

# User Guide

## ICT Department Secretary

### PMC Vehicle Booking System



Your Solution in Innovative Digital  
Transformation

September 2025

## Chapter 1

# Getting Started

Introduction

Sign-in

Reset Password

Change Password

Sign-out



A screenshot of a login interface titled "Login". It features two input fields: "Username" and "Password", both with placeholder text. Below the fields is a blue "Submit" button with a white arrow icon pointing right.

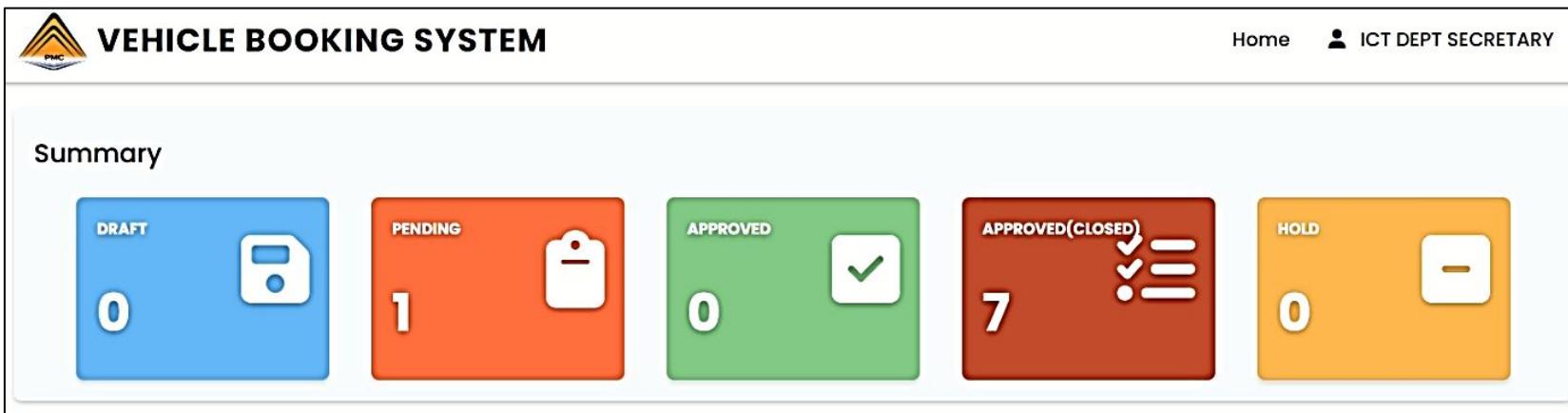
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**WebFocus**  
Solutions, Inc.

