



Visitor Management System (VMS)

GUIDELINES - TAB

Prepared by: CSS Strata

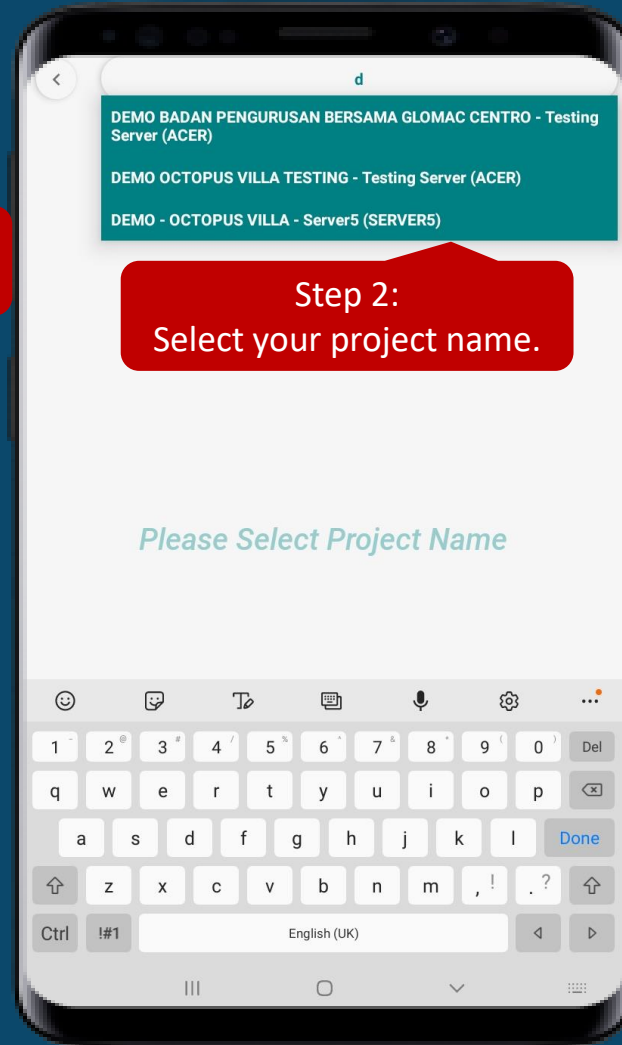
How To Log In?



Step 1:
Click "search project name"

Step 3:
Key in the username
& password

Step 4:
Click "login"



Step 2:
Select your project name.

Step 1: Click "search project name"

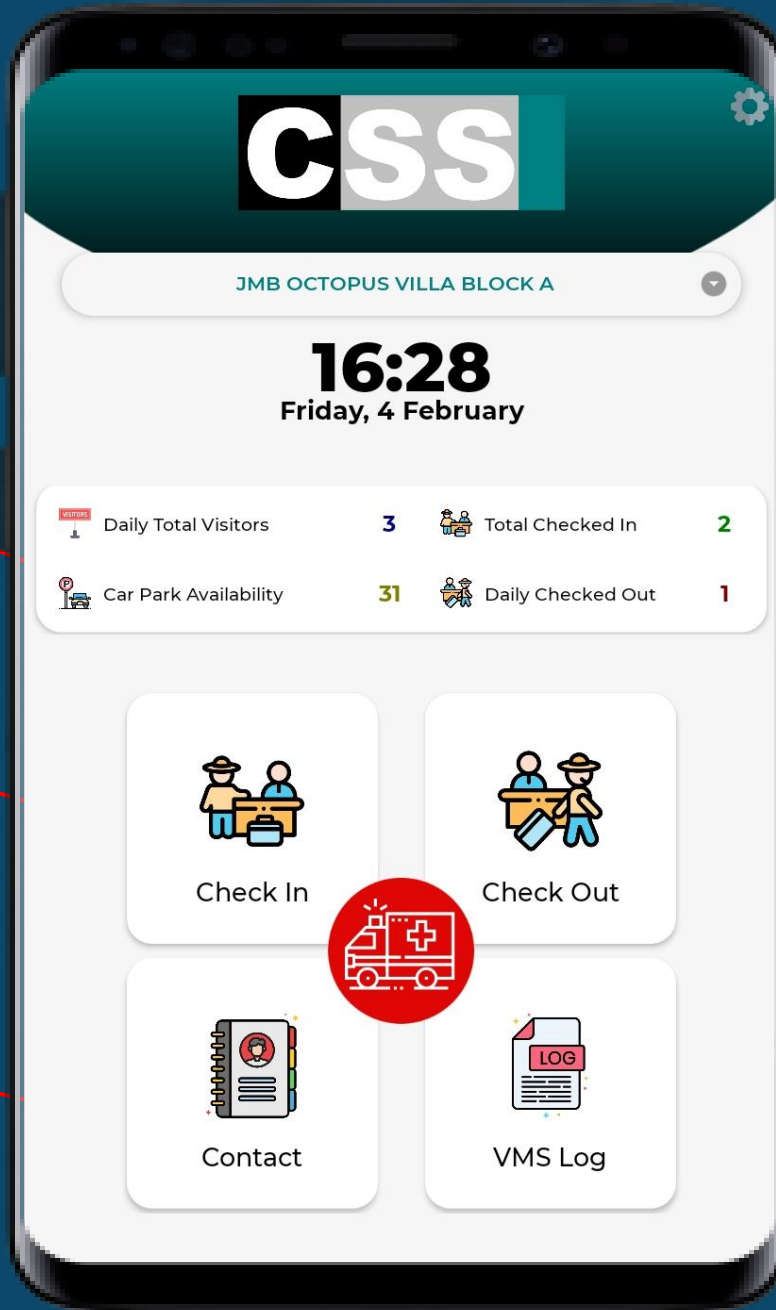
Step 2: Select your project name.

Step 3: Key in the username &
password.

Step 4: Click "login"

* Kindly refer to management or
CSS Supports for the **Username**
and **Password** creation*

VMS Layout & Functions



Setting

To change the password, proceed with the check out and etc

Mini Dashboard

Auto update the total visitors, available parking, total check in and check out visitors.

Check In

Register for the visitors.

Contact

The contact number of management office and emergency contact.

Check out

To proceed the visitors check out process

VMS Log

View history/ report for

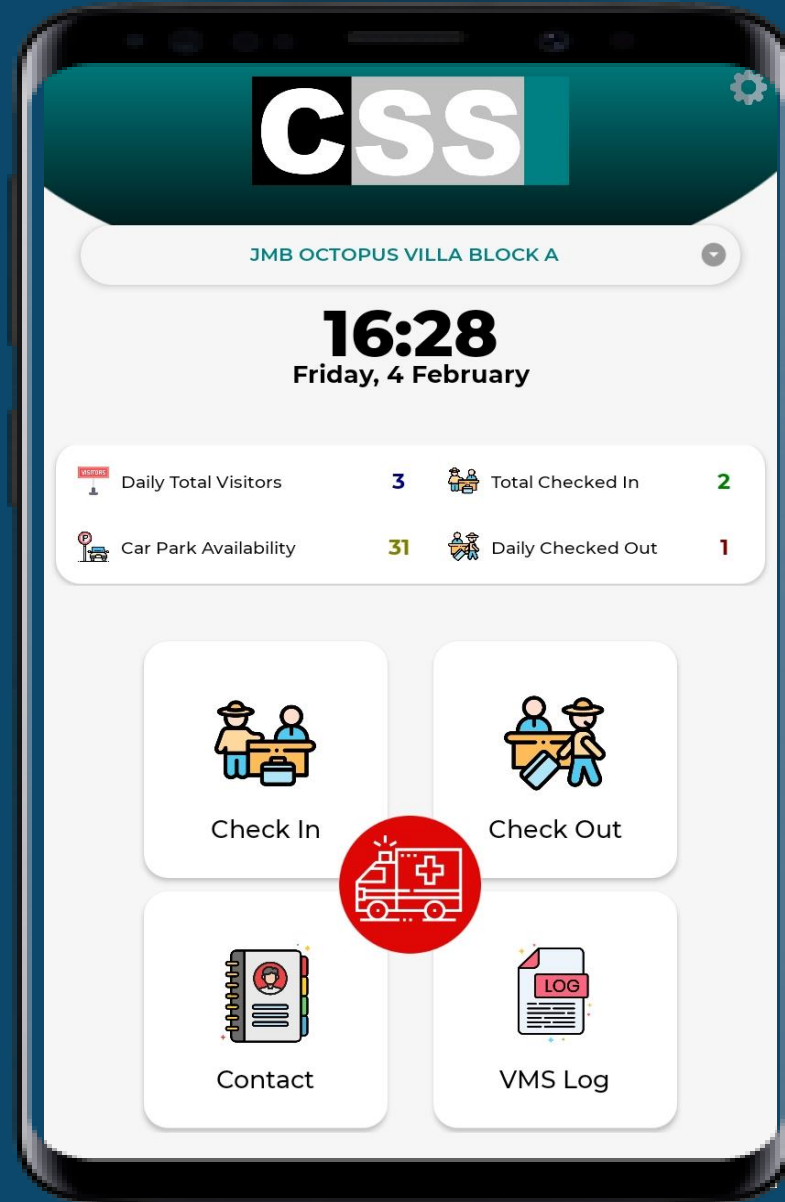
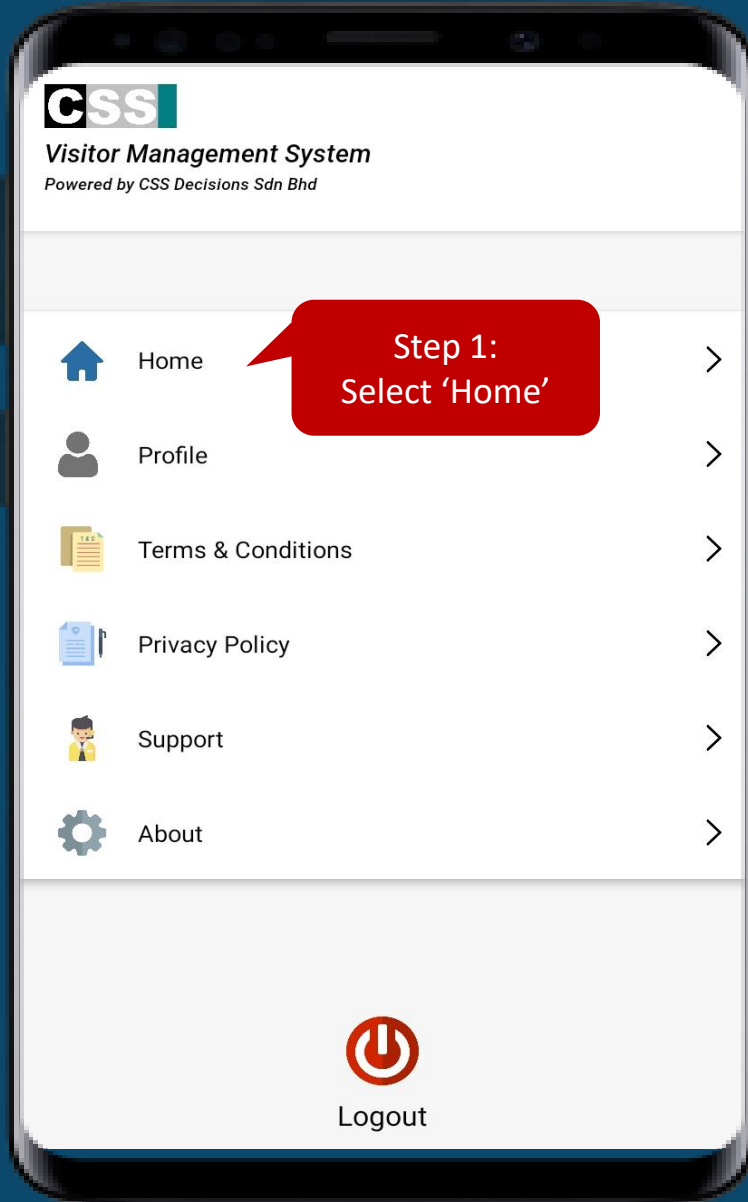
- SOS
- Facility Booking
- Check In and Out

Setting

Allow the user to change their password, check out and view the CSS policy

- **Home, Profile, Terms & Conditions, Privacy Policy,
About and Support**

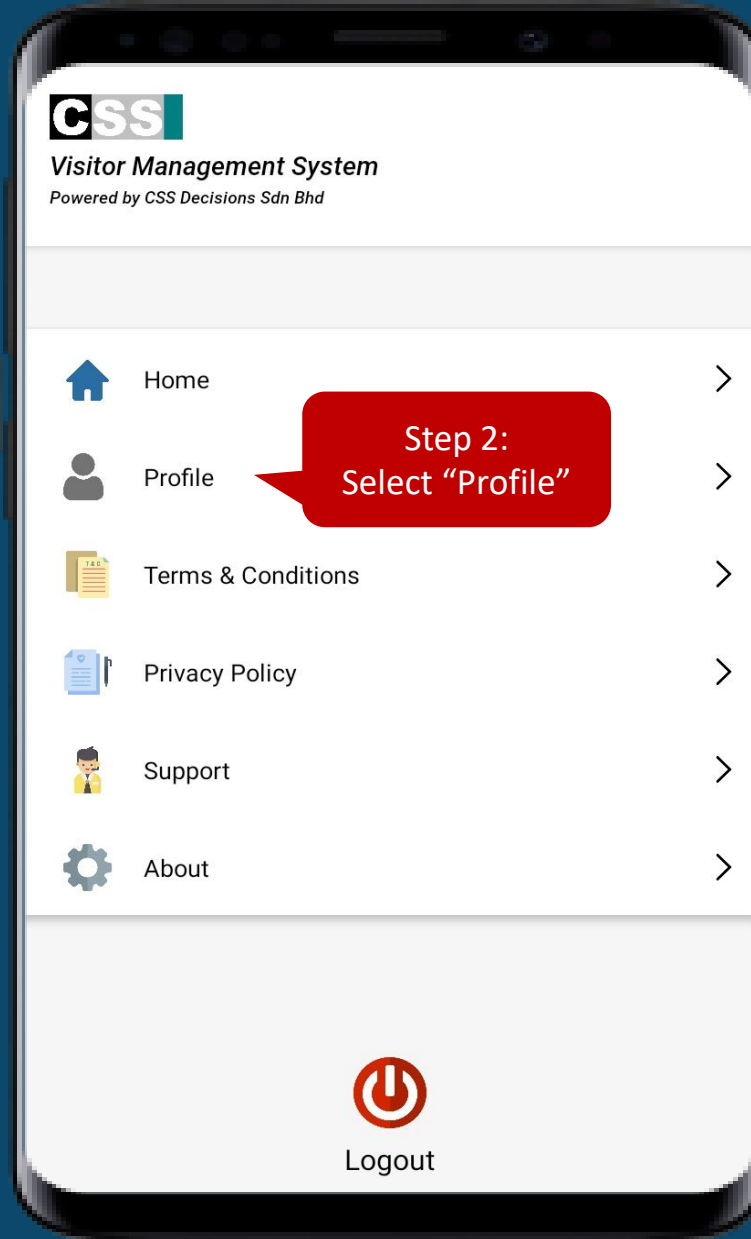
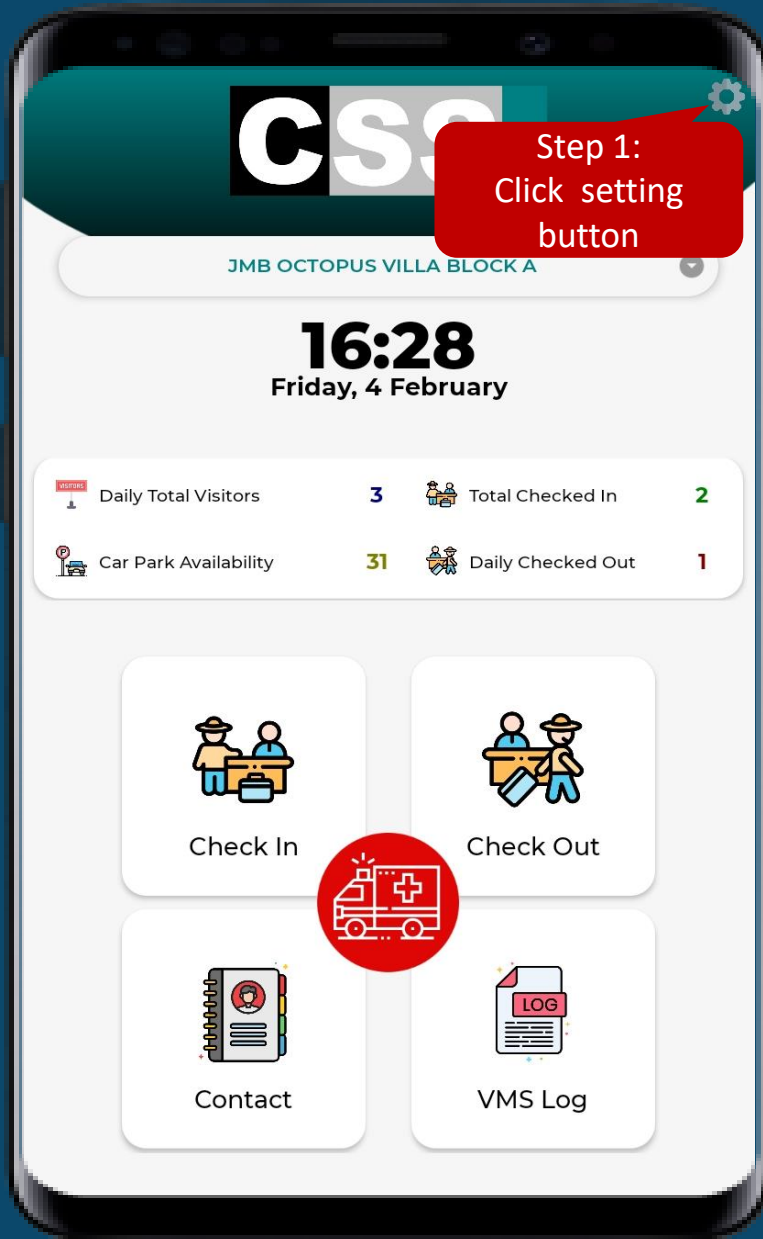
• HOME



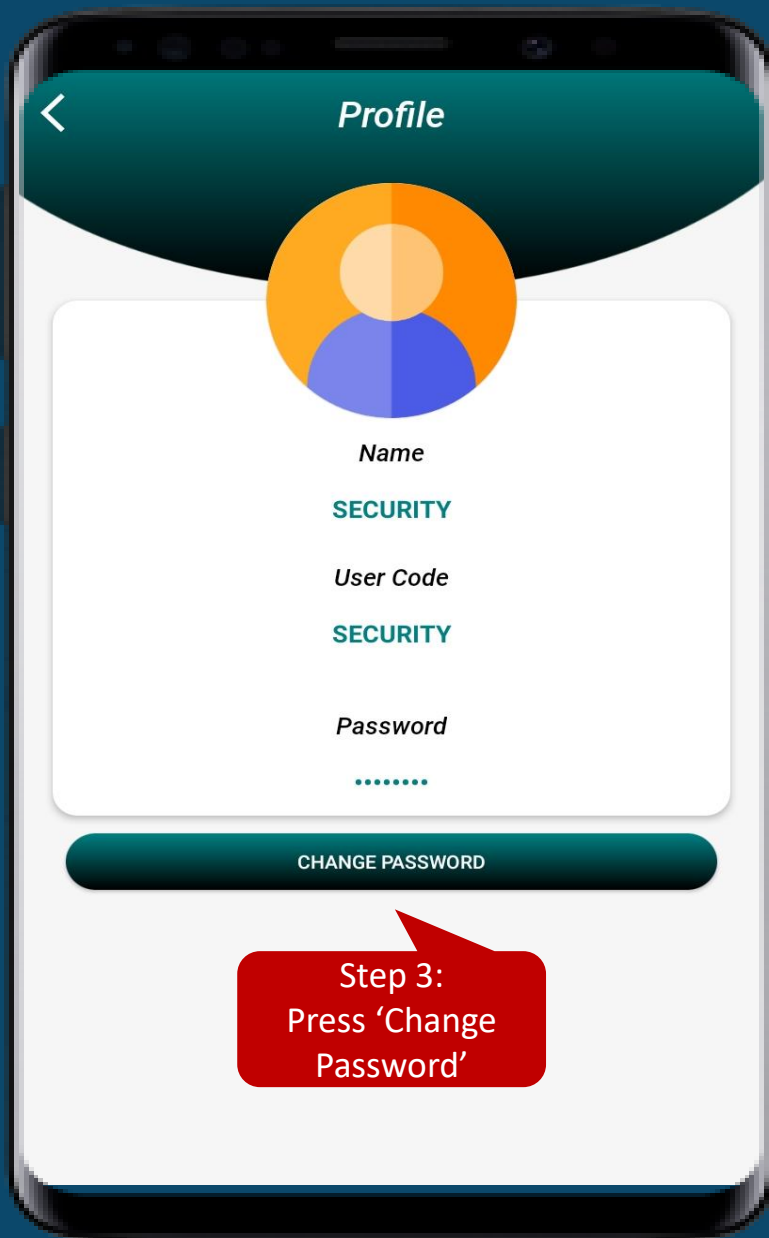
Step 1: Select 'Home'

Step 2: Back to the CSS's Home Page

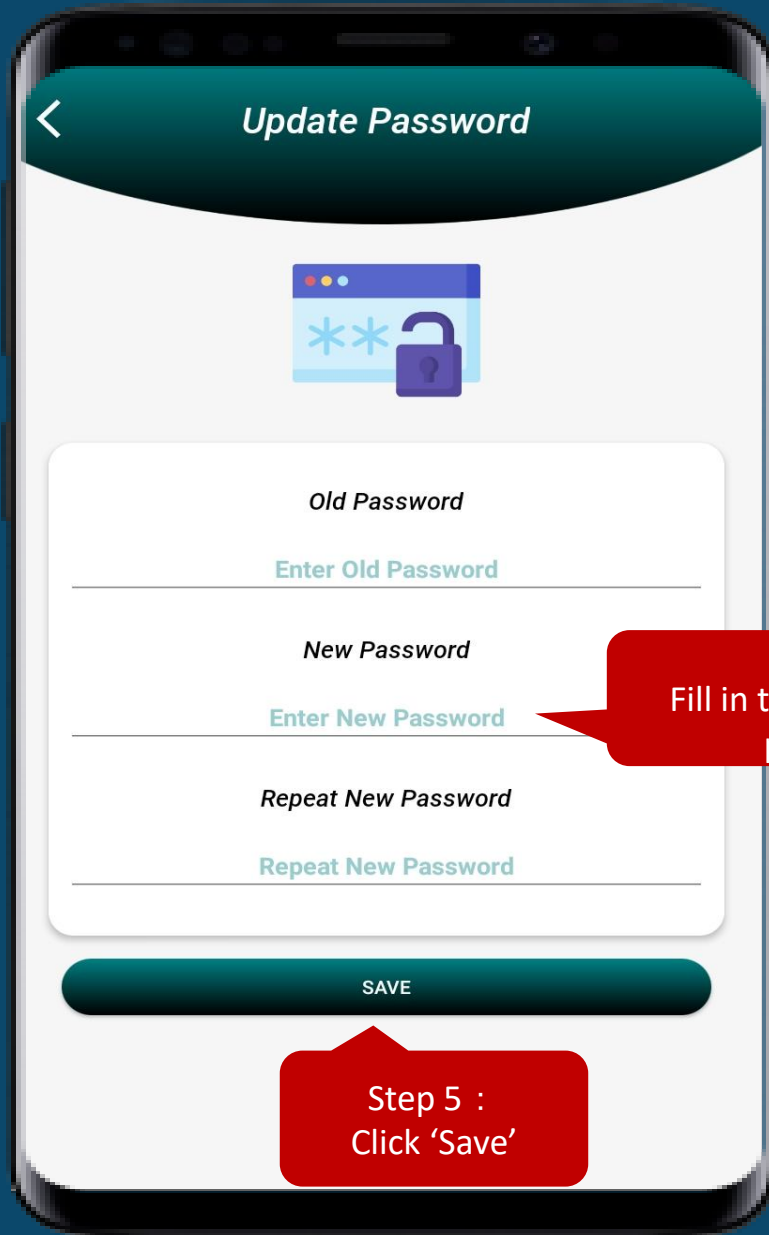
• PROFILE



Step 1: Press 'Setting' Icon
Step 2: Select 'Profile' to view the username and change the password



Step 3:
Press 'Change
Password'



Step 5 :
Click 'Save'

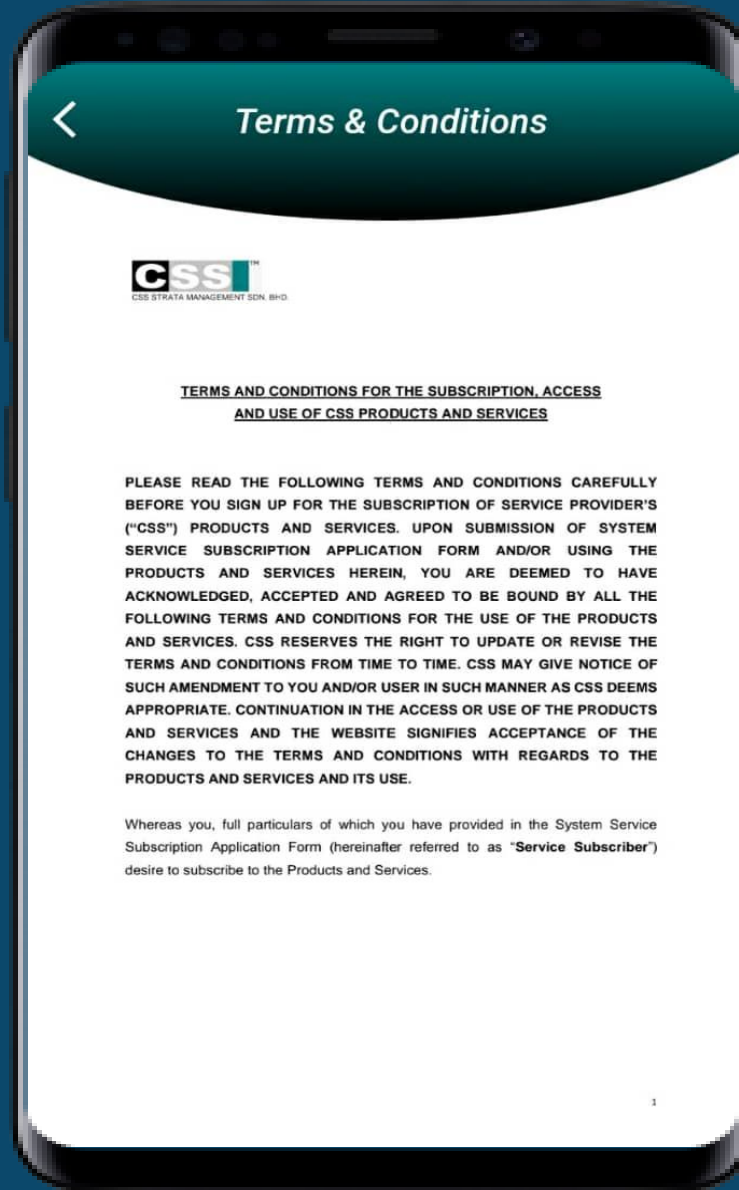
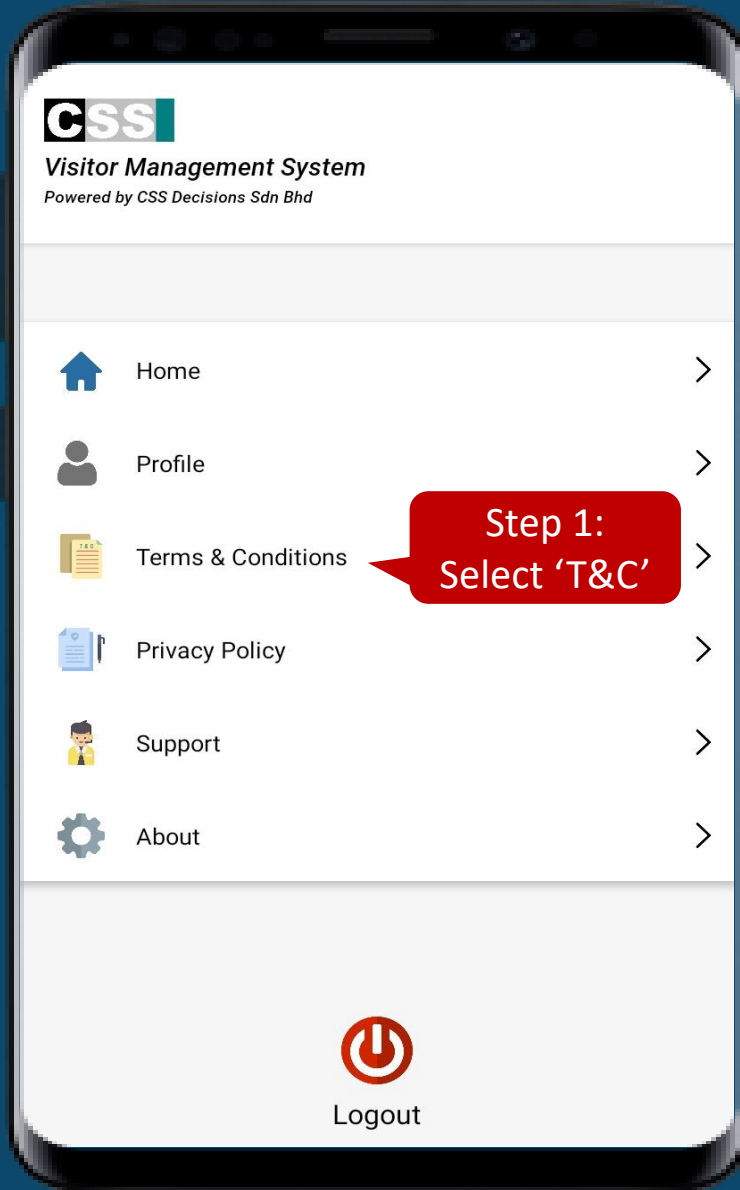
Step 3: Press 'CHANGE PASSWORD' to change the password

Step 4: Fill in the old and new password

Step 5: Click 'Save' to proceed with the changes

Step 4 :
Fill in the old and new password

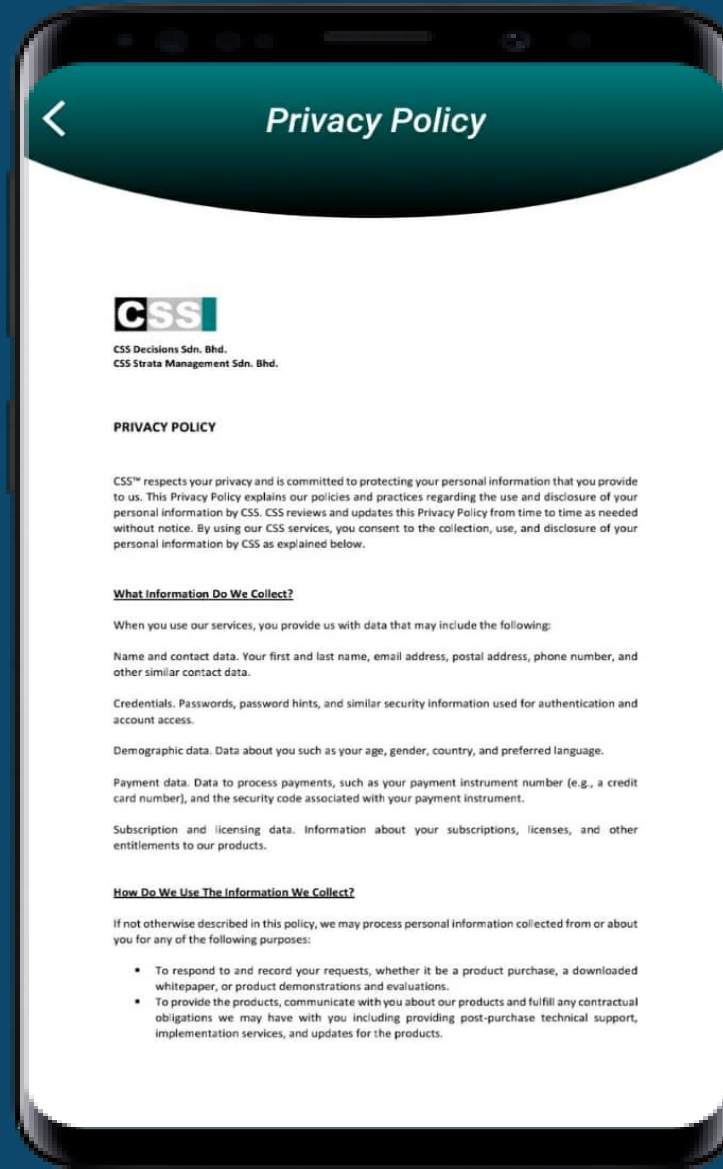
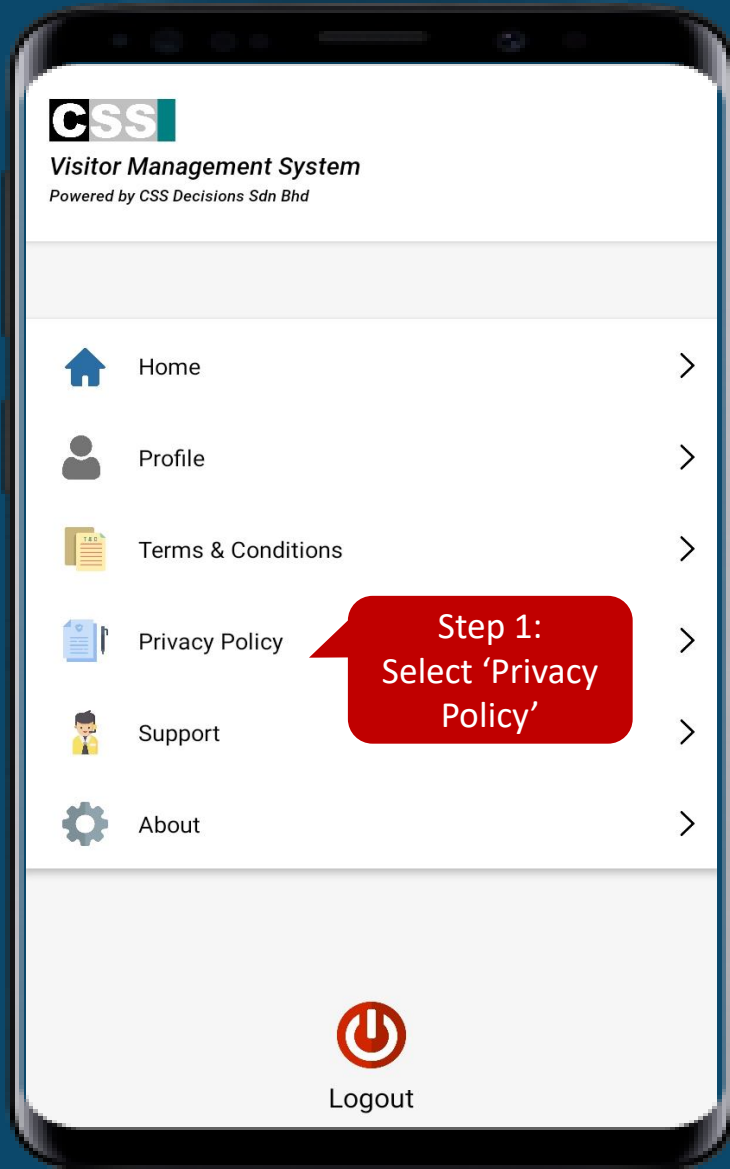
- T&C



Step 1: Select 'Terms & Conditions'
Step 2: View the CSS's Terms & Condition.

