



AL MUFEED – Task Activity

Training Document

AL MUFEED GROUP



Al Mufeed Group
مجموعة المفيد



Welcome

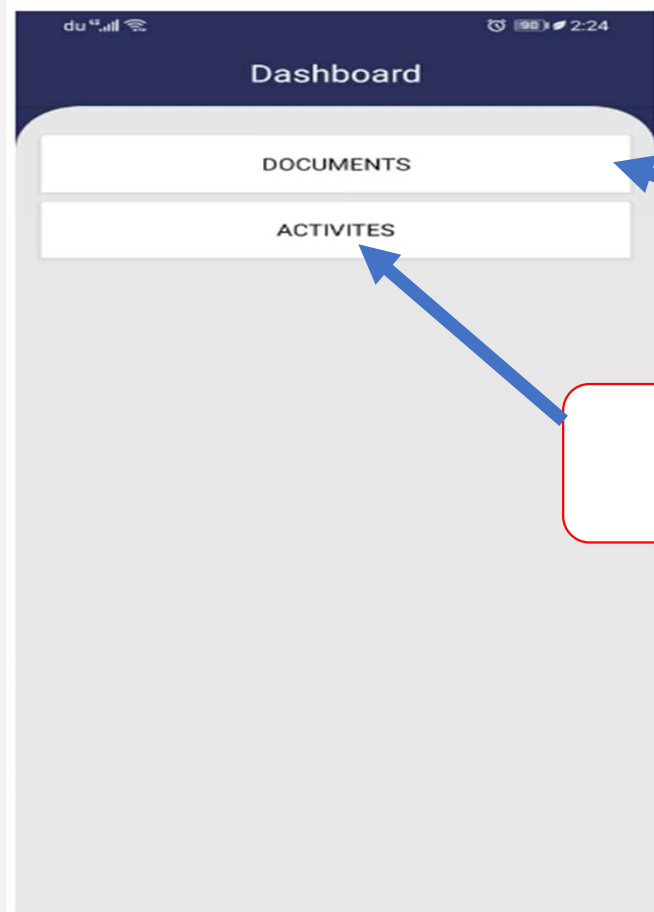
User Name

Password

LOGIN

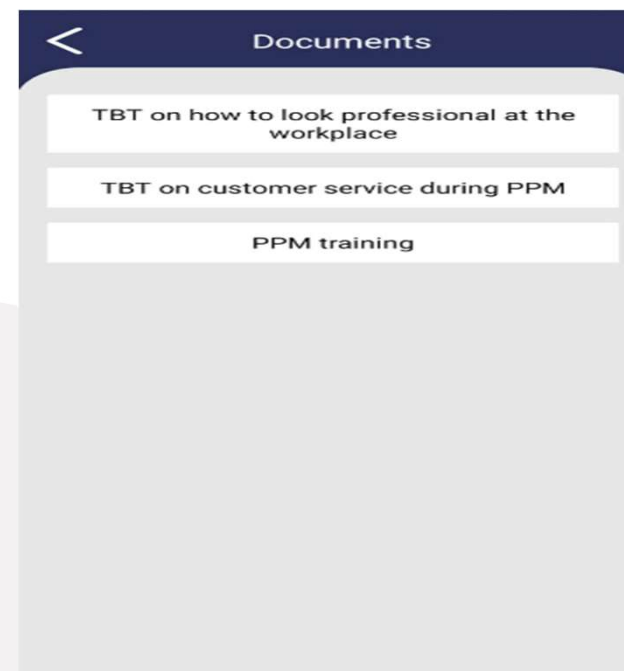
User Name

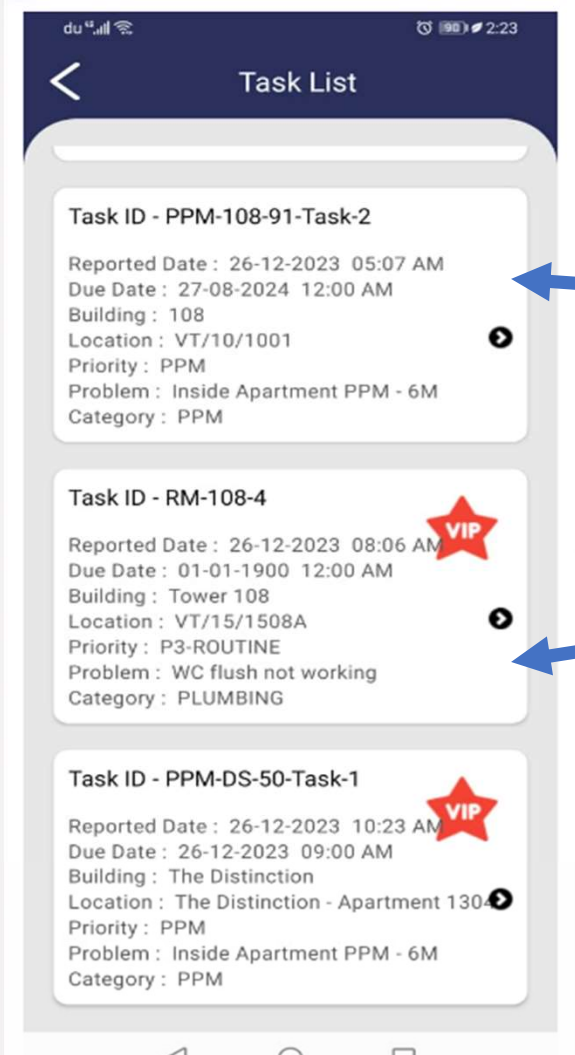
Password



Document list

Task List





LIST OF TASKS OPENED TASKS

VIP SHOULD BE PRIORITY TO CLOSE

STEP 1

Task : PPM-DS-50-Task-1

Task Details

Task Id : PPM-DS-50-Task-1
Task Description :
Priority : PPM
Reported Date : 26-12-2023 10:23 AM

Contact Details

Name :
Mobile Number : 0

Address

Building : The Distinction
Location : The Distinction - Apartment 1304

SLA Targets

Due Date : 26-12-2023 09:00 AM

Current Status

Assigned

Accept

To OPEN select Task (PPM or RM)
Accept

STEP 2

du 4G LTE 2:34

< Task : PPM-DS-50-Task-1

Risk Assessment

Please ensure that all questions are completed, before continue

Do you have the right tools for the job?

☒ Yes

☐ No

Have you performed all necessary safety checks?

