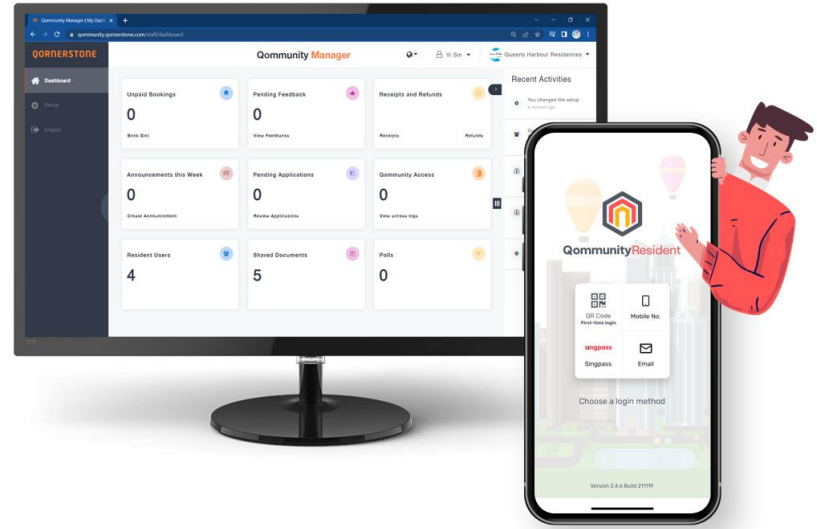




QORNERSTONE



Community Manager

**View, Search & Filter Facility
Booking List and View Receipts**

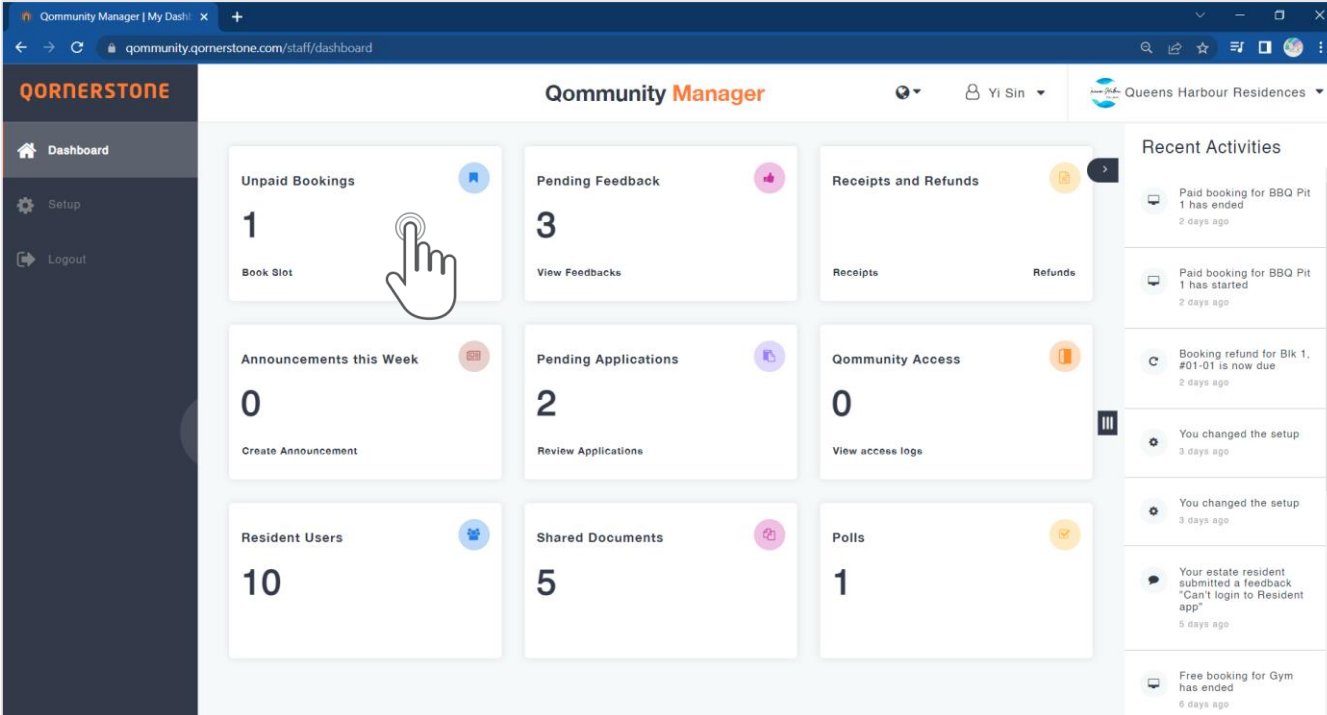


Facility Bookings

How to View Upcoming & Past Facility Bookings

View Facility Bookings

- **Unpaid Bookings:** The number of Booking Reservations
- Click on Unpaid Bookings box to view all Bookings
- Click on **Book Slot** to make a new Facility Booking



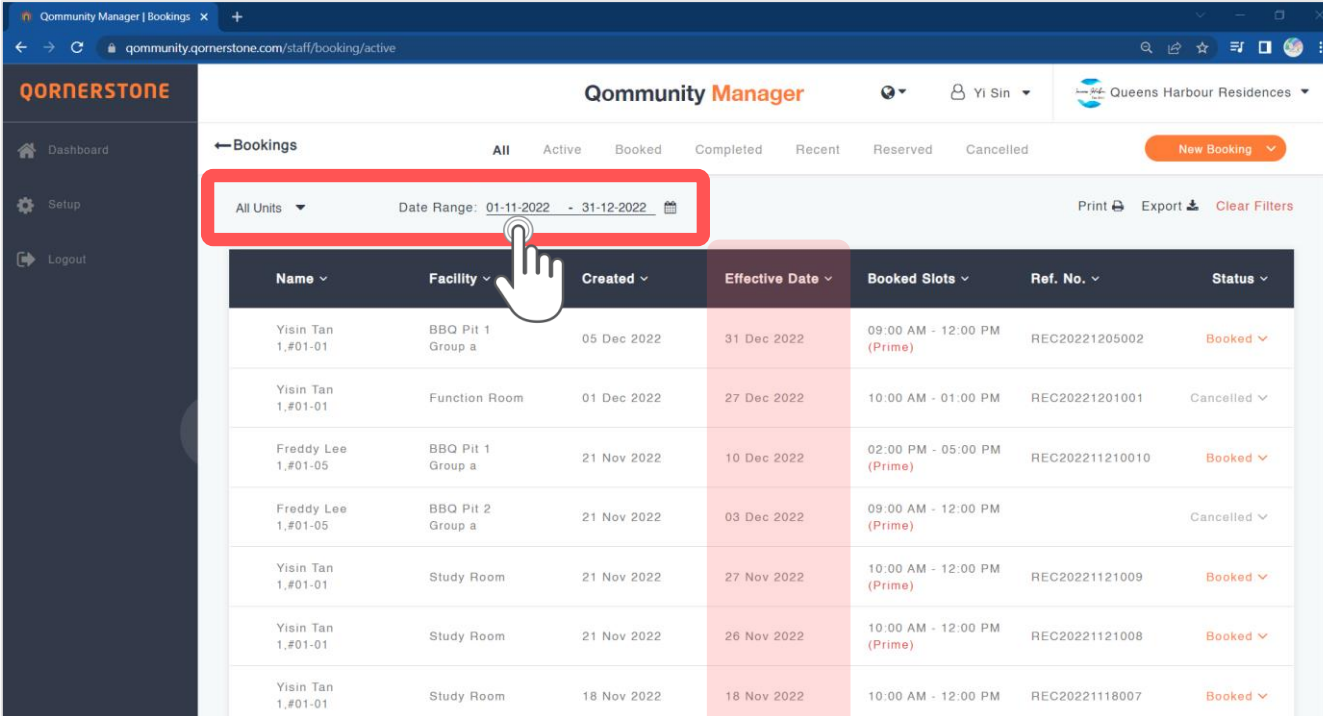
The screenshot displays the QORNERSTONE Community Manager dashboard. The interface includes a top navigation bar with the user's name 'Yi Sin' and the location 'Queens Harbour Residences'. A left sidebar contains navigation options: 'Dashboard', 'Setup', and 'Logout'. The main content area is a grid of nine summary cards:

- Unpaid Bookings:** 1. Includes a 'Book Slot' link. A hand cursor is pointing to this card.
- Pending Feedback:** 3. Includes a 'View Feedbacks' link.
- Receipts and Refunds:** Includes links for 'Receipts' and 'Refunds'.
- Announcements this Week:** 0. Includes a 'Create Announcement' link.
- Pending Applications:** 2. Includes a 'Review Applications' link.
- Community Access:** 0. Includes a 'View access logs' link.
- Resident Users:** 10.
- Shared Documents:** 5.
- Polls:** 1.

On the right side, there is a 'Recent Activities' section listing several events, such as 'Paid booking for BBQ Pit 1 has ended', 'Paid booking for BBQ Pit 1 has started', and 'Booking refund for Blk 1, #01-01 is now due'.

View Facility Bookings

- **All Units:** The default setting to view Bookings of all Units. To view Bookings of a particular Unit, click on the drop-down button to key in the Unit details (i.e. Block, Unit No.), select & filter the list.
- **Date Range:** Click on the date(s) to filter the list according to a date range, with reference to the *Effective Date* (i.e. the Facility Usage date)



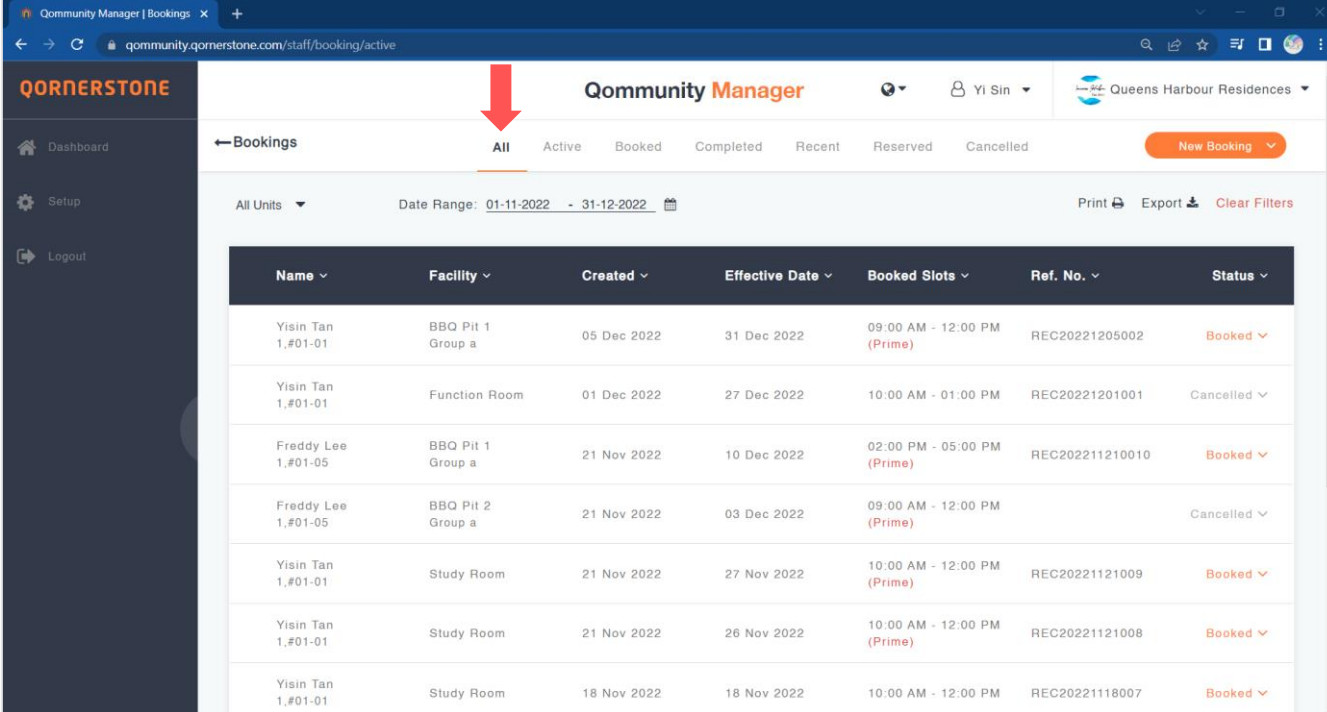
The screenshot shows the 'Qcommunity Manager' interface for viewing bookings. The page title is 'Qcommunity Manager' and the user is logged in as 'Yi Sin' at 'Queens Harbour Residences'. The main heading is '←Bookings' with filters for 'All', 'Active', 'Booked', 'Completed', 'Recent', 'Reserved', and 'Cancelled'. A 'New Booking' button is visible. A red box highlights the 'All Units' dropdown and the 'Date Range: 01-11-2022 - 31-12-2022' filter. A hand cursor is pointing at the 'Facility' column header. The table below shows a list of bookings with columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **All:** View Bookings of all statuses (i.e. all bookings) within the date range



