

User Guide

ICT Department Secretary

PMC Vehicle Booking System



Your Solution in Innovative Digital
Transformation

Chapter 1

Getting Started

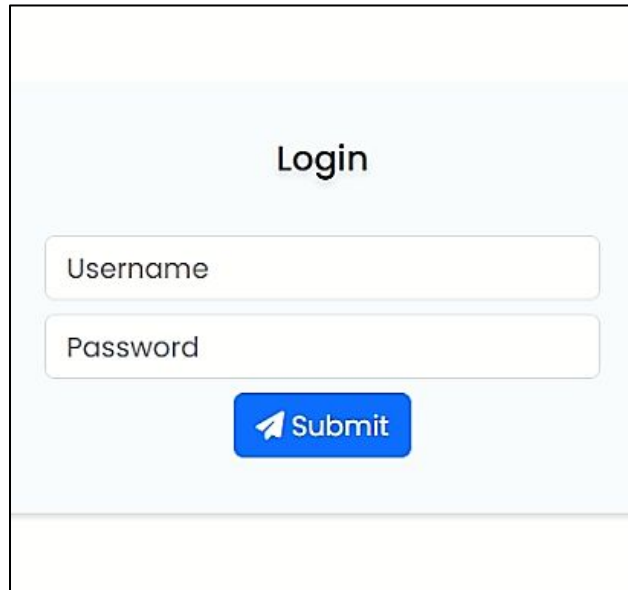
Introduction

Sign-in

Reset Password

Change Password

Sign-out



Login

Username

Password

Submit

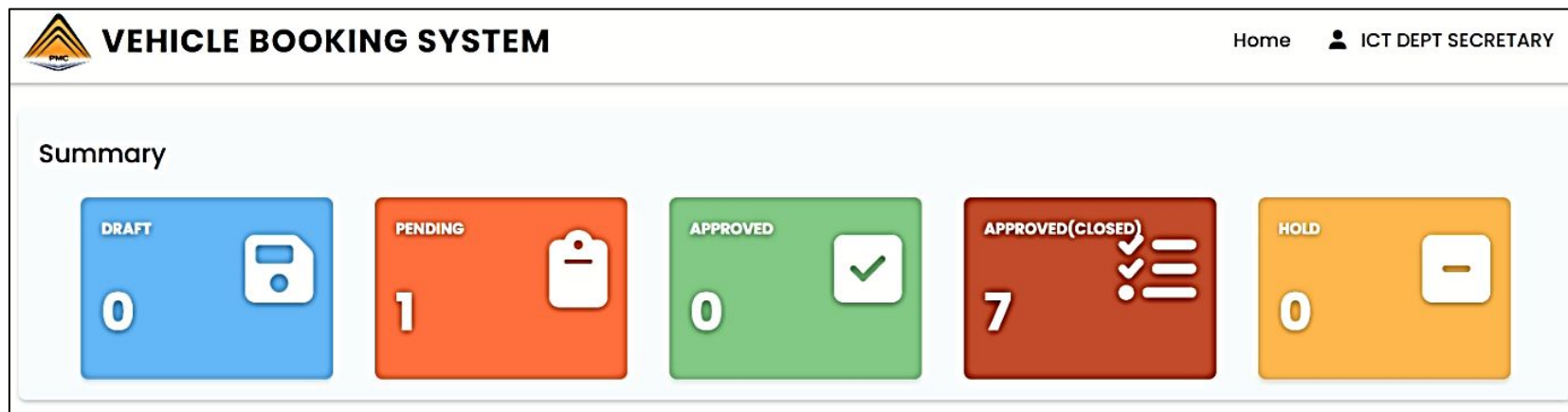
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WebFocus
Solutions, Inc.

INTRODUCTION

This user guide has been created to offer a valuable service to our esteemed clients. It is a customized and user-friendly guide, designed to empower our clients to enhance their business practices and implement preferences that align with their requirements.

Contained within this document is all the essential information needed for the user to utilize the features and functions of the PMC Vehicle Booking System fully. It provides detailed descriptions, capabilities, and a comprehensive set of instructions for each module. By following these instructions, users can effectively leverage the potential of the system.



SIGN-IN

Sign-in Page

- It is the point of entry to the Vehicle Booking System Portal. A user must provide the correct credentials to access the Vehicle Booking System Portal.



The screenshot displays the sign-in interface for the PMC Vehicle Booking System. On the left side, there is a logo consisting of three stacked orange triangles with the letters 'PMC' in the center, and the text 'PMC | Vehicle Booking System' below it. On the right side, there is a 'Login' section. It contains two input fields: 'Username' and 'Password'. Below these fields is a blue button with a white arrow and the word 'Submit'.

SIGN-IN

1. Go to the web address of Vehicle Booking System Portal.
2. Enter the following information:
 - **Email**
 - **Password**
3. Click on the **Log In** button to complete the process.

