



# Client User Manual

Client User guide for website and backend system.

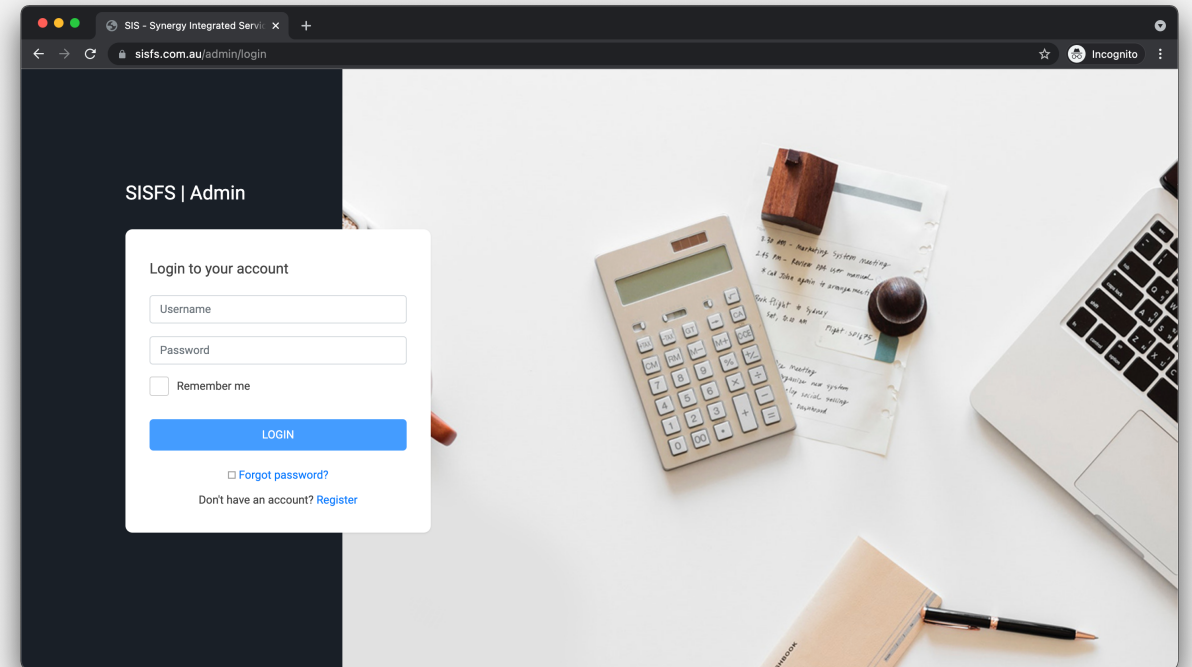
- Synergy Integrated Service
- [\(08\) 8362 2220](tel:(08)83622220)
- [inquiry@sisfs.com.au](mailto:inquiry@sisfs.com.au)
- [www.sisfs.com.au](http://www.sisfs.com.au)

# 1. Login – Client Portal

<https://sisfs.com.au/admin>

Login into client portal.

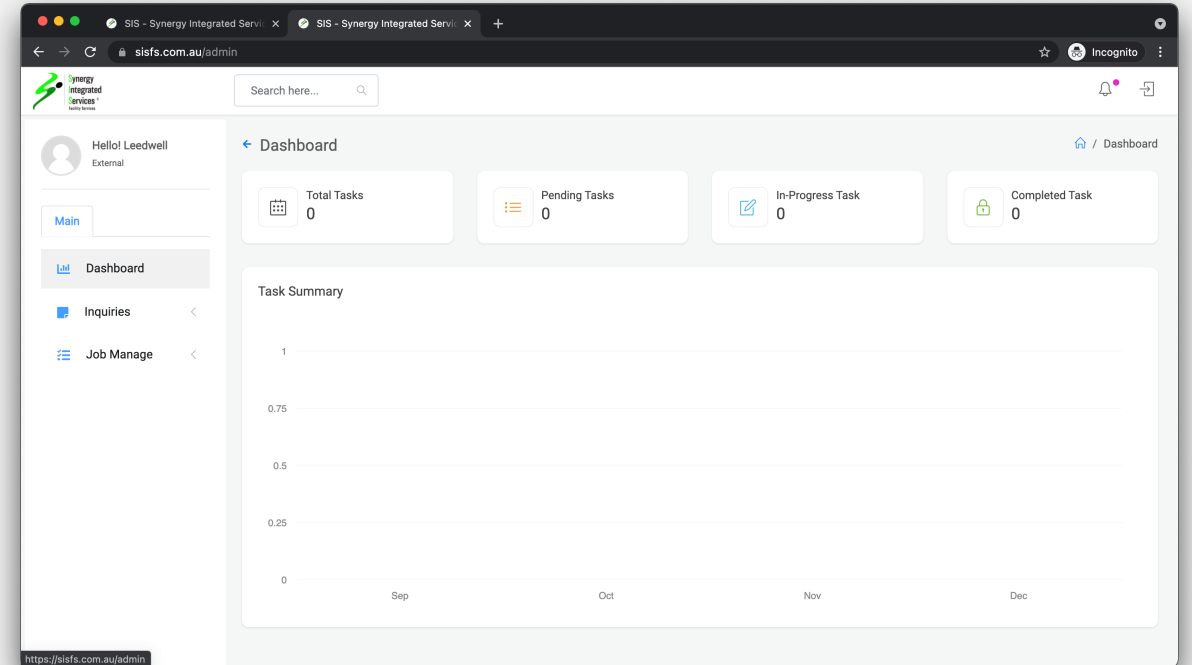
- Enter provided username and password.
- Username and password will receive by email from.



