Outlet Profile Management

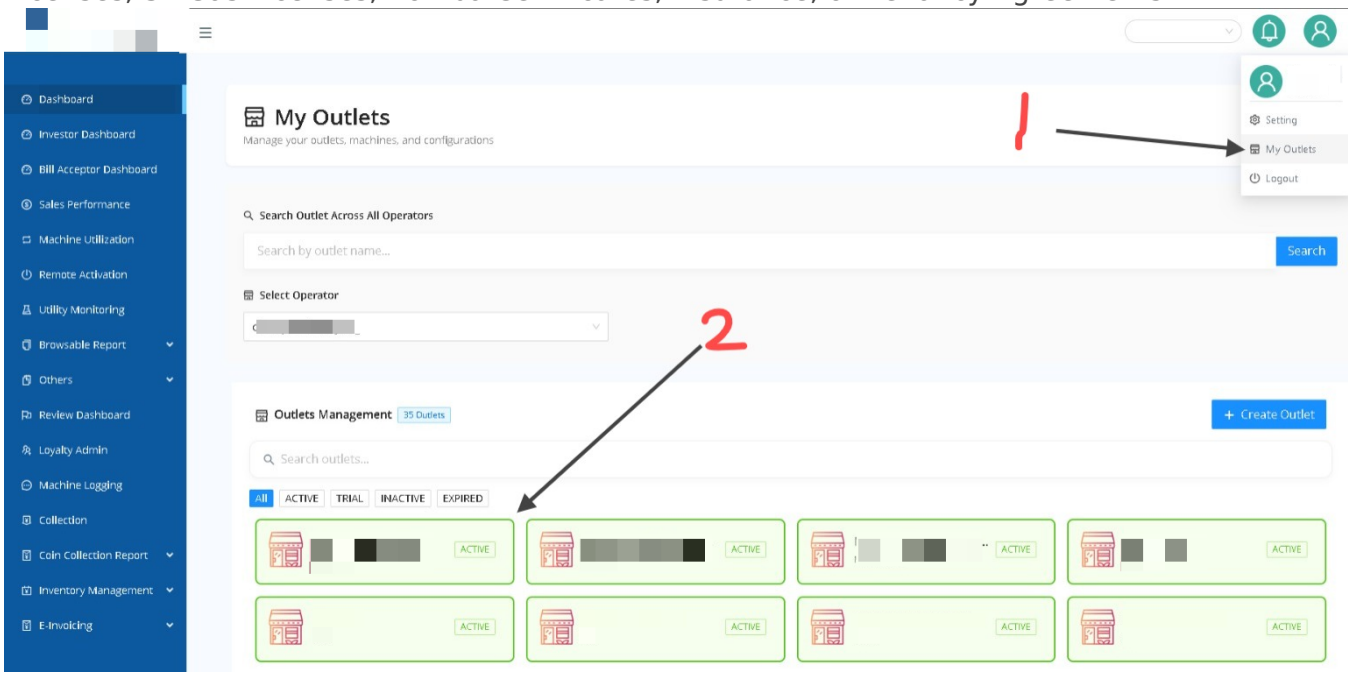
Outlet Profile feature has been introduced to help centralize and manage key information for each location. This update is designed to maintain consistent records across the entire operation.

