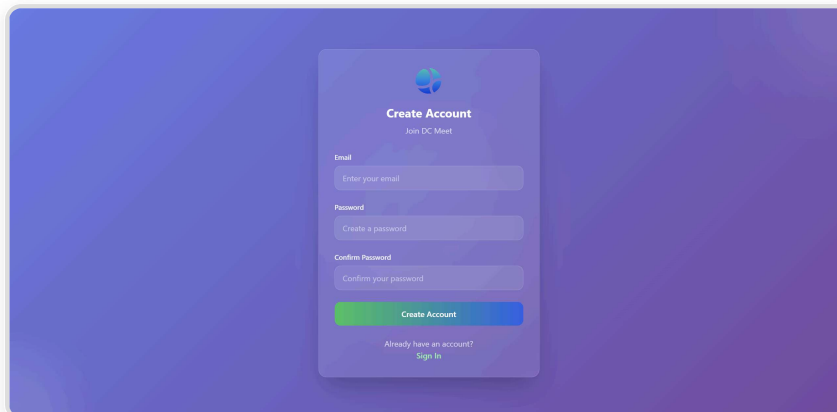# Room Booking System: User Guide

This comprehensive guide provides a step-by-step walkthrough of how to use the meeting room booking system, from account creation to booking and cancellation management.

1. Account Signup and Email Verification

To begin using the system, you first need to create an account and verify your email address.

Step 1: Sign Up

Navigate to the signup page where you can create your new account by providing your details.
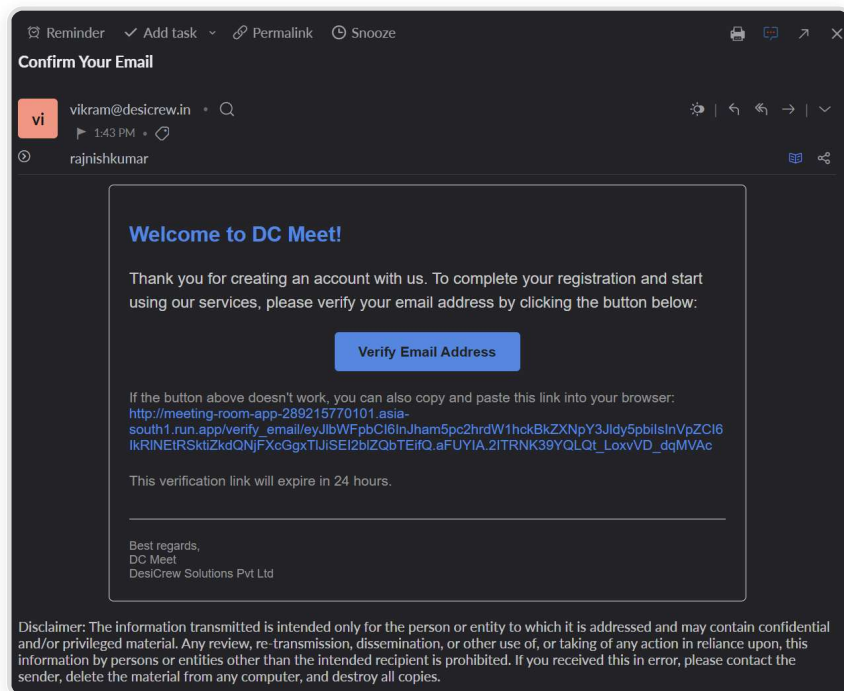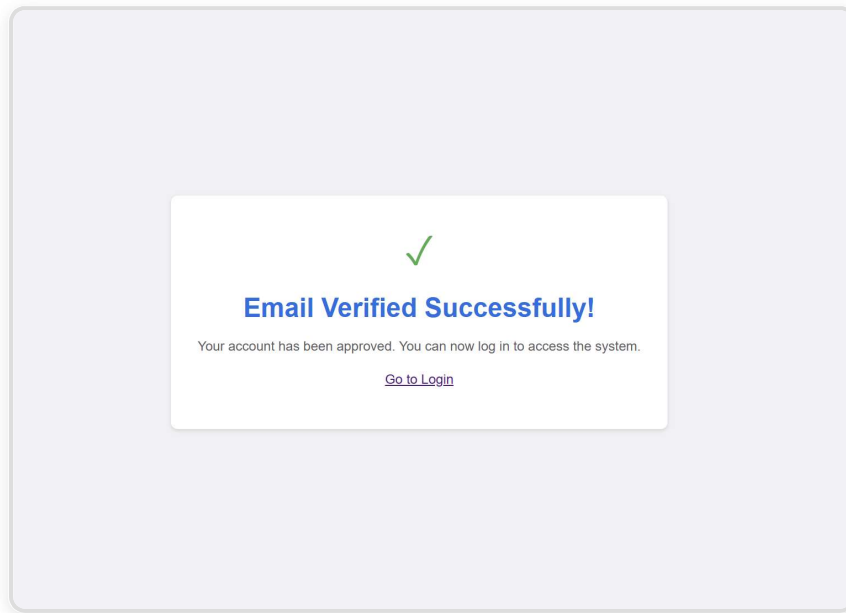
Step 2: Email Verification Required

