PSDKLPP BOOKING SYSTEM

User guide

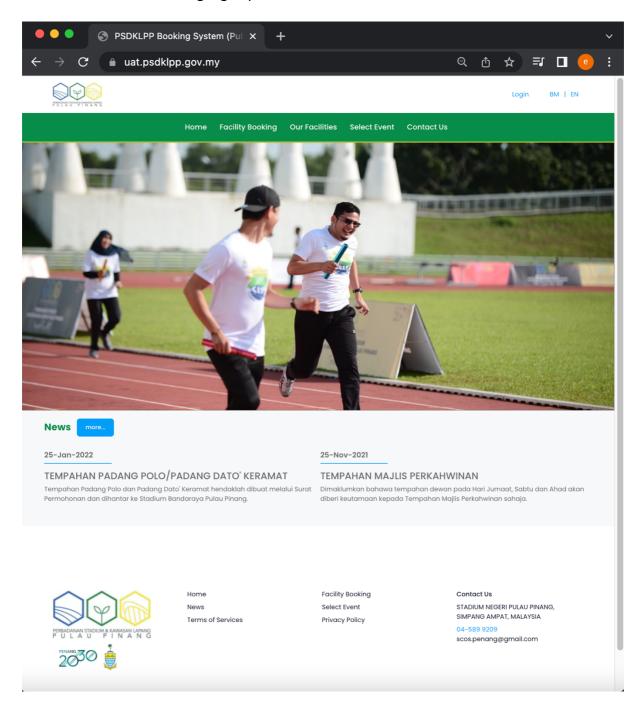
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Home page

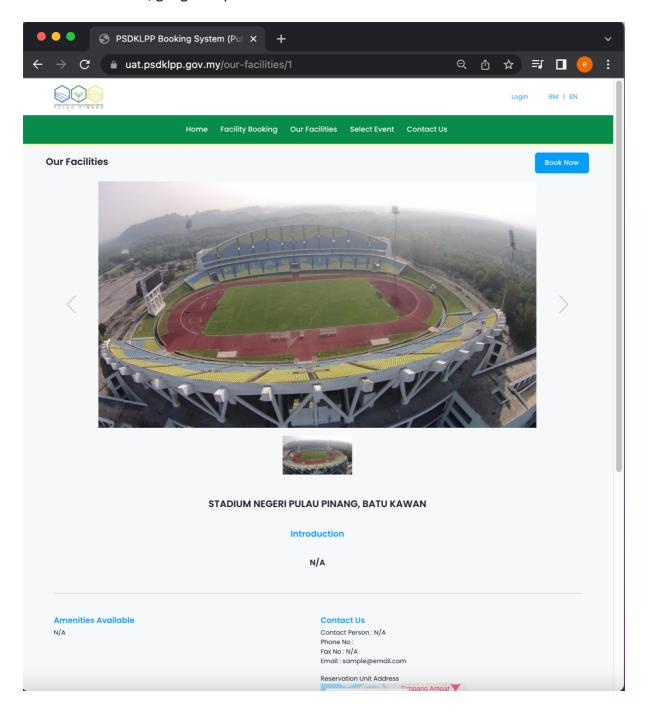
Home / Landing page

- Dual language support and user need to select preferred language at top right corner.
- Member can login to check their booking transaction by click on the login button next to the dual language option.



Our Facilities

- Select "Book Now" to redirect to booking page and the system will automatic mark the location according to the facilities
- User was able to view all the details regarding the facilities including contact information, google map and amenities available.

