

HOLLERBORD SDN. BHD.

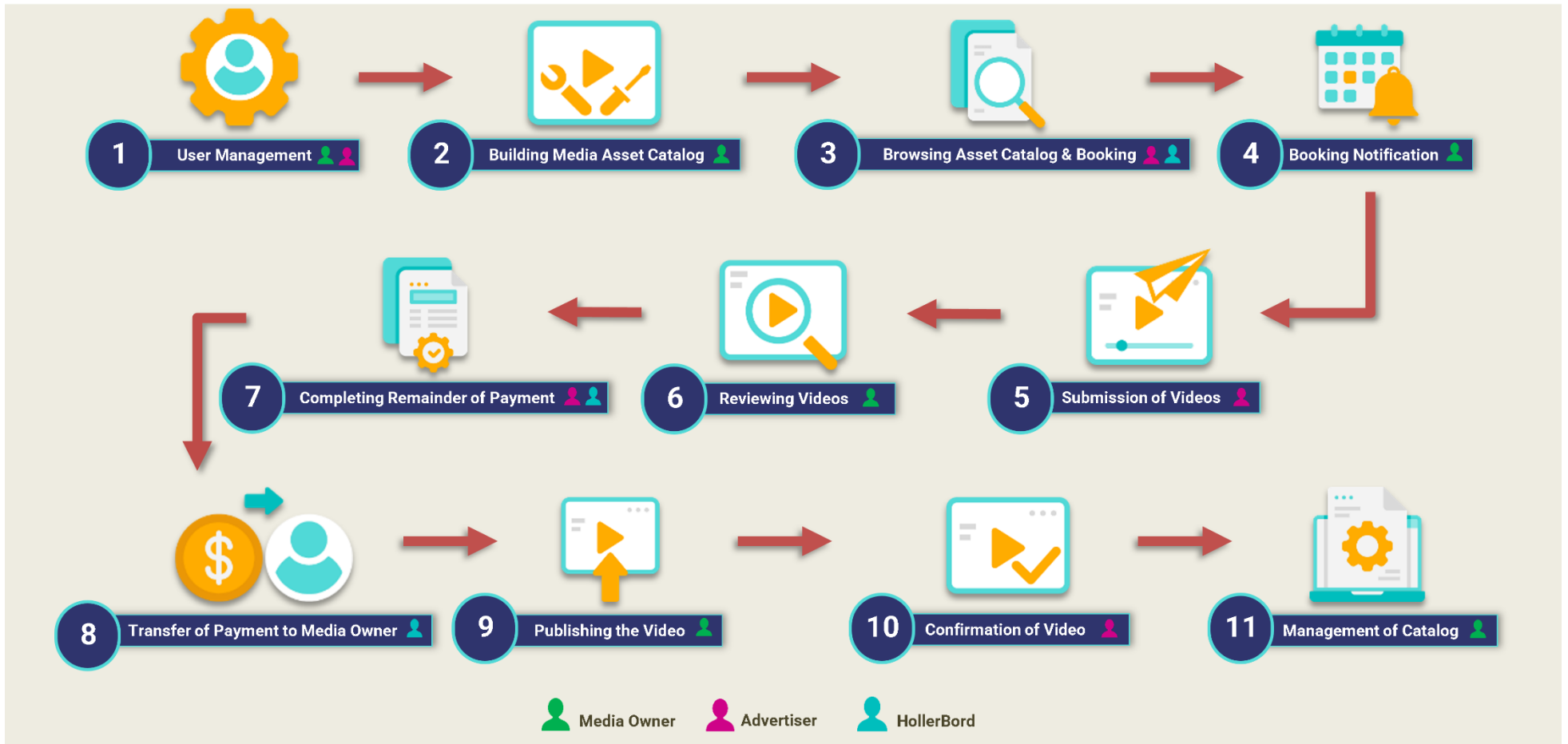
HOLLERBORD USER GUIDE MANUAL (ADVERTISER)



PREPARE BY:



