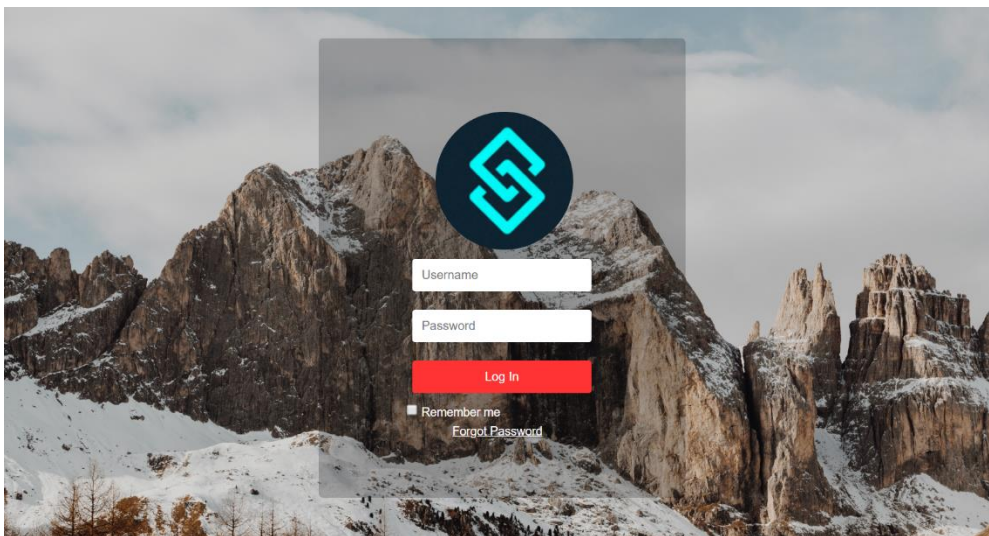


# Manual for User

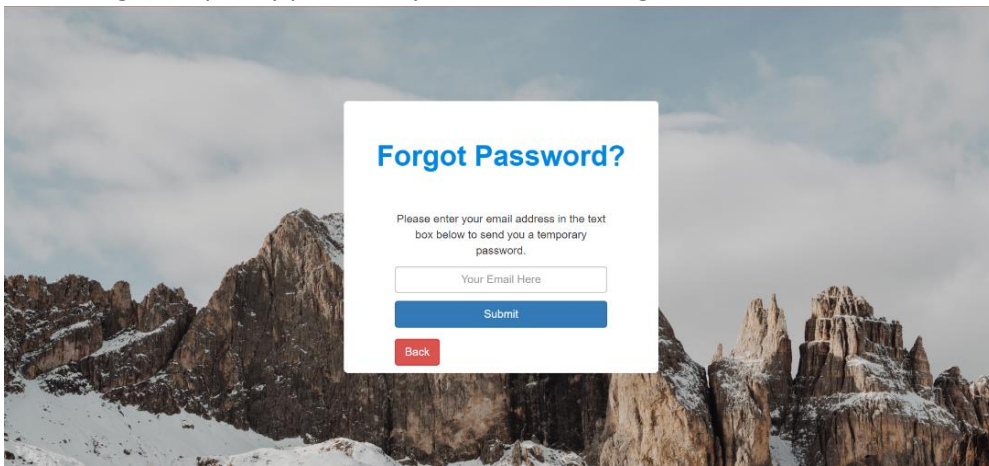
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1. **LOGGING IN** – Go to the website. The login page pops up asking for your username and password. To proceed to the homepage, enter a valid username and password then click the **Log In** button or press the **Enter** key.


- If you want the browser you are using to save your username and password for you, you can do so by checking the **Remember Me** checkbox before logging in. Otherwise, uncheck it.

