



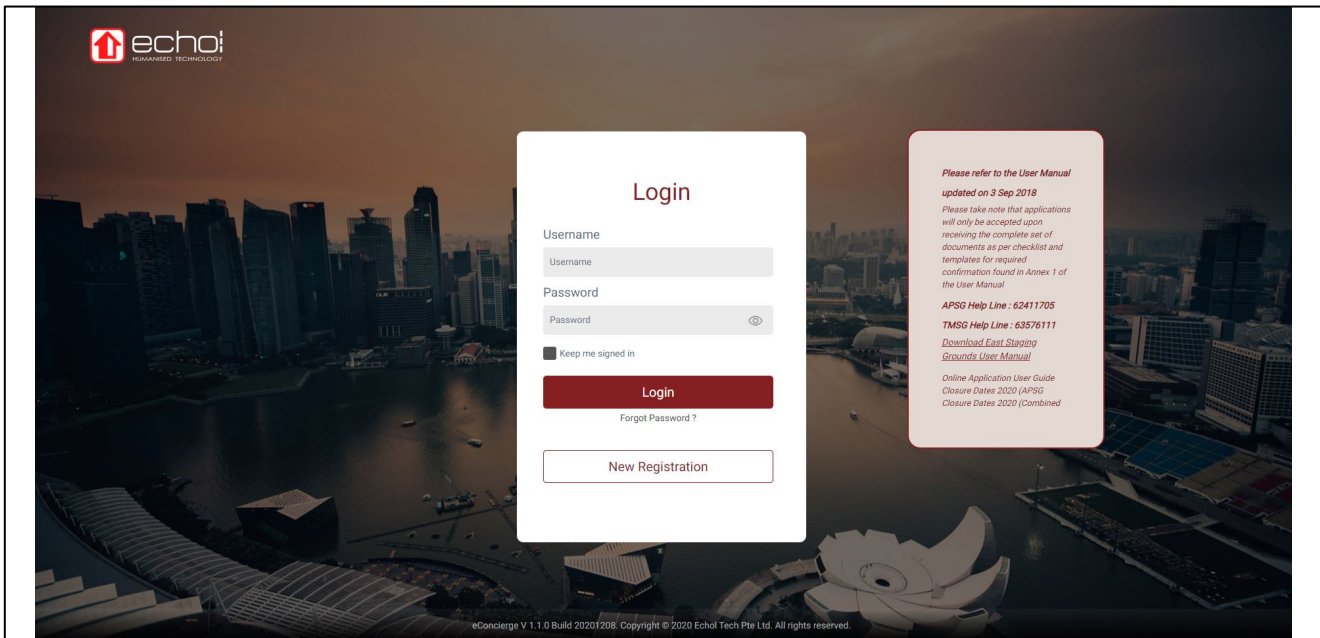
TK03 – Online Booking Application

User Operating Manual. Version 1.2

Prepared By
Echol Tech Pvt Limited
53 Ubi Avenue 1, #03-09 Paya, Ubi Industrial Park, Singapore 408934

Login

This form is the gateway of this application where registered users can log in with their credentials. Post validation of login processes, user will be move to its HOME page according to his/her ROLE. This form is also equipped with **Forget Password** functionality.



echo!
HUMANISED TECHNOLOGY

Login

Username

Password

☐ Keep me signed in

Login

[Forgot Password ?](#)

[New Registration](#)

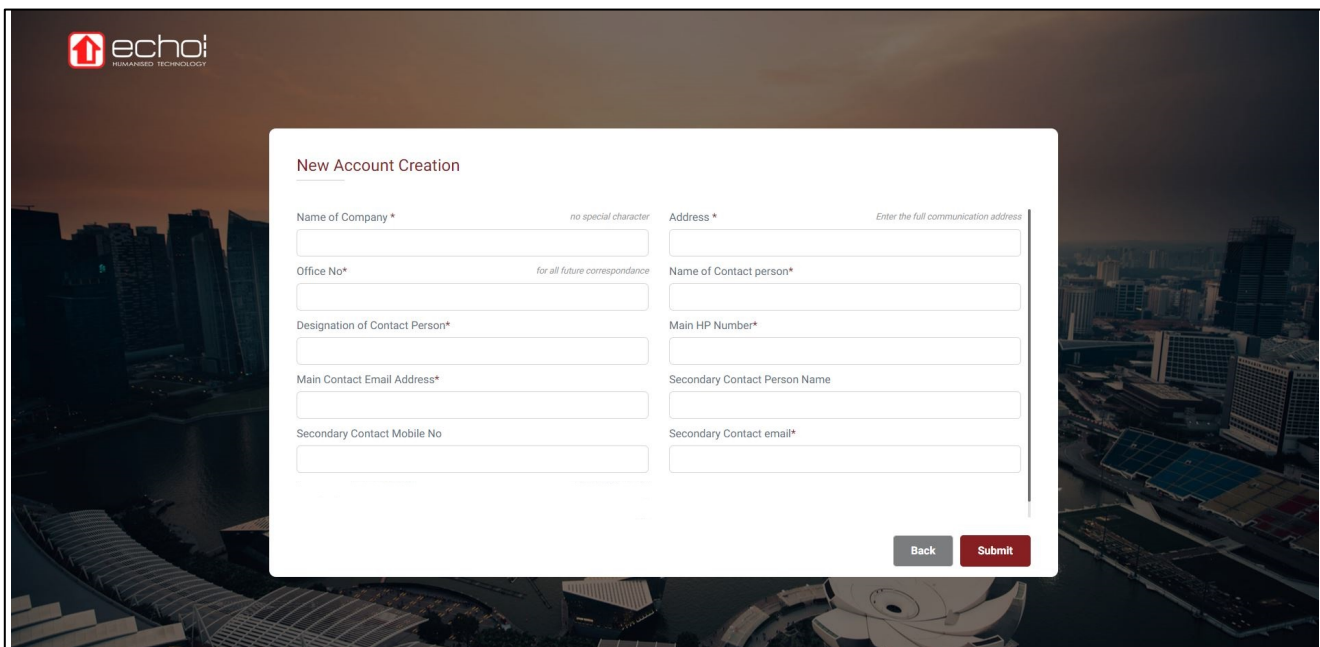
Please refer to the User Manual updated on 3 Sep 2018
 Please take note that applications will only be accepted upon receiving the complete set of documents as per checklist and templates for required confirmation found in Annex 1 of the User Manual

