



FACILITY REQUEST

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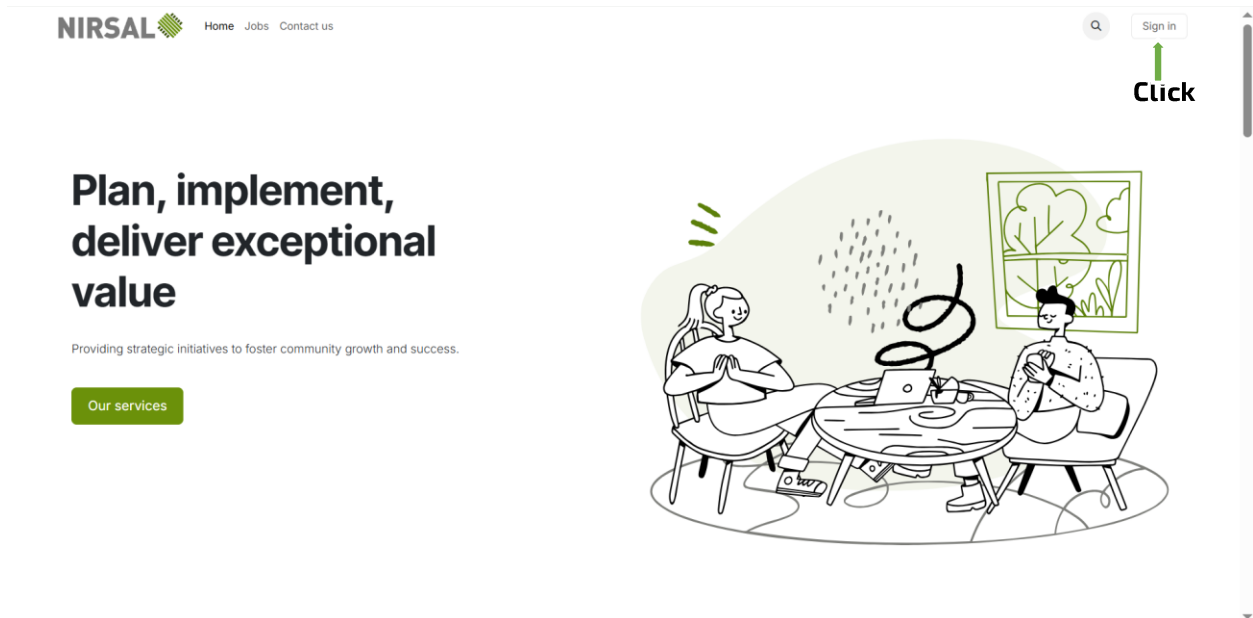


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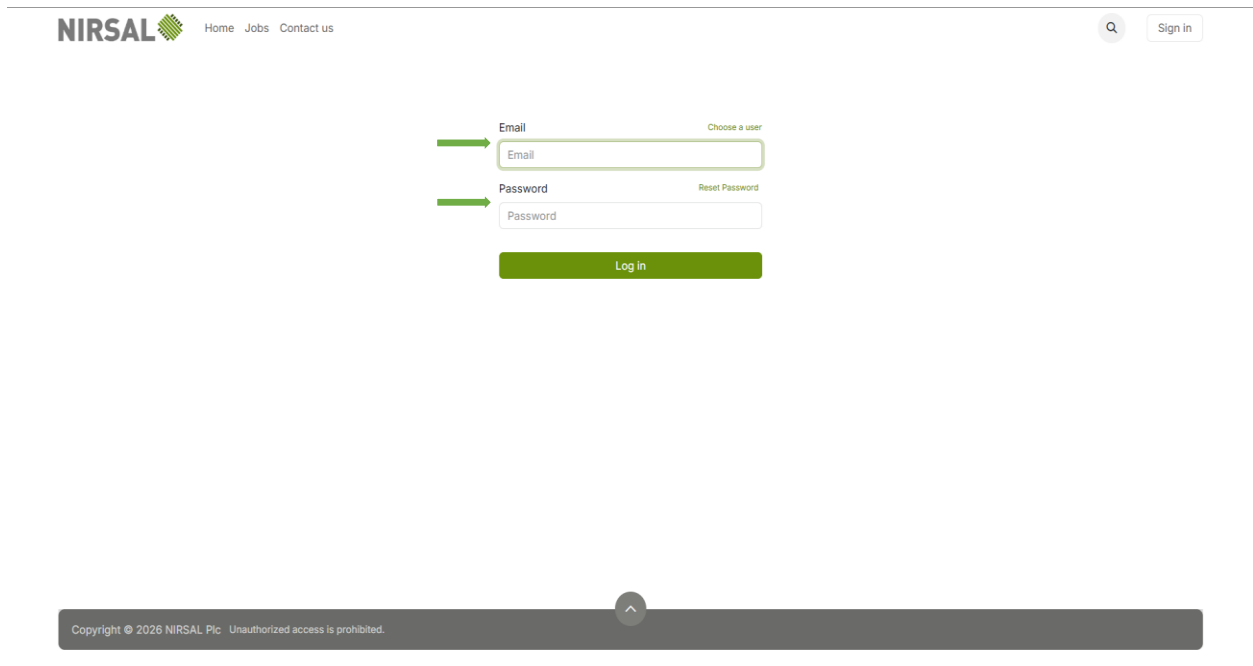
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HOW TO RESERVE A HALL/ROOM

