

# 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.

The image displays two screenshots of a web application interface for managing outlets. The top screenshot shows the 'My Outlets' dashboard with a sidebar on the left and a main content area. A red '1' is placed in the top right corner, and a red '2' points to the 'Additional Info' tab of an outlet card. The bottom screenshot shows the 'Additional Info' page for an outlet, with a red '3' pointing to the 'Additional Info' tab and a red '4' pointing to the '+ Add Additional Information' button.

## 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.

The screenshot shows a 'Notification Settings' dialog box with the following table:

Title	Desc	Trigger Condition	Allow
PBT License Expiry	Alert when PBT license is expired or expiring soon within 30 days.	Triggered when PBT license has expired or will expire within 30 days	<input type="checkbox"/>
ST License Expiry	Alert when ST Gas license is expired or expiring soon within 30 days.	Triggered when ST Gas license has expired or will expire within 30 days	<input type="checkbox"/>
Bomba Certificate Expiry	Alert when Fire Certificate (Bomba) is expired or expiring soon within 30 days.	Triggered when Fire Certificate has expired or will expire within 30 days	<input type="checkbox"/>
Insurance Expiry	Alert when insurance policy is expired or expiring soon within 30 days.	Triggered when insurance policy has expired or will expire within 30 days	<input type="checkbox"/>
Tenancy Expiry	Alert when tenancy agreement is expired or expiring soon within 30 days.	Triggered when tenancy agreement has expired or will expire within 30 days	<input type="checkbox"/>

The dialog also shows a 'Close' button at the bottom right. A red arrow points to the 'Expiry Alerts' tab (05) at the top, and another red arrow points to the 'Close' button. The background shows a sidebar with various dashboard options and a 'Notification Settings' button in the 'Additional settings' section.

# 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	 <b>Expiring Soon</b>
Normal Outlet	9898	2026-05-12	8	 <b>Expiring Soon</b>

### **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	 <b>Expiring Soon</b>
Normal Outlet	cdrv	2026-05-01	3	 <b>Expired</b>

### **Bomba Certificate Expiry Alert**

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

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