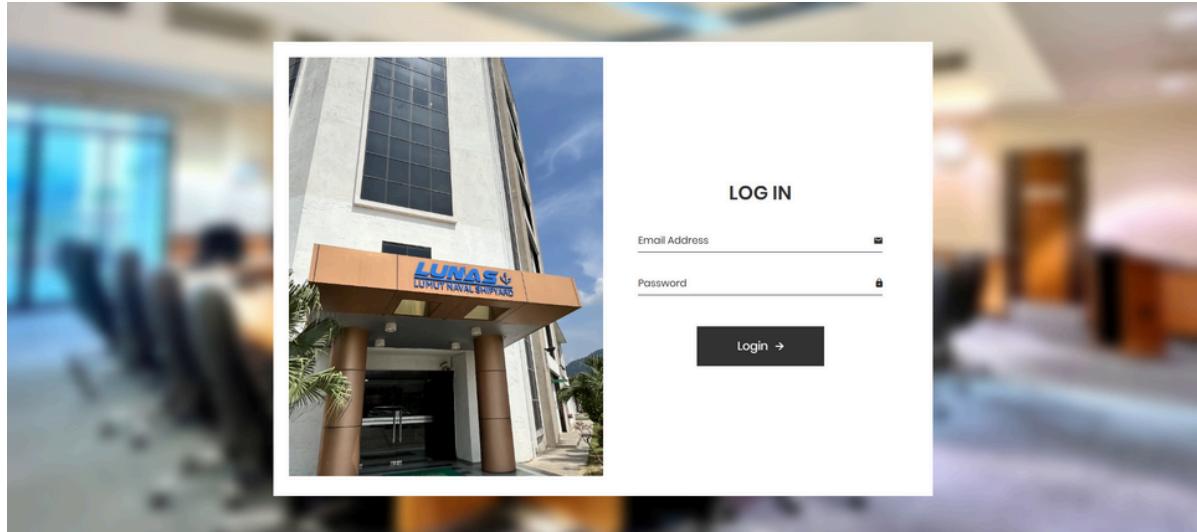




USER GUIDE :

ROOM RESERVATION SYSTEM

REQUESTER :

