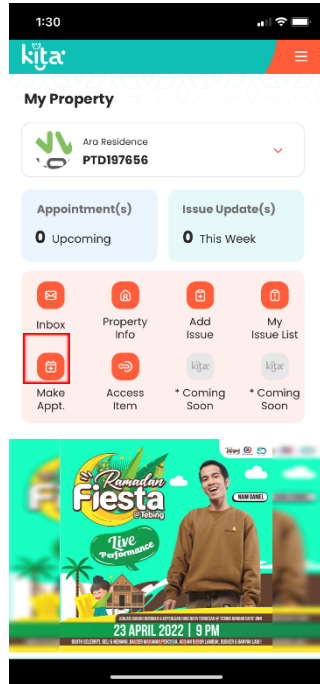




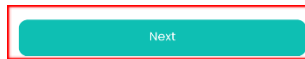
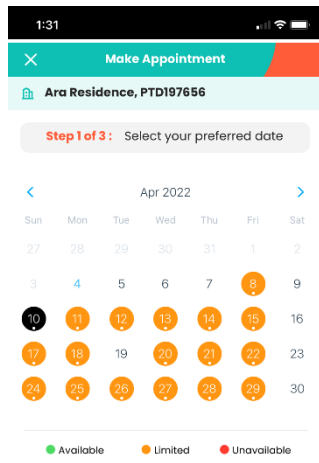
USER GUIDE: How to Make an Appointment

Unit owner can now book appointment slot according to their available date and time. There are three type of appointment which is handover, joint inspection, and rectification. For each type of appointment, only one session is allowed. Appointment will be available again after previous appointment is cancel.

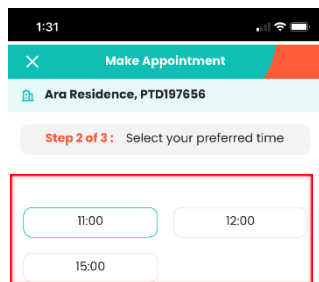
1. Click option **“Make Appointment”** at the homepage.



2. Select preferred date and click **“Next”**



3. Select preferred time and click **“Next”**



4. Tick check box **“Representative Attending”** if you have any. (You may skip this step if you don't have any representative and proceed to step no 6)

1:32

Make Appointment

Ara Residence, PTDI97656

Step 3 of 3: Confirm your appointment

Your Appointment Summary

Joint Inspection

10 Apr 2022 11:00 am

Representative Attending?

Terms & Conditions:

t&c

I accept the above terms and conditions.

Edit Confirm

5. Fill in the detail such as Name, NRIC/Passport, Email, Contact No and click **“Confirm”**

1:32

Make Appointment

Representative Attending?

Attach NRIC / Passport

Attach Authorization Letter

* Name

Name

* NRIC / Passport

NRIC / Passport

* Email

Email

* Contact No

Contact No

Edit Confirm

6. Tick checkbox **“I accept the above terms & conditions”** and click **“Confirm”**

1:32

Make Appointment

Ara Residence, PTDI97656

Step 3 of 3: Confirm your appointment

Your Appointment Summary

Joint Inspection

10 Apr 2022 11:00 am

Representative Attending?

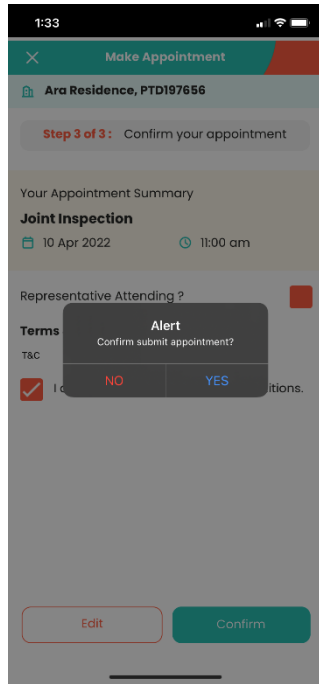
Terms & Conditions :

T&C

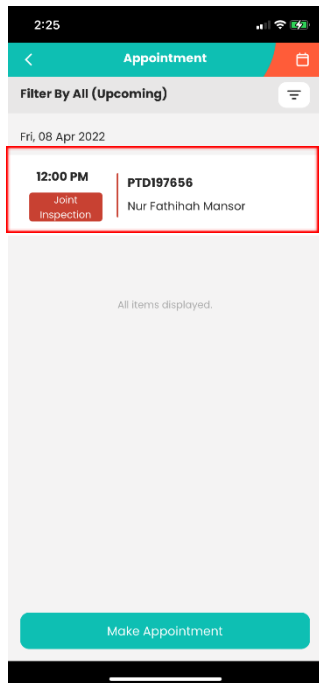
I accept the above terms and conditions.

Edit Confirm

7. Pop up alert “Confirm submit appointment?”. Clicking “**Yes**”, Pop up alert “Appointment is successfully made”. Clicking “**OK**” will bring user to list of appointment page.



8. Click on the appointment date to view details of the appointment



9. Click back to switch back to the Appointment view.

