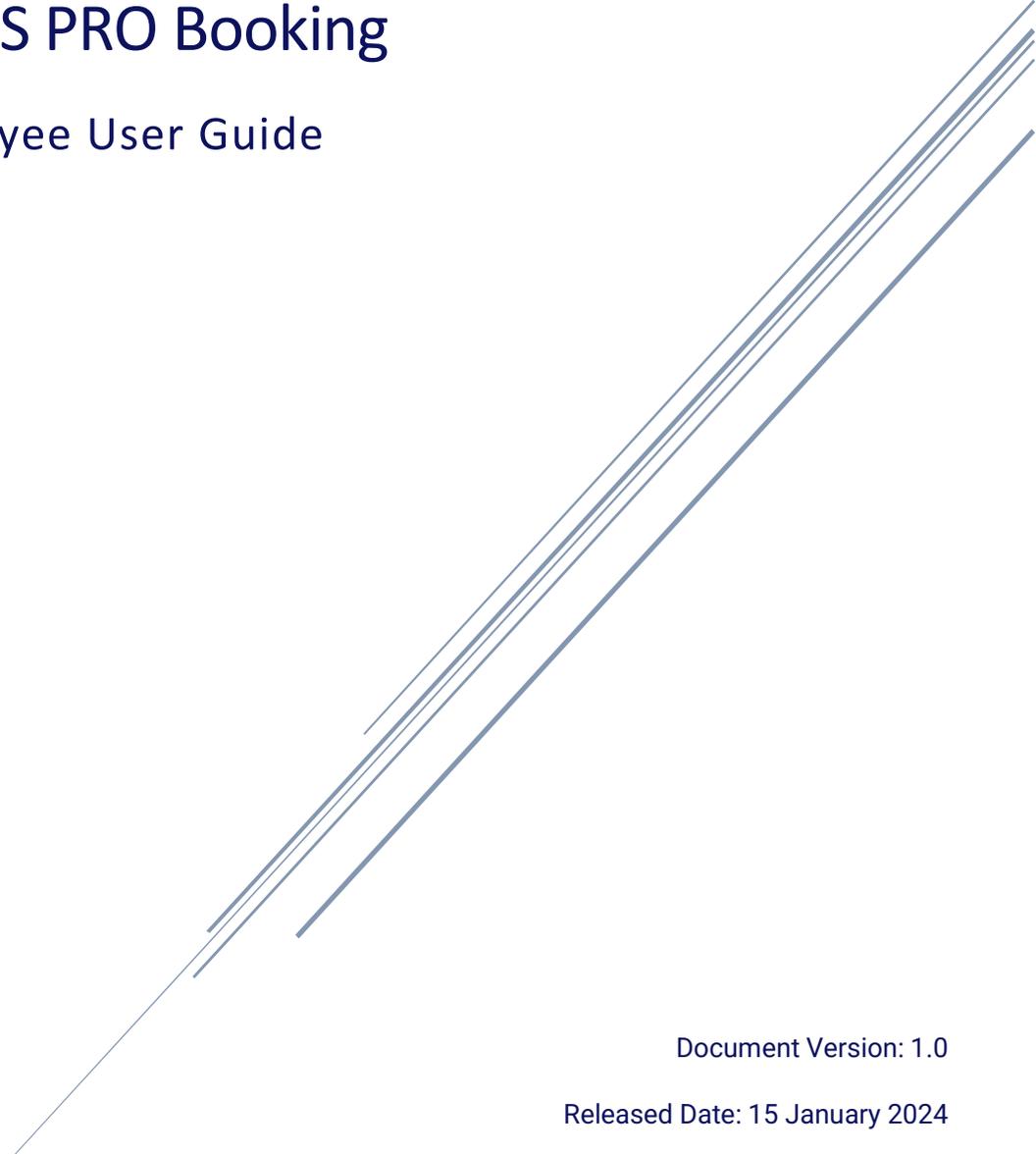


TIMES SOFTWARE

TIMES PRO Booking

Employee User Guide



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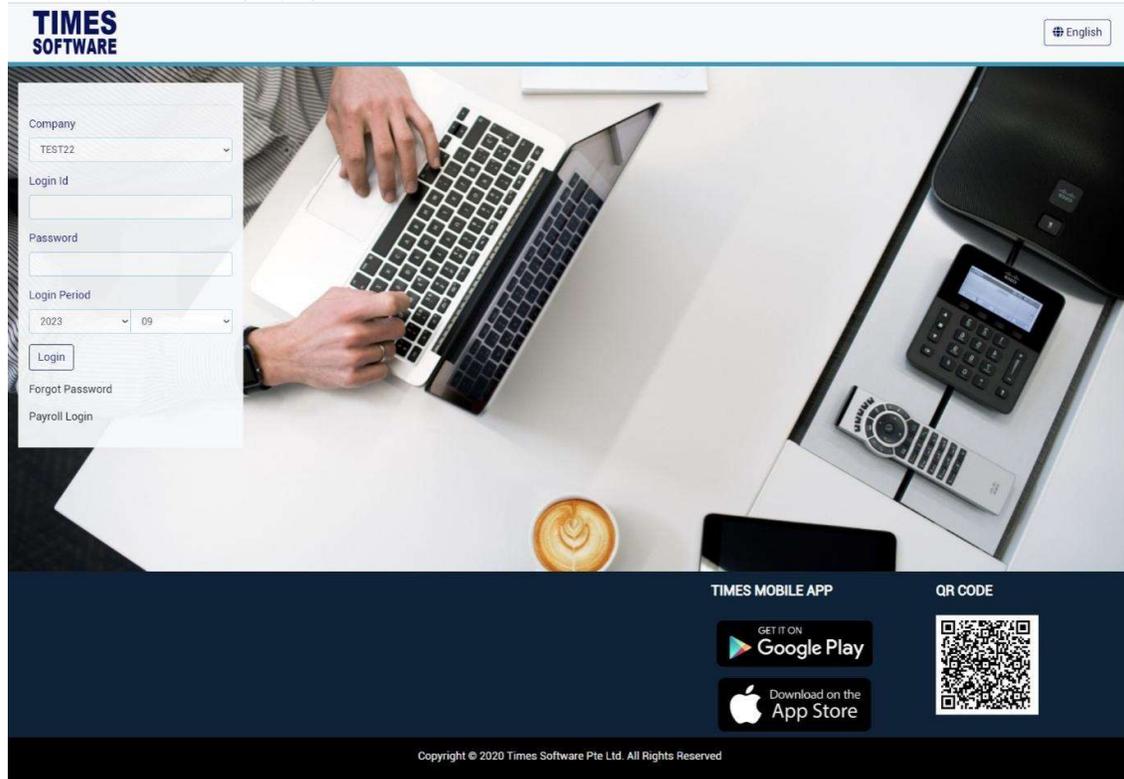
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1. Logging into the TIMES PRO Booking System

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:



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. Apply booking

User can make the booking with the Apply Booking page.

EMPLOYEE

➤ **Apply Booking**

➤ View Booking

➤ Calendar

➤ Report

Select the category and resource , then select the date time when user want to booking , user can put their booking purpose in the input remark column then click the  button.

Employee	Category	Resource	Start Date	End Date	Start Time	End Time	Hour	Purpose	Remark	Submitted By	Submitted Date
ANDY	ROOM	Meeting Room 1	01/14/2024 00:00:00	01/15/2024 00:00:00	09:00:00	09:00:00	0	1	1	ANDY	01/14/2024 09:58:35

The record of submit will show at the below.

3. View Booking

User can view their booking at the View Booking Page.

EMPLOYEE

➤ Apply Booking

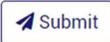
➤ View Booking

➤ Calendar

➤ Report

User can select the criteria that user want to search then click the  button. The result will show at below.

If user want to make the new booking , user can click  to create the new booking , user will redirect to the apply booking page.

User can edit their booking detail by click the  , after edit the detail user can click  button to save the updated booking.

User can delete their booking detail by click the  button.

4. Calendar

User can view the booking calendar at the **Calendar** page.

EMPLOYEE

➤ *Apply Booking*

➤ *View Booking*

➤ **Calendar**

➤ *Report*

Click on the **Calendar** option in the Employee menu to access the Calendar page.