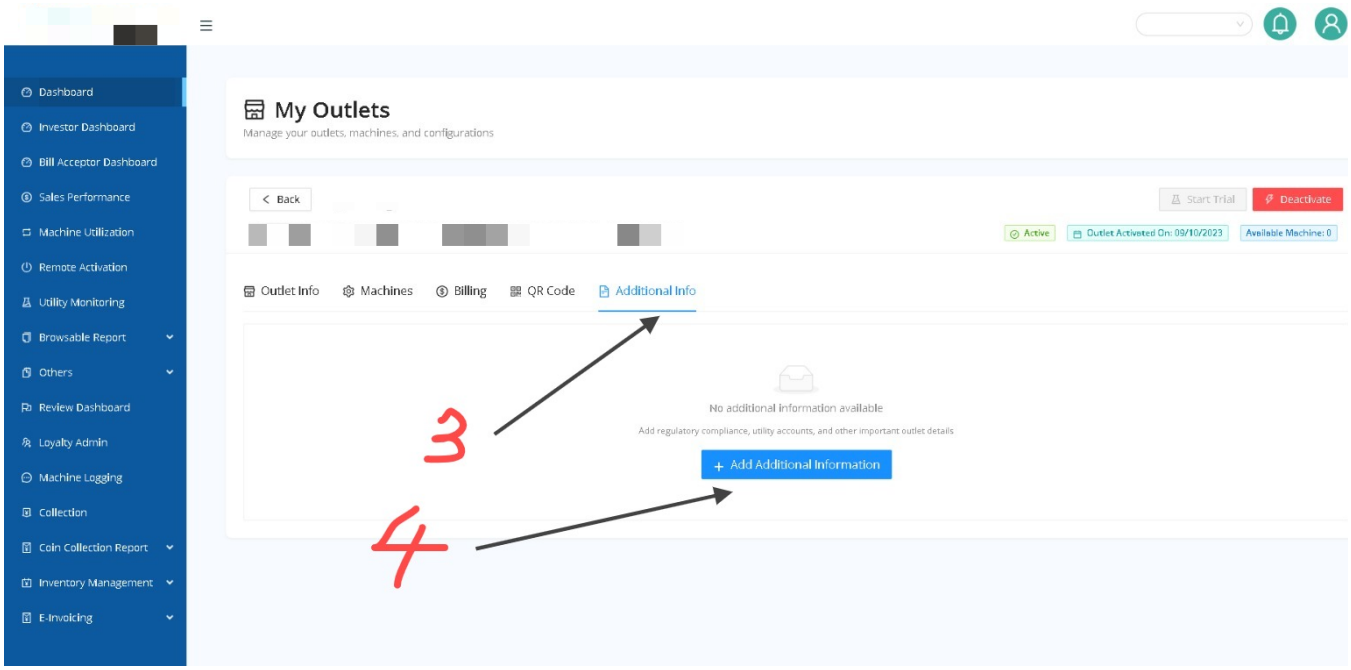
> **Baseline Data Required:** For the expiry tracking and alert system to function, you must first perform an initial input of all current license numbers and expiry dates for each outlet under the **Additional Info** tab. Automated alerts will only trigger once this baseline data is recorded in the system.

Part 1: Adding Outlet Documentation

Ensure all regulatory and compliance details are recorded for each location:

1. **Navigate to My Outlets**: Click on your profile icon in the top right corner and select **My Outlets**.
2. **Select an Outlet**: From the Outlets Management dashboard, click on the specific outlet you wish to update (e.g., "USJ Condo").
3. **Access Additional Info**: Within the outlet dashboard, click on the **Additional Info** tab.
4. **Add Details**: Click the **+ Add Additional Information** button to input details for PBT Licenses, ST Gas Licenses, Bomba Certificates, Insurance, or Tenancy Agreements.



