

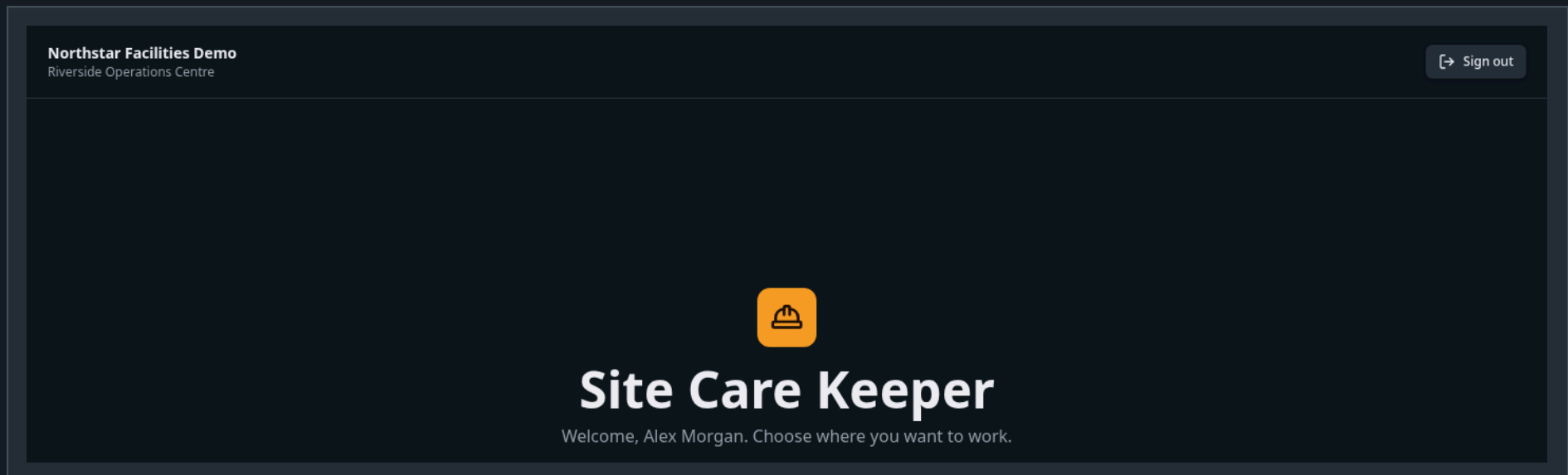


SITE CARE KEEPER

Professional User Guide

Maintenance & Inventory Management

A practical illustrated guide built entirely from the real application using safe demonstration data.



GUIDE MAP

What you will learn

Follow the chapters in order for the complete workflow, from account creation to reporting.

