

MEETING ROOM RESERVATION SYSTEM

User Manual

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1. Introduction

The **Meeting Room Reservation System** was created for the R. S. Bernaldo Group of Companies (the “Group”) to maintain a centralized tool for booking meeting rooms and conference rooms. It streamlines the room booking process and helps employees avoid the difficulties of locating an available meeting room within our office premises.

1.1 How to access the System

The system can be accessed via web browser using the link <http://155.64.153.15:8000/login>.

1.2 Who can benefit from using the Meeting Room Reservation System

- Management and employees of the Group
- Clients

1.3 Types and Roles of Users

- Administrator
 - ✓ Allowed to admit, add, edit, and delete users' profiles
 - ✓ Allowed to add, accept, edit, cancel, and delete bookings
 - ✓ Allowed to generate reports
- User
 - ✓ Allowed to manually register and change/reset password
 - ✓ Allowed to add, edit and cancel bookings
 - ✓ Allowed to generate reports

1.4 Key Features of the Meeting Room Reservation System for Users

- Add/edit/cancel meeting room bookings
- Generate reports of all approved, canceled, declined, and archived bookings
- Loop in your participants whether within/outside of the Group
- Determine the category of your bookings (internal or external)
- Ease of knowing the purpose and agenda of the meeting

1.5 Parts of the System

- **Dashboard** provides the general view of the system
- **Bookings** tab enables the user to book a room for your meetings
- **Calendar** tab provides the overview of all booked rooms in the monthly calendar
- **Reports** tab enables the user to generate report of all approved, declined, canceled and archived bookings

2. Requirements

2.1 Minimum PC Requirements

The minimum requirements for running the software are listed below:

- Microsoft Windows 10 and above
- Internet/LAN connectivity with the Group's Server/Network

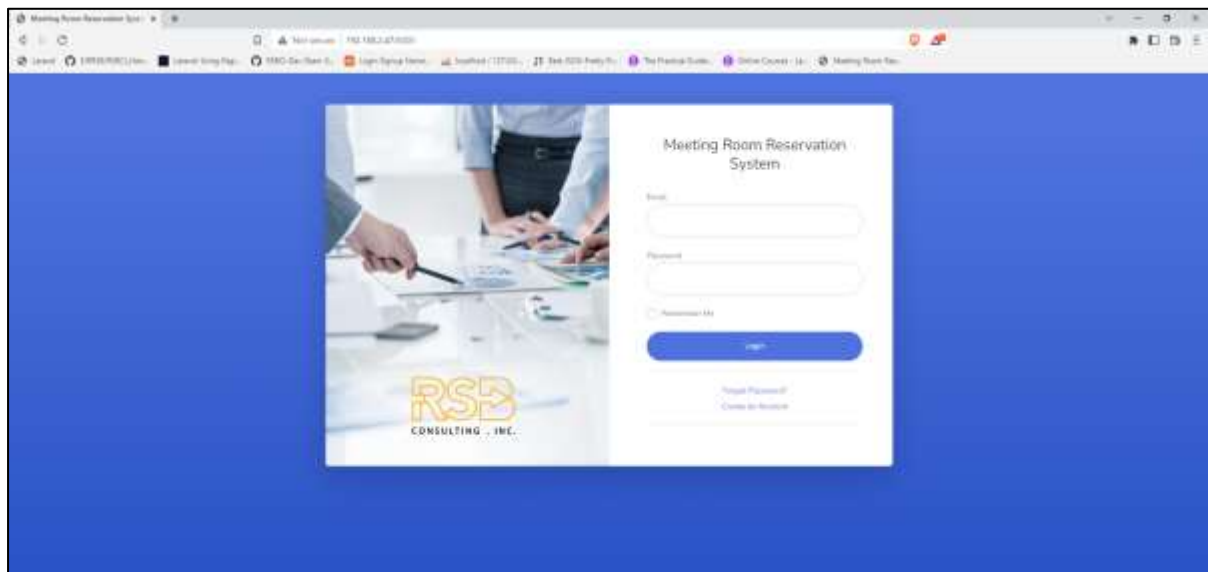
2.2 Supported Web Browsers

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

3. Getting Started

3.1 Login your Account

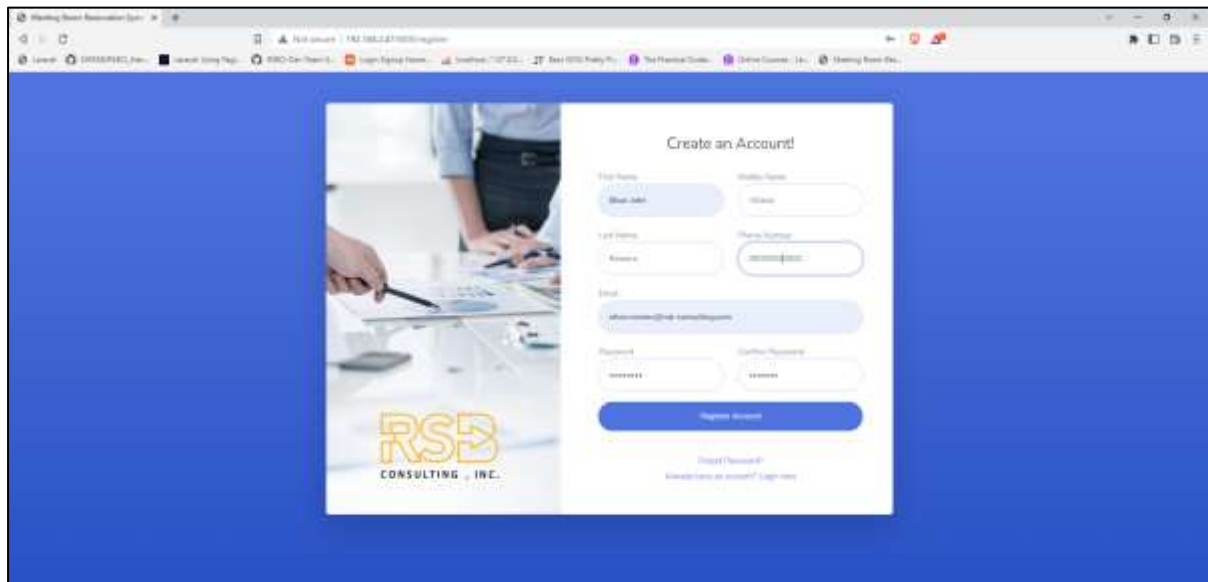
Step 1. **Log In** using your account. Simply input your registered email address and password. Then, click **Login**. If you do have a registered account yet, click **Create an Account** to create one.



The screenshot shows a web browser window with the URL <http://192.168.2.21:8080>. The page features a blue background with a white login form on the right and a photograph of people in a meeting on the left. The photograph includes the logo for RSD CONSULTING, INC. The login form is titled "Meeting Room Reservation System" and contains the following fields: "Email" (with the placeholder "admin@gmail.com"), "Password" (with the placeholder "12345678"), and a "Remember Me" checkbox. A blue "Login" button is positioned below the password field. At the bottom of the form, there are links for "Forgot Password?" and "Create an Account".

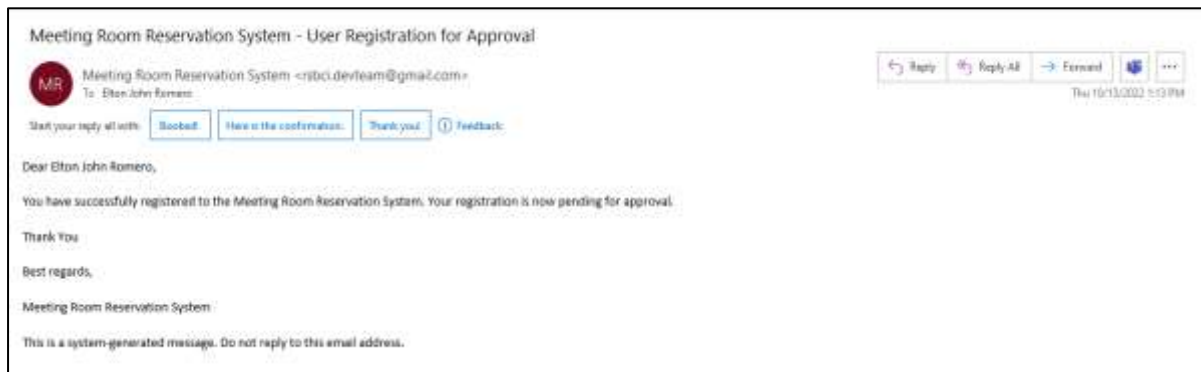
3.2 Register

Step 1. In creating your account, fill in the needed information. Once everything is finished, click **Register Account**.



The screenshot shows the same web browser window as the login page, but the URL is <http://192.168.2.21:8080/register>. The page features a blue background with a white registration form on the right and the same meeting photograph on the left. The registration form is titled "Create an Account!" and contains the following fields: "First Name" (with the placeholder "John"), "Last Name" (with the placeholder "Doe"), "Email" (with the placeholder "john.doe@rsc.com"), "Password" (with the placeholder "12345678"), "Confirm Password" (with the placeholder "12345678"), "Gender" (with a dropdown menu showing "Male"), and "Phone Number" (with the placeholder "09171234567890"). A blue "Register Account" button is positioned below the password fields. At the bottom of the form, there are links for "Forgot Password?" and "Already have an account? Login now".

Step 2. User Registration Email. After registering your account, an auto-generated email stating that you have successfully registered and that your registration is now **pending for approval** will be sent to the email address you provided during account registration. Kindly wait for the administrator to approve your account.

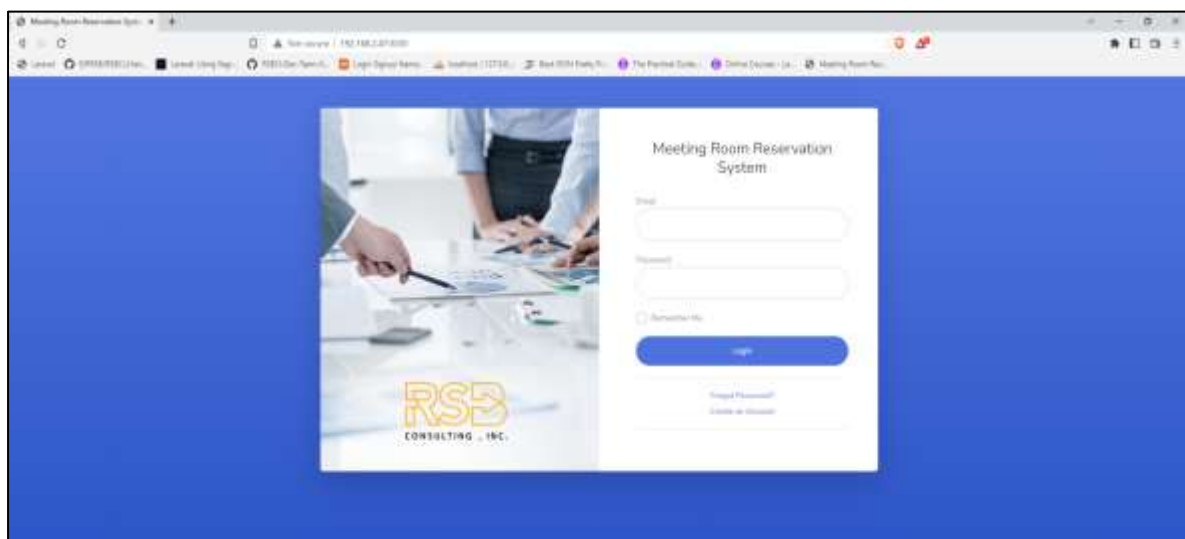


Step 3. User Registration Approval. Once your account registration has been approved by the Meeting Room Reservation Administrator, another email will be sent to your indicated account to notify you of your approval. You may now use your registered account to login in the Meeting Room Reservation System.

