



iMaintain - *ADMIN*

Admin User Manual

Version 1.0

Document Revision

Version	Date	Author	Summary
1.0	1/07/2021	IMT	<i>First release of iMaintain - Admin Manual</i>

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2 Introduction

2.1 Document Summary

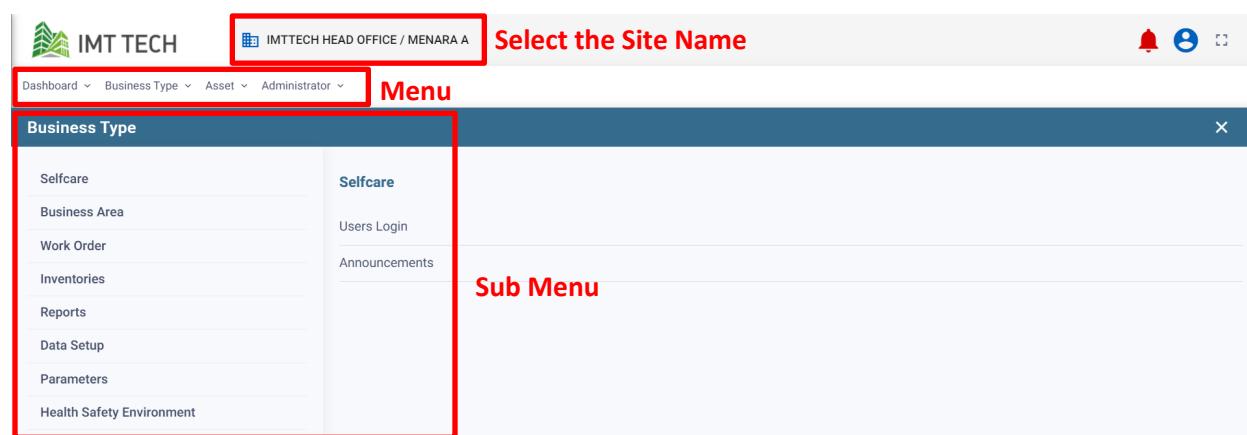
This document is a user manual for iMaintain – Admin User. User manual for iMaintain – Admin is designed for user(s) as a guide and step by step how to use iMaintain – Admin.

2.2 Intended Audiences

Intended audiences of this document are IMT Tech's Client Staffs.

3 Legends and Common Functionalities

3.1 Menu and Sub Menu



3.2 Icon Used

The iMaintain – Admin control panel uses both standardized and customized set of icons that are displayed in its screenshots. These same icons are represented in this document and are described as follows:

Icons	Function	Description
	Export to CSV	Records are exported into a Comma Separated Value (CSV) file format.
	Print in PDF	Records are exported into a PDF file format & printed
	Add New	New records will be added.
	Edit	Existing records can be edited in a separate screen.
	Delete	Existing records will be deleted.

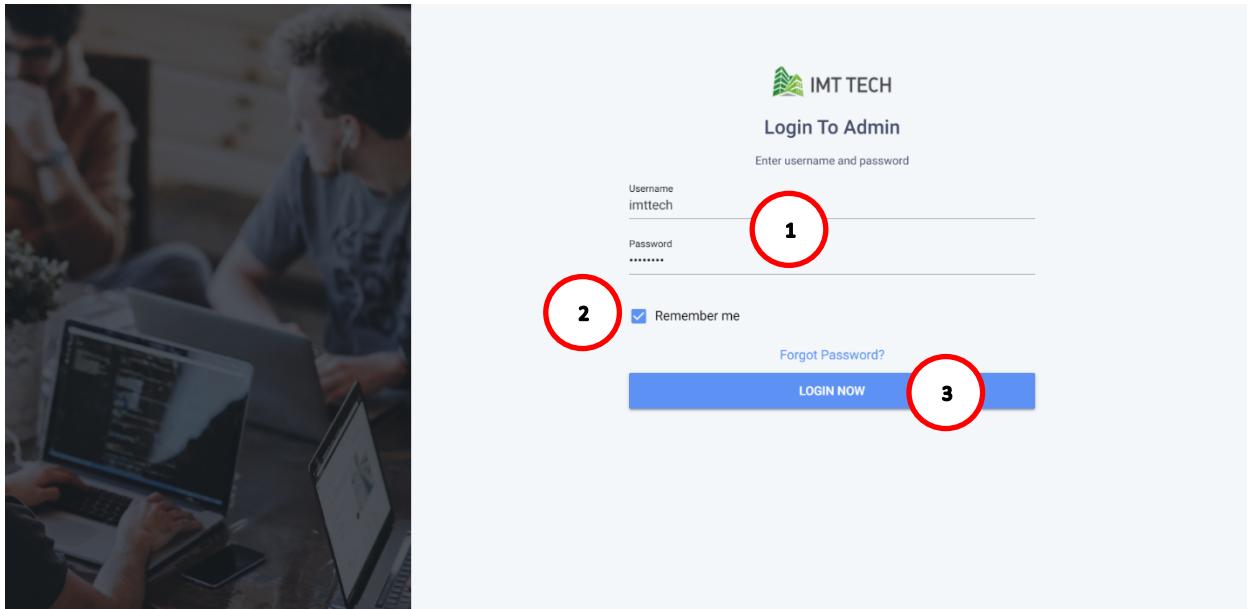
Icons	Function	Description
	Calendar	Select date from a Calendar.
<	Previous Page	Previous page of the applet.
>	Next Page	Next page of the applet.
	Compulsory	Compulsory Field.
	Dropdown list	Dropdown list to show list of choices that can be chosen.
	Advanced Dropdown list	Able to search through the list of choices in a dropdown list.
	Radio Button	Selectable button.
	Check Box	Able to select multiple value.
	No. of Entries	Number of records to be shown on the listing page. Up to 100 records can be shown on a single listing page.
	Sort	The column is sortable.
	Hyperlink	Words/numbers with light blue colour can be clicked and linked to other screen.
	Save button	Saves the information.
	Submit button	Submits the information.
	Cancel button	Cancel changes.

4 Login to iMaintain – Admin control panel

In order for user to access iMaintain – Admin control panel, user has to visit iMaintain – Admin page.

4.1 Login Page

User needs to enter login credential and password, then click the Login Now button to access the iMaintain – Admin control panel.



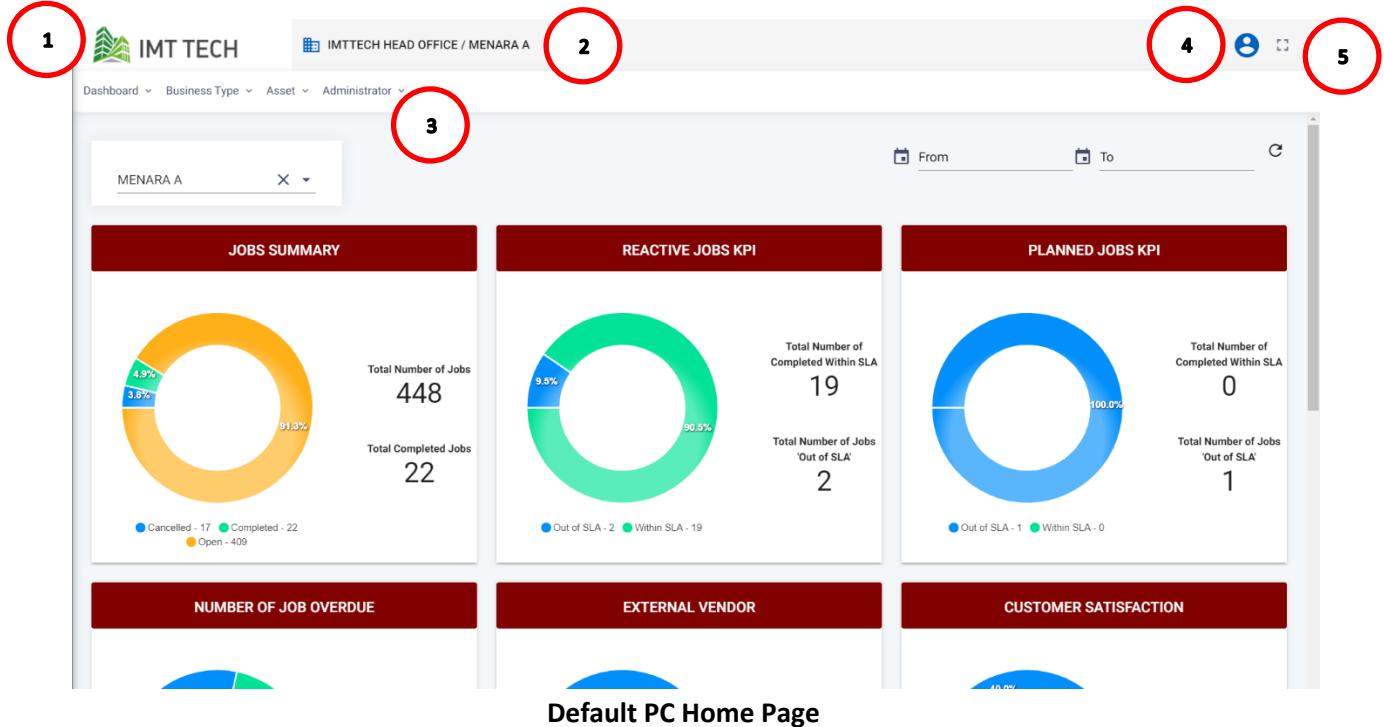
Login Page

No	Item	Description
1	Username & Password	Enter Username & Password, case sensitive.
2	Remember me checkbox	Password remember feature.
3	Login button	Click “Login Now” button to begin.

5 iMaintain – Admin Control Panel Page

After user successfully login to iMaintain – Admin, User will be redirected to iMaintain – Admin Dashboard. This screen will display summary & progress of tickets that has been raised.

5.1 Desktop users



No	Item	Description
1	Home Button OR “Dashboard” button	Click on “Home button” OR “Dashboard” to access the dashboard.
2	Project	Select your project from the drop-down list and click “Switch” to switch between projects.
3	Menu	Click on “Property” to access all user information, setup and reports.
4	User Account	Click on the Icon to manage user account details.
5	Full Screen	Click on “Full Screen” icon to view in full screen.

6 My Account

MY ACCOUNT is used to manage the user account details. Contractor can edit their information accordingly.

The screenshot shows the IMT TECH Job Reactive Dashboard. At the top right, there is a 'My Account' button with three red circles numbered 1, 2, and 3 around it. Circle 1 is at the top left of the button, circle 2 is at the top right, and circle 3 is at the bottom right. Below the dashboard, the text 'My Account Menu' is centered.

REACTIVE JOBS

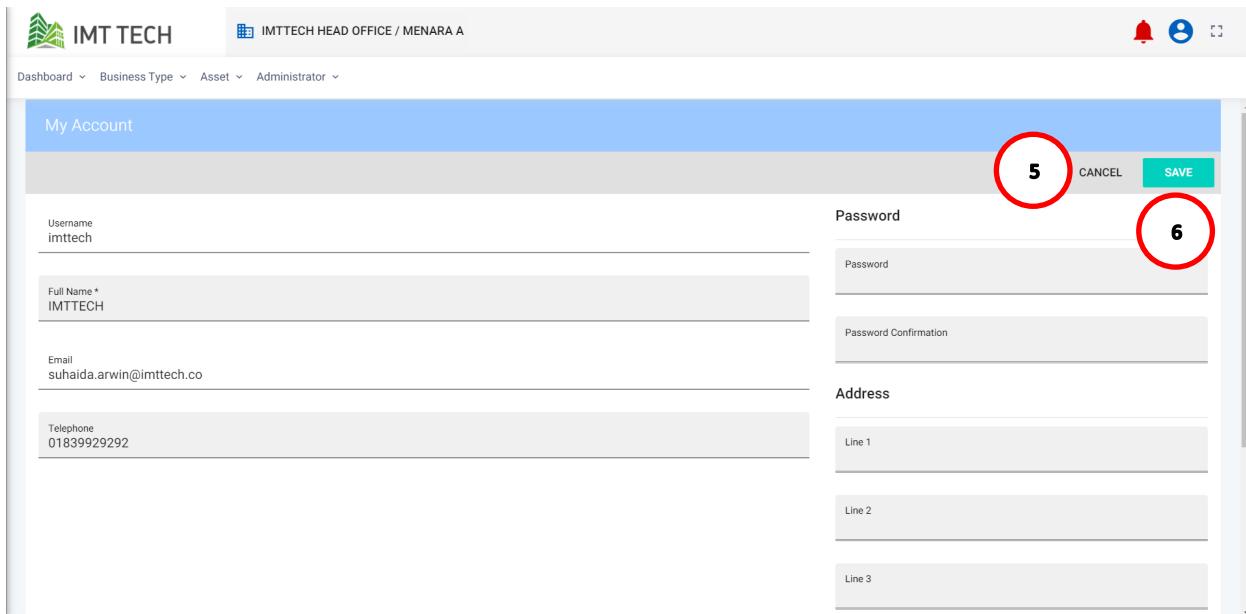
Status	Out of SLA	Within SLA	Tot
Completed	11	19	30
In Progress	267	7	274
Pending	64	0	64
On Hold	14	0	14
Total	356	26	382

Reactive Completed Response

A donut chart with two segments: blue (36.7%) and green (63.3%).

The screenshot shows the 'My Account' edit page. On the right side, there is an 'EDIT' button with a red circle numbered 4 around it. The page contains several input fields for user information:

- Username: imttech
- Full Name *: IMTTECH
- Email: suhaida.arwin@imttech.co
- Telephone: 01839929292
- Address fields: Line 1, Line 2, Line 3, Postcode, City, State



The screenshot shows the 'My Account' section of the IMT TECH application. At the top, there's a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and icons for notifications, user profile, and search. Below the navigation, a sub-menu bar includes 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area is titled 'My Account' and displays several input fields: 'Username' (imttech), 'Full Name' (IMTTECH), 'Email' (suhaida.arwin@imttech.co), and 'Telephone' (0183992929). On the right side, there are two buttons: 'CANCEL' and 'SAVE', with the number '5' circled around 'CANCEL' and the number '6' circled around 'SAVE'. Below these buttons, there are fields for 'Password' and 'Password Confirmation', and an 'Address' section with three lines for 'Line 1', 'Line 2', and 'Line 3'.

Edit Account Details

Step	Descriptions
1	Click the Icon.
2	Menu will be displayed. Click "My Account" to edit/update details.
3	Click "Log Out" to log out from the system.
4	Click "Edit" to edit details of Username, Full name, Email, Password and Address.
5	Click "Cancel" to decline the changes made.
6	Do not forget to click "Save" after making changes.

7 Administrator

7.1 Configuration

- i. Go to: Administrator > System > Configuration & Click “Edit”.

The figure consists of two screenshots of a software application. The top screenshot shows the main navigation bar with 'IMT TECH' logo, 'IMTTECH HEAD OFFICE / MENARA A', and various dropdown menus like 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The 'Administrator' menu is expanded, showing 'System', 'Data Setup', 'User & Roles', and 'Configuration'. The 'Configuration' option is highlighted with a red box. The bottom screenshot shows a detailed configuration form titled 'Configuration'. It has fields for 'Site Name' (containing 'Block A'), 'Incoming Email' (containing 'suhaida.arwin@imttech.co'), and several checkboxes: 'Enable Cluster' (checked) and 'General Feedback Due Date Auto' (checked). At the bottom right of this form is a 'SAVE' button, which is circled with a red circle and labeled with the number '2'. Above the configuration form is a standard header with 'IMT TECH' logo, 'IMTTECH HEAD OFFICE / MENARA A', and notification icons.

Step	Descriptions
1	User able to update/edit details for Site Name, Incoming Email, Enable Cluster & General Feedback Due Date Auto.
2	Click “Save” to save the changes that has been made.

7.2 Selfcare Menu Configuration

SELF CARE MENU CONFIGURATION is used to control menu shown on the Selfcare Mobile App site.

- i. Go to: Administrator > System > Configuration & Click “Edit”.

The figure consists of two screenshots of a mobile application interface. The top screenshot shows the 'Administrator' screen with a navigation bar at the top and a sidebar on the left. The sidebar has three main categories: 'System', 'Data Setup', and 'User & Roles'. Under 'System', there are three sub-options: 'Configuration', 'Selfcare Menu Configurations', and another option that is partially visible. The 'Selfcare Menu Configurations' option is highlighted with a red box. The bottom screenshot shows the 'Selfcare Menu Configuration' screen. It has a header with the title 'Selfcare Menu Configuration'. Below the header, there is a table-like structure with four rows, each representing a menu item: 'Announcements', 'Forms', 'General Feedback', and 'Useful Contacts'. To the right of each row is a column labeled 'Menu Enabled' with a toggle switch. The first toggle switch (for 'Announcements') is highlighted with a red circle and the number '1'. At the top right of this screen are three buttons: 'CANCEL', 'SAVE', and another button that is partially visible. The 'SAVE' button is also highlighted with a red circle and the number '3'. A red circle with the number '2' highlights the 'CANCEL' button.

Step	Descriptions
1	Turn on/off the switch button to enable/disable the view for each menu.
2	Click on “Cancel” to decline the changes made.
3	Click “Save” to save the changes that has been made.

7.3 Data Setup

7.3.1 Companies

In this section, admin is able to add New, Update and Delete company details.

- i. Go to: **Administrator > Data Setup > Companies.**

The screenshot shows the IMT TECH administrator interface. At the top, there's a navigation bar with the company logo, 'IMT TECH', and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below this is a secondary navigation bar with 'Dashboard', 'Business Type', 'Asset', and 'Administrator' dropdowns. The 'Administrator' dropdown is highlighted with a red box. The main content area has a dark blue header 'Administrator'. On the left is a sidebar with 'System', 'Data Setup' (which is selected and highlighted with a red box), 'User & Roles', and 'Projects' and 'Departments' options. The main panel shows a table with columns for 'Name', 'Registration No.', and 'Address'.

This screenshot shows the list of companies. The 'Companies' tab is selected. There's a search bar at the top. Below it is a table with columns for 'Name', 'Registration No.', and 'Address'. Two entries are visible: 'IMTTECH BRANCHES' and 'IMTTECH HEAD OFFICE'. The 'IMTTECH HEAD OFFICE' entry is circled with a red circle labeled '1'. At the bottom right, there are pagination controls and a 'Rows per page' dropdown set to 15.

This screenshot shows the 'Company' details edit screen. The 'IMTTECH HEAD OFFICE' entry is selected. The 'DETAILS' tab is active. The form fields include 'Name' (IMTTECH HEAD OFFICE), 'Registration No.' (12345-A), 'Telephone', and 'Fax'. To the right, there's a 'Address' section with 'Line 1', 'Line 2', and 'Line 3' fields. At the top right are 'CANCEL' and 'SAVE' buttons. A red circle labeled '3' highlights the 'Registration No.' field, and a red circle labeled '4' highlights the 'Address' section.

The screenshot shows the IMT TECH Admin interface. At the top, there's a navigation bar with the company logo, 'IMT TECH', and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the navigation bar, the main menu includes 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The current page is 'Companies' under 'IMTTECH HEAD OFFICE'. On the left, there's a sidebar with 'Company' and 'Inventory' tabs. The 'Inventory' tab is selected, showing sub-tabs 'DETAILS', 'TRANSFER', 'ADJUSTMENT', and 'HISTORY'. A red circle labeled '5' highlights the 'Inventory' tab. In the center, a 'New' button is circled in red and labeled '6'. Below it, a form for creating a new inventory item is shown with fields for 'Name*', 'Available Quantity*', 'SKU (Stock Keeping Unit)', 'Manufacturer', 'Part No.*', and 'Brand'. A red circle labeled '7' is over the 'SKU' field, and another red circle labeled '8' is over the 'SAVE' button.

Step	Descriptions
1	User may edit existing record by click the pencil icon & update the details.
2	Click "New" to add new Company particular.
3	Add details for the company to begin setting up.
4	Click "Save" to save the changes that has been made.
5	Click "Inventory" tab to view inventories attached to this Company.
6	Click "New" to add new inventory.
7	Fill in all the details of the inventory.
8	Click "Save" to save the changes that has been made.

7.3.2 Projects

In this section, admin is able to add New, Update and Delete company details.

- Go to: Administrator > Data Setup > Projects.

The screenshot shows the IMT TECH administrator interface. At the top, there is a navigation bar with links for Dashboard, Business Type, Asset, and Administrator. Below this is a secondary navigation bar titled 'Administrator' with categories: System, Data Setup, User & Roles, and a highlighted 'Data Setup' category which contains sub-options: Companies, Projects (which is also highlighted with a red box), and Departments.

The screenshot shows the 'Projects' list page. At the top, there is a search bar and a 'NEW' button. Below the search bar, there is a table with columns: Name, Property Company, Financial Company, and Application Type. The table lists five projects:

Name	Property Company	Financial Company	Application Type
JALAN BUKIT BINTANG	IMTTECH BRANCHES	IMTTECH BRANCHES	Mixed
JALAN RAJA LAUT	IMTTECH BRANCHES	IMTTECH BRANCHES	Mixed
MENARA A	IMTTECH HEAD OFFICE	IMTTECH HEAD OFFICE	Commercial
MENARA B	IMTTECH HEAD OFFICE	IMTTECH HEAD OFFICE	Commercial

A red box highlights the 'Name' column header, and a red circle with the number '1' highlights the first project row.

The screenshot shows the 'Project' creation form. At the top, it says 'Project / MENARA A'. Below this is a 'Project' tab and a 'DETAILS' tab. The 'DETAILS' tab is active. The form includes fields for: Code * (with value 'GMA' circled with a red circle and labeled '5'), Company * (with value 'IMTTECH HEAD OFFICE'), Name * (with value 'MENARA A' circled with a red circle and labeled '3'), Application Type * (with value 'Commercial'), Address (with field 'No. of St 55' circled with a red circle and labeled '4'), and several checkboxes at the bottom: 'Active', 'Disable iPay88 For This Project', 'Disable Member Registration' (which is highlighted with a red box), and 'Sync Member Address With Owner / Tenant Address'.

