

User Management - Update Details (‘ADMIN’)

After clicking the ‘UpdateUser Details’ button, if the update is successful, a message will be flashed across the User List-All screen.

No actions required

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About

Welcome: keng [ADMIN]

User details successfully updated.

User List - All

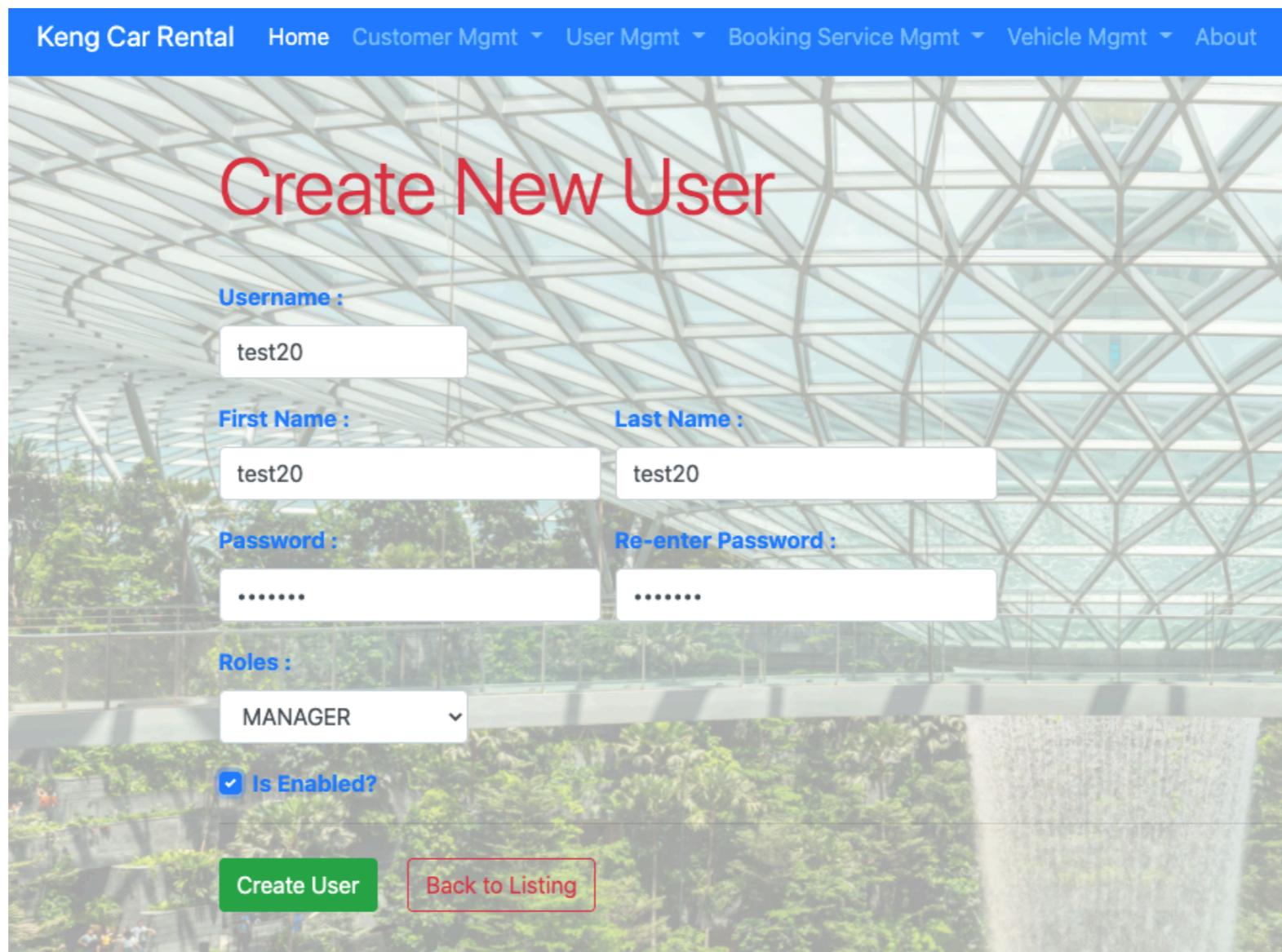
UserID	Username	First Name	Last Name	Role	Enabled	Actions
1	wk	wk	wk	USER	<input checked="" type="checkbox"/>	  
2	wong	wong	wong	MANAGER	<input checked="" type="checkbox"/>	  
3	keng	keng	keng	ADMIN	<input checked="" type="checkbox"/>	  
4	test9	test9	test9	ADMIN	<input checked="" type="checkbox"/>	  
101	test20	test20	test20	MANAGER	<input checked="" type="checkbox"/>	  

User Management - Create User (‘ADMIN’)

Only users with ‘Admin’ role can create new user account.

To create new user:

1. Click ‘Create User’ in ‘User Mgmt’
2. Enter all relevant information
3. Click ‘Create User’ button



Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About

Create New User

Username :

First Name : Last Name :

Password : Re-enter Password :

Roles :

Is Enabled?

User Management - Create User ('ADMIN')

On successful creation of new user, the application will return to the List User-All page.

No actions required

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About

Welcome: keng [ADMIN]

New User successfully created.

User List - All

UserID	Username	First Name	Last Name	Role	Enabled	Actions
1	wk	wk	wk	USER	<input checked="" type="checkbox"/>	  
2	wong	wong	wong	MANAGER	<input checked="" type="checkbox"/>	  
3	keng	keng	keng	ADMIN	<input checked="" type="checkbox"/>	  
4	test9	test9	test9	ADMIN	<input checked="" type="checkbox"/>	  
122	test20	test20	test20	MANAGER	<input checked="" type="checkbox"/>	  

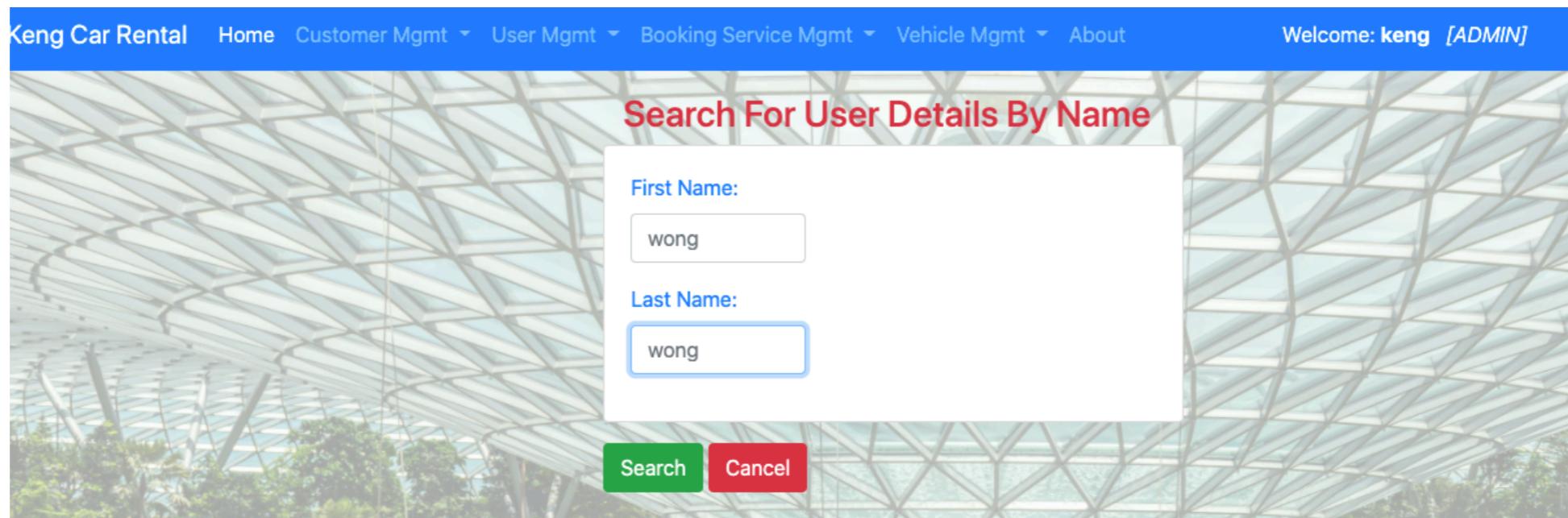
Total Number of Users: 5

User Management - Search For User Details By Name ('ADMIN')

Users with 'Admin' role can also search for user record by the user's First and Last Names.