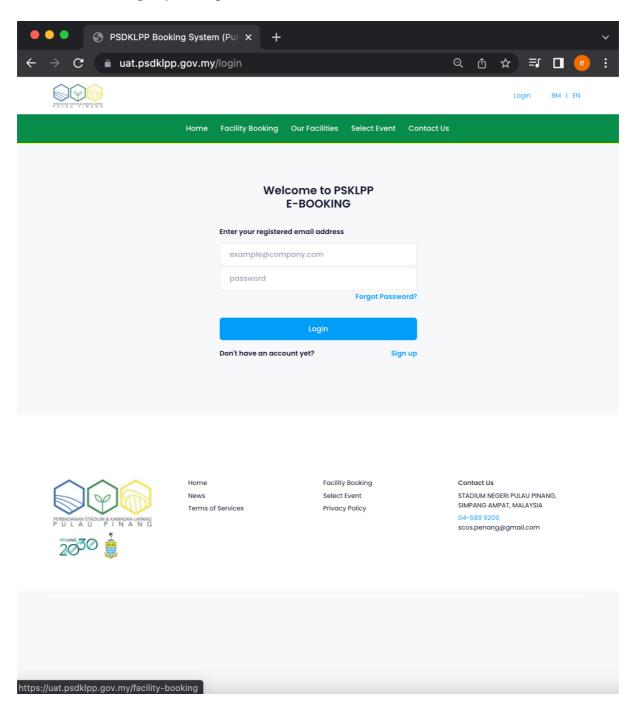


Facilities Booking

- Guest need to be registered in order to make reservation or booking.
- Login panel will be show for guest to sign in by default
- Booking page will be show after sign in.

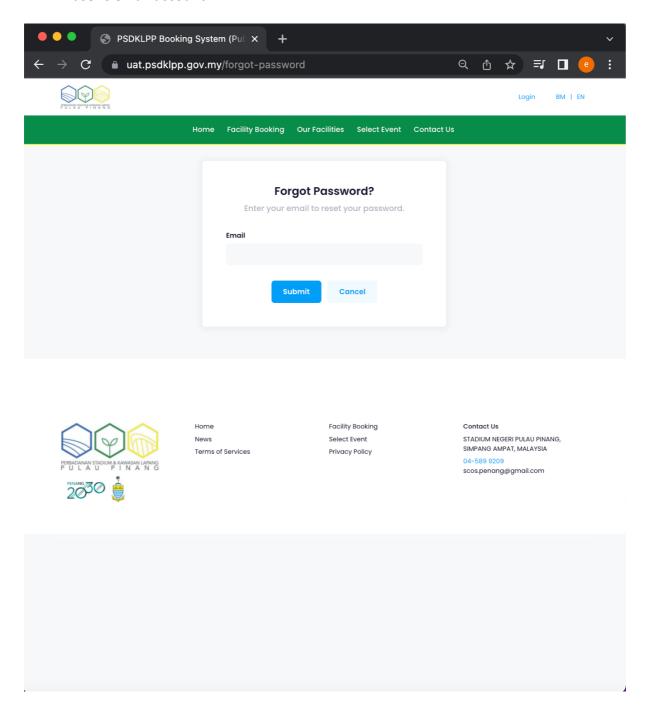
Authentication

- Click on "Login" button after fill up the email and password.
- Click on "Forgot Password?" to reset password.
- Click on "Sign up" to register as member.



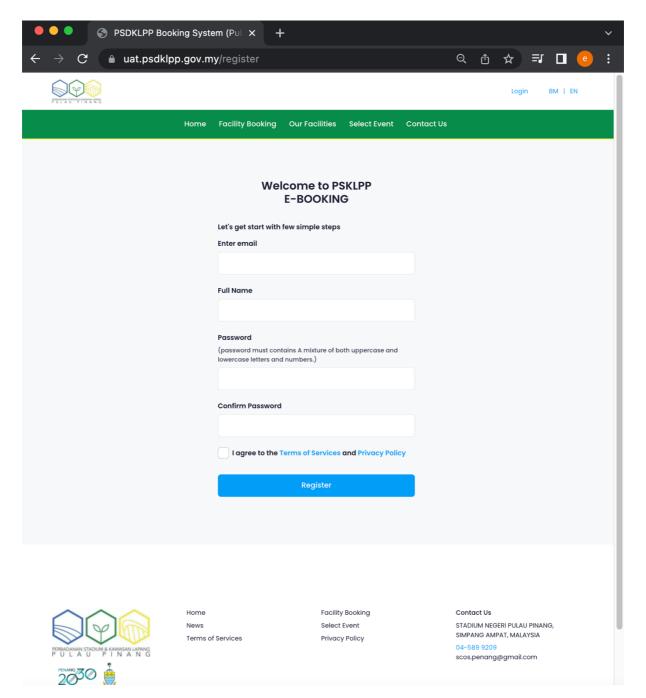
Forgot password

• enter registered email address and click on "Submit", an instruction will be send to user's email account.