# 1. Dashboard – Client Portal

<https://sisfs.com.au/admin>

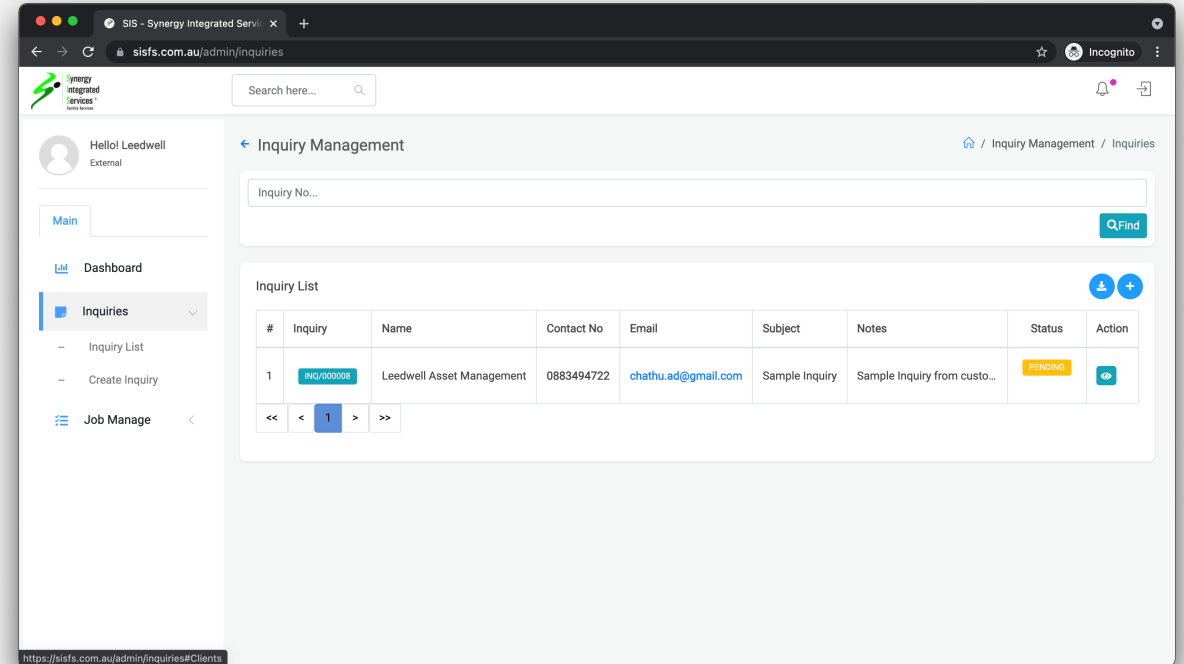
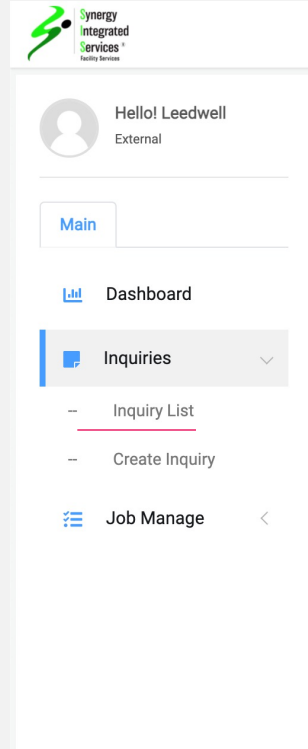
Client will automatically redirect into dashboard view when successful login.



