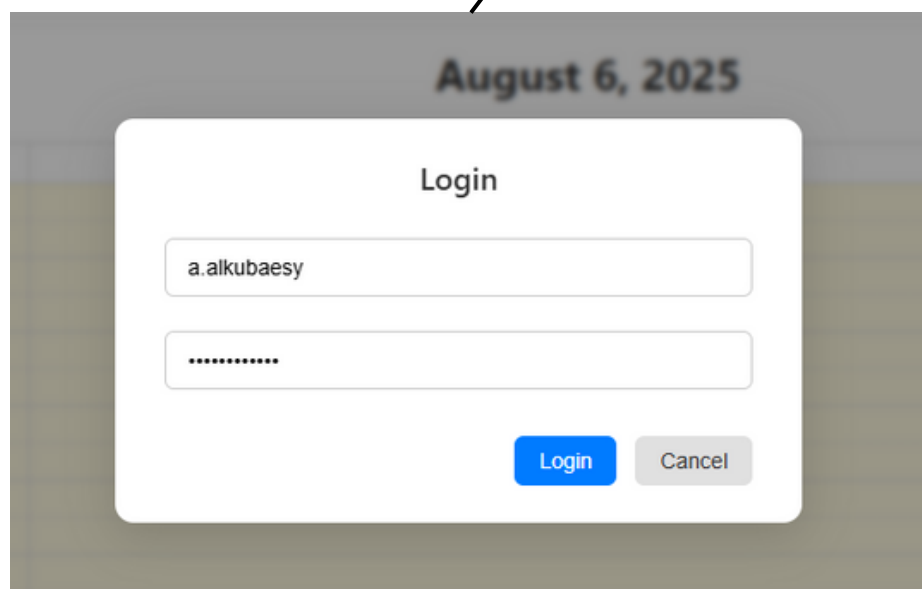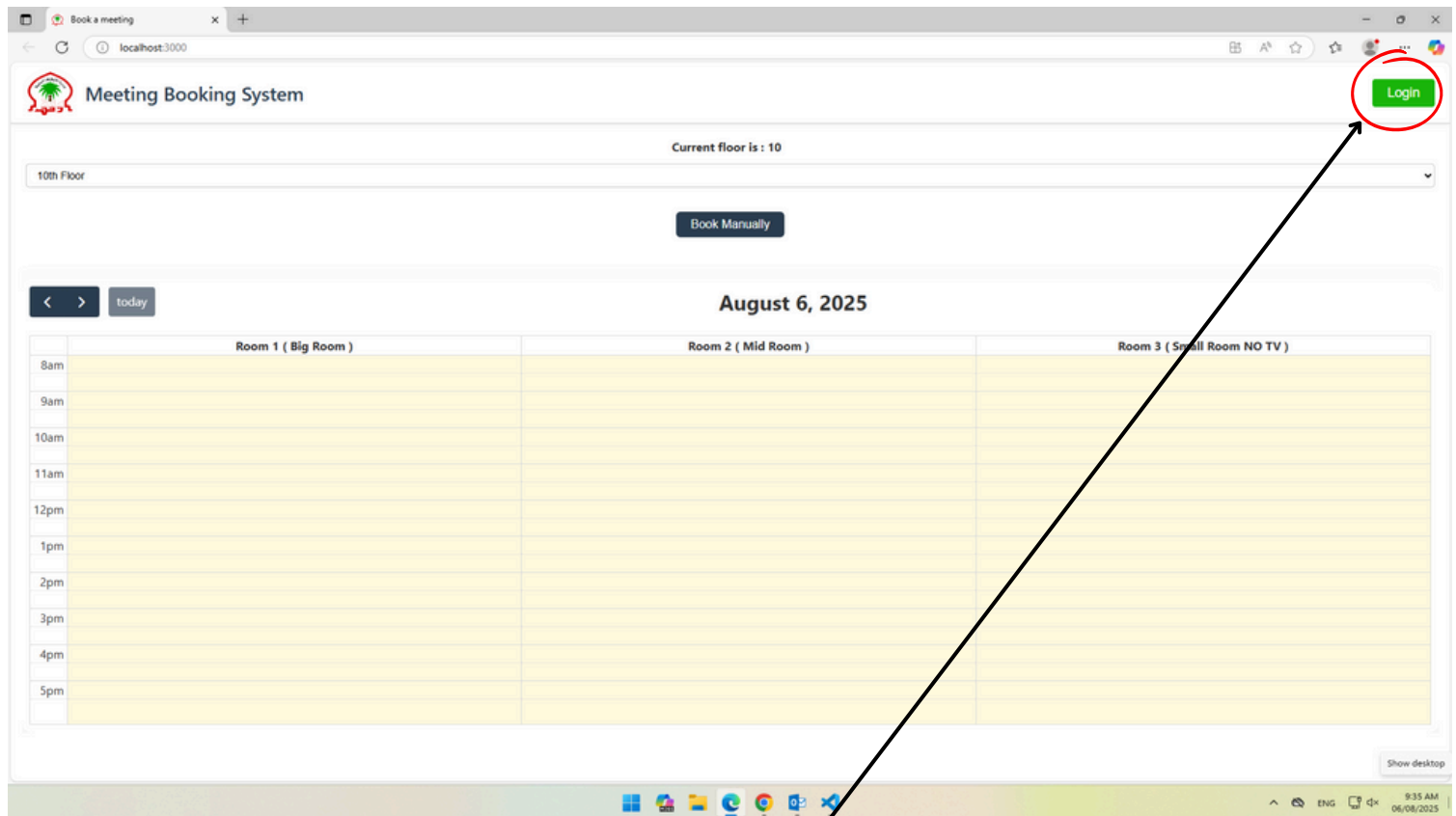# USER MANUAL FOR Reservation System Meeting Room

