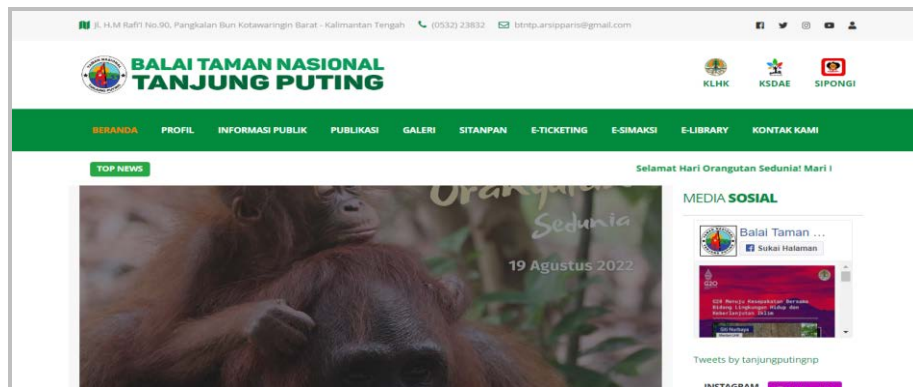


# GUIDELINES FOR RESERVATION PROCEDURES (PERSONAL RESERVATION)

On the [tntanjungputing.id](https://tntanjungputing.id) site, there is an E-Ticketing feature that serves to make it easier for the public to make reservations and purchase entrance tickets to the Tanjung Puting National Park area. Orders are made entirely through the [tntanjungputing.id](https://tntanjungputing.id) website, then payment is made via bank transfer with the BRIVA code and payment confirmation is also automatically made through the system. The payment receipts obtained will be directly exchanged into tickets at the entrance counter for the Tanjung Puting National Park area.

## A. ACCESS

1. Access the website address <https://tntanjungputing.id/>.



Picture 1. Website appearance <https://tntanjungputing.id>.

2. Select and enter the E-Ticketing menu.

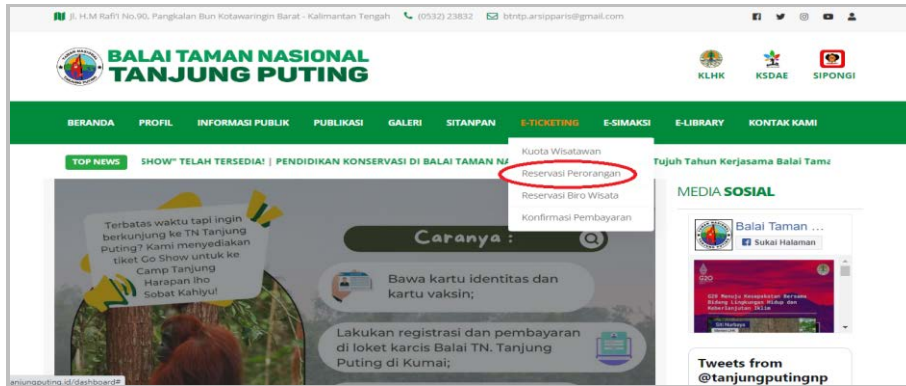


Picture 2. Display menu “e-Ticketing”.

## B. RESERVATION

Reservations can be made immediately without logging in first. Here are the steps to take to make a reservation:

1. Select menu “Personal Reservation”.



Picture 3. Display menu “Personal Reservation”.

2. Fill in the activity plan by filling in the departure date.

The screenshot shows the 'PERSONAL TICKET RESERVATIONS IN TANJUNG PUTING NATIONAL PARK' page. The 'DEPARTURE' section has a 'Date' dropdown menu set to '29 Agustus 2022', which is circled in red. Below it, the 'DESTINATION' section has a 'Site' dropdown menu set to 'Camp Leakey'. To the right, it displays 'REMAINING QUOTA : 187'. The 'PARTICIPANT DATA' section includes a table with columns: No, Name, Gender, Citizen, From (Country), Age, and Occupation. The table contains one row with values: 1, [empty], Male, Indonesian, Indonesia, < 19, PNS.

Picture 4. Display the activity plan date.

3. Select a location to be visited in Tanjung Puting National Park. After the location is selected, the remaining quota will appear for visiting the Tanjung Puting National Park area.

The screenshot shows the 'RESERVASI KARCIS WISATA PERORANGAN DI TAMAN NASIONAL TANJUNG PUTING' page. The 'WAKTU PELAKSANAAN' section has a 'Tanggal' dropdown menu set to 'Sunday, 20 September 2020'. Below it, the 'LOKASI TUJUAN' section has a 'Lokasi' dropdown menu set to 'Camp Leakey', which is circled in red. To the right, it displays 'SISA KUOTA : 418'. The 'DATA PESERTA' section includes a table with columns: No, Nama, Jenis Kelamin, Asal (Kab/Kota), Usia, Warga Negara, Pekerjaan, Kartu Identitas, and Surat Ket Sehat. The table contains one row with values: 1, [empty], Pria, [empty], < 19, WN, PNS, [empty], [empty].

