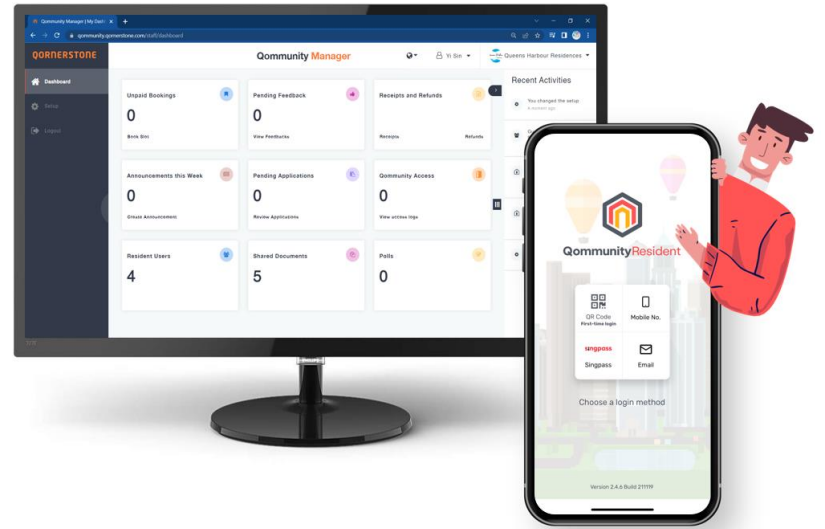




QORNERSTONE



Community Manager

How to Upload & Manage Documents to Share with Residents (App Users)