Overview step of Air – Time Booking & Content Management System



Features and Roles of Air – Time Booking & Content Management System

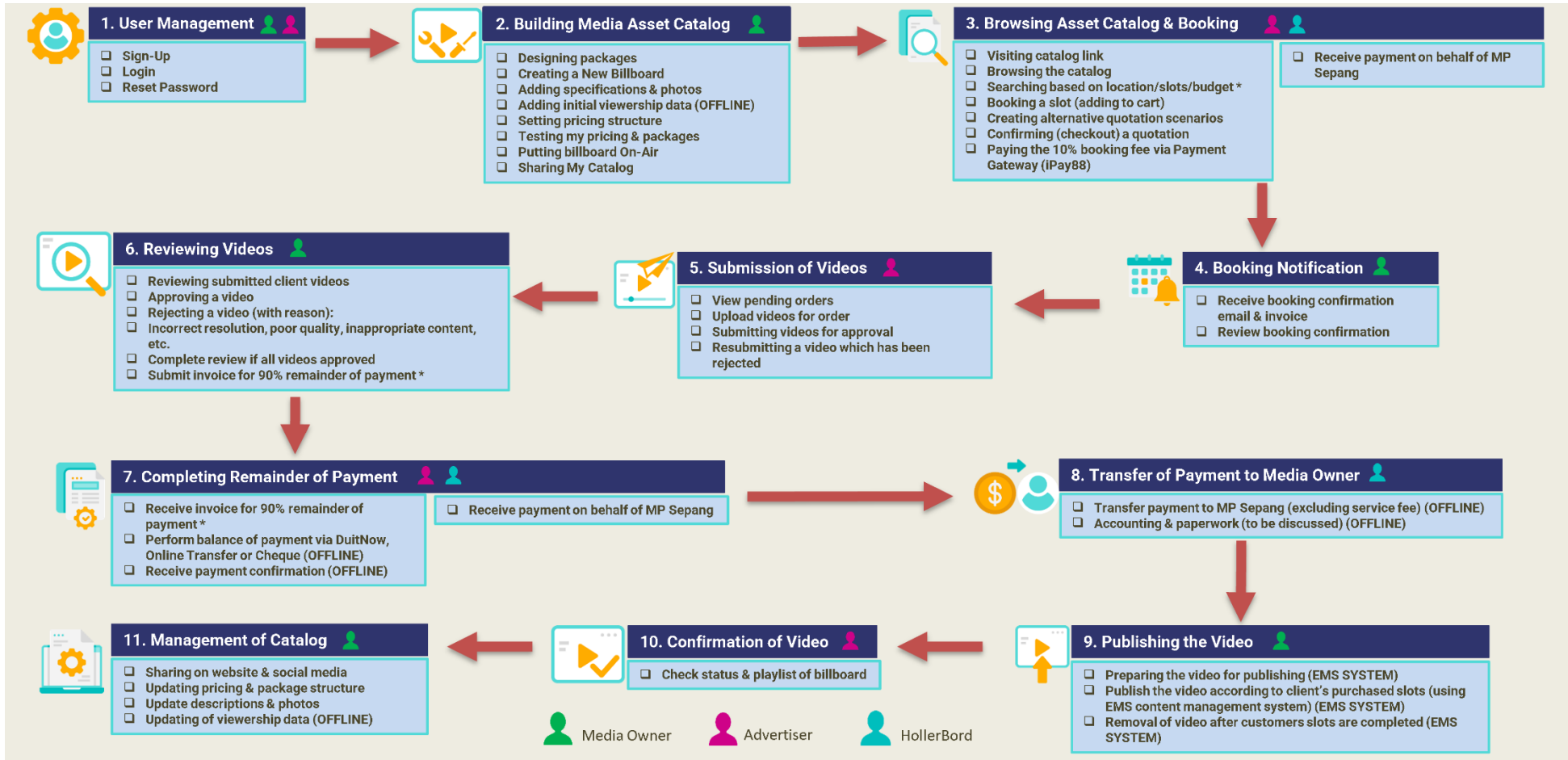
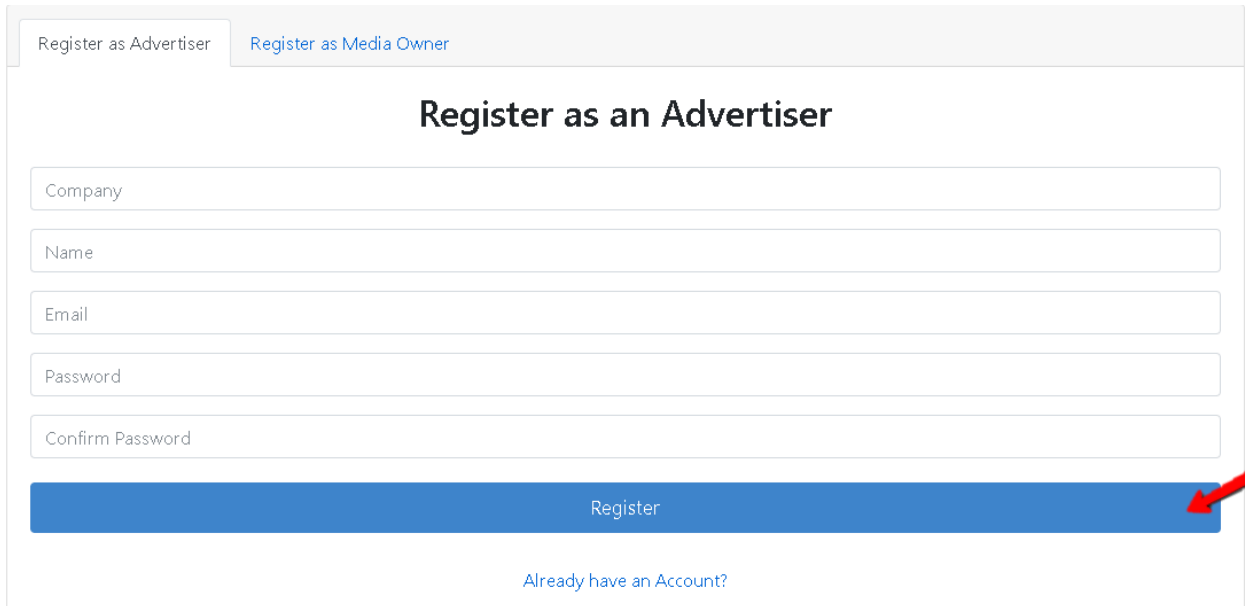