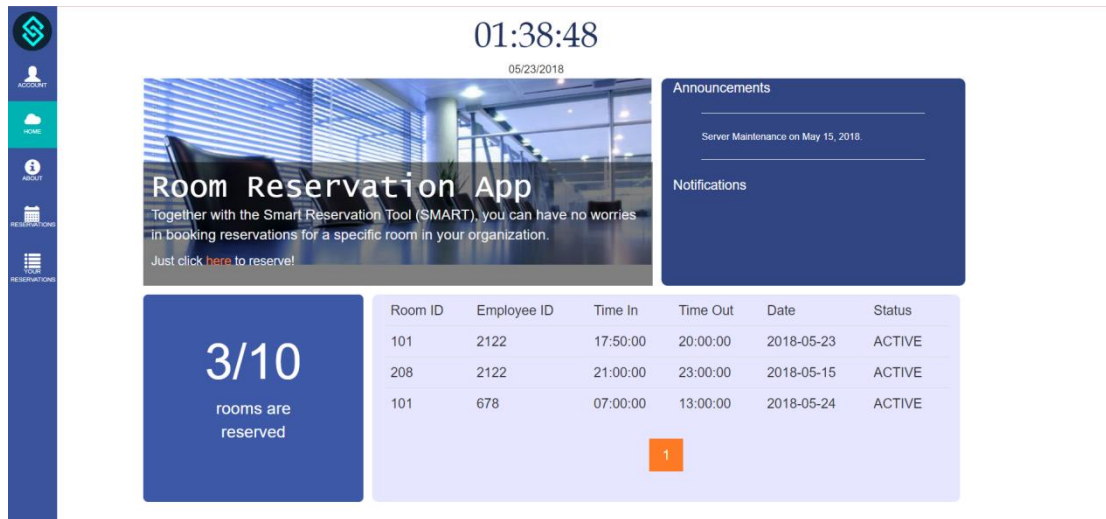


2. **FORGET PASSWORD** - If you forgot your password, click the Forgot Password link at the bottom of the page. You will be asked to enter the email address you registered with your account. After submitting, check the email address. You will find an email from the system containing a temporary password you could use to log in.



3. **HOMEPAGE** - Logging in will open the home page. On the top right of the page, you can view announcements posted by the admin. Your reservations for the day will be posted under Notifications. On the bottom part, you can see how many of the rooms are currently reserved and you can view all the reservations made. Each page only shows 5 reservations.

- To view other reservations, just click at the page footers to change page.
- You can always come back to the homepage by clicking the **Home** button  at the side bar of any page.



01:38:48  
05/23/2018

### Room Reservation App

Together with the Smart Reservation Tool (SMART), you can have no worries in booking reservations for a specific room in your organization. Just click [here](#) to reserve!

3/10 rooms are reserved

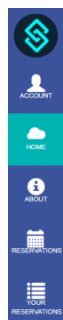
Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE


1

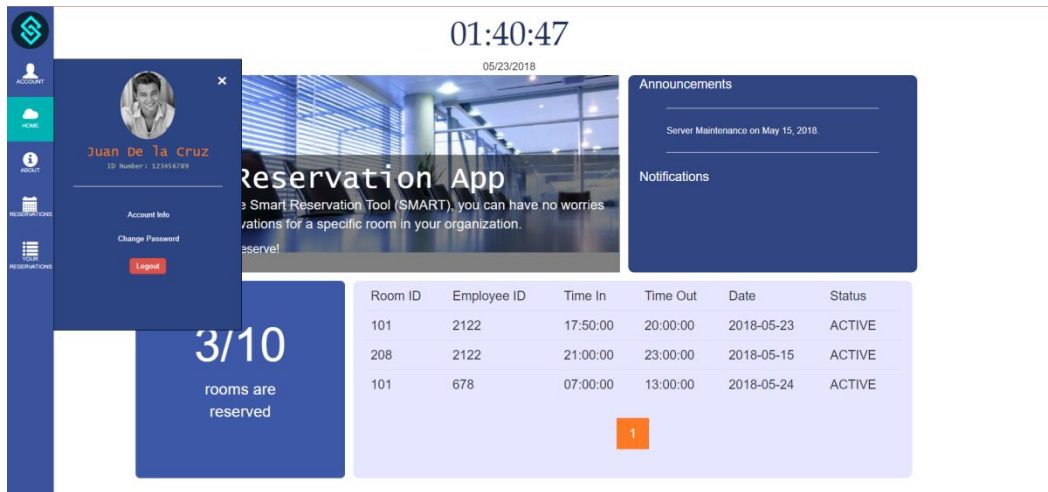
Announcements  
Server Maintenance on May 15, 2018.

Notifications

4. **SIDE BAR** - The side bar is the vertical menu shown at the left most part of all the pages except the login page. This bar displays buttons with icons, which with a click would direct you to the different pages of the website.