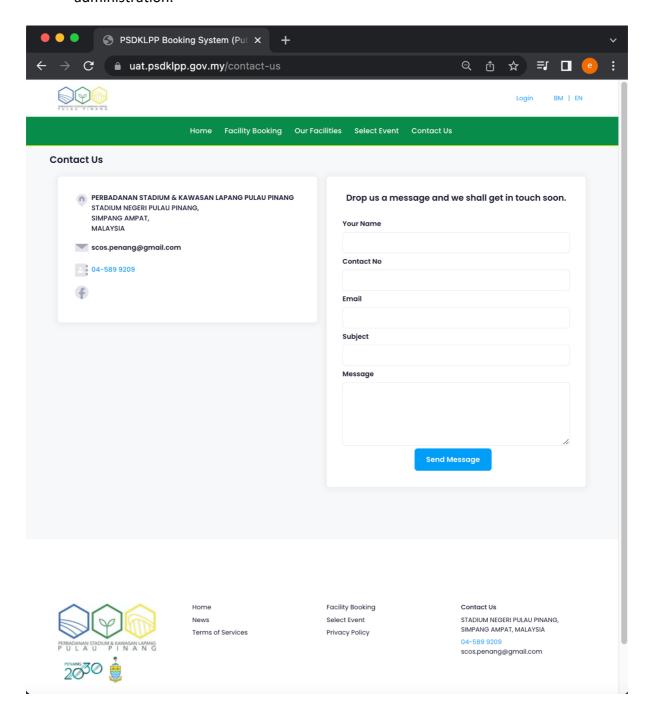
Registration

• New registration need to fill up all fields and checked on the checkbox to agree the terms of services and privacy policy.



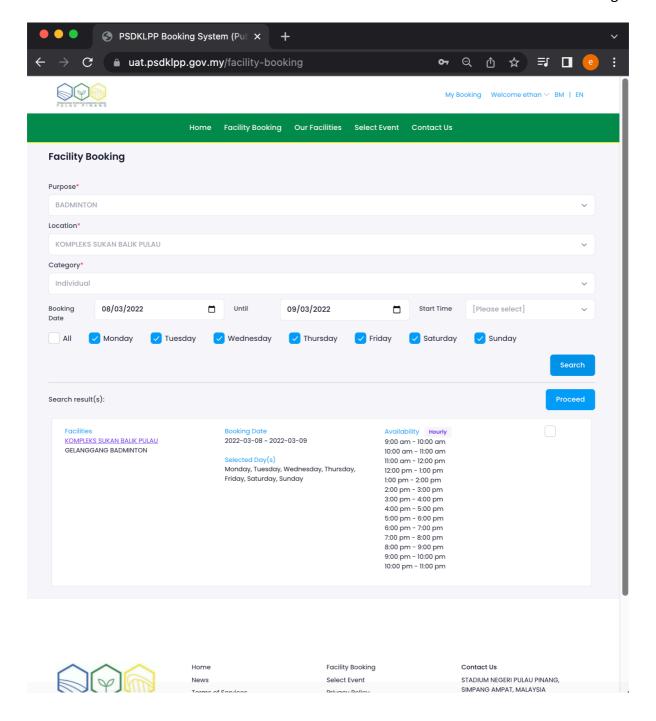
Contact us

• Click on "Send Message" after filled up the info, an email will be send to administration.



