



SERI PAJAM DEVELOPMENT SDN BHD

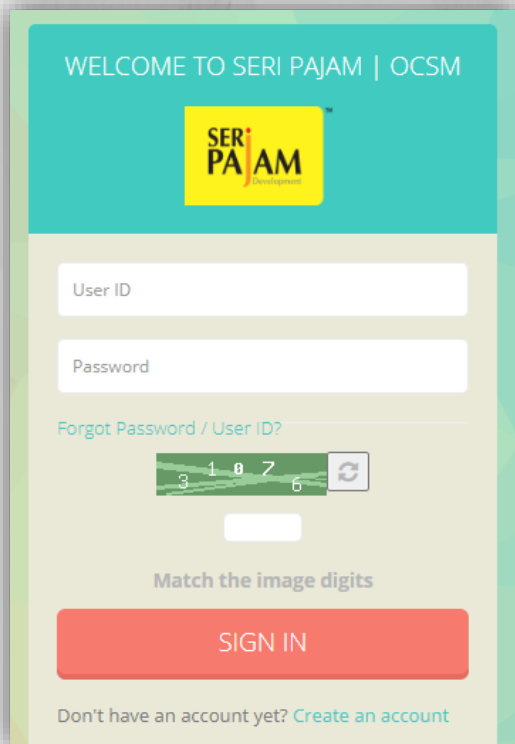
Handing Over Vacant Possession User Manual

(Web/PC)



FIRST TIME USER

1. Go to <https://seripajam-ocsm.com.my>



WELCOME TO SERI PAJAM | OCSM

SERI PAJAM

User ID

Password

Forgot Password / User ID?

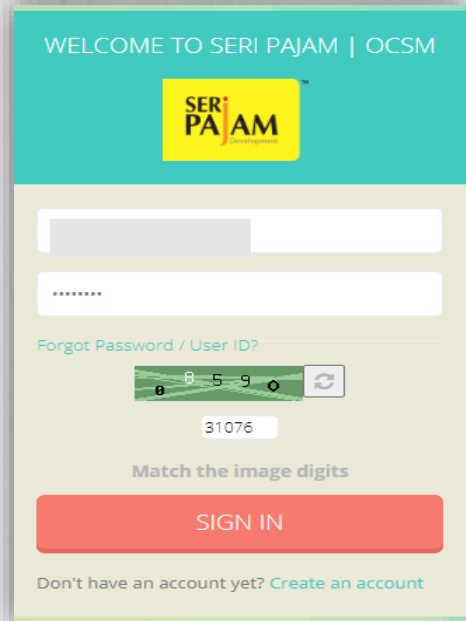
3 1 0 7 6

Match the image digits

SIGN IN

Don't have an account yet? [Create an account](#)

2. Login using your user id and password with the correct captcha.



WELCOME TO SERI PAJAM | OCSM

SERI PAJAM

.....

Forgot Password / User ID?

