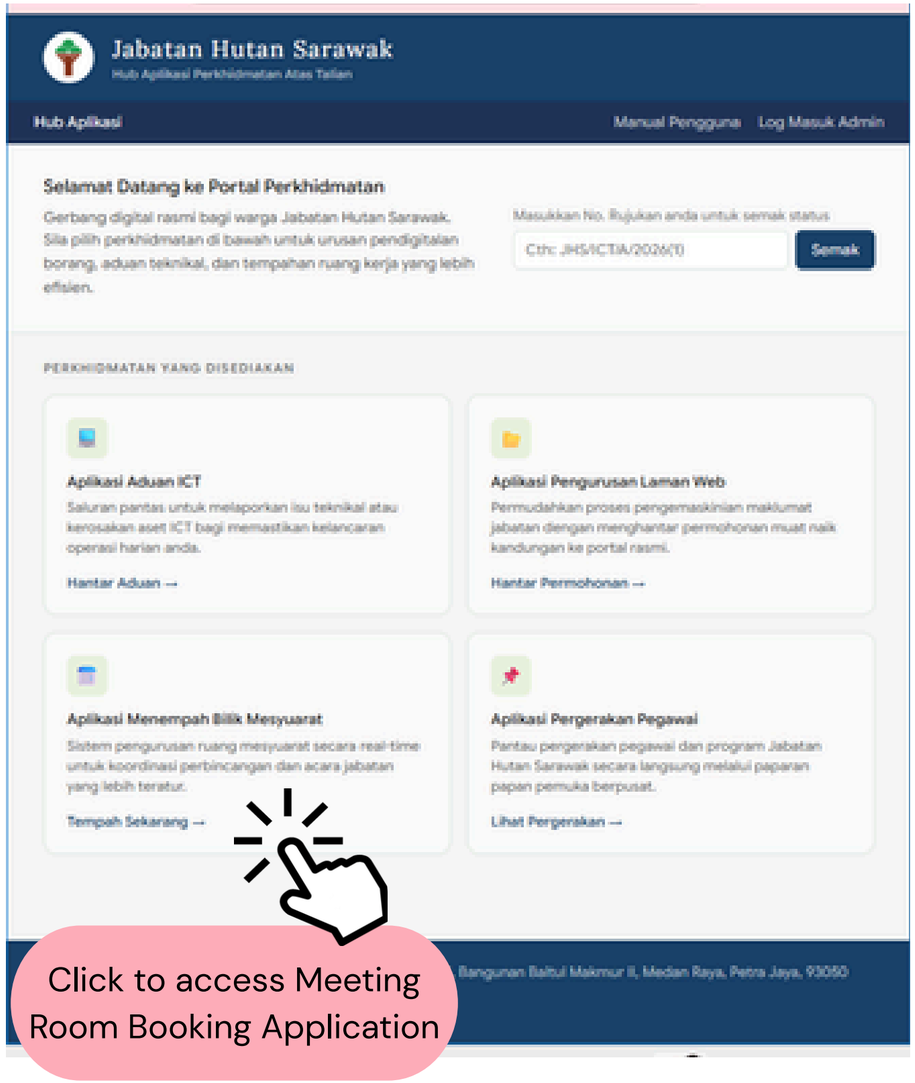
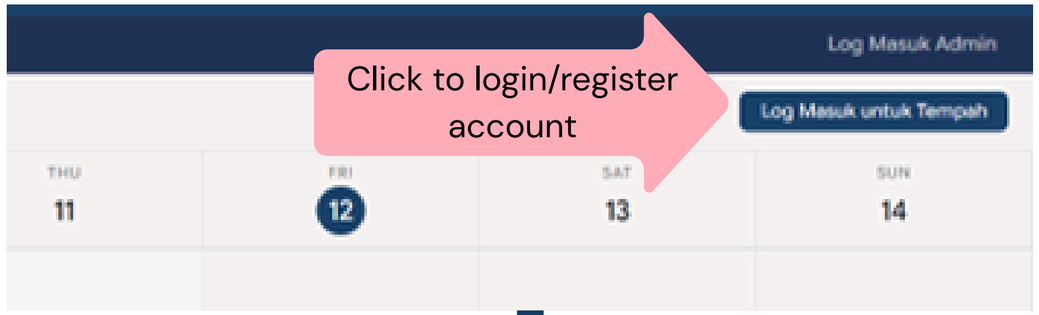
1. Meeting Room Booking Application - Access Point