After signing up, a verification email will be sent to your registered email address. Check your inbox for the verification email.
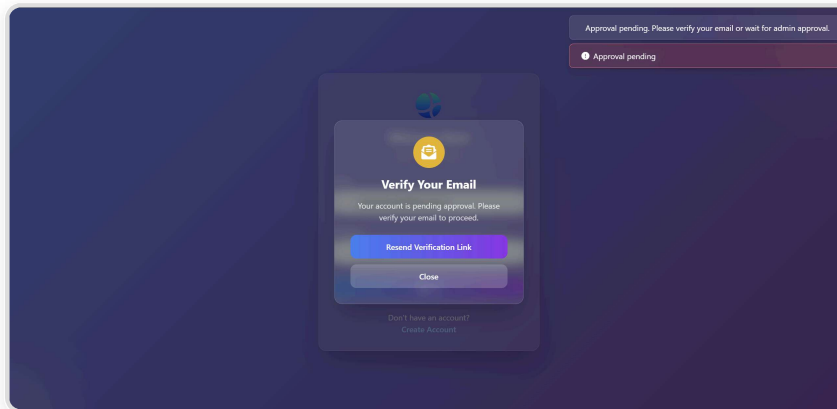

Step 3: Email Verification Successful

Click the verification link in your email. You will be redirected to a page confirming your email has been successfully verified.

Step 4: Resend Verification Email (If Needed)

If you don't receive the verification email or the link expires, you can request a new verification email to be sent.
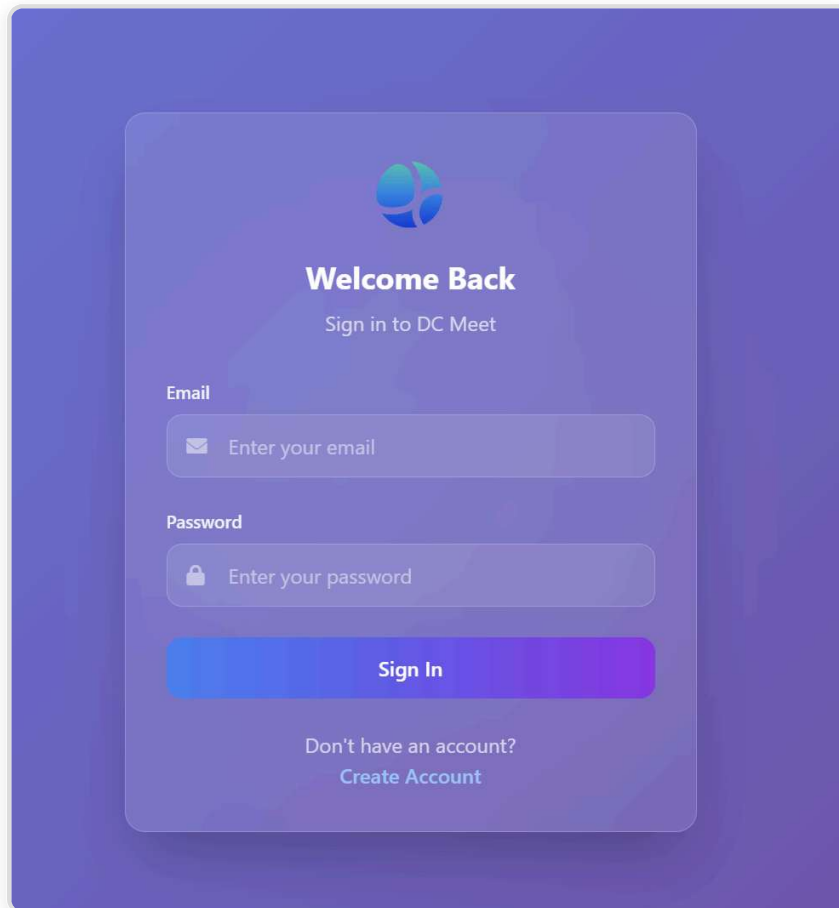
2. Login to Your Account

