

Room Booking System: User Guide

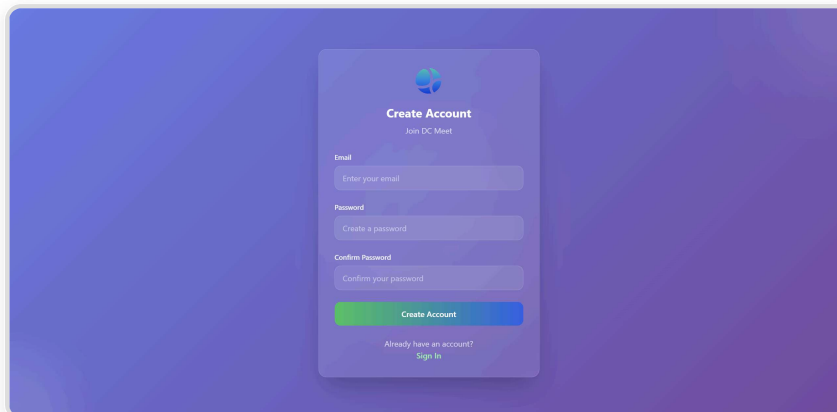
This comprehensive guide provides a step-by-step walkthrough of how to use the meeting room booking system, from account creation to booking and cancellation management.

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.

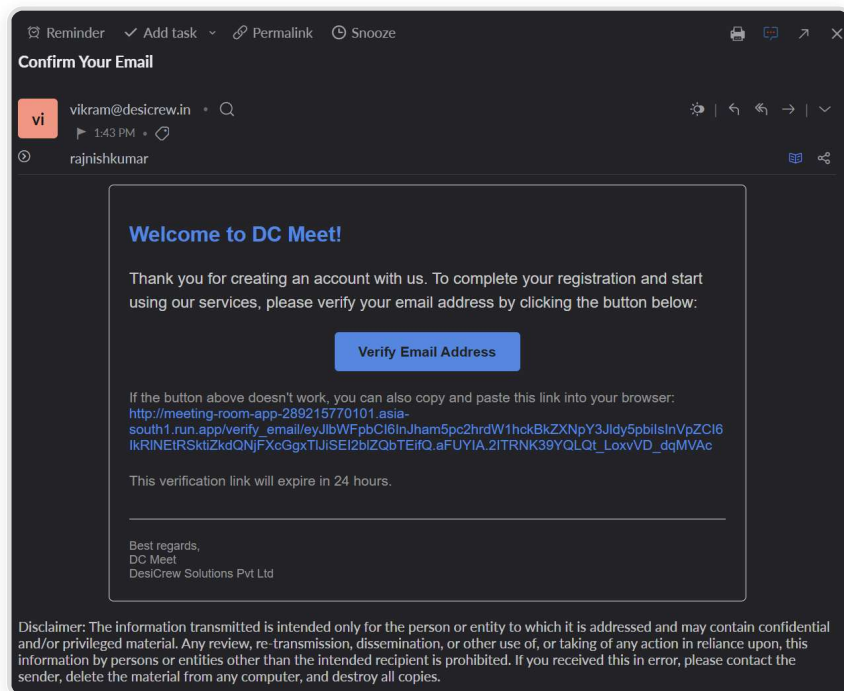


The screenshot shows a 'Create Account' form for 'Join DC Meet'. The form is centered on a purple gradient background. It includes the following fields and elements:

- Create Account** (Title)
- Join DC Meet** (Subtitle)
- Email** field with placeholder text 'Enter your email'
- Password** field with placeholder text 'Create a password'
- Confirm Password** field with placeholder text 'Confirm your password'
- Create Account** button (Green)
- Already have an account? Sign In** link (Blue)