☒ Yes

☐ No

Please record any additional comments

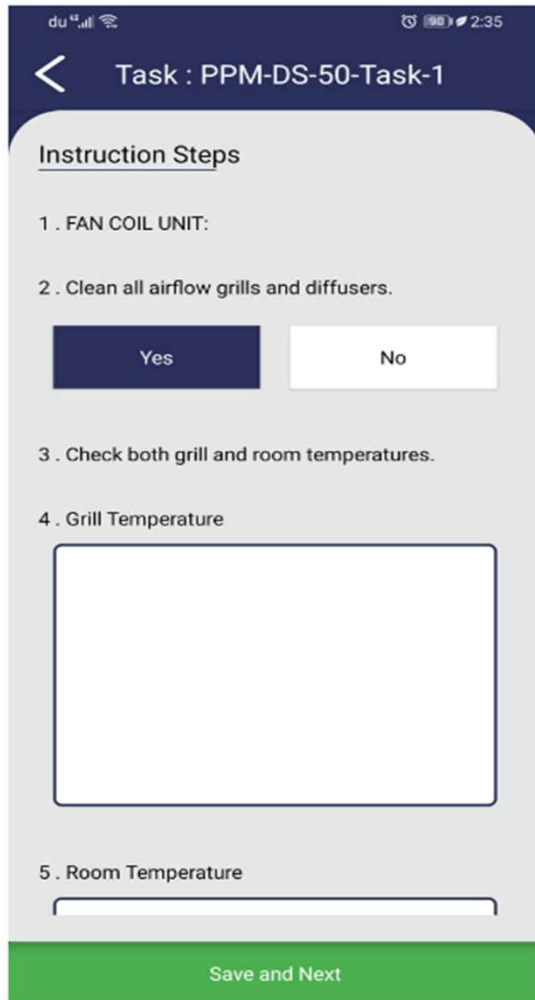
Safe To Continue

Not Safe

Answer RISK ASSESSMENT and add comment

Select SAFE TO CONTINUE

STEP 3



The image shows a mobile application interface for a task titled "Task : PPM-DS-50-Task-1". The interface is divided into sections for instructions and data entry. The top status bar shows "du", signal strength, and the time "2:35". The header bar is dark blue with a back arrow and the task title. Below the header, the section "Instruction Steps" lists five tasks. Task 1 is "FAN COIL UNIT:" with "Yes" and "No" buttons. Task 2 is "Clean all airflow grills and diffusers." Task 3 is "Check both grill and room temperatures." Task 4 is "Grill Temperature" with a large empty text box. Task 5 is "Room Temperature" with a horizontal input field. At the bottom is a green bar with the text "Save and Next".

Task : PPM-DS-50-Task-1

Instruction Steps

1 . FAN COIL UNIT:

2 . Clean all airflow grills and diffusers.

3 . Check both grill and room temperatures.

4 . Grill Temperature

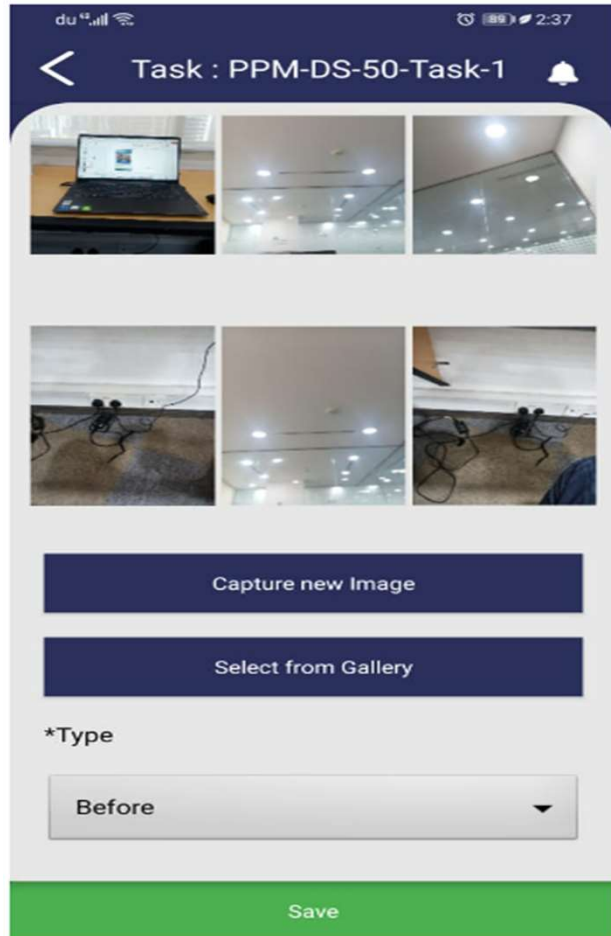
5 . Room Temperature

Save and Next

Answer All the Instructions steps
without skip.

