

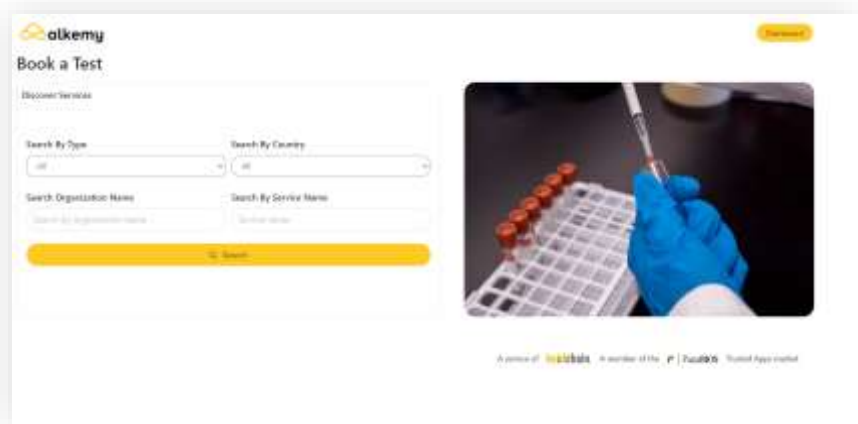


User Guide v1.0

User Guide

Dashboard and Login

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Visit book.alkemy.care

Click the **dashboard** button at the top right corner to access the login page as shown

2



Enter your email and password then click the **sign in** button as shown above

Please note that you can use either your **PanaBIOS, Alkemy** or **Globalhaven** credentials

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Booking

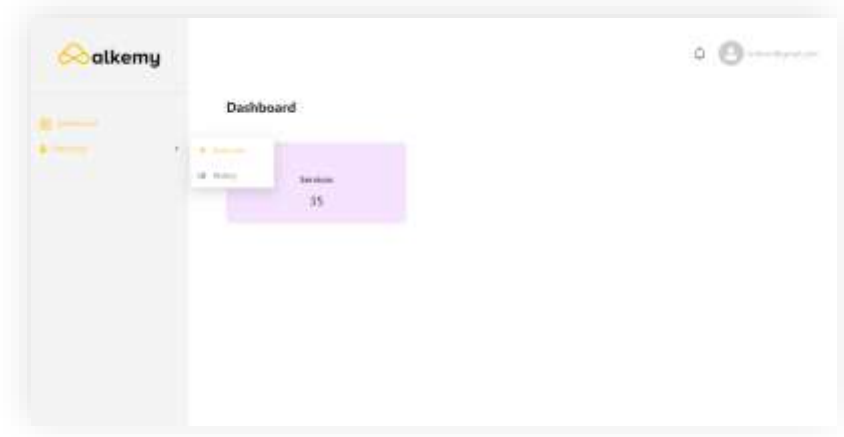
3



Upon login, you shall have a view of a dashboard with the following menu to your left:

- Dashboard
- Bookings

4

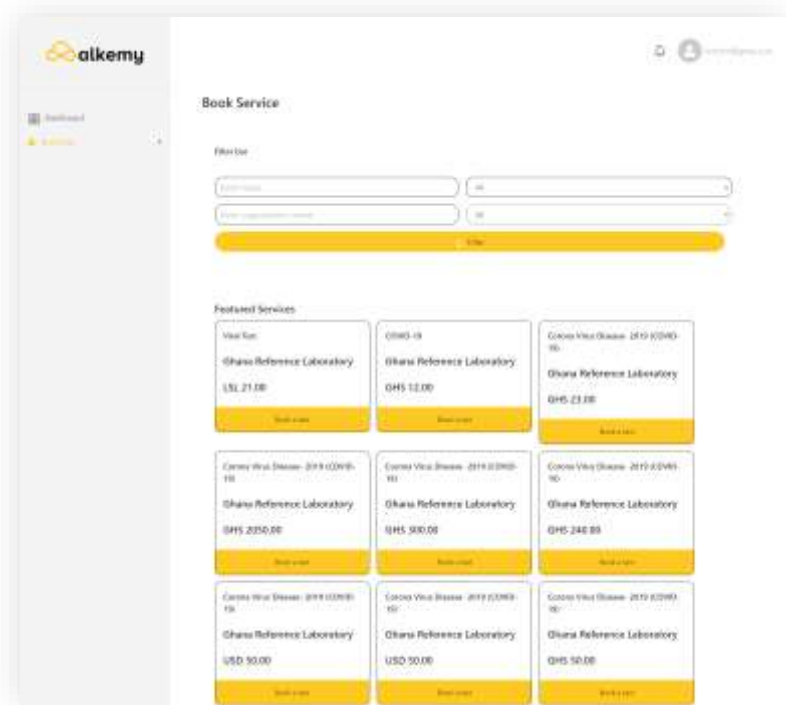


Hover over **Bookings** and click **Book now** from the pop-up menu that appears as shown above

