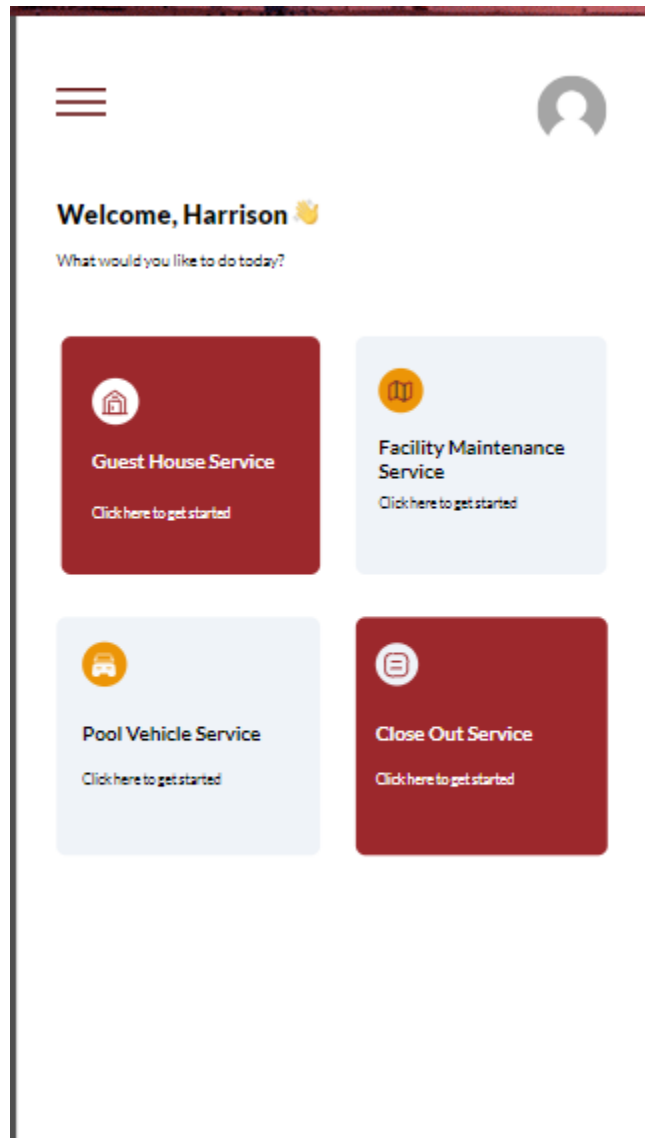# Estate Manager (V1.0.0) User Guide

Welcome screen: This screen is the initial screen you will see when open the app. This shows the available services to interact with. It contains 4 services in which the close out service is only available to the Estate Teams.

Guest house service

Guest house service: This service allows you to create and view guest house request/bookings.
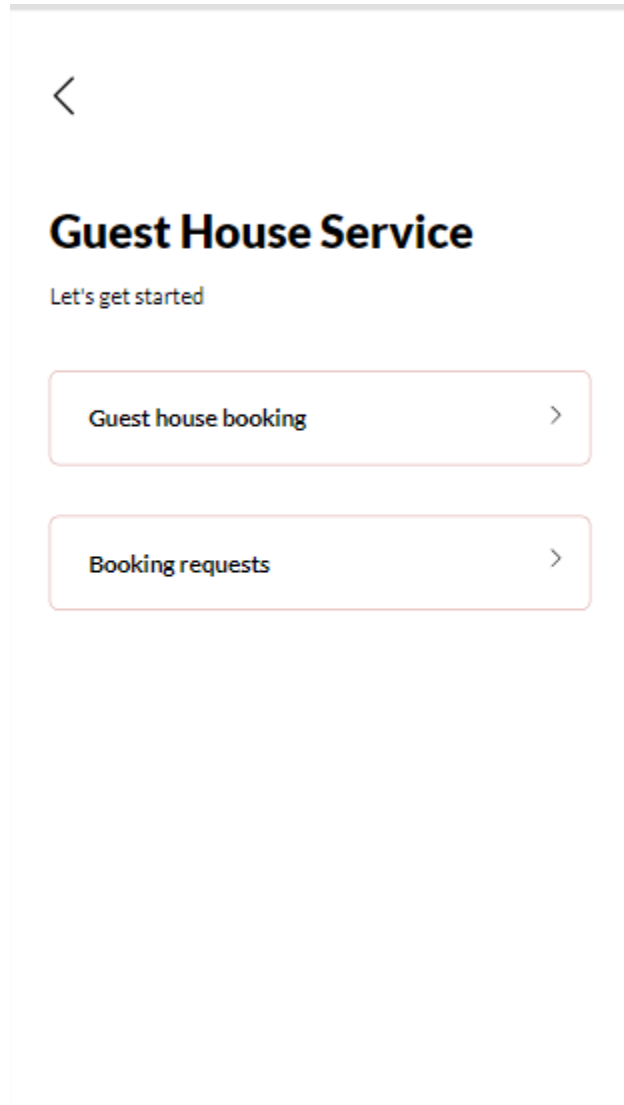
Guest house booking: This allows you to create a new booking request after agreeing to the booking guidelines.

