



# CSS HOME GUIDELINES

## Garis Panduan

## 分步指南

[help@csssdecisions.com](mailto:help@csssdecisions.com)

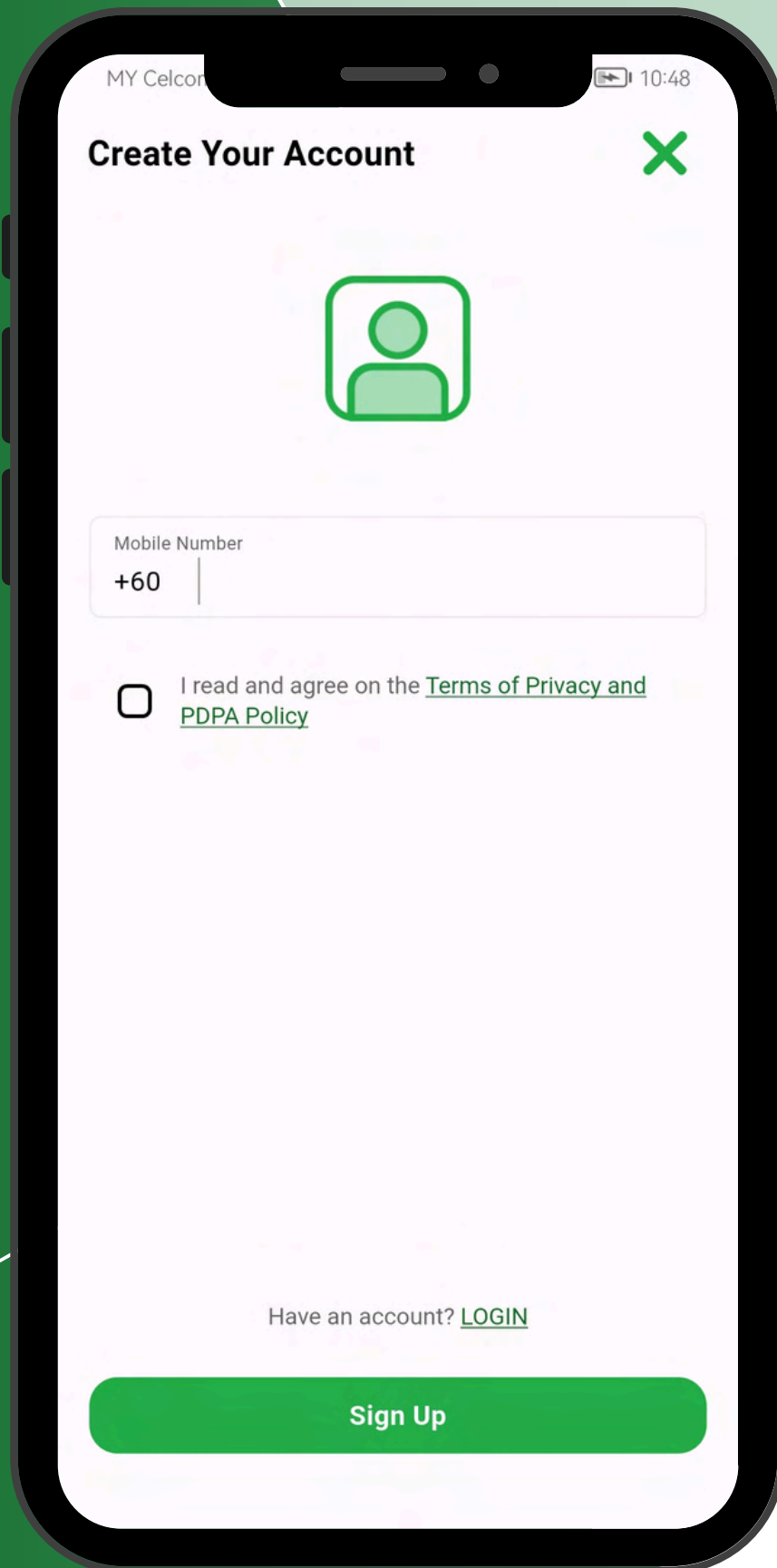
# Register & Login CSS

## Daftar & Log Masuk

### 注册和登录 CSS

Residents can register themselves and access their community by entering the property code.  
Penduduk boleh mendaftar sendiri dan mengakses komuniti mereka dengan memasukkan kod harta tanah.  
居民可以输入物业代码进行自我注册并进入他们的社区。

1. Remember to allow “CSS Home” to send notifications.  
Pastikan anda membenarkan “CSS Home” menghantar pemberitahuan.  
请记住允许 “CSS Home” 发送通知。
2. Property QR or property code is provided by Management office.  
Kod QR harta tanah atau kod harta tanah disediakan oleh Pejabat Pengurusan.  
物业二维码或物业代码由管理处提供。
3. Login code and password is generated by Managemnet office.  
Kod log masuk dan kata laluan dijana oleh Pejabat Pengurusan.  
登录代码和密码由管理处生成。

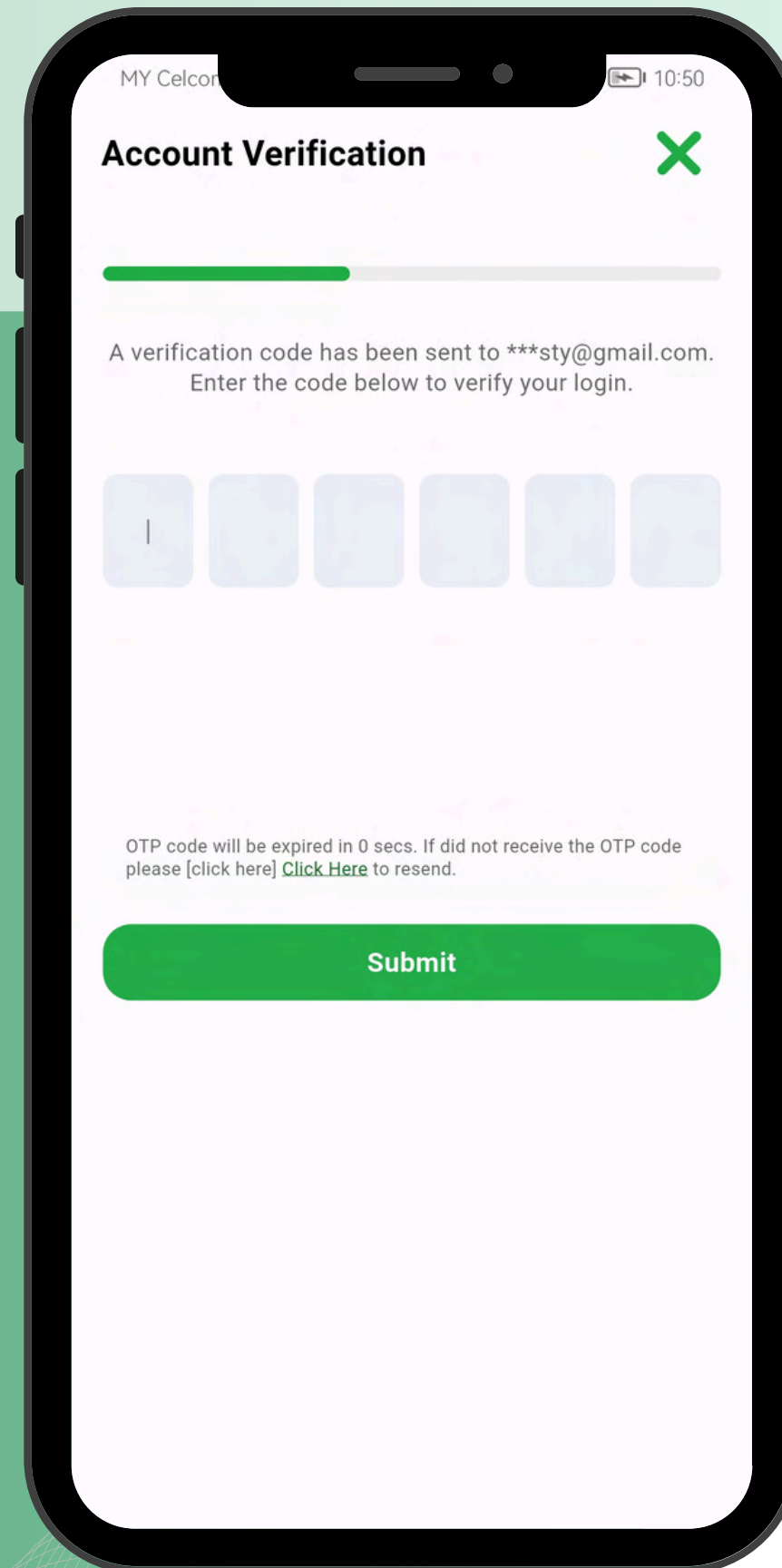


1

Enter your phone number

Masukkan nombor telefon anda

输入您的电话号码

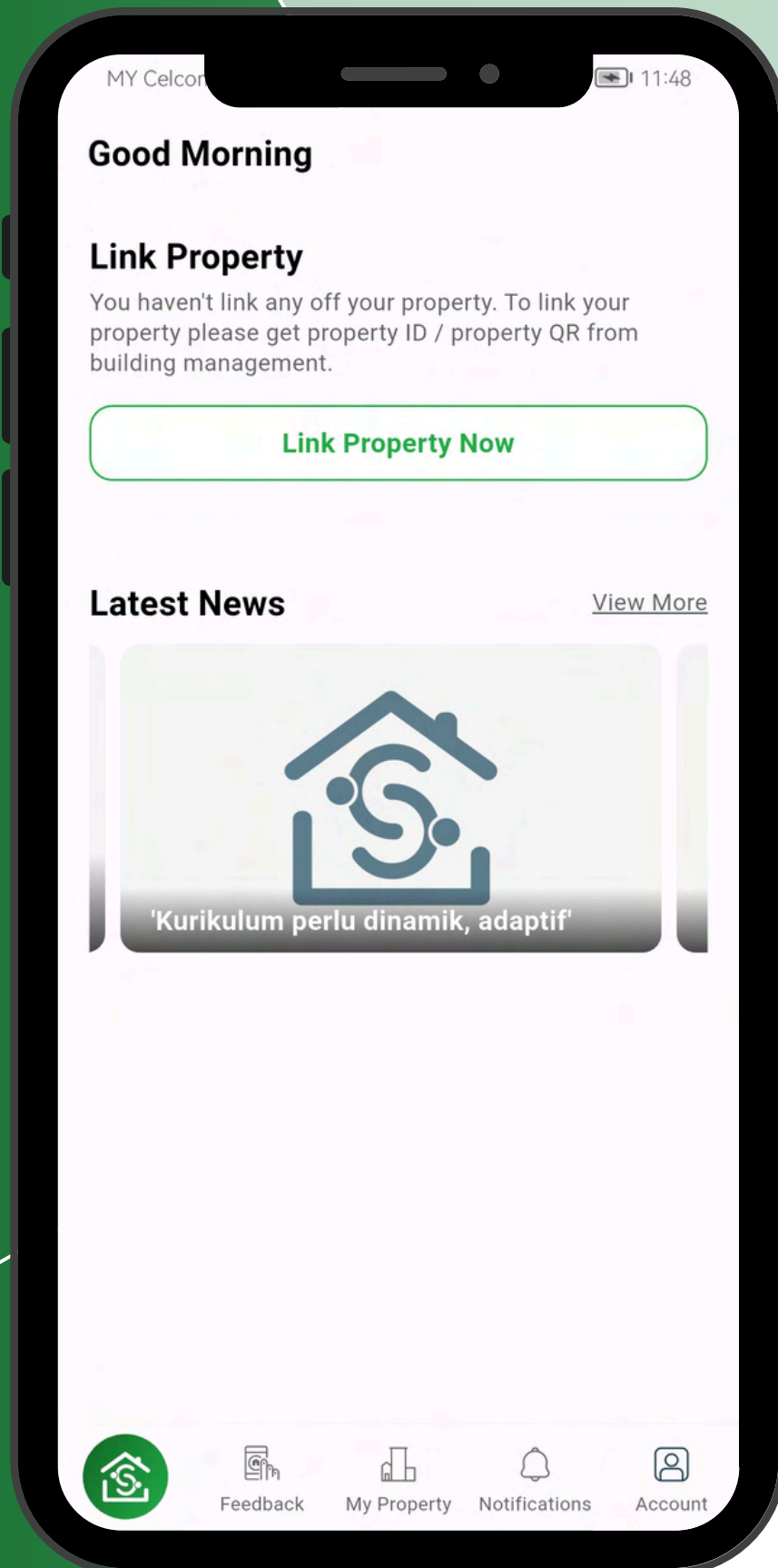


2

You will receive an OTP. Key in the number and click "Submit"

Anda akan menerima OTP. Masukkan nombor tersebut dan klik "Hantar".

您将会收到验证码 (OTP)。输入验证码后点击提交。

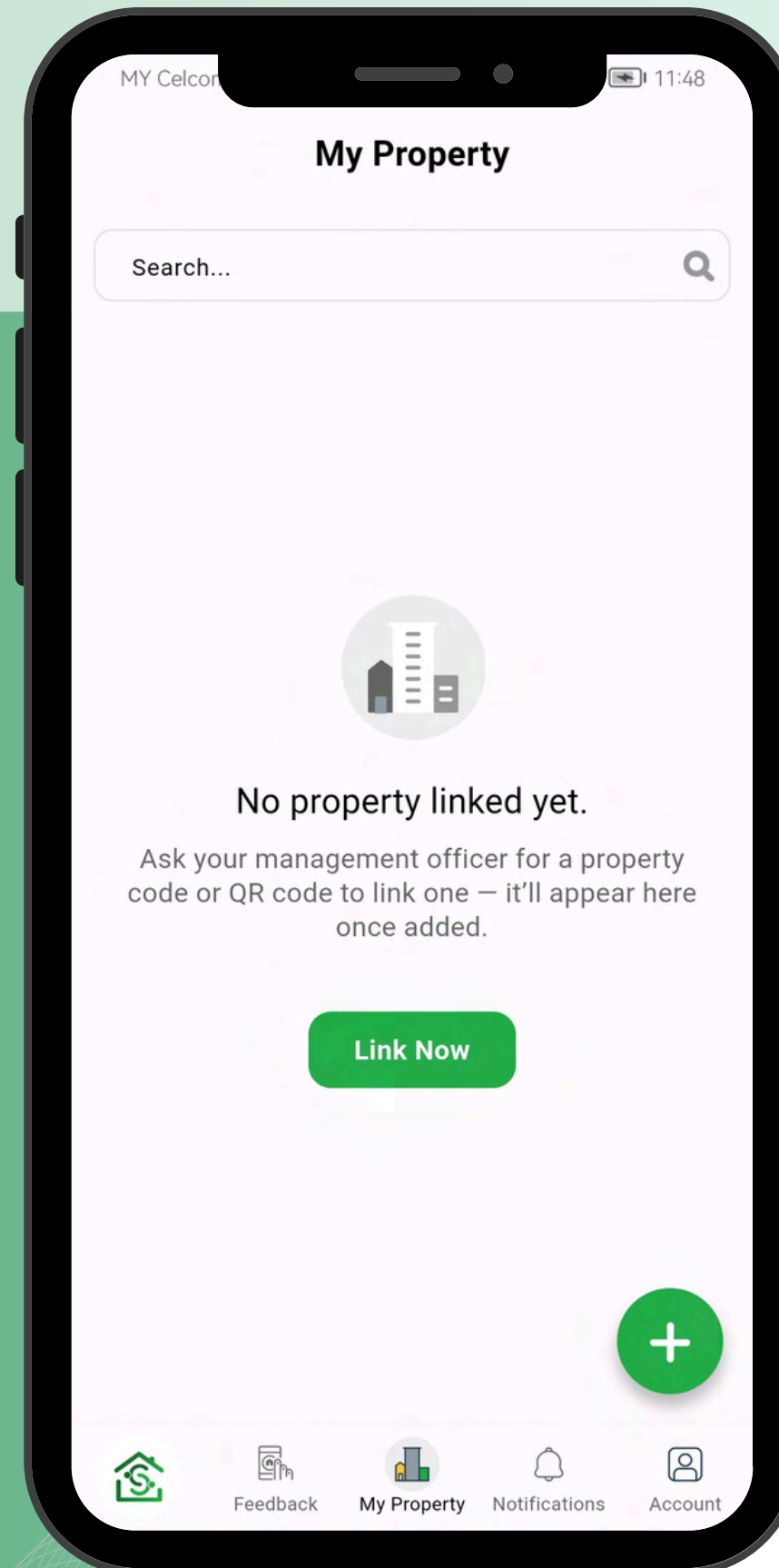


3

Click "Link Property Now".

Klik "Tambah Hartanah Baru".

点击“添加新物业”

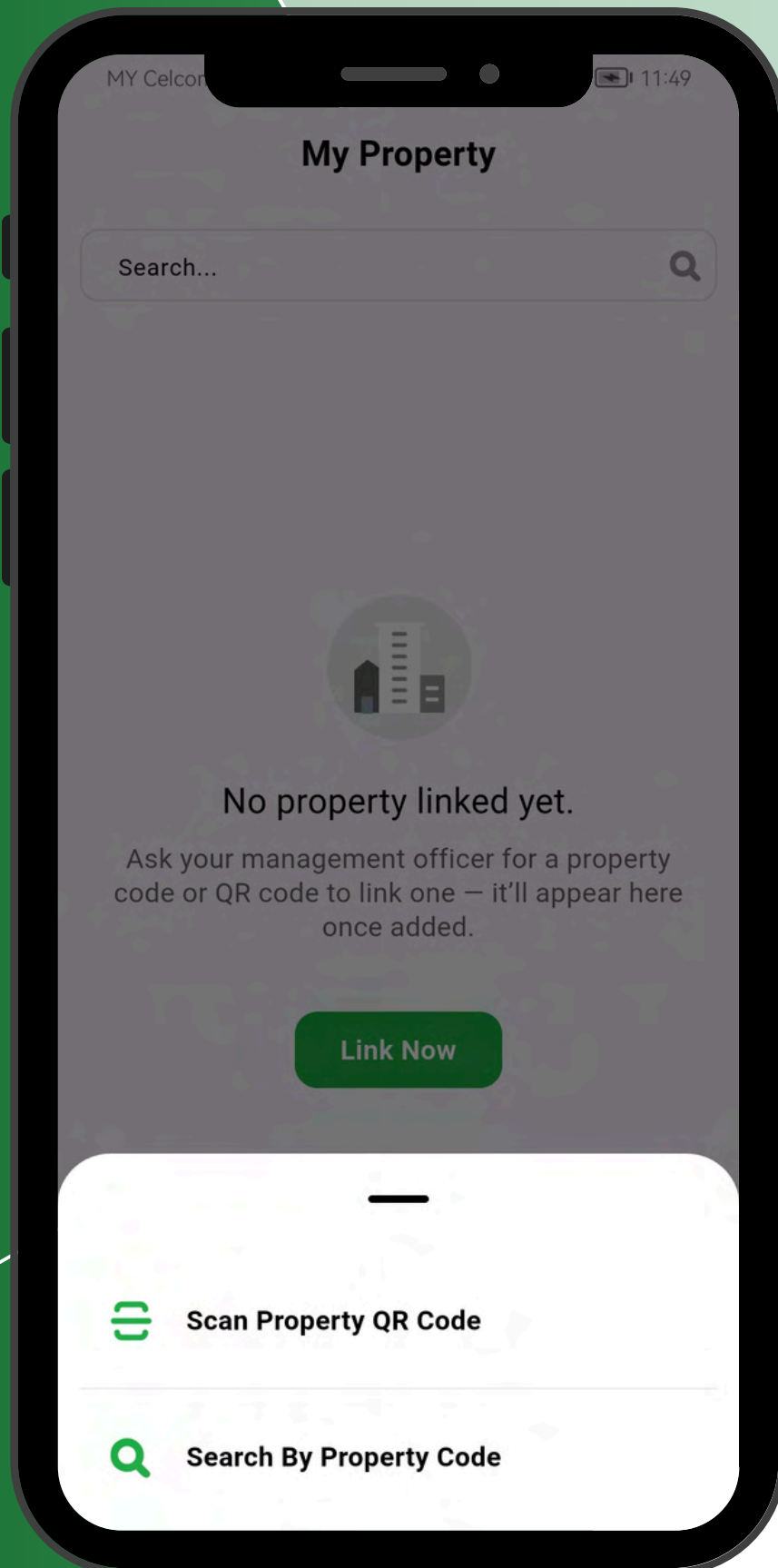


4

Click "Link Now" or Add (+) button.

Klik "Pautkan Sekarang" atau butang Tambah (+).

点击“立即绑定”或者添加 (+) 按钮。

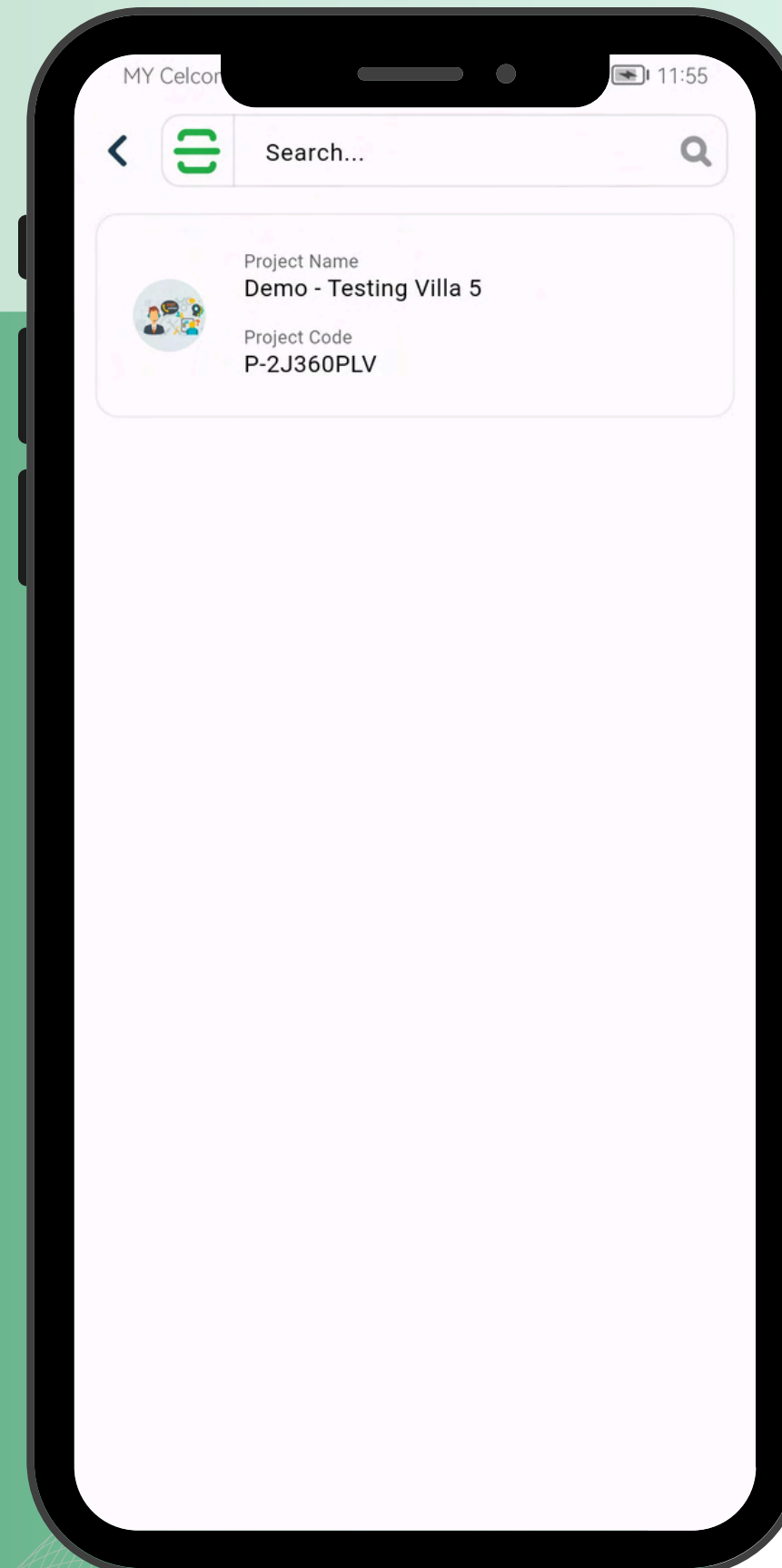
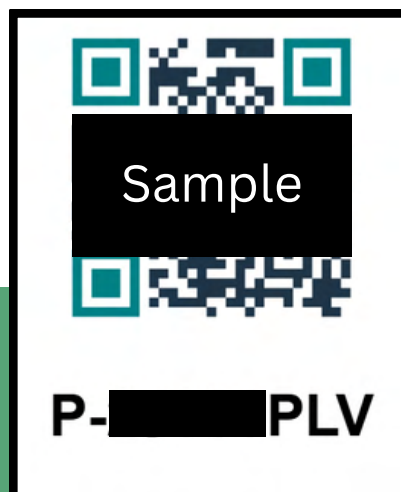


5

Click “Scan Property QR Code” or “Search By Property Code” to link with your property.

Klik “Imbas Kod QR Hartanah” atau “Cari Mengikut Kod Hartanah” untuk memautkan dengan harta tanah anda.

点击“扫描房产二维码”或“按房产代码搜索”来绑定您的物业。



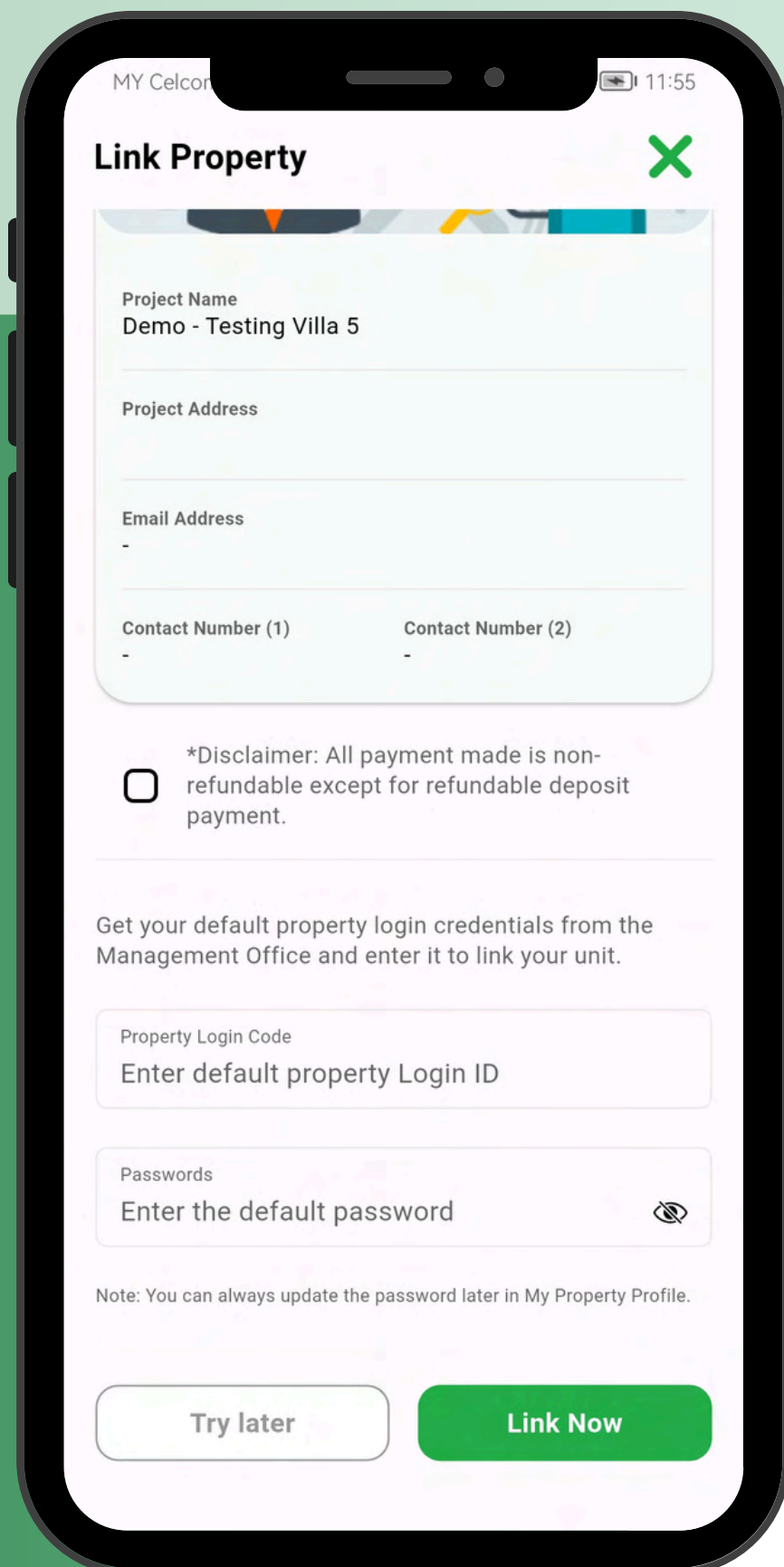
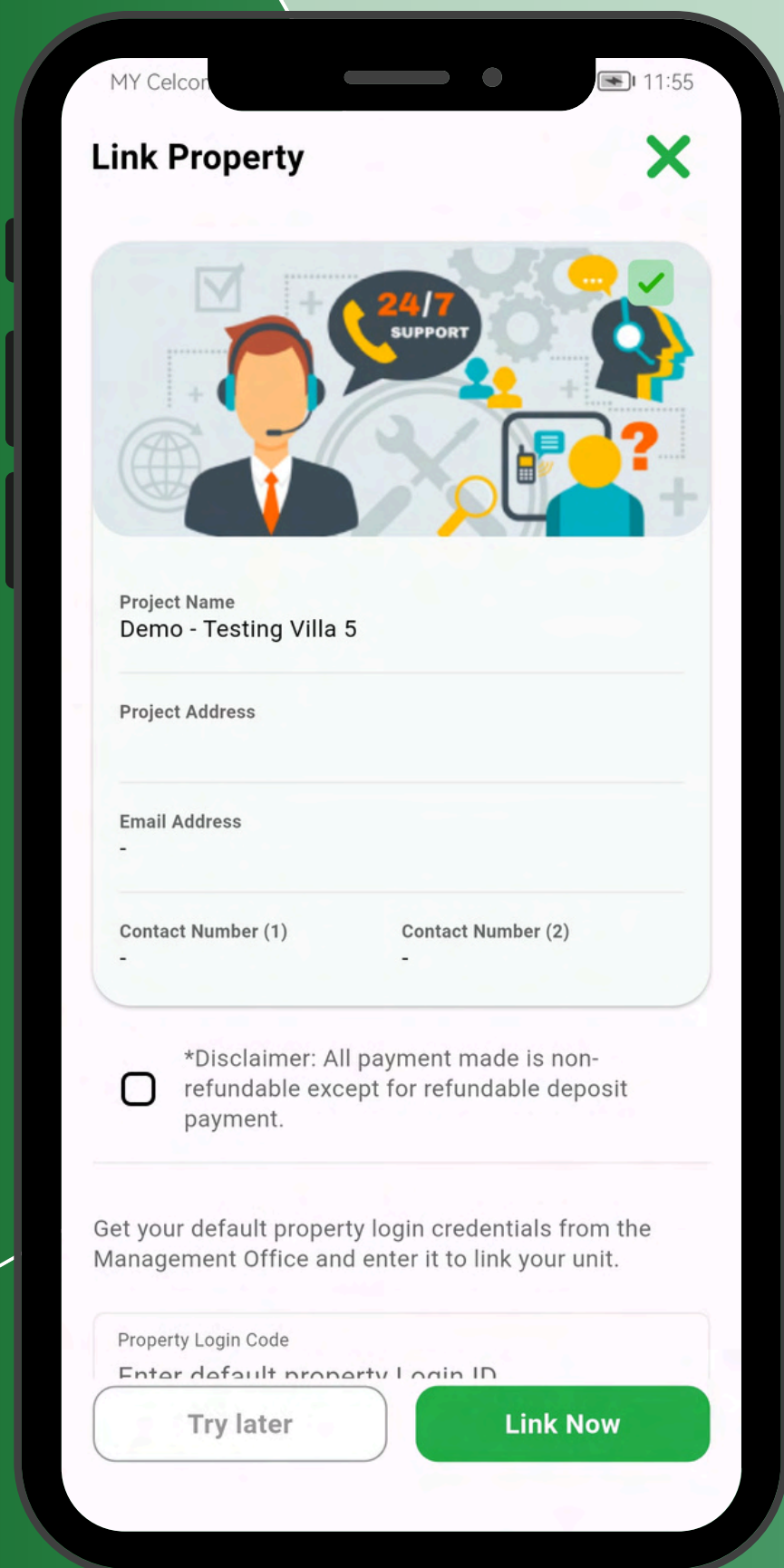
6

Select your property name.

Pilih nama hartanah anda.

选择您的物业名称。

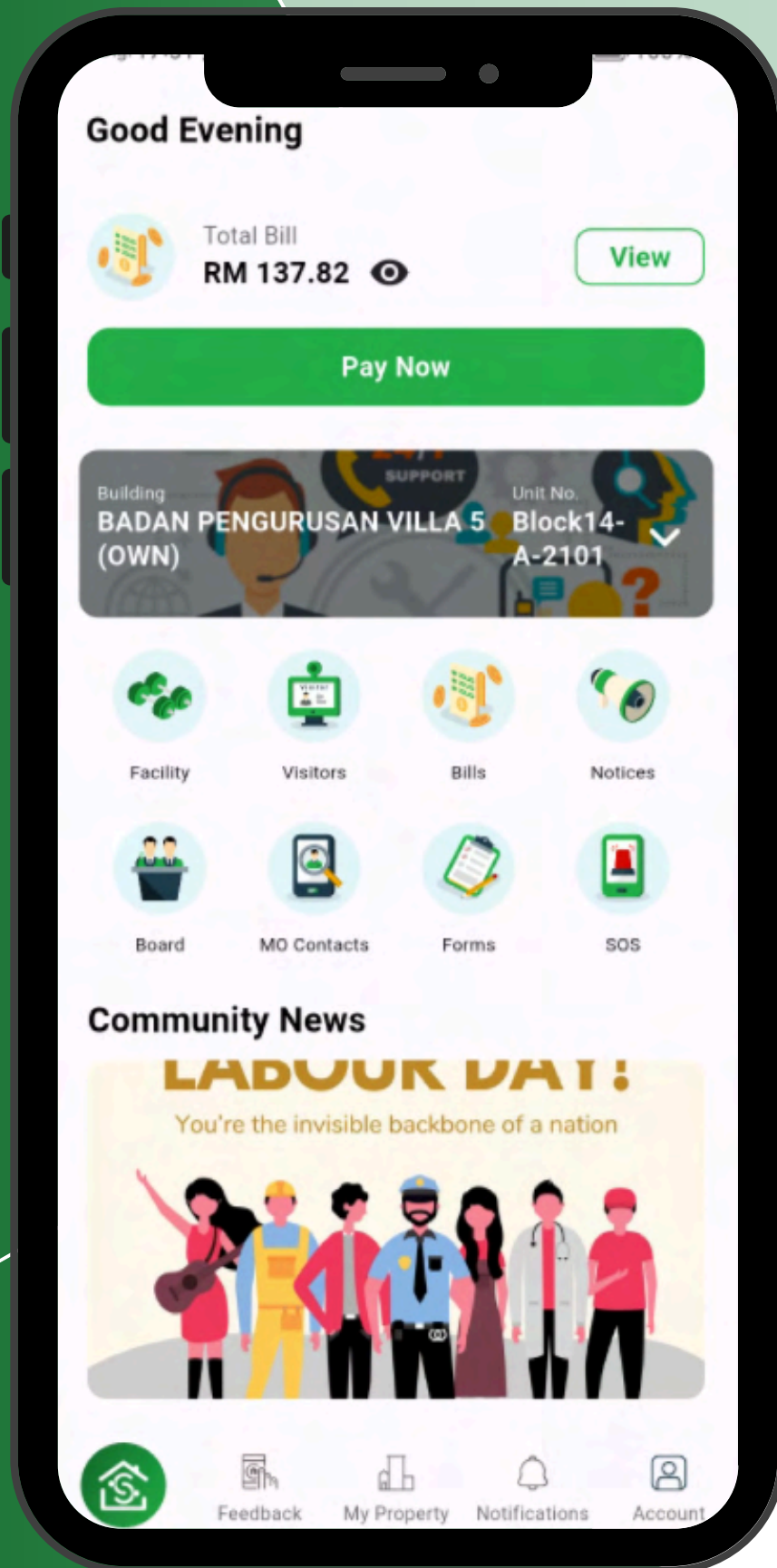
# 7



Scroll down to key in “Property Login Code” and “Passwords”. Click “Link Now” to login to your unit.  
**\*\*Login Code and Password is generated by Management Office.**

Tatal ke bawah untuk memasukkan “Kod Log Masuk Harta Tanah” dan “Kata Laluan”. Klik “Pautkan Sekarang” untuk log masuk ke unit anda.  
**\*\*Kod log masuk dan kata laluan dijana oleh Pejabat Pengurusan.**

下滑页面，输入“物业登录代码”和“密码”。点击“立即绑定”以登录您的房产。  
**\*\*登录代码和密码由管理处生成。**



8

Click "My Property"

Klik "Hartanah Saya"

点击“我的房产”



9

View your linked property here

Lihat hartanah anda yang dipautkan di sini

在此查看您已绑定的房产

# Bil

# Bills

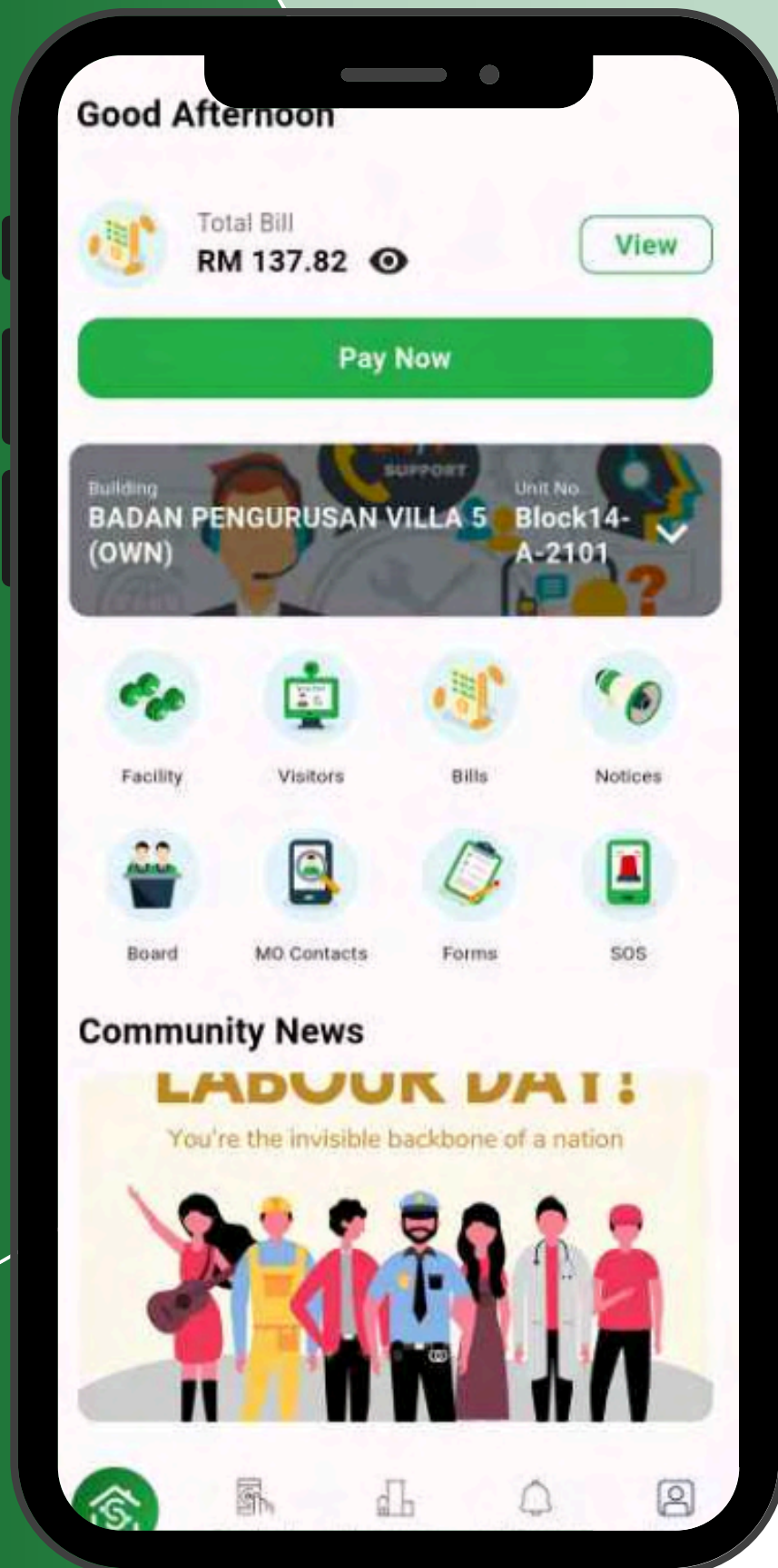
# 账单

This function allows you to check your latest account statement via the app or web.  
Fungsi ini membolehkan anda menyemak penyata akaun terkini melalui aplikasi atau laman web.  
此功能允许您通过手机应用程序或网页查看最新的账户账单。

**For CSS e-Payment subscriber. | Bagi pelanggan CSS e-Payment. | 已订阅 CSS e-Payment 的用户**  
Residents will be able to make an online payment through CSS Home Apps.  
Penduduk boleh membuat pembayaran secara dalam talian melalui aplikasi CSS Home.  
居民可以通过 CSS Home 应用程序进行在线付款。

Official receipt will be auto-generated once payment is made.  
Resit rasmi akan dijana secara automatik selepas pembayaran dibuat.  
付款完成后，系统将自动生成正式收据。

1. User may view statements up to the latest 36 months only.  
Pengguna hanya boleh melihat penyata sehingga 36 bulan terkini sahaja.  
用户只可查看最近36个月内的账单记录。
2. Kindly refer to the website or management office for information.  
Sila rujuk laman web atau Pejabat Pengurusan untuk maklumat lanjut.  
如需更多信息，请参考网站或联系管理处。

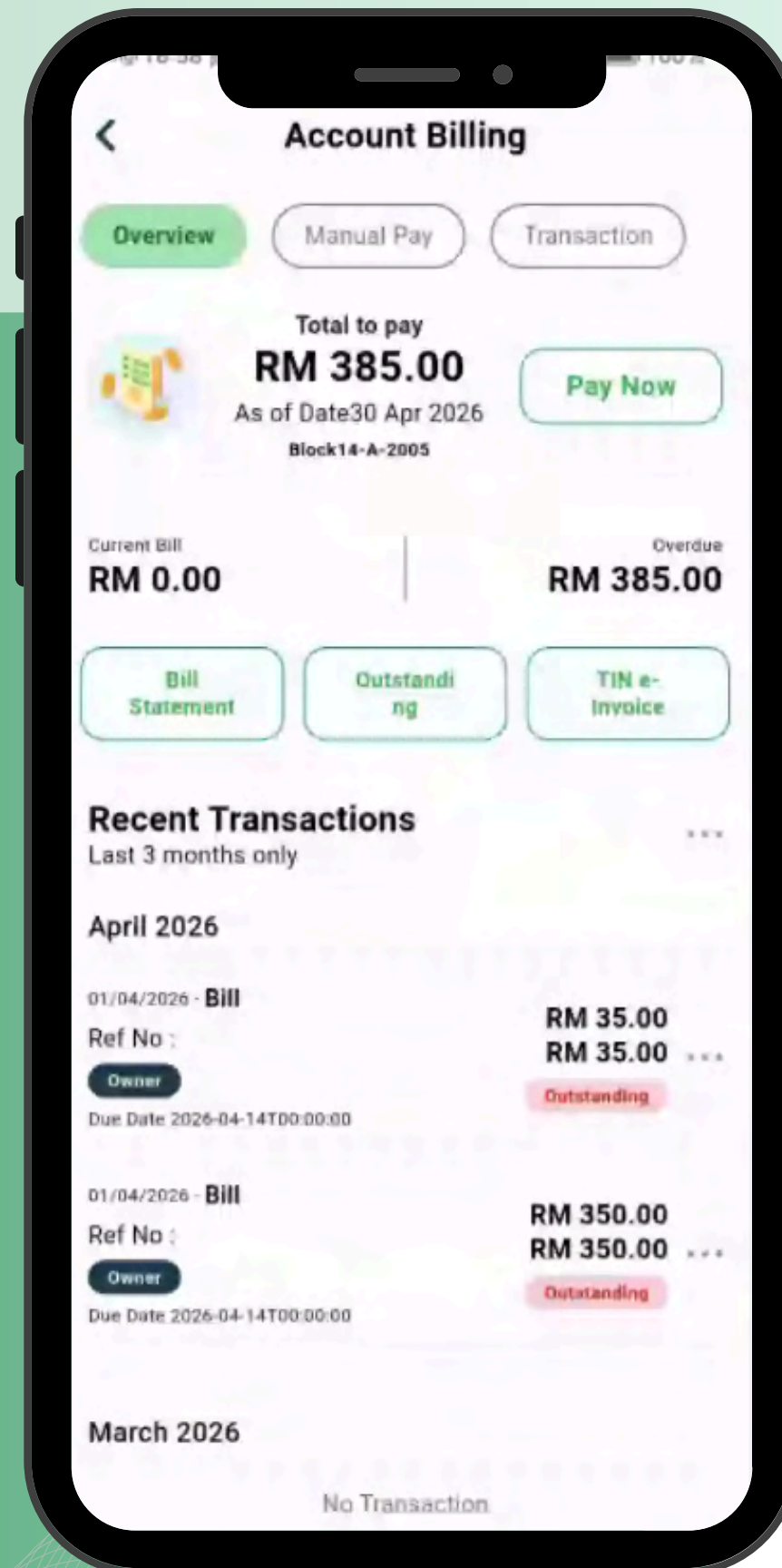


1

Click "Bills"

Tekan "Bills"

点击“账单”

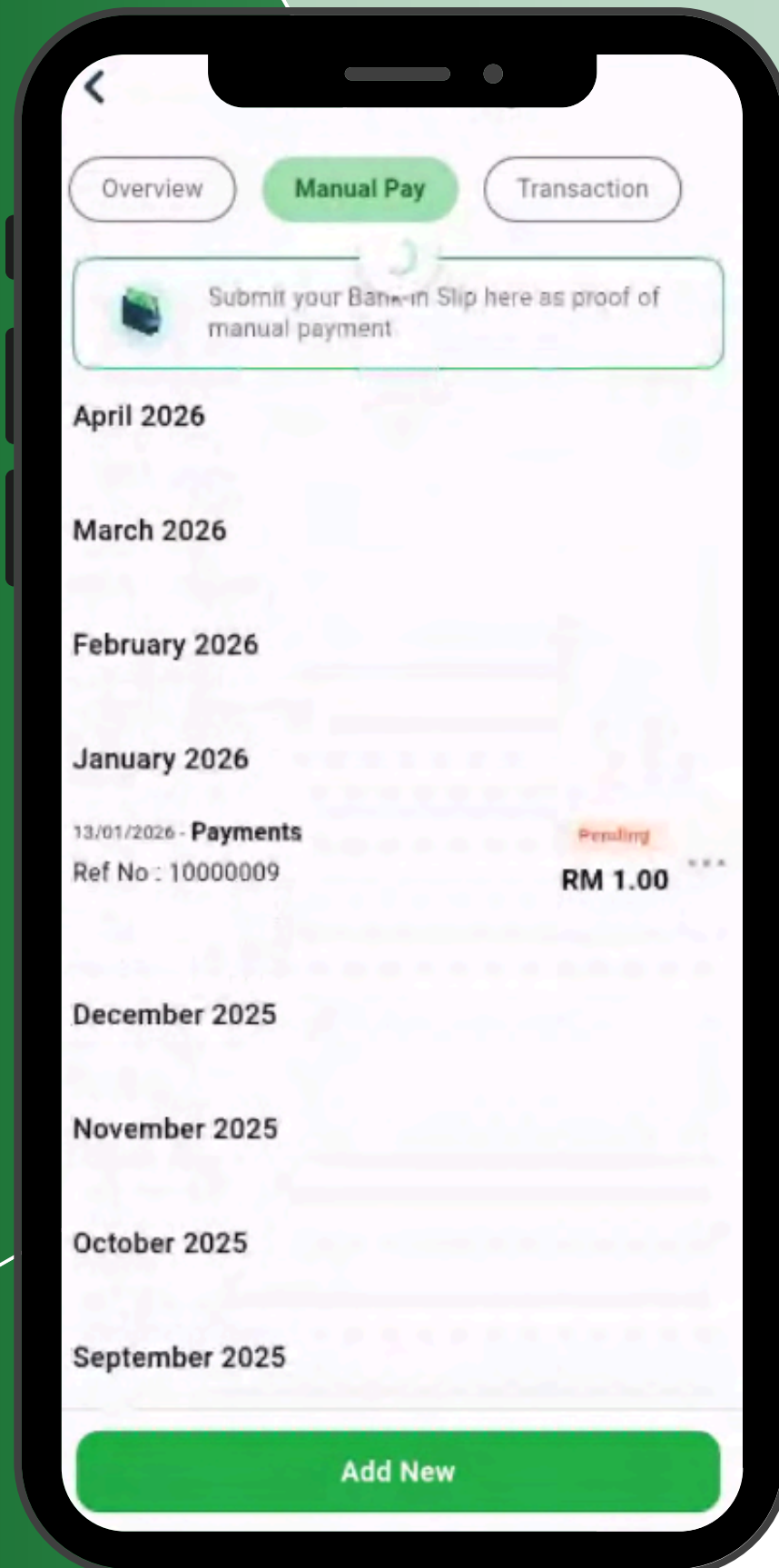


2

Click "Overview" to check Billing Statement, Outstanding & Tin-e-invoice application

Klik “Gambaran Keseluruhan” untuk melihat penyata bil, baki tertunggak dan status permohonan e-Invois (TIN)

点击“概览”查看账单明细、未结余额及电子发票（TIN）申请状态

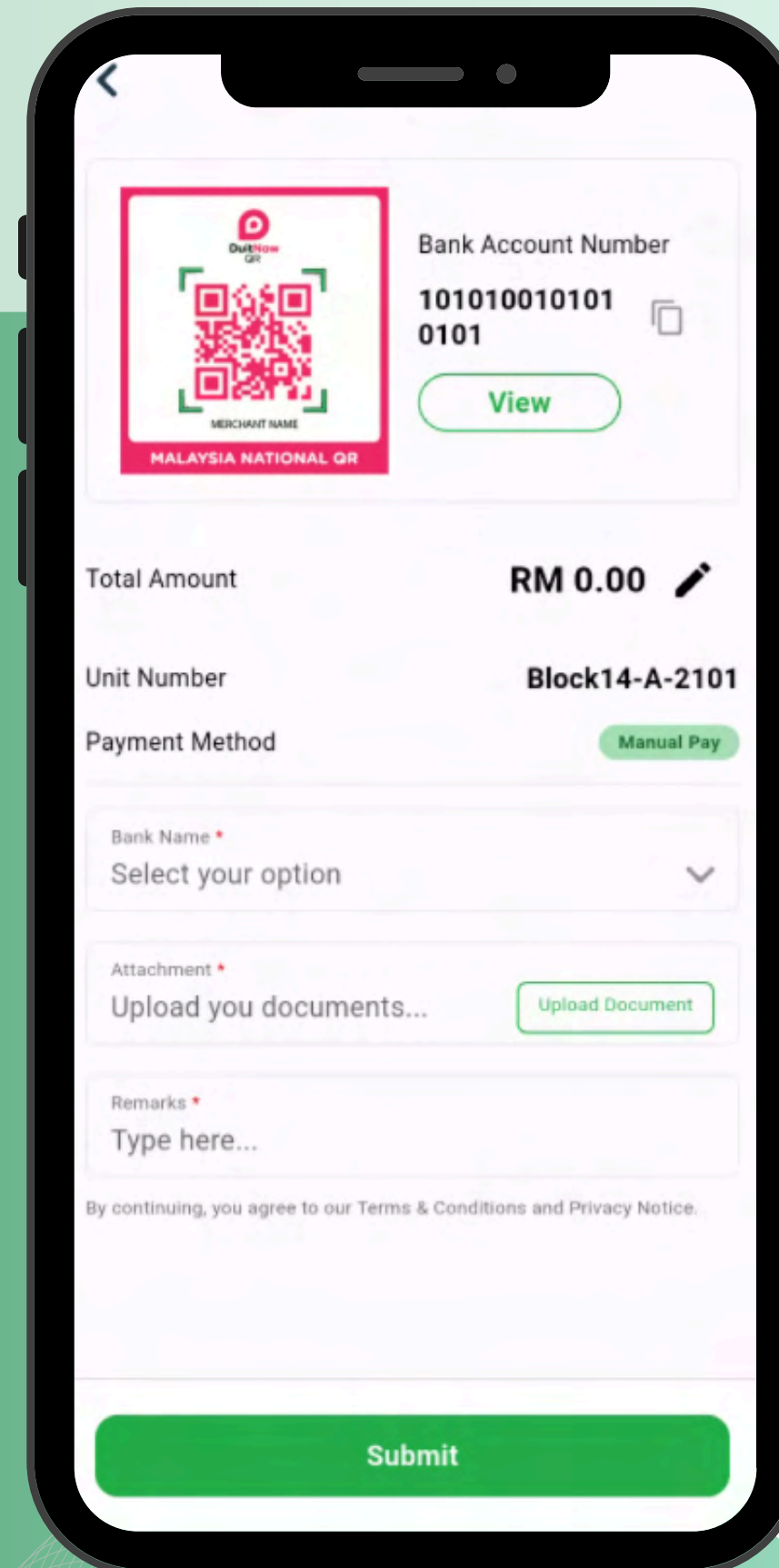


3

Tap onto "Manual Pay" >  
Click "Add New"

Pilih "Manual Pay" > Klik  
"Tambah Baharu"

点击"Manual Pay" > 点击"新增"

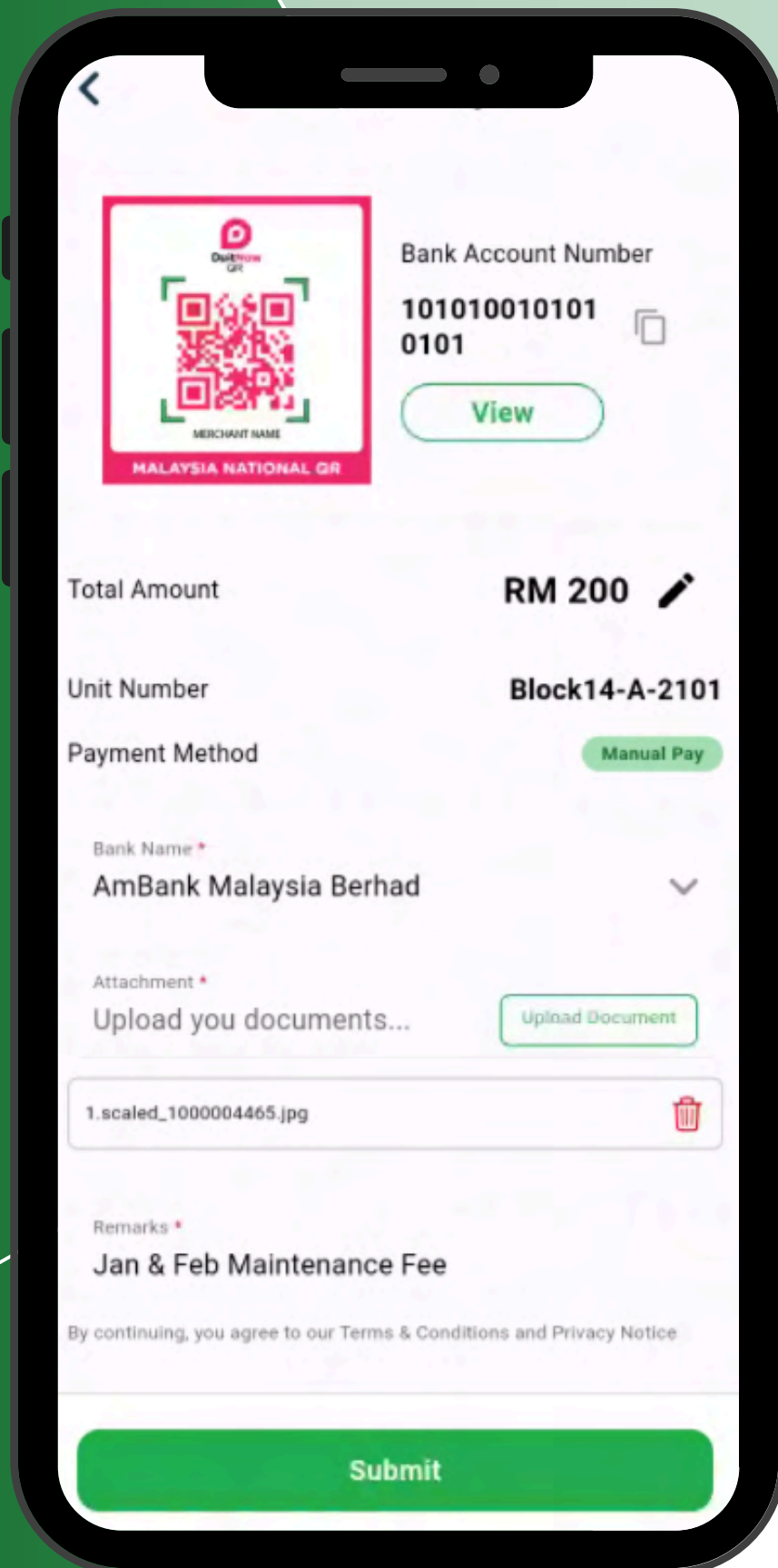


4

Refer to Management  
Provided Bank Account  
Number / QR Code to  
perform payment

Rujuk nombor akaun  
bank / kod QR yang  
disediakan oleh pihak  
pengurusan untuk  
membuat pembayaran

请根据管理方提供的银行  
账号 / 二维码进行付款

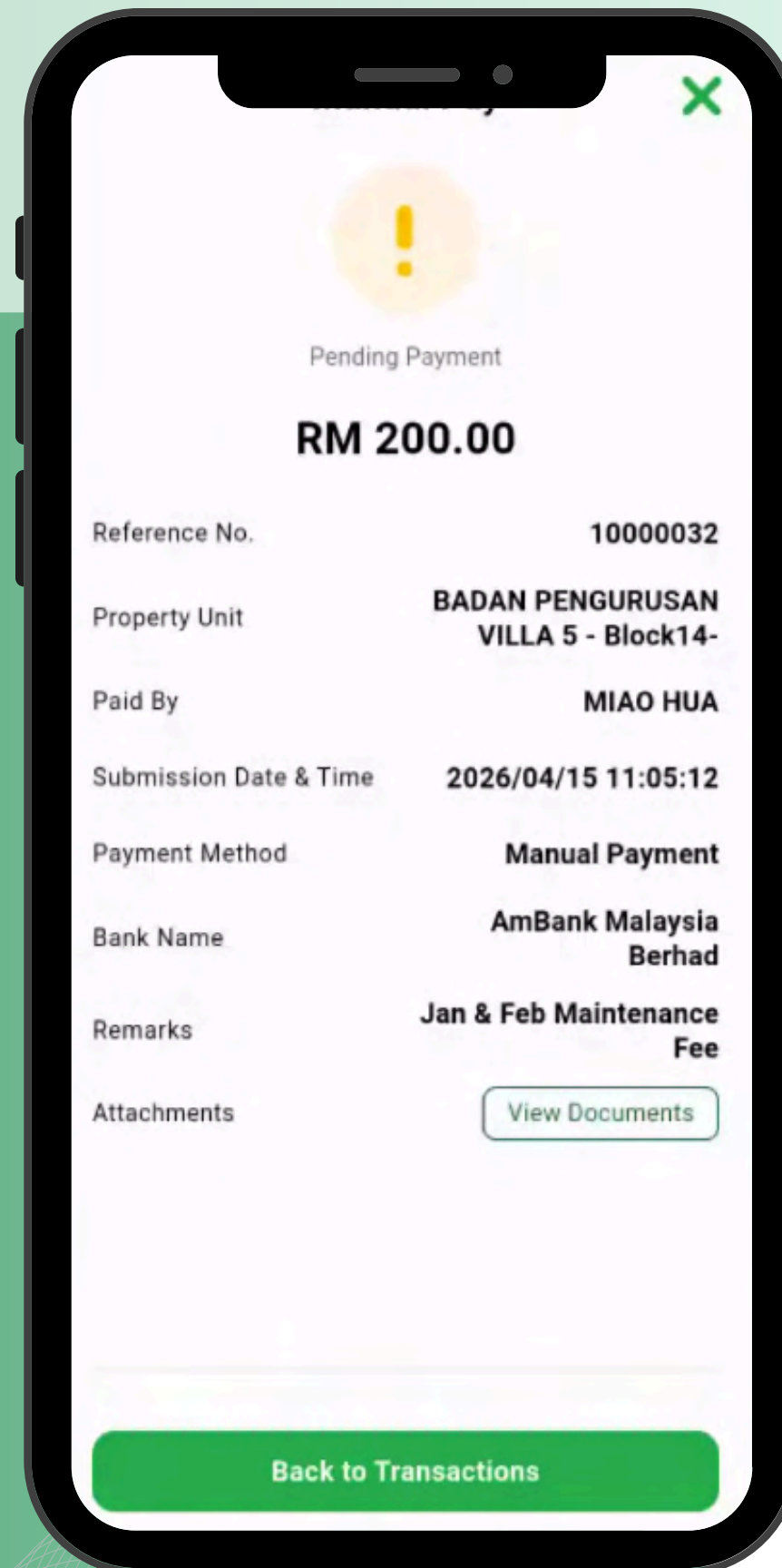


5

Fill in the necessary information and attach the Bank-in slip Click "Submit"

Isi maklumat yang diperlukan dan lampirkan slip bank-in dan Tekan "Submit"

填写必要的信息并附上银行账单点击“提交”

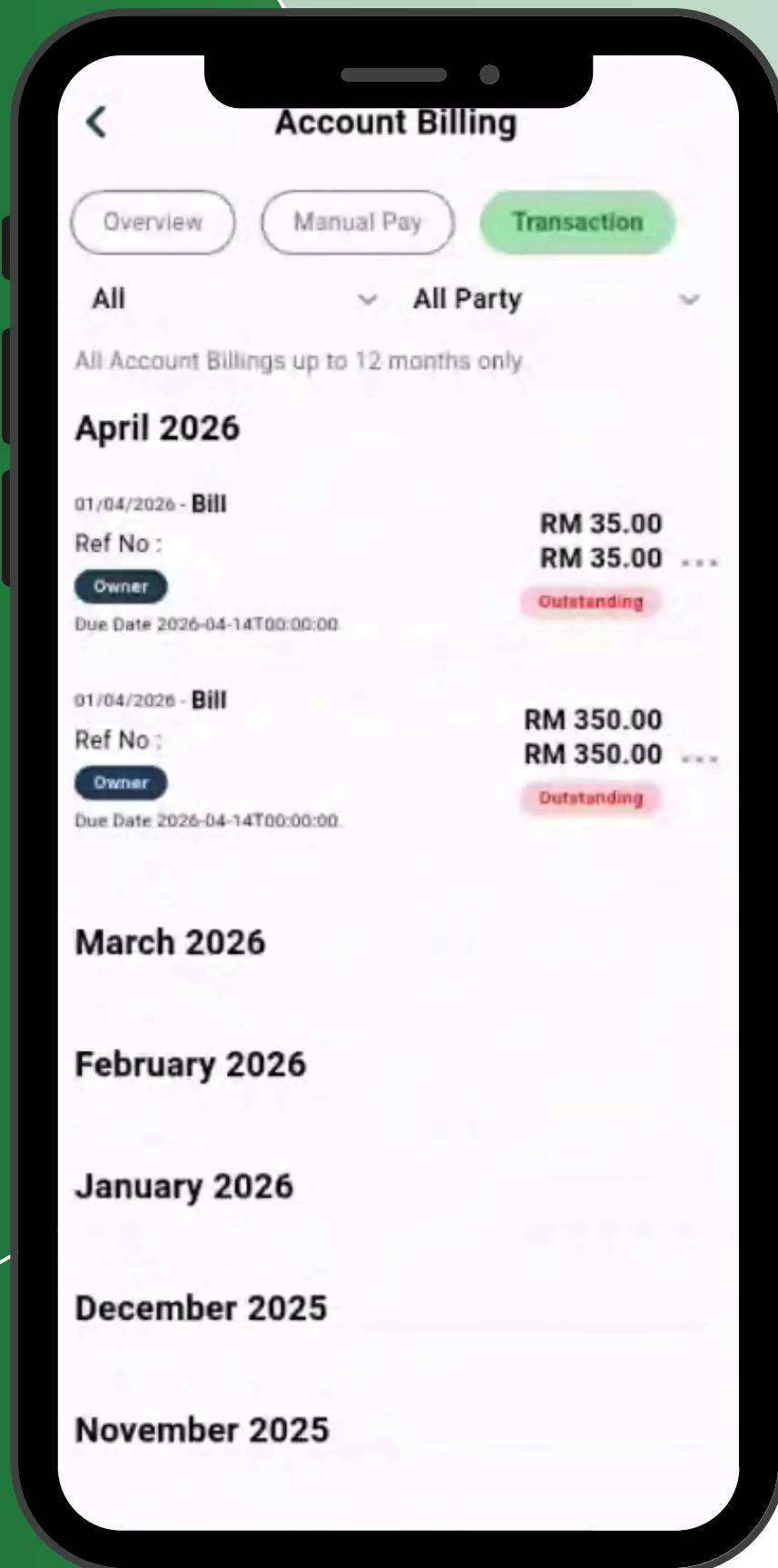


6

Click "Back to Transactions" to exit

Klik "Kembali ke Transaksi" untuk keluar.

