunity Manager system. The page is divided into several sections:

- Recipient Name:** Freddy Lee
- Unit:** 1, #01-05
- Selected Date & Time:** 10 Dec 2022, 14:00 - 17:00 (PRIME)
- Remarks:** Exceed prime time slots
- Summary (SGD):**

Booking fee	16.05
Booking deposit	5.35

Total payable	21.40
BALANCE DUE	21.40
- Payment Method:** Radio buttons for QuickPay (selected), Cash, Cheque, and Others.

At the bottom right of the form, there are two buttons: 'Reserve' and 'Confirm'.

Facility Booking Via Qommunity Manager

1. For Properties on QuickPay

2. For Properties not on QuickPay

QuickPay refers to the digital payment service on Qornerstone platform.

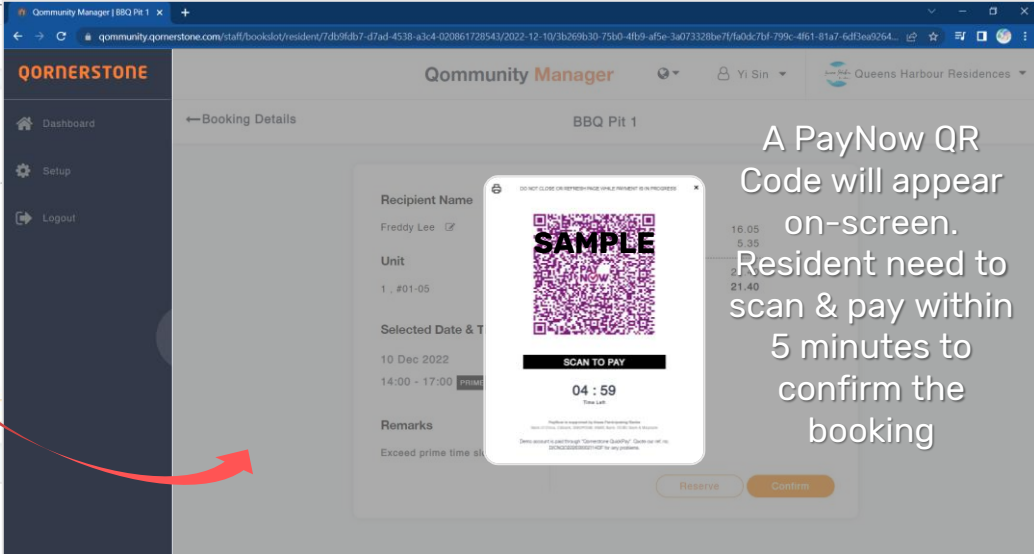
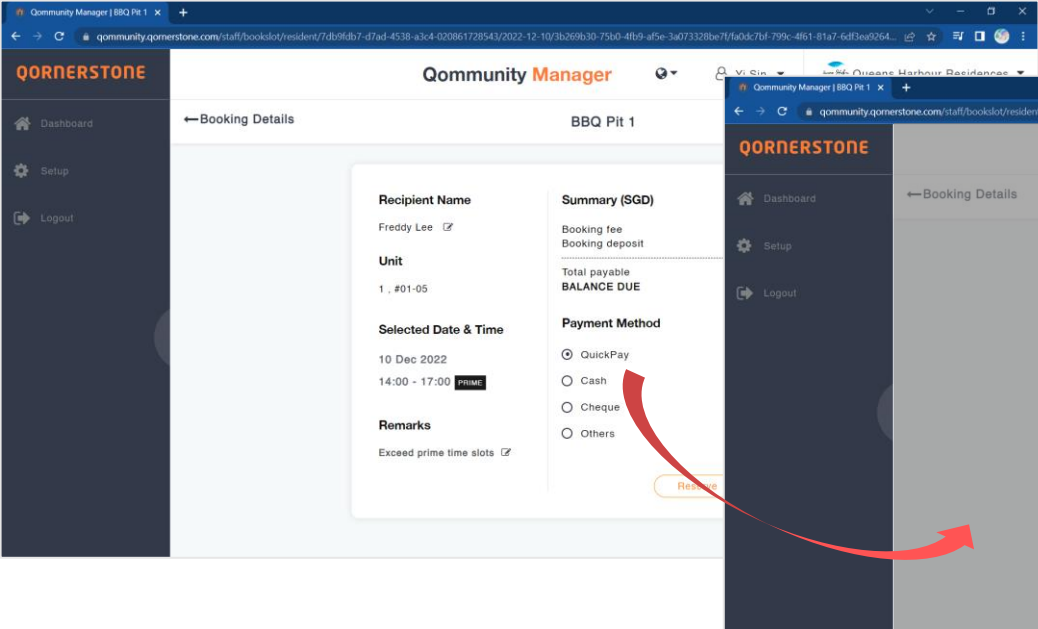
*Real-time updates for Estate Credit balance is only available for Properties subscribed to QuickPay™

