

Work Permit Management System

This document will assist you to realize the new Online Work permit Management system using which tenants at the Gulf Mall Shopping Mall can apply for Work permit online.

Here is how the system works.

- ❖ Here after Work permit Management system is referred as **WPMGMT**.

Our online WPMGMT system can be accessed using the **URL <http://wp.gulfmalldoha.com>**. Each tenant representative will be given a login credential using which they can access their WPMGMT profile.

- ❖ For more information regarding username and password please contact Gulf Mall Management.

WPMGMT Login Page 1



If you have given a proper user name and password by the Gulf Mall Management , you can use those credentials to access the WPMGMT system . If the given credentials are valid/active system will lead you to the Home page where you can see the General Condition/Instruction Page.If you want to proceed with work permit creation, you have to agree the general instructions by clicking the button “**Agree**”(which is Mandatory).



Once you Agree the General Terms and condition you will see the workpermit form(Given Below) . Fill the relevent informations(details of main fileds are given below)and click “ Create Work Permit” once finished.

Note that the fields marked * are mandatory.

Create Work Permit

HOME >> ALL WORK PERMITS >> CREATE WORK PERMIT

Tenant Name*:

Nature of Work:

Category*:

Work type*:

Specify other works:

Contracting Company*:

Person in charge:

Telephone*:

Number of workers*:

No file chosen

Worker's ID copy*

Date from*: **to:**

Time from*: **to**

Email:
A copy of workpermit will be sent

A work permit can be of two type. They are Maintenance or General Merchandising.

Category*:
Work type*:

One each category selection, the respective work types will be loaded

Category*: Maintenance

Work type*:

- AC Maintenance & Repair
- Carpentry works
- Electrical Maintenance & Repair
- Equipment Pull - Out
- Fit-out works
- Plumbing Works

Category*: General Merchandising

Work type*:

- Change Poster Inside The Shop
- Inventory
- Merchandise Pull - Out
- Pricing / Tagging
- Window Display Set-Up

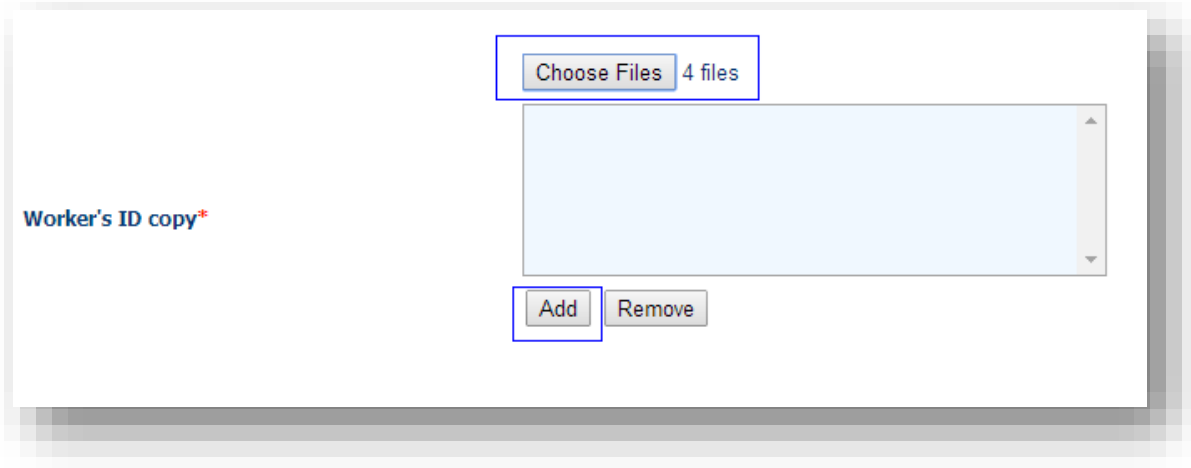
There is an option to browse and upload documents like worker id copies or any supporting documents to execute the contractor work at the premises.

