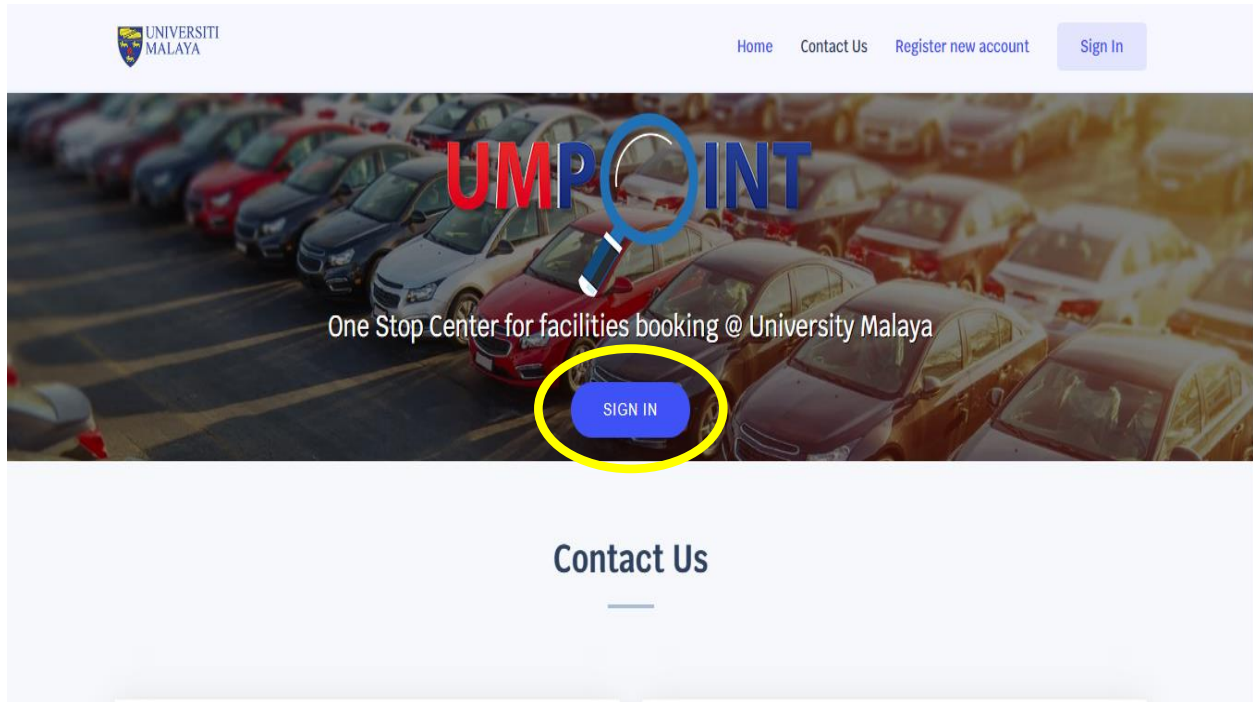
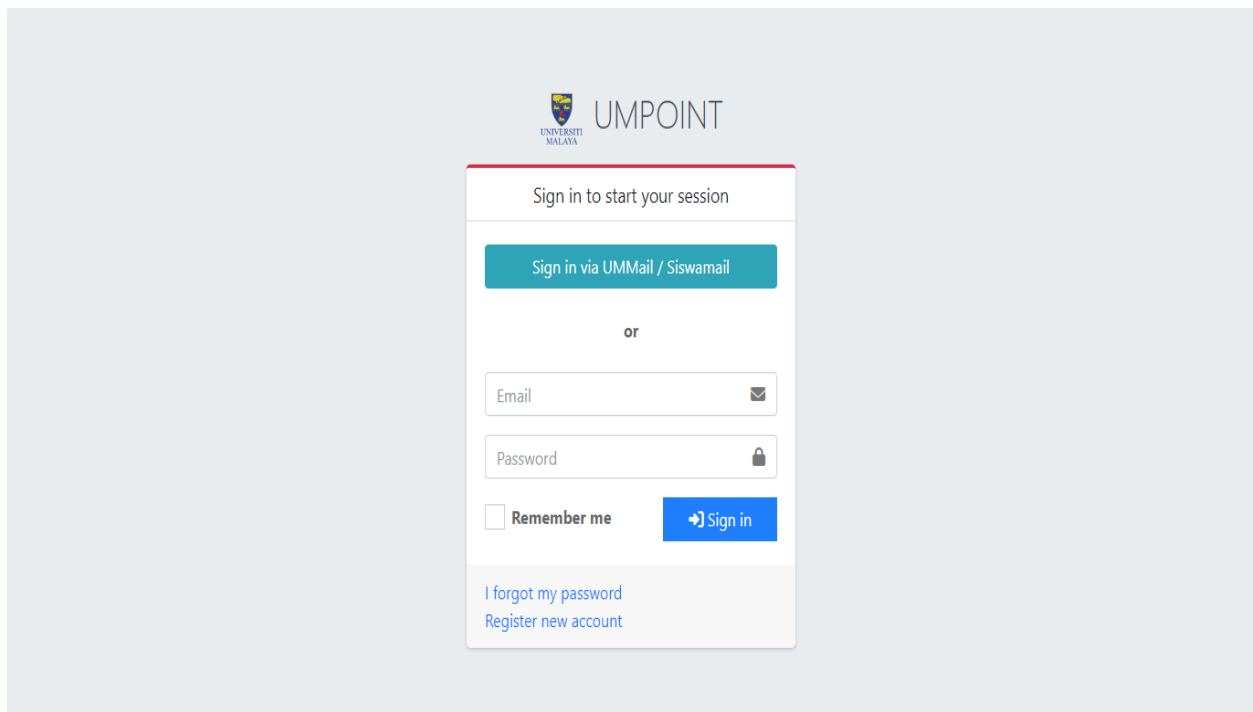


