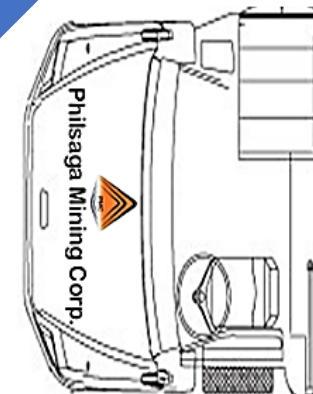




User Guide

End-User

Philsaga Mining Corporation Coaster Booking System



1	6	11	16	21	26	31	36
2	7	12	17	22	27	32	37
3	8	13	18	23	28	33	38
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Your Solution in Innovative Digital Transformation

September 2020

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Chapter 1

Getting Started

Introduction

Accessing PMC Coaster Booking System



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.

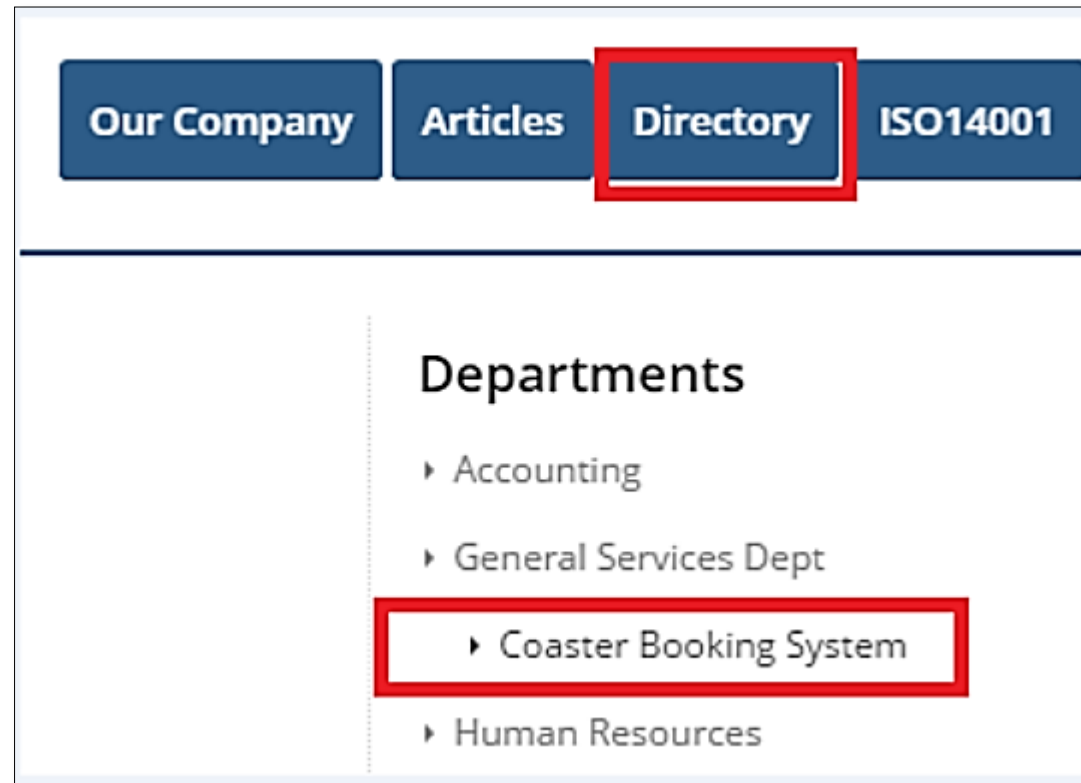


Accessing PMC Coaster Booking System

