



ADMIN USER GUIDE

<http://www.gmklang.com/admin>

Administrator Login

Sign In

[Forgotten Password](#)

System Statistic

Tenant Details Update : Pending Approval (0)

To view number of pending approval from the submission

Pending Tenant Details Update

No pending tenant

To approve detail update submission list

Pending Tenant Unit Details Update

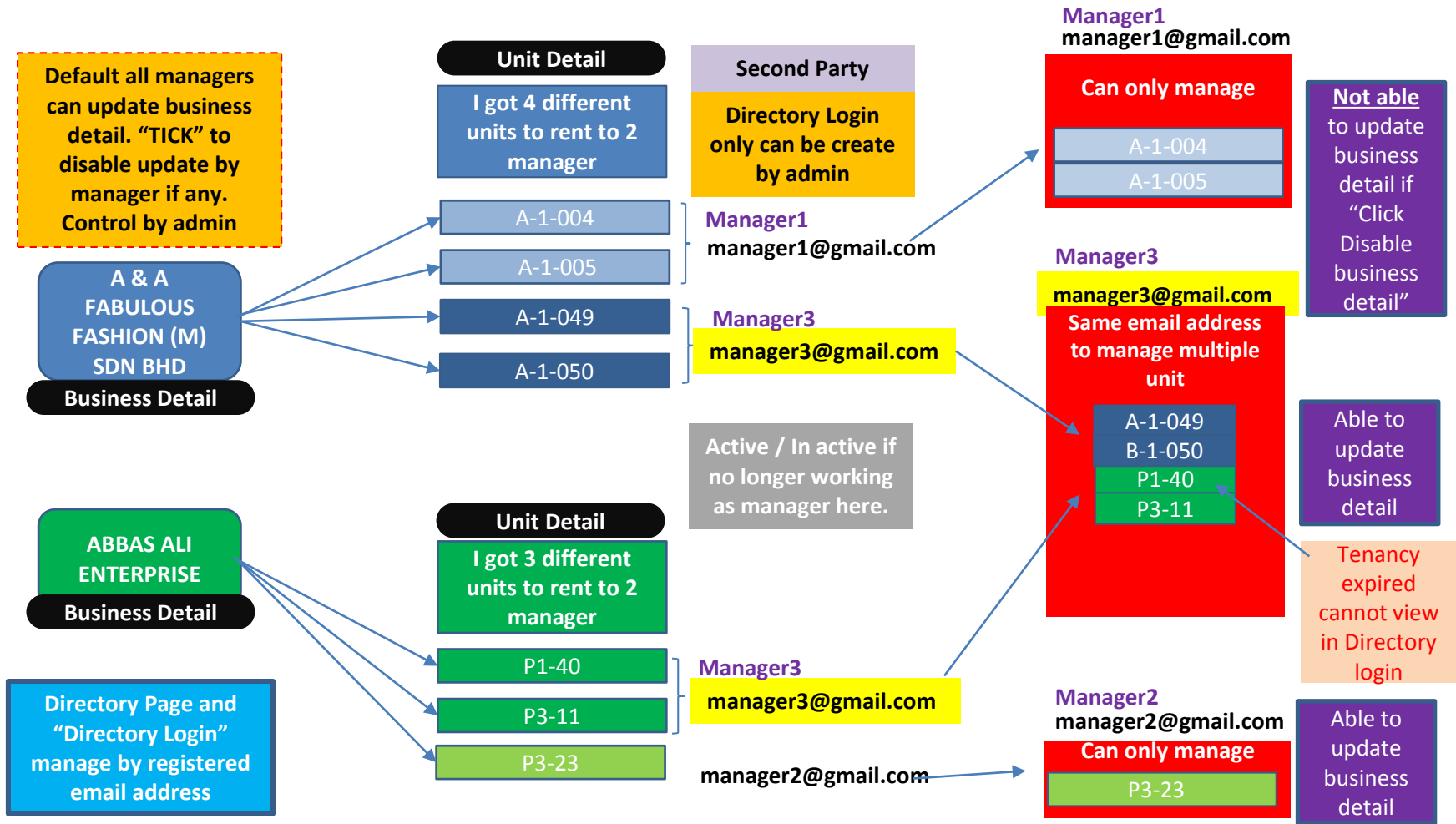
No pending unit details

To approve unit detail update submission list



TENANT MODULE

TENANT FLOW



Manage new tenant

- 1) Create Cluster – System >Parameter > **Cluster**
- 2) Create Unit – System >Parameter > **Unit**
- 3) Create Tenant – Tenant > Business Detail > **Add New Tenant**
- 4) Create Tenant Unit – Tenant > Unit Detail > **Add New Tenant Unit**
- 5) Create Directory Login - Tenant > Directory Login > **Add New Directory Login**
- 6) Auto generated password will send to email registered once you have help them to create “Directory Login” account. Please get them to check email inbox or spam box.
- 7) Get them to click “**Reset Password**” if they lost password.
- 8) Set as same email address can manage multiple tenant units.
- 9) Tick “**Disable business unit**” meaning the user not able to edit business detail in “**Directory login**”. Default all tenant can edit business detail at “**Directory Login**” page.
- 10) Set “Inactive” if the user terminated the tenancy agreement before end date.
- 11) Leave it blank if the tenant is “**Purchaser**” and “**Purchaser**” only displayed in admin.
- 12) Registered email cannot be login once the tenancy agreement is expiry (check End date) or set “Inactive” by admin if terminated before tenancy agreement is expiry.
- 13) Upload photo (Auto resize).
- 14) Email registered cannot be change. You may register with new email address.

