

# AKSM System – Functional Description

This document describes the main features and modules of the AKSM property management system. It is prepared for the property owner to explain how the system helps manage buildings, flats, tenants, contracts, payments, maintenance, and reporting.

## 1. English Description

### 1.1. *What is AKSM?*

AKSM is a property and rent management system built for a real-estate owner who wants to organize their entire portfolio in a clear and professional way.

From a single dashboard, the owner and their team can:

- Register buildings and flats
- Manage tenants and rental contracts
- Track rent payments and overdue amounts
- Record expenses and profit withdrawals
- Manage maintenance requests and contractors
- Generate clear reports and bilingual PDF documents

The system is bilingual (Arabic/English) and works in the browser, so the owner and staff can access it from office or home.

### 1.2. *Smart supporting features (light technical)*

AKSM uses a few smart tools in the background to save time and reduce errors:

- **AI for ID documents:** when staff upload the tenant's Emirates ID, the system can use AI to read key information (name, ID number, expiry date) and help fill the contract fields faster and more accurately.
- **SMS notifications:** the system can send SMS messages to tenants for contract approval links, payment reminders, overdue alerts, and important notices from management.
- **Email notifications & PDF contracts:** contracts and rental terms are sent by email as PDF attachments.
- **File attachments:** documents and images can be attached to IDs, contracts, cheques, maintenance jobs, invoices, and more.
- **Multi-language interface:** the interface and main texts can be switched between Arabic and English with one click.

### 1.3. *Main Menu & Pages*

The navigation menu covers the main working areas. The sections below describe each area and its pages.

#### **A. Dashboard – *index.php***

The dashboard is the home page and daily control center for the owner and their team. It shows:

- Overview of occupied vs vacant flats
- Total rental income and comparison of paid vs unpaid payments
- Alerts about overdue payments and contracts close to expiry
- Shortcuts to create contracts, record payments, and add new flats
- Charts and key indicators to understand performance by building or time period

The goal is that the owner can open this page and immediately understand the status of their properties.

## ***B. Properties Module***

Menu: Properties → Flats / Contracts / Maintenance / Contractors (plus Buildings in the background). This module covers all real-estate units under the owner.

### ***1) Buildings – buildings.php***

This page defines the structure of the portfolio: adding each building with name and location, organizing flats under their correct building, and opening a building to review its flats, contracts, and related financials.

### ***2) Flats – flats.php***

This page manages all units owned by the owner:

- Add flats with details such as building, flat number, floor, area, bedrooms, usage, rent amount, and security deposit
- Set the status of each flat: vacant, reserved, or occupied
- Attach photos, floor plans, or related documents
- Reserve flats for a specific tenant as the first step toward a contract
- Open a flat to see all linked contracts, payments, and tenants

### ***3) Contracts – contracts.php***

This page controls rental contracts for the owner's flats, including creation, attachments, AI-assisted ID reading, PDF terms generation, approval flow, and status tracking (draft, pending sign-off, active, expired, or cancelled).

### ***4) Maintenance – maintenance.php***

This page organizes maintenance requests on the owner's properties: viewing requests, seeing details, attaching photos, assigning contractors, tracking status, and recording maintenance costs for use in expenses and reports.

### ***5) Contractors – contractors.php***

This page is a directory of the owner's service providers, storing their contact details, service type, assigned jobs, and job history for quality and cost review.

## ***C. Finance Module***

Menu: Finance → Payments / Expenses / Profit Disbursements / Investments. This module brings together all financial movements related to the owner's properties.

### ***1) Payments – payments.php***

Controls rent payments from tenants: viewing installments, marking payments as paid, attaching proof of payment, highlighting overdue or upcoming payments, and optionally triggering SMS reminders.

### ***2) Expenses – expenses.php***

Records operating expenses paid by the owner, with attachments and categorization, so that net profit can be analyzed later.

### ***3) Profit Disbursements – ownersWithdrawal.php***

Follows profit withdrawals made by the owner: recording transfers, linking them to buildings or periods, and keeping a timeline of withdrawals and available profit balance.

### ***4) Investments – investment.php***

Captures owner investments into the properties, such as capital injections and renovations, and tracks them over time for return-on-investment analysis.

### ***D. Reports – reports.php***

The Reports page turns data into clear documents for the owner and accountant: income and profit summaries, contract status reports, payment reports, maintenance and expense reports, all exportable as PDF (and in some cases Excel).

### ***E. Settings Module***

Menu: Settings → Profile / New User / Logout + Language Switcher. This area handles user profiles, staff accounts and permissions, secure logout, and language switching.

### ***F. Tenant Portal / Tenant Dashboard***

A separate tenant dashboard allows tenants who rent the owner's flats to view contract details, download documents, see upcoming and past payments, receive messages and reminders, and submit maintenance requests.



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1. **Identify the problem:** The problem is that the company's sales are declining, and the marketing department is struggling to reach the target audience.

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1. The Government of the State of New York, Department of Taxation and Finance, hereby certifies that the foregoing is a true and correct copy of the original as the same appears in the files of the Department of Taxation and Finance.

## ■. ■■■■■ ■■■■■■■■ (Tenant Dashboard)

1. The undersigned hereby certifies that the information furnished in this report is true and correct to the best of his knowledge and belief, and that he has not omitted any material information which might affect the evaluation of the results of the investigation.