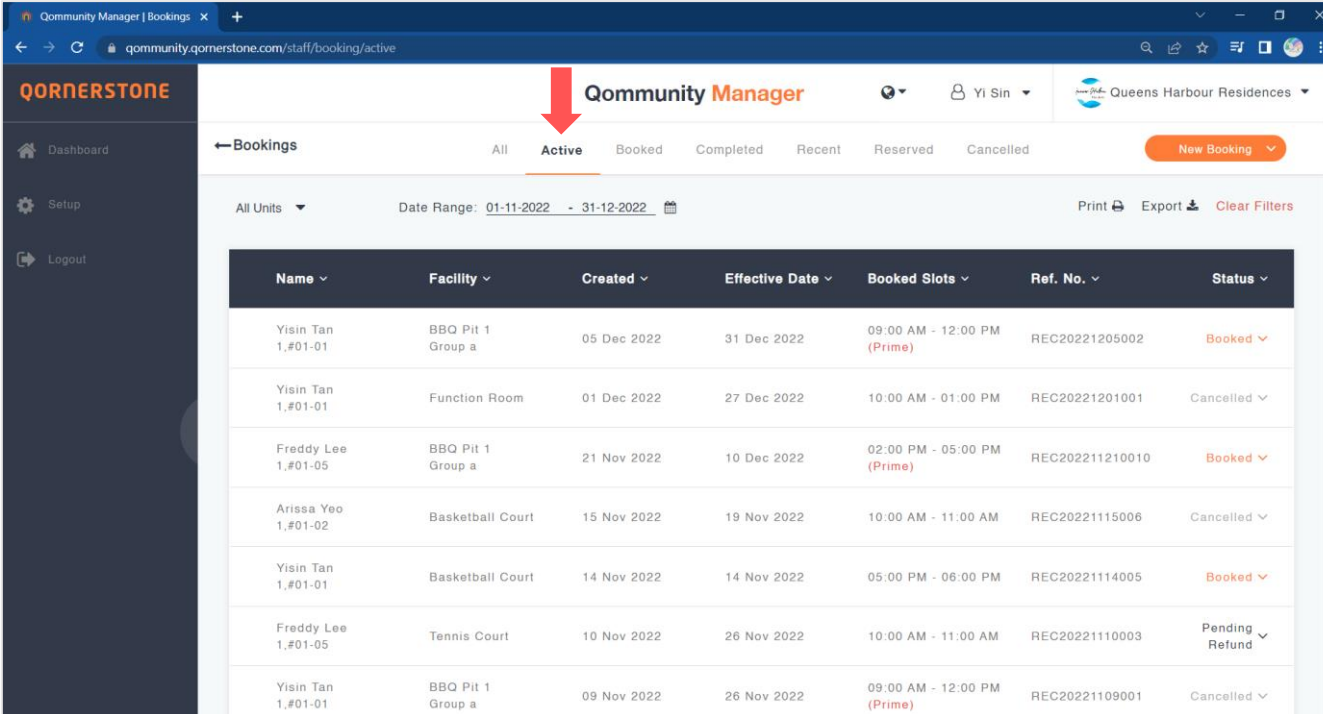
The screenshot shows the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, and the 'All' tab is selected, indicated by a red arrow. The date range is set to '01-11-2022 - 31-12-2022'. The table below lists several bookings:

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Active:** Current/Upcoming Bookings and Bookings that require actions by staff (e.g. Refund) within the date range



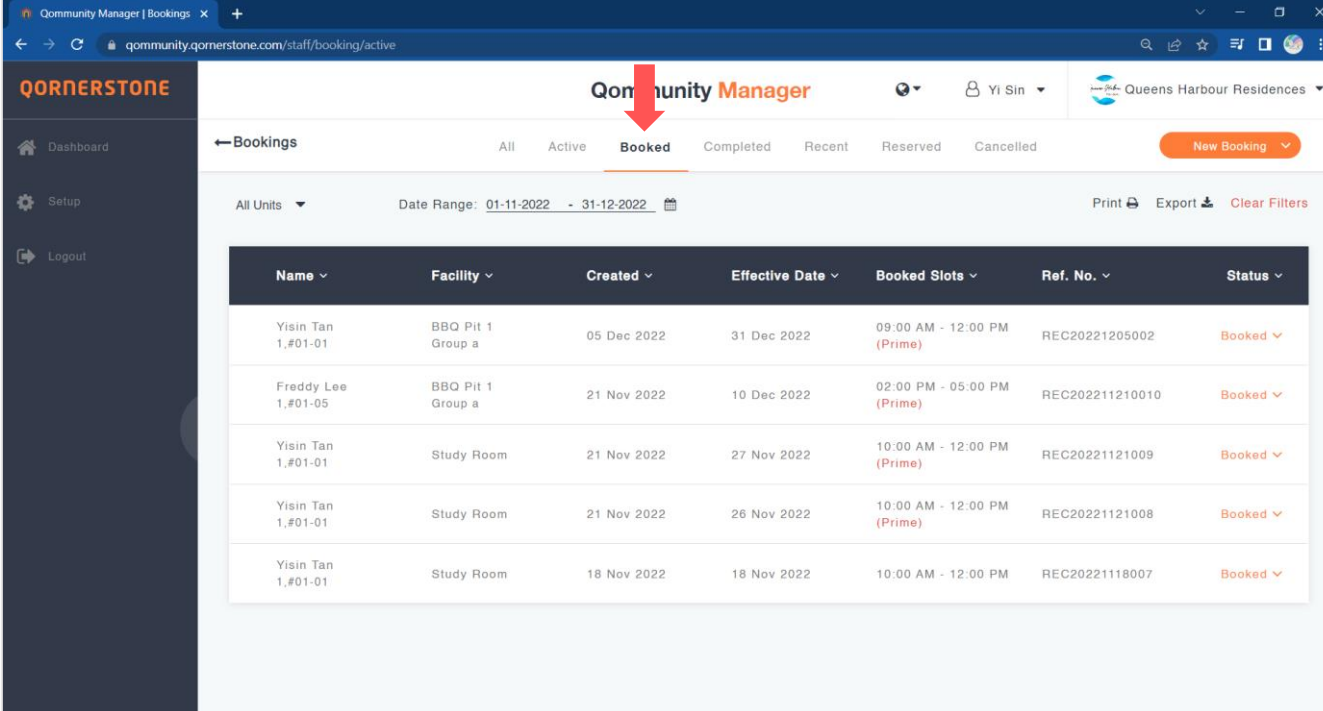
The screenshot shows the 'Community Manager | Bookings' interface. The 'Active' tab is selected, indicated by a red arrow. The date range is set to 01-11-2022 to 31-12-2022. The table below displays the following data:

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Arisa Yeo 1,#01-02	Basketball Court	15 Nov 2022	19 Nov 2022	10:00 AM - 11:00 AM	REC20221115006	Cancelled
Yisin Tan 1,#01-01	Basketball Court	14 Nov 2022	14 Nov 2022	05:00 PM - 06:00 PM	REC20221114005	Booked
Freddy Lee 1,#01-05	Tennis Court	10 Nov 2022	26 Nov 2022	10:00 AM - 11:00 AM	REC20221110003	Pending Refund
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	09 Nov 2022	26 Nov 2022	09:00 AM - 12:00 PM (Prime)	REC20221109001	Cancelled

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Booked:** Confirmed Bookings within the date range
- With the date range start date set to today's date, you will be viewing the current & upcoming Bookings



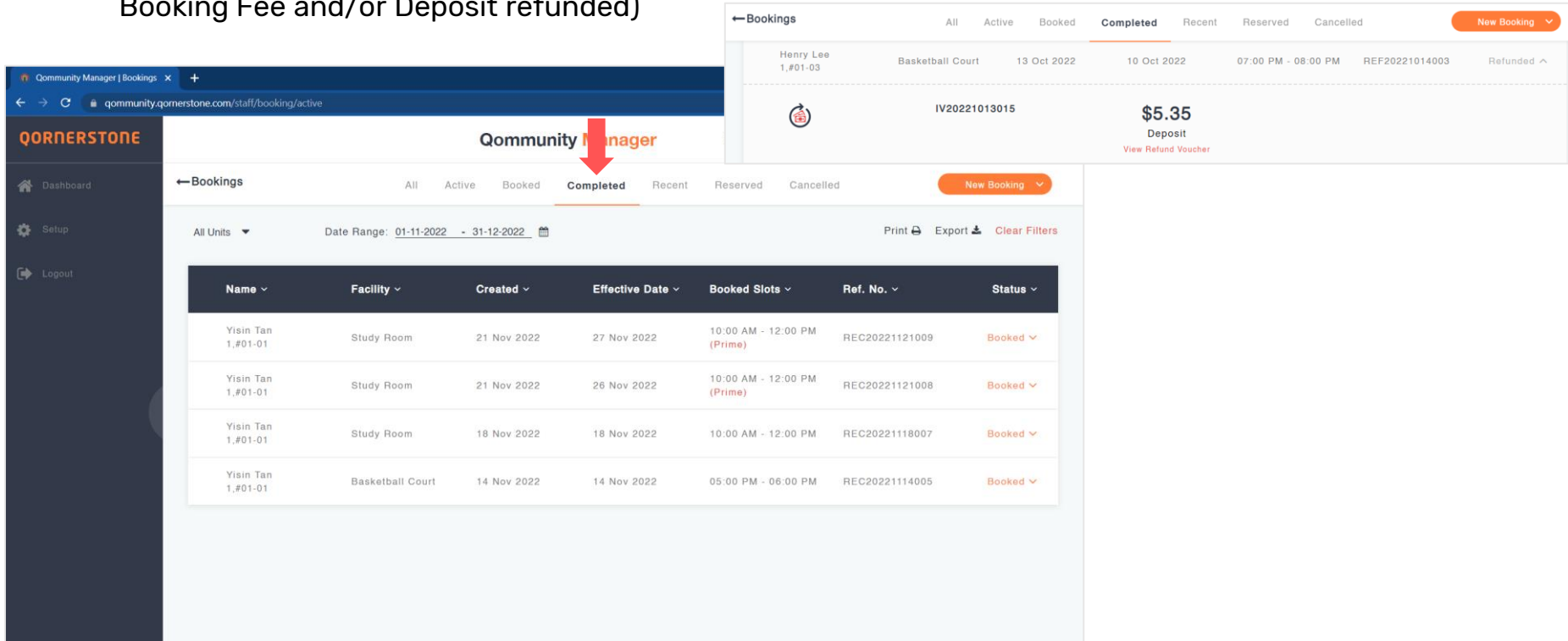
The screenshot shows the 'Community Manager' interface for viewing bookings. The 'Bookings' tab is active, and the 'Booked' sub-tab is selected. The date range is set to 01-11-2022 to 31-12-2022. A table lists five booked slots with columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Completed:** Completed Bookings within the date range
- Bookings that require no further actions from Staff (i.e. Completed/Cancelled Bookings with Booking Fee and/or Deposit refunded)



The screenshot displays the 'Community Manager | Bookings' interface. The 'Completed' tab is selected, and a red arrow points to it. The main table lists several bookings, and a detailed view of a specific booking is shown on the right.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked
Yisin Tan 1,#01-01	Basketball Court	14 Nov 2022	14 Nov 2022	05:00 PM - 06:00 PM	REC20221114005	Booked

