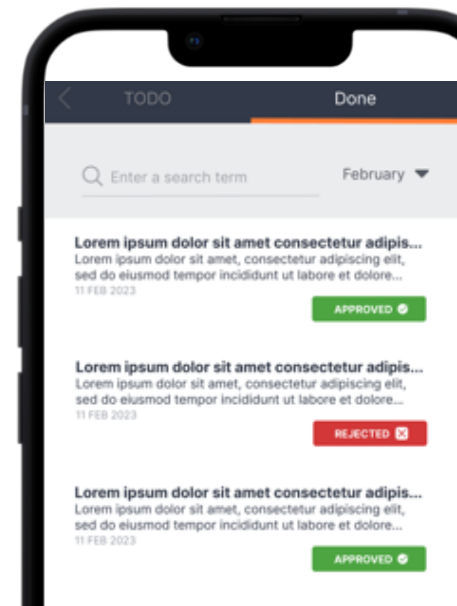
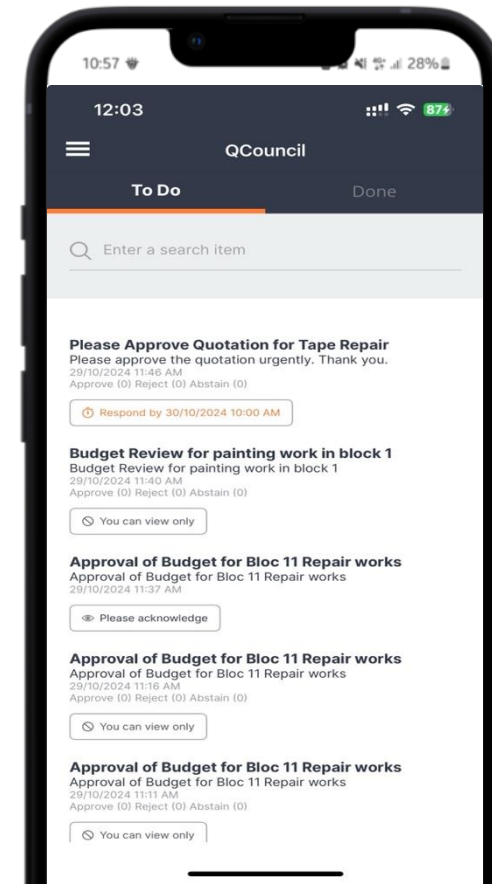