点击“返回交易”即可退出

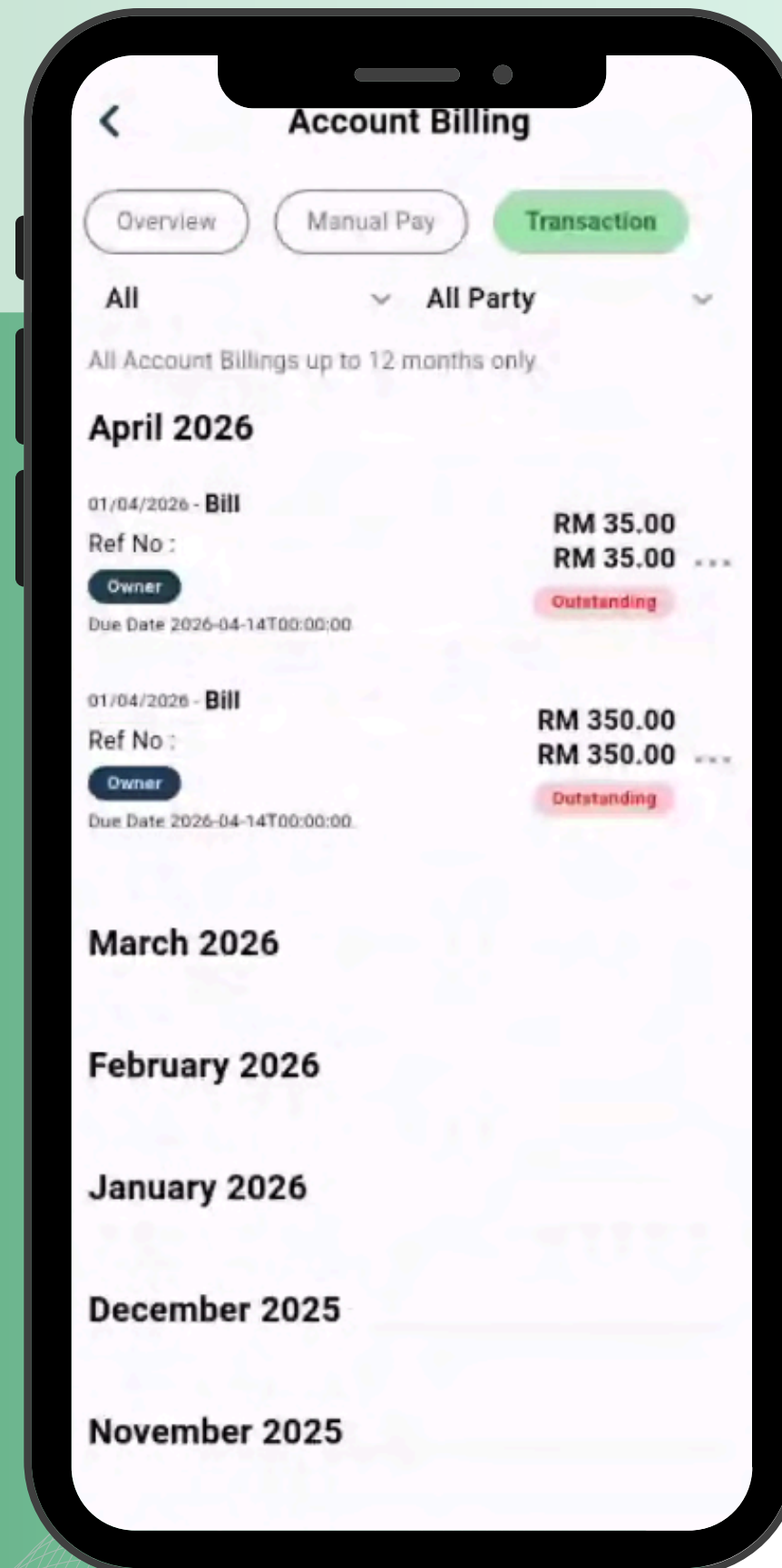


7

Click into "Transactions". You can click on "All" to filter the transactions by Billing or Payment only

Klik ke "Transaksi". Anda boleh klik "Semua" untuk menapis transaksi kepada Bil atau Bayaran sahaja

点击“交易”。您可以点击“全部”按账单或付款进行筛选



8

You can click on "All Party" to filter the transactions by Owner or Tenant only

Anda boleh klik "Semua Pihak" untuk menapis transaksi mengikut Pemilik atau Penyewa sahaja

您可以点击“所有方”按业主或租户筛选交易

# Facility Kemudahan 设施

Resident are allowed to book facilities through online in CSS Home App or website instead of present in-person at Management Office.

Penduduk boleh menempah kemudahan secara dalam talian melalui aplikasi CSS Home atau laman web tanpa perlu hadir sendiri ke Pejabat Pengurusan.

居民可以通过 CSS Home 应用程序或网站在线预订设施，而无需亲自前往管理处。

Resident may check with the availability of the facility and upcoming booking in the app.

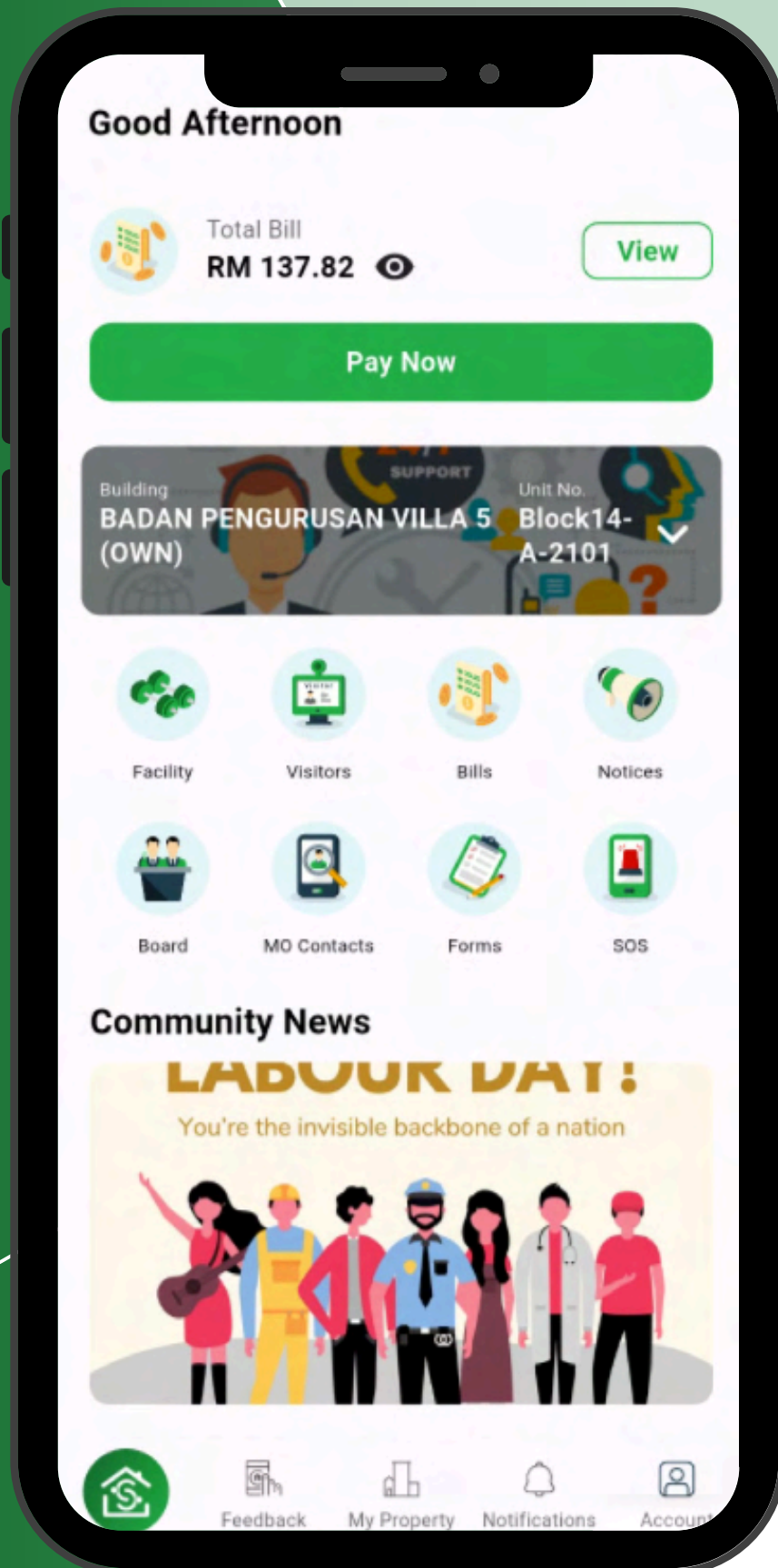
Penduduk boleh menyemak ketersediaan kemudahan dan tempahan yang akan datang di dalam aplikasi.

居民可以在应用程序中查看设施的可用情况以及即将到来的预订。

Involves quota usage of the facility pre-booking & defaulter settings

Melibatkan penggunaan kuota tempahan awal kemudahan dan tetapan bagi pengguna yang mempunyai tunggakan bayaran.

涉及设施使用额度、提前预约及违约者设置。

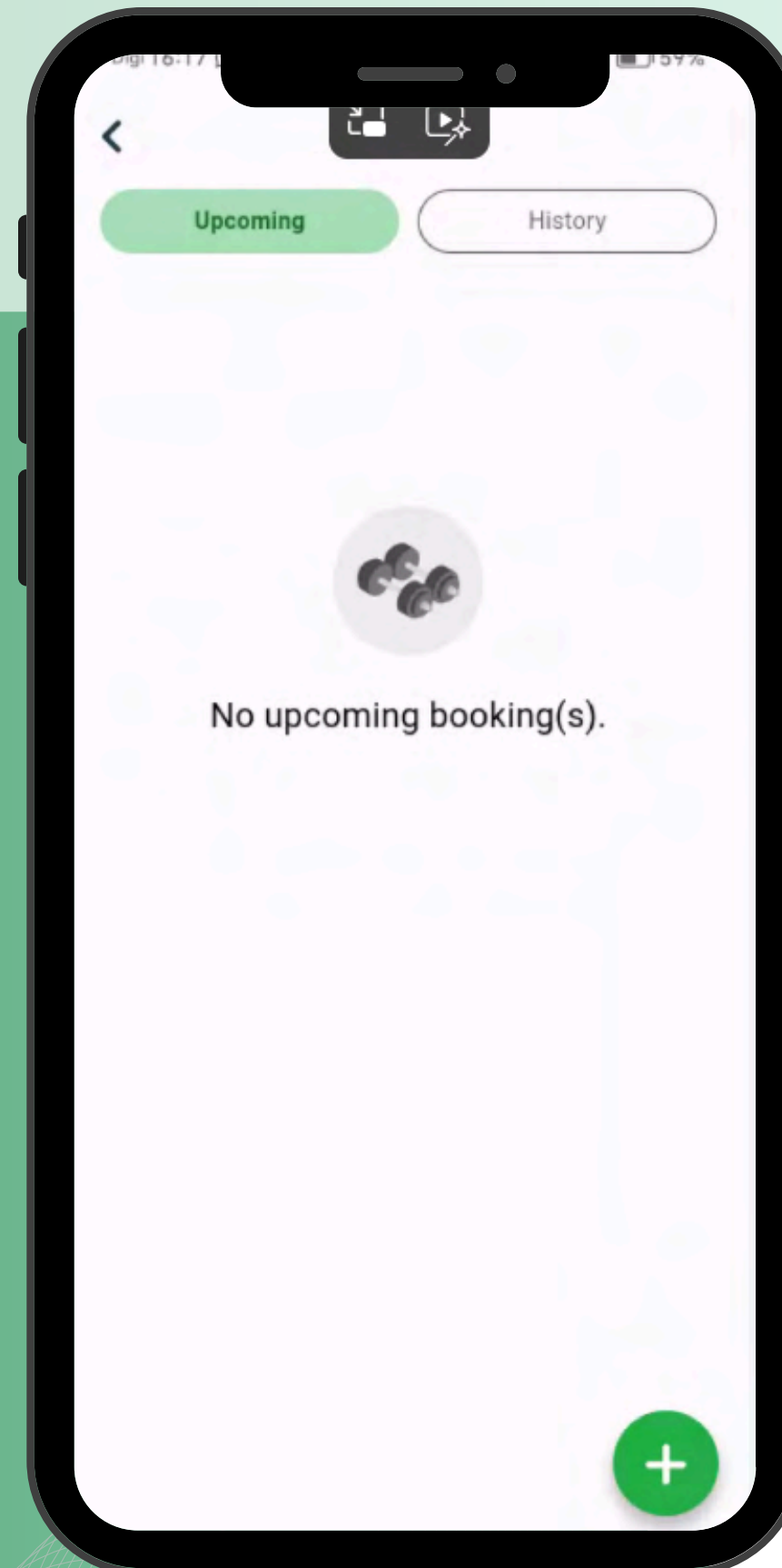


1

Click "Facility"

Klik "Kemudahan"

点击“设施”

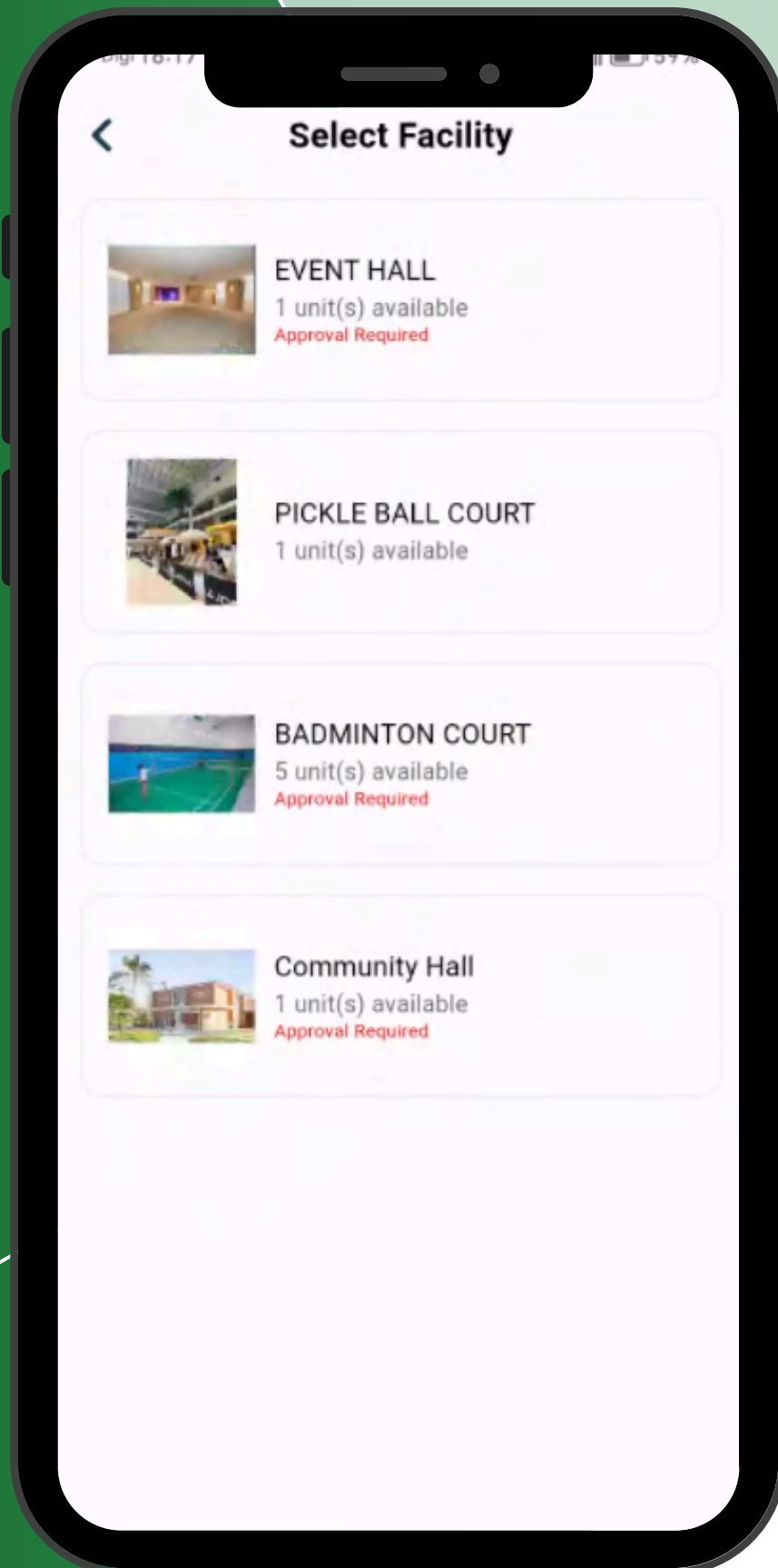


2

Click "+" to book facility

Klik "+" untuk menempah kemudahan

点击“+”以预订设施

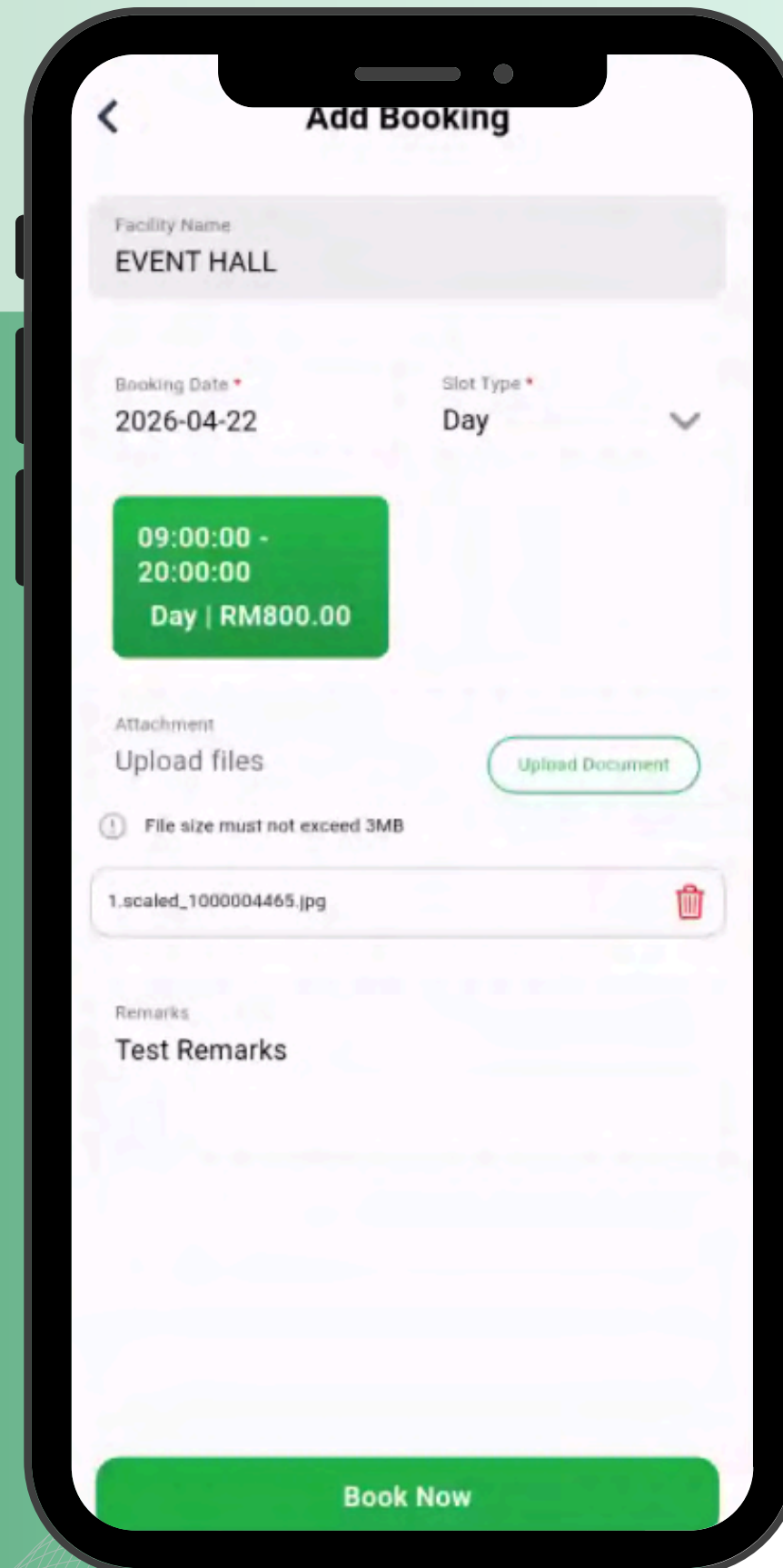


3

Choose your facility

Pilih kemudahan anda

选择您的设施

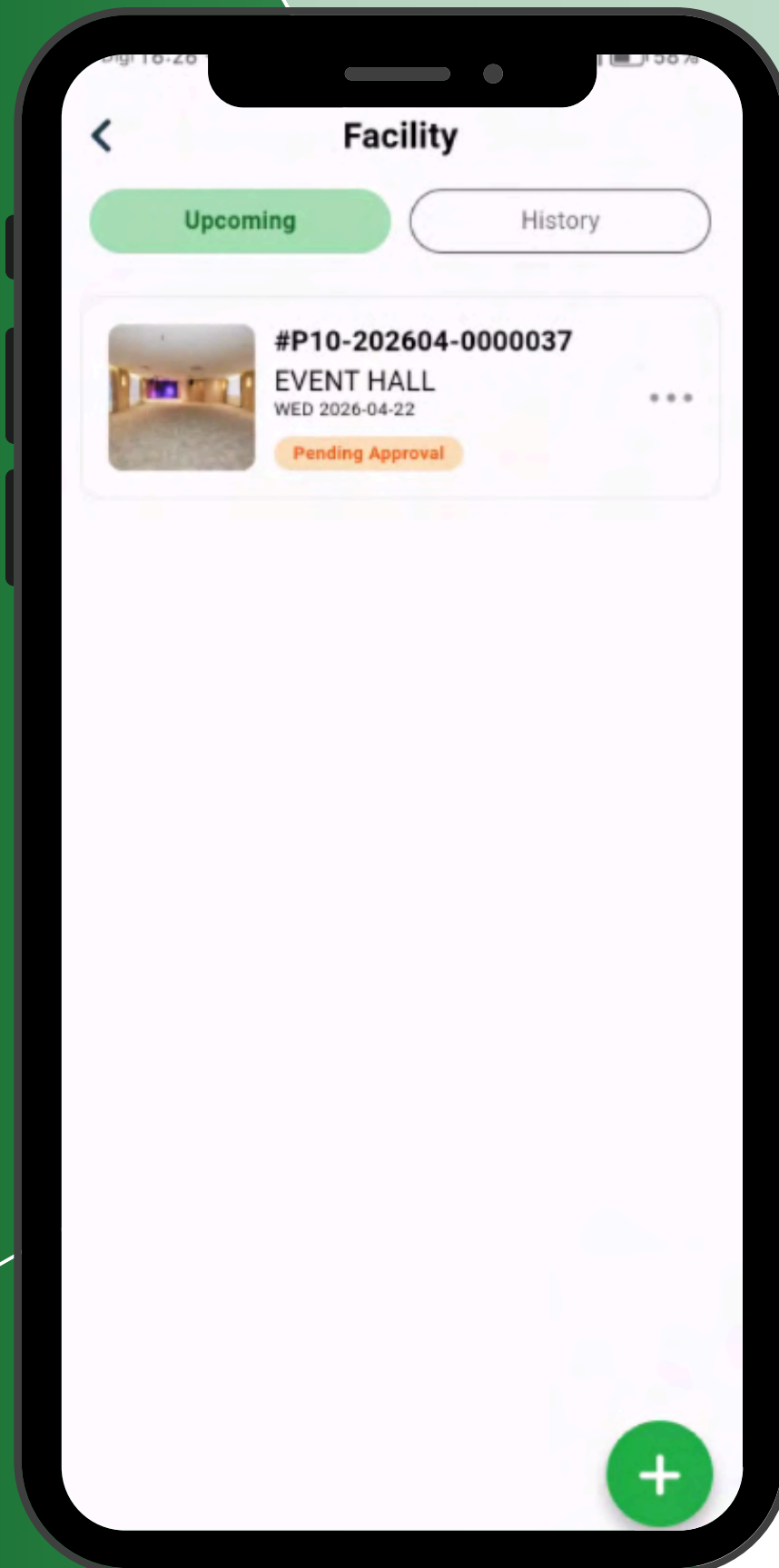


4

Fill in the information with attach images (if any), then click "Book Now"

Isi maklumat dan lampirkan gambar (jika ada), kemudian klik "Tempah Sekarang"

填写信息并附上图片 (如有), 然后点击“立即预订”

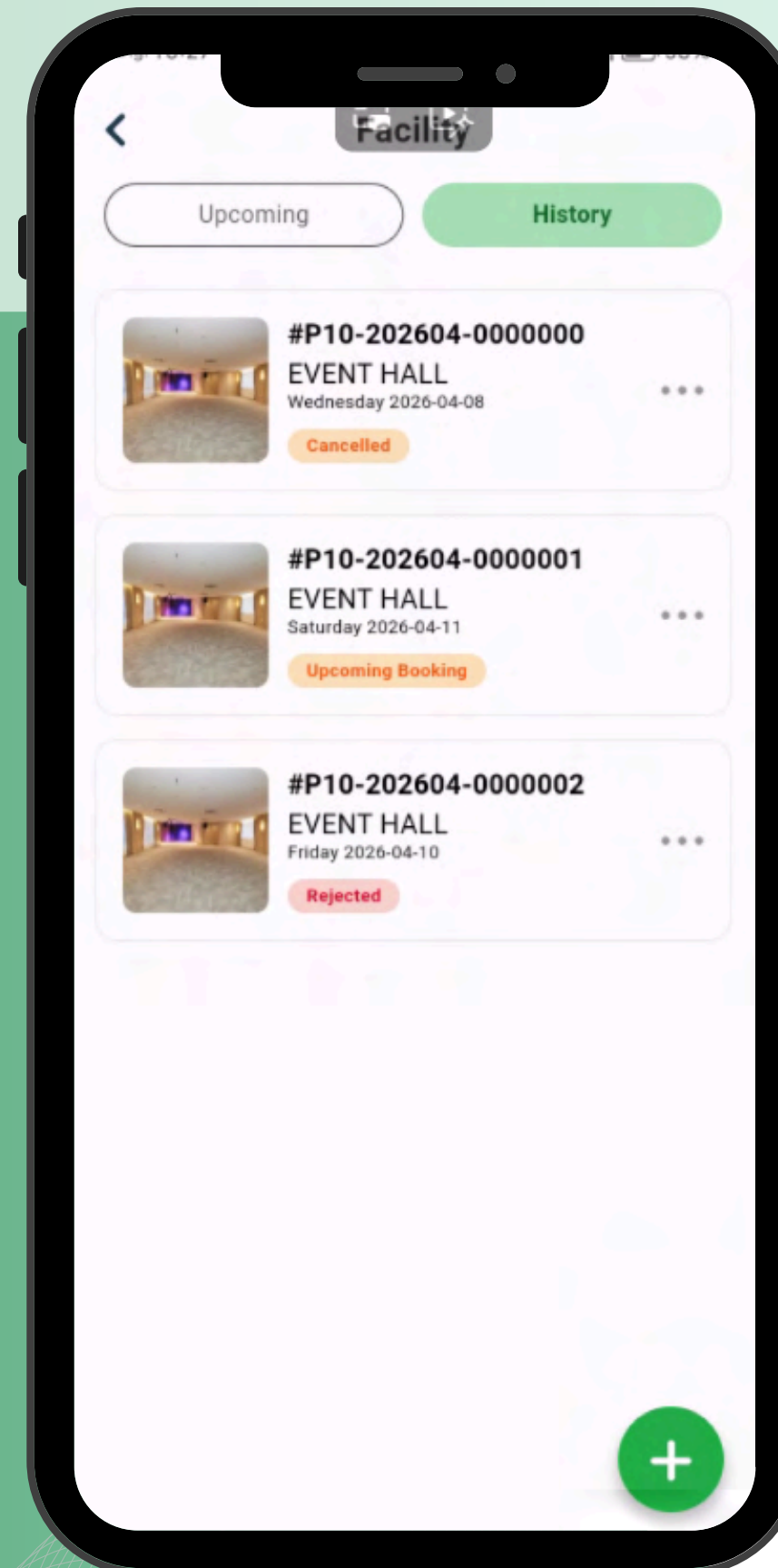


5

Click “Upcoming” to check the upcoming booking.

Klik “Akan Datang” untuk menyemak tempahan yang akan datang.

点击“即将到来”查看即将到来的预订。



6

Click “History” to check previous booking records.

Klik “Sejarah Tempahan” untuk menyemak rekod tempahan yang lalu.

点击“预订历史”查看之前的预订记录。

# Board

## Papan Kenyataan

### 公告板

This function allows residents to check the latest updates from the Management Office.  
Fungsi ini membolehkan penduduk menyemak kemas kini terkini daripada Pejabat Pengurusan.  
此功能允许居民查看管理处发布的最新更新。

There are 3 functions that residents can check for the latest updates on the Notice Board.  
Terdapat 3 fungsi yang boleh digunakan oleh penduduk untuk menyemak kemas kini terkini di Papan Notis.  
居民可以通过公告栏中的3个功能查看最新更新。

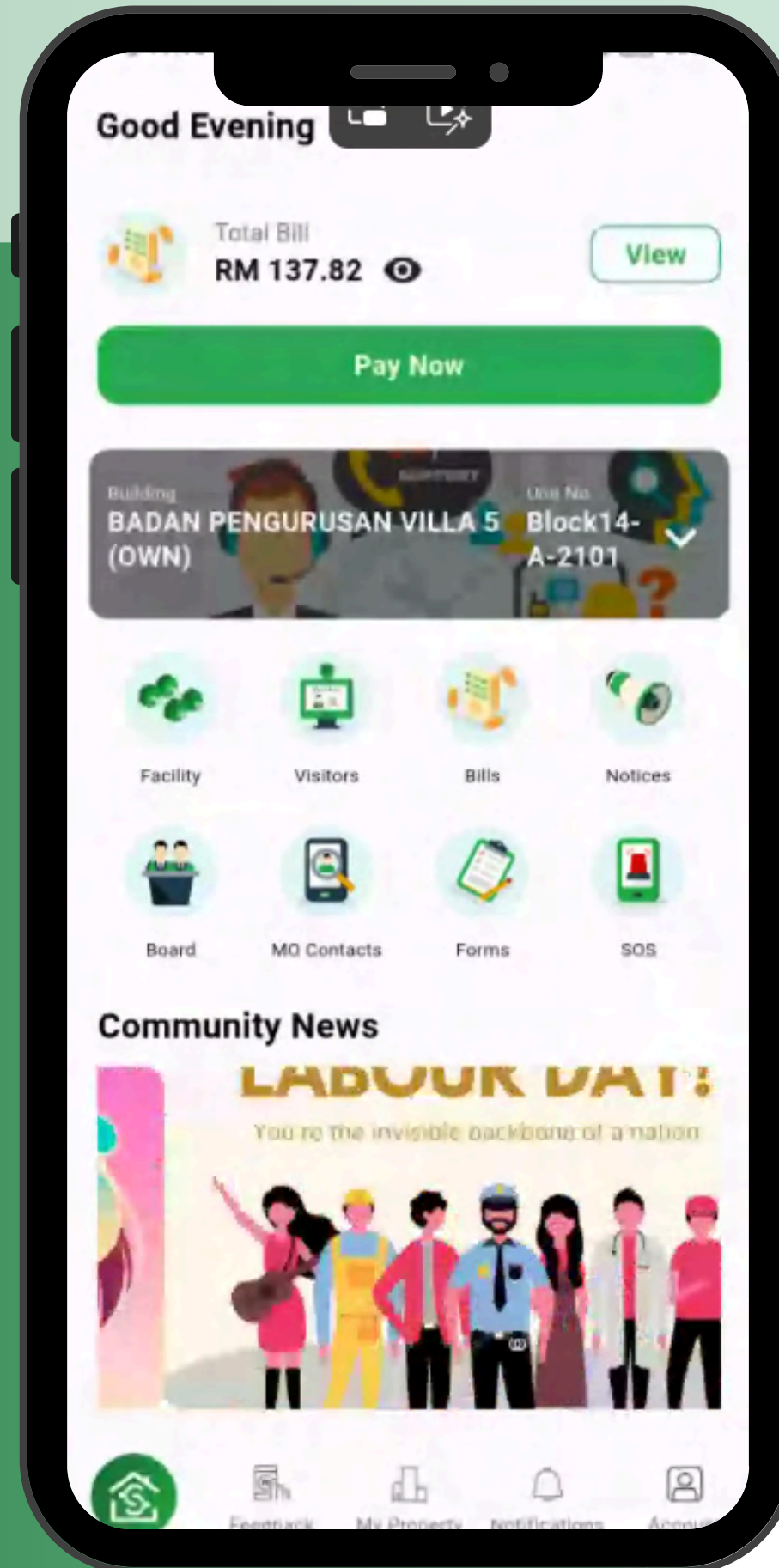
1. Meeting Minutes | Minit Mesyuarat | 会议记录
2. By-Laws | Peraturan Komuniti | 社区条例
3. Committees | Jawatankuasa | 委员会

Resident may download it as PDF file.  
Penduduk boleh memuat turun fail tersebut dalam format PDF.  
居民可以将其下载为 PDF 文件。

**Minit Mesyuarat**

**Meeting Minutes**

会议记录



**1**

Click "Board"

Klik "Papan"

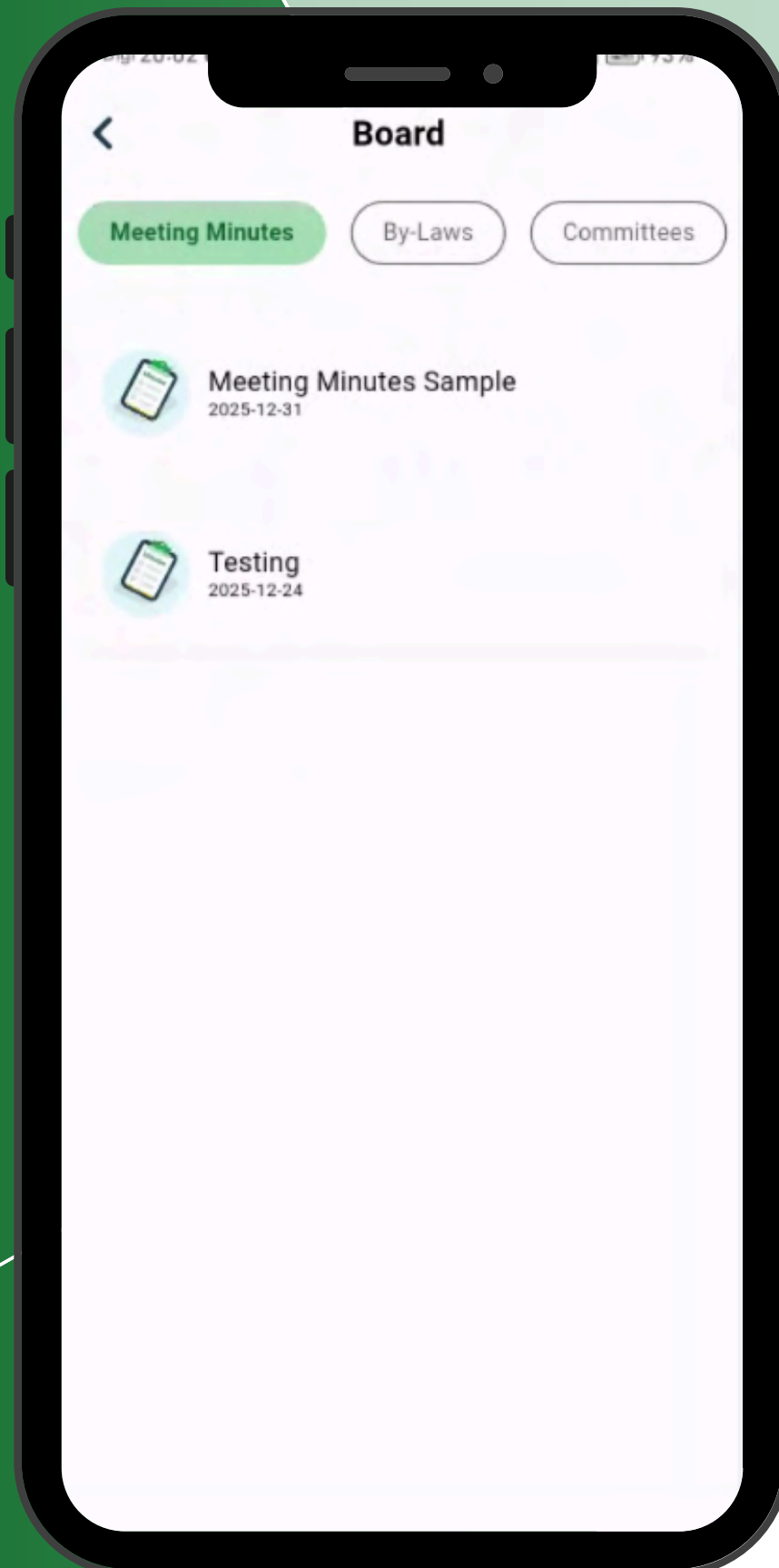
点击“看板”

2

Click "Meeting Minutes",  
Select the "Meeting  
Minutes" of your choice  
and view in detail

Klik "Minit Mesyuarat", pilih  
"Minit Mesyuarat" pilihan  
anda dan lihat butiran

点击“会议记录”，选择您需要的  
“会议纪要”并详细查看

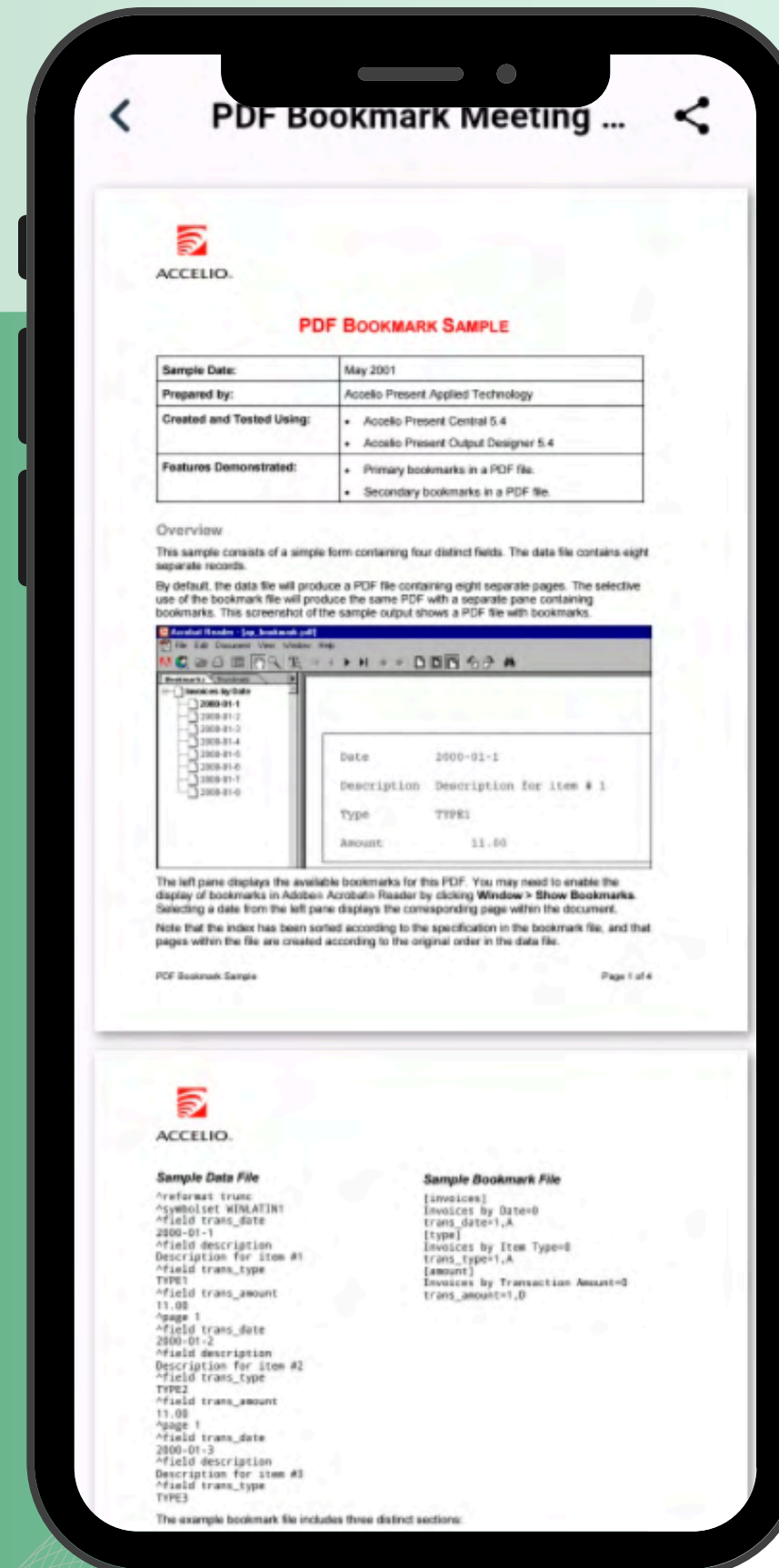


3

Enjoy the details of Meeting  
Minutes

Lihat butiran Minit  
Mesyuarat

欣赏会议记录的细节

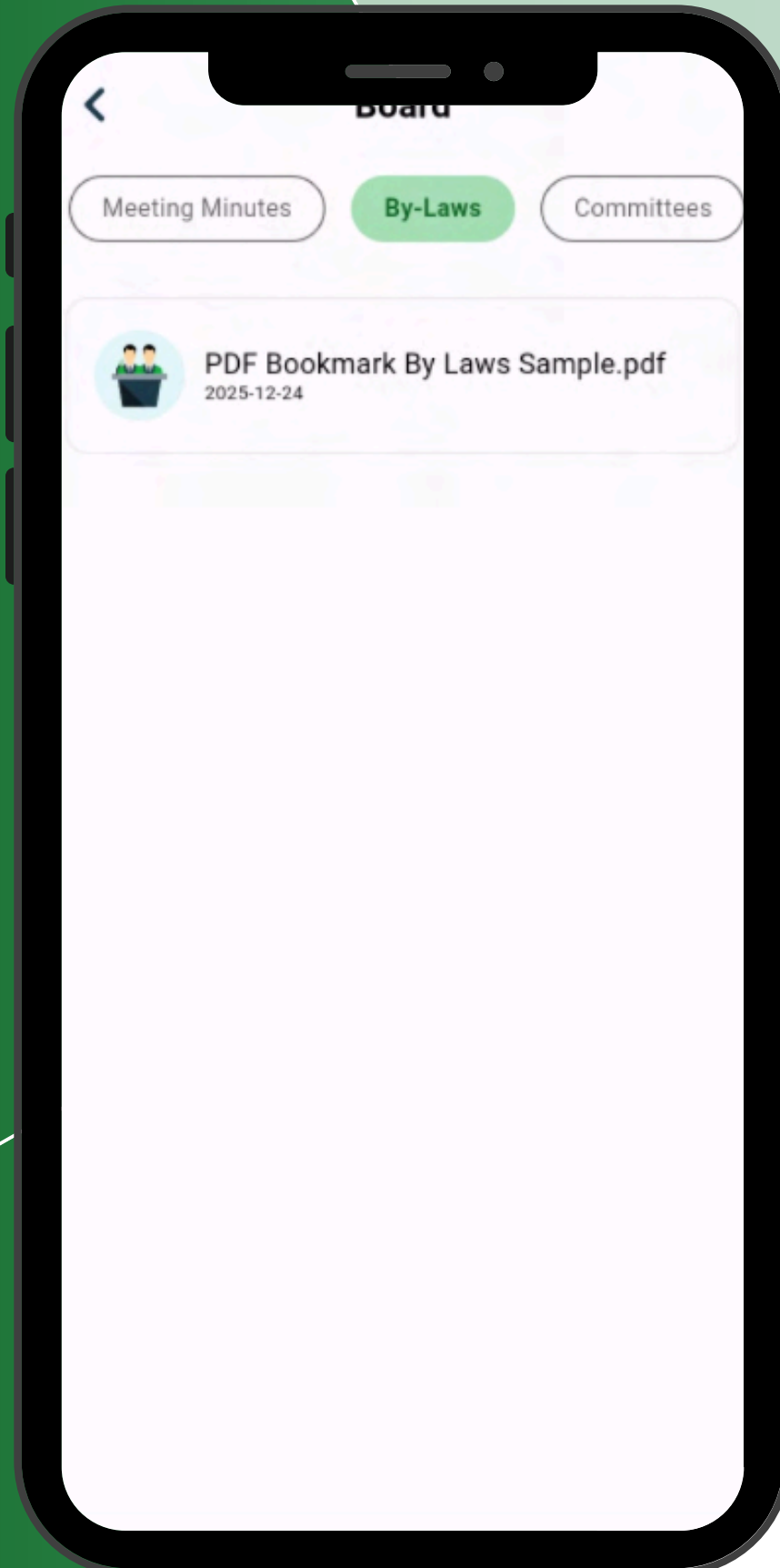


# Peraturan Komuniti

# By-Laws

# 社区条例

4

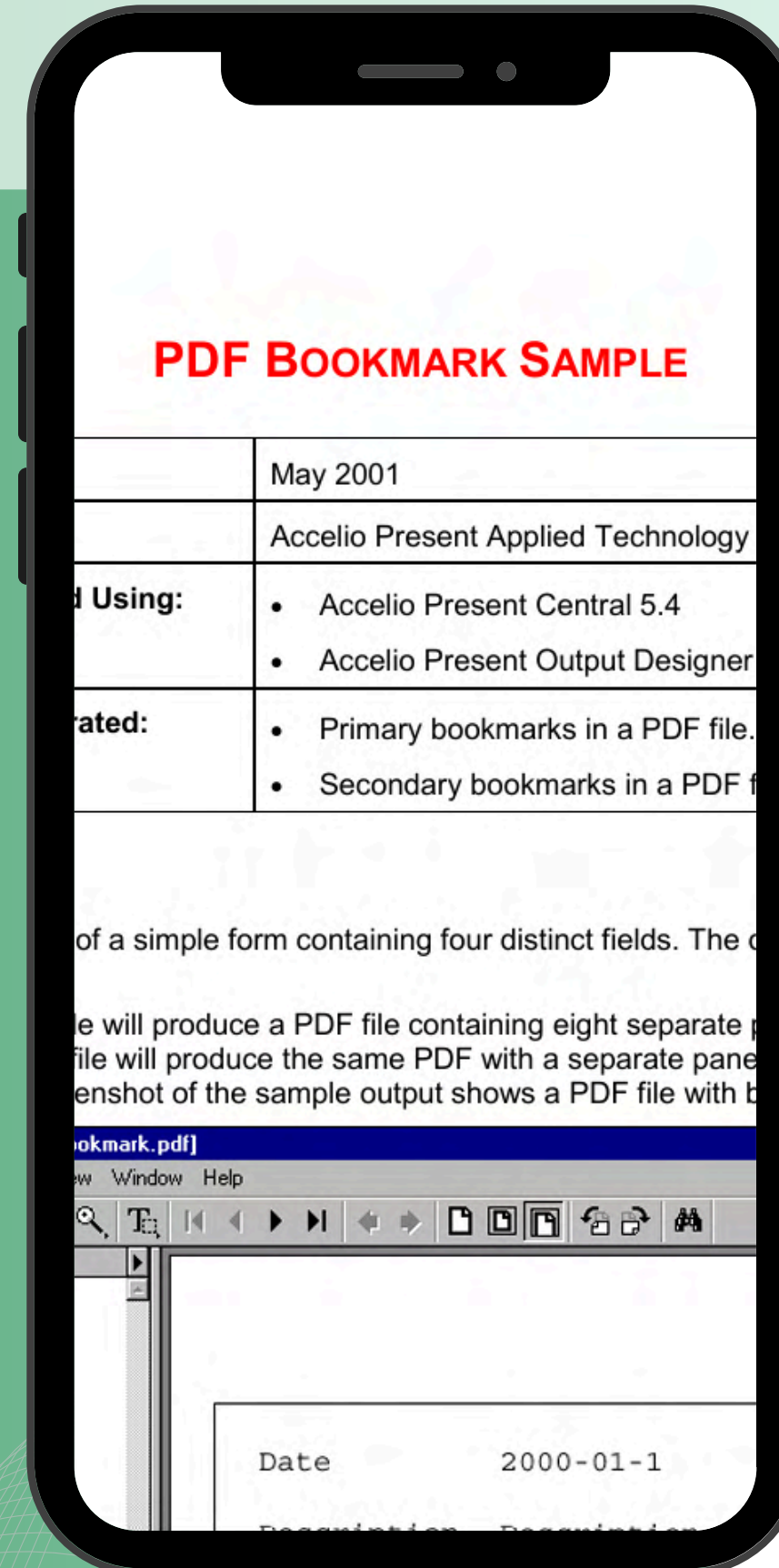


Click “By-Laws”

Klik “Peraturan Komuniti”

点击“社区条例”

5



Enjoy the details of By-Laws

Nikmati butiran Peraturan Komuniti

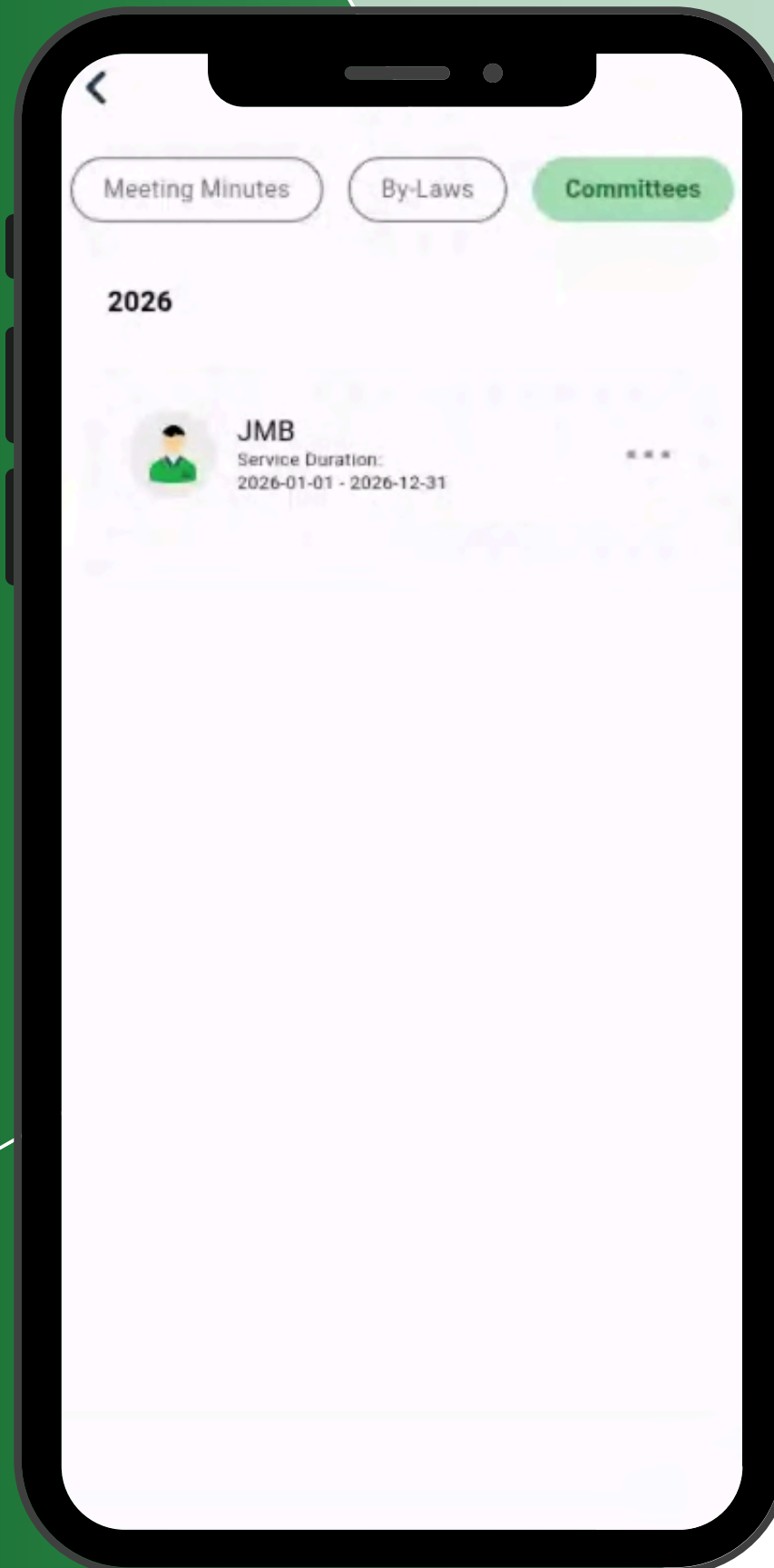
查看社区条例详情

# Jawatankuasa

# Committees

# 委员会

6

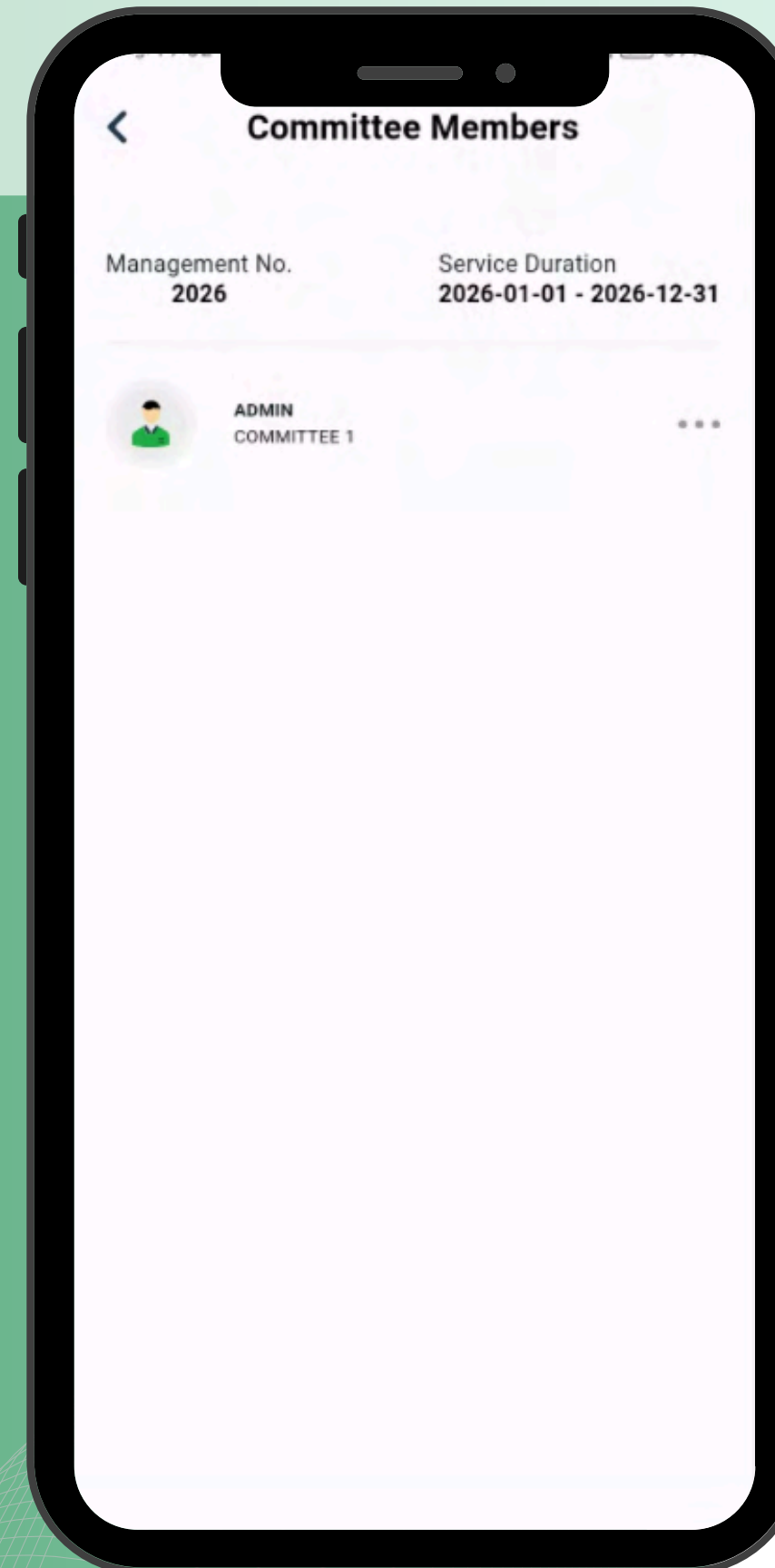


Click “Committee”, select board year to view more details on the committee members