HOW TO MAKE BOOKING BY UMPOINT-V3

1. Click Sign In



2. Enter e-mail and password



3. Click my booking

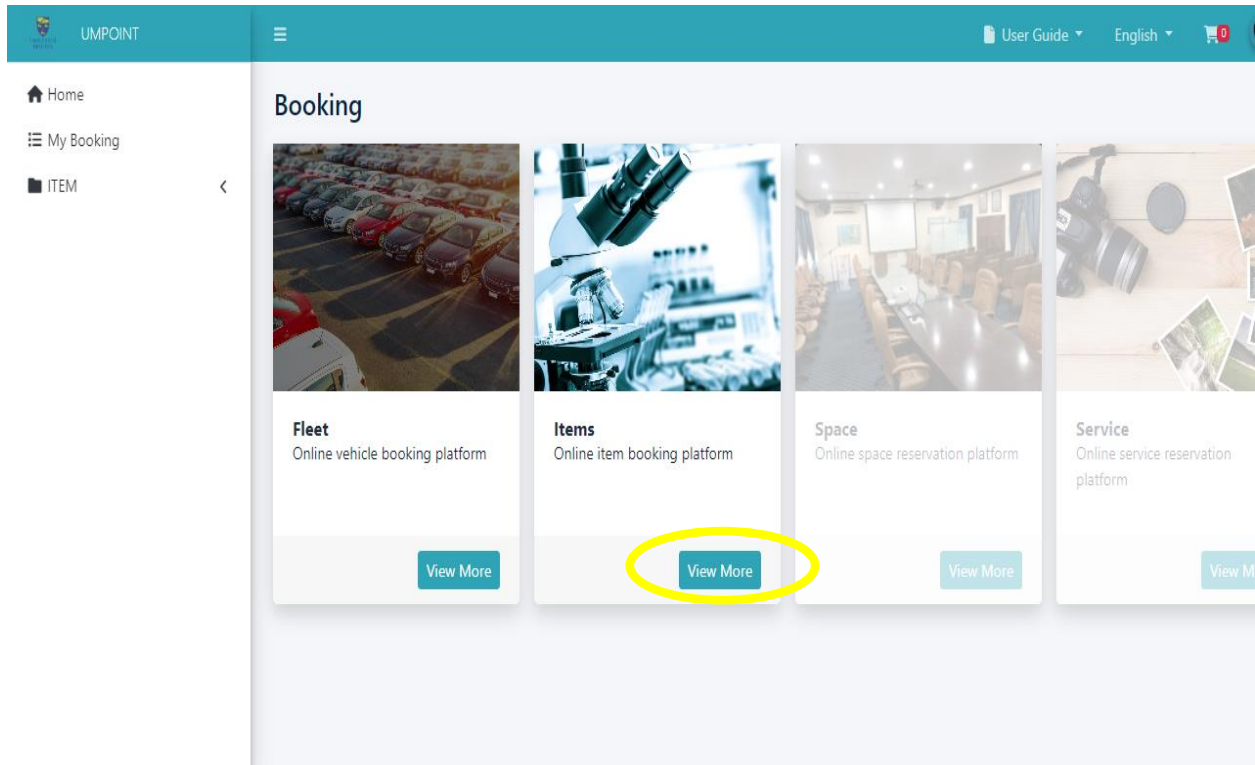
The screenshot shows the UMPOINT Dashboard. The left sidebar has a menu with 'Home', 'My Booking' (circled in yellow), and 'ITEM'. The main content area is titled 'Dashboard' and features three summary cards: 'Pending Approval' with a value of 0, 'Approved' with a value of 0, and 'Rejected' with a value of 1. To the right is a 'Recent Booking' section. Below these is a chart titled 'Total Booking by Month' for 'Year 2023'. The chart shows a single bar for August 2023 with a value of 1. The y-axis is labeled 'Total Booking' and ranges from 0.25 to 1.25. A dropdown menu above the chart is set to '2023'.