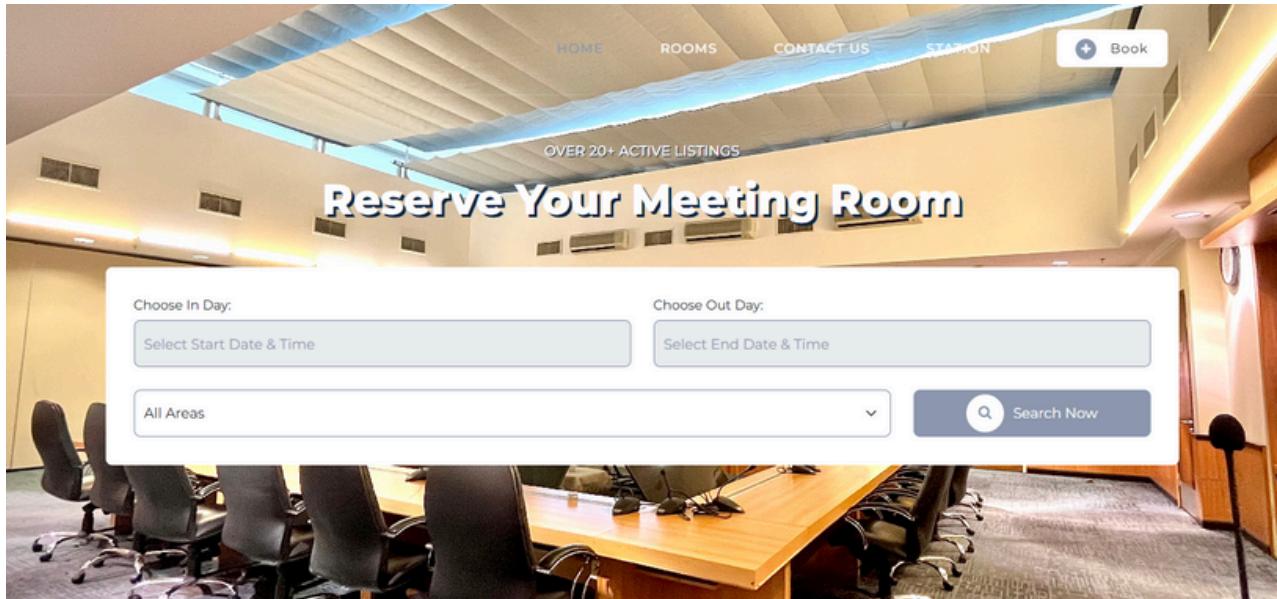


- **Accessing the System**

1. Go to [MyLunas Portal](#).
2. Select Room Reservation System.

- **Logging In**

1. Enter your MyLunasDex Account
2. Click Login to access the system.

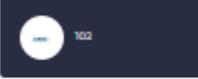


- **Homepage**
 - **On the homepage, you can search for available rooms:**
 1. Choose In Day - Select check-in date and time.
 2. Choose Out Day - Select check-out date and time.
 3. All Areas - Select a location (e.g., Location 102).
 4. Click Search Now to find available rooms.
- **Navigation Menu**
 - **At the top of the page, you will find:**
 - Home - Return to the homepage.
 - Rooms - View the list of available rooms.
 - Booking Form - Access the form to book a room.
 - Station - View your booking history.

Selected Date & Time

| | |
|-------------------|------------------|
| Start Date & Time | End Date & Time |
| 2025-03-13 12:00 | 2025-03-14 12:00 |

Change Day











Auditorium
by: Abd Razak Bin Mokhtar | Contact: 7023
Level 1 | Auditorium
Facilities: Projector
Location: 102 Capacity: 250
Available



VIP Lounge
by: Abd Razak Bin Mokhtar | Contact: 7023
Level 1 | VIP Room
Facilities: Comfortable Seating
Location: 102 Capacity: 30
Unavailable

- **Room Listings**

- **The room listing page shows the status of rooms:**

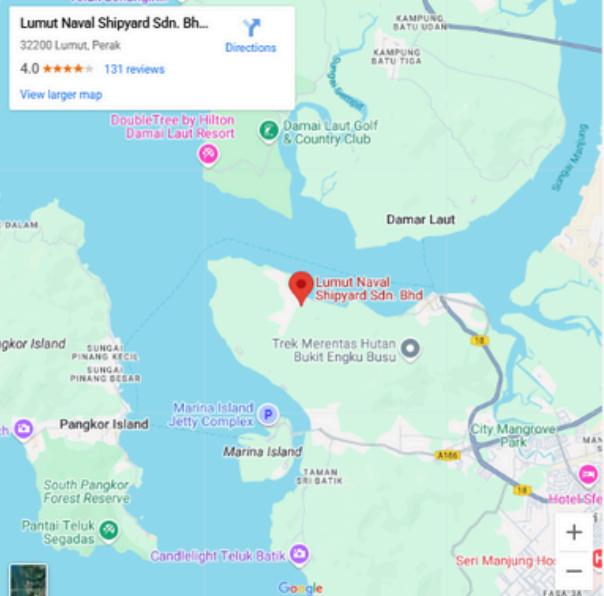
1. Available - The room is open for booking (Book Now button is clickable).
2. Unavailable - The room is currently booked (Book Now button is disabled).
3. Inactive - The room is not open for booking (with reason displayed, and Book Now button is disabled).

- **Each room listing includes the following details:**

- Person in Charge (PIC) - Name and extension of the staff responsible for the room.
- Level - Floor where the room is located.
- Type of Room - Meeting Room, Dining Hall, Auditorium, VIP Room, or Training Room.
- Facilities - List of amenities available in the room.
- Location - Specific area where the room is situated.
- Capacity - Maximum number of people the room can accommodate.

