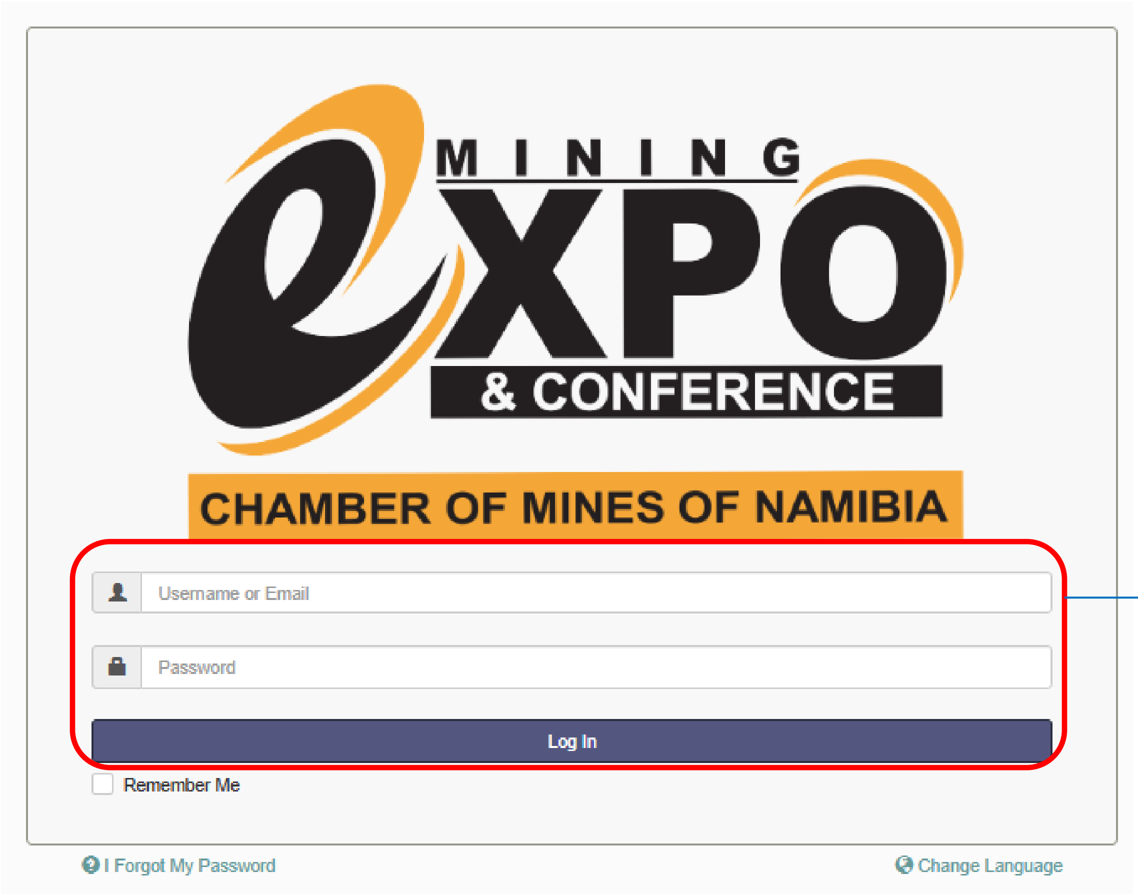
B2B USER MANUAL

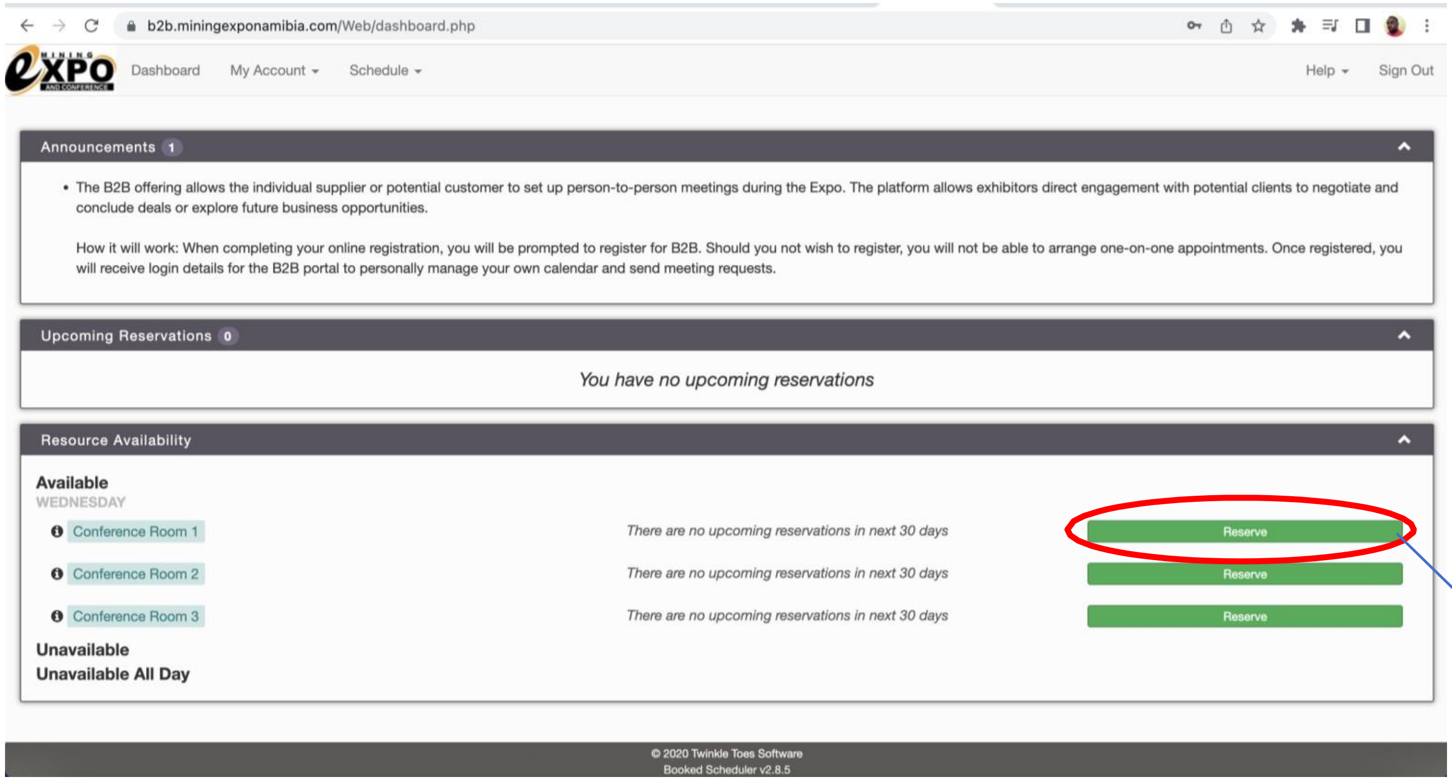
Proudly sponsored by RMB

Log In



- Enter credentials to log in and schedule appointments.

