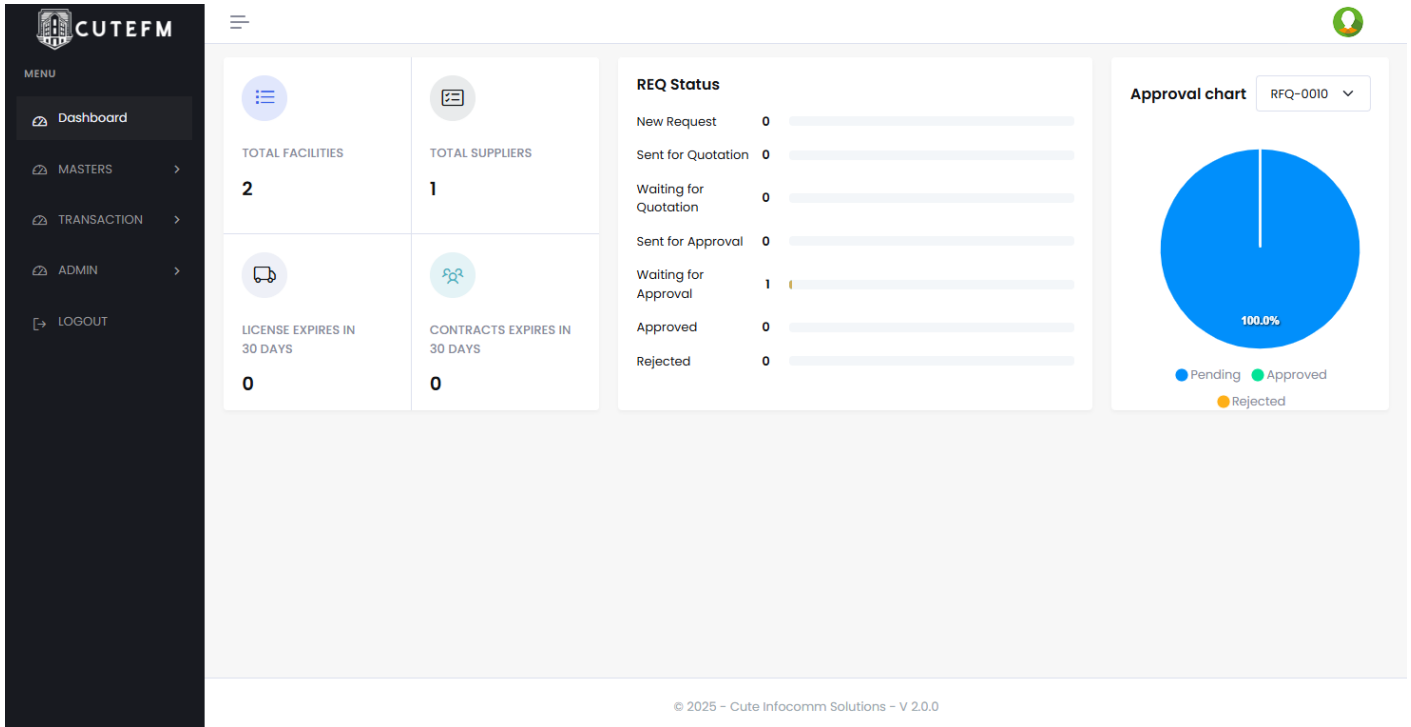
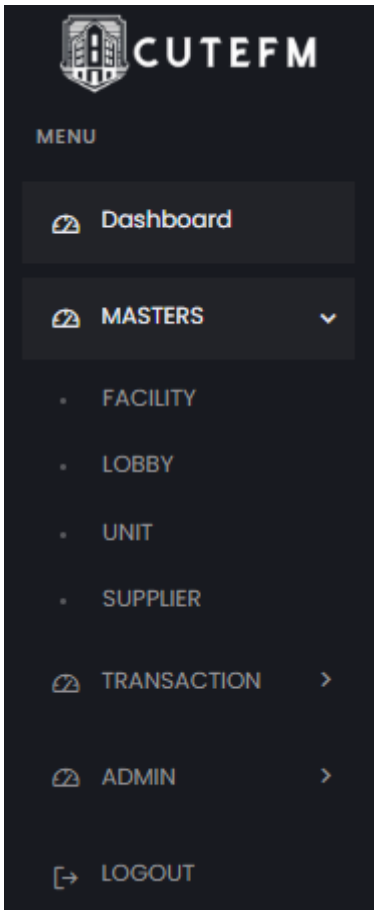