# 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.

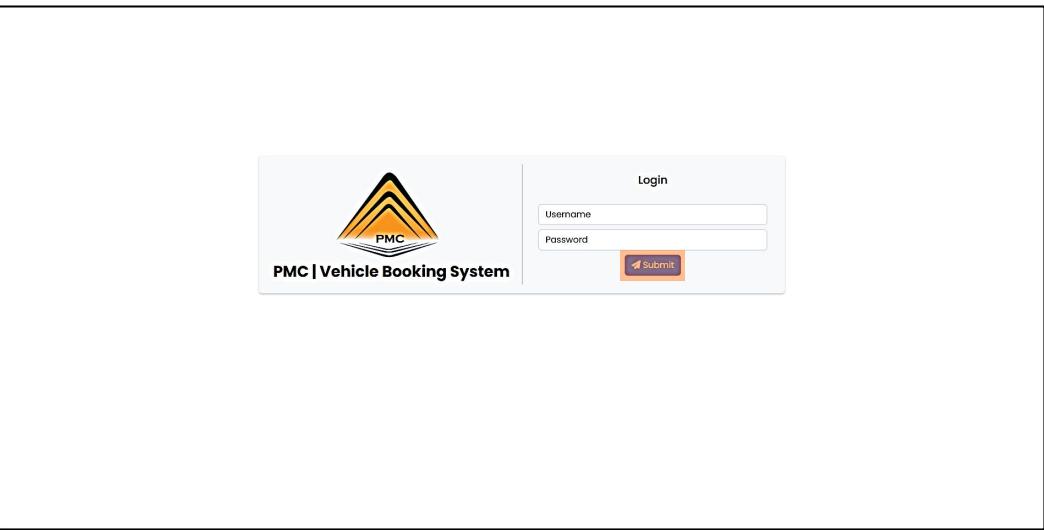


The screenshot shows the login interface for the PMC Vehicle Booking System. On the left, there is a logo consisting of three yellow triangles pointing upwards, with the text "PMC" below it. To the right of the logo, the text "PMC | Vehicle Booking System" is displayed. The main area is titled "Login". It contains two input fields: "Username" and "Password", both with placeholder text. Below these fields is a blue "Submit" button with a white arrow icon. The background of the page is white.

# 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

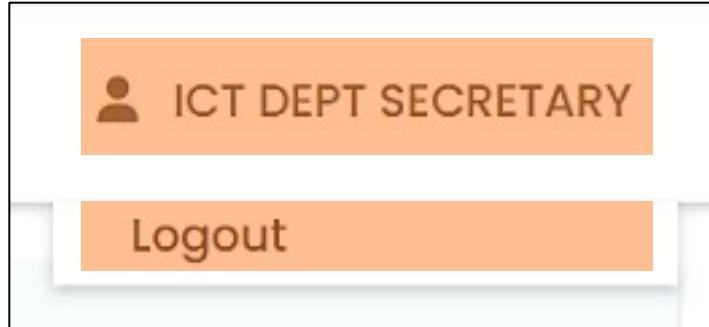


The screenshot shows the 'Admin Sign-in Page' for the 'PMC | Vehicle Booking System'. At the top left is the system's logo, which consists of three orange chevrons pointing upwards, with the acronym 'PMC' written vertically next to them. Below the logo, the text 'PMC | Vehicle Booking System' is displayed. To the right of the logo is a login form titled 'Login'. The form contains two input fields: 'Username' and 'Password', both with placeholder text. Below these fields is a blue 'Submit' button with a white play icon. The entire page has a light gray background.

# 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.



## Chapter 2

# DASHBOARD

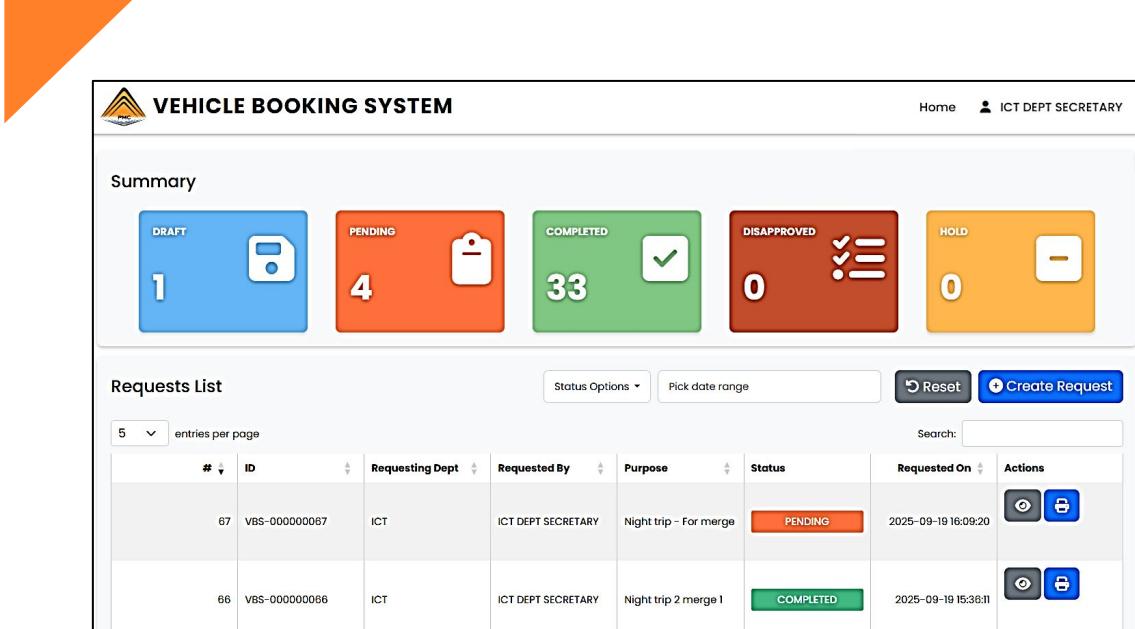
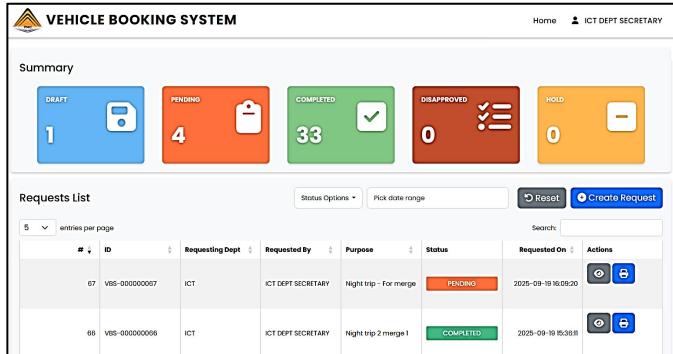


