



**INVENTI**

# Smart Building Solutions

## USER TRAINING

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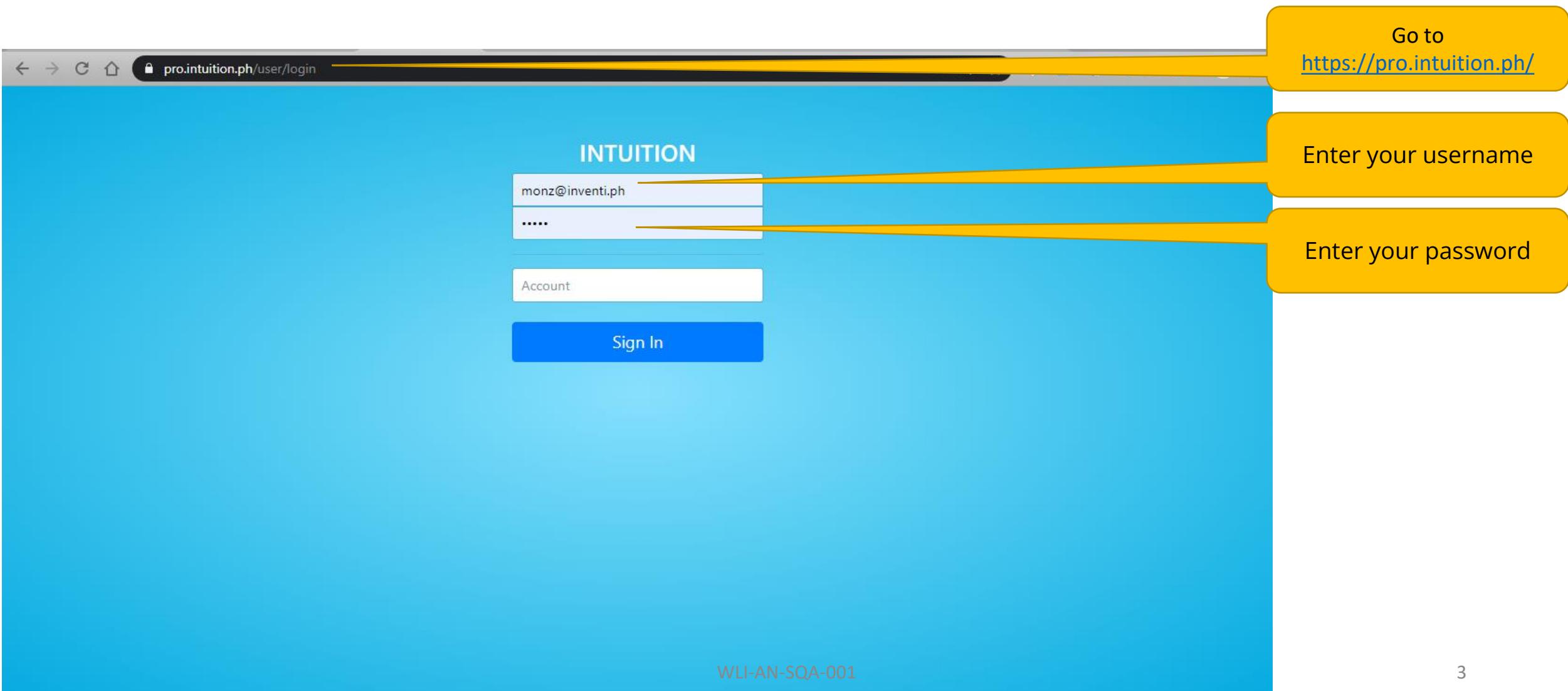
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# Launching INVENTI SBS

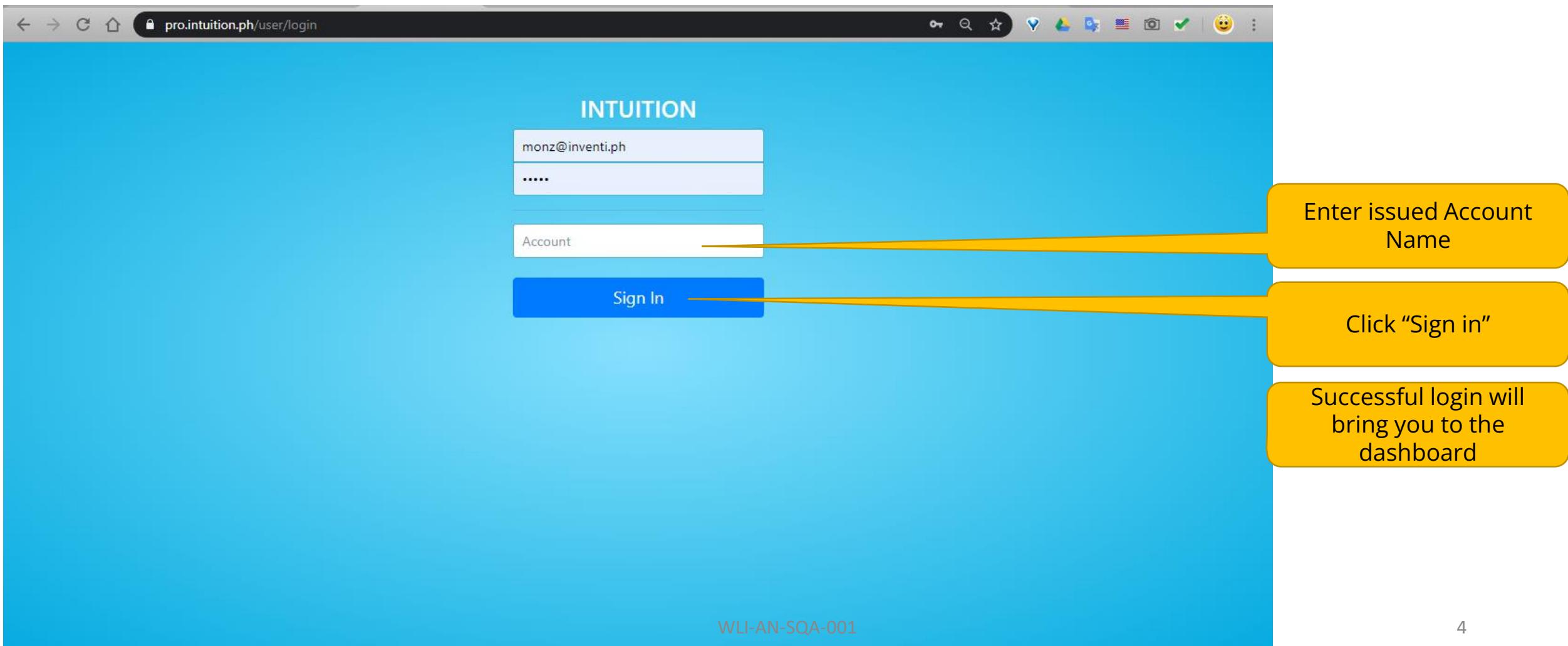
Web-based SBS Platform

# Launching INVENTI SBS

(we recommend using Google Chrome)



# Launching INVENTI SBS



# *Locations*

INVENTI SBS

# Locations

Logged in as Jay Reyes

menu

W

Home

Locations

Equipment

Maintenance ▾

Tenants

Meters and Gauges ▾

Checklist

Service Providers

Reports ▾

Inventi Change Requests

User Management ▾

Admin ▾

Change Password

Logout

LOCATION STATUS

Location	Corrective Maintenance			Preventive Maintenance		
	Low	Medium	High	Low	Medium	High
	69	14	8	262	73	13
	92	30	23	257	69	34
	27	67	11	60	87	14
	5	14	-	13	1	1
	12	3	-	12	4	-
	12	37	5	37	36	1
	34	4	3	15	6	-
						0

EQUIPMENT STATUS [UPTIME]

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	100%	100%	100%	100%	100%	75.00%	100%
	100%	100%	100%	100%	100%	100%	100%
				WLI-AN-SQA-001			

On the Menu, click  
“Locations”

6

# Locations

menu W Locations page. View list of all Locations

New Download Filter Search

Name	Parent Location	Building	Location Type	Use	Floor Area
WGI		WGI	Building	Office	0.00
W TOWER		W TOWER	BUILDING	Commercial	0.00
W HIGH STREET		W HIGH STREET	BUILDING	Commercial	88.00
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial	13684.30
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER		W CITY CENTER	BUILDING	Commercial	54497.30
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility	14.24
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility	21.45
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility	94.59

Showing 1 to 10 of 2836 records Previous Next

WLI-AN-SQA-001

7

# Locations

The screenshot shows a software application window titled "Locations". At the top left is a large blue "W" logo. To its right are "menu" and "Logout" buttons. On the far right is a blue bell icon. The main area has a dark blue header bar with white text for "New", "Download", and "Filter" buttons, and a search bar labeled "Search". Below the header is a table with columns: Name, Parent Location, Building, Location Type, Use, and Floor Area. The table lists several locations, including WGI, W TOWER, W HIGH STREET, W GLOBAL CENTER, W FIFTH AVE, W CITY CENTER, and several void spaces. A yellow callout box points to the "Search" bar with the text "Search bar – search entries using keywords". Another yellow callout box points to the "New" button with the text "New button – add/create new location". A third yellow callout box points to the "Download" button with the text "Download button – To download the list of locations". A fourth yellow callout box points to the "Filter" button with the text "Filter button – filter view on location list". A fifth yellow callout box points to the "Name" column with the text "Click name of location to view details". At the bottom left, it says "Showing 1 to 10 of 2836 records".

Name	Parent Location	Building	Location Type	Use	Floor Area
WGI		WGI		Office	0.00
W TOWER		W TOWER	BUILDING		0.00
W HIGH STREET		W HIGH STREET	BUILDING	Commercial	
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial	
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER		W CITY CENTER	BUILDING	Commercial	54497.30
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility	14.24
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility	21.45
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility	94.59

Showing 1 to 10 of 2836 records

Pre

Search bar – search entries using keywords

New button – add/create new location

Download button – To download the list of locations

Filter button – filter view on location list

Click name of location to view details

WLI-AN-SQA-001

8

# Locations

The screenshot displays a user interface for managing locations, specifically focusing on the "W GLOBAL CENTER" entry. The interface includes sections for location details, sub-locations, equipment, and meters.

**Location name:** W GLOBAL CENTER

**Edit and delete button – will depend on user access:** Located in the top right corner of the main location card.

**Details of location:** \*Sample is WGC

**Sub Locations:** A section listing sub-locations under the main location.

**Equipment:** A table listing equipment details:

Name	Type	Asset ID	Critical
Window Glass Facade	Furniture & Fixture	13684.30	No

Showing 1 to 1 of 1 records

**Meters:** A table listing meter details:

Meter ID/Name	Type	Reading Type	UOM	Tenant
WU-AN-SQA-001				

**Comments:** A section for adding comments to the location.

**Photos:** A section for adding photos to the location.

**Files:** A section for adding files to the location.

# Locations

W

menu

Search Location

**W GLOBAL CENTER**

Name: W GLOBAL CENTER  
Parent Location:   
Location Type: BUILDING  
Use: Commercial  
Floor Area: 13684.30

**Sub Locations**

**Equipment**

Name: Window Glass Facade  
Type: Furniture & Fixture  
Asset ID:   
Critical: No

Showing 1 to 1 of 1 records

**Meters**

Meter ID/Name:   
Type:   
Reading Type:   
UOM:   
Tenant:   
Showing 0 to 0 of 0 records

**Comments**

Write a comment...

**Photos**

Add Photos  
Choose file: No file chosen  
File description:

**Files**

Add Files  
Choose File: No file chosen  
File description:

List of sub-location, if any

List of equipment associated with this particular location

List of meters associated with this particular location, if any

Open All

WLI-AN-SQA-001

PM TICKETS

10

# Locations

Showing 0 to 0 of 0 records

◀ Previous    Next ▶

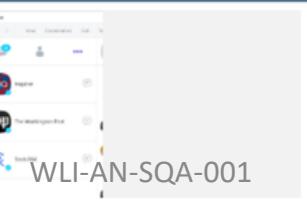
**PM TICKETS**

TICKET #	CREATED	AGING	LOCATION	ISSUE	UPDATE
17035	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17036	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17037	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17038	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17039	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17040	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17041	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17042	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17043	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17044	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...

Record Limit

◀ Previous    1 of 0    Next ▶    1    Go ↗

**CM TICKETS**

TICKET #	CREATED	AGING	STORE	ISSUE
3810	May 29 12:37 pm	3 days	W GLOBAL CENTER	 WLI-AN-SQA-001

Scroll down to see other details of this location

List of Preventive Maintenance (PM) tickets associated with this location

Open tab for open tickets.  
All tab will display open and closed tickets for this location

List of Corrective Maintenance (CM) tickets associated with this location

# Locations

W  
menu

W GLOBAL CENTER

Name: W GLOBAL CENTER  
Parent Location: Building  
Location Type: Commercial  
Use: 13684.30  
Floor Area:

Sub Locations

Equipment

Name	Type	Asset ID	Critical
Window Glass Facade	Furniture & Fixture	No	

Meters

Meter ID/Name	Type	Reading Type	UOM	Tenant

Open All

Comments

Search Location

Write a comment...

Photos

Add Photos

Choose File No file chosen

File description

Files

Add Files

Choose File No file chosen

File description

Can leave comments here for this particular location

User can upload picture here.  
User can view/download picture after upload

User can upload files here.  
User can view/download files after upload

# Locations

menu

W

W GLOBAL CENTER

Name  
Parent Location  
Location Type  
Use  
Floor Area

Sub Locations

Equipment

Meters

Add Meter

Meter ID/Name ▲ Type ▲ Reading Type ▲ UOM ▲ Tenant ▲

Showing 0 to 0 of 0 records

◀ Previous Next ▶

Open All

PM TICKETS

TICKET #	CREATED	AGING	LOCATION	SCHEDULE	UPDATE
17035	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER   Ground floor   G...		PM Ticket created
17036	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER   Ground floor   G...		PM Ticket created

WLI-ANSQA-001

Edit Location

Name: W GLOBAL CENTER

Parent Location: Choose from existing location

Location Type: BUILDING

Use: Commercial

Floor Area: 13684.30

Comments

Photos

Files

Search Location

NO IMAGE AVAILABLE

Write a comment...

Add Photos

Choose File No file chosen

Add Files

Choose File No file chosen

File description

Editing location details

Click “save” to confirm edit  
Click “cancel” to disregard edit

# Locations

The screenshot shows a software interface for managing locations. A modal dialog titled "Add Sub Location" is open in the center. It contains fields for "Name" (with placeholder "Enter Location Name"), "Location Type" (set to "BUILDING"), "Use" (set to "Admin"), and "Floor Area" (with placeholder "Enter floor area"). At the bottom of the dialog are "Save" and "Cancel" buttons. The background shows a main interface with sections for "W GLOBAL CENTER" (listing "Name", "Parent Location", "Location Type", "Use", and "Floor Area"), "Sub Locations", "Equipment", and "Meters". Below the Meters section is a table for "PM TICKETS" with columns for "TICKET #", "CREATED", "AGING", "LOCATION", "SCHEDULE", and "UPDATE". The "LOCATION" column for the first ticket shows "W GLOBAL CENTER | Ground floor | G...". To the right of the modal, a yellow callout bubble points to the "Save" button with the text "Click 'save' to confirm edit Click 'cancel' to disregard edit". Another yellow callout bubble points to the "Comments" and "Photos" sections with the text "Adding sub-location to this current location".

W

menu

W GLOBAL CENTER

Name  
Parent Location  
Location Type  
Use  
Floor Area

Sub Locations

Equipment

Meters

PM TICKETS

TICKET # CREATED AGING LOCATION SCHEDULE UPDATE

17035 Jan 22 1:00 am 14 hrs 38 mins W GLOBAL CENTER | Ground floor | G... PM Ticket created

17036 Jan 22 1:00 am 14 hrs 38 mins W GLOBAL CENTER | Ground floor | G...

Add Sub Location

Name: Enter Location Name

Location Type: BUILDING

Use: Admin

Floor Area: Enter floor area

Save Cancel

Comments

Write a comment...

Photos

Add Photos

Choose File...

File description

Files

Add Files

Choose File No file chosen

File description

Search Location

Click "save" to confirm edit  
Click "cancel" to disregard edit

Adding sub-location to this current location

WLI-ANSQA-001

# Locations

Adding equipment to this current location

Click “save” to confirm edit  
Click “cancel” to disregard edit

Add Equipment

Name \*

Type

Asset ID

Critical Equipment

Area Served

Save Cancel

Comments

Photos

Files

W GLOBAL CENTER

Name  
Parent Location  
Location Type  
Use  
Floor Area

Sub Locations

Equipment

Meters

TICKET # CREATED AGING LOCATION SCHEDULE UPDATE

TICKET #	CREATED	AGING	LOCATION	SCHEDULE	UPDATE
17035	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17036	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...
17037	Jan 22 1:00 am	14 hrs 38 mins	W GLOBAL CENTER	Ground floor	G...

WLI-ANSQA-001

PM Ticket created

PM Ticket created

PM Ticket created

# Locations

The screenshot shows a software application interface for managing locations and meters. The main menu bar includes 'File', 'Edit', 'View', 'Search', 'Help', and a 'menu' icon. The left sidebar has sections for 'W GLOBAL CENTER' (Name, Parent Location, Location Type, Use, Floor Area), 'Sub Locations', 'Equipment', and 'Meters'. The 'Meters' section displays a table with columns: Meter ID/Name, Type, Reading, and Actions (Open, All). A message at the bottom says 'Showing 0 to 0 of 0 records'. Below this is a 'PM TICKETS' section with a table for tickets 17035 and 17036.

A modal window titled 'Add Meter' is open in the center. It contains fields for 'Meter ID/Name', 'Type' (set to 'Electricity'), 'Reading Type' (set to 'Continuous'), 'Unit of Measurement' (placeholder 'Enter unit of measurement'), 'Serial Number' (placeholder 'Enter serial number'), 'Multiplier' (set to '1'), 'Meter Max Digits' (set to '4'), 'Below Threshold' (set to '0'), 'Above Threshold' (set to '0'), and 'Assigned Tenant' (placeholder 'Choose from existing tenant'). At the bottom of the modal are 'Save' and 'Cancel' buttons.

Yellow callout bubbles provide instructions:

- A yellow callout bubble points to the 'Save' button in the 'Add Meter' modal with the text: "Click 'save' to confirm edit Click 'cancel' to disregard edit".
- A yellow callout bubble points to the 'Comments' and 'Photos' sections on the right with the text: "Adding meter to this current location".

# Locations

The screenshot shows a web-based application for managing locations. At the top left is a large blue 'W' logo. To its right is a dark blue header bar with the word 'menu' in white. Below the header is a light blue navigation bar containing 'Locations', 'New', 'Download', and a 'Filter' button. A yellow arrow points from the 'Filter' button to a yellow callout box labeled '(1) Click "Filter" button'. The main content area displays a table of location records. The columns are: Name, Parent Location, Building, Location Type, Use, and Floor. The table lists various locations like WGI, W TOWER, W HIGH STREET, etc., with their respective details. A search bar is located at the top right of the table area. A yellow arrow points from the 'Search' input field to a second yellow callout box labeled '(2) Select available filter settings', which points to a 'Filter' dialog box on the right side of the screen. This dialog has sections for 'Building' (set to 'All'), 'Location Type' (set to 'All'), and 'Use' (set to 'All'). A third yellow callout box labeled '(3) Click "Filter" to apply filter setting Click "clear" to cancel' points to the bottom right corner of the 'Filter' dialog, where there are 'Filter' and 'Clear' buttons.

(1) Click "Filter" button

(2) Select available filter settings

(3) Click "Filter" to apply filter setting  
Click "clear" to cancel

Name	Parent Location	Building	Location Type	Use	Floor
WGI		WGI	Building	Office	0.00
W TOWER		W TOWER	BUILDING	Commercial	0.00
W HIGH STREET		W HIGH STREET	BUILDING	Commercial	88.0
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial	1366.0
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER		W CITY CENTER	BUILDING	Commercial	5449.0
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility	14.2
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility	21.4
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility	94.5

Showing 1 to 10 of 2836 records

Filter

Clear

WLI-AN-SQA-001

17

# Locations

The screenshot shows a web-based application for managing locations. At the top left is a blue 'menu' button with a white 'W'. Below it is a dark blue header bar with the word 'Locations' in white. On the far left of the header is a small blue icon. To the right of the header are three buttons: 'New' (blue), 'Download' (light blue), and 'Filter' (yellow). A yellow horizontal bar extends from the 'Filter' button across the header. To the right of the header is a search bar with a magnifying glass icon and the placeholder text 'Search'. The main content area is a table with the following columns: Name, Parent Location, Building, Location Type, Use, and Floor Area. The rows represent different floors of a building, all sharing the same 'Building' and 'Parent Location' values. The table has a light gray background with alternating row colors. A large yellow callout bubble points to the 'Filter' button with the text: 'Filter button will turn to yellow color, indicating filter setting is active'. Another yellow callout bubble points to the table with the text: '\*Sample filtered building is Building: WFA, Location Type: Floor, Use: Commercial'. A third yellow callout bubble at the bottom right points to the text: '\*\*Note – you can also use search bar while filter is active'. At the bottom left of the table area, it says 'Showing 1 to 10 of 25 records'. At the bottom right are two buttons: 'Previous' and 'Next'. A large yellow callout bubble at the bottom right points to the text: '\*\*\*Advised to clear filter setting after use'. The bottom right corner of the slide contains the number '18'.

Name	Parent Location	Building	Location Type	Use	Floor Area
Ground Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
9th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
8th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
7th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
6th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
5th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
4th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
3rd Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
2nd Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00
26th Floor	W FIFTH AVE	W FIFTH AVE	FLOOR	Commercial	0.00

Showing 1 to 10 of 25 records

Previous Next

\*\*\*Advised to clear filter setting after use

18

# Locations

menu W

Locations

Name	Parent Location	Building	Location Type	Use	Floor Area
WGI		WGI	Building	Office	0.00
W TOWER		W TOWER	BUILDING	Commercial	0.00
W HIGH STREET		W HIGH STREET	BUILDING	Commercial	88.00
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial	13684.30
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER		W CITY CENTER	BUILDING	Commercial	54497.30
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility	14.24
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility	21.45
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility	94.59

Showing 1 to 10 of 2836 records

Click New button to add new location

WLI-AN-SQA-001

19

# Locations

menu W

## Locations

New Download Filter Search

Name	Parent Location	Building	Location Type	Use
WGI		WGI	Building	Office
W TOWER		W TOWER	BUILDING	Commercial
W HIGH STREET		W HIGH STREET	BUILDING	Commercial
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial
W CITY CENTER		W CITY CENTER	BUILDING	Commercial
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility

Showing 1 to 10 of 2836 records

### Add Location

Name \*  
Enter Location Name

Parent Location  
Choose from existing location

Location Type  
Building

Use  
Office

Floor Area  
Enter floor area

Fill-up the details of the new location

Save Cancel

Click “save” to confirm and “cancel” to disregard edit

WLI-AN-SQA-001

20

# Locations

menu W

Locations

New Download Filter Search

To download listed locations, click download button.  
\*Note: to download filtered information, apply first filter setting before you click download button

Name	Parent Location	Building	Type	Area
WGI		Building		
W TOWER	W TOWER	BUILDING	Commercial	0.00
W HIGH STREET	W HIGH STREET	BUILDING	Commercial	88.00
W GLOBAL CENTER	W GLOBAL CENTER	BUILDING	Commercial	13684.30
W FIFTH AVE	W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER	W CITY CENTER	BUILDING	Commercial	54497.30
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	14.24
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	21.45
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	94.59

Showing 1 to 10 of 2836 records

Previous Next

# Locations

menu W

Locations

New Download Filter

Search

Name	Parent Location	Building	Location Type	Use	Floor Area
WGI		WGI	Building	Office	0.00
W TOWER		W TOWER	BUILDING	Commercial	0.00
W HIGH STREET		W HIGH STREET	BUILDING	Commercial	88.00
W GLOBAL CENTER		W GLOBAL CENTER	BUILDING	Commercial	13684.30
W FIFTH AVE		W FIFTH AVE	BUILDING	Commercial	0.00
W CITY CENTER		W CITY CENTER	BUILDING	Commercial	54497.30
Void space FHC 1, PH Mezz	Penthouse Mezzanine	W HIGH STREET	Room	Utility	0.14
Void space (lower part of transformer room), GF	Ground Floor	W HIGH STREET	Room	Utility	14.24
Void space (lower part of lvsg room), GF	Ground Floor	W HIGH STREET	Room	Utility	21.45
Void space (driveway), GF	Ground Floor	W HIGH STREET	Room	Utility	94.59

Showing 1 to 10 of 2836 records

Previous Next

Open downloaded file

view\_locations.xlsx

WLI-AN-SQA-001

Show all X 22

# *Equipment*

INVENTI SBS

# Equipment

The screenshot shows a software application interface for managing equipment. On the left is a dark blue sidebar menu with various options like Home, Locations, Equipment, Maintenance, Tenants, etc. A yellow callout bubble points to the 'Equipment' menu item. The main area has two tables. The top table is titled 'LOCATION STATUS' and shows data for locations like Citi Plaza, W City Center, etc., across categories Work Order, Corrective Maintenance, and others. The bottom table is titled 'EQUIPMENT STATUS [UPTIME]' and shows uptime percentages for different locations. A watermark 'WLI-AN-SQA-001' is visible at the bottom of the status table.

On the Menu, click "Equipment"

Location	Work Order			Corrective Maintenance			
	Low	Medium	High	Low	Medium	High	Very High
	69	14	8	262	73	13	304
Citi Plaza	92	30	23	257	69	34	314
W City Center	27	67	11	60	87	14	230
W Fifth Ave	5	14	-	13	1	1	265
W Global Center	12	3	-	12	4	-	53
W High Street	12	37	5	37	36	1	7
W Tower	34	4	3	15	6	-	0

EQUIPMENT STATUS [UPTIME]							
	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
Logout	100%	100%	100%	100%	100%	75.00%	100%
	100%	100%	100%	100%	100%	100%	100%

# Equipment



Equipment

Equipment page. View list  
of all equipment

New Download Filter

Search

Name	Type	Location	Building	Asset ID	Critical
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE		No
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE		No
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER		No
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER		Yes
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER		Yes
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET		Yes
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET		Yes
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER		No
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02	Yes
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01	Yes

Showing 1 to 10 of 4347 records

◀ Previous Next ▶

# Equipment

The screenshot shows a web-based application interface for managing equipment. At the top, there is a header bar with a logo (a stylized 'W'), a search bar labeled 'Search', and a bell icon. Below the header is a dark blue navigation bar with the title 'Equipment' and three buttons: 'New', 'Download', and 'Filter'. The main content area is a table listing equipment records. The columns are: Name, Type, Location, Building, Asset ID, and Status. The table contains 10 rows of data. A large yellow callout box points to the 'Search' bar with the text: 'Search bar – search entries using keywords'. Another yellow callout box points to the 'New' button with the text: 'New button – add/create new equipment'. It also points to the 'Download' button with the text: 'Download button – To download the list of equipment'. It points to the 'Filter' button with the text: 'Filter button – filter view on equipment list'. A third yellow callout box points to the first row of the table with the text: 'Click name of equipment to view details'. At the bottom left, it says 'Showing 1 to 10 of 4347 records'. At the bottom right, there is a 'Previous' button.

Name	Type	Location	Building	Asset ID	Status
Window Type ACU - 250	Air Conditioning System	Roofdeck	W FIFTH AVE	No	
Window Type ACU - 249	Air Conditioning System	Roofdeck			
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER		
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER		
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER		
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET		
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET		
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER		
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02	Yes
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01	

Showing 1 to 10 of 4347 records

◀ Previous

Search bar – search entries using keywords

New button – add/create new equipment

Download button – To download the list of equipment

Filter button – filter view on equipment list

Click name of equipment to view details

WLI-AN-SQA-001

26

# Equipment

The screenshot shows a web-based application interface for managing equipment. At the top left, there is a menu icon with a 'W' and a 'menu' label. The main content area displays a record for a 'Service Elevator 1 / Fireman Elev'. The record includes fields for Name, Equipment Location, Type, Asset ID, Area Served, and Critical Equipment. To the right of the record, there are sections for 'Comments' (with a placeholder 'Write a comment...'), 'Photos' (with a 'Choose File' button and 'No file chosen' message), and 'Files' (with a 'Choose File' button and 'No file chosen' message). A search bar at the top right says 'Search Equipment'. A large yellow callout points to the 'Edit' and 'Delete' buttons in the top right corner of the record card, stating: 'Edit and delete button – will depend on user access'. Another yellow callout points to the 'Details of equipment' section, noting: '\*Sample is WCC Service Elevator 1'. A third yellow callout points to the 'PM Schedules' section, stating: 'PM Schedules for this equipment'. The PM Schedules table lists scheduled events from January 26 to December 31, all associated with 'KONE Jaypee Funtanares'.

Equipment name

Service Elevator 1 / Fireman Elev

Name  
Equipment Location  
Type  
Asset ID  
Area Served  
Critical Equipment

Service Elevator 1 / Fireman Elev  
Lower Ground  
Elevator  
SE-01  
All Tenants  
Yes

Comments

Write a comment...

Photos

Add Photos  
Choose File No file chosen  
File description

Files

Add Files  
Choose File No file chosen  
File description

PM Schedules

From DateTime	To DateTime	Days to notify	Supplier
2020-01-26 00:00:00	2020-02-02 00:00:00	30	KONE Jaypee Funtanares
2020-02-23 00:00:00	2020-03-01 00:00:00	30	KONE Jaypee Funtanares
2020-03-22 00:00:00	2020-03-29 00:00:00	30	KONE Jaypee Funtanares
2020-04-26 00:00:00	2020-05-03 00:00:00	30	KONE Jaypee Funtanares
2020-05-24 00:00:00	2020-05-31 00:00:00	30	KONE Jaypee Funtanares
2020-06-21 00:00:00	2020-06-28 00:00:00	30	KONE Jaypee Funtanares
2020-07-26 00:00:00	2020-08-02 00:00:00	30	KONE Jaypee Funtanares
2020-08-23 00:00:00	2020-08-30 00:00:00	30	KONE Jaypee Funtanares
2020-09-27 00:00:00	2020-10-04 00:00:00	30	KONE Jaypee Funtanares
2020-11-23 00:00:00	2020-12-30 00:00:00	30	KONE Jaypee Funtanares

WLI-AN-SQA-001

Edit and delete button – will depend on user access

Details of equipment  
\*Sample is WCC Service Elevator 1

PM Schedules for this equipment

27

# Equipment

menu

<input type="checkbox"/> 2020-06-21 00:00:00	2020-06-28 00:00:00	30	KONE Jaypee Funtanares
<input type="checkbox"/> 2020-07-26 00:00:00	2020-08-02 00:00:00	30	KONE Jaypee Funtanares
<input type="checkbox"/> 2020-08-23 00:00:00	2020-08-30 00:00:00	30	KONE Jaypee Funtanares
<input type="checkbox"/> 2020-09-27 00:00:00	2020-10-04 00:00:00	30	KONE Jaypee Funtanares
<input type="checkbox"/> 2020-01-23 00:00:00	2020-01-30 00:00:00	30	KONE Jaypee Funtanares

Record Limit

← Previous 1 of 3 Next → 1 Go ↗

Enter Ticket #

## PREVENTIVE MAINTENANCE

TICKET #	SCHEDULE	AGING	LOCATION	PROVIDER
16828	Feb 21 12:00 am	0 min	W CITY CENTER	Lower Ground
16657	Jan 24 12:00 am	1 day 10 hrs	W CITY CENTER	Lower Ground

Record Limit

← Previous 1 of 1 Next → 1 Go ↗

All

## CORRECTIVE MAINTENANCE

TICKET #	CREATED BY	CREATED	PRIORITY	LOCATION	ISSUE	STATUS
No ticket						
Record Limit <input type="text" value="100"/> ← Previous 1 of 0 Next → 1 Go ↗ WLI-AN-SQA-001						

Scroll down to see other details of this location

Add Files

No file chosen

File description

Open tab for open tickets.  
All tab will display open and closed tickets for this equipment

List of Preventive Maintenance (PM) tickets associated with this equipment

List of Corrective Maintenance (CM) tickets associated with this equipment

# Equipment

W  
menu

Service Elevator 1 / Fireman Elev

[Edit](#) [Delete](#)

Name	Service Elevator 1 / Fireman Elev
Equipment Location	Lower Ground
Type	Elevator
Asset ID	SE-01
Area Served	All Tenants
Critical Equipment	Yes

PM Schedules

From DateTime	To DateTime	Days to notify	Supplier
2020-01-26 00:00:00	2020-02-02 00:00:00	30	KONE Jaypee Funtanares
2020-02-23 00:00:00	2020-03-01 00:00:00	30	KONE Jaypee Funtanares
2020-03-22 00:00:00	2020-03-29 00:00:00	30	KONE Jaypee Funtanares
2020-04-26 00:00:00	2020-05-03 00:00:00	30	KONE Jaypee Funtanares
2020-05-24 00:00:00	2020-05-31 00:00:00	30	KONE Jaypee Funtanares
2020-06-21 00:00:00	2020-06-28 00:00:00	30	KONE Jaypee Funtanares
2020-07-26 00:00:00	2020-08-02 00:00:00	30	KONE Jaypee Funtanares
2020-08-23 00:00:00	2020-08-30 00:00:00	30	KONE Jaypee Funtanares
2020-09-27 00:00:00	2020-10-04 00:00:00	30	KONE Jaypee Funtanares
2020-10-23 00:00:00	2020-11-30 00:00:00	30	KONE Jaypee Funtanares

WLI-AN-SQA-001

Search Equipment

Comments

No photo available

Write a comment...

Photos

Add Photos

Choose File No file chosen

File description

Files

Add Files

Choose File No file chosen

File description

Can leave comments here for this particular equipment

User can upload picture here.

User can view/download picture after upload

User can upload files here.

User can view/download files after upload

# Equipment

The screenshot shows a web-based application interface for managing equipment. A modal dialog titled "Edit Equipment" is open in the center. The dialog contains fields for "Name" (Service Elevator 1 / Fireman Elev), "Equipment Location" (Lower Ground), "Type" (Elevator), "Asset ID" (SE-01), "Critical Equipment" (Yes), and "Area Served" (All Tenants). At the bottom of the dialog are "Save" and "Cancel" buttons. The background shows a list of PM Schedules with various dates and suppliers. To the right of the dialog, there are sections for "Comments" (with a "Write a comment..." input field) and "Photos" (with an "Add Photos" section and a "Choose File" button). A large yellow callout points to the "Edit Equipment" dialog with the text "Editing equipment details". Another yellow callout points to the "Save" and "Cancel" buttons with the text "Click “save” to confirm edit Click “cancel” to disregard edit".

W

menu

Service Elevator 1 / Fireman Elev

Name  
Equipment Location  
Type  
Asset ID  
Area Served  
Critical Equipment

Service Lower Elevator SE-01 All Tenants Yes

PM Schedules

From DateTime	To DateTime	Days to notify	Supplier
2020-01-26 00:00:00	2020-02-02 00:00:00	30	KONE Jaypee Fun
2020-02-23 00:00:00	2020-03-01 00:00:00	30	KONE Jaypee Fun
2020-03-22 00:00:00	2020-03-29 00:00:00	30	KONE Jaypee Funtanares
2020-04-26 00:00:00	2020-05-03 00:00:00	30	KONE Jaypee Funtanares
2020-05-24 00:00:00	2020-05-31 00:00:00	30	KONE Jaypee Funtanares
2020-06-21 00:00:00	2020-06-28 00:00:00	30	KONE Jaypee Funtanares
2020-07-26 00:00:00	2020-08-02 00:00:00	30	KONE Jaypee Funtanares
2020-08-23 00:00:00	2020-08-30 00:00:00	30	KONE Jaypee Funtanares
2020-09-27 00:00:00	2020-10-04 00:00:00	30	KONE Jaypee Funtanares
2020-10-23 00:00:00	2020-11-30 00:00:00	30	KONE Jaypee Funtanares

Edit Equipment

Name \*  
Service Elevator 1 / Fireman Elev

Equipment Location \*  
Lower Ground

Type  
Elevator

Asset ID  
SE-01

Critical Equipment  
Yes

Area Served  
All Tenants

Comments

Write a comment...

Photos

Add Photos  
Choose File No file chosen

Files

Add Files  
Choose File No file chosen

Editing equipment details

Click “save” to confirm edit  
Click “cancel” to disregard edit

WLI-AN-SQA-001

30

# Equipment

(1) Click "Filter" button

(2) Select available filter settings

(3) Click "Filter" to apply filter setting  
Click "clear" to cancel

Name	Type	Location	Building	Asset ID
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE	
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE	
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER	
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET	
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET	
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER	
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01

Showing 1 to 10 of 4347 records

menu W

New Download Filter

fire

Filter

Building All

Type All

Category All

Filter Clear

WLI-AN-SQA-001

31

# Equipment

The screenshot shows a web-based application interface for managing equipment. At the top, there's a header bar with a 'menu' icon and a large 'W' logo. Below the header, the title 'Equipment' is displayed. On the left, there are three buttons: 'New', 'Download', and 'Filter'. The 'Filter' button is highlighted with a yellow background and a black border, indicating it is active. To the right of the buttons is a search bar with a magnifying glass icon and the placeholder text 'Search'. The main content area is a table with the following columns: Name, Type, Location, Building, Asset ID, and Critical. The table contains three rows of data:

Name	Type	Location	Building	Asset ID	Critical
Garage Exhaust 3	Ventilation System	Basement 3	W TOWER		Yes
Garage Exhaust 2	Ventilation System	Basement 2	W TOWER		Yes
Garage Exhaust 1	Ventilation System	Basement 1	W TOWER		Yes

Below the table, a message says 'Showing 1 to 3 of 3 records'.

**Annotations:**

- A yellow callout bubble points to the 'Filter' button with the text: 'Filter button will turn to yellow color, indicating filter setting is active'.
- A large yellow callout bubble points to the table with the text: '\*Sample filtered equipment is Building: W Tower, Category : Mechanical, Type: Ventilation System'. It also includes a note: '\*\*Note – you can also use search bar while filter is active'.
- A smaller yellow callout bubble at the bottom right with the text: '\*\*\*Advised to clear filter setting after use'.

# Equipment

W

Equipment

Click New button to add new location

Name	Type	Location	Building	Asset ID	Critical
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE		No
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE		No
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER		No
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER		Yes
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER		Yes
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET		Yes
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET		Yes
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER		No
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02	Yes
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01	Yes

Showing 1 to 10 of 4347 records

# Equipment

menu W

Equipment

New Download Filter

Search

Name	Type	Location	Building	Asset ID
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE	
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE	
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER	
Window Type AC - 2	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET	
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET	
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER	
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01

Showing 1 to 10 of 4347 records

Add Equipment

Name \*  
Enter Equipment Name

Equipment Location \*  
Choose from existing location

Type  
AC Chiller system

Asset ID  
Enter Asset ID

Critical Equipment  
No

Area Served  
Enter area served by this equipment

Fill-up the details of the new equipment

Click “save” to confirm and “cancel” to disregard edit

Save Cancel

# Equipment

W

## Equipment

New Download Filter

Search

To download listed equipment, click download button.  
\*Note: to download filtered information, apply first filter setting before you click download button

Name	Type	Location	Comments
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA

Showing 1 to 10 of 4347 records

◀ Previous Next ▶

# Equipment

menu W

Equipment

New Download Filter

Search

Name	Type	Location	Building	Asset ID	Critical
Transformer (Meralco)	Transformers	Transformer Room	W TOWER		Yes
Transfer Pump 2	Transfer Pump	Pump Room	W TOWER		Yes
Transfer Pump 1	Transfer Pump	Pump Room	W TOWER		Yes
Surge Tank	Swimming pool filtration	Surge Tank Room	W TOWER		Yes
Sump Pump 2	Sump Pump	Sump Pit Area	W TOWER		Yes
Sump Pump 1	Sump Pump	Sump Pit Area	W TOWER		Yes
Pressurization Blower	Pressurization Blowers	Blower Room	W TOWER		Yes
Pool Tank	Overhead Tank	Genset Room	W TOWER		Yes
Pool Pump	Swimming pool pump	Surge Tank Room	W TOWER		Yes
Parking Boom Barrier	Parking Barriers	Canopy	W TOWER		Yes

Showing 1 to 10 of 49 records

4 Pr

Open downloaded file (\*Sample download – filtered W tower first then click download button)

view\_equipment (...xlsx)

WLI-AN-SQA-001

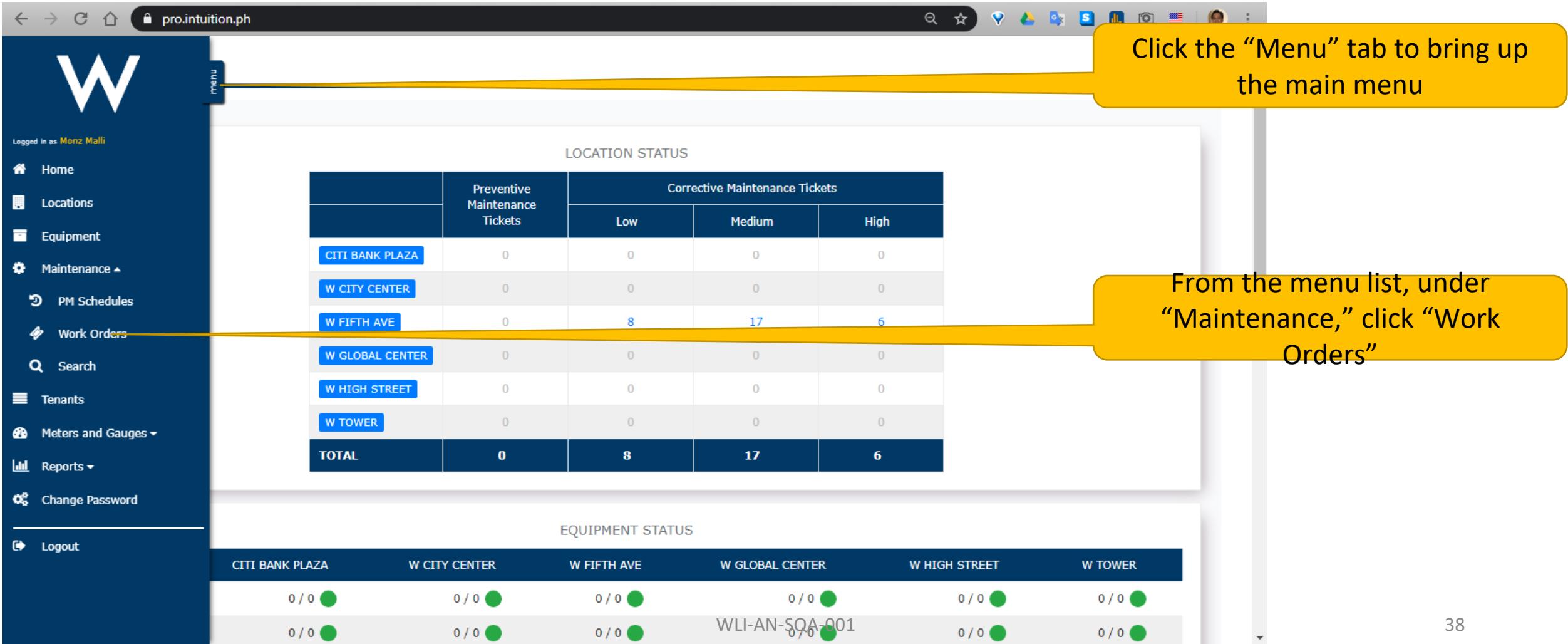
Show all

36

# Work Orders

Maintenance>Work Orders

# Viewing the Work Order List



pro.intuition.ph

Logged in as Monz Malli

menu

Home

Locations

Equipment

Maintenance ▾

PM Schedules

Work Orders

Search

Tenants

Meters and Gauges ▾

Reports ▾

Change Password

Logout

LOCATION STATUS

	Preventive Maintenance Tickets	Corrective Maintenance Tickets		
		Low	Medium	High
CITI BANK PLAZA	0	0	0	
W CITY CENTER	0	0	0	
W FIFTH AVE	0	8	17	
W GLOBAL CENTER	0	0	0	
W HIGH STREET	0	0	0	
W TOWER	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>8</b>	<b>17</b>	
			<b>6</b>	

EQUIPMENT STATUS

CITI BANK PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
0 / 0	0 / 0	0 / 0	WLI-AN-SQA-001 0 / 0	0 / 0	0 / 0

Click the “Menu” tab to bring up the main menu

From the menu list, under “Maintenance,” click “Work Orders”

# Viewing the Work Order List

All work Orders are displayed.