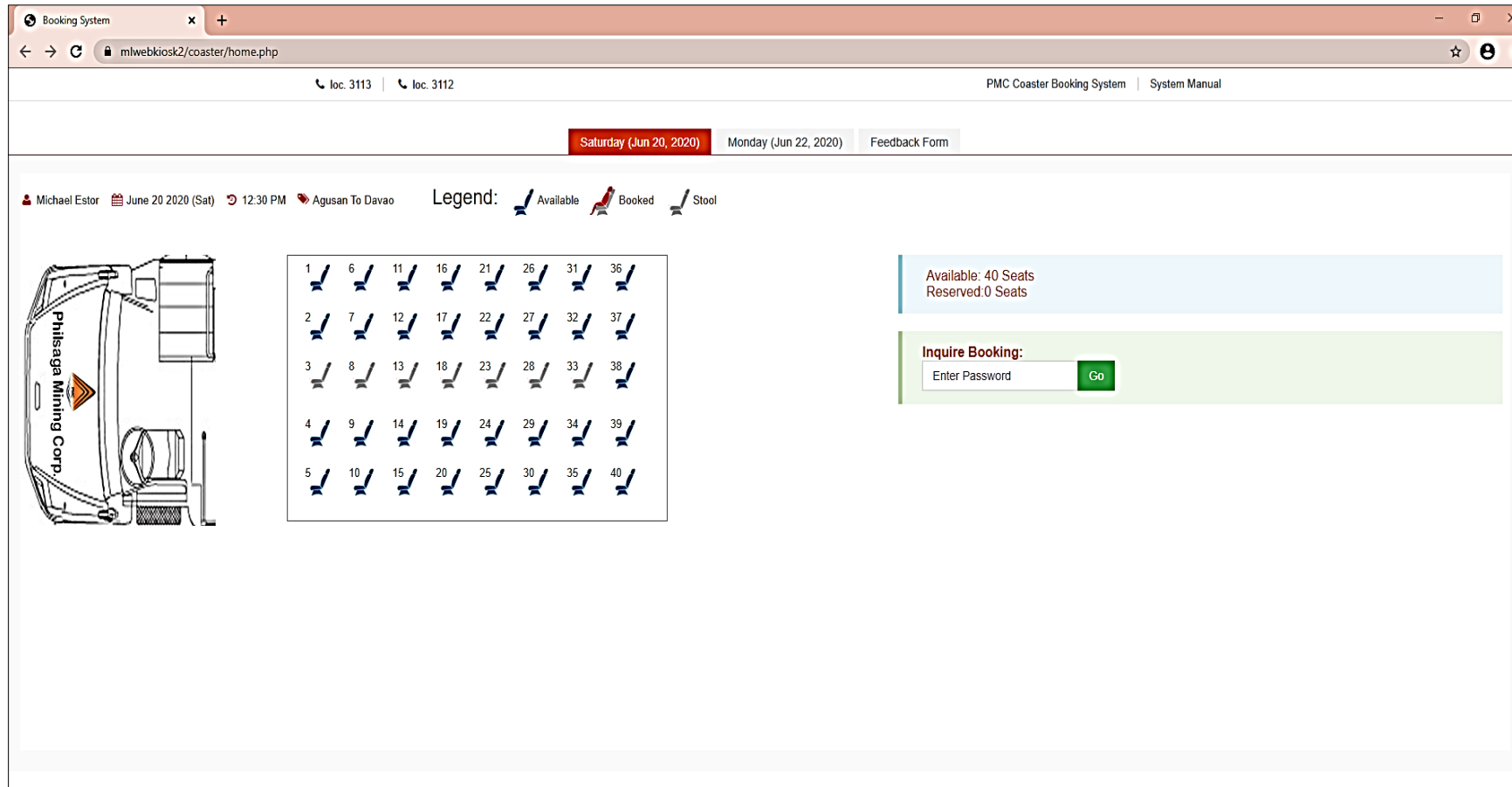
1. Open the intranet <http://intranet.philsaga.com/intranet>

Note: This page is available only if you are connected to PMC's network (eg. GUEST or PHILSAGA)

1. Navigate the **Directory** tab and click on **General Services Dept.**



3. Click on the **Coaster Booking System** to open the system main page.





Chapter 2

SYSTEM MODULES AND INFORMATION



TRAVEL SCHEDULES

- **Travel Schedules** are set of dates that allows you to view all available seats in the system during Saturdays and Mondays.
- *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.*