# QORNERSTONE PLATFORM

# Qommunity Council App Q.Council

User Guide version 2.0

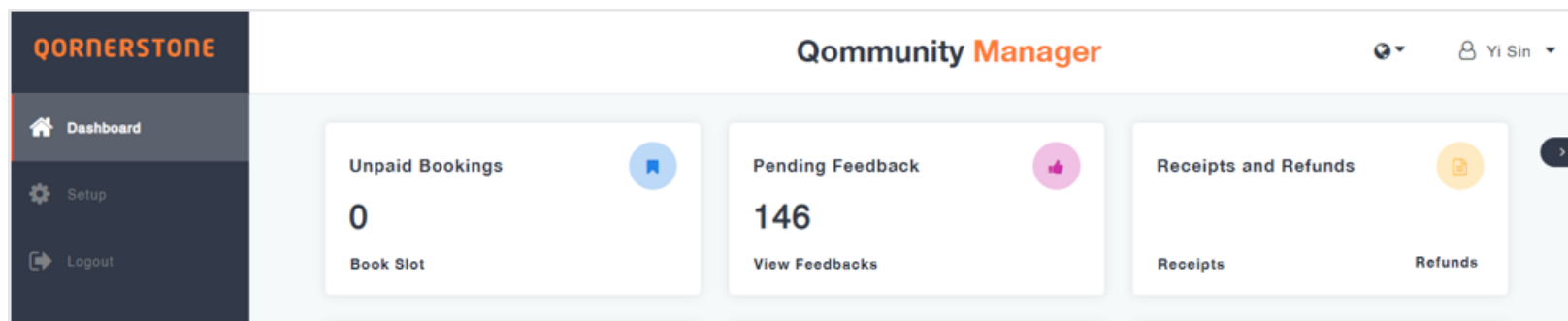
Oct 2024



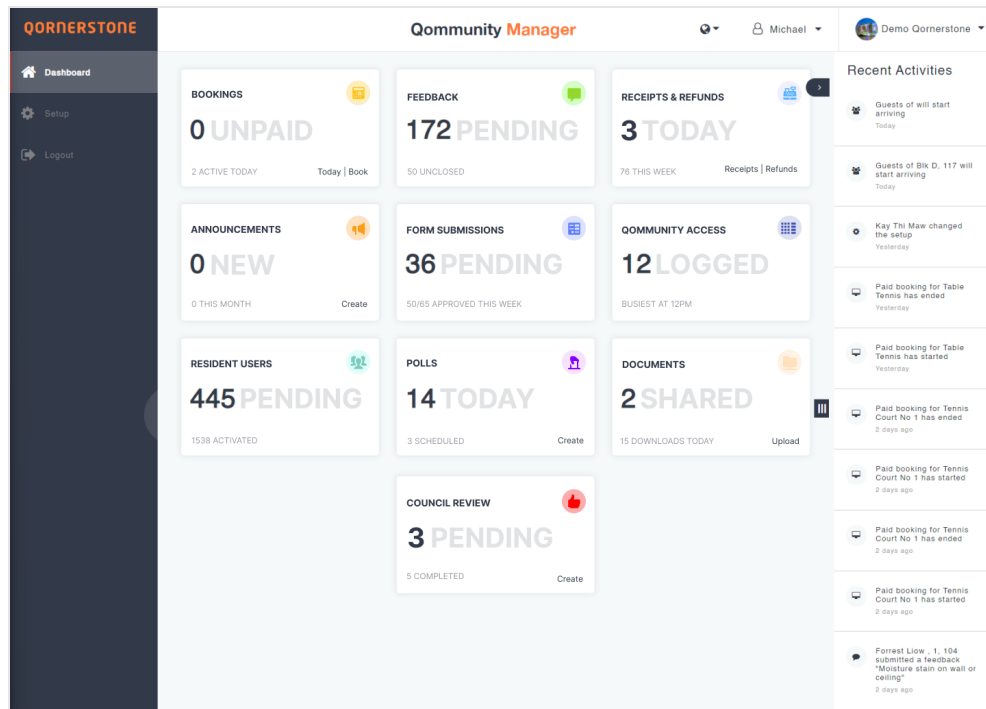
# Digitalization Tools

“What is Achievable with Qornerstone Platform?”

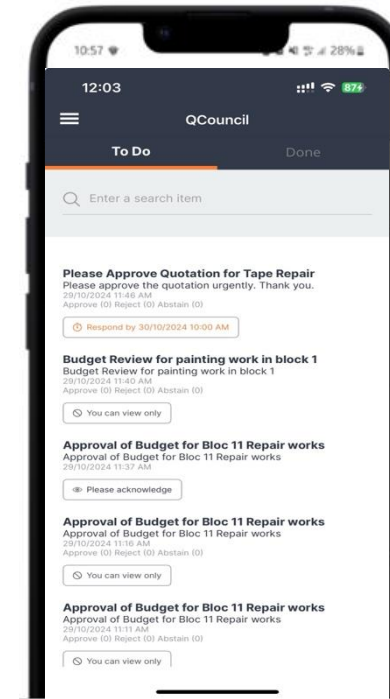
The successful adoption of the Qornerstone Platform with its in-built industry best practices workflows have enabled our clients to achieve both tangible and non-tangible benefits



# What are the Digital Tools?



&



Council Review in the Qommunity Manager (QM) for the Digital Condo Manager

Qommunity Council (Q.Council) App for the Council Members

# STRONG VALUE PROPOSITIONS



WhatsApp



Q.Council App

## Improved Collaboration & Communication

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Facilitate collaboration and communication between Digital Condo Manager & Council Members, enabling them to work together more effectively and efficiently.

## Analytics & Reporting

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Provide useful analytics and reporting features, allowing users to track their progress and identify areas for improvement.

## Centralized Management

---

A centralized platform for managing all requests and approvals, eliminating the need for multiple communication channels and improving transparency and accountability.

## Efficiency & Productivity Gain

---

Streamline the request and approval process, reducing the time and effort required to complete tasks and increasing productivity.

## Secured & Compliance

---

Access controls to protect sensitive information and to ensure compliance with relevant regulations.

## Configurable Workflows

---

Users can configure their workflows, ensuring that requests are routed to the right people at the right time and that all necessary approvals are obtained.

## Integration & Compatibility

---

Integrate with existing backend systems and tools, such as accounting and asset management systems, to provide a seamless user experience and reduce the need for manual data entry.