IMT TECH HEAD OFFICE / MENARA A

Project / MENARA A NEW

Project

DETAILS BUSINESS HOURS PUBLIC HOLIDAYS

	Sunday	Closed	CANCEL	SAVE
Monday	<input checked="" type="checkbox"/>	Start Time 09:00 End Time 18:00	<input type="button"/>	<input type="button"/>
Tuesday	<input checked="" type="checkbox"/>	Start Time 09:00 End Time 18:00	<input type="button"/>	<input type="button"/>
Wednesday	<input checked="" type="checkbox"/>	Start Time 09:00 End Time 18:00	<input type="button"/>	<input type="button"/>
Thursday	<input checked="" type="checkbox"/>	Start Time 09:00 End Time 18:00	<input type="button"/>	<input type="button"/>
Friday	<input checked="" type="checkbox"/>	Start Time 09:00 End Time 18:00	<input type="button"/>	<input type="button"/>

IMT TECH HEAD OFFICE / MENARA A

Project / MENARA A NEW

Project

DETAILS BUSINESS HOURS PUBLIC HOLIDAYS TODAY

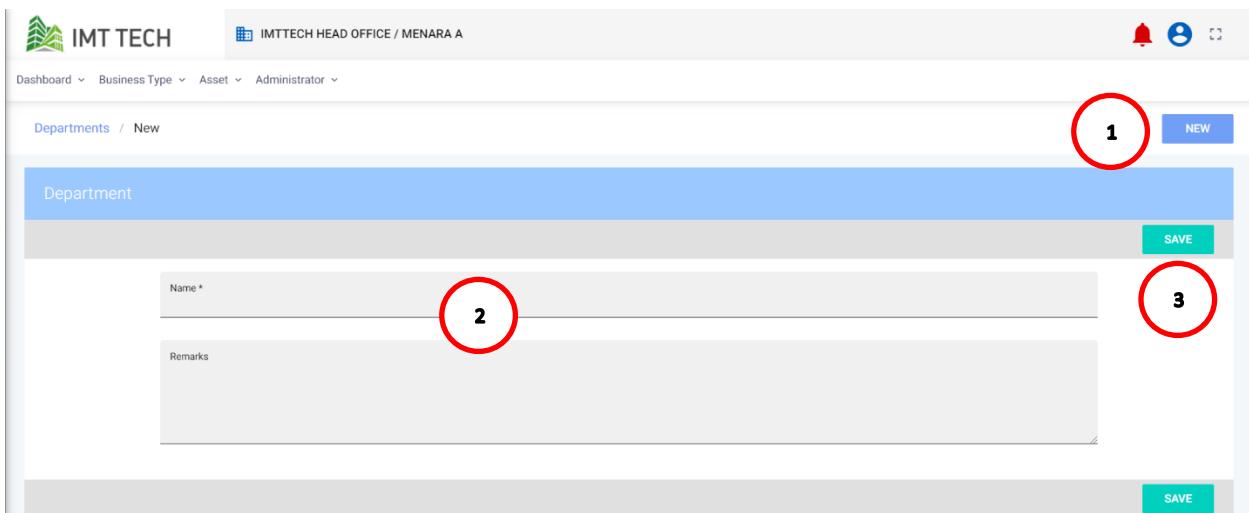
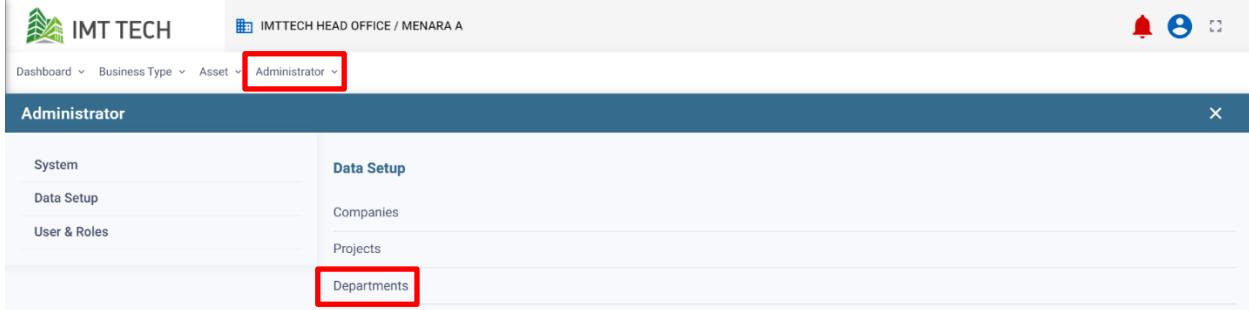
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Step	Descriptions
1	List of Projects will be displayed. User may view/update details of project by clicking on Project's Name.
2	Click "New" to add new Project.
3	<p>Add details for the project to begin setting up.</p> <p>User may turn additional setting on/off accordingly.</p> <p>Active – Turn on if the building is currently operating.</p> <p>Disable Member Registration – Turn this to refrain from any registration request.</p> <p>Disable iPay88 for This Project – Turn this on if iPay88 is not applicable for the building payment method.</p> <p>Sync Member Address with Owner/Tenant Address – Turn this on to synchronize the address.</p>
4	Click "Save" to save the changes that has been made.
5	Each project will be created a special code.
6	Click "Business Hour" tab to edit the details of operation hour.
7	Turn on/off the switch button & adjust the business hour.
8	Click "Save" to save the changes that has been made.
9	Click "Public Holidays" tab to view public holidays. (This is for viewing only)

7.3.3 Departments

In this section, admin is able to add New, Update and Delete company details.

- i. Go to: Administrator > Data Setup > Departments.



Step	Descriptions
1	Click "New" to add new record.
2	Fill in all the mandatory details.
3	Click "Save" to save the changes that has been made.

7.4 User and Roles

7.4.1 Roles

ROLES will allow system user to manage the roles of other users in the system.

- i. Go to: **Administrator > User & Roles > Roles.**

The screenshot shows the IMT TECH software interface. At the top, there's a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and several icons. Below this is a secondary navigation bar with 'Dashboard', 'Business Type', 'Asset', and 'Administrator' dropdown menus. The main content area has a dark blue header 'Administrator'. Underneath it, there are two columns: 'System' and 'User & Roles'. In the 'User & Roles' column, there are two links: 'Roles' (which is highlighted with a red box) and 'Users'. At the bottom of this section is a link 'User Report'.

This screenshot shows the 'Roles' creation page. At the top right is a 'NEW' button (circled 1). Below it is a 'Name' input field containing 'Admin' (circled 2). To the right is a 'Remarks' field. Below the name input is a dropdown menu for 'BUSINESS TYPE' (circled 3), which includes options like 'Not Allowed', 'View Only', and 'Manage Record'. At the bottom right are several checkboxes for permissions: 'add', 'edit', 'delete', 'approval', and 'receive notification'. At the very bottom is a 'Manage Record' button (circled 5).

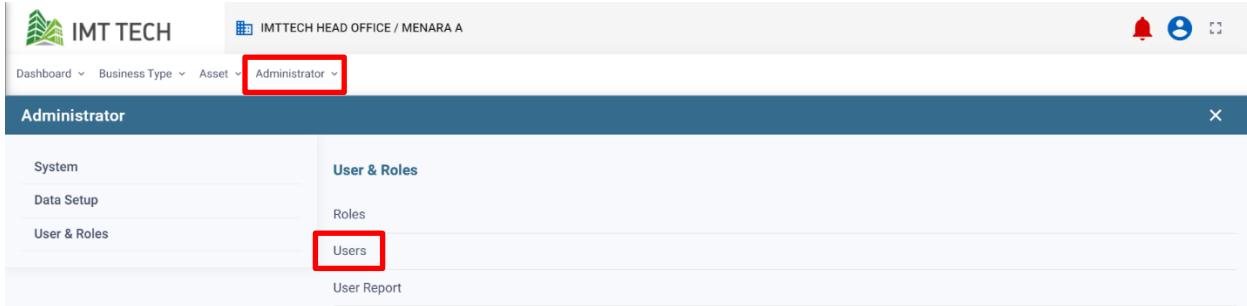
This screenshot shows the 'Roles' list page. It features a search bar at the top. Below it is a table with two rows. The first row contains the role 'Admin' and the second row contains 'AUDIT_MAINTENANCE'. To the right of each role are three icons: a pencil for 'Edit' (circled 6), a trash can for 'Delete' (circled 7), and a plus sign for 'Add'.

Step	Descriptions
1	Click “New” to add new Role.
2	Fill in the Role’s name and remarks. Note: e.g. Admin, Customer Service, Technician, Manager.
3	Select on function and give permission to the access. Please setup for ALL TABS . Note: <u>Permission Indicators</u> Manage Record – Able to only manage record according to the permission given. View Only – Able to only view the page. Not Allowed – Unable to access or view. The selected page will not be shown.
4	Click “Save” to save the changes that has been made.
5	You may edit the role’s functions by click the pencil icon. Note: Changes can only be made by the Authorizes Person.

7.4.2 Users

USERS (login account for users) is used to store and manage all user's information in the system.

- Go to: Administrator > User & Roles > Users.



User

DETAILS

Username * Agent1
Name * Agent1
Telephone 01116499678
Department
Active Super Administrator

ROLES

Cancel Save

User

DETAILS **ROLES** **7**

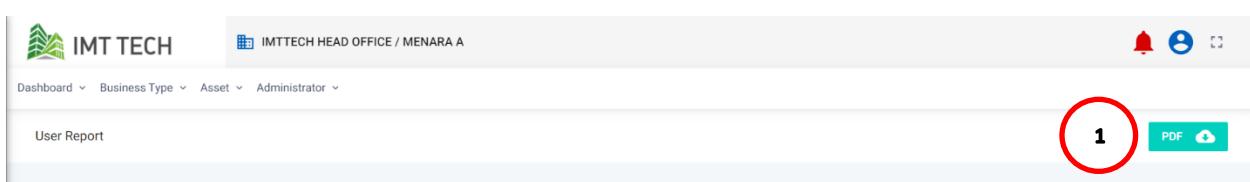
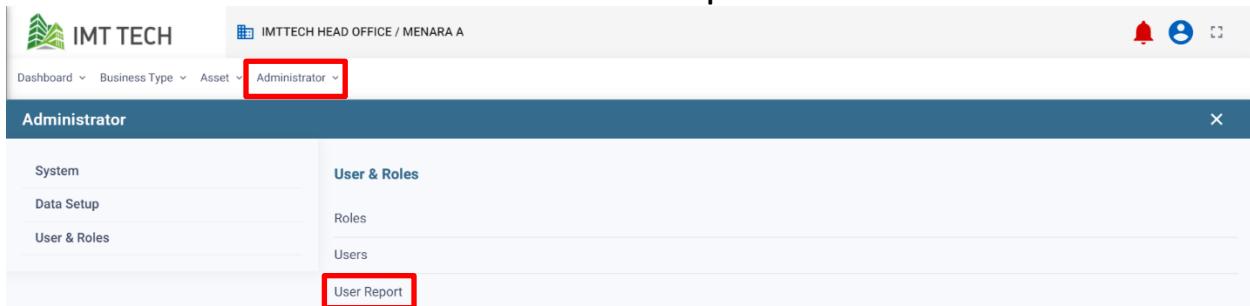
Company	Project	Role	Action
IMTTECH HEAD OFFICE	MENARA A	Call centre agent	<input type="checkbox"/>
IMTTECH HEAD OFFICE	IMTTECH (BLOCK B)	Call centre agent	<input type="checkbox"/>

CANCEL SAVE ADD MORE **8**

Step	Descriptions
1	Click “New” to add new User.
2	Fill in the User’s Username, Name & information marked with asterisk (*). Note: Please note that all details can be edited except for USERNAME .
3	Please set up a temporary password for every user. User can later change it under “Profile” after they log in for first time. Note: Please request Super Administrator/Authorizes Person to reset and set the new password if User has forgotten the current password. Go to – Administrator > User & Roles > Users > Click User > Edit (change password) > Save.
4	Turn on the button to set the User as “Active”. Note: To refrain the User from Log in (e.g. Resigned or change username), please turn off the button.
5	Turn on the button to make the User as “Super Administrator”.
6	Click “Save” to save the changes that has been made.
7	Click on “Role” tab to assign roles.
8	Click “Add More” if the user has more than one role. Choose the Company, Project & Role. Note: Just click “Delete” to remove role.
9	Click “Save” to save the changes that has been made.

7.4.3 User Report

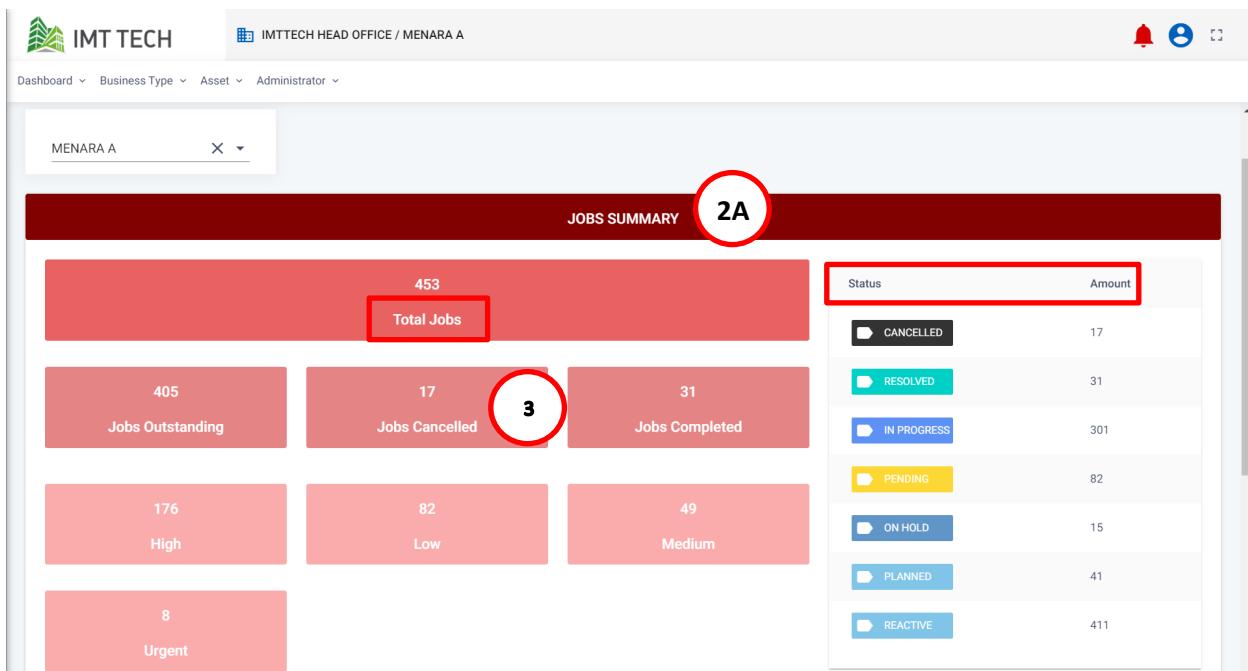
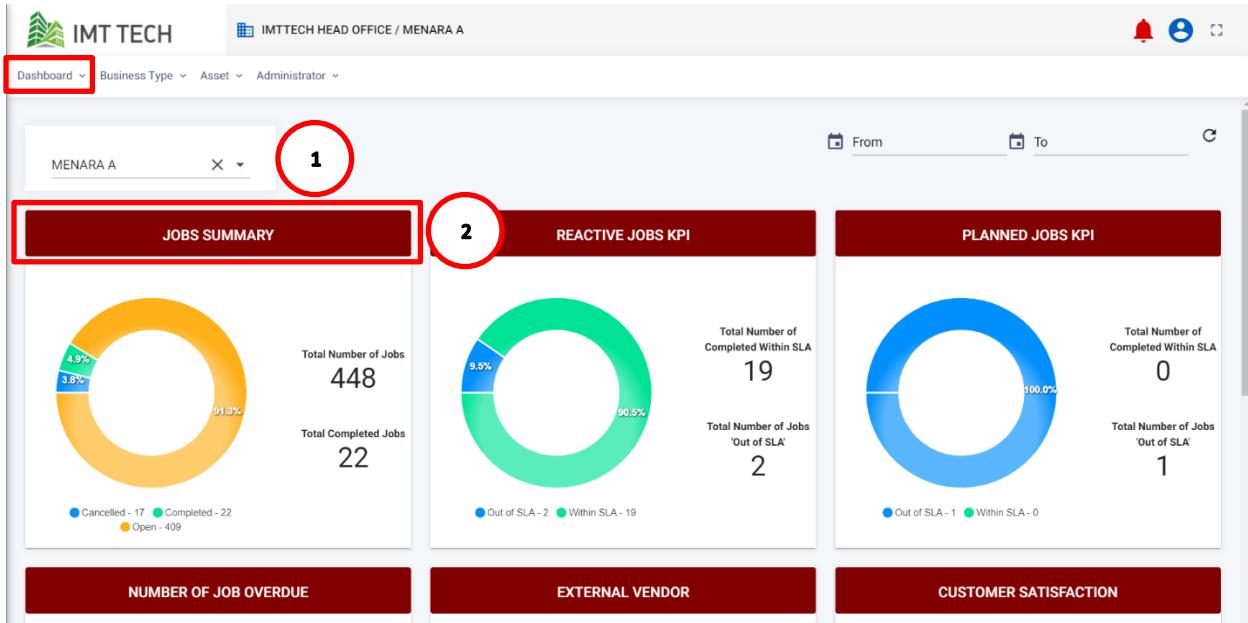
- i. Go to: Administrator > User & Roles > User Report.

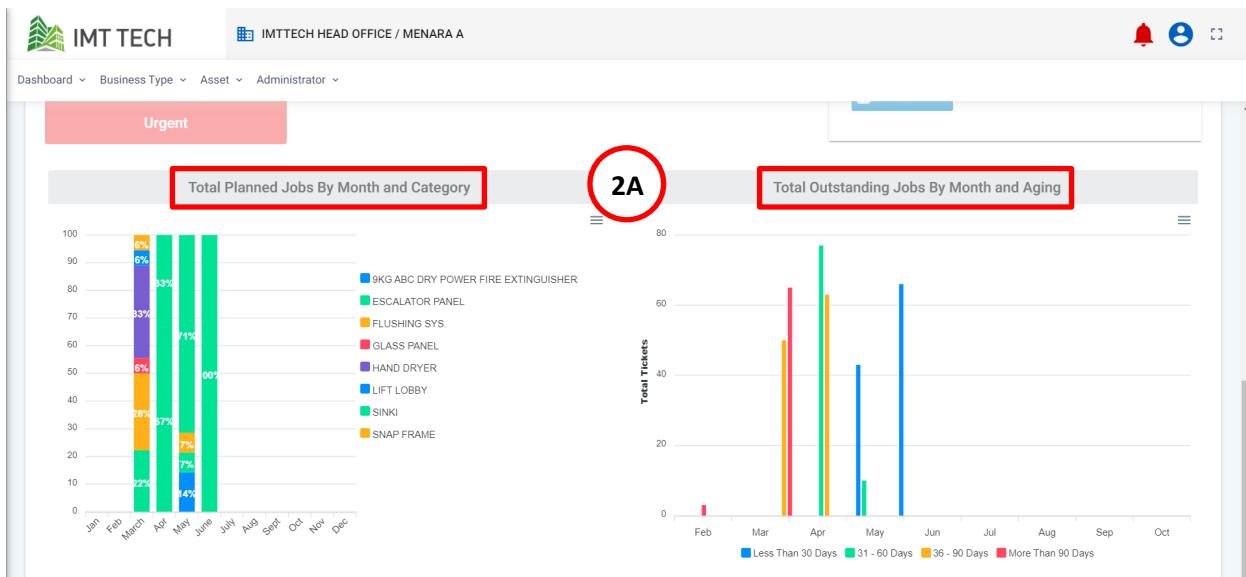


Step	Descriptions
1	Click "PDF" to download User Report.

8 Dashboard

DASHBOARD is a data visualization tool that allow user to view summary of tickets raised for the building.





Ticket No	Title	Work Assign to	Status	Posted Date	Resolved Date	Due Date
CM2100006	Cleaning testing test	Facility Manager	Cancelled/Call Off	2021-03-01		
CM2100037	Carpark	IMTTECH	Cancelled/Call Off	2021-03-15		2021-04-22
CMA2100011	Test	Ahmad (Chargeman)	Cancelled/Call Off	2021-03-18		2021-03-29

Step	Descriptions
1	Choose Project to view the summary report of ticket raised.
2	Choose category of report that User would like to view.
2A	<p>Summary report will be displayed;</p> <ol style="list-style-type: none"> 1) Total Job – Which has been separated by Job Status & Level of Priority. 2) Job Status & Amount – Tickets has been classified to current Job Status. 3) Graph Form – Total planned jobs by month & category. 4) Graph Form – Total Outstanding job by month & aging.
3	Choose any of Job Status/Level of priority to view the details.
3A	List of tickets will be displayed based on box selection. User may scroll down to view all the tickets.

9 Business Type

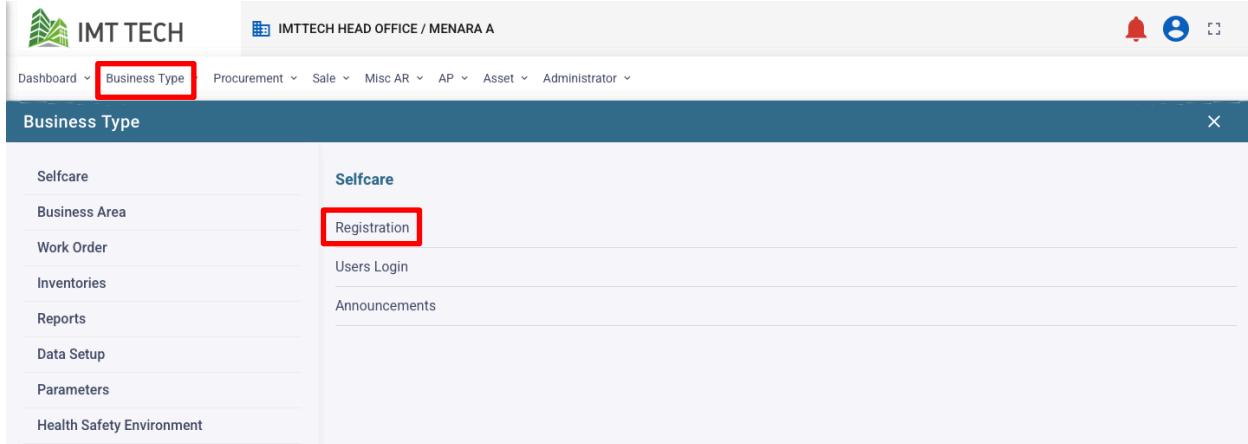
9.1 Selfcare

SELF CARE is the system control for all modules in Selfcare Mobile App. It allows Admin to control the modules to be displayed to User and permission to access the Selfcare Mobile App itself.

