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User Manual
Meeting Hall Booking

Meeting Hall Booking



Document Information

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Document Approval

Aproved By	Role	Comment	Date
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Meeting Hall Booking



BENEFIT

The Meeting Hall Booking Application is designed to manage Meeting hall booking-related activity and their process.

Application is available @<http://172.20.1.106:8068>



Meeting Hall Booking

Login

When the user accesses the portal he will access the calendar view of the dashboard and book the hall by entering their credential.



The screenshot displays a web browser window with the following elements:

- Browser Tab:** Meeting Hall Booking
- Address Bar:** Not secure | 172.20.1.106:8068
- Page Header:** Meeting Hall Booking (with logo) and a Login button.
- Navigation:** Unit-1 (selected), Unit-2, Unit-3, Unit-4, and PNS.
- Calendar View:** January 2024, showing a grid of days from Sun to Sat. The date Wednesday, January 3rd, is highlighted in green. Two events are visible on Wednesday: 'Test1' (3:44p) and 'testevent' (6:08p).

Meeting Hall Booking

Dashboard

After successful login with their PNI Code and Password (Same as Office Utility Application) users landed over the dashboard of the Meeting Hall Booking, where they can see the booked meeting hall in the calendar view.

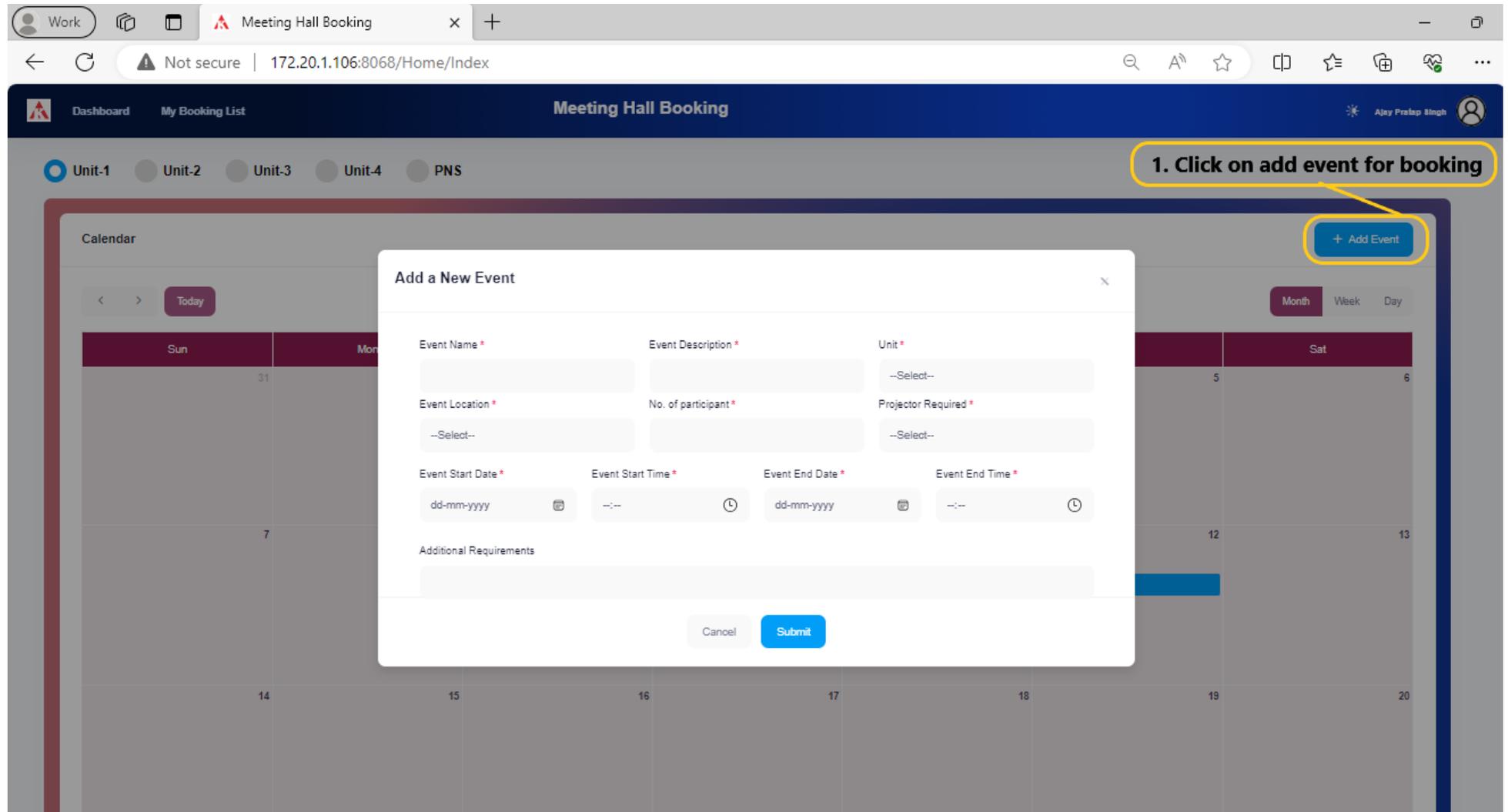


