

## WORKING INSTRUCTION RESERVATION SYSTEM

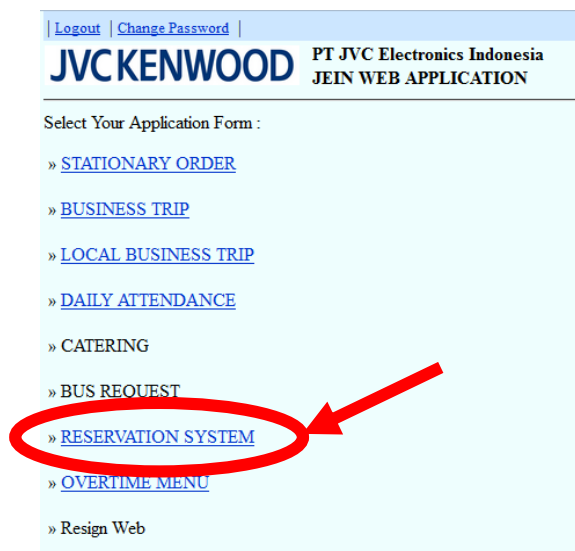
The following step using Web Reservation System :

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**.



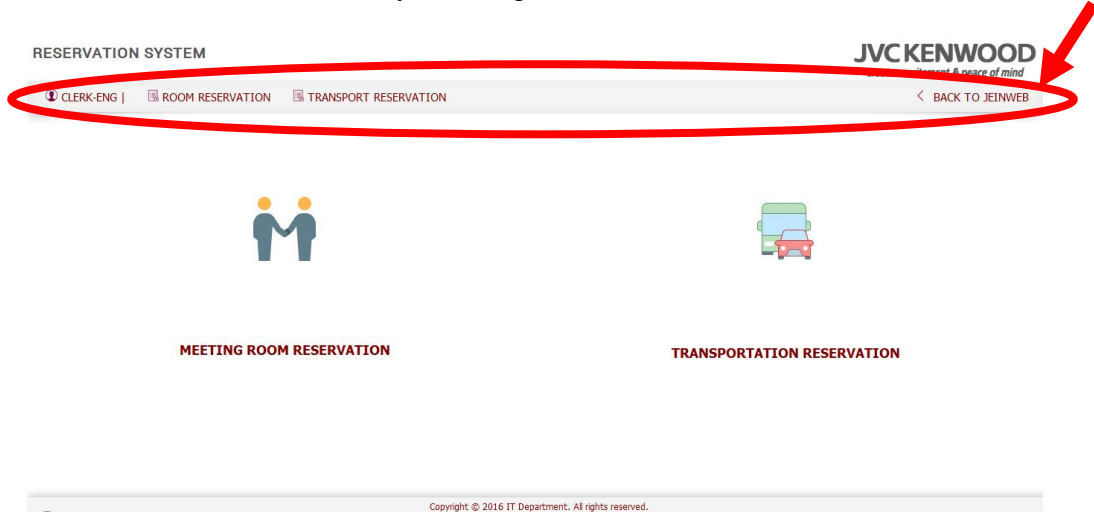
Picture 1. Login Page of Jein Web System

