



The S3 Facility Management Application is an advanced software solution engineered to revolutionize the management of diverse facilities. With a suite of powerful features, including robust Notification capabilities, comprehensive Visitor Management, Service Request Management/Helpdesk functionality, efficient Daily Help Management, streamlined Material Movement tracking, and state-of-the-art Child Security measures, this application sets a new standard in facility operations. By seamlessly integrating these features, S3 empowers facility managers and teams to optimize resource allocation, enhance security, and improve overall operational efficiency. This comprehensive tool is poised to redefine how facilities are managed, ensuring they operate at their highest potential.

**The Notification** feature within the S3 Facility Management Application is a cornerstone in ensuring timely and relevant communication. It enables instant alerts for critical events, maintenance schedules, or any pertinent information related to the facility. This real-time notification system enhances responsiveness and helps in preventing potential issues from escalating, ultimately contributing to a safer and more efficiently run environment.

**Visitor Management** is another integral facet of the S3 application, providing a seamless process for registering, monitoring, and tracking visitors within a facility. This feature not only enhances security but also ensures that authorized personnel are aware of who is on-site at any given time. Through streamlined visitor registration and check-in processes, S3 Facility Management Application significantly reduces administrative overhead, allowing staff to focus on more strategic tasks.



**The Service Request Management/Helpdesk** function within S3 is designed to streamline the reporting and resolution of issues within the facility. It empowers occupants to efficiently submit maintenance requests or service inquiries, which are then tracked and managed in a structured and organized manner. This feature promotes a responsive and transparent approach to facility management, fostering a positive environment for occupants and ensuring their needs are addressed promptly.

**Daily Help Management** is a unique offering of the S3 application that facilitates efficient coordination of support staff. It enables residents to manage and track their domestic helpers.

**Material Movement** tracking is an essential capability within S3, ensuring that goods are safely moved out or moved in. By providing real-time visibility into the movement of materials the application enhances security.

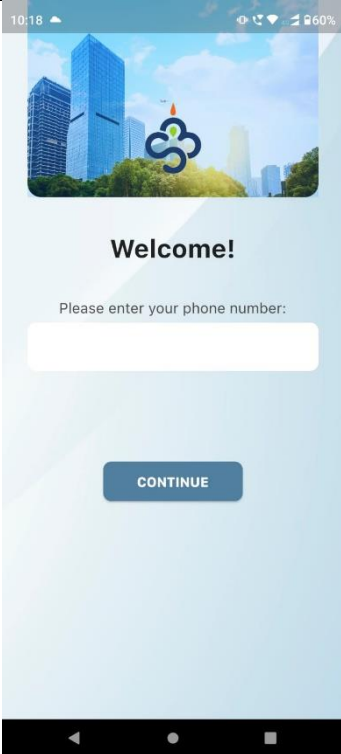

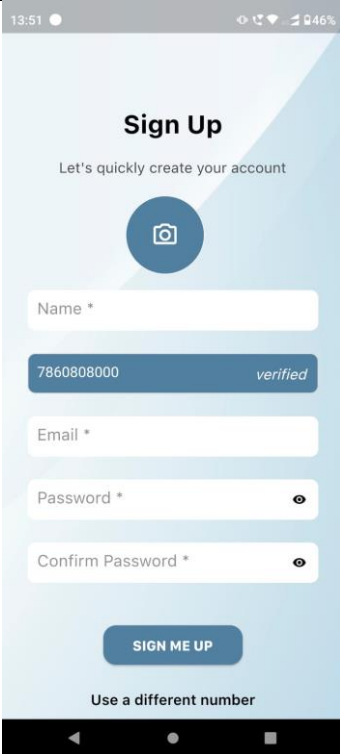
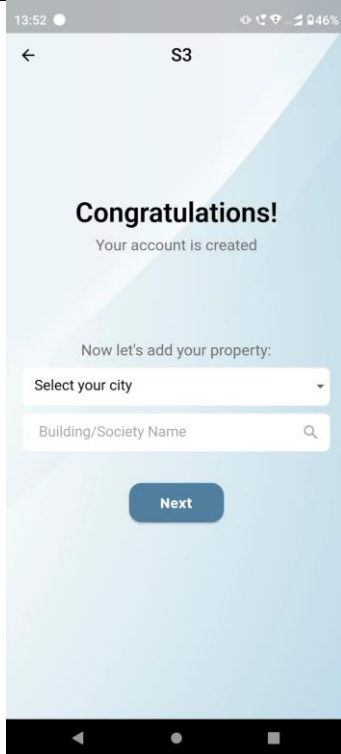
**Child Security** is a critical component within the S3 Facility Management Application, especially in facilities where childcare services are provided. It implements robust security measures to safeguard the well-being of children, including secure access control, visitor authentication, and real-time monitoring. This feature offers peace of mind to parents and guardians, knowing that their children are in a safe and protected environment.


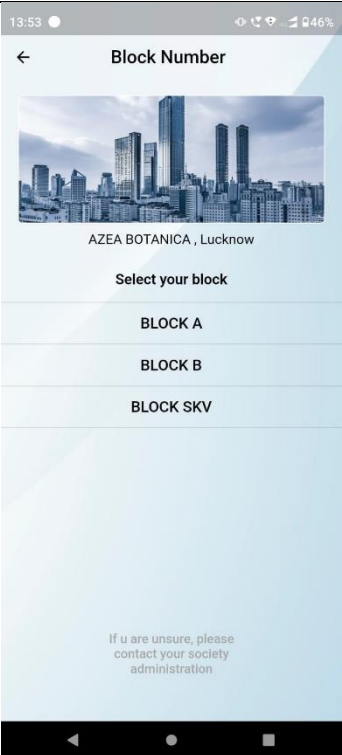
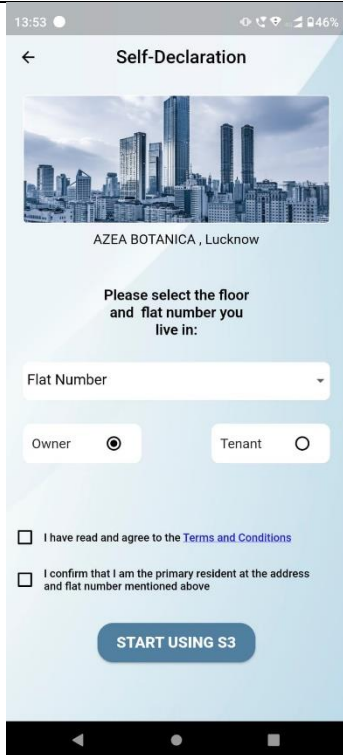
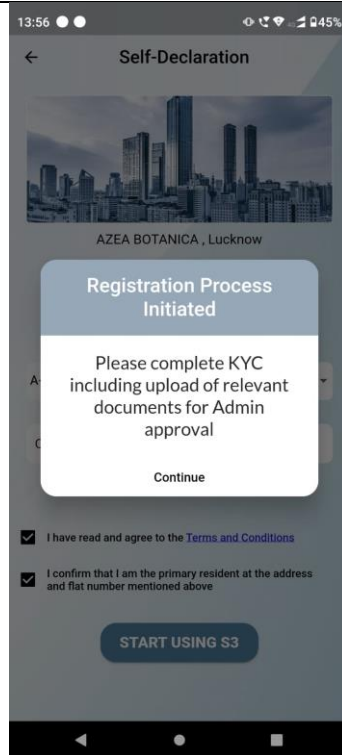
In conclusion, the S3 Facility Management Application combines a suite of powerful features to redefine how facilities are managed.

This comprehensive user manual will guide you through the various features and functionalities of the app, ensuring you can efficiently manage your facility's operations and enhance the overall experience for residents.

### S3 App (Android / iOS Mobile)

To download the app, visit the Google Play Store or Apple App Store. Simply type "S3 Facility" in the search bar to find it.

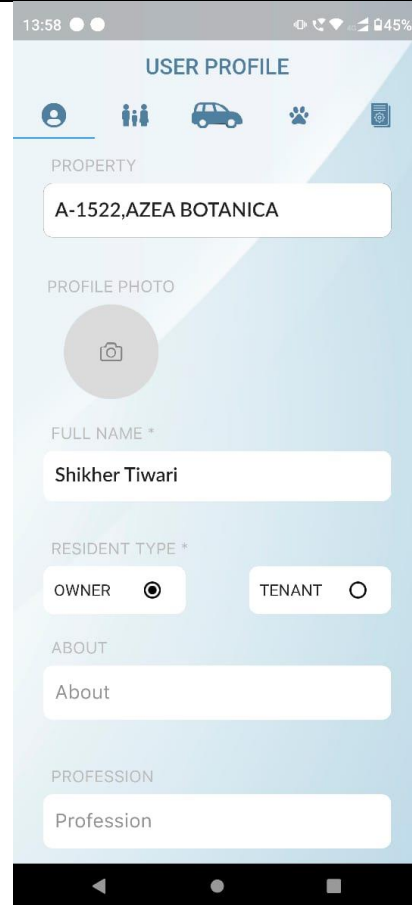
Onboarding (Sign Up)			
STEP-1 The user will input their mobile number.	STEP-2 If the user is not already registered in the app, they will receive the OTP on their mobile.	STEP-3 The user will proceed to the Sign Up screen.	STEP-4 After completing the sign-up form, the user will then select their city.
			

