

KTMB ONLINE SLOT BOOKING

USER MANUAL

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A. CUSTOMER

1. LOGGING INTO THE SYSTEM :

1.1. Existing user :

- i. Enter your username and password as in the respected space.



Figure 1

KTMB Online Slot Booking page

- ii. Then, click 'LOGIN' button to proceed.

1.2. New user :

- i. Click on the 'New User' hyperlink to register(refer to Figure 1).
- ii. The ledger type customer page will be displayed. Before proceed, choose the customer type either 'ledger'(proceed to ii.a) or 'cash'(proceed to ii.b).

ii.a. Ledger customer registration :

Customer Registration

Customer Type
 Ledger Cash

Ledger No.
Ledger No.

User Name
User Name

Password Max-length: 6
Password

Company Name
Company Name

Company Address
Company Address

Company No.
Register No.

Phone No.
Telephone No.

Fax No.
Fax No.

Email
Email Address

By clicking Submit, you agree to [Terms & Conditions, Customer Agreement and Privacy Policy](#)

Check box ←

← Hyperlink

← 'Back' button

← 'Submit' button

Figure 2 Customer registration form for ledger type customer

- ii.a.i. Fill in all of the details required in respective fields (make sure all the details are correctly filled in especially the ledger number).
- ii.a.ii. Before submit, tick on the check box to confirm your registration.
Click on the hyperlink in Figure 2 to read the [Terms & Conditions, Customer Agreement and Privacy Policy](#).
- ii.a.iii. Click on 'Submit' button to register otherwise click 'Back' to go back to the home page and cancel your registration.
- ii.a.iv. Proceed to 1.1 to log into the system.

ii.b Cash customer registration :

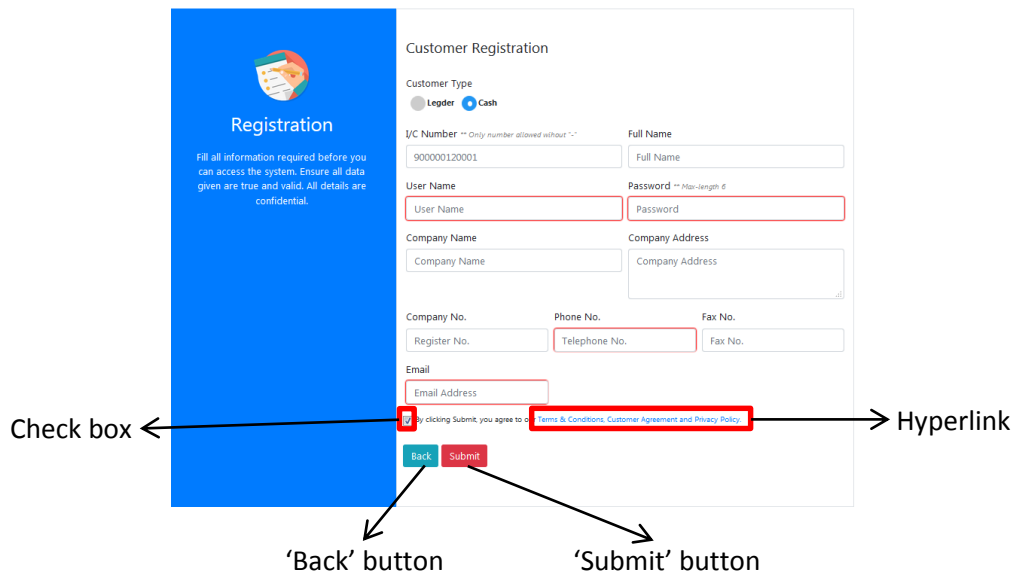


Figure 3 Customer registration for cash type customer

ii.b.i. Fill in all of the details required in respective fields (make sure all the details are correctly filled in).

ii.b.ii. Before submit, tick on the check box to confirm your registration.

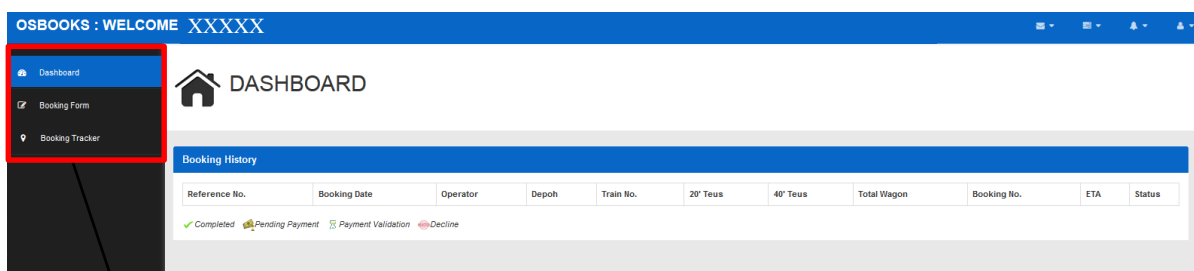
Click on the hyperlink in Figure 3 to read the [‘Terms & Conditions, Customer Agreement and Privacy Policy’](#).

ii.b.iii. Click on ‘Submit’ button to register otherwise click ‘Back’ to go back to the home page and cancel your registration.

ii.b.iv. Proceed to 1.1 to log into the system.

2. HOME PAGE / DASHBOARD :

i. The DASHBOARD page will be displayed as soon as you entered the system - displays your booking history.



Settings button

Figure 4 Dashboard page

ii. On the left side of the page are the settings available for the customer-users (refer to Figure 4).

iii. They can access each of the settings by clicking on it (Figure 4).
They have have an access to these settings :

1. Dashboard
2. Booking Form
3. Booking Tracker

3. BOOKING FORM :

i. Click on the 'Booking Form' button to make a new slot booking (refer to Figure 4, page 3).

The page will be displayed as below.

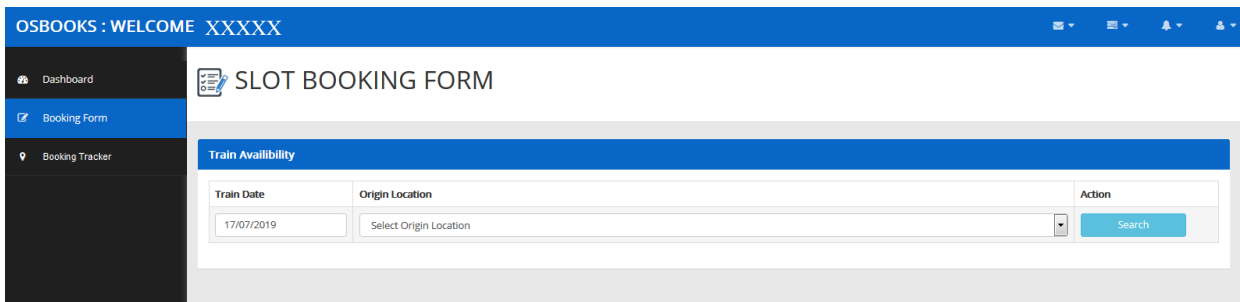


Figure 5 Slot Booking From

ii. Then, choose the **date of the train** and the **origin location**. Then, click '**Search**' button.

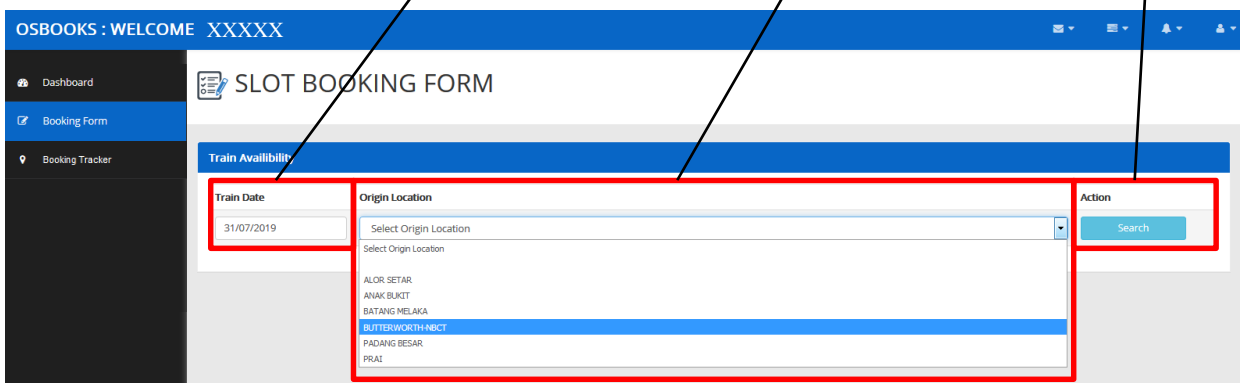


Figure 6 The details' field

- iii. The available train will be listed in a table form (Figure 7).
- iv. Click on the **'Select' check box** on the most right column to select the train(s).

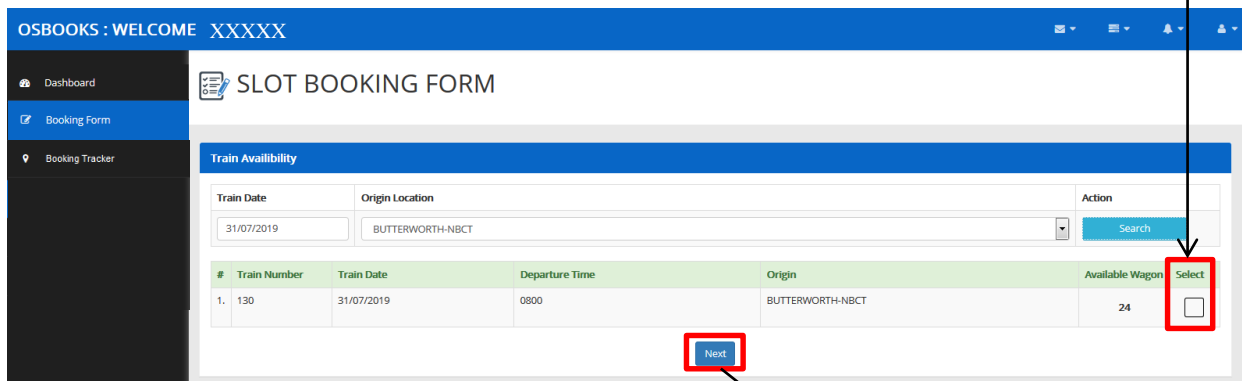


Figure 7 The available trains listed

- v. If you are done with choosing the train(s), click 'Next' button to proceed (refer to Figure 7).
- vi. Then choose the depoh and operator and fill in the other details (be sure to fill in the data correctly especially SCN number).

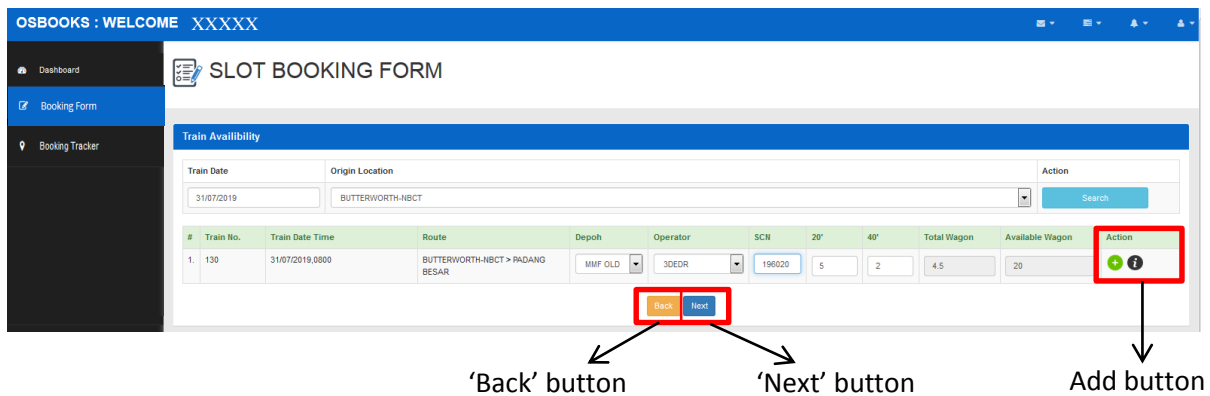


Figure 8 Choose depoh and operator and fill in the other details required
If the SCN is entered correctly, the system will enable user to proceed

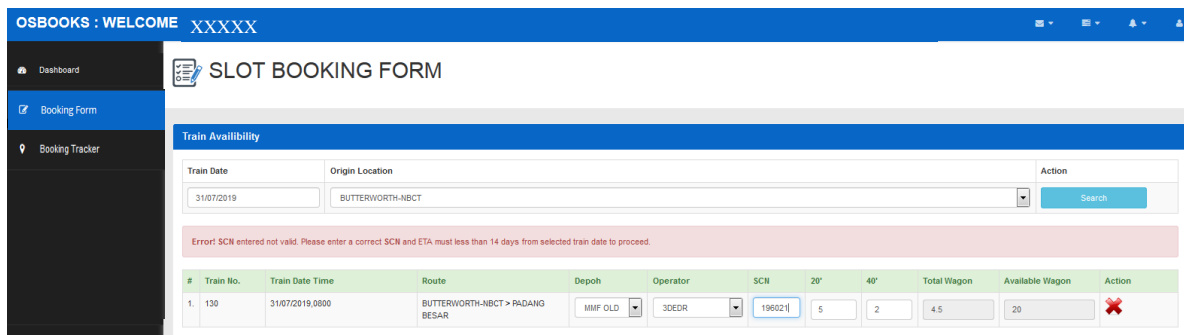


Figure 9 If the SCN is entered incorrectly, the system will not allow the user to proceed

- vii. To proceed with the booking, click the green add button (refer to Figure 8).
Right after that, the booking details can be viewed within this page.

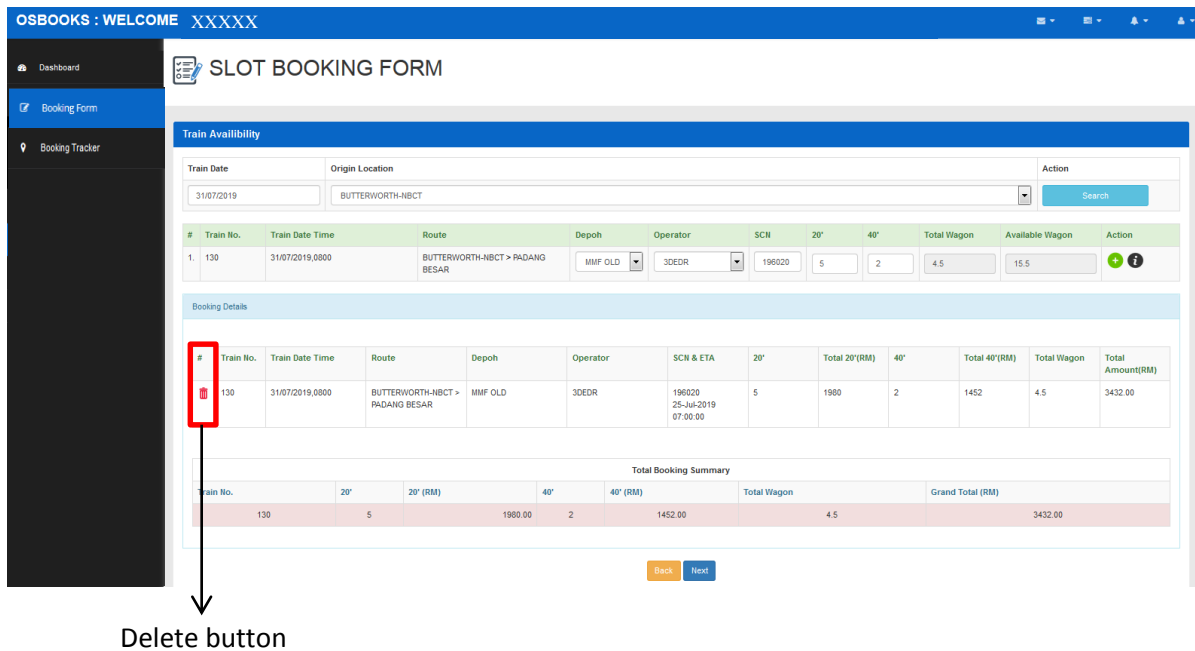


Figure 10 The new successful booking's details

- viii. If you wish to cancel the booking, click on the delete button to delete it (refer to Figure 10).
- ix. Click 'Next' to proceed otherwise 'Back' to go back cancel the booking.

