

How to use e-Admin Portal for User

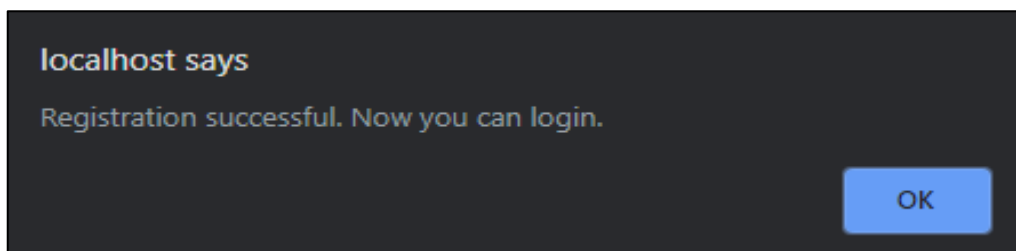
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User Login

The screenshot shows the 'Admin e-Booking Portal' Sign Up page. At the top, there is a navigation bar with the 'EPIC' logo, 'Admin' link, and 'User Manual' link. On the right, there are input fields for 'Employee No' and 'Password', and a 'Login' button. The main content area is titled 'Admin e-Booking Portal' and 'Sign Up'. It contains a form with the following fields: 'Full Name', 'Employee No', 'Pass Id No', 'email@epicgroup.com.my', 'Position' (dropdown), 'N + 1' (dropdown), 'Department' (dropdown), and 'Company' (dropdown). A red bracket groups the 'Full Name', 'Employee No', 'Pass Id No', and 'email@epicgroup.com.my' fields. To the right of the form, a text box states: 'Please ensure that you enter your Full Name, Employee No, Pass Id No, Email, N + 1, Position, Department, and Company.' At the bottom of the form is a 'Register' button.

1. Figure above shows the interface for the user to Login or Sign Up to e-Admin Portal.
2. If you are not a user, please fill in all the required information in **Sign Up** to register.
3. Please enter your Employee No and Password to Login to Admin e-Booking Portal.
4. Click on **Register** to register as a user.



1. The above alert shows that your registration is successful.
2. Click OK and now you will proceed to the login page.

The screenshot shows the 'Admin e-Booking Portal' with a 'Sign Up' form and a login section. The 'Sign Up' form includes fields for 'Full Name', 'Position' (with a dropdown menu showing 'N + 1'), 'Department', and 'Company', along with a 'Register' button. A red arrow points from the 'Full Name' field to the login section. The login section has a text input field containing 'p12345', a password field with masked characters '*****', and a 'Login' button. A red arrow points from the password field to an explanatory text box. Another text box points to the 'Full Name' field.

EPIC Admin User Manual

Admin e-Booking Portal

Sign Up

Full Name

Position Please fill out this field.

N + 1

Department

Company

Register

p12345 ***** Login

User need to fill in the **Employee No** that have been registered through the system

The password will be your **Pass Id No**

1. Please enter your **Employee No** and **Password (Pass Id No)** to log into Admin e-Booking Portal.



1. The alert shows that your Login is successful.
2. Please click OK to proceed.

User Dashboard

The screenshot displays the 'Admin e-Booking Portal | User Panel' interface. On the left, a sidebar menu includes 'Dashboard', 'Meeting room', and 'Vehicle'. The main content area, titled 'Admin e-Booking', features a 'DASHBOARD' section with two cards: 'Meeting Room' and 'Vehicle'. Both cards show '1 TOTAL RESERVATIONS' and include links for 'FULL DETAIL' and 'APPLY NOW'. A red box highlights the 'Dashboard' menu item and the reservation cards. A red arrow points from this box to a text box stating 'Dashboard will show today's reservation'.

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

Dashboard

Meeting room

Vehicle

Admin e-Booking

DASHBOARD

Meeting Room

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Vehicle

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Dashboard will show today's reservation

This screenshot shows the same dashboard as the first image but with additional annotations. Three orange boxes with red arrows point to specific UI elements: 'Your name will appear automatically' points to the user's name in the top right; 'Click here to update your profile' points to the 'Profile Setting' link in the user menu; and 'Click here to Log Out from the system' points to the 'Logout' link in the user menu.

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

Dashboard

Meeting room

Vehicle

Admin e-Booking

DASHBOARD

Meeting Room

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Vehicle

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Your name will appear automatically

Click here to update your profile

Click here to Log Out from the system

Profile Setting

Logout

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

Profile Setting

Logout

FORM FIELD

Full Name: * NUR DIAN BINTI ABDULLAH

Employee No: * P12345

Email: * nur.dian@epicgroup.com.my

Position: * EXECUTIVE, IT

N + 1: * Normah Binti Ibrahim @ Ghazali

Department: * IT (SOLUTIONS)

Company: * PANGKALAN BEKALAN KEMAMAN SDN BHD

Save

Select your Position, N +1, Department and Company

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

Admin e-Booking

DASHBOARD

Meeting Room

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Vehicle

1

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

Total reservation will appear

Click **FULL DETAIL** to view the reservation details

Click **APPLY NOW** to apply the reservation

Meeting Room

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

View Reservation

Apply Reservation

Search Reservation

History Reservation

Vehicle

Admin e-Booking

DASHBOARD

Click **Meeting Room** tab for menu

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

TOTAL RESERVATIONS

FULL DETAIL →

← APPLY NOW

View Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

View Reservation

Apply Reservation

Search Reservation

History Reservation

Vehicle

View Reservation Meeting Room

FORM FIELD

No	Name	Department	Start Date	Start Time	End Date	End Time	Room	Pax
1	NUR AINNA ADILLA BINTI JAMALIL ARIS	IT (SOLUTIONS)	25-11- 2019	08:00 AM	25-12- 2019	05:00 PM	Meeting Room (Ground Floor) - Capacity: 6 to 12 paxs	6

