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# Step-by-Step Guide to Completing the Unit Import Template

11 months ago · Updated

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Please find the compulsory fields below that are required to fill in the unit import template:

## Compulsory fields

Project Name / ID\*

Layout Name / ID\*

Unit Number\*

Status\*

Selling Price\*

Build Up Area sqft / sqm\*

Bumi Unit\*

Tenanted\*

Malay Reserved\*

Address\*

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**Below is a guide on how to fill up some of the required fields:**

**Project Name / ID\***

Project Name / ID in column A should match your Project Name that you have set up in MHub

The screenshot shows the 'Edit' form for a project. The 'Name' field is highlighted with a red box and contains the text 'A Residence', with a red arrow pointing to it. The 'Status' dropdown is set to 'Published'. The form includes a sidebar with 'Info', 'Location', 'Specifications', and 'Description' sections, and a top navigation bar with 'Unit Layouts', 'Pricing Package', 'Documents', 'Logo', 'Pictures', 'Videos', 'Panel Bankers', and 'Panel Lawyers' tabs, along with a 'Save' button.

**Layout Name / ID\***

Layout Name / ID in column B should match your Unit Layouts Name that you created in MHub

The screenshot shows the 'Unit Layouts' tab selected in the MHub interface. The table below shows a row for 'Type A' with a red arrow pointing to it, 'Build-Up Area' of 1235 sqm, 'Land Area' of '-', and 'Units' of 1/16. There are 'View' and 'Edit' buttons for each row.

Type A	Build-Up Area	Land Area	Units	View	Edit
	1235 sqm	-	1/16		

**Lawyer Email**

- Lawyer Email in column X is to pre-assigned panel lawyers to units
- Ensure that you add the Panel Lawyers to your project before inputting the Lawyer's email in the Unit Import Template into your project

SPA Lawyer Settings

Auto-assign case to pre-assigned SPA Lawyers when status is Booked

Allow lawyer assignments without purchaser IC

Lawyer Email Notification

SPA Status Update Notification

Add emails

LA Status Update Notification


Add emails

Panel Lawyer	
Andy Lawyer MHUB FIRST LAW FIRM	<div style="text-align: right;"> <span style="color: red;">→</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>  <span style="background-color: #D9534F; color: white; padding: 2px 5px;">✕</span> </div>

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