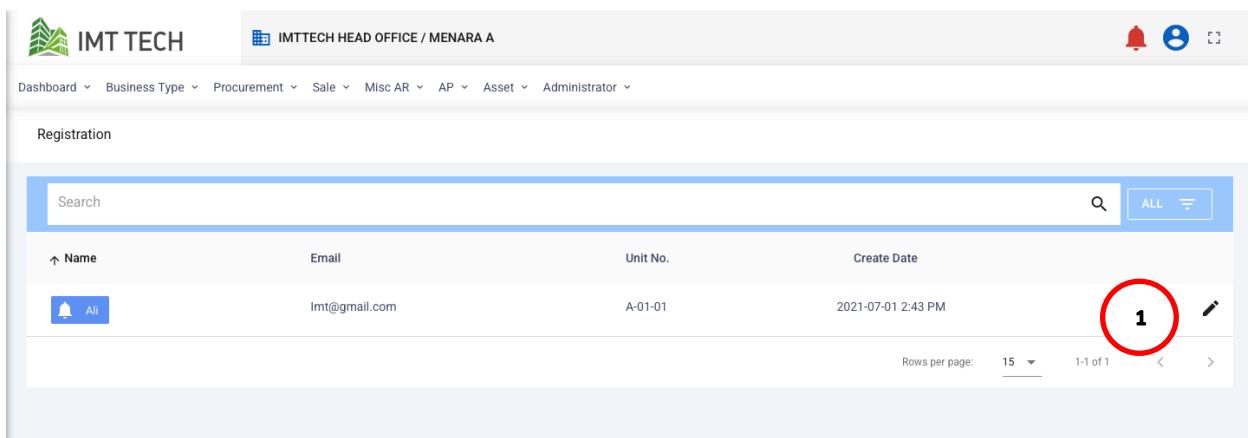
9.1.1 Registration

User who has not yet has the login ID can self-register themselves on the Selfcare App. This registration is required to be approved by the Management.

- i. Go to: **Business Type > Selfcare > Registration.**



The screenshot shows the IMT TECH mobile application interface. At the top, there is a header with the logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with several menu items: Dashboard, Business Type (which is highlighted with a red box), Procurement, Sale, Misc AR, AP, Asset, and Administrator. The main content area is titled "Business Type". On the left, there is a sidebar with links: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The "Selfcare" section is expanded, showing sub-links: Registration (which is highlighted with a red box), Users Login, and Announcements.



The screenshot shows the "Registration" screen within the IMT TECH mobile application. The top navigation bar is identical to the previous screenshot. The main content area is titled "Registration". It displays a table with one row. The columns are: Name (with a "All" button), Email (lmt@gmail.com), Unit No. (A-01-01), and Create Date (2021-07-01 2:43 PM). To the right of the table, there is a circular icon containing the number "1", which is highlighted with a red circle, indicating a new record. At the bottom of the screen, there are pagination controls: "Rows per page: 15", "1-1 of 1", and navigation arrows.

IMT TECH IMTTECH HEAD OFFICE / MENARA A

Dashboard Business Type Procurement Sale Misc AR AP Asset Administrator

Registration / Ali

Registration

Email: lmt@gmail.com

Name: Ali

IC/Passport No.

Contact Number: 01121133445

APPROVE REJECT

APPROVE REJECT

Step	Descriptions
1	Click on pencil ICON to view the registration details.
2	Check the details of the registration application form.
3	Click “Approve” to approve the new registration or click “Reject” to reject the application.

Note: Management may allow or disable this self-registration feature. Refer to **Module 7.3.2** item number **3**.

9.1.2 Users Login

Users need to have different user login for Selfcare Mobile Apps. It can be controlled by Admin/Authorized Person.

ii. Go to: Business Type > Selfcare > User Login.

The screenshot shows the IMT TECH Business Type interface. On the left, there's a sidebar with various menu items: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. On the right, under the 'Selfcare' section, there are links for Registration, Users Login (which is highlighted with a red box), and Announcements. At the top, there's a navigation bar with 'IMT TECH HEAD OFFICE / MENARA A' and some icons.

The screenshot shows the 'User Login' creation form. At the top right, there's a 'NEW' button with a circled '1'. The form has two tabs: 'DETAILS' (selected) and 'UNITS'. The 'DETAILS' tab contains fields for 'Name *' (circled '2'), 'Username (Email) *' (highlighted with a red box), 'Password *' (highlighted with a red box), 'Confirm Password *' (highlighted with a red box), 'IC/Passport No.', 'Telephone', and 'Status *' (highlighted with a red box). Below these fields is a note: 'Minimum 8 characters long' followed by a list: 'At least one UPPERCASE letter', 'At least one lowercase letter', 'At least one numeric value', and 'At least one special character'. At the bottom right of the form is a 'SAVE' button with a circled '3'.

The first screenshot shows the 'User Login' screen with a red circle labeled '4' highlighting the 'UNITS' tab. The second screenshot shows the 'Assign New Unit' screen with a red circle labeled '5' highlighting the 'ASSIGN NEW UNIT' button. The third screenshot shows the 'Assign New Unit' screen with a red circle labeled '6' highlighting the 'Unit*' dropdown and another red circle labeled '7' highlighting the 'SAVE' button.

Step	Descriptions
1	Click "New" to add new User.
2	Fill in all the information. Note: Username – Can not be edited once saved. If Users would like to change or has another email, can create a new User Login for them. Password – Admin may create a temporary password during the setup. User can change during the first-time log in the Apps. Status – Active/Not Active. If User no longer working or has different email address, please change the status of User Login to "Not Active".
3	Click "Save" to save the changes that has been made.
4	Click "Unit" tab to view unit attached to this User.
5	Click "Assign New Unit" to assign new unit.
6	Fill in the Unit Number and Type.
7	Click "Save" to save the changes that has been made.

9.1.3 Announcements

ANNOUNCEMENTS is used to create and publish announcements to selected targeted viewers. It can be set by selecting from these three choices. E.g., ALL system viewers/internal users/selected residents.

- Go to: Business Type > Selfcare > Announcements.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header is a navigation bar with links: Dashboard, Business Type (which has a red box around it), Procurement, Sale, Misc AR, AP, Asset, and Administrator. The main content area has a dark blue header "Business Type" with an "X" icon. On the left is a sidebar with categories: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. Under the "Selfcare" category, there are links: Registration, Users Login, and Announcements (which also has a red box around it). On the right side of the main content area, there are icons for a bell, user profile, and other notifications.

This screenshot shows the "Announcements / New" page. At the top, there's a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header is a navigation bar with links: Dashboard, Business Type, Asset, and Administrator. The main content area has a blue header "Notice". On the left is a sidebar with a "Message" field and a rich text editor toolbar (with a red circle labeled '2' over it). On the right, there are fields for "Title", "Message", "Start Date" (with a red box around it and a red circle labeled '3' over it), "End Date", and "View By". There are also "SAVE" and "SEND" buttons at the top right.

This screenshot shows the "Announcements / Power Shutdown - Test" page. At the top, there's a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header is a navigation bar with links: Dashboard, Business Type, Asset, and Administrator. The main content area has a blue header "Notice". On the left is a sidebar with a "Title" field containing "Power Shutdown - Test". On the right, there are fields for "Start Date" (set to 2021-04-27) and "End Date". There are "DELETE" and "EDIT" buttons at the top right. A red box labeled '6' highlights a green success message at the bottom left: "This item has been notified via email on 2021-04-27 11:05 AM".

The screenshot shows a software interface for managing notices. At the top, there's a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, a navigation bar includes links for Dashboard, Business Type, Asset, and Administrator. The main area is titled "Notices" and contains a table with two rows of data. The first row is for "scheduled Maintenance" and the second row is for "Power Shutdown". Each row has columns for Subject, Start Date, End Date, View By, and edit/pencil icons. The "Power Shutdown" row has a red circle around the number "6" next to it.

Subject	Start Date	End Date	View By
scheduled Maintenance	2021-06-10		All
Power Shutdown	2021-04-27		All

Step	Descriptions
1	Click “New” to add new Announcement.
2	<p>Fill in the information of the Announcement.</p> <p>Note:</p> <p>Send Notification – Please tick the Send Notification “Box” to send an email notification to selected viewers.</p> <p>Date – Creator may set the start (Click “Start Date” and choose) and end date (Click “End Date” and choose) for the announcement. The announcement status will be based on date selected.</p> <p>View By – Creator can set who the viewers of the announcements. Choose from the drop-down choices.</p>
3	Click “Save” to save the changes that has been made.
4	Click “Edit” to edit any details of the announcements.
5	Click “Delete” to delete the announcements.
6	<p>Status of the announcements will be tagged by colors.</p> <p>Note:</p> <p>Green – Upcoming (Before the start date)</p> <p>Blue – Active (Within the start date & end date)</p> <p>Red – Expired (Past the end date)</p>

9.2 Business Area

9.2.1 Cluster

CLUSTERS is used to setup the buildings in a group. E.g., Block A, Block B & etc.

- Go to: **Business Type > Business Area > Clusters.**

The screenshot shows the IMT TECH Business Type interface. The top navigation bar includes links for Dashboard, Business Type (highlighted with a red box), Procurement, Sale, Misc AR, AP, Asset, and Administrator. Below this is a sub-menu titled 'Business Type' with options: Selfcare, Business Area (highlighted with a red box), Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. On the right side of the sub-menu, under 'Business Area', the 'Clusters' option is also highlighted with a red box.

The screenshot shows the IMT TECH Cluster Form interface. At the top, there is a breadcrumb navigation: Clusters / New. To the right of the breadcrumb is a blue 'NEW' button with a red circle containing the number '1'. Below the breadcrumb, the form has two input fields: 'Name *' (with a red circle containing the number '2') and 'Remarks' (with a red circle containing the number '3'). To the right of the 'Remarks' field is a green 'SAVE' button.

Step	Descriptions
1	Click "New" to add new Cluster.
	Fill in the Cluster's Name & Remarks.
3	Click "Save" to save the changes that has been made.

9.2.2 Units

- i. Go to: Business Type > Business Area > Units.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the logo and the text "IMT TECH HEAD OFFICE / MENARA A". Below the header is a navigation bar with links: Dashboard, Business Type (which is highlighted with a red box), Procurement, Sale, Misc AR, AP, Asset, and Administrator. The main content area has a title "Business Type" with a close button. On the left is a sidebar with links: Selfcare, Business Area (highlighted with a red box), Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The main panel is titled "Business Area" and contains sub-links: Clusters, Units (highlighted with a red box), and Attachments.

The screenshot shows the "Units / New" page. At the top, it says "Unit". Below that is a tab bar with "DETAILS" (highlighted with a red box), "USERS LOGIN", "OWNERS", "TENANTS", and "PARKING LOT". To the right of the tabs is a "NEW UNIT" button with a red circle around the number "1". The main form has fields: "Cluster" (with a red circle around the number "2"), "Level / Floor" (with a red circle around the number "3"), "Unit No. *", and "Remarks". At the bottom right is a "SAVE" button.

Step	Descriptions
1	Click "New" to add new Unit.
2	Fill in all the details.
3	Click "Save" to save the changes that has been made.

NOTE

User can also **control/view/edit** other details of this Unit by selecting other tabs available. Other available tabs are:

1. **Details** (As per above Example)
2. **User Login** (Refer to Example 1)
3. **Owners** (Refer to Example 2)
4. **Tenants** (Refer to Example 3 & Example 3 (i))
5. **Parking Lot** (Refer Example 4)

IMT TECH

IMTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

Units / DEMO-UNIT

Unit

DETAILS USERS LOGIN OWNERS TENANTS PARKING LOT

SAVE ADD NEW USER LOGIN

Users Login

Username (Email) * Status *

Name * Main Contact Person

New Password Password Confirmation Image

Example 1: Unit > User Login > View/Add New User Login > Fill in details > Save.

IMT TECH

IMTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

Units / DEMO-UNIT

Unit

DETAILS OWNERS TENANTS PARKING LOT

DETAILS CHARGE ITEMS

SAVE NEW OWNER

Owner Details

Name IC/Passport No./BRN Race Marital Status Gender DOB Nationality

Example 2: Unit > Owners > View/Add New Owner > Fill in details > Save.

IMT TECH

IMTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

Units / DEMO-UNIT

Unit

DETAILS USERS LOGIN OWNERS TENANTS PARKING LOT

DETAILS CHARGE ITEMS

EDIT DELETE TENANT NEW TENANT

Link Account

Account Reference Documents

Example 3: Unit > Tenants > View/Add New Tenant > Fill in details > Save.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and icons for notifications, user profile, and settings. Below the navigation bar, the main menu includes 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The current page is 'Units / DEMO-UNIT'. In the 'Unit' section, there are tabs for 'DETAILS', 'USERS LOGIN', 'OWNERS', 'TENANTS', and 'PARKING LOT'. The 'TENANTS' tab is active and highlighted with a red box. On the right side of the screen, there is a modal window titled 'Charge Details (Fix Rate)' with fields for 'Charge Item' (set to 'IVAC - ACCESS CARD'), 'Start Date *' (with a calendar icon), 'Ext Remarks', and 'SAVE' and 'ADD NEW CHARGE ITEM' buttons.

Example 3 (i): Unit > Tenants > View/Add New Charge Items > Fill in details > Save.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and icons for notifications, user profile, and settings. Below the navigation bar, the main menu includes 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The current page is 'Units / DEMO-UNIT'. In the 'Unit' section, there are tabs for 'DETAILS', 'USERS LOGIN', 'OWNERS', 'TENANTS', and 'PARKING LOT'. The 'TENANTS' tab is active and highlighted with a red box. On the right side of the screen, there is a modal window titled 'Parking Lot' with fields for 'Lot No.' (set to 'A02'), 'Car Plate No.', 'Description', and 'Access Card', along with 'EDIT' and 'NEW PARKING LOT' buttons.

Example 4: Unit > Parking Lot > View/Add New Parking Lot > Fill in details > Save.

9.2.3 Attachments

- i. Go to: Business Type > Business Area > Attachments.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header is a navigation bar with several dropdown menus: Dashboard, Business Type (which is highlighted with a red box), Procurement, Sale, Misc AR, AP, Asset, and Administrator. The main content area has a dark blue header 'Business Type' with a close button 'X'. On the left, there's a sidebar with links: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The 'Business Area' section contains 'Clusters' and 'Units', and the 'Attachments' link is also highlighted with a red box.

The screenshot shows the 'Attachments / New' form. At the top, it says 'Attachment'. There's a 'Name *' input field with a red circle around it labeled '2'. Below it is a 'Description' text area. In the top right corner, there's a 'NEW' button with a red circle around it labeled '1'. In the bottom right corner, there's a 'SAVE' button and a 'Documents' button with a plus sign, both of which have red boxes around them labeled '3'.

Step	Descriptions
1	Click "New" to add new attachment.
2	Fill in all the details. Note: Click "+" to add PDF document.
3	Click "Save" to save the changes that has been made.

9.3 Work Order

WORK ORDER is a formal service request. This module is used to store and manage ticket raised by User via Selfcare Mobile App as well as by Admin via backend. Administrators are able to raise new tickets via the admin panel.

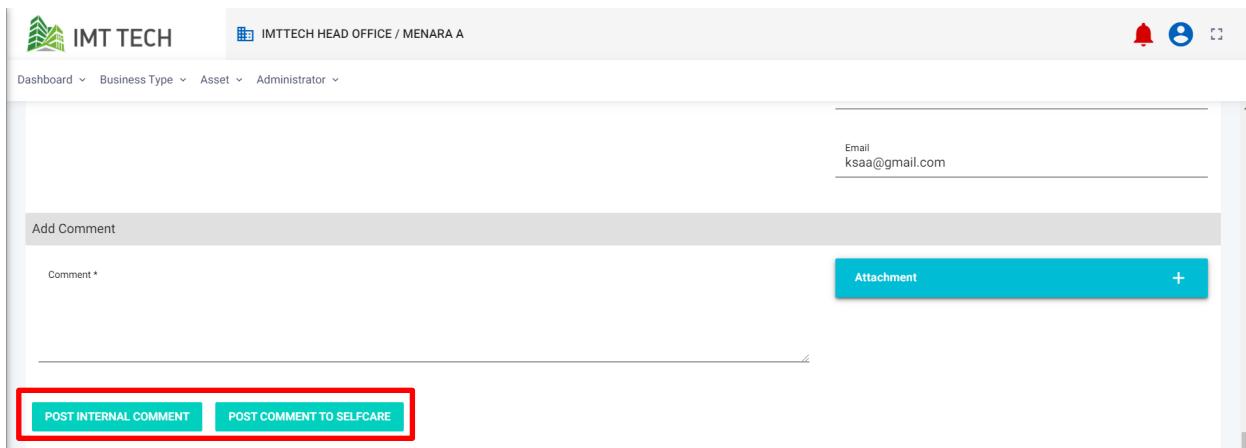
9.3.1 Corrective Maintenance (General Feedback)

CORRECTIVE MAINTENANCE is a task/job performed to rectify faulty equipment/machines/system so that it can be restored to an optimum operational condition.

- Go to: Business Type > Work Order > Corrective Maintenance (General Feedback).

The screenshot shows the IMT TECH Admin interface. At the top, there's a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar is a secondary header with 'Dashboard', 'Business Type' (which has a red box around it), 'Asset', and 'Administrator'. The main content area has a blue header 'Business Type'. On the left is a sidebar with links: 'Selfcare', 'Business Area', 'Work Order' (which is bolded), 'Inventories', 'Reports', 'Data Setup', 'Parameters', and 'Health Safety Environment'. The right side shows a 'Work Order' section with a list: 'Corrective Maintenance (General Feedback)' (highlighted with a red box), 'Routine Maintenance', 'Preventive Maintenance', and 'General Feedback Guest'. There are also tabs for 'ROUTINE MAINTENANCE' and 'PREVENTIVE MAINTENANCE'.

The screenshot shows a specific work order entry. At the top, there's a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar is a secondary header with 'Corrective Maintenance (General Feedback) / JOB-00523723'. The main content area has a blue header 'General Feedback'. Below it, there are tabs for 'DETAILS', 'CHECKLIST', 'WORKFLOW (SUB TICKET)', 'FIELD SERVICE REQUEST', 'INVENTORIES', and 'HISTORY'. The 'DETAILS' tab is active. The form contains fields: 'Ticket No.' (JOB-00523723), 'Posted On' (2021-06-10 9:45 PM), 'Location *' (Landscape Level 6), 'Service *' (Cleaning), 'Title *' (test 123), 'Description *' (test description), 'Work Assign To *' (IMTTECH ADMIN), 'Assigned On' (2021-06-10), 'Additional Work Assign To' (IMTTECH), 'Assigned On' (2021-06-10), 'Priority *' (Medium), 'Due Date *' (2021-06-15), 'Status *' (Pending), and 'Submission Method'. A red circle labeled '1' is around the 'NEW' button, and a red circle labeled '2' is around the 'Service * Cleaning' field.



Step	Descriptions
1	Click "New" to add new Corrective Maintenance ticket.
2	<p>Fill in all the details.</p> <p>Note: User may also add comment for the ticket and can choose whether to "Post Internal Comment" which can be viewed by Admin or Internal Users only or "Post Comment to Selfcare" which can be viewed on Selfcare Mobile App.</p> <p>Do not forget to click "Save" to save the changes that has been made.</p>

NOTE

User can also **control/view/edit** other details of this Ticket by selecting other tabs available. Other available tabs are:

1. **Details** (As per above Example)
2. **Checklist** (Refer to Example 1)
3. **Workflow (Sub Ticket)** (Refer to Example 2)
4. **Field Service Request** (Refer to Example 3)
5. **Inventories** (Refer Example 4)
6. **History** (Refer Example 5)

** These other tabs are also available for **PREVENTIVE MAINTENANCE & GENERAL FEEDBACK GUEST** modules.

IMT TECH

IMTTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

Corrective Maintenance (General Feedback) / JOB-00523723 NEW

General Feedback

DETAILS CHECKLIST WORKFLOW (SUB TICKET) FIELD SERVICE REQUEST INVENTORIES HISTORY EDIT

Item

Safety, Health, and Environment (SHE) Requirements

- Wear Safety Shoes / Boots
- Wear Appropriate Safety Gloves
- Wear Appropriate Face Mask
- Obtain Safe Work Permit

Example 1: General Feedback > Checklist > View/Edit > Save.

**Checklist if used for cross checking on items that need to be done. User may just tick on related item for Person in charge to check.

IMT TECH

IMTTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

Corrective Maintenance (General Feedback) / JOB-00523723 NEW

General Feedback

DETAILS CHECKLIST WORKFLOW (SUB TICKET) FIELD SERVICE REQUEST INVENTORIES HISTORY

Workflow NEW WORKFLOW

Search

Ticket No.	Description	Area Of Complaint	Unit	Due Date	Work Assigned To
------------	-------------	-------------------	------	----------	------------------

Example 2: General Feedback > Workflow (Sub Ticket) > View/Add New Workflow > Save.

**Workflow (Sub Ticket) is used to reassign a new person in charge for the ticket. This happens if original ticket wrongly assigned or automatically assigned to Facility Manager.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text "IMTTECH HEAD OFFICE / MENARA A", and user account information. Below the navigation bar, a breadcrumb trail shows "Corrective Maintenance (General Feedback) / JOB-00523723". On the right side of the header, there are three icons: a red bell, a blue person, and a grey square. The main content area has a blue header bar with the text "General Feedback". Below this, a navigation bar contains tabs: DETAILS, CHECKLIST, WORKFLOW (SUB TICKET), FIELD SERVICE REQUEST (which is highlighted with a red box), INVENTORIES, and HISTORY. The main body of the screen is titled "Field Service Request" and includes a "NEW FSR" button. At the bottom, there is a search bar with a magnifying glass icon and a table with columns for "Reference No", "Status", and "Amount".

Example 3: General Feedback > Field Service Request > View/Add New FSR > Save.

**Field Service Request is used to assign the ticket to Business Partner/Contractor in charge.

The screenshot shows the IMT TECH software interface. The layout is similar to the previous example, with the IMT TECH logo, "IMTTECH HEAD OFFICE / MENARA A", and user account information at the top. The breadcrumb trail shows "Corrective Maintenance (General Feedback) / JOB-00523723". The right side has the same three icons: red bell, blue person, and grey square. The main content area has a blue header bar with the text "General Feedback". Below it, a navigation bar has tabs: DETAILS, CHECKLIST, WORKFLOW (SUB TICKET), FIELD SERVICE REQUEST, INVENTORIES (highlighted with a red box), and HISTORY. The main body is titled "Inventories" and includes a "Search" bar. Below the search bar is a table with columns: "Name", "Part No.", "Available Quantity", "Total Checkout Quantity", and "Last Check Out Quantity". Three rows of data are listed: "Battery Emergency light" (Part No. Battery Emergency light, Available Quantity 42, Total Checkout Quantity 42, Last Check Out Quantity 42), "Bulb" (Part No. Test, Available Quantity 99, Total Checkout Quantity 99, Last Check Out Quantity 99), and "Door Handle" (Part No. ABC123, Available Quantity 3, Total Checkout Quantity 3, Last Check Out Quantity 3). To the right of each row, there is a red-bordered box containing a minus sign (-) button.

Example 4: General Feedback > Inventories > View/Edit > Save.

**Inventories is used for the person in charge to check and decide on usage of inventories for this ticket. Person in charge can click “-“ button to subtract the amount of available inventory based on usage for the repairing/service work.

