

WOOPYOO

USER GUIDE

GETTING STARTED

VERSION 4.0.1



www.wooyoo.life



hello@wooyoo.life

OVERVIEW



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SIGNING IN

1. Login to your WooYoo Resident portal, URL provided by Management Office via Email.
2. Sign in with your [login ID and password](#), provided by Management Office.
3. If you forget your password, click on '[Forget Password](#)'.

Enter your login ID and password

Note: Login ID will always be your unit no if you did not change it

WooYoo logo

Welcome to CRMv4 Resident Portal

Login as

Resident Management

C-01-3

.....

[Forgot Password?](#)

[Sign In](#)

[How to register](#)

Visitor Count : 1006

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Click here to request for a new password

DASHBOARD

1. On the left control panel, you will have access to all functionalities of the portal.
2. On the top right corner, you can access your **personal profile settings**.
3. Clicking on 'Dashboard' lets you return to the main screen easily.

Control Panel for access of all portal functions

Shortcut access to all functions

Show new updates on features

Profile Setting

Mobile App Download Guide

CRMvr4

Dashboard

Account summary
Outstanding
click to pay
RM 3284.35

Facility booking
Pending for approval
click to view
1

Feedback
Total request
click to view
4

Newsfeed
General notice board
click to view
1

Documents

Category	Document uploaded
Archive Files	1
E-book	2
Forms	2
Meetings	2
Security Forms	0
test	0

Quick glance of all your information

PDF Documents to view or download



ACCOUNT

1. On the control panel, clicking on 'Account' reveals 6 main functions.
2. 'Outstanding' allows you to pay bills online.
3. 'Unpaid' allows you to view your pending payments
4. 'Billing' allows you to view your invoices.
5. 'Receipt' records past payments made
6. 'Reminder' allows review of foreseeable payments.
7. 'Statement' allows you to generate statement of account

Menu for all actions related to accounts summary

CRMv4

Account Summary

Account Summary

Outstanding 33 Unpaid 0 Billing 10 Receipt 21 Reminder 6 Statement

* Select bill for payment

No.	Doc No.	Transaction Date	Description	Due Date	Outstanding Amount	<input type="checkbox"/> Select/Unselect All
1	OR0000144	2019-05-14	Open Credit (Unapplied Amount)		-26.00	Allocate
2	OR0000145	2019-05-14	Open Credit (Unapplied Amount)		-422.00	Allocate
3	OR0000146	2019-05-14	Open Credit (Unapplied Amount)		-422.00	Allocate
4	OR0000147	2019-05-14	Open Credit (Unapplied Amount)		-422.00	Allocate
5	OR0000148	2019-05-14	Open Credit (Unapplied Amount)		-422.00	Allocate
6	OR0000149	2019-05-14	Open Credit (Unapplied Amount)		-422.00	Allocate
7	OR0000157	2019-06-26	Open Credit (Unapplied Amount)		-36.00	Allocate
8	OR0000164	2020-02-17	Open Credit (Unapplied Amount)		-1777.00	Allocate

Total Gross Amount (a) RM 3,284.35

Total Unpaid Amount (b) RM 0.00

Net Outstanding (a + b) RM 3284.35

Total Unapplied Amount RM -5,674.90

Outstanding 33 Unpaid 0 Billing 10 Receipt 21 Reminder 6 Statement

OUTSTANDING

1. Selecting 'Outstanding' reveals the **outstanding payments**.
2. Use the tick box to **select the outstanding bills** you wish to make payments for.
3. Click on 'Submit' at the bottom-right of the window to confirm selected amounts.