To search for user by name:

1. Click 'Search For User Details By Name' in 'User Mgmt'
2. Enter required First and Last Name
3. Click 'Search' button



User Management - Search For User Details By Name ('ADMIN')

Users with 'Admin' role can also search for user record by the user's First and Last Names.

Resultant screen is below.

No actions required

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About Welcome: keng [ADMIN]

User List - by Name

UserID	Username	First Name	Last Name	Role	Enabled	Actions
2	wong	wong	wong	MANAGER	<input checked="" type="checkbox"/>	 

Total Number of Users: 1

Page 1 of 1 -   1  

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Booking Service Management

Booking Service Management - List Booking ('USER', 'MANAGER' & 'ADMIN')

All users are able to list all bookings in the system.

To list bookings:

1. Click 'Booking Service Mgmt'
2. Click 'List All Bookings'

The screenshot shows a website header with a blue bar containing navigation links: Keng Car Rental, Home, Customer Mgmt, User Mgmt, Booking Service Mgmt (which is highlighted), Vehicle Mgmt, and About. To the right of these is a welcome message 'Welcome: wk [USER]' and a Logout link. Below the header, there's a large banner image of a lake and mountains. On the left side of the banner, the text 'Company Announcements' is visible. A white callout box is overlaid on the banner, containing two buttons: 'List All Bookings' and 'Search Booking By'. The main content area of the page contains a message from the Executive Chairman about the COVID-19 situation and a special bonus. It also includes a signature from Wong Keng and a note to stay safe. At the bottom, there's a copyright notice for Keng Car Rental Pte Ltd and a watermark for '©Wong Keng Photography'.

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers.

In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

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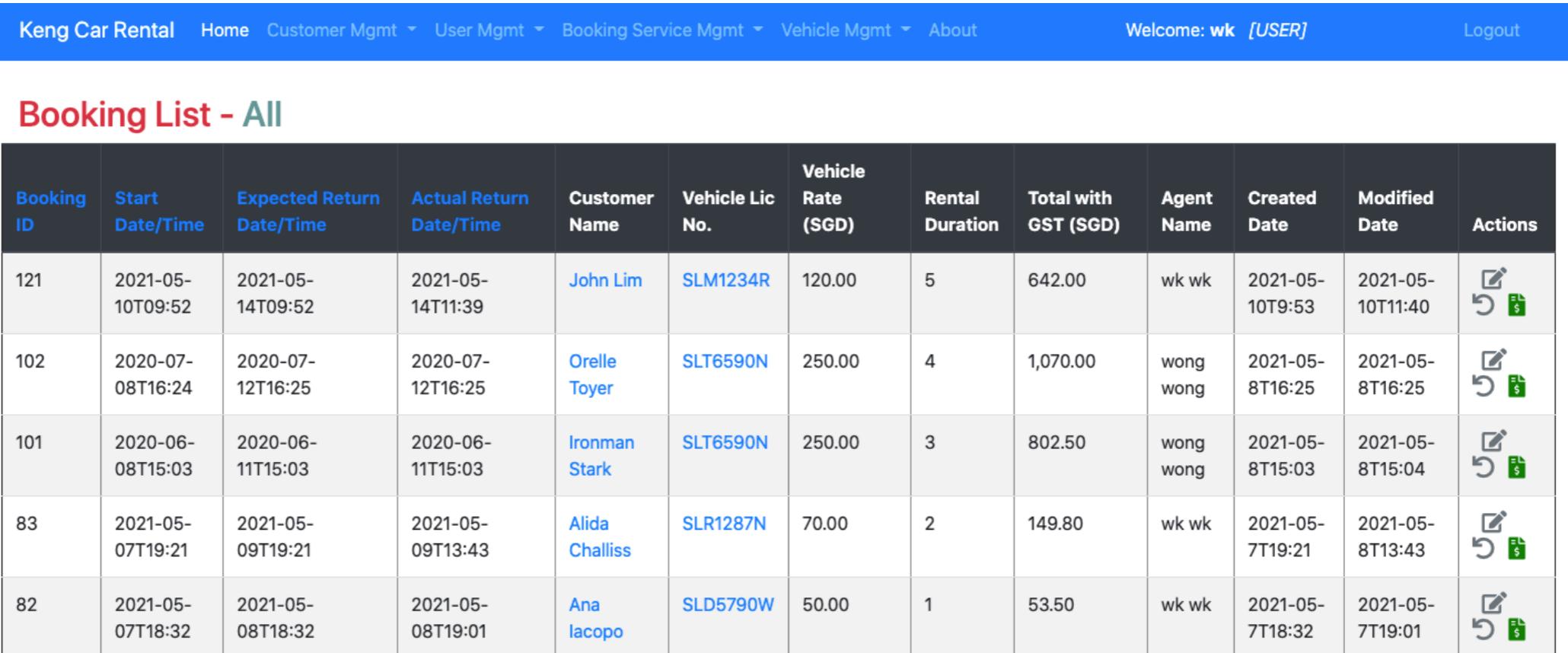
Booking Service Management - List Booking ('USER')

All users are able to list all bookings in the system. However, users with 'USER' role are not able to delete the booking record. In the screen capture below, notice that the 'Trash Bin' icon is not present under the 'Actions' column.

Under the 'Actions' column, the 'Return' icon is used to select the car return screen. The green icon is for invoice generation. The 'Pen & Paper' icon is for modifying the booking details.

Note: Records cannot be modified once the car has been returned. Thus, the greyed-out icon.

No actions required



Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About Welcome: wk [USER] Logout

Booking List - All

Booking ID	Start Date/Time	Expected Return Date/Time	Actual Return Date/Time	Customer Name	Vehicle Lic No.	Vehicle Rate (SGD)	Rental Duration	Total with GST (SGD)	Agent Name	Created Date	Modified Date	Actions
121	2021-05-10T09:52	2021-05-14T09:52	2021-05-14T11:39	John Lim	SLM1234R	120.00	5	642.00	wk wk	2021-05-10T09:53	2021-05-10T11:40	  
102	2020-07-08T16:24	2020-07-12T16:25	2020-07-12T16:25	Orelle Toyer	SLT6590N	250.00	4	1,070.00	wong wong	2021-05-08T16:25	2021-05-08T16:25	  
101	2020-06-08T15:03	2020-06-11T15:03	2020-06-11T15:03	Ironman Stark	SLT6590N	250.00	3	802.50	wong wong	2021-05-08T15:03	2021-05-08T15:04	  
83	2021-05-07T19:21	2021-05-09T19:21	2021-05-09T13:43	Alida Challiss	SLR1287N	70.00	2	149.80	wk wk	2021-05-07T19:21	2021-05-08T13:43	  
82	2021-05-07T18:32	2021-05-08T18:32	2021-05-08T19:01	Ana Iacopo	SLD5790W	50.00	1	53.50	wk wk	2021-05-07T18:32	2021-05-07T19:01	  

Total Number of Bookings: 14

Booking Service Management - List Booking ('MANAGER' & 'ADMIN')

For users with 'MANAGER' or 'ADMIN' role, the screen capture below shows an additional 'Trash Bin' icon. This will allow such users to delete the booking record, if required.