Enjoy Viewing!

• Privacy Policy

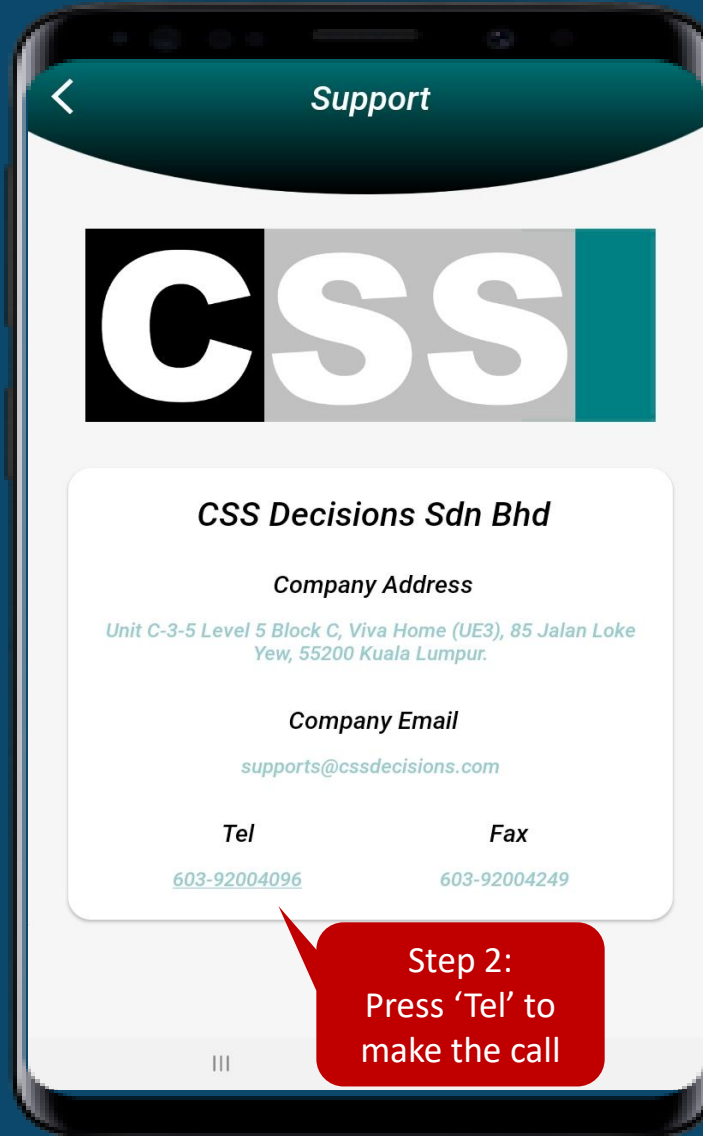
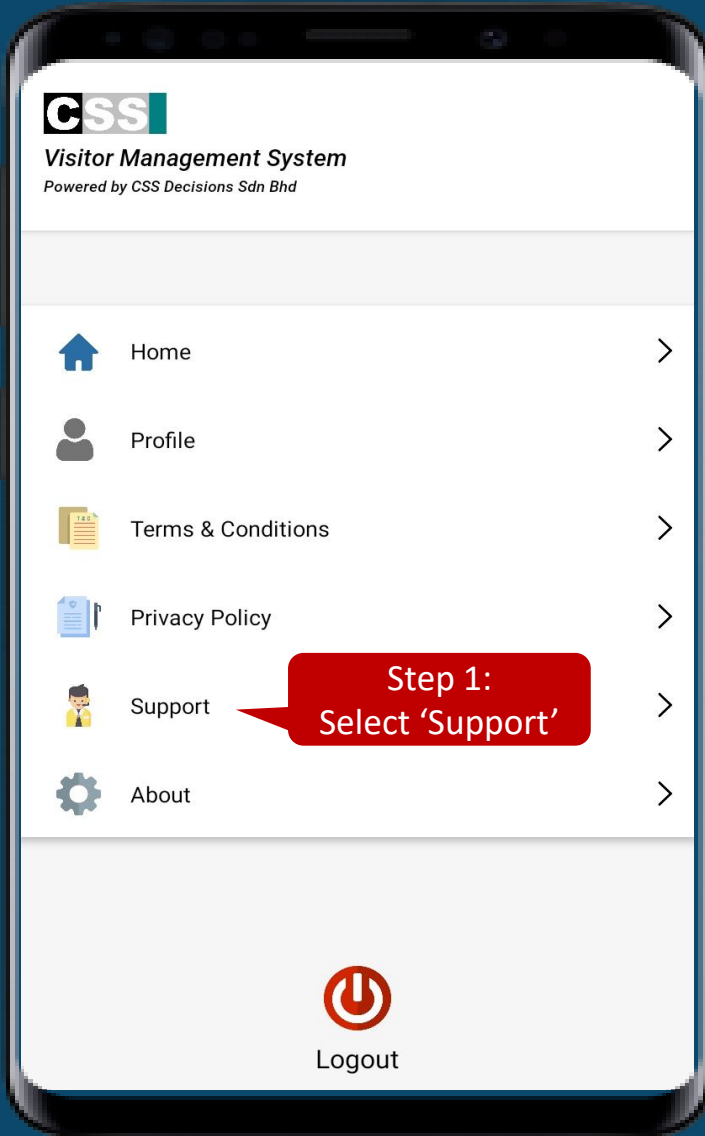


Step 1: Select 'Privacy Policy'

Step 2: View the CSS's Privacy Policy.

Enjoy Viewing!

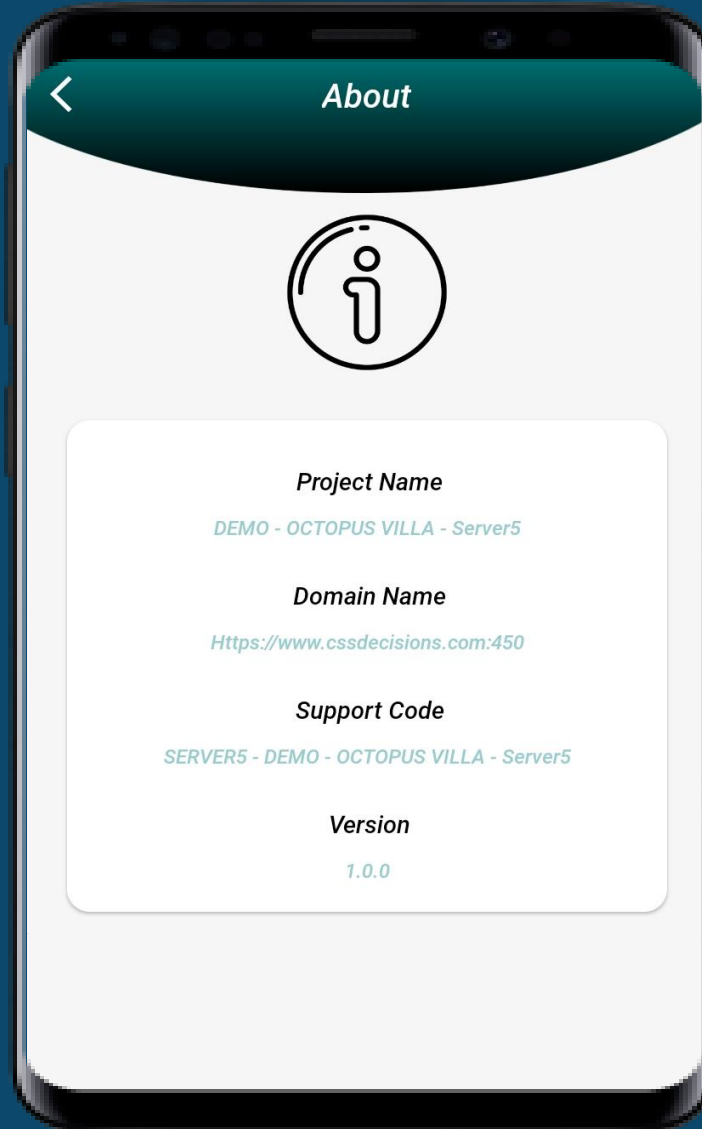
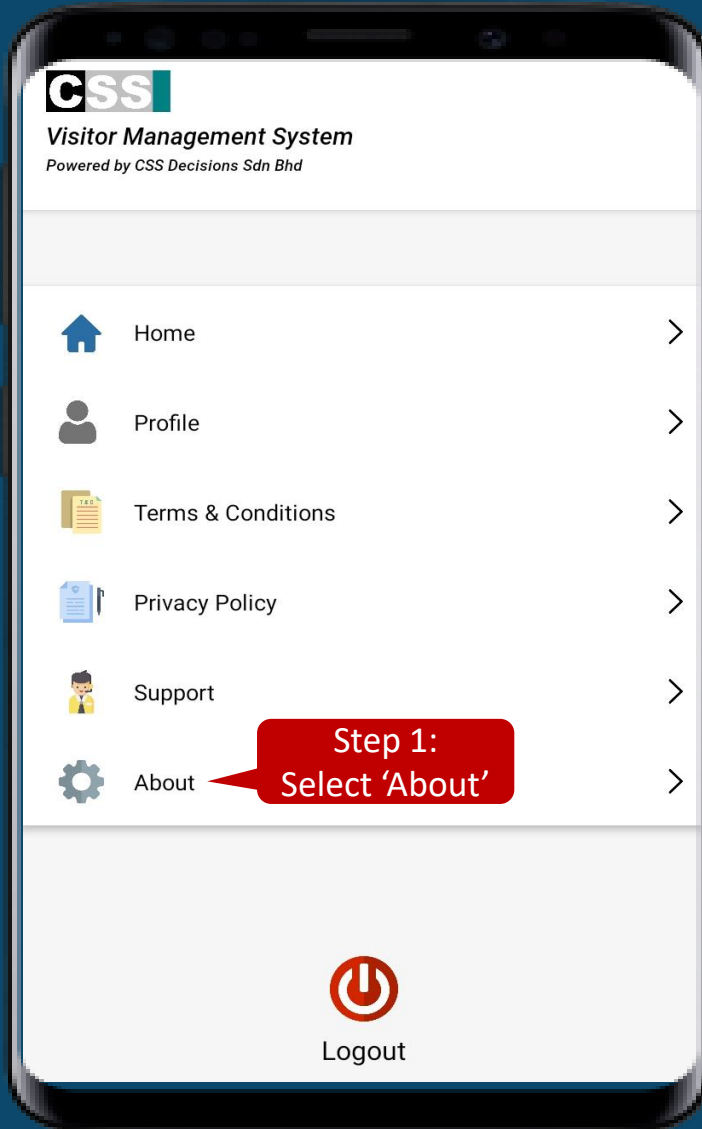
- **Support**



Step 1: Select 'Support'

Step 2: Press 'Tel' to direct call to CSS's support for the assistance

- **About**

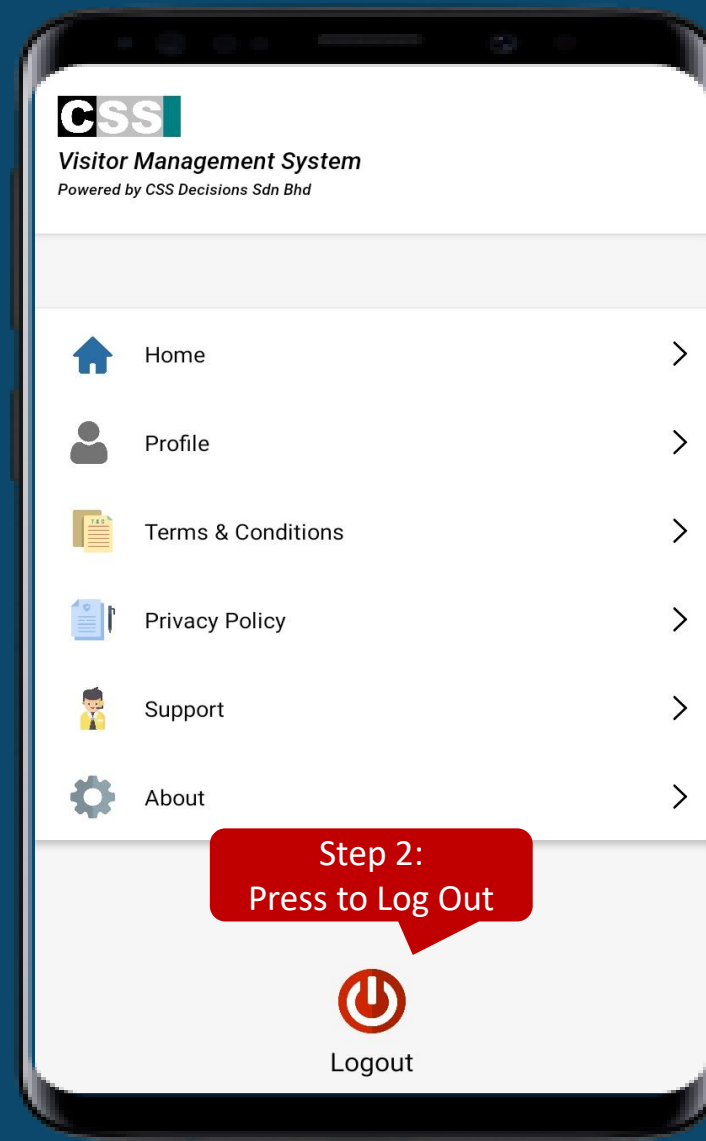
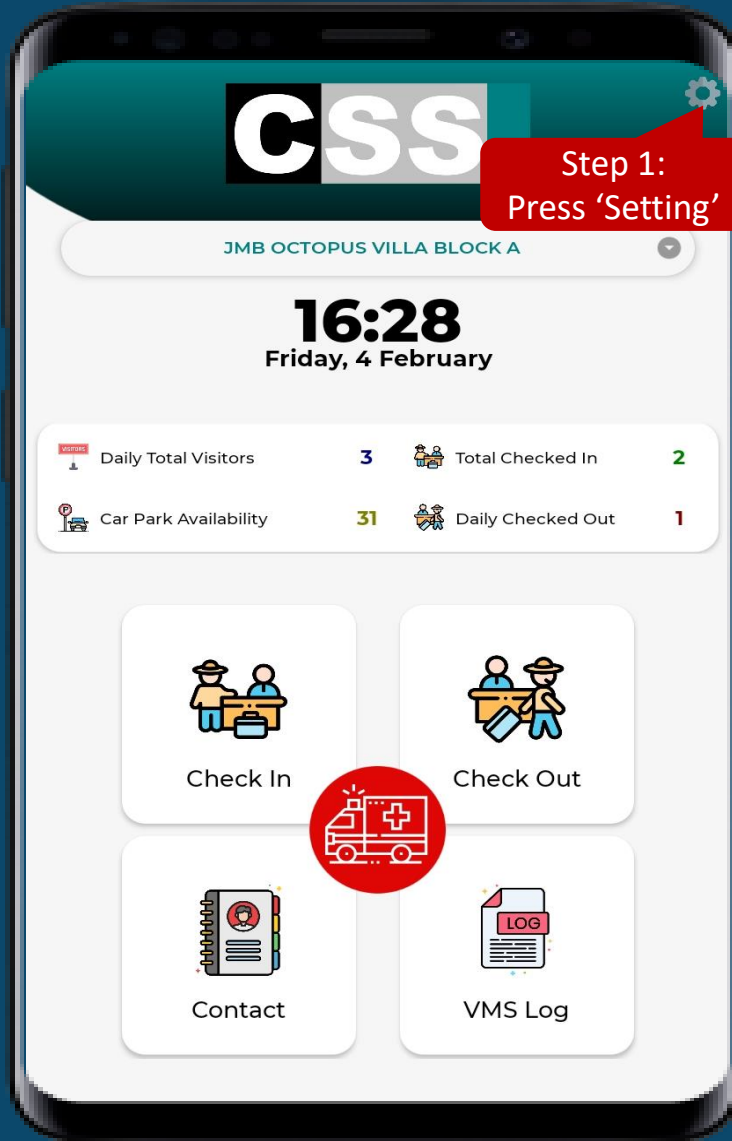


Step 1: Select 'About'

Step 2: View to know more about the VMS's information.

Enjoy Viewing!

- **Log Out**



Step 1: Select 'Setting' icon

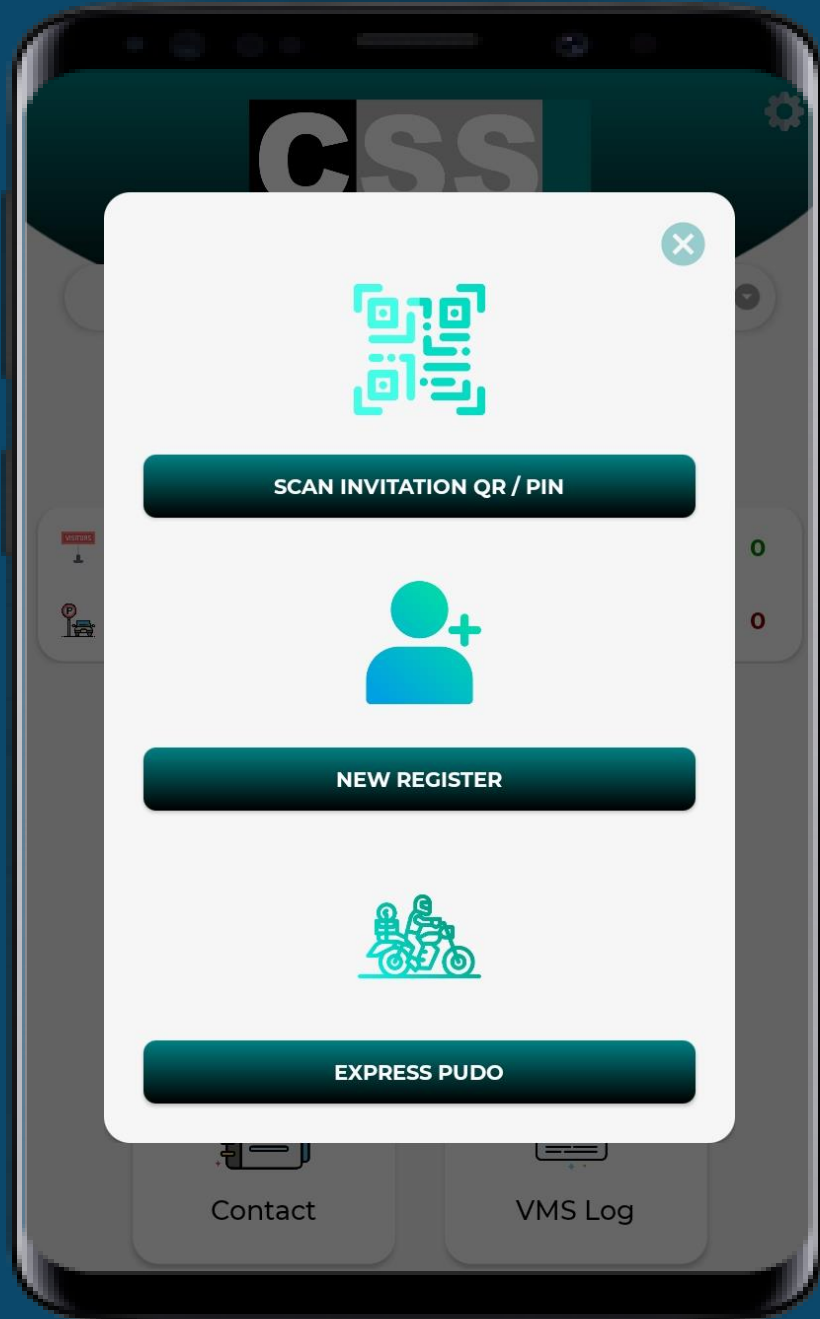
Step 2: Press the "Log Out" button to proceed with the check out process

Check In

3 Ways To Proceed

2 ways to handle visitors check in:

*** pre-register function will be active when the Klik app launch***



Option 1: Scan QR Code/ Enter PIN Code

Scan QR Code for the visitors who have been pre-registered.

Option 2: New Register

For the visitors who did not pre-register by owner, they might walk in or drive in.

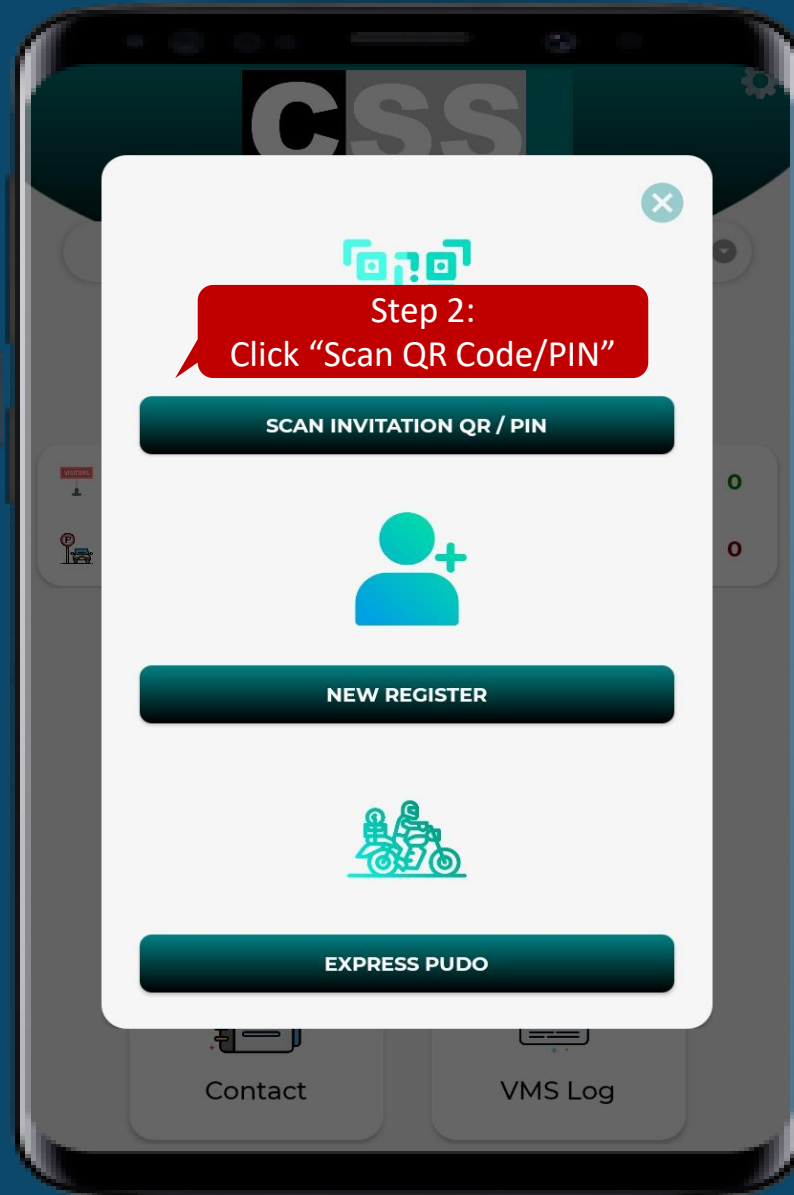
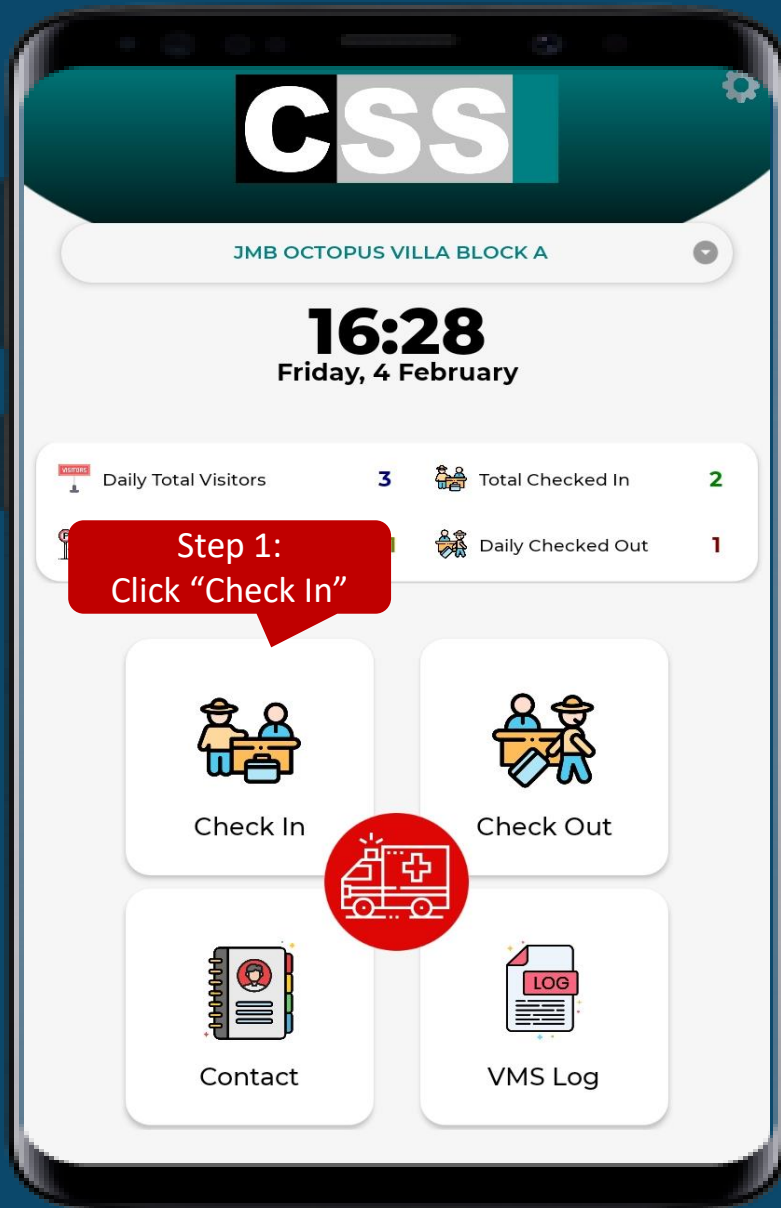
Option 3: Express PUDO

A quick registration for all type deliveries and pick up/drop off.

