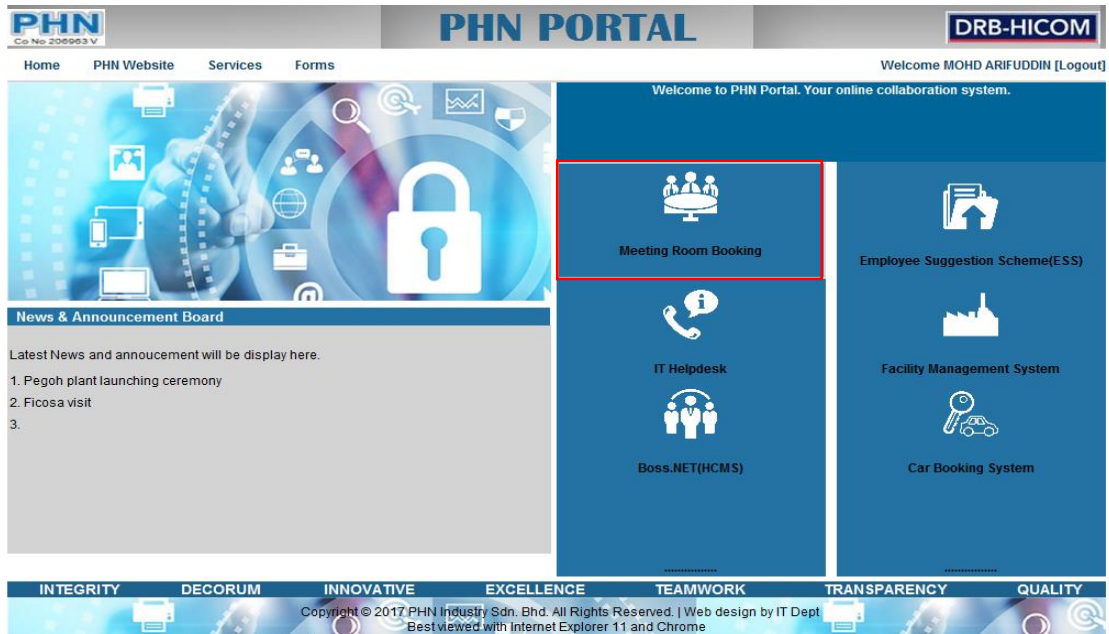


# MRBS Manual

1) In PHN portal, Please click meeting room booking (MRBS) icon.



1 PHN INDUSTRY SDN BHD Meeting Room Booking System

2 Go To Date: 07/07/2017 goto

3 PHN PORTAL Rooms

4 Search Booking:

5 You are MOHD ARIFUDDIN Log off User list

6

June 2017							July 2017							August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10	1	2	3	4	5	6	1	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15	8	9	10	11	12	13	14
18	19	20	21	22	23	24	16	17	18	19	20	21	22	15	16	17	18	19	20	21
25	26	27	28	29	30		23	24	25	26	27	28	29	22	23	24	25	26	27	28
							30	31						29	30	31				

Friday 07 July 2017

Time	Board Room	Eng. Room	Meeting Room 1	Meeting Room 2
08:30			Vendor meeting	HR meeting
09:30	Budget Control Meeting			
10:00	Saan meeting	Eng. Meeting	Monthly meeting	
11:30				
12:00				
12:30				
13:00				
13:30				
14:00	Vendor meeting		MCM	Interview IT exec
14:30		Server relocation meeting		
15:00				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

8

View Day: Jul 01 | Jul 02 | Jul 03 | Jul 04 | Jul 05 | Jul 06 | Jul 07 | Jul 08 | Jul 09 | Jul 10 | Jul 11 | Jul 12 | Jul 13 | Jul 14  
 View Week: Jun 04 | Jun 11 | Jun 18 | Jun 25 | Jul 02 | Jul 09 | Jul 16 | Jul 23 | Jul 30  
 View Month: May 2017 | Jun 2017 | Jul 2017 | Aug 2017 | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018

- 1 Home Link - Redirect to main page of MRBS.
- 2 Go to Date - Go to specific date.
- 3 PHN Portal - Go back to PHN Portal.
- 4 Search Booking - Search booking details.
- 5 Current Session, Log off button and user list of PHN portal.
- 6 Previous, current and next month calendar.
- 7 This is where booking take place. At the left row is meeting time, top column is meeting room name and white space area is the empty slot for booking. The green color mean internal meeting and blue color is external meeting.
- 8 View booking data by daily, weekly and monthly.

