

How to use e-Admin Portal for User

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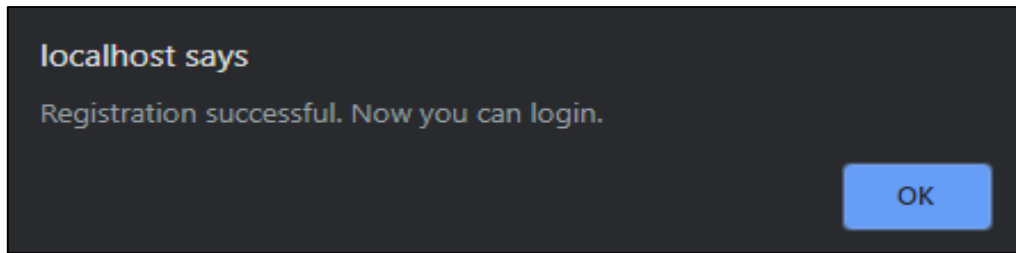
User Login

The screenshot shows the 'Admin e-Booking Portal' Sign Up interface. At the top, there is a navigation bar with the EPIC logo, 'Admin' link, 'User Manual' link, and login fields for 'Employee No' and 'Password' with a 'Login' button. The main content area features a 'Sign Up' 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 last five 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.' A 'Register' button is located at the bottom of the form.

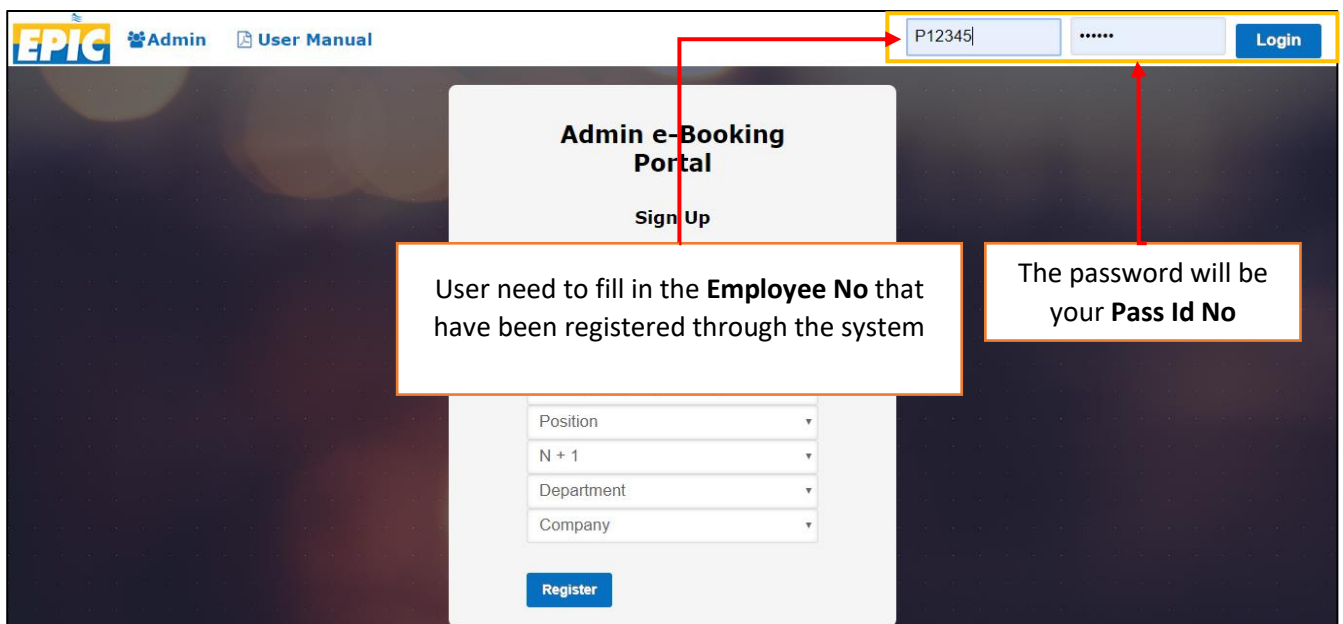
1. Figure above shows the interface for the user to Login or Sign Up to e-Admin Portal.
2. Please enter your Employee No and Password to Login to Admin e-Booking Portal.
3. You can hover your cursor to the password field to find the clue about the password.
4. If you are not a user, please fill in all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

