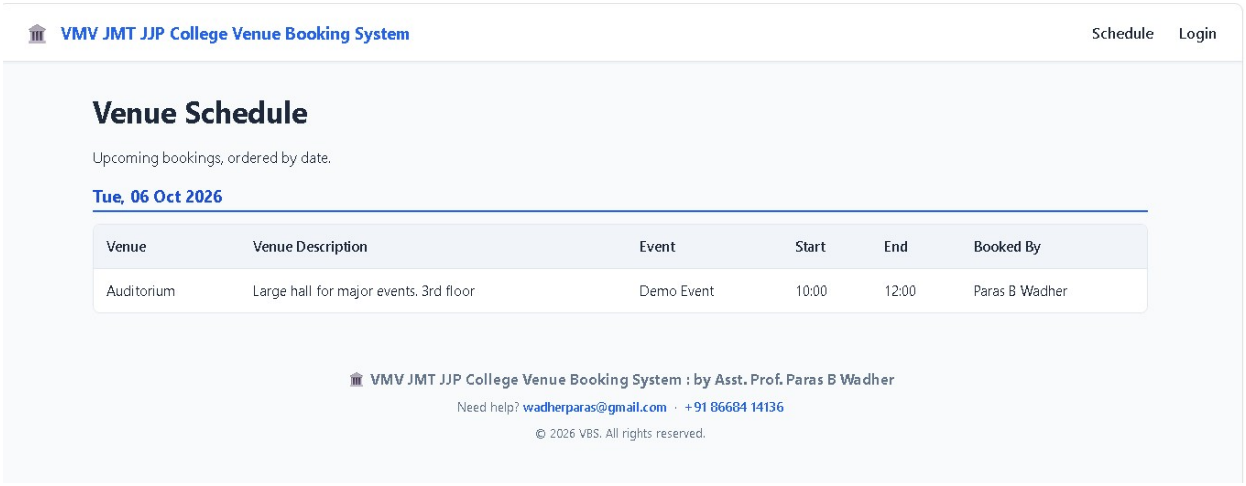
USER MANUAL

MAIN HOME SCREEN : vbs.vmvjmtjjpc.edu.in



Anyone can check the current (datewise) bookings without login.

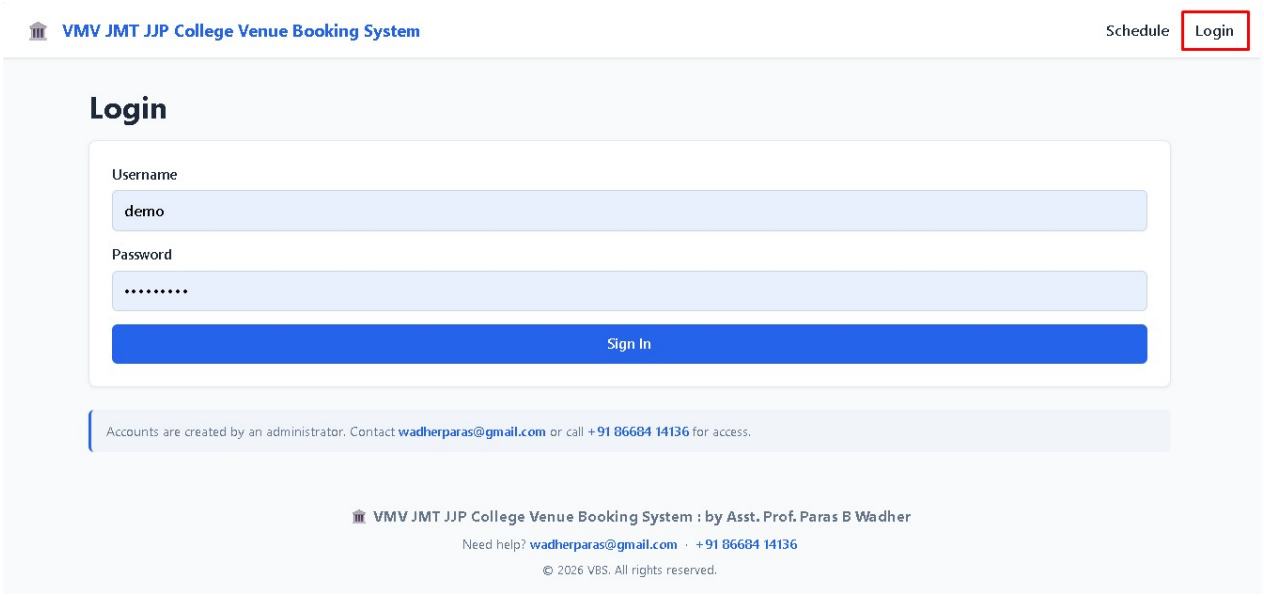
Venue:

Event: Name of event provided at the time of booking.

Start Time in HH:MM

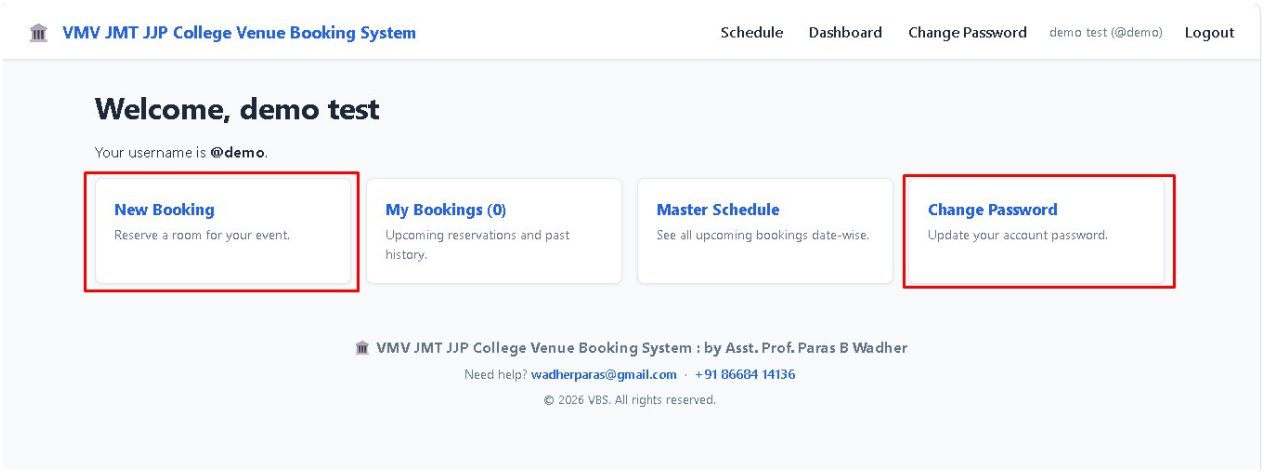
End Time in HH:MM

LOGIN SCREEN : top right hand side.