Book a Facility via Qcommunity Manager

For Properties on QuickPay

- Residents can pay digitally via the PayNow QR Code generated by Qcommunity
- After a Booking is utilized, the paid-Booking Deposit will be converted to an Estate Credit for Resident to re-use & offset the Booking Deposit & Fee of the next Facility Booking
- If a paid booking is cancelled, the **full amount (Booking Fee & Deposit)** will be converted to an Estate Credit for Resident to re-use for future Facility Bookings*

*Estate Credit can only be used when Residents pay via QuickPay



A PayNow QR Code will appear on-screen. Resident need to scan & pay within 5 minutes to confirm the booking



Book a Facility via Qommunity Manager

For Properties on QuickPay

- Residents can choose not to pay digitally via the PayNow QR Code generated by Qommunity
- Residents will need to pay the full amount (Booking Fee & Deposit) via Cash, Cheque or other modes
- For Non-QuickPay payments, Residents cannot use their Estate Credit balance, if any*

Payment via QuickPay



BBQ Pit 2

Recipient Name Arissa Yeo 	Summary (SGD) Booking fee 16.05 Booking deposit 150.00 ----- Total payable 166.05 Credit offset -100.00 BALANCE DUE 66.05
Unit 1, #01-02	Payment Method <input checked="" type="radio"/> QuickPay <input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Others
Selected Date & Time 3 Dec 2022 14:00 - 17:00 PRIME	
Remarks (none) 	

[Reserve](#) [Confirm](#)

Payment via Non-QuickPay

BBQ Pit 2

Recipient Name Arissa Yeo 	Summary (SGD) Booking fee 16.05 Booking deposit 150.00 ----- Total payable 166.05 BALANCE DUE 166.05
Unit 1, #01-02	Payment Method <input type="radio"/> QuickPay <input checked="" type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Others
Selected Date & Time 3 Dec 2022 14:00 - 17:00 PRIME	
Remarks (none) 	

[Reserve](#) [Confirm](#)