Onboarding (Sign Up)			
<p><b>STEP-5</b></p> <p>The user will choose the Building/Society.</p>	<p><b>STEP-6</b></p> <p>The user will choose the Block Number.</p>	<p><b>STEP-7</b></p> <p>The user will choose the Flat Number and specify their residency status (Owner/Tenant). Following this, they will review and agree to the terms and conditions before confirming their residence as their primary residency.</p>	<p><b>STEP-8</b></p> <p>The user will receive a message instructing them to upload their KYC documents.</p>
			

## Onboarding (Sign Up)

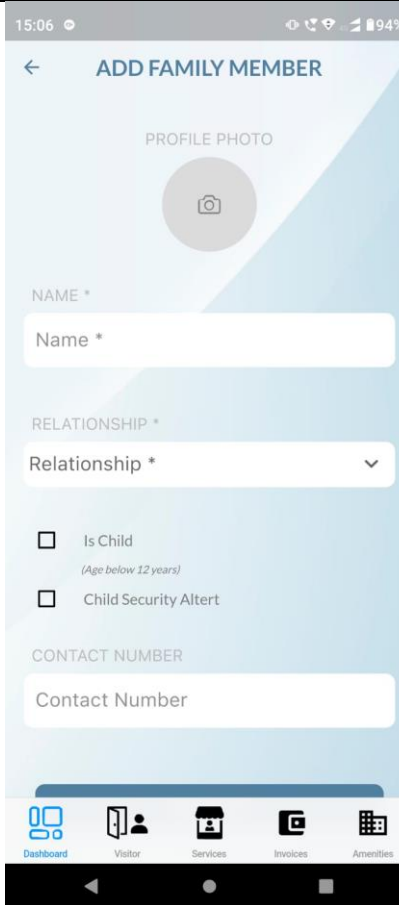
### STEP-9

The user will input their basic details in the profile tab.



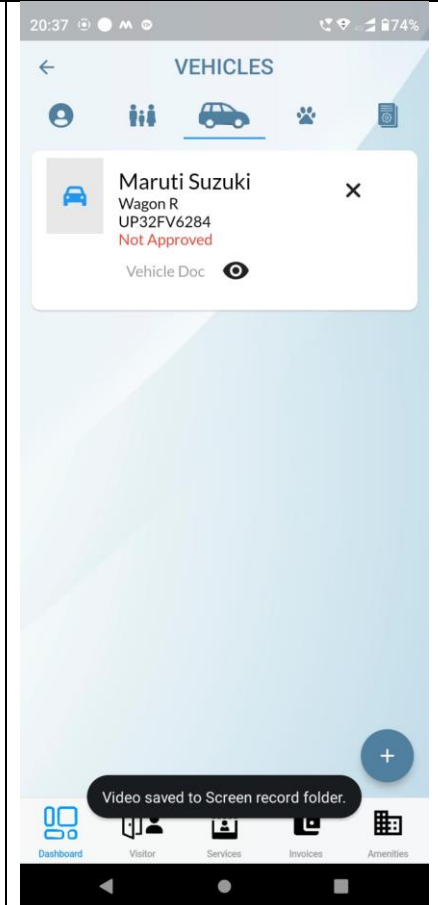
### STEP-10

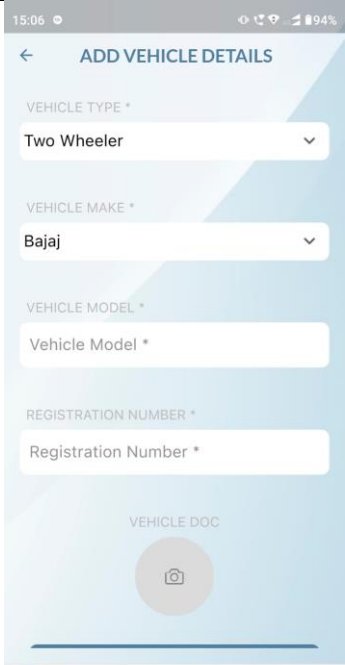
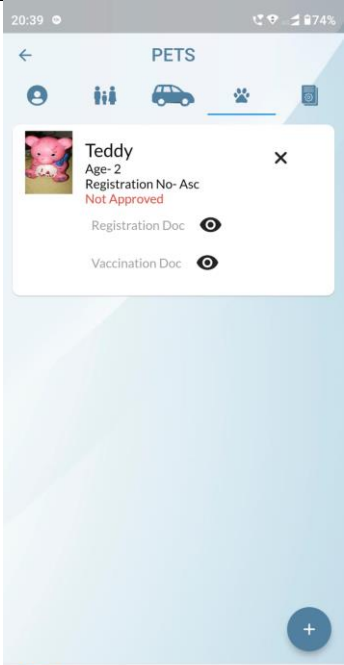
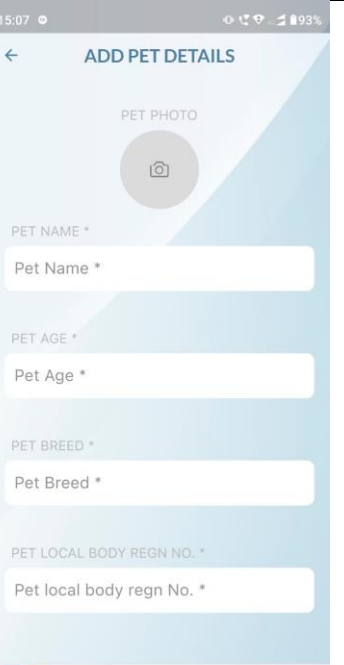
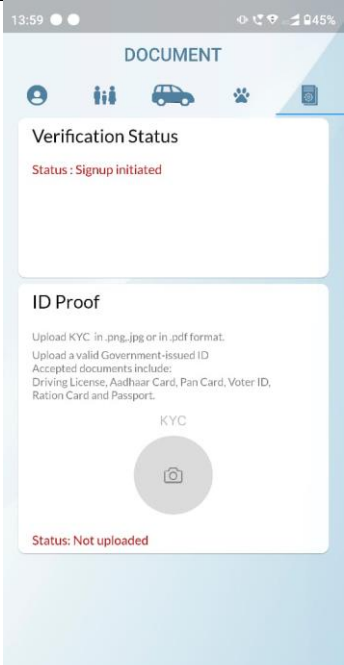
The user will input the details of their family members.