Notification to user

- 1) Notification will send to user if admin have registered their email address
- 2) Notification will send to user if there is business detail or unit detail approved or rejected (Reject with reason if any)
- 3) Notification will send to user if request to “Reset password”
- 4) Notification will send to user subscriber only if there is any new events, happening or new.

Notification to admin

- 1) Notification will send to admin for business detail or unit detail (To approve or Reject)

Able to search by Trading name, Company name, sort by cluster or by units

Add new Tenant

Tenants
Directory Login

-- All Clusters -- -- All Units --

Search Clear Search

Add New Tenant

Page : 1 2 3 → Last 1 - 10 of 601 Display 10

Tenant listing page

Trading Name	Contact No.	Email	Units	Action
33 BALLOON SHOP	33 BALLOON SHOP		Block B	Edit or delete
7 BASICS ENTERPRISE	7 BASICS ENTERPRISE	snoop677@yahoo.com	Block B - 1st Floor / B-1-007	
A & A FABULOUS COLLECTION (M) SDN BHD	A & A FABULOUS COLLECTION (M) SDN BHD	maanaxaur@gmail.com	Block A - 3rd Floor / A-3-061 Block A - 3rd Floor / A-3-062 Block B - 1st Floor / B-1-049 Block B - 1st Floor / B-1-050	
A & A FABULOUS FASHION (M) SDN BHD	A & A FABULOUS FASHION (M) SDN BHD		Block A - 1st Floor / A-1-004 Block A - 1st Floor / A-1-005 Block A - 1st Floor / A-1-049 Block A - 1st Floor / A-1-050	
A & S ENTERPRISE	A & S ENTERPRISE		Block A - 3rd Floor / A-3-090 Block A - 3rd Floor / A-3-124 Block A - 3rd Floor / A-3-125 Block A - 3rd Floor / A-3-126	
A THEME INTERIOR CONCEPT SDN. BHD.	A THEME INTERIOR CONCEPT SDN. BHD.	athemeinterior@gmail.com	Block B - Ground Floor / B-G-016	
A-1-015	A-1-015		Block A - 1st Floor / A-1-015 Block A - 1st Floor / A-1-016	

Edit or delete

Available units

Tenants / 33 BALLOON SHOP

Business Details Units Details Directory Login

Create Business Detail before you can create Unit Details and Directory Login

Save

Add New

Save Reset Back Add New Tenant

Details

Unit : Block B - 1st Floor / B-1-007

Category : Unisex

Trading Shop Name : 7 BASICS ENTERPRISE

Website : http://www.test.com

Instagram : test_name
Please enter ID only, eg:gmklang

Facebook : test_name
Please enter ID only, eg:gmkwholesale

Twitter : test_name
Please enter ID only, eg:gmkwholesale

Youtube : test_name
Please enter url link, eg:https://www.youtube.com/user/gmkwholesale

Photo Profile : Choose File No file chosen

Permitted size : Below 50Kbs
Width : 200px, Height : 200px



Fill content

Company logo (Default logo if there is not tenant unit added)

Directory Product Image

Upload Image : Choose File No file chosen

Permitted size : Below 100Kbs (per image)
Width : 450px, Height : 300px
Maximum 15 photos

Upload photos



Location: Directory page

Maximum to 5 tags / related Search Keywords for now.

Tags / Related Search

UNISEX APPARELS & ITS RELATED PROC



Add More

Tenants / A & A FABULOUS COLLECTION (M) SDN BHD

 Business Details **Units Details** Directory Login

 Search Clear Search

 Page : 1 1 - 4 of 4 Display 10 ▾ [Add New Unit](#)

Unit No	Product Category	Trading Shop Name	Tenancy Start	Tenancy End	Action
A-3-061	Unisex	A & A FABULOUS COLLECTION (M) SDN BHD	1 October 2016	30 September 2017	
A-3-062	Men	A & A FABULOUS COLLECTION (M) SDN BHD	1 December 2015	30 November 2017	
B-1-049		A & A FABULOUS COLLECTION (M) SDN BHD	1 November 2016	31 October 2017	
B-1-050	Unisex	A & A FABULOUS COLLECTION (M) SDN BHD	1 November 2016	31 October 2017	

Display available unit

Start Date & End Date. User not able to login to "Directory Login" after the Tenancy End date. It will displayed "Purchaser" if this unit was "Forever tenant"

