



User Guide

Admin

**Philsaga Mining Corporation
Coaster Booking System**

Your Solution in Innovative Digital Transformation

June 2020

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Change Password



Chapter 1

Getting Started

Introduction

Sign-in

Booking Site

PMC - Coaster Booking and Reservation System

Login using your account

Domain Account

Domain Password

☐ Remember me

Login

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This user guide was produced with the intention to provide a valuable service to our valued client – **Philsaga Mining Corporation (PMC)**. Being a customized and easy-to-navigate user guide, we are giving our customers the chance to exercise their independence in managing the **Coaster Booking and Reservation System**.

This document contains all the essential information for the user to fully utilize the features and functions of the system which includes descriptions, capabilities and set of instructions associated with each modules.

PMC Coaster Booking System

It is a **Booking Management System** that facilitates the overall transportation operation of Philsaga. With a simple and upfront interface of the system, it effectively organizes the coaster bookings to accommodate well the transport needs of all the employees. This system will elevate the accuracy and efficiency of support in order to meet the demand of the daily operation in the site.

PMC Booking System

Booking

Closing

Employees

Priority

Blacklist

Reports

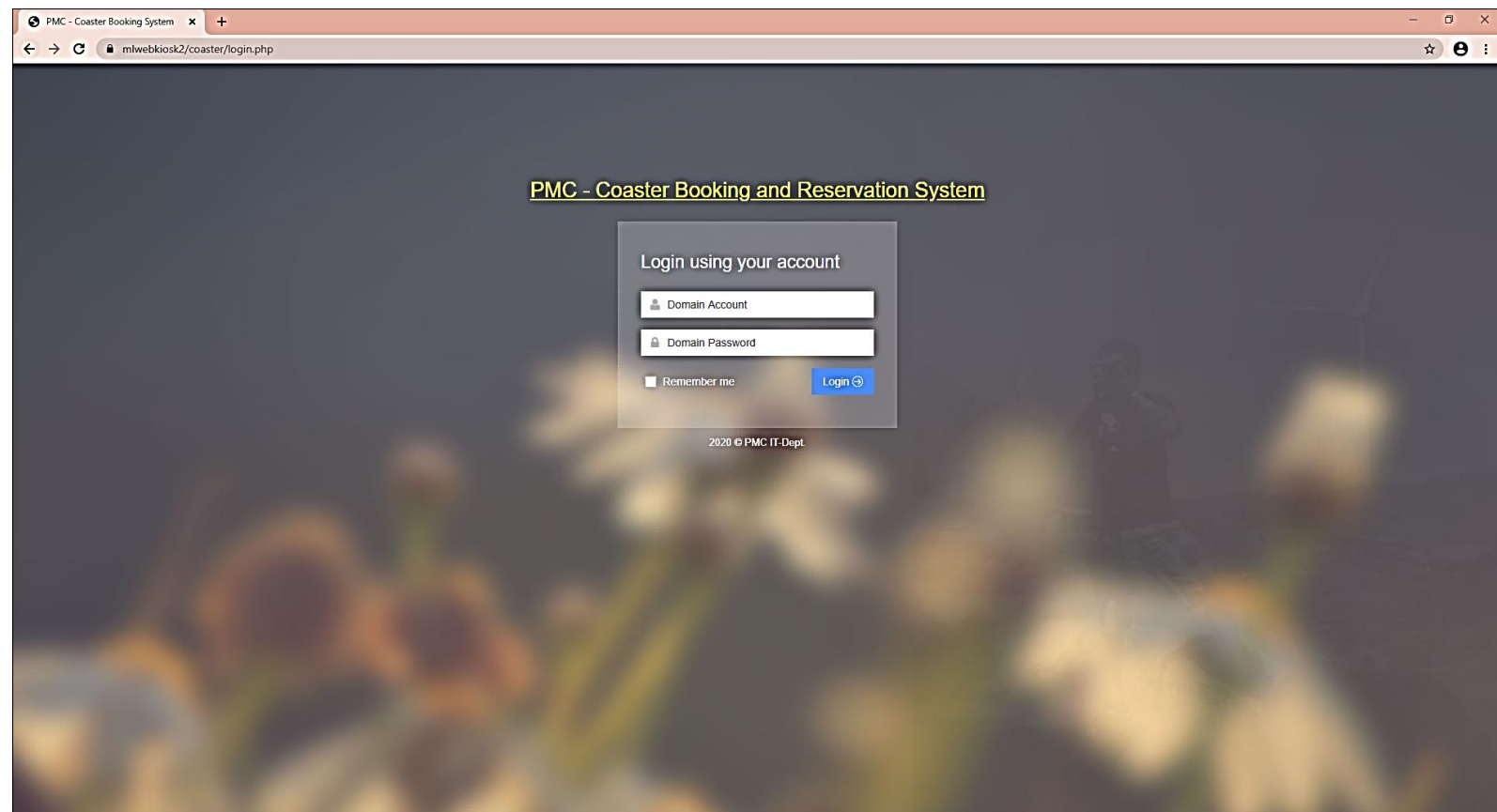
Change Password

Logout



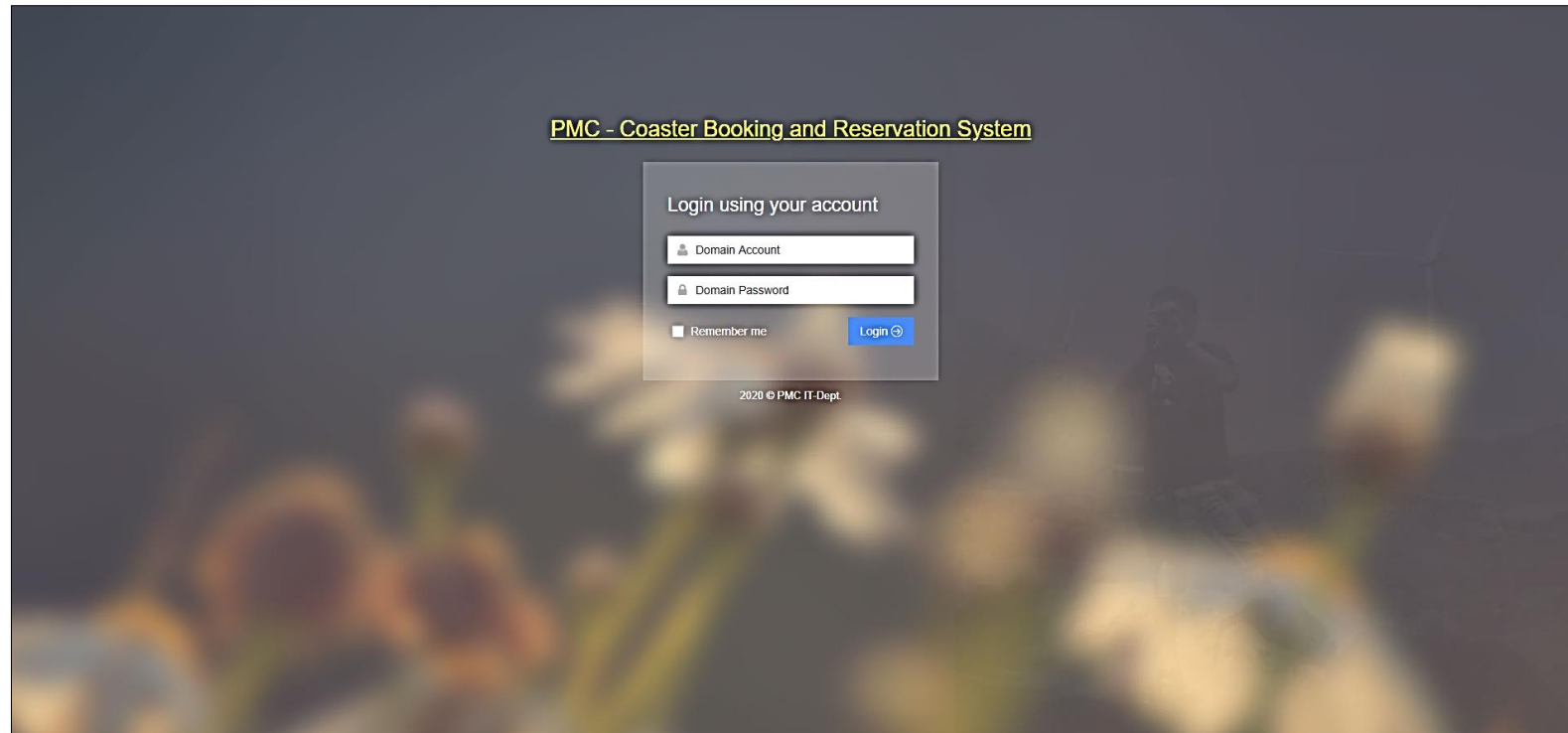
Sign-in Page

- It is the point of entry of the PMC Coaster Booking System Admin Portal . A user needs to provide the correct credentials to gain access to the Admin Portal.



1. Go to the web address of the PMC – Coaster Booking and Reservation System.
2. Enter the following information:
 - **Domain Account**
 - **Password**
3. Click on **Login In** button to complete the process.

Admin Sign-in Page



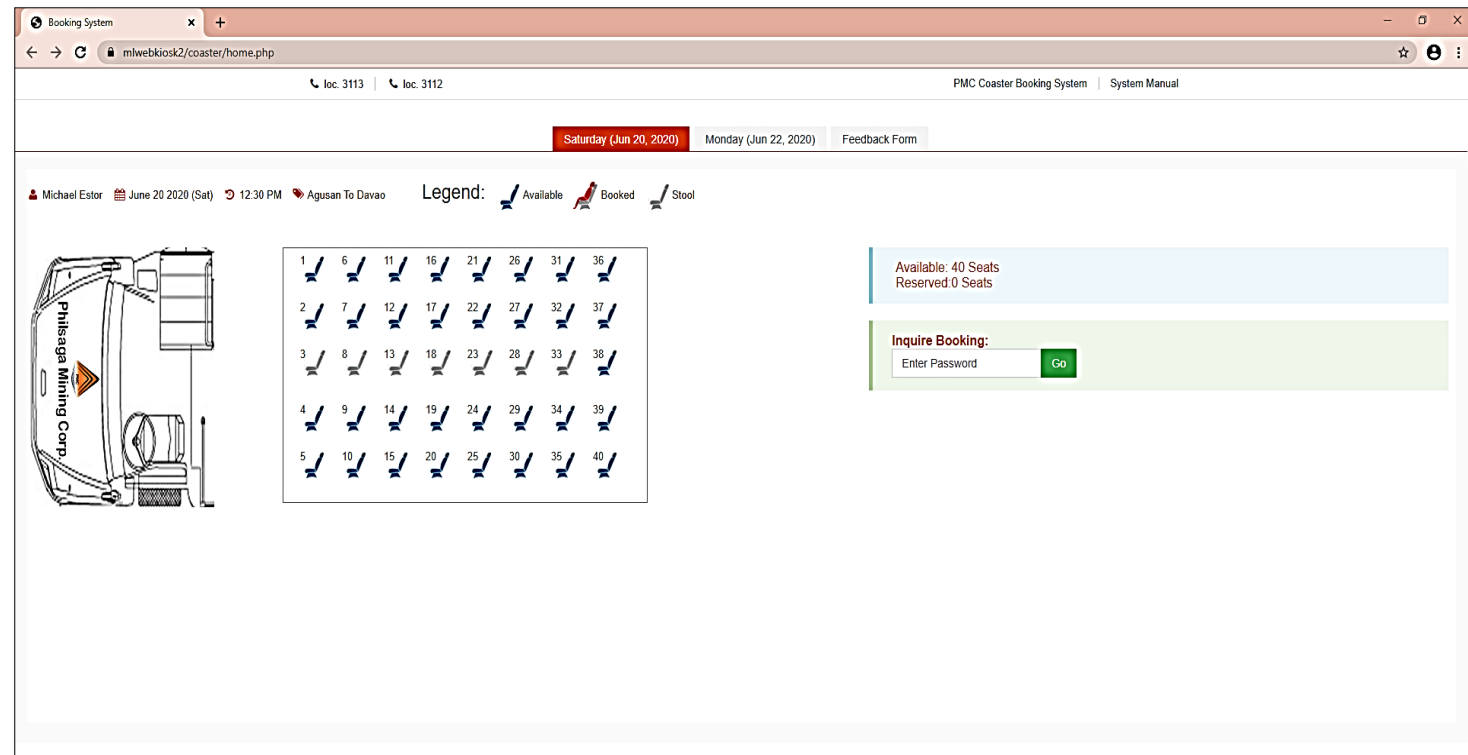
The screenshot displays the Admin Sign-in Page for the PMC - Coaster Booking and Reservation System. The page features a dark, blurred background with a central login form. The form is titled "Login using your account" and contains two input fields: "Domain Account" and "Domain Password". Below these fields is a checkbox labeled "Remember me" and a blue "Login" button. The page also includes a copyright notice at the bottom: "2020 © PMC IT-Dept.".