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Step 1: User Management

1. Creating an account as Advertiser



Register as Advertiser Register as Media Owner

Register as an Advertiser

Company

Name

Email

Password

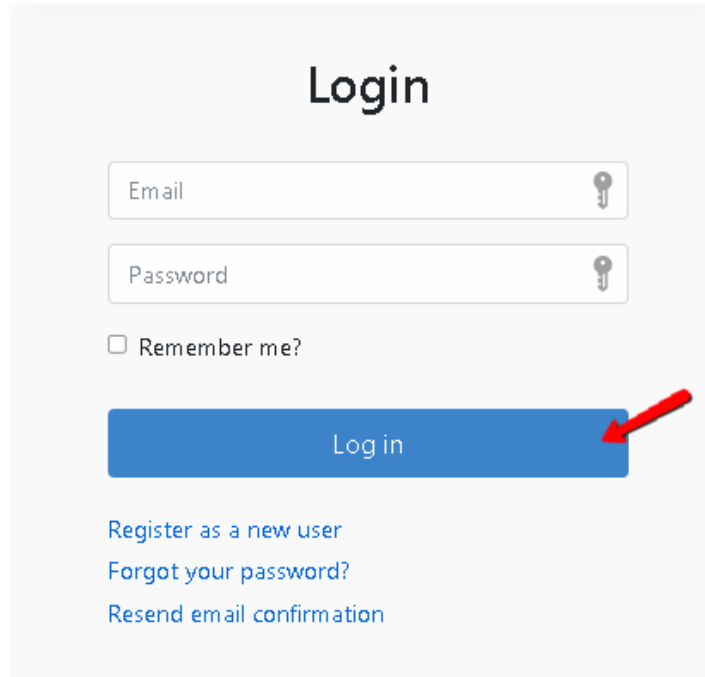
Confirm Password

Register


[Already have an Account?](#)


- Choose **Register as Advertiser** tab
- **Company:** Insert company name
- **Name:** Insert username as Mr/Mrs
- **Email:** Insert username email
- **Password:** Insert any desired password
- **Confirm Password:** re-type the same password as above
- Click **Register** once all the required information has filled in

2. Logging In as Advertiser



Login

Email 

Password 

Remember me?