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



Picture 2. JEIN Web System

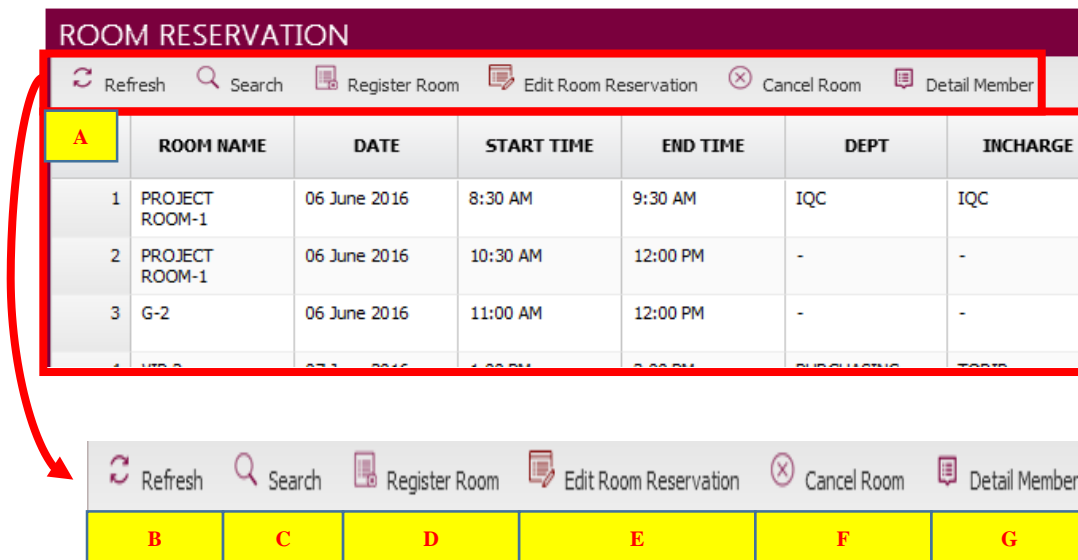
3. Next, will show Reservation System Page,



**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.




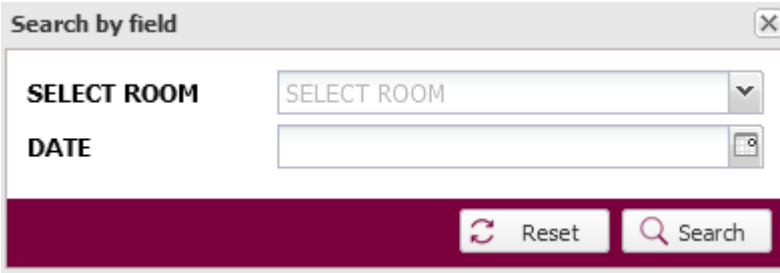
**Picture 4. Register Meeting Room**

Following based on highlight alphabet in 4<sup>th</sup> picture :

a. **Table A** is Reservation Data.

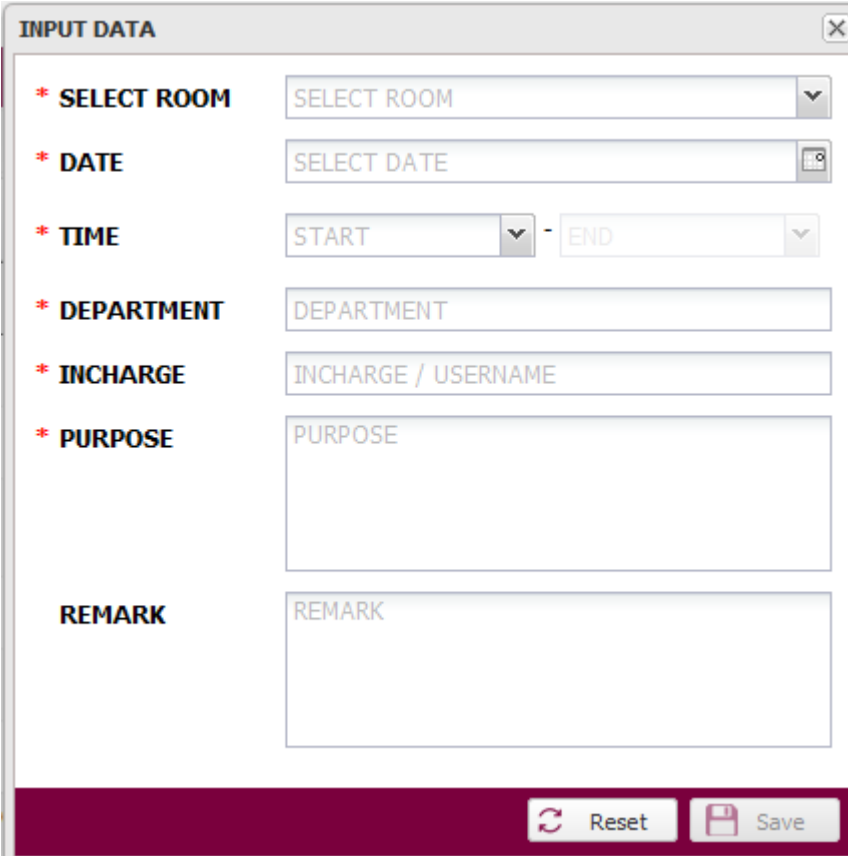
b.  Refresh, for refreshing of **Table A**.