Saturday (Sep 12, 2020)	Monday (Sep 14, 2020)
-------------------------	-----------------------



Travel Schedule Sections

Davao 3113 | Agusan 3112

PMC Coaster Booking System | System Manual

Saturday (Sep 12, 2020)

Monday (Sep 14, 2020)

Feedback Form

Michael Estor

Sep 12, 2020 (Saturday)

12:30 PM

Agusan To Davao


Legend:

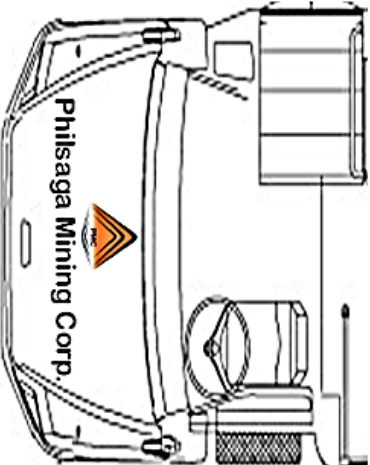
Available

Booked

Stool

Philisaga Mining Corp.





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

Go

TRAVEL INFORMATION

- **Travel Information** contains all the necessary information about the trip in the system during Saturdays and Mondays.
- The information includes Driver's Name, Travel Date, Travel Time and Destination.

 Michael Estor  Sep 12, 2020 (Saturday)  12:30 PM  Agusan To Davao



Travel Information Sections

Davao 3113 | Agusan 3112

PMC Coaster Booking System | System Manual

Saturday (Sep 12, 2020)

Monday (Sep 14, 2020)

Feedback Form

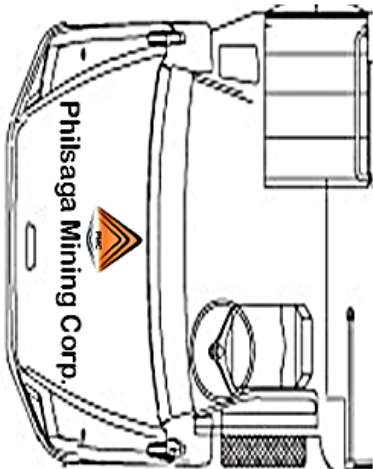
Michael Estor | Sep 12, 2020 (Saturday) | 12:30 PM | Agusan To Davao

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

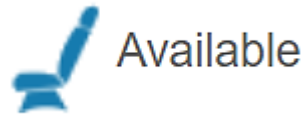
Inquire Booking:

Go

Legends

- **Legends** is an indicator to show if the seats are available, booked and stool seat.

Legend:  Available  Booked  Stool



Available

Available – means that the seat can be booked by anyone who will browse the booking system.



Booked

Booked – means that the seat is already taken by other passenger and can no longer be booked by anyone.



Stool

Stool – is an additional seat which is used to accommodate more passengers.

Legends Sections

Davao 3113 | Agusan 3112

PMC Coaster Booking System | System Manual

Saturday (Sep 12, 2020)

Monday (Sep 14, 2020)

Feedback Form

Michael Estor

Sep 12, 2020 (Saturday)

12:30 PM

Agusan To Davao

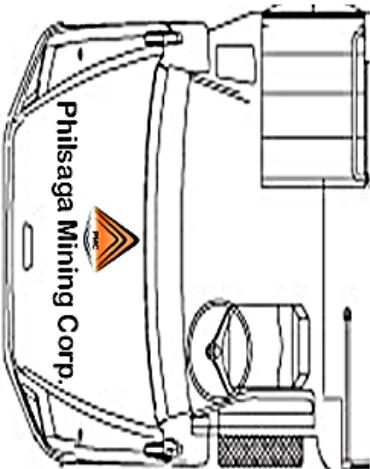
Legend:

Available

Booked

Stool

Philisaga Mining Corp.



1	6	11	16	21	26	31	36
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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

Go

Chapter 2

13

Booking Summary

- **Booking Summary** is an indicator of the available and reserve seats in the system.