Log in

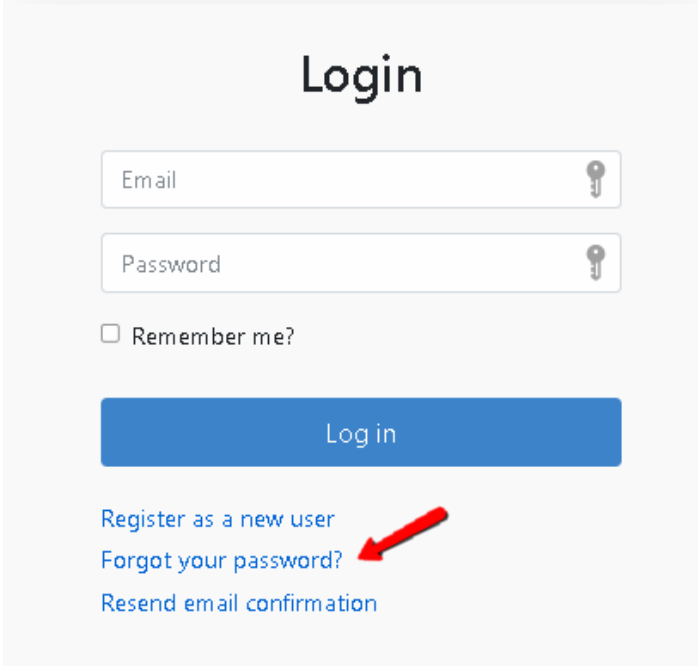
[Register as a new user](#)

[Forgot your password?](#)

[Resend email confirmation](#)

- **Email:** Insert registered username email
- **Password:** Insert registered password
- Click **Log in** once all the information has filled in

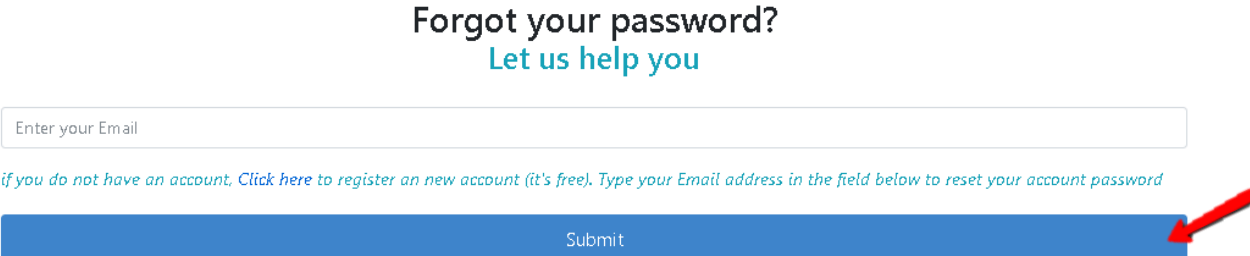
3. To reset forgotten password



The screenshot shows a login form with the following elements:

- Header:** "Login" in a large, bold font.
- Input Fields:** Two text input fields, one for "Email" and one for "Password", each with a key icon on the right side.
- Checkbox:** A checkbox labeled "Remember me?".
- Button:** A blue button labeled "Log in".
- Links:** Three links below the button: "Register as a new user", "Forgot your password?", and "Resend email confirmation". A red arrow points to the "Forgot your password?" link.

- At login page, click **Forgot your password?**



The screenshot shows the "Forgot your password?" page with the following elements:

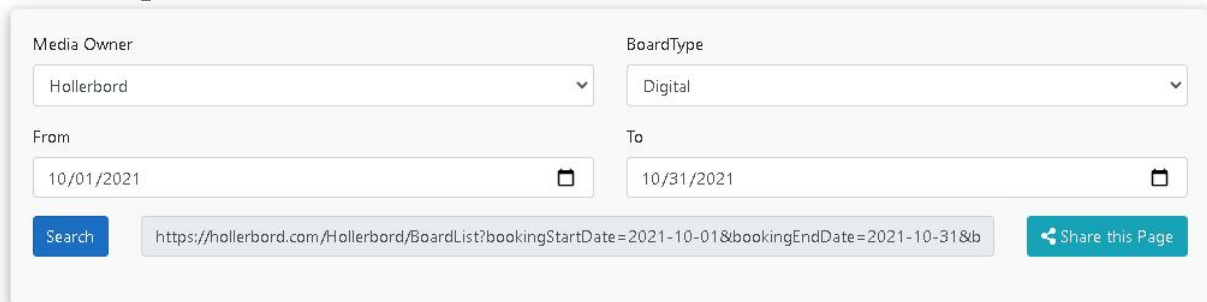
- Header:** "Forgot your password?" in a large, bold font, followed by "Let us help you" in a smaller font.
- Input Field:** A text input field with the placeholder text "Enter your Email".
- Text:** A line of text below the input field: "if you do not have an account, Click here to register an new account (it's free). Type your Email address in the field below to reset your account password".
- Button:** A blue button labeled "Submit". A red arrow points to the "Submit" button.

