

PC Dreams Service Center System



Major System Platform

FETIAS (CRM Profile)

Customer Relationship Management

Objective :

- -To maintains customer profile
- -Create Customer Membership

Use to link customer profile with PCD Service Center System & Grassland Business Client

PCD Service Center System

Service Center System

Objective :

- -To create a Job ID for customer who send in their device for services.
- -Update Job status in order to communicate with the team.
- -Case Study case by case

Service Center System will generate a Service Order Form for customer references

Grassland Business Client

Business System

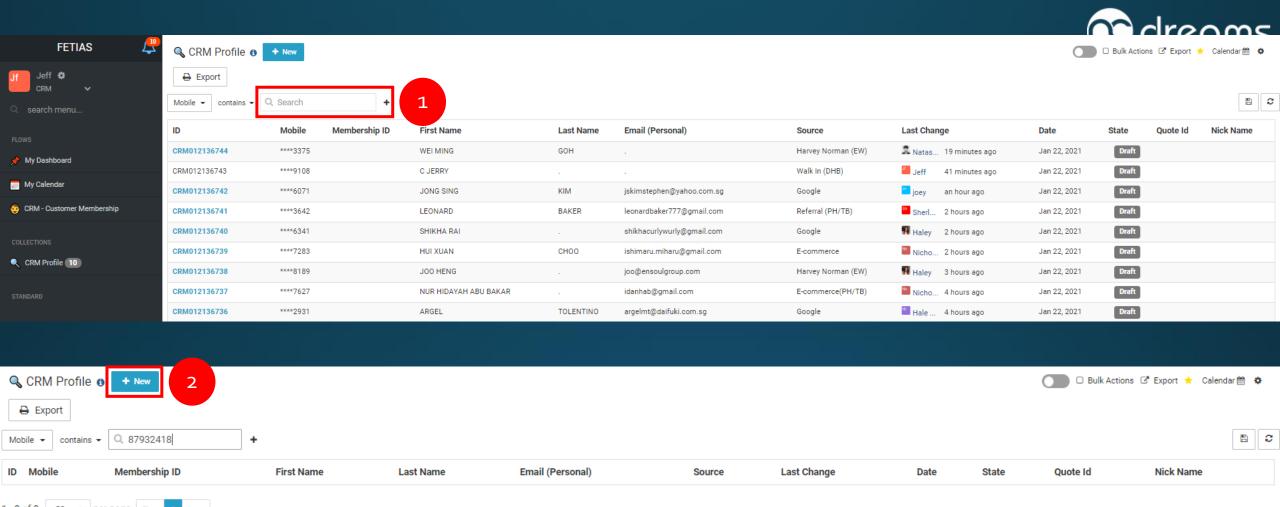
Objective:

- -To create Cash Bill / Invoice
- -Linked with FETIAS CRM Profile & Service Center System