The screenshot shows the IMT TECH software interface. At the top, there is a header with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the header, a navigation bar includes links for Dashboard, Business Type, Asset, and Administrator. The main content area shows a breadcrumb path: 'Corrective Maintenance (General Feedback) / JOB-00523723'. On the right, there is a 'NEW' button. The main section is titled 'General Feedback' and contains tabs for DETAILS, CHECKLIST, WORKFLOW (SUB TICKET), FIELD SERVICE REQUEST, INVENTORIES, and HISTORY. The HISTORY tab is highlighted with a red box. Below the tabs is a search bar with a magnifying glass icon. The main content area displays a table of ticket history entries:

Date	Module	Remarks	By
2021-06-11 3:10 PM	Ticket	Update Ticket details	imttech
2021-06-10 6:45 AM	Ticket	Update Ticket details	imttech
2021-06-10 9:45 PM	Ticket	Assign Ticket To IMTTECH ADMIN	admin
2021-06-10 9:45 PM	Ticket	Create New Ticket	admin
2021-06-10 9:45 PM	Ticket	Assign Ticket To Additional person in charge IMTTECH	admin

Example 5: General Feedback > History > View.

**History is used for tracking record of the progress for this ticket. Any update from assigned person will be displayed. This tab was meant for record purposes only.

9.3.2 Routine Maintenance

ROUTINE MAINTENANCE is a task/job done on ongoing basis to prevent problems before they result in equipment/machines/system failure. It includes regular inspections or service work by service provider.

- i. Go to: **Business Type > Work Order > Routine Maintenance.**

The screenshot shows the IMT TECH software interface. At the top, there's a header with the company logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, a navigation bar has items like "Dashboard", "Business Type" (which is highlighted with a red box), "Asset", and "Administrator". The main content area has a sidebar on the left with links such as "Selfcare", "Business Area", "Work Order" (which is also highlighted with a red box), "Inventories", "Reports", "Data Setup", "Parameters", and "Health Safety Environment". The main panel shows a "Work Order" section with sub-options: "Corrective Maintenance (General Feedback)", "Routine Maintenance" (which is highlighted with a red box), and "Preventive Maintenance".

The screenshot shows the IMT TECH software interface for "Business Partners". The top header includes the company logo and "IMTTECH HEAD OFFICE / MENARA A". The navigation bar shows "Dashboard", "Business Type", "Asset", and "Administrator". Below the header, it says "Business Partners / DEMO CONTRACTOR". The main content area has tabs for "DETAILS", "CONTRACT DETAILS", "ROUTINE MAINTENANCE" (which is underlined and highlighted with a red circle labeled "1"), "COMPANY DETAILS", "OTHER DETAILS", and "ATTACHMENTS". Under the "ROUTINE MAINTENANCE" tab, there are two sub-tabs: "DETAILS" (highlighted with a red circle labeled "2") and "HISTORY". The "DETAILS" tab contains fields for "Ticket No." (RM2100002), "Posted On" (2021-03-05 10:54 AM), "Location" (Toilet Common Level 3), "Service" (Cleaning), "Title" (toilet cleaning), "Description" (Please check), "Priority" (High), "Due Date" (2021-03-26), "Status" (Pending), "Submission Method", and "Documents". A blue button at the bottom right of the form says "NEW ROUTINE MAINTENANCE".

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the company logo, 'IMT TECH', and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the navigation bar, there is a secondary navigation menu with options: 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area is titled 'Business Partners / DEMO CONTRACTOR'. A blue header bar labeled 'Business Partner' contains several tabs: 'DETAILS', 'CONTRACT DETAILS', 'ROUTINE MAINTENANCE' (which is highlighted in green), 'COMPANY DETAILS', 'OTHER DETAILS', and 'ATTACHMENTS'. Below this header, there are two tabs: 'DETAILS' and 'HISTORY'. A red circle with the number '3' inside it highlights the 'HISTORY' tab. Below the tabs is a search bar with the placeholder 'Search' and a magnifying glass icon. Underneath the search bar is a table with four columns: 'Date', 'Module', 'Remarks', and 'By'. The table contains one row of data: '2021-03-05 10:54 AM', 'Ticket Routine Maintenance', 'Create New Ticket Routine Maintenance', and 'imttech'.

Step	Descriptions
1	Click "New Routine Maintenance" to add new Routine Maintenance ticket. Note: When click "Business Type > Work Order > Routine Maintenance" system will bring User to "Business Partner" page as this tab attached with this module. Please choose the contactor and proceed with steps given.
2	Fill in all the details. Do not forget to click "Save" to save the changes that has been made.
3	Click "History" tab to track trail of ticket progress.

9.3.3 Preventive Maintenance

PREVENTIVE MAINTENANCE is a scheduled maintenance work for equipment/machines/system that usually set with a strategy/timeline to prevent from a major failure.

- Go to: Business Type > Work Order > Preventive Maintenance.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the logo 'IMT TECH' and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there's a navigation bar with links: Dashboard, Business Type (which has a red box around it), Asset, and Administrator. The main content area has a dark blue header 'Business Type' with a close button 'X'. On the left is a sidebar with links: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The main panel is titled 'Work Order' and contains several options: Corrective Maintenance (General Feedback), Routine Maintenance, and Preventive Maintenance (which is highlighted with a red box). Below these are General Feedback Guest and other unlabelled items.

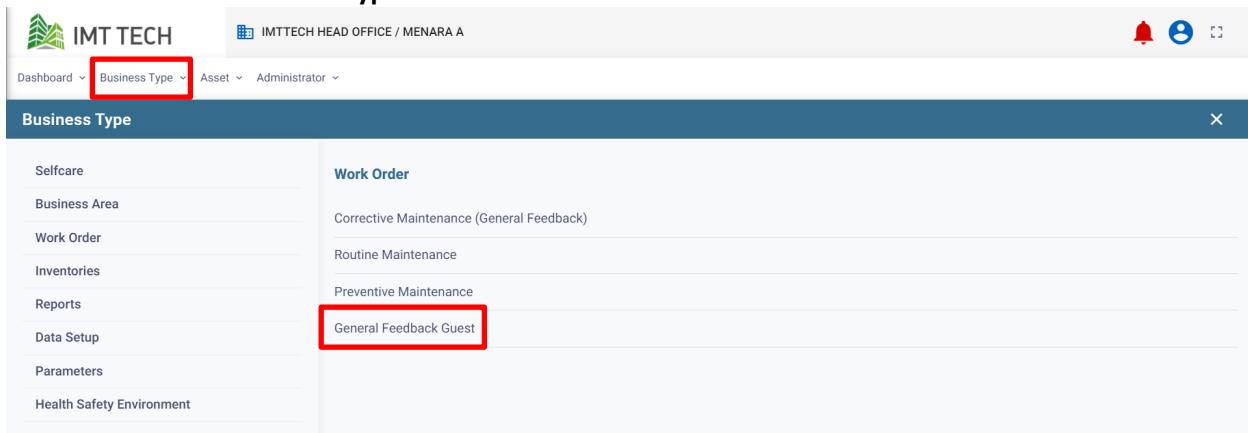
The screenshot shows the IMT TECH software interface. At the top, there's a header with the logo 'IMT TECH' and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there's a navigation bar with links: Dashboard, Business Type, Asset (which is highlighted), and Administrator. The main content area has a blue header 'Asset' with a sub-header 'SINK'. Below the header, there are tabs: DETAILS, CORRECTIVE MAINTENANCE, PREVENTIVE MAINTENANCE (which is highlighted with a red box), MAINTENANCE, PROCUREMENT, ACTIVITY LOG, HISTORY, TRANSFER, and ATTACHMENTS. Under the 'PREVENTIVE MAINTENANCE' tab, there are sub-tabs: DETAILS, CHECKLIST, WORKFLOW (SUB TICKET), FIELD SERVICE REQUEST, INVENTORIES, and HISTORY. In the center, there's a form with fields: Ticket No. (JOB-00523688), Posted On (2021-06-02 9:38 AM), Title (Asset Preventive Maintenance - SINK), Description (Asset Preventive Maintenance - Maintenancr), Work Assign To (userdemo), Assigned On (2021-06-04), Additional Work Assign To (Ahmad (Chargeeman)), Assigned On (2021-06-04), Priority (Medium), Due Date (2021-06-04), and Status (In Progress). In the top right corner of the main area, there's a 'NEW' button with a red circle around it, and below it, an 'EDIT' button. There's also a red circle labeled '2' next to the 'Title' field.

Step	Descriptions
1	Click "New" to add new Preventive Maintenance ticket.
2	Fill in all the details. Do not forget to click "Save" to save the changes that has been made.

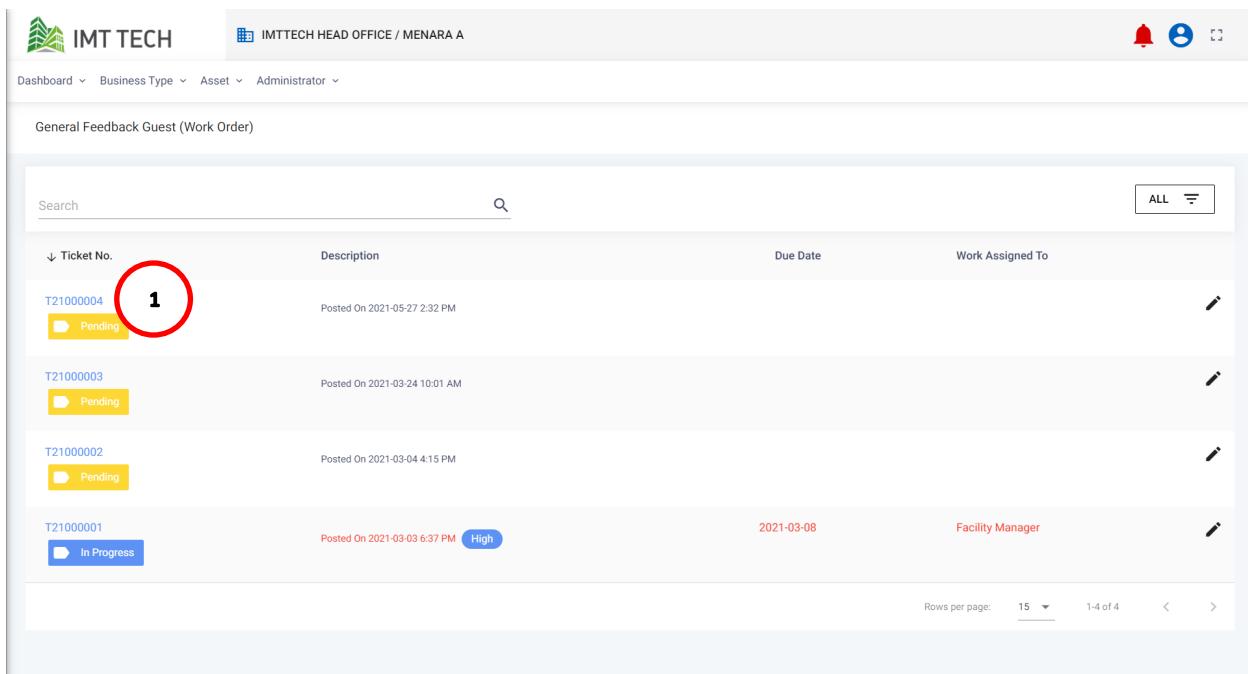
9.3.4 General Feedback Guest

GENERAL FEEDBACK GUEST is a ticket raised by guest/visitor or third-party individual that happens to be at the faulty equipment/machines/system area. Admin will be notified if any new ticket raised.

- i. Go to: Business Type > Work Order > General Feedback Guest.



The screenshot shows the IMT TECH software interface. At the top, there is a header with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and three icons (bell, user, and settings). Below the header, there is a navigation bar with links: Dashboard, Business Type (which is highlighted with a red box), Asset, and Administrator. A dropdown menu titled 'Business Type' is open, showing several options: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. Under the 'Work Order' section, there are four categories: Corrective Maintenance (General Feedback), Routine Maintenance, Preventive Maintenance, and General Feedback Guest (which is also highlighted with a red box).



The screenshot shows the 'General Feedback Guest (Work Order)' list page. The page has a header with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and three icons. Below the header, there is a navigation bar with links: Dashboard, Business Type, Asset, and Administrator. The main content area displays a table of work orders. The columns are: Ticket No., Description, Due Date, and Work Assigned To. There are four rows of data:

- Ticket No. T21000004, Description Posted On 2021-05-27 2:32 PM, Due Date (not visible), Work Assigned To (not visible). This row has a yellow 'Pending' status button and is circled with a red circle, labeled with the number 1.
- Ticket No. T21000003, Description Posted On 2021-03-24 10:01 AM, Due Date (not visible), Work Assigned To (not visible). This row has a yellow 'Pending' status button.
- Ticket No. T21000002, Description Posted On 2021-03-04 4:15 PM, Due Date (not visible), Work Assigned To (not visible). This row has a yellow 'Pending' status button.
- Ticket No. T21000001, Description Posted On 2021-03-03 6:37 PM, Due Date 2021-03-08, Work Assigned To Facility Manager. This row has a blue 'In Progress' status button.

At the bottom of the table, there are pagination controls: 'Rows per page: 15', '1-4 of 4', and navigation arrows.

IMT TECH

IMTTECH HEAD OFFICE / MENARA A

Dashboard Business Type Asset Administrator

General Feedback Guest (Work Order) / T21000004

General Feedback Guest

DETAILS WORKFLOW (SUB TICKET) FIELD SERVICE REQUEST INVENTORIES HISTORY EDIT

Ticket No.
T21000004

Posted On 2021-05-27 2:32 PM

Location
Landscape Level 5

Service
Stock In Tissue

Visitor Name
Shah

Contact No.
0145678909

Email
ahmad.shah@resourcedm.com

Description

Work Assign To *

Priority *

Due Date *

Status *
Pending

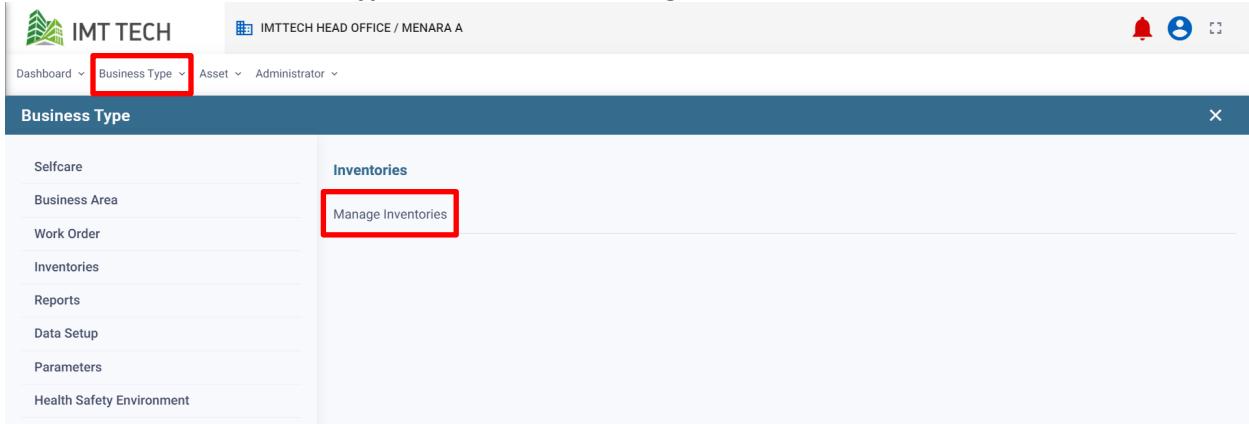
Step	Descriptions
1	Click on the intended ticket number to view ticket raised.
2	<p>Click “Edit” to edit the necessary field e.g., Work Assign to, Priority & etc.</p> <p>Assign the ticket to respective person in charge at “Work Assign to” and set the priority level at “Priority”.</p> <p>Do not forget to click “Save” to save the changes that has been made.</p>

9.4 Inventories

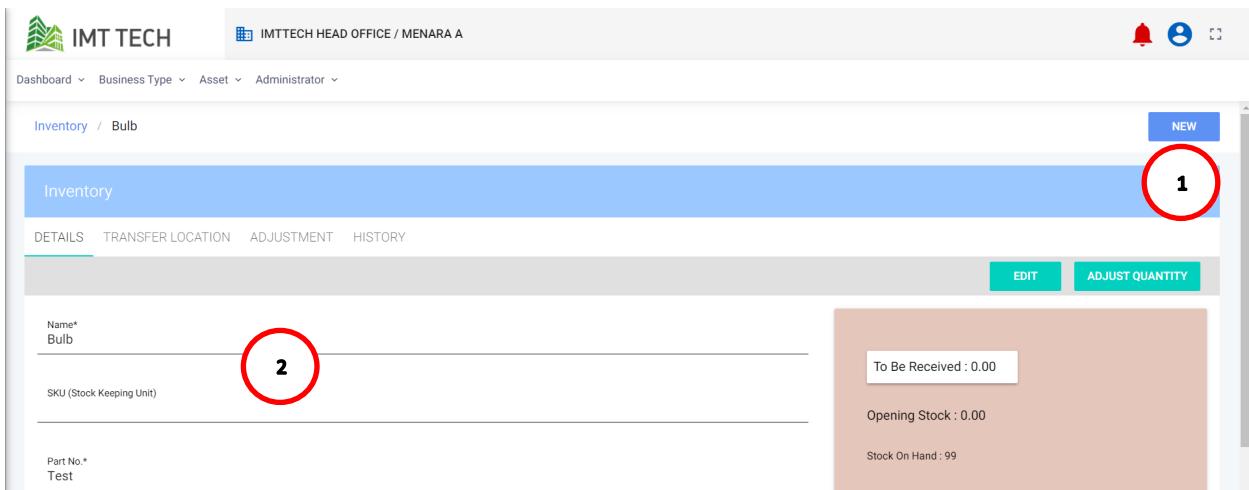
INVENTORIES is used to keep track of your inventories listing as well as set reminders to remind admin to replenish or restock at a pre-set level.

9.4.1 Manage Inventories

- i. Go to: Business Type > Inventories > Manage Inventories.



The screenshot shows the IMT TECH software interface. At the top, there is a header with the logo and the text "IMT TECH" and "IMTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with links: "Dashboard", "Business Type" (which is highlighted with a red box), "Asset", and "Administrator". The main content area has a dark blue header "Business Type" with a close button "X". On the left, there is a sidebar with links: "Selfcare", "Business Area", "Work Order", "Inventories" (which is highlighted with a red box), "Reports", "Data Setup", "Parameters", and "Health Safety Environment". The main content area has a section titled "Inventories" with a link "Manage Inventories" (which is highlighted with a red box).



The screenshot shows the IMT TECH software interface on the "Inventory" screen for a product named "Bulb". At the top, there is a header with the logo and the text "IMT TECH" and "IMTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with links: "Dashboard", "Business Type", "Asset", and "Administrator". The main content area has a blue header "Inventory" with a sub-header "Bulb". Below the header, there are tabs: "DETAILS", "TRANSFER LOCATION", "ADJUSTMENT", and "HISTORY". In the top right corner, there is a blue button "NEW" with a red circle labeled "1" around it. In the middle left, there is a form with fields: "Name*" (with "Bulb" entered) and "SKU (Stock Keeping Unit)". In the bottom left, there is another form with fields: "Part No.*" (with "Test" entered). On the right side, there is a summary box with the following information: "To Be Received : 0.00", "Opening Stock : 0.00", and "Stock On Hand : 99". There are also "EDIT" and "ADJUST QUANTITY" buttons in the top right of the summary box.

The screenshot shows the IMT TECH software interface. The top navigation bar includes the logo, 'IMT TECH', and the location 'IMTTECH HEAD OFFICE / MENARA A'. Below the navigation is a horizontal menu with 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area is titled 'Inventory / Bulb' and has a blue header bar with tabs: 'DETAILS' (selected), 'TRANSFER LOCATION' (circled with red number 3), 'ADJUSTMENT', and 'HISTORY'. A search bar is at the top of the list table. The table columns are 'Transfer Date', 'Old Location', 'Location', 'Transfer By', and 'Remarks'. A single row is visible: '2020-01-07', 'Floor 2', 'Floor 2', 'Super Administrator', and an empty 'Remarks' field.

The screenshot shows the IMT TECH software interface. The top navigation bar includes the logo, 'IMT TECH', and the location 'IMTTECH HEAD OFFICE / MENARA A'. Below the navigation is a horizontal menu with 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area is titled 'Inventory / Bulb' and has a blue header bar with tabs: 'DETAILS', 'TRANSFER LOCATION', 'ADJUSTMENT' (selected, circled with red number 5), and 'HISTORY'. A search bar is at the top of the list table. The table columns are 'Date', 'Reason', 'Remarks', 'Quantity', and 'Adjusted By'. Two rows are visible: one for '2021-05-27' with reason 'Hhh', and another for '2020-08-04' with reason 'Inventory Revaluation'.

The screenshot shows the IMT TECH software interface. The top navigation bar includes the logo, 'IMT TECH', and the location 'IMTTECH HEAD OFFICE / MENARA A'. Below the navigation is a horizontal menu with 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area is titled 'Inventory / Bulb' and has a blue header bar with tabs: 'DETAILS', 'TRANSFER LOCATION', 'ADJUSTMENT', and 'HISTORY' (selected, circled with red number 6). A search bar is at the top of the list table. The table columns are 'Date', 'Module', 'Remarks', and 'By'. A long list of history entries is shown, including various inventory transactions and updates from different users like 'imttech' and 'chargeman'.

Name	Parent Category	Sub Category	Location	Part No	Quantity	Reorder Level	Business Partner	Action
Battery Emergency light	Battery			Battery Emergency light	42	10.00 (Pieces)	DEMO CONTRACTOR	
Bulb	Electrical Components	Capasitor	Floor 1	Test	99	0.00 (box)	DEMO CONTRACTOR	

Step	Descriptions
1	Click "New" to add new Inventory.
2	Fill in all the details. Do not forget to click "Save" to save the changes that has been made.
3	Click "Transfer Location" tab to add new location for the inventory.
4	Click "New Transfer" to add new location of the inventory. Do not forget to click "Save" to save the changes that has been made.
5	Click "Adjustment" tab to trace any adjustment of stocks with specific reason.
6	Click "History" tab to allow admin to track trail of this inventory.
7	Click "+" to add amount of stock when purchased more inventories. Click "-" to minus stock amount when you check inventories out. Click pencil icon to quick edit of the inventory.

9.5 Reports

9.5.1 Reports

- i. Go to: Business Type > Report > Reports.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar, there is a secondary header with 'Business Type' and a close button ('X'). The main content area has a sidebar on the left containing links: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The 'Reports' link in the sidebar is highlighted with a red box. To the right of the sidebar, the word 'Reports' is displayed above a list of report types. The 'Announcements' item in the list is also highlighted with a red box.

This screenshot shows the 'Reports' screen within the IMT TECH software. The top navigation bar and secondary header are identical to the previous screenshot. The main content area displays a list of 'Report Types'. The list includes: Announcements, Members, Units & Members, Corrective Maintenance (General Feedback) Rectification Summary, and Corrective Maintenance (General Feedback) All Projects. The entire list is enclosed in a red rectangular box.

