WORKING INSTRUCTION RESERVATION SYSTEM

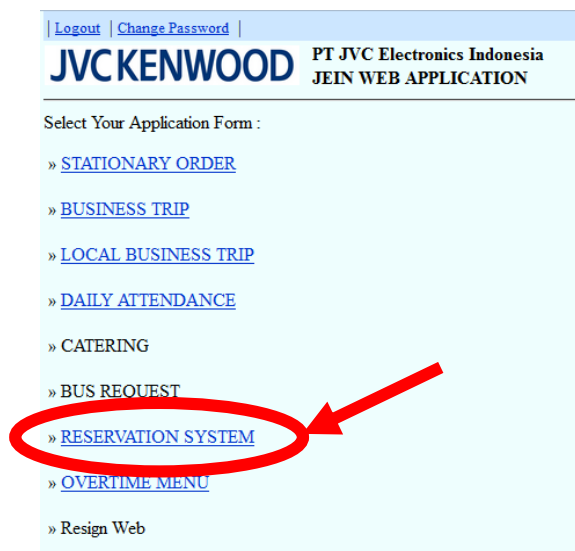The following step using Web Reservation System :

1. Now let's begin with open link JEINWEB (http://136.198.117.63/webform/) then showing Login Page and then please input your **User ID** and **User Password**.
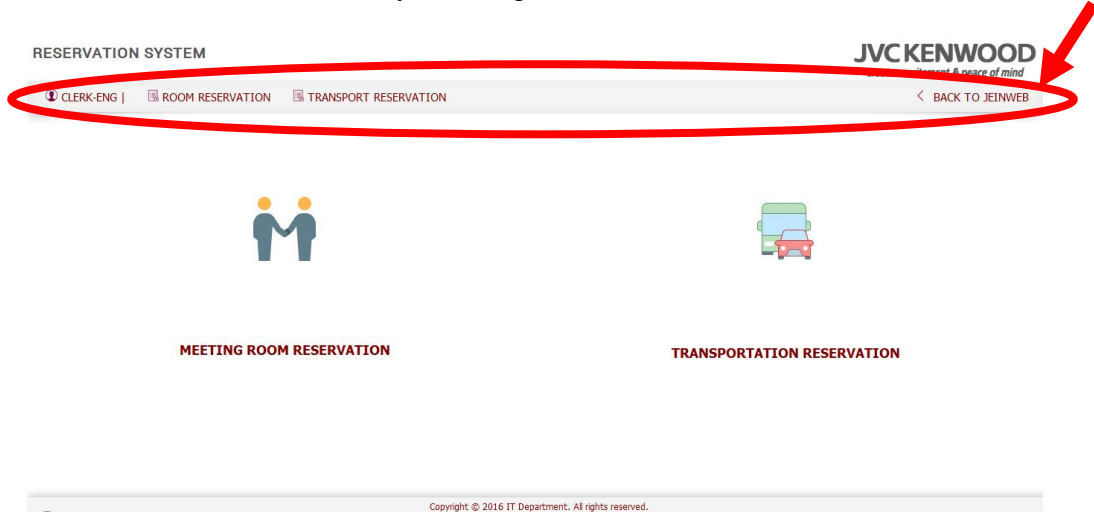

Picture 1. Login Page of Jein Web System

2. Next, Select/Click **Reservation System** as shown below :


Picture 2. JEIN Web System

3. Next, will show Reservation System Page,

Picture 3. Reservation System

Picture 3, in Reservation System has 3 Navigations. The following steps to using navigation of Reservation System :