4. BOOKING TRACKER :

- i. Click on the 'Booking Tracker' button to proceed (refer to Figure 4, page 3).
The page will be displayed as Figure 9.
- ii. Enter the **booking reference number** and then click the **'Search' icon** to proceed.

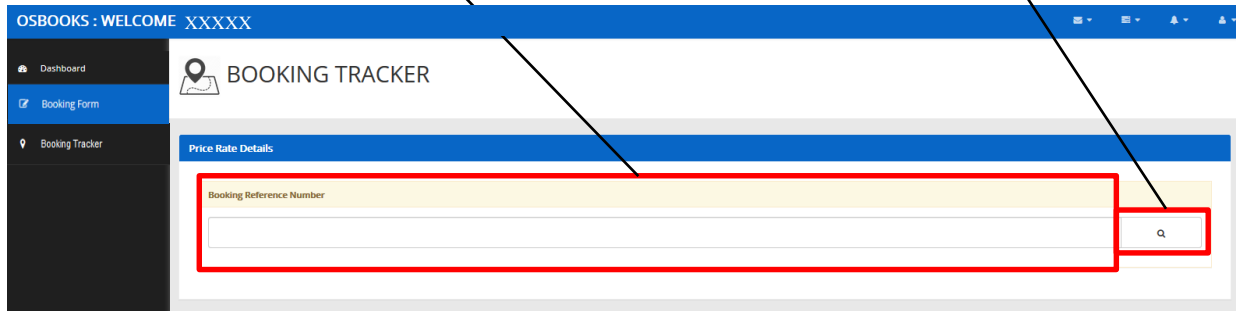


Figure 11 Booking tracker default page

- iii. Then, the details will displayed in a new tab as Figure 12.

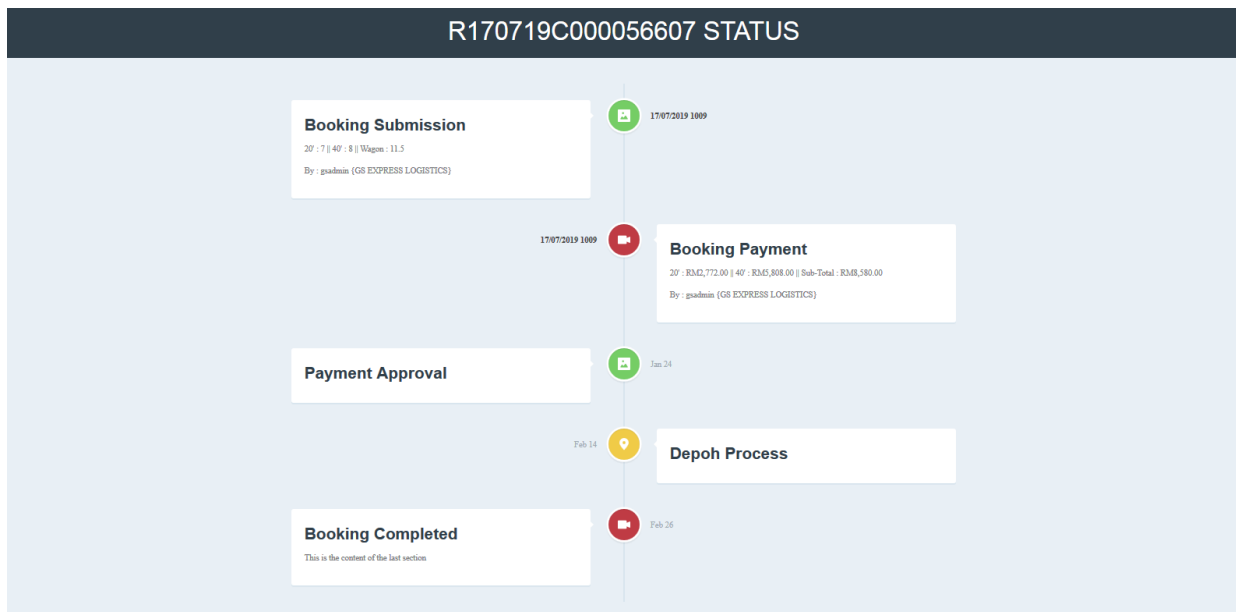


Figure 12 Booking details

5. LOGGING OUT FROM THE SYSTEM :

- i. Click the **log out icon** to and then click **'Log out' button** to log out from the system.

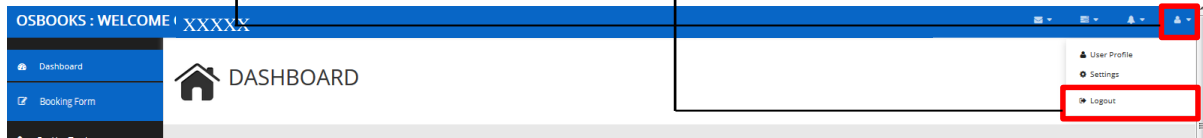


Figure 13 Log out button

- ii. The popped up message will be displayed then click OK to successfully log out.

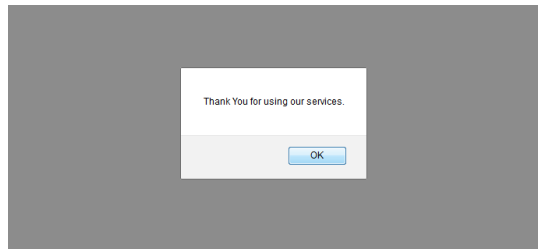


Figure 14 Successfully log out from the system notification

B. ADMINISTRATOR

1. LOGGING INTO THE SYSTEM :

i. Enter the administrator's username and password as in the respected space.



Figure 1 KTMB Online Slot Booking page

ii. Then, click 'LOGIN' button to proceed.

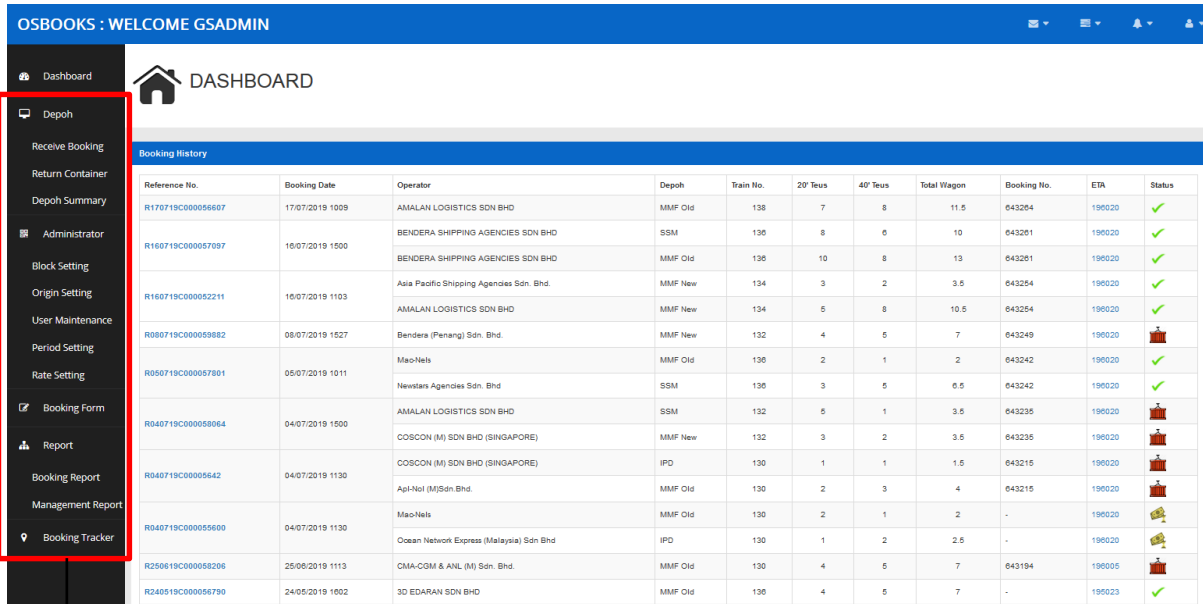
2. HOME PAGE / DASHBOARD :

i. The DASHBOARD page will be displayed as soon as you entered the system – displays the booking history.

Reference No.	Booking Date	Operator	Depoh	Train No.	20' Teus	40' Teus	Total Wagon	Booking No.	ETA	Status
R170719C000056807	17/07/2019 1009	AMALAN LOGISTICS SDN BHD	MMF Old	138	7	8	11.5	643264	196020	✓
R160719C000057097	16/07/2019 1500	BENDERA LOGISTICS AGENCIES SDN BHD	SSM	136	8	6	10	643261	196020	✓
		BENDERA SHIPPING AGENCIES SDN BHD	MMF Old	136	10	8	13	643261	196020	✓
R160719C000052211	16/07/2019 1103	Asia Pacific Shipping Agencies Sdn. Bhd.	MMF New	134	3	2	3.5	643254	196020	✓
		AMALAN LOGISTICS SDN BHD	MMF New	134	5	8	10.5	643254	196020	✓
R080719C000059882	08/07/2019 1527	Benders (Penang) Sdn. Bhd.	MMF New	132	4	5	7	643249	196020	✗
R050719C000057801	05/07/2019 1011	Mao-Nels	MMF Old	136	2	1	2	643242	196020	✓
		Newstara Agencies Sdn. Bhd	SSM	136	3	5	6.5	643242	196020	✓
R040719C000058064	04/07/2019 1500	AMALAN LOGISTICS SDN BHD	SSM	132	5	1	3.5	643235	196020	✗
		COSCON (M) SDN BHD (SINGAPORE)	MMF New	132	3	2	3.5	643235	196020	✗
R040719C00005642	04/07/2019 1130	COSCON (M) SDN BHD (SINGAPORE)	IPD	130	1	1	1.5	643215	196020	✗
		Apt-Hol (M)Sdn Bhd.	MMF Old	130	2	3	4	643215	196020	✗
R290319C000053375	29/03/2019 0918	Coalink (M) Sdn. Bhd	SSM	136	20	3	13	643214	1452	✓
R200319C000057403	20/03/2019 1512	Barwill Agencies Sdn Bhd	MMF Old	132	9	2	6	643214	1030	✓
		CMA-CGM & ANL (M) Sdn. Bhd.	MMF Old	134	2	1	5	642701	2245	✓
		3D EDARAN SDN BHD	MMF New	132	1	2	4	642701	1122	✓

Figure 2 Dashboard page

- ii. On the left side of the page are the settings available for the administrators. They can access each of the settings by clicking on it (Figure 3).



Settings

Figure 3 Respective settings button

- iii. The admin have an access to these settings :

1. Depoh (Receive Booking)

2. Administrator :

- 2.1 Block Setting
- 2.2 Origin Setting
- 2.3 User Maintenance
- 2.4 Period Setting
- 2.5 Rate Setting

3.Report :

- 3.1 Booking Report
- 3.2. Management Report

4. Booking Tracker

3. DEPOH (RECEIVE BOOKING) :

- i. Click on the 'Depoh' button, then click 'Receive Booking'.

The page will be displayed as below.

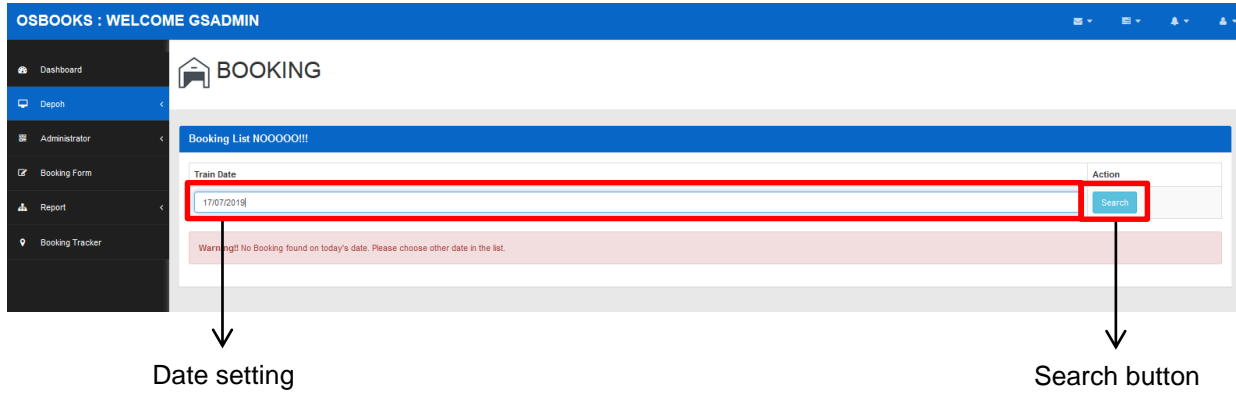


Figure 4 Depoh's Booking page

- ii. Enter the date to search for the booking list on that particular date. Then, click 'Search' button to proceed.
- iii. The booking list will be displayed.

4. BLOCK SETTING :

- i. Click on the 'Administrator' button, then click on the 'Block Setting' button (refer Figure 3, page 10).
- ii. The page will be displayed as below whereby it's default page is 'Setting Summary' page. The admin may perform 2 different functions which are 'Setting Summary' and 'New Setting'.

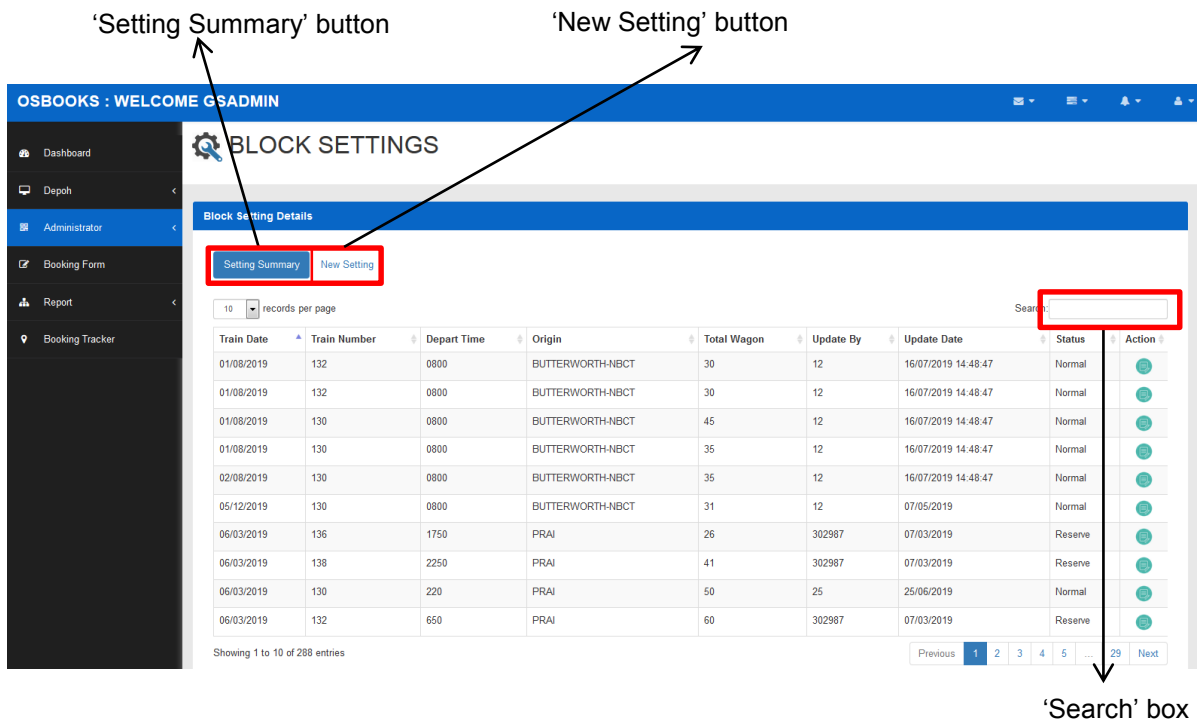


Figure 5 Setting Summary page / default page for Block Setting

4.1. Setting Summary:

- i) Click on the 'Setting Summary' button.
The page will be displayed as shown in Figure 5.
- ii) The admin can search for the trains by entering either 'Train Date' or any of the details in the table into the 'Search' answer box.
- iii) He can also adjust the number of records to be displayed simply by choosing and click on the drop down panel : either 10, 25, 50 or 100 records per page.

