

CSS eCommunity provides a platform to facilitate the communication between management and residents easily access via web or app!

**eCommunity** Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - THIBA Login: 27/01/2021 5:07:38 PM CSS 2.0


System Manager Logout Community News Management Bulletin Facility Booking Forms Download House Rules Management Committee Minutes Of Meeting Account Statement Service Request Receiptment Issue Login ID Manage Visitor Parking Visitor Report Register QR Walk-In Pass Register QR Patrol Security Patrol Report Member ID Report Sub Member ID Report Phone App Setting Contact List

**Community News** Manage

Property Code

**Feature News**

27/01/2021 - HAPPY NEW YEAR



**News Topics**

- [HAPPY THAIPUSAM](#) - 25/01/2021 thiba
- [HAPPY CNY 2021](#) - 15/01/2021 thiba2211@gmail.com
- [HUURAAYYY](#) - 15/01/2021 thiba2211@gmail.com
- [HAPPY 2021](#) - 28/12/2020 thiba2211@gmail.com
- [MERRY CHRISTMAS](#) - 4/12/2020 ritha
- [HAPPY DECEMBER](#) - 1/12/2020 thiba2211@gmail.com
- [CSS app upcoming](#) - 6/11/2020 ritha
- [HAPPY DIWALI](#) - 5/11/2020 thiba2211@gmail.com
- [SELAMAT HARI MALAYSIA](#) - 9/09/2020 thiba2211@gmail.com
- [TEST Mandarin](#) - 7/09/2020 cssismail
- [SELAMAT HARI RAYA HAJI](#) - 23/07/2020 thiba2211@gmail.com
- [HAPPY FRIDAY](#) - 12/06/2020 thiba2211@gmail.com
- [HAPPY JUNE](#) - 2/06/2020 thiba2211@gmail.com
- [Selamat Hari Raya](#) - 13/05/2020 cssjeffrey
- [mobile apps update](#) - 11/05/2020 steven
- [OPEN HOUSE FOR HARI RAYA](#) - 8/05/2020 thiba2211@gmail.com
- [NOTICE OF CLOSURE](#) - 17/04/2020 thiba2211@gmail.com
- [PUBLIC HOLIDAY](#) - 5/03/2020 thiba2211@gmail.com
- [HAPPY NEW YEAR](#) - 12/12/2019 cssjeffrey

# Issuance Login ID

Management Use Only

Place where the management will generate the resident login ID for resident portal (Klik - eCommunity) via web and app.

Take note: Each click on the “Generate ID” will regenerate new default password.

# Issue Login ID

- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report
- Phone App Setting

1. Click "View All",  
"Select All".

2. Then click  
"Generate ID".

Property Code **JMB** Generate ID

Un-Select All Select All View All Search New Search Phrase

Contact ID	Lot Num	Name	Occupant	Email	Login Code	
<input type="checkbox"/>	11	1-06-01	MS A	Owner	ungkuhanafi@gmail.com	MA01
<input type="checkbox"/>	55	1-06-01	MAXIS	Tenant		M01
<input type="checkbox"/>	27	1-06-02	MS B	Owner	hanafi@cssdecisions.com	MB01
<input type="checkbox"/>	13	1-06-03	MS C	Owner	jeffrey@cssdecisions.com	MC01
<input type="checkbox"/>	18	1-06-03A	MS D	Owner	sing@cssdecisions.com	MD01
<input type="checkbox"/>	15	1-06-05	MS E	Owner	arif@cssdecisions.com	ME01
<input type="checkbox"/>	16	1-06-06	MR G	Owner	sing@cssdecisions.com	MG01
<input type="checkbox"/>	19	1-06-07	MR F	Owner	hanafi@cssdecisions.com	MF01
<input type="checkbox"/>	20	1-06-08	MS F	Owner	MSF@YAHOO.COM	

Server Location: CYBERJAYA

www.cssdecisions.com:450 say

Are you sure you want to generate Login ID for the selected o

OK Cancel

2. Click 'OK'. System will then generate the owner ID automatically.

# Issue Login ID

Property Code **JMB** Generate ID

Un-Select All Select All View All Search New Search Phrase

Contact ID	Lot Num	Name	Occupant	Email	Login Code	
<input checked="" type="checkbox"/>	11	1-06-01	MS A	Owner	MSA@GMAIL.COM	MA01

- System Manager
- Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
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- Member ID Report
- Phone App Setting

## Issue Login ID

### Print Document

[Print Document](#) [Print Label](#)

Set To Preferred Mailing Method

Current Print Job

Document Count

Print Batch Size  Batch Count

Batch To Print  Document From  To

Available Form

Include Company Header

3. Click here to print out the document.

Or click here to email.