N: B: Enter all fields correctly. The email address of your line manager, HOD, or HRBP must be error-free and valid.
        Check the "Are you booking for a staff?" checkbox and enter the staff details or name if you want to book for a staff.

Guest House Booking

Kindly fill out the fields below to complete your guest house booking request.

Full Name

Harrison Wills

Phone Number

08144353435

Company

TSL

Department

IT

Proceed

Click proceed to preview details.

Request Preview

Kindly preview your request before submitting

Edit

Full Name	Company
Harrison Wills	**TSL**

Phone Number	Department
08144353435	**IT**

Total Number of Nights	Date of Arrival
8	**08/07/2023**

Departure Date	Booking for a staff?
08/15/2023	**No**

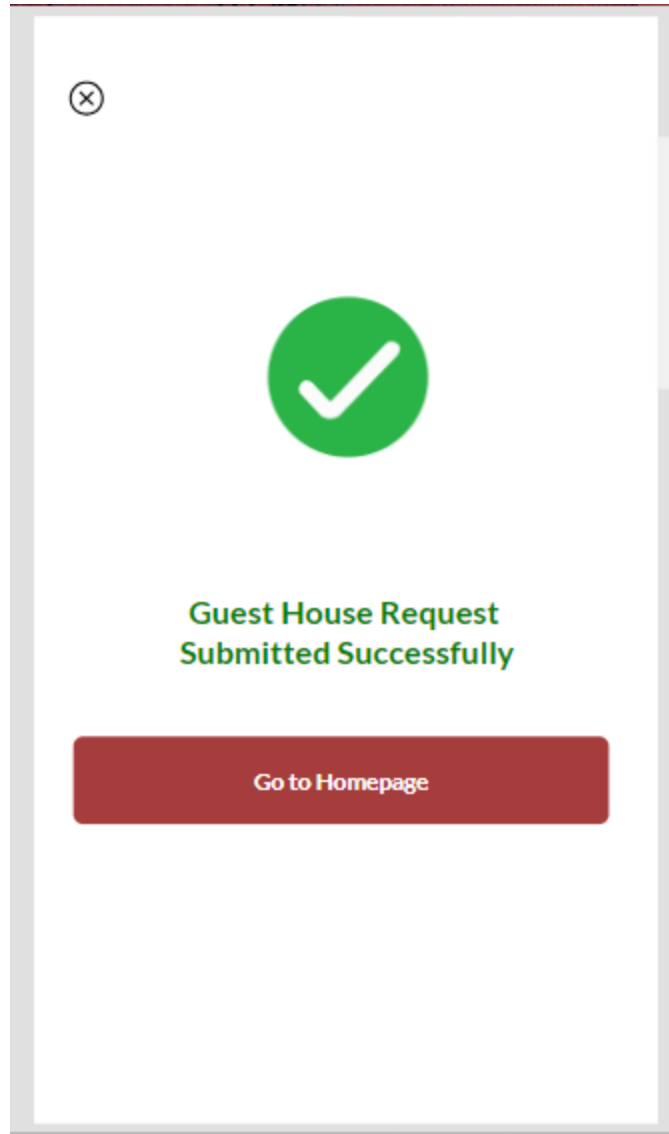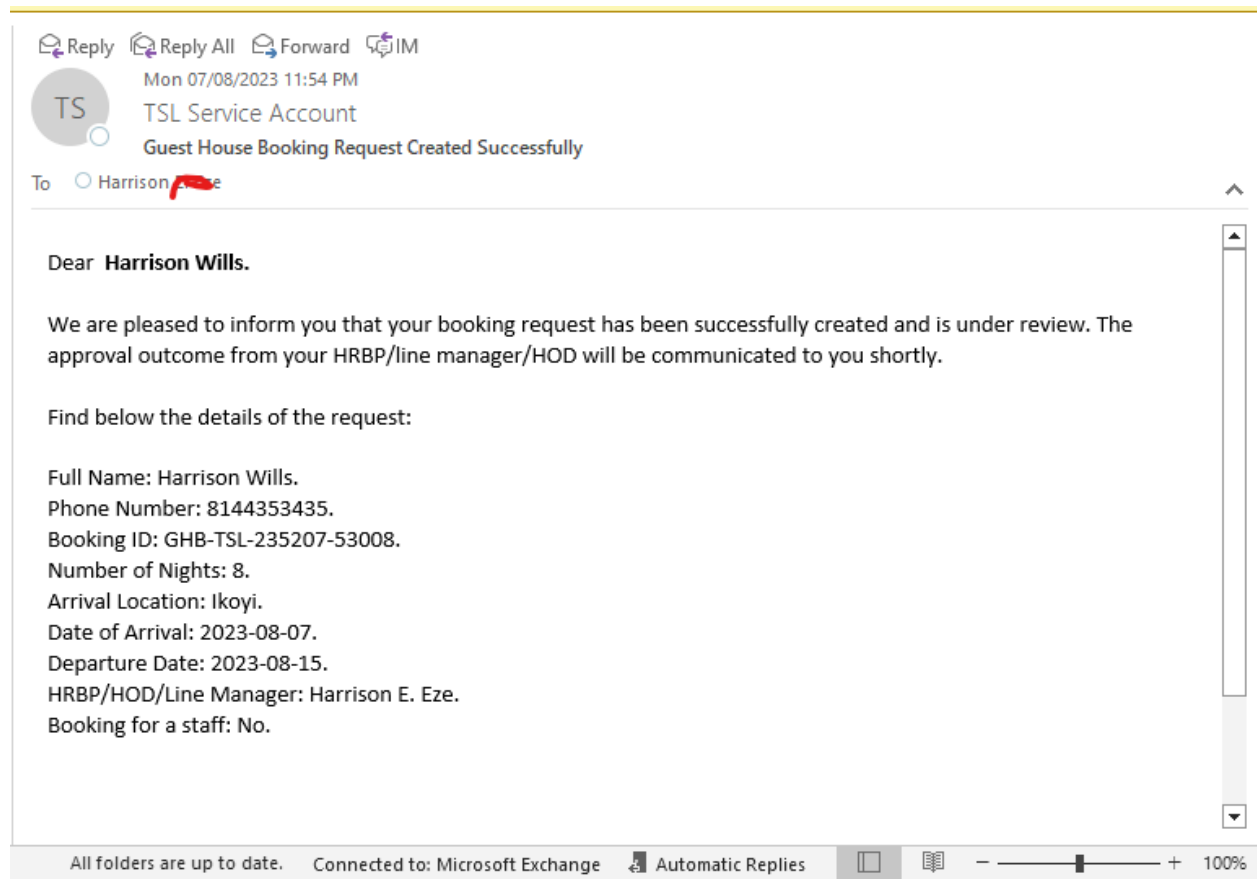| Email Address of HRBP	Arrival Location
bachebe@tsllimited.com	**Ikoyi**