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

A screenshot of a web application window titled "Search by field". It contains two input fields: "SELECT ROOM" with a dropdown menu showing "SELECT ROOM" and a "DATE" field with a calendar icon. At the bottom, there is a dark red bar with a "Reset" button (circular arrow icon) and a "Search" button (magnifying glass icon).


Picture 5. Form Search Data Reservation Room

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

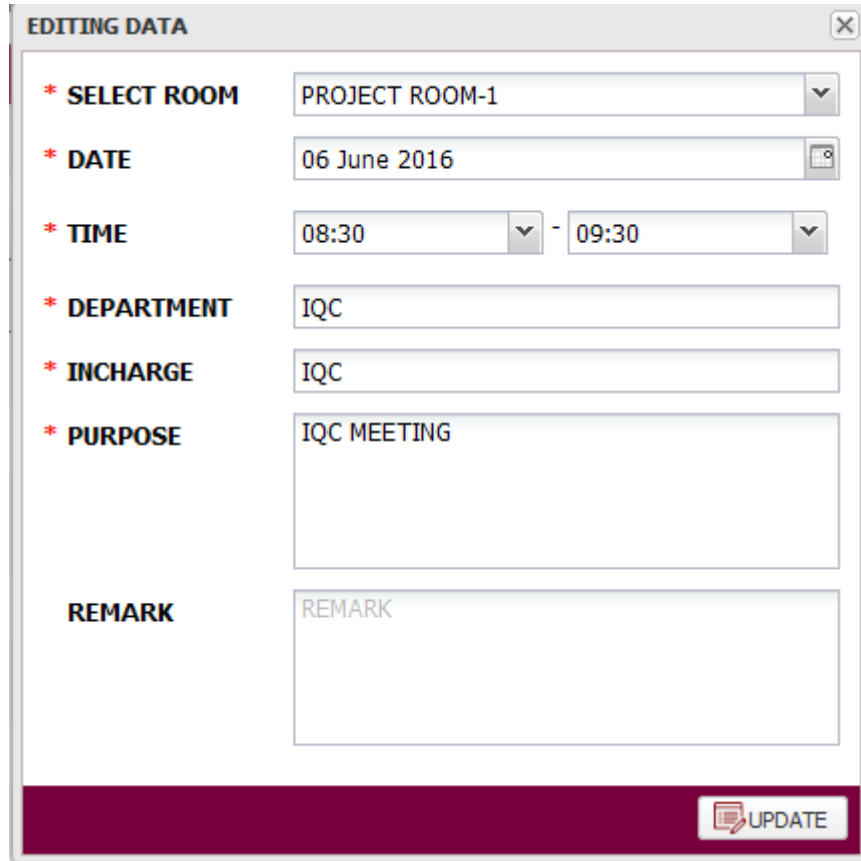
A screenshot of a web application window titled "INPUT DATA". It contains several input fields, each preceded by a red asterisk (\*): "SELECT ROOM" (dropdown menu), "DATE" (calendar icon), "TIME" (two dropdown menus for "START" and "END" separated by a hyphen), "DEPARTMENT" (text field), "INCHARGE" (text field with placeholder "INCHARGE / USERNAME"), "PURPOSE" (text area), and "REMARK" (text area). At the bottom, there is a dark red bar with a "Reset" button (circular arrow icon) and a "Save" button (floppy disk icon).