This manual provides a simple steps on how to:

- Access the system
- Submit a booking request
- Understand booking statuses (Pending, Approved, Declined)
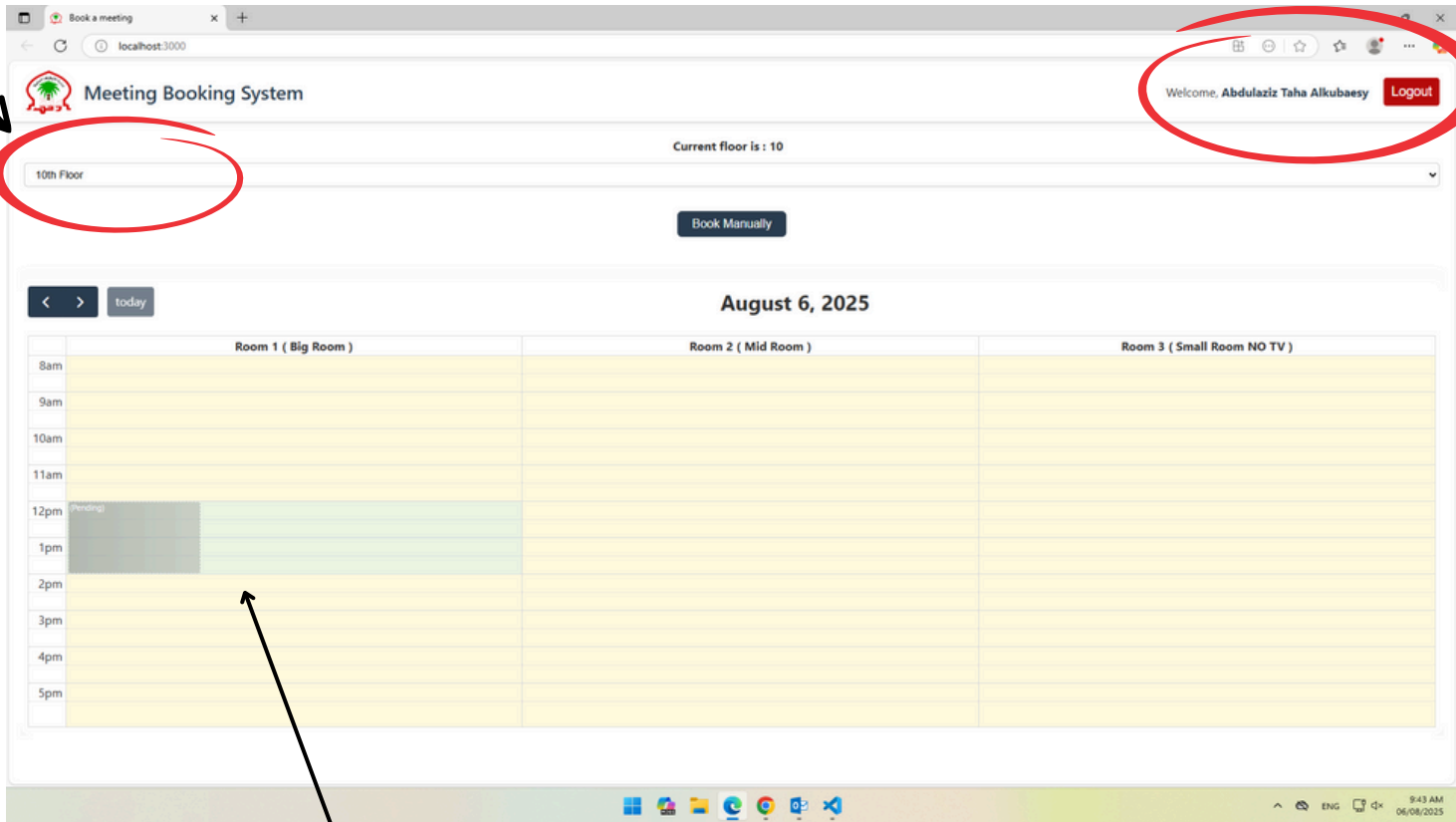- View your bookings on the calendar
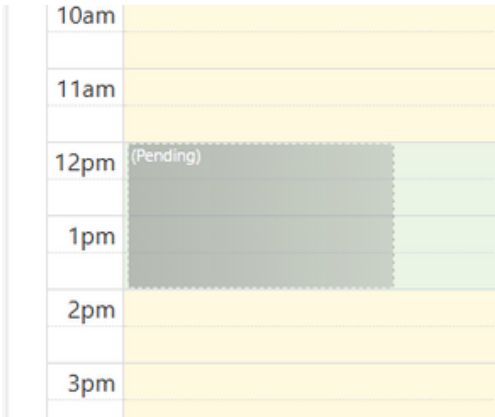
Click the Login button on the top-right.

