

## Meeting Room Booking System

Meeting Room reservation system enables both external and internal clients (employees) to reserve meeting rooms in advance. Admins on their part will be able to manage and monitor hall bookings from an intuitive back-end system. They can add and showcase multiple rooms, process online and offline payments, offer additional services and equipment, and more...

### Product Highlights

The online room booking system is perfectly suited for managing and renting out various kinds of halls and meeting rooms: training and conference rooms, (executive) board rooms, video conference calls, time-limited co-working spaces, etc.

### Meeting Rooms & Layouts

Create multiple meeting rooms, add images and description, specify capacity, offer different room layouts, set prices as per duration. The halls can be booked per hour, for half-day or several days.

### Refreshments

Customers can order small bites and beverages, as well as top-class catering services which should be provided during the meetings. Add as many items as necessary and set item price per attendee.

### Manage Bookings & Payments

All room bookings are duly listed on a user-friendly dashboard. You can add bookings manually, edit and confirm reservations made online, preview client details, and configure payment settings.

### Customize Working Schedule

Set default and custom working time for your meeting rooms for each weekday. Specify days-off, morning and afternoon time schedule, custom working time for particular dates, etc.

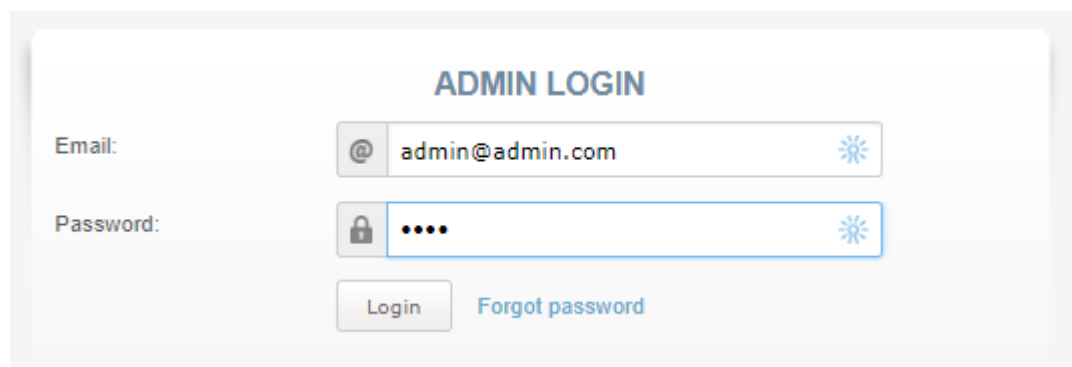
### Presentation Tools

The Meeting Room Booking System allows you to offer a wide range of technical tools and facilities to your clients as an extra service: screen, projector, flipchart, wi-fi, video conferencing, etc.

## Administrator Module

Screen 1 - Admin Login Page:

Admin can login by providing the credentials. These credentials are stored in database.



The screenshot shows the 'ADMIN LOGIN' page. It features two input fields: 'Email:' with the value 'admin@admin.com' and 'Password:' with masked characters '....'. Both fields have a sun icon on the right. Below the fields are two buttons: 'Login' and 'Forgot password'.

ADMIN LOGIN	
Email:	<input type="text" value="admin@admin.com"/>
Password:	<input type="password" value="...."/>
<input type="button" value="Login"/> <a href="#">Forgot password</a>	

## Screen 2 - Admin Landing Page:

On successful login, administrator is redirected to the landing page as shown below.