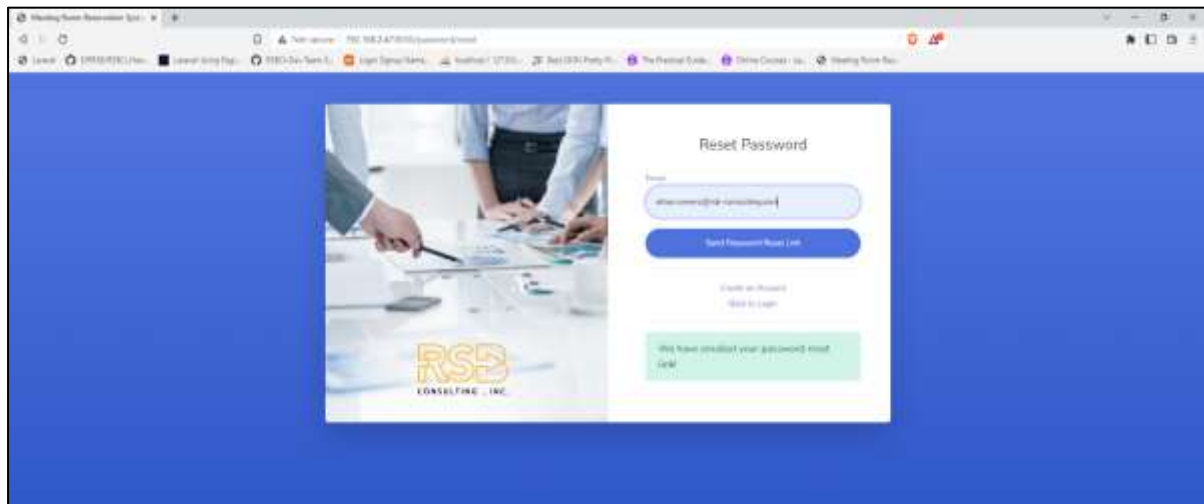


3.3 Forgot Password

Step 1. If you have forgotten your password, just click **Forgot Password?**.

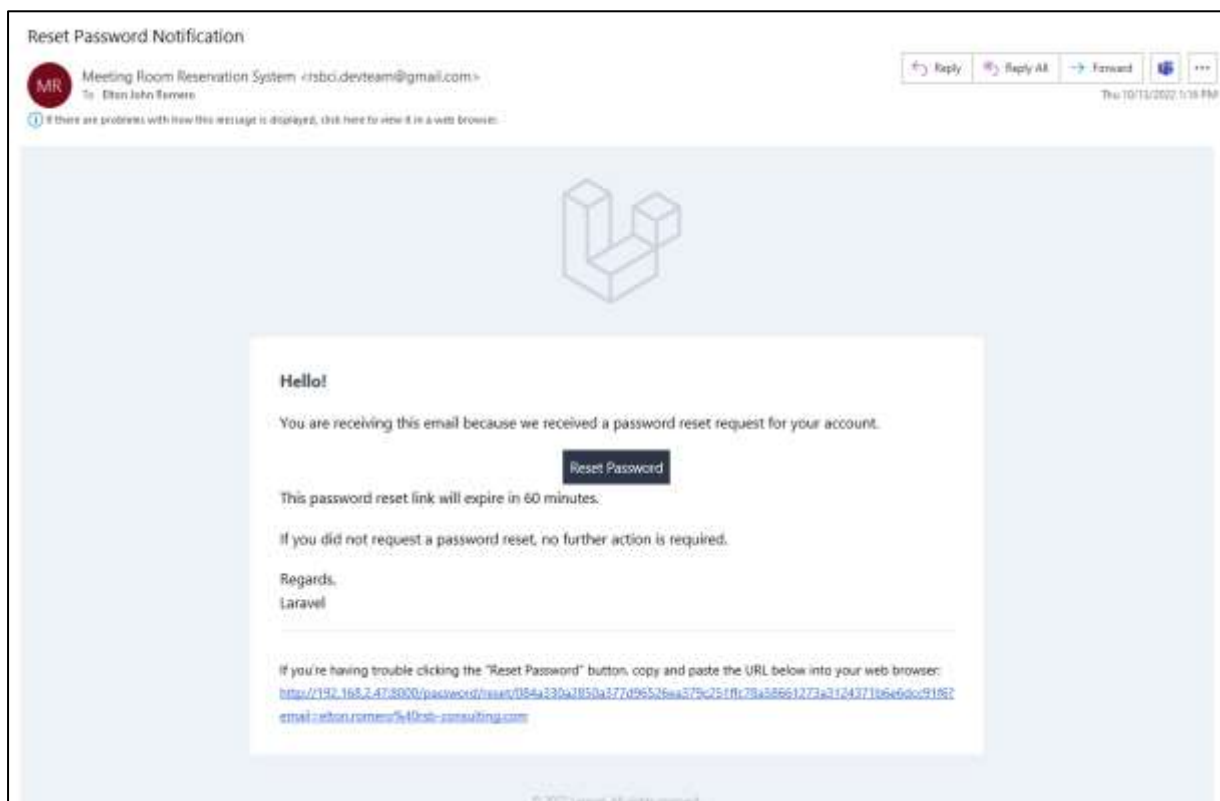


Step 2. Input your registered email address then click [Send Password Reset Link](#). A message will pop-up stating that your password reset link has been emailed already.



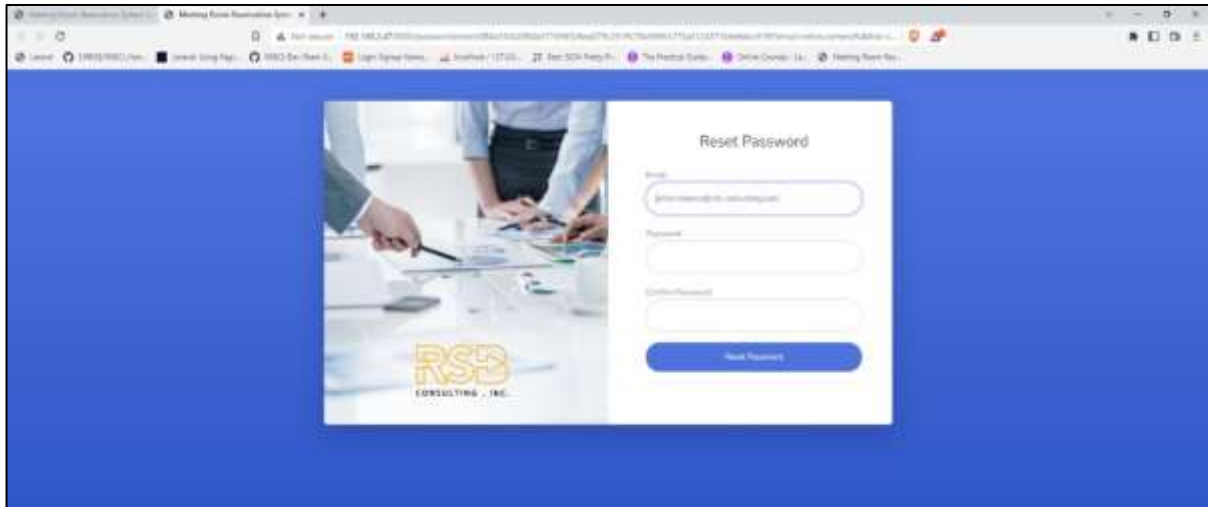
Step 3. Reset Password Email. After requesting for a Password Reset, an email containing the Password Reset Link will be sent to your registered email address. Just click on [Reset Password](#) to continue resetting your password. The link will expire in 60 minutes, so kindly use it within the allocated time.

If you did not request a password reset, no further action is required.



3.4 Reset Password

After clicking the **Reset Password** button in the Reset Password Notification email, you will be directed to a link where you can reset your password. Just put your registered email address, then input your New Password. Kindly put your New Password again to confirm your new password.



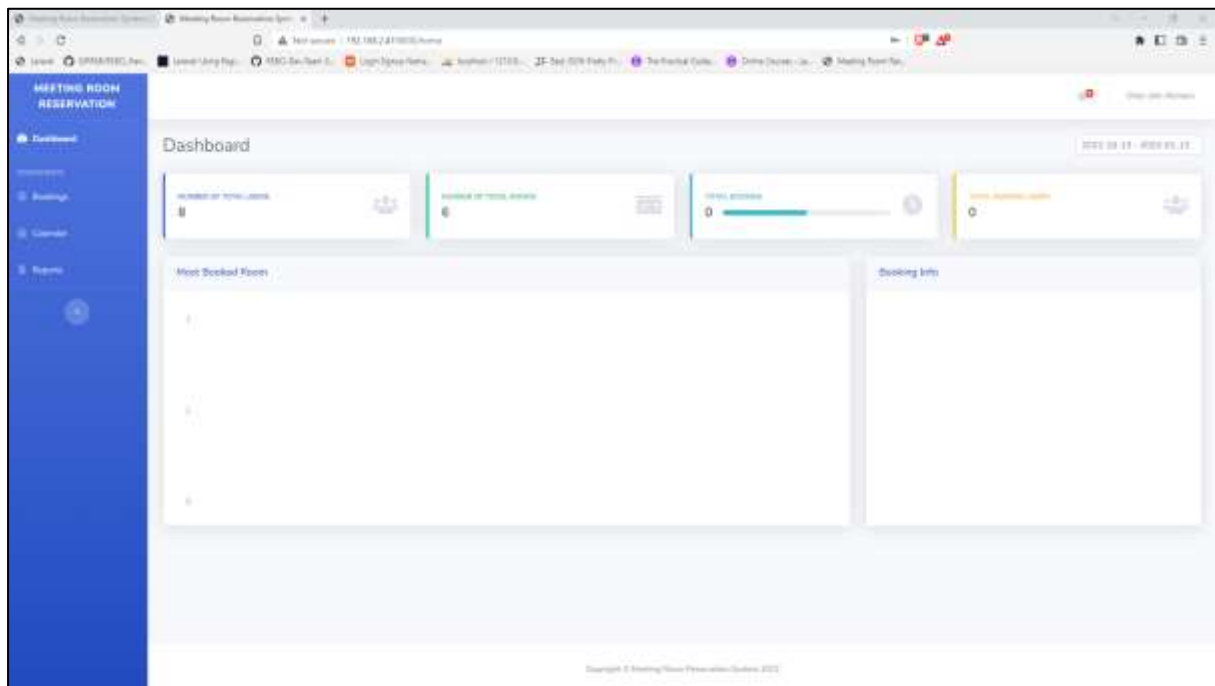
The screenshot shows a web browser window displaying the 'Reset Password' form for RSD CONSULTING, INC. The form is titled 'Reset Password' and is set against a blue background. On the left side of the form is an image of two people working at a table with a laptop and documents, with the RSD CONSULTING, INC. logo at the bottom. The form itself contains the following fields and buttons:

- Email:** A text input field with the placeholder text 'Email (Registered Email Address)'.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Reset Password:** A blue button with white text.