APSPG Help Line : 62411705
TMSG Help Line : 63576111
[Download East Staying Grounds User Manual](#)
[Online Application User Guide](#)
 Closure Dates 2020 (APSPG)
 Closure Dates 2020 (Combined)

©Concierge V 1.1.0 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

Registration

This form will be used for **First Time Registration** or **New Account Creation** activity. This form will capture all necessary information supplied by the user including organization name, address details, contact person name, designation etc. Post submission, application will receive a mail with User ID and temporary password and asked to set password again.



echo!
HUMANISED TECHNOLOGY

New Account Creation

Name of Company * no special character

Office No* for all future correspondence

Designation of Contact Person*

Main Contact Email Address*

Secondary Contact Mobile No

Address * Enter the full communication address

Name of Contact person*

Main HP Number*

Secondary Contact Person Name

Secondary Contact email*

Back **Submit**

Forgot Password

This form will be used when user forget his/her application password. After providing Username, the application will create an email notification to its **registered Secondary Contact email-id** with necessary instructions.

The screenshot shows a 'Forgot Password' modal window with a red header. It contains a 'User Name' input field with the placeholder 'Username', and 'Confirm' and 'Cancel' buttons. Below this, a login form is visible with a 'Password' field, a 'Keep me signed in' checkbox, a 'Login' button, and links for 'Forgot Password?' and 'New Registration'. The background is a dark cityscape at night.

Construction Company Dashboard

This is the landing page of users belongs to Construction Company. This is a dashboard for them containing relevant information towards source sites including Site Code, Project Name, Site Status, Company Name etc.

The screenshot shows the 'Construction Company Dashboard' with a red header. The main content area has a title 'Add New Source Site' and a search bar. Below is a table with the following data:

SITE CODE	PROJECT NAME	STATUS	COMPANY NAME	ACTION
APSGPSJCD41	TEST 1/4/21	Final Approval	TEST PROJECT	[Add] [View] [Edit]

At the bottom of the table, there is a pagination control showing '1' of 1 items.


To Manage the entries, user will have several options under **ACTION** button including Add, View, Raise AER Request, Withdraw applications etc. In addition to this the module will also allow CC users to perform some other activities as included in the right-top-side menu like Manage Token Office, Track Management, essential staging ground, transaction reports etc.

Add Source Site

User will add new source site in this form. Here user will provide all necessary information towards addition of new site including Project name, Company Name, Email, Office Number, Designation etc. The process having 3 stages –

- Particular of Applicants – Click on Save once user details entered
- Particular of Project – Click on Save once user details entered
- Upload Documents.

Capture Particulars of Applicant


chuanwoo.foo | Construction Company

Today, 09 Apr, 2021

Apply New Source Site

* Fields are Mandatory

Particulars of Applicants
Particulars of Project
Upload Documents

Source Site Name*No Special Characters Allowed Max Length:255 Characters

Company Address*

Main Contact Email*

Designation of Contact Person*

Secondary Contact Mobile No

Name of Company*

Office No*

Name of Contact Person*


Secondary Contact Person

Secondary Contact Email*

Back
Save
Next

Step 1 of 3

Capture Particulars of Project


chuanwoo.foo | Construction Company

Today, 09 Apr, 2021

Apply New Source Site

* Fields are Mandatory

Particulars of Applicants
Particulars of Project
Upload Documents

HDB Project Director Email

Excavation Locations

Name of Consultant

Name of Haulage Contractor*

GPS/Google Map Latitude

Project Title*

Name of Developer*

Name of Main Contractor

Type of Work*

GPS/Google Map Longitude

Previous
Save
Next

Step 2 of 3

Upload Project Documents

Click on Save once user details entered in “Estimated Periods and Total Volume”, Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and request for Site Approval.

Once approved by SJC Admin a New Source Site Code will be reflected, User can proceed to book Joint Sampling slots.

Request for Joint Sampling

Postapproval followed by submission of BG, a new request for Joint Sampling will appear. User from Construction Company will apply for the Joint Sampling request using a calendar control object as available in the application.

Choose a date and Appointment slot to book your appointment, the Available date will be in Yellow along with Selected slot in Dark Green and click on Book Now

tu408937 | Construction Company

Today, 06 Apr, 2021

View Site

* Fields are Mandatory

Back

Particulars of Applicants

Particulars of Project

Upload Documents

Request Joint Sampling

Prev

Now

Next

Sun

Mon

Tue

Wed

Thu

Fri

Sat

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

1

Available Date

Booked Date

Available Slot

Selected Slot

Unavailable Slot

Status: Appointment Rescheduled

AM

APSGPKTC045

Remarks:

Rescheduled to 22/07/21

AM

PM

Previous

Accept

Reschedule

Step 4 of 4

eConcierge V 1.1.0 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

If Admin choose to Reschedule, the Rescheduled date and time will be mentioned and visible for user to Accept, if given slot by admin is not comfortable for user, the user may choose a variable date and request for Reschedule again.

Once Admin accepts selected slots the Status will be reflected as Joint Sampling.