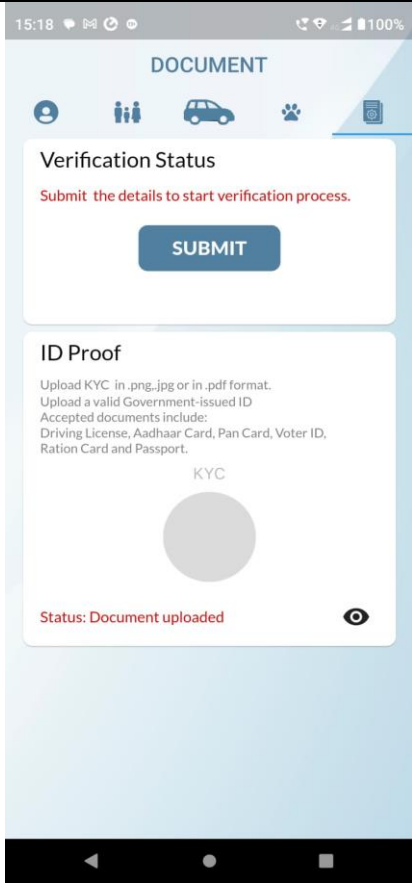
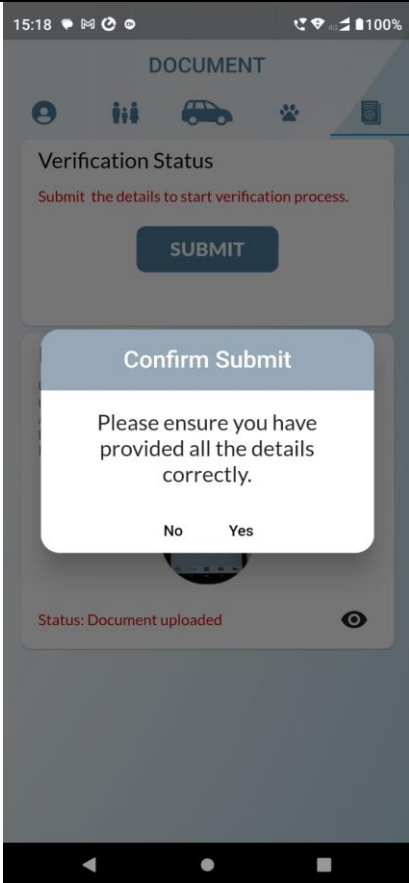
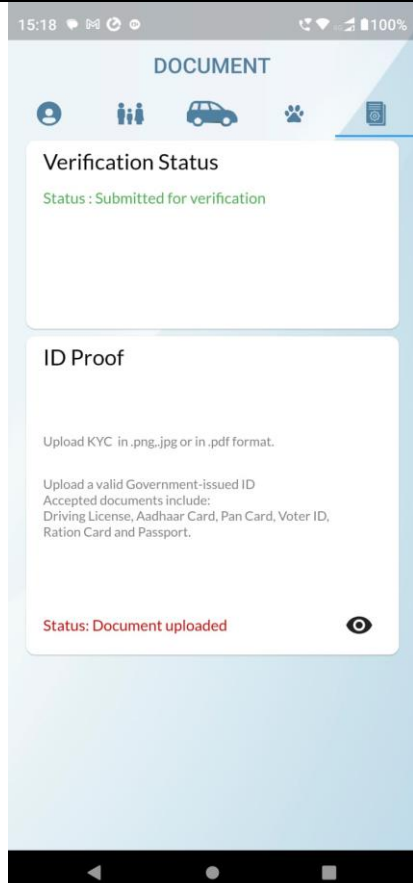
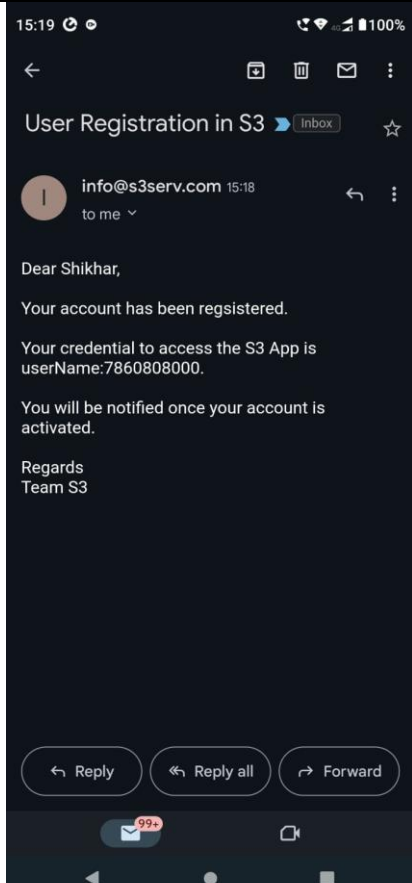



### STEP-11 (screen-1)

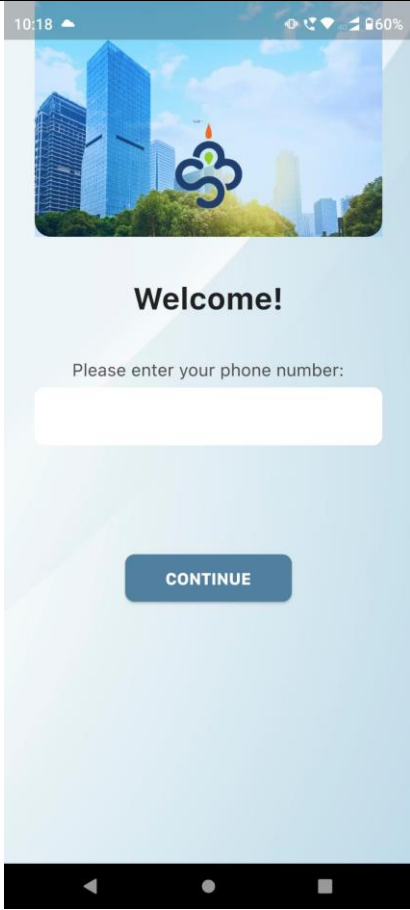
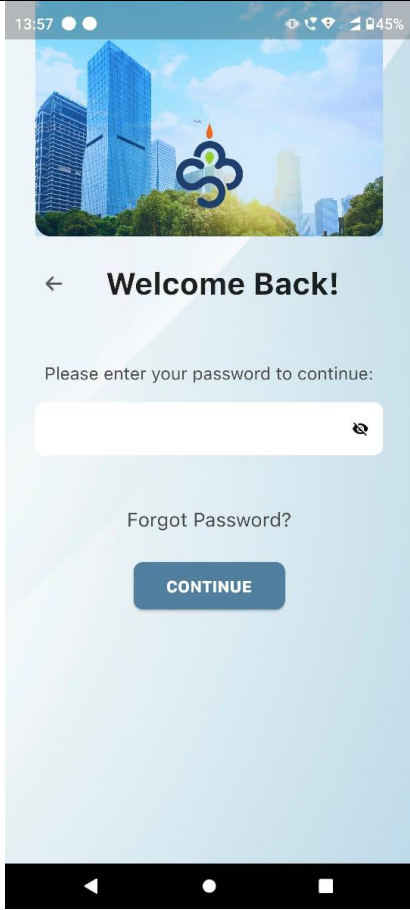
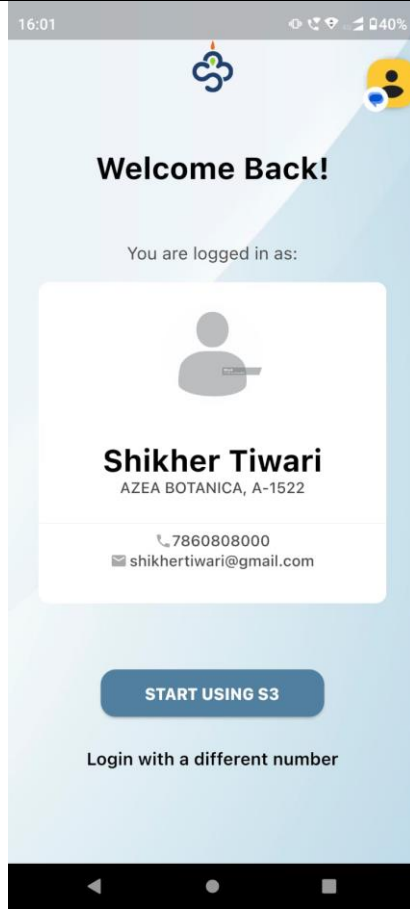
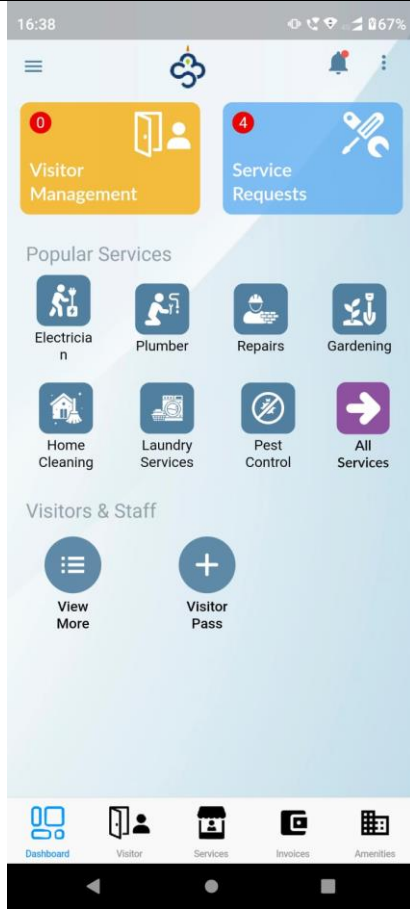
The user will input the vehicle details.