No actions required

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ Management Reporting ▾ About Welcome: wong [MANAGER] Logout

Booking List - All

Booking ID	Start Date/Time	Expected Return Date/Time	Actual Return Date/Time	Customer Name	Vehicle Lic No.	Vehicle Rate (SGD)	Rental Duration	Total with GST (SGD)	Agent Name	Created Date	Modified Date	Actions
121	2021-05-10T09:52	2021-05-14T09:52		John Lim	SLM1234R	120.00	4	513.60	wk wk	2021-05-10T09:53		
102	2020-07-08T16:24	2020-07-12T16:25	2020-07-12T16:25	Orelle Toyer	SLT6590N	250.00	4	1,070.00	wong wong	2021-05-08T16:25	2021-05-08T16:25	
101	2020-06-08T15:03	2020-06-11T15:03	2020-06-11T15:03	Ironman Stark	SLT6590N	250.00	3	802.50	wong wong	2021-05-08T15:03	2021-05-08T15:04	
83	2021-05-07T19:21	2021-05-09T19:21	2021-05-09T13:43	Alida Challiss	SLR1287N	70.00	2	149.80	wk wk	2021-05-07T19:21	2021-05-08T13:43	
82	2021-05-07T18:32	2021-05-08T18:32	2021-05-08T19:01	Ana Iacopo	SLD5790W	50.00	1	53.50	wk wk	2021-05-07T18:32	2021-05-07T19:01	

Total Number of Bookings: 14

Booking Service Management - Search Booking ('USER', 'MANAGER' & 'ADMIN')

All users can perform the various search options on the bookings.

To search bookings:

1. Click 'Search Booking By'

The screenshot shows a website for 'Keng Car Rental'. The top navigation bar includes links for Home, Customer Mgmt, User Mgmt, Booking Service Mgmt (which is currently selected), Vehicle Mgmt, and About. It also displays a welcome message for the user 'wk [USER]' and a Logout link. A dropdown menu for 'Search Booking By' is open, listing six search criteria: 1. Booking ID, 2. Customer Name, 3. Customer Email, 4. Customer Driving Lic No., 5. Vehicle Registration No., and 6. Customer Service Agent's Name. The main content area features a large image of a lake and mountains. A company announcement from 'Wong Keng' is displayed, thanking staff for their efforts during COVID-19 and announcing a special bonus. The footer contains copyright information for 'Keng Car Rental Pte Ltd' and 'Wong Keng Photography'.

Keng Car Rental Home Customer Mgmt User Mgmt Booking Service Mgmt Vehicle Mgmt About Welcome: wk [USER] Logout

Company Announcement

Due to the ongoing COVID-19 situation, we are operating in a very challenging environment. Chairman of Keng Car Rental, I will like to thank all our staff for their continued support and dedication. Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021. The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers. In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

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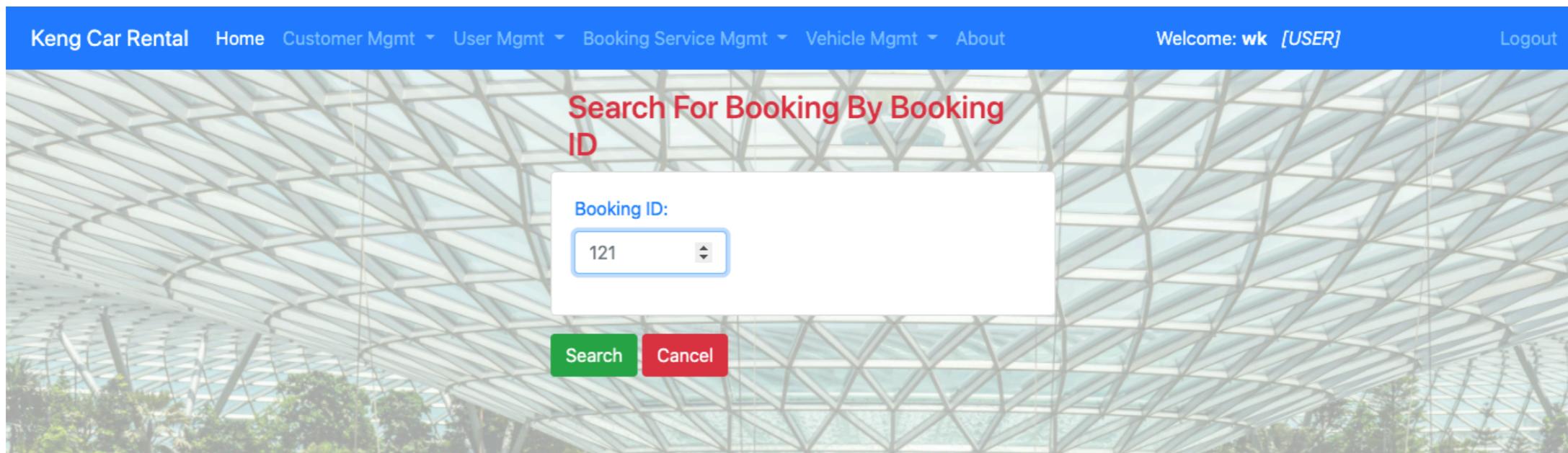
05 Booking Service Mgmt - Search Booking By ID

Search Booking By Booking ID (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

To search booking By Booking ID:

1. Click ‘Search Booking By’
2. Click ‘Booking ID’



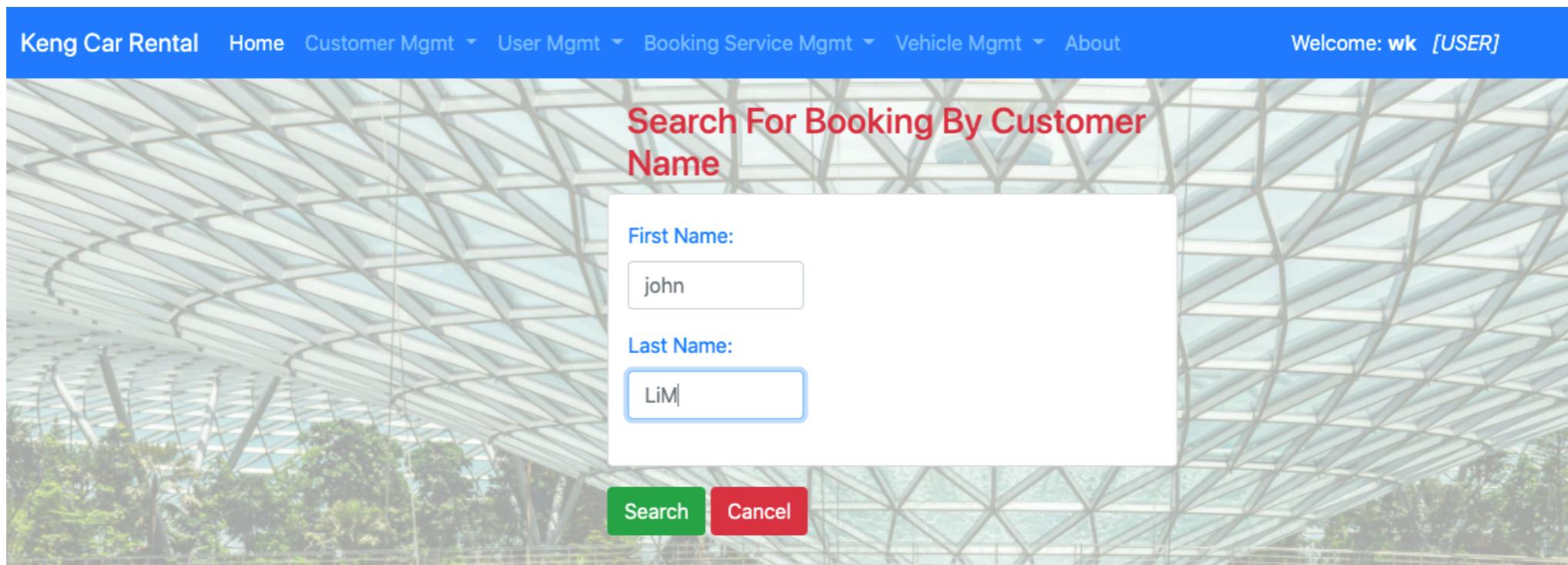
Search Booking By Customer Name (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

Note: the First and Last Name fields are case insensitive.