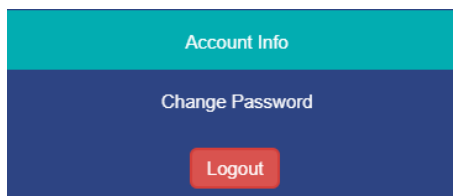
**5. ACCOUNT NAVIGATION** - Click the **Account button**  will open the Account Navigation Box. This box will contain your profile picture, name and ID number.



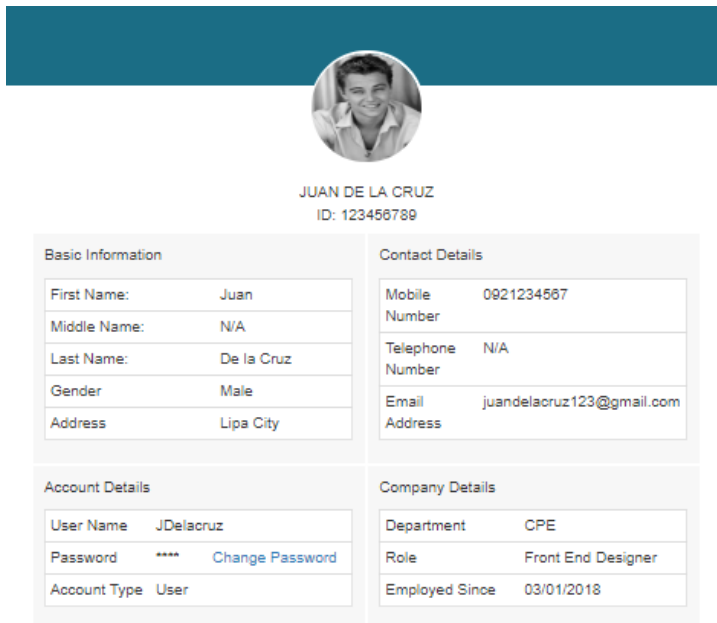
The screenshot shows a dashboard with a sidebar on the left containing icons for ACCOUNT, HOME, ABOUT, RESERVATIONS, and TOOLS. The main content area displays the time 01:40:47 and the date 05/23/2018. A modal window titled 'Reservation App' is open, showing a profile picture of Juan De la Cruz, his name, ID number (123456789), and options for 'Account Info', 'Change Password', and 'Logout'. Below the modal, a large blue box indicates '3/10 rooms are reserved'. To the right, there are sections for 'Announcements' (Server Maintenance on May 15, 2018) and 'Notifications'. A table below these sections lists reservation data:

Room ID	Employee ID	Time In	Time Out	Date	Status
101	2122	17:50:00	20:00:00	2018-05-23	ACTIVE
208	2122	21:00:00	23:00:00	2018-05-15	ACTIVE
101	678	07:00:00	13:00:00	2018-05-24	ACTIVE

**6. ACCOUNT INFORMATION**- Click on the **Account Info** in the lower part of the Account Navigation box. This will open a new page containing your information displayed in 4 separate sections: Basic Information, Contact Details, Account Details and Company Details.



The 'Account Info' modal window shows a teal header with the title 'Account Info'. Below it, on a dark blue background, are the options 'Change Password' and a red 'Logout' button.



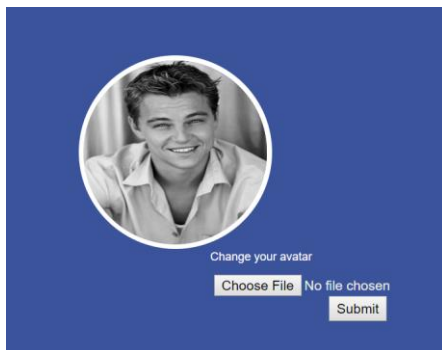
The 'Account Information' page features a teal header with a circular profile picture of Juan De la Cruz. Below the picture, the name 'JUAN DE LA CRUZ' and ID 'ID: 123456789' are displayed. The page is divided into four sections:

Basic Information		Contact Details	
First Name:	Juan	Mobile Number	0921234567
Middle Name:	N/A	Telephone Number	N/A
Last Name:	De la Cruz	Email Address	juandelacruz123@gmail.com
Gender	Male		
Address	Lipa City		