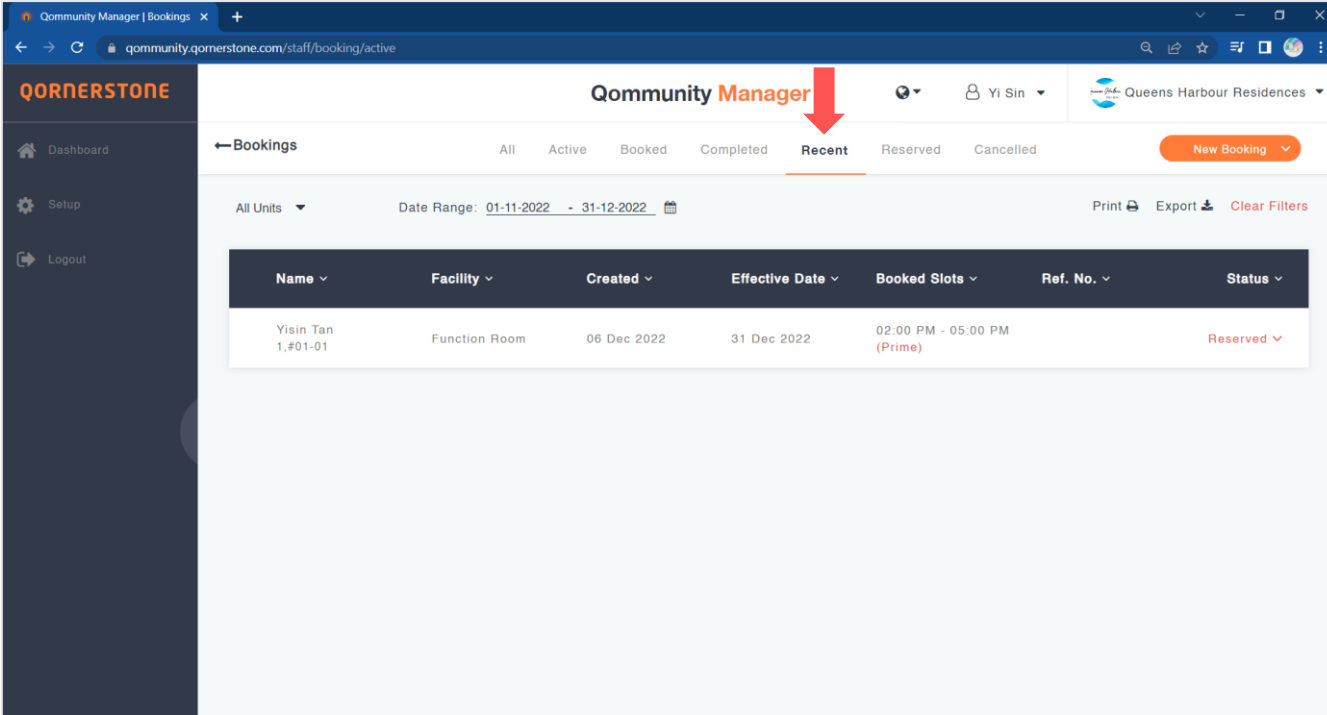
Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Henry Lee 1,#01-03	Basketball Court	13 Oct 2022	10 Oct 2022	07:00 PM - 08:00 PM	REF20221014003	Refunded

IV20221013015
\$5.35
 Deposit
[View Refund Voucher](#)

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Recent:** Bookings that were made on the day of viewing this booking list



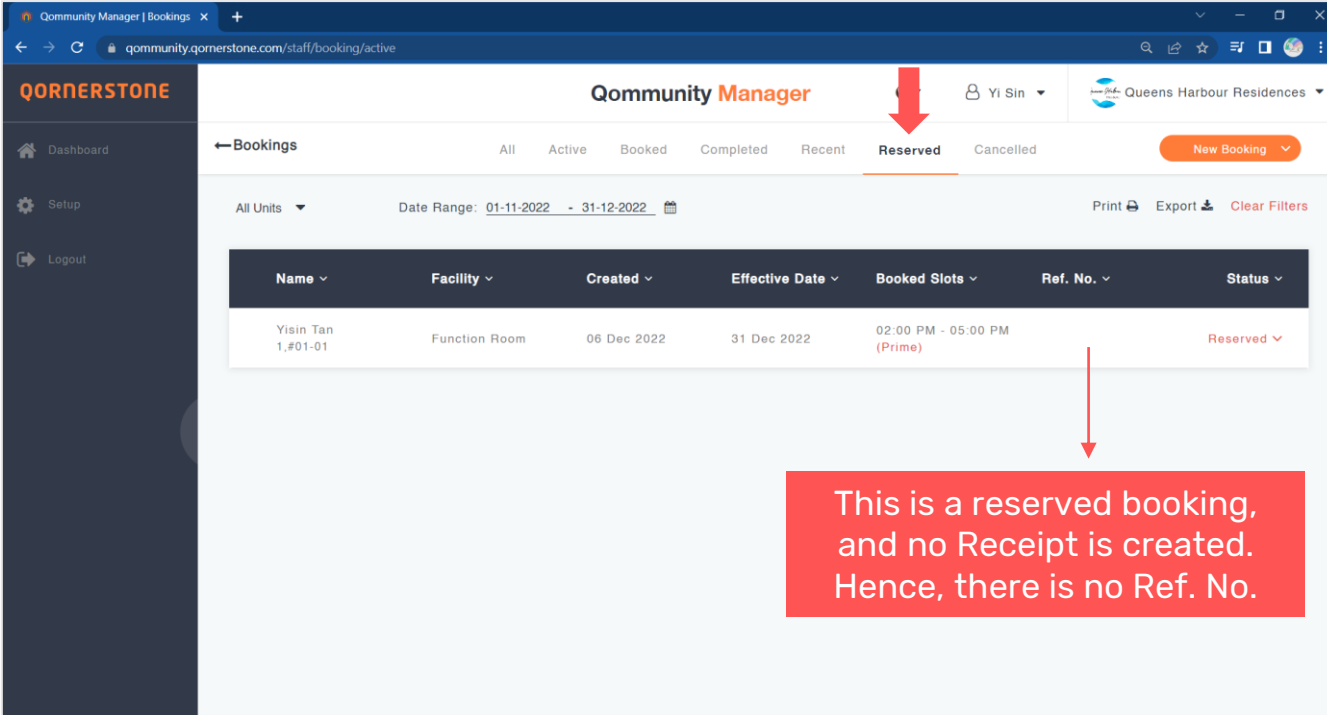
The screenshot displays the 'Community Manager' interface for viewing facility bookings. The 'Recent' tab is selected, indicated by a red arrow. The interface shows a list of bookings with the following details:

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Function Room	06 Dec 2022	31 Dec 2022	02:00 PM - 05:00 PM (Prime)		Reserved

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Reserved:** Booking reservations that were made within the date range



The screenshot shows the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, and the 'Reserved' tab is selected. A red arrow points to the 'Reserved' tab. Below the tabs, the date range is set to '01-11-2022 - 31-12-2022'. A table displays a single booking entry:

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Function Room	06 Dec 2022	31 Dec 2022	02:00 PM - 05:00 PM (Prime)		Reserved

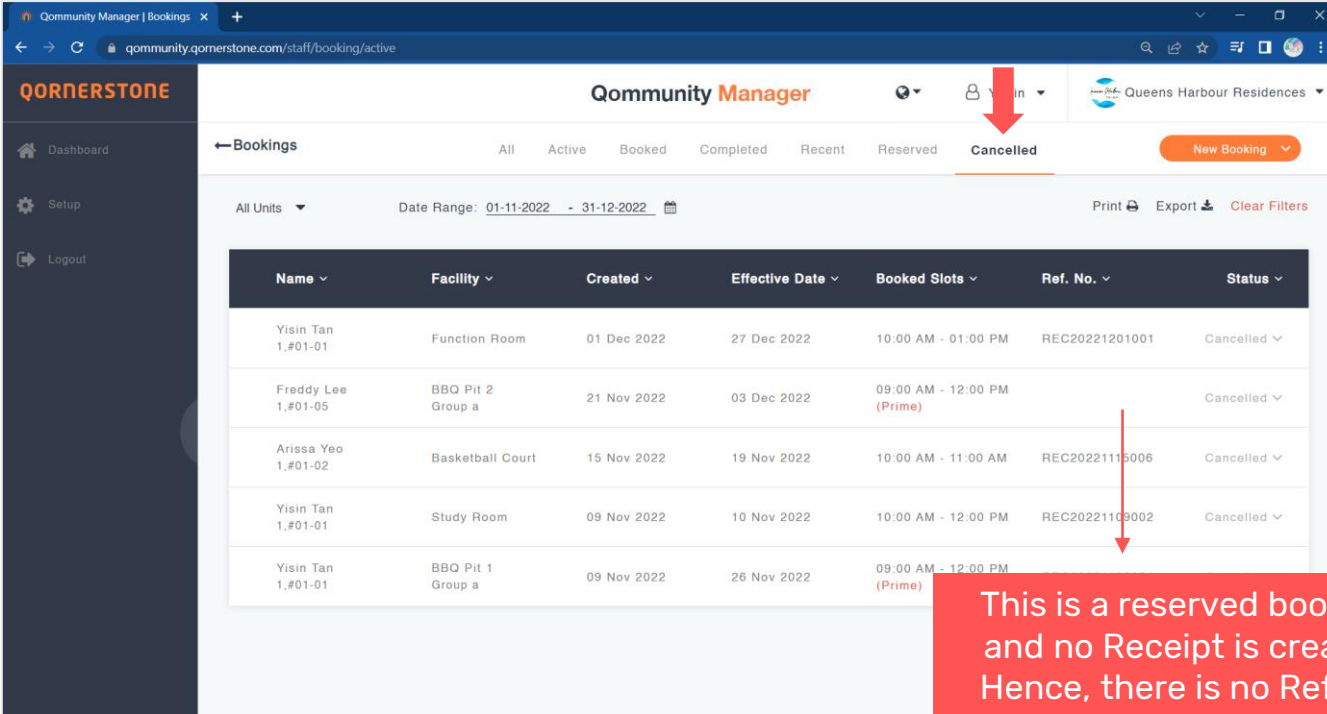
A red arrow points from the 'Ref. No.' column to a red text box:

This is a reserved booking, and no Receipt is created. Hence, there is no Ref. No.

View Facility Bookings

Toggle to the respective tabs to view the Bookings accordingly.

- **Cancelled:** Bookings that were cancelled within the date range



Community Manager | Bookings

qcommunity.qornerstone.com/staff/booking/active

QORNERSTONE Community Manager Queens Harbour Residences

←Bookings All Active Booked Completed Recent Reserved **Cancelled** New Booking

All Units Date Range: 01-11-2022 - 31-12-2022 Print Export Clear Filters

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Arisa Yeo 1,#01-02	Basketball Court	15 Nov 2022	19 Nov 2022	10:00 AM - 11:00 AM	REC20221115006	Cancelled
Yisin Tan 1,#01-01	Study Room	09 Nov 2022	10 Nov 2022	10:00 AM - 12:00 PM	REC20221109002	Cancelled
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	09 Nov 2022	26 Nov 2022	09:00 AM - 12:00 PM (Prime)		Cancelled

This is a reserved booking, and no Receipt is created. Hence, there is no Ref. No.



