How To Log In?

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
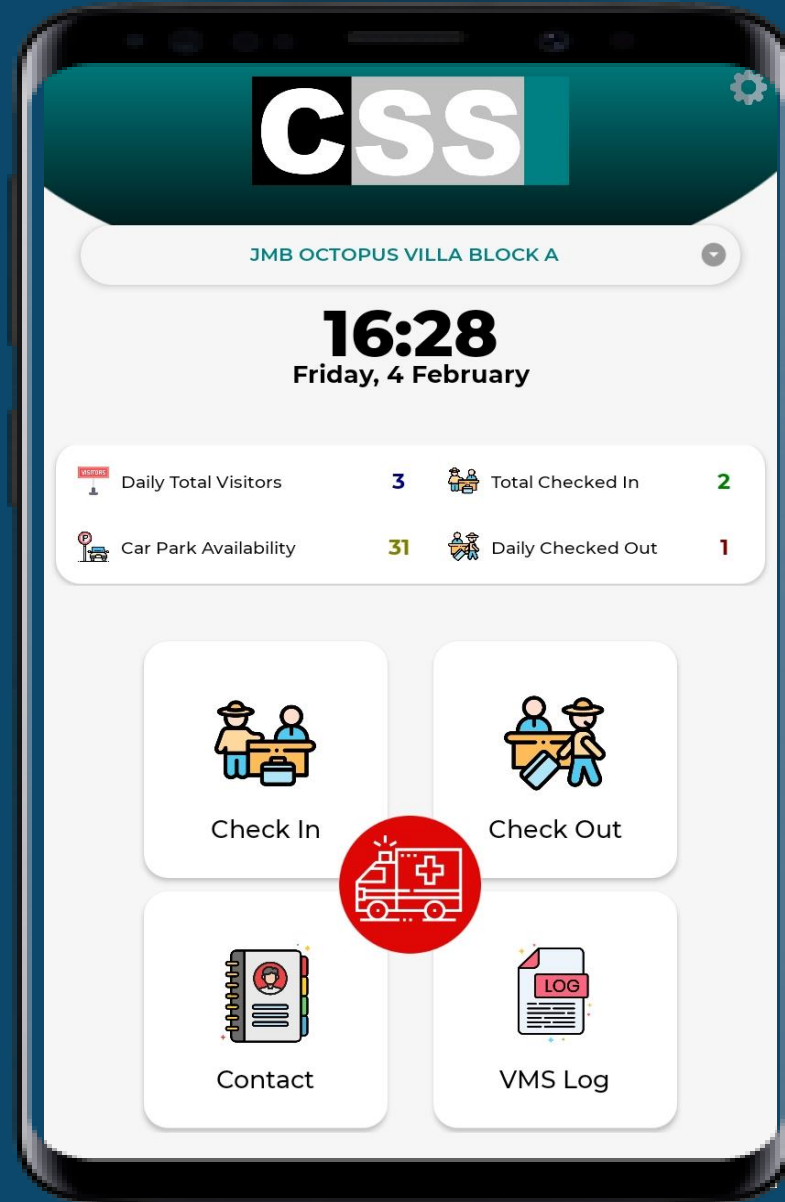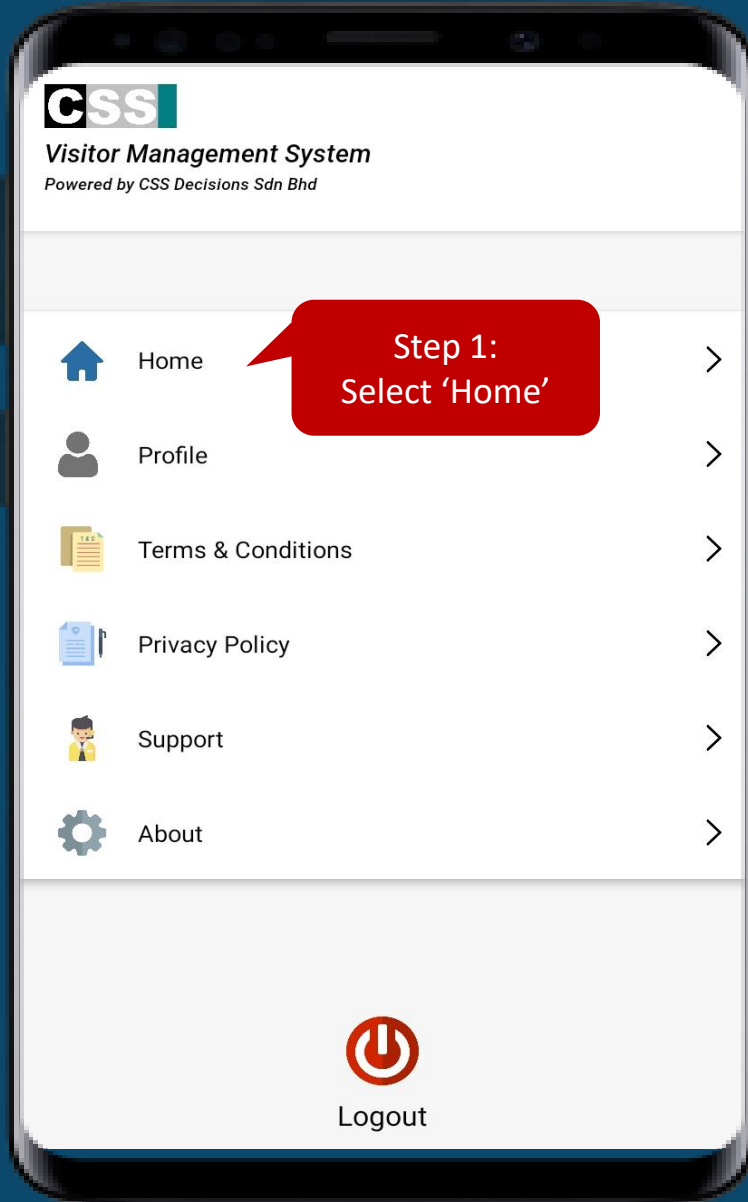
VMS Log
View history/ report for
• SOS
• Facility Booking
• Check In and Out

CSS

JMB OCTOPUS VILLA BLOCK A

16:28
Friday, 4 February

Daily Total Visitors	3	Total Checked In	2
Car Park Availability	31	Daily Checked Out	1

Check In

Check Out

Contact

VMS Log

Setting

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

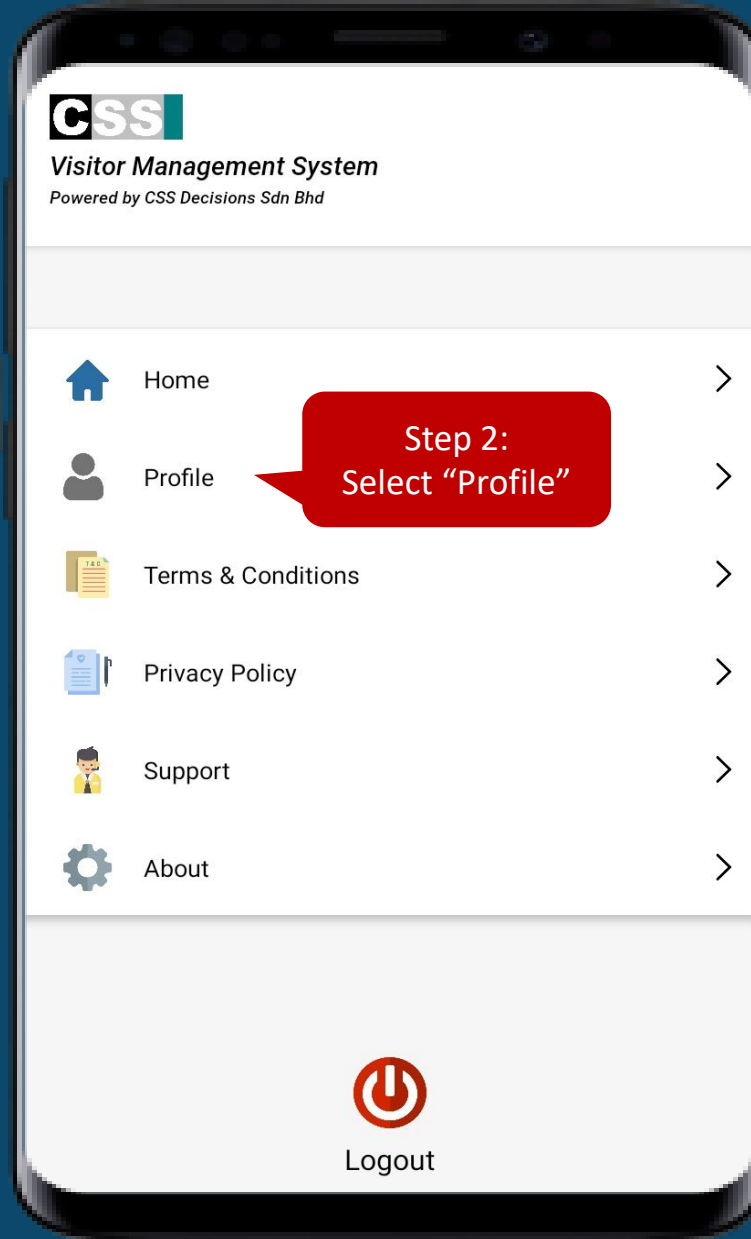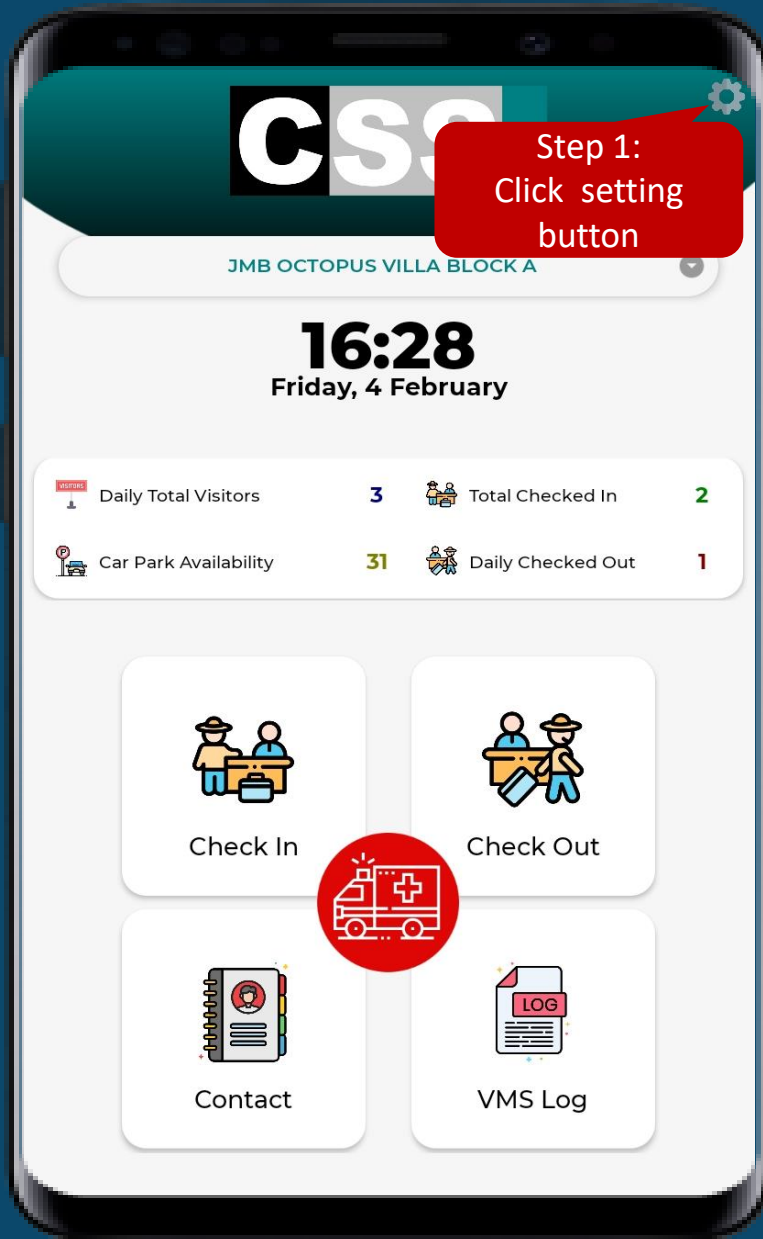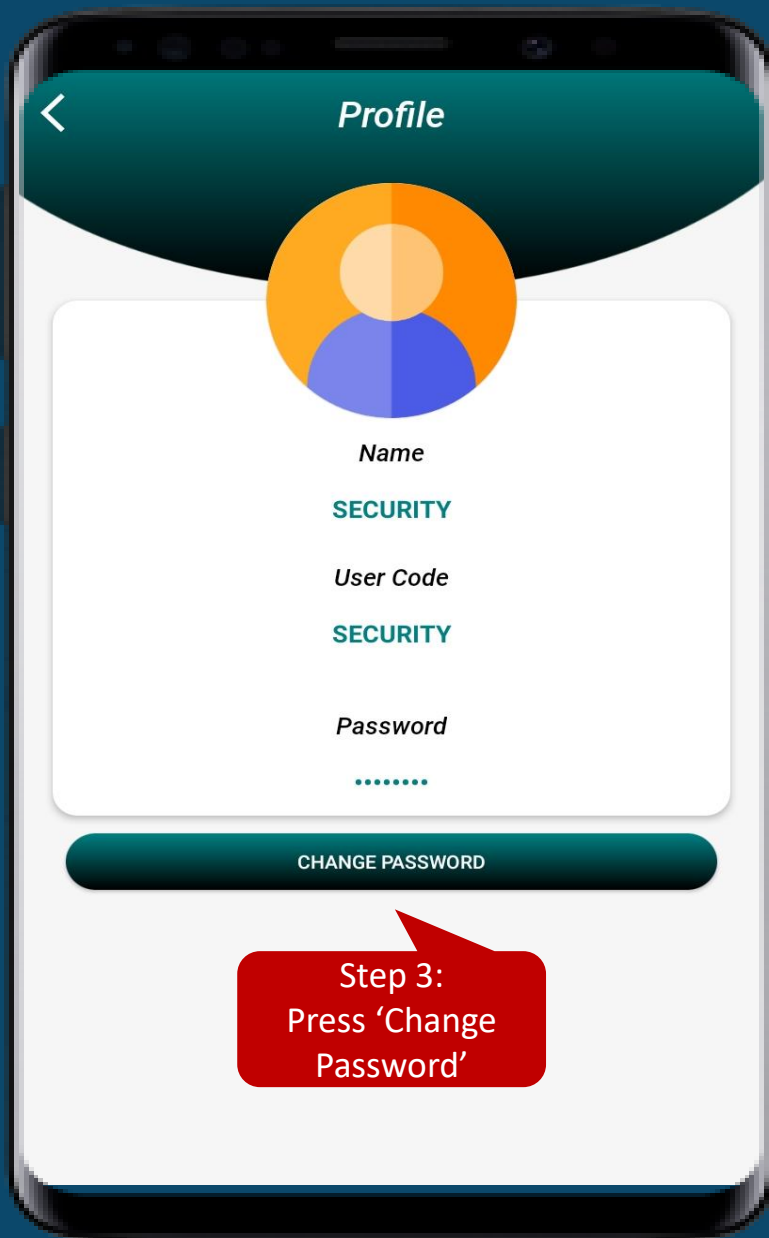- **Home, Profile, Terms & Conditions, Privacy Policy, About and Support**
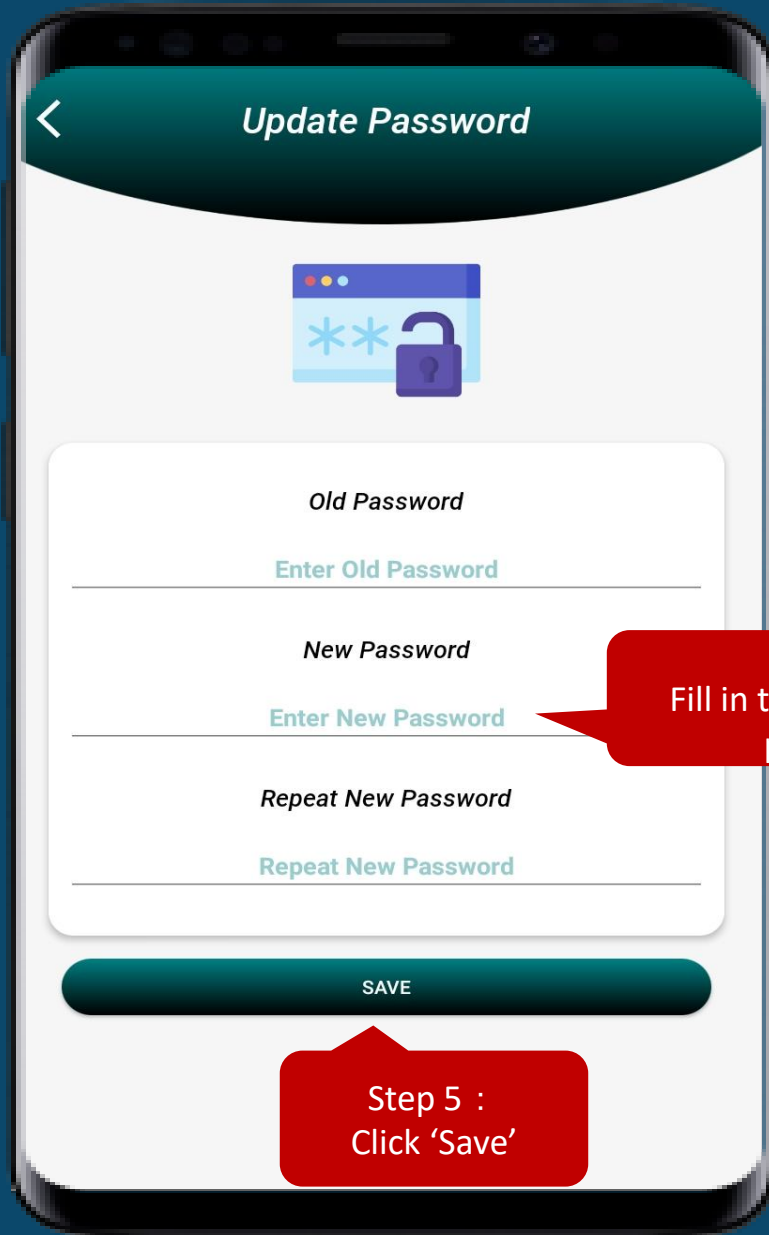
HOME

Step 1: Select 'Home"

Step 2: Back to the CSS's Home Page

PROFILE

Step 1: Click setting button

Visitor Management System
Powered by CSS Decisions Sdn Bhd

🏠	Home	>
👤	Profile	>
📄	Terms & Conditions	>
📑	Privacy Policy	>
💁	Support	>
⚙️	About	>

Step 2: Select "Profile"

⏻
Logout

Step 1: Press 'Setting' Icon

Step 2: Select 'Profile' to view the username and change the password
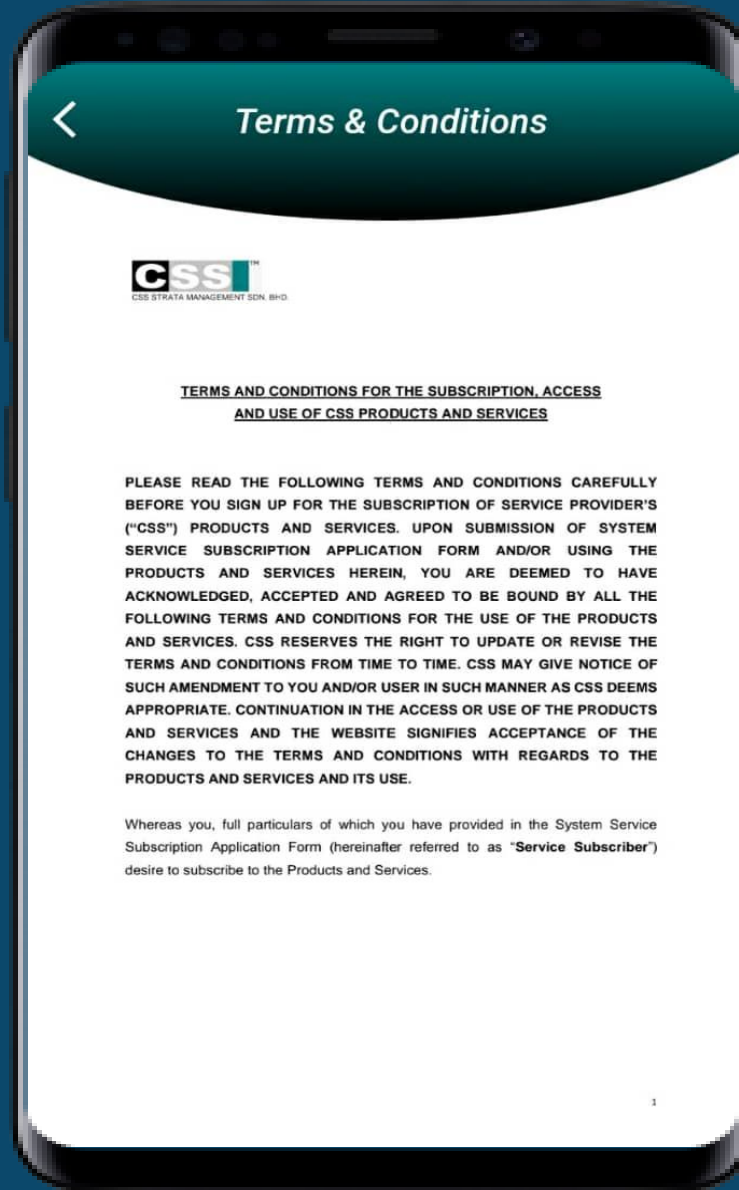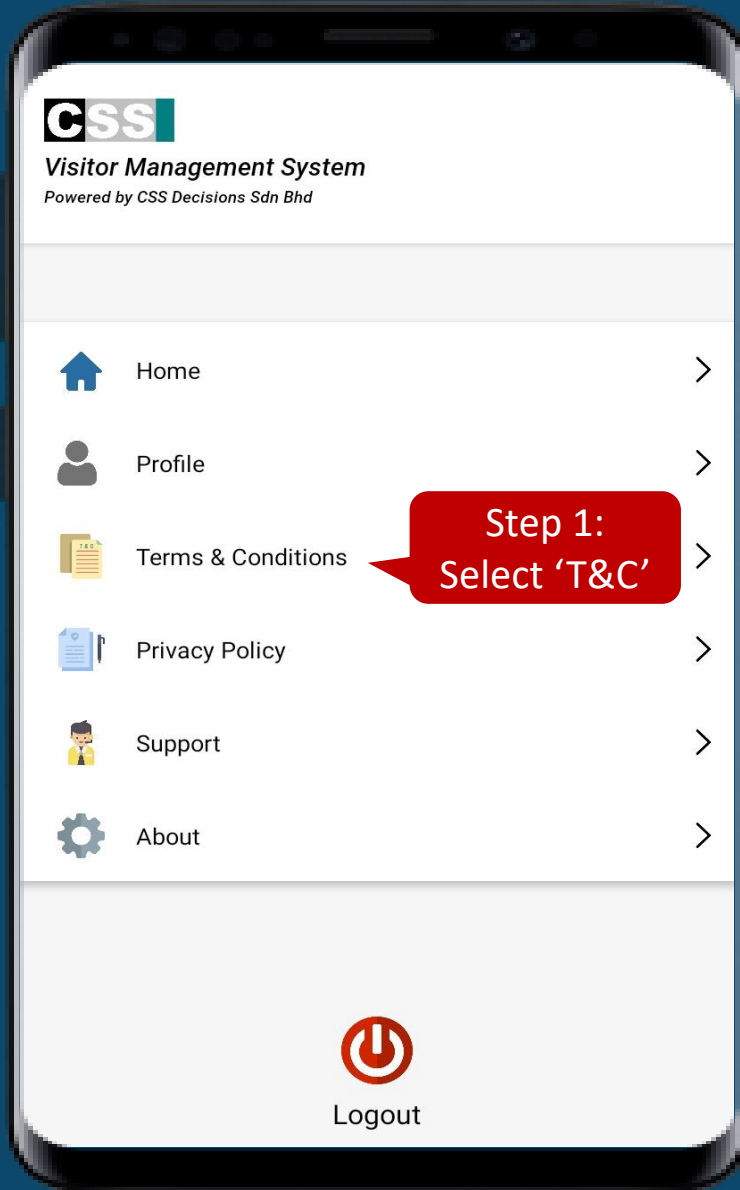
Step 3: Press 'CHANGE PASSWORD' to change the password

Step 4: Fill in the old and new password

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

Profile

Name

SECURITY

User Code
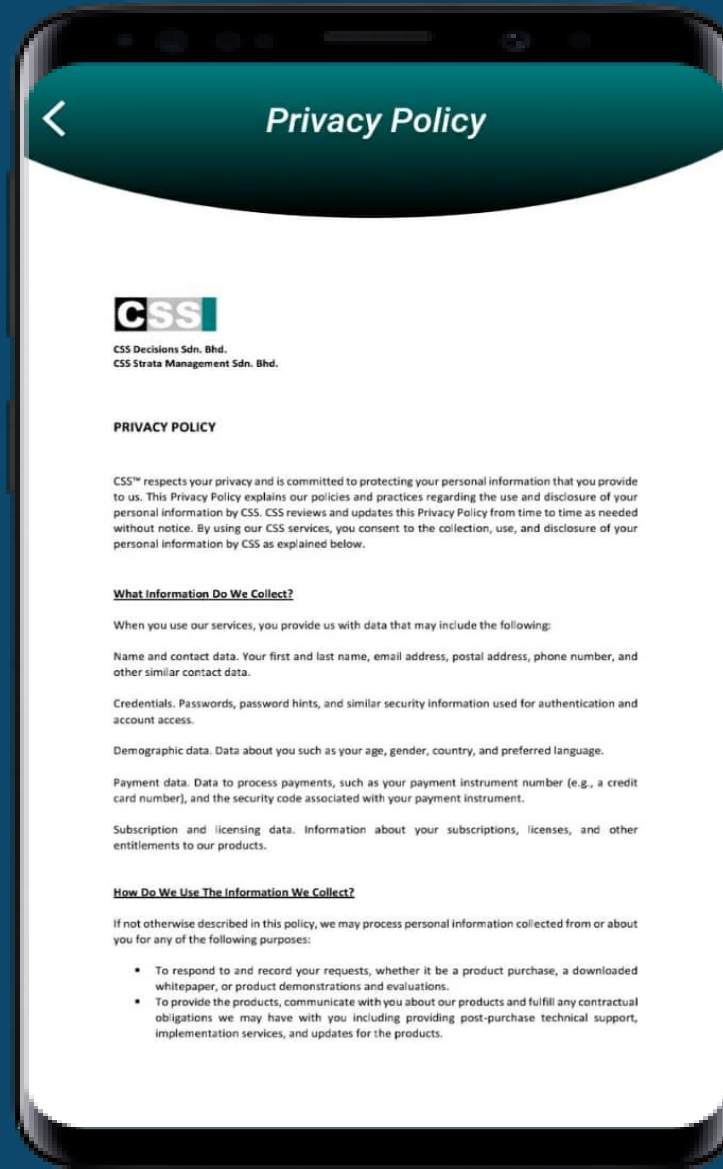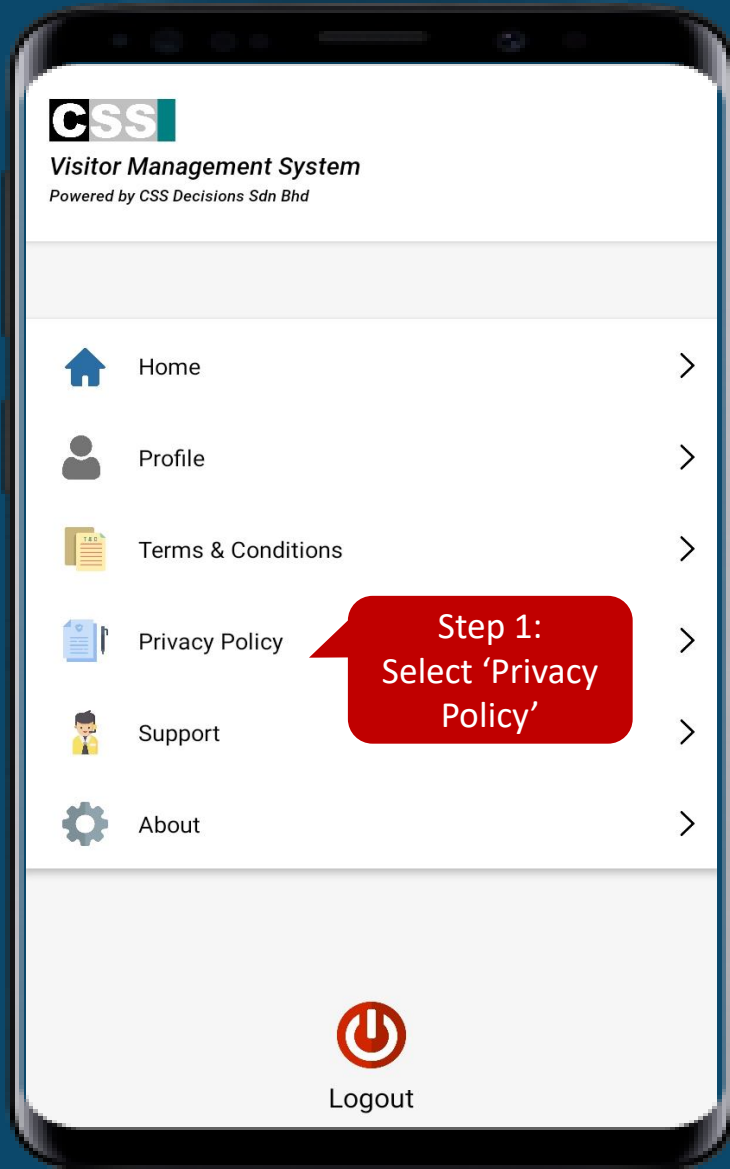
SECURITY

Password

....