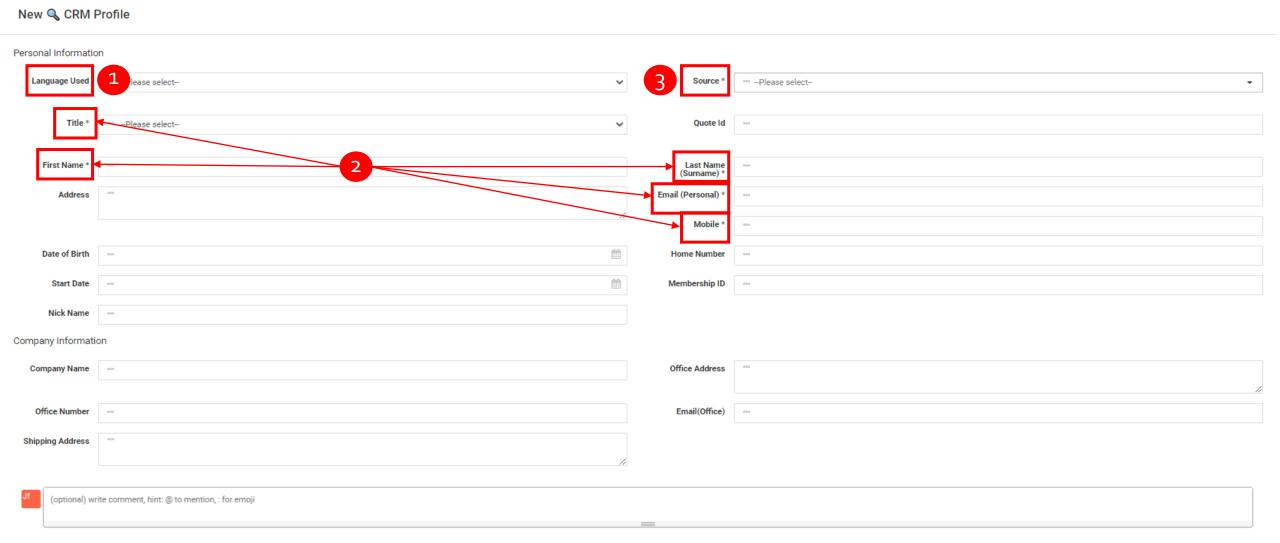




- 1. FETIAS Dashboard
- 2. Click on CRM Profile for profile creation.



- 1. Key in customer's phone number to see if they're return/existing customer to avoid duplicate entry. (Compulsory)
- 2. After confirmed customer isn't existing customer, click on **+New** to create customer profile.

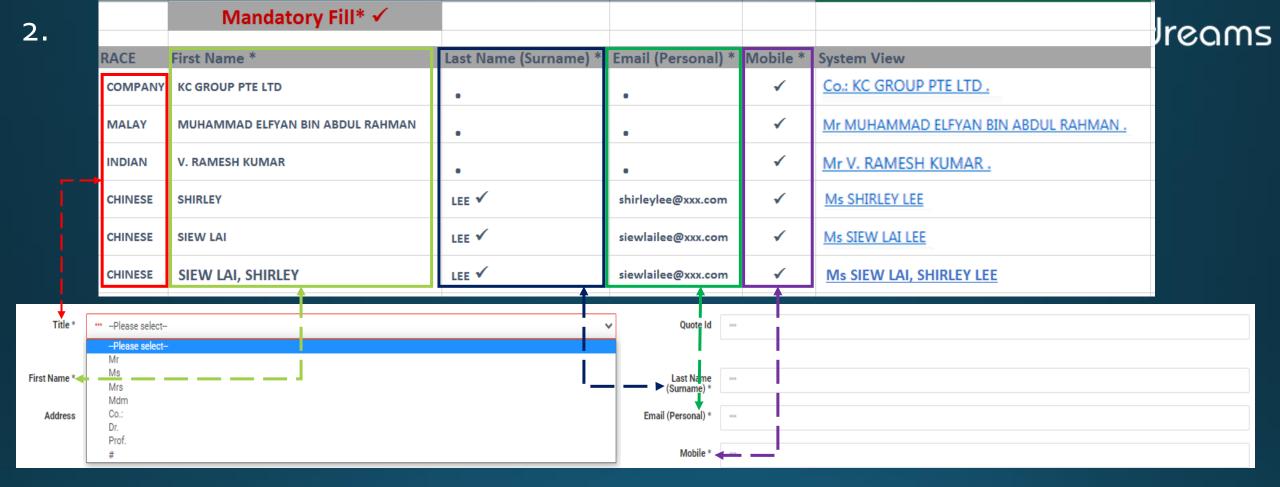


Highlighted are all Mandatory field, others can be ignored.

1. Language Used : English, Chinese, Malay, others



☆ follow this

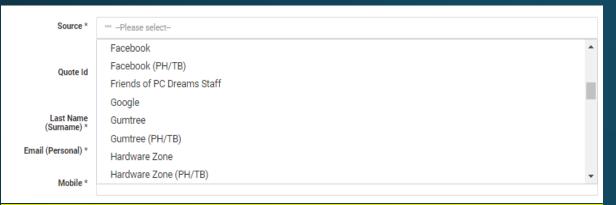


Note:

- -For Malay and Indian & Foreigner DON'T need to divide First & Last Surname, put dot "." will do.
- -If customer didn't provided email put dot "." as well.



