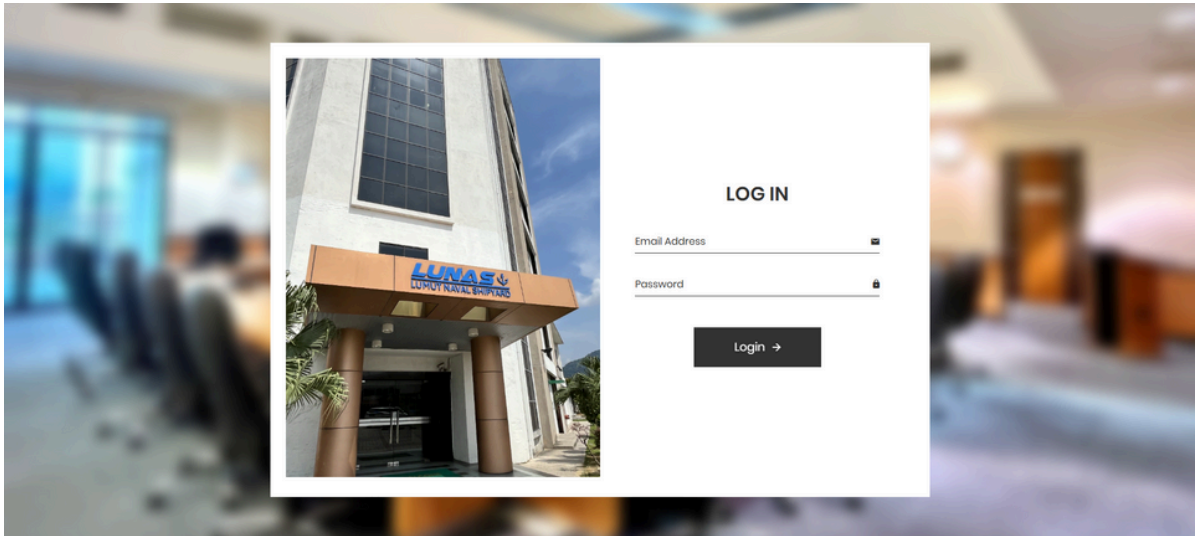




**USER GUIDE :**

# **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

[Change Day](#)

- 102
- 05
- 06
- 09
- 02
- 04
- 16



**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 Shipyards Sdn. Bhd.**  
32200 Lumut, Perak  
4.0 ★★★★★ 131 reviews  
[View larger map](#)

## Book Now

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

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.

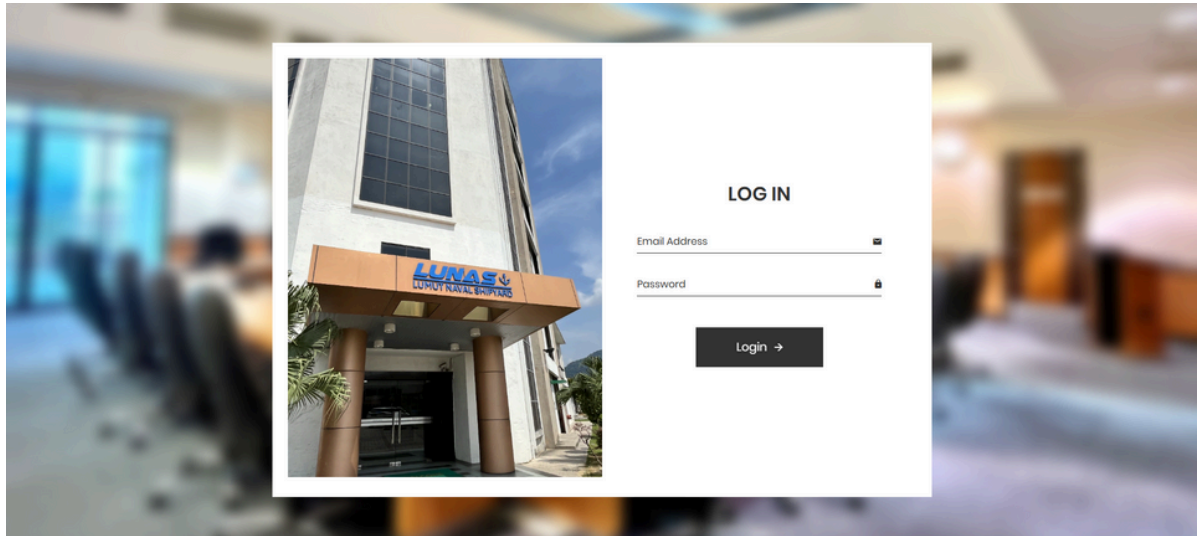
### Booking Station

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	Cancel Booking
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 Dahar (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) :