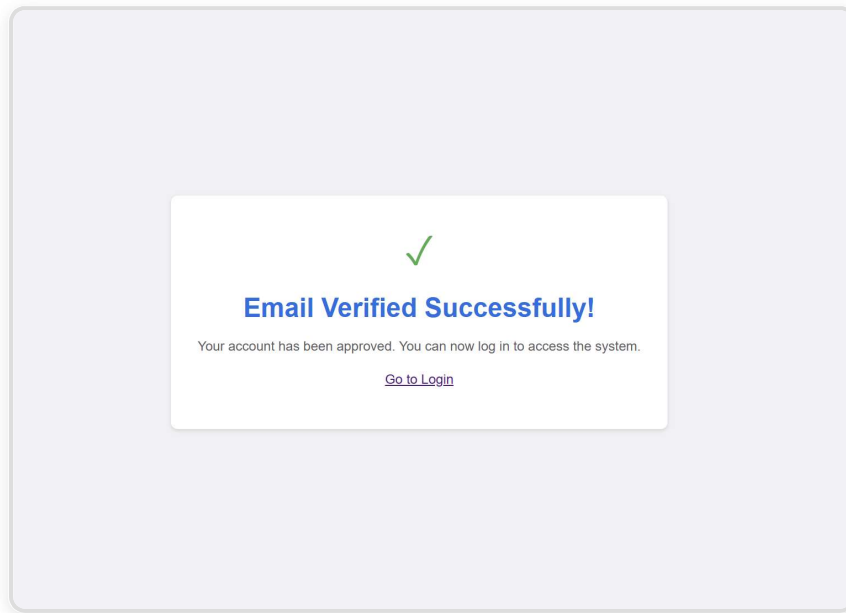
Step 2: Email Verification Required

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



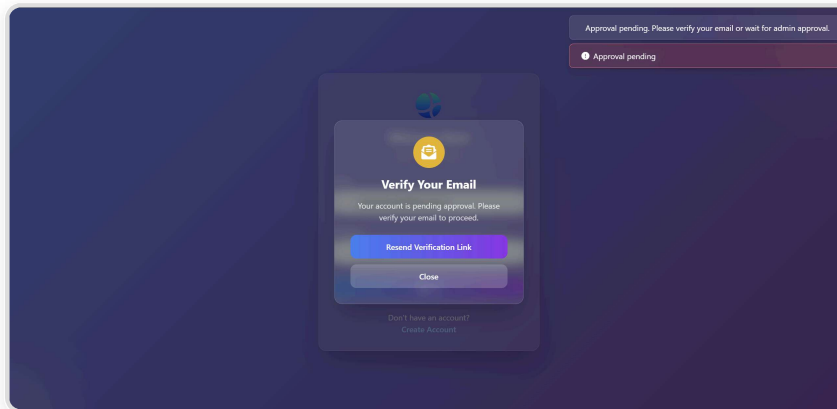
Step 3: Email Verification Successful

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.