- Print Document
- Form Manager
- Mailing Parties
- Export Document
- Email Document
- View Data

*Management have the option as well to opt for individual unit's Login ID & Password generating.*

# Community News

Resident & Management Use

Resident can access to latest news information from the management office anywhere & anytime.

Resident: Available on Web and App


eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - THIBA Login: 27/01/2021 5:07:38 PM CSS 2.0

Community News Management

Property Code: JMB

Feature News

27/01/2021 - HAPPY NEW YEAR



News Topics

- HAPPY THAIPIUSAM
- HAPPY CNY 2021 - 15/01/2021 thiba22
- HUIJRAAYYY - 15/01/2021 thiba22
- HAPPY 2021 - 28/12/2020 thiba22
- MERRY CHRISTMAS
- HAPPY DECEMBER
- 1/12/2020 thiba22
- CSS app upcoming
- HAPPY DIWALI - 5/11/2020 thiba22
- SELAMAT HARI MA
- 9/09/2020 thiba22
- TEST Mandarin - 7/10/2020 thiba22
- SELAMAT HARI RA
- 23/07/2020 thiba22
- HAPPY FRIDAY - 12/06/2020 thiba22

1. Click 'Manage'.

2. Click 'Add' for new announcement. Follow by attach image, adding the heading, content and may select the **app banner** and apply all dept(only applicable for those who have more than one department code).

3. User may add the URL as the reference link for the resident to click and view the link.

Community News

Manage Articles


Add Save Edit Delete Cancel Exit

Upload Image Choose File No file chosen

Image File Name ec4f2c91ab32c1a144c832c21612e6b2.jpeg Remove Image

Heading HAPPY NEW YEAR

Content Let us look back at the past year with the warmest of memories. Happy New Year.



Reference Link

Posted By THIBA Posted On 27/01/2021  Feature News  Active  Apply All Dept  App Banner

	Heading	Posted By	Posted On	Feature News
Select	HAPPY NEW YEAR	thiba	27/01/2021	<input checked="" type="checkbox"/>
Select	HAPPY THAIPIUSAM	thiba	25/01/2021	<input type="checkbox"/>
Select	HUIJRAAYYY	thiba2211@gmail.com	15/01/2021	<input type="checkbox"/>

## Additional Note!

Active - Active announcement(resident able to view) or non active announcement (it will be hidden from the resident).

App banner – To show at the “Klik” as the announcement.

Apply all dept - Only applicable for those who have more than one department code.

Management can only upload the announcement in the form of article and image.

# Management Bulletin

Resident & Management Use

Publish of announcements and/or  
bulletin news to the resident by  
management.

Resident: Available on Web only



E-Community Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - thiba2211@gmail.com Login: 20/04/2020 3:01:30 PM CSS 2.0

**System Manager** Logout

**Management Bulletin** Manage

Property Code: JMB

17/04/2020 [FAQ COVID 19](#)  
 29/03/2020 [New e-Community Mobile Apps update](#)  
 25/03/2020 [Property Maintenance](#)  
 25/03/2020 [Cleaning Services](#)  
 25/03/2020 [Octopus Villa Security Guard](#)

Community News  
 Management Bulletin  
 Facility Booking  
 Forms Download  
 House Rules  
 Management Committee  
 Minutes Of Meeting  
 Account Statement  
 Service Request Recipient  
 Issue Login ID  
 Manage Visitor Parking  
 Visitor Report  
 Register QR Walk-In Pass  
 Register QR Patrol  
 Security Patrol Report  
 Member ID Report