Cornerstone Platform

# KEY FEATURES

- Digitalize the review and approval processes
- Digitalize task creation by the Digital Condo Manager
- Comprehensive Approval Processes (Sequential & Simultaneous / Real-Time Results)
- Dashboard, Audit Trail & Real-Time Reporting

# Q.COUNCIL USE CASES

## Activity

## Actions

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Submit Minutes of Meeting for Approval

Digital Condo Manager submit the MoM, Circular, Votes from the Council Members

Forward Circular for Reading

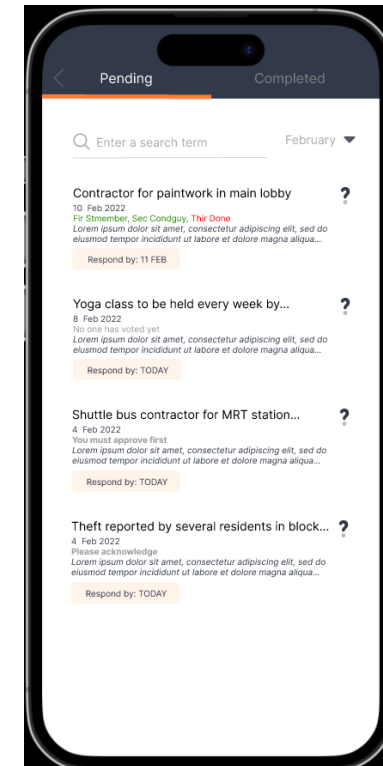
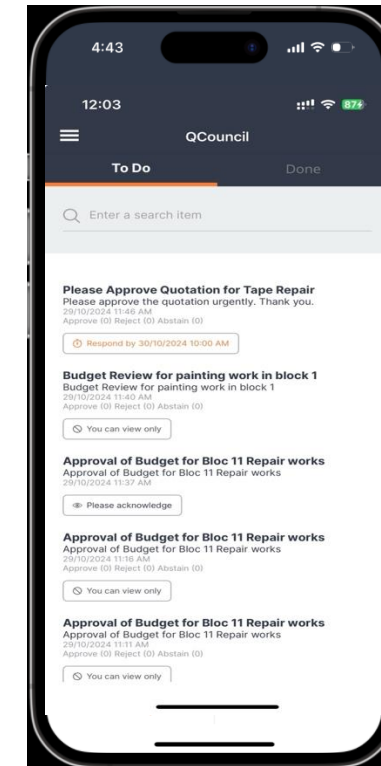
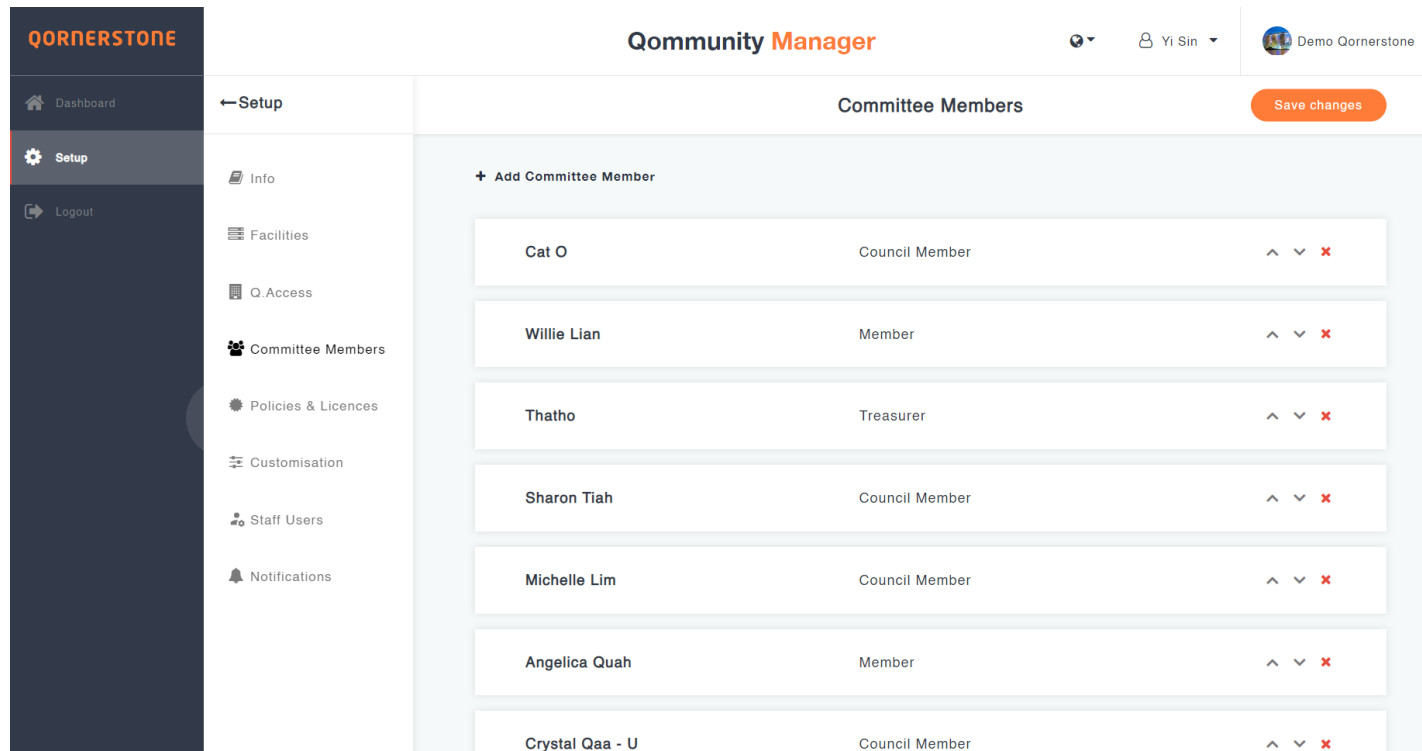
Vote for Decisions