Staff Details

Submit Request

Click the "**submit request**" button to submit the request. If you noticed a mistake or an error, click the "Edit" button to enter the correct data. If successful, you will be notified. Moreso, if your request failed for some reasons, you will also be notified.

Email Notification: You will receive an email from TSL Service Account notifying you of the newly created request. An approval request will be sent to your line manager/HRBP/HOD, the response will be communicated to you via email as soon as it is responded to. Find sample email below:

Mon 07/08/2023 11:54 PM

TS TSL Service Account

Guest House Booking Request Created Successfully

To   Harrison Eze

Dear **Harrison Wills.**

We are pleased to inform you that your booking request has been successfully created and is under review. The approval outcome from your HRBP/line manager/HOD will be communicated to you shortly.

Find below the details of the request:

Full Name: Harrison Wills.
Phone Number: 8144353435.
Booking ID: GHB-TSL-235207-53008.
Number of Nights: 8.
Arrival Location: Ikoyi.
Date of Arrival: 2023-08-07.
Departure Date: 2023-08-15.
HRBP/HOD/Line Manager: Harrison E. Eze.
Booking for a staff: No.

All folders are up to date.   Connected to: Microsoft Exchange   Automatic Replies   100%

Line manager/HOD/HRBP Approval: Find sample email below:

Your Guest House Booking Request has been approved

To ○ Harrison E. Eze

Hello, Harrison Wills.