Klik “Jawatankuasa”, pilih tahun lembaga untuk melihat butiran ahli jawatankuasa

点击“委员会”，选择届数以查看委员会成员详情

7



Select the “Committee Members” to know more

Pilih “Ahli Jawatankuasa” untuk mengetahui lebih lanjut

选择“委员会成员”以了解更多信息

# Forms Borang 表单

Residents can submit forms anytime, anywhere  
Penduduk boleh menghantar borang pada bila-bila masa, di mana sahaja  
住户可随时随地提交表单

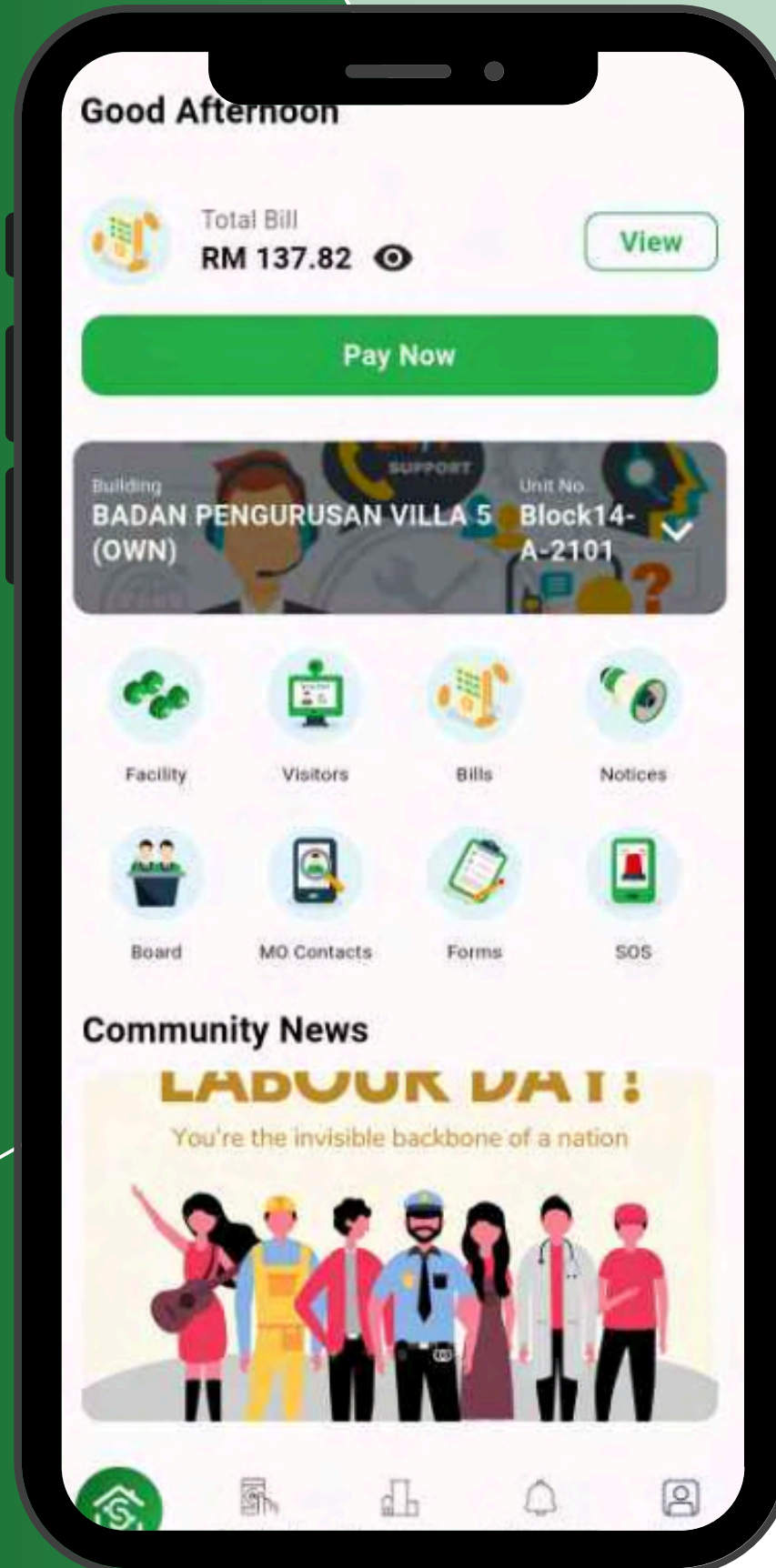
- Digital Forms | Borang Digital | 电子表格  
Users are required to complete the online form provided by management and submit it through the app  
Pengguna dikehendaki melengkapkan borang dalam talian yang disediakan oleh pihak pengurusan dan menghantarnya melalui aplikasi  
电子表格-用户可直接在应用软件平台填写表格资料并线上发送给物业管理员
- Physical Forms | Borang Fizikal | 纸质表格  
Users are required to print or download the form and submit it back to the Management  
Pengguna dikehendaki mencetak atau memuat turun borang dan menghantarnya semula kepada pihak pengurusan  
表格下载 - 要求用户打印表格并将表格提交回管理层。

# Borang Digital

# Digital Forms

# 电子表格

1



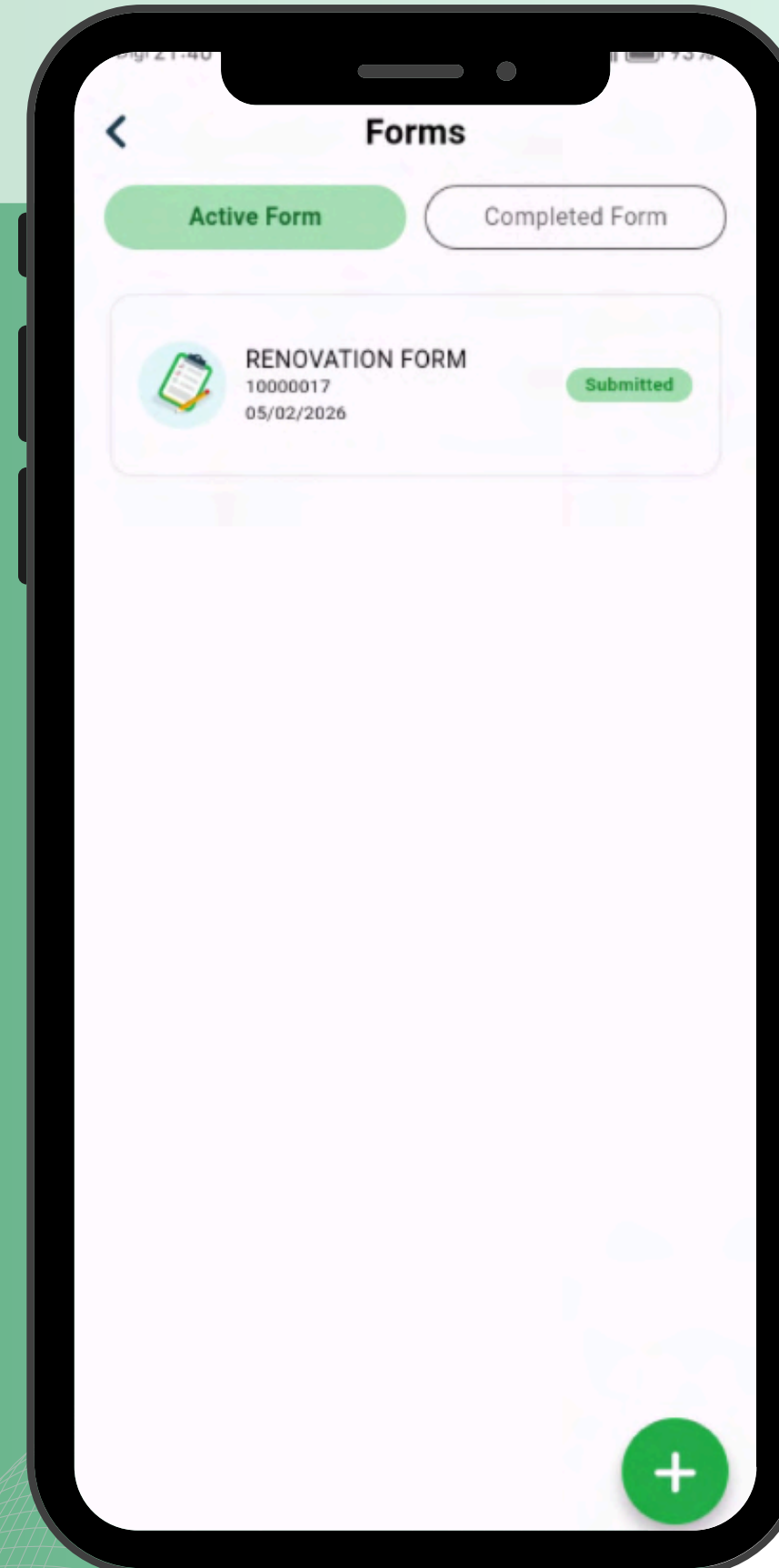
Click "Form"

Klik "Borang"

点击“表格”

Digital Form  
Borang Digital  
电子表格

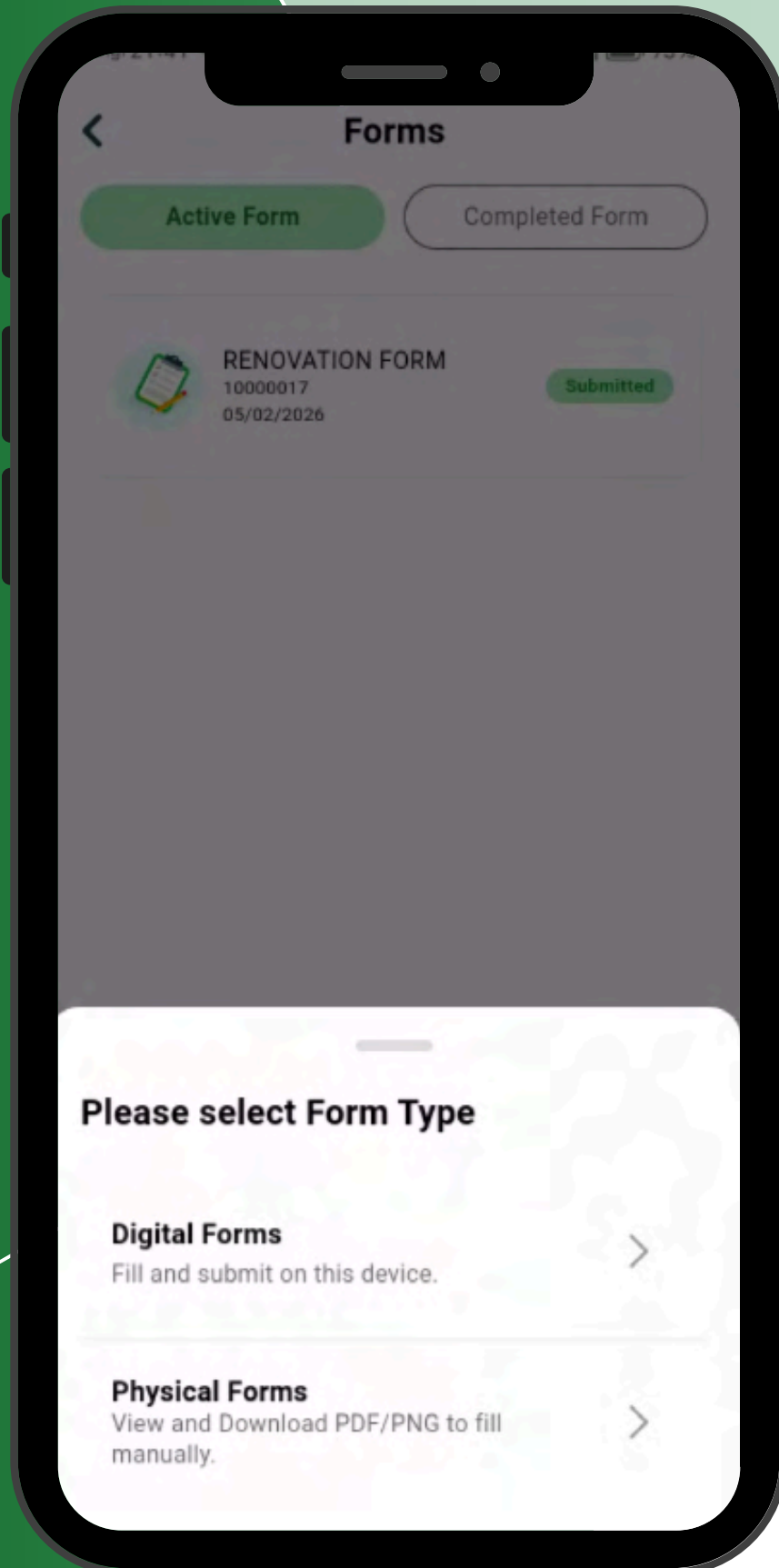
2



Click "+" to choose new form

Klik "+" untuk memilih borang baharu

点击“+”选择新表格

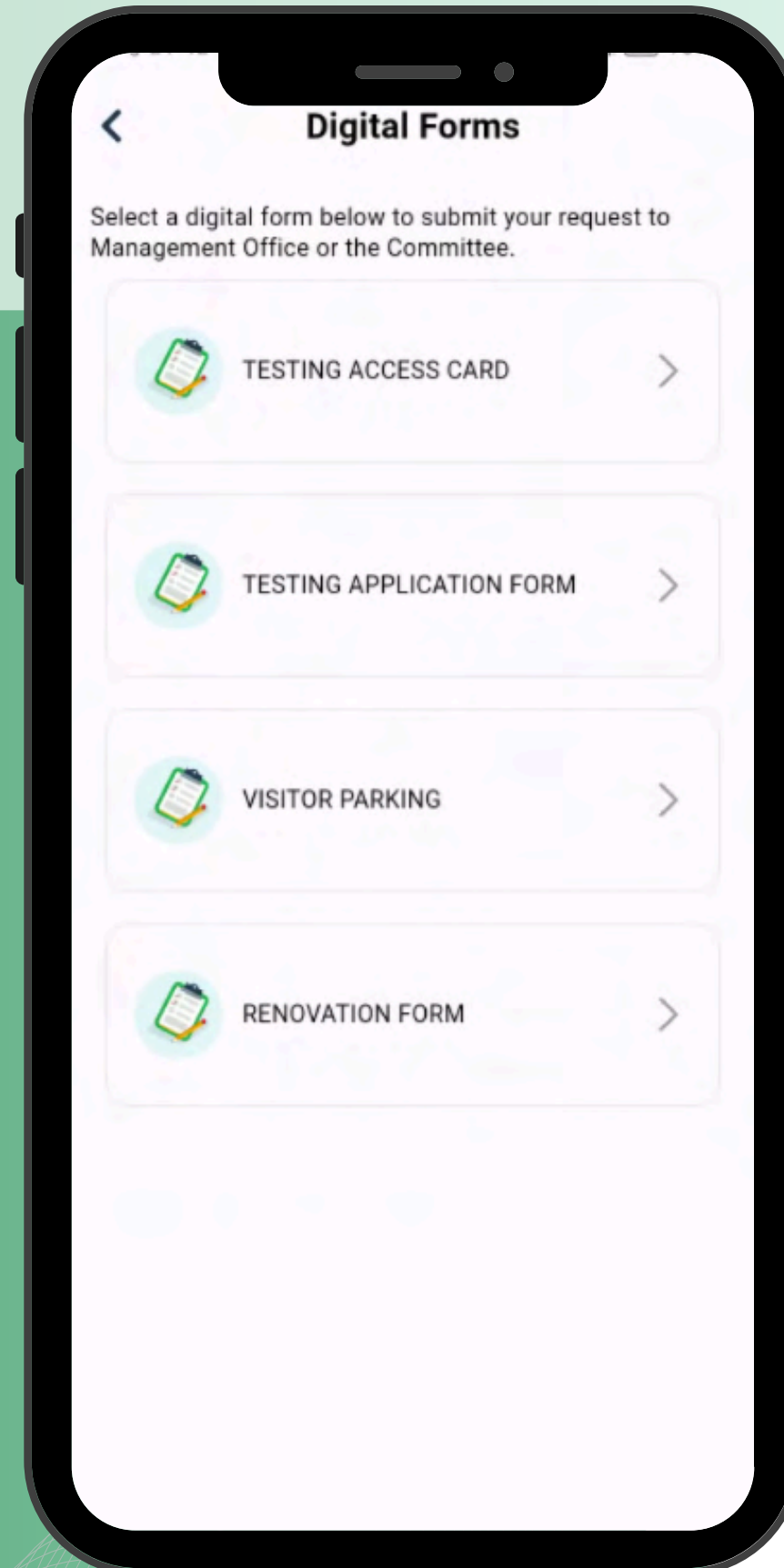


3

Select the “Digital Forms” at Form Type

Pilih “Borang Digital” pada Jenis Borang

在表单类型中选择“电子表单”



4

Select the preferred “Digital Forms”

Pilih “Borang Digital” pilihan anda

选择您要填写的电子表格

5

TESTING ACCESS CARD APPLICATION FORM

NAME \*  
Roy

TELEPHONE NUMBER \*  
011111189

NUMBER OF ACCESS CARD NEEDED \*  
2

For unit AB-01-01

Upload image

File size must not exceed 3MB

1.scaled\_1000004327.jpg

Submit

Fill in the details, then click "Submit"

Isi maklumat, kemudian klik "Hantar"

在表格内填写资料，然后点击“提交”选项

6

TESTING ACCESS CARD APPLICATION FORM

NAME \*  
Roy

TELEPHONE NUMBER \*  
011111189

NUMBER OF ACCESS CARD NEEDED \*  
2

CSS Home  
Form submitted successfully

OK

Upload image

File size must not exceed 3MB

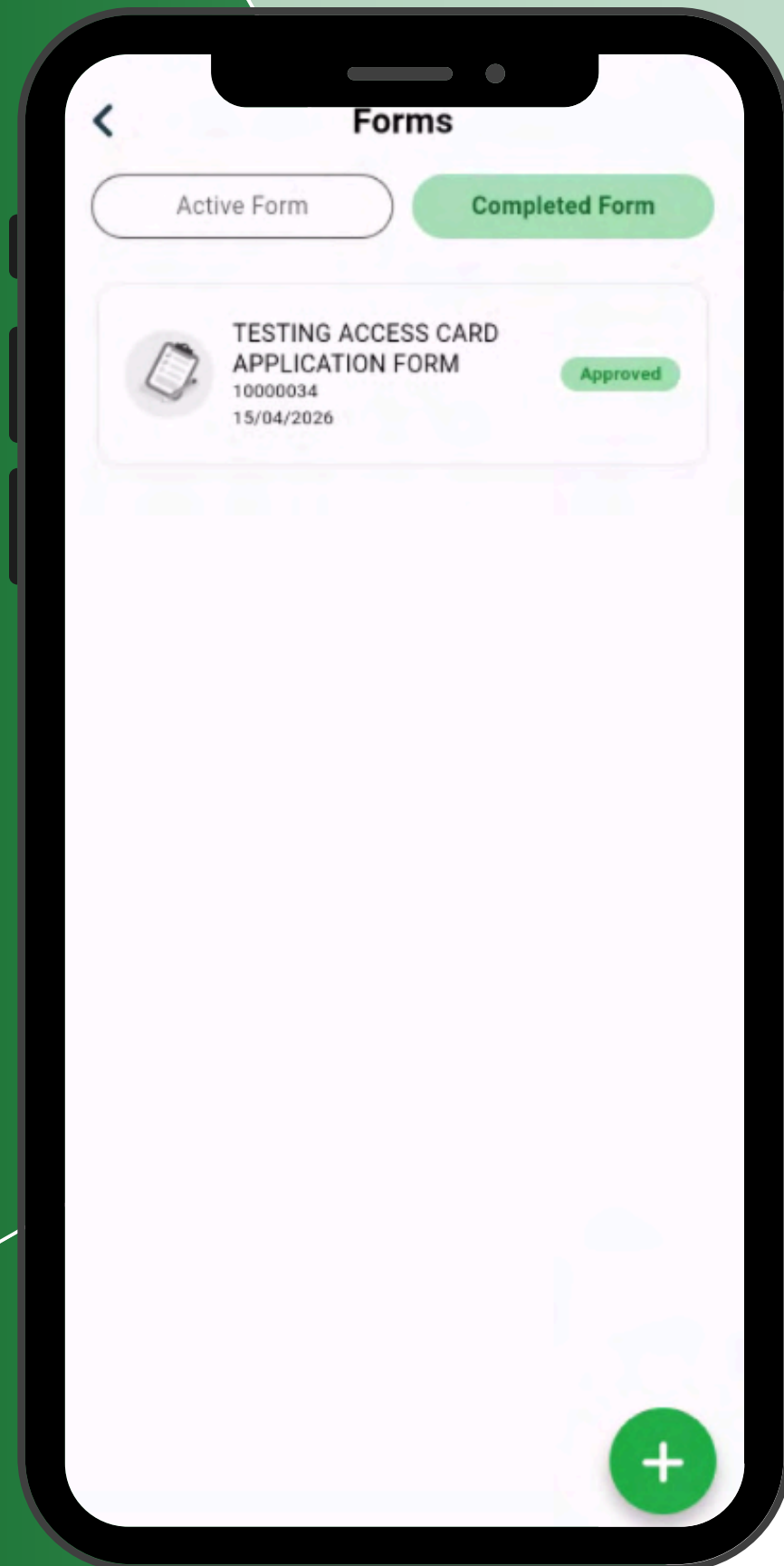
1.scaled\_1000004327.jpg

Submit

A submission success message will pop-up. Click "OK"

Mesej kejayaan penghantaran akan muncul. Klik "OK"

提交成功后会弹出窗口。请点击“确定”

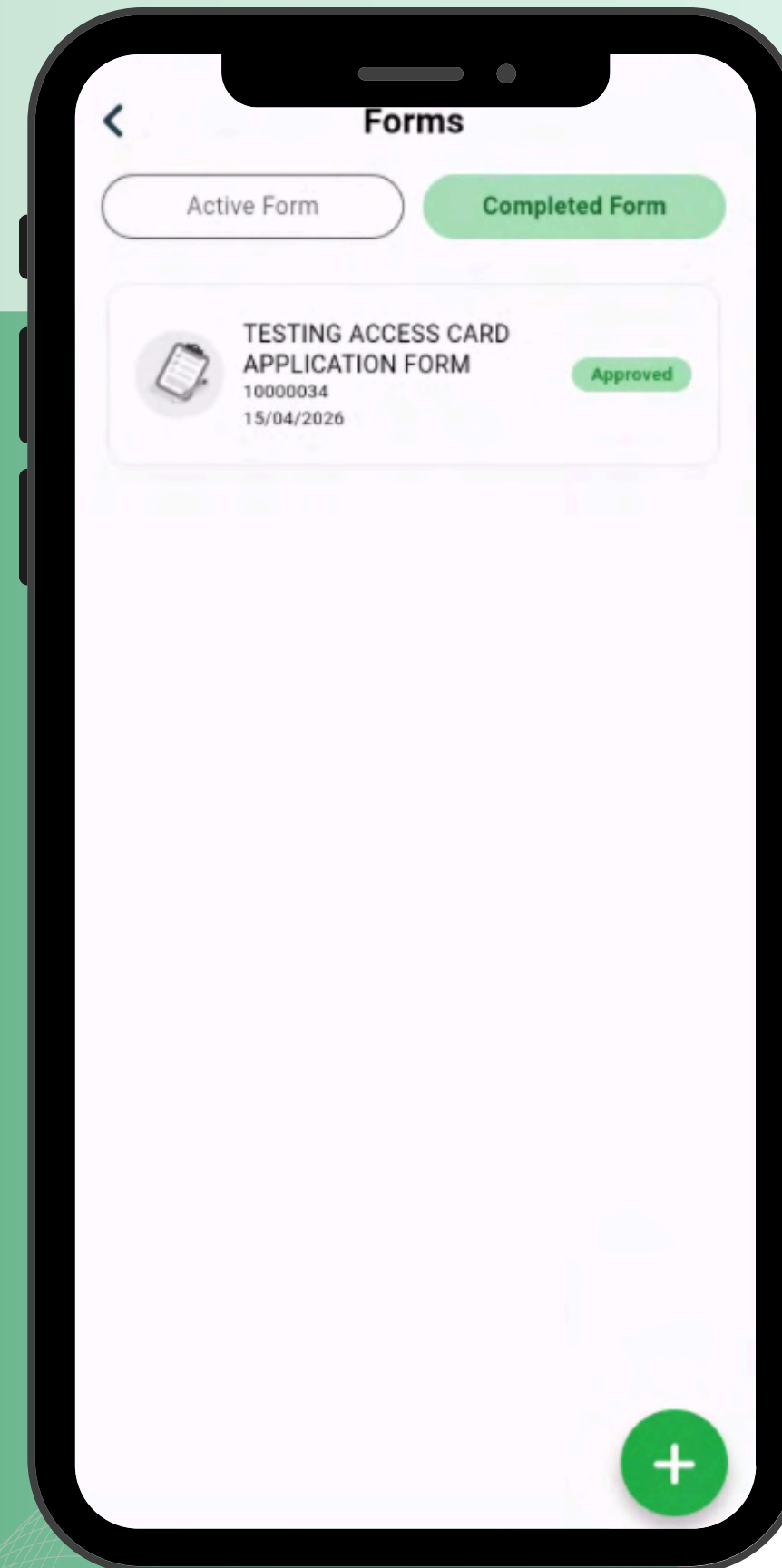


7

Click Into "Active Form" to view Submitted Form

Klik "Borang Aktif" untuk melihat borang yang telah dihantar

点击“进行中表单”查看已提交表单



8

Click Into "Completed Form" to view Approved Form

Klik "Borang Selesai" untuk melihat borang yang diluluskan

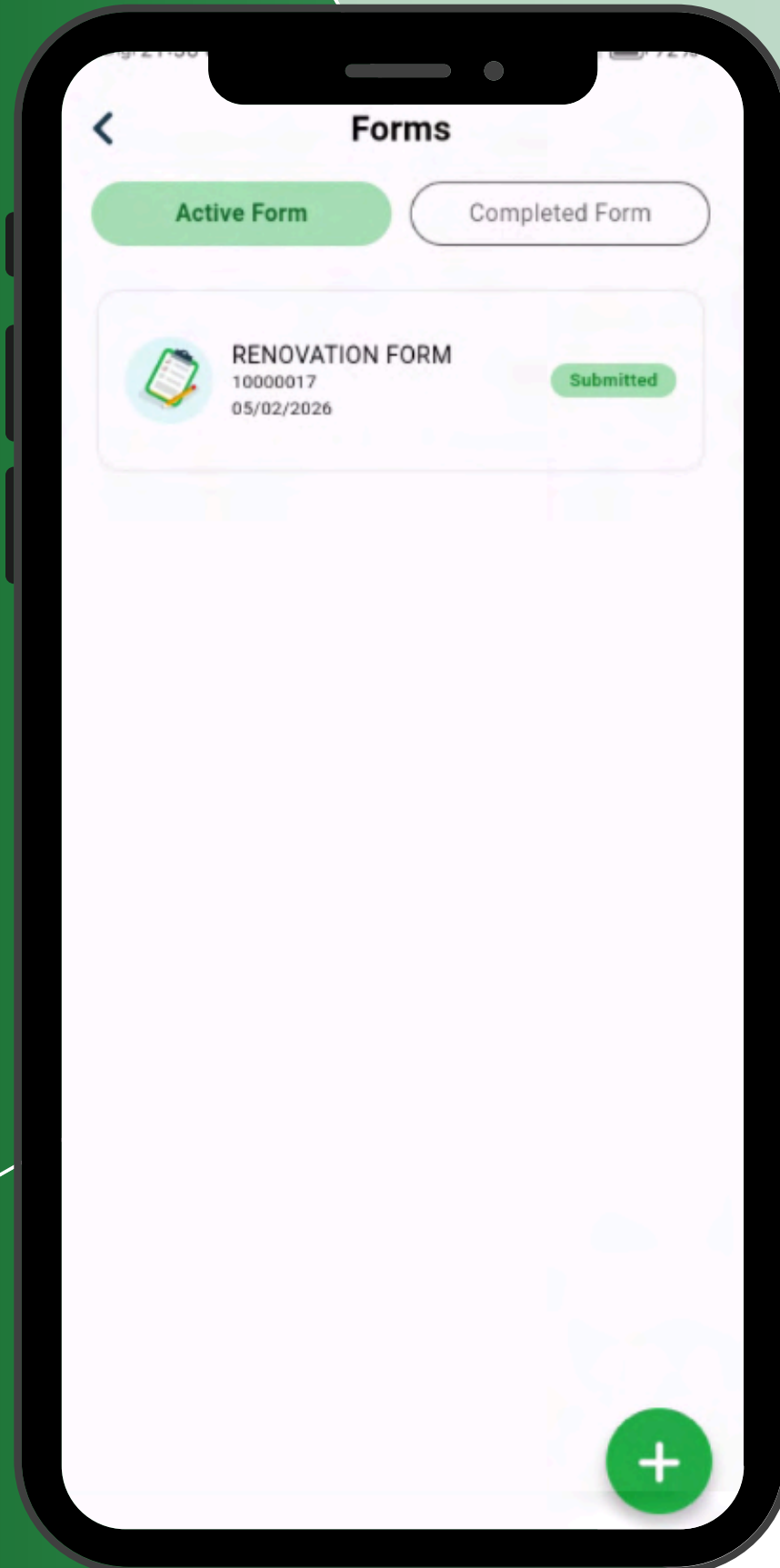
点击“已完成表单”查看已批准表单

# Borang Fizikal

# Physical Forms

# 纸质表格

9

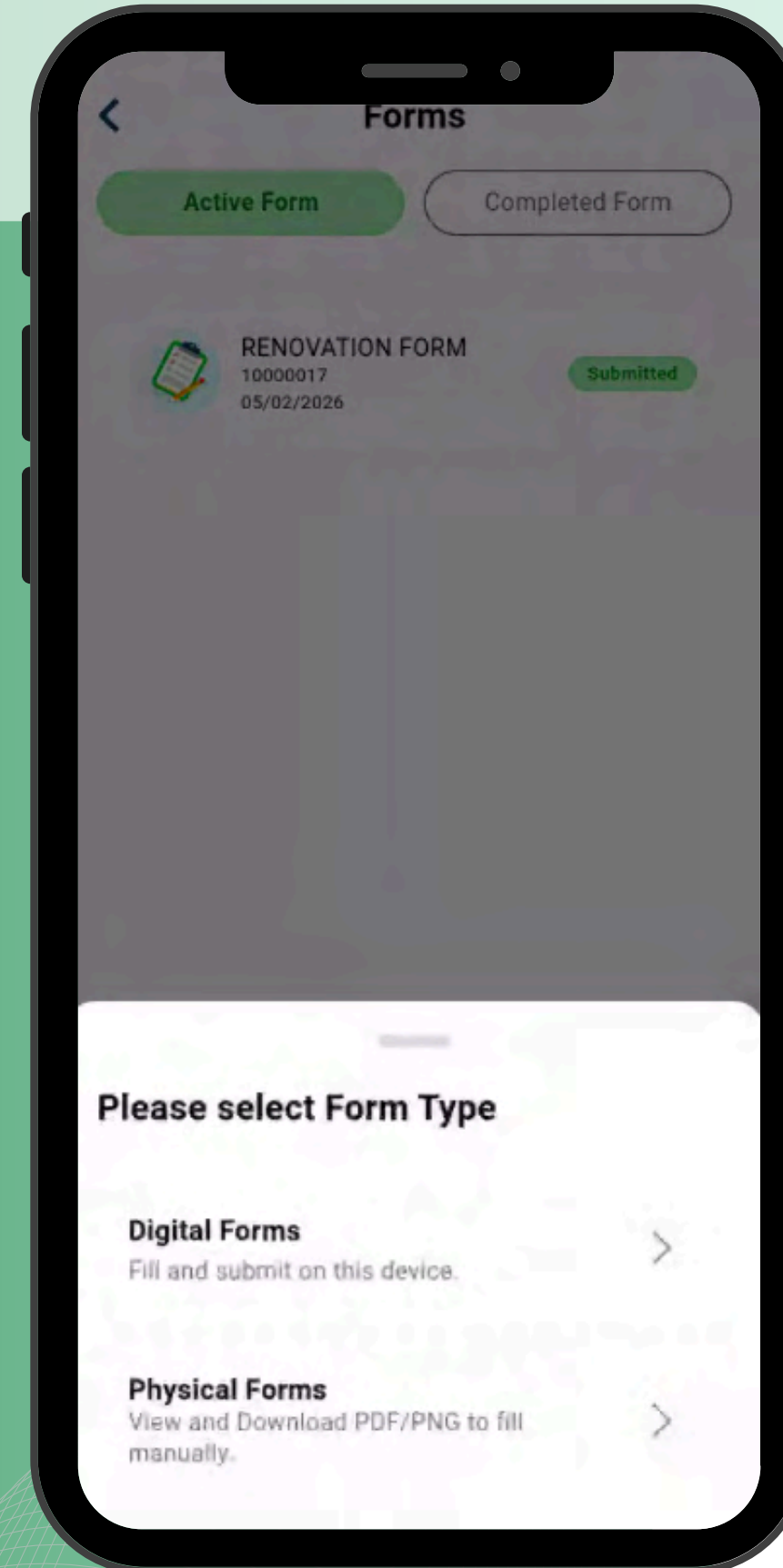


Click "+" to choose new form

Klik "+" untuk memilih borang baharu

点击“+”选择新表格

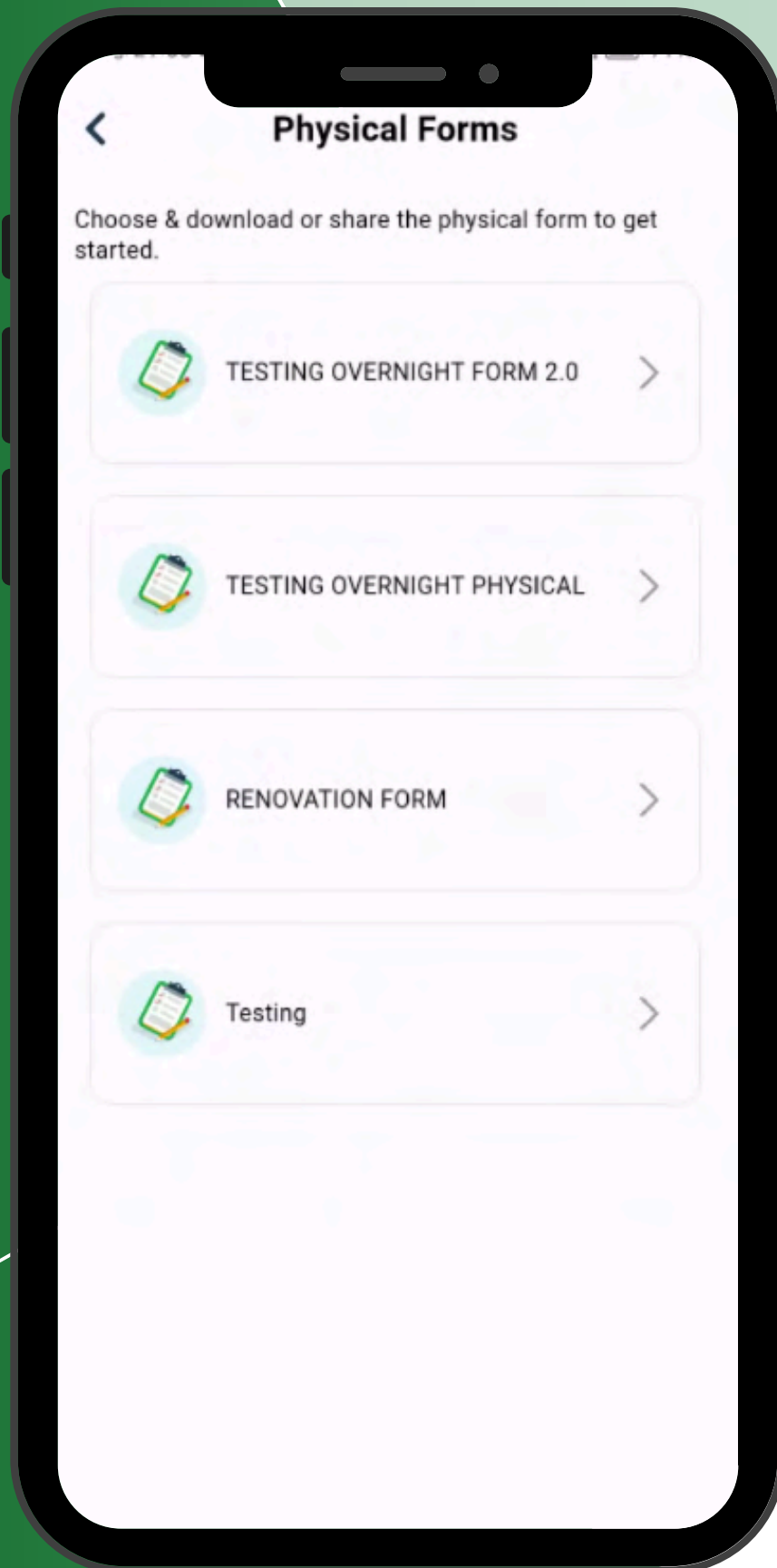
10



Select the “Physical Forms” at Form Type

Pilih “Borang Fizikal” pada Jenis Borang

在表单类型中选择“实体表格”

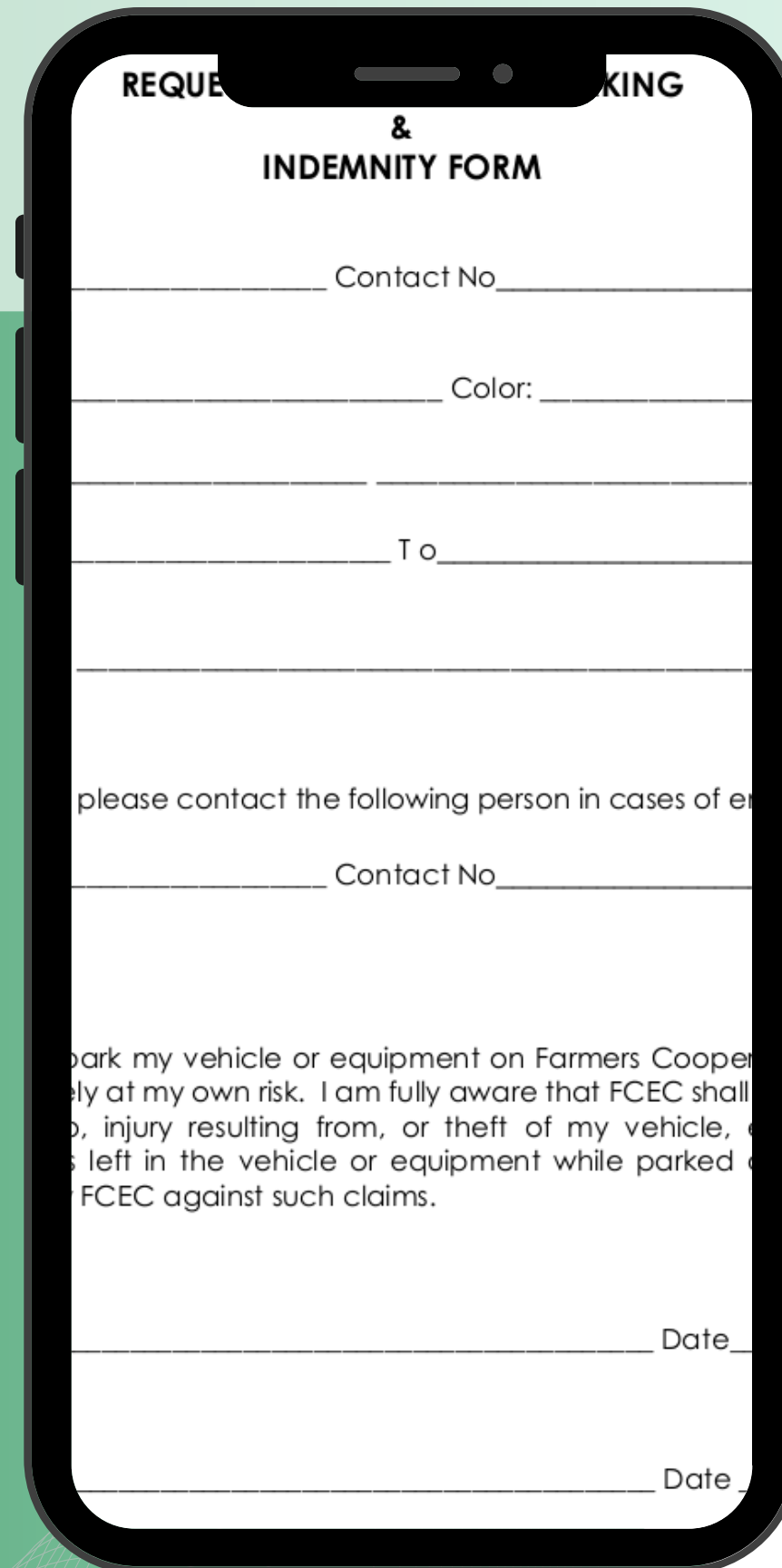


**11**

Select the "Form" of your choice

Pilih "Borang" pilihan anda

选择您需要的“表格”



**12**

Download or print out your Form of choice

Muat turun atau cetak borang pilihan anda

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# Visitor | Pelawat | 访客

Residents can pre-register your upcoming visitors in-app to enjoy swift registration process at the Guard House.  
Penduduk boleh pra-daftar pelawat yang akan datang melalui aplikasi untuk menikmati proses pendaftaran yang lebih pantas di pondok pengawal

住户可在应用中预先登记访客，以在保安亭享受更快速的登记流程

Visitor is only required to present QR/Pin code to the guards upon arrival.

Pelawat hanya perlu menunjukkan kod QR/Pin kepada pengawal semasa ketibaan

访客只需在抵达时向警卫出示扫描二维码/密码。

## 1. Self Registration | Pendaftaran Sendiri | 自行注册

Residents know their visitor details and can register visitors on their own, with a visitor QR code generated instantly for sharing.

Penduduk mengetahui butiran pelawat mereka dan boleh mendaftarkan pelawat sendiri, dengan kod QR pelawat dijana serta-merta untuk dikongsi.

住户了解访客详情，并可自行登记访客资料，访客二维码将即时生成以便分享。

## 2. Send Visitor Invitation | Hantar Jemputan Pelawat | 发送访客邀请

If residents do not have the visitor's information, they can send a link to the visitor to fill in the details and submit them back, allowing the resident to generate the visitor QR code.

Jika penduduk tidak mempunyai maklumat pelawat, mereka boleh menghantar pautan kepada pelawat untuk mengisi butiran dan menghantarnya semula, supaya penduduk boleh menjana kod QR pelawat.

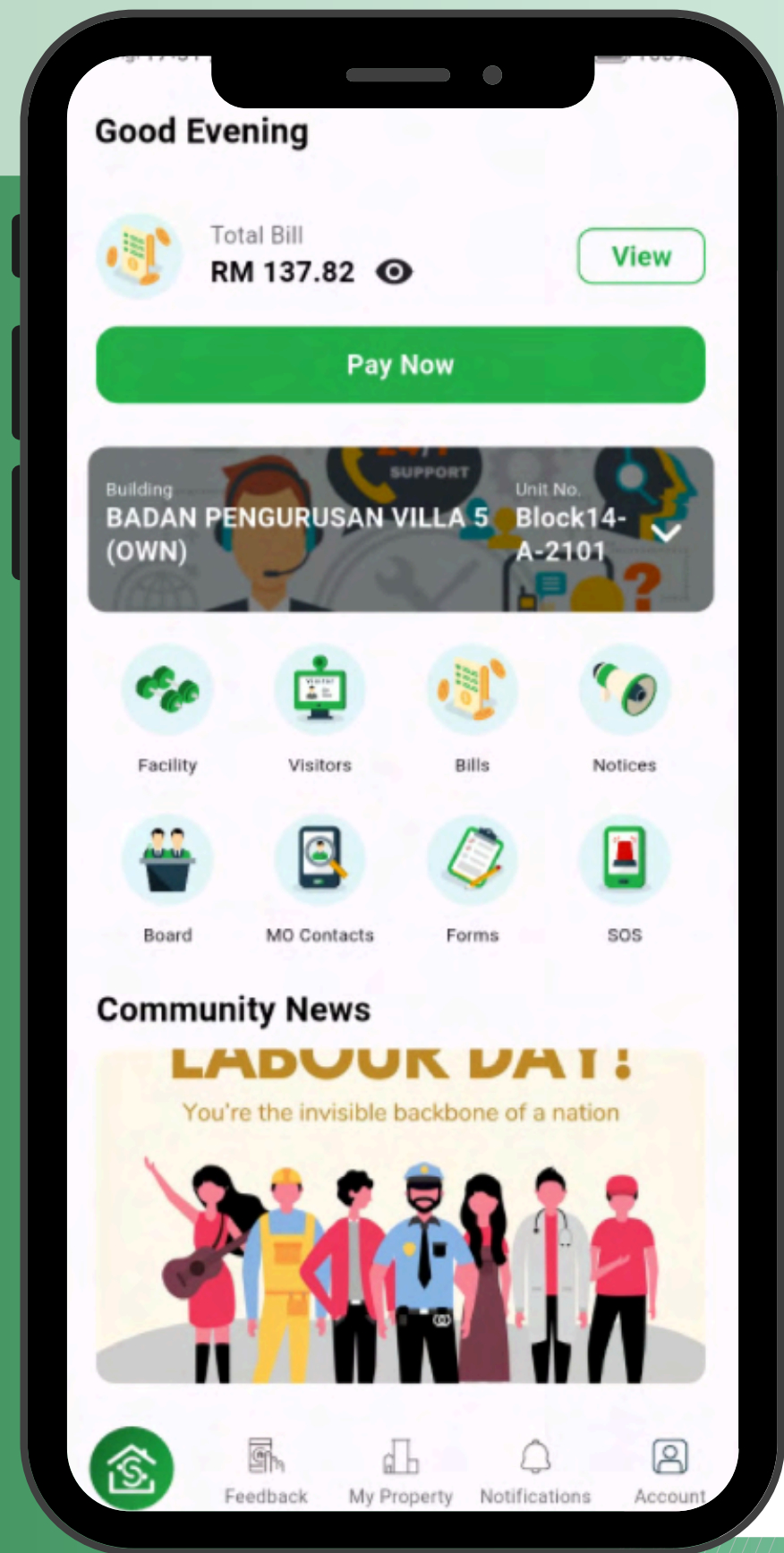
如果住户没有访客资料，他们可以发送链接给访客填写信息并提交回来，以便住户生成访客二维码。

**Pelawat**

**Visitor**

访客

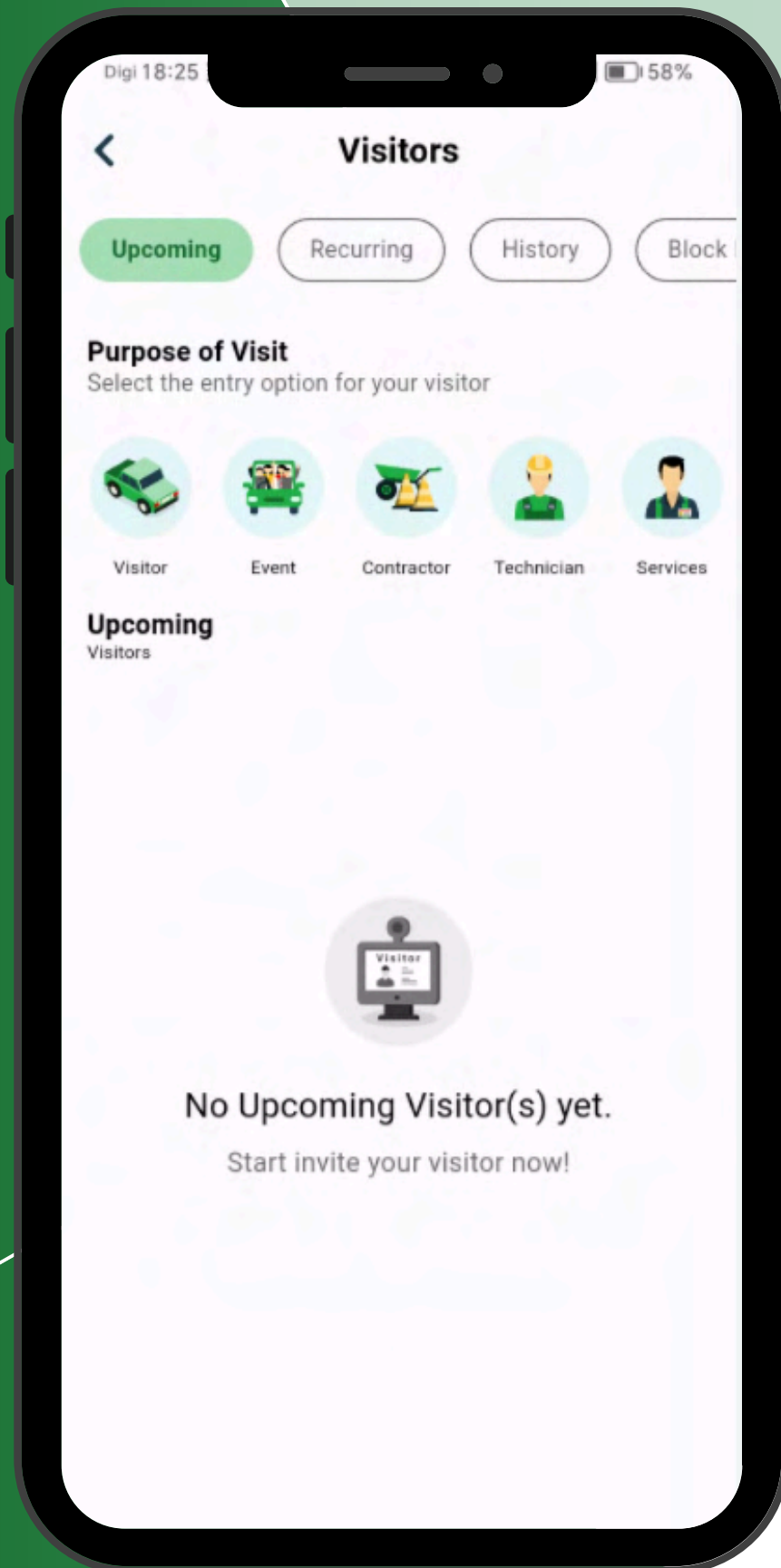
**1**



Click "Visitors"

Klik "Pelawat"

点击"访客"

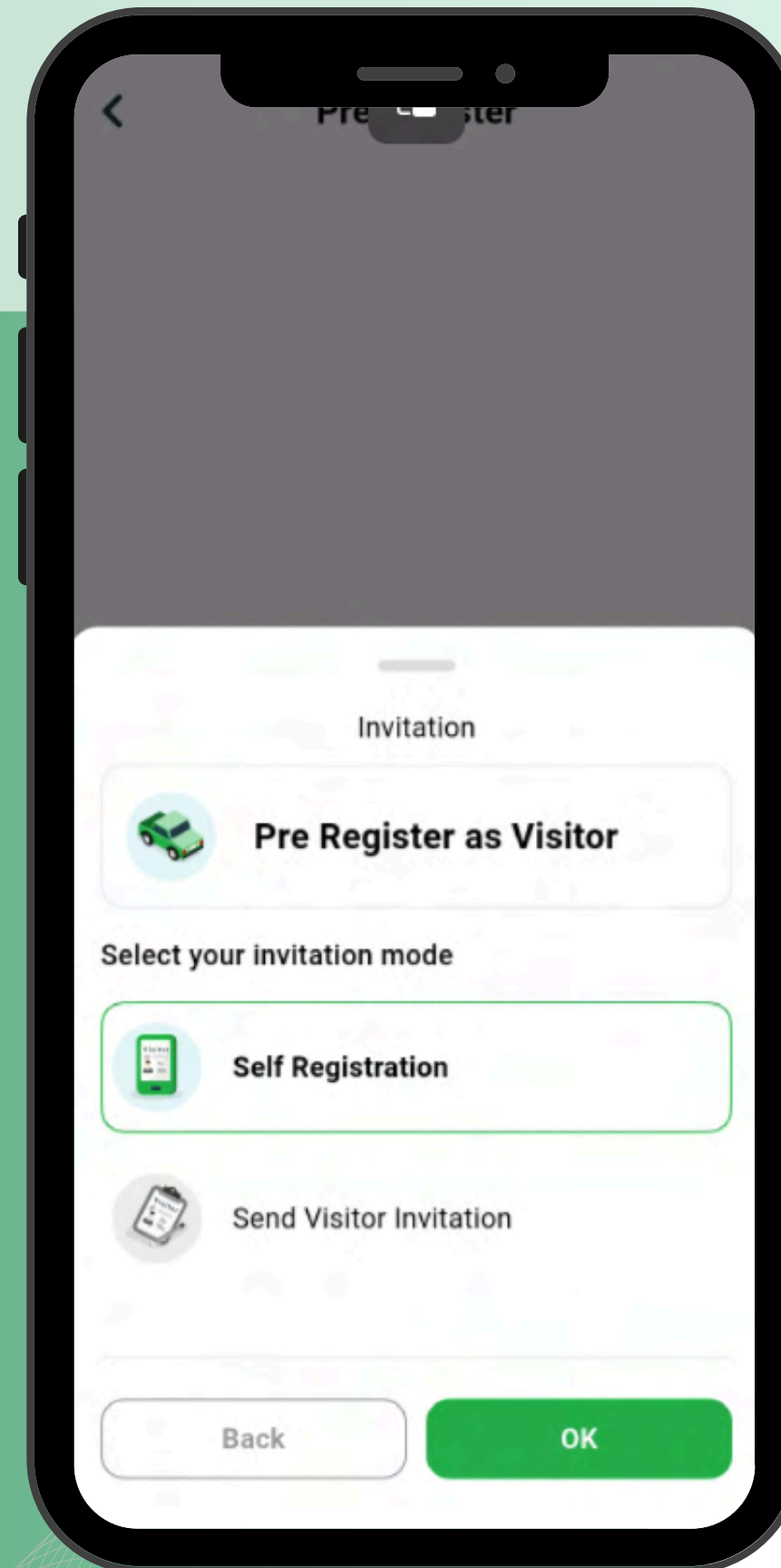


2

Select Purpose of Visit  
– Visitor

Pilih Tujuan Lawatan –  
Pelawat

选择来访目的 - 访客



3

Select Self Registration as  
Invitation Mode

Pilih Pendaftaran Kendiri  
sebagai Mod Jemputan

选择“自助登记”作为邀请模式

Pre Register

Visitor Type  
Self Registration ✓

Visitor Name \*  
Charlie

Contact Number \*  
+60 | 1111123

Vehicle no (Optional)  
VKY1198

ID no.  
0000000000

✓ Single Day Pass Multi Day Pass

Selecting multiple days with a vehicle number will be considered overnight parking. Reserved parking limits per unit are subject to Management Office rules.

Single entry date \*  
2026-04-22

Multiple Entry \*  
 Yes  No.

No. of Pax \*  
2

Resident Remarks

4

Fill up Pre Register details

Isi maklumat pra-  
pendaftaran

填写预登记信息

Pre Register

Visitor Type  
Send Visitor Invitation ✓

Visitor Name \*  
Carren

✓ Single Day Pass Multi Day Pass

Selecting multiple days with a vehicle number will be considered overnight parking. Reserved parking limits per unit are subject to Management Office rules.

Single entry date \*  
2026-05-07

Multiple Entry \*  
 Yes  No.

Resident Remarks  
Type here...