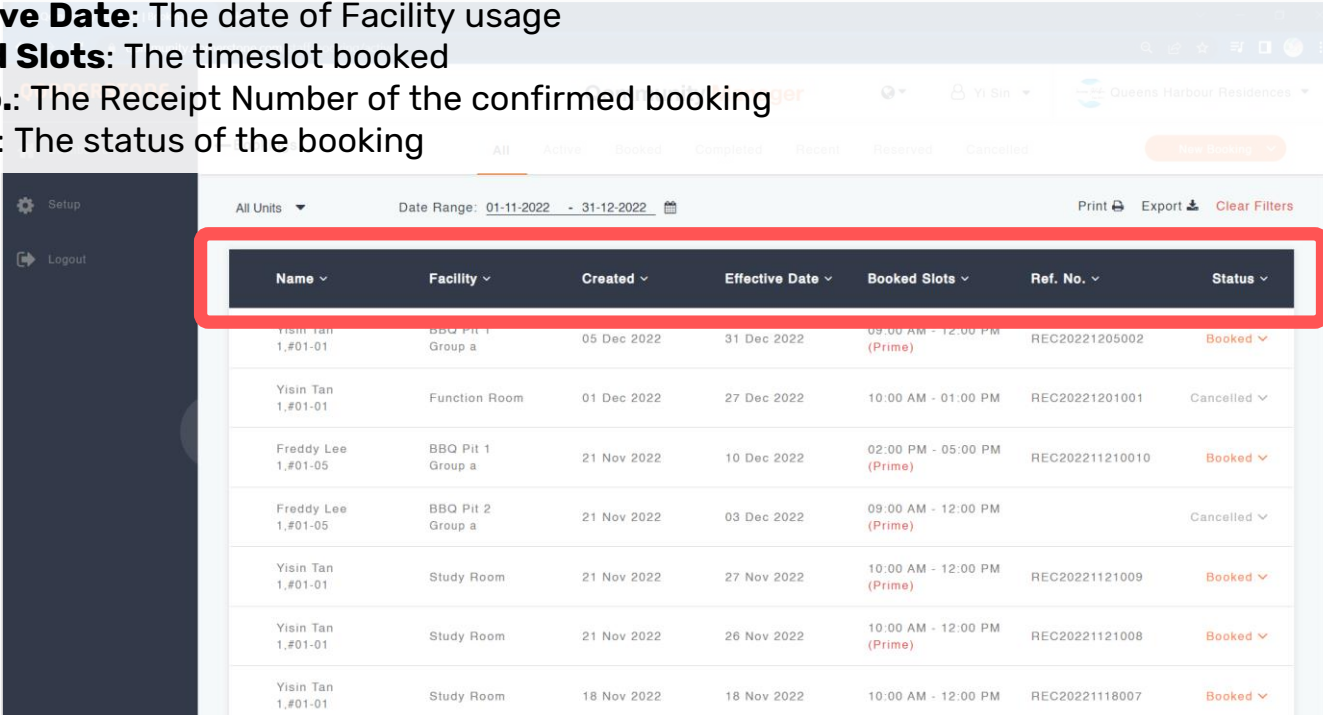
Facility Bookings

How to Search or Filter Facility Bookings

Search or Filter Facility Bookings

Column Header Descriptions

- **Name:** Name & Unit Details of Resident who made the Booking
- **Facility:** The Facility booked, followed by the Facility Group tagged to the Facility (in Setup)
- **Created:** The date when the Facility Booking was made
- **Effective Date:** The date of Facility usage
- **Booked Slots:** The timeslot booked
- **Ref. No.:** The Receipt Number of the confirmed booking
- **Status:** The status of the booking

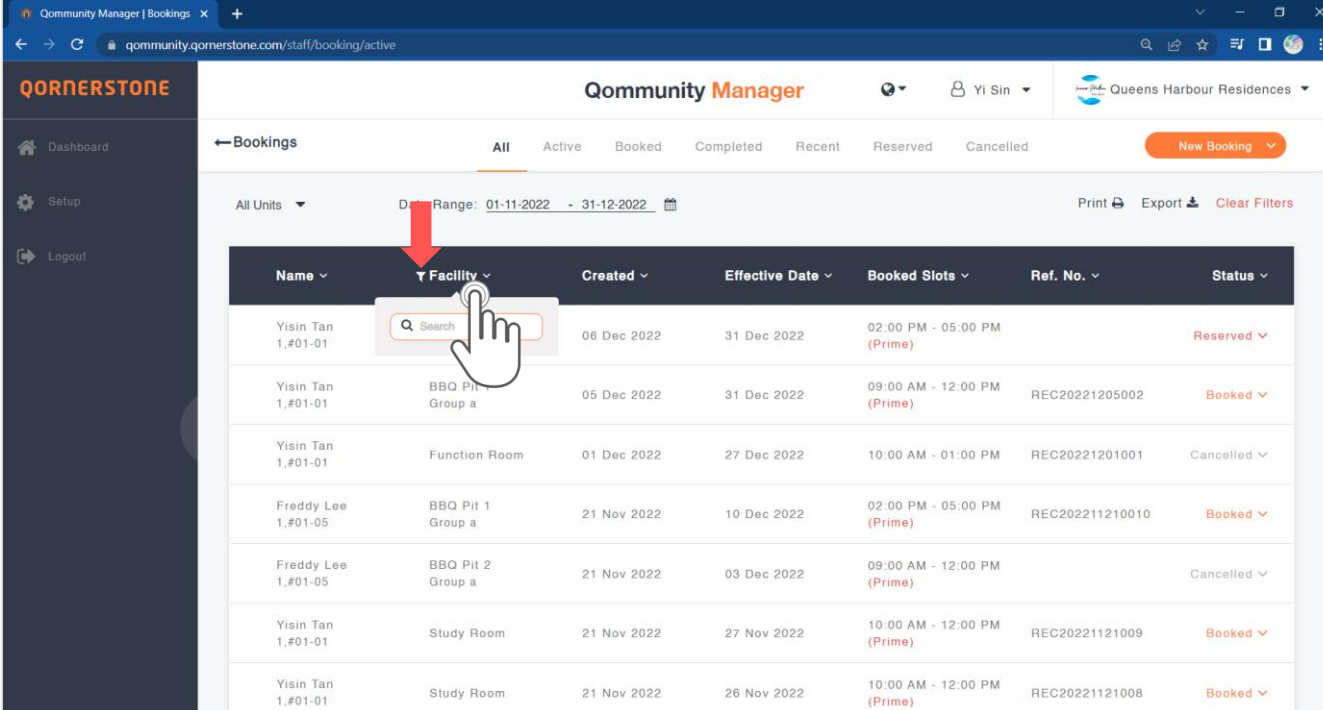


The screenshot shows a web application interface for managing facility bookings. At the top, there are navigation tabs: All, Active, Booked, Completed, Recent, Reserved, and Cancelled. A 'New Booking' button is visible on the right. Below the tabs, there are filters for 'All Units' and a 'Date Range' of '01-11-2022 - 31-12-2022'. Action buttons for 'Print', 'Export', and 'Clear Filters' are also present. The main content is a table with the following columns: Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status. The table contains several rows of booking data.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked

Search or Filter Facility Bookings

- To search for a Booking, roll your cursor over a Column Header and a filter icon will appear
- Click on the Column Header text
- A field will appear for you to key in the information or make a selection. E.g. If you are doing a search for 'Facility', a field will appear for you to key in the Facility Name

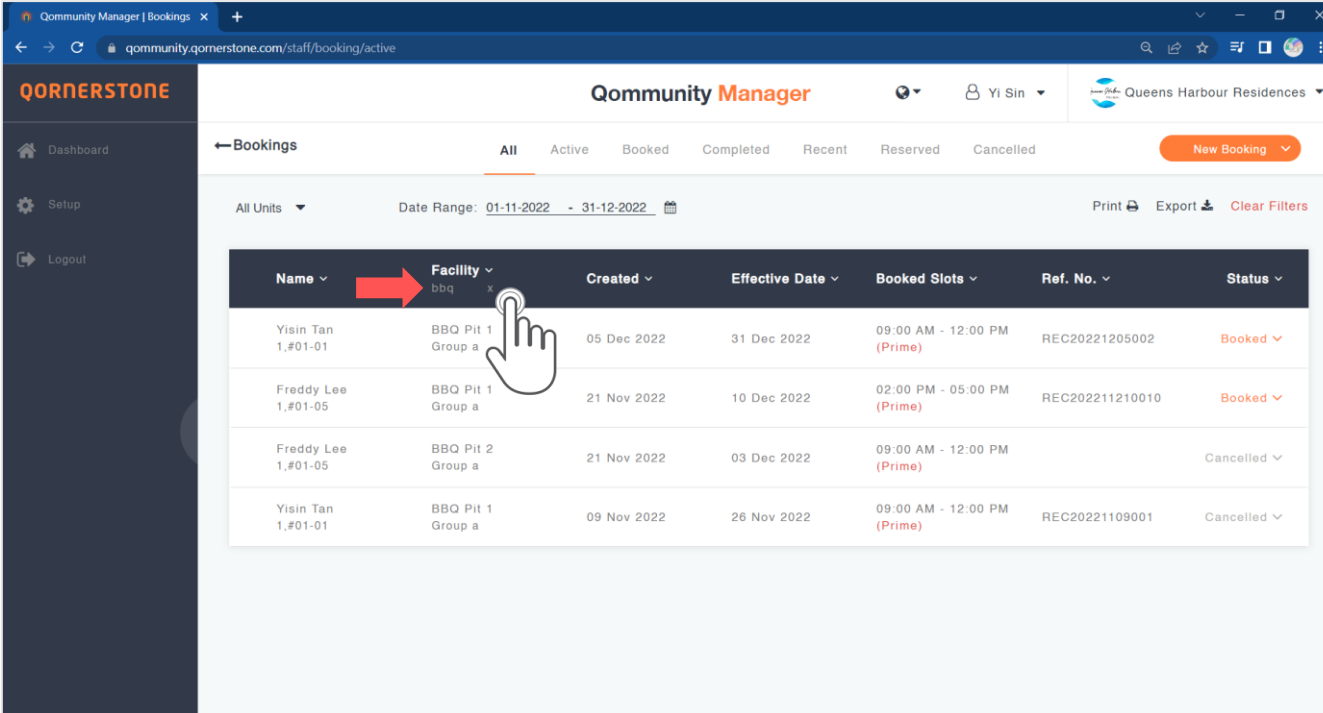


The screenshot shows the 'Qcommunity Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, displaying a table of bookings. A red arrow points to the 'Facility' column header, which has a search filter icon (a magnifying glass) and a text input field. A hand cursor is shown clicking on the search field. The table contains several rows of booking data.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Search	06 Dec 2022	31 Dec 2022	02:00 PM - 05:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBQ Pit Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked

Search or Filter Facility Bookings

- In this example, 'bbq' was keyed in and the list will show all Facility Bookings for BBQ within the date range
- Click on the 'x' icon to remove the search

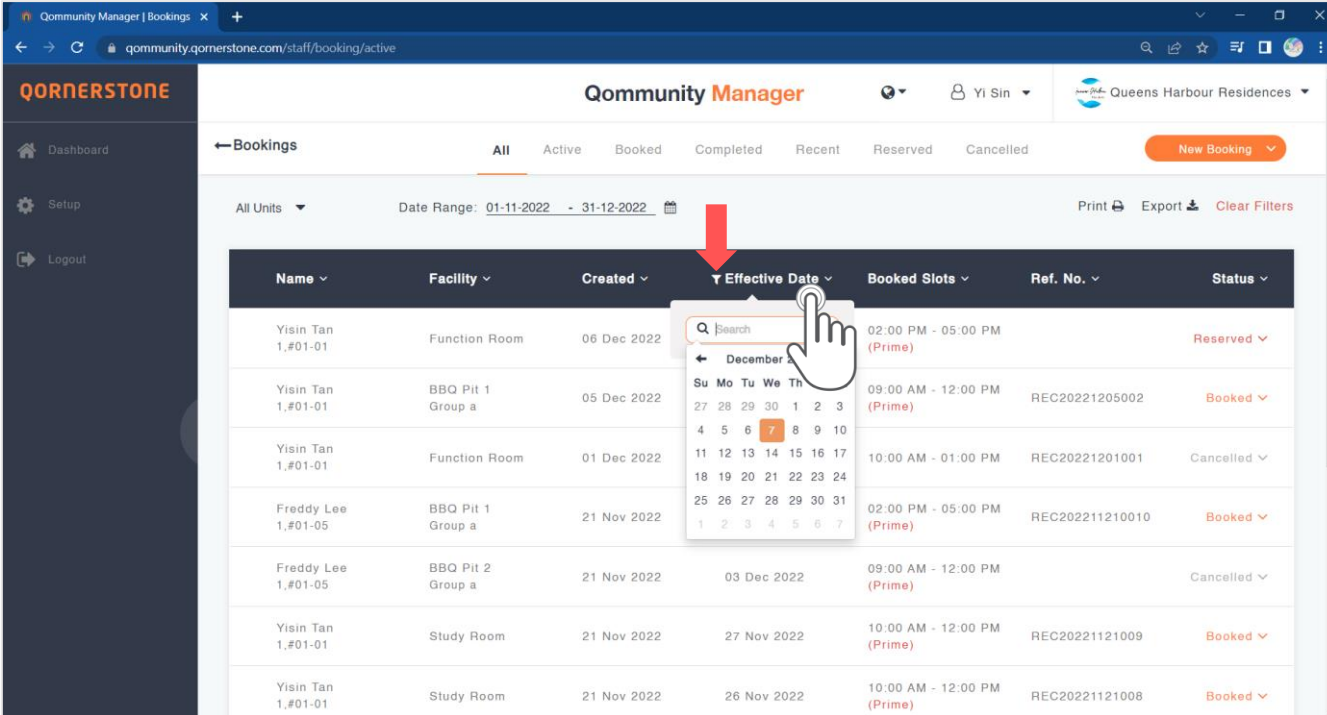


The screenshot shows the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, displaying a list of bookings filtered by 'bbq'. The table has columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status. A hand cursor is pointing to the 'x' icon next to 'bbq' in the Facility column header, indicating the action to remove the search filter.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	09 Nov 2022	26 Nov 2022	09:00 AM - 12:00 PM (Prime)	REC20221109001	Cancelled