# 1. Inquiry List – Client Portal

<https://sisfs.com.au/admin/inquiries>

Click on the Inquiry List.



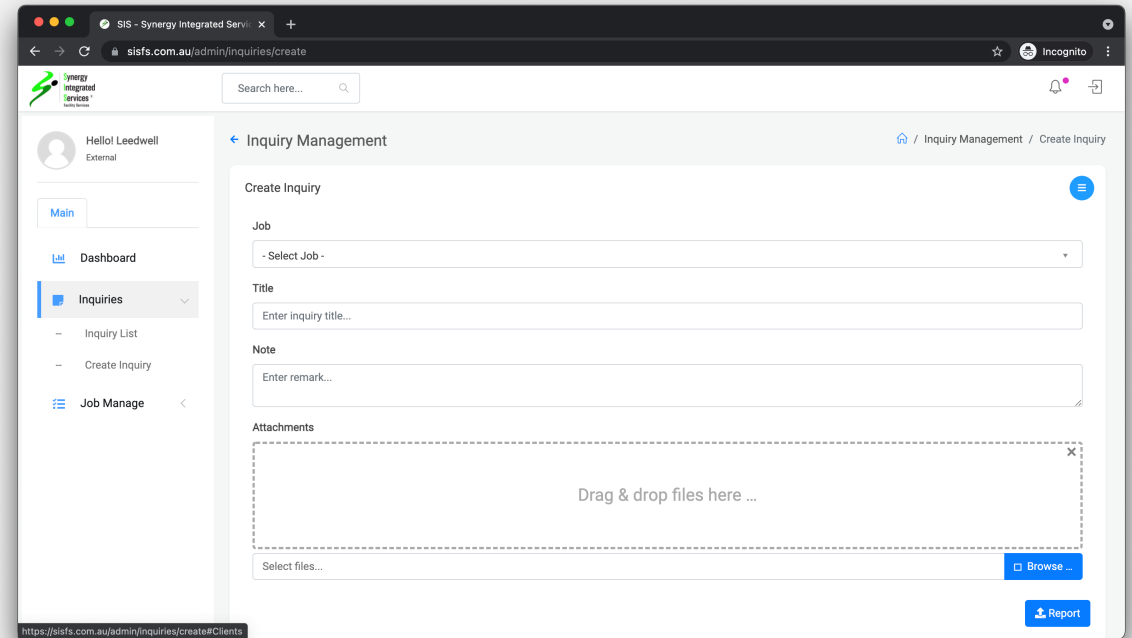
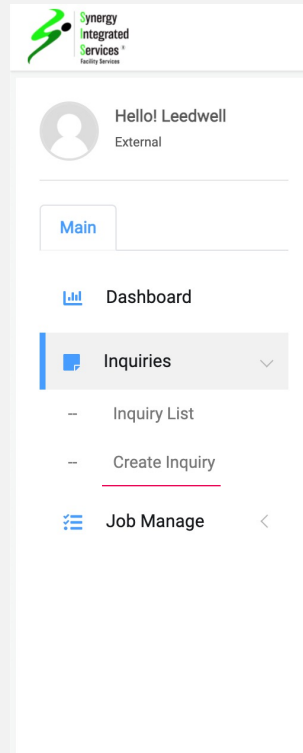
# 1. Create Inquiry – Client Portal

<https://sisfs.com.au/admin/inquiries/create>

Click on the **Create Inquiry**.