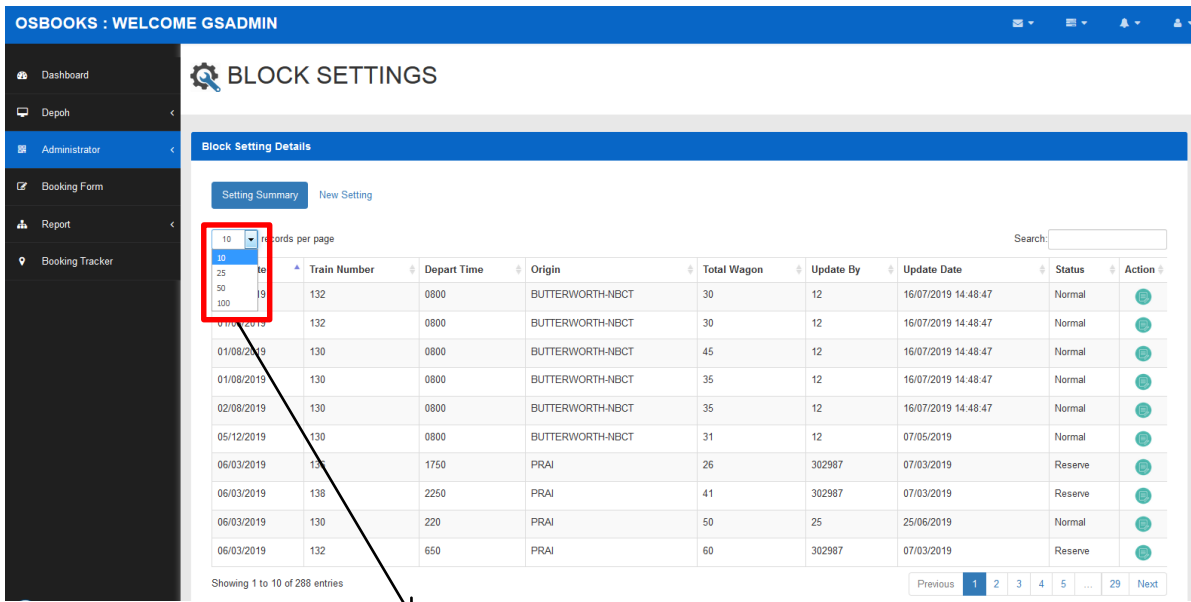


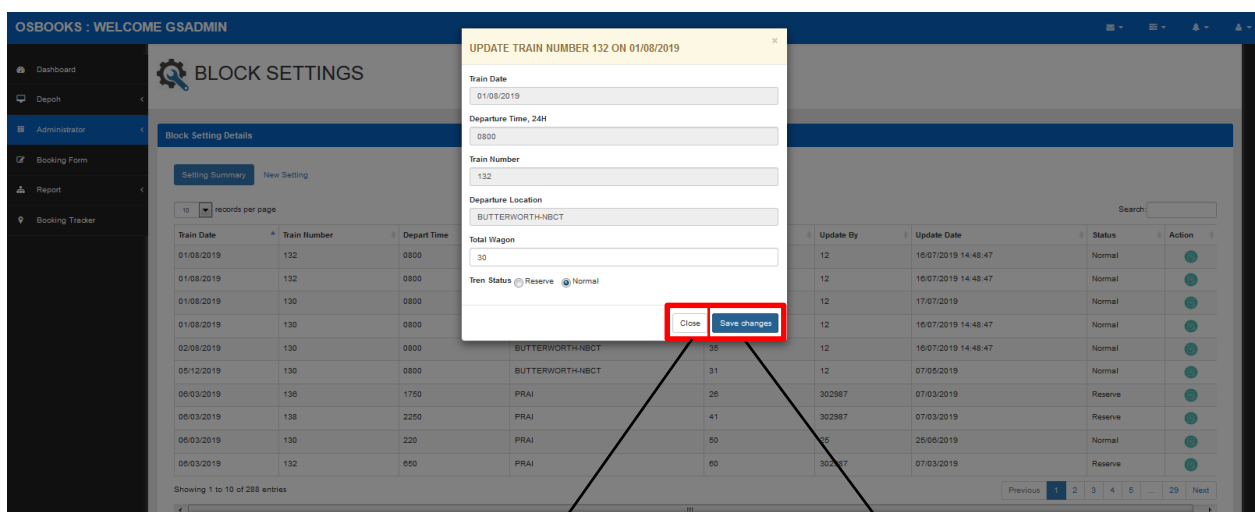
Figure 6 The drop down panel to choose number of records displayed in a page

iv) If there is any thing need to be updated, click on the green button in Action' column (works as an update button) (refer Figure 7).

Train Date	Train Number	Depart Time	Origin	Total Wagon	Update By	Update Date	Status	Action
01/08/2019	132	0800	BUTTERWORTH-NBCT	30	12	16/07/2019 14:48:47	Normal	
01/08/2019	132	0800	BUTTERWORTH-NBCT	30	12	16/07/2019 14:48:47	Normal	
01/08/2019	130	0800	BUTTERWORTH-NBCT	45	12	16/07/2019 14:48:47	Normal	
01/08/2019	130	0800	BUTTERWORTH-NBCT	35	12	16/07/2019 14:48:47	Normal	
02/08/2019	130	0800	BUTTERWORTH-NBCT	35	12	16/07/2019 14:48:47	Normal	
05/12/2019	130	0800	BUTTERWORTH-NBCT	31	12	07/05/2019	Normal	

Figure 7 Update button

v) Once clicked, the below form will popped up (refer Figure 8).



'Close' button

'Save Changes' button

Figure 8 The popped up updation form to update the detail(s)

- vi) The total wagon of a train can be updated with new value and it's status can also be updated from reserve to normal or vice versa.
- vii) If done with the updation, click on 'Save Changes' button to save the changes made. However, if you wish to cancel, click on the 'Close' button.
- viii) When it is updated in the system, the page will display it again along with the new updated details.

4.2. New Setting :

- i) Click on the 'New Setting' button to proceed (refer Figure 5, page 12). The page will be displayed as below.

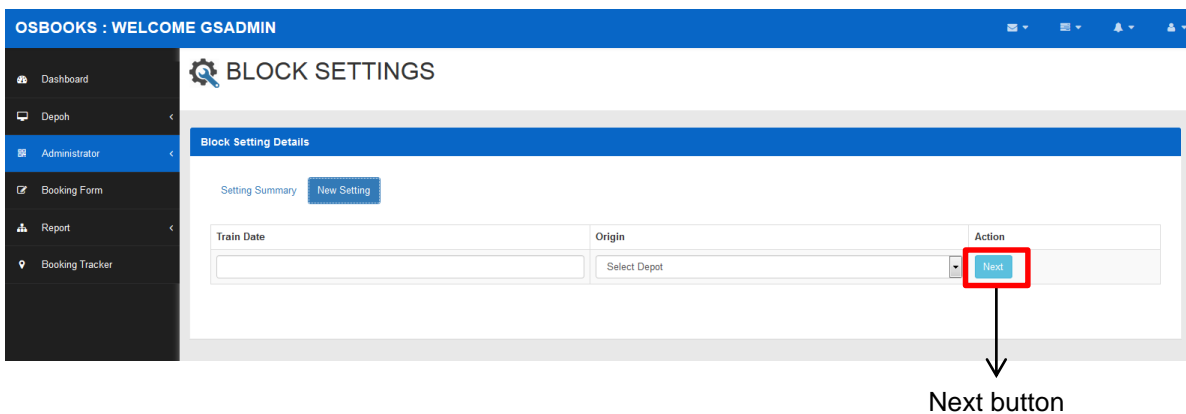


Figure 9 Block Setting default page

- ii) Enter the date of the train and the origin and then click 'Next' button to proceed.

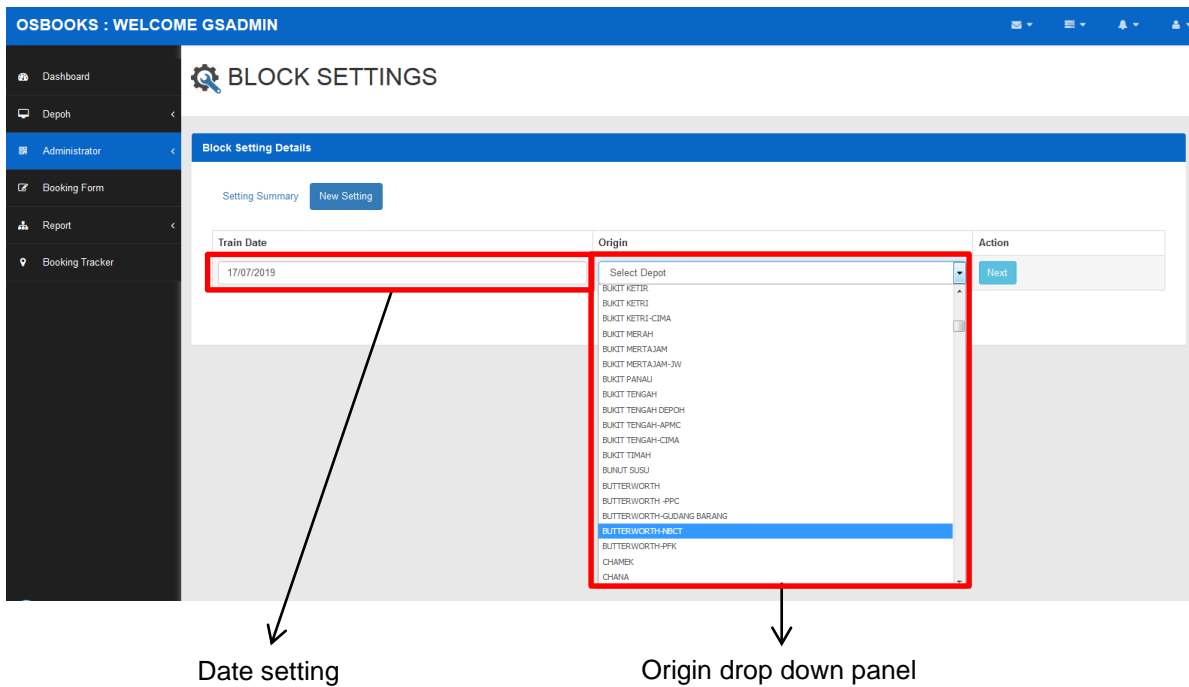


Figure 10 New Setting process

iii) The available trains that are available on the date and origin will be displayed along with its details.

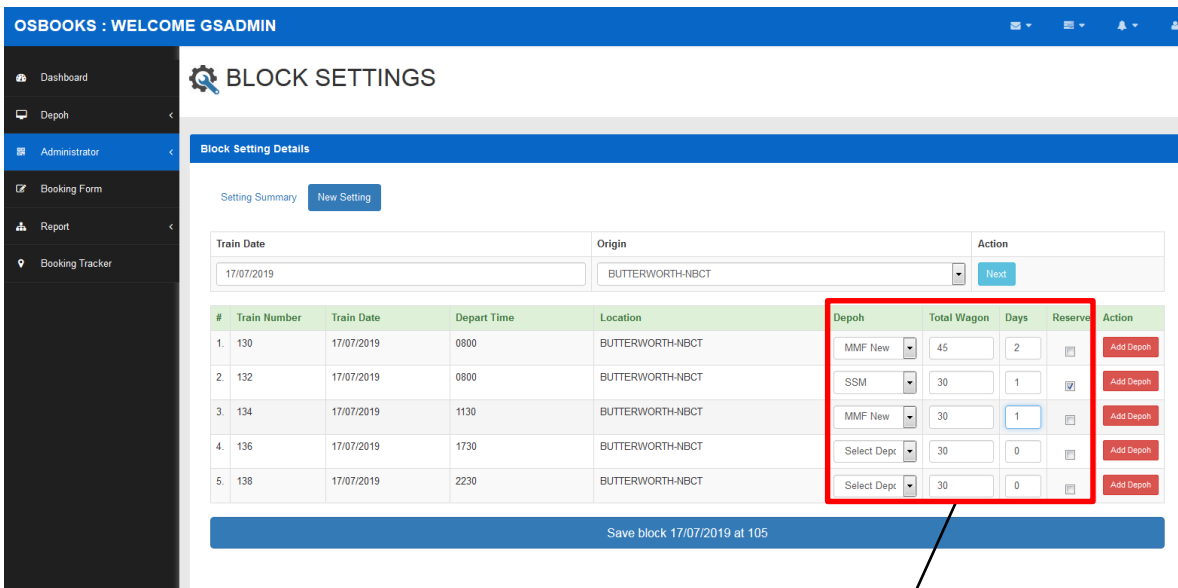


Figure 11 Available trains are listed in a table form along with the details

5. ORIGIN SETTING :

- i. Click the 'Administrator' button, then click on the 'Origin Settings' button to proceed (refer Figure 3, page 10).
- ii. The page will be displayed as below whereby it's default page is 'New Setting' page.

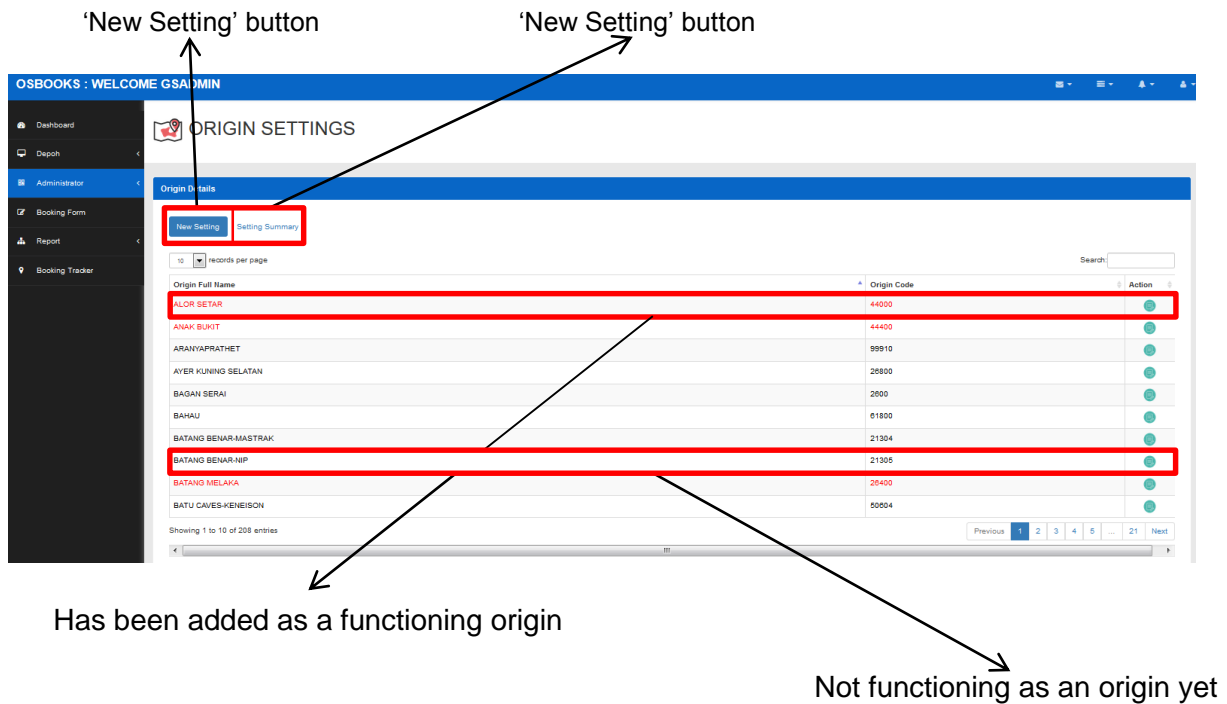


Figure 13 Origin Setting default page

5.1. New Setting :

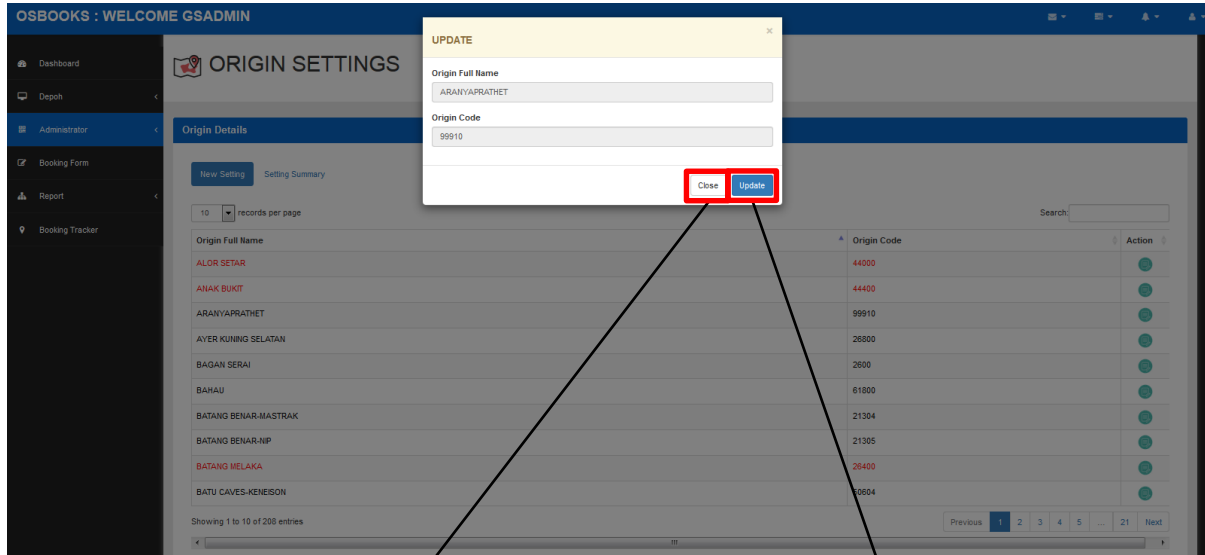
- i) Click on the 'New Setting' button to proceed (refer Figure 13).
The page will be displayed as Figure 13 where it display a list of all of the origin existed (for both which may be functioning and not functioning).
- ii) The origin's full name with red fonts indicates that it has been added as a functioning origin meanwhile the black fonts indicates that it is not functioning as an origin yet (refer Figure 13).
- iii) If you want to add a new functioning origin, simply click on the green button in 'Action' column (only works for black font origin full name).