The screenshot shows a web browser window with the URL `172.20.1.106:8068/Home/Index`. The page title is "Meeting Hall Booking". The dashboard includes a navigation bar with "Dashboard" and "My Booking List" tabs, and a user profile for "Ajay Pratap Singh". Below the navigation bar, there are radio buttons for "Unit-1", "Unit-2", "Unit-3", "Unit-4", and "PNS", with "Unit-1" selected. The main content area is a "Calendar" view for "January 2024". The calendar shows a grid of days from Sunday to Saturday. A blue event bar is visible on Wednesday, January 3rd, spanning from 3:44p to 6:08p. The event is labeled "Test1". There is also a small blue dot on Wednesday, January 3rd, at 3:44p, also labeled "Test1". A "+ Add Event" button is located in the top right corner of the calendar view.

Meeting Hall Booking

Booking of Meeting Hall

To book the meeting hall, select the unit and then click on unit-1, date, and time of participants.



The screenshot displays the 'Meeting Hall Booking' web application interface. At the top, there is a navigation bar with 'Dashboard' and 'My Booking List' links, and a user profile for 'Ajay Pralasp Singh'. Below the navigation bar, there are radio buttons for selecting a unit: 'Unit-1' (selected), 'Unit-2', 'Unit-3', 'Unit-4', and 'PNS'. A yellow callout box with an arrow points to a '+ Add Event' button in the top right corner of the calendar area, with the text '1. Click on add event for booking'. The main content area shows a calendar grid. Overlaid on the calendar is a modal form titled 'Add a New Event'. The form contains the following fields:

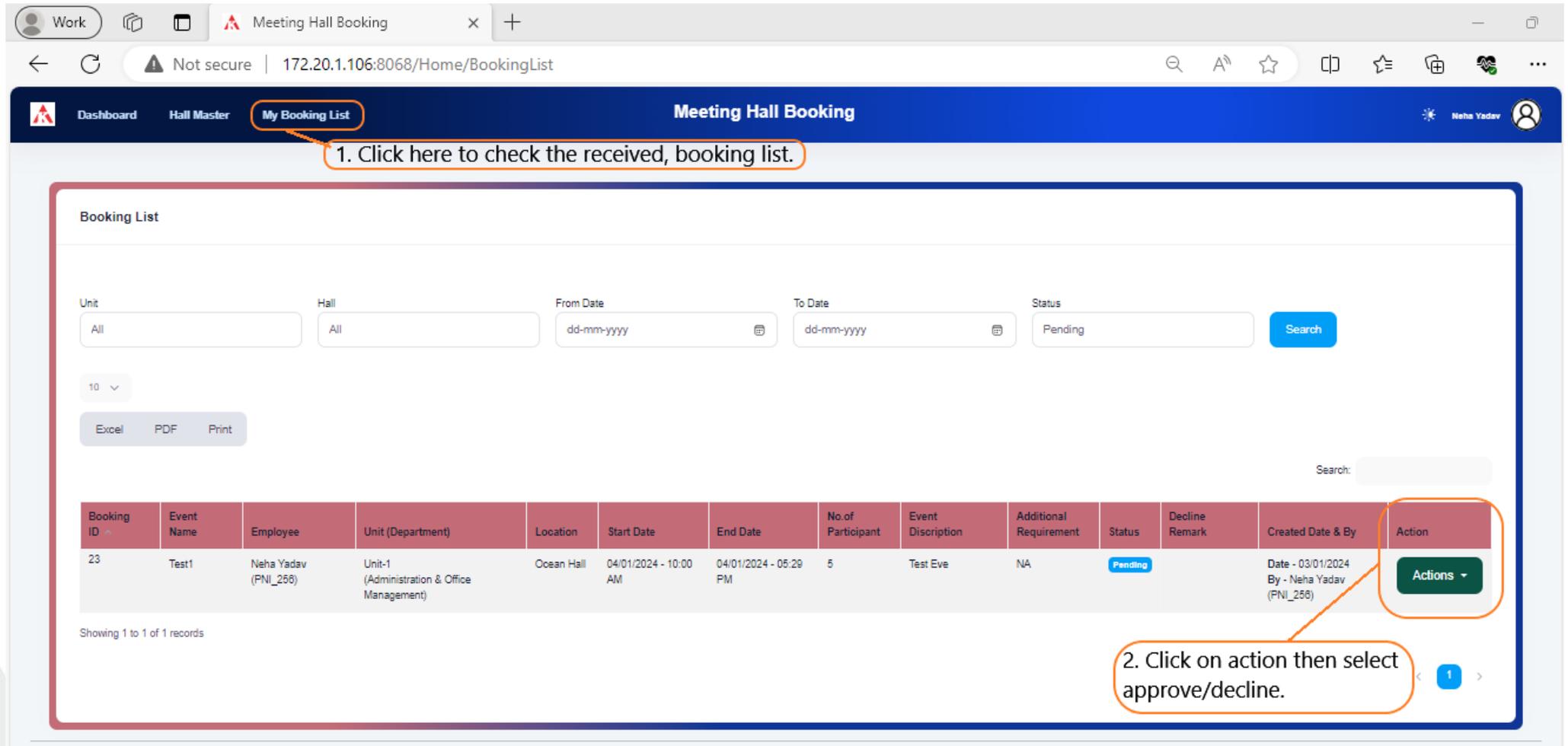
- Event Name *
- Event Description *
- Unit * (dropdown menu showing '--Select--')
- Event Location * (dropdown menu showing '--Select--')
- No. of participant *
- Projector Required * (dropdown menu showing '--Select--')
- Event Start Date * (calendar icon)
- Event Start Time * (clock icon)
- Event End Date * (calendar icon)
- Event End Time * (clock icon)
- Additional Requirements (text area)

At the bottom of the modal, there are 'Cancel' and 'Submit' buttons.

Meeting Hall Booking

Approval of Booking

To approve the booking, click on my booking list than action and select approve or decline.



1. Click here to check the received, booking list.

2. Click on action then select approve/decline.

Booking ID	Event Name	Employee	Unit (Department)	Location	Start Date	End Date	No. of Participant	Event Discription	Additional Requirement	Status	Decline Remark	Created Date & By	Action
23	Test1	Neha Yadav (PNI_258)	Unit-1 (Administration & Office Management)	Ocean Hall	04/01/2024 - 10:00 AM	04/01/2024 - 05:29 PM	5	Test Eve	NA	Pending		Date - 03/01/2024 By - Neha Yadav (PNI_258)	Actions

Showing 1 to 1 of 1 records

Thank you!



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