Fill the required fields

Click on 



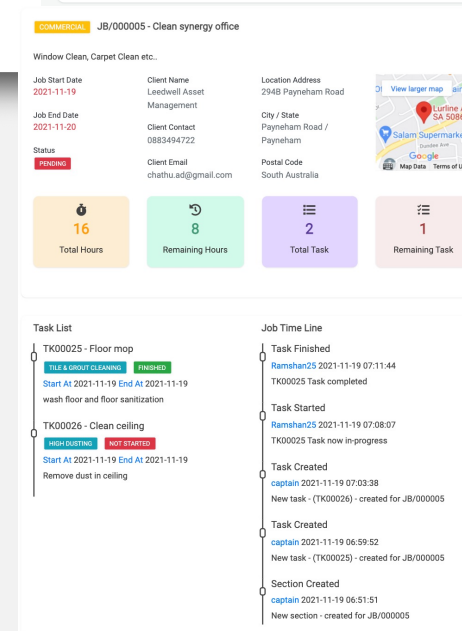
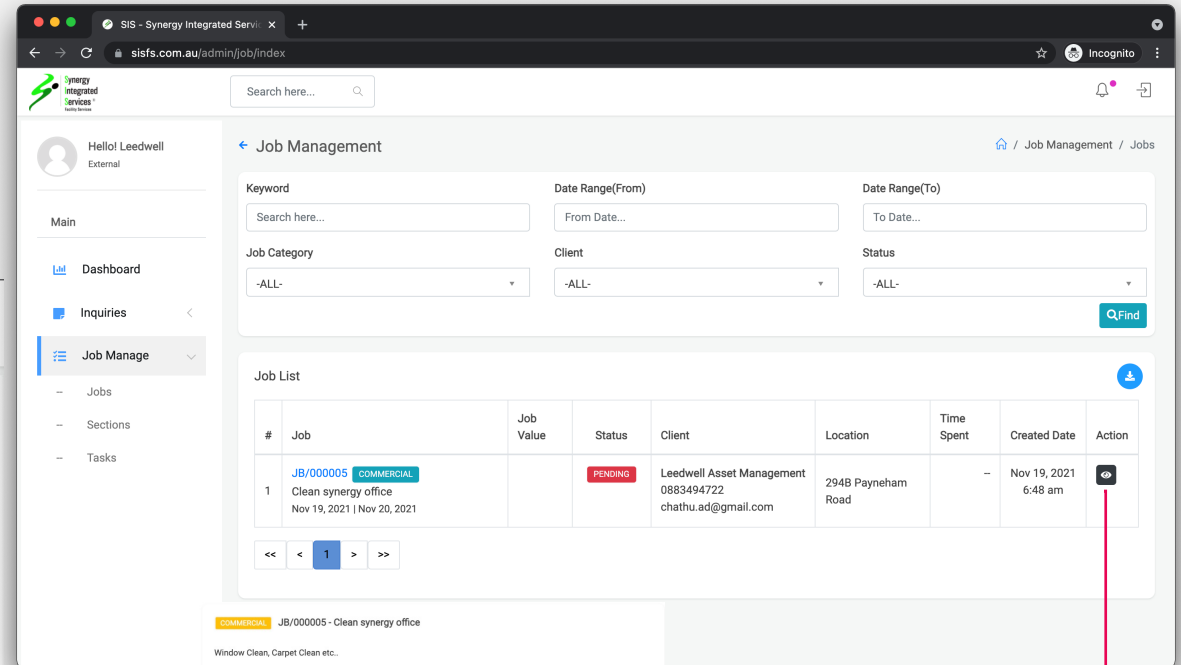
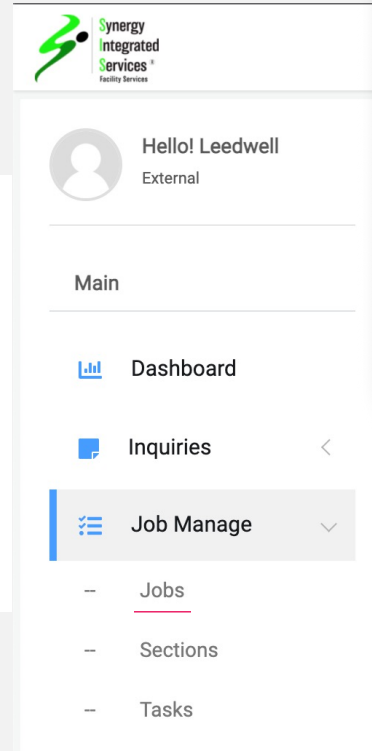
# 1. Job List – Client Portal

<https://sisfs.com.au/admin/job/index>

Click on the **Jobs** to view job list.

Click on  to view job details.

Click on  to export job list to excel.