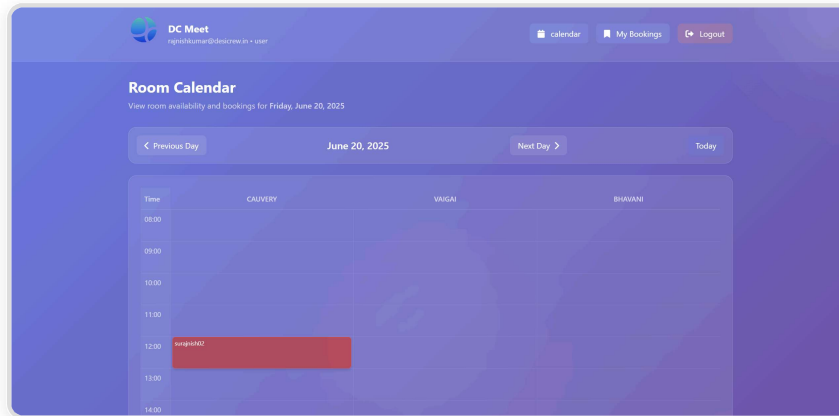Once your email is verified, you can log in to your account.

Step 1: Login

Go to the login page and enter your verified credentials to access the system.

Calendar

click on calender button in Nav bar, you will see calendar interface with all the booking slots available. You can navigate through the days to view availability for future dates.

3. Booking a Meeting Room

After logging in, you can browse and book available meeting rooms.

Step 1: Home Page - Browse Available Rooms

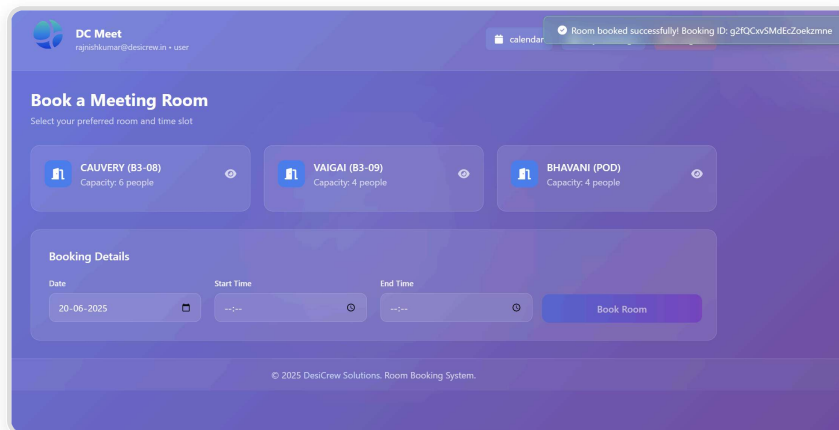From the home page, you can see all available meeting rooms. Choose the room that best suits your needs.