1 Choose Files No file chosen

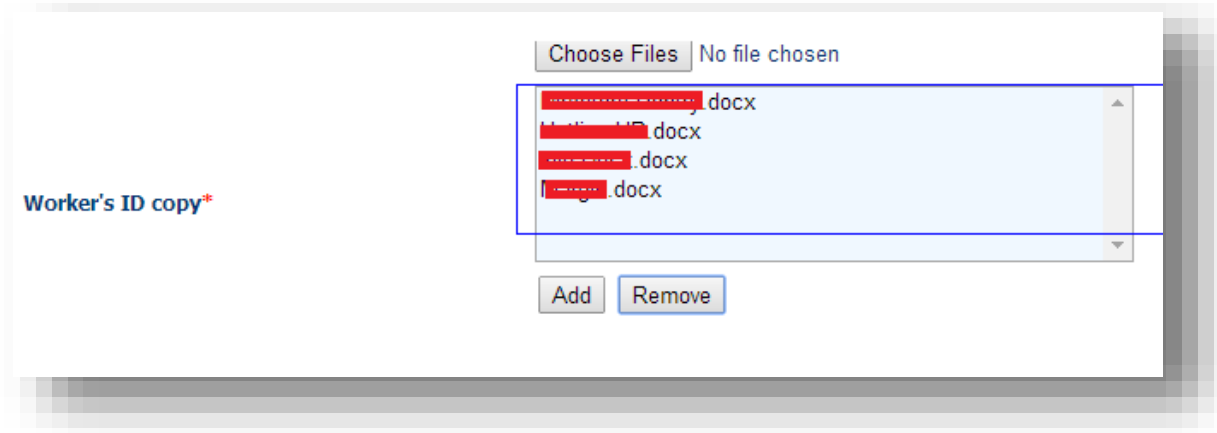
Worker's ID copy*

2 Add Remove

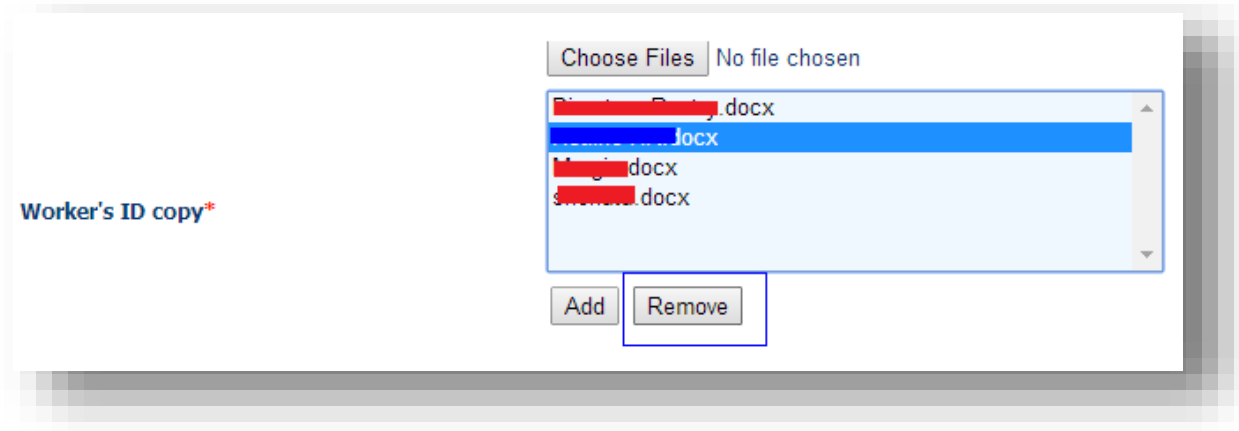
First you have to choose file(s) clicking the "Choose Files" button. Then click the add button, to add the files to the box.