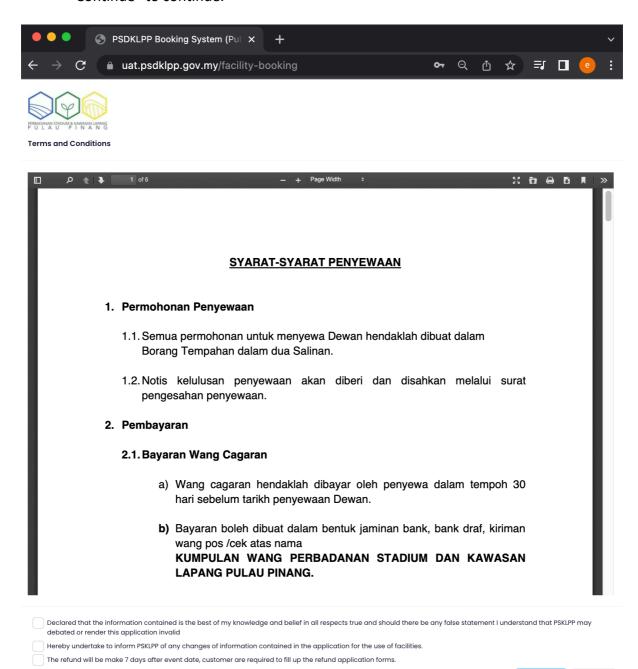
Booking

- After sign in, user will be see the facility booking page by click on the "Facility booking"
- Click "Search" after fill up the criteria and all facilities that match the criteria will be show under the Search result(s).
- Checked on the desired facilities checkbox and click "Proceed" to continue booking.