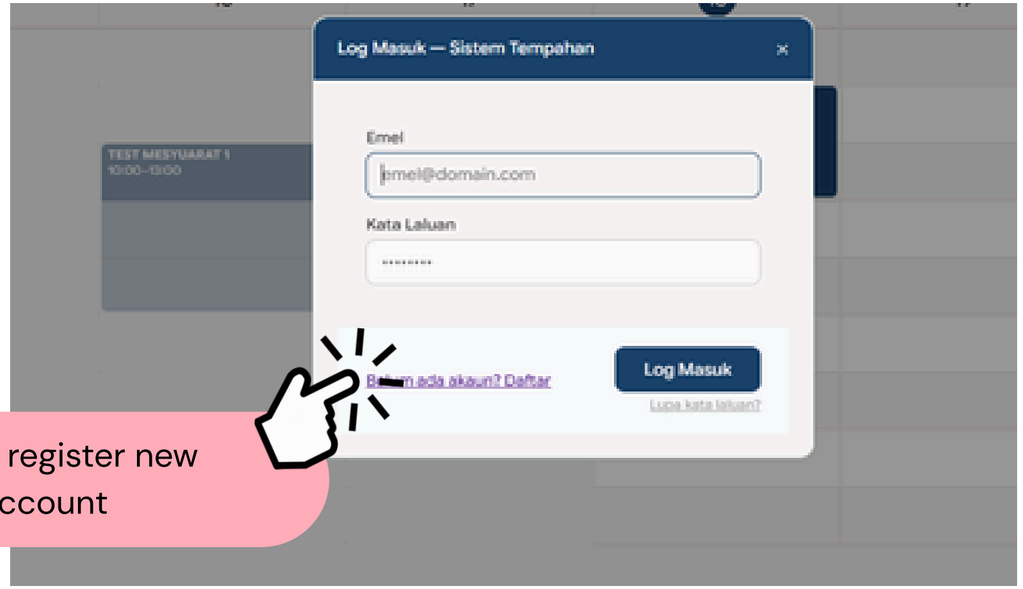


Click to access Meeting Room Booking Application

2i) Account Registration

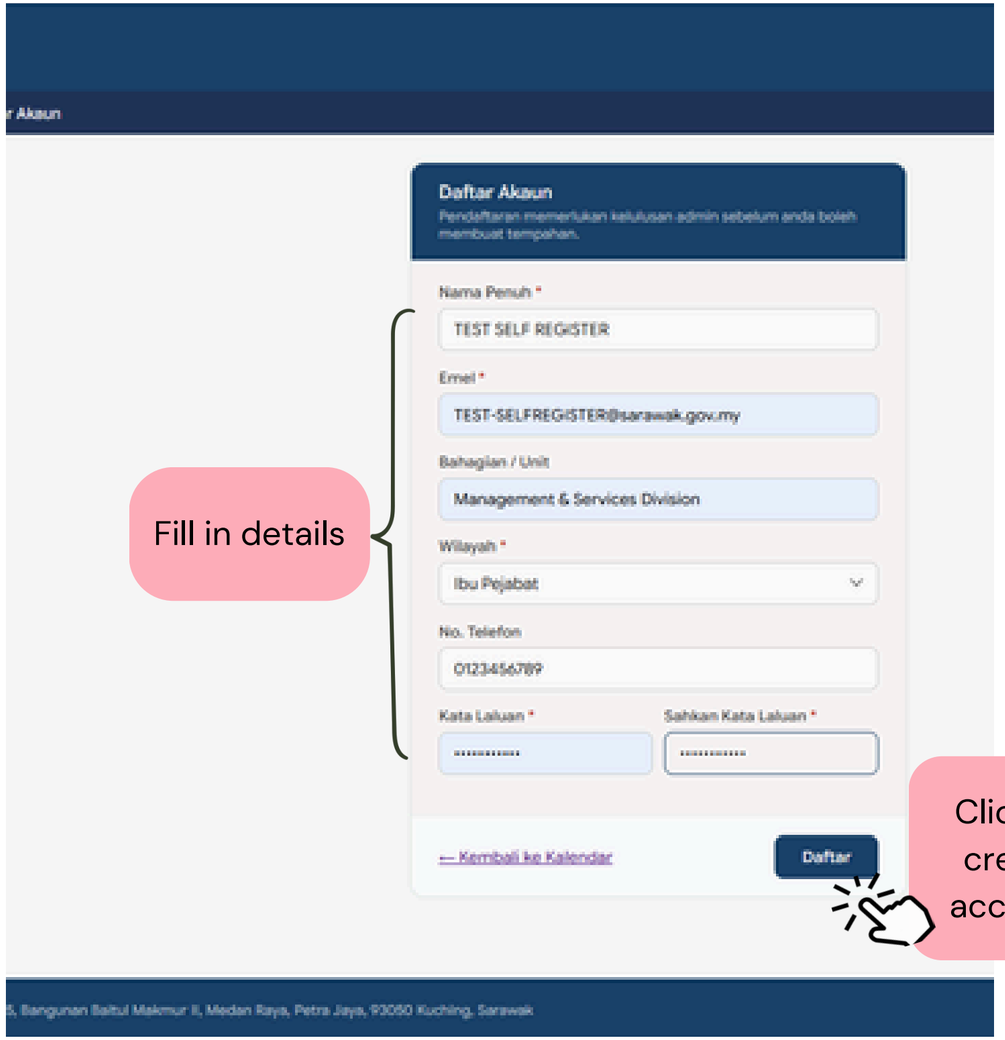


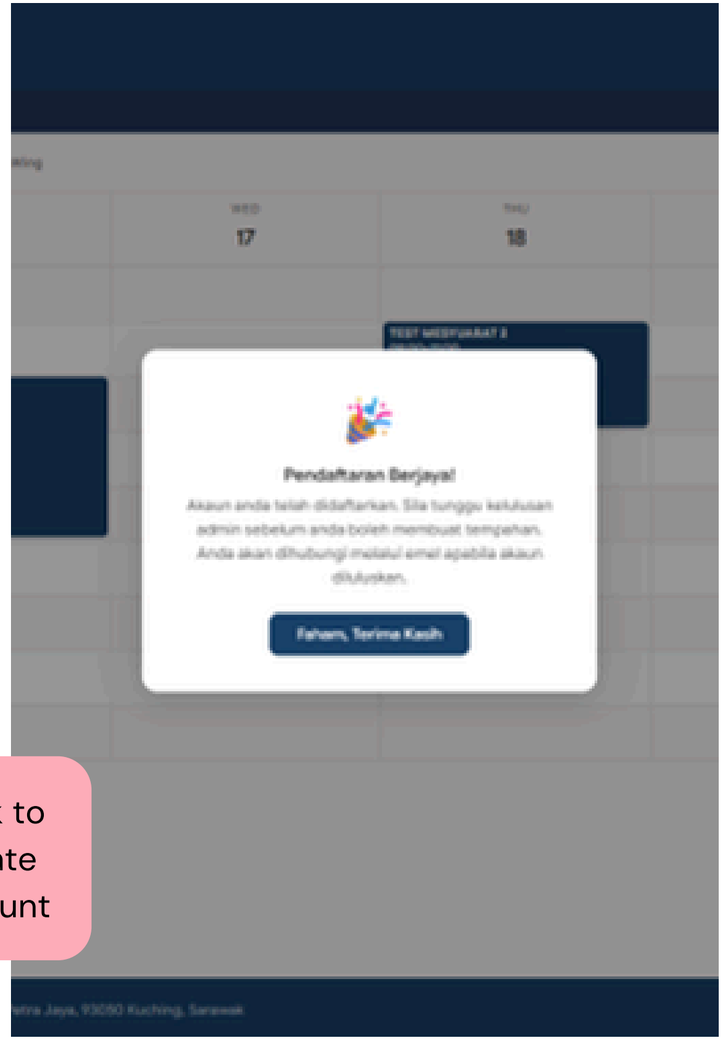