We are pleased to inform you that your HRBP/HOD/Line Manager has approved your guest house booking request with a booking ID GHB-TSL-235207-53008.

Please find the details of the approval request below:

Approver: Harrison E. Eze.
Email Address: heze@tsllimited.com.
Approval Outcome: Approve.
Approval Comment:Request is approved. Estate Team please proceed with the request..

Should you have further inquiries or require additional information, please feel free to reach out to the estate team or your HRBP/HOD/Line Manager.

Regards,

TSL Estate.

As soon as the Estate team approves your request, you will be notified.

Tue 08/08/2023 12:27 AM
TSL Service Account
Guest House Booking Request Has Been Approved

To ○ Harrison E. Eze

Hello, Harrison Wills.

We are pleased to inform you that the TSL Estate has approved your guest house booking request with ID GHB-TSL-235207-53008.
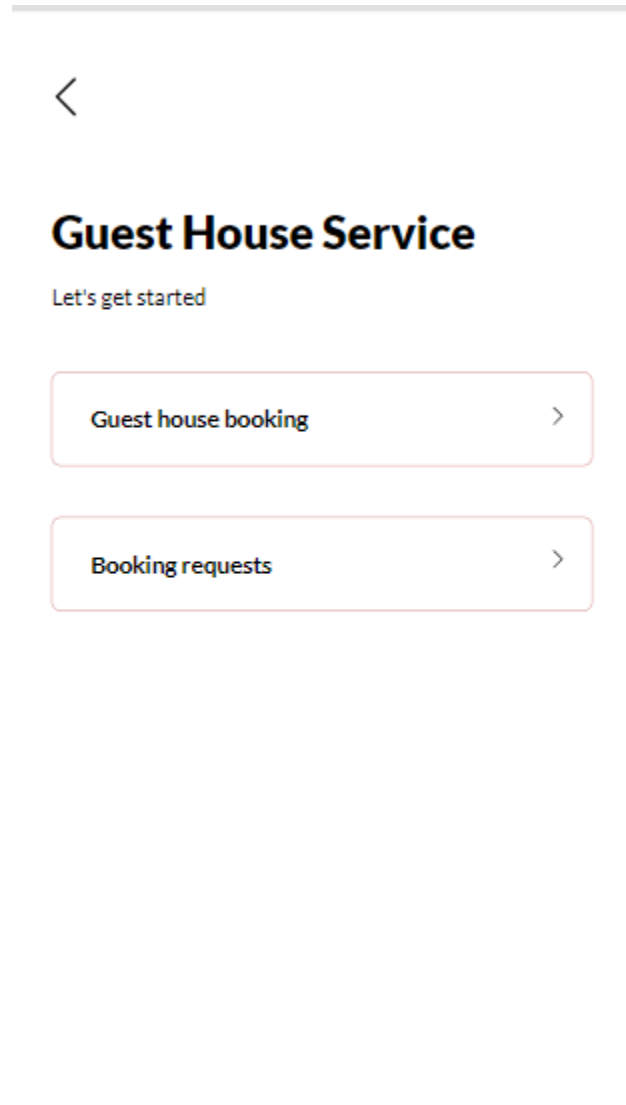
Approved by: Harrison E. Eze.
Approval Comment: Well received.

Regards,

TSL Estate.

Booking requests: Click this button to view requests. Take note of your ID.

Guest House Requests

Full Name:	Harrison Wills
Booking ID:	GHB-TSL-235207-53008
Arrival Location:	Ikoyi
Arrival Date:	07/08/2023
Departure Date:	15/08/2023
Phone Number:	8144353435
Booking of behalf:	No
Number of nights:	8
HRBP/HOD/Line Manager:	Harrison E. Eze
Staff Details:	None

