

MAID AGENCY MANAGEMENT SYSTEM (MAMS)



REINVENTING EA OF
TOMORROW

OVERVIEW

ALL IN ONE SYSTEM TO MANAGE DAILY OPERATIONS OF YOUR AGENCY

Every great piece of software starts with a customer's big idea. It is our job as a software solution provider to bring that idea to life. We deliver software that is needed, on time and on budget. An all-in-one system to manage all your issues. Our services cover end-to-end needs of Maid Agencies.

Successful deployment of management systems depends on cooperation of employees. Employees usually tend to resist such a system, as they feel threatened by information flow or losing controls. Higher Management needs to enforce the usage of systems, as it actually makes staffs' work more efficient. Change is hard but companies that aim for long term and steady growth, have to adapt to change.



PAIN POINTS

- More time spent writing same information on various documents
- Multiple disconnected systems
- Unable to meet compliance request
- No centralised information and unavailability of reports to support decision making
- Still toiling with excel and possible data crash
- Possible to miss deadlines for tasks as no system to notify



MODULES



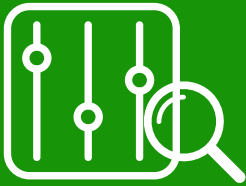
DOCUMENT GENERATION

Generate all / selected documents and contract in a single click



ROLE BASED CONTROL

Admin / standard staff access for separation



EXTENDABLE

Multiple filter options to search document reposition



CHECKLIST

Case, maid checklist, reminder and alerts



AGENT PORTAL

Agent login and submit domestic workers' bio data



ACCOUNTING

Invoice, receipts, credit notes, refunds, maid loan tracking, installment and salary schedule generation

MODULES



CRM

To record and manage leads



E-LEARNING PORTAL

To update courses for domestic workers to access via their portal for continuous development



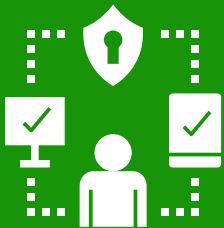
PLANNER / ALERTS

Track checklist in calendar and notification to telegram groups



WEB-BASED

Accessible anytime and anywhere.



MULTI-USERS & MULTI BRANCHES ACCESS



CONTINUOUS IMPROVEMENT

Eligible for free updates and enhancements

EMPLOYER / MAID DATA

Employer Data

Buttons: Show All Record, New Employer Record, Employer not closed, Waiting for replacement, To hand over

EMPLOYER DATA

Search:

Employer Name	Contact No	Email	Country	Address	PDPA Contact Name	PDPA Contact Relationship	PDPA Contact No
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- Input your clients' data that are required for your records and agreements/documents.
- Function to edit or delete the clients' data when required.

Maid Data

Buttons: Show All Records, New Maid Record, Available Maids, Maid Type: Fresh Maid, Nationality: Afghanistan, Filter

MAID DATA

Search:

FDW ID	Name	Indo Process Done?	Type	Ready To Come in Date	Contact No	Nationality	Basic Salary	No Of Off Day	Total Salary	Source
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- Input your domestic workers' data that are required for your records and agreements/documents.
- Function to edit or delete the domestic workers' data when required.

DOCUMENT GENERATION

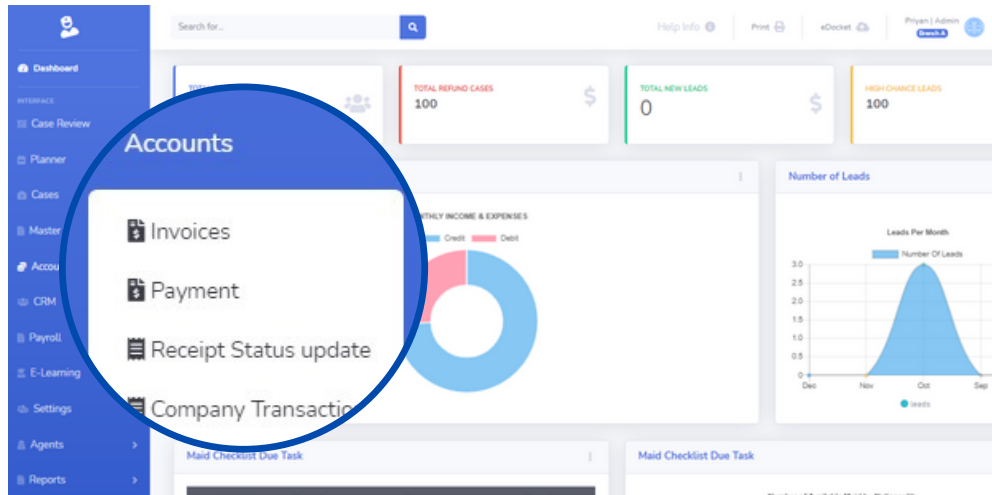
- Generate agreements or documents (for your clients or for submissions) with just a click.
- No need to re-enter clients' or domestic workers' details again.
- Generate the documents in printable formats.
- Eliminate all manual paper-work.
- Unlimited documents / enroll new documents