Step 2: Select Your Preferred date and Time

After selecting a room, pick your preferred date and time slot for the meeting.
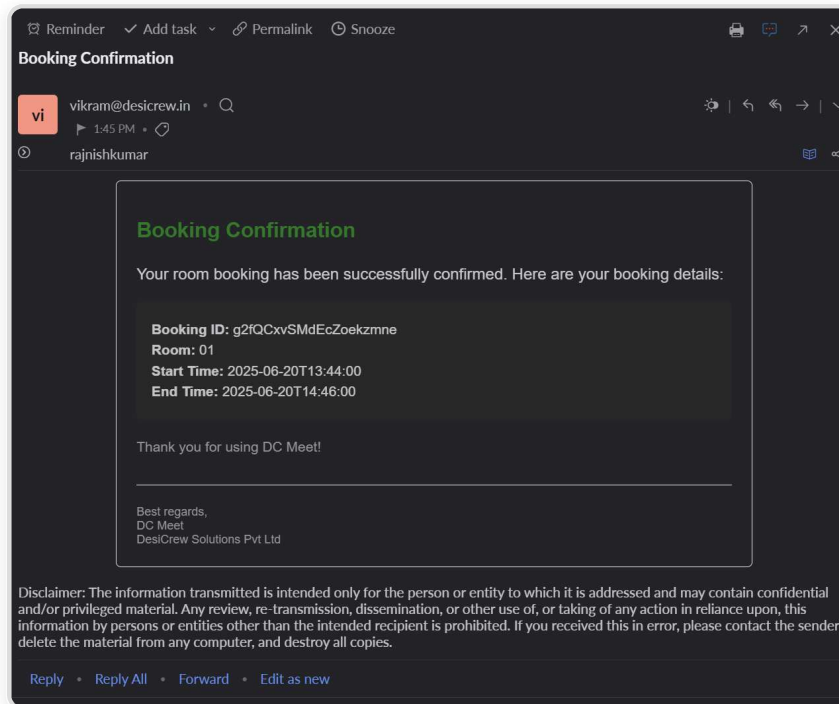
Step 3: Booking Confirmation

Upon successful booking, a confirmation message will appear on the screen confirming your reservation.
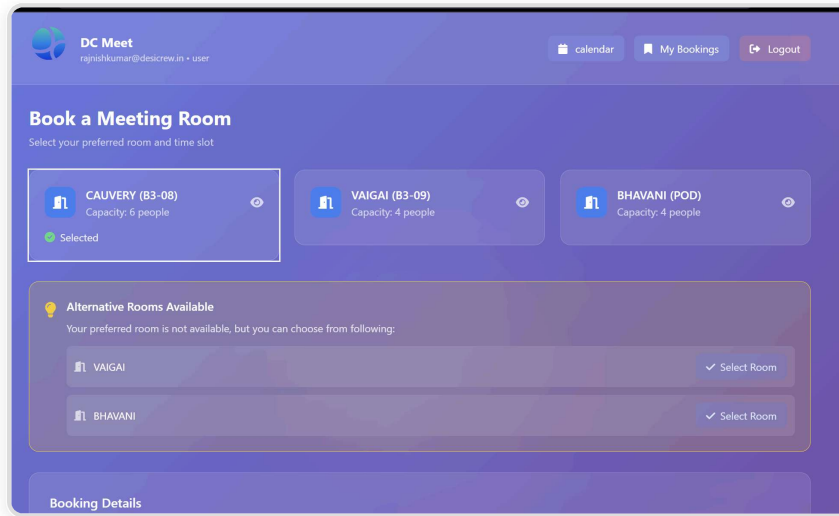
Step 4: Booking Confirmation Email

You will also receive an email confirming the details of your successful booking for your records.