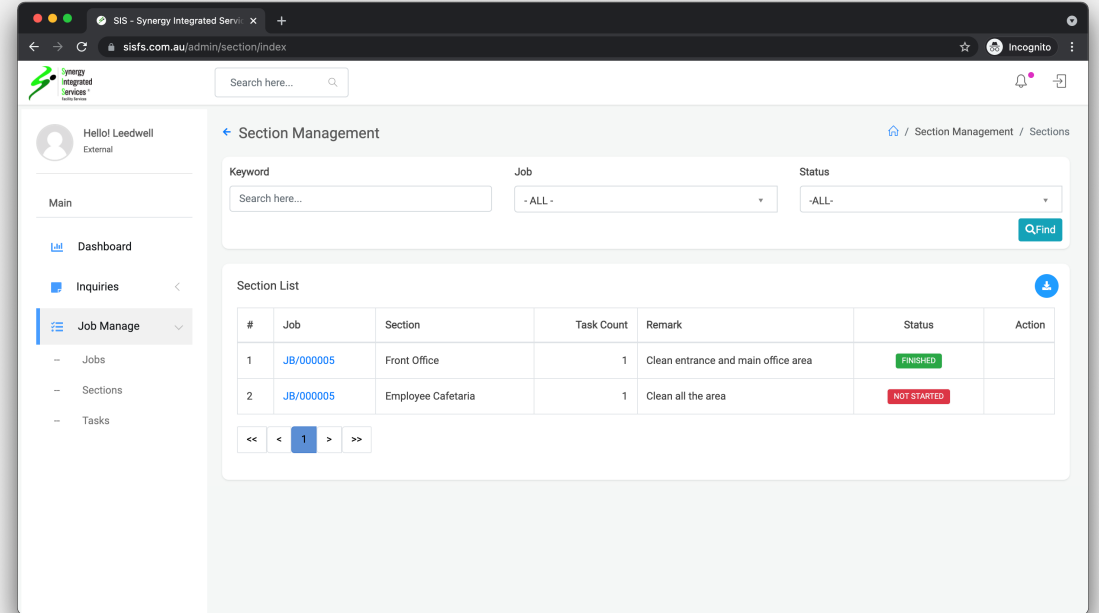
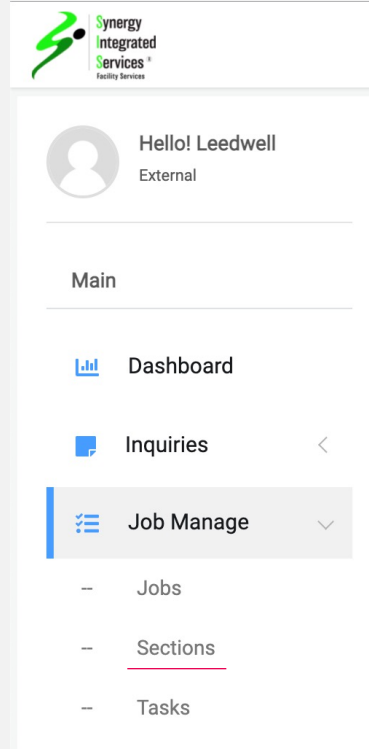
Click on view icon

# 1. Job Section List – Client Portal

<https://sisfs.com.au/admin/section/index>

Click on the **Sections** to view section list.

Click on  to export section list to excel.



