

VENUEVISTA

Lecture Hall Booking System User Guide

Navigate to Home page

Click and navigate to home page from any where of the site

Navigate To mange reservations

see your current reservations, waiting list and cangle the reservations or waitings . see the available waitings and confirm or delete them this is only available for logged in users(Lecturers instructors and MAs)

Navigate To mange Spaces(Halls)

see the available lecture halls and facilities , and also can able to add halls through a form and edit and delete halls. this is only available for MA s.

Navigate To register and login or logout

register as a lecturer or instructor and login as a MA , students are not allowed to login or register ,, after successfully logged in the logout button will appear here , you can simply logged out by clicking it.



Faculty Of Engineering
University Of jaffna

Home

Manage Reservations

Manage Spaces

Ruwanpradeep@eng.jfn.ac.lk

Log Out

Select and day yo need

you can select ant date you need to reserve or , can see the reservation for a specific day have the functionality to select weekend days also

Filter space Reservation according to batch

can filter the reservation which are related to specific batch (E20 . E19 , E21 etc)

select the capacity and the facilities you need

can able to select the capacity by using a indicator and can select the facilities you need with the hall by adding a tick to the relevant facilities

VenueVista

Check Availability and Reserve Spaces

Select Space

Select Days

Select Batch

Select Time

select time range

select the time range you need to see in the following calender , by selecting a time range you can see the reservations related to specific time range

Available Spaces

see the space details

if you click on this type of space(highlighted on - already set space) you can see the space details (capacity , facilities etc.)

Lecture Hall 01
Ground Floor (Room No 10)

Lecture Hall 02

Lecture Hall 03

Set the space

By clicking on this space you can select the space and see or reserve reservation with this space

June 2024

< 17
MON

Add Title

Lecture Hall 01
Monday, June 17
8:00 AM - 9:00 AM

Responsible Person

Lecturer

E19

✓ Confirm Reservation

Add event layout

the layout you are allowed to fill the details and reserve a time slot

Open Add event pop up layout

by clicking on an empty slot you can open add event component to reserve a time slot

20
THU

21
FRI

EC4080
E20

EC9040
E20

EC6060
E20

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM



VenueVista

Check Availability and Reserve Spaces

Select Space

Select Days

Select Batch

Select Time

Available Spaces

Lecture Hall 01
Ground Floor (Room No 10)

Lecture Hall 02

Lecture Hall 03

June 2024

<	17 MON	18 TUE	19 WED	20 THU	21 FRI	>
	EC4060 E19					8:00 AM
		EC6070 E20				9:00 AM
		EC4080 E19				10:00 AM
						11:00 AM
		EC2010 E21				12:00 PM
						1:00 PM
		EC4060 E19				2:00 PM
					EC6060 E20	3:00 PM
						4:00 PM
						5:00 PM

EC6070

Lecture Hall 01
Tuesday, June 18
9:00 AM - 10:00 AM
E20

Reserved By
Ruwan Pradeep
Responsible
Lecturer

+ Add to Waiting List 0 Waiting

Add a time slot to waiting list

by clicking on Add to waiting List you are able to see add to waiting popup form ,, this layout will only appear when you only clicked on a already reserved time slot



VenueVista

Check Availability and Reserve Spaces

Select Space

Select Days

Select Batch

Select Time

Available Spaces

Lecture Hall 01
Ground Floor (Room No 10)

Lecture Hall 02

Lecture Hall 03

June 2024

<	17 MON	18 TUE	21 FRI	>
	EC4060 E19			8:00 AM
		EC6070 E20		9:00 AM
		EC4080 E19		10:00 AM
				11:00 AM
		EC2010 E21		12:00 PM
				1:00 PM
				2:00 PM
			EC6060 E20	3:00 PM
				4:00 PM
				5:00 PM

EC4050

Lecture Hall 01

Tuesday, June 18

9:00 AM - 10:00 AM

Responsible Person

Lecturer

E20

+ Add to Waiting List

Add reservations to waiting list

if any time slot is already reserved lecturer or instructor can able to add a reservation to waiting list , this functionality is provided in order to avoid conflicts



Manage Reservations

Edit, Delete Your Reservations and Check Waiting List

Confirmed Reservations

Waiting List

Toggle button

a button to move between confirmed reservations and waiting List

Upcoming Reservations

Title	Date	Batch	Space	Start Time	End Time	Responsible Person	Actions
EC4060	Monday, June 17	E19	Lecture Hall 01	8:00 AM	9:00 AM	Ruwan Pradeep	× Cancel
EC9040	Thursday, June 20	E20	Lecture Hall 01	11:00 AM	12:00 PM	Ruwan Pradeep	× Cancel
MC3010	Wednesday, June 19	E19	Lecture Hall 01	11:00 AM	12:00 PM	Ruwan Pradeep	× Cancel
EC2010	Tuesday, June 18	E21	Lecture Hall 01	12:00 PM	1:00 PM	Ruwan Pradeep	× Cancel
EC4060	Tuesday, June 18	E19	Lecture Hall 01	2:00 PM	3:00 PM	Ruwan Pradeep	× Cancel

Current reservations

from this table you can see your upcoming reservation list

Cancel reservation

by clicking on cancel, a reservation can be deleted, if there any waiting reservations for the same reservations now they are available for reservation



Manage Reservations

Edit, Delete Your Reservations and Check Waiting List

Confirmed Reservations

Waiting List

the waiting available for reservation

This table shows the waiting that are available for reservation, either you can confirm it or cancel it

Available for Reservation

Title	Date	Batch	Space	Start Time	End Time	Responsible Person	Actions
EC5080	Tuesday, June 18	E21	Lecture Hall 01	12:00 PM	1:00 PM	Ruwan Pradeep	<button>✓ Confirm</button> <button>✕ Cancel</button>
EC4080	Monday, June 17	E20	Lecture Hall 02	8:00 AM	9:00 AM	Ruwan Pradeep	<button>✓ Confirm</button> <button>✕ Cancel</button>

add a waiting to reservation

by clicking on confirm you can make available waiting to a proper reservation, after that it will delete from here and show it on scheduler in home page

Currently Unavailable

Title	Date	Batch	Space	Start Time	End Time	Responsible Person	Actions
EC5010	Monday, June 17	E20	Lecture Hall 02	11:00 AM	12:00 PM	Ruwan Pradeep	<button>✕ Cancel</button>
MC1040	Friday, June 21	E20	Lecture Hall 02	9:00 AM	10:00 AM	Ruwan Pradeep	<button>✕ Cancel</button>
EC1040	Thursday, June 20	E23	Lecture Hall 01	8:00 AM	9:00 AM	Ruwan Pradeep	<button>✕ Cancel</button>

waiting that are unavailable

These waitings are currently unavailable for reservation

delete waiting

simply delete the waiting from the system