Origin Full Name	Origin Code	Action
ALOR SETAR	44000	●
ANAK BUKIT	44400	●
ARANYAPRATHET	99910	●
AYER KUNING SELATAN	26800	●
BAGAN SERAI	2600	●

Figure 14 Update button

Green button (update)

iv) Once clicked, the admin may view the details of the origin.



'Close' button

'Update' button

Figure 15 Origin setting

v) To continue, click on 'Update' button to enable the origin.

If you wish to cancel, click the 'Close' button.

vi) The new setting that have been successfully made will appear in 'Setting Summary' records (Figure 15).

5.2. Setting Summary :

i) Click on the 'Setting Summary' button to proceed (refer Figure 13, page 17).

The page will be displayed as below whereby it list down the origins details. The origin status 'yes' indicates that it is functioning meanwhile 'disabled' indicates that it is not-functioning for a moment.

Origin Full Name	Origin Code	Update By	Update Date	Origin Status	Action
	600	gsadmin	17/07/2019 14:33:10	disable	
	44000	gsadmin	17/07/2019 15:22:14	yes	
ALOR SETAR	44000	gsadmin	17/07/2019 12:30:12	yes	
ALOR SETAR	44000	gsadmin	17/07/2019 11:26:00	disable	
ANAK BUKIT	44400	gsadmin	16/07/2019 14:51:58	disable	
ANAK BUKIT	44400	gsadmin	16/07/2019 16:19:41	yes	
BAGAN SERAI	2600	gsadmin	17/07/2019 14:27:09	disable	
BAGAN SERAI	2600	gsadmin	17/07/2019 14:27:09	disable	
BAHAU	61800	gsadmin	25/06/2019 10:49:36	disable	
BATANG MELAKA	26400	faruz	25/06/2019 10:43:56	yes	
PADANG BESAR	47300	gsadmin	30/04/2019 14:52:08	yes	
PELABUHAN KLANG UTARA	55400	gsadmin	17/04/2019 12:09:01	disable	
PRAI	200	gsadmin	16/04/2019 15:40:41	yes	

Figure 15 A list of origins that are functioning along with the details

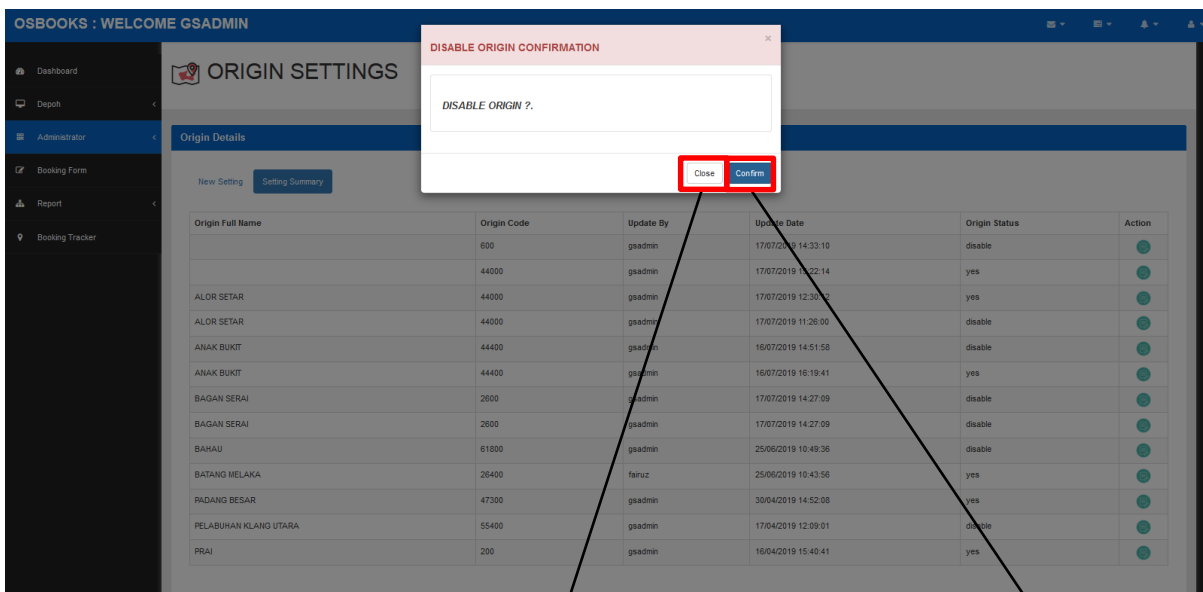
ii) If the admin wants to disable an origin from 'yes' to 'disabled' or vice versa, simply click on green button in 'Action' column.

Origin Full Name	Origin Code	Update By	Update Date	Origin Status	Action
	600	gsadmin	17/07/2019 14:33:10	disable	
	44000	gsadmin	17/07/2019 15:22:14	yes	
ALOR SETAR	44000	gsadmin	17/07/2019 12:30:12	yes	
ALOR SETAR	44000	gsadmin	17/07/2019 11:26:00	disable	

Figure 16 Update button

Green button (update)

iii) Once clicked, a pop-up message will appear; if you want to continue to enable/disable an origin, click 'Confirm', otherwise, click 'Close' (refer Figure 17).



'Cancel' button

'Confirm' button

Figure 17 Confirmation pop up message

iv) Click 'OK' button to proceed.

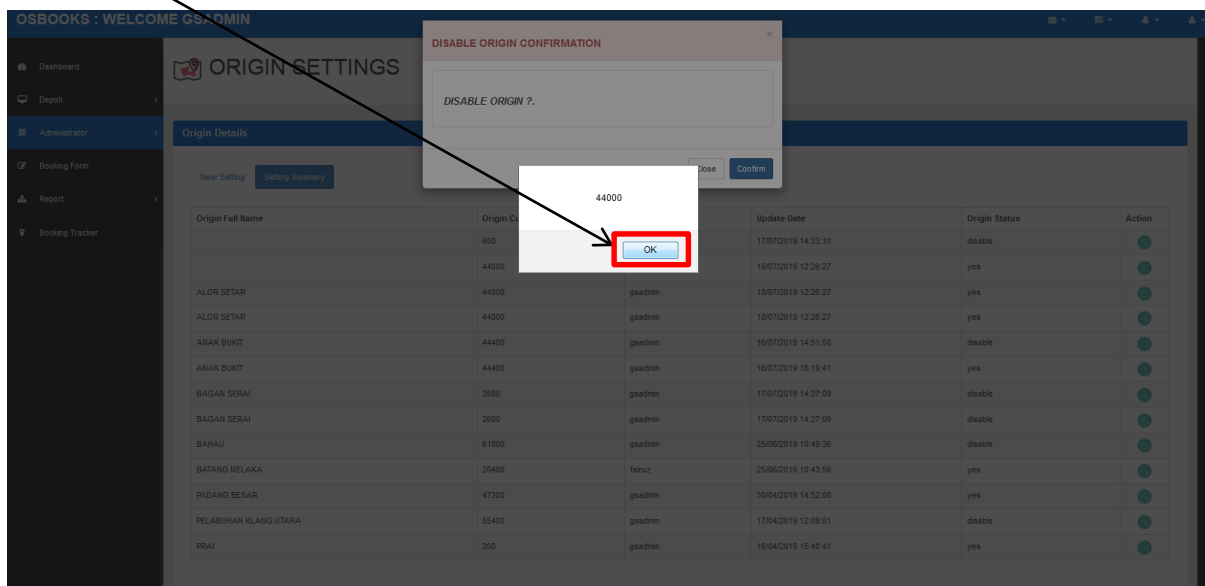


Figure 18 Successful notification

v) The new updation that have been successfully made will be displayed on the 'Origin Status' either it is 'yes' or 'disabled'.

6. USER MAINTENANCE :

i. Click on the 'User Maintenance' button to proceed (refer to Figure 3, page 10).

ii. The main page is displayed as below. There are 3 settings which are Setting Summary (for customer), KTMB User and Depoh User.

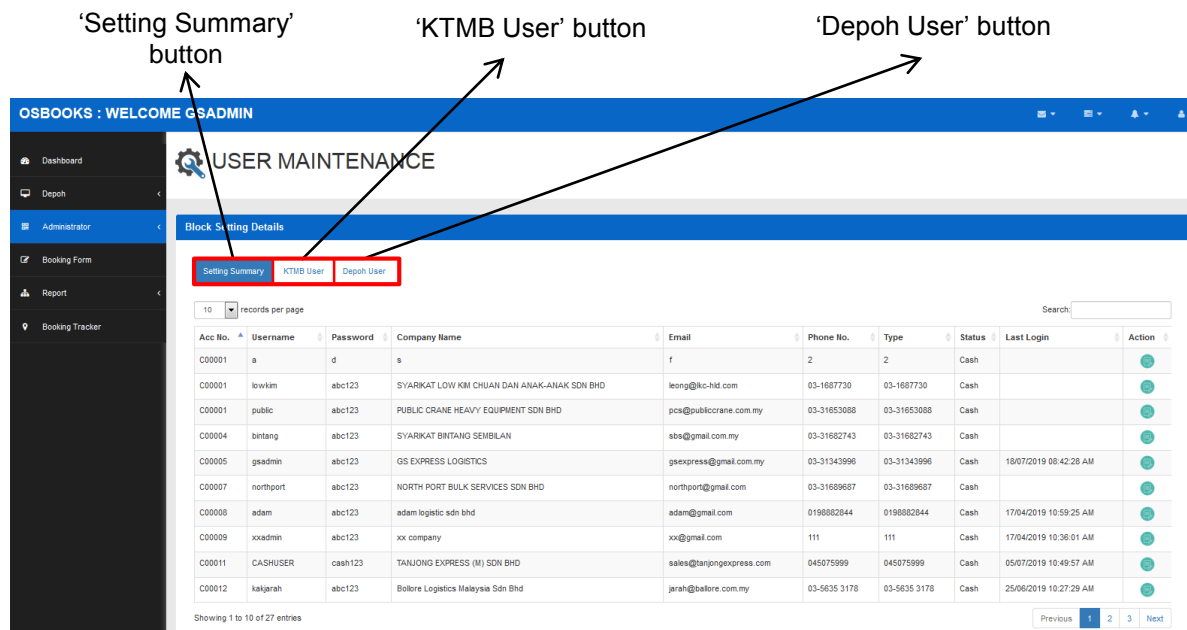


Figure 19 User maintenance (Setting Summary page – displayed in a table form)

6.1. Setting Summary :

i) Click on the 'Setting Summary' button to proceed (refer Figure 19).

The page is displayed as Figure 19.

This page allows the admin to view and update the details of the customers.

ii) If there is anything need to be updated, click on the green button in the 'Action' column.




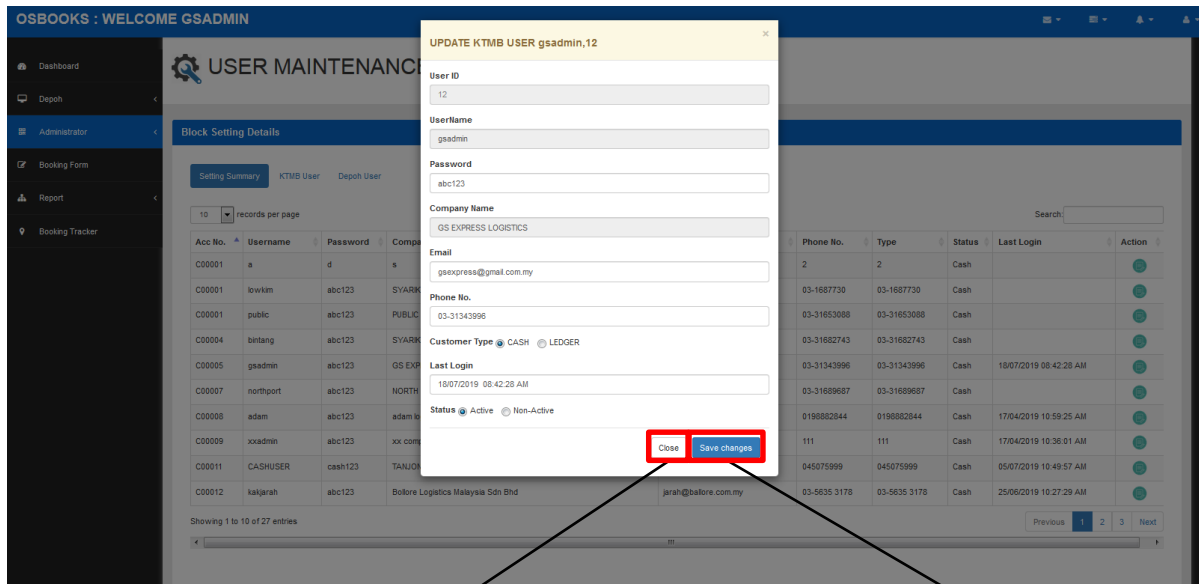
Acc No.	Username	Password	Company Name	Email	Phone No.	Type	Status	Last Login	Action
C00001	a	d	s	f	2	2	Cash		
C00001	lowkim	abc123	SYARKAT LOW KIM CHUAN DAN ANAK-ANAK SDN BHD	leong@ko-hld.com	03-1687730	03-1687730	Cash		
C00001	public	abc123	PUBLIC CRANE HEAVY EQUIPMENT SDN BHD	pcs@publiccrane.com.my	03-31653088	03-31653088	Cash		
C00004	binlang	abc123	SYARKAT BINTANG SEMBLAN	sbs@gmail.com.my	03-31682743	03-31682743	Cash		

Figure 20 Update button

Green button (update)

iii) Once clicked, the below form will popped up.



'Cancel' button

'Save Changes' button

Figure 21 An updation form along with the details

iv) Fill in the details that need to be updated except for user id,username & company name (refer Figure 21).

v) If done with the updation, click on 'Save Changes' button to save the changes.

However, if you wish to cancel, click on the 'Close' button.

vi) The successful message will be popped up to notify that it is successfully updated.

