

# Meeting Room Booking System User Guide

Welcome to the Single Meeting Room Booking System!

## Overview

The Booking System is a simple easy-to-use web application that allows users to manage a meeting room bookings efficiently. With this system, users can create, update, and delete bookings using a calendar interface.

## Getting Started

1. **Calendar View:** Upon opening the Booking System, users will see the Booking Calendar. The calendar displays all your existing bookings in monthly view. Each booking is represented as an event on the calendar.
2. **Booking Form:** Users will also see a Create Booking form on opening the application together with the Calendar.

## Managing Bookings

1. **Creating a New Booking:** To create a new booking, enter the necessary details such as the booking title, start date and end date into the Create Booking form. Click "Save" to create the booking.
2. **Updating a Booking:** To update an existing booking, simply click on the booking event on the calendar. The Edit Booking form will appear, showing you the booking information. Make the necessary changes and click "Update Booking" to save the changes.
3. **Deleting a Booking:** To delete a booking, select the booking event on the calendar, and click the "Delete Booking" button in the Edit Booking form. Confirm the action when prompted, and the booking will be removed from the system.
4. **Viewing Booking Details:** To view the details of a booking without editing or deleting it, click on the booking event on the calendar. The Edit Booking form will display the information associated with the booking.

## Important Notes

1. **Booking Rules:** Meeting room can only be booked during working hours, from Monday to Friday, from 7 AM to 5 PM. There is also a maximum time limit of 3 hours per day per user.
2. **Mandatory fields:** All input fields are mandatory. Users must input the booking title, start date and end date to create a new booking.
3. **Date and Time Format:** The system uses the standard date and time format. When creating or updating a booking, please enter the dates and times in the specified format to ensure accuracy.

## Troubleshooting

1. **Error Messages:** If you encounter any errors while using the application, the system will display appropriate error messages. Please read them carefully to understand the issue and follow any suggested actions.

## Conclusion

Congratulations! You are now ready to efficiently book the meeting room using the Booking System. Enjoy the simplicity and convenience of creating, updating, and deleting bookings with ease.

Thank you for choosing the Booking System!

Note: This user guide provides a brief overview of the Booking System's functionality. If you have any questions or need assistance, please feel free to contact our support team at [example@bookingsystem.com](mailto:example@bookingsystem.com).