

## User Manual

### **E-Booking System**

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## 1. System Login

The System User ["User"] will be able to access the system via the E-Module login page. The system will control the system access by authenticating the user's employee number and password; different groups of users are restricted to different access right to different part of the system.



Figure 1a

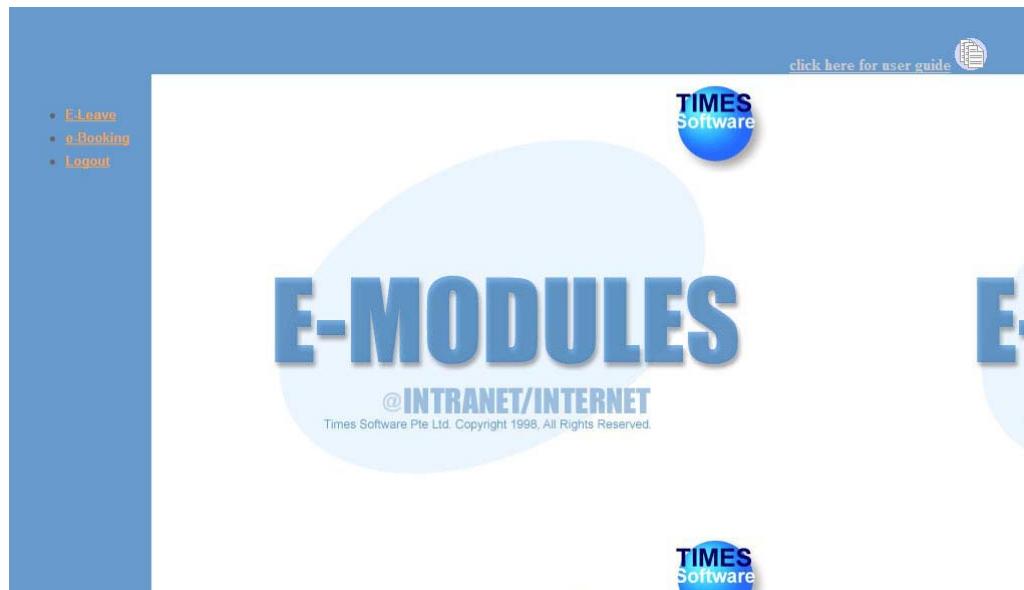


Figure 1b

**To Login:**

The user will be able to access the system via the E-Module login page. The system will control the system access by authenticating the user's employee number and password; different groups of users are restricted to different access right to different part of the system. User shall have the minimal access level for the System.

User will be given an employee number and password. User will then login with the employee number and password. Upon logging in, User will be able to access functions available below. The main page displayed upon login is the Calendar module shown.

- (i)      Calendar – viewing of resource bookings via calendar viewed by months (see section 2.1)
- (ii)     Summary – summary of bookings sorted by departments (see section 2.2)
- (iii)    Apply – resources booking (see section 2.3)
- (iv)    Van Usage – edit van usage form (see section 2.4)
- (v)    Misc – managing password (see section 2.5)
- (vi)   Logout – logging out of the system

## 2. Employee User

User section is made available to the users to perform resource booking.

### 2.1 Calendar

User would be able to view the calendar in the system upon accessing the Calendar section, these include ability to view and add a booking.

Upon accessing the section, system will display the calendar of the current month on screen. User could add a new booking record by clicking on the "Add New" button. System will display the resource booking form as seen in Figure 3.3a.

The System shall display all bookings with the status "Pending" in **red** and those under "Approved" in **blue**. The calendar shall display the booking details in the screen as shown in Figure 3.4a. The booking details include:

- Resource Name; name of resource
- Employee Name; name of employee who books the resource
- Booking Status; status of booking, whether "Pending" or "Approved"
- Start / End Time for Booking; time in 24 hrs format

[CALENDAR](#) | [SUMMARY](#) | [APPLY](#) | [VAN USAGE](#) | [MISC](#) | [EXIT](#) User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E