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# DASHBOARD



## 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

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	

## Chapter 3

# REQUEST LIST

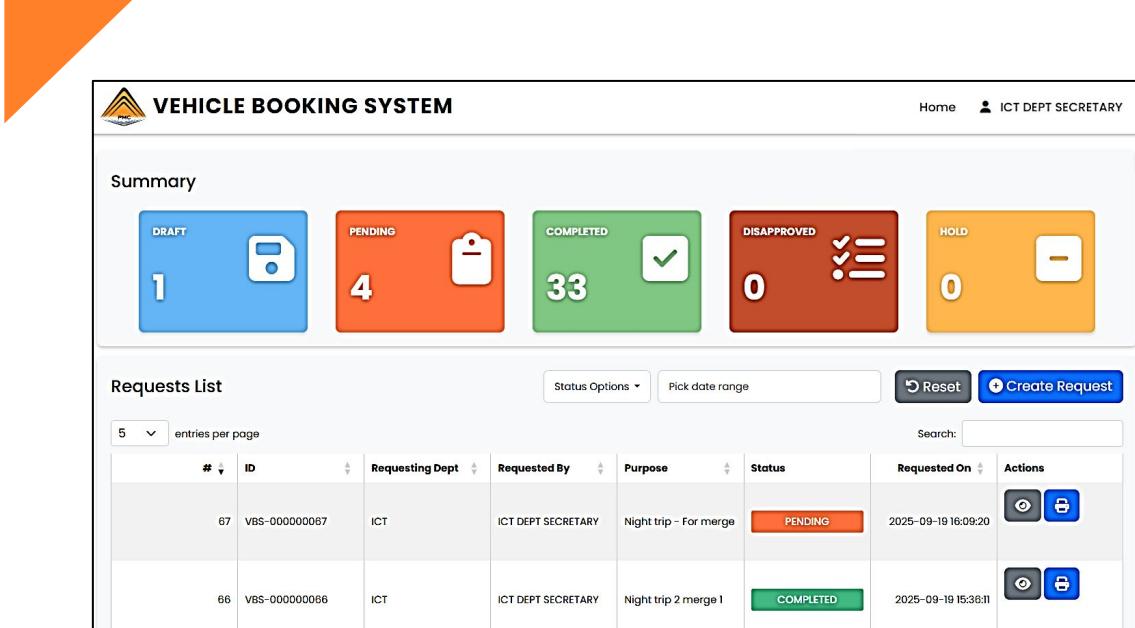


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# REQUEST LIST

## Request List

The screenshot shows the 'REQUEST LIST' section of the Vehicle Booking System. At the top, there's a summary bar with five colored boxes: blue (DRAFT), orange (PENDING), green (COMPLETED), red (DISAPPROVED), and yellow (HOLD). Below this is a table titled 'Requests List' showing two entries:

#	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 I	COMPLETED	2025-09-19 15:36:31	

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

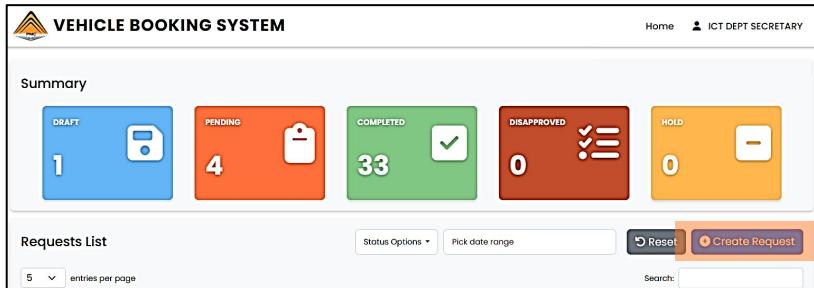


Figure 3.1: Vehicle Booking System

The screenshot shows the 'Vehicle Booking System' requests list. At the top, it has a 'Summary' section with the same five status boxes as the first screenshot. Below is a table titled 'Requests List' with the following data:

#	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 I	COMPLETED	2025-09-19 15:36:11	
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

Page navigation: « ‹ 1 2 3 4 5 › »

## 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.

# REQUEST LIST

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

The screenshot shows the 'Create New Vehicle Request' page of the Vehicle Booking System. At the top, there's a header with a logo, 'VEHICLE BOOKING SYSTEM', 'Home', and 'ICT DEPT SECRETARY'. Below the header, the title 'Create New Vehicle Request' is displayed. A 'Purpose:' input field is present. A note below it says 'Check if the trip was confidential' with a checkbox labeled 'Confidential'. There are three rows of input fields for 'Vehicle Type', 'Date Start', 'Date End', 'Starting Location', 'Destination', 'Trip Type', and 'Name of Passenger(s)'. Each row contains dropdown menus for vehicle selection and date/time inputs. To the right of each row are search buttons labeled 'Search employee' or 'Search Passengers' and a red '+' button. An 'Add more' button is located at the bottom left of the input grid. At the bottom of the form, there's a note about submission timing, followed by 'Submit' and 'Cancel' buttons.