Click on any report to download. This will generate all details of selected report type. User can filter them by Subject, Start date, End date, View type etc.

9.6 Data Setup

DATA SETUP is used to manage data for the system and Selfcare Mobile App.

9.6.1 Useful Contact No.

USEFUL CONTACT NO. is a list of useful contact information for User's reference in Selfcare Mobile App. Admin may add as many contacts information especially for emergency contact number.

- Go to: Business Type > Data Setup > Useful Contact No.

The screenshot shows the IMT TECH Business Type interface. On the left, there is a sidebar with various menu items: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup (which is currently selected), Parameters, and Health Safety Environment. On the right, under the 'Data Setup' heading, there is a list of options: Useful Contact No. (highlighted with a red box), Forms, Business Partners, and Licenses.

The screenshot shows the 'Useful Contact Number' form. The form has fields for Name (BOMBA HANG TUAH), Contact Category (BOMBA), Contact Number (03 9221 7222), and Contact Person. At the top right, there are buttons for EDIT, DELETE, and NEW. A red circle labeled '1' is around the NEW button. A red circle labeled '2' is around the Contact Category field.

Step	Descriptions
1	Click "New" to add new Useful Contact Number.
2	Fill in all the details. Do not forget to click "Save" to save the changes that has been made. User may also edit, click "Edit" and delete, click "Delete" the contact information when it no longer needed.

9.6.2 Forms

FORMS is used to store all forms and enable the administrator to manage the downloadable forms in the system. These forms can be downloaded by User from the Selfcare Mobile App.

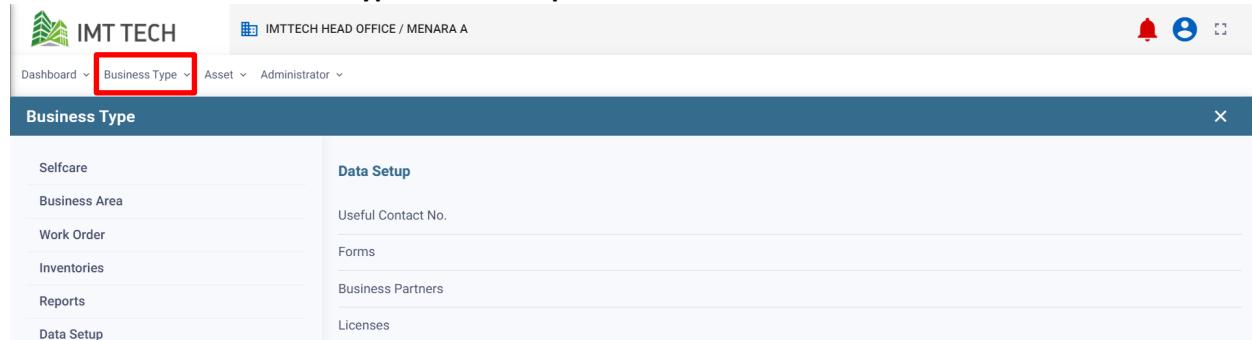
- Go to: **Business Type > Data Setup > Forms.**

Step	Descriptions
1	Click "New" to add new Form.
2	Fill in all the details. Please upload the PDF form on "File" field. Do not forget to click "Save" to save the changes that has been made. User may also edit, click "Edit" and delete, click "Delete" the contact information when it no longer needed.

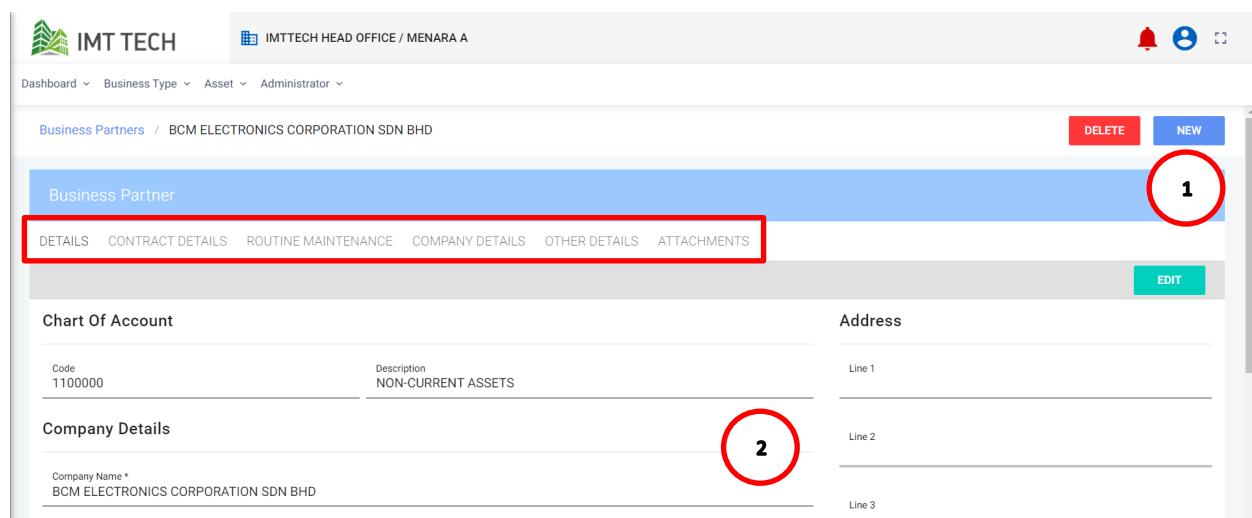
9.6.3 Business Partners

BUSINESS PARTNERS is used to store all lists of contractors and suppliers for use in Field Service Request section.

- Go to: **Business Type > Data Setup > Business Partner.**



The screenshot shows the IMT TECH software interface. At the top, there is a header with the logo 'IMT TECH' and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with options: Dashboard, Business Type (highlighted with a red box), Asset, and Administrator. A dropdown menu titled 'Business Type' is open, showing several sub-options: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Data Setup (repeated), Useful Contact No., Forms, Business Partners (highlighted with a red box), and Licenses.



The screenshot shows the 'Business Partner' details page. At the top, there is a header with the logo 'IMT TECH' and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with options: Dashboard, Business Type, Asset, and Administrator. A breadcrumb trail shows 'Business Partners / BCM ELECTRONICS CORPORATION SDN BHD'. On the right side, there are 'DELETE' and 'NEW' buttons. The main area has tabs: DETAILS (highlighted with a red box), CONTRACT DETAILS, ROUTINE MAINTENANCE, COMPANY DETAILS, OTHER DETAILS, and ATTACHMENTS. The 'DETAILS' tab is selected. Below the tabs, there are sections for 'Chart Of Account' (Code: 1100000, Description: NON-CURRENT ASSETS) and 'Address' (Line 1, Line 2, Line 3). The 'Company Details' section (highlighted with a red circle labeled '2') contains the company name: 'BCM ELECTRONICS CORPORATION SDN BHD'.

Step	Descriptions
1	Click "New" to add new Business Partner.
2	Fill in all the details. Do not forget to click "Save" to save the changes that has been made.

*****NOTE*****

User can also **control/view/edit** other details of this Business Partner by selecting other tabs available. Other available tabs are:
Contract Details, Routine Maintenance, Company Details, Other Details & Attachments.

9.6.4 Licenses

LICENSES is used to manage facilities/equipment licenses from authorities. Admin will have the details of renewal dates and keep track of the license's expiry.

- Go to: Business Type > Data Setup > Licenses.

Step	Descriptions
1	Click "New" to add new License.
2	Fill in the Name, Categories, Commencement & Expiry Date. Please upload license certificate/approval in "Documents" field. Do not forget to click "Save" to save the changes that has been made.

9.7 Parameters

PARAMETERS setup is crucial as it is step that defines the scope/type of categories or conditions of the operation.

9.7.1 Common Area Locations

- Go to: Business Type > Parameters > Common Area Locations.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, a navigation bar has 'Business Type' highlighted with a red box. The main content area is titled 'Business Type' and contains a sidebar with various options like Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The 'Parameters' section is expanded, showing a list of items: Common Area Locations (highlighted with a red box), Common Area Services, Contractor General Priorities, General Priorities, Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types.

The screenshot shows a 'Common Area Location' creation form. At the top, there's a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, a navigation bar has 'Common Area Locations' highlighted with a red box. The main content area is titled 'Common Area Location' and shows a form with fields: 'Name *' (containing 'Landscape Level 5') and 'Remarks'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with 'SAVE' highlighted with a red circle. Three numbered circles (1, 2, 3) are overlaid on the screen to indicate steps: 1 is at the top right, 2 is over the 'Name' field, and 3 is over the 'SAVE' button.

Step	Descriptions
1	Click "New" to add new Common Area Location.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.2 Common Area Services

- i. Go to: Business Type > Parameters > Common Area Services.

The screenshot shows the IMT TECH software interface. At the top, there is a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with options: Dashboard, Business Type (which has a red box around it), Asset, and Administrator. The main content area is titled 'Business Type'. On the left, there is a sidebar with various menu items: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The 'Parameters' section is expanded, showing sub-options: Common Area Locations, Common Area Services (which has a red box around it), Contractor General Priorities, General Priorities, Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types. An 'X' button is located in the top right corner of the main content area.

The screenshot shows the 'Common Area Service' creation screen. At the top, there is a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with options: Dashboard, Business Type, Asset, and Administrator. The main content area is titled 'Common Area Service' and shows the path 'Common Area Services / Cold Water Riser Room'. There is a 'NEW' button with a red circle labeled '1' around it. Below the button, there is a form with a 'Name' field containing 'Cold Water Riser Room' with a red circle labeled '2' around it. The form also has a 'Remarks' field. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with a red circle labeled '3' around the 'SAVE' button.

Step	Descriptions
1	Click "New" to add new Common Area Service.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.3 Contractor General Priorities

- i. Go to: Business Type > Parameters > Contractor General Priorities.

The screenshot shows the IMT TECH software interface. At the top, there is a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with options: Dashboard, Business Type (highlighted with a red box), Asset, and Administrator. The main content area has a dark blue header "Business Type" with a close button "X". On the left, there is a sidebar with various menu items: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. To the right of the sidebar, under the "Parameters" section, there are several options: Common Area Locations, Common Area Services, Contractor General Priorities (highlighted with a red box), General Priorities, Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types.

The screenshot shows the IMT TECH software interface for managing "General Feedback Priority". At the top, there is a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with options: Dashboard, Business Type, Asset, and Administrator. The main content area shows a breadcrumb path: General Feedback Priorities / High. There is a "NEW" button with a red circle labeled "1". Below it, there is a form with a "Name" field containing "High" (circled by a red circle labeled "2"). There is also a "Remarks" text area. To the right, there is a "Service Level Agreement" table with three levels: Level 1 (24 hours), Level 2 (48 hours), and Level 3 (72 hours). A "REMOVE LEVEL 3" button is at the bottom of the table. At the top right of the form area, there are "CANCEL" and "SAVE" buttons (circled by a red circle labeled "4").

Auto Escalation (Reminder)

User	Level	Hour(s)
Service Level Agreement(SLA) / Fix In	Level 1	18 Auto escalation SLA/Fix In time
3		
Super Administrator	Level 1	X ▾
Facility Manager	Level 2	X ▾
IMTTECH	Level 3	X ▾

ADD MORE

Step	Descriptions
1	Click “New” to add new General Priority.
2	Fill in the Name, necessary Remarks & Service Level Agreement (Can remove if the Level is not necessary).
3	Fill in the Users that will be notified via email at each of the SLA Level. Click “Add More” to include as much User that wanted to be notified.
4	Click “Save” to save the changes that has been made.

IMPORTANT NOTE

LEVEL 1 –

User listed as Level 1 will get an email reminder at **50%** from the day the General Feedback was assigned to the due date.

LEVEL 2 –

User listed as Level 2 will get an email reminder at **75% (50% of Level 1)** from the day the General Feedback was assigned to the due date.

LEVEL 3 –

User listed as Level 3 will get an email reminder at **87.5% (50% of Level 2)** from the day the General Feedback was assigned to the due date.

e.g.,

A general feedback ticket was submitted on 30th June, but this ticket was picked up & assigned by Admin to the Facility Manager on the next day (1st July). Due date was set as 10th July by admin.

On 5th day User in level 1 will get email reminder

On 7.5th day User in level 2 will get email reminder

On 8.75th day User in level 3 will get email reminder

9.7.4 General Priorities

- i. Go to: Business Type > Parameters > General Priorities.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTECH HEAD OFFICE / MENARA A', and user icons for bell, profile, and settings. Below the navigation bar, there is a secondary navigation bar with links: Dashboard, Business Type (which is highlighted with a red box), Asset, and Administrator. The main content area has a dark blue header 'Business Type' with a close button ('X'). On the left is a sidebar with categories: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. To the right of the sidebar is a 'Parameters' section containing several sub-links: Common Area Locations, Common Area Services, Contractor General Priorities, General Priorities (which is highlighted with a red box), Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types.

The screenshot shows the IMT TECH software interface for creating a 'General Feedback Priority'. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTECH HEAD OFFICE / MENARA A', and user icons for bell, profile, and settings. Below the navigation bar, there is a secondary navigation bar with links: Dashboard, Business Type, Asset, and Administrator. The main content area shows a blue header 'General Feedback Priority' with a sub-header 'High'. The form has fields: 'Name *' (containing 'High') and 'Remarks' (which is empty). In the top right corner, there are 'NEW', 'CANCEL', and 'SAVE' buttons. A red circle labeled '1' is around the 'NEW' button. A red box labeled '2' highlights the 'Remarks' field. A red box labeled '3' highlights a 'Service Level Agreement' section. This section contains three levels: Level 1 (72 hours), Level 2 (120 hours), and Level 3 (192 hours). A red box labeled '4' highlights the 'REMOVE LEVEL 3' button at the bottom of the service level agreement section.

User	Level	Hour(s)
Service Level Agreement(SLA) / Fix In	Level 1	18 Auto escalation SLA/Fix In time
Service Level Agreement(SLA) / Fix In	Level 2	60 Auto escalation SLA/Fix In time
Service Level Agreement(SLA) / Fix In	Level 3	144 Auto escalation SLA/Fix In time

3

User	Level
Facility Manager	Level 1

ADD MORE

Step	Descriptions
1	Click "New" to add new General Priority.
2	Fill in the Name, necessary Remarks & Service Level Agreement (Can remove if the Level is not necessary).
3	Fill in the Users that will be notified via email at each of the SLA Level. Click "Add More" to include as much User that wanted to be notified.
4	Click "Save" to save the changes that has been made.

IMPORTANT NOTE

LEVEL 1 –

User listed as Level 1 will get an email reminder at **50%** from the day the General Feedback was assigned to the due date.

LEVEL 2 –

User listed as Level 2 will get an email reminder at **75% (50% of Level 1)** from the day the General Feedback was assigned to the due date.

LEVEL 3 –

User listed as Level 3 will get an email reminder at **87.5% (50% of Level 2)** from the day the General Feedback was assigned to the due date.

e.g.,

A general feedback ticket was submitted on 30th June, but this ticket was picked up & assigned by Admin to the Facility Manager on the next day (1st July). Due date was set as 10th July by admin.

On 5th day User in level 1 will get email reminder

On 7.5th day User in level 2 will get email reminder

On 8.75th day User in level 3 will get email reminder

9.7.5 Event Types

- i. Go to: Business Type > Parameters > Event Types.

The screenshot shows the IMT TECH software interface. At the top, there is a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with several menu items: Dashboard, Business Type (which is highlighted with a red box), Procurement, Sale, Misc AR, AP, Asset, and Administrator. On the right side of the header, there are three icons: a bell, a user profile, and a square. The main content area has a dark blue header bar with the text "Business Type" and a close button ("X"). Below this, there are two columns. The left column contains a sidebar with various categories: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters (which is highlighted with a red box), and Health Safety Environment. The right column is titled "Parameters" and lists several options: Common Area Locations, Common Area Services, Contractor General Priorities, General Priorities, Event Types (which is highlighted with a red box), Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types.

The screenshot shows the IMT TECH software interface for creating a new event type. At the top, there is a header with the IMT TECH logo and the text "IMTTECH HEAD OFFICE / MENARA A". Below the header, there is a navigation bar with several menu items: Dashboard, Business Type, Procurement, Sale, Misc AR, AP, Asset, and Administrator. The main content area has a blue header bar with the text "Event Types / Air Cond". Below this, there is a form with a light blue header bar containing the text "Event Type". The form has two buttons in the top right corner: "CANCEL" and "SAVE". In the main area, there is a text input field labeled "Name*" with the value "Air Cond" and a text area labeled "Remarks". Red circles with numbers 1, 2, and 3 are overlaid on the screen: circle 1 is around the "NEW" button, circle 2 is around the "Name" input field, and circle 3 is around the "Remarks" text area.

Step	Descriptions
1	Click "New" to add new Event Type.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.6 Submission Methods

- ii. Go to: Business Type > Parameters > Submission Methods.

The screenshot shows the IMT TECH software interface. At the top, there's a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header, a navigation bar has 'Business Type' highlighted with a red box. The main content area is titled 'Business Type' and contains a sidebar with various menu items like Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The main panel is titled 'Parameters' and lists several categories: Common Area Locations, Common Area Services, Contractor General Priorities, General Priorities, Inventories Categories, Inventories Locations, Trade Categories, License Categories, and Status Condition Types. A red box highlights the 'Submission Methods' button under the General Priorities section.

This screenshot shows the 'Submission Method' creation screen. At the top, it says 'Submission Methods / External - Call In'. Below that is a blue header bar with the title 'Submission Method'. The main form has a 'Name *' field containing 'External - Call In' (circled by a red number 2). There's also a 'Remarks' text area. At the top right of the form are 'CANCEL' and 'SAVE' buttons (circled by a red number 3).

Step	Descriptions
1	Click "New" to add new Submission Method.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.7 Inventories Categories

- i. Go to: Business Type > Parameters > Inventories Categories.

The screenshot shows the IMT TECH software interface. At the top, there is a header with the logo 'IMT TECH' and the text 'IMTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with links: 'Dashboard', 'Business Type' (which is highlighted with a red box), 'Asset', and 'Administrator'. The main content area has a title 'Business Type' with a close button ('X'). On the left is a sidebar with links: 'Selfcare', 'Business Area', 'Work Order', 'Inventories' (which is also highlighted with a red box), 'Reports', 'Data Setup', 'Parameters', and 'Health Safety Environment'. The right side contains a list of parameters under the heading 'Parameters': 'Common Area Locations', 'Common Area Services', 'Contractor General Priorities', 'General Priorities', 'Submission Methods', 'Inventories Categories' (which is highlighted with a red box), 'Inventories Locations', 'Trade Categories', 'License Categories', and 'Status Condition Types'.

The screenshot shows the 'Inventory Categories' creation screen. At the top, there is a header with the logo 'IMT TECH' and the text 'IMTECH HEAD OFFICE / MENARA A'. Below the header, there is a navigation bar with links: 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area has a title 'Inventory Category' with a close button ('X'). There are three buttons at the top right: 'NEW' (circled in red with number 1), 'CANCEL', and 'SAVE'. Below these buttons, there are two input fields: 'Parent Category' and 'Name *' (containing 'Fire Protection', circled in red with number 2). At the bottom, there is a text area for 'Remarks' and a scroll bar.

Step	Descriptions
1	Click "New" to add new Inventory Category.
2	Fill in the Parent Category, Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.8 Inventories Locations

- i. Go to: Business Type > Parameters > Inventories Locations.

The screenshot shows the IMT TECH software interface. At the top, there's a navigation bar with links for Dashboard, Business Type (which is highlighted with a red box), Asset, and Administrator. Below this is a sub-menu titled 'Business Type' with several options: Selfcare, Business Area, Work Order, Inventories (which is also highlighted with a red box), Reports, Data Setup, Parameters, and Health Safety Environment. On the right side of the sub-menu, under the heading 'Parameters', there are several categories listed: Common Area Locations, Common Area Services, Contractor General Priorities, General Priorities, Submission Methods, Inventories Categories, Inventories Locations (which is highlighted with a red box), Trade Categories, License Categories, and Status Condition Types.

The screenshot shows the 'Inventory Locations' creation screen. At the top, it says 'Inventory Locations / Floor 1'. There's a 'NEW' button with a red circle labeled '1' around it. Below that is a form with fields: 'Parent Location' (dropdown), 'Name *' (containing 'Floor 1', with a red circle labeled '2' around it), and 'Remarks' (text area). At the bottom right are 'CANCEL' and 'SAVE' buttons, with a red circle labeled '3' around the 'SAVE' button.

Step	Descriptions
1	Click "New" to add new Inventory Location.
2	Fill in the Parent Category, Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.9 Trade Categories

- Go to: Business Type > Parameters > Trade Categories.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with 'IMT TECH' logo, 'IMTTECH HEAD OFFICE / MENARA A', and user icons. Below the navigation bar, the main menu has 'Dashboard', 'Business Type' (which is highlighted with a red box), 'Asset', and 'Administrator'. Under 'Business Type', there is a sub-menu titled 'Parameters' which contains several options: 'Common Area Locations', 'Common Area Services', 'Contractor General Priorities', 'General Priorities', 'Submission Methods', 'Inventories Categories', 'Inventories Locations', 'Trade Categories' (which is highlighted with a red box), 'License Categories', and 'Status Condition Types'.

The screenshot shows a 'Contractor Category' form. At the top, it says 'Trade Categories / Contractor Site A'. There is a 'NEW' button with a red circle around the number '1'. Below the header, the form has a 'Contractor Category' title. It includes fields for 'Name *' (containing 'Contractor Site A') with a red circle around it labeled '2', and 'Remarks' (containing 'Testing'). At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with 'SAVE' being circled in red and labeled '3'.

Step	Descriptions
1	Click "New" to add new Trade Category.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.10 Licenses Categories

- i. Go to: Business Type > Parameters > Licenses Categories.

The screenshot shows the IMT TECH software interface. At the top, there's a navigation bar with the IMT TECH logo, a search bar containing 'IMTTECH HEAD OFFICE / MENARA A', and three icons: a bell, a user profile, and a square. Below the navigation bar, the main menu has items like 'Dashboard', 'Business Type' (which is highlighted with a red box), 'Asset', and 'Administrator'. A sub-menu titled 'Business Type' is open, listing various parameters: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. Under the 'Parameters' heading, there are several options: Common Area Locations, Common Area Services, Contractor General Priorities, General Priorities, Submission Methods, Inventories Categories, Inventories Locations, Trade Categories, License Categories (which is highlighted with a red box), and Status Condition Types. On the right side of the screen, there are three small icons: a red bell, a blue user profile, and a grey square.

The screenshot shows a 'License Categories' creation screen. At the top, it says 'License Categories / Fire Extinguisher'. There's a 'Contractor Category' header with a 'NEW' button (circled 1). Below that is a form with a 'Name *' field containing 'Fire Extinguisher' (circled 2) and a 'Remarks' text area. At the bottom right are 'CANCEL' and 'SAVE' buttons (circled 3).

