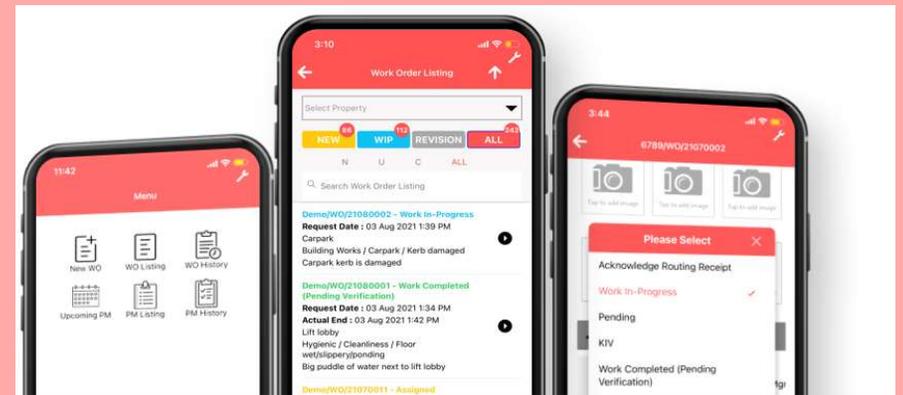




QORNERSTONE



Qornerstone Estate

Creation of Work Schedule

**Download the eFAMS App and
stay updated on the go!**



Version 1.1



This User Guide will cover:

1. Creation of a New Work Schedule
2. Allow user to choose the work frequency, assigned personnel and type of work
3. How does the work schedule appears in the eFams App[^] and Qornerstone Estate
4. Appendix A: Setting Up a Calendar for work schedule
5. Appendix B: Cheat Sheet for Work Checklist to be tagged to dummy asset.

[^] ***For more details on how the work schedule appears in the Efams app , please refer to 6. eFams App User Guide***

1) Creation of Work Schedule

Creating a Work Schedule

Schedule Details

- Go to Maintenance Module – Maintenance Work – Work Schedule – New work Schedule
- Click on New Work Schedule
- Update the following fields in the Schedule Details
 - 1) Schedule Name
 - 2) Schedule Type
 - 3) Schedule Details
 - Start Data and End Date
 - If user do not have the end date ,alternatively can input the no. of occurrences before the schedule end.
 - Duration – this mean how many days it need to complete the task
- Select a calendar (note the calendar need to be set-up by Admin , refer to Appendix A)

© 2022 CORNERSTONE INC. User: Demo Administrator, Demo, Demo | Monday, 28 Mar 2022

Calendar Setup

Calendar Name SG
 Default Calendar No
 Holiday Calendar SG

Working Days

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Is Working Day	No	Yes	Yes	Yes	Yes	Yes	No
Effective Hours	Full Day	Full Day	Full Day	Full Day	Full Day	Full Day	Full Day

Public Holidays

SN	Holiday Date	Effective Hours	Holiday Name
No Record Found			

Property List

SN	Property ID	Property Name
No Record Found		

2) Setting the Frequency

Schedule Details

- Block Dates (user can cancel the work order is this fall on a non-working day . Or it could shift forward or back)

- Schedule Frequency

- User has the ability to set the schedule by

A. Day

B. Week

C. Month

D. Year

Schedule Frequency

Schedule Frequency

Every Day(s)

A

Schedule Frequency

Schedule Frequency

Every Week(s) on:

Mon Sat
 Tue Sun
 Wed
 Thu
 Fri

B

Schedule Frequency

Schedule Frequency

Day of the month(s)
 The of the month(s)

Please select the months you would like the task to run

<input type="checkbox"/> January	<input type="checkbox"/> April	<input type="checkbox"/> July	<input type="checkbox"/> October
<input type="checkbox"/> February	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> November
<input type="checkbox"/> March	<input type="checkbox"/> June	<input type="checkbox"/> September	<input type="checkbox"/> December

C

Schedule Frequency

Schedule Frequency

Every Year(s)

D

2) Setting the Frequency (cont'd)

Update of Work Order Details

- Update the necessary Fields in Work Order Details
- Insert of Asset Code
- If user did not tag the checklist to the asset, this would not be in the work order details when user select the asset