Available: 40 Seats
Reserved: 0 Seats



Booking Summary Sections

Davao 3113 | Agusan 3112

PMC Coaster Booking System | System Manual

Saturday (Sep 12, 2020)

Monday (Sep 14, 2020)




Feedback Form

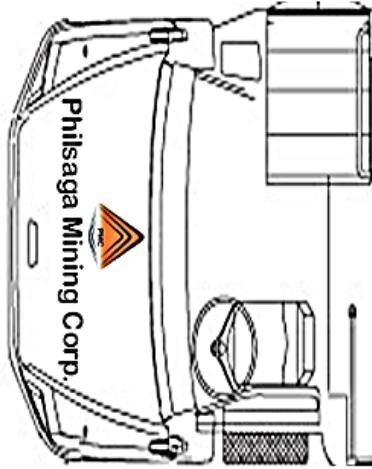
Michael Estor

Sep 12, 2020 (Saturday)

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:

Go



Chapter 3

HOW TO BOOK A SEAT HOW TO CANCEL A BOOKED SEAT



Book a Seat

- A Viewing Module which allows you to reserve in the system during Saturdays and Mondays.
- The information includes Seat No., ID number, Name, Destination and Department.



Book a Seat

1. Click on your preferred seat number.
2. The Booking Form will appear below the bus image. Input your ID# and select DESTINATION or ORIGIN.

Booking Details ×

Seat no: 1	<input type="text" value="ID number (eg. A9999)"/>	<input type="text" value="- Destination -"/>	<input type="button" value="Submit"/>
------------	--	--	---------------------------------------

Note:

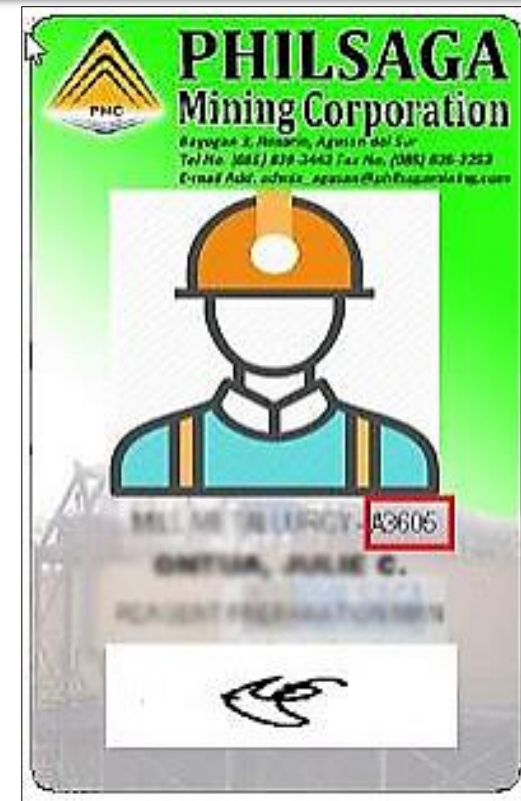
a. *Your ID# can be found in your Employee ID, right after your Department Name. (eg. A9999).*

Note: If your ID does not have any letter at the beginning, you need to type in "A" if you are a paid employee from Agusan or "D" if you are a paid employee from Davao.

b. *After encoding your ID#, your name should appear at the heading of the form.*

PMC-C0033 - Kim Maverick D. Lacson

Seat no: 1	<input type="text" value="C0033"/>
------------	------------------------------------



3. Click on **SUBMIT** button.
4. Booking Confirmation displays the summary of your booking. If everything is correct, click on **Submit Booking** button.

Confirm Details

Seat No:

29

Name:

TANO, JUNDRIE ABUEVA (PMC-D7782)

Destination:

Trento

Address

Enter Address

House#, Street, Brgy.

Town or City

Davao

Or Input Town:

Enter Town or City

Submit Booking

Note: If you are a first-timer user of this system, you are required to enter your home address.



5. Booking Verification is the process of validating if your booking is successful. If your booking is successful, you should see the image below. Otherwise, contact GSD office and state the error message you encountered.

