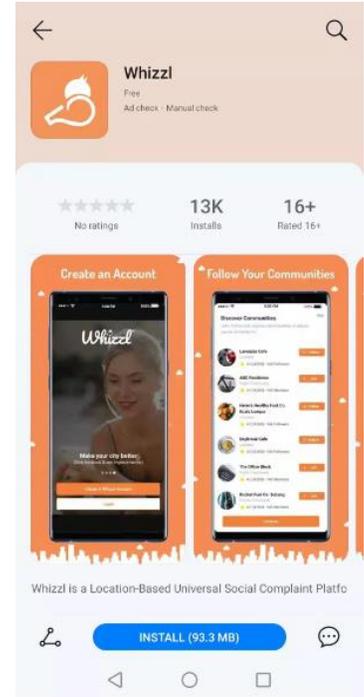
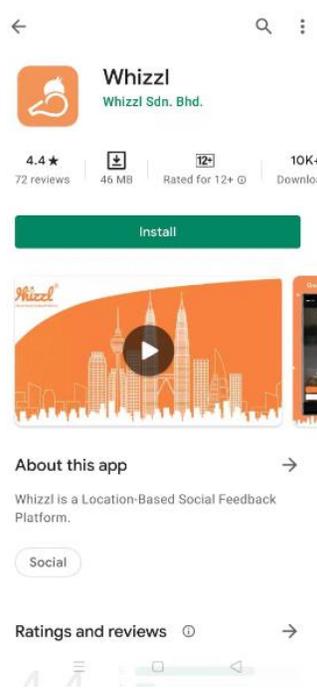


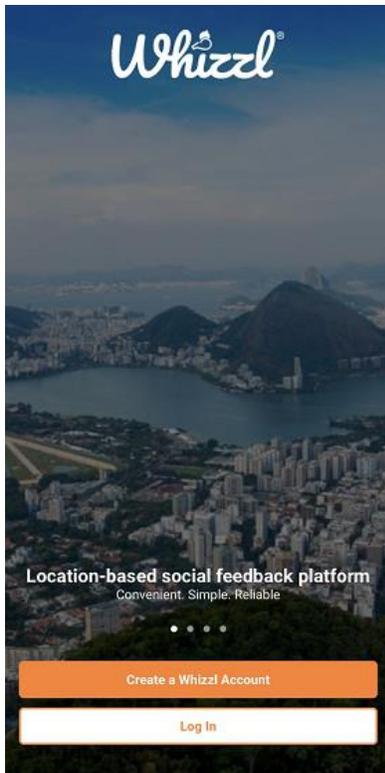
# Whizzl User Guide

## How to install Whizzl?



## Download & Installation

You may search “Whizzl” from Google Play, App Store or App Gallery.



## Registration for a Whizzl Account

### Step 1:

Click on **“Create a Whizzl Account”** to register an account.

<

### Sign Up

Username

Email

Phone Number

Password

I agree to the [Terms of Use](#) and [Privacy Policy](#)

### Step 2:

Fill out all the information and tick the checkbox to agree the **“Term of Use & Privacy Policy”**.

**Step 3:** Click on **“Sign Up”**.

<

## Verification

Please enter the Secure Code sent to your phone number +6012-345 6789 to complete sign up process

Secure Code

Resend Secure Code in 59 seconds

Verify

**Step 4:** Click on “**Sign Up**”, a Secure Code will be sent to your phone number.

**Step 5:** Kindly insert the Secure Code to complete the sign-up process.

## Onboarding

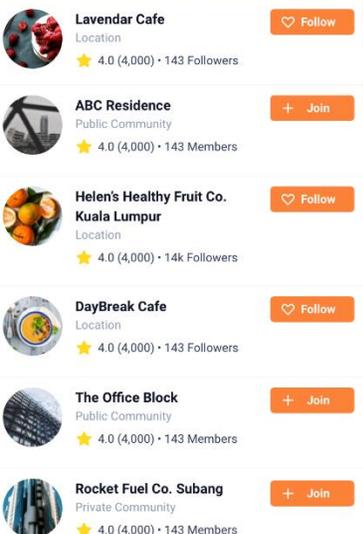
### What do you enjoy?

Pick at least 3 categories of things you're interested in



### Discover Communities

Join, follow and explore communities or places you're interested in



Continue

**Step 1:** Pick at least 3 categories of things you're interested in.

**Step 2:** Join, follow and explore communities or places you're interested in.

Skip

**Step 3:** Click on “**Connect Contact**” to sync your contact with Whizzl. See which friends are already on Whizzl and who you’d like to follow.

### Find Friends via Contacts

See which friends are already on Whizzl and who you’d like to follow

Connect Contacts

### Discover New Friends

Discover new friends and get updates on what they’re doing

Skip

**Step 8** Follow a friend and you get updates on what they’re doing.



**Tom Davidson**

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit.Pra...

145 Feedbacks • 124 Posts

Follow



**Jonathan Kelly**

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit.Pra...

14k Feedbacks • 1k Posts

Follow



**Lenora Stone**

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit.Pra...

145 Feedbacks • 124 Posts

Follow



**Lola Nelson**

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit.Pra...

145 Feedbacks • 124 Posts

Follow



**Joshua Estrada**

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit.Pra...

145 Feedbacks • 124 Posts

Follow

Continue



COVID-19 UPDATES →

**Owen** posted in **esports badminton** 2 hours ago  
Does anybody want to join badminton night in Esports badminton? If you guys are interested, please comment below.

**esports badminton**  
★ 4.0 (4,000)

👍👎🗨️ 879    1k Comments · 15 Follows · 15 Shares

Like   Comment   Follow

**Recommended**

Discover   Communities   +   Inbox   Me

**Whizzl** 🔍 📄

Which Car insurance Provides the **BEST QUOTE ?**  
Up to RM30 Extra Bonus with Whizzl Promo Code  
**Click NOW**

**chelvan** posted in **chelvan** 6 days ago  
India records 211,298 new Covid-19 cases, 3,847 deaths in last 24 hours [https://newswav.com/A2105\\_25Bj0z?s=A\\_V2wvWs...](https://newswav.com/A2105_25Bj0z?s=A_V2wvWs...)  
[See more...](#)



Discover   Community   +   Inbox   Me

### Discover

In “**Discover**” page, it displays related posts in the category that you are interested in.