CHANGE PASSWORD

Step 3:
Press 'Change Password'

Update Password

Old Password

Enter Old Password

New Password

Enter New Password

Repeat New Password

Repeat New Password

SAVE

Step 4 :
Fill in the old and new password

Step 5 :
Click 'Save'

• T&C

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

Enjoy Viewing!

- **Privacy Policy**

Step 1: Select 'Privacy Policy'

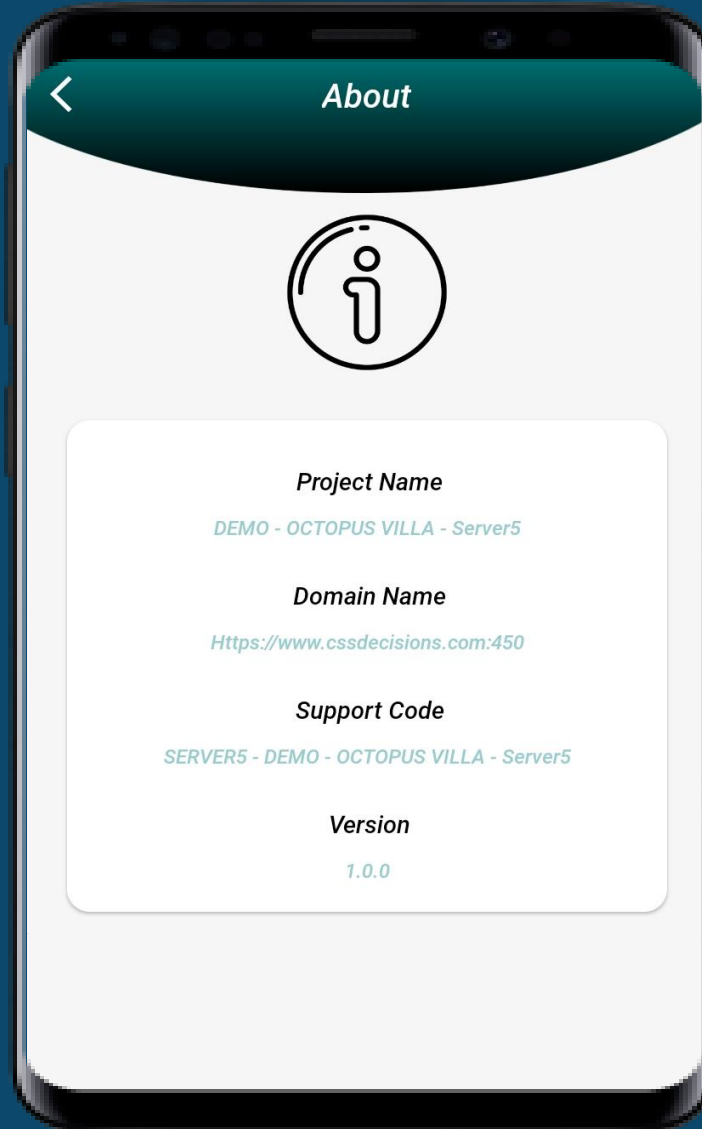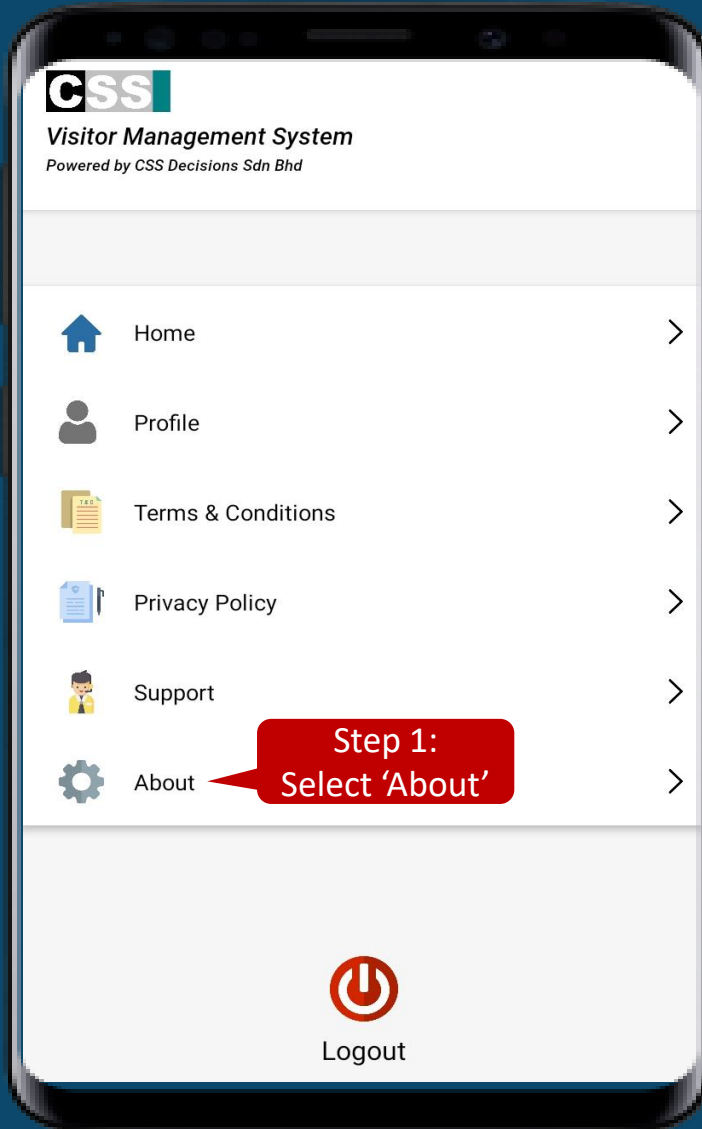Step 2: View the CSS's Privacy Policy.

Enjoy Viewing!

- **Support**
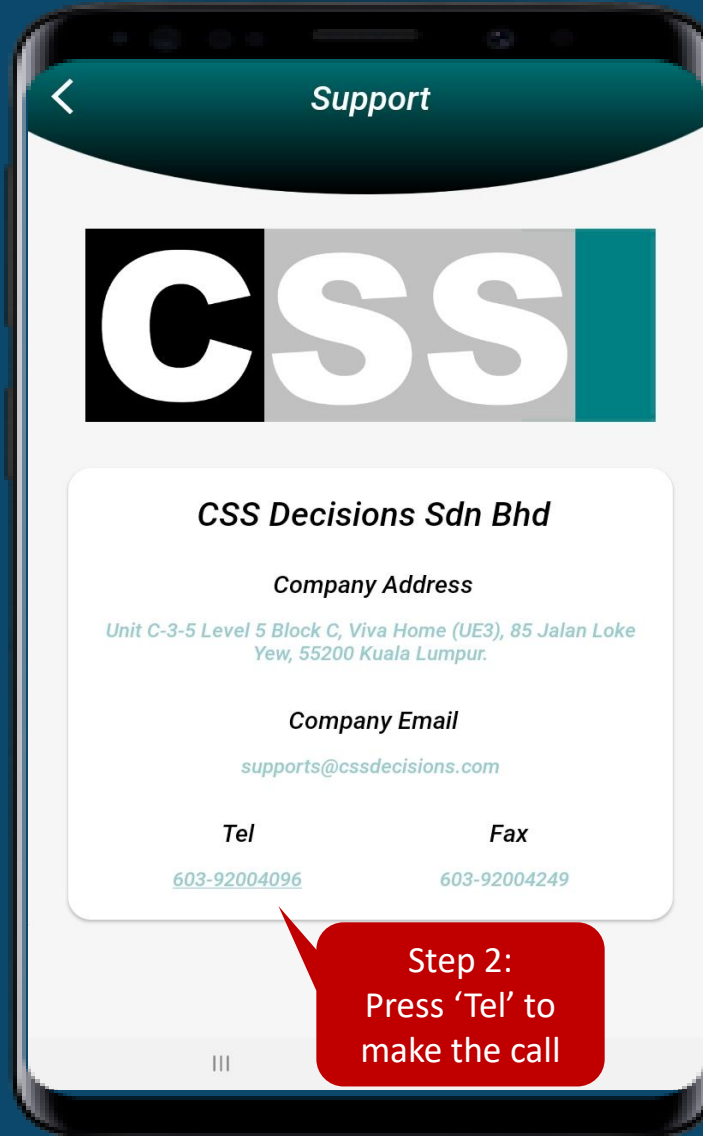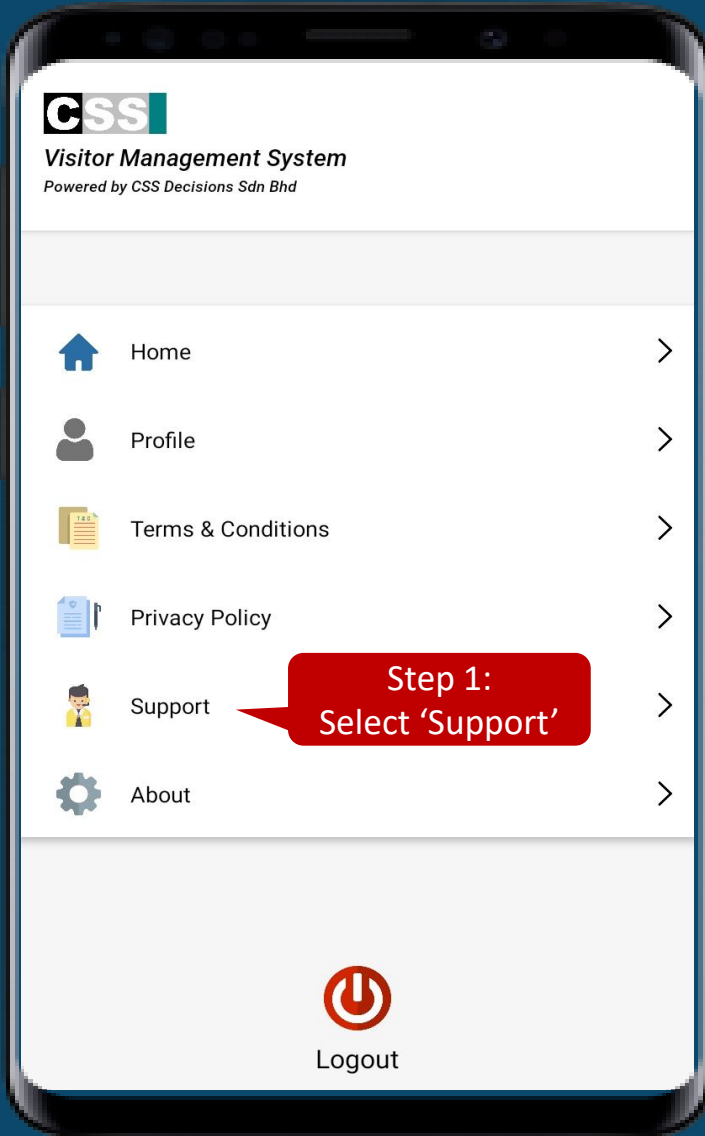
Step 1: Select 'Support'

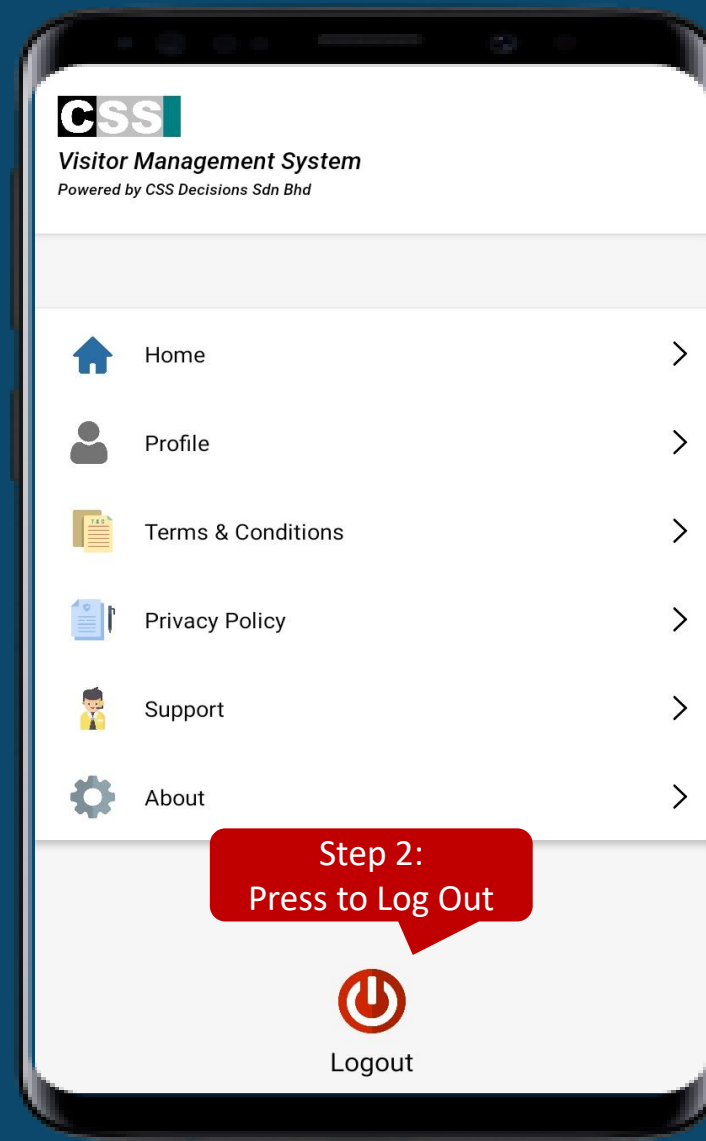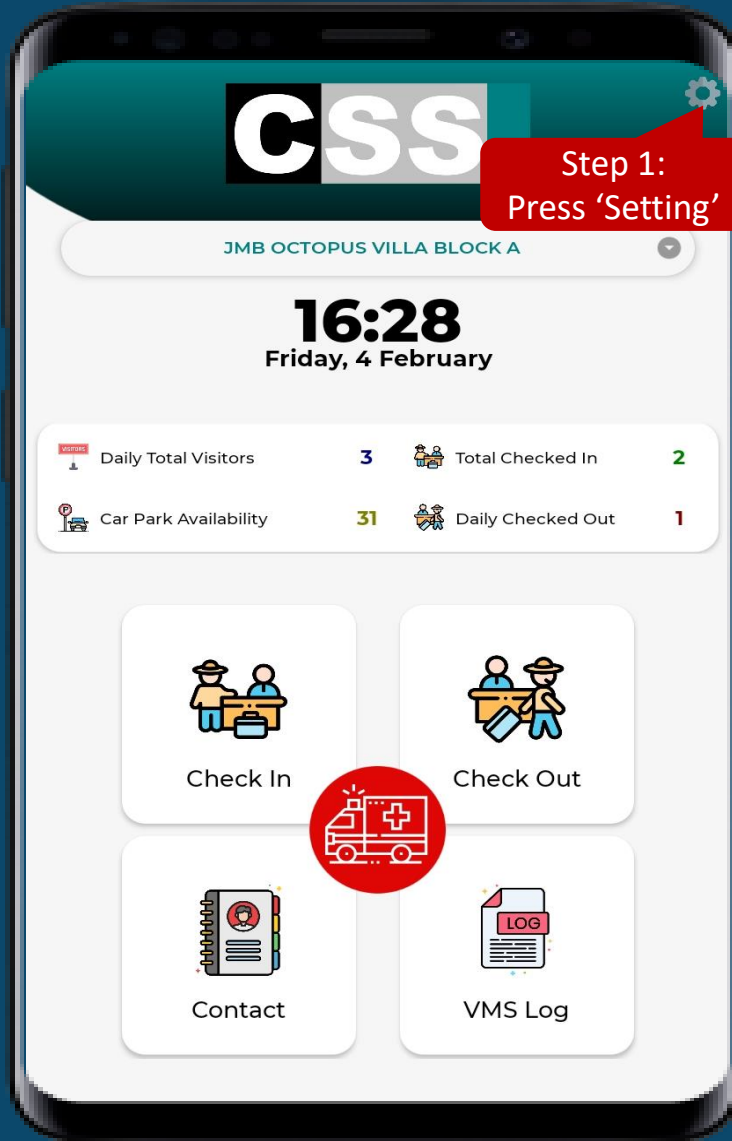Step 2: Press 'Tel' to direct call to CSS's support for the assistance

- **About**

Step 1: Select 'About'

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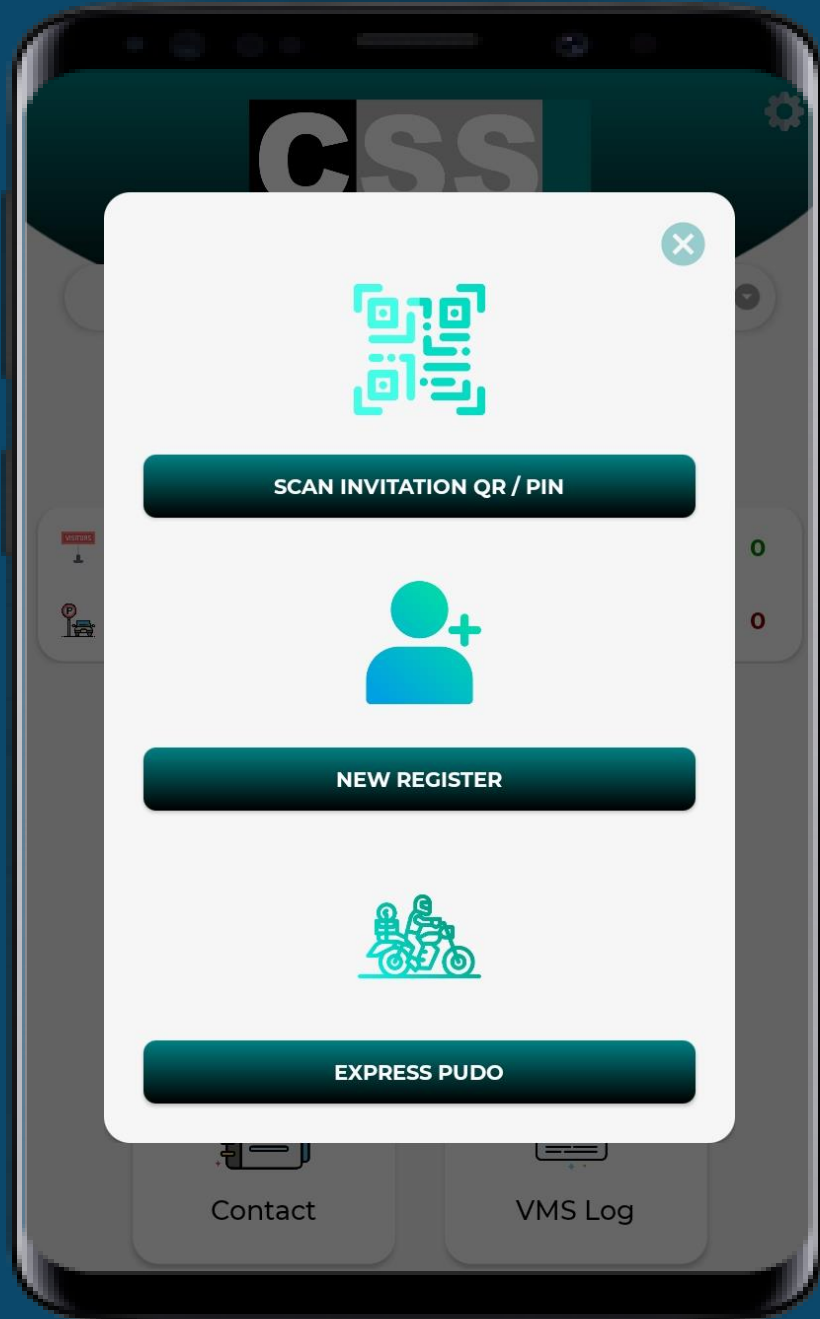
Enjoy Viewing!

- **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 INVITATION QR / PIN

NEW REGISTER

EXPRESS PUDO

Contact

VMS Log

Scan QR Code /PIN

Pre-Register
(visitors who have received the QR code)
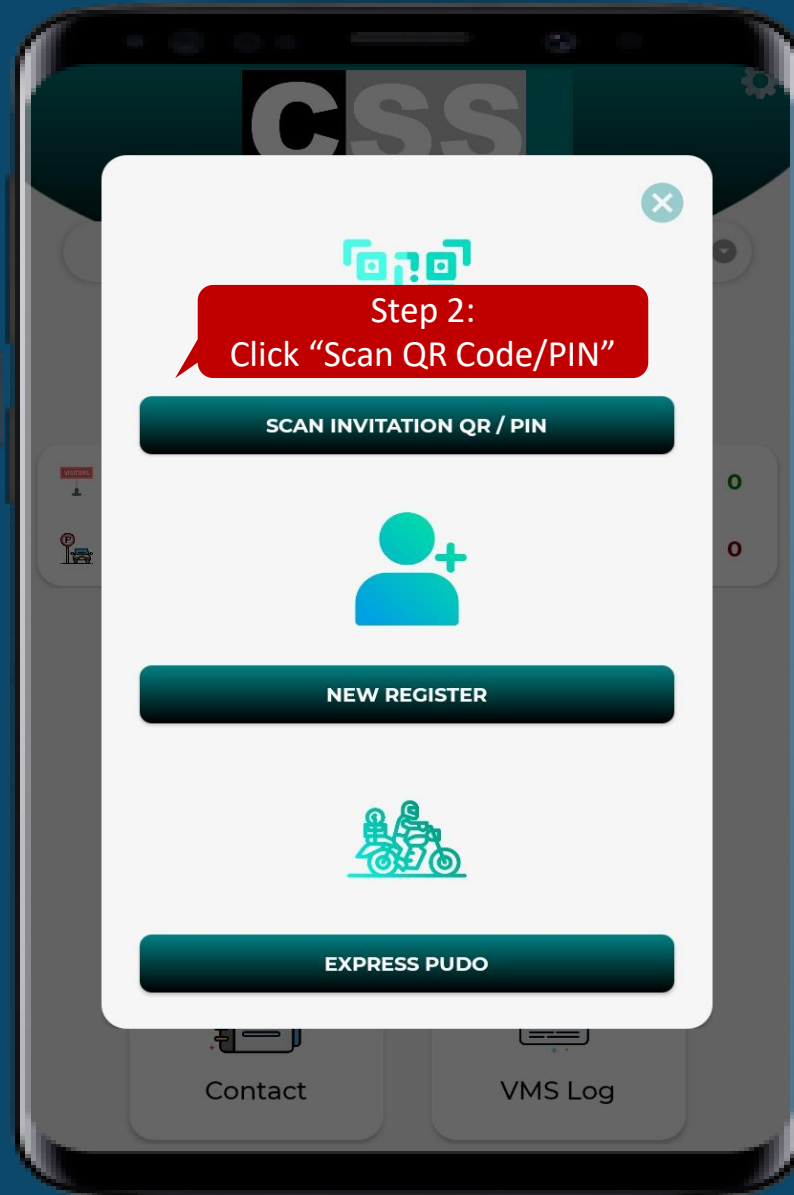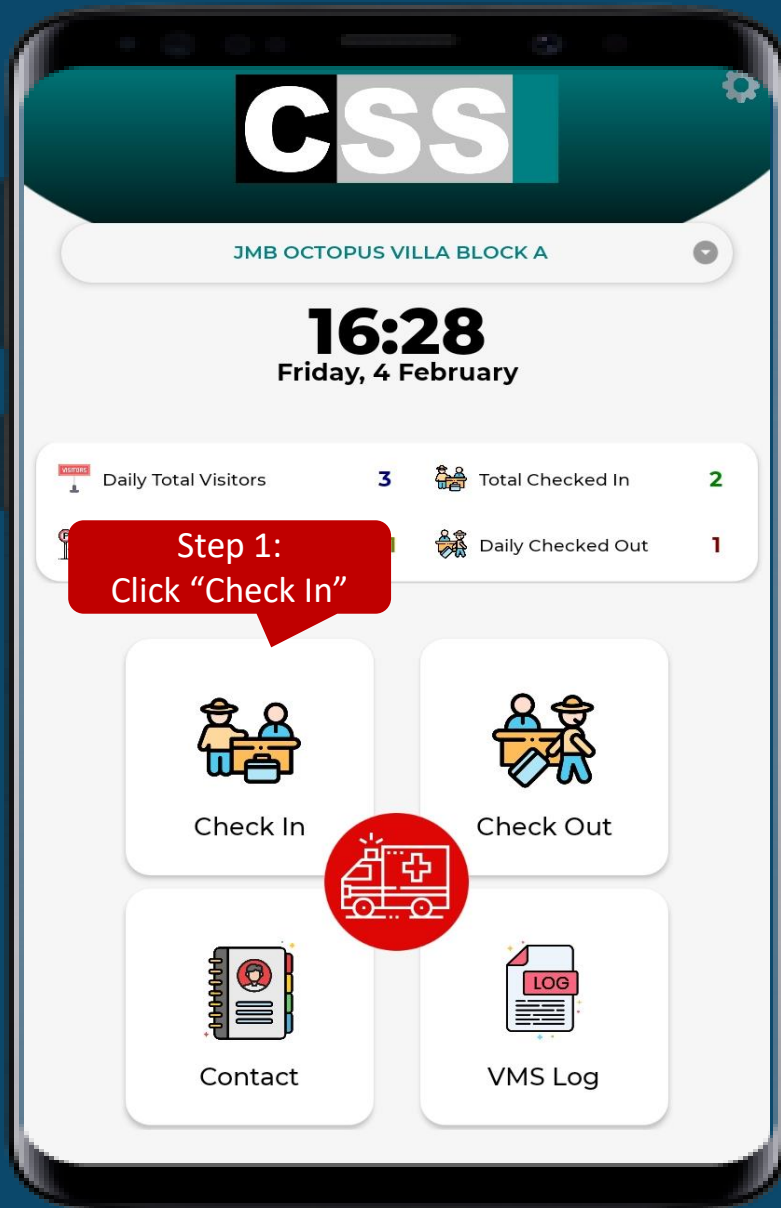
Step 1: Click "Check In"

Step 2: Click "Scan QR Code/PIN"
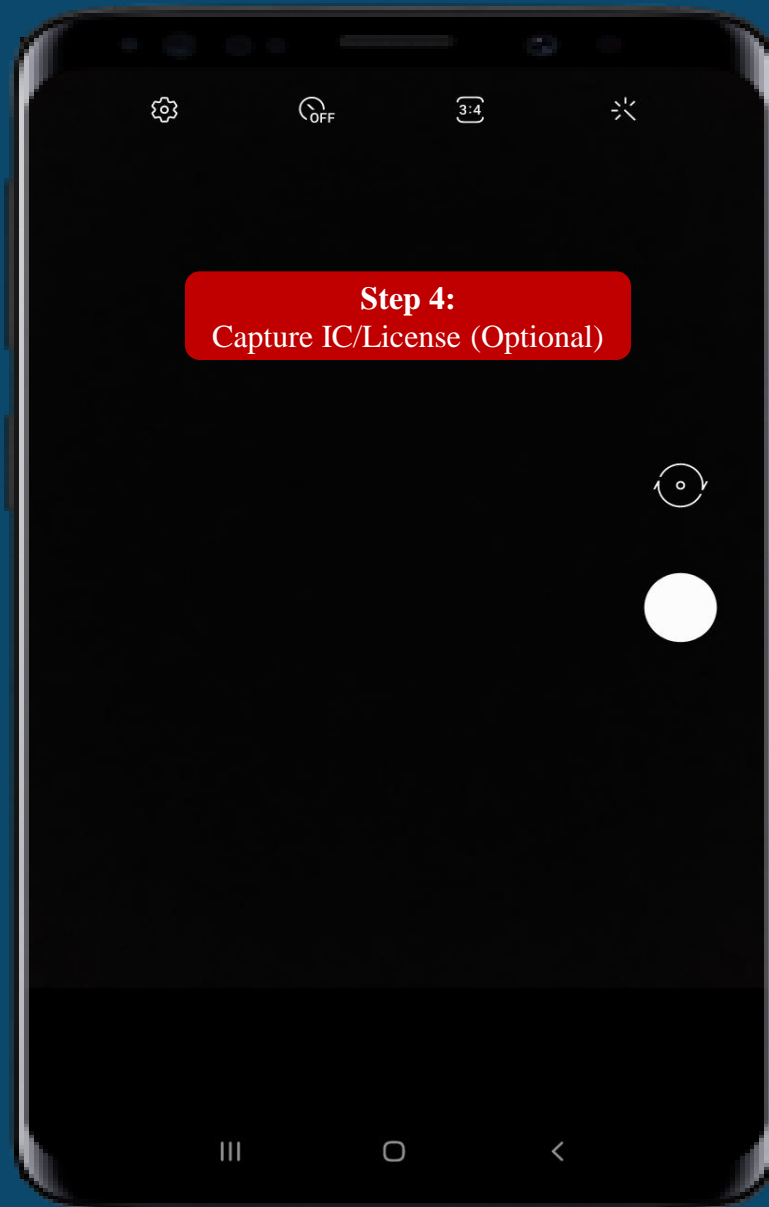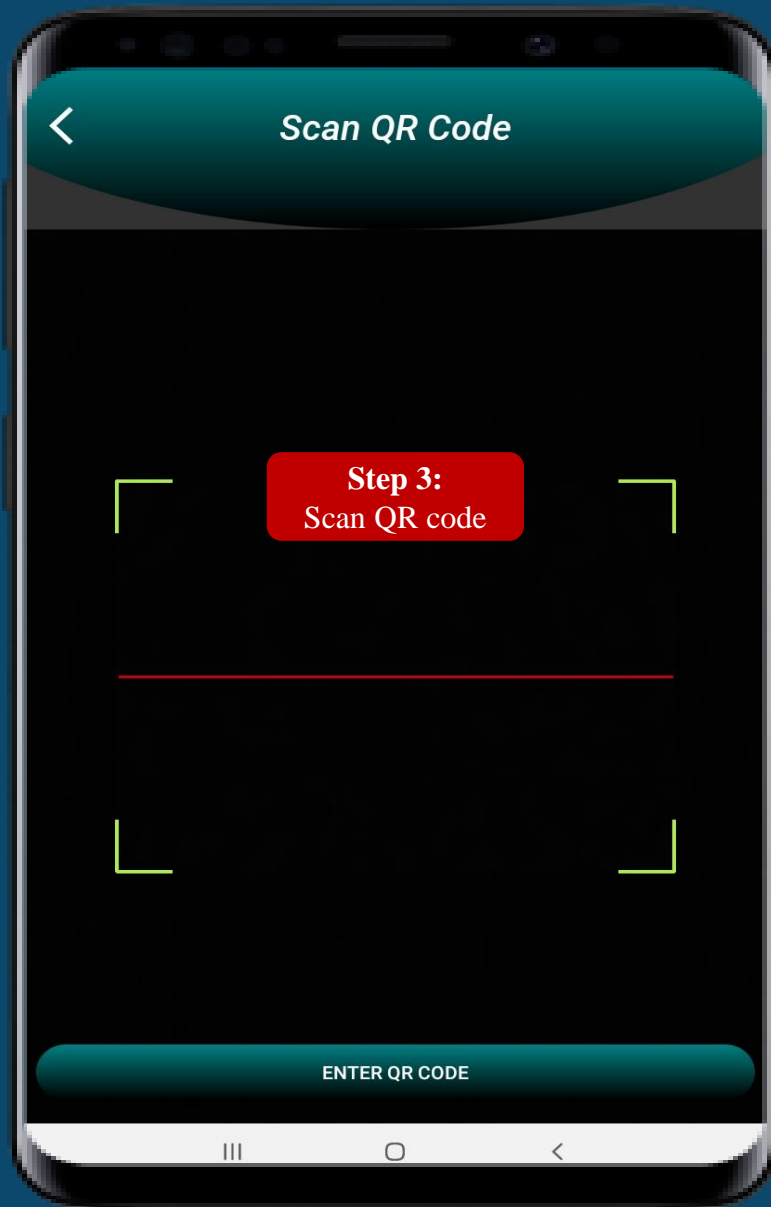
Step 3: Scan QR Code

Step 4: Capture IC/License (optional)

Register Visitor Details

Lot Number
A-06-22

Visitor Name
Thiba

Phone
0113...

