

CONFERENCE ROOM BOOKING

In C2IT Conference Room Booking link will be link where it takes to Conference Room Login page.as shown below

PRESS



C2IT (CONNECT TO IT) USER LOGIN

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

USER LOGIN

User Login
 User Id :
 Password :
[Forgot password](#)



Booking for branch	Booking Room Type	Booking for person	Booking for dept	Purpose	Meeting type	From date	To date	No of attendies	Remarks
HEAD OFFICE	Conference Room	Krishnamurthy P	Management	Internal	Video Conference	2018-06-21 10:00	2018-06-21 11:00	2	fsdgbfz
HEAD OFFICE	Conference Room	PRASANNA KUMAR V	IT	Internal	General Meeting	2018-06-21 11:00	2018-06-21 12:00	11	szfszh
HEAD OFFICE	Meeting Room	PRASANNA KUMAR V	General Affairs	Internal	General Meeting	2018-06-21 11:00	2018-06-21 12:00	2	qwet

Here Event calendar will be there where on selecting highlighted dates one can see the booking details. On entering user-id and password it takes to Home page.

Welcome :PRASANNA SHETTY

Booking
Calendar
Reports
Masters



On clicking booking option one will get booking page, view booking and cancel booking option. For booking one should select Booking page.

Booking	Booking Page
Calendar	View Your Booking
Reports	Cancel Your Booking
Masters	

BOOKING PERSON DETAILS

Booking Ref Number	NEIN/CS/BOOKNo/90-5	Emp Id	1945
Email Id	soumya.a@nittsu.co.in	Name(Booking Person)	PRASANNA SHETTY
Branch)	HEAD OFFICE	Department	IT

ENTER BOOKING DETAILS

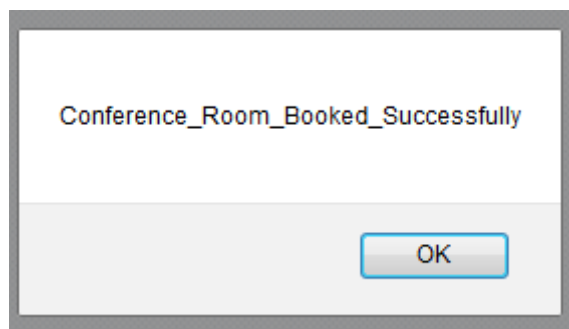
Booking for(Person Name)					Branch	Select
Department	Select	Purpose	Select			
Booking Room Type	Select	Meeting Type	Select			
Date	<input type="button" value="+"/> SI.No	From Date	To Date	Time	From : HR MM	To : HR MM
Total No of Attendies					Remarks	
Amenities Required	<input type="button" value="+"/> SI.No	Items	Quantity	Remarks	cc	
Information To HR/ADMIN	Select option				Information To IT	Select option

OK RESET

On filling all the details and submitting booking can be done by giving successful message as shows

Booking for(Person Name)	PRASANNA KUMAR V				Branch	HEAD OFFICE
Department	IT	Purpose	Internal			
Booking Room Type	Conference Room	Meeting Type	General Meeting			
Date	<input type="button" value="+"/> SI.No	From Date	To Date	Time	From : 10 00	To : 11 00
	<input type="button" value="-"/> 1	2018-06-21	2018-06-21			
Total No of Attendies	4				Remarks	IT Meeting
Amenities Required	<input type="button" value="+"/> SI.No	Items	Quantity	Remarks	cc	soumya.a@nittsu.co.in
	<input type="button" value="-"/> 1	Coffee	4	ack coffee without sugar		
Information To HR/ADMIN	Select option <input type="checkbox"/> VANISHREE M <input checked="" type="checkbox"/> MEERA S <input type="checkbox"/> ERIC ROZARIO <input type="checkbox"/> SHIVAPRASAD S <input type="checkbox"/> SHRIKANT E PATTANAD <input type="checkbox"/> M KANNAN U NAMBIAR <input type="checkbox"/> SHOBANA P <input type="checkbox"/> MADHURA M <input type="checkbox"/> SAHITYA VEERA REDDY <input type="checkbox"/> RAJKUMAR MOHANTY				Information To IT	Select option <input checked="" type="checkbox"/> PRASANNA KUMAR V <input type="checkbox"/> PRASANNA SHETTY <input type="checkbox"/> CHINTU KUMAR <input type="checkbox"/> DANDA VIJAY KUMAR <input type="checkbox"/> A VENKATESH <input type="checkbox"/> SHARATH KUMARA Y <input type="checkbox"/> SOUMYA A

OK RESET



If already booking is done in entered date and timings then alert will come as below and one should change date/time by checking in event calendar for free dates and time.