### Search

You can search People and Community and start to follow/join them.

### Scan QR Code

You can scan Whizzl DCMS QR Code via Whizzl in-App QR Code Scanner.



### Post

You will be able to see Post(s) of a Location or Community.



You may express your feelings by clicking on an emoticon.



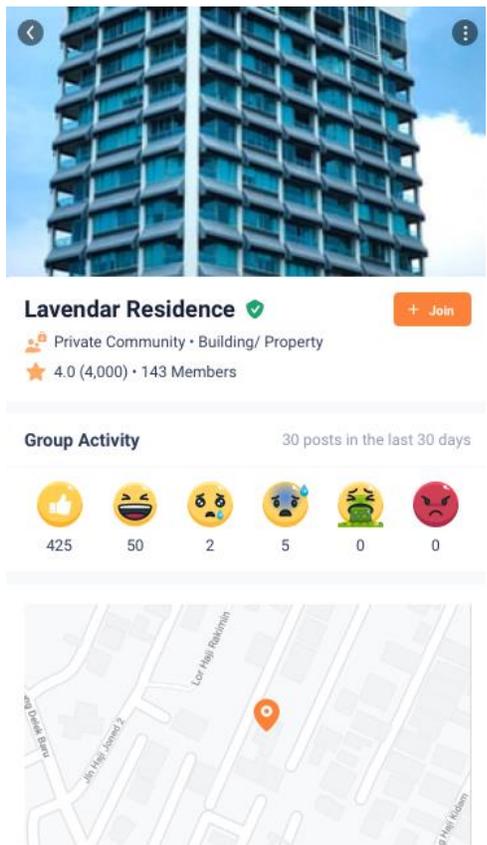
### Announcement

You will able to see Announcement(s) on a Location or Community.



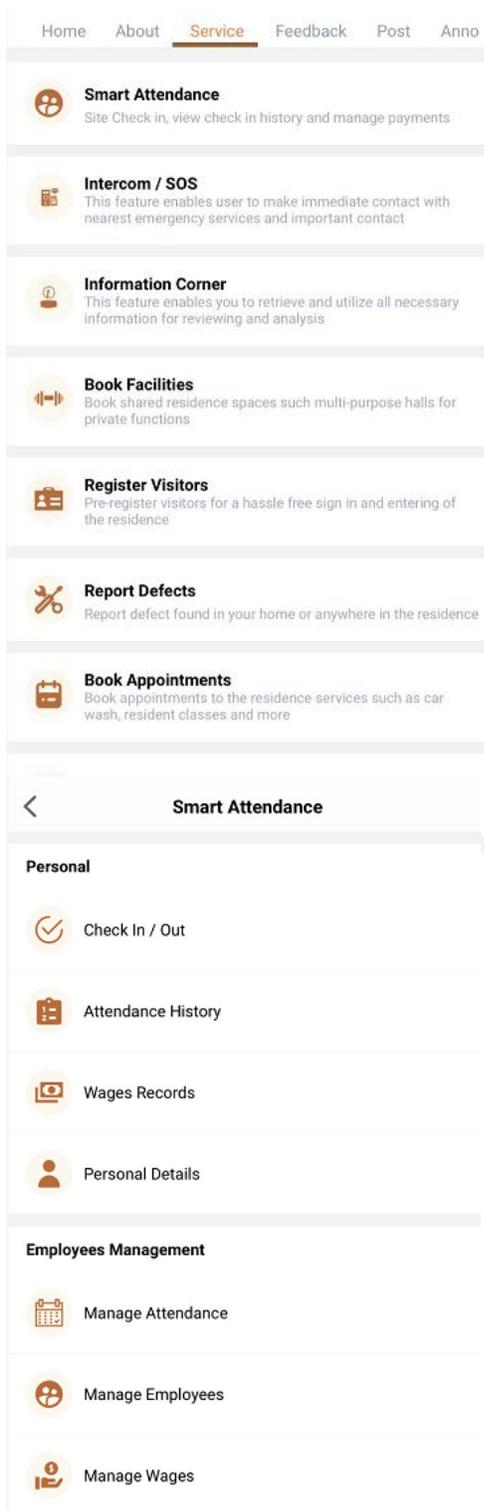
## Join a community

**Step 1** Click on the community's name in a Post, it will redirect you to the community page.



**Step 2** Click on the “Join” button to join the community.

## Community Services



Once you've joined the community, you will be able to see the available services. This enables you to select any kind of services that is available in the community such as **Intercom/SOS, Information Corner, Book Facilities, Register Visitors, Report Defects, Book Appointment and Smart Attendance.**

### Smart Attendance

This is an employee check-in system that features attendance history and manages payout records.