0 8 5 9 0

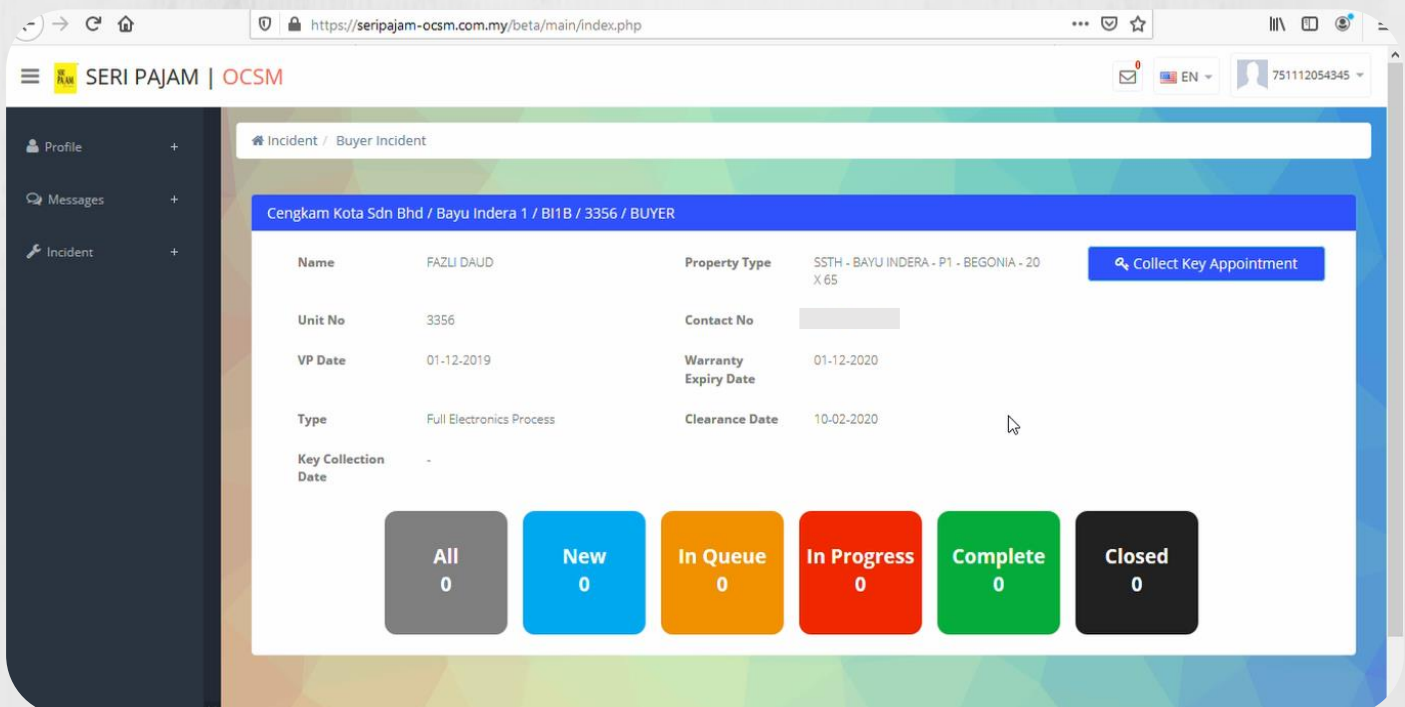
31076

Match the image digits

SIGN IN

Don't have an account yet? [Create an account](#)

3. After successful login, this web will bring you to the interface of Seri Pajam.



SERI PAJAM | OCSM

Incident / Buyer Incident

Cengkam Kota Sdn Bhd / Bayu Indera 1 / BI1B / 3356 / BUYER

Name	FAZLI DAUD	Property Type	SSTH - BAYU INDERA - P1 - BEGONIA - 20 X 65	Collect Key Appointment
Unit No	3356	Contact No		
VP Date	01-12-2019	Warranty Expiry Date	01-12-2020	
Type	Full Electronics Process	Clearance Date	10-02-2020	
Key Collection Date	-			

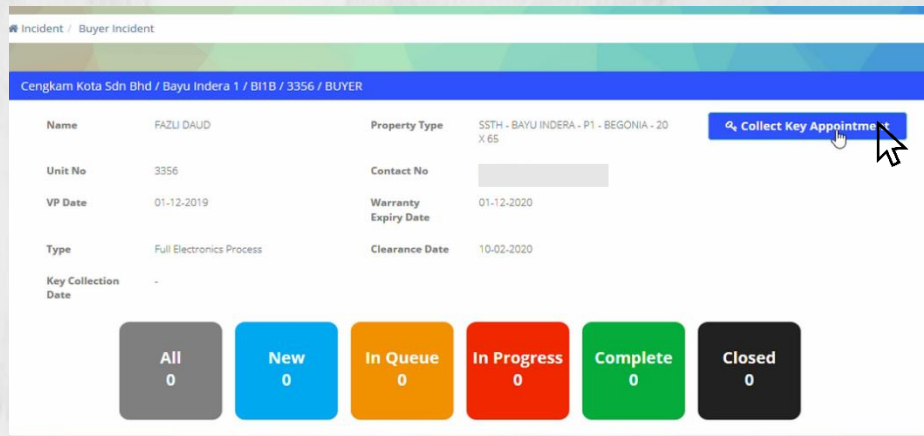
All 0 New 0 In Queue 0 In Progress 0 Complete 0 Closed 0