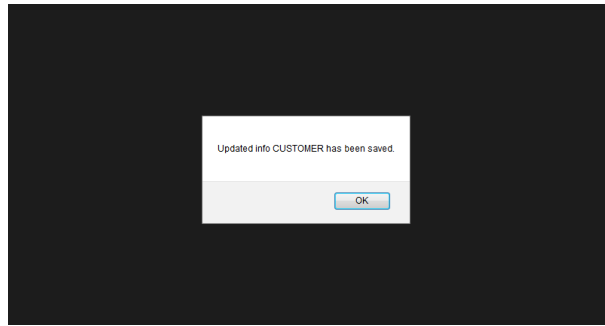


Figure 22 A successful notification

vii) To check for the updated details, simply click 'OK' button and it will display the default page with the updated details.

6.2. KTMB User :

ii) Click on the 'KTMB User' button (refer to Figure 19, page 20).
This section page will be displayed as Figure 23.

iii) There are 2 different buttons : 'KTMB Users' List' and 'New User Registration'.

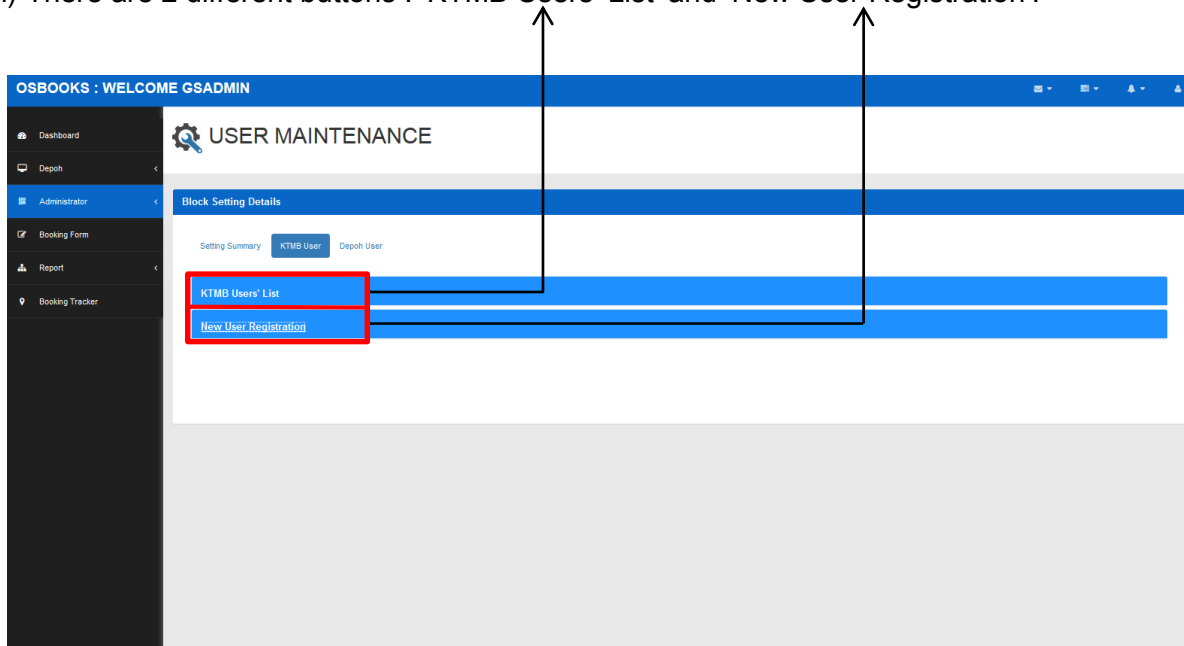


Figure 23 User Maintenance - KTMB User default page

6.2.1. KTMB Users' List :

ii) Click on the 'KTMB Users' List' button to proceed (refer to Figure 23).

iii) The page will be displayed as below whereby the KTMB user's details will be displayed in a table form.

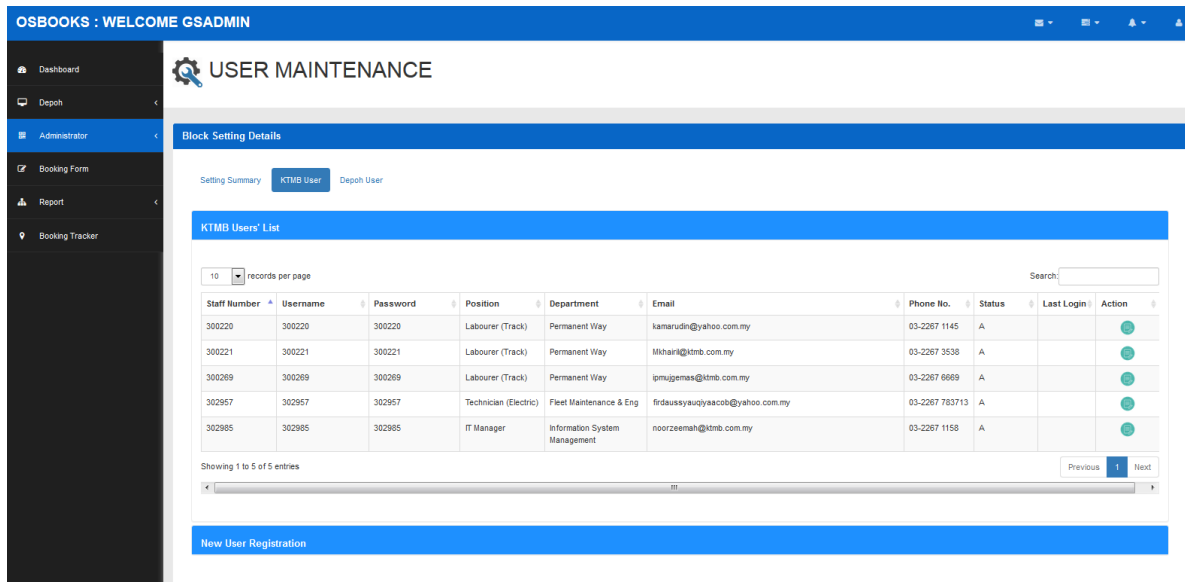


Figure 24 KTMB user's listed in a table form along with the details

iv) If there is any thing need to be updated, click on the green button in 'Action' column.

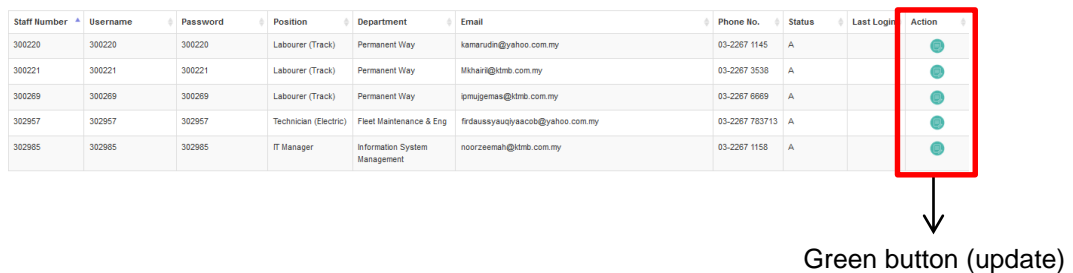
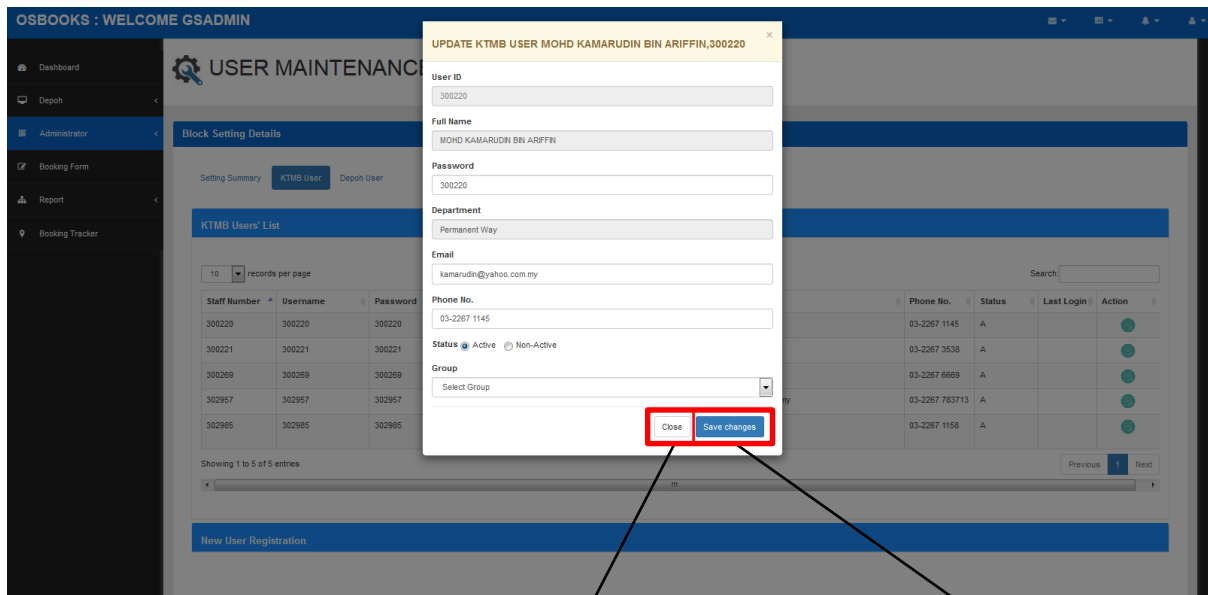


Figure 25 Update button

v) Once clicked, the below form will popped up.



'Close' button

'Save Changes' button

Figure 26 Updation form

- vi) Fill in the details that need to be updated except for user id, full name & department.
- vii) If you are done with the updation, click on 'Save Changes' button to save the changes made. However, if you wish to cancel, click on the 'Close' button.
- viii) The successful message will be popped up to notify that it is successfully updated.

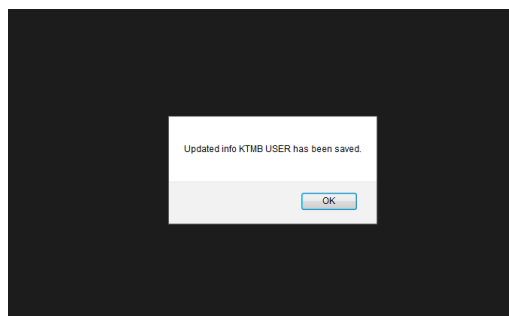


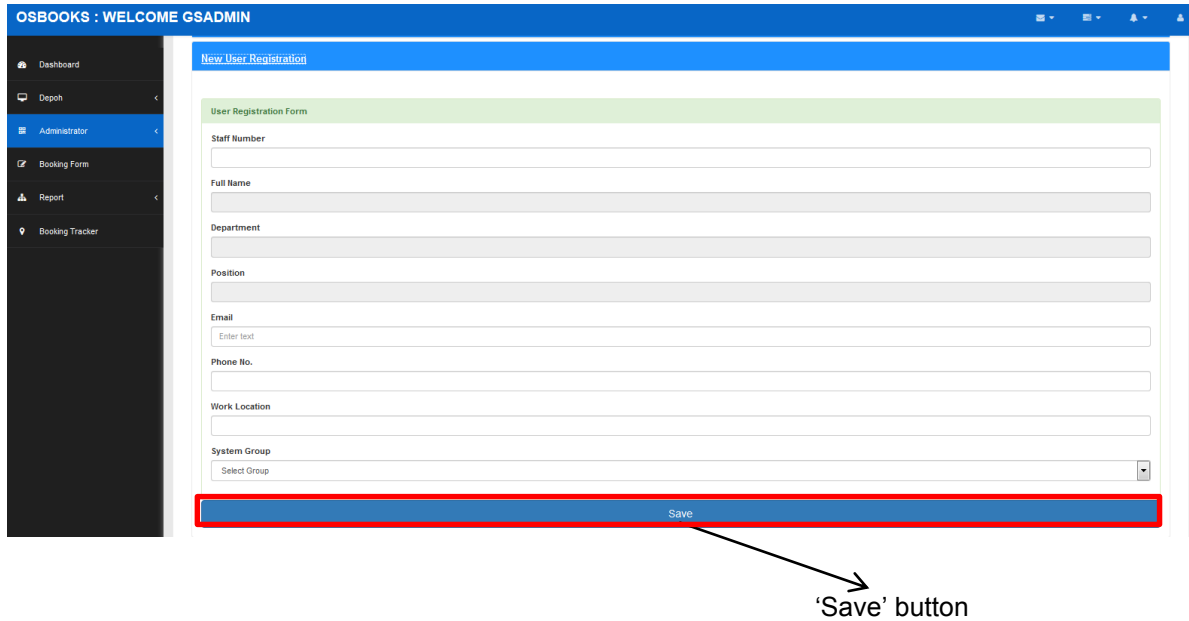
Figure 27 Successful notification

- ix) To check for the updated details, simply click 'OK' button and it will display the default page with the updated details.

6.2.2. New User Registration :

i) Click on the 'New User Registration' button to proceed (refer Figure 23, page 22).

This page will be displayed as below.



OSBOOKS : WELCOME GSADMIN

New User Registration

User Registration Form

Staff Number

Full Name

Department

Position

Email

Enter text

Phone No.

Work Location

System Group

Select Group

Save

'Save' button

Figure 28 New user registration page

ii) Enter the staff's staff number (the system will fetch his/her details automatically), then insert the rest of other details required as in Figure 28.

iii) Click 'Save' button on the bottom of the page to save the details.

iv) The new staff will be saved into the system and can be viewed by clicking on the 'KTMB User's List' (refer Figure 24, page 23).

6.3. Depoh User :

i. Click on the 'Depoh User' button to proceed (refer to Figure 23, page 22).

The page will be displayed as below.

ii. There are 2 buttons which carries different tasks : 'Depoh's List' and 'New Depoh Registration'.

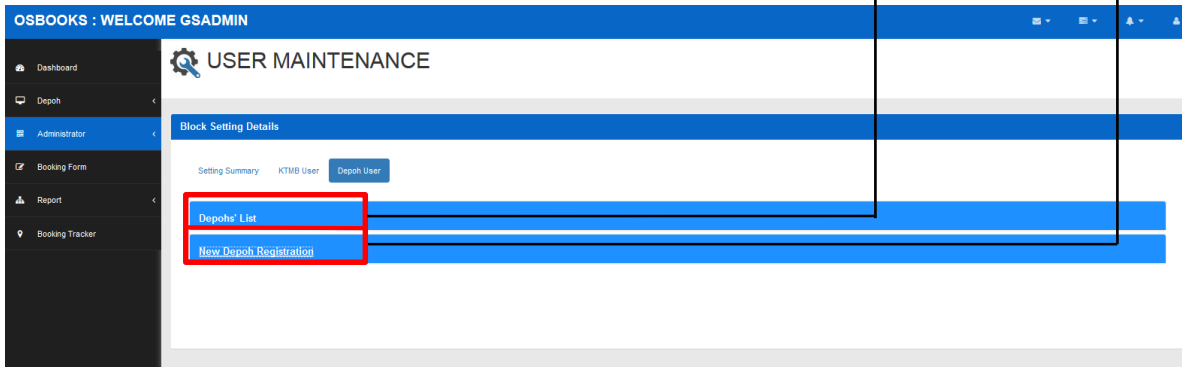
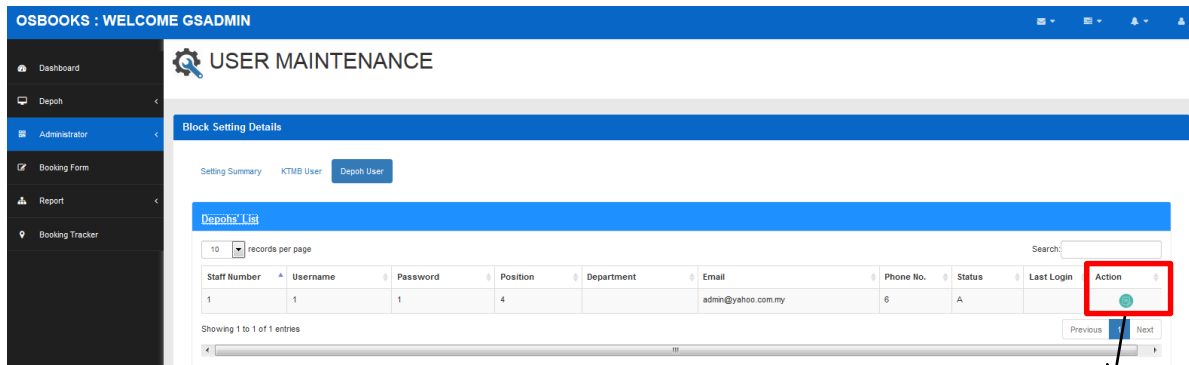


Figure 29 User Maintenance - Depoh user default page.