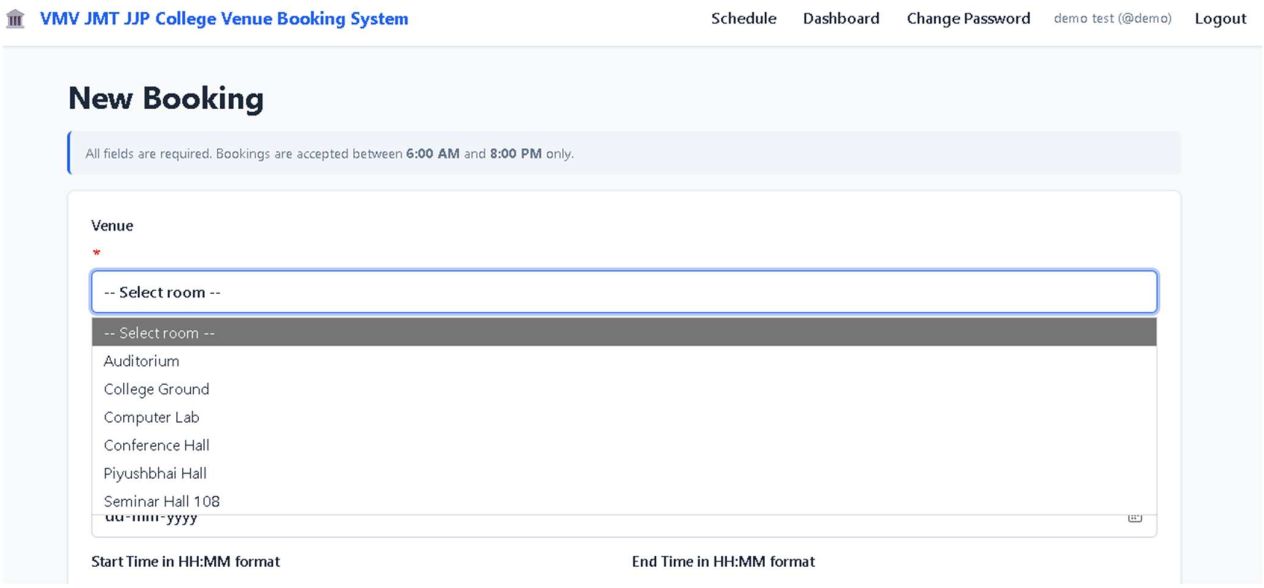


User Name and Password as provided. (You can change password after login by using change password).

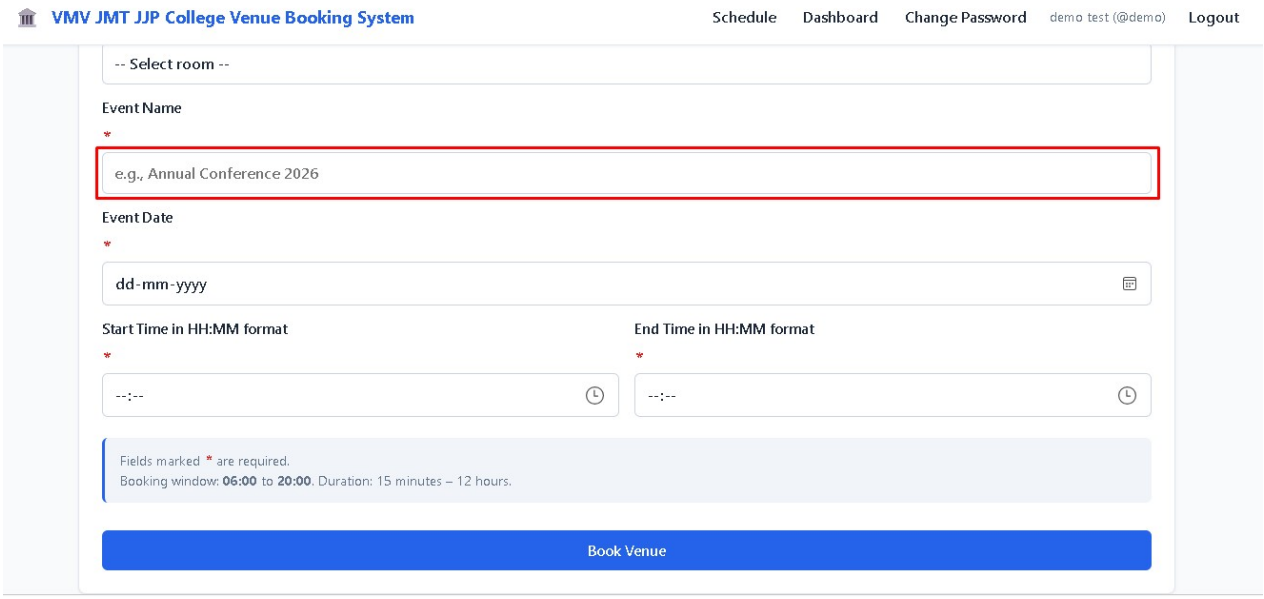
After Login Click on New Booking .



