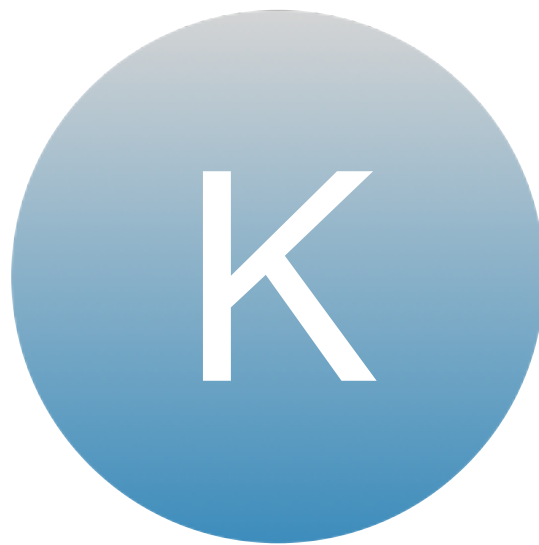


# Kika

User Guide

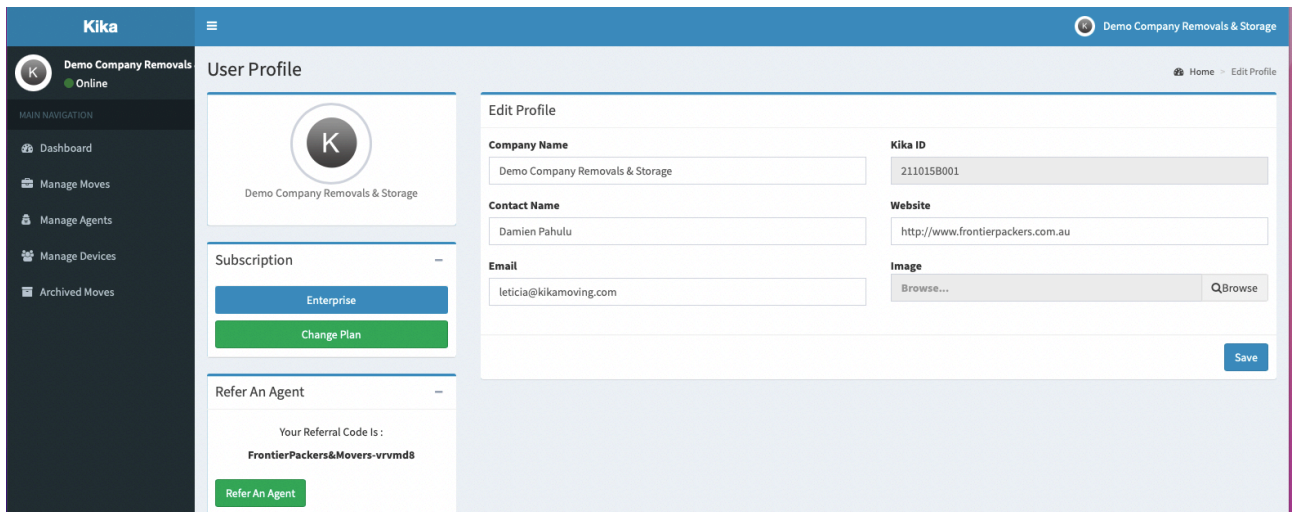
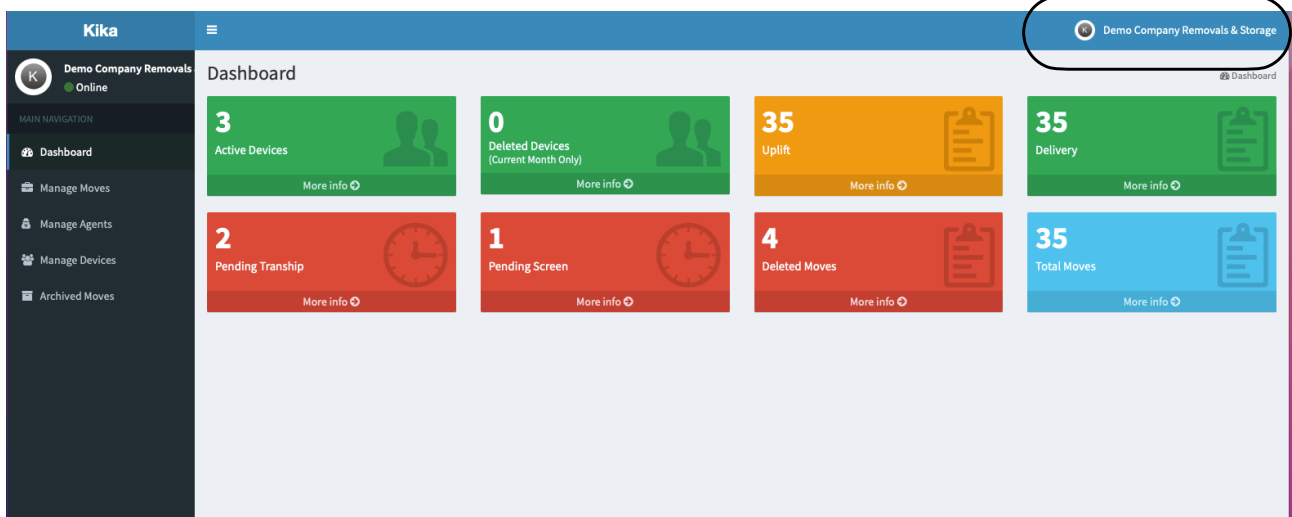