1. Click 'Manage'.

**Management Bulletin**

**Manage**

Upload File  No file chosen

File Title

File Name  Posted By  Posted On   Apply All Dept

	File Name	File Title	Posted By	Posted On
<input type="button" value="Select"/>	security_guard_in_malaysia_JMB.pdf	Octopus Villa Security Guard	CSSARIF	25/03/2020
<input type="button" value="Select"/>	Cleaning & Property Services_JMB.pdf	Cleaning Services	CSSARIF	25/03/2020
<input type="button" value="Select"/>	Property Maintenance_JMB.pdf	Property Maintenance	CSSARIF	25/03/2020
<input type="button" value="Select"/>	Screenshot_20200325-170400_CSS eCommunity_JMB.jpg	New e-Community Mobile Apps update	STEVEN	29/03/2020
<input type="button" value="Select"/>	FAQ KPKT (Bil 5) edited 08042020 -1_JMB.pdf	FAQ COVID 19	THIBA	17/04/2020

2. Click 'Add', select your file to be uploaded and key in the file title, then 'Save'.

*At the management bulletin section, management can upload the announcement in pdf format only*

# FACILITY BOOKING

Resident & Management Use

All facilities such as BBQ pits, tennis courts, multi-purpose halls and more that require booking can be conveniently setup in app for residents' reference and use. It is completely customized to each site!

**Resident: Available on Web and App**

System Manager Logout

Community News

Management Bulletin

Facility Booking

Forms Download

House Rules

Management Committee

Minutes Of Meeting

Account Statement

Service Request Recipient

Issue Login ID

Manage Visitor Parking

Visitor Report

Register QR Walk-In Pass

Register QR Patrol

Security Patrol Report

Member ID Report

## Facility Booking

Manage

Facility Unit Property Code Lot Num Available Booked 

My Booking

Weekend Holiday 

Default Settings

Calendar Begin 

Date	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM
20/04/2020																								
21/04/2020																								
22/04/2020																								
23/04/2020																								
24/04/2020																								
25/04/2020																								
26/04/2020																								
27/04/2020																								
28/04/2020																								
29/04/2020																								

## Facility Unit

Property Code 

Add Save Edit Delete Cancel Exit Help

Facility Name Time Open Quota Time Scale Time Close Quota Hours Maximum Duration  HoursBooking Day Lock  DaysCalendar Length  Member Book Online

	Facility Name	Time Open	Time Close	Maximum Duration	Quota Time Scale	Quota Hours	Booking Day Lock	Member Book Online
Select	BBQ A	10:00 AM	11:00 PM	3	Month	12	3	<input checked="" type="checkbox"/>
Select	Swimming Pool	10:00 AM	5:00 PM	0	Month	7	0	<input checked="" type="checkbox"/>
Select	BADMINTON COURT	9:00 AM	9:00 PM	3	Month	12	2	<input checked="" type="checkbox"/>

1. Click 'Manage'.

2. Click 'Add' follow with update of the facility details. Management could set the quota hours for a particular facility. Click 'Save' once it's done.

System Manager Logout

Community News  
Management Bulletin  
Facility Booking  
Forms Download  
House Rules  
Management Committee  
Minutes Of Meeting  
Account Statement  
Service Request Receipt  
Issue Login ID  
Manage Visitor Parking  
Visitor Report  
Register QR Walk-In Pass  
Register QR Patrol  
Security Patrol Report  
Member ID Report

## Facility Booking

Manage

Facility Unit: TOWN HALL

Property Code: JMB

Lot Num: 

Available



Weekend



Defaulter Settings

Calendar Begin: 20/04/2020

Booked



My Booking

Holiday



Date	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00		
20/04/2020																													
21/04/2020																													
22/04/2020																													
23/04/2020																													
24/04/2020																													
25/04/2020																													
26/04/2020																													
27/04/2020																													
28/04/2020																													
29/04/2020																													

## Defaulter Settings

Property Code: JMB

Save

Edit

Cancel

Exit

Help

Minimum Amount: 0.00

Selected GL code :

Available Fields (37)		Selected Fields (2)
DNBF		IVSC
DNDAC		IVSF
DNDFB		
DNDRNV		
DNDRP		
DNDRT		
DNDTNB		
DNDWM		
DNGST		
DNSST		
DNTF		
DNTO		
DNWB		
IA		
IVAC		
IVAF		
IVCP		
<input type="checkbox"/> Sort		

1. Click 'Defaulter Settings'.

2. Click 'Edit', follow by adding the minimum outstanding amount and choose the GL CODE among available fields. Once it's done, click 'Save'.