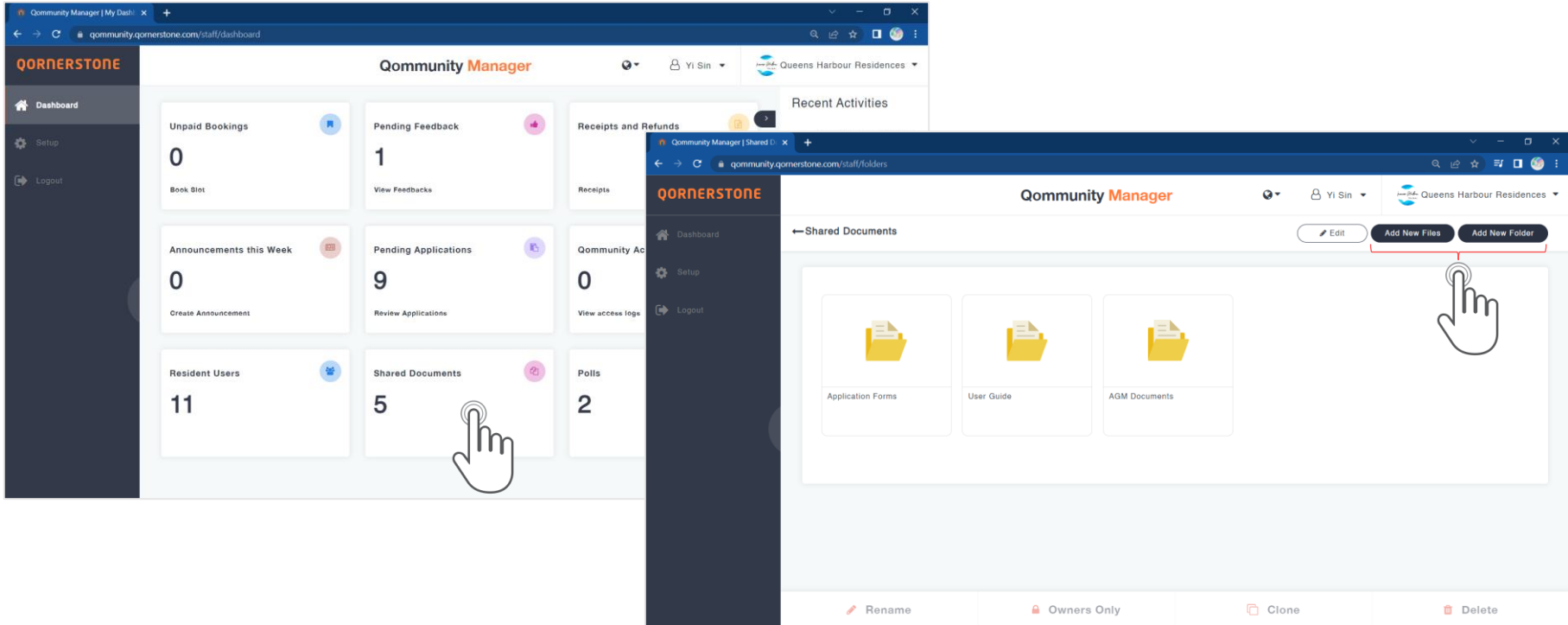


Shared Documents

How to Upload a Document

Upload a Document

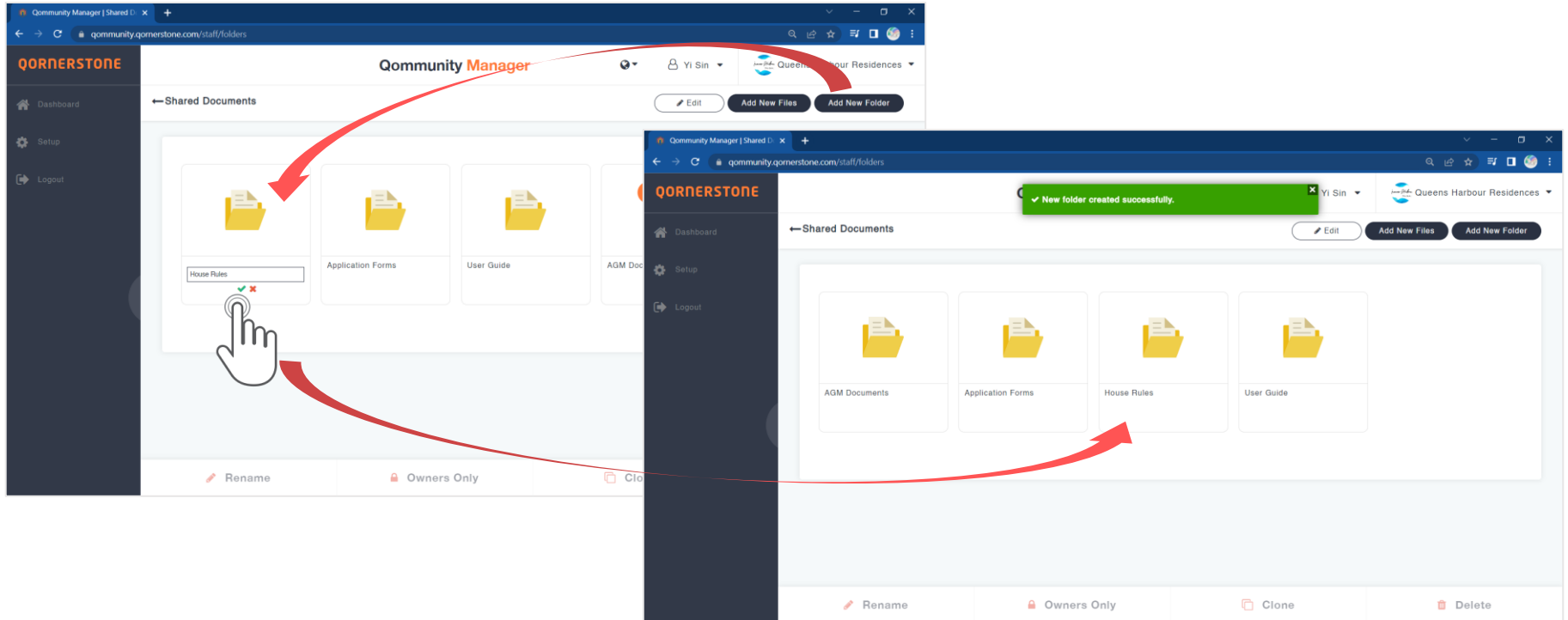
- Click on **Shared Documents** to upload & share Documents with Residents who are using the Qommunity Resident App
- You can either upload a Document directly (*Add New Files*), or create a Folder to place the documents (*Add New Folder*)