Tick boxes to select payments

Account Summary

Account Summary

Outstanding **79** Pending **8** Billing **16** Receipt **6** Reminder **16** Statement

*** Select bill for payment**

Total Gross Amount (a)	RM 15,233.50
Total Pending Amount (b)	RM 3,134.28
Net Outstanding (a + b)	RM 18,367.78
Total Unapplied Amount	RM 0.00

No.	Doc No.	Transaction Date	Description	Due Date	Outstanding Amount	<input type="checkbox"/> Select/Unselect All
1	IN0000055-02	2017-04-01	Service Charges - April 2017	2017-04-15	360.00	<input type="checkbox"/>
75	IN0000328-01	2019-10-01	Service Charges - October 2019	2019-10-15	360.00	<input checked="" type="checkbox"/>
76	IN0000328-02	2019-10-01	Sinking Fund - October 2019	2019-10-15	36.00	<input checked="" type="checkbox"/>
77	IN0000328-04	2019-10-01	Sinking Fund - November 2019	2019-11-15	36.00	<input type="checkbox"/>
78	IN0000349-05	2020-01-01	Service Charges - March 2020	2020-03-15	360.00	<input type="checkbox"/>
79	IN0000349-06	2020-01-01	Sinking Fund - March 2019	2020-03-15	36.00	<input type="checkbox"/>

Total Selected Amount: 396.00

Submit

Submit button

E-PAYMENT




1. Select your **payment method** by clicking the logo.
2. Check box to agree to the **Terms & Conditions** applicable to the payment.
3. Click on **Submit** then you will then be redirected to the selected **payment selection window**.

Payment Info

Payment Summary

Total Amount	RM 1,440.00
Selected Bills	1
Status	Check Payment Status

Please choose your payment method



I agree to the Terms and Conditions [HERE](#)

[Submit](#)

Select your preferred payment method by clicking the logo until you see green border highlighted.

Submit button

E-PAYMENT: JomPAY

1. Review the [JomPAY biller code](#) and [Ref-1](#) number for the payment. Use 'Click To Copy Ref-1' to copy Ref-1 number.
2. Click 'Make Payment' to proceed to bank selection page.
3. The [video guides](#) are provided on the right section of the window for full payment instructions.

JomPAY Biller Code & Ref-1 number required for payment

JomPAY video guides for various bank can be view here

The screenshot shows the JomPAY Payment Reference interface. At the top, there is a header with the JomPAY logo and a 'Cancel JomPAY' button. Below this, a table displays payment details: 'Biller Code' (1256 (STATE BILLER CODE WHEN MAKE PAYMENT)), 'Ref-1' (12256000817535029), and 'Total Amount (RM)' (36). A 'Click to copy Ref-1' button is next to the Ref-1 number. A red box highlights the Biller Code and Ref-1 fields, with a 'SAMPLE' watermark overlaid. Below the table, there are two buttons: 'Make Payment' and 'Change Bank'. A yellow banner at the bottom of the form contains the text: 'It takes up to 3 working days to process JomPAY. Wait patiently for the payment status to be updated if you have made the payment. Otherwise, cancel JomPAY if you wished to pay via other payment method.' On the right side, there is a 'JomPAY Payment Guides' section with links for 'JomPAY Introduction', 'AmBank', 'Maybank', and 'CIMB'. Red dashed lines connect the text annotations to the corresponding elements in the screenshot.


Click 'Make Payment' to proceed to bank selection

Change/ select other banks to proceed payment with

E-PAYMENT: VISA/ MASTERCARD

1. Enter your **credit / debit card details** as required on the left section of the window.
2. The **transaction summary** is fully displayed on the right section of the window.
3. Click on **Pay** to proceed with your payment.

Enter your VISA credit/ debit card details
in this section

Verified by **MasterCard** **SecureCode**  **Secure Payment Page**

Please key in your card details to complete your purchase. All fields are mandatory and must be completed before your payment can be processed. All information exchange is secured.

Payment window timeout


Please enter your card details

Please enter your card details

Name On Card

Please enter name as stated on card

Card Number

Card Type **VISA** 

Expiry Date Month Year

Card CVV2/CVC2

Card Issuer Country

Your transaction summary

Merchant Name	REVENUE HARVEST SDN BHD
Amount	MYR 36.00
Description	Utility
Merchant Transaction ID	UT202345050084

We comply with all applicable privacy laws. All information collection on our web pages will remain private and confidential. Please note that by submitting your personal information to us, you consent to our privacy statement that governs your account.

