**S3 Facility Management App User Manual**

**Version: 1.0.26**

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Thank you for choosing the S3 Facility Management App! 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 and staff.

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**1. Introduction**

About the App

The S3 Facility Management App is a comprehensive solution designed to streamline and enhance facility management operations. It offers a range of features such as Visitor Management, Service Request Management, Amenities Booking, Child Security, Material Movement, Daily Help Management, and CAM Invoice tracking.

System Requirements

To use the S3 Facility Management App, you need a compatible smartphone or tablet running iOS or Android. Make sure you have a stable internet connection for optimal performance.

**2. Getting Started**

**Installation**

Visit the App Store (iOS) or Google Play Store (Android).

Search for "S3 Facility App" and install it.

Once installed, launch the app.

**User Registration**

Step-1 Open the app and enter the mobile number, do you want to register with.

Step-2 Fill in OTP received on the given mobile number.

Step-3 Fill in your details, including name, email, contact number, address, upload photo and create a secure password.

Step-4 Select your City.

Step-5 Select your property name, block number, flat number.

Step-6 Agree to the terms and conditions.

Step-7 Fill all the profile details and upload the required documents.

Step-8 Submit the registration form to the admin.

**Logging In**

Step-1 Open the app.

Step-2 Enter your registered mobile number and password.

Step-3 Click "Log In."

**3. Visitor Management**

**Registering Visitors**

Step-1 Access the "Visitor Management" section.

Step-2 Click "Register New Visitor."

Step-3 Enter visitor details and purpose of visit.

Step-4 Upload a photo, if required.

Step-5 Pre approve the guest.

**Pre-Approvals**

* Visitors can be pre-approved by residents.
* Residents receive notifications for pre-approval requests.
* Approve or deny requests via the app.
* Check-In and Check-Out
* Upon arrival, visitors' check-in can be done by security personnel or residents.
* Visitors receive a digital pass with check-in details.
* Check-out can be done similarly.

**Notifications**

* Receive notifications for visitor registration, approvals, and check-ins.
* Get alerts for expired visitor passes.
* Visitor Logs
* View logs of all past visitors.
* Filter logs based on date, visitor name, or resident name.

**4. Service Request Managements**

**Submitting Service Requests**

Step-1 Access the "Service Requests" section.

Step-2 Click "New Request" and select the type of service needed.

Step-3 Provide details and optionally upload images.

Step-4 Submit the request.

Step-5 Tracking Request Status

Step-6 View a list of all service requests.

**Track the status of each request in real-time.**

* Notification Updates
* Receive updates when the status of a service request changes.
* Get notified when the request is completed.
* Feedback and Ratings
* Provide feedback on completed service requests.
* Rate the quality of service received.

**5. Amenities Booking**

**Viewing Available Amenities**

Step-1 Access the "Amenities" section.

Step-2 Browse through the list of available amenities.

Step-3 Check availability based on dates and times.

**Booking Amenities**

Step-1 Select the desired amenity.

Step-2 Choose the date and time slot.

Step-3 Make the booking.

**Managing Bookings**

* View a list of booked amenities.
* Modify or cancel bookings if allowed.

**6. Child Security**

**Child Registration**

Step-1 Access the "Profile" section.

Step-2 Register children by providing their details.

Step-3 Link children for child security.

**Guardian Authorization**

* Receive alerts on child check-out and check-in.
* Guardians can allow their children to check-out.
* Authorization is verified during child check-out.

**7. Material Movement**

**Requesting Material Movement**

Step-1 Access the "Material Movement" section.

Step-2 Submit a request for material movement with details.

Step-3 Generate Gate Pass.

**Approval Workflow**

* Requests go through an approval process.
* Track the status of approval.
* Tracking Movement Status
* Once approved, track the status of material movement.
* Get notifications on movement updates.

**8. Daily Help Management**

**Hiring Daily Help**

Step-1 Access the "Daily Help Management" section.

Step-2 Browse available help profiles.

Step-3 Contact and hire suitable help.

**Scheduling Daily Help**

* Set schedules for hired daily help.
* Daily help check-in and check-out using the app.
* Attendance Tracking
* Monitor daily help attendance records.

**9. Common Area Maintenance Invoice**

**Viewing Invoices**

Step-1 Access the "CAM Invoice" section.

Step-2 View all Common Area Maintenance invoices.

**Invoice Details**

* Check invoice details including charges and due dates.
* Payment Status
* Track the status of invoice payments.
* Payment History
* View the history of past invoice payments.

**10. Settings**

**Profile Management**

* Update your personal information.
* Change your profile picture.
* Change your profile password
* Notification Preferences

**11. Troubleshooting**

**Contact Support**

Get in touch with customer support for assistance.

[info@s3serv.com](mailto:info@s3serv.com)

contact: +918400999344

**12. Security and Privacy**

Privacy Measures

Explore the app's privacy policy and measures taken to protect your information.

We hope this user manual helps you make the most of the S3 Facility Management App. For any further assistance, feel free to contact our support team.