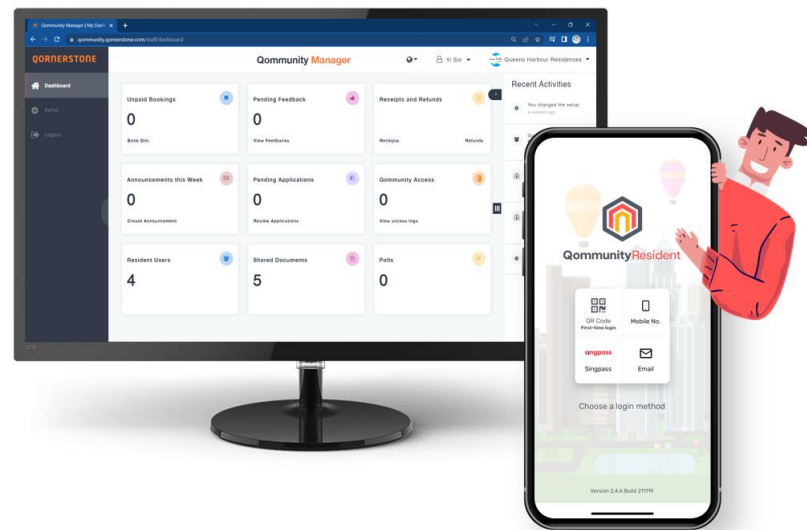




QORNERSTONE



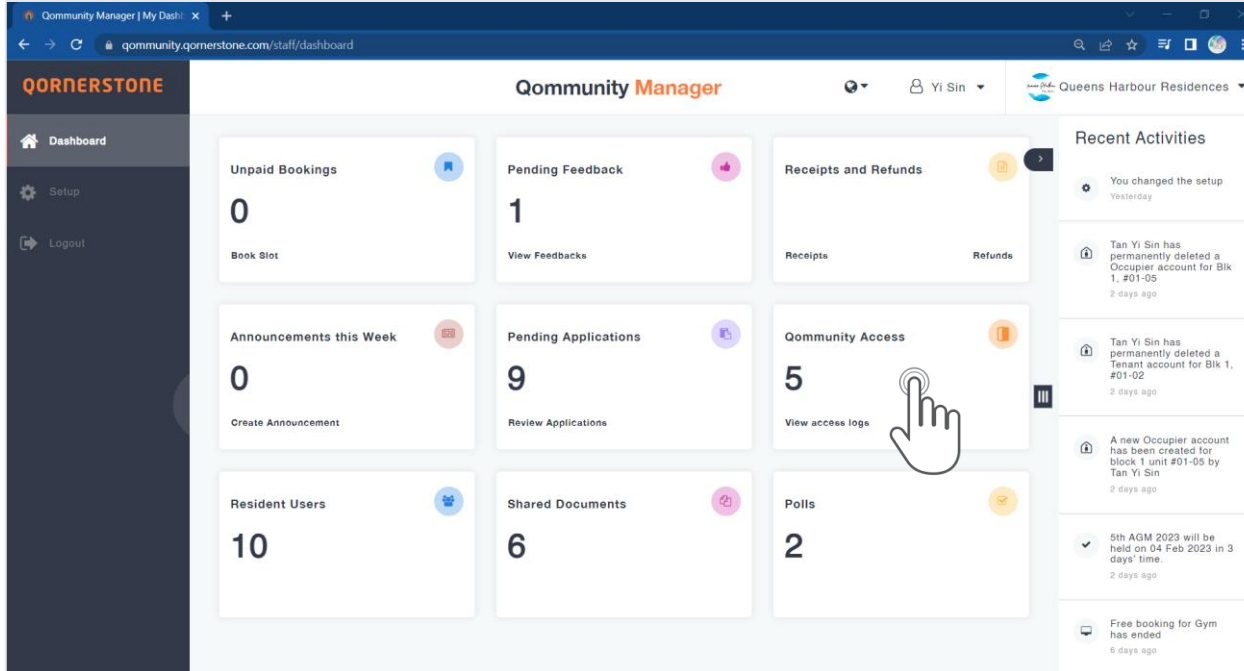
Community Manager

How to View Invitations

e-Invites Created from Qcommunity Resident App

View Invitations

- From Dashboard, the number of visitors **for the day** will be displayed under **Qommunity Access**
- Click on Qommunity Access to view the listing