 **Booking Calendar**

Category: ROOM [ROOM]		Resources Name: All		Period: 08/2005		Query	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	01/08/2005 <a href="#">Add New</a>	02/08/2005 <a href="#">Add New</a>	03/08/2005 <a href="#">Add New</a>	04/08/2005 <a href="#">Add New</a>	05/08/2005 <a href="#">Add New</a>	06/08/2005 <a href="#">Add New</a>	
07/08/2005 <a href="#">Add New</a>	08/08/2005 <a href="#">Add New</a>	09/08/2005 <a href="#">Add New</a>	10/08/2005 <a href="#">Add New</a>	11/08/2005 <a href="#">Add New</a>	12/08/2005 <a href="#">Add New</a>	13/08/2005 <a href="#">Add New</a>	
14/08/2005 <a href="#">Add New</a>	15/08/2005 <a href="#">Add New</a>	16/08/2005 <a href="#">Add New</a>	17/08/2005 <a href="#">Add New</a>	18/08/2005 <a href="#">Add New</a>	19/08/2005 <a href="#">Add New</a>	20/08/2005 <a href="#">Add New</a>	
21/08/2005 <a href="#">Add New</a>	22/08/2005 <a href="#">Add New</a>	23/08/2005 <a href="#">Add New</a>	24/08/2005 <a href="#">Add New</a>	25/08/2005 <a href="#">Add New</a>	26/08/2005 <a href="#">Add New</a>	27/08/2005 <a href="#">Add New</a>	
28/08/2005 <a href="#">Add New</a>	29/08/2005 <a href="#">Add New</a>	30/08/2005 <a href="#">Add New</a>	31/08/2005 <a href="#">Add New</a>				

Figure 2.1a

## 2.2 Summary

User would be able to view the daily booking summary in the system upon accessing the Summary section; these include ability to add a booking.

Upon accessing the section, system will display the daily schedule of the current date on screen. User could add a new booking record by clicking on the “New” link available in every timeslot. System will display the resource booking form as seen in Figure 2.3a.

The System shall display all bookings with the status “Pending” and “Approved”. The schedule shall display the booking details in the screen as shown in Figure 2.2a. The booking details include:

- Resource Name; name of resource
- Employee Name; name of employee who books the resource
- Booking Status; status of booking, whether “P” or “A”
- Start / End Time for Booking; time in 24 hrs format

CALENDAR | SUMMARY | APPLY | VAN USAGE | MISC | EXIT User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508



The screenshot shows a 'Resources Summary' page. At the top, there are buttons for CALENDAR, SUMMARY, APPLY, VAN USAGE, MISC, and EXIT. The User Info is displayed as [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508. Below the buttons, there are filters for 'Resources Category' (set to ROOM), 'Date' (set to 09/08/2005), and 'Print as Excel'. The main area is a 24-hour booking grid. The grid has columns for hours from 09:00 to 17:30 and rows for 'Resource' (Room1 and Room2). Each cell contains a link labeled 'new'. The grid is color-coded: light blue for most cells, dark blue for the header row, and red for the 'new' links.

Resource	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
Room1	new																	
Room2	new																	

Figure 2.2a

With the color code set up in the Setup module, the Summary shall display the bookings in accordance to the color codes as an indication from which the user is from.

User can also query based on the Resource Category and Date. The System will return the schedule as per queried. User can then choose to print the schedule in Excel format by clicking the “Print as Excel” button. System will export the schedule to the Excel.

### 2.3 Apply

User would be able to book resources upon accessing the Apply section, the ability to book the available resources via the system.

Upon accessing the module, system will list all existing bookings at the lower portion of the screen. These resources are displayed according to the resource category assigned, which could be used as a mean for resource searching. System will display fields as below (also see Figure 2.3a):

- o Category; category for the resource
- o Resource Name; name of the resource
- o Emp No.; employee number
- o Start Date / Time; start date / time of booking
- o End Date / Time; end date / time of booking
- o Purpose; purpose of resource booking
- o Sent By; employee who submits the booking
- o Booked By; employee who books the resource
- o Approved By; employee who will approve the booking, if necessary

CALENDAR | SUMMARY | **APPLY** | VAN USAGE | MISC | EXIT User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E

 **Resources Booking**

Category	ROOM [ROOM]																
Resources Name	Room1 [Room1] Level : 1																
Emp No	ONG CHONG PING LINDA [7250890D]																
Start Date	09/08/2005	Start Time:	12	00													
End Date	09/08/2005	End Time:	12	00													
Purpose																	
Remarks																	
<input type="button" value="Save"/>																	
<table border="1"><tr><td>No.</td><td>Status</td><td>Start Date</td><td>End Date</td><td>Start Time</td><td>End Time</td><td>Hours</td><td>Purpose</td><td>Sent By</td><td>Booked By</td><td>Approved By</td><td></td><td></td></tr></table>					No.	Status	Start Date	End Date	Start Time	End Time	Hours	Purpose	Sent By	Booked By	Approved By		
No.	Status	Start Date	End Date	Start Time	End Time	Hours	Purpose	Sent By	Booked By	Approved By							

Figure 2.3a

User could book a resource by clicking on the "Save" button upon entering the following information (also see Figure 2.3a):

- o Category
- o Resource Name
- o Emp No.
- o Start Date / Time
- o End Date / Time
- o Purpose
- o Remarks

User could also edit a resource booking by clicking on the "edit" link found next to the record (see Figure 2.3b).