Home Page Calendar Setup : SG x Calendar Setup x New Work Schedule x

New Work Schedule 1 - Schedule Details 2 - Work Order Details 3 - Personnels & Supplier

Fault Locations Basement

Work Details

Type Of Service Air-Con / Air-Conditioning Work Priority Normal

Description TEST

Asset List

Asset Code AC-1 / Aircon

Checklist Name Air Con Update Item Cancel

SN	Code/Name	Checklist Name
1	AC-1 / Aircon	Air Con

Click Add Item to add new row

Home Page Property Asset : CR-1 x Property Asset : AC-1 x Property Assets x Property Units x Calendar Setup : SG x

Property Asset 1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Document

ID	Name	Units	SHR	SQM		
Property ID	CSDEMO	CS DEMO	Total	20 (0)	96	0
Manager ID	18	Benny Shum	Occupied	15	77	0

[View Work Request History](#) | [View Work Order History](#)

Asset Description Main Aircon Asset Code AC-1

Asset Category Aircon Status

Work Checklist Air Con Active Yes

Problem Code Air-conditioning-Others (Please Specify)

Major Asset

Asset Details

Location L1 Scanning Code

Serial Number Quantity 1

Manufacturer Purchase Date

Model Commission Date

Lifespan 0 Year(s) and 0 Month(s) Operating HR(Daily) 0

Handover Efficiency 0 Benchmark 0

2) Setting the Frequency (cont'd)

Creating a Work Schedule

Personnel & Supplier

- Update the necessary Fields in Personnel details.
- If user check the mobile number for push notification, there is cost involved. Please check with Qornerstone Marketing or Support for more information.
- Click Save, the work schedule will appear under the list of work schedule.

New Work Schedule | 1 - Schedule Details | 2 - Work Order Details | **3 - Personnels & Supplier**

Supplier Alert
 Supplier Involved

Personnel Alert
 Send To Personnel Email Address Mobile Number Push Notification

Personnel List

Personnel: Personnel Rank: 1 - Primary
 Designation: Mobile No:
 Add Item Cancel

SN			Personnel	Mobile No	Designation	Personnel Rank
1	<input type="checkbox"/>	<input type="checkbox"/>	bigbird bigbird			1 - Primary
2	<input type="checkbox"/>	<input type="checkbox"/>	Linda_tech Linda			1 - Primary

