

Tenant User Manual

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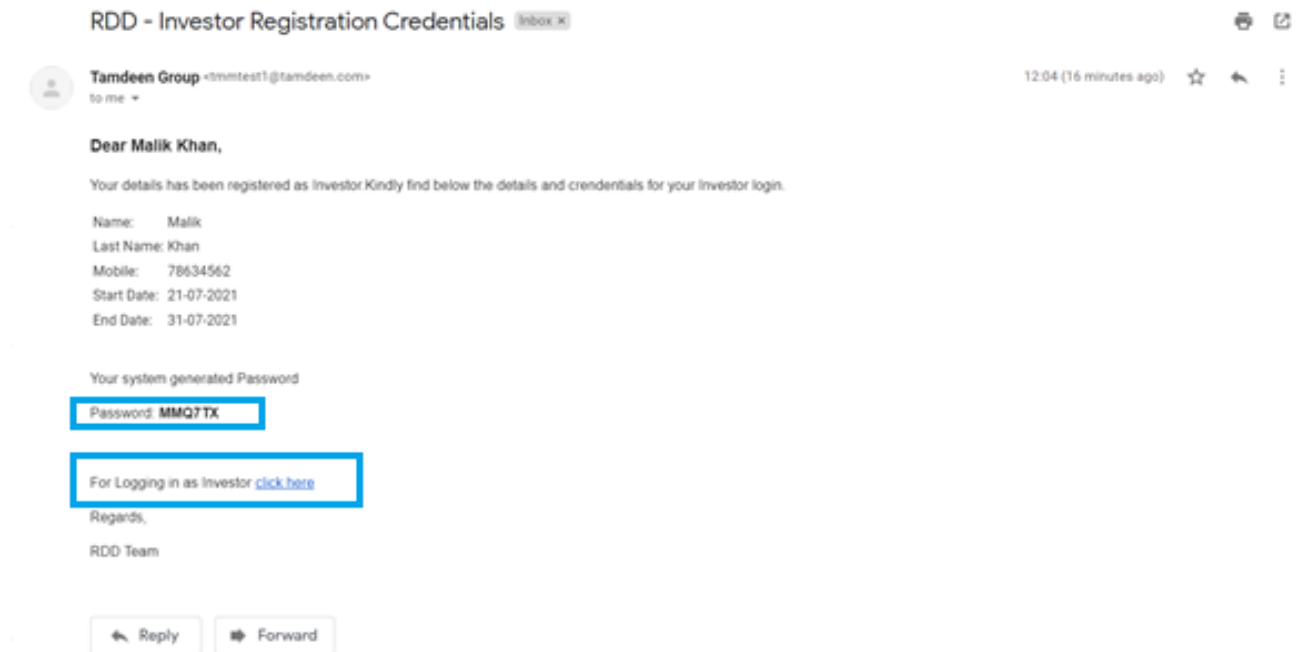
1 Introduction

Tamdeen Mall management Tenant portal for submitting the drawing documents, Requesting for work permit, Request for Inspections, Mall Guidelines & Pre opening Documents. Below link for login into RDD portal.

Link for Tenant Portal: https://rdd.octasite.com/rdd_portal/login

1.1 Login as First Time Tenant

- Tenant need to click on the mail Link and choose the Tenant Login.
- Enter the mail and system generated password.



- Enter the new password & Confirm the password.

تمدين
TAMDEEN
MALL MANAGEMENT

Confirm Password

Password *

.....

Confirm password *

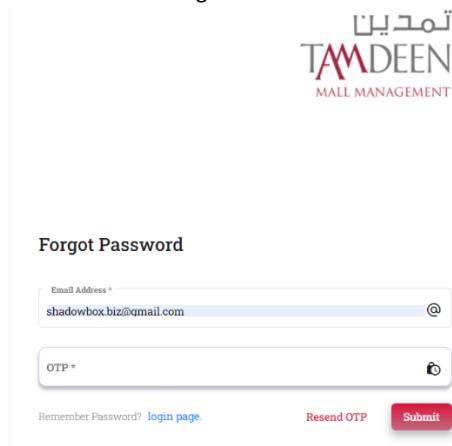
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Submit

- And click on Submit button.

1.2 Reset the password

- Click on Forgot password in Tenant login page.
- Enter the mail id & click on **Get OTP** button.
- OTP will send to Registered Mail.