Review of Past Approvals & Records

Digital Condo Manager & Council Members can review past records and audit logs on approvals, circulars and votes

# (1) HOW TO ENROL COUNCIL MEMBERS?

- Create access of the Council Members



- Via QM, add a SP to the Committee Member list to identify the SP as a valid Council Member
- The valid Council Member shall install the Q.Council app via Google Play or App Store
- Upon successful installation, the Council Member shall log into Q.Council using valid Email or Mobile Number
- Remove Council Member from this name list to deny Q.Council App access

# (2) DIGITAL TOOLS FOR CONDO MANAGER

(a) Click on the Cart to enter the Council Review Main Page

QORNERSTONE Community Manager

Dashboard

BOOKINGS 0 UNPAID 2 ACTIVE TODAY Today | Book

ANNOUNCEMENTS 0 NEW 0 THIS MONTH Create

RESIDENT USERS 445 PENDING 1538 ACTIVATED

FEEDBACK 172 PENDING 50 UNCLOSED

FORM SUBMISSIONS 36 PENDING 50/65 APPROVED THIS V Create

POLLS 14 TODAY 3 SCHEDULED Create

RECEIPTS & REFUNDS

DOCUMENTS 2 SHARED 15 DOWNLOADS TODAY Upload

COUNCIL REVIEW 3 PENDING 5 COMPLETED Create

Recent Activities

- Guests of will start arriving Today
- Guests of Blk D, 117 will start arriving Today
- Kay Thi Maw changed the setup Yesterday
- Paid booking for Table Tennis has ended Yesterday
- Paid booking for Table Tennis has started Yesterday
- Paid booking for Tennis Court No 1 has ended 2 days ago
- Paid booking for Tennis Court No 1 has started 2 days ago
- Paid booking for Tennis Court No 1 has ended 2 days ago
- Paid booking for Tennis Court No 1 has started 2 days ago
- Forrest Low, 1, 104 submitted a feedback "Moisture stain on wall or ceiling" 2 days ago

QORNERSTONE Community Manager

Dashboard

Setup

Logout

Council Review All In Progress (3) Completed Add New Clear Filters

Subject	Created	Due	Status	
Sentosa Cove Residents Survey	19 Jan 2023	1 Feb 2023	Approved (4/5)	✗
Polling	14 Dec 2022	22 Jan 2023	Acknowledged	✗

From the Qommunity Manager, the Digital Condo Manager can

- Locate the Council Review Cart
- The Council Review Cart would display the number of Pending & Completed Tasks
- Click on the Cart to enter the Council Review Main Page



# (2) DIGITAL TOOLS FOR CONDO MANAGER

## (b) Review In Progress/Completed Tasks

**Task Status**

**Add New Tasks**

**Task List**

Subject	Created	Due	Status
Sentosa Cove Residents Survey	19 Jan 2023	1 Feb 2023	Approved (4/5)
Polling	14 Dec 2022	22 Jan 2023	Acknowledged