Scan QR Code /PIN

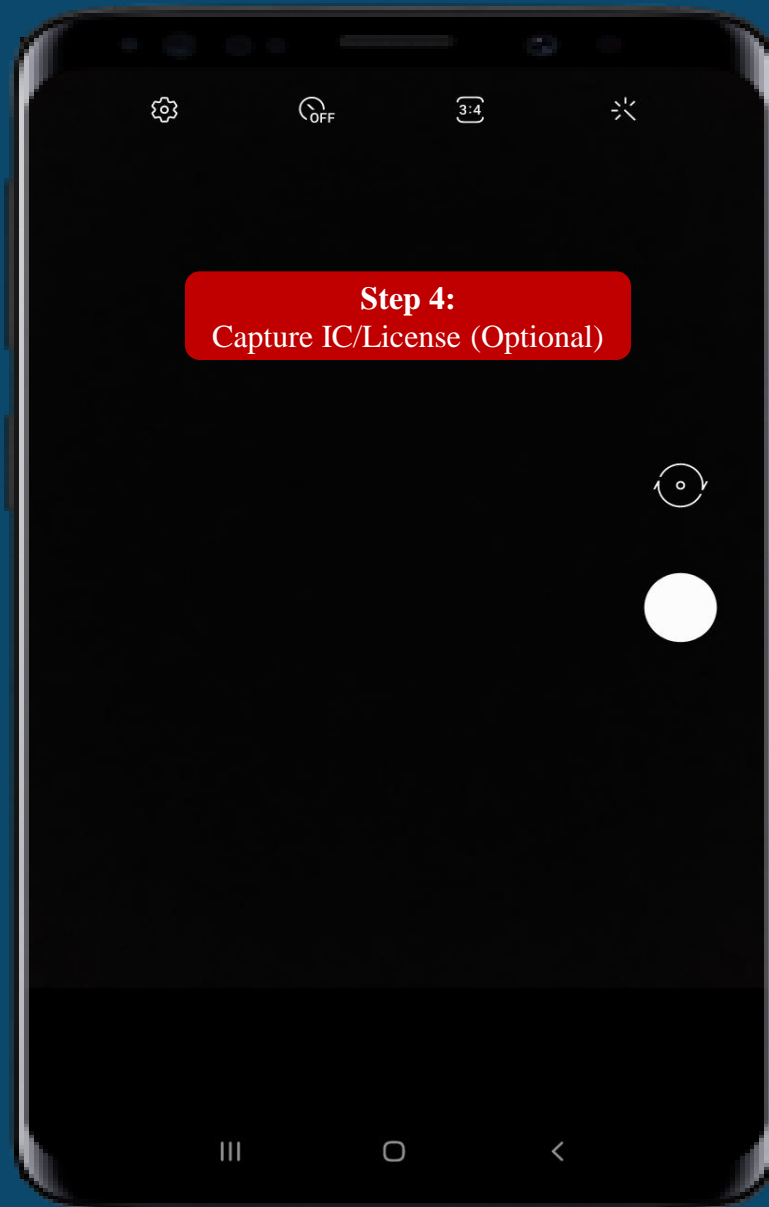
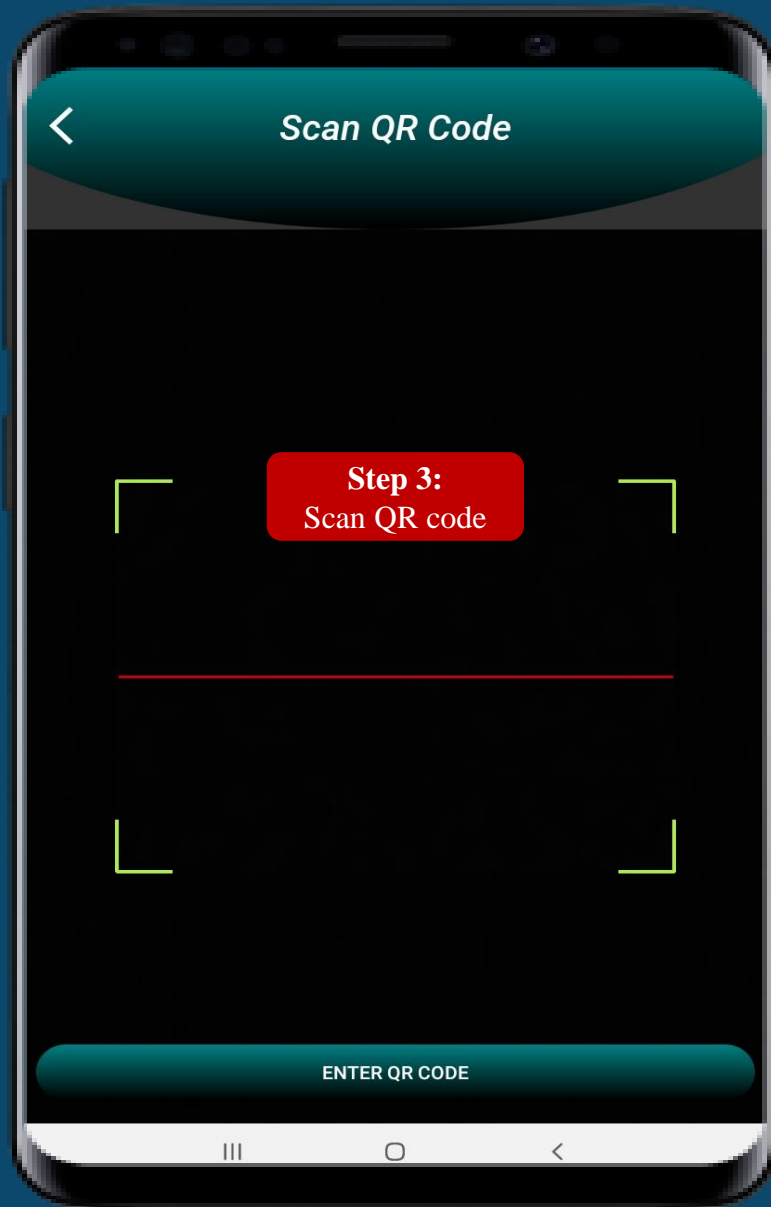
Pre-Register

**(visitors who have received the QR
code)**



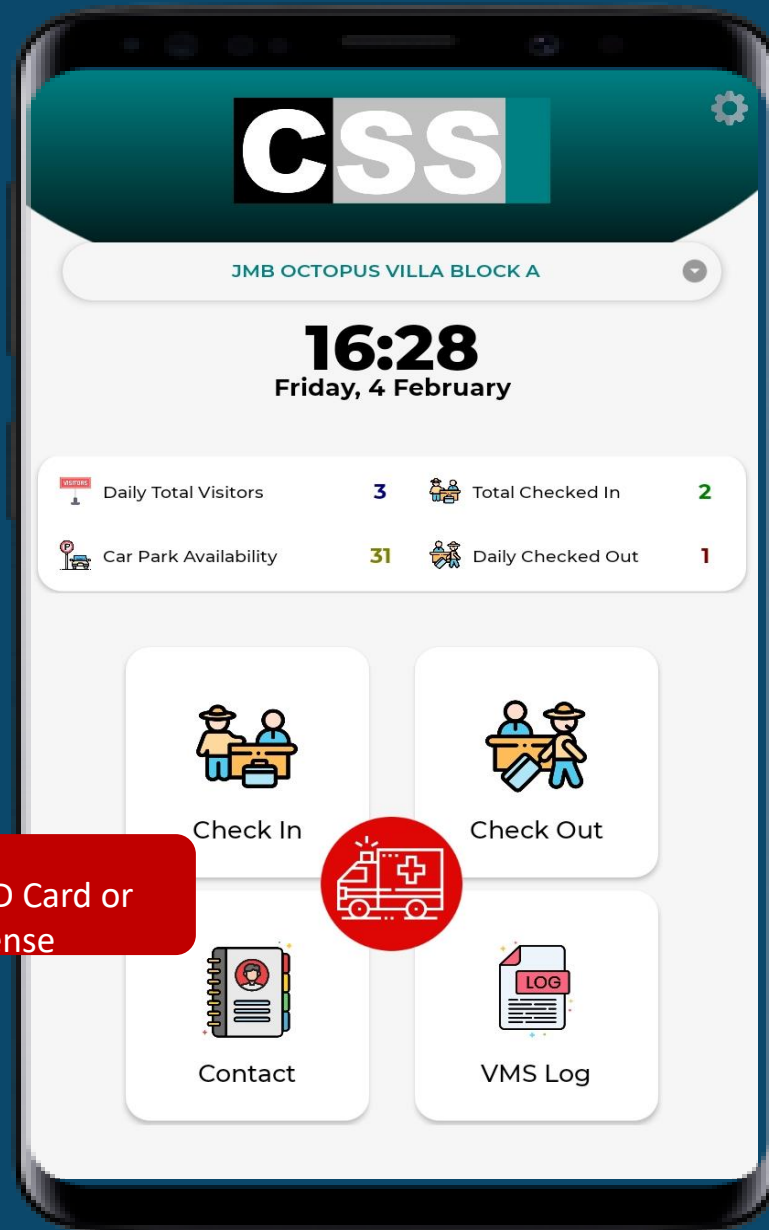
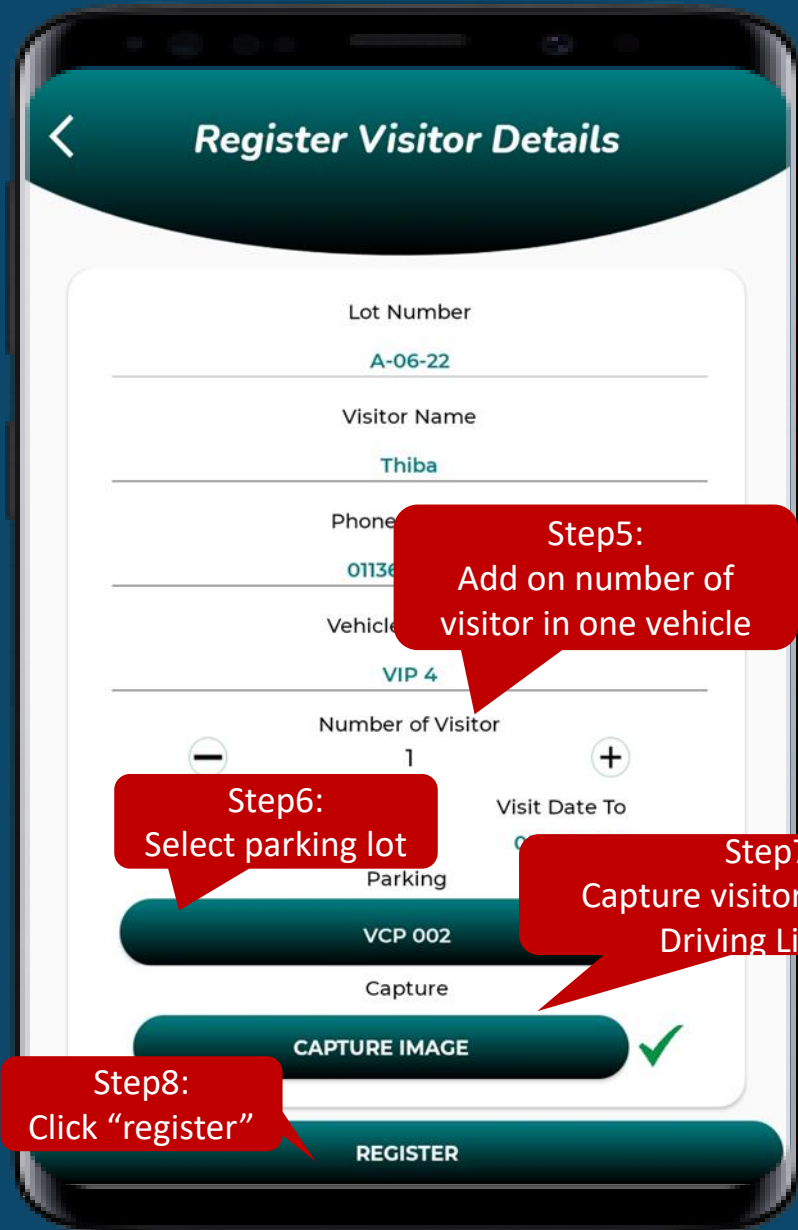
Step 1: Click "Check In"

Step 2: Click "Scan QR Code/PIN"



Step 3: Scan QR Code

Step 4: Capture IC/License
(optional)



Step 5: May add on number of visitor in vehicle

**Subject to management SOP*

Step 6: Select parking lots (if available), *if is not come in by vehicle can skip this step*

Step 7: Capture visitor driving license or ID card.

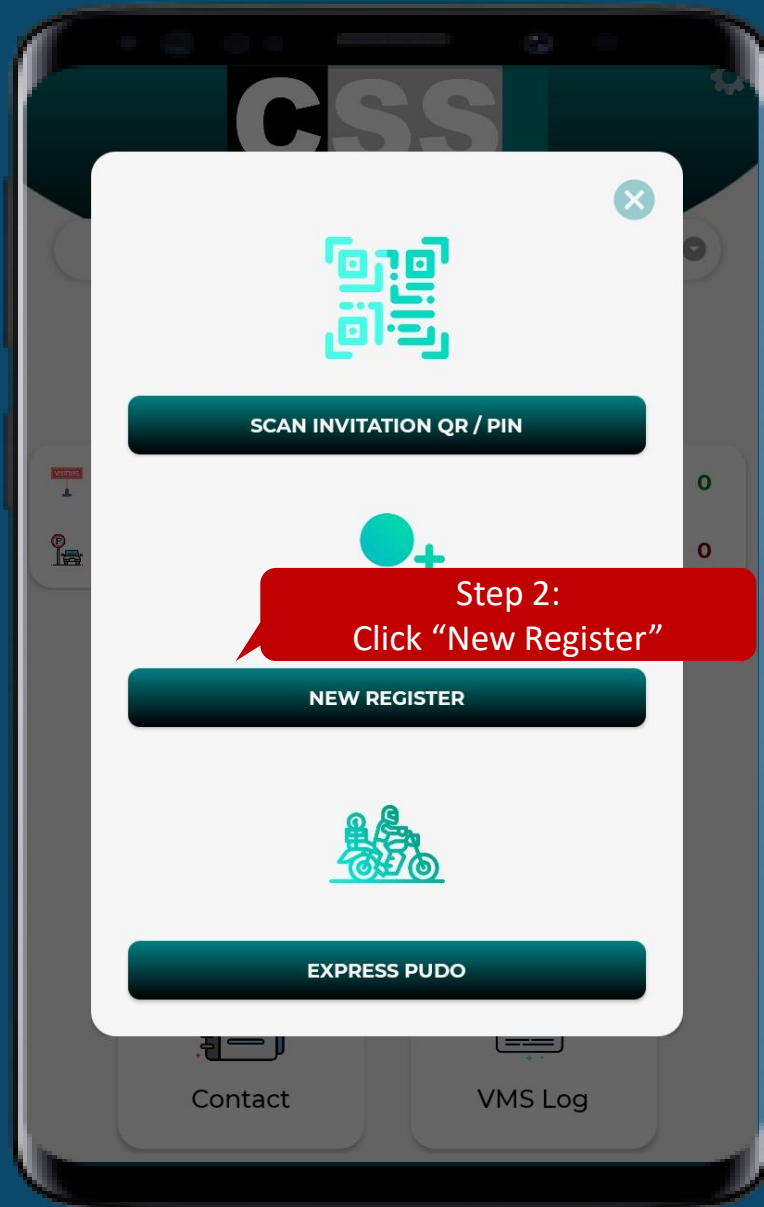
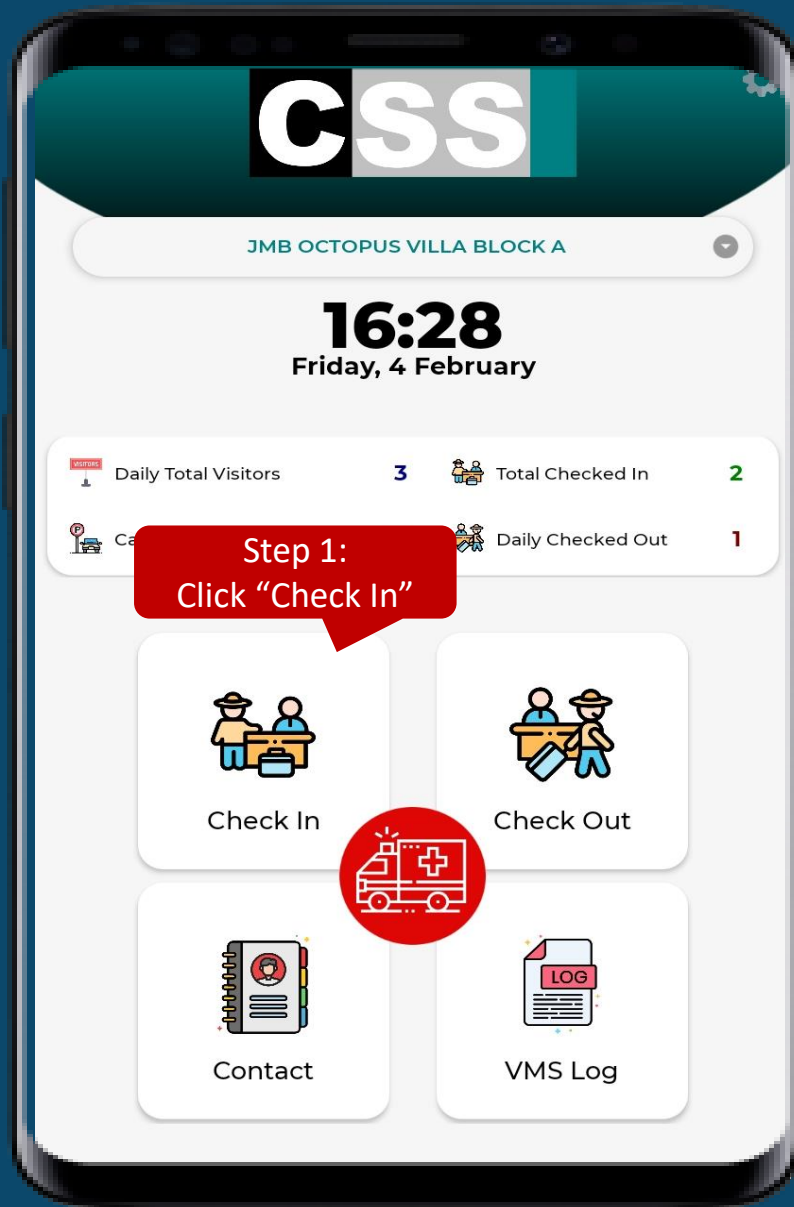
Step 8: Click "register" to proceed

Back to main page after register success.

New Register

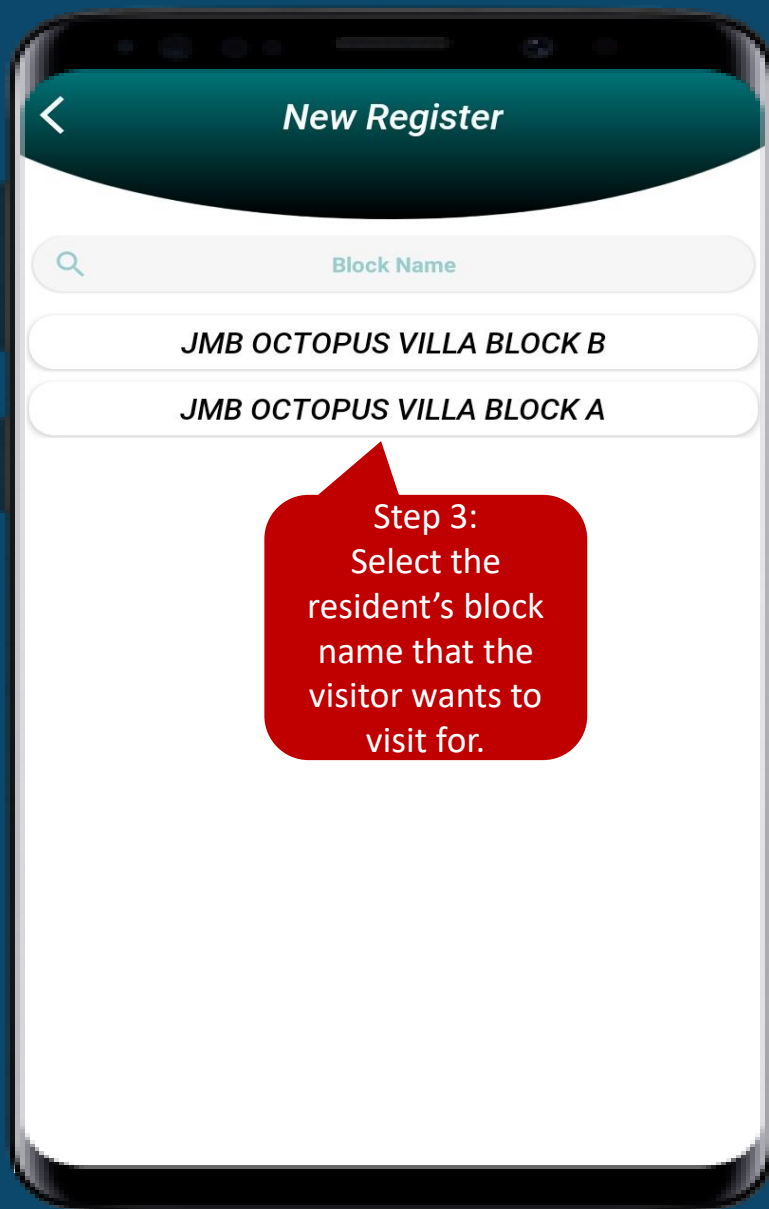
Walk in Register

(visitors who didn't receive the QR
code)

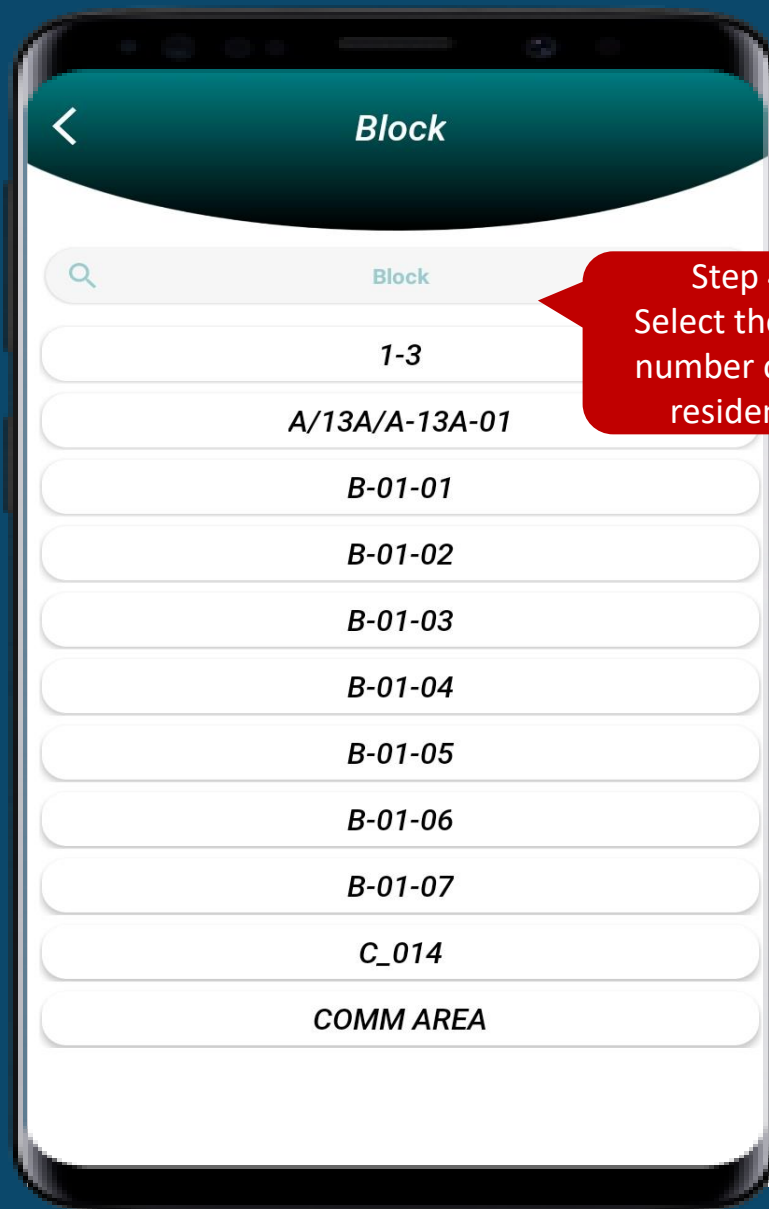


Step 1: Click "Check In"

Step 2: Click "New Register"



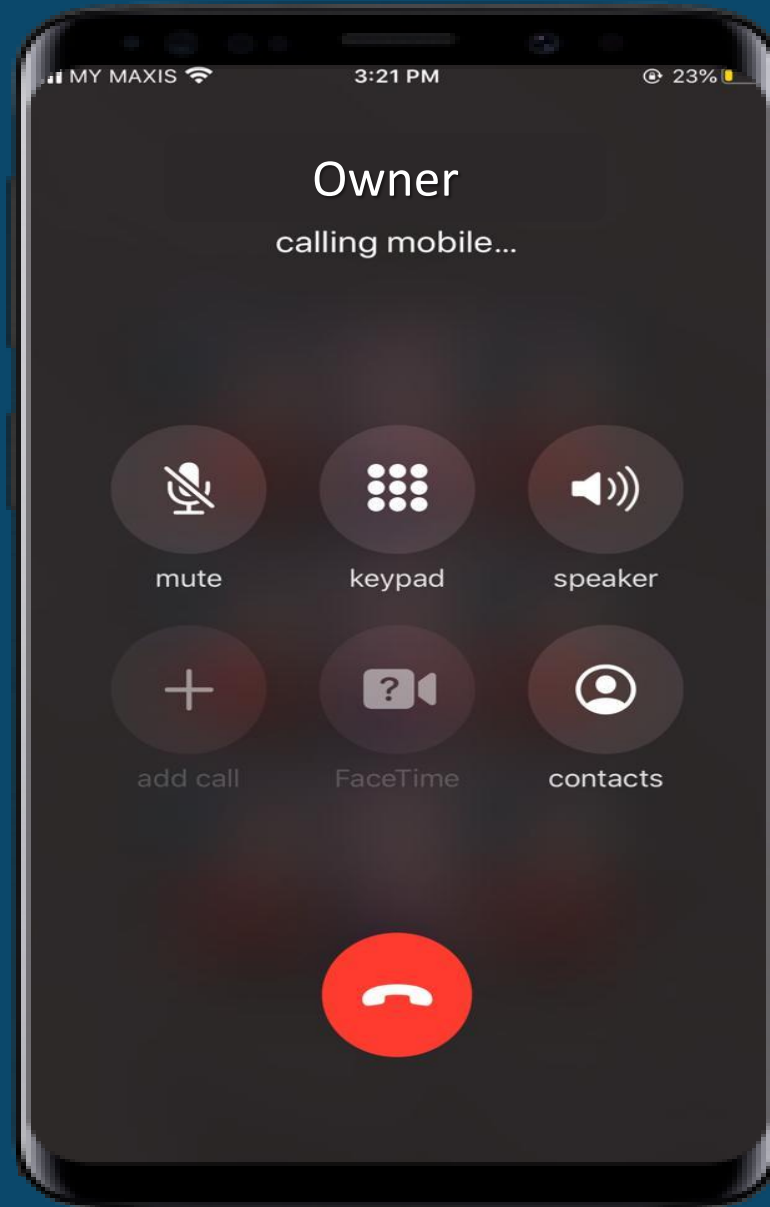
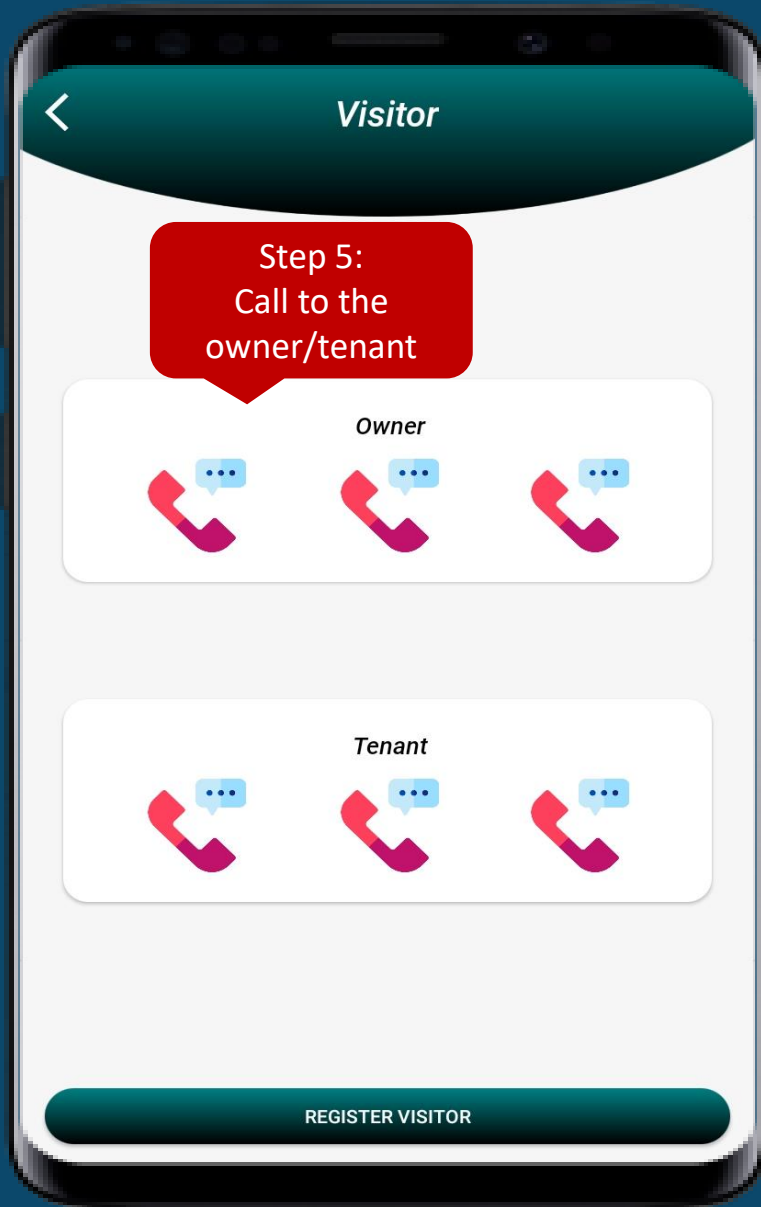
Step 3:
Select the
resident's block
name that the
visitor wants to
visit for.



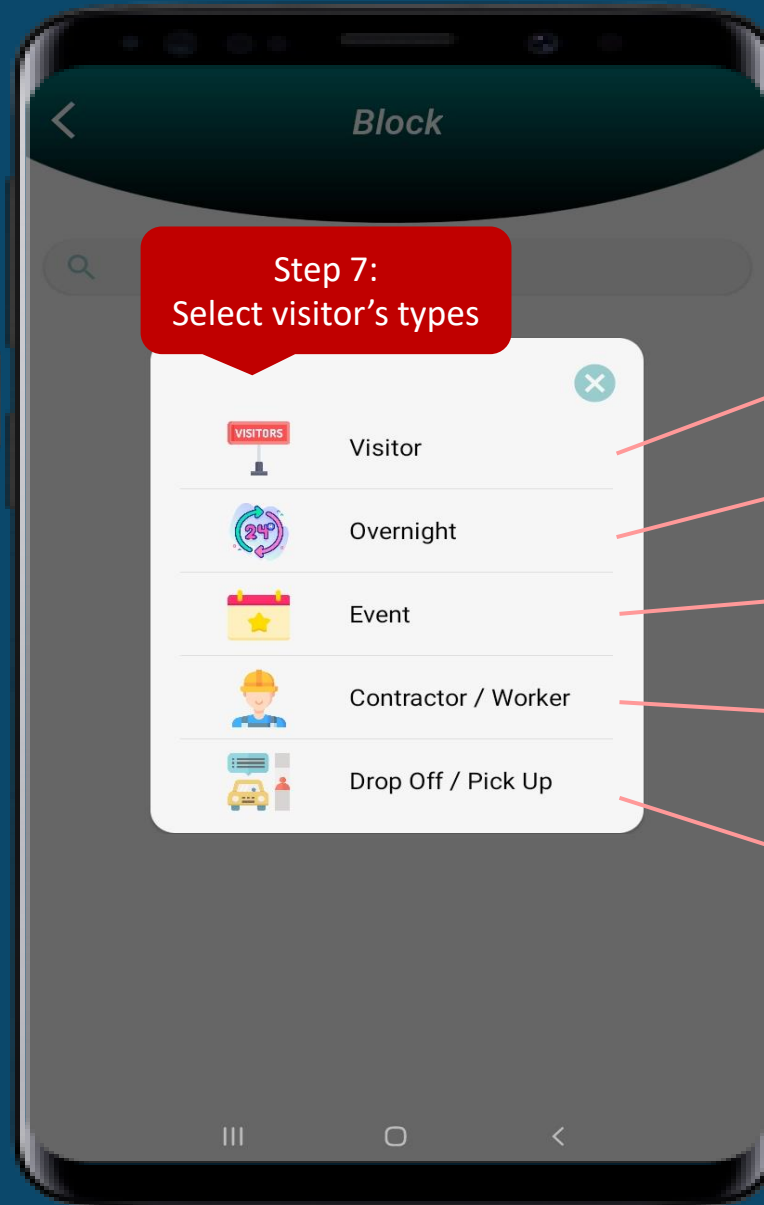
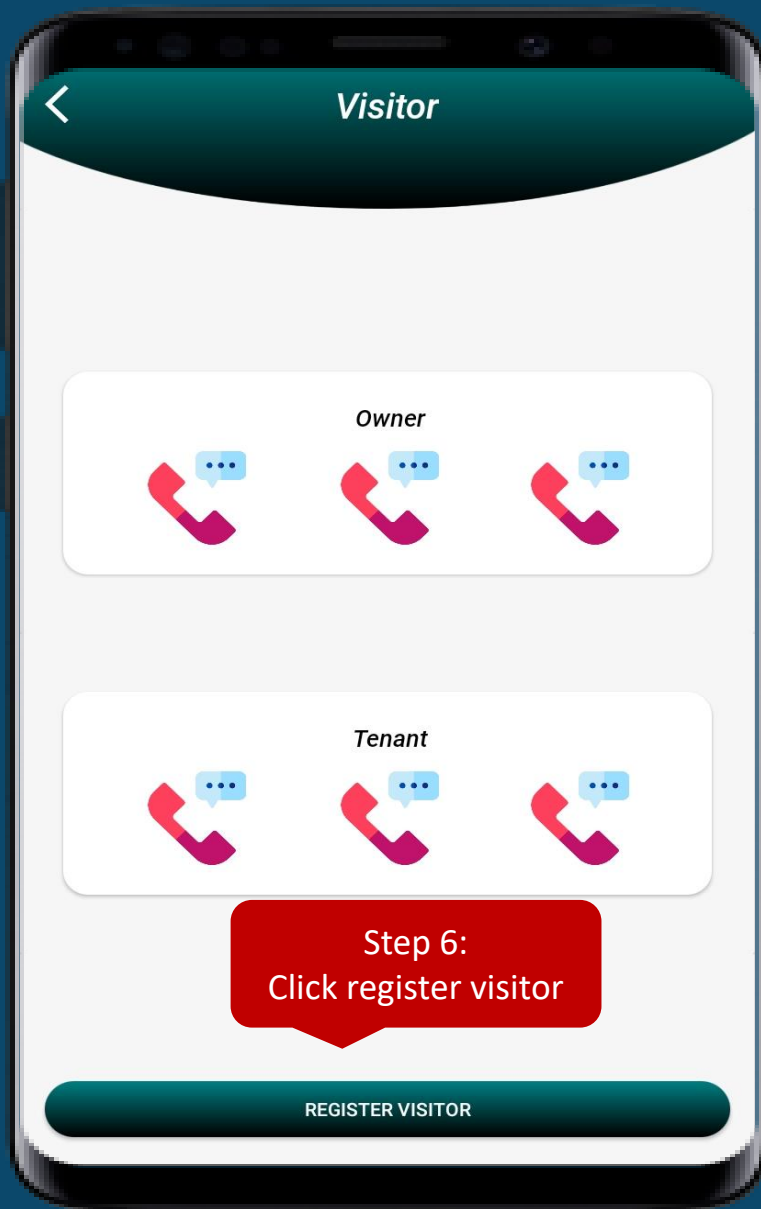
Step 4:
Select the unit
number of the
residents.

Step 3: Select the resident's block name.