Vehicle
VIP 4

Number of Visitor
1

Visit Date To

Parking
VCP 002

Capture
CAPTURE IMAGE ✓

REGISTER

Step5:
Add on number of visitor in one vehicle

Step6:
Select parking lot

Step7:
Capture visitor ID Card or Driving License

Step8:
Click "register"

CSS

JMB OCTOPUS VILLA BLOCK A

16:28
Friday, 4 February

Daily Total Visitors   3   Total Checked In   2

Car Park Availability   31   Daily Checked Out   1

Check In   Check Out

Contact   VMS Log

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)
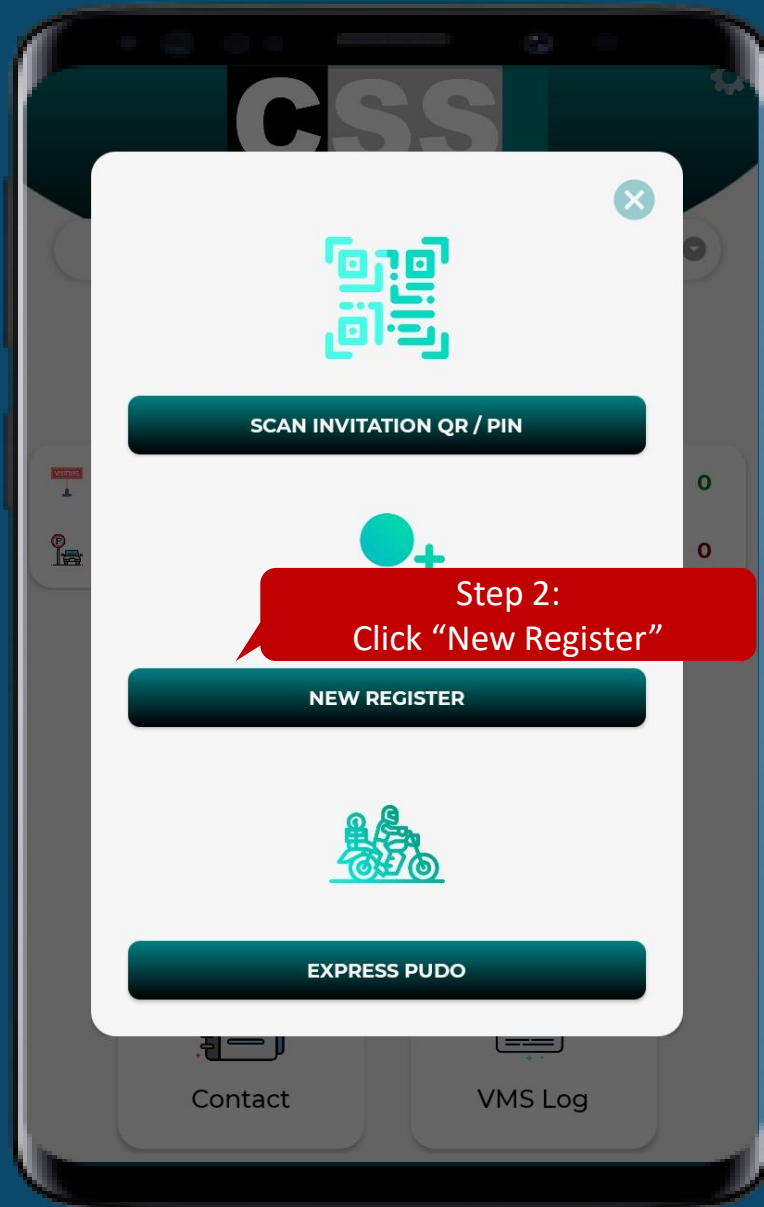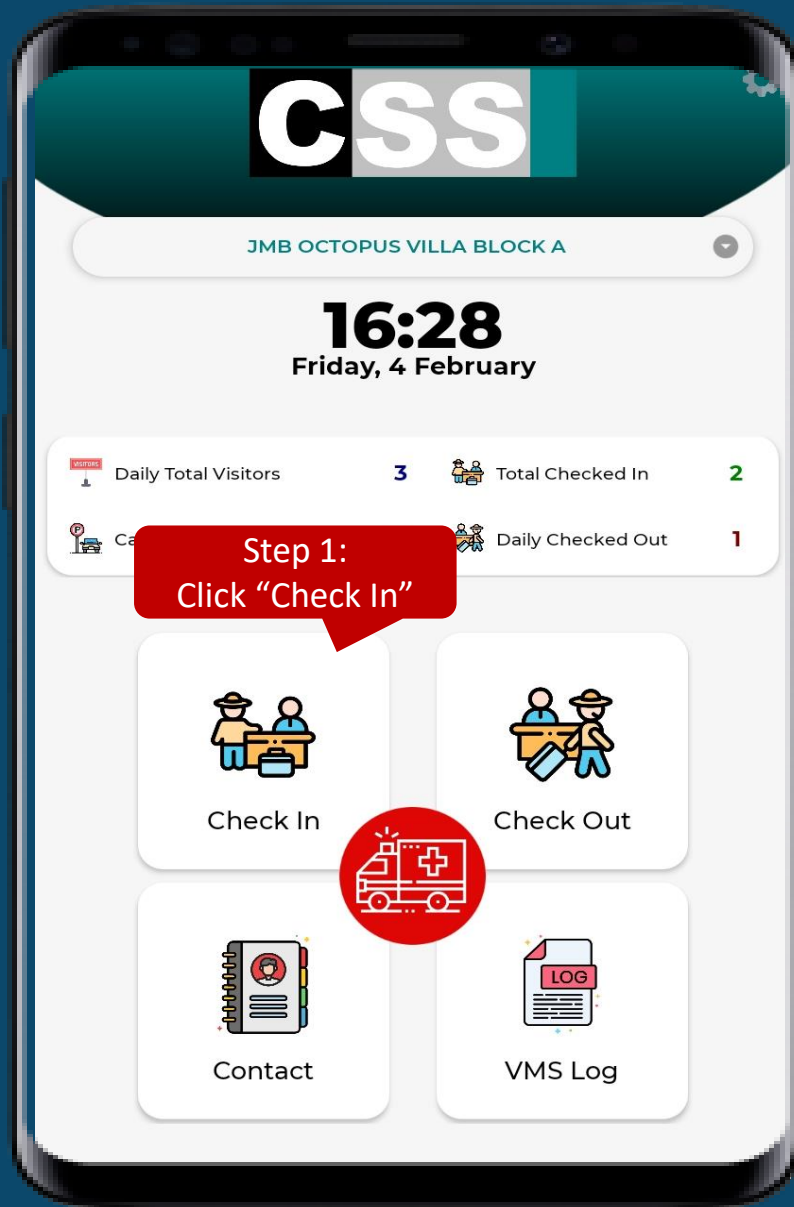
Step 1: Click "Check In"

Step 2: Click "New Register"
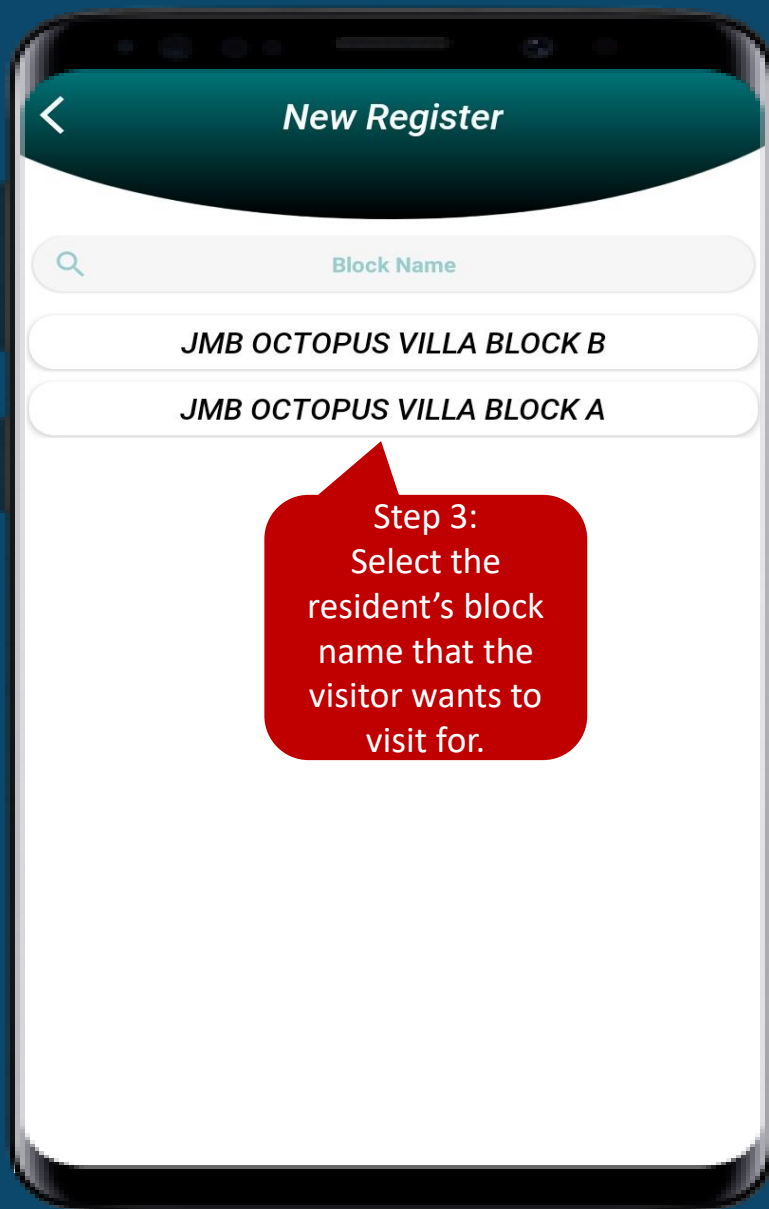
Step 3: Select the resident's block name.
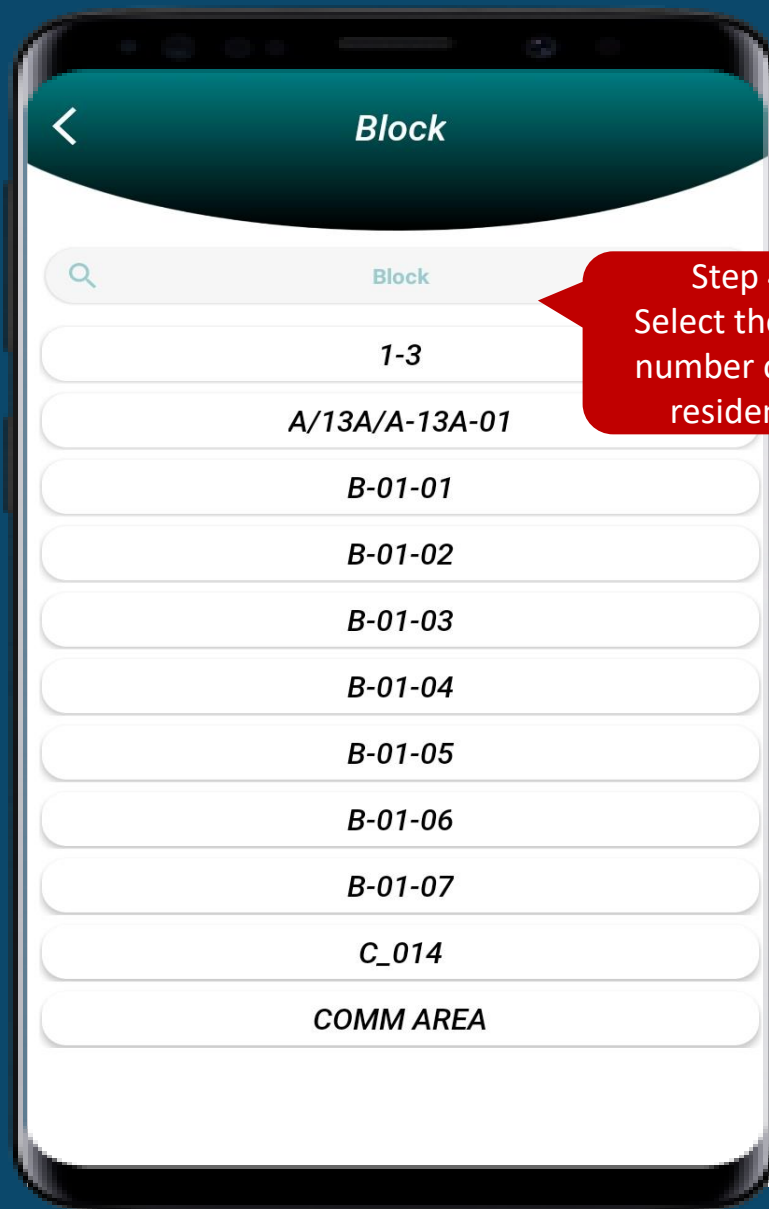
Step 4: Select the unit number
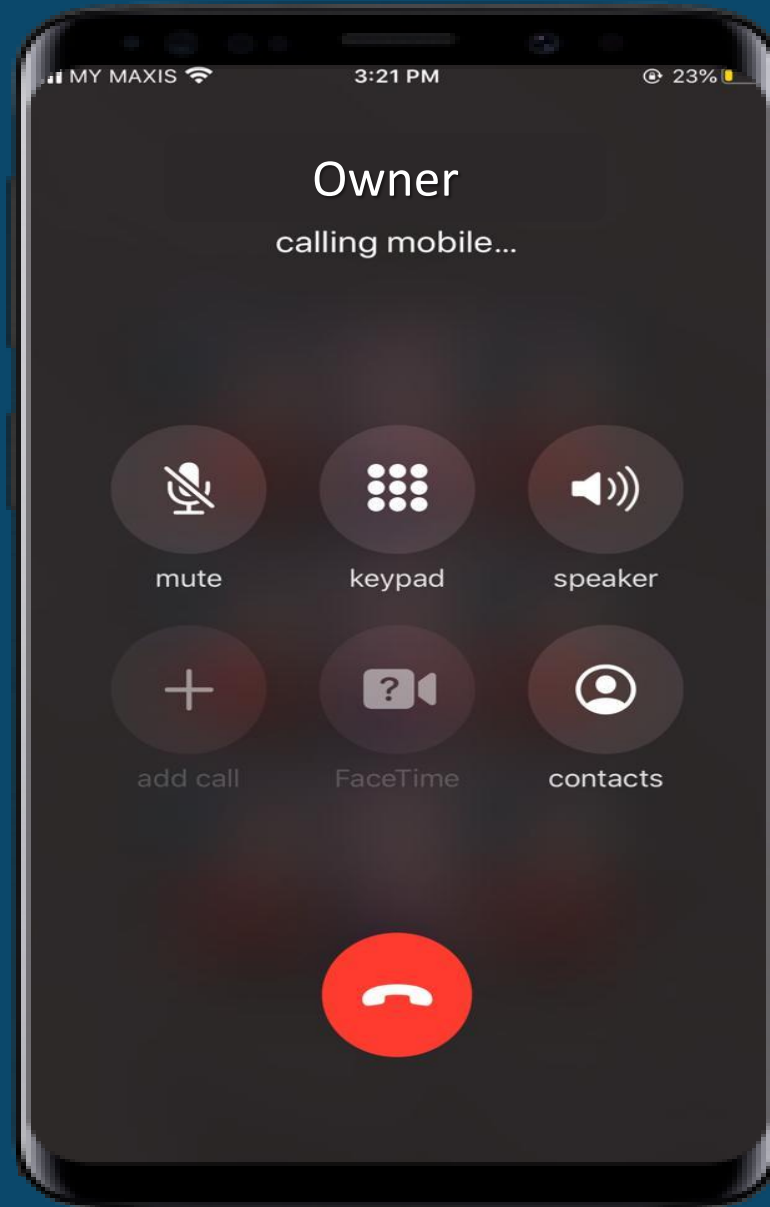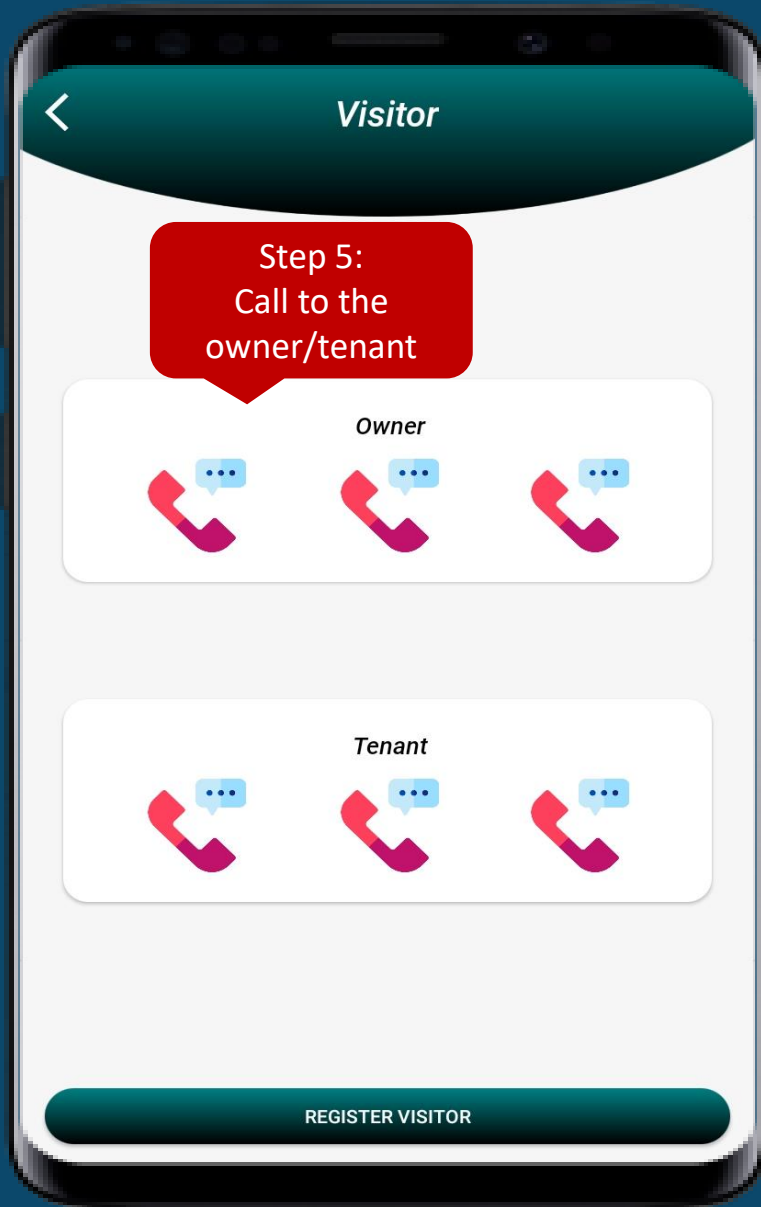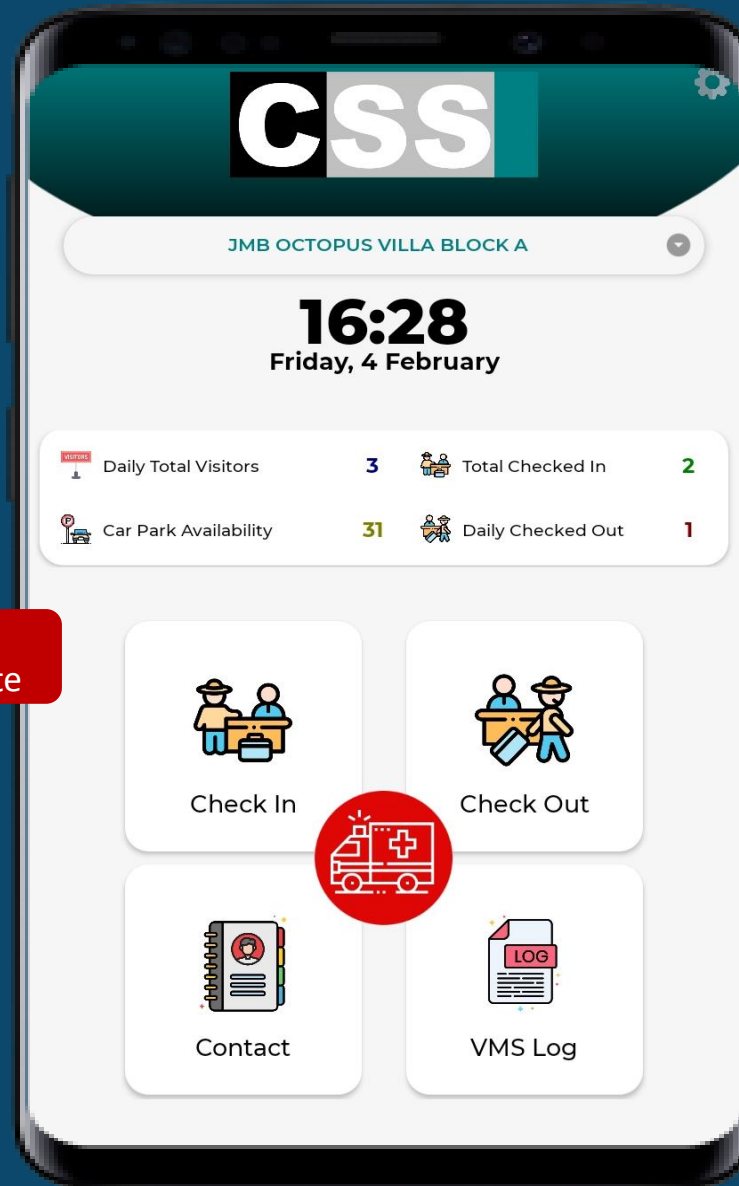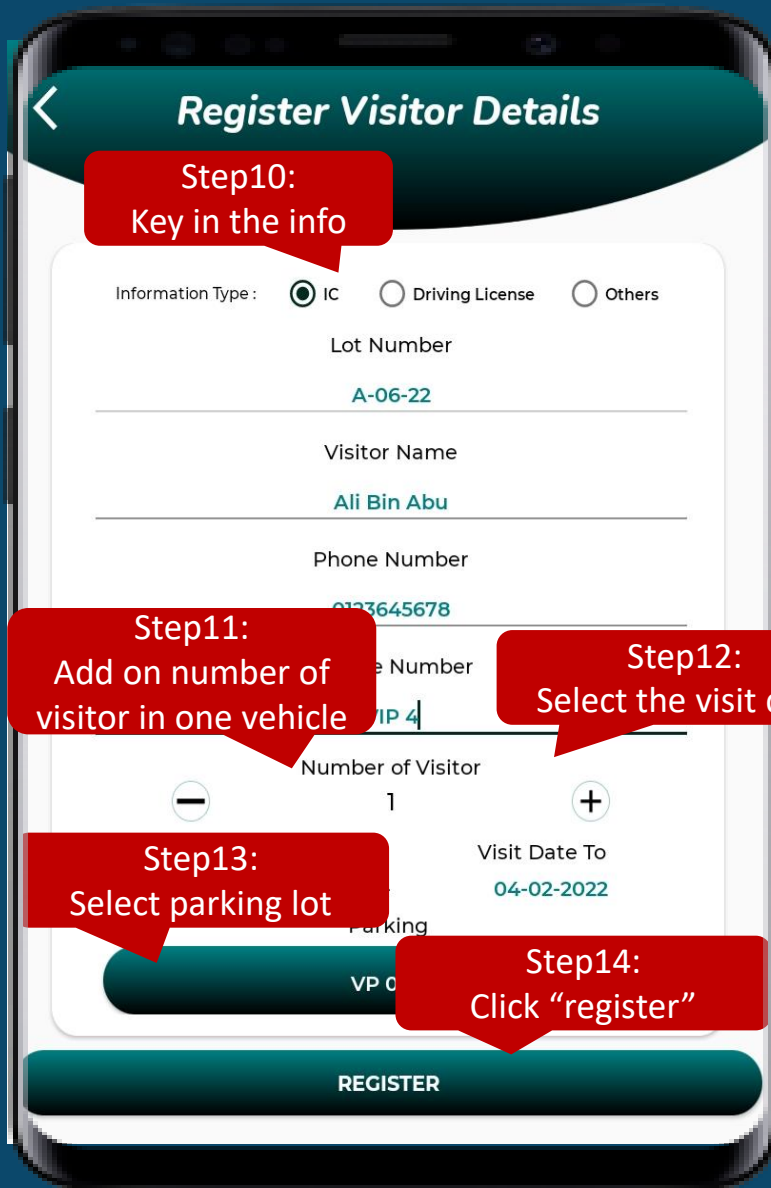
Step 5: Call to the residents
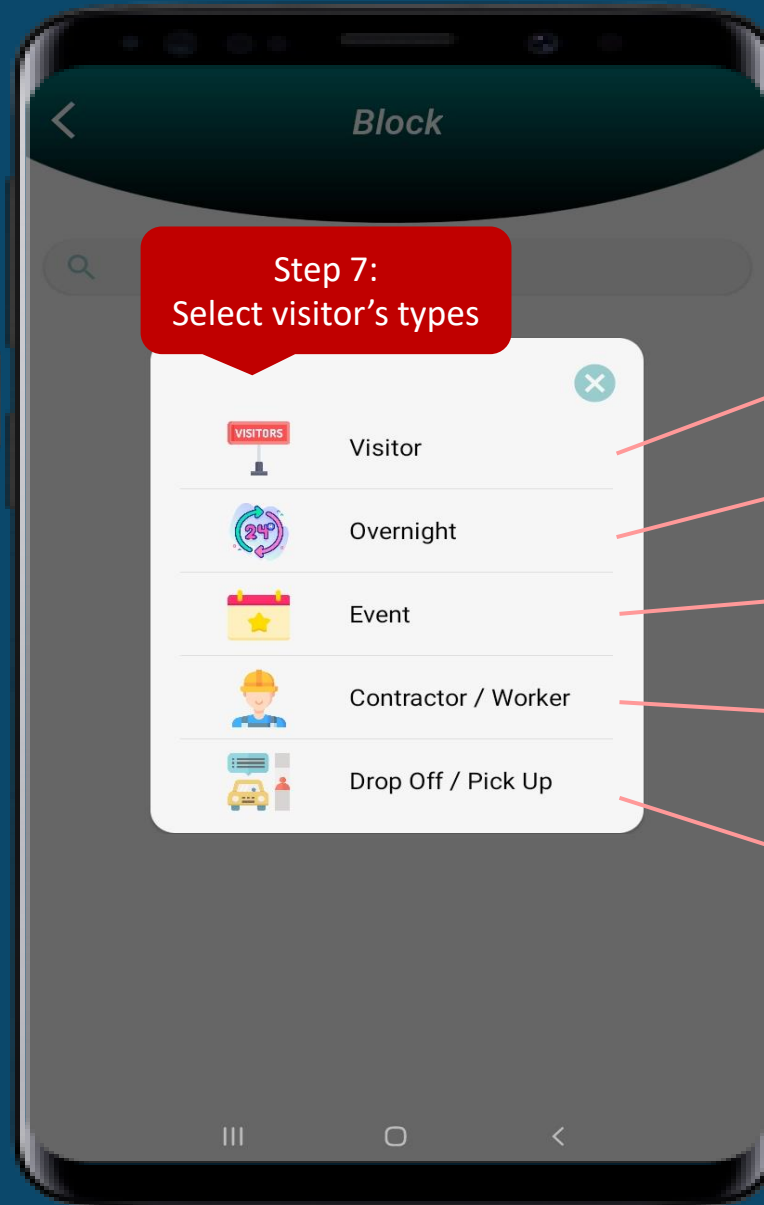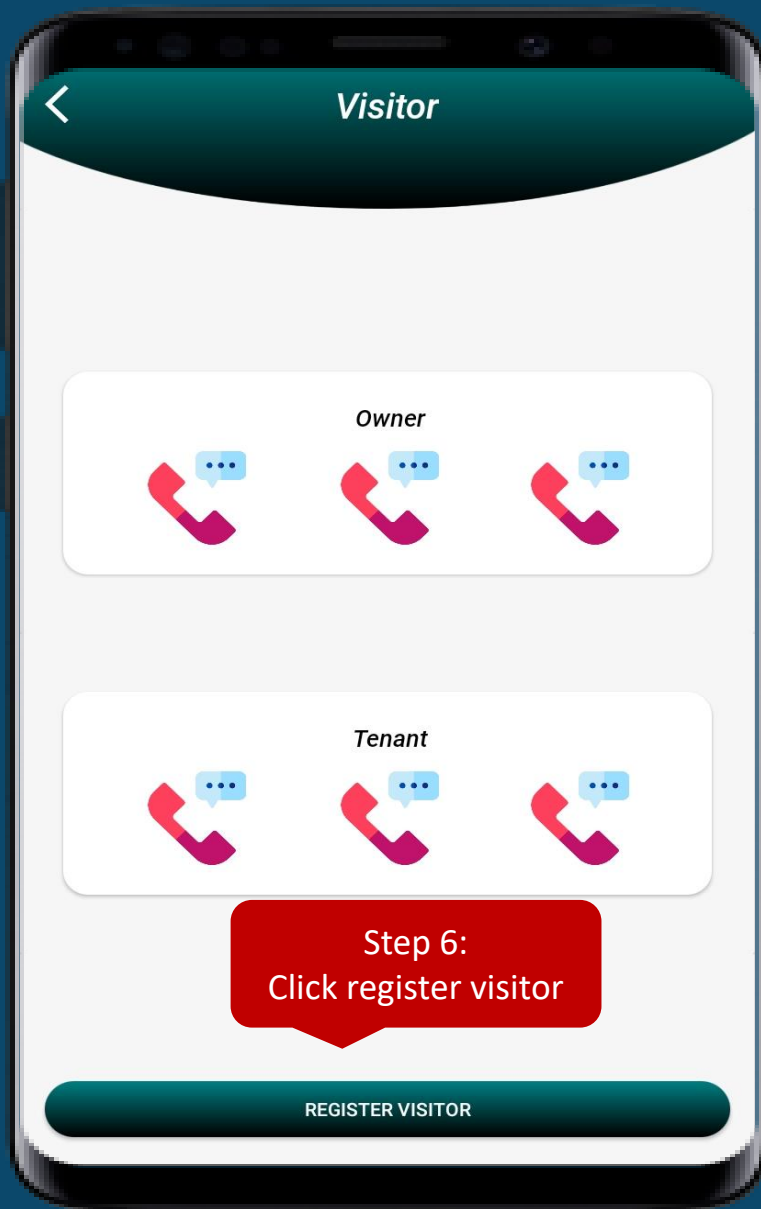
Step 6: Click "register visitor" upon resident confirmation