01 Account and company access

03 Maintenance dashboard

05 Job details and closure

07 Asset register

09 Requests, statistics and reports

11 Inventory dashboard

13 Audited movement history

15 Inventory reports

02 Choose a platform

04 Job orders and filters

06 Photos, dates and evidence

08 Preventive maintenance plans

10 Team and permissions

12 Materials and stock control

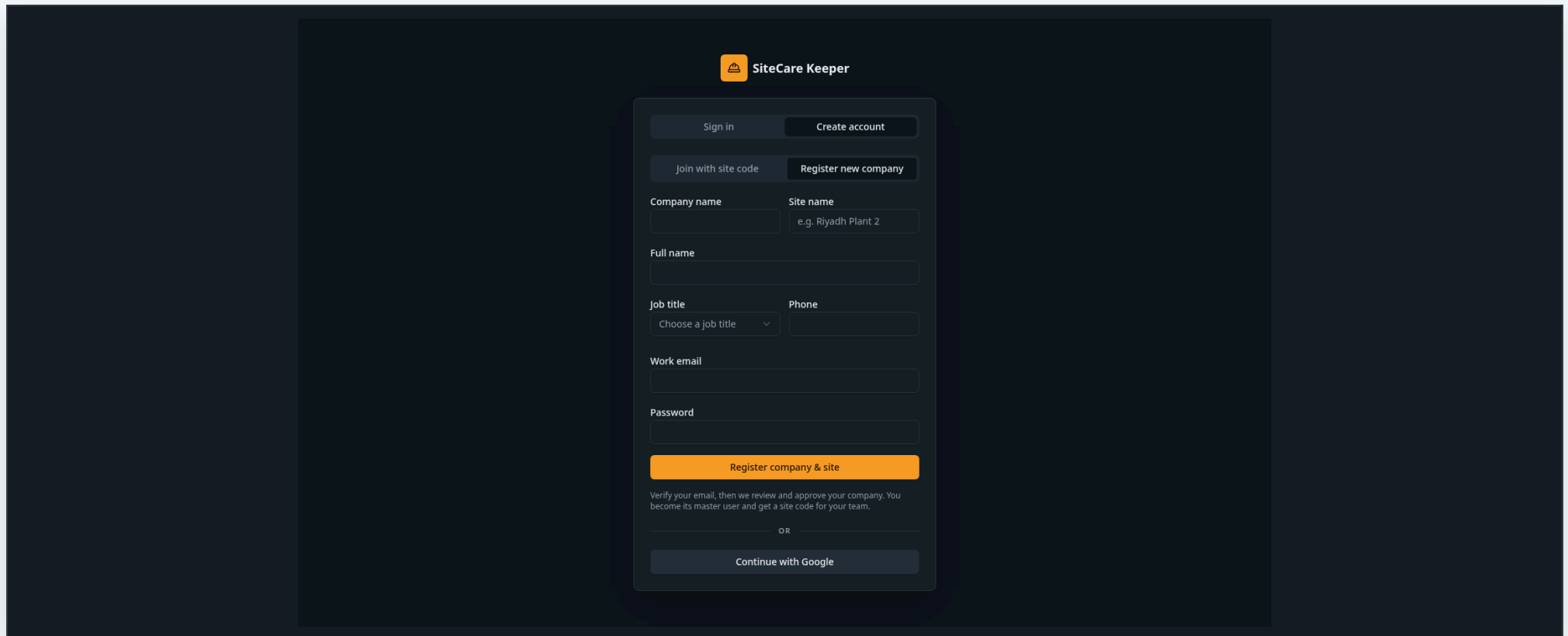
14 Asset custody

16 Appearance and mobile use

Privacy: Every person, job, asset and material shown in this guide is fictional demonstration data.

Account and company access

Create an account, register a new company or join an existing site with its code. New companies are reviewed before access.



The screenshot shows the SiteCare Keeper registration interface. At the top, there's a logo and the text "SiteCare Keeper". Below it, there are four buttons: "Sign in", "Create account", "Join with site code", and "Register new company". The "Create account" and "Register new company" buttons are highlighted. Below these buttons, there are several input fields: "Company name", "Site name" (with a placeholder "e.g. Riyadh Plant 2"), "Full name", "Job title" (with a dropdown menu "Choose a job title"), "Phone", "Work email", and "Password". A large orange button labeled "Register company & site" is positioned below the input fields. Below this button, there is a small text block: "Verify your email, then we review and approve your company. You become its master user and get a site code for your team." Below this text, there is a horizontal line with "OR" in the center, and a button labeled "Continue with Google".

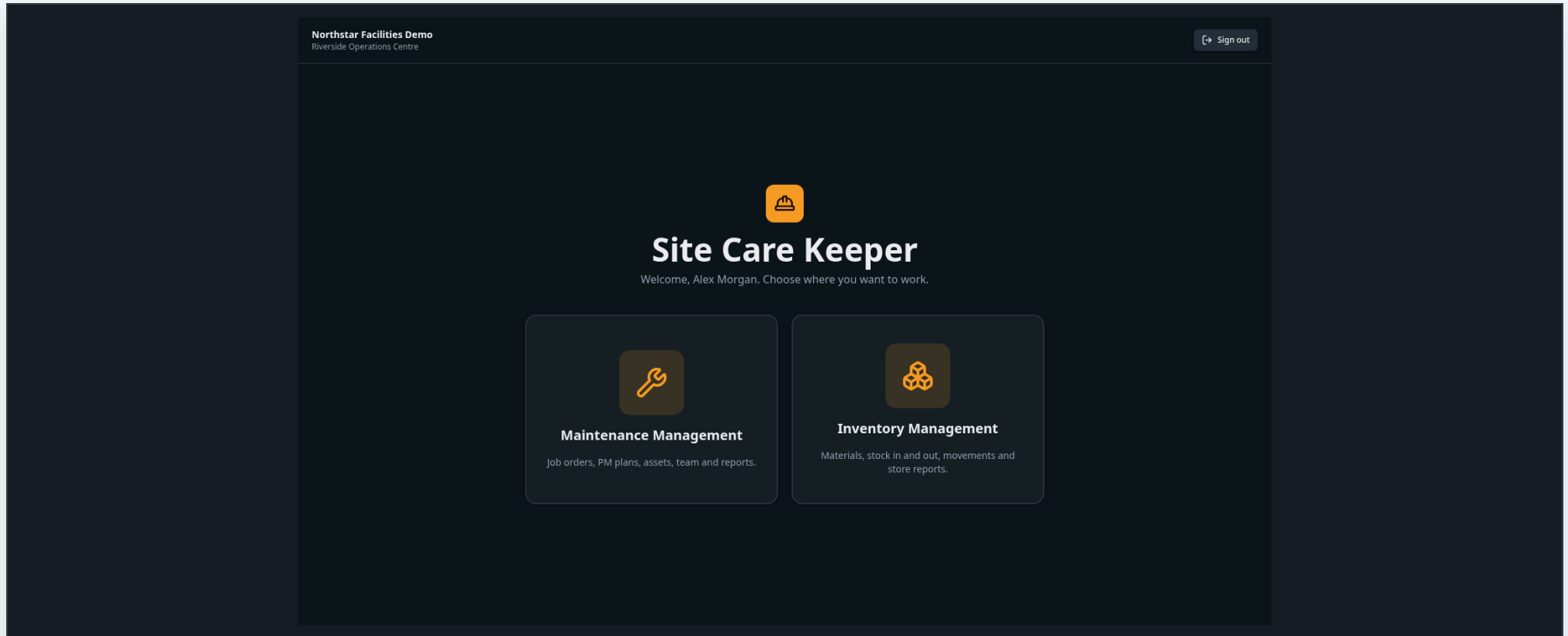
1 Choose Create account.