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

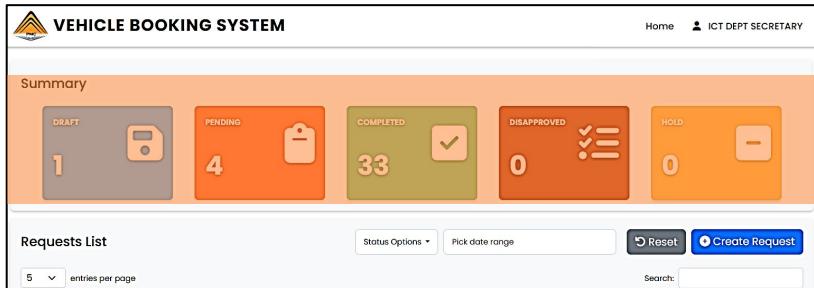
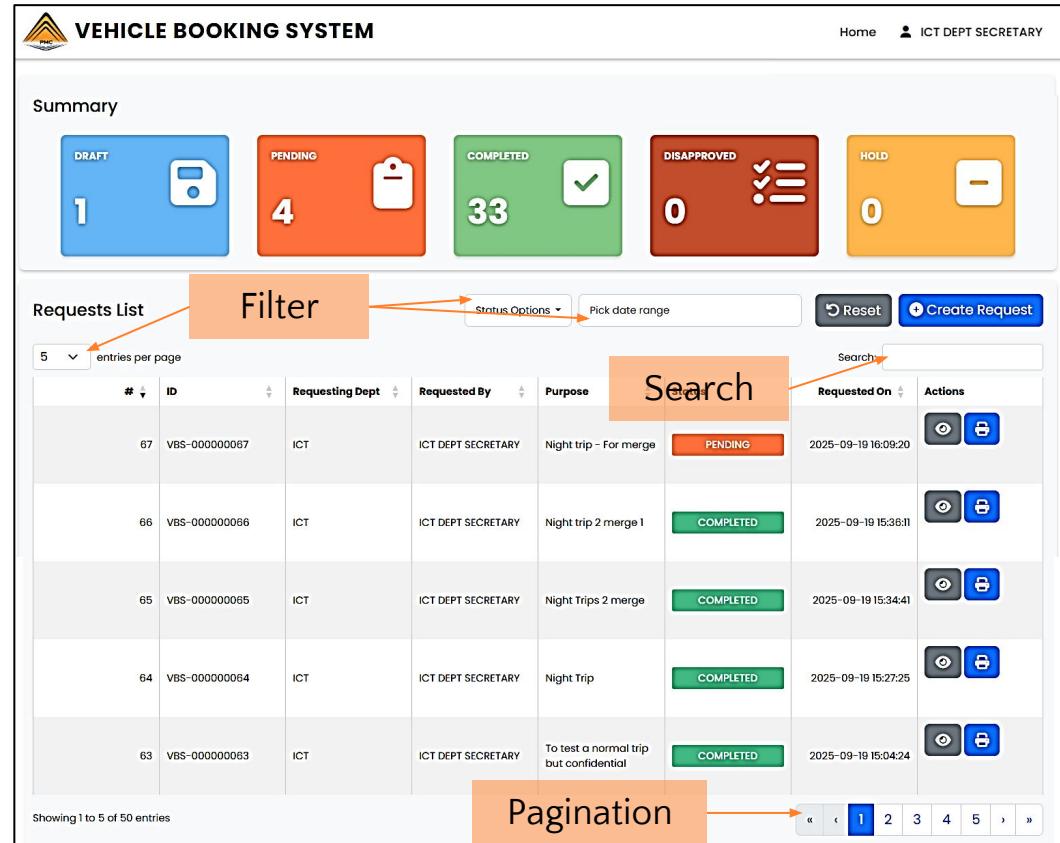


Figure 3.2: Summary

## 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

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

The screenshot shows a table titled "Requests List" with one entry. The columns are: #, ID, Requesting Dept., Requested By, Purpose, Status, and Actions. The entry details are: # 51, ID VBS-00000051, Requesting Dept. ICT, Requested By ICT DEPT SECRETARY, Purpose asdasdasd, Status DRAFT, and Requested On 2025-09-18 13:25:00. The "Actions" column contains three buttons: a blue "Edit" button, a yellow "Update" button, and a green "Delete" button. The "Edit" button is highlighted with an orange box and a red arrow pointing to it from the right.

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

Note(s):

- Only Requests with the tag “Draft” may be edited.

The screenshot shows the "Edit Vehicle Request" page. At the top, there is a logo for "VEHICLE BOOKING SYSTEM". Below it, the title "Edit Vehicle Request" is displayed. The form includes fields for "Purpose" (containing "asdasdasd"), a checkbox for "Check if the trip was confidential" (unchecked), and a "Confidential" checkbox (unchecked). A table for "Name of Passenger(s)" lists two entries: "Stoltenberg, Maximilian Rutherford" and "Terry, Jayde Durgan", each with a delete button. At the bottom, there is a note: "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.", and two buttons: "Update" (orange) and "Cancel" (red).