3. Customer Source

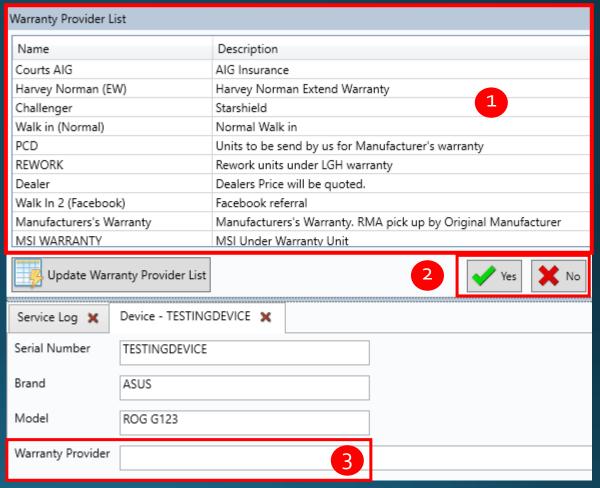


By filling up Customer Source column, it's a MUST to ask customers how they get to know our company for Survey Purposes.

Typical answer:

- -I online search --> Google
- -I pass by --> Walk-in (DHB / DHQ)
- -My Friend / Family refer --> Referral Etc.

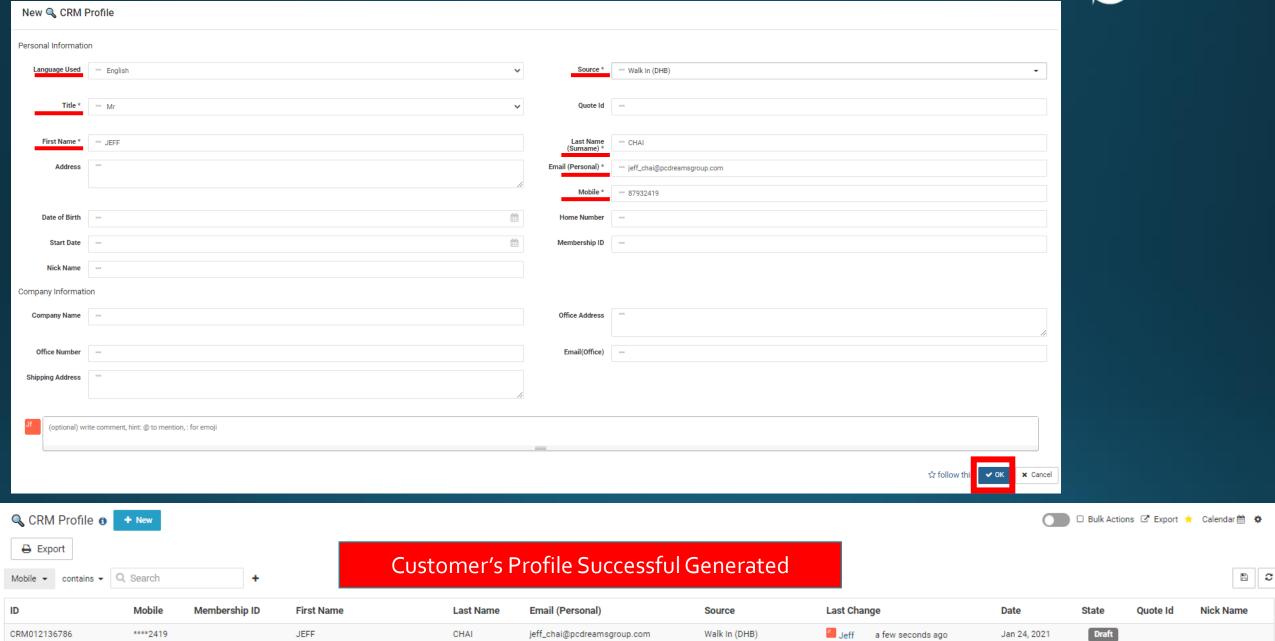
In Service Center System dreams
 Warranty Provided