The image shows two overlapping screenshots of the QORNERSTONE Community Manager interface. The background screenshot displays the main dashboard with various metrics: Unpaid Bookings (0), Pending Feedback (1), Receipts and Refunds, Announcements this Week (0), Pending Applications (9), Community Ac (0), Resident Users (11), Shared Documents (5), and Polls (2). A hand cursor points to the 'Shared Documents' tile. The foreground screenshot shows the 'Shared Documents' page with three folders: 'Application Forms', 'User Guide', and 'AGM Documents'. At the top right of this page, there are buttons for 'Add New Files' and 'Add New Folder', both highlighted with a red box and a hand cursor pointing to them. The bottom of the foreground screenshot shows a table with columns for 'Rename', 'Owners Only', 'Clone', and 'Delete'.

Upload a Document

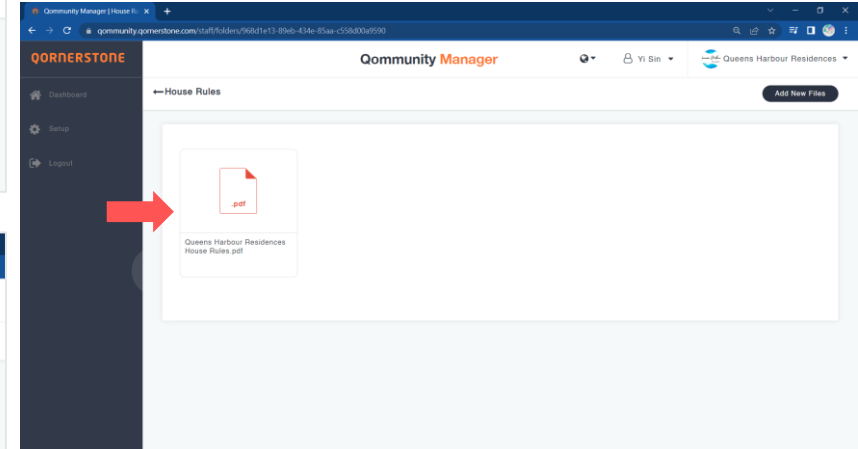
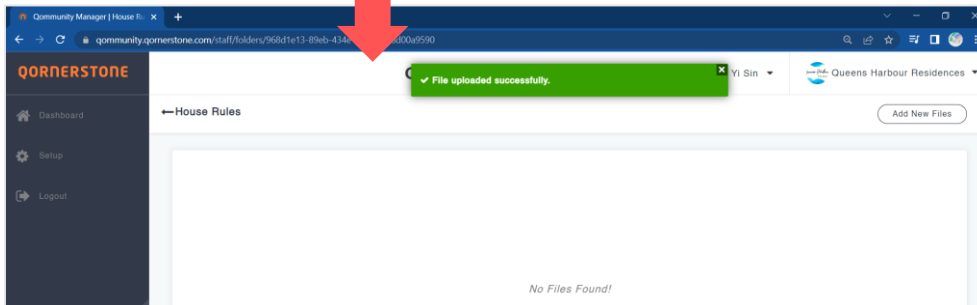
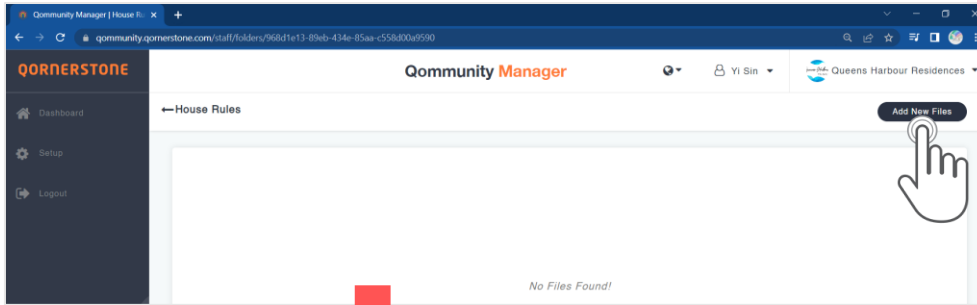
- Click on **Add New Folder** and a new folder will appear for you to fill in the Folder Name
- Click on the green-tick to create the Folder
- Select the Folder to add files