2 Select Register new company or Join with site code.

3 Enter the requested details, verify your email and wait for approval.

Choose a platform

Masters can open both workspaces from one clear home. Other roles go directly to the platform allowed for their work.



1 Open Maintenance Management for jobs, assets and PM plans.

2 Open Inventory Management for stock and custody.

3 Use Switch platform in the side menu whenever required.

Maintenance dashboard

Start with active work, pending orders, recent photos and the latest site activity.

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

Maintenance Management

- Dashboard
- Submit work request
- Job orders
- Statistics
- Assets
- PM plans
- Reports
- Team
- Switch platform

SITE OVERVIEW

Welcome, Alex

Summary Counters:

- OPEN: 2
- IN PROGRESS: 1
- NEEDS MATERIALS: 1
- ASSETS: 6

My active job orders
Nothing assigned to you.

Pending job orders at site
EVERYTHING NOT YET CLOSED

#1950 · Lift door alignment check	critical	Open	Overdue Oct 04, 2026
#1947 · AHU supply fan vibration	high	In progress	Due Oct 05, 2026
#1949 · Replace leaking washroom valve	medium	On hold	Due Oct 06, 2026
#1948 · Generator monthly load test	high	Open	Due Oct 07, 2026

Active engineers & technicians
WHO IS CARRYING WORK RIGHT NOW

Alex Morgan
master

Markus Chan
Mechanical Engineer

1

Review the summary counters.

2

Prioritise overdue or critical work.

3

Open an order directly from the dashboard.

Job orders and filters

Every preventive and corrective order can be searched and filtered by status, type, category and assigned user.

The screenshot shows the 'Job orders' page in the Northstar Facilities Demo. The left sidebar contains navigation links: Maintenance Management, Dashboard, Submit work request, Job orders (selected), Statistics, Assets, PM plans, Reports, Team, and Switch platform. The main content area displays a list of job orders with filters for 'All statuses', 'All types', 'All categories', 'All users', and 'Assigned to me'. The job orders are listed with their IDs, descriptions, due dates, and status badges.

Job Order ID	Description	Due Date	Type	Priority	Status	Assigned To
#1952	Roller door track lubrication	Due Sep 27, 2026	preventive	low	Closed	Assigned
#1951	Fire panel weekly inspection	Due Sep 30, 2026	preventive	medium	Closed	Assigned
#1950	Lift door alignment check	Due Oct 04, 2026	corrective	critical	Open	Unassigned
#1949	Replace leaking washroom valve	Due Oct 06, 2026	corrective	medium	On hold	Assigned
#1948	Generator monthly load test	Due Oct 07, 2026	preventive	high	Open	Assigned
#1947	AHU supply fan vibration	Due Oct 05, 2026	corrective	high	In progress	Assigned

1 Use the four filters to narrow the list.

2 Assigned and Unassigned badges make ownership clear.

3 Open a job order to review or update it.

Job details and closure

The job record keeps asset, location, assignee, dates, work notes and its controlled sign-off together.

Northstar Facilities Demo

Riverside Operations Centre

Maintenance Management

Dashboard

Submit work request

Job orders

Statistics

Assets

PM plans

Reports

Team

Switch platform

A

Alex Morgan

master

Northstar Facilities Demo

Riverside Operations Centre

Alex Morgan

MASTER

← All job orders

#1952 preventive low Closed

PDF Share Edit details Delete

Roller door track lubrication

Quarterly lubrication and safety-edge test.

ASSET	CATEGORY	LOCATION	ASSIGNED TO
DR-18 — Loading Bay Roller Door	Civil	Loading bay	Omar Haddad
START DATE	DUE DATE	OPENED	CLOSED
Oct 01, 2026	Sep 27, 2026	Oct 01, 2026	—
OUTCOME	MATERIALS NEEDED		
Completed	—		
WORK NOTES			
Tracks cleaned and lubricated. Safety edge tested.			

Sign-off

The person who did the work signs, then the master user approves. A job order can only be closed once both are done.

WORK SIGNED BY

Pending

APPROVED BY MASTER

Pending

Sign the work

Waiting for the assignee to sign the completed work.

EVIDENCE

Work photos

- 1

Review the work scope and history.
- 2

The assigned person updates progress and signs the completed work.
- 3

The master reviews partially closed work and approves final closure.

Photos, dates and evidence

Add before-and-after photos, optional time, notes, materials and signatures without leaving the job record.

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

Sign the work Waiting for the assignee to sign the completed work.

EVIDENCE
Work photos
Keep a visual record of the asset before and after the work.

Caption (optional)
Cracked coupling before repair

Before work **After work** **General photo**

No photos attached to this job order yet.

Update this job order

Status
Closed

Assigned to
Omar Haddad

Work done
Describe the work carried out...

Result
Job completed

Closing date

1 Attach only relevant site evidence.

2 Use manual dates when recording earlier work.

3 Download the complete branded job PDF when needed.

Asset register

Keep each maintained asset identified by code, trade, location, condition and optional lifecycle details.

