



Employer Dashboard Manual

To view employees, Select “View Employees” in the Side Menu

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Employee

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Name	Mobile	Staff ID	Language	Address	Remarks	Edit
Peng Hian	6581134886	NEVAE	Chinese	862 Jurong West Street 81 #09-19 S640862	UI Expert	Edit
Jun Yan	6597989356	CYRMOS	English	688e Woodlands Drive 75 #11-68 S735688	PSEPP Programmer	Edit
Zhi Cheng	6581889082	YZUKE	Chinese	71 Ayer Rajah Crescent #01-01 S139951	Motherboard Enthusiast	Edit
Yi Chou	6596482558	NOOTISH	English	7 Tanah Merah Kechil Road #12-345 S466666	Noot Noot	Edit

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VIEW
EMPLOYEE

To create New Employee, Click the create button

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CREATE
EMPLOYEE

Enter the particulars of the Employee

Mobile	Staff ID	Language	Address	Remarks	Edit
6581134886	NEVAF	Chinese	952 Kowloon West Street 21, KOW, 10 6548862	HK Post	Edit
6597989356	CY				Edit
6581889082	YZ			usiast	Edit
6596482558	NO				Edit

Create Employee

Name *

Chan Jun Yan

Mobile *

6597989356

Staff ID

T10001

Postal

738096

*Leave empty if is overseas address

Unit No

14-41

Remarks

Branch 1

Language *

English

*Determines the SMS language

Active Employee *

Yes

Close

Save

* Mobile Number have to be prepended with country code



CREATE
EMPLOYEE

To import Employees' particulars, Click the import button



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IMPORT
EMPLOYEES

Download the template to populate Employees' particulars


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Download Template

Download and populate the template. Or modify your existing excel sheet with the following headers:
Name, Mobile, Staff ID, Address, Postal, Unit Number, Language, Remarks

Download Template

Import Employee

Select your excel file with the Employees you want to upload into the system. The right section will populate the data if the selected file follows the correct template.

Excel Template

Select a file to continue

Upload an excel file



IMPORT EMPLOYEES

Upload the populated template file to import employees


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[Excel Template](#)
Select a file to continue

Upload an excel file



IMPORT EMPLOYEES

To send inspection, Select “ Send Inspection” in the Side Menu

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Send Inspection

- Select the rows you want to send an inspection to.
- The highlighted row indicates that the employee is selected.
- Click the button "Send Inspection" to send an SMS with the inspection link to the employee.

Select AllClear AllFilterShow: 10

Name	Mobile	Staff ID	Language	Address	Remarks	Last Sent
Peng Hian	6581134886	NEVAE	Chinese	862 Jurong West Street 81 #09-19 S640862	UI Expert	
Jun Yan	6597989356	CYRMOS	English	688e Woodlands Drive 75 #11-68 S735688	PSEPP Programmer	
Zhi Cheng	6581889082	YZUKE	Chinese	71 Ayer Rajah Crescent #01-01 S139951	Motherboard Enthusiast	
Yi Chou	6596482558	NOOTISH	English	7 Tanah Merah Kechil Road #12-345 S466666	Noot Noot	

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Selected: 0

Send Inspection

EnglishChinese

Company NameEmployee NameInspection Link

End Date

<company> HR
<employee>, Complete your digital housing inspection at <url> by <end_date>.

Character Count: 89 / 160 (Max)
1 token(s) per inspection. Overseas number cost 2 tokens

T05 HR
Bob Lim, Complete your digital housing inspection at https://bit.ly/housetrac by 16/06/2020.



SEND INSPECTION

Select the employees to send inspection to, then click on send inspection



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Send Inspection

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Employees

Select AllClear AllFilter

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Yi Chou	6596482558	NOOTISH	English	7 Tanah Merah Kechil Road #12-345 S466666	Noot Noot	

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Selected: 3

Send Inspection

Inspection Message

- The language row act as a grouping for the inspection messages.
- For example, an employee can be assigned to only receive English inspection messages. Thus saving tokens.
- Clicking on a placeholder button will update the current SMS content.

EnglishChinese

Company NameEmployee NameInspection Link

End Date

<company> HR<employee>, Complete your digital housing inspection at <url> by <end_date>.

Character Count: 89 / 160 (Max)
1 token(s) per inspection. Overseas number cost



SEND
INSPECTION

Inspection Message

- The language row act as a grouping for the inspection messages.
- For example, an employee can be assigned to only receive English inspection messages. Thus saving tokens.
- Clicking on a placeholder button will update the current SMS content.

English Chinese

Company Name Employee Name Inspection Link

End Date

(1)

<company> HR
<employee>, Complete your digital housing
inspection at <url> by <end_date>.

Character Count: 89 / 160 (Max)

1 token(s) per inspection. Overseas number cost
2 tokens

T05 HR
Bob Lim, Complete your digital housing inspection at
<https://bit.ly/housetrac> by 16/06/2020.