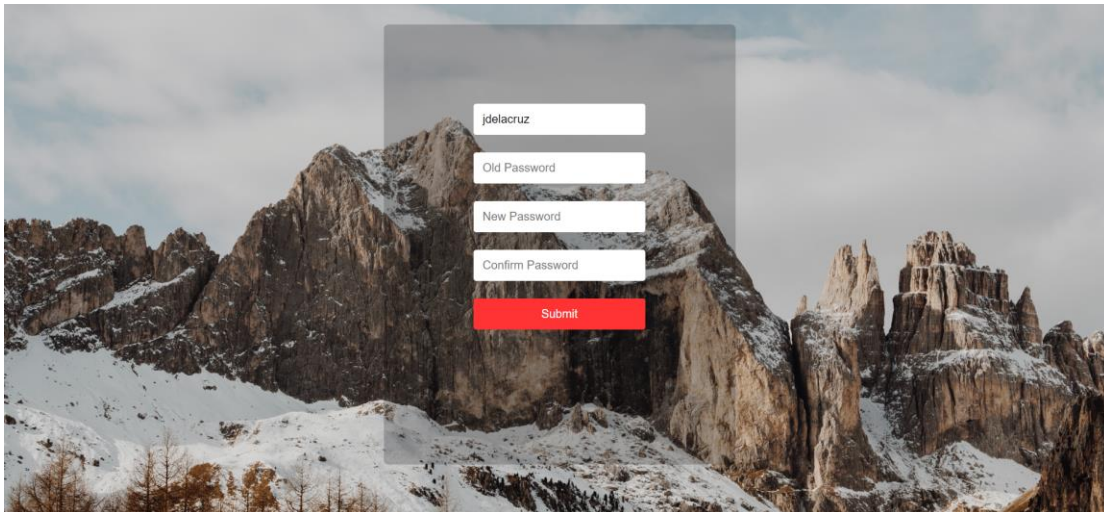
Account Details		Company Details	
User Name	JDelacruz	Department	CPE
Password	**** <a href="#">Change Password</a>	Role	Front End Designer
Account Type	User	Employed Since	03/01/2018


**7. CHANGE PROFILE PICTURE-** On the account information page, hover on your current profile picture and click **Edit** to open a pop-up window where you can upload, preview and submit a new profile picture.



**\*\*Note:** Files should be less than 2MB and only in the following type: jpg, jpeg, gif and png.

**8. CHANGING PASSWORD** - Click the **Change Password** link at the bottom part of the Account Information page. Clicking will direct you to a page where you'll be asked to enter your old password, new password, and verification of your new password. Click **OK** to save.




**9. LOGGING OUT** - You can logout of the system by clicking at the **Logout** Button  found at the bottom of the Account Navigation box. After clicking, a window will pop-up confirming your logout. Click OK to proceed to the Login Page and Cancel to cancel your logout.

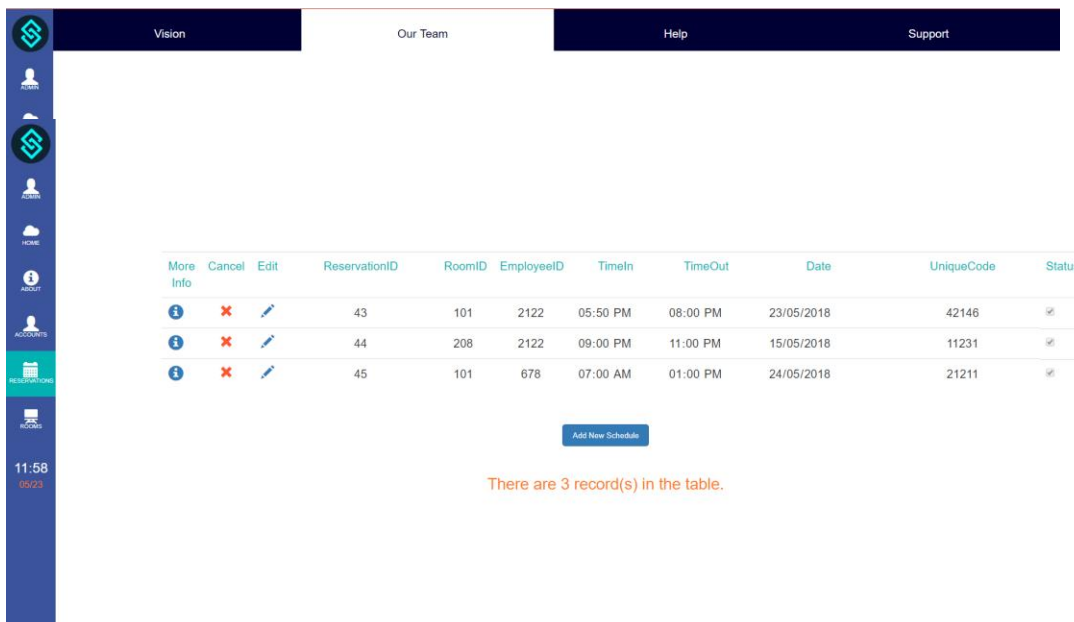
From localhost

Confirm Log Out?