Tenants / 33 BALLOON SHOP

Business Details

Units Details

Directory Login

Save

Reset

Back

Add New Unit

Save

Details

Unit *: A-1-004

Category *: Men

Tenancy Start *: 1 October 2016

Tenancy End *: 30 September 2017

Trading Shop Name *: A & A FABULOUS FASHION (M) SDN BH

Website : www.test.com

Instagram :
Please enter ID only, eg:gmklang

Facebook :
Please enter ID only, eg:gmkwholesale

Twitter :
Please enter ID only, eg:gmkwholesale

Youtube :
Please enter url link,
eg:https://www.youtube.com/user/gmkwholesale

Fill content

Start Date & End Date. User not able to login to "Directory Login" after the Tenancy End date. It will displayed "Purchaser" if this unit was "Forever tenant"

Photo Profile :

Choose File

No file chosen

Width : 500px, Height : 332px



Company logo (Default logo if there is not tenant unit added)

Directory Product Image

Upload Image : Choose File No file chosen

Width : 500px, Height : 332px

Maximum 15 photos

Upload photos

Tags / Related Search

MEN APPARELS



Maximum to 5 tags / related Search Keywords for now.

Add More

Tenants / A & A FABULOUS COLLECTION (M) SDN BHD

Business Details Units Details Directory Login

Search Clear Search Page: 1 1 - 1 of 1 Display 10 Add New Directory Login

Name	Email	Last Login	Status	Action
test	test@ikoncept.com		Active	 

Add New

Registered email

Edit

Location:
Selfcare Login page

Tenants / A & A FABULOUS COLLECTION (M) SDN BHD / Directory Login

[Save](#) [Reset](#) [Back](#)**Details**

Username (Email) : manager2@test.com

Status *: Active

Name *: test

Password :

Confirm Password :

Disable business detail : (This user cannot update business detail at selfcare "Directory login" page)

Reset Password

Tick if this if not allow this user to edit "Business page" at "Directory Login". Current default all tenant can edit "business page"

Can set "Inactive" if this user terminated before the tenancy agreement is expiry. It meant this user will not able to login to "Directory Login"

Units Tag A-1-004 A-1-005 A-1-049 A-1-050

Display available unit on this trading. Select which unit can be manage by this user.



BANNERS MODULE

Banners

-- Banner Location -- ▾ [Search](#) [Clear Search](#)
Page : [1](#) [2](#) → 1 - 10 of 19 Display [10](#) ▾ [Add New Banner](#)

Title	Filename	Location	Hits	Clicks	Show/Hide	Action
CNY announcement	Open-banner_(1).jpg	Main Page	0	3		
CNY Banner 2016		Main Page	0	3	Hide	
CNY2017	GMK-CNY17-(Web-banner)-01.jpg	Main Page	0	0	Hide	
Countdown 4 days	Website_Banner_BLOCK_(3).png	Main Page	0	0	Hide	
Countdown 5 days	Website_Banner_BLOCK_(2).png	Main Page	0	0	Hide	
Happy Deepavali 2016	Web_Deepavali_2016.png	Main Page	0	0	Hide	
Hari Raya 2016	Raya_Website.png	Main Page	0	0	Hide	
Hari Raya Rumah Terbuka 2016	GMK_Raya(Website_banner1297x427)-01.jpg	Main Page	0	0	Hide	
Hot Item	GGMK-Banner(1500x220)-02.jpg	Hot Items Page	0	0	Show	
Indian Street	Indian_Street_(1).png	Main Page	0	0	Hide	

Add New
Add New Banner
Edit or delete
Display listing

Location:
 Landing page banner
 Inner page banner (Hot items and Trend & Tips)

Save

Save Reset Back

Banners

Home / Inner Banners

Home Popup

Home Page Links

Details

Title * : Location * : URL : Show/Hide : Description : Banner Image : No file chosen*Image Size (1900px X 700px), Image Size allowed : below 200Kb*

Select:

1. Main Page (Banner)
2. Hot item inner banner
3. Trend & Tips banner

Fill content

Location:
Landing page banner
Inner page banner (Hot items and Trend & Tips)

Home Popup

Home / Inner Banners

Home Popup

Home Page Links

Save

Save

Reset

Back

Add New Information

Details

Title *:

Start Date *:

End Date:

URL:

Show Popup At Home Page:

Summary *:

Fill content

Path: p

Embed URL:

Enable Form?: PDF File(s): No file chosen

Promotion Image *:

 No file chosen

Image Size (500px X 600px)

Location:
Landing Page
(Pop up banner)

Start Date &
End Date
(Rid off
automatically
after end date)

Information Enquiries

Home / Inner Banners

Home Popup

Enquiries

Page : 1 1 - 2 of 2 Display 10

Name	Home Page Links	Mobile No	Preferred Product Trade	Message	Posted Date
kharol	Mr keoi.resources@gmail.com	0192090850	Bags & Leather Goods Footwear Fashion Apparels Big Size Apparels Unisex Apparels Fashion Accessories Muslimah/Muslimin Apparel & Related Products Children Apparels & Equipment/ Maternity Wear Beauty Care/Perfume/Cosmetics Sports Apparel & Equipment Uniforms & Corporate Shirt	Hi	26 May 2017 09:39 AM
SURIA YATI BINTI YUNUS DORA	Miss kityroyal@gmail.com	01123114034	Other - Dry food	Looking for a shop at ground floor.	28 May 2017 07:24 PM

Information send from "Landing page > Popup > Detail page > Enquiry form"

Location:
Landing Page
(Pop up banner detail page - enquiry)