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 :



The screenshot shows a window titled "EDITING DATA" with a close button (X) in the top right corner. The form contains several fields, each preceded by a red asterisk (\*):

- \* SELECT ROOM**: A dropdown menu showing "PROJECT ROOM-1".
- \* DATE**: A date picker showing "06 June 2016".
- \* TIME**: Two dropdown menus showing "08:30" and "09:30" separated by a hyphen.
- \* DEPARTMENT**: A text input field showing "IQC".
- \* INCHARGE**: A text input field showing "IQC".
- \* PURPOSE**: A text input field showing "IQC MEETING".
- REMARK**: A larger text input field with the placeholder text "REMARK".

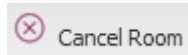
At the bottom right of the form, there is a red button with a document icon and the text "UPDATE".

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



- 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.

ROOM RESERVATION						
<a href="#">Refresh</a> <a href="#">Search</a> <a href="#">Register Room</a> <a href="#">Edit Room Reservation</a> <a href="#">Cancel Room</a> <a href="#">Detail Member</a>						
NO	ROOM NAME	DATE	START TIME	END TIME	DEPT	INCHARGE
1	PROJECT ROOM-1	06 June 2016	8:30 AM	9:30 AM	IQC	IQC
2	PROJECT ROOM-1	06 June 2016	10:30 AM	12:00 PM	-	-
3	G-2	06 June 2016	11:00 AM	12:00 PM	-	-

Picture 8. Selecting data in room reservation table

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

DETAIL MEMBERS IN RESERVATION ROOM		
PROJECT ROOM-1		<a href="#">+ Add Member</a> <a href="#">- Delete Member</a>
NO	DEPARTMENT	MEMBERS
1	IQC	TESTING MEMBER 1
2	IQC	TESTING MEMBERS 2

Picture 9. Detail Members

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

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




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

The screenshot shows a web form titled "INPUT DATA" with a close button (X) in the top right corner. The form contains the following fields:

- \* TRANSPORT**: A dropdown menu with the text "SELECT TRANSPORTATION".
- \* START**: Two input fields for "DATE" and "TIME", separated by a hyphen. The "DATE" field has a calendar icon.
- \* END**: Two input fields for "DATE" and "TIME", separated by a hyphen. The "DATE" field has a calendar icon.
- \* DESTINATION**: A text input field with the placeholder text "DESTINATION".
- \* INCHARGE**: A text input field with the placeholder text "INCHARGE / USERNAME".
- \* DEPARTMENT**: A text input field with the placeholder text "DEPARTMENT".
- \* PURPOSE**: A large text input field with the placeholder text "PURPOSE".
- REMARK**: A large text input field with the placeholder text "REMARK".

At the bottom of the form, there is a dark red bar containing two buttons: "Reset" (with a circular arrow icon) and "Save" (with a floppy disk icon).


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  for saving your transport reservation.
- 10) **Reset** : To repeat of input data.

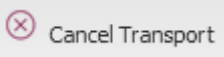
- e. **Editing Transport**, used to editing your reservation, use the following steps:

The screenshot shows a web form titled "EDITING DATA" with a close button (X) in the top right corner. The form contains several labeled input fields, each preceded by a red asterisk (\*). The fields are: "TRANSPORT" with a dropdown menu showing "T 1677 L"; "START" with a date picker showing "02 July 2016" and a time dropdown showing "20:30"; "END" with a date picker showing "02 July 2016" and a time dropdown showing "22:00"; "DESTINATION" with a text input field containing "CIKAMPEK"; "INCHARGE" with a text input field containing "EKA PUJI WIDIASTUTI"; "DEPARTMENT" with a text input field containing "COSTING"; "PURPOSE" with a text input field containing "OT"; and "REMARK" with a larger text input field containing the placeholder text "REMARK". At the bottom right of the form is a red button with a floppy disk icon and the text "UPDATE".