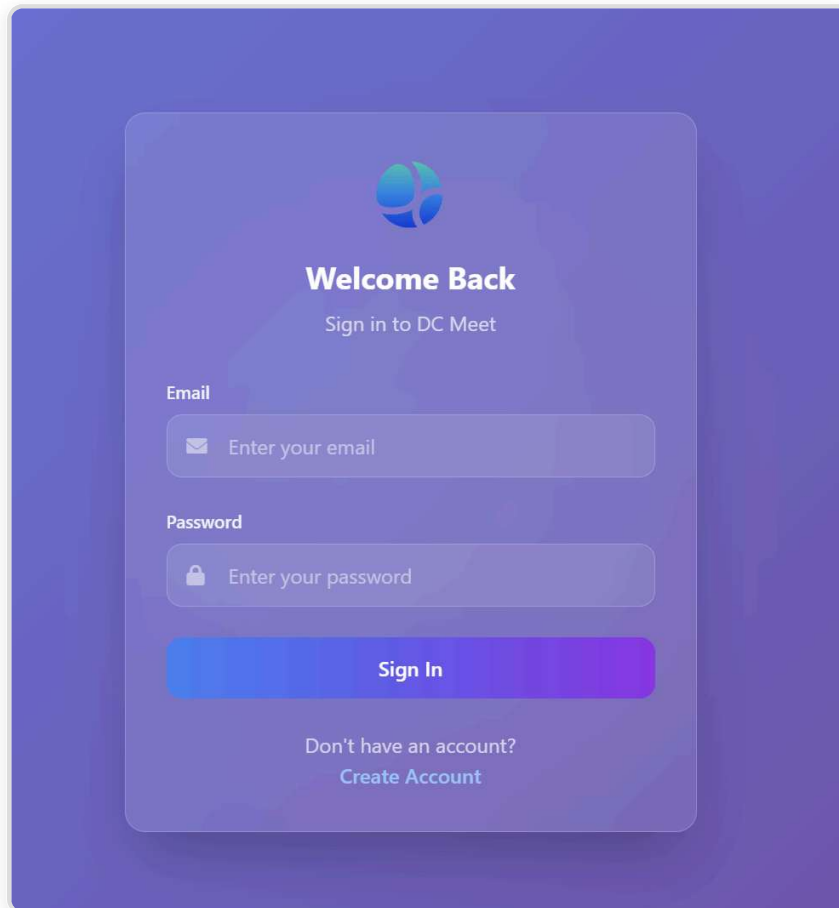


2. Login to Your Account

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

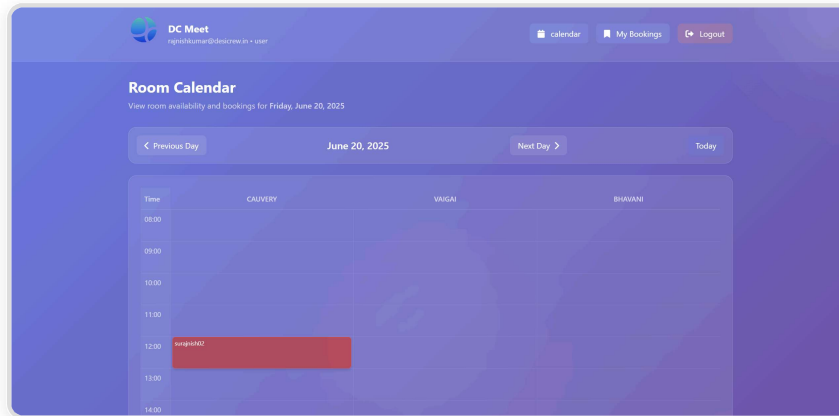
Step 1: Login

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



Calendar

click on calendar 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.

The screenshot displays the 'DC Meet' Room Booking System interface. At the top, the user is logged in as 'rajnishkumar@desicrew.in - user' with navigation links for 'calendar', 'My Bookings', and 'Logout'. The main heading is 'Book a Meeting Room' with the instruction 'Select your preferred room and time slot'. Three room options are presented: 'CAUVERY (B3-08)' with a capacity of 6 people and a 'Selected' status, 'VAIGAI (B3-09)' with a capacity of 4 people, and 'BHAVANI (POD)' with a capacity of 4 people. Below these, the 'Booking Details' section includes input fields for 'Date' (20-06-2025), 'Start Time' (13:44), and 'End Time' (14:46), each with a calendar icon. A 'Book Room' button is positioned to the right of the time fields. A green bar at the bottom of the details section indicates a 'Duration: 1.0 hours'. The footer contains the copyright notice '© 2025 DesiCrew Solutions. Room Booking System.'

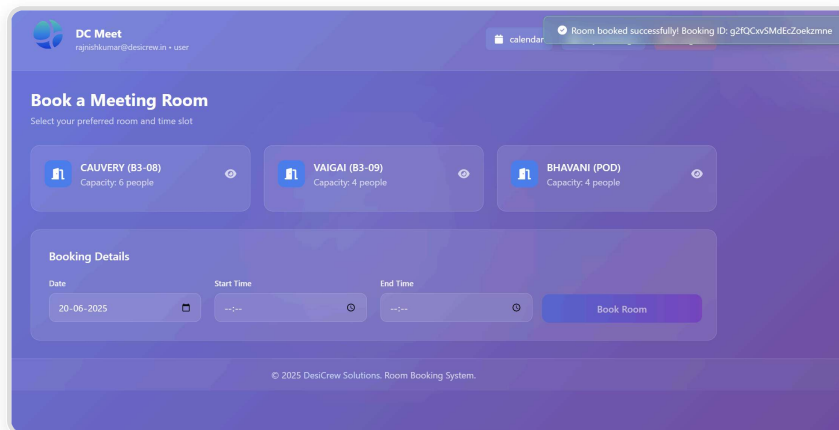
Step 2: Select Your Preferred date and Time

After selecting a room, pick your preferred date and time slot for the meeting.