PMC Coaster Booking System

View Website

- It is the function that allows you to view the website where the passenger can book their seats.
- This gives you an idea on what the website looks like, and you can assess if the modification you are implementing in the website gives a good user experience to your visitors.





Chapter 2

BOOKING

[Booking](#) [Closing](#) [Employees](#) [Priority](#) [Blacklist](#) [Reports](#) [Change Password](#) [Logout](#)



Booking



Booking

- It is a module which allows you to monitor all the transport bookings made in the system during Saturdays and Mondays.
- You have the option to print the list which is helpful for the drivers to know the information of the guests they are about to accommodate. The information includes Seat No., ID number, Name, Destination and Department.



Booking Sections

Days

Content

Print

PMc Booking System

BookingClosingEmployeesPriorityBlacklistReportsChange PasswordLogout

SaturdayMonday

Print

Seat No.	ID	Name	Password	Destination	Dept	Cancel
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						



Print Booking

- It is a function in the **Booking** Module which allows you to view the summary of passengers on a per day basis. Also, it has the capability to print a copy of the list to be used by the facilitator for the assessment of the passengers on the site.
- In the case “non-appearance” passenger, you may tag it as not present. In this way, other passengers will have the opportunity to take and use the seat allotment.

PHILSAGA MINING CORPORATION
 Purok 1-A, Bayugan 3, Rosario, Agusan del Sur

Jul 1, 2020

SHUTTLE BUS MANIFEST

Date Prepared: Jul 1, 2020

Departure from Mill Site to Davao

Date: 2020-07-04
 Time: 12:30 PM

Seat No.	ID	Name	Password	Destination	Signature
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					





Chapter 3

CLOSING

[Booking](#) [Closing](#) [Employees](#) [Priority](#) [Blacklist](#) [Reports](#) [Change Password](#) [Logout](#)

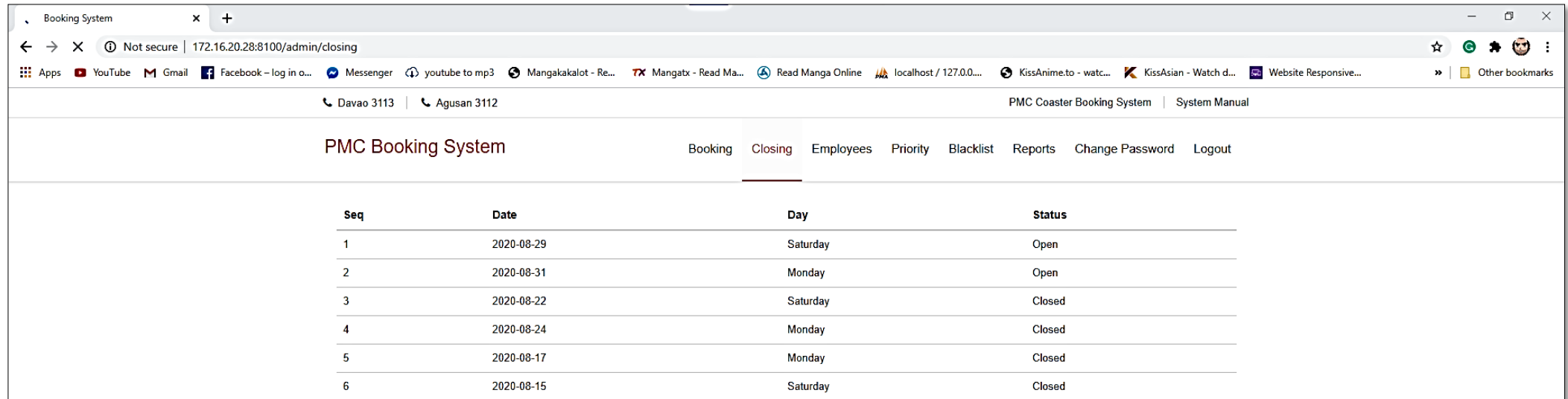


Closing



Closing

- It is a module which allows you to monitor bookings made previously during Saturdays and Mondays.
- Saturday and Monday bookings are considered as paired schedule. Once the previous paired schedule is closed, a new paired schedule will be created and will be the basis of dates for the new booking.