Appointment Booking

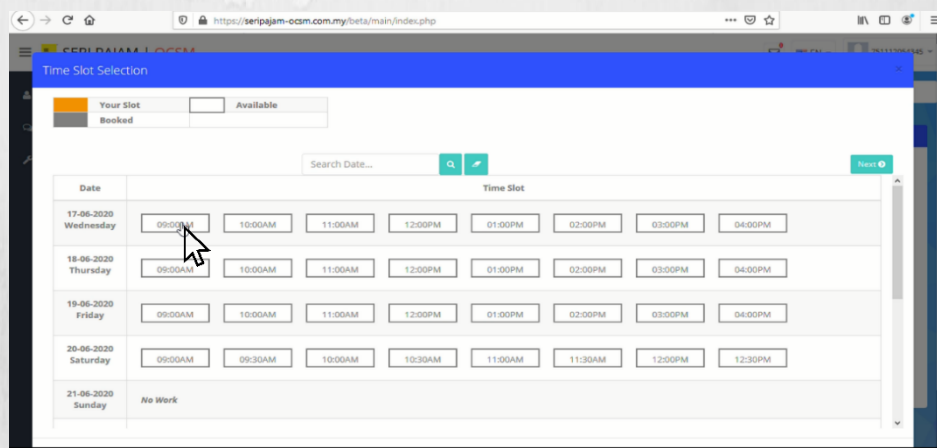
Note : 1. You can only book/schedule a date 7 days in advance.

2. You need to wait for 2 minutes to change a confirmed time slot and maximum of 2 time changes is allowed.

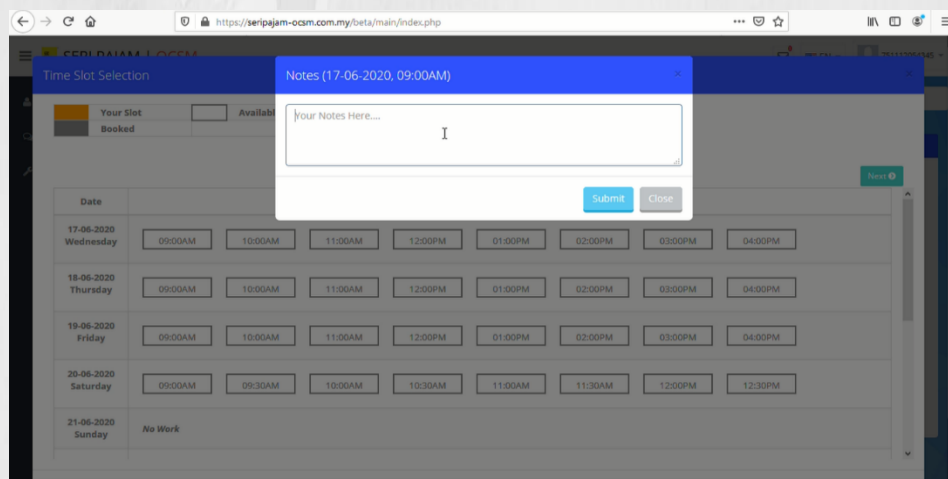
Step 1 : Select Collect Key Appointment. 



Step 2 : Select next or previous button to select the date before and after and you can click on the time to choose specific time. 



Step 3 : If you wish to leave message to person incharge, type in the message on this area.



Step 4 : The colour of booked time slot will change to Orange after your booking is succesfull and supervisor information will be displayed on the screen.

The screenshot shows a web browser window with the URL <https://seripajam-ocsm.com.my/beta/main/index.php>. The page title is "SERIPAJAM | OCSM". The main content area is titled "Time Slot Selection".

At the top, there is a legend:

Color	Label
Orange	Your Slot
Grey	Booked

Below the legend, a red-bordered box contains the following information:

Our staff will arrive at your house on the selected time slot. Please refer below for the staff info:
Name : THONG
Contact No: 738723021
Reminder: Please wait 2 minute(s) to change time slot.

Below this box is a search bar labeled "Search Date..." with a magnifying glass icon and a "Next" button.

The main table displays the available time slots for the selected date:

Date	Time Slot
17-06-2020 Wednesday	09:00AM (Booked), 10:00AM, 11:00AM, 12:00PM, 01:00PM, 02:00PM, 03:00PM, 04:00PM
18-06-2020 Thursday	09:00AM, 10:00AM, 11:00AM, 12:00PM, 01:00PM, 02:00PM, 03:00PM, 04:00PM
19-06-2020 Friday	09:00AM, 10:00AM, 11:00AM, 12:00PM, 01:00PM, 02:00PM, 03:00PM, 04:00PM
20-06-2020 Saturday	09:00AM, 09:30AM, 10:00AM, 10:30AM, 11:00AM, 11:30AM, 12:00PM, 12:30PM

VP Handover and Key Collection Process

*Supervisor will deliver house key to your unit no at your appointment date and time

Step 1 : Login to system with user id and password and select Collect Key Signing.

