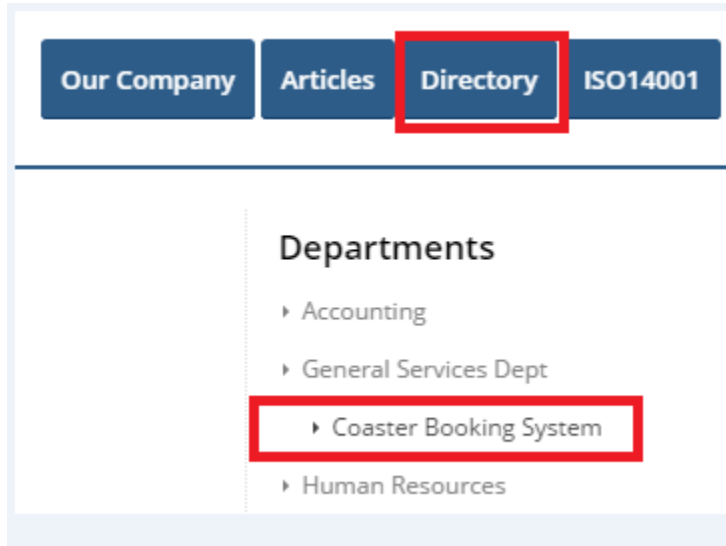
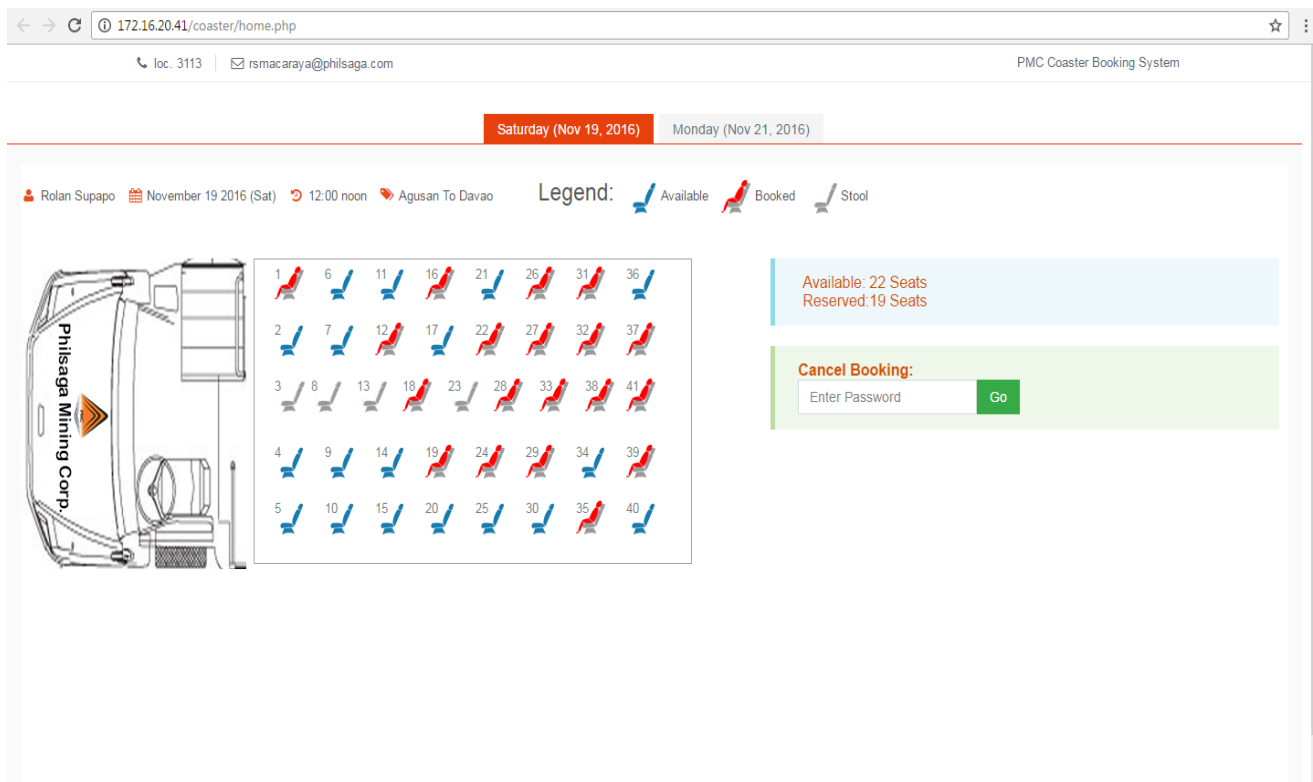


Accessing the PMC Coaster Booking System

1. Open our intranet <http://intranet.philsaga.com/intranet>
Note: This page is available only if you're connected to PMC's network (eg. GUEST or PHILSAGA)
2. Navigate to DIRECTORY -> General Services Dept -> Coaster Booking System.



3. Coaster Booking System Main Page



4. System modules and information





a. Travel Schedules

Saturday (Nov 19, 2016)




Monday (Nov 21, 2016)

Note: Saturday and Monday Travel are booked separately. If you wish to ride on both schedule, you need to book on both Saturday and Monday schedule.

b. Travel Information – This contains all the necessary information about the trip.