Home Pages

[Home / Inner Banners](#)[Home Popup](#)[Clear Search](#)

Page : 1 1 - 3 of 3 Display 10 ▾

[Add New Home Page Link](#)

Add New

Name	Page	Status	Order	Action
Hot Items	hot_items	Active		Edit or delete
Trend & Tips	lifestyles	Active	▲ ▼	Adjust sequence
Happenings	events	Active	▲	Edit or delete

Display listing

Adjust sequence

Location:
Landing page
(Bottom banner)



MENU SETTING

Article Categories

Search

Page : 1 1 - 1 of 1 Display 10 ▾

[Add New Article Category](#)

Add New

Name	Menu	Action
About Us	About Us	Edit or delete

Display listing

Edit or delete



DASHBOARD TENANTS ▾ BANNERS ▾ MENU SETTING ▾ NEWSLETTER ▾ CONTENT SETUP ▾ REPORTS SYSTEM ▾ MY ACCOUNT USER GUIDES ▾

Articles

Article Categories

Articles

Search

Page : 1 1 - 1 of 1 Display 10 ▾

Add New Article

Add New

▼ Title

Menu

Category

Action

Overview

Display listing

About Us

Edit or delete



Location:
About us page

Menus / ABOUT US

Article Categories

Articles

Step 4: Save

Add New

Save

Reset

Back

Add New Menu

Details

Menu

Parent Menu : -- Please Select -- ▾

Title *: ABOUT US

Use image : Choose File No file chosen

Type *: From Article ▾

Article : Overview ▾

Step 1:
Create article and
article category













Step 2 : Insert Title

Step 3 : Select your parent
menu if this article is a sub
menu. Leave this if this
article is a main menu.
t Date & End Date
(Rid off automatically after
end date)

Step 2 : Insert Title

Location:
Menu setup
(To have many menu, please
consider the space available)

DASHBOARD TENANTS ▾ BANNERS ▾ MENU SETTING ▾ NEWSLETTER ▾ CONTENT SETUP ▾ REPORTS SYSTEM ▾ MY ACCOUNT USER GUIDES ▾

Menus		Article Categories			Add New
<input type="text"/>	Search	Articles	Page : 1 1 - 6 of 6 Display 10 ▾		Add New Menu
Title	Menu	Order	Action		
ABOUT US		▾	 	Edit or delete	
Overview	Article page		 		
PRESS & MEDIA		▲ ▾	 	Adjust sequence	
HAPPENINGS		▲ ▾	 		
DIRECTORY		▲ ▾	 		
CAREERS		▲	 		

Location:
Service page under
the bottom of the
website



WEBSITE




















SUSBCRIBER & ENQUIRY SUBMISSION

Enquiry Forms

Search

Clear Search

Page : 1 2 3 → Last > 1 - 10 of 481 Display 10 ▾

Subject	Name	Email	Contact No	Posted Date	Action
4-6Dec 2015 Expo	LK Yee	richdynamic1010@gmail.com	016 6612868	1 Decem	 
Academic Visit	Nisa	zainatun_nisa@pmm.edu.my	019-3070411 / 06-2636687 Ext: 5004	7 June 2016 03:21 PM	 
addres	mazanah	mazanahpl@gmail.com	0168041148	6 June 2016 08:54 AM	 
agen dokoh patch	NURUL ATIQA MOHD ISHAK	nuruliqa89@gmail.com	182944588	30 May 2016 01:01 PM	 
Agent dropship	Nor Mazwanis Binti Mazelan	mazwanishisyam@gmail.com	166820206	29 October 2016 02:09 AM	 
agent for kota kinabalu distric	aidie	aidieprince@gmail.com	011-17881530	13 October 2016 08:47 PM	 
Alat Tulis	Daniel	goh.daniel@investkl.gov.my	0192123678	30 September 2016 11:19 AM	 
Alliance Rentals Sdn Bhd	clayden	clayden.chong@alliancerentals.com	0126165501	16 December 2016 04:19 PM	 
any public transport service to you shop	Lee Meng Kok	mengkok88@gmail.com	+6596410737	17 December 2016 10:17 AM	 
		l_may_l@hormailhotmail.com	0127099867	16 June 2016 09:52 AM	 

Enquiry Form Submission

Portal Subscribers

Online feedback form email receiver listing

Edit or delete

 Location:
 Contact Us page
 (Top menu)

Subscribers

 Search Clear Search

Page : 1 2 3 → Last > 1 - 10 of 710 Display 10 ▾

Add New

Email	Posted Date	Action
10topmonzur@gmail.com	25 Febru	Edit
521175135@qq.com	15 January 2016	
abarajojc@gmail.com	9 November 2015	
abdwahabd@yahoo.com	9 December 2015	
abiman73@rocketmail.com	28 December 2015	
abiman73@rocketmail.com	28 December 2015	
absolutepanache@live.com	16 October 2016	
adalie2008@gmail.com	21 August 2015	
adilaman93@gmail.com	2 January 2016	
afiq_ikhwan95@yahoo.com	13 April 2016	

Enquiry Form
Submission

Portal Subscribers

Subscriber listing who have subscribe to read GMKLang news and events. **(Hot Items, Trend & Tips, Happening and Press Media)**

The subscriber will receive email notification if admin have add any news and event.