### 1) Dashboard:

- Statistics of bookings made for today, total bookings for today and also total bookings made should be shown.
- Latest 3 bookings should be shown. Details should show the meeting room, date of booking and the Customer name [ Hyperlink which should take you to Customer page as explained later]
- Reservations: On selecting the date from Calendar drop-down, list of bookings for that day should be displayed. Clicking on Print hyperlink “reservations” for that day should be printed.
- Quick Links for common tasks

The dashboard features a left sidebar with navigation links: Dashboard, Bookings, Rooms, Room layouts, Equipment, Food & Drinks, Options, Users, Preview & Install, and Logout. The main content area displays three summary cards at the top: '0 bookings made today', '2 bookings for today', and '4 total bookings made'. Below these are three sections: 'Latest bookings' with three entries (Small Conference Room, Large Conference Room, Panoramic Room), 'Reservations' with a date selector and a list of bookings for 08-06-2018, and 'Quick links' with various action buttons. A footer shows the last login time and the current date/time.

Room	Date	Customer
Small Conference Room	08-06-2018	Mallory Norman
Large Conference Room	11-07-2018	Dorothy Jacobs
Panoramic Room	27-07-2018	Jason McCarty

Room	Date	Time	Customer
Small Conference Room	08-06-2018	08:00 - 09:00	Jane Mercey
Small Conference Room	08-06-2018	Morning	Mallory Norman

## Screen 3 - Bookings Page:

On clicking “Bookings” menu, bookings list of all room bookings should be displayed. Using the buttons as shown below, you can add a new booking [Screen 4 is displayed], change its status, edit, browse and delete bookings.

The Bookings page includes a sidebar with the same navigation links as the dashboard. The main content area features a 'Bookings list' header with a description and a list of bookings. Above the list are filters for status (All, Pending, Confirmed, Cancelled) and a search bar. The list table has columns for Room, Date, Name, Total, Status, and actions (edit, delete). At the bottom, there are controls for 'Choose Action', 'Go to page', and 'Total items'.

Room	Date	Name	Total	Status	Actions
Small Conference Room	08-06-2018	Mallory Norman	€545.60	Confirmed	[Edit] [Delete]
Large Conference Room	11-07-2018	Dorothy Jacobs	€1491.60	Pending	[Edit] [Delete]
Panoramic Room	27-07-2018	Jason McCarty	€900.90	Confirmed	[Edit] [Delete]
Small Conference Room	08-06-2018	Jane Mercey	€266.20	Confirmed	[Edit] [Delete]

Screen 4 – Add a new booking Page: Add a new booking for the selected meeting room and add client details

Dashboard

Bookings

Rooms

Room layouts

Equipment

Food & Drinks

Options

Users

Preview & Install

Logout

Booking Details Client Details

Add a new booking
Select the meeting room that you wish to book and set all relevant details. You can also reserve technical equipment and order catering for your meeting.

Date & room

Created on22-08-2016, 14:30

IP address217.145.84.22

StatusPending

Date11-07-2018

Payment methodCash

Attendees37

Room price€ 850.00

RoomLarge Conference

Equipment price€ 99.00

LayoutClassroom

Food & drinks price€ 407.00

DurationHalf-day - Afterno

Sub-total€ 1356.00

SaveCancel

Tax€ 135.60

Total€ 1491.60

Deposit€ 149.16

Equipment

Title	Unit(s)	Price	
Projector & Screen	1	€99.00 per booking	<input checked="" type="checkbox"/>
Wi-Fi	1	€0.00 per booking	<input checked="" type="checkbox"/>
Flipchart	1	€5.00 per hour	<input type="checkbox"/>
Video Conferencing	1	€49.00 per hour	<input type="checkbox"/>
TV	1	€9.00 per hour	<input type="checkbox"/>
Printer	1	€2.99 per hour	<input type="checkbox"/>

Save

Food & Drinks

Title	people	Price	
Tea	1	€3.00 per attendee	<input checked="" type="checkbox"/>
Champagne	1	€9.00 per attendee	<input type="checkbox"/>
Nuts (mixed)	1	€15.00 per attendee	<input type="checkbox"/>
Mineral water	1	€5.00 per attendee	<input checked="" type="checkbox"/>
Coffee	1	€4.00 per attendee	<input type="checkbox"/>
Chocolate cookies	1	€3.00 per attendee	<input checked="" type="checkbox"/>
Salty cookies	1	€2.00 per attendee	<input type="checkbox"/>

Save

Dashboard

Bookings

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Booking DetailsClient Details

Add client details  
Please, fill in the client information before saving the booking.