For the facility booking, management can do the setup for defaulter; option to disable the booking function among them

## Additional Note!

Time Opens/Close – The opening/closing hour of the facilities

Maximum Duration – The duration hours of the resident to book the facilities

Quota Time Scale – The quota hours which depending on Month/Weekly/Day

Quota Hours – The quota of hours resident to book the facility, it will be linked to the

Quota Time Scale

*Eg: Quota Time Scale: **Month** Quota Hours: **12 Hours***

*In the month, the resident can book the particular faculty for maximum 12 hours per month*

Booking Day Lock – Day required the resident to make the booking

Calendar Length – Day of showing to the resident for the facility booking

Member Book Online – Resident right of making the booking online

# FORMS DOWNLOAD

Resident & Management Use

Download all types of application forms (i.e. renovation application, car park sticker application, move-in/out application and more) available at your resident.

Resident: Available on Web only

[System Manager](#) [Logout](#)

## Forms Download

[Manage](#)

1. Click 'Manage'.

Community News  
Management Bulletin  
Facility Booking  
Forms Download  
House Rules  
Management Committee  
Minutes Of Meeting  
Account Statement  
Service Request Receipt  
Issue Login ID  
Manage Visitor Parking  
Visitor Report  
Register QR Walk-In Pass  
Register QR Patrol  
Security Patrol Report  
Member ID Report

Property Code 

1. [Car Park Application Form](#) 17/02/2020
2. [RENOVATION FORM](#) 17/02/2020
3. [UNIT MOVING FORM](#) 17/02/2020
4. [TESTING](#) 17/04/2020

## Forms Download

2. Click 'Add', upload your file, add the file name, then click 'Save'. (May attach renovation, car park etc. related forms). Best added in pdf file format.

## Manage

      Upload File  No file chosenFile Title File Name  Posted By  Posted On   Apply All Dept

	File Name	File Title	Posted By	Posted On
<input type="button" value="Select"/>	CAR STICKER APPLICATION FORM_JMB.pdf	Car Park Application Form	STEVEN	17/02/2020
<input type="button" value="Select"/>	CAR STICKER APPLICATION FORM_JMB_01.pdf	RENOVATION FORM	STEVEN	17/02/2020

# HOUSE RULES

Resident & Management Use

Resident may refer to the house rules set by your management over here, it's referring to the By-laws.

Resident: Available on Web and App



## House Rules

Manage

Property Code JMB

[Open File](#)

## House Rules

## Attach File

JMB OCTOPUS VILLA BLOCK A

Save Edit Delete Cancel Exit Help

Upload File  No file chosen Apply All Dept[This is a test PDF file1\\_JMB\\_01.pdf](#)

1. Click 'Manage'.

2. Click 'Edit', select the file wish to be uploaded, then click 'Save'.

*Management team only able to upload one file and recommended to upload in pdf format*

# MANAGEMENT COMMITTEE

Resident & Management Use

Overview the profiles, roles & responsibilities of the management committee members who take care of your sweet home.

Resident: Available on Web and App

- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

## Management Committee

1. Click 'Manage'.

Manage

Management Num  JMB

Filter:

Term Begin:  Date Formed:   
 Term End:  Date Dissolved:

Portfolio	Name	Lot Num	Telephone	Email	Date Elected	Date Resigned
CHAIRMAN	<a href="#">MR TOM</a>	1-06-06	013976468		1/05/2020	
TREASURER	<a href="#">MR ALI</a>	1-06-08	018764246		1/05/2020	

## Management Committee

2. Click 'Add Management'.

Management Num

Sequence:

Name:  Upload Image  No file chosen

Lot Num:  Personal Profile

Telephone:

### Add Management

Management Num

Management Type:  ... License Num:

Term Begin:  Date Formed:   
 Term End:  Date Dissolved:

3. Click 'Add' and update the details of management accordingly. Once it's done, click 'Save'. (Fyi, management number is the batch of JMB / MC)

	Management Num	Management Type	Term Begin	Term End	Date Formed	Diss
Select	1	JMB	1/11/2019	31/10/2020	1/11/2019	31/10
Select	2	JMB	1/11/2019	1/03/2020	1/11/2019	1/03/2020

- System Manager Logout
- Community News
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- Account Statement
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- Issue Login ID
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- Visitor Report
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- Register QR Patrol
- Security Patrol Report
- Member ID Report