CALENDAR | SUMMARY | APPLY | VAN USAGE | MISC | EXIT   User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E

**Resources Booking**

Category	ROOM [ROOM]		
Resources Name	Room1 [Room1] Level : 1		
Emp No	ONG CHONG PING LINDA [7250890D]		
Start Date	09/08/2005	Start Time:	14:00
End Date	09/08/2005	End Time:	18:00
Purpose	Seminar		
Remarks	To conduct seminar for E-Booking System.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

No.	Status	Start Date	End Date	Start Time	End Time	Hours	Purpose	Sent By	Booked By	Approved By	
1	Pending	09/08/2005	09/08/2005	14:00	18:00	4	Seminar	ONG CHONG PING LINDA	ONG CHONG PING LINDA		

Figure 2.3b

Booking record being edited is highlighted yellow as shown in the diagram above. Should a booking is cancelled; User can use this module to delete the record by clicking on the "withdraw" link found next to the record. The System will prompt the user to confirm the withdrawal as shown below:

CALENDAR | SUMMARY | APPLY | VAN USAGE | MISC | EXIT User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E

**Resources Booking**

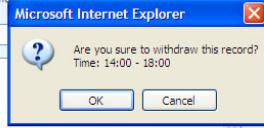
Category	ROOM [ROOM]										
Resources Name	Room1 [Room1] Level : 1										
Emp No	ONG CHONG PING LINDA [7250890D]										
Start Date	09/08/2005	Start Time:	12:00								
End Date	09/08/2005	End Time:	18:00								
Purpose											
Remarks											
<input type="button" value="Save"/> 											
No.	Status	Start Date	End Date	Start Time	End Time	Hours	Purpose	Sent By	Booked By	Approved By	
1	Pending	09/08/2005	09/08/2005	14:00	18:00	4	Seminar	ONG CHONG PING LINDA	ONG CHONG PING LINDA	<a href="#">edit</a>	<a href="#">withdraw</a>

Figure 2.3c

## 2.4 Van Usage

### Pending

User would be able to manage the all pending van bookings in the system upon accessing the Van Usage section, these include ability to view pending van bookings.

User can then click on the "view" button to view the van booking details.

CALENDAR | SUMMARY | APPLY | VAN USAGE | MISC | EXIT User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E

**Pending**

<a href="#">Pending</a>	<a href="#">History</a>	<a href="#">Policy</a>									
No.	Form Status	Resource	Start Date	End Date	Start Time	End Time	Hours	Purpose	Request By	Driver	
1	Pending	Van1	09/08/2005	09/08/2005	12:00	13:00	1	To perform despatch	ONG CHONG PING LINDA	AWA BTE MD YASIN	<a href="#">view</a>

Figure 2.4a

Upon filling up the necessary information, User will then click the "Save" button to save the new information. User can also click the "Cancel" button to exit without updating the database.

### *History*

User would be able to view all van bookings in the system upon accessing the Van Usage section - History. User will just require performing a query by selecting the required date via the calendar feature and click on the "Query" button. System shall return all bookings for that date on the screen.

### *Policy*

User would be able to manage van bookings policy in the system upon accessing the Van Usage section - Policy; these include ability to update the policy for van bookings.

## **2.5 Misc**

User would need to provide the old password, new password and confirm the new password by re-entering into the confirm password field (see Figure 2.5a).

- Old Password; current password of User account
- New Password; new password to be changed to
- Confirm Password; confirmation on new password

User can then click on the "Change" button to update the password.

The screenshot shows a web-based form titled "Change Password". At the top, there is a navigation bar with links: CALENDAR | SUMMARY | APPLY | VAN USAGE | MISC | EXIT. To the right of the links, it says "User Info : [7250890D] ONG CHONG PING LINDA / EMPLOYEE / 200508E". The main form area has three input fields: "Old Password", "New Password", and "Confirm Password", each with a corresponding text input box. Below these fields is a blue "Change" button. The entire form is contained within a light blue rectangular box.

Figure 2.5a

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