Pay button to proceed

The summary for the payment is displayed here

E-PAYMENT: FPX

1. Enter your preferred bank and email address on the top-left section of the window.
2. Tick boxes to agree to the various Terms & Conditions applicable to the payment.
3. Click 'Proceed' to continue to payment.
4. The transaction summary is displayed on the right section.

Select your preferred bank then enter your email address for receipt purpose

The transaction summary is displayed in this section

Advelsoft (M) Sdn Bhd

Payment method options
CHANGE

Bank
- Select -

Email
vince@advelsoft.com.my

I hereby agree with the Terms of Service and Privacy Policy.
 I hereby agree with the FPX's Terms and Conditions

CANCEL PROCEED

Timeout in 04:55

*Do not use the browser back function while payment in progress.

Summary
MYR 45.00
181217152343000
Utility

COMODO SECURE rev PAY
made easy for everyone

Tick boxes to agree to the Terms of Service, Privacy Policy and FPX Terms and Conditions

Click 'Proceed' to finish payment

E-PAYMENT: Unpaid Payments

1. Clicking on 'Unpaid' displays all the selected payments that has not been paid.
2. By clicking 'Pay' will return to Payment Selection Page.
3. Clicking on 'Cancel Payment' will allow you to reselect your bills from 'Outstanding' tab
4. Canceling JomPAY payments will pop out a note, this is due to the time taken (est 1-3 Working days) for the GIRO window to process a JomPAY payment.

Unpaid payments
are displayed here

The screenshot shows the CRMvr4 interface. On the left is a dark sidebar with navigation items: Dashboard, Account, Feedback, Facilities, Newsfeed, Services, Documents, and Logout. The main content area is titled 'Account Summary' and features a navigation bar with tabs: Outstanding (33), Unpaid (0), Billing (10), Receipt (21), Reminder (6), and Statement. The 'Unpaid' tab is highlighted with a red box. Below the tabs is a table of unpaid bills. A red box highlights rows 2, 3, and 4 of the table. Row 1 has a green 'Pay' button, while rows 2-6 have red 'Cancel Payment' buttons. A red dashed line connects the 'Unpaid' tab to the text above and another red dashed line connects the 'Cancel Payment' button in row 4 to the text below.

No.	Reference No.	Biller Code (JomPAY)	JomPAY Ref-1	Total Amount	Created Date	Total Selected Bills	
1	#7460908	-	-	396.00	03-08-2020	2	Pay Cancel Payment
2	#5541207	12256	12256000810743340	360.00	03-08-2020	1	Cancel Payment
3	#4332001	12256	12256000816199006	36.00	03-08-2020	1	Cancel Payment
4	#7484709	12256	12256000816512569	396.00	03-08-2020	2	Cancel Payment
5	#5415306	12256	12256000816841322	74.28	03-08-2020	1	Cancel Payment
6	#5383505	12256	12256000817540612	360.00	03-08-2020	1	Cancel Payment

Side Note: If you have made payment from your bank site using the generated JomPAY ref-1 no. please do not cancel payment on this screen, that will lead your paid transaction not automatically update to system after bank cleared the payment.

JomPAY Transactions

E-Invoice

1. Click on 'Billing' to access all your monthly invoices.
2. Click on 'Print Billing' to generate a PDF version of the invoice.