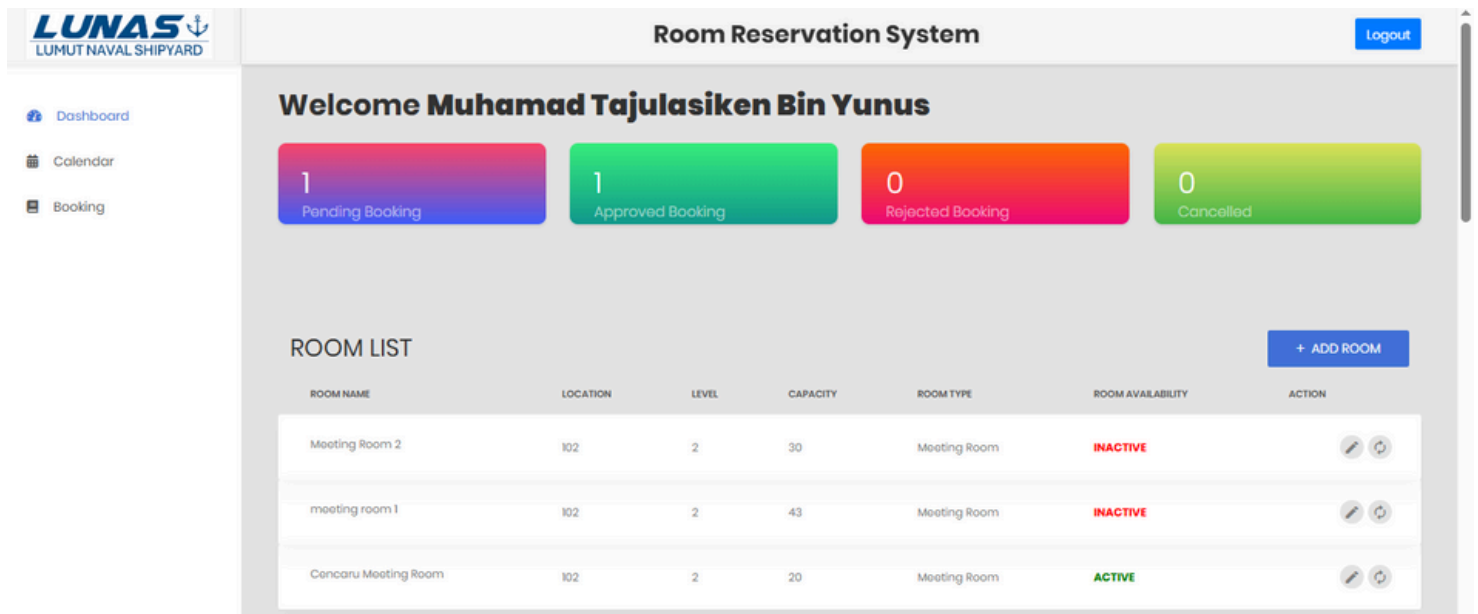


- **Accessing the System**

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

- **Logging In**

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



## 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:

Select Room Type

Please select the appropriate room type

Room Name:

Room Name

Location:

Enter Location:

Lokasi Bangunan, cnth : 102.04

Level:

0

Staff ID:

2499

Enter the Staff ID of the Person in Charge

Person in Charge:

Muhamad Tajulasiken Bin Yunus

Auto-filled based on Staff ID

Staff Extension:

7074

Auto-filled based on Staff ID

Capacity:

Capacity

Facilities:

Enter facilities (e.g, WIFI, projector)

Select Room Pictures

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, cith: 102.04</small>
Level:	2
Staff ID:	2499
Person In Charge:	Muhamad Tajulasikon 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.**