6.3.1. Depoh's List :

i) Click on the 'Depoh's List' button to proceed (refer to Figure 29).

The page will be displayed as below.

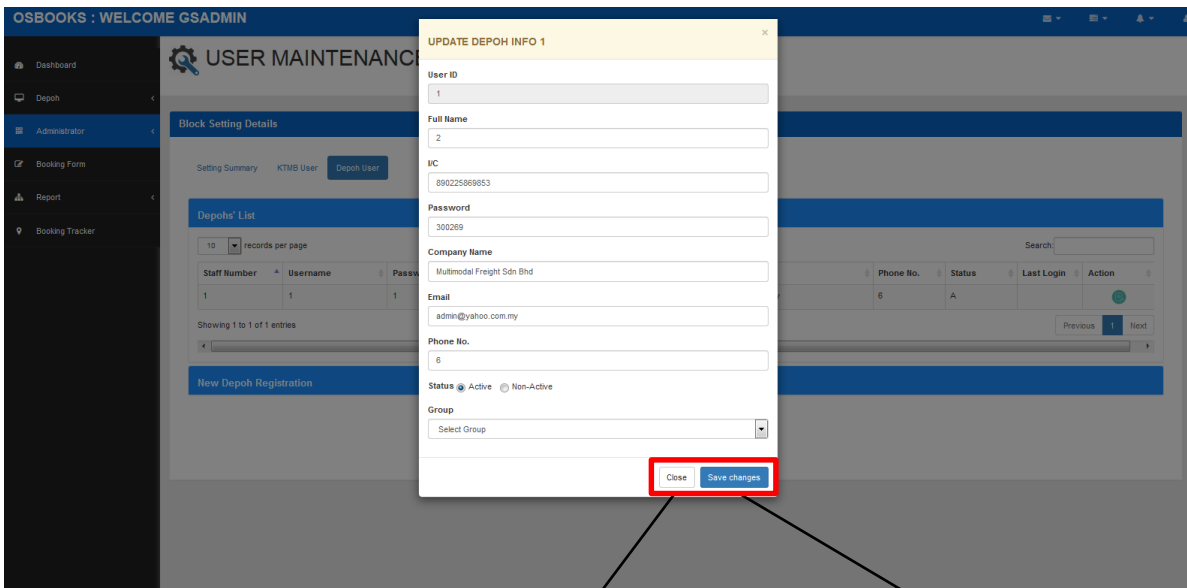


Green button (Update)

Figure 30 Depoh's list page along with the details

ii) If there is any thing need to be updated, click on the green button in the 'Action' column.

iii) Once clicked, the below form will popped up.



'Close' button

'Save Changes' button

Figure 31 Updation form

- iv) Fill in the details that need to be updated except for user id.
- v) If done with the updation, click on 'Save Changes' button to save the changes made. However, if you wish to cancel, click on the 'Close' button.
- vi) The successful notification will be popped up. To continue, just click 'OK' button.

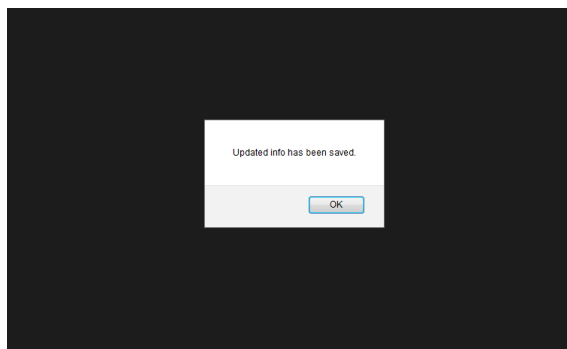


Figure 32 Successful notification

- vii) To check for the updated details, simply click 'OK' button and then go to 'Depoh's List' page to view updated details.

6.3.2. New Depoh Registration :

- i) Click on the 'New Depoh Registration' button to proceed (refer Figure 29, page 26).
The page will be displayed as below.

The screenshot shows a web application interface for 'OSBOOKS : WELCOME GSADMIN'. The main content area is titled 'Depohs List' and contains a 'New Depoh Registration' form. The form has the following fields:

- Staff Number:
- Full Name:
- IC Number: (example: eg:910110012009)
- Position: (example: Manager)
- Email: (example: user@email.com.my)
- Phone No.:
- Work Address:
- Group: (example: Select Group)

A blue 'Save' button is located at the bottom of the form, highlighted with a red border. An arrow points from the caption below to this button.

Figure 33 New depoh registration form along with the required details

- ii) Fill in all of the particulars for the new depoh's staff user.
- iv) Click 'Save' button to save the details.
- v) The new registration will be saved into the system and can be viewed by clicking on the 'Depoh's List' (refer to Figure 30, page 29).

7. Period Time Setting :

- i. Click on the 'Period Time Setting' button to proceed (refer to Figure 3, page 10).
- ii. The page will be displayed as below whereby it's default page is 'New Setting' page.

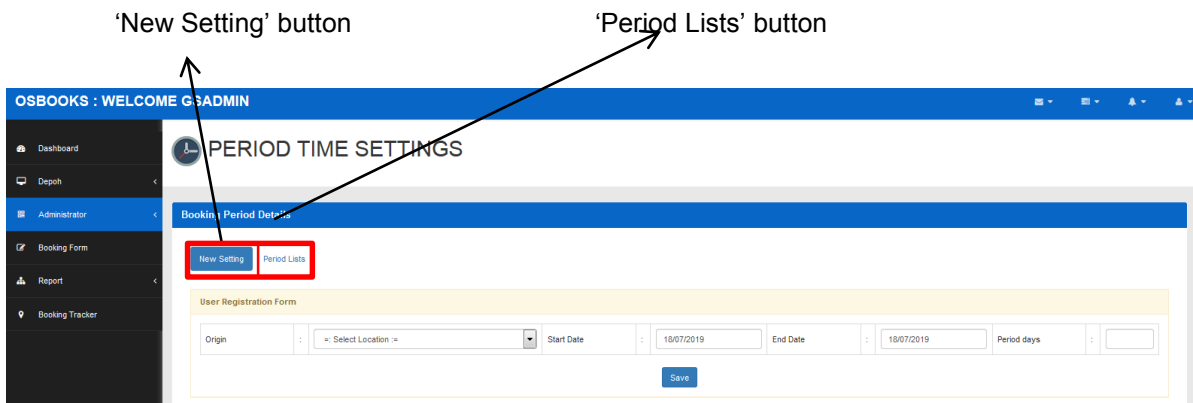


Figure 34 Period Time Setting (New Setting) default page

- iii. There are 2 buttons which performs different tasks : 'New Setting' and 'Period List'.

7.1. New Setting :

- i) Click on the 'New Setting' button to proceed (refer to Figure 34).
The page will be displayed as Figure 34.
- ii) The user may choose which **origin**, **starting date**, **ending date** and **period days** they acquired.

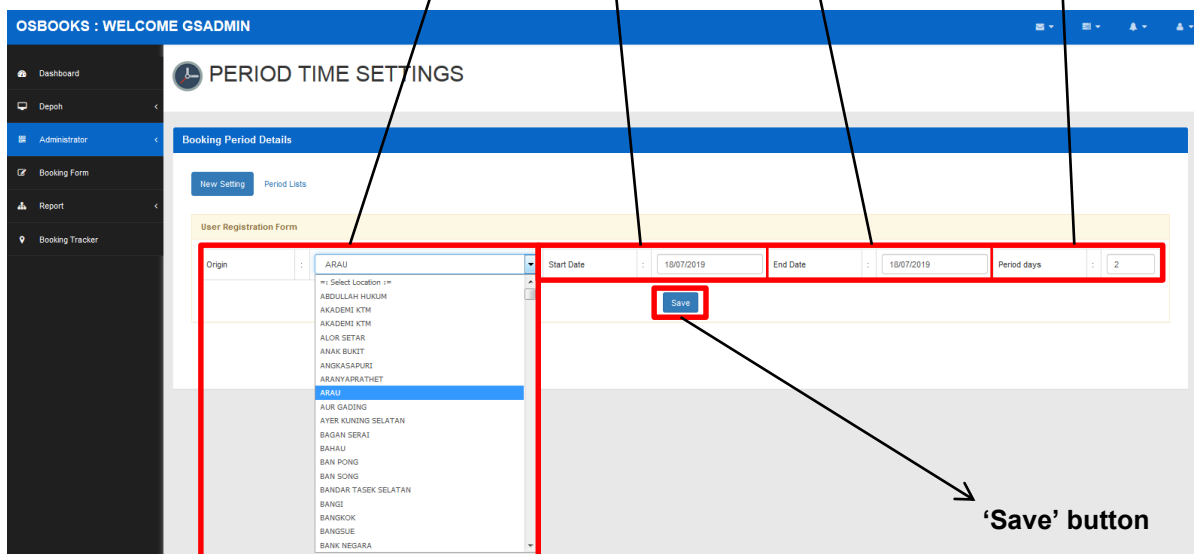


Figure 35 New setting for period time

iii) Click 'Save' button to save the details.

iv) The successful notification will be popped up.

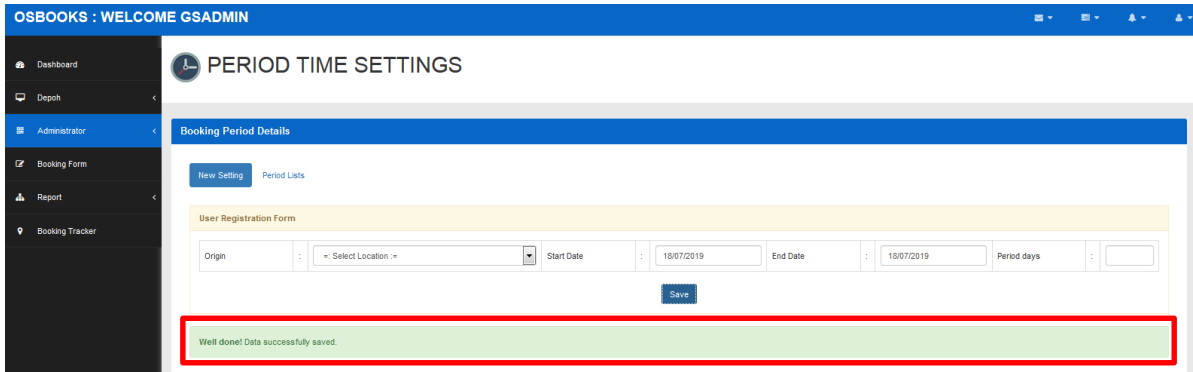


Figure 36 Successful notification

vi) The new registration will be saved into the system and can be viewed by clicking on the 'Period List' (refer to Figure 37).

7.2. Period List :

i) Click on the 'Period Lists' button to proceed (refer Figure 34).

The page will be displayed as below.

The screenshot shows the 'PERIOD TIME SETTINGS' page with the 'Period Lists' button selected. A table displays the following data:

Origin Full Name	Origin Code	Period Days	Valid Date	Expiry Date	Update By	Update Date	Action
= Select Location =	= Select Location =	0	17/07/2019	17/07/2019	Gsadmin	17/07/2019 1000	
ALOR SETAR	44000	5	17/07/2019	17/07/2019	Gsadmin	17/07/2019	
ARAU	45800	2	18/07/2019	18/07/2019	Gsadmin	18/07/2019 1450	
BUKIT MERTAJAM	600	10	17/07/2019	31/07/2019	Gsadmin	17/07/2019	
BUTTERWORTH-ABCT	105	5	07/05/2019	31/12/2019	Gsadmin	27/06/2019	
PRAI	200	10	27/06/2019	31/07/2019	Gsadmin	27/06/2019	

Green button (update)

Figure 37 Period list are displayed in a table form along with the details

ii) If there is any thing need to be updated, click on the green button in the 'Action' column.

iii) Once clicked, the below form will popped up.

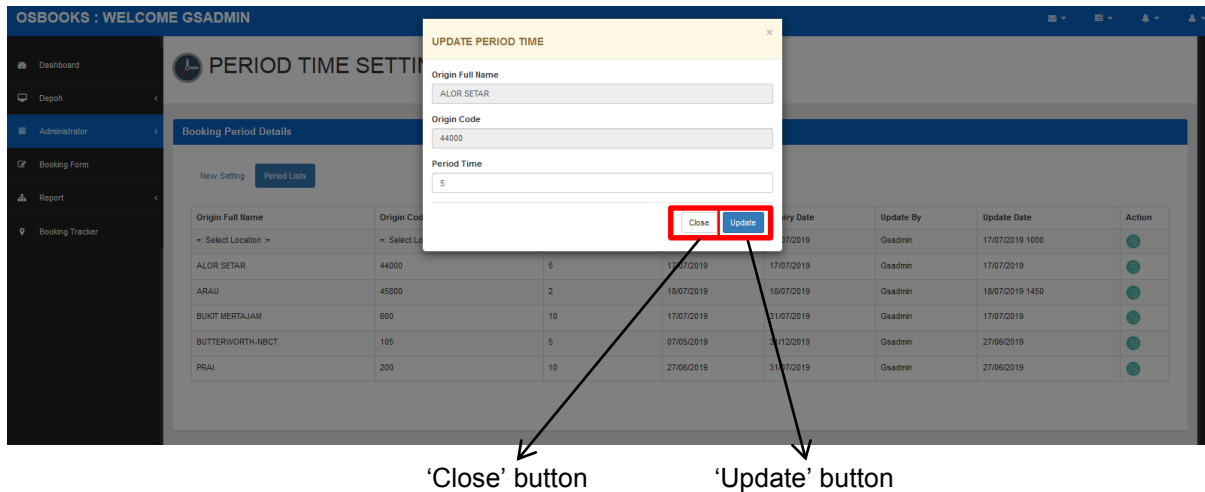


Figure 38 Updation form

- iv) The only detail that can be updated is 'Period Time', insert the new data if needed.
- v) If done with the updation, click on 'Update' button to save the changes. However, if you wish to cancel, click on the 'Close' button.
- vi) The successful message will be popped up to notify that it is successfully updated.

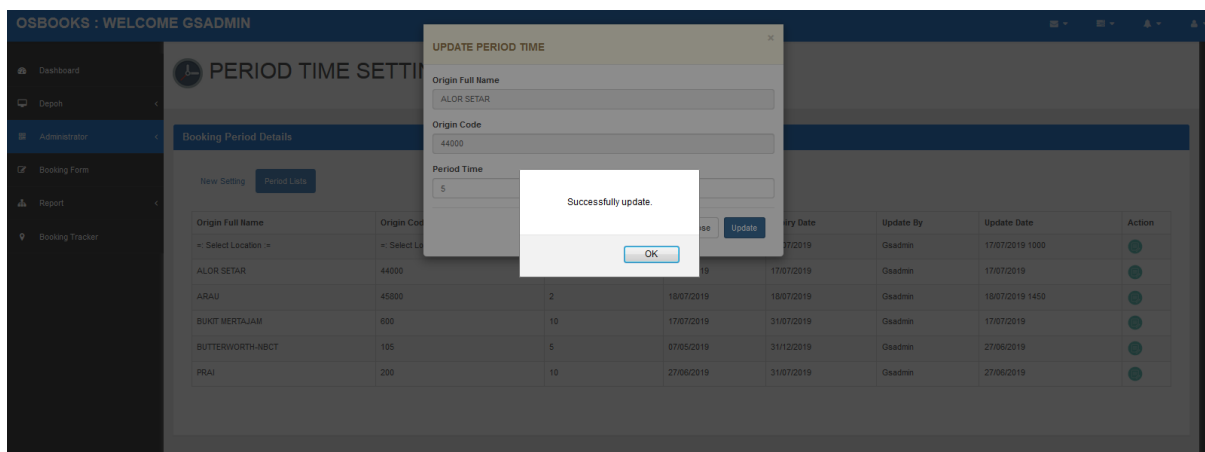


Figure 39 Successful notification

- vii) To check for the updated details, simply click 'OK' button and then go to the 'Period Lists' page to check for the updated details (refer to Figure 37, page 30).