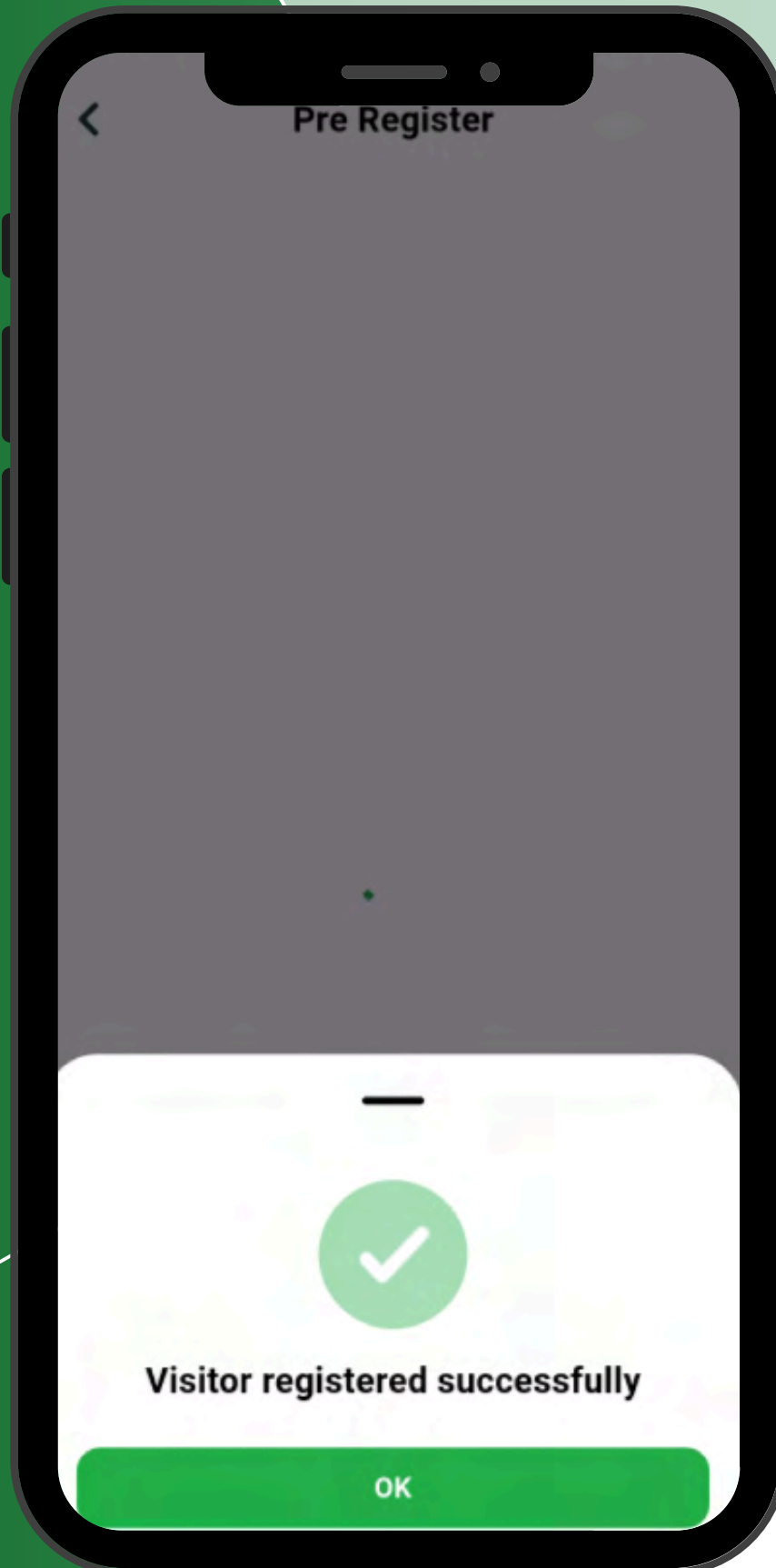
Pre Register

5

Click "Pre Register" to  
submit details

Klik "Pra-Pendaftaran"  
untuk menghantar  
maklumat

点击“预登记”提交信息

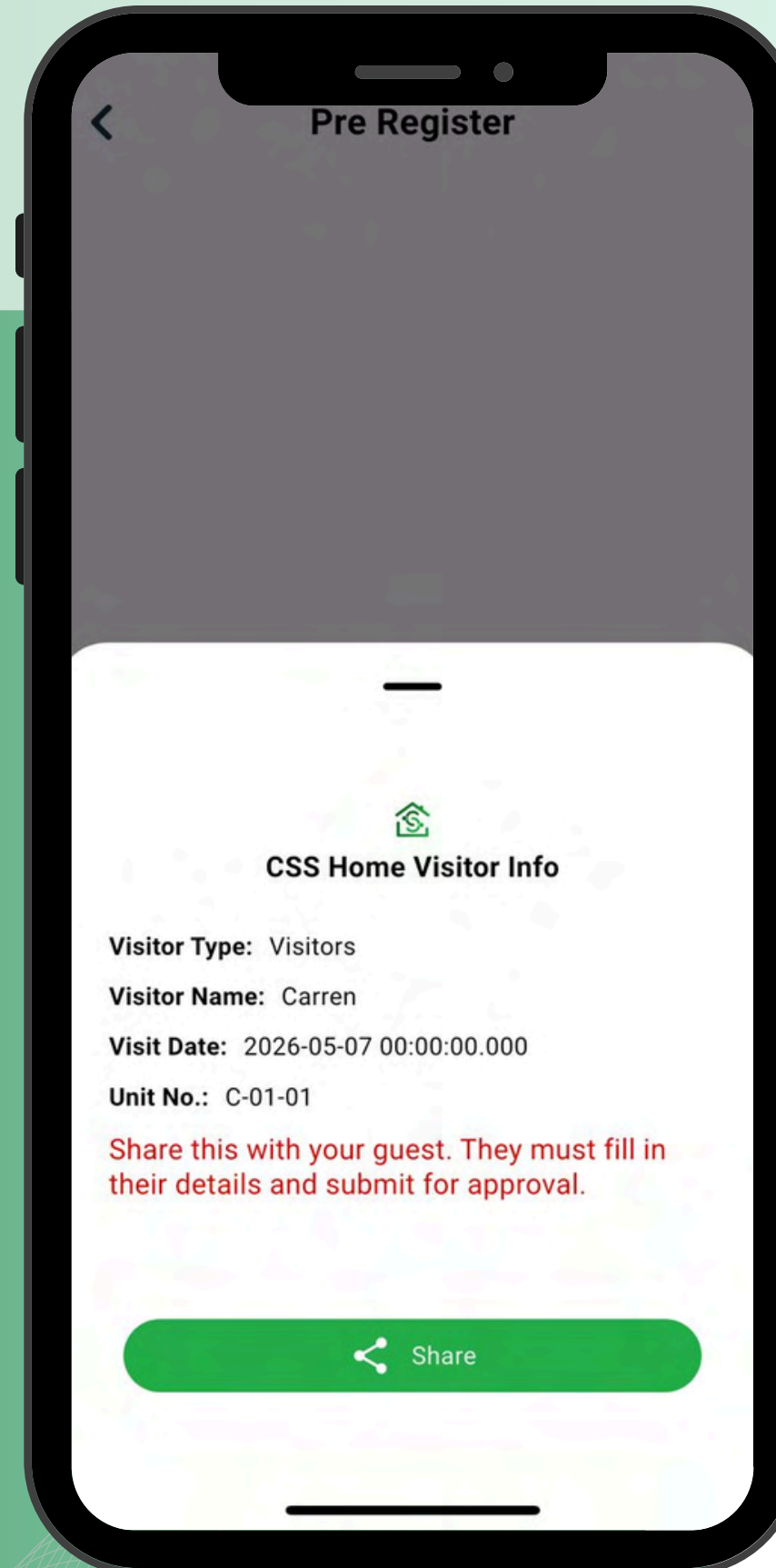


6

A "Visitor Registered Successfully" message will pop out. Press "OK"

Mesej "Pelawat Berjaya Didaftarkan" akan muncul. Tekan "OK"

“访客登记成功”提示将弹出。点击“确定”



7

Visitor QR code can be share to relevant visitor

Kod QR pelawat boleh dikongsi kepada pelawat berkenaan

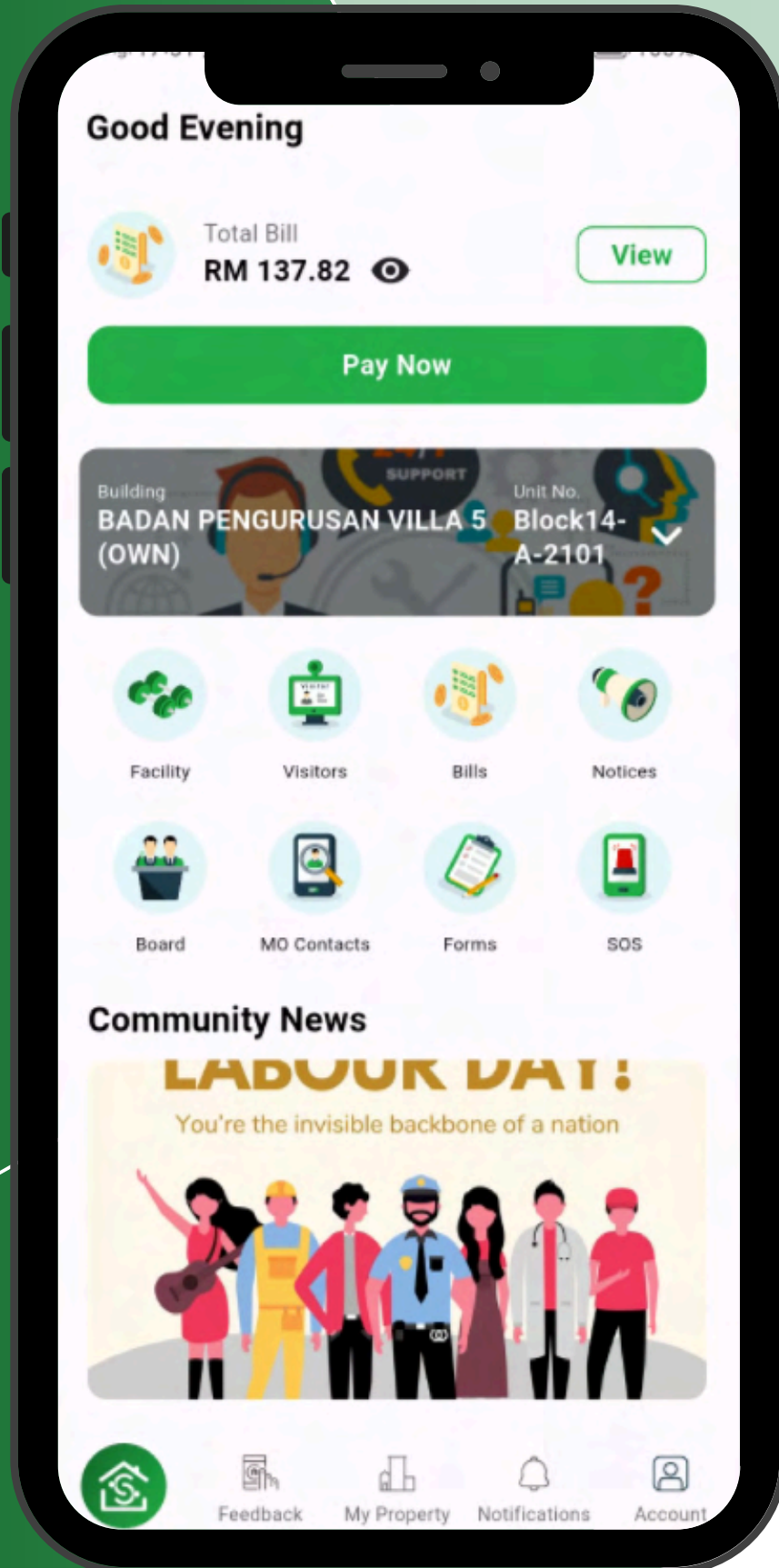
访客二维码可分享给相关访客

# Pelawat

# Visitor

# 访客

1

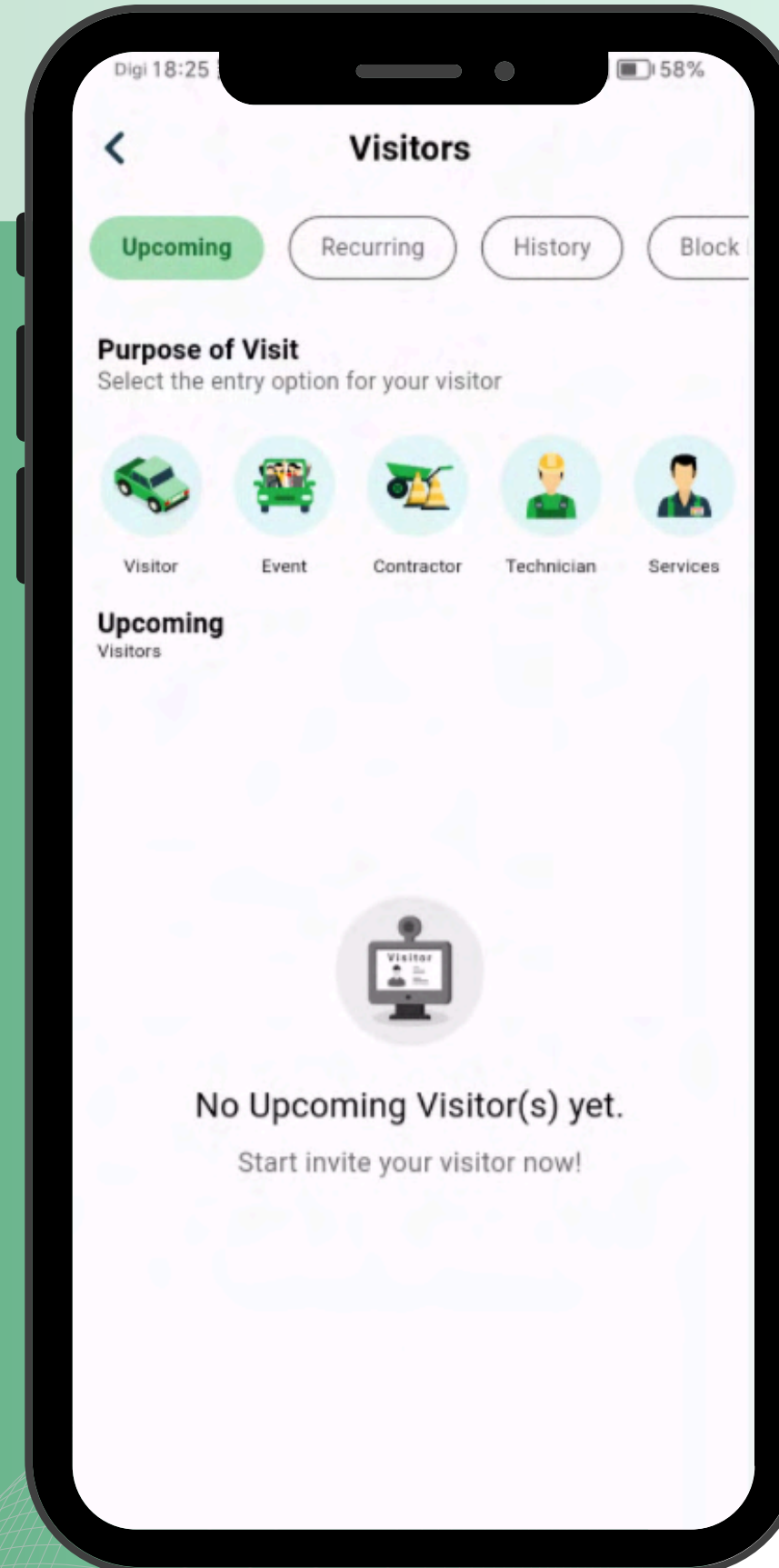


Click "Visitors"

Klik "Pelawat"

点击“访客”

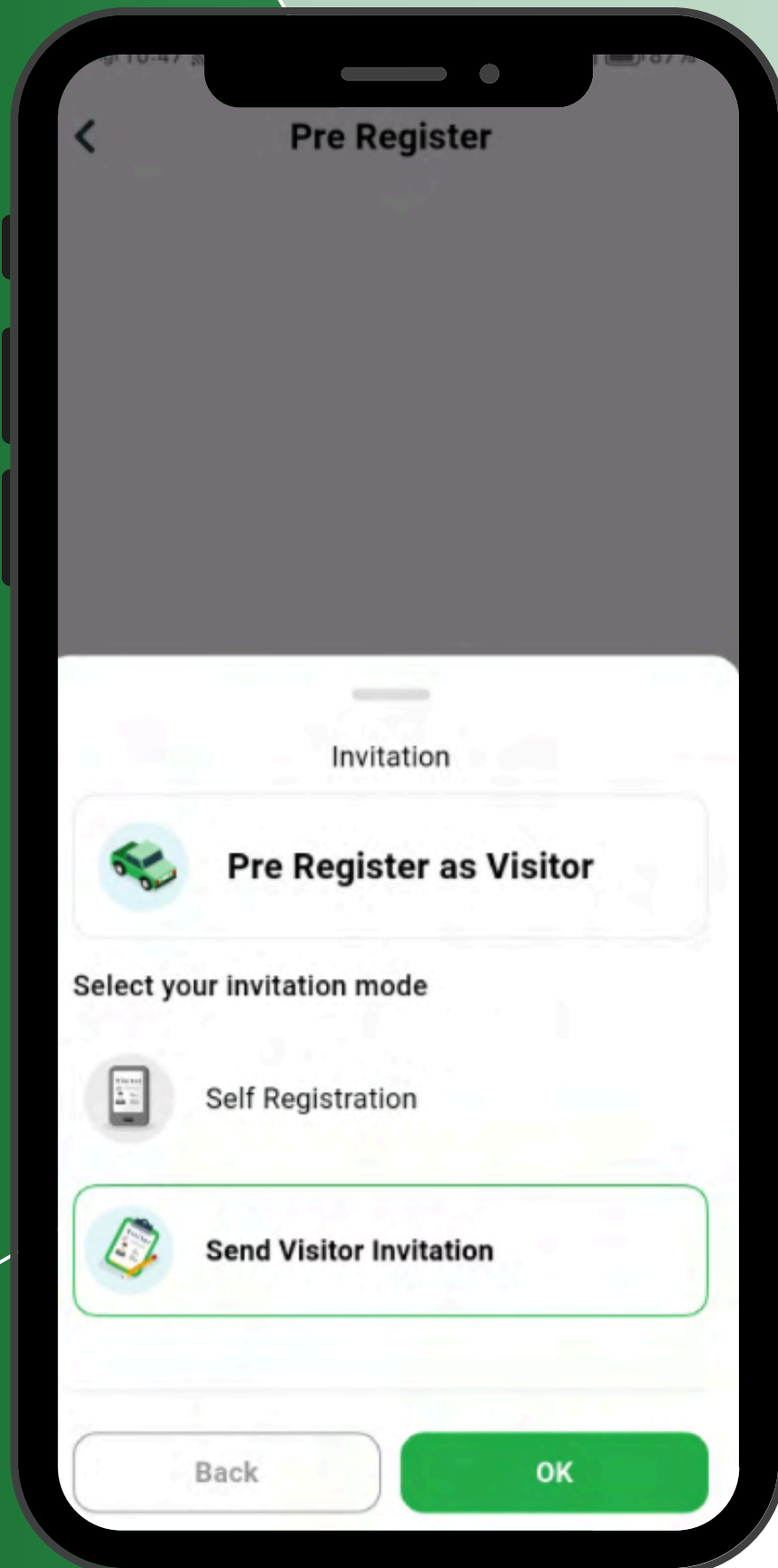
2



Select Purpose of Visit – Visitor

Pilih Tujuan Lawatan – Pelawat

选择来访目的 - 访客

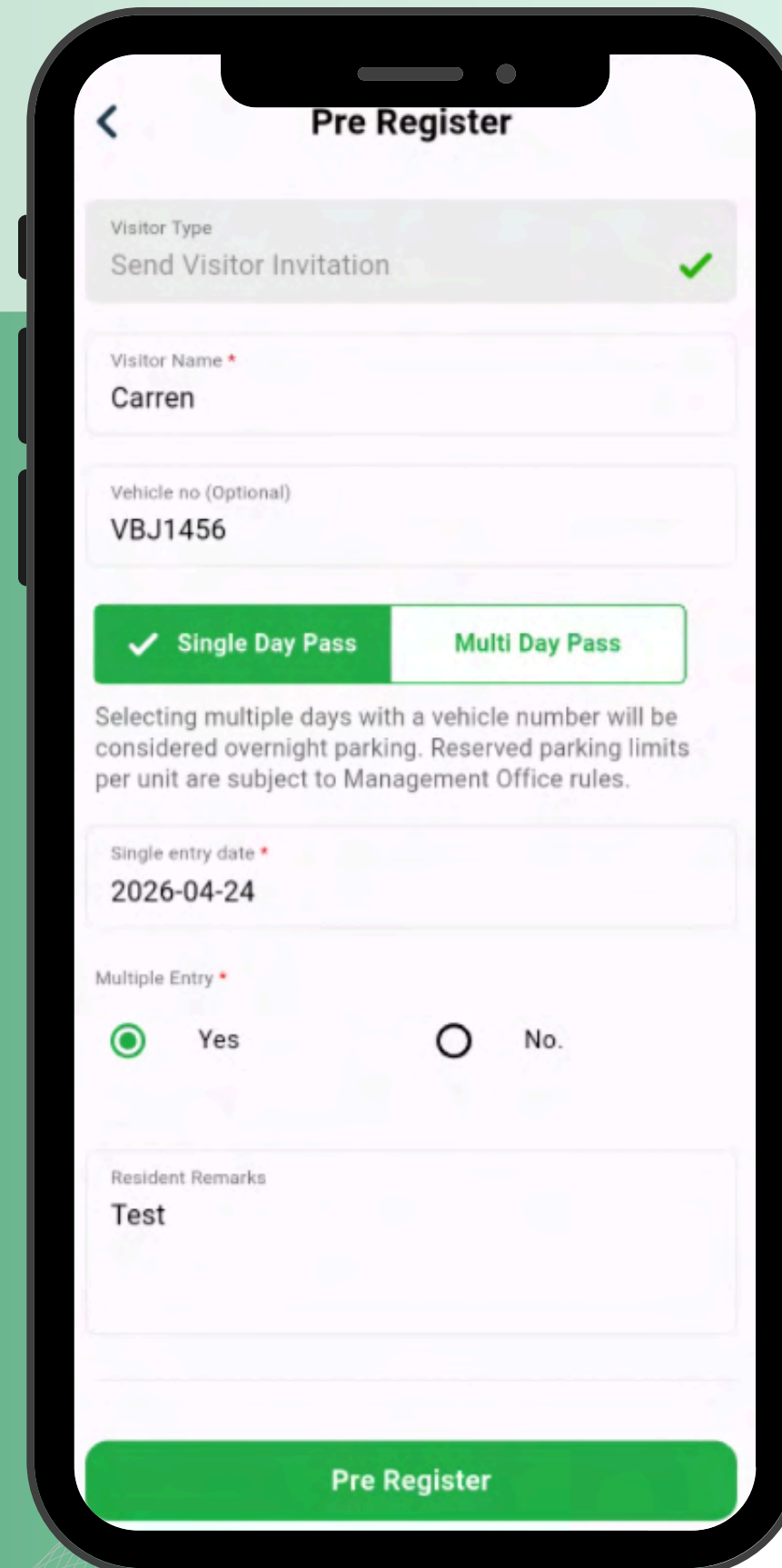


3

Select send Visitor Invitation as Invitation Mode

Pilih “Hantar Jemputan Pelawat” sebagai Mod Jemputan

选择“发送访客邀请”作为邀请模式

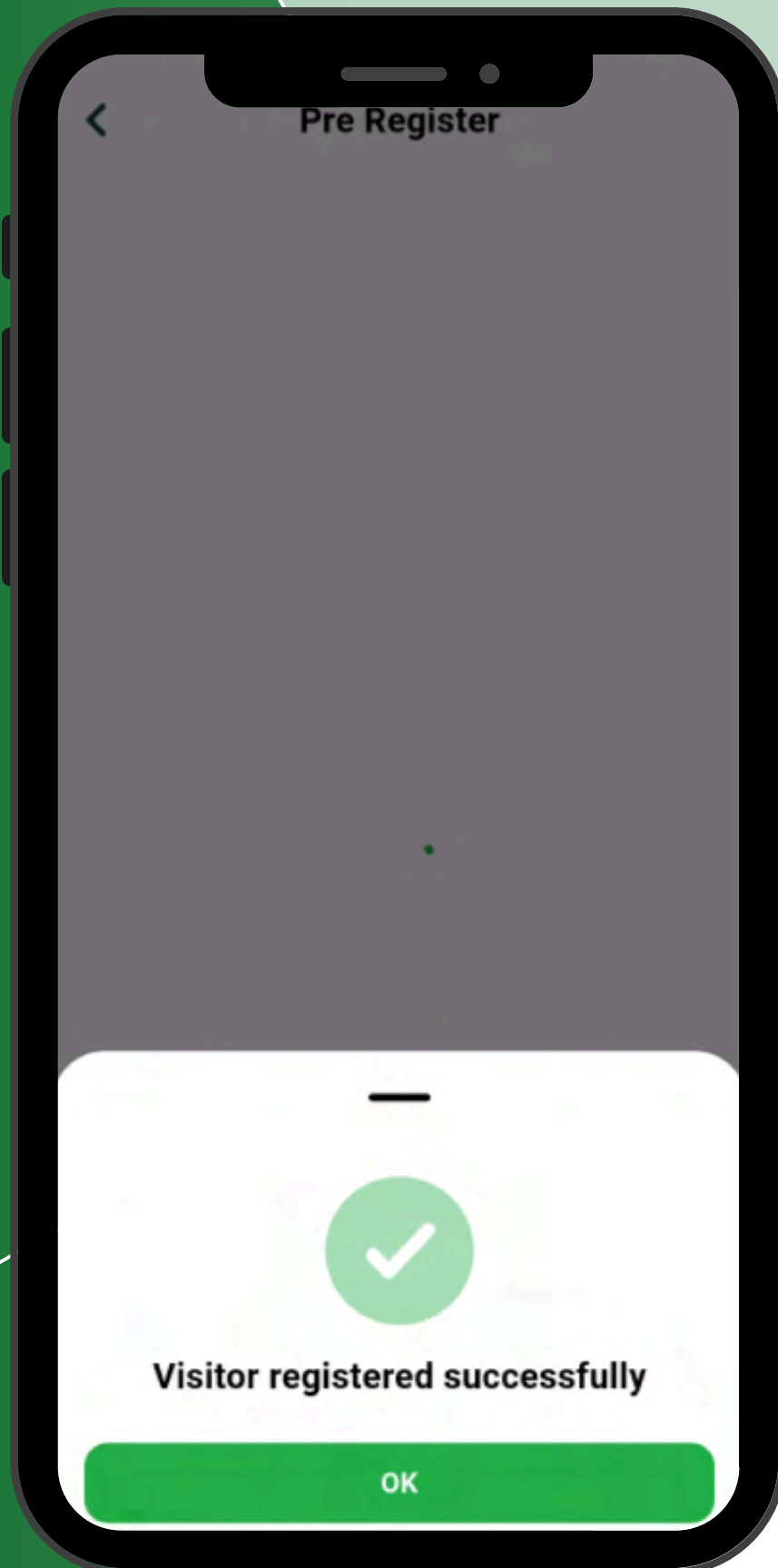


4

Fill up Pre Register details & Click “Submit”

Isi maklumat pra-pendaftaran dan klik “Hantar”

填写预登记信息并点击“提交”



5

A “Visitor Registered Successfully” message will pop out. Press "OK"

Mesej “Pelawat Berjaya Didaftarkan” akan muncul. Tekan “OK”

“访客登记成功”提示将弹出。点击“确定”



6

Visitor QR code can be share to relevant visitor

Kod QR pelawat boleh dikongsi kepada pelawat berkenaan

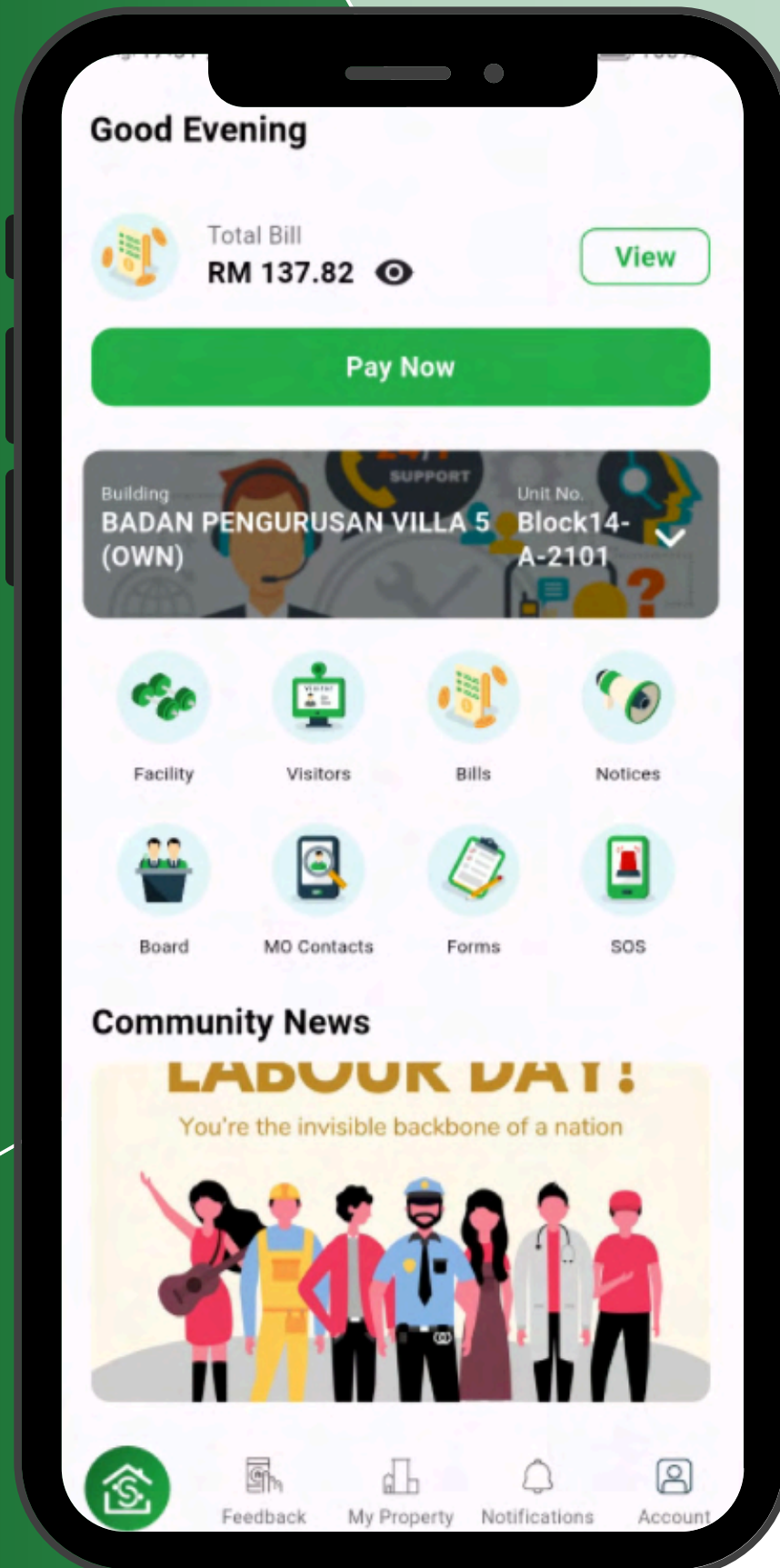
访客二维码可分享给相关访客

# Kontraktor

# Contractor

# 承包商

1

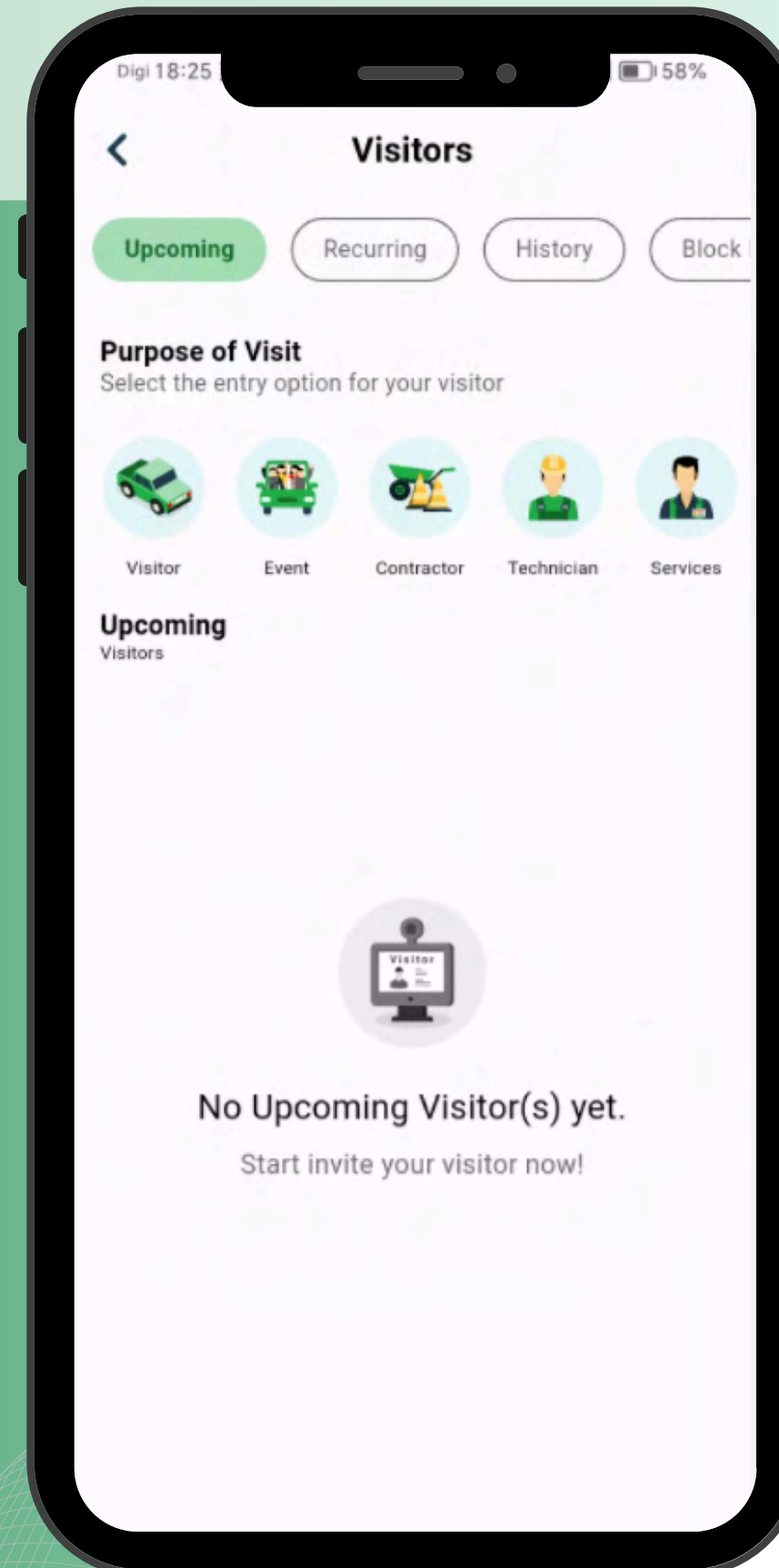


Click “Visitors”

Klik “Pelawat”

点击“访客”

2



Select Purpose of Visit – Contractor

Pilih Tujuan Lawatan – Kontraktor

选择来访目的 - 承包商

**CONTRACTOR**

NAME \*  
Sean

ID NUMBER \*  
871005061327

CONTACT NUMBER \*  
011111111

EMAIL ADDRESS \*  
sean@gmail.com

CAR PLATE NUMBER \*  
VYG1000

COMPANY NAME \*  
SEAN SDN BHD

DATE BEGIN \*  
2026-04-27

DATE END \*  
2026-04-27

Submit

**3**

Fill up Contractor details & Click “Submit”

Isi maklumat kontraktor dan klik “Hantar”

填写承包商信息并点击“提交”

**Visitor Info**

Visitor Type  
Contractor

Unit No.  
Block14-A-2005

Visitor Name  
Sean

Contact Number  
011111111

ID Number  
Sean

Entry Pass  
Multi Day Pass

Visit Date  
2026-04-27

Valid Until  
2026-04-27

Car Plate Number  
VYG1000

Check In  
n/a

Check Out  
n/a

Remarks

Chat Now

Share Invitation

Cancel Pass

**4**

Contractor visit QR code can be share to relevant contractor

Kod QR lawatan kontraktor boleh dikongsi kepada kontraktor berkenaan

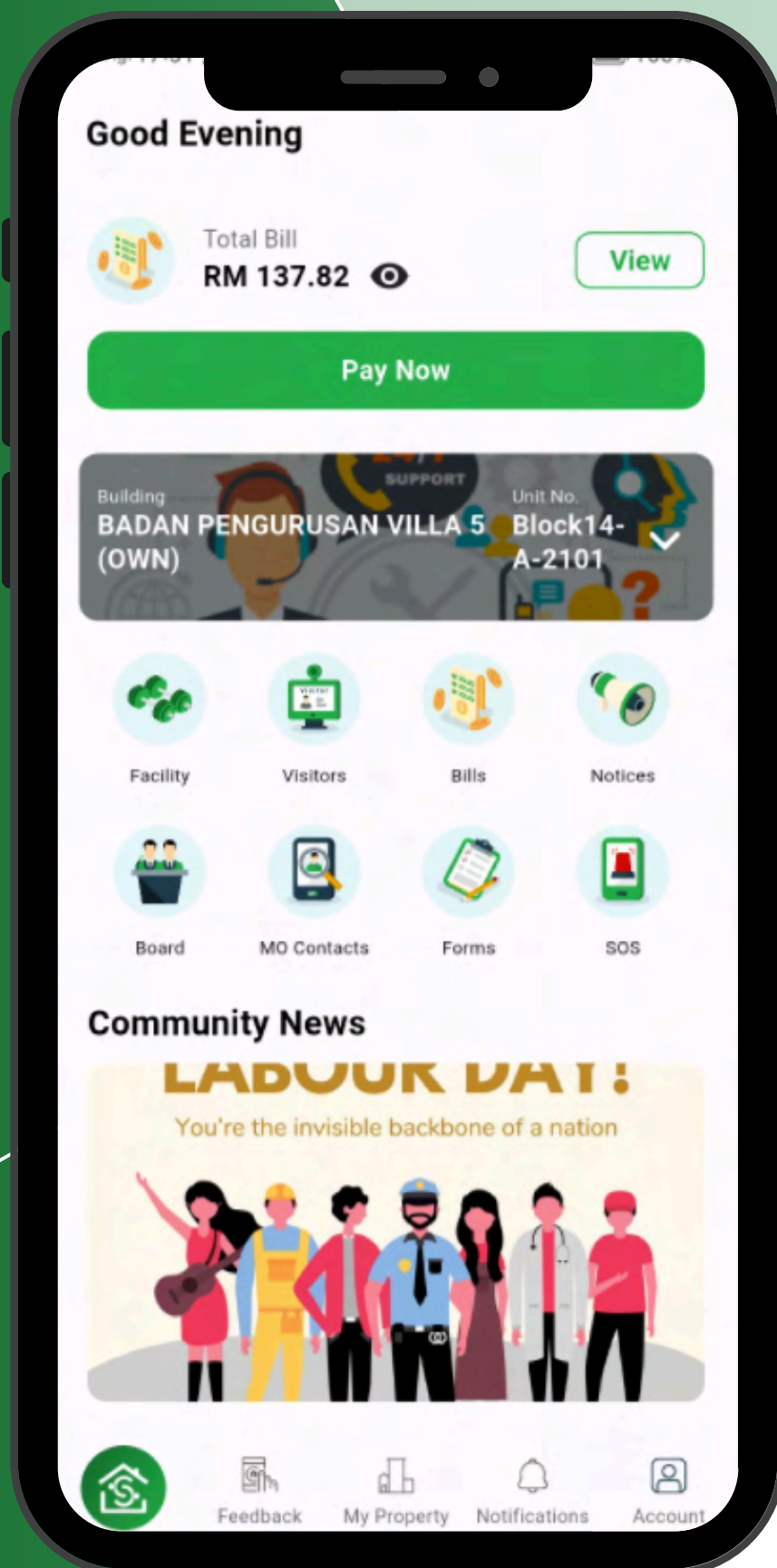
承包商来访二维码可分享给相关承包商

# Juruteknik

# Technician

# 技术人员

1

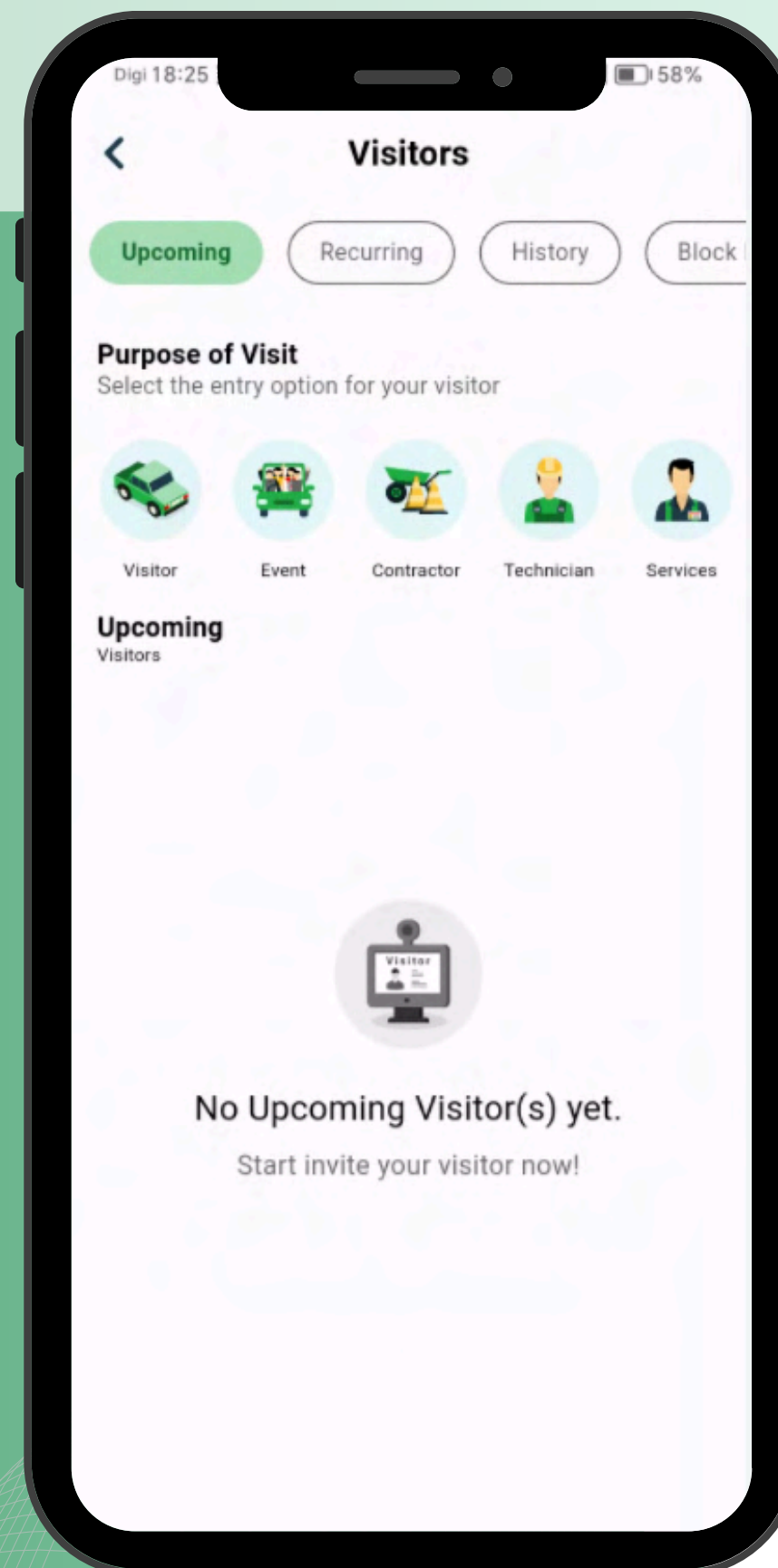


Click "Visitors"

Klik "Pelawat"

点击“访客”

2



Select Purpose of Visit – Technician

Pilih Tujuan Lawatan – Juruteknik

选择来访目的 - 技术人员

**CONTRACTOR**

NAME \*  
Sean

ID NUMBER \*  
871005061327

CONTACT NUMBER \*  
011111111

EMAIL ADDRESS \*  
sean@gmail.com

CAR PLATE NUMBER \*  
VYG1000

COMPANY NAME \*  
SEAN SDN BHD

DATE BEGIN \*  
2026-04-27

DATE END \*  
2026-04-27

Submit


**3**

Fill up Technician Contractor details & Click "Submit"

Isi maklumat juruteknik dan klik "Hantar"

填写技术人员信息并点击“提交”

Visitor Info



Visitor Type  
Contractor

Unit No.  
Block14-A-2005

Visitor Name  
Ray

Contact Number  
0111111123

ID Number  
Ray

Entry Pass  
Multi Day Pass

Visit Date  
2026-04-27

Valid Until  
2026-04-27

Car Plate Number  
AKY1000

Check In  
n/a

Check Out  
n/a

Remarks

Chat Now

Share Invitation

Cancel Pass

**4**

Technician visit QR code can be share to relevant Technician

Kod QR lawatan juruteknik boleh dikongsi kepada juruteknik berkenaan

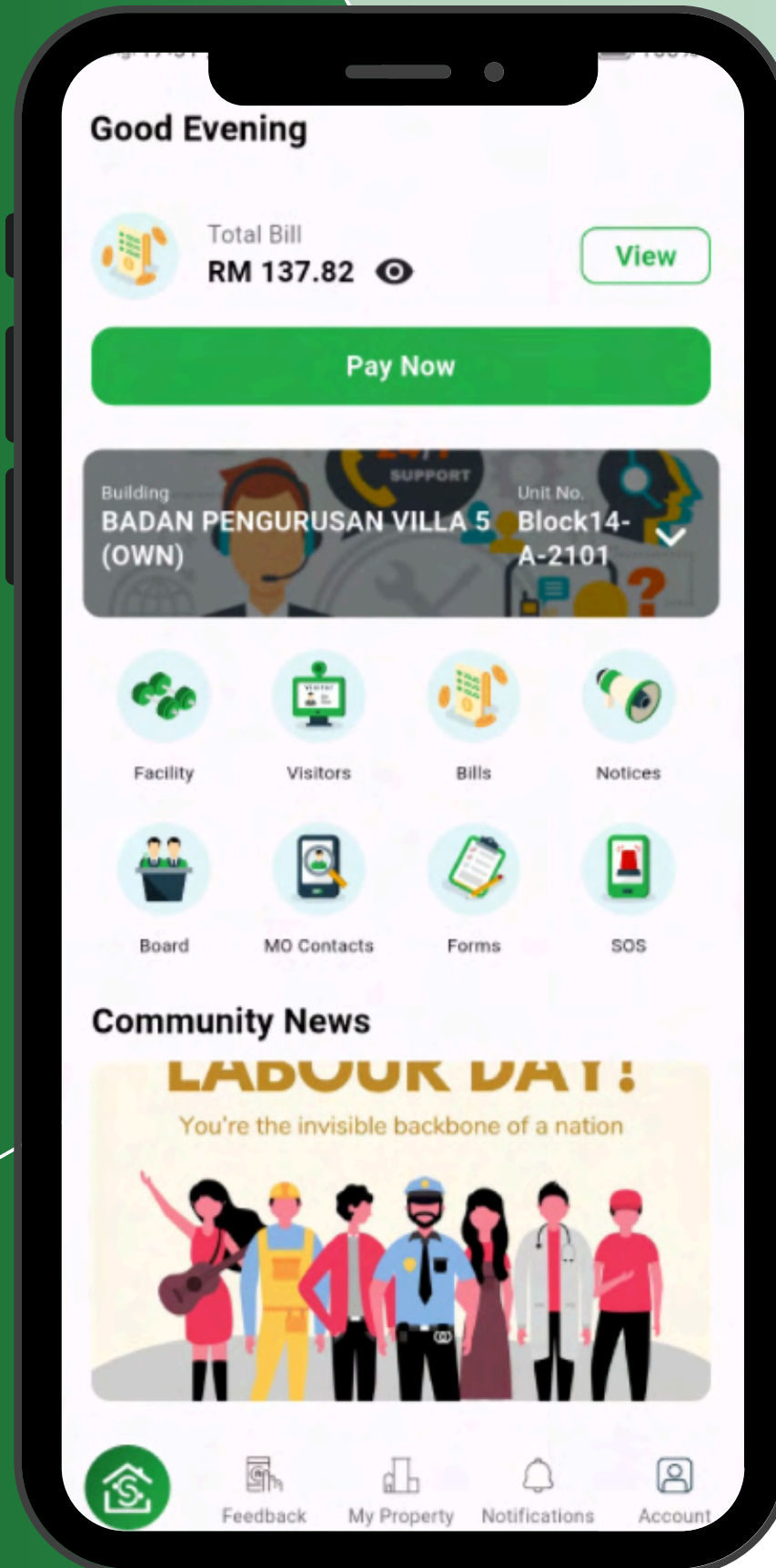
技术人员来访二维码可分享给相关技术人员

# Acara

# Event

# 活动

1



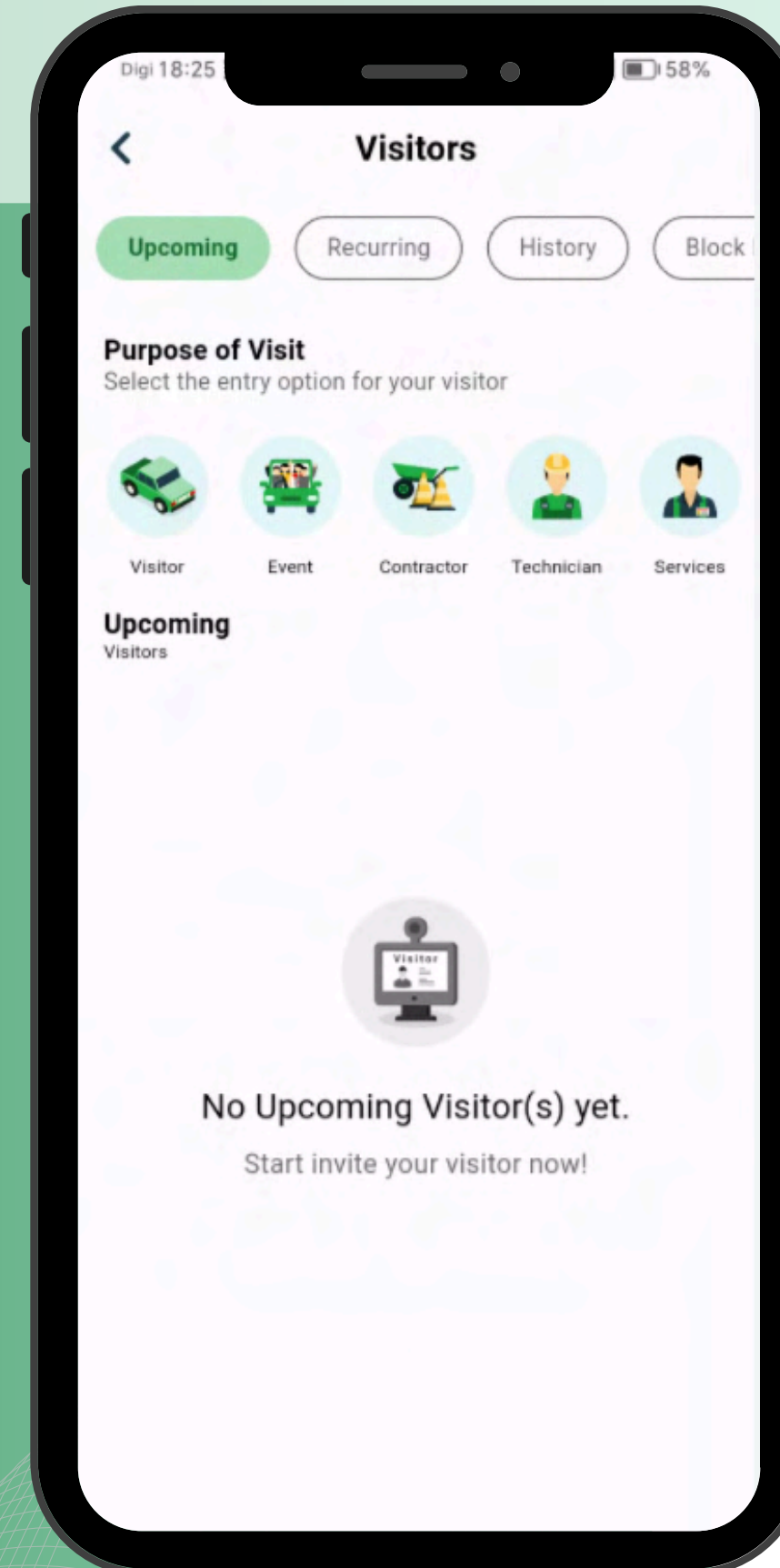
Click “Visitors”

Klik “Pelawat”

点击“访客”

In-House Event Invitation  
Jemputan Acara Dalam  
内部活动邀请

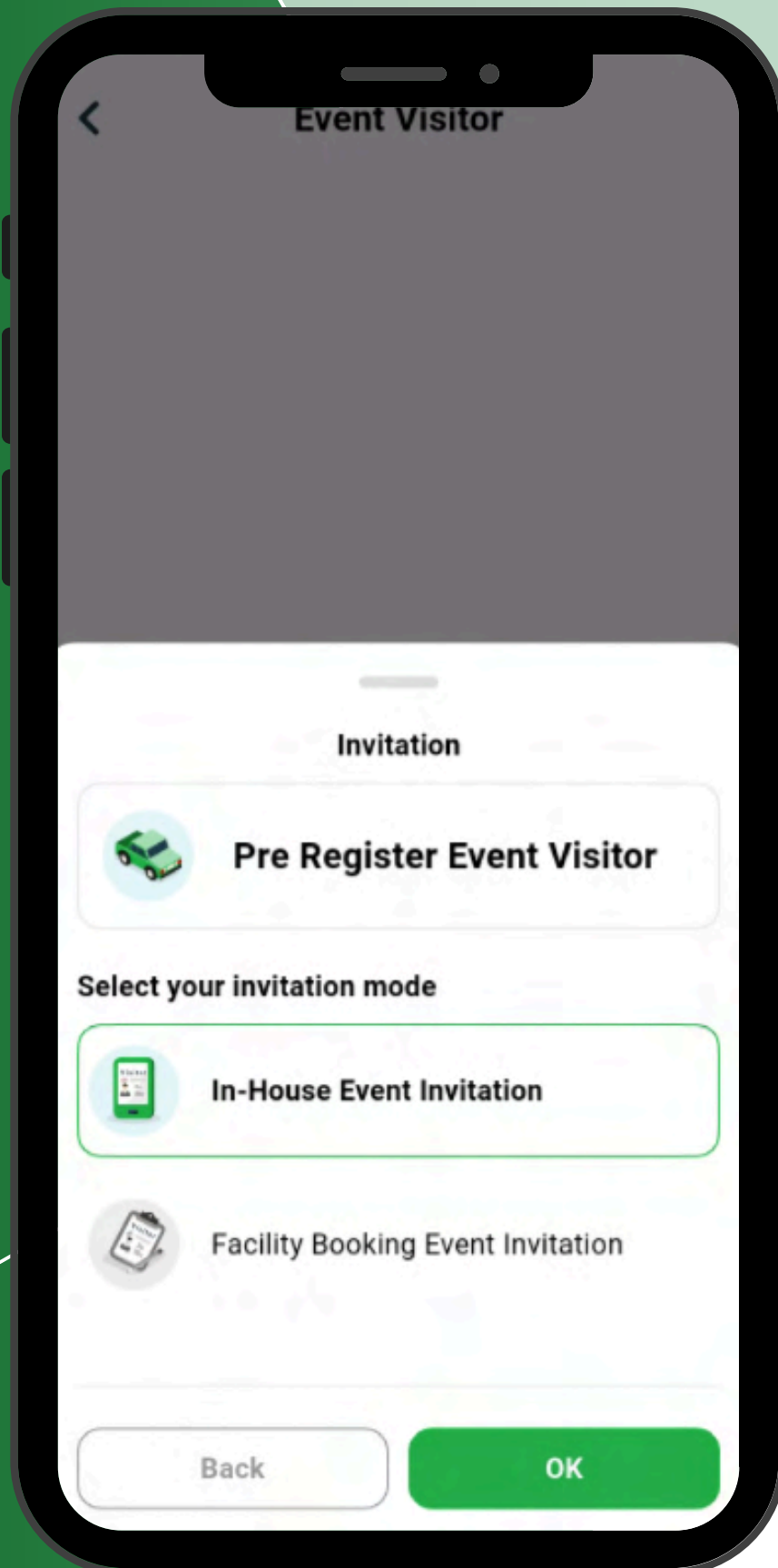
2



Select Purpose of Visit –  
Event

Pilih Tujuan Lawatan –  
Acara

选择来访目的 - 活动

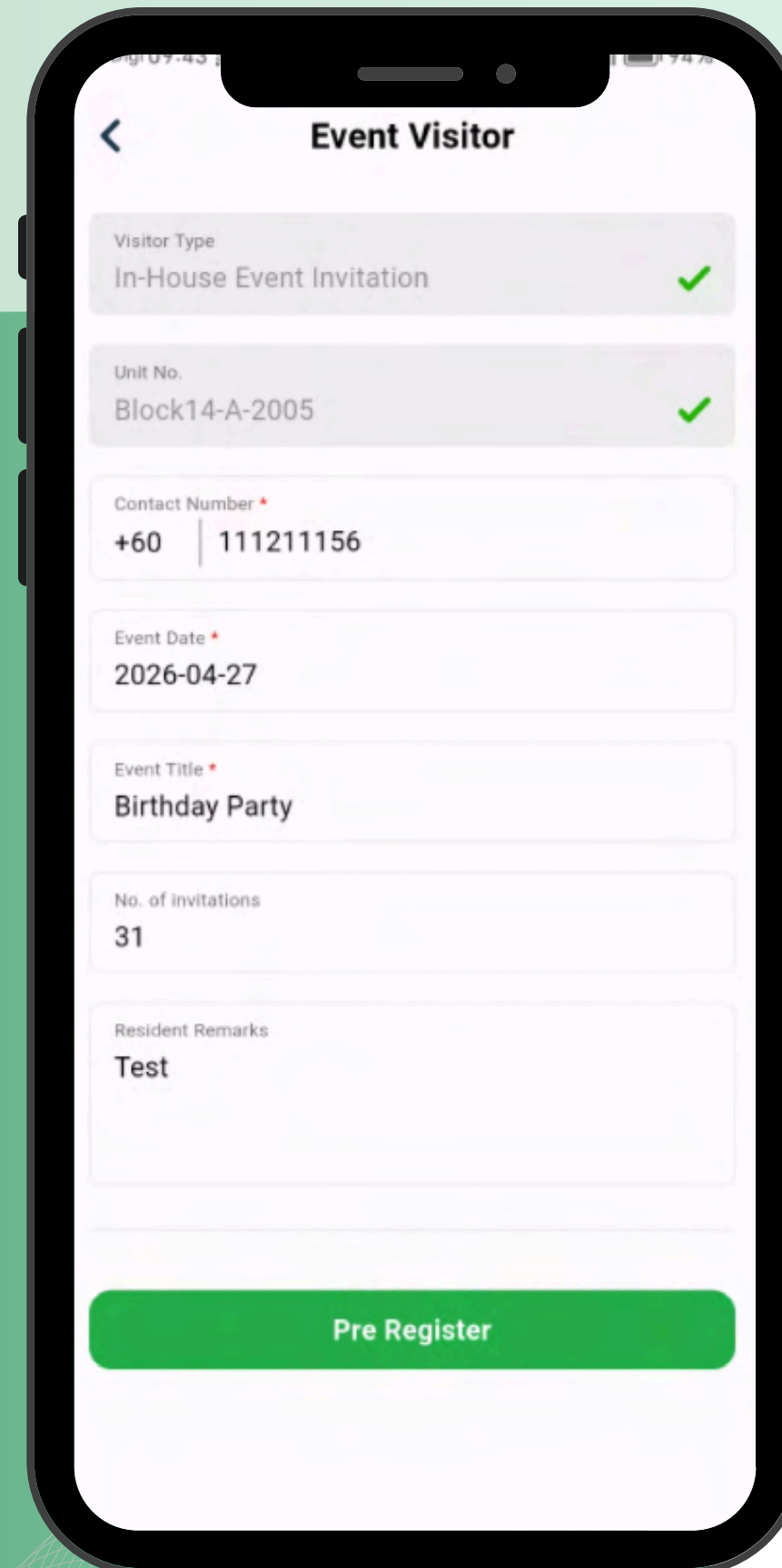


3

Select In-House Event Invitation as invitation mode

Pilih “Jemputan Acara Dalam” sebagai mod jemputan

选择“内部活动邀请”作为邀请模式



4

Fill up Event Visitor details & Click “Pre Register”

Isi maklumat pelawat acara dan klik “Pra-Pendaftaran”

