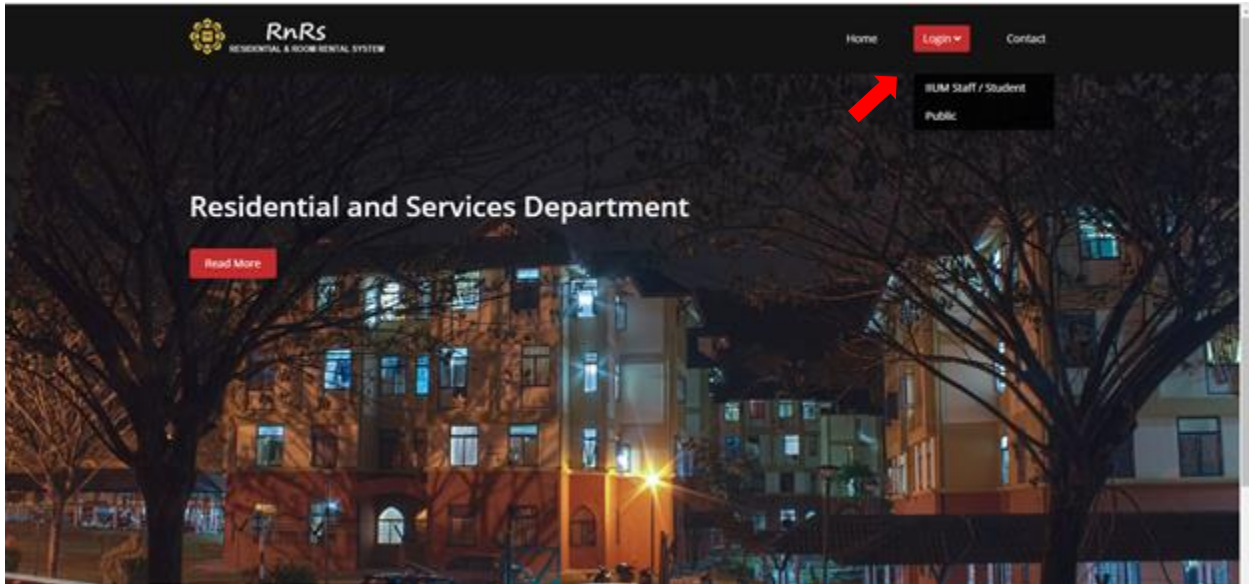
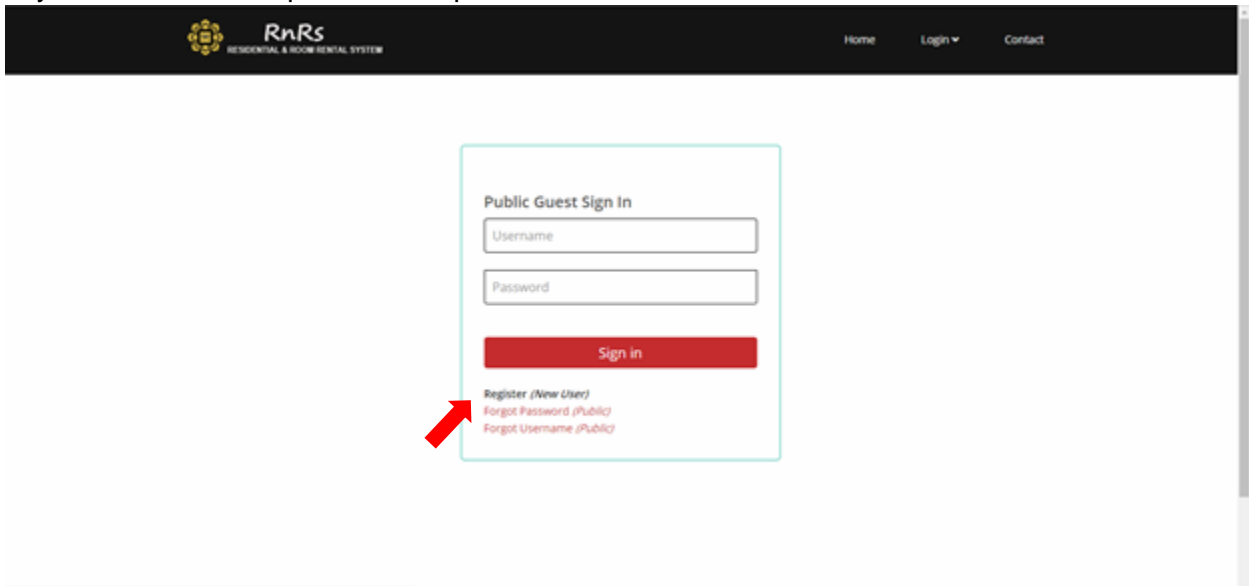