3.1. **Room Reservation,** for registration meeting room. Additional note from Top Management : Reservation for VIP1, VIP2, VIP3, C-1 are limited by only GM. So for those rooms, need to be registered by General Manager direct input to system.
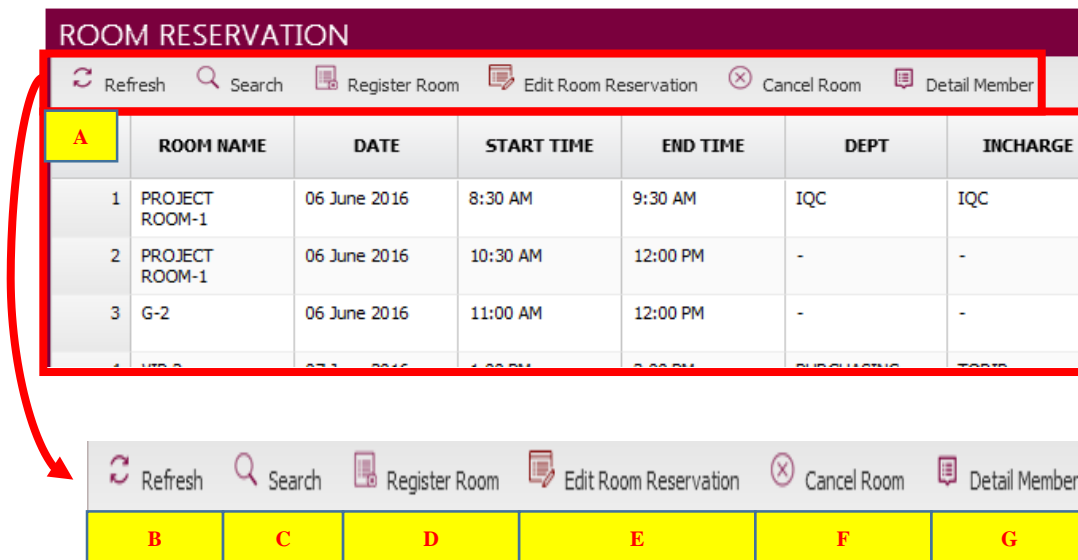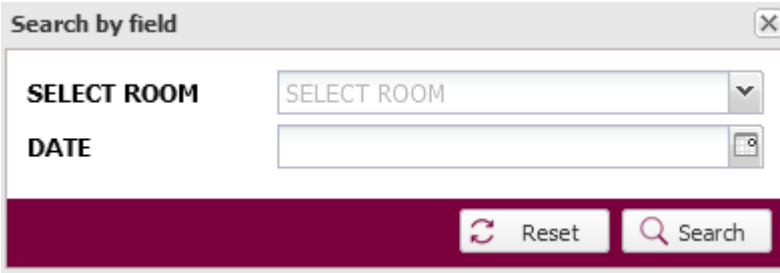

Picture 4. Register Meeting Room

Following based on highlight alphabet in 4th picture :
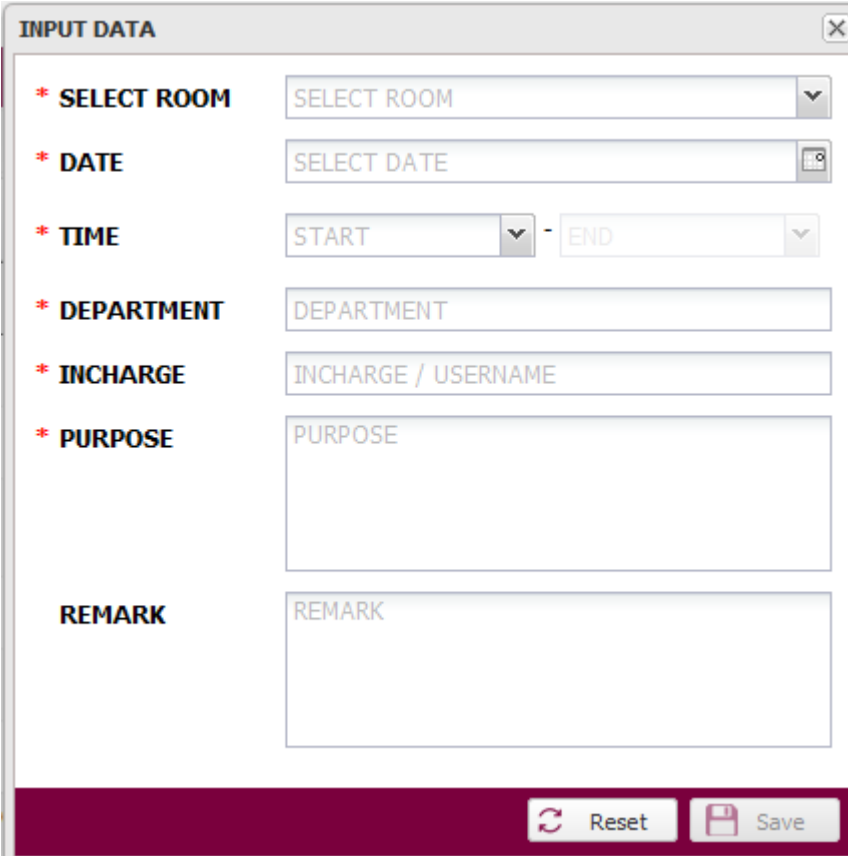a. **Table A** is Reservation Data.