All invoices are displayed here

Account Summary

Outstanding 28 Unpaid 3 **Billing 10** Receipt 21 Reminder 6 Statement

Invoice No.	Invoice Date	Total Amount	Download
INV0000222	01-01-2019	RM 1,262.28	PRINT BILLING
INV0000199	01-10-2018	RM 1,188.00	PRINT BILLING
INV0000178	01-07-2018	RM 1,188.00	PRINT BILLING
INV0000157	01-04-2018	RM 1,188.00	PRINT BILLING
INV0000138	01-01-2018	RM 1,188.00	PRINT BILLING
INV0000116	01-10-2017	RM 1,610.00	PRINT BILLING
INV0000074	01-07-2017	RM 1,188.00	PRINT BILLING
INV0000055	01-04-2017	RM 1,431.65	PRINT BILLING
INV0000036	10-01-2017	RM 27.60	PRINT BILLING

Click 'Print Billing' to print a PDF copy

E-RECEIPT

1. Selecting 'Receipt' let you review the full record of previous payments.
2. Click on 'Print Receipt' to generate a PDF version of the official receipt.

Account Summary

Outstanding 33 Unpaid 0 Billing 10 **Receipt 21** Reminder 6 Statement

Receipt No	Description	Amount Paid	Date of Payment	Download
OR0000197	Ref1 #200624122629144	RM 153.65	24-06-2020	Print Receipt
OR0000184	Ref1 #200309142632000	RM 17.60	09-03-2020	Print Receipt
OR0000178	Ref1 #CASH	RM 100.00	09-01-2020	Print Receipt
OR0000092	Ref1 #CASH	RM 60.00	27-07-2018	Print Receipt
OR0000065	Ref1 #CIMBI247677	RM 3,500.00	06-03-2018	Print Receipt
OR0000039	Ref1 #HLB3488888	RM 2,275.74	06-10-2017	Print Receipt

Advelsoft (M) Sdn Bhd
Advelsoft Property Management System (Demo Version)
26-G, Jalan Dinar F U3/F, Taman Subang Perdana, Seksyen U3,
40150 Shah Alam, Selangor D.E. Tel: 03-78472178 Fax: 03-7847 4692
Email: general@advelsoft.com.my

Received From:
Tan Ah Ming (New Owner)

Block A, Jalan Dinar
Taman Subang Perdana,
Selangor D.E.

Being payment for:

	Outstanding	Amount Paid	Balance (RM)
IN0000165-05 Service Charges - September 2018	450.00	450.00	0.00
IN0000165-06 Sinking Fund - September 2018	45.00	45.00	0.00
IN0000185-01 Service Charges - October 2018	450.00	450.00	0.00
IN0000185-02 Sinking Fund - October 2018	45.00	45.00	0.00

The Sum of Ringgit Malaysia : Nine Hundred Ninety only.

Cash/Cheque No.	Amount RM
CASH	990.00

Advelsoft Property Management System (Demo Version)
Computer generated Receipt, no signature is required.

This receipt is only valid upon clearance of cheque(s)
Please check this Official Receipt before leaving the Payment Counter

Click 'Print Receipt' to print your desired Official Receipt

Sample of a generated Official Receipt

E-REMINDER

1. Click on 'Reminder' to access all your payment reminders.
2. Payment reminders are prompted directly from the backend accounting system.
3. Click 'Print Reminder' to print a PDF copy of the reminder.

All payments reminder are displayed here

Account Summary

Outstanding 28 Unpaid 3 Billing 10 Receipt 21 **Reminder 6** Statement

Date of Reminder	Overdue Amount	Download
28-11-2018	RM 8,698.47	Print Reminder
06-09-2018	RM 7,510.47	Print Reminder
27-07-2018	RM 6,718.47	Print Reminder
30-11-2017	RM 3,861.25	Print Reminder
28-08-2017	RM 4,526.99	Print Reminder
30-08-2016	RM 8,548.20	Print Reminder

Click 'Print Reminder' to print a PDF copy

E-STATEMENT

1. Selecting 'Statement' prompts a statement generator.
2. Select the statement type, year and month using the drop down menu.
3. Finally, click on 'Generate Statement' to generate a PDF version of the account statement.