To search booking By Name:

1. Click ‘Search Booking By’
2. Click ‘Customer Name’
3. Enter First and Last Names
4. Click ‘Search’ button

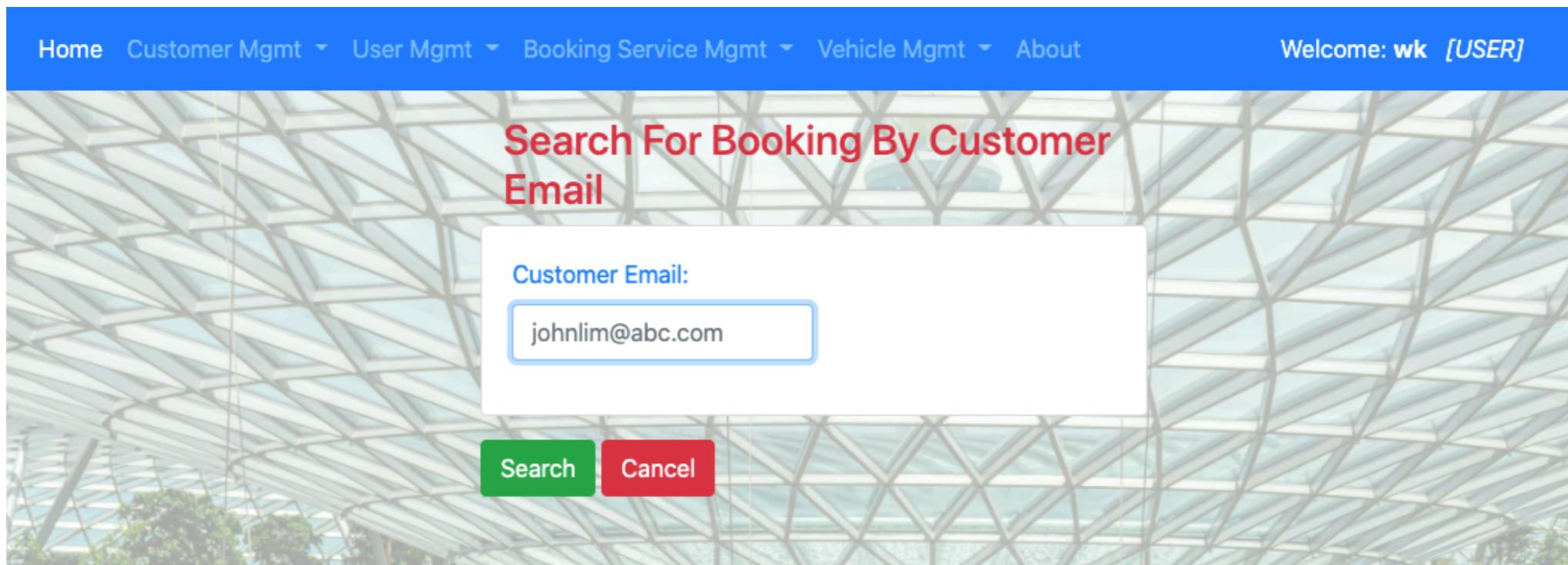


Search Booking By Email (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

To search booking By Email:

1. Click ‘Search Booking By’
2. Click ‘Customer Email’
3. Enter email address
4. Click ‘Search’ button

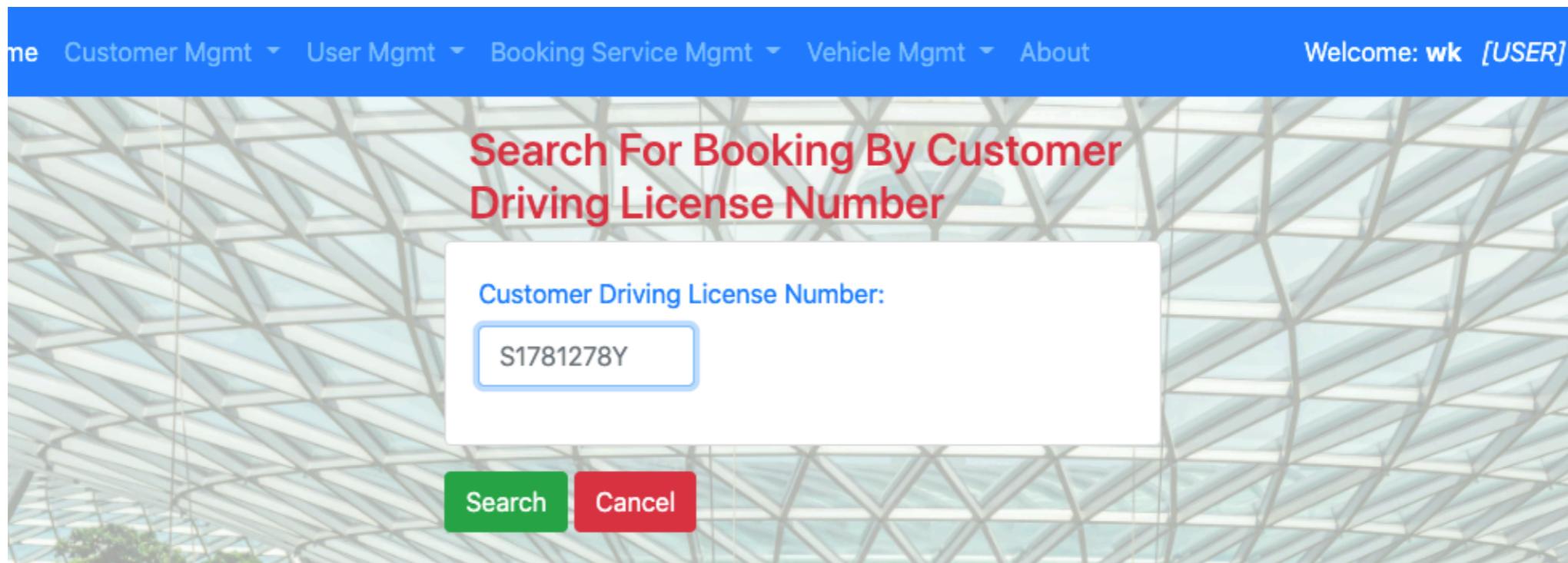


Search Booking By Driving Lic No. (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

To search booking By Driving Lic:

1. Click ‘Search Booking By’
2. Click ‘Customer Driving Lic No.’
3. Enter Driving Lic Number
4. Click ‘Search’ button

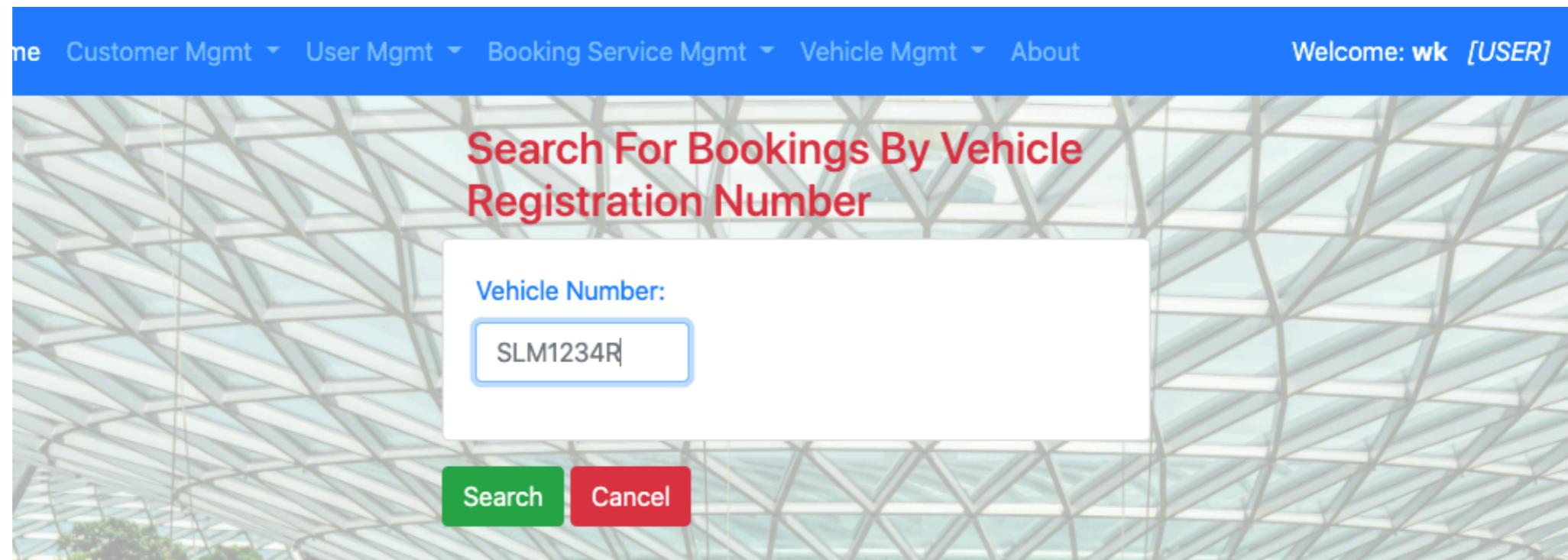


Search Booking By Vehicle Registration No. (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

To search booking By Vehicle Registration No.:

1. Click ‘Search Booking By’
2. Click ‘Vehicle Registration No.’
3. Enter Vehicle Registration No.
4. Click ‘Search’ button



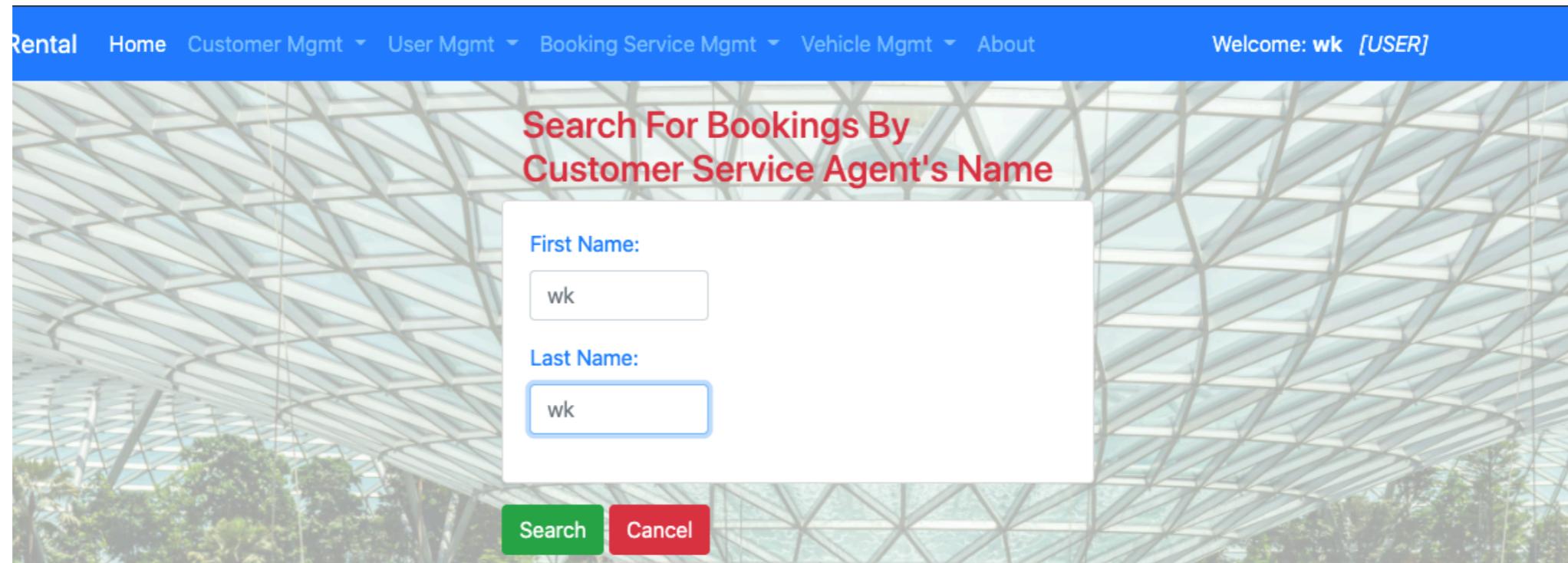
05 Booking Service Mgmt - By CSA's Name

Search Booking By CSA's Name. (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the bookings.

To search booking By CSA's Name:

1. Click ‘Search Booking By’
2. Click ‘Customer Service Agent’s Name’
3. Enter First and Last Names.
4. Click ‘Search’ button



6

Vehicle Management

Vehicle Management ('USER' & 'MANAGER')

Users with 'USER' or 'MANAGER' role can perform the functions shown in the screen capture below

To access vehicle related functions:
1. Click 'Vehicle Mgmt'

The screenshot shows a website for 'Keng Car Rental'. The top navigation bar includes links for Home, Customer Mgmt, User Mgmt, Booking Service Mgmt, Vehicle Mgmt (which is highlighted in blue), and About. It also displays a welcome message 'Welcome: wk [USER]' and a 'Logout' link. A dropdown menu for 'Vehicle Mgmt' is open, showing options 'List Vehicle' and 'Search Vehicle By'. The main content area features a large image of a lake and mountains. Overlaid on this image is a white box containing company announcements. The text in the announcement box reads:

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers.

In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

At the bottom left is the copyright notice '©Wong Keng Photography' and at the bottom right is 'Copyright © Keng Car Rental Pte Ltd'.

Vehicle Management - List Vehicle ('USER')

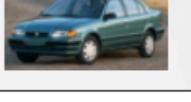
The list will show all vehicles in the system regardless of their availability status.

To list all vehicles in the system:

1. Click 'Vehicle Mgmt'
2. Click 'List Vehicle'

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About Welcome: wk [USER] Logout

Vehicle List - All

Vehicle ID	Veh Reg No	Brand	Model	Engine Capacity	Seating Capacity	Fuel Type	Daily Rate (\$)	Veh Status	Image
1	SLM1234R	Hyundai	Trajet	2000	6	Petrol	120.00	Unavailable	
2	SLE2278K	Mazda	Millenia	1600	4	Petrol	50.00	Available	
3	SLR1287N	Cadillac	DeVille	2000	4	Petrol	70.00	Available	
4	SLF2290L	Mitsubishi	3000GT	2000	2	Petrol	120.00	Available	
5	SLD5790W	Toyota	Tercel	1000	2	Petrol	50.00	Available	

Total Number of Vehicles: 23

Vehicle Management - List Vehicle

(‘MANAGER’ & ‘ADMIN’)

The list will show all vehicles in the system regardless of their availability status.

In addition, users with ‘MANAGER’ or ‘ADMIN’ role can also edit or delete the vehicle records. These associated icons for these action are found under the ‘Actions’ column.