Facility maintenance service

This service allows you to create a facility maintenance request and view the request and the request history.
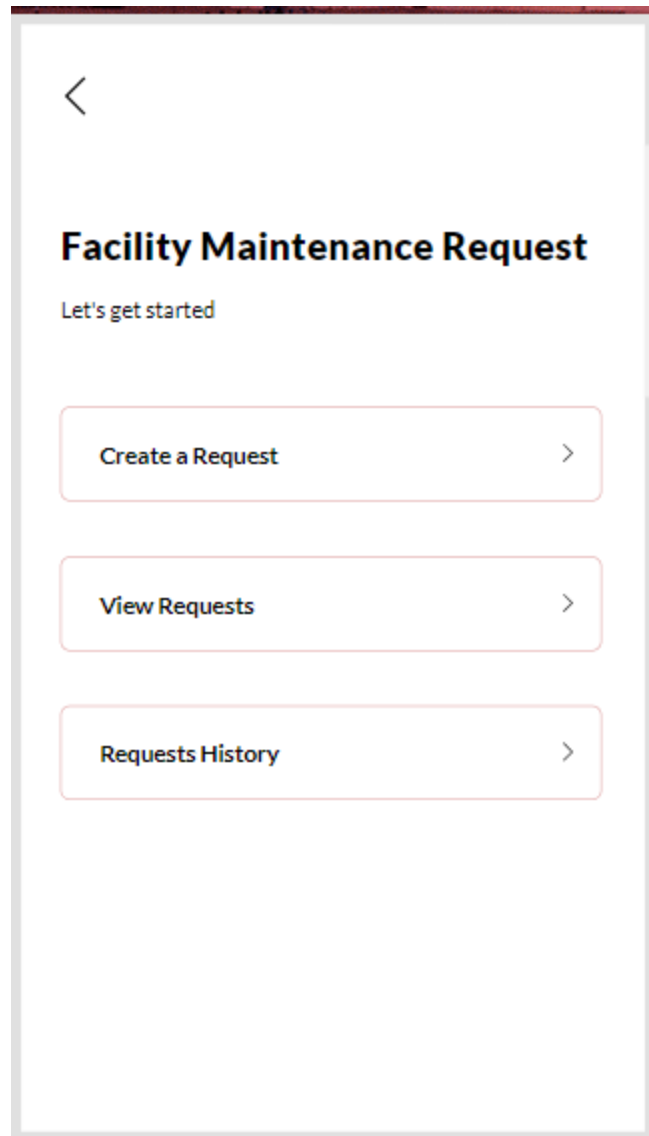
Create a request: Fill the required fields and click proceed to preview entries before submitting.

<

Facility Maintenance Request

Kindly fill out the fields below to complete your facility
maintenance request.

Full Name

| Harrison Eze |

Company

| TSL ⌄ |

Department

| IT ⌄ |

Work Location

| Gbagada ⌄ |

Proceed

Preview Request

Kindly preview your request before submitting

Edit

Full Name

Harrison Eze

Department

IT

Request Category

Power

Company

TSL

Quantity

1

Request Date

08/08/2023

Preferred Close Out Date

08/10/2023

Work Location

Gbagada

Request Details

Power outage

Submit Request
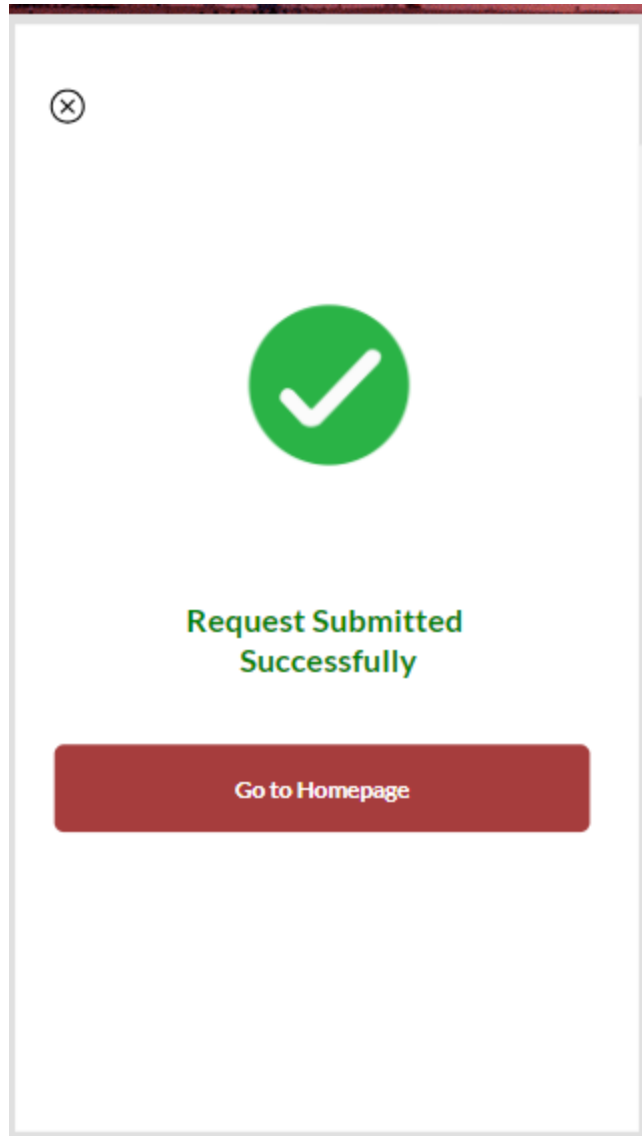
Email Notification: You will receive an email from TSL Service Account notifying you of the newly created facility request. An approval request will be sent to the Estate team for action. The person in charge of that request based on the work location will respond to the request. And the response will be communicated to you via email.

