User Manual
(Applicant/Student Version)

SMART LAB MANAGEMENT SYSTEM (SLAMS)

formerly known as 'Facultys Lab Online Open Reservation System (FLOORS)'

General Rules of the booking system

1. Applicants must log in using their **E-community Student/Staff ID and Password**.

2. Booking requests **must be made at least 3 days in advance**.
If a request is made later than this, **the booking slots will not be displayed**.

3. All applicants **must attend a Safety Briefing** before making a booking.

4 If the system detects that the applicant's name is **not on the attendance list for the briefing**, the booking will be **automatically rejected**.

5. Only **one representative per group** is allowed to make laboratory bookings.

6. Applicants are required to select the **experiment and equipment list** needed.
For this category, applicants must also provide a **reference number for the Risk Assessment Form (RAF)**, which refers to the **upload date of
 the document to the Google Drive folder 'FTKA-Risk Assessment Form (RAF)'**.

7. Upon completion of lab usage, each application must be verified by laboratory staff in the system. This verification ensures that the laboratory and equipment are clean and tidy (housekeeping). Only after verification will future bookings be permitted.

Dashboard (Front page)

Scheduler

- List of reserved slots.

- Display option
  - *Month/Year*
  - *Lab*

- Legend
  - *RED : APPLY*
  - *BLUE : APPROVE*
  - *GREEN : VERIFY*

Menu for 'Student' (Applicant)

Application List (Undergraduate)

- List of laboratory applications for *Undergraduates*.

- Click the '*Add New*' button for a new lab booking application

Application Form (Undergraduate)

- ❑ Select the '*Undergraduate Category.'*

- ❑ Fill in all the required information

- ❑ Press the '*Submit'* button.

- ❑ The application will reach the laboratory staff for review and approval.

- ❑ Applicants will receive a booking status notification email (Passed/Rejected)

REMINDER !

The system will **automatically block** the application if the applicant has not/does not attend Safety Induction

Application List (FYP/Postgraduate)

- List
  of laboratory applications for
  FYP/Postgraduates.

- Click the
  '*Add New'* button for a new
  lab booking application

Application Form (Postgraduate/FYP)

REMINDER !

The system will **automatically block** the application if the applicant has **not/does** not attend Safety Induction

❑ Select the '*FYP/Postgraduate Category.*'

❑ Fill in all the required information

❑ Press the '*Submit*' button.

❑ The application will reach the laboratory staff for review and approval.

❑ Applicants will receive a booking status notification email (Passed/Rejected)
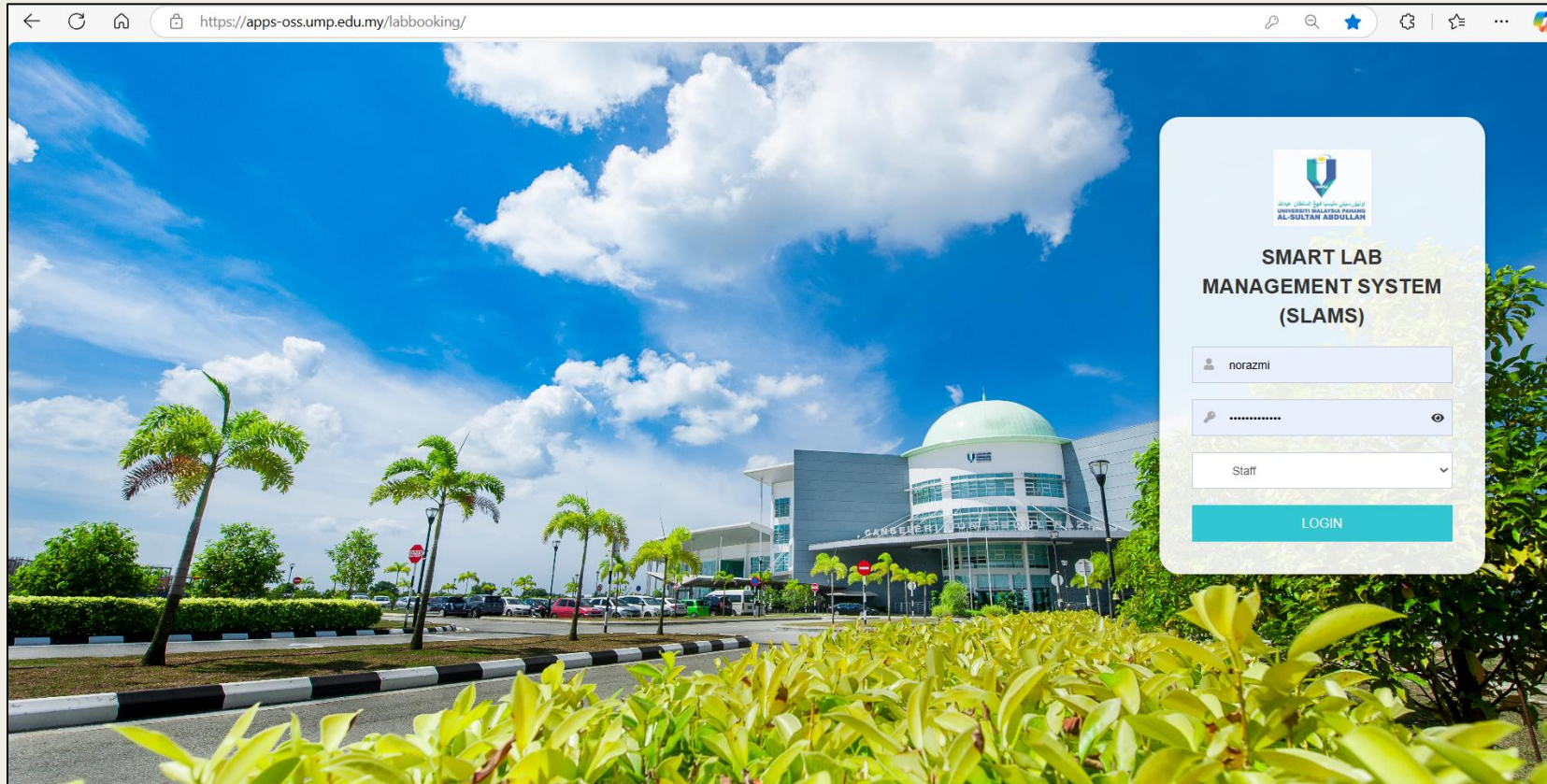
IT Helpdesk :

enquirylab4@gmail.com

System Administrator :

Mr Azmi / Mr Ziunizan

FTKA Person-In Charge (Booking System) :

- ❑ Geotechnical Lab – *Mr Azmi / Mr Haliman*
- ❑ Highway & Traffic Lab – *Mr Sani / Mr Amir*
- ❑ Environmental Lab – *Mr Shuhaimi / Madam Norazimah*
- ❑ Concrete & Materials Lab – *Mr Fadzil / Mr Hafiez*
- ❑ Hidraulics & Hydrology Lab – *Madam Kamariah / Mr Syed Najmuddin*
- ❑ Surveying Lab – *Mr Huzari / Mr Zainuddin*
- ❑ Computer Lab – *Hj Azahar*

THANK YOU !