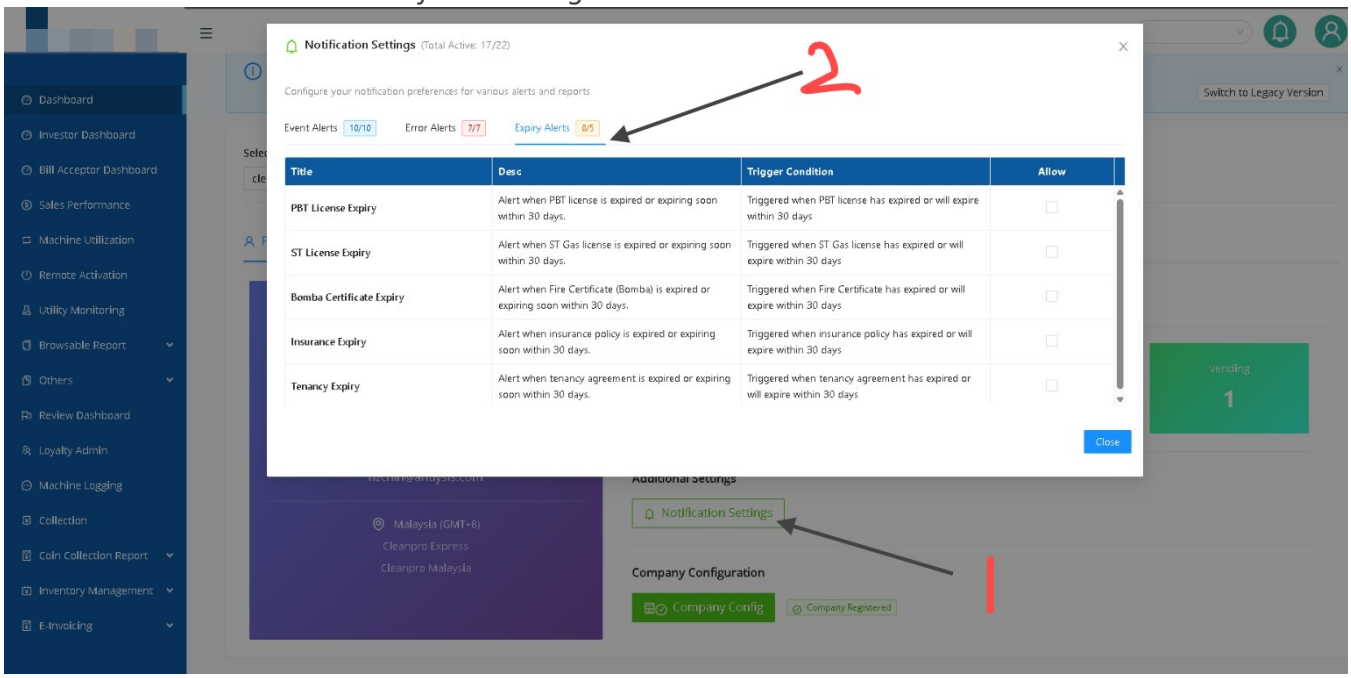


Part 2: Enabling Expiry Alerts

Configure the system to notify you before documents expire:

1. **Navigate to Setting**: Click on your profile icon in the top right corner and select **Setting** .
2. **Open Notification Settings**: On your main account or company configuration page, click the **Notification Settings** button.
3. **Select Expiry Alerts**: In the pop-up window, click the **Expiry Alerts** tab.
4. **Toggle Alerts**: Check the boxes under the **Allow** column for the specific alerts you want to receive, such as:
   - **PBT License Expiry**: Triggered when the license is expired or expiring within 30 days.
   - **ST License Expiry**: Triggered for gas licenses expiring within 30 days.
   - **Bomba Certificate Expiry**: Triggered for fire certificate renewals.

5. **Save**: Click **Close** to finalize your settings.



What Happens Next?

Once configured, you will receive automated alerts highlighting which outlets have licenses that are **Expiring Soon** or have already **Expired**, including a countdown of the remaining days.

🏢 PBT License Expiry Alert

The following outlets have PBT licenses that are expiring soon or have already expired:

Outlet	License Number	Expiry Date	Days	Status
DEV TESTING OUTLET	ABC123	2026-05-13	9	⚠️ Expiring Soon
Normal Outlet	9898	2026-05-12	8	⚠️ Expiring Soon

🔥 ST Gas License Expiry Alert

The following outlets have ST Gas licenses that are expiring soon or have already expired:

Outlet	License Number	Expiry Date	Days	Status
DEV TESTING OUTLET	ABC123	2026-05-13	9	⚠️ Expiring Soon
Normal Outlet	cdsv	2026-05-01	3	❌ Expired

🚒 Bomba Certificate Expiry Alert

The following outlets have Fire Certificates (Bomba) that are expiring soon or have already

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