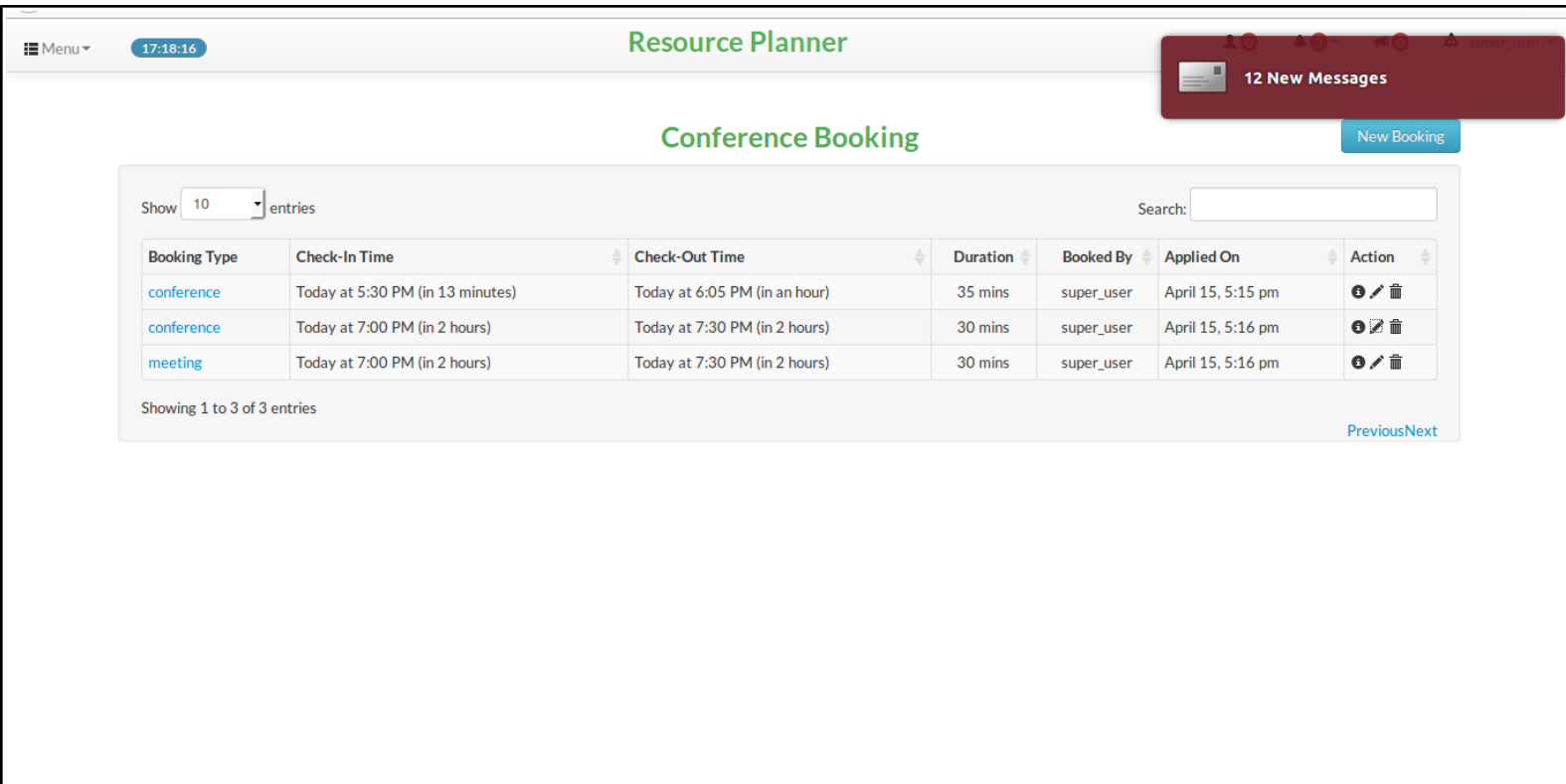


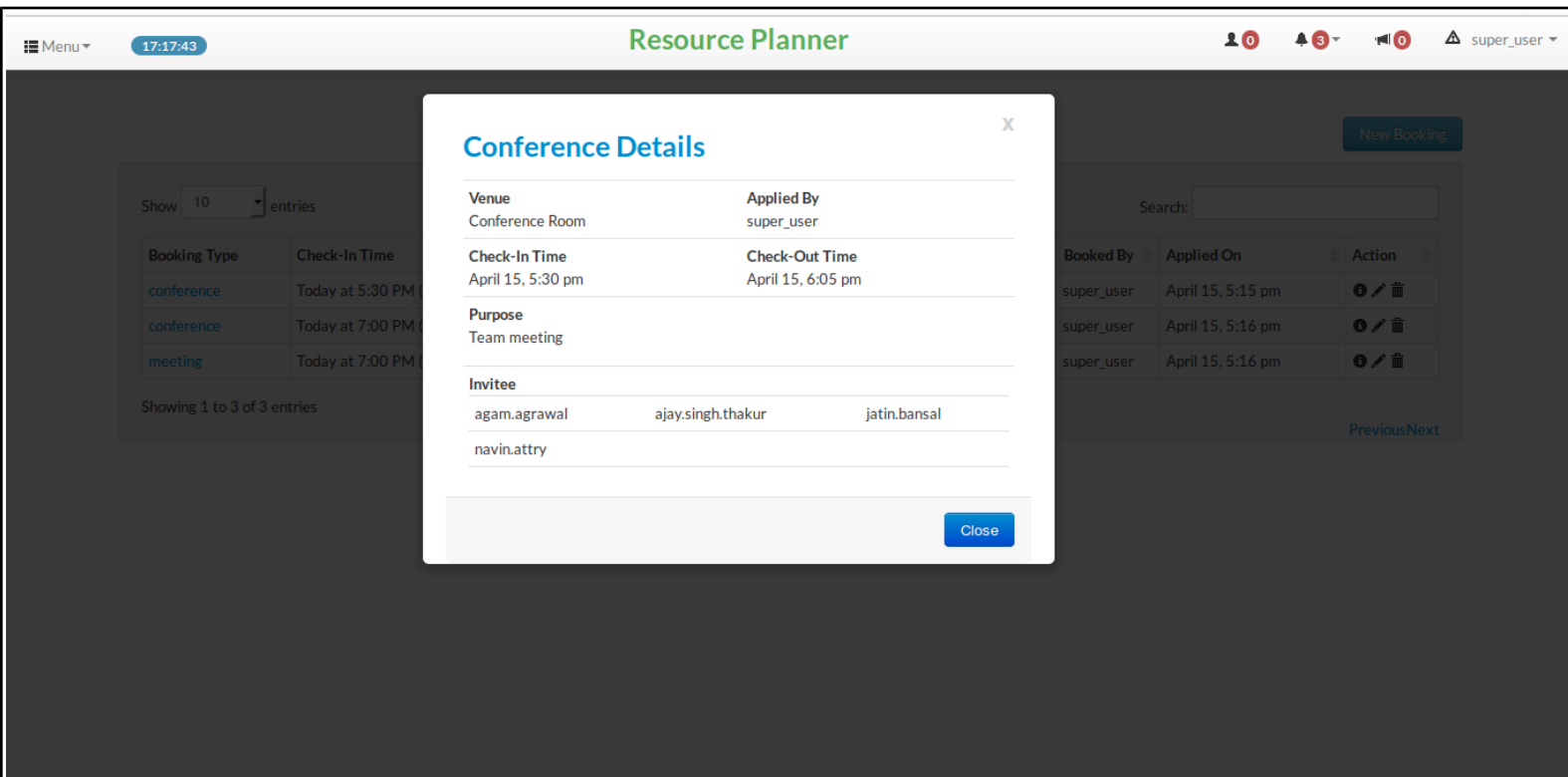
Resource Planner

Module - Conference Booking

=> **Home Page** (Conference Room/Meeting Room booking Portal)



=> **Details of booked Conference/Meeting Room**



=> New Booking for Conference/Meeting

Menu 17:17:05

Resource Planner

New email in Evolution
You have received 6 new messages.

New Booking

Show 10 entries

| Booking Type | Check-In Time |
|--------------|------------------|
| conference | Today at 5:30 PM |
| conference | Today at 7:00 PM |
| meeting | Today at 7:00 PM |

Showing 1 to 3 of 3 entries

Book Conference/Meeting Room

Booking Type

☒ Conference Room
☐ Meeting Room

Select Invitees

None selected

Select Timings

Start Time

End Time

Purpose

Close

Submit

Search:

| Booked By | Applied On | Action |
|------------|-------------------|--------|
| super_user | April 15, 5:15 pm | |
| super_user | April 15, 5:16 pm | |
| super_user | April 15, 5:16 pm | |

PreviousNext

Resource Planner

Book Conference/Meeting Room

Booking Type

☐ Conference Room
☒ Meeting Room

Select Invitees

6 selected

☐ Sales
☒ Development
☐ Marketing
☐ Report Generation
☐ Solutions
☐ Administration

Select Timings

2016-04-15 07:00 PM

Purpose

Meeting

Close

Submit

Search:

| Booked By | Applied On |
|------------|-------------------|
| super_user | April 15, 5:15 pm |
| super_user | April 15, 5:16 pm |

Resource Planner

Book Conference/Meeting Room

Booking Type

☒ Conference Room
☐ Meeting Room

Select Invitees

akhilesh.kumar, jatin.bansal, n...