Account Summary

Account Summary

Outstanding 33 Unpaid 0 Billing 10 Receipt 21 Reminder 6 **Statement**

Type
Owner

Year
2020

Month
August

Generate Statement

Enter details of statement here

Click to generate PDF of statement

Advelsoft Property Management System (Demo Version)
BRN: 855271-W GST No. 234114441
26-G, Jalan Dinar F U3/F,
Taman Subang Perdana, Seksyen U3,
40150 Shah Alam, Selangor D.E.
Tel: 03-78472178 Fax: 03-7847 4692
Email: general@advelsoft.com.my

Tan Ah Ming (New Owner)
Block A, Jalan Dinar
Taman Subang Perdana,
Selangor D.E.

STATEMENT OF ACCOUNT AS AT 10/11/2018
Unit No.: A-01-4
Page No. 1
Customer Type : Owner

Bill No.	Date	Due Date	Description	Amt. Billed	Paid No.	Date Paid	Amt Paid	Balance
IN0000125-02	01/01/18	15/02/18	Service Charges - February 2018	450.00	OR0000103	01/10/18	204.63	145.37
					OR0000104	06/10/18	100.00	0.00
IN0000125-03	01/01/18	15/03/18	Service Charges - March 2018	450.00				450.00
IN0000125-06	01/01/18	15/03/18	Sinking Fund - March 2018	45.00				45.00
IT0000099	31/01/18	31/01/18	Interest Charges	48.37				48.37
DN0000013-01	28/02/18	28/02/18	Lobby Card	150.00				150.00
IN0000160-01	28/02/18	28/02/18	Access Card	150.00				150.00
IN0000144-01	01/04/18	15/04/18	Service Charges - April 2018	450.00	OR0000104	06/10/18	310.00	140.00
IN0000144-02	01/04/18	15/05/18	Service Charges - May 2018	450.00				450.00
IN0000144-03	01/04/18	15/06/18	Service Charges - June 2018	450.00				450.00
IN0000144-04	01/04/18	15/04/18	Sinking Fund - April 2018	45.00				45.00
IN0000144-05	01/04/18	15/05/18	Sinking Fund - May 2018	45.00				45.00
IN0000144-06	01/04/18	15/06/18	Sinking Fund - June 2018	45.00				45.00
IN0000165-01	01/07/18	15/07/18	Service Charges - July 2018	450.00				450.00
IN0000165-02	01/07/18	15/07/18	Sinking Fund - July 2018	45.00				45.00
IN0000165-03	01/07/18	15/08/18	Service Charges - August 2018	450.00				450.00
IN0000165-04	01/07/18	15/08/18	Sinking Fund - August 2018	45.00				45.00
IN0000165-05	01/07/18	15/09/18	Service Charges - September 2018	450.00	OR0000108	07/11/18	450.00	0.00
IN0000165-06	01/07/18	15/09/18	Sinking Fund - September 2018	45.00	OR0000108	07/11/18	45.00	0.00

continue to next page...

Sample of a generated statement in PDF

FEEDBACK

1. On the control panel or quick menu by clicking on 'Feedback' you can submit or manage your complaints / requests / feedbacks with the management directly using this function.

Menu for actions regarding Feedback

The screenshot shows the CRMv4 dashboard interface. On the left, a dark sidebar contains a menu with items: Dashboard, Account, Feedback (highlighted with a red box), Facilities, Newsfeed, Services, Documents, and Logout. A red dashed line connects the 'Feedback' menu item to a 'Feedback' icon in the top navigation bar, which is also highlighted with a red box. The main dashboard area features several widgets: 'Account summary Outstanding' with a value of RM 3284.35, 'Facility booking Pending for approval' with a count of 1, 'Feedback Total request' with a count of 4, and 'Newsfeed General notice board' with a count of 1. On the right, there is a promotional banner for 'WOYO' with QR codes and app store links, and a 'Documents' section with a table and a donut chart.

Category	Document uploaded
Archive Files	1
E-book	2
Forms	2
Meetings	2
Security Forms	0
test	0

The donut chart shows the distribution of document uploads, with 'E-book' having 2 uploads, represented by a pink and blue segment.