Apply Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

- Dashboard
- Meeting room
- View Reservation
- Apply Reservation**
- Search Reservation
- History Reservation
- Vehicle

Apply Reservation Meeting Room

FORM FIELD

Purpose: *

Start Date: * 05/12/2019 End Date: * 05/12/2019

Start Time: * --:-- End Time: * --:--

Type of Room: * Select Room

No. of Pax: * Select Pax

Confirm Reservation

Enter the reservation purpose

Select date of reservation

Enter time start and end

Select type of meeting room

Select no of pax

*Minimum 4 paxs to request a drink

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

- Dashboard
- Meeting room
- View Reservation
- Apply Reservation**
- Search Reservation
- History Reservation
- Vehicle

Apply Reservation Meeting Room

FORM FIELD

Purpose: * meeting with the vendor

Start Date: * 01/12/2019 End Date: * 01/12/2019

Start Time: * --:-- End Time: * --:--

Type of Room: *

No. of Pax: *

Confirm Reservation

*Please book 2 days before the meeting date

*Minimum 4 paxs to request a drink

December, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31	1	2	3	4

1. Click on the downward arrow to select the date.

Admin e-Booking Portal | User Panel
NUR DIAN BINTI ABDULLAH

MAIN
Dashboard
Meeting room
View Reservation
Apply Reservation
Search Reservation
History Reservation
Vehicle

Apply Reservation Meeting Room

FORM FIELD

Purpose: *
meeting with the vendor

Start Date: *
01/12/2019
End Date: *
01/12/2019
*Please book 2 days before the meeting date

Start Time: *
08:00 AM
End Time: *
05:00 PM

Type of Room: *
Discussion Room (Level 3) - Capacity: 4 to 6 pax

No. of Pax: *
4
*Minimum 4 paxs to request a drink

Type of Drink: *
Coffee

Confirm Reservation

Search Reservation

Admin e-Booking Portal | User Panel
NUR DIAN BINTI ABDULLAH

MAIN
Dashboard
Meeting room
View Reservation
Apply Reservation
Search Reservation
History Reservation
Vehicle

Search Reservation Meeting Room

RESERVATION INFO

Reserve Date: From 25/11/2019 To 25/12/2019

Type of Room : Select Room
Search

Show 10 entries
Search:

No	Name	Department	Start Date	Start Time	End Date	End Time	Room	Pax
1	NUR AINNA ADILLA BINTI JAMALIL ARIS	IT (SOLUTIONS)	25-11-2019	08:00 AM	25-12-2019	05:00 PM	Meeting Room (Ground Floor) - Capacity: 6 to 12 paxs	6
2	NUR DIAN BINTI ABDULLAH	IT (SOLUTIONS)	01-12-2019	08:00 AM	01-12-2019	05:00 PM	Discussion Room (Level 3) - Capacity: 4 to 6 paxs	6

1. Search availability of Meeting Room by select the date or the type of room.

History Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

View Reservation

Apply Reservation

Search Reservation

History Reservation

Vehicle

RESERVATION INFO

Show 10 entries

Search:

No	Purpose	Start Date	Start Time	End Date	End Time	Room	Status	Details	Action
1	MEETING WITH THE VENDOR	01-12-2019	08:00 AM	01-12-2019	05:00 PM	Discussion Room (Level 3) - Capacity: 4 to 6 paxs	Successful	Details	Edit / Cancel
2	TEST	07-11-2019	10:00 AM	01-01-1970	12:00 PM	Meeting Room (Ground Floor) - Capacity: 6 to 12 paxs	Successful	Details	
3	MEETING	06-11-2019	03:00 PM	01-01-1970	05:00 PM	Discussion Room (Level 3) - Capacity: 4 to 6 paxs	Successful	Details	
4	TEST DPMTID	31-10-2019	10:00 AM	01-01-1970	01:00 PM	Meeting Room (Ground Floor) - Capacity: 6 to 12 paxs	Successful	Details	
No	Purpose	Start Date	Start Time	End Date	End Time	Room	Status	Details	Action

Showing 1 to 4 of 4 entries

PREVIOUS1NEXT

You can edit your reservation by select **Edit** or **Cancel**

Edit Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

- Dashboard
- Meeting room
- View Reservation
- Apply Reservation
- Search Reservation
- History Reservation
- Vehicle

Room Reservation

FORM FIELD

Purpose: * MEETING WITH THE VENDOR

Start Date: * 01/12/2019 **End Date: *** 01/12/2019

Start Time: * 08:00 AM **End Time: *** 05:00 PM

Type of Room: * Discussion Room (Level 3) - Capacity: 4 to 6 pax

No. of Pax: * 6 *Minimum 4 paxs to request a drink

Save Click **Save** to save the reservation

1. Select any details that you want to edit.
2. Please fill up all the details before save the reservation.

Cancel Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

- Dashboard
- Meeting room
- View Reservation
- Apply Reservation
- Search Reservation
- History Reservation
- Vehicle

Room Reservation

FORM FIELD

Purpose: * MEETING WITH THE VENDOR

Start Date: * 01/12/2019 **End Date: *** 01/12/2019

Start Time: * 08:00 AM **End Time: *** 05:00 PM

Type of Room: * Discussion Room (Level 3) - Capacity: 4 to 6 pax

Type of Drink: * Coffee

No. of Pax: * 6

Cancel Click **Cancel** to cancel the reservation