Northstar Facilities Demo
Riverside Operations Centre

Maintenance Management

[Dashboard](#)

[Submit work request](#)

[Job orders](#)

[Statistics](#)

[Assets](#)

[PM plans](#)

[Reports](#)

[Team](#)

[Switch platform](#)

A

Alex Morgan
master

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

EQUIPMENT

Asset registry

+ Add asset

ASSETS BY CATEGORY

6 assets · 6 categories · tap to filter

All assets6100%

Electrical117%

HVAC117%

Civil117%

Plumbing117%

Elevator117%

Fire Fighting117%

AHU-01

Air Handling Unit 01

HVAC · Roof plant room · SN NS-AHU-22031 · ClimaPro 2022 · Northstar Facilities

CRITICALITY HIGH

operational

Edit

Delete

DR-18

Loading Bay Roller Door

Civil · Loading bay

CRITICALITY MEDIUM

operational

Edit

Delete

ELV-07

Fire Alarm Panel

Fire Fighting · Security control room

CRITICALITY CRITICAL

operational

Edit

Delete

GEN-02

Standby Generator 02

Electrical · Generator yard

CRITICALITY CRITICAL

operational

Edit

Delete

LFT-03

Passenger Lift 03

Elevator · East lobby

CRITICALITY HIGH

Edit

Delete

PMP-04

Domestic Water Pump 04

Plumbing · Basement pump room · SN WP-04-9921 · HydroFlow 2021 · Northstar Facilities

CRITICALITY CRITICAL

operational

Edit

Delete

1

Search or filter by category.

2

Use Additional asset details only when needed.

3

Open the related PM plan or job history from the asset.

SITE CARE KEEPER

07 / 16

Preventive maintenance plans

Build repeatable tasks with frequency, next due date, priority and a default assignee.

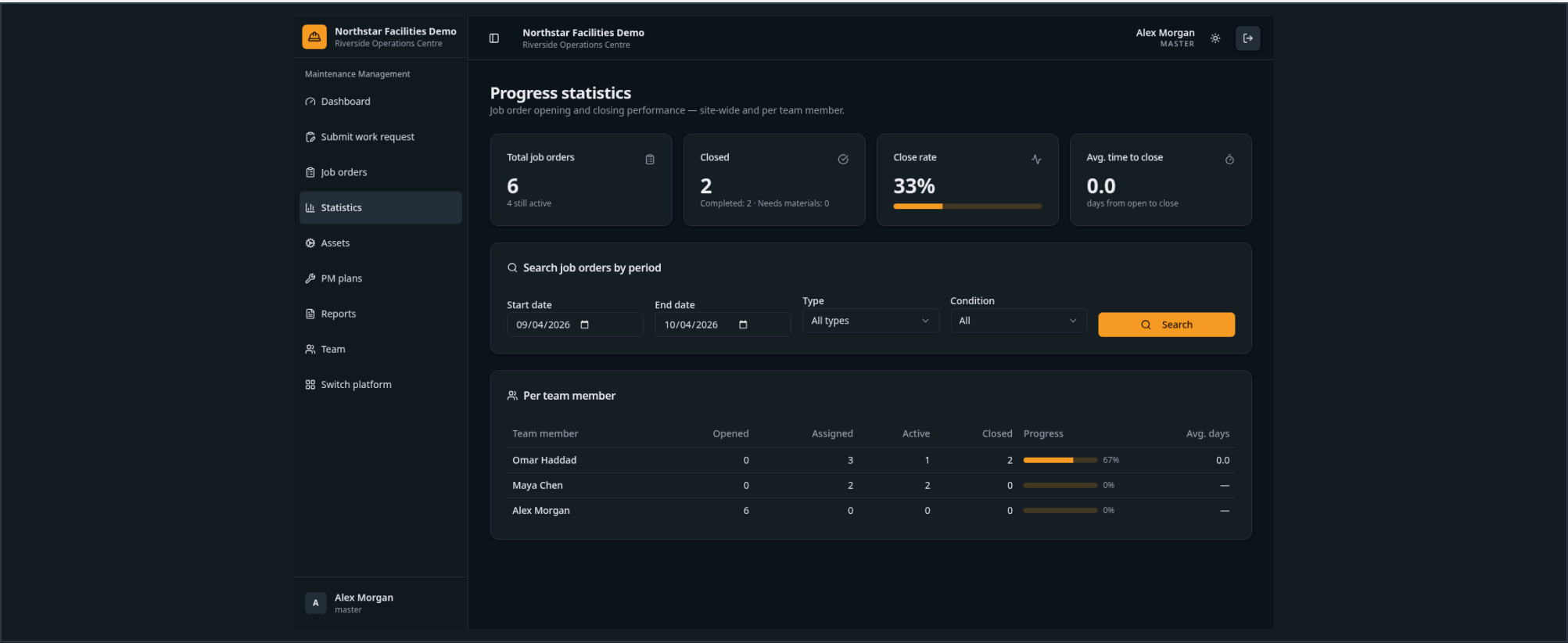
The screenshot displays the 'Northstar Facilities Demo' interface for the 'Riverside Operations Centre'. The left sidebar shows a navigation menu with options: Maintenance Management, Dashboard, Submit work request, Job orders, Statistics, Assets, PM plans (highlighted), Reports, Team, and Switch platform. The main content area is titled 'PREVENTIVE MAINTENANCE PM plans' and includes a subtitle: 'Due plans are turned into preventive job orders automatically every night.' At the top right of the main area, there are buttons for 'Build plans for assets', 'Generate due now', and '+ New plan'. Below these, there is a filter section with 'All categories' and 'Select all (3)'. A table lists three active preventive maintenance plans:

Plan Name	Frequency	Next due	Status	Action
Monthly AHU inspection AHU-01 — Air Handling Unit 01 - HVAC	every 30 days	Next due Oct 11, 2026	ACTIVE	Generate
Monthly generator load test GEN-02 — Standby Generator 02 - Electrical	every 30 days	Next due Oct 16, 2026	ACTIVE	Generate
Quarterly pump service PMP-04 — Domestic Water Pump 04 - Plumbing	every 90 days	Next due Oct 29, 2026	ACTIVE	Generate

- 1 Create one plan or build plans from standard templates.
- 2 Generate due job orders in a controlled action.
- 3 Review active plans by category.

Requests, statistics and reports

Supervisors and masters can raise requests, monitor trends and issue focused site reports.



- 1

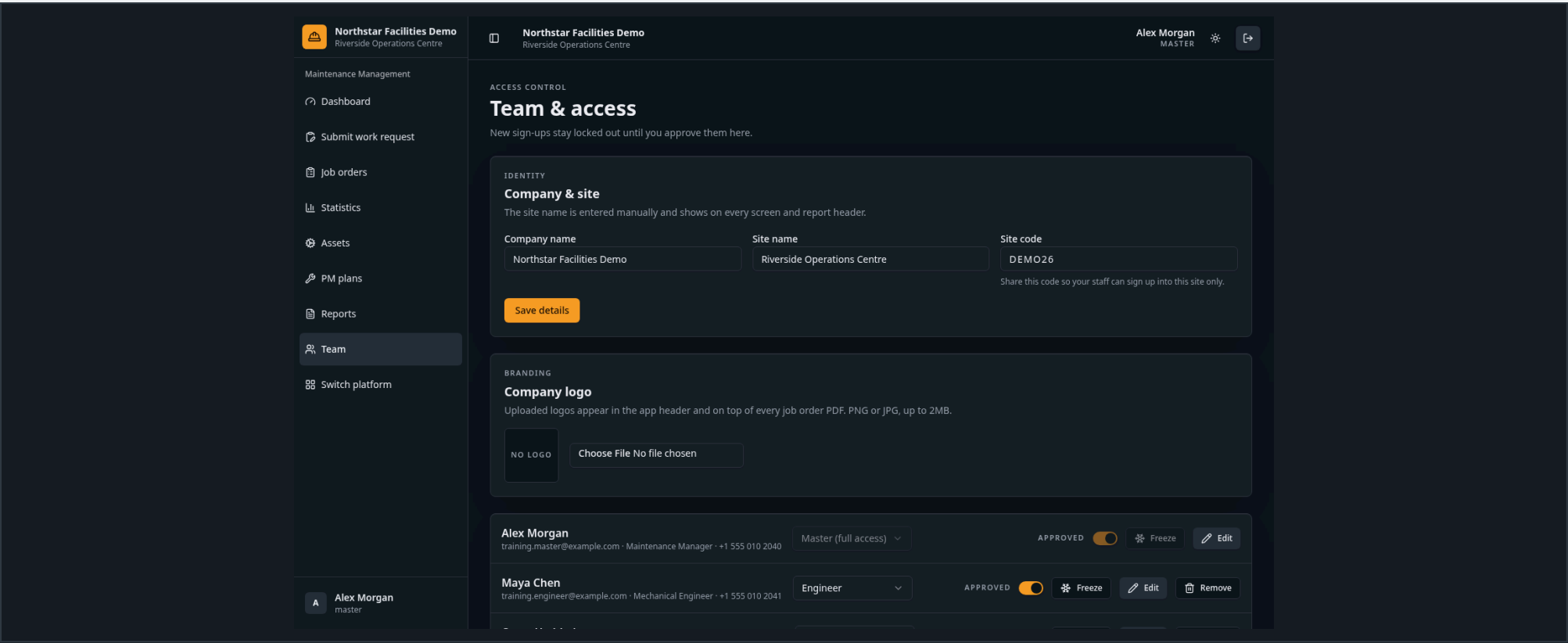
Submit a request with location, priority and photos.
- 2

Use statistics to compare open and closed work.
- 3

Filter job, asset and team reports before downloading.

Team and permissions

The master controls site membership, roles, job titles, approvals and temporary access freezes.



