

Functional Requirements On Booking Meeting Rooms In Calender

Customer/ User:-

1.Login

When a customer logs into the website using their assigned ID and password, they gain access to the website's Dashboard where they can view order details and perform various actions. The login process is essential for ensuring the security of customer accounts and providing personalized experiences. Let's break down the steps involved in logging into an e-commerce website and accessing the Dashboard.

2.Book Meeting

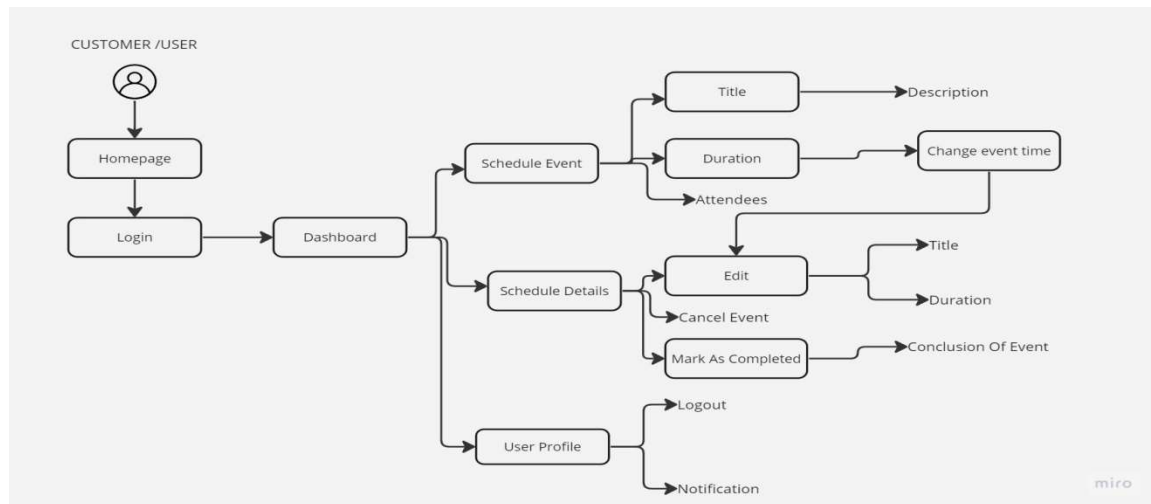
The customer/user can schedule meetings depending on the availability of rooms. Further, they can manage their booked meeting i.e. viewing meeting description, time duration, requirements, feedback by entering into respective tabs in the user dashboard.

Features Supported in the Website

Functions available for Customers are as follows:

1. View the title of Project
2. Add description about the meeting
3. Add duration of the meeting
4. Update the attendees list
5. Edit details about attendees
6. Change the scheduled event
7. Cancel event
8. End and update the meeting progress

Workflow of Customer



Homepage > Login > Schedule event

Homepage > Login > Schedule event>Meeting details

Homepage > Login > Dashboard> User Profile > notifications

Homepage > Login > Schedule details>Edit details

Homepage > Login > Schedule details>Completion status

Homepage >Login > Dashboard >User Profile > Logout

On the **Customer Dashboard interface**, a list of all Scheduled events, details,meeting notifications are displayed. Meeting details can be viewed, meeting editing options are provided.

Dashboard	Navigate to tabs
Tabs	Allows user to visit user profile
User Profile	Users can view profile details, notifications or logout
Homepage	Provides user login ,admin login or registration
Schedule details	Provides detailed info on the booked meetings
Schedule event	Allows user to add meeting details
Change event time	Allows user to redirect to the schedule details and edit
Attendees	Shows name and employee id of the attendees
Cancel event	Allows user to cancel the event

To Book Meeting

1. Users are first directed to the homepage where they can login.
 2. Once logged in the user can either schedule a new event or view the scheduled events.
 3. Scheduling events include to add some required requirements about title , duration , and attendees details.
 4. Scheduling details can be viewed to cancel the event or update the meeting information.
 5. Users can also change the event time and schedule details once again by edit option.
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Admin:-

1.Login/ Authenticate

The admin logs in to the website using the authorized id and password. If the admin logs in successfully then they are taken to the Dashboard where they can see the booking requests from customer , send remainder and cancel the event.

2.Manage Schedules

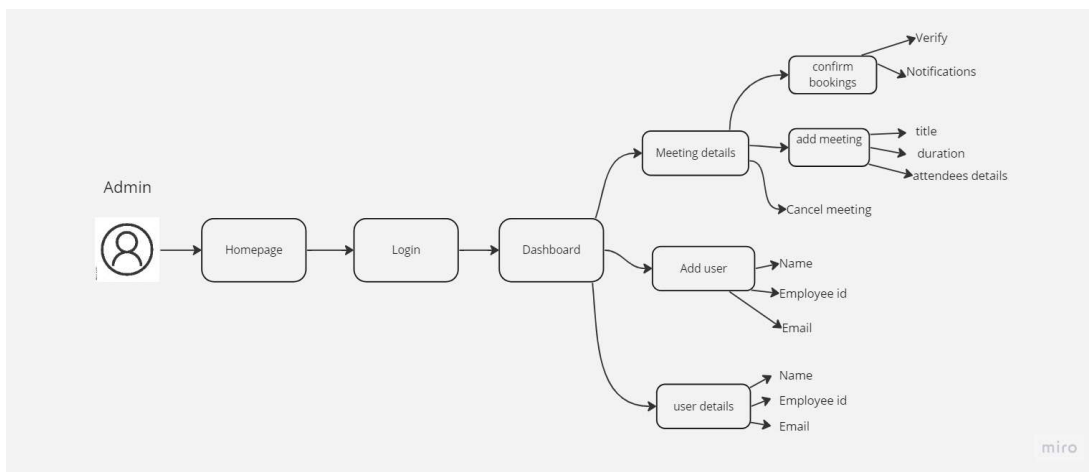
The admin can view list of all the booking requests and confirmed bookings and its detailed descriptions. Further, they can add, remove or edit data of the existing items.

Features Supported in the Website

Functions available for Admin are as follows:

1. Confirm bookings
 - Send the confirmation mail
 - Verify the details of meeting
2. View meeting details
 - Send the notifications
 - Update existing meeting details
 - Edit details
3. Cancellation
 - cancelmeeting

Workflow of Admin



Login > Homepage > Dashboard > Meeting details

Login > Homepage > Dashboard > Meeting details > Confirm Bookings

Login > Homepage > Dashboard > User profile

Login > Homepage > Dashboard > User profile > Cancel meeting

Login > Homepage > Dashboard > Add user

Login > Homepage > Dashboard > Meeting details > add meeting

On the **Admin Dashboard interface**, the admin can navigate into the meeting details ,user profile and registration of the user.

Dashboard	Navigate to into the meeting details,user profile and registration of the user.
Meeting details	Navigate into the meeting details where booked meetings can be confirmed.
User profile	User details are displayed here.
Register user	New users are registered.
Add booking	Admin can add the booking based on the request of the user.

To Manage Meeting bookings

1. In the Dashboard field, navigation to the meeting details and user user profile can be done.
2. Meeting details allows the admin to add and confirm meeting details.
3. User profile allows admin to view the users registered in the website.
4. Book a meeting redirects to the meeting details. Dashboard allows the admin to view or add new user into the database.