### Management Committee

1. Click 'Manage'.

Manage

Management Num 15

JMB

Term Begin 1/05/2020

Date Formed 1/05/2020

Term End 31/01/2022

Date Dissolved

Filter

Members In Office

Property Code JMB

Portfolio	Name	Lot Num	Telephone	Email	Date Elected	Date
CHAIRMAN	<a href="#">MR TOM</a>	1-06-06	013976468			
TREASURER	<a href="#">MR ALI</a>	1-06-08	018764246			

2. Click 'Add' to add the management member committee details, then click 'Save'.

### Management Committee

Management Num 15 Add Management

Add Save Edit Delete Cancel Exit Help

Sequence

Name  Upload Image  No file chosen

Lot Num  Personal Profile

Telephone

Email

Portfolio

Date Elected

Date Resigned

	Sequence	Name	Lot Num	Portfolio	Date Elected	Date Resigned
Select	1	MR TOM	1-06-06	CHAIRMAN	1/05/2020	
Select	2	MR ALI	1-06-08	TREASURER	1/05/2020	

# MEETING MINUTES

Resident & Management Use

Keep updated with the latest meeting minutes (i.e., AGM, EGM and/or JMC meetings) of your community.

Resident: Available on Web and App

- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
  - Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pa
- Register QR Patrol
- Security Patrol Report
- Member ID Report

## Minutes Of Meeting

1. Click 'Manage'.

Manage

Property Code JMB

From Date 20/01/2020 To Date 20/04/2020

	Meeting Num	Meeting Date	Meeting Title	Minutes By	Management Num	Posted On
<a href="#">Open File</a>	2	5/02/2020	MONTHLY MEETING FEB 2020	Hassan	9	17/02/2020
<a href="#">Open File</a>	3	16/04/2020	COMMITTEE COFFEE TALK	ANITA	14	17/04/2020
<a href="#">Open File</a>	4	16/04/2020	COVID 19 AWARENESS	SITI	15	17/04/2020

2. Click 'Add' to upload minutes of meeting, follow with meeting number and title. Click 'Save' once it's done.

## Minutes Of Meeting

### Manage

Add Save Edit Delete Cancel Exit Help

Upload File Choose File No file chosen

File Name MPU 3432 Video Presentation\_JMB\_01 Posted On 17/04/2020  Apply All Dept

Meeting Num 3 Management Num 14

Meeting Title COMMITTEE COFFEE TALK Meeting Date 16/04/2020 Minutes By ANITA

	Meeting Num	Management Num	Meeting Date	Meeting Title	Minutes By	Posted On
Select	3	14	16/04/2020	COMMITTEE COFFEE TALK	ANITA	17/04/2020
Select	4	15	16/04/2020	COVID 19 AWARENESS	SITI	17/04/2020

Management need to setup the Committee then only able to upload the meeting minutes

# SERVICE REQUEST RECEIPT

Management Use Only

Place to setup the receiver of the resident complaints or feedback.

- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report
- Sub Member ID Report
- Phone App Setting
- Contact List

## Service Request Receipt

Property Code: [ ]

Save [abc] Edit

1. Click 'edit'.

Available Fields (104)	Selected Fields (0)
ABC ADDA ADMIN TEST ALFRED ASILA AZIZ AZU AZUSER1 BD BSP CANA CASA CB1 CHEOK CHEW3 CHEW333 CHING	

## Service Request Receipt

Property Code: JMB

Save [abc] Edit Cancel [X?] Help

3. At the end 'save'.

Available Fields (102)	Selected Fields (2)
ABC ADDA ADMIN TEST ALFRED ASILA AZIZ AZU AZUSER1 BD BSP CANA CASA CB1 CHEOK CHEW3 CHEW333 CHING	THIBA VENICE

2. Choose the respective 'user ID'.

Management need to do the setup then only able to view the Bank-in Slip & Service Request submitted via residents



# ACCOUNT STATEMENT

Resident & Management Use

Every each of the owner is now able to check on their individual updated account statement conveniently.