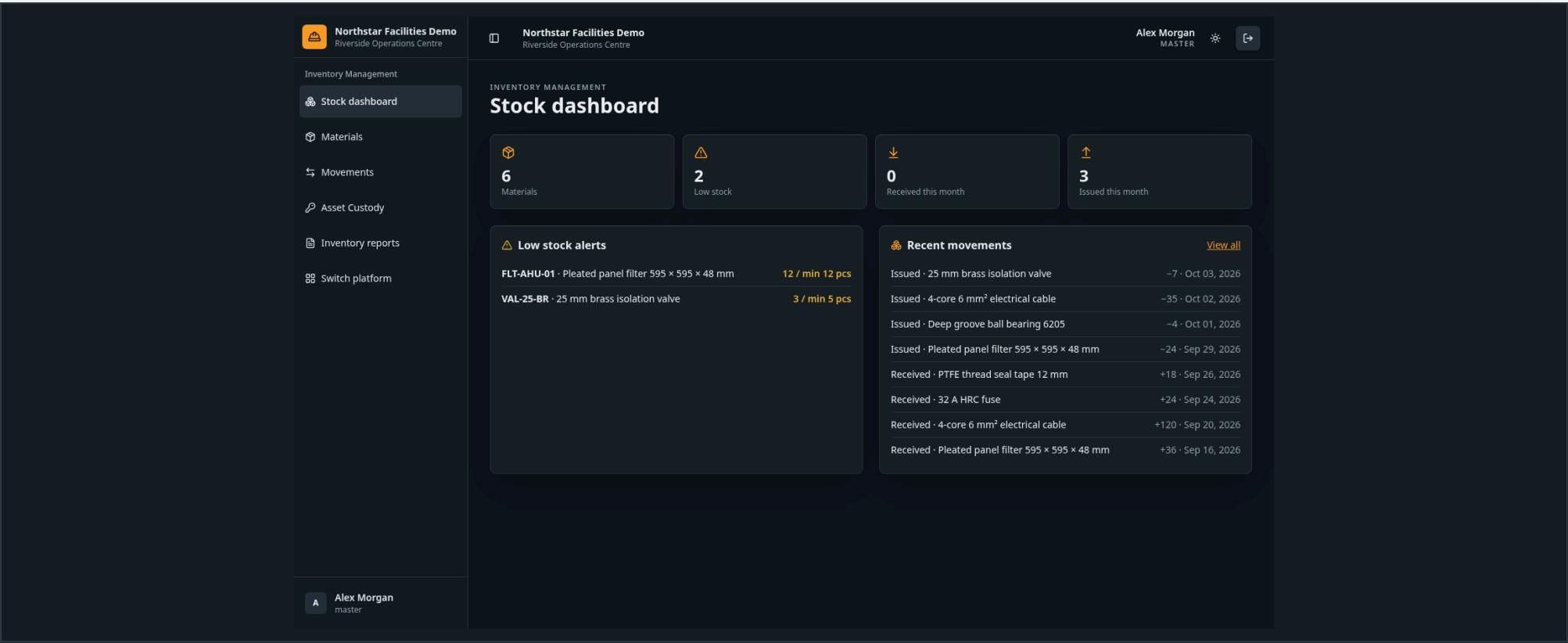
1 Approve new team members after checking their details.

2 Give each person only the role they need.

3 Storekeepers receive Inventory access without Maintenance access.

Inventory dashboard

See materials, low-stock items, monthly receipts and issues, and recent movement activity at a glance.



1 Check low-stock alerts first.

2 Review recent receipts and issues.

3 Open Materials or Movements from the side menu.

Materials and stock control

Register each material with its code, description, category, unit, store location and minimum level.

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

INVENTORY MANAGEMENT

Materials

+ Add material

Search code, description, location... All categories (6) ☐ Low stock only

CODE	DESCRIPTION	CATEGORY	LOCATION	QUANTITY	ACTIONS
BRG-6205	Deep groove ball bearing 6205	Mechanical	Rack A1 · Bin 04	16 pcs	In Out Adjust Edit Delete
CBL-4C-6	4-core 6 mm² electrical cable	Electrical	Cable bay · Reel 03	85 m	In Out Adjust Edit Delete
FLT-AHU-01	Pleated panel filter 595 × 595 × 48 mm	HVAC	Rack B2 · Shelf 01	12 pcs min 12	In Out Adjust Edit Delete
FUSE-32A	32 A HRC fuse	Electrical	Rack D3 · Bin 11	24 pcs	In Out Adjust Edit Delete
PTFE-12	PTFE thread seal tape 12 mm	Plumbing	Rack C2 · Bin 03	18 roll	In Out Adjust Edit Delete
VAL-25-BR	25 mm brass isolation valve	Plumbing	Rack C1 · Bin 08	3 pcs min 5	In Out Adjust Edit Delete

Alex Morgan
master

1 Use In when receiving stock.

2 Use Out to issue stock to a person or job.

3 Use Adjust only for a verified stock count.

Audited movement history

Every receipt, issue and adjustment is recorded with date, quantity, balance, reference and user.