- **Changing Date and Location**

- To change the date and time, click Change Day in the selected date and time section.
- On the right side, a list of other locations is available in case you need to change the location.



Lumut Naval Shipyard Sdn. Bhd.
32200 Lumut, Perak
4.0 ★★★★☆ 131 reviews
View larger map

Book Now

| | |
|-------------------------------|--------------------|
| Room | Location |
| Auditorium | 102 |
| In Date | Out Day |
| 2025-03-15 12:00 | 2025-03-14 12:00 |
| Anis Dayana binti Nazlani @ I | 080246 |
| OJT | INFORMATION SYSTEM |
| BOOKING OBJECTIVE | CAPACITY |

Book Now

- **Booking Form**

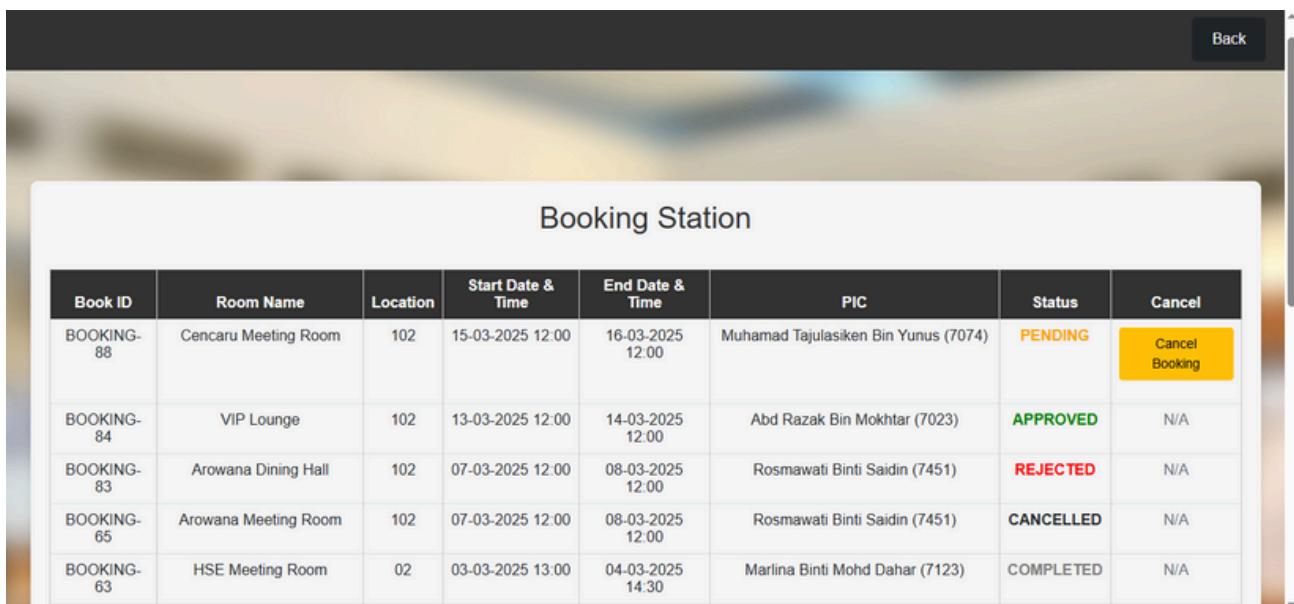
- When booking a room, the following details are auto-filled:
 - Room Name
 - Room Location
 - In Date
 - Out Date
 - Staff Name
 - Staff ID
 - Staff Position
 - Department

- **User Input**

- The user needs to fill in:
 - Booking Objective - Purpose of the booking.
 - Capacity - Number of attendees.

- **Booking Process**

- Once all information is filled in, click Book Now to complete the booking process.
- An email notification will be sent to the Person in Charge (PIC) for approval.
- The PIC will review and approve or reject the booking request.