This screenshot shows the same 'Admin e-Booking Portal' Sign Up form, but with sample data entered into the fields. The 'Full Name' field contains 'Nur Dian Binti Abdullah'. The 'Employee No' field contains 'P12345'. The 'Pass Id No' field contains '2019024'. The 'email@epicgroup.com.my' field contains 'nur.dian@epicgroup.com.my'. The 'Position' dropdown is set to 'EXECUTIVE, IT'. The 'N + 1' dropdown is set to 'Normah Binti Ibrahim @ Ghazali'. The 'Department' dropdown is set to 'IT (SOLUTIONS)'. The 'Company' dropdown is set to 'PANGKALAN BEKALAN KEMAMAI'. The 'Register' button is still visible at the bottom.

1. 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.

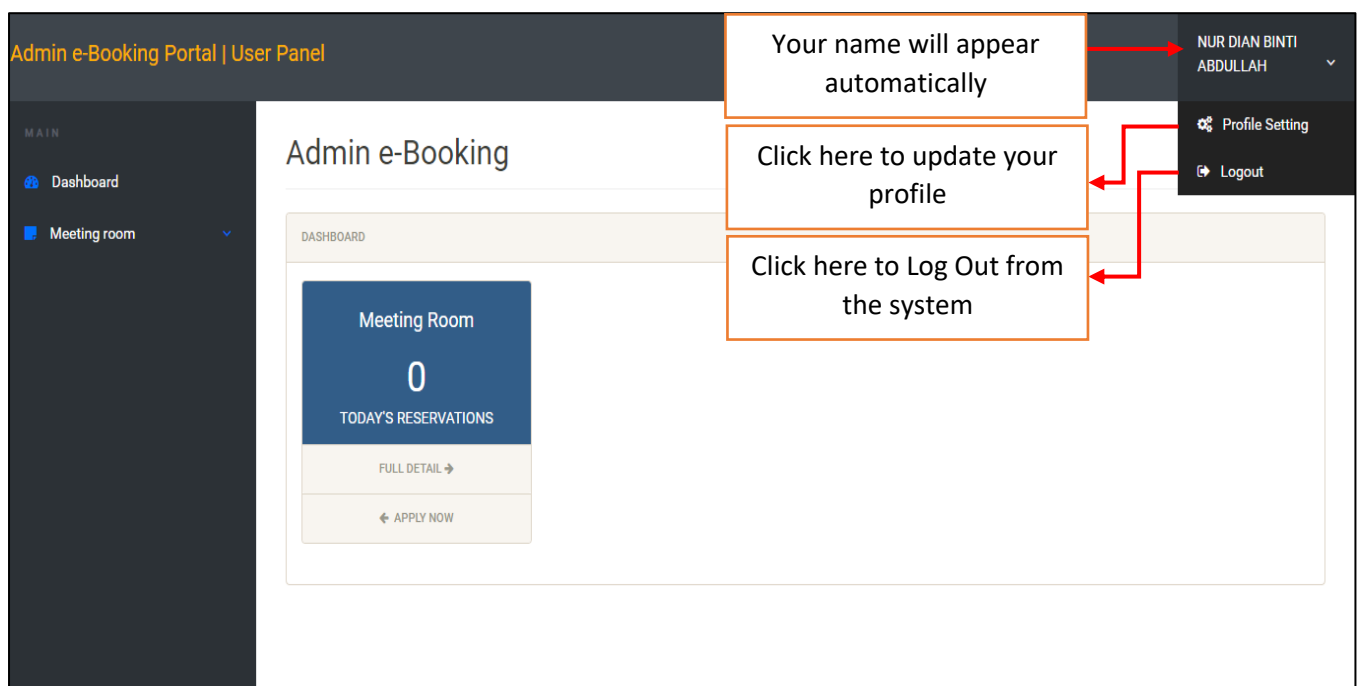
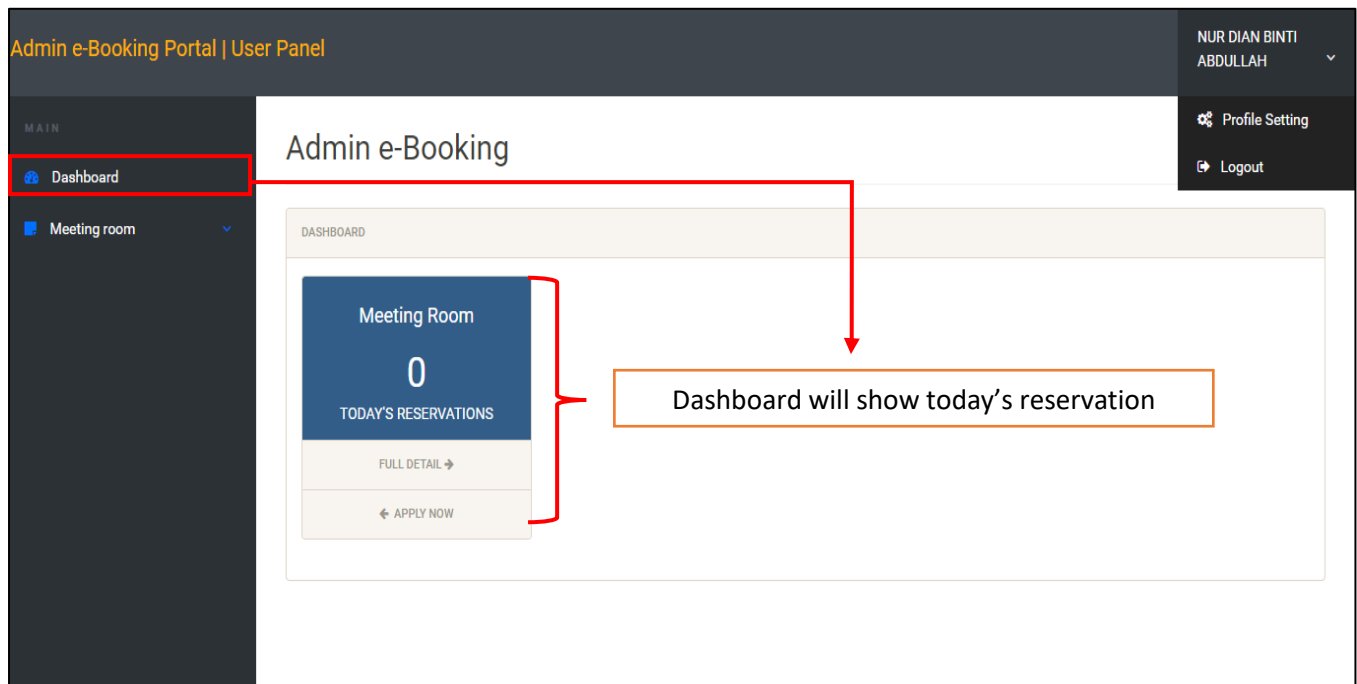