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.
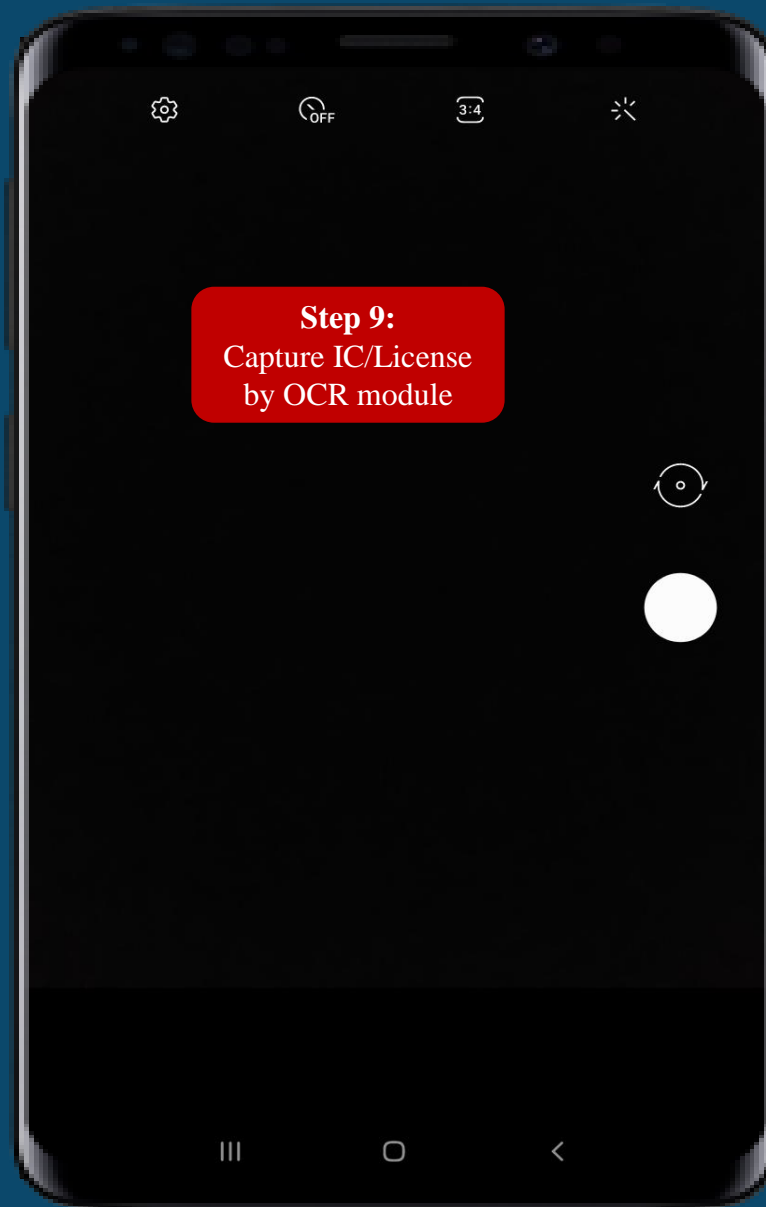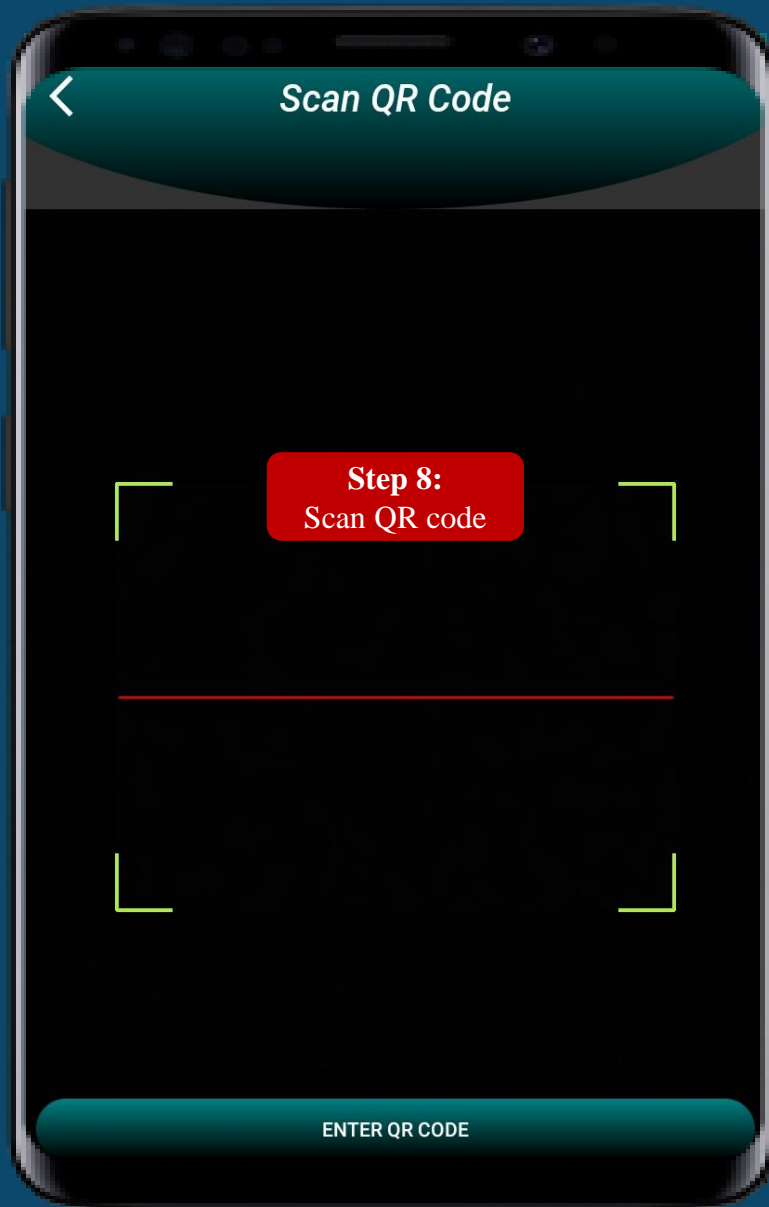
Step 8: Scan QR Code

Step 9: Capture IC/License

Scan QR Code

Step 8:
Scan QR code

ENTER QR CODE

Step 9:
Capture IC/License
by OCR module

Register Visitor Details

Step10:
Key in the info

Information Type : ● IC ○ Driving License ○ Others

Lot Number
A-06-22

Visitor Name
Ali Bin Abu

Phone Number
0123645678

Step11:
Add on number of visitor in one vehicle

e Number
VIP 4

Step12:
Select the visit date

Number of Visitor
⊖   1   ⊕

Step13:
Select parking lot

Visit Date To
04-02-2022

Parking
VP 0

Step14:
Click "register"

REGISTER

CSS

JMB OCTOPUS VILLA BLOCK A ⌄

16:28
Friday, 4 February

Daily Total Visitors   3   Total Checked In   2

Car Park Availability   31   Daily Checked Out   1

Check In   Check Out

Contact   VMS Log

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
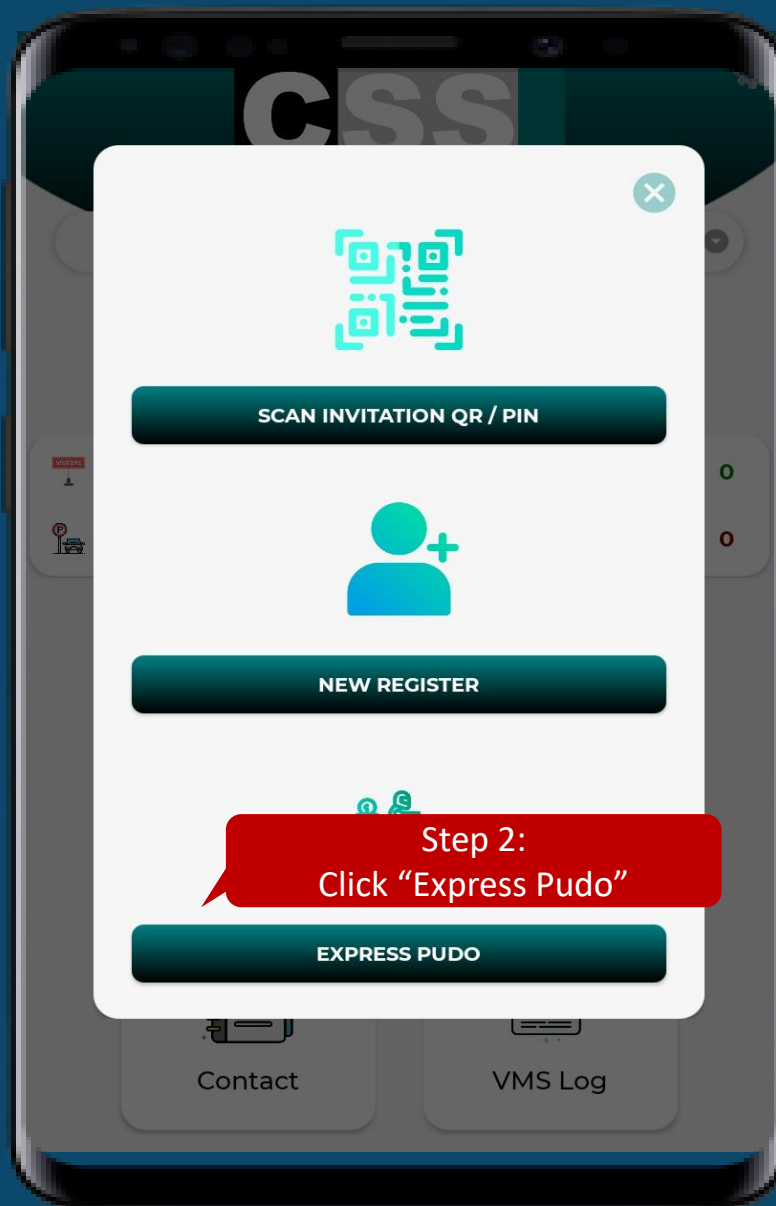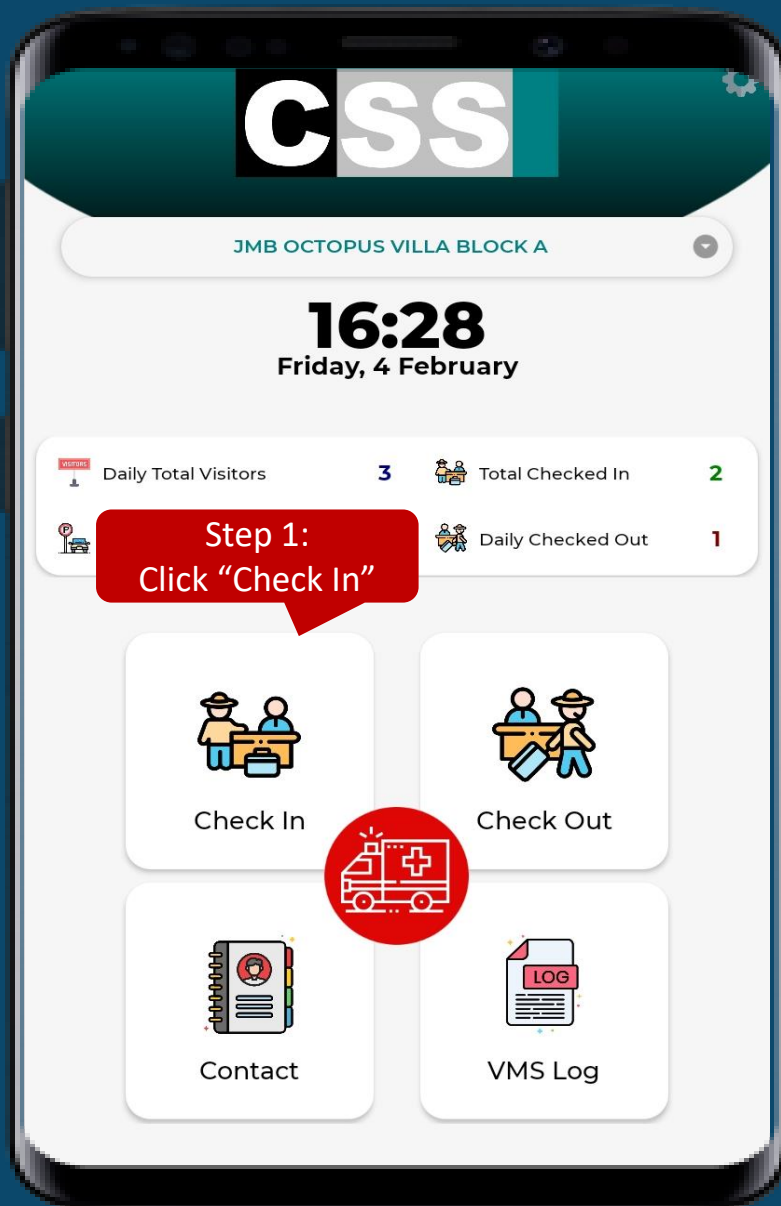
Step 1: Click "Check In"

Step 2: Click "Express Pudo"

Step 3: Scan QR Code

Step 4: Capture IC/License

Step 3:
Scan QR code

Step 4:
Capture IC/License
by OCR module

Scan QR Code

ENTER QR CODE

CSS

JMB OCTOPUS VILLA BLOCK A

16:28
Friday, 4 February

| Daily Total Visitors | 3 | Total Checked In | 2 |
| Car Park Availability | 31 | Daily Checked Out | 1 |

Check In

Check Out

Contact

VMS Log
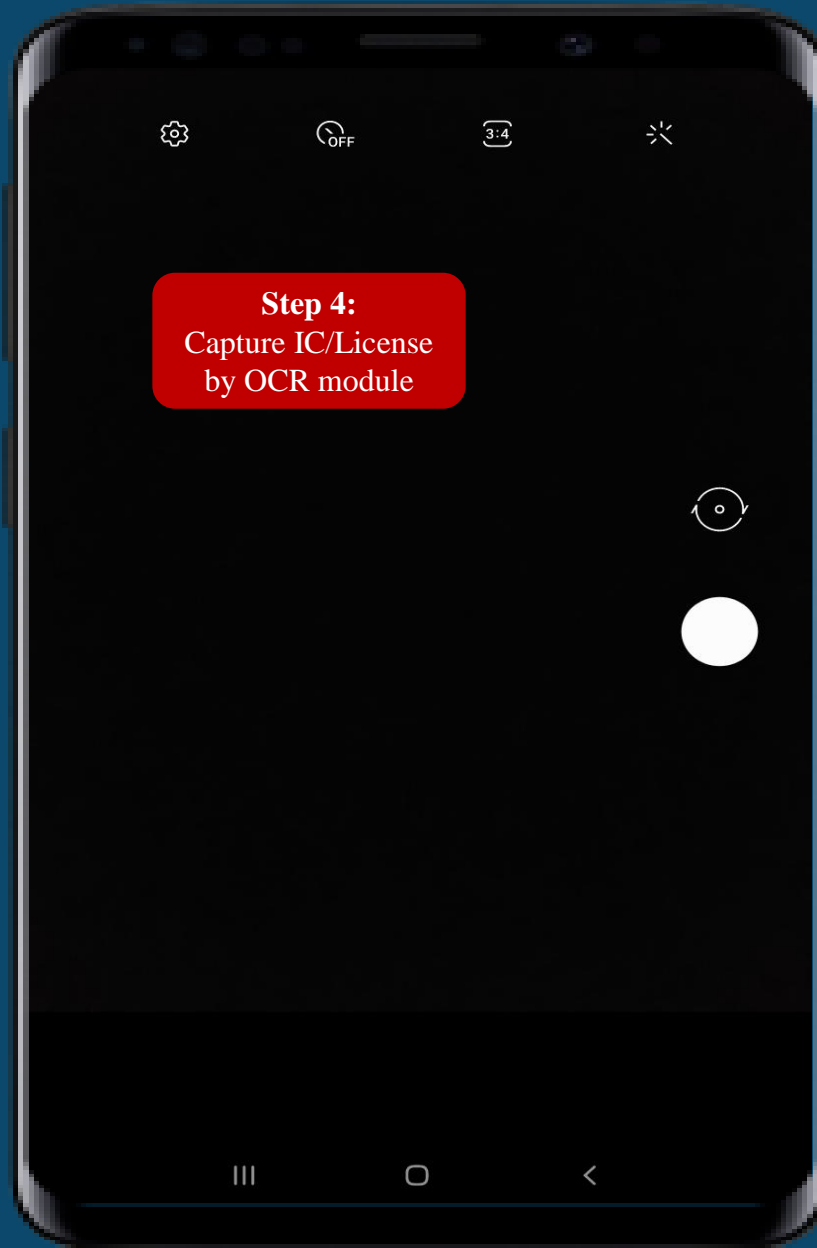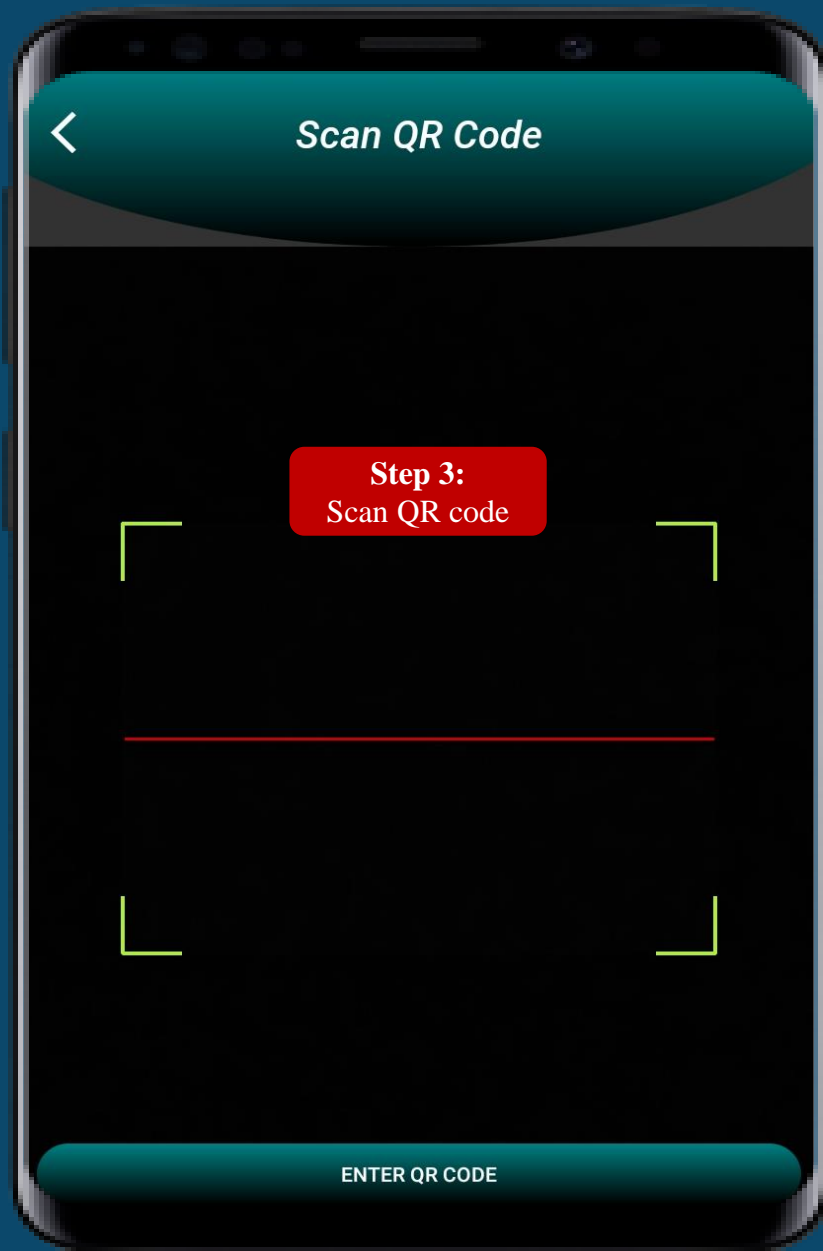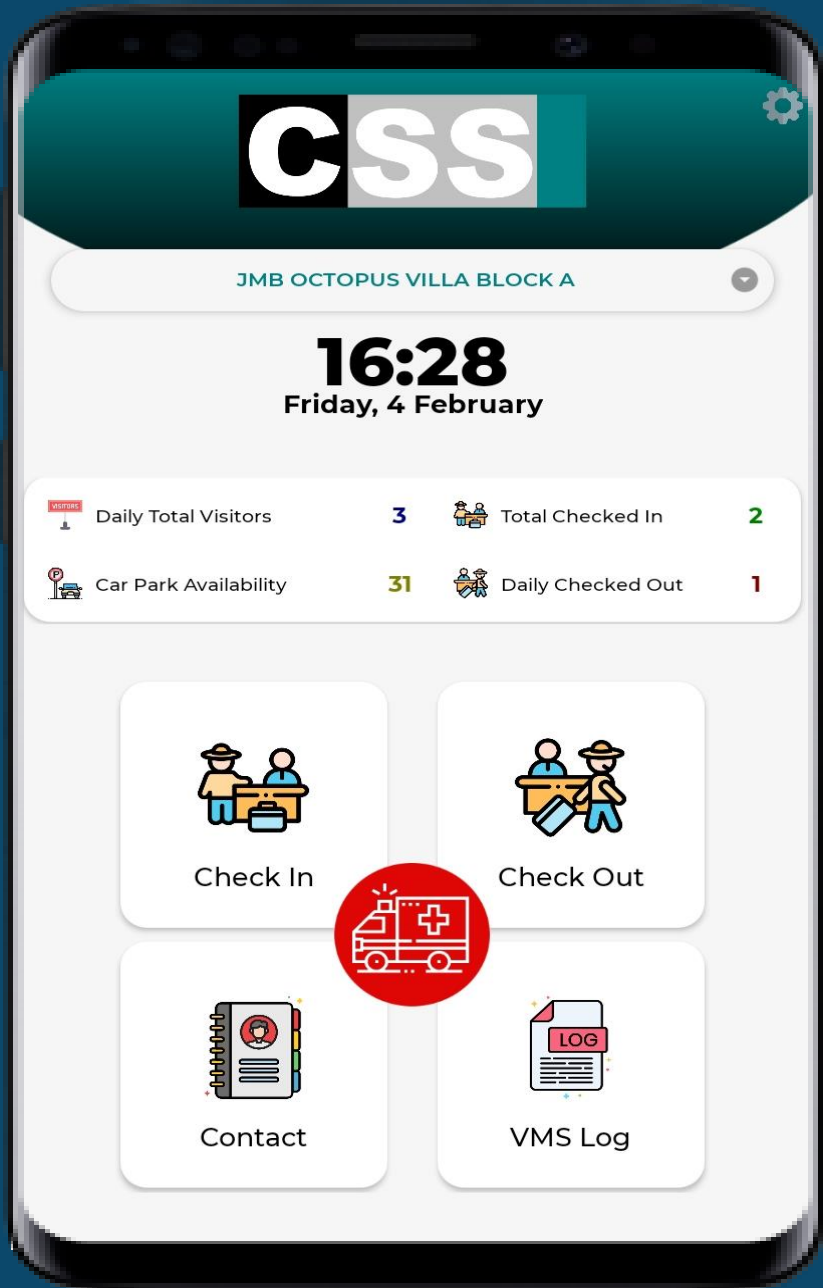
Back to main page after register success.