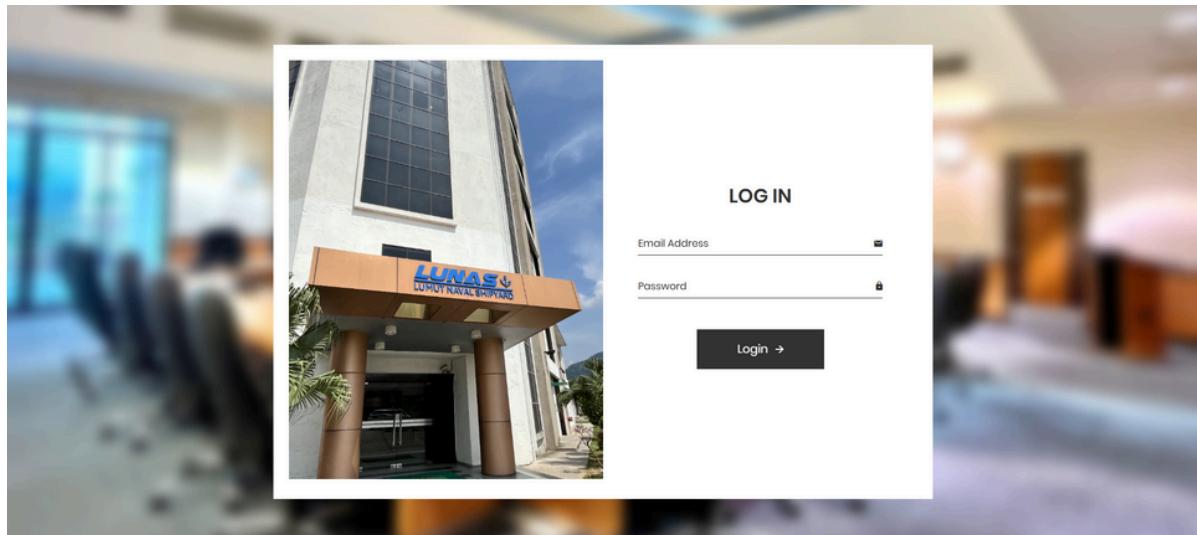
Booking Station

| Book ID | Room Name | Location | Start Date & Time | End Date & Time | PIC | Status | Cancel |
|------------|----------------------|----------|-------------------|------------------|--------------------------------------|-----------|---------------------------------|
| BOOKING-88 | Cencaru Meeting Room | 102 | 15-03-2025 12:00 | 16-03-2025 12:00 | Muhamad Tajulasiken Bin Yunus (7074) | PENDING | <button>Cancel Booking</button> |
| BOOKING-84 | VIP Lounge | 102 | 13-03-2025 12:00 | 14-03-2025 12:00 | Abd Razak Bin Mokhtar (7023) | APPROVED | N/A |
| BOOKING-83 | Arowana Dining Hall | 102 | 07-03-2025 12:00 | 08-03-2025 12:00 | Rosmawati Binti Saidin (7451) | REJECTED | N/A |
| BOOKING-65 | Arowana Meeting Room | 102 | 07-03-2025 12:00 | 08-03-2025 12:00 | Rosmawati Binti Saidin (7451) | CANCELLED | N/A |
| BOOKING-63 | HSE Meeting Room | 02 | 03-03-2025 13:00 | 04-03-2025 14:30 | Marlina Binti Mohd Dahir (7123) | COMPLETED | N/A |

- **Station (Booking History)**

- The Station section provides an overview of your booking history, displaying the status of each reservation:
 - Pending - The booking is awaiting approval. While in this status, the user can cancel the booking if necessary. Upon cancellation, an email notification will be sent to the PIC informing them of the cancellation.
 - Approved - The booking has been successfully approved by the PIC.
 - Rejected - The booking request has been declined by the PIC.
 - Cancelled - The booking has been voluntarily canceled by the requester.
 - Completed - The booking is marked as completed once the scheduled booking date has passed.