Check In / Out

Site

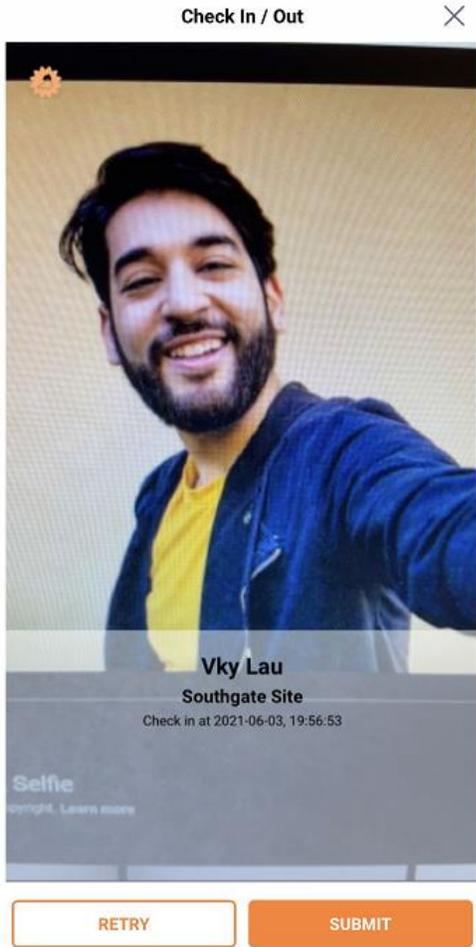
Southgate Site

CHECK IN

## Check In/Out

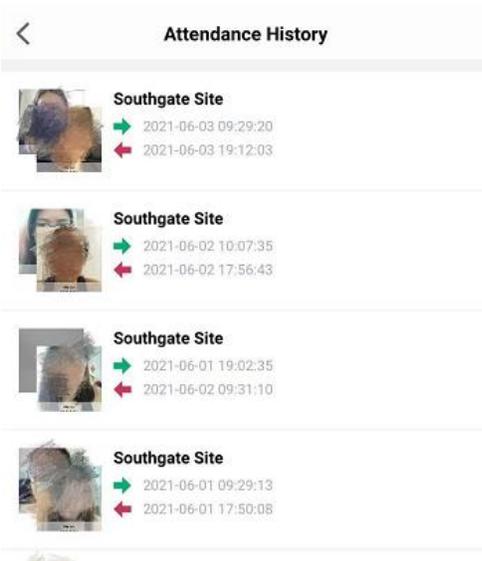
Employees can Check-in/out daily by capturing their selfie.

**Step 1** Click on “**CHECK IN**”.



**Step 2** Take a selfie photo to complete the check-in.

**Step 3** Click on **“SUBMIT”**.



### Attendance History

Employees are able to check each of the attendance check-in/out here.

Wages Records	
<b>Vky Lau</b> MYR 3.00 <small>Paid on: 2021-06-03 08:59:20 by John</small>	CONFIRM
<b>Vky Lau</b> MYR 3.00 <small>Paid on: 2021-06-03 07:27:55 by John</small>	Rejected
<b>Vky Lau</b> MYR 50.00 (advance) <small>Paid on: 2021-05-31 07:13:51 by John</small>	Accepted
<b>Vky Lau</b> MYR 50.00 (advance) <small>Paid on: 2021-05-31 07:10:53 by John</small>	Rejected
<b>Vky Lau</b> MYR 645.00 <small>Paid on: 2021-05-28 02:33:27 by Ken Wong</small>	Accepted

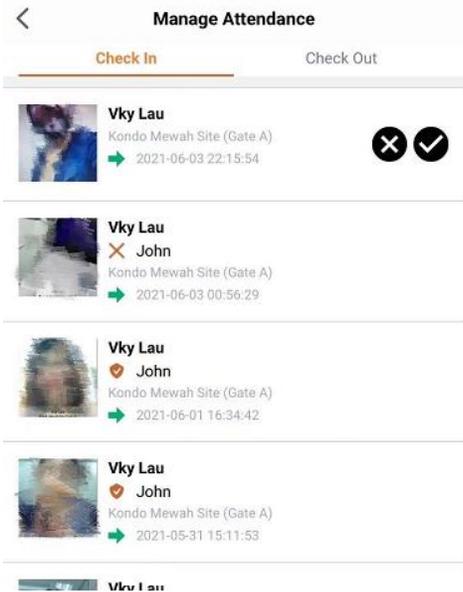
## Wages Records

If there is a Wages payout (Weekly, Half Monthly or Monthly), employees able to check and confirmed the receipt of payout here.

Vky Lau	
	
<b>Details</b>	
Name	Vky Lau
Site	Southgate Site
Identification Number	[REDACTED]
Staff ID	Southgatevky
Position	Tech support
Wage	MYR 40.00/hour
Phone number	[REDACTED]
Address	[REDACTED]

## Personal Details

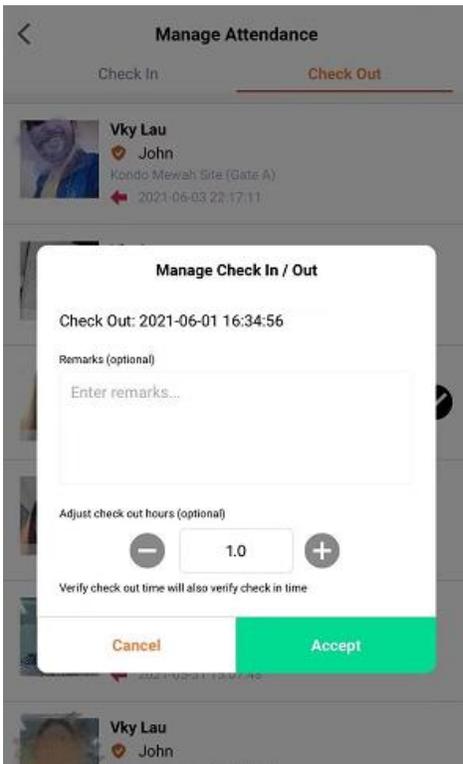
This page enables employees to review their personal details.



## Manage Attendance

This enables Manager/Supervisor of the SAMS to verify Employees daily Check-in/out.

**Step 1** Click on “**v**” to Accept the Employee Check-in. Click on “**X**” to Reject.



**Step 2** Once you’ve verified the Check-in of the employee, you can proceed to “**Check Out**” after verifying employee’s check-out.

**Step 3** Click on “**v**”. Upon verification of employee’s check-out, you can adjust the check-out hours by clicking on “**+ / -**”.

**Step 4** Click on “**Accept**”.



## Manage Employees



**Robben**  
Southgate Site



**Elaine Lee**  
Southgate Site



**Ajay**  
Southgate Site



**Xiu Xiu**  
Southgate Site



**Jega**  
Southgate Site



**Brandon Wong**  
Southgate Site

## Manage Employees

Allows the Manager/Supervisor to view Employees Details and Payout Records. By selecting an Employee profile, you can proceed to Force Check Out Employee's Attendance and Pay an Advance to the Employee.