FEEDBACK LIST

1. In this window, you can view and manage all your **on going requests**.
2. The **status** of a case is indicated on the middle of the listing.
3. **'In Progress'** indicates that the case has been attended to by the management office.
4. **'Closed'** indicates that the case has been resolved by the management office.
5. Click **'View'** to review the details of a logged incident.
6. Click on the **'New Feedback'** on the top-right corner of the window to submit a new request.

Click 'New Feedbacks/ Requests to submit a new request

Search filter based on status and incident type

Click 'View' to expand the view of a selected request

The screenshot shows the CRMv4 Feedback List interface. On the left is a dark sidebar with navigation items: Dashboard, Account, Feedback, Facilities, Newsfeed, Services, Documents, and Logout. The main content area has a header 'Feedback' and a 'Feedback List' title. A search filter section contains two dropdown menus for 'Status' (set to 'All') and 'Incident Type' (set to 'All'), with a 'Search' button. Below the filter is a table with columns: Feedback ID, Owner Name, Property No, Status, Incident Type, Subject, Date Incident, Time Incident, and Last Activity. The table contains five rows of data. A '+ New Feedback' button is in the top right. A 'View' button is next to each row. Red dashed lines and boxes highlight the search filter, the 'New Feedback' button, the 'Status' column, and the 'View' buttons.

Feedback ID	Owner Name	Property No	Status	Incident Type	Subject	Date Incident	Time Incident	Last Activity
11407	THAI AH HENG	C-01-3	Open	General	Testing Feedback	04-12-2019	03:00 PM	04-12-2019 03:00 PM
11406	THAI AH HENG	C-01-3	InProgress	General	Ceiling pecah	04-12-2019	02:59 PM	13-12-2019 03:33 PM
10888	THAI AH HENG	C-01-3	InProgress	Cleaning	test	12-11-2019	07:06 PM	03-12-2019 06:49 PM
10887	THAI AH HENG	C-01-3	InProgress	General	test	12-11-2019	07:02 PM	04-12-2019 10:26 AM
10886	THAI AH HENG	C-01-3	Closed	General	test	12-11-2019	07:01 PM	04-12-2019 04:11 PM

Status of a case is shown here

All on-going requests are displayed here

NEW FEEDBACK

1. You can specify the details of an incident; you may also attach photos by using the 'Choose File' button.
2. Click on 'Submit' to complete your case submission.
3. Your submission should now appear on the main screen as 'Open' status.

Enter the details of a case here

Attach a photo to your case

Click 'Submit' to submit your filled case

Open E-Feedback | Create

Create E-Feedback

Incident Type
Cleaning

Subject
corridor not clean

Description
please come and clean it.

Attachment
Choose Files No file chosen

Submit

Your case is now added to the main page section

22360	SHARIFAH BINTI ISMAIL	C-01-4	Open	Others	12	19-08-2020	05:32 PM	19-08-2020 05:32 PM	View
22358	SHARIFAH BINTI ISMAIL	C-01-4	Open	General	Testingfile	19-08-2020	05:13 PM	19-08-2020 05:13 PM	View
22357	SHARIFAH BINTI ISMAIL	C-01-4	Open	Cleaning	Floor dirty	19-08-2020	05:12 PM	19-08-2020 05:12 PM	View
21198	SHARIFAH BINTI ISMAIL	C-01-4	Open	Landscape & Mural	Hi mgmt	15-07-2020	04:42 PM	15-07-2020 04:42 PM	View
21188	SHARIFAH BINTI ISMAIL	C-01-4	Open	Cleaning	Balcony dirty	15-07-2020	11:12 AM	15-07-2020 11:12 AM	View

CLOSED FEEDBACK

1. Once a request is complete / solved by the management, it will be considered as 'Closed' status.
2. You may [trace back and review](#) the previously concluded cases using this function.
3. You can keep track of management actions taken at all times.