PERSON IN CHARGE (PIC) :



- **Accessing the System**

1. Go to [MyLunas Portal](#).
2. Select Room Reservation System.

- **Logging In**

1. Enter your MyLunasDex Account
2. Click Login to access the system.

Welcome Muhamad Tajulasiken Bin Yunus

| 1 | Pending Booking | 1 | Approved Booking | 0 | Rejected Booking | 0 | Cancelled |
|----------------------|-----------------|---|------------------|--------------|------------------|---|-----------|
| Meeting Room 2 | I02 | 2 | 30 | Meeting Room | INACTIVE | | |
| meeting room 1 | I02 | 2 | 43 | Meeting Room | INACTIVE | | |
| Cencaru Meeting Room | I02 | 2 | 20 | Meeting Room | ACTIVE | | |

Person in Charge (PIC) Dashboard

- **The PIC Dashboard provides an overview of booking requests and room management:**
 - Pending Bookings - Bookings that are awaiting approval.
 - Approved Bookings - Bookings that have been approved.
 - Rejected Bookings - Bookings that have been rejected.
 - Cancelled Bookings - Bookings that have been canceled.

Room Management

- Add Room Button - Allows the PIC to add a new room.
- Room List - Displays all rooms managed by the PIC.
- Actions Column:
 - Edit Room - Click the pencil icon to edit room details.
 - Activate/Deactivate Room - Click the refresh icon to enable or disable room availability.

Sidebar Navigation

- The sidebar allows the PIC to navigate between different sections:
- Calendar - View room reservations in a calendar format.
- Booking - Manage room bookings efficiently.

Add Room

| | |
|----------------------|--|
| Room Type: | <input type="text" value="Select Room Type"/> Please select the appropriate room type |
| Room Name: | <input type="text" value="Room Name"/> |
| Location: | <input type="text" value="Enter Location: Lokasi Bangunan, cnth : 102,04"/> |
| Level: | <input type="text" value="0"/> |
| Staff ID: | <input type="text" value="2499"/> Enter the Staff ID of the Person In Charge |
| Person In Charge: | <input type="text" value="Muhamad Tajulasikon Bin Yunus"/> Auto-filled based on Staff ID |
| Staff Extension: | <input type="text" value="7074"/> Auto-filled based on Staff ID |
| Capacity: | <input type="text" value="Capacity"/> |
| Facilities: | <input type="text" value="Enter facilities (e.g. WiFi, projector)"/> |
| Select Room Pictures | <input type="text" value="Choose File No file chosen"/> You can select pictures for the room. |

SUBMIT

• Add Room

- The Person in Charge (PIC) can add a new room by filling out the room registration form. The form requires the following details:
 - Room Type (Meeting Room, VIP Room, etc.)
 - Room Name
 - Location
 - Level
 - Staff ID (auto filled)
 - Person in Charge (auto filled)
 - Staff Extension (auto filled)
 - Capacity
 - Facilities
 - Room Picture

Once all required fields are completed, clicking the Add Room button will register the room into the system.

Edit Room


[Change](#)

| | |
|-------------------|---|
| Room Type: | Meeting Room |
| Room Name: | Concaru Meeting Room |
| Location: | 102 <small>Lokasi Bangunan, unit: 102.04</small> |
| Level: | 2 |
| Staff ID: | 2499 |
| Person in Charge: | Muhamad Tajulasiqon Bin Yunus |
| Staff Extension: | 7074 |
| Capacity: | 20 |
| Facilities: | Projector |

- **Edit Room**

- Person in Charge (PIC) is allowed to edit room information. The PIC can update details such as:
 - Room Type (Meeting Room, VIP Room, etc.)
 - Room Name
 - Location
 - Level
 - Capacity
 - Facilities
 - Room Picture

To edit a room, navigate to the Room List, click the Edit (Pencil) Icon, make the necessary changes, and save the updates.