The image displays two screenshots of the QORNERSTONE Community Manager interface, illustrating the process of creating a new folder. The top screenshot shows the 'Shared Documents' page with a sidebar on the left containing 'Dashboard', 'Setup', and 'Logout'. The main content area shows a grid of folders: 'House Rules', 'Application Forms', 'User Guide', and 'AGM Documents'. A red arrow points from the 'Add New Folder' button at the top right to the 'House Rules' folder. A hand cursor is shown clicking on the green checkmark next to the 'House Rules' folder name. The bottom screenshot shows the same page after a new folder has been created. A green notification banner at the top reads 'New folder created successfully.'. The folder grid now includes 'AGM Documents', 'Application Forms', 'House Rules', and 'User Guide'. A red arrow points from the 'House Rules' folder in the bottom screenshot back to the 'Add New Folder' button in the top screenshot.

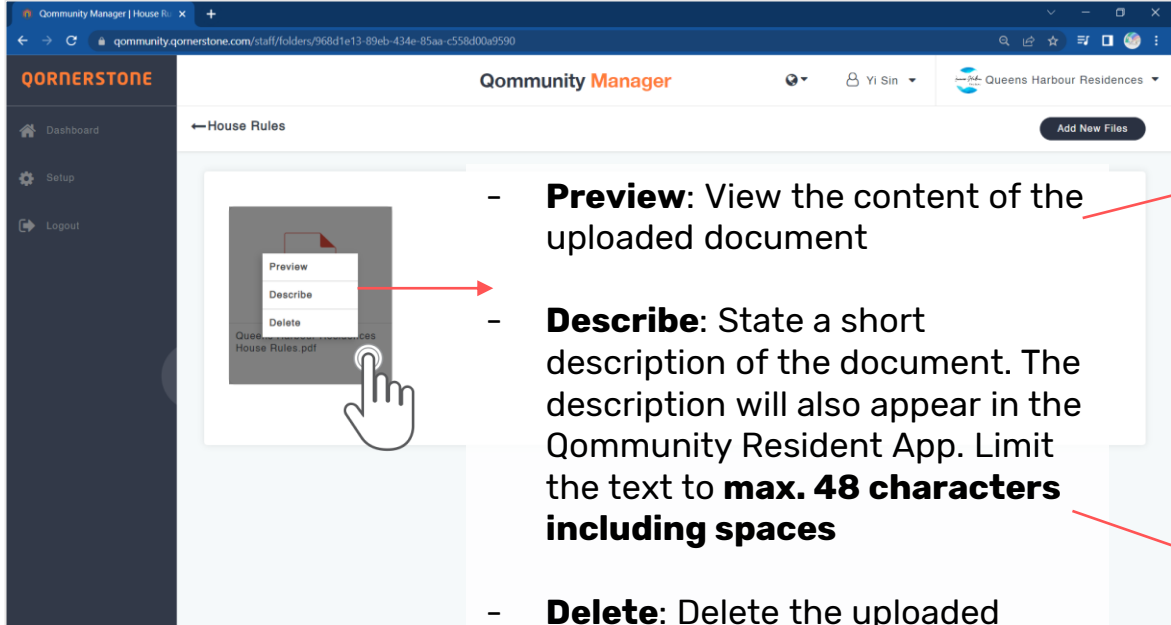
Upload a Document

- Click on **Add New Files** to upload the file(s).
- All File Formats are accepted, with a **max. file size limit of 2MB per file**
- The uploaded files will be available in Resident's App in real-time