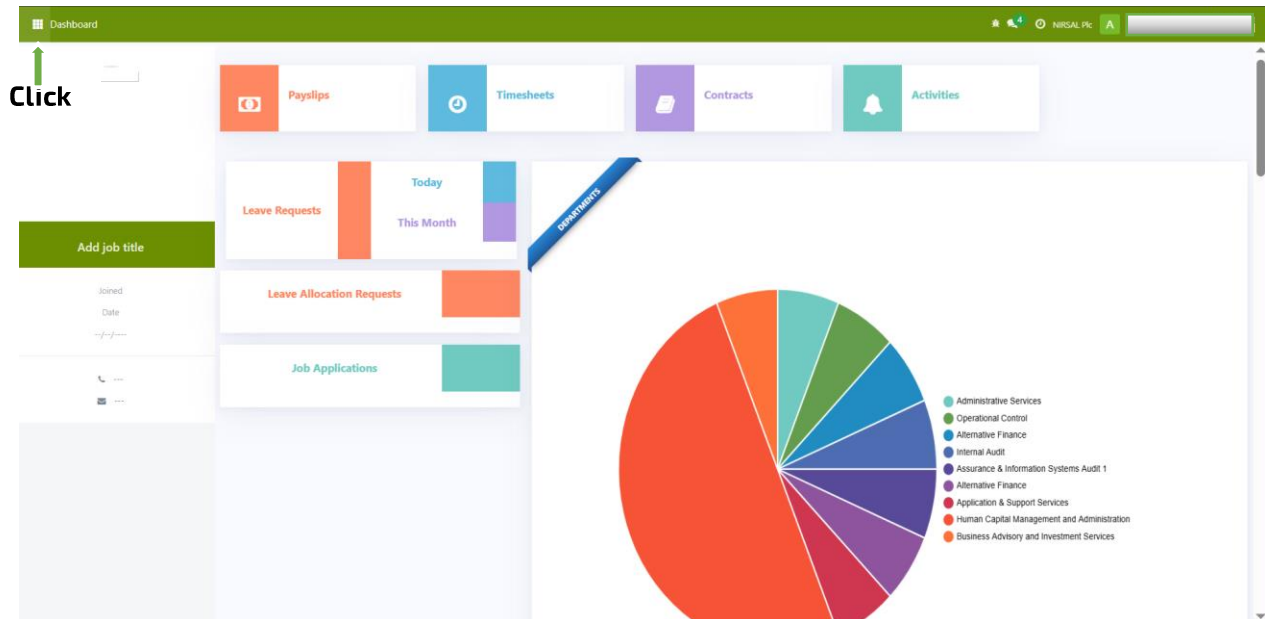
1. Enter the ERP URL (erp.nirsal.com) then click on **Sign in**