4. Using the System

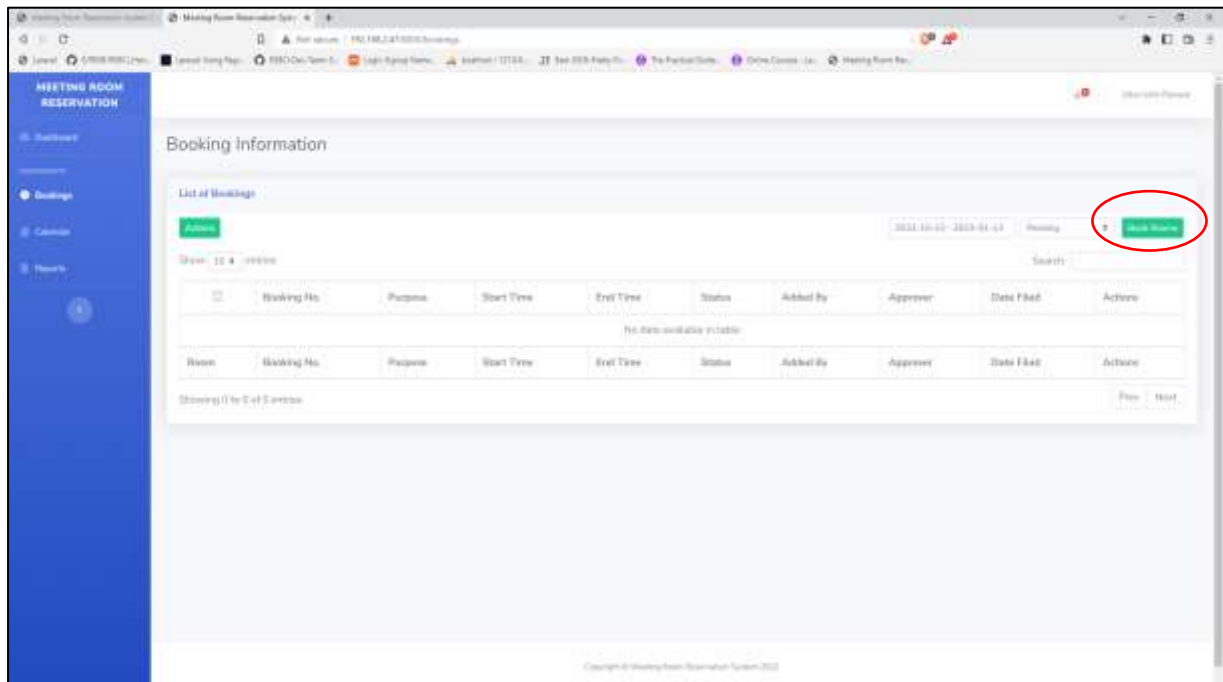
4.1 Viewing the Dashboard

Once logged in, you will be welcomed into the **Meeting Room Reservation System Dashboard** where you can view relevant information about the Users and Rooms.

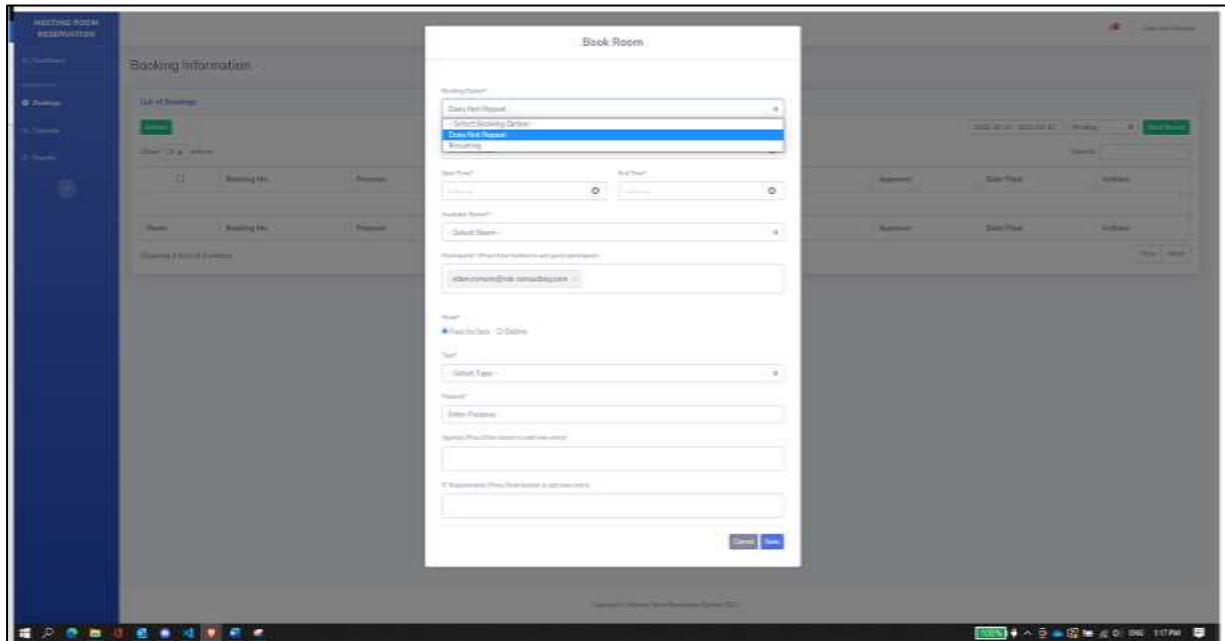


4.2 Book a Room

Step 1. If you want to book a room, just click on the **Bookings** Tab from the tab selection on the left side. Then, click the **Book Rooms** button.



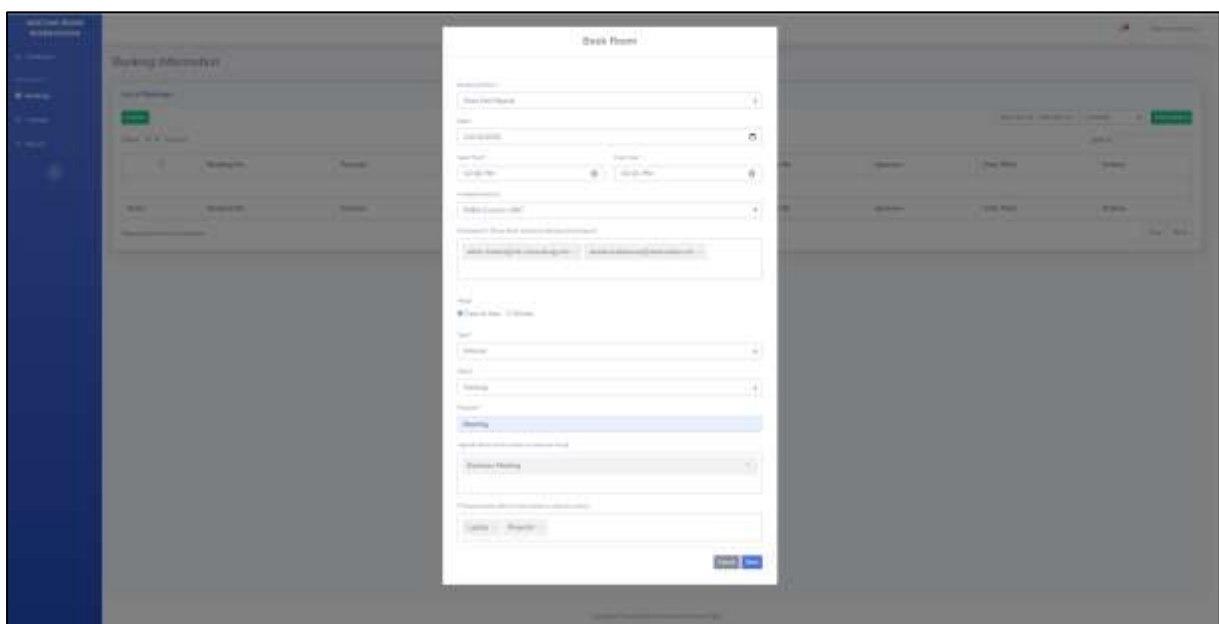
Step 2. After that, select your booking option.



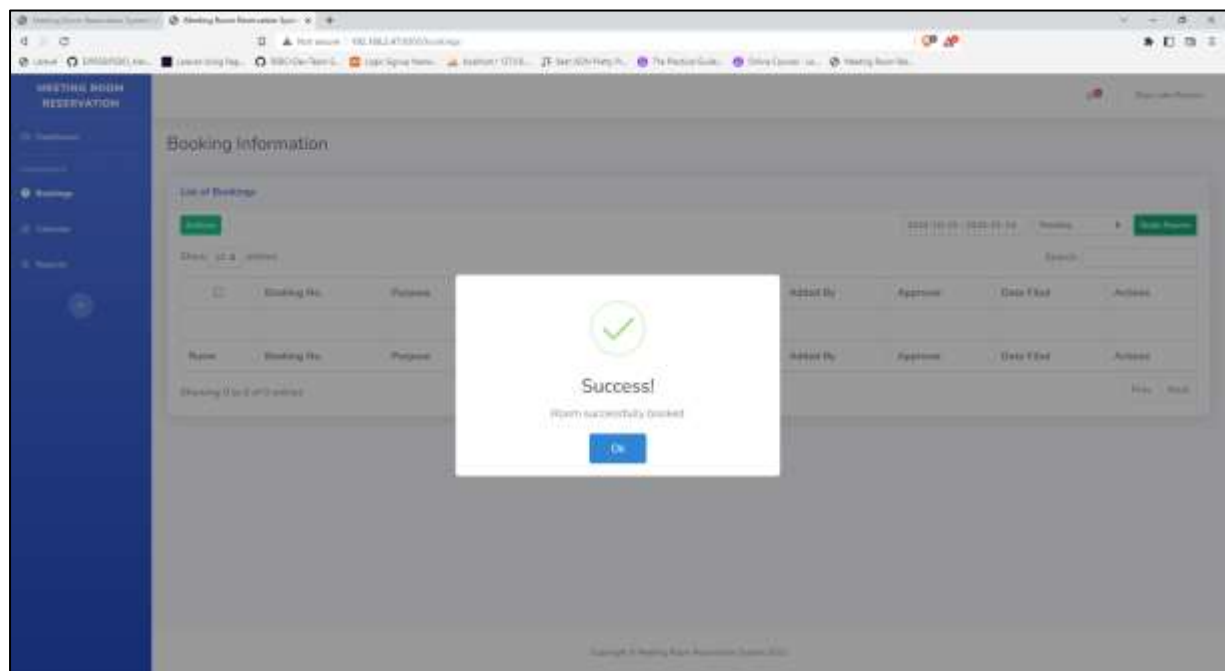
4.2.1 Does not repeat Date Option

If you have chosen the **Does Not Repeat** booking option, you may proceed by following these steps:

1. Select the date of your meeting.
2. Indicate the Start and End Time of your meeting.
3. Select a room from the Available Rooms.
4. Add the participants who will be attending the meeting to have them notified. Press the Enter button after each addition.
5. Select the mode of the meeting whether Face to Face or Online.
6. Select Meeting Type whether Internal or External. If internal, specify type of meeting from the menu options. If external, input required client details.
7. Place the purpose of the meeting.
8. Add the Meeting Agenda. Press the Enter button after each addition.
9. Indicate your requested IT requirements (i.e., laptop, projector, etc.).
10. Save your booking.

