



TIMES PRO Booking

Administrator User Guide

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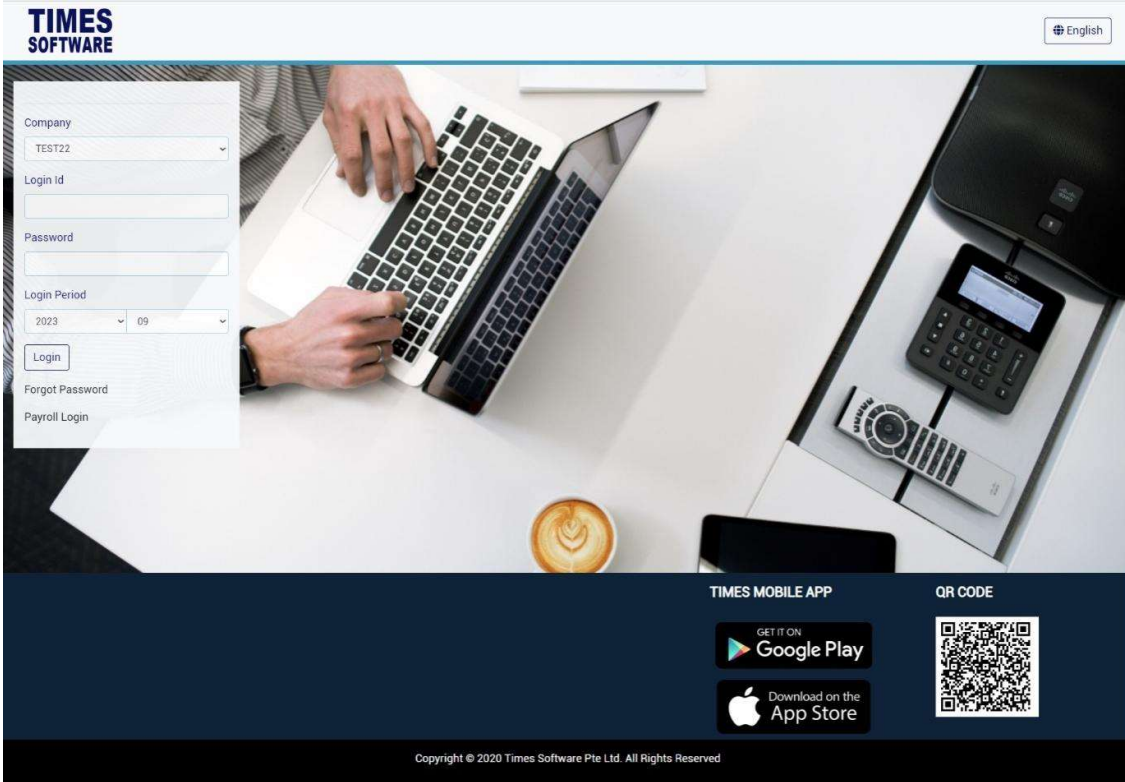
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1. Logging into the TIMES PRO Booking System

Open internet browser and enter the URL address to access the TIMES PRO portal login web page, example: <http://www.myportal.com/SolutionPro>

An example of the login page is shown below:



The screenshot displays the login interface of the TIMES PRO Booking System. On the left, a white login form is overlaid on a background image of a person working at a desk with a laptop, a coffee cup, and a mobile phone. The form includes a 'Company' dropdown menu (set to 'TEST22'), 'Login id' and 'Password' text input fields, and a 'Login Period' section with year and month dropdowns (set to '2023' and '09'). A 'Login' button is positioned below these fields, along with links for 'Forgot Password' and 'Payroll Login'. The top right of the page has a language selector set to 'English'. The bottom of the page features a dark blue footer containing 'TIMES MOBILE APP' with links to Google Play and the App Store, and a 'QR CODE' for mobile app access. A copyright notice 'Copyright © 2020 Times Software Pte Ltd. All Rights Reserved' is at the very bottom.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Login id”.
3. Key in password at “Password”.
4. Click the  button to login into the system.