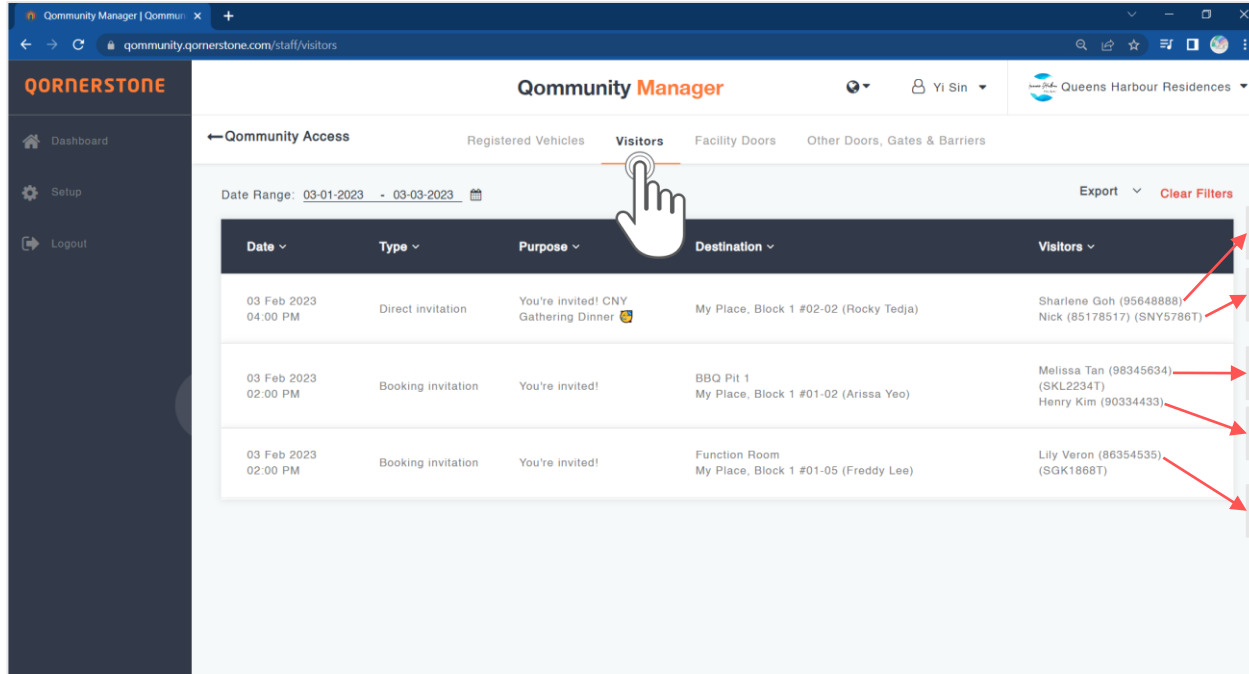
The screenshot shows the Qommunity Manager dashboard for Queens Harbour Residences. The dashboard features a sidebar with navigation options: Dashboard, Setup, and Logout. The main content area displays several key metrics in a grid:

Metric	Value	Action
Unpaid Bookings	0	Book Slot
Pending Feedback	1	View Feedbacks
Receipts and Refunds	Receipts: 0, Refunds: 0	View Receipts / Refunds
Announcements this Week	0	Create Announcement
Pending Applications	9	Review Applications
Community Access	5	View access logs
Resident Users	10	
Shared Documents	6	
Polls	2	

A hand cursor is pointing to the 'Community Access' tile, which displays the number 5. To the right of the dashboard is a 'Recent Activities' sidebar with a scrollable list of events, including account deletions and announcements.

View Invitations

- Toggle to the tab - **Visitors** to view the visitor listing for the day



Community Manager

← Community Access

Registered Vehicles **Visitors** Facility Doors Other Doors, Gates & Barriers

Date Range: 03-01-2023 - 03-03-2023

Export Clear Filters

Date	Type	Purpose	Destination	Visitors
03 Feb 2023 04:00 PM	Direct invitation	You're invited! CNY Gathering Dinner 🥳	My Place, Block 1 #02-02 (Rocky Tedja)	Sharlene Goh (95648888) Nick (85178517) (SNY5786T)
03 Feb 2023 02:00 PM	Booking invitation	You're invited!	BBQ Pit 1 My Place, Block 1 #01-02 (Arissa Yeo)	Melissa Tan (98345634) (SKL2234T) Henry Kim (90334433)
03 Feb 2023 02:00 PM	Booking invitation	You're invited!	Function Room My Place, Block 1 #01-05 (Freddy Lee)	Lily Veron (86354535) (SGK1866T)