Step	Descriptions
1	Click "New" to add new License Category.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.7.11 Status Condition Types

- i. Go to: Business Type > Parameters > Status Condition Types.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and icons for notifications, user profile, and search. Below the navigation bar, the main menu has items like 'Dashboard', 'Business Type' (which is highlighted with a red box), 'Asset', and 'Administrator'. Under the 'Business Type' menu, there is a sub-menu titled 'Parameters' which contains several items: 'Common Area Locations', 'Common Area Services', 'Contractor General Priorities', 'General Priorities', 'Submission Methods', 'Inventories Categories', 'Inventories Locations', 'Trade Categories', 'License Categories', and 'Status Condition Types' (which is also highlighted with a red box).

The screenshot shows the 'Status Condition Types' creation screen. At the top, it says 'Status Condition Types / Pending - Waiting for approval'. There is a 'NEW' button with a red circle labeled '1' around it. Below that is a 'Contractor Category' section with a 'Name' field containing 'Pending - Waiting for approval' (circled with red number 2). There is also a 'Remarks' field. At the bottom right are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button circled with red number 3.

Step	Descriptions
1	Click "New" to add new Status Condition Type.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

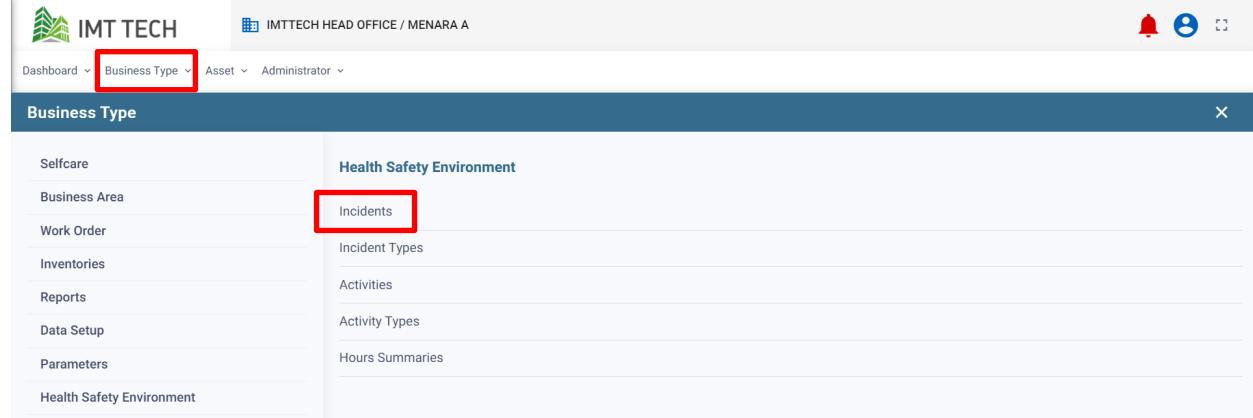
9.8 Health Safety Environment

HEALTH SAFETY ENVIRONMENT (HSE) is used to prevent/monitor/observe/protect of occupational health and safety rules and regulations along with environmental protection.

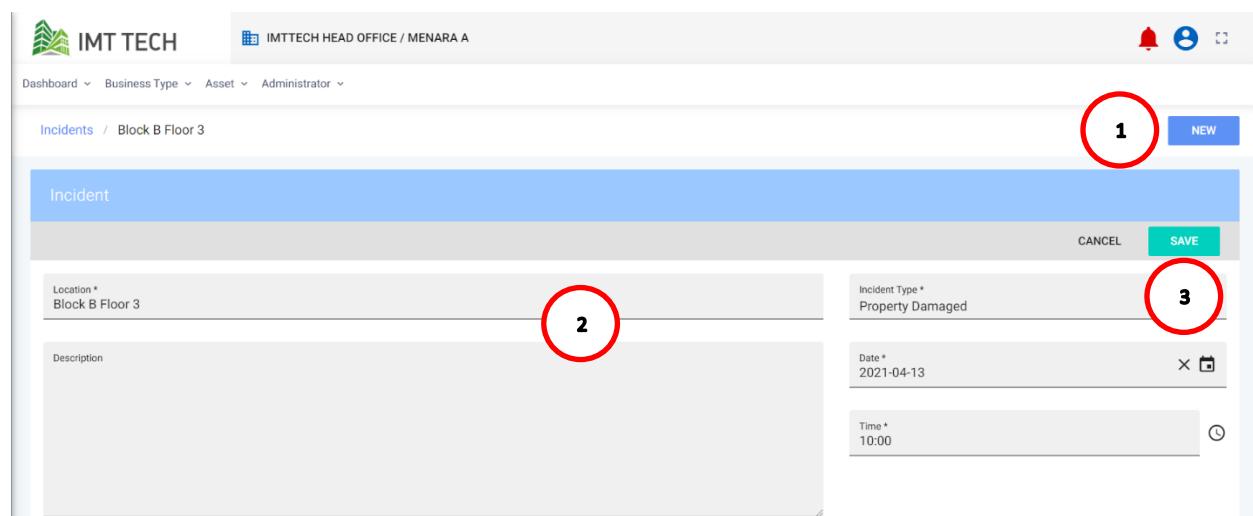
Admin may refer to this module for all record of incidents and activities being held under HSE.

9.8.1 Incidents

- Go to: Business Type > Health Safety Environments > Incidents.



The screenshot shows the IMT TECH Business Type interface. In the top navigation bar, 'Business Type' is highlighted with a red box. On the left sidebar, 'Health Safety Environment' is also highlighted with a red box. The main content area shows a list of options: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. Under 'Health Safety Environment', 'Incidents' is highlighted with a red box.



The screenshot shows the IMT TECH Incident creation form. At the top right, there is a 'NEW' button with a red circle around it labeled '1'. Below the header, there are fields for 'Location *' (Block B Floor 3), 'Description' (circled with a red circle labeled '2'), 'Incident Type *' (Property Damaged), 'Date *' (2021-04-13), and 'Time *' (10:00). A 'SAVE' button is located at the top right of the form.

Step	Descriptions
1	Click "New" to add new Incident occurred.
2	Fill in all the information of the incidents for better tracking.
3	Click "Save" to save the changes that has been made.

9.8.2 Incident Types

INCIDENT TYPES is used for classification of incident occurred and for better report presentation. This also helps the management to rectify/upgrading as prevention action before incident happens often.

- ii. Go to: Business Type > Health Safety Environments > Incident Types.

The image consists of two screenshots of the IMT TECH software interface. The top screenshot shows the 'Business Type' navigation menu. The left sidebar lists various categories: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. The right panel shows a 'Health Safety Environment' section with sub-options: Incidents, Incident Types (which is highlighted with a red box), Activities, Activity Types, and Hours Summaries. The bottom screenshot shows the 'Incident Type' creation form. It has a blue header bar with 'Incident Type' and a 'NEW' button. Below it is a form with fields: 'Name *' containing 'First Aid Cases - FAC', a dropdown 'Type *' (circled with a red circle labeled '2'), and a 'Remarks' text area. At the bottom right are 'CANCEL', 'SAVE' (circled with a red circle labeled '3'), and 'CLOSE' buttons.

Step	Descriptions
1	Click "New" to add new Incident Type.
2	Fill in all the Name, Type & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.8.3 Activities

- i. Go to: Business Type > Health Safety Environments > Activities.

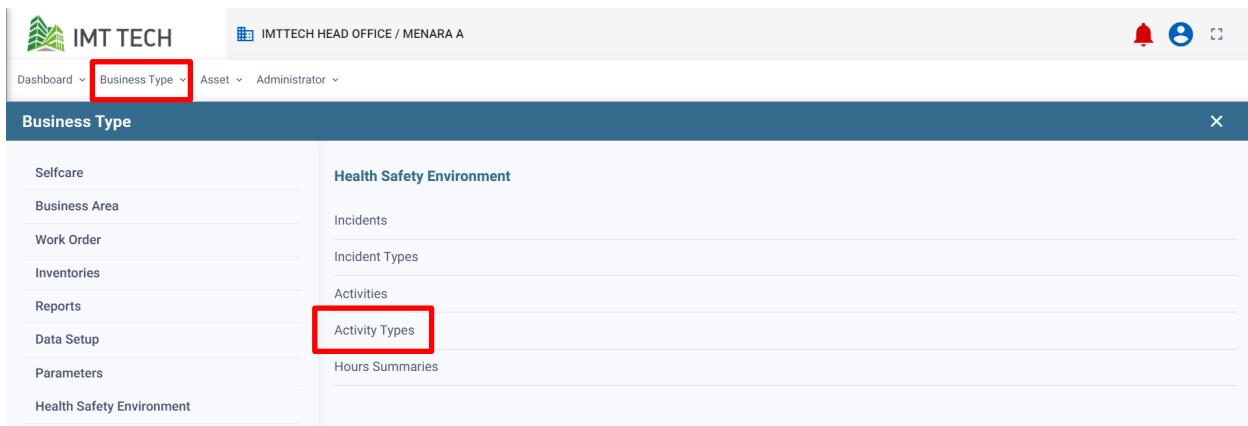
The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the IMT TECH logo, a search bar containing 'IMTTECH HEAD OFFICE / MENARA A', and three icons: a bell, a user profile, and a square. Below the navigation bar, the main menu is titled 'Business Type'. On the left, there is a sidebar with several menu items: Selfcare, Business Area, Work Order, Inventories, Reports, Data Setup, Parameters, and Health Safety Environment. Under the 'Health Safety Environment' menu, there are links for Incidents, Incident Types, and Activities. The 'Activities' link is highlighted with a red box. The main content area is currently empty.

The screenshot shows the 'Activity' creation screen. At the top, there is a breadcrumb navigation: 'Activities' / 'HSE Awareness March 2021'. In the top right corner, there is a 'NEW' button (circled with red number 1). The main form has fields for 'Name' (containing 'HSE Awareness March 2021'), 'Activity Type' (containing 'HSE Awareness' and circled with red number 2), 'Date' (containing '2021-03-10'), and 'Remarks'. In the bottom right corner of the form, there are 'CANCEL' and 'SAVE' buttons (the 'SAVE' button is circled with red number 3).

Step	Descriptions
1	Click "New" to add new Activity.
2	Fill in all the information of the activity.
3	Click "Save" to save the changes that has been made.

9.8.4 Activity Type

- i. Go to: Business Type > Health Safety Environments > Activity Type.



The screenshot shows the IMT TECH software interface. At the top, there's a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for bell, profile, and settings. Below the navigation bar, the main menu has 'Dashboard', 'Business Type' (which is highlighted with a red box), 'Asset', and 'Administrator'. Under 'Business Type', there's a sub-menu titled 'Business Type' with several options: 'Selfcare', 'Business Area', 'Work Order', 'Inventories', 'Reports', 'Data Setup', 'Parameters', and 'Health Safety Environment'. To the right of this sub-menu, under 'Health Safety Environment', are 'Incidents', 'Incident Types', 'Activities', and 'Activity Types' (which is also highlighted with a red box). At the bottom right of the main window, there's an 'X' icon.



The screenshot shows the 'Activity Types' page. At the top, it says 'Activity Types / HSE Campaign'. There's a 'NEW' button with a red circle labeled '1' around it. Below that is a form with a 'Name' field containing 'HSE Campaign' (circled with red '2'). There's also a 'Remarks' field. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons, with 'SAVE' circled with red '3'.

Step	Descriptions
1	Click "New" to add new Activity Type.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

9.8.5 Hours Summaries

HOURS SUMMARIES is used for Admin to keep track of the Staff hours summaries spent on HSE incident/activity. This is for record and reporting purposes.

- Go to: Business Type > Health Safety Environments > Hour Summaries.

The screenshot shows the IMT TECH software interface. At the top, there is a navigation bar with the company logo, 'IMT TECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar is a secondary header with 'Dashboard', 'Business Type', 'Asset', and 'Administrator' dropdown menus. The main content area has a dark blue header titled 'Business Type'. On the left is a sidebar with several options: 'Selfcare', 'Business Area', 'Work Order', 'Inventories', 'Reports', 'Data Setup', 'Parameters', and 'Health Safety Environment'. To the right of the sidebar, under the 'Health Safety Environment' heading, are links for 'Incidents', 'Incident Types', 'Activities', 'Activity Types', and 'Hours Summaries'. The 'Hours Summaries' link is also highlighted with a red box.

The screenshot shows the 'Hour Summaries' form for 'DEMO CONTRACTOR'. The top navigation bar is identical to the previous screenshot. The main form has a blue header 'Hour Summary'. It contains fields for 'Start Date' (2021-04-02), 'End Date' (2021-04-30), 'Type' (Contractor), 'User Contractor' (DEMO CONTRACTOR), and 'Total Hours' (211.00). Above the form are three buttons: 'NEW' (circled with a red circle labeled '1'), 'CANCEL', and 'SAVE' (circled with a red circle labeled '3'). Below the form is another 'Type' field with 'Contractor' selected.

Step	Descriptions
1	Click "New" to add new Hour Summary.
2	Fill in all details of respective User/Staff.
3	Click "Save" to save the changes that has been made.

10 Assets Management

10.1 Assets

10.1.1 Manage Asset

- i. Go to: Asset > Assets > Manage Asset.

The screenshot shows the IMT TECH software interface for managing assets. At the top, there's a navigation bar with 'IMT TECH HEAD OFFICE / MENARA A' and user icons. Below it is a secondary navigation bar with 'Dashboard', 'Business Type', 'Asset' (which is highlighted with a red box), and 'Administrator'. The main content area has a dark blue header 'Assets Management'. On the left, there's a sidebar with 'Assets', 'Data Setup', and 'Reports'. The main panel is titled 'Assets' and contains several options: 'Manage Asset' (highlighted with a red box), 'Asset Maintenance Calendar', 'QR Code Print', 'Scan', 'Stock In', 'Stock Out', and 'Import Asset Maintenance'.

This screenshot shows the 'Asset' creation form. At the top, it says 'IMT TECH HEAD OFFICE / MENARA A' and 'Asset / Advertising Space - Escalator Panel'. There's a 'NEW' button with a circled '1'. The form has tabs for 'DETAILS', 'CORRECTIVE MAINTENANCE', 'PREVENTIVE MAINTENANCE', 'MAINTENANCE', 'PROCUREMENT', 'ACTIVITY LOG', 'HISTORY', 'TRANSFER', and 'ATTACHMENTS'. The 'DETAILS' tab is active. It includes fields for 'Asset Location' (set to 'Escalator Lobby'), 'Department' (a dropdown menu), and 'Model' (a text input field). To the left, there's a QR code with a red box around it, and below it is the 'Asset Id' 'A-EP1-E01'. At the bottom right are 'CANCEL' and 'SAVE' buttons, with 'SAVE' circled '3'.

Step	Descriptions
1	Click "New" to add new Asset.
2	Fill in all the asset's details. Note: A unique QR code will be generated for the Asset. It can be printed out & attach to Physical Asset for Asset Tagging.
3	Click "Save" to save the changes that has been made.

*****NOTE*****

User can also **control/view/edit** other details of this Asset by selecting other tabs available. Other available tabs are:

1. **Corrective Maintenance** (As per above Example)
2. **Preventive Maintenance** (Refer to Example 1)
3. **Maintenance** (Refer to Example 2)
4. **Procurement** (Refer to Example 3)
5. **Activity Log** (Refer Example 4)
6. **History** (Refer Example 5)
7. **Transfer** (Refer Example 6)
8. **Attachments** (Refer Example 7)

The screenshot shows the IMT TECH Asset Management interface. At the top, there's a navigation bar with the IMT TECH logo, a search bar labeled 'IMTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation is a secondary header with links for 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main content area has a blue header bar with the word 'Asset' and a 'NEW' button. Underneath, there's a sub-header for 'Advertising Space - Escalator Panel'. The main form has several tabs at the top: 'DETAILS', 'CORRECTIVE MAINTENANCE' (which is active), 'PREVENTIVE MAINTENANCE', 'MAINTENANCE', 'PROCUREMENT', 'ACTIVITY LOG', 'HISTORY', 'TRANSFER', and 'ATTACHMENTS'. Below these tabs, there are more specific sub-tabs: 'DETAILS', 'WORKFLOW (SUB TICKET)', 'FIELD SERVICE REQUEST', 'INVENTORIES', and 'HISTORY'. The main body of the form contains fields for 'Ticket No.' (CMA21000020), 'Posted On' (2021-03-31 6:36 PM), 'Title' (Asset Feedback Test), 'Description' (Test), 'Work Assign To' (Ahmad (Chargeeman)), 'Assigned On' (2021-03-31), 'Additional Work Assign To' (Facility Manager), 'Assigned On' (2021-03-31), 'Priority' (High), 'Due Date' (2021-04-06), and 'Status' (On Hold). At the bottom left is a 'Attachments' section with a teal header.

Example 1: Asset > Corrective Maintenance > View/Add New General Feedback > Save.

Corrective Maintenance – General Feedback tab is used to raise a Ticket for this asset. It is the same concept as module **9.3 Work Order, but this Asset general feedback is tagged with the selected asset itself & is available via back-end admin for internal work order **ONLY**.

The screenshot shows the IMT TECH Assets Management interface. At the top, there's a navigation bar with the company logo, 'IMT TECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation is a secondary header with 'Dashboard', 'Business Type', 'Asset', and 'Administrator' dropdowns, along with 'Asset' and 'Advertising Space - Escalator Panel' links, and a 'NEW' button.

The main content area has a blue header bar labeled 'Asset'. Below it is a navigation bar with tabs: 'DETAILS', 'CORRECTIVE MAINTENANCE', 'PREVENTIVE MAINTENANCE' (which is underlined), 'MAINTENANCE', 'PROCUREMENT', 'ACTIVITY LOG', 'HISTORY', 'TRANSFER', and 'ATTACHMENTS'. Under 'PREVENTIVE MAINTENANCE', there are sub-tabs: 'DETAILS', 'CHECKLIST', 'WORKFLOW (SUB TICKET)', 'FIELD SERVICE REQUEST', 'INVENTORIES', and 'HISTORY'. On the right side of this bar are 'CANCEL' and 'SAVE' buttons.

The main form area contains several input fields and sections:

- Ticket No.**: JOB-00523546
- Posted On**: 2021-04-02 12:18 PM
- Title ***: Asset Preventive Maintenance - Advertising Space - Escalator Panel
- Description ***: Asset Preventive Maintenance - Test
- Work Assign To ***: Mr Lee (Technician)
- Assigned On**: 2021-04-15
- Additional Work Assign To**: IMTTECH
- Assigned On**: 2021-04-15
- Priority ***: Low
- Due Date ***: 2021-05-03
- Status ***: In Progress

Example 2: Asset > Preventive Maintenance > View/Edit Preventive Maintenance > Save.

**Preventive Maintenance tab is used to view raised Ticket for this asset.

The screenshot shows the IMT TECH Assets Management interface. At the top, there's a navigation bar with the company logo, 'IMT TECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation is a secondary header with 'Dashboard', 'Business Type', 'Asset', and 'Administrator' dropdowns, along with 'Asset' and 'Advertising Space - Escalator Panel' links, and a 'NEW' button.

The main content area has a blue header bar labeled 'Asset'. Below it is a navigation bar with tabs: 'DETAILS', 'CORRECTIVE MAINTENANCE', 'PREVENTIVE MAINTENANCE' (which is underlined), 'MAINTENANCE' (highlighted in blue), 'PROCUREMENT', 'ACTIVITY LOG', 'HISTORY', 'TRANSFER', and 'ATTACHMENTS'. On the right side of this bar is a 'NEW MAINTENANCE' button.

The main form area contains several input fields and sections:

- Warranty End**: 2022-04-02
- PM Schedule**: 2021-05-03
- Remarks ***: Test
- Documents**: NSIMG_20210402_121833.jpg

Example 3: Asset > Maintenance > View/Add New Maintenance > Save.

**Maintenance is used record scheduled service/repair for this Asset.

Asset / Advertising Space - Escalator Panel

Asset

DETAILS CORRECTIVE MAINTENANCE PREVENTIVE MAINTENANCE MAINTENANCE PROCUREMENT ACTIVITY LOG HISTORY TRANSFER ATTACHMENTS

Procurement

Business Partner _____
Purchase Price 0.00
Purchase Date _____
Purchase Order No. _____
Purchase Order Date _____
Delivery Order No. _____
Delivery Order Date _____
Invoice No. _____
Invoice Date _____
Purchase Order Date _____

EDIT

Example 4: Asset > Procurement > View/Edit Procurement > Save.

**Procurement tab is for record purposes only. You may not be able to raise any request order under this tab.

Asset / Advertising Space - Escalator Panel

Asset

DETAILS CORRECTIVE MAINTENANCE PREVENTIVE MAINTENANCE MAINTENANCE PROCUREMENT ACTIVITY LOG HISTORY TRANSFER ATTACHMENTS

Activity Log

Date * _____
Person In Charge * _____
Remarks * _____

SAVE **NEW ACTIVITY LOG**

SAVE

Example 5: Asset > Activity Log > View/Add New Activity Log > Save.

**Activity Log if used to record any activity for this Asset for admin's reference & recording purpose.

The screenshot shows the IMT TECH Assets Management interface. At the top, there's a navigation bar with the company logo, 'IMT TECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation is a breadcrumb trail: 'Dashboard' > 'Business Type' > 'Asset' > 'Administrator'. The main content area has a blue header bar labeled 'Asset'. Underneath, there are several tabs: DETAILS, CORRECTIVE MAINTENANCE, PREVENTIVE MAINTENANCE, MAINTENANCE, PROCUREMENT, ACTIVITY LOG, HISTORY (which is underlined in green), TRANSFER, and ATTACHMENTS. The HISTORY tab displays a table of asset events:

Date	Module	Remarks	By
2021-04-02	Asset Maintenance	Create New Asset Maintenance - Advertising Space - Escalator Panel	imttech
2021-03-17	Asset Maintenance	Create New Asset Maintenance - Advertising Space - Escalator Panel	imttech
2020-02-10	Asset Stock Out	Change Asset Status From Stock In (New Arrival) To Stock Out (Written Off)	imttech
2020-01-09	Asset Stock In	Change Asset Status From Pending Stock In (New Asset) To New Arrival	imttech

At the bottom right of the table, there are pagination controls: 'Rows per page: 15', '1-4 of 4', and arrows for navigating through the pages.

Example 6: Asset > History > View.