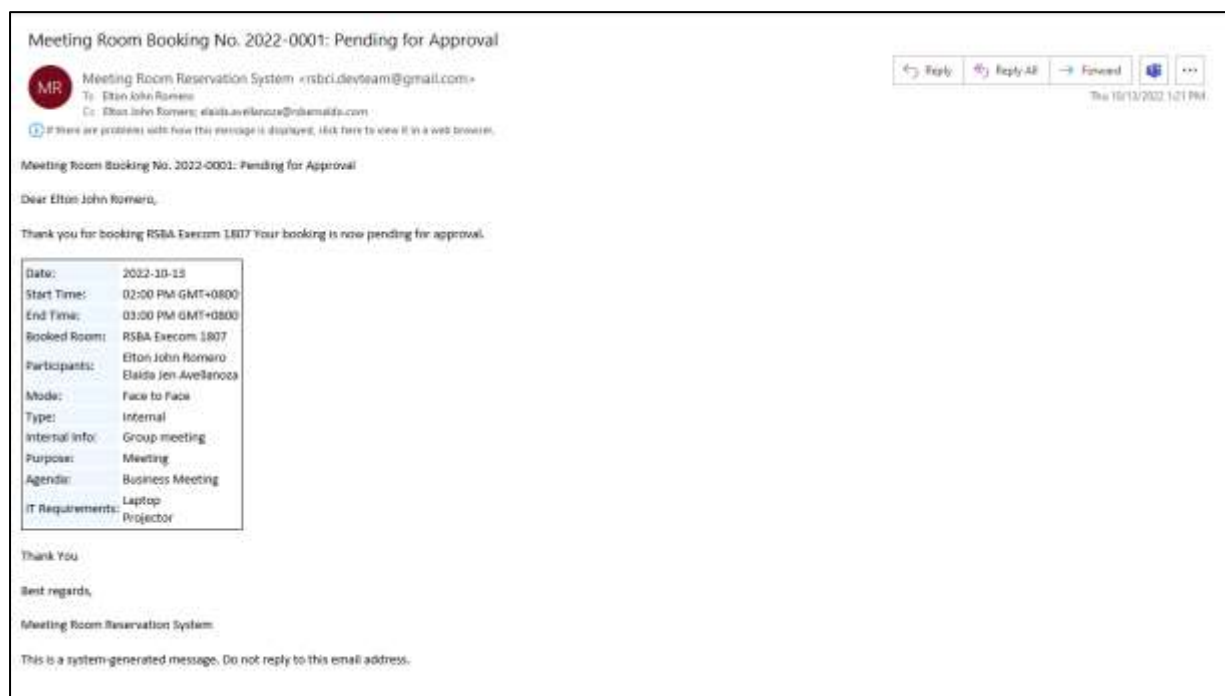


Now, you have successfully booked your room and your booking is now pending for approval.



4.2.2 Single booking email with pending status

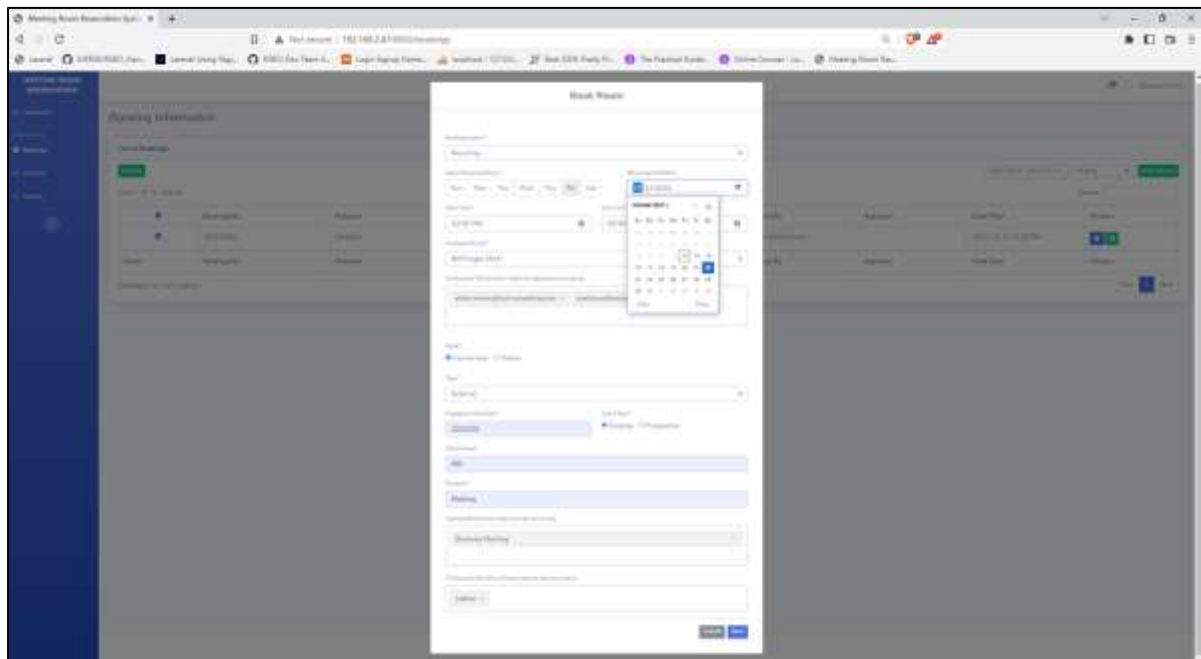
After submitting your room booking, an auto-generated email stating the pending approval of your booking will be sent to your registered email address. Kindly wait for the approval of your booking.



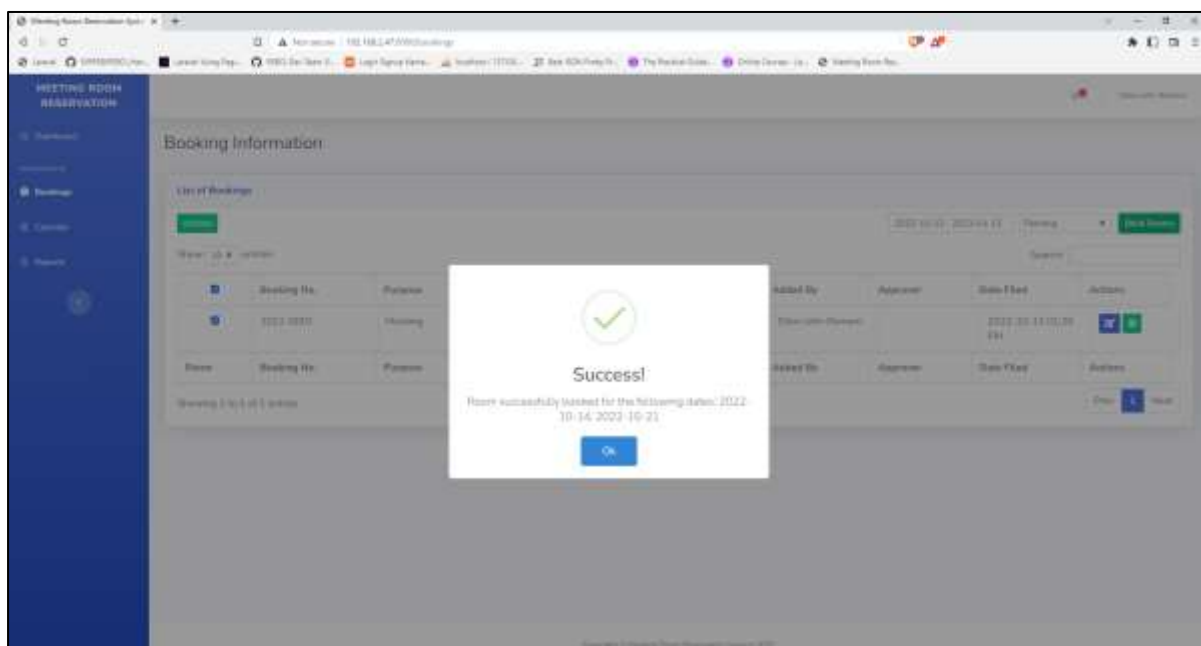
4.2.3 Recurring Date Option

If you have chosen the **Recurring Date** booking option, you may proceed by following these steps:

1. Select the recurring days of your meeting.
2. Indicate the End Date of your recurring meeting.
3. Indicate the Start and End Time of your meeting.
4. Select a room from the Available Rooms.
5. Add the participants who will be attending the meeting to have them notified. Press the Enter button after each addition.
6. Select the mode of the meeting whether Face to Face or Online.
11. Select Meeting Type whether Internal or External. If internal, specify type of meeting from the menu options. If external, input required client details.
7. Place the purpose of the meeting.
8. Add the Meeting Agenda. Press the Enter button after each addition.
9. Indicate your requested IT requirements (i.e., laptop, projector, etc.).
10. Save your booking.



Now, you have successfully booked your room for the indicated recurring dates and your booking is now pending for approval.



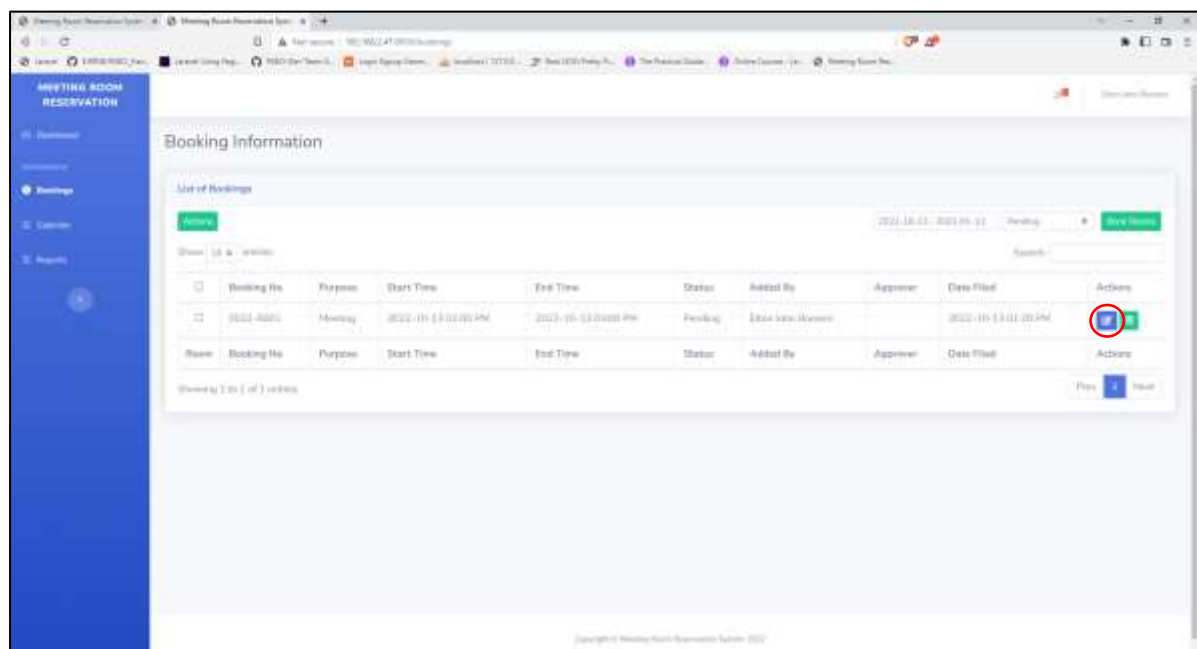
4.2.4 Recurring dates booking email with pending status

After submitting your room booking, an auto-generated email stating the pending approval of your booking will be sent to your registered email address. Kindly wait for the approval of your booking.