Admin Sign-in Page

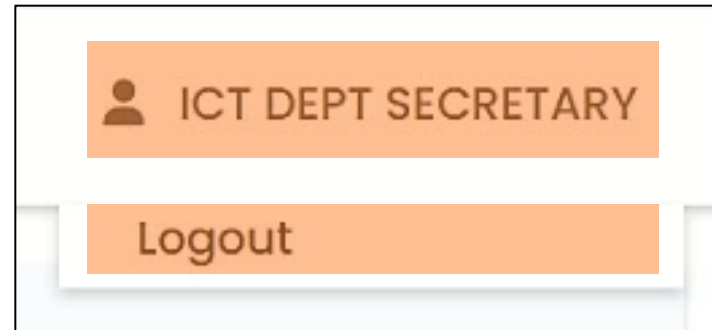


The screenshot shows the Admin Sign-in Page for the PMC Vehicle Booking System. On the left, there is a logo consisting of a stylized yellow and orange triangle with the letters 'PMC' inside, and the text 'PMC | Vehicle Booking System' below it. On the right, there is a login form with the title 'Login'. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a red 'Submit' button with a white arrow icon.

SIGN OUT


Log Out

- It is the function that allows the users to log out.
1. Select your **Account** on the top right of the screen.
 2. Click on the **Logout** button to log out.



DASHBOARD




 **VEHICLE BOOKING SYSTEM**

Home ICT DEPT SECRETARY

Summary


DRAFT

1




PENDING

4




COMPLETED

33




DISAPPROVED

0



HOLD

0



Requests List

Status Options





Pick date range

Reset

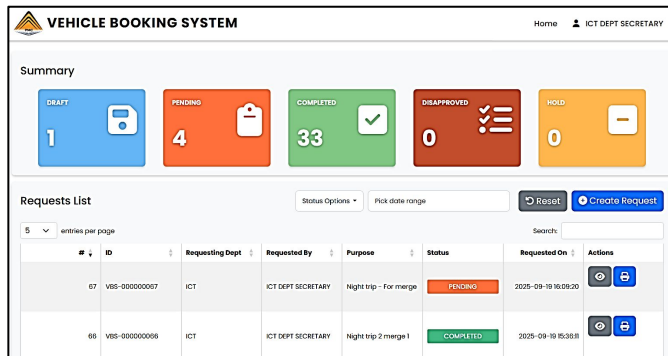
Create Request

5 entries per page

Search:

#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	 
66	VBS-000000066	ICT	ICT DEPT SECRETARY	Night trip 2 merge 1	COMPLETED	2025-09-19 15:38:11	 

DASHBOARD



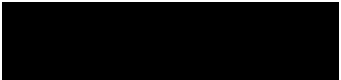
Dashboard

- A PMC Module that displays information about the current status of past and current request list and their activities.
- The information displayed in the dashboard depends on the user's role.
- The dashboard consists of three (3) sections: Summary, Filters, and Request List.

Sections	Functions
Summary	A list of clickable summaries is displayed. Selecting any summary reveals a view of requests corresponding to the selected type.
Filters	These functions allow users to filter the request list based on specified criteria or use the included search function to search for a specific request.
Request List	It displays a list of requests of all times, or only certain types of filtered, which includes the details such as vehicle type used, purpose, starting and target location, date start and end, and more.


DASHBOARD

Dashboard Sections




Filters

Request List




VEHICLE BOOKING SYSTEM


Home  ICT DEPT SECRETARY


Summary


Requests List

Status Options 











Pick date range

 Reset

 Create Request


5  entries per page

Search:

# 	ID 	Requesting Dept 	Requested By 	Purpose 	Status	Requested On 	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	 
66	VBS-000000066	ICT	ICT DEPT SECRETARY	Night trip 2 merge 1	COMPLETED	2025-09-19 15:36:11	 

REQUEST LIST



**VEHICLE BOOKING SYSTEM**

Home ICT DEPT SECRETARY

Summary

DRAFT
1

PENDING
4

COMPLETED
33

DISAPPROVED
0

HOLD
0

Requests List

Status Options





Pick date range

Reset

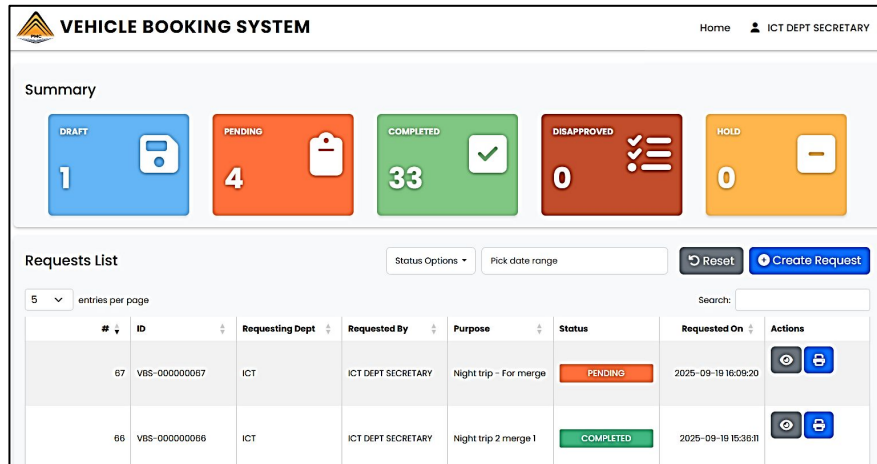
Create Request

5 entries per page





Search:

# 	ID 	Requesting Dept 	Requested By 	Purpose 	Status 	Requested On 	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	 
66	VBS-000000066	ICT	ICT DEPT SECRETARY	Night trip 2 merge 1	COMPLETED	2025-09-19 15:38:11	 

REQUEST LIST



The screenshot displays the 'VEHICLE BOOKING SYSTEM' interface. At the top, there's a navigation bar with 'Home' and 'ICT DEPT SECRETARY'. Below this is a 'Summary' section with five colored boxes representing different request statuses: DRAFT (1), PENDING (4), COMPLETED (33), DISAPPROVED (0), and HOLD (0). Each box includes an icon representing its status. Below the summary is the 'Requests List' section, which includes a search bar, a 'Reset' button, and a 'Create Request' button. The list itself is a table with columns for ID, Requesting Dept, Requested By, Purpose, Status, Requested On, and Actions. Two requests are visible: one in 'PENDING' status and one in 'COMPLETED' status.