**Completed Review**

**REJECTED**

Due Date: 19-01-2023, Due Time: 9:00

Type: Approve in sequence, Approval condition: 3 out of 3

Ernest Ong (Chairman) Approve

Willie Lian (Treasurer) Abstain

Tan HB (Council Member) Reject

Attachments (2) & links (3)

From the Council Review Main Page, Digital Condo Manager can

- View the Task List
- Sort the list by selecting the required status
- Review the Task Details and Results
- Generate Printer-Friendly PDF document



# (2) DIGITAL TOOLS FOR CONDO MANAGER

## (c) Create New Task

The image shows a transition from a dashboard to a 'New Review' form. On the left, a dashboard snippet shows a table with columns 'Due' and 'Status', and an 'Add New' button highlighted with a red dashed box. An arrow points to the right, where the 'New Review' form is displayed. The form includes fields for Subject, Body Text, Due Date, Due Time, Type, and Approval condition. The approval list includes Ernest Ong (Chairman), Willie Lian (Treasurer), and Tan HB (Council Member). A 'Confirm' button is at the bottom.

Due	Status
1 Feb 2023	Approved (4/5)
22 Jan 2023	Acknowledged

**Form Fields:**

- Subject: Lorem ipsum dolor sit
- Body Text: [Empty text area]
- Due Date: 19-01-2023
- Due Time: 9:00
- Type: Approve in sequence
- Approval condition: 3 out of 3
- Approval List:
  - Ernest Ong (Chairman)
  - Willie Lian (Treasurer)
  - Tan HB (Council Member)

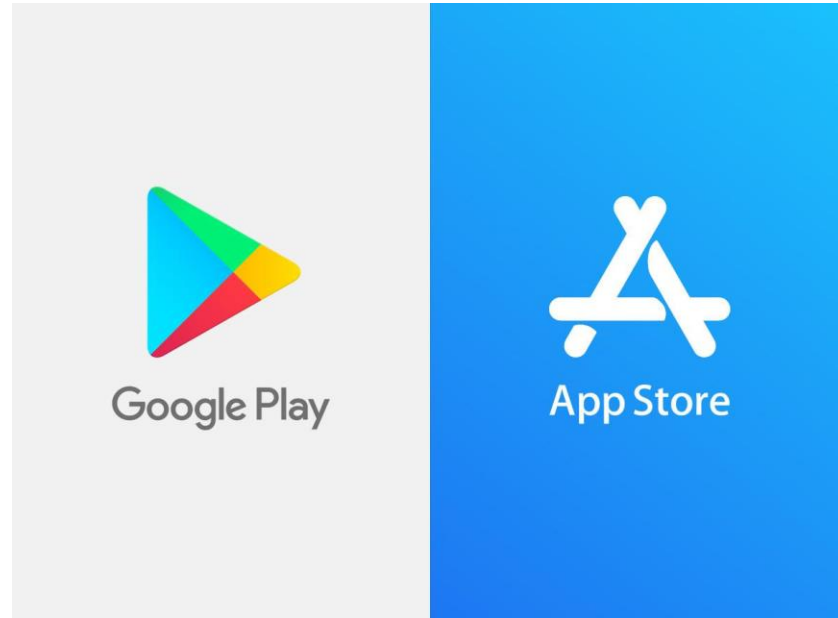
**Buttons:** Add New, Confirm

From the Council Review Main Page, Digital Condo Manager can

- Create a New Task by clicking on Add New
- Input the Subject & Body Text, and add PDF, JPEG attachments (i.e., same as the QM Announcement function)
- Select the Due Date and Time for the Task
- If Approval is required, select the Approval Type. For "Approve in Sequence", arrange and add the names accordingly.
- Digital Condo Manager can copy/clone previous Tasks