TitleMr.

NameBanuprakash

Emailbanu@lucidatechnologies.com

Phone984500000

Notes

CompanyLucida Technologies Pvt Ltd

AddressBanashankari

CityBangalore

StateKarnataka

Zip560064

CountryIndia

SaveCancel

## Screen 5 – Add a Meeting Room Page:

This screen lists all meeting rooms and allows administrator to add, edit and delete room

Dashboard

Bookings

Rooms

Room layouts

Equipment

Food & Drinks

Options

Users

Preview & Install










Logout

Meeting rooms  
Below is a list of all meeting rooms. You can add and edit rooms, change their status and see all bookings for each room.

+ Add room

Search

AllActiveInactive

	Image	Room	Capacity	Bookings	Status	
<input type="checkbox"/>		Panoramic Room	20	1	Active <input checked="" type="checkbox"/>	 
<input type="checkbox"/>		Small Conference Room	12	2	Active <input checked="" type="checkbox"/>	 
<input type="checkbox"/>		Large Conference Room	40	1	Active <input checked="" type="checkbox"/>	 

Choose Action

Go to page: 1 1

Total items: 3 / 20

Dashboard

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Add a new meeting room

Fill in the form below and click "Save" to add a new meeting room.

Title

Image

Choose File

No file chosen

Capacity

 people

Description

Book for

☒ Multiple days ☐ Half-day ☐ Hour

Price per day

€

Layouts

-- Choose --

Status

Active

Save

Cancel

Dashboard

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Update room

You can make any changes on the form below and click "Save" button to update room information.


Title

Panoramic Room

Image

Choose File

No file chosen



Delete

Capacity

20

 people

Description

Situated in an instantly recognized address, a short walk from Westminster, these serviced offices are imposing. Accessible from Charing Cross station, they are perfect for businesses needing access to London's leading minds in law, art or government. Break-out areas to brainstorm ideas. Major transport links making it perfect if you travel.

Width: 7.85m  
Length: 9.6m  
Height: 3.25m  
Total Floor Space: 76m

Book for

☒ Multiple days ☐ Half-day ☒ Hour

Price per day

€ 850.00

Price per hour

€ 160.00

Layouts

6 selected

Status

Active

Save

Cancel

## Screen 6 – Meeting Room layouts Page:

Screen to add layouts and assign them to room type.

**Meeting room layouts**  
Below is a list of all available room layouts. You can add your custom layouts and assign them to each room type from the "Rooms" menu.

+ Add room layout

<input type="checkbox"/>	Image	Title	Rooms	
<input type="checkbox"/>		Banquet Rounds	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>		Classroom	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>		Conference	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>		Hollow Square	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>		Theater	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>		U-shape	Panoramic Room Small Conference Room Large Conference Room	<input type="text" value="edit"/> <input type="text" value="delete"/>

Choose Action Go to page: 1 1 Total items: 6 / 20

## Screen 7 – Equipment Page:

Add, edit or delete a new equipment.

**Technical equipment**  
Review all available equipment items. You can add a new item or edit the existing ones. Just don't forget to "Save" your changes.

+ Add equipment item

<input type="checkbox"/>	Title	Book multi units	Price	
<input type="checkbox"/>	Projector & Screen	No	€99.00 per booking	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>	Wi-Fi	No	€0.00 per booking	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>	Flipchart	Yes	€5.00 per hour	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>	Video Conferencing	No	€49.00 per hour	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>	TV	Yes	€9.00 per hour	<input type="text" value="edit"/> <input type="text" value="delete"/>
<input type="checkbox"/>	Printer	Yes	€2.99 per hour	<input type="text" value="edit"/> <input type="text" value="delete"/>

Choose Action Go to page: 1 1 Total items: 6 / 20

Dashboard

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Add a new equipment item  
Fill in the form below and click "Save" to add a new equipment.