Step 4: Select the unit number

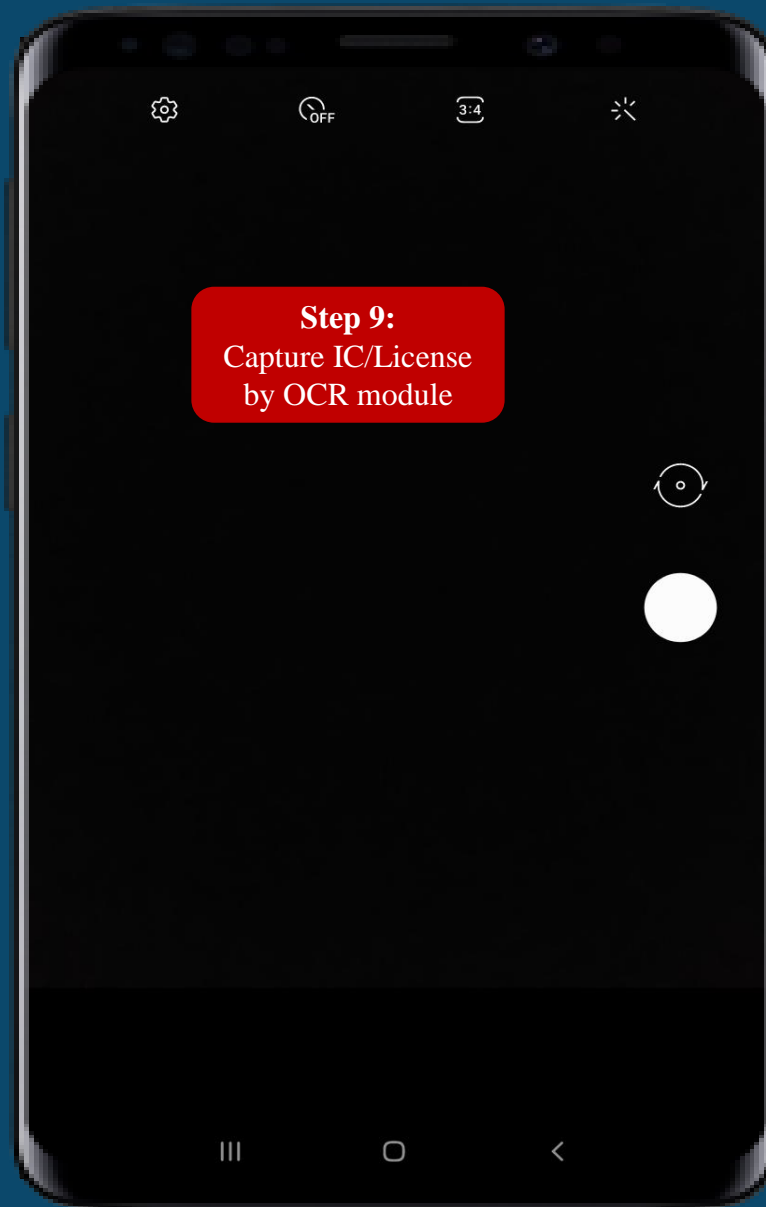
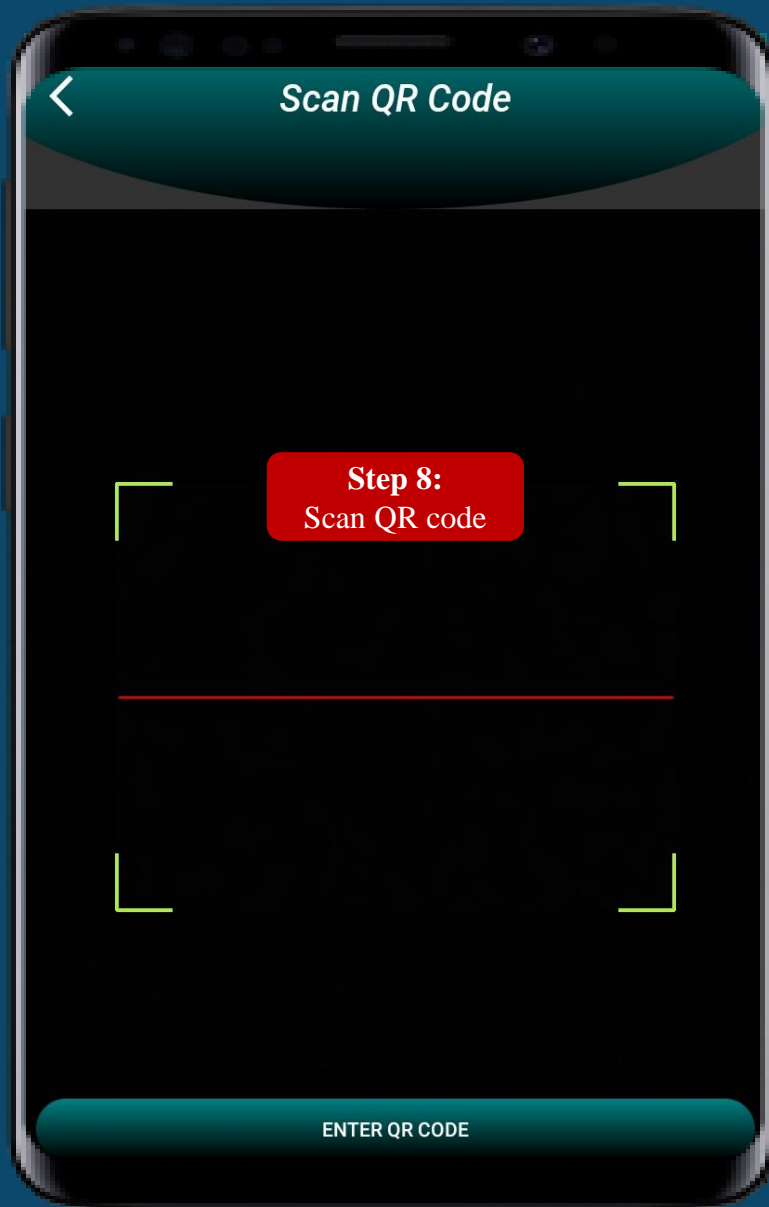


Step 5: Call to the residents



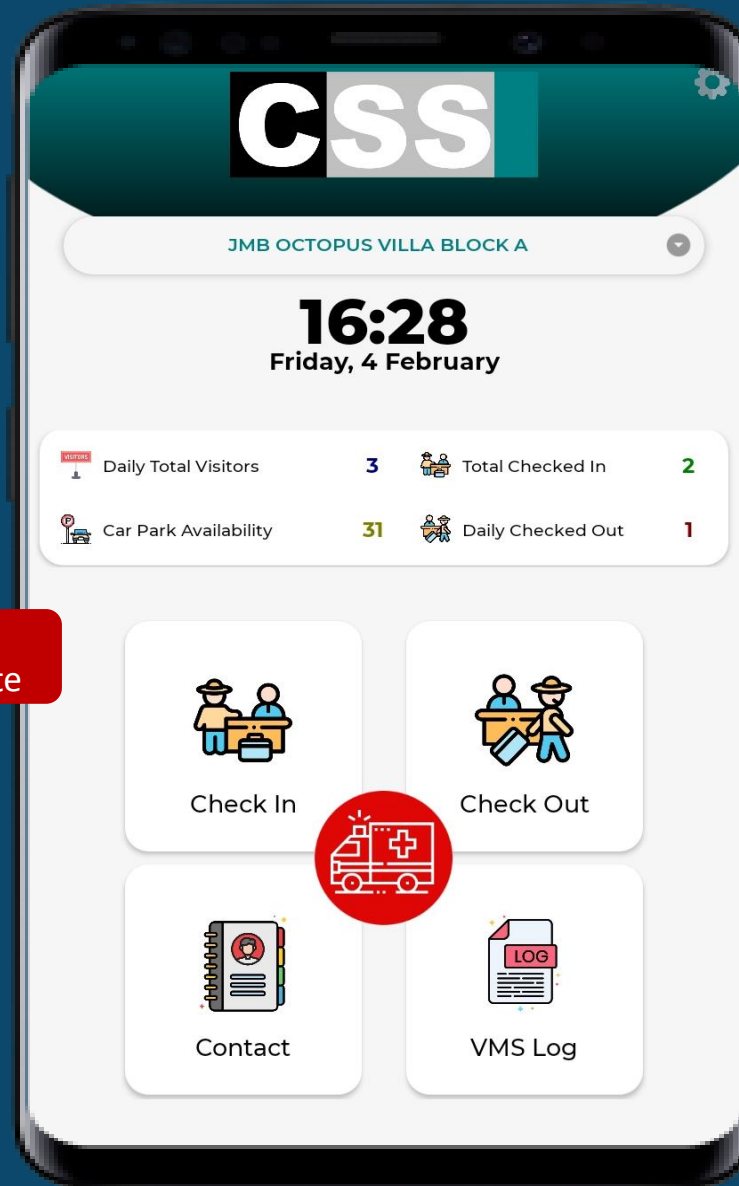
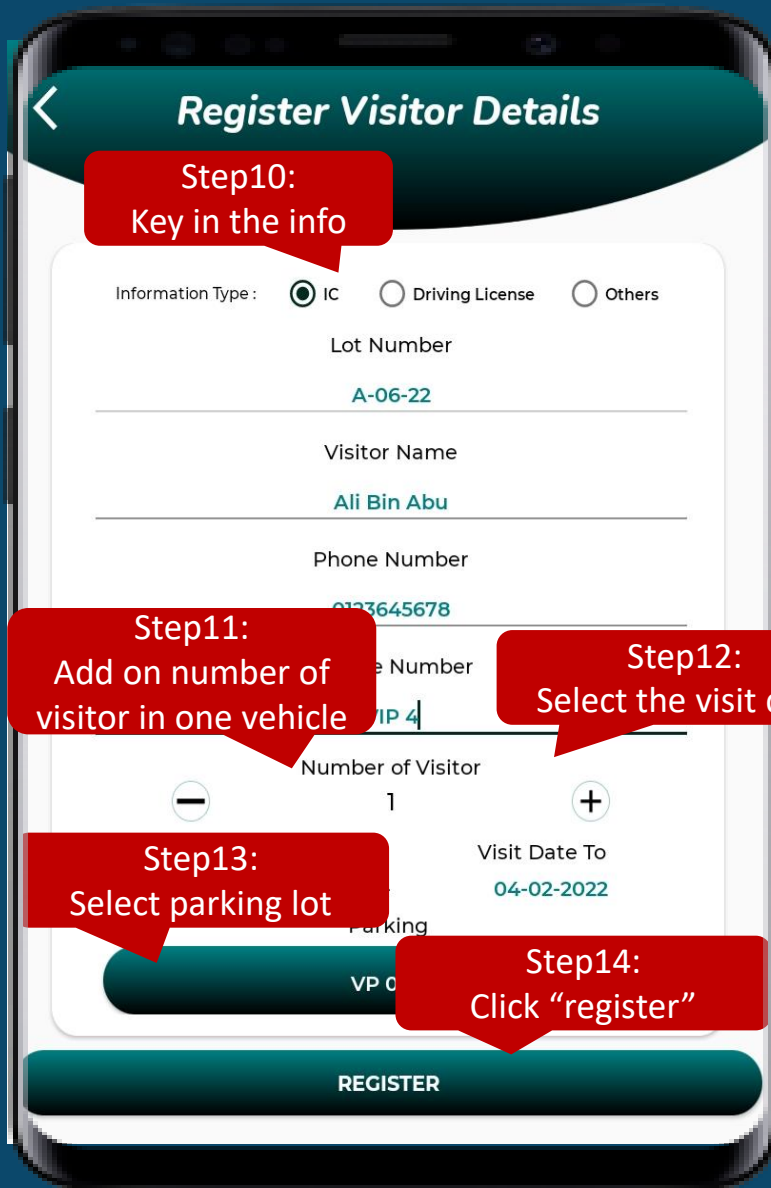
Step 6: Click "register visitor"
upon resident confirmation
Step 7: Select visitor's types

- Normal visitor. One day in and out.
- Overnight visitor. Will stay more than one night.
- Visitors who come to attend the event. Ex: Open House
- For contractor / worker who come to work.
- For bus driver/ taxi/ grab to pick up and drop off resident.



Step 8: Scan QR Code

Step 9: Capture IC/License



Step 10: Select the information type
Step 11: Key in the info (phone/vehicle number)

Step 12: Select the visit date

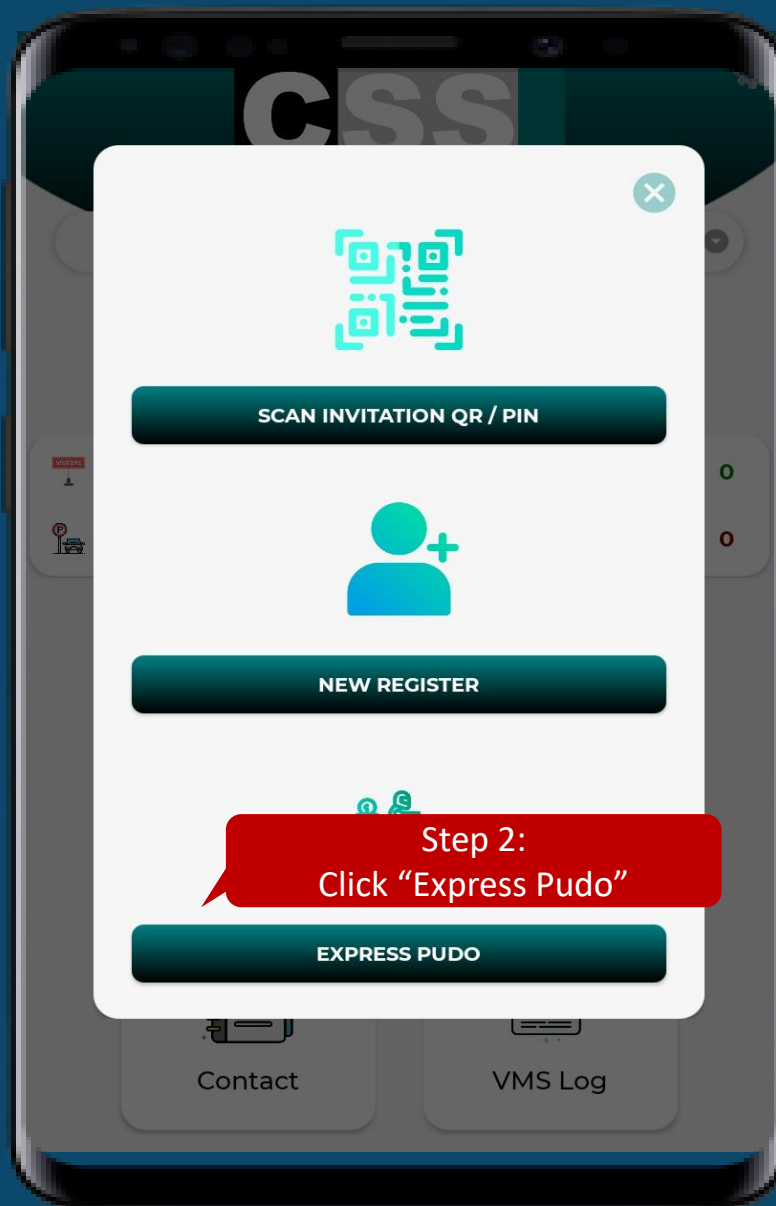
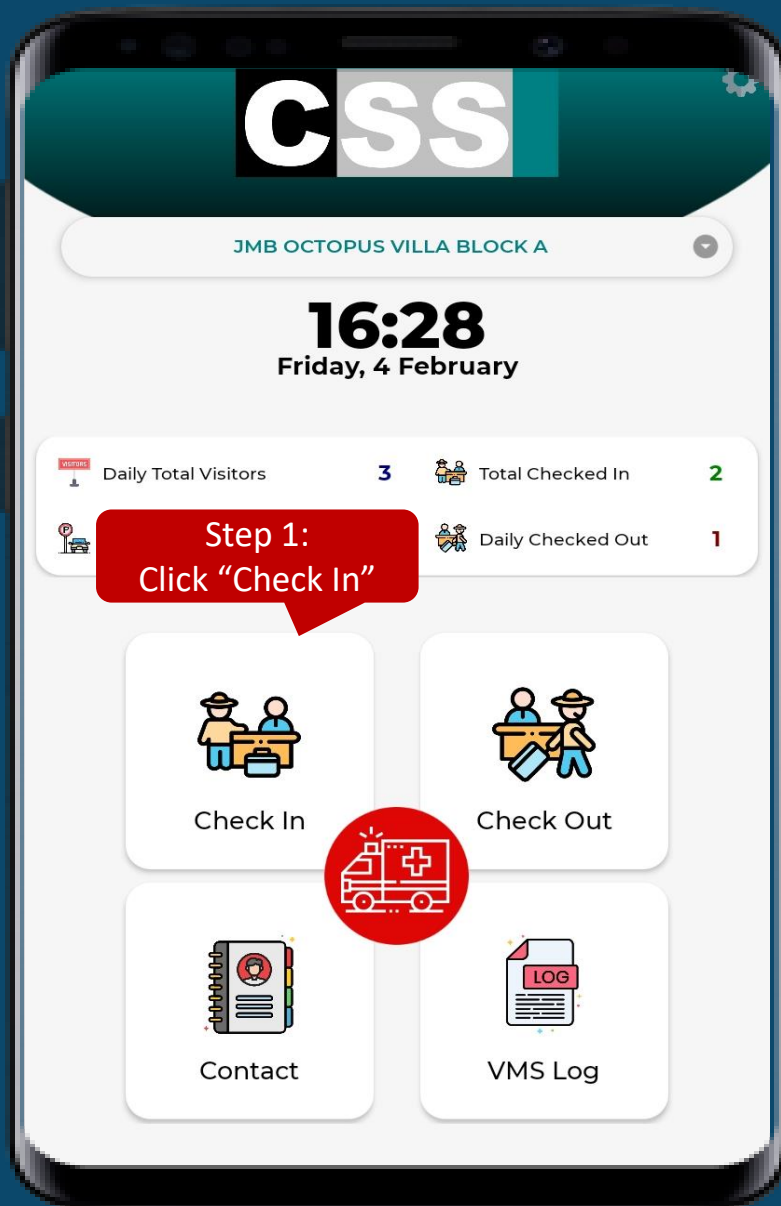
Step 13: Select parking lots (if available), *if is not come in by vehicle can skip this step*

Step 14: Click "register" to proceed

Back to main page after register success.

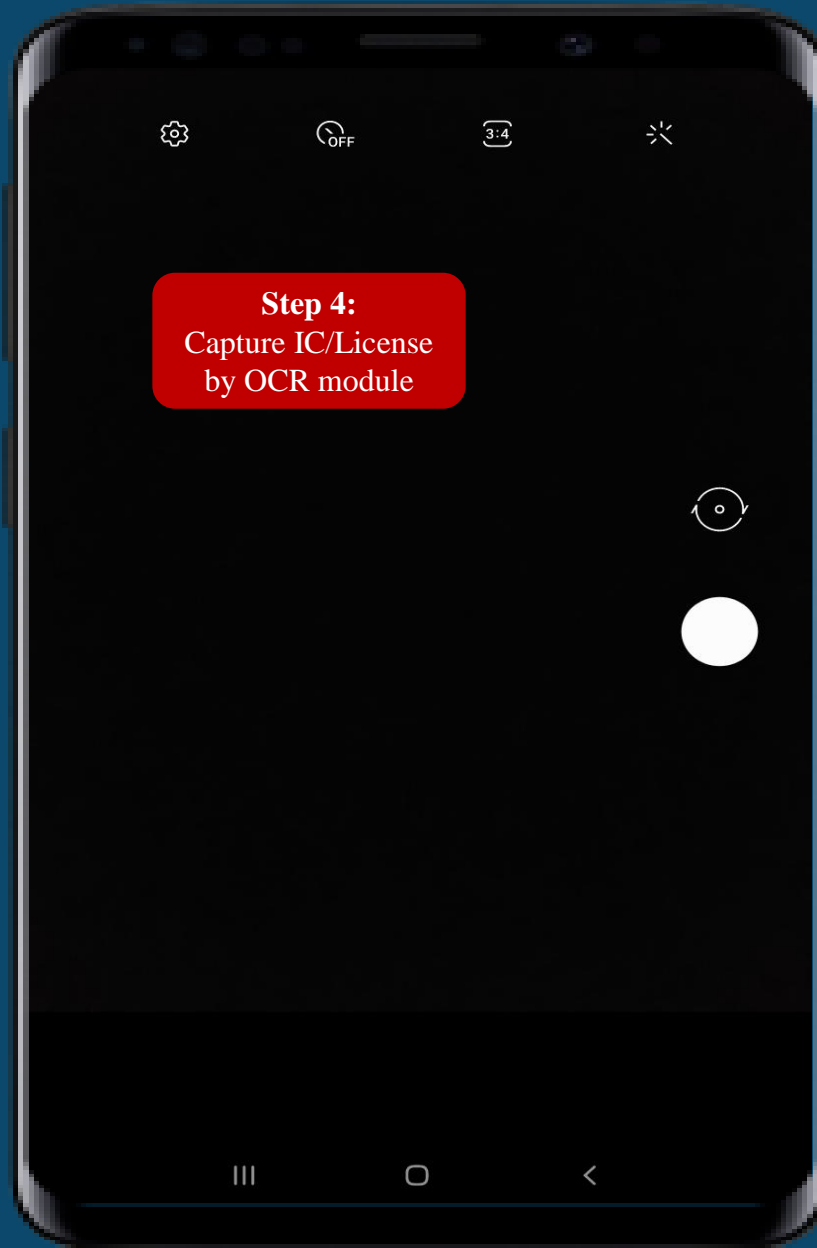
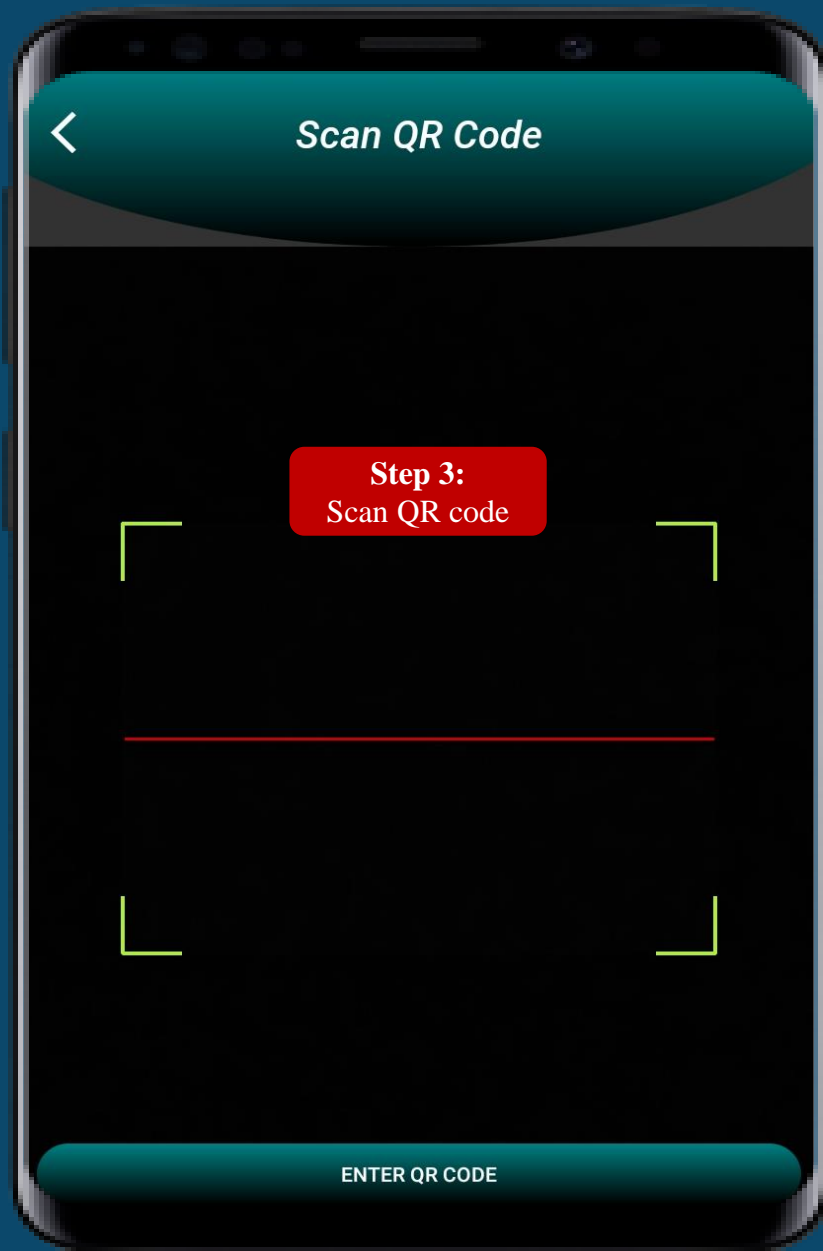
EXPRESS PUDO

Quick registration for deliveries &
pick-up and drop off



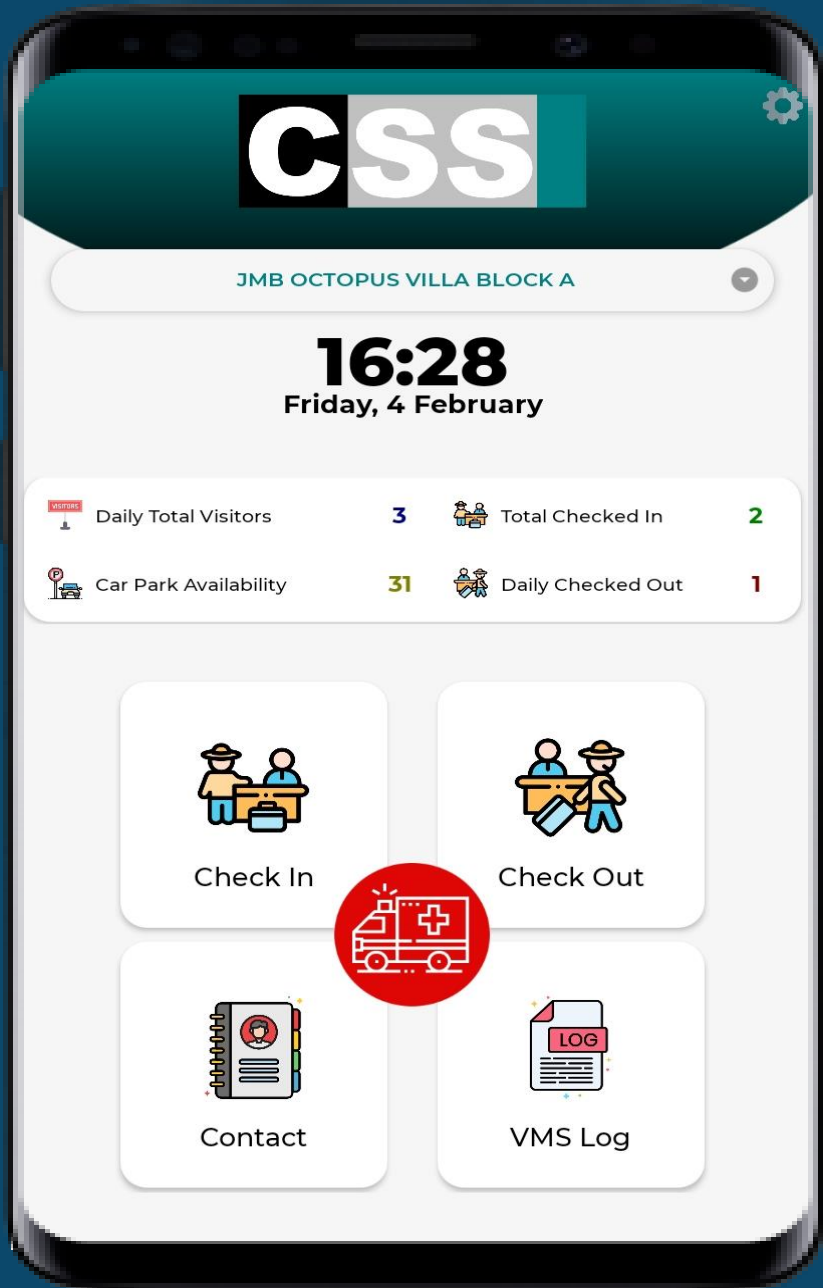
Step 1: Click "Check In"

Step 2: Click "Express Pudo"



Step 3: Scan QR Code

Step 4: Capture IC/License

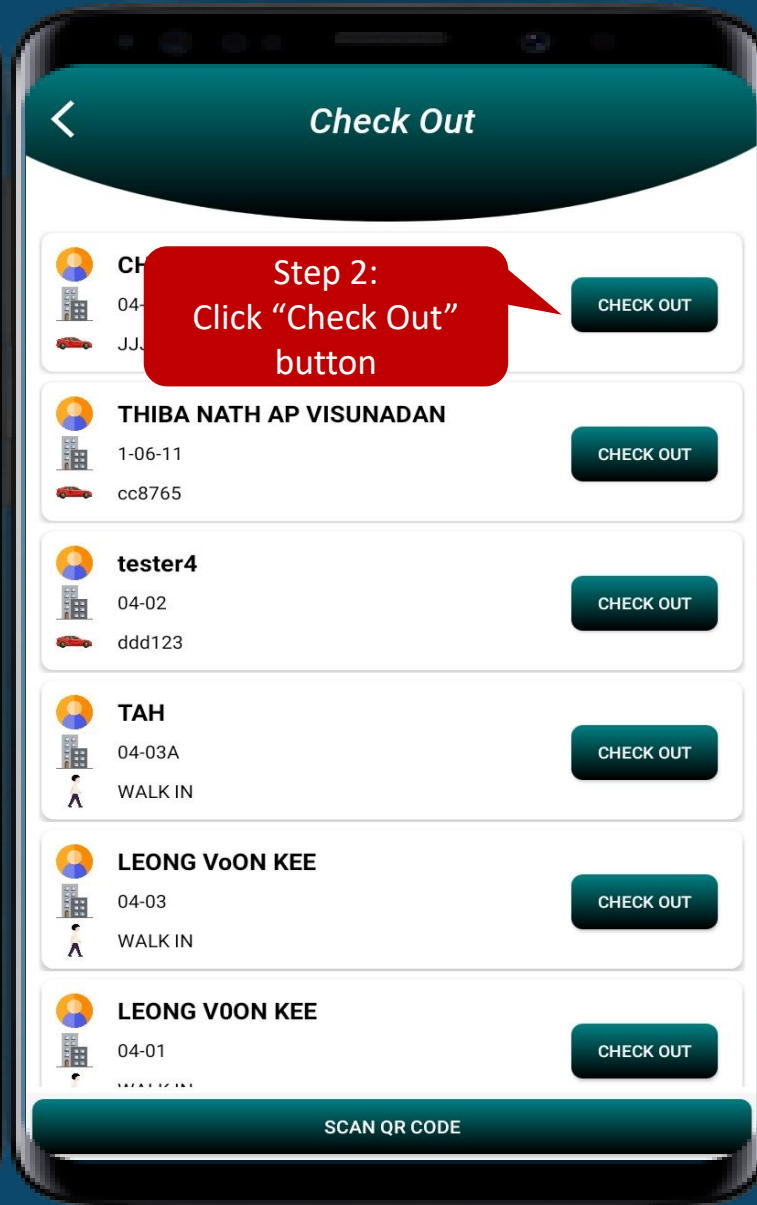
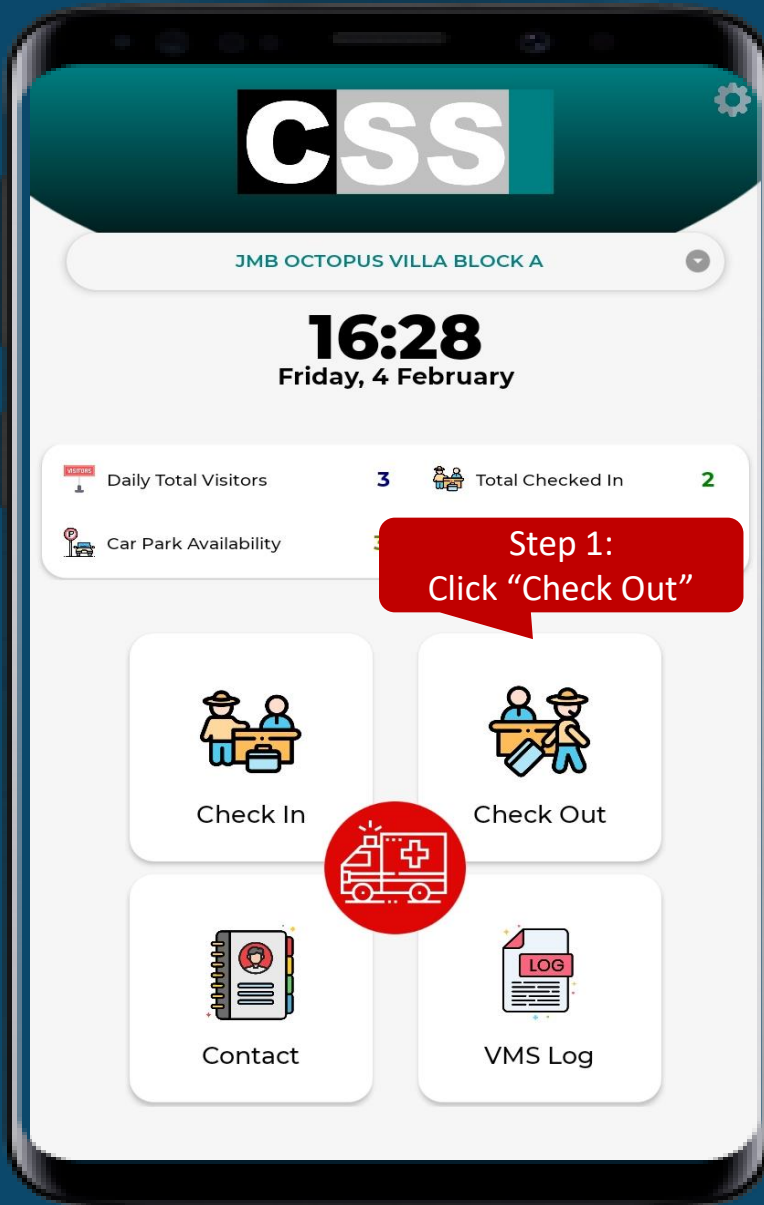


Back to main page
after register success.