How To Check Out

2 ways to proceed check out

1ˢᵗ way – Check Out Manually
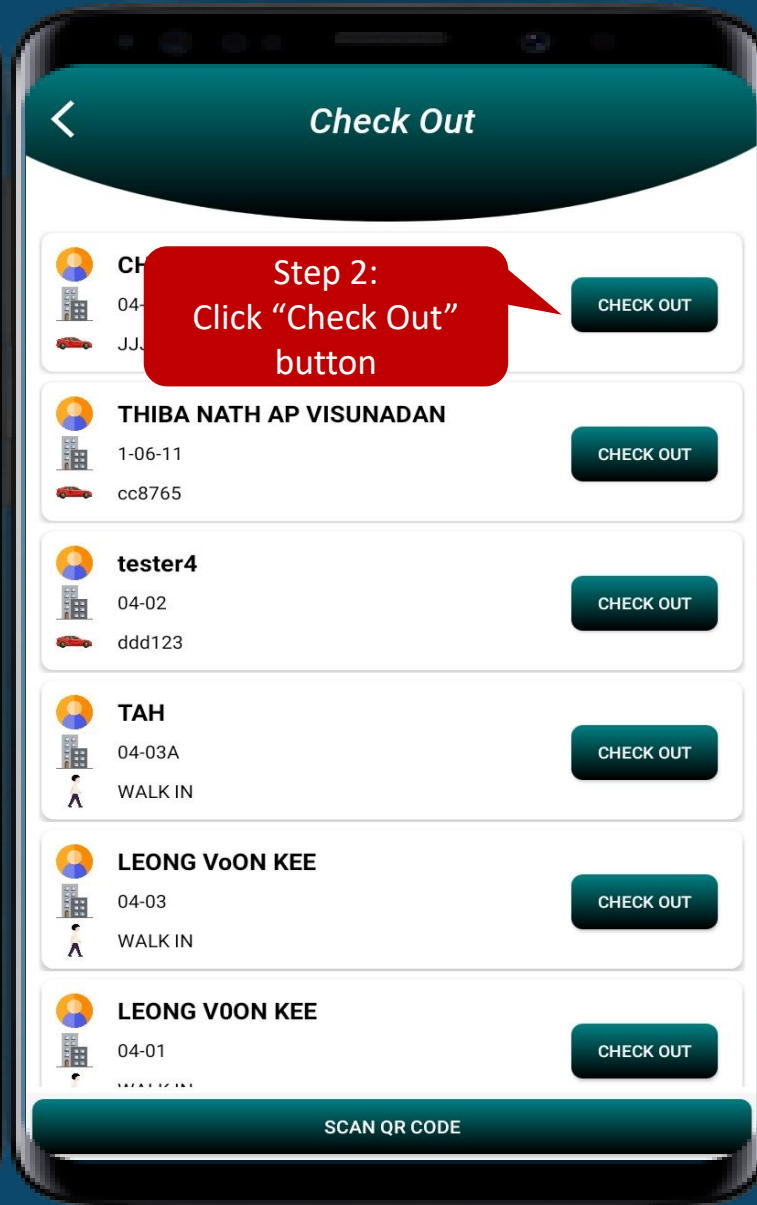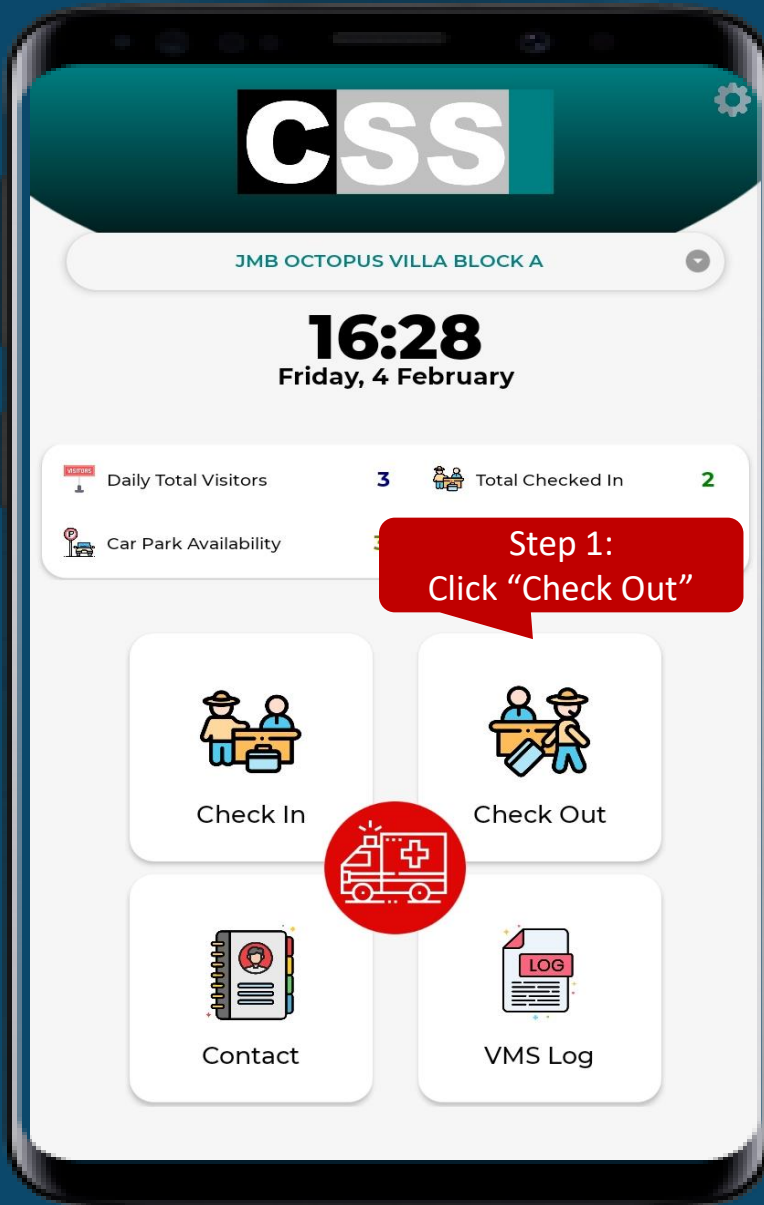
Step 1: Click "Check Out"

Step 2: Click "Check Out" button
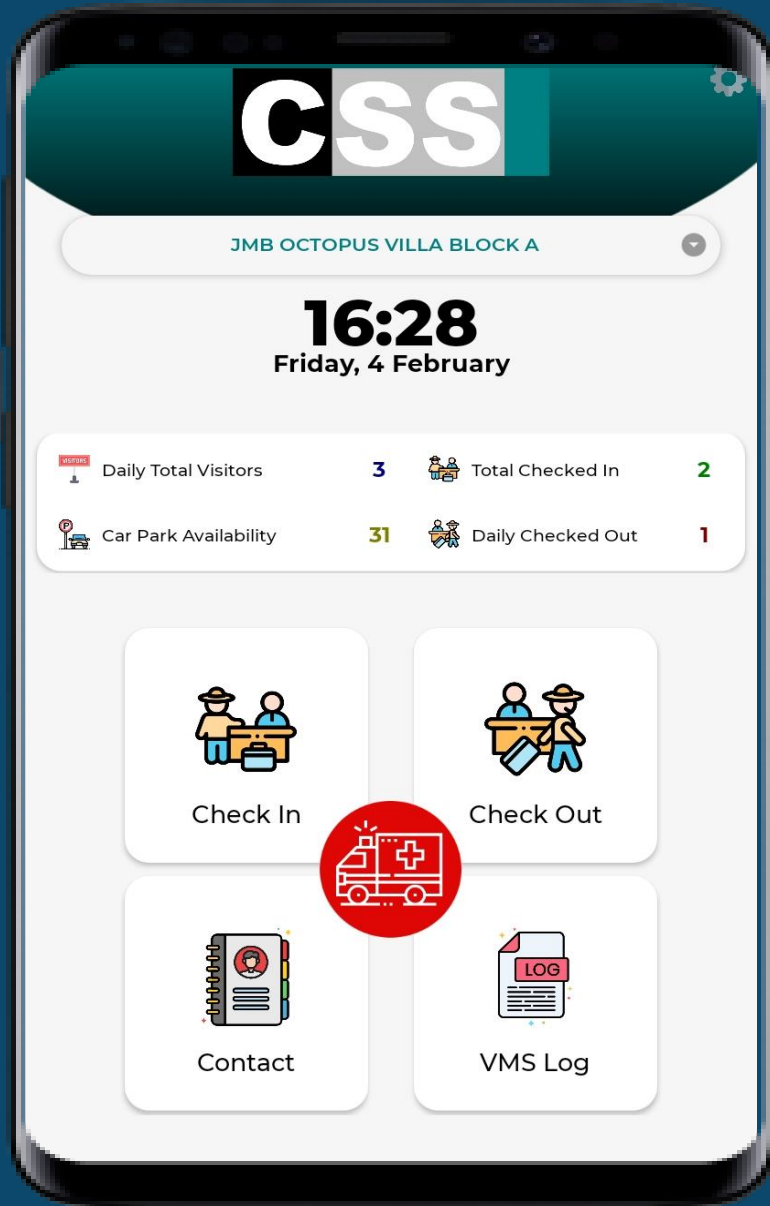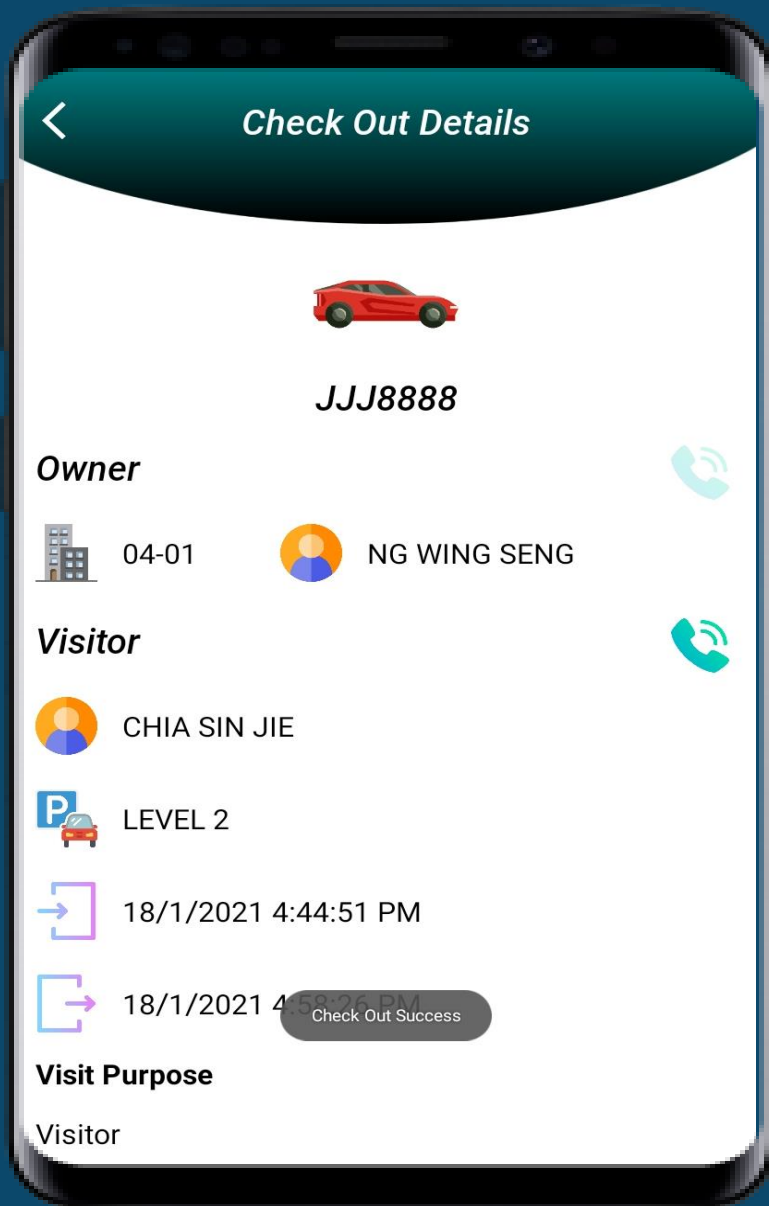
After click check out button will show *"Check Out Success"* and jump to main page.

2ⁿᵈ way – Scan QR Code
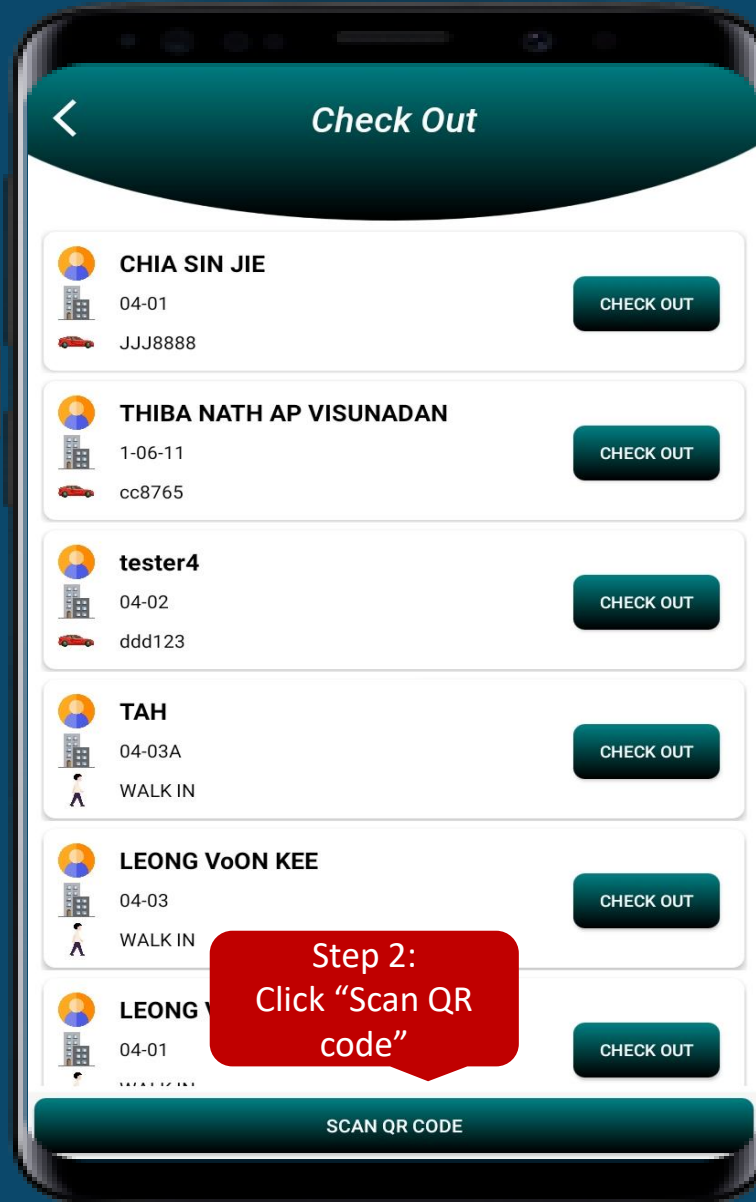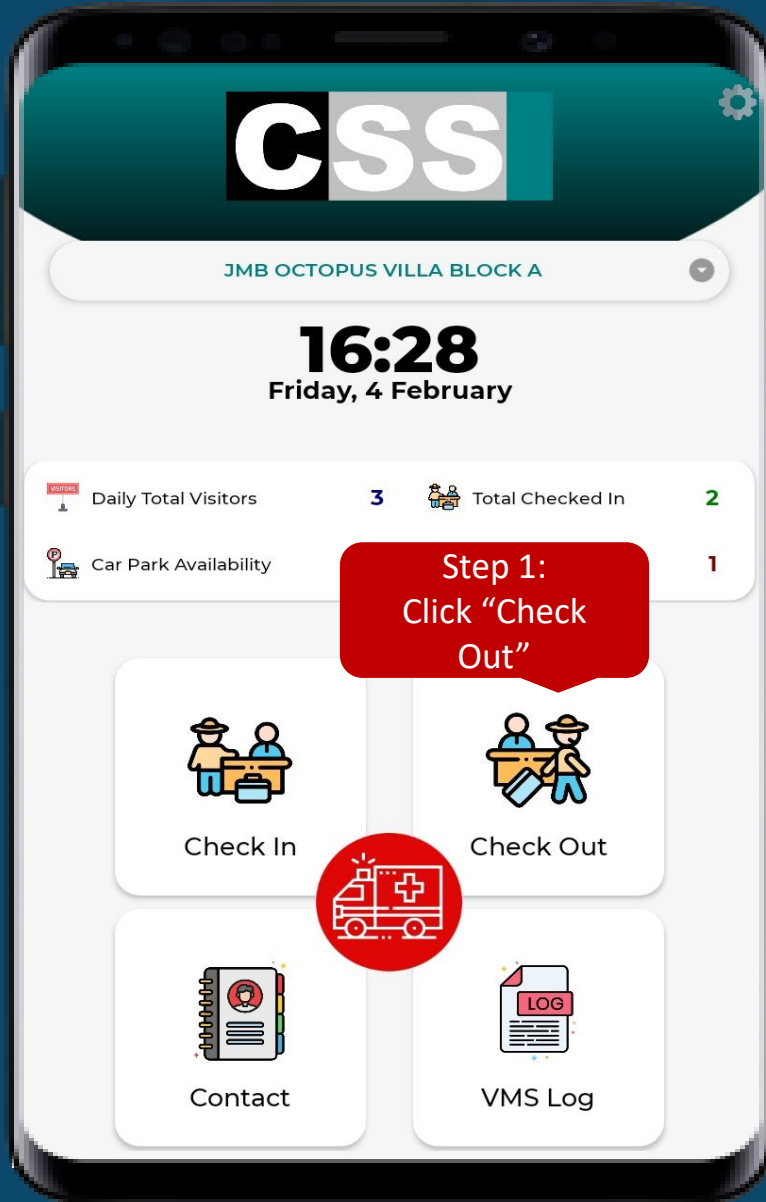
Step 1: Click "Check Out"

Step 2: Click "Scan QR code"
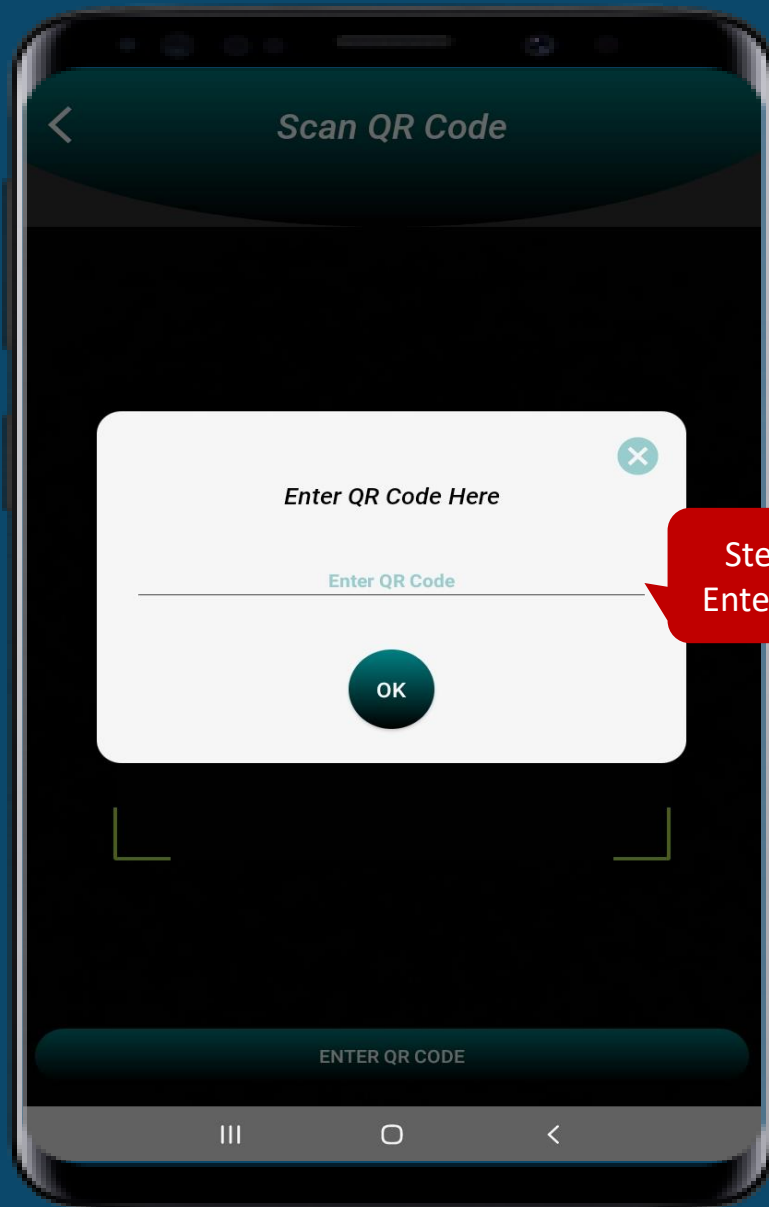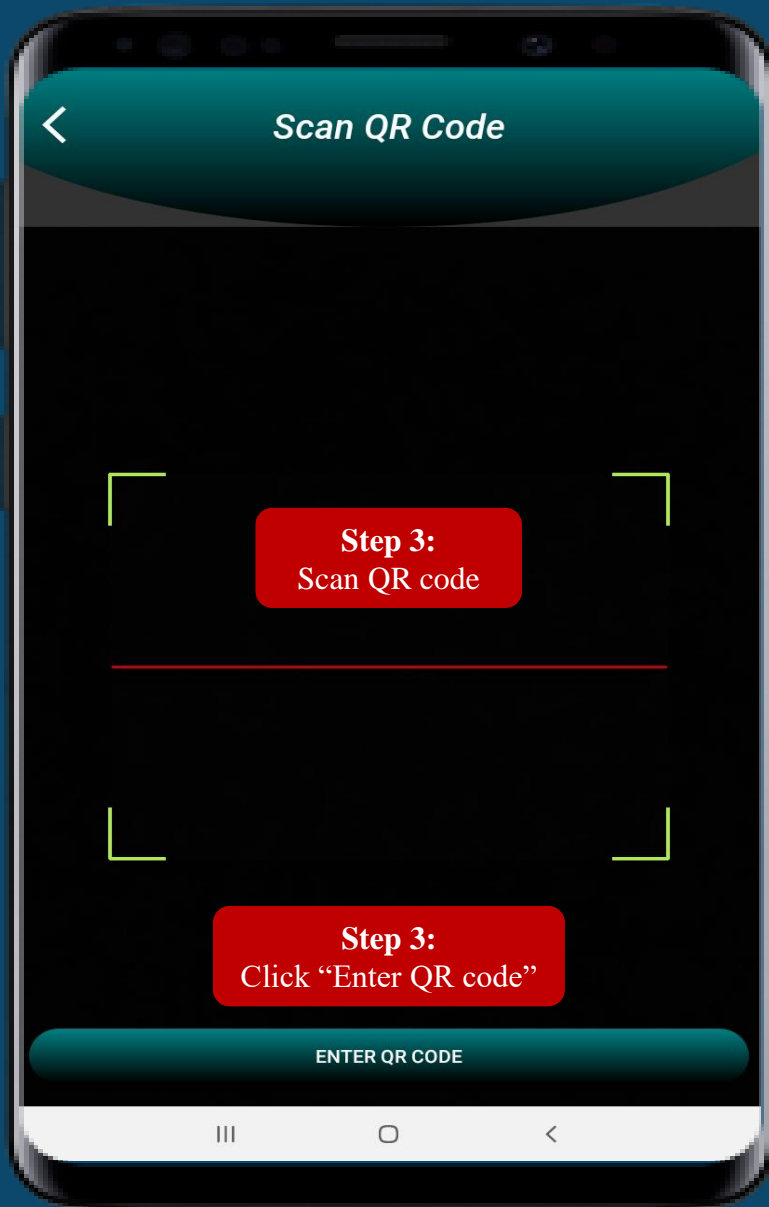
Step 3: Scan QR code / Enter QR code

Step 4 (*for enter QR code*): Enter QR code then click "Ok" to proceed check out
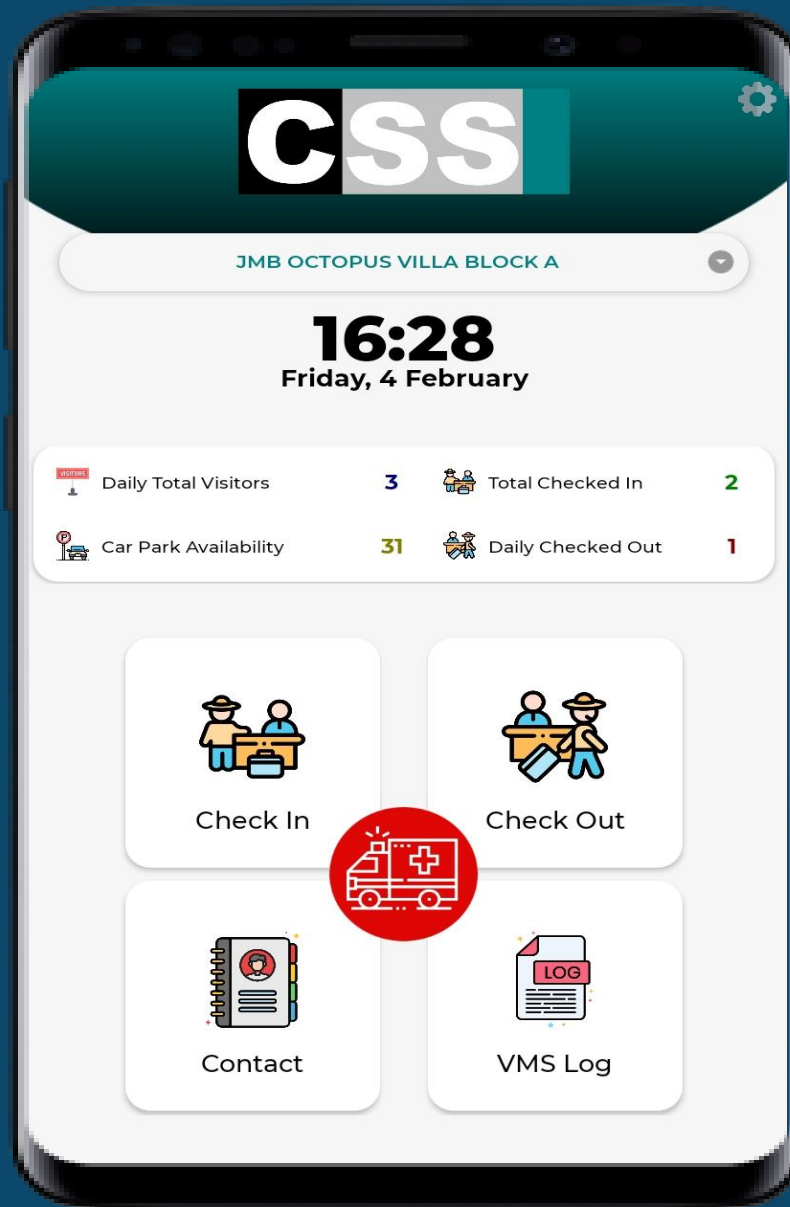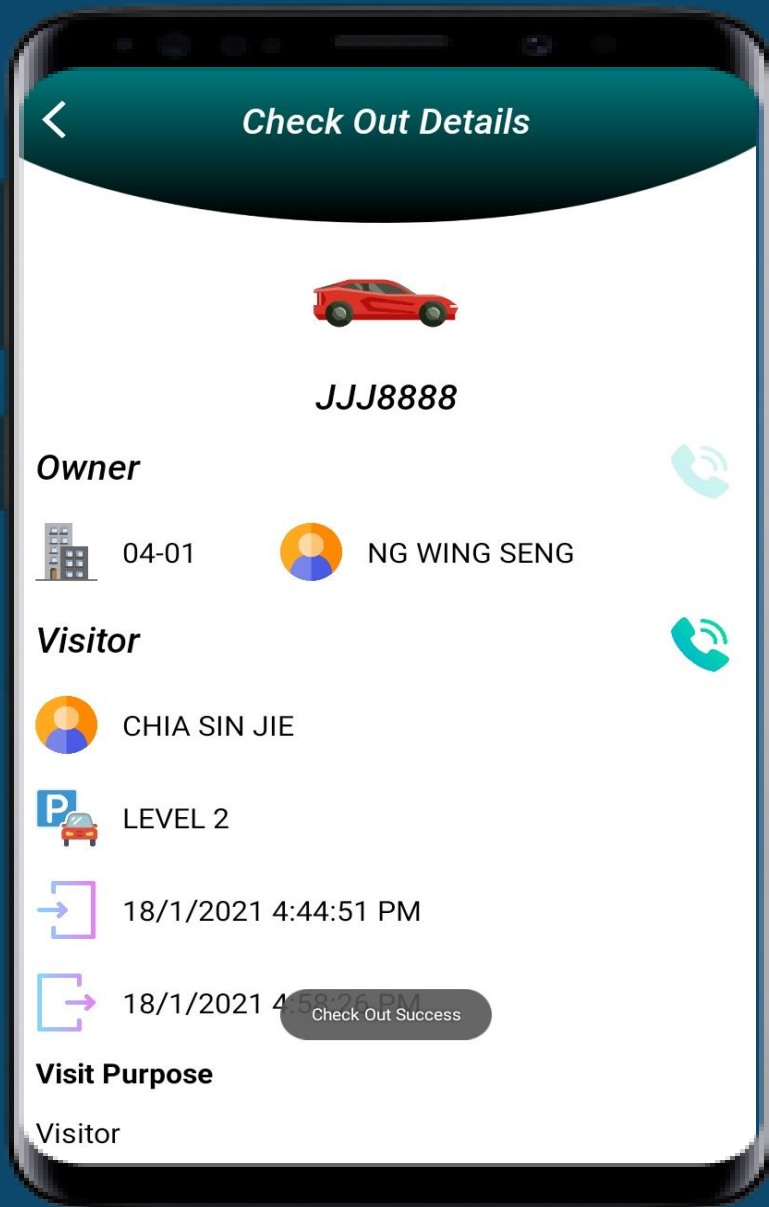
After click check out button will show *"Check Out Success"* and jump to main page.