b. **,** for refreshing of **Table A.**

c. , for searching data of Room Reservation. If you click this button then will show Search form as shown bellow,

Picture 5. Form Search Data Reservation Room

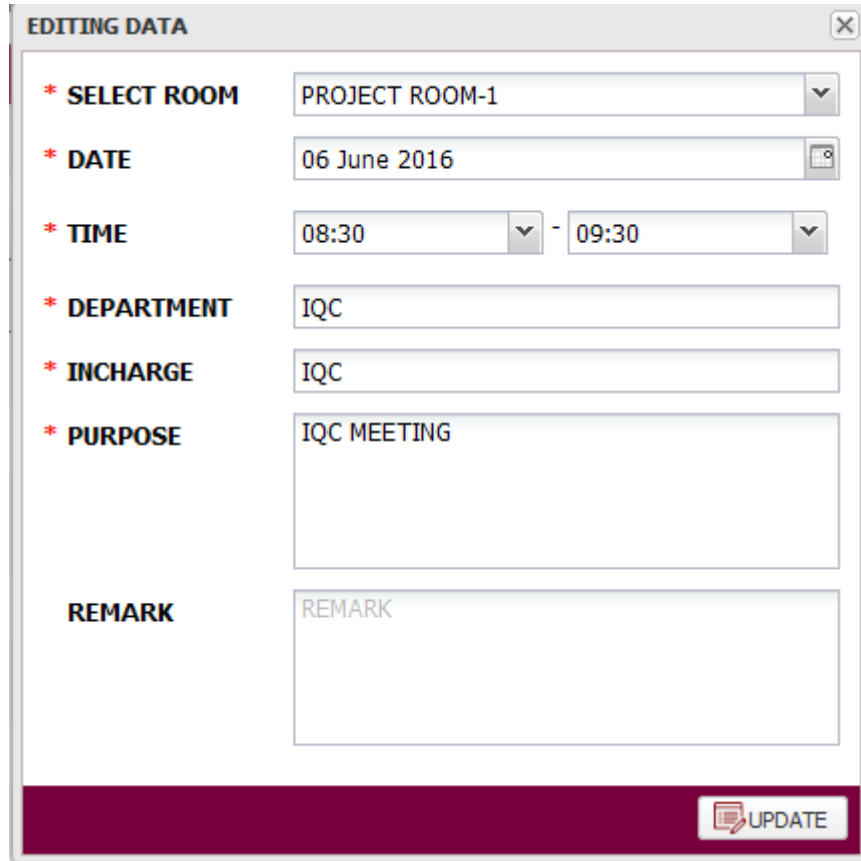d. **Register Room,** used to register meeting room reservation, use the following steps :

Picture 6. Form Register Room Reservation

1) **Select Room** : Choose room location,
2) **Date** : Enter Meeting date,
3) **Time** : Enter start time and finish time meeting,
4) **Department** : Enter Department Name that register the meeting room,
5) **Incharge** : Enter employee name that register the meeting room,
6) **Purpose** : Enter the purpose of Registration Room,
7) **Remark** : If needed remark enter the remark,
8) **Save** : After enter all field especially with sign (*) then click

button ![Save] for saving your room reservation.