Kika Management  
System

# Profile Details

Your profile will have below information - you can locate this by clicking on the top right hand side of the screen

- All fields can be edited after registration except for your Kika ID number.



## Manage Move - Uplift

Status	Date	Move Number	Customer	Agent	Controlling Agent	Volume	Action
Complete	30 Jan 2022	MR2512.	Marcus Reinhardt	Demo Company Removals & Storage	Demo Company Removals & Storage	15	More Actions
Complete	29 Jan 2022	JK2512A	Jacob Kramer	Demo Company Removals & Storage	Demo Company Removals & Storage	15	View ICR Change Status
Pending	29 Jan 2022	MR2512	Marcus Reinhardt	Demo Company Removals & Storage	Demo Company Removals & Storage	15	View Move Details Delete Move
Pending	29 Jan 2022	MK2512A	Marcus Reinhardt	Demo Company Removals & Storage	Demo Company Removals & Storage	25	Archive Move
Complete	06 Jan 2022	JTP2512	Jacob Reinhardt	Frontier Packers & Movers	Frontier Packers & Movers	5	Pre Move Comment Post Move Comment

### Create A Move

Manage Moves -> Create A Move -> Complete all fields -> Submit / Submit & Create Delivery

- Submit - This will save this on your dashboard in uplift only
- Submit & Create Delivery - This will save this on your dashboard in both uplift and delivery
- You can also add in the delivery section at a later date if required

### View ICR

Manage Moves -> More Actions -> View ICR

- You can save the ICR as a PDF if required
- You will not be able to edit the ICR from this section, only view the ICR

### Change Status

Manage Moves -> More Actions -> Change Status > Select that 'Status' -> Save

- Pending - Task is in holding status and waiting to commence
- In Progress - Task is currently in progress
- Completed - Task is completed

### View More Details

Manage Moves -> More Actions -> View More Details

- This will allow you to view the Move Details (ie. Volume, Address etc)
- These details are what is put into the system when you first create a job

## **Delete Moves**

Manage Moves -> More Actions -> Delete Move -> Select "Delete Move" or 'Cancel'

- It will ask you again to be sure before you delete the move.

## **Archive Moves**

Manage Moves -> More Actions -> Archive Move

- This will place the job in 'Archived Moves'
- This can be undone in Archive Moves section.

## **Pre Move Comments**

Manage Moves -> More Actions -> Pre Move Comment

- Pre move comments is only accessible on the ICR and KMS.
- Any photos attached to the pre move comment will be in the PDF.

## **POST MOVE COMMENTS**

Manage Moves -> More Actions -> Post Move Comment

- Post move comments is attached to the ICR and KMS.
- Any images attached to the post move comments is only accessible on the KMS (KIKI Management System)

## **Manage Moves - Delivery**

### **Change Status**

Manage Moves -> More Actions -> Change Status -> Select that 'Status' -> Save

- Pending - This means the job is in holding status and waiting to commence
- In Progress - This means the job is currently in progress
- Completed - This means the job is completed

### **View More Details**

Manage Moves -> More Actions -> View More Details

- This will allow you to view the Move Details (ie. Volume, Address etc)
- These details are what is put into the system when you first create a job

## Delete Move

Manage Moves -> More Actions -> Delete Move -> Select "Delete Move" or 'Cancel'

- It will ask you again to be sure before you delete the move.

## Archive Moves

Manage Moves -> More Actions -> Archive Move (This will place the job in 'Archived Moves')

- This will place the job in 'Archived Moves'
- This can be undone in Archive Moves section.

## Pre Move Comment

Manage Moves -> More Actions -> Pre Move Comment

- Pre move comments is only accessible on the ICR and KMS.
- Any photos attached to the pre move comment will be in the PDF.