Contact

To view the contact list, the guard will be able to make a call
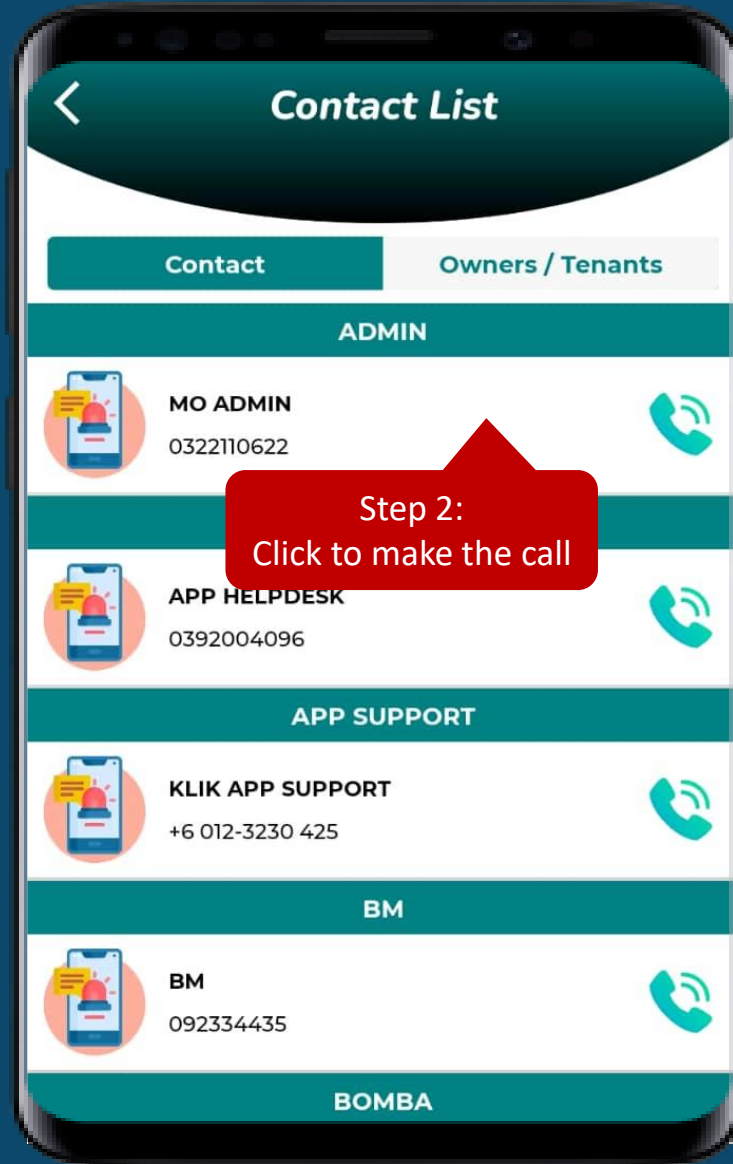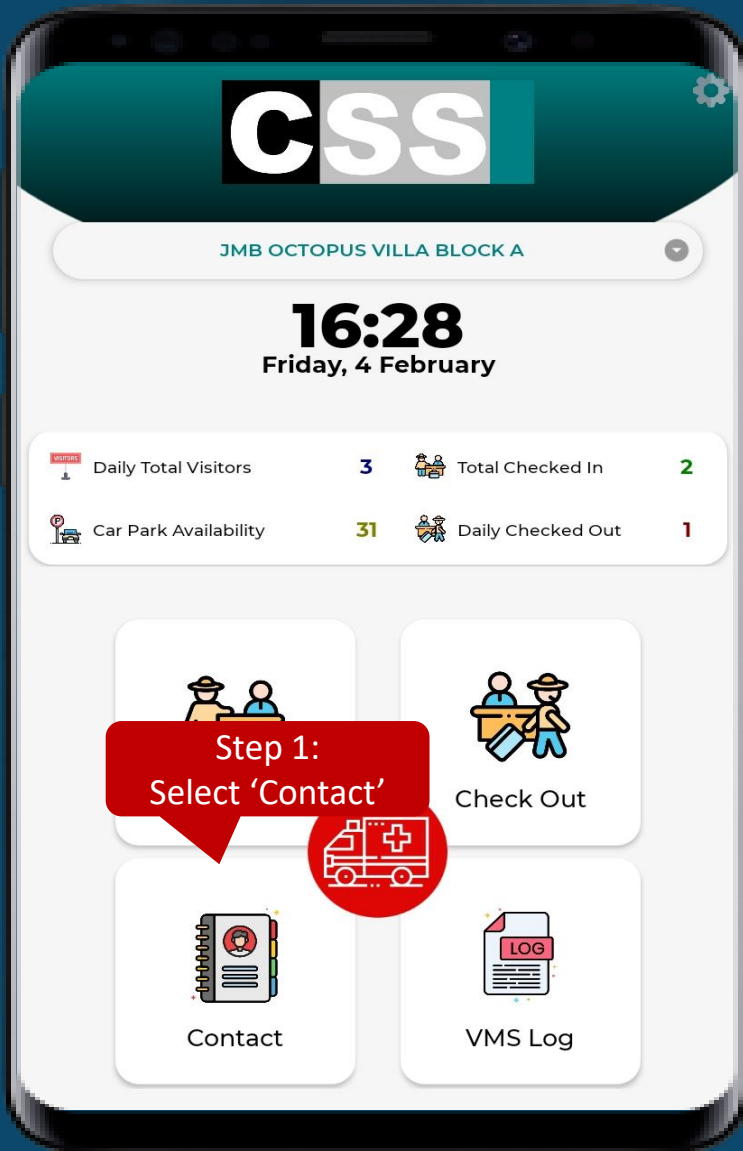
Step 1: Select 'Contact' to view the contact list

Step 2: Click the contact to make a call

The contact list is upload by the management
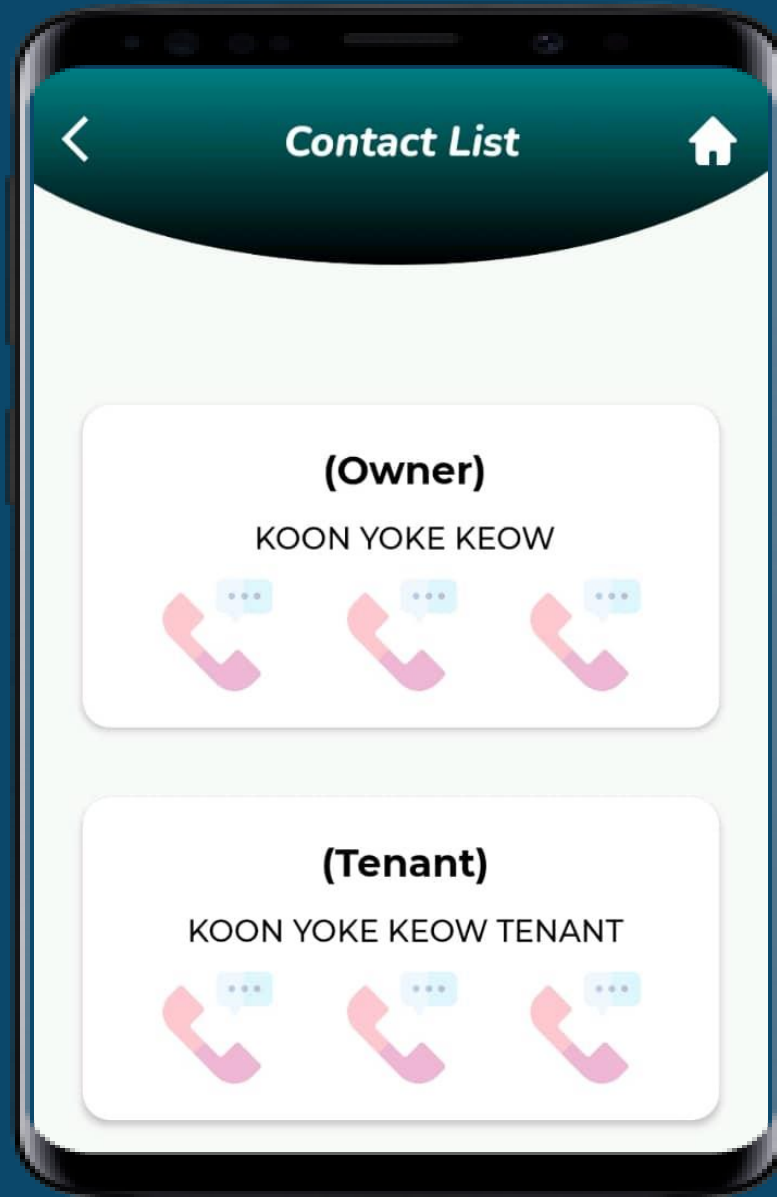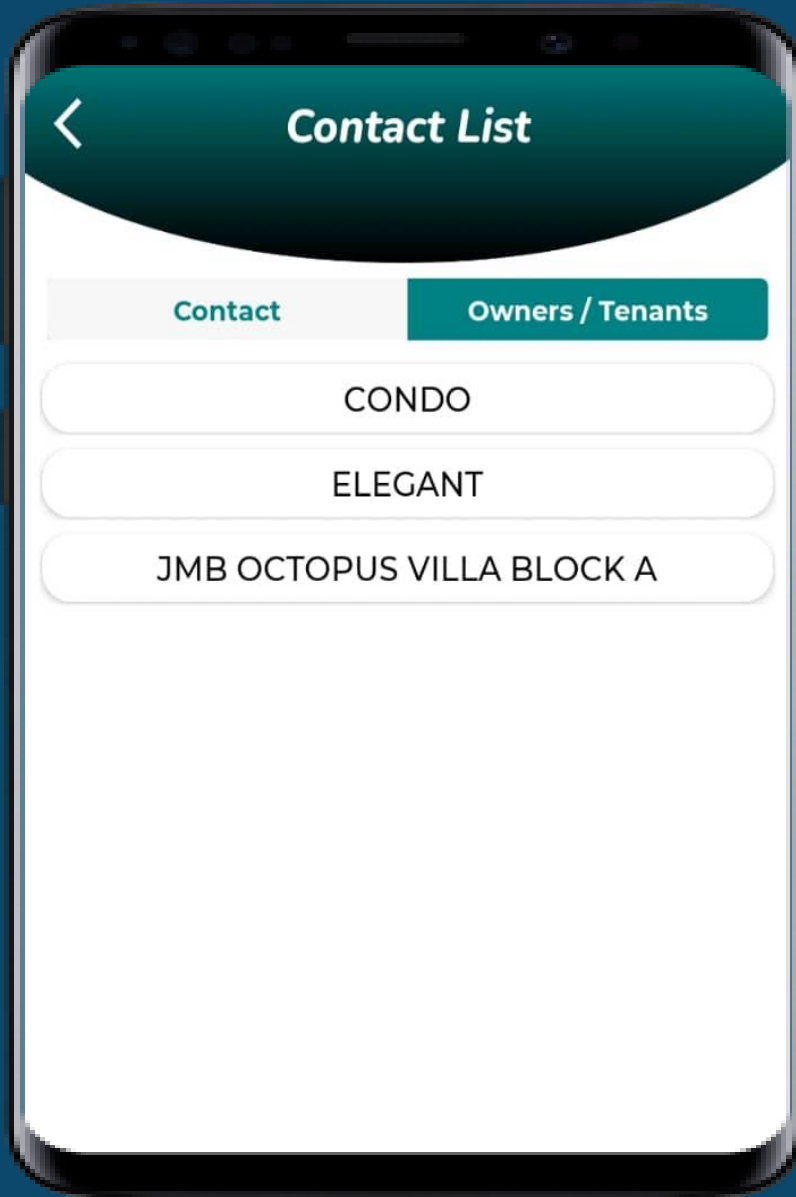
Step 2: Click the contact to make a call

VMS Log

- **SOS Log**

To view the SOS history
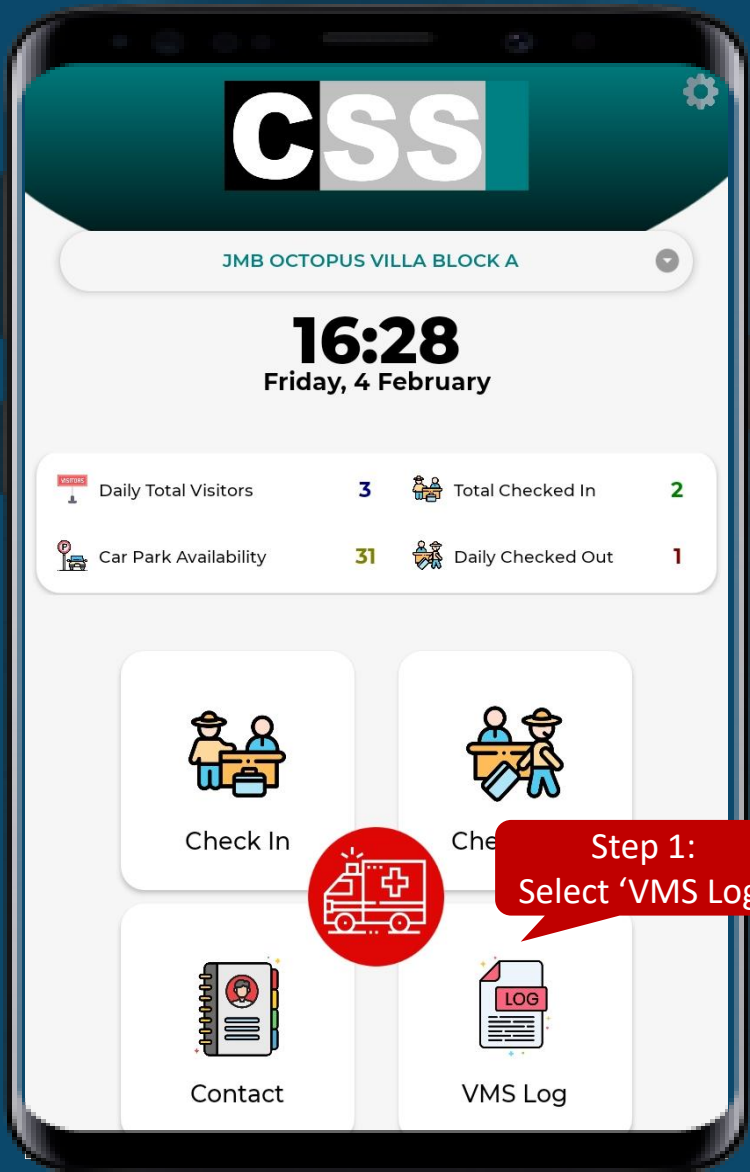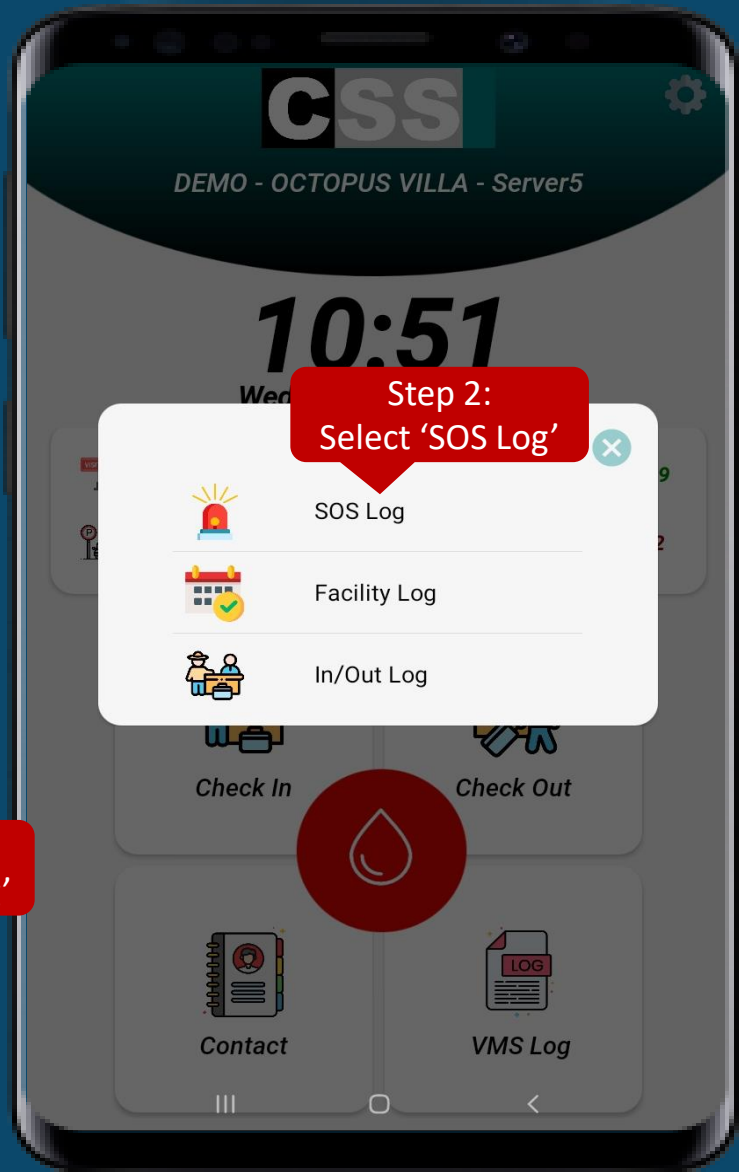
Step 1: Select the 'VMS Log'

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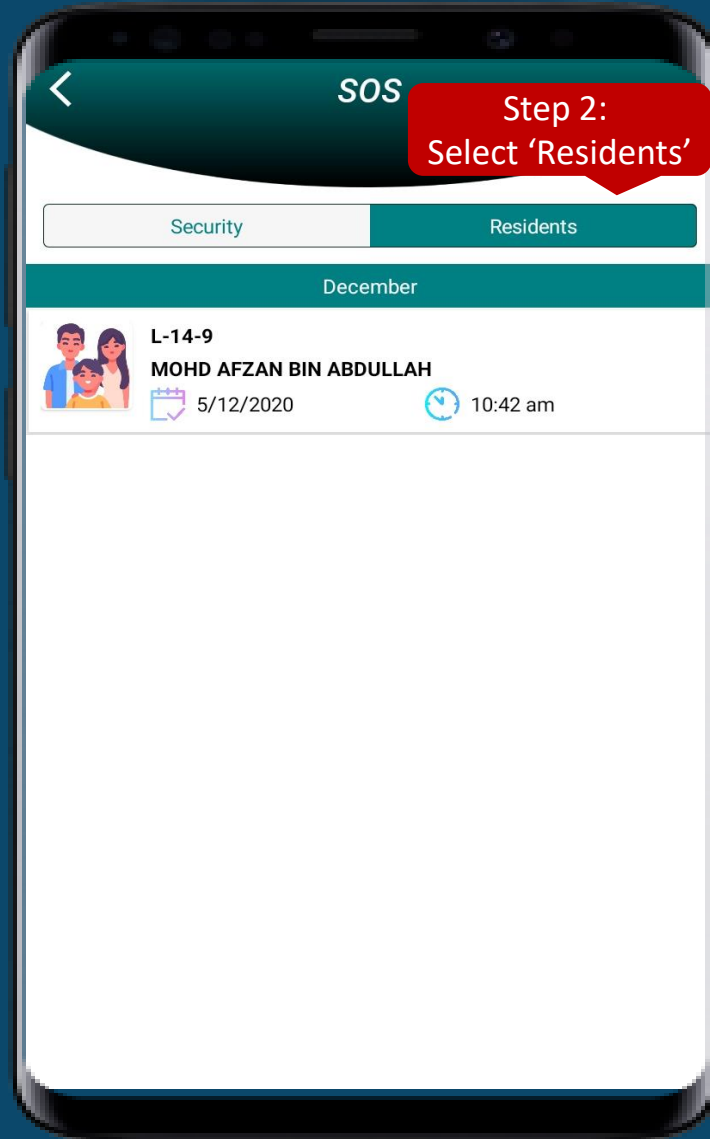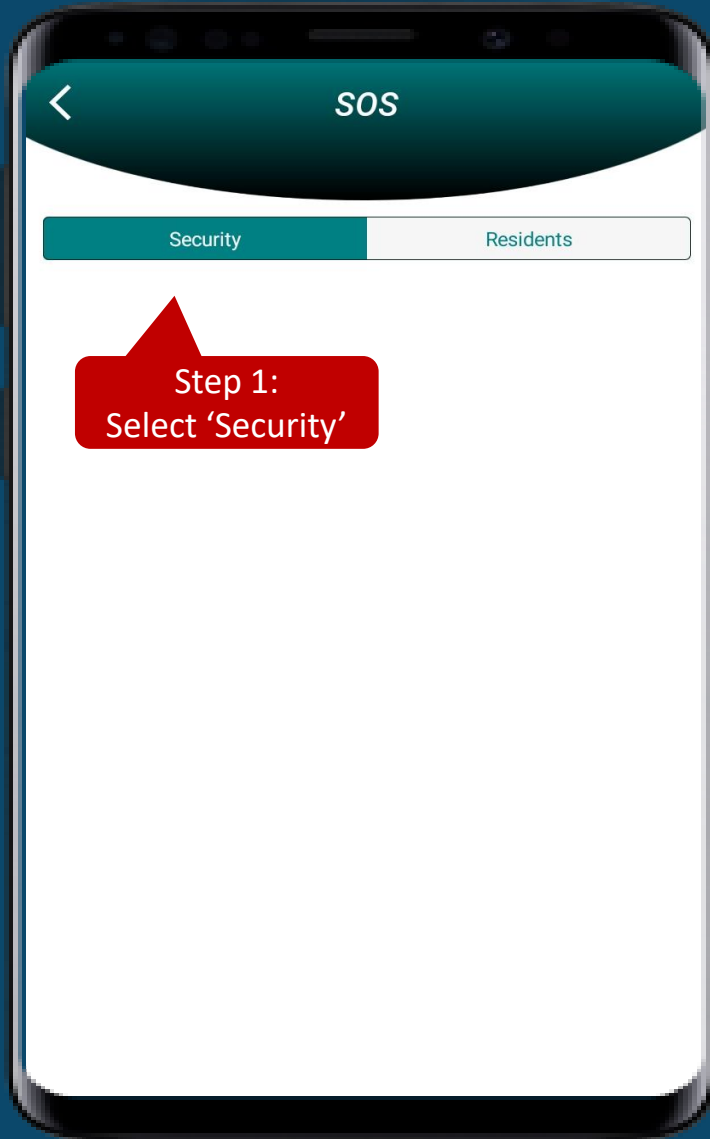
Step 1: Select the 'Security'

-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
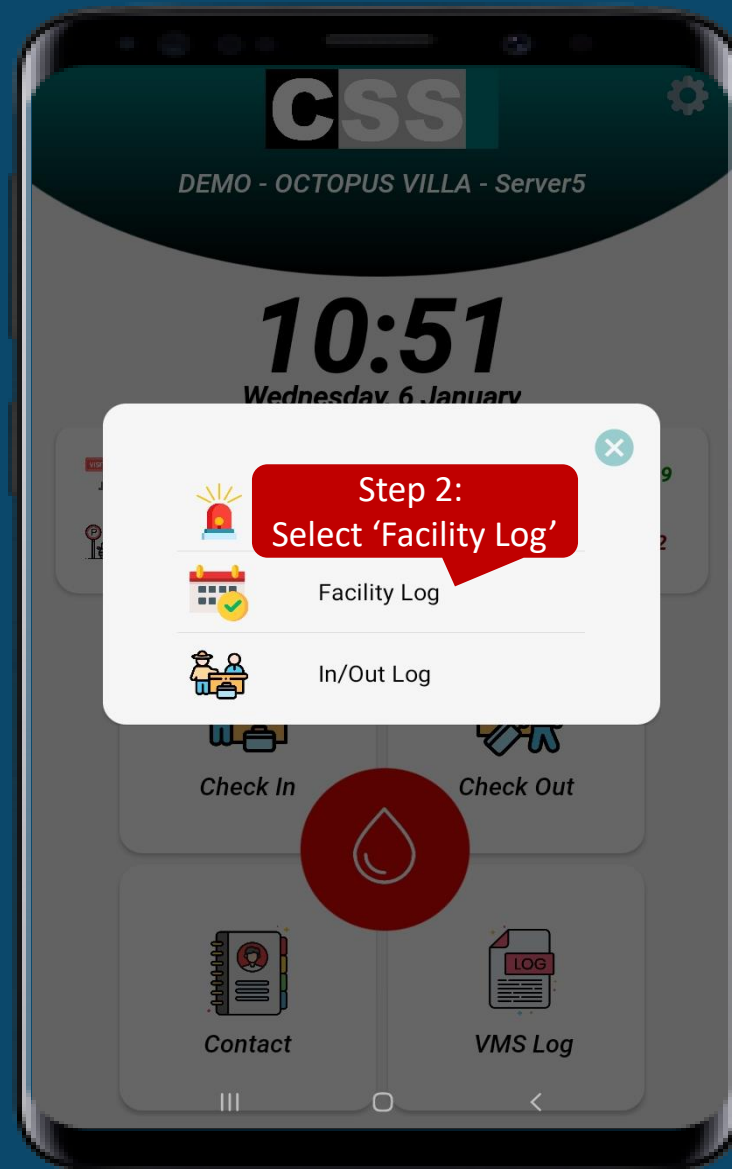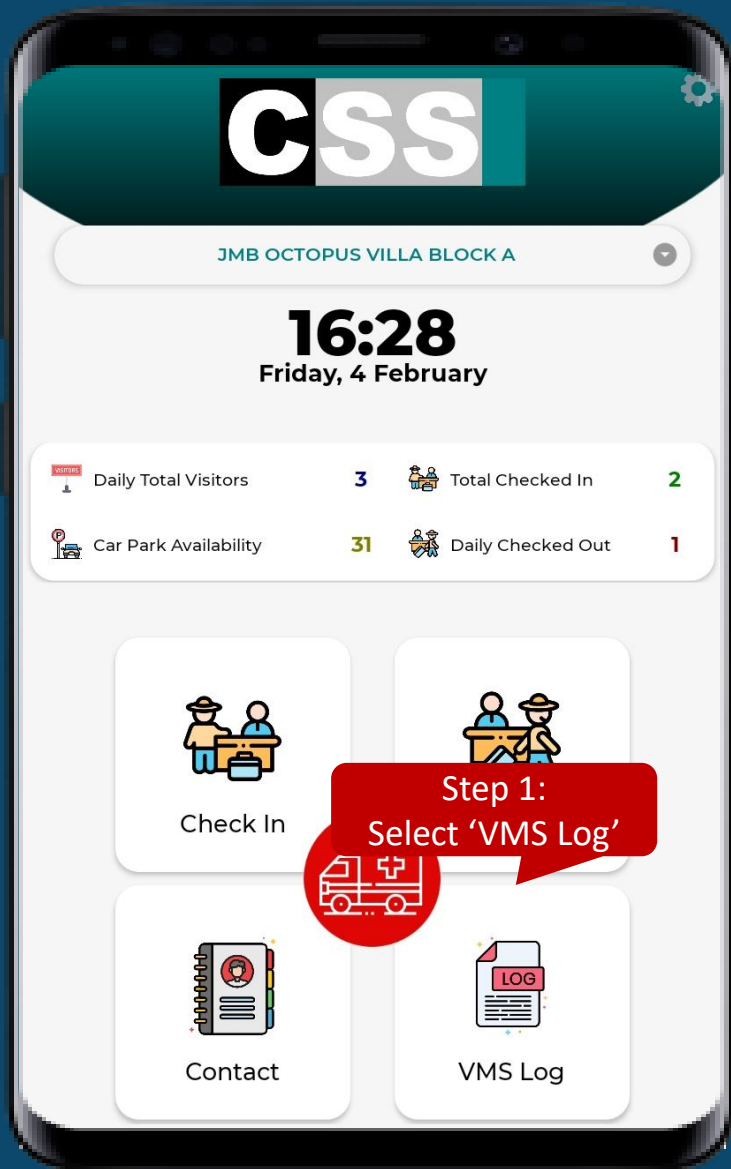
Step 1: Select the 'VMS Log'

Step 2: Select the "Facility Log"
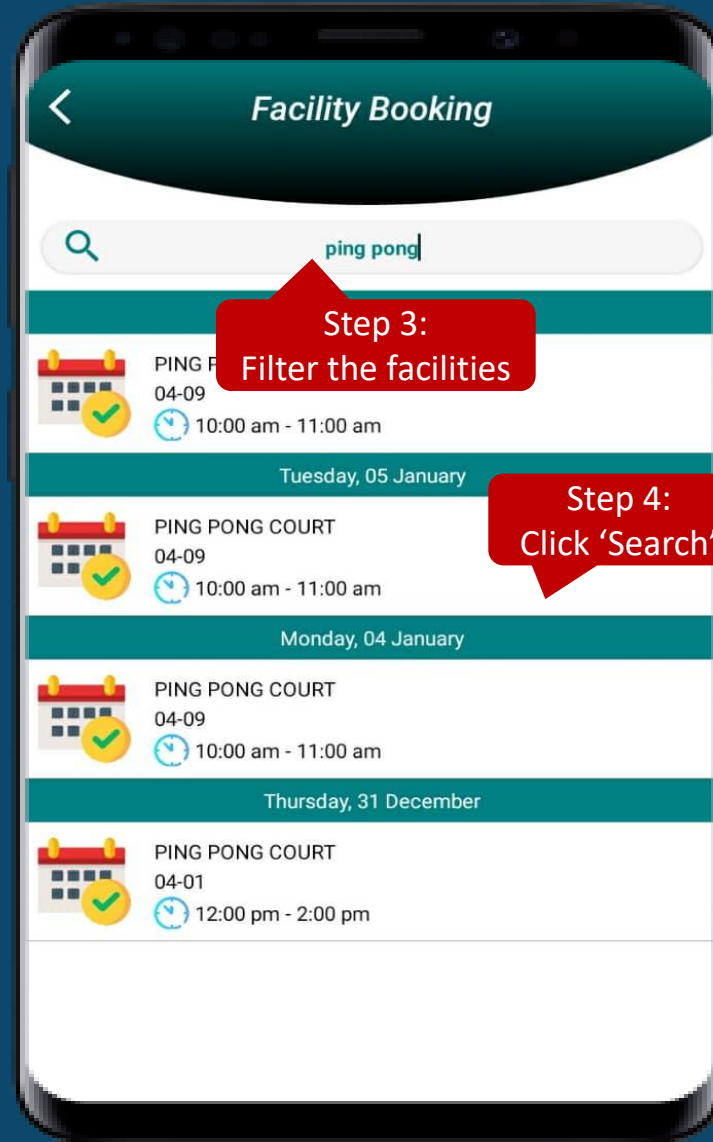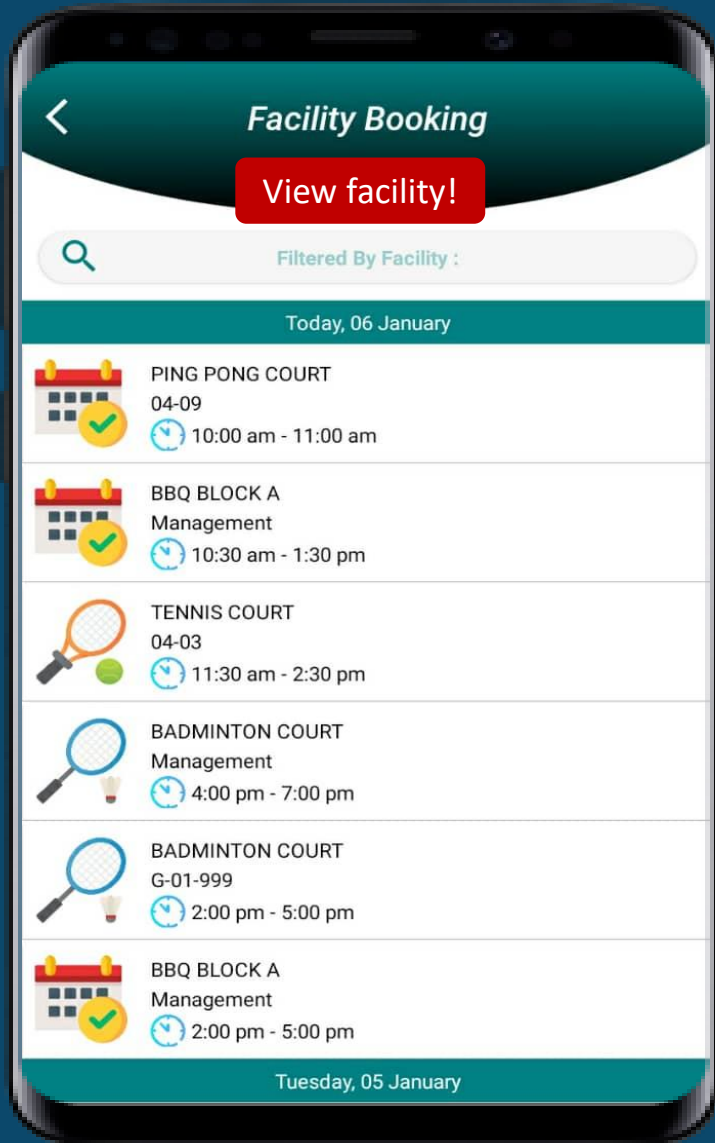
To Filter The Facility