Acknowledgment Form

Post approval of Joint Sampling request, Construction company user will upload joint sampling form and sample photos in one PDF file.

tu408937 | Construction Company

Today, 06 Apr, 2021

View Site

* Fields are Mandatory

Back

Particulars of Applicants

Particulars of Project

Upload Documents

Request Joint Sampling

Acknowledgement Form

Acknowledgement for Soil Samples (.pdf)

Choose File

No file chosen

Previous

Step 5 of 5

eConcierge V 1.1.0 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and request for Approval.

You must wait for approval from admin to proceed further.

Confidential Document

Final Approval Form

Once conditional letter issued by admin. User is able to submit documents for final approval.

Additional Documents:

Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and save.

VTS Info/Docs:

Download sample to open a sample .CSV file refer the row 1 in the excel update the file from row 2 and save the file name as (Source site code_Trucklist.csv) & .jpg/png image.

Upload by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and save.

sno	vehno	IUnumber	owner	sitecode	status	regdate	unladenw	DriverName	Maxload	longveh	gpsvendor	Driver ID
1	XZ5679G	4615654	SJC	APSGPSJC001	0	28012015	12500	David Cheng	24500	0	SJC	S1111111A
2	XZ5679H	456123	SJC	APSGPSJC001	0	28012015	13400	Ivan Teo	34400	1	SJC	S2222222B
3	XZ5679I	15612	SJC	APSGPSJC001	0	28012015	12050	Andy Wong	34000	1	SJC	S3333333C

Site Approved

Site will be only be approved if all the below mentioned conditions are approved

Additional Documents: - Approved by admin

VTS Info/Docs: - Approved by SGO Operator

BG Required Nets Value – Approved by NETS

tu408937 | Construction Company

View Site

* Fields are Mandatory

Particulars of Applicants

Particulars of Project

Upload Documents

Request Joint Sampling

Acknowledgement Form

Final Approval Form

Back

Additional Documents

Letter of Undertaking (.pdf)
Uploaded: mihankhah2009_20210406_121738.pdf
View

Soil Test Result (.pdf)
Uploaded: mihankhah2009_20210406_121742.pdf
View

NETS Status

NETS confirmation on BG/IG
Yes

VTS Info/Docs

Upload VTS (.csv)
APSGPKTC045_TRUCKLIST_20210406_122826.csv
View

Geo Fence (.jpg/.png)
Ns-man flowchart_20210406_122843.PNG
View

Previous
Step 6 of 6

eConcierge V 1.1.0 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

tu408937 | Construction Company

Today, 06 Apr, 2021

Add New Source Site

All
Search...

SITE CODE	PROJECT NAME	STATUS	COMPANY NAME	ACTION
APSGPKTC045	NEW SOURCE SITE FOR BUGS 06/04/2021	Approved	ECHOLTECH TEST RELEASE	<small>VIEW</small>

<< < 1 > >>

eConcierge V 1.1.0 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

Once Site is Approved to Make it Active, Please Create a E-token Officer & create a E-token.



TK03 – Online Booking Application

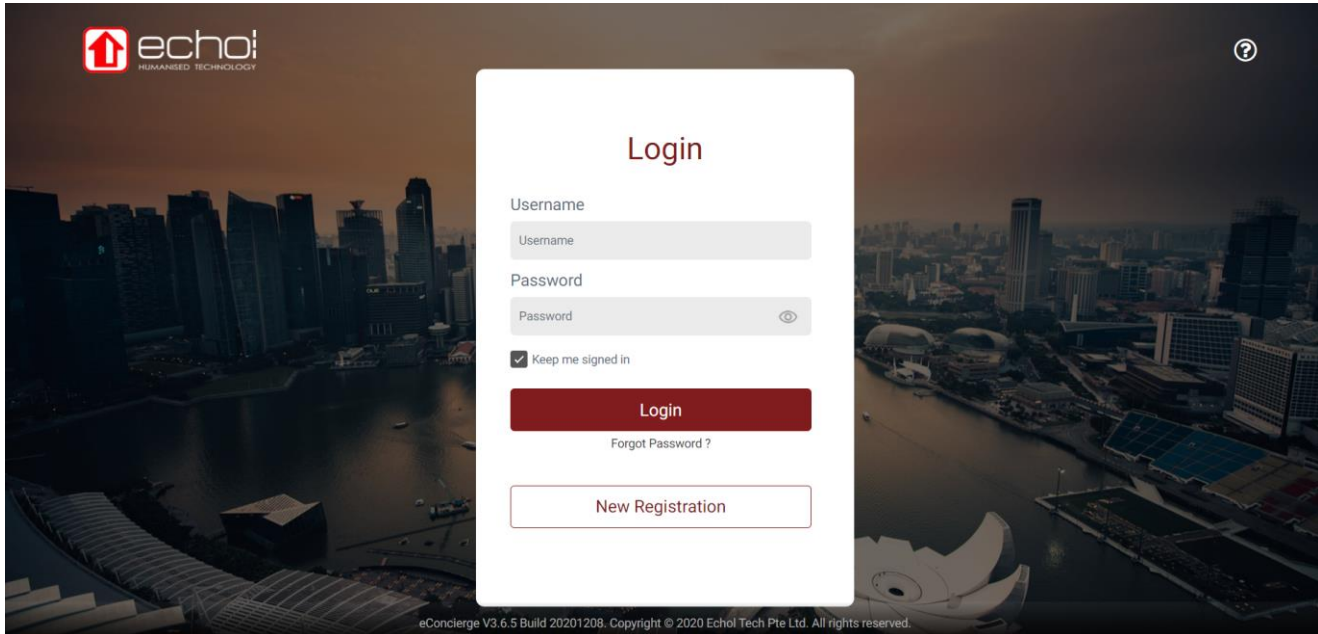
E-token Operating Manual. Version 1.0





Prepared By
Echol Tech Pvt Limited
53 Ubi Avenue 1, #03-09 Paya, Ubi Industrial Park, Singapore 408934

Login as Construction Company user (CC user)

This form is the gateway of this application where registered users can log in with their credentials. Post validation of login processes, user will be move to its HOME page according to his/her ROLE. This form is also equipped with **Forget Password** functionality.