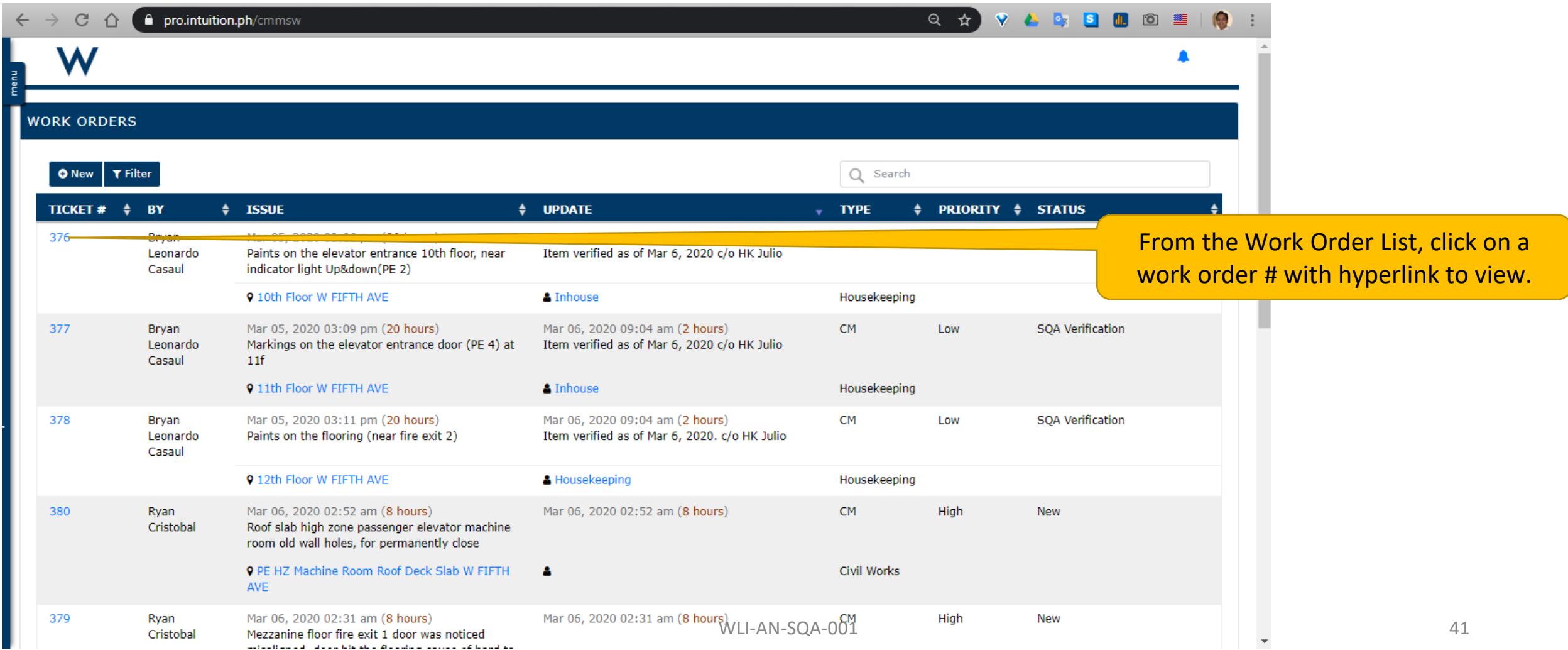
WORK ORDERS

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STATUS
376	Bryan Leonardo Casaul	Mar 05, 2020 03:06 pm (20 hours) Paints on the elevator entrance 10th floor, near indicator light Up&down(PE 2)	Mar 06, 2020 09:05 am (2 hours) Item verified as of Mar 6, 2020 c/o HK Julio	CM	Low	SQA Verification
		📍 10th Floor W FIFTH AVE	👤 Inhouse	Housekeeping		
377	Bryan Leonardo Casaul	Mar 05, 2020 03:09 pm (20 hours) Markings on the elevator entrance door (PE 4) at 11f	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020 c/o HK Julio	CM	Low	SQA Verification
		📍 11th Floor W FIFTH AVE	👤 Inhouse	Housekeeping		
378	Bryan Leonardo Casaul	Mar 05, 2020 03:11 pm (20 hours) Paints on the flooring (near fire exit 2)	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020. c/o HK Julio	CM	Low	SQA Verification
		📍 12th Floor W FIFTH AVE	👤 Housekeeping	Housekeeping		
380	Ryan Cristobal	Mar 06, 2020 02:52 am (8 hours) Roof slab high zone passenger elevator machine room old wall holes, for permanently close	Mar 06, 2020 02:52 am (8 hours)	CM	High	New
		📍 PE HZ Machine Room Roof Deck Slab W FIFTH AVE	👤	Civil Works		
379	Ryan Cristobal	Mar 06, 2020 02:31 am (8 hours) Mezzanine floor fire exit 1 door was noticed	Mar 06, 2020 02:31 am (8 hours)	CM	High	New

# Viewing a Work Order

Work Orders

# Viewing a Work Order



The screenshot shows a web browser displaying a CMMS application at [pro.intuition.ph/cmmsw](http://pro.intuition.ph/cmmsw). The page title is "WORK ORDERS". The table has the following columns: TICKET #, BY, ISSUE, UPDATE, TYPE, PRIORITY, and STATUS. A yellow callout box points to the first row of the table, which corresponds to work order #376.

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STATUS
376	Bryan Leonardo Casaul	Mar 05, 2020 03:00 pm (2 hours) Paints on the elevator entrance 10th floor, near indicator light Up&down(PE 2)	Item verified as of Mar 6, 2020 c/o HK Julio <a href="#">10th Floor W FIFTH AVE</a>	Inhouse	Housekeeping	
377	Bryan Leonardo Casaul	Mar 05, 2020 03:09 pm (20 hours) Markings on the elevator entrance door (PE 4) at 11f	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020 c/o HK Julio <a href="#">11th Floor W FIFTH AVE</a>	CM	Low	SQA Verification
378	Bryan Leonardo Casaul	Mar 05, 2020 03:11 pm (20 hours) Paints on the flooring (near fire exit 2)	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020. c/o HK Julio <a href="#">12th Floor W FIFTH AVE</a>	CM	Low	SQA Verification
380	Ryan Cristobal	Mar 06, 2020 02:52 am (8 hours) Roof slab high zone passenger elevator machine room old wall holes, for permanently close	Mar 06, 2020 02:52 am (8 hours) <a href="#">PE HZ Machine Room Roof Deck Slab W FIFTH AVE</a>	CM	High	New
379	Ryan Cristobal	Mar 06, 2020 02:31 am (8 hours) Mezzanine floor fire exit 1 door was noticed	Mar 06, 2020 02:31 am (8 hours) <a href="#">WLI-AN-SQA-001</a>	CM	High	New

From the Work Order List, click on a work order # with hyperlink to view.

# Viewing a Work Order

The selected work order is displayed.

menu W

WORKORDER DETAILS: CM TICKET #367

Created: February 22, 2020 10:58 am  
Category: Civil Works  
Issue/Description: Slab subject for rectify LP3 near at parking ramp going to UP3  
Location: 3rd Floor  
Priority Level: Medium  
Work Start  
Work End  
Service Provider: Inhouse  
Recent Update: February 22, 2020 10:58 am  
Reference Ticket

Edit Delete

Equipment

--no asset--

START

Updates

New

CREATED	NAME	STAGE	DESCRIPTION
02-22-2020 10:58:02	Vincent Valdez	New	Ticket created

Record Limit: 100

← Previous 1 of 1 Next → 1 Go ↗

Files

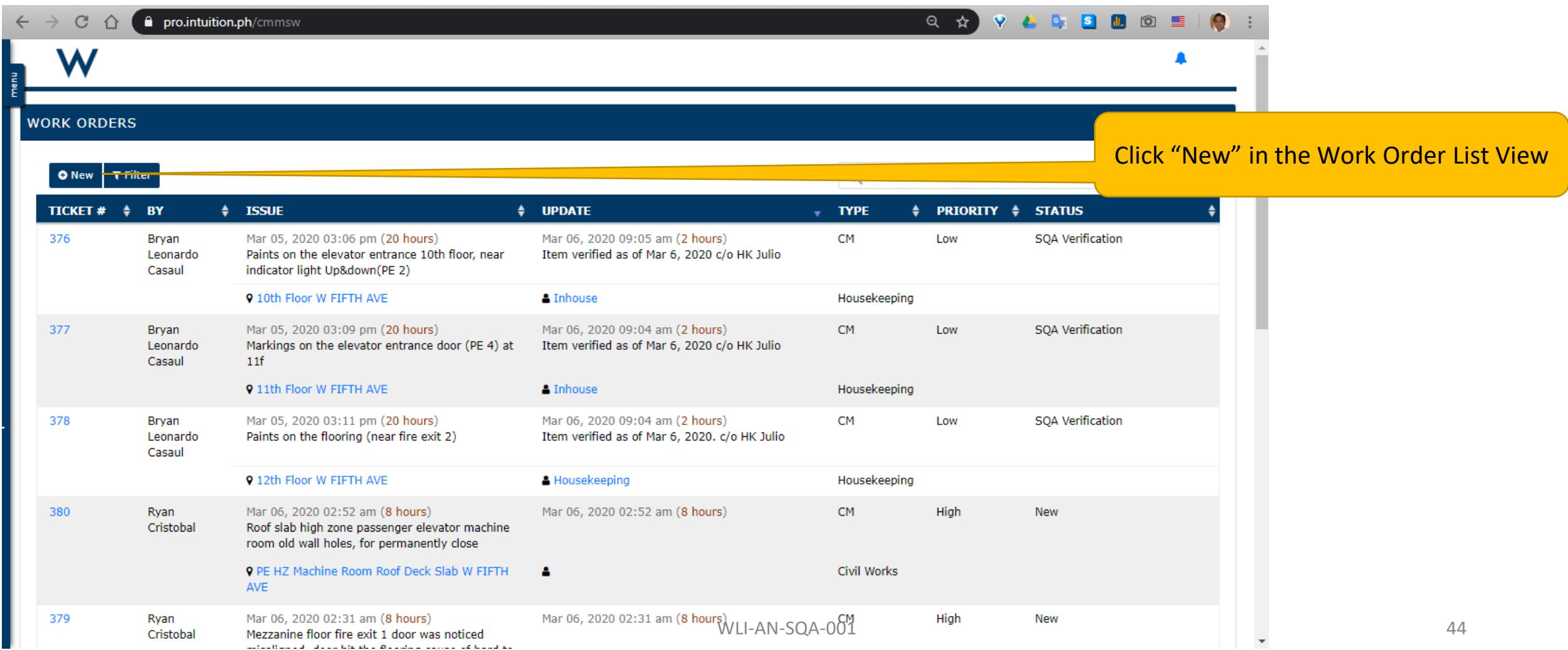
 Vincent Valdez February 22, 2020 11:01 AM

WLI-AN-SQA-001

# Creating a New Work Order

Work Orders

# Creating a New Work Order



Click "New" in the Work Order List View

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STATUS
376	Bryan Leonardo Casaul	Mar 05, 2020 03:06 pm (20 hours) Paints on the elevator entrance 10th floor, near indicator light Up&down(PE 2)	Mar 06, 2020 09:05 am (2 hours) Item verified as of Mar 6, 2020 c/o HK Julio	CM	Low	SQA Verification
		📍 10th Floor W FIFTH AVE	👤 Inhouse	Housekeeping		
377	Bryan Leonardo Casaul	Mar 05, 2020 03:09 pm (20 hours) Markings on the elevator entrance door (PE 4) at 11f	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020 c/o HK Julio	CM	Low	SQA Verification
		📍 11th Floor W FIFTH AVE	👤 Inhouse	Housekeeping		
378	Bryan Leonardo Casaul	Mar 05, 2020 03:11 pm (20 hours) Paints on the flooring (near fire exit 2)	Mar 06, 2020 09:04 am (2 hours) Item verified as of Mar 6, 2020. c/o HK Julio	CM	Low	SQA Verification
		📍 12th Floor W FIFTH AVE	👤 Housekeeping	Housekeeping		
380	Ryan Cristobal	Mar 06, 2020 02:52 am (8 hours) Roof slab high zone passenger elevator machine room old wall holes, for permanently close	Mar 06, 2020 02:52 am (8 hours)	CM	High	New
		📍 PE HZ Machine Room Roof Deck Slab W FIFTH AVE	👤	Civil Works		
379	Ryan Cristobal	Mar 06, 2020 02:31 am (8 hours) Mezzanine floor fire exit 1 door was noticed	Mar 06, 2020 02:31 am (8 hours)	WLI-AN-SQA-001 CM	High	New

# Creating a New Work Order

Fill up the requested information. All fields marked with a red asterisk \* are required.

The screenshot shows a web browser window for 'Inventi SBS' at the URL [pro.intuition.ph/cmmsw/cm-form](http://pro.intuition.ph/cmmsw/cm-form). The page displays a form for creating a new work order. On the left, there is a sidebar with a 'menu' button and a large blue 'W'. The main form area has several input fields:

- Type: Work Order
- Category: Administrative
- Issue / Description \*: (Empty text area)
- Priority Level: Low
- Service Provider: (Empty text area)
- Breakdown: (unchecked checkbox)
- Target Date: 05/02/2020

At the bottom left is a 'Save Ticket' button. To the right, a 'Location and Equipment' section is visible, containing a 'Location \*' field with a search icon and a 'Search Equipment' text input field.

# Creating a New Work Order

menu W

Type

Work Order

**Work Order**

Corrective Maintenance

Administrative

Issue / Description \*

Priority Level

Low

Service Provider

Breakdown

Target Date

05/01/2020

Save Ticket

Location and Equipment

Location \*

Select the Type of Work Order

Search Equipment

WLI-AN-SQA-001

46

# Creating a New Work Order

menu **W**

← → ⌂ pro.intuition.ph/cmmsw/cm-form

Type  
Work Order

Category  
Administrative  
Administrative Housekeeping  
**Landscaping**  
Security

Priority Level  
Low

Service Provider

Breakdown

Target Date  
05/01/2020

Save Ticket

Location and Equipment

Location \*

Search Equipment

Select the Category of your WO (Work Order)

WLI-AN-SQA-001

# Creating a New Work Order

menu W pro.intuition.ph/cmmsw/cm-form

Type  
Corrective Maintenance

Category  
Civil Works  
Civil Works  
**Electrical**  
Fire  
Mechanical  
Plumbing

Priority Level  
Low

Service Provider

Breakdown

Target Date  
05/01/2020

Save Ticket

Location and Equipment

Location \*

Search Equipment

Select the Category of your WO  
(Corrective Maintenance)

WLI-AN-SQA-001

48

# Creating a New Work Order

menu W

pro.intuition.ph/cmmsw/cm-form

Type  
Work Order

Category  
Administrative

Issue / Description \*

Priority Level  
Low

Service Provider

Breakdown

Target Date  
05/01/2020

Save Ticket

Location and Equipment

Location \*

Search Equipment

Describe your WO (English or Tagalog)

Set the Priority Level (L, M, or H) and select Target Date

Type in your Service Provider

High - 24 hrs  
Medium - 7 days  
Low - 15 days

WLI-AN-SQA-001

# Creating a New Work Order

menu **W**

← → ⌘ pro.intuition.ph/cmmsw/cm-form

Type  
Work Order

Category  
Administrative

Issue / Description \*

Priority Level  
Low

Service Provider

Breakdown

Target Date  
05/01/2020

**Save Ticket**

**Location and Equipment**

Location \*

Select Location (and Equipment if needed)

Search Equipment

Check if equipment is on breakdown

Click “Save Ticket” button to record your new WO

WLI-AN-SQA-001

50

# Creating ticket inside a Work Order

The screenshot shows a web-based CMMS application interface. At the top, a header bar displays the URL [pro.intuition.ph/cmmsw/cm-view/479](https://pro.intuition.ph/cmmsw/cm-view/479). Below the header, a large blue 'W' logo is on the left, and a 'menu' button is visible. The main content area is divided into several sections:

- WORK ORDER DETAILS: PM WORK ORDER # 479**: This section contains various details:
  - Created**: March 29, 2012 12:34 pm
  - Category**: Security
  - Issue/Description**: Parking Barrier 1 / Building Parking Entrance / Ground Floor
  - Location**: Ground Floor
  - Priority Level**: Low
  - Target Date**: April 18, 2020 11:59 pm
  - Work Start**: (empty)
  - Work End**: (empty)
  - Service Provider**: (empty)
  - Assigned To**: (empty)
  - Recent Update**: April 15, 2020 12:34 pm
  - Reference Ticket**: (empty)
  - Breakdown**: (empty)
- Equipment**: A list containing "Parking Barrier 1".
- Checklist**: A list containing "Genset Checklist".
- Buttons**:
  - Create Sub Work Order** (blue button)
  - Merge work order** (gray button)
  - + Add** (button for Equipment and Checklist sections)
  - + Add Update** (button at the bottom right)
- Notifications**: A yellow callout bubble on the right side of the equipment section says: "Click 'Create Sub Work Order' inside any Work Order Ticket".
- Footer**: The footer contains the identifier **WLI-AN-SQA-001** and a notification count of **5 new notifications**.

# Searching Work Orders

Work Orders

# Searching Work Orders

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw](http://pro.intuition.ph/cmmsw). The page title is "WORK ORDERS". A yellow callout bubble points to the search bar with the placeholder text "Type the search words in the search box." Another yellow callout bubble points to the ticket list with the text "Similar entries will be displayed. Click on the chosen ticket number to view more details." The table below lists work orders with columns: TICKET #, BY, ISSUE, UPDATE, TYPE, PRIORITY, and STATUS.

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STATUS
368	Vincent Valdez	Feb 22, 2020 11:03 am (1 day) Slab subject for rectify LP7 near at slot #. 66  📍 7th Floor W FIFTH AVE	Feb 22, 2020 11:03 am (1 day)	CM	Medium	New
367	Vincent Valdez	Feb 22, 2020 10:58 am (1 day) Slab subject for rectify LP3 near at parking ramp going to UP3  📍 3rd Floor W FIFTH AVE	Feb 22, 2020 10:58 am (1 day)	CM	Medium	New
365	Vincent Valdez	Feb 21, 2020 11:29 am (2 days) Fire exit # 2 LP5 subject to rectify, did not close properly  📍 5th Floor W FIFTH AVE	Feb 21, 2020 07:00 pm (1 day)	CM	Medium	Acknowledged
359	Vincent Valdez	Feb 19, 2020 11:06 am (1 day) Defective /stock up lock fire exit 2 door at LP6  📍 6th Floor W FIFTH AVE	Feb 19, 2020 11:06 am (1 day)	CM	Medium	New
207	Vincent Valdez	Jan 22, 2020 11:06 am (32 days) Oil stain /LB2 slot #. 1  📍 Basement 2 W FIFTH AVE	Feb 19, 2020 10:49 am (4 days) For re-cleaning	CM	Medium	On-going
285	Vincent Valdez	Jan 31, 2020 03:19 pm (22 days) Dusty Main door Transformer room, located at ground floor  📍 Ground Floor W FIFTH AVE	Feb 19, 2020 10:42 am (4 days) Re-cleaning of louvers	CM	Medium	On-going

WLI-AN-SQA-001

# Advanced Search Filter

Work Orders

# Advanced Search Filter

menu W

WORK ORDERS

Click “Filter” button for more search options

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STATUS
368	Vincent Valdez	Feb 22, 2020 11:03 am (1 day) Slab subject for rectify LP7 near at slot #. 66  📍 7th Floor W FIFTH AVE	Feb 22, 2020 11:03 am (1 day)	CM	Medium	New
367	Vincent Valdez	Feb 22, 2020 10:58 am (1 day) Slab subject for rectify LP3 near at parking ramp going to UP3  📍 3rd Floor W FIFTH AVE	Feb 22, 2020 10:58 am (1 day)	CM	Medium	New
366	Julio Gamaru	Feb 21, 2020 11:21 pm (1 day) Water leak in lavatory drain pipe at 16th floor male c.r.  📍 16th Floor W FIFTH AVE	Feb 21, 2020 11:21 pm (1 day)	CM	High	New
362	Bryan Leonardo Casaul	Feb 20, 2020 02:45 pm (2 days) Wall tiles dettached (9th floor Male CR), detached wall tiles at pwd cubicle at 9th floor male cr  📍 9th Floor W FIFTH AVE	Feb 21, 2020 07:01 pm (1 day)	CM	High	Acknowledged
361	Bryan Leonardo Casaul	Feb 20, 2020 02:42 pm (2 days) Smoke detector (LED Indicator not functional) inside Car Park Machine Room  📍 8th Floor W FIFTH AVE	Feb 21, 2020 07:00 pm (1 day)	CM	Low	Acknowledged
365	Vincent Valdez	Feb 21, 2020 11:29 am (2 days) Fire exit # 2 LP5 subject to rectify, did not close	Feb 21, 2020 07:00 pm (1 day)	WLI-AN-SQA-001 CM	Medium	Acknowledged

Click “Save Icon” to Save the new file and description.

# Advanced Search Filter

The screenshot shows a web browser window with a URL of [pro.intuition.ph/cmmsw](http://pro.intuition.ph/cmmsw). The main content area displays a list of work orders under the heading "WORK ORDERS". The columns include "TICKET #", "BY", "ISSUE", "UPDATE", "TYPE", "PRIORITY", and "STAT". A "Filter" button is highlighted with a blue border. To the right, a sidebar titled "Filter" is open, containing dropdown menus for "Status", "Stage", "Type", "Category", and "Priority", each set to "All". Below the sidebar are "Filter" and "Clear" buttons. A yellow callout bubble points to the "Filter" button in the sidebar with the text: "Filter side bar will appear, choose from the drop down list of filters provided." Another yellow callout bubble points to the "Filter" button in the sidebar with the text: "Click 'Filter' to proceed."

TICKET #	BY	ISSUE	UPDATE	TYPE	PRIORITY	STAT
368	Vincent Valdez	Feb 22, 2020 11:03 am (1 day) Slab subject for rectify LP7 near at slot #. 66  📍 7th Floor W FIFTH AVE	Feb 22, 2020 11:03 am (1 day)	CM	Medium	New
367	Vincent Valdez	Feb 22, 2020 10:58 am (1 day) Slab subject for rectify LP3 near at parking ramp going to UP3  📍 3rd Floor W FIFTH AVE	Feb 22, 2020 10:58 am (1 day)	CM	Medium	New
366	Julio Gamaru	Feb 21, 2020 11:21 pm (1 day) Water leak in lavatory drain pipe at 16th floor male c.r.  📍 16th Floor W FIFTH AVE	Feb 21, 2020 11:21 pm (1 day)	CM	High	New
362	Bryan Leonardo Casaul	Feb 20, 2020 02:45 pm (2 days) Wall tiles dettached (9th floor Male CR), detached wall tiles at pwd cubicle at 9th floor male cr  📍 9th Floor W FIFTH AVE	Feb 21, 2020 07:01 pm (1 day)	CM	High	Ackno
361	Bryan Leonardo Casaul	Feb 20, 2020 02:42 pm (2 days) Smoke detector (LED Indicator not functional) inside Car Park Machine Room  📍 8th Floor W FIFTH AVE	Feb 21, 2020 07:00 pm (1 day)	CM	Low	Ackno
365	Vincent Valdez	Feb 21, 2020 11:29 am (2 days) Fire exit # 2 LP5 subject to rectify. did not close	Feb 21, 2020 07:00 pm (1 day)	WLI-AN-SQA-001	Medium	Ackno

# Updating a Work Order

Work Orders

# Updating Status of a Work Order

The screenshot shows a web-based CMMS application for updating a work order. The URL is pro.intuition.ph/cmmsw/cm-view/479. The page has a dark blue header with a large 'W' logo and a menu icon.

**WORK ORDER DETAILS: PM WORK ORDER # 479**

Created	March 29, 2020 12:34 pm
Category	Security
Issue/Description	Parking Barrier 1 / Building Parking Entrance / Ground Floor
Location	Ground Floor
Priority Level	Low
Target Date	April 18, 2020 11:59 pm
Work Start	
Work End	
Service Provider	
Assigned To	
Recent Update	April 15, 2020 12:34 pm
Reference Ticket	
Breakdown	

**Equipment**

Parking Barrier 1

**Checklist**

Genset Checklist

**Updates**

CREATED	NAME	STAGE	DESCRIPTION
04-15-2020 12:34:07	John Aaron Baluyan	BM Verification	
03-29-2020 12:34:32	System User	New	PM Ticket created

**Add Update**

A yellow callout bubble points to the "Add Update" button in the Updates section, with the text: "Click ‘Add Update’ on the Updates Section".

WLI-AN-SQA-001

← Previous 1 of 1 Next → 1 Go ↗

58

# Updating Status of a Work Order

The screenshot shows a web-based application for managing work orders. At the top, there's a navigation bar with icons for back, forward, search, and other functions. Below it, a header displays 'WORK ORDER DETAILS: PM WORK ORDER # 479'. The main area contains a table with various details about the work order, such as 'Created' (March 29, 2020, 12:34 pm), 'Category' (Security), and 'Issue/Description' (Parking Barrier 1 / Building Parking Entrance /). A modal window titled 'New Update' is open, prompting the user to 'Type your latest update in the box'. Below the text input is a dropdown menu labeled 'Stage' with options: New, Acknowledged, On-going, BM Verification (which is selected and highlighted in blue), and Closed. A yellow callout points to this stage selection with the instruction: 'Select the new stage of the Work Order, if needed.' At the bottom of the modal is a 'Save' button. The footer of the page includes a 'Updates' section with a table showing previous updates, a 'Record Limit' dropdown set to 100, and a footer with the identifier 'WLI-AN-SQA-001'.

WORK ORDER DETAILS: PM WORK ORDER # 479

Created	March 29, 2020 12:34 pm
Category	Security
Issue/Description	Parking Barrier 1 / Building Parking Entrance /
Location	Ground Floor
Priority Level	Low
Target Date	April 18, 2020 11:59 pm
Work Start	
Work End	
Service Provider	
Assigned To	
Recent Update	April 15, 2020 12:34 pm
Reference Ticket	
Breakdown	

New Update

Type your latest update in the box

Update

Stage

BM Verification

New  
Acknowledged  
On-going  
BM Verification  
Closed

Add

Save

Updates

Add Update

CREATED	NAME	STAGE	DESCRIPTION
04-15-2020 12:34:07	John Aaron Baluyan	BM Verification	
03-29-2020 12:34:32	System User	New	PM Ticket created

Record Limit 100

WLI-AN-SQA-001

← Previous 1 of 1 Next → 1 Go ↗

59

# Updating Status of a Work Order

The screenshot shows a web-based application for managing work orders. At the top, the URL is pro.intuition.ph/cmmsw/cm-view/479. The main header has a large 'W' icon. Below it, a dark blue bar displays 'WORK ORDER DETAILS: PM WORK ORDER # 479'. A modal window titled 'New Update' is open, prompting for an 'Update' (empty text area), 'Stage' (set to 'BM Verification'), and 'Assign To' (empty text area). A yellow callout points to the 'Assign To' field with the instruction 'Fill in Assign To'. At the bottom of the modal is a 'Save' button. A second yellow callout points to the 'Save' button with the instruction 'Click "Save"'. In the background, there's a toolbar with 'Create Sub Work Order' and 'Merge Work Order' buttons, and a footer with a 'Record Limit' set to 100.

WORK ORDER DETAILS: PM WORK ORDER # 479

Created: March 29, 2020 12:34 pm  
Category: Security  
Issue/Description: Parking Barrier 1 / Building Parking Entrance /  
Location: Ground Floor  
Priority Level: Low  
Target Date: April 18, 2020 11:59 pm  
Work Start:  
Work End:  
Service Provider:  
Assigned To:  
Recent Update: April 15, 2020 12:34 pm  
Reference Ticket:  
Breakdown:

New Update

Update

Stage: BM Verification

Assign To

Save

Fill in Assign To

Click "Save"

Updates

CREATED NAME STAGE DESCRIPTION

CREATED	NAME	STAGE	DESCRIPTION
04-15-2020 12:34:07	John Aaron Baluyan	BM Verification	
03-29-2020 12:34:32	System User	New	PM Ticket created

WLI-AN-SQA-001

← Previous 1 of 1 Next → 1 Go ↗

60

# Editing Work Orders

Work Orders

# Editing Work Orders

The screenshot shows a web-based application for managing work orders. The URL in the browser is [pro.intuition.ph/cmmsw/cm-view/479](https://pro.intuition.ph/cmmsw/cm-view/479). The interface includes a top navigation bar with icons for search, star, bookmark, and user profile. A large yellow callout bubble on the right side contains the text: "Click 'EDIT' to update the Work Order information." A blue arrow points from this callout to the "Edit" button located in the top right corner of the "Work Order Details" section.

**WORK ORDER DETAILS: PM WORK ORDER # 479**

Created	March 29, 2020 12:34 pm
Category	Security
Issue/Description	Parking Barrier 1 / Building Parking Entrance / Ground Floor
Location	Ground Floor
Priority Level	Low
Target Date	April 18, 2020 11:59 pm
Work Start	
Work End	
Service Provider	
Assigned To	
Recent Update	April 15, 2020 12:34 pm
Reference Ticket	
Breakdown	

**Equipment**

- Parking Barrier 1

**Checklist**

- Genset Checklist

**Updates**

CREATED	NAME	STAGE	DESCRIPTION
04-15-2020 12:34:07	John Aaron Baluyan	BM Verification	
03-29-2020 12:34:32	System User	New	PM Ticket created

Record Limit 100

WLI-AN-SQA-001

← Previous 1 of 1 Next → 1 Go ↗

62

# Editing Work Orders

The screenshot shows a web-based CMMS application interface for editing work orders. On the left, there's a sidebar with a 'menu' icon and sections for 'WORK ORDER DETAILS: PM WO', 'CREATED', and 'UPDATES'. The main area is titled 'Edit Work Order' and contains the following fields:

- Location \***: 5706 - Ground Floor
- Category**: Security
- Issue / Description \***: Parking Barrier 1 / Building Parking Entrance / Ground Floor
- Priority Level**: Low
- Work Start**: (empty input field)
- Work End**: (empty input field)
- Service Provider**: Inhouse
- Assign To**: (empty input field)
- Breakdown**: (checkbox)

At the bottom of the edit form is a blue 'Save Ticket' button. To the right of the edit form is a list of 'Sub Work Orders' with a blue 'Add' button. A yellow callout bubble points to the 'Edit Work Order' title with the text 'Modify the fields that need to be changed.' Another yellow callout bubble points to the 'Save Ticket' button with the text 'Click "Save Ticket"'.

# Merging Work Orders

Work Orders

# Merging Work Orders

The screenshot shows the 'WORK ORDER DETAILS: CM WORK ORDER # 398' page. On the right side, there are two buttons: 'Create Sub Work Order' and 'Merge Work Order'. A yellow callout bubble points to the 'Merge Work Order' button with the text: 'Click "Merge Work Order" from one of the tickets to merge'.

**WORK ORDER DETAILS: CM WORK ORDER # 398**

Created	March 12, 2020 02:31 pm
Category	Civil Works
Issue/Description	Fire exit 2 24th floor stairs steps leading to 23rd floor have stains and repair of floor side paints.
Location	Fire Exit 2
Priority Level	Medium
Target Date	March 19, 2020 02:31 pm
Work Start	April 07, 2020 01:00 am
Work End	April 07, 2020 04:00 am
Service Provider	
Assigned To	
Recent Update	April 14, 2020 06:15 pm Done repainting of Stair Steps by MST Eduard
Reference Ticket	
Breakdown	

**Equipment**

--no asset--

**Checklist**

Genset Checklist + Add

**Updates**

CREATED	NAME	STAGE	DESCRIPTION
04-14-2020 18:15:04		BM Verification	Done repainting of Stair Steps by MST Eduard WLI-AN-SQA-001

# Merging Work Orders

The screenshot shows the 'Merge Ticket' screen in CMMSW. At the top, the URL is <https://sandbox.intuition.ph/cmmsw/cm-merge/398>. On the left, there's a sidebar with a 'menu' icon and a 'W [sandbox]' logo. The main content area has a dark header bar with 'TICKET #398'. Below it is a table of ticket details:

<b>Created</b>	March 12, 20 02:31 pm
<b>Category</b>	Civil Works
<b>Issue/Description</b>	Fire exit 2 24th floor stairs steps leading to 23rd floor have stains and repair of floor side paints.
<b>Location</b>	Fire Exit 2
<b>Priority Level</b>	Medium
<b>Work Start</b>	2020-04-07 01:00:00
<b>Work End</b>	2020-04-07 04:00:00
<b>Service Provider</b>	
<b>Recent Update</b>	April 14, 2020 06:15 pm Done repainting of Stair Steps by MST Eduard

On the right, there's a 'MERGE WITH TICKET #' input field containing '0' and a 'Show Details' button. A yellow callout bubble points to this area with the text: "Type the ticket number to merge with and click 'Show Details'". Below this is a 'Merged Ticket Details' section with fields for Location, Category, and Issue / Description, all set to the values from the original ticket.

The footer of the page shows the identifier **WLI-AN-SQA-001**.

The text "The Merge Ticket screen is displayed." is located in a yellow callout bubble at the top right of the screenshot.

# Merging Work Orders

The details of both tickets are displayed.

← → ⌂ [sandbox.intuition.ph/cmmsw/cm-merge/398](https://sandbox.intuition.ph/cmmsw/cm-merge/398)

menu  [sandbox] 

### Merging Ticket

**TICKET #398**

<b>Created</b>	March 12, 20 02:31 pm
<b>Category</b>	Civil Works
<b>Issue/Description</b>	Fire exit 2 24th floor stairs steps leading to 23rd floor have stains and repair of floor side paints.
<b>Location</b>	Fire Exit 2
<b>Priority Level</b>	Medium
<b>Work Start</b>	2020-04-07 01:00:00
<b>Work End</b>	2020-04-07 04:00:00
<b>Service Provider</b>	
<b>Recent Update</b>	April 14, 2020 06:15 pm Done repainting of Stair Steps by MST Eduard

**MERGE WITH TICKET #**  **Show Details**

<b>Created</b>	March 29, 20 12:34 pm
<b>Category</b>	Fire
<b>Issue/Description</b>	Jockey Pump / Whole Building / Basement 2
<b>Location</b>	Basement 2
<b>Priority Level</b>	Low
<b>Work Start</b>	
<b>Work End</b>	
<b>Service Provider</b>	
<b>Recent Update</b>	March 29, 2020 12:34 pm PM Ticket created

### Merged Ticket Details

**Location \***  
8698 - Fire Exit 2

**Category**  
Fire

**Issue / Description \***  
Fire exit 2 24th floor stairs steps leading to 23rd floor have stains and repair of floor side paints., Jockey Pump / Whole Building / Basement 2  
Ticket ID: IAN-SQA-001

# Merging Work Orders

The screenshot shows a web browser window with the URL [sandbox.intuition.ph/cmmsw/cm-merge/398](https://sandbox.intuition.ph/cmmsw/cm-merge/398). The page title is "Merged Ticket Details". The interface includes a header with recent updates and a search bar. The main content area contains fields for Location, Category, Issue / Description, Priority Level, Work Start, Work End, and Service Provider. A yellow callout bubble points to the "Merge Ticket" button at the bottom left.

Recent Update Done repainting of Stair Steps by MST Eduard

Recent Update PM Ticket created

Merged Ticket Details

Location \*  
8698 - Fire Exit 2

Category  
Fire

Issue / Description \*  
Fire exit 2 24th floor stairs steps leading to 23rd floor have stains and repair of floor side paints., Jockey Pump / Whole Building / Basement 2

Priority Level  
Medium

Work Start  
2020-04-07 01:00:00

Work End  
2020-04-07 04:00:00

Service Provider

Merge Ticket

Click "Merge Ticket"

WLI-AN-SQA-001

68

# Adding Equipment in Work Order

Work Orders

# Adding Equipment in Work Order

The screenshot shows a web-based CMMS application interface for managing work orders. On the left, the 'WORK ORDER DETAILS: CM WORK ORDER # 368' section displays various fields such as Created (February 22, 2020), Category (Civil Works), Issue/Description (Slab subject for rectify LP7 near at slot #. 66), Location (7th Floor), Priority Level (Medium), Target Date (February 29, 2020), Work Start, Work End, Service Provider (Inhouse), Assigned To, Recent Update (March 17, 2020 02:07 pm closed/resolved), Reference Ticket (Ticket #367), and Breakdown. An 'Edit' button is located at the top right of this section. Below it is an 'Updates' section with a table showing a single entry: CREATED (03-17-2020 14:07:17), NAME (WLI-AN-SQA-001), STAGE (Closed), and DESCRIPTION (closed/resolved). At the bottom right of the updates table is an '+ Add Update' button. On the right side of the screen, there is a sidebar titled 'Equipment' with a sub-section 'Checklist'. It shows a dropdown menu set to 'Genset Checklist' and an '+ Add' button. Above the checklist section are two buttons: 'Create Sub Work Order' and 'Merge Work Order'. A yellow callout bubble points to the '+ Add' button in the 'Equipment' section with the text: 'Under Equipment, Click "Add" to see the equipment list'. Another yellow callout bubble points to the '+ Add' button in the 'Checklist' section with the text: 'Note: Equipment list is dependent on the location where the equipment is mapped'.

menu

WORK ORDER DETAILS: CM WORK ORDER # 368

Created: February 22, 2020 11:03 am

Category: Civil Works

Issue/Description: Slab subject for rectify LP7 near at slot #. 66

Location: 7th Floor

Priority Level: Medium

Target Date: February 29, 2020 11:00 am

Work Start:

Work End:

Service Provider: Inhouse

Assigned To:

Recent Update: March 17, 2020 02:07 pm closed/resolved

Reference Ticket: Ticket #367

Breakdown:

Updates

CREATED NAME STAGE DESCRIPTION

03-17-2020 14:07:17 WLI-AN-SQA-001 Closed closed/resolved

Equipment

Checklist

Genset Checklist + Add

Create Sub Work Order Merge Work Order

+ Add

--no asset--

Under Equipment, Click "Add" to see the equipment list

Note: Equipment list is dependent on the location where the equipment is mapped

70

# Adding Equipment in Work Order

The screenshot shows the Intuit CMMS software interface for managing work orders. A modal window titled "Add asset" is open, listing various pieces of equipment. The list includes:

- Jet Fan-44
- Jet Fan-45
- Jet Fan-46
- Jet Fan-47
- Jet Fan-48
- Jet Fan-49
- Exhaust Air Fan 3

Below the list are two buttons: "Add to List" and "New Asset".

A yellow callout bubble points to the "Select your Equipment and click the 'Tick Box'" button.

A second yellow callout bubble points to the "Add to List" and "New Asset" buttons with the text: "Click 'Add to list' to complete the action or Click 'New Asset' to add a new Equipment."

At the top of the screen, the URL is <https://sandbox.intuition.ph/cmmsw/cm-view/368>. The page title is "WORK ORDER DETAILS: CM WORK ORDER # 368". The main content area displays work order details such as Created (February 22, 2020), Category (Civil Works), Issue/Description (Slab subject for rectify LP7 near at slot #. 66), Location (7th Floor), Priority Level (Medium), Target Date (February 29, 2020), Work Start, Work End, Service Provider (Inhouse), Assigned To, Recent Update (March 17, 2020 02:07 pm closed/resolved), Reference Ticket (Ticket #367), and Breakdown.