 Rolan Supapo  November 19 2016 (Sat)  12:00 noon  Agusan To Davao

c. Booking Legend

Legend:  Available  Booked  Stool

d. The Bus – All seats on the side are window seats.



e. Booking Summary

Available: 21 Seats
Reserved: 20 Seats

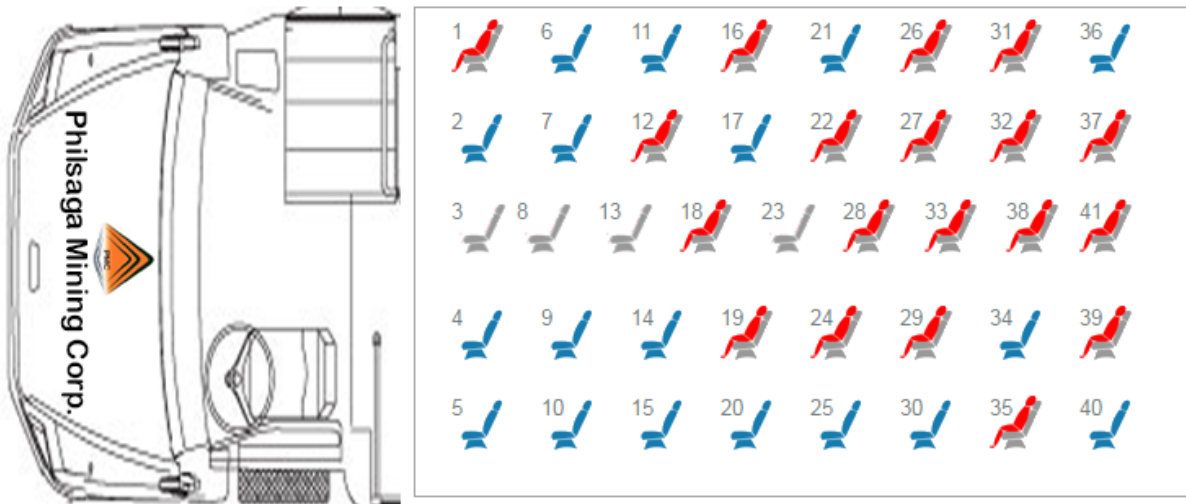
f. Cancel Booking

Cancel Booking:

Enter Password

Go

How to Book a Seat



1. Click your preferred seat number.
2. You'll be redirected to the Booking Form. Input your ID# and select DESTINATION or ORIGIN.

Booking Details

Seat no: 29

ID number (eg. A9999)

- Destination -

Submit

- a. Your ID# can be found at your Employee ID. Right after your Department Name. (eg. **A9999**)
- b. *Note: if you're ID don't have the letter "A" at the start. Just put "A" if you're an Agusan paid employee or "D" if you're a Davao paid employee, then input your ID#.*
- c. After encoding your ID#, your name should appear at the heading of the form.