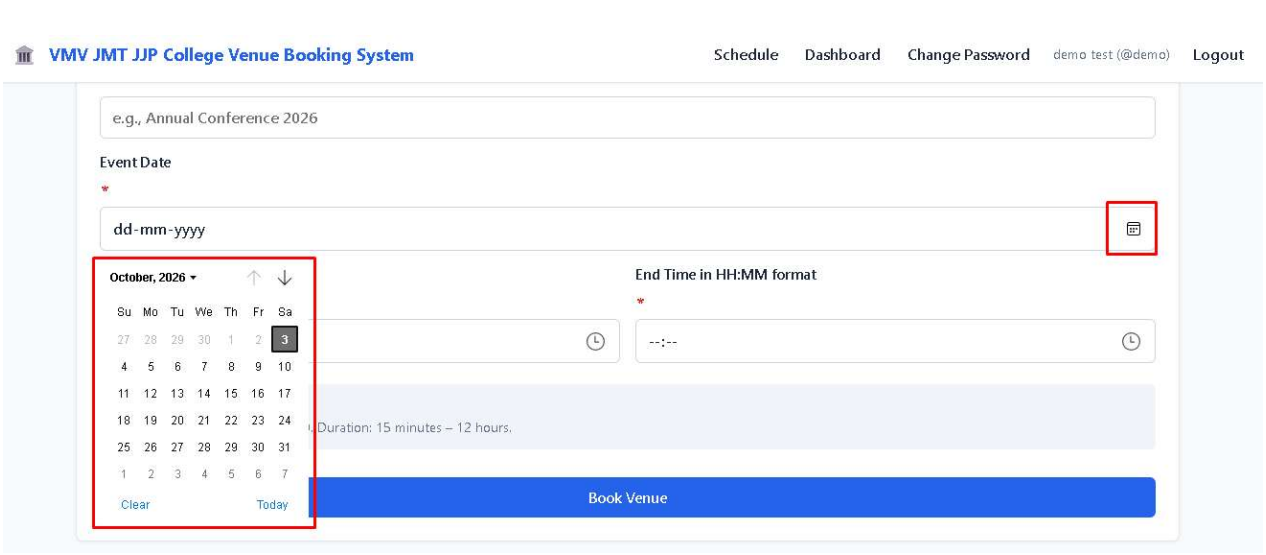
NEW BOOKING SCREEN :



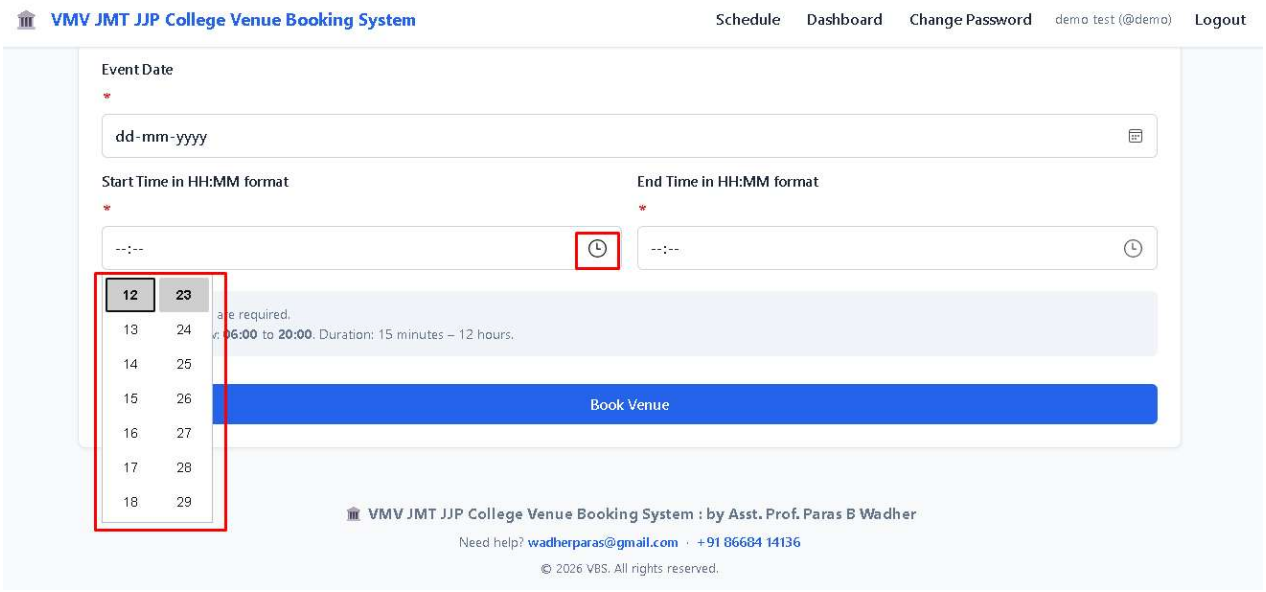
Select Desired Room.



