



Venue Booking Portal

USER MANUAL :
LHC Room Booking



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Important Guidelines

- 1) The User (**Student/Faculty**) must login with his/her **Channel i credentials only**.
- 2) An individual user can only book **upto 2 time slots** per day.



Login Page



भारतीय प्रौद्योगिकी संस्थान रुड़की

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

[Channeli Login](#)

Sign in to your profile



Sign in with Channeli

CLICK HERE !

Login Page



Channel i



Login using
your **Channel i**
credentials

Log in

Username

test_faculty

Password

.....

Show

Log in

Guest Log in

Forgot Password ?



Login as a Faculty Member



Authorise external app





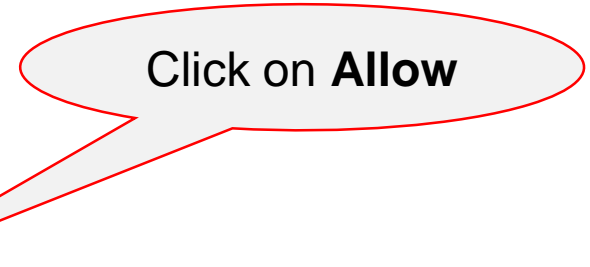
Test Faculty
Faculty Member

The **venueBooking** app wants to connect to your **Channel i** account. It will recieve the following information, if you authorise it.

- Person
- Student
- Faculty Member
- Contact Information
- Social Information

 Deny

 Allow





Book a new Slot

LHC-2 Bookings Dashboard:
[Visit LHC-1 Dashboard](#)

Test Faculty
website-support@iitr.ac.in

To switch between
LHC-1/LHC-2
depending upon which
one to book

Book a new Slot

Selected Date is: 31-7-2020

«	<	July 2020					>	»
MON	TUE	WED	THU	FRI	SAT	SUN		
29	30	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	31	1	2		

Room No.↓	8AM-9AM	9AM-10AM	10AM-11AM	11AM-12PM	12PM-1PM	2PM-3PM	3PM-4PM	4PM-5PM	5PM-6PM	6PM-7PM	7PM-8PM
201					CSN-014 (live) by Test Faculty						
202											

Click on this to
Logout

Click on **Book a new Slot** for a new LHC room booking

This region displays all the LHC-1/LHC-2 bookings as per the date selected

Booking Portal: LHC



[Dashboard](#) / LHC Booking

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July 2020						
MON	TUE	WED	THU	FRI	SAT	SUN
29	30	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	31	1	2

Select Date and Time Slot

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

Rooms in LHC(1)

003	004	005	006		
101	102	103	104	105	106
201	202	203	204	205	206

Rooms in LHC(2)

201	202	203	204		
301	302	303	304		
401	402	403	404		
501	502	503	504	505	506
601	602	603	604	605	606

Calendar



To change the
Month selected

To change the
Year selected

August 2020						
MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	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
31	1	2	3	4	5	6

Grey region indicates
those days that are
either fully booked or
the date has expired

Yellow colour highlights
today's date

Red colour highlights
usual
holidays/weekends

Blue colour
highlights date
selected for booking



Rooms and Time Slots

Selected Date is 7-8-2020 and selected Slot is 11AM-12PM

Rooms in LHC(1)

003	004	005	006		
101	102	103	104	105	106
201	202	203	204	205	206

Rooms in LHC(2)

201	202	203	204		
301	302	303	304		
401	402	403	404		
501	502	503	504	505	506
601	602	603	604	605	606

Selected Room is 102 from LHC(1)

Select any time slot

Select Date and Time Slot

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

Select any room no. from any of the two LHC Buildings

Booking Details



Selected Room is **102** from LHC(1)

Enter the course
title of the class to
be held

Course Title

CSN-XYZ

Select between **Live Class**
and **Recording** depending
upon the type of class

Class type:

Live Class

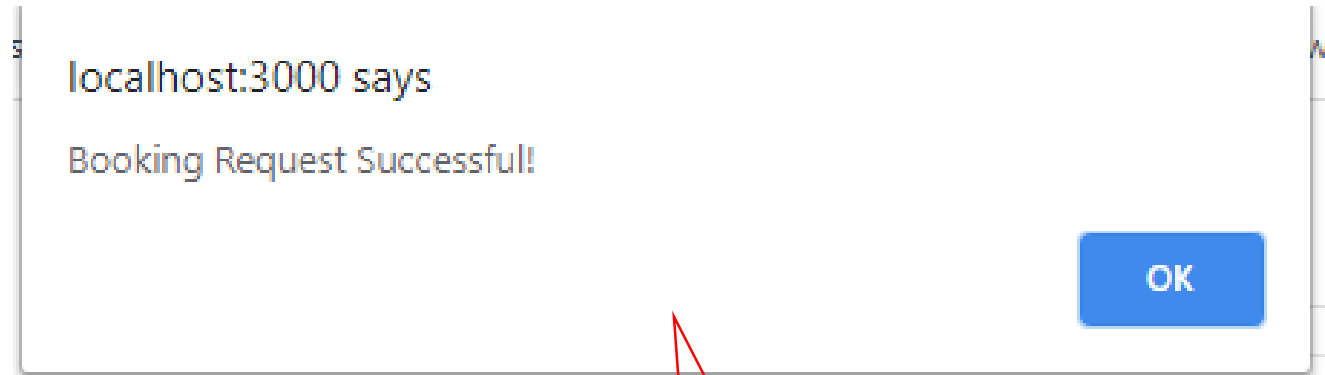
Description

Enter the details
about the class
(Optional)

Book

Click on the
Book button to
confirm booking

Confirm Booking



After clicking on the **Book** button a prompt appears confirming the booking. Click on **OK** to confirm



Bookings Display

« ‹ August 2020 › »						
MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	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
31	1	2	3	4	5	6

Room No.↓	8AM-9AM	9AM-10AM	10AM-11AM	11AM-12PM	12PM-1PM	2PM-3PM	3PM-4PM	4PM-5PM	5PM-6PM	6PM-7PM	7PM-8PM
003											
004											
005											
006											
101											
102											
103											

CSN-001
(live)
by Test Faculty

The approved bookings will be displayed in the calendar dashboard as shown below.



THANK YOU