Picture 13. Form Editing Transport Reservation

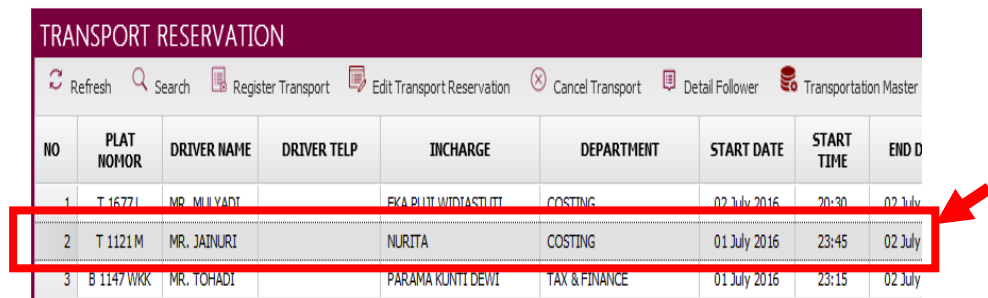
- 1) **Transport** : Choose transportation / car if will be replace,
- 2) **Start** : Enter start date and start time for departure if will be replace,
- 3) **End** : Enter finish date and finish time for arrival if will be replace,
- 4) **Destination** : Enter destination if will be replace,
- 5) **Incharge** : 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  .

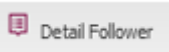
- g. **Detail Follower**, additional followers to participate in the using transport. Use the following steps :

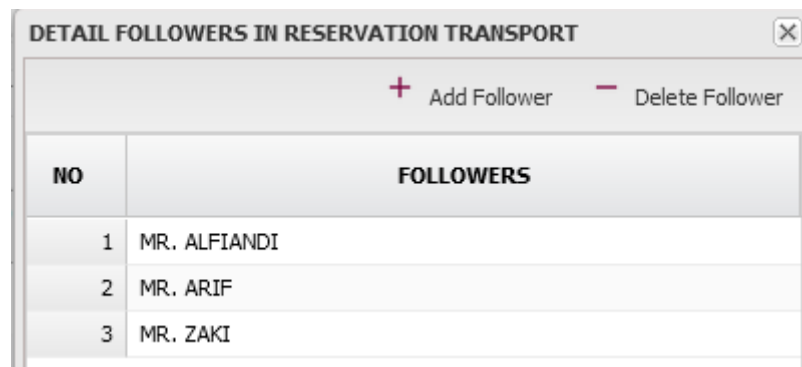
- 1) Select data in table as shown bellow for manage Detail Followers.



NO	PLAT NOMOR	DRIVER NAME	DRIVER TELP	INCHARGE	DEPARTMENT	START DATE	START TIME	END D
1	T 16771	MR. MUJIYADI		EKA BUDI WIDIASTUTI	COSTING	02 July 2016	20:30	02 July
2	T 1121M	MR. JAINURI		NURITA	COSTING	01 July 2016	23:45	02 July
3	B 1147 WKK	MR. TOHADI		PARAMAKUNTI DEWI	TAX & FINANCE	01 July 2016	23:15	02 July


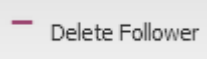
Picture 14. Selecting data in transport reservation table

- 2) Click button  , as shown bellow.



+ Add Follower - Delete Follower	
NO	FOLLOWERS
1	MR. ALFIANDI
2	MR. ARIF
3	MR. ZAKI

Picture 15. Detail Followers

- 3) Click button  , to adding new followers,
- 4) Click button  , to deleting selected followers.

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

TRANSPORTATION MASTER								
							B	C
							+ Add Master    Edit Master	
A	PLAT NO	FOR DEPARTMENT	DRIVER	CALL NUMBER	STATUS	MERK		
1	B 1147 WKK	QA	MR. TOHADI		OPERATIONAL	TOYOTA AVANZA		
2	B 1395 FOR	PURCHASING	MR. ZEDRI		OPERATIONAL	TOYOTA AVANZA		
3	T 1034 M	PURCHASING	MR. MURFI		OPERATIONAL	TOYOTA INNOVA		
4	T 1121 M	ALL DEPT	MR. JAINURI		OPERATIONAL	TOYOTA INNOVA		
5	T 1280 M	ALL DEPT	MR. HARTONO		OPERATIONAL	TOYOTA INNOVA		
6	T 1677 L	IQC	MR. MULYADI		OPERATIONAL	TOYOTA INNOVA		