9) **Reset** : To repeat of input data.

e. **Edit Room Reservation,** used to editing meeting room reservation, use the following steps :

Picture 7. Form Editing Register Room Reservation

1) **Select Room** : Choose room location if will be replace,
2) **Date** : Enter meeting date if will be replace,
3) **Time** : Enter start time and finish time meeting if will be replace,
4) **Department** : Enter Department Name that register the meeting room if will be replace,
5) **Incharge** : Enter employee name that register the meeting room if will be replace,
6) **Purpose** : Enter the purpose of Registration Room if will be replace,
7) **Remark** : If needed remark enter the remark,
8) **Update** : After enter all field especially with sign (*) then click button ![UPDATE] for save your editing room reservation.

f. **Cancel Room,** to canceling of room reservation, performed by selecting the data to be canceled in **Table A** and Click the **Cancel Room** button ⊗ Cancel Room .
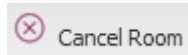
g. **Detail Member,** additional members to participate in the meeting room. Use the following steps :

1) Select data in table as shown bellow for manage Detail Member.

Picture 8. Selecting data in room reservation table

2) Click button 📋 Detail Member , as shown bellow.

Picture 9. Detail Members

3) Click button ✚ Add Member , To adding new member,

4) Click button ▬ Delete Member , To deleting selected member.

3.2. **Transport Reservation,** for registration Transportation / Car.

Picture 10. Register Transportation

Following based on highlight alphabet in 10th picture :
a. **Table A** is Reservation Data.

b. **,** to refreshing of **Table A.**

c. **,** for searching data of Transport Reservation. If you click this button then will show Search form as shown bellow,

Picture 11. Form Search Data Transport Reservation

d. **Register Transport,** used to register transportation, use the following steps:

Picture 12. Form Register Transport Reservation

1) **Transport** : Choose transportation / car,
2) **Start** : Enter start date and start time for departure,
3) **End** : Enter finish date and finish time for arrival,
4) **Destination** : Enter destination,
5) **Incharge** : Enter employee name that register the transportation,
6) **Department** : Enter department name register the transportation,
7) **Purpose** : Enter the purpose of Registration Transport,
8) **Remark** : If needed remark enter the remark,
9) **Save** : After enter all field especially with sign (*) then click button [Save] for saving your transport reservation.
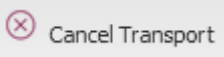10) **Reset** : To repeat of input data.

e. **Editing Transport,** used to editing your reservation, use the following steps:

Picture 13. Form Editing Transport Reservation
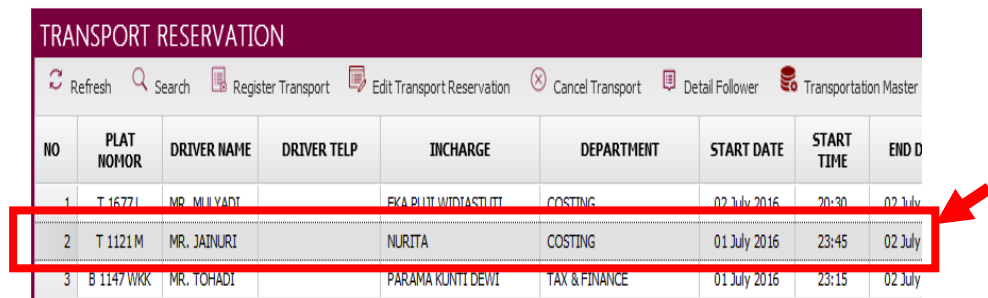
1) **Transport**   : Choose transportation / car if will be replace,
2) **Start**   : Enter start date and start time for departure if will be replace,
3) **End**   : Enter finish date and finish time for arrival if will be replace,
4) **Destination** : Enter destination if will be replace,
5) **Incharge**   : Enter employee name that register the transportation if will be replace,
6) **Department** : Enter department name register the transportation if will be replace,
7) **Purpose**   : Enter the purpose of Registration Transport if will be replace,
8) **Remark**   : If needed remark enter the remark,
9) **Update**   : After enter all field especially with sign (*) then click button for save your editing transport reservation.