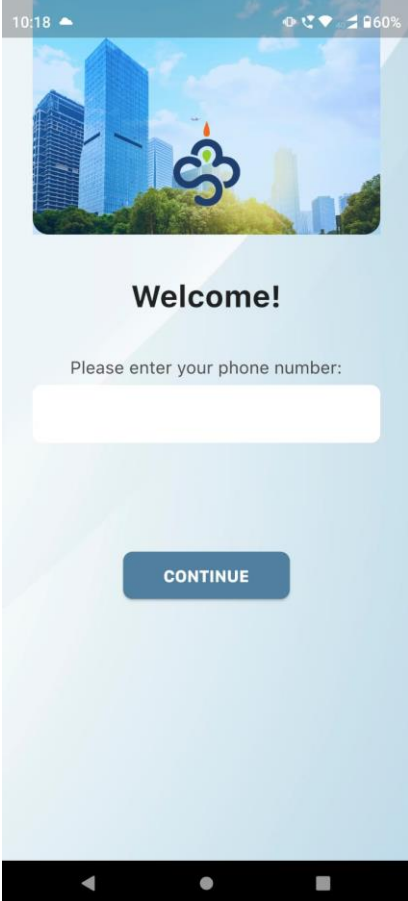
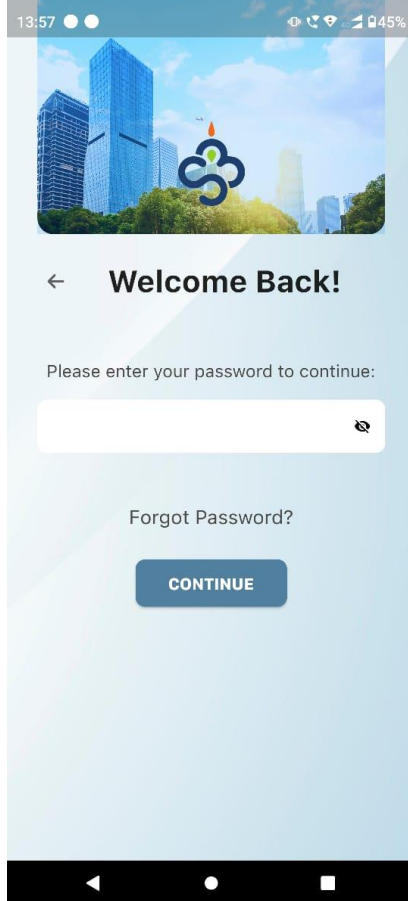
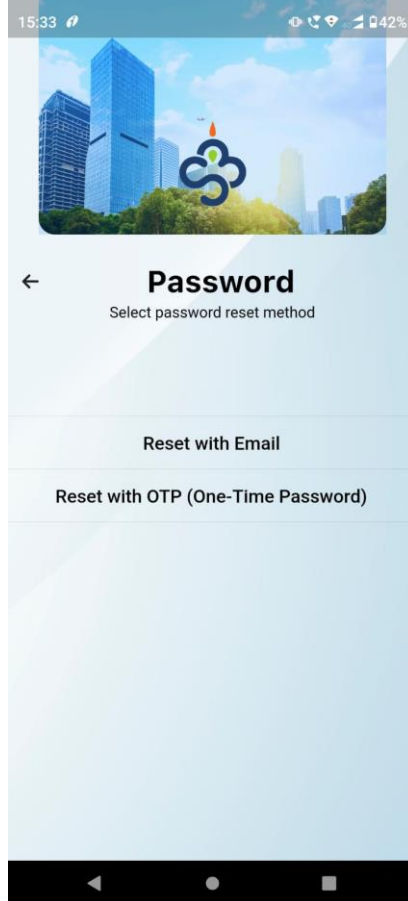
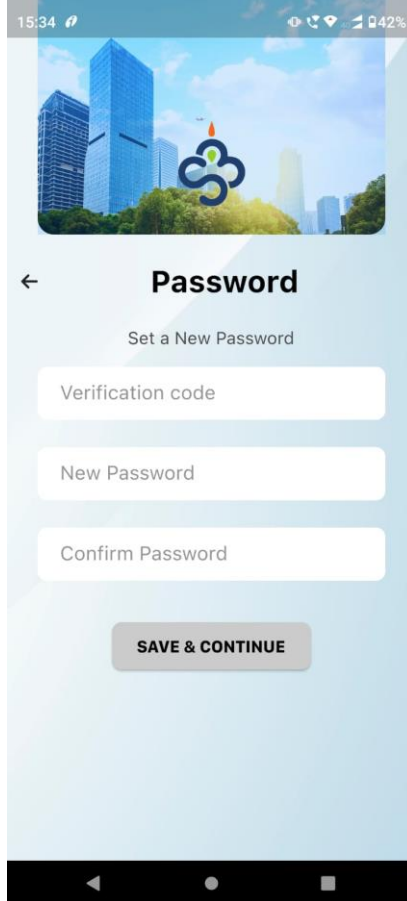
Onboarding (Sign Up)			
<p><b>STEP-11 (screen-2)</b> Add Vehicle Details form.</p>	<p><b>STEP-12</b> The user will input the pet details.</p>		<p><b>STEP-13</b> User will upload the KYC document. If the resident type is OWNER, they are required to upload a valid identity proof only. If the resident type is TENANT, they are required to upload the rental agreement along with a valid identity proof.</p>
			

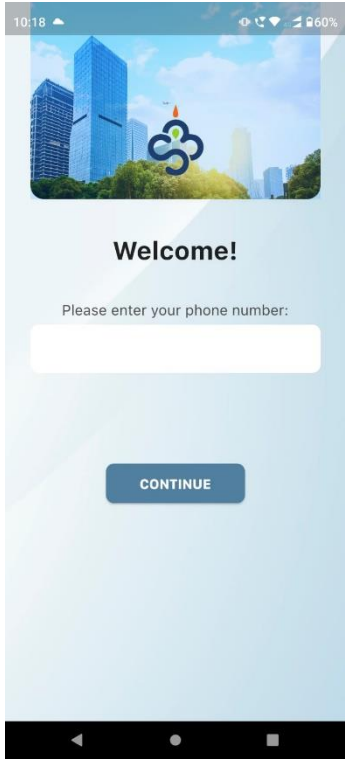
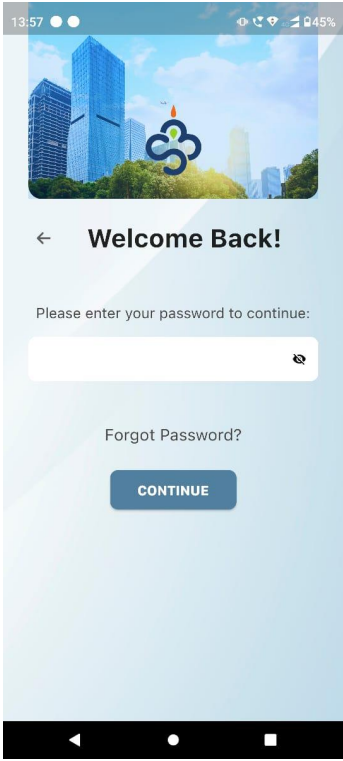
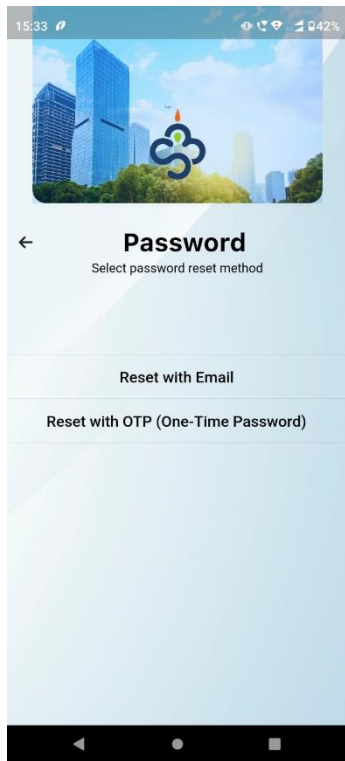
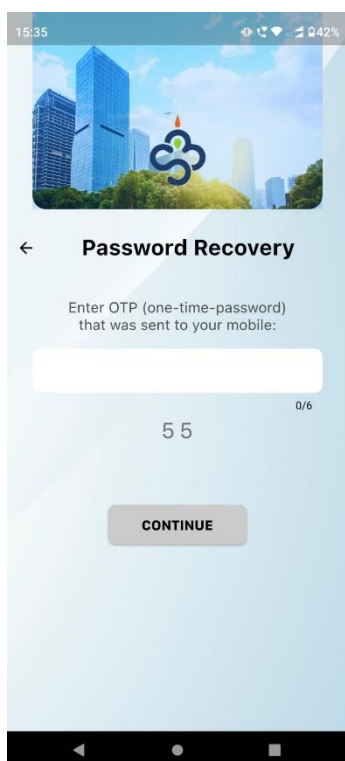
Onboarding (Sign Up)			
<b>STEP-14</b> User will see the Submit button.	<b>STEP-15</b> The user will submit the application to the admin for approval.	<b>STEP-16</b> After receiving approval from the admin, the user can log in using their mobile number and password.	<b>STEP-17</b> The user will receive an email at their registered email address regarding the sign-up.
 <p>The screenshot shows the 'DOCUMENT' screen with a 'SUBMIT' button. The 'Verification Status' section says 'Submit the details to start verification process.' The 'ID Proof' section prompts the user to upload KYC documents and lists accepted documents: Driving License, Aadhaar Card, Pan Card, Voter ID, Ration Card and Passport. A 'KYC' placeholder image is shown, and the status at the bottom is 'Status: Document uploaded'.</p>	 <p>The screenshot shows the 'DOCUMENT' screen with a 'Confirm Submit' dialog box. The dialog box says 'Please ensure you have provided all the details correctly.' with 'No' and 'Yes' options. The 'SUBMIT' button is visible in the background. The status at the bottom is 'Status: Document uploaded'.</p>	 <p>The screenshot shows the 'DOCUMENT' screen with a 'Status: Submitted for verification' message. The 'SUBMIT' button is visible in the background. The status at the bottom is 'Status: Document uploaded'.</p>	 <p>The screenshot shows an email from 'info@s3serv.com' with the subject 'User Registration in S3'. The email content reads: 'Dear Shikhar, Your account has been registered. Your credential to access the S3 App is userName:7860808000. You will be notified once your account is activated. Regards Team S3'. The email interface shows a 'Reply', 'Reply all', and 'Forward' button at the bottom.</p>