8. Price Rate Settings

- i. Click on the 'Rate Setting' button to proceed (refer to Figure 3, page 10).
- ii. The page will be displayed as below whereby it's default page is 'New Setting' page.

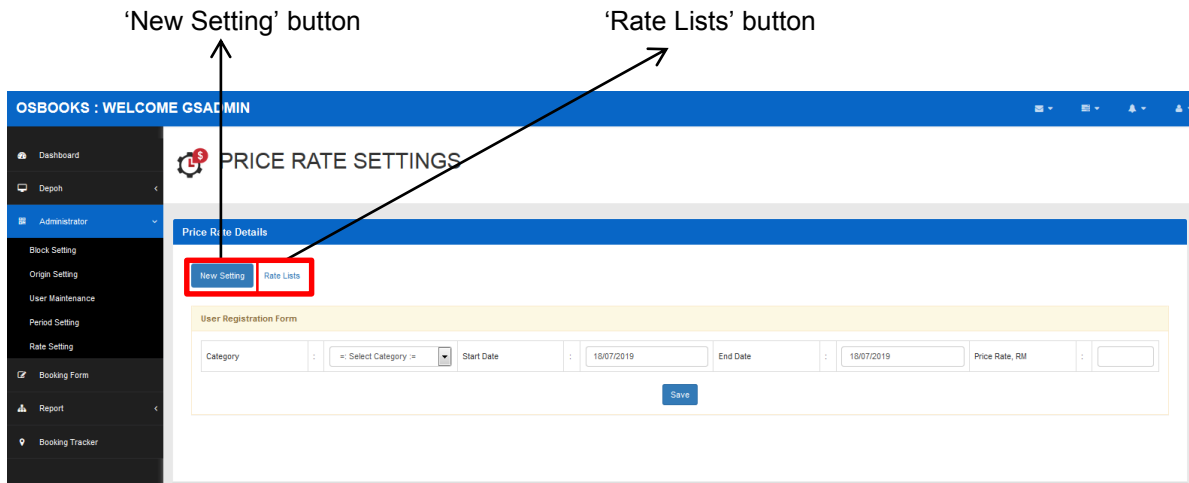


Figure 40 Price rate setting (New Setting) default page

- iii. There are 2 buttons which carries different tasks : New Setting and Rate List.

8.1. New Setting :

- i) Click on the 'New Setting' button to proceed (refer to Figure 40).
The page will be displayed as Figure 40.
- ii) Fill in the details for 'Category' field (length of the container 20ft or 40ft), starting and ending date along with it's price for one unit.

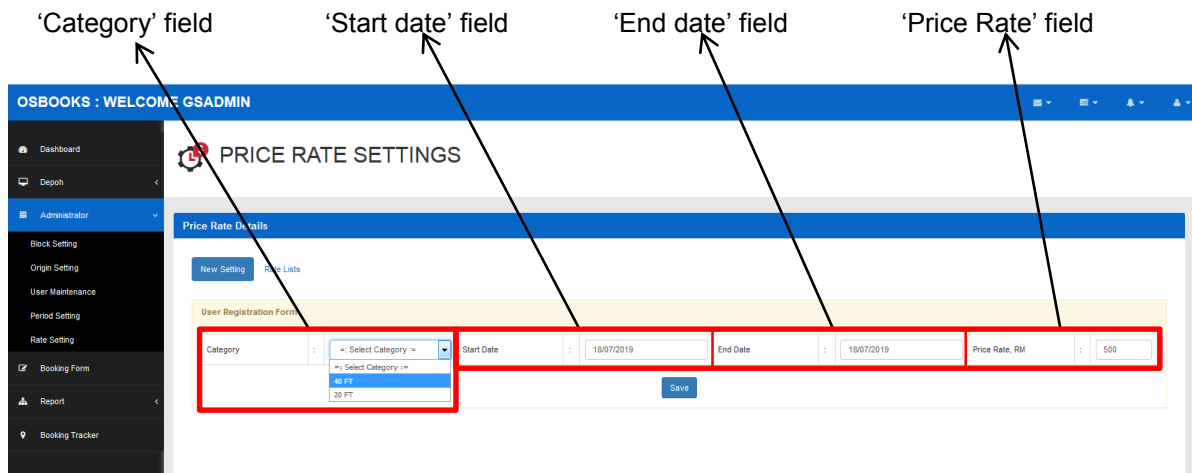


Figure 41 New setting page

- iii) Click 'Save' button to save the details.
- iv) The successful notification will be popped up (refer to Figure 41, page 32).

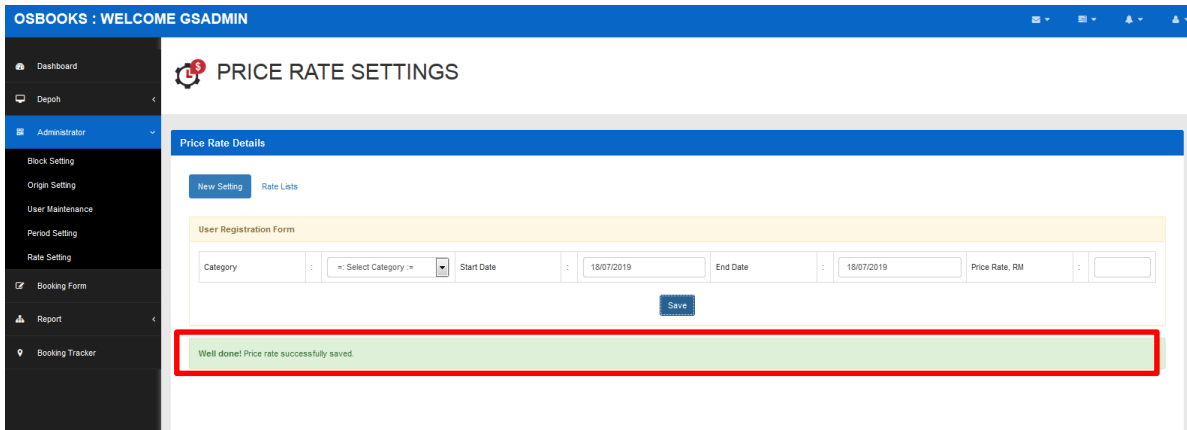
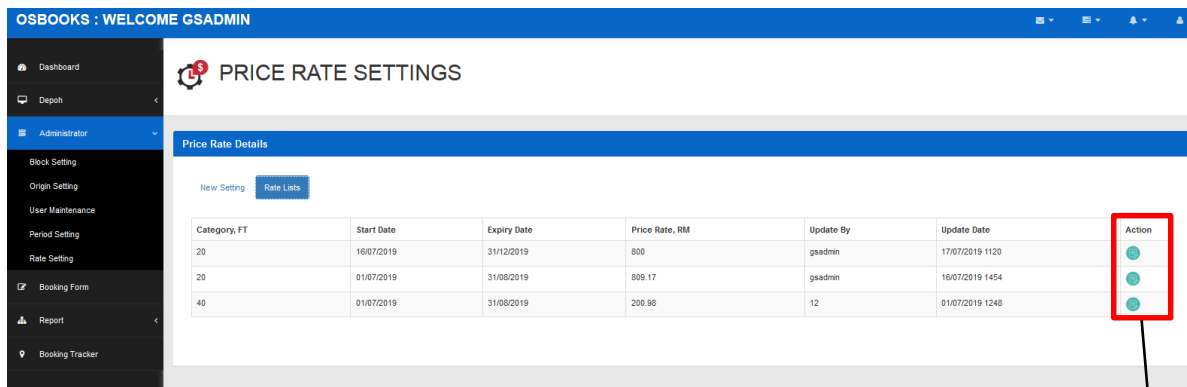


Figure 41 Successful notification

- v) The new price rate can be viewed in the 'Rate Lists' (refer to Figure 42).

8.2. Rate List :

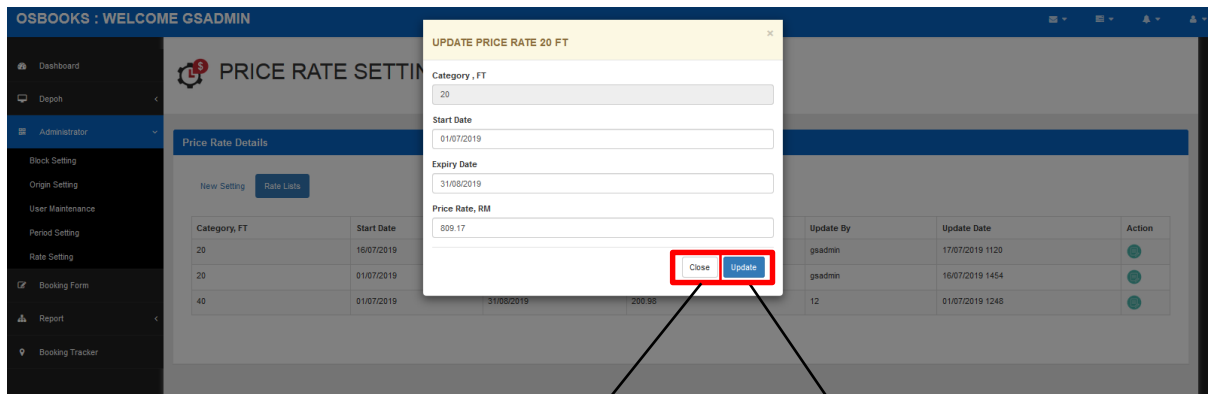
- i) Click on the 'Rate Lists' button to proceed (refer to Figure 40, page 32).
The page will be displayed as below.



Green button (update)

Figure 42 Rate list displayed in a table form along with the details

- ii) If there is anything need to be updated, click on the green button in 'Action' column.
- iii) Once clicked, the below form will popped up.



'Close' button

'Update' button

Figure 43 Updation form

- iv) Fill in the new details in the respective space.
- v) If done with the updation, click on 'Update' button to save the changes. However, if you wish to cancel, click on the 'Close' button.
- vi) The successful message will be popped up.

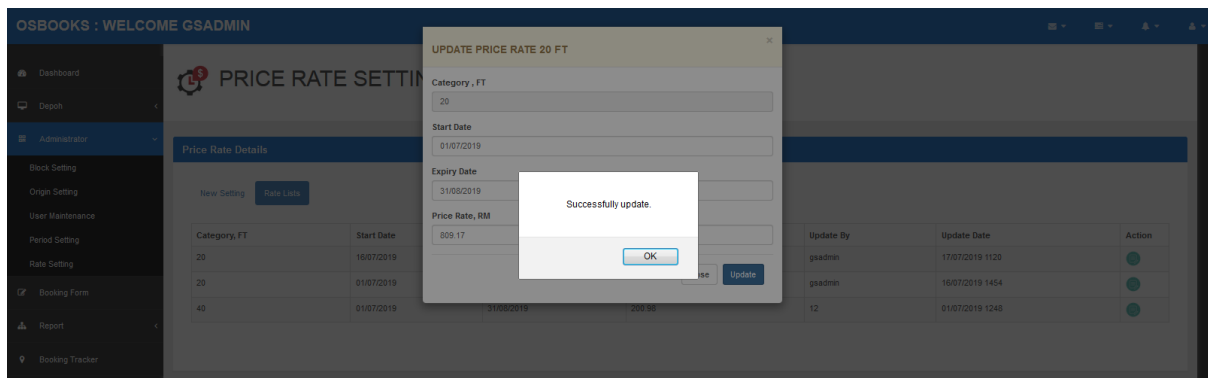


Figure 44 Successful notification

- vii) To check for the updated details, simply click 'OK' button and then go to the 'Rate Lists' page to view the updated details (refer to Figure 42, page 33).

9. REPORT :

9.1. BOOKING REPORT : To view the summary of booking report.

- i. Click on the 'Report' button, then click on 'Booking Report' to proceed (refer to Figure 3, page 10).

The page will be displayed as below.

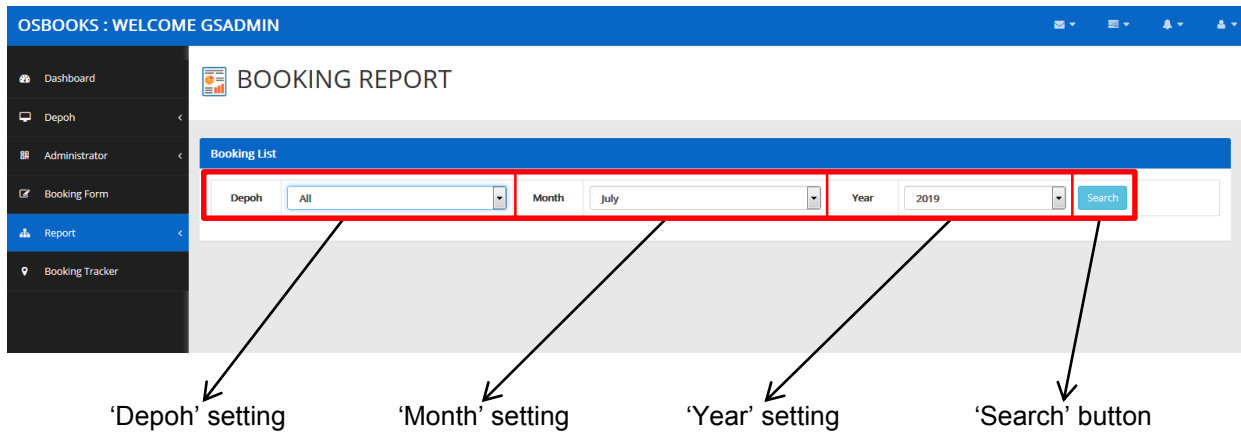


Figure 45 Booking report default page

- ii. The admin may choose any of the depoh listed or just choose 'All' to view the report for all origins, month and year of the report wanted. Then, click 'Search' button.

OSBOOKS : WELCOME GSADMIN

BOOKING REPORT

Available List

Depoh: IPD | Month: July | Year: 2019 | Search

BOOKING SUMMARY

Complete Booking							
#	Train Date	Route	Depoh	Train No.	20' Teus	40' Teus	Total Wagon
Total							

Incomplete Booking							
#	Train Date	Route	Depoh	Train No.	20' Teus	40' Teus	Total Wagon
1	31/07/2019	BUTTERWORTH-NBCT > PADANG BESAR	IPD	130	1	2	2.5
2	31/07/2019	BUTTERWORTH-NBCT > PADANG BESAR	IPD	130	1	1	1.5
3	31/07/2019	BUTTERWORTH-NBCT > PADANG BESAR	IPD	130	1	2	2.5
4	31/07/2019	BUTTERWORTH-NBCT > PADANG BESAR	IPD	130	1	2	2.5
5	31/07/2019	BUTTERWORTH-NBCT > PADANG BESAR	IPD	130	2	5	6
Total					6	12	15

Figure 46 Booking summary listed in tables for 'Complete Booking' and 'Incomplete Booking'

- iii. The booking report will be listed as below whereby 'Complete Booking' indicates that the booking is 100% done (has been paid & verified) meanwhile 'Incomplete Booking' indicates that the booking is still pending (may be caused of payment or payment validation is not been done yet or it is declined).

9.2. MANAGEMENT REPORT :

- i. Click on the 'Report' button, then click on 'Management Report' to proceed (refer to Figure 3, page 10).

The page will be displayed as below.