# Adding Equipment in Work Order

The screenshot shows the CMMSW web application interface for managing work orders. On the left, the 'WORK ORDER DETAILS' section for CM WORK ORDER # 368 is displayed, containing fields like Created (February 22, 2020 11:03 am), Category (Civil Works), Issue/Description (Slab subject for rectify LP7 near at slot #. 66), Location (7th Floor), Priority Level (Medium), Target Date (February 29, 2020 11:00 am), Service Provider (Inhouse), and Reference Ticket (Ticket #367). On the right, the 'Equipment' and 'Checklist' sections are visible. A yellow callout bubble points from the 'Equipment' section towards the 'Checklist' section, with the text 'Added Equipment will appear'. The 'Equipment' section lists 'Jet Fan-44'. The 'Checklist' section shows a dropdown menu set to 'Genset Checklist' and an 'Add' button. At the bottom, the 'Updates' section shows a single entry: '03-17-2020 14:07:17' (Created), 'Closed' (Stage), 'closed/resolved' (Description), and 'WLI-AN-SQA-001' (Ticket ID). A blue 'Add Update' button is located in the top right of the updates section.

menu

← → ⌂ 🔒 sandbox.intuition.ph/cmmsw/cm-view/368

W [sandbox]

WORK ORDER DETAILS: CM WORK ORDER # 368

Created: February 22, 2020 11:03 am

Category: Civil Works

Issue/Description: Slab subject for rectify LP7 near at slot #. 66

Location: 7th Floor

Priority Level: Medium

Target Date: February 29, 2020 11:00 am

Work Start:

Work End:

Service Provider: Inhouse

Assigned To:

Recent Update: March 17, 2020 02:07 pm  
closed/resolved

Reference Ticket: Ticket #367

Breakdown:

Equipment

Jet Fan-44

Checklist

Genset Checklist

Add

Added Equipment will appear

Updates

03-17-2020 14:07:17

CLOSED

WLI-AN-SQA-001

+ Add Update

CREATED NAME STAGE DESCRIPTION

03-17-2020 14:07:17 Closed closed/resolved WLI-AN-SQA-001

72

# Adding Photos or Files

Work Orders

# Adding Photos or Files

The screenshot shows a web-based ticket management system. At the top, there's a header bar with a lock icon, the URL 'pro.intuition.ph/cmmsw/cm-view/368', and various browser icons. Below the header is a sidebar labeled 'menu' with a 'Category' dropdown set to 'CIVIL WORKS'. The main content area displays a ticket's details:

Issue/Description	Slab subject for rectify LP7 near at slot #. 66
Location	7th Floor
Priority Level	Medium
Work Start	
Work End	
Service Provider	Inhouse
Recent Update	February 22, 2020 11:03 am
Reference Ticket	Ticket #367

Below the details is a dark blue 'Updates' section with a 'New' button. It lists one update:

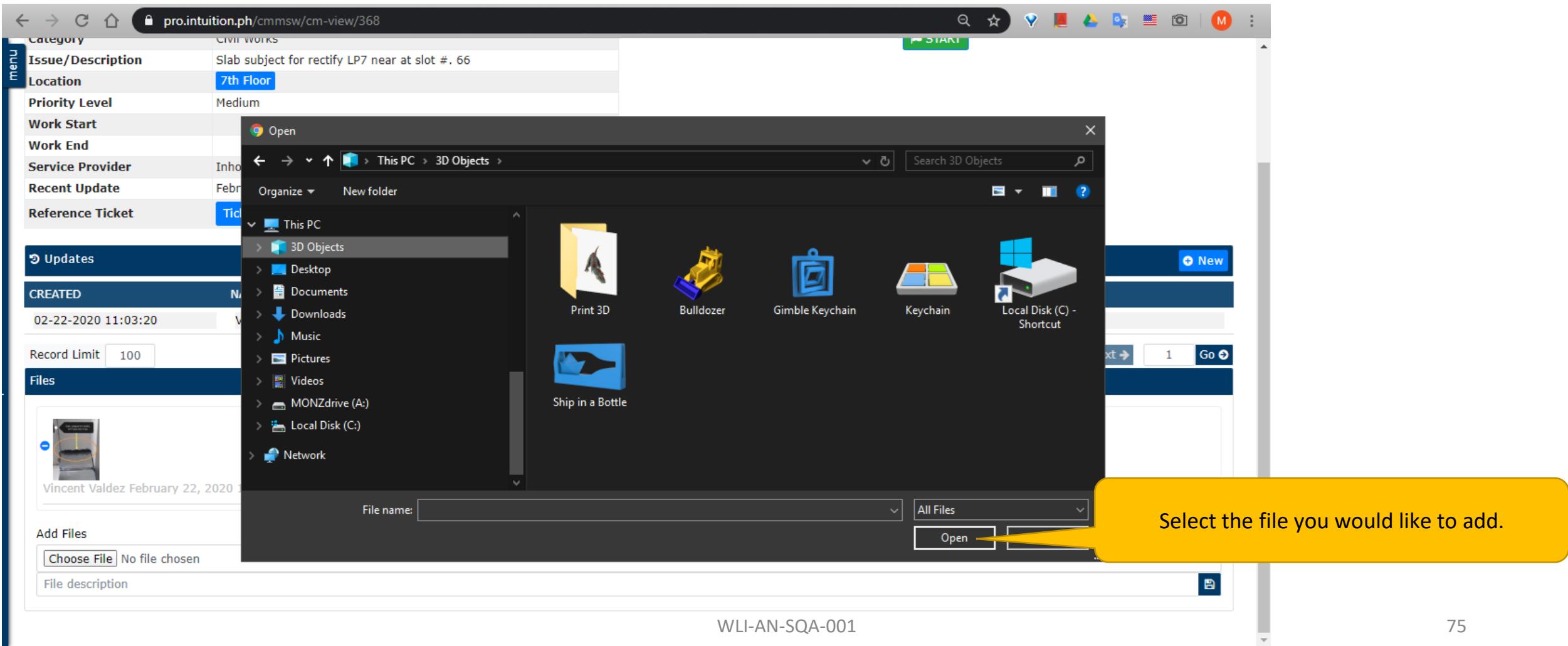
CREATED	NAME	STAGE	DESCRIPTION
02-22-2020 11:03:20	Vincent Valdez	New	Ticket created

At the bottom left, there's a 'Files' section showing a thumbnail of a photo and a timestamp. On the right, a yellow callout bubble provides instructions:

Under Files, Click "Choose File" button to upload your file or photo for this specific ticket.

At the very bottom, there are input fields for 'Add Files' (with a 'Choose File' button) and 'File description'.

# Adding Photos or Files

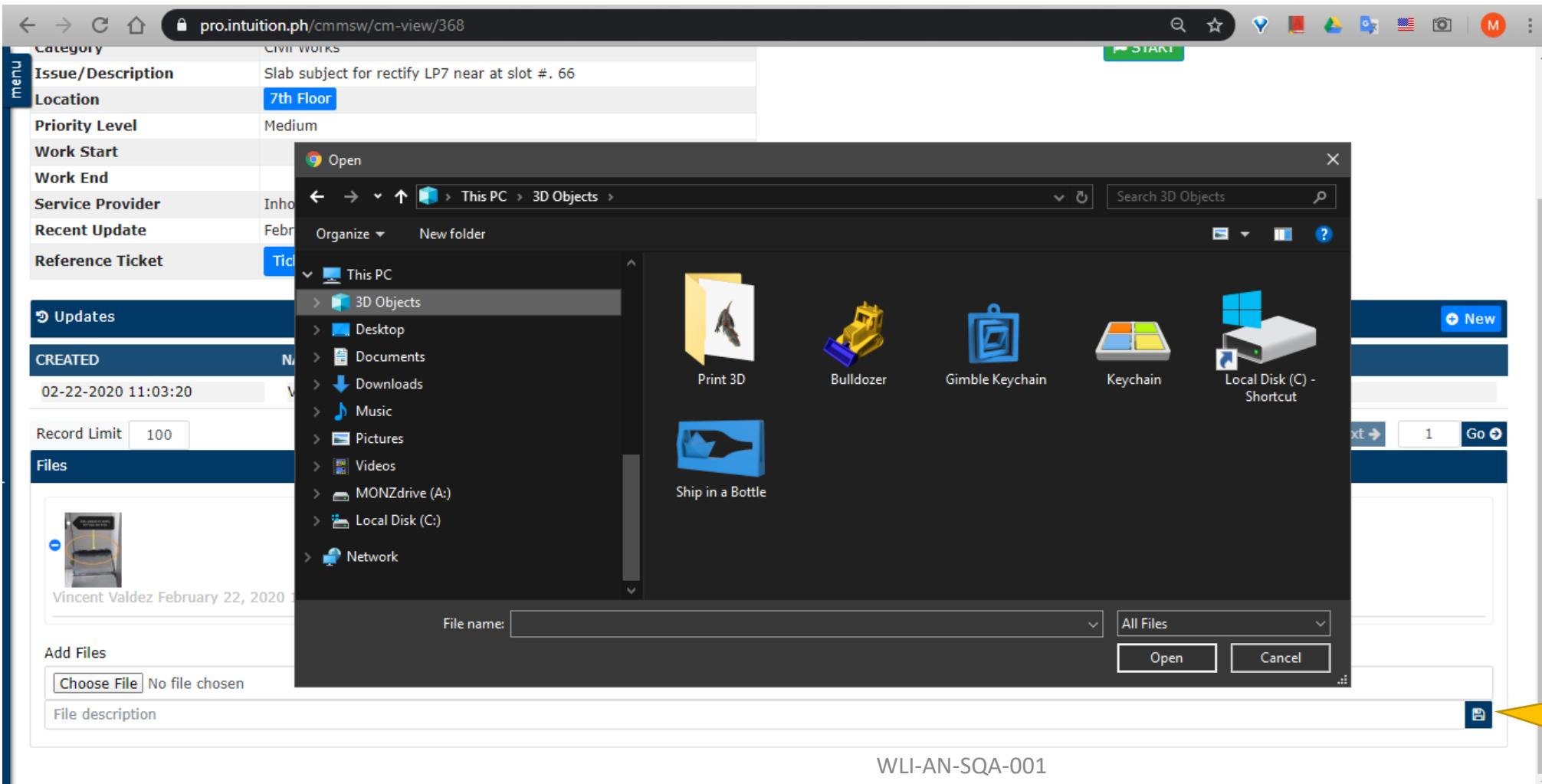


# Adding Photos or Files

Screenshot of a web-based application interface for adding photos or files. The application is running on a browser with the URL [pro.intuition.ph/cmmsw/cm-view/368](http://pro.intuition.ph/cmmsw/cm-view/368). The main form contains fields for Issue/Description (Slab subject for rectify LP7 near at slot #. 66), Location (7th Floor), Priority Level (Medium), Work Start, Work End, Service Provider (Inhouse), Recent Update (February 22, 2020), and Reference Ticket (Ticket #). A sidebar on the left shows Updates and a list of recent files. A modal window titled "Open" is displayed, showing a file explorer view of "This PC". The "3D Objects" folder is selected, displaying icons for "Print 3D", "Bulldozer", "Gimble Keychain", "Keychain", and "Local Disk (C) - Shortcut". Below these are icons for "Ship in a Bottle" and "MONZdrive (A:)". The "File name:" field is empty, and the "Open" and "Cancel" buttons are at the bottom right of the modal.

Type the description of the attached file.

# Adding Photos or Files



Click "Save Icon" to Save the new file and description.

# PREVENTIVE MAINTENANCE

PM

# Viewing PM Schedules

PM

# Viewing PM Schedules

The screenshot shows the Intuition CMMS software interface. On the left is a vertical navigation menu with a large 'W' logo at the top. Below it, under 'Maintenance', there is a sub-menu with 'PM Schedules' highlighted by a yellow arrow. Other menu items include Home, Locations, Equipment, Work Orders, Search, Tenants, Meters and Gauges, Checklist, Service Providers, Reports, Change Password, and Logout. The main content area displays 'LOCATION STATUS' and 'EQUIPMENT STATUS' tables. A yellow callout bubble points to the 'PM Schedules' link in the sub-menu.

Logged in as **Jay Reyes**

menu

LOCATION STATUS

Location	Corrective Maintenance Tickets			Preventive Maintenance Tickets
	Low	Medium	High	
CITI BANK PLAZA	0	0	0	0
W CITY CENTER	0	0	0	0
W FIFTH AVE	58	66	8	111
W GLOBAL CENTER	0	0	0	0
W HIGH STREET	0	0	0	0
W TOWER	0	0	0	0
<b>TOTAL</b>	<b>58</b>	<b>66</b>	<b>8</b>	<b>111</b>

EQUIPMENT STATUS

CITI BANK PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER
-----------------	---------------	-------------	-----------------	---------------	---------

100% 97% WLI-AN-SQA-001

Under Maintenance, From the sub-menu, click "PM Schedules"

<https://sandbox.intuition.ph/cmmsw/pm-schedules-month>

# View the PM Schedules

View the PM Schedules

Scheduled Preventive Maintenance

New Schedule

Apr 12 to Apr 18	Apr 19 to Apr 25	Apr 26 to May 02	May 03 to May 09	May 10 to May 16	May 17 to May 23	May 24 to May 30	May 31 to Jun 06
Exhaust Air Fan 1-1 (Open)	Cistern Tank 1 (Open)	Carparks Elevator-1 (Open)	Air Curtain - BE 1 (Open)	Elevator Sump Pump 3-1 (Open)	DETEXT - 22F - 5 (Closed)	Booster Pump-1 (Closed)	Air Curtain - BE 1 (Closed)
Exhaust Air Fan 1-2 (Open)	Cistern Tank 2 (Open)	Carparks Elevator-2 (Open)	Air Curtain - BE 2 (Open)	Elevator Sump Pump 3-2 (Open)	DETEXT - 26F - 6 (Closed)	Booster Pump-2 (Closed)	Air Curtain - BE 2 (Closed)
Exhaust Air Fan 1-3 (Open)	Generator 1 (Open)	Exhaust Fan 2-1 (Open)	Air Curtain - ME 1 (Open)	Exhaust Air Fan 3 (Open)	DETEXT - 26M - 7 (Closed)	Booster Pump-3 (Closed)	Air Curtain - ME 1 (Closed)
Exhaust Air Fan 1-4 (Open)	Generator 2 (Open)	Exhaust Fan 2-2 (Open)	Air Curtain - ME 2 (Open)	Fresh Air Fan 3 (Open)	DETEXT - 26M - 8 (Closed)	Booster Pump-4 (Closed)	Air Curtain - ME 2 (Closed)
Fire Pump (Open)	Genset Panel (Open)	Exhaust Fan 2-4 (Open)	Air Curtain - ME 3 (Open)	Fresh Air Fan 8 (Open)	DETEXT - 7F - 3 (Closed)	Carparks Elevator-1 (Closed)	Air Curtain - ME 3 (Closed)
Fresh Air Fan 1-2 (Open)	Jet Fan-10 (Open)	Exhaust Fan 2-5 (Open)	Automatic Sliding Door 1 (Open)	Jet Fan-16 (Open)	DETEXT - 7F- 4 (Closed)	Carparks Elevator-2 (Closed)	Automatic Sliding Door 1 (Closed)
Fresh Air Fan 1-3 (Open)	Jet Fan-11 (Open)	Exhaust Fan 2-6 (Open)	Automatic Sliding Door 2 (Open)	Jet Fan-17 (Open)	DETEXT - B1 - 1 (Closed)	Exhaust Air Fan 5-1 (Closed)	Automatic Sliding Door 2 (Closed)
Jet Fan-1 (Open)	Jet Fan-12 (Open)	Fresh Air Fan 1-4 (Open)	Automatic Swing Door 1 (Open)	Jet Fan-18 (Open)	DETEXT - GF - 2 (Closed)	HZ Turnstile - 1 (Closed)	Automatic Swing Door 1 (Closed)
Jet Fan-2 (Open)	Jet Fan-13 (Open)	Jet Fan-14 (Open)	Automatic Swing Door 2 (Open)	Jet Fan-19 (Open)	DETEXT - PH - 9 (Closed)	HZ Turnstile - 2 (Closed)	Automatic Swing Door 2 (Closed)
Jet Fan-3 (Open)	Jet Fan-15 (Open)	HZ Turnstile - 1 (Open)	Parking Barrier 1 (Open)	WLI-AN-SOA-001 (Closed)	HZ Turnstile - RD - 10 (Closed)	HZ Turnstile - 3 (Closed)	Battery and
Jet Fan-4 (Open)	Jet Fan-8 (Open)	HZ Turnstile - 2 (Open)	Parking Barrier 2 (Open)				
Jet Fan-5 (Open)	Jet Fan-9 (Open)	HZ Turnstile - 3 (Open)	Battery and Charger (Open)				
Jet Fan-6 (Open)	Passenger (Open)						

Scheduled PM for the week are all displayed.

Created PM ticket can be viewed by clicking the entry- blue in color. PM ticket which is not yet created is black in color – this will be created on the week of its schedule

# Creating a New PM Ticket

PM

# Creating a New PM Ticket

← → ⌂ [sandbox.intuition.ph/cmmsw/pm-schedules-month](https://sandbox.intuition.ph/cmmsw/pm-schedules-month) ☆ 🗑 J :

menu [sandbox] INVENTI

## Scheduled Preventive Maintenance

New Schedule

Click “New Schedule” to create a new PM record

Apr 12 to Apr 18	Apr 19 to Apr 25	Apr 26 to May 02	May 03 to May 09	May 10 to May 16	May 17 to May 23	May 24 to May 30	May 31 to Jun 06
Exhaust Air Fan 1-1 (Open)	Cistern Tank 1 (Open)	Carparks Elevator-1 (Open)	Air Curtain - BE 1 (Open)	Elevator Sump Pump 3-1 (Open)	DETEXT - 22F - 5 (Closed)	Booster Pump-1 (Closed)	Air Curtain - BE 1 (Closed)
Exhaust Air Fan 1-2 (Open)	Cistern Tank 2 (Open)	Carparks Elevator-2 (Open)	Air Curtain - BE 2 (Open)	Elevator Sump Pump 3-2 (Open)	DETEXT - 26F - 6 (Closed)	Booster Pump-2 (Closed)	Air Curtain - BE 2 (Closed)
Exhaust Air Fan 1-3 (Open)	Generator 1 (Open)	Exhaust Fan 2-1 (Open)	Air Curtain - ME 1 (Open)	Exhaust Air Fan 3 (Open)	DETEXT - 26M - 7 (Closed)	Booster Pump-3 (Closed)	Air Curtain - ME 1 (Closed)
Exhaust Air Fan 1-4 (Open)	Generator 2 (Open)	Exhaust Fan 2-2 (Open)	Air Curtain - ME 2 (Open)	Fresh Air Fan 3 (Open)	DETEXT - 26M - 8 (Closed)	Booster Pump-4 (Closed)	Air Curtain - ME 2 (Closed)
Fire Pump (Open)	Genset Panel (Open)	Exhaust Fan 2-4 (Open)	Air Curtain - ME 3 (Open)	Fresh Air Fan 8 (Open)	DETEXT - 7F - 3 (Closed)	Carparks Elevator-1 (Closed)	Air Curtain - ME 3 (Closed)
Fresh Air Fan 1-2 (Open)	Jet Fan-10 (Open)	Exhaust Fan 2-5 (Open)	Automatic Sliding Door 1 (Open)	Jet Fan-16 (Open)	DETEXT - 7F- 4 (Closed)	Carparks Elevator-2 (Closed)	Automatic Sliding Door 1 (Closed)
Fresh Air Fan 1-3 (Open)	Jet Fan-11 (Open)	Jet Fan-12 (Open)	Automatic Sliding Door 2 (Open)	Jet Fan-17 (Open)	DETEXT - B1 - 1 (Closed)	Exhaust Air Fan 5-1 (Closed)	Automatic Sliding Door 2 (Closed)
Jet Fan-1 (Open)	Jet Fan-13 (Open)	Fresh Air Fan 1-4 (Open)	Automatic Swing Door 1 (Open)	Jet Fan-18 (Open)	DETEXT - GF - 2 (Closed)	HZ Turnstile - 1 (Closed)	Automatic Swing Door 1 (Closed)
Jet Fan-2 (Open)	Jet Fan-14 (Open)	Jet Fan-15 (Open)	Automatic Swing Door 2 (Open)	Jet Fan-19 (Open)	Parking Barrier 1 (Open)	HZ Turnstile - 2 (Closed)	Automatic Swing Door 2 (Closed)
Jet Fan-3 (Open)	Jet Fan-8 (Open)	HZ Turnstile - 1 (Open)	Automatic Swing Door 2 (Open)	Jet Fan-20 (Open)	Parking Barrier 2 (Open)	HZ Turnstile - 3 (Closed)	Battery and Charger
Jet Fan-4 (Open)	Jet Fan-9 (Open)	Jet Fan-15 (Open)	Battery and Charger	WLI-AN-SOA-001	Parking Barrier 2 (Open)	DETEXT - RD - 10 (Closed)	
Jet Fan-5 (Open)	Passenger	HZ Turnstile - 3 (Open)					
Jet Fan-6 (Open)							

# Creating a New PM Ticket

The screenshot shows a web-based form for creating a new PM ticket. The URL is [sandbox.intuition.ph/cmmsw/pm-schedule-form](https://sandbox.intuition.ph/cmmsw/pm-schedule-form). The interface includes a header with a logo, search, and notification icons. A sidebar menu is visible on the left.

**Schedule Configuration:**

- Date: 2020-04-16
- Time From: 12 AM
- Duration: 7
- Duration Unit: Days
- Repeat
- Notify 30 days before the schedule

**Equipment Selection:**

Type: pump

Transfer Pump 1	Transfer Pump 2	Fire Pump	Jockey Pump
Sewage Pump 1	Sewage Pump 2	Sump Pump 1-1	Sump Pump 1-2
Sump Pump 2-1	Sump Pump 2-2	Sump Pump 3-1	Sump Pump 3-2
Elevator Sump Pump 4-1	Elevator Sump Pump 4-2		
Elevator Sump Pump 4-3	Elevator Sump Pump 4-4		

Fire Pump

**Preview:**

Start	End
04/16/2020 12:00 am	04/22/2020 11:59 pm

**Buttons:**

- Save
- Preview

**Annotations:**

- Select the schedule of the maintenance activity. Notification days can be set also
- Preview of the PM schedule
- Type in the equipment. All equipment with the keyword will appear. Select equipment.
- Click "Save" to confirm new PM record or Click "Preview" to check first the schedule of your PM

# *Tenants*

INVENTI SBS

# Tenants

The screenshot shows a facility management software interface with a dark blue sidebar menu and a light gray main content area.

**Logged in as Jay Reyes**

**Menu:** Home, Locations, Equipment, Maintenance, **Tenants**, Meters and Gauges, Checklist, Service Providers, Reports, Inventory Change Requests, User Management, Admin, Change Password, Logout.

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
CITI PLAZA	69	14	8	262	73	17	102
W CITY CENTER	27	67	11	60	87	14	230
W FIFTH AVE	5	14	-	13	1	1	265
W GLOBAL CENTER	12	3	-	12	4	-	53
W HIGH STREET	12	37	5	37	36	1	7
W TOWER	34	4	3	15	6	-	0
WGI							

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
100%	100%	100%	100%	100%	100%	75.00%	100%
100%	100%	100%	100%	100%	100%	100%	100%

WLI-AN-SQA-001

A yellow callout bubble points to the "Tenants" menu item with the text: "On the Menu, click 'Tenants'".

# Tenants

menu  
W

Tenants

Tenants page. View list of all tenants

New Filter

Search

Name	Main Contact Person	Main Contact Number	Main Contact Email	Main Contact Title	Location
917 Ventures					W FIFTH AVE
A Bite of Hunan	Ronron Ferancullo	9668665888	abiteofhunanbgc@gmail.com	Restaurant Manager	W GLOBAL CENTER
A. MENARINI, PHILIPPINES	ANITA CASER	9176284024	anita.caser@menariniapac.com	EXECUTIVE ASSISTANT	W HIGH STREET
Admin Office					W CITY CENTER
Alexi Jens Beltran Balite	Alexi Jens Beltran Balite	7577-1628	a.balite@gmail.com	Owner	W TOWER
Angeles Morta	Angeles Morta	9173769282	glet_morta@yahoo.com	Owner	W TOWER
Anthem / Affinion					W FIFTH AVE
Anthem / Dynino					W FIFTH AVE
Arabica / Maximus	Josef Francisco	8216744	set@arabicaph.com	Senior Barista	W CITY CENTER
Asticom					W FIFTH AVE

Showing 1 to 10 of 174 records

◀ Previous Next ▶

# Tenants

menu W

Tenants

New Filter Search

Name	Main Contact Person	Main Contact Number	Main Contact Email	Main Contact Title	Location
917 Ventures					W FIFTH AVE
A Bite of Hunan	Ronron Ferancullo	9668665888	abiteofhunanbgc@gmail.com		W GLOBAL CENTER
A. MENARINI, PHILIPPINES	ANITA CASER	9176284024	anita.caser@menariniapac.com	EXECUTIVE ASSISTANT	
Admin Office					W CITY CENTER
Alexi Jens Beltran Balite	Alexi Jens Beltran Balite	7577-1628	a.balite@gmail.com	Owner	W TOWER
Angeles Morta	Angeles Morta	9173769282	glet_morta@yahoo.com	Owner	W TOWER
Anthem / Affinion					W FIFTH AVE
Anthem / Dynino					W FIFTH AVE
Arabica / Maximus	Josef Francisco	8216744	set@arabicaph.com	Senior Barista	W CITY CENTER
Asticom					W FIFTH AVE

Showing 1 to 10 of 174 records

◀ Previous Next ▶

Tenants page. View list of all tenants

Search bar – search entries using keywords

New button – add/create new tenant  
Filter button – filter view on tenant list

Click name of tenant to view details

# Tenants

The screenshot shows a tenant management application interface. At the top left is a logo with a stylized 'W'. A vertical 'menu' bar is on the far left. The main content area displays a tenant record for "A Bite of Hunan # 85".  
**Header:** "A Bite of Hunan # 85" with "Edit" and "Delete" buttons.  
**Building Information:** "Name: A Bite of Hunan" and "Building: W GLOBAL CENTER".  
**Contacts Table:**

Name	Contact #	Email	Title
Ronron Feranculo	9668665888	abiteofhunanbgc@gmail.com	Restaurant Manager

  
**Comments Section:** "Comments" tab selected, "Write a comment..." input field, and a "No image available" placeholder.  
**Photos Section:** "Photos" tab selected, "Add Photos" section with "Choose File" button and "File description" input field.  
**Files Section:** "Files" tab selected, "Add Files" section with "Choose File" button and "File description" input field.  
**Annotations:**

- A yellow callout points to the "Tenant name" field with the text "Tenant name".
- A yellow callout points to the "Edit" and "Delete" buttons with the text "Edit and delete button – will depend on user access".
- A yellow callout points to the entire contact table with the text "Details of tenant".

# Tenants

The screenshot shows a tenant management application interface. On the left, a card for "A Bite of Hunan # 85" displays basic information: Name (A Bite of Hunan), Building (W GLOBAL CENTER), and a Contacts table. The table has columns: Name, Contact #, Email, and Title. It lists one contact: Ronron Ferancullo (Contact # 9668665888, Email abiteofhunanbgc@gmail.com, Title Restaurant Manager). Action buttons for Edit and Delete are at the top right of the card.

On the right, there are three sections: Comments, Photos, and Files. The Comments section has a text input field "Write a comment..." and a "Comment" button. The Photos section includes a "Add Photos" button, a "Choose File" input field (No file chosen), and a "File description" input field. The Files section also includes a "Add Files" button, a "Choose File" input field (No file chosen), and a "File description" input field.

Yellow callout boxes provide additional context:

- A callout pointing to the "Comments" section states: "Can leave comments here for this particular tenant".
- A callout pointing to the "Photos" section states: "User can upload picture here. User can view/download picture after upload".
- A callout pointing to the "Files" section states: "User can upload files here. User can view/download files after upload".

Page footer: WLI-AN-SQA-001

Page number: 90

# Tenants

The screenshot shows a web-based application for managing tenant information. A modal window titled "Edit Tenant" is open over a list of tenants. The modal contains fields for "Name" (A Bite of Hunan) and "Building" (W GLOBAL CENTER). Below these are three contact entries:

Name	Contact #	Email	Title
Ronron Ferancullo	9668665888	abiteofhunanbgc@gmail.com	Restaurant Manager
Contact Person 2	Contact Number 2	Contact Email 2	Contact Title 2
Contact Person 3	Contact Number 3	Contact Email 3	Contact Title 3

At the bottom of the modal are "Save" and "Cancel" buttons. The background shows a list of tenants with one item selected: "A Bite of Hunan # 85". A yellow callout points to the "Edit Tenant" modal with the text "Editing tenant details". Another yellow callout points to the contact section with the text "Tenant can have up to 3 contact details". A third yellow callout points to the "Save" and "Cancel" buttons with the text "Click “save” to confirm edit Click “cancel” to disregard edit".

# Tenants

The screenshot shows a tenant management application interface. On the left, there's a sidebar with a 'menu' button and a large 'W'. The main area is titled 'Tenants' and contains a table with columns: Name, Main Contact Person, Main Contact Number, Main Contact Email, Main Contact Title, and Location. The table lists various tenants like '917 Ventures', 'A Bite of Hunan', and 'A. MENARINI, PHILIPPINES'. A yellow arrow points from the 'Filter' button in the top-left of the main area to a callout bubble labeled '(1) Click "Filter" button'. Another yellow arrow points from the 'Building' dropdown in the filter dialog to a callout bubble labeled '(2) Select building'. A third yellow arrow points from the 'Filter' button in the bottom-right of the main area to a callout bubble labeled '(3) Click "Filter" to apply filter setting. Click "clear" to cancel'.

Name	Main Contact Person	Main Contact Number	Main Contact Email	Main Contact Title	Location
917 Ventures					WF
A Bite of Hunan	Ronron Ferancullo	9668665888	abiteofhunan@gmail.com	Restaurant Manager	WG
A. MENARINI, PHILIPPINES	ANITA CASER	9176284024	anita.caser@menariniapac.com	SUPERVISOR ASSISTANT	WH
Admin Office					WT
Alexi Jens Beltran Balite	Alexi Jens Beltran Balite	7577-1628	a.balite@gmail.com	Owner	WT
Angeles Morta	Angeles Morta	9173769282	glet_morta@yahoo.com	Owner	WT
Anthem / Affinion					WF
Anthem / Dynino					WF
Arabica / Maximus	Josef Francisco	8216744	set@arabicaph.com	Senior Barista	WC
Asticom					WF

Showing 1 to 10 of 174 records

Filter

Building

All

Search

(1) Click "Filter" button

(2) Select building

(3) Click "Filter" to apply filter setting  
Click "clear" to cancel

WLI-AN-SQA-001

92

# Tenants

menu W

Tenants

New Filter Search

Name	Main Contact Person	Main Contact Number	Main Contact Email	Main Contact Title	Location
Admin Office					
Arabica / Maximus	Josef Francisco	8216744	set@arabicaph.com	Senior Barista	W CITY CENTER
Beautydynamics(Skin House)	Andrea Cabarls	0917-637-8161	skinhousebgc@gmail.com	Front desk	W CITY CENTER
Burger King	Mariel Supersble	8816-7436	bkwcitycenter@philking.com.ph	Shift Manager	W CITY CENTER
Cardinal Health	Marty Gotia	0956-362-5439	marty.gotia@cardinalhealth.com	SFM	W CITY CENTER
Chowking	Francis John Silvestre	0995-750-9038	francissilvestre@chowking.com	OIC	W CITY CENTER
Coco	Coleen Elizabeth T. Garcia	0929-201-6062	Coleengarcia77@yahoo.com	Oic / Trainer	W CITY CENTER
Common Area Meter					
Control Room					
Datang Bailu	Jobie Mabaylo	0966-703-6685	Zoemabaylo@gmail.com	Store - OIN	W CITY CENTER

Showing 1 to 10 of 36 records

◀ Previous Next ▶

Filter button will turn to yellow color, indicating filter setting is active

\*Sample filtered building is W City Center  
\*\*Note – you can also use search bar while filter is active

\*\*\*Advised to clear filter setting after use

# METERS & GAUGES

Meter Readings

# Viewing the Meters & Gauges

Meters & Gauges

# Viewing the Meters & Gauges

From the Menu, Click "Meters & Gauges"

pro.intuition.ph

Logged in as Monz Malli

menu

Home

Locations

Equipment

Maintenance

Tenants

Meters and Gauges

Reports

Change Password

Logout

LOCATION STATUS

	Preventive Maintenance Tickets	Corrective Maintenance Tickets		
		Low	Medium	High
CITI BANK PLAZA	0	0	0	
W CITY CENTER	0	0	0	
W FIFTH AVE	0	6	17	
W GLOBAL CENTER	0	0	0	
W HIGH STREET	0	0	0	
W TOWER	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>17</b>	

EQUIPMENT STATUS

CITI BANK PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
0 / 0	0 / 0	0 / 0	WLI-AN-SQA-001	0 / 0	0 / 0

# Viewing the Meters & Gauges

pro.intuition.ph

Logged in as Monz Malli

menu

W

Home

Locations

Equipment

Maintenance ▾

Tenants

Meters and Gauges ▾

**Meter List**

Input Readings

Reports ▾

Change Password

Logout

LOCATION STATUS

	Preventive Maintenance Tickets	Corrective Maintenance Tickets		
		Low	Medium	High
CITI BANK PLAZA	0	0	0	
W CITY CENTER	0	0	0	
W FIFTH AVE	0	6	17	
W GLOBAL CENTER	0	0	0	
W HIGH STREET	0	0	0	
W TOWER	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>17</b>	

From the sub-menu, Click "Meter List"

EQUIPMENT STATUS

CITI BANK PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER
0 / 0	0 / 0	15 / 234	0 / 0	0 / 0	0 / 0
0 / 0	0 / 0	1 / 19	WLI-AN-SQA-001	0 / 0	0 / 0

# Viewing the Meters & Gauges

List of Meters & Gauges are displayed.

The screenshot shows a web-based application interface for managing meters and gauges. At the top, there is a navigation bar with icons for back, forward, and search, followed by a URL: <https://sandbox.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8>. On the right side of the header is a yellow callout box containing the text "List of Meters & Gauges are displayed." Below the header, the main content area has a dark blue header bar with the title "Meters and Gauges". To the left of the header is a "menu" button. In the top right corner of the header is a logo for "INVENTI" featuring a lightbulb and a flask icon. The main body of the page contains a table with the following columns: Meter Id, Tenant, Type, Reading Type, Location, and Max Meter Digits. The table lists ten entries, each with a checkbox in the first column:

Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
WCCLG007	Datang Bailu	LPG	Continuous	Lower Ground	5
WCCLG006	Fantastic Baka	LPG	Continuous	Lower Ground	5
WCCLG005	Shakeys	LPG	Continuous	Lower Ground	5
WCCLG004	Sushi Nori	LPG	Continuous	Lower Ground	5
WCCLG003	Jollibee	LPG	Continuous	Lower Ground	5
WCCLG002	Burger King	LPG	Continuous	Lower Ground	5
WCCLG001	Chowking	LPG	Continuous	Lower Ground	5
WCCRDW150	Common Area Meter	Water	Continuous	Roof Deck	5
Mobile meter	Cardinal Health	Water	Continuous	6F	5
WCCRDW149	Google	Water	Continuous	Roof Deck	5

At the bottom of the table, there is a "Record Limit" dropdown set to 10, and navigation buttons for "Previous", "Next", "Go", and page numbers 1 and 50.

# Searching for Specific Meter ID

Meters & Gauges

# Searching for Specific Meter ID

The screenshot shows a web browser window with a search results page for 'Meters and Gauges'. The URL in the address bar is [pro.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2jTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8](http://pro.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2jTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8). A yellow callout bubble points to the search bar with the text: 'Type in the specific meter ID in the search box'.

Meter Id	Tenant	Type	Reading Type	Location
412JOL002711	Mother Meter	ELECTRICITY	Continuous	W FIFTH AVE 0
WFARDW079	FWD	Water	Continuous	RDS(PCU) 8704
WFAL19W046	FWD	Water	Continuous	Unit F 8693
WFAL9W016	FWD	Water	Continuous	Unit A 8684
WFAL19W045	FWD	Water	Continuous	Unit A 8693
AC050-000846	Mother Meter	WATER	Continuous	Ground Floor 5706
WFAGFE001	Common Area	Electricity	Continuous	Ground Floor 5706
Service Elevator Machine Room		Temperature	Gauge	Roof Deck 5706
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab 5706
Booster Pump Room		Temperature	Gauge	Roof Deck Slab 5706

Record Limit: 10 | Previous | 1 of 26 | Next | 1 | Go

# Searching for Specific Meter ID

The screenshot shows a web browser window with the URL `pro.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2jTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8`. The page title is "W". The main content area is titled "Meters and Gauges". A search bar contains the text "WFAGFE015". Below the search bar is a table with the following data:

Meter Id	Tenant	Type	Reading Type	Location
WFAGFE015	Aston Martin	Electricity	Continuous	Ground Floor

Below the table, there are buttons for "Record Limit" (set to 10), "Previous", "1 of 1", "Next", "1", and "Go". A yellow callout bubble on the right side of the screen contains the text "Searched meter ID is displayed."

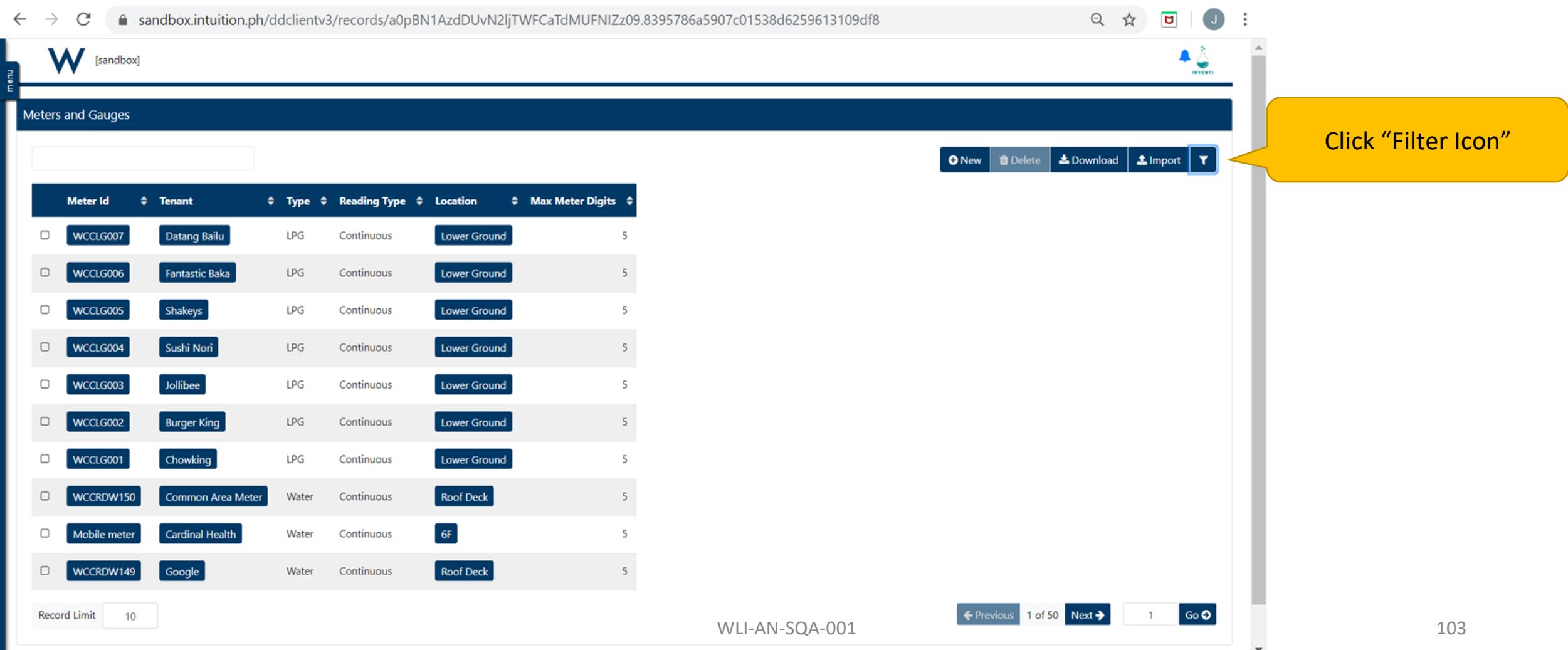
WLI-AN-SQA-001

101

# Using Filter for Advanced Search

Meters & Gauges

# Using Filter for Advanced Search



A screenshot of a web-based application interface titled "Meters and Gauges". The page shows a list of 10 meter records. Each record includes fields for Meter Id, Tenant, Type, Reading Type, Location, and Max Meter Digits. The "Type" column shows values like "LPG" and "Water". The "Location" column shows values like "Lower Ground" and "Roof Deck". The "Max Meter Digits" column shows values like "5" and "6F". The "Tenant" column lists various businesses such as "Datang Bailu", "Fantastic Baka", "Shakeys", "Sushi Nori", "Jollibee", "Burger King", "Chowking", "Common Area Meter", "Cardinal Health", and "Google". The "Type" column has a dropdown arrow indicating it can be sorted. The "Location" column has a dropdown arrow indicating it can be sorted. The "Max Meter Digits" column has a dropdown arrow indicating it can be sorted.

Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
WCCLG007	Datang Bailu	LPG	Continuous	Lower Ground	5
WCCLG006	Fantastic Baka	LPG	Continuous	Lower Ground	5
WCCLG005	Shakeys	LPG	Continuous	Lower Ground	5
WCCLG004	Sushi Nori	LPG	Continuous	Lower Ground	5
WCCLG003	Jollibee	LPG	Continuous	Lower Ground	5
WCCLG002	Burger King	LPG	Continuous	Lower Ground	5
WCCLG001	Chowking	LPG	Continuous	Lower Ground	5
WCCRDW150	Common Area Meter	Water	Continuous	Roof Deck	5
Mobile meter	Cardinal Health	Water	Continuous	6F	5
WCCRDW149	Google	Water	Continuous	Roof Deck	5

Record Limit: 10

WLI-AN-SQA-001

Click "Filter Icon"

# Using Filter for Advanced Search

The screenshot shows a web-based application interface for managing meters and gauges. At the top, there is a navigation bar with icons for back, forward, search, and other functions. Below the navigation is a header bar with the text "W [sandbox]" and a bell icon labeled "INVENTI". The main content area is titled "Meters and Gauges". A table lists ten entries, each with a checkbox, a meter ID, a tenant name, type, reading type, location, and max meter digits. The columns are labeled "Meter Id", "Tenant", "Type", "Reading Type", "Location", and "Max Meter Digits". The "Tenant" column contains names like "Datang Bailu", "Fantastic Baka", "Shakeys", "Sushi Nori", "Jollibee", "Burger King", "Chowking", "Common Area Meter", "Cardinal Health", and "Google". The "Type" column shows mostly "LPG" with one "Water" entry. The "Location" column includes "Lower Ground" and "Roof Deck". The "Max Meter Digits" column shows values like 5 and 6F. At the bottom of the table, the text "WLI-AN-SQA-001" is visible. To the right of the table, a yellow callout bubble contains the text: "New Filters for advanced search will appear, type in your keyword per selected column".

	Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
*	WCCLG007	Datang Bailu	LPG	Continuous	Lower Ground	5
□	WCCLG006	Fantastic Baka	LPG	Continuous	Lower Ground	5
□	WCCLG005	Shakeys	LPG	Continuous	Lower Ground	5
□	WCCLG004	Sushi Nori	LPG	Continuous	Lower Ground	5
□	WCCLG003	Jollibee	LPG	Continuous	Lower Ground	5
□	WCCLG002	Burger King	LPG	Continuous	Lower Ground	5
□	WCCLG001	Chowking	LPG	Continuous	Lower Ground	5
□	WCCRDW150	Common Area Meter	Water	Continuous	Roof Deck	5
□	Mobile meter	Cardinal Health	Water	Continuous	6F	5
□	WCCRDW149	Google	Water	Continuous	Roof Deck	5

New Filters for advanced search will appear,  
type in your keyword per selected column

104

# Using Filter for Advanced Search

Similar searched keyword will be displayed.

Meters and Gauges

Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
WFAGFW007	Aston Martin	Water	Continuous	Ground Floor	0
WFAGFE016	Aston Martin	Electricity	Continuous	Ground Floor	0
WFAGFE015	Aston Martin	Electricity	Continuous	Ground Floor	0

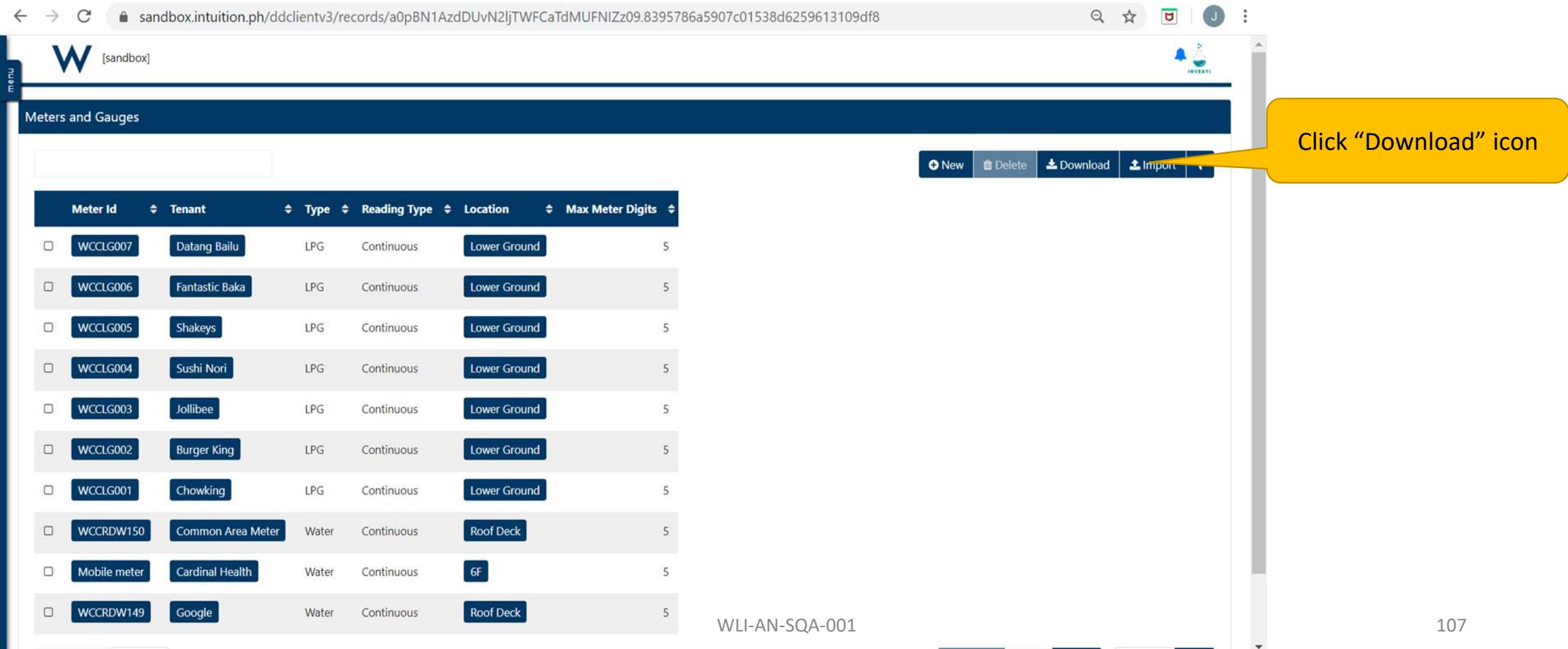
Record Limit: 10

Previous | 1 of 1 | Next | Go

# Download Meter Readings

Meters & Gauges

# Download Meter Readings



A screenshot of a web-based application interface for managing meters and gauges. The URL in the browser is `sandbox.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8`. The page title is "Meters and Gauges". The top navigation bar includes a "menu" icon, a "W [sandbox]" logo, and a "INVENTI" icon with a bell and a lightbulb. The main content area displays a table of meter data with columns: Meter ID, Tenant, Type, Reading Type, Location, and Max Meter Digits. The table lists ten entries, each with a checkbox and a "Delete" button. The bottom right corner of the table has four buttons: "New", "Delete", "Download", and "Import". A yellow callout bubble points to the "Download" button with the text "Click 'Download' icon".

Meter ID	Tenant	Type	Reading Type	Location	Max Meter Digits
WCCLG007	Datang Bailu	LPG	Continuous	Lower Ground	5
WCCLG006	Fantastic Baka	LPG	Continuous	Lower Ground	5
WCCLG005	Shakeys	LPG	Continuous	Lower Ground	5
WCCLG004	Sushi Nori	LPG	Continuous	Lower Ground	5
WCCLG003	Jollibee	LPG	Continuous	Lower Ground	5
WCCLG002	Burger King	LPG	Continuous	Lower Ground	5
WCCLG001	Chowking	LPG	Continuous	Lower Ground	5
WCCRDW150	Common Area Meter	Water	Continuous	Roof Deck	5
Mobile meter	Cardinal Health	Water	Continuous	6F	5
WCCRDW149	Google	Water	Continuous	Roof Deck	5

WLI-AN-SQA-001

# Download Meter Readings

Export page will be displayed.

The screenshot shows a web browser window with a URL starting with pro.intuition.ph. The page title is "Export". On the left, there is a table titled "Meter Id" with columns: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, and Units. The table lists 10 entries, mostly for "Common Area" tenants with "Electricity" type and "Continuous" reading type, located on the "Ground Floor" with units in "kwh". A message at the bottom says "Showing 10 of 256". On the right, there is a sidebar with several filter options, each preceded by a checkbox. The checked filters are: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, and Units. The unchecked filters are: Below Threshold, Above Threshold, Multiplier, id, Created By, and Created Date and Time.

Meter Id	Tenant	Type	Reading Type	Location	Lot Num	Units
Booster Pump Room		Temperature	Gauge	Roof Deck Slab		C
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab		C
Service Elevator Machine Room		Temperature	Gauge	Roof Deck		C
WFAGFE001	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE002	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE003	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE004	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE005	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE006	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE007	Common Area	Electricity	Continuous	Ground Floor		kwh

Showing 10 of 256

Meter Id  
 Tenant  
 Type  
 Reading Type  
 Location  
 Lot Num  
 Units  
 Below Threshold  
 Above Threshold  
 Multiplier  
 id  
 Created By  
 Created Date and Time

# Download Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/ddclientv3/downloader/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8](http://pro.intuition.ph/ddclientv3/downloader/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8). The page title is "Export". On the left, there is a table with columns: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, and Units. The table contains 10 rows of data. On the right, there is a filter section with checkboxes for various fields: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, Units, Below Threshold, Above Threshold, Multiplier, id, Created By, and Created Date and Time. The "Meter Id" checkbox is checked. At the top right of the page, there are icons for search, star, location, file, and other system functions.

Meter Id	Tenant	Type	Reading Type	Location	Lot Num	Units
Booster Pump Room		Temperature	Gauge	Roof Deck Slab		C
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab		C
Service Elevator Machine Room		Temperature	Gauge	Roof Deck		C
WFAGFE001	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE002	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE003	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE004	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE005	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE006	Common Area	Electricity	Continuous	Ground Floor		kwh
WFAGFE007	Common Area	Electricity	Continuous	Ground Floor		kwh

Showing 10 of 256

Export page is displayed.

Select and tick preferred information

# Download Meter Readings

The screenshot shows a web application interface for managing meter readings. At the top, the URL is `pro.intuition.ph/ddclientv3/downloader/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8`. Below the header, there's a menu icon and a bell notification icon.

The main content area is titled "Export". It displays a table of meter readings with the following columns:

Meter Id	Tenant	Type	Reading Type	Location	Lot Num	Units
Booster Pump Room		Temperature	Gauge	Roof Deck Slab		C
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab		C
Service Elevator Machine Room		Temperature	Gauge	Roof Deck		C
WFAGFE001	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE002	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE003	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE004	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE005	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE006	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE007	Common Area	Electricity	Continuous	Ground Floor	kwh	

Below the table, it says "Showing 10 of 256". To the right of the table is a sidebar with a "Filter" button highlighted by a yellow arrow. The sidebar contains fields for filtering by Meter Id, Tenant, Type, Reading Type, Location, Lot Num, and Units, each with a checked checkbox. There are also options for "Below Threshold", "Above Threshold", "Multiplier", "id", "Created By", and "Created Date and Time", each with an unchecked checkbox.

A yellow callout bubble points to the "Filter" button with the text: "Click 'Filter' for a more advanced search".

At the bottom center is the text "WLI-AN-SQA-001". In the bottom right corner is the page number "110".

# Download Meter Readings

The screenshot shows a web application interface for managing meter readings. At the top, there is a navigation bar with icons for back, forward, home, search, and other browser functions. Below the navigation is a URL bar with the address `pro.intuition.ph/ddclientv3/downloader/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8`. The main content area has a header "Export". On the left, there are several input fields for filtering: "Created" (two date pickers), "Meter Id" (text input), "Type" (text input), "Location" (text input), "Units" (text input), and "Above Threshold" (text input). To the right of these are dropdown menus for "Tenant", "Reading Type", "Lot Num", and "Below Threshold". Below these dropdowns are two more dropdowns: "Multiplier" and "Units". At the top right of the filter section are three buttons: "Preview", "Filter" (highlighted in blue), and "Download". To the right of the filter section is a large vertical list of search boxes, each preceded by a checked checkbox. The boxes include: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, Units, Below Threshold, Above Threshold, Multiplier, id, Created By, and Created Date and Time. At the bottom of the page is a table titled "Meter Id" with columns: Tenant, Type, Reading Type, Location, Lot Num, and Units. The table lists various meter entries. At the very bottom center is the text "Showing 10 of 256".

More Search boxes are displayed, type in your keywords

# Download Meter Readings

The screenshot shows a web application interface for managing meter readings. On the left, there is a table titled "Export" containing 10 rows of data. The columns are: Meter Id, Tenant, Type, Reading Type, Location, Lot Num, and Units. The data includes various locations like Booster Pump Room, High Zone Machine Room, Service Elevator Machine Room, and several entries for WFAGFE001 through WFAGFE007, all categorized under "Common Area". The "Type" column shows "Temperature" for the first three rows and "Electricity" for the rest. The "Reading Type" column shows "Gauge" for the first three rows and "Continuous" for the rest. The "Location" column includes "Roof Deck Slab" and "Roof Deck". The "Lot Num" and "Units" columns show "C" and "kwh" respectively. A message at the bottom indicates "Showing 10 of 256". On the right, there is a sidebar titled "Filter" with checkboxes for "Meter Id", "Tenant", "Type", "Reading Type", "Location", "Lot Num", and "Units". There are also checkboxes for "Below Threshold", "Above Threshold", "Multiplier", "id", "Created By", and "Created Date and Time", all of which are currently unchecked. A yellow callout bubble points to the "Download" button in the top right corner of the main content area, with the text "Click 'Download' to save excel file, .csv.".

Meter Id	Tenant	Type	Reading Type	Location	Lot Num	Units
Booster Pump Room		Temperature	Gauge	Roof Deck Slab	C	
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab	C	
Service Elevator Machine Room		Temperature	Gauge	Roof Deck	C	
WFAGFE001	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE002	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE003	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE004	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE005	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE006	Common Area	Electricity	Continuous	Ground Floor	kwh	
WFAGFE007	Common Area	Electricity	Continuous	Ground Floor	kwh	

Showing 10 of 256

Filter Download

Meter Id  
Tenant  
Type  
Reading Type  
Location  
Lot Num  
Units  
Below Threshold  
Above Threshold  
Multiplier  
id  
Created By  
Created Date and Time

Click "Download" to save excel file, .csv.

WLI-AN-SQA-001

112

# Download Meter Readings

The screenshot shows a web application interface for managing meter readings. On the left, a sidebar lists 'Meter Id' categories such as 'Booster Pump Room', 'High Zone Machine Room', 'Service Elevator Machine Room', and several entries starting with 'WFAGFE'. The main area is titled 'Export' and contains a 'Save As' dialog box. The dialog shows the file path 'OneDrive > Attachments' and a list of folder categories: 'Attachments', 'Documents', 'Music', and 'Pictures'. The 'File name:' field is populated with 'export-20200307165205' and the 'Save as type:' field is set to 'Microsoft Excel Comma Separated Values File'. To the right of the dialog, there is a list of export options with checkboxes, including 'Meter Id', 'Tenant', 'Type', 'Reading Type', 'Location', 'Lot Num', 'Units', 'Below Threshold', 'Above Threshold', 'Multiplier', 'id', 'Created By', and 'Created Date and Time'. A yellow callout box points to the 'Save' button in the dialog with the text 'Save as file will appear'.

menu

W

Export

Meter Id

- Booster Pump Room
- High Zone Machine Room
- Service Elevator Machine Room
- WFAGFE001
- WFAGFE002
- WFAGFE003
- WFAGFE004
- WFAGFE005
- WFAGFE006
- WFAGFE007

Save As

OneDrive > Attachments

Organize New folder

Attachments Documents Music Pictures

Name Status

No items match your search.

File name:

Save as type: Microsoft Excel Comma Separated Values File

Save Cancel

Filter Download

Meter Id

Tenant

Type

Reading Type

Location

Lot Num

Units

Below Threshold

Above Threshold

Multiplier

id

Created By

Created Date and Time

Save as file will appear

WLI-AN-SQA-001

113

# Creating a New Meter ID

Meters & Gauges

# Creating a New Meter ID

A screenshot of a web-based application interface for managing meters and gauges. The page title is "Meters and Gauges". At the top right, there are buttons for "New", "Delete", "Download", and "Import". A yellow callout bubble points to the "New" button with the text "Click 'New' to create a new Meter ID".

Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
WCCLG007	Datang Bailu	LPG	Continuous	Lower Ground	5
WCCLG006	Fantastic Baka	LPG	Continuous	Lower Ground	5
WCCLG005	Shakeys	LPG	Continuous	Lower Ground	5
WCCLG004	Sushi Nori	LPG	Continuous	Lower Ground	5
WCCLG003	Jollibee	LPG	Continuous	Lower Ground	5
WCCLG002	Burger King	LPG	Continuous	Lower Ground	5
WCCLG001	Chowking	LPG	Continuous	Lower Ground	5
WCCRDW150	Common Area Meter	Water	Continuous	Roof Deck	5
Mobile meter	Cardinal Health	Water	Continuous	6F	5
WCCRDW149	Google	Water	Continuous	Roof Deck	5

Record Limit: 10

WLI-AN-SQA-001

← Previous | 1 of 50 | Next → | 1 | Go ↗

Click “New” to create a new Meter ID

# Creating a New Meter ID

The screenshot shows a web application interface for managing meters and gauges. On the left, there is a list of existing meters with columns for 'Meter Id' and 'Tenant'. A modal window titled '+ New' is open in the center, prompting for new meter information. The fields include: Meter Id (input field), Tenant (input field), Type (dropdown menu showing 'Continuous'), Reading Type (dropdown menu showing 'Continuous'), Location (input field), Lot Num (input field), Units (input field), Below Threshold (input field with value '0.00'), Above Threshold (input field with value '0.00'), Multiplier (input field), and Max Meter Digits (input field). At the bottom of the modal is a blue 'Add' button. To the right of the modal, there is a vertical list titled 'Max Meter Digits' with several entries, each showing the value '5'. A yellow callout bubble points to the 'Add' button with the text 'Click "Add" to save your new Meter ID'. Another yellow callout bubble points to the top right of the page with the text 'Fill up the requested information. All fields marked with a red asterisk \* are required.'

menu

W [sandbox]

Meters and Gauges

+ New

Meter Id

Tenant

Type

Reading Type \*

Location

Lot Num

Units \*

Below Threshold \*

Above Threshold \*

Multiplier

Max Meter Digits

Add

Water

Continuous

Roof Deck

Record Limit 10

← Previous 1 of 50 Next → 1 Go ↻

WLI-AN-SQA-001

Fill up the requested information. All fields marked with a red asterisk \* are required.

Click "Add" to save your new Meter ID

116

# View Specific Meter Readings

Meters & Gauges

# View Specific Meter Readings

← → ⌂ pro.intuition.ph/ddclientv3/records/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8

Meters and Gauges

Meter Id	Tenant	Type	Reading Type	Location	Max Meter Digits
412JOL002711	Mother Meter	ELECTRICITY	Continuous	W FIFTH AVE	0
WFARDW079	FWD	Water	Continuous	RDS(PCU)	0
WFAL19W046	FWD	Water	Continuous	Unit F	0
WFAL9W016	FWD	Water	Continuous	Unit A	0
WFAL19W045	FWD	Water	Continuous	Unit A	0
AC050-000846	Mother Meter	WATER	Continuous	Ground Floor	0
WFAGFE001	Common Area	Electricity	Continuous		
Service Elevator Machine Room		Temperature	Gauge	Roof Deck	
High Zone Machine Room		Temperature	Gauge	Roof Deck Slab	0
Booster Pump Room		Temperature	Gauge	Roof Deck Slab	0

Record Limit 10

← Previous 1 of 26 Next → 1 Go ↻

Click on the selected Meter ID hyperlink or entire row.

WLI-AN-SQA-001

118

# View Specific Meter Readings

The selected Meter ID details is displayed.

W

WFAGFE001

Name: WFAGFE001

Property: W FIFTH AVE, Ground Floor

Tenant: Common Area

Category: Electricity

Type: Continuous

Units: kwh

Monthly

A bar chart titled "Monthly" showing electricity consumption in kWh. The Y-axis ranges from 0.0k to 20.0k. The X-axis shows months from Apr 2019 to Jan 2020. The data is as follows:

Month	Consumption (kWh)
Apr 2019	14.0k
May 2019	15.0k
Jun 2019	12.0k
Jul 2019	13.0k
Aug 2019	12.5k
Sep 2019	13.5k
Oct 2019	12.5k
Nov 2019	16.0k
Dec 2019	14.0k
Jan 2020	6.0k

WFAGFE001-SQA-001

# Editing a Specific Meter ID

Meters & Gauges

# Editing a Specific Meter ID

The screenshot shows a web application interface for managing meter records. At the top, the URL is `pro.intuition.ph/ddclientv3/record/a0pBN1AzdDUvN2ljTWFCaTdMUFNIzz09.8395786a5907c01538d6259613109df8/T1dGVzBJYk5OeHJuZW...`. The main content area displays a meter record with the ID **412JOL002711**. The record details are as follows:

Name	412JOL002711
Property	W FIFTH AVE
Tenant	Mother Meter
Category	ELECTRICITY
Type	Continuous
Units	kwh
Below Threshold	0.00
Above Threshold	0.00

Below the record details, there is a section titled **Monthly** which currently shows a blank chart area with a scale from 1 to 10.

To the right of the main record view, there is a sidebar with sections for **Comments**, **Photos**, and **Files**. A yellow callout bubble points to the **edit** button in the top right corner of the main record view, with the text: "Click 'edit' to modify changes needed."

At the bottom center of the page is the identifier **WLI-AN-SQA-001**.

# Editing a Specific Meter ID

The screenshot shows a web-based application for managing meters. On the left, there's a sidebar with categories like Name, Property, Tenant, Category, Type, Units, and Monthly. The main area displays a meter record with the ID 412JOL002711. A modal window titled "Edit" is open, containing fields for Meter Id (412JOL002711), Tenant (Mother Meter), Type (ELECTRICITY), Reading Type (Continuous), Location (W FIFTH AVE), Lot Num, Units (kwh), Below Threshold (0.00), Above Threshold (0.00), Multiplier (3500), and Max Meter Digits. The "edit" button is at the bottom of the modal. A yellow callout bubble points to the modal with the text: "Fill up the requested information. All fields marked with a red asterisk \* are required." Another yellow callout bubble points to the "Update" button with the text: "Click 'Update' to save changes."

Fill up the requested information. All fields marked with a red asterisk \* are required.

Click "Update" to save changes.

412JOL002711

Meter Id: 412JOL002711

Tenant: Mother Meter

Type: ELECTRICITY

Reading Type \*

Location: W FIFTH AVE

Lot Num:

Units \*

Below Threshold \*

Above Threshold \*

Multiplier: 3500

Max Meter Digits:

Update

Add Files

Choose File No file chosen

File description

WLI-AN-SQA-001

Mid Month

122

# Add Comments, Files and Photos

Meters & Gauges

# Add Comments, Files and Photos

The screenshot shows a web-based application interface for managing energy consumption data. On the left, there is a form with the following data:

Name	412JOL002711
Property	W FIFTH AVE
Tenant	Mother Meter
Category	ELECTRICITY
Type	Continuous
Units	kwh
Below Threshold	0.00
Above Threshold	0.00

Below the form, there is a section labeled "Monthly" with a grid from 1 to 10.

To the right of the main form, there are three sections: "Comments", "Photos", and "Files". Each section has a "Write a comment..." input field, a "Choose File" button, and a "File description" input field. Yellow callout boxes provide instructions for each section:

- Type your comments, in the **Comments** then Click “Save button”
- Click “Choose file button” to upload photos
- Type in your description of the photo, then click the “Save Icon”

At the bottom center of the page is the identifier **WLI-AN-SQA-001**.

# Add Comments, Files and Photos

412JOL002711

Name: 412JOL002711  
Property: W FIFTH AVE  
Tenant: Mother Meter  
Category: ELECTRICITY  
Type: Continuous  
Units: kwh  
Below Threshold: 0.00  
Above Threshold: 0.00

Monthly

10  
9  
8  
7  
6  
5  
4  
3  
2  
1

Comments

Write a comment...

Photos

Add Photos

Choose File No file chosen  
File description

Files

Add Files

Choose File No file chosen  
File description

WLI-AN-SQA-001

Click “Choose file button”  
to upload documents

Type in your description of  
the document, then click  
the “Save Icon”

# View Consumption Report

Meters & Gauges

# View Consumption Report

The screenshot shows a web browser displaying a consumption report. At the top, there is a navigation bar with back, forward, and search icons, along with a URL starting with <https://pro.intuition.ph/ddclientv3/record/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8/YklvS0VQcVNXU2wrc2Qxb3IGQTA0...>. Below the URL is a file upload section titled "Add Files" with fields for "Choose File" (No file chosen) and "File description".

The main content area has a "menu" button on the left. It displays a bar chart titled "Mid Month" showing electricity consumption from May 2019 to March 2020. The Y-axis ranges from 0.00k to 1.0M. The chart shows values approximately: May 2019 (~800.0k), Jun 2019 (~750.0k), Jul 2019 (~750.0k), Aug 2019 (~650.0k), Sep 2019 (~600.0k), Oct 2019 (~650.0k), Nov 2019 (~650.0k), Dec 2019 (~600.0k), Feb 2020 (~1.0M), and Mar 2020 (~500.0k).

A yellow callout points to the bar chart with the text: "View mid-month and monthly electricity consumption billing or non-billing in Bar Chart".

Below the chart is a section titled "Readings" with a table:

Reading Date/Time	Reading	Consumption	Notes	Billing	Picture	Action
2020-03-25 19:25:25	13,553.00	248,500.00		No	<a href="#">View</a>	
2020-03-10 01:26:26	13,482.00	287,000.00		No	<a href="#">View</a>	
2020-02-25 20:35:32	13,400.00	1,000,000.00	Read on Feb 26	No	<a href="#">View</a>	
2019-12-25 00:00:00	13,032.00	668,500.00		No		
2019-11-25 00:00:00	12,841.00	682,500.00		No		
2019-10-25 00:00:00	12,646.00	696,500.00		No		
2019-09-25 00:00:00	12,447.00	647,500.00		No		

A yellow callout points to the "Readings" table with the text: "List of previous electricity readings for the specific Meter ID are displayed".

In the bottom right corner of the table, the identifier "WLI-AN-SQA-001" is visible.

# Edit, Delete Previous Readings

Meter Readings

# Edit, Delete Previous Readings

The screenshot shows a web-based application for managing utility readings. At the top, there is a navigation bar with icons for back, forward, search, and other functions. Below the bar, a title "Mid Month" is displayed next to a menu icon.

On the left, there is a vertical bar chart titled "Mid Month" showing consumption over time. The y-axis represents consumption in units (kWh), ranging from 0 to 1.0M in increments of 100.0k. The x-axis shows months from April 2019 to February 2020. The bars show consumption values of approximately 700k in April, 800k in May, 750k in June, 750k in July, 700k in August, 600k in September, 700k in October, 650k in November, 650k in December, and 1.0M in February.

Below the chart, a table titled "Readings" lists previous utility readings. The table has columns for Reading Date/Time, Reading, Consumption, Notes, Billing, Picture, and Action. Each row contains a blue "edit" button and a red "x delete" button.

Reading Date/Time	Reading	Consumption	Notes	Billing	Picture	Action
2020-02-25 20:35:32	13,400.00	1,000,000.00	Read on Feb 26	No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-12-25 00:00:00	13,032.00	668,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-11-25 00:00:00	12,841.00	682,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-10-25 00:00:00	12,646.00	696,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-09-25 00:00:00	12,447.00	647,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-08-25 00:00:00	12,262.00	703,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-07-25 00:00:00	12,061.00	742,000.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-06-25 00:00:00	11,849.00	749,000.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-05-25 00:00:00	11,635.00	794,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>
2019-04-25 00:00:00	11,408.00	696,500.00		No		<a href="#">edit</a> <a href="#">x delete</a>

A yellow callout box points to the "edit" button in the first row of the table, containing the text: "Click 'edit' to modify changes if needed". Another yellow callout box points to the "edit" and "x delete" buttons in the last row, containing the text: "Edit/delete function depends on user access".

At the bottom right of the table, the identifier "WLI-AN-SQA-001" is visible.

Page number 129 is located at the bottom right corner.

# Edit, Delete Previous Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-reading-edit/112512](https://pro.intuition.ph/cmmsw/meter-reading-edit/112512). The page title is "Edit Meter Reading". The form contains the following fields:

- ID:** 412JOL002711
- Date:** 2020-02-25 20:35:32
- Reading:** 13400.0000
- Notes:** Read on Feb 26
- Billing:** No

A blue "Update" button is located at the bottom left of the form.

Two yellow callout boxes provide instructions:

- A top right callout box says: "Fill up the requested information. All fields marked with a red asterisk \* are required."
- A bottom right callout box says: "Click "Update" to save changes"

At the bottom center of the page is the footer text: WLI-AN-SQA-001. At the bottom right is the page number: 130.

# Edit, Delete Previous Readings

The screenshot shows a web browser interface for managing energy consumption data. At the top, there is a navigation bar with icons for back, forward, search, and other browser functions. Below the navigation bar, the URL is visible: `pro.intuition.ph/ddclientv3/record/a0pBN1AzdDUvN2ljTWFCaTdMUFNIZz09.8395786a5907c01538d6259613109df8/T1dGVzBJYk5OeHJuZW...`. The main content area has a title "Mid Month" and a menu icon.

Below the title is a bar chart titled "Mid Month" showing consumption over time. The Y-axis represents consumption in kilowatt-hours (kWh), ranging from 0 to 1.0M in increments of 100.0k. The X-axis lists months from April 2019 to February 2020. The bars show consumption values of approximately 700kWh for April, 800kWh for May, 750kWh for June, 750kWh for July, 700kWh for August, 600kWh for September, 700kWh for October, 700kWh for November, 650kWh for December, and 1.0M kWh for February.

Below the chart is a table titled "Readings" listing previous consumption data. The columns are: Reading DateTime, Reading, Consumption, Notes, Billing, Picture, and Action. Each row includes a "View" link and two buttons: "edit" (blue) and "x delete" (red). A yellow callout bubble points to the "x delete" button in the first row, with the text "Click 'delete' if needed."

Reading DateTime	Reading	Consumption	Notes	Billing	Picture	Action
2020-02-25 20:35:32	13,400.00	1,000,000.00	Read on Feb 25	No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-12-25 00:00:00	13,032.00	668,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-11-25 00:00:00	12,841.00	682,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-10-25 00:00:00	12,646.00	696,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-09-25 00:00:00	12,447.00	647,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-08-25 00:00:00	12,262.00	703,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-07-25 00:00:00	12,061.00	742,000.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-06-25 00:00:00	11,849.00	749,000.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-05-25 00:00:00	11,635.00	794,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-04-25 00:00:00	11,408.00	696,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>

WLI-AN-SQA-001

# Edit, Delete Previous Readings

Mid Month

Month	Consumption
Apr 2019	~700k
May 2019	~800k
Jun 2019	~750k
Jul 2019	~750k
Aug 2019	~700k
Sep 2019	~600k
Oct 2019	~700k
Nov 2019	~700k
Dec 2019	~650k
Feb 2020	~1.0M

Readings

Reading DateTime	Reading	Consumption	Notes	Billing	Picture	Action
2020-02-25 20:35:32	13,400.00	1,000,000.00	Read on Feb 25	No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-12-25 00:00:00	13,032.00	668,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-11-25 00:00:00	12,841.00	682,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-10-25 00:00:00	12,646.00	696,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-09-25 00:00:00	12,447.00	647,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-08-25 00:00:00	12,262.00	703,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-07-25 00:00:00	12,061.00	742,000.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-06-25 00:00:00	11,849.00	749,000.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-05-25 00:00:00	11,635.00	794,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>
2019-04-25 00:00:00	11,408.00	696,500.00		No	<a href="#">View</a>	<a href="#">edit</a> <a href="#">x delete</a>

WLI-AN-SQA-001

Click "view" to see uploaded actual picture of meter

# Edit, Delete Previous Readings

Uploaded Picture of Meter  
is displayed.



# Input Meter Readings

Meter Readings

# Input Meter Readings

From the Menu, Click "Meters & Gauges"

LOCATION STATUS

	Preventive Maintenance Tickets	Corrective Maintenance Tickets		
		Low	Medium	High
CITI BANK PLAZA	0	0	0	
W CITY CENTER	0	0	0	
W FIFTH AVE	0	6	17	
W GLOBAL CENTER	0	0	0	
W HIGH STREET	0	0	0	
W TOWER	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>17</b>	

EQUIPMENT STATUS

CITI BANK PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
0 / 0	0 / 0	0 / 0	WLI-AN-SQA-001 0 / 0	0 / 0	0 / 0

# Input Meter Readings

The screenshot shows a web-based management system for property maintenance. On the left is a dark sidebar with a large white 'W' logo at the top. Below it, the user is logged in as 'Monz Malli'. The sidebar contains several menu items: Home, Locations, Equipment, Maintenance, Tenants, Meters and Gauges, Meter List, Input Readings (which is highlighted with a yellow background), Reports, and Change Password. At the bottom of the sidebar is a Logout link.

The main content area has a header bar with browser controls and a search bar. Below the header is a 'LOCATION STATUS' section containing a table. The table has three columns: 'Preventive Maintenance Tickets' (row header) and 'Corrective Maintenance Tickets' (sub-headers: Low, Medium, High). The data rows are: CITI BANK PLAZA (Low: 0, Medium: 0, High: 0), W CITY CENTER (Low: 0, Medium: 0, High: 0), W FIFTH AVE (Low: 0, Medium: 6, High: 17), W GLOBAL CENTER (Low: 0, Medium: 0, High: 0), W HIGH STREET (Low: 0, Medium: 0, High: 0), and W TOWER (Low: 0, Medium: 0, High: 0). A 'TOTAL' row at the bottom shows values: 0, 6, 17, and 7 respectively.

A yellow callout box with rounded corners points to the 'Input Readings' menu item in the sidebar. Inside the callout box, the text reads: "Click 'Input Readings' in the sub-menu".

Below the location status section is another section titled 'EQUIPMENT STATUS' which displays equipment counts for various locations: CITI BANK PLAZA (0 / 0), W CITY CENTER (0 / 0), W FIFTH AVE (15 / 234), W GLOBAL CENTER (0 / 0), W HIGH STREET (0 / 0), and W TOWER (0 / 0). A tracking number 'WLI-AN-SQA-001' is visible near the equipment status table.

In the bottom right corner of the main content area, there is a page number '136'.

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "Meter Readings". On the left, there's a sidebar with a "menu" button and a large "W" logo. The main content area has a yellow callout bubble pointing to the "Date" field in a date picker, with the text "Select ‘Date’". The date picker shows "February 2020" with the 25th selected. The main table lists three meter readings:

Meter	Date	Last Reading	Last Consumption	New Reading	New Consumption	Billing	Notes	File/Photo
WFAGI	2020-02-25	1,145.00	0.00			<input type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen
WFAGI	2020-02-25	10,814.00	1,271.00			<input type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen
WFAGI	2020-02-25	421.00	0.00			<input type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen

A "Save" button is located at the bottom left of the form.

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "W". The main content area is titled "Meter Readings". It features a search bar with fields for "Date" (set to 2020-02-25), "Meter ID" (empty), and "Or Tenant" (set to aston). A dropdown menu under "Type" is open, showing "All" (selected) and "Water Electricity". Below this is a table of meter readings:

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

A yellow callout bubble points to the "Meter ID" and "Or Tenant" fields with the text: "Type in ‘Meter ID or ‘Tenant Name’". A "Save" button is located at the bottom left of the form.

menu

W

Meter Readings

Date 2020-02-25 Meter ID  Or Tenant aston Type All SHOW

All Water Electricity

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Save

Type in ‘Meter ID or ‘Tenant Name’

WLI-AN-SQA-001

138

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "Meter Readings". The interface includes a search bar with fields for Date (2020-02-25), Meter ID, Tenant (aston), and Type (a dropdown menu showing "All", "Water", and "Electricity"). A "Show" button is next to the dropdown. Below the search bar is a table with columns: Meter, Type, Last Reading Date, Last Reading, Last Consumption, New Reading, Consumption, Billing, Notes, and File/Photo. Three rows of data are listed:

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

A yellow callout bubble points to the "Type" dropdown menu with the text "Select ‘Type’ of reading". A "Save" button is located at the bottom left of the form.

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "W". The main content area is titled "Meter Readings". It includes search fields for "Date" (2020-02-25), "Meter ID" (empty), "Or Tenant" (aston), and "Type" (All). A dropdown menu under "Type" is open, showing "All", "Water", and "Electricity". A yellow callout bubble points to the "Show" button next to the dropdown. Below this is a table with columns: Meter, Type, Last Reading Date, Last Reading, Last Consumption, New Reading, Consumption, Billing, Notes, and File/Photo. Three rows of data are listed:

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

A "Save" button is located at the bottom left of the form.

Click "Show" button

WLI-AN-SQA-001

140

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "W". The main content area is titled "Meter Readings". It features a search bar with fields for "Date" (2020-02-25), "Meter ID" (empty), "Or Tenant" (aston), and "Type" (a dropdown menu showing "All", "Water", and "Electricity", with "Electricity" selected). Below the search bar is a table with columns: Meter, Type, Last Reading Date, Last Reading, Last Consumption, New Reading, Consumption, Billing, Notes, and File/Photo.

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

A yellow callout bubble points to the "New Reading" input field for the first row, containing the text "Type in ‘New Reading’". A "Save" button is located at the bottom left of the form.

menu

W

Meter Readings

Date 2020-02-25 Meter ID  Or Tenant aston Type All   
All Water Electricity

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Type in ‘New Reading’

WLI-AN-SQA-001

141

# Input Meter Readings

pro.intuition.ph/cmmsw/meter-input

Meter Readings

Date	Meter ID	Or Tenant	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
2020-02-25		aston	All	02/25/2020	1,145.00	0.00			<input type="checkbox"/>		
			All	02/25/2020	10,814.00	1,271.00			<input type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen
			Water	02/28/2020	421.00	0.00			<input type="checkbox"/>		<input type="button" value="Choose File"/> No file chosen

Select and “tick” if for “Billing”

Save

WLI-AN-SQA-001

142

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "Meter Readings". The interface includes a search bar with fields for Date (2020-02-25), Meter ID, Or Tenant (aston), and Type (All). A dropdown menu under Type is open, showing "All", "Water", and "Electricity". Below the search bar is a table listing three meter readings:

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

A yellow callout bubble points to the "Notes" column of the first row, containing the placeholder text "Type in your ‘Notes’ per meter reading". At the bottom left is a "Save" button.

# Input Meter Readings

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/meter-input](http://pro.intuition.ph/cmmsw/meter-input). The page title is "W". The main content area is titled "Meter Readings". It includes search filters for "Date" (2020-02-25), "Meter ID" (empty), "Or Tenant" (aston), and "Type" (All). A dropdown menu under "Type" is open, showing "All", "Water", and "Electricity". Below the filters is a table with three rows of meter data:

Meter	Type	Last Reading Date	Last Reading	Last Consumption	New Reading	Consumption	Billing	Notes	File/Photo
WFAGFE015	Electricity	02/25/2020	1,145.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFE016	Electricity	02/25/2020	10,814.00	1,271.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
WFAGFW007	Water	02/28/2020	421.00	0.00	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

A yellow callout points to the "File/Photo" column of the first row, containing a "Choose File" button and the message "No file chosen". Another yellow callout points to the "Save" button at the bottom left of the form.

Upload a File or Photo of the actual meter

Click "Save"

WLI-AN-SQA-001

144

# *Checklist*

INVENTI SBS

# Checklist

Logged in as Jay Reyes

menu

LOCATION STATUS

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	9	8	255	71	14	304
	114	30	23	234	71	35	267
	25	59	9	59	83	13	196
	3	12	1	9	1	1	238
	11	3	-	13	4	-	22
	12	37	7	37	38	1	41
	33	4	1	14	6	-	0

On Menu, click "Checklist"

EQUIPMENT STATUS [UPTIME]

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	94.55% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>
	97.73% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span> WLI-AN-SQA-001	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

Logout

146

# Checklist

W

menu

Checklist		+ New
Name	Description	
Restroom Maintenance	Restroom Maintenance Log	<button>edit</button> <button>delete</button>
Genset Checklist	Checklist for Genset PM	<button>edit</button> <button>delete</button>
Weekly Genset Test Run	Generator Weekly test run	<button>edit</button> <button>delete</button>
FR-BMO-012 Fire Pump Weekly Run Test	Fire Pump Forms	<button>edit</button> <button>delete</button>

On this module, user can create checklist(s) he/she is using in the system. Instead of having a paper, they can access this checklist even on their mobile phone browser

List of available checklists with short description

User can add new checklist using “new” button on the upper right corner.

