How to use e-Admin Portal for User

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User Login

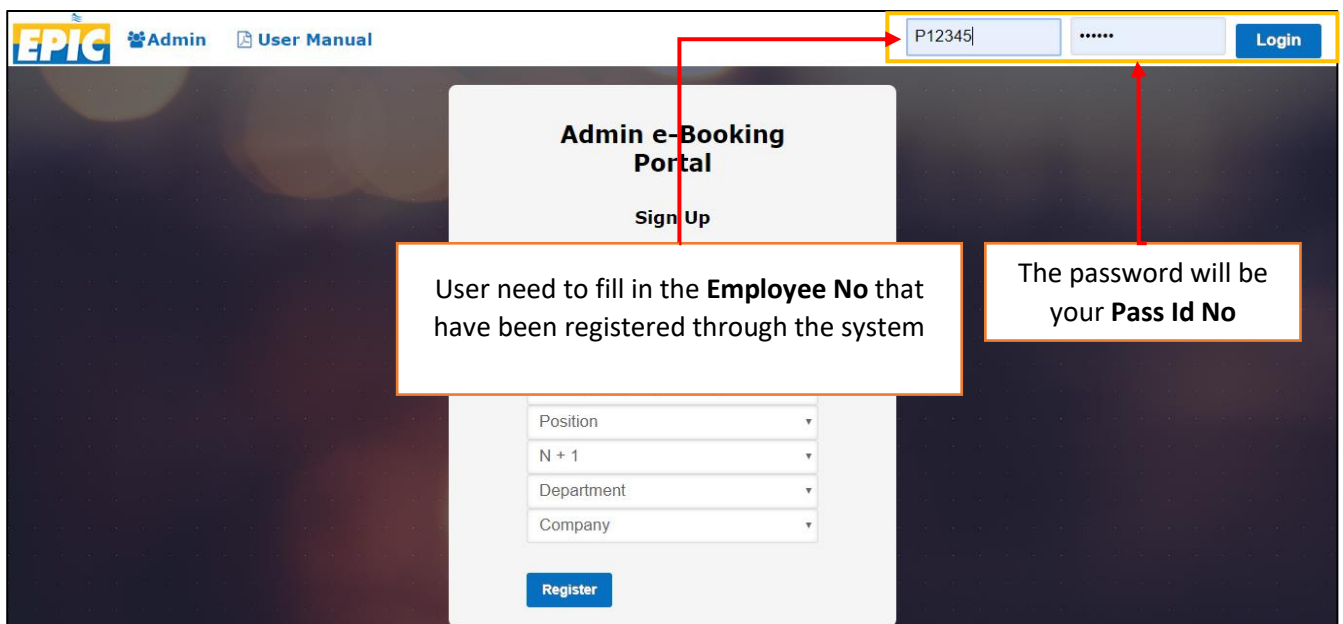1. Figure above shows the interface for the user to Login or Sign Up to e-Admin Portal.
2. Please enter your Employee No and Password to Login to Admin e-Booking Portal.
3. You can hover your cursor to the password field to find the clue about the password.
4. If you are not a user, please fill in all the required information in **Sign Up** to register.

1. Click on **Register** to register as a user.

localhost says

Registration successful. Now you can login.

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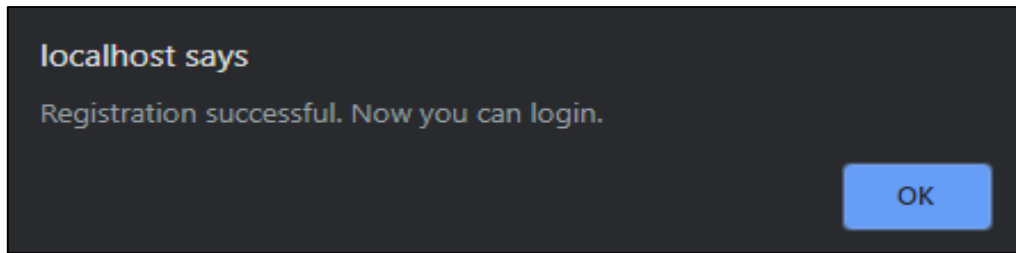
1. The above alert shows that your registration is successful.
2. Click OK and now you will proceed to the login page.