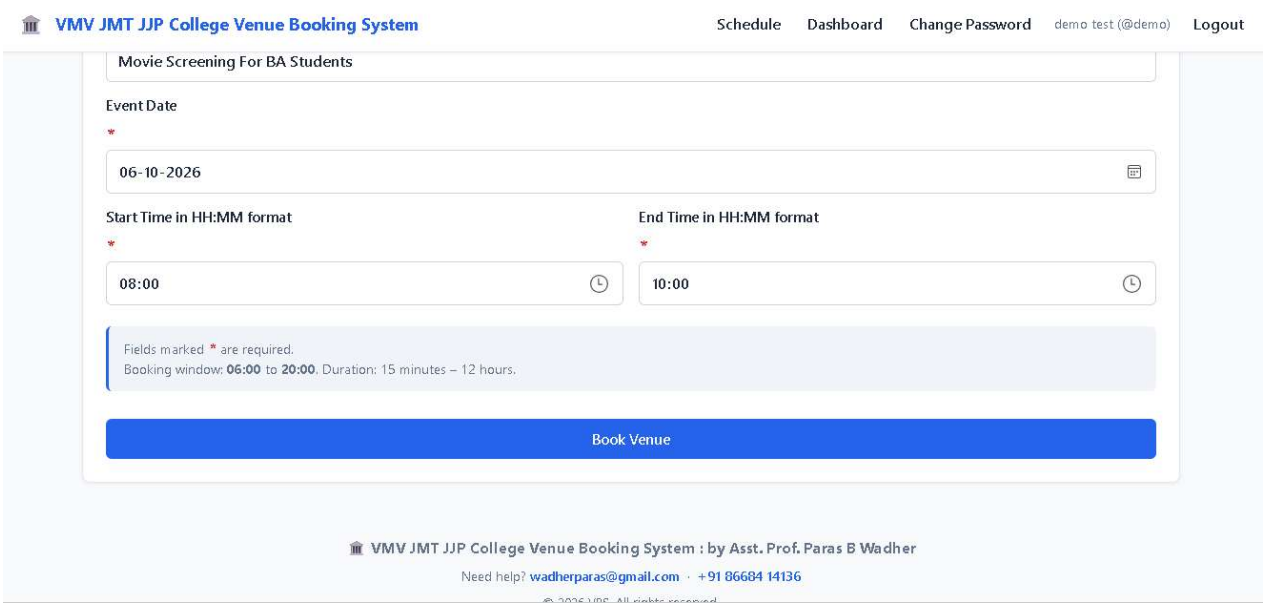
Enter Complete Name of Event. Avoid Using Shortforms / Abbreviations .