f. **Cancel Transport,** used to canceling of transport reservation, performed by selecting the data to be canceled in **Table A** and Click the **Cancel Transport** button ⊗ Cancel Transport .
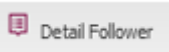
g. **Detail Follower,** additional followers to participate in the using transport. Use the following steps :

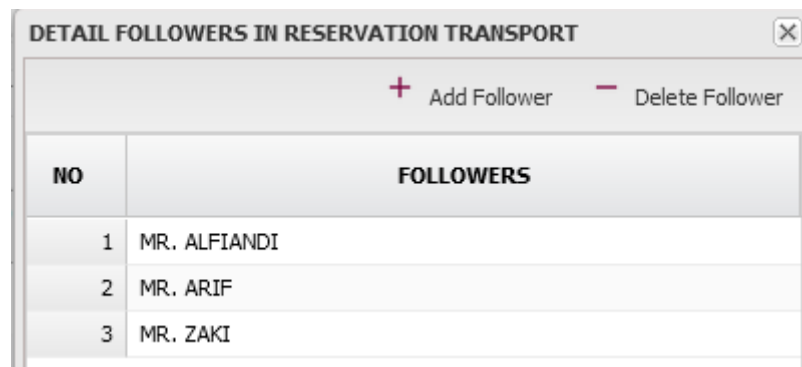1) Select data in table as shown bellow for manage Detail Followers.
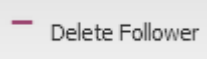
Picture 14. Selecting data in transport reservation table

2) Click button 🗐 Detail Follower , as shown bellow.

Picture 15. Detail Followers

3) Click button ✚ Add Follower , to adding new followers,

4) Click button ━ Delete Follower , to deleting selected followers.

h. **Transportation Master,** contains a description of transportation data, as shown bellow :

Picture 16. Transportation Master

Following based on highlight alphabet in 16th picture :

a) **Table A** is transportation data,

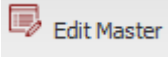b) Add Master **,** to adding new transport, use the following steps :
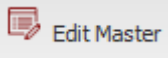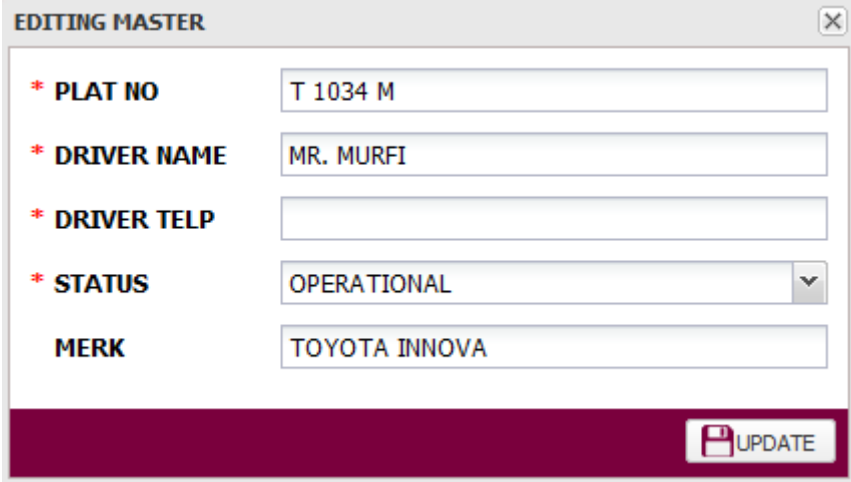
Picture 17. Form Create New Master