4.3 Edit Booking

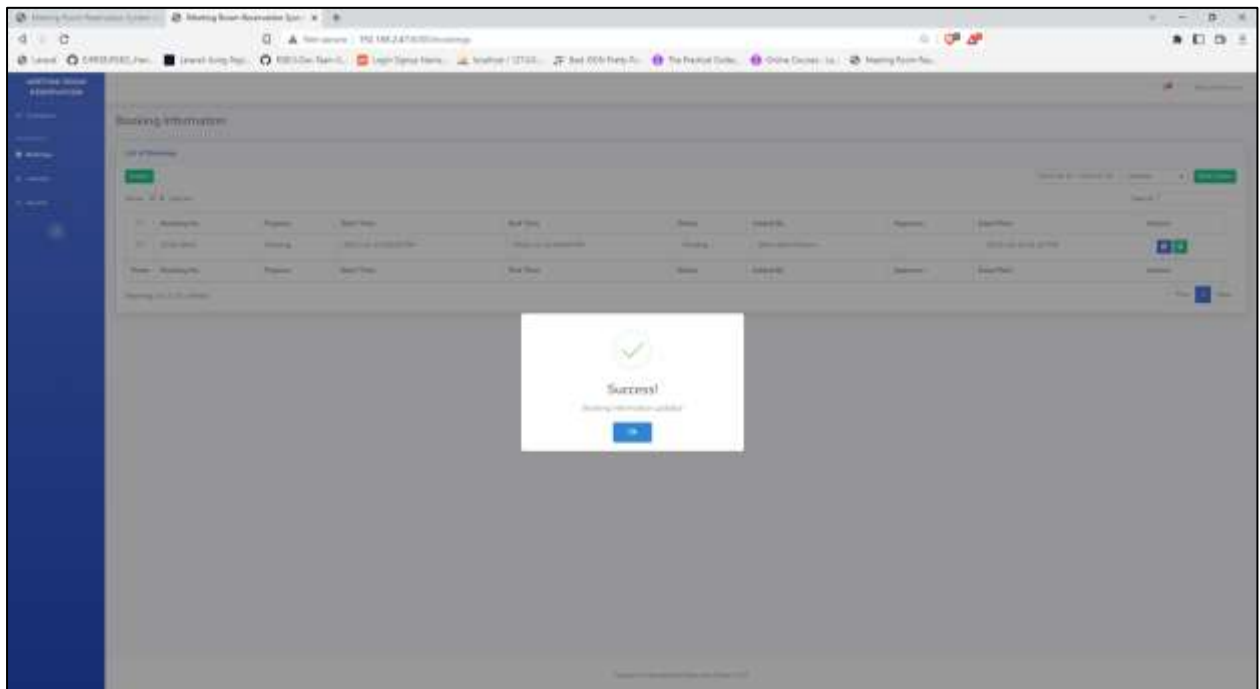
Step 1. To edit your booking, just click on the blue Edit button.



Step 2. Edit the details that needed to be changed. Then, click **Save**.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The main content area displays a 'Booking Information' form titled 'Edit Booking'. The form contains several fields for editing booking details, including a dropdown for 'Booking Type', a date field for 'Start Date', a time field for 'Start Time', a dropdown for 'Room', and a dropdown for 'Status'. There are also fields for 'Booking Reference' and 'Booking Code'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The background shows a table with booking information.

Step 3. Now, you have successfully edited your booked meeting.

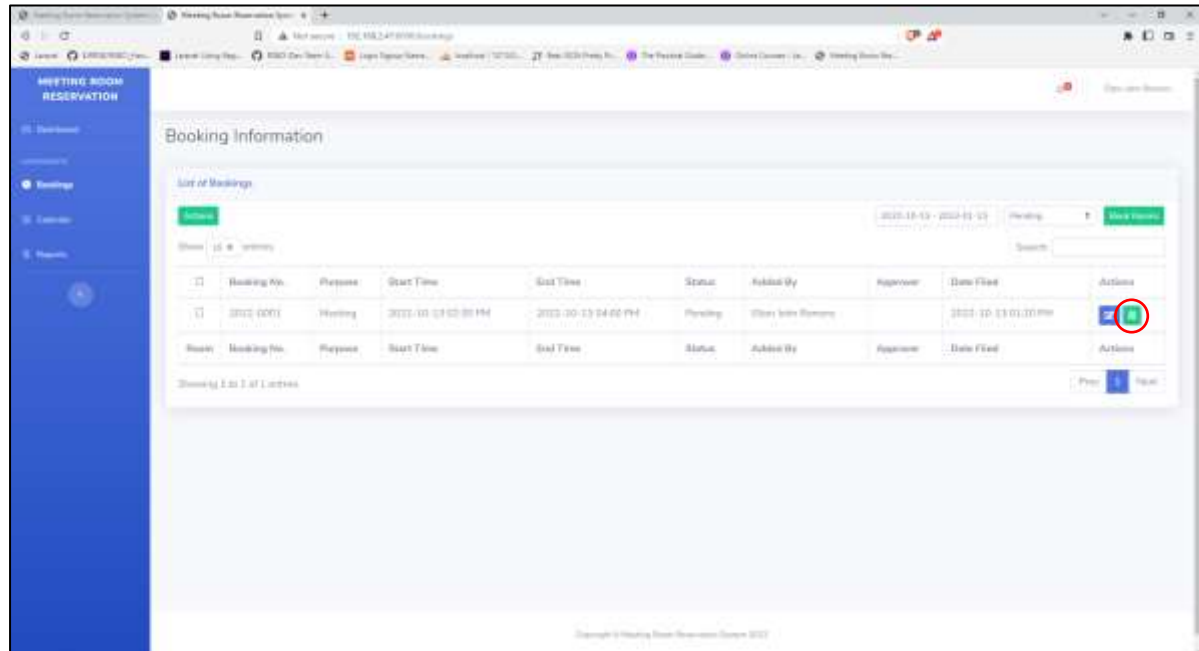


Step 4. Edit Booking Email. After making the necessary edits, an auto-generated email indicating the changes made on your booking will be sent to your registered email address.

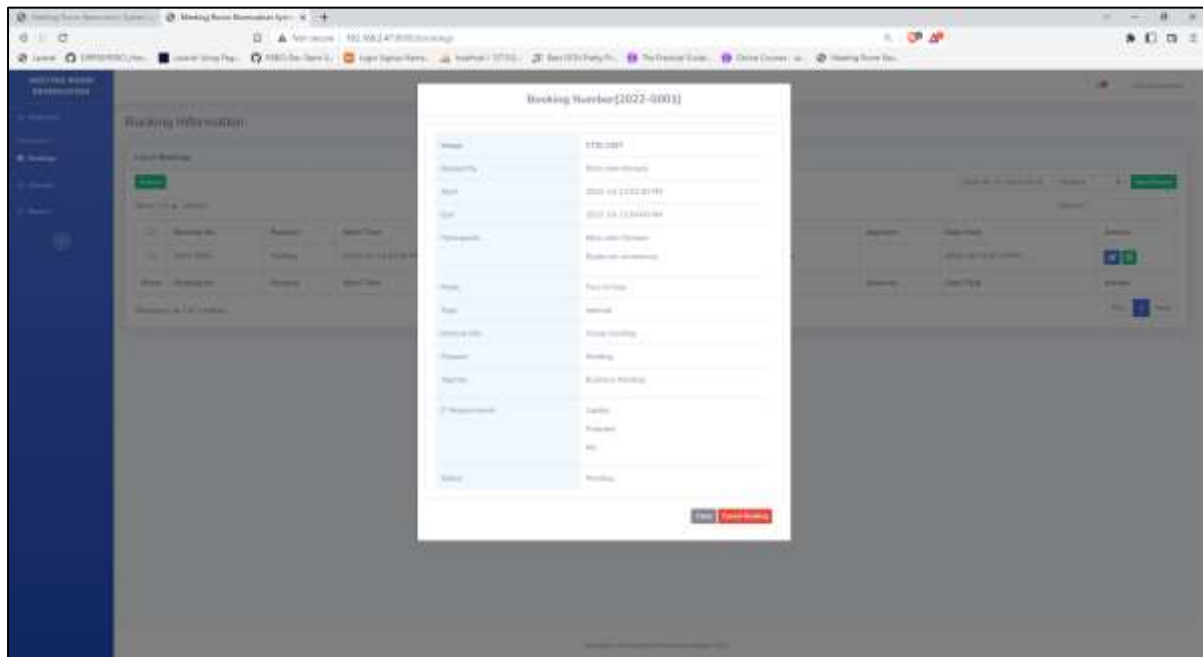


4.4 View or Cancel Booking

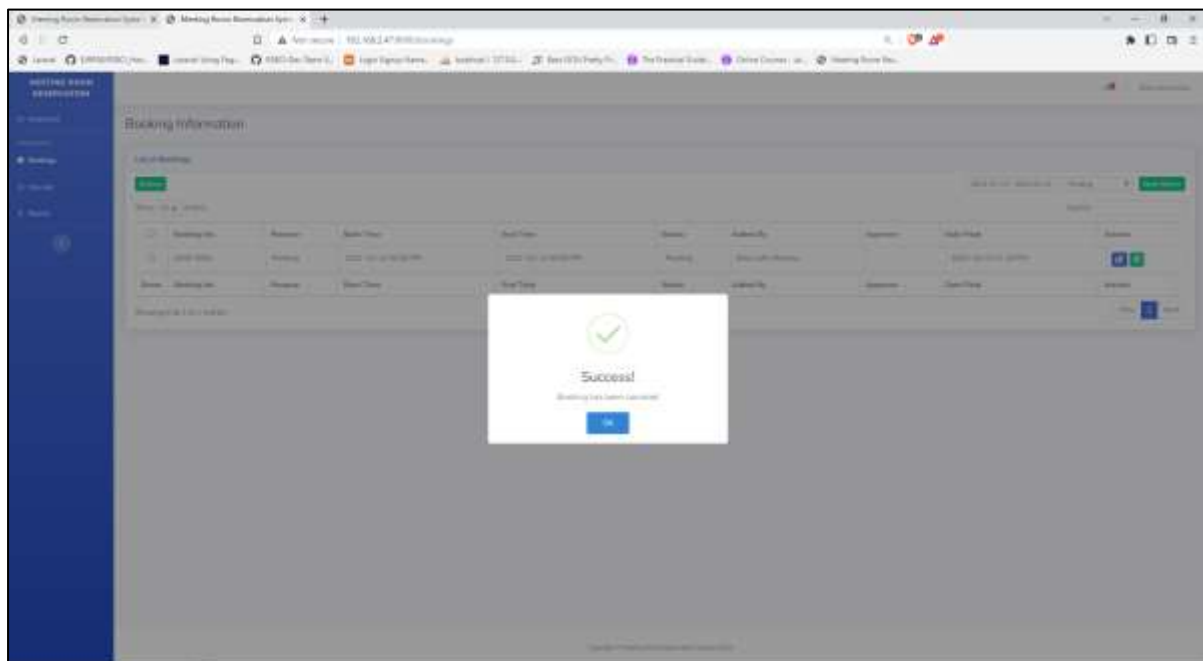
Step 1. To view or cancel your booking, just click on the green button.



