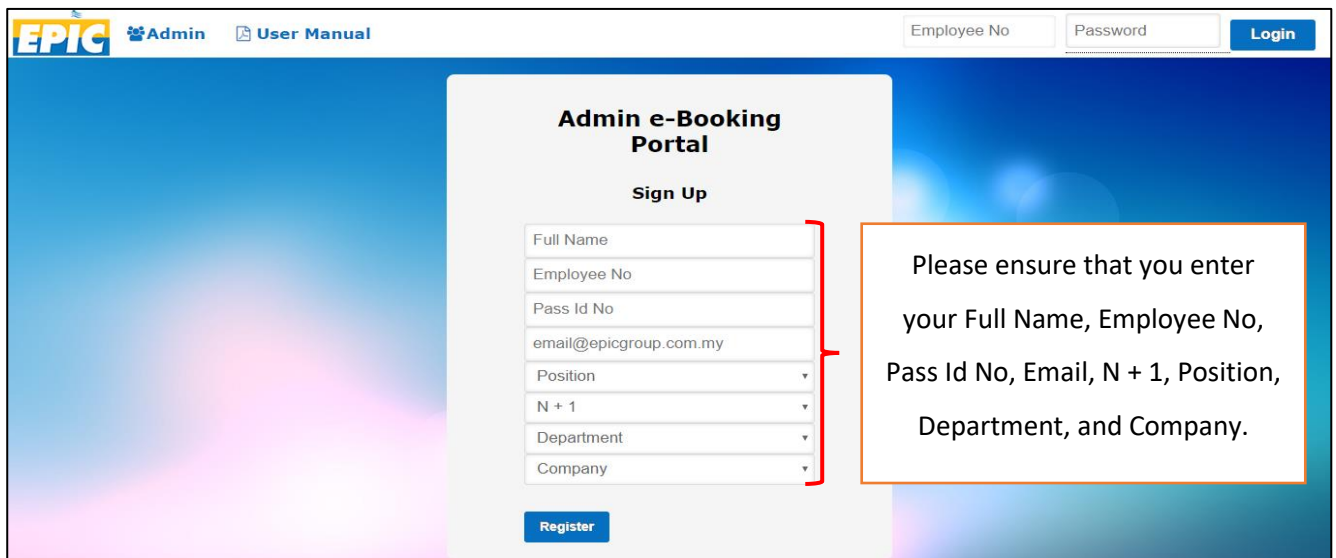


How to use e-Admin Portal for User

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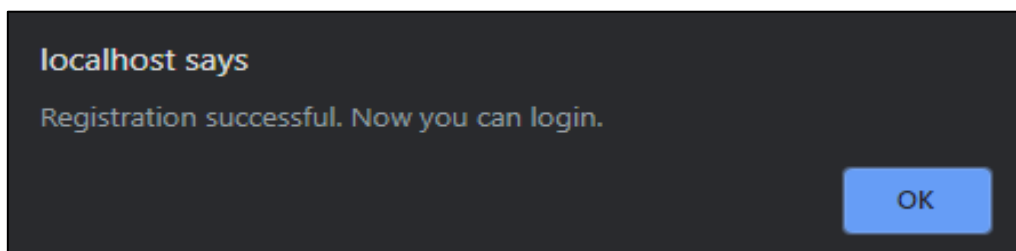
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User Login



The screenshot shows the 'Admin e-Booking Portal' interface. At the top, there is a navigation bar with the 'EPIC' logo, 'Admin' and 'User Manual' links, and login fields for 'Employee No' and 'Password' with 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 last four fields. Below the form is a 'Register' button. To the right of the form, a callout box contains the text: 'Please ensure that you enter your Full Name, Employee No, Pass Id No, Email, N + 1, Position, Department, and Company.'

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. The 'Login' section has input fields for an Employee No (containing 'p12345') and a Password (containing '*****'), with a 'Login' button. Red arrows point from the 'Employee No' and 'Password' fields to callout boxes. The first callout box states: 'User need to fill in the **Employee No** that have been registered through the system'. The second callout box states: '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 shows the 'Admin e-Booking Portal | User Panel' interface. On the left is a dark sidebar with a 'MAIN' menu containing 'Dashboard', 'Meeting room', and 'Vehicle'. The 'Dashboard' item is highlighted with a red box. The main content area is titled 'Admin e-Booking' and contains a 'DASHBOARD' section with two cards: 'Meeting Room' (blue) and 'Vehicle' (green). Both cards display '1 TOTAL RESERVATIONS', a 'FULL DETAIL' link with a right arrow, and an 'APPLY NOW' link with a left arrow. A red line connects the 'Dashboard' menu item to the dashboard content. Below the dashboard cards, a text box states 'Dashboard will show today's reservation' with an arrow pointing to the dashboard area.