**History tab allows admin to track the trail of this asset.

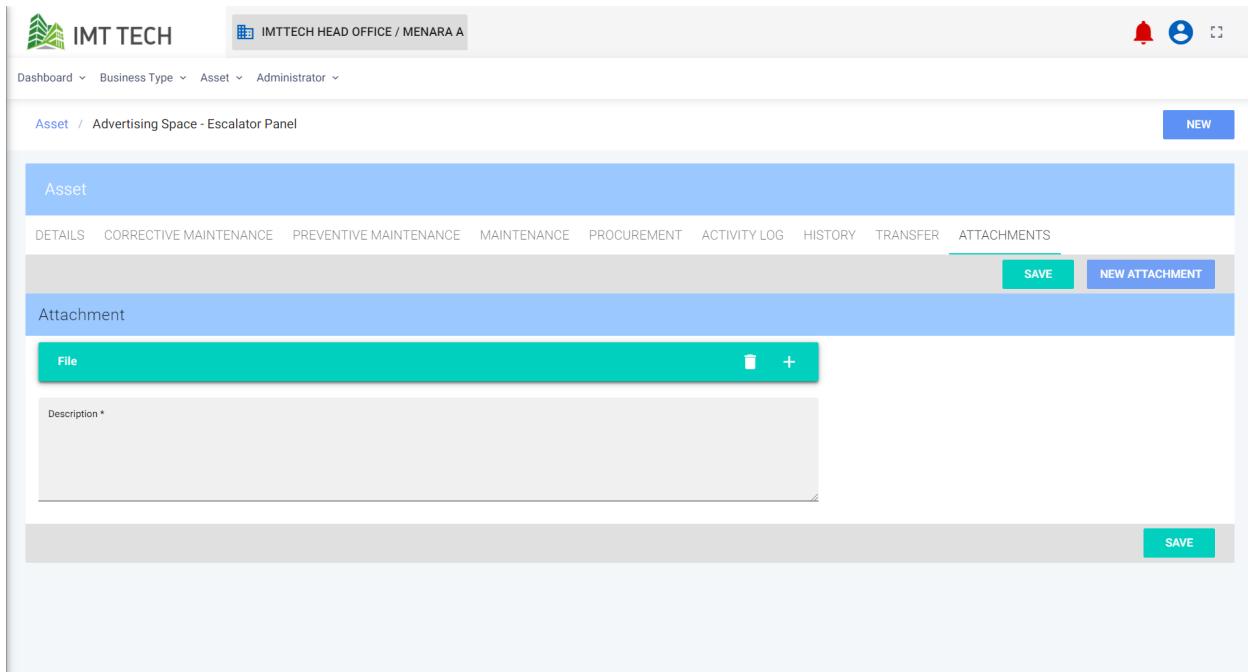
The screenshot shows the IMT TECH Assets Management interface. At the top, there's a navigation bar with the company logo, 'IMT TECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation is a breadcrumb trail: 'Dashboard' > 'Business Type' > 'Asset' > 'Administrator'. The main content area has a blue header bar labeled 'Asset'. Underneath, there are several tabs: DETAILS, CORRECTIVE MAINTENANCE, PREVENTIVE MAINTENANCE, MAINTENANCE, PROCUREMENT, ACTIVITY LOG, HISTORY, TRANSFER (which is underlined in green), and ATTACHMENTS. The TRANSFER tab is active and displays a form for adding a new transfer:

Asset Category ESCALATOR PANEL	Asset Location
Asset Name Advertising Space - Escalator Panel	Department *
Serial No	Person In Charge *
Asset Location Escalator Lobby	Transfer Date *
Department	Remarks *

At the top right of the form, there are 'SAVE' and 'NEW TRANSFER' buttons. On the right side of the screen, there's a vertical scroll bar.

Example 1: Asset > Transfers > View/Add New Transfer > Save.

**Transfer tab is used to records transfer of asset (e.g., Location, Person-in-charge, or Department)

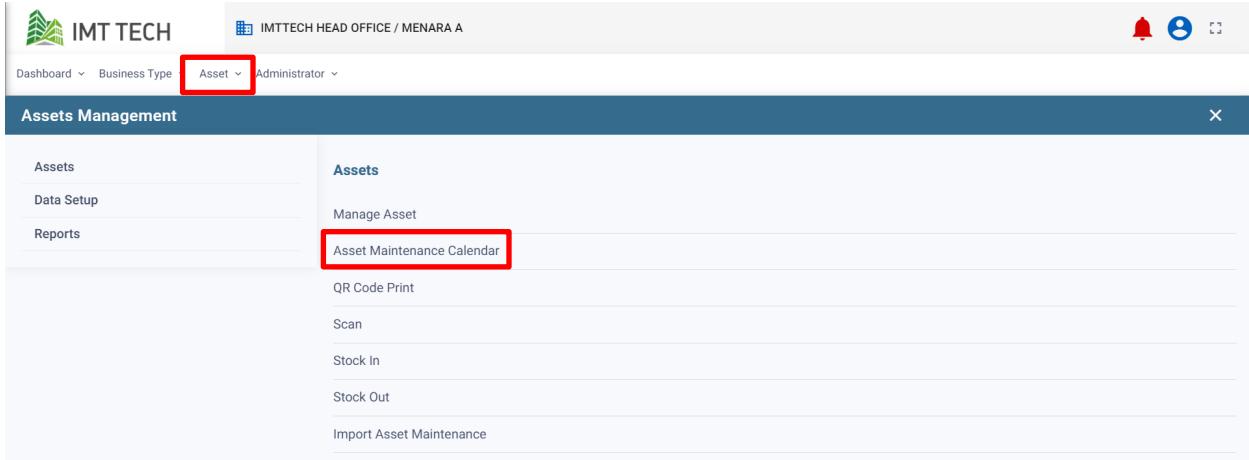


Example 1: Asset > Attachment > View/Add New Attachment > Save.

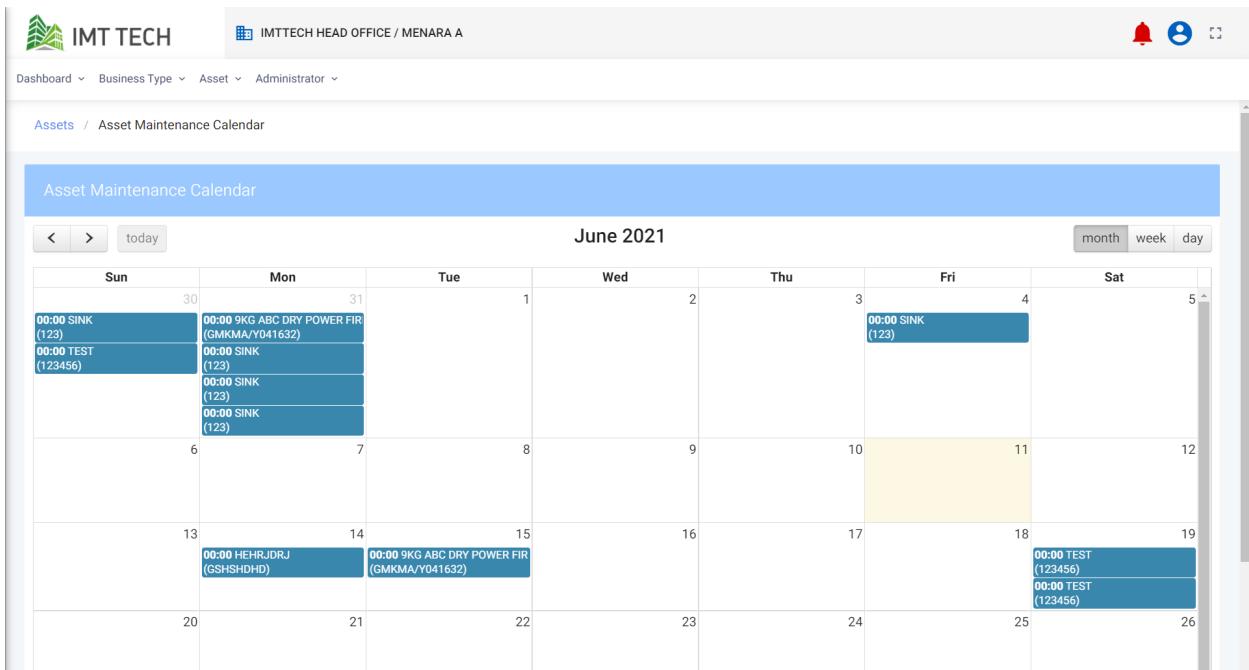
**Attachment tab is used to attach any document to this asset for reference / recording purposes.

10.1.2 Asset Maintenance Calendar

- i. Go to: Asset > Assets > Asset Maintenance Calendar.



The screenshot shows the IMT TECH Assets Management interface. At the top, there is a navigation bar with the company logo, 'IMT TECH', and the location 'IMTECH HEAD OFFICE / MENARA A'. Below this, a secondary navigation bar includes 'Dashboard', 'Business Type', 'Asset' (which is highlighted with a red box), and 'Administrator'. The main content area is titled 'Assets Management' and contains several menu options: 'Assets', 'Data Setup', 'Reports', 'Assets' (under Manage Asset), 'Asset Maintenance Calendar' (which is highlighted with a red box), 'QR Code Print', 'Scan', 'Stock In', 'Stock Out', and 'Import Asset Maintenance'.



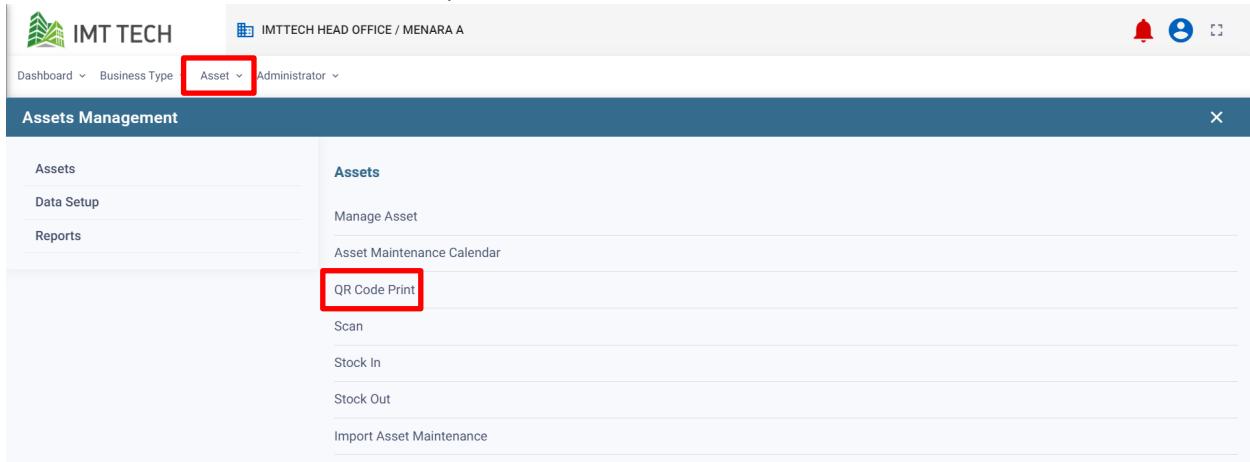
The screenshot shows the 'Asset Maintenance Calendar' for June 2021. The calendar interface includes navigation buttons for 'today', 'month', 'week', and 'day'. The month of June is displayed, with days from 30 to 5. Several maintenance tasks are listed as events on specific dates:

- June 30: 00:00 SINK (123)
- June 30: 00:00 TEST (123456)
- June 30: 00:00 SINK (123)
- June 30: 00:00 SINK (123)
- June 30: 00:00 SINK (123)
- June 31: 00:00 9KG ABC DRY POWER FIR (GMKMA/Y041632)
- June 1: 00:00 SINK (123)
- June 2: (No tasks)
- June 3: (No tasks)
- June 4: 00:00 SINK (123)
- June 5: (No tasks)
- June 6: (No tasks)
- June 7: (No tasks)
- June 8: (No tasks)
- June 9: (No tasks)
- June 10: (No tasks)
- June 11: (No tasks)
- June 12: (No tasks)
- June 13: 00:00 HEHRJDRJ (GSHSHDHD)
- June 14: 00:00 9KG ABC DRY POWER FIR (GMKMA/Y041632)
- June 15: (No tasks)
- June 16: (No tasks)
- June 17: (No tasks)
- June 18: 00:00 TEST (123456)
- June 19: 00:00 TEST (123456)
- June 20: (No tasks)
- June 21: (No tasks)
- June 22: (No tasks)
- June 23: (No tasks)
- June 24: (No tasks)
- June 25: (No tasks)
- June 26: (No tasks)

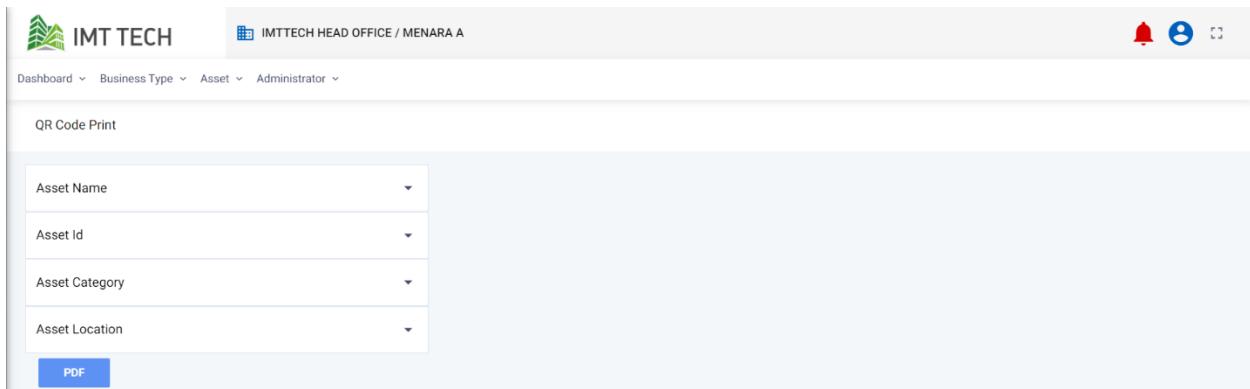
Summary of Asset Activity will be displayed in Calendar format. This is an easier format for scheduled maintenance other than email notification.

10.1.3 QR Code Print

- i. Go to: Asset > Assets > QR Code Print.



The screenshot shows the IMT TECH Assets Management application. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar is a secondary header with 'Assets Management' and a close button ('X'). The main content area has two columns. The left column contains links for 'Assets', 'Data Setup', and 'Reports'. The right column, titled 'Assets', contains links for 'Manage Asset', 'Asset Maintenance Calendar', and 'QR Code Print'. The 'QR Code Print' link is highlighted with a red box. Other links in the right column include 'Scan', 'Stock In', 'Stock Out', and 'Import Asset Maintenance'.

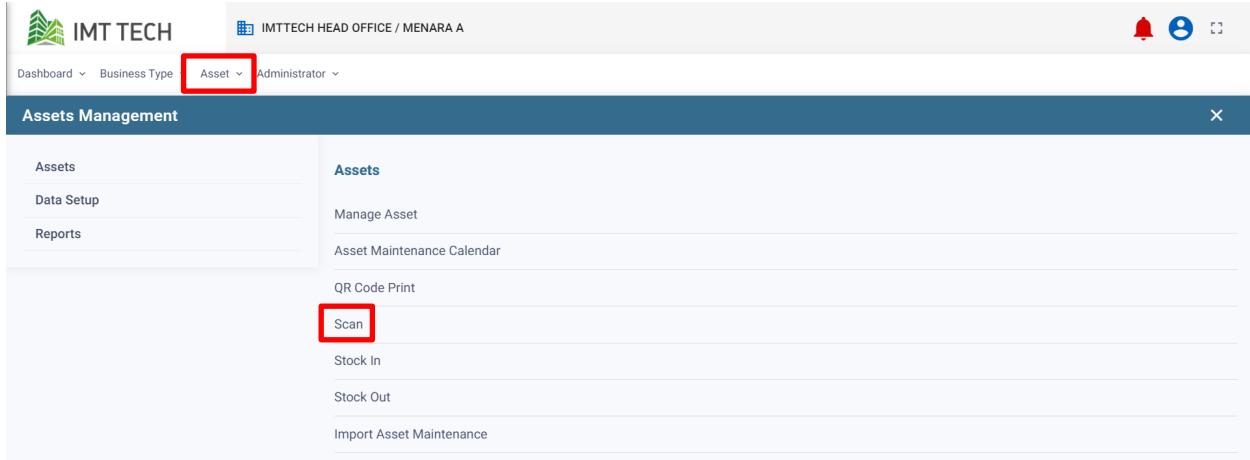


The screenshot shows the 'QR Code Print' filter interface. At the top, it has the IMT TECH logo, 'IMTTECH HEAD OFFICE / MENARA A', and user icons. Below that is a navigation bar with 'Dashboard', 'Business Type', 'Asset', and 'Administrator'. The main area is titled 'QR Code Print' and contains four dropdown filters: 'Asset Name', 'Asset Id', 'Asset Category', and 'Asset Location'. At the bottom is a blue 'PDF' button.

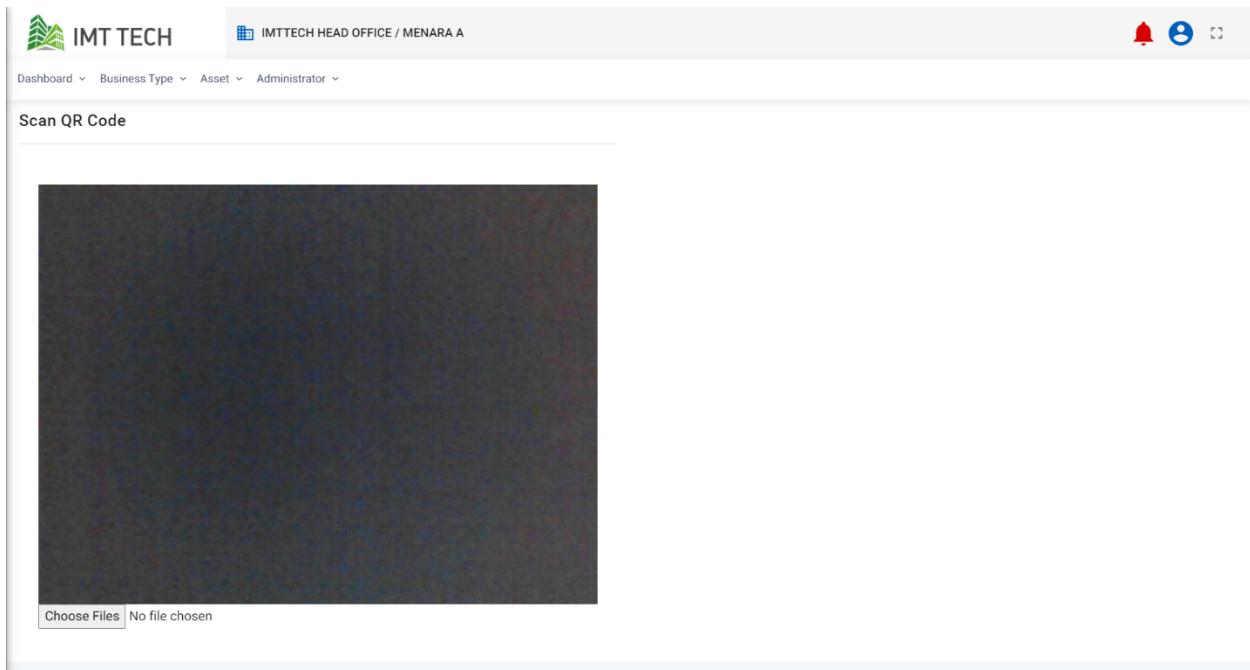
**Locate QR code for asset via filter by Asset name, ID, category & location. Click on PDF to download QR code.
Print and attach to Physical Asset for Asset tagging.**

10.1.4 Scan

- i. Go to: Asset > Assets > Scan.



The screenshot shows the IMT TECH Assets Management application. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar, the main menu is displayed under the 'Asset' dropdown, which is highlighted with a red box. The 'Assets' section contains three items: 'Assets', 'Data Setup', and 'Reports'. The 'Scan' button, located under the 'QR Code Print' section, is also highlighted with a red box. Other options in this section include 'Manage Asset', 'Asset Maintenance Calendar', 'Stock In', 'Stock Out', and 'Import Asset Maintenance'. A close button ('X') is visible in the top right corner of the main content area.



The screenshot shows the 'Scan QR Code' page of the IMT TECH Assets Management application. At the top, it features the IMT TECH logo, 'IMTTECH HEAD OFFICE / MENARA A', and user icons. Below the header, the page title 'Scan QR Code' is displayed. The central part of the page is a large, dark rectangular area intended for scanning a QR code. At the bottom left, there is a file input field labeled 'Choose Files' with the placeholder text 'No file chosen'.