Facility Booking Via Qommunity Manager

1. For Properties on
QuickPay

2. For Properties not on
QuickPay

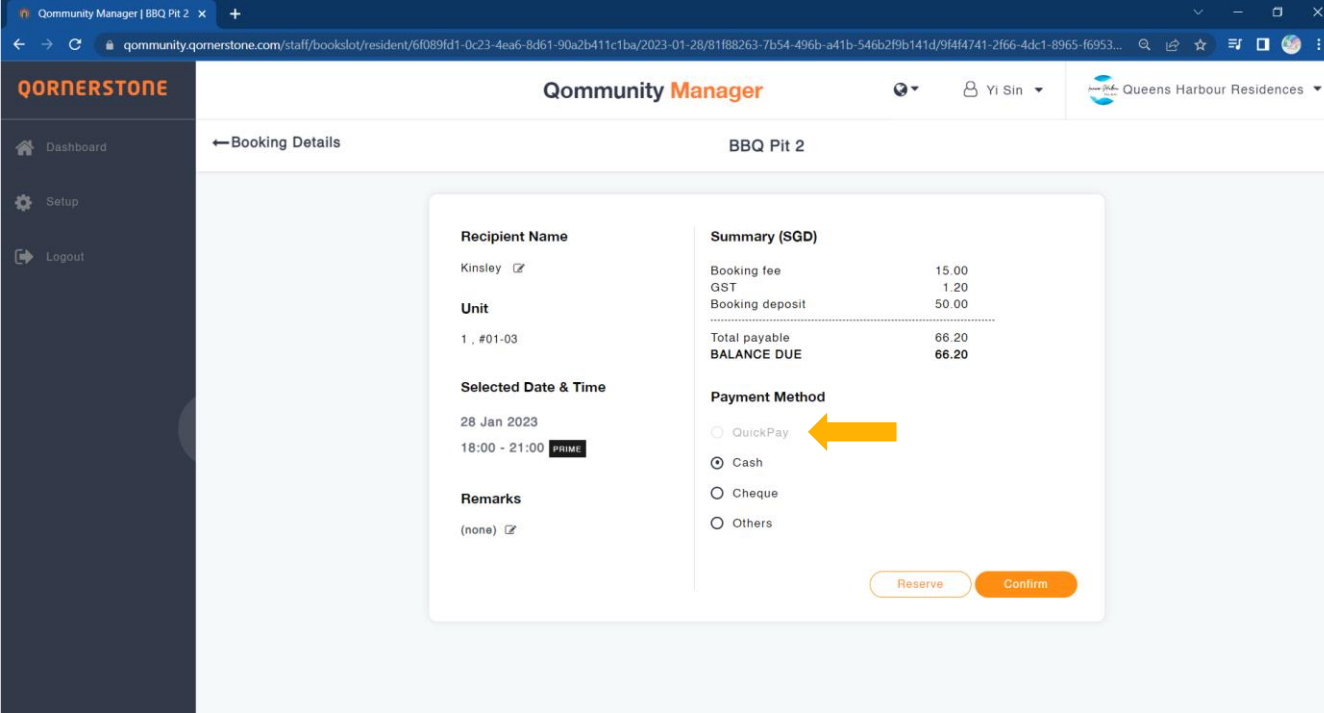
QuickPay refers to the digital payment service on Qornerstone platform.

*Real-time updates for Estate Credit balance is only available for Properties subscribed to QuickPay™

Book a Facility via Qommunity Manager

For Properties not on QuickPay

- QuickPay payment method is disabled



Community Manager | BBQ Pit 2

qommunity.qornerstone.com/staff/bookslot/resident/6f089fd1-0c23-4ea6-8d61-90a2b411c1ba/2023-01-28/81f88263-7b54-496b-a41b-546b2f9b141d/9f4f4741-2f66-4dc1-8965-f6953...

QORNERSTONE Community Manager Yi Sin Queens Harbour Residences

← Booking Details BBQ Pit 2

Recipient Name	Summary (SGD)
Kinsley	Booking fee 15.00
	GST 1.20
	Booking deposit 50.00


	Total payable 66.20
	BALANCE DUE 66.20

Unit
1, #01-03

Selected Date & Time
28 Jan 2023
18:00 - 21:00 **PRIME**

Remarks
(none)