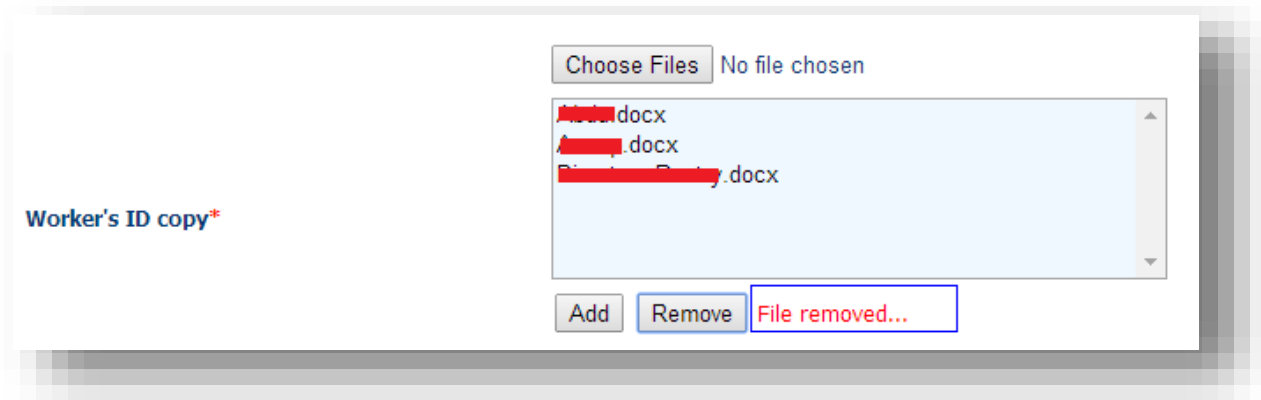
Once you click the add button, the files will be displayed in the list box.



If you want to remove a file from the list, please select a file and click the remove button



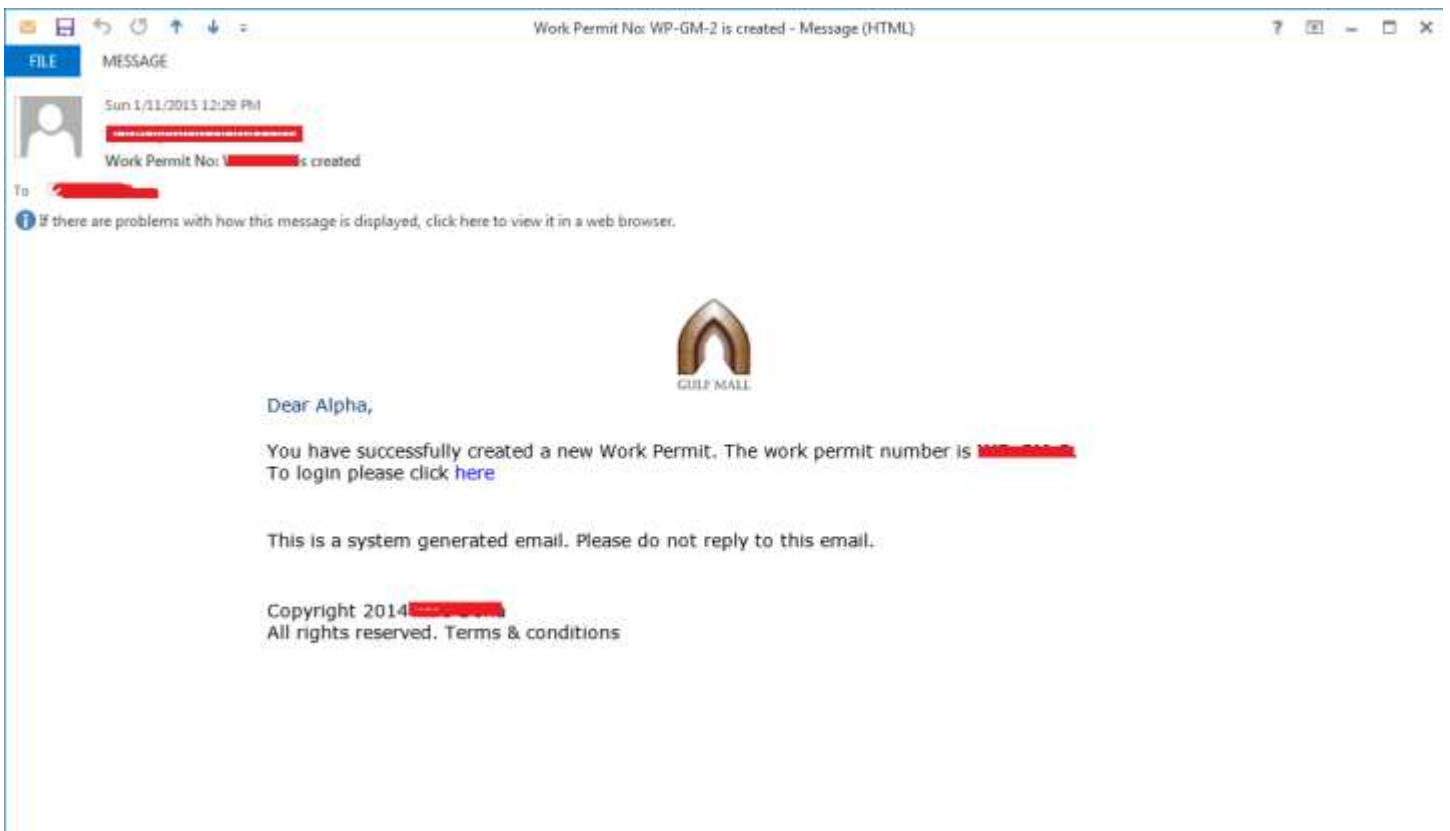
The files will be removed and rest of the files will be shown in the list