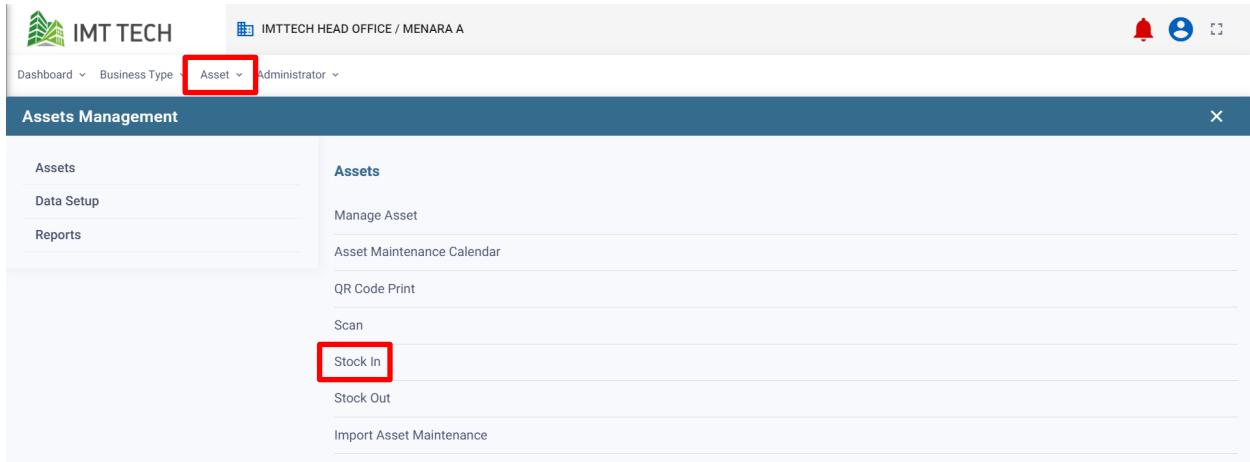
**Please allow system to use camera of your PC/ Laptop. User able to use camera to scan the Printed QR code in
10.1.3 QR code print above, system will show details of the tagged Asset.**

10.1.5 Stock In

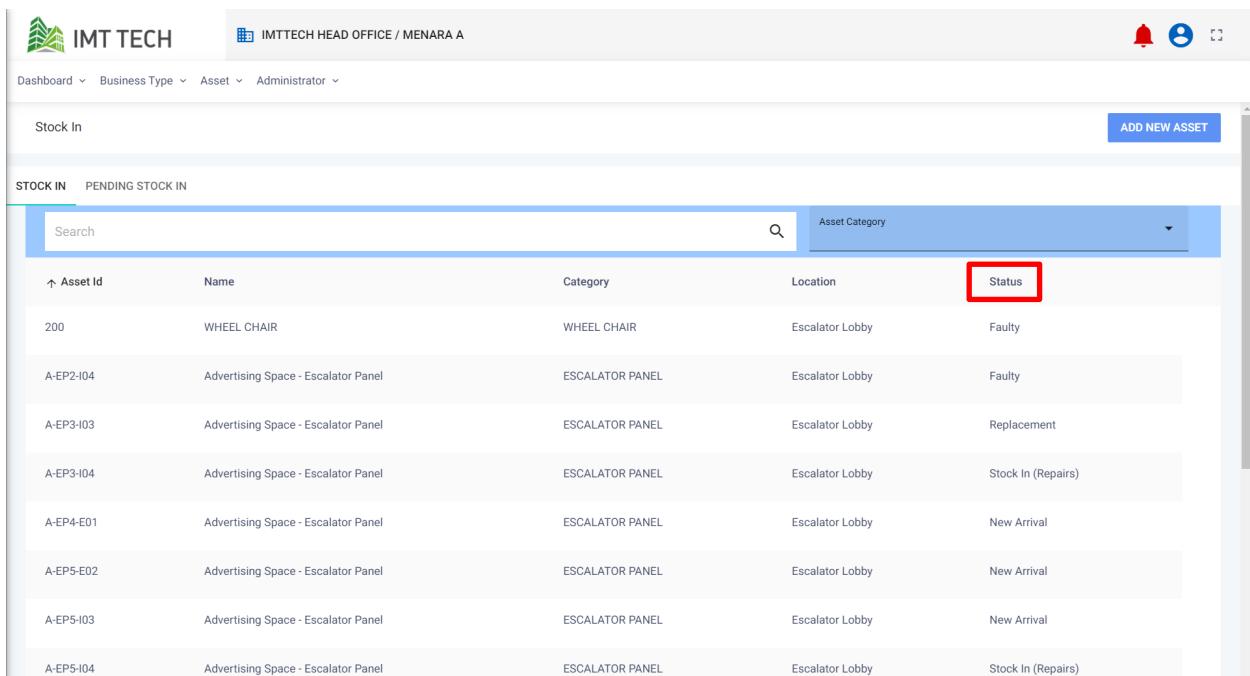
STOCK IN is used as a form of tracking your assets.

For stock in status of all assets – To track if asset has been placed in your compound (Stock in).

- Go to: Asset > Assets > Stock In.



The screenshot shows the IMT TECH Assets Management interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar, there are dropdown menus for 'Dashboard', 'Business Type', 'Asset' (which is highlighted with a red box), and 'Administrator'. The main content area is titled 'Assets Management'. On the left, there is a sidebar with links for 'Assets', 'Data Setup', and 'Reports'. The main panel is titled 'Assets' and contains several options: 'Manage Asset', 'Asset Maintenance Calendar', 'QR Code Print', 'Scan', 'Stock In' (which is highlighted with a red box), 'Stock Out', and 'Import Asset Maintenance'. There is also a close button ('X') at the top right of the main panel.



The screenshot shows the 'Stock In' pending list interface. At the top, there is a navigation bar with the IMT TECH logo, the text 'IMTTECH HEAD OFFICE / MENARA A', and user icons for notifications, profile, and settings. Below the navigation bar, there are dropdown menus for 'Dashboard', 'Business Type', 'Asset' (which is highlighted with a red box), and 'Administrator'. The main content area is titled 'Stock In'. At the top right, there is a blue button labeled 'ADD NEW ASSET'. The table below has columns for 'Asset Id', 'Name', 'Category', 'Location', and 'Status'. The 'Status' column is highlighted with a red box. The table lists several assets, including a WHEEL CHAIR and various ESCALATOR PANELS, each with their respective details like category, location, and current status (e.g., Faulty, Replacement, Stock In (Repairs), New Arrival).

Asset Id	Name	Category	Location	Status
200	WHEEL CHAIR	WHEEL CHAIR	Escalator Lobby	Faulty
A-EP2-I04	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Faulty
A-EP3-I03	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Replacement
A-EP3-I04	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Stock In (Repairs)
A-EP4-E01	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	New Arrival
A-EP5-E02	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	New Arrival
A-EP5-I03	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	New Arrival
A-EP5-I04	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Stock In (Repairs)

The screenshot shows the 'Stock In' section of the IMT TECH Assets Management system. At the top right, there are icons for notifications, user profile, and settings. Below the header, there are navigation links: Dashboard, Business Type, Asset, and Administrator. The main area has tabs for 'STOCK IN' and 'PENDING STOCK IN', with 'PENDING STOCK IN' currently selected (circled with '2'). There are fields for 'Status *' (dropdown) and 'Stock In Date *' (calendar icon). On the right, there is a large green 'SAVE' button (circled with '3'). The main table lists assets with columns for Asset Id, Name, Category, Location, and Status. The first asset in the list has a checked checkbox in the selection column (circled with '1').

Asset Id	Name	Category	Location	Status
A-EP4-E02	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)
A-EP4-I03	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)
A-EP4-I04	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)
A-EP5-E01	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Stock Out (Repairs)
A-EPG-I01	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)
A-EPG-I03	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)
A-EPG-I04	Advertising Space - Escalator Panel	ESCALATOR PANEL	Escalator Lobby	Pending Stock In (New Asset)

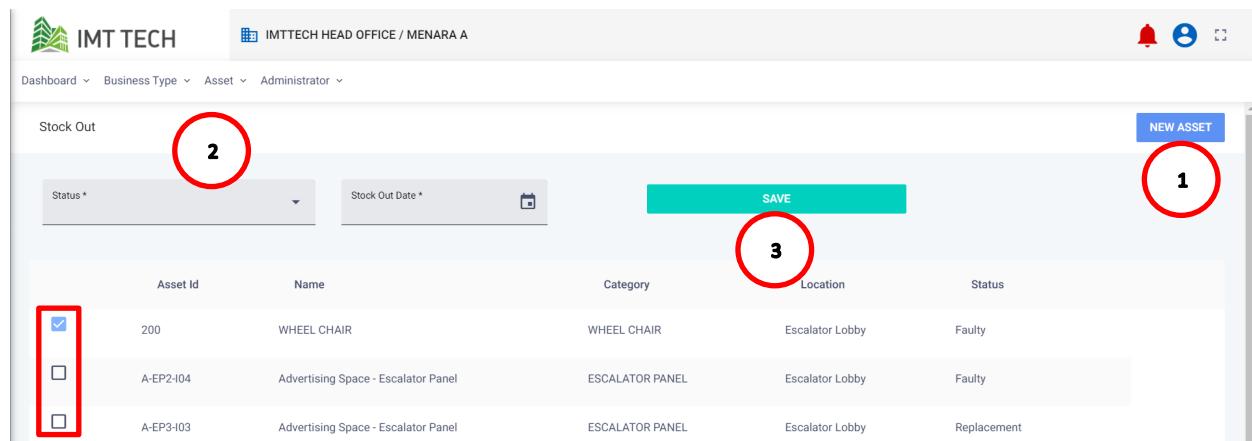
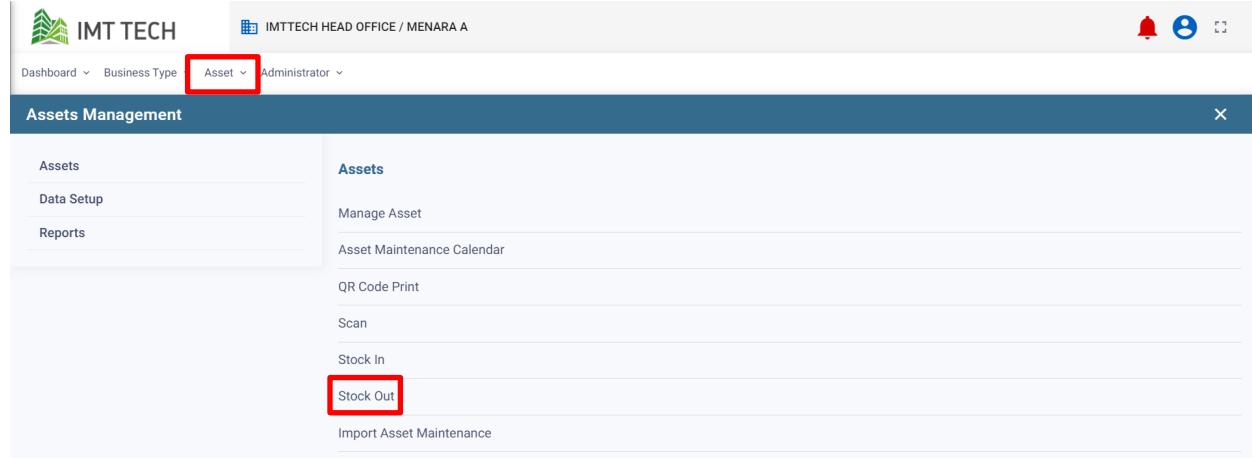
Step	Descriptions
1	Click “Add New Asset” to add new Asset.
2	Choose “Status” to change the status & “Stock In Date” to select the date. Note: Whenever a new asset has been added, the new asset will automatically appear here with status “Pending Stock in (New Asset)”. Tick the box to stock in the Asset.
3	Click “Save” to save the changes that has been made.

10.1.6 Stock Out

STOCK OUT is used as a form of tracking your assets.

For stock out status of all assets – To track if asset has been taken out to be repaired or replaced (Stock out).

- Go to: Asset > Assets > Stock Out.



Step	Descriptions
1	Click "New Asset" to add new Asset to be stocked out.
2	Choose "Status" to change the status & "Stock Out Date" to select the date. Note: Whenever an asset has been stocked in as 10.1.5 Stock in , the stocked asset will automatically appear here with its status. Tick the box to stock out the Asset.
3	Click "Save" to save the changes that has been made.

10.1.7 Import Asset Maintenance

IMPORT ASSET MAINTENANCE is used for Admin to upload Assets Data using Microsoft Excel Format and will automatically updated in system for tracking and record purposes.

- Go to: Asset > Assets > Import Asset Maintenance.

The screenshot shows the IMT TECH Assets Management interface. At the top, there is a navigation bar with 'IMT TECH' logo, 'IMTECH HEAD OFFICE / MENARA A', and user icons (bell, person, etc.). Below the navigation bar, there are dropdown menus for 'Dashboard', 'Business Type', 'Asset' (which is highlighted with a red box), and 'Administrator'. The main content area has a dark blue header 'Assets Management'. On the left, there is a sidebar with 'Assets', 'Data Setup', and 'Reports'. The main panel lists several options: 'Manage Asset', 'Asset Maintenance Calendar', 'QR Code Print', 'Scan', 'Stock In', 'Stock Out', and 'Import Asset Maintenance' (which is also highlighted with a red box).

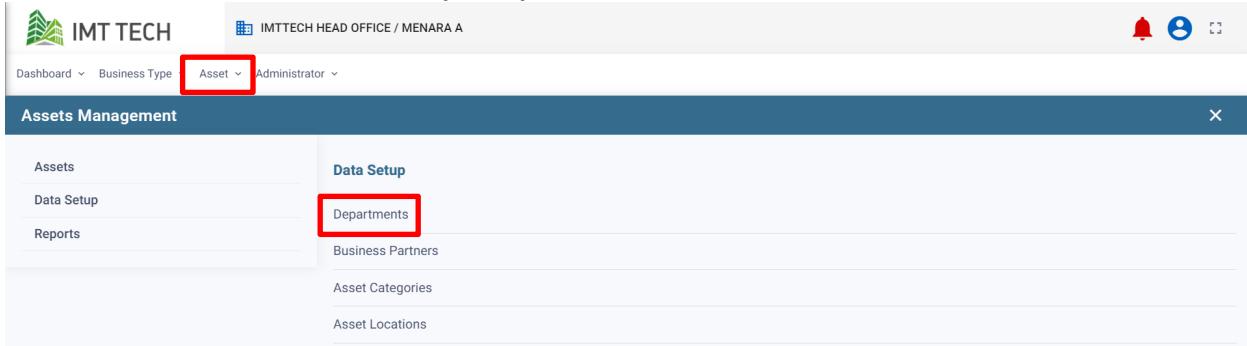
The screenshot shows the 'Import Asset Maintenance' page. At the top, there is a header with 'IMT TECH' logo, 'IMTECH HEAD OFFICE / MENARA A', and user icons. Below the header, there are dropdown menus for 'Dashboard', 'Business Type', 'Asset' (highlighted with a red box), and 'Administrator'. The main content area has a blue header 'Import Asset Maintenance' and a sub-header 'New'. The page contains a note section with instructions for CSV format and date format, followed by a 'Tips' section with two numbered steps: 1. Download the template (circled with a red circle) and 2. Upload the file (circled with a red circle). There is a 'DOWNLOAD TEMPLATE' button with a cloud icon and a 'Upload File' input field with a trash bin and plus sign icon.

Step	Descriptions
1	<p>Download the template from the system.</p> <p>Note: Admin may fill all the information and refer to Note for guidance.</p>
2	Upload the completed file in system to generate and update the data in the system.

10.2 Data Setup

10.2.1 Departments

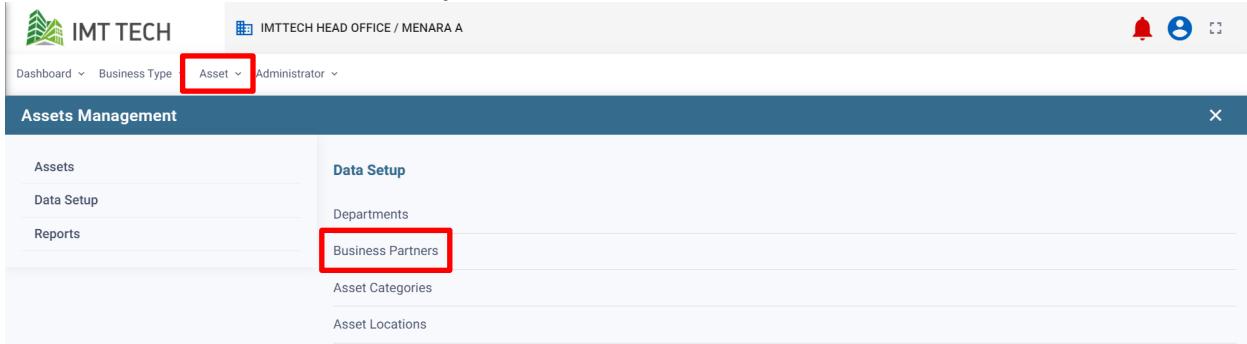
- i. Go to: Asset > Data Setup > Departments.



Step	Descriptions
1	Click "New" to add new Department for Asset.
2	Fill in the Name & necessary Remarks.
3	Click "Save" to save the changes that has been made.

10.2.2 Business Partners

- Go to: Asset > Data Setup > Business Partner.



The screenshot shows the 'Business Partner' creation form. At the top, it says 'Business Partners / New'. There are three tabs: 'DETAILS' (highlighted with a red circle), 'CONTRACT DETAILS', 'COMPANY DETAILS', 'OTHER DETAILS', and 'ATTACHMENTS'. On the right, there's a 'SAVE' button. The 'DETAILS' tab contains fields for 'Chart Of Account' (with 'Code' and 'Description' inputs) and 'Address' (with 'Line 1', 'Line 2', 'Line 3', and 'Postcode' inputs). The 'Company Details' section contains fields for 'Company Name *' (highlighted with a red circle) and 'Business Registration *'. Step 1 is circled around the 'NEW' button, step 2 is circled around the 'Company Name' input, and step 3 is circled around the 'Address' section.

Step	Descriptions
1	Click "New" to add new Business Partner for Asset.
2	Fill in all the details.
3	Click "Save" to save the changes that has been made.

*****NOTE*****

User can also **control/view/edit** other details of this Business Partner by selecting other tabs available. Other available tabs are:
Contract Details, Company Details, Other Details & Attachments.

10.2.3 Asset Categories

- i. Go to: Asset > Data Setup > Asset Categories.

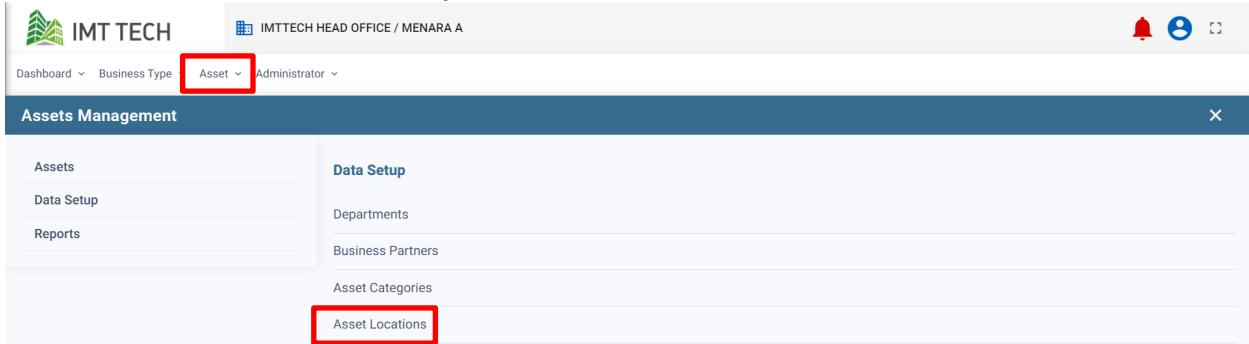
The screenshot shows the IMT TECH Assets Management system. At the top, there's a header with the IMT TECH logo and the text 'IMTTECH HEAD OFFICE / MENARA A'. Below the header is a navigation bar with 'Dashboard', 'Business Type', 'Asset' (which has a dropdown arrow), and 'Administrator'. The main content area is titled 'Assets Management' with a close button ('X'). On the left is a sidebar with 'Assets', 'Data Setup', 'Reports', and 'Asset Categories' (which is highlighted with a red box). On the right, under 'Data Setup', are 'Departments', 'Business Partners', and 'Asset Locations'.

The screenshot shows the 'Asset Category' creation form. At the top, it says 'Asset Categories / SINKI'. There are 'NEW' and 'SAVE' buttons, with 'NEW' circled in red and labeled '1'. Below that is a 'Parent Category *' dropdown, which is also circled in red and labeled '3'. The next section contains 'Name *' (with 'SINKI' typed in) and 'Code *' (with 'SK' typed in), both circled in red and labeled '2'. At the bottom is a 'Remarks' text area.

Step	Descriptions
1	Click "New" to add new Asset Category for Asset.
2	Fill in the Parent Category, Name, Code & necessary Remarks.
3	Click "Save" to save the changes that has been made.

10.2.4 Asset Locations

- i. Go to: Asset > Data Setup > Asset Locations.



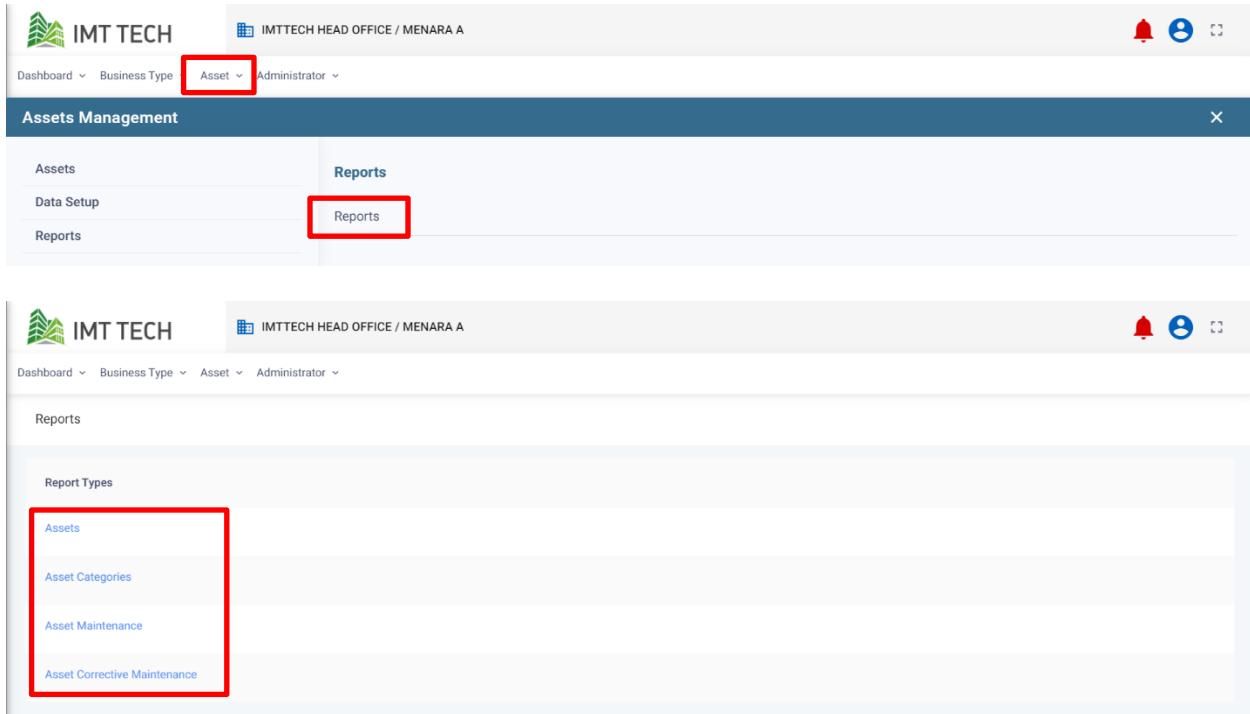
The screenshot shows the 'Asset Location' creation form. At the top, there is a header with the logo 'IMT TECH' and the text 'IMTECH HEAD OFFICE / MENARA A'. Below the header, there is a breadcrumb navigation: 'Asset Locations / Block A, Level 1'. On the right side of the header, there is a 'NEW' button (circled with a red circle labeled '1'). The main form has three input fields: 'Parent Category *' (dropdown menu), 'Code *' (text input field containing 'L1'), and 'Name *' (text input field containing 'Block A, Level 1'). There is also a 'Description' text area. At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons (circled with a red circle labeled '3').

Step	Descriptions
1	Click "New" to add new Asset Category for Asset.
2	Fill in the Parent Category, Name, Code & necessary Description.
3	Click "Save" to save the changes that has been made.

10.3 Reports

10.3.1 Reports

- i. Go to: Asset > Reports > Reports.



The screenshots illustrate the navigation path and report types available in the IMT TECH Assets Management system. In the first screenshot, the 'Reports' tab is selected. In the second screenshot, the 'Assets' report type is highlighted.

Click on any report to download. This will generate all details of selected report type. User can filter them by Subject, Start date, End date, View type etc.