How To Check Out

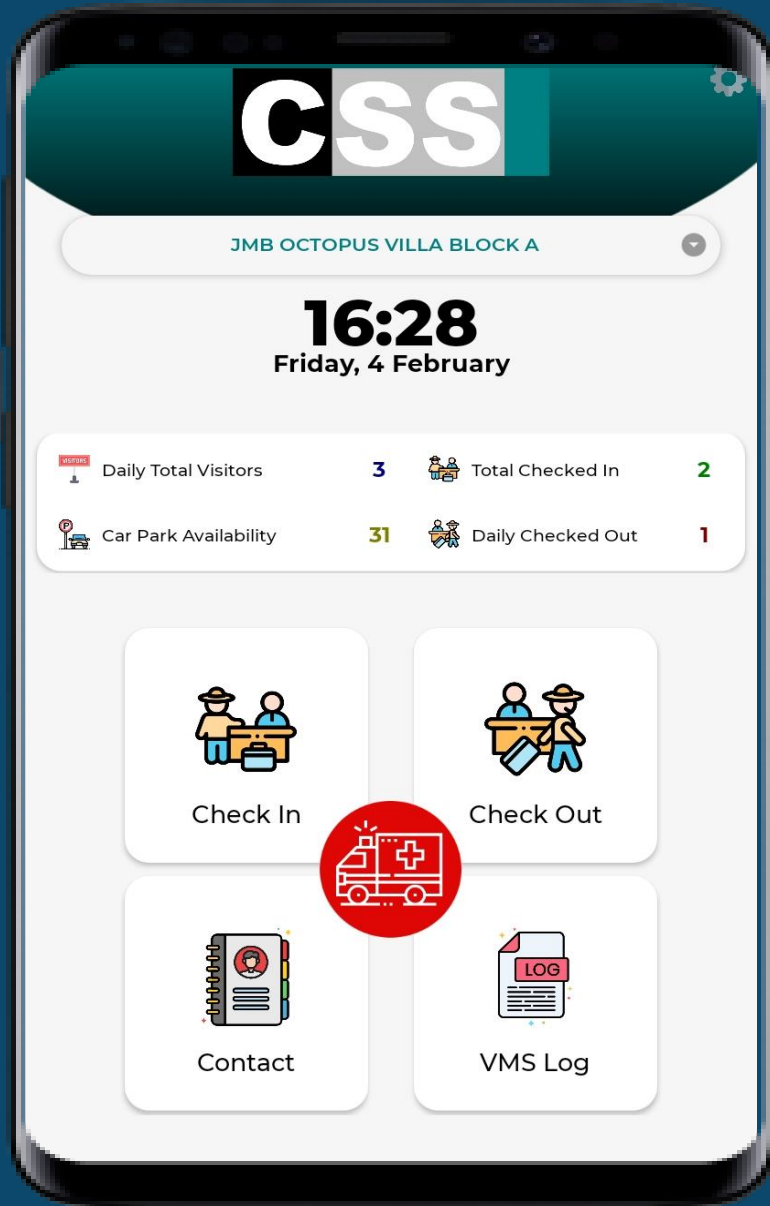
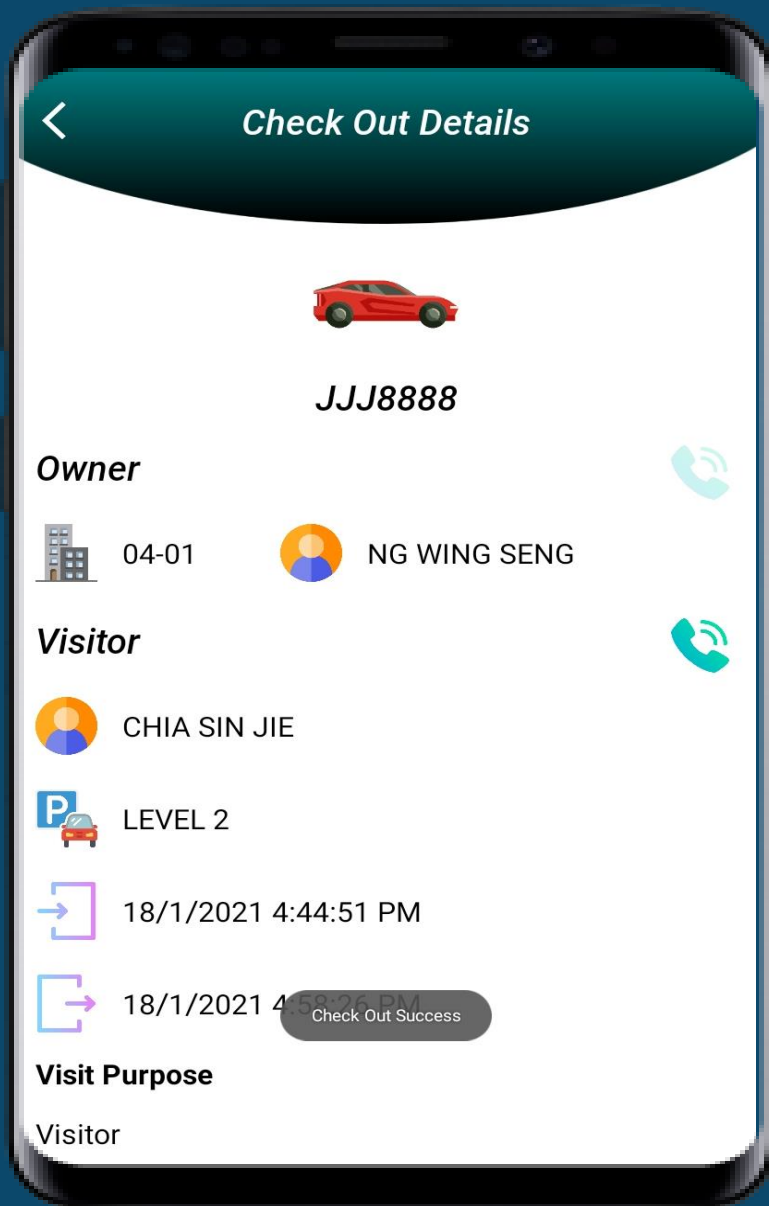
2 ways to proceed check out

1st way – Check Out Manually



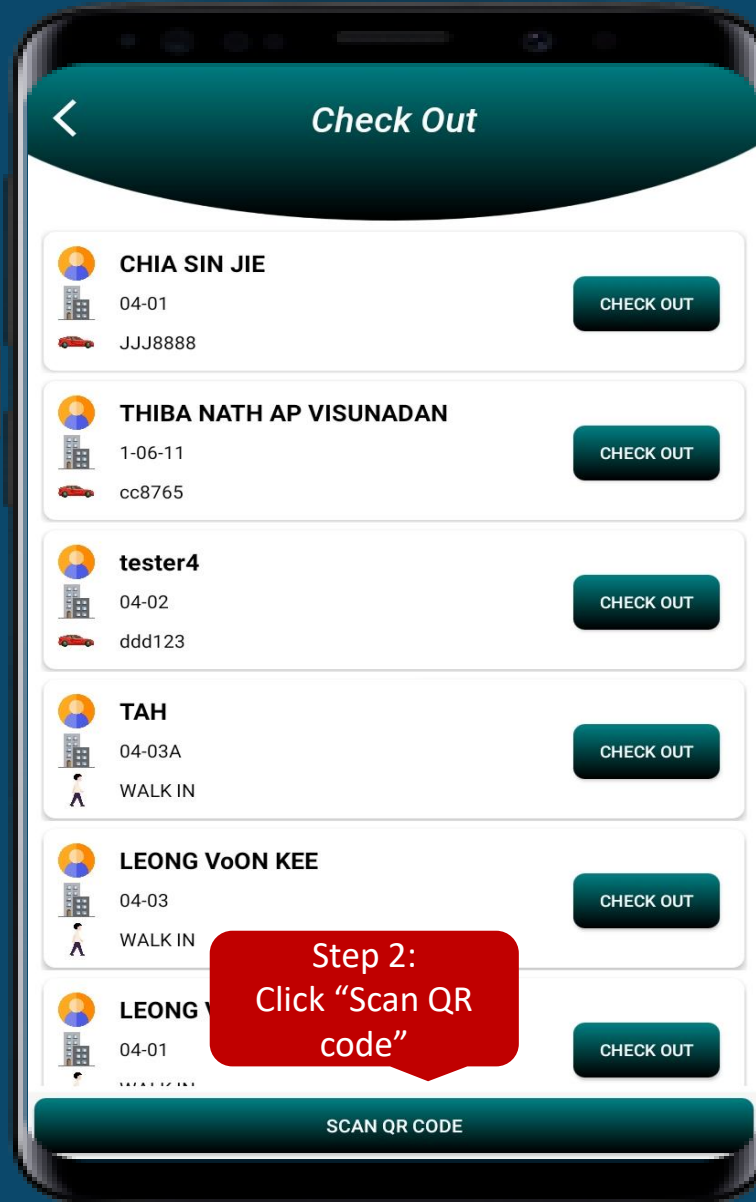
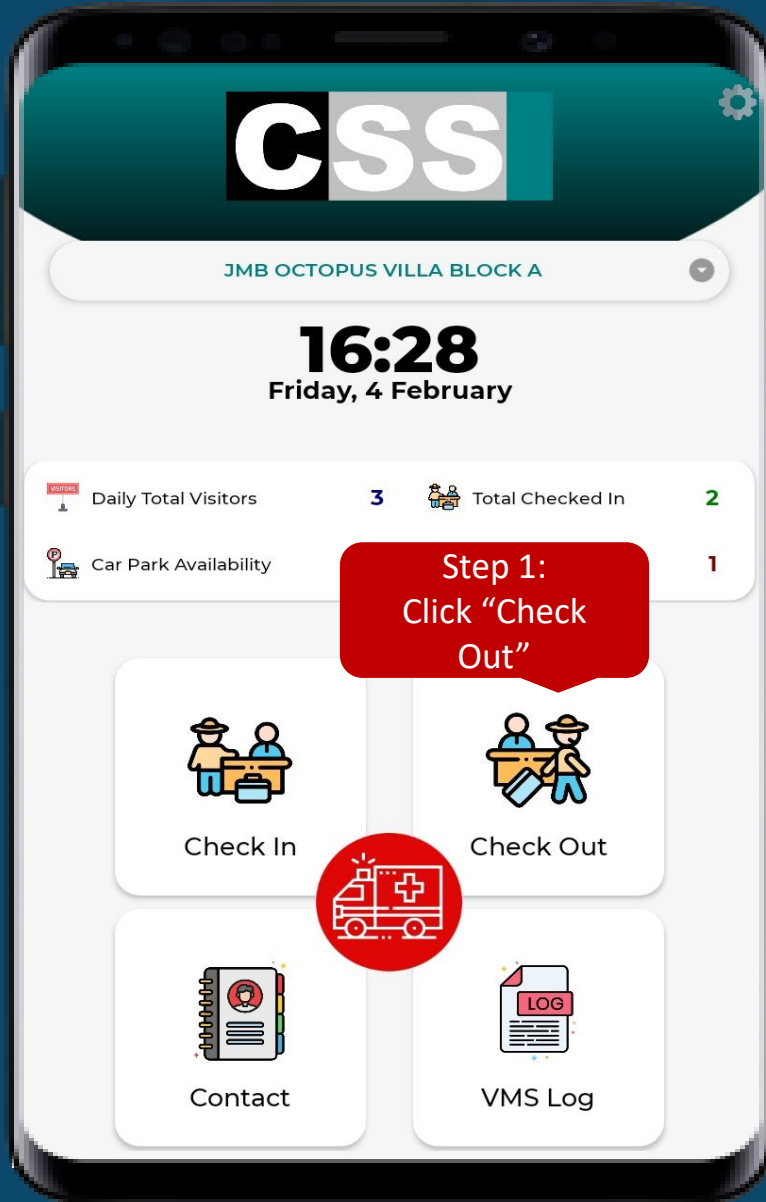
Step 1: Click "Check Out"

Step 2: Click "Check Out" button



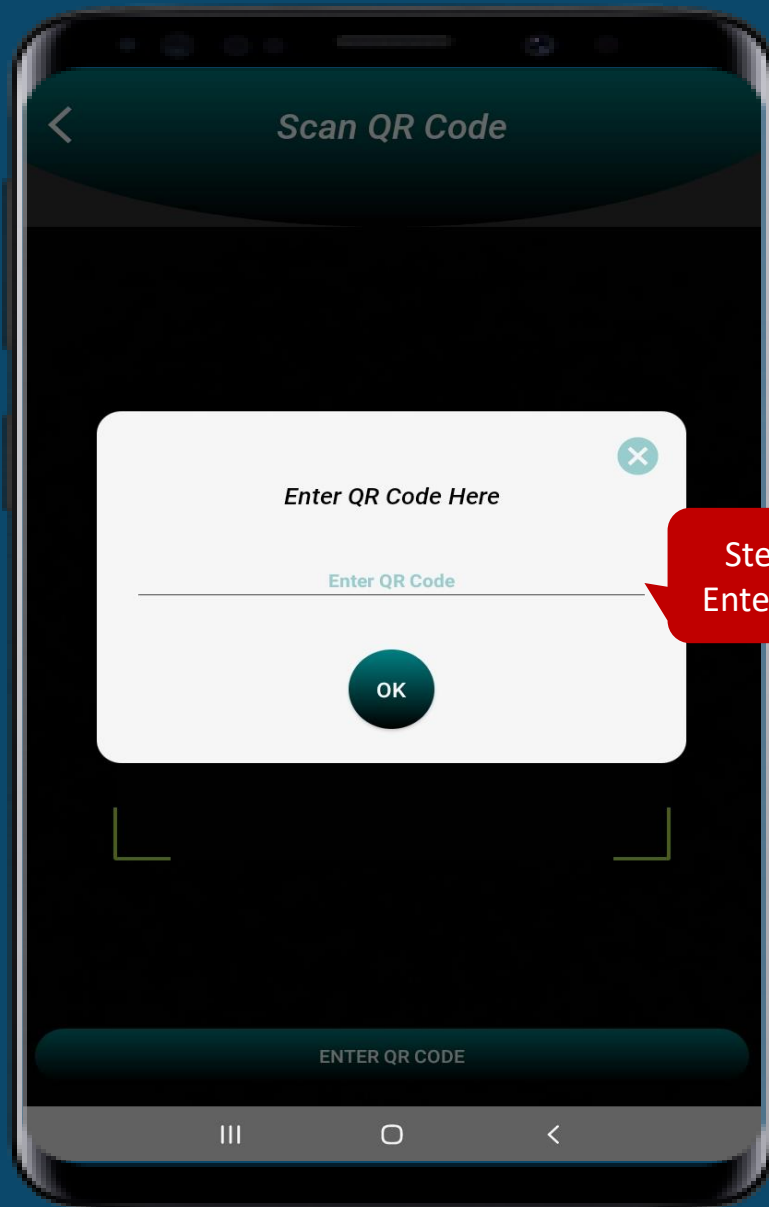
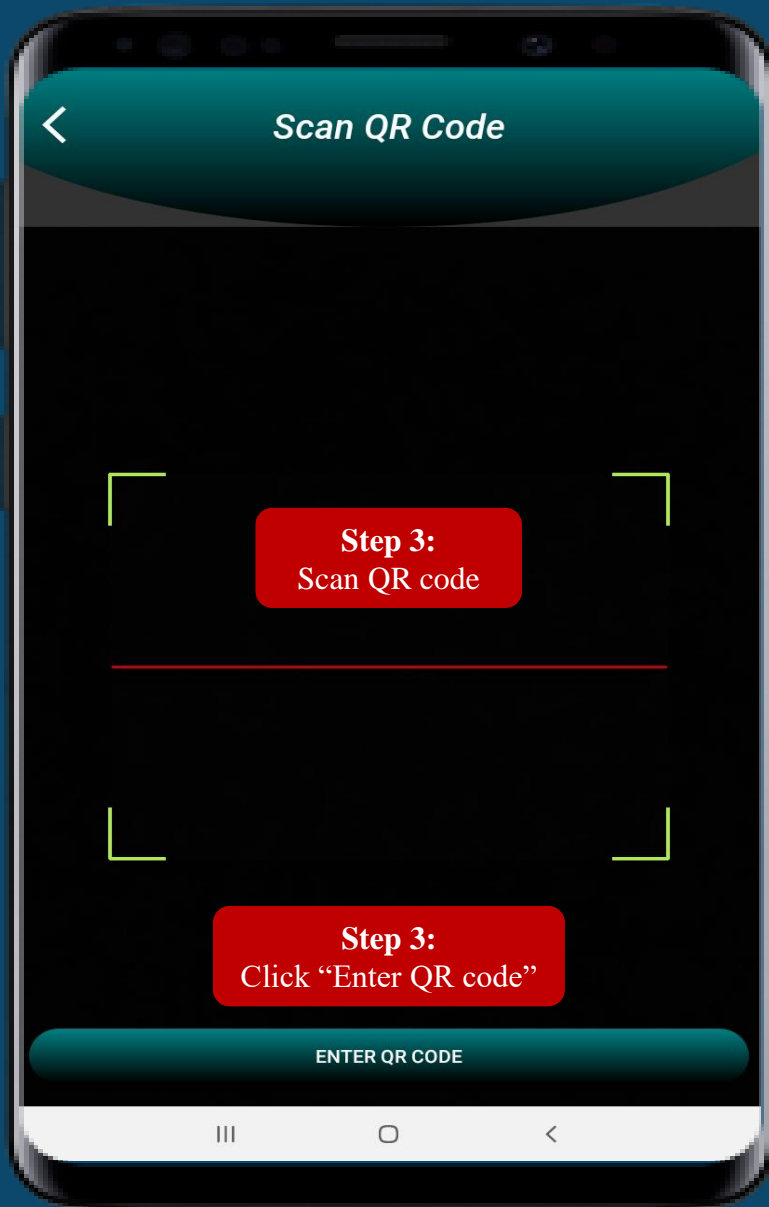
After click check out button will show "Check Out Success" and jump to main page.

2nd way – Scan QR Code



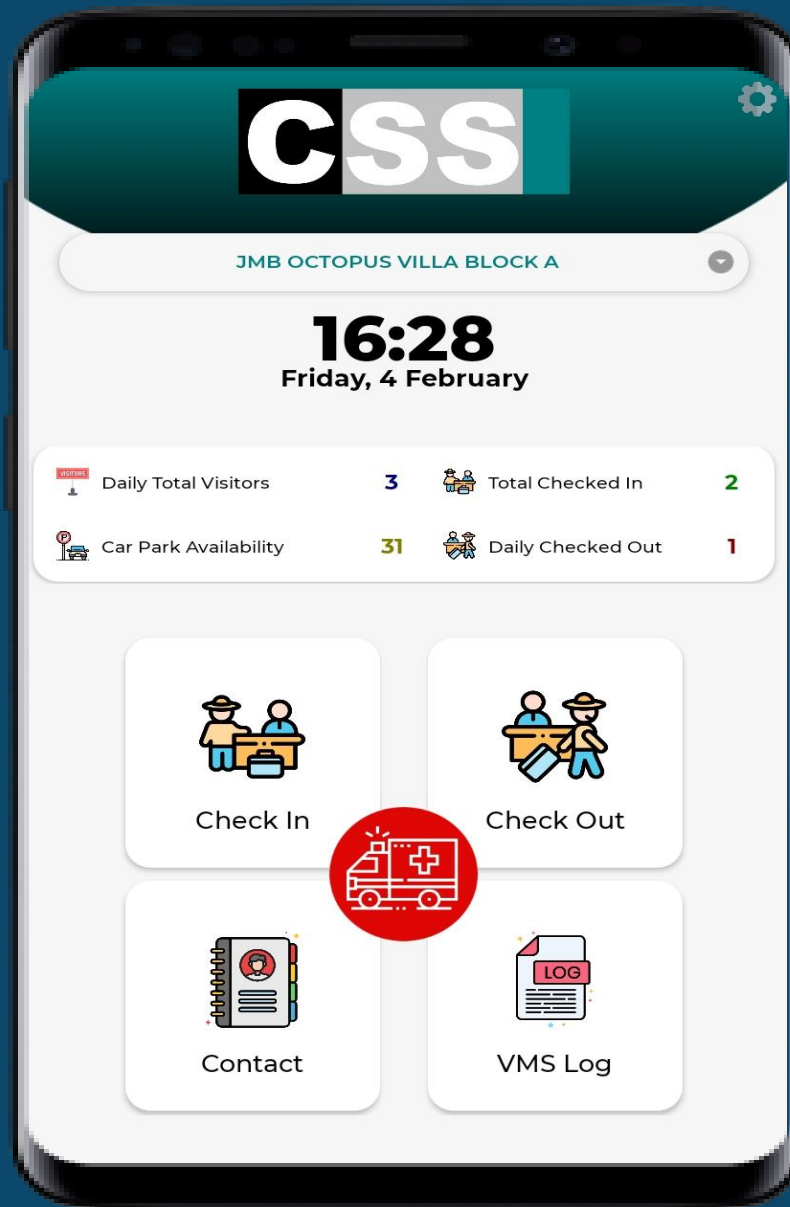
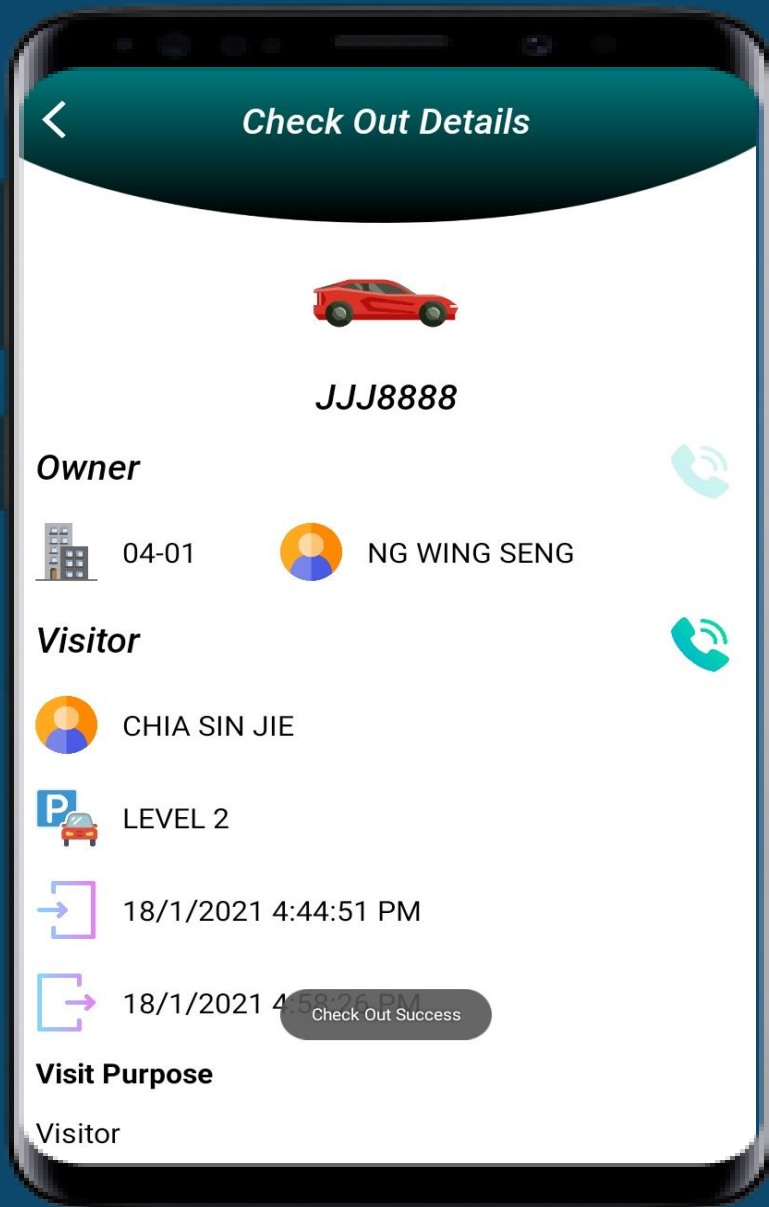
Step 1: Click "Check Out"

Step 2: Click "Scan QR code"



Step 3: Scan QR code / Enter QR code
Step 4 (for enter QR code): Enter QR code then click "Ok" to proceed check out

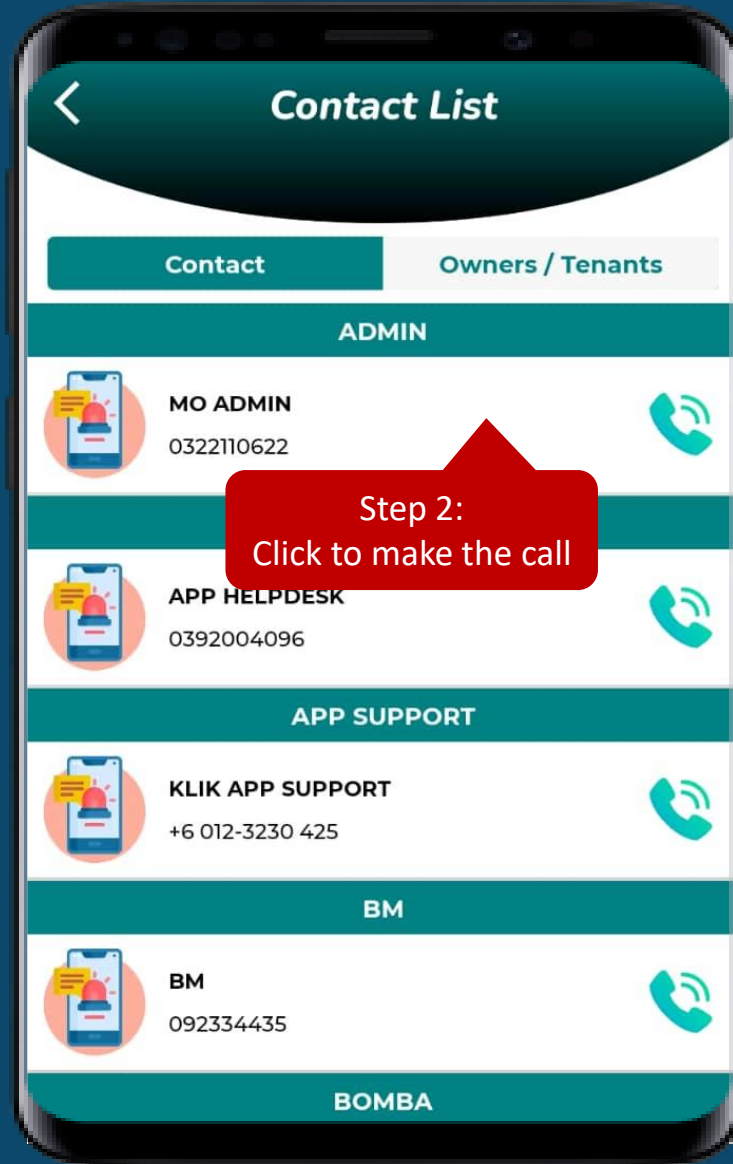
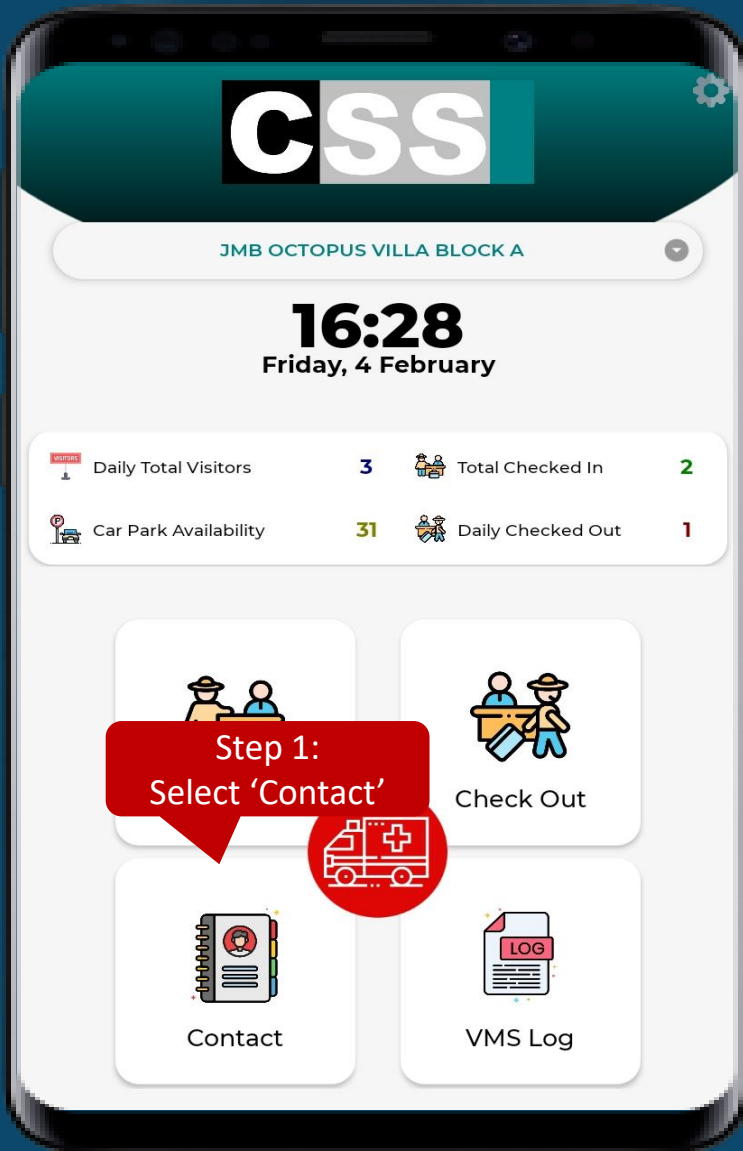
Step 4 (for enter QR code): Enter QR code then click "Ok"



After click check out button will show "Check Out Success" and jump to main page.