Title

Projector and Screen

Book multi units

☐

Price

€ 99

per booking ▼

Save

Cancel

Screen 8 – Food & Drinks Page:

Screen to add additional service

Dashboard

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Room layouts

Equipment

Food & Drinks

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Preview & Install

Logout

Food & Drinks Menu  
As an additional service, you can offer different kinds of food & drinks to your clients. Customize your menu and add prices.

+ Add item

Search

<input type="checkbox"/>	Title	Price	
<input type="checkbox"/>	Tea	€3.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Champagne	€9.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Nuts (mixed)	€15.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Mineral water	€5.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Coffee	€4.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Chocolate cookies	€3.00	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Salty cookies	€2.00	<input type="text"/> <input type="text"/>

Choose Action ▼

Go to page: 1 1

Total items: 7 / 20

Screen 9 – User Management Page:

Dashboard

Bookings

Rooms

Room layouts

Equipment

Food & Drinks

Options

Users

Preview & Install

Logout

Users  
Below is a list of all users. You can add new users, edit user details and change user status.

+ Add user

Search

All Active Inactive

<input type="checkbox"/>	Name	Email	Registration date/time	Role	Status	
<input type="checkbox"/>	Administrator	admin@admin.com	2016-08-25 10:29:37	admin	Active	<input type="text"/>

Choose Action ▼

Go to page: 1 1


Total items: 1 / 10

## User Module

### Screen 1 Landing Page:

User can select a meeting room for booking, option to order the rooms by various criteria should be provided. On clicking “Book this room” user is taken to screen 2.

[Home](#) | Step 1 - Meeting Rooms | Order by: Capacity (low to high)




### Small Conference Room

The workspace gives business and mobile travelers privacy to work undisturbed.

- Comfortable, private workspace for business travelers.
- Super fast Wi-Fi
- catch up on emails
- Printer supplied
- print off a forgotten document
- Make a call in peace and quiet
- Power station to recharge your mobile laptop
- For wheelchair users, alternative facilities are available in Arrivals South Terminal

Capacity: **12 people** | Price: **€69.00 per hour**  
**€250.00 half-day**

[Book this room](#)



### Panoramic Room

Situated in an instantly recognized address, a short walk from Westminster, these serviced offices are imposing. Accessible from Charing Cross station, they are perfect for businesses needing access to London's leading minds in law, art or government. Break-out areas to brainstorm ideas. Major transport links making it perfect if you travel.

Width: 7.85m  
Length: 9.6m  
Height: 3.25m  
Total Floor Space: 76m

Capacity: **20 people** | Price: **€160.00 per hour**  
**€850.00 per day**


[Book this room](#)

### Screen 2 Booking page:

User can choose the “date”, “duration” and “attendees count”.

User can choose to book hourly basis, half-day and full-day for booking

[Home](#) | Step 2 - Book Room



### Small Conference Room

Capacity: 12 people

Price: €69.00 per hour  
€250.00 half-day

Date: 11-06-2018


Duration: Hour

From - To:

08:00 - 09:00	09:00 - 10:00	10:00 - 11:00
11:00 - 12:00	12:00 - 13:00	13:00 - 14:00
14:00 - 15:00	15:00 - 16:00	16:00 - 17:00
17:00 - 18:00	18:00 - 19:00	19:00 - 20:00
20:00 - 21:00	21:00 - 22:00	22:00 - 23:00

Attendees: 1

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### Small Conference Room

Capacity: 12 people

Price: €69.00 per hour  
€250.00 half-day

Date: 11-06-2018

Duration: Half-day - Morning (08:00 - 12:00)

Attendees: 1


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### Screen 3: Choose the Room setup and equipment's required for meeting:

[Home](#) Step 3 - Room Setup

#### YOUR BOOKING





**Small Conference Room**


Capacity: **12 people**  
Price: **€250.00 half-day**  
Date: **11-06-2018**  
Attendees **1**

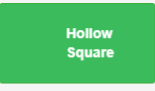
#### ROOM SET-UP


Layout


 Banquet Rounds

 Classroom

 Conference

 **Hollow Square**

 Theater

 U-shape

Equipment


<input checked="" type="checkbox"/>	Projector & Screen	1	€99.00 per booking
<input checked="" type="checkbox"/>	Wi-Fi	1	€0.00 per booking
<input checked="" type="checkbox"/>	Flipchart	5 units	€5.00 per hour
<input checked="" type="checkbox"/>	Video Conferencing	1	€49.00 per hour
<input type="checkbox"/>	TV	1 units	€9.00 per hour
<input type="checkbox"/>	Printer	1 units	€2.99 per hour

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### Screen 4: Choose additional requirements

[Home](#) Step 4 - Food & Drinks

#### YOUR BOOKING



**Small Conference Room**

Capacity: **12 people**  
Price: **€250.00 half-day**  
Date: **11-06-2018**  
Attendees **1**  
Layout: **Hollow Square**  
Equipment: **Projector & Screen x 1**  
**Wi-Fi x 1****Flipchart x 5**  
**Video Conferencing x 1**

#### FOOD & DRINKS

<input checked="" type="checkbox"/>	Tea	5 people	€3.00 per person
<input type="checkbox"/>	Champagne	1 people	€9.00 per person
<input checked="" type="checkbox"/>	Nuts (mixed)	5 people	€15.00 per person
<input checked="" type="checkbox"/>	Mineral water	5 people	€5.00 per person
<input checked="" type="checkbox"/>	Coffee	5 people	€4.00 per person
<input type="checkbox"/>	Chocolate cookies	1 people	€3.00 per person
<input type="checkbox"/>	Salty cookies	1 people	€2.00 per person

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Screen 5: Checkout screen to accept “personal details”.

[Home](#) Step 5 - Checkout

### PERSONAL DETAILS

Title *	Name *	Email *
Mr.	Banuprakash	banu@lucidatechnologies.com
Phone *	Notes	
9845000000		

### BILLING ADDRESS

Company	Address	City
Lucida Technologies	Banashankari	IBa
State	Zip	Country
Karnataka	560064	India

### PAYMENT METHOD

Payment method

Cash

### PAYMENT METHOD

Payment method

Cash

### HUMAN VERIFICATION

Captcha \*

KRAMX[A]


### TERMS AND CONDITIONS

☐ I agree with the terms of reservation.

[Back](#)[Preview Booking](#)

Screen 6 Confirmation Page:

On clicking confirmation, the booking details should be persisted into database.

Step 6 - Confirmation

YOUR BOOKING

Small Conference Room	12 people	€250.00 half-day	€250.00
Date:	11-06-2018		
Attendees	1		
Layout:	Hollow Square		
Equipment:	Projector & Screen x 1	€99.00 per booking	€99.00
	Wi-Fi x 1	€0.00 per booking	€0.00
	Flipchart x 5	€5.00 per hour	€100.00
	Video Conferencing x 1	€49.00 per hour	€196.00
Food & Drinks:	Tea x 5	€3.00 per person	€15.00
	Nuts (mixed) x 5	€15.00 per person	€75.00
	Mineral water x 5	€5.00 per person	€25.00
	Coffee x 5	€4.00 per person	€20.00
Sub-total:			€780.00
Tax:			€78.00
Total:			€858.00
Deposit:			€85.80

PERSONAL DETAILS

Title	Name	Email
Mr.	Banuprakash	banu@lucidatechnologies.com
Phone		
9845000000		
Notes		

BILLING ADDRESS

Company	Address	City
Lucida Technologies	Banashankari	Ba
State	Zip	Country
Karnataka	560064	India

PAYMENT METHOD

Payment method
Cash

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Confirm