- **Enter your Email:** enter your username email
- Click **Submit** once done
- User will **receive email** to reset the new password

Step 2: Browsing Asset Catalog & Booking

1. Visiting Catalog Link

Catalog



The screenshot shows a search interface for the Catalog. It includes two dropdown menus for 'Media Owner' (set to 'Hollerbord') and 'BoardType' (set to 'Digital'). Below these are two date input fields for 'From' (10/01/2021) and 'To' (10/31/2021), each with a calendar icon. A 'Search' button is on the left, and a 'Share this Page' button is on the right. A URL bar in the center contains the search parameters: `https://hollerbord.com/Hollerbord/BoardList?bookingStartDate=2021-10-01&bookingEndDate=2021-10-31&b`

Boards




The screenshot shows a board listing for 'Ara Damansara'. It features a blue header with the board name, a sub-label 'LED Screen', and a 'Location:' field with the value 'null'. A green button labeled 'View More' is prominent, with the word 'Available' written below it. The background image shows white clouds against a blue sky.

- When user get the Catalog link, this page will appear
- **From:** Choose the start date the user desired to book
- **To:** Choose the end date the user desired to book
- User may browse the board and can click **View More** button to know in detail about the board

2. Browsing the catalog

Ara Damansara ×



Booking
Board Info

Select a Quotation

Default

▼

New Quotation

From To

Video Length (seconds)

10

Packages

Package	Slots	Days	Impressions	Air-Time	Price per Day	Total Price
Weekdays	<input style="width: 30px;" type="text" value="1"/>	21	5040	14:00:00	MYR 36.00	MYR 756.00
Grand Total			5040	14:00:00		MYR 756.00

<https://hollerbord.com/Hollerbord/BoardList?boardId=9&bookingStartDate=2021-10-01&bookingEndDate=2021-10-31>

Share this Board

Add to Quotation

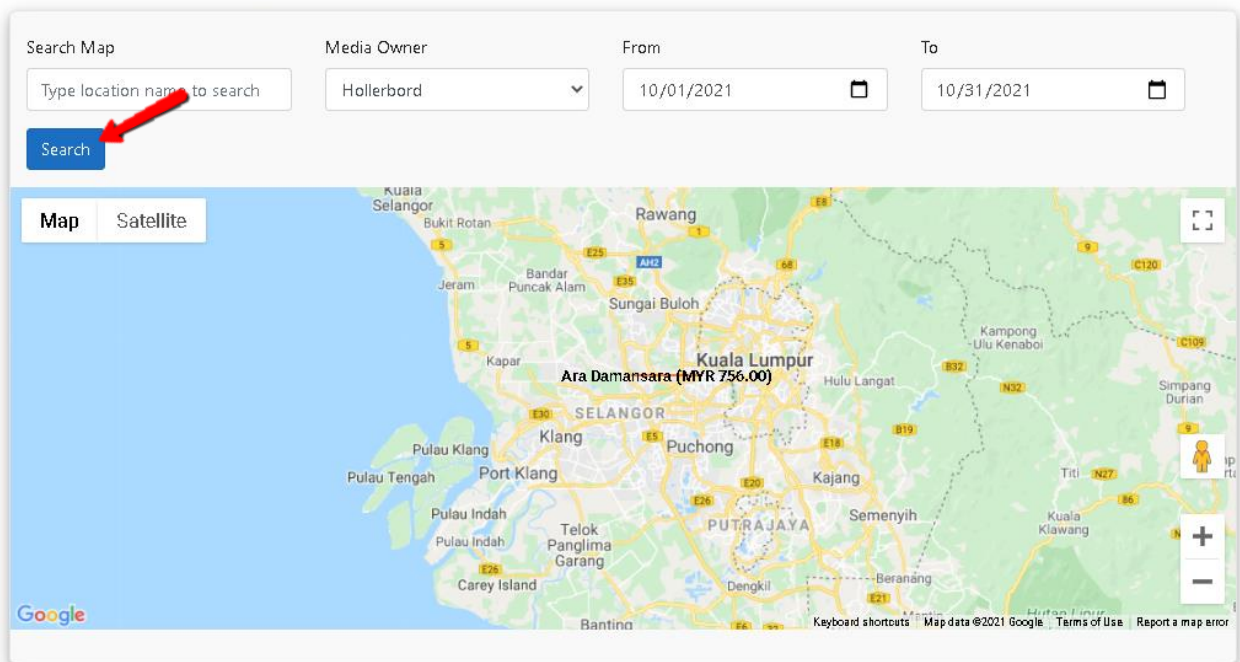
- User may view the details of board including price in this page.