<	Vky Lau
Attt1234	
Position	Worker
Wage	MYR 9.00/hour
Phone number	0167777777
Address	Kuala Lumpur
Supervisor	839
Gross Unpaid Wages	MYR 9.18
Total Advance	MYR 0.00
Net Unpaid Wages	MYR 9.18
Last Check-In	2021-06-03 22:37:41
Time Since Last Check-In	moments ago
<div style="border: 1px solid orange; padding: 5px; margin-bottom: 5px; display: inline-block;">FORCE CHECK OUT</div> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 5px; display: inline-block; width: 100%;">PAYOUT RECORDS</div> <div style="border: 1px solid orange; padding: 5px; display: inline-block; width: 100%;">PAY ADVANCE</div>	

### Force Check Out

This enables Manager/Supervisor to manage the Employee's Attendance.

### Payout Records

This enables to see all the payouts to the employee.

### Pay Advance

Manager/Supervisor will be able to initiate an Advance payment to the employee.

Manage Wages		Payout
Wages		
<b>Ain2 Worker</b> MYR 91.00 Period: 2021-04-16 - 2021-04-30	<b>Paid</b>	
<b>Ken Wong</b> MYR 55.00 Period: 2021-05-01 - 2021-05-15	<b>Paid</b>	
<b>Swekan Worker</b> MYR 55.00 Period: 2021-05-01 - 2021-05-15	<b>Paid</b>	
<b>Vky Lau</b> MYR 645.00 Period: 2021-05-01 - 2021-05-15	<b>Rejected</b>	
<b>John</b> MYR 55.00 Period: 2021-05-01 - 2021-05-15	<b>Rejected</b>	
<b>Vky Lau</b> MYR 645.00 Period: 2021-05-01 - 2021-05-15	<b>Paid</b>	
<b>Vky Lau</b> MYR 3.00 Period: 2021-05-16 - 2021-05-31	<b>Rejected</b>	
<b>John</b> MYR 924.00 Period: 2021-05-16 - 2021-05-31	<b>PAY</b>	

## Manage Wages

When HR has approved a payroll in Management Dashboard, Manager/Supervisor will get notified. The Manager/Supervisor needs to check the wages details and make payment to Employee accordingly. This feature allows Manager/Supervisor to attach the payment receipt and notify the Employee.

**Step 1** Click on **“PAY”**.

< **Payment Details**

Vky Lau

Period  
2021-05-16 - 2021-05-31

Regular Pay  
MYR 180.45  
20.05 hours x MYR 9.00

Overtime Pay  
MYR 3.00  
30.57 hours x MYR 100.00

Total Deduction  
MYR 112.50

---

**Enter Details**

Remarks

May 2021 salary

Receipt

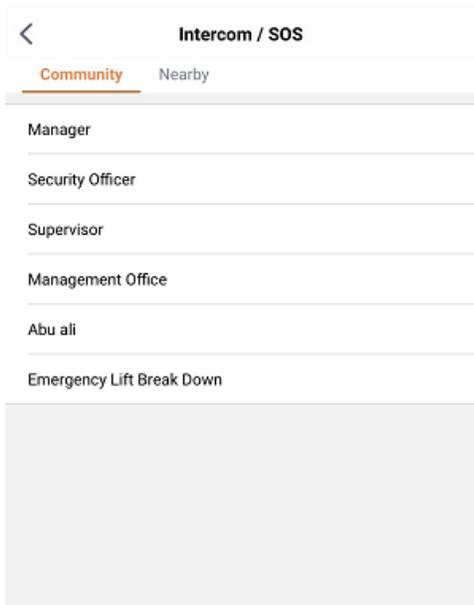


Attach Receipt

Confirm Payment

**Step 2** Click on “**Attach Receipt**” to take a picture/upload for the payment receipt.

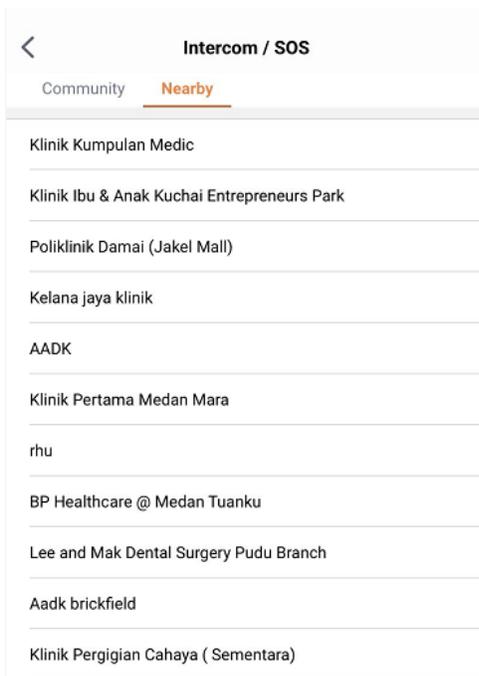
**Step 3** Click on “**Confirm Payment**”. The system will notify the Employees to check and acknowledge the payment.



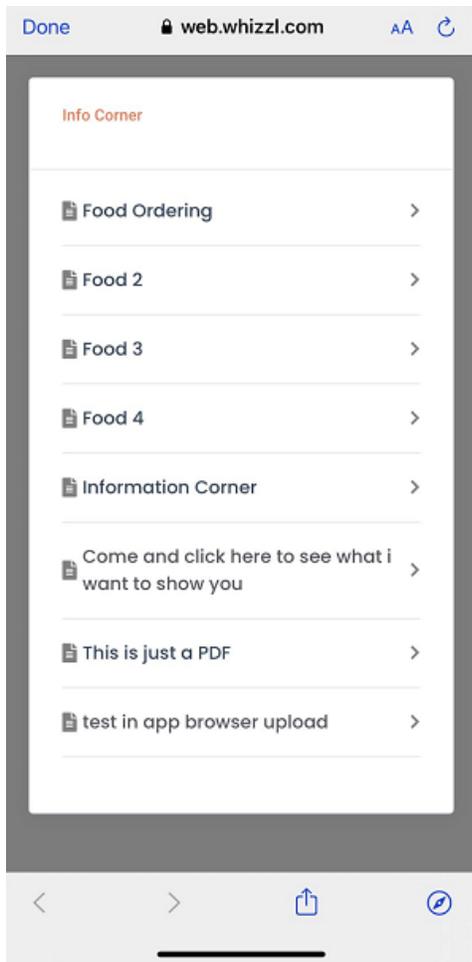
## Intercom / SOS

This feature enables users to make immediate contact with nearest emergency services and important contacts.