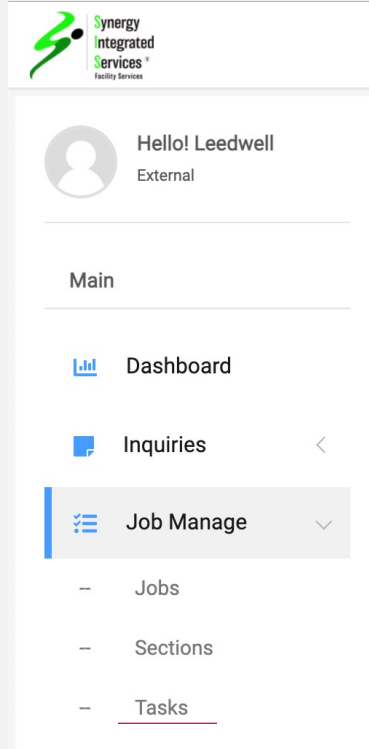
# 1. Job Task List – Client Portal

<https://sisfs.com.au/admin/task/index>

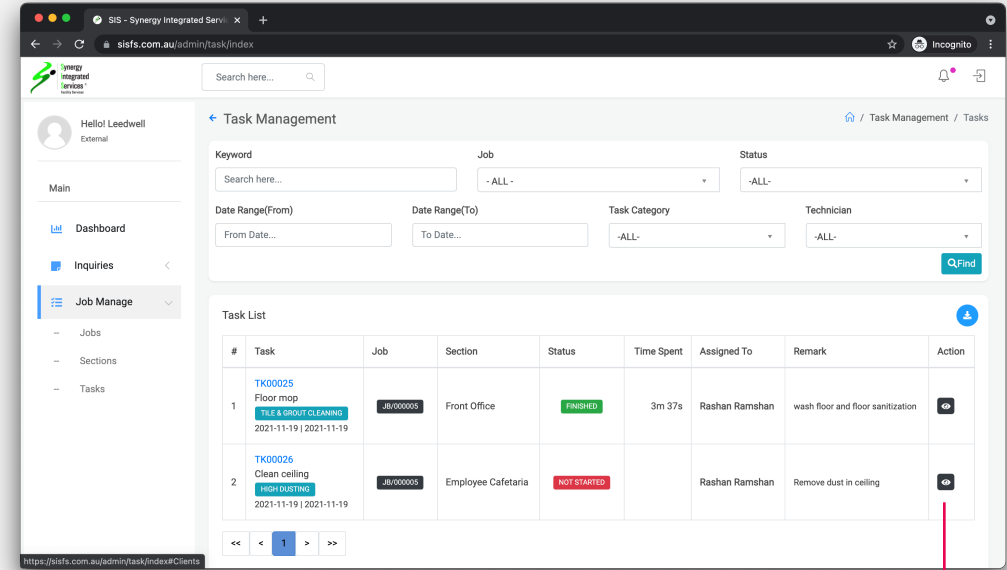
Click on the **Tasks** to view task list.

Click on  to view task details



Click on  to export task list to excel.



The image shows the client portal home page. At the top left is the Synergy Integrated Services logo. Below it is a user profile for 'Hello! Leedwell External'. A main navigation menu is on the right, with 'Job Manage' selected and expanded to show 'Jobs', 'Sections', and 'Tasks'.



The image shows the 'Task Management' dashboard. It features a search bar, filters for Keyword, Job, Status, Date Range, Task Category, and Technician, and a 'Find' button. Below is a 'Task List' table with columns for #, Task, Job, Section, Status, Time Spent, Assigned To, Remark, and Action. Two tasks are listed: 'TK00025 Floor mop' (FINISHED) and 'TK00026 Clean ceiling' (NOT STARTED). A red arrow points from the 'Action' column of the first task to the 'Task Details' section below.

#	Task	Job	Section	Status	Time Spent	Assigned To	Remark	Action
1	TK00025 Floor mop TILE & GROUT CLEANING 2021-11-19   2021-11-19	JB/000005	Front Office	FINISHED	3m 37s	Rashan Ramshan	wash floor and floor sanitization	
2	TK00026 Clean ceiling HIGH DUSTING 2021-11-19   2021-11-19	JB/000005	Employee Cafeteria	NOT STARTED		Rashan Ramshan	Remove dust in ceiling	