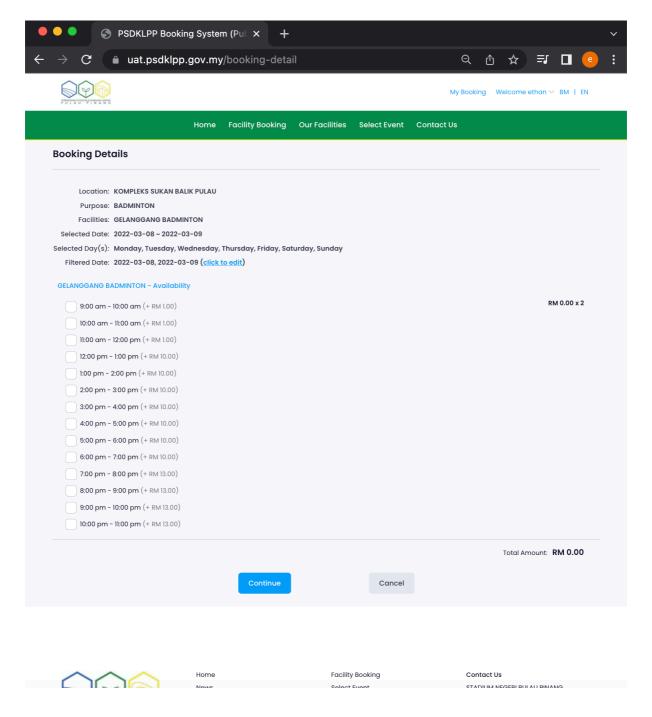
Terms and conditions

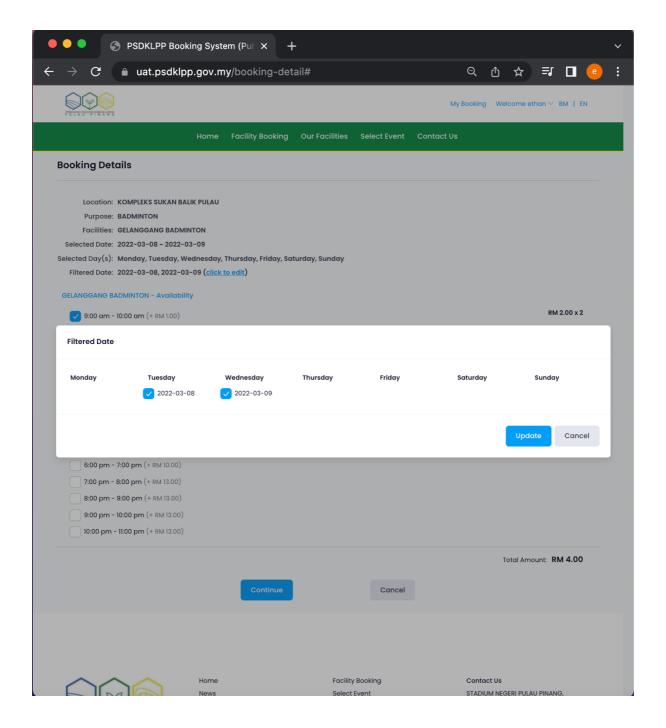
• User have to agree all the terms by checked on all three checked box and click "Continue" to continue.



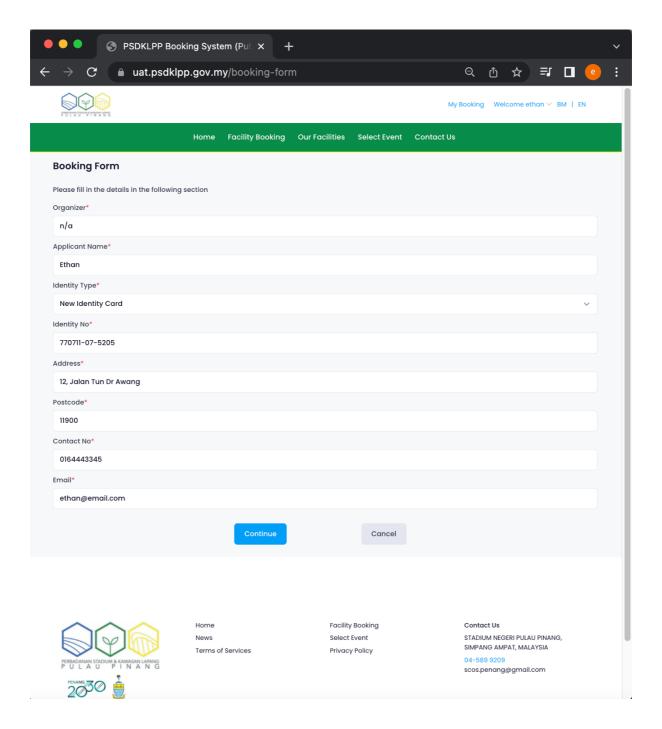
Booking options

- Click on "click to edit" to change the date.
- Select the available slot and the total charges will be reflect on right site
- Click on "continue" after confirm all selection and charges



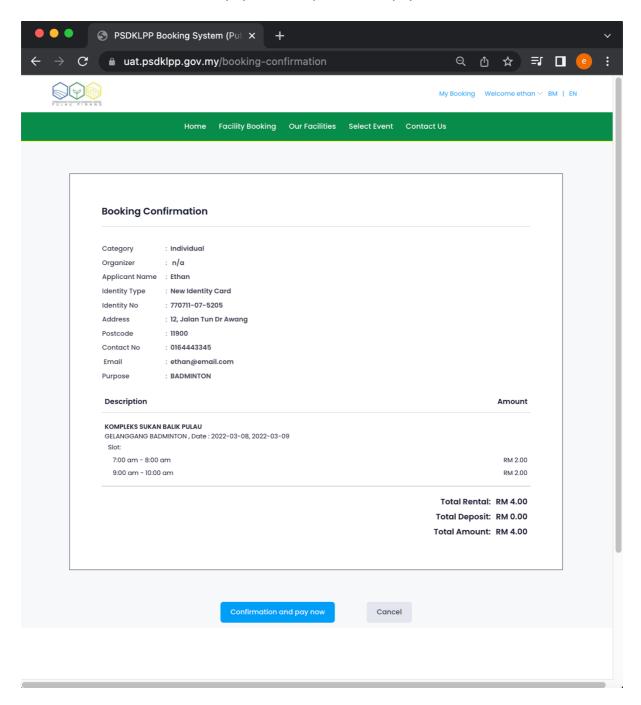


- User need to fill up all information for the contact person
- By default, all info will auto filled up with user profile.
- Click "continue" to final step



