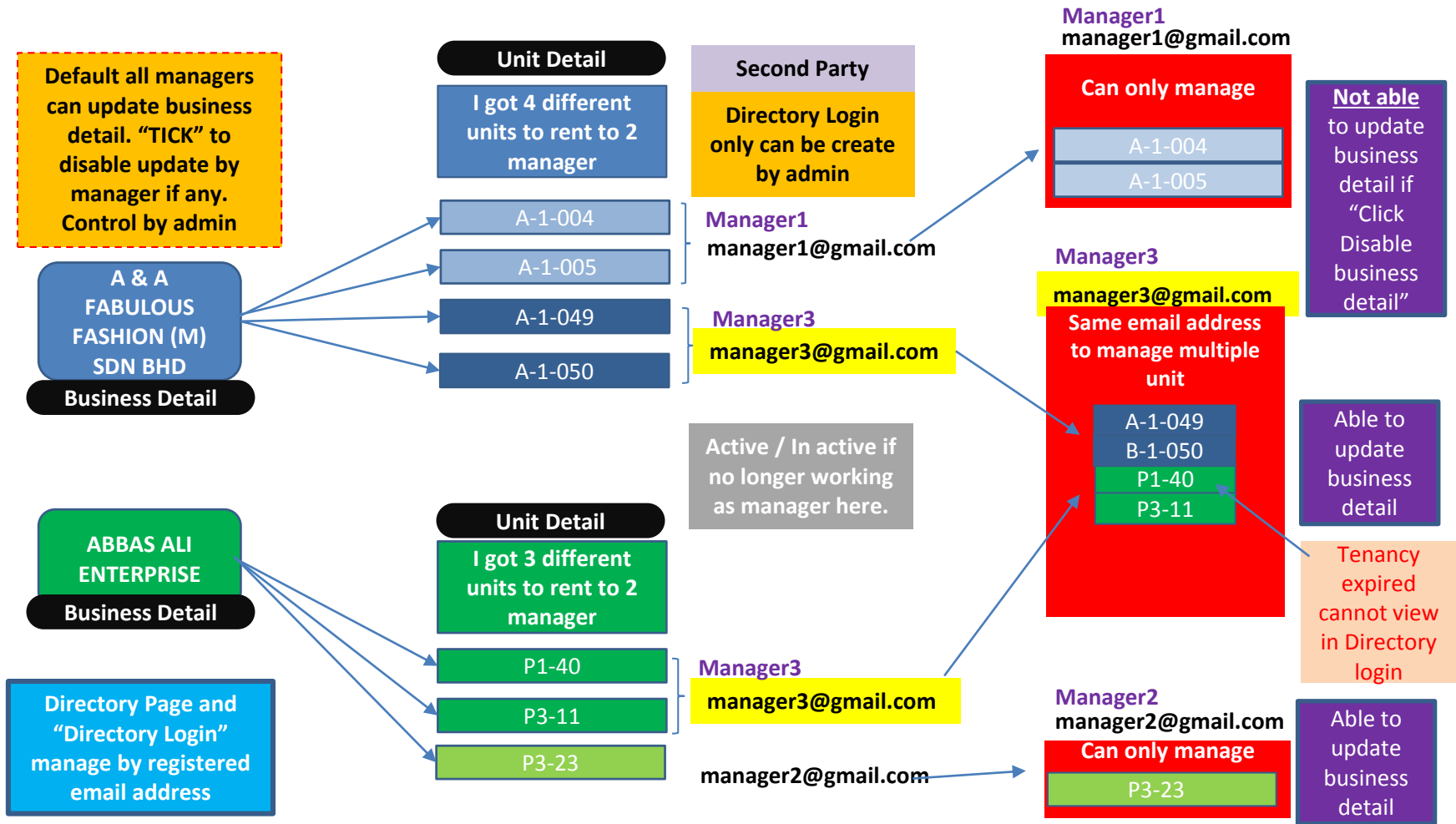




TENANT MODULE

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)

Tenants **Tenants** **Directory Login** -- All Clusters -- -- All Units -- **Search** **Clear Search** **Add New Tenant**

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	Available units
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	

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
Facebook: test_name
Twitter: test_name
Youtube: test_name

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

Tags / Related Search

UNISEX APPARELS & ITS RELATED PROC

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 - 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	Display available unit	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	

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.