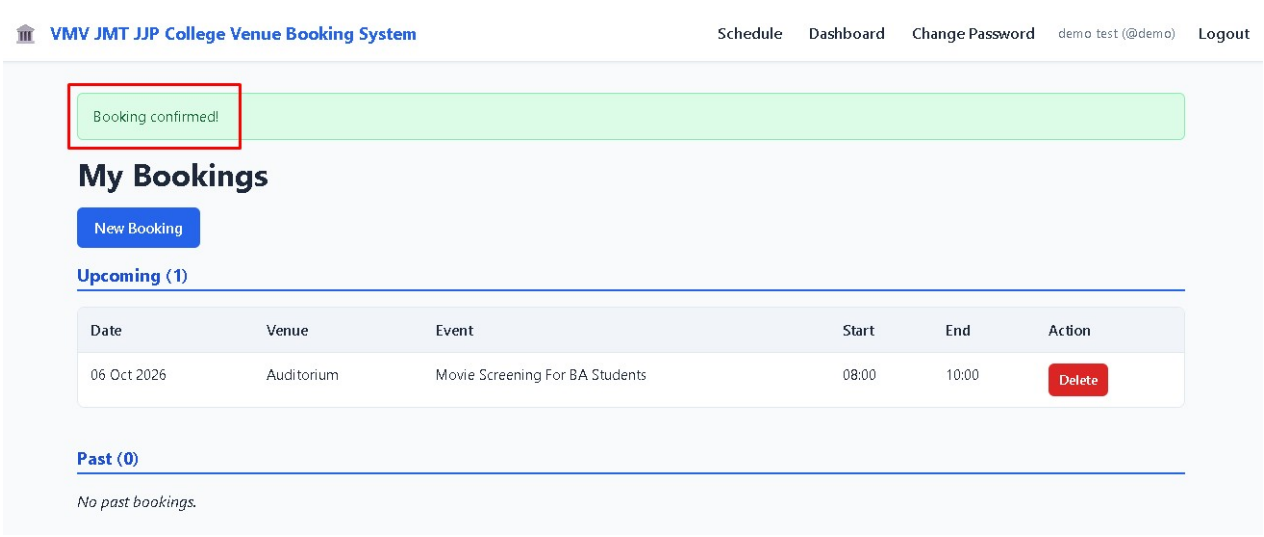
Enter Date Manually or Select from Calendar.



Enter Time in HH:MM Format (24- Hour Clock) manually or select from time menu.

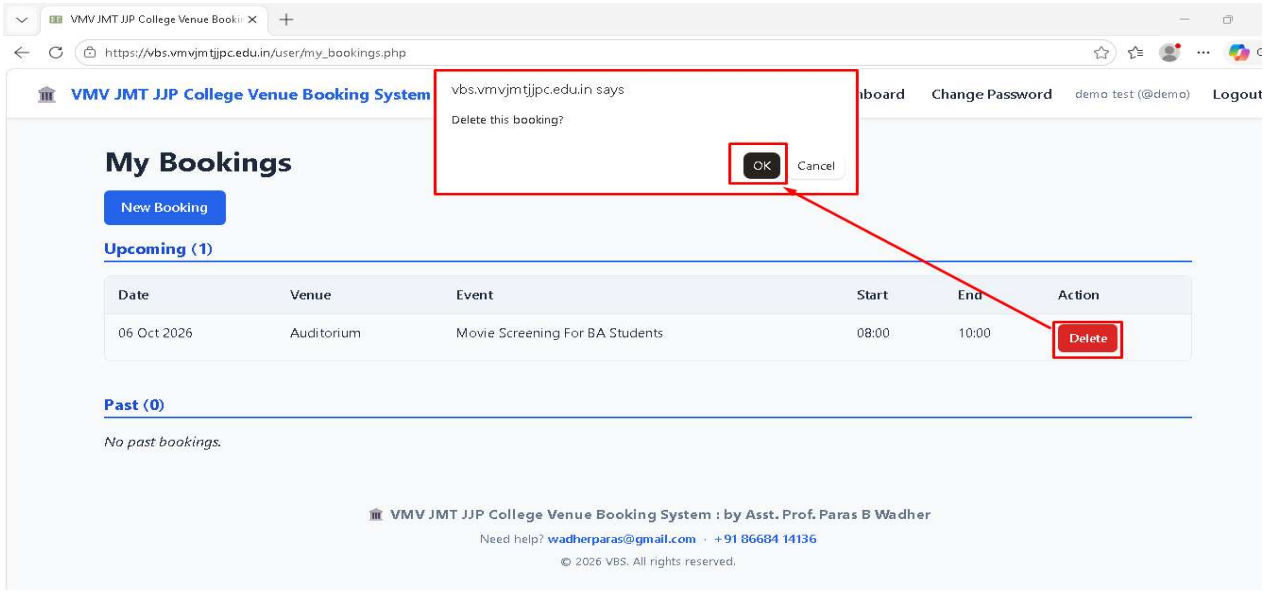


Final Check & Click Book Venue.