Check All

1	<input type="checkbox"/> Authorisation Form for Foreign Domestic Worker Work Pass Transactions	Generate PDF
2	<input type="checkbox"/> Giro for Levy FDW	Generate PDF
3	<input type="checkbox"/> Income Tax Declaration	Generate PDF
4	<input type="checkbox"/> JOBSCOPE	Generate PDF
5	<input type="checkbox"/> PDPA Form	Generate PDF
6	<input type="checkbox"/> Service Agreement Agency FDW Rev April 2019	Generate PDF
7	<input type="checkbox"/> Handover Checklist	Generate PDF
8	<input type="checkbox"/> Rest Day Agreement	Generate PDF
9	<input type="checkbox"/> Consent Transfer Letter	Generate PDF
10	<input type="checkbox"/> SERVICE & FEES SCHEDULE FOR REPLACEMENT OF FDW (FORM B)	Generate PDF
11	<input type="checkbox"/> Safety Agreement Indonesian	Generate PDF
12	<input type="checkbox"/> Safety Agreement Philippine	Generate PDF
13	<input type="checkbox"/> Salary Deduction	Generate PDF
14	<input type="checkbox"/> Salary deduction FDW requests for transfer	Generate PDF
15	<input type="checkbox"/> Standard Employment Contract	Generate PDF
16	<input type="checkbox"/> Service Fees Form A Rev April2019	Generate PDF
17	<input type="checkbox"/> Fee-payment-agreement-(non-full payment-customers)	Generate PDF

[Generate Selected PDF](#) [Download PDF](#)

ACCOUNTING



INVOICES AND RECEIPTS

Invoices

Receipts

- Invoice your clients
- Record payments received from clients
- Record Bills
- Record payments made

REFUNDS AND CREDIT NOTES

Refunds

Credit Notes

- Record all Refunds
- Apply Credit Notes to relevant Invoices

PLANNER

Case Checklist

- View tasks (pertaining to cases) in calendar view

The screenshot shows the 'Case Checklist' view in the Planner application. The interface includes a search bar at the top, a date range selector (From Date: 13-12-2020, To Date: 14-12-2020), and a 'Generate' button. The main area displays a calendar for December 2020. The 'Select Status Option' dropdown is set to 'TO DO'. A 'Show Planner' button is visible. The calendar shows tasks for December 14th ('Buy Insurance') and December 23rd ('Do Embassy Con').

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14 Buy Insurance	15	16	17	18	19
20	21	22	23 Do Embassy Con	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Maid Checklist