# Facility Preparation

Upon login, the dashboard will be shown





The facility should be updated with some of the basic information so that the users can start use the cuteFM application



The facility is created by the administrator and users can manage the lobby and units under the facility.

## Create Lobby

To create Lobby details, Click Lobby and list of existing lobbies will display.

Actions	Customer	Facility Name	Lobby Name	Remarks	Created By	Created Date	Updated By	Updated Date
 	C-001 - cutefm	F-001 - Pioneer Junction	Lobby B	1st left from main gate	neeth	07-06-2025		

- Click Add
- Select the desired Facility from the list
- Enter the Lobby Name
- Click Save

A new lobby will be created under the selected facility.

## Create Units

Each Lobby can have one or more units under it and it has to be created

Actions	Customer	Facility	Lobby Name	Unit Name	Remarks	Created By	Created Date	Updated By	Updated Date
	C-001 - cutefocomm	F-001 - Pioneer Junction	Lobby A	#01-03		Naveen	21-09-2025		
	C-001 - cutefocomm	F-001 - Pioneer Junction	Lobby A	#01-02		Naveen	21-09-2025		
	C-001 - cutefocomm	F-001 - Pioneer Junction	Lobby A	#01-01		Naveen	21-09-2025		
	C-001 - cutefocomm	F-001 - Pioneer Junction	Lobby B	#3/61	1st left from main gate	neeth	07-06-2025		

- Click Add
- Select the desired Facility/lobby from the list
- Enter the unit number
- Click Save

A new unit will be created under the selected facility/lobby.

**UNIT EDIT** Lobby > Add

[View All](#)

**Lobby** **Unit Name**

C-001 - cuteinfocomm | F-001 - Pioneer Junction | Lobby A #01-01

**Remarks**

Enter your remarks

[Save](#) [Cancel](#)

## Create Suppliers

**CUTEFM** Supplier > List

**SUPPLIER LIST**

Search for supplier ... [Add](#)

Actions	Customer Name	Supplier Code	Supplier Name	Contact Name	Address	Phone No	Email	Created By	Cre
	C-001 - Cuteinfocomm	SINGTEL	SINGTEL	Customer Service				Naveen	21-(
	C-001 - Cuteinfocomm	SP Power	SP Power	SP Customer Service				Naveen	21-(
	C-001 - Cuteinfocomm	S-001	Xerox	Mr Jonathan	Chennai, India	8667227917	babu@cuteinfocomm.com	support	11-0

Showing 3 of 3 Results [Previous](#) [1](#) [Next](#)

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Suppliers list is managed here so that they can be used in transactions later.

- Click Add
- Select the company name from the list
- Enter the supplier code
- Enter the supplier name
- Enter their phone, email, address
- Click Save

A new supplier will be created under the selected company and can be used by all their facilities.



**SUPPLIER EDIT**

Supplier > Add

[View All](#)

**Customer**

C-001 - cutelinfocomm ✕ ▼

**Supplier Code**

Enter your supplier code

Supplier Code is required.

**Supplier Name**

Enter your supplier name

**Contact Name**

Enter your contact name

**Email**

Enter your email

**phone Number**

Enter your phone number

**Address**

Enter your address

Save

Cancel

Revision #5

Created 21 September 2025 01:17:26 by Jnaveen

Updated 24 September 2025 09:53:35 by Jnaveen