# Checklist

menu W

New Checklist

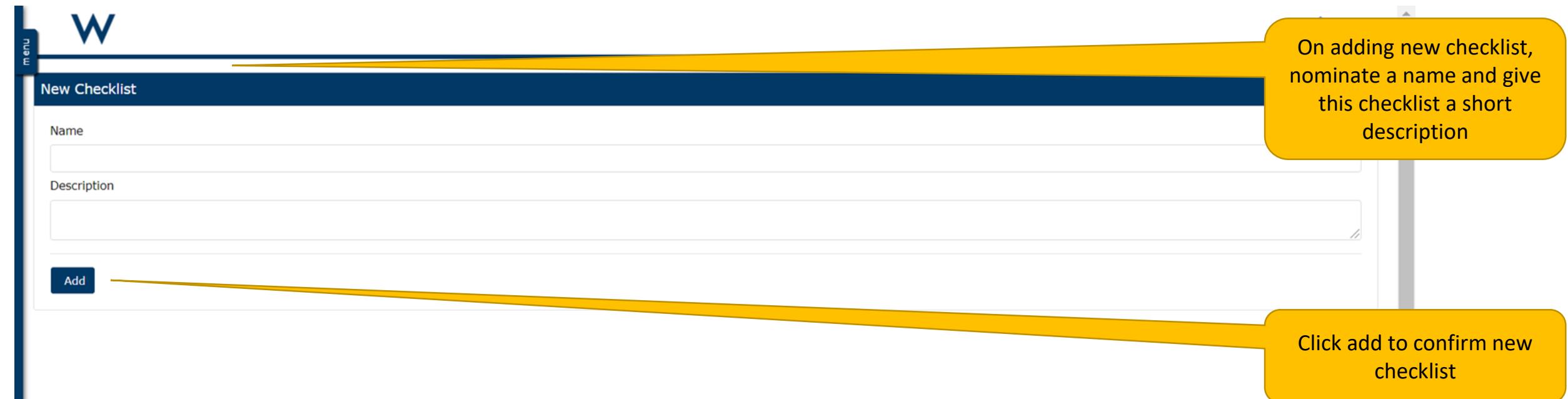
Name

Description

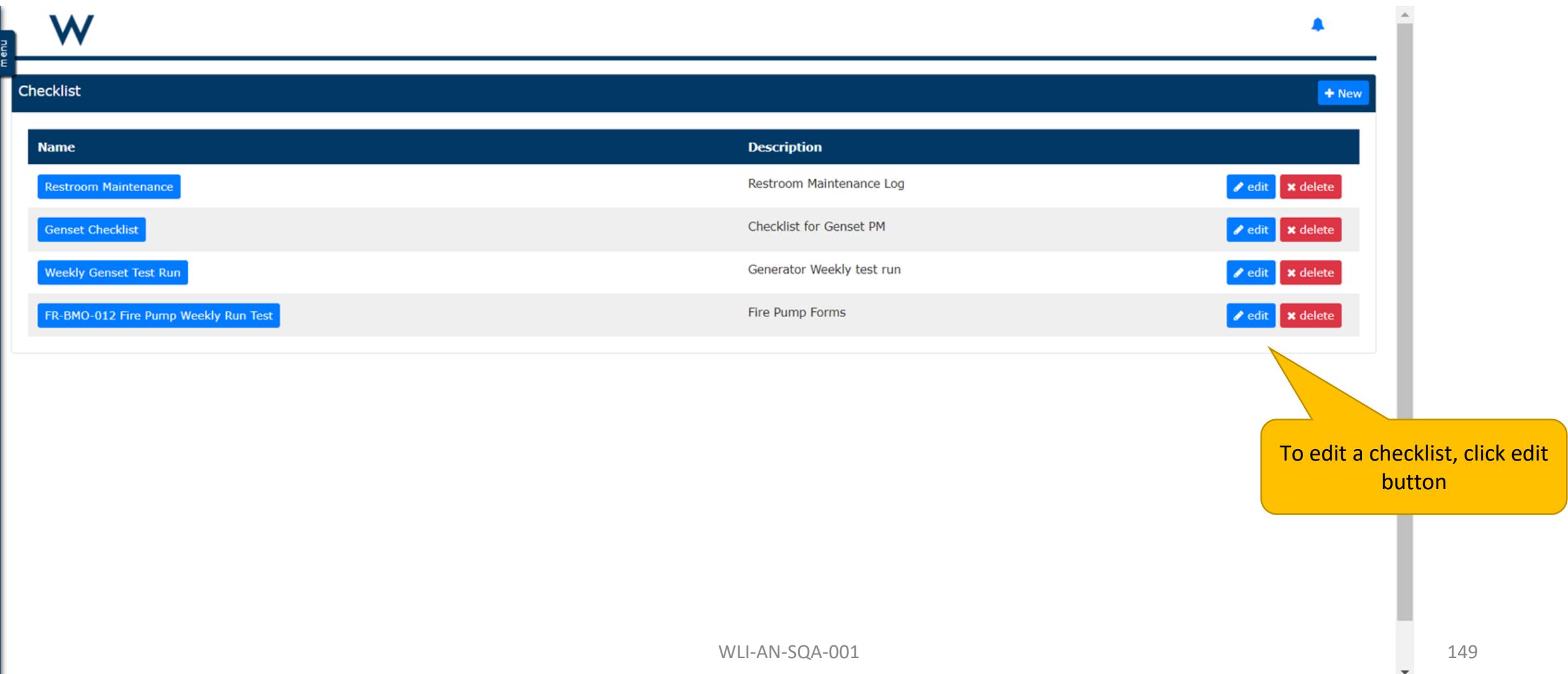
Add

On adding new checklist, nominate a name and give this checklist a short description

Click add to confirm new checklist



# Checklist



The screenshot shows a web-based application interface for managing checklists. At the top left is a large blue 'W' logo. To its right is a small blue bell icon. On the far left, there's a vertical grey sidebar with a 'menu' button at the top. The main content area has a dark blue header bar with the word 'Checklist' on the left and a '+ New' button on the right. Below this is a table with two columns: 'Name' and 'Description'. Each row contains a checklist name, its description, and two buttons on the right: a blue 'edit' button with a pencil icon and a red 'delete' button with a minus sign icon. The checklists listed are:

Name	Description	Actions
Restroom Maintenance	Restroom Maintenance Log	<a href="#">edit</a> <a href="#">delete</a>
Genset Checklist	Checklist for Genset PM	<a href="#">edit</a> <a href="#">delete</a>
Weekly Genset Test Run	Generator Weekly test run	<a href="#">edit</a> <a href="#">delete</a>
FR-BMO-012 Fire Pump Weekly Run Test	Fire Pump Forms	<a href="#">edit</a> <a href="#">delete</a>

A large yellow callout bubble with a black border and a black arrow points from the bottom right towards the 'edit' button in the second row. Inside the callout bubble, the text reads: "To edit a checklist, click edit button".

# Checklist

The screenshot shows a web-based checklist editing interface. At the top left is a blue 'W' logo, and at the top right is a blue bell icon. A vertical grey sidebar is on the right side of the page. The main area has a dark blue header bar with the text "Edit Checklist". Below the header, there are three input fields: "Name" containing "Weekly Genset Test Run", "Description" containing "Generator Weekly test run", and a large empty "Checklist" area. In the "Checklist" area, there is a white rectangular input field with a blue border and a small blue checkmark icon to its left. A yellow callout bubble with rounded corners is positioned in the lower right quadrant of the checklist area. It contains the text: "To add items, click the box and name this item then click check icon to add the item". At the bottom left of the main area, there is a small blue "Save" button.

menu

W

Edit Checklist

Name

Weekly Genset Test Run

Description

Generator Weekly test run

Checklist

Add New Category

Save

To add items, click the box and name this item then click check icon to add the item

WLI-AN-SQA-001

150

# Checklist

W

Edit Checklist

Name

Restroom Maintenance

Description

Restroom Maintenance Log

Checklist

Toilet Paper \*

Checked   Check \*

Filled   Check \*

Add New Item   Check \*

Seat Covers \*

Checked   Check \*

Filled   Check \*

Add New Item   Check \*

Paper Towels \*

Checked   Check \*

Filled   Check \*

On the lower box of the item, describe the action item. On its right side, you will have a dropdown menu on what you will do on the said check item.  
For Check – you will have to put check on the item  
For Value – you need to input number value on the item

For Text – you will manually input your observation on the said item

# Checklist

W

menu

Edit Checklist

Name  
Genset Checklist

Description  
Checklist for Genset PM

Checklist

Readings

Frequency Value 

RPM Value 

Voltage (L1-N) Value 

Voltage (L2-N) Value 

Voltage (L3-N) Value 

Voltage (L1-L2) Value 

Voltage (L2-L3) Value 

Oil Pressure (psi) Value 

Coolant Temp (C) Value 

Sample check item requiring value. Sample is Generator Set Checklist which requires numerical values

WLI-AN-SQA-001

152

# Checklist

Mother Tank Diesel Level

Vibration Absorber Suppor

Concrete Foundation, if no

Oil Filters, if with leak and

Oil Level, if within range

Radiator, if No Leak

Fan Belt, if in good conditi~~n~~

Add New Item

Syncho Panel Inspection

Settings, if Auto

Panel Condition, if Clean

Air Circuit Breakers, if Cha~~nge~~

Add New Item

Add New Category

Save

Click save button to  
confirm your editing. Or  
click back on your browser  
to cancel edit

# Checklist

menu W

Genset Checklist

Accomplished By Orlando Luyun Jr  
Date June 22, 2020 10:02 am

Readings	
Frequency	60
RPM	1800
Voltage (L1-N)	n/a
Voltage (L2-N)	n/a
Voltage (L3-N)	n/a
Voltage (L1-L2)	230
Voltage (L2-L3)	230
Oil Pressure (psi)	80
Coolant Temp (C)	<80
Ambient Temp of Room	31
Engine Run Time	325.1
Battery Voltage	26
Battery Charger Voltage	230

Name of user who used the checklist with timestamp

Sample used checklist. Number is recorded on the fields

WLI-AN-SQA-001

154

# Checklist

menu W

Restroom Maintenance

Accomplished By SBS Admin  
Date February 28, 2019 07:55 am

<b>Toilet Paper</b>	
Checked	✓
Filled	✓
<b>Seat Covers</b>	
Checked	✓
Filled	✓
<b>Paper Towels</b>	
Checked	✓
Filled	✓
<b>Soap Dispensers</b>	
Checked	✓
Filled	✓
<b>Trash</b>	
Checked	✓

Name of user who used the checklist with timestamp

Sample used checklist. Check is used for each check item

WLI-AN-SQA-001

155

# Checklist

The screenshot shows a web-based application for managing checklists. At the top, there's a dark blue header bar with the word "Checklist" and a "+ New" button. Below the header is a table with two columns: "Name" and "Description". The "Name" column contains five items: "Restroom Maintenance", "Genset Checklist", "Weekly Genset Test Run", and "FR-BMO-012 Fire Pump Weekly Run Test". The "Description" column provides a brief description for each: "Restroom Maintenance Log", "Checklist for Genset PM", "Generator Weekly test run", and "Fire Pump Forms". To the right of the table, there are two small buttons: "edit" and "delete". A yellow callout bubble with a black border points from the bottom right towards the "Restroom Maintenance" row, containing the text: "To use the checklist, click the checklist name".

Name	Description
Restroom Maintenance	Restroom Maintenance Log
Genset Checklist	Checklist for Genset PM
Weekly Genset Test Run	Generator Weekly test run
FR-BMO-012 Fire Pump Weekly Run Test	Fire Pump Forms

To use the checklist, click the checklist name

# Checklist

The screenshot shows a software application window titled "Restroom Maintenance". At the top left is a "menu" icon and a large "W" logo. On the right side of the header is a blue bell icon. Below the header is a table with the following data:

#	Date	By	Comments
1	Feb 28 2019 07:55 am	SBS Admin	Need a bigger trash bin

A blue "+" New button is located in the top right corner of the table area. Two yellow callout boxes point to the interface:

- A top callout box points to the "+" New button with the text: "To use the checklist, click on new button.  
\*user can also attach checklists in the work order ticket".
- A bottom callout box points to the table with the text: "To view past accomplished checklists, click on the corresponding number  
\*past accomplished checklists are not editable anymore. View only."

At the bottom center of the page is the text "WLI-AN-SQA-001".

# Checklist

W

menu



## New Restroom Maintenance

### Toilet Paper

Checked

Filled

### Seat Covers

Checked

Filled

### Paper Towels

Checked

Filled

### Soap Dispensers

Checked

Filled

### Trash

Checked

Emptied

Put a check on the  
checkbox by simply clicking  
into it

# Checklist

menu

Category	Description	Status
Filled		<input type="checkbox"/>
<b>Trash</b>		<input type="checkbox"/>
Checked		<input type="checkbox"/>
Emptied		<input type="checkbox"/>
<b>Air Freshener</b>		<input type="checkbox"/>
Checked		<input type="checkbox"/>
Replaced		<input type="checkbox"/>
<b>Cleaning</b>		<input type="checkbox"/>
Toilets Cleaned		<input type="checkbox"/>
Sinks Cleaned		<input type="checkbox"/>
Floor Swept		<input type="checkbox"/>
Floor Mopped		<input type="checkbox"/>
Mirrors Cleaned		<input type="checkbox"/>
<b>Comments</b>		

You may leave comment at the end of this checklist. If finished editing, click save button

**Save**

WLI-AN-SQA-001

159

# Checklist

W

menu

Merge Work Order

WO WORK ORDER # 17342

Edit

Created	January 25, 21 08:28 am
Category	Housekeeping
Issue/Description	7F parking slot #29 dirty, for cleaning
Location	W CITY CENTER
Priority Level	High
WO Target Date	January 26, 2021 08:28 am
Work Start	
Work End	
Service Provider	Servicio Filipino, Inc. (SFI)
Assigned To	
Recent Update	January 26, 2021 08:57 am
Reference Ticket	
Breakdown	

Equipment

Add

--no asset--

Checklist

Add

Restroom Maintenance

(1) To add checklist in the work order ticket, select from the available checklists then click add button  
(2) Click the added checklist and use it

Updates

Add Update

CREATED	NAME	STAGE	DESCRIPTION
01-26-2021 08:57:37	Romel Tejada	On-going	
01-25-2021 08:32:18	Pia Laceda	Acknowledged	
01-25-2021 08:28:16	Romel Tejada	New	Ticket created WEARNSQA-001

160

# *Service Provider*

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# Service Providers

The screenshot shows a web-based facility management application interface. On the left is a dark blue sidebar menu with various navigation options. The main area displays two tables: one titled "LOCATION STATUS" and another titled "EQUIPMENT STATUS [UPTIME]". A yellow callout bubble points to the "Service Providers" option in the sidebar.

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	262	73	13	304
	92	30	23	257	69	34	314
	27	67	11	60	87	14	230
	5	14	-	13	1	1	265
	12	-	-	-	-	-	-
	12	37	5	37	36	1	7
	34	4	3	15	6	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
Logout	100%	100%	100%	100%	100%	75.00%	100%
	100%	100%	100%	100%	100%	100%	100%

A yellow callout bubble contains the text: "On the Menu, click 'Service Providers'".

# Service Providers

W

Service Providers

Service Providers page.  
View list of all service providers

 New  Download  Filter

 Search

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054/09774983866	
ACUO			
AF DRILL TECHNIQUES	ROMANO PALADIO		afdrilltechniques@yahoo.com
AFSS Contractor			
AIDEA	Jojo Tolentino	63 917 524 3390	a.tolentino@aidea.com.ph
Anantha			
Arsys Media			
Arsys Media			
Arsys Media	Poli	9171007031	
Barrington Carpets	Cheryll Luspo	63 917 577 3214	bcarpets@pldtdsl.net

Showing 1 to 10 of 190 records

 Previous

Next 

# Service Providers

The screenshot shows a list of service providers with columns for Name, Contact Person, Contact Number, and Contact Email. A search bar is at the top right, and navigation buttons for New, Download, and Filter are on the left. A yellow callout points to the search bar. Another yellow callout points to the New, Download, and Filter buttons. A third yellow callout points to the contact details of a provider named Poli. At the bottom, there are previous and next record buttons.

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054	
ACUO			
AF DRILL TECHNIQUES	ROMANO PALADIO		aldrilltechniques@yahoo.com
AFSS Contractor			
AIDEA	Jojo Tolentino	63 917 524 3390	a.tolentino@aidea.com.ph
Anantha			
Arsys Media			
Arsys Media			
Arsys Media	Poli	9171007031	
Barrington Carpets	Cherryl Luspo	63 917 577 3214	bcarpets@pldtdsl.net

Showing 1 to 10 of 190 records

← Previous      Next →

W menu

Search bar – search entries using keywords

New button – add/create new service provider  
Download button – To download the list of service providers  
Filter button – filter view on service provider list

Click name of service provider to view details

# Service Providers

The screenshot shows a web-based application for managing service providers. A large yellow callout at the top right points to the "Service provider name" field, which contains the text "Barrington Carpets". Another yellow callout on the right side points to the "Edit" and "Delete" buttons, stating "Edit and delete button – will depend on user access". A third yellow callout points to the "Details of service provider" section, which includes fields for "Name", "Location", "Contact Person", "Contact Number", and "Email". The "Name" field is populated with "Barrington Carpets". The "Location" field shows "CITI PLAZA". The "Contact Person" field shows "Cheryll Luspo". The "Contact Number" field shows "63 917 577 3214". The "Email" field shows "bcarpets@pldtdsl.net". Below this section is a "Comments" area with a text input field labeled "Write a comment...". Further down are sections for "Photos" and "Files", each with "Add Photos" and "Add Files" buttons, "Choose File" input fields, and "File description" text areas.

Service provider name

Edit and delete button – will depend on user access

Details of service provider

Barrington Carpets

Name  
Location  
Contact Person  
Contact Number  
Email

Barrington Carpets  
CITI PLAZA  
Cheryll Luspo  
63 917 577 3214  
bcarpets@pldtdsl.net

Comments

Write a comment...

Photos

Add Photos

Choose File No file chosen

File description

Files

Add Files

Choose File No file chosen

File description

Search Provider/Contractor

menu W

WLI-AN-SQA-001

165

# Service Providers

W

menu

## Barrington Carpets

Name  
Location  
Contact Person  
Contact Number  
Email

Barrington Carpets  
CITI PLAZA  
Cheryll Luspo  
63 917 577 3214  
bcarpets@pldtdsl.net

[Edit](#) [Delete](#)

Search Provider/Contractor

## Comments

No image available

Write a comment...

Can leave comments here  
for this particular service  
provider

## Photos

Add Photos

[Choose File](#) No file chosen

File description

User can upload picture  
here.  
User can view/download  
picture after upload

## Files

Add Files

[Choose File](#) No file chosen

File description

User can upload files here.  
User can view/download  
files after upload

# Service Providers

The screenshot shows a web-based application interface for managing service providers. A modal dialog box titled "Edit Service Provider" is open in the foreground, overlaid on a list of service providers. The list includes a provider named "Barrington Carpets" with details: Name (Barrington Carpets), Location (CITI PLAZA), Contact Person (Cheryll Luspo), Contact Number (63 917 577 3214), and Email (bcarpets@pldtdsl.net). The "Edit Service Provider" dialog contains fields for Name, Building, Contact Person, Contact #, and Contact Email, with "Barrington Carpets" entered in all fields. Below the dialog are "Save" and "Cancel" buttons. In the background, there are sections for Comments, Photos, and Files, each with their own input fields and file upload buttons. A yellow callout bubble points to the "Edit Service Provider" dialog with the text "Editing service provider details". Another yellow callout bubble points to the "Save" and "Cancel" buttons with the text "Click “save” to confirm edit Click “cancel” to disregard edit".

Editing service provider details

Click “save” to confirm edit  
Click “cancel” to disregard edit

Barrington Carpets

Name  
Location  
Contact Person  
Contact Number  
Email

Barrington Carpets

CITI PLAZA

Cheryll Luspo

63 917 577 3214

bcarpets@pldtdsl.net

Save Cancel

Comments

Photos

Files

WLI-AN-SQA-001

167

# Service Providers

The screenshot shows a list of service providers with a filter dialog open on the right side.

**Service Providers List:**

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054/09771003866	
ACUO			
AF DRILL TECHNIQUES	ROMANO PALADIO		afrilltechniques@yahoo.com
AFSS Contractor			
AIDEA	Jojo Tolentino	63 917 524 3390	a.tolentino@aidea.com.ph
Anantha			
Arsys Media			
Arsys Media			
Arsys Media	Poli	9171007031	
Barrington Carpets	Cheryll Luspo	63 917 577 3214	bcarpets@pltdsl.net

Showing 1 to 10 of 190 records

**Filter Dialog:**

(1) Click “Filter” button

(2) Select building

(3) Click “Filter” to apply filter setting  
Click “clear” to cancel

WLI-AN-SQA-001

168

# Service Providers

Service Providers

New Download Filter Search

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054/09774983866	
AF DRILL TECHNIQUES	ROMANO PALADIO		afdrilltechniques@yahoo.com
Arsys Media	Poli	9171007031	
BESC		88162372	
BESTANK	AJ INSA		aj.insa@bestank.com
Boni Gas		88158377	
Boni Water		88183601	
Boysen Paint		83643505	
Cadwill		89981594	
CARRIER			

Showing 1 to 10 of 65 records

Previous Next

Filter button will turn to yellow color, indicating filter setting is active

\*Sample filtered building is W High Street  
\*\*Note – you can also use search bar while filter is active

\*\*\*Advised to clear filter setting after use

# *Reports*

INVENTI SBS

# Reports

The screenshot shows a software application interface with a dark blue sidebar menu on the left and a main content area on the right.

**Logged in as Jay Reyes**

**menu**

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	74	14	304
	101	29	23	258	69	34	314
	34	63	11	75	86	13	215
	4	14	-	14	1	1	2
	11	3	-	14	4	-	1
	12	27	-	15	6	-	1
	34	4	3	15	6	-	1

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	98.04% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>			
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

**Go to Menu>Reports  
You will see sub-menus:  
Meter and Gauges, and  
Tickets**

171

# Reports

The screenshot shows a web-based reporting application with a dark blue sidebar and a light blue header. The sidebar contains a large white 'W' logo, a 'menu' button, and a bell icon. It lists various navigation items: Home, Locations, Equipment, Maintenance, Tenants, Meters and Gauges, Checklist, Service Providers, Reports (with a dropdown for Meter and Gauges), Accounting Excel Updater, Readings Summary, Receiving Copy, Monthly Summary, Tickets, Inventory Change Requests, and User Management.

The main content area displays two tables:

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	74	14	304
	101	29	23	258	69	34	314
	34	63	11	75	86	13	215
	4	14	-	14	1	1	2
	11	3	-	14	4	-	1
	12	37	5	37	33	1	1
	34	4	-	17	10	3	1

**EQUIPMENT STATUS [UPTIME]**

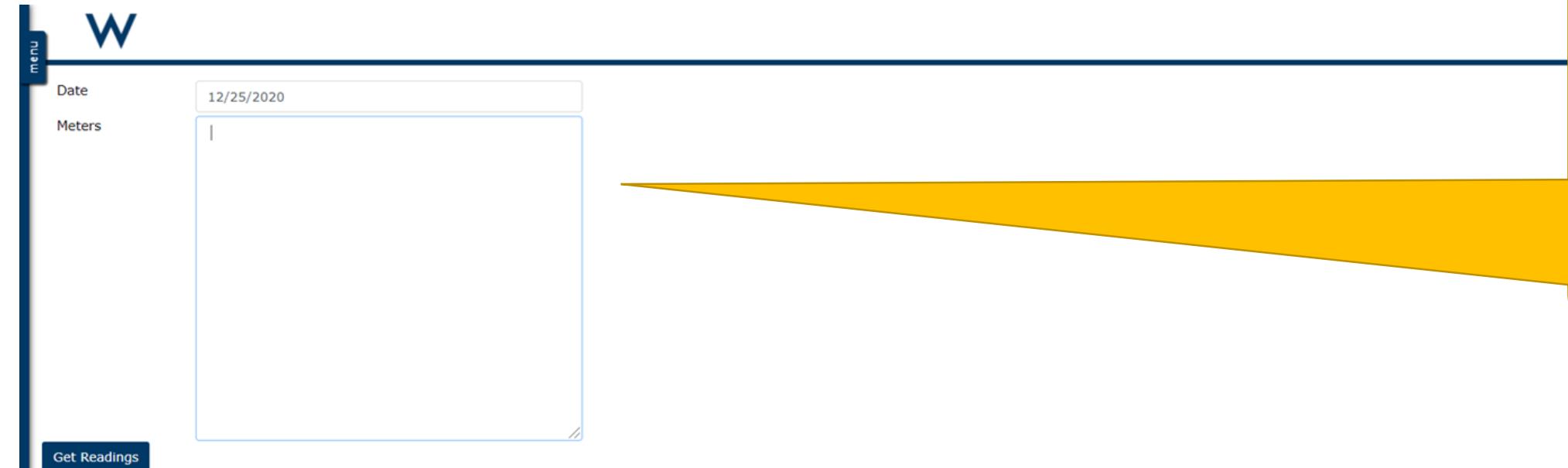
	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	98.04% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: yellow;">●</span>				
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

A yellow callout bubble points to the 'Meter and Gauges' menu item in the sidebar, containing the following text:

On Meter and Gauges, there are sub-menus also:  
(1) Accounting Excel Updater, (2) Readings Summary, (3) Receiving Copy, (4) Monthly Summary

Page number: 172

# Accounting Excel Updater



- (1) Select the date of reading you wish to retrieve meter readings
- (2) Copy-paste the meters on the box provided
- (3) Click "Get Readings" button
- (4) Copy the readings

# Accounting Excel Updater

The screenshot shows a user interface for an 'Accounting Excel Updater' application. On the left, there's a vertical sidebar with a 'menu' button (containing a white 'W') and a 'Get Readings' button. The main area features a date input field set to '01/25/2021' and a calendar for January 2021. The calendar highlights the 25th of January. A yellow callout bubble points to the date input field with the text 'Select reading date'. The background has a dark blue header bar.

Date 01/25/2021

Meters

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2	3	4	5	6

Get Readings

Select reading date

WLI-AN-SQA-001

174

# Accounting Excel Updater

The screenshot shows a software interface titled "Accounting Excel Updater". On the left, there's a sidebar with a "menu" icon and a "W" icon. Below the sidebar, there are two sections: "Date" (containing the value "12/25/2020") and "Meters" (containing a list of meter IDs). A "Get Readings" button is located at the bottom left of the sidebar area. On the right side of the interface, there is a large yellow callout box with a black border and rounded corners. The text inside the callout box reads: "From excel, copy meters and paste in the box provided". A blue bell icon is positioned above the callout box.

Date 12/25/2020

Meters

WFAGFE001  
WFAGFE002  
WFAGFE003  
WFAGFE004  
WFAGFE005  
WFAGFE006  
WFAGFE007  
WFAGFE008  
WFAGFMZE009  
WFAGFE010  
WFAGFE011  
WFAGFE012  
WFAGFE013  
WFAGFE014A  
WFAGFE015  
WFAGFE016  
WFAL2E017  
WFAL2E018  
WFAL3E019  
WFAL3E172  
WFAL3E020

Get Readings

From excel, copy meters and paste in the box provided

WLI-AN-SQA-001

175

# Accounting Excel Updater

The screenshot shows a mobile application interface. At the top, there is a dark blue header bar with a white 'W' icon on the left and a small blue bell icon on the right. Below the header is a dark blue navigation bar labeled 'Readings'. The main content area displays a vertical list of numerical values, each preceded by a small square icon. A large yellow callout bubble is positioned on the right side of the screen, containing text about copying results and pasting them back into an Excel file for accounting or finance.

80,077.000
67,473.000
165,865.000
118,180.000
65,179.000
119,803.000
47,971.000
235,602.000
89,943.000
53,206.000
104,334.000
121,672.000
113,477.000
94,911.000
1,145.000
27,260.000
16,671.000
102,571.000
110,524.000
305.000
23,537.000
27,434.000
51,156.000
34,488.000
82,124.000
31,496.000
49,257.000
137,076.000
125,049.000
50,829.000
69,007.000
81,841.000

Copy the result. Values are arranged based on the pasted entry arrangement. You can paste this values back to the excel file to be sent to accounting or finance

WLI-AN-SQA-001

176

# Reports

Logged in as Jay Reyes

- Home
- Locations
- Equipment
- Maintenance ▾
- Tenants
- Meters and Gauges ▾
- Checklist
- Service Providers
- Reports ▾
- Meter and Gauges ▾
- Accounting Excel Updater
- Readings Summary
- Receiving Copy
- Monthly Summary
- Tickets ▾
- Inventi Change Requests
- User Management ▾

menu

LOCATION STATUS

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	74	14	304
	101	29	23	258	69	34	314
	34	63	11	75	86	13	215
	4	14	-	14	1	1	265
	11	3	-	14	4	-	52
	12	37	5	37	33	1	7
	34	4	3	15	6	-	

Click Readings Summary

EQUIPMENT STATUS [UPTIME]

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	98.04% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>			
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

177

# Meter Readings Summary

The screenshot shows a user interface for a 'Meter Readings Summary' application. At the top left is a logo with a stylized 'W'. Below it is a dark blue header bar with the text 'Meter Readings Summary'. Underneath the header are several input fields: two date pickers ('01/25/2021 - 01/25/2021'), a dropdown for 'Water' category, a dropdown for 'Mid Month' or 'Monthly' view, and a dropdown for 'CITI PLAZA' building. A blue 'Show' button is positioned to the right of these fields. A large yellow callout bubble originates from the right side of the 'Show' button, containing five numbered steps:

- (1) Select the date range you wish to view
- (2) Select meter category if water, electricity, or gas
- (3) Select if view by mid-month or monthly
- (4) Select building (for multiple building access users)
- (5) Click "show" button

At the bottom center of the page is the text 'WLI-AN-SQA-001'. On the far right edge, there is a vertical scroll bar.

# Meter Readings Summary

menu W

Meter Readings Summary

10/01/2020 - 01/25/2021 Electricity Monthly W CITY CENTER Show

Sample – WCC with date range from October 1, 2020 to January 25, 2021

Meter	Tenant	Serial	Reading			Consumption		
			10/25	11/25	12/25	10/25	11/25	12/25
Eastern Telecom	Eastern Telecom	28415556	0.00	6,218.00	6,345.00	0.00	6,218.00	127.00
WCCGFE010	Security Bank	216288206	67,248.78	68,615.07	69,934.35	0.00	1,366.29	1,319.29
WCCGFE011	Sushi Nori	216288209	159,362.31	163,021.93	167,003.90	0.00	3,659.62	3,981.97
WCCGFE012	Maxicare	216288208	249,889.10	255,635.31	261,289.84	0.00	5,746.20	5,654.53
WCCGFE013	Arabica / Maximus	216288221	115,707.47	118,677.03	121,719.29	0.00	2,969.57	3,042.25
WCCGFE014	Arabica / Maximus	216288311	319,379.38	326,236.24	333,087.56	0.00	6,856.86	6,851.32
WCCGFE015	Fantastic Baka	216288347	184,769.99	185,002.80	185,002.80	0.00	232.81	0.00
WCCGFE016	Nissan	216288169	175,757.26	178,683.11	182,386.86	0.00	2,925.85	3,703.75
WCCGFE017	Nissan	216288348	92,579.26	95,484.20	98,453.61	0.00	2,904.94	2,969.41
WCCGFE018	Metro City	216288345	52,995.43	55,178.95	56,898.01	0.00	2,183.52	1,719.06

WLI-AN-SQA-001

179

# Meter Readings Summary

W

Meter Readings Summary

06/01/2020 - 01/25/2021 Electricity Monthly W CITY CENTER Show

Sample – WCC with date range from June 1, 2020 to January 25, 2021

Meter	Tenant	Serial	Reading							06/25	07/25	08/25	09/25
			06/25	07/25	08/25	09/25	10/25	11/25	12/25				
Eastern Telecom	Eastern Telecom	28415556	0.00	0.00	0.00	5,534.00	0.00	6,218.00	6,345.00	0.00	0.00	0.00	5,534.00
WCCGFE010	Security Bank	216288206	62,413.96	63,616.77	64,703.03	65,993.16	67,248.78	68,615.07	69,934.35	1,231.37	1,202.81	1,086.26	1,294.50
WCCGFE011	Sushi Nori	216288209	143,962.94	146,429.85	150,697.01	155,324.08	159,362.31	163,021.93	167,003.90	4,365.35	2,466.91	4,267.16	4,621.00
WCCGFE012	Maxicare	216288208	225,736.20	232,048.96	238,035.33	244,066.40	249,889.10	255,635.31	261,289.84	6,352.25	6,312.76	5,986.36	6,010.00
WCCGFE013	Arabica / Maximus	216288221	104,916.50	107,287.97	109,804.97	112,665.92	115,707.47	118,677.03	121,719.29	1,921.28	2,371.47	2,517.00	2,860.00
WCCGFE014	Arabica / Maximus	216288311	280,860.51	290,897.74	301,959.21	312,989.08	319,379.38	326,236.24	333,087.56	10,638.85	10,037.24	11,061.47	11,030.00
WCCGFE015	Fantastic Baka	216288347	184,551.25	184,693.14	184,693.36	184,693.36	184,769.99	185,002.80	185,002.80	777.81	141.89	0.23	0.00
WCCGFE016	Nissan	216288169	161,572.15	165,785.06	169,056.93	172,538.46	175,757.26	178,683.11	182,386.86	4,140.50	4,212.92	3,271.86	3,480.00
WCCGFE017	Nissan	216288348	81,400.65	84,054.26	86,833.19	89,764.20	92,579.26	95,484.20	98,453.61	2,517.21	2,653.61	2,778.93	2,900.00
WCCGFE018	Metro City	216288345	49,266.76	50,130.82	50,739.77	51,591.42	52,995.43	55,178.95	56,898.01	710.08	864.06	608.95	8,100.00

# Receiving Copy

The screenshot shows a facility management application interface. On the left is a dark blue sidebar menu with a large white 'W' logo at the top. The menu items include: Home, Locations, Equipment, Maintenance (with a dropdown arrow), Tenants, Meters and Gauges (with a dropdown arrow), Checklist, Service Providers, Reports (with a dropdown arrow), Meter and Gauges (with a dropdown arrow), Accounting Excel Updater, Readings Summary, Receiving Copy (which is highlighted with a yellow background), Monthly Summary, Tickets (with a dropdown arrow), Inventory Change Requests, and User Management (with a dropdown arrow). A blue 'menu' button is located at the top of the sidebar. At the top right of the main area is a small blue bell icon. The main content area has a light gray header labeled 'LOCATION STATUS'. Below it is a table with columns for Location, Work Order (Low, Medium, High), Corrective Maintenance (Low, Medium, High), and Preventive Maintenance. The data rows show various counts for each category. Below this is another table with a yellow header labeled 'EQUIPMENT STATUS [UPTIME]'. It lists locations like CITI PLAZA, W CITY CENTER, etc., with their respective uptime percentages and green/yellow status indicators. A yellow callout bubble with the text 'Click Receiving Copy' points to the 'Receiving Copy' menu item in the sidebar.

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	74	14	304
	101	29	23	258	69	34	314
	34	63	11	75	86	13	215
	4	14	-	14	1	1	265
	11	3	-	14	4	-	52
	12	37	5	37	33	1	7
	34	4	3	15	6	-	0

EQUIPMENT STATUS [UPTIME]							
CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	W	W
98.04% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: yellow;">●</span>	100% <span style="color: green;">●</span>				
100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

Click Receiving Copy

# Receiving Copy

menu W

Generate Receiving Copy

Building CITI PLAZA	Reading Date 2020-12-25
Tenant All	Prepared By Jay Reyes
Type Water	Position Building Engineer
Sort Tenant	

Generate

Select the fields on generating receiving copy. Select reading date for the receiving copy You can select all or individual tenant

For the prepared by, it is automatically the one who is logged in the system. You may edit the prepared by and position before you generate receiving copy

# Receiving Copy

receiving-copy-pdf

1 / 3



WBGC	Form Number:	FR-BMO-027	Revision Number:	00	Effectivity Date:	May 2, 2019
	Form Title:	MONTHLY METER READING AND ACKNOWLEDGEMENT FORM				

BUILDING W CITY CENTER DATE OF READING December 25, 2020  WATER(m<sup>3</sup>)  ELECTRIC (kWh)  GAS (m<sup>3</sup>)

Tenant	Floor	Unit	Meter ID	Reading		Consumption	Tenant Authorized Representative			
				Previous	Current		Name	Position	Signature	Date Signed
Globe			WCCL11E032	660,903.45	668,284.55	7,381.11				
			WCCL11E033	71,054.88	72,043.53	988.64				
			WCCL11E034	496,734.10	502,680.96	5,946.86				
			WCCL12E035	774,394.11	784,878.87	10,484.76				
			WCCL12E036	527,081.53	533,307.07	6,225.54				



Prepared By			Checked By		
Jay Reyes Authorized Building Representative	Building Engineer Position	January 25, 2021 Date	Signature over Printed Name	Position	Date

You can download the pdf or print immediately

Sample is Globe from WCC. In case of single meter, only one picture and reading will appear



# Monthly Summary

The screenshot shows a user interface for viewing monthly consumption data. At the top left is a blue 'W' logo. To its right is a dark blue header bar with the text 'Meter Monthly Consumption'. Below the header is a search bar containing four dropdown menus: 'Building' (set to 'CITI PLAZA'), 'Meter Type' (set to 'Water'), and two date pickers ('2021-01-01' and '2021-01-25'). To the right of the date pickers is a blue 'Show' button with a magnifying glass icon. A yellow callout bubble with a black border and a white background is positioned on the right side of the interface. It contains four numbered steps: (1) Select building you wish to see (for multiple building access users), (2) Select meter type, (3) Select date range, and (4) Click "show" button.

Meter Monthly Consumption

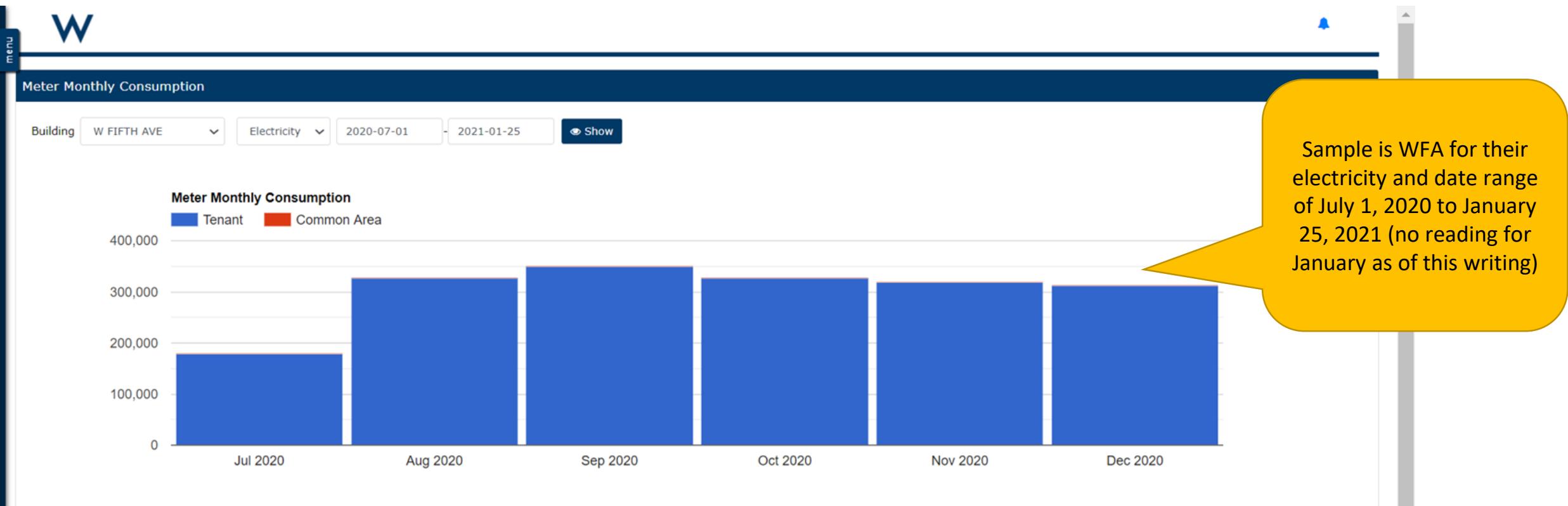
Building CITI PLAZA Meter Type Water Date Range 2021-01-01 - 2021-01-25 Show

(1) Select building you wish to see (for multiple building access users)  
(2) Select meter type  
(3) Select date range  
(4) Click "show" button

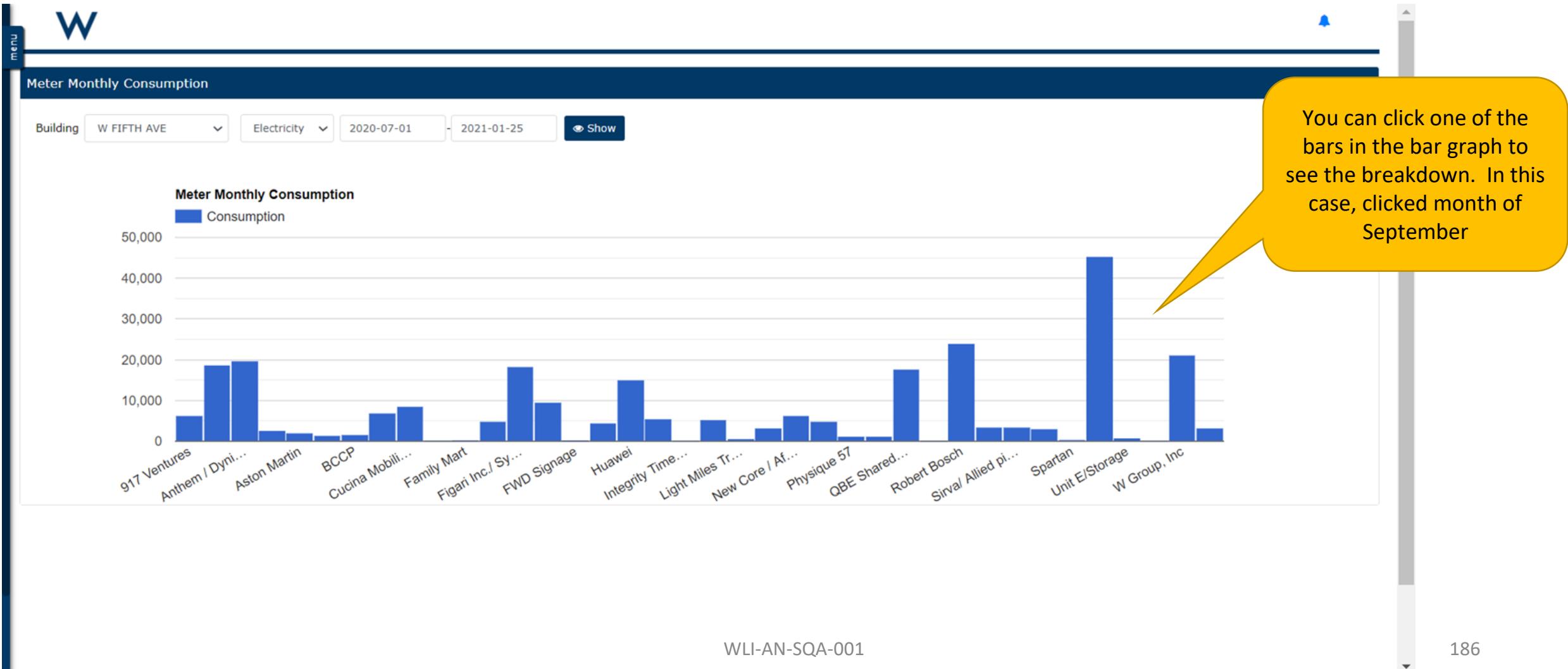
WLI-AN-SQA-001

184

# Monthly Summary



# Monthly Summary



# Monthly Summary

The screenshot shows a software interface with a dark blue sidebar menu on the left and a main content area. The sidebar contains various navigation items such as Checklist, Service Providers, Reports, Meter and Gauges, Tickets, PM Ticket List, CM/WO Ticket List, Ticket Summary, Ticket Status 2, Open Tickets, Aging Report, SQA Aging Report, Productivity Report, Productivity Monthly Report, Merged Tickets, and Ticket Stage Update Time. It also includes sections for Inveniti Change Requests, User Management, Admin, Change Password, and Logout.

The main content area displays two tables:

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	75	14	31
	101	29	23	258	69	34	31
	34	63	11	75	86	13	180
	4	14	-	14	1	1	265
	11	3	-	14	4	-	28
	12	37	5	37	33	1	7
	34	4	3	15	6	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	98.04% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>			
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	WLI-AN- <sup>100%</sup> SQA-001 <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

A yellow callout bubble on the right side of the screen points to the 'Tickets' item in the sidebar menu, with the text: "On the Menu>Reports>Tickets, there are several sub-menus to choose from".

# Reports>Tickets

The screenshot shows a software application interface with a dark blue sidebar menu on the left and a main content area on the right.