Click Add Item to add new row

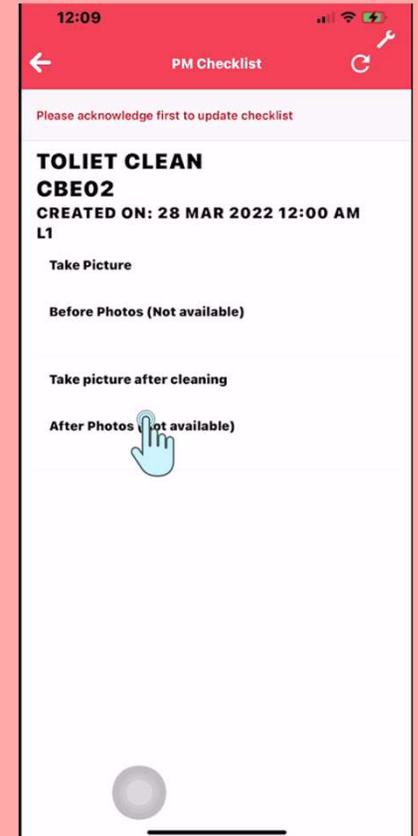
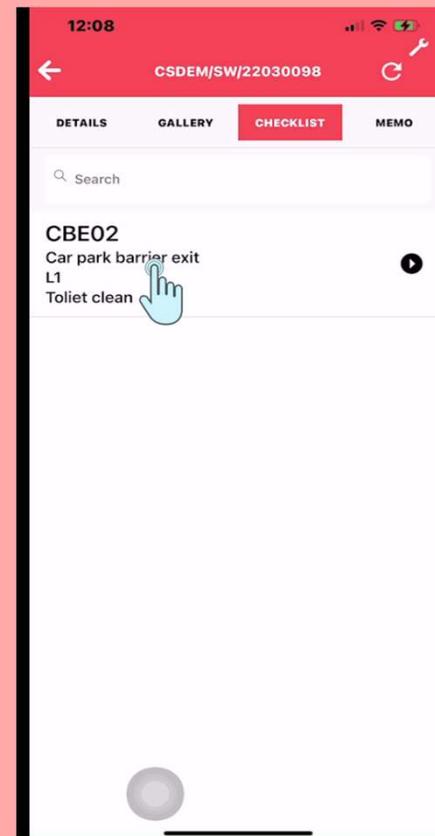
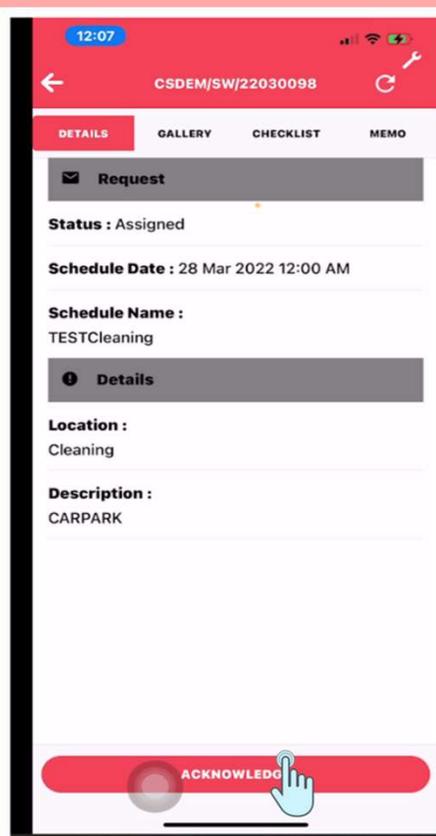
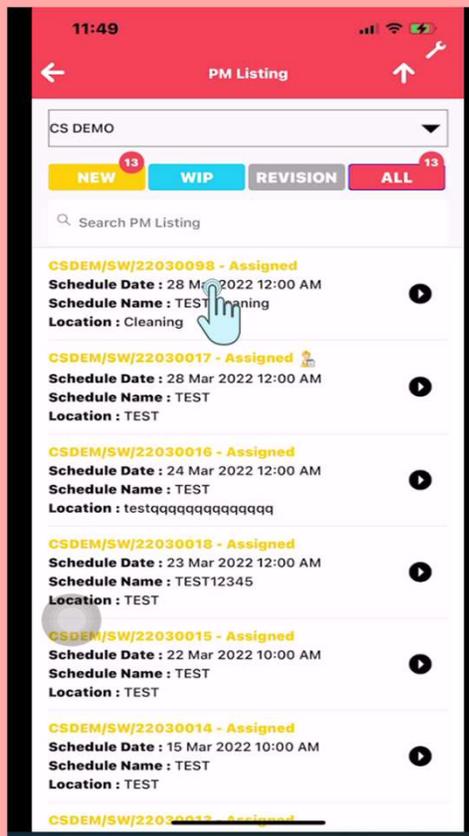
Work Schedule | 1 - List | 2 - Q Search | Find What:

View In: team A / CS DEMO ▼

SN	Schedule No	Schedule Type	Type Of Service	Schedule Name	Schedule Frequency	Duration	Start Date	End Date	Active
CSDEMO CS DEMO									
1	CSDEM/WS/22030003	Fixed	Air-Conditioning	TEST	Every 1 Week(s)	1	28 Mar 2022		Yes
2	CSDEM/WS/22030002	Fixed	Air-Conditioning	TEST	Every 1 Week(s)	1	22 Mar 2022		Yes

3) How does the Schedule appears In EFAMS App

- Check on the PM listing for assigned task
- Click on the various tabs to check for additional information



3) How does the Schedule appears In Qornerstone Estate

- Under the Work Order listing, the schedule will be generated

Home Page | New Calendar x | Calendar Setup x | Work Order : CSDM/SW/22030098 x | Work Order Listing x

Home Page | 1 - List | 2 - Search | Find What:

View All | View In : Team A / CSDMO ▼

Search Criteria: Record contains 'sche'

SN	Work Date	Ref No	Status	Problem Description	Action Taken	Fault Location	Work Priority	Requestor Name	Requestor Email	Requestor Mobile No	Problem Code	Work ID	Unit ID	Request ID	Work Order Type
CSDMO CSDMO															
1	28 Mar 2022 00:00	CSDM/WS/22030004	Work In-Progress	CARPARK	cleaning	Cleaning	Normal	TESTCleaning			Carpark	CSDM/SW/22030098	---		Schedule
2	28 Mar 2022 00:00	CSDM/WS/22030003	Acknowledge	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22030017	---		Schedule
3	24 Mar 2022 00:00	CSDM/WS/22030002	Work Completed	testqqqqqqqqqqqq	test	testqqqqqqqqqqqq	Normal	TEST			Air-Conditioning	CSDM/SW/22030016			Schedule
4	23 Mar 2022 00:00	CSDM/WS/22030001	Work In-Progress	TEST	test	TEST	Normal	TEST12345			Air-Conditioning	CSDM/SW/22030018			Schedule
5	22 Mar 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22030015			Schedule
6	15 Mar 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22030014			Schedule
7	08 Mar 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22030013			Schedule
8	01 Mar 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22030012			Schedule
9	22 Feb 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22020018			Schedule
10	15 Feb 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22020017			Schedule
11	08 Feb 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22020016			Schedule
12	01 Feb 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22020015			Schedule
13	25 Jan 2022 10:00	CSDM/WS/22010001	Assigned	TEST		TEST	Normal	TEST			Air-Conditioning	CSDM/SW/22010020			Schedule

Total Page: 1

Appendix A : Setting Up a Calendar

Go to Control Panel

- 1) Company- Company Calendar-
Calendar Set-up
- Click On New Calendar

- 2) Create a New Calendar Name
- Set Default Calendar to Yes or No (if each MCST has different Working hours), will advise to set it as No

- For Working Days, user can tick on the check box

- a) Is Working Day (Mandatory)
- b) Full Day (if no, please refer to item c)
- c) Effect From and Effect to (time)

- Set the public holidays*

*Note: If user has the existing calendar from the previous year, they can copy from the previous year and amend the dates

Calendar Setup

Calendar Name	Holiday Calendar	Default	Working Days	Updated By	Updated On
SG	SG	No	Mon, Tue, Wed, Thu, Fri	Demo	28 Dec 2021 5:10:27 PM
SG (Default)	SG (Default)	Yes	Mon, Tue, Wed, Thu, Fri, Sat	Demo	27 May 2022 10:04:33 AM

Record Found: 2 | New Calendar... Close

Calendar Setup

Calendar Name: JLL Trial (Demo) | Default Calendar: Yes No

Working Days

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Is Working Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Full Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective From	12:00:00 AM	9:00:00 AM	9:00:00 AM	9:00:00 AM	9:00:00 AM	9:00:00 AM	9:00:00 AM
Effective To	11:59:00 PM	6:30:00 PM	6:30:00 PM	6:30:00 PM	6:30:00 PM	6:30:00 PM	2:00:00 PM

Use Existing Calendar for Public Holidays

Public Holidays for Year 2022 Copy Public Holidays From Previous Year

Holiday Date: 12:00:00 AM - 11:59:00 PM Full Day
 Holiday Name:

Add Item Cancel

SN		Holiday Date	Effective Hours	Holiday Name
1	<input type="checkbox"/>	01 Jan 2022	Full Day	NEW YEAR
2	<input type="checkbox"/>	01 Feb 2022	Full Day	CHINESE NEW YEAR

Edit Last Updated by Qornerstone CS on 30 Aug 2022 15:31 | Save Back Close

Appendix A: Setting Up a Calendar

To set a Default Calendar , please go to Property Listing. Select the the property listing and click update item. Then click on save.