Resident: Available on Web and App

*NOTE: Only for the references, statement will be auto linked to the "Property Management"*

**E-Community** Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - thiba2211@gmail.com Login: 20/04/2020 3:01:30 PM **CSS 2.0**

**Account Statement** Manage

Lot Num  Name  Property Code

[Print Statement](#)

From Date  To Date  Un-Debited LPI [2.55](#) Document Details  Owner & Tenant

	Doc Date	Due Date	Doc Num	Service Code	Ref Num	Item Description	Debit	Credit	Balance
	1/01/2020					BALANCE B/F			510.25
<input type="checkbox"/>	1/01/2020		10000070	OWN		INVOICE	300.00		810.25
<input type="checkbox"/>	2/01/2020		10000008	OWN		LATE PAYMENT INTEREST	1.42		811.67
<input type="checkbox"/>	1/02/2020		10000070	OWN		INVOICE	300.00		1,111.67
<input type="checkbox"/>	4/02/2020		10000060	OWN	as	OFFICIAL RECEIPT		1,000.00	111.67
	4/02/2020		10000022	OWN	as	DEBIT NOTE	1,000.00		1,111.67
	4/02/2020		10000018	OWN	ADJa	CREDIT NOTE		0.00	1,111.67
	4/02/2020		10000016	OWN	asfass	PAYMENT VOUCHER	1,000.00		2,111.67
	4/02/2020		10000019	OWN	asfass	CREDIT NOTE		1,000.00	1,111.67
<input type="checkbox"/>	6/02/2020		10000062	OWN	CASH	OFFICIAL RECEIPT		1,500.00	-388.33
<input type="checkbox"/>	1/03/2020		10000070	OWN		INVOICE	300.00		-88.33
<input type="checkbox"/>	3/03/2020		10000129	OWN		INVOICE	5,297.97		5,209.64
<input type="checkbox"/>	1/04/2020		10000070	OWN		INVOICE	300.00		5,509.64
<input type="checkbox"/>	1/04/2020		10000129	OWN		INVOICE	3,030.00		8,539.64
<input type="checkbox"/>	4/04/2020		10000047	OWN		LATE PAYMENT INTEREST	6.53		8,546.17

*Every each of the owner is now able to check on their individual updated account statement conveniently*

# MEMBER ID REPORT

Management Use Only

Every each of the owner is now able to check on their individual updated account statement conveniently.

- Community News
- Management Bulletin
- Facility Booking
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- Register QR Patrol
- Security Patrol Report
- Member ID Report
- Sub Member ID Report
- Phone App Setting
- Contact List

## Member ID Report

4 item(s) returned.




List Column Standard ...

Filter Set Past 7 days Log ...

Allow Sorting

Single Phase ... JMB ...

Plain Report

 Query  Print  Help

Lot Num	Name
A-01-02	John
G-01-02	MONG HAN KUI
A-07-02	LIEW
B-17-01	Aziz

Management able to choose standard list column and select preference filter set, then the report will appear

# SUB MEMBER ID REPORT

Management Use Only

Management able to view the report of tenant login history on eCommunity resident portal.

System  
Manager

Logout

Community News  
 Management Bulletin  
 Facility Booking  
 Forms Download  
 House Rules  
 Management Committee  
 Minutes Of Meeting  
 Account Statement  
 Service Request Receipt  
 Issue Login ID  
 Manage Visitor Parking  
 Visitor Report  
 Register QR Walk-In Pass  
 Register QR Patrol  
 Security Patrol Report  
 Member ID Report  
 Sub Member ID Report  
 Phone App Setting  
 Contact List

## Sub Member ID Report

37 item(s) returned.

List Column STANDARD

Filter Set ALL

 Allow Sorting

Single Phase

JMB

Plain Report

Query

Print

Help

Name	User Code	Lot Num	Owner/Tenant Name	Status	Sub Member Name	Dept Code
JEFFREY	SUBJ03	1-06-01	MS A	ACTIVE		JMB
JCSUB01	SUBJ01	B-01-01	JOHNSON CHIA	ACTIVE	jclub01	JMB
MS LEE	SUBML01	1-06-01	MS A	ACTIVE	MS LEE	JMB
ALICIA TAN KT	SUBATK01	B-01-07	Alicia Tan	ACTIVE	ALICIA TAN KT	JMB
MRS CHAN	CHAN	1-06-01	MS A	ACTIVE	MRS CHAN	JMB
MS NITA	NITA	1-06-01	MS A	ACTIVE	MS NITA	JMB
MR LEE	SUBML02	A-07-01	Bobby	ACTIVE	Mr Lee	JMB
JOHNSON	SUBJ02	B-01-01	JOHNSON CHIA	ACTIVE	JOHNSON	JMB
TULSI	SUBT01	1-06-01	MS A	ACTIVE	TULSI	JMB
ANDY WONG	SUBAW01	B-01-01	JOHNSON CHIA	ACTIVE	ANDY WONG	JMB
STEVE	SUBS01	1-06-01	MS A	ACTIVE	STEVE	JMB
MR WONG	SUBMW02	B-01-01	JOHNSON CHIA	NOT ACTIVE	mr wong	JMB

