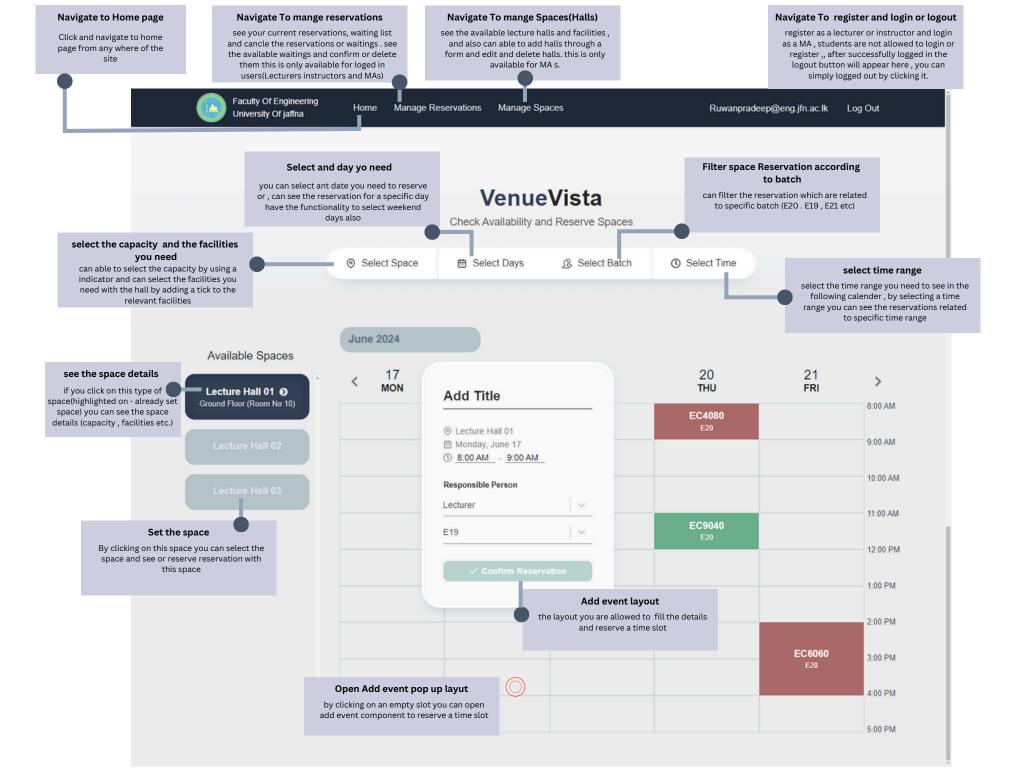
# **VENUEVISTA**

# Lecture Hall Booking System User Guide



4:00 PM

5:00 PM

# **VenueVista**

Check Availability and Reserve Spaces

able to see add to waiting popup form "this

layout will only appear when you only clicked on a already reserved time slot

June 2024

Select Batch

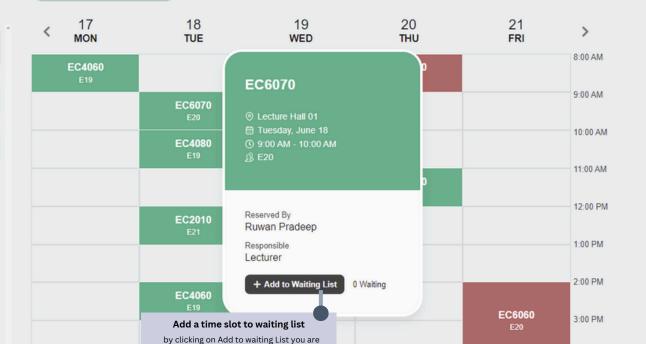
( Select Time

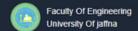
#### Available Spaces

Lecture Hall 01 **⑤**Ground Floor (Room No 10)

Lecture Hall 02

Lecture Hall 03





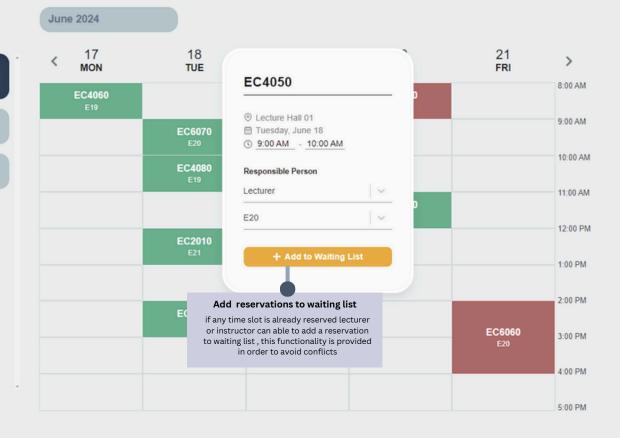
# **VenueVista**

Check Availability and Reserve Spaces

Select Space & Select Batch Select Time 

Available Spaces

Lecture Hall 01 **⊙** Ground Floor (Room No 10)



# **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