Payment Method

QuickPay 

Cash

Cheque

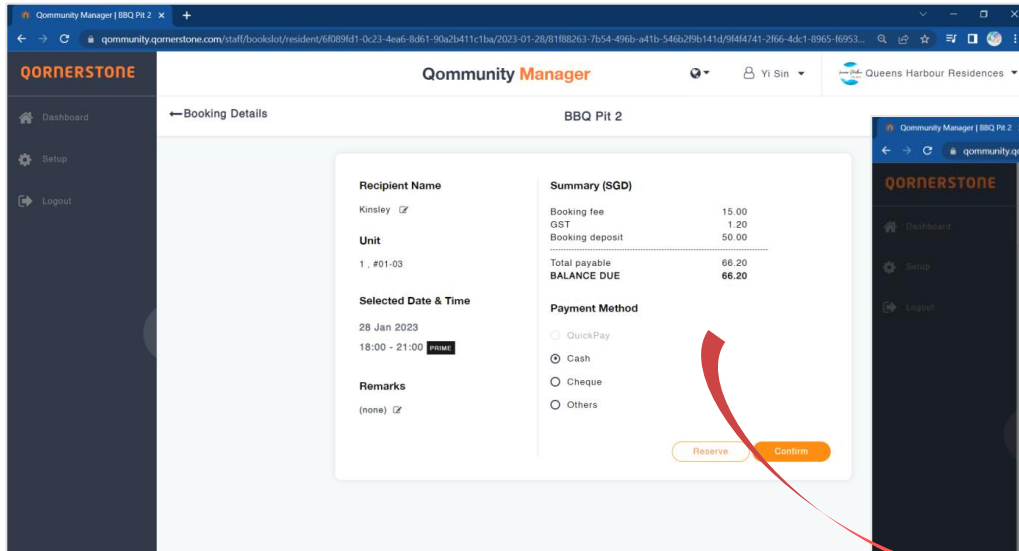
Others

Reserve **Confirm**

Book a Facility via Qommunity Manager

For Properties not on QuickPay

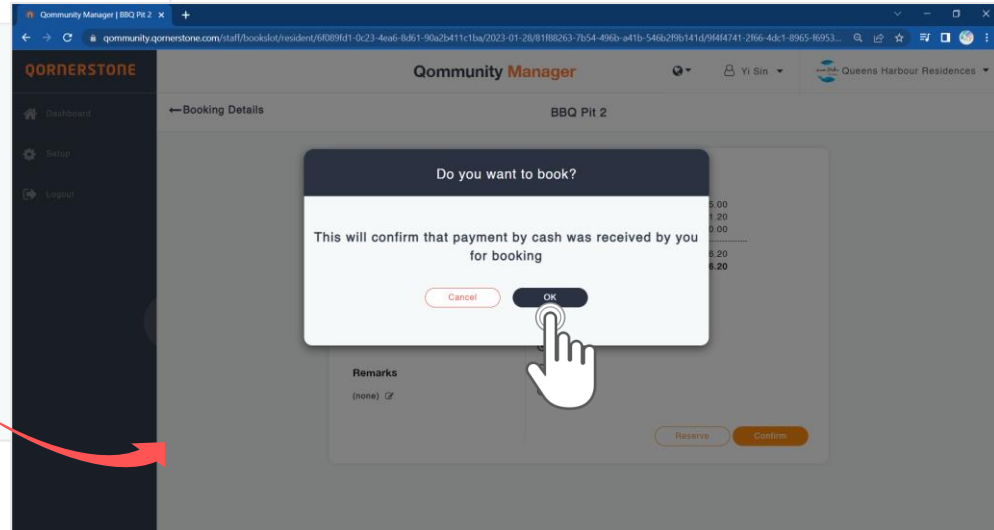
- Resident will need to pay the full amount (i.e. Booking Deposit + Booking Fee) via **Cash, Cheque or Other modes of payments**



QORNERSTONE Community Manager

←Booking Details BBQ Pit 2

Recipient Name Kinsley ✓	Summary (SGD) Booking fee 15.00 GST 1.20 Booking deposit 50.00
Unit 1, #01-03	Total payable 66.20 BALANCE DUE 66.20
Selected Date & Time 28 Jan 2023 18:00 - 21:00 PRIME	Payment Method <input type="radio"/> QuickPay <input checked="" type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Others
Remarks (none) ✓	<input type="button" value="Reserve"/> <input type="button" value="Confirm"/>



QORNERSTONE Community Manager

←Booking Details BBQ Pit 2

Do you want to book?