Login

Username

Password

☒ Keep me signed in

Login

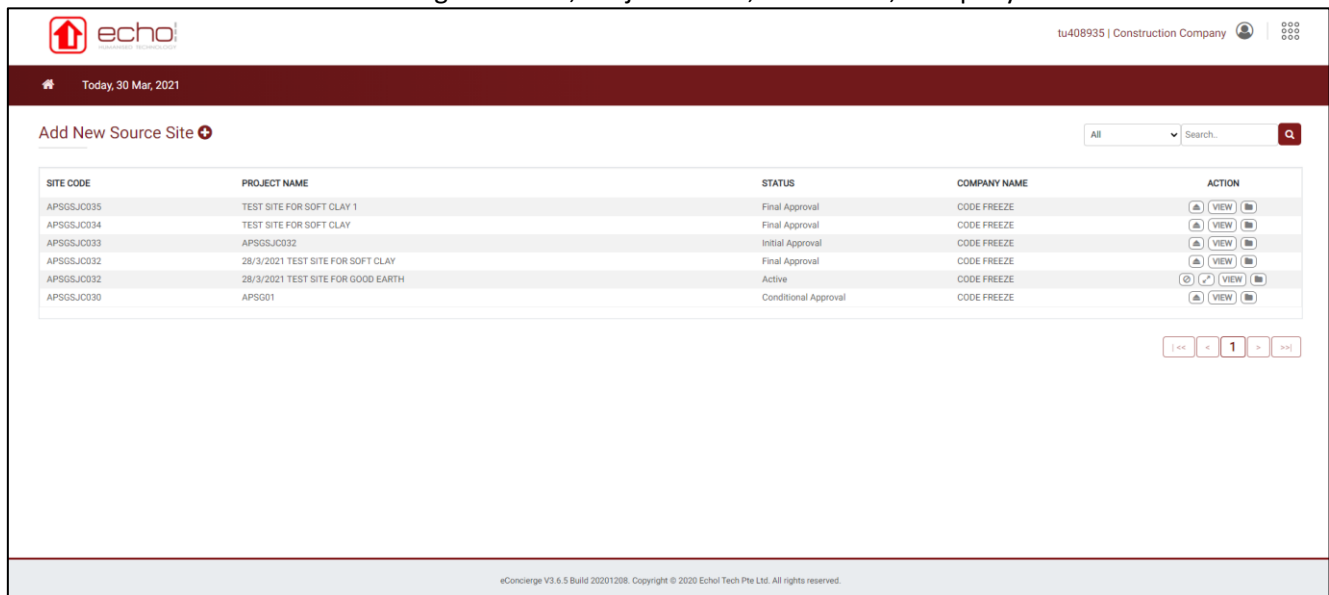
[Forgot Password ?](#)


[New Registration](#)

eConcierge V3.6.5 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

Construction Company Dashboard

This is the landing page of users belongs to Construction Company. This is a dashboard for them containing relevant information towards source sites including Site Code, Project Name, Site Status, Company Name etc.




tu408935 | Construction Company

Today, 30 Mar, 2021

[Add New Source Site](#)

SITE CODE	PROJECT NAME	STATUS	COMPANY NAME	ACTION
APSGSJ0035	TEST SITE FOR SOFT CLAY 1	Final Approval	CODE FREEZE	VIEW
APSGSJ0034	TEST SITE FOR SOFT CLAY	Final Approval	CODE FREEZE	VIEW
APSGSJ0033	APSGSJ0032	Initial Approval	CODE FREEZE	VIEW
APSGSJ0032	28/3/2021 TEST SITE FOR SOFT CLAY	Final Approval	CODE FREEZE	VIEW
APSGSJ0032	28/3/2021 TEST SITE FOR GOOD EARTH	Active	CODE FREEZE	VIEW
APSGSJ0030	APSG01	Conditional Approval	CODE FREEZE	VIEW

[<<] [1] [>>]

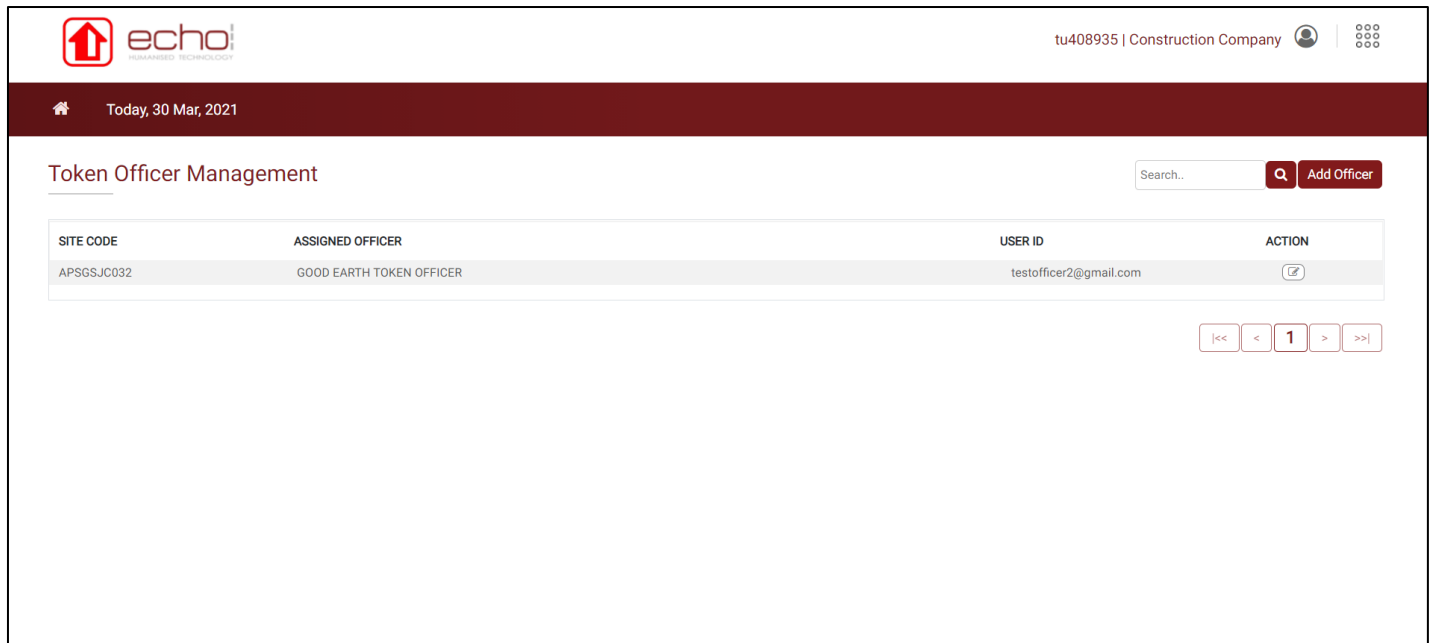
eConcierge V3.6.5 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