Onboarding (Login)			
<p><b>STEP-1</b></p> <p>The user will input their mobile number.</p>	<p><b>STEP-2</b></p> <p>If the user is already registered and approved in the app, they will enter their password to log in.</p>	<p><b>STEP-3</b></p> <p>After authentication, the user will be able to view their registered details.</p>	<p><b>STEP-4</b></p> <p>After a successful login, the user will be directed to the dashboard.</p>
			



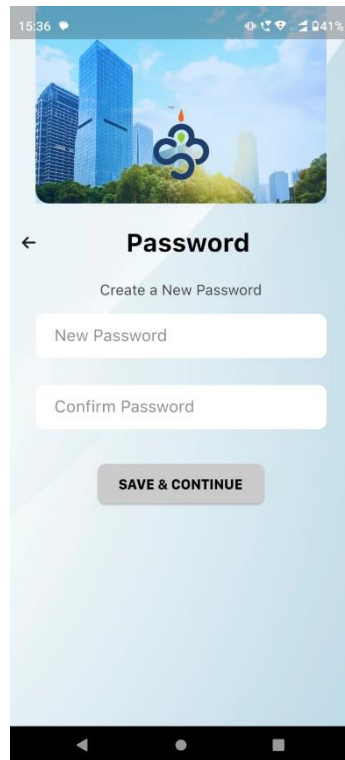
Onboarding (Reset Password By Email)			
<p><b>STEP-1</b></p> <p>The user will input their mobile number.</p>	<p><b>STEP-2</b></p> <p>If the user is already registered and approved in the app, they will be directed to the password screen, where they can choose the 'Forgot Password' option.</p>	<p><b>STEP-3</b></p> <p>User can reset the password using two options:</p> <ol style="list-style-type: none"> <li>1. By Email</li> <li>2. By Mobile</li> </ol>	<p><b>STEP-4</b></p> <p>If the resident chooses the email option, they will receive an OTP in their inbox. They will then enter the OTP and provide a new password.</p>
			

Onboarding (Reset Password By Mobile)			
STEP-1	STEP-2	STEP-3	STEP-4
<p>The user will input their mobile number.</p>	<p>If the user is already registered and approved in the app, they will be directed to the password screen, where they can choose the 'Forgot Password' option.</p>	<p>User can reset the password using two options:</p> <ol style="list-style-type: none"> <li>1. By Email</li> <li>2. By Mobile</li> </ol>	<p>If the resident chooses the mobile option, they will receive an OTP in their mobile</p>
			

## Onboarding (Reset Password By Mobile)

### STEP-5

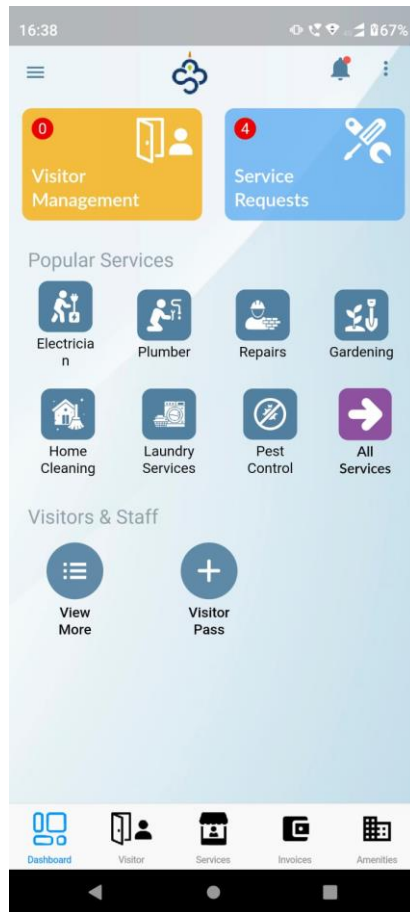
They will then enter the OTP and provide a new password.



## Visitor Management (Invite Guest)

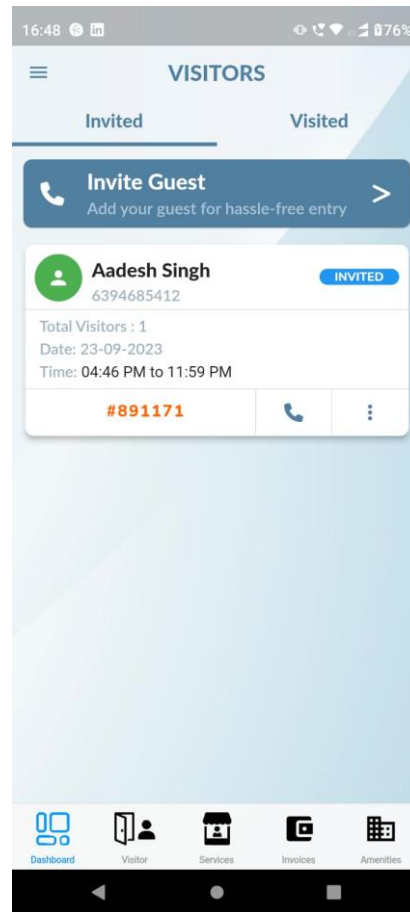
### STEP-1

User will choose the 'Visitor' option.



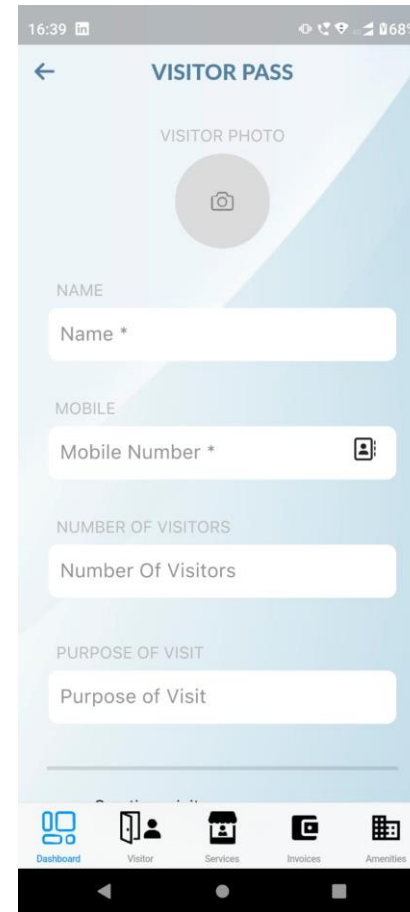
### STEP-2

User will choose the 'Invite Guest' option.



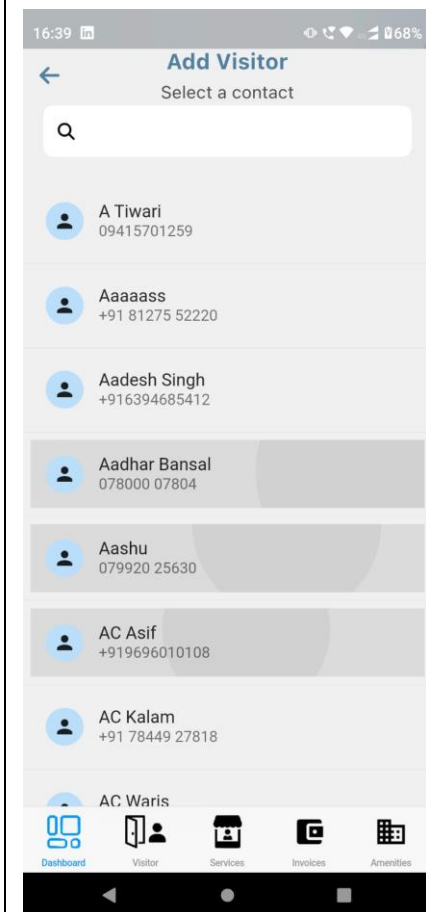
### STEP-3

User will fill the Guest details.