RESIDENTIAL AND ROOM RENTAL SYSTEM (RNRS): USER MANUAL

1. Click **Login** and choose category



2. If applicant is public user and have never registered before click **Register**. Otherwise, key-in username and password to proceed.

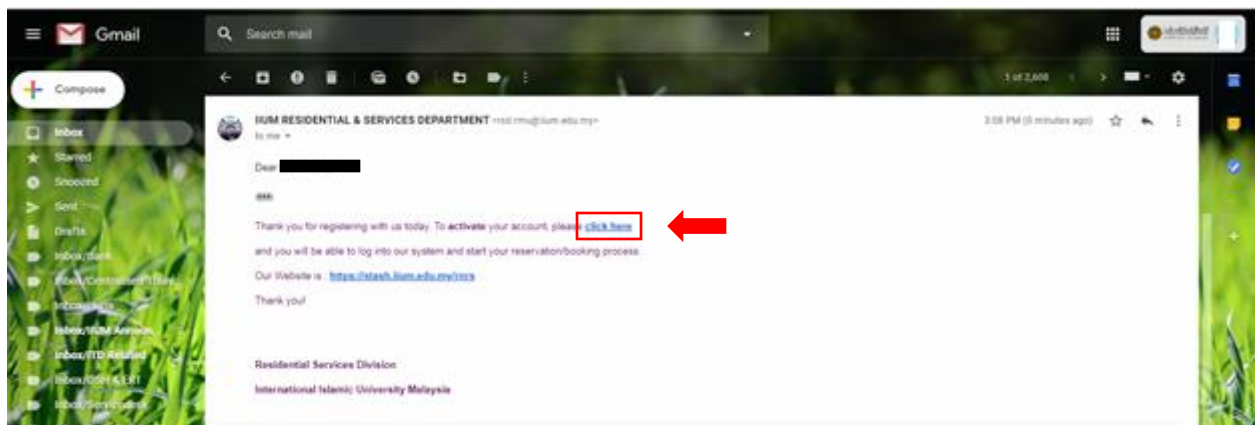


- Fill in all required information and click **Save**.

The screenshot shows the 'New Guest' registration form on the RnRS website. The form includes the following fields and options:

- Guest Type**: A dropdown menu currently set to '-SELECT-'.
- NRIC / Passport**: A text input field with a 'Search' button next to it, containing the text 'reg:xxxxxxxxxxxx'.
- Email**: A text input field.
- Full Name**: A text input field.
- Username**: A text input field with a red error message 'Alpha Numeric Only' next to it.
- Password**: A text input field with masked characters '*****'.
- Re-Type Password**: A text input field with a note 'Min 6 characters and max 10 characters.'
- Contact**: Three text input fields for '(Mobile Phone) - Mandatory', '(Office Phone) - Optional', and '(Fax) - Optional'.
- Gender**: A dropdown menu currently set to '-SELECT-'.
- Local Address**: Three text input fields labeled 'Mandatory', 'Mandatory', and 'Optional'.
- Company/University**: A text input field at the bottom.

- Once saved, applicant must verify and **Activate** via an email in order for the applicants to access the RnRS.



- Once activated, it will automatically redirects to login page and applicants may **Sign In**.
- Once logged-in, applicants may see *dashboard* where images and information regarding each room are presented, their profile information, reservation/booking form and logout.