To Manage the entries, user will have several options under **ACTION** button including Withdraw, View, Raise AER Request, etc. In addition to this the module will also allow CC users to perform some other activities as included in the right-top-side menu like Manage Token Officer, Track Management, eSentinal Staging ground, transaction reports etc.

Manage E – token Officer


The CC user , needs to open “Manage E-token officer” from the Dashboard to generate a New E-token Officer, Select “Add officer” if there is no existing Token officer for the given Site Code.

Note: E-token can be **only** generated for sites which are “Approved”, to refer approved status visit Homepage.

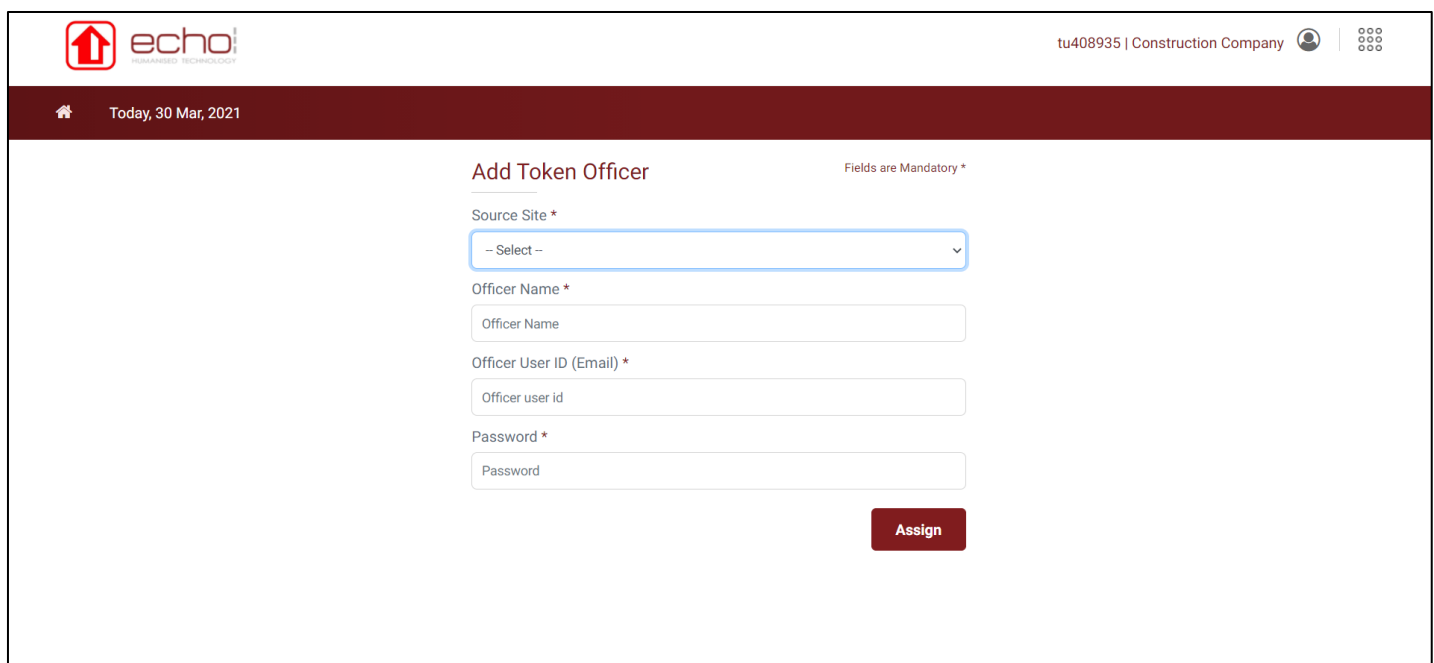


Token Officer Management

Search.. **Q** **Add Officer**

SITE CODE	ASSIGNED OFFICER	USER ID	ACTION
APSGSJ.C032	GOOD EARTH TOKEN OFFICER	testofficer2@gmail.com	