#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	 
66	VBS-000000066	ICT	ICT DEPT SECRETARY	Night trip 2 merge 1	COMPLETED	2025-09-19 15:38:31	 

Request List

A PMC Module that displays vehicle requests along with their details. Using the summary buttons allows you to view requests by their type.

You may do the following functions:

- View or Print requests.
- Edit requests but only if they are tagged as **Draft**.
- Post requests but only if they are tagged as **Draft** or **Hold**.

REQUEST LIST

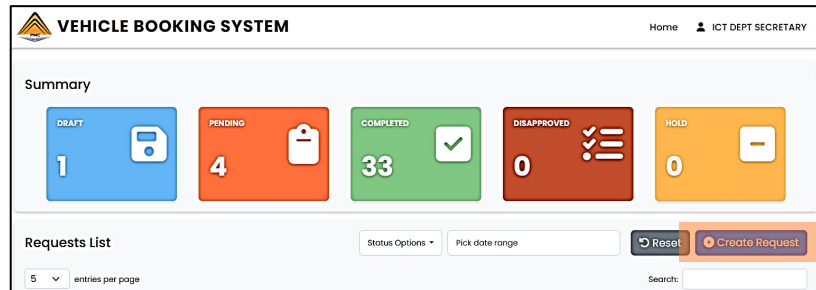


Figure 3.1: Vehicle Booking System

Create a Request

1. View the **Vehicle Booking System** screen and click on the **Create Request** button to begin the process, as shown in Figure 3.1.

The screenshot shows the 'VEHICLE BOOKING SYSTEM' interface with the 'Requests List' section expanded. It displays a table of requests with columns for #, ID, Requesting Dept, Requested By, Purpose, Status, Requested On, and Actions. The table contains 5 entries. The first entry is in 'PENDING' status, while the others are 'COMPLETED'. Each row has two action buttons: a magnifying glass and a lock icon.

#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	
66	VBS-000000066	ICT	ICT DEPT SECRETARY	Night trip 2 merge 1	COMPLETED	2025-09-19 15:38:11	
65	VBS-000000065	ICT	ICT DEPT SECRETARY	Night Trips 2 merge	COMPLETED	2025-09-19 15:34:41	
64	VBS-000000064	ICT	ICT DEPT SECRETARY	Night Trip	COMPLETED	2025-09-19 15:27:25	
63	VBS-000000063	ICT	ICT DEPT SECRETARY	To test a normal trip but confidential	COMPLETED	2025-09-19 15:04:24	

Showing 1 to 5 of 50 entries

REQUEST LIST

- Click on the **Submit** button to complete the process.

VEHICLE BOOKING SYSTEM Home ICT DEPT SECRETARY

Create New Vehicle Request

Purpose:

Check if the trip was confidential
☐ Confidential

Vehicle Type	Date Start	Date End	Starting Location	Destination	Trip Type	Name of Passenger(s)
Select vehicle	mm/dd/yyyy	mm/dd/yyyy			Select a trip	Search employee
Select vehicle	mm/dd/yyyy	mm/dd/yyyy			Select a trip	Search Passengers
Select vehicle	mm/dd/yyyy	mm/dd/yyyy			Select a trip	Search Passengers

[Add more](#)

Note: Submit the requisition atleast (2) two days before the scheduled day trip and must notify (1) one day before to requesting department if approve or reject.

[Submit](#) [Cancel](#)

Purpose	It is the purpose of the request
Confidential	It is a checkbox that marks if the request is confidential.
Vehicle Type	It is the type of vehicle that will be used in the request
Date Start	It is the date and time of the request's start.
Date End	It is the date and time of the request's end.
Starting Location	It is the starting location.
Destination	It is the target destination.
Trip Type	It is the trip type.
Name of Passenger(s)	It is the name of the vehicle's passenger(s).