OK

Cancel

10. **ABOUT US** - Clicking the **About** button  at the side bar will open the About page. There is a horizontal menu at the top of the page where you can select the data you want to view about the website and the developers.




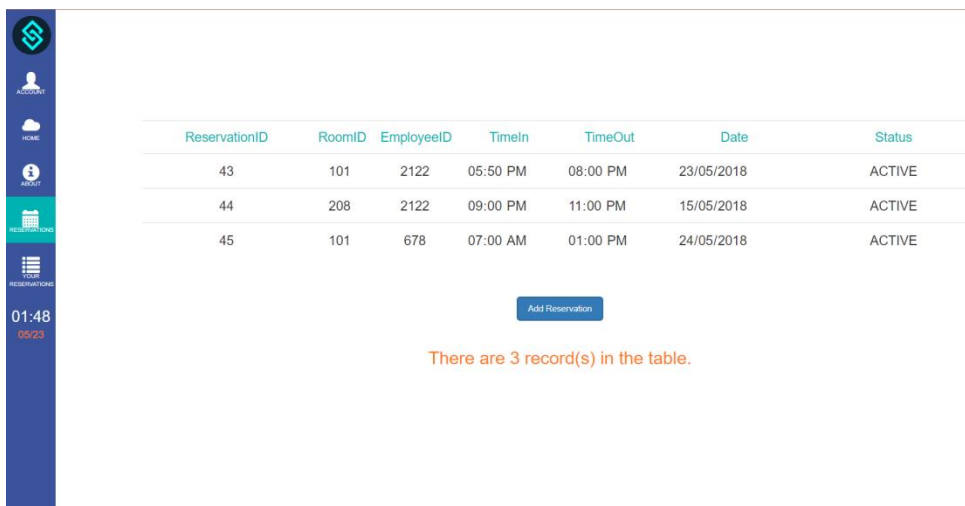
The screenshot shows the 'About' page of a web application. On the left is a vertical sidebar with icons for Home, About, Account, Reservations, and a clock showing 11:58 on 05/23. The top navigation bar has four tabs: 'Vision', 'Our Team', 'Help', and 'Support'. The main content area features a table with reservation data. Each row has action icons (info, cancel, edit) on the left. Below the table is an 'Add New Schedule' button and a message: 'There are 3 record(s) in the table.'

More Info	Cancel	Edit	ReservationID	RoomID	EmployeeID	TimeIn	TimeOut	Date	UniqueCode	Status
			43	101	2122	05:50 PM	08:00 PM	23/05/2018	42146	
			44	208	2122	09:00 PM	11:00 PM	15/05/2018	11231	
			45	101	678	07:00 AM	01:00 PM	24/05/2018	21211	

[Add New Schedule](#)

There are 3 record(s) in the table.

11. **VIEWING RESERVATIONS** - Clicking the **Reservations** button  in the side bar will open a page where you can view all the reservations and the details including the unique code.