The screenshot shows a web browser window with the URL `172.16.20.28:8100/admin/closing`. The page title is "PMC Booking System". The navigation menu includes "Booking", "Closing" (which is the active tab), "Employees", "Priority", "Blacklist", "Reports", "Change Password", and "Logout". The main content area displays a table with the following data:

Seq	Date	Day	Status
1	2020-08-29	Saturday	Open
2	2020-08-31	Monday	Open
3	2020-08-22	Saturday	Closed
4	2020-08-24	Monday	Closed
5	2020-08-17	Monday	Closed
6	2020-08-15	Saturday	Closed

Closing**Figure 3.1: Closing Page**

Closing a Coaster Seats

1. Go to **Closing Page**, as shown in figure 3.1.

Sequence No.	One (1) indicates as the latest available or open coaster service
Date	It is the field that show the date of service are available or closed.
Day	It is the field that show the day of service are available or closed
Status	<div>It is the field that allows you to know if the shuttle service can be used or not.</div> <ul style="list-style-type: none">• Open – means that this certain date is open and the passenger can booked their seats• Closed – means that this certain date is already passed and cant be used to book a seat

Note: Closing of schedule is an automated process. Every Wednesday, it will automatically be closed. When someone visits the website during Sundays, Mondays or Tuesdays, the system will be triggered to create a new schedule.



Chapter 4

EMPLOYEES

[Booking](#) [Closing](#) [Employees](#) [Priority](#) [Blacklist](#) [Reports](#) [Change Password](#) [Logout](#)



Employees



Employees

The **Employees** Module is used as repository for all the employees' details. Being part of Philsaga, all employees are entitled to avail of the transport service provided by the company.

The capabilities of this module are as follows:

- **Search** Employees – it is the function that is used to easily look for a particular employee.
- **Add** new Employees
 - ✓ Employees who do not have an access yet but needs to travel in the site.
 - ✓ Employees who are sub-contracted by Philsaga.
- Tagging of the employees:
 - ✓ **Deactivate** – it is the function that deactivates an employee if he/she is no longer connected with PMC.
 - ✓ **Prioritized** – it is the function that enables you to tag employees who are identified as “VIP” which will be given a great importance in the booking of transportation.
 - ✓ **Blacklist** – it is the function that enables you to tag employees who committed a violation in the company policies which will be given a strict restriction to book a seat in the transportation service. (Example of violation is when an employee repeatedly didn't show up on the reserved travel booking).



Employees

Figure 4.1: Employees

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PMC Booking System

BookingClosingEmployeesPriorityBlacklistReportsChange PasswordLogout

Search:

GoAdd New

Next Page

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	<div>PriorityBlacklistDeactivate</div>
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	<div>PriorityBlacklistDeactivate</div>
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	<div>PriorityBlacklistDeactivate</div>
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	<div>PriorityBlacklistDeactivate</div>
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	<div>PriorityBlacklistDeactivate</div>
PMC-D0047		BERNACER, LINDSEY ABREO	<div>PriorityBlacklistDeactivate</div>
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	<div>PriorityBlacklistDeactivate</div>
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	<div>PriorityBlacklistDeactivate</div>
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	<div>PriorityBlacklistDeactivate</div>
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	<div>PriorityBlacklistDeactivate</div>
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	<div>PriorityBlacklistDeactivate</div>
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	<div>PriorityBlacklistDeactivate</div>
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAVER	<div>PriorityBlacklistDeactivate</div>
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	<div>PriorityBlacklistDeactivate</div>



ID Number	It is the Employee ID number of the employee.
Department	It is the field that shows which division/section/department the employee is belongs to.
Name	It is the name of the employee Format: LName, FName, MName,
Action	It is function where you can tag an employee as: <ul style="list-style-type: none">• Deactivate – it is the function that deactivates an employee if he/she is no longer connected with PMC.• Prioritized – it is the function that enables you to tag employees who are identified as "VIP" which will be given a great importance in the booking of transportation.• Blacklist – it is the function that enables you to tag employees who committed a violation in the company policies which will be given a strict restriction to book a seat in the transportation service. (Example of violation is when an employee repeatedly didn't show up on the said travel booking).



Creating an Employee in the system



Figure 4.2: Create an Employee

1. Go to **Employees** and click on **Add New** button, as shown below.
2. Enter all the necessary information and do the required actions.
3. Click on **Save** button to complete the process.

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PMC Booking System

Booking | Closing | **Employees** | Priority | Blacklist | Reports | Change Password | Logout

Search:

Go

Add New

Next Page

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>

Loc. 3113 | Loc. 3112

PMC Booking System

Search:

ID	Dept
PMC-A4793	MILL MAINTENANCE
PMC-A4792	MILL MAINTENANCE
PMC-A4791	MILL MAINTENANCE
PMC-D7993	ACCOUNTING/TREASURY

Add New Employee

Fullname:

Expiration Date:

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3	4
5	6	7	8	9	10	11

Close

Save

Full-name	It is the name of the employee Format: FName, Mname, Lname
Expiration Date	It is the field intended for guests or visitors that are not connected to PMC. Beyond the expiry date indicated, the visitor will no longer be allowed to make any booking in the system.



Searching for an Employee in the system

Employees

Figure 4.3: Search Employee

1. Go to **Employees** and enter the key words in the **Search** box.
2. Click on **Go** button to proceed on the searching process. You may also use the **Pagination/Navigation** button if you want to go through the list.