CONTENT SETUP MODULE

Hot Items		Hot Items	
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear Search"/>		Page : 1 1 - 10 of 10 Display <input type="text" value="10"/> <input type="button" value="Add New Hot Item"/>	
Name	Category	Happenings	Action
Fashion apparel, Bags, Accessories, Shoes	Undergarments	Press & Media	
Toys, Educational Materials, Kids apparel, Baby Equipment	Toys	Career Opportunities	▲ ▼
Premium gift, Packaging, Party Packs	Balloon	Services	▲ ▼
Curtain, Carpet, Wallpaper	Wallpaper	FAQ	▲ ▼
Wedding Accessories	WEDDING		▲ ▼
Home Deco, Lighting	Lightings		▲ ▼
Home Appliances, Furniture, Kitchenware	Kitchenware		▲ ▼
Muslimin/Muslimahfashion	Muslimin/Muslimah		▲ ▼
F&B, Packed/Dry Food	DRIED & PACKED FOOD		▲ ▼
Hair products, Cosmetics, Skincare	HEALTH & BEAUTY		▲

Add New

Edit or delete

Display listing

Adjust sequence

Location:
Hot Items
(Landing page
bottom banner)

Save

Hot Items / Toys, Educational Materials, Kids apparel, Baby Equipment

Save

Reset

Back

Add New Hot Item

Details

Name *: Toys, Educational Materials, Kids apparel,

Category : Toys ▾

Can select link to product category directory page

Send to all website subscribers :

Optional to send the update to subscriber

Image : No file chosen*Image Size (157px X 157px), Image Size allowed : below 50Kb*

Location:
Hot Items
(Landing page
bottom banner)

Trend & Tips

 All Search Clear Search

Title	Start Date
【Fun转Selangor♥短暂假日好去处!】全马最适合来个Short getaways的5大必去景点! 不出国也能玩得很High很Happy呐 (o▽o)ノ	8 May 2017
Kena buang kerja, apa korang buat?	5 May 2017

Display listing

- Hot Items
- Trend & Tips
- Happenings
- Press & Media
- Career Opportunities
- Services
- FAQ

Page : 1 1 - 2 of 2 Display 10 [Add New Trend & Tip](#)

Posted By	Action
Ma Siu Keih	Edit or delete
Ma Siu Keih	Edit or delete

Add New

Edit or delete

Location:
Trend & Tips page
(Top menu)

Save

Trend & Tips / Kena buang kerja, apa korang buat?

Save

Reset

Back

Add New Trend & Tip

Details

Title *: Kena buang kerja, apa korang buat?

Start Date *: 5 May 2017

End Date :

Send to all website subscribers :

Summary :

Fill content

Thumbnail Image : Choose File No file chosen

Image Size (430px X 270px), Image Size allowed : below 500k

Type *: Video

Youtube ID *: Zi9kQTqbILO

<https://www.youtube.com/watch?v=heqK-xcjbwQ> Only Copy paste the ID highlighted in yellow

Content *:

Tahun lepas sungguh mencabar! Ada kawan kena buang kerja ada juga yang terpaksa mengikat perut dek kerana tiada kenaikan gaji untuk tahun ini. Kepala dah buntu tak tahu nak buat apa. Jangan risau bukannya setiap masalah itu ada jalan penyelesaiannya? Jom kita saksikan video ni mana tahu anda dapat idea untuk memulakan kehidupan baru. Ingat, jangan putus asa walaupun sesaat...

Path: p » span
[Show HTML]

Image Attachments : Choose File No file chosen

Location:
Trend & Tips page
(Top menu)

Happenings

All ▾
Search
Clear Search
[Hot Items](#)
[Trend & Tips](#)

3 →

 1 - 10 of 25 Display 10 ▾
Add New
Add New Happening

Title	Start Date	End Date	Category	Published Date	End Publish Date	Posted By	Action
1st Malaysia Klang International Yiwu Friendship Cities International Exhibition	4 December 2015	6 December 2015	Press & Media	7 December 2015			
2015 巴生新春文化节	17 January 2015		Career Opportunities				
2015 巴生新春文化节	17 January 2015		Services	29 May 2016		mask	
4th Malaysia Klang International Expo 第四届马来西亚巴生国际展览会	2 December 2016	4 December 2016	FAQ			mask	
Astro Indian Trade Expo 2016	30 September 2016	2 October 2016		2 June 2016	29 October 2016	mask	
Building Fund Raising Project to Good Samaritan Home	19 September 2015	27 September 2015			28 September 2015	admin	
Deepavali Kondattam & International Trade Expo 2016	30 September 2016	2 October 2016		2 June 2016	26 October 2016	mask	
Deepavali Kondattam & Trade Expo 2015	2 October 2015	4 October 2015			5 October 2015	admin	
Festival Ramadan Klang 2015	26 June 2015			25 June 2015	31 July 2015	admin	
GM Klang Hari Raya Aidilfitri Open House 2016	30 July 2016	30 July 2016		18 May 2016	26 October 2016	mask	
Block A Opening Ceremony	4 April 2015				29 May 2016	mask	

Display listing
Edit or delete

Location:
Happening page
(Top menu)

Happenings / Promosi Gila-gilaan Pra-Ramadhan

General

Add New

Save Reset Back Add New Happening

Details

Title *: Promosi Gila-gilaan Pra-Ramadhan

Start Date *: 5 May 2017

End Date :

Publish Date : 5 May 2017

End Publish Date : 25 May 2017

Category *: Event ▾

Send to all website subscribers :

Summary : Kalau nak tahu 'gila' dia macam mana, hah, apa lagi? Jom ramai-ramai kita serbu tingkat bawah blok B bermula 19 Mei nanti! Pelbagai produk bakal dijual dengan harga yang menggila!