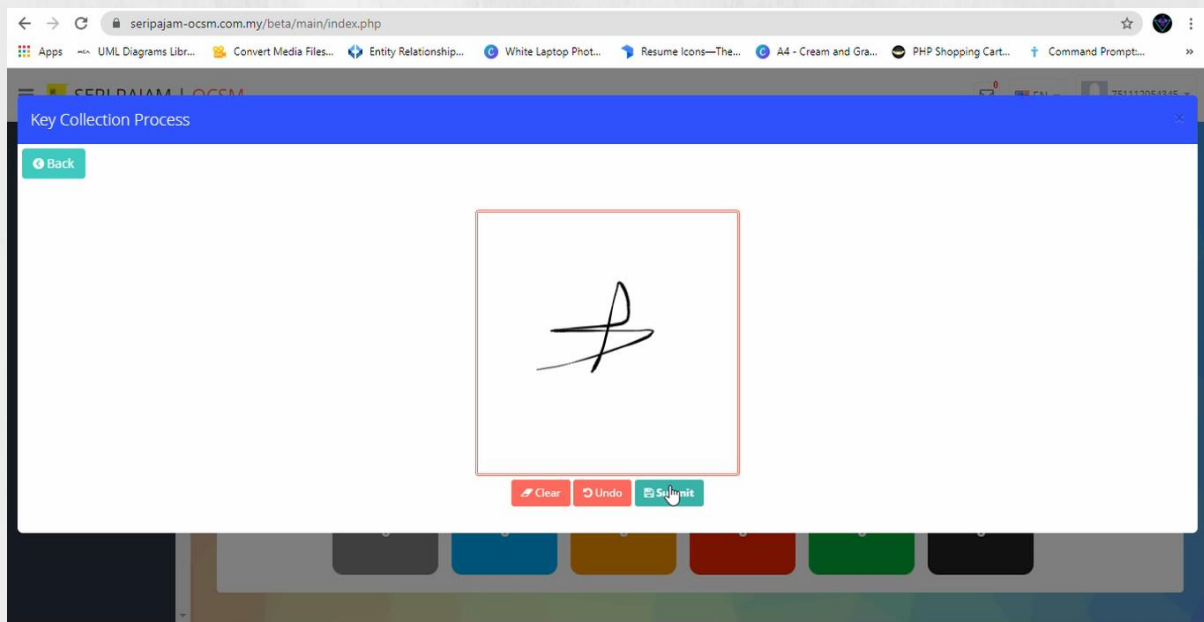
The screenshot shows the SERI PAJAM OCSM web application. The user is logged in as '751112054345'. The main menu on the left includes Profile, Messages, and Incident. The 'Incident / Buyer Incident' section displays details for 'Cengkam Kota Sdn Bhd / Bayu Indera 1 / B11B / 3356 / BUYER'. The details include Name (FAZLI DAUD), Property Type (SSTH - BAYU INDERA - P1 - BEGONIA - 20 X 65), Unit No (3356), Contact No (0147753213), VP Date (01-12-2019), Warranty Expiry Date (01-12-2020), Type (Full Electronics Process), and Clearance Date (10-02-2020). A 'Collect Key Signing' button is highlighted. Below the details are filters for All (0), New (0), In Queue (0), In Progress (0), Complete (0), and Closed (0).

Step 2 : This application will show the flow of this document. Select next or previous button to view documents.


The four screenshots illustrate the document flow in the Key Collection Process:

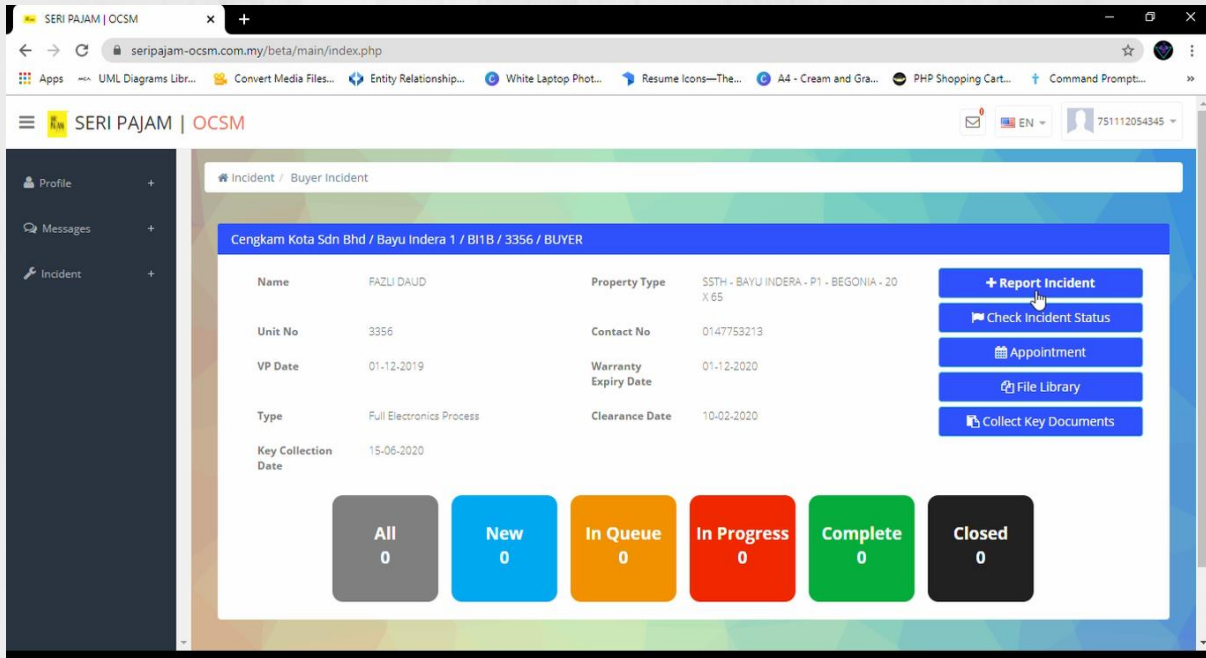
- Document 1:** A letter from SERI PAJAM to the buyer, dated 15-06-2020, regarding the delivery of vacant possession and collection of house keys. It includes project details and a list of items to be delivered.
- Document 2:** A detailed schedule of items to be delivered, including a table with columns for No, Description, Bedroom 4, Bedroom 3, Car Porch, Kitchen, Driveway, Living Hall, Dining Hall, YARD, STORE, Sub-Total, and Remarks.
- Document 3:** A table listing the items to be delivered, including Master Room Keys, Sliding Door Keys, Master Bedroom Keys, Bedroom 1 Keys, Bedroom 2 Keys, Bedroom 3 Keys, Kitchen Keys, Back Door Keys, Car Sliders, and Security Access Card.
- Document 4:** A receipt form for the key collection process, dated 15-06-2020, signed by the buyer and the representative of SERI PAJAM DEVELOPMENT SDN BHD.

Step 4 : Sign at the Signature Form screen and click button SUBMIT to complete the process.