This will confirm that payment by cash was received by you for booking

Remarks
(none) ✓

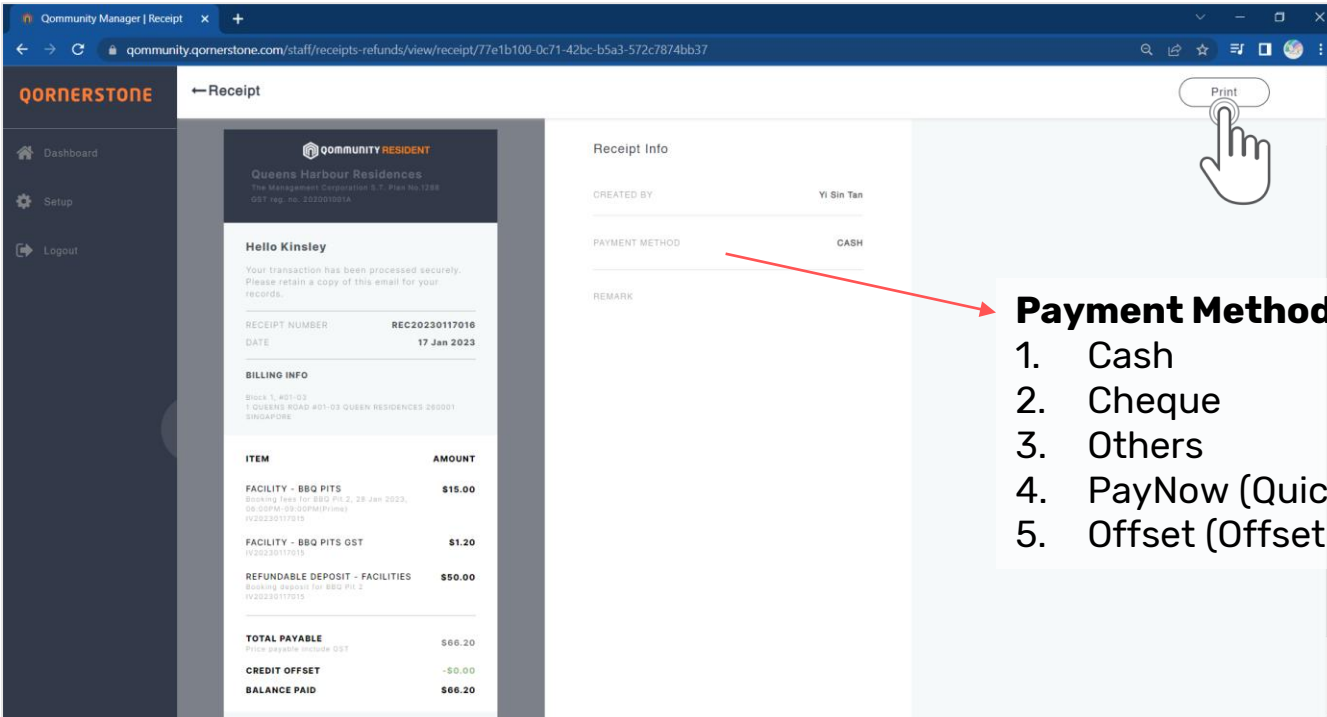


Facility Booking Via Qommunity Manager

After a Booking is Made

Book a Facility via Qommunity Manager

- A Receipt will be shown after payment is made
- Click on Print to print a receipt copy and give to the Resident, if required