Booking confirmations

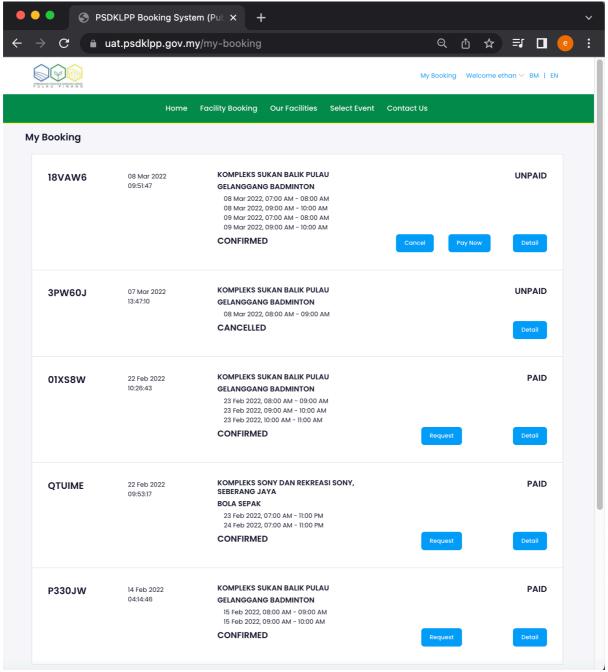
- User need to review all booking information and charges is correct, and
- Click "confirmation and pay now", to proceed for payment.

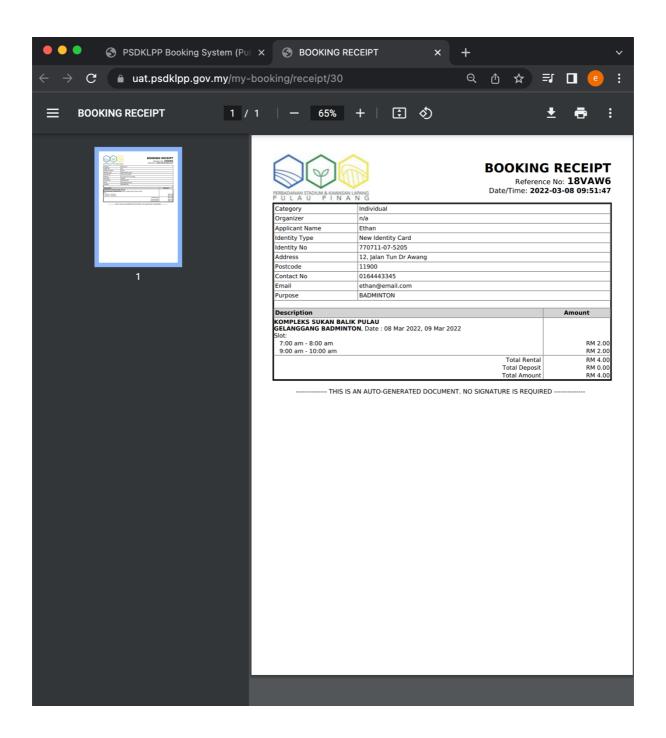


User Panel

My Booking

- Click on "My Booking" to view all booking transaction.
- Click on "Cancel" to make cancelation. This button will only appear when booking is unpaid
- Click on "Pay Now" to make online payment. This button will only appear when booking is unpaid.
- Click on "Details" to view or download the booking receipt.
- Click on "Request", use will have option to send a request "cancel" or "refund" to admin. This request need approval from administrator.





My Profile

- Click on "Welcome" button and select on "My Profile" to update account details.
- Click on "Logout" to sign out from the system.