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Employees
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Blacklist
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Change Password
Logout

Search:
Go
Add New
Navigation New Page

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	Priority Blacklist Deactivate
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	Priority Blacklist Deactivate
PMC-D0047		BERNACER, LINDSEY ABREO	Priority Blacklist Deactivate
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	Priority Blacklist Deactivate
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	Priority Blacklist Deactivate
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	Priority Blacklist Deactivate
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	Priority Blacklist Deactivate
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	Priority Blacklist Deactivate
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	Priority Blacklist Deactivate
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAYER	Priority Blacklist Deactivate
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	Priority Blacklist Deactivate
PMC-D7008	ADMIN	GORGONIO, DANILO MAHILUM	Priority Blacklist Deactivate

Showing 1 to 15 of total 2883 entries

Pagination
1
2
3
5
6
7
8
9
10
...
192
193



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PMC Booking System

BookingClosingEmployeesPriorityBlacklistReportsChange PasswordLogout

Search:

kim

Go

Add New

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A3535	MINE MECHANICAL	OLORVIDA, LIZANDY CHEKIM	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A2117	MILL MAINTENANCE	PAQUIAO, LLOYD KIM ARIEL MICATE	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A4107	MILL MAINTENANCE	SAWALAN, KIM MONTERDE	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A2577	COO DEPARTMENT	ZABALLERO, KIM GARABATO	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A0508	MINE OPERATION	ARAZA, KIM ABARQUEZ	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A2758	MINE OPERATION	OLORVIDA, DONALD CHEKIM	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-A4669	MEDICAL DEPARTMENT	ALVAREZ, KIMBERLY KAYE MAZO	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>
PMC-C0033	Outsider	Kim Maverick D. Lacson	<div>Priority</div> <div>Blacklist</div> <div>Deactivate</div>

Showing 1 to 10 of total 10 entries

Sample Search



Tagging an Employee as "Priority"



1. Go to **Employees** and choose who among the employees listed should be tagged as **"Priority"**.
2. You have the option to enter the **Employee Number** on the **Search** box or you may also use the **Pagination/Navigation** button if you want to go through the list.

Figure 4.4: Prioritizing an Employee

PMC Booking System | Search | Booking | Closing | Employees | Priority | Blacklist | Reports | Change Password | Logout

Search: Go Add New

Navigation Page

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	Priority Blacklist Deactivate
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	Priority Blacklist Deactivate
PMC-D0047		BERNACER, LINDSEY ABREO	Priority Blacklist Deactivate
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	Priority Blacklist Deactivate
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	Priority Blacklist Deactivate
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	Priority Blacklist Deactivate
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	Priority Blacklist Deactivate
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	Priority Blacklist Deactivate
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	Priority Blacklist Deactivate
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAYER	Priority Blacklist Deactivate
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	Priority Blacklist Deactivate
PMC-D7008	ADMIN	GORGONIO, DANILO MAHILUM	Priority Blacklist Deactivate

Showing 1 to 15 of total 2883 entries

Pagination 1 2 3 5 6 7 8 9 10 ... 192 193



- Click **Prioritize** button on the selected employee, as shown below.
- Once done, the employee you have selected will be included in the priority page.

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Search:
Go Add New


ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A3535	MINE MECHANICAL	OLORVIDA, LIZANDY CHEKIM	Priority Blacklist Deactivate
PMC-A2117	MILL MAINTENANCE	PAQUIAO, LLOYD KIM ARIEL MICATE	Priority Blacklist Deactivate
PMC-A4107	MILL MAINTENANCE	SAWALAN, KIM MONTERDE	Priority Blacklist Deactivate
PMC-A2577	COO DEPARTMENT	ZABALLERO, KIM GARABATO	Priority Blacklist Deactivate
PMC-A0508	MINE OPERATION	ARAZA, KIM ABARQUEZ	Priority Blacklist Deactivate
PMC-A2758	MINE OPERATION	OLORVIDA, DONALD CHEKIM	Priority Blacklist Deactivate
PMC-A4669	MEDICAL DEPARTMENT	ALVAREZ, KIMBERLY KAYE MAZO	Priority Blacklist Deactivate
PMC-C0033	Outsider	Kim Maverick D. Lacson	Priority Blacklist Deactivate

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Priority Page

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Search:

Go

Seq	ID	Dept	Name	Action
1	PMC-C0033	Outsider	Kim Maverick D. Lacson	<div>Remove Priority</div>

Showing 1 to 1 of total 1 entries



Figure 4.5: Blacklisting an Employee

Tagging an Employee as "Blacklist"

1. Go to **Employees** and choose who among the employees listed should be tagged as **"Blacklist"**.
2. You have the option to enter the **Employee Number** on the **Search** box or you may also use the **Pagination/Navigation** button if you want to go through the list.

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Navigation

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	Priority Blacklist Deactivate
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	Priority Blacklist Deactivate
PMC-D0047		BERNACER, LINDSEY ABREO	Priority Blacklist Deactivate
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	Priority Blacklist Deactivate
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	Priority Blacklist Deactivate
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	Priority Blacklist Deactivate
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	Priority Blacklist Deactivate
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	Priority Blacklist Deactivate
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	Priority Blacklist Deactivate
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAYER	Priority Blacklist Deactivate
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	Priority Blacklist Deactivate
PMC-D7008	ADMIN	GORGONIO, DANILO MAHILUM	Priority Blacklist Deactivate

Showing 1 to 15 of total 2883 entries
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- Click on the **Blacklist** button of the selected employee, as shown below.
- Once done, the employee you have selected will be included in the **Blacklist** module.

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Search:
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ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A3535	MINE MECHANICAL	OLORVIDA, LIZANDY CHEKIM	Priority Blacklist Deactivate
PMC-A2117	MILL MAINTENANCE	PAQUIAO, LLOYD KIM ARIEL MICATE	Priority Blacklist Deactivate
PMC-A4107	MILL MAINTENANCE	SAWALAN, KIM MONTERDE	Priority Blacklist Deactivate
PMC-A2577	COO DEPARTMENT	ZABALLERO, KIM GARABATO	Priority Blacklist Deactivate
PMC-A0508	MINE OPERATION	ARAZA, KIM ABARQUEZ	Priority Blacklist Deactivate
PMC-A2758	MINE OPERATION	OLORVIDA, DONALD CHEKIM	Priority Blacklist Deactivate
PMC-A4669	MEDICAL DEPARTMENT	ALVAREZ, KIMBERLY KAYE MAZO	Priority Blacklist Deactivate
PMC-C0033	Outsider	Kim Maverick D. Lacson	Priority Blacklist Deactivate

Showing 1 to 10 of total 10 entries



Blacklist Page

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Search:

Go

ID	Dept	Name	Action
PMC-A0820	MINE GEOLOGY	MISA, JENELYN CAMACHO	Remove Blacklist
PMC-A3884	MINE ENGINEERING	JUDAYA, JASSON ARREZA	Remove Blacklist
PMC-D7045	MINE GEOLOGY	BATTULAYAN, CESAR ROSAL	Remove Blacklist
PMC-D7843	MINE GEOLOGY	VIRAY, LIONEL ARQUIOSA	Remove Blacklist
PMC-A3624	MINE ENGINEERING	RAPAL, RONNEL LLEVARES	Remove Blacklist
PMC-C0033	Outsider	Kim Maverick D. Lacson	Remove Blacklist

Showing 1 to 6 of total 6 entries



Employees

Figure 4.6: Deactivating an Employee

Deactivating an Employee

1. Go to **Employees** and choose who among the employees listed should be tagged as **"Deactivated"**.
2. You have the option to enter the **Employee Number** on the **Search** box or you may also use the **Pagination/Navigation** button if you want to go through the list.

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ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	Priority Blacklist Deactivate
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	Priority Blacklist Deactivate
PMC-D0047		BERNACER, LINDSEY ABREO	Priority Blacklist Deactivate
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	Priority Blacklist Deactivate
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	Priority Blacklist Deactivate
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	Priority Blacklist Deactivate
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	Priority Blacklist Deactivate
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	Priority Blacklist Deactivate
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	Priority Blacklist Deactivate
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAYER	Priority Blacklist Deactivate
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	Priority Blacklist Deactivate
PMC-D7008	ADMIN	GORGONIO, DANILO MAHILUM	Priority Blacklist Deactivate

Showing 1 to 15 of total 2883 entries
 Pagination
1 2 3 5 6 7 8 9 10 ... 192 193



- Click on the **Deactivate** button of the selected employee, as shown below.
- Once done, the employee that was deactivated will no longer be able to reserve a seat at the system.

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Search:
Go
Add New

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A3535	MINE MECHANICAL	OLORVIDA, LIZANDY CHEKIM	Priority Blacklist Deactivate
PMC-A2117	MILL MAINTENANCE	PAQUIAO, LLOYD KIM ARIEL MICATE	Priority Blacklist Deactivate
PMC-A4107	MILL MAINTENANCE	SAWALAN, KIM MONTERDE	Priority Blacklist Deactivate
PMC-A2577	COO DEPARTMENT	ZABALLERO, KIM GARABATO	Priority Blacklist Deactivate
PMC-A0508	MINE OPERATION	ARAZA, KIM ABARQUEZ	Priority Blacklist Deactivate
PMC-A2758	MINE OPERATION	OLORVIDA, DONALD CHEKIM	Priority Blacklist Deactivate
PMC-A4669	MEDICAL DEPARTMENT	ALVAREZ, KIMBERLY KAYE MAZO	Priority Blacklist Deactivate
PMC-C0033	Outsider	Kim Maverick D. Lacson	Priority Blacklist Active

Showing 1 to 10 of total 10 entries



Employees

Figure 4.7: Activating an Employee

Activating an Employee

1. Go to **Employees** and choose who among the employees listed should be tagged as **"Activated"**.
2. You have the option to enter the **Employee Number** on the **Search** box or you may also use the **Pagination/Navigation** button if you want to go through the list.

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Search: Go Add New
Navigation Next Page

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2771	MINE OPERATION	ITIM, ZALDE LACERNA	Priority Blacklist Deactivate
PMC-A2772	MINE MECHANICAL	PENAFIEL, ARLO BARON	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A2774	MINE MECHANICAL	RECOPUERTO, RUEL EDADES	Priority Blacklist Deactivate
PMC-D0047		BERNACER, LINDSEY ABREO	Priority Blacklist Deactivate
PMC-D7000	EXECUTIVE	TACSANAN, CARYL GRACE ULEP	Priority Blacklist Deactivate
PMC-D7001	HR & ADMIN	BILIRAN, KATRINA CASILEN	Priority Blacklist Deactivate
PMC-D7002	MILL MATERIALS CONTROL OFFICE	CASTILLO, ERNEST JOHN LEDESMA	Priority Blacklist Deactivate
PMC-D7003	ADMIN	RIEL, MARK JAY RUFINO	Priority Blacklist Deactivate
PMC-D7004	General Services - Davao	GUTIERREZ, ARGELYN TABACON	Priority Blacklist Deactivate
PMC-D7005	ADMIN	SIEGA, REYNALDO GORES	Priority Blacklist Deactivate
PMC-D7006	ADMIN	CAÑETE, REMEDIOS VILLAYER	Priority Blacklist Deactivate
PMC-D7007	ADMIN	CARPENTERO, AR-AR COLE	Priority Blacklist Deactivate
PMC-D7008	ADMIN	GORGONIO, DANILO MAHILUM	Priority Blacklist Deactivate

Showing 1 to 15 of total 2883 entries
 Pagination
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- Click on the **Activate** button of the selected employee, as shown below.
- Once done, the employee that was reactivated will now be able to reserve a seat at the system.

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Search:
Go
Add New

ID	Dept	Name	Action
PMC-A2768	ACCOUNTING/TREASURY	CALPA, KIM COLEEN CABANILLA	Priority Blacklist Deactivate
PMC-A2773	MINE OPERATION	OLORVIDA, NIÑO CHEKIM	Priority Blacklist Deactivate
PMC-A3535	MINE MECHANICAL	OLORVIDA, LIZANDY CHEKIM	Priority Blacklist Deactivate
PMC-A2117	MILL MAINTENANCE	PAQUIAO, LLOYD KIM ARIEL MICATE	Priority Blacklist Deactivate
PMC-A4107	MILL MAINTENANCE	SAWALAN, KIM MONTERDE	Priority Blacklist Deactivate
PMC-A2577	COO DEPARTMENT	ZABALLERO, KIM GARABATO	Priority Blacklist Deactivate
PMC-A0508	MINE OPERATION	ARAZA, KIM ABARQUEZ	Priority Blacklist Deactivate
PMC-A2758	MINE OPERATION	OLORVIDA, DONALD CHEKIM	Priority Blacklist Deactivate
PMC-A4669	MEDICAL DEPARTMENT	ALVAREZ, KIMBERLY KAYE MAZO	Priority Blacklist Deactivate
PMC-C0033	Outsider	Kim Maverick D. Lacson	Priority Blacklist Active

Showing 1 to 10 of total 10 entries





Chapter 5

PRIORITY

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Priority



Priority

- It is a module which allows you to monitor the list of prioritized employees who will be given great importance and priority in the booking of transportation.