Form Link : Form Name :

Thumbnail Type *: Photo ▾

Thumbnail Image : No file chosen

Content *:

#GilaGila #PromosiGila #PraRamadhan

Path: p
[show HTML]

Image Attachments : No file chosen

Attachment :

Youtube ID :

Start Date & End Date (Rid off automatically after end date)

Select category to be display

Fill content

Location:
Happening page
(Top menu)

Press & Media

Date	News Title	Source	Posted By	Action
13 March 2017	巴生巨盟批发城荣获“大马名牌奖”，逐步迈向国际化	商报 Nan Yang Siang Pau	mask	
2 March 2017	Promosi tempat menarik	Sinar Harian	mask	
1 March 2017	市会推介巴生旅游年 拨 50万推广皇城景点	商报 Nan Yang Siang Pau	mask	
28 February 2017	巴生旅游年启动 冀每週招徕2万游客	报 China Press	mask	
1 November 2016	GM Klang buka blok baharu	Nan Yang Siang Pau	mask	
30 October 2016	Blok B GM Klang buka 1 November	Sinar Harian	mask	
31 July 2016	与巴生市会合作 巨盟批发城领养交通圈	中国报 China Press	mask	
31 July 2016	领养美化100号交通圈 巴生巨盟批发城获赞扬	南洋商报 Nan Yang Siang Pau	mask	
31 July 2016	巴生邀美化交通圈		mask	
31 July 2016	市会 巴生巨盟批发城领养巴生100号交通圈	星洲日报 SinChew Daily	mask	

- Hot Items
- Trend & Tips
- Happenings
- Press & Media
- Career Opportunities
- Services
- FAQ

 Display

Add New

Display listing

Edit or delete

 Location:
 Press & media page
 (Top menu)

Press & Media / Promosi tempat menarik

General

Save

Save





Reset

Back

Add New Press & Media

Details


News Title *: Promosi tempat menarik

News Date *: 2 March 2017  Publish Date : 8 May 2017  End Publish Date :  

Link Type *: PDF ▾

Send to all website subscribers : PDF Attachment : No file chosen

File Type : PDF

 convert-jpg-to-pdf.net_2017-05-08_04-08-00_.pdf

Source : Sinar Harian

Start Date &
End Date
(Rid off
automatically
after end date)Optional to send
the update to
subscriberAdvice to save
content as PDF

Careers

 All Search Clear Search

 Page: 1 2 → 1 - 10 of 14 Display 10 Add New Career

Add New

Job Title	Requirements	Responsibilities	Positions	Start Date	End Date	Action
ACCOUNTS EXECUTIVE	Minimum 2-3 years' experience in Construction & Property Development Spoken & written in English and Bahasa Malaysia Minimum Diploma in Accountancy and currently pursuing a professional qualification (AIA / CAT / ACCA & etc.) At least SPM and above (credit in mathematic is compulsory) Familiar with computerized accounting systems and well versed in Microsoft Applications Must be neat and well organized in documentation and paperwork Able to work independently with minimum supervision, committed, initiative Able to handle full set of account and monthly management reports	To maintain full prepare monthly reports. To prepare pay note, credit note voucher and en authorization ha To reconcile re To assist the Finance Manager to prepare budget and variance reports. To monitor cash flow management and credit control. To liaise with and attend to any queries raised by auditors, tax agents, creditors and debtors (excluding Property Development debtors) etc. To assist the Finance Manager on		14 February 2016	1 November 2016	

Display listing

Start End & End Date

Edit or delete

ASSISTANT MANAGER - BUILDING MAINTENANCE	Diploma in Estate Management / Building Surveying / Engineering / Building Science or equivalent with 3 years working experience in maintenance operation of various types of properties Knowledge in complex	To give directions to the maintenance supervisor for daily, monthly, and annual task To ensure spare parts are identified for needs of the plant To ensure spare parts get ordered in a timely fashion by working	1	8 May 2017	
--	--	---	---	------------	--

 Location:
 Career page
 (Top menu)

Save

Careers

Save Reset Back Add New Career

Details

Job Title *:

Description *:

Path: p

[\[Show HTML\]](#)

Requirements *:

Path: p

[\[Show HTML\]](#)

Responsibilities *:

Path: p

[\[Show HTML\]](#)No. of Positions: Start Date: End Date: Start Date & End Date
(Rid off automatically after
end date)

Fill content

Location:
Career page
(Top menu)