Select from Section 1 and click Yes on Section 2, system will auto reflect selection on Section 3

Example:



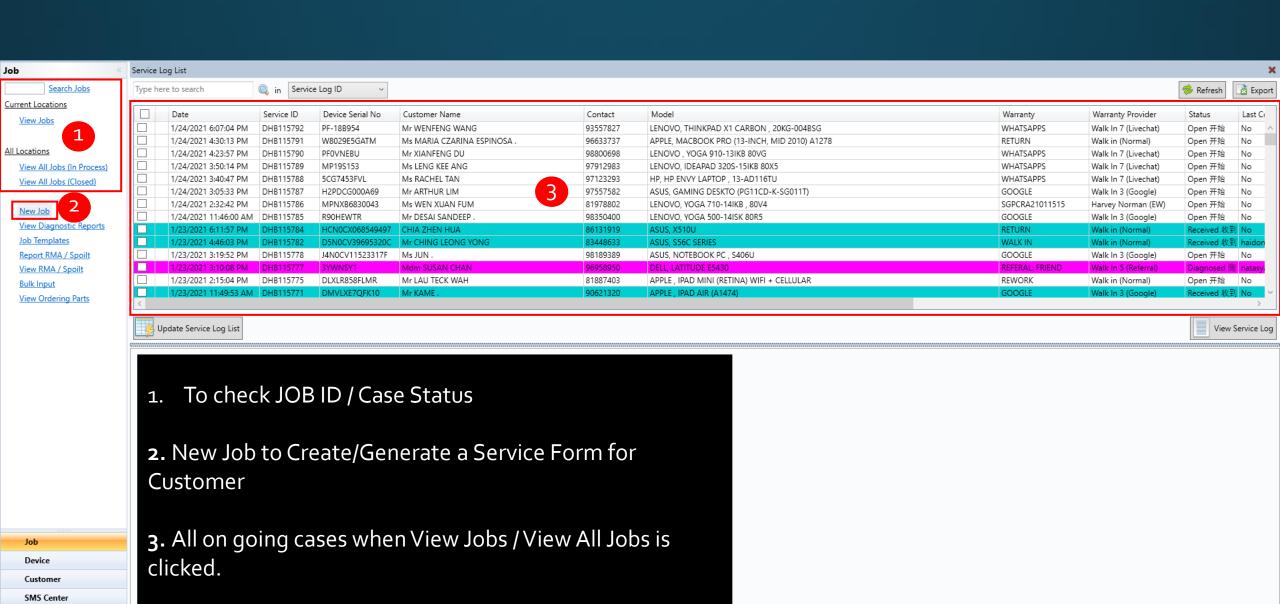


Service Center System Logged in Location. Bugis Junction – DHB PC Dreams Service Center System ₽ × HQ Sim Lim Square - DHQ Digital Hospital - Bugis Junction Current User jiunfeii Max Max Change Logout Combine Job Search Jobs Current Locations View Jobs Menu All Locations View All Jobs (In Process) View All Jobs (Closed) Dashboard New Job View Diagnostic Reports Job Templates Report RMA / Spoilt View RMA / Spoilt **Bulk Input** View Ordering Parts Device Customer SMS Center Reporting