## Post Move Comment

Manage Moves -> More Actions -> Post Move Comment

- Post move comments is attached to the ICR and KMS.
- Any images attached to the post move comments is only accessible on the KMS (KIKI Management System)

The screenshot displays the 'Uplift Post Comment' form within the Kika web application. The interface includes a sidebar with navigation options like 'Dashboard', 'Manage Moves', 'Manage Agents', 'Manage Devices', and 'Archived Moves'. The main content area shows the following form elements:

- A header section: "Uplift Post Comment"
- A sub-header: "Uplift Post Move Comment"
- A certification section: "The Client/Authorised Agent certify that for this uplift:" followed by four checked checkboxes:
  - The items listed on the ICR are a true and complete record of what has been uplifted.
  - I have made final check of the property and confirm that all the items have ben uplifted.
  - The property has NOT been damaged.
  - I have read and understood the statements listed above.
- A text input field containing "KIKI 007 9725."
- Two signature fields: "Client/Agent : Marcus" and "Removalist : Jacob", each with a handwritten signature.

## Manage Moves - Tranship

## View Bingo Sheet

Manage Moves -> More Actions -> View Bingo Sheet

- You will be able to view the Tranship Sheet
- You can also save this as a PDF if required

**Kika** Demo Company Removals & Storage

Tranship ICR

Inventory & Condition Report

Jacob Kramer : JK2512A - Tranship Sheet Page 1 of 1

29 Jan 2022 : IN

Checked By : Isaac  
Staff : Isaac, Marcus

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37			

8. Broken, Leg. 12. Gouged - Chipped, Side, Corner. 27. Gouged, Side.

## Change Status

Manage Moves -> More Actions -> Change Status -> Select that 'Status' -> Save

- Pending - This means the job is in holding status and waiting to commence
- In Progress - This means the job is currently in progress
- Completed - This means the job is completed

## Manage Moves - Screen

### Change Status

Manage Moves -> More Actions -> Change Status -> Select that 'Status' -> Save

- Pending - Task is in holding status and waiting to commence
- In Progress - Task is currently in progress
- Completed - Task is completed

### View ICR

Manage Moves -> More Actions -> View ICR

- You can save the Screened ICR as a PDF and use while manually documenting the Transhipping process.
- You will not be able to edit the ICR from this section, only view the ICR

# Manage Agents

The screenshot shows the 'Manage Agents' page in the Kika system. A green notification banner at the top indicates 'Agent successfully deleted'. Below the banner is a search bar and a table of agents. The 'Add Agent' button is circled in red.

Kika ID	Name	City	State/Province	Country	Type	Status	Action
211228B001	Morgan Movers	City of Sydney	New South Wales	Australia	Moving	<input checked="" type="checkbox"/>	More Actions
211017C002	South Pacific Packers	Nadi	Western Division	Fiji Islands	Contractor	<input checked="" type="checkbox"/>	View Agent Edit Agent Delete Agent
211017B001	Tasman Relocations	Manukau City	Auckland Region	New Zealand	Moving	<input checked="" type="checkbox"/>	More Actions
211015B001	Demo Company Removals & Storage	Brisbane	Queensland	Australia	Moving	<input checked="" type="checkbox"/>	More Actions

## Add Agent

Manage Agent -> Add Agent -> Enter Kika ID -> Click you mouse outside the table -> System will auto populate the agents details -> Submit

- Easiest way to do this is to copy and past the agents Kika ID

## View Agent

Manage Agent -> More Actions -> View Agent

- You will see all the details for the agent.