## Task Details

Task Reference:  
TK00025

Job Reference:  
JB/000005

Title:  
Floor mop

Task Category:  
TILE & GROUT CLEANING

Status:  
FINISHED

Assigned To:  
rashan.ramzan93@gmail.com

Remark:  
wash floor and floor sanitization

## Time Line

**Task Finished**  
Ramshan25 2021-11-19 07:11:44  
TK00025 Task completed

**Task Started**  
Ramshan25 2021-11-19 07:08:07  
TK00025 Task now in-progress

**Task Created**  
captain 2021-11-19 06:59:52  
New task - (TK00025) - created for JB/000005

Click on  
view icon

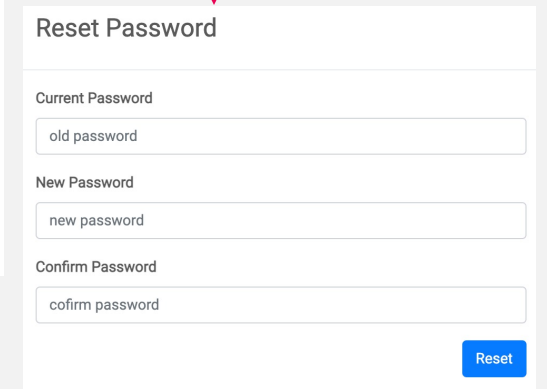
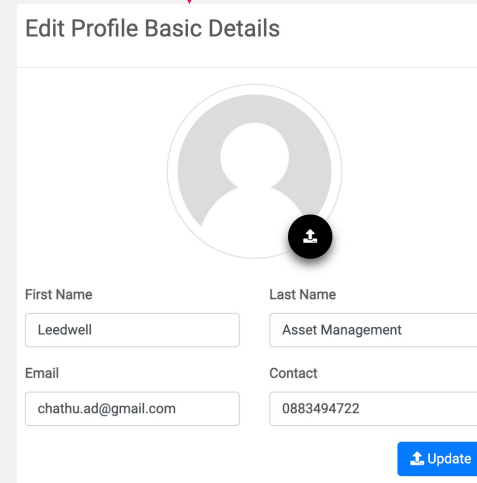
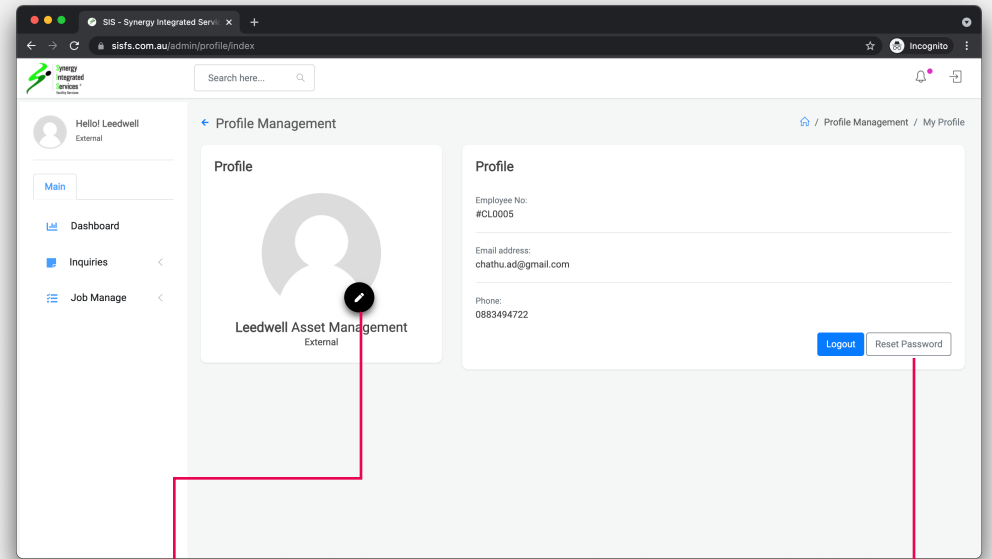
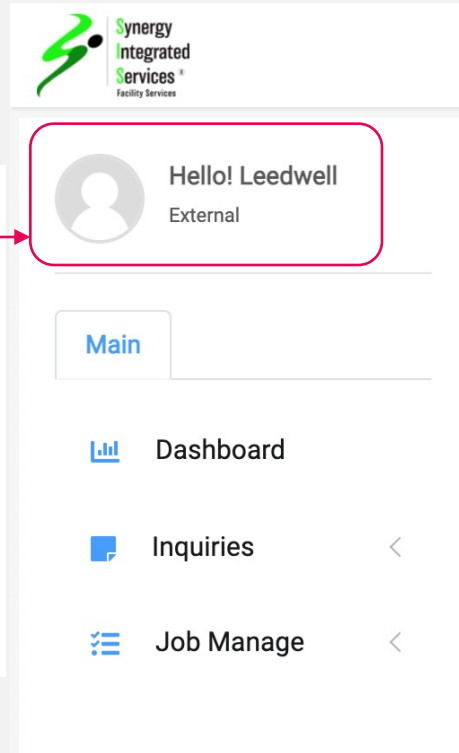
# 1. Profile Details – Client Portal

<https://sisfs.com.au/admin/profile/index>

Click on the here to go profile details.

Click on  to update profile pic and details

Click on  to reset password.





# Thank You

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