Enter your username and password.
you can write your **email** as a username

Click here to choose between 10th Floor or 7th Floor.

Successfully logged in sign

Click and drag over an available time slot.

It will open this form

Change the duration if needed

Choose department

Once the booking is confirmed, it will be marked as pending and an email notification will be sent to the admin.

Wed 06/08/2025 9:58 AM

a.alkubaesy@swd.bh

Your Booking is Approved

To   Abdulaziz Taha Alkubaesy

Hello Abdulaziz Taha Alkubaesy,

Your booking for Room1 from 8/6/2025, 12:00:00 PM to 8/6/2025, 2:00:00 PM has been approved.

Thank you.

When the booking is approved, it will appear on the calendar and a confirmation email with all the booking details will be sent.

Wed 06/08/2025 10:00 AM

a.alkubaesy@swd.bh

Your Booking Request Declined

To   Abdulaziz Taha Alkubaesy

Hello Abdulaziz Taha Alkubaesy,

Unfortunately, your booking for Room1 on 8/6/2025, 12:00:00 PM was declined.

Thank you.
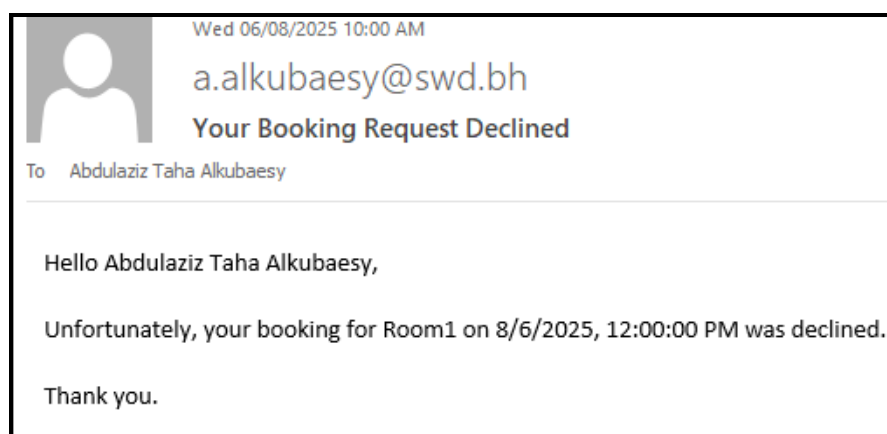
If the booking is declined, an email notification will be sent showing the rejection.

