Virtual Room Reservation

User Manual

(NSYSU CSE)

1. Introduction

Welcome to the Virtual Room Reservation system. This manual provides step-by-step instructions on how to use the system for booking classrooms. Our intuitive platform is designed to streamline the reservation process for students and staff at NSYSU CSE.

2. Getting Started

2.1 Accessing the System

URL: Visit [insert URL] to access the Virtual Room Reservation system.

Compatibility: The system is accessible via web browsers on both desktop and mobile devices.

2.2 User Registration and Login

Registration: Click on the “Register” button on the homepage. Fill in your details such as name, email, and password.

Login: If you already have an account, click “Login” and enter your credentials.

3. Main Features

3.1 Searching for a Room

Navigate to the “Search” tab.

Enter your desired date, time, and room specifications.

Click “Search” to view available rooms.

3.2 Making a Reservation

From the search results, select a suitable room.

Click “Reserve” and confirm the reservation details.

Submit your reservation. You will receive a confirmation notification.

3.3 Managing Reservations

Go to “My Reservations” to view your current and past bookings.

You can cancel or modify reservations from this section.

3.4 Viewing Room Availability

Access the “Room Availability” section to view all rooms' schedules.

Browse the calendar to see available slots.

4. Notifications and Alerts

You will receive notifications via email for reservation confirmations, modifications, or cancellations. Ensure your email is up-to-date in your profile settings.

5. Troubleshooting and Support

If you encounter issues, refer to the FAQs section.

For technical support, contact our helpdesk at [insert contact].

6. Frequently Asked Questions (FAQs)

Q: How do I change my reservation?

A: Go to “My Reservations” and select the reservation you wish to modify.

Q: Can I reserve multiple rooms at the same time?

A: Yes, you can make multiple reservations if the times do not overlap.

7. Contact Information

For further assistance, please contact:

Email: [insert support email]

Phone: [insert support phone number]

Office Hours: [insert hours of operation]