The screenshot shows the 'DC Meet' web application interface for booking a meeting room. At the top, the user is logged in as 'rajnishkumar@desicrew.in - user'. Navigation links for 'calendar', 'My Bookings', and 'Logout' are visible. The main heading is 'Book a Meeting Room' with the instruction 'Select your preferred room and time slot'. Three room options are displayed: 'CAUVERY (B3-08)' with a capacity of 6 people and a 'Selected' status, 'VAIGAI (B3-09)' with a capacity of 4 people, and 'BHAVANI (POD)' with a capacity of 4 people. Below the room selection, the 'Booking Details' section shows the date as '20-06-2025', start time as '13:44', and end time as '14:46'. A 'Book Room' button is present. A duration bar indicates 'Duration: 1.0 hours'. The footer contains the copyright notice '© 2025 DesiCrew Solutions. Room Booking System.'

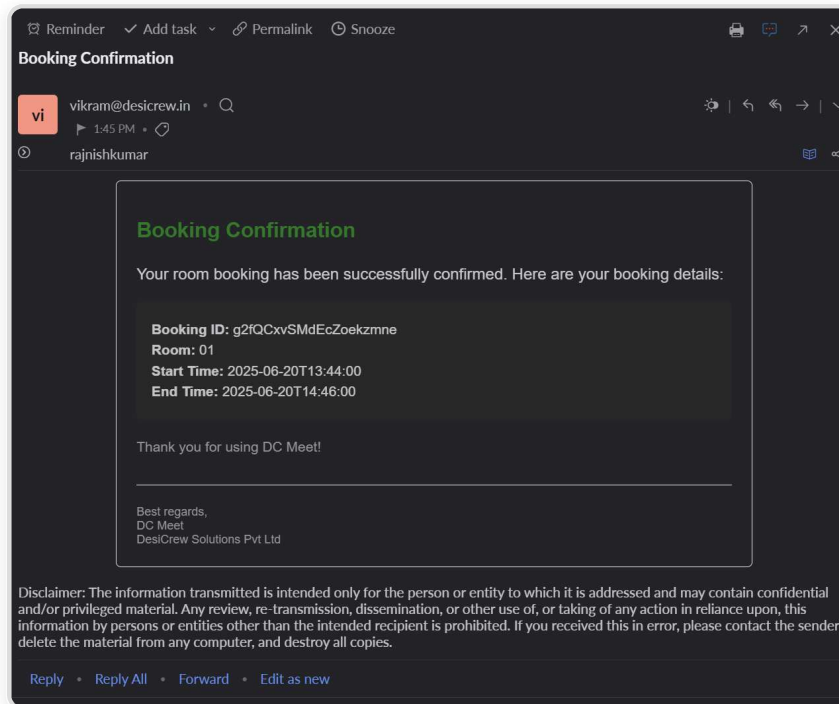
Step 3: Booking Confirmation

Upon successful booking, a confirmation message will appear on the screen confirming your reservation.



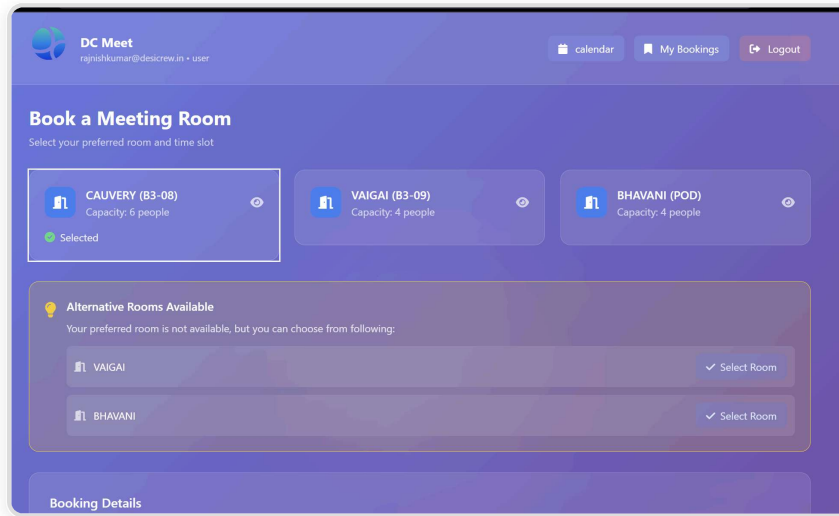
Step 4: Booking Confirmation Email

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.