# REQUEST LIST

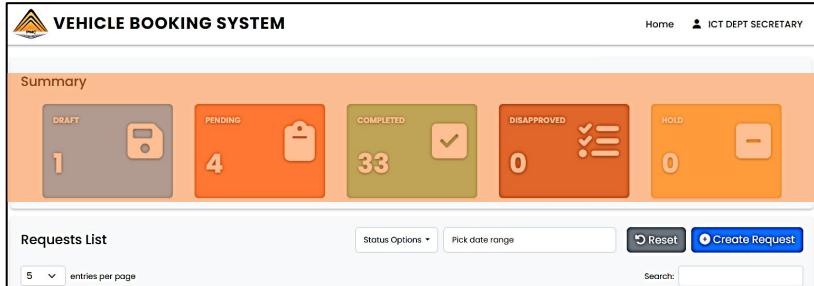
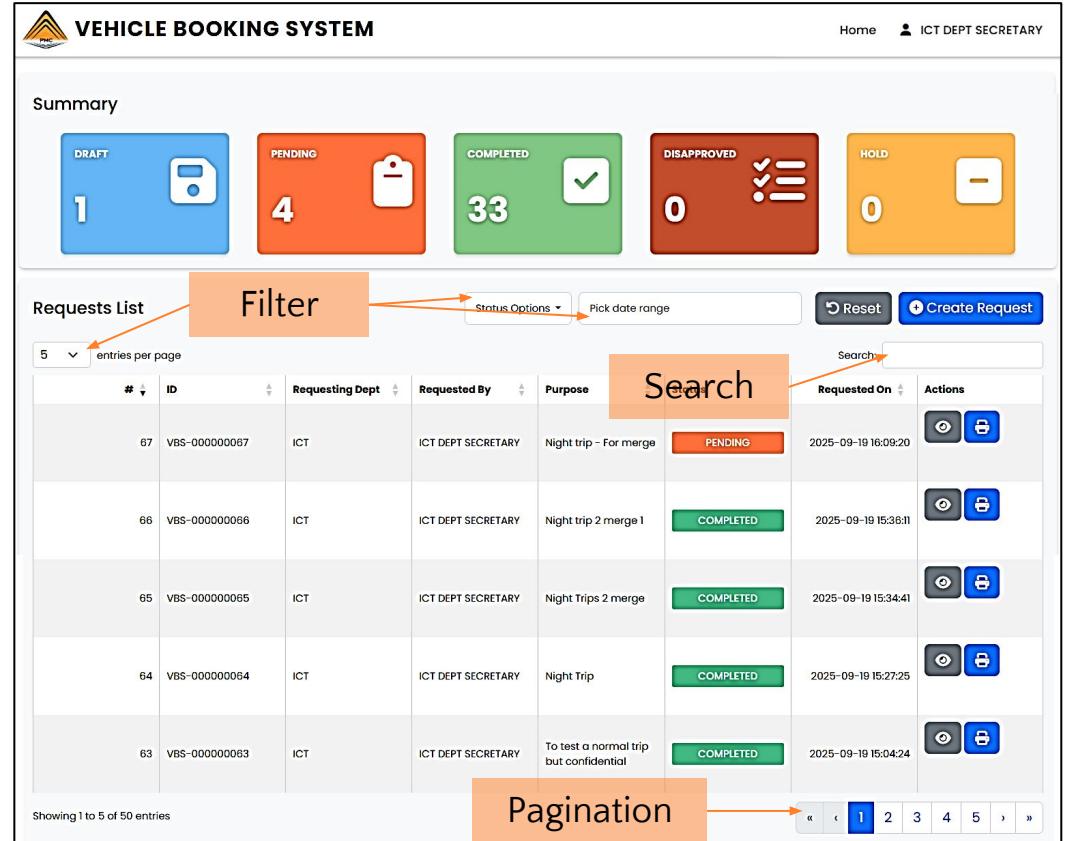


Figure 3.3: Summary

## 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

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

The screenshot shows a table titled "Requests List" with one entry. The columns include #, ID, Requesting Dept., Requested By, Purpose, Status, and Actions. The entry details are: # 51, ID VBS-00000051, Requesting Dept. ICT, Requested By ICT DEPT SECRETARY, Purpose asdasd, Status DRAFT, and Requested On 2025-09-18 13:25:00. A large orange box highlights the "View" button in the Actions column. An arrow points from the text "Choose the View button and view the Request Details screen." to this button.