REQUEST LIST

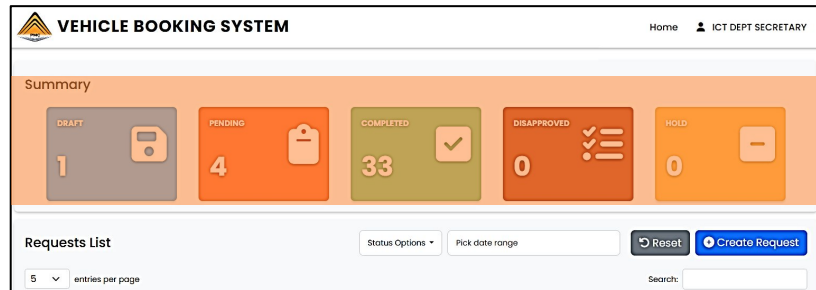
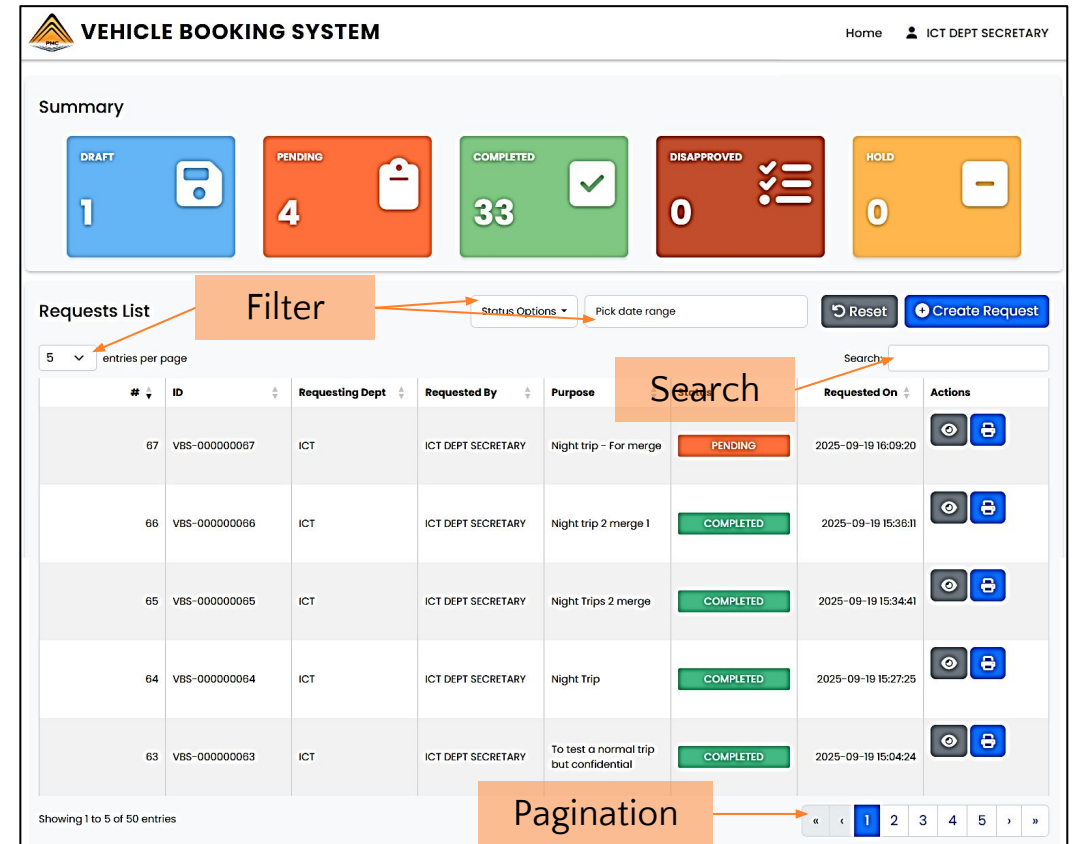


Figure 3.2: Summary

Edit a Request

1. View the **Vehicle Booking System** screen and select a *Request Type* in the **Summary**, as shown in Figure 3.2.
2. View the **Request List** screen and look for the request that you want to edit. You may also use the **Filter**, **Search** and **Pagination** functions to look for a specific request.



REQUEST LIST




- Choose the **Edit** button and change the information accordingly once the **Edit Vehicle Request** screen appears.

Requests List

Status Options Pick date range Reset Create Request

10 entries per page

Search:

#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
51	VBS-000000051	ICT	ICT DEPT SECRETARY	asdasdasd	DRAFT	2025-09-18 13:25:00	  

Showing 1 to 1 of 1 entry (filtered from 45 total entries)

- Click on the **Update** button to save the changes made.

Note(s):

- Only Requests with the tag **Draft** may be edited.

VEHICLE BOOKING SYSTEM

Home ICT DEPT SECRETARY

Edit Vehicle Request

Purpose:
asdasdasd

Check if the trip was confidential
☐ Confidential

Vehicle Type	Date Start	Date End	Starting Location	Destination	Trip Type	Name of Passenger(s)
Light Vehicle	09/18/2025 01:00 PM	09/19/2025 01:00 PM	Loc1	loc2	One Way	Stoltenberg, Maximilian Rutherford
Medium Vehi...	09/18/2025 01:25 PM	09/19/2025 01:25 PM	Loc1	loc2	Round Trip	Terry, Jayde Durgan

Add more

Note: Submit the requisition (2) two days before the scheduled trip and must notify (1) one day before to requesting department if approve or reject.