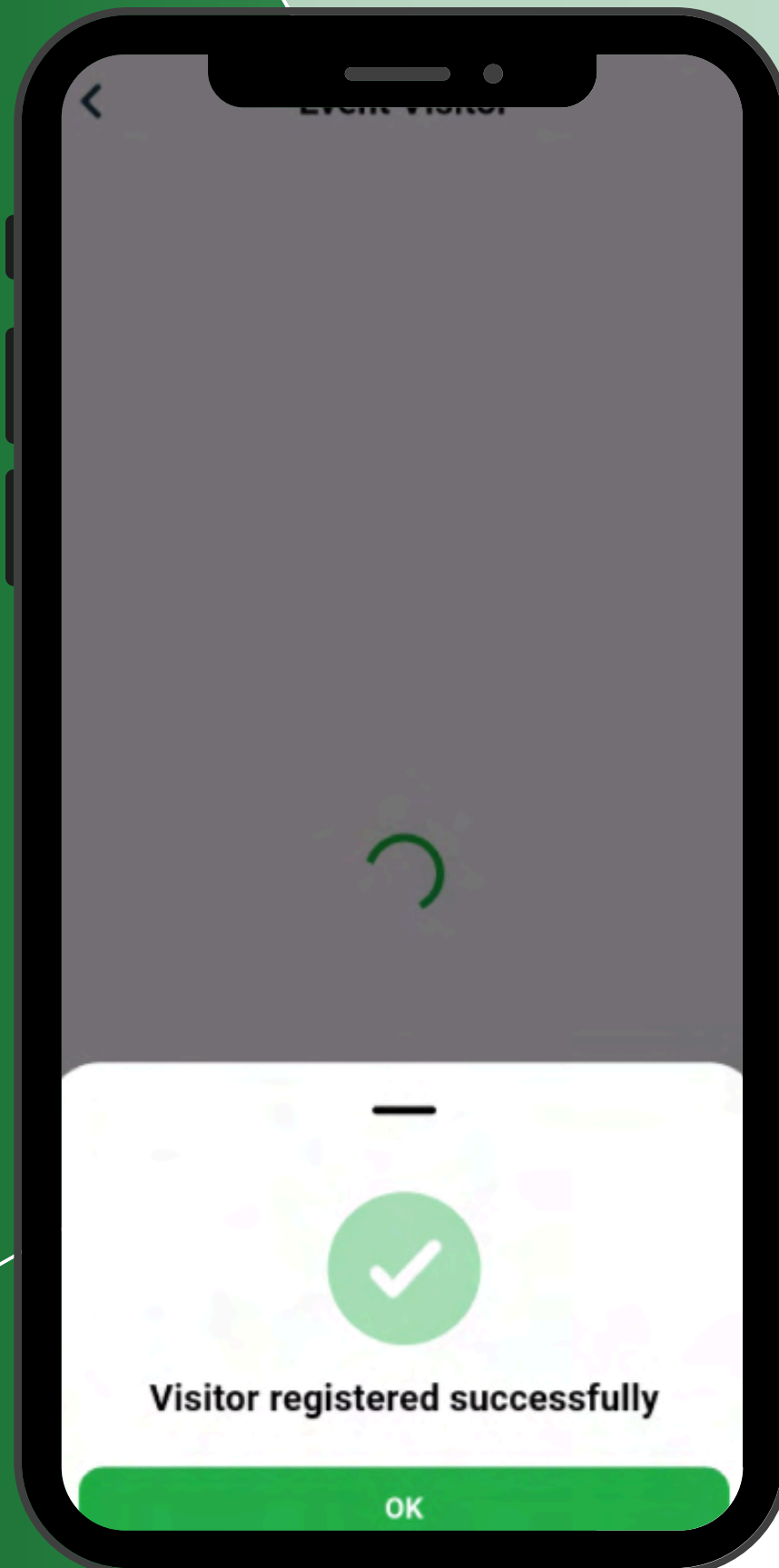
填写活动访客信息并点击“预登记”

5

A “Visitor Registered Successfully” message will pop out. Press "OK"

Mesej “Pelawat Berjaya Didaftarkan” akan muncul. Tekan “OK”

“访客登记成功”提示将弹出。点击“确定”

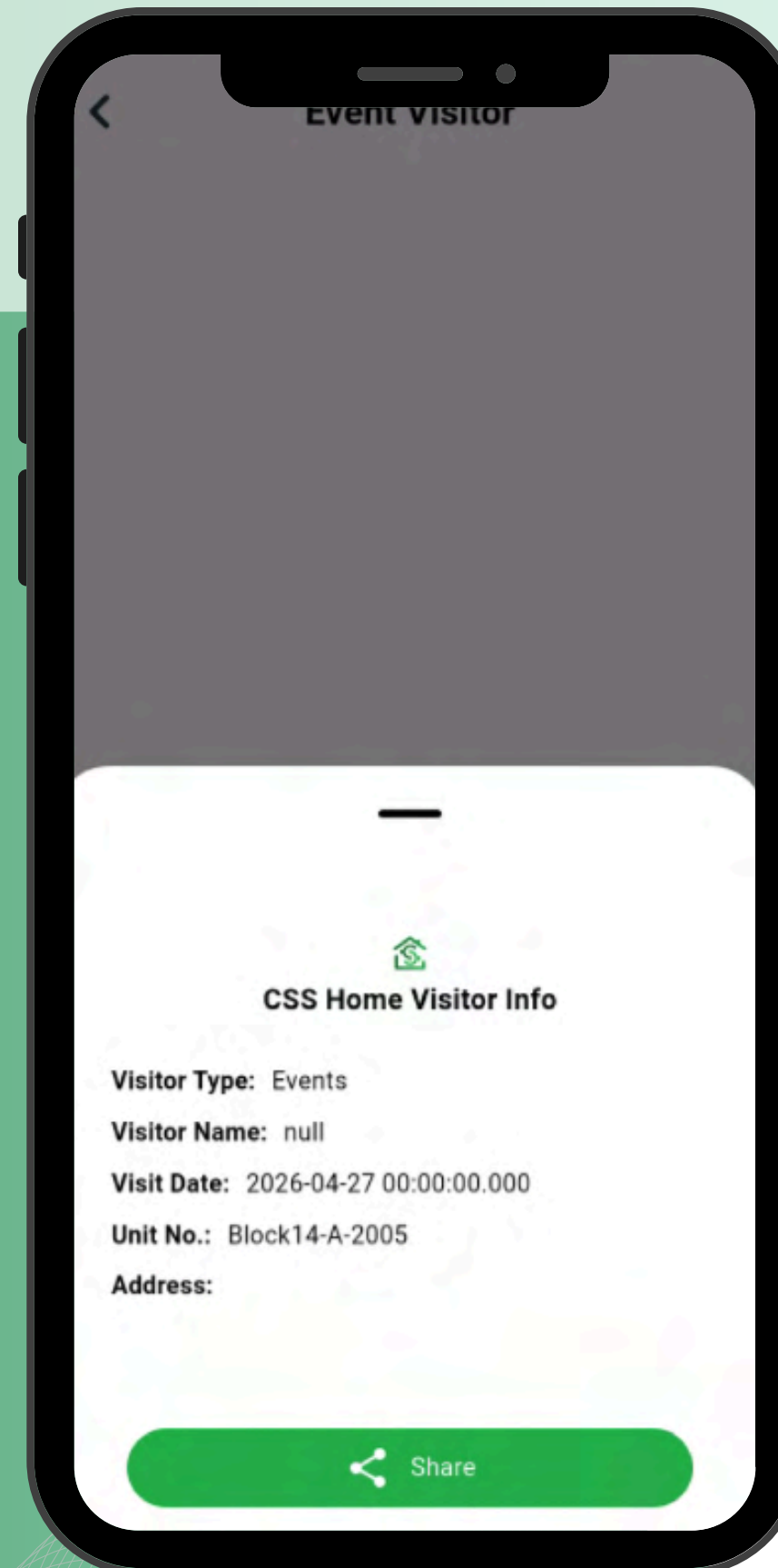


6

In House Event visitor QR code can be share to relevant visitor

Kod QR pelawat acara dalaman boleh dikongsi kepada pelawat berkenaan

内部活动访客二维码可分享给相关访客

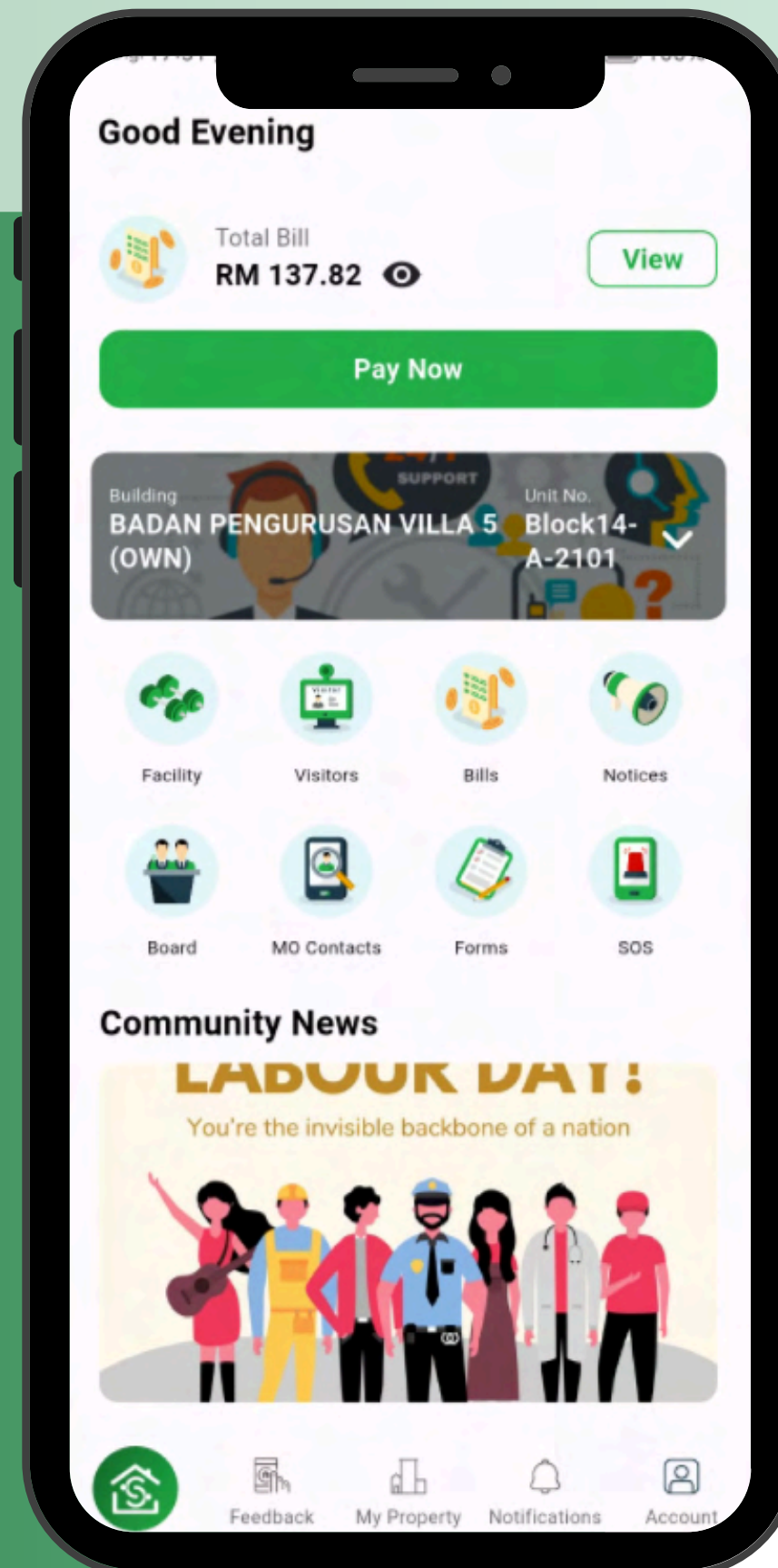


**Acara**

**Event**

活动

**1**

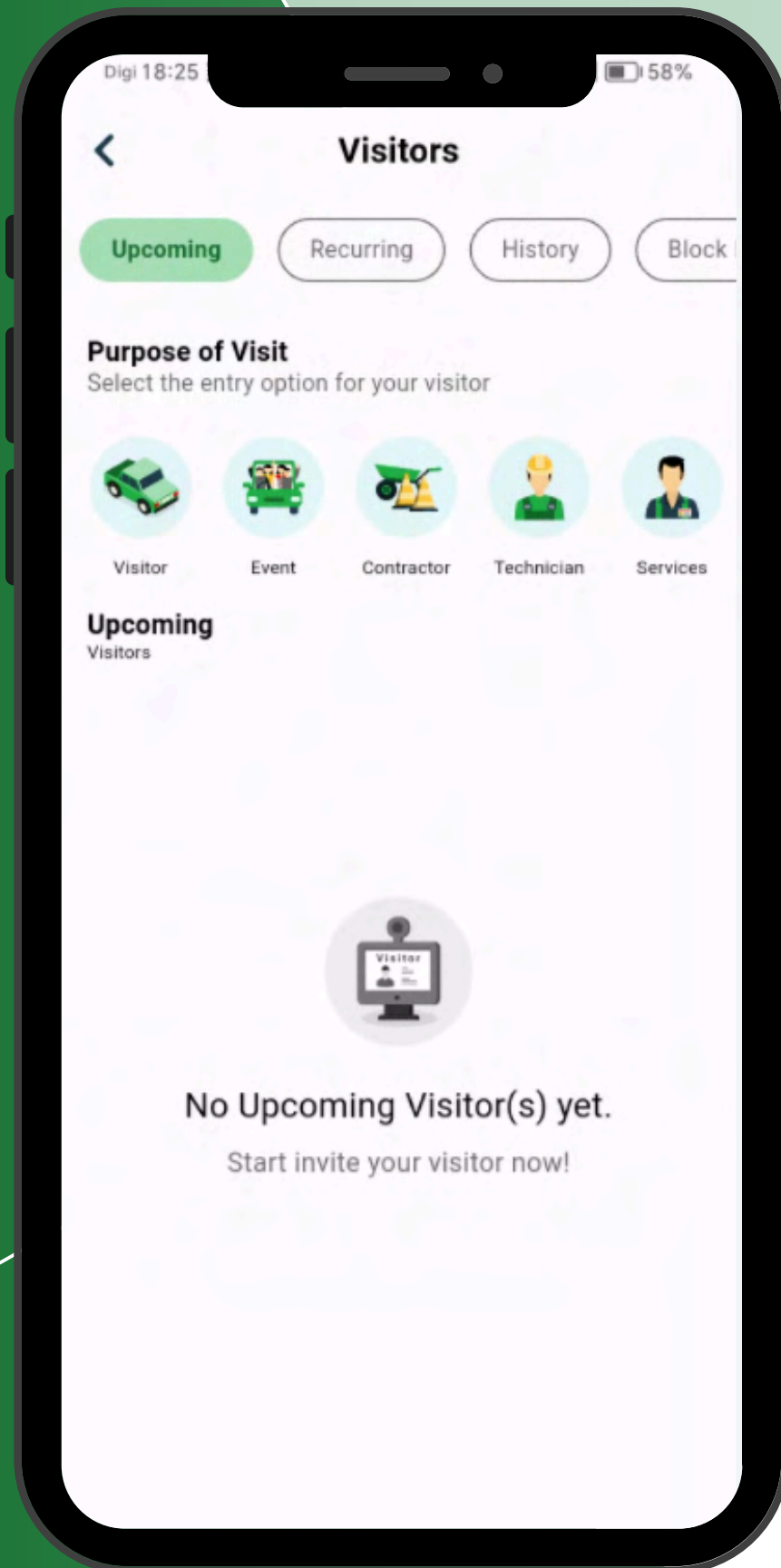


Click "Visitors"

Klik "Pelawat"

点击“访客”

Facility Booking Event  
Invitation  
Jemputan Tempahan  
Kemudahan  
设施预订活动邀请

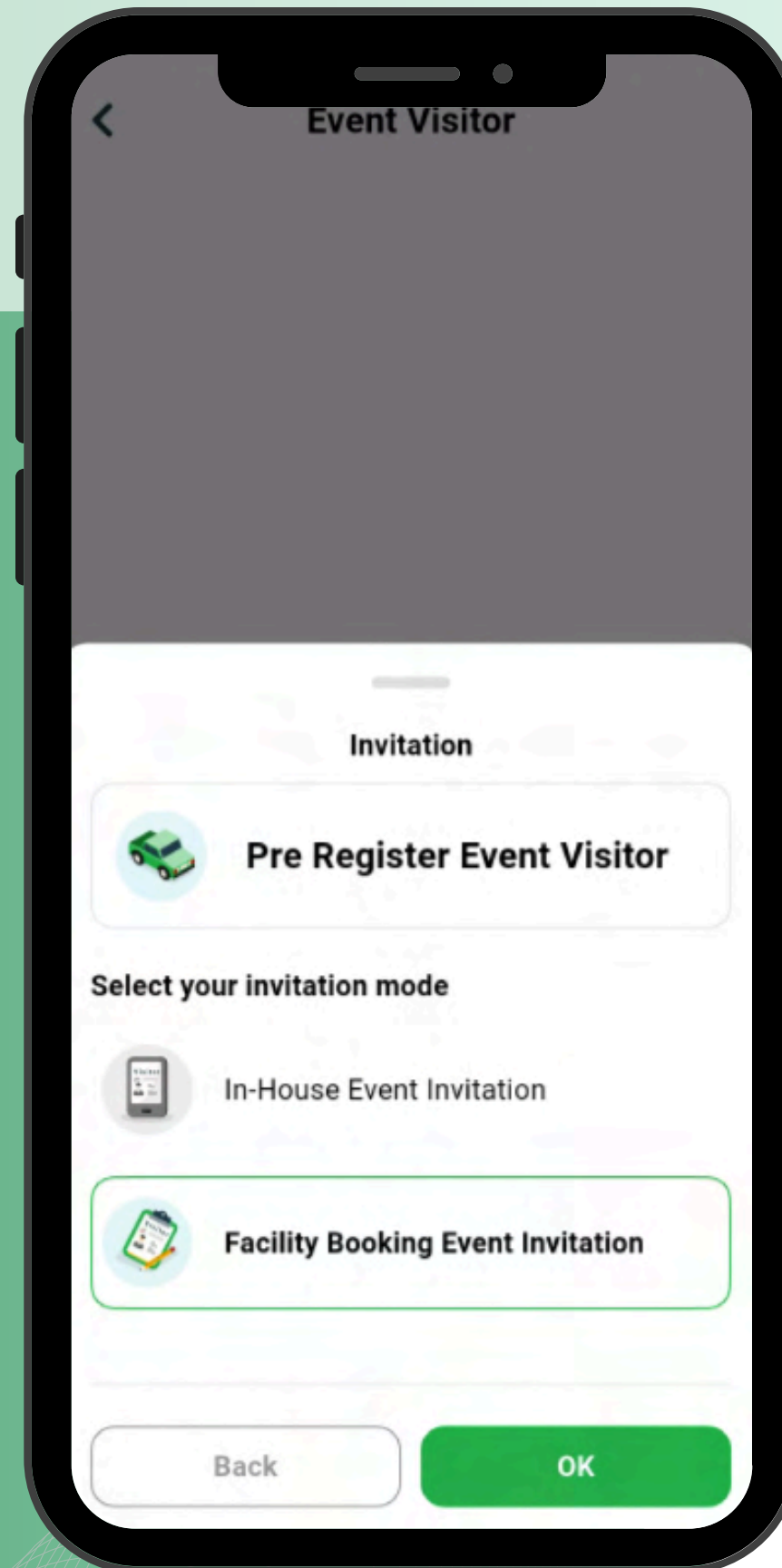


2

Select Purpose of Visit –  
Event

Pilih Tujuan Lawatan –  
Acara

选择来访目的 - 活动

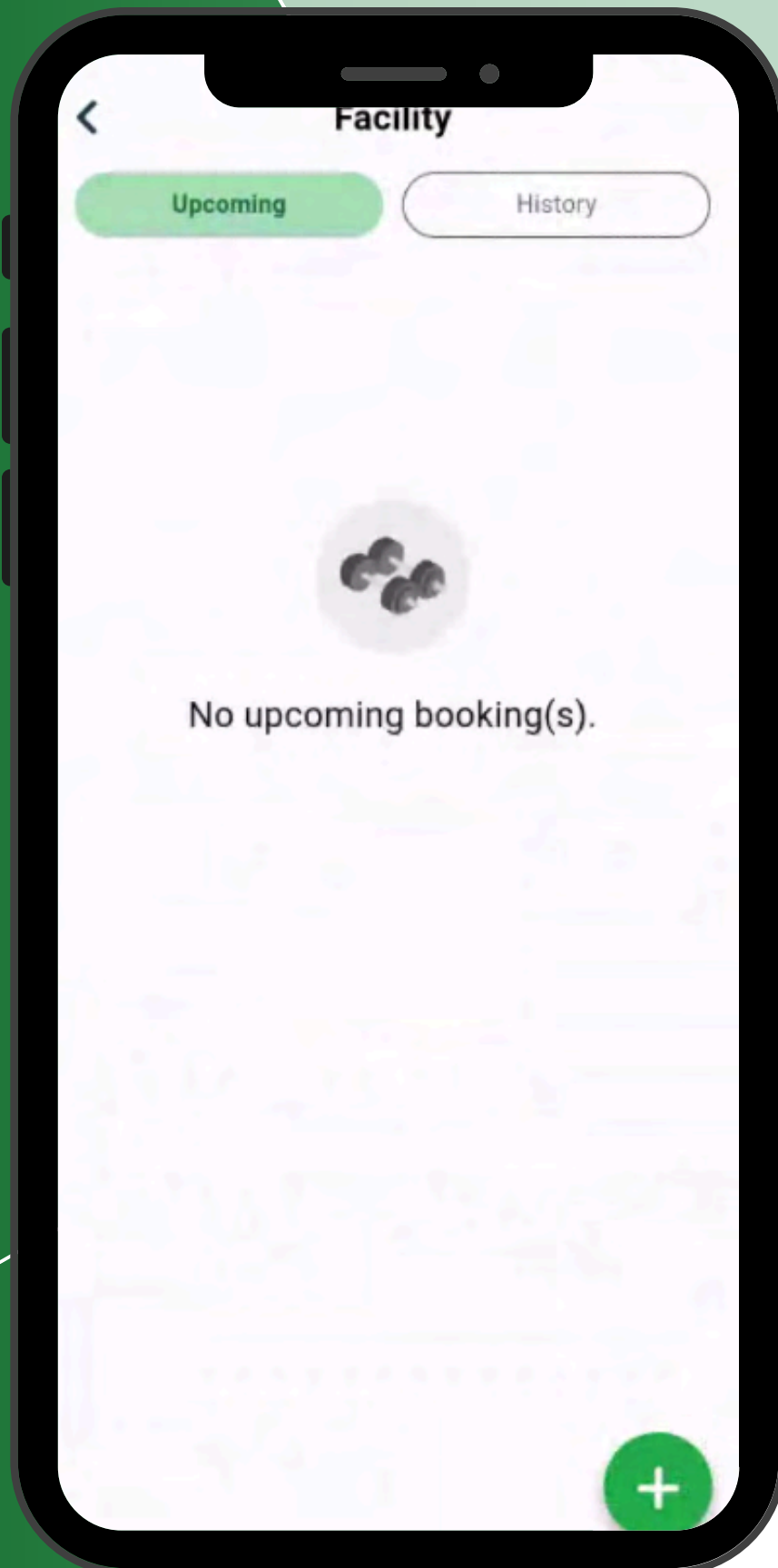


3

Select Facility Booking  
Event Invitation as  
invitation mode

Pilih “Jemputan Acara  
Dalaman” sebagai mod  
jemputan

选择“内部活动邀请”作为邀  
请模式

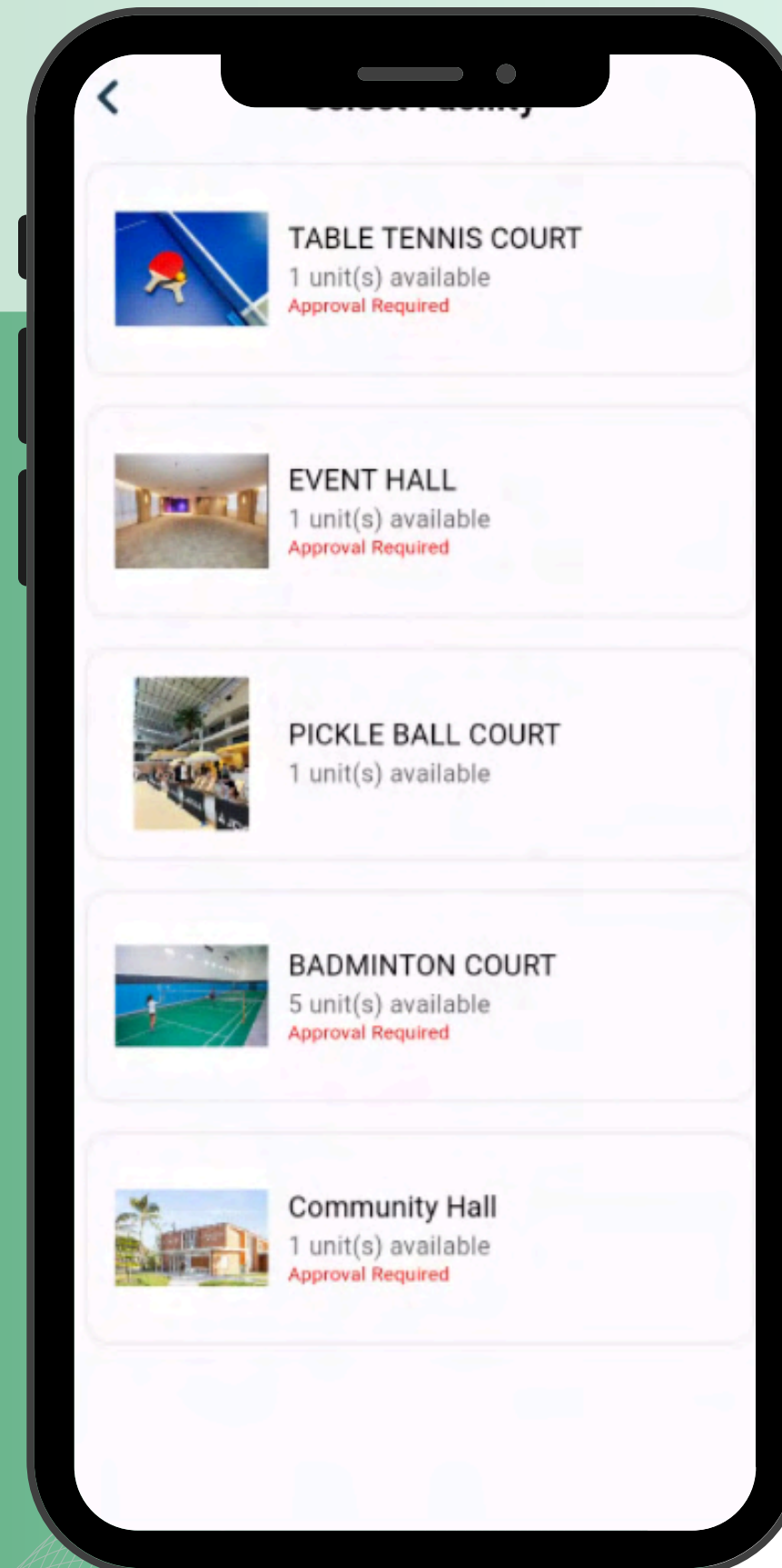


4

Click “+” to add new Facility Booking Event

Klik “+” untuk menambah tempahan kemudahan baharu

点击“+”添加新的设施预订活动

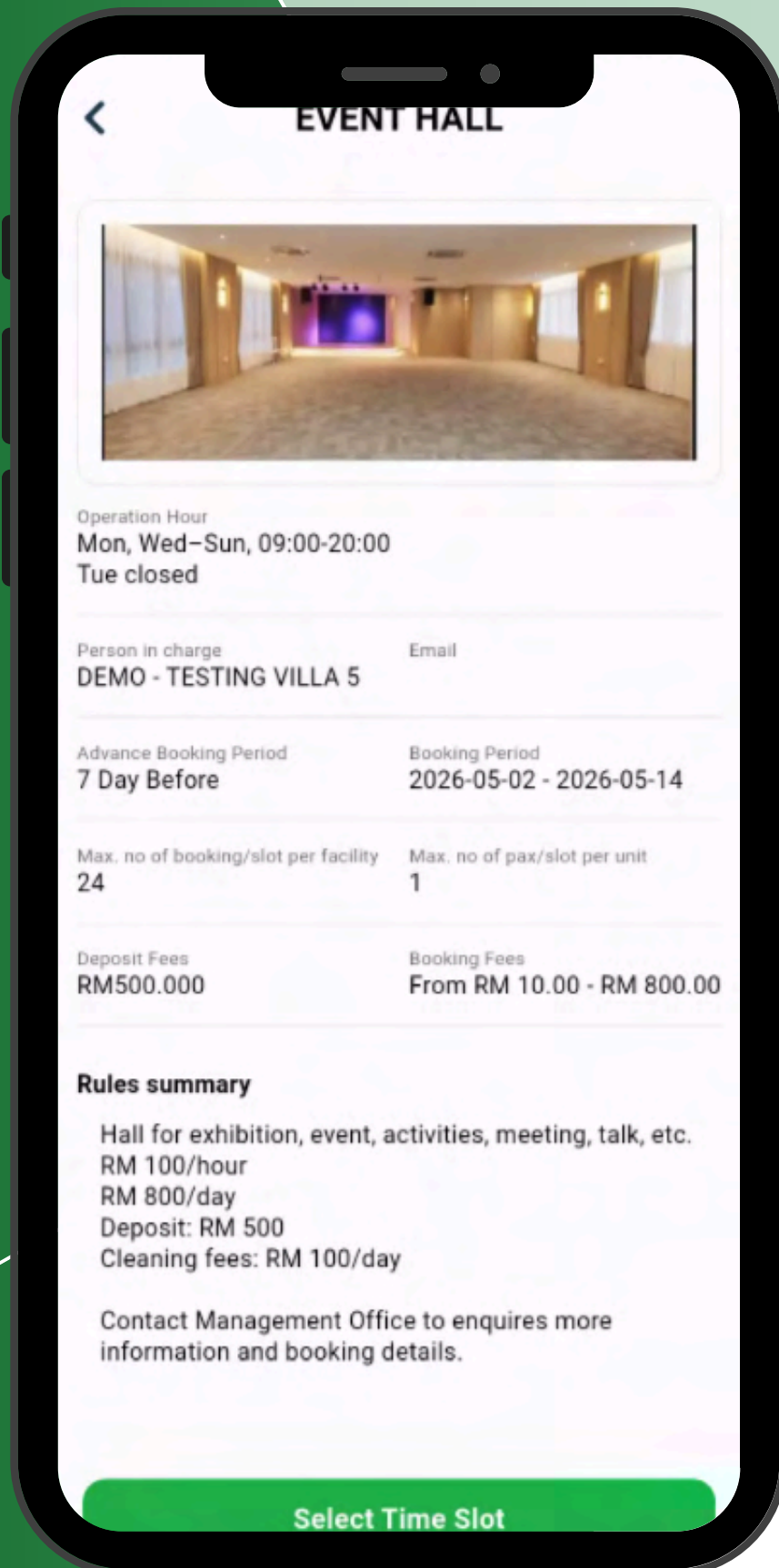


5

Select type of facility for Facility Booking Event

Pilih jenis kemudahan untuk tempahan

选择设施预订的设施类型

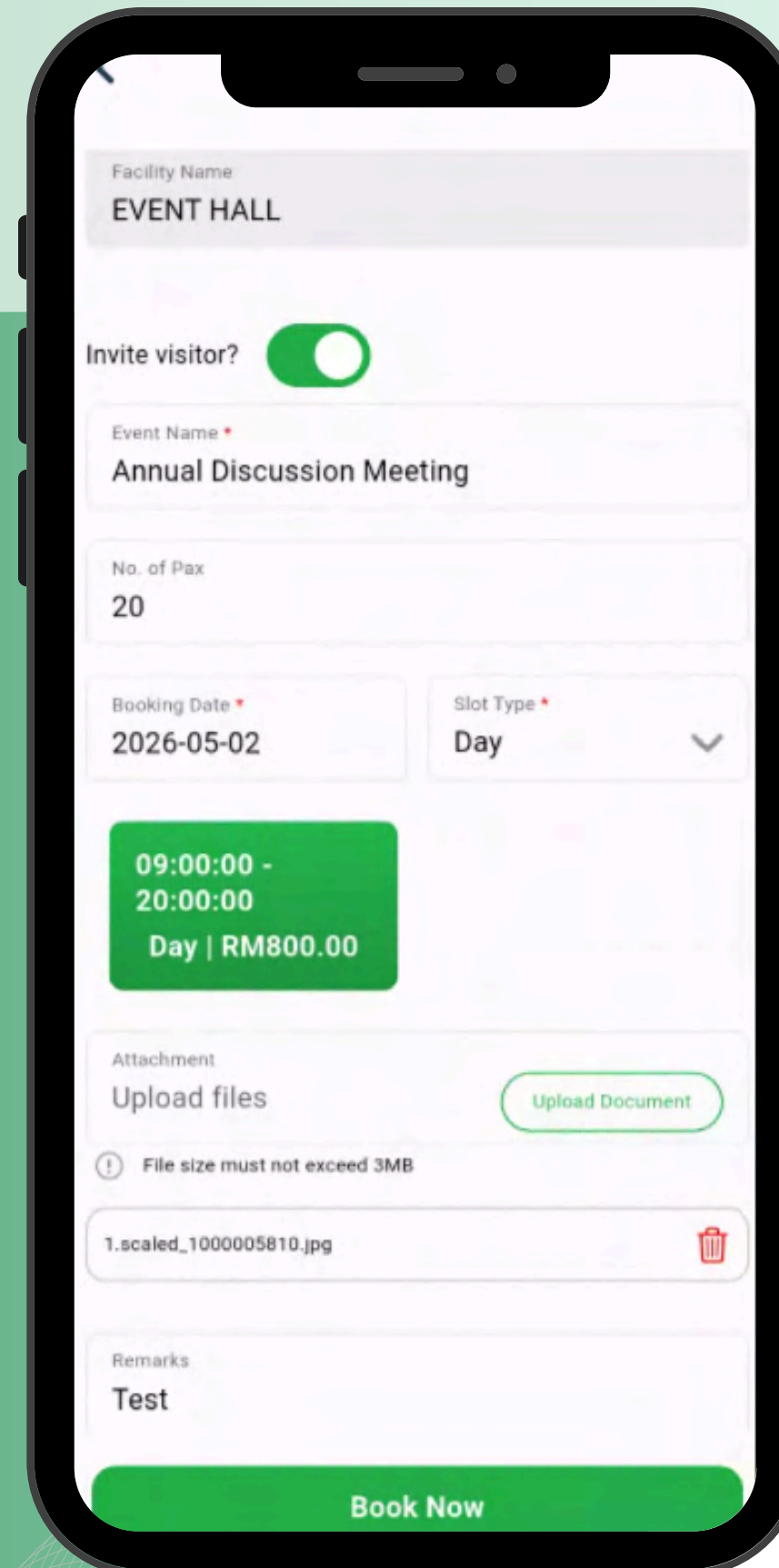


6

Click “Select Time Slot”  
to continue add Facility  
Booking Event

Klik “Pilih Slot Masa”  
untuk meneruskan  
penambahan tempahan  
kemudahan

点击“选择时间段”以继续添  
加设施预订活动



7

Fill up necessary info &  
click “Book Now”

Isi maklumat yang  
diperlukan dan klik  
“Tempah Sekarang”

填写必要信息并点击“立即预  
订”

# Notices

## Notis

## 公告

In this module, Residents can view the latest and updated notices or announcement published by Management team

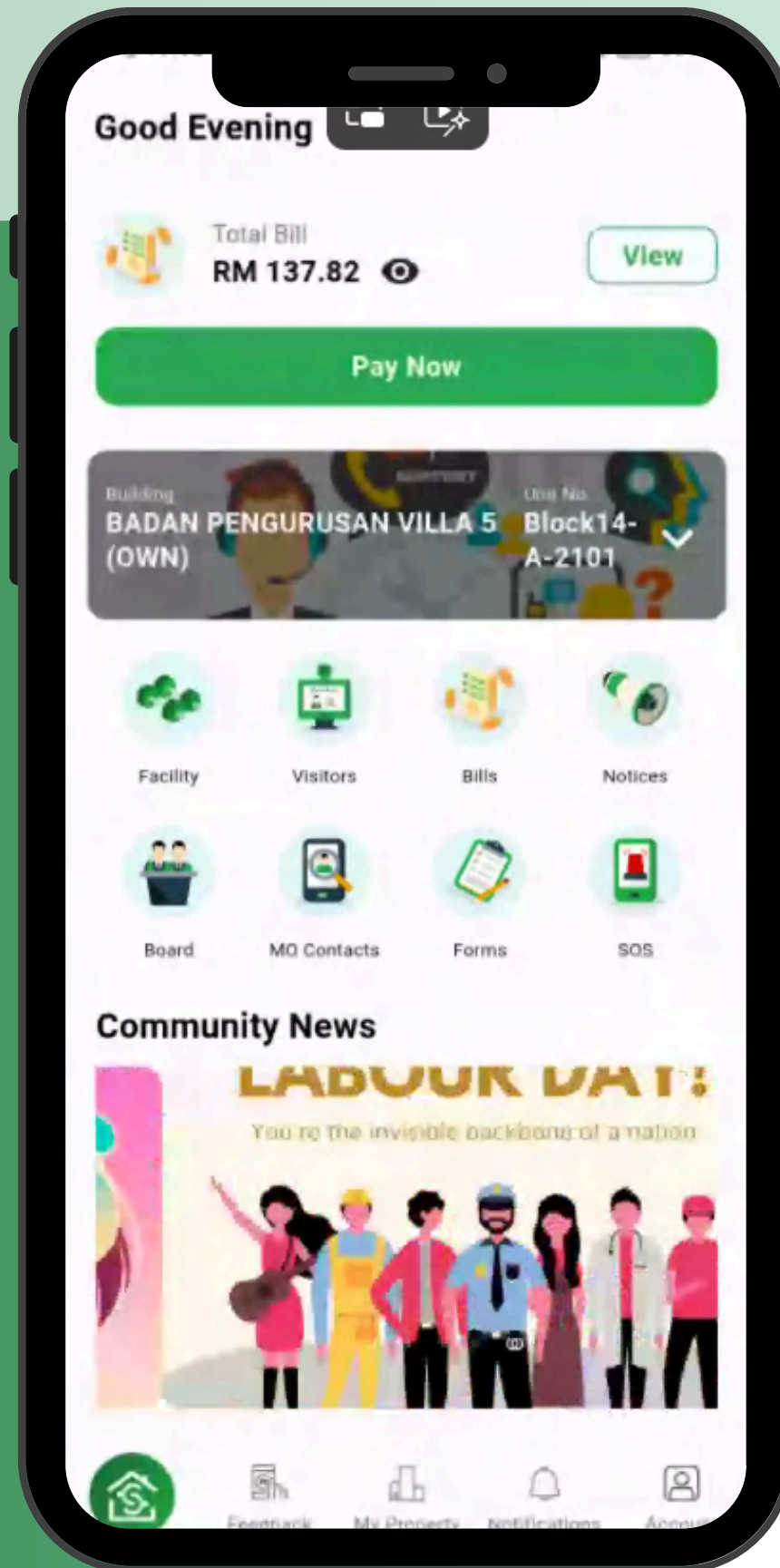
Penduduk boleh melihat notis atau pengumuman terkini yang diterbitkan oleh pihak pengurusan

居民可以查看管理员发布的最新的通知或公告

NOTICES ARE IN IMAGE AND WORDING FORMAT

NOTIS DALAM FORMAT IMEJ DAN TEKS

图片和文字格式的公告



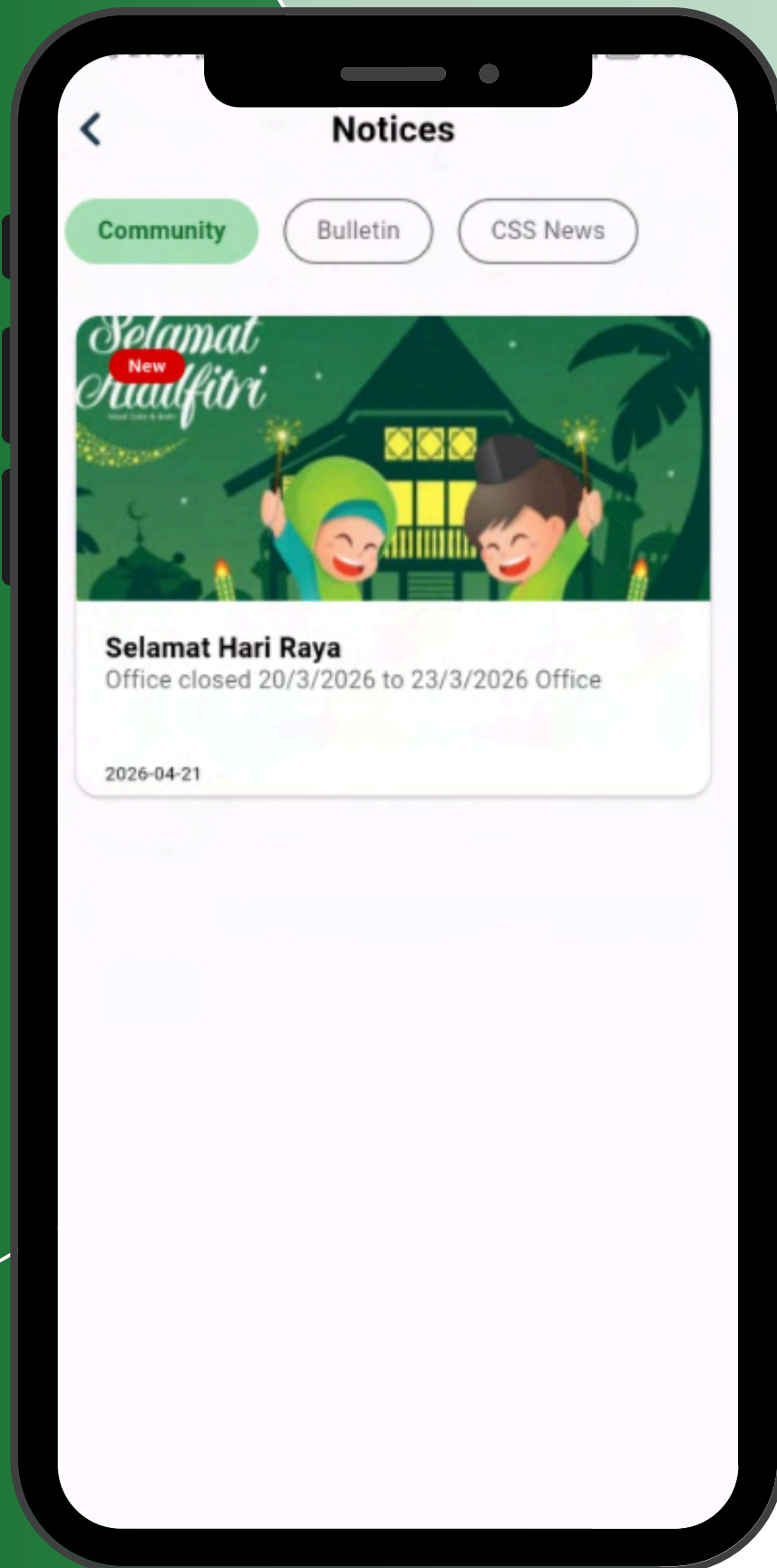
1

Click "Board"

Klik "Papan"

点击“看板”

Community News  
Berita Komuniti  
社区新闻

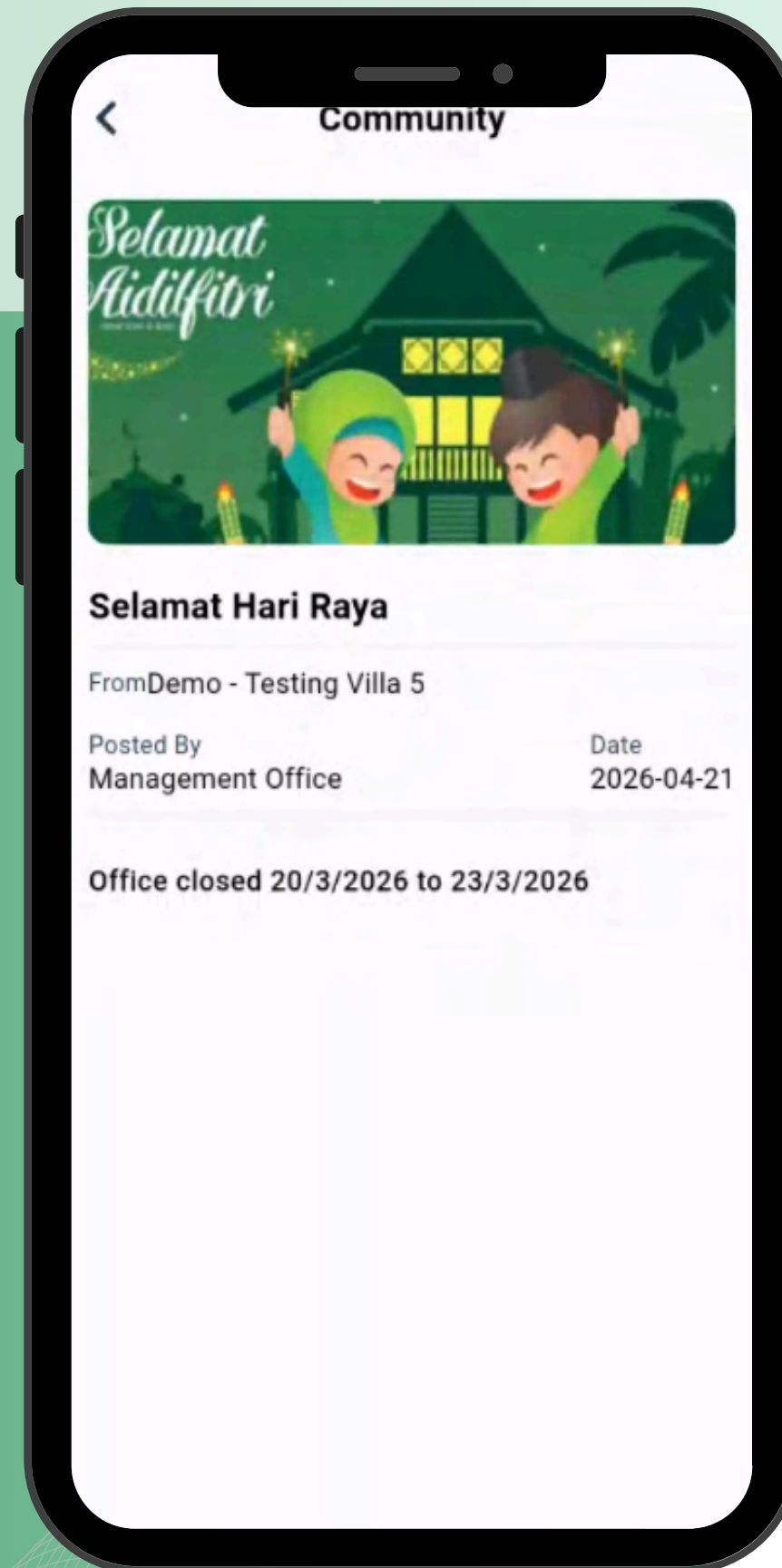


2

Click “Community”

Klik “Komuniti”

点击“社区”



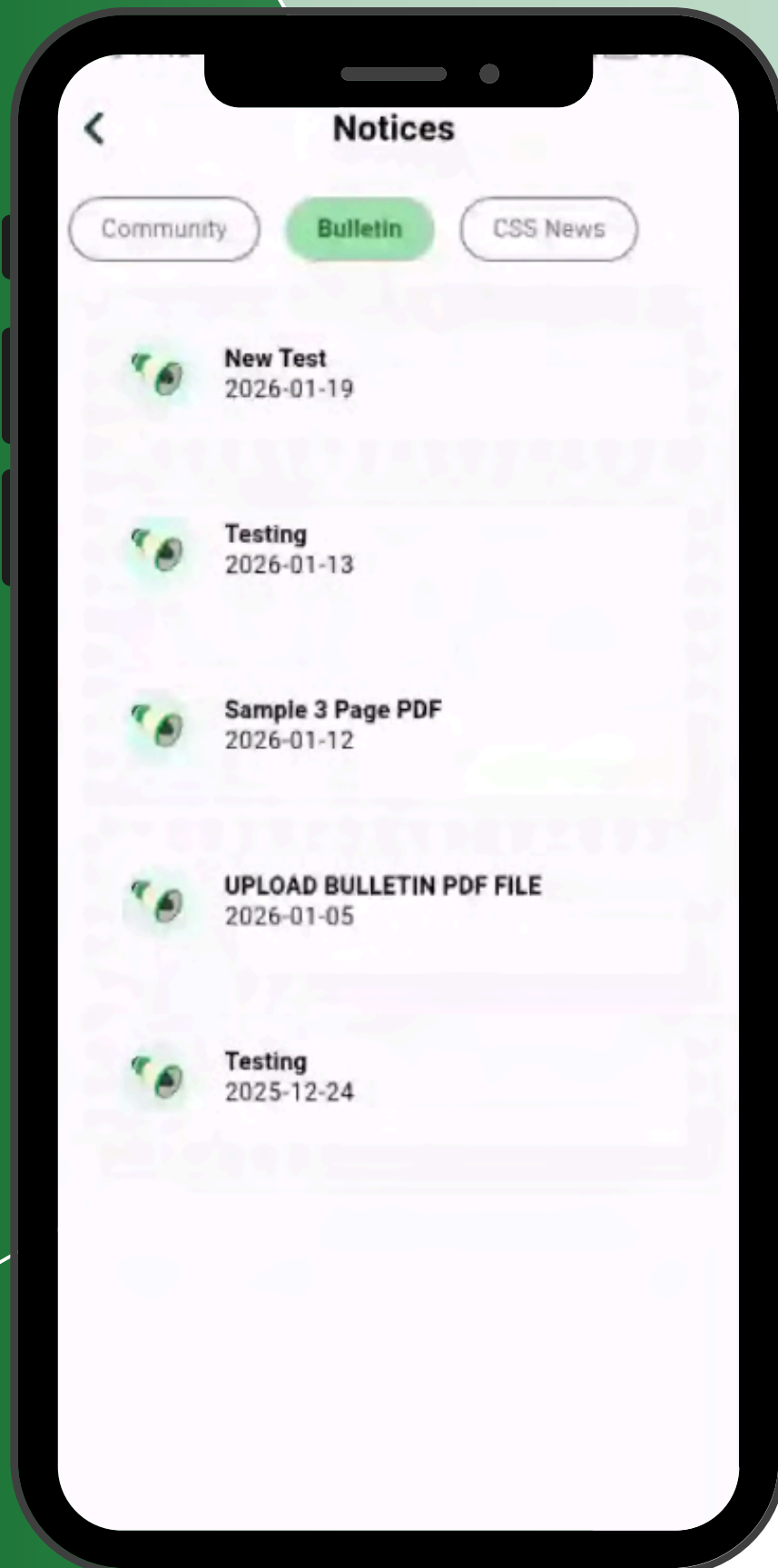
3

Enjoy the details of  
Community News

Lihat butiran Berita  
Komuniti

查看社区新闻详情

4

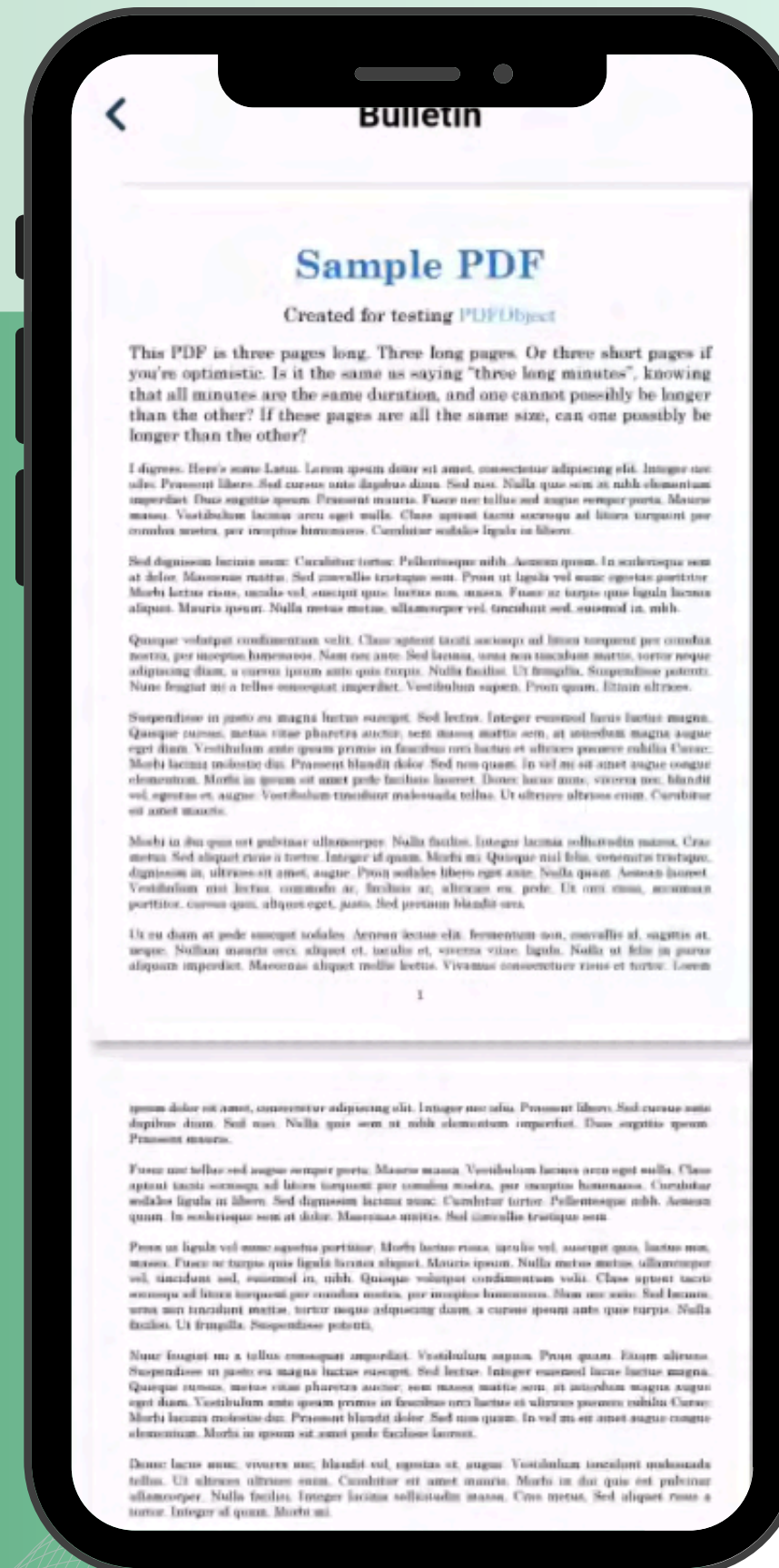


Click "Bulletin" to view the list of announcements

Klik "Buletin" untuk melihat senarai pengumuman

点击“公告栏”查看公告列表

5



Enjoy the details of Bulletin

Lihat butiran Buletin

查看公告详情

# MO Contacts

## Maklumat Perhubungan Pengurusan

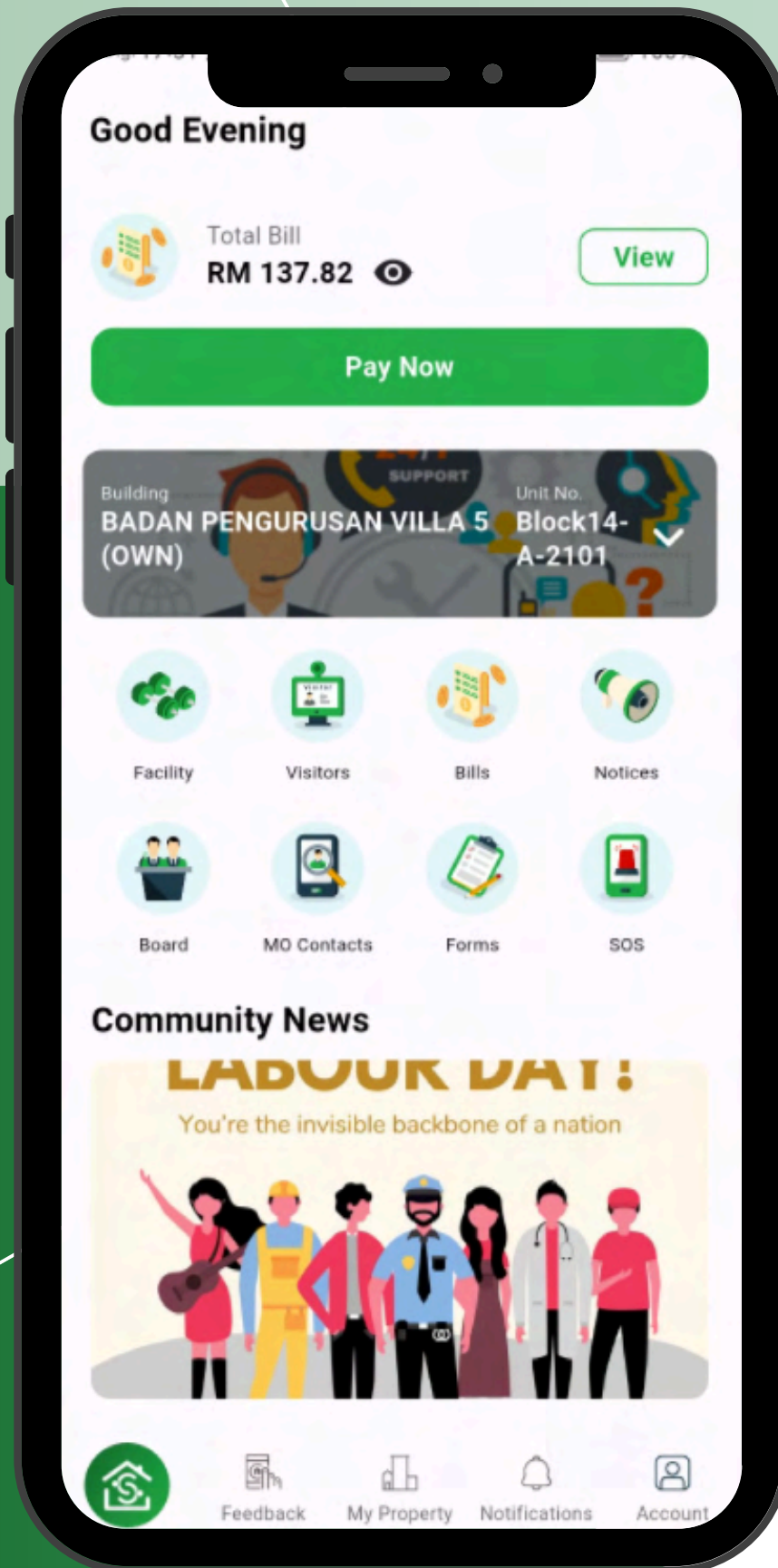
### 管理处联系方式

Emergency contact numbers (i.e. Guard house, nearby Police Station and etc.) is set up for Residents' reference and easy contact.