Note: If you are in the list of priority employees, you will be able to reserve a seat from Wednesday to Saturday.

Capabilities:

- Search Employees
- Tagging of the employees:
 - ✓ Remove Priority – it is the function that disables the “priority” privilege of an employee.





Figure 5.1: Search Employee

Searching for an Employee

1. Go to **Priority** and enter the Employee ID or key words that can be used in searching for a particular employee. You may also use the **Pagination** function to explore the list.
2. Click on **Go** button to proceed on searching process.

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Search: Go

Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GRECIO PAUL CABUNGCA	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	BIENTE, JOANA MARIE RIMANDO	Remove Priority

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Priority

Figure 5.2: Remove Priority tag on an Employee

Removing of Priority tag

1. Go to **Priority** and enter the Employee ID or key words that can be used in searching for a particular employee. You may also use the Pagination function to explore the list.
2. Click on **Go** button to proceed on searching process.

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Search: Go

Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GRECIO PAUL CABUNGCA	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	BIENTE, JOANA MARIE RIMANDO	Remove Priority

Showing 1 to 15 of total 127 entries

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- Once found, click on **Remove Priority** button.
- The name of the employee will no longer visible in the Priority List.

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Search: Go

Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GRECIO PAUL CABUNGCAO	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	DIENTE, JOANA MARIE RIMANDO	Remove Priority

Showing 1 to 15 of total 127 entries

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Chapter 6

BLACKLIST

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Blacklist



Blacklist

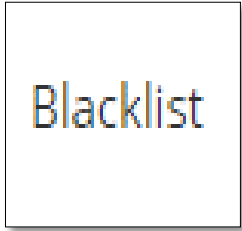
- It is a module which allows you to monitor the blacklisted employees.

Note: If you are in the list of blacklisted employees, you will not be able to reserved a seat in the system.

Capabilities:

- Search Employees
- Tagging of the employees:
 - ✓ Remove Blacklist – it is the function that enables you to remove the blacklist tag on a particular employee. This allows the employee to use and book in the system.





Searching for an Employee

1. Go to **Blacklist** and enter the Employee ID or key words that can be used in searching for a particular employee. You may also use the **Pagination** function to explore the list.
2. Click on **Go** button to proceed on searching process.

Figure 6.1: Searching for an Employee

PMC Booking System

Search

Search: Go

Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GRECIO PAUL CABUNGCA	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	BIENTE, JOANA MARIE RIMANDO	Remove Priority

Showing 1 to 15 of total 127 entries

Pagination: 1 2 3 4 5 6 7 8 9





Figure 6.2: Removing Blacklist tag of an Employee

Removing Blacklist tag of an Employee

1. Go to **Blacklist** and enter the Employee ID or key words that can be used in searching for a particular employee. You may also use the **Pagination** function to explore the list.
2. Click on **Go** button to proceed on searching process.

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Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GREGIO PAUL CABUNGCA	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	BIENTE, JOANA MARIE RIMANDO	Remove Priority

Showing 1 to 15 of total 127 entries

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- Once found, click on the **Remove Blacklist** button.
- The name of the employee will no longer visible in the Blacklist.

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Search: Go

Seq	ID	Dept	Name	Action
1	PMC-A2892	INFORMATION AND COMMUNICATIONS TECHNOLOGY	SASTRILLO, MARK BALBUENA	Remove Priority
2	PMC-A1194	GENERAL SERVICES DEPARTMENT	BAJON, DEARIN BUGANTE	Remove Priority
3	PMC-A3159	ACCOUNTING	GALAS, JOY FRANCES MAGPATOC	Remove Priority
4	PMC-D7080	LONG RANGE MINE PLANNING	GALLARDO, GRECIO PAUL CABUNGAG	Remove Priority
5	PMC-A1275	GIS/DATA ADMINISTRATION/QAQC	DIGAL, ARN RESTER SUAYBAGUIO	Remove Priority
6	PMC-D7802	MILL MATERIALS CONTROL OFFICE	MALABAGO, ELSIE CANTON	Remove Priority
7	PMC-A0669	MINE MECHANICAL	DISONO, DIVINA BUSTILLO	Remove Priority
8	PMC-A1313	PROJECTS MANAGEMENT	FAJARDO, REMARLITO CANTO	Remove Priority
9	PMC-A1803	GENERAL SERVICES DEPARTMENT	CARRIEDO, JECRIS AMONTOS	Remove Priority
10	PMC-A2138	MEDICAL DEPARTMENT	BELIGANIO, FARAH GUIAPAR	Remove Priority
11	PMC-A0016	MINE ELECTRICAL	EREBIAS, ROLDAN PO	Remove Priority
12	PMC-D7842	MINE GEOLOGY	AMOR, JAY ANSULA	Remove Priority
13	PMC-A1590	GENERAL SERVICES DEPARTMENT	ESPRELA, LEONORA CIMENI	Remove Priority
14	PMC-D7794	MEDICAL SECTION	PATRICIO, ROCELITO ANTONIO RAMIREZ	Remove Priority
15	PMC-D7800	LONG RANGE MINE PLANNING	DIENTE, JOANA MARIE RIMANDO	Remove Priority

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Chapter 7

REPORTS

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Reports

Reports

- It is a module where you can generate, view, export and print the reports you need.