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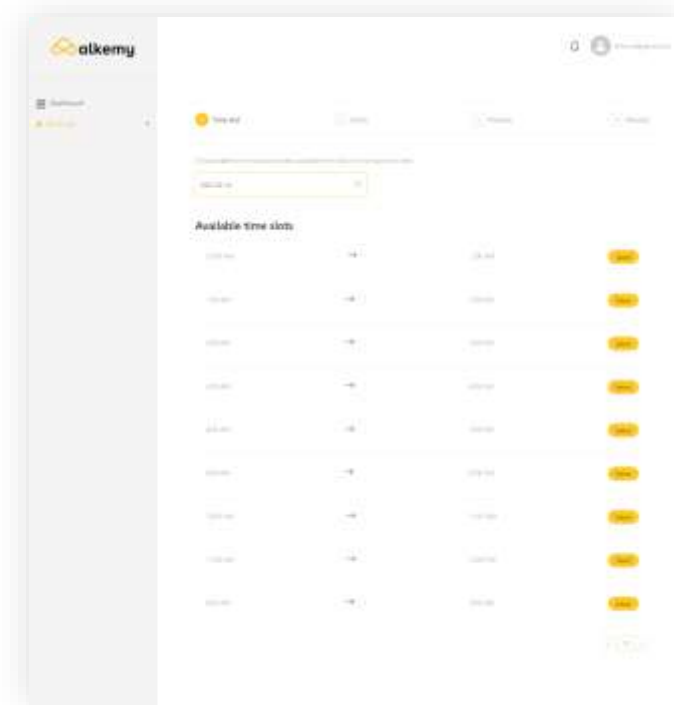
Booking and Date Time Slot Selection

5



Select the appropriate **featured service** and click **Book a test** as marked in yellow above

6

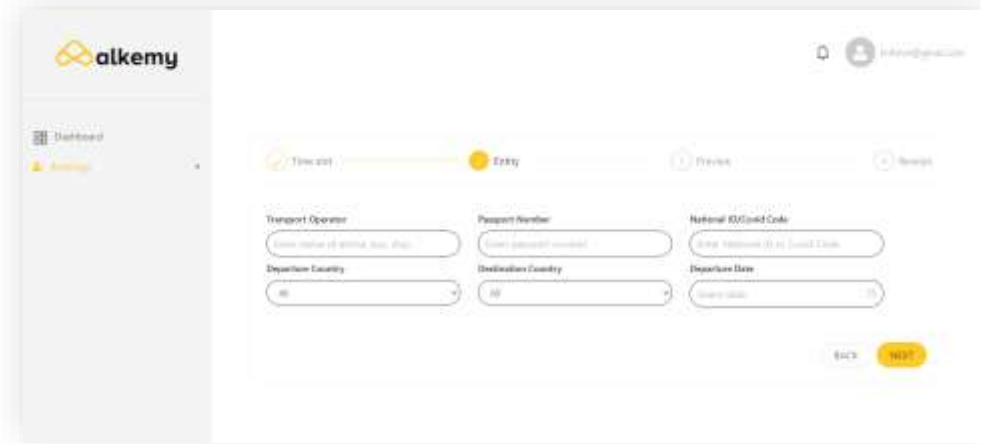


Select a **date** and **time slot** to proceed

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Submitting Travel Information and Accepting Terms and Conditions