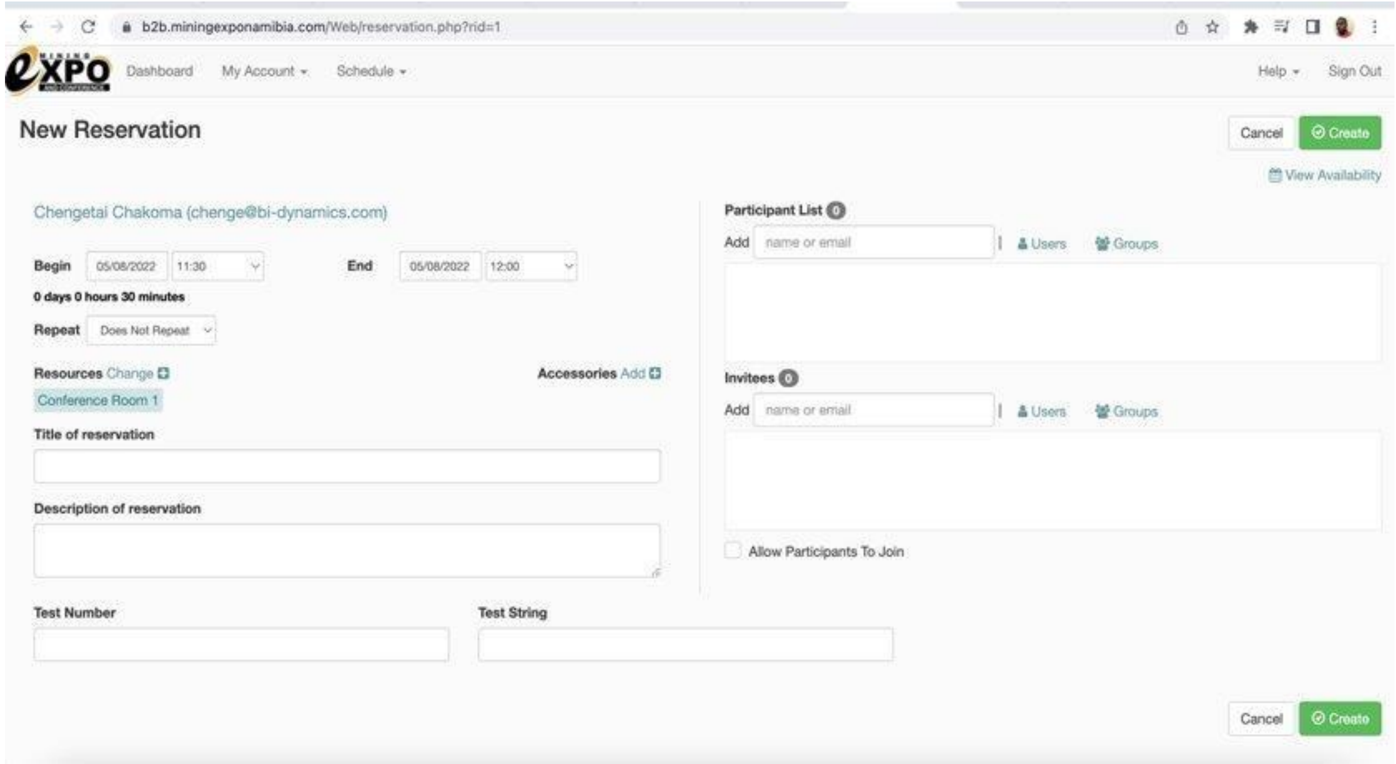
DASHBOARD



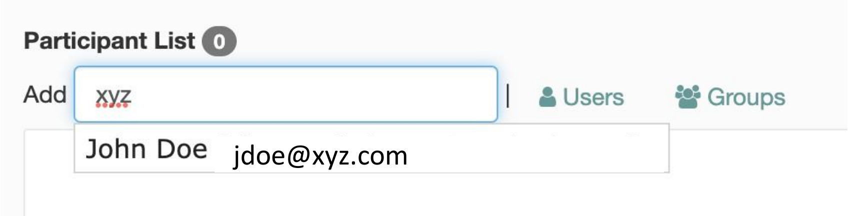
- You can view announcements and upcoming confirmed reservations on the dashboard on the B2B portal.
- The dashboard is where one can book a reservation in an available Conference room, and see which meeting slots are available.
- Click "**Reserve**" to make a reservation for a meeting with businesses registered on the B2B portal.

MAKING A RESERVATION

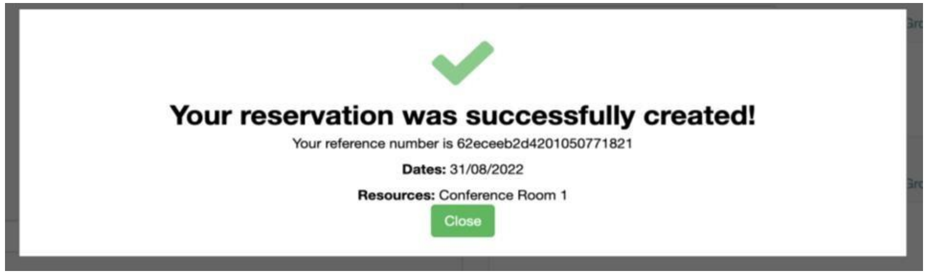
1. Fill in the required information to choose your preferred date and time, and purpose of your meeting request.



2. Under "**Participant List**", in the "**Add**" textbox search for the company you want to add. The registered person and their email from that company will pop up, click to add them.



3. Once you are done entering the details click **"Create".**



CONFIRMATION EMAIL

MINING EXPO AND CONFERENCE

Chengetai Chakoma added you to a reservation for Conference Room 1 1

Chengetai Chakoma <chenge@bi-dynamics.com>
To: You
Fri 2022/08/05 12:20

reservation.ics
914 bytes

Chengetai Chakoma has added you to a reservation
Reservation Details:
Start: 31/08/2022 @ 10:30 (Africa/Windhoek)
End: 31/08/2022 @ 11:00 (Africa/Windhoek)
Resource: Conference Room 1
Conference Room 1