7. To make a reservation, the applicant have to click **Reservation/Booking** tab and applicants have to fill in a reservation form.

The screenshot shows a web interface for a reservation form. On the left, there is a sidebar with 'Guests' and sub-items 'Reservation Form' and 'My Request List'. The main content area has a breadcrumb 'Home - Reservation - Reservation Form'. Below this is a blue header for 'Applicant Information' containing fields for Name, IC | Passport No (1111111111), Email (m.edu.my), Contact No (0111111111), Office, Fax, Address (ITD IUM, GOMBAK), Company, and Gender (MALE). A second blue header is for 'Reservation Information', featuring a dropdown for 'Campus' (IUM GOMBAK CAMPUS), radio buttons for 'Application Type' (INDIVIDUAL selected, GROUP), and input fields for 'Check In' and 'Check Out'. Red text notes state: '* Please insert the number of ROOM(S) required in the appropriate box above.' and '* ROOM(S) are subject to availability.' A final note reads: 'Note: Check in and Check Out time during office hours only.'

8. The applicants may book for themselves or they could book for a group of people.
a. Individual

This screenshot provides a closer view of the 'Reservation Information' section. The 'Campus' dropdown is set to 'IUM GOMBAK CAMPUS'. Under 'Application Type', the 'INDIVIDUAL' radio button is selected, highlighted by a red arrow. The 'Check In' and 'Check Out' fields are empty. The 'Purpose' field is also empty. Below these are three room type options: 'SINGLE ROOM', 'SINGLE EXECUTIVE', and 'STUDIO ROOM'. Each option has two columns for 'MALE' and 'FEMALE', each with a numeric input field set to '0'. Red text notes are repeated: '* Please insert the number of ROOM(S) required in the appropriate box above.' and '* ROOM(S) are subject to availability.' A note states: 'Note: Check in and Check Out time during office hours only'. A declaration follows: 'I declare that the particulars in this application are true and I agree to abide by the rules and regulations of the university/mahallah. I fully understand that the university will not be responsible for any injuries or accidents sustained by any of the group member during his/her stay.' Below this is an 'I AGREE' checkbox and a green 'Submit' button.

b. Group

Reservation Information

Campus: IUM GOMBAK CAMPUS

Application Type: INDIVIDUAL GROUP

Check In:

Check Out:

Name Of Programme:

No Of Participant(s):

	MALE	FEMALE
	<input type="text" value="0"/>	<input type="text" value="0"/>

No Of Room(s):

	MALE	FEMALE
SINGLE ROOM	<input type="text" value="0"/>	<input type="text" value="0"/>
TWIN ROOM	<input type="text" value="0"/>	<input type="text" value="0"/>
QUAD ROOM	<input type="text" value="0"/>	<input type="text" value="0"/>
SINGLE EXECUTIVE	<input type="text" value="0"/>	<input type="text" value="0"/>

* Please insert the number of ROOM(S) required in the appropriate box above.
* ROOM(S) are subject to availability.

Note: Check In and Check Out time during office hours only

I declare that the particulars in this application are true and I agree to abide by the rules and regulations of the university/mahallah.

9. Once filled in, the applicant have to click **Submit** for the application to be process by the RNRS administrator.

Application Type: INDIVIDUAL GROUP

Check In: 13-Apr-2019

Check Out: 14-Apr-2019

Name Of Programme: ROBOTIC COMPETITION

No Of Participant(s):

	MALE	FEMALE
	<input type="text" value="5"/>	<input type="text" value="6"/>

No Of Room(s):

	MALE	FEMALE
SINGLE ROOM	<input type="text" value="1"/>	<input type="text" value="0"/>
TWIN ROOM	<input type="text" value="0"/>	<input type="text" value="3"/>
QUAD ROOM	<input type="text" value="1"/>	<input type="text" value="0"/>
SINGLE EXECUTIVE	<input type="text" value="0"/>	<input type="text" value="0"/>