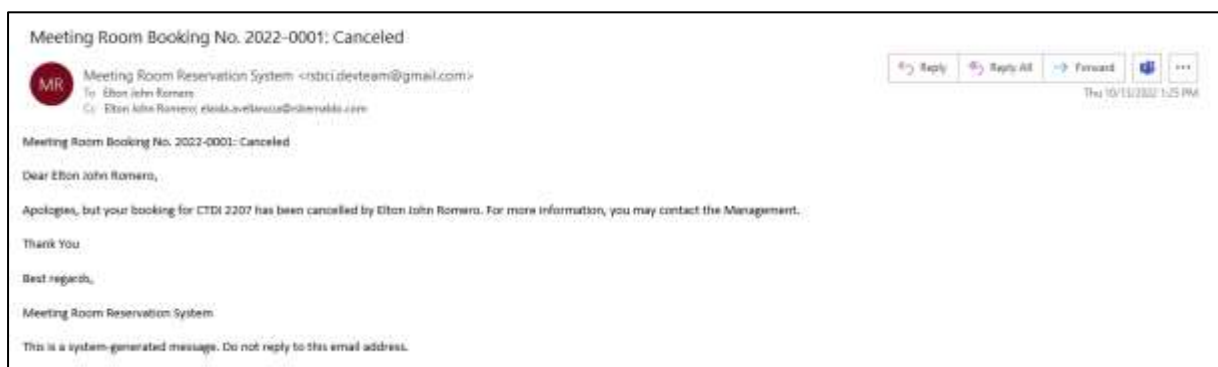
Step 2. The full booking information will appear as shown below. If you choose to cancel your booking, just click on **Cancel Booking**.



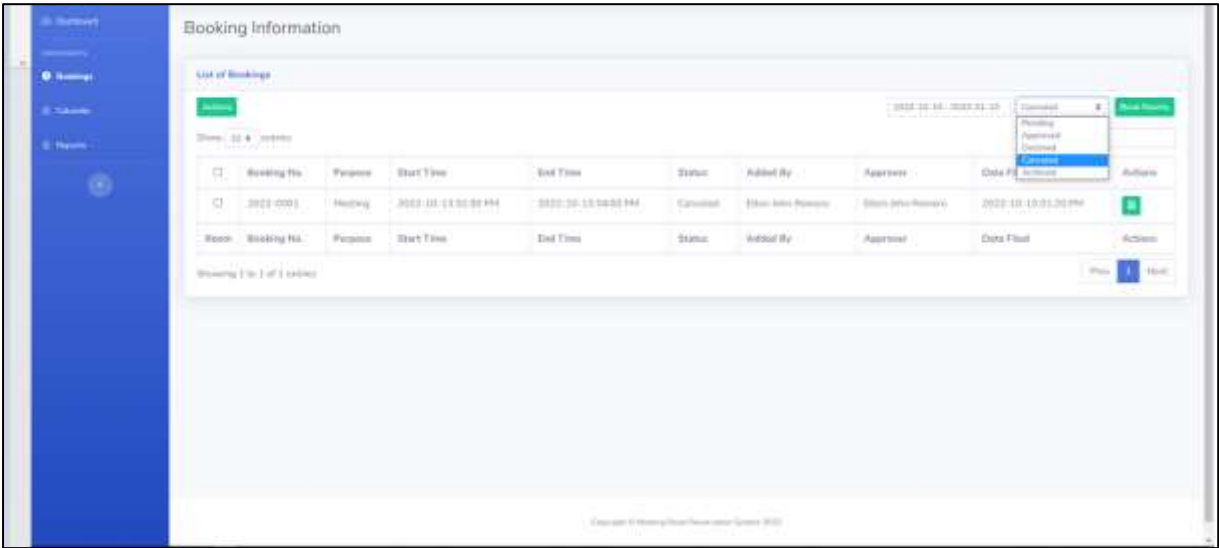
Now, you have successfully cancelled your booking.



Step 3. Cancel Booking Email. After booking cancellation, an auto-generated email indicating the cancellation made on your booking will be sent to your registered email address.

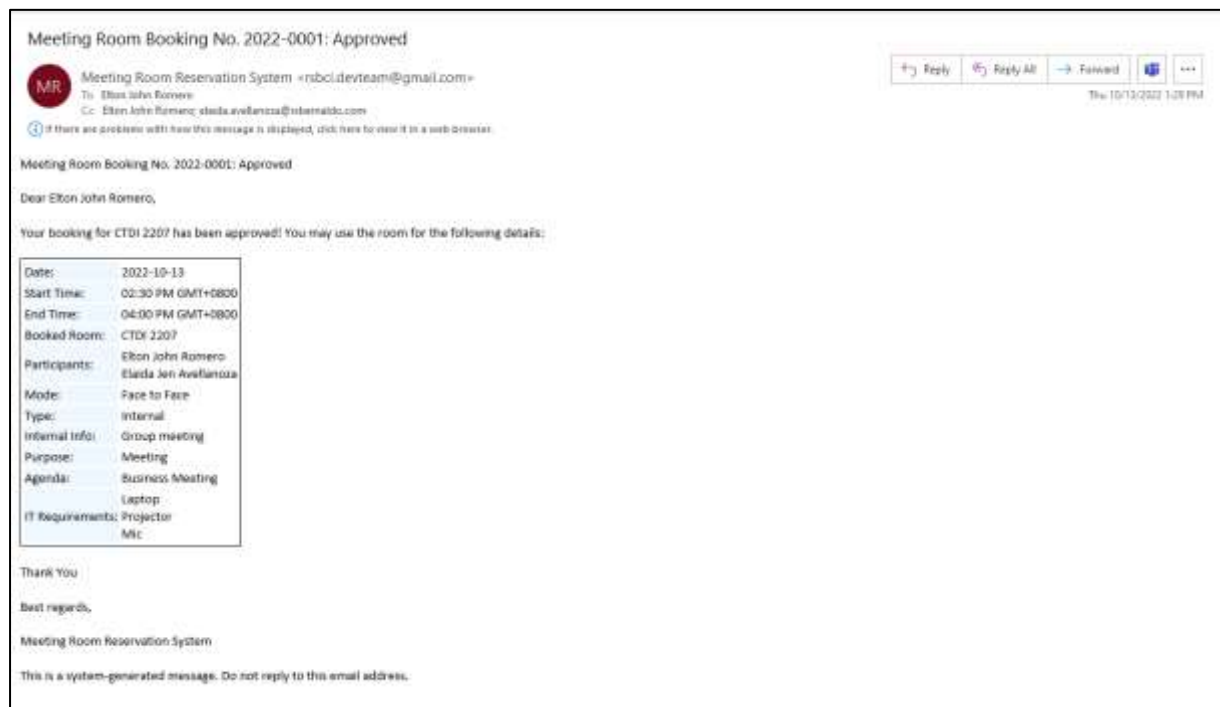


Step 4. Cancel Booking Filter. To view cancelled bookings, just click on **Cancelled** from the Booking Filters beside Book Room button.

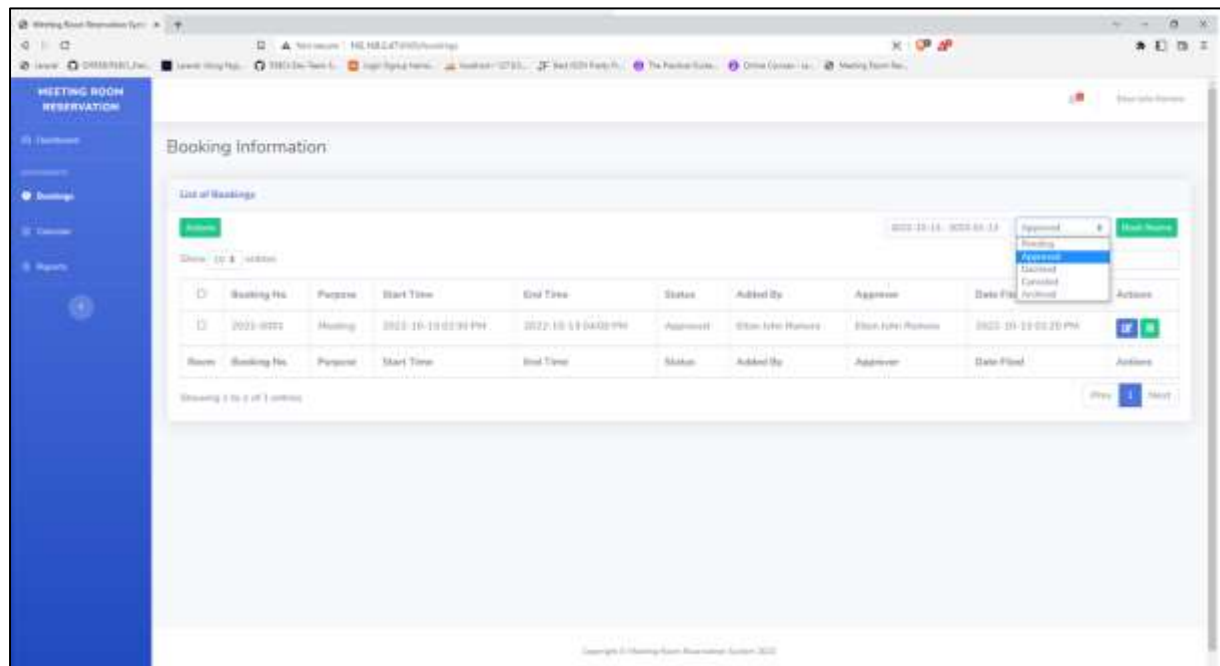


4.5 Approved Booking

An email will be sent to your registered email address if your booking has been approved by the Meeting Room Reservation System Administrator.

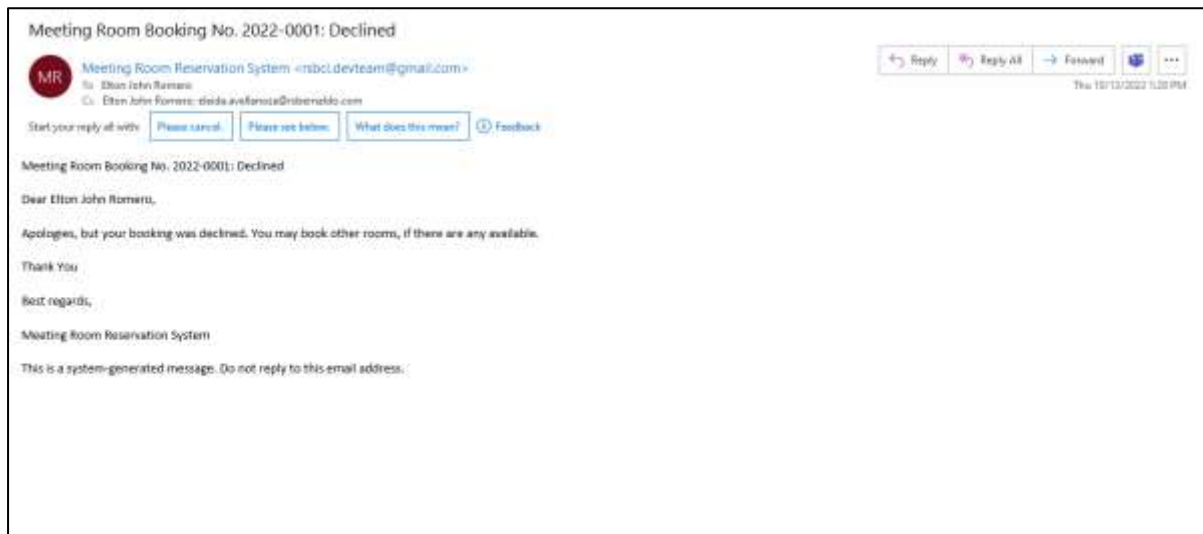


Approved Booking Filter. To view approved bookings, just click on **Approved** from the Booking Filters beside Book Room button.