Update Cancel

REQUEST LIST

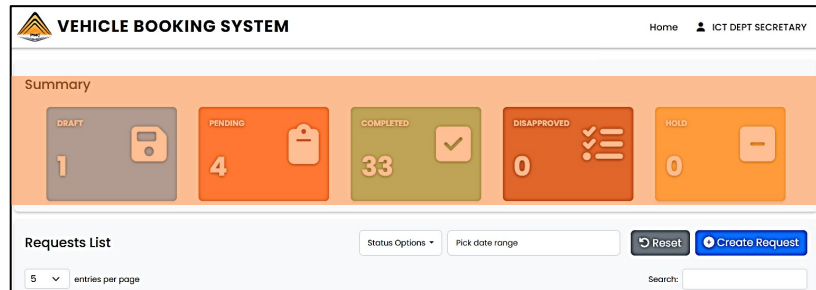
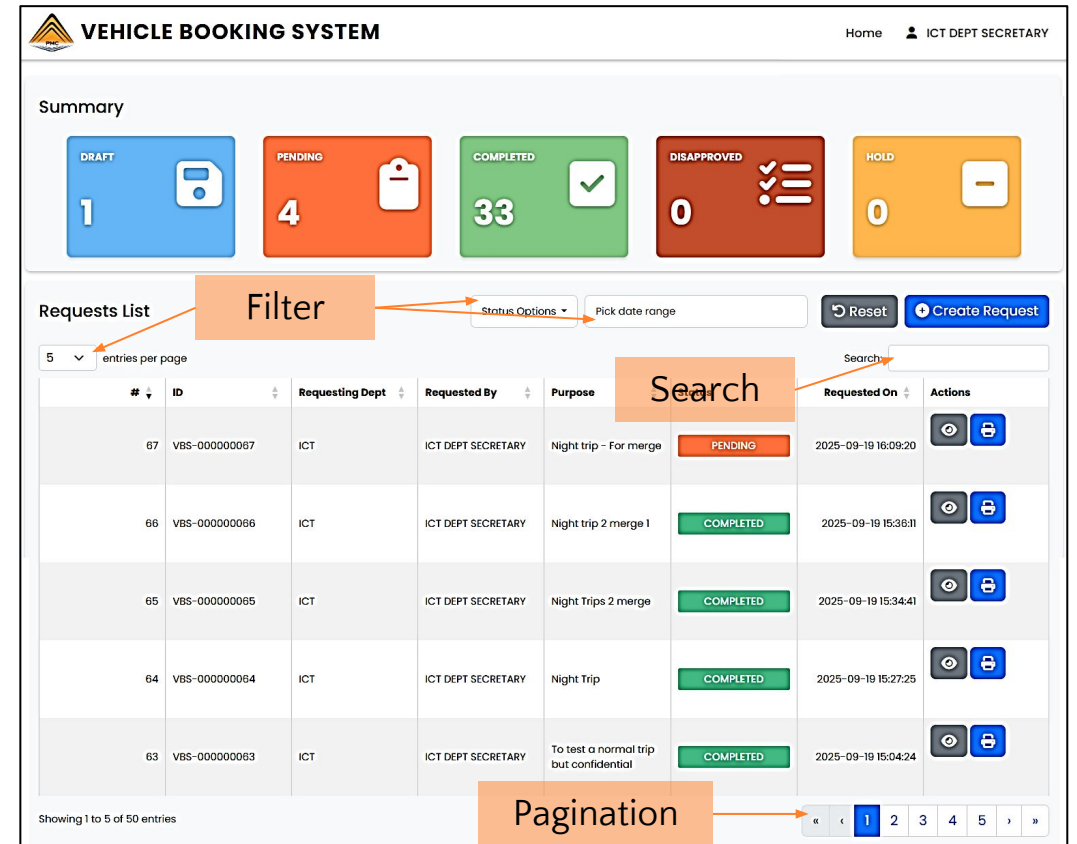


Figure 3.3: Summary

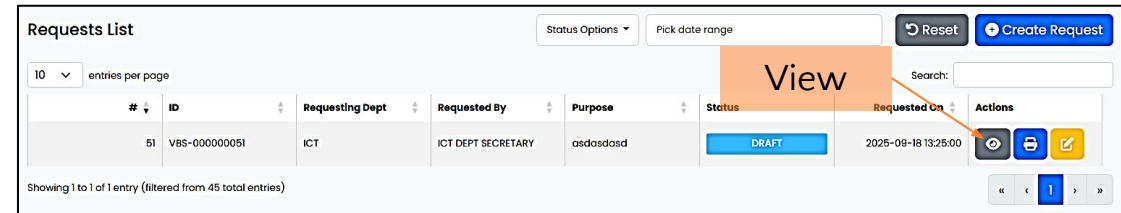
Post a Request

1. View the **Vehicle Booking System** screen and select a *Request Type* in the **Summary**, as shown in Figure 3.3.
2. View the **Request List** screen and look for the request that you want to post. You may also use the **Filter**, **Search** and **Pagination** functions to look for a specific request.



REQUEST LIST

- Choose the **View** button and view the **Request Details** screen.



