

Functional Design ROOM Reservation Application CHANGE REQUEST 1

**PT AIA Financial
PT Kamoro Maxima Integra**

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DOCUMENT CONTRIBUTORS

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REVISION HISTORY

Version #	Date	Requestor	Revised by	Description of Changes
1.0	06 Jun 2018			Initial creation
2.0	11 Jun 2018			
3.0	21 Jun 2018			

REVISION LOG

Revisi 3.0

5. ADDITIONAL FEATURES

- Untuk Approval Room, Admin bisa merubah setting.
Misal Ruangan A, kita awalnya tidak ada approval, tapi ditengah jalan butuh approval, jadi kita sebagai admin bisa jalankan approval tersebut. Di tahun berikutnya ruangan A akan dibuka untuk umum lagi, nanti kita take out approvalnya.

Revisi 2.0

4. Report

- Penambahan filter tanggal.

REVIEW AND APPROVAL

Version #	Date	Reviewer	Revised by	Description
1.0				

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1. BACKGROUND

- AIA request for an enhancement room reservation web application that help to manage current reservation situation.

2. SCOPE OF WORKS

Enhancement

1. Reservation

- Add validation to prevent user to book more than X month(s).
 - ✓ X Months will be user-defined.
- Cancel reservation by room and by hour.
 - ✓ Add Button Cancel by Room and/or By Hour.
 - ✓ User can cancel confirmed reservation before due date.

2. Approval

- Enable user to book room without any approval.
 - ✓ Submitted non-approval room reservation will show directly in schedules page.

3. Display Room Schedule

- Display room booking regardless the request has been approved or not.
 - ✓ Show non-approval reservation in schedules page.

4. Report

- Penambahan filter tanggal.

New Screen

1. Display All Room Reservation in one page (Page: Reservation Schedules)
2. Screen to block and unblock user to submit request (Page: Blocked User List)

Back-end Process

1. Email Job

- Send email notification X minute(s) before due time room reservation confirmation.
 - ✓ X Months will be user-defined.
- Send email notification for room cancellation.
 - ✓ Email send after room cancelled.
- Send email notification for warning letter; After X time will be auto blacklisted.
 - ✓ Email send after room not confirm after start time or manually by admin room.
 - ✓ If warning letter send after X times system will auto blacklist user related.
 - ✓ X times will be user-defined.

2. Windows Job

- Auto-release room after X hour room has not been confirmed.
- Send warning letter.
- Send email by windows job

Notes :

- ✓ All point above are technical wise.

3. NEW SCREEN DESIGN

A. Legend

<input type="text"/>	Lookup
<input type="text"/>	Textbox
<input type="text"/>	Mandatory Textbox
<input type="text"/>	Listbox
<input type="text"/>	Calendar
<input type="checkbox"/>	Check box

B. BLOCKED USER LIST

LOGO

MENU LIST

Filter Data

Status

ALL

ALL

Blocked

Unblocked

Employee

ALL

SEARCH

CLEAR

ACTION	EMPLOYEE	LAST UPDATED DATE	STATUS	REMARKS
EDIT	DS0001 – CANDRA KURNIAWAN	06 JUN 2018 14:11	BLOCKED	Booked ruangan tetapi tidak dipakai sebanyak 3 kali
EDIT	DS0032 – JOHN DOE	01 JUN 2018 16:10	BLOCKED	Booked ruangan tetapi tidak dipakai sebanyak 3 kali

C. RESERVATION SCHEDULES

LOGO

ROOM RESERVATION SCHEDULES

◀

06 JUNE 2018

▶

AIA 9F - CONFIDENCE

10.30 – 14.30

Time

Seminar Public Speaking

Event

JOHN DOE

Booked by

15.00 – 17.00

Time

Meeting Agency Commission

Event

MARTINA CLAIRE

Booked by

AIA 9F - COURAGE

08.00 – 12.00

Time

Agency Mubarak On Leave

Event

JOHN DOE

Booked by

14.00 – 15.30

Time

Agency Target Plan Q4 2018

Event

MARTINA CLAIRE

Booked by

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4. ACCESS

- User access will be using existing Windows Authentication.

5. ADDITIONAL FEATURES

- Untuk Approval Room, Admin bisa merubah setting.
Misal Ruangan A, kita awalnya tidak ada approval, tapi ditengah jalan butuh approval, jadi kita sebagai admin bisa jalankan approval tersebut. Di tahun berikutnya ruangan A akan dibuka untuk umum lagi, nanti kita take out approvalnya.