

User Manual

E-Booking System

| | Name | Signature |
|--------------------|--------------------------------|-----------|
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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.

E-MODULES Your Most User Friendly Human Resource Solution

Administrator Password

Company : HPL - HOTEL PROPERTIES LTD **Period:** 2005 08 E **Leave Check**

User ID : Eg. S1234567/G **Login** [Forgot your password?](#)

Password :

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Figure 1a

E-MODULES Your Most User Friendly Human Resource Solution

click here for user guide

E-Leave
e-Booking
Logout

E-MODULES

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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 Add New | 02/08/2005 Add New | 03/08/2005 Add New | 04/08/2005 Add New | 05/08/2005 Add New | 06/08/2005 Add New |
| 07/08/2005 Add New | 08/08/2005 Add New | 09/08/2005 Add New | 10/08/2005 Add New | 11/08/2005 Add New | 12/08/2005 Add New | 13/08/2005 Add New |
| 14/08/2005 Add New | 15/08/2005 Add New | 16/08/2005 Add New | 17/08/2005 Add New | 18/08/2005 Add New | 19/08/2005 Add New | 20/08/2005 Add New |
| 21/08/2005 Add New | 22/08/2005 Add New | 23/08/2005 Add New | 24/08/2005 Add New | 25/08/2005 Add New | 26/08/2005 Add New | 27/08/2005 Add New |
| 28/08/2005 Add New | 29/08/2005 Add New | 30/08/2005 Add New | 31/08/2005 Add New | | | |

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 / 200508E



| 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 | 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 | 18:00 |
| Room2 | | | | | | | | | | | | | | | | | | |

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):

- Category; category for the resource
- Resource Name; name of the resource
- Emp No.; employee number
- Start Date / Time; start date / time of booking
- End Date / Time; end date / time of booking
- Purpose; purpose of resource booking
- Sent By; employee who submits the booking
- Booked By; employee who books the resource
- 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 | <input type="text"/> | |
| Remarks | <input type="text"/> | |
| <input type="button" value="Save"/> | | |

| 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):

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

Save 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:

Microsoft Internet Explorer
Are you sure to withdraw this record?
Time: 14:00 - 18:00

| 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 | | edit withdraw |

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 History Policy | | | | | | | | | | | |
|------------------------|-------------|----------|------------|------------|------------|----------|-------|---------------------|----------------------|------------------|----------------------|
| 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 | view |

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.

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

Change Password

Old Password:

New Password:

Confirm Password:

Figure 2.5a

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