Services

Hot Items

Trend & Tips

Happenings

Press & Media

Career Opportunities

Services

FAQ

 Last › 1 - 10 of 44 Display 10 ▾

Add New

Name	Type	Action
126 Convenience Store	Food & Beverage	
Alam Indah Catering	Food & Beverage	
Ayam Penyat - AP	Food & Beverage	
Ayamazz Roti Impit	Food & Beverage	
Bank Islam	ATM	
Benson Money Changer Sdn Bhd	Money Changers	
Big Apple Donut & Coffee	Food & Beverage	
ChiChat	Food & Beverage	
Classic Briyani House	Food & Beverage	
CTE Express Sdn Bhd	Logistic Counter	

Display listing

Edit or delete

Display Service Type

[Save](#)[Save](#)[Reset](#)[Back](#)[Add New Service](#)

Select service type

Fill content

Services / 126 Convenience Store

Details

Type *: Name *: Description :

Frequent Ask Questions

Display Question

-- All --

Search

Clear Search

Hot Items

Trend & Tips

Happenings

Press & Media

Career Opportunities

Services

FAQ

Add New

Page : 1 2 → 1 - 10 of 12 Display 10

Add New FAQ

Name	Category	Answer	Action
Couldn't find the answer to your question here?	General	No worries! Ask a question here and we'll get back to you within a few weeks.	Edit or delete
Does GM Klang Wholesale City offer delivery/postal services?	Services	Our wholesalers at GM Klang Wholesale City are usually happy to assist their customers with the delivery of their goods. We have a few courier services providers who service our wholesalers and customers. These include Poslaju, PosLaju, PosLaju Express, PosLaju Express, Nationwide Express, Kangaroo & others. In Block 10, we also have a dedicated delivery/postal service.	Edit or delete
How do I find out the price of a particular product? And how do I get the best price?	General	The wholesale price for products can vary depending on the quantity you are purchasing. In addition, the same product may be offered by different wholesalers at different prices. In order to get the best price, we strongly recommend that you visit our wholesale mall to shop around and speak to our wholesalers here.	Edit or delete
I am interested in purchasing from your wholesale online. Does GM Klang Wholesale City offer online ordering?		Sorry, at this point in time we do not take online orders. We would like to welcome you to visit GM Klang Wholesale City to make your order personally. It is always better to meet someone in person and check the quality of the product in person before buying it!	Edit or delete
I am interested in...		For Sales enquiries: Please call 016-2168552 For Leasing enquiries: Please call 03-3325 1788 Alternatively, Please leave us your details via our enquiry form and we will get in touch with you.	Edit or delete

Display Answer

Edit or delete

Main category

Save

Frequent Ask Questions

Save

Reset

Back

Add New FAQ

Details

Category *: General ▾

Select main category

Question *: 

Fill content

Couldn't find the answer to your question here?

Answer: 

Fill content

No worries! Ask us [here](#) and we will get back to you within a few working days. Thank you!

Path: p



REPORT MODULE

Reports

Report Types

Tenants

Select and
download in
EXCEL format

Units

Home Popup Enquiries

Enquiry Forms

Subscribers

Reports / Tenants

Download

Download

Advance Search

Advance Search

Close

Search

Column	Criteria	Filter
Trading Name	<input type="text"/>	
Cluster	<input type="text"/>	Select filter by
Unit No.	<input type="text"/>	
Product Category	<input type="text"/>	

Page : 1 2 3 → Last › 1 - 100 of 1223 Display 100 ▾

Trading Name	Cluster	Unit No.
33 BALLOON SHOP	Block B - Ground Floor	B-G-017
7 BASICS ENTERPRISE	Block B - 1st Floor	B-1-007
A & A FABULOUS COLLECTION (M) SDN BHD	Block A - 3rd Floor	A-3-061
A & A FABULOUS COLLECTION (M) SDN BHD	Block A - 3rd Floor	A-3-062
A & A FABULOUS COLLECTION (M) SDN BHD	Block B - 1st Floor	B-1-050



SYSTEM SETUP MODULE

System Configuration

[System Configuration](#)[Edit](#)[Accounts ▾](#)[Edit](#)[Properties ▾](#)[Parameters ▾](#)

Details

Site Name : GM Klang Website Admin Console(admin@localhost.com)

System Moderator Email : social@gmum.com.my

Official email address to receive all email notification.

Roles

Role Name	Remarks	
Photo Editor	To upload Tenant Photo	 
Super Administrator	Super Administrator	 