Search or Filter Facility Bookings

- E.g. If you are doing a search for 'date', a calendar will appear for you to select the date to view

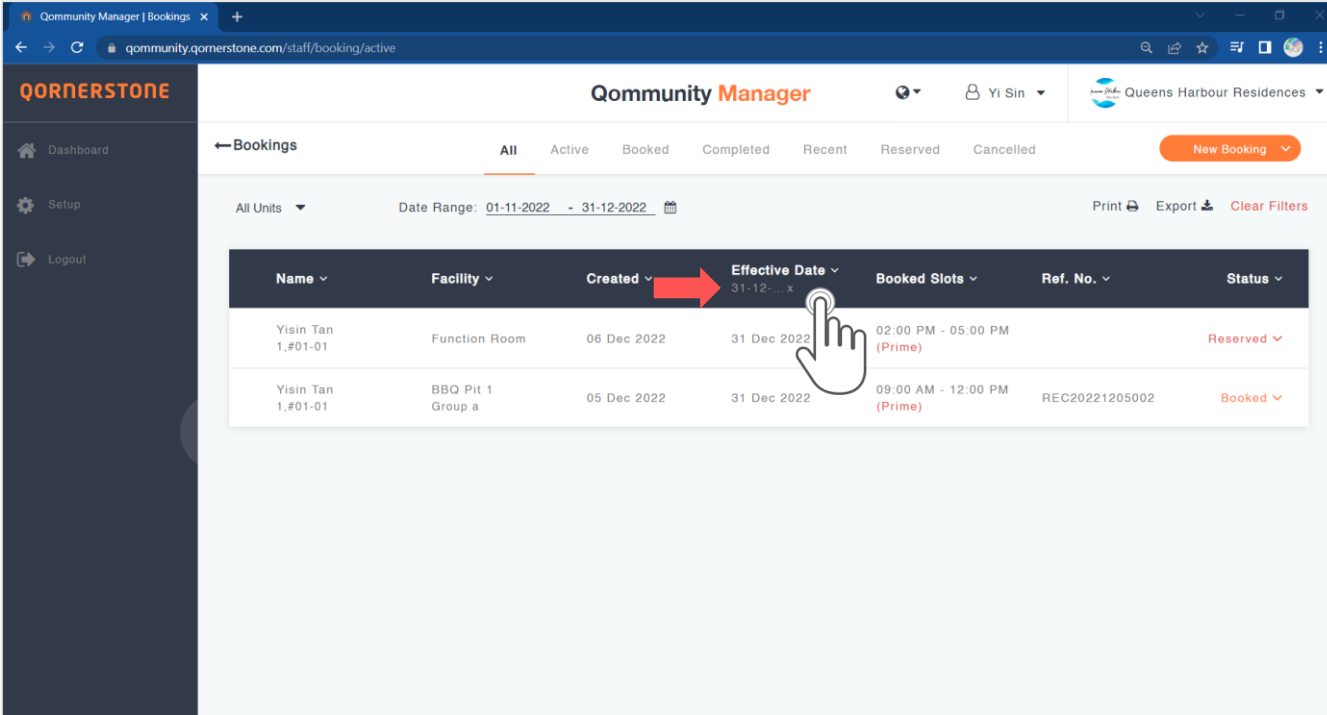


The screenshot displays the Qcommunity Manager interface for managing bookings. The main table lists various bookings with columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status. A red arrow points to the 'Effective Date' column header, which has a dropdown menu open. This menu includes a search bar and a calendar for December 2022, with the 7th of the month highlighted. A hand cursor is shown clicking on the date.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Function Room	06 Dec 2022		02:00 PM - 05:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022		09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function Room	01 Dec 2022		10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022		02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked

Search or Filter Facility Bookings

- In this example, '31 Dec 2022' was selected and the list will show the Facility Bookings for 31 Dec 2022, which is also within the date range
- Click on the 'x' icon to remove the search



The screenshot shows the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, displaying a table of bookings for the date range '01-11-2022 - 31-12-2022'. The table has columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status. A red arrow points to the 'Effective Date' column, and a hand icon points to the 'x' icon next to the date '31-12-... x'.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Function Room	06 Dec 2022	31 Dec 2022	02:00 PM - 05:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked

Search or Filter Facility Bookings

- To filter the Bookings list in ascending/descending or alphabetical order, click on the arrow-down icon next to the Column Header

Before Filter

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Yisin Tan 1,#01-01	Function	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	27 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121009	Booked
Yisin Tan 1,#01-01	Study Room	21 Nov 2022	26 Nov 2022	10:00 AM - 12:00 PM (Prime)	REC20221121008	Booked
Yisin Tan 1,#01-01	Study Room	18 Nov 2022	18 Nov 2022	10:00 AM - 12:00 PM	REC20221118007	Booked

After Filter

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Yisin Tan 1,#01-01	Basketball Court	14 Nov 2022	14 Nov 2022	05:00 PM - 06:00 PM	REC20221114005	Booked
Arisa Yeo 1,#01-02	Basketball Court	15 Nov 2022	19 Nov 2022	10:00 AM - 11:00 AM	REC20221115006	Cancelled
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	09 Nov 2022	26 Nov 2022	09:00 AM - 12:00 PM (Prime)	REC20221109001	Cancelled
Freddy Lee 1,#01-05	BBQ Pit 1 Group a	21 Nov 2022	10 Dec 2022	02:00 PM - 05:00 PM (Prime)	REC202211210010	Booked
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	05 Dec 2022	31 Dec 2022	09:00 AM - 12:00 PM (Prime)	REC20221205002	Booked
Freddy Lee 1,#01-05	BBQ Pit 2 Group a	21 Nov 2022	03 Dec 2022	09:00 AM - 12:00 PM (Prime)		Cancelled
Yisin Tan 1,#01-01	Function Room	01 Dec 2022	27 Dec 2022	10:00 AM - 01:00 PM	REC20221201001	Cancelled

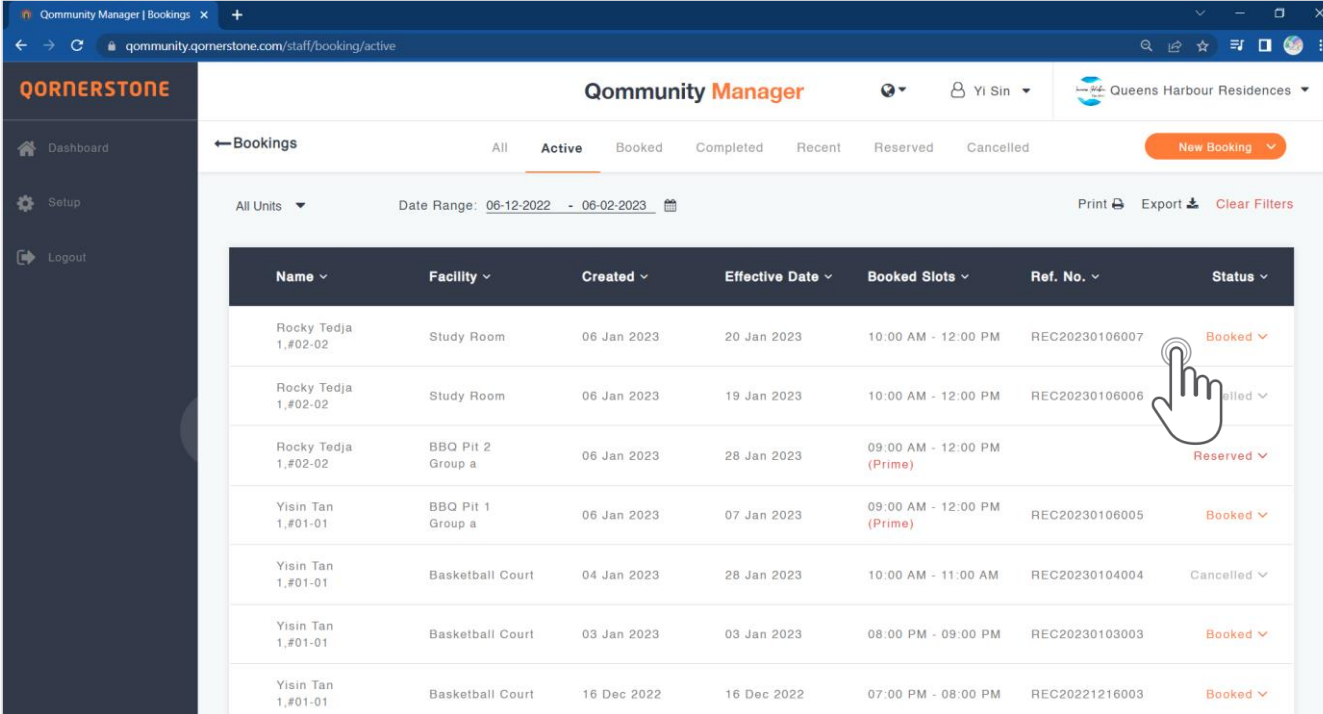


Facility Bookings

How to Search & View Facility Bookings' Receipt

Search & View Facility Bookings' Receipts

- Click on the booking and more details will be shown

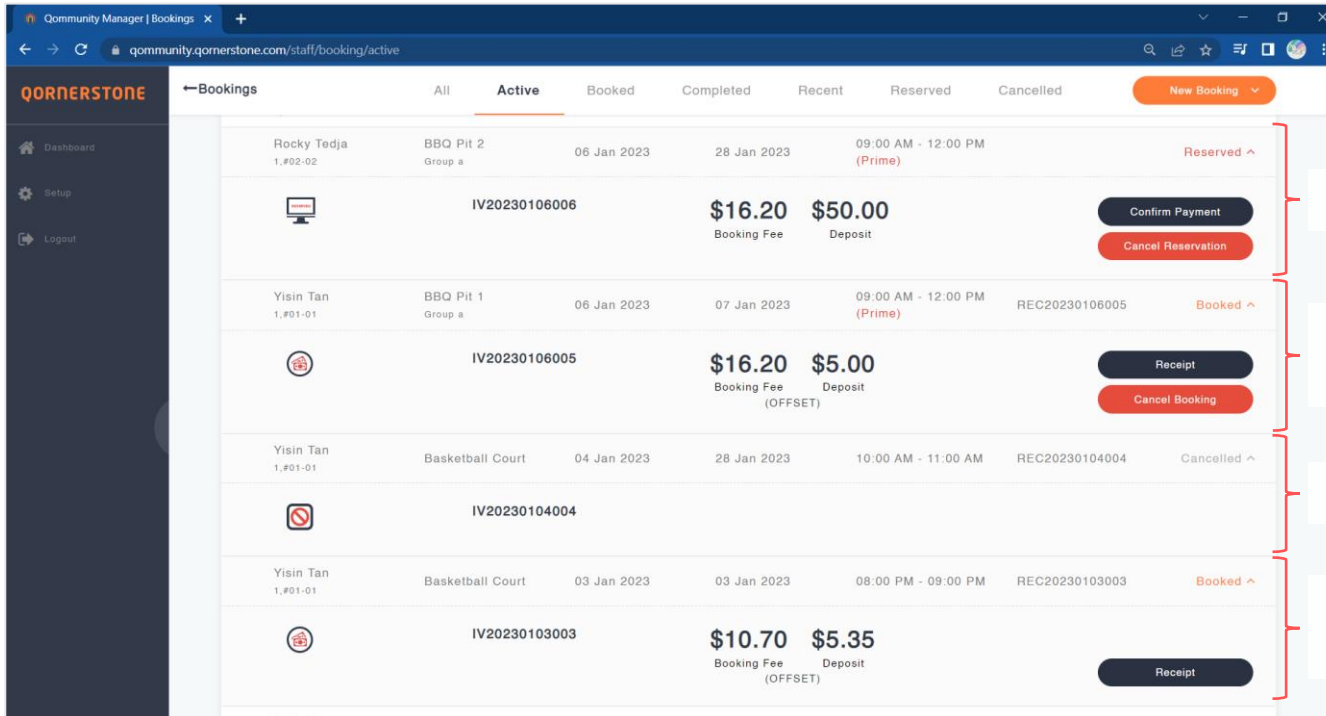






The screenshot displays the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, showing a list of bookings. The table below contains the following data:

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked
Yisin Tan 1,#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled
Yisin Tan 1,#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked
Yisin Tan 1,#01-01	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked

Search & View Facility Bookings' Receipts

- **Booking Type 1: Booking Reservation.** There are options to confirm a payment or cancel reservation.
- **Booking Type 2: Confirmed & Upcoming Booking.** There are options to view receipt or cancel booking.
- **Booking Type 3: Cancelled Booking.** There are no options available for a cancelled booking/reservation.
- **Booking Type 4: Completed & Past Booking.** There is an option to view receipt.