Step 5: Alternative Room Suggestions

If your preferred room or time slot is not available, the system will intelligently suggest other available rooms or alternative time slots that match your requirements.
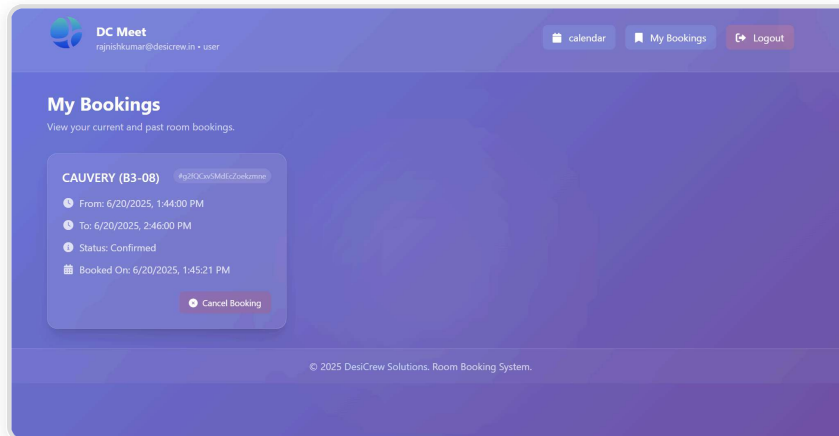
4. Managing Your Bookings

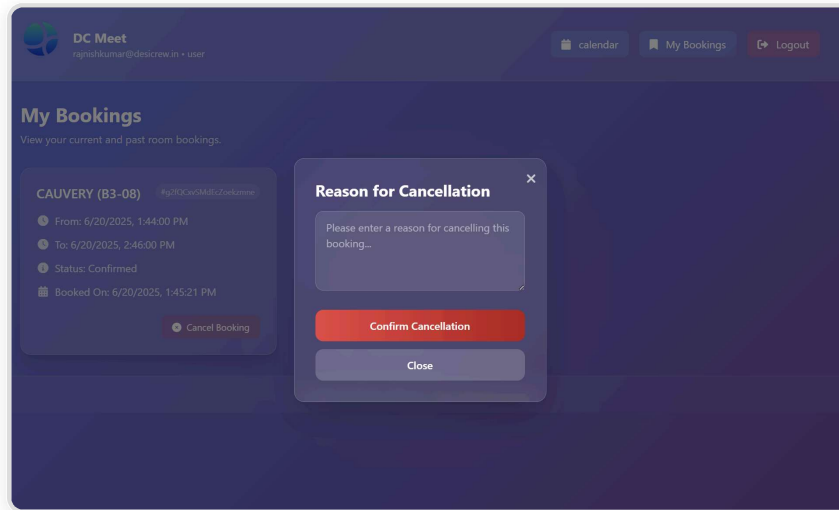You can view all your current bookings and manage them as needed.

Step 1: View My Bookings

Navigate to the "My Bookings" section to see a comprehensive list of all your scheduled meetings and reservations.
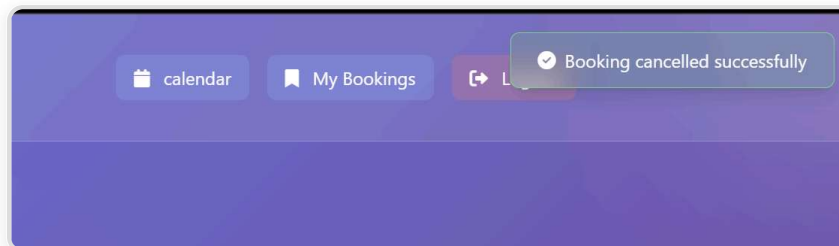
Step 2: Cancel a Booking

To cancel a booking, select the booking from your list, provide a reason for cancellation, and submit the cancellation request.

Step 3: Cancellation Confirmation

A confirmation message will appear on the screen confirming that your booking has been successfully canceled.

Step 4: Cancellation Email Notification

Finally, you will receive an email confirming that your booking has been successfully canceled, including the cancellation details.