Newly created request remains pending until it is approved or rejected.

Find sample email below:

Dear, **Harrison Eze.**

We are pleased to inform you that your facility maintenance request has been successfully created and is under review. The approval outcome will be communicated to you shortly.

Please find details of your request below:

Request ID: **WO-TSL-001808-5708.**

Full Name: **Harrison Eze.**

Work Location: **Gbagada.**

Category: **Power.**

Request Details: **Power outage.**

Requested Date: **2023-08-08.**

View Request: Click view request to view list of your requests:

<

Facility Maintenance Request

Let's get started

| Create a Request | > |

| View Requests | > |

| Requests History | > |

Facility Maintenance Request Lists

Full Name:	Harrison Eze
Request Category:	Power
Location:	Gbagada
Quantity:	1
Requested Date:	08/08/2023
Close Out Date:	10/08/2023
Request ID:	WO-TSL-001808-5708
Status:	Approved
Request Details:	Power outage
Approved By:	Harrison E. Eze

Full Name:	Harrison Wills
Request Category:	Building Fabric
Location:	Osborne
Quantity:	45
Requested Date:	25/07/2023
Close Out Date:	28/07/2023
Request ID:	WO-IASL-114425-1707

Estate Team Approval: The approver (approved by) is the person that is responsible for issues regarding the location where the issue was reported. Find sample email below:

Hello, Harrison Eze.

We are pleased to inform you that your facility maintenance request has been approved.

Approved by: Harrison E. Eze.

Approval Comment: Acknowledged..

N: B Your ID is WO-TSL-001808-5708.

Regards,

TSL Estate.

Request History: View requests based on the status of the request.

Request History

| Pending | **Approved** | Rejected |

Request ID
WO-TSL-001808-5708

Preferred Close Out Date
10/08/2023

Request Details
Power outage
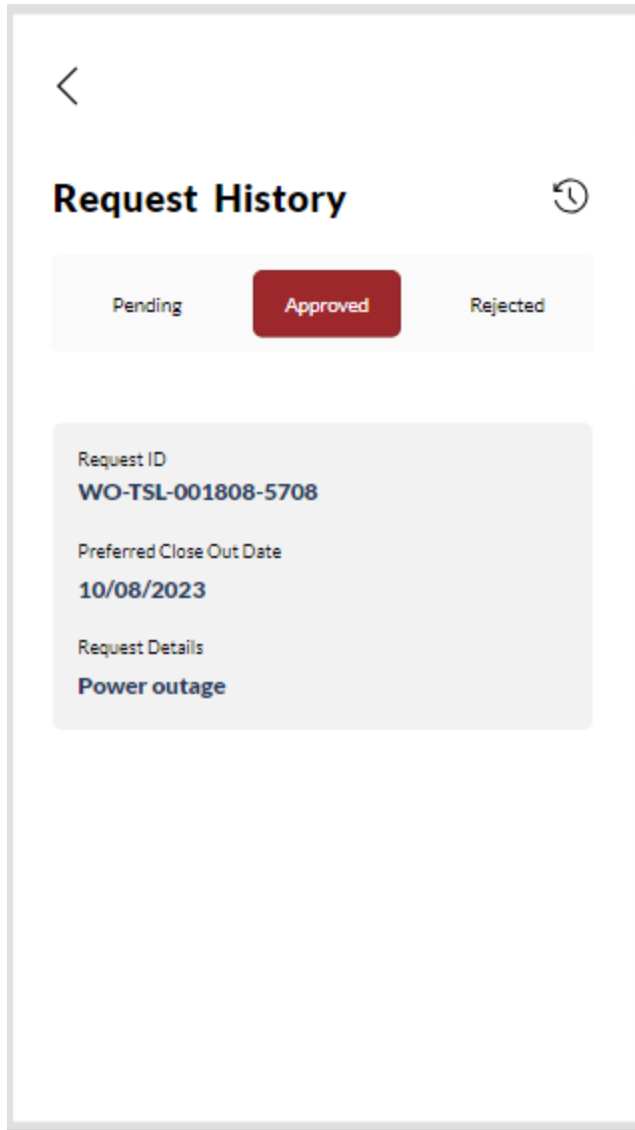
Click on the request to view more details about that request. N:B, Approved request cannot be deleted. You can edit and update records that have not been approved.