QORNERSTONE | Receipt

← Receipt

Print

Receipt Info

CREATED BY: Yi Sin Tan

PAYMENT METHOD: CASH

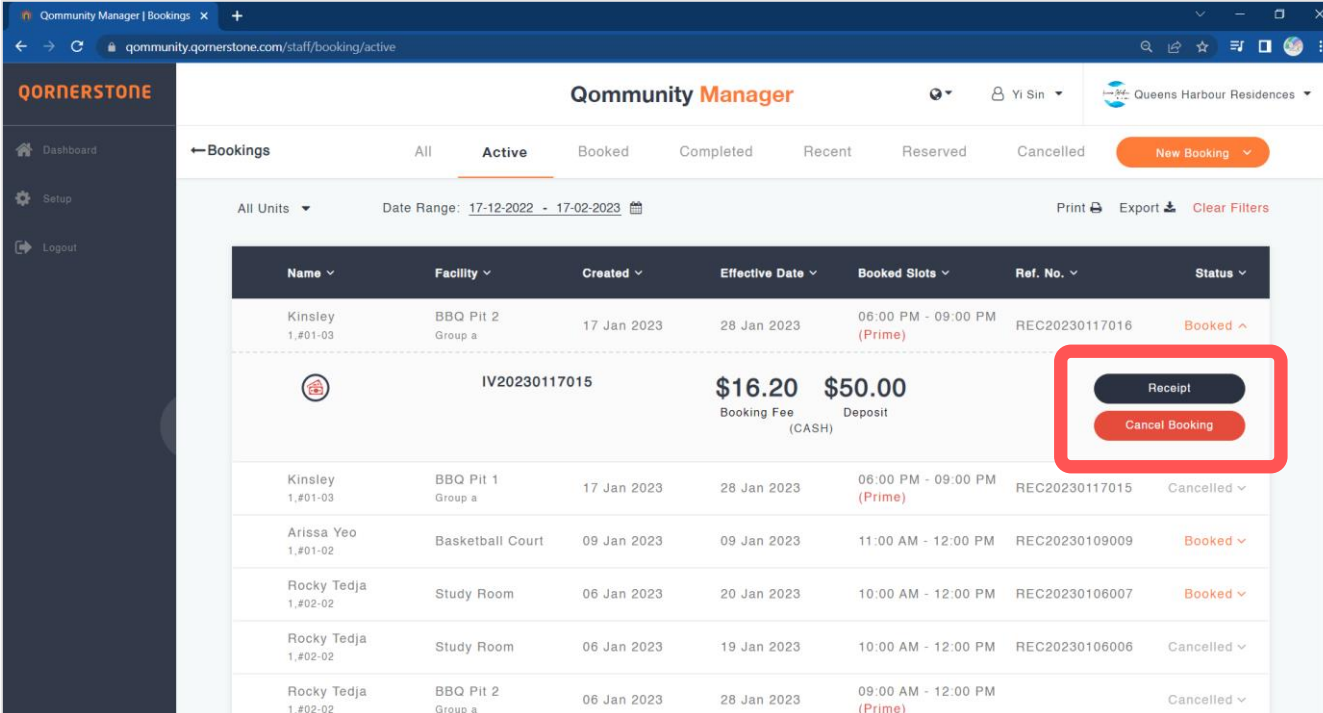
REMARK:

Payment Methods:

1. Cash
2. Cheque
3. Others
4. PayNow (QuickPay)
5. Offset (Offset from Estate Credit)

Book a Facility via Qommunity Manager

- The booking will be shown in the Bookings list
- Staff can either print a copy of the receipt, or perform a booking cancellation from this screen (if required)



The screenshot displays the Qommunity Manager interface for staff. The top navigation bar includes the QORNERSTONE logo, the title 'Qommunity Manager', and user information for 'Yi Sin' at 'Queens Harbour Residences'. The main content area is titled 'Bookings' and shows a list of active bookings for the date range '17-12-2022 - 17-02-2023'. A table lists several bookings, including one for 'Kinsley 1,#01-03' at 'BBQ Pit 2 Group a' on '28 Jan 2023' with a status of 'Booked'. A detailed view of this booking is shown below, displaying a 'Booking Fee' of '\$16.20' and a 'Deposit' of '\$50.00'. Two buttons, 'Receipt' and 'Cancel Booking', are highlighted with a red box, indicating the actions available for this booking.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Kinsley 1,#01-03	BBQ Pit 2 Group a	17 Jan 2023	28 Jan 2023	06:00 PM - 09:00 PM (Prime)	REC20230117016	Booked
IV20230117015				\$16.20 Booking Fee (CASH)	\$50.00 Deposit	
Kinsley 1,#01-03	BBQ Pit 1 Group a	17 Jan 2023	28 Jan 2023	06:00 PM - 09:00 PM (Prime)	REC20230117015	Cancelled
Arissa Yeo 1,#01-02	Basketball Court	09 Jan 2023	09 Jan 2023	11:00 AM - 12:00 PM	REC20230109009	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Cancelled