Management able to choose standard list column and select preference filter set, then the report will appear

# CSS APP SETTING

Management Use Only

The function for Phone Apps Setting is to control what feature the management would like the user to view from the app. While for the web, the management may request from the CSS Support Team to deactivate certain feature.

- System Manager
- Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report
- Sub Member ID Report
- SOS Report
- Phone App Setting
- App Broadcast

### Phone App Setting

- Bank-In Slip  Check To Activate Module
- VMS  Check To Activate Module
- Account Statement  Check To Activate Module
- Facility Booking  Check To Activate Module
- Service Request  Check To Activate Module
- Additional by Law  Check To Activate Module
- Digital Form  Check To Activate Module
- Minutes Of Meeting  Check To Activate Module
- Management Committee  Check To Activate Module

Save Edit Cancel

1. Click 'edit'.

### Phone App Setting

- Bank-In Slip  Check To Activate Module
- VMS  Check To Activate Module
- Account Statement  Check To Activate Module
- Facility Booking  Check To Activate Module
- Service Request  Check To Activate Module
- Additional by Law  Check To Activate Module
- Digital Form  Check To Activate Module
- Minutes Of Meeting  Check To Activate Module
- Management Committee  Check To Activate Module

Save Edit Cancel

3. Once done the selection for the option, do 'save' it.

2. Select which tick or untick function.



# MANAGE VISITOR PARKING

Management Use Only

Applies to Visitor Management System.  
Management can create a visitor parking following their visitor bay units.

Available for VMS only

- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

## Manage Visitor Parking

Property Code

Add Save Edit Delete Cancel Help

Parking Lot

Lot Status

	CompCode	Dept Code	Parking Lot	Lot Status
Select	JMB	JMB	VISITOR PARKING 2	Not Available
Select	JMB	JMB	VISITOR PARKING 1	Not Available
Select	JMB	JMB	VISITOR PARK 1	Not Available
Select	JMB	JMB	visitor paring 2	Not Available
Select	JMB	JMB	NEW VISITOR PARKING	Not Available

1. Click 'Add' to update the visitor parking details. Once it's done, click 'Save'.

REGISTER QR PASS

WALK-IN PASS

Management Use Only

Applies to Visitor Management System.  
Management can create a visitor pass  
for walking visitor pass, car pass,  
contractor pass and etc. .

Available for VMS only


- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

# Register QR Walk-In Pass

Entrance:

Visitor Pass ID:

Buttons: Add, Edit, Delete, Cancel, Print, Help



1. Click 'Add'. Enter the entrance and visitor pass ID. Once it's done, system will automatic generate the QR code.

Select	Dept Code
Select	JMB
Select	JMB
Select	JMB
Select	JMB
Select	JMB
Select	JMB

- System Manager Logout
- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
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- Visitor Report
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- Register QR Patrol
- Security Patrol Report
- Member ID Report
- Sub Member ID Report
- Phone App Setting
- Contact List

# Register QR Walk-In Pass

## Print Report

Print Report

Record Count:

Available Form:

Sort Records:

Group Records:

2. Management will need to print out the QR Walk-In Pass. Management may choose 2 types of the format – Card or Car Pass



Walk-In Pass

NDIRA 1



Walk-In Pass

VISITOR 10



Walk-In Pass

DMS 10

# SAMPLE TEMPALETE



## JMB OCTOPUS VILLA

### ATTENTION

1. Park at your own risk.
2. Unauthorized parking will be clamped.

**This visitor parking card must be returned to the guard house upon exit. Failing to do so will be penalized.**

The management accepts no responsibility for theft, damage or other misdemeanor however caused to vehicle, equipment or content therein whilst parked in this premise. Vehicles are parked at the owner's risk.