Dashboard

Reporting

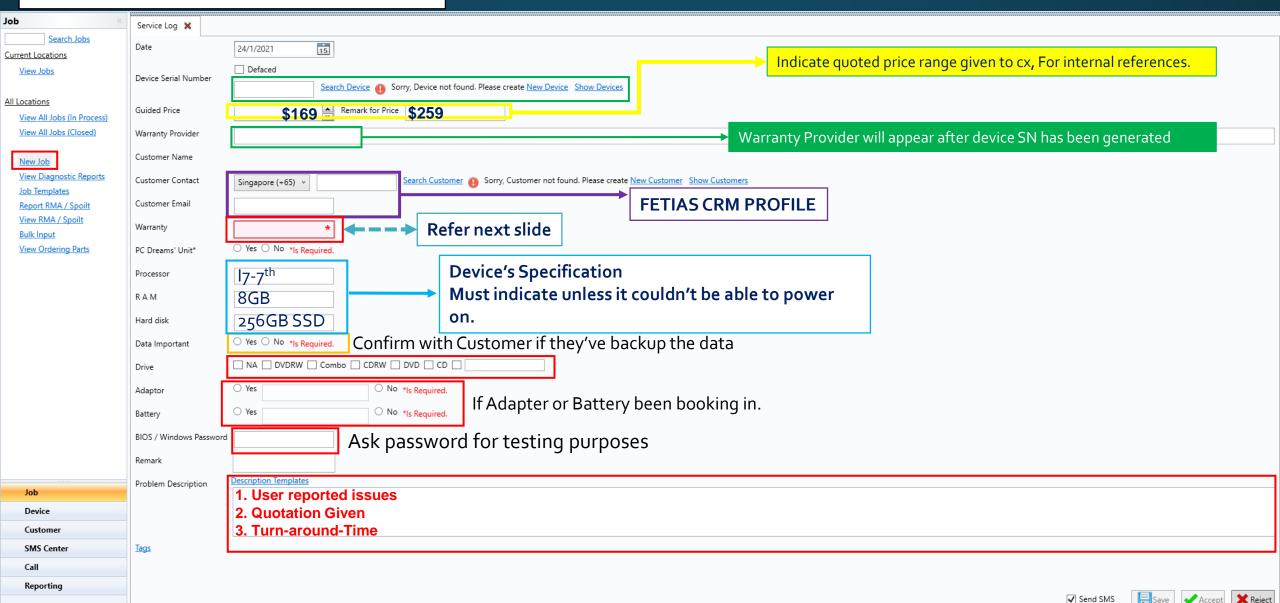




Create / Generate Service Form

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Fill up all necessary info from Top to Toe. Follow order to avoid misinformation

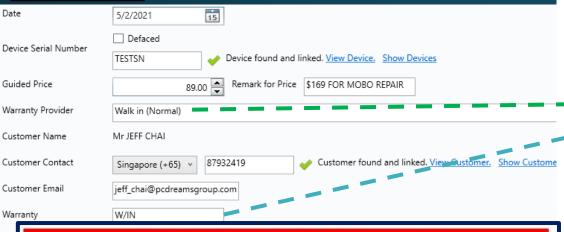


How To Determine Product Series / Marketing Marke

Brand	Product Series / Marketing Name
Acer :	Aspire, Swift, Spin, Travel Mate
Gaming Series :	Nitro, Helios, Triton
Asus :	ZenBook, VivoBook, Laptop (A & X Series)
Gaming Series :	ROG, TUF
Dell :	Inspiron, Latitude, Vostro, XPS
Gaming Series :	Alienware
HP:	Pavilion, Envy, Spectre, ProBook, EliteBook
Gaming Series :	Omen , Pavilion
Lenovo :	IdeaPad , Yoga, ThinkPad, ThinkBook,
Gaming Series :	Legion

Create / Generate Service Form

EXAMPLE:



No	Warranty Provider	What to key in 'Warranty' field	
1	Walk-In (Normal)	Walk-in	
2	Walk-In 2 (Facebook)	< Facebook Nickname, *FA	CEBOOK NAME*
3	Walk-In 3 (Google)	Google	
4	Walk-In 4 (HardwareZone)	HWZ	
5	Walk-In 5 (Referral)	Friend / Family / Company /	
6	Walk-In 6 (Email)	< DH Email Ticket ID, i.e. 56583 >	
7	Walk-In 7 (Livechat)	Livechat / WhatsApp /	
8	Walk-In 8 (Carousell)	< Carousell Nickname, i.e. @mighty >	
9	Walk-In 9 (Show)	< Event / Show Name, i.e. TTS2020 >	
10	Walk-In 10 (News Tablet)	< SPH Account ID, i.e. 32121234 >	
11	Walk-In 11 (Lazada)	< Lazada Transaction No. i.e. 33316609066299	
12	Corporate	< Addon Job Reference, i.e. 10039972 >	
13	DH Package	< Courts Tax Invoice, i.e. 923603313520 >	
14	Newstead	< 1Care Reference No, i.e. 2020001791 >	
15	Dealer	< Company Name, i.e. MobileStation Pte Ltd >	
16	Rework	< Previous Job ID, i.e. DHQ100123 >	
17	LFO	LFO / Dr Geek	
18	TLS	TLS / Dr Geek	