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 is similar to the first one but includes annotations for user profile management. The 'Admin e-Booking Portal | User Panel' header is present. The sidebar is the same. The main content area shows the 'Admin e-Booking' title and the 'DASHBOARD' section with the 'Meeting Room' and 'Vehicle' reservation cards. In the top right corner, the user's name 'NUR DIAN BINTI ABDULLAH' is displayed with a dropdown arrow. Below the name are two links: 'Profile Setting' (with a gear icon) and 'Logout' (with a door icon). Three orange text boxes with arrows point to these elements: 'Your name will appear automatically' points to the user name; 'Click here to update your profile' points to the 'Profile Setting' link; and 'Click here to Log Out from the system' points to the 'Logout' link.

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

Vehicle

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

Admin e-Booking

DASHBOARD

Meeting Room

Vehicle

Click **Vehicle** tab for menu

TOTAL RESERVATIONS

TOTAL RESERVATIONS

FULL DETAIL →

FULL DETAIL →

← APPLY NOW

← APPLY NOW

View Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

View Reservation Vehicle

FORM FIELD

No	Name	Department	Depart Date	Depart Time	Return Date	Return Time	Vehicle	Status
1	NUR AINNA ADILLA BINTI JAMALIL ARIS	IT (SOLUTIONS)	25-11-2019	02:46 PM	25-12-2019	04:46 PM	4x4	Process

Apply Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

Apply Reservation Vehicle

FORM FIELD

Start Date: * 05/12/2019 Enter departure date End Date: * 05/12/2019 Enter return date

Depart Time: * --:-- Enter departure time Return Time: * --:-- Enter return time

No. of Pax: * Select Pax Select no of pax Type of Vehicle: * Select No. of Pax Select type of vehicle

*Minimum 5 paxs for Mpv

Purpose: * Destination: *

Do you require a company driver? Select either need driver or not Enter the reservation purpose

☐ Yes ☐ No Enter the destination

Confirm Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI ABDULLAH

MAIN

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

Apply Reservation Vehicle

FORM FIELD

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

Depart Time: * December, 2019 Return Time: * --:--

No. of Pax: * Type of Vehicle: * Select No. of Pax

Purpose: * Destination: *

Do you require a company driver? ☐ Yes ☐ No

Confirm Reservation

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

Vehicle

View Reservation

Apply Reservation

Search Reservation

History Reservation

Apply Reservation Vehicle

FORM FIELD

Start Date: *

01/12/2019

End Date: *

01/12/2019

Depart Time: *

08:00 AM

Return Time: *

05:00 PM

No. of Pax: *

1

Type of Vehicle: *

4x4

*Minimum 5 paxs for Mpv

Passenger Name 1: *

atikah ali

Purpose: *

site visit

Destination: *

kemaman

Do you require a company driver?

☒ Yes
 ☐ No

Confirm Reservation

Search Reservation

Admin e-Booking Portal | User Panel

NUR DIAN BINTI
ABDULLAH

MAIN

Dashboard

Meeting room

Vehicle

View Reservation

Apply Reservation

Search Reservation

History Reservation

Search Reservation Vehicle

RESERVATION INFO

Reserve Date: From

25/11/2019

To

25/12/2019

Type of Vehicle:

Select Vehicle

Search

Search by date

Search by type of room

Show 10 entries

Search:

No	Name	Department	Depart Date	Depart Time	Return Date	Return Time	Vehicle	Status
1	NUR AINNA ADILLA BINTI JAMALIL ARIS	IT (SOLUTIONS)	25-11-2019	02:46 PM	25-12-2019	04:46 PM	4x4	Process

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

Vehicle

View Reservation

Apply Reservation

Search Reservation

History Reservation

You can view your **Status** reservation here

Show 10 entries

Search:

No	Purpose	Destination	Depart Date	Depart Time	Return Date	Return Time	Vehicle	Details	Status	Remark
1	SITE VISIT	KEMAMAN	25-11-2019	08:00 AM	25-12-2019	05:00 PM	4x4	Details	Pending	
2	SITE VISIT	KEMAMAN	12-11-2019	02:30 PM	12-11-2019	04:30 PM	Sedan	Details	Process	
3	SITE VISIT	KEMAMAN	12-11-2019	02:30 PM	12-11-2019	04:30 PM	Pickup truck	Details	Process	
4	OUTSTATION	KUALA LUMPUR	05-11-2019	10:00 AM	05-11-2019	05:00 PM	Sedan	Details	Rejected by Administrator	All Cars Already Fully Booked
No	Purpose	Destination	Depart Date	Depart Time	Return Date	Return Time	Vehicle	Details	Status	Remark

Showing 1 to 4 of 4 entries

PREVIOUS1NEXT

1. Status

- Pending:** Your reservation has been received but not yet process
- Process:** Your reservation has been process
- Successful:** Your reservation is success
- Rejected:** Your reservation has been rejected by your N + 1
- Rejected by Administrator:** Your reservation has been rejected by Administrator