To list all vehicles in the system:

1. Click ‘Vehicle Mgmt’
2. Click ‘List Vehicle’

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ Management Reporting ▾ About Welcome: wong [MANAGER] Logout

Vehicle List - All

Vehicle ID	Veh Reg No	Brand	Model	Engine Capacity	Seating Capacity	Fuel Type	Daily Rate (\$)	Veh Status	Image	Actions
1	SLM1234R	Hyundai	Trajet	2000	6	Petrol	120.00	Unavailable		
2	SLE2278K	Mazda	Millenia	1600	4	Petrol	50.00	Available		
3	SLR1287N	Cadillac	DeVille	2000	4	Petrol	70.00	Available		
4	SLF2290L	Mitsubishi	3000GT	2000	2	Petrol	120.00	Available		
5	SLD5790W	Toyota	Tercel	1000	2	Petrol	50.00	Available		

Total Number of Vehicles: 23

06 | Vehicle Management - Modify Vehicle Details

Vehicle Management - Modify Vehicle Details (‘MANAGER’ & ‘ADMIN’)

The vehicle records can be modified by users with ‘MANAGER’ or ‘ADMIN’ role

To modify vehicle record:

1. Click the modify icon in the ‘Actions’ column
2. Update the necessary fields
3. Click ‘Update Vehicle Details’ button

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About Welcome: keng [ADMIN] Logout

Update Vehicle

Registration Number : SLM1234R

Model / Brand Brand : Hyundai Model : Trajet	Capacity / Fuel Type Seating Capacity : 6 Engine Capacity : 2000 Fuel Type : Petrol
Rate / Status Daily Rate (\$) : 120.0 Status : Unavailable	Image Photo : Choose file No file chosen (Maximum Image file size is 1Mb or less.)



Update Vehicle Details **Back to Listing**

Vehicle Management - Modify Vehicle Details (‘MANAGER’ & ‘ADMIN’)

The following screen will be seen after a successful update to the vehicle details

No action required

Record sucessfully Updated.

Vehicle List - All

Vehicle ID	Veh Reg No	Brand	Model	Engine Capacity	Seating Capacity	Fuel Type	Daily Rate (\$)	Veh Status	Image	Actions
1	SLM1234R	Hyundai	Trajet	2000	6	Petrol	120.00	Available		 
2	SLE2278K	Mazda	Millenia	1600	4	Petrol	60.00	Available		 
3	SLR1287N	Cadillac	DeVille	2000	4	Petrol	70.00	Available		 
4	SLF2290L	Mitsubishi	3000GT	2000	2	Petrol	120.00	Available		 
5	SLD5790W	Toyota	Tercel	1000	2	Petrol	50.00	Available		 

Total Number of Vehicles: 24

Search Vehicle By Availability (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the vehicle.

To search for vehicle by Availability:

1. Click ‘Vehicle Mgmt’
2. Under ‘Search Vehicle By’, click ‘Availability’
3. Select status to search
4. Click ‘Search’ button

The screenshot shows a blue header bar with navigation links: Keng Car Rental, Home, Customer Mgmt, User Mgmt, Booking Service Mgmt, Vehicle Mgmt, and About. It also displays a welcome message 'Welcome: wk [USER]' and a Logout link. The main content area has a background image of a modern glass roof structure. A red title 'Search For Vehicle By Vehicle Status' is centered. Below it is a white dialog box with the heading 'Vehicle Status:' in blue. A dropdown menu is open, showing 'Select Status' with three options: Available, Unavailable, and Maintenance. At the bottom of the dialog are green 'Search' and red 'Cancel' buttons.

06 | Vehicle Management - Search Vehicle (Brand)

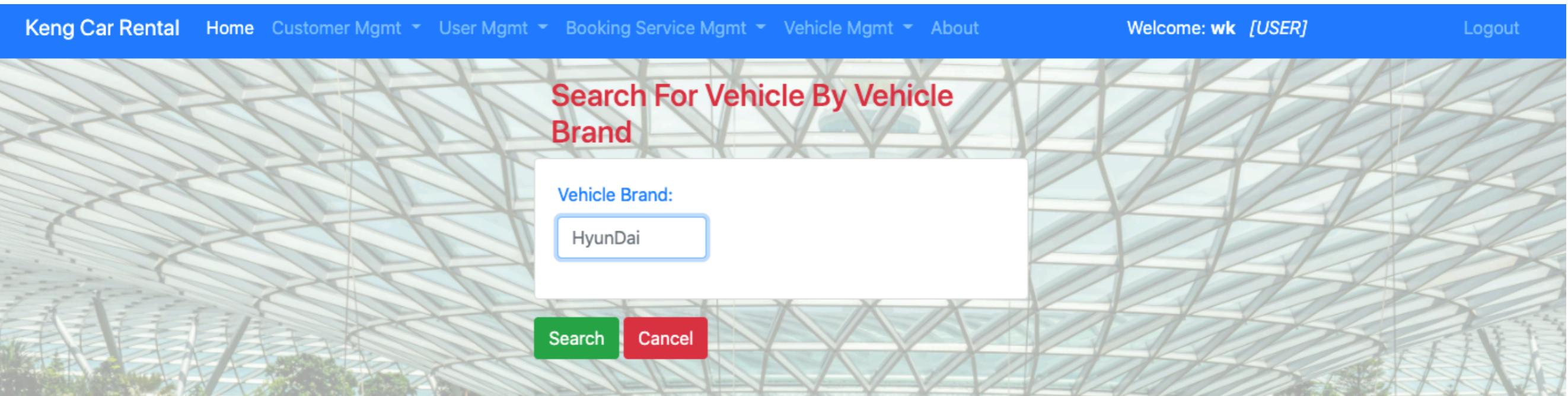
Search Vehicle By Brand (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the vehicle.

Note: Input field is case insensitive.

To search for vehicle by Brand:

1. Click ‘Vehicle Mgmt’
2. Under ‘Search Vehicle By’, click ‘Brand’
3. Enter Brand information
4. Click ‘Search’ button



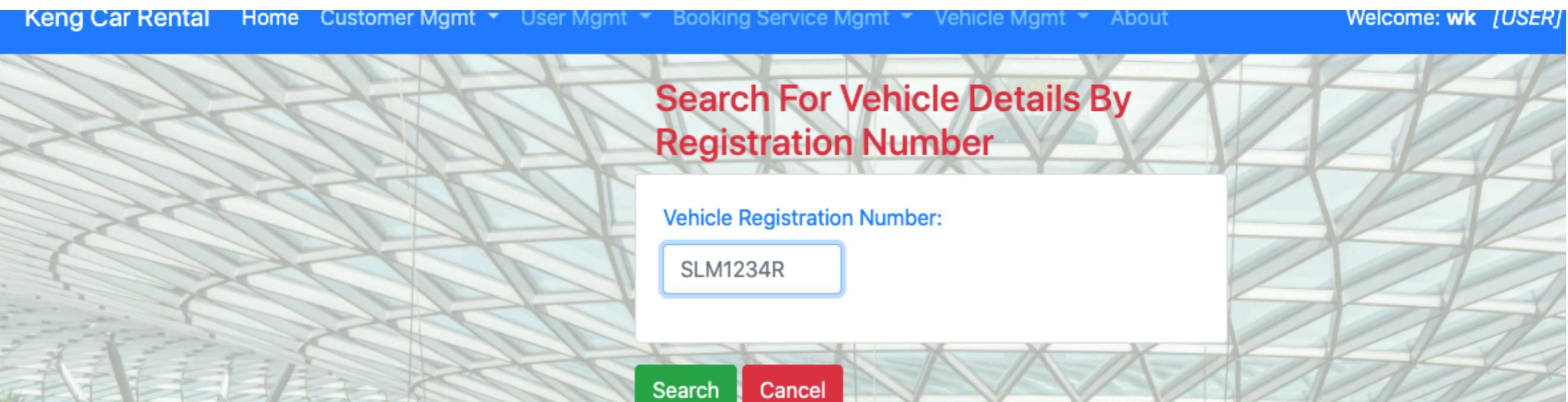
06 | Vehicle Management - Search Vehicle (Model)

Search Vehicle By Model (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the vehicle.

To search for vehicle by Model:

1. Click ‘Vehicle Mgmt’
2. Under ‘Search Vehicle By’, click ‘Model’
3. Enter Model information
4. Click ‘Search’ button



Search Vehicle By Registration No. (‘USER’, ‘MANAGER’ & ‘ADMIN’)

All users can perform the various search options on the vehicle.

Note: Input field is case insensitive.