Picture 5. Display of selecting location and remaining quota

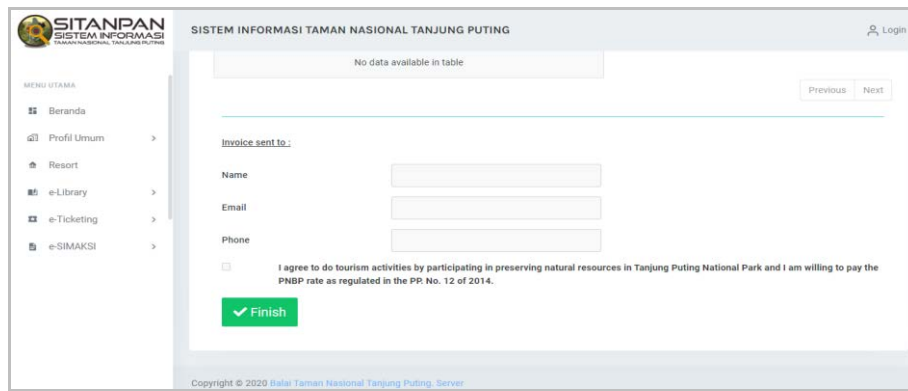
4. After selecting the location, fill in the data of the tourists who will join the trip. In a group, a maximum of 10 tourists and or cannot exceed the quota available in one location on the date selected.
5. Fill in the tourist data of the activity participants completely. The required fields are: Name, Gender, Nationality, Country of Origin, Age, Occupation, Identity Card and Health Certificate.

Picture 6. Display participant data entry column.


6. Click the button **+ Tambah Peserta** to increase the number of participant data rows.
7. Click the button **Lanjut** to save participant data entry.
8. If it has been saved, to change the traveler list click the button **Koreksi**, then change the data as desired.
9. Then the Activity Data will appear containing the number of people, types of activities / tickets and length of day. Double check whether the data that appears is in accordance with the participant data previously entered.

Picture 7. Display activity data entry column.

10. Click the button **+ Tambah Kegiatan** to add a row of activity data.
11. Fill in the name, No. Telephone and Email for the purpose of sending proof of reservation and details of costs. Then check the button "I accept .." to continue the reservation process.



Picture 8. Display Name and Email entry fields

12. Click the button  to save reservation data.
13. After the process is complete, the page will automatically show an Invoice with details of the cost of the order that has been made with the status Pending Verification. Notifications and details regarding the order will also be sent via the email that has been registered above.



Picture 9. Email Notification Display.

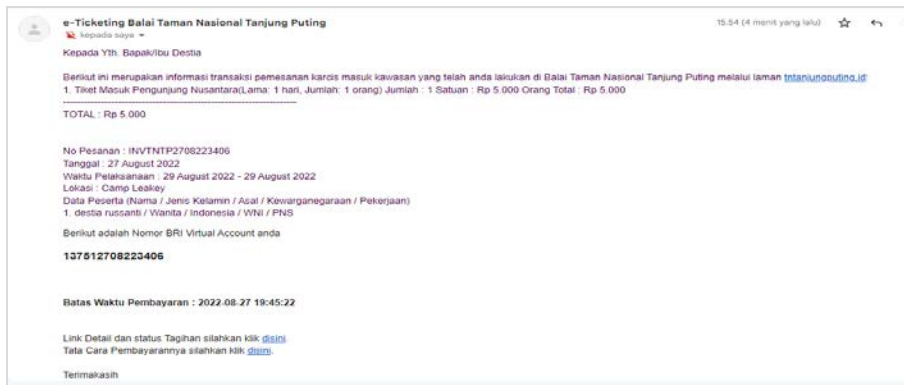
### C. VERIFICATION OF PARTICIPANTS DATA

1. The officer will check the registration file that we sent, namely the File ID/Passport/Visa and Health Certificate.
2. After the order is verified, a notification to make a payment will be sent via the email that we registered earlier.

### D. PAYMENT

After the order is verified by the officer, details of the costs and activities that you have entered will be sent via the registered email. Here are the steps for making a payment:

1. Details of activities and costs are sent via email that has been previously registered, along with a BRI Virtual Account number to make payments.



Picture 10. Order notification email display successfully verified

2. Please make payments according to the BRI Virtual Account number listed in the previously registered email.
3. After making a payment, you will automatically get an email notification of a successful payment and it is declared PAID. There is also proof of ticket booking that can be accessed via the email notification sent.



Picture 11. Display of successful booking notification email.



Picture 12. Invoice Display

4. Save or print the payment receipt to be exchanged for a ticket to the officer who is at the entrance counter for the Tanjung Puting National Park area.