BOOKING ALREADY DONE IN THIS DATE AND TIME.....PLEASE CHECK THE CALENDAR FOR FREE DATES

Users can see their booking on clicking view booking page where they can edit their bookings

BOOKING DETAILS										
NAME :PRASANNA SHETTY DESG :ASST. MANAGER										
Booking Number	Booked BY	Booking For Person	Booking Room Type	Meeting Type	No.of Attendies	From Date	To Date	Amenities Details	VC/AC Branch Details	EDIT
NEIN/CS BOOKNo 90-5	PRASANNA SHETTY	PRASANNA KUMAR V	Conference Room	General Meeting	4	2018-06-21 09:00	2018-06-21 10:00	AmenitiesDetails	VC BranchDetails	Edit

Booking for(Person Name)	PRASANNA KUMAR V			Branch	HEAD OFFICE				
Department	IT			Purpose	Internal				
Booking Room Type	Conference Room			Meeting Type	General Meeting				
From Date & Time	2018-06-21 09:00	HR	MM	AM/PM	To Date & Time	2018-06-21 10:00	HR	MM	AM/PM
Total No of Attendies	4			Remarks	IT Meeting				
cc	soumya.a@nittsu.co.in								

Amenities and branch details can be edited by clicking the links where one can add the amenities and branches there.

Items	Quantity	Remarks	EDIT	DELETE
Coffee	4	black coffee without sug	Edit	Delete

Items	Quantity	Edit	Update/Cancel
Coffee	4	black coffee with	<input type="button" value="Update"/> <input type="button" value="CANCEL"/>

[Amenities Add](#)

VC branch edit as below

BranchName	EDIT	DELETE
CHENNAI	Edit	Delete

Branch	Edit	Update/Cancel
CHENNAI	Update	CANCEL

VC Branch Add

User can cancel their booking by clicking on cancel booking page and giving the reason for cancelling.

Booking Number	Booking Room Type	From Date	To Date	From Time	To Time	Reason For Cancel	CANCEL
NEIN/CS /BOOKNo 90-5	Conference Room	2018-06-21	2018-06-21	09:00	10:00		Cancel

Users can see the calendar in Home page also. Reports and masters are visible only for super admin.

Super admin can see all bookings, amenities and cancelled bookings as shows

Select Branch:

From Date: To Date:

Booking Number	Booked BY	Booking For Person	Booking Room Type	Meeting Type	From Date	To Date	No. of Attendies	Amenities Details	VC/AC Branch Details	EDIT	
NEIN/CS /BOOKNo 90-1	PRASANNA KUMAR V	Krishnamurthy P	Conference Room	Video Conference	2018-06-21 10:00	2018-06-21 11:00	2	AmenitiesDetails	VC BranchDetails	Edit	Cancel
NEIN/CS /BOOKNo 90-2	PRASANNA KUMAR V	PRASANNA KUMAR V	Conference Room	General Meeting	2018-06-21 11:00	2018-06-21 12:00	11	AmenitiesDetails	VC BranchDetails	Edit	Cancel
NEIN/CS /BOOKNo 90-3	PRASANNA KUMAR V	PRASANNA KUMAR V	Meeting Room	General Meeting	2018-06-21 11:00	2018-06-21 12:00	2	AmenitiesDetails	VC BranchDetails	Edit	Cancel
NEIN/CS /BOOKNo 90-5	PRASANNA SHETTY	PRASANNA KUMAR V	Conference Room	General Meeting	2018-06-21 09:00	2018-06-21 10:00	4	AmenitiesDetails	VC BranchDetails	Edit	Cancel

Booking Number	From Date	To Date	From Time	To Time	Item	Quantity	Remarks
NEIN/CS /BOOKNo/90-1	2018-06-21	2018-06-21	10:00	11:00	Coffee	3	black coffee without sugar
NEIN/CS /BOOKNo/90-5	2018-06-21	2018-06-21	09:00	10:00	Coffee	4	black coffee without sugar

Booking Number	Canceled By	From Date	To Date	From Time	To Time	Reason For Cancel	REBOOK
NEIN/CS /BOOKNo/90-4	PRASANNA KUMAR V	2018-06-21	2018-06-21	13:06	14:08		ReBook

Super admin can rebook the cancelled booking by clicking rebook button then below message will come