Contact

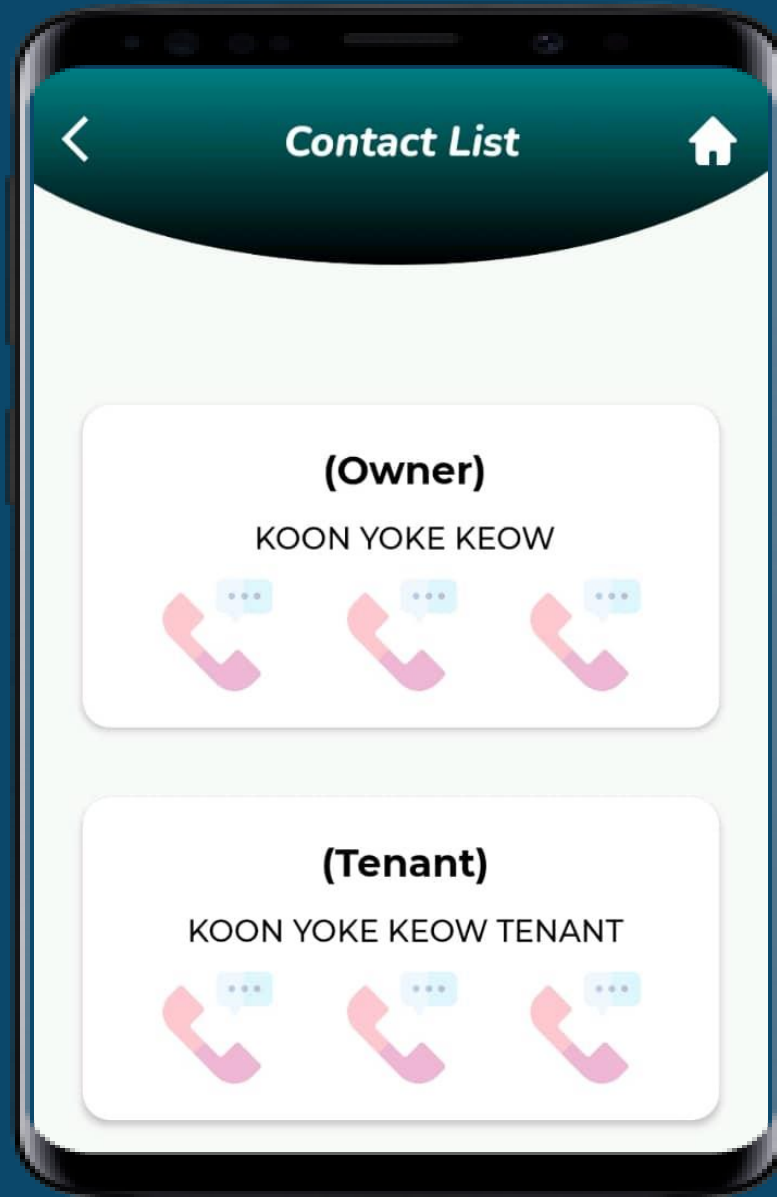
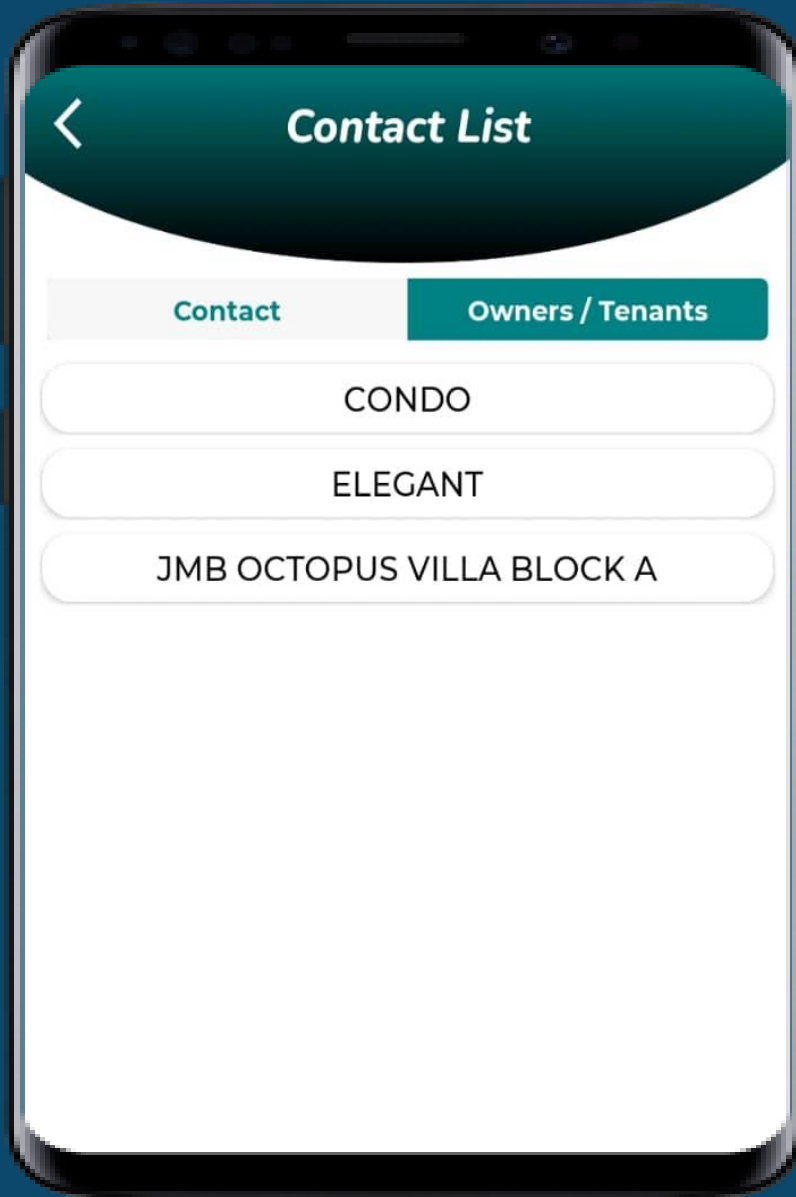
To view the contact list, the guard will be able to make a call



Step 1: Select 'Contact' to view the contact list

Step 2: Click the contact to make a call

The contact list is upload by the management

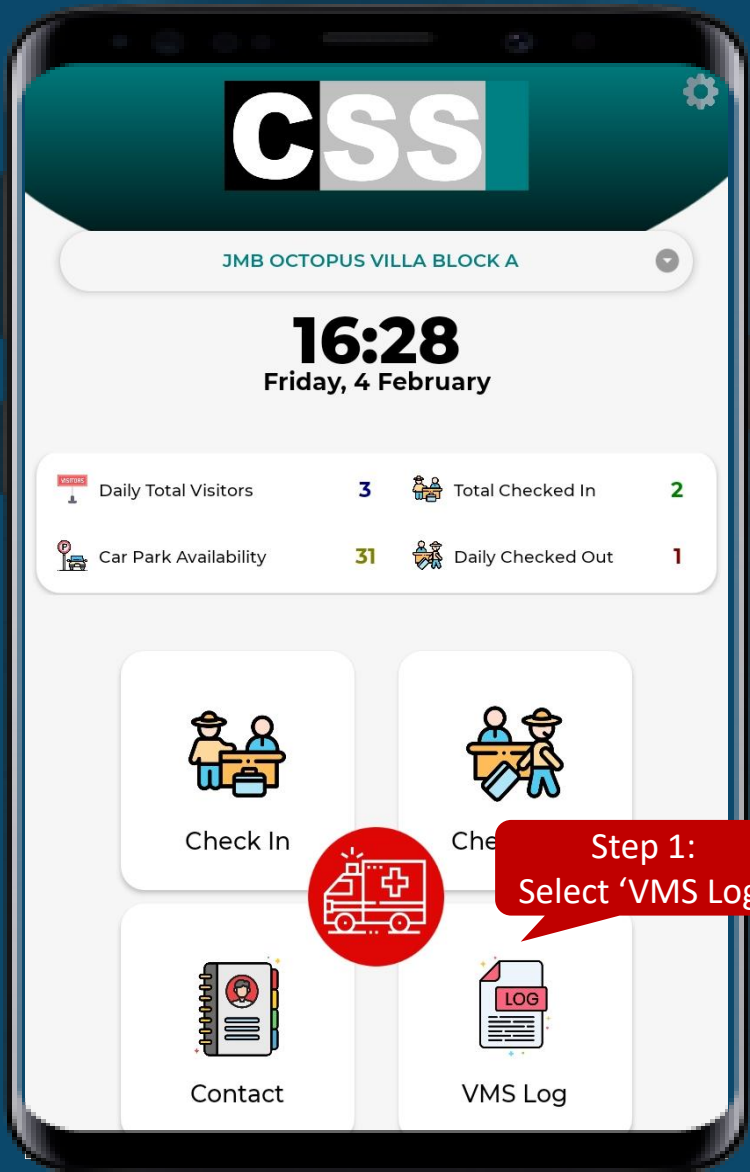


Step 2: Click the contact to make a call

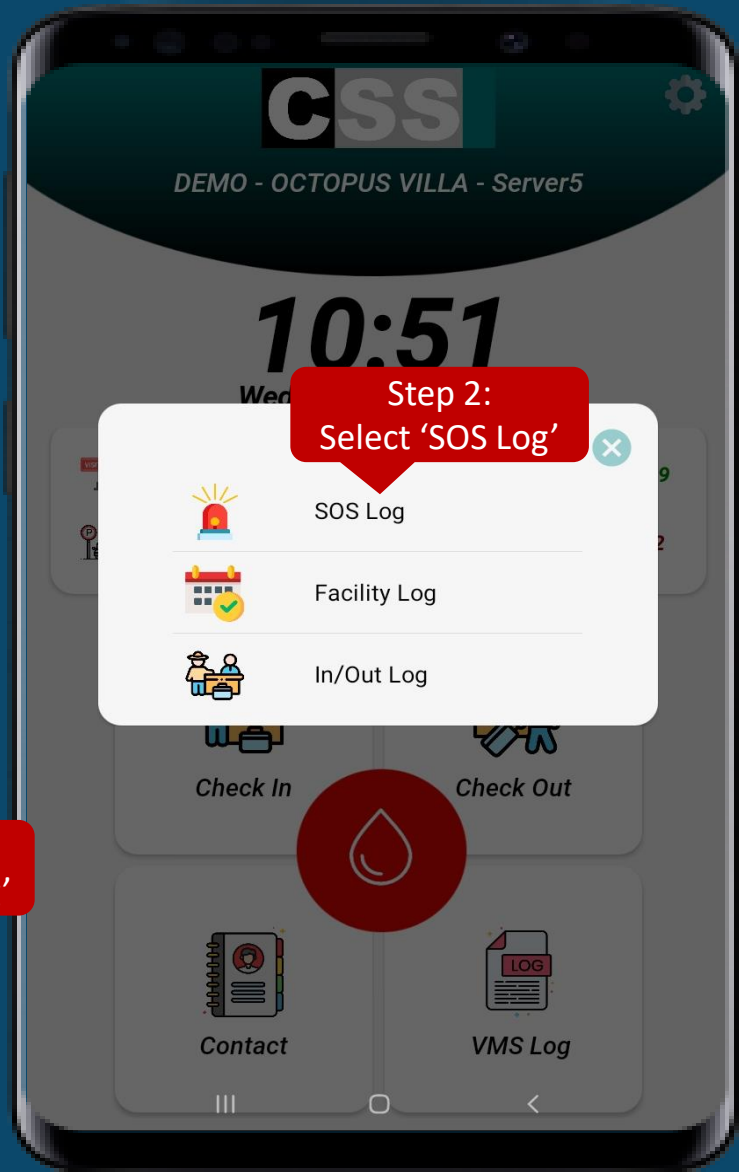
VMS Log

- **SOS Log**

To view the SOS history

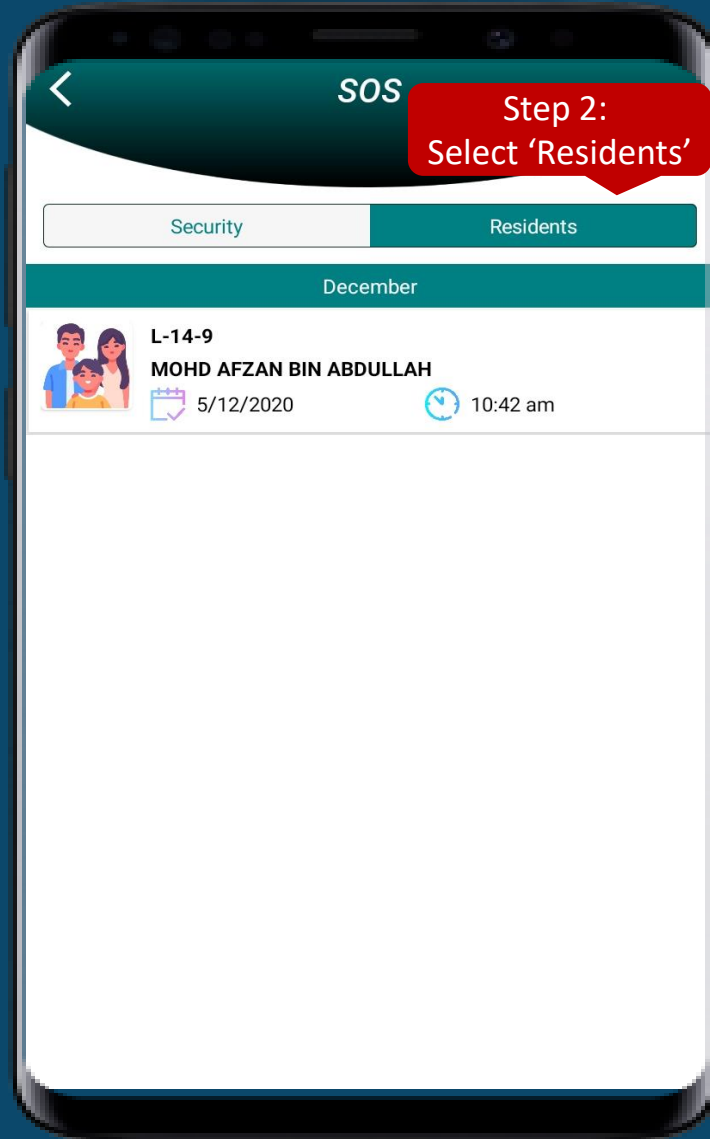
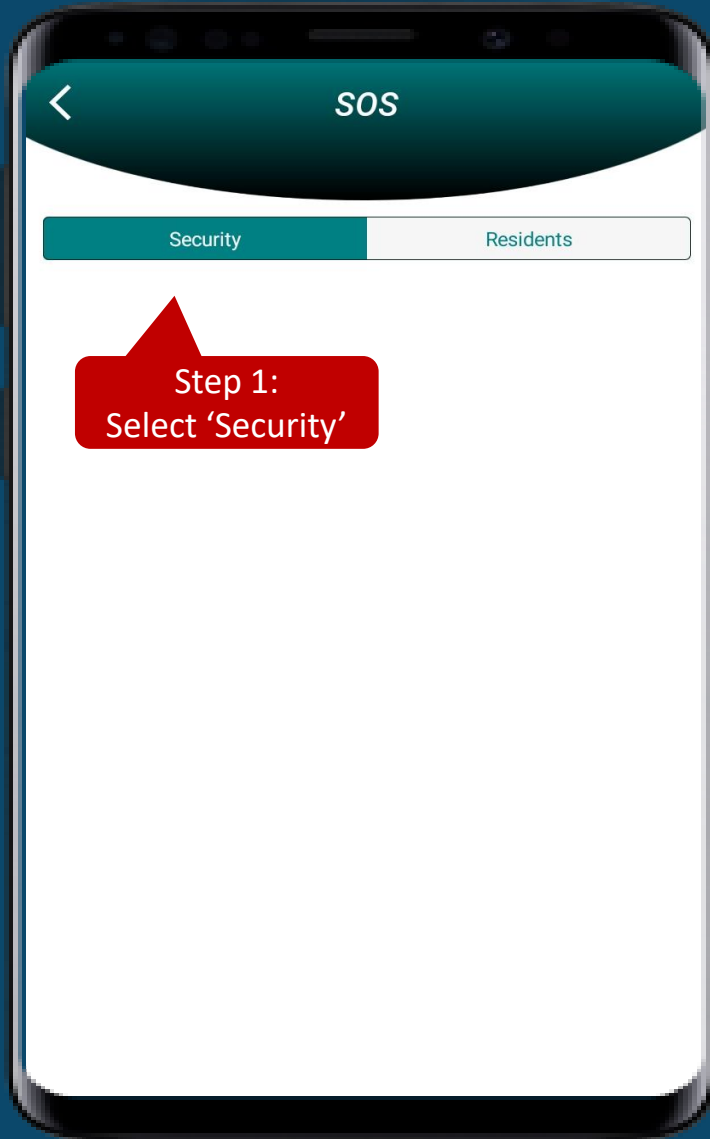


Step 1:
Select 'VMS Log'



Step 2:
Select 'SOS Log'

Step 1: Select the 'VMS Log'
Step 2: Select the "SOS Log"

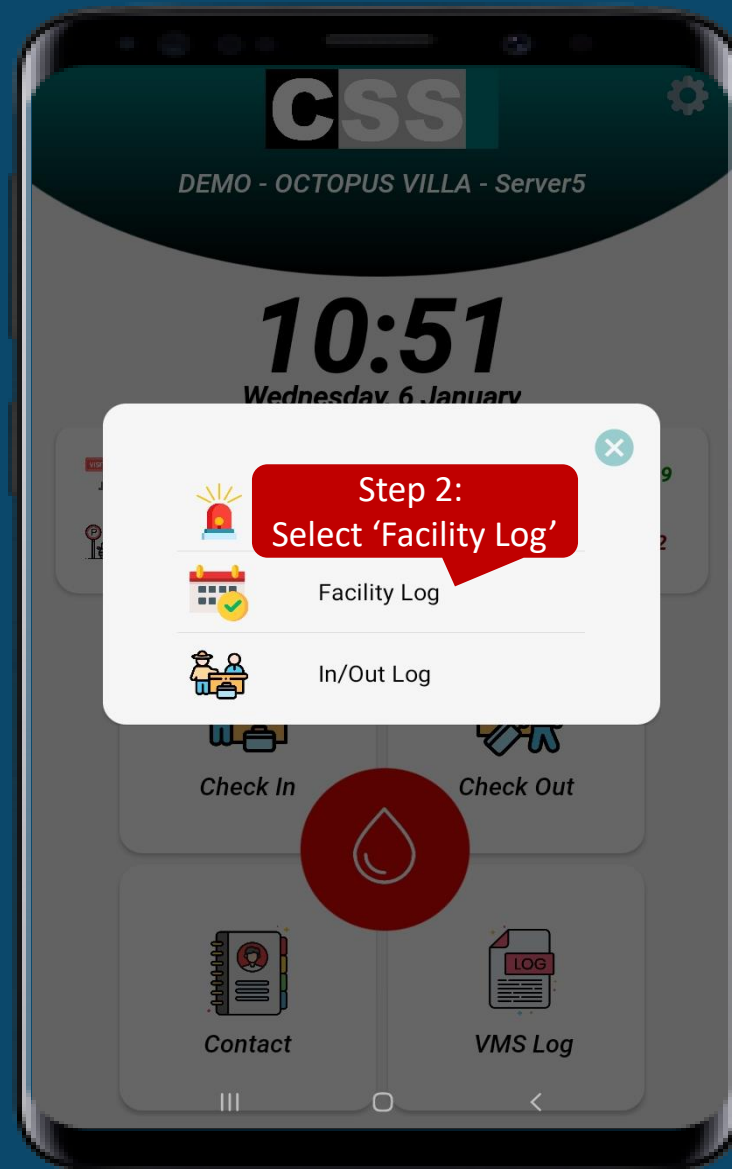
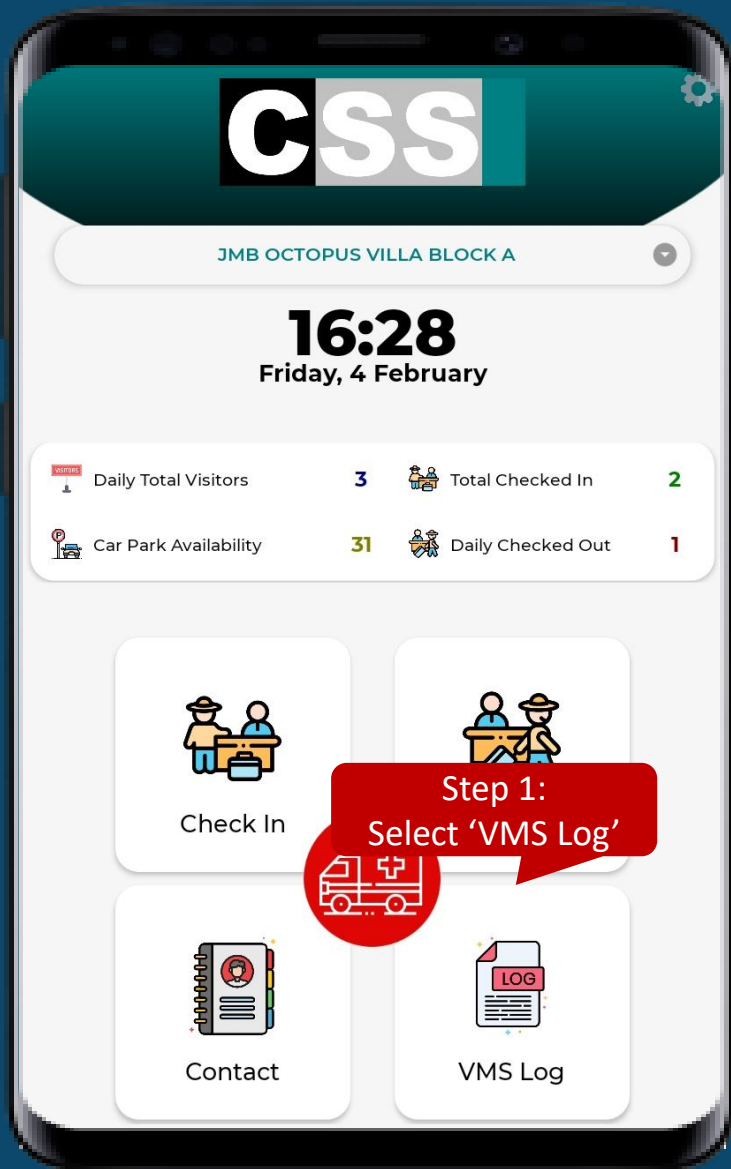


- Step 1: Select the 'Security'
- Security trigger SOS button to Residents
- Step 2: Select the "Residents"
- Resident trigger SOS button to Security Guard

VMS Log

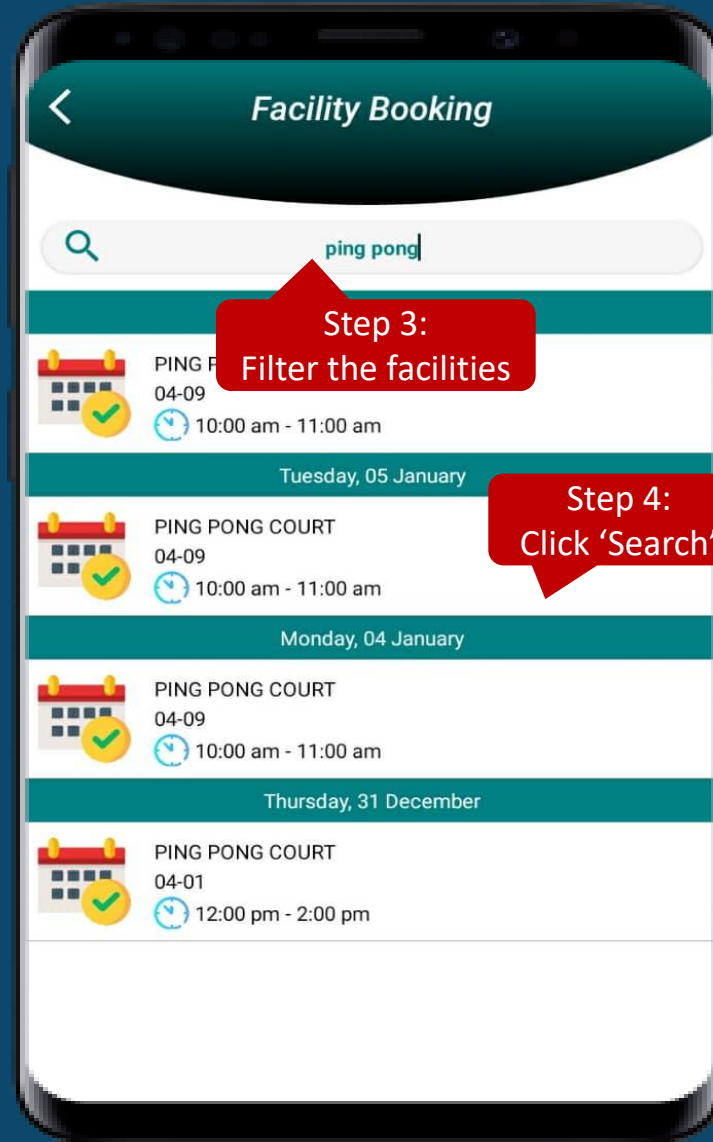
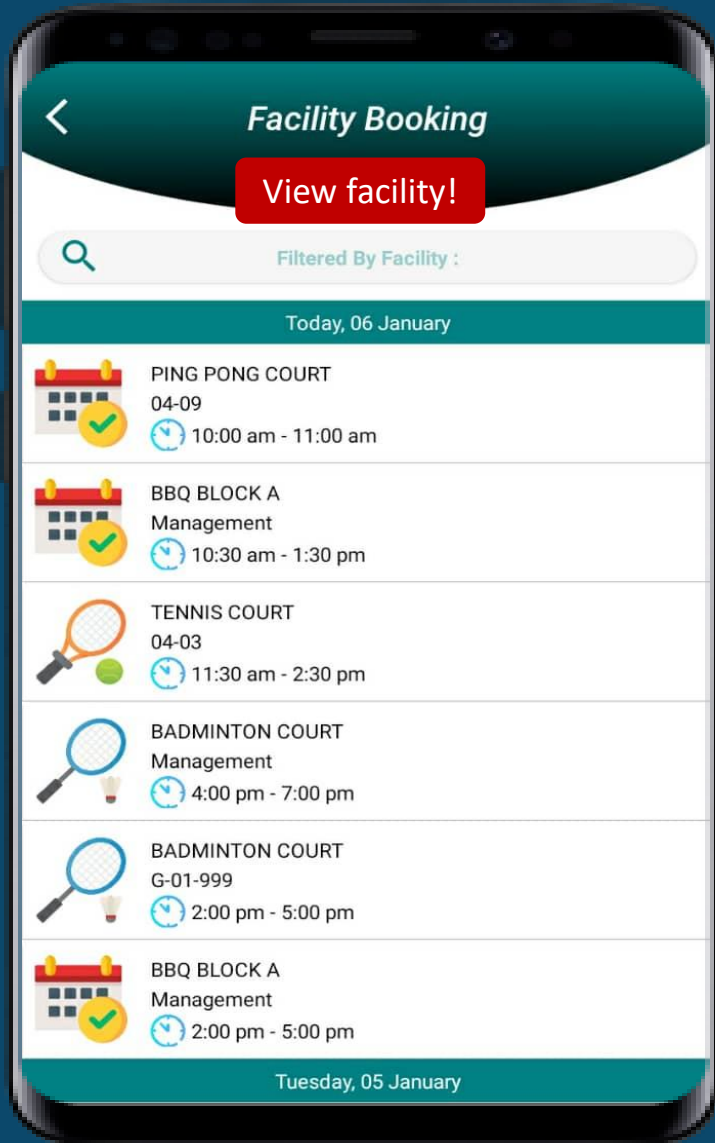
- **Facility Log**

To view the facility booking history



Step 1: Select the 'VMS Log'

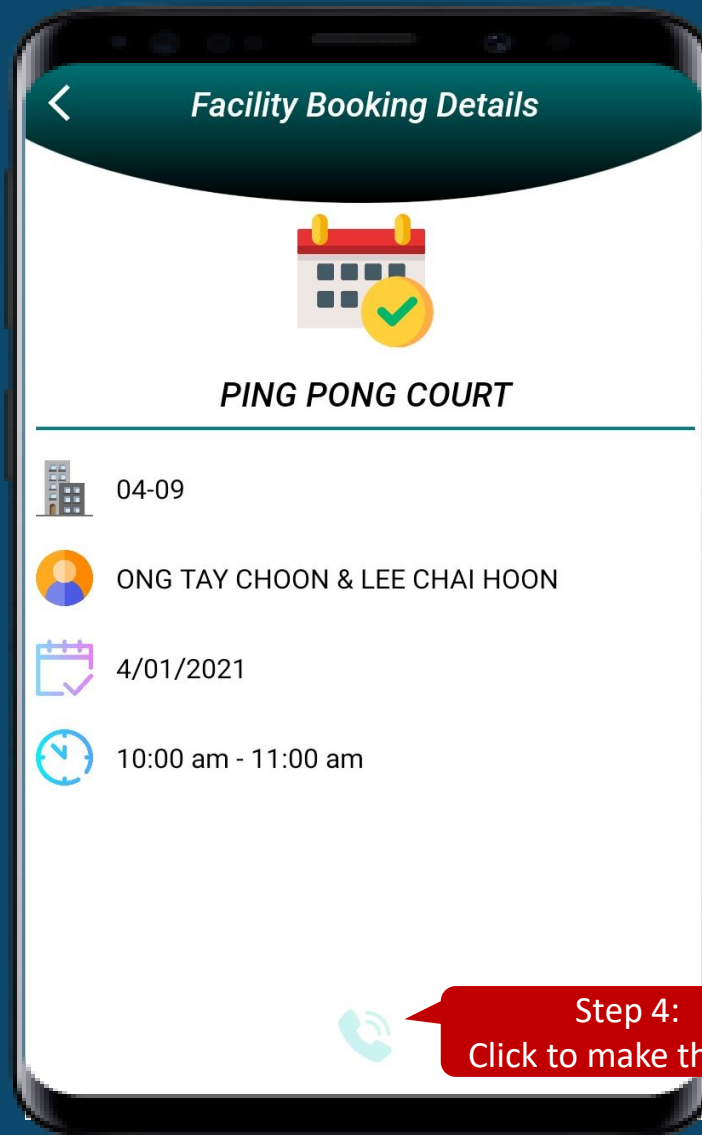
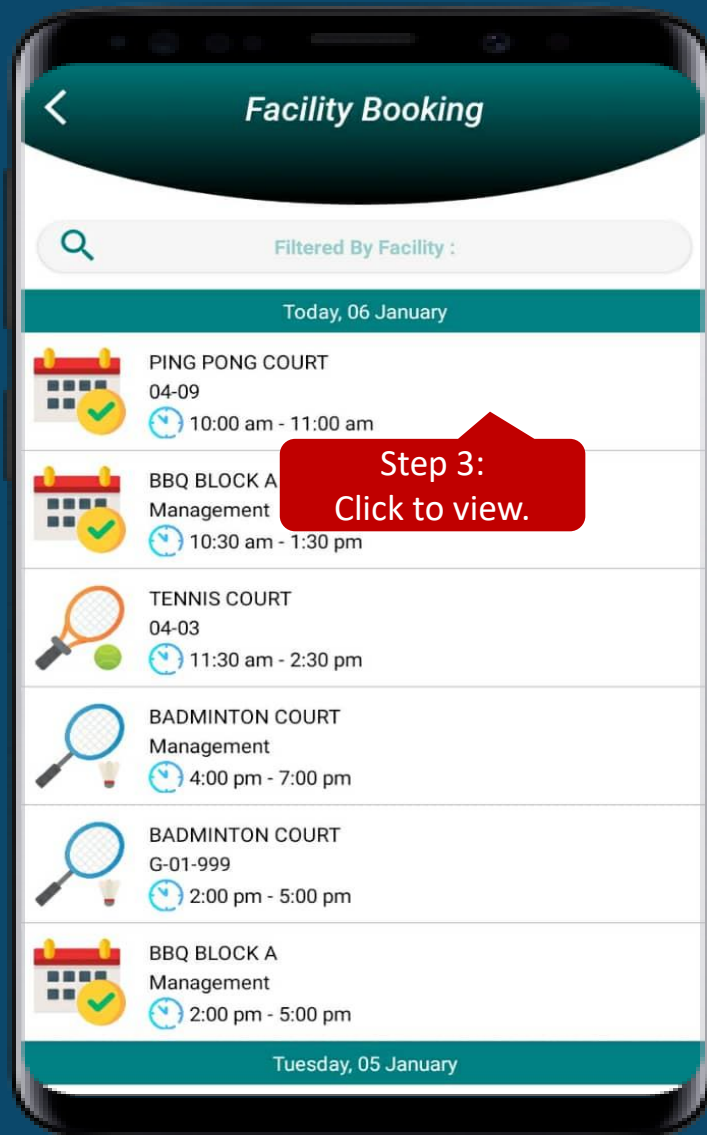
Step 2: Select the "Facility Log"



To Filter The Facility

Step 3: Type the facility 'Ping Pong' at the 'Filtered By Facilities' to filter

Step 4: Click the 'Search' icon to proceed with the search facility function



To View The Booking Details

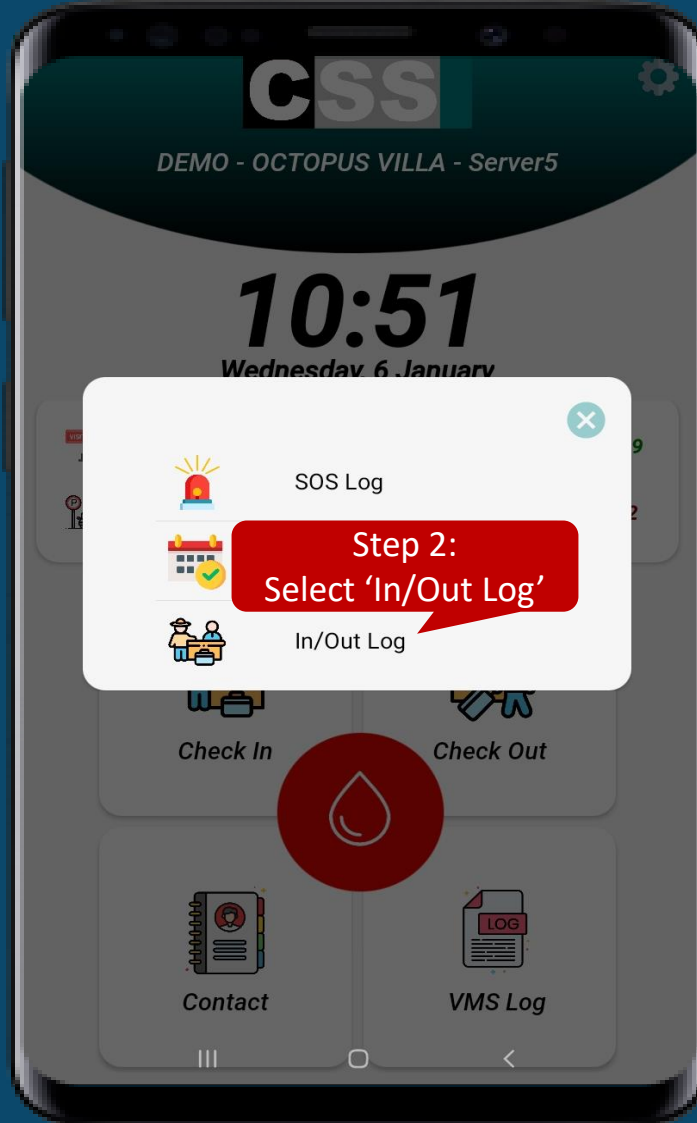
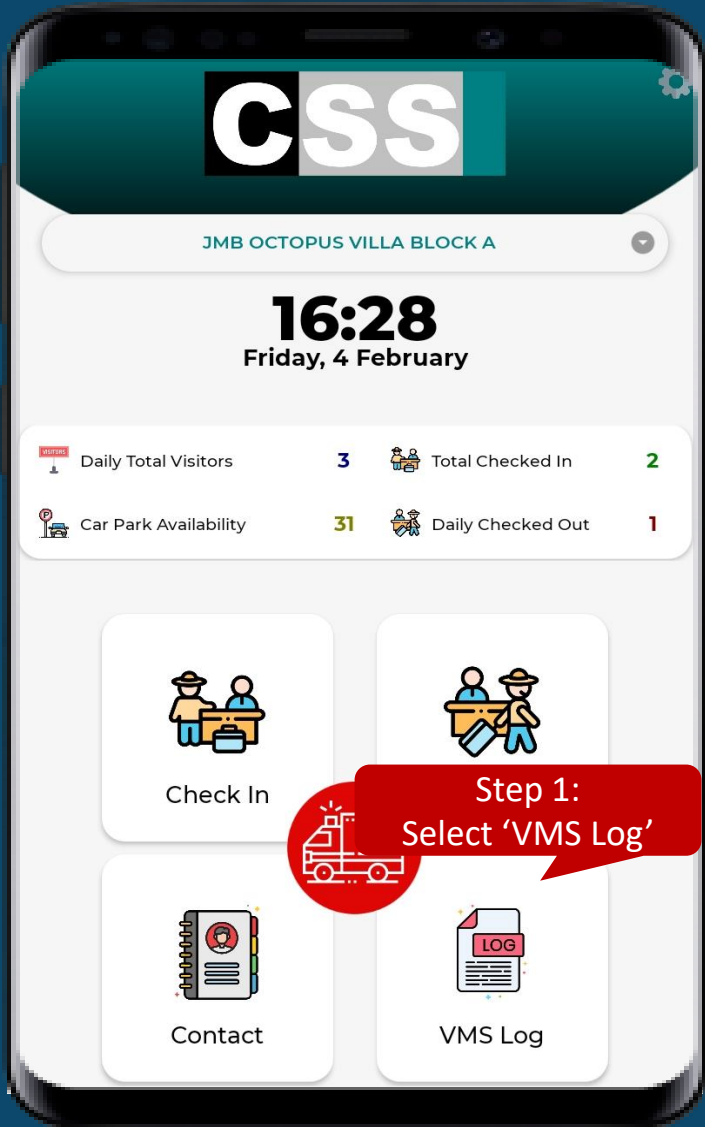
Step 3: Click to view the booking details