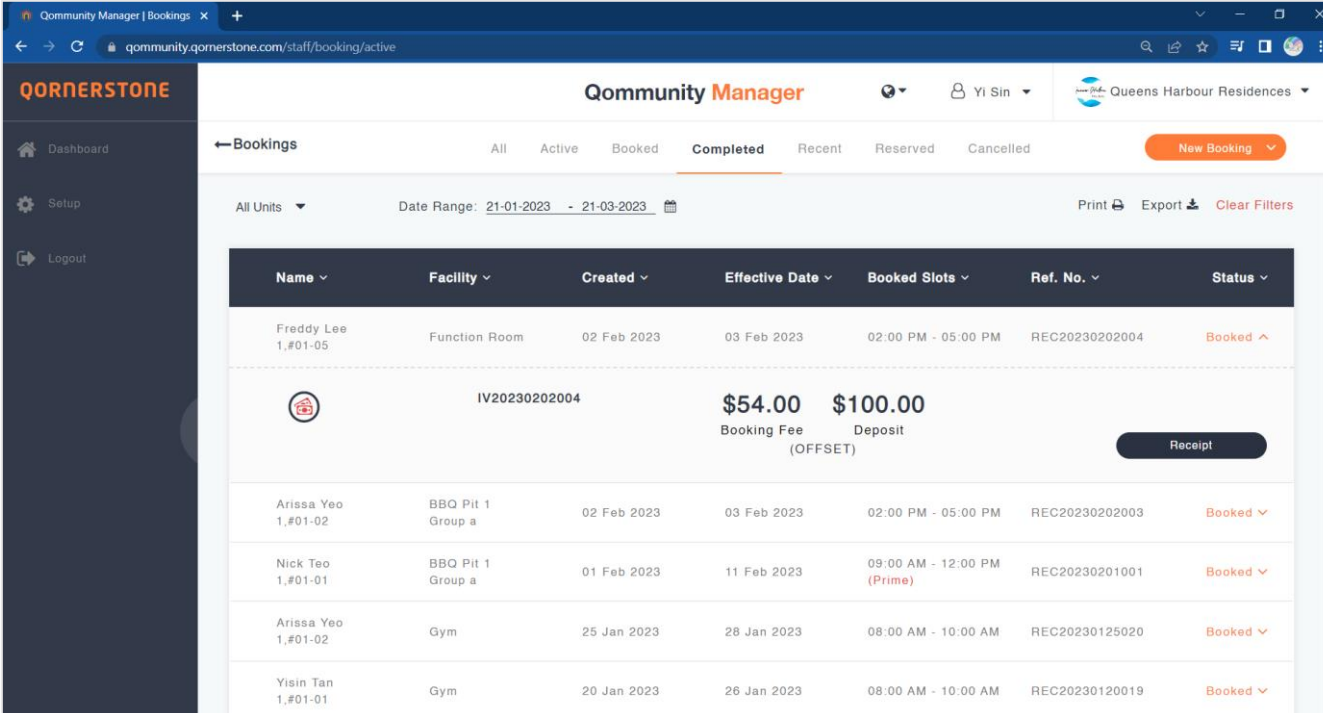
Facility Booking Via Qommunity Manager

After a Booking is Completed

Book a Facility via Qommunity Manager

For Bookings Made via QuickPay / Estate Credit Offset

- The Booking Deposit is transferred back to the Estate Credit balance for Resident to re-use & offset next Facility Bookings' Deposit and Fees
- In the Bookings list, the status remains as 'Booked'