Visitor #1

Visitor #2

Visitor #3

Visitor #4

Visitor #5

Community Access

5

View access logs

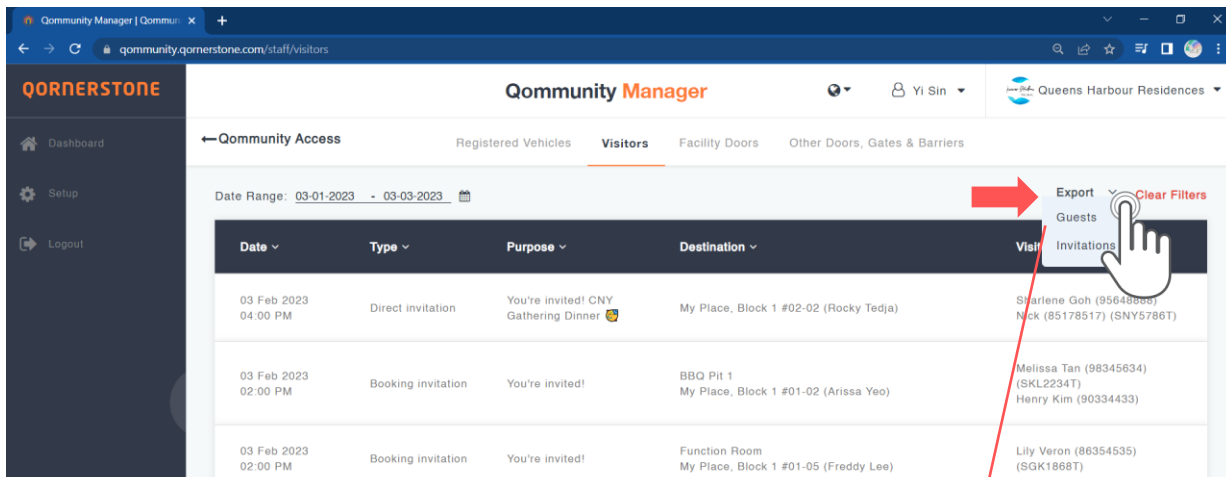


Export Visitor Listing

How to Export Visitor Listing

Export Visitor Listing

- Click on the **Export** button and select the list (Guests or Invitations) to download a CSV file
- The list downloaded will be according to the selected date range



This is the exported **Guests List** showing the breakdown of guests

	A	B	C	D	E	F
1	Date	Time	Type	Purpose	Visitor	Destination
2	3-Feb-23	4:00 PM	Direct invitation	You're invited! CNY Gathering Dinner	Sharlene Goh (95648888)	My Place, Block 1 #02-02 (Rocky Tedja)
3	3-Feb-23	4:00 PM	Direct invitation	You're invited! CNY Gathering Dinner	Nick (85178517) (SNY5786T)	My Place, Block 1 #02-02 (Rocky Tedja)
4	3-Feb-23	2:00 PM	Booking invitation	You're invited!	Melissa Tan (98345634) (SKL2234T)	BBQ Pit 1 My Place, Block 1 #01-02 (Arissa Yeo)
5	3-Feb-23	2:00 PM	Booking invitation	You're invited!	Henry Kim (90334433)	BBQ Pit 1 My Place, Block 1 #01-02 (Arissa Yeo)
6	3-Feb-23	2:00 PM	Booking invitation	You're invited!	Lily Veron (86354535) (SGK1868T)	Function Room My Place, Block 1 #01-05 (Freddy Lee)

This is the exported **Invitations List** showing the breakdown of invitations

	A	B	C	D	E	F	G
1	Date	Time	Type	Purpose	Destination	Pax	Visitor
2	3-Feb-23	4:00 PM	Direct invitation	You're invited! CNY Gathering Dinner	My Place, Block 1 #02-02 (Rocky Tedja)	2 guests	Sharlene Goh (95648888) Nick (85178517) (SNY5786T) Ricky
3	3-Feb-23	2:00 PM	Booking invitation	You're invited!	BBQ Pit 1 My Place, Block 1 #01-02 (Arissa Yeo)	2 guests	Melissa Tan (98345634) (SKL2234T) Henry Kim (90334433)
4	3-Feb-23	2:00 PM	Booking invitation	You're invited!	Function Room My Place, Block 1 #01-05 (Freddy Lee)	1 guest	Lily Veron (86354535) (SGK1868T)