The screenshot shows a room management interface. At the top, a banner says "Welcome Muhammad" and "1 Pending Booking". A central modal window displays the message "apps.mylunas.com.my says" and "Please enter the reason for deactivating this room:" followed by a text input field, an "OK" button, and a "Cancel" button. To the right of the modal are two colored bars: a red bar labeled "1 Pending Booking" and a green bar labeled "0 Cancelled". Below the modal is a "ROOM LIST" table with columns: ROOM NAME, LOCATION, LEVEL, CAPACITY, ROOM TYPE, ROOM AVAILABILITY, and ACTION. The table contains three rows: "Meeting Room 2" (Location 102, Level 2, Capacity 30, Meeting Room, INACTIVE), "meeting room1" (Location 102, Level 2, Capacity 43, Meeting Room, INACTIVE), and "Cencaru Meeting Room" (Location 102, Level 2, Capacity 20, Meeting Room, ACTIVE). The "ACTION" column for the active room has a "Deactivate Room" button.

• Deactivating a Room

- **To deactivate a room:**

1. Click the Refresh Icon next to the pencil icon in the Room List.
2. Enter the reason for deactivation.
3. Confirm the action to deactivate the room.

The screenshot shows a calendar for March 2025. The left sidebar has links for "Dashboard", "Calendar", and "Booking". The main area shows the month of March with days from 23 to 29. Room bookings are color-coded: purple for "Cencaru Meeting R", yellow for "Meeting Room 2", and dark blue for "meeting room1". Specific events are labeled with times: "12:30p Cencaru Me", "12p Meeting Room 2", "12p meeting room1", and "12p Cencaru Me".

• Calendar View

- The Calendar section provides a visual representation of room bookings.
- Each room is displayed in a different color, allowing PIC to easily identify booking overview at a glance.

Pending Approvals

APPROVE **REJECT**

| SELECT | BOOKING ID | ROOM NAME | STAFF INFO | START DATE | END DATE | CAPACITY | PURPOSE |
|--------------------------|------------|----------------------|---|------------------|------------------|----------|-----------------|
| <input type="checkbox"/> | BOOKING-88 | Cencaru Meeting Room | Name: Anis Dayana binti Nazlani @ Nazlan (080246) Position: OJT Dept: ISD | 15/03/2025 12:00 | 16/03/2025 12:00 | 5 | MEETING |
| <input type="checkbox"/> | BOOKING-80 | Cencaru Meeting Room | Name: Amira Qistina binti Mohd Abas (140818) Position: OJT Dept: ISD | 26/03/2025 12:00 | 27/03/2025 13:00 | 6 | MONTHLY MEETING |

Booking Table

Export to Excel

| Booking ID | Room Name | Staff Info | Start Date | End Date | Purpose | Capacity | Status |
|------------|----------------------|--|------------------|------------------|---------|----------|-----------|
| BOOKING-59 | Meeting Room 2 | Name: Amira Qistina binti Mohd Abas (140818) Position: OJT Dept: ISD | 04/03/2025 12:00 | 05/03/2025 09:00 | MEETING | 6 | COMPLETED |
| BOOKING-81 | Cencaru Meeting Room | Name: Amira Qistina binti Mohd Abas (140818) Position: OJT Dept: ISD | 26/02/2025 12:30 | 26/02/2025 13:00 | MEETING | 10 | COMPLETED |

• Booking Management

- The Booking section contains two tables:
 - Pending Table
 - Displays bookings awaiting approval.
 - PIC can select bookings and click **Approve** to confirm or **Reject** to decline the request.
 - When the PIC clicks Approve or Reject, an email notification is sent to the requester to formally notify them.
 - Booking Table
 - Displays all past and present bookings.
 - Includes an **Export to Excel** button for report generation and record-keeping.