4. Click Add Booking

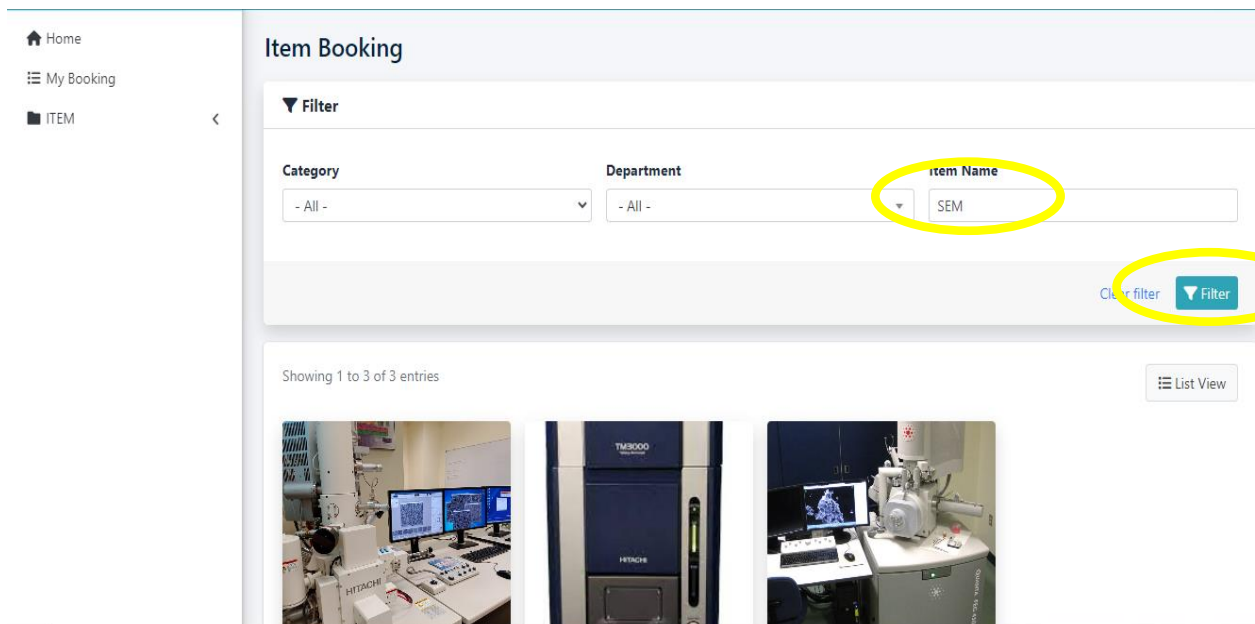
The screenshot shows the 'My Booking' page in the UMPOINT system. The left sidebar has a menu with 'Home', 'My Booking' (highlighted in teal), and 'ITEM'. The main content area is titled 'My Booking' and includes a search bar, a status filter set to '- All status -', and a 'Filter' button. An 'Add Booking' button with a plus icon is circled in yellow. Below the filters, it says 'Showing 1 to 1 of 1 entries'. A table displays the booking details:

#	Booking ID	Type	Item	Status	Submitted Date
1	#232830	ITEM	INFRA@HIR - Autoclave, SX-700 Tomy	Rejected	04-Aug-2023 09:14

5. Click View More



6. Enter instrument name and click filter



7. Select date, time and fill the booking details. Click 'Book Now'.

The screenshot shows a web interface for booking an electron microscope. On the left is a navigation menu with 'Home', 'My Booking', and 'ITEM'. The main content area is titled 'Availability : INFRA@HIR - SEM, TM3030 Hitachi'. It features a 'Select a Slot' calendar for August 2023. The calendar shows slots from 9:00 am to 3:00 pm for each day from Monday to Sunday. The 9:00 am and 10:00 am slots for Monday and Tuesday are highlighted with a yellow circle. To the right of the calendar is a 'Booking Details' section, also highlighted with a yellow circle. It includes an image of the Hitachi electron microscope, the location 'SEM Room, Level 2, INFRA@HIR', and a 'Slot per submission' of '1 hour to 7 hours'. There are also fields for 'Remark' and 'Purpose' (Research Project or Sample Analysis).

8. Booking status

The screenshot shows the 'My Booking' page. At the top, there is a green notification bar that says 'Data has been saved successfully'. Below this is a search bar and a filter dropdown set to '- All status -'. There are buttons for 'Add Booking' and 'Booking Cart'. The main content is a table showing booking entries. The first entry is circled in yellow and contains the following information:

#	Booking ID	Type	Item	Status	Submitted Date
1	#233111	ITEM	INFRA@HIR - SEM, TM3030 Hitachi	Awaiting admin approval	15-Aug-2023 08:51 AM