Click to login/register account



Click to register new account

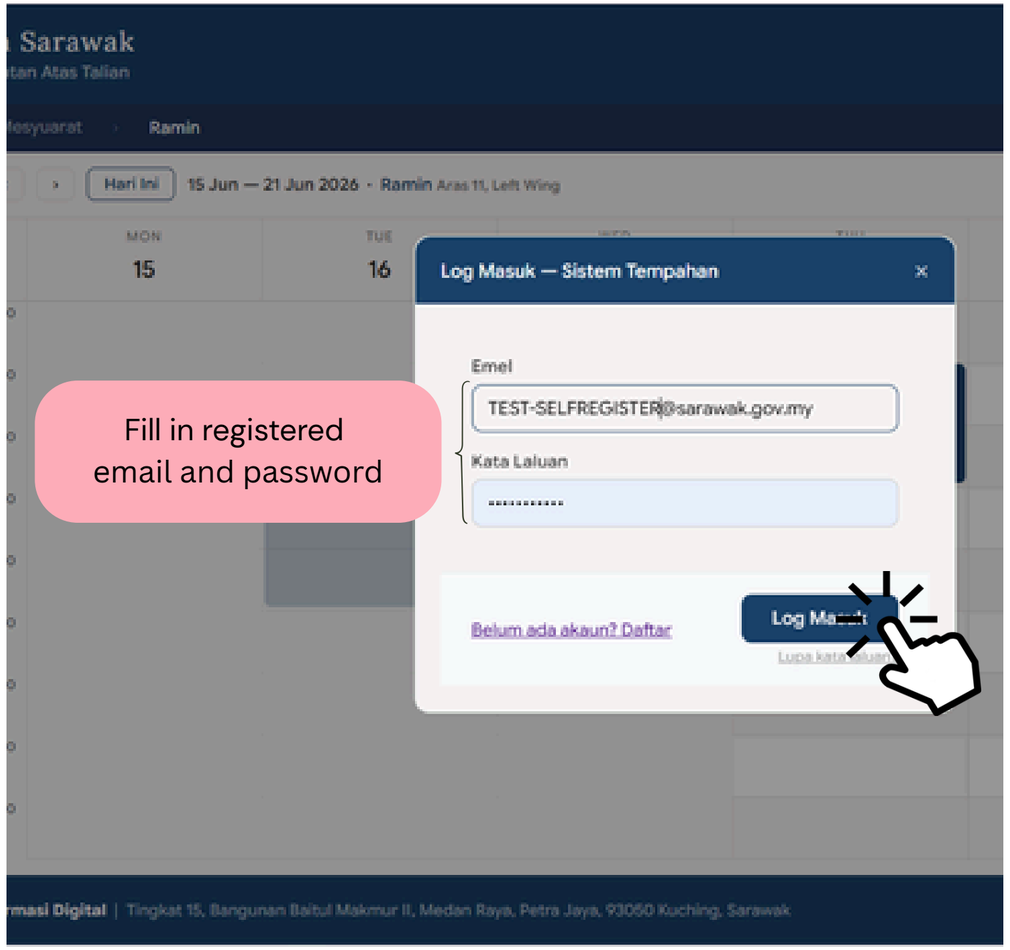
2i) Account Registration



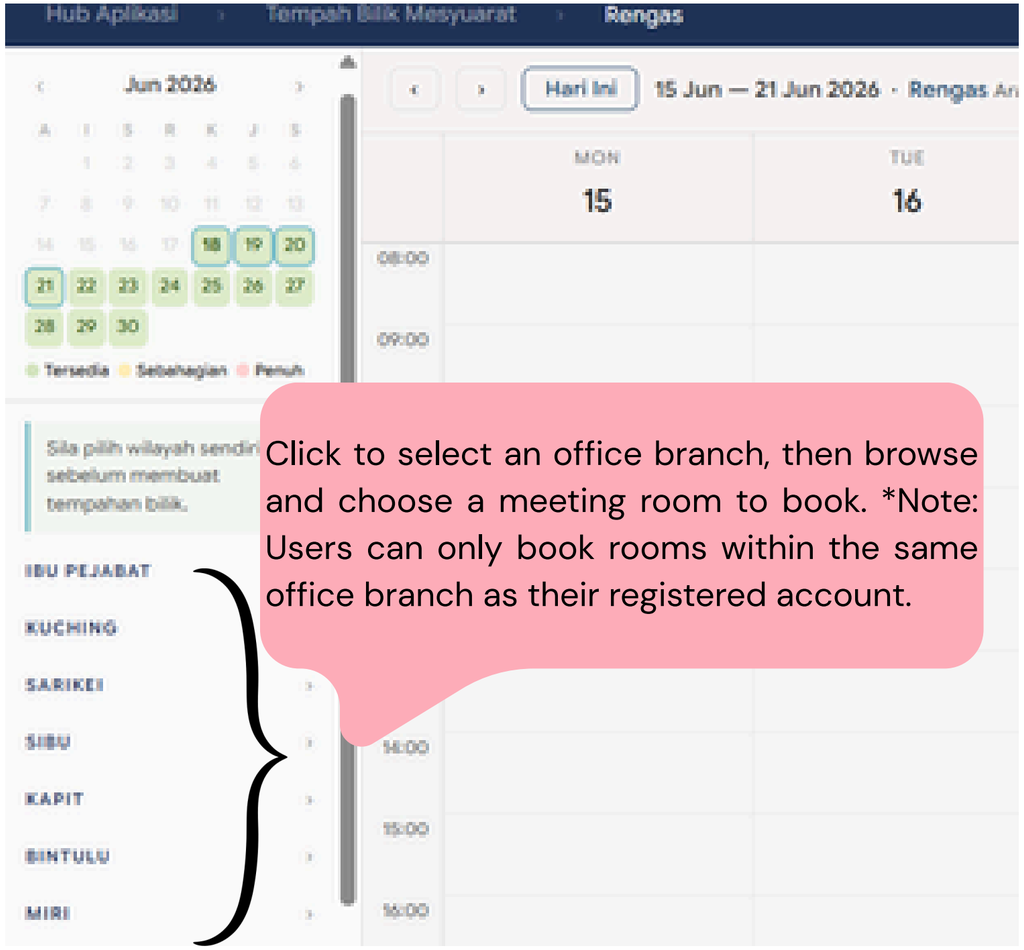


Users are required to wait for admin approval for their account before any bookings can be made. Users will be notified via email once their account has been approved.