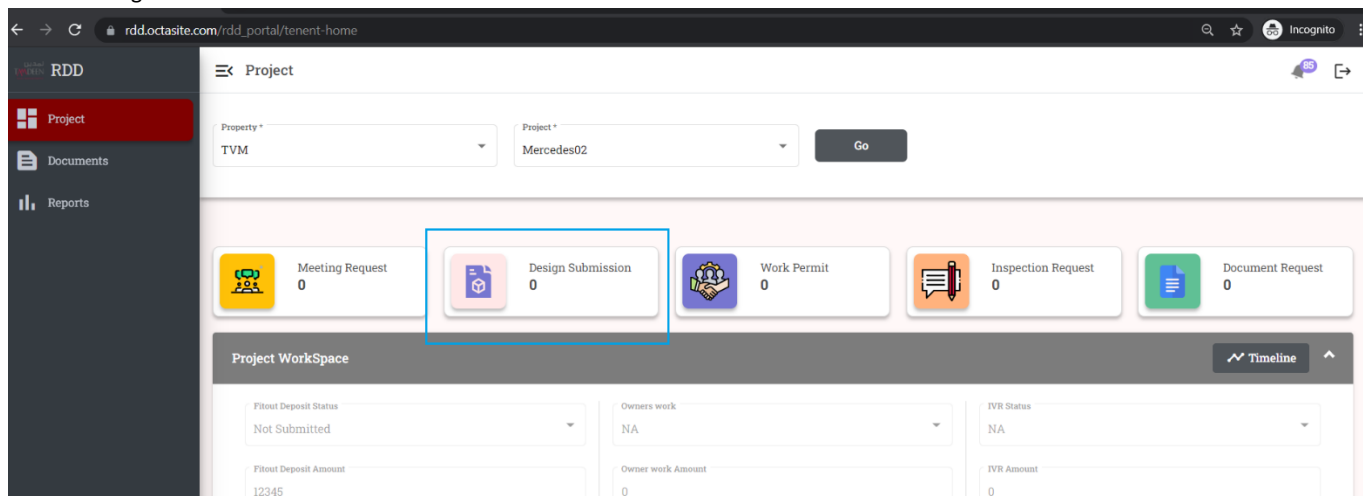
- Enter you OTP and Submit.
- And enter your new password.
- The new password will reset.

2 Design Submission

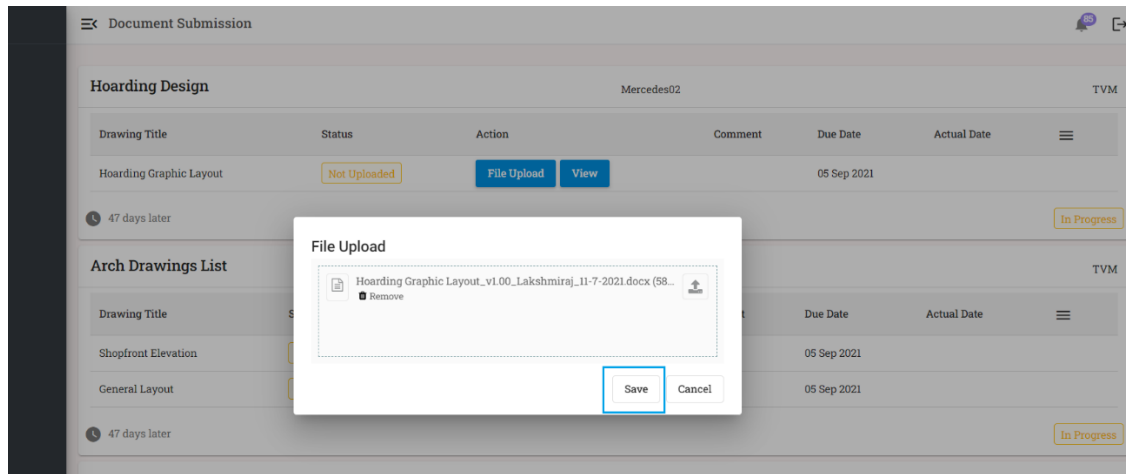
Upload the design documents in Tenant Portal.

2.1 Submit Drawing

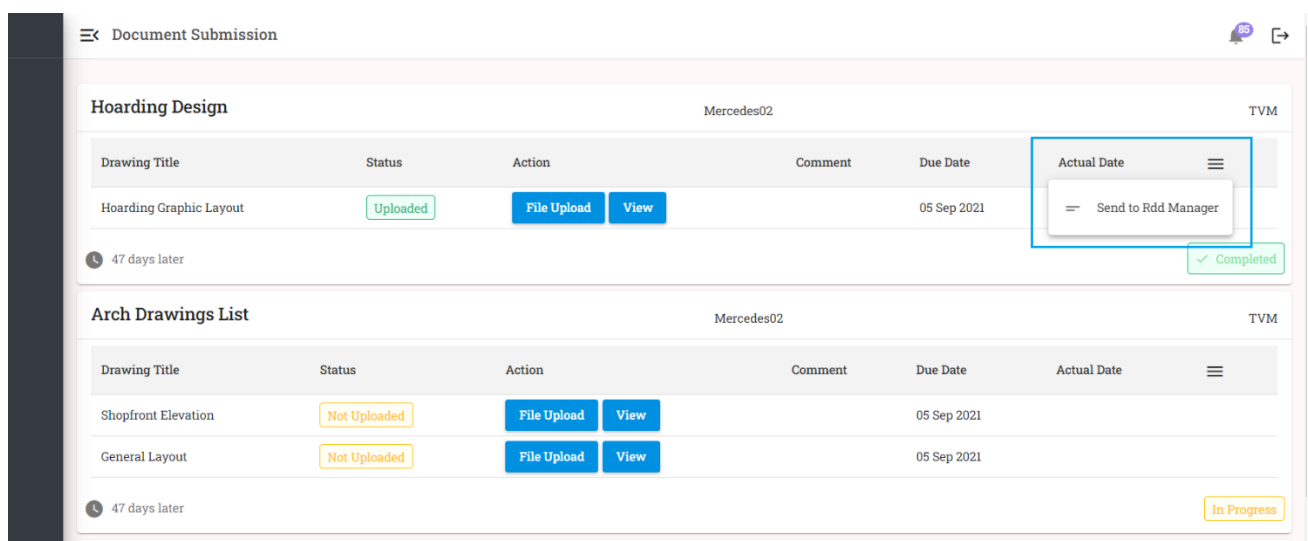
- Choose the Property, Project and click on GO button.
- Click on Design Submission Title.