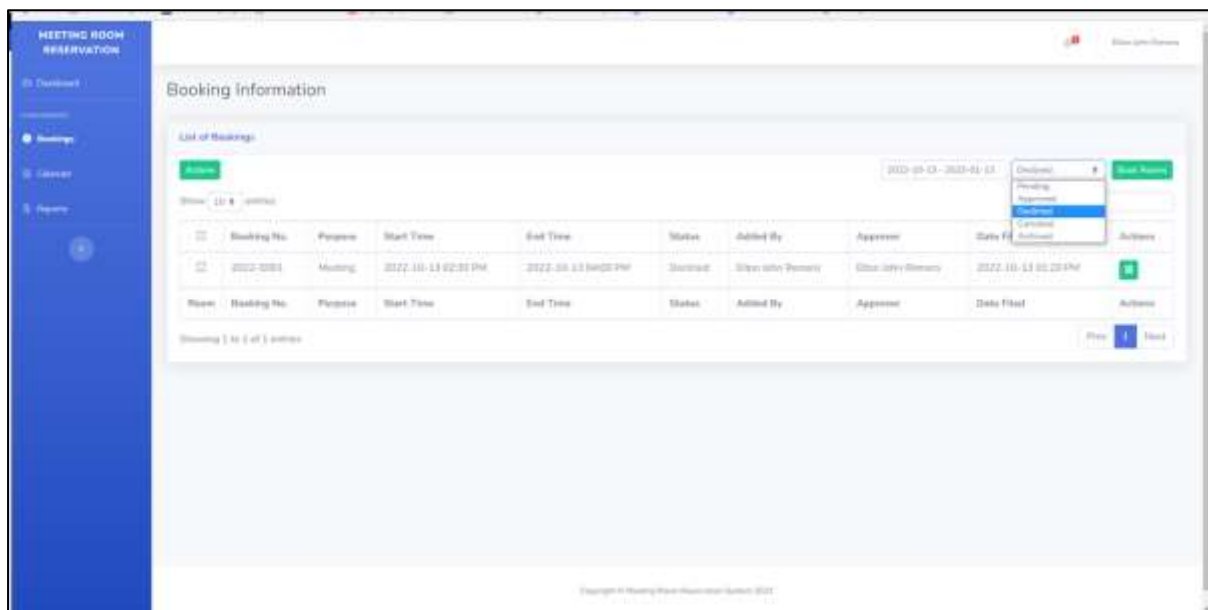


4.6 Declined Booking

An email will be sent to your registered email address if your booking has been declined by the Meeting Room Reservation System Administrator.

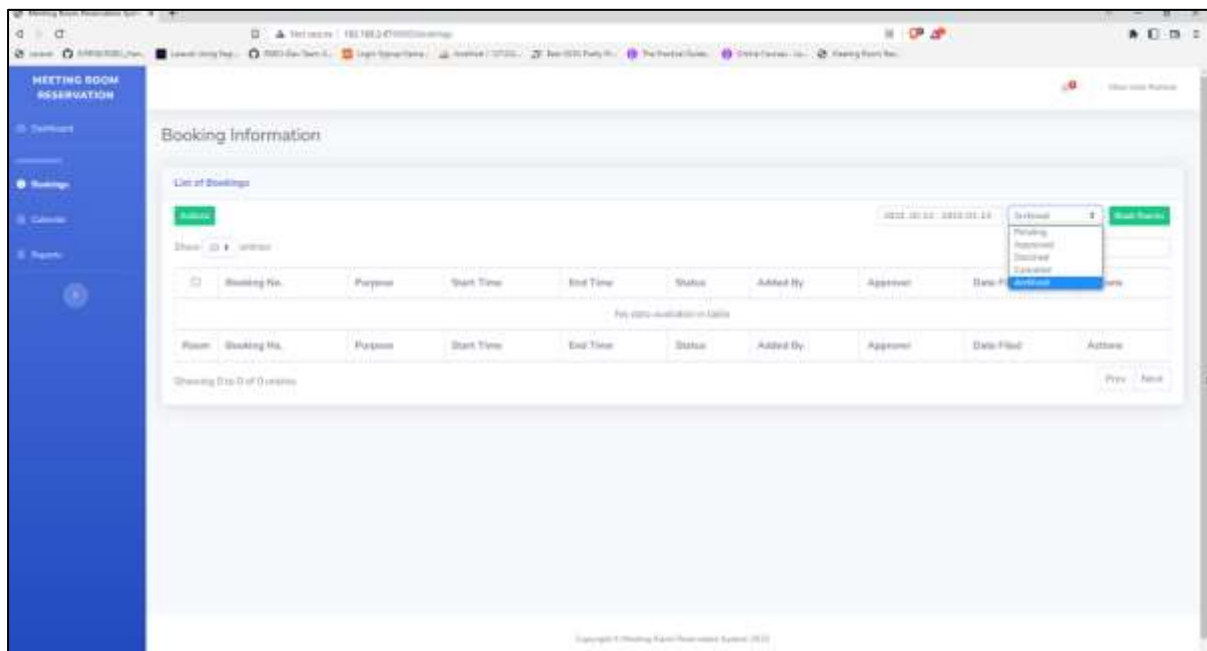


Declined Booking Filter. To view declined bookings, just click on **Declined** from the Booking Filters beside Book Room button.



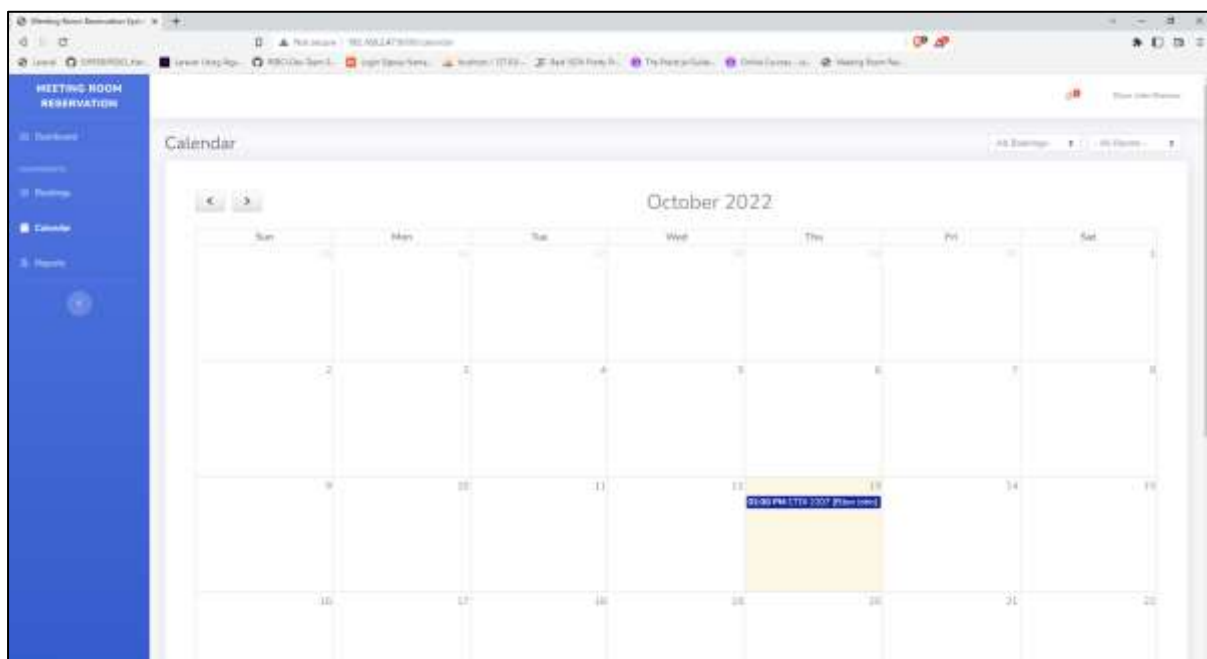
4.7 Archived Booking

To view archived bookings or bookings made in the past, just click on **Archived** from the Booking Filters beside Book Room button.