In “**Community**” tab, you can search for the community administrator’s contacts.

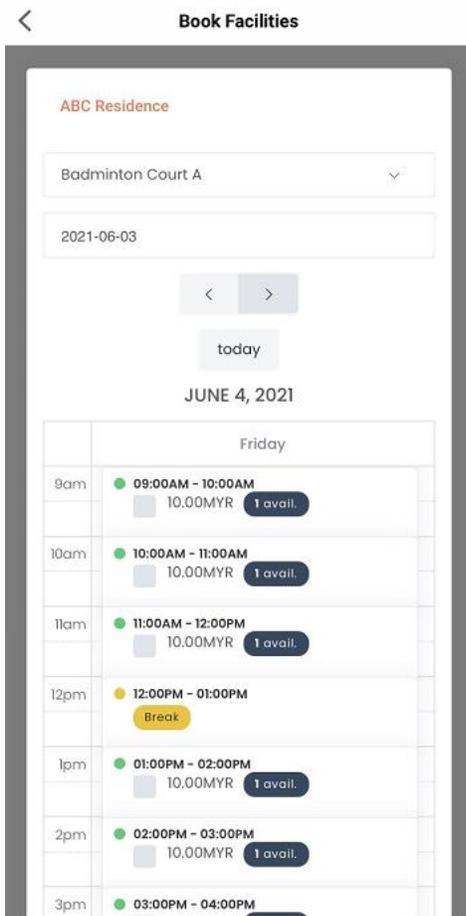


In “**Nearby**” tab, you can search for the nearest emergency services’ contacts.



## Information Corner

This feature enables administrators to share information with community members.



## Book Facilities

You can now book facilities online through the community interface. Tap the “**Facility**” in community and proceed with the booking procedure. You can book any facility available such as multi-purpose hall, badminton court, etc. which is listed by the Community Administrator.

**Step 1** Choose the facility you want to book and select the date. Then, you will see the available slots, select your preferred slot and click “**Book Now**”.

The screenshot shows a mobile application interface for booking facilities. The main screen is titled "Book Facilities" and has a back arrow on the left. A modal window titled "Personal Detail" is open, containing the following fields:

- Email ID:** A text input field with a blacked-out value.
- Contact Number:** A text input field with a blacked-out value.
- Unit:** A dropdown menu with the text "Please select one..." and a downward arrow.
- Selected Slot(s):** A list of two selected time slots, each with a red 'x' icon:
  - x 09:00:00-10:00:00(04-06-2021)
  - x 10:00:00-11:00:00(04-06-2021)
- Special Note:** A large empty text area.
- Submit:** A dark blue button at the bottom of the modal.

**Step 2** Confirm your personal details (Email ID, Contact Number, Unit information) and click on **“Submit”** to book the facility.

You will receive an email when the Admin has approved your booking.

**Register Visitors**

Register Visitor

Visitor Name

Visitor Phone No.

Number of Visitors

Visitor Vehicle Plate Number

Expected Date & Time

Purpose of Visit

My Information

## Register Visitors

You can pre-register your visitors in advance by providing visitor's details, vehicle number, purpose of visit, date and time.

**Owen**



Share this QR code to the visitor for a hassle free sign in and entering of the residence

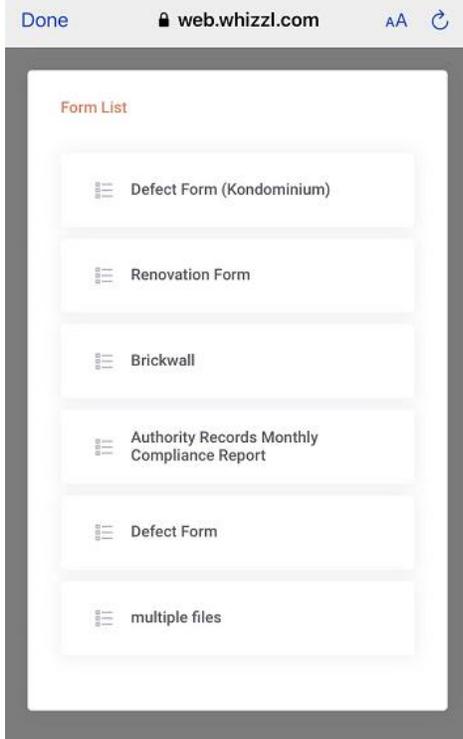
**Visit Details**

Visitor Name  
**Owen**

Visit ID  
**DBD2B**

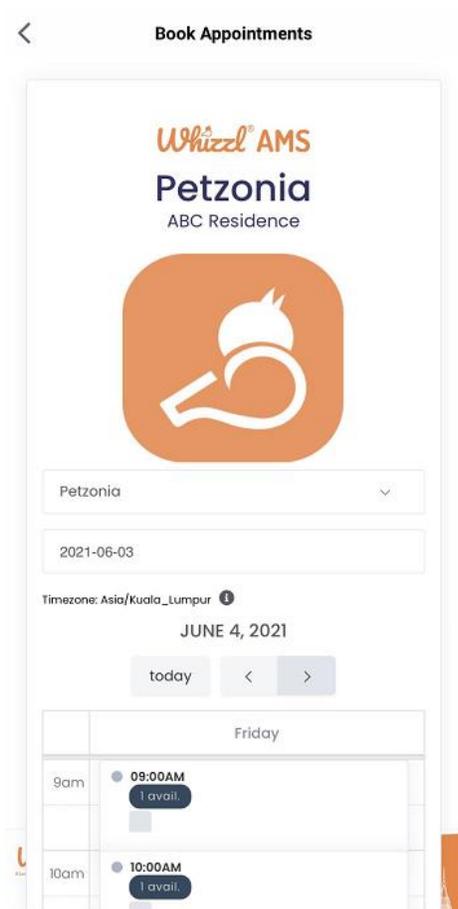
Phone Number  
**016777273**

Upon completion of registration, system will generate you a QR Code for the pre-registration. You may send the QR Code to the visitor to speed up the check-in by displaying to the security guard upon arrival on the visit day.