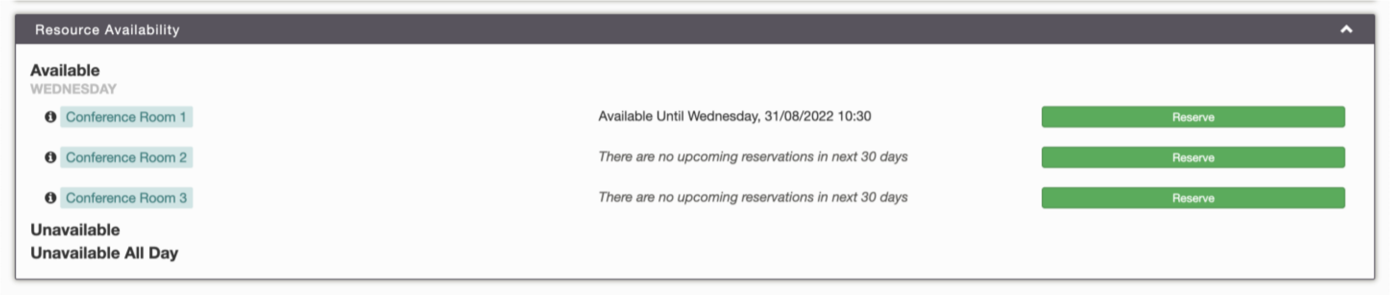
Title: Mining equipment
Description: Looking for a supplier of mining equipment

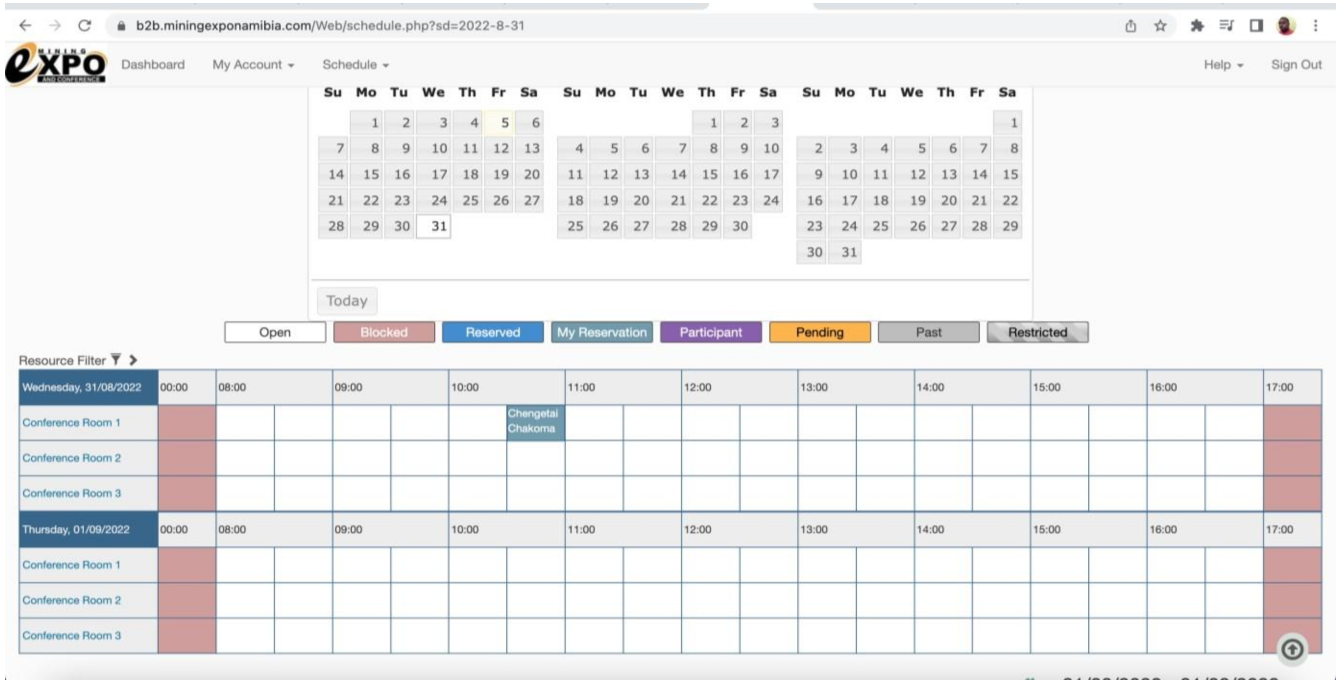
Participants (1):
John Doe (
Attending? Yes No
View this reservation | Add to Calendar | Add to Google Calendar | Log in to Booked

Reply Forward

- You will receive a confirmation email to finalise your reservation, or to confirm a meeting request that you may receive.
- Click “**Yes**” if you are attending at that time and date. The meeting will automatically be added to your personal calendar.
- lick **“No”** if you do not wish to confirm this reservation.
- Click “**View this reservation”** to adjust meeting details.

CONFIRMATION OF RESERVATION





- Once the participant has accepted the meeting request, it will be shown on the Dashboard on the B2B Portal.
- You will receive another notification if the recipient has accepted or declined your meeting request.
- The calendar on the B2B portal will show the date and time of the reservation.