Nombor hubungan kecemasan (contohnya pondok pengawal, balai polis berdekatan dan lain-lain) disediakan untuk rujukan dan memudahkan penduduk menghubungi pihak berkaitan

设立紧急联络号码（即警卫室、附近警署等），方便居民参考及联络

Residents may perform call or direct whatsapp from MO Contacts setting.  
Penduduk boleh membuat panggilan atau terus menggunakan WhatsApp melalui tetapan Kenalan MO.  
住户可通过管理处联系方式设置直接拨打电话或使用 WhatsApp。

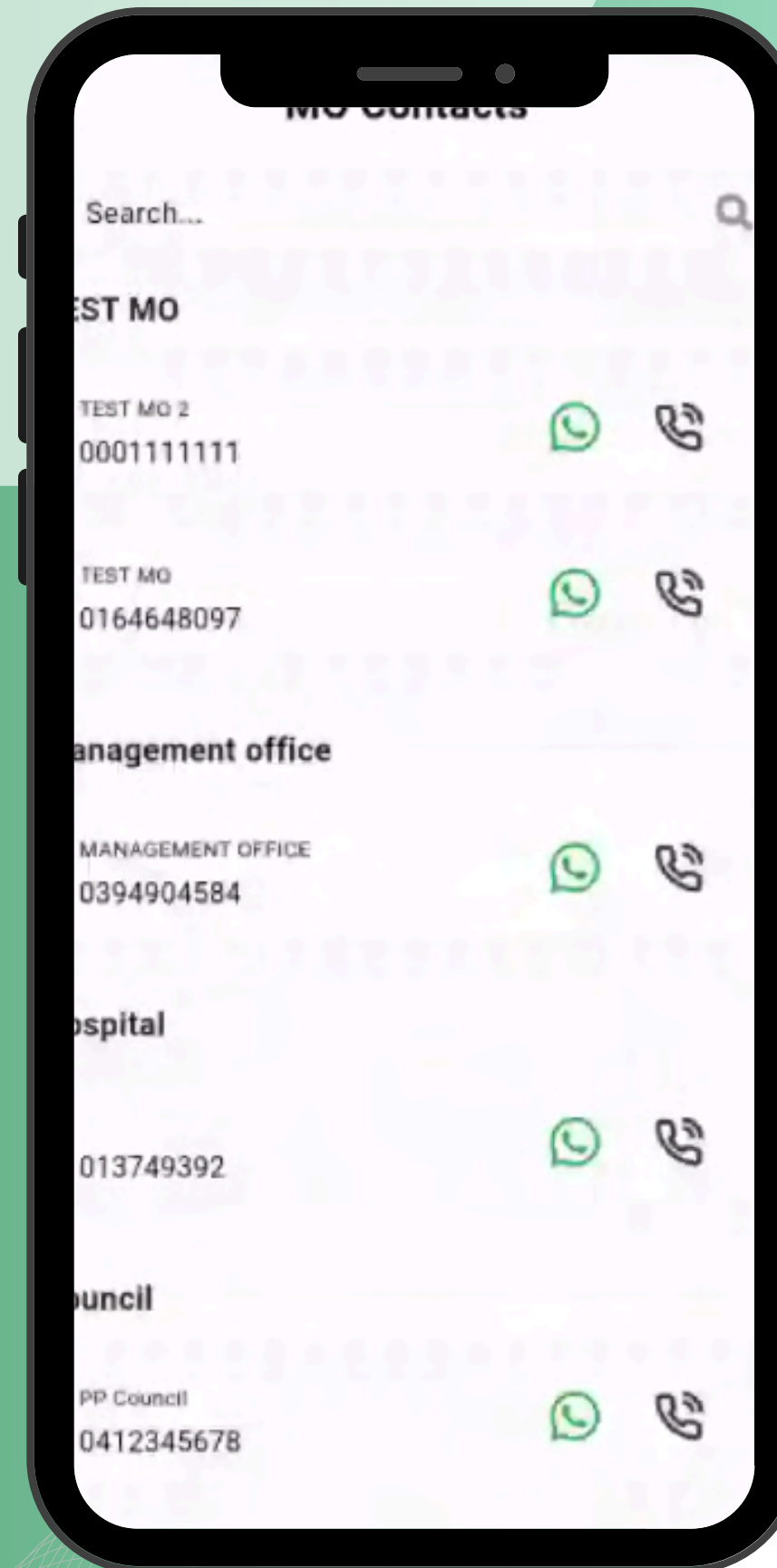


1

Click "MO Contacts"

Klik "Maklumat  
Perhubungan Pejabat  
Pengurusan"

点击“管理处联系方式”



2

Choose the type of  
contact to Whatsapp  
or make call

Pilih jenis hubungan  
untuk WhatsApp atau  
panggilan

选择联系类型以进行  
WhatsApp或拨打电话

# **SOS**

## **BUTANG KECEMASAN**

### 紧急求助

Residents may activate the SOS button during emergency for Guard assistance.

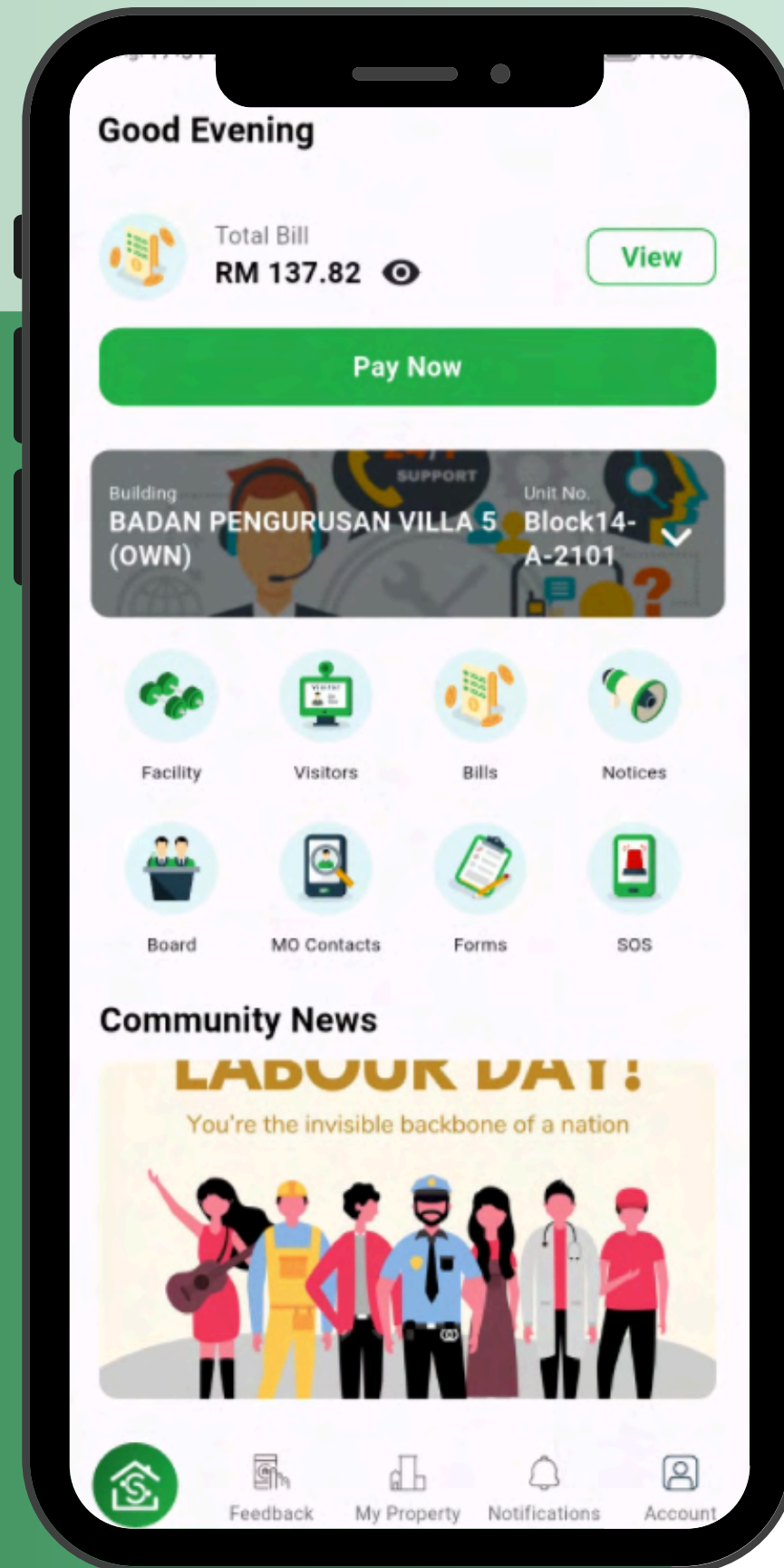
Penduduk boleh mengaktifkan butang SOS semasa kecemasan untuk mendapatkan bantuan pengawal

居民可以在紧急情况下激活 SOS 按钮以寻求警卫的帮助

Once Guards and Management receive the SOS alert, they will assist the Residents immediately according to their SOP.

Sebaik sahaja pengawal dan pihak pengurusan menerima amaran SOS, mereka akan membantu penduduk dengan segera mengikut SOP.

一旦警卫和管理人员收到 SOS 警报，他们将根据他们的 SOP 立即协助居民。

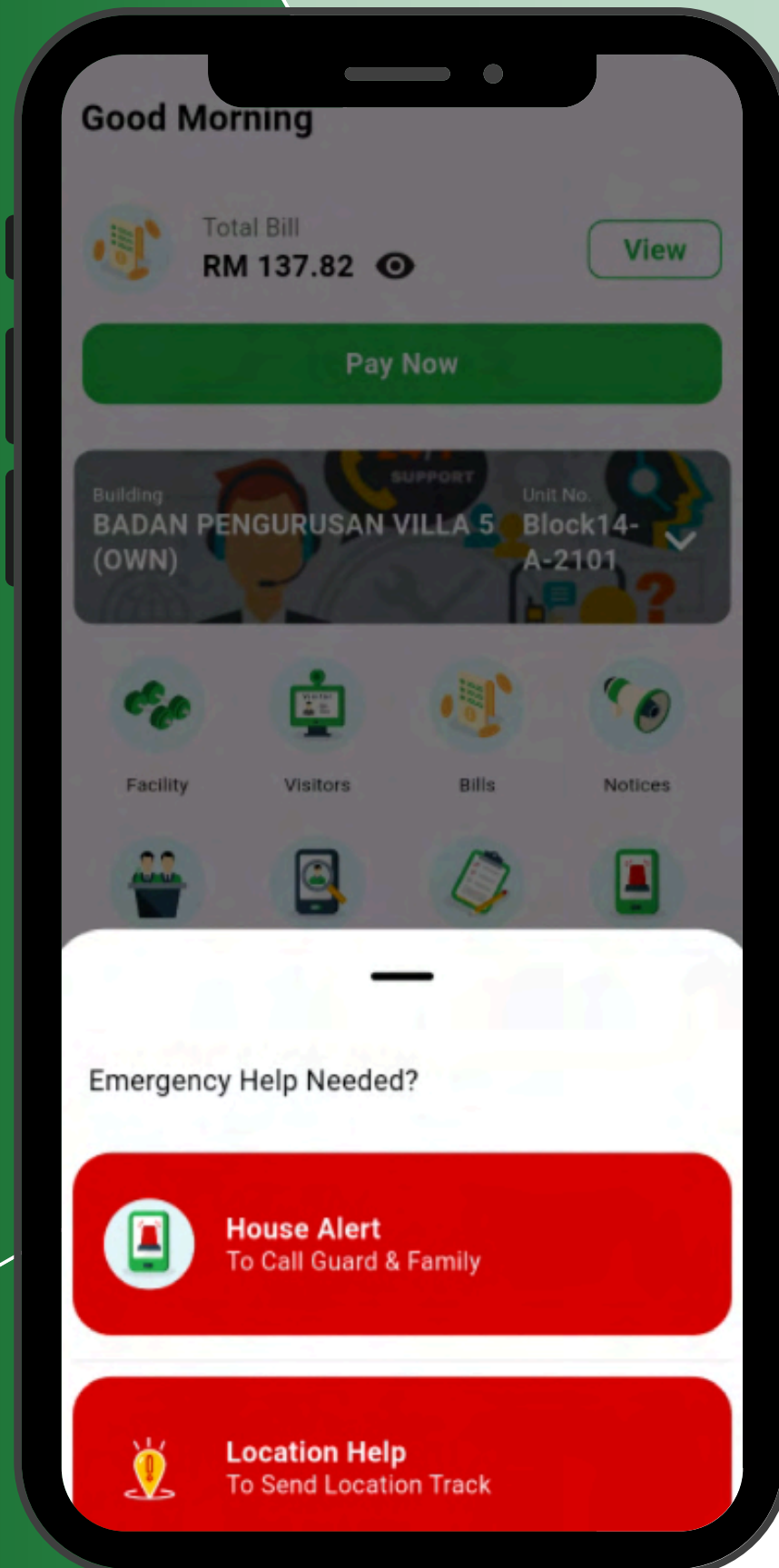


1

Click "SOS"

Tekan "SOS"

点击"紧急求救"

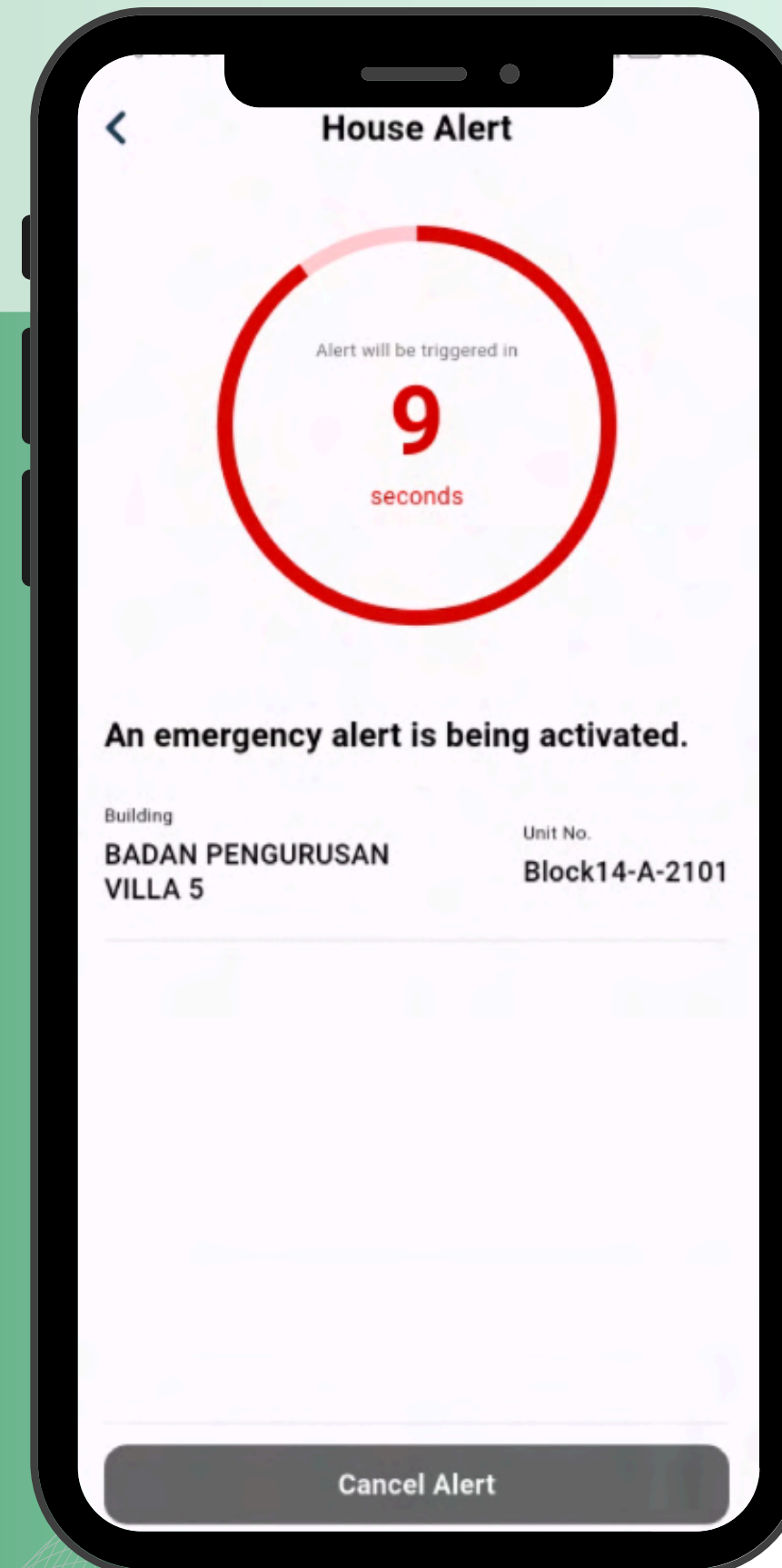


2

Choose "House Alert" as  
Emergency Help Needed

Pilih "Amaran Rumah"  
sebagai Bantuan  
Kecemasan

选择“住宅警报”作为紧急求助

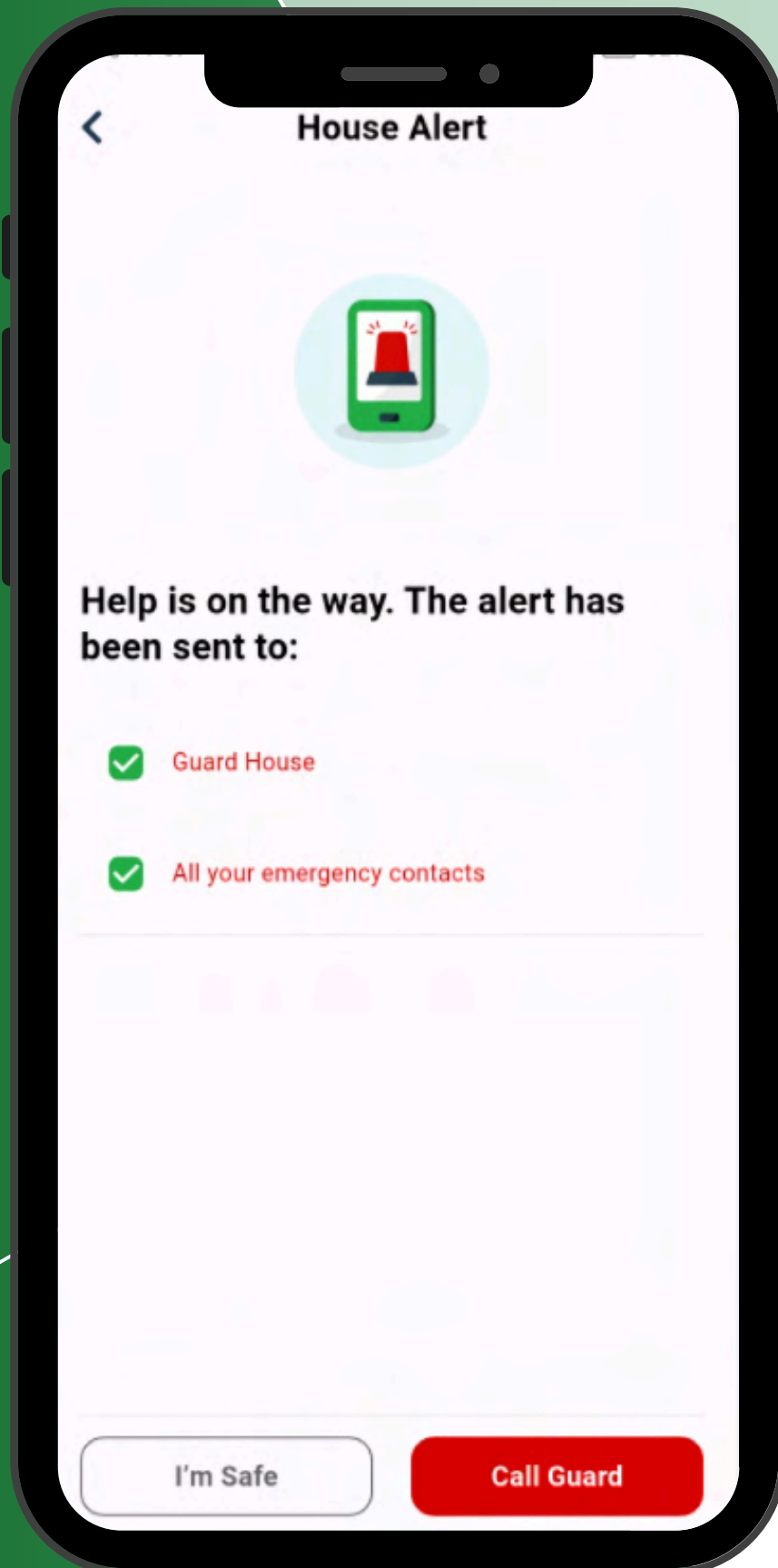


3

An emergency alert will  
be activated in  
countdown of 10  
seconds ( Click Cancel  
Alert if you wish to cancel  
the activation)

Amaran kecemasan akan  
diaktifkan dalam kiraan  
10 saat (Klik "Batal  
Amaran" jika ingin  
membatalkan)

紧急警报将在10秒倒计时后  
启动（如需取消，请点击  
“取消警报”）

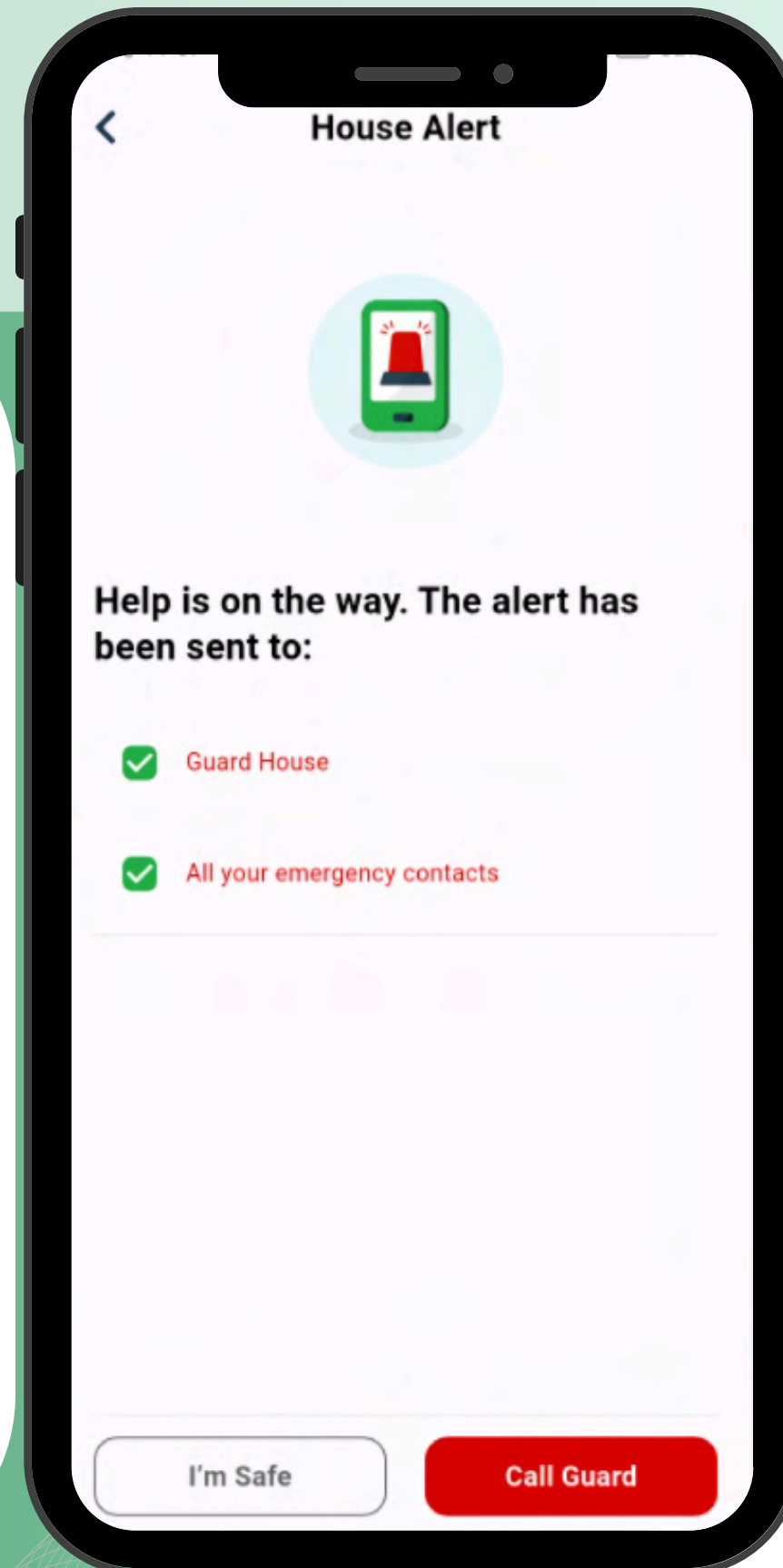


4

The alert will sent to selected parties

Amaran akan dihantar kepada pihak yang dipilih

警报将发送给所选对象

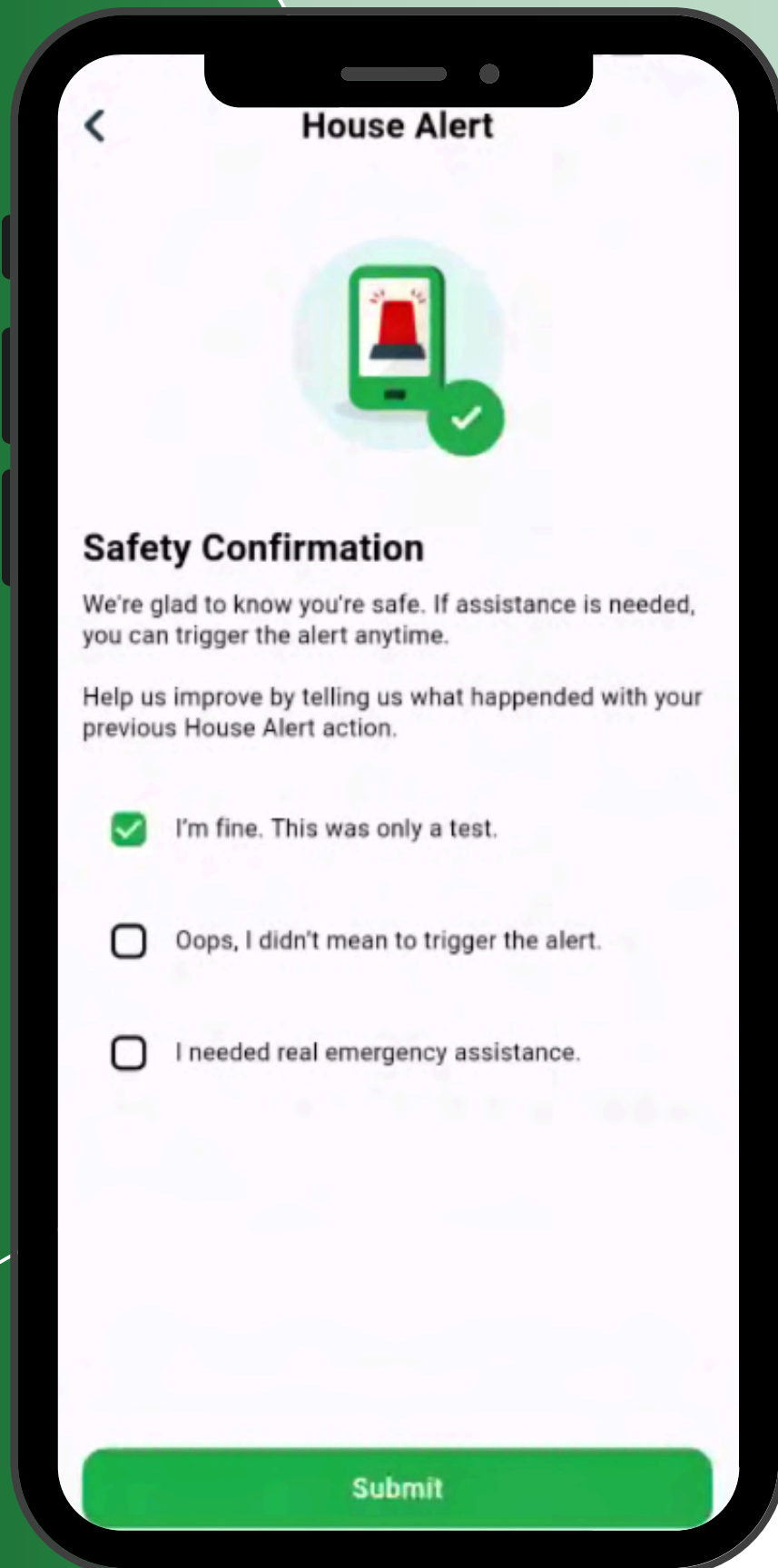


5

Click "I'm Safe" to report updated safety confirmation

Klik "Saya Selamat" untuk menghantar pengesahan keselamatan terkini

点击“我安全”以提交最新安全确认

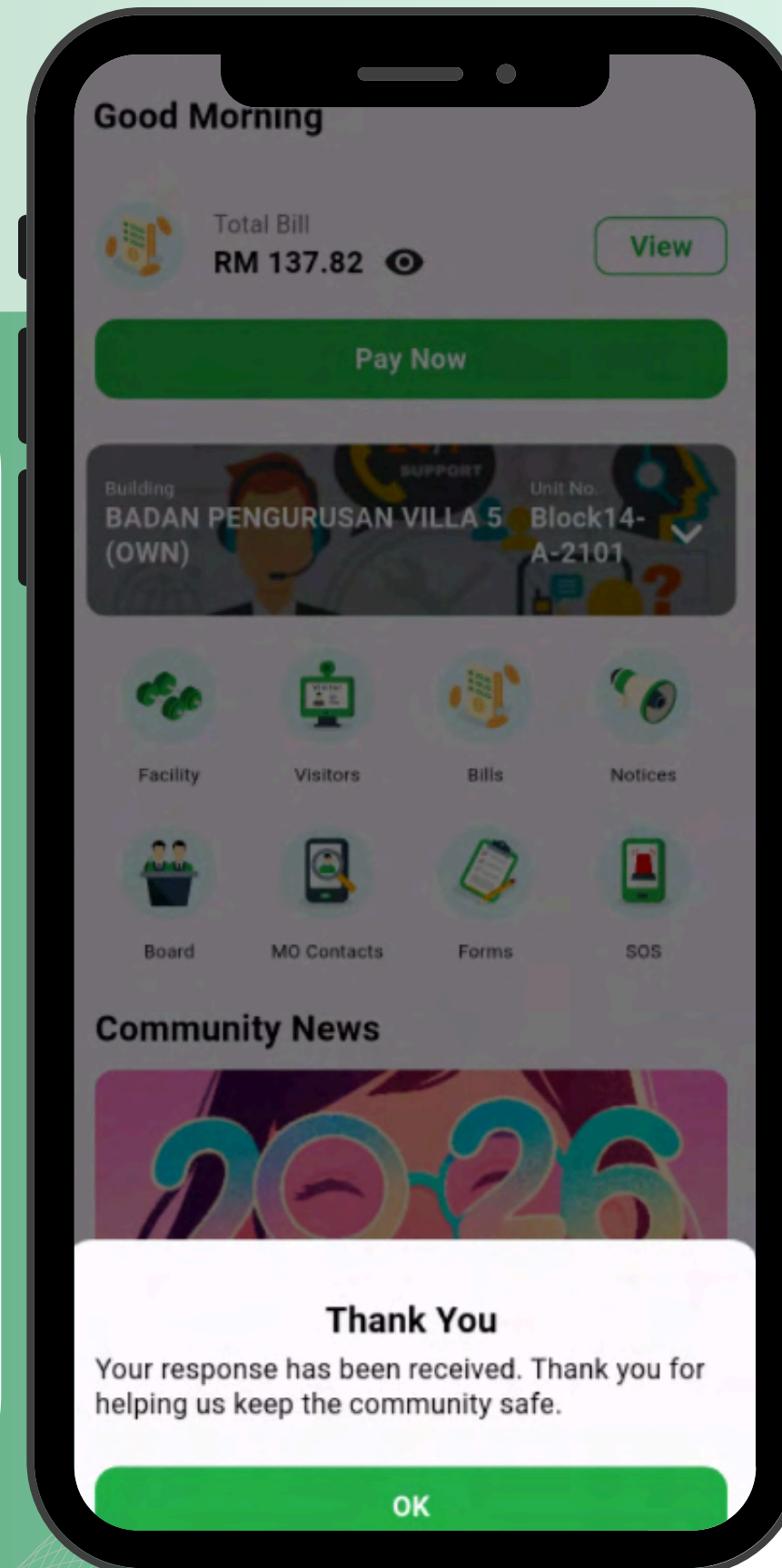


6

Tick the reason of Safety Confirmation made & click "Submit"

Tandakan sebab pengesahan keselamatan dibuat dan klik "Hantar"

勾选安全确认原因并点击“提交”

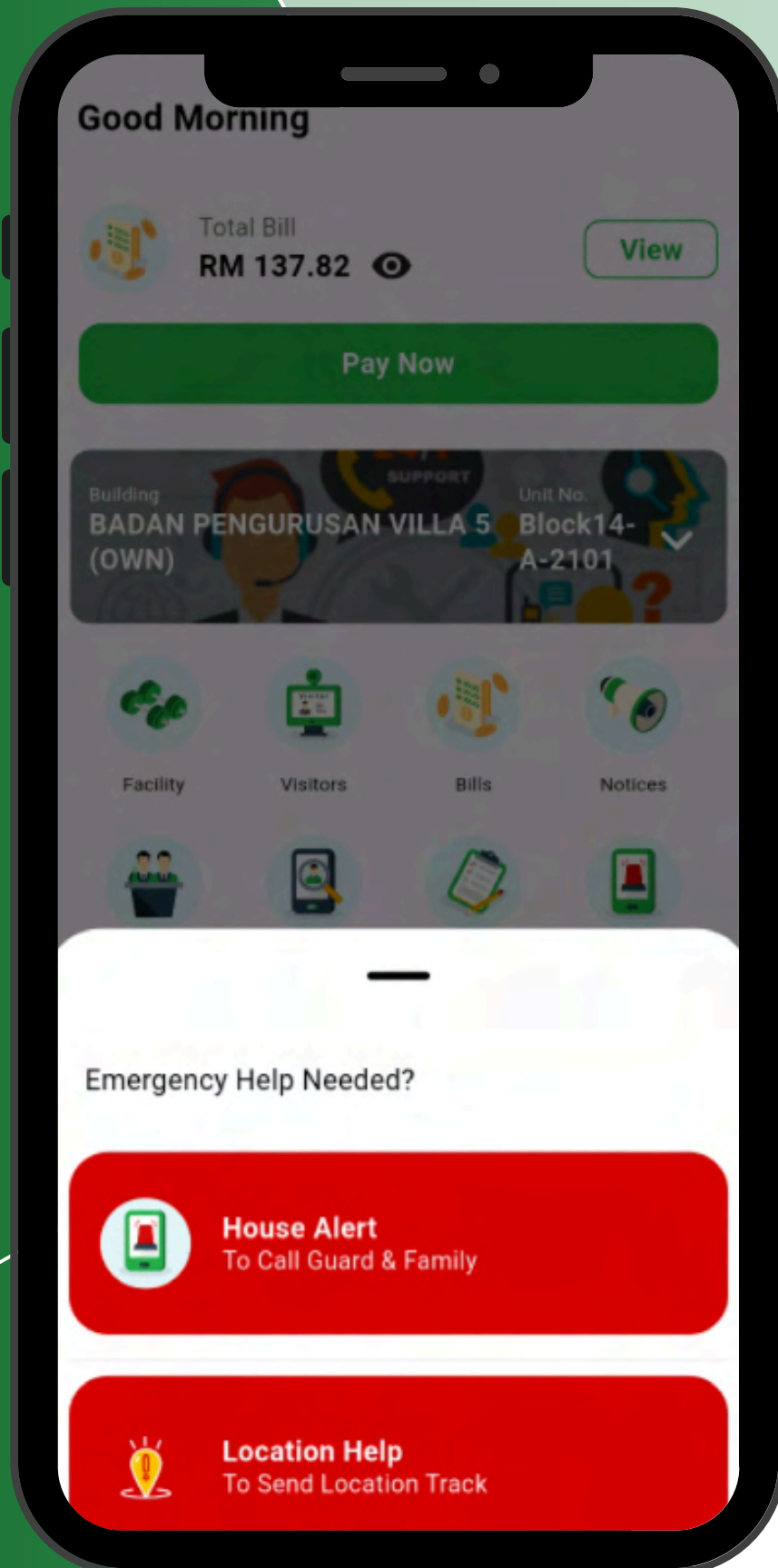


7

A "Thank You" message will pop out. Press "OK"

Mesej "Terima Kasih" akan muncul. Tekan "OK"

“谢谢”提示将弹出。点击“确定”

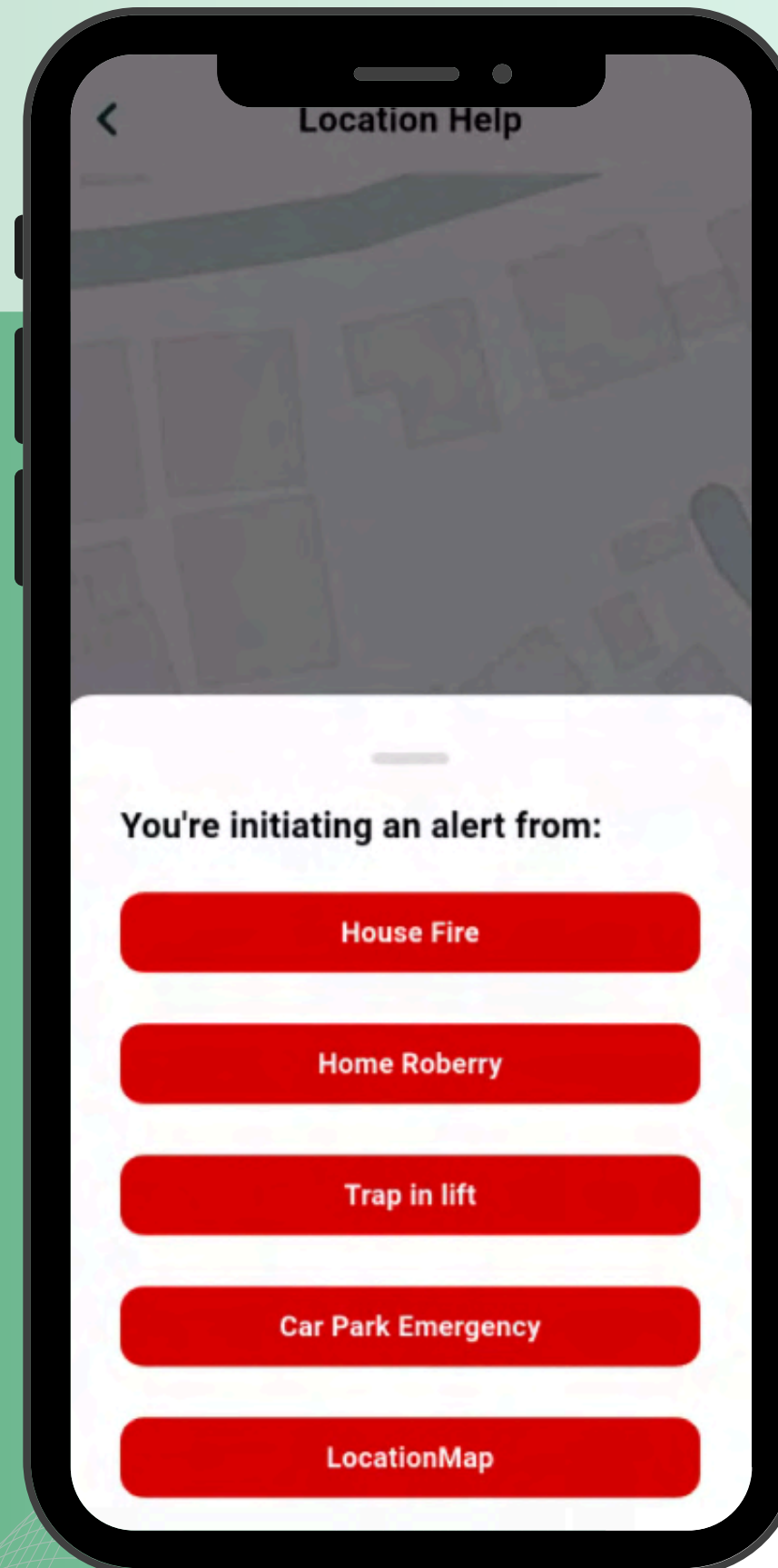


8

Choose "Location Help"  
as Emergency Help  
Needed

Pilih "Bantuan Lokasi"  
sebagai bantuan  
kecemasan

选择“位置求助”作为紧急求助

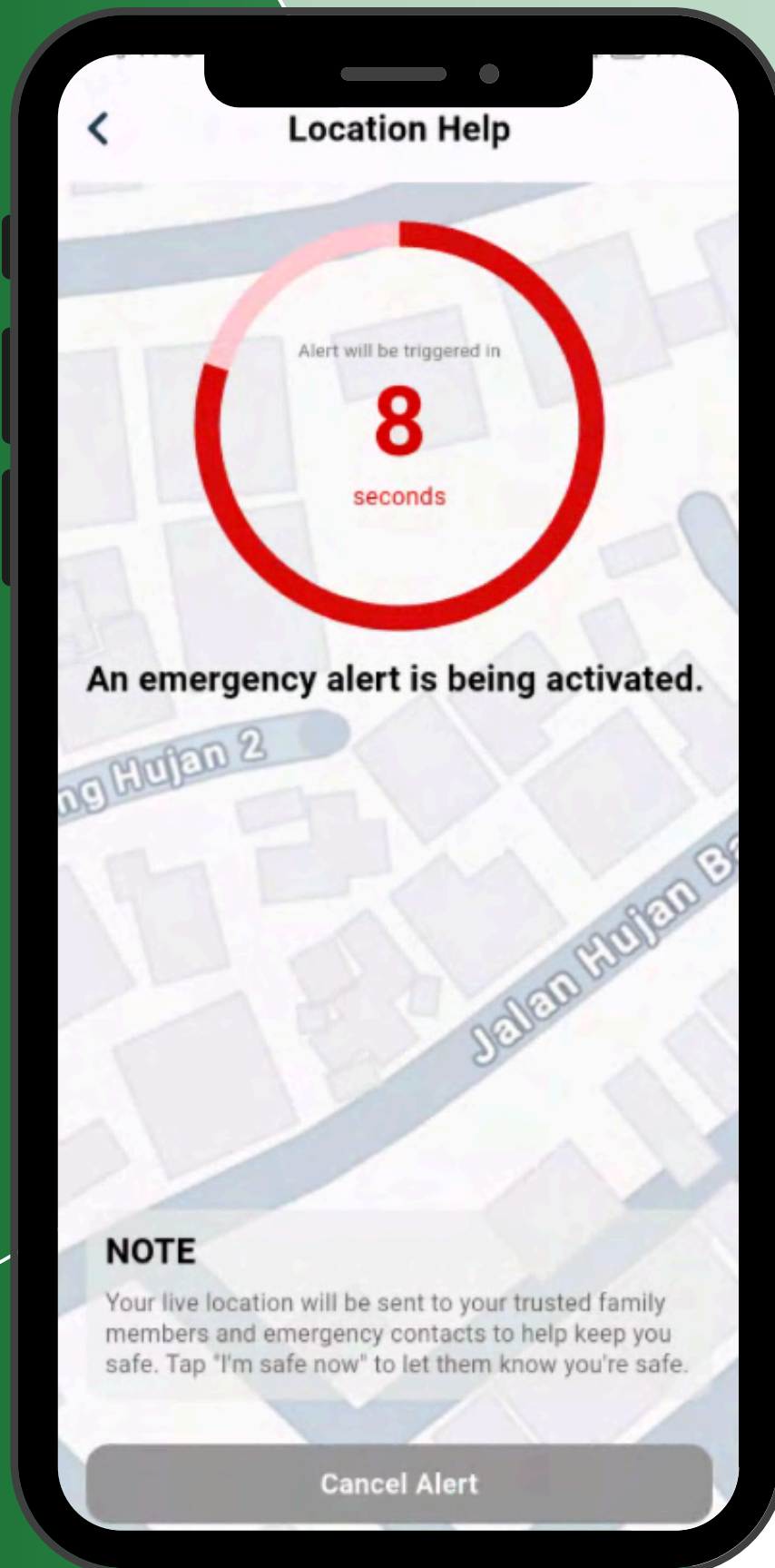


9

Select the basis for alert  
activation

Pilih asas pengaktifan  
amaran

选择警报触发依据



**10**

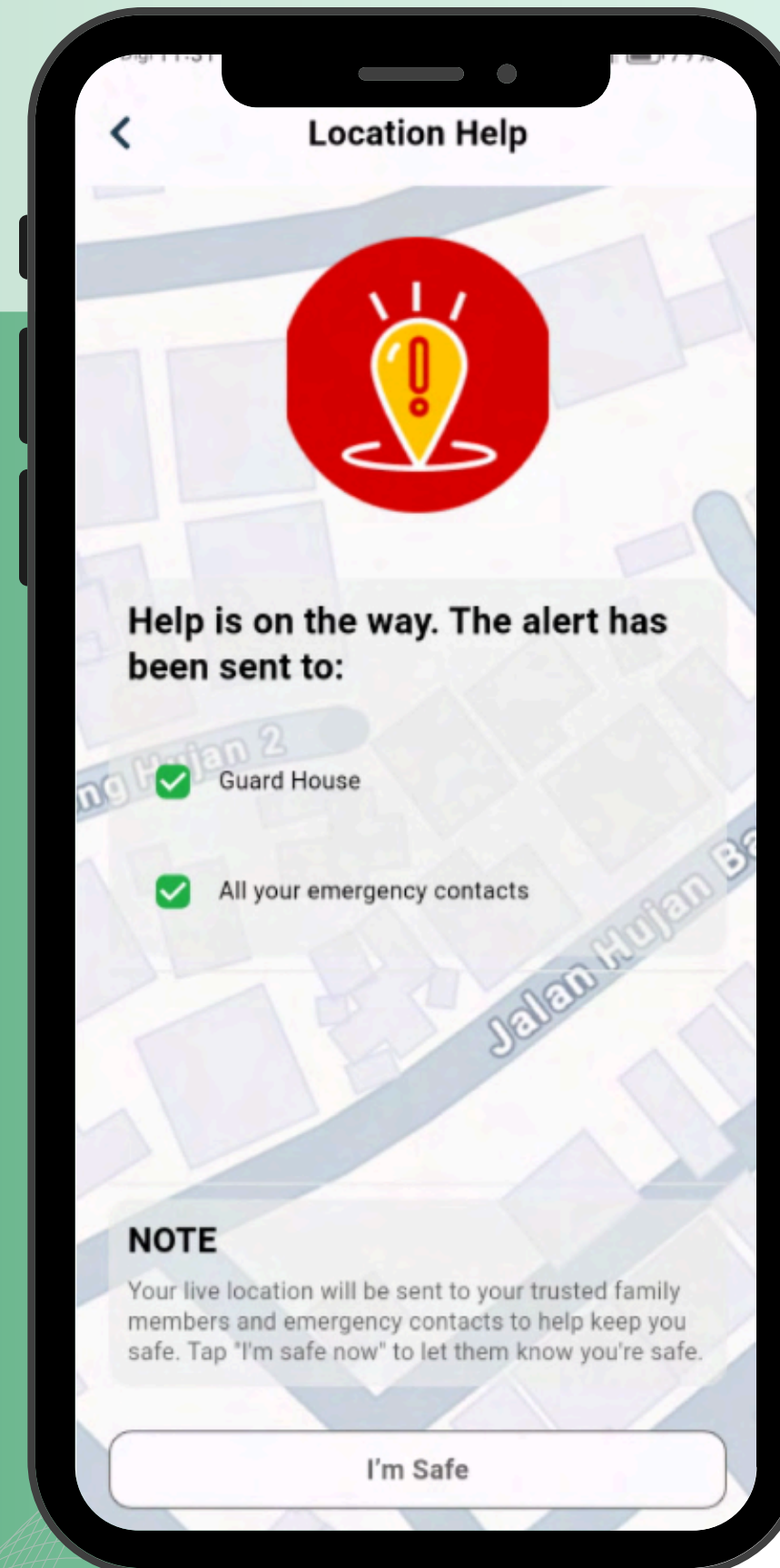
An emergency alert will be activated in countdown of 10 seconds ( Click Cancel Alert if you wish to cancel the activation)

Amaran kecemasan akan diaktifkan dalam kiraan 10 saat (Klik “Batal Amaran” jika ingin membatalkan)

紧急警报将在10秒倒计时后启动（如需取消，请点击“取消警报”）

**NOTE**

Your live location will be sent to your trusted family members and emergency contacts to help keep you safe. Tap "I'm safe now" to let them know you're safe.



**11**

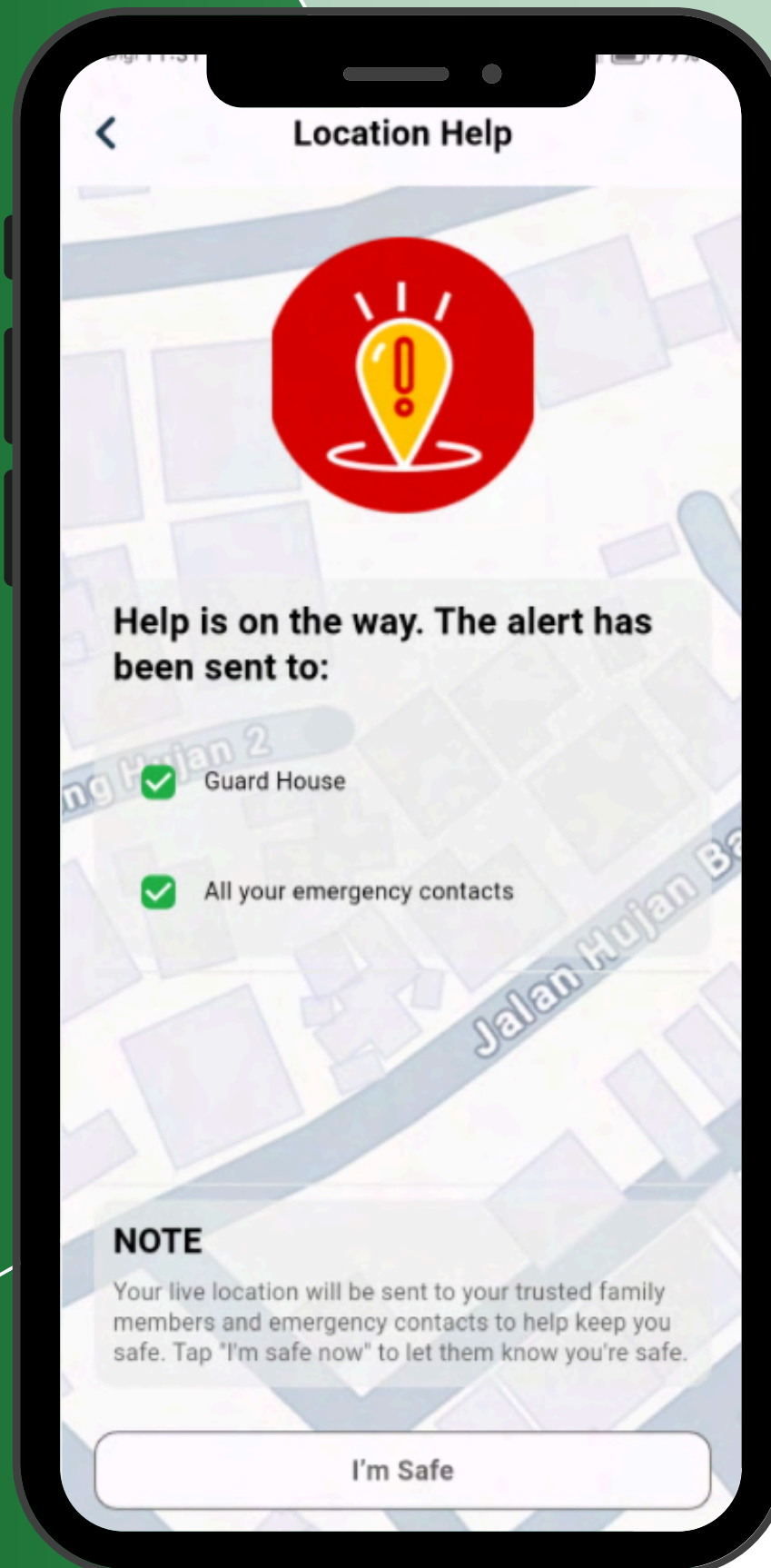
The alert will sent to selected parties

Amaran akan dihantar kepada pihak yang dipilih

警报将发送给所选对象

**NOTE**

Your live location will be sent to your trusted family members and emergency contacts to help keep you safe. Tap "I'm safe now" to let them know you're safe.

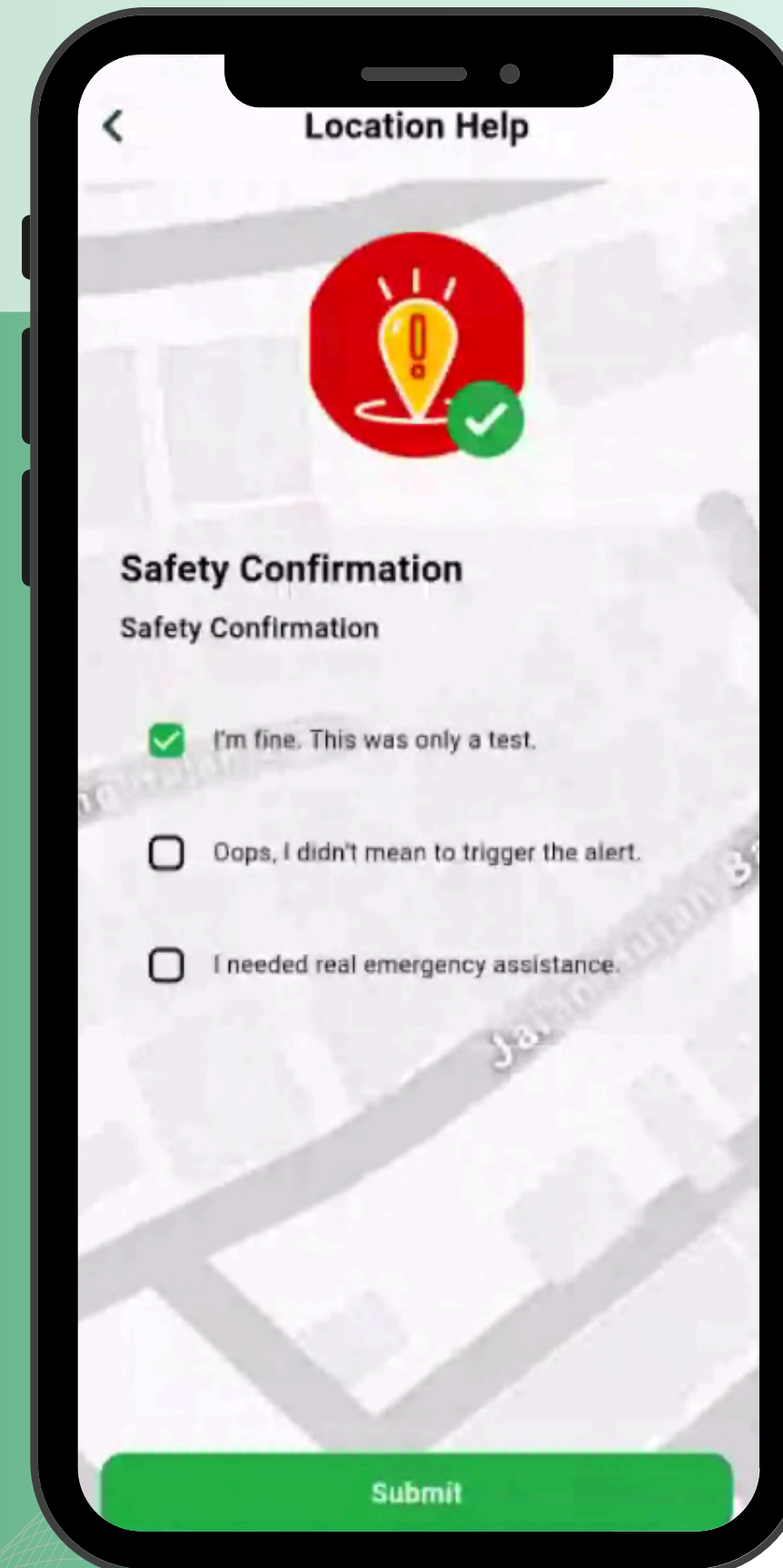


12

Click "I'm Safe" to report updated safety confirmation

Klik "Saya Selamat" untuk menghantar pengesahan keselamatan terkini

点击“我安全”以提交最新安全确认



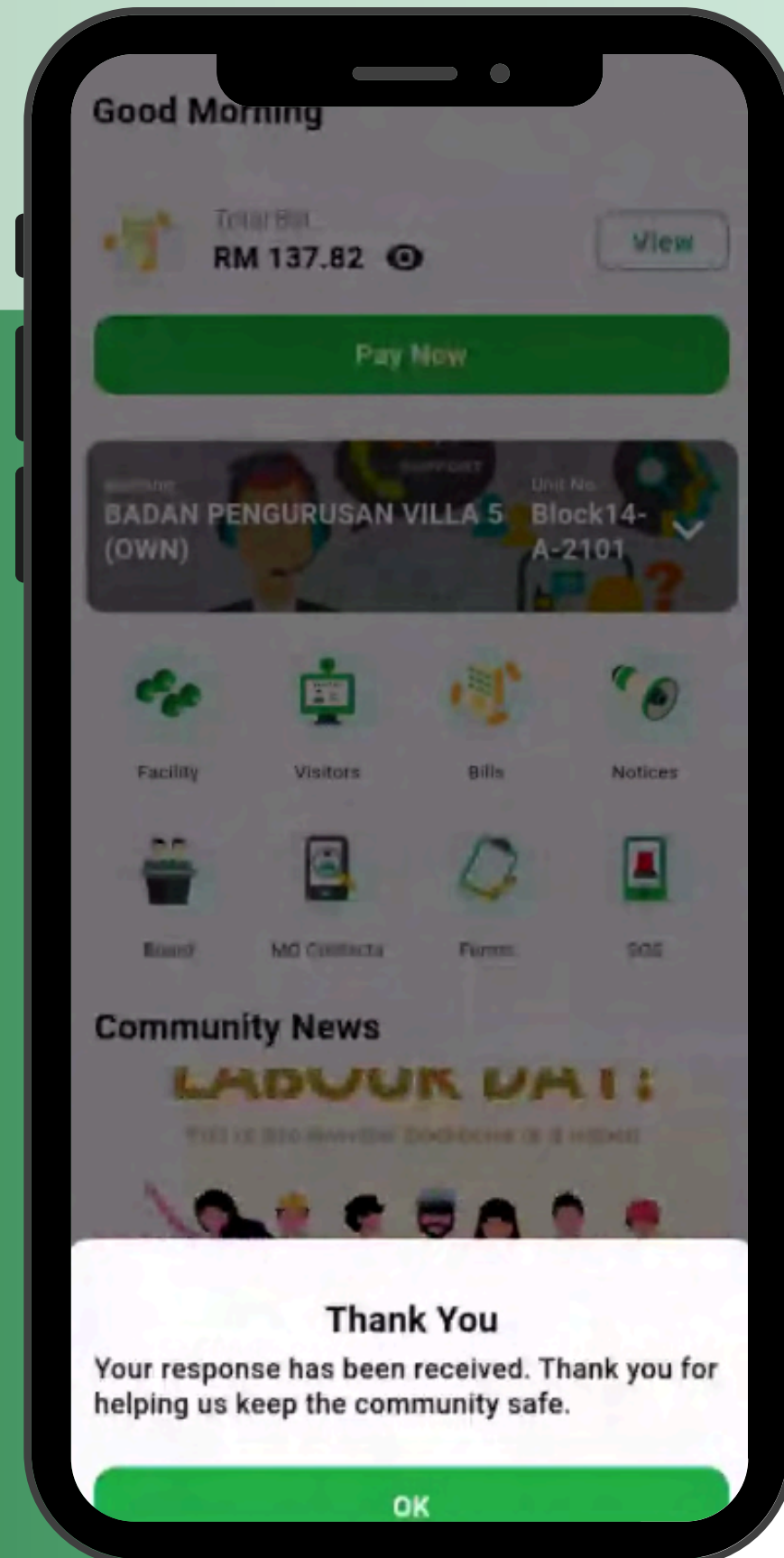
13

Tick the reason of Safety Confirmation made & click "Submit"

Tandakan sebab pengesahan keselamatan dibuat dan klik "Hantar"

勾选安全确认原因并点击“提交”

14



A “Thank You” message will pop out. Press "OK"

Mesej “Terima Kasih” akan muncul. Tekan “OK”

“谢谢”提示将弹出。点击“确定”

# Feedback

## Maklum Balas

### 反馈

Residents can report issues, complaints, or suggestions without needing to call or visit the office.