Digital Hospital

200 Victoria Street, Bugis Junction #03-25, S188021

Tel: 6333 3343 Monday - Sunday : 11am - 8pm Every Wednesday : Closed





CUSTOMER INFORMATION

Mr JEFF CHAI 87932419 Contact:

Email: jeff_chai@pcdreamsgroup.com

HARDWARE INFORMATION

INTERNAL

HDD: 512GB Adaptor: No

PASSWORD

Can we format the data when necessary?

No

Description of Problem:

-DEVICE WILL AUTO SHUTDOWN AFTER 10 MIN OF

QUOTED \$89 FOR LAPTOP SPA CLEANING SERVICE

3-5 WORKING DAYS FOR DIAGNOSIS AND REPAIR.

1) Any data/software stored on the product ("Product") could be erased without restoring during the course of Digital Hospital and affliated brands PC Dreams, Dr Geek and GURU ("DH")'s services. Customers shall be solely responsible for fully performing data/software saving, back-up before delivering the Product for Service. DH makes no warranties, expressed or implied, with regard to preservation of Customer's data/software, nor shall be liable for any damages, loss arising from restoring the

 In the event of an unsuccessful repair due to multiple implication, intermittent or unforceen issues, the fault might not be repeated under the original circumstances and other compound faults might arise.

3) DH will not be held responsible for the loss, damage or destruction to, any accessories peripherals, removable storage devices such as memory cards, discs etc ("Equipment") other than the Product being serviced. For faulty product, many functional status and specification of hardware cannot be verified during the check in process, DH will not be held reponsible if there are additional functional faults or hardware properties

discrepancies found after initial repair.

4) Customers must IMMEDIATELY contact DH if the customer's copy of this Service Form is lost or stolen. Dif will not be held responsible for any loss or damage to the Customers if a valid customer's copy of this Service Form is presented to collect the

PRODUCT INFORMATION

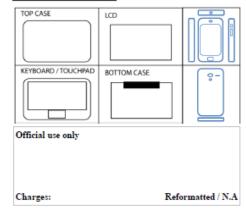
TESTB, MODEL

Serial No: TESTSN

W/IN PCD's Unit: No Warranty:

Walk in (Normal)

PHYSICAL CONDITION



5) All hardware parts and components that DH repaired or replaced will be under warranty for minety (90) days or for the remainder of the warranty period, whichever is applicable, unless otherwise stated. All the replaced defective parts or components shall

automatically become the property of DH.

6) After Service has been rendered or if customers refuse the service or quotation DH. provides, DH will notify Customers to collect the Product. If the Customers fail to collect the Product within a period of 30 days from DH's notice, DH reserves the right to (i) donate or recycle the Product in accordance with the applicable laws and regulations; (ii) claim damages from customer, including costs associated with storage disposal of the Product and any statutory right in lieu for unpaid charges.

 DH collects, processes, and uses Customers' personal data to facilitate the Service; and that for this purpose, DH may transfer and process Customers' personal data in any country where DH or its affiliated brands maintain offices, or to DH's agent and/or contractors. DH is committed to protect and respect Customers' privacy and will use the collected personal data subject to DH Privacy Policy.

I have read, acknowledge and expressly consent to DH's T & C and Privacy Policy

Acknowledge by:

confirm all the s been filled up ick on Accept to e service form.

Authorized Signature

Collected by

Date





💢 Reject



- Location, Hotline & Operating Hours
- Job ID / Service ID (For Reference)
- 3. Customer's Information
- 4. Device's Information
- Data Information & Problem Description
- 6. Device's Condition
- 7. Front Counter Crew's Signature
- 8. Customer's Signature