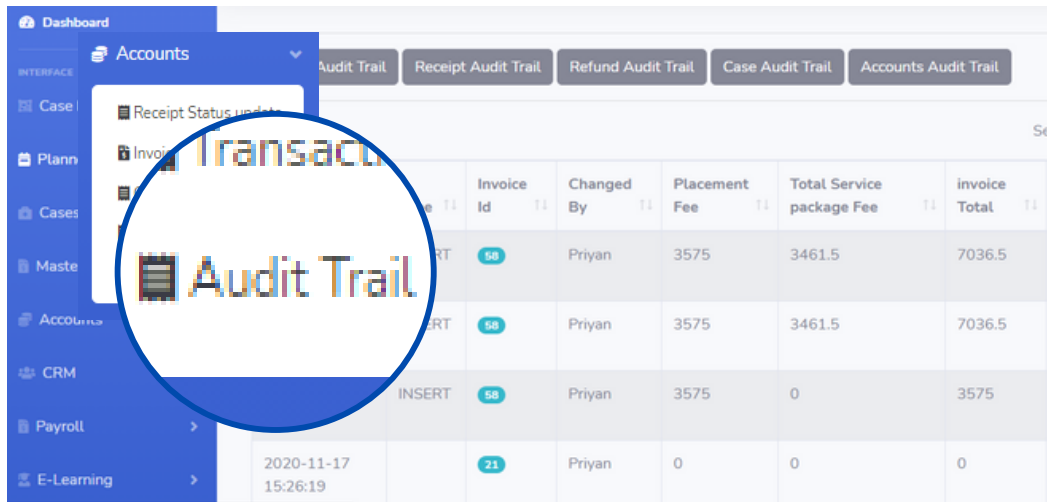
- View tasks (pertaining to domestic workers) in calendar view

The screenshot shows the 'Maid Checklist' view in the Planner application. The interface includes a search bar at the top, a date range selector (From Date: 13-12-2020, To Date: 14-12-2020), and a 'Generate' button. The main area displays a calendar for December 2020. The 'Select FDW Name' dropdown is set to 'SUPARTI' and the 'Select Status Option' dropdown is set to 'TO DO'. A 'Show Planner' button is visible. The calendar shows tasks for December 13th ('FDW Photo') and December 14th ('Medical').

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13 FDW Photo	14 Medical	15	16	17	18	19
20	21	22	23	24	25	26

AUDIT TRAIL

The audit trail allows the admin to check through all the entries and changes made in the system.



EMPLOYER KIT

- We know that the salary schedule is part of the employer kit when you hand over the domestic worker to the employer.
- Automate and generate the salary schedule with just a click.

Set date of salary payment: 08-12-2020 Generate salary-schedule

Schedules of Salary Payment and Loan (including loan for placement fee) Repayment

Name of Employer	FOO		
Name of FDW:	DEWI		
Total Placement fees:	570.00	Number of day off per month	0
Date of commencement:	-	Loan Months	1

Schedule of Salary Payment

#	Date of Salary Payment	Basic Salary Amount	Off Day Compensation	Advance Loan Monthly Deduction	Amount received by FDW	FDW signature	Employer signature
1	01-12-2020	570	88.00	0	658.00		