- Click on File Upload button to upload the document, while clicking Popup will appear (drag or browse the file).
- Click on Save Button to submit the document.



- Once you Submit the document, the status will change into **Uploaded**.
- After uploading Click on More option button and click on Send to Rdd Manager.



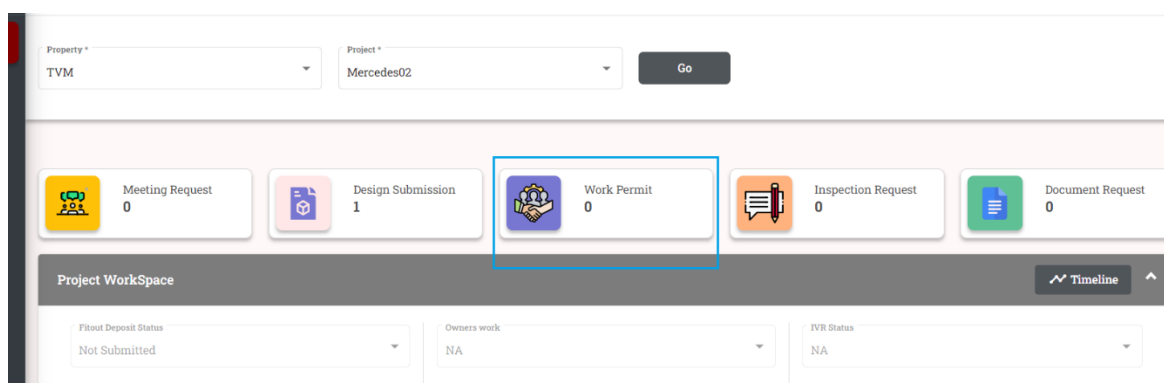
2.2 Document Action Status

- Document Status: Uploaded – If Tenant is uploaded the Document Status will be Uploaded.
- Document Status: Not Uploaded – Tenant need to upload the document (Pending from tenant).
- Document Status: All Approved – Document is Approved from RDD Team.
- Document Status: Revise & Resubmit – Tenant need to correct the document and upload again (Pending from tenant).

3 Work Permit

3.1 Minimum PC Requirements

- Choose the Property, Project and click on GO button.
- Click on Work Permit Title.



- Click on New Request button.

- Side drawer will appear on left side.
- Choose the Permit Type, enter the all the mandatory details.

- Click on Save button.

3.2 Work Permit status

- Permit status: Pending – Once request is created status will be Pending.
- Permit status: Accepted – Once Requested is approved status will be Accepted.

4 Request Inspection

4.1 Inspection Submit

- Choose the Property, Project and click on Go button.
- Click the Inspection request title.

- Click on New Inspection button and choose the Inspection Type and requested date.
- Click on save button and click on the created inspection list.
- Enter the Investor actuals, take a photo or browse from device and enter the remarks

Inspection Type

Unit Final Inspection

Requested Date

24-08-2021

Inspection Type	Sr No	Question	Camera	Investor Actuals	Remarks
Civil works	1	Are thresholds installed at the entrance/exit.	Camera	<input checked="" type="checkbox"/> Yes	Remarks
Civil works	2	Is the back door painted as per mall standard colour (10060).	Camera	<input checked="" type="checkbox"/> Yes	Remarks
Civil works	3	Does the back corridor area need any repairs or paint (40000).	Camera	<input type="checkbox"/> No	Remarks Not Completed
Civil works	4	All hardware including door closer, door handle installed for the backdoor.	Camera	<input checked="" type="checkbox"/> Yes	Remarks
Drain line	5	Are all floor drains installed having mesh/strainer.	Camera	<input type="checkbox"/> No	Remarks
Drain line	6	Are all floor cleanouts closed with hexagonal head screws.	Camera	<input checked="" type="checkbox"/> Yes	Remarks
Fire Fighting Sprinklers	7	Are all the comments related to the ceiling closure inspection rectified.	Camera	<input checked="" type="checkbox"/> Yes	Remarks
Fire Fighting	8	Are all traps for the sewers installed along with the ceiling traps.	Camera	<input checked="" type="checkbox"/> Yes	Remarks

cancel

Save

- Click on save button, the inspection will submit.

4.2 Inspections Status

- Inspection status: Pending – Once request is created status will be Pending.
- Inspection status: Approved – Once Requested is approved status will be Approved.