Create Incident

Step 1 : Login to system with user id and password and select Report incident 

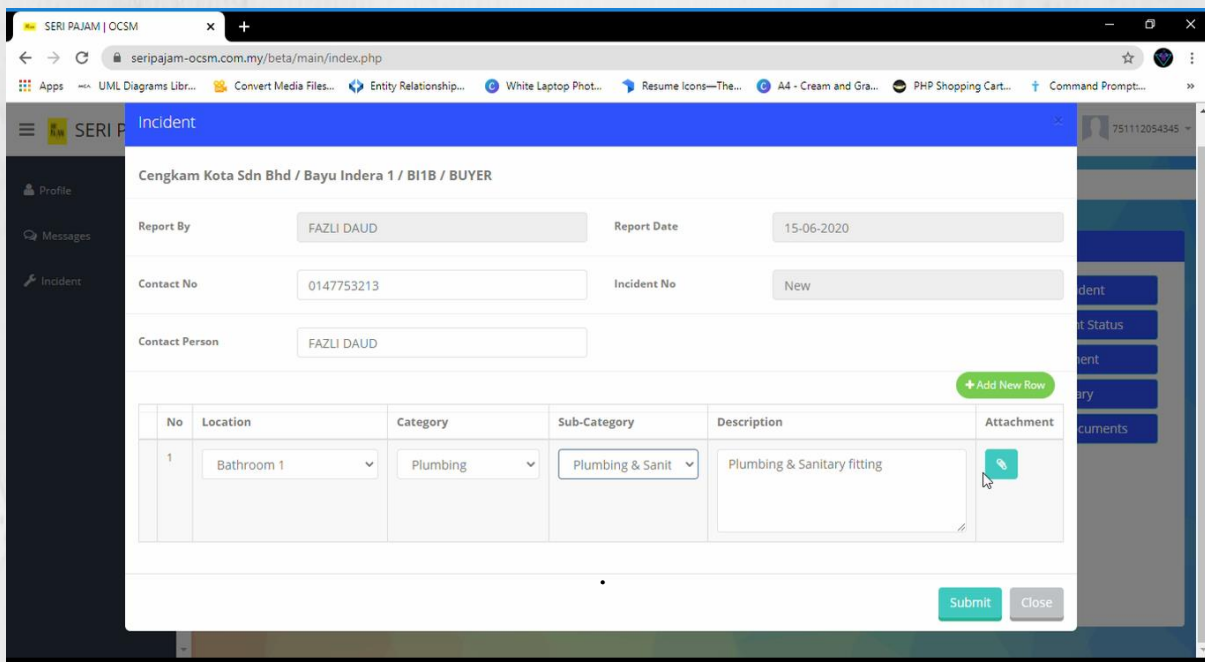


The screenshot shows the SERI PAJAM OCSM dashboard. The user is logged in as FAZLI DAUD. The dashboard displays the following information:

- Incident / Buyer Incident**
- Cengkam Kota Sdn Bhd / Bayu Indera 1 / BI1B / 3356 / BUYER**
- Name:** FAZLI DAUD
- Property Type:** SSTH - BAYU INDERA - P1 - BEGONIA - 20 X 65
- Unit No:** 3356
- Contact No:** 0147753213
- VP Date:** 01-12-2019
- Warranty Expiry Date:** 01-12-2020
- Type:** Full Electronics Process
- Clearance Date:** 10-02-2020
- Key Collection Date:** 15-06-2020

The dashboard also features a sidebar with navigation options: Profile, Messages, and Incident. At the bottom, there are buttons for 'All', 'New', 'In Queue', 'In Progress', 'Complete', and 'Closed', each with a count of 0. On the right side, there are buttons for '+ Report Incident', 'Check Incident Status', 'Appointment', 'File Library', and 'Collect Key Documents'.


Step 2 : Select location, category, subcategory, description and upload attachment from your gallery or taking a picture for incident report and followed by clicking the SUBMIT button.



The screenshot shows the SERI PAJAM OCSM 'Incident' form. The form is titled 'Cengkam Kota Sdn Bhd / Bayu Indera 1 / BI1B / BUYER'. It contains the following fields:

- Report By:** FAZLI DAUD
- Report Date:** 15-06-2020
- Contact No:** 0147753213
- Incident No:** New
- Contact Person:** FAZLI DAUD

Below these fields is a table with the following columns: No, Location, Category, Sub-Category, Description, and Attachment. The table has one row with the following data:

No	Location	Category	Sub-Category	Description	Attachment
1	Bathroom 1	Plumbing	Plumbing & Sanit	Plumbing & Sanitary fitting	

At the bottom right, there are 'Submit' and 'Close' buttons. A green '+ Add New Row' button is also visible above the table.

Step 3 : Select Add New Row if you want to add more than one incident and followed by clicking the SUBMIT button.

Report By: FAZLI DAUD | Report Date: 15-06-2020

Contact No: 0147753213 | Incident No: New

Contact Person: FAZLI DAUD

No	Location	Category	Sub-Category	Description	Attachment
1	Bathroom 1	Plumbing	Plumbing & Sani	Plumbing & Sanitary fitting	
2	Master Bathroom	Plumbing	Plumbing & Sani	Plumbing & Sanitary fitting	

+ Add New Row

Submit Close

Step 4 : Click CONFIRM button to submit the Incident Entry Confirmation.

Incident Entry Confirmation

Report By: FAZLI DAUD | Report Date: 15-06-2020

Contact No: 0147753213 | Incident No: New

Contact Person: FAZLI DAUD

No	Description	Location	Category	Sub-Category
1	Plumbing & Sanitary fitting	BATH1	PLUMB	PLSF
2	Plumbing & Sanitary fitting	MTBA	PLUMB	PLSF

Confirm Cancel