When user set up a new work schedule for the said property, the calendar will auto defaulted

The screenshot shows the 'Calendar Setup' application interface. The top navigation bar includes 'Demo Cornerstone', 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. Below this, there are tabs for 'Home Page', 'Calendar Setup : SG (Default) x', and 'Calendar Setup x'. The 'Calendar Setup' section has two sub-tabs: '1 - Calendar' and '2 - Property Listing', with the latter selected. A hand cursor is pointing to the '2 - Property Listing' tab. Below the tabs, there is a 'Property List' section. It features a 'Property ID' dropdown menu set to 'CSDEMO' and 'Update Item' and 'Cancel' buttons. A table below shows the property listing:

SN	Property ID	Property Name
1	CSDEMO	CSDEMO

Below the table, there is a 'Click Add Item to add new row' button. At the bottom of the interface, there is an 'Edit' button, a status bar showing 'Last Updated by Demo on 27 May 2022 10:04', and 'Save', 'Back', and 'Close' buttons.

Appendix B : Cheat Sheet for Work Checklist

Checklist is used for Preventive Maintenance and can be tagged to work schedule .

Home Page Checklist Name : Manager Daily Checklist x Work Checklists x Asset Categories x

Work Checklist

Checklist Name: Manager Daily Checklist

Active: Yes No
 Usage: Yes No
 Security: Yes No

Checklist Items

Item Description: Name of the Personnel
 Value Type: TEXT

Item Remarks
 Enable Photo (Before)
 Enable Photo (After)

Update Item Cancel

SN	<input type="checkbox"/>	Item Description	Value Type	Item Remarks	Enable Photo (Before)	Enable Photo (After)
1	<input checked="" type="checkbox"/>	Name of the Personnel	TEXT	No	No	No
2	<input type="checkbox"/>	Conduct Security Briefing for Security Briefing	YES/NO	No	No	No
3	<input type="checkbox"/>	Check Security s daily completed check list	YES/NO	No	No	No
4	<input type="checkbox"/>	Randon check on Guardoon, Visitor Log Book , Check CCTV & Cameras if working	YES/NO	No	No	No
5	<input type="checkbox"/>	Random check toilets for cleanliness, toilet roll, hand soap replenished	YES/NO	No	No	No
6	<input type="checkbox"/>	Randon check building for safety hazard	YES/NO	No	No	No

Select All Move Down Move Up

Pre- Condition : In order for Checklist to appear in Work Schedule , the checklist need to be tagged to an asset

Home Page Property Asset : MGR-1 x Property Assets x Checklist Name : Manager Daily Checklist x Work Checklists x Asset Categories x

Property Asset

1 - Asset Details 2 - Warranty Details 3 - IOTs 4 - Uploaded Document

ID	Name	Units	SHR	SQM	
Property ID		Total	20 ()	96	0
Manager ID		Occupied	15	79	0

View Work Request History | View Work Order History

Asset Description: Manager Routine Check
 Asset Category: Manager Checklist (Demo only)
 Work Checklist: Manager Daily Checklist
 Problem Code:

Asset Code: MGR-1
 Status:
 Active: Yes
 Major Asset

Asset Details

Location: Administrative Office
 Serial Number:
 Manufacturer:
 Model:
 Lifespan: 0 Year(s) and 0 Month(s)
 Handover Efficiency: 0

Scanning Code:
 Quantity: 1
 Purchase Date:
 Commission Date:
 Operating HR(Daily): 0
 Benchmark: 0

Remarks

Remarks:

View Last Updated by Cornerstone CS on 30 Aug 2022 15:14 | Edit Other Actions Close

Appendix B : Cheat Sheet for Work Checklist

When inserting the checklist into a work schedule, an asset code must be chosen where an existing checklist is already tagged. To it

User can have 2 options

- a) Uploaded the property asset category and asset into the database. Create a checklist and tagged to the intended asset code.
- b) Create a dummy asset category and property asset to have a check list

Home Page | Work Schedule : TRIAL/MWS/22090001 x

1 - Schedule Details | 2 - Work Order Details | 3 - Personnels & Supplier

Edit Work Schedule

Fault Locations: Administrative office

Work Details

Type Of Service: Security Services / Security | Work Priority: Normal

Description: Routine Check

Asset List

Asset Code: MGR-3 / Security Services

Checklist Name: Routine Security Checklist by Supervisor

SN	Code/Name	Checklist Name
1	MGR-3 / Security Services	Routine Security Checklist by Supervisor