### STEP-4

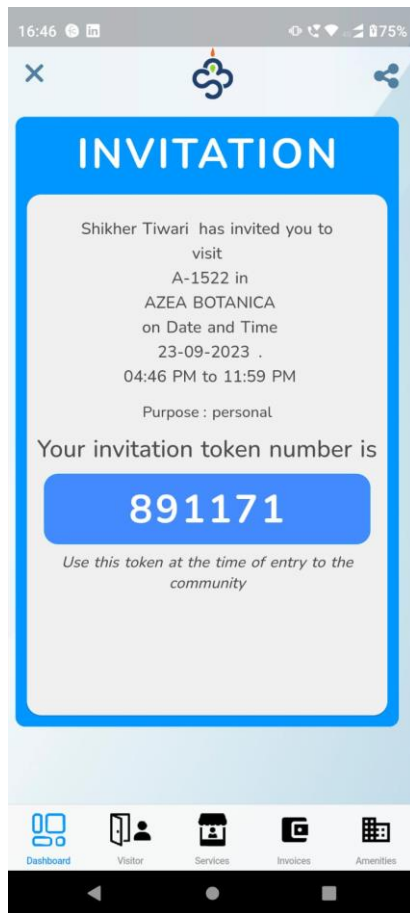
User can also choose the guest from phone book.



## Visitor Management (Invite Guest)

### STEP-5

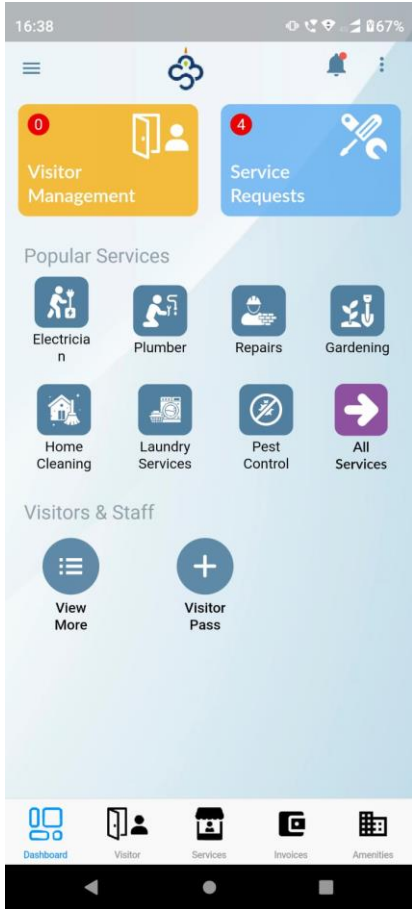
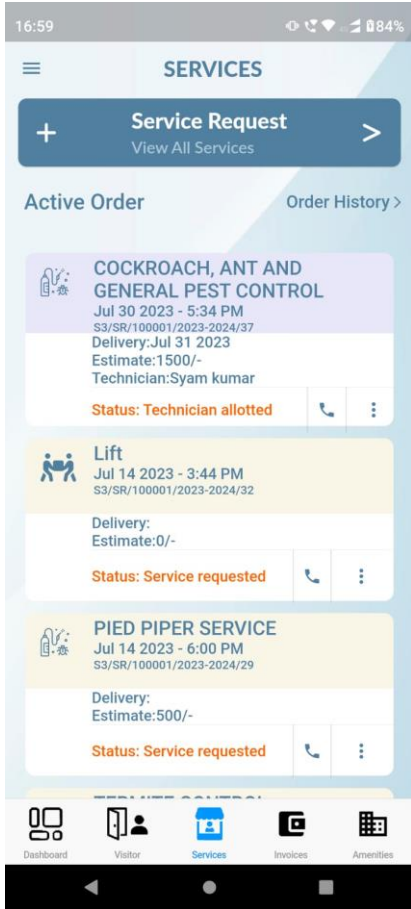
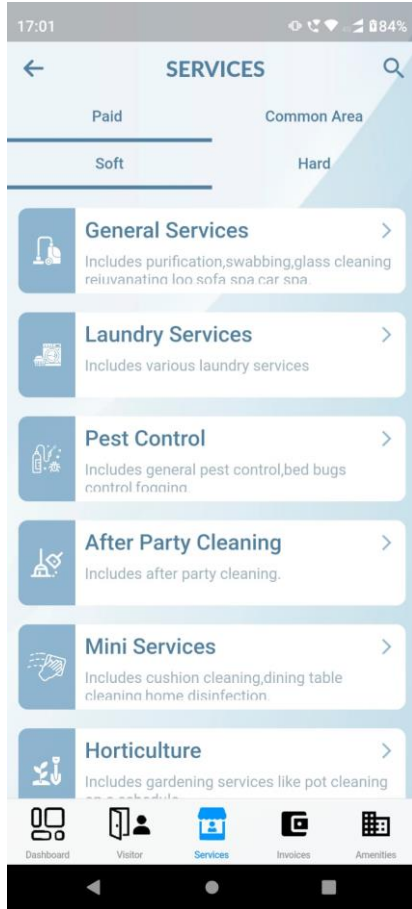
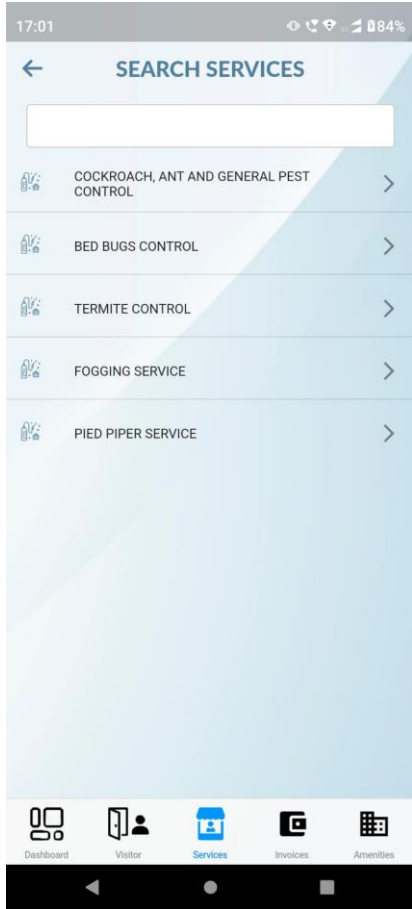
The user will view the invitation card and has the option to share it with guests.

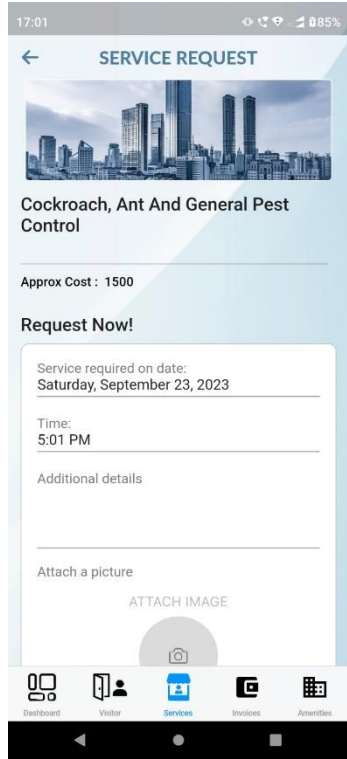
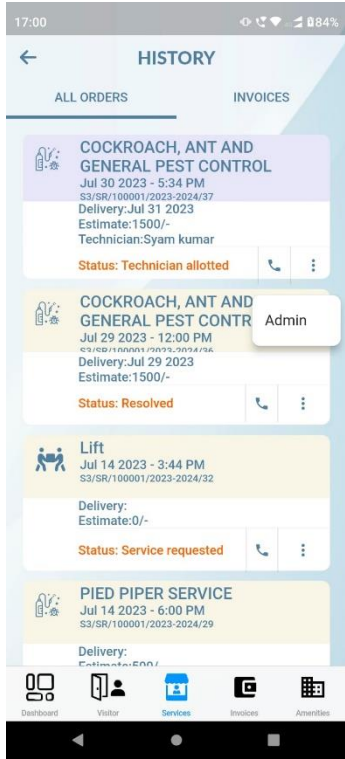