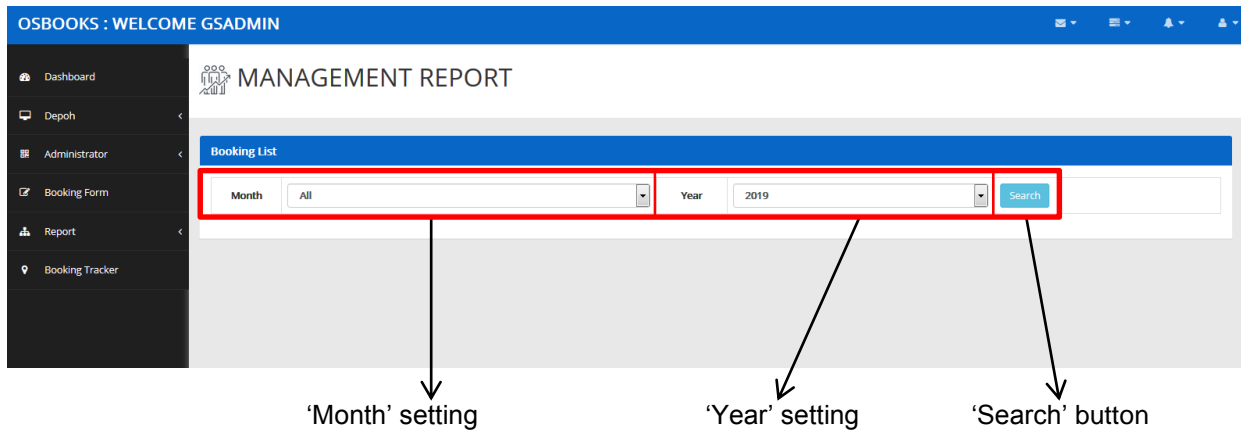


Figure 47 Management report default page

- ii. The admin may choose any month wanted or 'All' for the 12 months and year of the report wanted by using the drop down panels for 'Month' and 'Year'.
- iii. Then, click 'Search' button.
- iv. The management report will be displayed as Figure 48.

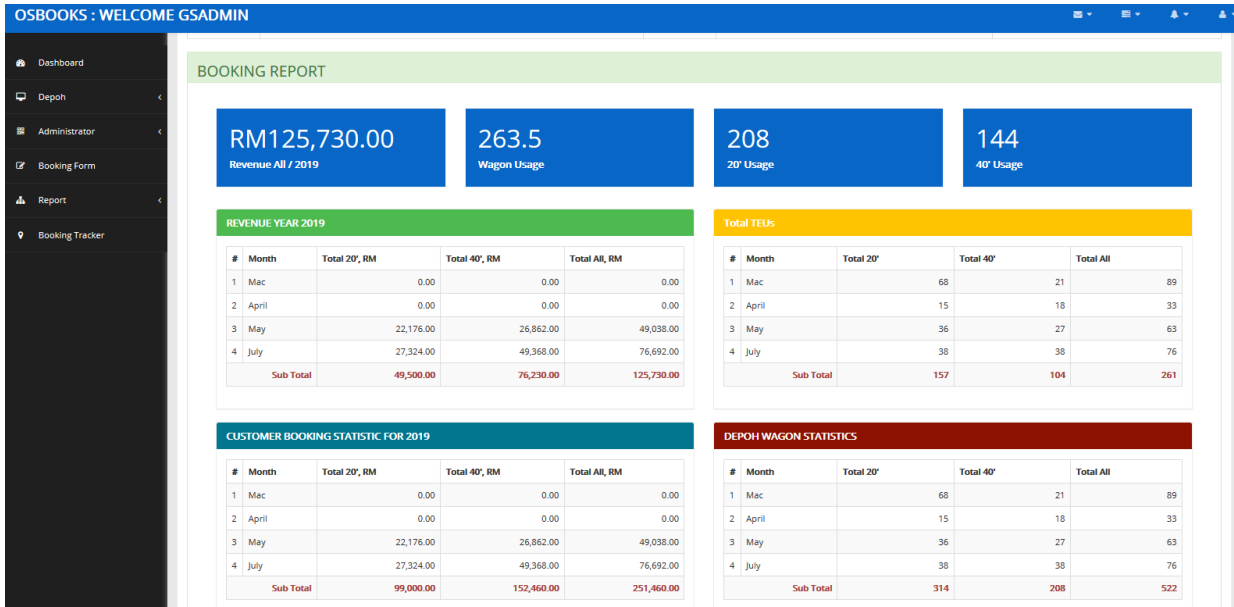


Figure 48 Management report displayed in 4 separate tables (Revenue for the timeline requested ; Total TEUs within the timeline requested ; Customer booking statistic and Depoh Wagon Statistics for the timeline requested)

10. BOOKING TRACKER

- i. Click on the 'Booking Tracker' button to proceed (refer to Figure 3, page 10). The page will be displayed as Figure 49.
- ii. Enter the **booking reference number** and then click the **'Search'** icon to proceed.

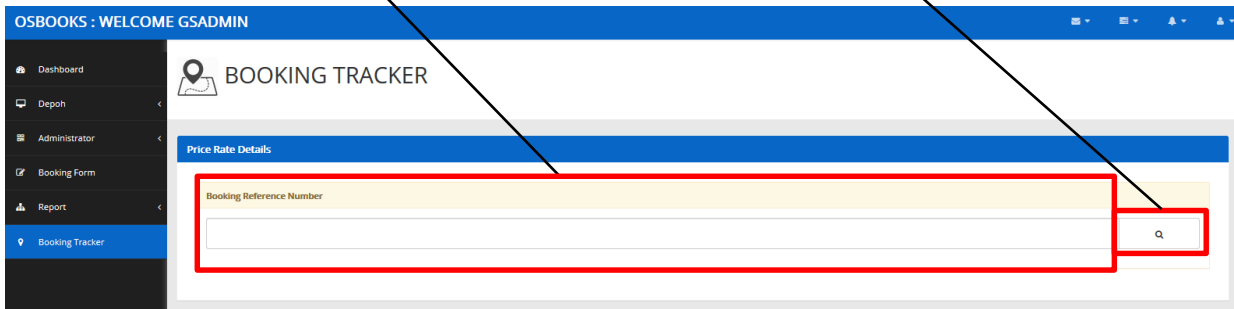


Figure 49 Booking tracker default page

- iii. Then, the details will displayed in a new tab as Figure 50, page 38.

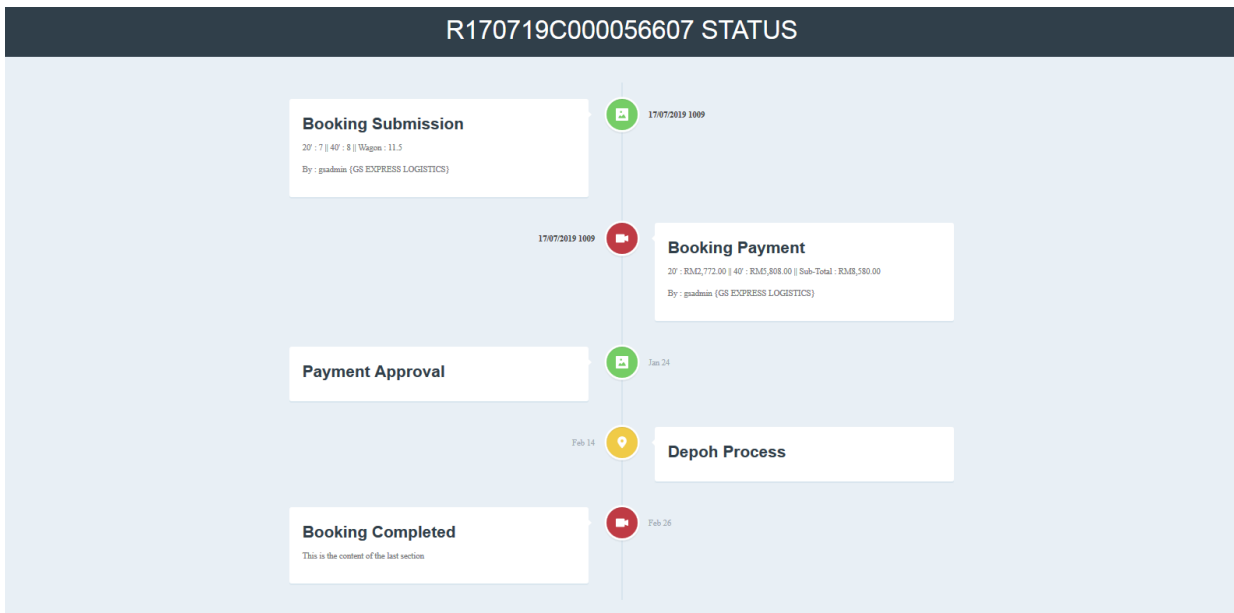


Figure 50 Booking details

11. LOGGING OUT FROM THE SYSTEM :

i. Click the **log out icon** to and then click **'Log out' button** to log out from the system.

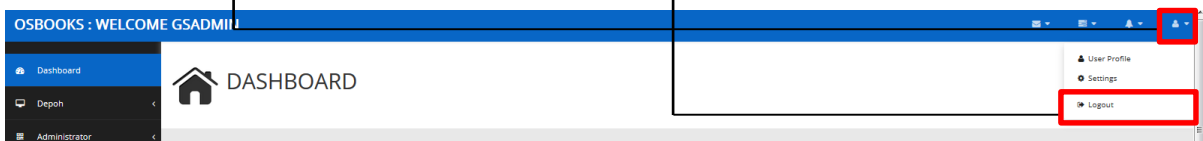


Figure 51 Log out button

ii. The popped up message will be displayed then click OK to successfully log out.

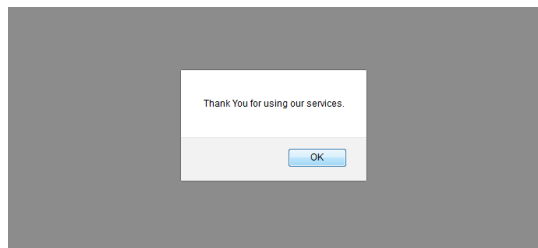


Figure 52 Successfully log out from the system notification

C. DEPOH

1. LOGGING INTO THE SYSTEM :

- i. Enter your username and password as in the respected space.

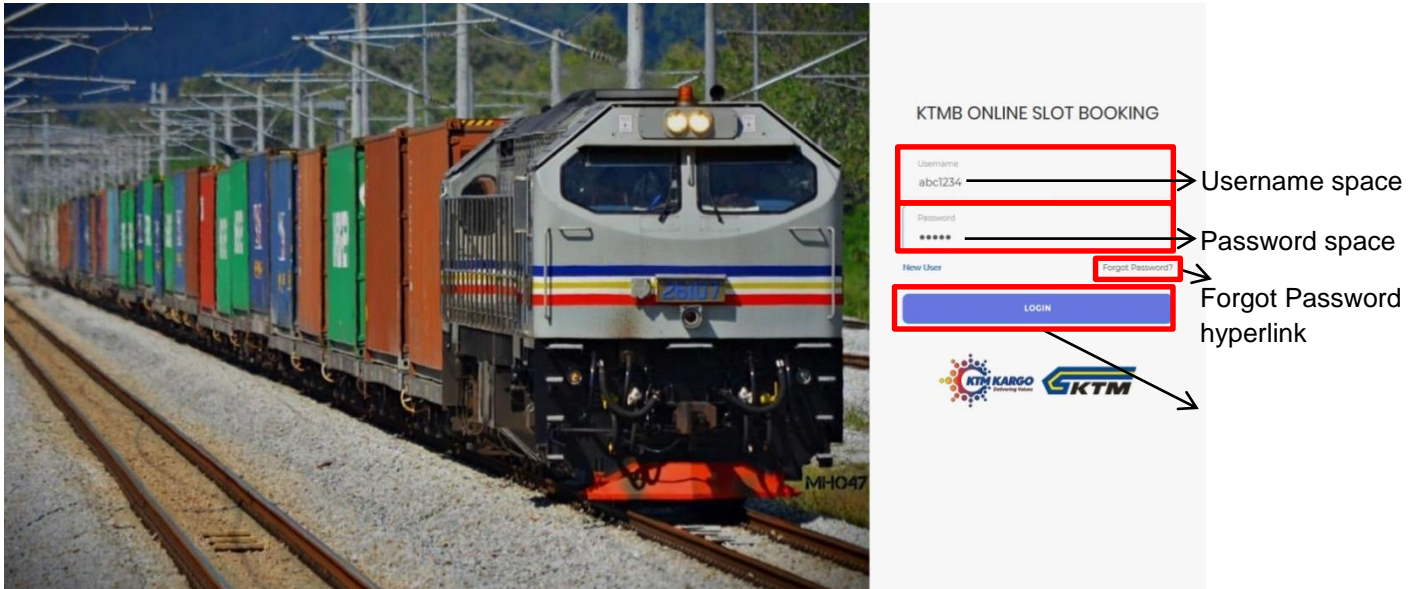


Figure 1

KTMB Online Slot Booking page

- ii. Then, click 'LOGIN' button to proceed.

2. DEPOH – RECEIVE BOOKING :

- i. Click on the 'Depoh' button, then click 'Receive Booking'.
The page will be displayed as below.

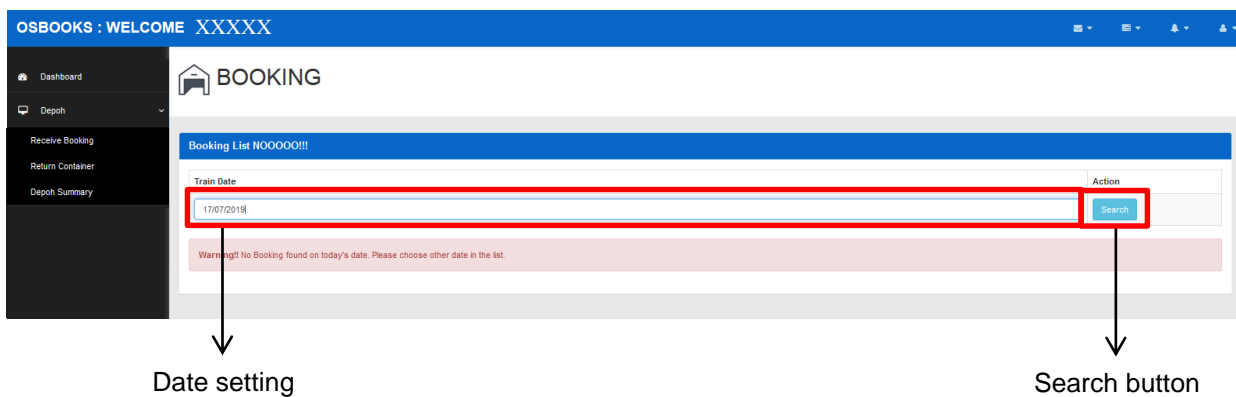


Figure 3

Depoh's Booking page

ii. Enter the date to search for the booking list on that particular date. Then, click 'Search' button to proceed.

iii. The booking list will be displayed.

3. LOGGING OUT FROM THE SYSTEM :

i. Click the **log out icon** to and then click '**Log out**' button to log out from the system.

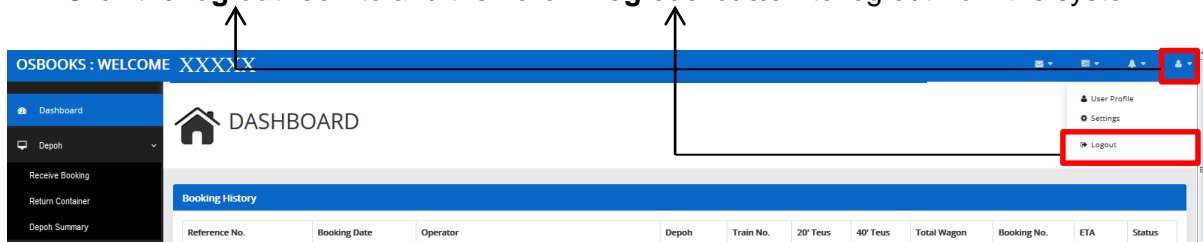


Figure 4 Log out button

ii. The popped up message will be displayed then click OK to successfully log out.

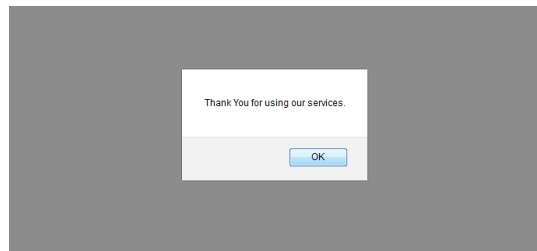


Figure 5 Successfully log out from the system notification