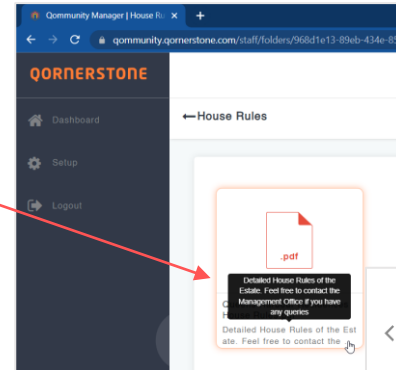
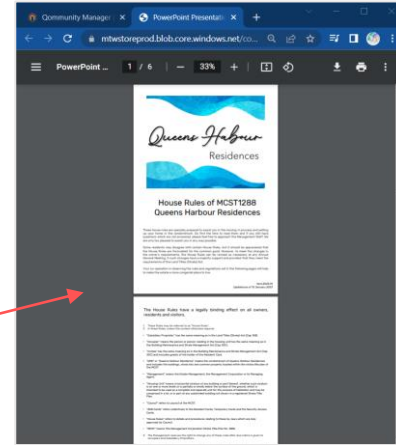


Upload a Document

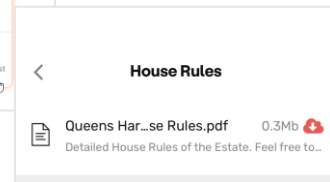
- Click on the uploaded File to view further actions



- **Preview:** View the content of the uploaded document
- **Describe:** State a short description of the document. The description will also appear in the Qommunity Resident App. Limit the text to **max. 48 characters including spaces**
- **Delete:** Delete the uploaded document

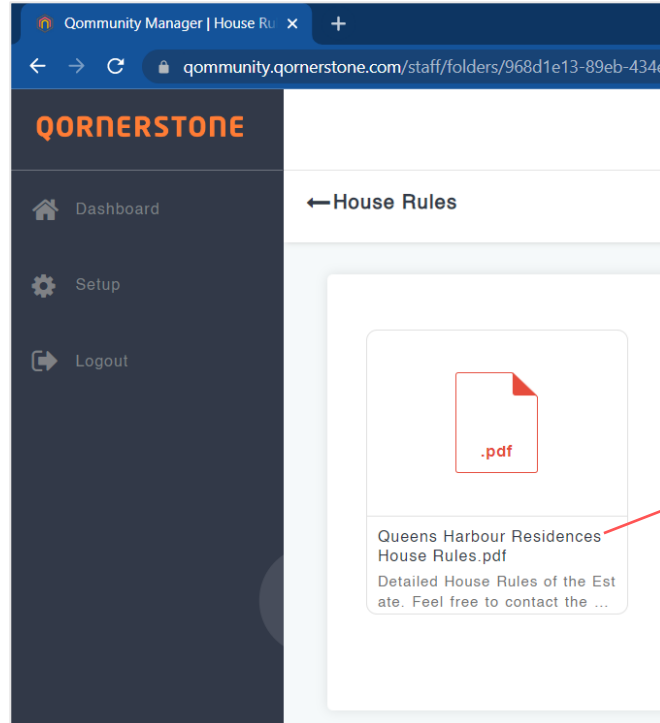


View from Community Resident App

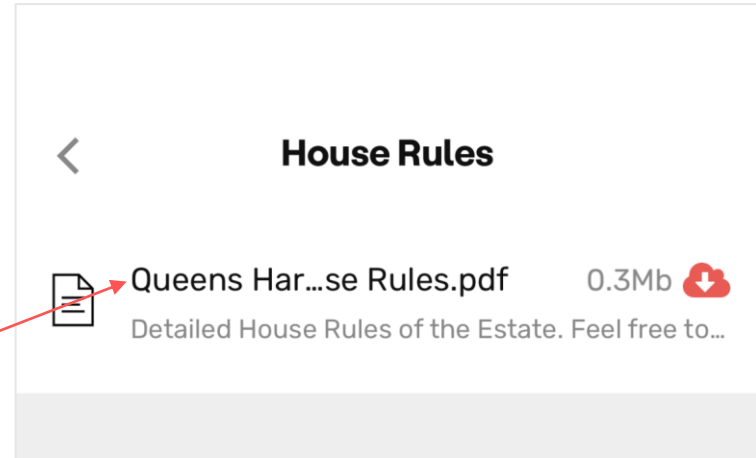


Upload a Document: Things to Note

- Name the files briefly as lengthy file names may be unclear when Residents view from the App
- Limit the File Name to **max. 14 characters including spaces**