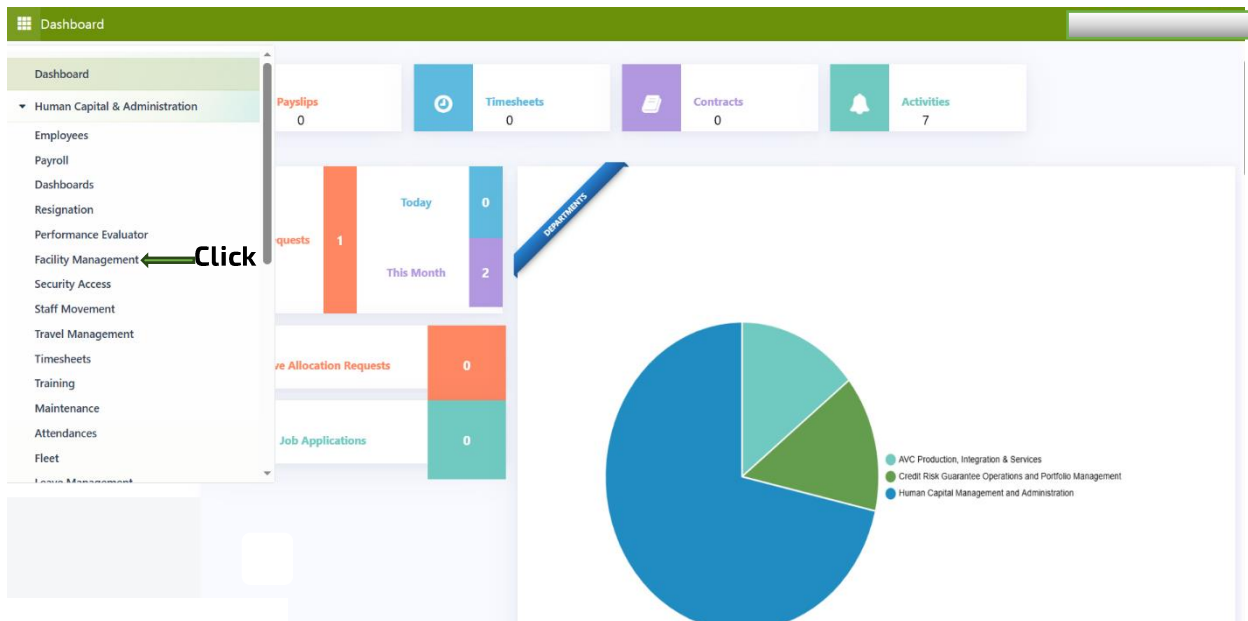
2. Insert email and password, then click on Login/Enter



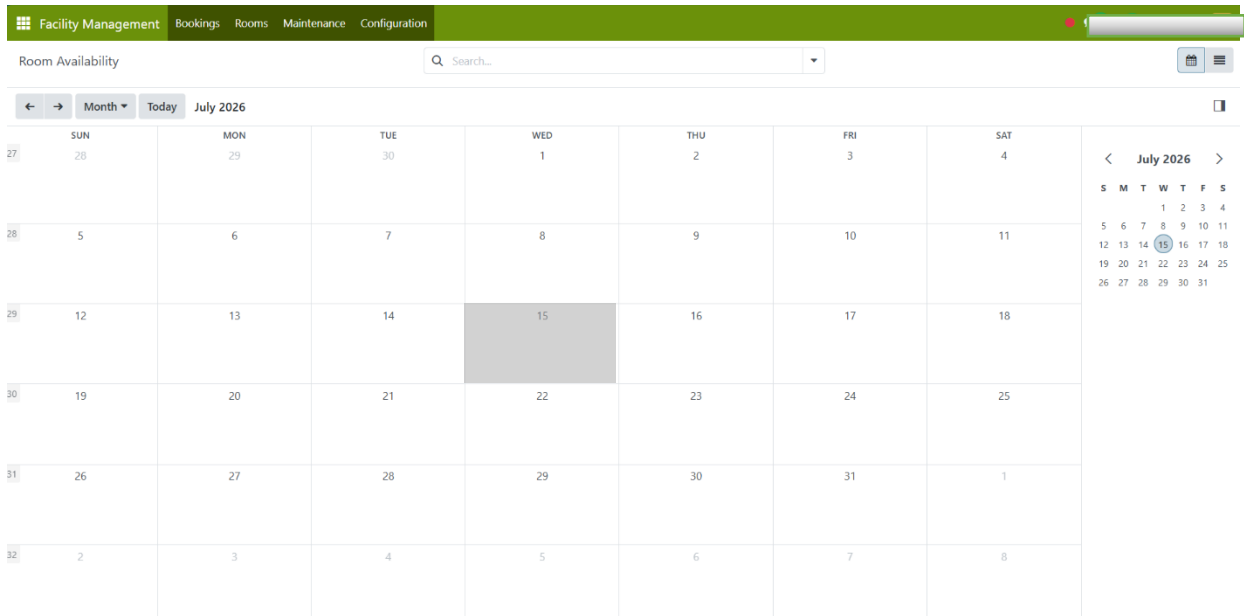
3. Click on the **Menu icon**  on the top left of the interface



4. Then click on **Human Capital & Administration**, which is a drop-down tab, the click on **Facility Management**



5. On the **Facility Management** module, you can navigate to the date you require to book a meeting room/hall, and click on the date