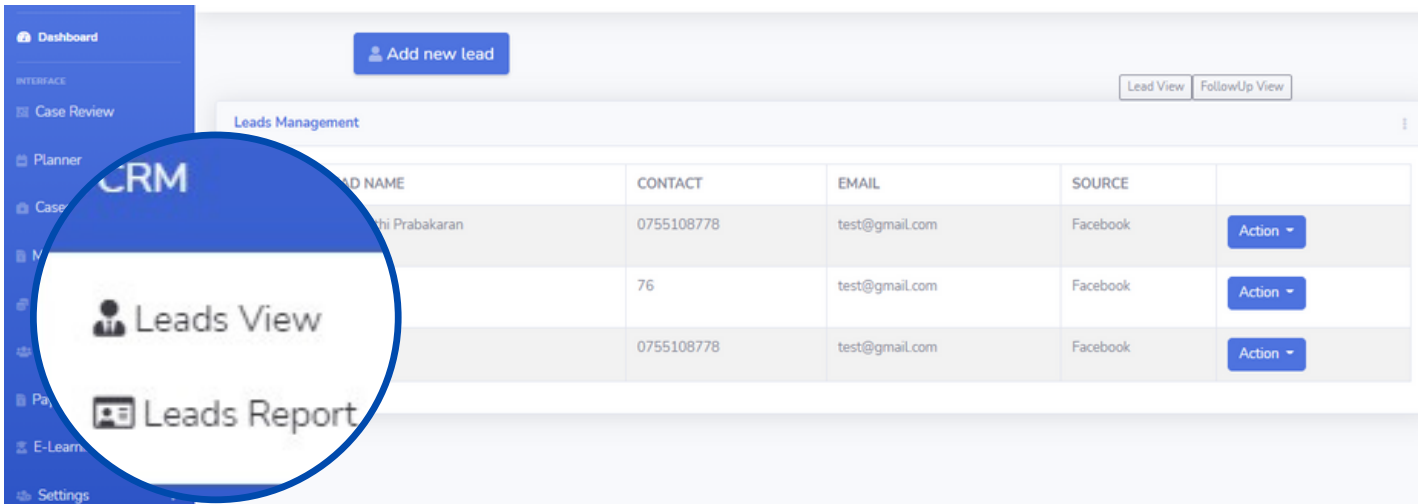
AGENT SYSTEM

- Admin is able to create agent accounts and provide them user access.
- Since system is web-based, agents who are based in other countries would be able to access the system and key in potential domestic workers' details.
- Admin will then be able to view these details from the admin side.

The screenshot shows a web application interface for managing agents. A blue sidebar on the left contains a menu with items like 'Case Review', 'Planner', 'Cases', 'Master Data', 'Accounts', 'CRM', 'Agents', 'Payroll', 'E-L', and 'View'. The main content area is titled 'Agent Maid List' and contains a table with columns for 'PASSPORT NO', 'MARITAL STATUS', 'RELIGION', 'NATIONALITY', 'LANGUAGE', and 'Action'. Two blue circles highlight specific elements: one around the 'Agent Maid List' title and another around the 'Manage Agent' and 'View Maid Databases' options in the sidebar.

	PASSPORT NO	MARITAL STATUS	RELIGION	NATIONALITY	LANGUAGE		
	2536538	Single	hindu	Sri Lankan	TBF	Action ▾	
	21	Single	fgf	Afganistan	TBF	Action ▾	
samp...	21	Single	fgf	Afganistan	TBF	Action ▾	
Siyan	17-12-2020 Age: 0	21	Agnostic	Afganistan	TBF	Action ▾	
	12-12-2020 Age: 0	21	Single	Agnostic	Afganistan	TBF	Action ▾
	18-12-2020 Age: 0	21	Single	Agnostic	Afganistan	TBF	Action ▾
	18-12-2020 Age: 0	21	Single	Agnostic	Afganistan	TBF	Action ▾
	24-12-2020 Age: 0	21	Agnostic	Afganistan	TBF	Action ▾	
	04-12-2020 Age: 0	21	Agnostic	Albania	TBF	Action ▾	

CRM



Customer Relationship Management (CRM) is vital as it is the starting point for any sales. We have created a CRM so that you can record, manage and follow-up with potential employers.

RECORD FOLLOW-UPS

- Record follow-up actions
- Shortlist suitable leads
- Follow via WhatsApp/Email

The 'Record Follow Up' form contains the following fields:

- Follow up Method: Call
- Probability of closing: 10%
- Prospect Reply: [Text area]
- Caller Remarks: [Text area]
- Appointment Date: dd/mm/yyyy

Buttons: Save, Close

Responding to Prospects

- Search for domestic workers' profiles based on your potential client's requirements.
- Generate the biodata(s) to send to your potential client.
- Send the biodata(s) by WhatsApp or email.

Maid Biodata Path files

FDW Name = testing name | Age = 0 | Biodata Link = <http://maiddemo.system.smakintel.com:8080/output/biodata/1.pdf>

FDW Name = DWI - Test | Age = 27 | Biodata Link = <http://maiddemo.system.smakintel.com:8080/output/biodata/5.pdf>