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
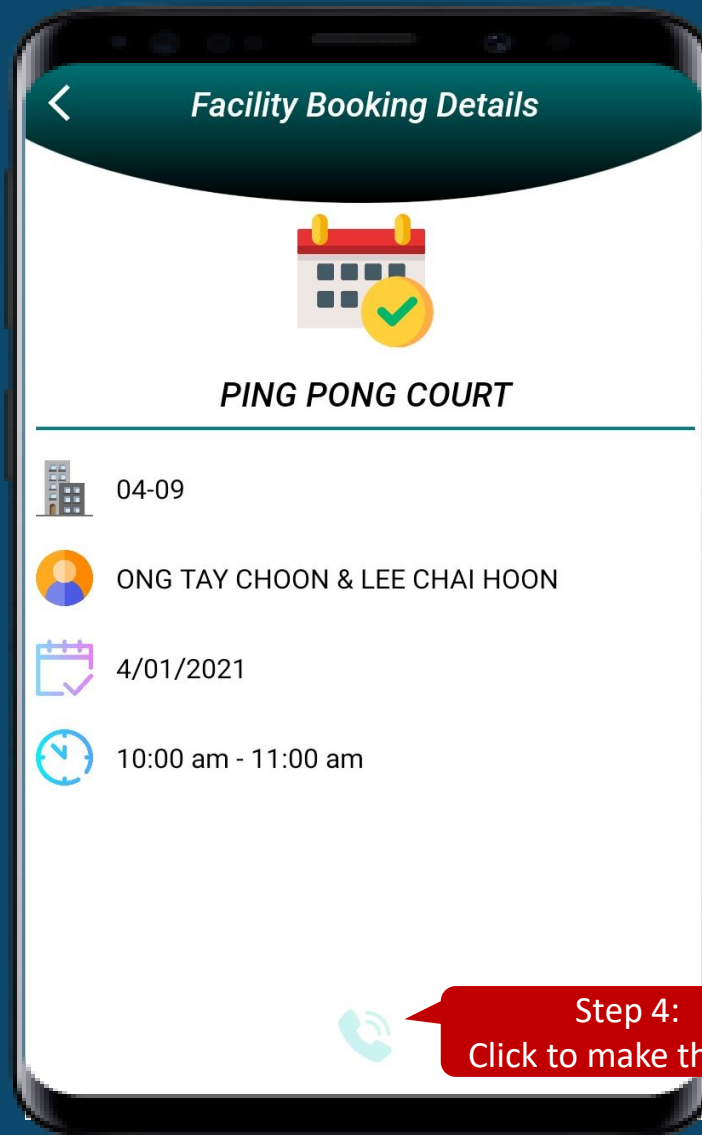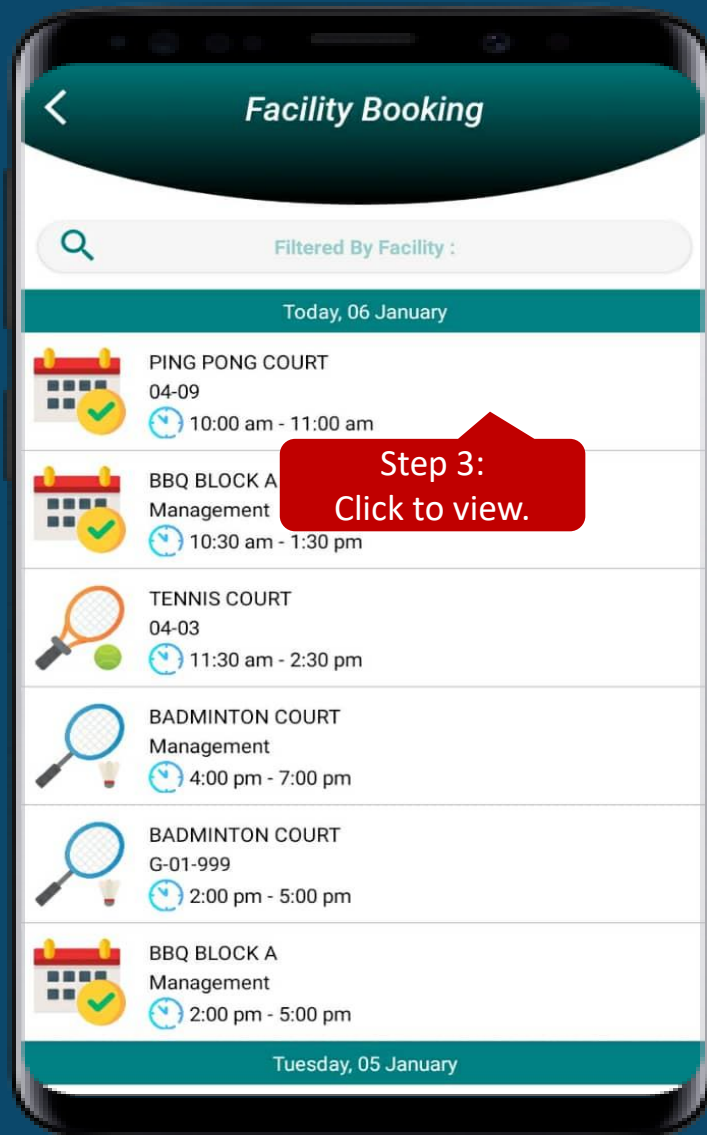
To View The Booking Details

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
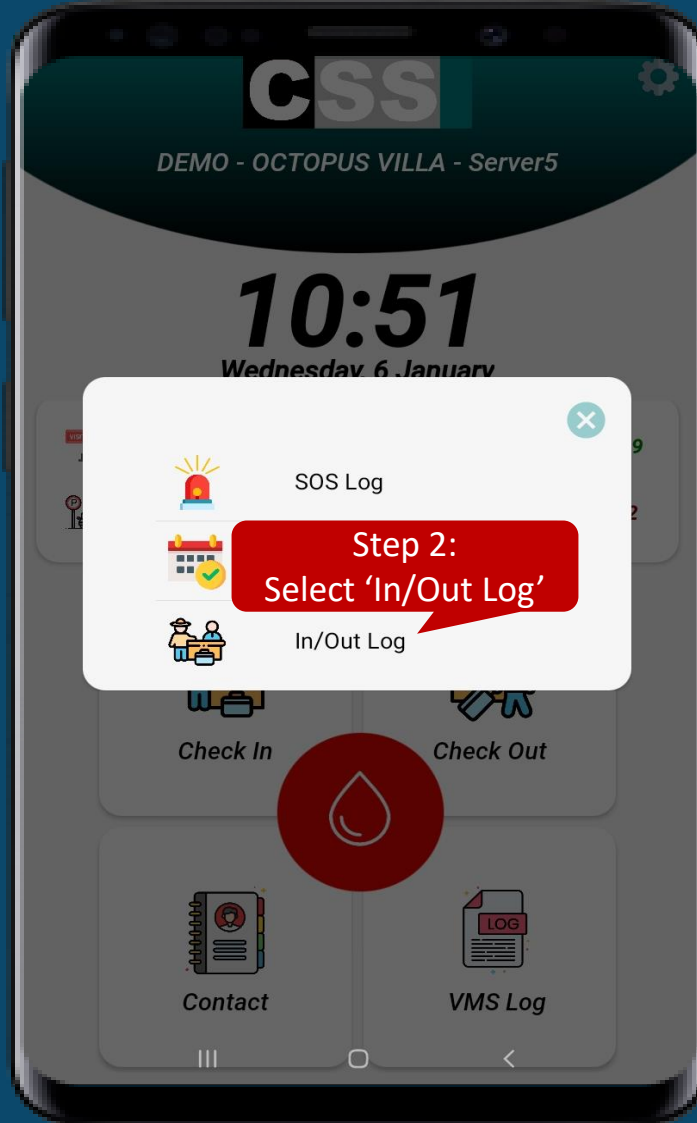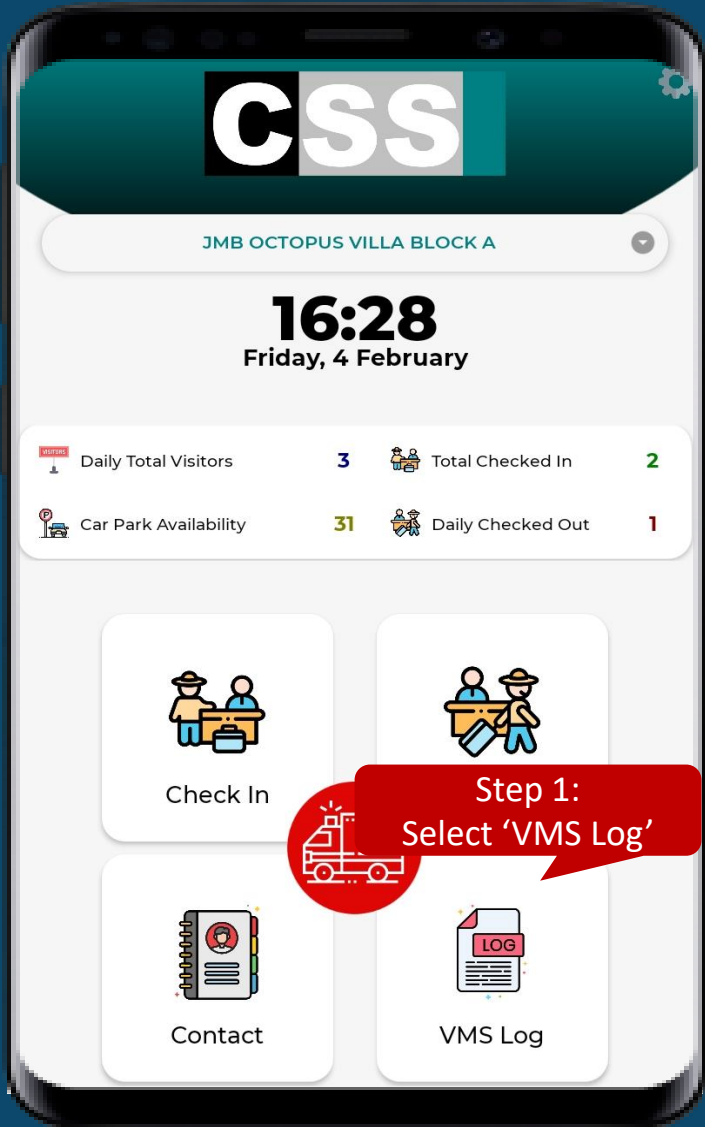
Step 1: Select the 'VMS Log'

Step 2: Select the "In/Out Log"
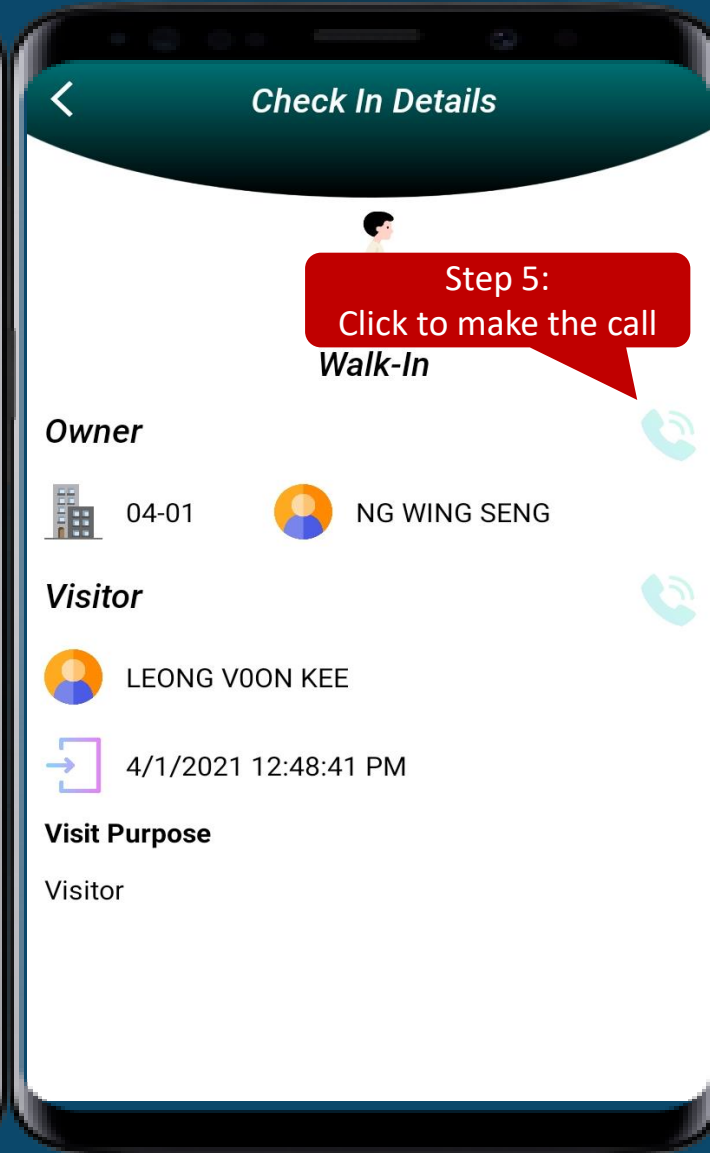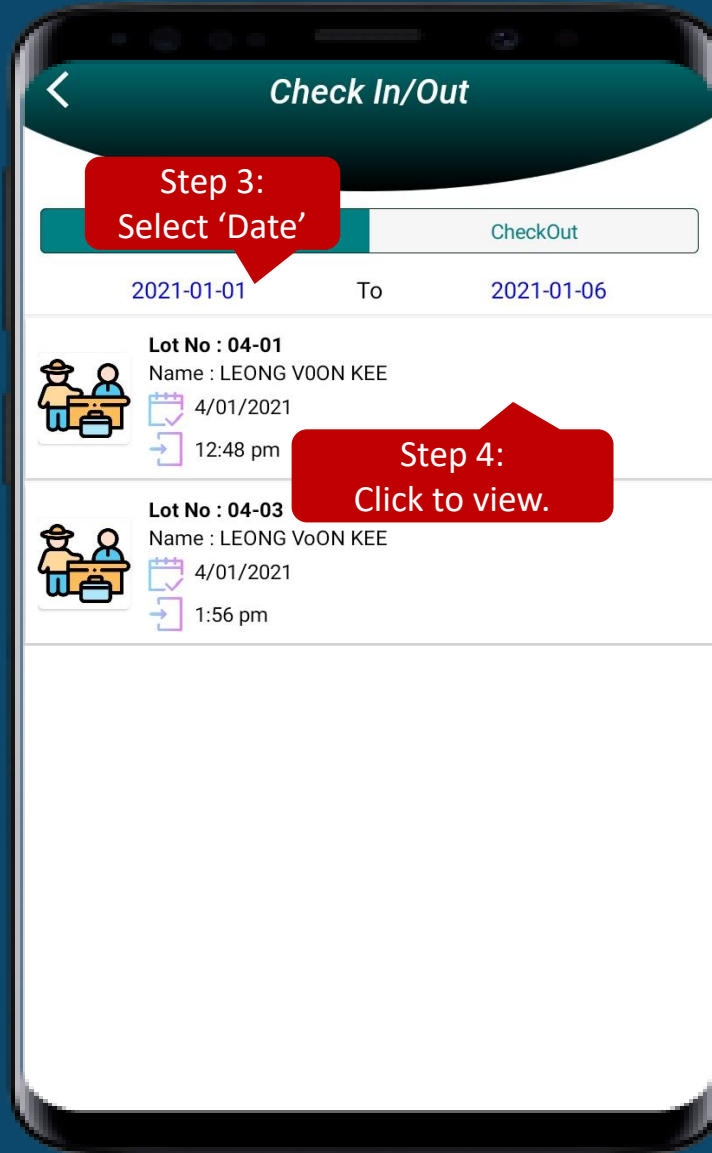
Step 3: Choose the 'Date' to view.

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
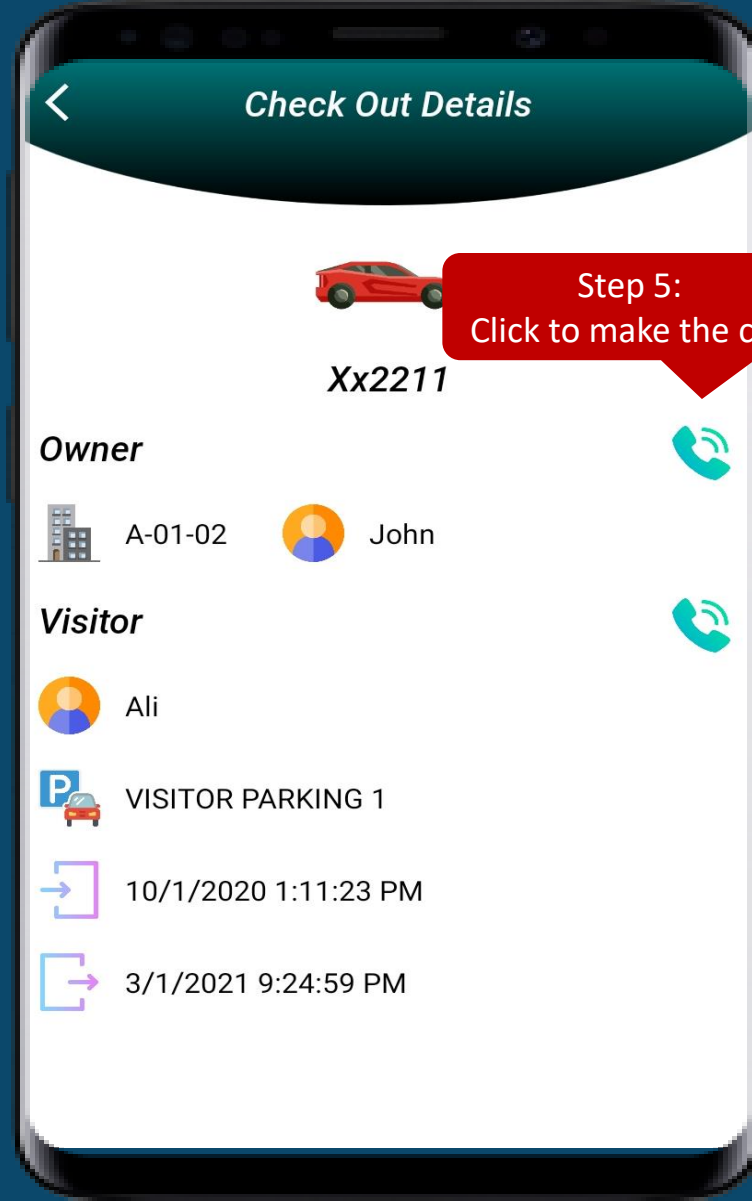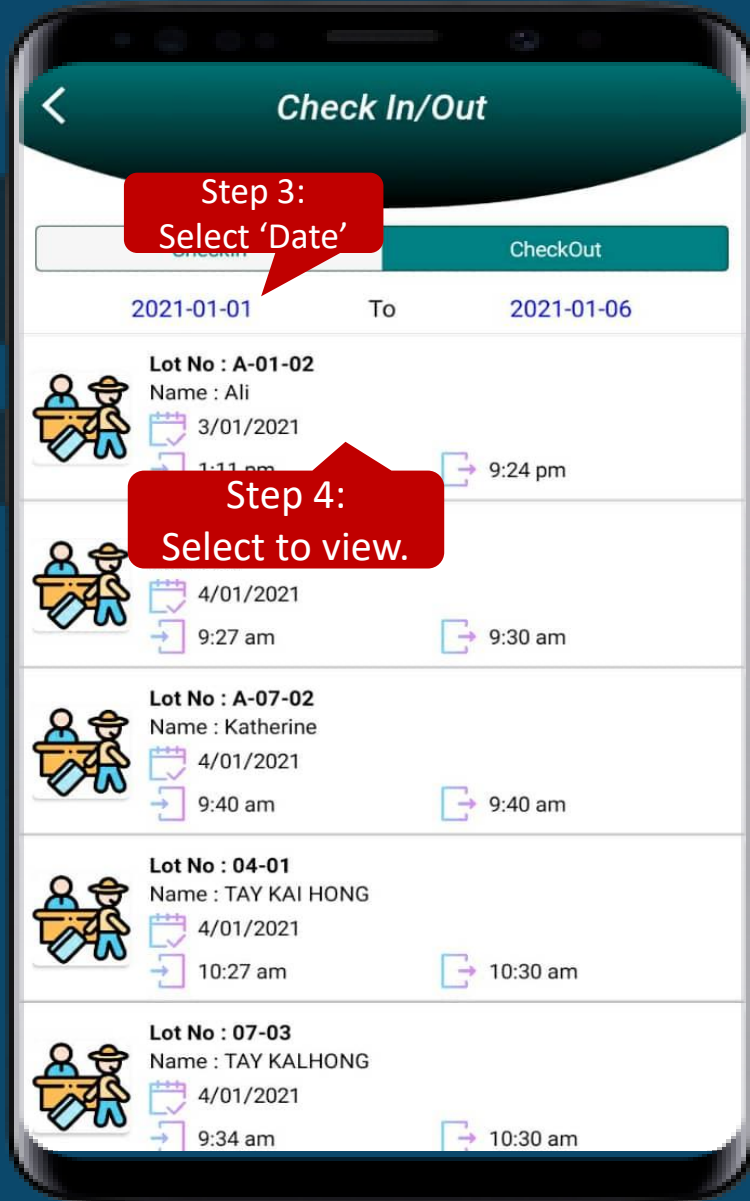
Step 3: Choose the 'Date' to view.

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
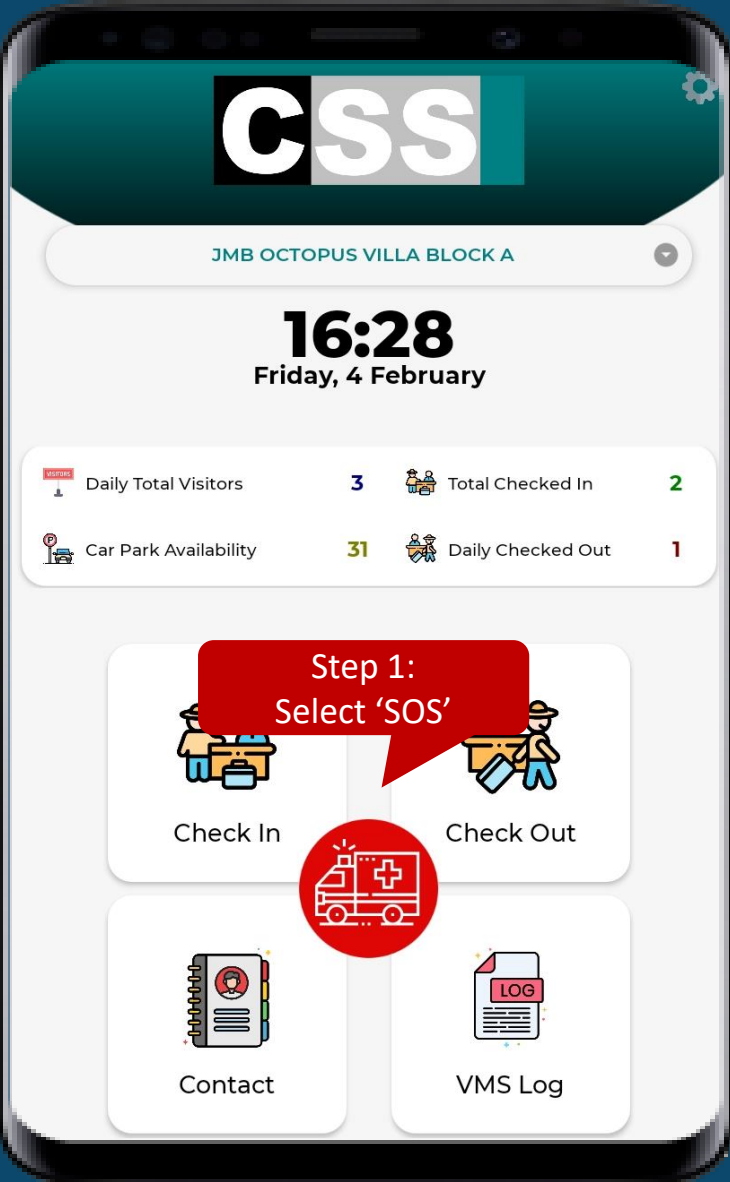
Step 1: Select the 'SOS'

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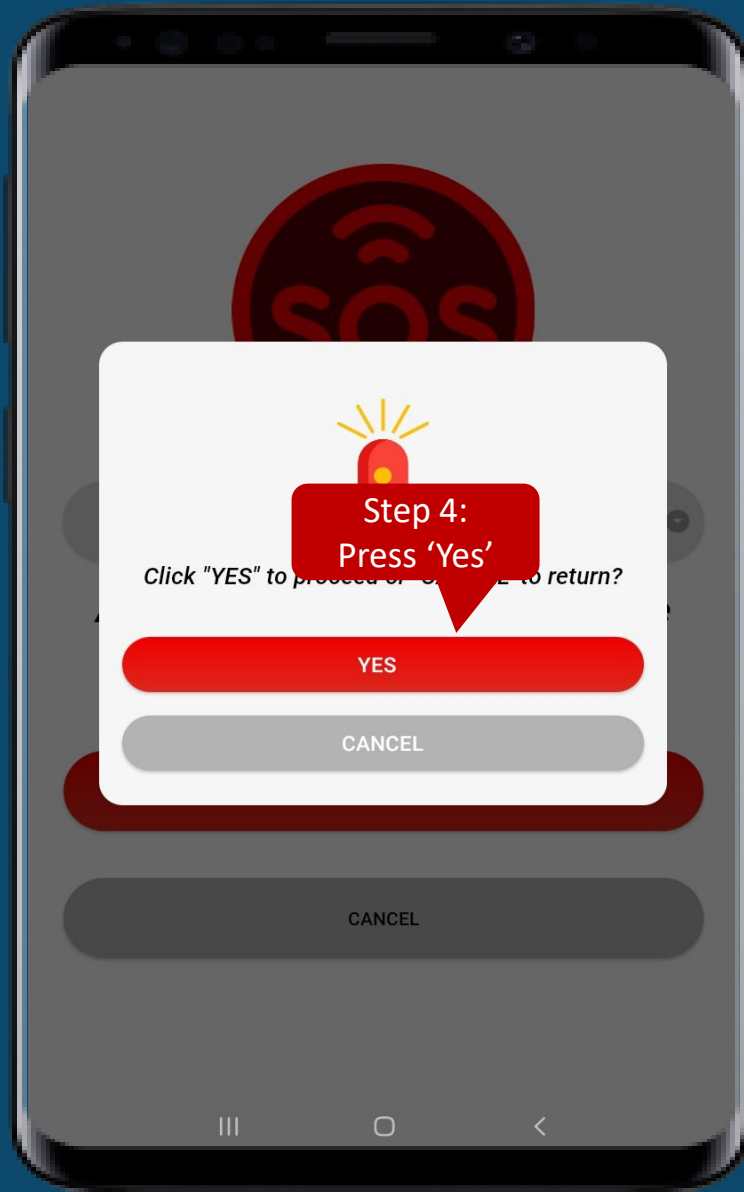
Step 1: Press the 'CONFIRM'

Step 2: Press the " Yes"

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

If "no", will back to the main page

Fire

Are you sure you want to activate the

SO

Step 3: Press 'CONFIRM'

CONFIRM

CANCEL

Click "YES" to proceed or "CANCEL" to return?