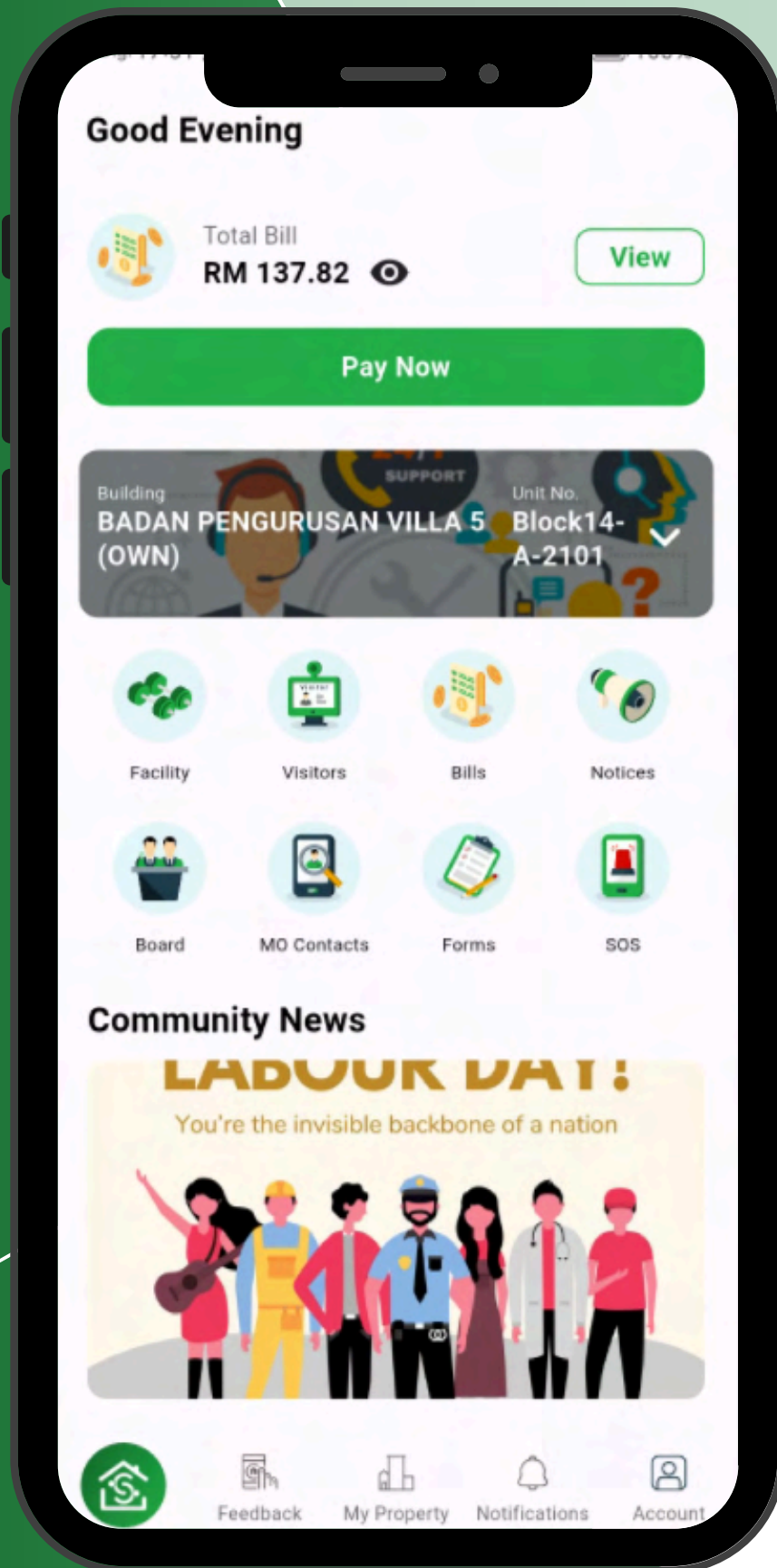
Penduduk boleh melaporkan isu, aduan atau cadangan tanpa perlu menghubungi atau mengunjungi pejabat

住户无需致电或前往管理处即可提交问题、投诉或建议

Residents can submit feedback based on categories, enabling management to address issues more accurately and efficiently.

Penduduk boleh menghantar maklum balas berdasarkan kategori, membolehkan pihak pengurusan menangani isu dengan lebih tepat dan efisien

住户可根据类别提交反馈，使管理方能够更准确高效地处理问题

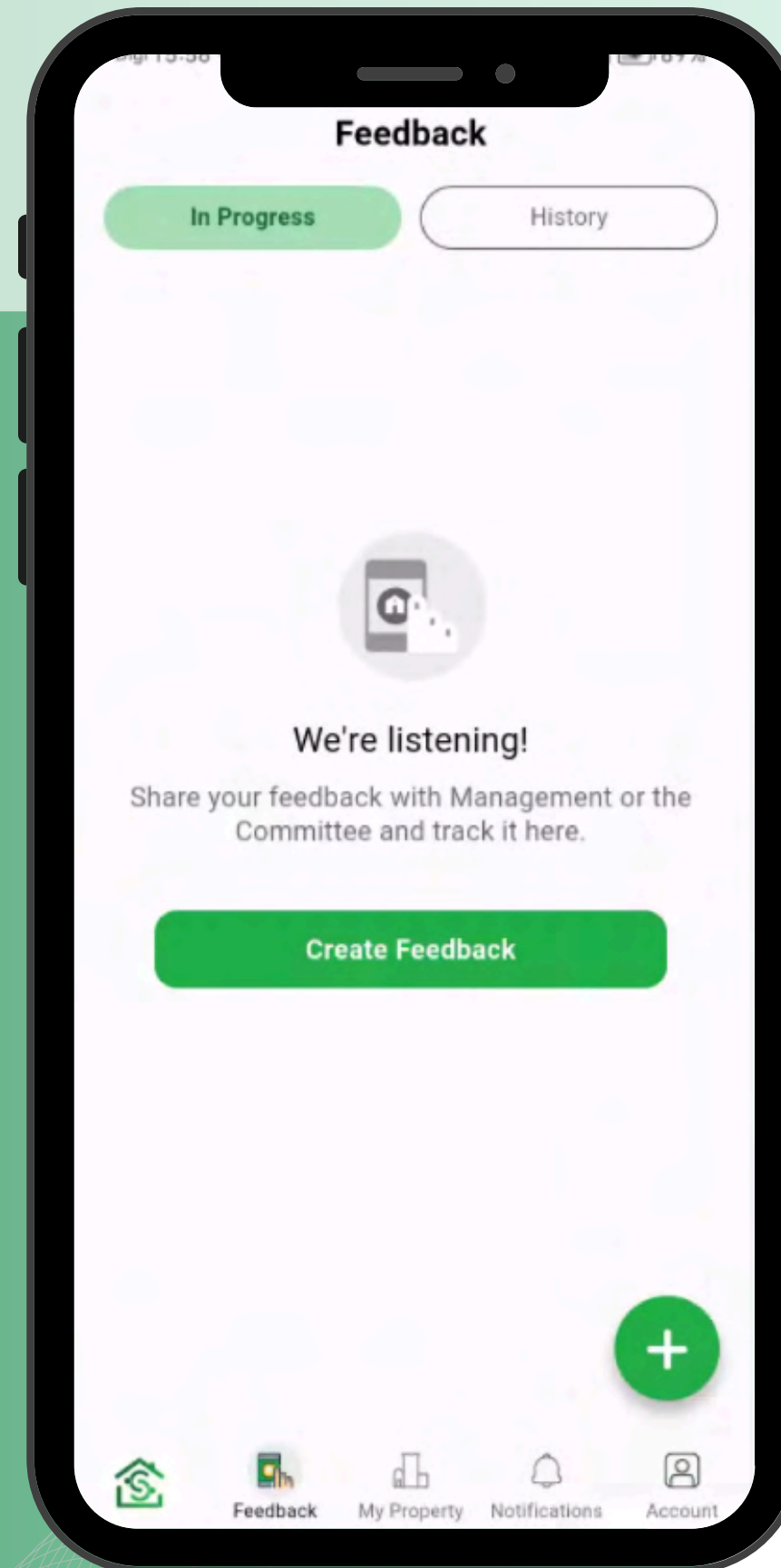


1

Click “Feedback”

Klik “Maklum Balas”

点击“反馈”

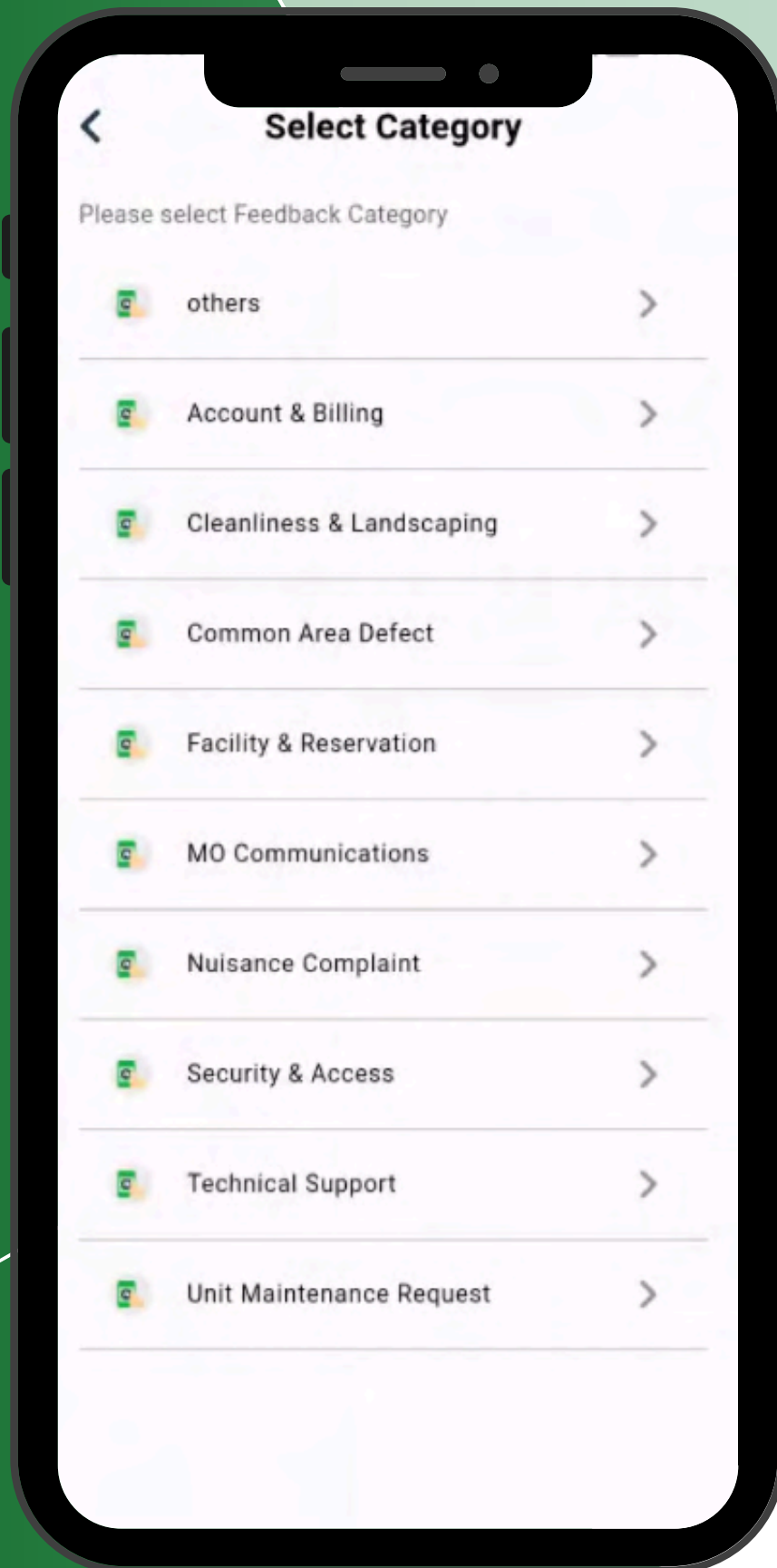


2

Click “Create Feedback” or “+” to submit new feedback

Klik “Cipta Maklum Balas” atau “+” untuk menghantar maklum balas baharu

点击“创建反馈”或“+”提交新反馈

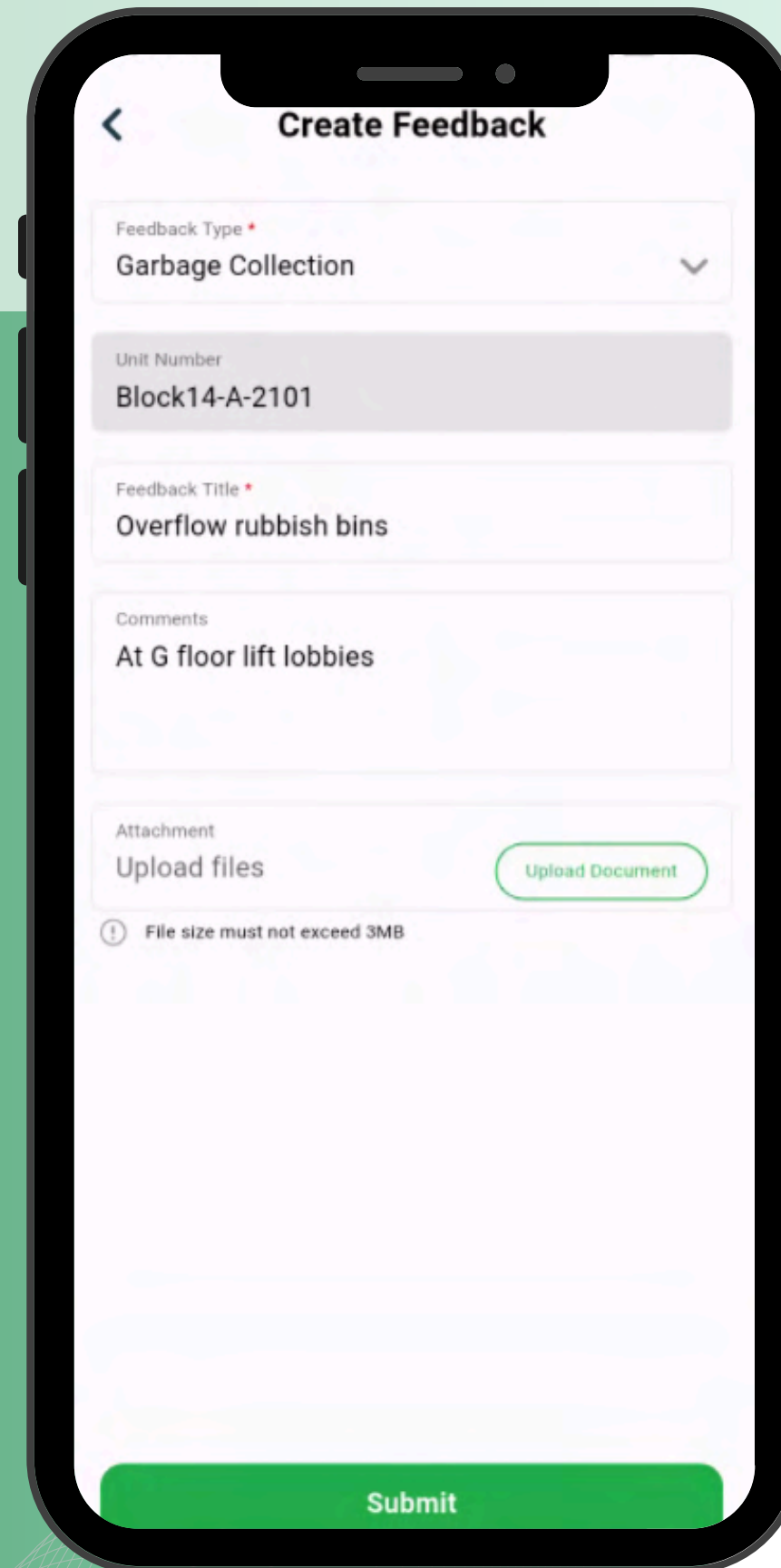


3

Click to select feedback category

Klik untuk memilih kategori maklum balas

点击选择反馈类别



4

Fill in the necessary information and attach image if any, then click "Submit"

Isi maklumat yang diperlukan dan lampirkan gambar (jika ada), kemudian klik "Hantar"

填写必要信息并附上图片 (如有), 然后点击"提交"

# Notifications

## Notifikasi

### 通知

This function allows residents to get real-time alerts on announcements, maintenance, emergencies, or important notices.

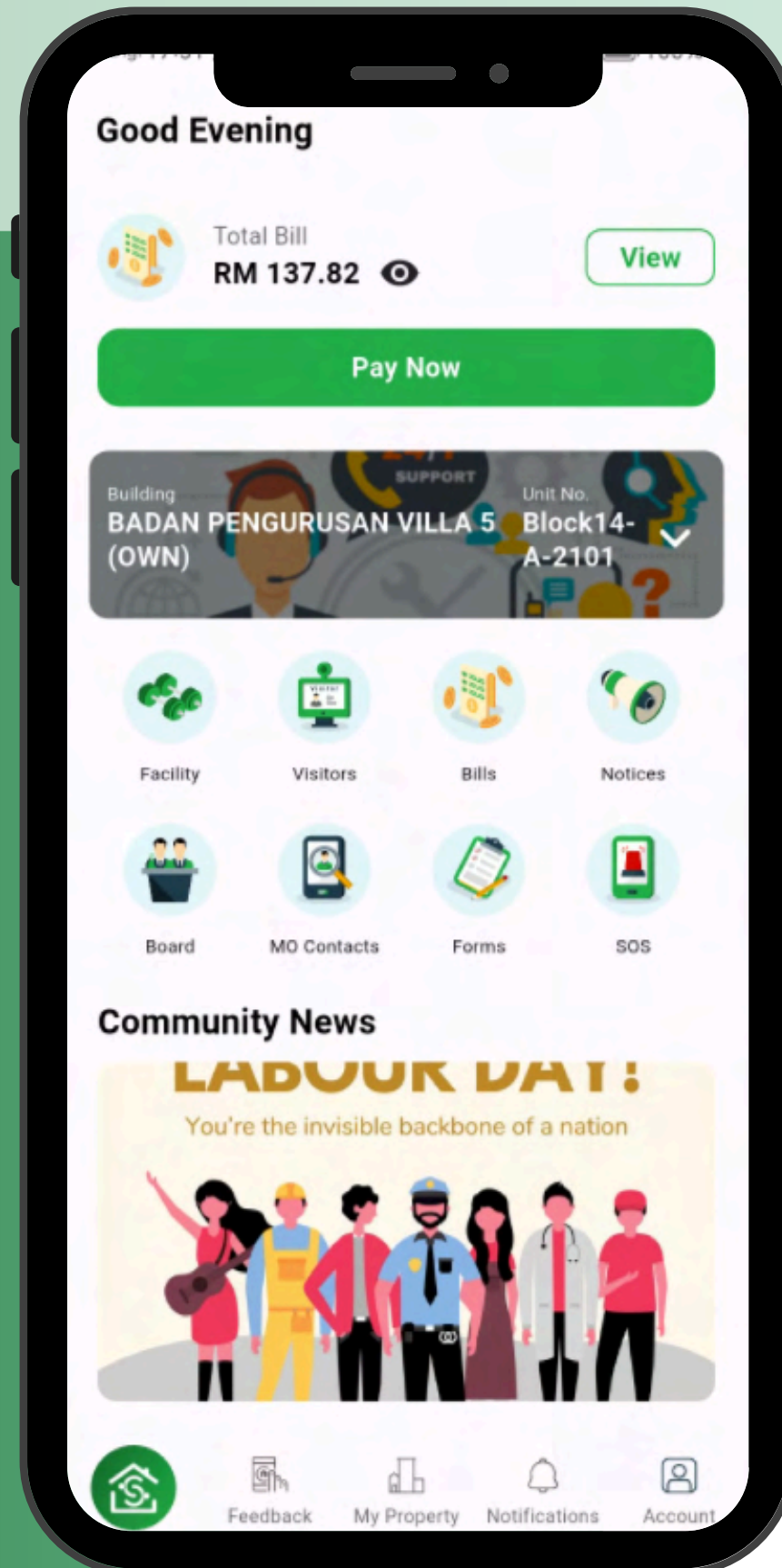
Fungsi ini membolehkan penduduk menerima makluman masa nyata mengenai pengumuman, penyelenggaraan, kecemasan atau notis penting

此功能可让住户接收有关公告、维护、紧急情况或重要通知的实时提醒

Notifications is divided into 2 main categories: General or Unit Based

Notifikasi dibahagikan kepada dua kategori utama: Umum atau Berasaskan Unit Rumah

通知分为两大类别：通用或房屋单位

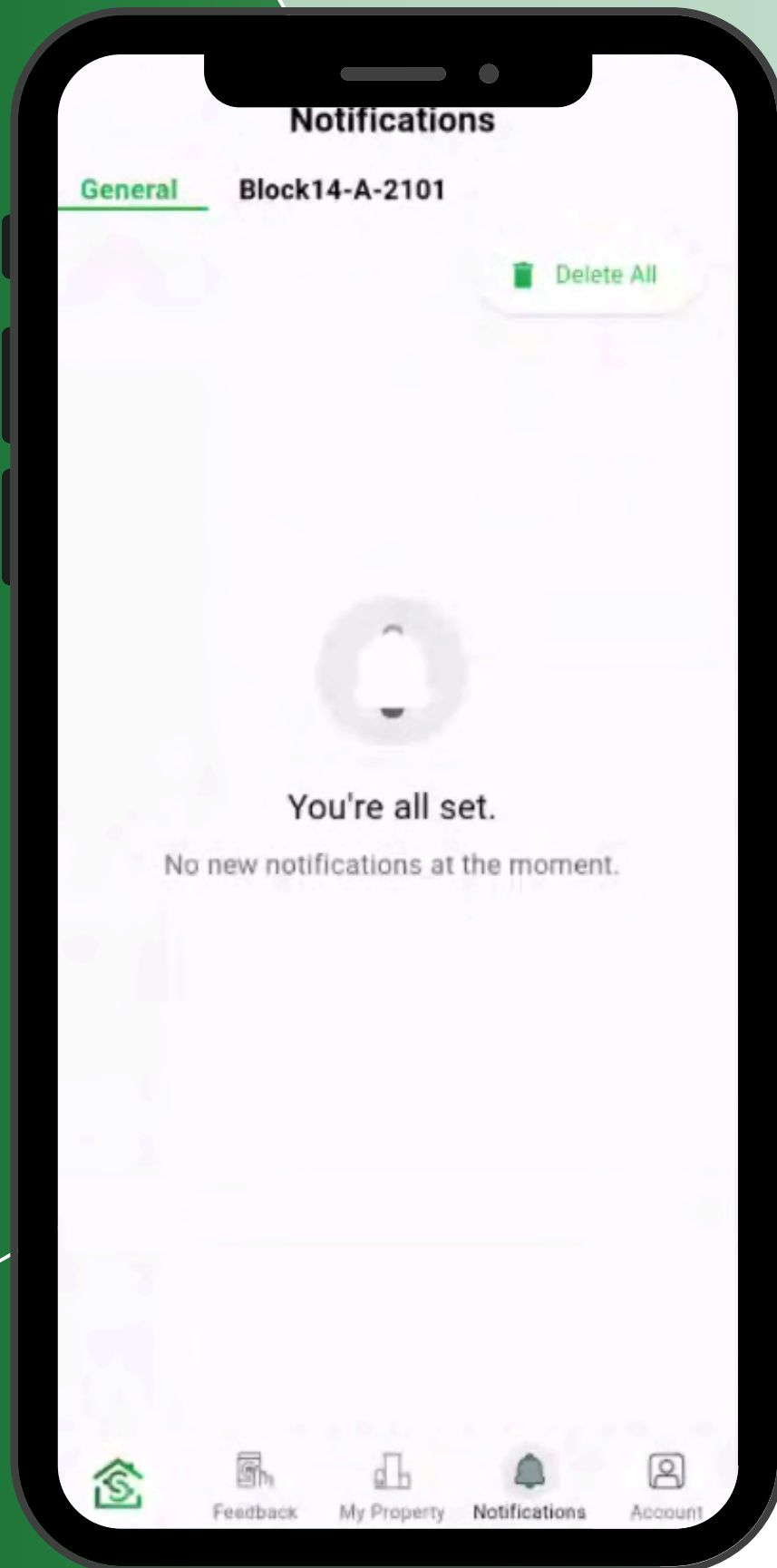


1

Click "Notifications"

Klik "Notifikasi"

点击“通知”

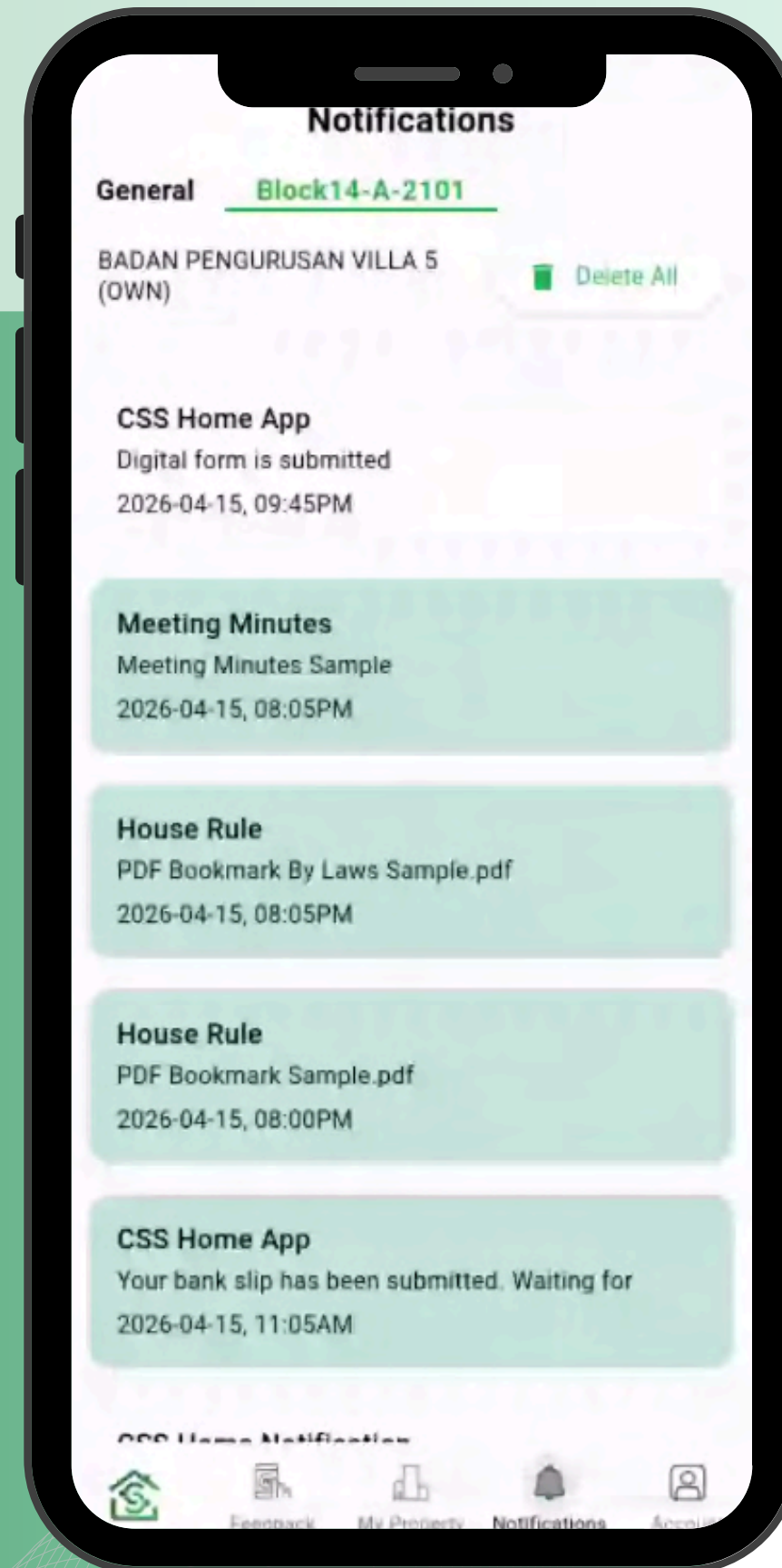


2

View General Notifications here

Lihat “Notifikasi Umum” di sini

在此查看“通用通知”



3

Tap your unit number to view unit-specific notifications

Ketik nombor unit rumah anda untuk melihat notifikasi khusus unit

点击您的房屋单位编号以查看该单位的通知

# Account

## Akaun

### 账户

The Account tab is organized into three key modules allowing residents to manage personal details, customize app preferences, and access assistance easily.

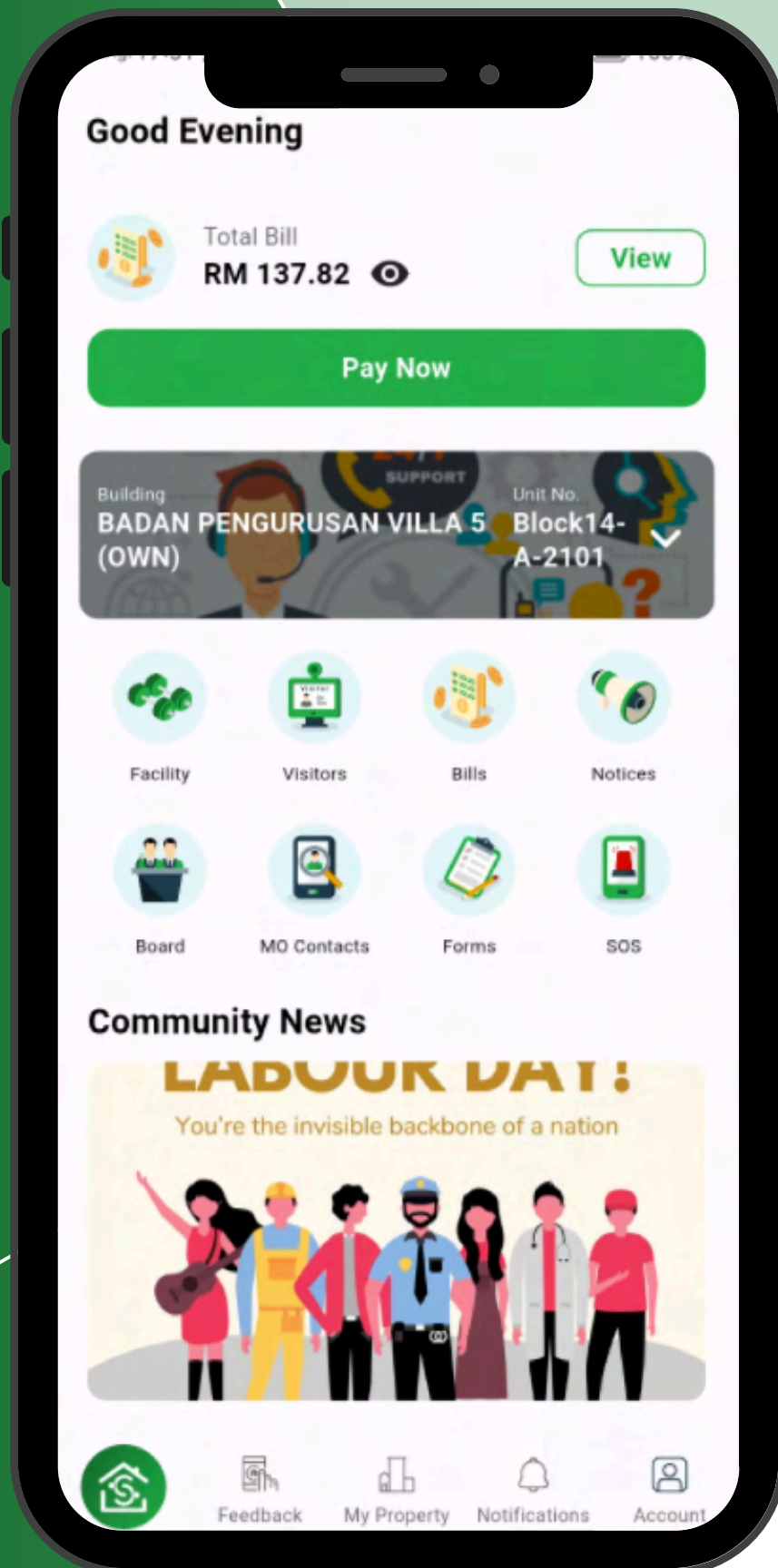
Tab Akaun disusun kepada tiga modul utama yang membolehkan penduduk mengurus maklumat peribadi, menyesuaikan tetapan aplikasi, dan mendapatkan bantuan dengan mudah.

账户页面分为三个主要模块，让住户可以轻松管理个人资料、自定义应用设置并获取帮助。

The Account tab consists of 3 main modules: Account Settings, App Settings, Help & Support.

Tab Akaun terdiri daripada 3 modul utama: Tetapan Akaun, Tetapan Aplikasi, Bantuan & Sokongan

账户页面由3个主要模块组成：账户设置、应用设置, 帮助与支持服务

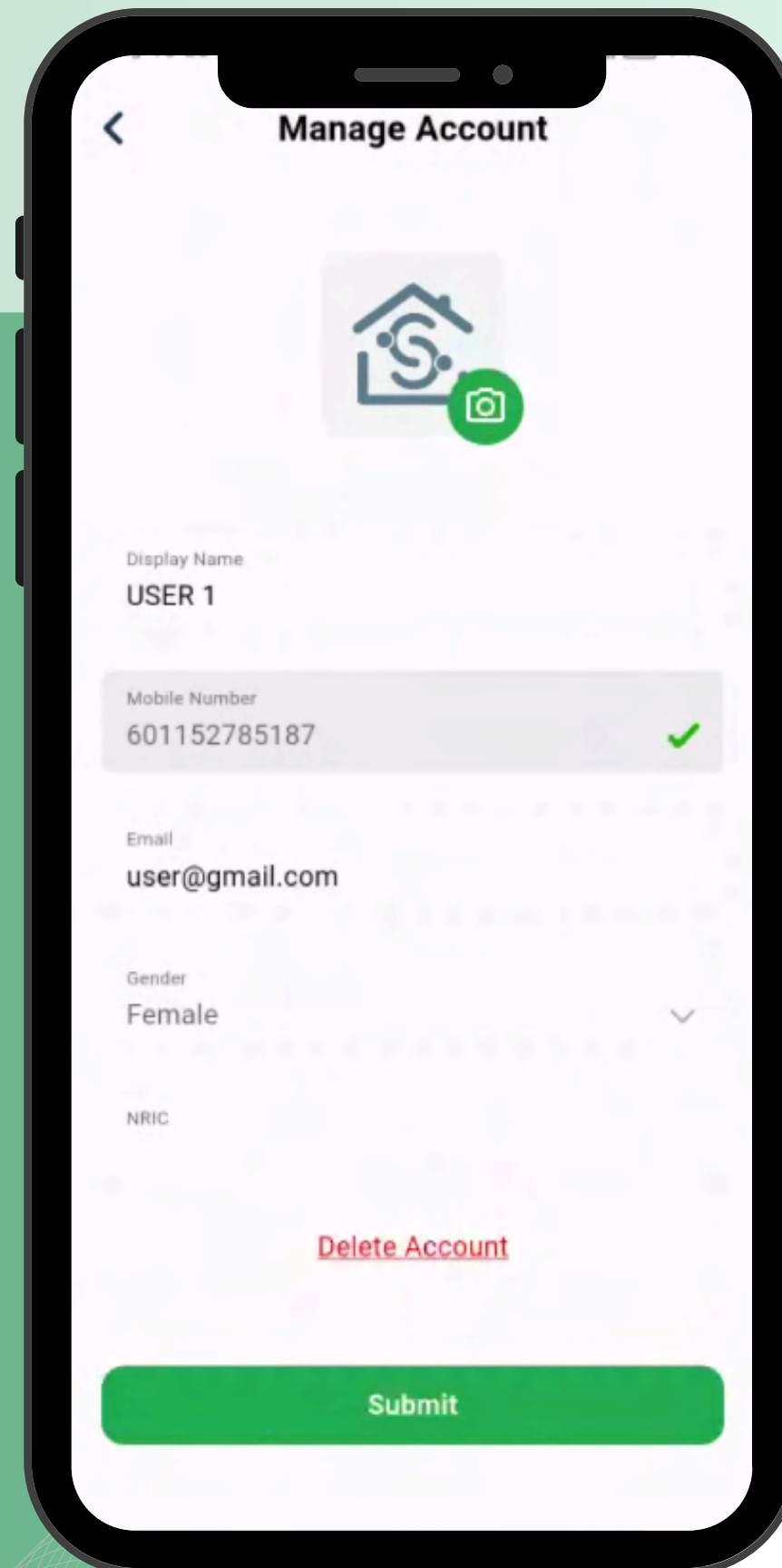


1

Click "Account"

Klik "Akaun"

点击“账户”



2

Fill up necessary info & click "Submit" to update user account contact details

Isi maklumat yang diperlukan dan klik "Hantar" untuk mengemas kini maklumat perhubungan akaun pengguna

填写必要信息并点击“提交”以更新用户账户联系方式

## Sub ID Saya

## My Sub IDs

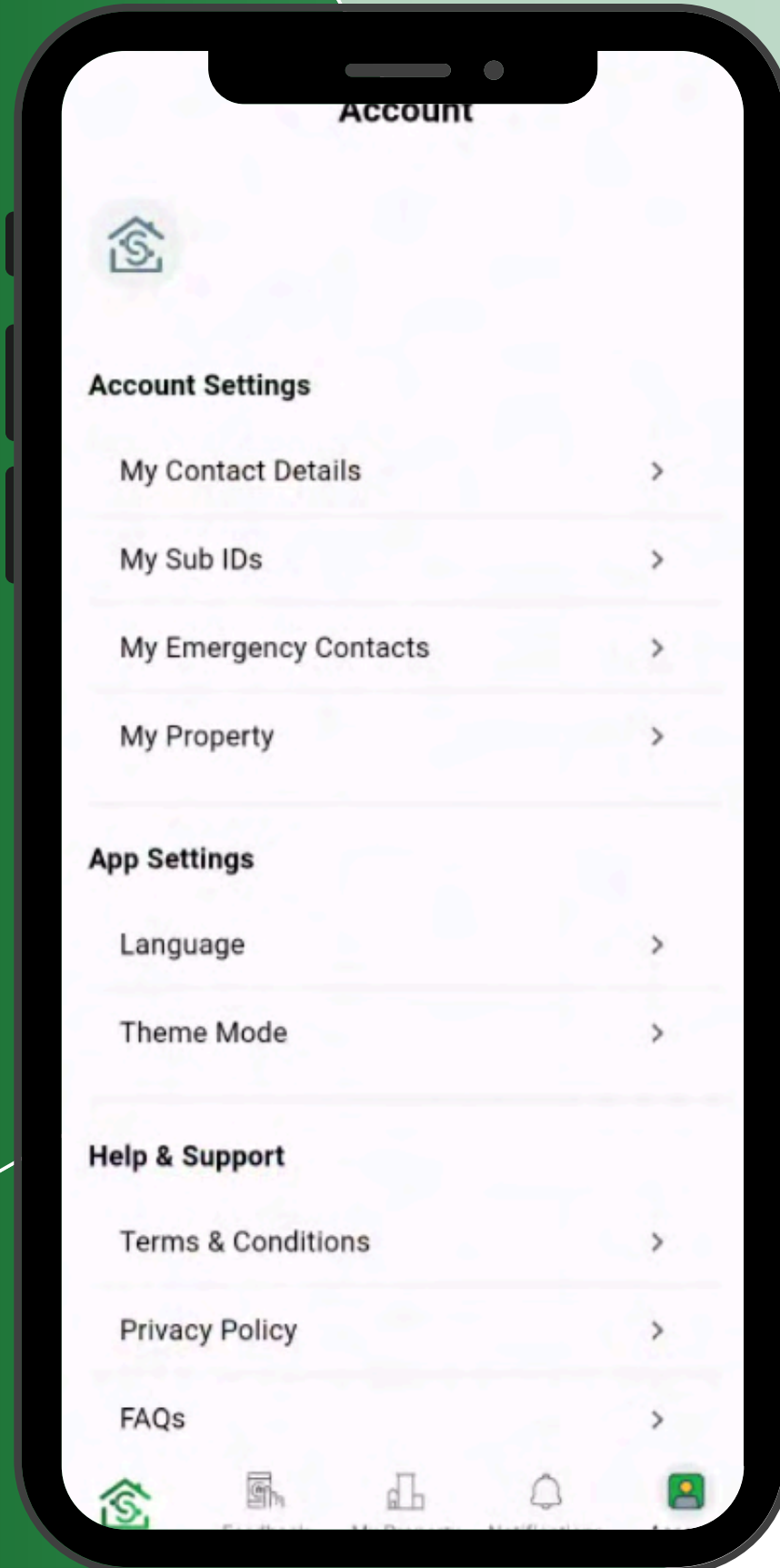
## 我的子账号

3

Click “My Sub IDs”

Klik “Sub ID Saya”

点击“我的子账号”

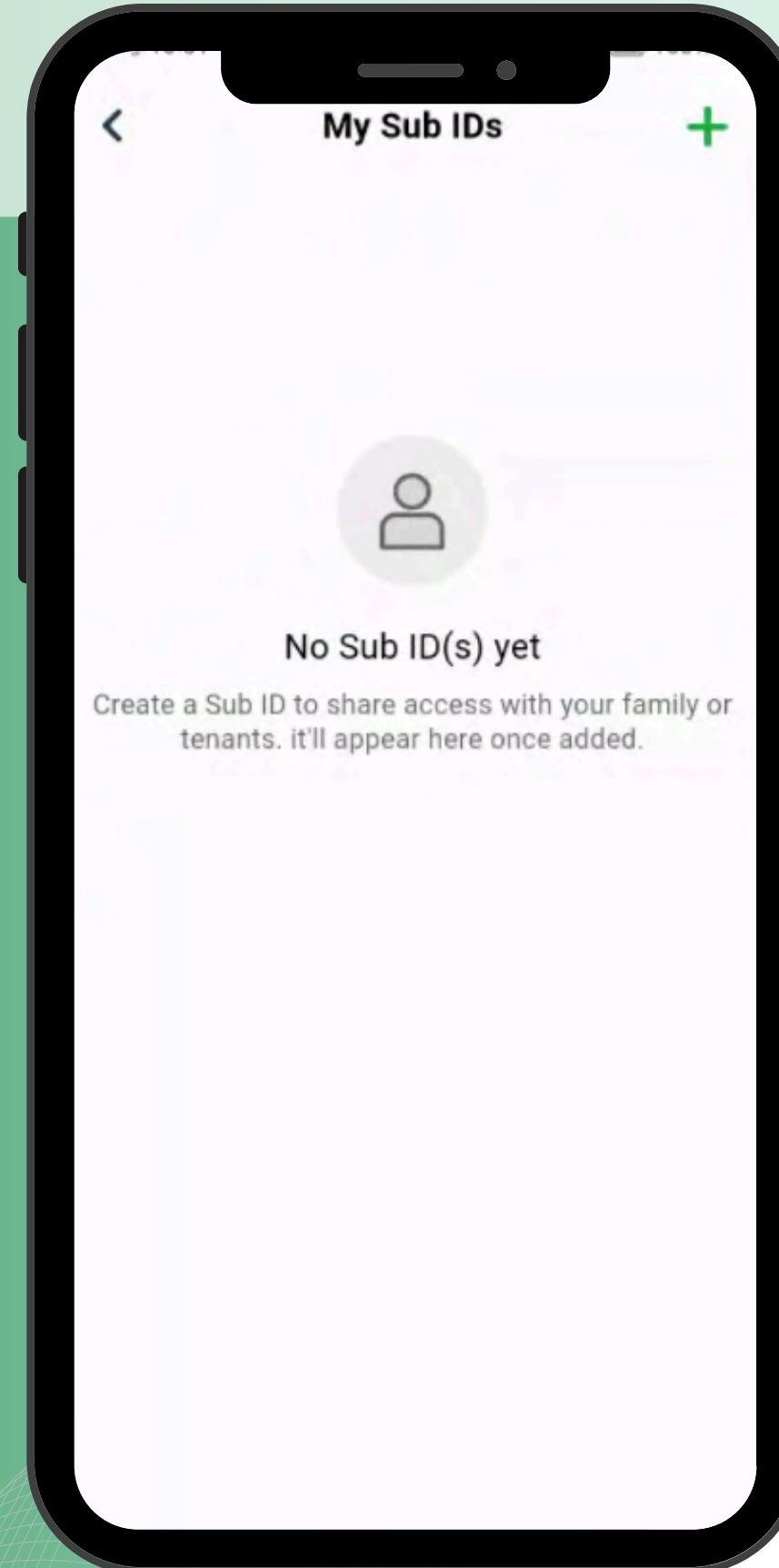


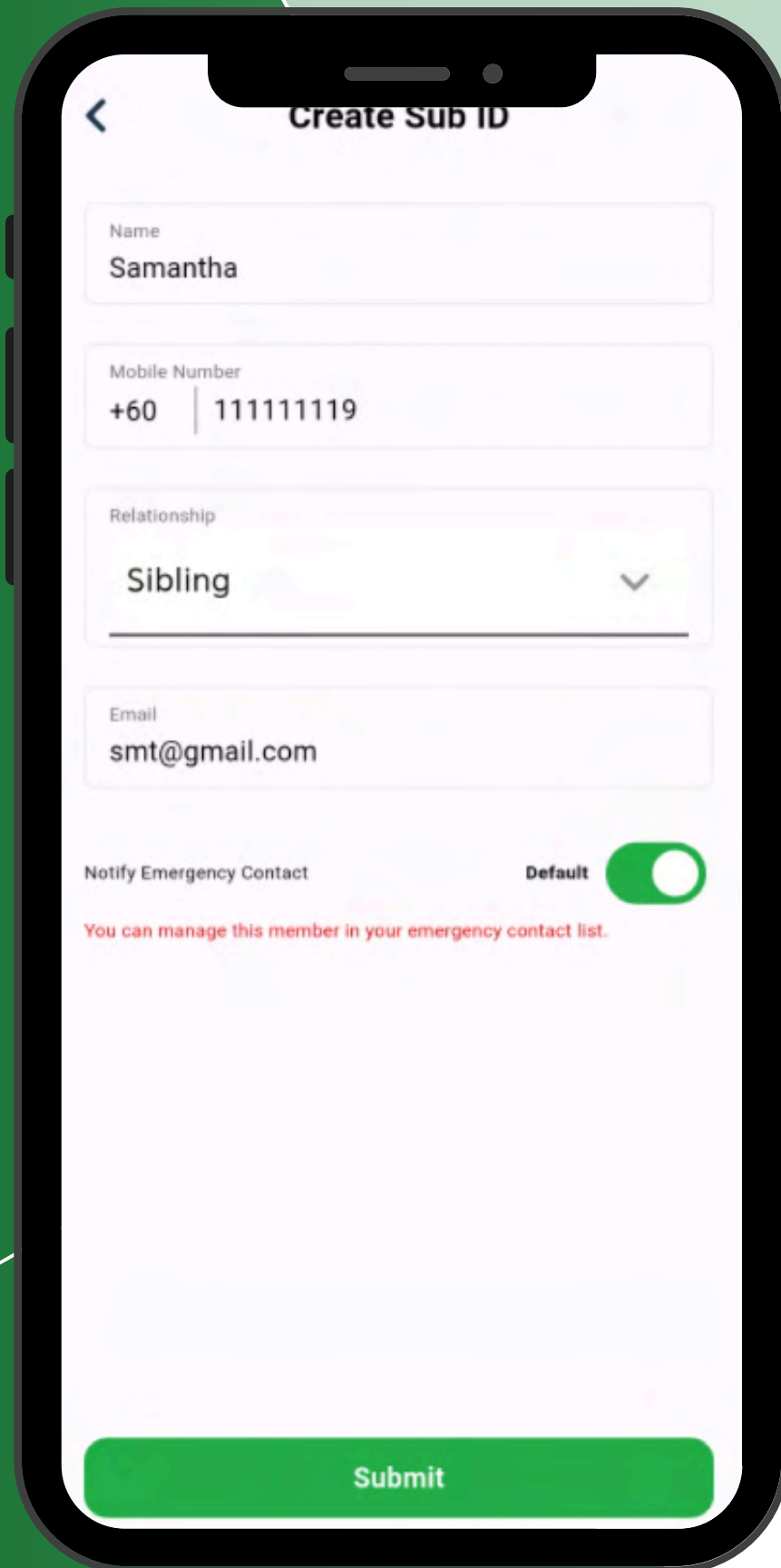
4

Click “+” to add new Sub IDs

Klik “+” untuk menambah Sub ID baharu

点击“+”添加新的子账号



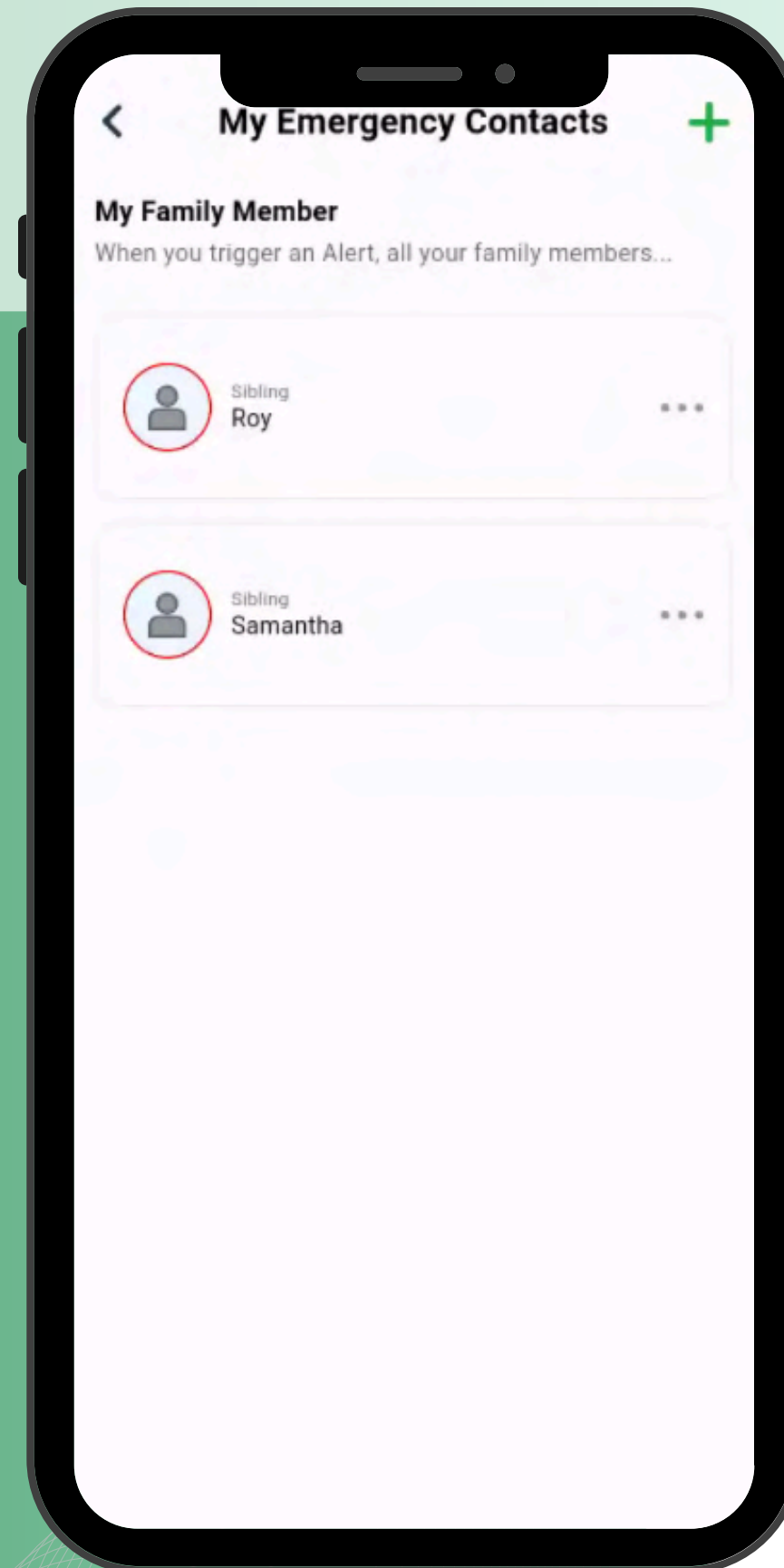


5

Fill up necessary Sub ID info & click “Submit”

Isi maklumat Sub ID yang diperlukan dan klik “Hantar”

填写所需的子账号信息并点击“提交”



6

View the list of Sub IDs

Lihat senarai Sub ID

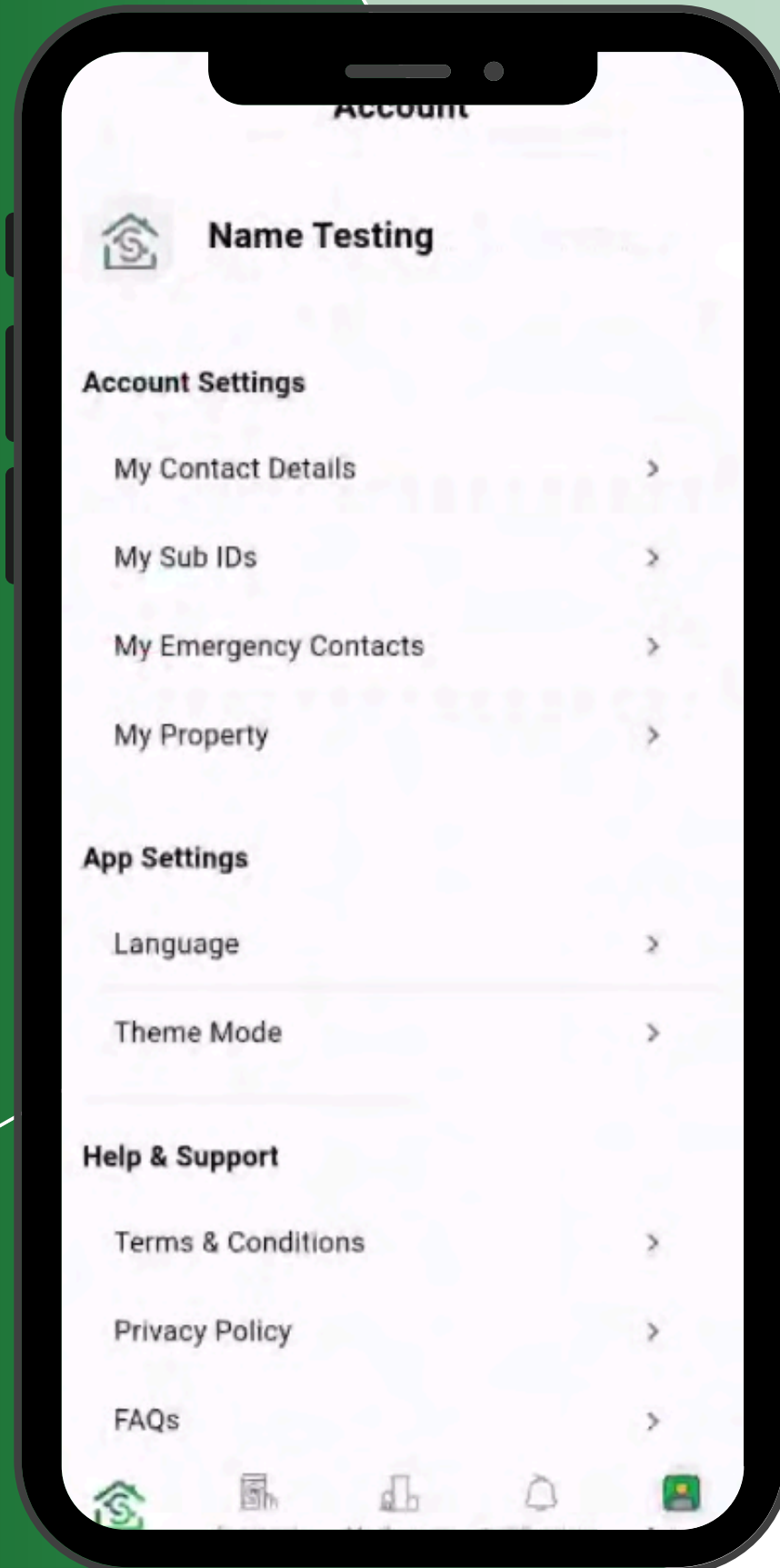
查看子账号列表

# Kenalan Kecemasan Saya

# My Emergency Contacts

# 我的紧急联系人

7

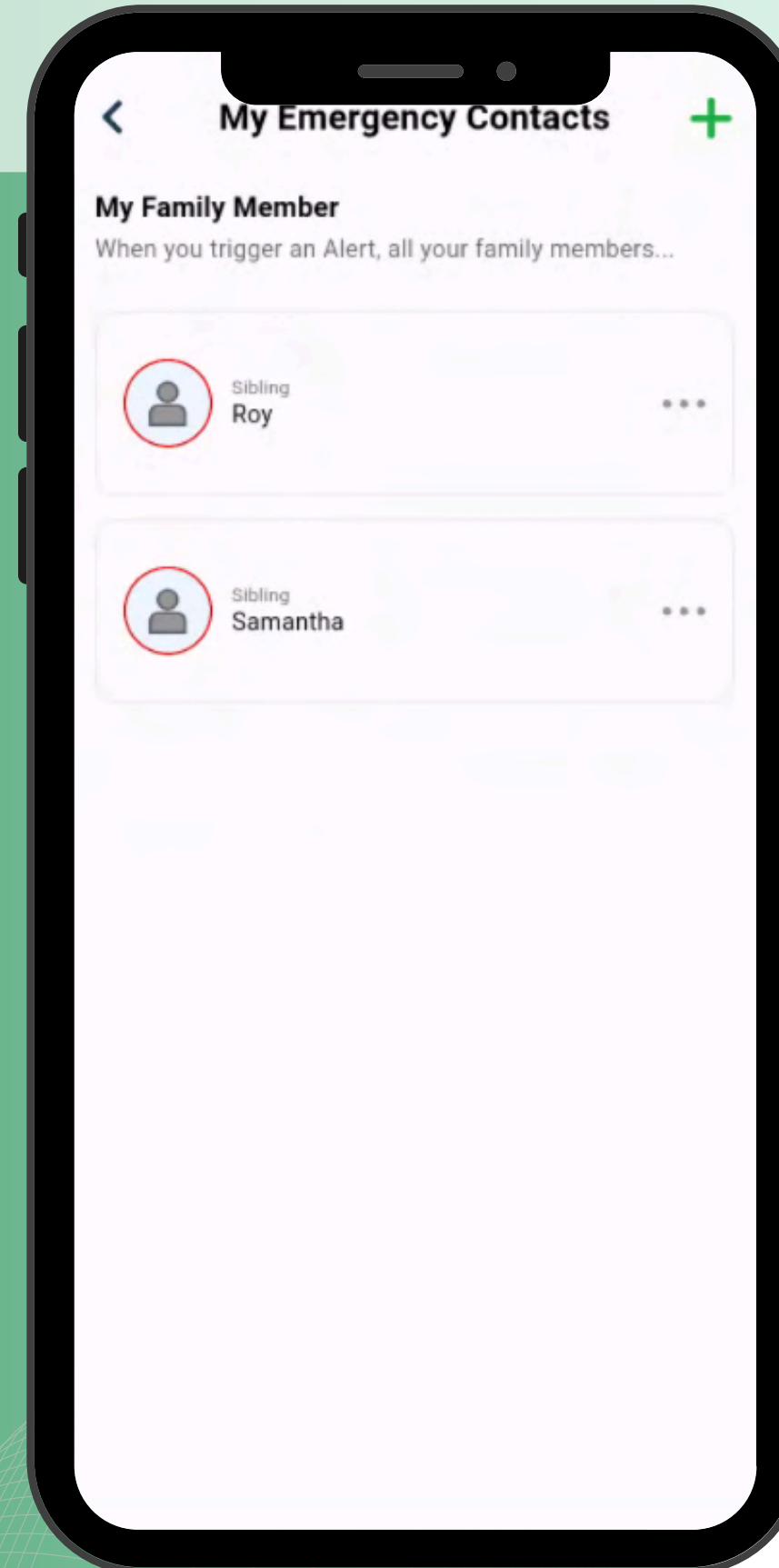


Click “My Emergency  
Contacts”

Klik “Kenalan Kecemasan  
Saya”

点击“我的紧急联系人”

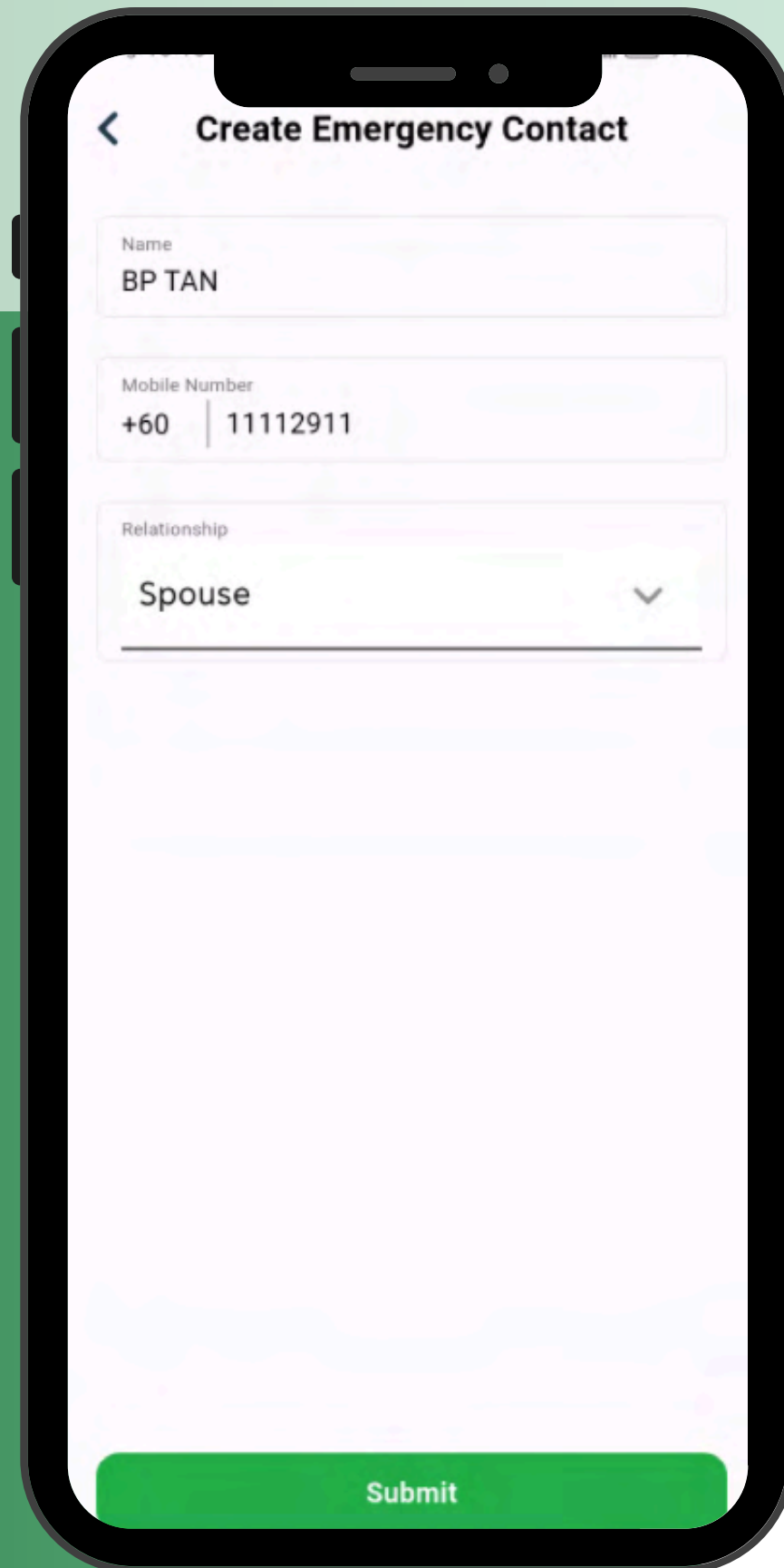
8



Click “+” to add new  
Emergency Contacts

Klik “+” untuk menambah  
kenalan kecemasan baharu

点击“+”添加新的紧急联系人



The image shows a smartphone screen with the following form fields:

- Name:** BP TAN
- Mobile Number:** +60 | 11112911
- Relationship:** Spouse (with a dropdown arrow)

A green "Submit" button is located at the bottom of the screen.

