

B2B Permanent Room Application

1. Go to Workflow using link Workflow: [Workflow: Login](#)
2. Go to Documents – Generic Request
3. Fill in the relevant details in the request section such as employee's name, employee's ID number and roster crew.

The screenshot displays a web application interface for submitting a 'Generic Request'. At the top, a 'Version' header is visible. Below it, a summary bar shows the request status as 'New', the requestor as 'Mohammad MISWAN', the requested date as '18/11/2025 09:30', and the subject as 'Mohammad MISWAN'. The main section is titled 'Generic Requests' and contains a 'Request' field with a large text area for details. Below this, there are input fields for 'Date Required' (with a calendar icon), 'Cost (\$)' (set to 0), and 'Camp' (a dropdown menu currently showing 'Not Used'). An 'Attachments' section at the bottom includes a '+ Add new Attachment' button, a 'Refresh' button, and a table with columns: 'File', 'Description', 'Include as email attachment', 'Upload By', and 'Uploaded Time'. The table currently shows 'No Attachments'.

4. Select the date required for the application and select camp from the dropdown menu.
5. Attach the 2 mandatory forms for a room application: Village Accommodation Application Form and Accommodation Rules form which is subject to specific crew rosters.
6. Both forms must be filled up with latest information and signed by applicants.
7. Once all information is completed, applicants may submit their application through the Generic Request via Workflow.
8. BMA Officer will then review the application and leave a comment to advise the applicant that they have been added to the appropriate crew room waitlist before processing the request.
9. Once a room has been assigned, a confirmation email will be sent to the applicant advising the commencement of the assignment.