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

Note(s):

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

The screenshot shows the "Edit Vehicle Request" page of the "VEHICLE BOOKING SYSTEM". It includes fields for Purpose (asdasd), Confidential status (unchecked), and trip details (Vehicle Type, Date Start, Date End, Starting Location, Destination, Trip Type, Name of Passenger(s)). Two rows of vehicle trips are listed: one for a Light Vehicle from 09/18/2025 to 09/19/2025 and another for a Medium Vehicle from 09/18/2025 to 09/19/2025. A note at the bottom states: "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." Buttons for "Update" and "Cancel" are at the bottom right. An arrow points from the text "Click on the Post button to save the changes made." to the "Update" button.

# REQUEST LIST

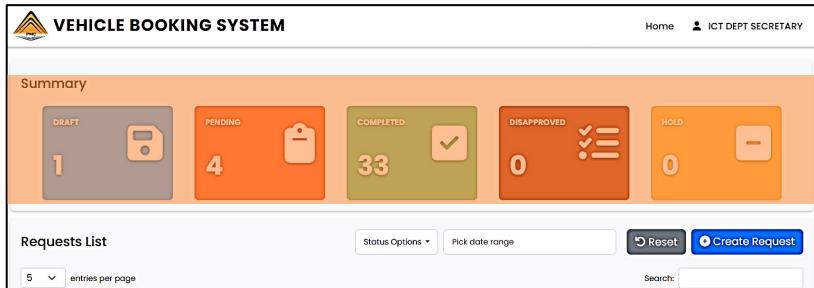
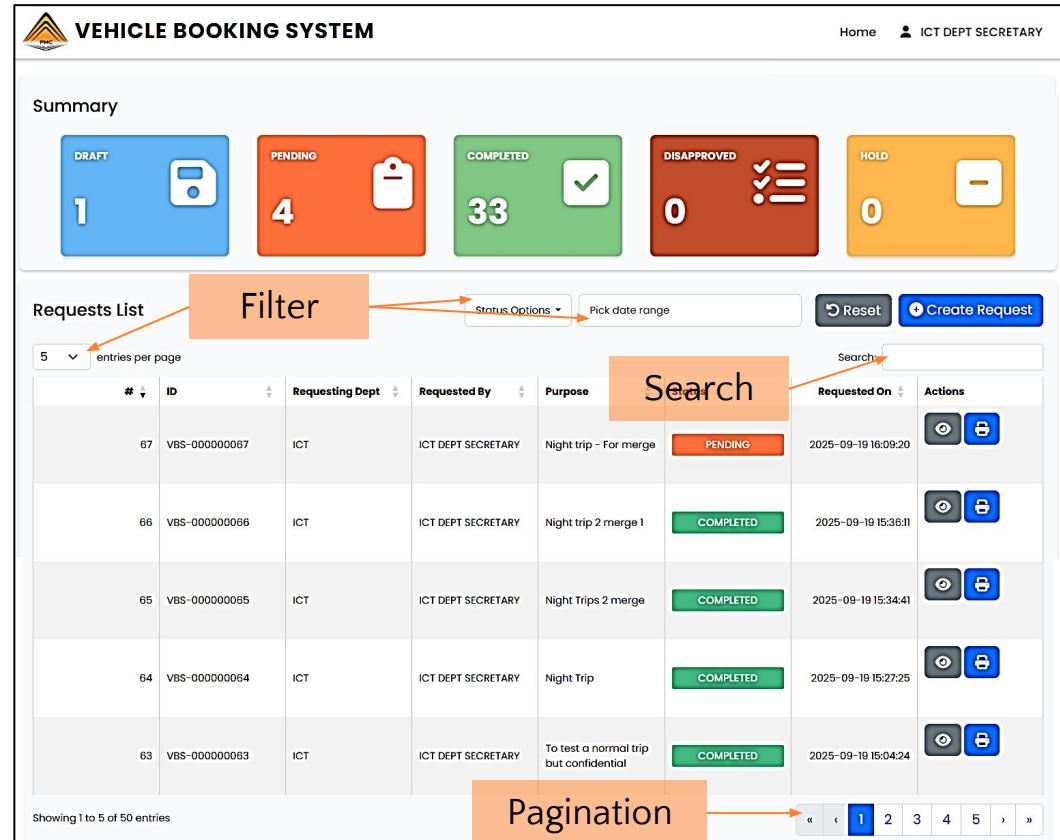