Select 'Closed' status of the feedback will auto sort the listing

The screenshot shows a 'Feedback List' interface. At the top right, there is a '+ New Feedback' button. Below it is a search filter section with two dropdown menus: 'Status' (set to 'Closed') and 'Incident Type' (set to 'All'). A 'Search' button is located to the right of these filters. Below the filters is a table with the following columns: Feedback ID, Owner Name, Property No, Status, Incident Type, Subject, Date Incident, Time Incident, and Last Activity. The table contains three rows of data, all with 'Closed' status. To the right of each row is a green 'View' button. Red dashed lines and boxes highlight the 'Status' dropdown menu, the 'Status' column in the table, and the 'View' buttons.

Feedback ID	Owner Name	Property No	Status	Incident Type	Subject	Date Incident	Time Incident	Last Activity	
21237	THAI AH HENG	C-01-3	Closed	Cleaning	corridor not clean	16-07-2020	03:52 PM	03-08-2020 12:07 PM	View
11406	THAI AH HENG	C-01-3	Closed	General	Ceiling pecah	04-12-2019	02:59 PM	23-07-2020 11:34 AM	View
10886	THAI AH HENG	C-01-3	Closed	General	test	12-11-2019	07:01 PM	04-12-2019 04:11 PM	View

Status bar of the case (Closed)

Click 'View' to expand the selected case

FACILITY BOOKING

1. On the control panel, clicking on 'Facilities' you can browse and book the amenities available to you.
2. Click on the desired facility 'View' to proceed to the booking window where the availability of the selected facility can be reviewed.
3. 'Current Booking' on right section allows you to manage your booked facilities at a glance.

Menu for all actions regarding Facility Booking

View button to book desired facility

CRMv4

Hi, THAI AH HENG

Facilities

Facility	Unit No	Date	Time From	Time To	Status	
Badminton Court	C-01-3	29-07-2020	03:00 PM	06:00 PM	Pending	Delete
Test Room	C-01-3	08-08-2020	12:00 AM	12:00 AM	Approved	Delete

2019 © Wooyoo

NEW BOOKING

- In this booking window, you can specify the **date and time slot** for your selected booking.
- When the details are confirmed, agree to the booking **Terms & Conditions** and press 'Submit' to finish booking the facility.
- Management Office is **automatically notified** about the booking.

Select date of booking

« July 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Badminton Court

Date: 2020-07-17

Time From: Select Value Time To: Select Value

Facility Rules & Regulation

I agree to the Terms and Conditions.

Submit

Schedule

Time	Availability
07:00 AM - 08:00 AM	Available
08:00 AM - 09:00 AM	Available
09:00 AM - 10:00 AM	Available
10:00 AM - 11:00 AM	Available
11:00 AM - 12:00 PM	Available
12:00 PM - 01:00 PM	Available
01:00 PM - 02:00 PM	Available
02:00 PM - 03:00 PM	Available
03:00 PM - 04:00 PM	Available
04:00 PM - 05:00 PM	Available
05:00 PM - 06:00 PM	Available
06:00 PM - 07:00 PM	Available
07:00 PM - 08:00 PM	Available
08:00 PM - 09:00 PM	Available
09:00 PM - 10:00 PM	Available
10:00 PM - 11:00 PM	Available

Schedule to check availability slots

Time slot selection

Click 'Submit' to lock in your booking

CANCEL BOOKING

1. On 'Facilities' main window you can view and manage all your **booked facilities** on the right section.
2. You may cancel unwanted bookings by clicking on the 'Delete' button.

All on-going facility bookings are displayed in this section

Current Booking

Facility	Unit No	Date	Time From	Time To	Status	
Badminton Court	C-01-3	29-07-2020	03:00 PM	06:00 PM	Pending	Delete
Test Room	C-01-3	08-08-2020	12:00 AM	12:00 AM	Approved	Delete

Are you sure want to delete this?

Facility
Test Room
Unit No
Management
Date
08-08-2020
Time From
12:00 AM
Time To
12:00 AM
Status
Approved

Reason to Delete
Reason to Delete
*limit to 50 characters

Delete

Click 'Delete' to remove your booking and input 'Delete Reason'