←Bookings		All	Active	Booked	Completed	Recent	Reserved	Cancelled	New Booking
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)	Reserved				
	IV20230106006	\$16.20 Booking Fee	\$50.00 Deposit	Confirm Payment	Cancel Reservation				
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked			
	IV20230106005	\$16.20 Booking Fee (OFFSET)	\$5.00 Deposit	Receipt	Cancel Booking				
Yisin Tan 1,#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled			
	IV20230104004								
Yisin Tan 1,#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked			
	IV20230103003	\$10.70 Booking Fee (OFFSET)	\$5.35 Deposit	Receipt					

Type 1: Booking Reservation

Type 2: Confirmed & Upcoming Booking

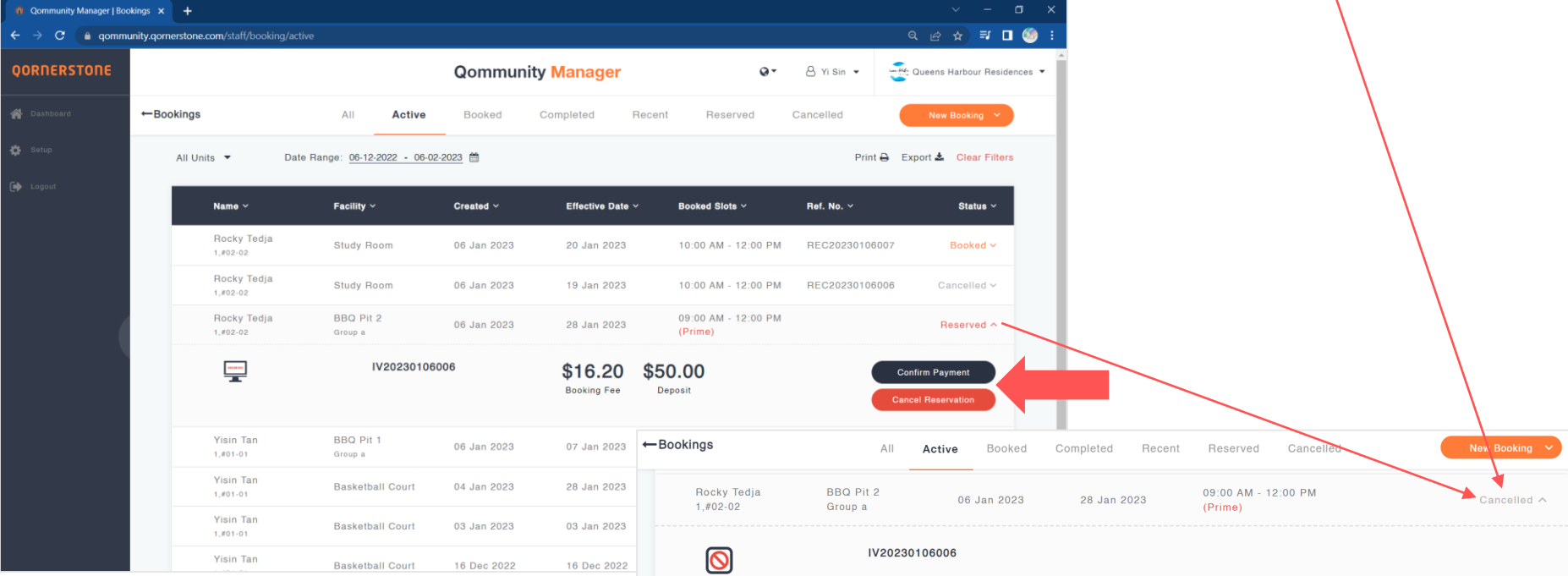
Type 3: Cancelled Booking

Type 4: Completed & Past Booking

Search & View Facility Bookings' Receipts

Booking Type 1: Booking Reservation

- There is no Reference No. (i.e. Receipt No.)
- Staff can either assist to confirm a payment or cancel the reservation
- If no action is taken by either the Resident or Staff, the Reserved Booking will be released after the reservation period is over (as per Facility Setup) and the Status will be changed to "Cancelled"



The screenshot displays the 'Community Manager' interface for 'Queens Harbour Residences'. The 'Bookings' section is active, showing a list of bookings. A specific booking is highlighted with a red arrow pointing to its 'Cancelled' status in a detailed view below.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved

Name	Facility	Created	Effective Date	Ref. No.	Status
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023		
Yisin Tan 1,#01-01	Basketball Court	04 Jan 2023	28 Jan 2023		
Yisin Tan 1,#01-01	Basketball Court	03 Jan 2023	03 Jan 2023		
Yisin Tan	Basketball Court	16 Dec 2022	16 Dec 2022		

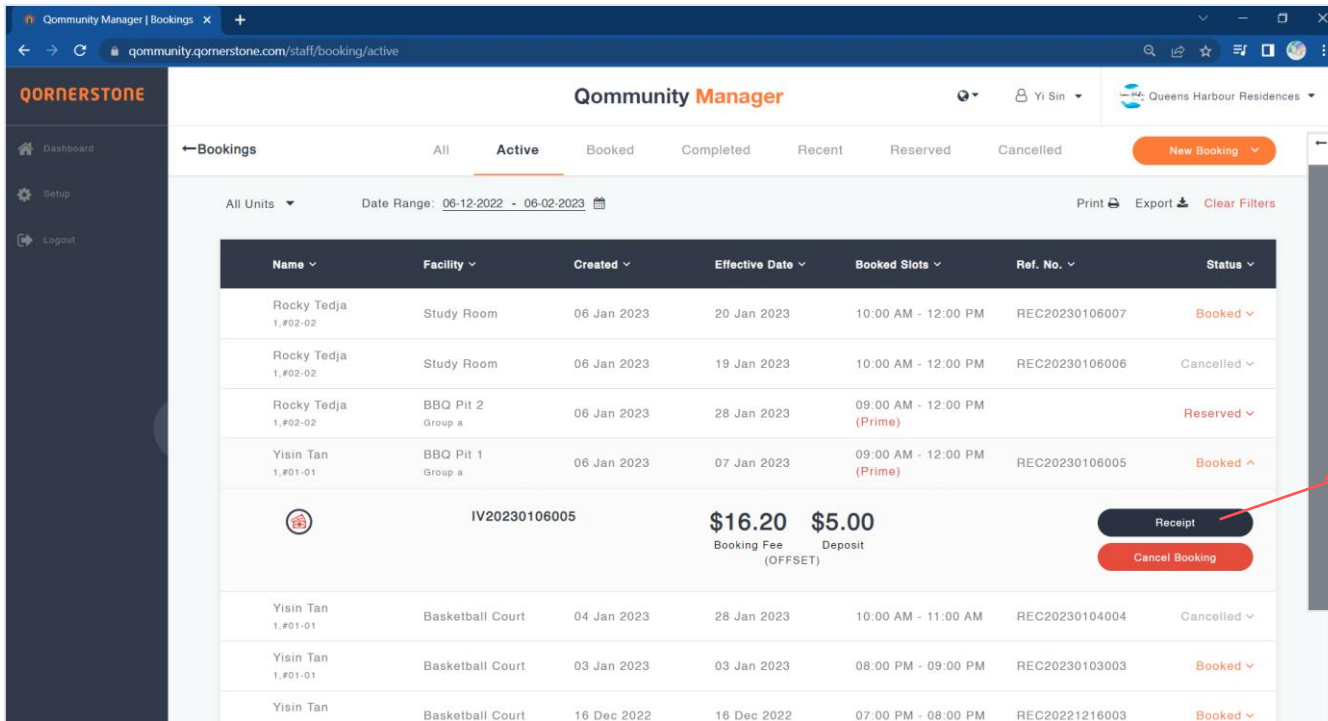
Name	Facility	Created	Effective Date	Ref. No.	Status
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)	Cancelled


Summary for Booking IV20230106006: Booking Fee \$16.20, Deposit \$50.00. Actions: Confirm Payment, Cancel Reservation.

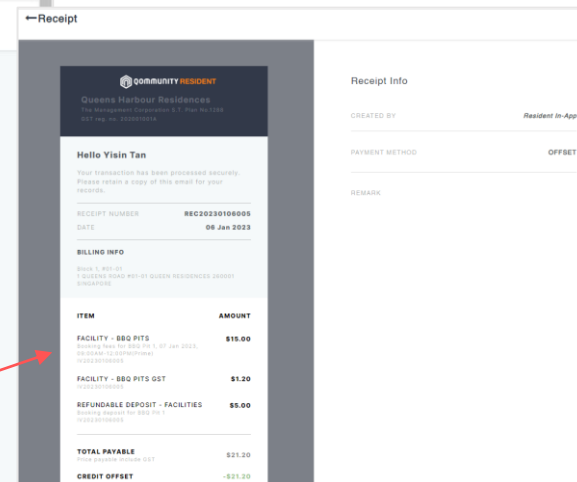
Search & View Facility Bookings' Receipts

Booking Type 2: Confirmed & Upcoming Booking

- Options Available: View Receipt or Cancel the Booking



Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1,#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked
 IV20230106005			\$16.20	\$5.00		
			Booking Fee	Deposit		
			(OFFSET)			
Yisin Tan 1,#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled
Yisin Tan 1,#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked
Yisin Tan 1,#01-01	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked



Receipt

Queens Harbour Residences
100 Macquarie Street, Singapore 041247

Hello Yisin Tan
Your transaction has been processed securely. Please retain a copy of this email for your records.

RECEIPT NUMBER: REC20230106005
DATE: 06 Jan 2023

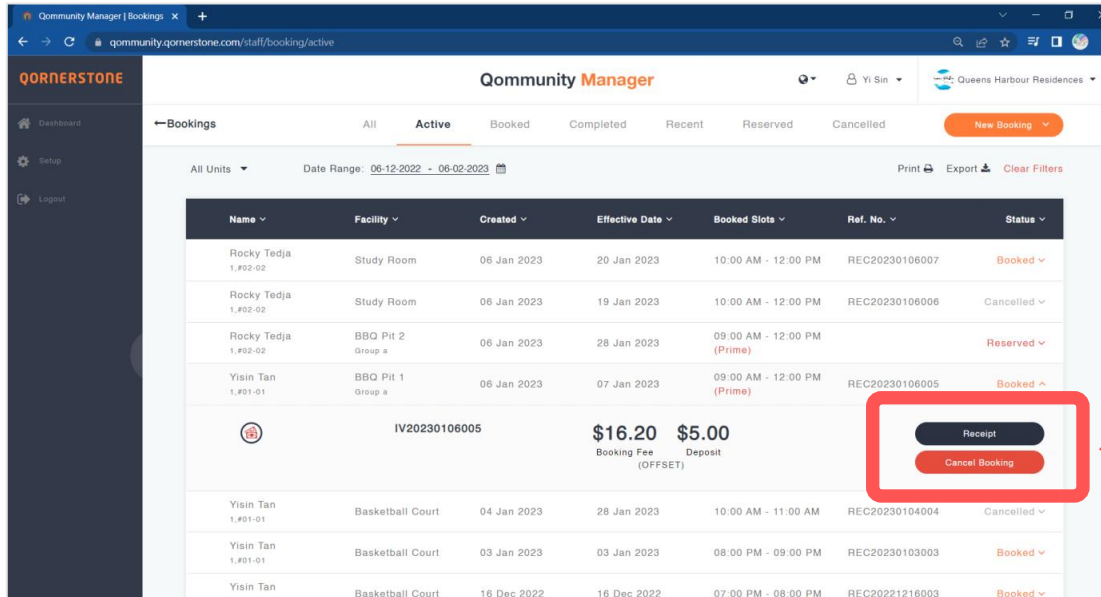
BILLING INFO
Block: 02-02
1 QUEENS ROAD #01-01 QUEEN RESIDENCES 26001 SINGAPORE