# (3) DIGITAL TOOLS FOR COUNCIL MEMBERS

(a) Login to Q.Council App

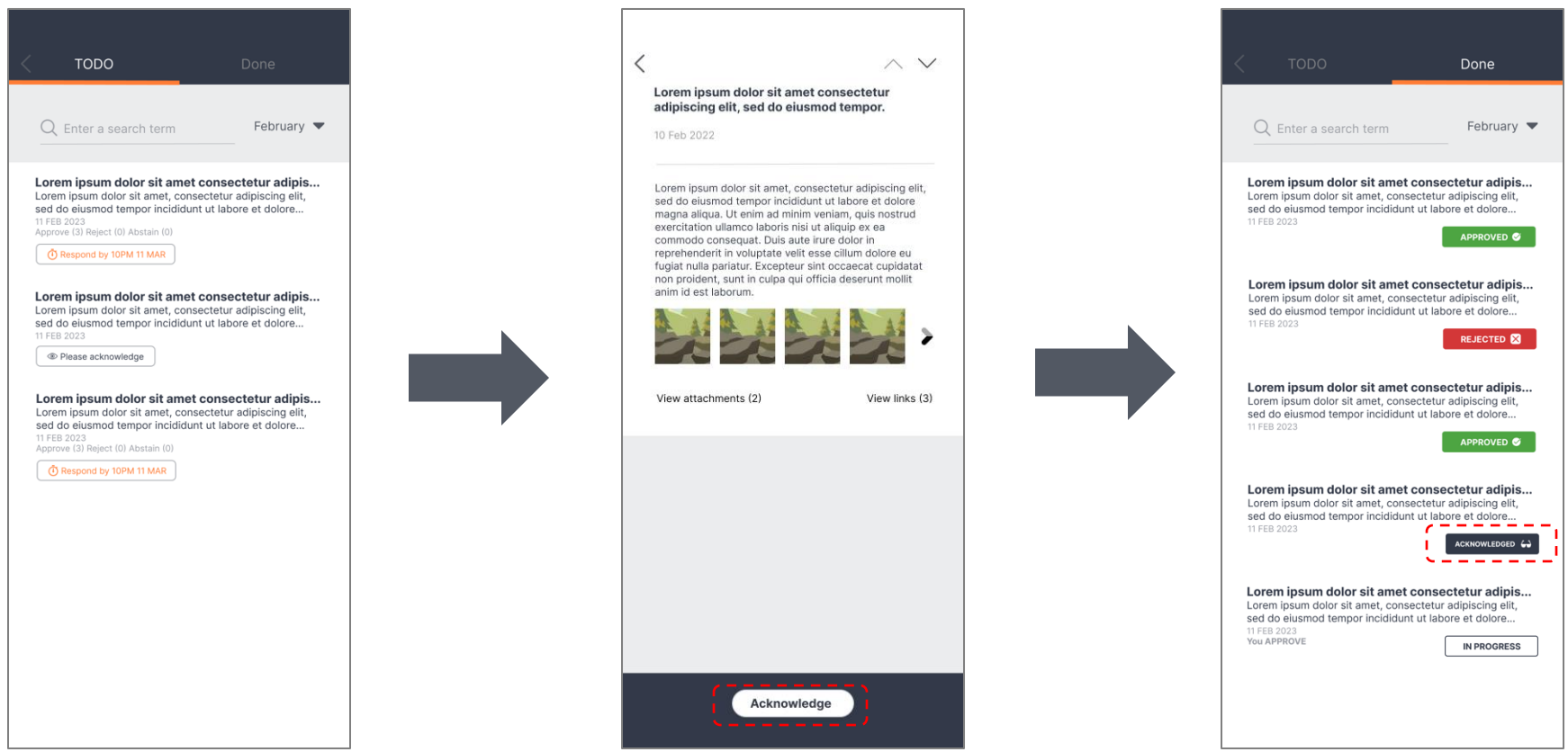


The Council Member

- Downloads the Q.Council App from the Google Play or App Store
- Uses the same Qcommunity Resident App login credential to access Q.Council App, i.e., registered Mobile Number or Email
- Can view the Management Overview of the Estate
- Accessible via Mobile & Tablet Devices