(2)

Reset

Save

Enter the desired message in (1)

A preview of the message will be
shown in (2)

Click “ Save” to save the message



EDIT
INSPECTION
MESSAGE

To inspect photos, Select “Inspect Photos” in the Side Menu


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Inspect Photo

Living Room

LatestPast

Jun Yan, 16 Jun 2020 19:17:14

688e Woodlands Drive 75 #11-68 S735688



No Past Inspection



INSPECT
PHOTOS

Approve or Reject the inspection by clicking the respective button



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Inspect Photo

Living Room

Latest

Jun Yan, 16 Jun 2020 19:17:14

688e Woodlands Drive 75 #11-68 S735688





Past

No Past Inspection



INSPECT
PHOTOS

To view inspection records, select “View Inspections” in the Side Menu


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Inspection Records

Filter

Show: 10 ▾

Name	Staff ID	Mobile	Address	Issued Date	Status	Date of Completion	View Details
Jun Yan	CYRMOS	6597989356	688e Woodlands Drive 75 #11-68 S735688	16 Jun 2020 19:15:00	Approved	16 Jun 2020 19:17:14	 
Yi Chou	NOOTISH	6596482558	16 Jalan Selaseh #05-12 S808440	16 Jun 2020 13:03:07	Resolved	16 Jun 2020 13:04:10	 
Yi Chou	NOOTISH	6596482558	16 Jalan Selaseh #05-12 S808440	16 Jun 2020 12:45:56	Awaiting	-	 
Jun Yan	CYRMOS	6597989356	862 Jurong West Street 81 #04-01 S640862	16 Jun 2020 12:45:40	Resolved	16 Jun 2020 12:46:43	 
Peng Hian	NEVAE	6581134886	862 Jurong West Street 81 #09-19 S640862	16 Jun 2020 12:45:40	Resolved	16 Jun 2020 12:50:50	 

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To view a specific record, click on the view button

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Inspection Records

Show: 10 ▾

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Yi Chou	NOOTISH	6596482558	16 Jalan Selaseh #05-12 S808440	16 Jun 2020 12:45:56	Awaiting	-	 
Jun Yan	CYRMOS	6597989356	862 Jurong West Street 81 #04-01 S640862	16 Jun 2020 12:45:40	Resolved	16 Jun 2020 12:46:43	 
Peng Hian	NEVAE	6581134886	862 Jurong West Street 81 #09-19 S640862	16 Jun 2020 12:45:40	Resolved	16 Jun 2020 12:50:50	 

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**VIEW
INSPECTIONS**

Inspection Info

(1)

Employee

Name Jun Yan
Contact 6597989356
Staff ID CYRMOS
Address Overseas

(2)

Inspection

Status Approved
Occupants 4
Completion 16 Jun 2020 19:17:14
Creator t05

(3)

Alerts

(4)

Photos



(5)

Logs

t05: Approved Inspection 16 Jun 2020 19:25:03

Enter Remarks



Close

- (1) Employee Details
- (2) Inspection Details
- (3) Alerts (if any)
- (4) Inspection Photos
- (5) Inspection Logs



**VIEW
INSPECTIONS**

Inspection Info

Employee

Name Jun Yan
Contact 6597989356
Staff ID CYRMOS
Address Overseas

Inspection

Status Approved
Occupants 4
Completion 16 Jun 2020 19:17:14
Creator t05

Alerts

Photos



Logs

t05: Approved Inspection 16 Jun 2020 19:25:03

Enter Remarks



Close

Change inspection status by selecting the status button



VIEW INSPECTIONS

Inspection Info

Employee

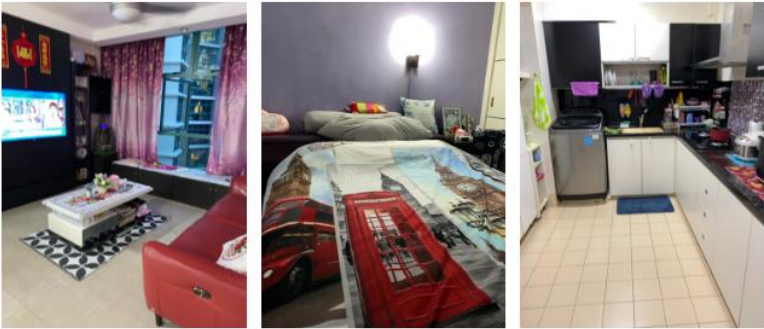
Name Jun Yan
Contact 6597989356
Staff ID CYRMOS
Address Overseas

Inspection

Status Approved
Occupants 4
Completion 16 Jun 2020 19:17:14
Creator t05

Alerts

Photos



Logs

t05: Approved Inspection

16 Jun 2020 19:25:03

Enter Remarks



Close

Add remarks to
inspection by entering
them in the input box



VIEW
INSPECTIONS