Northstar Facilities Demo
Riverside Operations Centre

Inventory Management

- Stock dashboard
- Materials
- Movements**
- Asset Custody
- Inventory reports
- Switch platform

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master

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

INVENTORY MANAGEMENT

Stock movements

From
mm/dd/yyyy

To
mm/dd/yyyy

Type
All types

Category
All categories

Material
All materials

DATE	TYPE	MATERIAL	QTY	BALANCE	SUPPLIER / ISSUED TO	REFERENCE	BY
Oct 03, 2026	Issued	VAL-25-BR · 25 mm brass isolation valve	-7 pcs	3	Maya Chen	1949	Alex Morgan
Oct 02, 2026	Issued	CBL-4C-6 · 4-core 6 mm² electrical cable	-35 m	85	Omar Haddad	Electrical repair	Alex Morgan
Oct 01, 2026	Issued	BRG-6205 · Deep groove ball bearing 6205	-4 pcs	16	Maya Chen	1947	Alex Morgan
Sep 29, 2026	Issued	FLT-AHU-01 · Pleated panel filter 595 × 595 × 48 mm	-24 pcs	12	Omar Haddad	PM service	Alex Morgan
Sep 26, 2026	Received	PTFE-12 · PTFE thread seal tape 12 mm	+18 roll	18	Flowline Trading	DN-1190	Alex Morgan
Sep 24, 2026	Received	FUSE-32A · 32 A HRC fuse	+24 pcs	24	Metro Electrical	PO-24027	Alex Morgan
Sep 20, 2026	Received	CBL-4C-6 · 4-core 6 mm² electrical cable	+120 m	120	Metro Electrical	DN-3901	Alex Morgan
Sep 16, 2026	Received	FLT-AHU-01 · Pleated panel filter 595 × 595 × 48 mm	+36 pcs	36	CleanAir Supplies	DN-8842	Alex Morgan
Sep 14, 2026	Received	VAL-25-BR · 25 mm brass isolation valve	+10 pcs	10	Flowline Trading	PO-24021	Alex Morgan
Sep 09, 2026	Received	BRG-6205 · Deep groove ball bearing 6205	+20 pcs	20	Precision Bearings Ltd	PO-24018	Alex Morgan

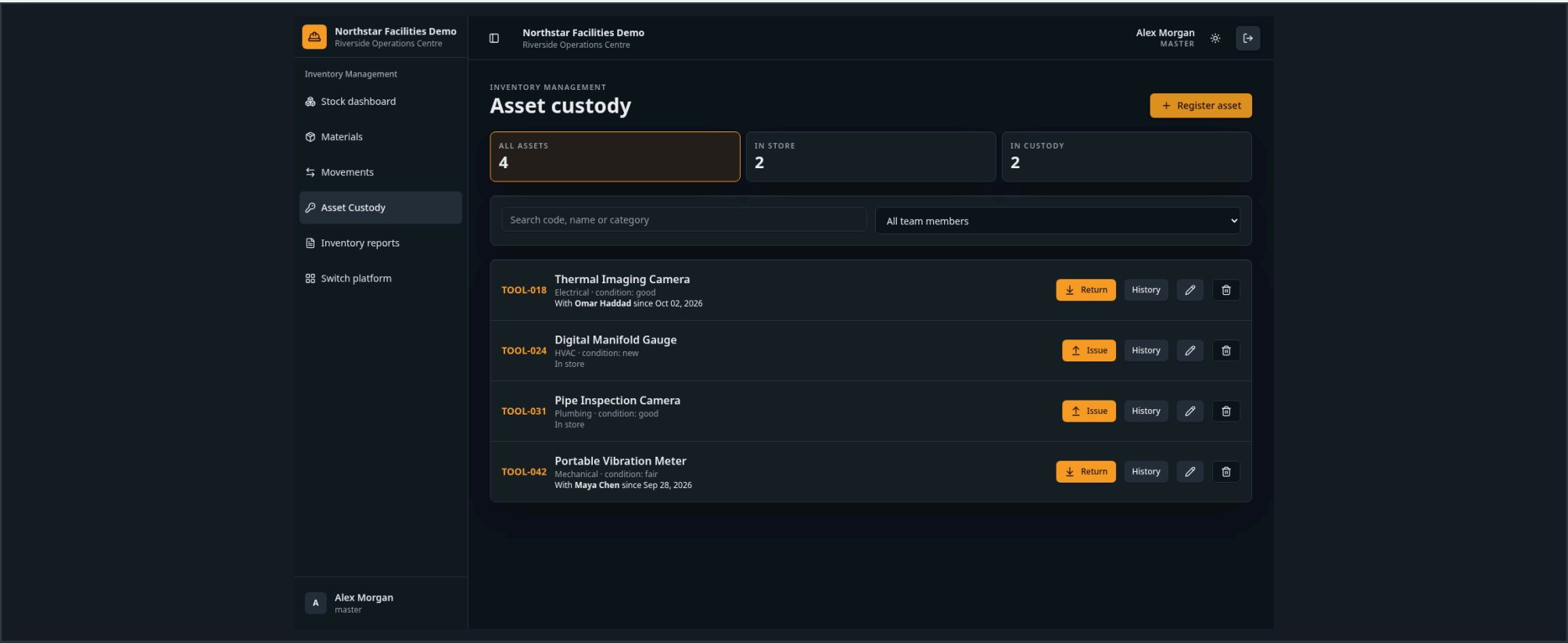
1 Filter by period, movement type, category or material.