ITEM	AMOUNT
FACILITY - BBQ PIT5 Booking Fee for BBQ Pit 1, 07 Jan 2023. 09:00AM - 12:00PM (Prime) GROUP A	\$15.00
FACILITY - BBQ PIT5 GST GST (7%)	\$1.20
REFUNDABLE DEPOSIT - FACILITIES Booking Deposit for BBQ Pit 1 GROUP A	\$5.00
TOTAL PAYABLE Note payable include GST	\$21.20
CREDIT OFFSET	-\$21.20

Search & View Facility Bookings' Receipts

Booking Type 2: Confirmed & Upcoming Booking

- After the Booking is utilized (after the timeslot End Time has passed), the 'Cancel Booking' option will not be available



Community Manager | Bookings

qcommunity.qornerstone.com/staff/booking/active

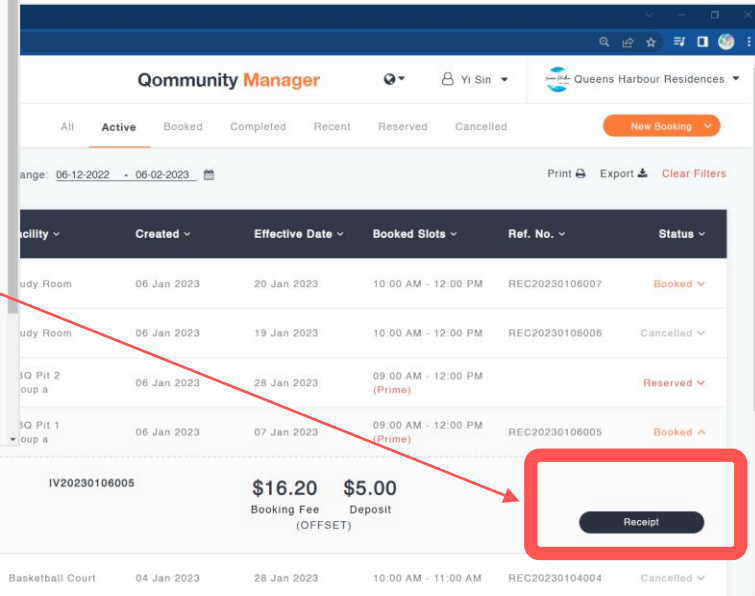
QORNERSTONE Community Manager

Queens Harbour Residences

Bookings: All Active Booked Completed Recent Reserved Cancelled

Date Range: 06-12-2022 - 06-02-2023

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Rocky Tedja 1.#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1.#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1.#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
Yisin Tan 1.#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked
IV20230106005			\$16.20 \$5.00	Receipt Cancel Booking		
Yisin Tan 1.#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled
Yisin Tan 1.#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked
Yisin Tan	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked



Community Manager

Queens Harbour Residences

Bookings: All Active Booked Completed Recent Reserved Cancelled

Date Range: 06-12-2022 - 06-02-2023

Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked

IV20230106005

\$16.20 \$5.00

Booking Fee Deposit (OFFSET)

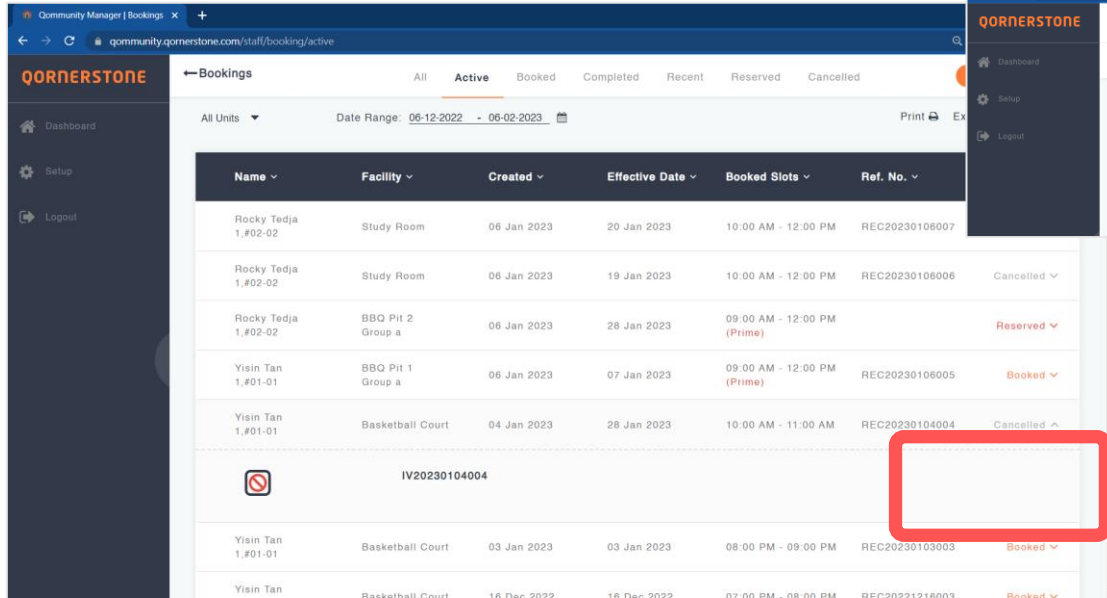
Receipt

Yisin Tan
1.#01-01 Basketball Court | 04 Jan 2023 | 28 Jan 2023 | 10:00 AM - 11:00 AM | REC20230104004 | Cancelled |

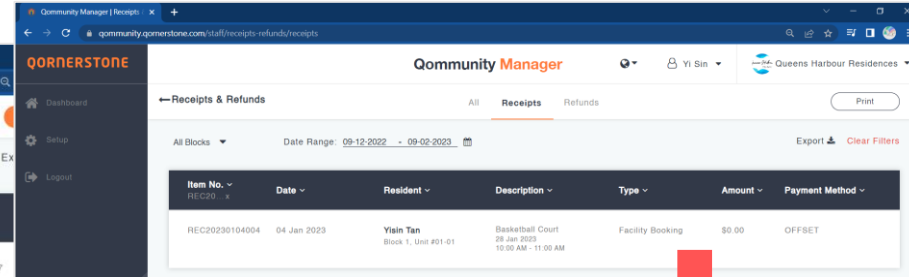
Search & View Facility Bookings' Receipts

Booking Type 3: Cancelled Booking

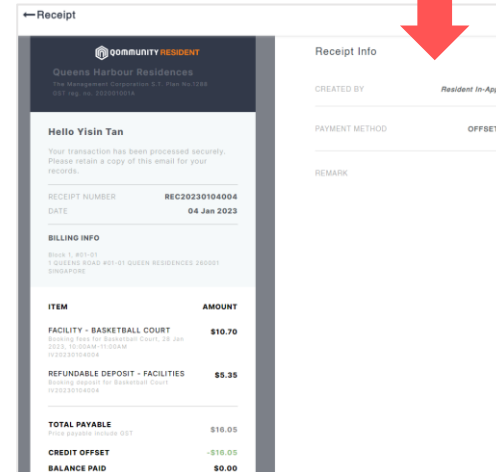
- There are no options available for a Cancelled Booking
- Staff can view the receipt via **Receipts & Refunds** function



Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	
Rocky Tedja 1_#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	
Rocky Tedja 1_#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1_#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
Yisin Tan 1_#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked
Yisin Tan 1_#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled
IV20230104004						
Yisin Tan 1_#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked
Yisin Tan	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked



Item No.	Date	Resident	Description	Type	Amount	Payment Method
REC20230104004	04 Jan 2023	Yisin Tan Block 1, Unit #01-01	Basketball Court 28 Jan 2023 10:00 AM - 11:00 AM	Facility Booking	\$0.00	OFFSET



ITEM	AMOUNT
FACILITY - BASKETBALL COURT BOOKING FOR BASKETBALL COURT 28 JAN 2023 - 10:00AM-11:00AM IV20230104004	\$10.70
REFUNDABLE DEPOSIT - FACILITIES IV20230104004	\$5.35
TOTAL PAYABLE	\$16.05
CREDIT OFFSET	-\$16.05
BALANCE PAID	\$0.00

Search & View Facility Bookings' Receipts



Booking Type 4: Completed & Past Booking

- Options Available: View Receipt

The screenshot displays the 'Bookings' page in the QORNERSTONE Community Manager. The interface includes a navigation sidebar with 'Dashboard', 'Setup', and 'Logout'. The main content area shows a table of bookings with columns for Name, Facility, Created, Effective Date, Booked Slots, Ref. No., and Status. A summary row for booking ID IV20230103003 shows a total of \$10.70, with a \$5.35 booking fee offset. A 'Receipt' button is visible next to this summary. To the right, a detailed receipt is shown, including the recipient's name (Yisin Tan), the facility name (Basketball Court), the amount (\$10.70), and a refundable deposit of \$5.35. The receipt also lists the total payable amount of \$16.05 and a credit offset of \$16.05, resulting in a balance paid of \$0.00.

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.	Status
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007	Booked
Rocky Tedja 1,#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106006	Cancelled
Rocky Tedja 1,#02-02	BBO Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)		Reserved
Yisin Tan 1,#01-01	BBO Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005	Booked
Yisin Tan 1,#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004	Cancelled
Yisin Tan 1,#01-01	Basketball Court	03 Jan 2023	03 Jan 2023	08:00 PM - 09:00 PM	REC20230103003	Booked
IV20230103003						
Yisin Tan 1,#01-01	Basketball Court	16 Dec 2022	16 Dec 2022	07:00 PM - 08:00 PM	REC20221216003	Booked

Receipt

Receipt Info

CREATED BY: Resident In-App

PAYMENT METHOD: OFFSET

REMARK:

Receipt Details:

ITEM: FACILITY - BASKETBALL COURT, AMOUNT: \$10.70

REFUNDABLE DEPOSIT - FACILITIES: \$5.35

TOTAL PAYABLE: \$16.05

CREDIT OFFSET: -\$16.05

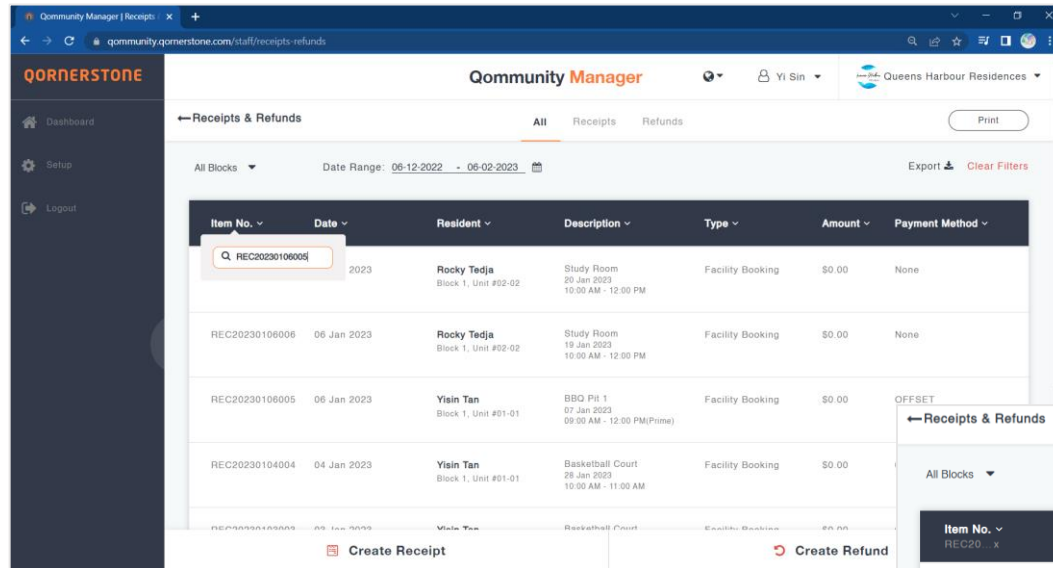
BALANCE PAID: \$0.00



Search & View Facility Bookings' Receipts

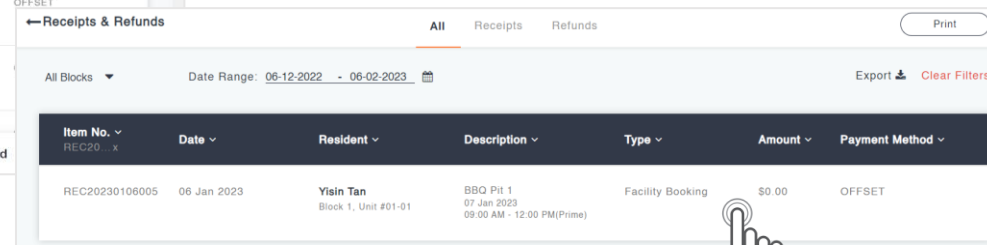
An Alternative

- View receipt from **Receipts & Refunds** function
- Use the 'Search' function and key in the relevant information to search & view the receipt



The screenshot shows the 'Receipts & Refunds' page in the Community Manager application. The page title is 'Community Manager' and the user is 'Yi Sin'. The page is for 'Queens Harbour Residences'. The date range is '06-12-2022 - 06-02-2023'. A search bar is active with the text 'REC20230106005'. The table below shows the search results.