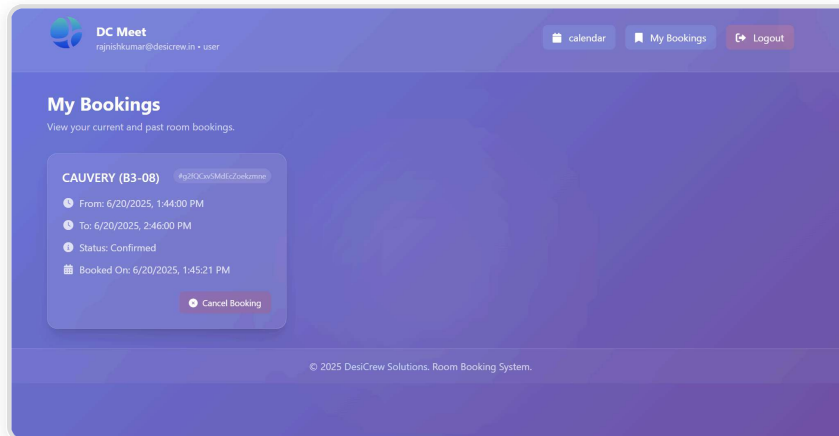


4. Managing Your Bookings

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

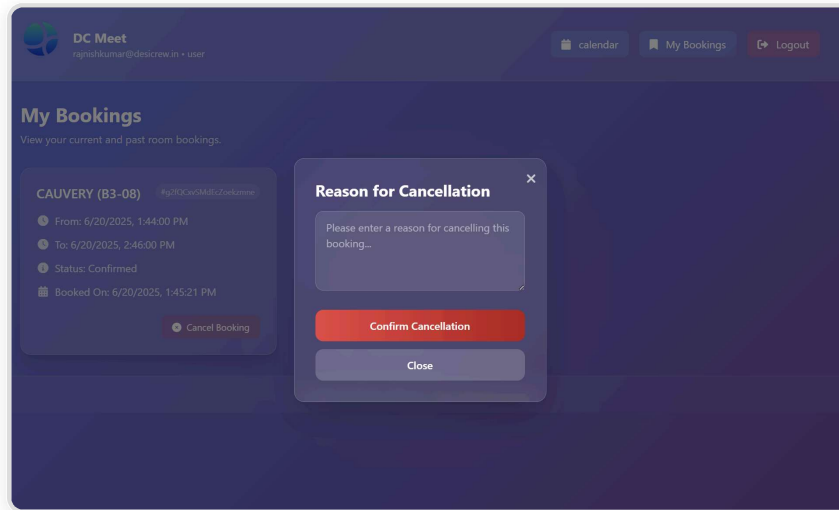
Step 1: View My Bookings

Navigate to the "My Bookings" section to see a comprehensive list of all your scheduled meetings and reservations.



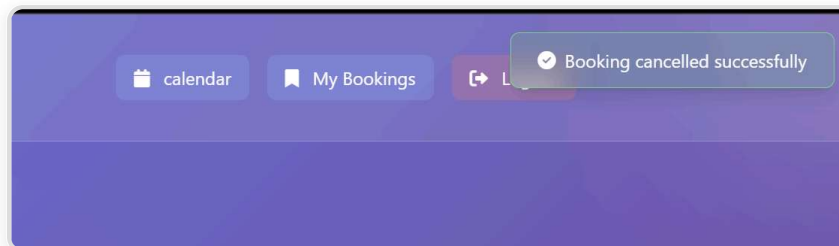
Step 2: Cancel a Booking

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.