Select SAVE AND NEXT

STEP 4



du 94% 2:37

< Task : PPM-DS-50-Task-1

Capture new Image

Select from Gallery

*Type

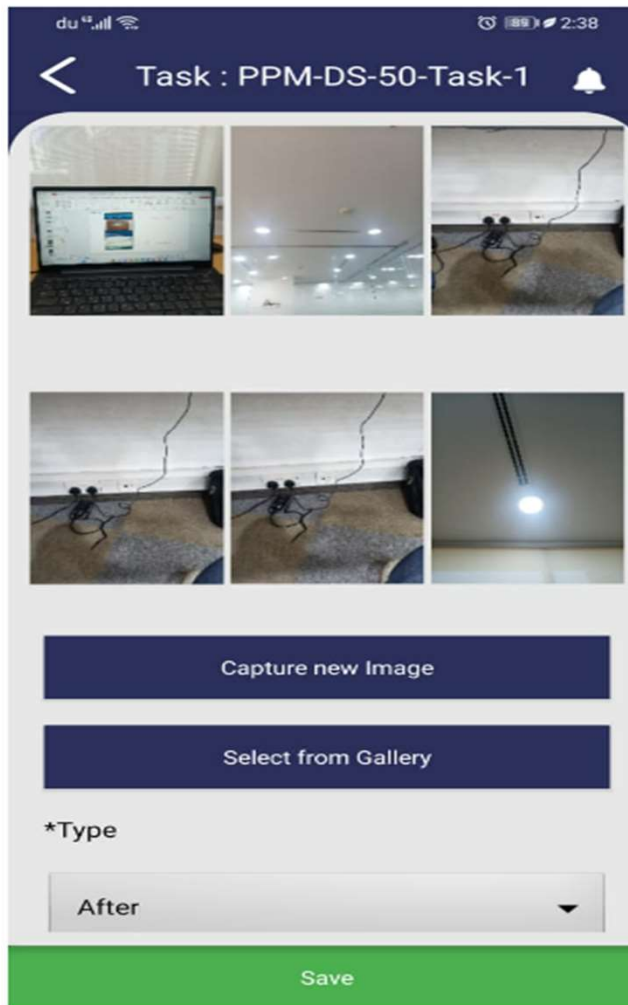
Before

Save

Capture Pictures Minimum 3 and
Maximum 6 Pictures then select
Before

Select SAVE

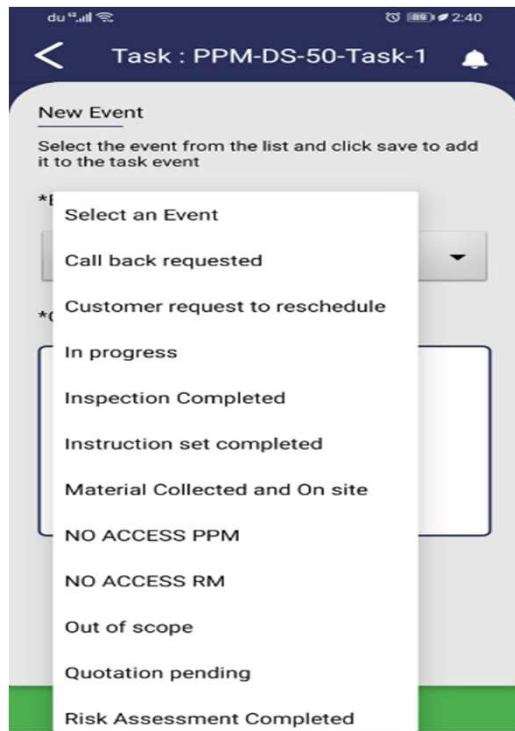
STEP 5



Capture Pictures Minimum 3 and
Maximum 6 Pictures then select
After

Select SAVE

STEP 6



SELECT TO ADD EVENT



1. NO ACCESS PPM
2. NO ACCESS RM
3. QUOTATION PENDING
4. OUT OF SCOPE
5. INSPECTION COMPLETED

Select SAVE

STEP 7

The image displays two sequential screenshots of a mobile application interface, likely for task completion or service review. Both screenshots feature a dark blue header with a back arrow, the text 'Task:', and icons for notifications and attachments. The top screenshot shows a 'Rate Us' section with five green stars and a signature box containing a handwritten signature. The bottom screenshot shows a signature box with a handwritten signature and a button labeled 'Add Technician Signature'.

Customer 5 Star Rating

Customer Signature

Technician Signature

STEP 8

du 4G LTE 2:44

< Task : 🔔 📎

Customer Details

Customer Name

👤 Eric

Mobile

+971 | 552347623

Email Address

✉ dad1904@gmail.com

Submit

Customer Details need to fill up mandatory.

Submit

STEP 9

The image shows a mobile application interface for Step 9. It features a light gray background with a white rounded rectangle containing customer details and a task completion comment. At the bottom is a green bar with the word 'Complete'.

Customer Details

Name : Eric
Mobile Number : +971 552347623
Email Id : eric.natividad1904@gmail.com

Task completion comment

Completed

Complete

Customer details

Complete the task.

THANK YOU