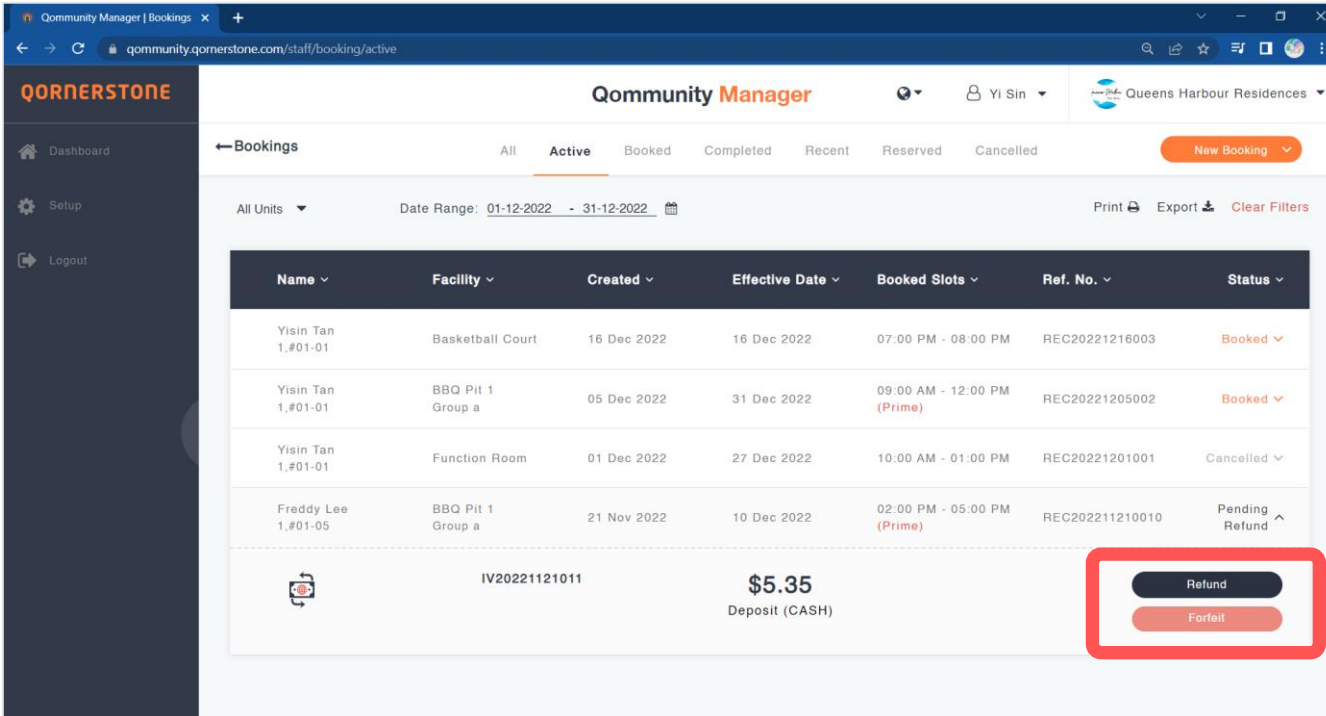
The screenshot displays the Qommunity Manager interface for active bookings. The 'Completed' tab is selected, showing a list of bookings. A modal for booking IV20230202004 is open, showing a \$54.00 booking fee and a \$100.00 deposit (offset).

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Freddy Lee 1,#01-05	Function Room	02 Feb 2023	03 Feb 2023	02:00 PM - 05:00 PM	REC20230202004	Booked
IV20230202004				\$54.00 Booking Fee	\$100.00 Deposit (OFFSET)	Receipt
Arissa Yeo 1,#01-02	BBQ Pit 1 Group a	02 Feb 2023	03 Feb 2023	02:00 PM - 05:00 PM	REC20230202003	Booked
Nick Teo 1,#01-01	BBQ Pit 1 Group a	01 Feb 2023	11 Feb 2023	09:00 AM - 12:00 PM (Prime)	REC20230201001	Booked
Arissa Yeo 1,#01-02	Gym	25 Jan 2023	28 Jan 2023	08:00 AM - 10:00 AM	REC20230125020	Booked
Yisin Tan 1,#01-01	Gym	20 Jan 2023	26 Jan 2023	08:00 AM - 10:00 AM	REC20230120019	Booked

Book a Facility via Qommunity Manager

For Bookings Made via Non-QuickPay (i.e. Cash, Cheque or Others)

- Staff will need to go to Bookings list & search for the Booking under the tabs "All" or "Active"
- The status states 'Pending Refund'
- Click on **Refund** to issue a Booking Deposit Refund to the Resident



The screenshot shows the Qommunity Manager interface for Queens Harbour Residences. The 'Bookings' section is active, displaying a list of bookings. The 'Pending Refund' status is highlighted, and the 'Refund' button is circled in red.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Pending Refund

Summary for IV20221121011: \$5.35 Deposit (CASH)

Buttons: Refund, Forfeit

***Note:**
Forfeit function is not available currently. Pending for future enhancements.