EPIC 👥Admin 📄User Manual

P12345 •••••• Login

Admin e-Booking Portal

Sign Up

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

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

Position ▾
N + 1 ▾
Department ▾
Company ▾

Register

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

localhost says

Login success.

OK

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

User Dashboard
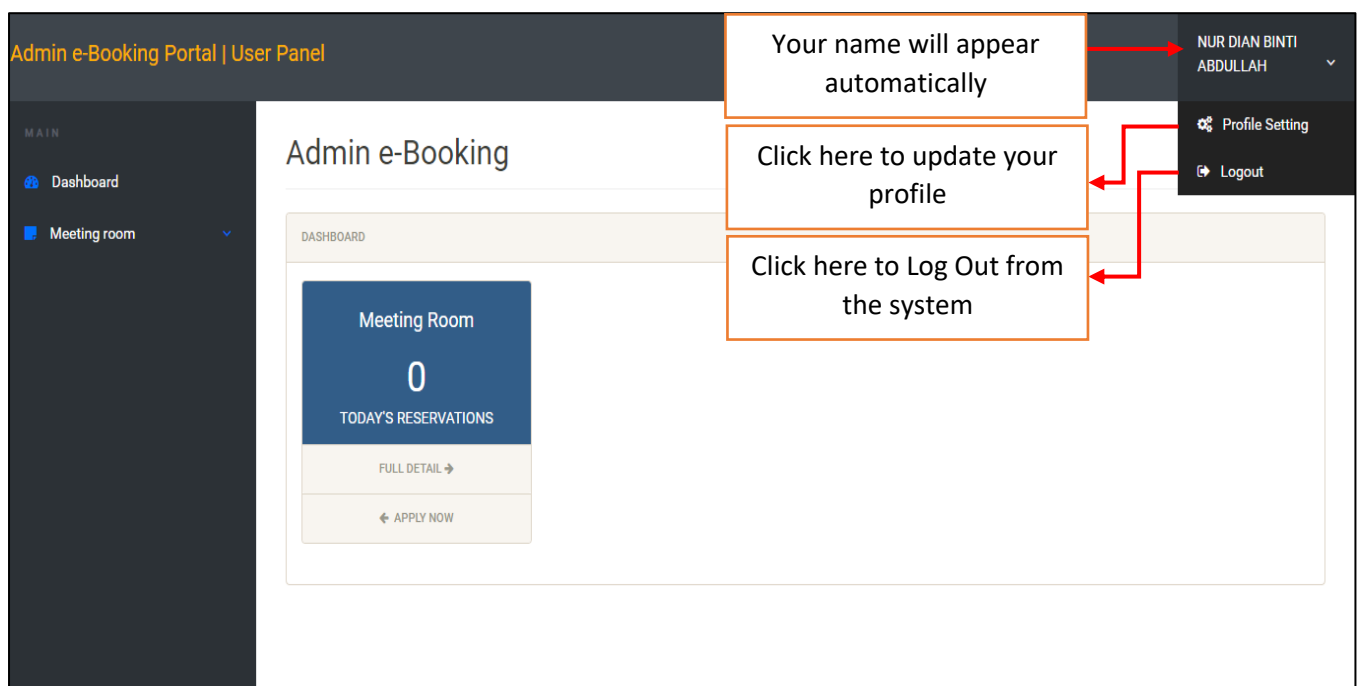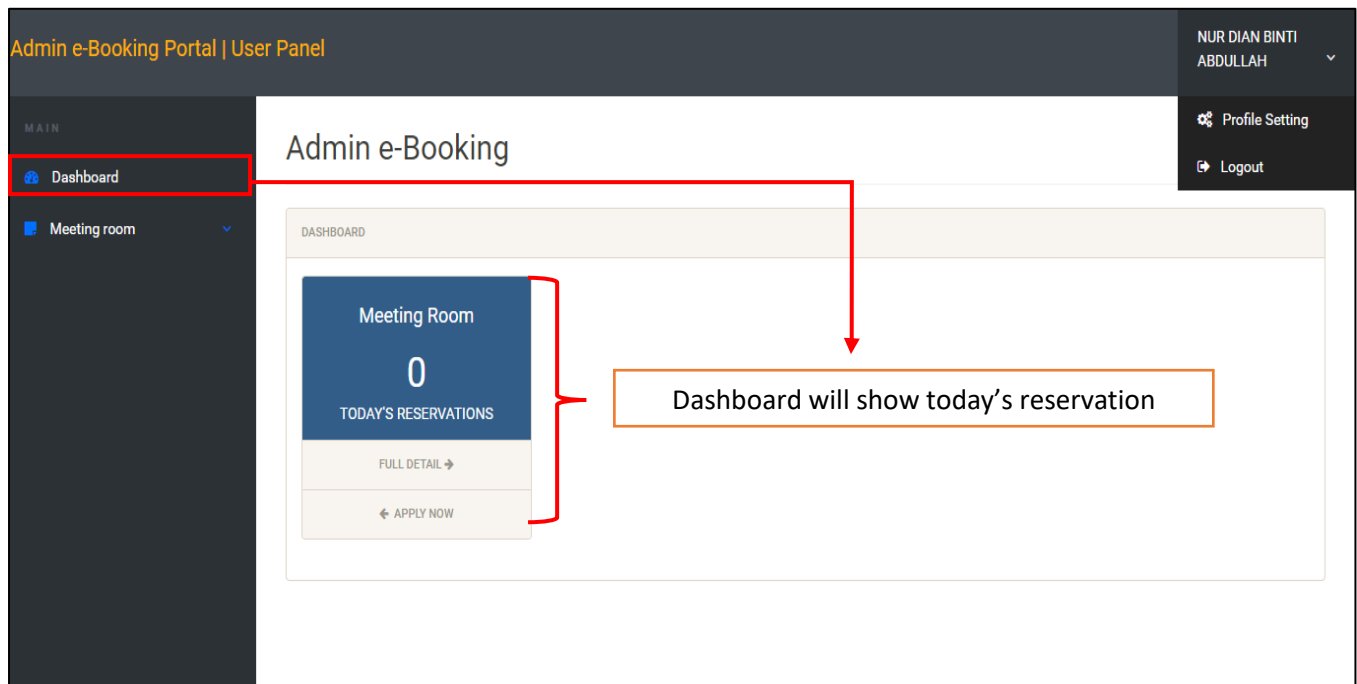
Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

Profile Setting

Logout

MAIN

Dashboard

Meeting room

Admin e-Booking

DASHBOARD

Meeting Room

0

TODAY'S RESERVATIONS

FULL DETAIL →

← APPLY NOW

Dashboard will show today's reservation

Admin e-Booking Portal | User Panel

Your name will appear automatically

NUR DIAN BINTI ABDULLAH

Click here to update your profile

Profile Setting

Logout

Click here to Log Out from the system

MAIN

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0

TODAY'S RESERVATIONS

FULL DETAIL →

← APPLY NOW

Profile Setting

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Profile Setting

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

MAIN

Dashboard

Meeting room

Admin e-Booking

DASHBOARD

Meeting Room

0

TODAY'S RESERVATIONS

FULL DETAIL →

← APPLY NOW

Total today's reservation for meeting room will appear

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

Click **APPLY NOW** to reserve the meeting room

Meeting Room

View Reservation

Apply Reservation

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

Search Reservation

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

History Reservation

Edit Reservation

1. Select any details that you want to edit.

2. Please select back all the details in the **dropdown**.

Cancel Reservation