To search for vehicle by Registration No.:

1. Click ‘Vehicle Mgmt’
2. Under ‘Search Vehicle By’, click ‘Registration No.’
3. Enter Registration No.
4. Click ‘Search’ button

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About Welcome: wk [USER]

Search For Vehicle By Vehicle Model

Vehicle Model:

SearchCancel

Add Vehicle ('ADMIN')

Only users with 'ADMIN' role can add vehicle records to the system

To add vehicle:

1. Click 'Vehicle Mgmt'
2. Click 'Add Vehicle'

The screenshot shows a website header with a blue background. On the left, it says 'Keng Car Rental' and has navigation links: Home, Customer Mgmt ▾, User Mgmt ▾, Booking Service Mgmt ▾, Vehicle Mgmt ▾, and About. On the right, it says 'Welcome: keng [ADMIN]'. Below the header, there's a large image of a lake and mountains. In the center, the title 'Company Announcements' is displayed. To the right of the title is a dropdown menu with three options: 'List Vehicle', 'Add Vehicle' (which is highlighted), and 'Search Vehicle By ▾'. The main content area contains text from the CEO. It starts with a message of thanks for staff dedication during COVID-19. It then announces a special one-off bonus of 6 months for permanent and contract staff as of April 2020. The text concludes with a message of continued support and a reminder to stay safe.

Company Announcements

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers.

In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

Add Vehicle ('ADMIN')

Only users with 'ADMIN' role can add vehicle records to the system

To add vehicle:

1. Enter relevant vehicle information
2. Select image file to upload
3. Click 'Save Vehicle Details' button

The screenshot shows the 'Add Vehicle' page of the Keng Car Rental application. The top navigation bar includes links for Home, Customer Mgmt, User Mgmt, Booking Service Mgmt, Vehicle Mgmt, About, Welcome: keng [ADMIN], and Logout. The main content area has a title 'Add Vehicle' and four input sections arranged in a grid:

- Registration Number :** SLV15T
- Model / Brand**
 - Brand : Kia
 - Model : Cerato
- Capacity / Fuel Type**
 - Seating Capacity : 4
 - Engine Capacity : 1600
 - Fuel Type : Petrol
- Rate / Status**
 - Daily Rate (\$) : 90
 - Status : Available
- Image**
 - Photo : Choose file kia_cerato_1.jpg
 - A thumbnail image of a red Kia Cerato car.

At the bottom right are two buttons: 'Save Vehicle Details' (blue) and 'Back to Listing' (red).

Add Vehicle ('ADMIN')

On successful creation of new vehicle record, the following screen will be seen.

No actions required

Keng Car Rental Home Customer Mgmt ▾ User Mgmt ▾ Booking Service Mgmt ▾ Vehicle Mgmt ▾ About										Welcome: keng [ADMIN]		Logout		
Record sucessfully Saved.														
Vehicle List - All														
Vehicle ID	Veh Reg No	Brand	Model	Engine Capacity	Seating Capacity	Fuel Type	Daily Rate (\$)	Veh Status	Image	Actions				
61	SLV15T	Kia	Cerato	1600	4	Petrol	90.00	Available		 				
41	SLJ7789L	Kia	Cerato	1600	4	Petrol	70.00	Available		 				
22	SLG1234T	Mercedes	GLC250	2000	4	Petrol	200.00	Available		 				
21	SLA1224A	Hyundai	Trajet	2000	6	Petrol	100.00	Available		 				
20	SLC567U	Pontiac	Firebird	2000	2	Petrol	90.00	Available		 				

Total Number of Vehicles: 24

7

Management Reporting

Management Reporting

This function is only available to users with 'MANAGER' role.

To access Management Reporting:
1. Click 'Management Reporting'

The screenshot shows a blue header bar with the following navigation links: Keng Car Rental, Home, Customer Mgmt ▾, User Mgmt ▾, Booking Service Mgmt ▾, Vehicle Mgmt ▾, Management Reporting ▾, About, and Welcome: **wong [MANAGER]**. Below the header, a large banner titled "Company Announcements" features a message from the Executive Chairman. The message discusses the COVID-19 situation, the company's stellar performance, a special bonus of 6 months for staff, and the HR Director's role. It also expresses gratitude to staff and encourages continued support for customers. The message is signed by Wong Keng, Executive Chairman, Keng Car Rental. The background of the banner shows a scenic landscape with mountains and water.

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers.

In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

07 Management Reporting - Bookings By Month

Bookings By Month

This function is only available to users with 'MANAGER' role.

To access Bookings By Month:

1. Click 'Management Reporting'
2. Click 'Bookings By Month'

The screenshot shows a company website with a blue header bar. The header includes navigation links: 'ng Car Rental', 'Home', 'Customer Mgmt', 'User Mgmt', 'Booking Service Mgmt', 'Vehicle Mgmt', 'Management Reporting', 'About', 'Welcome: wong [MANAGER]', and 'Logout'. Below the header, there's a large banner with the text 'Company Announcements'. A white callout box is overlaid on the banner, containing two menu items: 'Bookings By Month' and 'Bookings By Vehicle Models'. The main content area contains a message from the Executive Chairman about the COVID-19 situation and a special bonus. It also includes a signature from Wong Keng, Executive Chairman, Keng Car Rental.

ng Car Rental Home Customer Mgmt User Mgmt Booking Service Mgmt Vehicle Mgmt Management Reporting About Welcome: wong [MANAGER] Logout

Company Announcements

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

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Wong Keng
Executive Chairman
Keng Car Rental

07 Management Reporting - Bookings By Month

Bookings By Month

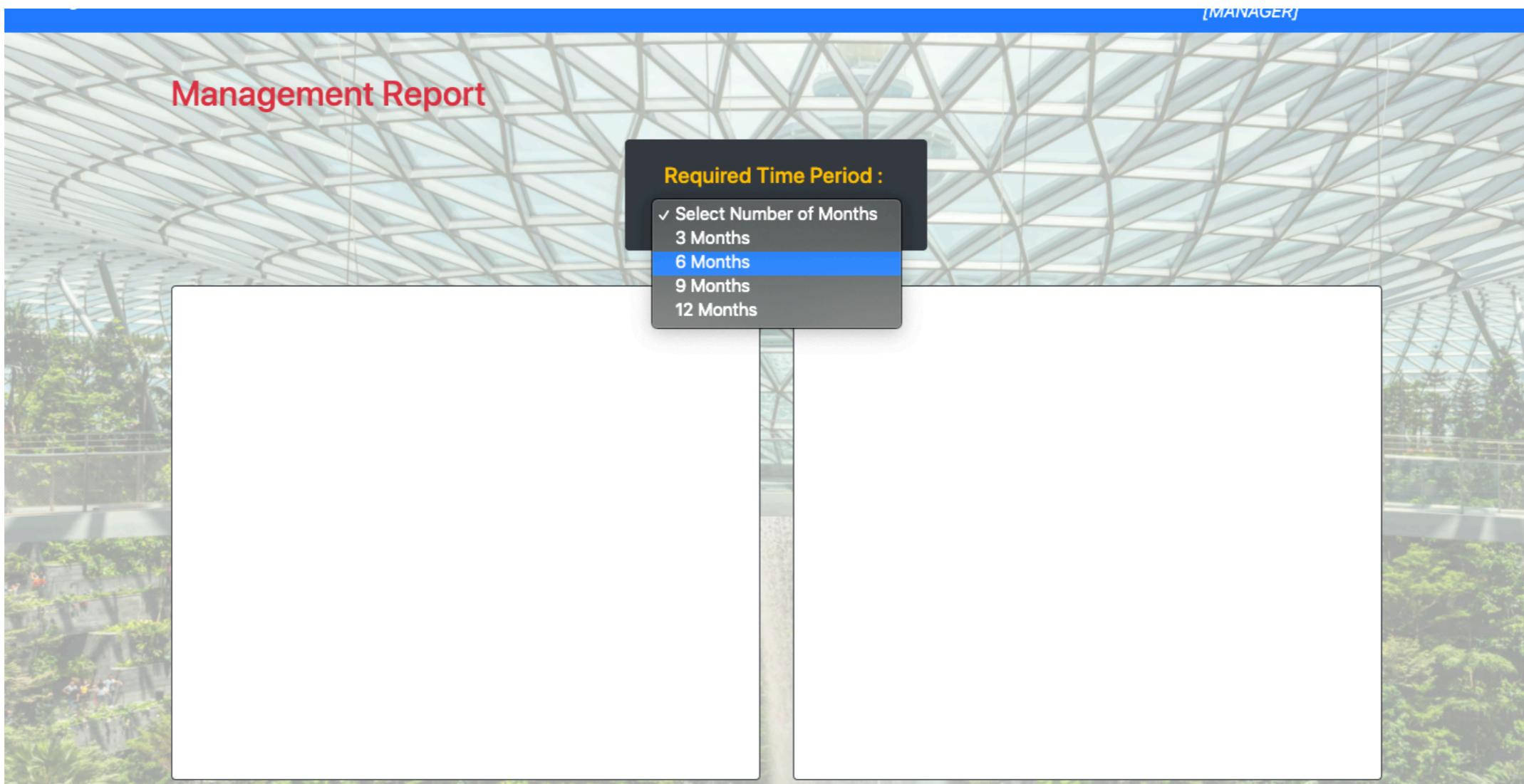
This report will present two line charts; one for number of bookings by month and the other is the revenue by month.

