

Delivery, Clients & Units Updates

Overview

These three sections let the team log internal status updates, each scoped differently:

Section	Purpose
Delivery Updates	Log which units have been delivered or reached a construction milestone.
Clients Updates	Record any change to a client's personal information or client-related data.
Units Updates	Log any change made to a unit's specifications.

Delivery Updates

Used to track unit handovers to clients — logging which units have been delivered, which are pending, and what's scheduled next.

“ **Example:** Unit A has been handed over to the client, Unit B is scheduled for handover next month — the team logs this to keep a clear record of which units have been delivered and which are still pending.

DELIVERY UPDATES


ADD AN UPDATE

1

EWs Posted at 2026-05-24 18:30:41
EWs

Project : Profit Mail
Building : (Scnd)
Units :
1 → 5-19

DELETE



Timeline View

Each entry shows:

- Posted by / Posted at
- **Project, Building, Units** affected
- Any attached image
- **Delete** button

Use **Add an Update** (top right) to create a new entry.

Create Form — Fields

Field	Required	Description
Title	<input type="checkbox"/>	Title of the update.
Content	<input type="checkbox"/>	The update details.
Project	<input type="checkbox"/>	The project this update relates to.
Type	<input type="checkbox"/>	The delivery update type (configured in Customer Service Settings → Delivery Updates Types).
Videos	Optional	Attach a video link.
Gallery	Optional	Attach images.
Logo	Optional	Attach a logo/image.

DELIVERY UPDATE Create

Title*

Content*

Project*

Type*

Videos

Gallery

Logo

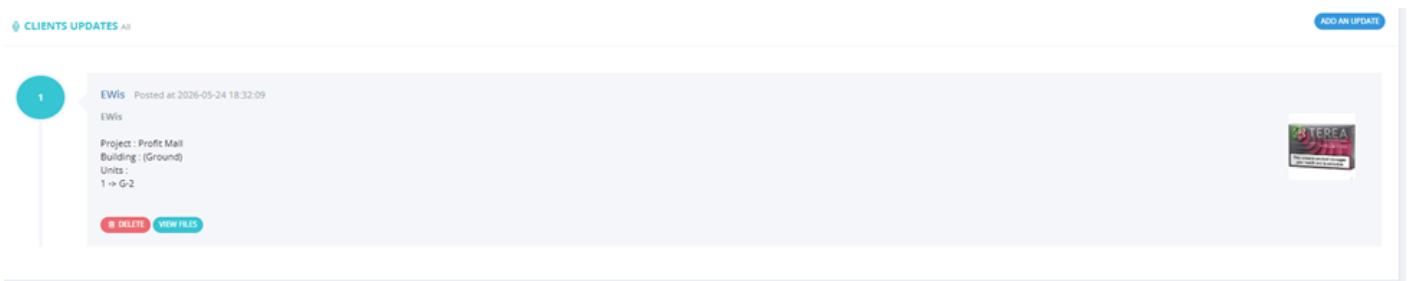
Filters

Filter	Description
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Creation Date	Filter by date (From / To).
Project	Filter by project.
Building	Filter by building.
Units	Filter by unit.
Types	Filter by update type.

Clients Updates

Used to record any change or update related to a client's information — for example, a change of address, updated contact details, or any other client-specific data that needs to be logged and communicated.



Timeline View

Each entry shows the same details as Delivery Updates, plus a **View Files** button to access any attached files.

Use **Add an Update** to create a new entry.

Create Form — Fields

Field	Required	Description
Title	<input type="checkbox"/>	Title of the update.
Content	<input type="checkbox"/>	The update details.
Project	<input type="checkbox"/>	The project this client is associated with.
Type	<input type="checkbox"/>	The client update type (configured in Customer Service Settings → Client Updates Types).

Field	Required	Description
Videos	Optional	Attach a video link.
Gallery	Optional	Attach images.
Logo	Optional	Attach a logo/image.
Files	Optional	Attach supporting files.

CLIENT UPDATE Create

Title*

Content*

Project*

Type*

Videos

Gallery

Logo

Files

Filters

Filter	Description
Creation Date	Filter by date (From / To).
Project	Filter by project.
Building	Filter by building.
Types	Filter by update type.

Units Updates

Used to log any change made to a unit's specifications — for example, if the unit's space was modified, or if two units were merged into one. These are unit-specific and tied directly to the unit's full hierarchy (Project → Building → Building Segment → Unit).



Examples: Unit space was changed, two units were merged, a structural modification was made.


UNITS UPDATES All

ADD AN UPDATE

1 Unit Space for Project (Elite Living) > Building (B1) > Building Segment (B01-G-105) > Unit (B01-G-105) Posted at 2026-06-30 14:40:00

content: Add Space
type: KD

[DELETE](#) [VIEW FILES](#)



Timeline View

Each entry shows the full unit path (e.g., *Project (Elite Living) > Building (B1) > Building Segment (B01-G-105) > Unit (B01-G-105)*), plus the content, type, **Delete**, and **View Files**.

Use **Add an Update** to create a new entry.

Create Form — Fields

Field	Required	Description
Title	<input type="checkbox"/>	Title of the update.
Content	<input type="checkbox"/>	The update details.
Type	<input type="checkbox"/>	The unit update type (configured in Customer Service Settings → Unit Updates Types).
Project	<input type="checkbox"/>	The project this unit belongs to.
Logo	Optional	Attach a logo/image.
Files	Optional	Attach supporting files.

Title*

Content*

Type*

Project*

Logo

Files

Filters

Filter	Description
Unit Name	Filter by unit.
Client	Filter by client.
Created At	Filter by creation date.

Created 2026-07-01 08:41:51 UTC by Admin
Updated 2026-07-01 08:58:54 UTC by Admin