2 Use the running balance to confirm each transaction.

3 Movement records cannot be edited or removed.

Asset custody

Register controlled tools, issue them to a team member and record their return condition.



- 1 Register the asset code, name, category and condition.
- 2 Choose the receiving team member and issue date.
- 3 On return, record the date and new condition.

Inventory reports

Material reports and custody reports are issued separately so each record stays focused and clear.

Northstar Facilities Demo
Riverside Operations Centre

Inventory Management

- Stock dashboard
- Materials
- Movements
- Asset Custody
- Inventory reports
- Switch platform

A Alex Morgan
master

Northstar Facilities Demo
Riverside Operations Centre

Alex Morgan
MASTER

INVENTORY MANAGEMENT

Inventory reports

Materials reports

Stock report

Category

- All categories

☐ Low stock only

Issue PDF

Movements report (by period)

From

- mm/dd/yyyy

To

- mm/dd/yyyy

Category

- All categories

Type

- All types

Issue PDF

Asset custody reports

Custody assets report

Category

- All categories

Condition

- All conditions

☐ Currently issued only

Issue PDF

Custody movements report (by period)

From

- mm/dd/yyyy

To

- mm/dd/yyyy

Category

- All categories

Status

- All

1 Issue a stock report or a movement report by period.

2 Issue a custody asset or custody movement report.

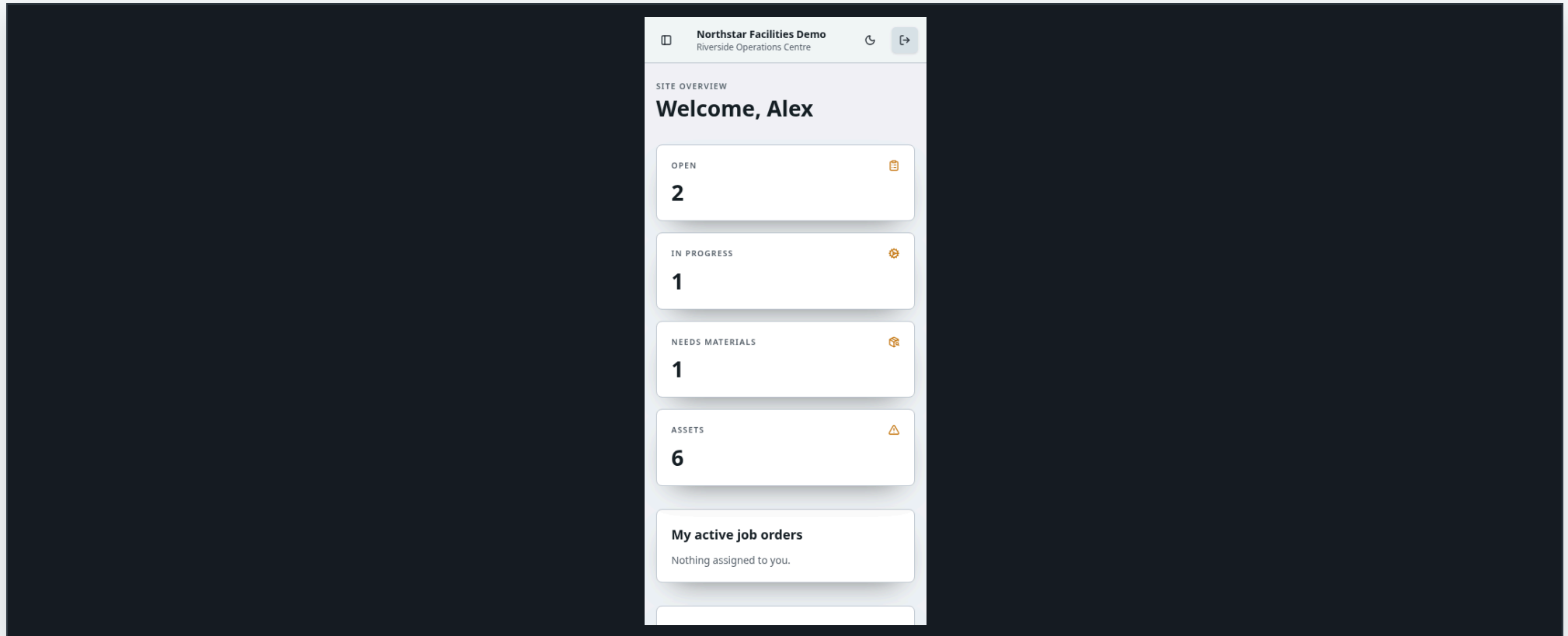
3 Apply category, condition and status filters first.

SITE CARE KEEPER

15 / 16

Appearance and mobile use

Choose light or dark appearance and use the same work areas from a compact mobile navigation.



1

Use the appearance icon in the top bar.

2

Open the mobile menu to move between sections.

3

Your appearance choice remains saved on the device.



SITE CARE KEEPER

Ready to work with confidence

Use this guide with the walkthrough on the Training page, and contact your site master whenever access or approval is required.

Maintenance

Jobs, assets, plans and reports

Inventory

Materials, movements, custody and reports

This guide uses demonstration data only.