Work Order ID : WO-TSL-001808-5708

Request Status: Approved

Full Name	Department
Harrison Eze	IT

Location	Quantity
Gbagada	1

Requested Date	Preferred Close Out Date
08/08/2023	10/08/2023

Request Details	Request Category
Power outage	Power

Pool Vehicle Service

Pool vehicle service: This is where you create new trip request, extend existing trips, and view trip and trip extension requests.

New trip request: This is where you create new trip request. Fill in the required field appropriately, Click Proceed to preview your data. And submit.

Pool Vehicle Service

Kindly fill out the fields below to complete your new trip request.

Full Name

Harry

Company

TSL

Department

IT

Trip Type

Proceed

<

New Trip Request Preview

Kindly review your request before submitting

Edit

Full Name	Department
Harry	**IT**
Company	Trip Type
TSL	**Round Way Trip**
Extra Passenger	Vehicle/Asset Type
No	**Ford Ranger (Silver) - BDG-**
Pick-up Location	Drop-off Location
Ikoyi	**Kwara**
Number of extra passengers	Pick-up Date
0	**08/08/2023**

Submit

You will receive an email.

Dear, **Harry.**

We are pleased to inform you that your trip request has been successfully created and is under review. The approval outcome from your HRBP/HOD/line manager will be communicated to you shortly.

Please see below the details of the request:

Trip Type: Round Way Trip.

Asset Type: Ford Ranger (Silver) - BDG-694-XY.

Pick Up Location: Ikoyi.

Drop off Location: Lagos.

Pick Up Date: 2023-08-07.

Pickup Time: 10:30am.

All folders are up to date.   Connected to: Microsoft Exchange   Automatic Replies   — ── | ── + 100%

You will also receive an approval response from your Line manager/HOD/HRBP

Hello, Harry.

We are pleased to inform you that your HRBP/HOD/Line Manager has approved your new trip request with ID TSL-223607-0008.

Please see the details of the approval request below:

HOD/HRBP/Line Manager: Harrison E. Eze.

Approval Email Address: heze@tsllimited.com.

Approval Outcome: Approve.

Approval Comment: Approved and acknowledged..

Should you have further inquiries or require additional information, please feel free to reach out to the estate team or line manager.

You will then receive an approval response from the Estate Team

Trip extension: You can extend existing trips using the trip ID. Click Proceed to preview data after filling the required fileds. Then submit.