6. Select the **Room/Hall** and confirm the **start** and **end** dates. Input the purpose of the reservation and expected number of attendees. If refreshments are required, tick the **Refreshments Request** checkbox

The screenshot shows the 'Facility Management' module interface. At the top, there's a navigation bar with 'Facility Management' selected, and sub-tabs for 'Bookings', 'Rooms', 'Maintenance', and 'Configuration'. Below this, the 'Room Availability' section is visible, featuring a search bar and a calendar for July 2026. The calendar grid shows dates from Sunday to Saturday. The date 15th is highlighted in grey, indicating it is the selected date for booking. To the right of the main calendar, there's a smaller calendar view showing the entire month of July 2026, with the 15th also highlighted. The interface includes navigation controls like arrows and a 'Today' button.

- If the **Refreshments Request** checkbox is selected, enter the expected **Refreshment Headcount** and provide any additional notes, if applicable. Once completed, click submit.

Facility Management | Bookings | Rooms | Maintenance | Configuration

Room Availability
FB/2026/00023

Expected Attendees 24

REFRESHMENTS

Refreshments Requested ☒

Refreshments Headcount 26

Refreshment Notes Insert notes if any here

Refreshments	Item	Quantity	Note
Add a line			

Send message Log note Activities

- Once submitted, the reservation request will go through the approval process. The reservation can be viewed on the calendar in the **Facility Management** module.

Facility Management | Bookings | Rooms | Maintenance | Configuration

Room Availability Search...

	SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3	4
28	5	6	7	8	9	10	11
29	12	13	14	15 07:00 FB/2026/00023	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	1
32	2	3	4	5	6	7	8

July 2026

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

HOW TO MAKE A MAINTENANCE REQUEST

1. From the **Facility Management** module, select the **Maintenance** tab, then click **My Maintenance Requests**.

The screenshot shows the Facility Management interface with the Maintenance tab selected. A dropdown menu is open, showing 'My Maintenance Requests' as the selected option. Below the menu is a calendar view for July 2026. The calendar shows dates from 27 to 32, with a red dot indicating a maintenance request on July 15 at 07:00. The calendar is labeled 'Room Availability' and 'My Maintenance Requests'.

2. Click on **New** to open a new maintenance request form

The screenshot shows the Facility Management interface with the Maintenance tab selected. A 'New' button is visible next to the 'My Maintenance Requests' header. Below the button is a table of maintenance requests. The table has columns: Subjects, Request ..., Employee, Technician, Category, and Stage. The table contains 10 rows of data. A 'Create new document' button is also visible.

Subjects	Request ...	Employee	Technician	Category	Stage
001	06/19/2026	Wendell Baltz	Wendell Baltz	Laconet id	Integer vitae
002	07/10/2026	John Miller	John Miller	In massa	Voluptat blandit
003	06/02/2026	Henry Campbell	Carrie Heile	Voluptat blandit	Voluptat blandit
004	06/19/2026	Thomas Passot	Henry Campbell	Laconet id	Viverra nam
005	06/26/2026	Thomas Passot	John Miller	Integer vitae	Laconet id
006	06/04/2026	Wendell Baltz	Carrie Heile	Voluptat blandit	Laconet id
007	06/17/2026	John Miller	Wendell Baltz	Viverra nam	Voluptat blandit
008	06/29/2026	Henry Campbell	Henry Campbell	Integer vitae	Voluptat blandit
009	07/02/2026	Henry Campbell	Wendell Baltz	Laconet id	Laconet id
0010	05/27/2026	Carrie Heile	Wendell Baltz	Integer vitae	Voluptat blandit

3. Enter a clear title and provide a detailed description in the **Notes** field. Complete the remaining required fields and click **Save** to submit the maintenance request.

The screenshot displays the 'Facility Management' interface with a maintenance request form. The form is titled 'My Maintenance Requests' and includes a 'New' button. The form is divided into two main sections: 'Request' and 'Notes'. The 'Request' section contains the following fields:

- Request**: Office AC not cooling
- Created By**: System Admin
- Equipment**: Air Conditioner
- Category**: (empty)
- Request Date**: 06/25/2026
- Maintenance Type**: ☒ Corrective, ☐ Preventive
- Team**: Internal Maintenance
- Responsible**: Administrator
- Scheduled Date**: 06/26/2026 16:00:00
- Duration**: 00:00 hours
- Priority**: ☆☆☆
- Email cc**: (empty)

The 'Notes' section includes a 'Notes' tab and an 'Internal Notes' field. A green arrow points to the 'Save' button at the top of the form.