# (3) DIGITAL TOOLS FOR COUNCIL MEMBERS

## (b) Receive Task for Review/Reading

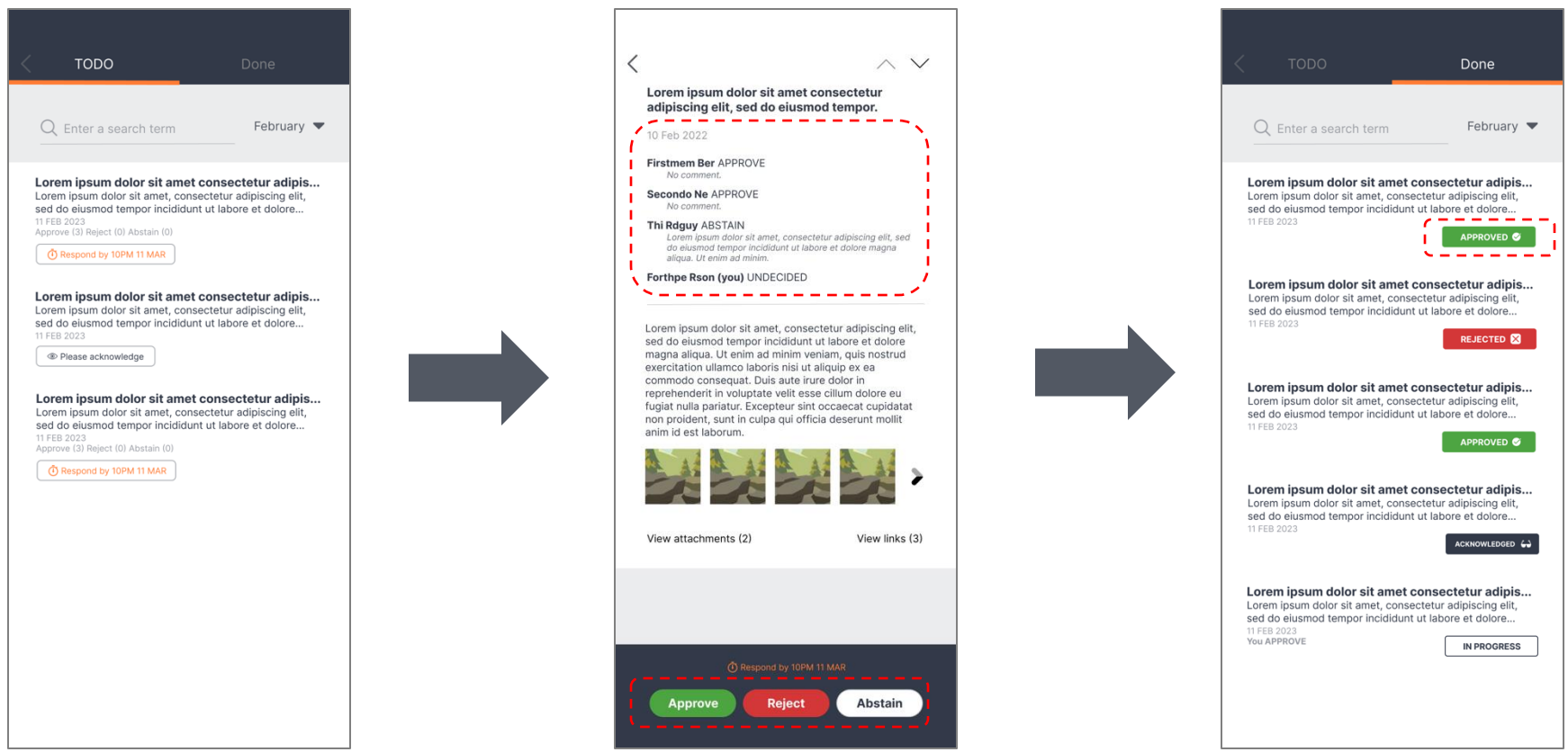


Under the To-Do Tab

- Shows the list of Tasks for Review and/or Approval. Task that requires review/reading only are labeled “Please Acknowledge”
- Council Member clicks of the task item to view the detailed information
- After reviewing the information, the Council Member clicks on the “Acknowledge” button
- The Task would move from the “To-Do” Tab to the “Done” Tab

# (3) DIGITAL TOOLS FOR COUNCIL MEMBERS

## (c) Receive Task for Approval



Under the To-Do Tab

- Task that requires review/reading only are labeled “Respond by [End Date/Time]”. The Task would automatically be completed up on expiry.
- Council Member clicks of the task item to view the detailed information and the approval status
- After reviewing the information, the Council Member clicks on the “Approve/Reject/Abstain” button where there is an option to add comments regarding their decision
- The Task would move from the “To-Do” Tab to the “Done” Tab
- Incomplete Approvals, therefore pending other Council Members’ decision, shall be labelled “In Progress”

# Thank You

Qornerstone Pte. Ltd.

140, Paya Lebar Road,  
#10-11 AZ@PayaLebar  
Singapore 409015

[www.qornerstone.com](http://www.qornerstone.com)