Requests List

Status Options Pick date range [Reset](#) [Create Request](#)

10 entries per page

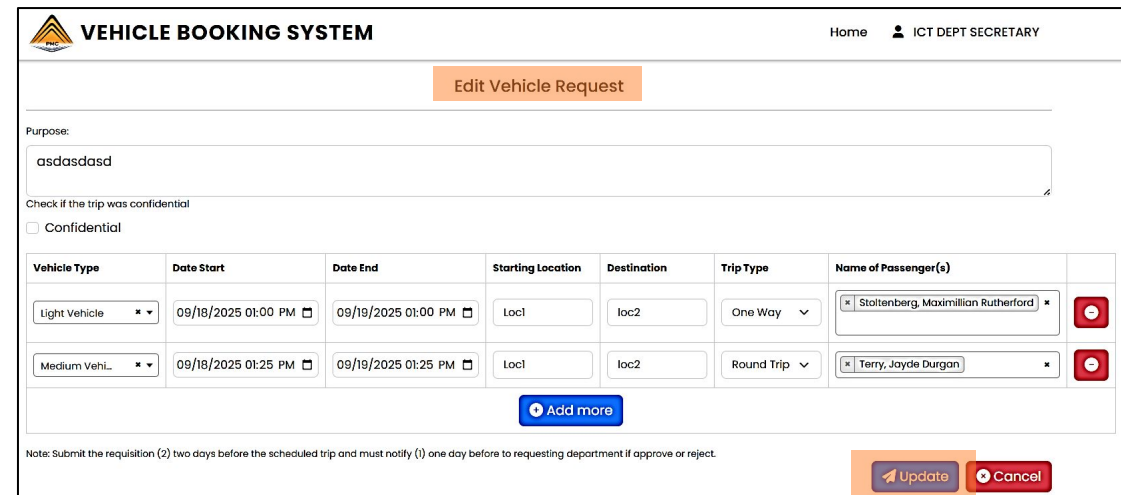
#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
51	VBS-000000051	ICT	ICT DEPT SECRETARY	asdasdasd	DRAFT	2025-09-18 13:25:00	View Edit Delete

Showing 1 to 1 of 1 entry (filtered from 45 total entries)

- Click on the **Post** button to save the changes made.

Note(s):

- Only Requests with the tag **Draft** or **Hold** may be posted.



VEHICLE BOOKING SYSTEM Home [ICT DEPT SECRETARY](#)

[Edit Vehicle Request](#)

Purpose:

Check if the trip was confidential
☐ Confidential

Vehicle Type	Date Start	Date End	Starting Location	Destination	Trip Type	Name of Passenger(s)	
Light Vehicle	09/18/2025 01:00 PM	09/19/2025 01:00 PM	Loc1	loc2	One Way	<input type="text" value="Stoltenberg, Maximilian Rutherford"/>	X
Medium Vehi...	09/18/2025 01:25 PM	09/19/2025 01:25 PM	Loc1	loc2	Round Trip	<input type="text" value="Terry, Jayde Durgan"/>	X

[Add more](#)

Note: Submit the requisition (2) two days before the scheduled trip and must notify (1) one day before to requesting department if approve or reject.

[Update](#) [Cancel](#)

REQUEST LIST

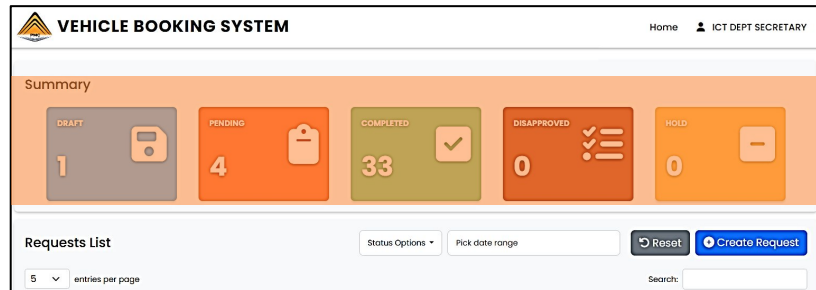
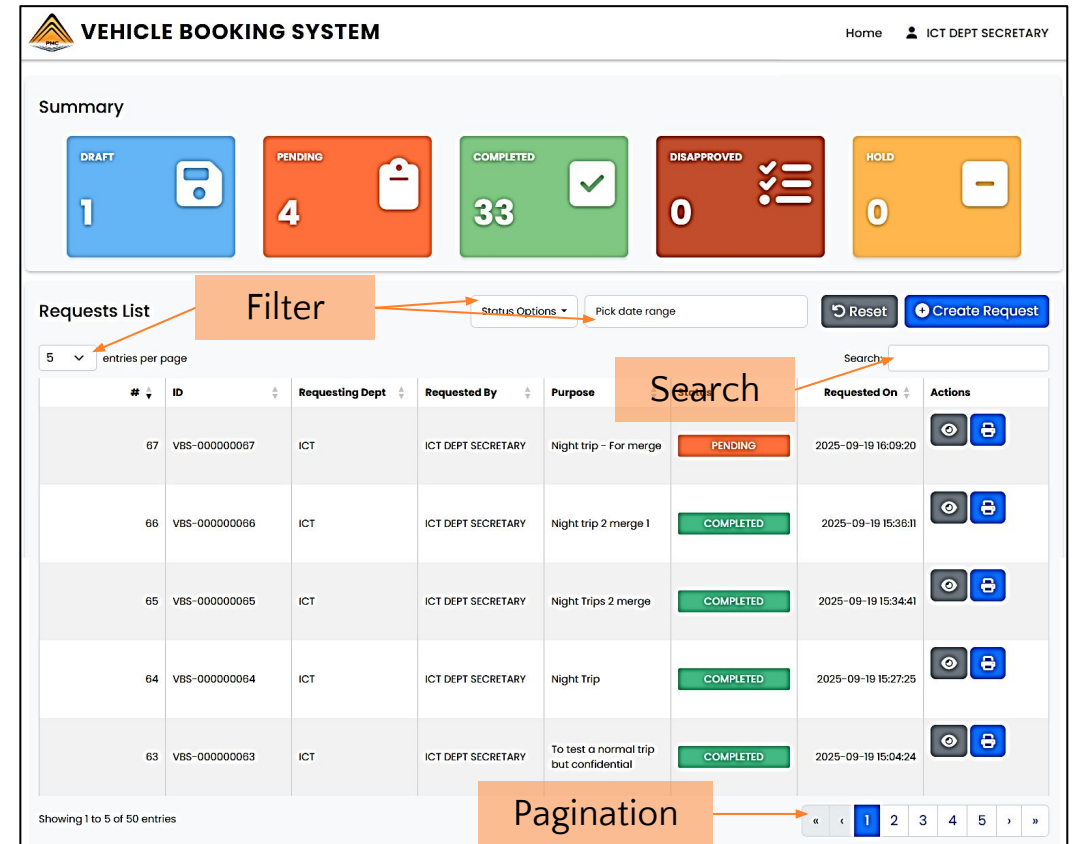