Reports can be present in the following time periods:

3 Months, 6 Months, 9 Months and 12 Months, all with reference to current system date and time.

To access Bookings By Month:

1. Select 'Required Time Period' from the dropdown.



07 Management Reporting - Bookings By Month

Bookings By Month

This report will present two line charts; one for number of bookings by month and the other is the revenue by month.

Reports can be present in the following time periods:

3 Months, 6 Months, 9 Months and 12 Months, all with reference to current system date and time.

No actions required



Bookings By Vehicle Models

This function is only available to users with 'MANAGER' role.

To access Bookings By Vehicle Models:

1. Click 'Management Reporting'
2. Click 'Bookings By Vehicle Models'

The screenshot shows a web-based application for managing car rentals. At the top, there is a blue header bar with various menu items: 'ng Car Rental', 'Home', 'Customer Mgmt', 'User Mgmt', 'Booking Service Mgmt', 'Vehicle Mgmt', 'Management Reporting', 'About', 'Welcome: wong [MANAGER]', and 'Log'. Below the header, the main content area has a blue background with a scenic mountain and lake image. A large, bold title 'Company Announcements' is centered at the top of the content area. To the right of the title, there is a small white callout box containing two links: 'Bookings By Month' and 'Bookings By Vehicle Models'. The main text area contains a message from the Executive Chairman:

Due to the ongoing COVID-19 situation, we are operating in a very challenging and unprecedented environment. As founder and Executive Chairman of Keng Car Rental, I will like to thank all our staff for their continued dedication and support for the company and for staying focused on the needs of our customers.

Your dedication and support have greatly helped the company achieve another stellar performance for the latest financial quarter!!! As a result, the Board has approved a special one-off bonus of **6 months** for all permanent and contract staff who are on our payroll as of 1 April 2020. More details will be provided by the HR Director by the middle of May 2021.

The Board and I look forward to your continued support to go the 'extra mile' for our esteemed customers.

In the meantime, do also spend time with your loved ones and I hope that all of you and your family will continue to stay safe and healthy!

Wong Keng
Executive Chairman
Keng Car Rental

Bookings By Vehicle Models

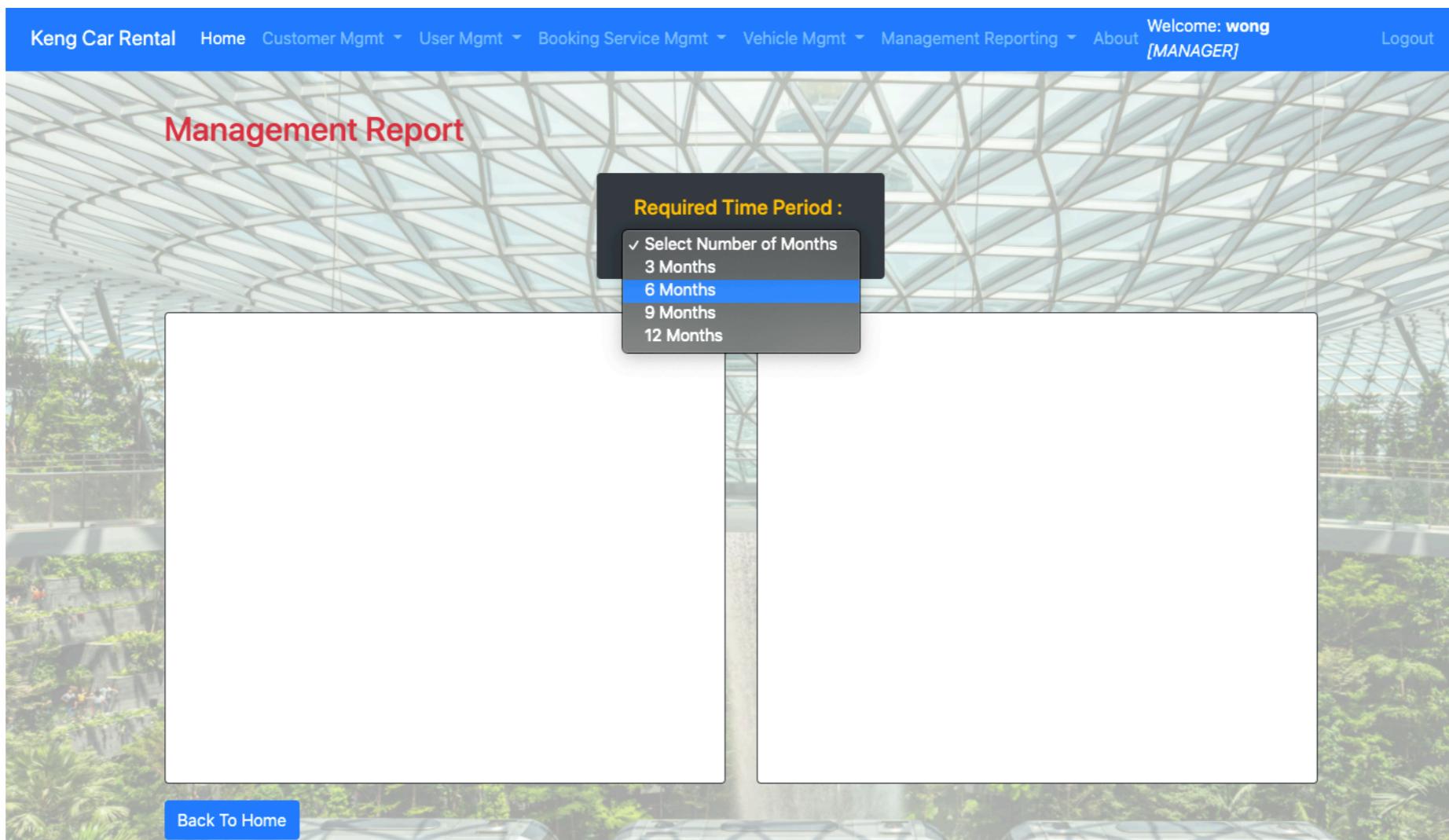
This report will present two pie charts; one for number of bookings by car models for the selected time period and the other is the revenue by car models for the selected time period.

Reports can be present in the following time periods:

3 Months, 6 Months, 9 Months and 12 Months, all with reference to current system date and time.

To access Bookings By Vehicle Models:

1. Select 'Required Time Period' from the dropdown.



Bookings By Vehicle Models

This report will present two pie charts; one for number of bookings by car models for the selected time period and the other is the revenue by car models for the selected time period.

Reports can be present in the following time periods:

3 Months, 6 Months, 9 Months and 12 Months, all with reference to current system date and time.

To access Bookings By Vehicle Models:

1. Select 'Required Time Period' from the dropdown.