<< < 1 > >>



Add Token Officer Fields are Mandatory *

Source Site *

~ Select ~

Officer Name *

Officer Name

Officer User ID (Email) *

Officer user id

Password *

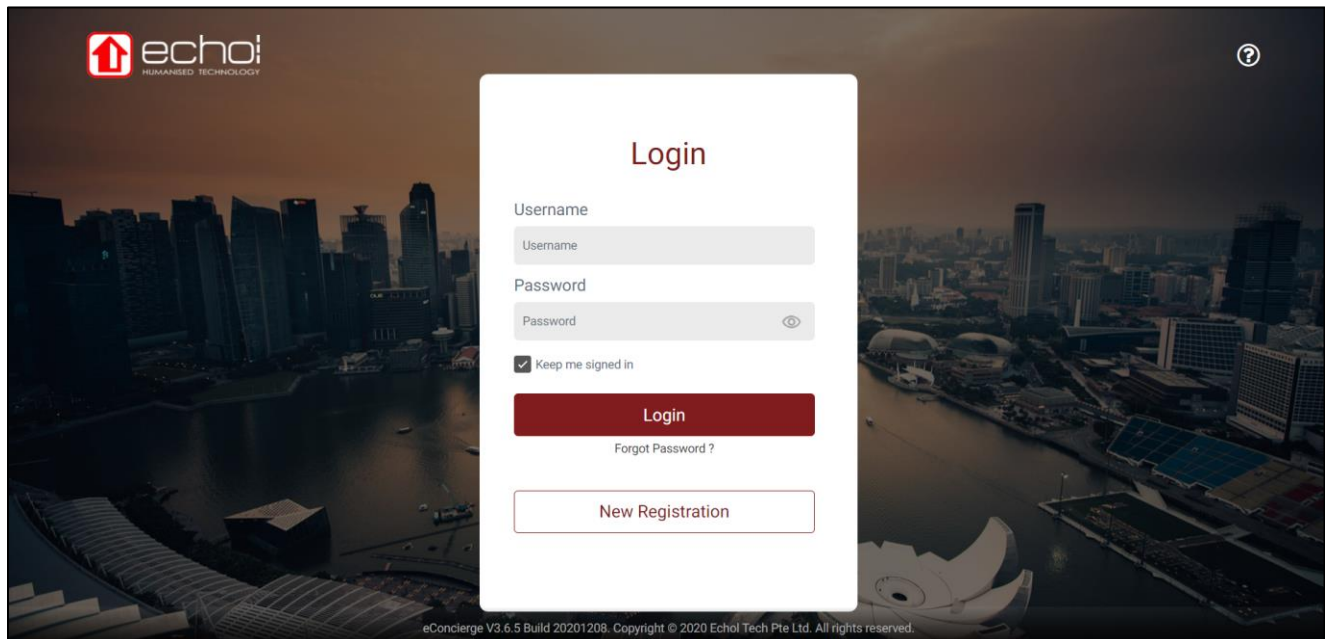
Password

Assign

Choose the Source site from the drop-down list which will reflect the approved source site. Enter the officer's name, Valid E-mail id and password for the E-token Officer and assign.

Login as Token Officer

The Token officer will need to login using the given Username (Mail Id) & (Password) from CC user



Login

Username

Password

☒ Keep me signed in

Login

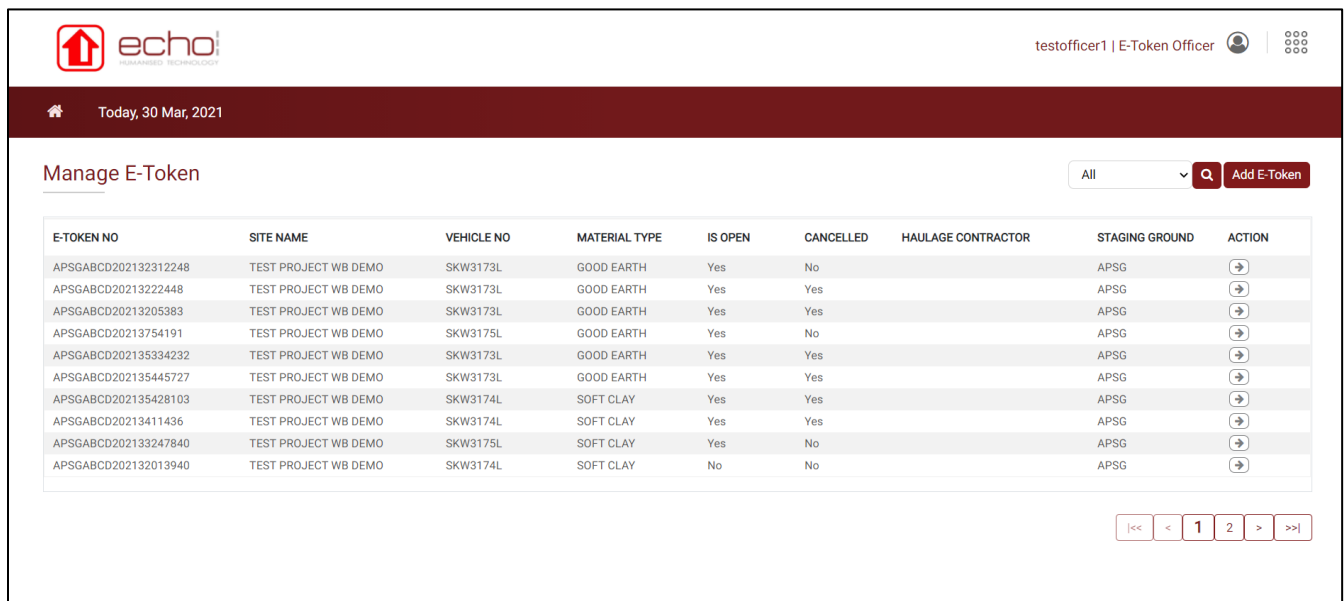
[Forgot Password ?](#)

[New Registration](#)

eConclerge V3.6.5 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.