To effectively use this guide, ensure that user are given the role of Administrator for the company that logging into. If the role is not setup yet, use login id *Admin* at “Login id” to login as the Administrator.

2. Code Setup

With the **Code Setup** function user can create the new resource for the each category.

ADMINISTRATOR

➤ **Code Setup**

➤ Resource Setup




➤ Param Setup




➤ Mail Log

➤ Audit Log

Click on the **Code Setup** option in the Administrator menu to access the web page.

At the Code Setup web page, choose a “Category”.

To add a new code, click on the  button. Enter in the details for the new code and click  button to save the code or  button to cancel.

To edit an existing code, click on  button, enter the new details and click  button to save the code or  button to cancel.

To delete a code, click on  button.  Deleted codes are unrecoverable.

3. Resource Setup

User can create the new resource in category in Resource Setup page.

ADMINISTRATOR

➤ Code Setup

➤ **Resource Setup**

➤ Param Setup

➤ Mail Log

➤ Audit Log

+	MEETING1	Meeting Room 1	Apply On Behalf	Overlap Checking	True
	MEETING1	Meeting Room 1			True
	MEETING2	Meeting Room 2	Y		True
	MEETING3	Meeting Room 3			True
	21	22	N	N	1 False
	swe	ewq	Y	Y	1 True

At the Resource Setup web page, choose a “Category”.

To add a new resource, click on the button. Enter in the details for the new resource and click button to save the resource or button to cancel.

To edit an existing resource , click on button, enter the new details and click button to save the resource or button to cancel.

To delete a resource , click on button. Deleted resource are unrecoverable.

4. Mail Log

The Mail Log tracks all automated emails generated by the system.

ADMINISTRATOR

- Code Setup
- Resource Setup
- Param Setup
- **Mail Log**
- Audit Log

Click on the **Mail Log** option in the Administrator menu to access the web page.

Content	Login Id	Employee	Date	Time	Status	Sender	Receiver	Subject
✉	102	102	18/12/2023	01:17:09	Fail	janice@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online Booking Confirmation
✉	102	102	18/12/2023	01:16:41	Fail	janice@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online Booking Confirmation

The Mail Log web page shows all emails generated by the system. Here user can find out whether the email had been delivered successfully or failed to deliver. User can even see the contents of the email.

At the top of the web page user can use the filters to filter the information on the page. These filters are “Date Range”, “Login Id”, “Login Emp No” and “Search”.

5. Audit Log

User can track transactions made by administrators at the **Audit Log** web page.

ADMINISTRATOR

➤ Code Setup



➤ Resource Setup

➤ Param Setup

➤ Mail Log

➤ **Audit Log**

Detail	User Id	Role	Emp No	Key1	Key2	Key3	Date	Time	Page	Action	Record Id	Ip Address	Message	File
i	ADMIN	admin					18/12/2023	01:13:57.3810586		Update		175.141.174.73		
i	ADMIN	admin					18/12/2023	01:14:11.6623074		Update		175.141.174.73		
i	ADMIN	admin					18/12/2023	02:25:10.7923915		Update		175.141.174.73		
i	ADMIN	admin					18/12/2023	02:25:39.6986396		Update		175.141.174.73		
i	ADMIN	admin		BKC	CTG		23/12/2023	16:46:13.6053754		Insert		175.137.160.149		
i	ADMIN	admin		ZI	BKC		09/01/2024	10:40:33.6241535		Insert		192.168.1.129		
i	ADMIN	admin		AS	CTG		11/01/2024	10:56:43.2046746		Insert		192.168.1.139		
i	ADMIN	admin		ETT	AS		11/01/2024	11:36:42.6955038		Insert		192.168.1.139		
i	ADMIN	admin					11/01/2024	11:52:37.9314363		Delete		192.168.1.139	Audit file path is not defined.	

User can search criteria and click  **Query** button to retrieve the audit log. Click  **Detail** button to see the details of the record.

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