Item No.	Date	Resident	Description	Type	Amount	Payment Method
REC20230106005	2023	Rocky Tedja Block 1, Unit #52-02	Study Room 20 Jan 2023 10:00 AM - 12:00 PM	Facility Booking	\$0.00	None
REC20230106006	06 Jan 2023	Rocky Tedja Block 1, Unit #52-02	Study Room 19 Jan 2023 10:00 AM - 12:00 PM	Facility Booking	\$0.00	None
REC20230106005	06 Jan 2023	Yisn Tan Block 1, Unit #01-01	BBO Pit 1 07 Jan 2023 09:00 AM - 12:00 PM(Prime)	Facility Booking	\$0.00	OFFSET
REC20230104004	04 Jan 2023	Yisn Tan Block 1, Unit #01-01	Basketball Court 28 Jan 2023 10:00 AM - 11:00 AM	Facility Booking	\$0.00	



This is a zoomed-in view of the receipt details for item REC20230106005. The receipt is for a facility booking on 06 Jan 2023 by resident Yisn Tan (Block 1, Unit #01-01) for BBO Pit 1 on 07 Jan 2023 from 09:00 AM to 12:00 PM (Prime). The amount is \$0.00 and the payment method is OFFSET.

Item No.	Date	Resident	Description	Type	Amount	Payment Method
REC20230106005	06 Jan 2023	Yisn Tan Block 1, Unit #01-01	BBO Pit 1 07 Jan 2023 09:00 AM - 12:00 PM(Prime)	Facility Booking	\$0.00	OFFSET





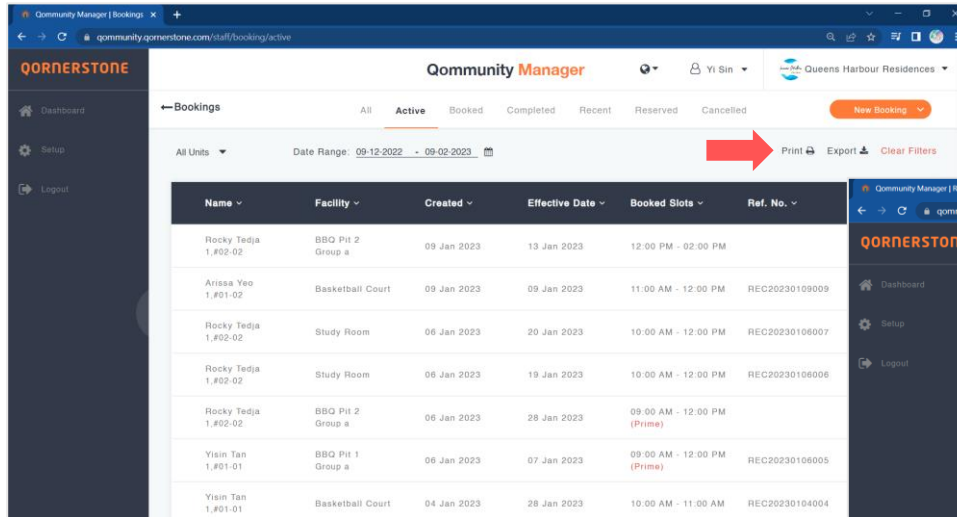
Facility Bookings & Receipts

How to Export Facility Booking & Receipt Listings

Export Facility Booking & Receipt Listings

- Click on the **Print** button to print or **Export** button to download the List
- For the Export function, a CSV file will be downloaded for your records
- The list to be printed/downloaded will be according to the selected date range

Facility Booking



Community Manager | Bookings

QORNERSTONE Community Manager Queens Harbour Residences

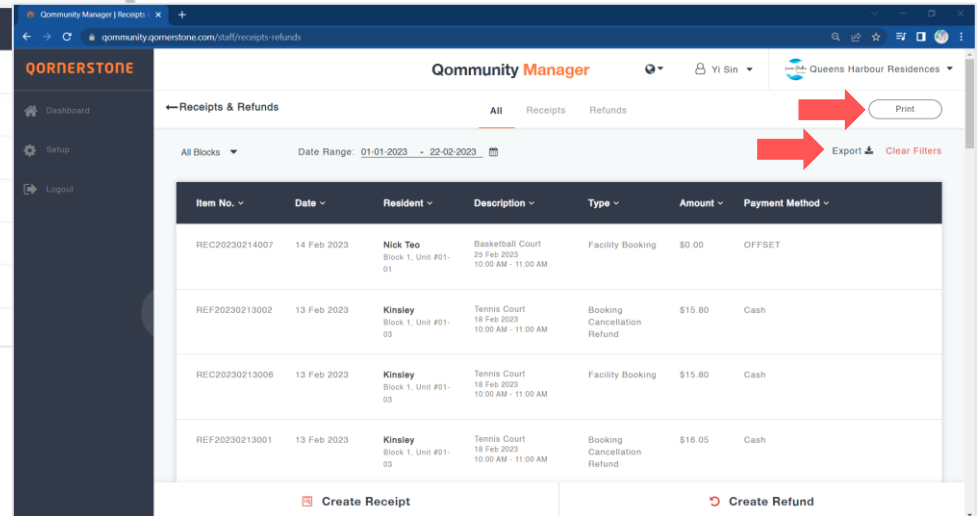
← Bookings All Active Booked Completed Recent Reserved Cancelled New Booking

All Units Date Range: 09-12-2022 - 09-02-2023

Print Export Clear Filters

Name	Facility	Created	Effective Date	Booked Slots	Ref. No.
Rocky Tedja 1_#01-02	BBQ Pit 2 Group a	09 Jan 2023	13 Jan 2023	12:00 PM - 02:00 PM	
Arissa Yeo 1_#01-02	Basketball Court	09 Jan 2023	09 Jan 2023	11:00 AM - 12:00 PM	REC20230109009
Rocky Tedja 1_#02-02	Study Room	06 Jan 2023	20 Jan 2023	10:00 AM - 12:00 PM	REC20230106007
Rocky Tedja 1_#02-02	Study Room	06 Jan 2023	19 Jan 2023	10:00 AM - 12:00 PM	REC20230106008
Rocky Tedja 1_#02-02	BBQ Pit 2 Group a	06 Jan 2023	28 Jan 2023	09:00 AM - 12:00 PM (Prime)	
Yisin Tan 1_#01-01	BBQ Pit 1 Group a	06 Jan 2023	07 Jan 2023	09:00 AM - 12:00 PM (Prime)	REC20230106005
Yisin Tan 1_#01-01	Basketball Court	04 Jan 2023	28 Jan 2023	10:00 AM - 11:00 AM	REC20230104004

Receipt



Community Manager | Receipts

QORNERSTONE Community Manager Queens Harbour Residences

← Receipts & Refunds All Receipts Refunds

All Blocks Date Range: 01-01-2023 - 22-02-2023

Print Export Clear Filters

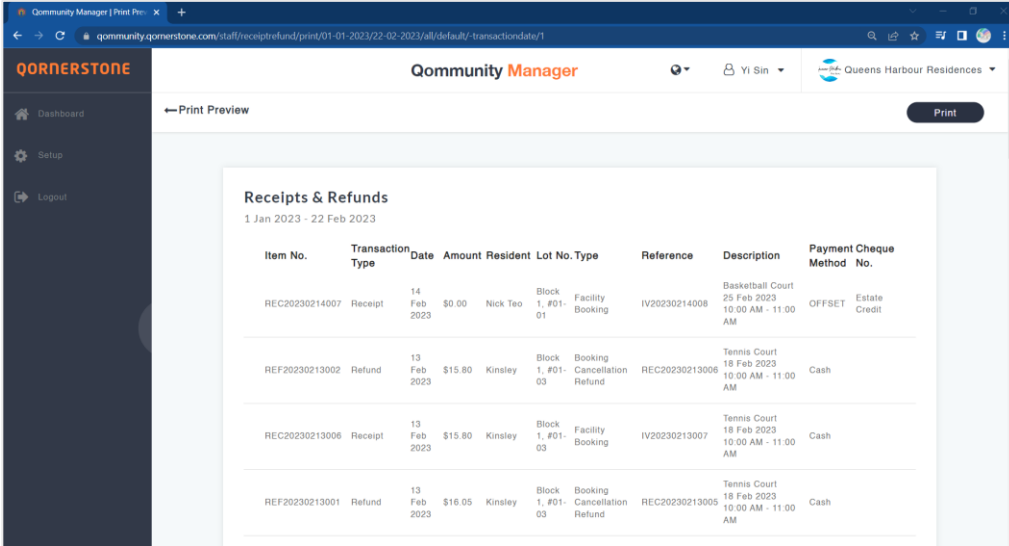
Item No.	Date	Resident	Description	Type	Amount	Payment Method
REC20230214007	14 Feb 2023	Nick Teo Block 1, Unit #01-01	Basketball Court 25 Feb 2023 10:00 AM - 11:00 AM	Facility Booking	\$0.00	OFFSET
REF20230213002	13 Feb 2023	Kinsley Block 1, Unit #01-03	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Booking Cancellation Refund	\$15.80	Cash
REC20230213006	13 Feb 2023	Kinsley Block 1, Unit #01-03	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Facility Booking	\$15.80	Cash
REF20230213001	13 Feb 2023	Kinsley Block 1, Unit #01-03	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Booking Cancellation Refund	\$16.05	Cash

Create Receipt Create Refund

Export Facility Booking & Receipt Listings

Samples

A Print Preview screen after selecting 'Print'



Item No.	Transaction Type	Date	Amount	Resident	Lot No.	Type	Reference	Description	Payment Cheque Method No.
REC20230214007	Receipt	14 Feb 2023	\$0.00	Nick Teo	Block 1, #01-01	Facility Booking	IV20230214008	Basketball Court 25 Feb 2023 10:00 AM - 11:00 AM	OFFSET Estate Credit
REF20230213002	Refund	13 Feb 2023	\$15.80	Kinsley	Block 1, #01-03	Booking Cancellation Refund	REC20230213006	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash
REC20230213006	Receipt	13 Feb 2023	\$15.80	Kinsley	Block 1, #01-03	Facility Booking	IV20230213007	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash
REF20230213001	Refund	13 Feb 2023	\$16.05	Kinsley	Block 1, #01-03	Booking Cancellation Refund	REC20230213005	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash

The downloaded listing after selecting 'Export'

	A	B	C	D	E	F	G	H	I	J	K
1	ItemNo	TransactionType	Date	Amount	Resident	LotNo	Type	Reference	Description	PaymentMethod	ChequeNo
2	REC20230214007	Receipt	14-Feb-23	\$0.00	Nick Teo	1,#01-01	Facility Booking	IV20230214008	Basketball Court 25 Feb 2023 10:00 AM - 11:00 AM	OFFSET	Estate Credit
3	REF20230213002	Refund	13-Feb-23	\$15.80	Kinsley	1,#01-03	Booking Cancellation Refund	REC20230213006	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash	
4	REC20230213006	Receipt	13-Feb-23	\$15.80	Kinsley	1,#01-03	Facility Booking	IV20230213007	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash	
5	REF20230213001	Refund	13-Feb-23	\$16.05	Kinsley	1,#01-03	Booking Cancellation Refund	REC20230213005	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash	
6	REC20230213005	Receipt	13-Feb-23	\$16.05	Kinsley	1,#01-03	Facility Booking	IV20230213006	Tennis Court 18 Feb 2023 10:00 AM - 11:00 AM	Cash	
7	REC20230202004	Receipt	2-Feb-23	\$0.00	Freddy Lee	1,#01-05	Facility Booking	IV20230202004	Function Room 03 Feb 2023 02:00 PM - 05:00 PM	OFFSET	Estate Credit