E-token Officer Dashboard

This is the landing page of users belongs to E-token Officer. This is a dashboard for them containing relevant information towards E-token generation including E-token No, Site Name, vehicle No, Material Type etc.



testofficer1 | E-Token Officer

Today, 30 Mar, 2021

Manage E-Token

All

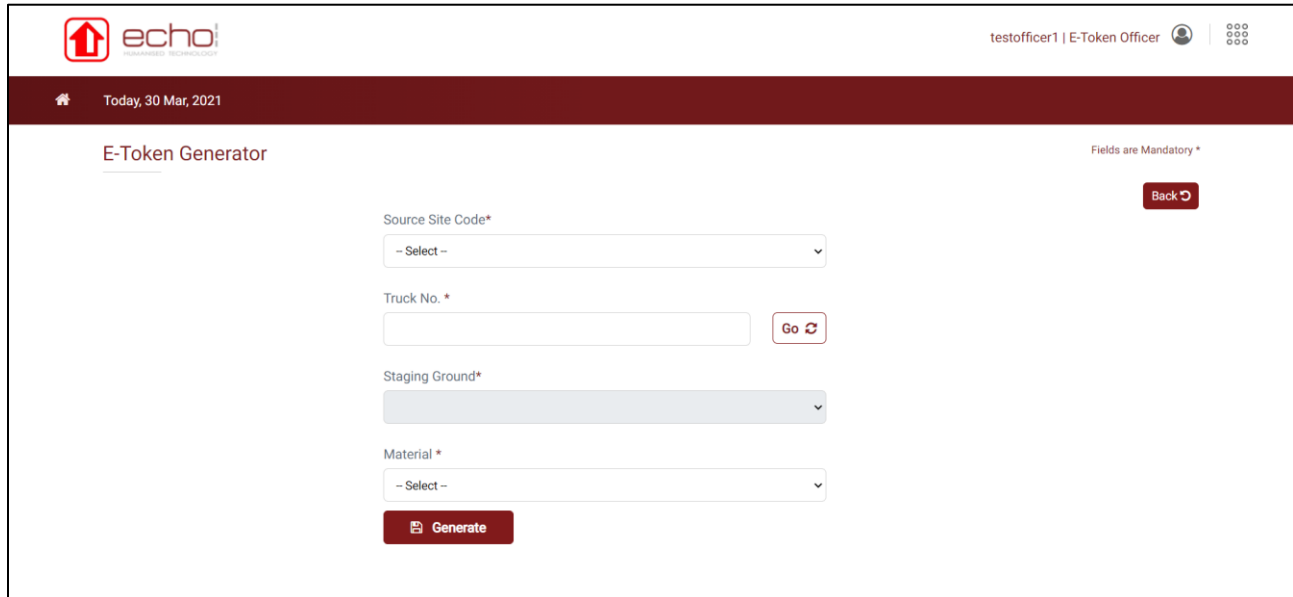
E-TOKEN NO	SITE NAME	VEHICLE NO	MATERIAL TYPE	IS OPEN	CANCELLED	HAULAGE CONTRACTOR	STAGING GROUND	ACTION
APSGABCD202132312248	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	No		APSG	→
APSGABCD20213222448	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	→
APSGABCD20213205383	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	→
APSGABCD20213754191	TEST PROJECT WB DEMO	SKW3175L	GOOD EARTH	Yes	No		APSG	→
APSGABCD202135334232	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	→
APSGABCD202135445727	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	→
APSGABCD202135428103	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	Yes	Yes		APSG	→
APSGABCD20213411436	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	Yes	Yes		APSG	→
APSGABCD202133247840	TEST PROJECT WB DEMO	SKW3175L	SOFT CLAY	Yes	No		APSG	→
APSGABCD202132013940	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	No	No		APSG	→

1 2

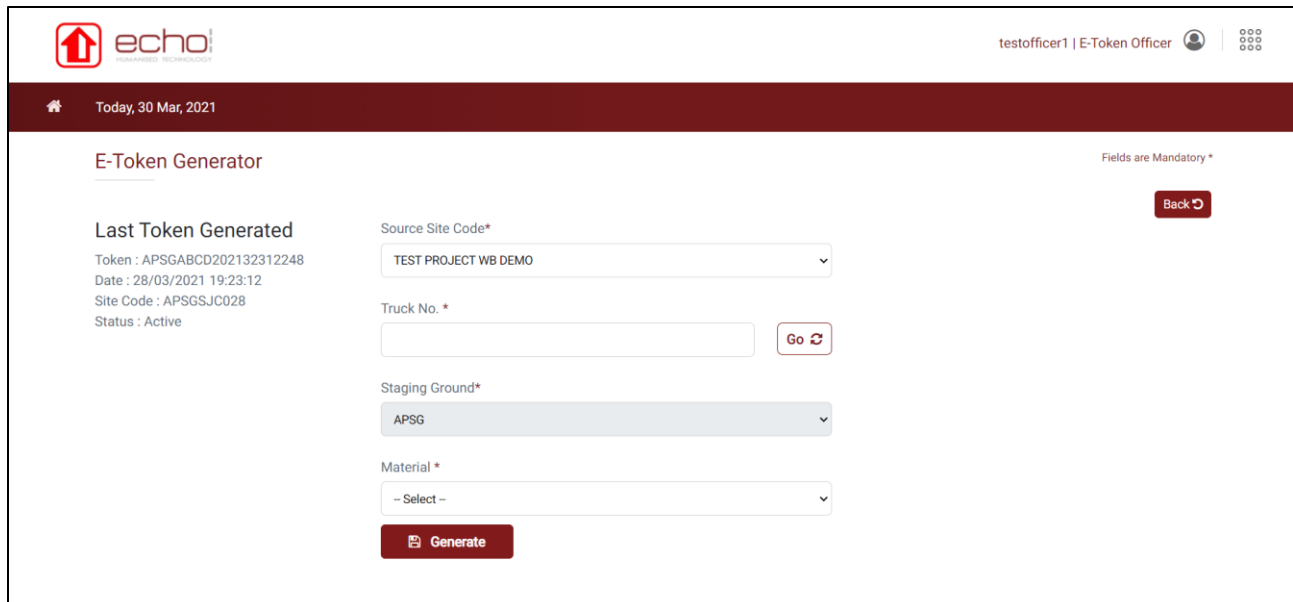
To Generate a New E-token, Click on “Add Token” Tab

E-Token generation

Select the Source site Code from the drop-down list which will reflect the approved source site. Enter the Truck's No, look for the availability using "Go", choose the material "Good Earth/Soft Clay", and generate E-token, Press Back for homepage



The screenshot shows the 'E-Token Generator' form in its initial state. The header includes the 'echo!' logo, the user 'testofficer1 | E-Token Officer', and the date 'Today, 30 Mar, 2021'. The form contains four mandatory fields: 'Source Site Code*' (a dropdown menu showing '- Select -'), 'Truck No. *' (a text input field), 'Staging Ground*' (a dropdown menu), and 'Material *' (a dropdown menu showing '- Select -'). There are 'Go' and 'Generate' buttons. A 'Back' button is located in the top right corner. A note 'Fields are Mandatory *' is present.