**Left Sidebar Menu:**

- Checklist
- Service Providers
- Reports ▾
- Meter and Gauges ▾
- Tickets ▾ **(highlighted)**
  - PM Ticket List
  - CM/WO Ticket List
  - Ticket Summary
  - Ticket Status 2
  - Open Tickets
  - Aging Report
  - SQA Aging Report
  - Productivity Report
  - Productivity Monthly Report
  - Merged Tickets
  - Ticket Stage Update Time
- Inventri Change Requests
- User Management ▾
- Admin ▾
- Change Password
- Logout

**Main Content Area:**

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	268	75	14	31
	101	29	23	258	69	34	31
	34	63	11	75	86	13	180
	4	14	-	14	1	1	265
	11	3	-	14	4	-	28
	12	37	5	37	33	1	7
	34	4	3	15	6	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	98.04% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>	75.00% <span style="color: orange;">●</span>	100% <span style="color: green;">●</span>			
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>
	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	WLI-AN- <sup>100%</sup> <sub>SQA-001</sub> <span style="color: green;">●</span>	100% <span style="color: green;">●</span>	100% <span style="color: green;">●</span>

**Yellow Callout Box Text:**

On the  
Menu>Reports>Tickets,  
there are several sub-  
menus to choose from

**Page Number:** 188

# PM Ticket List



- (1) Select date range you wish to view
- (2) Select building (for multiple building access users)
- (3) Select ticket status – Open, Closed, All
- (4) Click “Show” button

# PM Ticket List

W

menu

PM Ticket List

Date   W GLOBAL CENTER

Show 50 entries Search:

#	DATE CREATED	CREATED BY	EQUIPMENT	ASSET ID	LOCATION	Schedule From	Schedule To		STATUS	PRIORITY	REMARKS	UPDATE	AGING
11735	02-10-20	SBS Admin	Transfer Pump 1		GF Pump Room	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours
11736	02-10-20	SBS Admin	Transfer Pump 2		GF Pump Room	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours
11737	02-10-20	SBS Admin	Sump Pump 1		GF Pump Room	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Sanitary	Closed	Low	Completed	24-11-20 and 8 hours
11738	02-10-20	SBS Admin	Elevator Sump Pump 1		GF PE Shaft	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours
11739	02-10-20	SBS Admin	Elevator Sump Pump 2		GF SE Shaft	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours
11740	02-10-20	SBS Admin	Booster Pump 1		RD Booster Pump Room	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours
11741	02-10-20	SBS Admin	Booster Pump 2		RD Booster Pump Room	2020-11-01 00:00:00	2020-11-08 00:00:00	PM	Mechanical	Closed	Low	Completed	24-11-20 and 8 hours

Can use search bar

Can be downloaded in excel format

List of PM tickets for the applied filter settings

WLI-AN-SQA-001

# CM/WO Ticket List



- (1) Select date range you wish to view
- (2) Select building (for multiple building access users)
- (3) Select ticket status – Open, Closed, All
- (4) Click “Show” button

# CM/WO Ticket List

W

Can use search bar

Search:

#	DATE CREATED	CREATED BY	PARTICULAR	LOCATION	TYPE	CATEGORY	STATUS	PRIORITY	REF/WORK ORDER	SERVICE	COMPLETED BY		
12686	10/16/2020	Genesis Agito	Installation of Plastic Mouldings on Electric Power Supply Wiring of Hand Dryer for PWD CR @ 2F	PWD CR, 2F > 2nd Floor > W HIGH STREET	CM	Electrical	Closed	Low	Verified closed and resolved	21-10-20	5 days and 10 hours	MST (In-House)	Engineering
12739	10/18/2020	WOI Security	Reception lobby ceiling for repainting	W HIGH STREET	CM	Civil Works	Closed	Low	Work Order #12739 verified resolved	23-10-20	4 days and 17 hours	MST (In-House)	Engineering
12759	10/19/2020	Cristina Madrelino	 Behind press blower at RD for clearing	W HIGH STREET	CM	Housekeeping	Closed	Low	Verified closed and resolved	21-10-20	2 days		
12782	10/20/2020	Cristina Madrelino		W HIGH STREET	CM	Electrical	Closed	Low	WO#12782 verified resolved	22-10-20	1 day and 20 hours	MST (In-House)	Engineering

Can be downloaded in excel format

List of CM/WO tickets for the applied filter settings

# Ticket Summary



- (1) Select date range you wish to view
- (2) Select frequency
- (3) Select building (for multiple building access)
- (4) Click "show" button

# Ticket Summary

W

menu

Ticket Summary

Date 2020-10-01 2021-01-25 Monthly W FIFTH AVE Show Download

You can download the report

Category	Jan		Oct		Nov		Dec		Overall Total	
	Open	Total	Open	Total	Open	Total	Open	Total	Open	
4071	-	-	0	2	-	-	-	-	-	2
Administrative	21	23	4	50	43	56	11	23	79	230
Building Access and Security	33	33	0	26	0	16	-	-	-	72
Civil Works	13	25	10	94	25	46	17	70	100	244
Electrical	10	14	4	20	9	54	13	19	36	119
Fire	-	-	0	8	0	1	-	-	-	9
Fire Protection	1	1	-	-	-	-	-	-	1	1
Housekeeping	2	9	0	21	1	13	2	13	5	56
Mechanical	111	175	0	90	1	33	3	7	115	305
Plumbing	15	16	1	9	0	4	2	3	18	32
Sanitary	8	11	0	6	-	-	-	-	8	17
Security	-	-	1	2	-	-	-	-	1	2
<b>Total</b>	<b>214</b>	<b>307</b>	<b>20</b>	<b>328</b>	<b>111</b>	<b>223</b>	<b>48</b>	<b>135</b>	<b>361</b>	<b>993</b>

Number of tickets per frequency per category. Their total and number of tickets still open for that frequency

194

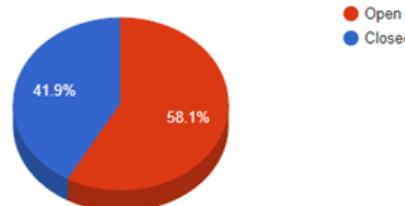
# Ticket Status

W

Ticket Status

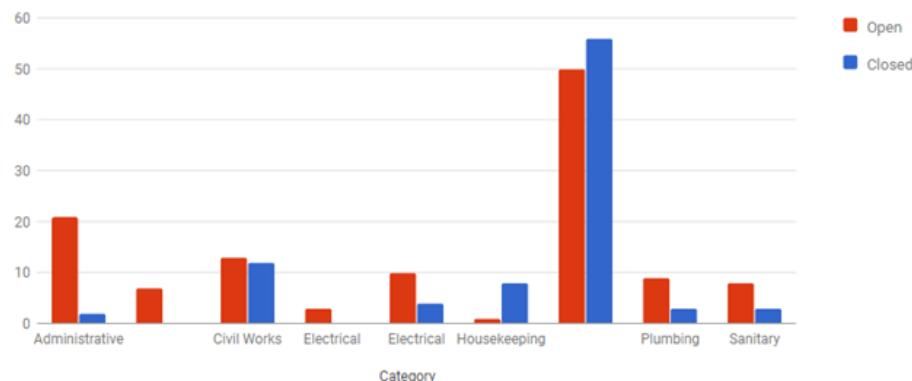
ALL CM PM WO All Low Medium High  
Building W FIFTH AVE 2021-01-01 2021-01-25 Show

Ticket Status



Ticket Status By Category

January 01, 2021 - January 25, 2021



Ticket Status January 01 2021 - January 25 2021

Open	122
Closed	88
Total	210

Category

Category	Open	Closed	Total
Administrative	21	0	21
Building Access and Security	7	0	7
Civil Works	13	12	25
Electrical	3	0	3
Electrical	10	4	14
Housekeeping	1	8	9
Mechanical	50	56	106
Plumbing	9	3	12
Sanitary	8	3	11

WLI-AN-SQA-001  
Sanitary

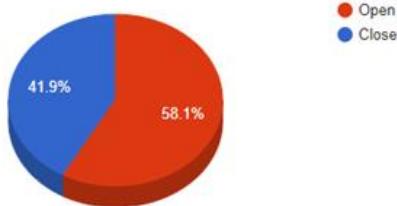
Another report for checking the status of tickets and their categories

Select the filters you wish to see. Select building and date range. Click "show" button to see results

Data shows the graphical form and the table breakdown for the graph. For this sample, Viewing of open and closed tickets for all CM, PM, WO tickets

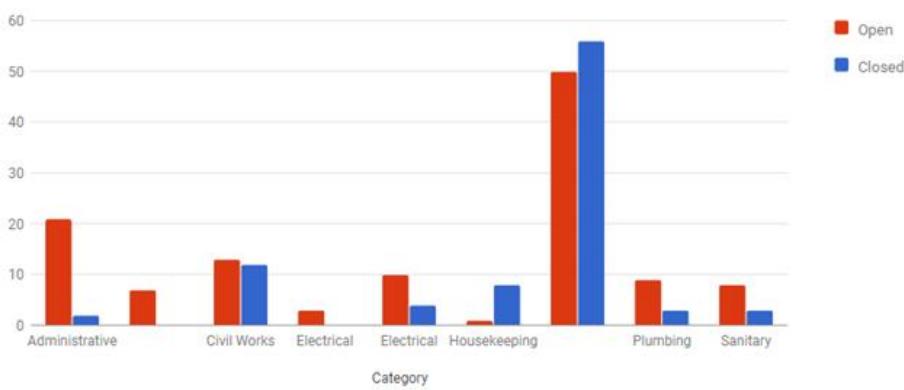
# Ticket Status

Ticket Status



Ticket Status By Category

January 01, 2021 - January 25, 2021



Ticket Status January 01 2021 - January 25 2021

Open	122
Closed	88
Total	210

Category

Category	Open	Closed	Total
Administrative	21	2	23
Building Access and Security	7	0	7
Civil Works	13	12	25
Electrical	3	0	3
Electrical	10	4	14
Housekeeping	1	8	9
Mechanical	50	56	106
Plumbing	9	3	12
Sanitary	8	3	11
Total	122	88	210

Total

Month	Open	Closed	Total
Jan	144	220	364

This graph shows number of tickets per category and its status for the period

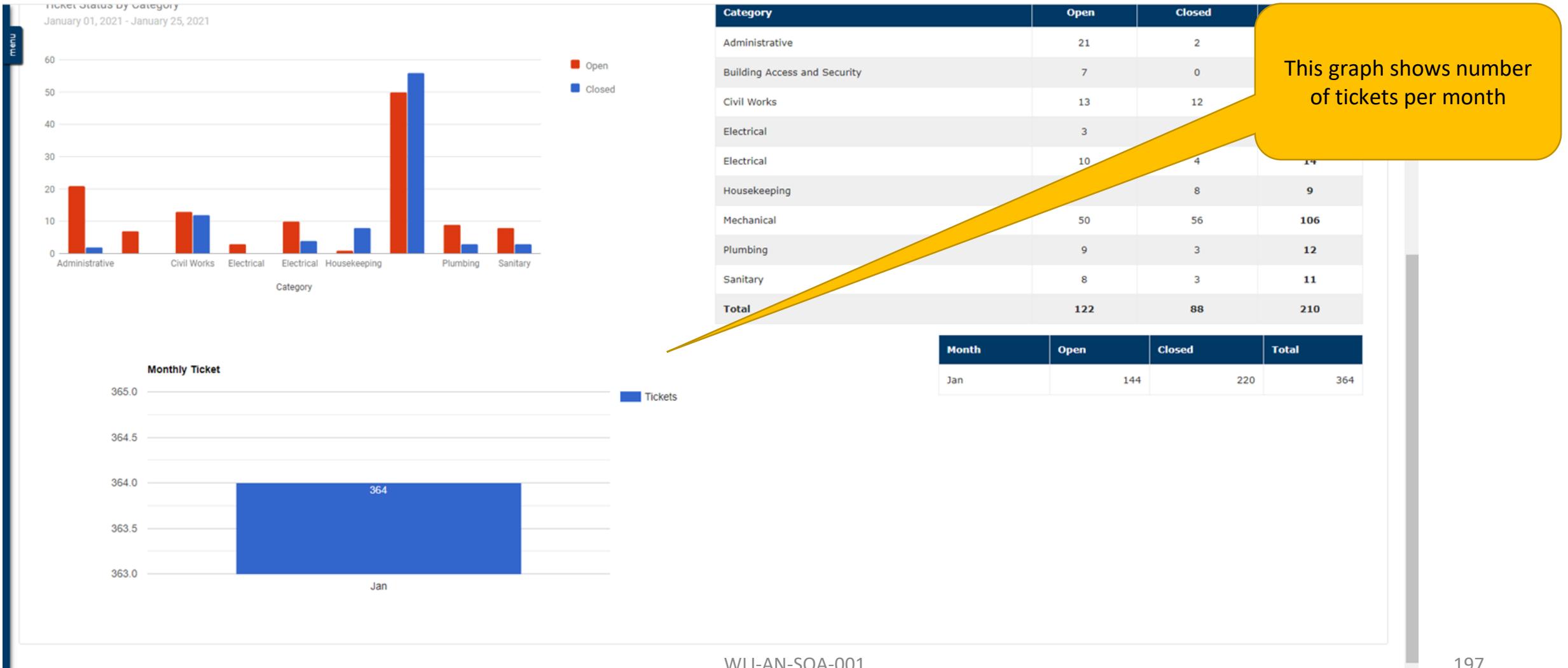
Monthly Ticket

365.0

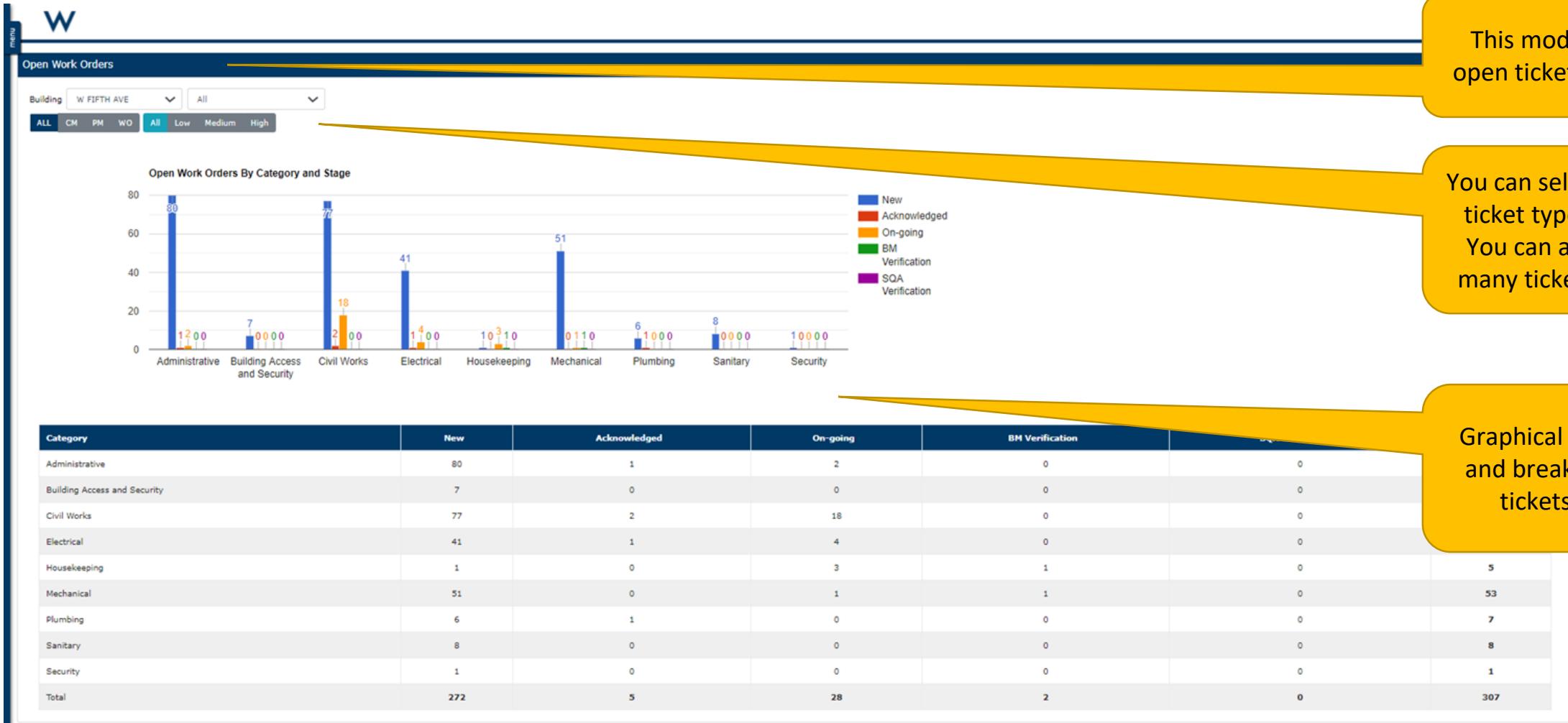
364.5

Tickets

# Ticket Status



# Open Tickets



# Aging Report

This module shows the age of tickets in the system

Select building (for multiple building access users)

Table of tickets arranged by ticket category and aging

Type	Category	1 Day	2-7 Days	8-14 Days	15-21 Days	22-30 Days	31 Days and Above	Grand Total
CM	Administrative	0				0	0	1
	Civil Works	0	3	7				
	Electrical	0	2	3	5	0		
	Mechanical	0	2	1	0	0		7
	Plumbing	0	0	0	2	0		4
CM Total		0	7	11	7	1		127
PM	Building Access and Security	0	7	0	0	0		0
	Civil Works	0	0	0	0	0		3
	Electrical	0	2	1	0	0		0
	Mechanical	0	31	12	0	0		0
	Plumbing	0	0	1	0			
	Sanitary	0	5	3	0	0		
PM Total		0	45	17	0	0		3
WO	Administrative	0	4	0	7	2		69
	Civil Works	0	0	0	0	0		1
	Housekeeping	1	0	1	0	0		3
	Security	0	0	0	0	0		1
WO Total		1	4	1	7	2		89
Grand Total		1	56	29	14	3	204	307

# Aging Report

This module shows the age of tickets in the system  
\*Report is accessible by users with SQA role

(1) Select building (for multiple building access users)  
(2) Click "Show" button

menu W

SQA Daily Aging Report

Building CITI PLAZA Show Download

WLI-AN-SQA-001 200

# Aging Report

menu W

SQA Daily Aging Report

Building W GLOBAL CENTER ▾ Show Download

You can download the data shown

**SBS INVENTI OPEN ISSUES**

**W GLOBAL CENTER**

AGING	OPEN ISSUES (Initiated by)			RESOLVED
	BMO	SQA	TOTAL	
One Week Old (1day - 7days)	3	0	3	212
Two Weeks Old (8days - 14days)	4	0	4	68
Three Weeks Old (15days - 21days)	0	3	3	42
Four Weeks Old (22days - 30days)	0	0	0	15
One month & Above (31days - 59days)	3	8	11	45
Two months & Above (60days - 89days)	1	0	1	11
Three months & Above (90days - 179days)	4	1	5	12
Six months & Above (180days - 364days)	0	0	0	4
One year & Above (365days & above)	0	0	0	0
<b>TOTAL:</b>	<b>15</b>	<b>12</b>	<b>27</b>	<b>409</b>
Total unresolved issues: January 26,2021 - 12:01am	<b>27</b>			

Age of open tickets arranged if raised by SQA or non-SQA group.  
Another column of ticket age when the ticket is resolved

WLI-AN-SQA-001

201

# Productivity Report

The screenshot shows a user interface for a productivity report. At the top left is a blue vertical bar with a white 'W' logo and a 'menu' button. The main header is 'Productivity'. Below it are four input fields: 'Date' (2021-01-01 to 2021-01-26), 'Frequency' (set to 'Daily'), 'Building' (selected 'CITI PLAZA'), and a 'Show' button. To the right of the interface, two yellow callout boxes provide instructions:

- A large yellow box at the top right states: "This module shows the number of tickets assigned to a user and its status".
- A smaller yellow box below it lists steps: "Select period and frequency", "Select building", and "Click 'Show' button".

At the bottom center is the text "WLI-AN-SQA-001". On the far right, there is a vertical scrollbar and the page number "202".

# Productivity Report

W

menu

Selected October 1, 2020 to  
Dec. 31, 2020 at WFA

## Productivity

Date   Monthly

Name	Oct			Nov			Dec			Total		
	Open	Closed	Total	Open	Closed	Total	Open	Closed	Total	Open	Closed	Total
Unassigned	18	23	41	77	1	78	46	0	46	141	24	165
BE Aaron	0	74	74	0	49	49	0	0	0	0	126	126
BE Bianca	0	17	17	0	12	12	0	1	1	0	0	3
BE Jun Agot	1	64	65	0	15	15	0	4	4	1	0	1
BE Niko	0	40	40	0	15	15	0	1	1	0	0	0
BE Robert	0	70	70	2	72	74	1	65	66	3	2	2
HK John Paul	0	1	1	0	3	3	0	0	0	0	0	0
HK Julio	1	21	22	0	10	10	1	13	14	2	44	46

Shows the number of assigned ticket per frequency. Per frequency, it shows status of ticket (open/close)

# Productivity Monthly Report

The screenshot shows a web-based productivity reporting interface. At the top left is a blue 'menu' button with a white 'W'. To its right is a blue bell icon. Below the header is a dark blue navigation bar with the text 'Productivity Monthly'. Underneath this, there's a search/filter bar containing dropdown menus for 'Month' (set to 'Jan'), 'Year' (set to '2021'), 'Building' (set to 'CITI PLAZA'), and a 'Show' button. A large, thin yellow arrow points from the bottom right towards the 'Show' button. A yellow callout box originates from the end of this arrow and contains the following text:

This module shows the number of tickets created and resolved by users

(1) Select Month and Year  
(2) Select building  
(3) Click "Show" button

At the bottom center of the page is the text 'WLI-AN-SQA-001'. On the far right edge, there's a vertical grey scroll bar, and at the very bottom right corner, the number '204'.

# Productivity Monthly Report

W

menu

Productivity Monthly

Month Dec Year 2020 Building W HIGH STREET Show

December 2020

Name	No. of Created WO/CM	No. of Closed WO/CM	No. of Closed PM
Genesis Agito	9	0	34
Joana Bianca Quiohilag	0	2	0
John Eleazar German	1	3	0
Taylor Morano	4	1	0
Cristina Madrelino	13	0	0
WOI DC Felipe Santors Jr	1	0	0

Sample data is W High Street for December 2020

Table 1 shows each user and how many tickets the user created or resolved

December 2020

Building	TOTAL OPEN WO/CM	TOTAL CLOSED WO/CM	TOTAL WO/CM
W HIGH STREET	6	6	12

Table 2 shows summary of WO/CM tickets for the building

December 2020

Building	TOTAL OPEN PM	TOTAL CLOSED PM	TOTAL PM
W HIGH STREET	0	34	34

Table 3 shows the summary of PM tickets

WLI-AN-SQA-001

205

# Merged Tickets

W

menu  
Merged Tickets

Date/Time	Merged By	Ticket	Merged Ticket
03/14/2020 12:00 am	Reynaldo Jr Agot	387	388
03/25/2020 10:29 am	Joana Bianca Quiohilag	442	443
03/30/2020 10:27 am	John Aaron Baluyan	466	444
04/03/2020 04:44 pm	John Aaron Baluyan	615	614
07/18/2020 10:30 pm	Ryan Cristobal	5213	5015
09/17/2020 02:14 pm	Jerold Pavillion	10629	10630
09/23/2020 03:36 am	Jerold Pavillion	10431	10427
09/24/2020 06:18 am	Jerold Pavillion	9917	10505
09/26/2020 04:21 am	Jerold Pavillion	10614	10775
09/30/2020 11:56 am	Jerold Pavillion	4826	4819
10/05/2020 07:58 pm	Taylor Morano	4594	5227
10/07/2020 03:34 pm	Taylor Morano	12037	12038
10/09/2020 06:30 pm	Taylor Morano	10803	10804
10/13/2020 11:01 am	Jerold Pavillion	12039	12040
10/13/2020 11:06 am	Jerold Pavillion	WLI-AN-SQA-001 9807	12327

Merged Tickets show the report of ticket numbers merged by user  
\*Merging of tickets can be done by users with SQA role only

Table shows the detail of merging. The ticket number in blue color is the prevailing ticket and the merged ticket is the black one

# Ticket Stage Update Time

This module shows report on the tickets and their current work stage – new, acknowledged, On-going, BM Verification, SQA verification, Closed

Select period, building, and ticket work stage you wish to view. Click “Show” button

W

menu

Get Stage Update Time

Date 2021-01-01 2021-01-26 CITI PLAZA New Show

WLI-AN-SQA-001 207

# Ticket Stage Update Time



## Get Stage Update Time

Date   W FIFTH AVE  BM Verification

WO #	Started On	Updated On	Next Stage	Duration
163	11/26/2020 03:41 pm	11/26/2020 04:22 pm	SQA Verification	40m
167	10/20/2020 10:58 am	10/20/2020 12:19 pm	SQA Verification	1h 21m
169	11/26/2020 03:40 pm	11/26/2020 04:22 pm	SQA Verification	42m
284	12/15/2020 08:33 am	12/15/2020 08:55 am	SQA Verification	21m
357	11/18/2020 10:40 am	11/19/2020 08:42 am	SQA Verification	
387	12/16/2020 08:16 am	12/16/2020 10:11 am	SQA Verification	
387	12/20/2020 11:21 pm	12/21/2020 03:14 pm	SQA Verification	
436	12/16/2020 08:18 am	12/16/2020 10:13 am	SQA Verification	
437	12/17/2020 11:55 am	12/17/2020 05:28 pm	SQA Verification	
437	12/20/2020 11:23 pm	12/21/2020 03:15 pm	SQA Verification	
620	12/21/2020 03:15 pm	12/21/2020 03:16 pm	SQA Verification	
682	12/21/2020 03:12 pm	12/21/2020 03:17 pm	SQA Verification	4m
682	12/21/2020 08:34 pm	12/22/2020 11:33 am	WLI-AN-SQA-001	14h 58m

Sample report is with period from October 15, 2020 to Dec. 31. 2020 for WFA and tickets under BM verification stage

Duration is the time it took for the selected stage. If ticket #163 has 40 min duration, it only took 40 mins under BM verification stage. If the duration you see is blank, it is probably still on-going under that stage

# SBS MODULES

User management

# User Management

Users

# User Management

pro.intuition.ph

Logged in as Jay Reyes

**Home**

**Locations**

**Equipment**

**Maintenance** ▾

**Tenants**

**Meters and Gauges** ▾

**Checklist**

**Service Providers**

**Reports** ▾

**Inventi Change Requests**

**User Management** ▾

**Admin** ▾

**Change Password**

**Logout**

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	70	15	10	218	56	6	313
	62	27	24	291	60	32	16
	43	72	14	55	100	14	22
	6	16	-	9	2	1	0
	14	4	-	17	5	-	113
	8	38	5	16	51	-	0
	2	1	-	3	1	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	100% <span style="color: green;">●</span>						
	100% <span style="color: green;">●</span>						
	100% <span style="color: green;">●</span>						

WIFIAN-SQA-001

Click "User Management"

211

# User Management

The screenshot shows a web application interface for maintenance management. The left sidebar contains a navigation menu with various icons and labels. A yellow callout points to the 'User Management' icon, which has a downward arrow indicating it will have a sub-menu. Another yellow callout points to the 'Users' link under the 'User Management' section.

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	70	15	10	218	56	6	313
	62	27	24	291	60	32	16
	43	72	14	55	100	14	22
	6	16	-	9	2	1	0
	14	4	-	17	5	-	113
	8	38	5	16	51	1	0
	2	1	-	-	1	-	0

**EQUIPMENT STATUS (UPTIME)**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
100%	●	●	●	●	●	●	●
100%	●	●	●	●	●	●	●
100%	●	●	●	●	●	●	●

WLFAN-SQA-001

Will Have sub menu

Click "Users"

212

# User Management

The screenshot shows a web application interface for managing users. At the top, there is a header bar with a back arrow, forward arrow, refresh icon, and a search bar containing the URL "pro.intuition.ph/cmmsw/users". To the right of the search bar are icons for key, magnifying glass, star, a document with a checkmark, a gear, and a bell.

The main content area is titled "Users". It features a table with the following columns: #, Last Name, First Name, User Name, Roles, and Action. The "Action" column contains buttons for Edit, Change Password, Role, and Building Access. A large yellow speech bubble points to the "Add" button in the top right corner of the table header, with the text "Adding of users". Another yellow speech bubble points to the "Edit" button in the first row of the table, with the text "User entry with corresponding controls".

#	Last Name	First Name	User Name	Roles	Action
1	Ain Benitez		2100834093286854 (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
2	Ain Benitez		2298340713548635 (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
3	Alejandro Moreno		2335984139800483 (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
4	Arnel Benitez		LiELcE5Uzxf+oNCSgNJ3tA== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
5	Arnel Benitez		2baPbsCx8akRXRP+pud1pw== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
6	Arnel Benitez Globe		jSpHObtT/oeCVAN7mnhTyA== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
7	Bryan Leonardo Casaul		3KEX2hovdv75vykZTaHbKQ== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
8	Christine Ca?eda		o6tEULbwbdUnqmNHainq1Q== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
9	Dana Uy		SoHgLnEdANW4BY9u5MBQLQ== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
10	Eds		V7Cx8CGBr4rpVdpRjTc9g== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
11	Eds Encarnacion		2384441931621730 (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
12	Graces Sabado		OhpE+2QUuGUAjB5rYuImFg== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
13	Jay reyes		t1HoaGh6OVF1msuD/x2Vhw== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
14	Maria Fergeson		2026303200814412 (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>
15	Monz		jIGrNenE1ryTKtjHKHTEGw== (viber)		<button>Edit</button> <button>Change Password</button> <button>Role</button> <button>Building Access</button>

At the bottom center of the page, there is a footer with the text "WLI-AN-SQA-001". In the bottom right corner, there is a page number "213".

# User Management

pro.intuition.ph/cmmsw/user-edit/bG5Lc242YmNONIixQTIDQk9xS0Q3Zz09.06a791a5bd4fd7ce9480d0edf7374932

Edit User

First Name  
Xandra Beah

Last Name  
Beleno

Save Back

Edit User details - Name

Click “save” to save edit or click “back” if you will not save. Clicking “back” button after “save” will take you to previous page

WLI-AN-SQA-001

214

# User Management

The screenshot shows a web browser window with the URL `pro.intuition.ph/cmmsw/user-password/YWtUdGxCV3o0dlVNdy85VzRhUE2Zz09.64e66d6b1159458087d94f406009008b`. The page title is "Change Password". The user is logged in as "Kim Absilio". A yellow callout points to the "New Password" input field, which contains a masked password. Another yellow callout points to the "Change Password" button at the bottom left of the form. The browser's address bar, toolbar, and status bar are visible.

Type in the new password of the user. You can use this to reset password if user forgets his/her password

Click “change password” to change password or click “back” to cancel. Clicking “back” after changing password will take you to previous page

menu W

Change Password

Kim Absilio

New Password

\*\*\*\*\*

Change Password Back

WLI-AN-SQA-001

215

# User Management

A screenshot of a web browser window titled "User Management". The URL is "pro.intuition.ph/cmmsw/user-password/YWtUdGxCV3o0dlVNdy85VzRhbUE2Zz09.64e66d6b1159458087d94f406009008b". The browser has a "Paused" status indicator. The main page shows a "Change Password" form for user "Kim Absulio" with a new password field containing ".....". Below the form are "Change Password" and "Back" buttons. A modal dialog box titled "Confirm" is centered over the page, asking "Confirm change password?". It has "Yes" and "Cancel" buttons. A yellow callout bubble points to the "Yes" button with the text: "Click 'yes' to confirm or 'cancel' to cancel password change".

# User Management

A screenshot of a web browser window displaying a user management interface. The URL in the address bar is `pro.intuition.ph/cmmsw/user-password/YWtUdGxCV3o0dlVNd85VzRhUE2Zz09.64e66d6b1159458087d94f406009008b`. The page shows a 'Change Password' section for a user named 'Kim Absilio'. A password field contains 'New Password' and has been partially redacted with '.....'. Below the field are two buttons: 'Change Password' and 'Back'. A modal dialog box titled 'Confirm' is centered over the page, asking 'Confirm change password?'. It features 'Yes' and 'Cancel' buttons. A yellow callout bubble points to the 'Yes' button with the instruction: 'Click "yes" to confirm or "cancel" to cancel password change'.

menu

W

Change Password

Kim Absilio

New Password  
.....

Change Password Back

Confirm

Confirm change password?

Yes Cancel

Click "yes" to confirm or "cancel" to cancel password change

WLI-AN-SQA-001

217

# User Management

The screenshot shows a web browser window with the URL <https://pro.intuition.ph/cmmsw/user-role/V2tWUkU0NGZ5MEhIRXhjNm0xS04xZz09.9926e87873516fdc2e7fde676e7a2686>. The page title is "User Role". A yellow callout bubble points to the "BE" checkbox under the user "Reynaldo Jr Agot", which is checked. Another yellow callout bubble points to the "Save" and "Back" buttons at the bottom.

Choose what role for the user indicated

Click “save” to confirm or “back” to cancel edit. Clicking “back” after saving entry will take you to previous page

menu W

User Role

Reynaldo Jr Agot

Administrator  
 BM  
 SQA  
 SEM  
 ASA  
 HK  
 BE  
 OPS  
 ACCTG  
 AUDIT

Save Back

WLI-AN-SQA-001 218

# User Management

The screenshot shows a web browser window with the URL `pro.intuition.ph/cmmsw/user-role/V2tWUkU0NGZ5MEhIRXhjNm0xS04xZz09.9926e87873516fdc2e7fde676e7a2686`. The page title is "User Role". A modal dialog box titled "Confirm" is displayed, asking "Confirm update user roles?". It contains two buttons: "Yes" and "Cancel". A yellow callout bubble points to the "Yes" button with the text "Click 'yes' to confirm or 'cancel' to cancel edit".

menu W

User Role

Reynaldo Jr Agot

Administrator  
 BM  
 SQA  
 SEM  
 ASA  
 HK  
 BE  
 OPS  
 ACCTG  
 AUDIT

Save Back

Confirm

Confirm update user roles?

Yes Cancel

Click "yes" to confirm or "cancel" to cancel edit

WLI-AN-SQA-001

219

# User Management

The screenshot shows a web application interface for managing user access to buildings. The URL in the address bar is <https://pro.intuition.ph/cmmsw/user-building-access/Tmd0RXNrdHNMDnlpSXFURWpsd1dmdz09.bddcf0d32c0a6b2351bfadcc5b1934dd>. The browser toolbar includes back, forward, search, and other standard icons. A yellow callout box on the right side contains instructions for saving changes.

**User Building Access**

Rose Ann Alagos

CITI PLAZA

W CITY CENTER

W FIFTH AVE

W GLOBAL CENTER

W HIGH STREET

W TOWER

WGI

**Save** **Back**

Choose building for the user to access  
Click "save" to confirm or "back" to cancel edit.  
Clicking "back" after saving will take you to previous page

WLI-AN-SQA-001

220

# User Management

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/user-building-access/K3JRR2lmc2VWU1JoYmorNURXV3c3dz09.6d8b184934af02910811f30219a0a001](http://pro.intuition.ph/cmmsw/user-building-access/K3JRR2lmc2VWU1JoYmorNURXV3c3dz09.6d8b184934af02910811f30219a0a001). The page title is "User Building Access". On the left, there is a sidebar with a "menu" icon and a large "W" logo. The main content area displays a list of buildings under "User Building Access" for "Jonathan Roda". The buildings listed with checked checkboxes are: CITI PLAZA, W CITY CENTER, W FIFTH AVE, W GLOBAL CENTER, W HIGH STREET, W TOWER, and WGI. At the bottom of the form are two buttons: "Save" and "Back". A yellow callout bubble points from the text "User can have multiple building access" to the list of buildings.

User Building Access

Jonathan Roda

CITI PLAZA  
 W CITY CENTER  
 W FIFTH AVE  
 W GLOBAL CENTER  
 W HIGH STREET  
 W TOWER  
 WGI

Save Back

User can have multiple building access

# User Management

menu W

User Building Access

Jonathan Roda

- CITI PLAZA
- W CITY CENTER
- W FIFTH AVE
- W GLOBAL CENTER
- W HIGH STREET
- W TOWER
- WGI

Confirm

Confirm update user building access?

Yes Cancel

Click "Yes" to confirm entry. Click "Cancel" to cancel edit

# User Management

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/user-building-access/SWtvdnBLQ29kbkQyRW02bnRtZy9KUT09.910410f56252fdfd09eccd3895806530](https://pro.intuition.ph/cmmsw/user-building-access/SWtvdnBLQ29kbkQyRW02bnRtZy9KUT09.910410f56252fdfd09eccd3895806530). The page title is "User Building Access". A modal dialog box is centered on the screen with the title "Success" and the message "User building access updated." A blue "Okay" button is at the bottom right of the dialog. The background page lists "User Building Access" for "Jonathan Roda" and includes a list of buildings with checkboxes, all of which are checked. Buttons for "Save" and "Back" are visible at the bottom left of the page. The browser's top bar shows various icons and a user profile.

menu W

User Building Access

Jonathan Roda

- CITI PLAZA
- W CITY CENTER
- W FIFTH AVE
- W GLOBAL CENTER
- W HIGH STREET
- W TOWER
- WGI

Save Back

Success

User building access updated.

Okay

Paused

Notification of successful update. Click "Okay"

WLI-AN-SQA-001

223

# User Management

Logged in as Jay Reyes

menu

LOCATION STATUS

Work Order			Corrective Maintenance			Preventive Maintenance
Low	Medium	High	Low	Medium	High	
70	15	9	252	71	13	304
82	29	28	297	61	32	1
44	71	14	64	96	14	22
6	13	-	9	1	1	0
16	3	-	17	6	-	23
9	38	5	19	51	1	7
25	1	5	8			0

EQUIPMENT STATUS [UPTIME]

CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
100%	100%	100%	100%  WLAN-SQA-001	100%	100%	100%

Click “Roles” under “User Management”

Home  
Locations  
Equipment  
Maintenance ▾  
Tenants  
Meters and Gauges ▾  
Checklist  
Service Providers  
Reports ▾  
Inventi Change Requests  
User Management ▾  
Users  
Roles  
Admin ▾  
Change Password  
Logout

224

# User Management

The screenshot shows a web browser window with the URL [pro.intuition.ph/cmmsw/roles](http://pro.intuition.ph/cmmsw/roles). The page title is "Roles". A yellow callout bubble in the top right corner says "You can add new role". Another yellow callout bubble points to the "Edit" and "Permissions" buttons for each row, stating "User can select to edit the role name and/or edit permissions".

Name	Action
Administrator	<a href="#">Edit</a> <a href="#">Permissions</a>
BM	<a href="#">Edit</a> <a href="#">Permissions</a>
SQA	<a href="#">Edit</a> <a href="#">Permissions</a>
SEM	<a href="#">Edit</a> <a href="#">Permissions</a>
ASA	<a href="#">Edit</a> <a href="#">Permissions</a>
HK	<a href="#">Edit</a> <a href="#">Permissions</a>
BE	<a href="#">Edit</a> <a href="#">Permissions</a>
OPS	<a href="#">Edit</a> <a href="#">Permissions</a>
ACCTG	<a href="#">Edit</a> <a href="#">Permissions</a>
AUDIT	<a href="#">Edit</a> <a href="#">Permissions</a>

# User Management

menu

W

Edit Role

Name  
BM

Save Back

Edit Role – Edits the name of the role  
Click “save” to save edit  
Click “back” to cancel  
Clicking “back” after “save” will take you to previous page

WLI-AN-SQA-001

226

# User Management

The screenshot shows a web-based application for managing user roles and permissions. The URL in the browser is <https://pro.intuition.ph/cmmsw/role-permissions/R3JTUU1saStsdzZBME5XdTUvdUFvdz09.ffeae983c4afc4e6c2d8913a27baaab>. The interface includes a header with a logo, search, and other navigation icons. A yellow callout bubble on the right side provides instructions for editing role permissions.

**Role Permissions**

**BM**

**User**

<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Reset Password	<input type="checkbox"/> Update Roles
-------------------------------	------------------------------	-------------------------------	-----------------------------------------	---------------------------------------

**Roles**

<input type="checkbox"/> View List	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Change Permissions
------------------------------------	------------------------------	-------------------------------	---------------------------------------------

**Work Orders**

<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Add Update	<input checked="" type="checkbox"/> Change WO Status
<input checked="" type="checkbox"/> Download	<input checked="" type="checkbox"/> Close PM	<input type="checkbox"/> Close CM	<input type="checkbox"/> Close WO	<input checked="" type="checkbox"/> Update Work Start/End	<input checked="" type="checkbox"/> Assign Ticket
<input type="checkbox"/> Merge/Unmerge WO					

**Equipment**

<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Download	<input type="checkbox"/> Import
------------------------------------------	-----------------------------------------	------------------------------------------	---------------------------------	-----------------------------------	---------------------------------

**Location**

<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Download	<input type="checkbox"/> Import
<input type="checkbox"/> Upload					

**Service Providers**

<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Download	<input type="checkbox"/> Import
------------------------------------------	-----------------------------------------	------------------------------------------	---------------------------------	-----------------------------------	---------------------------------

**PM Schedules**

WLI-AN-SQA-001

**Edit Role Permissions – check role permissions you want to give to a particular role name**

# User Management

The screenshot shows a web browser window with the URL <https://pro.intuition.ph/cmssw/role-permissions/R3JTUU1saStsdzZBME5XdTUvdUFvdz09.ffeae983c4afc4e6c2d8913a27baaab>. The page displays a list of permissions for a user, each with a 'View' checkbox. A yellow callout bubble points to the bottom right of the page, containing instructions about saving changes.

Permission	Action
Receiving Copy	<input checked="" type="checkbox"/> View
Reading Summary	<input checked="" type="checkbox"/> View
Monthly Reading Summary	<input checked="" type="checkbox"/> View
Report Ticket List	<input checked="" type="checkbox"/> View
Report Ticket Summary	<input checked="" type="checkbox"/> View
Report Ticket Status	<input checked="" type="checkbox"/> View
Report Open Tickets	<input checked="" type="checkbox"/> View
Aging Report	<input checked="" type="checkbox"/> View
Productivity Report	<input checked="" type="checkbox"/> View

**Save** **Back**

Click “save” to save edit  
Click “back” to cancel.  
Clicking “back” after  
“save” will take you to  
previous page

WLI-AN-SQA-001

228

# Import PM Schedule

The screenshot shows a web-based maintenance management system interface. On the left, a dark blue sidebar menu lists various administrative and operational functions. A yellow callout bubble points from the bottom right towards the 'Admin' menu item. The main content area displays two tables: 'LOCATION STATUS' and 'LOCATION STATUS [UPTIME]'. The 'LOCATION STATUS' table provides a breakdown of work orders, corrective maintenance, and preventive maintenance across different locations. The 'LOCATION STATUS [UPTIME]' table shows the current uptime percentage for seven locations, each accompanied by a green circular progress bar.

