



eTempah FKP Ruang (eTPR)

JK ICT FKP

Fill up the form.
Enter the start and end times in
24-hour format.

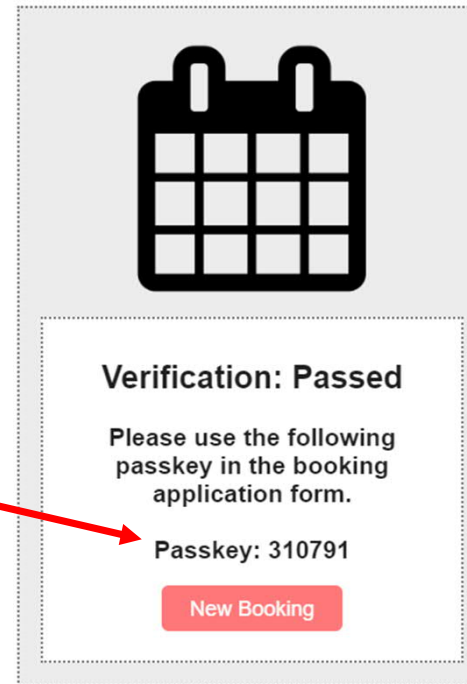
Click the link provided to get the
passkey.

Enter UTeM's email and submit the
'Passkey Retrieval Form'

Check the mailbox (inbox / Clutter /
Junk folders) to retrieve the passkey.

Copy and paste the passkey in the
'Booking Form' and submit.

*Avoid to select date and time that are overlapped with other events to avoid rejection unless it has a higher priority (University/National level).



*The passkey valid
for that day only.

After form submission, user will receive 'Booking Received' email notification.

The admin will receive and review the application.

Application is approved?

'Booking Confirmed' email notification will be sent to user.

Yes

No

'Reschedule' email notification will be sent to user.

**If no status on the application is received after 3 days, kindly call the FKP hotline as stated in the booking website.

*The applied slot will be pre-booked in the calendar. If rejected, then it will be removed.



Booking Received

Once your booking has been reviewed you will receive an update.

Booking ID: 13
Requester: Mohd Nazrin Muhammad
PTJ: FKP
Purpose: test
Room: Dewan Kuliah
No. of Participant: 90
Date: 29/2/2020
Start Time: 15:00:00
End Time: 16:00:00

New Booking



Reschedule

The booking time is in conflict with others. Please reschedule.

Booking ID: 14
Requester: Mohd Nazrin Muhammad
PTJ: FKP
Purpose: test
Room: Dewan Kuliah
No. of Participant: 90
Date: 1/3/2020
Start Time: 9:00:00 AM
End Time: 11:00:00 AM

Reschedule



Booking Confirmed

Your booking has been scheduled.

Booking ID: 13
Requester: Mohd Nazrin Muhammad
PTJ: FKP
Purpose: test
Room: Dewan Kuliah
No. of Participant: 90
Date: 29/2/2020
Start Time: 11:00:00 AM
End Time: 2:00:00 PM

New Booking

***Booking reschedule request could be due to the following reasons:

- 1) Conflict with other events.
- 2) Particulars in the application form are incomplete or incorrect.
- 3) Reserved for high priority events.