The screenshot shows the 'E-Token Generator' form after the 'Source Site Code' has been selected as 'TEST PROJECT WB DEMO'. The 'Last Token Generated' section on the left now displays: Token : APSGABCD202132312248, Date : 28/03/2021 19:23:12, Site Code : APSGSJC028, and Status : Active. The 'Staging Ground*' dropdown menu is now populated with 'APSG'. The 'Go' and 'Generate' buttons remain, along with the 'Back' button and the 'Fields are Mandatory *' note.

Once you choose your site code, E-token generator will auto populate along with last e-token generated status

E-token Officer Dashboard

The newly generated E-token can be viewed in the dashboard along with its status as “is open” and not cancelled .

testofficer1 | E-Token Officer

Today, 30 Mar, 2021

Manage E-Token

All
 Add E-Token

E-TOKEN NO	SITE NAME	VEHICLE NO	MATERIAL TYPE	IS OPEN	CANCELLED	HAULAGE CONTRACTOR	STAGING GROUND	ACTION
APSGABCD202132312248	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	No		APSG	
APSGABCD20213222448	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	
APSGABCD20213205383	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	
APSGABCD20213754191	TEST PROJECT WB DEMO	SKW3175L	GOOD EARTH	Yes	No		APSG	
APSGABCD202135334232	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	
APSGABCD202135445727	TEST PROJECT WB DEMO	SKW3173L	GOOD EARTH	Yes	Yes		APSG	
APSGABCD202135428103	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	Yes	Yes		APSG	
APSGABCD20213411436	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	Yes	Yes		APSG	
APSGABCD202133247840	TEST PROJECT WB DEMO	SKW3175L	SOFT CLAY	Yes	No		APSG	
APSGABCD202132013940	TEST PROJECT WB DEMO	SKW3174L	SOFT CLAY	No	No		APSG	

1
 2

E-token Cancellation

The e-token could be cancelled by SJC Admin under Manage E-token.

apsg_admin | SJC Admin

Today, 30 Mar, 2021

Manage E-Token




All
 Add E-Token

E-TOKEN NO	SITE NAME	VEHICLE NO	MATERIAL TYPE	IS OPEN	CANCELLED	HAULAGE CONTRACTOR	STAGING GROUND	ACTION
APSGABCD20213206199	EARTHWORKS DISPOSAL FROM BASEMENT EXCAVATION FOR PROPOSED CONDOMINIUM DEVELOPMENT COMPRISING 3 RESIDENTIAL 5-STOREY BLOCKS(TOTAL: 14 UNITS) AT NASSIM ROAD	XZ4353I	GOOD EARTH	Yes	No		APSG	
APSGABCD202131914967	EARTHWORKS DISPOSAL FROM BASEMENT EXCAVATION FOR PROPOSED CONDOMINIUM DEVELOPMENT COMPRISING 3 RESIDENTIAL 5-STOREY BLOCKS(TOTAL: 14 UNITS) AT NASSIM ROAD	XZ5566G	SOFT CLAY	Yes	No		APSG	
APSGABCD202132813856	EARTHWORKS DISPOSAL FROM BASEMENT EXCAVATION FOR PROPOSED CONDOMINIUM DEVELOPMENT COMPRISING 3 RESIDENTIAL 5-STOREY BLOCKS(TOTAL: 14 UNITS) AT NASSIM ROAD	XZ8877H	SOFT CLAY	Yes	Yes		APSG	
APSGABCD202132657528	EARTHWORKS DISPOSAL FROM PROPOSED PUBLIC HOUSING DEVELOPMENT COMPRISING 5 BLOCKS OF 18/14/20/21/22/23-STOREY RESIDENTIAL BUILDINGS (TOTAL: 1172 UNITS) AT PUNGGOL WAY	XZ1122G	GOOD EARTH	Yes	No		APSG	


Allowing CC user to cancel




CC user can only remove an active E-Token after SJC Admin allows the user to Allow cancellation of E-token,





CC user needs to go to Manage E-token, choose the relative token go to the action button to cancel E-token




 tu408935 | Construction Company  


Today, 30 Mar, 2021

Manage E-Token All 

E-TOKEN NO	SITE NAME	VEHICLE NO	MATERIAL TYPE	IS OPEN	CANCELLED	HAULAGE CONTRACTOR	STAGING GROUND	ACTION
APSGABCD20213175739	28/3/2021 TEST SITE FOR GOOD EARTH	SKW3373L	GOOD EARTH	No	No		APSG	
APSGABCD20213320301	28/3/2021 TEST SITE FOR GOOD EARTH	SKW3374L	GOOD EARTH	Yes	No		APSG	
APSGABCD202134342971	28/3/2021 TEST SITE FOR GOOD EARTH	SKW3375L	GOOD EARTH	Yes	No		APSG	

  **1**  

 tu408934 | Construction Company  



Source Site Code

TEST PROJECT WB DEMO

Truck No.


SKW3173L

Staging Ground

APSG

Material

Good Earth

 Cancel

eConcierge V3.6.5 Build 20201208. Copyright © 2020 Echo! Tech Pte Ltd. All rights reserved.