7



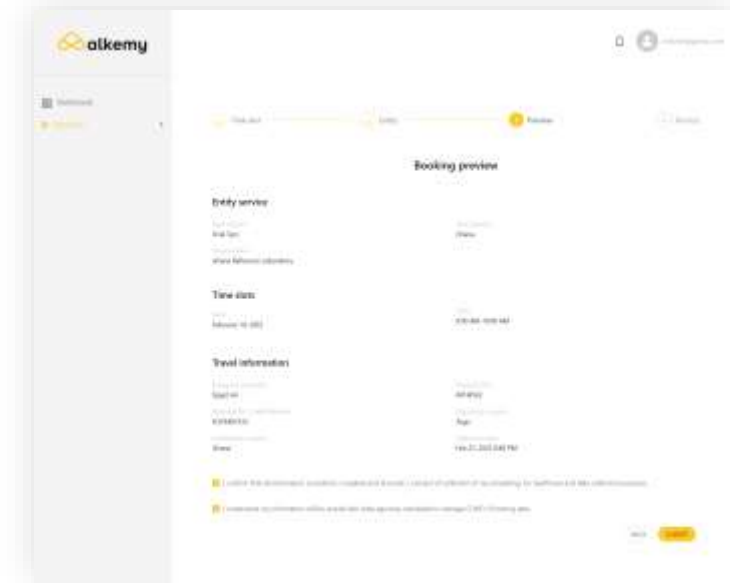
The screenshot shows a user interface for entering travel details. At the top, there's a progress bar with steps: 'This step', 'Entry', 'Travel', and 'Receipt'. The 'Entry' step is currently active. Below the progress bar, there are six input fields arranged in two rows and three columns:

- Transport Operator:
- Passport Number:
- National ID/Valid Code:
- Departure Country:
- Destination Country:
- Departure Date:

At the bottom right of the form, there are two buttons: 'Back' and 'Next'.

Enter the required travel information in the fields above and click **next** to proceed

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The screenshot shows a 'Booking preview' screen. It features a progress bar at the top with steps: 'This step', 'Entry', 'Travel', and 'Receipt'. The 'Travel' step is active. Below the progress bar, there are three main sections:

- Entry service:** Includes fields for 'Entry service' (Green Island Air (GIA) (GIA)), 'Entry date' (2024-01-01), and 'Entry time' (08:00 - 10:00).
- Time slots:** Includes a 'Time slot' dropdown (08:00 - 10:00) and a 'Time slot' field (08:00 - 10:00).
- Travel information:** Includes fields for 'Travel information' (Green Island Air (GIA) (GIA)), 'Start on' (2024-01-01), 'End on' (2024-01-01), 'Status' (Paid), and 'Price' (100.00 USD).

At the bottom, there are two checkboxes for accepting terms and conditions, both of which are checked. A 'Submit' button is located at the bottom right.

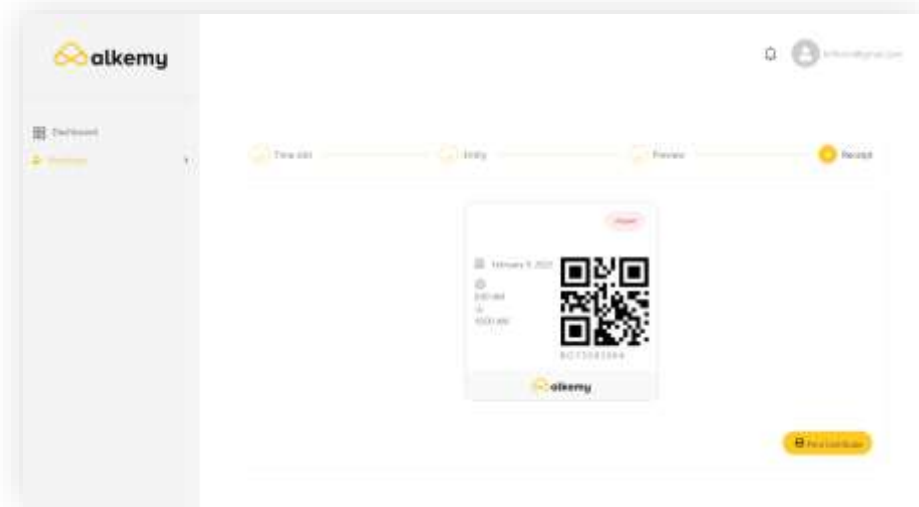
The above booking preview appears

Click the two **checkboxes** as shown above to accept the terms and conditions then click **submit** to send the details

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Booking Confirmation

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A booking confirmation appears

Click the button **print certificate** to generate an output file with the booking details

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The output file can also be downloaded as a PDF document as shown above