From Menu>Admin, choose "Import PM Schedules"

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
Location 1	70	15	9	258	71	13	304
Location 2	80	32	28	277	64	33	0
Location 3	35	69	13	60	94	14	22
Location 4	7	14	-	9	1	1	0
Location 5	17	4	-	15	6	-	23
Location 6	9	38	5	25	51	1	7
Location 7	35	3	5	14	4	-	-

Location	LOCATION STATUS [UPTIME]							
	CITY CENTER	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI	
Location 1	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 2	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 3	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 4	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 5	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 6	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>
Location 7	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>	100%	<div style="width: 100%;"></div>

# Import PM Schedule

Import PM Schedule

Choose File No file chosen      Upload Now

Download PM Schedule Template

1. Download template file  
2. Open template in excel  
3. Add records

- Do not change the headers (row 1)
- New record starts at row 2

4. Save file as csv  
5. Upload the file

Import PM schedule page will appear. Follow instructions as stated

WLI-AN-SQA-001

230

# Preparation of PM Schedule

AutoSave (Off) H ↺ ↻ ⌂ Search Jay Reyes JR - X

File Home Insert Page Layout Formulas Data Review View Help

Paste B I U Merge & Center Wrap Text

Clipboard Font Alignment Number Styles Cells Analysis

A2 : fx

1 PM UPLOAD v1.3

2 1) Equipments  
2) Service Providers  
3) Annual Preventive Maintenance Schedule (52 weeks)

No. of Rows

DUPLICATE NO SCHEDULE ERRORS DATA MISSING UPLOAD FILE

0 0 0 0

INSTRUCTIONS:

1. Download Equipment and Asset information  
From the Menu, go to Equipment  
Click on Filter and choose the appropriate Building  
Click on Download button  
Open downloaded file  
Copy-Paste Values to the "1. Equipment" tab of this file  
Resolve Duplicate Errors in SBS  
Update SBS and re-download Equipment data
2. Download Service Provider information  
From the Menu, go to Equipment  
Click on Filter and choose the appropriate Building  
Click on Download button  
Open downloaded file  
Copy-Paste Values to the "2. Service Providers" tab of this file
3. Fill up PM Schedule tab
4. Ensure there are no errors  
Ensure Frequency column is filled up for all equipments in the PM Schedule tab

IMPORTANT:  
When Uploading PM Schedule in PROD, equipment and service provider information SHOULD be downloaded from PROD as well.

WLI-AN-SQA-001

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload +

Use the excel file provided for preparation of PM schedule to be transferred to csv file template  
Use EXCEL to open/edit

Follow step by step instructions provided on this file

# Preparation of PM Schedule

The screenshot shows a web-based facility management application with a dark blue sidebar menu and a light blue header bar.

**Header:** pro.intuition.ph

**Sidebar (Left):**

- Logged in as Jay Reyes
- Home
- Locations
- Equipment
- Maintenance
- Tenants
- Meters and Gauges
- Checklist
- Service Providers
- Reports
- Invent Change Requests
- User Management
- Admin
- Change Password
- Logout

**Main Content Area:**

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
70	15	10	277	64	33	0	
80	32	28	60	94	14	22	
35	69	13	-	1	1	0	
7	14	-	9	6	-	23	
17	4	-	15	51	1	7	
9	38	5	25	4	-	0	
35	3	5	14	-	-	0	

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
100%	●	●	●	●	●	●	●
100%	●	●	●	100% WLI-AN-SQA-001	●	100%	●
100%	●	●	●	100%	●	100%	●

**Callout (Yellow Box):** For the first step, go to Menu>Equipment

**Page Number:** 232

# Preparation of PM Schedule

1. Filter the building you wish to download list of equipment

Name	Type	Location	Billing		
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE	No	
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE	No	
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER	No	
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER	Yes	
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER	Yes	
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET	Yes	
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET	Yes	
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER	No	
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02	Yes
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01	Yes

Showing 1 to 10 of 4339 records

◀ Previous    Next ▶

WLI-AN-SQA-001

233

# Preparation of PM Schedule

The screenshot shows a web browser interface for managing equipment. The URL is pro.intuition.ph/cmmsw/equipment. The page title is 'Equipment'. On the left, there's a menu icon (W) and a 'Equipment' section with buttons for 'New', 'Download', and 'Filter'. The main area is a table with columns: Name, Type, Location, Building, and Asset ID. The table lists various pieces of equipment like 'Window Type ACU - 250', 'Water Filter 02', etc., across different buildings. To the right is a 'Filter' panel with dropdowns for Building (set to 'W CITY CENTER'), Type (set to 'All'), and Category (set to 'All'). At the bottom right of the filter panel is a 'Filter' button. A yellow arrow points from a callout bubble 'Choose the building' to the 'Building' dropdown in the filter panel. Another yellow arrow points from a callout bubble 'Then click "Filter"' to the 'Filter' button at the bottom right.

Name	Type	Location	Building	Asset ID
Window Type ACU - 250	Air Conditioning System	Roof Deck Slab	W FIFTH AVE	
Window Type ACU - 249	Air Conditioning System	Roofdeck	W FIFTH AVE	
Window Type AC-3	Airconditioning	3rd Floor	W GLOBAL CENTER	
Window Type AC -2	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type AC -1	Airconditioning	Roofdeck	W GLOBAL CENTER	
Window Type (Air Con 2)	Airconditioning	Roof Deck	W HIGH STREET	
Window Type (Air Con 1)	Airconditioning	Roof Deck	W HIGH STREET	
Window Glass Facade	Furniture & Fixture	W GLOBAL CENTER	W GLOBAL CENTER	
Water Filter 02	Water Filtration System	Basement 2	CITI PLAZA	WF-02
Water Filter 01	Water Filtration System	Basement 2	CITI PLAZA	WF-01

Showing 1 to 10 of 4339 records

Filter    Clear

WLI-AN-SQA-001

234

# Preparation of PM Schedule

The screenshot shows a web-based application interface for managing equipment. At the top, there is a header bar with a search icon, a star icon, a download icon, a puzzle piece icon, a user profile icon, and a more options icon. Below the header is a dark blue navigation bar labeled "Equipment". On the left, there is a vertical menu bar with a large "W" logo and a "menu" button.

The main content area displays a table of equipment assets. The table has columns: Name, Type, Location, Building, Asset ID, and Critical. The first asset listed is "Vertical Man Lift MHE DEMAG", which is identified as a "Manlift". The subsequent assets are all "Turnstile"s. The table includes a "Filter" button at the top right of the header row. A yellow callout bubble points to this button with the text: "Filter button will change to yellow from blue indicating filter is active".

Below the table, a yellow callout bubble points to the "Download" button in the header with the text: "Click download button".

At the bottom of the page, there is a footer bar with "Showing 1 to 10 of 2897 records" and "Previous" and "Next" buttons.

Name	Type	Location	Building	Asset ID	Critical
Vertical Man Lift MHE DEMAG	Manlift	Ground Floor	W CITY CENTER	MANLIFT-01	No
Turnstile LZ - 06	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile LZ - 05	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile LZ - 04	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile LZ - 03	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile LZ - 02	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile LZ - 01	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile HZ - 06	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile HZ - 05	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No
Turnstile HZ - 04	Turnstile	Ground Floor	W CITY CENTER	No Asset ID yet	No

Showing 1 to 10 of 2897 records

← Previous      Next →

WLI-AN-SQA-001

235

# Preparation of PM Schedule

The screenshot shows a Microsoft Excel spreadsheet titled "view\_equipment WCC PRO". The ribbon menu is visible at the top, with the "Home" tab selected. The main content area displays a table of equipment data with columns: ID, Name, Type, Location, Building, Asset ID, and Critical. The table has 21 rows, starting from row 1. The "Critical" column contains "Yes" for most entries and "No" for one entry. A yellow callout points to the "File" tab in the ribbon with the text "Open the downloaded equipment list". Another yellow callout points to the data table with the text "Copy all data, from column A to G. Start copying on row 2.".

	A	B	C	D	E	F	G	H	I
1	ID	Name	Type	Location	Building	Asset ID	Critical		
2	7797	Passenger Elevator 1	Elevator	Lower Ground	W CITY CENTER	PE-01	Yes		
3	7798	Passenger Elevator 2	Elevator	Lower Ground	W CITY CENTER	PE-02	Yes		
4	7799	Passenger Elevator 3	Elevator	Lower Ground	W CITY CENTER	PE-03	Yes		
5	7800	Passenger Elevator 4	Elevator	Lower Ground	W CITY CENTER	PE-04	Yes		
6	7801	Passenger Elevator 5	Elevator	Lower Ground	W CITY CENTER	PE-05			
7	7802	Passenger Elevator 6	Elevator	Lower Ground	W CITY CENTER	PE-06	Yes		
8	7803	Passenger Elevator 7	Elevator	Lower Ground	W CITY CENTER	PE-07	Yes		
9	7804	Passenger Elevator 8	Elevator	Lower Ground	W CITY CENTER	PE-08	Yes		
10	7805	Passenger Elevator 9	Elevator	Lower Ground	W CITY CENTER	PE-09	Yes		
11	7806	Passenger Elevator 10	Elevator	Lower Ground	W CITY CENTER	PE-10	Yes		
12	7807	Passenger Elevator 11	Elevator	Lower Ground	W CITY CENTER	PE-11	Yes		
13	7808	Passenger Elevator 12	Elevator	Lower Ground	W CITY CENTER	PE-12	Yes		
14	7809	Service Elevator 1 / Fireman Elev	Elevator	Lower Ground	W CITY CENTER	SE-01	Yes		
15	7810	Service Elevator 2 / Fireman Elev	Elevator	Lower Ground	W CITY CENTER	SE-02	Yes		
16	7811	Retail Elevator 1	Elevator	Lower Ground	W CITY CENTER	RE-01	Yes		
17	7812	Retail Elevator 2	Elevator	Lower Ground	W CITY CENTER	RE-02	Yes		
18	7813	Car Park Elevator 1	Elevator	Lower Ground	W CITY CENTER	CPE-01	Yes		
19	7814	Car Park Elevator 2	Elevator	Lower Ground	W CITY CENTER	CPE-02	Yes		
20	7815	Car Park Elevator 3	Elevator	Lower Ground	W CITY CENTER	CPE-03	Yes		
21	7816	Retail Escalator 1	Escalators	Lower Ground	W CITY CENTER	ESC-01	Yes		

# Preparation of PM Schedule

AutoSave Off PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE 1 (1) Search Jay Reyes JR

File Home Insert Page Layout Formulas Data Review View Help Share Comments

Font Alignment Number Styles Cells Editing Analysis

L10

EQUIPMENT		2897						DUPLICATE ERROR	
No.	ID	Name of Equipment	Location	Building	Asset ID	Critical	Equipment - Asset ID	Duplicate Check (Equipment-Asset ID)	Duplicate Check (Asset ID)
5	1	7797	Passenger Elevator 1	Lower Ground	W CITY CENTER	PE-01	Yes	Passenger Elevator 1 - PE-01	0
6	2	7798	Passenger Elevator 2	Lower Ground	W CITY CENTER	PE-02	Yes	Passenger Elevator 2 - PE-02	0
7	3	7799	Passenger Elevator 3	Lower Ground	W CITY CENTER	PE-03	Yes	Passenger Elevator 3 - PE-03	0
8	4	7800	Passenger Elevator 4	Lower Ground	W CITY CENTER	PE-04	Yes	Passenger Elevator 4 - PE-04	0
9	5	7801	Passenger Elevator 5	Lower Ground	W CITY CENTER	PE-05	Yes	Passenger Elevator 5 - PE-05	0
10	6	7802	Passenger Elevator 6	Lower Ground	W CITY CENTER	PE-06	Yes	Passenger Elevator 6 - PE-06	0
11	7	7803	Passenger Elevator 7	Lower Ground	W CITY CENTER	PE-07	Yes	Passenger Elevator 7 - PE-07	0
12	8	7804	Passenger Elevator 8	Lower Ground	W CITY CENTER	PE-08	Yes	Passenger Elevator 8 - PE-08	0
13	9	7805	Passenger Elevator 9	Lower Ground	W CITY CENTER	PE-09	Yes	Passenger Elevator 9 - PE-09	0
14	10	7806	Passenger Elevator 10	Lower Ground	W CITY CENTER	PE-10	Yes	Passenger Elevator 10 - PE-10	0
15	11	7807	Passenger Elevator 11	Lower Ground	W CITY CENTER	PE-11	Yes	Passenger Elevator 11 - PE-11	0
16	12	7808	Passenger Elevator 12	Lower Ground	W CITY CENTER	PE-12	Yes	Passenger Elevator 12 - PE-12	0
17	13	7809	Service Elevator 1 / Fireman Elev	Lower Ground	W CITY CENTER	SE-01	Yes	Service Elevator 1 / Fireman Elev - SE-01	0
18	14	7810	Service Elevator 2 / Fireman Elev	Lower Ground	W CITY CENTER	SE-02	Yes	Service Elevator 2 / Fireman Elev - SE-02	0
19	15	7811	Retail Elevator 1	Lower Ground	W CITY CENTER	RE-01	Yes	Retail Elevator 1 - RE-01	0
20	16	7812	Retail Elevator 2	Lower Ground	W CITY CENTER	RE-02	Yes	Retail Elevator 2 - RE-02	0
21	17	7813	Car Park Elevator 1	Lower Ground	W CITY CENTER	CPE-01	Yes	Car Park Elevator 1 - CPE-01	0
22	18	7814	Car Park Elevator 2	Lower Ground	W CITY CENTER	CPE-02	Yes	Car Park Elevator 2 - CPE-02	0
23	19	7815	Car Park Elevator 3	Lower Ground	W CITY CENTER	CPE-03	Yes	Car Park Elevator 3 - CPE-03	0
24	20	7816	Retail Escalator 1	Lower Ground	W CITY CENTER	ESC-01	Yes	Retail Escalator 1 - ESC-01	0
25	21	7817	Retail Escalator 2	Lower Ground	W CITY CENTER	ESC-02	Yes	Retail Escalator 2 - ESC-02	0
26	22	7818	Google Escalator 3	Lower Ground	W CITY CENTER	ESC-03	Yes	Google Escalator 3 - ESC-03	0
27	23	7819	Google Escalator 4	Lower Ground	W CITY CENTER	FSC-04	Yes	Google Escalator 4 - FSC-04	0

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload WLI-AN-SQA-001 \*Sample is WCC 237

(2) Check if data have errors. If there is error, resolve data in sbs and repeat the step of transferring to this template

(1) Paste-Values to cell B5

# Preparation of PM Schedule

AutoSave Off PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE WGC PRO Search Jay Reyes JR Share Comments

File Home Insert Page Layout Formulas Data Review View Help

Font Alignment Number Styles Cells Editing Analysis

K3 : fx =SUM(Equipment\_TBL[DUPLICATE CHECK (Asset ID)])

EQUIPMENT		DUPLICATE CHECK (Equipment-Asset ID)										DUPLICATE CHECK (Asset ID)	
No	ID	Name of Equipment	Equipment Type	Location	Building	Asset ID	Critical	Equipment - Asset ID	0	0	0	0	
1	10668	Fire Pump	Fire Pump	GF Pump Room	W GLOBAL CENTER		Yes	Fire Pump -	0				
2	10669	Jockey Pump	Jockey Pump	GF Pump Room	W GLOBAL CENTER		Yes	Jockey Pump -	0				
3	10670	Transfer Pump 1	Transfer Pump	GF Pump Room	W GLOBAL CENTER		Yes	Transfer Pump 1 -	0				
4	10671	Transfer Pump 2	Transfer Pump	GF Pump Room	W GLOBAL CENTER		Yes	Transfer Pump 2 -	0				
5	10672	Sump Pump 1	Sump Pump	GF Pump Room	W GLOBAL CENTER		Yes	Sump Pump 1 -	0				
6	10673	Exhaust Fan	Exhaust Air	Roofdeck	W GLOBAL CENTER		Yes	Exhaust Fan -	0				
7	10674	Elevator Sump Pump 1	Elevator pit pump	GF PE Shaft	W GLOBAL CENTER		Yes	Elevator Sump Pump 1 -	0				
8	10675	Elevator Sump Pump 2	Elevator pit pump	GF SE Shaft	W GLOBAL CENTER		Yes	Elevator Sump Pump 2 -	0				
9	10676	Booster Pump 1	Booster Pump	Booster Pump Rc	W GLOBAL CENTER		Yes	Booster Pump 1 -	0				
10	10677	Booster Pump 2	Booster Pump	Booster Pump Rc	W GLOBAL CENTER		Yes	Booster Pump 2 -	0				
11	10678	Booster Pump 3	Booster Pump	Booster Pump Rc	W GLOBAL CENTER		Yes	Booster Pump 3 -	0				
12	10679	Booster Pump 4	Booster Pump	Booster Pump Rc	W GLOBAL CENTER		Yes	Booster Pump 4 -	0				
13	10680	Passenger Elevator 1	Passenger Elevator	evator Machine	W GLOBAL CENTER		Yes	Passenger Elevator 1 -	0				
14	10681	Passenger Elevator 2	Passenger Elevator	evator Machine	W GLOBAL CENTER		Yes	Passenger Elevator 2 -	0				
15	10682	Service Elevator	Service Elevators	evator Machine	W GLOBAL CENTER		Yes	Service Elevator -	0				
16	10683	Pressurization Fan 1	Pressurization Blowers	Roofdeck	W GLOBAL CENTER		Yes	Pressurization Fan 1 -	0				
17	10684	Pressurization Fan 2	Pressurization Blowers	Roofdeck	W GLOBAL CENTER		Yes	Pressurization Fan 2 -	0				
18	10685	Pressurization Fan 3	Pressurization Blowers	Roofdeck	W GLOBAL CENTER		Yes	Pressurization Fan 3 -	0				
19	10686	ACCU -A	ACCU/Condenser	3rd Floor	W GLOBAL CENTER		No	ACCU -A -	0				
20	10687	Cassette Type AC -A1	Evaporator/FCU	Ground floor	W GLOBAL CENTER		No	Cassette Type AC -A1 -	0				
21	10688	Cassette Type AC -A2	Evaporator/FCU	Ground floor	W GLOBAL CENTER		No	Cassette Type AC -A2 -	0				
22	10689	Cassette Type AC -A3	Evaporator/FCU	Ground floor	W GLOBAL CENTER		No	Cassette Type AC -A3 -	0				
23	10690	ACCU -B	ACCU/Condenser	Roofdeck	W GLOBAL CENTER		No	ACCU -B -	0				
24	10691	Cassette Type AC -B1	Evaporator/FCU	5th Floor	W GLOBAL CENTER		No	Cassette Type AC -B1 -	0				
25	10692	Cassette Type AC -B2	Evaporator/FCU	5th Floor	W GLOBAL CENTER		No	Cassette Type AC -B2 -	0				
26	10693	Cassette Type AC -B3	Evaporator/FCU	5th Floor	W GLOBAL CENTER		No	Cassette Type AC -B3 -	0				

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload WLI-AN-SQA-001 65%

If there are no errors, you can proceed to next step

# Preparation of PM Schedule

The screenshot shows a web-based facility management application interface. On the left is a dark blue sidebar menu with various icons and labels:

- Home
- Locations
- Equipment
- Maintenance
- Tenants
- Meters and Gauges
- Checklist
- Service Providers
- Reports
- Invent Change Requests
- User Management
- Admin
- Change Password
- Logout

The main content area displays two tables:

**LOCATION STATUS**

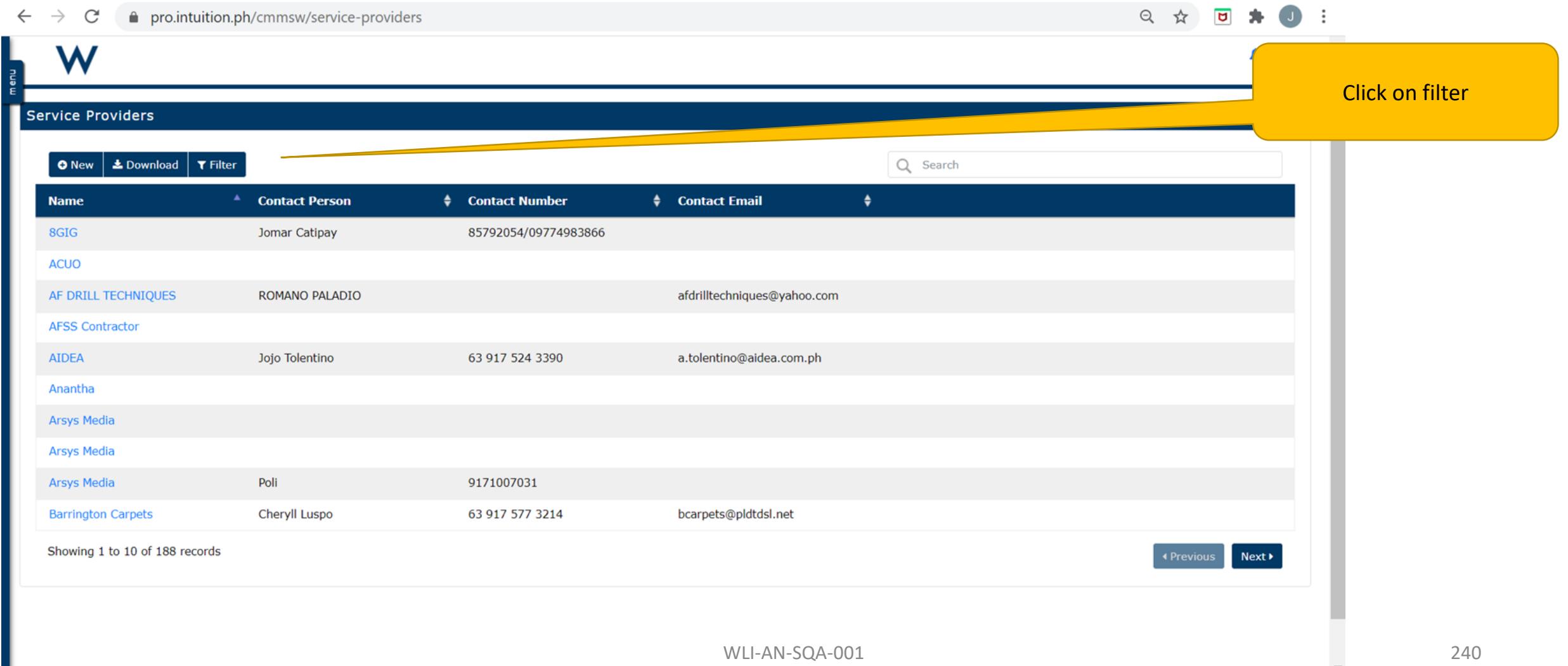
Location	Work Order			Corrective Maintenance			Preventive
	Low	Medium	High	Low	Medium	High	
	70	15	9	258	13	304	
	80	32	28	277	64	33	0
	35	11	13	60	94	14	22
	7	14	-	9	1	1	0
	17	4	-	15	6	-	23
	9	38	5	26	53	1	7
	35	3	5	14	4	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W CITY CENTER	W FIFTH AVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
	100%	100%	100%	100%	100%	75.00%	100%
	100%	100%	100%	100%  WLI-AN-SQA-001	100%	100%	100%

A yellow callout bubble points to the "Service Providers" menu item in the sidebar with the text: "Next is to go to Menu> Service Providers".

# Preparation of PM Schedule



Service Providers

New Download Filter Search

Name Contact Person Contact Number Contact Email

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054/09774983866	
ACUO			
AF DRILL TECHNIQUES	ROMANO PALADIO		afdrilltechniques@yahoo.com
AFSS Contractor			
AIDEA	Jojo Tolentino	63 917 524 3390	a.tolentino@aidea.com.ph
Anantha			
Arsys Media			
Arsys Media			
Arsys Media	Poli	9171007031	
Barrington Carpets	Cheryll Luspo	63 917 577 3214	bcarpets@pldtdsl.net

Showing 1 to 10 of 188 records

Click on filter

WLI-AN-SQA-001

240

# Preparation of PM Schedule

The screenshot shows a web-based application interface for managing service providers. The main area displays a table of records with columns: Name, Contact Person, Contact Number, and Contact Email. The table lists various companies and their contact details. At the top of the main area, there are buttons for 'New', 'Download', and 'Filter', along with a search bar. To the right, a modal dialog titled 'Filter' is open, showing a dropdown menu set to 'W GLOBAL CENTER'. A large yellow arrow points from the text 'Select building' to the 'W GLOBAL CENTER' dropdown. Another yellow arrow points from the text 'Then click "filter" button' to the 'Filter' button at the bottom right of the dialog.

Select building

Then click "filter" button

Name	Contact Person	Contact Number	Contact Email
8GIG	Jomar Catipay	85792054/09774983866	
ACUO			
AF DRILL TECHNIQUES	ROMANO PALADIO		afdrilltechniques@yahoo.com
AFSS Contractor			
AIDEA	Jojo Tolentino	63 917 524 3390	a.tolentino@aidea.com.ph
Anantha			
Arsys Media			
Arsys Media			
Arsys Media	Poli	9171007031	
Barrington Carpets	Cheryll Luspo	63 917 577 3214	bcarpets@pltdsl.net

Showing 1 to 10 of 188 records

WLI-AN-SQA-001

\*Sample is WGC 241

# Preparation of PM Schedule

The screenshot shows a web application interface for managing service providers. At the top, there is a header bar with a search icon, a star icon, a download icon, a filter icon, and a help icon. Below the header is a navigation menu with a large blue 'W' logo and a 'menu' button.

The main content area is titled 'Service Providers'. It features a table with the following columns: Name, Contact Person, Contact Number, Contact Email, and a small blue arrow icon. The table lists several service providers:

Name	Contact Person	Contact Number	Contact Email	
AFSS Contractor				
Arsys Media				
BCB Plumbing				
BE/MST (In- House)	Darwin Alvarez	9777100903	wgc@wgroup.com	
BESTANK				
Bonifacio Estate Services (BESC)	Customer Service	88183601		
BONIGAS	Customer Service	88158377		
BONIWATER	Customer Service	88183601		
Davao Cavaliers (DCSAI)	Froilan Mendoza			
ECOLAB				

At the bottom of the table, it says 'Showing 1 to 10 of 39 records'. To the right of the table, there are 'Previous' and 'Next' buttons.

Two yellow callout boxes provide instructions:

- A yellow callout box points to the 'Filter' button in the top navigation bar. It contains the text: "Filter button will turn to yellow from blue indicating filter is active".
- A yellow callout box points to the 'Download' button in the top navigation bar. It contains the text: "Click on the download button to download service provider list".

# Preparation of PM Schedule

Select data from column A to E. Start selecting from row 2. Copy data.

	A	B	C	D	E	F	G	H	I	J
1	ID	Name	Contact Person	Contact Number	Contact Email					
2	62	BE/MST (In-House)								
3	63	AFSS Contractor								
4	64	FTC Pump	Rose Mendoza	86283663						
5	65	Hyundai	Jack Orredo	87160905						
6	66	MIT-AIR	Andre See	85847451						
7	67	STELSEN	Customer Service	88180782						
8	68	Monark Cat	Jinky Perido	88684408						
9	69	Exelon Contractor								
10	70	Entech MPM								
11	71	Arsys Media								
12	72	ICT WLI								
13	73	Davao Cavaliers (DCSAI)	Froilan Mendoza							
14	74	Staffers Providers Asia Inc.(SPA)	Jirous Aquino							
15	75	SERVICIO FILIPINO INC.(SFI)								
16	76	ROTO ROOTER		85312165						
17	77	BCB Plumbing								
18	78	Eugenio Duct Cleaning Services	Jonathan Eugenio	82876577						
19	79	Rock & Rope								
20	80	BESTANK								
21	81	MERALCO								

view\_service\_providers

WLI-AN-SQA-001

\*Sample is WGC

# Preparation of PM Schedule

AutoSave (Off) Search Jay Reyes JR

PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE WGC PRO

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Paste Calibri 12 A^ A^ Wrap Text General Conditional Formatting

Font B I U Alignment Merge & Center Number Format as Table Cell Styles

Cells Insert Delete Sort & Filter Select Analyze Data

Format Editing Analysis

G30 : X ✓ fx

A B C D E F G H

1 SERVICE PROVIDER 39

No.	ID	Service Provider Name	Contact Person	Contact Number	Contact Email
1	62	BE/MST (In- House)	Darwin Alvarez	07731000003	
2	63	AFSS Contractor			
3	64	FTC Pump	Rose Mendoza	86283663	
4	65	Hyundai	Jack Orredo	87160905	
5	66	MIT-AIR	Andre See	85847451	
6	67	STELSEN	Customer Service	88180782	
7	68	Monark Cat	Jinky Perido	88684408	
8	69	Exelon Contractor			
9	70	Entech MPM			
10	71	Arsys Media			
11	72	ICT WLI			
12	73	Davao Cavaliers (DCSAI)	Froilan Mendoza		
13	74	Staffers Providers Asia Inc.(SPA)	Jirous Aquino		
14	75	SERVICIO FILIPINO INC.(SFI)			
15	76	ROTO ROOTER		85312165	
16	77	BCB Plumbing			
17	78	Eugenio Duct Cleaning Services	Jonathan Eugenio	82876577	
18	79	Rock & Rope			
19	80	BESTANK			
20	81	MERALCO			
21	82	Malaking Ibong Bughaw (MIB)	Jerry Fernandez	89496004	
22	83	PLDT			
23	84	SMART			

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload

WLI-AN-SQA-001

75%

Go to PM schedule file

On Service provider tab, Paste-Values from cell B5

\*Sample is WGC

# Preparation of PM Schedule

AutoSave Off PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE WGC PRO Search Jay Reyes JR

File Home Insert Page Layout Formulas Data Review View Table Design

Clipboard Font Alignment Number Styles Cells Editing Analysis

L50

PM SCHEDULE			ENTER YEAR	2021	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE		
1	2	3	4	5	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	
			JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE							
5	Fire Pump -	BE/MST (In- House)	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
6	Fire Pump -	AFSS Contractor	Quarterly																											
7	Jockey Pump -	BE/MST (In- House)	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
8	Jockey Pump -	AFSS Contractor	Quarterly																											
9	Transfer Pump 1 -	BE/MST (In- House)	Monthly	X																										
10	Transfer Pump 1 -	FTC Pump	Quarterly																											
11	Transfer Pump 2 -	BE/MST (In- House)	Monthly	X																										
12	Transfer Pump 2 -	FTC Pump	Quarterly																											
13	Sump Pump 1 -	BE/MST (In- House)	Monthly	X																										
14	Sump Pump 1 -	FTC Pump	Quarterly																											
15	Exhaust Fan -	BE/MST (In- House)	Monthly		X																									
16	Elevator Sump Pump 1 -	BE/MST (In- House)	Monthly	X																										
17	Elevator Sump Pump 2 -	BE/MST (In- House)	Monthly	X																										
18	Booster Pump 1 -	BE/MST (In- House)	Monthly	X																										
19	Booster Pump 1 -	FTC Pump	Quarterly																											
20	Booster Pump 2 -	BE/MST (In- House)	Monthly	X																										
21	Booster Pump 2 -	FTC Pump	Quarterly																											
22	Booster Pump 3 -	BE/MST (In- House)	Monthly	X																										
23	Booster Pump 3 -	FTC Pump	Quarterly																											

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload

WLI-AN-SQA-001

Fill-up the PM schedule tab  
Select Equipment Name – Asset ID, Service provider, Frequency. Then put “x” mark on the week of PM activity for each equipment

# Preparation of PM Schedule

AutoSave Off

PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE WGC PRO Search Jay Reyes JR

File Home Insert Page Layout Formulas Data Review View Table Design

Clipboard Calibri 12 Wrap Text General Conditional Formatting Cell Styles Sort & Filter Analyze Data

Font Alignment Number Styles Cells Editing Analysis

L50

A F G AU AV AW AX AY AZ BA BB BC BD BE BF BG BH BI BJ B

1 PM SCHEDULE 237 ENTER YEAR **2021** 62 10/3 10/10 10/17 10/24 10/31 11/7 11/14 11/21 11/28 12/5 12/12 12/19 12/26 1st 2nd 3rd 4th 1st 2nd 3rd 5th 1st 2nd 3rd 4th 5th 0 2 0

OCTOBER NOVEMBER DECEMBER

Equipment Name - Asset ID	Service Provider	Frequency	40	41	42	43	44	45	46	47	48	49	50	51	52	DUPPLICATE CHECK (Equip-Asset-Freq)	OVERRIDE DUPLICATE ERROR	PM COUNT CHECK
Paging System -	ICT WLI	Annually														No	No	
Bladder Tank 1 -	MIT-AIR	Annually														No	No	
Bladder Tank 2 -	FTC Pump	Annually														No	No	
Cistern Tank 1 -	BE/MST (In- House)	Annually														No	No	
Cistern Tank 2 -	BE/MST (In- House)	Annually														No	No	
Overhead Tank 1 -	BE/MST (In- House)	Annually														No	No	
Overhead Tank 2 -	BE/MST (In- House)	Annually														No	No	
Electrical System -	Exelon Contractor	Annually									X					No	No	
Generator Set -	Monark Cat	Annually										X				Yes	No	
Boom Barrier Entrance -	ICT WLI	Annually														No	No	
Boom Barrier Exit -	ICT WLI	Annually														No	No	
Main Grease Interceptor -	BCB Plumbing	Annually										X				No	No	
Kitchen Exhaust Ducting -	Eugenio Duct Cleaning Services	Monthly		X			X					X				No	No	
Window Glass Facade -		Annually														No	No	
Gondola -		Annually														No	No	
Main Building Signage -		Annually														No	No	
Podium Signage -		Annually														No	No	
GF-F1 -	RF/MST (In- House)	Monthly					X			X			X			No	No	

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload

WLI-AN-SQA-001

Fill-up the PM schedule tab  
Select Equipment Name – Asset ID, Service provider, Frequency. Then put “x” mark on the week of PM activity for each equipment

# Preparation of PM Schedule

AutoSave (Off) H ↺ ↻ Search Jay Reyes JR

PM Schedule Upload v1.3 - USE EXCEL TO OPEN FILE WGC PRO

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

A2 : fx =COUNTA(PMSchedule\_TBL[Equipment Name - Asset ID])

1 PM SCHEDULE F ENTER YEAR 2021

2 237 62

3

4 Equipment Name - Asset ID Service Provider Frequency

58 FDAS - MIT-AIR Annually

59 Paging System - ICT WLI Annually

60 Bladder Tank 1 - MIT-AIR Annually

61 Bladder Tank 2 - FTC Pump Annually

62 Cistern Tank 1 - BE/MST (In- House) Annually

63 Cistern Tank 2 - BE/MST (In- House) Annually

64 Overhead Tank 1 - BE/MST (In- House) Annually

65 Overhead Tank 2 - BE/MST (In- House) Annually

66 Electrical System - Exelon Contractor Annually

67 Generator Set - Monark Cat Annually

68 Boom Barrier Entrance - ICT WLI Annually

69 Boom Barrier Exit - ICT WLI Annually

70 Main Grease Interceptor - BCB Plumbing Annually

71 Kitchen Exhaust Ducting - Eugenio Duct Cleaning Services Monthly X X X

72 Window Glass Facade - Annually

73 Gondola - Annually

74 Main Building Signage - Annually

75 Podium Signage - Annually

BH BI

DUPLICATE CHECK (Equip-Asset-Freq) OVERRIDE DUPLICATE ERROR PM COUNT CHECK

0 2 0

1 - Error Override Yes

Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload WLI-AN-SQA-001

\*Sample is WGC 247

Check the rightmost part of the table. There should be no errors

In case of duplicate schedule. ie. Genset on annual PM and annual emission, select override to yes. On the duplicate check, it will indicate an error override

# Preparation of PM Schedule

AutoSave Off Search Jay Reyes JR

File Home Insert Page Layout Formulas Data Review View Help Table Design Share Comments

Paste Calibri 12 A<sup>+</sup> A<sup>-</sup> Wrap Text General Conditional Formatting % Insert Delete Format as Table Cell Styles Cells Sort & Filter Find & Select Analyze Data

Clipboard Font Alignment Number Styles Editing Analysis

A5 : X ✓ fx =IF([@Equipment]","",PMSchedule\_TBL[[Record ID]])

	A	B	C	D	E	F	G	H	I	J	K
1	0		0								
2	237										
3											
4	Equipment ID	Equipment	Service Provider ID	Service Provider	Start Date	Duration	Duration Unit	Repeat	End Date	Week	
5	10668	Fire Pump	62	BE/MST (In- House)	03/01/2021	7	Days	Weekly	31/12/2021	0.00	
6	10668	Fire Pump	63	AFSS Contractor	03/01/2021	7	Days	Quarterly	31/12/2021	1	
7	10669	Jockey Pump	62	BE/MST (In- House)	03/01/2021	7	Days	Weekly	31/12/2021	0.00	
8	10669	Jockey Pump	63	AFSS Contractor	03/01/2021	7	Days	Quarterly	31/12/2021	1	
9	10670	Transfer Pump 1	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
10	10670	Transfer Pump 1	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
11	10671	Transfer Pump 2	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
12	10671	Transfer Pump 2	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
13	10672	Sump Pump 1	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
14	10672	Sump Pump 1	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
15	10673	Exhaust Fan	62	BE/MST (In- House)	17/01/2021	7	Days	Monthly	31/12/2021	2	
16	10674	Elevator Sump Pump 1	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly			
17	10675	Elevator Sump Pump 2	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly			
18	10676	Booster Pump 1	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
19	10676	Booster Pump 1	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
20	10677	Booster Pump 2	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
21	10677	Booster Pump 2	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
22	10678	Booster Pump 3	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
23	10678	Booster Pump 3	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
24	10679	Booster Pump 4	62	BE/MST (In- House)	03/01/2021	7	Days	Monthly	31/12/2021	1	
25	10679	Booster Pump 4	64	FTC Pump	03/01/2021	7	Days	Quarterly	31/12/2021	1	
26	10680	Passenger Elevator 1	65	Hyundai	03/01/2021	7	Days	Monthly	31/12/2021		
27	10681	Passenger Elevator 2	65	Hyundai	03/01/2021	7	Days	Monthly	31/12/2021	1	

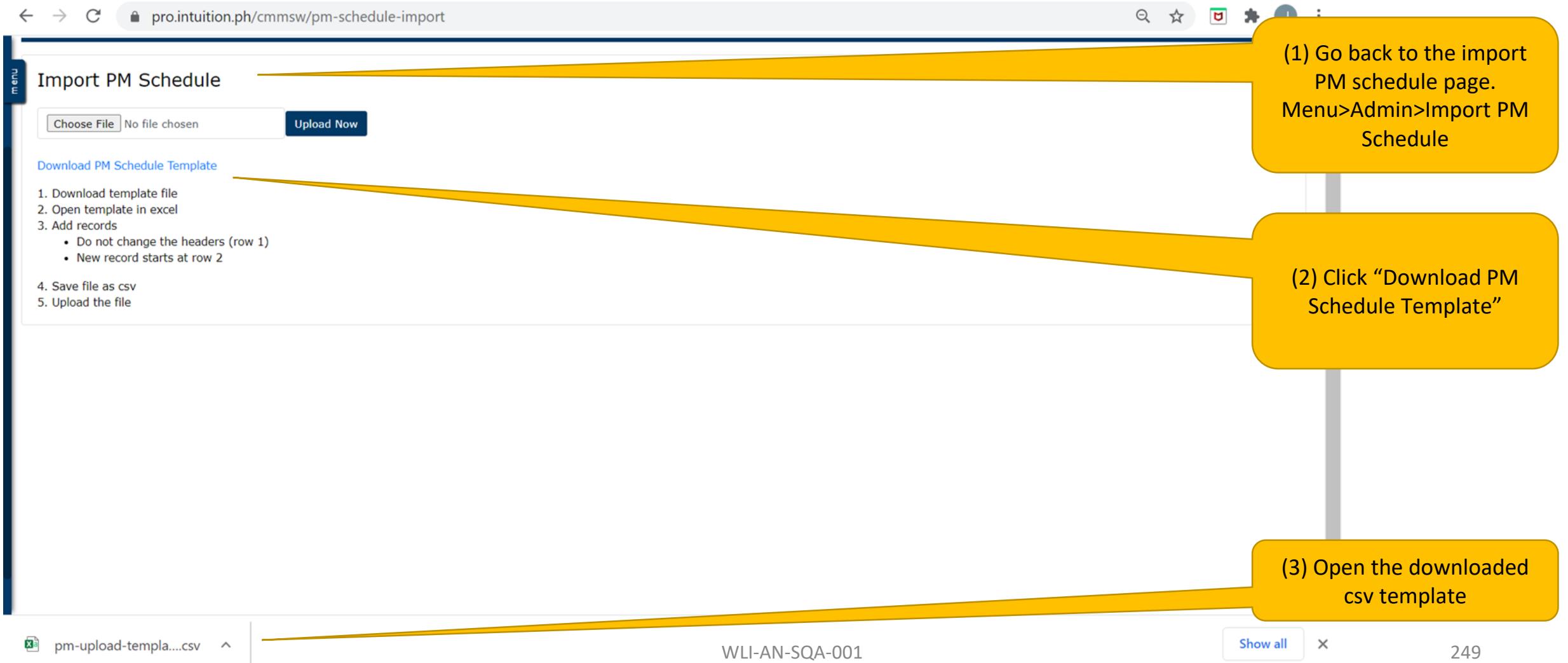
Check 1. Equipment 2. Service Providers 3. PM Schedule For Upload WLI-AN-SQA-001 Average: 19892.2679 Count: 2370 Sum: 23612122 75%

(3) If there are no errors, you can click "copy to clipboard" so you can transfer data to PM csv template

(2) Check all entries. There should be no errors

(1) Go to "For Upload" tab

# Preparation of PM Schedule



# Preparation of PM Schedule

The screenshot shows an Excel spreadsheet titled "pm-upload-template (17)". The spreadsheet has a header row (row 1) containing column labels: Equipment ID, Equipment Name, Service Provider, Start Date, Duration, Duration Type, Repeat, End Date, and Week. Rows 2 through 10 contain sample data for various equipment items. Row 11 is blank. The Excel ribbon is visible at the top, showing tabs like File, Home, Insert, etc. The status bar at the bottom shows "WLI-AN-SQA-001".