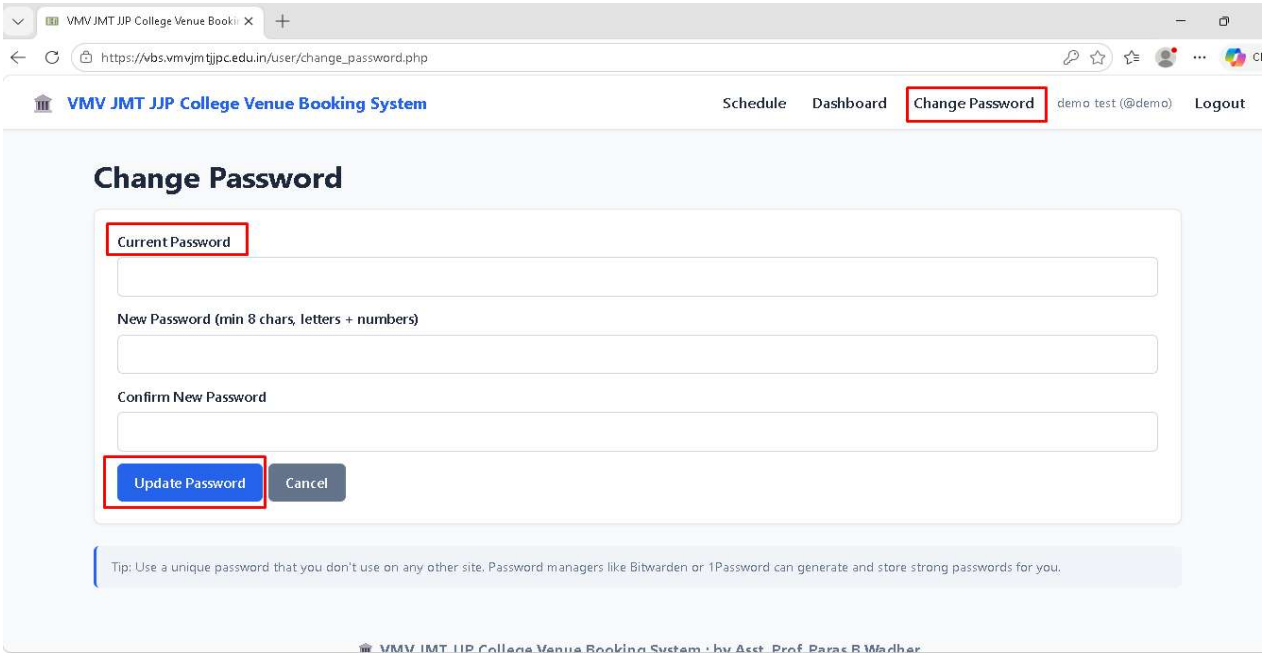


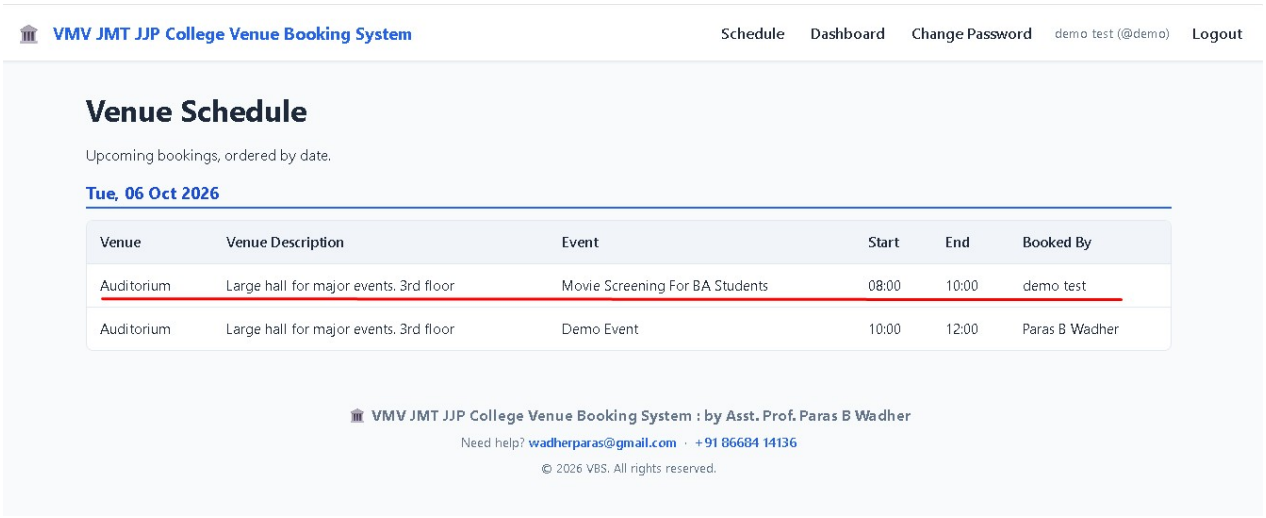
Booking can be seen in My Bookings. Where you can delete the booking if program is postponed.

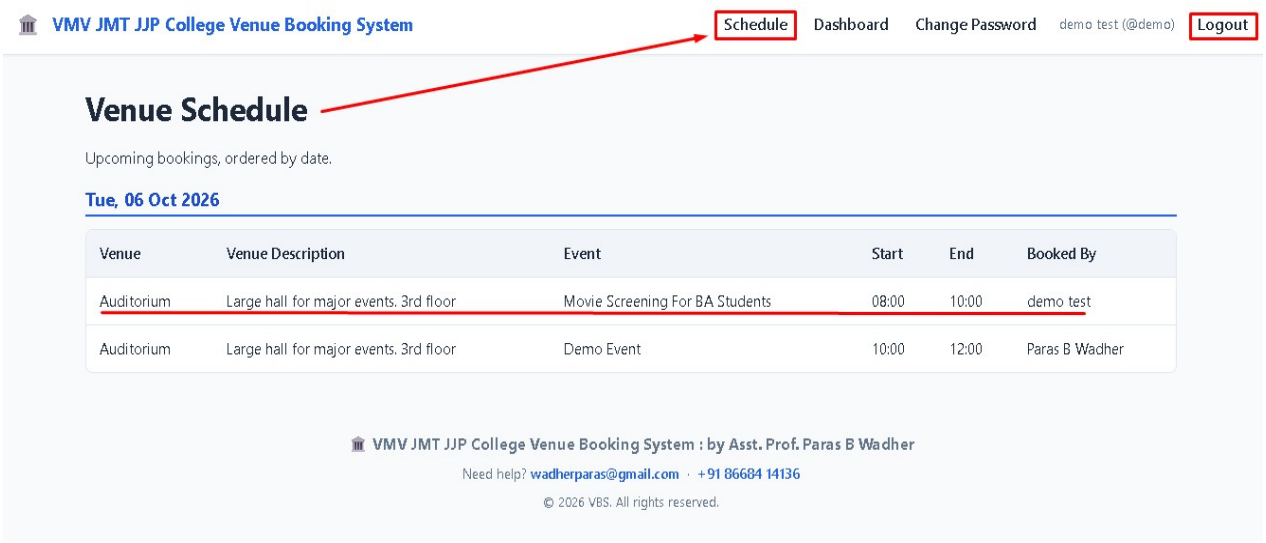
For New Booking click on new booking and repeat steps again.



To change current password click on change password menu.







Logout - Once Done.

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