Step 4: Press 'Yes'

YES

CANCEL

CANCEL

Management setup for VMS

Manage Visitor Parking

Option 1:-

Step 1: Click 'eCommunity'

Step 2: Select 'Manage Visitor Parking'

Step 3: Click 'Add'

Manage Visitor Parking

Step 4: Fill in the pass information

Step 5: Click 'Save'

Manage Visitor Parking

Register QR Walk In Pass

Option 1

Step 1: Click 'eCommunity'

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

Step 3: Click 'Add'

Step 4: Fill in the pass information Step 5: Click 'Save'

Step 6: Click 'Select'

Step 7: Click 'Print'

Register QR Walk In Pass

Option 2 :-

Step 1: Click 'Sample Data'

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

Step 2: Click 'Import Data'

Step 8: Click "Print Report"

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

*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:
CSS

Sample Walk-in Pass

Visitor Report

Visitor Report

Property Code [JMB ▾]

			Print

Lot Num [▾]   Visitor Type [All ▾]   [Search]   [Reset]
Report by [▾]   Search by [Check In ▾]
From Date [1/01/2021]   To Date [19/01/2021]

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 V0ON 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

Step 1: Click 'eCommunity'

Step 2: Select 'Contact List'

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

How to clear storage?
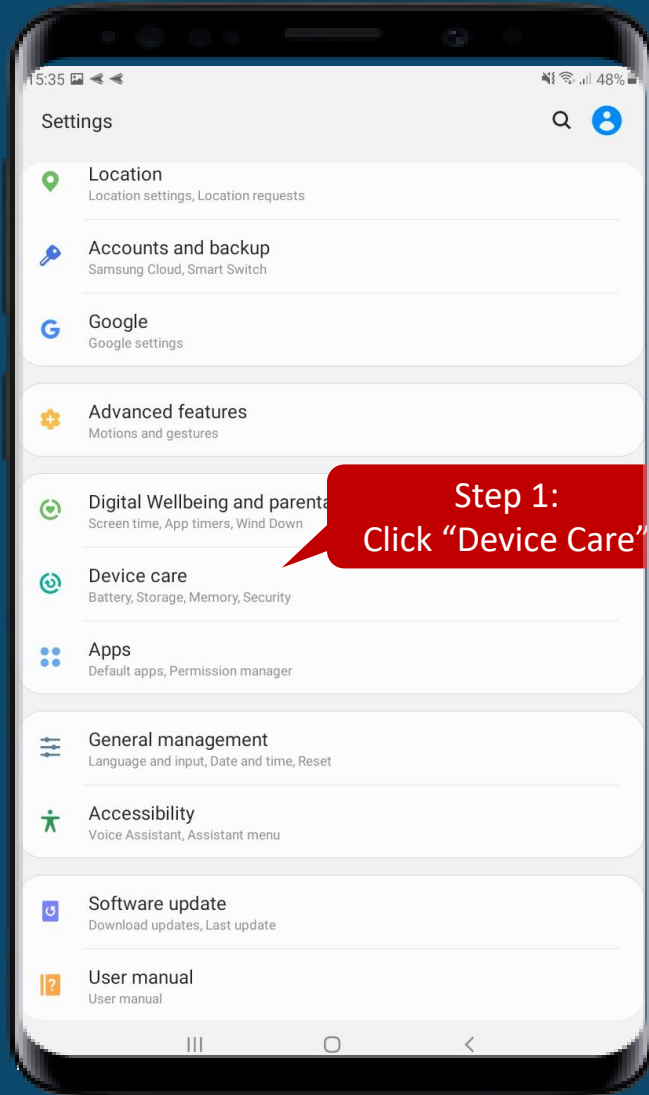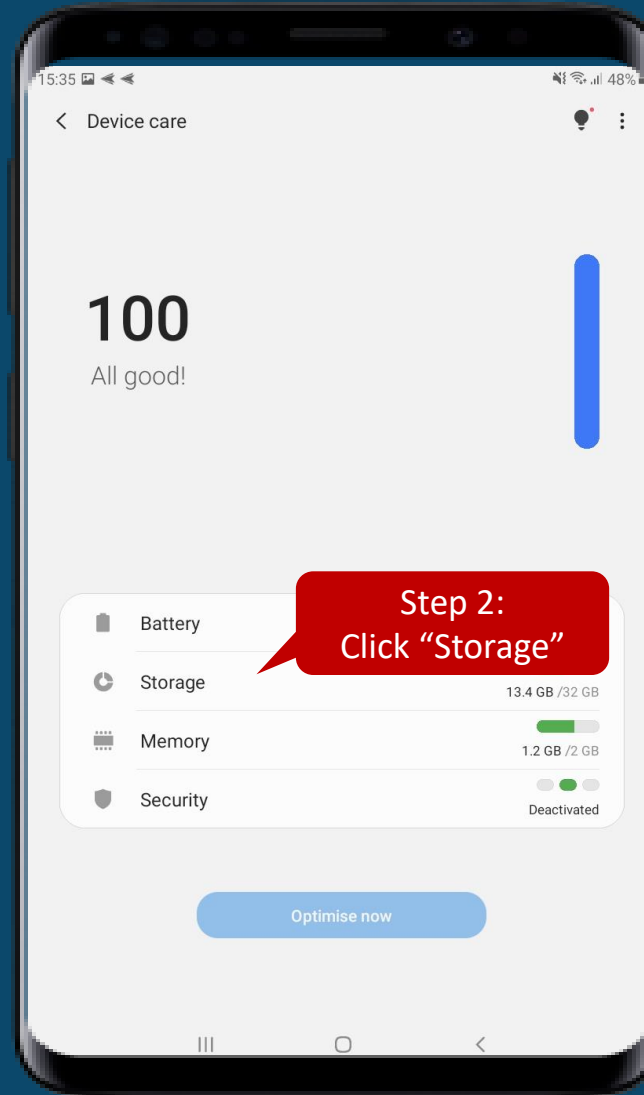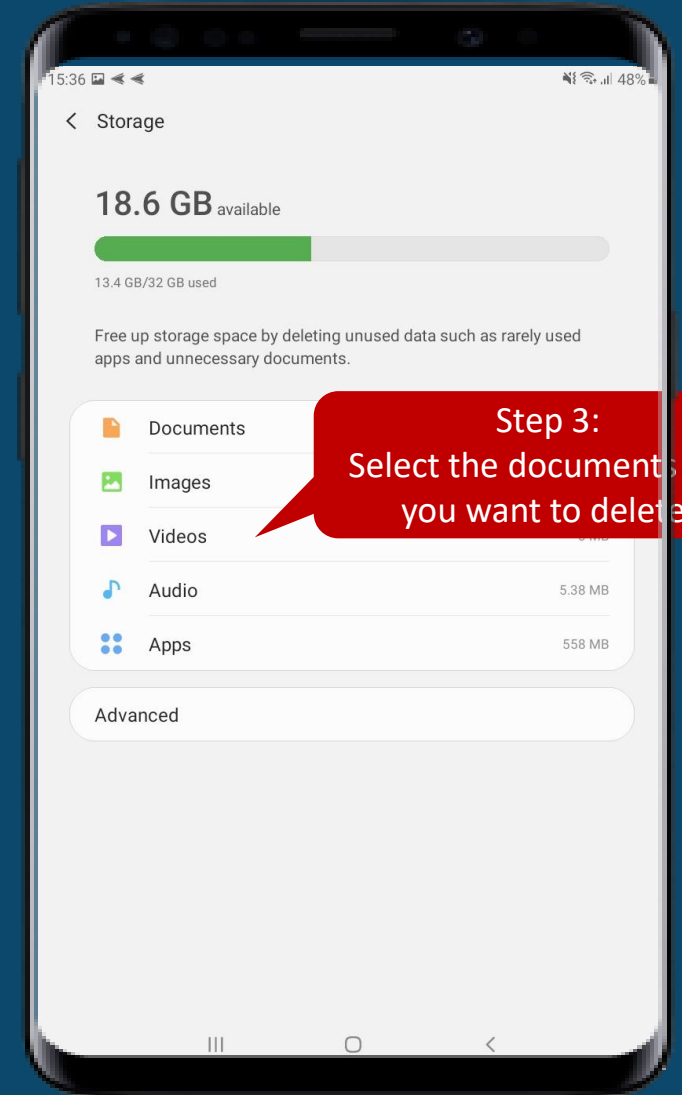
How to lock screen?

Step 1: Find "LimaxLock" and click it

Step 2: Select "OK, GOT IT"

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

Step 1:
Click "LimaxLock"
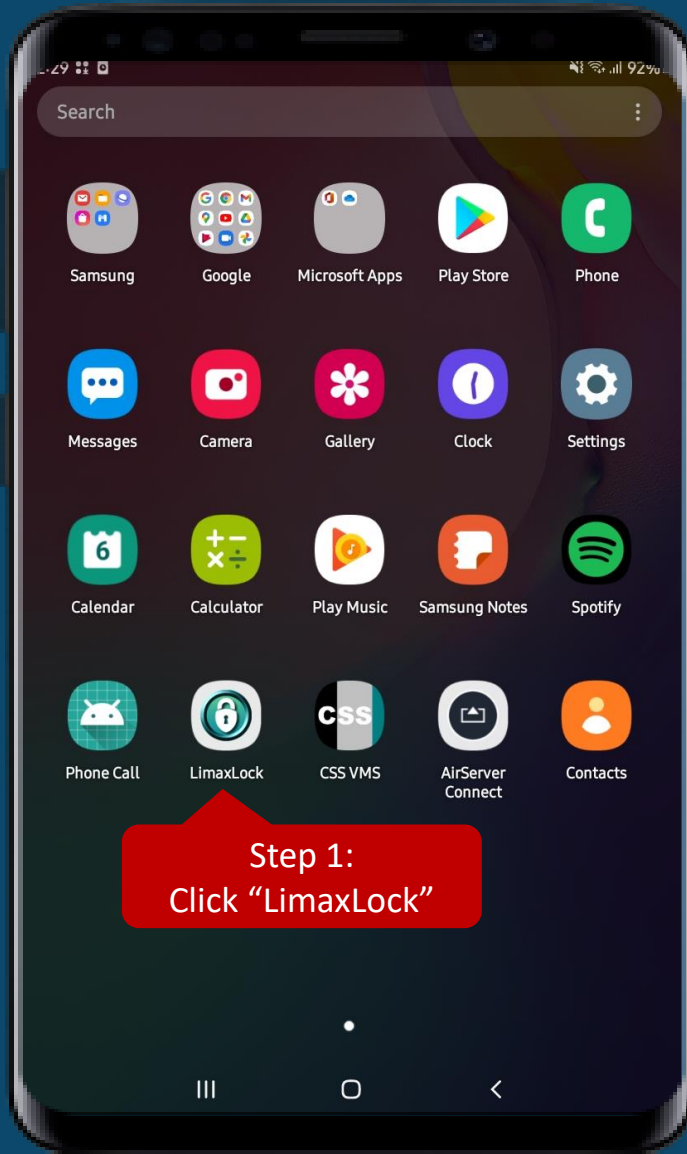
Step 2:
Select "OK, GOT IT"

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

Repeat Step 2

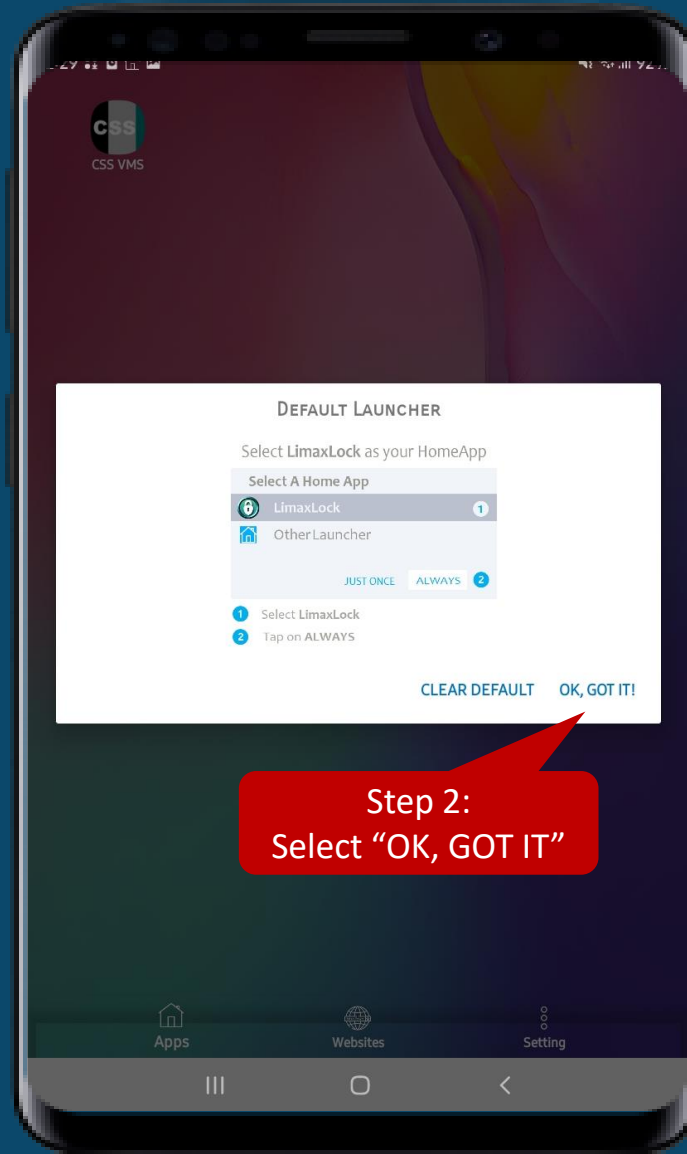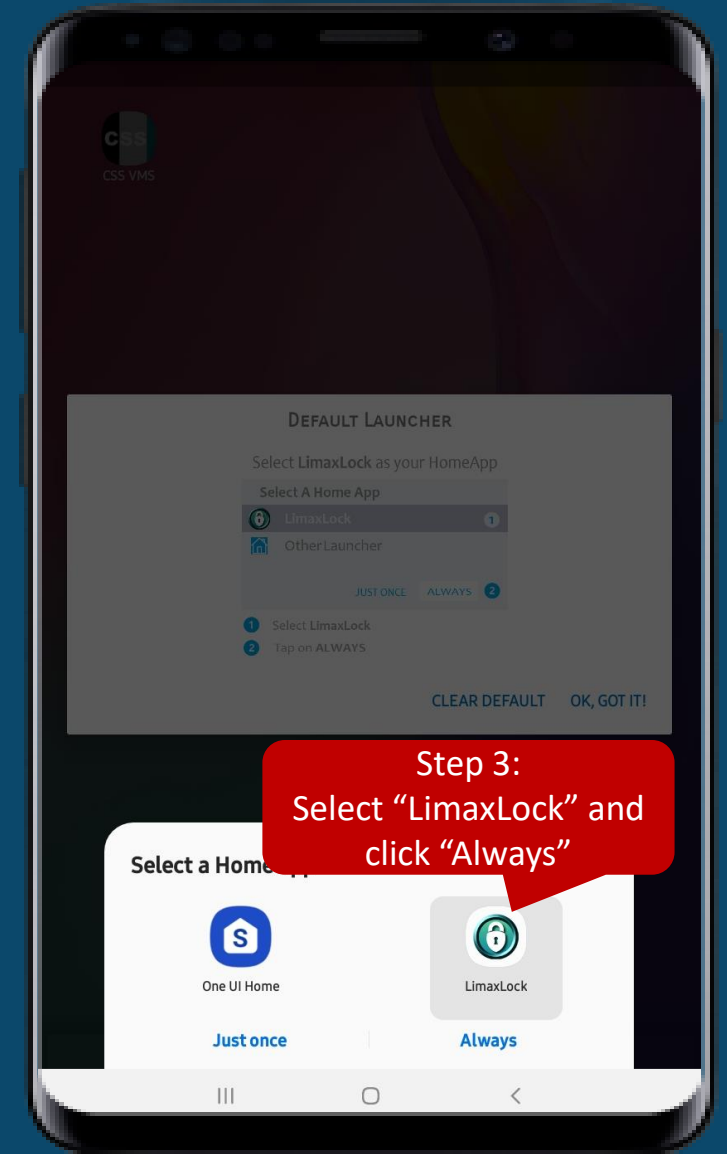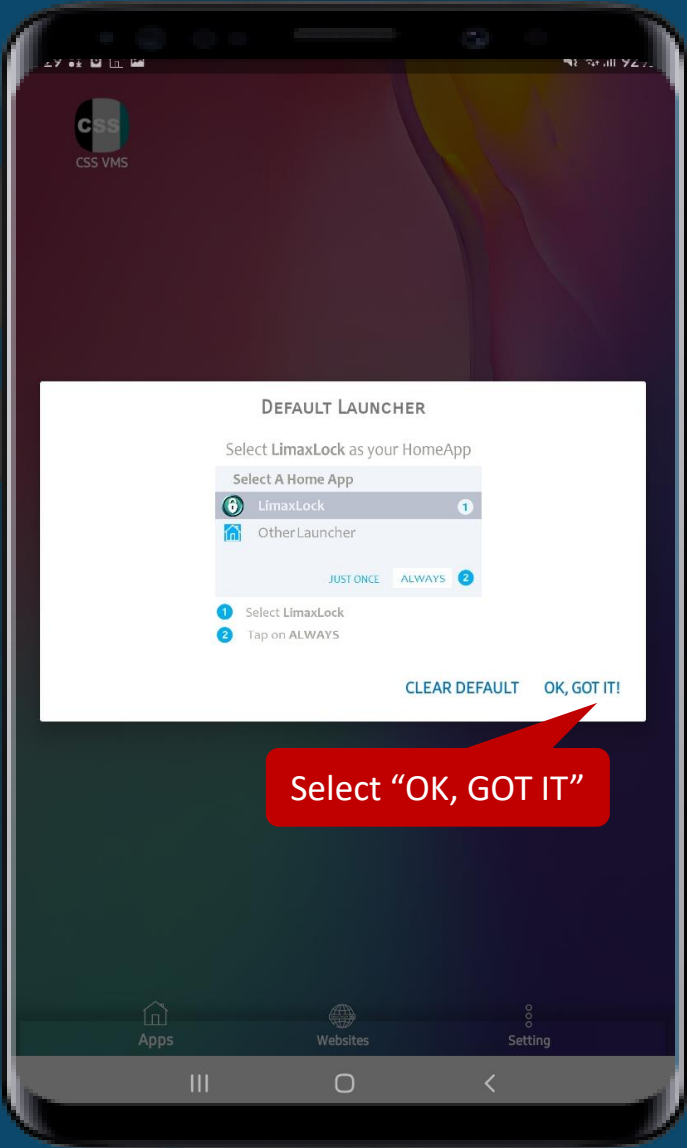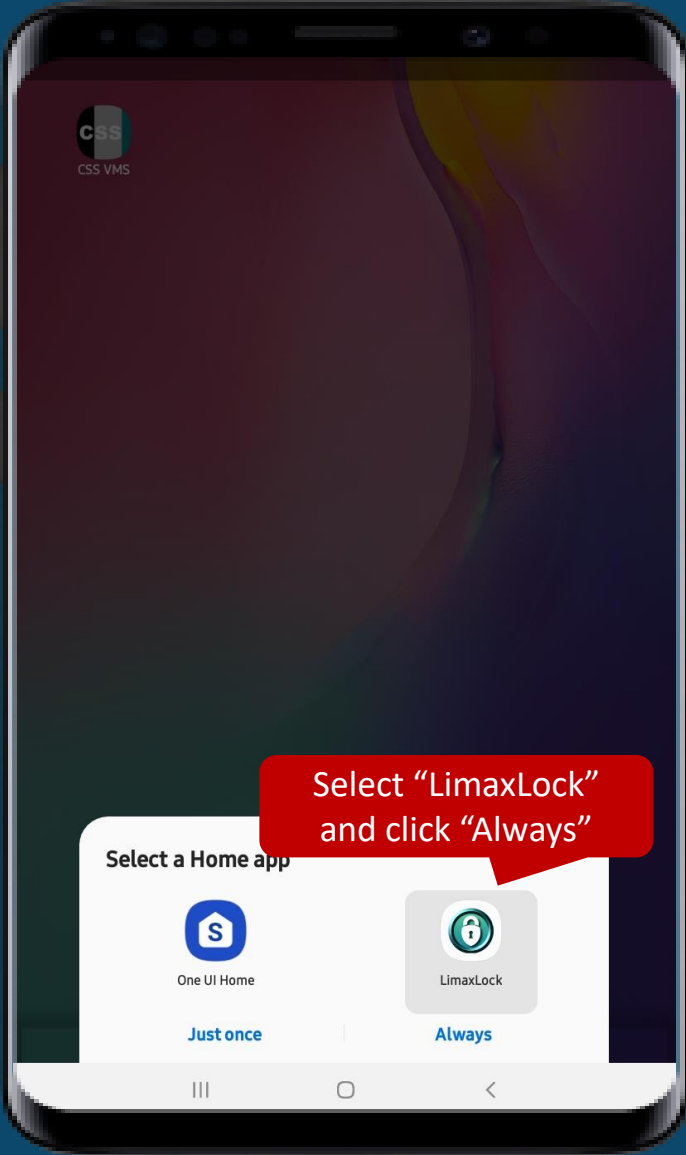# Repeat Step 3

The guard can only view CSS VMS

DEFAULT LAUNCHER

Select **LimaxLock** as your HomeApp

Select A Home App

LimaxLock ①

OtherLauncher

JUST ONCE   ALWAYS ②

① Select **LimaxLock**
② Tap on **ALWAYS**

CLEAR DEFAULT   OK, GOT IT!

Select "OK, GOT IT"

Apps   Websites   Setting

Select a Home app

One UI Home   LimaxLock

Just once   Always

Select "LimaxLock" and click "Always"

Apps   Websites   Setting
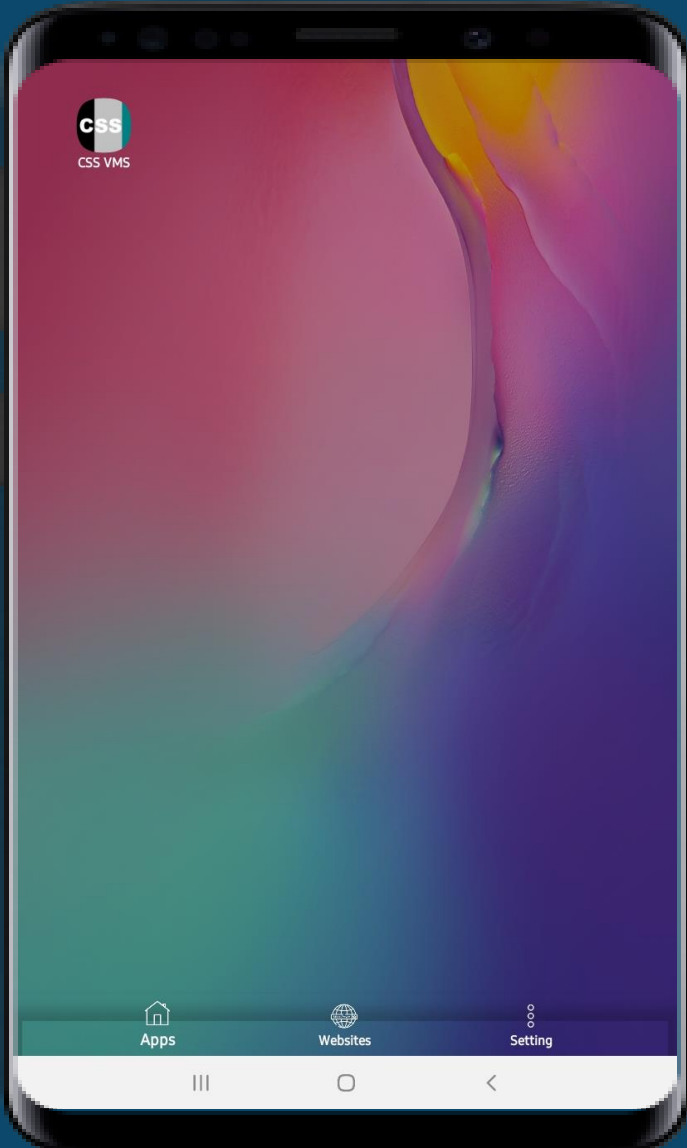
How to Exit?
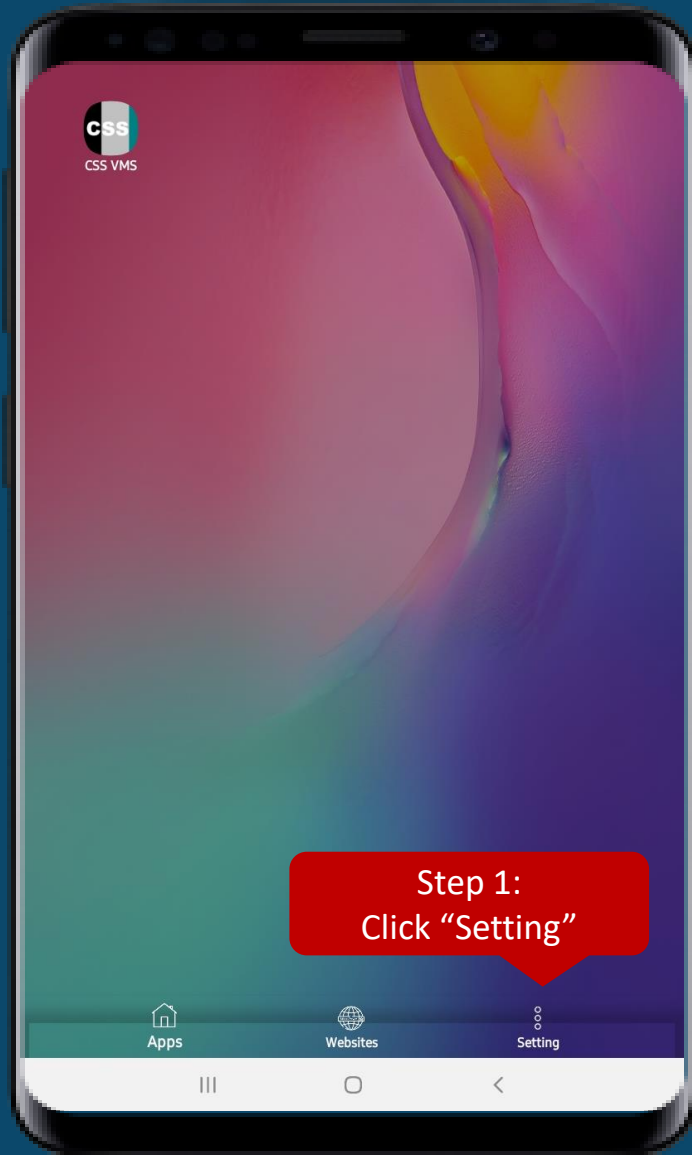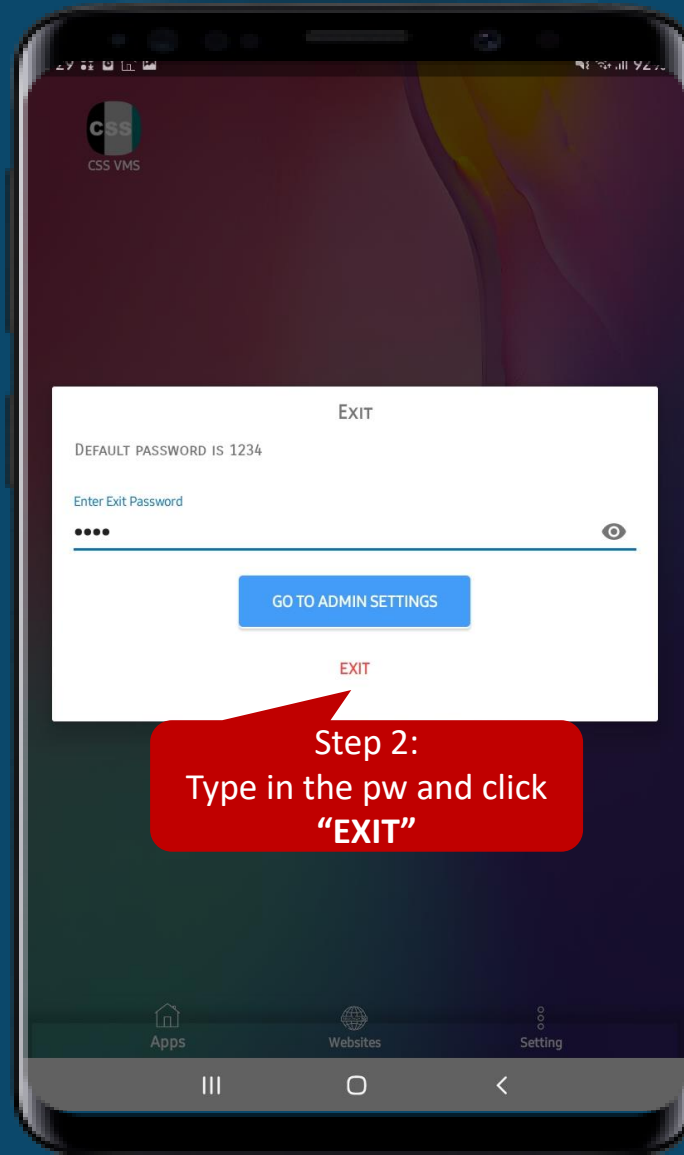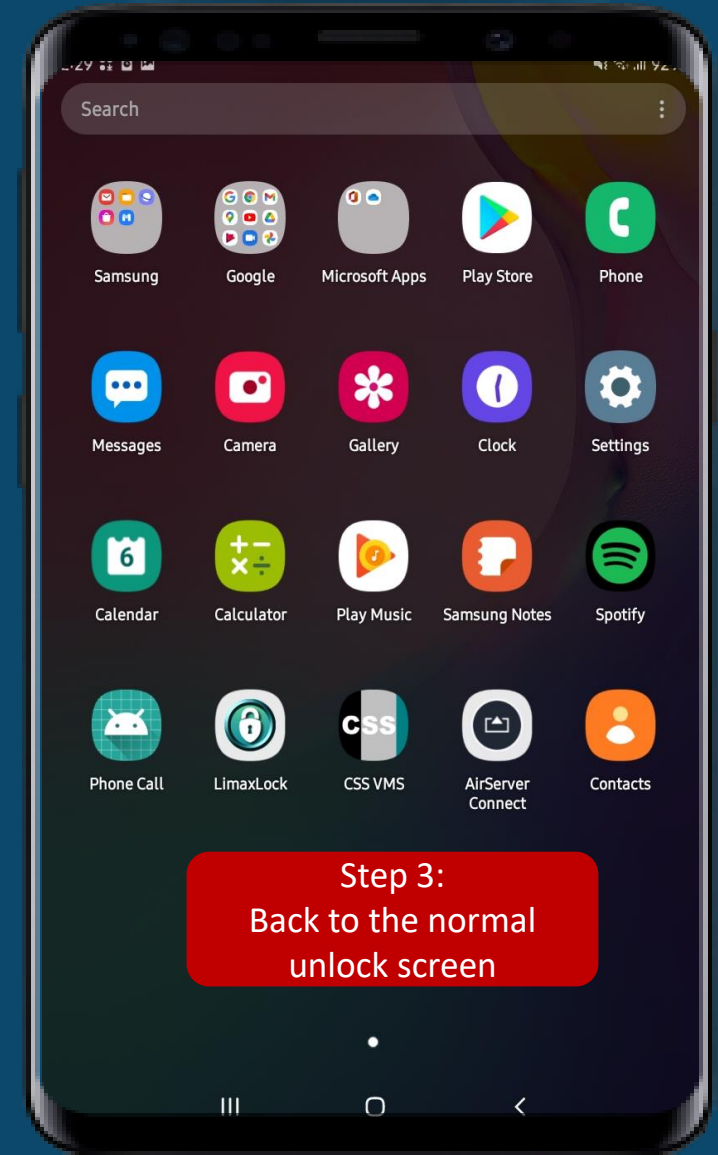
Step 1: Click "Setting" on the bottom right

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

Step 3: It will back to the normal unlock screen

Step 1:
Click "Setting"

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

Step 3:
Back to the normal unlock screen

This is our CSS VMS,

YOUR SAFETY, CSS CARES!

THANK YOU

Prepared by: CSS Strata