3. Searching based on location/slot/budget



- Go to **Search** tab

Search Boards



- **Search Map:** Insert location name as to search by location
- **Media Owner:** Choose media owner of board as to search by media owner
- **From & To:** Select the date as to search the availability of board by date
- Click **Search** button once done insert the desired information
- The available board will appear in the map

4. Booking a slot (add to quotation)

Board Name	Board Type	Packages	Price	
Ara Damansara	Digital	Setup Cost	MYR 0.00	<input type="button" value="Add to Quotation"/> Available
LED Screen	16m x 9m	Weekdays	MYR 756.00	
null	1920px x 1080px			

- The details of board are in the table below of the map
- User may click **Add to Quotation** button to insert the desired board in the quotation.

Add Board to Quotation ✕

Quotation

Default

Board Name

Ara Damansara

Booking Date From: 10/01/2021 Booking Date To: 10/31/2021

Video Length (seconds)

10

Packages

Package	Slots	Days	Impressions	Air-Time	Price per Day	Total Price
Weekdays	<input type="text" value="1"/>	21	5040	14:00:00	MYR 36.00	MYR 756.00
Grand Total			5040	14:00:00		MYR 756.00

- The board details will appear before user add to quotation
- Click **OK** button to confirm the board add to quotation

Quotations

Quotation	Boards						Total
1 Default	Board	Start	End	Air-Time	Impressions	Price	MYR 801.36
	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	MYR 756.00	Booking Fees (10%) MYR 80.14
	<a>Details <a>Rename <a>Duplicate <a>Merge <a>Delete <a>Checkout						

- A Quotation List will appear when user click **Go to Quotation** button

5. Creating alternative quotation scenarios

Quotations

Quotation	Boards						Total
1 Default	Board	Start	End	Air-Time	Impressions	Price	MYR 801.36
	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	MYR 756.00	Booking Fees (10%) MYR 80.14
	<a>Details <a>Rename <a>Duplicate <a>Merge <a>Delete <a>Checkout						

- Click on **Duplicate** button to create an alternative quotation

New Quotation ✕

Original Quotation Name

Default

New Quotation Name

Budget plan

Duplicate
Cancel

- Insert alternative quotation name at New **Quotation Name**
- Click **Duplicate** button once done

Quotation	Boards						Total
1 Default	Board	Start	End	Air-Time	Impressions	Price	MYR 801.36 Booking Fees (10%) MYR 80.14
	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	MYR 756.00	
Details Rename Duplicate Merge Delete Checkout							
2 Budget plan	Board	Start	End	Air-Time	Impressions	Price	MYR 801.36 Booking Fees (10%) MYR 80.14
	2.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	MYR 756.00	
Details Rename Duplicate Merge Delete Checkout							

- New alternative quotation has been created
- User may edit the quotation by click **Details** button and click **Update** button to save the changes.