### STEP-6

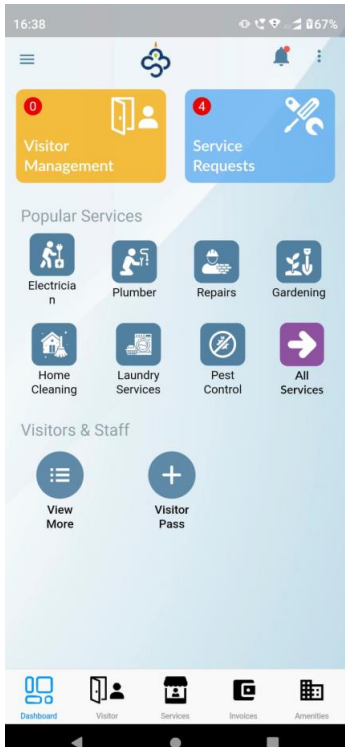
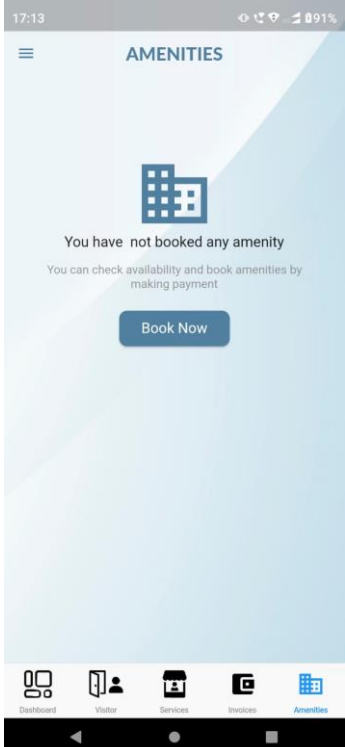
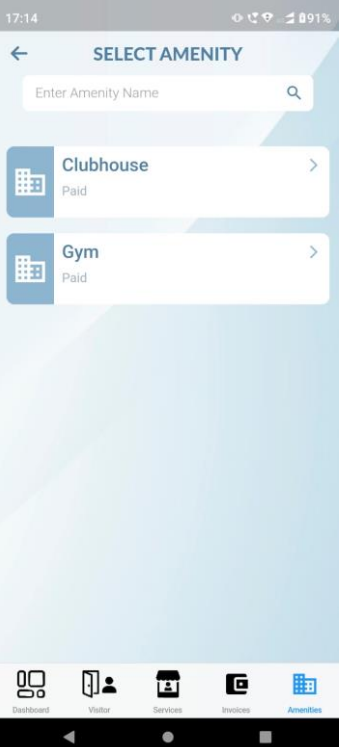
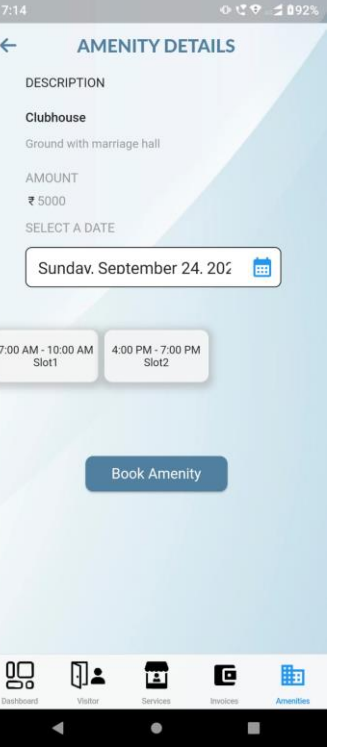
The user can view all the visitors who have visited inside the 'Visited' tab.

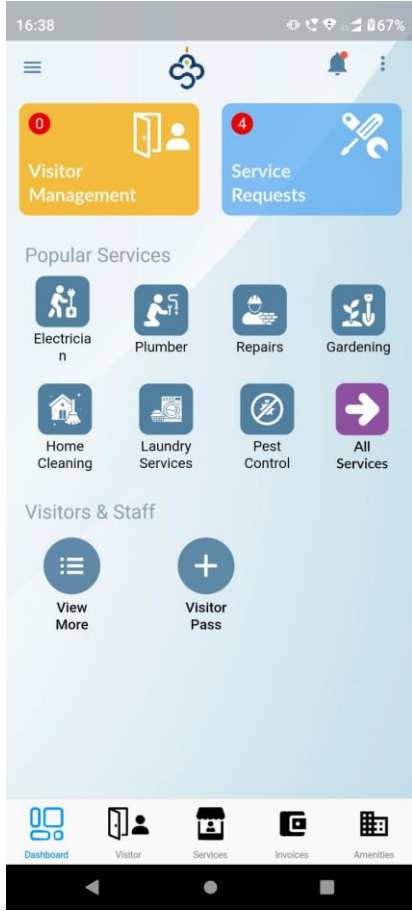

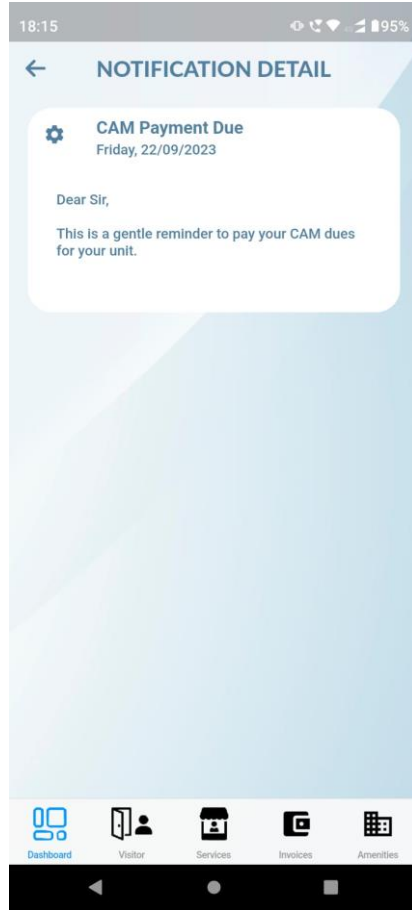


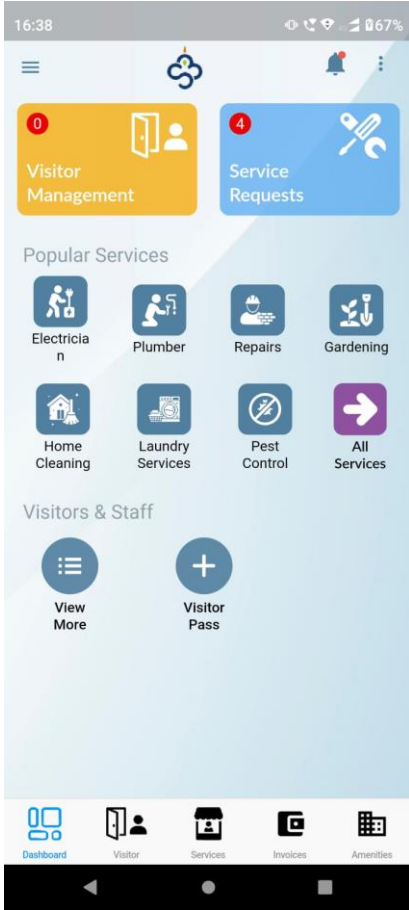
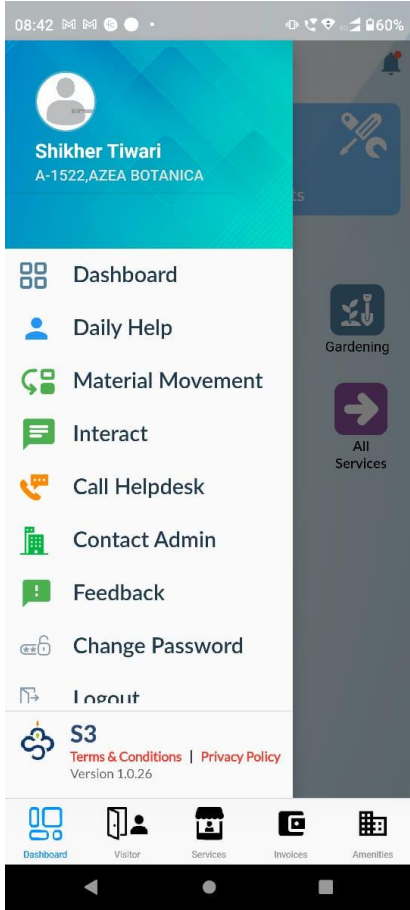