### Report Defects

Report defect(s) found in your home or anywhere in the residence area.



### Book Appointment

Enables user to book appointments for residence services such as car wash, resident classes and more.

**Step 1** Select the Business Name.

**Step 2** Select the Date of the appointment.

**Step 3** Tick a time slot and click on **“Book Now”**.

Book Appointments

Appointment Detail

All fields marked as (\*) are required.

Email\*

qqian0621@gmail.com

Full Name\*

John\_smith

Contact Number\*

60144477222

Select Services\*

Haitcut ( Deposit = 20 , Fee = 100 )

Haitcut Without Images ( Deposit = 100 , Fee = 200-300 )

IT Seminar ( Deposit = 0 , Fee = 250 )

Special Note

**Step 4** Fill out your personal details (Email, Full Name and Contact Number).

**Step 5** Select a Service, and click on **“Submit”**.

You will receive an email when the Admin has approved your booking.

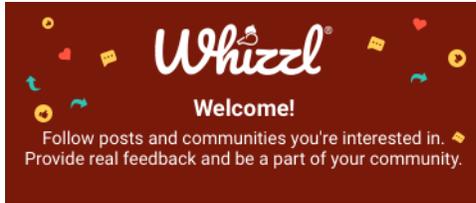
Done web.whizzl.com AA ↻

Form List

- Position
- Request for Donation
- Event Application
- Borang Kebenaran Rentas Negeri
- Vege order form
- Customer Survey Form

### Other Forms

The Admin can create customized documents to facilitate communication with you. You may select the relevant form(s) to proceed for submission.



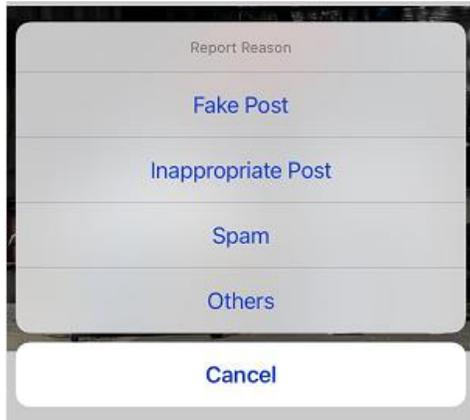
COVID-19 UPDATES →



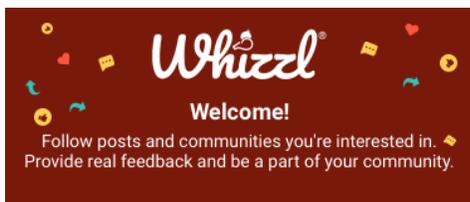
### Report a Post

We encourage you to report rude, aggressive or inappropriate contents and posts.

**Step 1** Click on the 3 dots button on the post, select **“Report”**.



**Step 2** Select the reason that you wish to report.



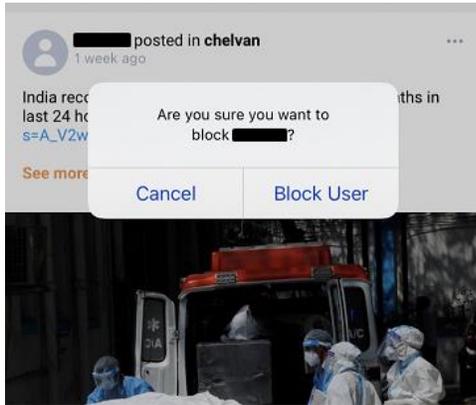
COVID-19 UPDATES →



### Block User

Blocking allows you to prevent interactions with someone on Whizzl and encounter content(s) they've shared. On the other hands, it shall block someone from viewing your account or content(s) that you've shared too.

**Step 1** Click on the 3 dots button on the post, select **“Block User”**.

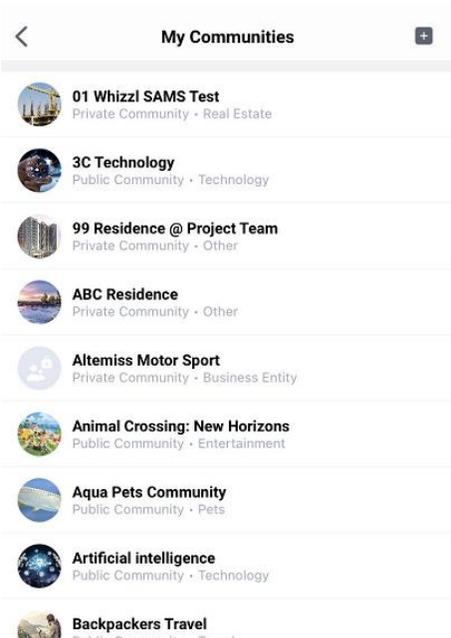


**Step 2** Click on “Block User” to block.



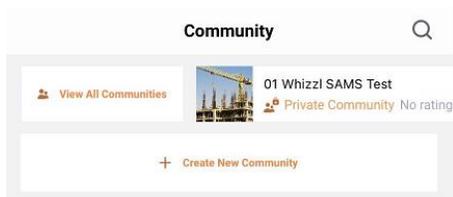
## Community

In “Community” tab, it displays all Posts, Feedbacks & Announcements of your Community and joined community.



### View all Communities

All the communities that you've created and joined will be displayed here.



### Creating a Community

You can create Private or Public Community. Private Community will be a closed community where only approved users are allowed to join the community. While Public Community will be opened to any users to join.

< Create Community

Name  
Community Name

Category  
Community Type

Private Community  
Only people you approve can join this community

Additional Information - Optional

Phone Number  
MY +60 123456789

Email  
name@example.com

Website  
https://



Create

**Step 1** Click on “Create New Community”.

**Step 2** Fill out the information.

**Step 3** Click on “Create”.

**Step 4** Upon creating a new community, you will also receive an email at the same time. The email will send you a link to access **Whizzl Management Dashboard**. You are able to manage your community through the Management Dashboard.