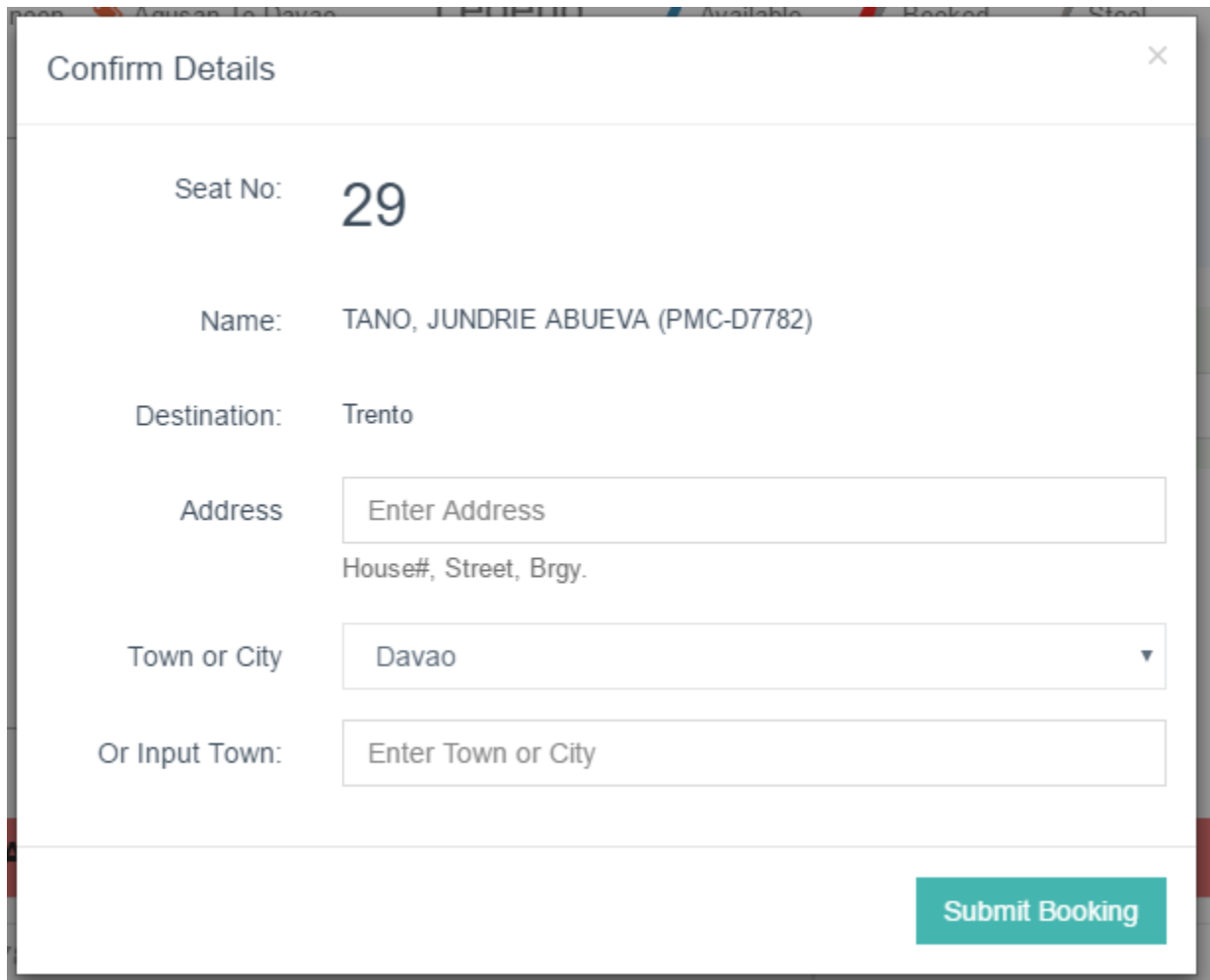
PMC-D7782 - TANO, JUNDRIE ABUEVA

Seat no: 29

- d. Click **SUBMIT** button.



3. Booking Confirmation. This displays the summary of your booking, if everything is correct, click **SUBMIT BOOKING**.

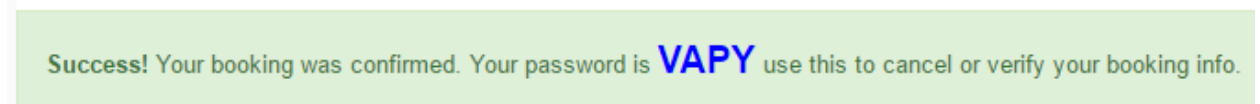


The screenshot shows a 'Confirm Details' window with a close button (X) in the top right corner. The window contains the following information:

- Seat No: 29
- Name: TANO, JUNDRIE ABUEVA (PMC-D7782)
- Destination: Trento
- Address: A text input field with the placeholder 'Enter Address' and a hint 'House#, Street, Brgy.' below it.
- Town or City: A dropdown menu showing 'Davao' with a downward arrow.
- Or Input Town: A text input field with the placeholder 'Enter Town or City'.
- At the bottom right, there is a teal button labeled 'Submit Booking'.

Note: If you're a first time user of this system, you are required to enter your home address.

4. Booking Verification. If you're booking is successful, you should see the image below. Otherwise, contact GSD office if you see an error message.



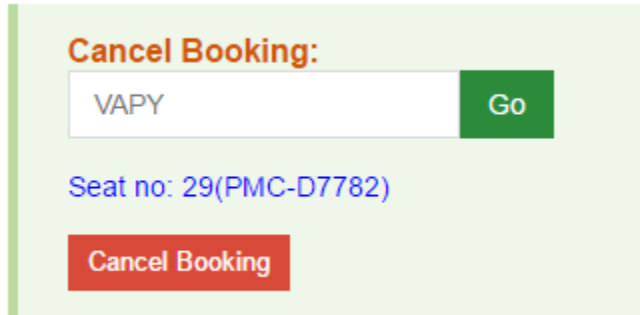
A green banner with white text that reads: "Success! Your booking was confirmed. Your password is **VAPY** use this to cancel or verify your booking info."

Note: Please take note of your booking password, you'll need this if you wish to Transfer a seat or Cancel your booking.

How to cancel your booked seat

If you've decided to cancel your trip, you are required also to cancel your booked seat on the system. Failure to do so will **BLACKLIST** your account. Blacklisted accounts are restricted to book any seat on the system.

1. Enter your booking password at the Cancel Booking Form then click GO:

A screenshot of a web form titled "Cancel Booking:". It features a text input field containing "VAPY" and a green "Go" button. Below the input field, the text "Seat no: 29(PMC-D7782)" is displayed in blue. At the bottom of the form is a red button labeled "Cancel Booking".

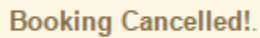
Cancel Booking:

VAPY **Go**

Seat no: 29(PMC-D7782)

Cancel Booking

2. System will display the Seat# and the ID#. You can also use this form if you forget your Seat#.
3. Click CANCEL BOOKING button.
4. Your booking is now cancelled and your seat# will now be in Available status.

A screenshot of a yellow rectangular message box with the text "Booking Cancelled!".

Booking Cancelled!