Step 4: Click 'Contact Number' icon to make the call to the owner who make the booking

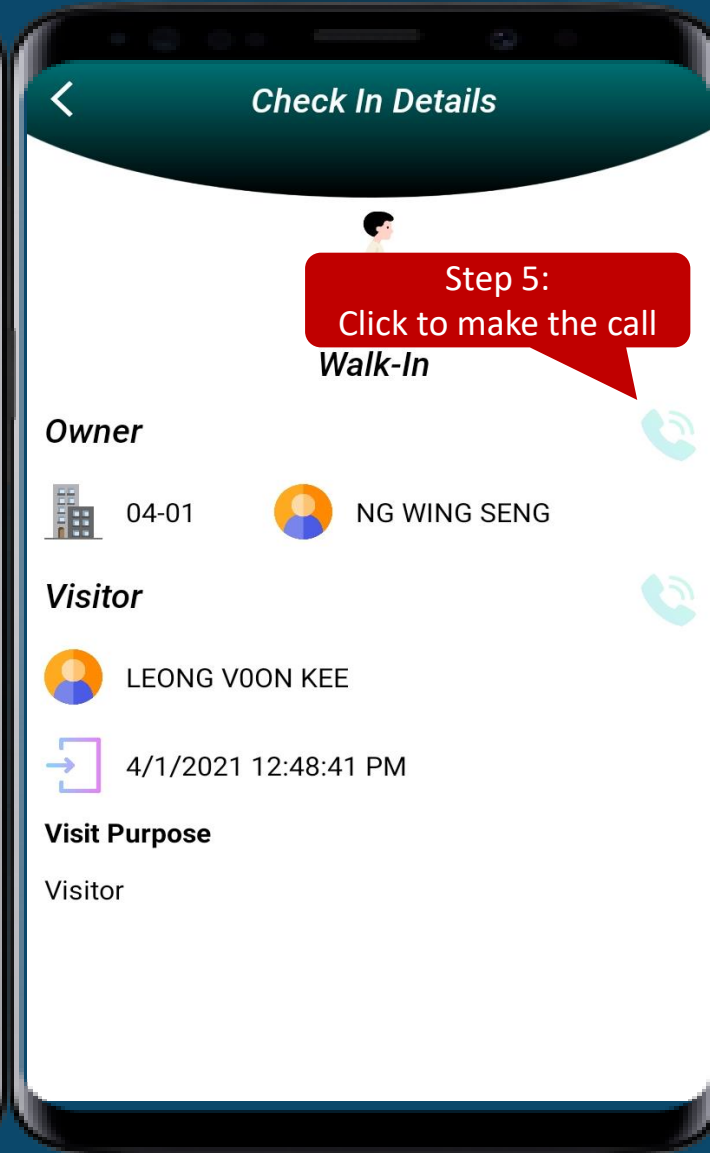
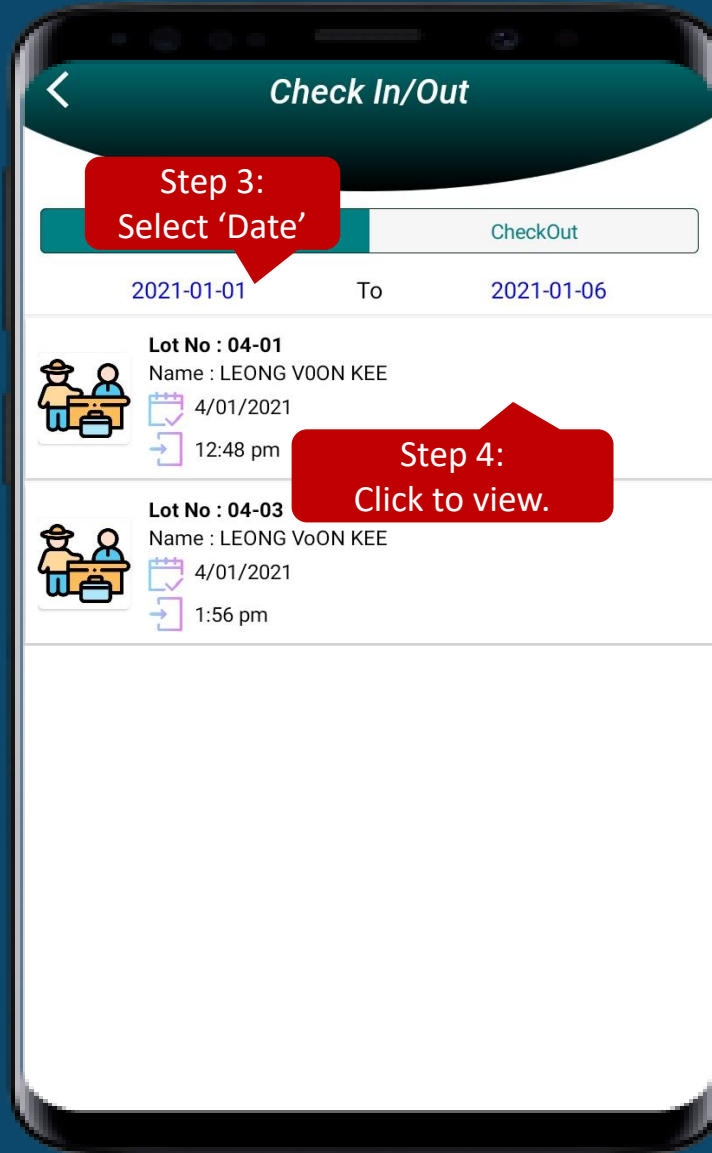
VMS Log

- **In/Out Log**

To view the check in & check out history



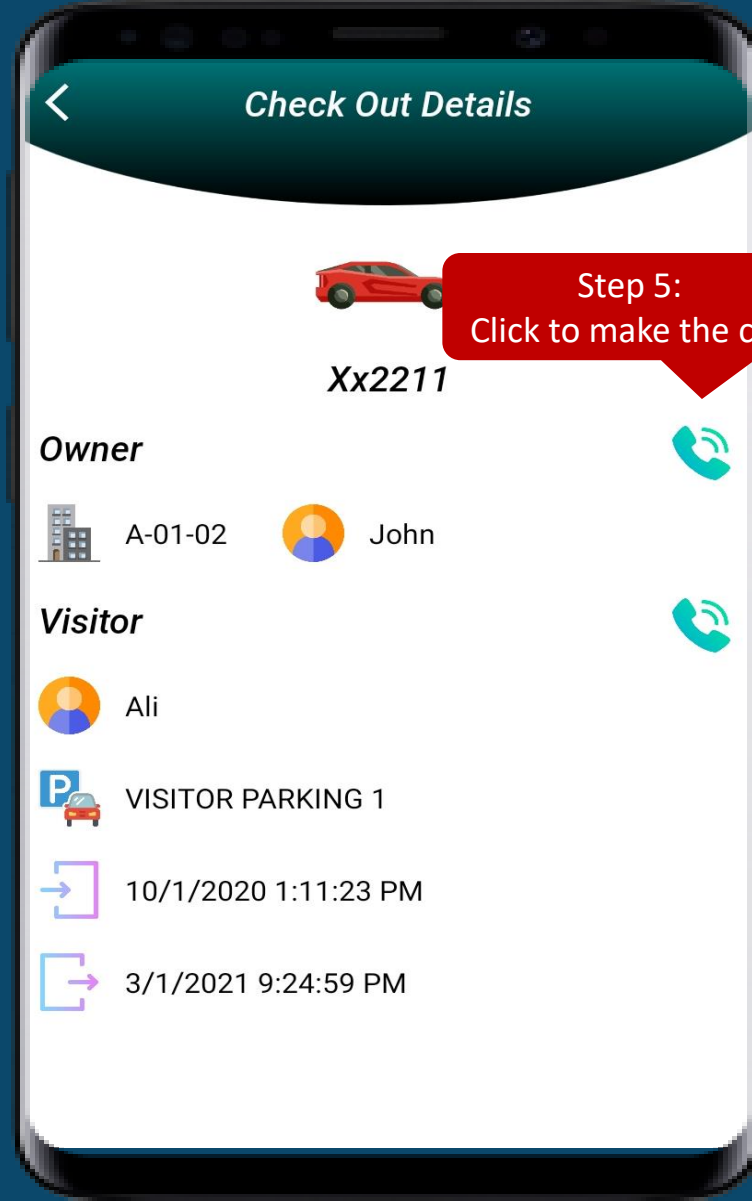
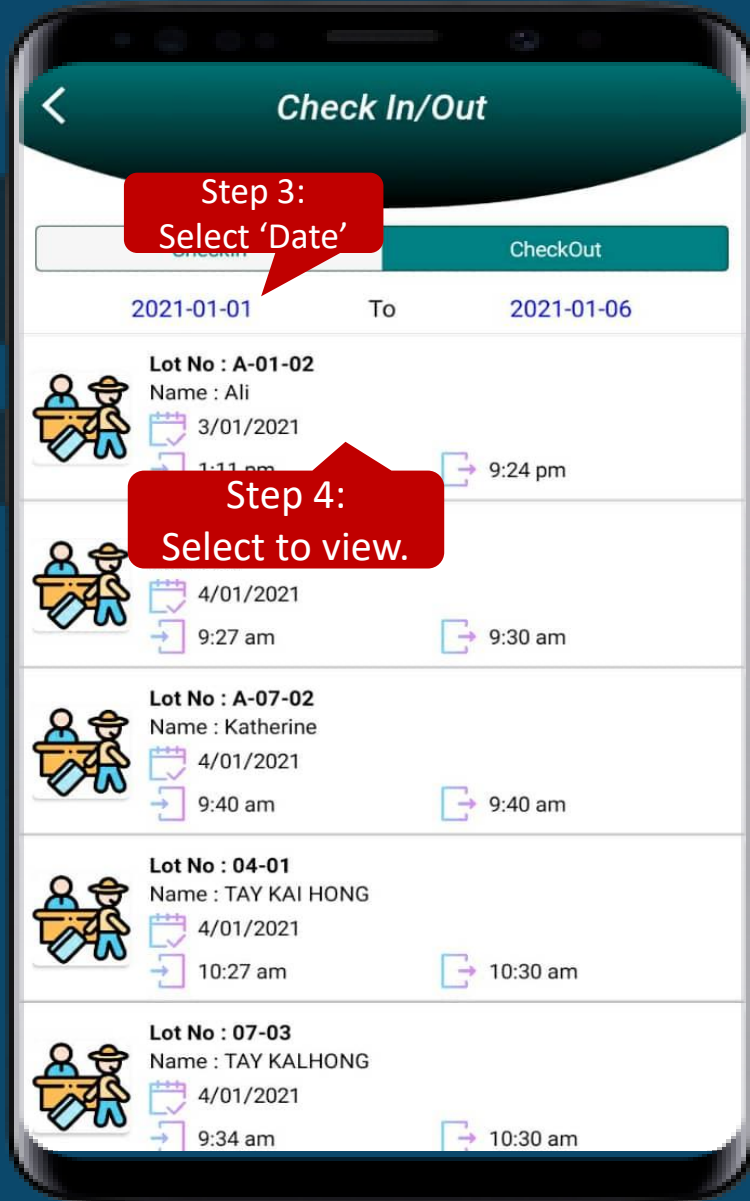
Step 1: Select the 'VMS Log'
Step 2: Select the "In/Out Log"



Step 3: Choose the 'Date' to view.

Step 4: Select the Check in to view the Check in details. **who already check in but haven't check out yet.**

Step 5: Click 'Phone' icon to make the call to the owner or visitor



Step 3: Choose the 'Date' to view.

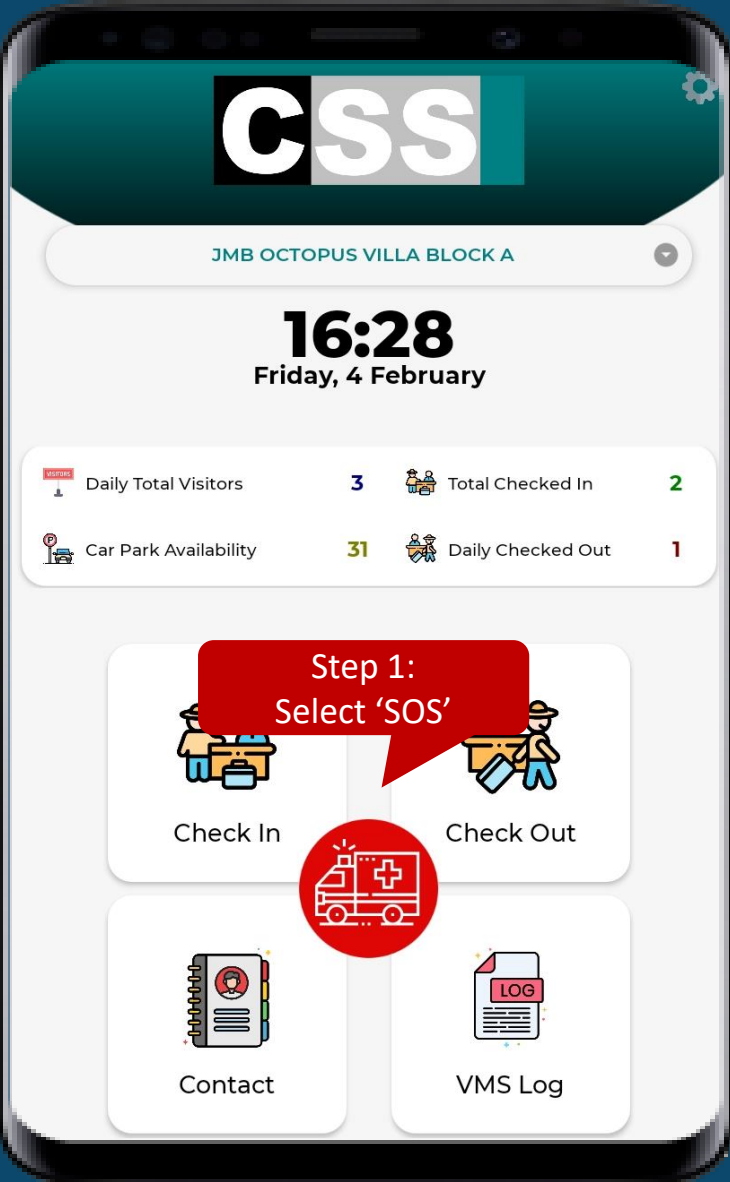
Step 4: Select the Check out to view the Check out details. *who already check in and check out.

Step 5: Enjoy viewing!

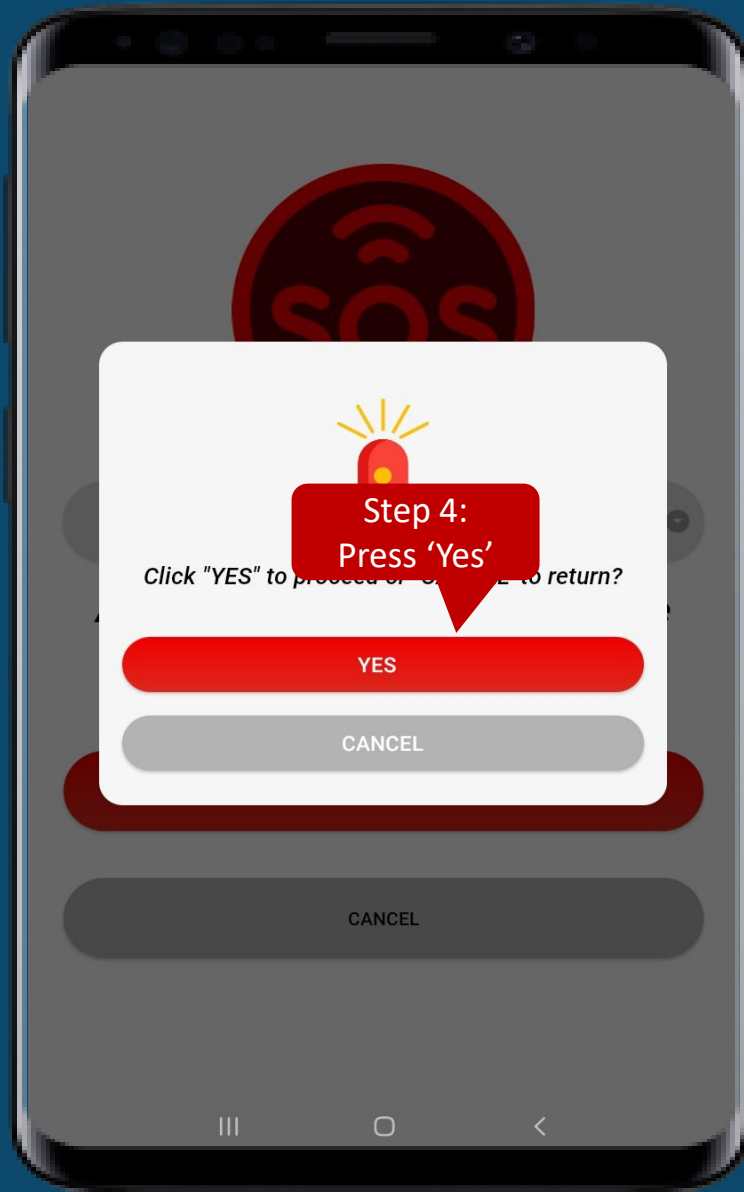
Step 6: Click 'Contact Number' icon to make the call to the owner or visitor

SOS Button

Trigger alert to residents when there is emergency
event



Step 1: Select the 'SOS'
Step 2: Select the emergency event, eg.
Fire



Step 1: Press the 'CONFIRM'

Step 2: Press the " Yes"

After "yes", will alert to residents via Klik app

If "no", will back to the main page

Management setup for VMS

Manage Visitor Parking

System Manager Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA CSSTKH Login: 16/12/2020 5:03:01 PM CSS 2.0

CSS Facility Management Series

Property Management Preventive Maintenance Financial Accounting Task Management Knowledge Base Purchasing Tutorial System Setup Human Resource

In Box (185) Out Box (28) Message (71) System Alert Leave Organizer Expenses Claim Salary Slip Purchasing Work Order

Pure Internet Architecture Cross Boundaries • Cross Platforms • Cross Cultures • Cross Languages

Licensee: DEMO - JMB OCTOPUS VILLA
A-01-01, Octopus Villa Apartment,
Unit C-3-1, Level 5, Block C,
Viva Homes(UE3), 85, Jalan Loke Yew,
55200 Kuala Lumpur, Malaysia.

eCommunity Password Logout

Step 1: Click 'eCommunity'

Option 1:-

Step 1: Click 'eCommunity'

Step 2: Select 'Manage Visitor Parking'

Step 3: Click 'Add'

System Manager Logout

Community News
Management Bulletin
Facility Booking
Forms Download
House Rules
Management Committee
Min...
Acc...
Ser...
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

Manage Visitor Parking

Property Code JMB

Add Save Edit Delete Cancel Help

Step 2: Select 'Register QR Walk-in pass'

Step 3: Click 'Add'

	CompCode	Dept Code	QR Code No	Parking Lot	Parking Status
Select	JMB	JMB	JMB,JMB,VP0909,123456	VP 09	True
Select	JMB	JMB	JMB,JMB,VP 26,	VP 26	True
Select	JMB	JMB		VP 23	True
Select	JMB	JMB		VP 22	True
Select	JMB	JMB		VP 06	True
Select	JMB	JMB		VISITOR PARKING 4	True
Select	JMB	JMB		VISITOR PARKING 3	True
Select	JMB	JMB		VISITOR PARKING 2	True
Select	JMB	JMB		VISITOR PARKING 1	True
Select	JMB	JMB	0036YF	LEVEL 3-48	True
Select	JMB	JMB	YNKUNY	LEVEL 3	False
Select	JMB	JMB	R84X7L	Level 2	False

Manage Visitor Parking

eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - Venice Login: 21/01/2021 10:34:58 AM 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 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

Manage Visitor Parking

Property Code: JMB

Save Edit Delete Cancel Help

Parking Lot: LEVEL 1
Visitor Pass Name: 123456
Parking Status: Available



	CompCode	Dept Code	QR Code No	Parking Lot	Parking Status
Select	JMB	JMB	JMB,JMB,VP0909,123456	VP0909	True
Select	JMB	JMB	JMB,JMB,VP 26,	VP 26	True
Select	JMB	JMB		VP 23	True
Select	JMB	JMB		VP 22	True
Select	JMB	JMB		VP 06	True
Select	JMB	JMB		VISITOR PARKING 4	True
Select	JMB	JMB		VISITOR PARKING 3	True
Select	JMB	JMB		VISITOR PARKING 2	True
Select	JMB	JMB		VISITOR PARKING 1	True
Select	JMB	JMB	0036YF	LEVEL 3-48	True
Select	JMB	JMB	YNKUNY	LEVEL 3	False
Select	JMB	JMB	61UGL8	Level 3	False

Step 4:
Fill in pass
information

Step 5:
Click 'Save'

Step 4: Fill in the pass information

Step 5: Click 'Save'

Manage Visitor Parking

Manage Visitor Parking

Property Code: JMB

Print Help

Add Save Sample Data Import Data

Parking Lot:

Pass Identity:

Lot Status: Available

Remarks:

	Parking Lot	Pass Identity	QR Code	Lot Status	Remarks
Select	vp_002	VISITOR PARKING 002	QYW352	Available	
Select	VP_001	VP_001	S23XRV	Available	

Step 1:
Click 'sample data' to download the excel template

Step 2:
Click 'import data' to upload the updated excel template

Option 2 :-

Step 1: Click 'Sample Data'

***Once done update the migration excel template, do proceed with step 2**

Step 2: Click 'Import Data'

Manage Visitor Parking

Input File Name

Step 3:
Upload the updated
file.

Cancel Next Help

File Name No file chosen

Manage Visitor Parking

Import Data

Step 4:
Click 'Import Now'

Help

Import Now

deptcode	parkinglot	passid
JMB	VP_012	VP_012
JMB	VP_013	VP_013
JMB	VP_014	VP_014

Option 2 :-

- Step 3: 'Choose File'
- Step 4: 'Import Now'

Register QR Walk In Pass

The screenshot shows the 'System Manager' interface. At the top, it displays 'Server Location: CYBERJAYA', 'DEMO - JMB OCTOPUS VILLA CSSTKH', and 'Login: 16/12/2020 5:03:01 PM'. Below this is the 'CSS Facility Management Series' navigation bar with icons for Property Management, Preventive Maintenance, Financial Accounting, Task Management, Knowledge Base, Purchasing, Tutorial, System Setup, and Human Resource. A secondary bar contains 'In Box (185)', 'Out Box (28)', 'Message (71)', 'System Alert', 'Leave Organiser', 'Expenses Claim', 'Salary Slip', 'Purchasing', and 'Work Order'. The main content area features 'Pure Internet Architecture' with links for 'Cross Boundaries', 'Cross Platforms', 'Cross Cultures', and 'Cross Languages'. A license information block is visible on the left. A red callout box points to the 'eCommunity' link in the top right corner.

System Manager Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA CSSTKH Login: 16/12/2020 5:03:01 PM CSS 2.0

CSS Facility Management Series

Property Management Preventive Maintenance Financial Accounting Task Management Knowledge Base Purchasing Tutorial System Setup Human Resource

In Box (185) Out Box (28) Message (71) System Alert Leave Organiser Expenses Claim Salary Slip Purchasing Work Order

Pure Internet Architecture Cross Boundaries Cross Platforms Cross Cultures Cross Languages

Licensee: DEMO - JMB OCTOPUS VILLA A-01-01, Octopus Villa Apartment, Unit C-3-4, Level 5, Block C, Viva Homes(UE3), 85, Jalan Loke Yew, 55200 Kuala Lumpur, Malaysia.

eCommunity Password Logout

Step 1: Click 'eCommunity'

Option 1

Step 1: Click 'eCommunity'

Step 2: Select 'Register QR Walk-in Pass'

Step 3: Click 'Add'

The screenshot shows the 'Register QR Walk-In Pass' form. The left sidebar contains a navigation menu with items like 'Community News', 'Management Bulletin', 'Facility Booking', etc. The main form area has a 'Property Code' dropdown set to 'JMB'. Below the form is a table with columns: Dept Code, Entrance, Visitor Pass ID, QR Code No, and Category. A red callout box points to the 'Add' button in the toolbar above the table.

System Manager Logout

Register QR Walk-In Pass

Property Code JMB

Add Save Edit Delete Cancel Print Help

Select	Dept Code	Entrance	Visitor Pass ID	QR Code No	Category
Select	JMB	GUARD HOUSE	NDIRA 1	VS9A0E	WALK IN
Select	JMB	MAIN GUARD HOUSE	FOOD 1	2PZCHK	FOOD DELIVERY
Select	JMB	MAIN GUARD HOUSE	NDIRA 1	C7MON7	WALK IN
Select	JMB	GUARD HOUSE	VISITOR 10	FUHM6M	
Select	JMB	DESA MAYANG SARI	DMS 12	JMB,JMB,DESA MAYANG SARI,DMS 12	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 11	JMB,JMB,DESA MAYANG SARI,DMS 11	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 10	JMB,JMB,DESA MAYANG SARI,DMS 10	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 09	JMB,JMB,DESA MAYANG SARI,DMS 09	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 08	JMB,JMB,DESA MAYANG SARI,DMS 08	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 07	JMB,JMB,DESA MAYANG SARI,DMS 07	DESA MAYANG SARI

Step 2: Select 'Register QR Walk-in pass'

Step 3: Click 'Add'

eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - Venice Login: 20/01/2021 12:15:58 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 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

Register QR Walk-In Pass

Property Code: JMB

Add Save Edit Delete Cancel Print Help

Entrance: GUARD HOUSE
Visitor Pass ID: KEN III
Category: WALK IN

Step 5: Click 'Save'

Step 4: Fill in pass information

Select	Dept Code	Entrance	Visitor Pass ID	QR Code No	Category
Select	JMB	GUARD HOUSE	KEN III	H8Q5PQ	WALK IN
Select	JMB	GUARD HOUSE	NDIRA 1	VS9A0E	WALK IN
Select	JMB	MAIN GUARD HOUSE	FOOD 1	2PZCHK	FOOD DELIVERY
Select	JMB	MAIN GUARD HOUSE	NDIRA 1	C7MON7	WALK IN
Select	JMB	GUARD HOUSE	VISITOR 10	FUHM6M	
Select	JMB	DESA MAYANG SARI	DMS 12	JMB,JMB,DESA MAYANG SARI,DMS 12	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 11	JMB,JMB,DESA MAYANG SARI,DMS 11	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 10	JMB,JMB,DESA MAYANG SARI,DMS 10	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 09	JMB,JMB,DESA MAYANG SARI,DMS 09	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 08	JMB,JMB,DESA MAYANG SARI,DMS 08	DESA MAYANG SARI

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

Register QR Walk-In Pass

Entrance: GUARD HOUSE
Visitor Pass ID: KEN III
Category: WALK IN

Step 7: Click 'Print'

Step 6: Click 'Select'



Select	Dept Code	Entrance	Visitor Pass ID	QR Code No	Category
Select	JMB	GUARD HOUSE	VISITOR 123	YFD2BU	WALK IN
Select	JMB	GUARD HOUSE	KEN III	H8Q5PQ	WALK IN
Select	JMB	GUARD HOUSE	NDIRA 1	VS9A0E	WALK IN
Select	JMB	MAIN GUARD HOUSE	FOOD 1	2PZCHK	FOOD DELIVERY
Select	JMB	MAIN GUARD HOUSE	NDIRA 1	C7MON7	WALK IN
Select	JMB	GUARD HOUSE	VISITOR 10	FUHM6M	
Select	JMB	DESA MAYANG SARI	DMS 12	JMB,JMB,DESA MAYANG SARI,DMS 12	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 11	JMB,JMB,DESA MAYANG SARI,DMS 11	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 10	JMB,JMB,DESA MAYANG SARI,DMS 10	DESA MAYANG SARI
Select	JMB	DESA MAYANG SARI	DMS 09	JMB,JMB,DESA MAYANG SARI,DMS 09	DESA MAYANG SARI

- Step 4: Fill in the pass information
- Step 5: Click 'Save'
- Step 6: Click 'Select'
- Step 7: Click 'Print'

Register QR Walk In Pass

Register QR Walk-In Pass

Property Code: JMB

Add Save Print Help

Entrance: ...

Visitor Pass ID:

Category: ...

Sample Data Import Data

Filter By Category:

	Dept Code	Entrance	Visitor Pass ID	QR Code No	
Select ...	JMB	ASTORIAAMPANG LOBBY	VP PASS 0932	KZ39RS	
Select ...	JMB	MAIN LOBBY	VP8878	BCBZCJ	VISITOR PASS
Select ...	JMB	KENWINGSTON GUARD HOUSE	VP 10001	RZ6RNA	VP CAR PASS

Step 1:
Click 'sample data'
to download the
excel template

Step 2:
Click 'import data'
to upload the updated
excel template

Option 2 :-

Step 1: Click 'Sample Data'

***Once done update the migration excel template, do proceed with step 2**

Step 2: Click 'Import Data'

Register QR Walk-In Pass

Input File Name

Step 3:
Upload the updated
file.