View from Qomunity Resident App



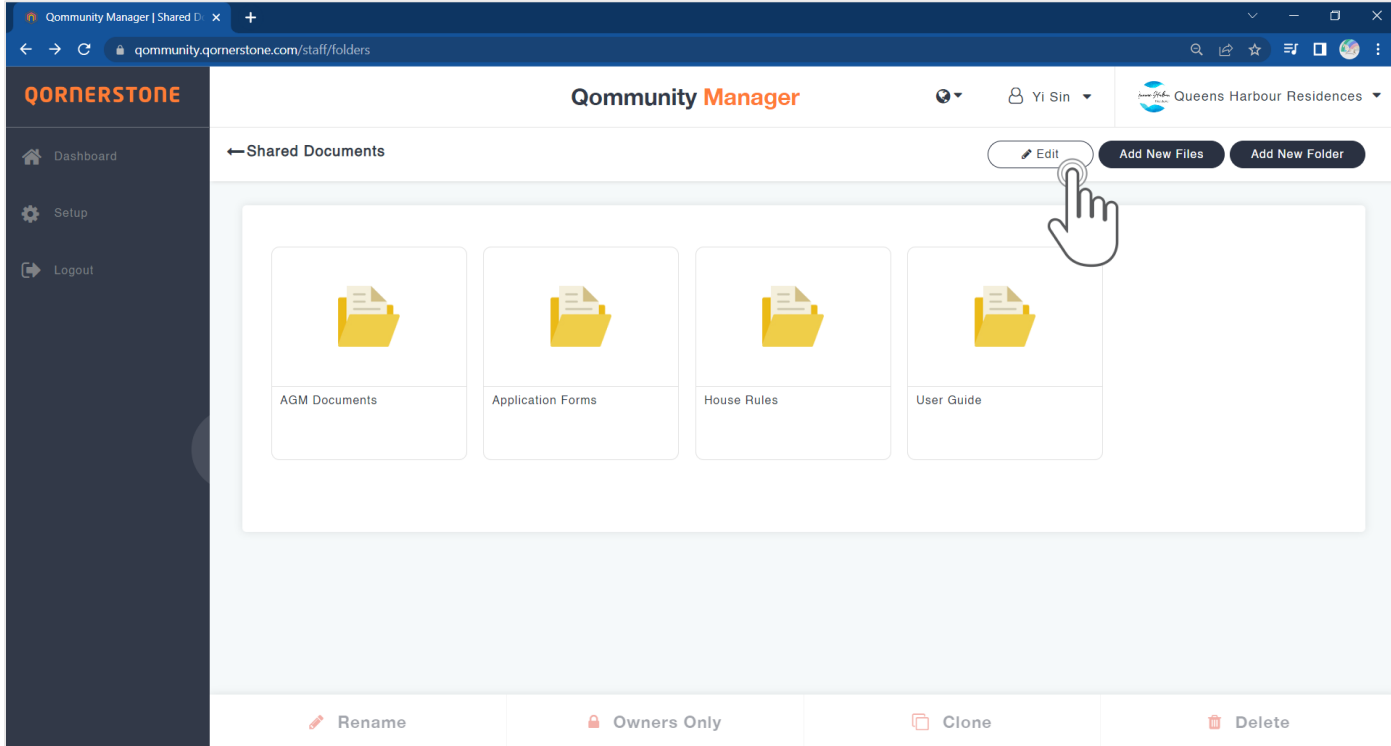


Shared Documents

How to Manage the Uploaded Document

Manage Uploaded Document

- Click on **Edit** to make changes to the folder/uploaded file



The screenshot displays the QORNERSTONE Community Manager interface. The browser address bar shows the URL `community.qornerstone.com/staff/folders`. The page title is "Community Manager". The user is logged in as "Yi Sin" and the location is "Queens Harbour Residences".