Additional notes

Booking Conflicts
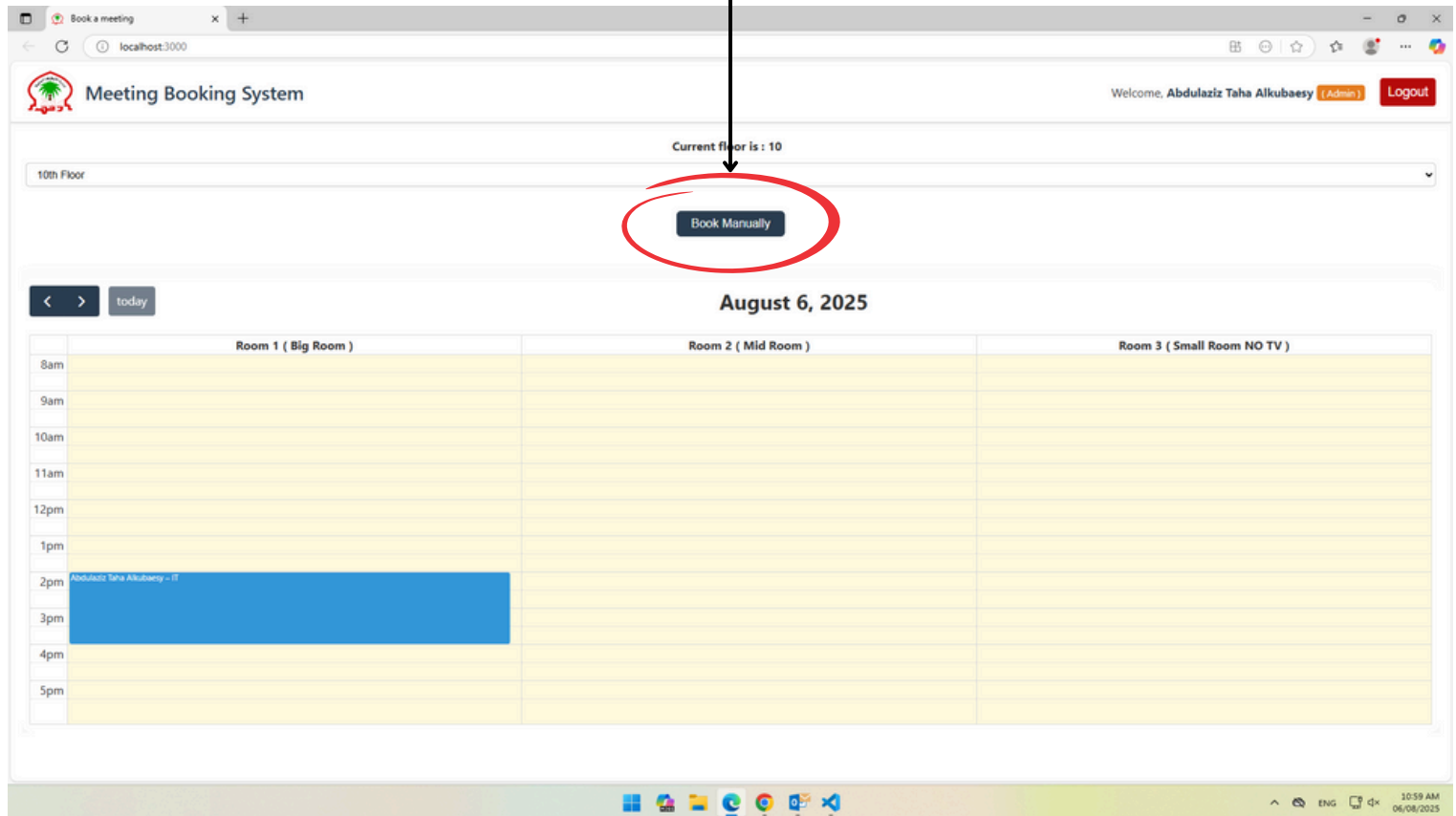

It is possible to submit a booking request for a time slot even if another pending request already exists. The admin will review all overlapping requests, approve one, and the rest will be automatically declined.

An email notification will also be sent.
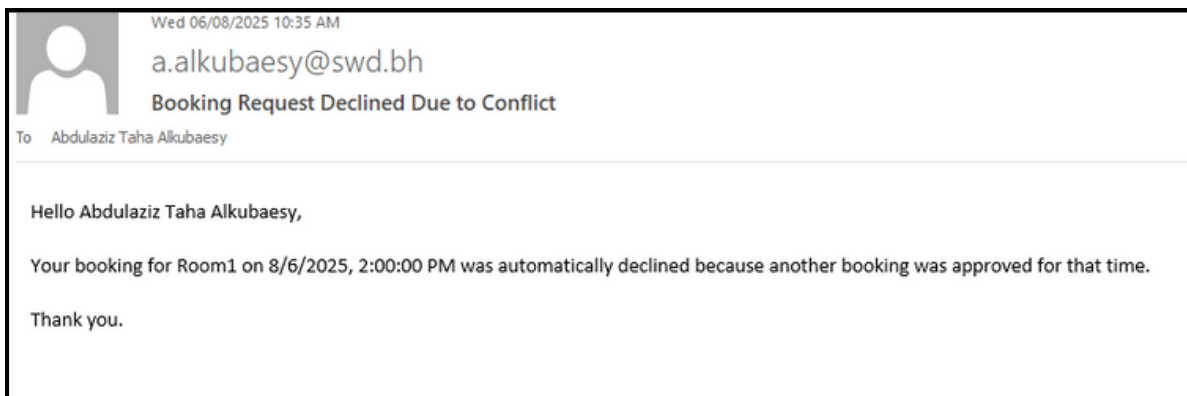
Manual Booking

Use the "Book Manually" button to choose a room, start time, and duration freely