Owen posted in esports badminton  
2 hours ago

Does anybody want to join badminton night in Esports badminton? If you guys are interested, please comment below.



esports badminton  
★ 4.0 (4,000)

879

1k Comments · 15 Follows · 15 Shares

Like

Comment

Follow

### Recommended



Komui Beach

Location

★ 4.3 (4,000) · 123 Followers

Follow



Salur Beach

Location

★ 4.0 (4,000) · 123 Follow

Follow



Discover



Communities



Inbox



Me



Select Community/ Location

Search for community or location



All

My Communities

Location

Nearby

Recent Communities



Lavendar Residence

Private Community · Building/Property



Melaka Foodie

Public Community · Others



Pandan Jaya Community

Private Community · Building/Property

Popular



Lavendar Cafe

Location · Business Entity



Petaling Street

Location · Other



Nando's KLCC

Location · Business Entity



Lot 10

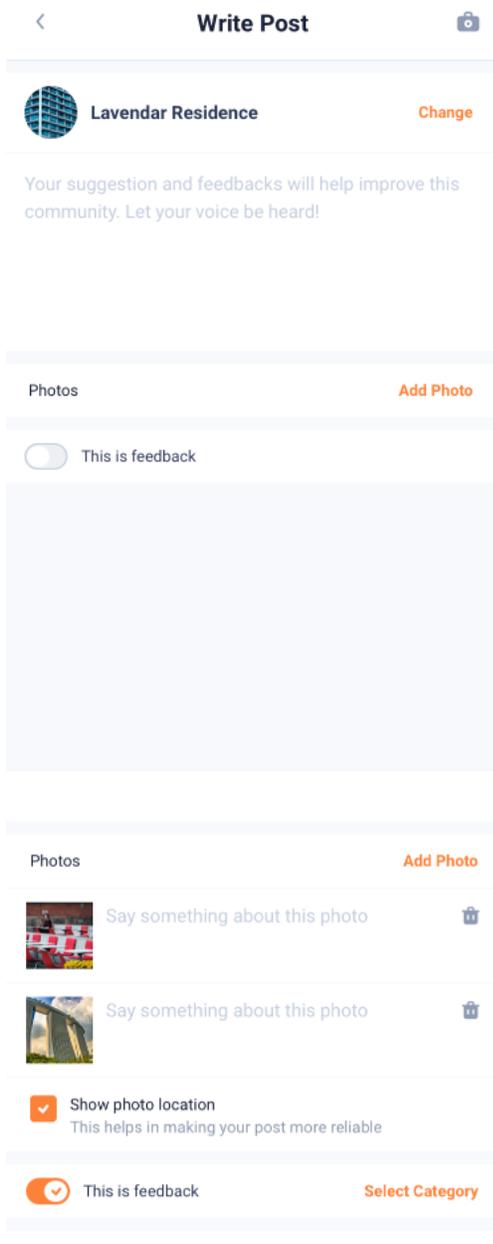
Location · Building/ Property

## Create Post & Feedback

You can share your suggestion or feedback to help improve the community/location.

**Step 1** Click on the “+” button.

**Step 2** Select a Community/Location.



### Step 3 Create your content.

By clicking on “**Change**”, you can switch to another community.

By clicking on “**Camera**” on top right of the page or click on “**Add Photo**”, you can add photo(s) to the post/feedback.

Enable “**This is feedback**” button, the post will be posted as a “**Feedback**”.

### Step 4 Click on “**Select Category**”.

< **Feedback Categories**

Search categories 

- Broken/ Missing
- Carpark
- Cleanliness
- Common Area
- Danger/ Hazard
- Electricity
- Escalator/ Lift
- Facilities
- Fire

**Done**

**Step 5** Select a category that is most relevant to your feedback. And click on **“Done”**.

Photos Add Photo

 Say something about this photo 

 Say something about this photo 

Show photo location  
This helps in making your post more reliable

This is feedback Select Category

Missing/ Hazard × Broken/ Danger ×

Common Area × Escalator/ Lift ×

**Post**

**Step 6** Click on **“Post”**.

 Owen gave feedback to Lavendar Residence ...  
2 hours ago

**Open**

When you type the website name on your address bar, a simple yet classy homepage of the website unfurls right before your eyes. Designed tastefully, the homepage presents a vivid picturesque of th...[See more](#)



 Lavendar Residence  
★ 4.0 (4,000)

 879    1k Comments • 15 Follows • 15 Shares

 Like     Comment     Follow    

## Feedback Post

If you've noticed something that you would like to draw attention to, such as flooding in a public washroom, you can create a feedback in Community/Location.

## Status

**Open**

A feedback which is created by User and pending the Community/Location Admin to take action.

**In Progress**

The Admin is in the process of resolving the issue.

**Request Close**

Once the issue is resolved and approved by the Admin, the feedback status gets updated to **"Request Close"**.

**Closed**

Once the issue is fixed, the User who created the feedback will be the only one who can give ratings and close it.

## Inbox

The screenshot shows the Instagram Notifications inbox. At the top, there are two tabs: "Notifications" (selected) and "Messages". Below the tabs, there is a list of five notification items, each with a profile picture, the sender's name, the notification text, and the time it was received. The bottom navigation bar is visible, with the "Inbox" icon highlighted in orange.

Profile	Notification	Time
Lavendar Cafe	has posted a response to your feedback.	2 hours ago
Mons203	has created a new post at Kuala Lumpur City Centre	2 hours ago
Mons203	reacted to your watched post	Yesterday
Mons203	reacted to your post	Yesterday
Mons203	started following you	31/12/2020

## Inbox

### Notifications

If an update(s) happens in your Community/Location such as someone has created Post/Feedback/Announcement, you will get a notification. Clicking on it will redirect you to the relevant page.