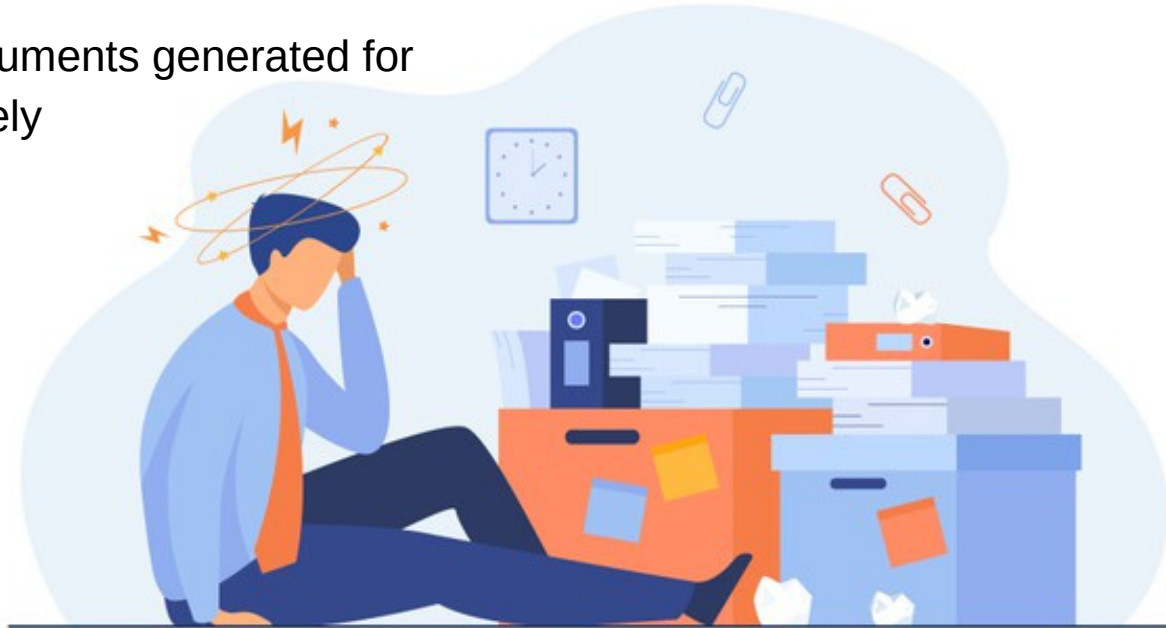
Copy to Clipboard Close

	Maid			
<input type="checkbox"/>	NUR	Fresh Maid	8547467348	Srilank

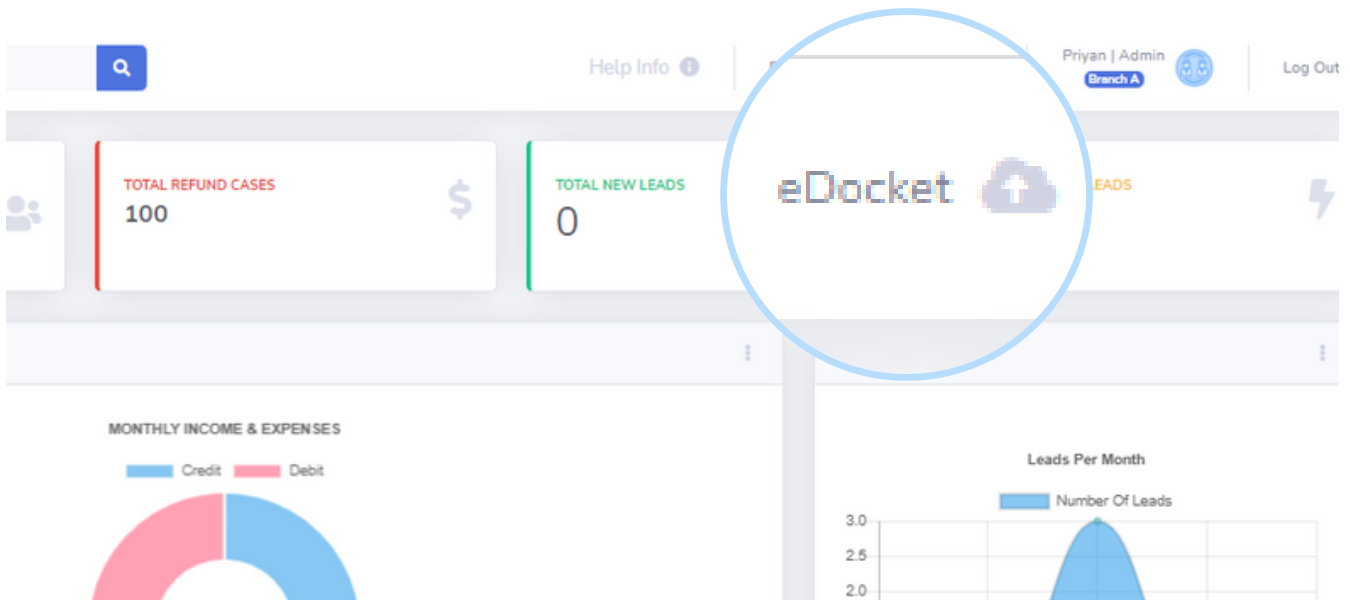
E- DOCKET

Cloud Storage

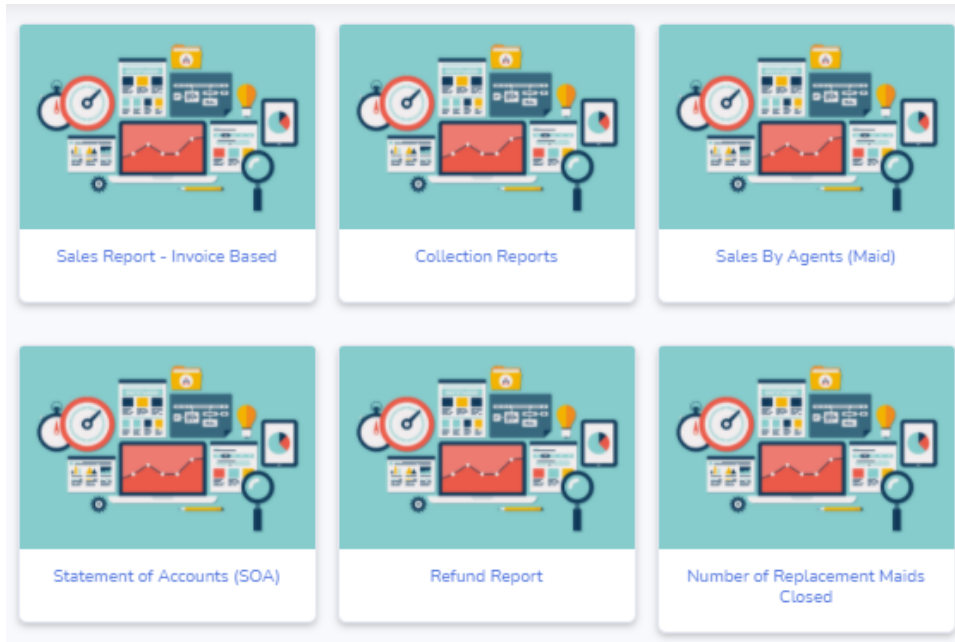
- Store all documents generated for cases securely



Unlimited Cloud Storage



MANAGEMENT REPORTS



Reports will provide important details that can be used to develop future forecasts, marketing plans, guide budget planning and improve decision-making.

Managers can use business reports to track progress and growth, identify trends or any irregularities that may need further investigation.

Search:

Employer Name ↑↓

- chena
- foo
- gabriel
- kenwyn**
- LEE
- LIM EE HUANG
- malar
- massey
- meenu
- monty

Showing 1 to 10 of 27 entries

Previous **1** 2 3 Next

From Date: 14-12-2020 To Date: 15-12-2020 Generate

Statement of Accounts

kenwyn

Date	INV No	Maid Name	Receipt No	Description	Amount
12-12-2020	INV 118	DWI - Test	-	Package Sale	6,476.50
12-12-2020	INV 119	DWI - Test	-	Refund	-3,825.00
12-12-2020	-	DWI - Test	RECEP 064	Payment for Invoicie 118	(1,500.00)
Total Outstanding					1,151.50

DATA PROTECTION

- 24/7 Support
- 99.9% Up Time
- Backed by leading cloud providers
- Data stored in Singapore Data Center
- Daily Database Backup
- Dedicated Server to host software/database
- Encrypted Cloud Storage for eDocket
- Single tenancy
(Every customer gets their own server to ensure data segregation)



OUR SERVICES



- SECRETARIAL SERVICES
- ACCOUNTING/BOOKKEEPING
- TAXATION (CORPORATE/PERSONAL)
- TELEMARKETING
- SOCIAL MEDIA MANAGEMENT
- WEBSITE DESIGN/REVAMP
- EMAIL & SMS MARKETING

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