1. Please enter your **Employee No and Password (Pass Id No)** to log into Admin e-Booking Portal.



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

User Dashboard



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

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

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

View Reservation

Apply Reservation

Search Reservation

History Reservation

Admin e-Booking

DASHBOARD

0

TODAY'S RESERVATIONS

FULL DETAIL →

← APPLY NOW

Click **Meeting Room** tab for menu

View Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

View Reservation

Apply Reservation

Search Reservation

History Reservation

View Reservation

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

Apply Reservation

FORM FIELD

Purpose: *

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

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

Type of Room: *

No. of 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 pax to request a drink

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

- Dashboard
- Meeting room

Apply Reservation

FORM FIELD

Purpose: *

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

Start Time: * December, 2019

Type of Room: *

No. of Pax: *

Confirm Reservation

*Please book 2 days before the meeting date

paxs to request a drink

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

FORM FIELD
Purpose: *
meeting with the vendor
Start Date: *
01/12/2019
End Date: *
05/12/2019
*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

Search Reservation

Search by date

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

Type of Room : Select Room

Search

Search by type of room

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 AINNA ADILLA BINTI JAMALIL ARIS	IT (SOLUTIONS)	27-11-2019	02:30 PM	27-11-2019	04:30 PM	Discussion Room (Level 3) - Capacity: 4 to 6 paxs	1

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

RESERVATION INFO

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

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	05-12-2019	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

Edit Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

Room Reservation

FORM FIELD

Purpose: * MEETING WITH THE VENDOR

Start Date: * 01/12/2019 **End Date:** * 05/12/2019

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

Cancel Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

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