# Add Booking

## Step 1 - How to add booking?

Time	Board Room	Eng Room	Meeting Room 1	Meeting Room 2
08:00				
08:30				
09:00				
09:30				
10:00			4	
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00			3	
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

- 1 At the left row of the table is the meeting time from 8.00 a.m until 8.00 pm.
- 2 At the top of the table is the meeting room name.
- 3 So, based on the meeting time and which meeting room you want to book. Just click at the any empty slot (white space area). You will proceed to the booking page.

### Case scenario:

I want to book a **meeting room 1** start from **10.00 am** until 11.00 am. So, the meeting will start from **10.00 am** at meeting room 1. The empty slot will be highlight to pink color. Refer 4. Just click it and you will proceed to add booking page.

## Step 2 - Insert booking details.

PHN INDUSTRY SDN BHD Meeting Room Booking System

Go To Date: 08/17/2017 goto PHN PORTAL Rooms Search Booking:  You are MOHD ARIFUDDIN Log off User list

### Add Booking

**Brief description:**  ①

**Full description:**  ②

**Start:** 08/17/2017 10:00  All day ③

**End:** 08/17/2017 11:00 (1 hour) ③

**Rooms:** Board Room Eng. Room Meeting Room 1 Meeting Room 2 ④

**Type:** Internal ⑤

Use Control-Click to select more than one room

Back Save ✓ ⑥

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | **Aug 17** | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | **Aug 13** | Aug 20 | Aug 27 | Sep 03 | Sep 10

- ① Key in Brief description regarding the meeting e.g meeting title.
- ② Key in Full description e.g the details about the meeting (number of people, meeting purpose etc).
- ③ Please choose start and end date/time, tick all day if you want to book one day for that meeting room.
- ④ Please choose meeting rooms.
- ⑤ Type - internal for internal members meeting and external if meeting with vendor.
- ⑥ The ✓ symbol show that the booking not clash with any booking. If X symbol appear, it mean that you booking clash with another booking data. Click save to confirm booking.

\* Please check the availability of the meeting room before book.

## Step 3 - Finally, you already book a meeting room.

Thursday 17 August 2017

<< Go To Day Before Go To Today Go To Day After >>

Time:	Board Room	Eng. Room	Meeting Room 1	Meeting Room 2
08:00				
08:30				
09:00				
09:30				
10:00			Monthly meeting	
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

<< Go To Day Before Go To Today Go To Day After >>

External Internal

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | **Aug 17** | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | **Aug 13** | Aug 20 | Aug 27 | Sep 03 | Sep 10  
View Month: Jun 2017 | Jul 2017 | **Aug 2017** | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018

- ① After you save, you will be redirect to main page. The booking data wil appear at the table. ②
- Click meeting description (Monthly meeting) to view details, Edit or Delete booking.

# Edit Booking

## 1) Wrong input date/time, description etc, How to edit that room booking?

Thursday 17 August 2017

<< Go To Day Before      Go To Today      Go To Day After >>

Time:	Board Room	Eng. Room	Meeting Room 1	Meeting Room 2
08:00				
08:30				
09:00				
09:30				
10:00			Monthly meeting ←	
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

<< Go To Day Before      Go To Today      Go To Day After >>

External Internal

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | [Aug 17] | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | [Aug 13] | Aug 20 | Aug 27 | Sep 03 | Sep 10  
View Month: Jun 2017 | Jul 2017 | [Aug 2017] | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018

- 1 Click meeting description (Monthly meeting) to view details and edit booking.

## 2) The meeting room booking details.

PHN INDUSTRY SDN BHD  
Meeting Room Booking System

Go To Date: 08/17/2017    goto

PHN PORTAL    Rooms    Search Booking:

You are MOHD ARIFUDDIN  
Log off  
User list

Monthly meeting 1

**Description:** IT monthly meeting, discuss regarding current issue, project progress and future plan. Involve all it member only.

**Confirmation status:** Confirmed

**Room:** PHNSA - Meeting Room 1

**Start time:** 10:00:00 - Thursday 17 August 2017

**Duration:** 1 hours

**End time:** 11:00:00 - Thursday 17 August 2017

**Type:** Internal

**Created by:** MOHD ARIFUDDIN

**Modified by:**

**Last updated:** 09:30:58 - Thursday 17 August 2017

2 Edit Booking Delete Booking Back

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | [Aug 17] | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | [Aug 13] | Aug 20 | Aug 27 | Sep 03 | Sep 10  
View Month: Jun 2017 | Jul 2017 | [Aug 2017] | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018

- 1 The meeting room booking details, same as per register before.
- 2 Click Edit Booking button.
- 3 You will redirect to edit booking page.