1) **Plat No,** Enter the License plate of new transportation,
2) **Driver Name,** enter name of the driver,
3) **Driver Telp,** enter phone number of the driver,
4) **Status,** put status of car.
5) **Merk,** put types of car.

c) , to editing the selected master data. By selecting the data in Master Table and click , use the following steps :

Picture 18. Form Editing Transport Master

1) **Plat No,** Enter the License plate of new transportation if will be replace,
2) **Driver Name,** enter name of the driver if will be replace,
3) **Driver Telp,** enter phone number of the driver if will be replace,
4) **Status,** put status of car, if will be replace,
5) **Merk,** put types of car, if will be replace.

3.3. Info Reservation System

To see a list of borrowing the car and the room could visit the website :
http://svrfile or http://136.198.117.63.
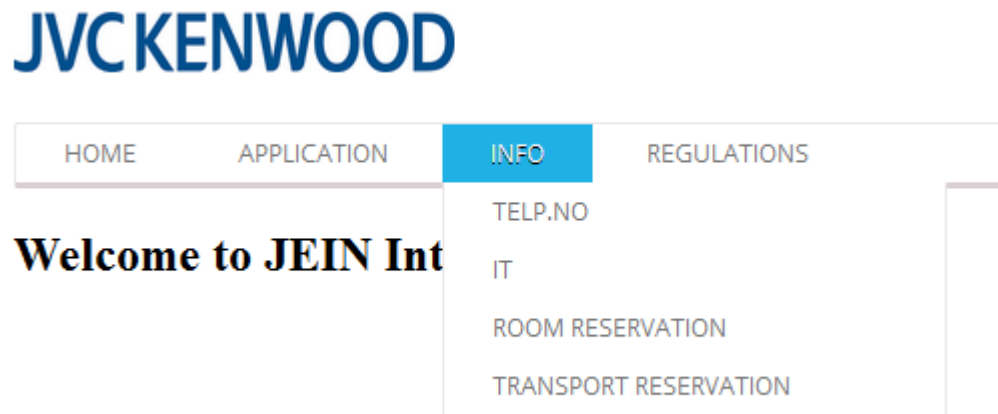
Picture 19. Svrfile page

In Picture 18, Select Room Reservation to see the lending information room, and Transport Reservation to see information Car Loan. As shown below:

NO	ROOM CODE	DATE	START TIME	END TIME	DEPT	PURPOSE
1	VIP 1	27 May 2016	8:30 AM	9:00 AM	A	B
2	G-1	26 May 2016	9:30 AM	10:45 AM	IT	MEETING IT PROJECT
3	VIP 2	25 May 2016	9:00 AM	9:15 AM	IT	MEETING IT
4	G-2	11 May 2016	8:45 AM	9:15 AM	TESTING	TESTING PURPOSE

Picture 20. Form Information of Room Reservation

< BACK TO JEIN INTERNET

TRANSPORT RESERVATION

🔄 Refresh   🔍 Search   🗐 Detail Follower   Tuesday, 31 May 2016 | 2:55:51 PM

NO	DRIVER DATA			INCHARGE	DEPARTMENT ▲	START		END		DESTINATION	PURPOSE	REMARK
	PLAT NOMOR	NAME	TELP			DATE	TIME	DATE	TIME			
1	T 1280 M	MR. HARTONO	081234567891011	HARRIS MUHAMMAD ZAKI	IT	31 May 2016	09:00	31 May 2016	16:00	PT. ABCDE	KUNJUNGAN KERJA	
2	T 1121 M	MR. JAINURI	081234567891011	ALFIANDI	IT	31 May 2016	07:00	31 May 2016	12:00	PT. XYZ	KUNJUNGAN KERJA	

Picture 21. Form Information of Transport Reservation

Umpteen of the IT Department for the how to use of this Web Application Reservation System.