Display listing

Edit or delete

Add New

System Configuration

Accounts ▾

Roles

Properties ▾

Administrators

Parameters ▾

Roles / Photo Editor

Details

Name : Photo Editor

Remarks : To upload Tenant Photo

System Configuration

Accounts ▶

Properties ▶

Parameters ▶

Roles

Administrators

Add New

Permission

Dashboard

Tenants

Tenants

Manage Record

 Add Edit Delete

Directory Login

Manage Record

 Add Edit Delete

Set permission

Banners

Not Allowed

Home / Inner Banners

Not Allowed

Home Popup

Not Allowed

Home Page Links

Not Allowed

MENU SETTING

Categories

Not Allowed

Articles

Not Allowed

Admin account
management

System Configuration

Add New

Accounts ▾

Roles

Properties ▾

Administrators

Parameters ▾



Page : 1 1 - 9

Search

Clear Search

Administrators

Username	Name	Role	Email	
admin	Super Administrator	Super Administrator	admin@localhost.com	
gadmin	in Demo	Super Administrator	admin@email.com	
hamizah	Siti Hamizah	Super Administrator	hamizah@gmum.com.my	
ikoncept	iKoncept	Super Administrator	support@ikoncept.com	
mask	Ma Siu Keih	Super Administrator	mask@gmum.com.my	
tech	Tee Chee Hong	Super Administrator	tech@gmklang.com	
user1	user1	Photo Editor	user1@gmklang.com	
user2	user2	Photo Editor	user2@gmklang.com	
user3	user3	Photo Editor	user3@gmklang.com	

Display listing

Edit or delete

Clusters

Page : 1 2 →

System Configuration

Accounts ▾

Properties ▾



















Parameters ▾

Clusters

Units

Add New

Add New Cluster

Name	Remarks	
Block A - 1st Floor		
Block A - 2nd Floor		 
Block A - 3rd Floor		 
Block A - 4th Floor		 
Block A - Ground Floor	Block A - Ground Floor	 
Block B - 1st Floor		 
Block B - 2nd Floor		 
Block B - 3rd Floor		 
Block B - 4th Floor		 
Block B - 5th Floor		 

Display listing

Edit or delete

Location:
Tenant List
(Directory)

Units

 -- All Clusters -- [Search](#) [Clear Search](#) Page : 1 2 3 → Last ▾

Unit No.	Cluster			
A-1-001	Block A - 1st Floor			
A-1-002	Block A - 1st Floor	1st Floor	0	
A-1-003	Block A - 1st Floor	1st Floor	0	
A-1-004	Block A - 1st Floor	1st Floor	0	
A-1-005	Block A - 1st Floor	1st Floor	0	
A-1-006	Block A - 1st Floor	1st Floor	0	
A-1-007	Block A - 1st Floor	1st Floor	0	
A-1-008	Block A - 1st Floor	1st Floor	0	
A-1-009	Block A - 1st Floor	1st Floor	0	
A-1-010	Block A - 1st Floor	1st Floor	0	

System Configuration

Accounts ▾

Properties ▾

Parameters ▾

Clusters

Units

Add New

Add New Unit

Display listing

Edit or delete

Location:
Tenant List
(Directory)

Departments

Name	Remarks
No record found.	

Display listing

- System Configuration
- Accounts ▾
- Properties ▾
- Parameters ▾
 - Departments
 - FAQ Categories
 - Business Types
 - Product Categories
 - Service Types

Edit or delete

Add New

Admin account management
(Account role department)

FAQ Categories

Page : 1 1 - 2

Name	Remarks	Order	Action
General			
Services			

- System Configuration
- Accounts ▾
- Properties ▾
- Parameters ▾
- Departments
- FAQ Categories**
- Business Types
- Product Categories
- Service Types

Display listing

Adjust sequence



Edit or delete

Add New

Add New FAQ Category

Business Types

Page : 1 1 - 3

Name	Remarks	Action
Manufacturers		 
Retailers for Services		
Wholesalers		

- System Configuration
- Accounts ▾ [Add New Business Type](#)
- Properties ▾
- Parameters ▾
- Departments
- FAQ Categories
- Business Types
- Product Categories
- Service Types

Add New

Edit or delete

Display listing

Location:
On tenant list when
you select tenant
type

Product Categories

 -- Show All --

Page: 10 of 97 Display 10

Name	Action
------	--------

FASHION	
---------	--

Accessories

Batik	
-------	--

IT & ELECTRONICS

CCTV	
------	--

Computer/Laptop	
-----------------	--

Hand phone Accessories	
------------------------	--

Mobile Phone	
--------------	--

Small Electric Products	
-------------------------	--

GIFTS

Location:
Product category (Top menu)
(Maximum display 8 product category only)

Display Material	
------------------	--

System Configuration

Accounts ▶

Properties ▶

Parameters ▶

New Product Category

10 of 97 Display 10

Departments

FAQ Categories

Business Types

Product Categories

Service Types

Product Categories

[Add New](#)[Save](#) [Reset](#) [Back](#) [Add New Product Category](#)

Details

Parent Category : Create sub
categoryName * : Create main
category

Location:
Top product
category menu

Service Types

Page : 1 - 1

Name	Remarks	Action
ATM		
Food & Beverage		
Logistic Counter		
Money Changers		

System Configuration

Accounts ▾

Properties ▾

Parameters ▾

Departments

FAQ Categories

Business Types

Product Categories

Service Types



ACCOUNT MODULE

My Account

[Save](#) [Reset](#) [Back](#)

Details

Username : ikonsept

Name *:

Email *:

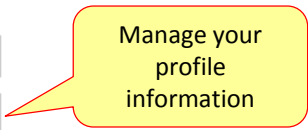
New Password *:

5 to 30 characters.
Leave empty to remain with current password.

Confirm Password *:

Role: Super Administrator

Department : -



Manage your
profile
information

Contact No. :

Address :

Postcode :

City :

State :