Figure 3.4: Summary

## 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

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

Requests List

#	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

Philaga Mining Corporation  
Mindanao Mineral Processing and Refining Corporation  
GENERAL SERVICES DEPARTMENT  
GSD FORM VI

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

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

VEHICLE REQUISITION SLIP

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 Rollson 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: ICI DEPT SECRETARY Approved By: \_\_\_\_\_ Acknowledged By: \_\_\_\_\_  
Name/Signature \_\_\_\_\_ Requesting Dept. Manager Dept. Manager  
Division Manager

# REQUEST LIST

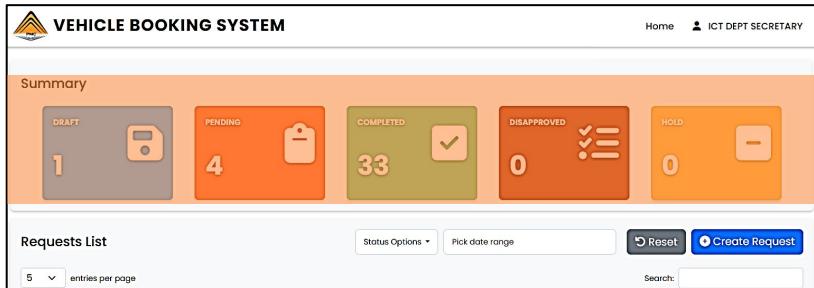


Figure 3.5: Summary

## 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.

The screenshot shows the 'Requests List' section of the Vehicle Booking System. It includes a 'Filter' button, 'Status Options', 'Search' bar, and a 'Pagination' area at the bottom. The main table lists five requests with columns for #, ID, Requesting Dept, Requested By, Purpose, Status, Requested On, and Actions. The requests are:

#	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 I	COMPLETED	2025-09-19 15:36:11	
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 **Print** button. This will open the **Request Details** view followed by the print view of the request.

Request Details PENDING

Philaga Mining Corporation  
Mindanao Mineral Processing and Refining Corporation  
GENERAL SERVICES DEPARTMENT  
GSD FORM VI

TEAMWORK INTEGRITY GROWTH EXCELLENCE RESPONSIBILITY

CERTIFICATION INTERNATIONAL ISO 14001:2015

VEHICLE REQUISITION SLIP

Reference ID: VBS-000000067 Date: 2025-09-19 Requesting Dept.: ICT Driver(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 Rollson 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**

Requests List

Status Options Pick date range Reset Create Request

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	

Print 1 sheet of paper

Destination: Brother DCP-T820DW

Pages: All

Copies: 1

Layout: Landscape

Color: Color

More settings

**Print** **Cancel**

# REQUEST LIST

## Other

### Entries per Page

- Allows users to view requests in a number batches.

The screenshot shows a 'Requests List' interface. On the left, there is a dropdown menu labeled 'entries per page' with options 10, 25, 50, and 100. The option '10' is highlighted with a blue background. To the right of the dropdown are two columns: '# ▾' and 'ID'. Below these columns, the number '67' and the code 'VBS-0' are displayed.

### Status Options

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

The screenshot shows a 'Status Options' interface. It includes a dropdown menu labeled 'Status Options ▾' and a 'Pick' button. Below the dropdown is a list of status categories, each preceded by an unchecked checkbox:

- HOLD
- PARTIALLY APPROVED
- COMPLETED
- PENDING
- DRAFT
- CANCEL

### Date Range

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

The screenshot shows a 'Pick date range' interface. At the top, there are buttons for 'Reset' and 'Create Re'. Below these are two calendar grids for September and October 2025. The month of September starts on Sunday, September 1, and ends on Saturday, September 30. The month of October starts on Sunday, October 1, and ends on Saturday, October 31. A specific date, September 22, is highlighted with a blue background. At the bottom of the interface, there are buttons for '09/22/2025 - 09/22/2025', 'Clear', and 'Apply'.

Thank you!