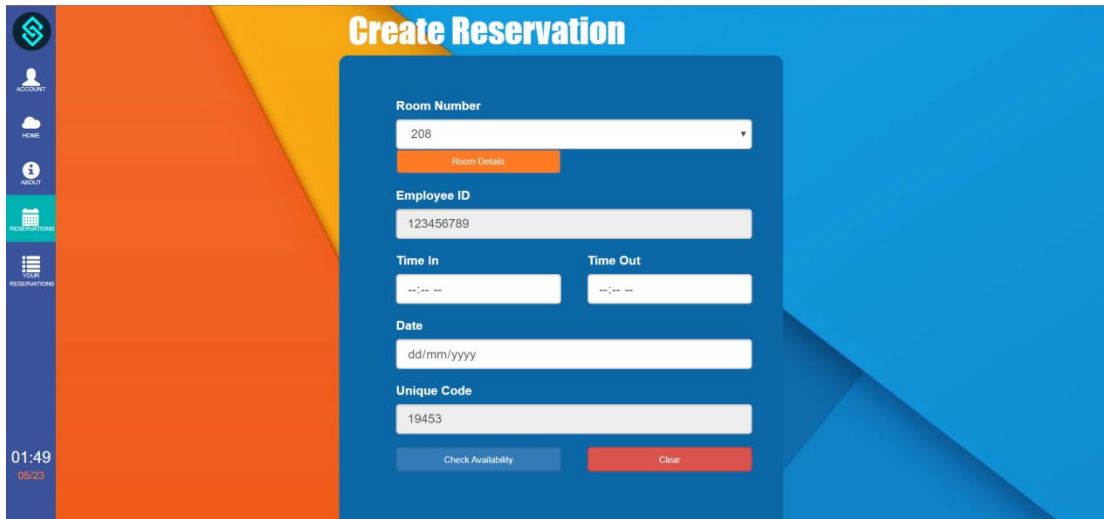
The screenshot shows the 'Reservations' page. The sidebar is similar to the previous page but with the 'Reservations' icon highlighted. The top navigation bar is not visible. The main content area features a table with reservation data. Below the table is an 'Add Reservation' button and a message: 'There are 3 record(s) in the table.'


ReservationID	RoomID	EmployeeID	TimeIn	TimeOut	Date	Status
43	101	2122	05:50 PM	08:00 PM	23/05/2018	ACTIVE
44	208	2122	09:00 PM	11:00 PM	15/05/2018	ACTIVE
45	101	678	07:00 AM	01:00 PM	24/05/2018	ACTIVE

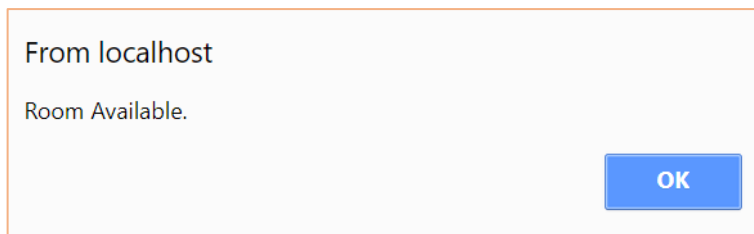
[Add Reservation](#)

There are 3 record(s) in the table.

**12. ADDING RESERVATION-** On the bottom of the Reservations page, click on the **Add New Schedule** button  and fill up the necessary fields in the form.

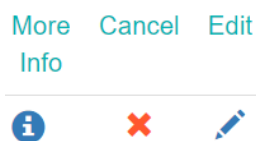



- After filling all the necessary fields, click the **Check Availability** button  and wait for confirmation that the room is available on your selected date and time. If available, a pop-up window will appear.

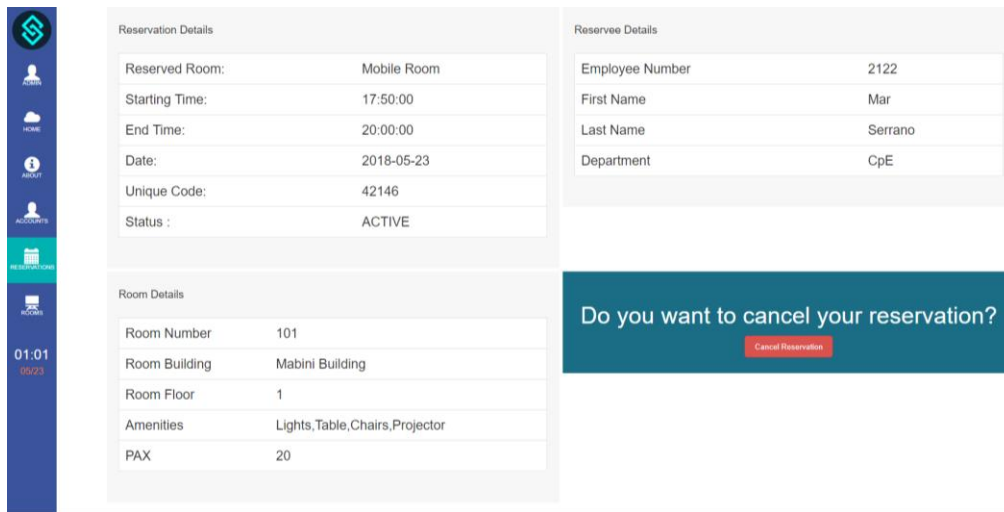


- Click OK. You will then see the **Save** button at the bottom of the page. Click it to save your reservation.
- If the room you chose is not available on your selected time and date, a pop-up window will appear. Clicking OK will close the pop-up window so you can edit the details of your reservation until it is available.