Pool Vehicle Service

Kindly fill out the fields below to complete your trip extension request

Trip ID
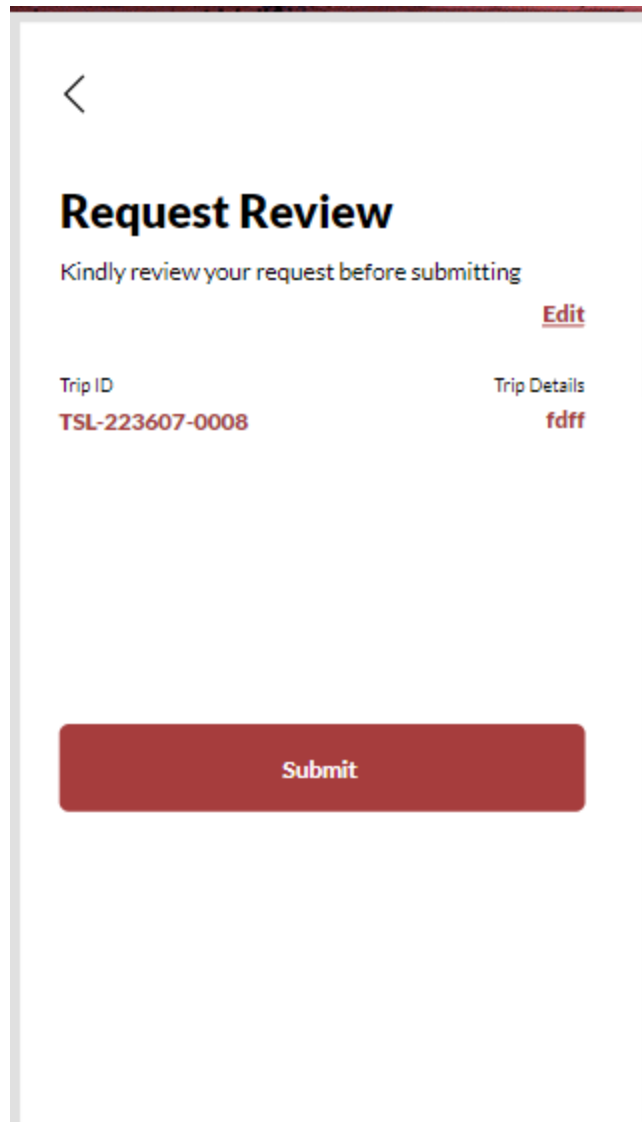
TSL-223607-0008 ⌄

Trip Extension Details

Provide more details for this trip

Proceed

After a successful submission, your HRBP/Line manager/HOD will approve, then the Estate team. You will receive email notifications for all responses.

Trip request: To view all your new trip request. You can download the list by clicking the PDF icon.

Pool Vehicle Request

|	
Full Name:	Harry
Department:	IT
Asset Type:	Ford Ranger (Silver) - BDG-694-
Trip Type:	Round Way Trip
Trip Request ID:	TSL-223607-0008
Extra Passenger:	No
Duration:	hours
Approval Name:	Harrison E. Eze
Approval email:	heze@tsllimited.com
Name(s) of Passengers:	None

Trip Ext Request: To view extended trip request.

Close out service - (Estate Team)

Closeout service: This service is only available to the Estate Management team.
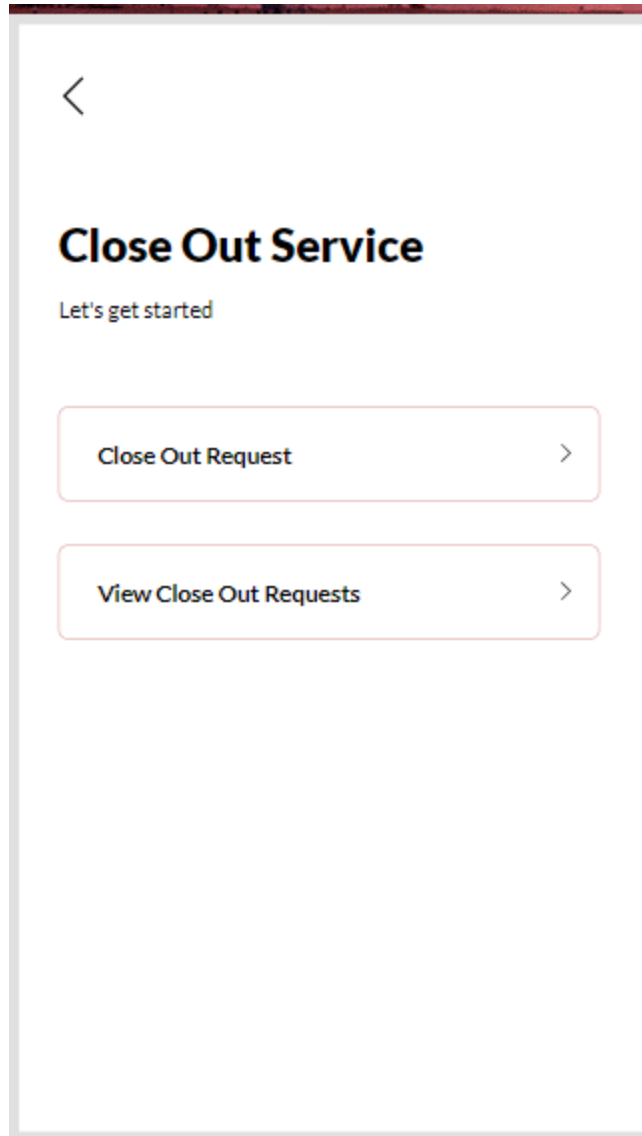
Close out request: To close out facility maintenance request using the ID. Fill out the required fields. Click Proceed to preview data. Then submit.

Close Out Service

Kindly fill the fields below to complete your pending work order request

Request ID

WO-TSL-150127-4707 ⌄

Actual Close Date

08/08/2023 🗓

Close Out Quantity

1

Cost (₦)

Enter Cost

Proceed

Close Out Review

Kindly review your request before submitting

Edit

Request ID   Actual Close Out Date
WO-TSL-150127-4707   08/08/2023

Close Out Quantity   Cost
1   0

Job Details   Limitation
Completed   None

Submit

The person that created the facility request and the team will be notified when a request is closed.

The End