Cancel Next Help

File Name Template_WalkInVisitor.xls

Register QR Walk-In Pass

Import Data

Step 4:
Click 'Import Now'

Cancel Help

Import Now

deptcode	entrance	passid	category
JMB	BLOCK A	VP 03	WALK IN
JMB	BLOCK A	VP 04	WALK IN
JMB	BLOCK A	VP 06	WALK IN
JMB	BLOCK A	VP 05	WALK IN
JMB	BLOCK A	VP_007	WALK IN

Option 2 :-

Step 3: 'Choose File'

Step 4: 'Import Now'

eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - Venice Login: 20/01/2021 4:17:59 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 Recipient
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

Register QR Walk-In Pass

Print Report

Print Report

Record Count: 47
Available Form: Standard - Card size
Sort Records: [v]
Group Records: [v]

Print Report
Form Manager
Export Report
Email Sender

Step 8: Click 'Print Report'

Step 9: Select 'Card Size' or 'Car Pass'

Step 8: Click "Print Report"

You may choose either 'Card Size' or 'Car Pass' to print it out

eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - Venice Login: 20/01/2021 4:17:59 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 Recipient
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

Register QR Walk-In Pass

1 / 6

 Walk-In Pass VISITOR 123 GSS	 Walk-In Pass FOOD 1 GSS	 Walk-In Pass DMS 12 GSS
 Walk-In Pass KEN III	 Walk-In Pass NDIRA 1	 Walk-In Pass DMS 11

Navigation icons: [Home], [Back], [Forward], [Refresh]

***The QR Walk-In Pass need to be printed out and put in at guard house. Once visitor enter, scan it and pass to the visitor.**

Sample – Car Park Pass

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:



Sample Walk-in Pass



Visitor Report

Visitor Report

Property Code

Lot Num
Report by
From Date

Visitor Type
Search by
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
4/01/2021	09:27 AM	4/01/2021	09:30 AM	H	juf5555	01234567	Registered	A-07-02	LIEW	VISITOR PARKING 1	View Image
5/01/2021	04:07 PM	5/01/2021	04:07 PM	Katherine	ywi8037	0149265828	Registered	A-07-02	LIEW	DMS 02	View Image
4/01/2021	09:34 AM	4/01/2021	10:30 AM	TAY KALHONG		05266652	Registered	07-03	DALJIT SINGH A/L KARPAL SINGH		View Image
4/01/2021	09:40 AM	4/01/2021	09:40 AM	Katherine	jak1839	0149265828	Registered	A-07-02	LIEW	VISITOR PARKING 1	View Image
4/01/2021	10:27 AM	4/01/2021	10:30 AM	TAY KAI HONG		0844688	Registered	04-01	NG WING SENG		View Image
4/01/2021	10:37 AM	4/01/2021	10:38 AM	TAY KAL HONG	hyu777	888888888	Registered	A-07-02	LIEW	VISITOR PARKING 1	View Image
4/01/2021	10:41 AM	4/01/2021	10:42 AM	TAY KAI HONG	vcf 4435		Registered	04-07	OEI GIOK TJIEN & ANG SOEI ENG	VISITOR PARKING 1	View Image
4/01/2021	12:48 PM			LEONG VOON KEE			Registered	04-01	NG WING SENG		View Image
4/01/2021	12:55 PM	4/01/2021	12:55 PM	LEONG VOON KEE			Registered	04-01	NG WING SENG		View Image
4/01/2021	12:57 PM	4/01/2021	12:57 PM	LEONG VOON KEE			Registered	04-01	NG WING SENG		View Image

Input The Contact Lists

System Manager Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA CSSTKH Login: 16/12/2020 5:03:01 PM CSS 2.0

CSS Facility Management Series

Property Management Preventive Maintenance Financial Accounting Task Management Knowledge Base Purchasing Tutorial System Setup Human Resource

In Box (185) Out Box (28) Message (71) System Alert Leave Organiser Expenses Claim Salary Slip Purchasing Work Order

Pure Internet Architecture Cross Boundaries Cross Platforms Cross Cultures Cross Languages

Licensee: DEMO - JMB OCTOPUS VILLA A-01-01, Octopus Villa Apartment, Unit C-3-1, Level 5, Block C, Viva Homes(UE3), 85, Jalan Loke Yew, 55200 Kuala Lumpur, Malaysia.

eCommunity Password Logout

Step 1: Click 'eCommunity'

Step 1: Click 'eCommunity'

Step 2: Select 'Contact List'

Step 3: Click 'Add' to update the contact list

eCommunity Server Location: CYBERJAYA DEMO - JMB OCTOPUS VILLA - Venice Login: 15/12/2020 5:10:04 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 Receipt Issue Login ID Manage Visitor Parking

Contact List

Property Code JMB

Add Save Edit Delete Cancel Help

Contact Type
Contact Description
Telephone 1
Telephone 2
Telephone 3

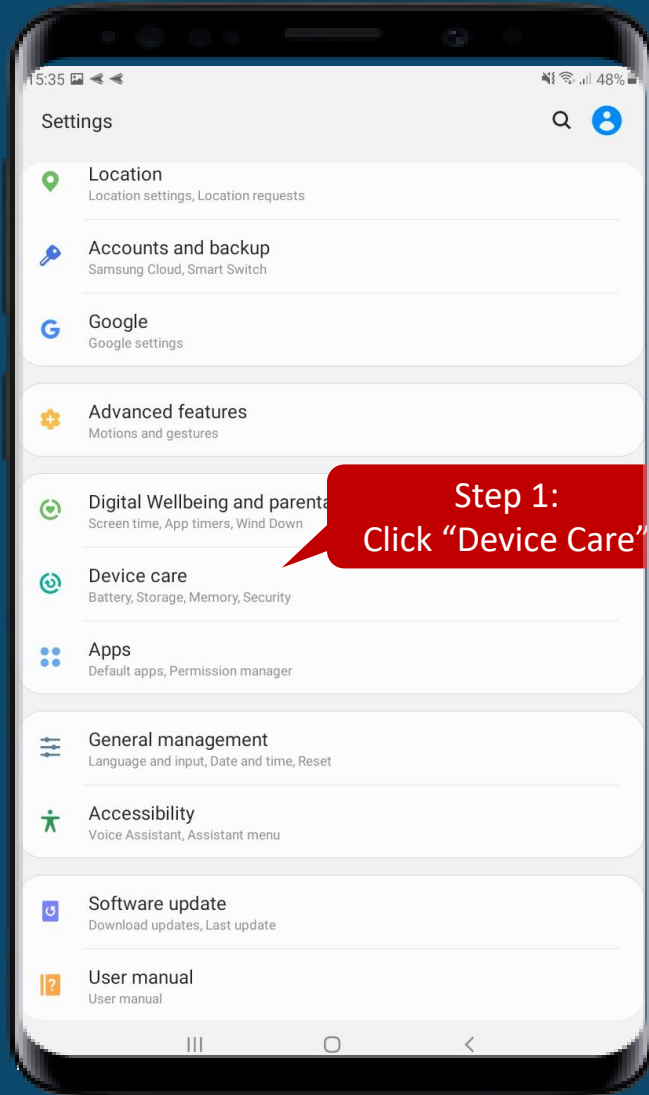
Step 2: Select 'Contact List'

Step 3: Click 'Add' to update

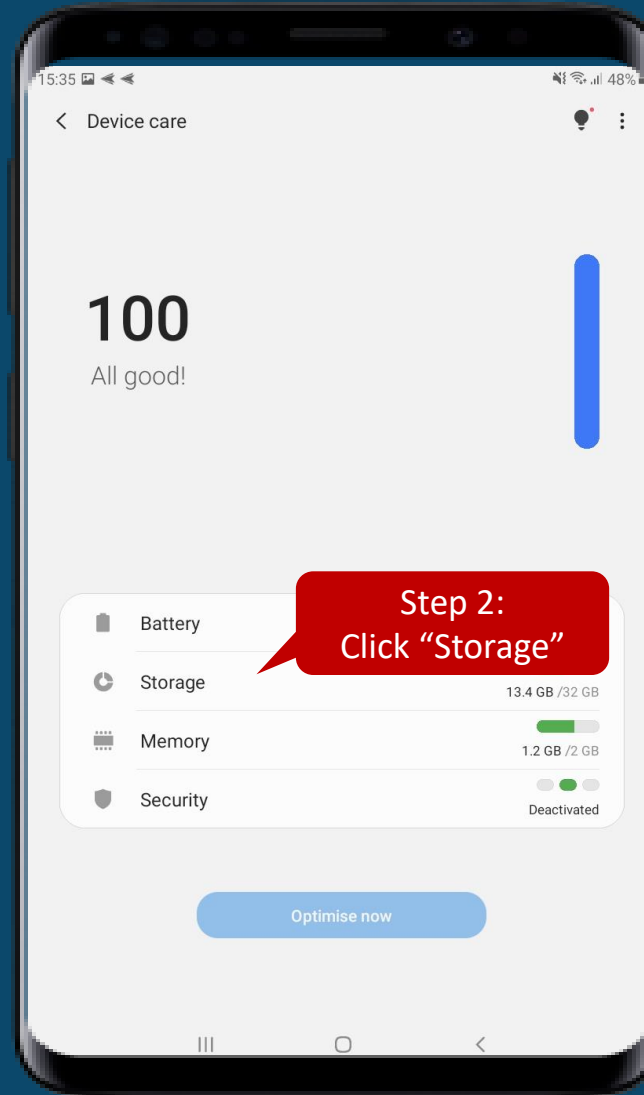
Contact Description	Telephone 1	Telephone 2	Telephone 3
EMERGENCY	0149683962	123123213	
MANAGEMENT OFFICE	0167253382		

How to clear storage?

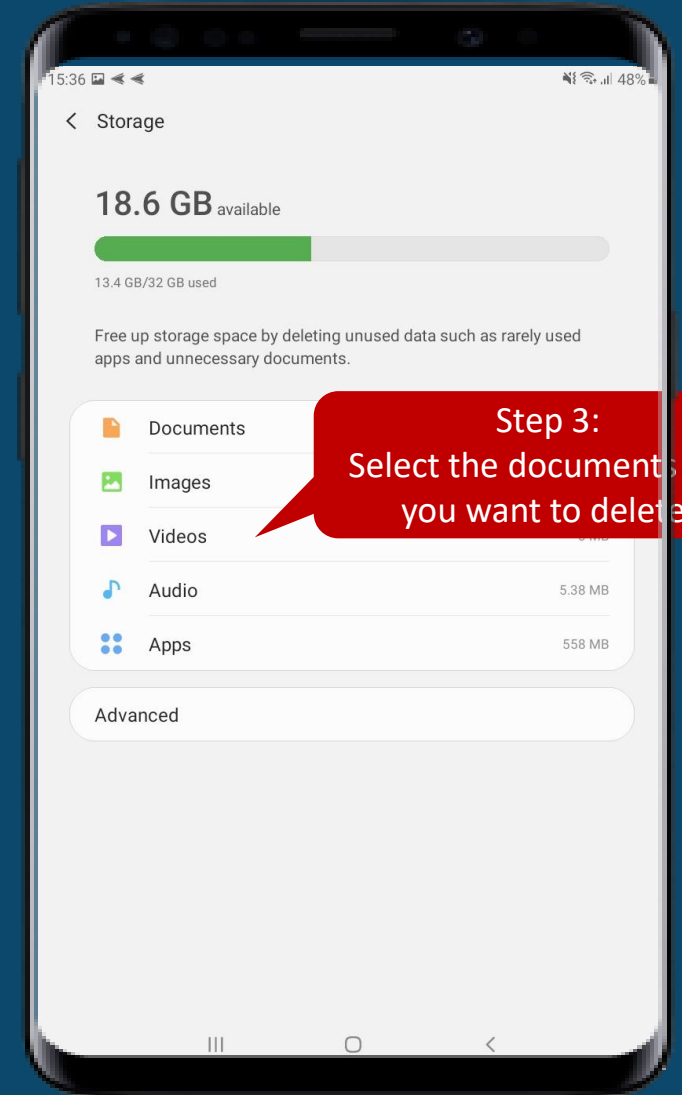
Step 1: Go to setting, click "Device Care"



Step 2: Click "storage"

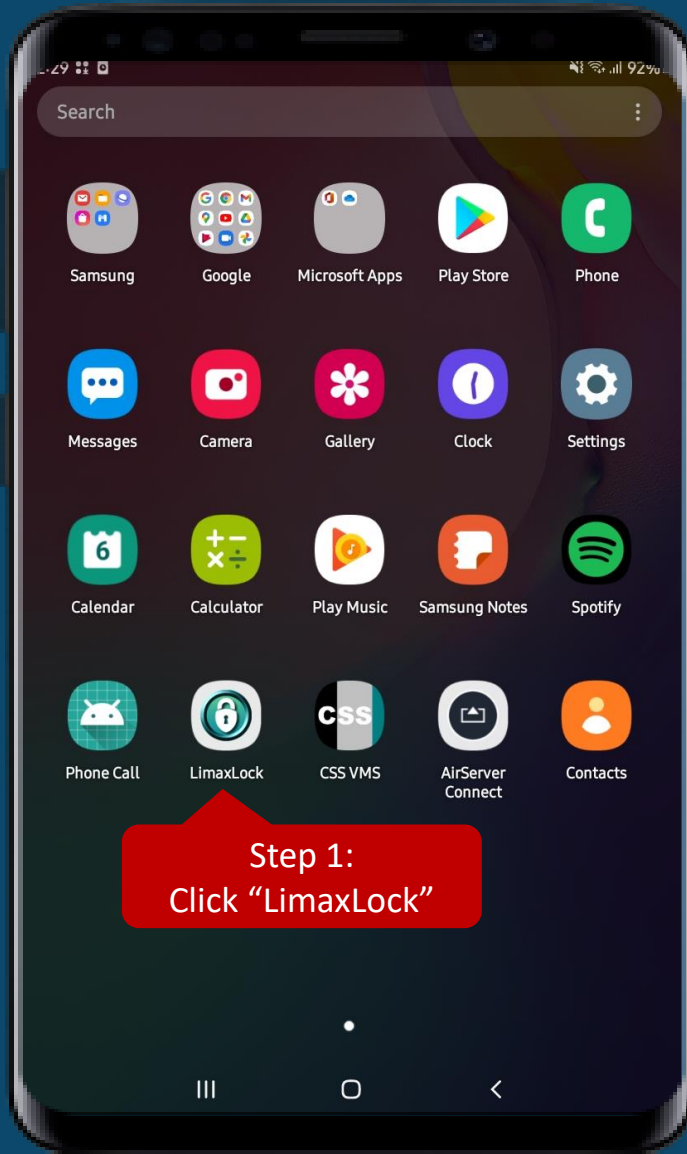


Step 3: Select the documents to delete. Ex: Images

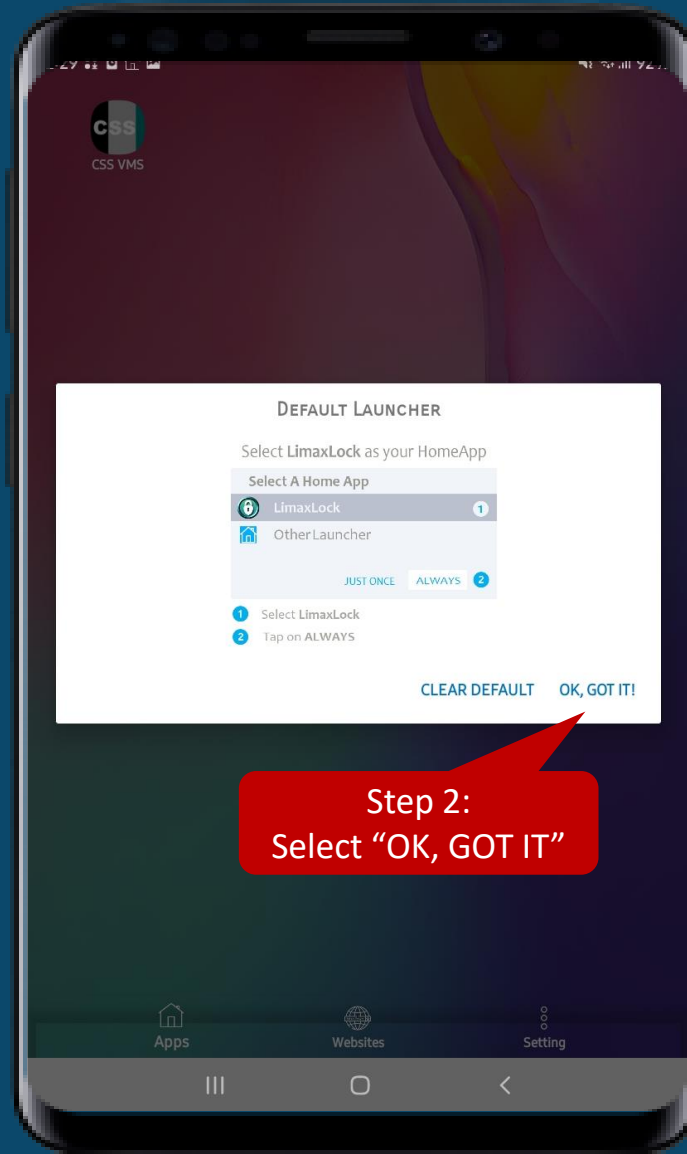


How to lock screen?

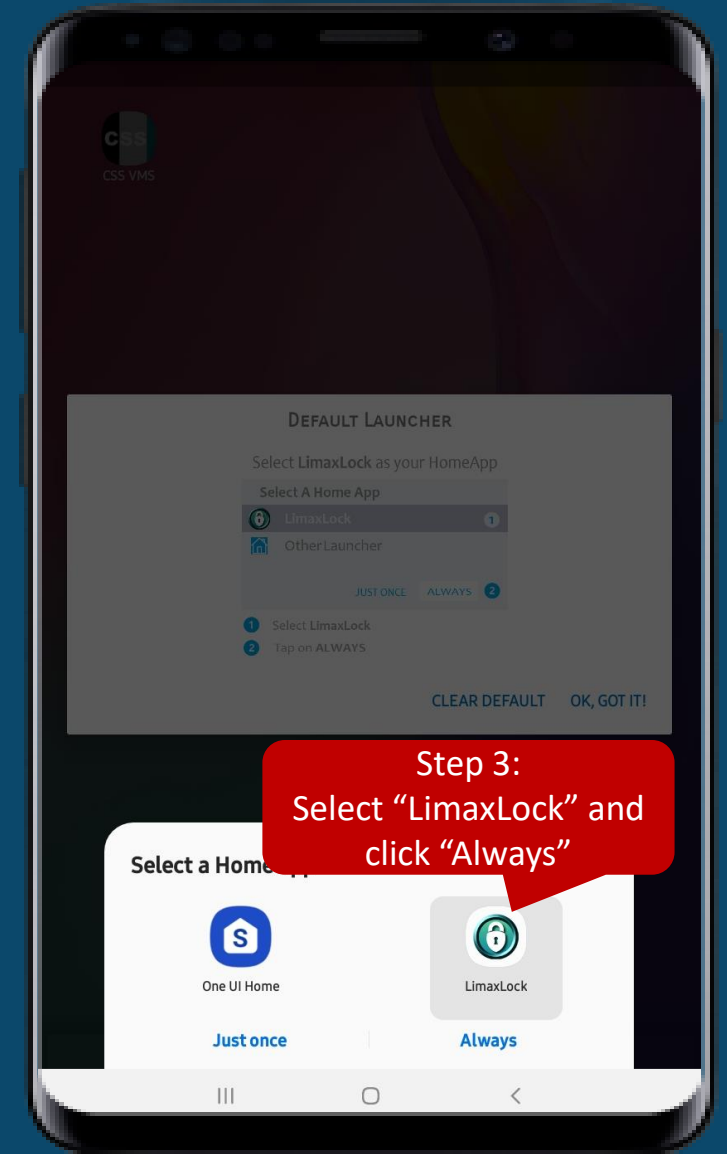
Step 1: Find "LimaxLock" and click it



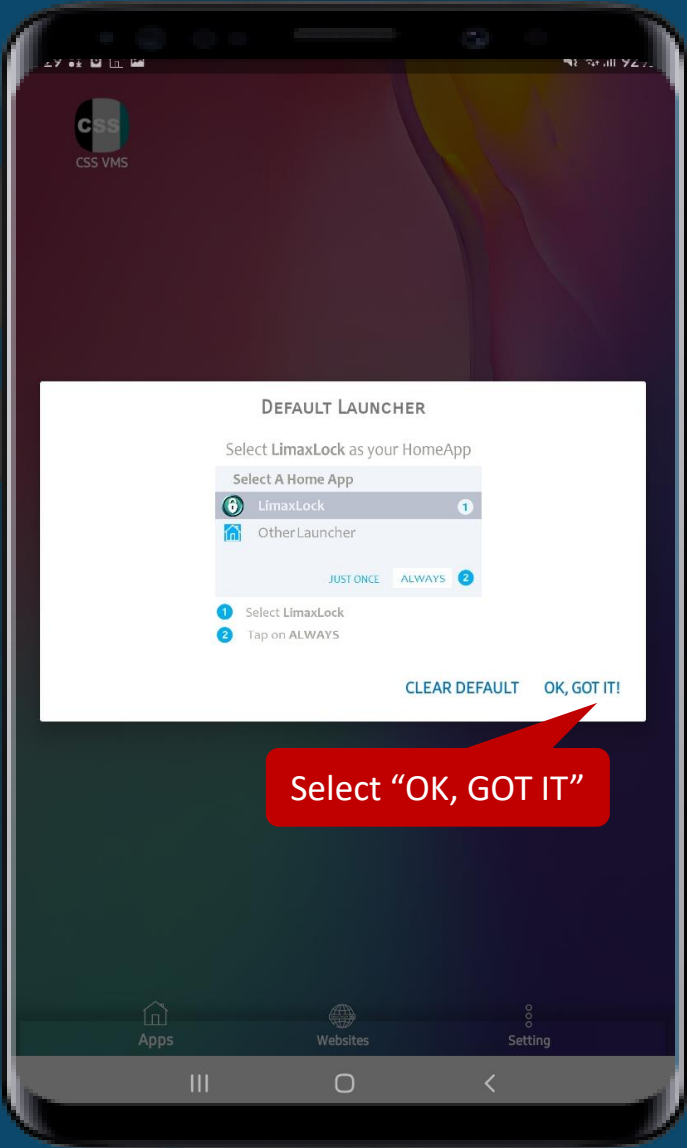
Step 2: Select "OK, GOT IT"



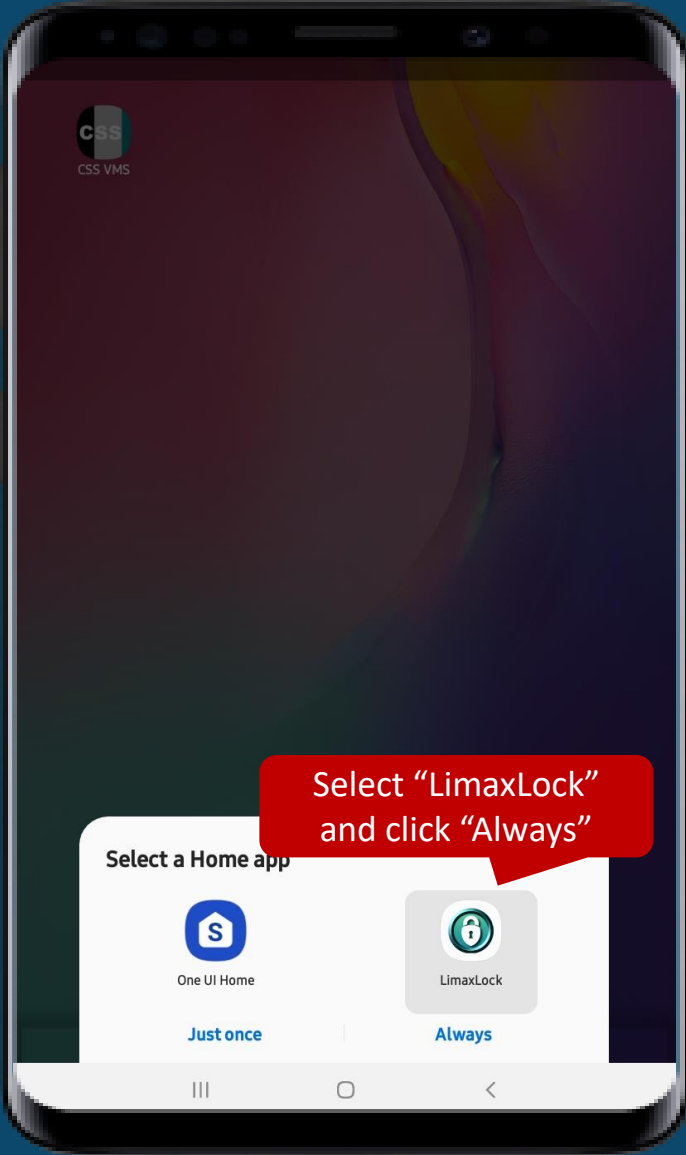
Step 3: Select "LimaxLock" and click "Always"



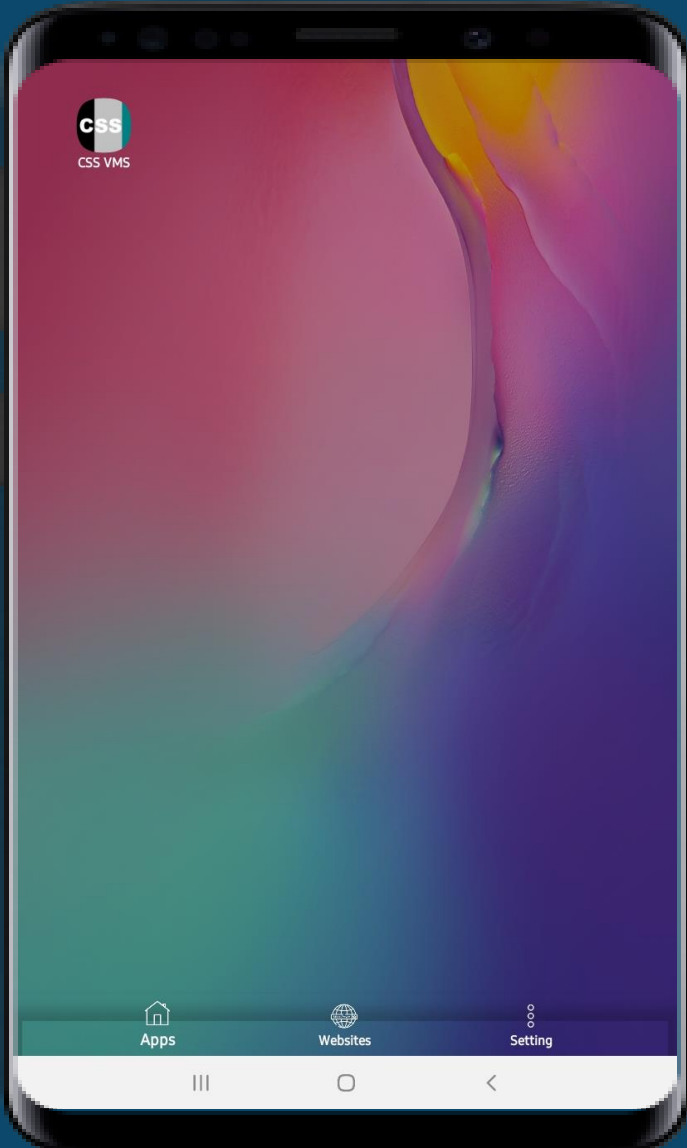
Repeat Step 2



Repeat Step 3

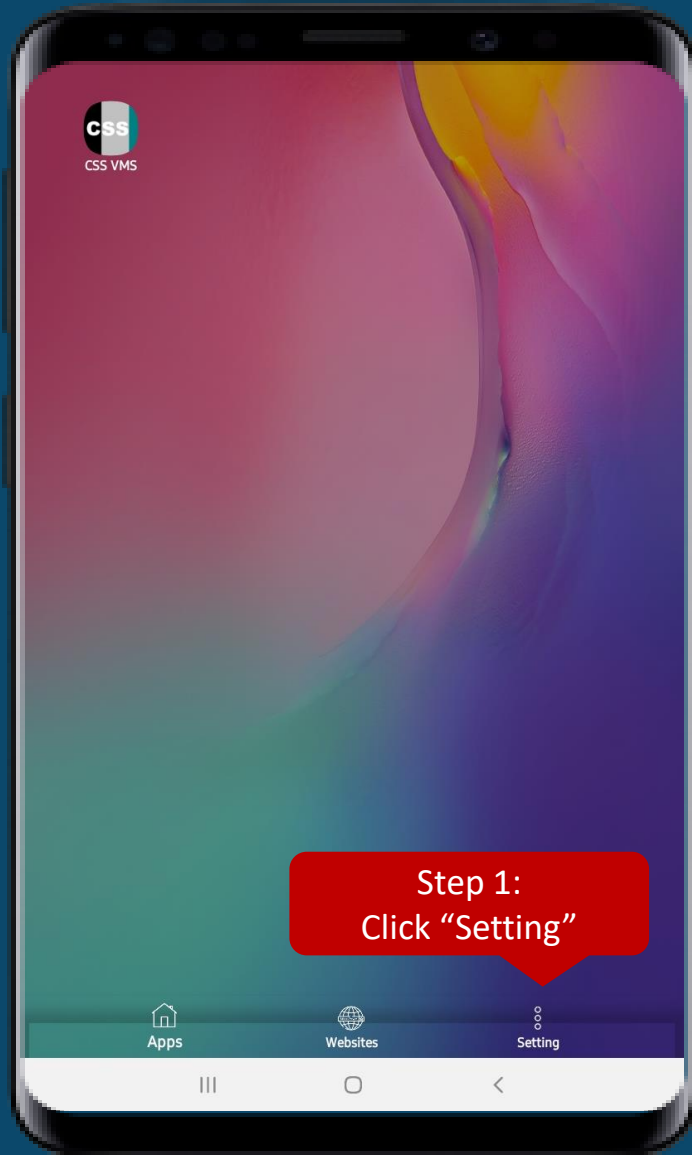


The guard can only view CSS VMS

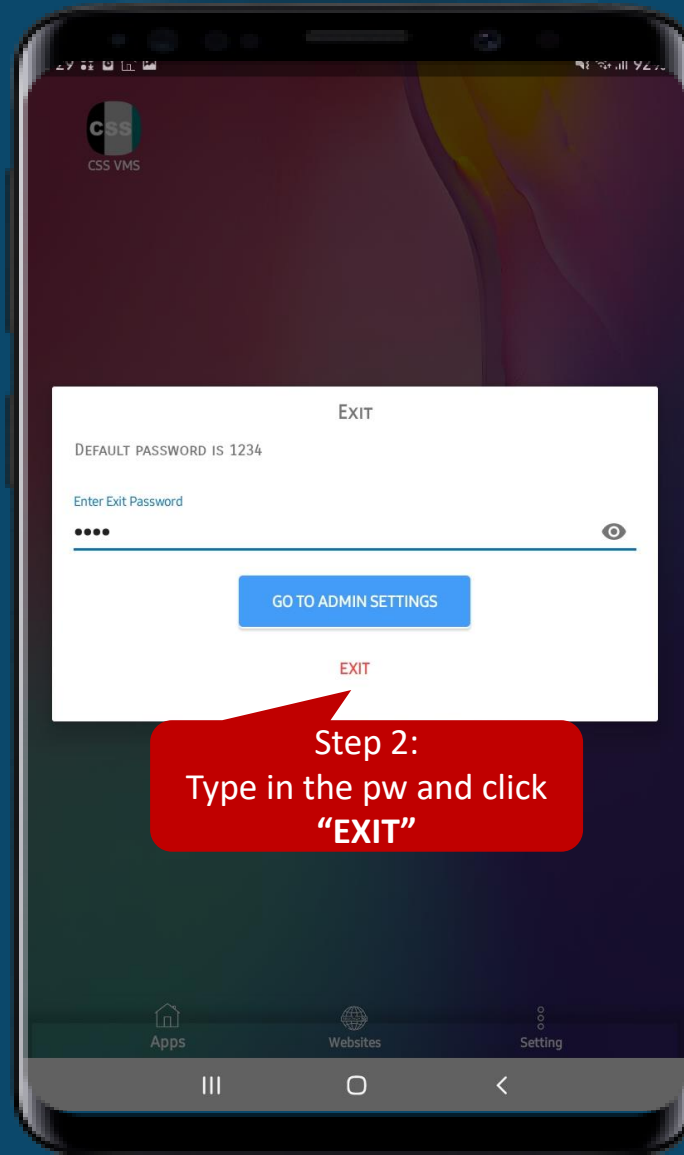


How to Exit?

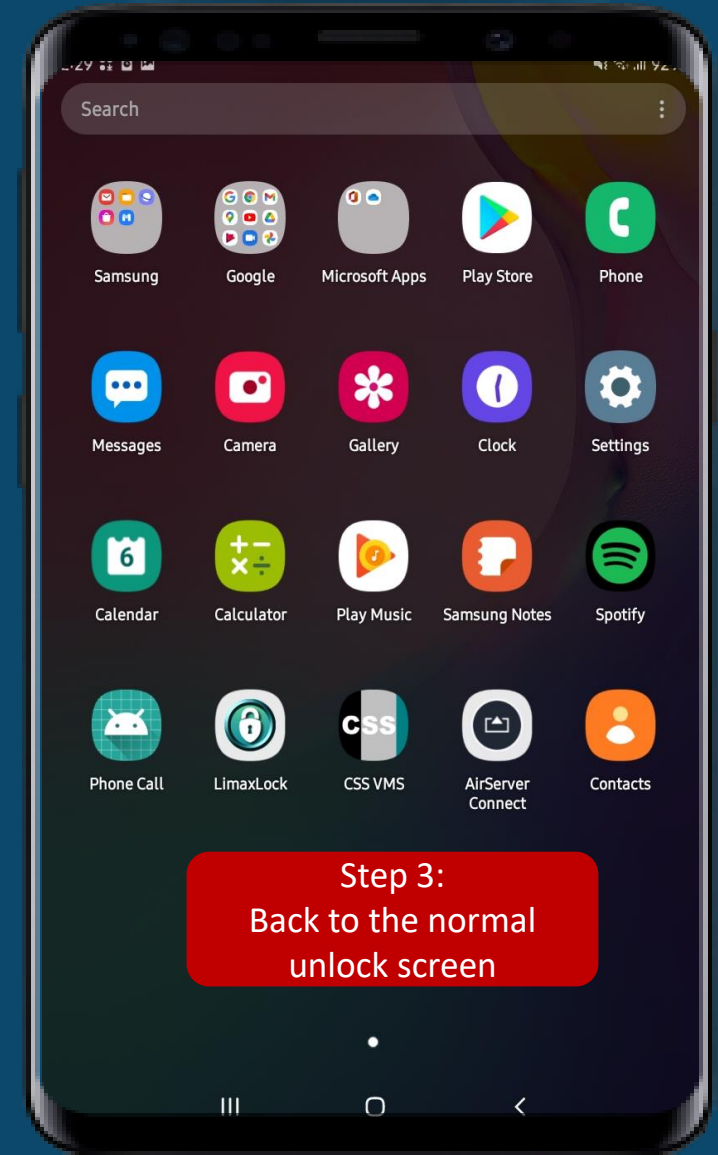
Step 1: Click "Setting" on the bottom right



Step 2: Type in the password and click "EXIT"



Step 3: It will back to the normal unlock screen





This is our CSS VMS,

YOUR SAFETY, CSS CARES!



THANK YOU

Prepared by: CSS Strata