The main content area is titled "← Shared Documents" and contains four document folders, each represented by a yellow folder icon with a document inside:

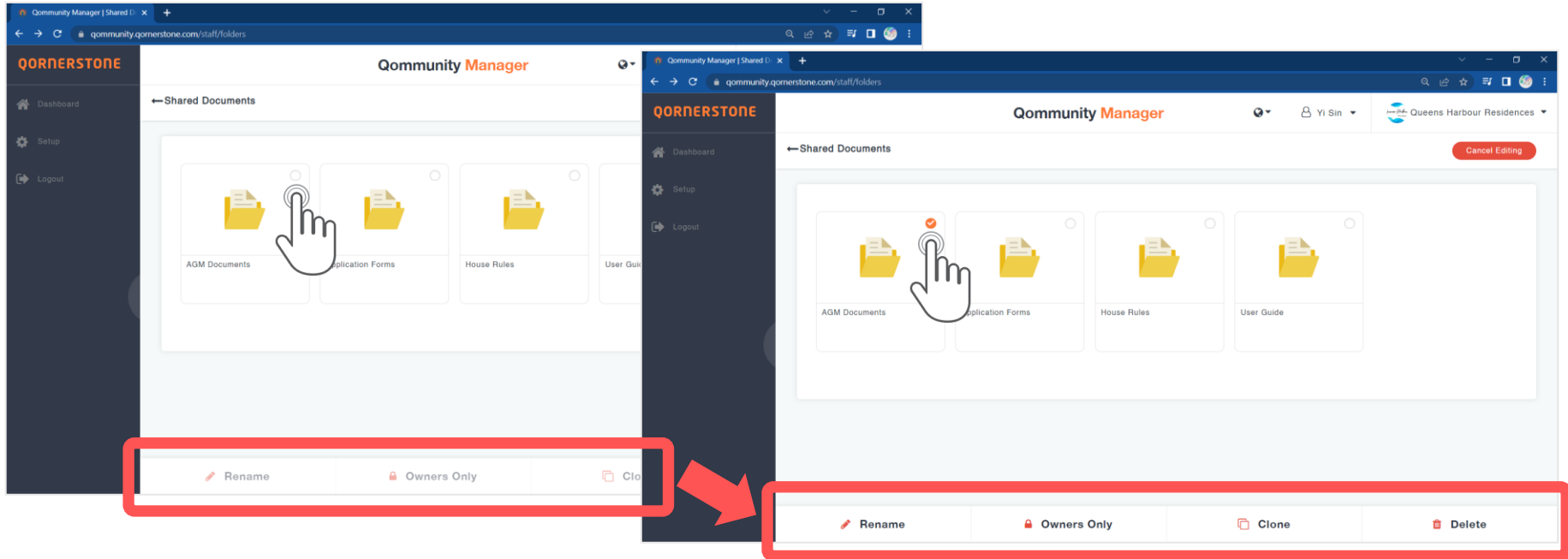
- AGM Documents
- Application Forms
- House Rules
- User Guide

At the top right of the document list, there are three buttons: "Edit" (with a pencil icon), "Add New Files", and "Add New Folder". A hand cursor is pointing at the "Edit" button.

At the bottom of the interface, there are four action buttons: "Rename" (with a pencil icon), "Owners Only" (with a lock icon), "Clone" (with a document icon), and "Delete" (with a trash icon).