The screenshot shows the TIMES SOFTWARE interface. At the top, there is a navigation menu with options: DOCUMENT, BOOKING, LEAVE, RECRUIT, CLAIM, TIMESHEET, HRIS, TRAINING, APPRAISAL, and CASUALLABOUR. The user is logged in as ANDY. The main content area is titled 'Employee Calendar' and shows a calendar for January 2024. A filter dropdown is visible above the calendar. The calendar grid shows a booking for 'Meeting Room 1' on Monday, 15/01/2024, from 09:00:00 to 09:00:00 (1).

User can choose the calendar filters such as “Year” , “Week” and “Category” to show different information in the Calendar page with click the  **Export** button.

5. Report

User can generate reports at the **Report** page.

EMPLOYEE

➤ *Apply Booking*

➤ *View Booking*

➤ *Calendar*

➤ **Report**

Click on the **Report** option in the Employee menu to access the Report page.

The screenshot shows the TIMES SOFTWARE interface. At the top, there is a navigation bar with the following menu items: DOCUMENT, BOOKING, LEAVE, RECRUIT, CLAIM, TIMESHEET, HRIS, TRAINING, APPRAISAL, and CASUAL LABOUR. The user's name 'ANDY' and a 'LOG OFF' button are visible in the top right corner. Below the navigation bar, there is a breadcrumb trail: Booking > Employee > Report. The main content area features a form with the following fields:

- Report:** A dropdown menu with a blank selection.
- Format:** A dropdown menu with 'Excel' selected.
- Employee:** A dropdown menu with 'All' selected.
- Category:** A dropdown menu with 'All' selected.
- Resource:** A dropdown menu with 'All' selected.

A 'Print' button is located at the bottom left of the form.

Choose report generating criteria, such as “Report” and “Category”, and click on the  button to generate the report.

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