Click Add Item to add new row

Select All

Edit | Last Updated by Gomerstone CS on 01 Sep 2022 09:24 |

Save | Back | Close

Appendix B : Cheat Sheet for Work Checklist

Go to Maintenance Module

- Select Maintenance Property -> Setup->Asset Categories.
- To create a new Asset Category. Select New Category
- Input a description
- Click Save. The new asset category will be updated in the Asset Categories List

Home Page New Asset Category x Asset Categories x

Asset Categories 1 - List 2 - Search Find What:

All Categories

- ACMV System
- Building
- Cleaning services
- Electrical

View In : All Categories

Asset Category	Active	Last Updated By	Last Updated Date
ACMV System	Yes	Demo	27 Aug 2019 10:53:11 AM
... ACMV	Yes	support	27 Aug 2019 12:12:05 PM
... Chiller	Yes	Demo	27 Aug 2019 10:54:09 AM
... Pumps	Yes	support	27 Aug 2019 12:21:38 PM
Building	Yes	Demo	27 Aug 2019 10:53:22 AM
... Lift	Yes	support	27 Aug 2019 12:22:32 PM
... Test-lift	Yes	Demo	12 Oct 2021 11:26:03 AM
Cleaning services	Yes	Demo	05 Nov 2021 3:54:59 PM
... Toilet cleaning	Yes	Demo	05 Nov 2021 3:55:18 PM
Electrical	Yes	support	27 Aug 2019 12:21:57 PM

Record Found: 12

New Category... Close

Demo Cornerstone Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page New Asset Category x Asset Categories x

Asset Category Help

ID	Name	Units	SHR	SQM
Property ID Demo	Demo Cornerstone	Total 169 (2)	299	306
Manager ID 38	Catherina	Occupied 86	206	306

Asset Category Preventive Maintenance (DEMO only) Active Yes No

Parent Category

New Last Updated By is Not Available

Save Save & New Close

Appendix B : Cheat Sheet for Work Checklist

Go to Maintenance Module

- Select Maintenance Property -> Property Manager -> Property Assets . To create a new Asset, Select New.

- A new property asset screen is opened

a) Create a dummy asset under the asset description.

b) Select the new created asset to be tagged dummy asset category

c) Create a Asset Code

d) Tag Work Checklist to the asset

e) Input a location (free text)

f) Click Save

Property Assets

View In : Residential / Demo Cornerstone

View In : All Categories

SN	Asset Code	Asset Description	Asset Category	Location	Last Updated By	Last Updated Date
Demo Demo Cornerstone						
1	AHU 20-2	AHU	ACMV	#01-03	Demo	04 Jan 2022 3:15:4...
2	AHU 27-2	AHU	ACMV	#01-02	support	27 Aug 2019 6:41:4...
3	AHU 59-2	AHU	ACMV	#01-01	support	27 Aug 2019 6:41:4...
4	CCTV-20	CCTV Side Gate	Electrical	Residential / ...	Demo	28 Oct 2021 10:41:...
5	CDWP-02	Condenser Water Pump 2	ACMV	Plant room	Demo	25 Jan 2022 11:36:...
6	CDWP-03	Condenser Water Pump 3	ACMV	Plant room	support	27 Aug 2019 6:41:4...
7	CDWP-04	Condenser Water Pump 4	ACMV	Plant room	support	27 Aug 2019 6:41:4...

Record Found: 44 | Page 1 of 3

New Property Asset

1 - Asset Details | 2 - Warranty Details | 3 - IOTs | 4 - Upload Document

ID	Name	Units	SHR	SQM	
Property ID	Demo	Total	169 (2)	299	306
Manager ID	38	Occupied	86	206	306

Asset Description: Manager Checklist

Asset Category: Preventive Maintenance (DEMO only)

Work Checklist: Periodic inspection and testing of EV charging station

Problem Code: [Dropdown]

Asset Code: MGR-1

Status: [Dropdown]

Active: Yes No

Major Asset:

Asset Details

Location: Administrative Office

Scanning Code: [Input]

Save | Close