Figure 3.4: Summary

View a Request

1. View the **Vehicle Booking System** screen and select a *Request Type* in the **Summary**, as shown in Figure 3.4.
2. View the **Request List** screen and look for the request that you want to view. You may also use the **Filter**, **Search** and **Pagination** functions to look for a specific request.



REQUEST LIST

- Click on the **View** button to open the **Request Details**. You may also print the request detail using the *Print* button.



Requests List

Status Options ▾ Pick date range



Reset Create Request

10 ▾ entries per page

Search:

# ▾	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	 

Request Details **PENDING**

  **Philsga Mining Corporation**
Mindanao Mineral Processing and Refining Corporation

GENERAL SERVICES DEPARTMENT
OSD FORM V1

VEHICLE REQUISITION SLIP

Reference ID: VBS-000000067 Date: 2025-09-19
Requesting Dept.: ICT Requested Vehicle: Light Vehicle
Driver(s): TBA Vehicle(s): TBA

Date	Time of Departure	Requested Hour(s)	Destination		Trip Type	Name of Passenger(s)
			From	To		
2025-09-25	8:00 PM	9	Cavite	Ortigas	ONE WAY	Walter, Bobby Rolison Goodwin, Cole Jacobson Stiedemann, Chaz Nienow

Note: Submit the requisition (2) two days before the scheduled trip and notify (1) one day before to requesting department if approved or rejected.
Purpose: Night trip - For merge

Requested By: ICT DEPT SECRETARY Approved By: Requesting Dept. Manager Acknowledged By: Dept. Manager
Name/Signature

Division Manager

Close Print

REQUEST LIST

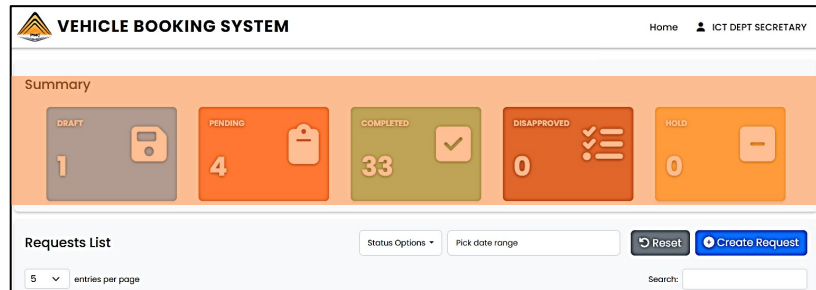
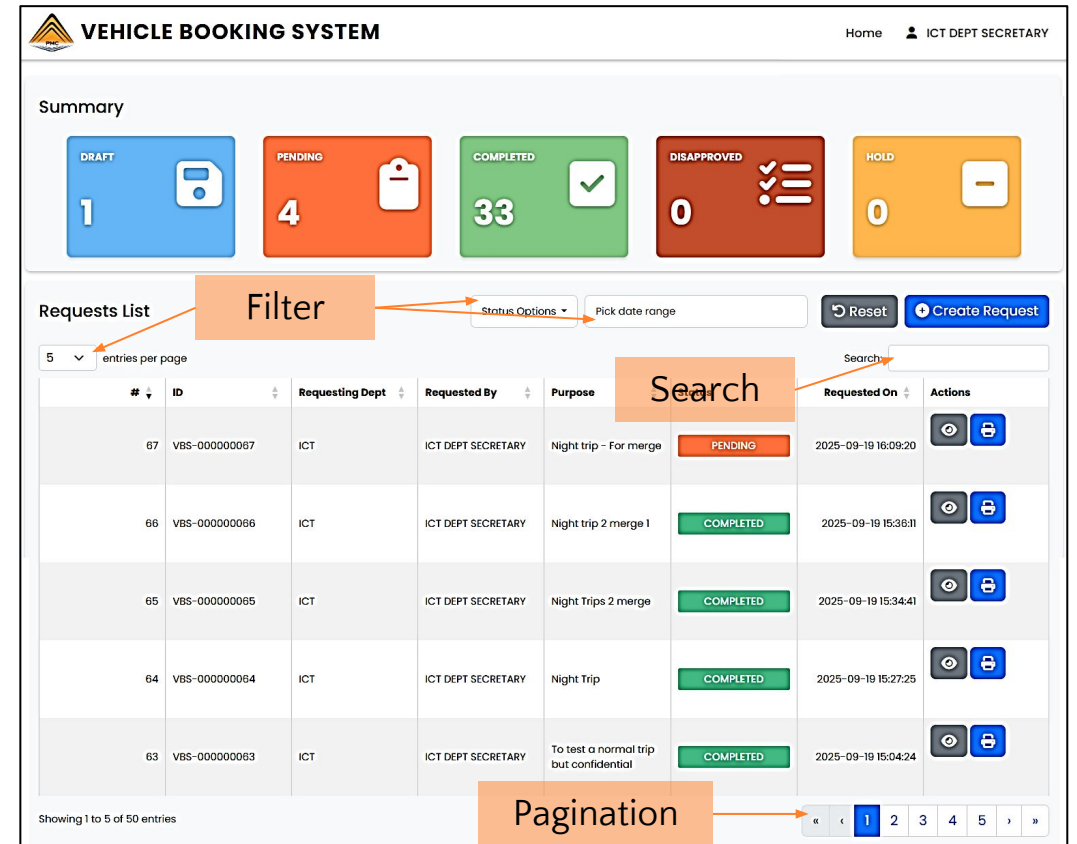