## Edit Agent

Manage Agent -> More Actions -> Edit the necessary fields -> Submit

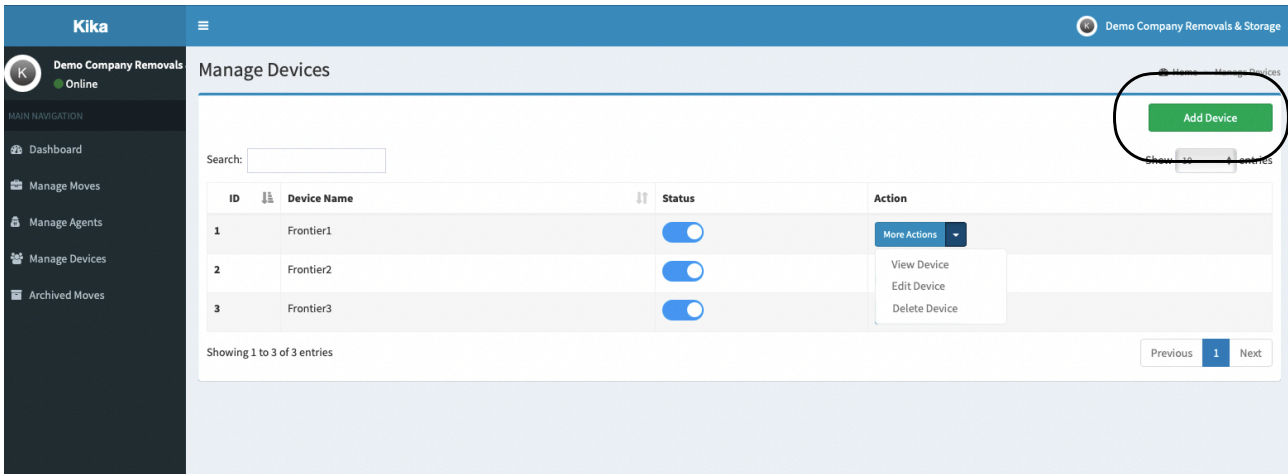
- It will only allow you to edit the 'Status' of the agent
- Active - Agent will show up in your drop down menu when assigning jobs.
- On Hold - Agent will not show up in the drop down menu when assigning jobs

## Delete Agent

Manage Agent -> More Actions -> Delete Agent

- If you want to delete the agent
- If you want to reinstate them again, you will need to 'Add Agent' again

# Manage Devices



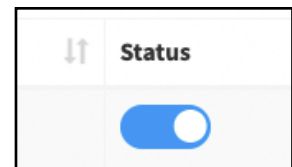
## Add Device

Manage Devices -> Add Device -> Complete all fields -> Submit

- You can name each device individually
- You make up the password and confirm password
- This is the password the crew will need when they log into device

## Status

You MUST switch on the Status (see below) so it is highlighted in **BLUE** in order to **ACTIVATE** the device.



## View Device

Manage Devices -> More Actions -> View Device

- This will show details of each device / Device Name / Date the device was created
- Status of device - Approved / On Hold
- Approved - Device is active
- On Hold - Device is not active (will not be able to use device)

## Edit Device

Manage Devices -> More Actions -> Edit Device -> Update details -> Submit

- You can edit the device name
- You can change password to the device if required

## Delete Device



Manage Devices -> More Actions -> Delete Device

- If you want to delete the device you can
- It will ask you again to be sure before you press delete

### **Logout Device**

Manage Devices -> More Actions -> Logout Device

- This will enable you to log out the old device so that the new device can access the system with the same log in details.

## **Handy Tips**

### **Edit Items From A Completed Inventory**

Manage Moves -> Uplift -> More Actions -> Change Status -> In Progress -> Save

- Open job on the device, edit as required and complete ICR as per normal.

## **Understanding The Workflows**

### **Workflow 1**

Uplift - Delivery

- You can create this via **Device** and **KMS**
- The device will **ONLY** allow you to create jobs for Workflow 1
- After ICR has been completed the Workflow will allow the device to move onto the Delivery task next.

### **Workflow 2**

Uplift -> Screen -> Tranship -> Delivery

- Can be created on the KMS.
- Easiest way to do this is to create the job as Workflow 1 on the device than switch it to Workflow 2 on the KMS after the Uplift Inventory has been completed.

## **Switching to Workflow 2 After Uplift Inventory Has Been Created and Completed On The Tablet.**

Manage Moves -> Delivery -> Edit Delivery -> Check the Transshipping Required & Screening Required Boxes (located at the bottom of the Delivery form)

- You must check both the Transshipping and Screening Required boxes even if the shipment doesn't have to be screened.
- If the shipment doesn't have to be screened simply select all items in same Category when doing the Screening process. Eg. Make all items "Storage" when Screening.
- You can only move onto next task on the device once each task is completed.

## **Making Changes To The Workflow**

- Making changes to any of the tasks after they have been completed will mean workflow will 'restart' so keep this in mind if the device is not able to do the next task. Check the status of each task and adjust accordingly to make the task you are trying to do 'In Progress'.

## **Partial Deliveries**

Sometimes client will only want to take a partial delivery or not items will be delivered.

- In that situation complete Delivery task as normal. The items not delivered will not be checked off on the Delivery Inventory.
- Client can sign off on the Delivery because they are only signing off to the items that have been delivered and checked off on the inventory.
- Later, the client now wants delivery of the rest of their items. Follow these next steps.

## **Completing a Delivery That Has Been Partially Done**

Manage Moves -> Delivery -> Change Status -> In Progress -> Save.

- Device can now enter the Move Number, tap the 'Delivery' task and continue delivering remaining items.
- When client signs off they will now sign off that they have received all their items and the Delivery Inventory pdf will reflect this.