1 Do not edit row 1 (header titles)

2 Remove sample data from row 2

	Equipment ID	Equipment Name	Service Provider	Start Date	Duration	Duration Type	Repeat	End Date	Week
1	10639	Generator	In-House	1/1/2021	7 Days	Weekly	12/31/2021	0	
2	7798	Passenger	KONE	1/1/2021	7 Days	Monthly	12/31/2021	4	
3	7799	Passenger	KONE	1/1/2021	7 Days	Monthly	12/31/2021	4	
4	7800	Passenger	KONE	1/1/2021	7 Days	Monthly	12/31/2021	4	
5	7801	Passenger	KONE	1/1/2021	7 Days	Monthly	12/31/2021	4	
6	7828	Cistern Tank	In-House	12/20/2021	7 Days	Annually		4	
7	7820	Transfer Pump	Ultimate Pumps	1/1/2021	7 Days	Quarterly	12/31/2021	5	
8	7833	Fire Detection System	Penta Eng	1/1/2021	7 Days	Semi-Annual	12/31/2021	4	
9	10639	Generator	In-House	1/1/2021	7 Days	Weekly	12/31/2021	0	
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

# Preparation of PM Schedule

The screenshot shows a Microsoft Excel spreadsheet titled "pm-upload-template (17)". The ribbon menu is visible at the top, showing tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The "Home" tab is selected. The main area contains a table with the following columns:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Equipment	Equipment	Service	Pr	Service	Pr	Start Date	Duration	Duration	I	Repeat	End Date	Week						
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			

(1) From Excel v1.3, click "copy to clipboard"

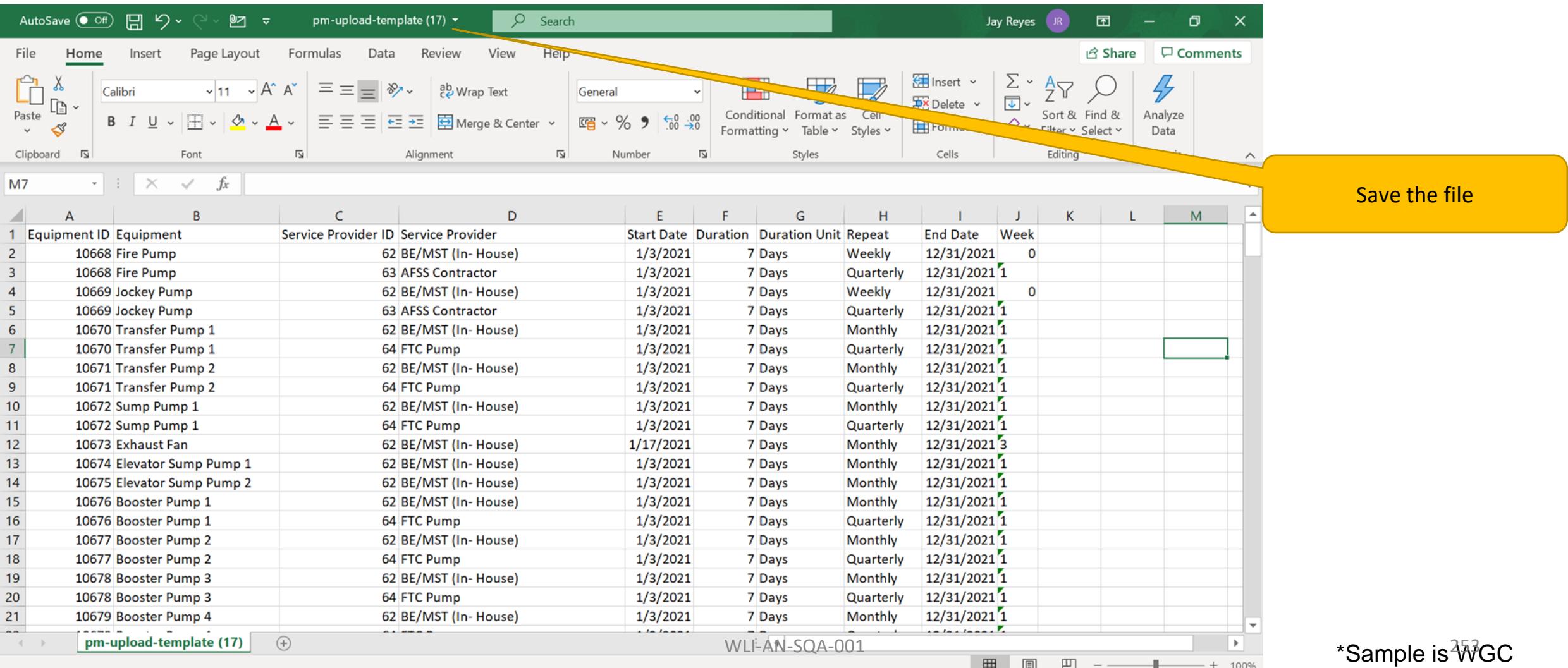
(2) Click cell A2. Paste-Values data here

# Preparation of PM Schedule

The screenshot shows a Microsoft Excel spreadsheet titled "pm-upload-template (17)". The spreadsheet contains a table with columns for Equipment ID, Equipment Name, Service Type, Pre-Service Task, Start Date, Duration, Frequency, End Date, and Week. A yellow callout points to the table, stating: "Data is then transferred to this template. You can adjust the cell width to see the whole entries". Another yellow callout points to the "Duration" column, stating: "If the date is not formatted: (1) Click the entire column (2) Right click. Choose format cells (3) Under number tab, choose date, select date format". The Excel ribbon is visible at the top, showing tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The status bar at the bottom shows "WLI-AN-SQA-001" and "100%".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Equipment ID	Equipment Name	Service Type	Pre-Service Task	Start Date	Duration	Frequency	End Date	Week										
2	10668	Fire Pump	62 BE/MST	(I) #####		7 Days	Weekly	44561	0										
3	10668	Fire Pump	63 AFSS Cont	#####		7 Days	Quarterly	44561	1										
4	10669	Jockey Pur	62 BE/MST	(I) #####		7 Days	Weekly	44561	1										
5	10669	Jockey Pur	63 AFSS Cont	#####		7 Days	Quarterly	44561	1										
6	10670	Transfer P	62 BE/MST	(I) #####		7 Days	Monthly	44561	1										
7	10670	Transfer P	64 FTC Pump	44199		7 Days	Quarterly	44561	1										
8	10671	Transfer P	62 BE/MST	(I) #####		7 Days	Monthly	44561	1										
9	10671	Transfer P	64 FTC Pump	#####		7 Days	Quarterly	44561	1										
10	10672	Sump Pump	62 BE/MST	(I) #####		7 Days	Monthly	44561	1										
11	10672	Sump Pump	64 FTC Pump	44199		7 Days	Quarterly	44561	1										
12	10673	Exhaust F	62 BE/MST	(I)	44213	7 Days	Monthly	44561	3										
13	10674	Elevator S	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										
14	10675	Elevator S	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										
15	10676	Booster Pu	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										
16	10676	Booster Pu	64 FTC Pump	44199		7 Days	Quarterly	44561	1										
17	10677	Booster Pu	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										
18	10677	Booster Pu	64 FTC Pump	44199		7 Days	Quarterly	44561	1										
19	10678	Booster Pu	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										
20	10678	Booster Pu	64 FTC Pump	44199		7 Days	Quarterly	44561	1										
21	10679	Booster Pu	62 BE/MST	(I)	44199	7 Days	Monthly	44561	1										

# Preparation of PM Schedule



AutoSave Off pm-upload-template (17) Search Jay Reyes JR Share Comments

File Home Insert Page Layout Formulas Data Review View Help

Paste Calibri 11 A A Wrap Text

Clipboard B I U Merge & Center

Font Alignment Number Styles Cells Editing

M7

Save the file

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Equipment ID	Equipment	Service Provider ID	Service Provider	Start Date	Duration	Duration Unit	Repeat	End Date	Week			
2	10668	Fire Pump		62 BE/MST (In- House)	1/3/2021	7 Days	Weekly		12/31/2021	0			
3	10668	Fire Pump		63 AFSS Contractor	1/3/2021	7 Days	Quarterly		12/31/2021	1			
4	10669	Jockey Pump		62 BE/MST (In- House)	1/3/2021	7 Days	Weekly		12/31/2021	0			
5	10669	Jockey Pump		63 AFSS Contractor	1/3/2021	7 Days	Quarterly		12/31/2021	1			
6	10670	Transfer Pump 1		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
7	10670	Transfer Pump 1		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
8	10671	Transfer Pump 2		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
9	10671	Transfer Pump 2		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
10	10672	Sump Pump 1		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
11	10672	Sump Pump 1		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
12	10673	Exhaust Fan		62 BE/MST (In- House)	1/17/2021	7 Days	Monthly		12/31/2021	3			
13	10674	Elevator Sump Pump 1		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
14	10675	Elevator Sump Pump 2		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
15	10676	Booster Pump 1		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
16	10676	Booster Pump 1		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
17	10677	Booster Pump 2		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
18	10677	Booster Pump 2		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
19	10678	Booster Pump 3		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			
20	10678	Booster Pump 3		64 FTC Pump	1/3/2021	7 Days	Quarterly		12/31/2021	1			
21	10679	Booster Pump 4		62 BE/MST (In- House)	1/3/2021	7 Days	Monthly		12/31/2021	1			

pm-upload-template (17) WLI-AN-SQA-001 100%

# Uploading of PM Schedule

Import PM Schedule

Choose File pm-upload-template (17).csv Upload Now

Download PM Schedule Template

1. Download template file
2. Open template in excel
3. Add records
  - Do not change the headers (row 1)
  - New record starts at row 2
4. Save file as csv
5. Upload the file

(1) Go back to Import PM Schedule page  
(2) Click choose file  
(3) Select the file where you save the template  
(4) Click "Upload Now"

WLI-AN-SQA-001

\*Sample is WGC 254

# Uploading of PM Schedule

← → C 🔒 sandbox.intuition.ph/cmmsw/pm-schedule-import

menu W [sandbox]

## Import PM Schedule

Choose File pm-upload-template WCC S Upload Now

Download PM Schedule Template

1. Download template file
2. Open template in excel
3. Add records
  - Do not change the headers (row 1)
  - New record starts at row 2
4. Save file as csv
5. Upload the file

Upload

PM Schedules uploaded successfully!

Okay

Confirmation notice will appear on successful upload. Click Okay

# Uploading of PM Schedule

Go to  
Menu>Maintenance>PM  
Schedules. Check the  
uploaded PM schedule.  
Ticket creation will start  
after midnight

\*Sample is WCC on  
sandbox

menu

W [sandbox]

sandbox.intuition.ph/cmmsw/pm-schedules-month/Vi8wTEF0RFVCZWd5cGh2NTZUbG5BUT09.d97b900955b4f6ae84bd2118671d4f03

Scheduled Preventive Maintenance

New Schedule

Building W CITY CENTER

Jan 10 to Jan 16	Jan 17 to Jan 23	Jan 24 to Jan 30	Jan 31 to Feb 06	Feb 07 to Feb 13	Feb 14 to Feb 20	Feb 21 to Feb 27	Feb 28 to Mar 06
Building Mgt. Unit (Gondola)	Building Mgt. Unit (Gondola)	Air Curtain 1	Building Mgt. Unit (Gondola)	Building Mgt. Unit (Gondola)	Building Mgt. Unit (Gondola)	Air Curtain 1	Building Mgt. Unit (Gondola)
Fire Pump	Fire Pump	Air Curtain 2	Discharge Chamber 1	Fire Pump	Fire Pump	Air Curtain 2	Discharge Chamber 1
Generator 1	Generator 1	Air Curtain 3	Discharge Chamber 2	Generator 1	Generator 1	Air Curtain 3	Discharge Chamber 2
Generator 2	Generator 2	Air Curtain 4	Fire Pump	Generator 2	Generator 2	Air Curtain 4	Fire Pump
Generator 3	Generator 3	Air-Cooled Condensing Unit	Generator 1	Generator 3	Generator 3	Building Mgt. Unit (Gondola)	Generator 1
Jockey Pump	Jockey Pump	Building Mgt. Unit (Gondola)	Generator 2	Jockey Pump	Jockey Pump	Car Park Elevator 1	Generator 2
Total: 6 Equipment	Total: 6 Equipment	CAP BANK 1	Generator 3	Total: 6 Equipment	Total: 6 Equipment	Car Park Elevator 2	Generator 3
		CAP BANK 2	Jockey Pump			Car Park Elevator 3	Jockey Pump
		Car Park Elevator 1				Fire Pump	Total: 8 Equipment
		Car Park Elevator 2				Generator 1	
		Car Park Elevator 3				Generator 2	
		Distribution Panel - A				Generator 3	
		Distribution Panel - B				Google Escalator 3	
		Elevator Pressurization				Google Escalator 4	
		Exhaust 1				Jockey Pump	
		Exhaust 10				Kitchen Exhaust 1	
		Exhaust 11				Kitchen Exhaust 2	
		Exhaust 12				Manlift	
		Exhaust 13				Passenger Elevator 1	
		Exhaust 14				Passenger Elevator 10	
		Exhaust 15				Passenger Elevator 11	
						Passenger Elevator 12	

WLI-AN-SQA-001

256

# Uploading of PM Schedule

← → ⌂ 🔒 sandbox.intuition.ph/cmmssw/pm-schedules-month/eTdqbW95UIJQUThvbVdnUINWT2prZz09.d817292e1b5a46c9640907786e15db6a

menu W [sandbox]

Scheduled Preventive Maintenance

New Sched

Building W GLOBAL CENTER

Jan 10 to Jan 16	Jan 17 to Jan 23	Jan 24 to Jan 30	Jan 31 to Feb 06	Feb 07 to Feb 13	Feb 14 to Feb 20	Feb 21 to Feb 27	Feb 28 to Mar 05
Bladder Tank 1 (Open)	Cassette Type AC -D3 (Open)	2F-EL1 (Open)	Booster Pump 1 (Open)	Cassette Type AC -D3 (Open)	Cassette Type AC -D3 (Open)	2F-EL1	Booster Pump 1 (Open)
Bladder Tank 2 (Open)		2F-EL2 (Open)	Booster Pump 2 (Open)	Cassette Type AC -D4 (Open)	Cassette Type AC -D4 (Open)	2F-EL2	Booster Pump 2 (Open)
CCTV (Open)	Cassette Type AC -D4 (Open)	2F-EL3 (Open)	Booster Pump 3 (Open)	Cassette Type AC -D4 (Open)	Cassette Type AC -D4 (Open)	2F-EL3	Booster Pump 3 (Open)
Cassette Type AC -D3 (Open)	Cassette Type AC -D5 (Open)	2F-EL4 (Open)	Booster Pump 4 (Open)	Cassette Type AC -D5 (Open)	Cassette Type AC -D5 (Open)	2F-EL4	Booster Pump 4 (Open)
Cassette Type AC -D4 (Open)	Cassette Type AC -D5 (Open)	2F-ELS (Open)	Cassette Type AC -D3 (Open)	Cassette Type AC -D5 (Open)	Cassette Type AC -D5 (Open)	2F-ELS	Cassette Type AC -D3 (Open)
Exhaust Fan (Open)		2F-EL6 (Open)	Cassette Type AC -D3 (Open)	Cassette Type AC -D5 (Open)	Cassette Type AC -D5 (Open)	2F-EL6	Cassette Type AC -D4 (Open)
Cassette Type AC -D5 (Open)		2F-EL7 (Open)	Cassette Type AC -D4 (Open)	Fire Pump (Open)	Exhaust Fan (Open)	2F-EL7	Cassette Type AC -D4 (Open)
Generator Set (Open)		2F-EL8 (Open)	Cassette Type AC -D4 (Open)	Generator Set (Open)	Fire Pump (Open)	2F-EL8	Cassette Type AC -D5 (Open)
FDAS (Open)	Jockey Pump (Open)	2F-EL9 (Open)	Cassette Type AC -D5 (Open)	Jockey Pump (Open)	Generator Set (Open)	2F-EL9	Elevator Sump Pump 1 (Open)
Fire Pump (Open)		2F-ESL1 (Open)	Elevator Sump Pump 1 (Open)	Overhead Tank 1 (Open)	Jockey Pump (Open)	2F-ESL1	Elevator Sump Pump 1 (Open)
Generator Set (Open)	Overhead Tank 1 (Open)	2F-ESL2 (Open)	Elevator Sump Pump 1 (Open)	Window Type AC -1 (Open)	Overhead Tank 1 (Open)	2F-ESL2	Elevator Sump Pump 2 (Open)
Jockey Pump (Open)	Passenger Elevator 1 (Open)	2F-ESL3 (Open)	Elevator Sump Pump 2 (Open)	Window Type AC -2 (Open)	Passenger Elevator 1 (Open)	2F-ESL3	Elevator Sump Pump 2 (Open)
Overhead Tank 1 (Open)	Passenger Elevator 2 (Open)	3F-EL1 (Open)	Exhaust Fan (Open)	Window Type AC -3 (Open)	Passenger Elevator 2 (Open)	3F-EL1	Exhaust Fan (Open)
Window Type AC -1 (Open)		3F-EL10 (Open)	Fire Pump (Open)	Total: 10 Equipment	Passenger Elevator 2 (Open)	3F-EL10	Fire Pump (Open)
		3F-EL11 (Open)	Generator Set (Open)		Passenger Elevator 2 (Open)	3F-EL11	Generator Set (Open)
Window Type AC -2 (Open)	Pressurization Fan 2 (Open)	3F-EL12 (Open)	Jockey Pump (Open)		Passenger Elevator 2 (Open)	3F-EL12	Jockey Pump (Open)
Window Type AC -3 (Open)	Pressurization Fan 3 (Open)	3F-EL13 (Open)	Overhead Tank 1 (Open)		Passenger Elevator 2 (Open)	3F-EL13	Overhead Tank 1 (Open)
Total: 14 Equipment		3F-EL14 (Open)	Passenger Elevator 1 (Open)		Passenger Elevator 2 (Open)	3F-EL14	Passenger Elevator 1 (Open)
		3F-EL15 (Open)	Passenger Elevator 1 (Open)		Passenger Elevator 2 (Open)	3F-EL15	Passenger Elevator 2 (Open)
		3F-EL16 (Open)	Passenger Elevator 1 (Open)		Passenger Elevator 2 (Open)	3F-EL2	Passenger Elevator 2 (Open)
		3F-EL17 (Open)	Passenger Elevator 2 (Open)		Passenger Elevator 2 (Open)	3F-EL3	Passenger Elevator 1 (Open)
		3F-EL18 (Open)	Passenger Elevator 2 (Open)		Passenger Elevator 2 (Open)	3F-EL4	Passenger Elevator 2 (Open)
		3F-EL19 (Open)	Passenger Elevator 2 (Open)		Passenger Elevator 2 (Open)	3F-EL5	Passenger Elevator 2 (Open)

WLI-AN-SQA-001

Sample of uploaded PM schedule with already created ticket and ticket for creation the following weeks

\*Sample is WGC on sandbox

257

# *Change Password*

INVENTI SBS

# Change Password

The screenshot shows a corporate dashboard interface with a dark blue sidebar on the left and a light gray main content area. The sidebar contains a large white 'W' logo at the top, followed by a 'menu' button and a list of navigation items:

- Home
- Locations
- Equipment
- Maintenance ▾
- Tenants
- Meters and Gauges ▾
- Checklist
- Service Providers
- Reports ▾
- Inventi Change Requests
- User Management ▾
- Admin ▾
- Change Password
- Logout

The main content area features two primary data tables:

**LOCATION STATUS**

Location	Work Order			Corrective Maintenance			Preventive Maintenance
	Low	Medium	High	Low	Medium	High	
	69	14	8	262	73	13	304
	92	30	23	257	69	34	314
	27	67	11	60	87	14	230
	5	14	-	13	1	1	265
	12	3	-	12	4	-	53
	12	37	5	37	36	1	7
	34	4	3	15	6	-	0

**EQUIPMENT STATUS [UPTIME]**

	CITI PLAZA	W WAVE	W GLOBAL CENTER	W HIGH STREET	W TOWER	WGI
100%	100%	100%	100%	100%	100%	75.00%
100%	100%	100%	100%	100%	100%	100%
				WLI-AN-SQA-001		

A yellow callout bubble with a black border and rounded corners points from the bottom right towards the 'Change Password' menu item in the sidebar. The text inside the bubble reads:

On the Menu, click  
"Change Password"

Page number 259 is located in the bottom right corner.

# Change Password

W

menu

Change Password

Old Password	Old Password
New Password	New Password
Confirm New Password	Confirm New Password

**Save**

```
graph LR; Start(( )) --> Form[Change Password Form]; Form --> Step1[Step 1: Type old password]; Step1 --> Step2[Step 2: Nominate new password]; Step2 --> Step3[Step 3: Confirm or type-in again the new nominated password]; Step3 --> Step4[Step 4: Click "Save" button to confirm]; Step4 --> Back[Click back button of browser to return to previous page]; Step4 --> Admin[If you forgot your password, request admin to reset it]
```

- (1) Type your old password
- (2) Nominate new password
- (3) Confirm or type-in again the new nominated password
- (4) Click “save” button to confirm

Click back button of browser to return to previous page

\*If you forgot your password, you can request your admin to reset your password

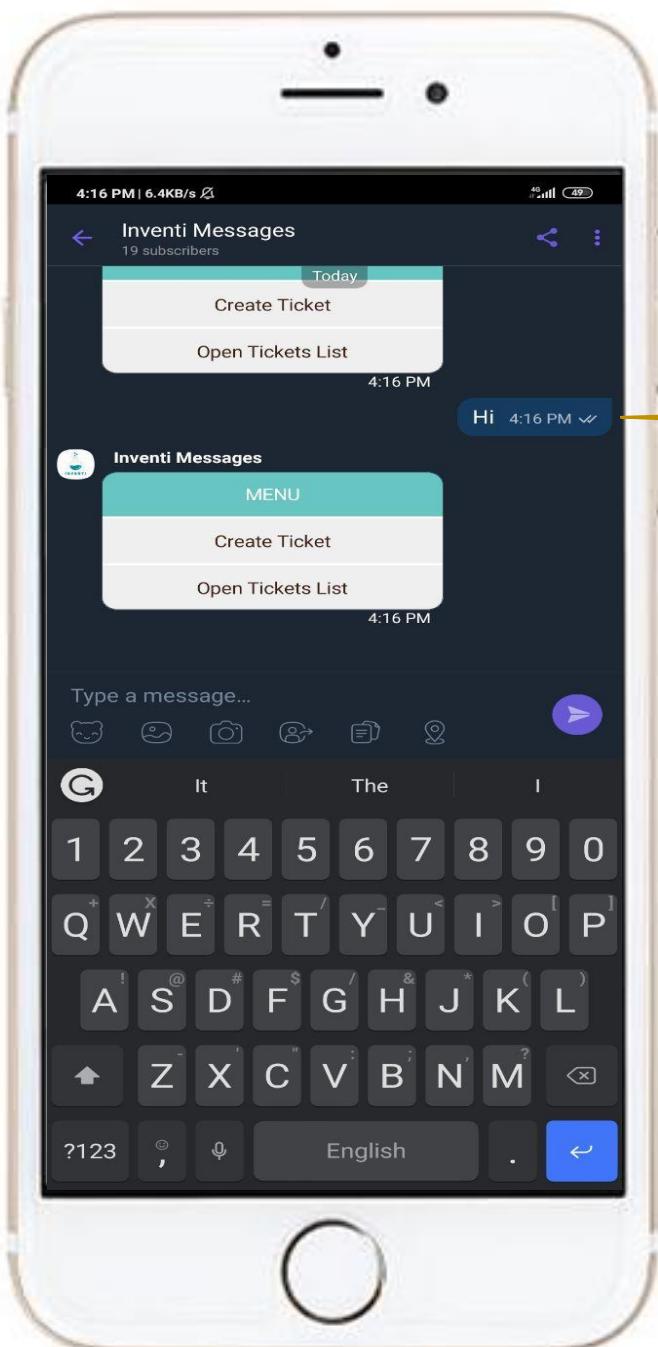
# Create Work Orders by using Instant Messaging Apps



## YOUR WORK ORDERS AT YOUR FINGERTIPS

A customized, secured INVENTI SBS enabled in Viber messaging with clickable menu in the message box that lets you create instant Work Orders – and everything goes directly into our INVENTI SBS System. This is not a group message, it's just you and Inventi Messaging.

# Create Work Orders in Viber

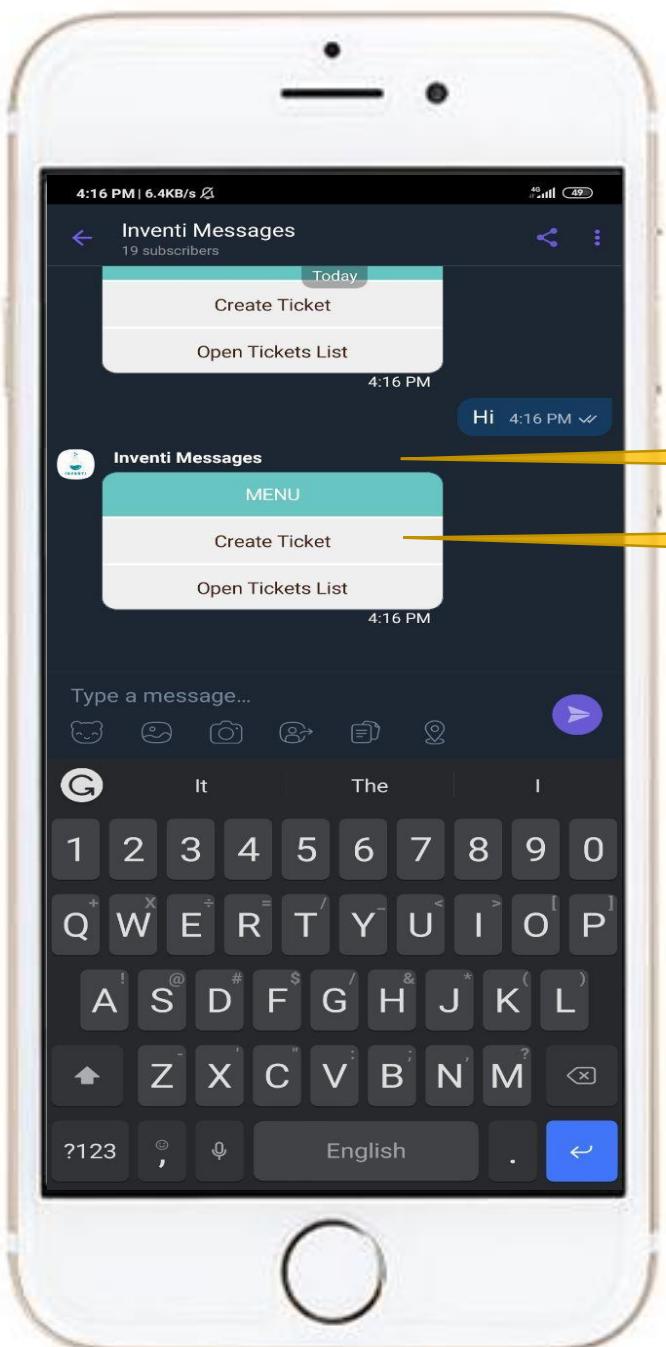


First Step: Just type "Hi"

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber



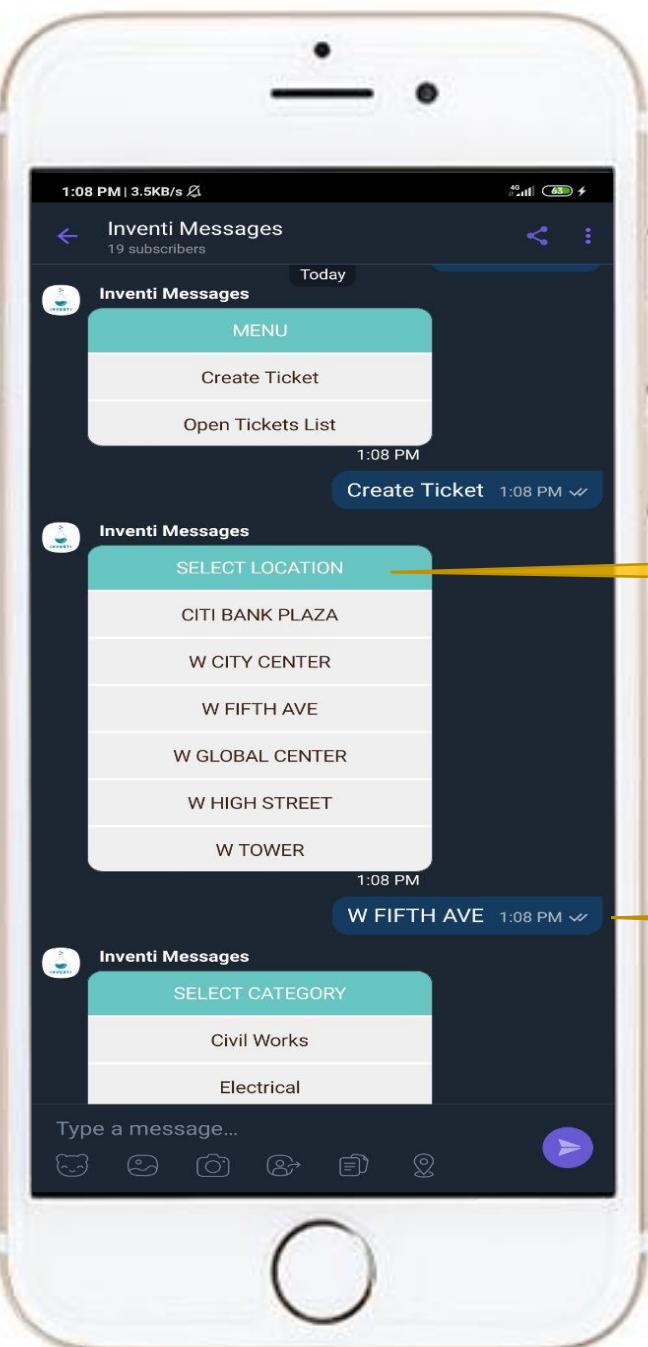
Inventi Messages  
Menu will appear.

Click  
“Create Ticket”

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber



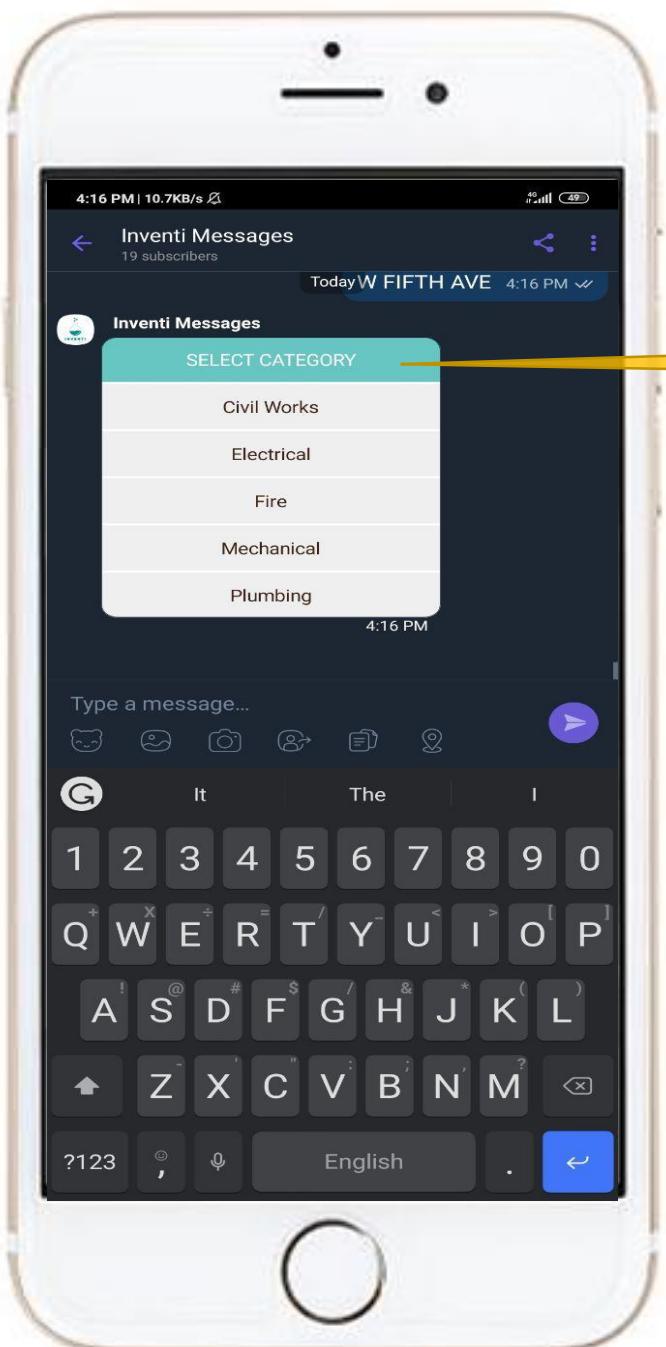
Select and Click "Location"

E.g. Click "WFIFTH AVE" in  
List above and this will  
appear.

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber

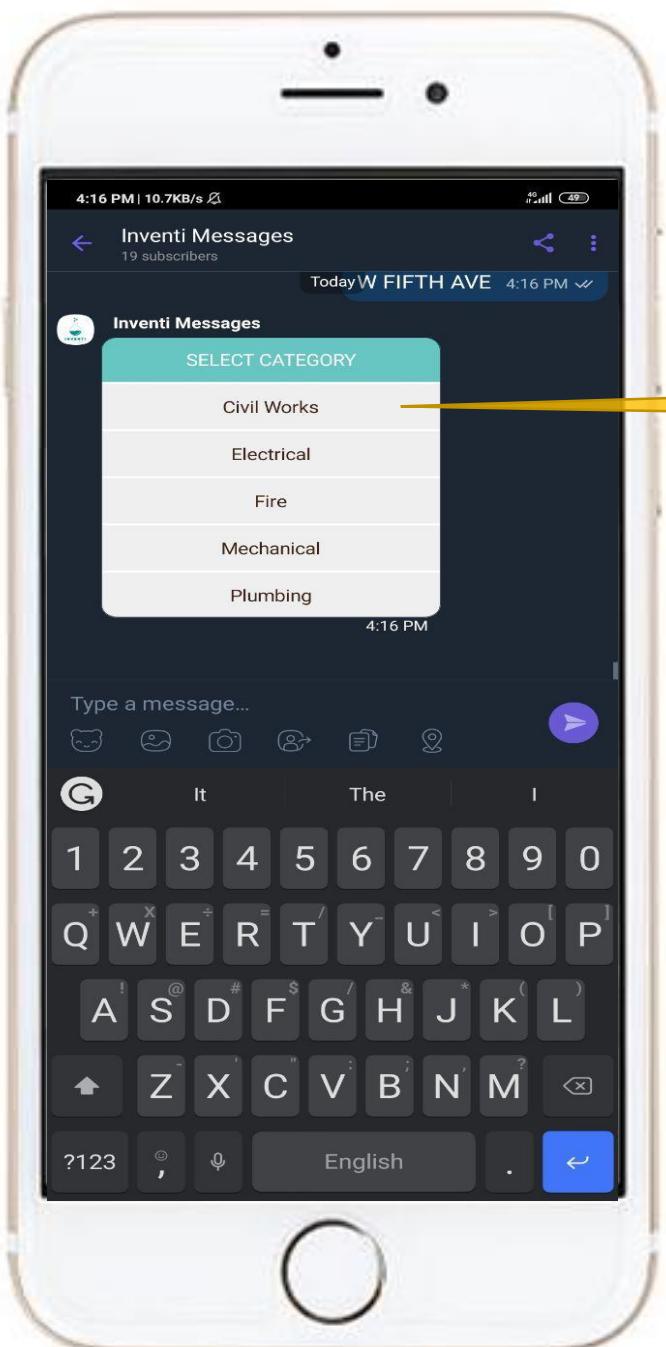


Select and Click the Category

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber

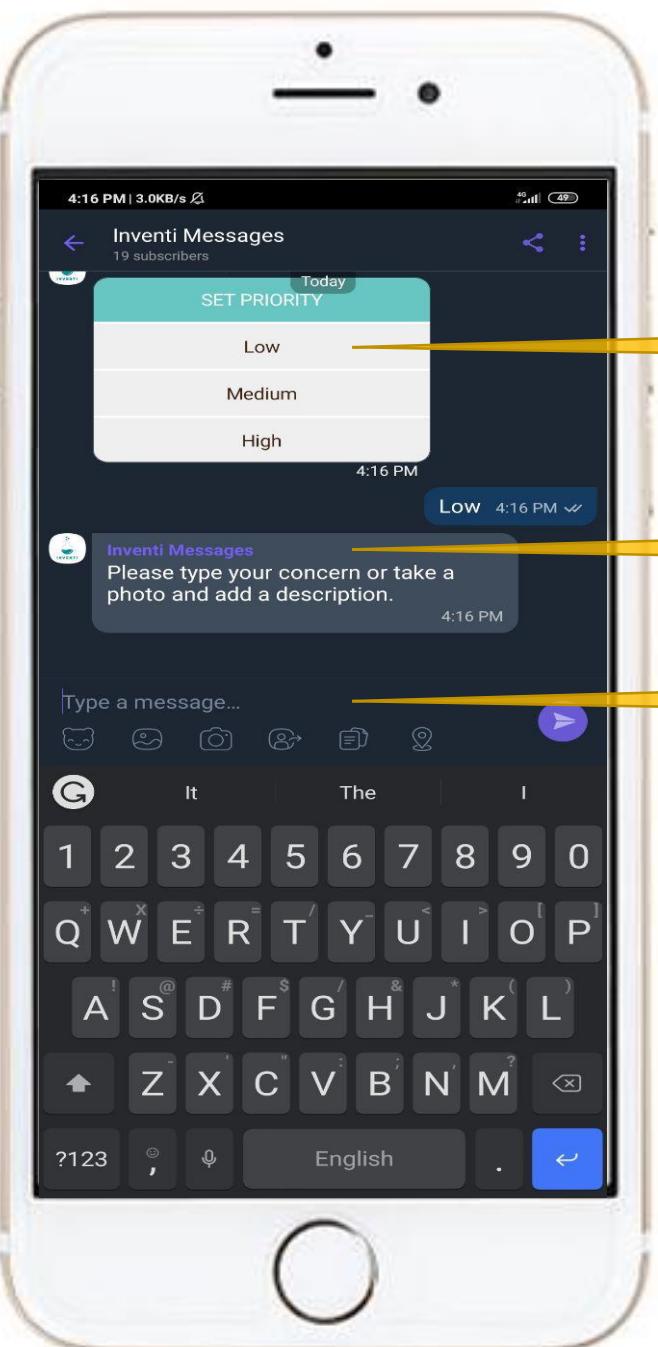


E.g. Click "Civil Works"

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber



Select and Click your Priority, e.g. "Low"

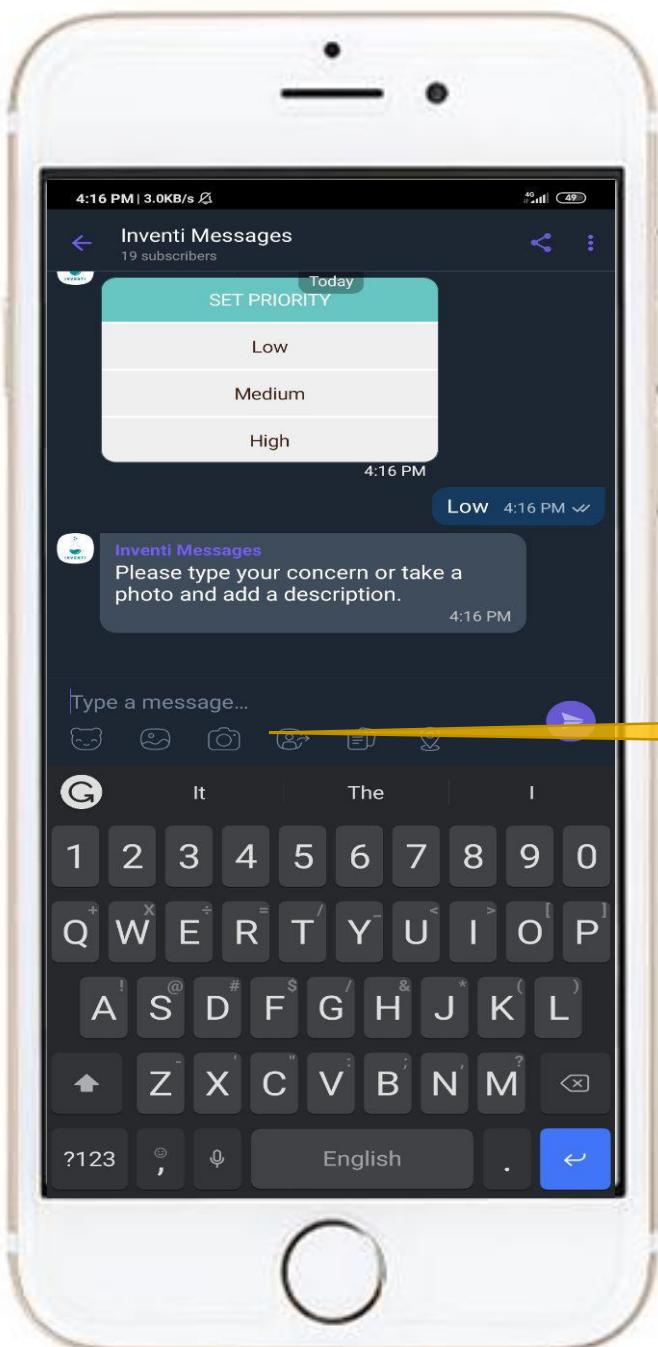
Inventi Messages will ask you to type your Work Order details.

Type your Work Order description.

## VIBER WORK ORDER PROCESS



# Create Work Orders in Viber



Upload/take a photo and just hit send.

Check the web-based Inventi SBS platform if your Viber Work Order went through the system.

## VIBER WORK ORDER PROCESS



# Thank you for using INVENTI Smart Building Solutions.

We highly appreciate your contribution in saving our planet, by using INVENTI SBS System, we've significantly reduced your carbon footprint, because we've started to digitize your paper-based maintenance activities & most importantly, running a well planned Preventive Maintenance in SBS can help your facilities save on energy bills.