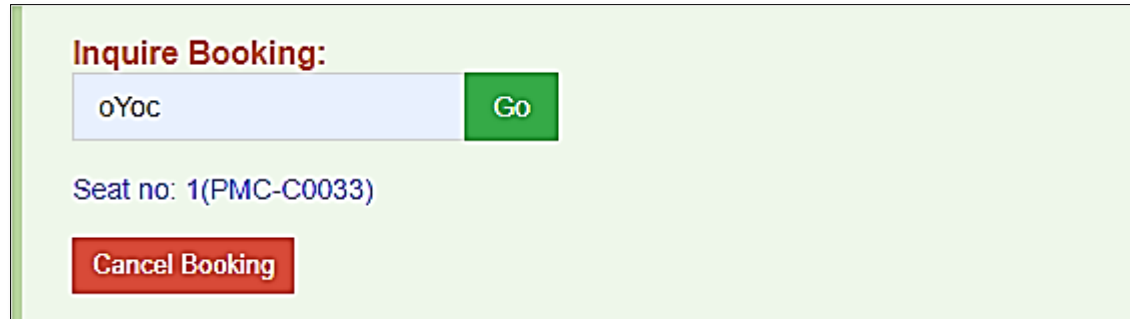
Success! Your booking was confirmed. Your password is **VAPY** use this to cancel or verify your booking info.

Note: Please take note of your booking password as you will need this if you wish to **Transfer** a seat or **Cancel** your booking.



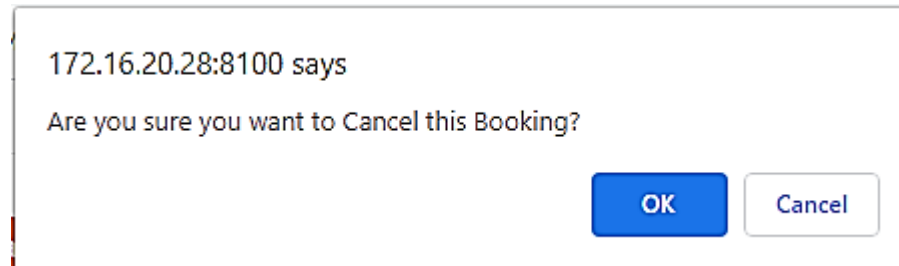
Cancel your booking

1. Enter your booking password at the **Inquire Booking Form** then click on **GO** button.



The image shows a web form titled "Inquire Booking:". It contains a text input field with the value "oYoc" and a green "Go" button. Below the input field, it displays "Seat no: 1(PMC-C0033)". At the bottom of the form is a red button labeled "Cancel Booking".

2. System will display the Seat# and the Employee ID#. You can also use this form if you forgot your Seat#.
3. Click **CANCEL BOOKING** button.
4. A confirmation window will appear as shown below.



The image shows a confirmation dialog box. It contains the text "172.16.20.28:8100 says" and "Are you sure you want to Cancel this Booking?". At the bottom right, there are two buttons: a blue "OK" button and a white "Cancel" button with a blue border.

5. Click on **Ok** button to proceed or click on the **Cancel** button to cancel the procedure.

Note: If you have decided to cancel your trip, you are required to cancel your booked seat on the system as well. Failure to do so will be grounds for your account to be blacklisted in the system. Blacklisted accounts are restricted to book any seat on the system.





Chapter 4

SEND FEEDBACK



Feedback

- A Review Module which allows you to send your suggestions, complaint and remarks that could help the company in improving the transport service.



Fill up the Feedback Form

1. Click on the **Feedback Form** button.
2. Provide all the necessary information.

Saturday (Sep 12, 2020)

Monday (Sep 14, 2020)

Feedback Form

We would like to hear your feedback, inquiries and comments.

ID #

Enter your Employee ID

Enter your employee ID so we could contact you about your inquiries.

Submit

3. Click on **Submit** button to send the message.

Note: Your comments and suggestions will help us to know our performance and improve the quality of our services being offered . The inquiries that you have sent will be received by the GSD team or our System Administrator.



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!