### 3) Edit booking details.

PHN INDUSTRY SDN BHD  
Meeting Room Booking System
You are MOHD ARIFUDDIN  
[Log off](#)  
User list

Go To Date:  [goto](#)
PHN PORTAL
Rooms
Search Booking:

#### Edit Booking

**Brief description:**  ①

**Full description:**

**Start:**    All day

**End:**   ③

**Rooms:**     Use Control-Click to select more than one room

**Type:**

②   ✓

- ① If you have wrong input brief decription, description etc. Please change it at related field.
- ② Click save button. All the change will be updated and you will be redirect to main page.

#### Case scenario:

I have wrongly input time (10:00 - 11:00), it should be 11:00 am to 12:00 pm. So, i change the start time to 11:00 am and End time to 12:00 pm. ③

### 4) Finish edit meeting room booking.

**Thursday 17 August 2017**

	Board Room	Eng. Room	Meeting Room 1	Meeting Room 2
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00			①	
11:30			② Monthly meeting	
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

<< Go To Day Before
Go To Today
Go To Day After >>

<< Go To Day Before
Go To Today
Go To Day After >>

External
Internal

View Day: [Aug 11](#) | [Aug 12](#) | [Aug 13](#) | [Aug 14](#) | [Aug 15](#) | [Aug 16](#) | [Aug 17](#) | [Aug 18](#) | [Aug 19](#) | [Aug 20](#) | [Aug 21](#) | [Aug 22](#) | [Aug 23](#) | [Aug 24](#)

View Week: [Jul 16](#) | [Jul 23](#) | [Jul 30](#) | [Aug 06](#) | [Aug 13](#) | [Aug 20](#) | [Aug 27](#) | [Sep 03](#) | [Sep 10](#)

View Month: [Jun 2017](#) | [Jul 2017](#) | [Aug 2017](#) | [Sep 2017](#) | [Oct 2017](#) | [Nov 2017](#) | [Dec 2017](#) | [Jan 2018](#) | [Feb 2018](#)

- ① Refer above case scenario, before edit the time booking (10:00 - 11:00).
- ② After edit, the time change to 11:00 - 12:00.
- ③ To view details of meeting room booking, please click the meeting description (Monthly meeting).

# Delete Booking

## 1) Meeting cancel last minute? How to delete meeting room booking?

Thursday 17 August 2017

<< Go To Day Before      Go To Today      Go To Day After >>

Time:	Board Room	Eng. Room	Meeting Room 1	Meeting Room 2
08:00				
08:30				
09:00				
09:30				
10:00			Monthly meeting ←	
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				

<< Go To Day Before      Go To Today      Go To Day After >>

External Internal

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | [Aug 17] | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | [Aug 13] | Aug 20 | Aug 27 | Sep 03 | Sep 10  
View Month: Jun 2017 | Jul 2017 | [Aug 2017] | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018

1 Click meeting description (Monthly meeting) to view details and delete booking.

## 2) Proceed to Delete the booking

PHN INDUSTRY SDN BHD  
Meeting Room Booking System

Go To Date: 08/17/2017 goto PHN PORTAL Rooms Search Booking:

You are MOHD ARIFUDDIN  
Log off  
User list

### Monthly meeting

**Description:** IT monthly meeting, discuss regarding current issue, project progress and future plan. Involve all it member only.  
**Confirmation status:** Confirmed  
**Room:** PHNSA - Meeting Room 1  
**Start time:** 11:00:00 - Thursday 17 August 2017  
**Duration:** 1 hours  
**End time:** 12:00:00 - Thursday 17 August 2017  
**Type:** Internal  
**Created by:** MOHD ARIFUDDIN  
**Modified by:** MOHD ARIFUDDIN  
**Last updated:** 11:11:45 - Thursday 17 August 2017

1

Edit Booking Delete Booking Back

View Day: Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | [Aug 17] | Aug 18 | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24  
View Week: Jul 16 | Jul 23 | Jul 30 | Aug 06 | [Aug 13] | Aug 20 | Aug 27 | Sep 03 | Sep 10  
View Month: Jun 2017 | Jul 2017 | [Aug 2017] | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018

1 Click Delete Booking button. System will prompt 'Are you sure to delete this Entry'. Click OK to proceed. You successfully delete the booking and redirect to main page.

\*Please remember to delete the meeting room booking if the meeting cancel or other reason.