Report is an essential tool in business because it gives us an insight on the important details that can be used to help in developing future forecast, strategic plans, budget planning guide and potential growth factors of the company.





Chapter 8

CHANGE PASSWORD

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Change Password



Change Password

- Change password is module that allows user to update password for security purposes. However, for you to change your password, you must provide your old password.



Change Password

Figure 8.1: Change Password

Change Password

1. Go to **Admin Portal Sign-in** page and login with the current credential.
2. Click on **Change Password** button. Change password page will appear
3. Provide all the information needed on change password page appear
4. The click **Update Password** button to save the process

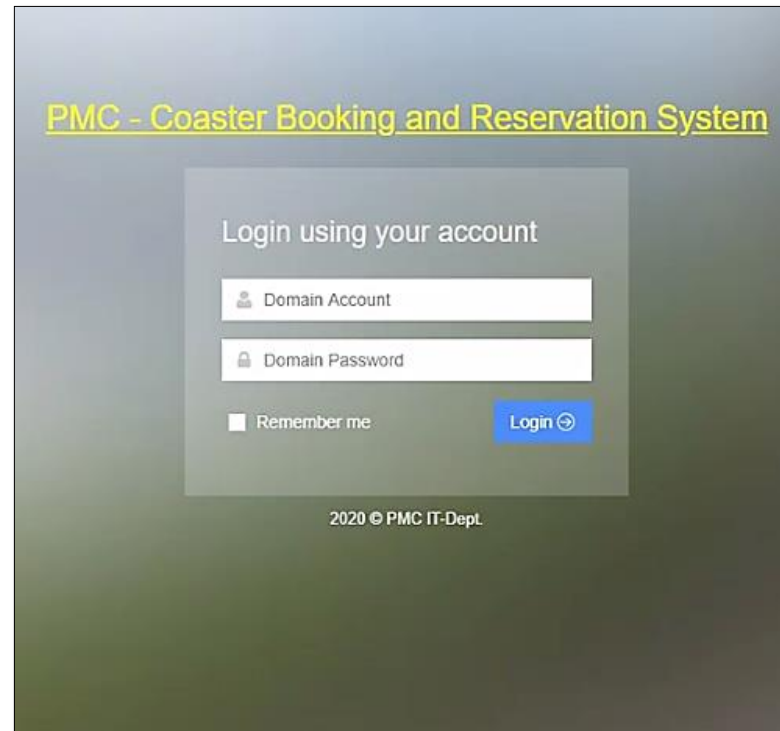
The screenshot shows a web application interface for changing a password. At the top, there is a header bar with two phone icons and numbers 'Davao 3113' and 'Agusan 3112' on the left, and 'PMC Coaster Booking System | System Manual' on the right. The main content area has a dark gray background. In the center, there is a white rectangular form. Inside the form, there are three input fields labeled 'Current Password', 'New Password', and 'New Confirm Password'. Below these fields is a blue button labeled 'Update Password'. At the bottom left of the form is a white button labeled '<< Back'.



CHANGE PASSWORD

5. After clicking the **Update Password** button, you will be automatically logout

Now you can used the updated password you have set, and continue what you are doing in the system.



The screenshot shows a login interface for the 'PMC - Coaster Booking and Reservation System'. The title is underlined in yellow. Below it, a grey box contains the text 'Login using your account'. There are two input fields: 'Domain Account' with a user icon and 'Domain Password' with a lock icon. Below these is a 'Remember me' checkbox and a blue 'Login' button with a right arrow icon. At the bottom of the grey box, the copyright notice '2020 © PMC IT-Dept.' is visible.





Chapter 9

LOG-OUT

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Logout

Log-out

It is a Module that allows you to end access on the system or a website. **Logging out** informs the computer or website that the current user wishes to end the **login** session.

Hence you will be redirected to PUBLIC page.



Booking System x +

mlwebkiosk2/coaster/home.php

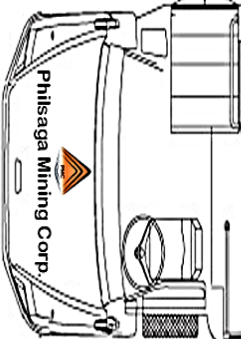
loc. 3113 | loc. 3112

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Saturday (Jun 20, 2020) Monday (Jun 22, 2020) Feedback Form

Michael Estor June 20 2020 (Sat) 12:30 PM Agusan To Davao

Legend: Available Booked Stool



1	6	11	16	21	26	31	36
2	7	12	17	22	27	32	37
3	8	13	18	23	28	33	38
4	9	14	19	24	29	34	39
5	10	15	20	25	30	35	40

Available: 40 Seats
Reserved: 0 Seats

Inquire Booking:

Enter Password



Chapter 10

ACCOUNT REGISTRATION



New Account Registration

It is a module wherein you can create user with a corresponding role assignment. It also allows you to easily view and manage the coaster reservation of other users of the admin portal.

Once registered, you will be redirected to the dashboard or booking page.





Figure 10.1 Register New Account

Register New Account

1. Go to **Registration Link** <http://172.16.20.28:8100/register>.
2. Enter all the necessary information.

Name	It is the field for the user's name.
Domain Name	It is the combination of the first letter of the user first name, middle name and last name
Email	It is the email address of the new user.
Password	It is the field for the preferred password of the user.
Confirm Password	It is the field for the confirmation of the password entered by the user.

3. Click on **Register** button to complete the process.

ACCOUNT REGISTRATION

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☎ Agusan 3112

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Account Registration

Name

Domain Name

E-Mail Address

Password

Confirm Password

Register

Figure 10.1 Register New Account



A background image showing a close-up of two hands shaking in a firm grip. The image is overlaid with a semi-transparent purple filter. The composition is split diagonally, with the purple-tinted image on the left and a white area on the right.

Thank you!