Select Timings

Start Time

End Time

26 May 2016

AM

12 1 2 3 4 5
6 7 8 9 10 11

PM

12 1 2 3 4 5
6 7 8 9 10 11

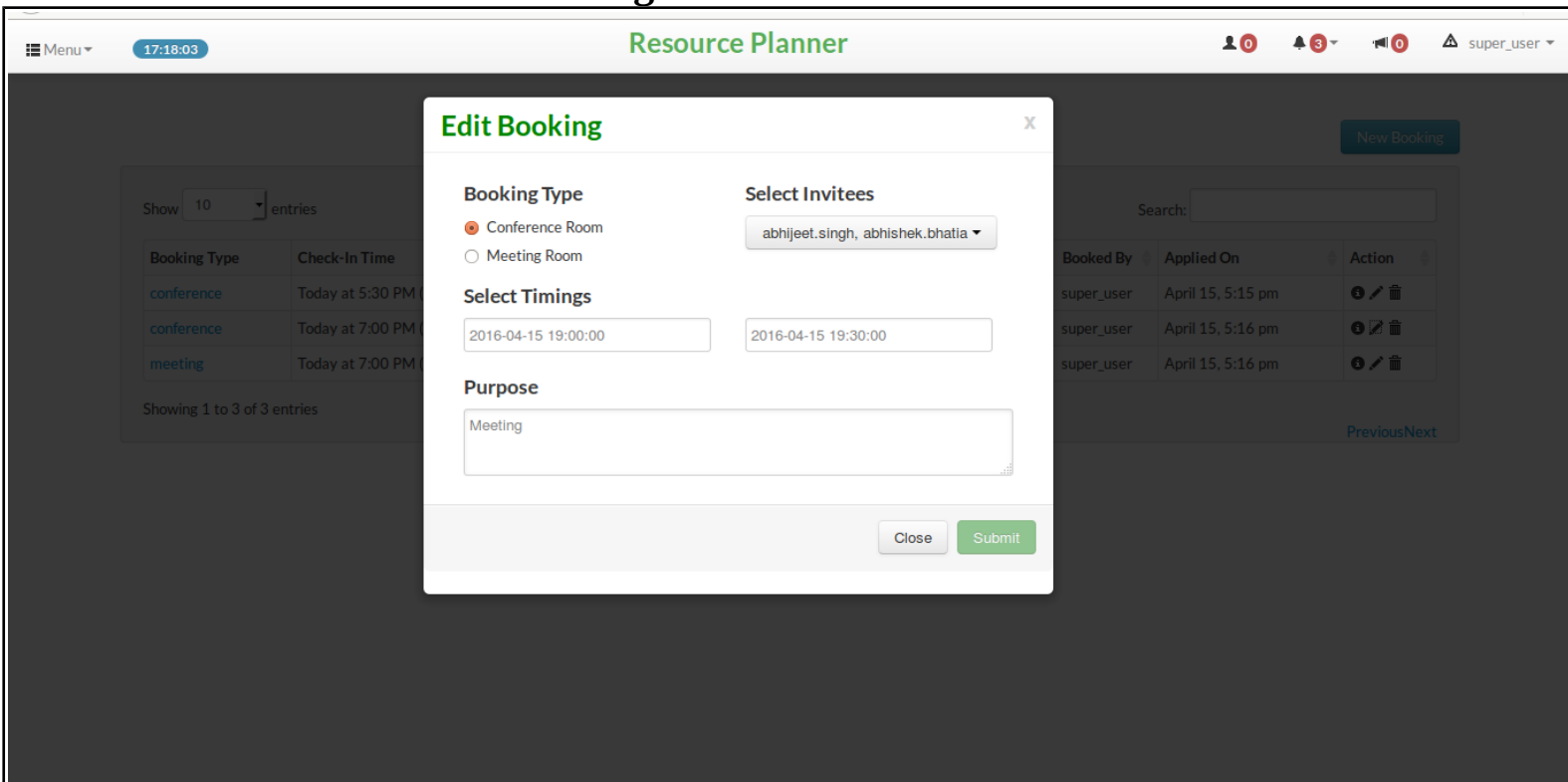
Close

Submit

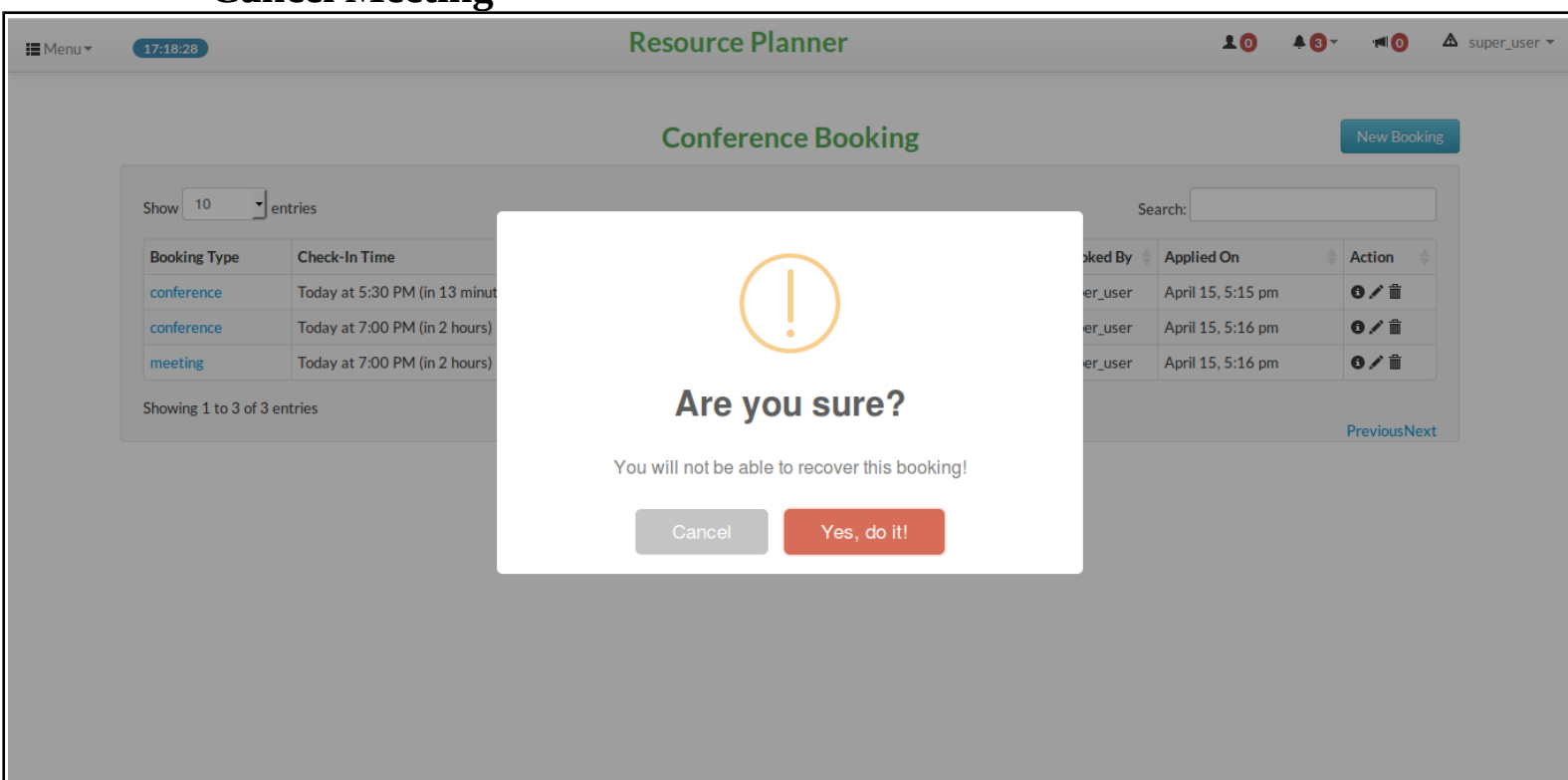
Search:

| Booked By | Applied On |
|-----------|------------|
|-----------|------------|

=>Edit Conference/Meeting details



=> Cancel Meeting












=> **Email notification** to members invited in Meeting

Dear [jatin.bansal](#),
A Conference has been scheduled by super_user.

| | |
|----------------|-------------------|
| Venue | Conference room |
| Check-In Time | April 15, 5:30 pm |
| Check-Out Time | April 15, 6:05 pm |
| Purpose | Team meeting |

This is an automated email sent by Resource Planner.

Conference alert!

 Reply  Group Reply  Forward      

From: akhilesh.kumar@in.greyb.com
To: akhilesh.kumar@in.greyb.com
Subject: Conference alert!
Date: Fri, 15 Apr 2016 17:15:32 +0530

Dear [jatin.bansal](#),
A Conference has been scheduled by super_user.

| | |
|----------------|-------------------|
| Venue | Conference room |
| Check-In Time | April 15, 5:30 pm |
| Check-Out Time | April 15, 6:05 pm |
| Purpose | Team meeting |

This is an automated email sent by Resource Planner.