Manage Uploaded Document

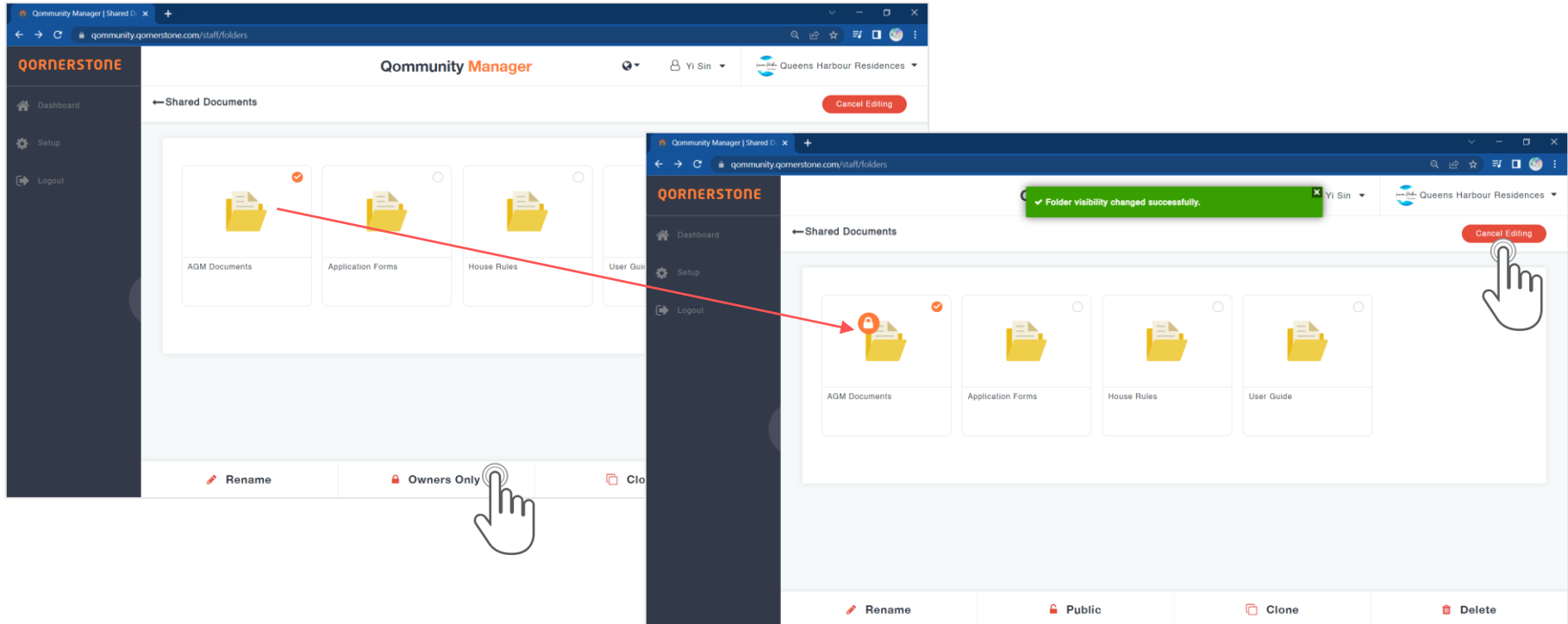
- Select the folder/uploaded file to unlock the 4 functions at the bottom



- **Rename:** Rename the Folder/File Name
- **Owners Only:** Set the Folder/File to be accessible by Owner App Account Holders only (i.e., The SP)
- **Clone:** Clone the Folder/File
- **Delete:** Delete the Folder/File

Manage Uploaded Document

- For example, AGM Documents are accessible by SPs only. Hence, set this folder to **Owners Only**
- The Folder's setting is updated successfully, and a lock icon will appear
- To stop the editing, click on **Cancel Editing**



The image displays two screenshots of the QORNERSTONE Community Manager interface, illustrating the process of managing uploaded documents.

Left Screenshot: Shows the 'Shared Documents' section with four folders: AGM Documents, Application Forms, House Rules, and User Guide. The 'AGM Documents' folder is selected, and a red arrow points to the 'Owners Only' permission setting at the bottom of the interface. A hand icon is shown clicking on the 'Owners Only' option.

Right Screenshot: Shows the same interface after the permission change. A green notification banner at the top reads 'Folder visibility changed successfully.' The 'AGM Documents' folder now has a lock icon next to it. A hand icon is shown clicking on the 'Cancel Editing' button in the top right corner.