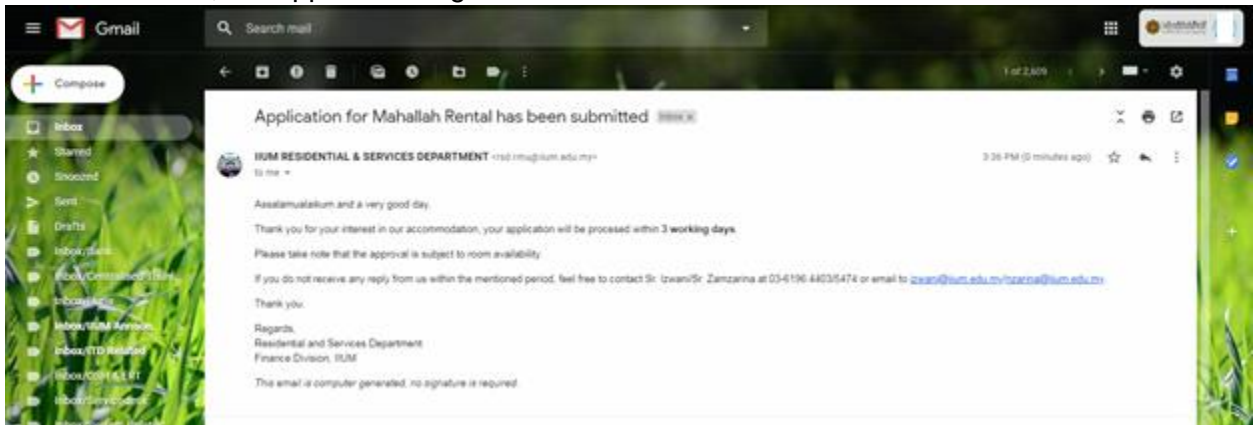
* Please insert the number of ROOM(S) required in the appropriate box above.
* ROOM(S) are subject to availability.

Note: Check In and Check Out time during office hours only

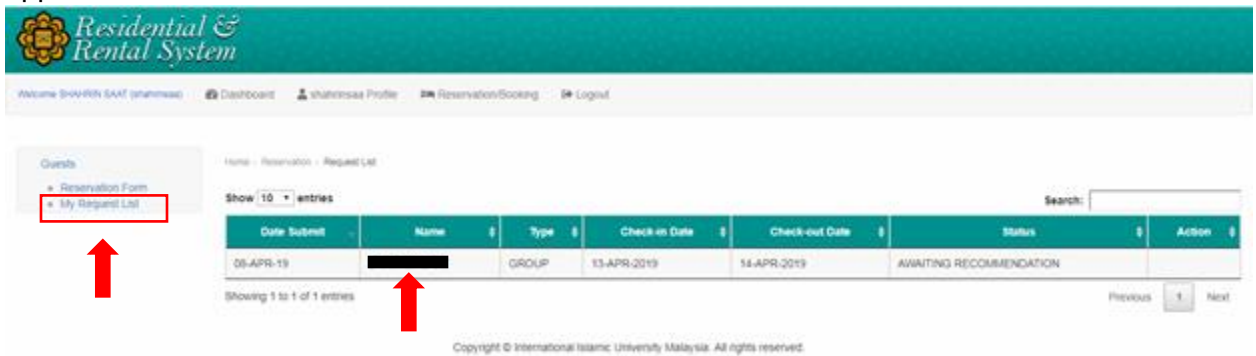
I declare that the particulars in this application are true and I agree to abide by the rules and regulations of the university/mahallah.
I fully understand that the university will not be responsible for any injuries or accidents sustained by any of the group member during his/her stay.

I AGREE

10. Once submitted, the applicant will get an email.



11. The applicant can click **My Request List** on the left side of the page to check their application details and status. The applicant may also click their **Name** to see the application in detail.



If applicants have any inquiries, feel free to contact Sr. Izwani / Sr. Zamzarina at 03-6196 4403 / 5474 or email to izwani@ium.edu.my / nzarina@ium.edu.my.