**Thank you.  
JMB OCTOPUS VILLA**

### CAR PASS 001



Powered By:



# VISITOR REPORT

Management Use Only

Applies to Visitor Management System.  
Management can view their own  
visitor report.

Available for VMS only

System  
Manager

Logout

- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

## Visitor Report

Property Code | JMB

Print

Lot Num  Visitor Type  Search

Report by  Search by

From Date  To Date

Check In	Check In Time	Check Out	Check Out Time	Visitor Name	Vehicle Num	Telephone Num	Visit Type	Lot No.	Member Name	Parking Lot	Image
30/03/2020	09:35 PM	30/03/2020	09:38 PM	Thiba	XX 6929	0125514096	Registered	1-06-06	MR G	VISITOR PARKING 1	<a href="#">View Image</a>
30/03/2020	09:37 PM			Thiba	Xx 6929	01136461802	Walk In	1-06-06	MR G	visitor paring 2	<a href="#">View Image</a>
30/03/2020	09:51 PM			THIBA NATH AP VISUNAGAN		0125514096	Walk In	1-06-06	MR G		<a href="#">View Image</a>
31/03/2020	08:49 PM			thiba	XX 6929	0125514096	Registered	1-06-06	MR G	VISITOR PARKING 1	<a href="#">View Image</a>

Management able to choose which unit number, period by, starting date to end date and may press the search to view the report

# CONTACT LIST

Management Use Only

Management able to update the nearby emergency contact such as police station, fire station and hospital

Available for VMS and KLIK only



## Contact List

Property Code      

Contact Type

Contact Description

Telephone 1

Telephone 2

Telephone 3

	Contact Type	Contact Description	Telephone 1	Telephone 2	Telephone 3
Select	pOLICE	POLICE SETAPAK	034578398	034578398	
Select	BOMBA	BOMBA KL	0189485824		
Select	POLIS	POLIS CHERAS	0184952759		
Select	HOSPITAL	HOSPITAL MALURI	0183950284		

1. Click 'Add' then update nearby emergency contact follow with 'save'.

# REGISTER QR PATROL

Management Use Only

Applies to Security Patrol. Security patrol helps management to monitor the activities of the security. To ensure the security do their patrolling according to the pre-arranged patrol routes and timing.

Available for Security Patrol Only

- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

# Register QR

1. Click 'Add' follow by insert the block & level. Once it's done, click 'Save' and system will automatic generate the QR code for the clocking system. QR code is now ready to stick to the security visiting point, respectively.

Property Code JMB

Block

Level



		Dept Code	Block	Level	Level	QR Code No
Select	...	JMB	JMB	BLOCK C	LEVEL 32	JMB,JMB,BLOCK C,LEVEL 32
Select	...	JMB	JMB	LOBBY	BASEMENT	JMB,JMB,LOBBY,BASEMENT
Select	...	JMB	JMB	BLOCK C	LEVEL 20	JMB,JMB,BLOCK C,LEVEL 20
Select	...	JMB	JMB	BLOCK D	LVL 1	JMB,JMB,BLOCK D,LVL 1
Select	...	JMB	JMB	BLOCK B	LEVEL 32	JMB,JMB,BLOCK B,LEVEL 32
Select	...	JMB	JMB	BLOCK A	LEVEL 37	JMB,JMB,BLOCK A,LEVEL 37

# QR PATROL REPORT

Management Use Only

Applies to Security Patrol.  
Management can now get access to the report of security patrolling anytime & anywhere via CSS eCommunity.

Available for Security Patrol Only

System  
Manager

Logout

- Community News
- Management Bulletin
- Facility Booking
- Forms Download
- House Rules
- Management Committee
- Minutes Of Meeting
- Account Statement
- Service Request Receipt
- Issue Login ID
- Manage Visitor Parking
- Visitor Report
- Register QR Walk-In Pass
- Register QR Patrol
- Security Patrol Report
- Member ID Report

## Security Patrol Report

Property Code 

Print

Level  Security

Block

From Date  To Date

Level	Block	QR Code	Status	User Code	Name	Scan Date	Scan Time
LVL 1	BLOCK D	JMB,JMB,BLOCK D,LVL 1		SECURITY00	SECURITY00	22/01/2020	12:39 PM

Management able to choose which level, period by, starting date to end date and may press the search to view the report

Thank You!