7. Paying the 10% booking fee via payment getaway (iPay88)

Payment Successful for Order 6

[See all orders](#)

Order 6: Budget plan
MYR 801.36

1. Ara Damansara ▼



LED Screen

Location: Board Type: **Digital**

Booking Date From
10/1/2021

Booking Date To
10/31/2021

Video Length
10 seconds

Package	Slots	Days	Impressions	Air-Time	Price per Day	Price
Weekdays	1	21	5,040	14:00:00	MYR 36.00	MYR 756.00
Setup Cost						MYR 0.00
Total			5,040	14:00:00		MYR 756.00

Total

Total Amount:
MYR 756.00

SST(6 % Sales & Service Tax):
MYR 45.36

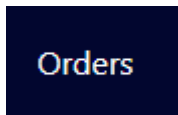
Booking Fees (10%):
MYR 80.13 (paid 9/24/2021 12:56:57 PM)

Grand Total:
MYR 801.36

- After payment is successful made, user will get into this Order List page

Step 3: Submission of Videos

1. View pending orders



- Go to **Orders** tab

Order History

Order	Boards						Total
1 Order 7: Budget plan 9/24/2021 1:05:26 PM	Board	Start	End	Air-Time	Impressions	Price	MYR 801.36
	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	MYR 756.00	<div style="border: 1px solid black; padding: 2px;"> Booking Fees Paid MYR 80.13 </div>
				Details			

- All Order List will appear as per image

2. Uploading videos for orders



- Go to **Videos** tab



Advertiser	Video Length (seconds)	Name	Upload Date	Approval Date	Approver	Replacement
------------	------------------------	------	-------------	---------------	----------	-------------

- Click **Create New** to insert new Video.

Create


Video Link

URL

Please upload the video to [Wetransfer](#), [Google Drive](#), [Dropbox](#), [Send Anywhere](#), [YouTube](#) or other file sharing services; and then paste the shared link/URL here.

Video Length (seconds)

Name

 **Create**

- **URL:** Insert url of the video
- **Video Length (seconds):** Insert video duration in seconds
- **Name:** Insert name of the video
- Click **Create** button once all the information has filled in

Videos

[Create New](#)

Advertiser	Video Length (seconds)	Name	Upload Date	Approval Date	Approver	Replacement
admin	10	Vaccine Campaign	9/24/2021 1:09:44 PM			Edit Details Delete

- Once done the Video List will appear as per image

3. Submitting videos for approval

Approval

- Go to **Approval** tab

Video Approval

Order	Boards						Board Status	
	Board	Start	End	Air-Time	Impressions	Video	Video Status	
1 Order 7: Budget plan 9/24/2021 1:05:26 PM	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	Missing	Missing	Missing Video
				Details			Select	

- At Board Status it stated Missing Video, the user need to insert the selected video for approval
- Click **Select** button to insert the videos

[See all orders](#)

Order 7: Budget plan

MYR 801.36

1. Ara Damansara



LED Screen

Location:

Board Type: **Digital**

Booking Date From
10/1/2021

Booking Date To
10/31/2021

Video Length
10 seconds

Video

Vaccine Campaign

Save

New

View

- **Video:** Choose selected video
- Click **Save** button once done

Video Approval

Order	Boards				Board Status		
	Board	Start	End	Air- Impressions	Video	Video Status	Pending Approval
1 Order 7: Budget plan 9/24/2021 1:05:26 PM	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040 Vaccine Campaign	Pending Approval	Select
Details							

- Once done the Board Status will change status to Pending Approval

4. Resubmitting a video which has been rejected

Video Approval


Order	Boards							Board Status
1 Order 9: Default 9/27/2021 5:05:33 PM	Board	Start	End	Air- Time	Impressions	Video	Video Status	Missing Video
	1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	Adidas Campaign	Rejected	Select
Details								

- Once user received feedback and the video has been Rejected as stated at Video Status, user need to select new video
- Click **Select** button to select new video

[See all orders](#)

[Order 9: Default](#) MYR 801.36

1. Ara Damansara ▼



LED Screen

Location: Board Type: **Digital**

Booking Date From: 10/1/2021 Booking Date To: 10/31/2021

Video Length: 10 seconds

Video:

[Save](#) [New](#) [View](#)

- **Video:** Choose the new video
- Click **Save** button once done

Video Approval

Order		Boards						Board Status	
1	Order 9: Default 9/27/2021 5:05:33 PM	Board	Start	End	Air- Time	Impressions	Video	Video Status	Approved
		1.1 Ara Damansara	10/1/2021	10/31/2021	14:00:00	5,040	Vaccine Campaign	Approved	Select
					Details				

- Once the video is approved, the Board Status and Video Status will appear as Approved.

**End of Document.
Prepared By:**



HOLLERBORD
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