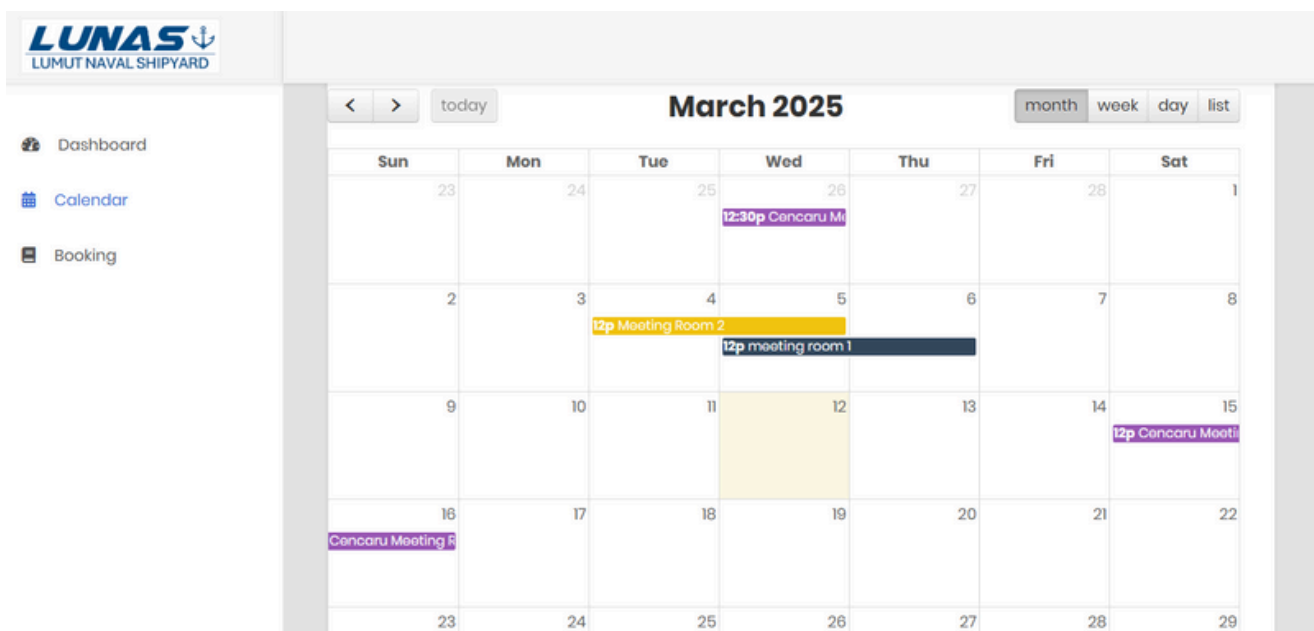
The screenshot shows a web interface for room management. At the top, a modal dialog is open with the title "apps.mylunas.com.my says" and the text "Please enter the reason for deactivating this room:". Below the text is a text input field. To the right of the input field are two buttons: "OK" and "Cancel". In the background, the main interface is visible. On the left, there's a "Welcome Muhamad" message and a "Pending Booking" card showing "1". On the right, there's a "Cancelled" card showing "0". Below these is a "ROOM LIST" table with columns: ROOM NAME, LOCATION, LEVEL, CAPACITY, ROOM TYPE, ROOM AVAILABILITY, and ACTION. The table lists three rooms: "Meeting Room 2" (Inactive), "meeting room 1" (Inactive), and "Cencaru Meeting Room" (Active). Each room has a pencil icon and a refresh icon in the ACTION column. A "Deactivate Room" button is visible next to the "meeting room 1" row.

ROOM NAME	LOCATION	LEVEL	CAPACITY	ROOM TYPE	ROOM AVAILABILITY	ACTION
Meeting Room 2	102	2	30	Meeting Room	INACTIVE	[Pencil] [Refresh]
meeting room 1	102	2	43	Meeting Room	INACTIVE	[Pencil] [Refresh] [Deactivate Room]
Cencaru Meeting Room	102	2	20	Meeting Room	ACTIVE	[Pencil] [Refresh]

## • 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.



## • 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 Nazlan @ Nazlan (080248) Positon: 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) Positon: 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) Positon: OJT Dept: ISD	04/03/2025 12:00	05/03/2025 09:00	MEETING	6	COMPLETED
BOOKING-61	Cencaru Meeting Room	Name: Amira Qistina binti Mohd Abas (140818) Positon: 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.