9

Fill up necessary  
Emergency Contacts info  
& click “Submit”

Isi maklumat kenalan  
kecemasan yang  
diperlukan dan klik  
“Hantar”

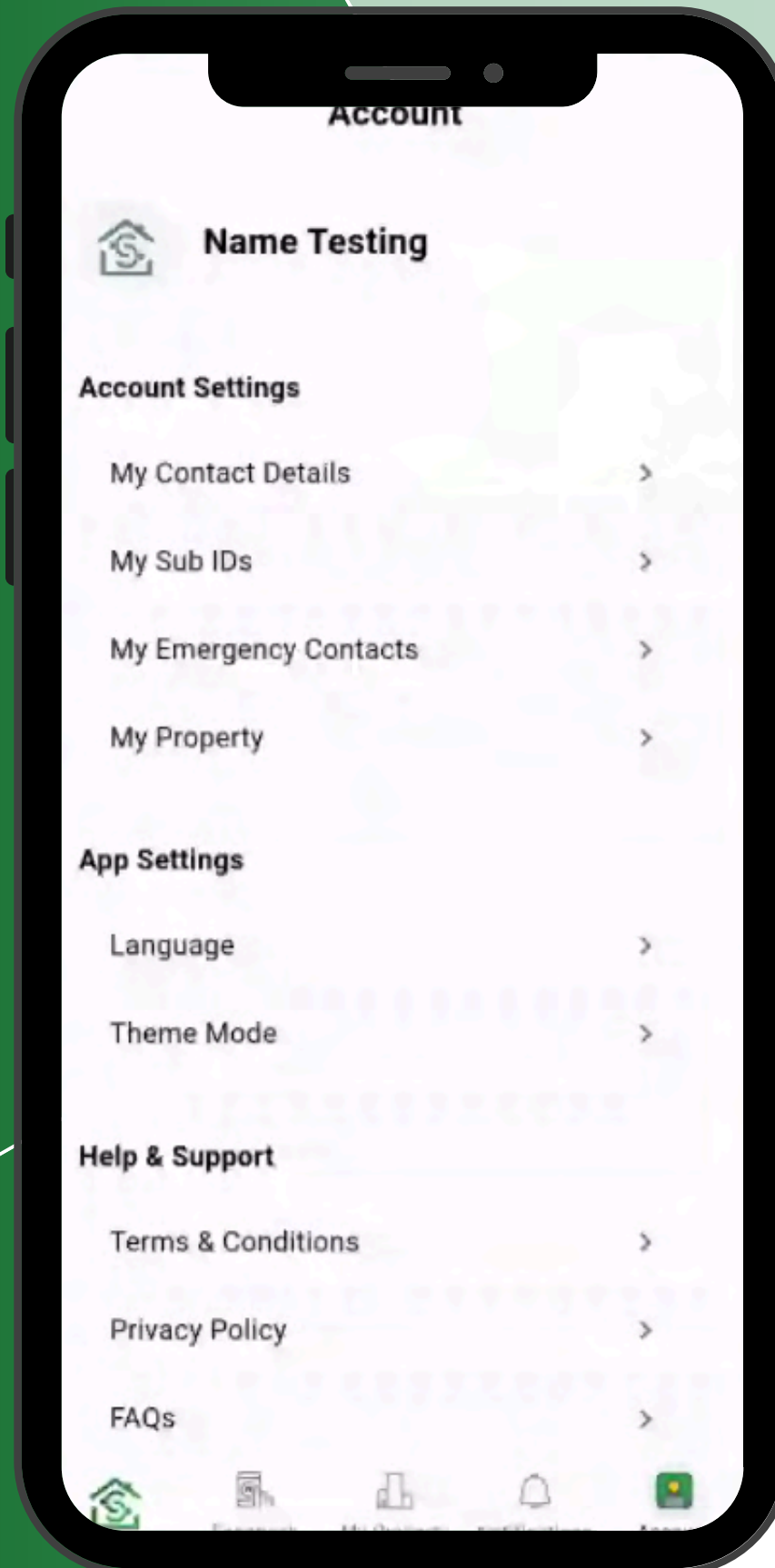
填写紧急联系人所需信息并  
点击“提交”

# Bahasa

# Language

# 语言

10

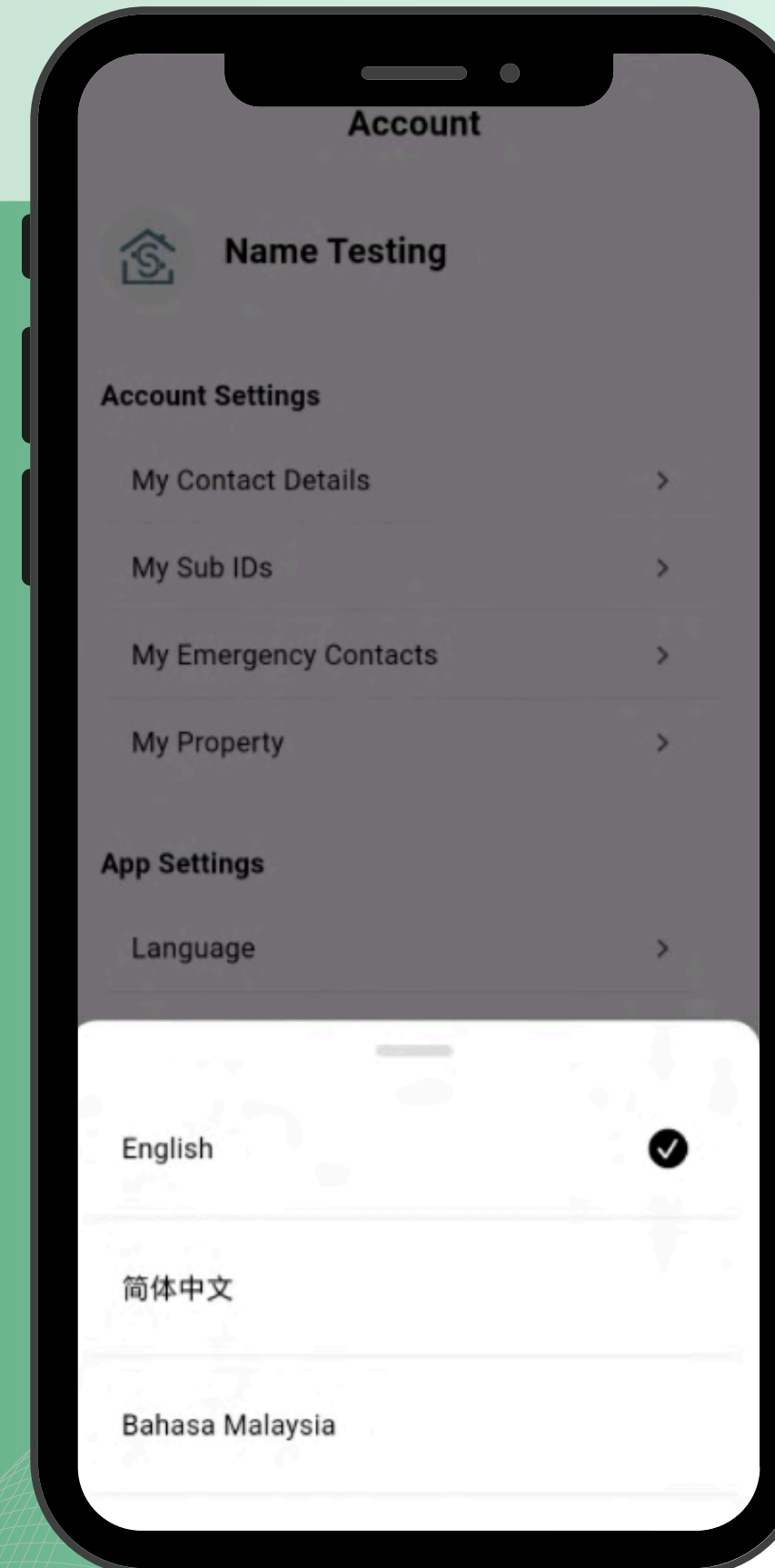


Click "Language"

Klik "Bahasa"

点击“语言”

11



Select your preferred language type

Pilih jenis bahasa pilihan anda

选择您偏好的语言类型

# Mod Tema

# Theme Mode

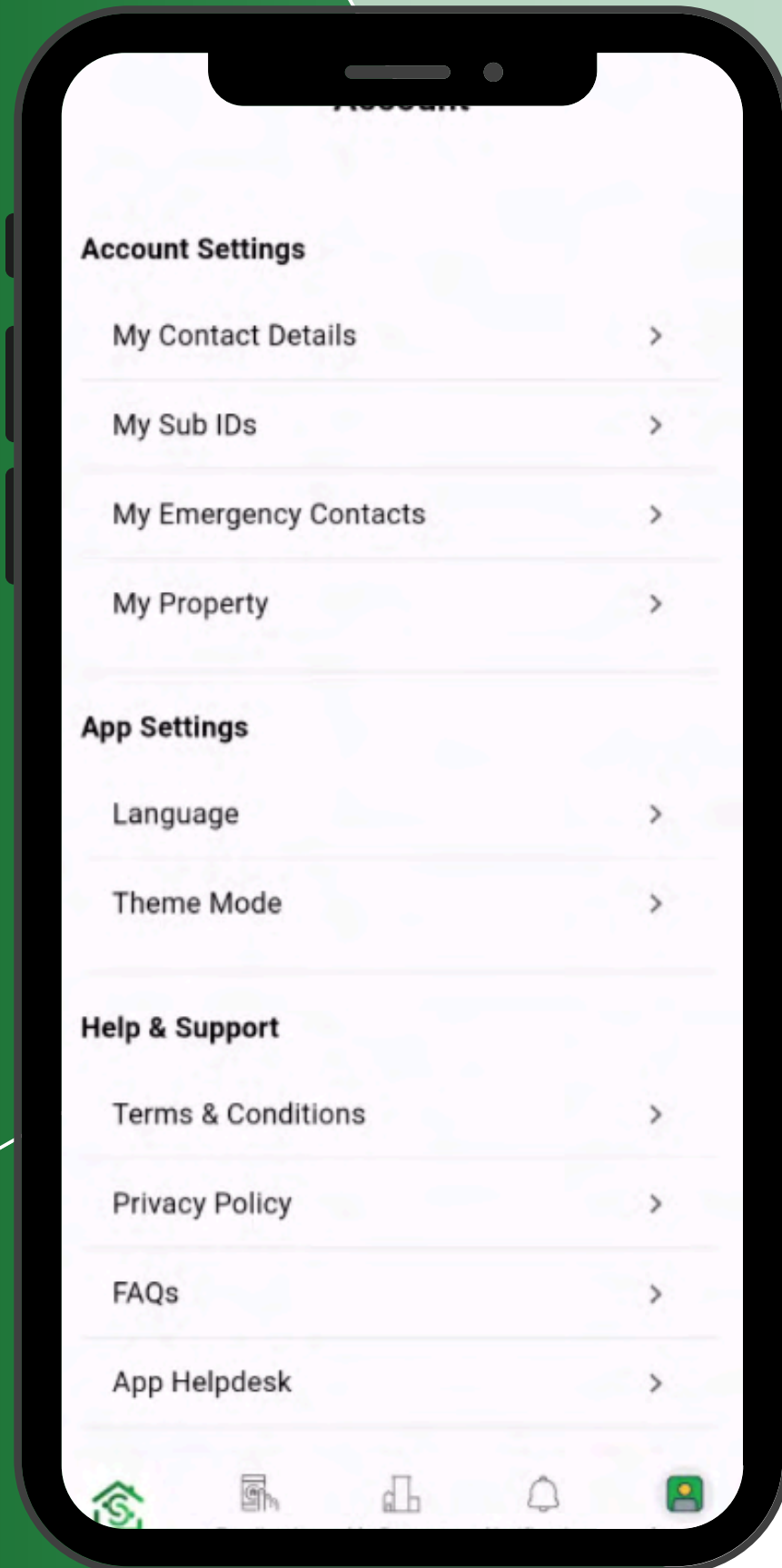
# 主题模式

12

Click "Theme Mode"

Klik "Mod Tema"

点击"主题模式"

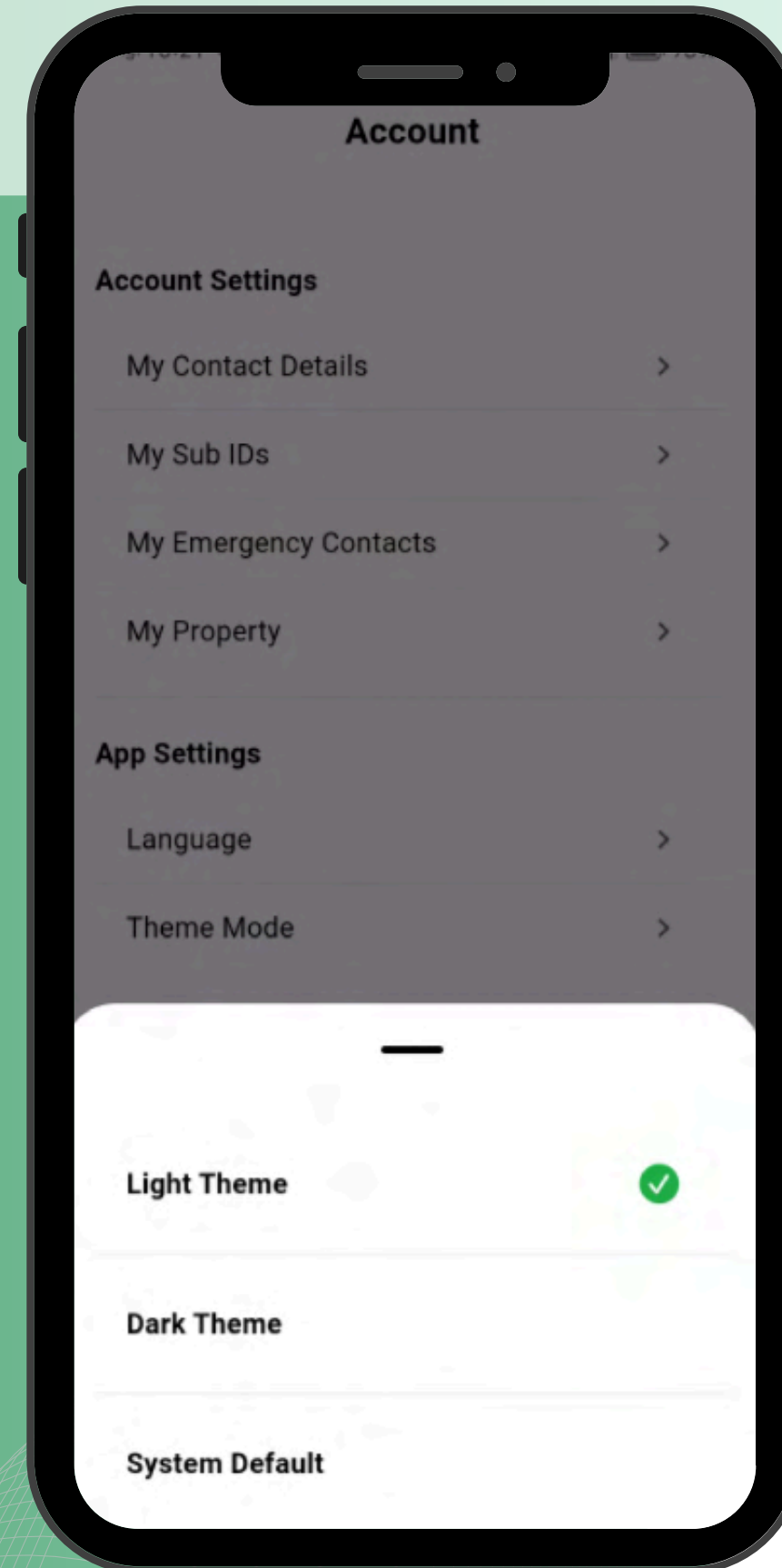


13

Select your preferred theme mode for the app

Pilih mod tema pilihan anda untuk aplikasi

为应用选择您偏好的主题模式

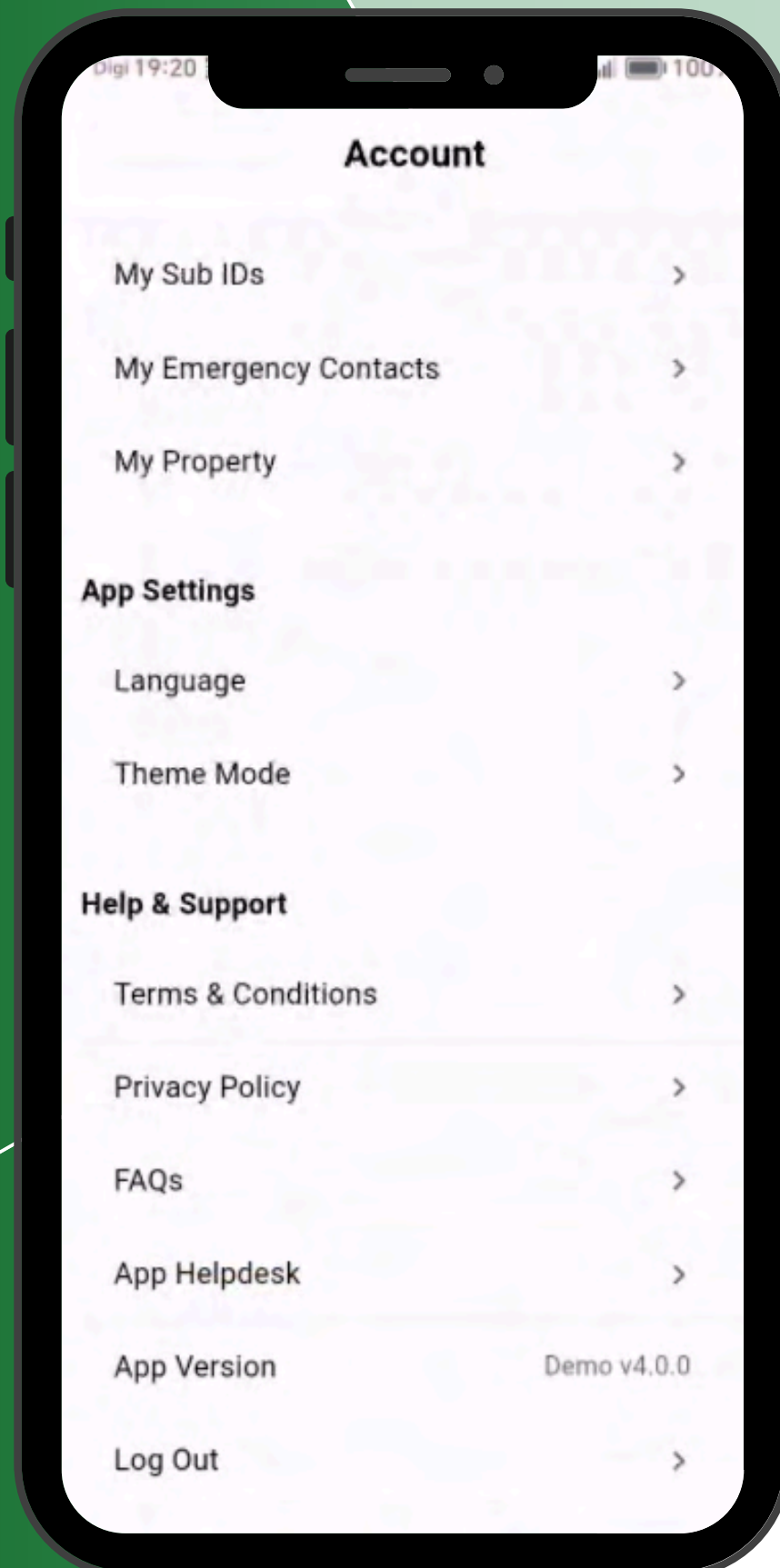


# Terma & Syarat

# Terms & Conditions

# 条款与条件

14



Click "Terms & Conditions"

Klik "Terma & Syarat"

点击“条款与条件”

15



Enjoy the details of Terms & Conditions

Lihat butiran Terma & Syarat

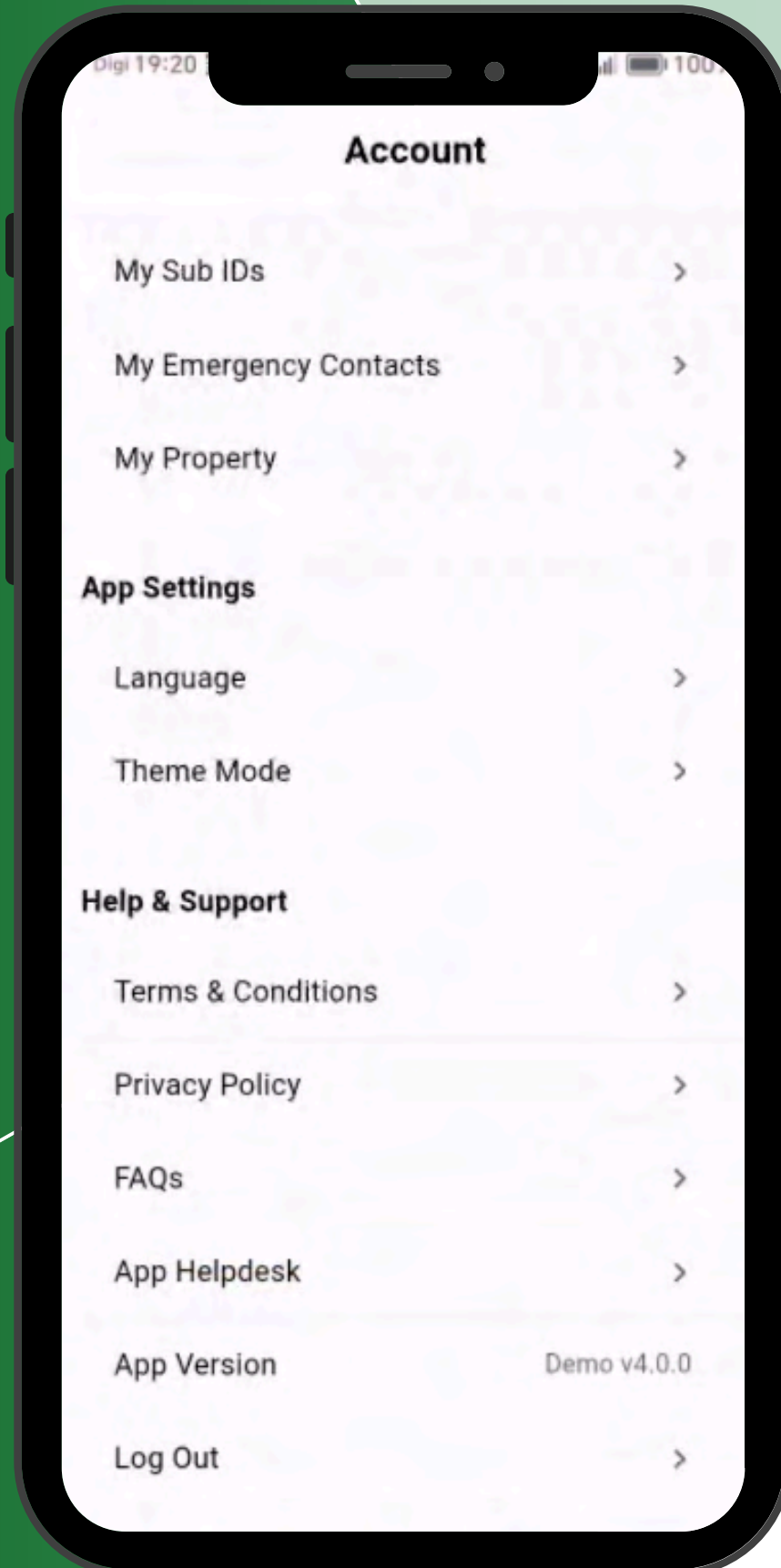
查看条款与条件详情

# Dasar Privasi

# Privacy Policy

# 隐私政策

16

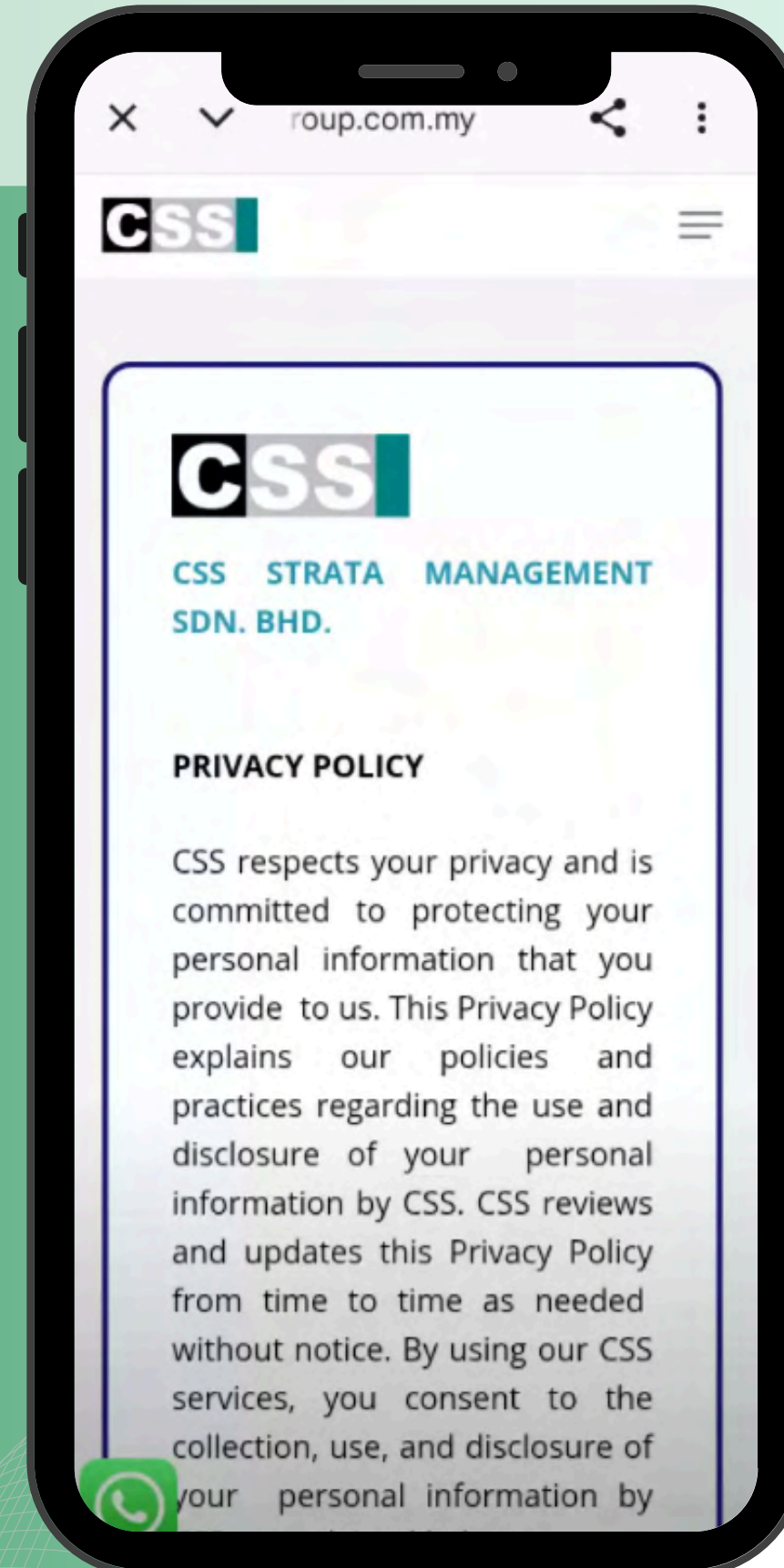


Click "Privacy Policy"

Klik "Dasar Privasi"

点击“隐私政策”

17



Enjoy the details of Privacy Policy

Lihat butiran Dasar Privasi

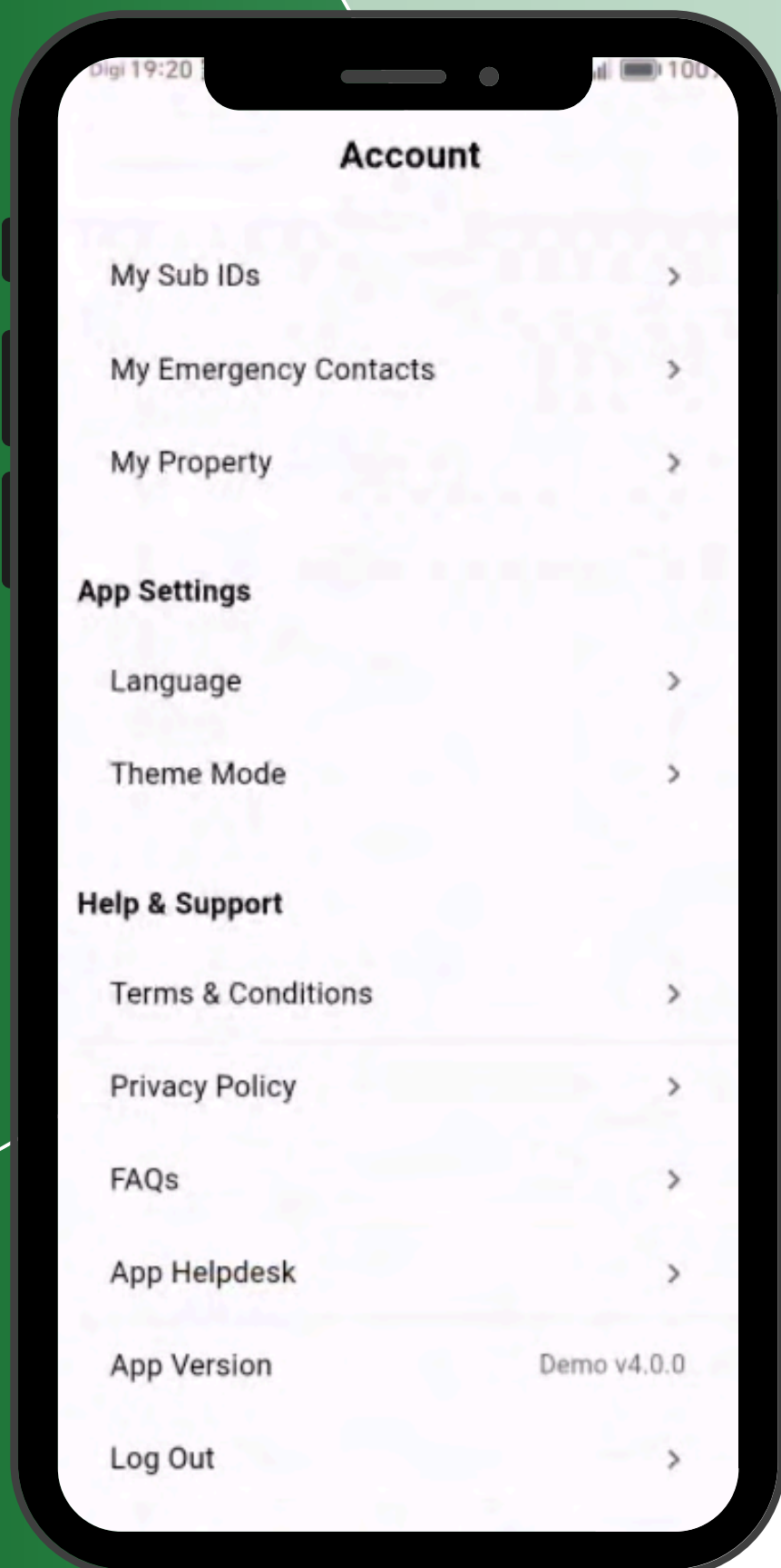
查看隐私政策详情

# Soalan Lazim

# FAQs

# 常见问题

18

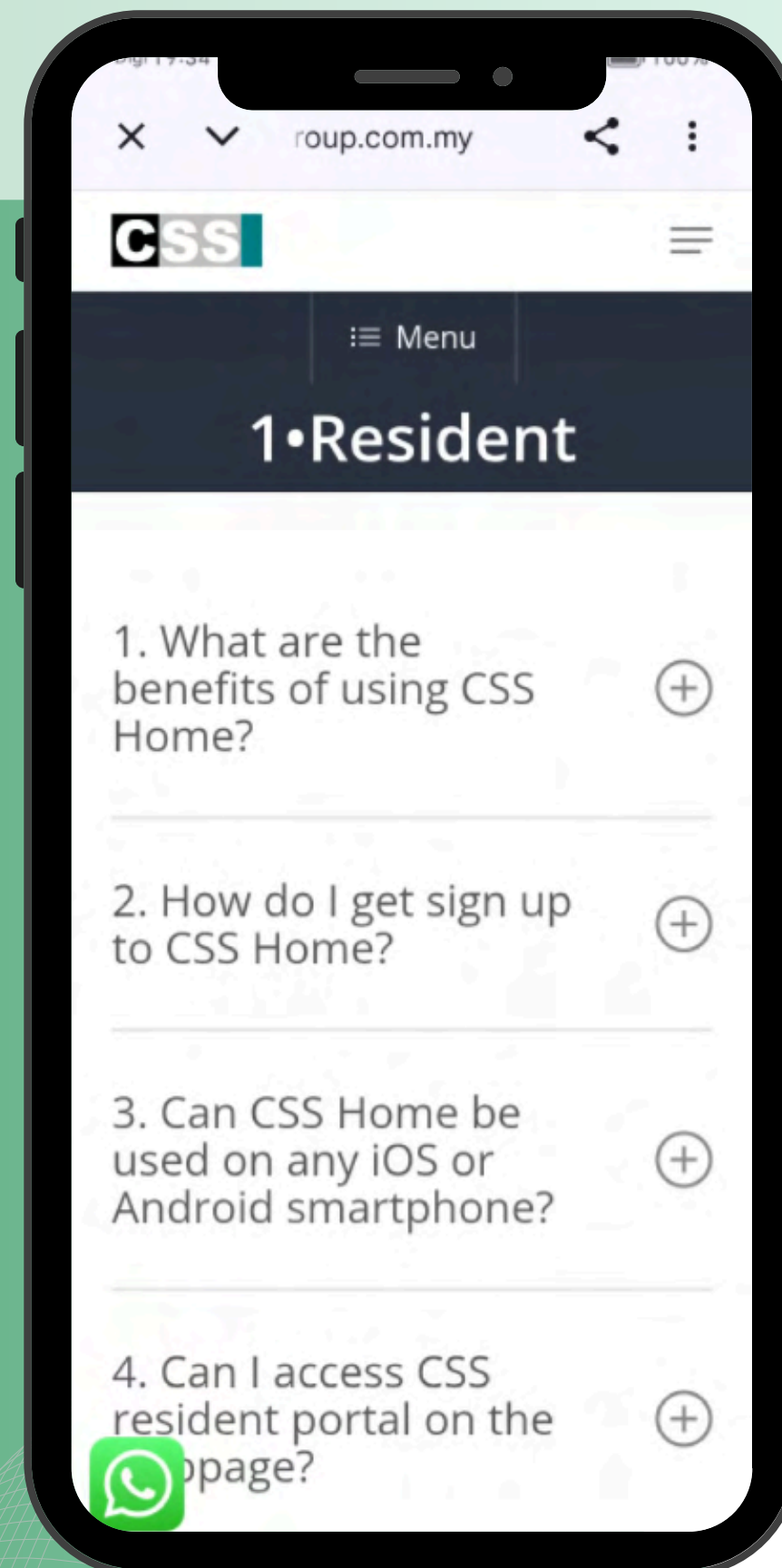


Click "FAQs"

Klik "Soalan Lazim"

点击“常见问题”

19



Click "+" to enjoy the details of frequently asked questions

Klik "+" untuk melihat butiran Soalan Lazim

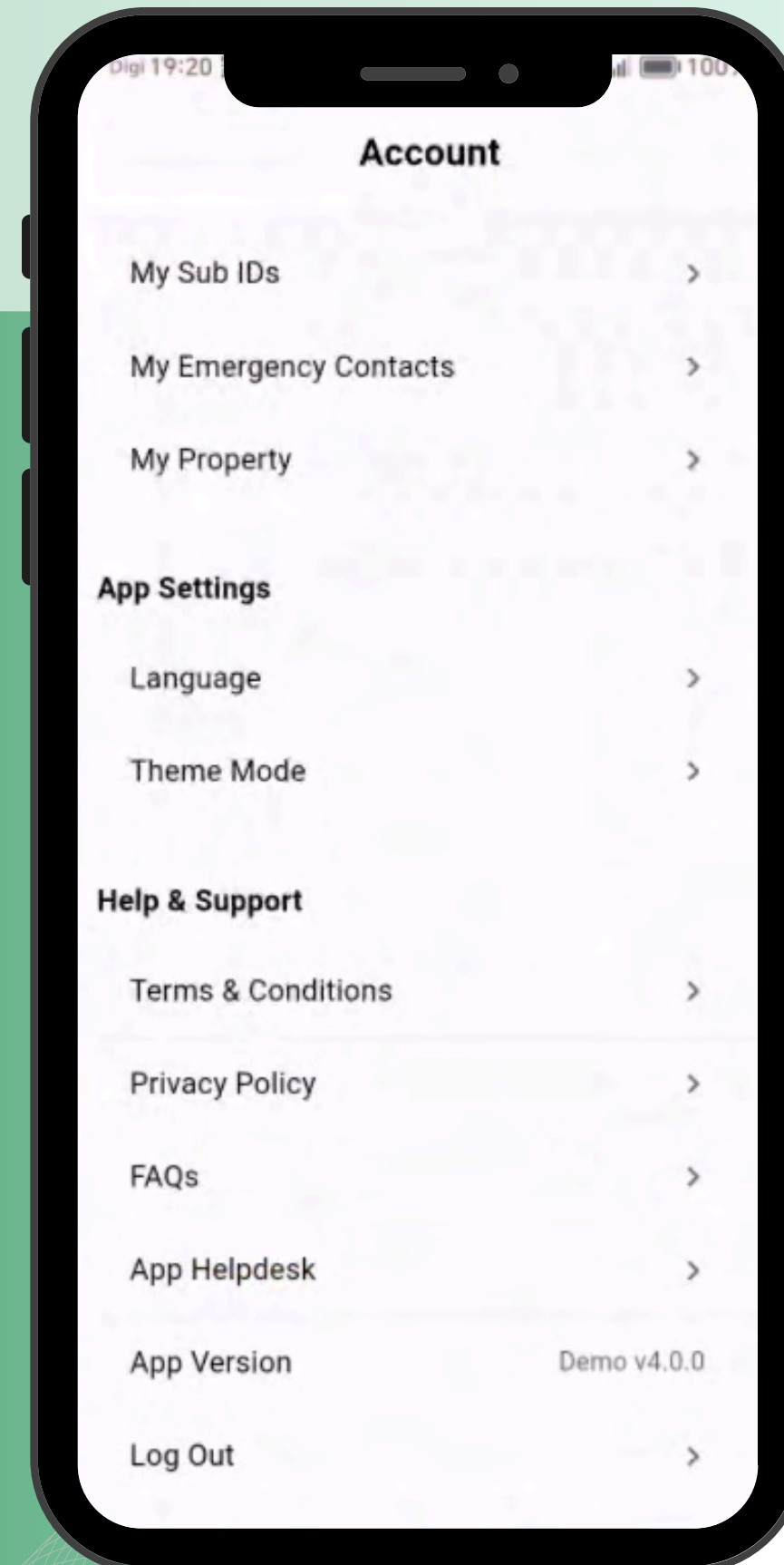
点击“+”查看常见问题详情

# App Helpdesk

## Meja Bantuan Aplikasi

### 应用帮助台

20



Click "App Helpdesk"

Klik "Meja Bantuan Aplikasi"

点击“应用帮助台”

The smartphone screen displays the 'App Helpdesk' form. At the top, there is a back arrow and the title 'App Helpdesk'. Below the title, there are several input fields: 'Email', 'Name', 'Issue Category' (with a dropdown menu showing 'App Related Feedback'), 'Title', and 'Description'. At the bottom, there is an 'Attachment' section with 'Upload files' and 'Upload image' buttons, and a 'Submit' button.

21

Fill up Necessary info

Isi maklumat yang diperlukan

填写必要信息

The smartphone screen displays the 'App Helpdesk' form with the following filled-in information: 'Email' is 'rose@gmail.com', 'Name' is 'Rose', 'Issue Category' is 'App Related Feedback', 'Title' is 'Unable to click bulletin', and 'Description' is 'appear error message'. The 'Attachment' section is also visible with 'Upload files' and 'Upload image' buttons. A file named '1.scaled\_1000005114.jpg' is listed under the attachment section. At the bottom, there is a 'Submit' button.

22

Click "Submit"

Klik "Hantar"

点击“提交”

# Huawei user

## Huawei Pengguna

### 华为用户

Existing users who downloaded the app from the Huawei App Store can merge their previous accounts with the new app.

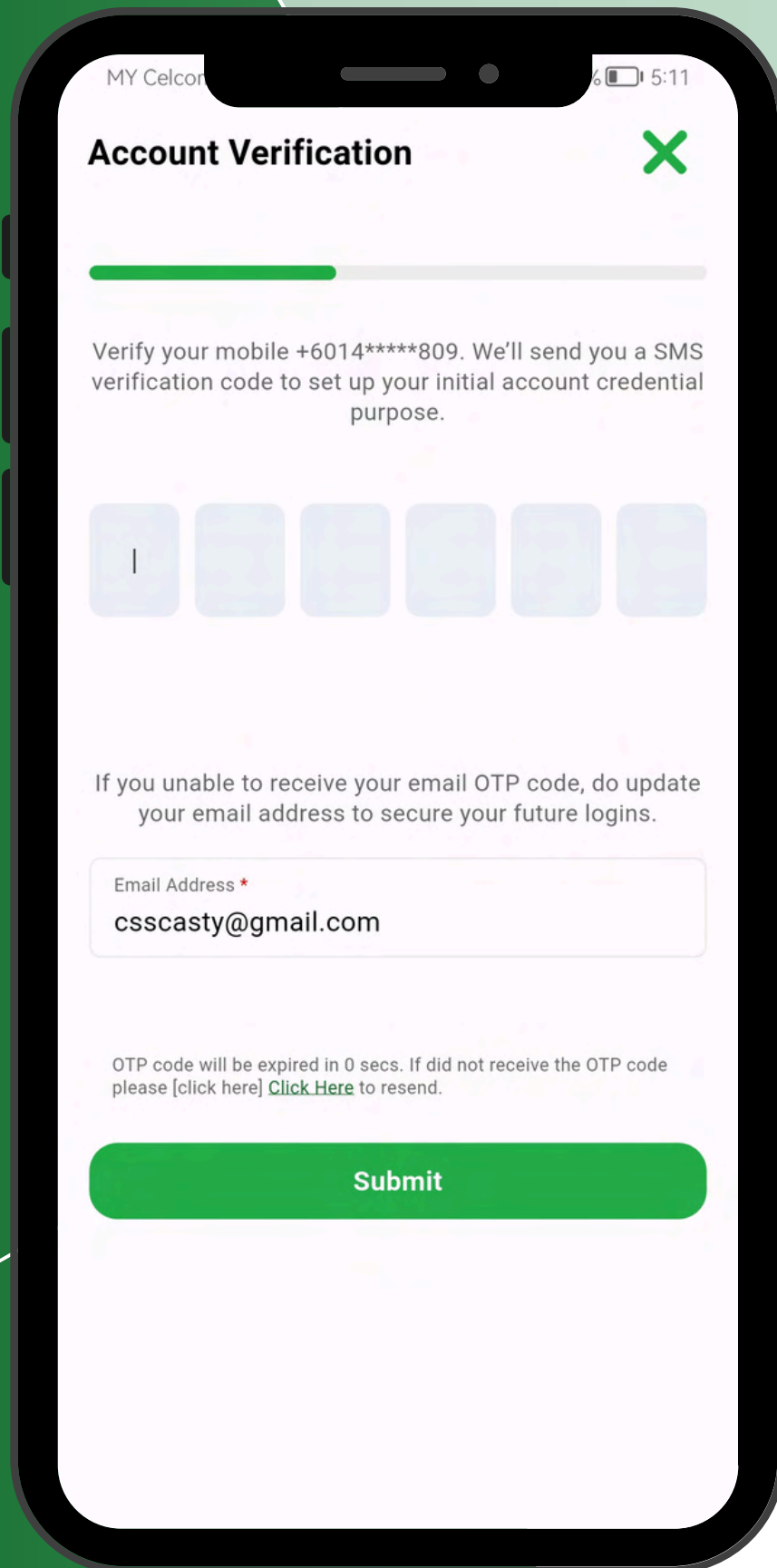
Pengguna sedia ada yang memuat turun aplikasi dari Huawei App Store boleh menggabungkan akaun lama mereka dengan aplikasi baharu.

从 Huawei 应用商店下载应用的现有用户可以将之前的账户合并到新的应用中。

Resident able to use the same login ID and password to login after merge account to the new apps.

Penduduk boleh menggunakan ID log masuk dan kata laluan yang sama untuk log masuk selepas menggabungkan akaun mereka ke aplikasi baharu.

居民在将账户合并到新应用后，仍然可以使用相同的登录 ID 和密码登录。

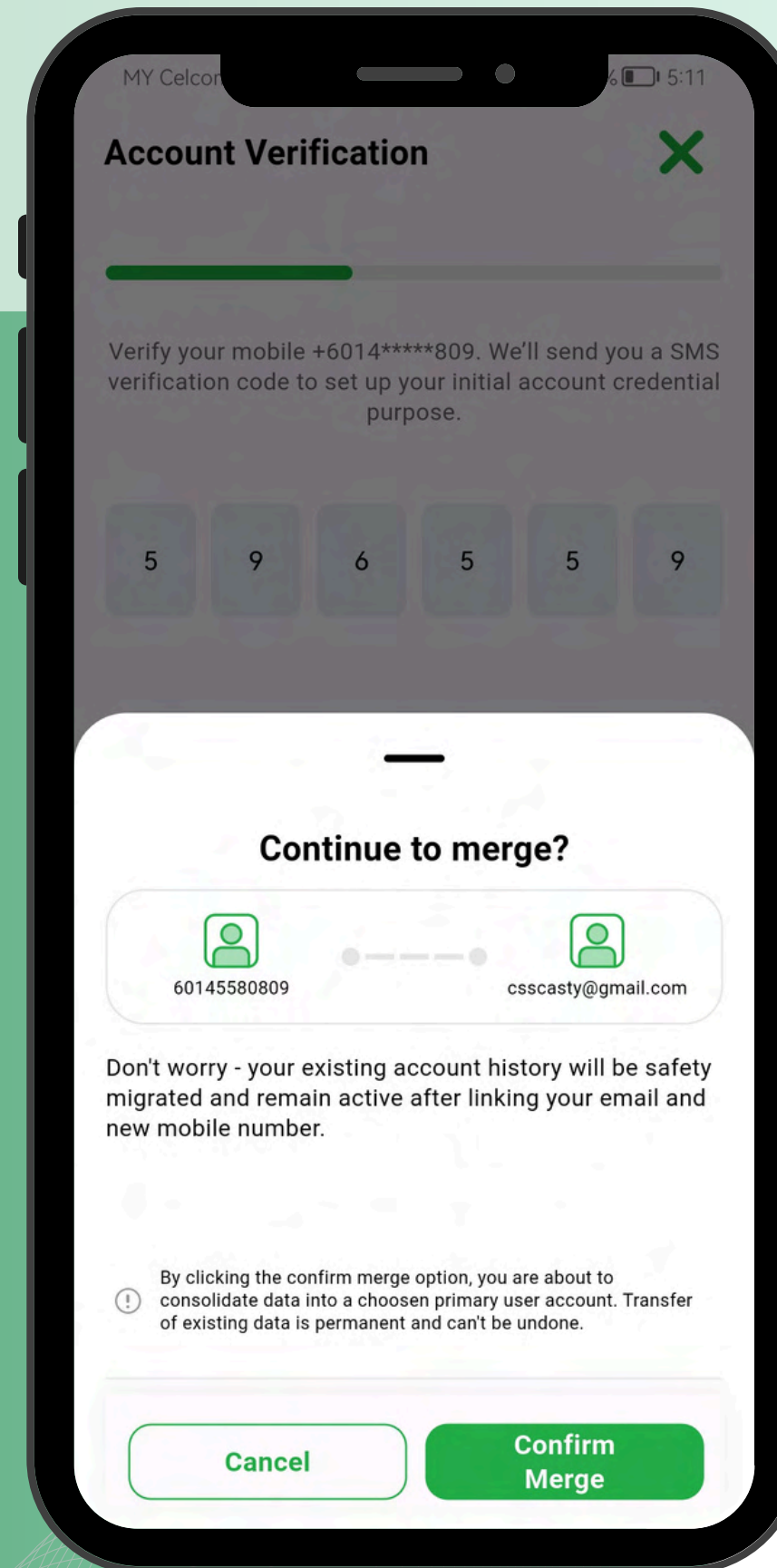


1

Enter the previous phone number linked to your property unit. Receive the OTP and enter your email address as well. Then click “Submit”.

Masukkan nombor telefon lama yang dipautkan dengan unit harta tanah anda. Terima OTP dan masukkan juga alamat e-mel anda. Kemudian klik “Hantar”.

输入之前与您的物业单位绑定的电话号码。接收 OTP 并同时输入您的电子邮件地址，然后点击“提交”。

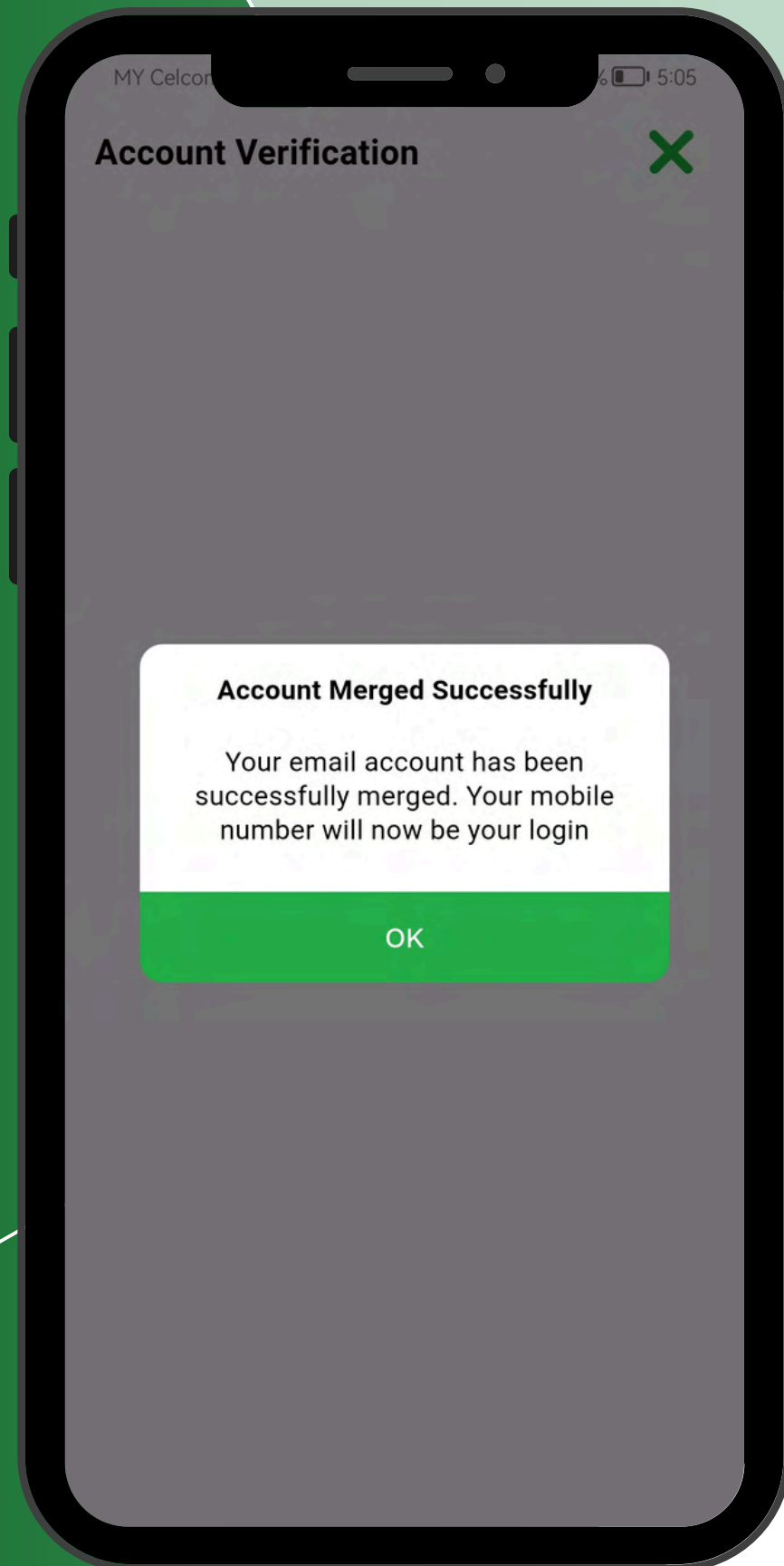


2

Confirm that your personal details are correct. Click “Confirm Merge”.

Sahkan bahawa maklumat peribadi anda adalah betul. Klik “Sahkan Gabungan”.

确认您的个人资料正确无误，然后点击“确认合并”。

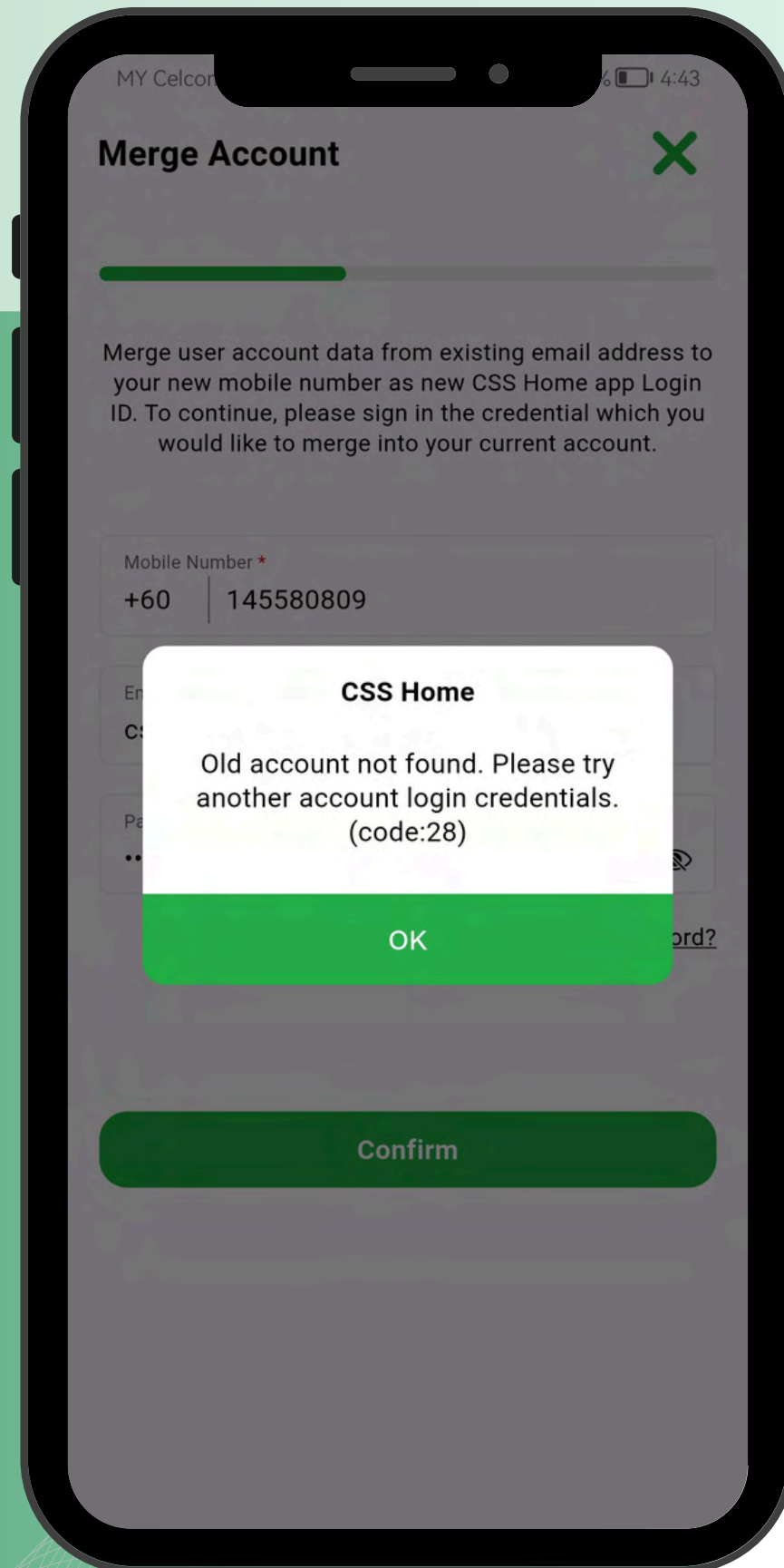


3

Account merged successfully.

Akaun berjaya digabungkan.

账户已成功合并。



4

If the system shows that the old account is not found, please double-check the information.

Jika sistem menunjukkan akaun lama tidak dijumpai, sila semak semula maklumat yang dimasukkan.

如果系统显示找不到旧账户，请再次检查所输入的信息。