Picture 16. Transportation Master

Following based on highlight alphabet in 16<sup>th</sup> picture :

- Table A** is transportation data,
- + Add Master**, to adding new transport, use the following steps :

NEW MASTER

\* PLAT NO

\* DRIVER NAME

\* DRIVER TELP

\* STATUS

SELECT STATUS

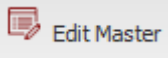
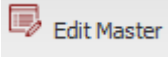
MERK

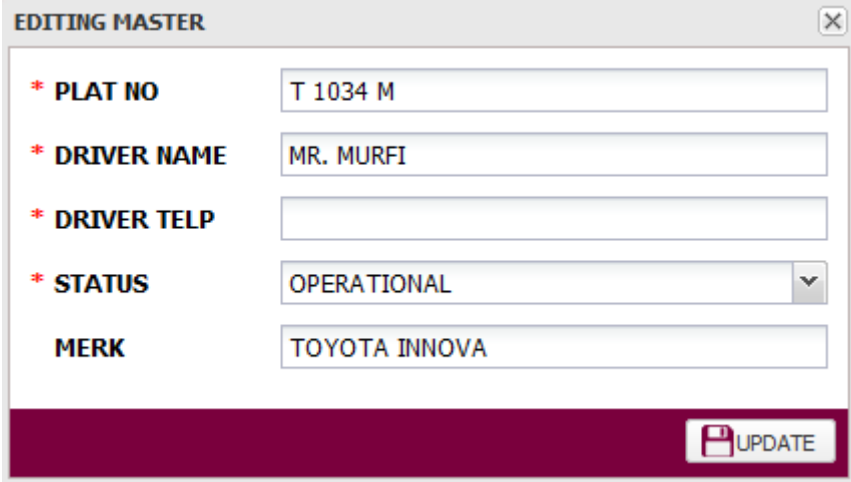
Reset


Save

Picture 17. Form Create New Master

- Plat No**, Enter the License plate of new transportation,
- Driver Name**, enter name of the driver,
- Driver Telp**, enter phone number of the driver,
- Status**, put status of car.
- 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 :



EDITING MASTER	
* PLAT NO	T 1034 M
* DRIVER NAME	MR. MURFI
* DRIVER TELP	
* STATUS	OPERATIONAL ▼
MERK	TOYOTA INNOVA
	

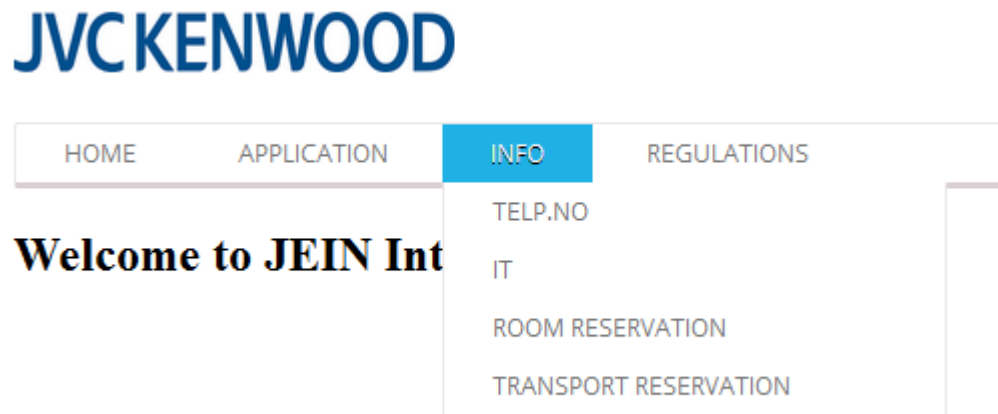
Picture 18. Form Editing Transport Master

- 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:

**RESERVATION SYSTEM**

**JVC KENWOOD**  
*creates excitement & peace of mind*

[BACK TO JEIN INTERNET](#)

**ROOM RESERVATION**

Refresh Search Detail Member Tuesday, 31 May 2016 | 2:46:47 PM

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

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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	

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**Picture 21. Form Information of Transport Reservation**

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