**13. RESERVATION OPTIONS-** On the left most part of the table, you will be able to see 3 options for reservation.



- **More Info-** Clicking this  button will display a page with a table of information about the reservation, reservee and the room reserved. You can also cancel the selected reservation in this page.



The screenshot shows a web application interface with a sidebar on the left containing icons for Home, About, Accounts, Reservations, and a clock showing 01:01 on 05/23. The main content area is divided into three sections:


- Reservation Details:**

Reserved Room:	Mobile Room
Starting Time:	17:50:00
End Time:	20:00:00
Date:	2018-05-23
Unique Code:	42146
Status :	ACTIVE
- Reservee Details:**

Employee Number	2122
First Name	Mar
Last Name	Serrano
Department	CpE
- Room Details:**



Room Number	101
Room Building	Mabini Building
Room Floor	1
Amenities	Lights,Table,Chairs,Projector
PAX	20

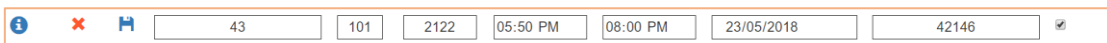
At the bottom right, there is a blue box with the text "Do you want to cancel your reservation?" and a red button labeled "Cancel Reservation".

- **Cancel-** Clicking this  button will display a pop-up for confirmation of deletion of the selected reservation. Click OK if you want to proceed deleting the reservation.



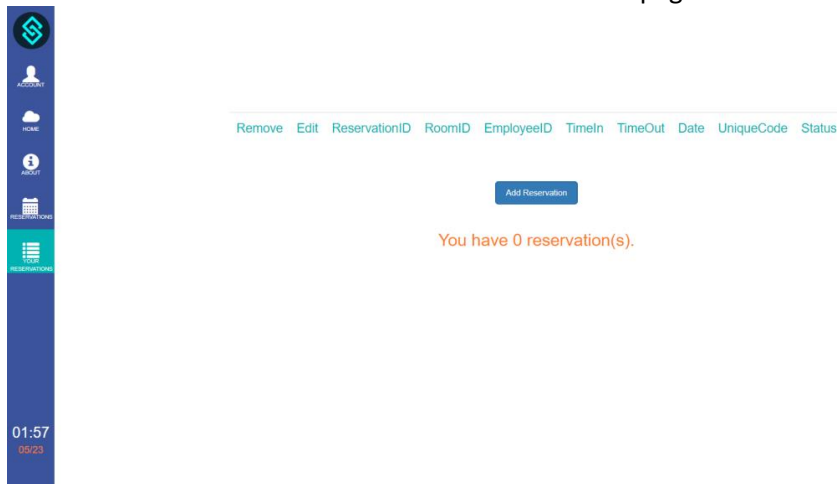
The screenshot shows a confirmation dialog box with the text "localhost says" and "Confirm Delete?". At the bottom right, there are two buttons: "OK" (blue) and "Cancel" (white with a gray border).

- **Edit-** Clicking this  button will make the table editable. Rewrite the data in the field you want to edit, then click the Save  button to update the reservation.



The screenshot shows a single row from a table with input fields for editing. The fields contain the following values: 43, 101, 2122, 05:50 PM, 08:00 PM, 23/05/2018, 42146, and a checked checkbox. Above the first field is a red 'X' icon, and above the second field is a blue save icon.

14. **YOUR RESERVATIONS-** Clicking the Your Reservations button will direct you to a page similar to the Reservations page but instead of displaying all the reservations, it will only show you your reservations. You could also add a reservation in this page.



The screenshot shows the "Your Reservations" page. It features a sidebar on the left with icons for Home, About, Accounts, Reservations, and a clock showing 01:57 on 05/23. The main content area has a table header with the following columns: Remove, Edit, ReservationID, RoomID, EmployeeID, TimeIn, TimeOut, Date, UniqueCode, and Status. Below the header is a blue button labeled "Add Reservation". Underneath the button, it says "You have 0 reservation(s)." in orange text.