There is an option to add an email id, to which an additional copy of the work permit will be sent.



Once all the details are entered, then click the button named "Create work permit". A new work permit will be created. Tenant will receive an email.



You can view all the work permits. Tenant can edit the work permits till it is approved by the Mall Management.



Work Permit Management System

Welcome [redacted]

[Work Permit](#) | [Search](#) | [Logout](#)

All Work Permits

HOME >> ALL WORK PERMITS

Show: Category

| ID | Shop Name | Contractor | From | To | Created | Category | |
|--------|------------|------------|------------|------------|------------|-----------------------|---|
| WP-GM- | [redacted] | [redacted] | [redacted] | [redacted] | [redacted] | General merchandising | Edit View |
| WP-GM- | [redacted] | [redacted] | [redacted] | [redacted] | [redacted] | Maintenance | Edit View |
| WP-GM- | [redacted] | [redacted] | [redacted] | [redacted] | [redacted] | General merchandising | Approved View Print |

To create a new work permit

[Create Work permit](#)

You can edit or view

Once the work permit is approved, the print can be taken

There is a search option through which Tenant can search can do an advanced search by work permit Id, contractor name, date, and the status (pending, approved and unapproved)



Work Permit Management System

Welcome Alpha!

[Work Permit](#) | [Search](#) | [Logout](#)

Search Work Permits

HOME >> SEARCH WORK PERMITS

Tenant Name

Work Permit Id

Contractor Name

Date

Show:

If the work permit is approved or unapproved, the tenant will receive an email like below

Approved

 noreply@btcdoha.com
Work Permit No: WP-GM-█ is Approved

  If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Alpha,

Your work permit number **WP-GM-█** is approved

To print the Work Permit, [Click Here!](#)

This is a system generated email. Please do not reply to this email.

Copyright 2014 
All rights reserved. Terms & conditions

Unapproved

Similar like above an email will be received for an unapproved work permit

PASSWORD RESETTING OPTION

User can change the password any time after the initial login using the change password option as shown below.



Work Permit Management System

Welcome Alpha!

[Work Permit](#) | [Search](#) | [Logout](#)

Change Password

HOME >> CHANGE PASSWORD

Old Password*:

Choose a system generated password:

New Password*:

Confirm New Password*:

FORGOT PASSWORD OPTION

In case, if you forgot your password please use the forgot password link, which will send your password to registered email address.



Work Permit Management System

Forgot Password

LOGIN >> FORGOT PASSWORD

Enter Login Name:

Type the code you see in the picture below.

BVL1auk6

Word Verification:*

Letters are case-sensitive

Submit

Clear

Cancel

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