## Inbox

The screenshot shows the Instagram Messages inbox. At the top, there are two tabs: "Notifications" and "Messages" (selected). Below the tabs, there is a search bar with a "Search" placeholder and a magnifying glass icon. Below the search bar, there is a list of four message items, each with a profile picture, the sender's name, the message text, and the time it was received. The bottom navigation bar is visible, with the "Inbox" icon highlighted in orange.

Profile	Message	Time
Mons203	Traveling on a tight budget often...	2 hours ago
Albaj7617	yes it serves the best curry	2 hours ago
Curry_monster	Traveling on a tight budget often...	2 hours ago
Kev_1988	yes it serves the best curry	2 hours ago

### Messages

You can chat and communicate with all the users by using "Message".

In this page, click on the "+" button can start a new chat.

**Owen**  
@owen  
website.com

Followed Lists   Pages Managed   Locations Visited   Services

**All**   Feedback   Posts

**Activity**   30 posts in the last 30 days

**145** Feedback   **145** Posts   **66** Followers   **65** Following

**Owen gave feedback to ABC Residence**   2 hours ago

**Open**

ID 14D4D C5737

This building is so badly managed. the lifts does not

Discover   Communities   **+**   Inbox   Me

## Me

“Me” allows you to view “Your Profile”. You can review all Posts, Feedbacks and Announcements that was posted by you.

**Edit Profile**

**Change Profile Picture**

Name

Owen Wilgkins

Bio

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent id tempus ante. Phasellus sit amet orci magna. Vestibulum porttitor ante lorem. Curabitur efficitur risus lectus, ac tempus urna viverra in. Nulla sed dui iaculis, pulvinar felis quis.

250/ 250 Characters

**Personal Information**

**Update**

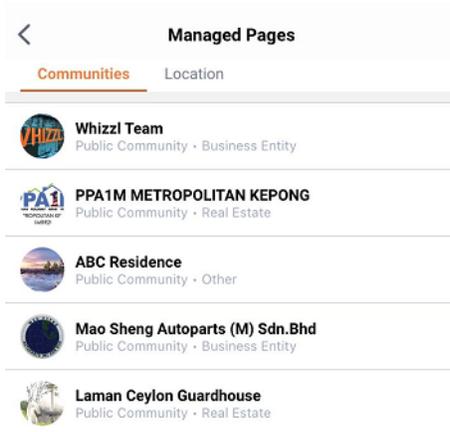
## Update your Profile

Click on to edit your personal information.



## Followed Lists

You can find all the Posts and Followed Locations in this page.



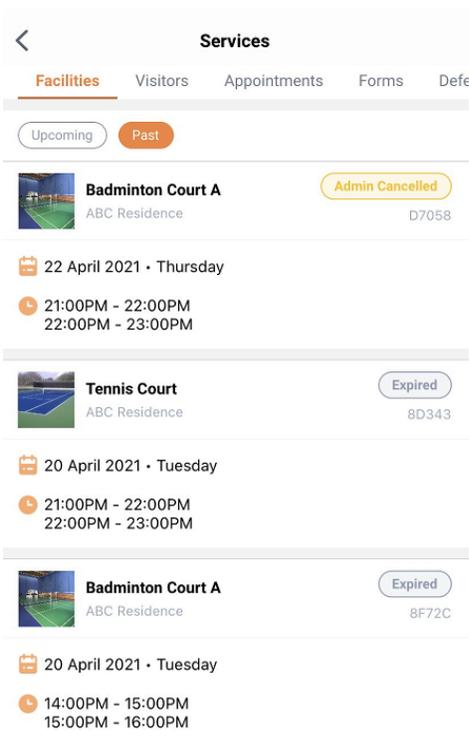
## Managed Pages

All the Communities and Locations which was managed by you will be displayed here.



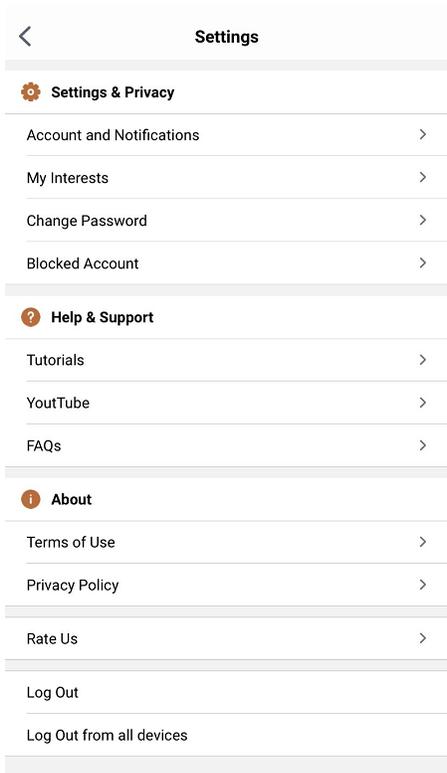
## Locations Visited

This allows you to view all the locations you have visited and checked in by scanning the DCMS QR code.

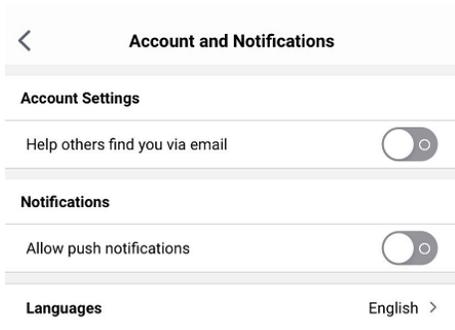


## Services

This feature allows you to review your booking and form's submitted records.



## Settings



### Account and Notifications

**Account Settings** – Enabling this feature will help others find you via your registered email.

**Notifications** – Enabling this feature will allow the push notifications.

**Languages** – This allows you to change the Whizzl in-App system language (e.g., English, Chinese & Bahasa Malaysia)

### What do you enjoy?

Pick at least 3 categories of things you're interested in



Save Changes



### Change Password

Current Password



New Password



Retype Password



## My Interests

This feature allows you to update the categories you're interested in.

## Change Password

Enables you to update your Whizzl account password.



### Blocked Account



Unblock

## Blocked Account

All the blocked users will be listed here and allows you to unblock the user.