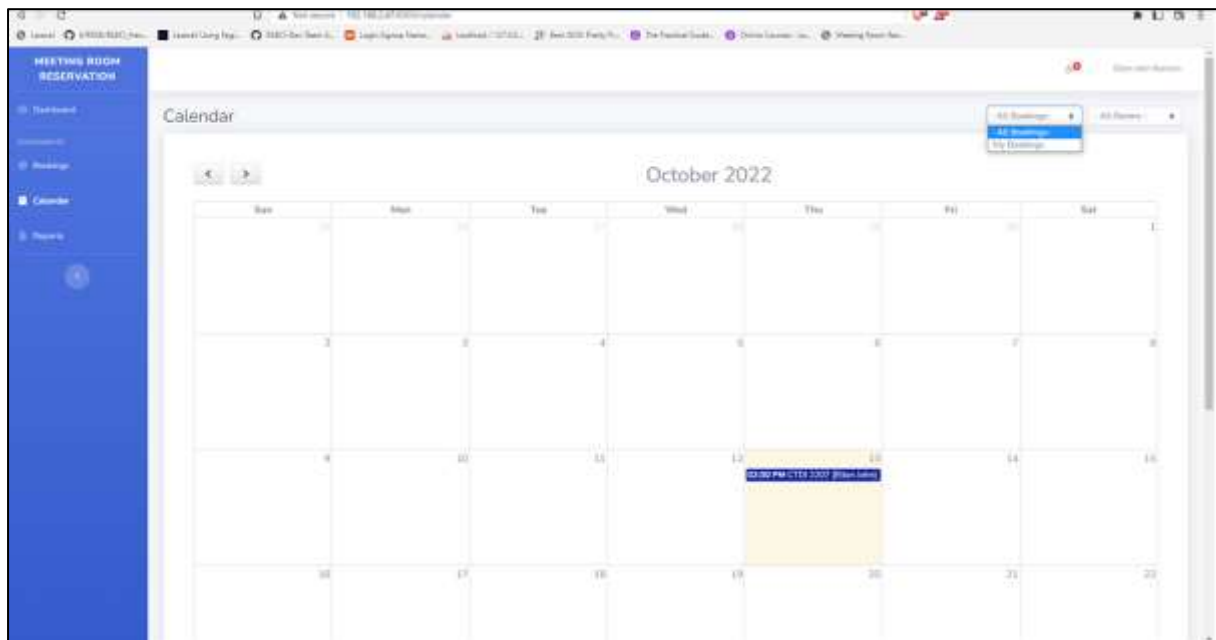


4.8 Calendar Tab

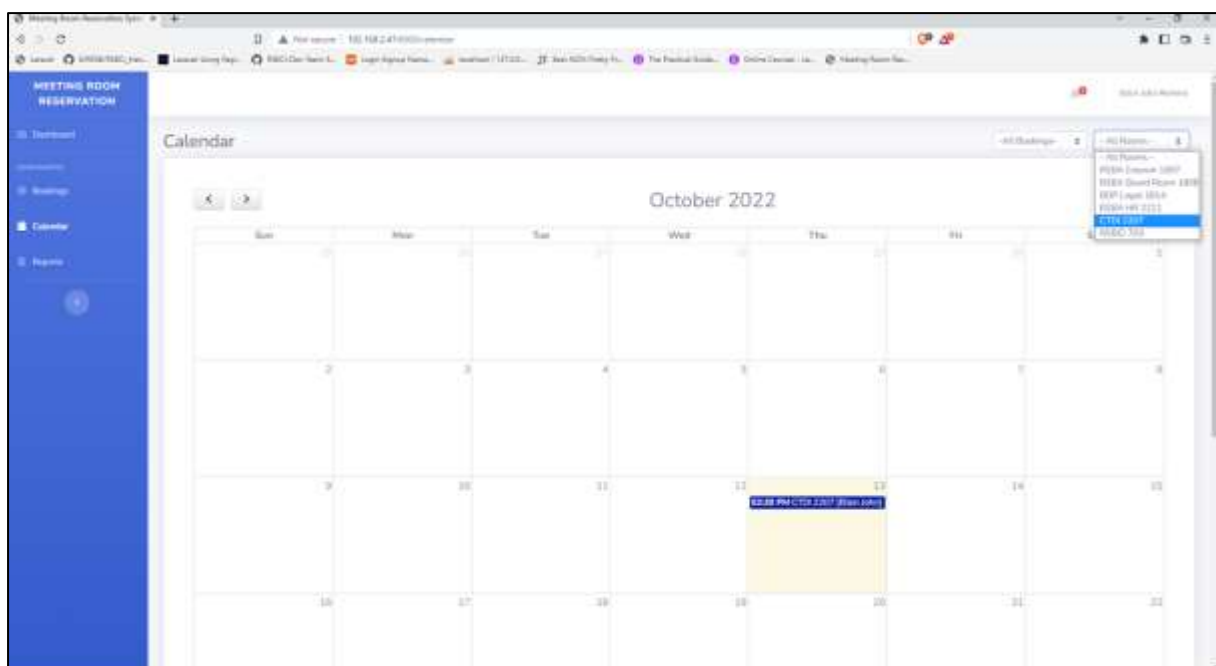
View Meetings. To show the bookings in a calendar view, just click on the **Calendar** Tab from the tab selection on the left side.



Filter All Bookings or My Bookings. You may filter whether you want to show all or just the bookings you made by selecting **All Bookings** or **My Bookings**.

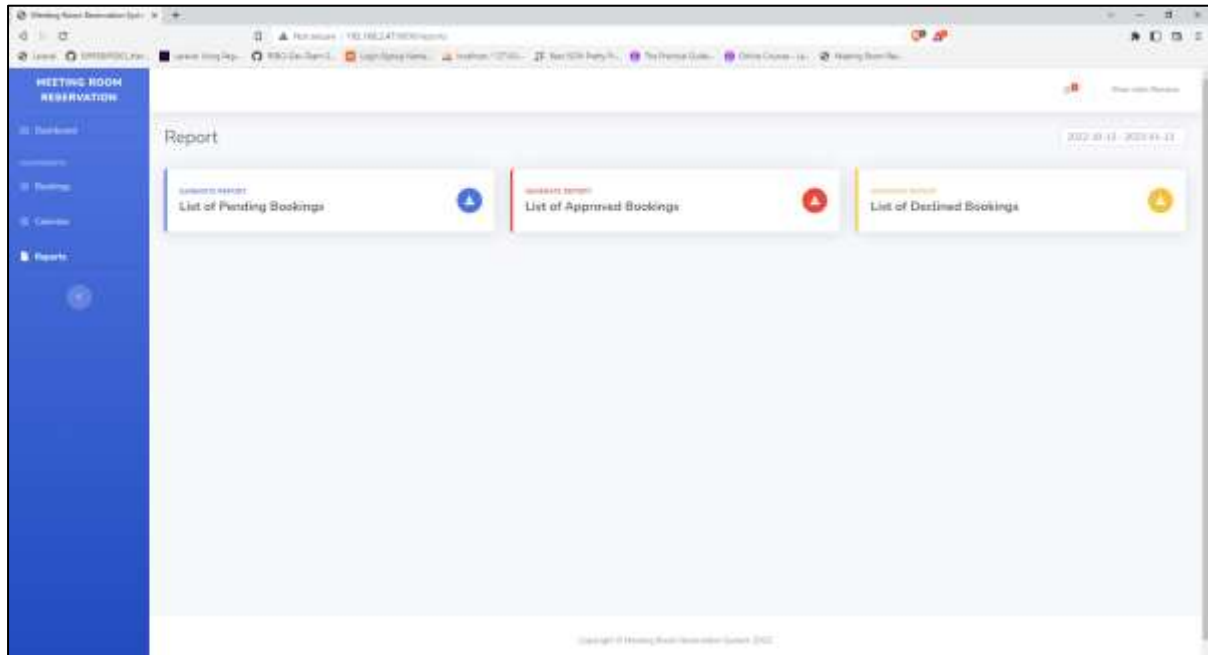


Filter per Room. You may also filter the calendar by Room. Just select the Room that you want to view.

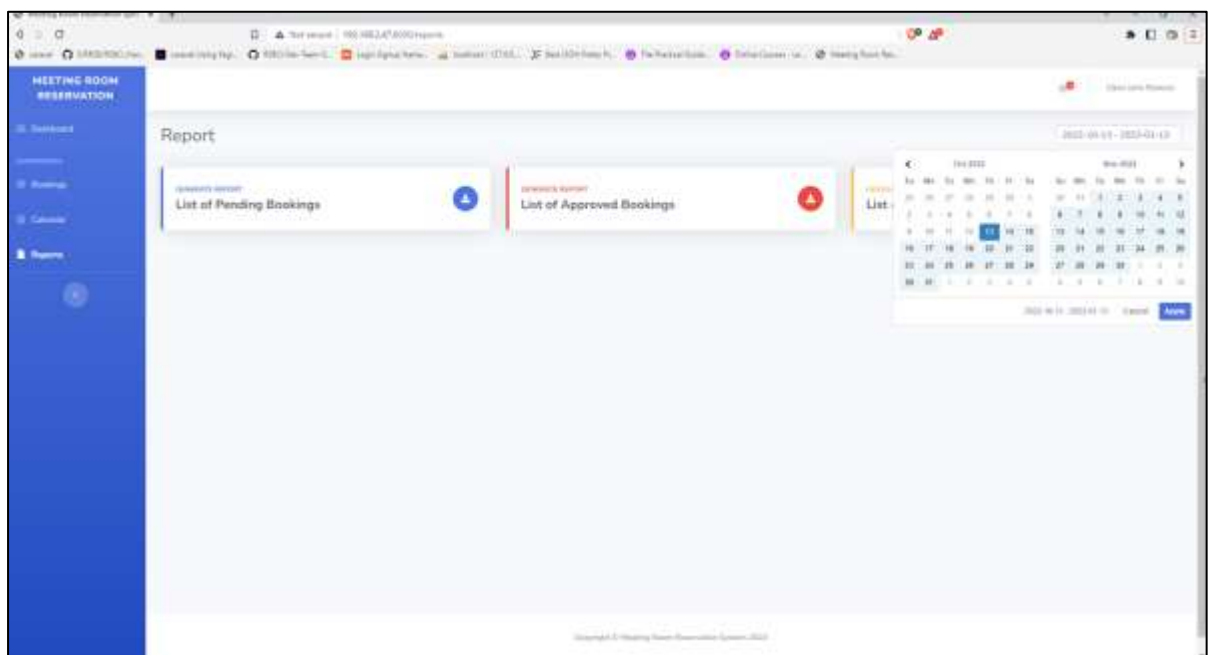


4.9 Reports

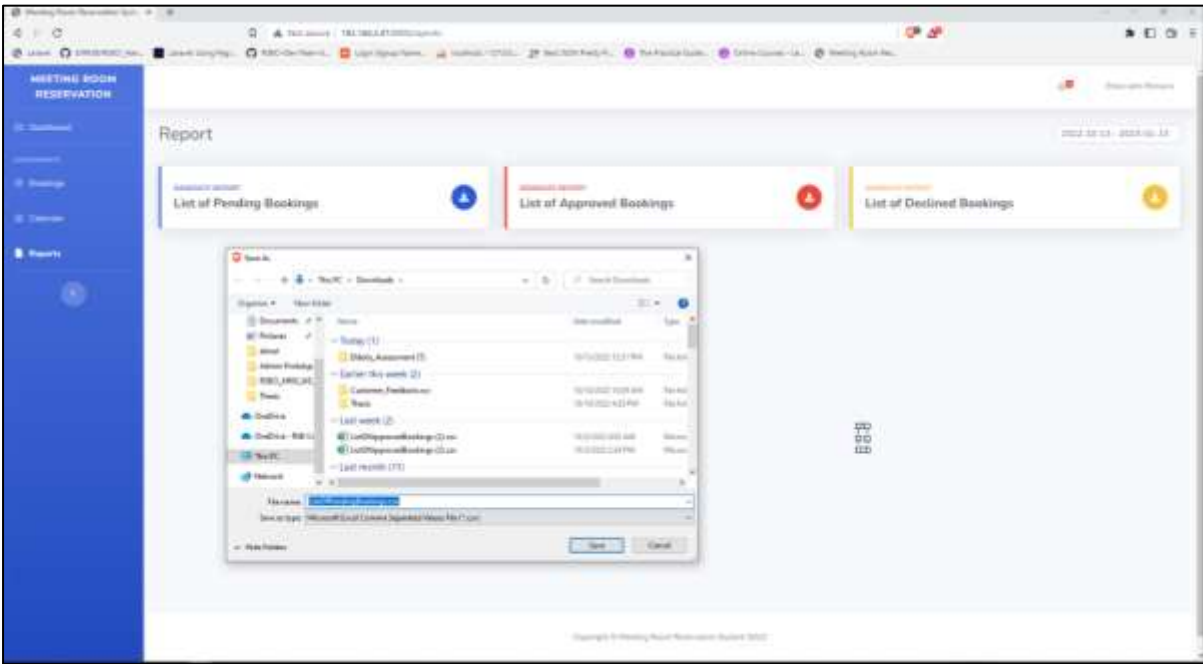
Step 1. To show the reports, just click on the **Report** Tab from the tab selection on the left side.



Step 2. Click on the Download icon beside the report that you wish to be generated. You may filter the report by using the date range as well. Just select the Start and End Date of the report.



Step 3. Download Report. Once the Download icon and the date range have been selected, you may now click **Save** to start downloading your report.



This is what the downloaded data would look like.



5. Troubleshooting and Support

5.1 Support Points of Contact

Contact	Phone	Email	Role	Responsibility
Elton John Romero	Local 306	elton.romero@rsb-consulting.com	Web Developer	Development and configuration of the system;
Elaida Jen dF. Avellanoza	Direct Line: 8839-2223 Local 301	elaida.avellanoza@rsb-consulting.com	Product Manager	User requirements; Feedback management

Note: Should any of you have technical issues with the system, please kindly refrain from calling immediately unless the situation is urgent and must be accomplished as soon as possible. We highly advise for all concerns to be sent via e-mail.

5.2 Feedback

Feedback forms shall be disseminated by the Product Manager via e-mail after two (2) weeks of initial use of the system.

6. Effectivity

The 1st official version of the Meeting Room Reservation System Manual shall be effective on **October 18, 2022**.

7. Revision History

The following summarizes all revisions made to the user manual:

Revision No.	Date of Change	Page number Changed	Description of Change