Figure 3.5: Summary

Print a Request

1. View the **Vehicle Booking System** screen and select a *Request Type* in the **Summary**, as shown in Figure 3.5.
2. View the **Request List** screen and look for the request that you want to print. You may also use the **Filter**, **Search** and **Pagination** functions to look for a specific request.



REQUEST LIST

- Click on the **Print** button. This will open the **Request Details** view followed by the print view of the request.

Requests List

Status Options Pick date range

Reset Create Request

10 entries per page

View

Search:

#	ID	Requesting Dept	Requested By	Purpose	Status	Requested On	Actions
67	VBS-000000067	ICT	ICT DEPT SECRETARY	Night trip - For merge	PENDING	2025-09-19 16:09:20	

Request Details PENDING

Philisaga Mining Corporation
Mindanao Mineral Processing and Refining Corporation

GENERAL SERVICES DEPARTMENT
OSD FORM VI

VEHICLE REQUISITION SLIP

Reference ID: VBS-000000067
Requesting Dept: ICT
Driver(s): TBA

Date: 2025-09-19
Requested Vehicle: Light Vehicle
Vehicle(s): TBA

Date	Time of Departure	Requested Hour(s)	From	Destination To	Trip Type	Name of Passenger(s)
2025-09-25	8:00 PM	9	Cavite	Ortigas	ONE WAY	Walter, Bobby Rolison Goodwin, Cole Jacobson Stiedemann, Chaz Nienow

Note: Submit the requisition (2) two days before the scheduled trip and notify (1) one day before to requesting department if approved or rejected.
Purpose: Night trip - For merge

Requested By: ICT DEPT SECRETARY
Name/Signature

Approved By: Requesting Dept. Manager
Division Manager

Acknowledged By: Dept. Manager

Close Print

Request Details COMPLETED

Philisaga Mining Corporation
Mindanao Mineral Processing and Refining Corporation

GENERAL SERVICES DEPARTMENT
OSD FORM VI

VEHICLE REQUISITION SLIP

Reference ID: VBS-000000066
Requesting Dept: ICT
Driver(s): BARTOLOME TADLE

Date: 2025-09-19
Requested Vehicle: Light Vehicle
Vehicle(s): VES-001 HEB

Date	Time of Departure	Requested Hour(s)	From	Destination To	Trip Type	Name of Passenger(s)
2025-09-30	7:00 PM	20	Davao 1	Davao 2	ONE WAY	Dick, Jonathan Rogahn Roke, Aki Frame Stutterberg, Mounibian Rutherford

Note: Submit the requisition (2) two days before the scheduled trip and notify (1) one day before to requesting department if approved or rejected.
Purpose: Night trip 2 merge 1

Requested By: ICT DEPT SECRETARY
Name/Signature

Approved By: DEPARTMENT MANAGER
Requesting Dept. Manager
Division Manager

Acknowledged By: Dept. Manager

Print 1 sheet of paper

Destination: Brother DCP-T820DW

Pages: All

Copies: 1

Layout: Landscape

Color: Color

More settings

Print Cancel

REQUEST LIST

Other

Features:

Entries per Page

- Allows users to view requests in a number batches.

Status Options

- Allows users to only view requests when their status option is selected.

Date Range

- Allows users to view requests from a starting date to an end date.

Requests List

10 ▾ entries per page

10

25

50

100

▾ ID

67 VBS-C

Status Options ▾

Pick

☐ HOLD

☐ PARTIALLY APPROVED

☐ COMPLETED

☐ PENDING

☐ DRAFT

☐ CANCEL

Pick date range

Reset Create Re

< Sep 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3	4
5	6	7	8	9	10	11

09/22/2025 - 09/22/2025 Clear Apply

The background of the slide is a dark purple space with a glowing purple arc of light on the left side. A globe is visible, with a network of white lines and dots connecting various points on its surface, suggesting a global network or data flow.

Thank you!