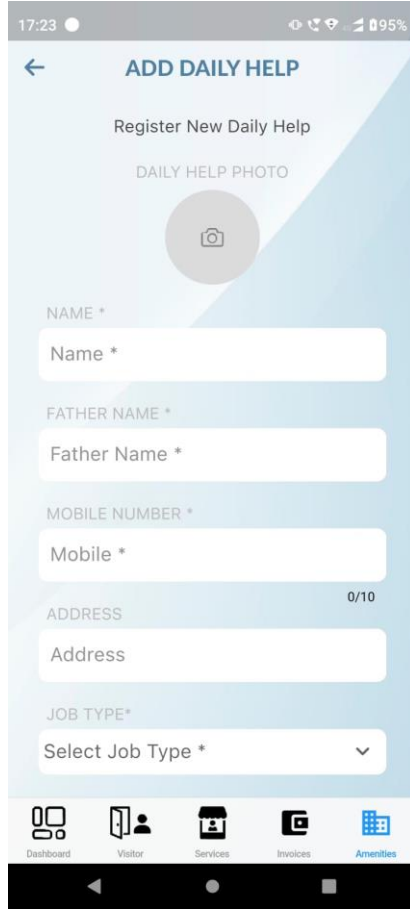
Service Request / Helpdesk			
<p><b>STEP-1</b></p> <p>User will choose the 'Services' option.</p>	<p><b>STEP-2</b></p> <p>User will choose the 'Service Request' option.</p>	<p><b>STEP-3</b></p> <p>The user will select a service category from the list of available categories.</p>	<p><b>STEP-4</b></p> <p>The user will select the service from the list of available services.</p>
			

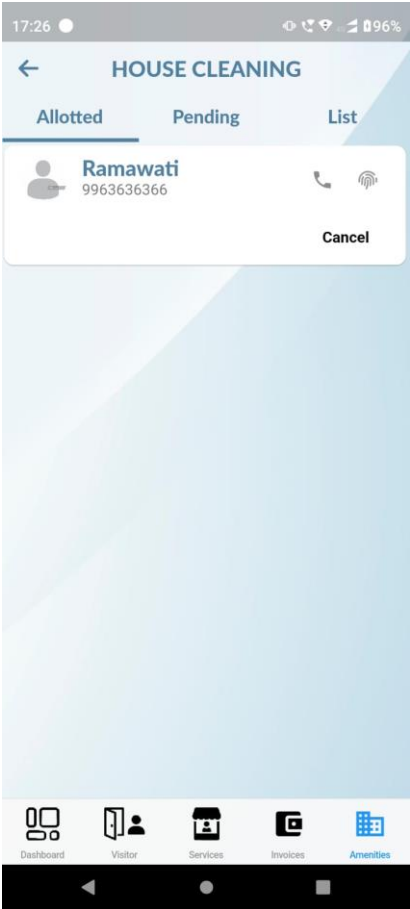
Service Request / Helpdesk			
<p><b>STEP-5</b></p> <p>The user will choose the desired time and date for the required service.</p>	<p><b>STEP-6</b></p> <p>The user can view their booked services in the "All Orders" tab in "History" option. All the invoice will be available inside the "Invoices" tab.</p>		
			

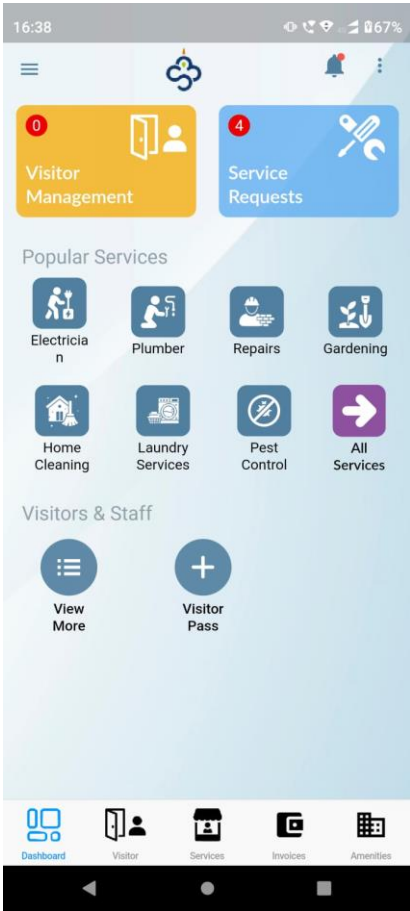
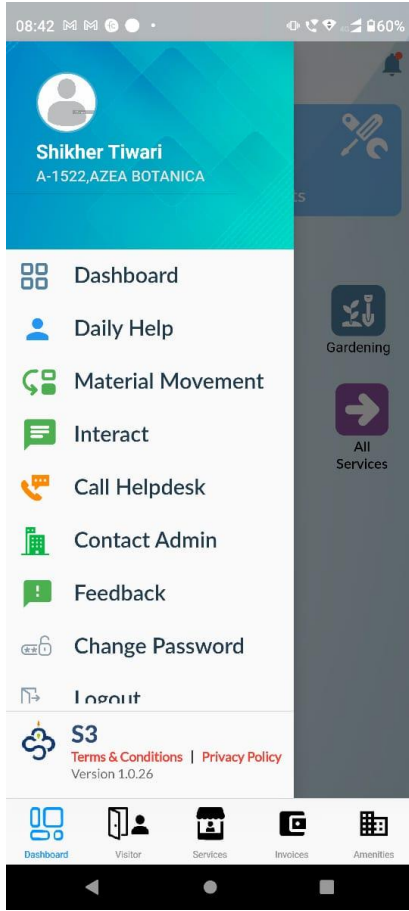
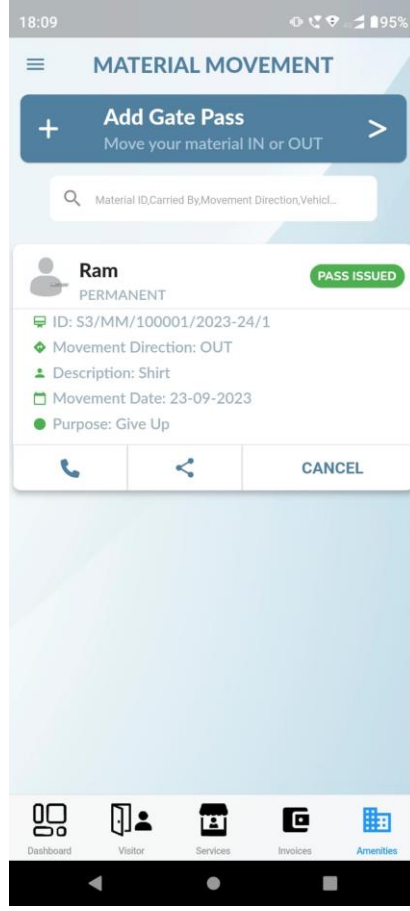
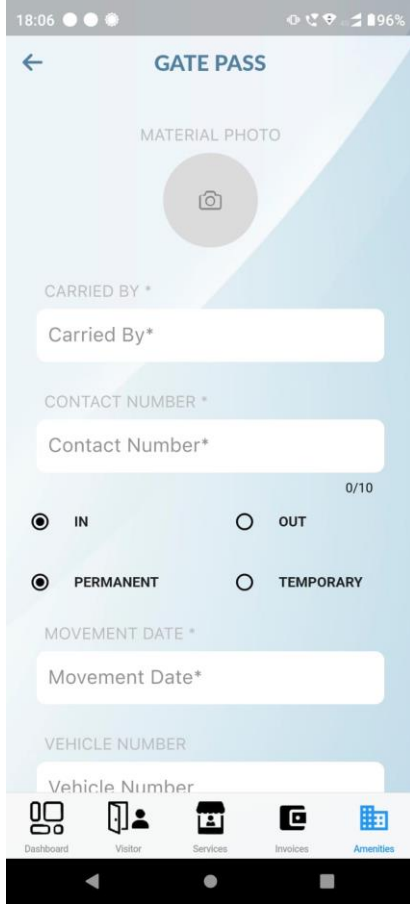


Amenity			
STEP-1 Go to the dashboard	STEP-2 Click on the Book Now button	STEP-3 Select the Amenity you want to book.	STEP-4 Select the date and slot of the amenity. Click on Book Amenity button.
			

Notification			
STEP-1	STEP-2	STEP-3	
On the dashboard, Click on notification bell	All the Notifications will be visible here.	On clicking particular notification, you can see the complete notice.	
			

Daily Help			
STEP-1	STEP-2	STEP-3	STEP-4
Go to dashboard	Open side drawer, and select the Daily Help option.	Daily Help screen will be visible. Click on Add daily help button.	Fill the daily help details and submit to the admin for approval.
			

Daily Help			
<p><b>STEP-5</b></p> <p>After getting approval from admin, daily help will be available in the allotted Tab.</p>			
			

Material Movement			
STEP-1 Go to Dashboard	STEP-2 Open side drawer, select material movement.	STEP-3 Click on "Add Gate Pass"	STEP-4 Fill the Gate Pass details, and create gate pass.
			

Feedback		
STEP-1	STEP-2	STEP-3
Go to Dashboard	Open Side drawer, and select the feedback option.	Give your feedback