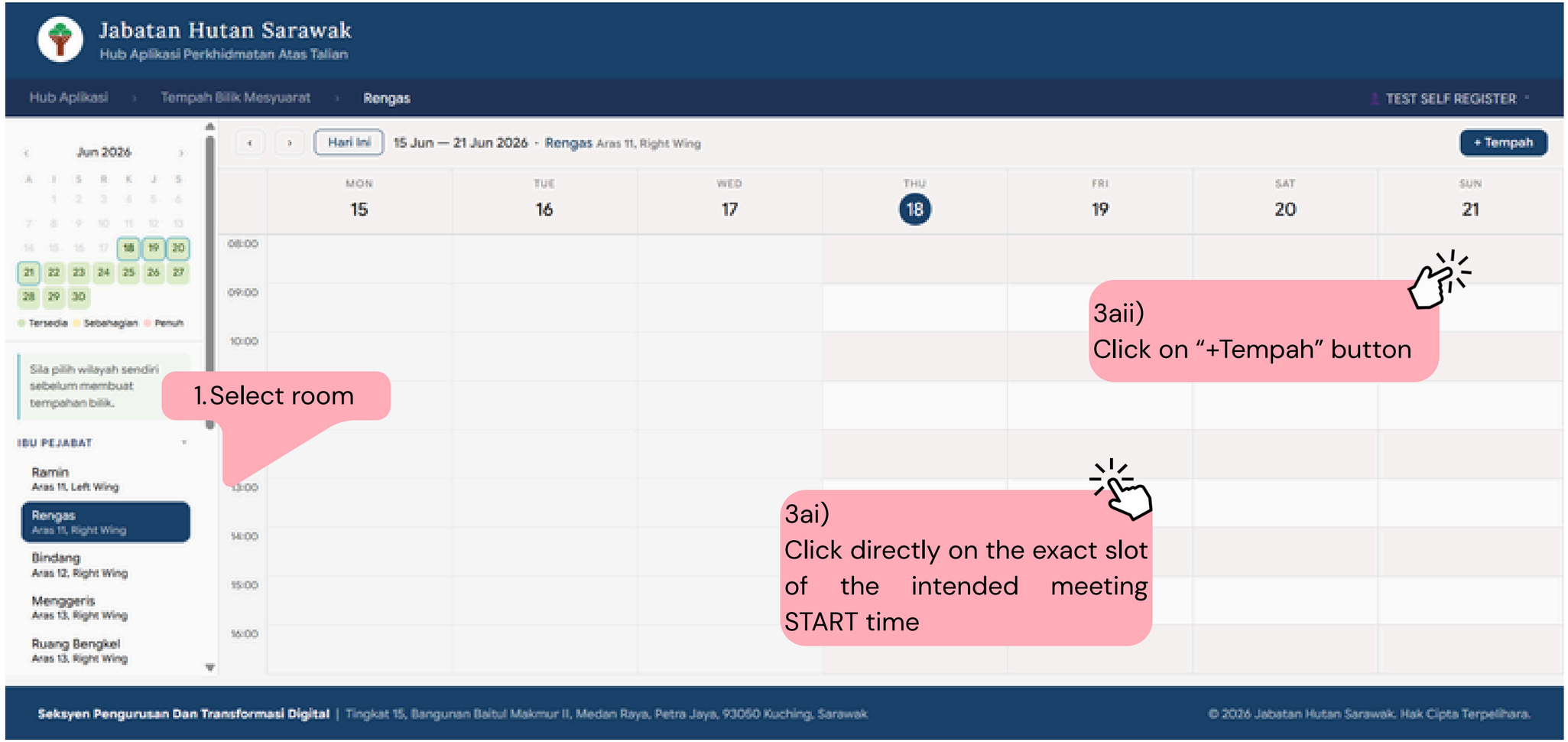
2ii) Login



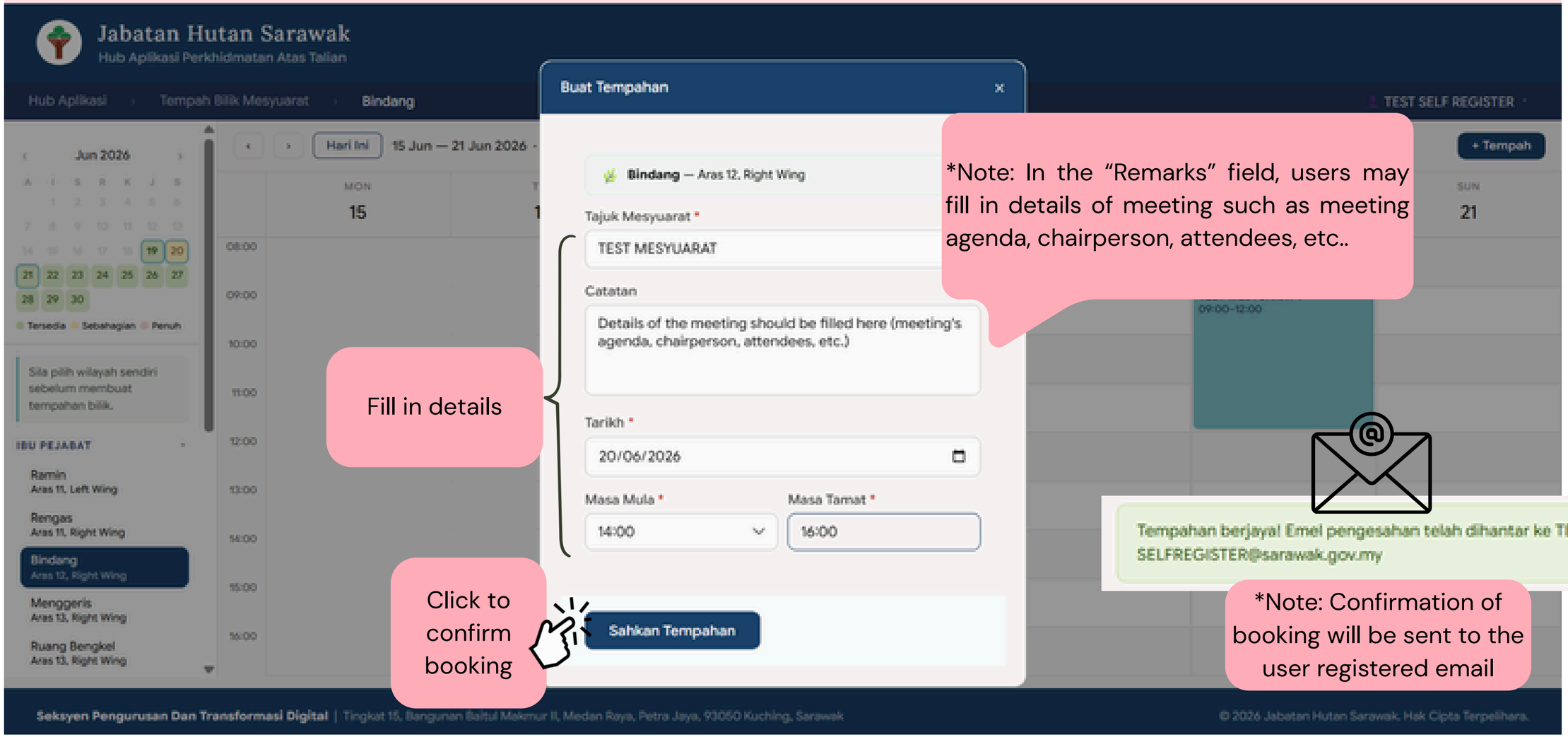
3) Booking a room – Selecting room



3a) Booking a room – Methods

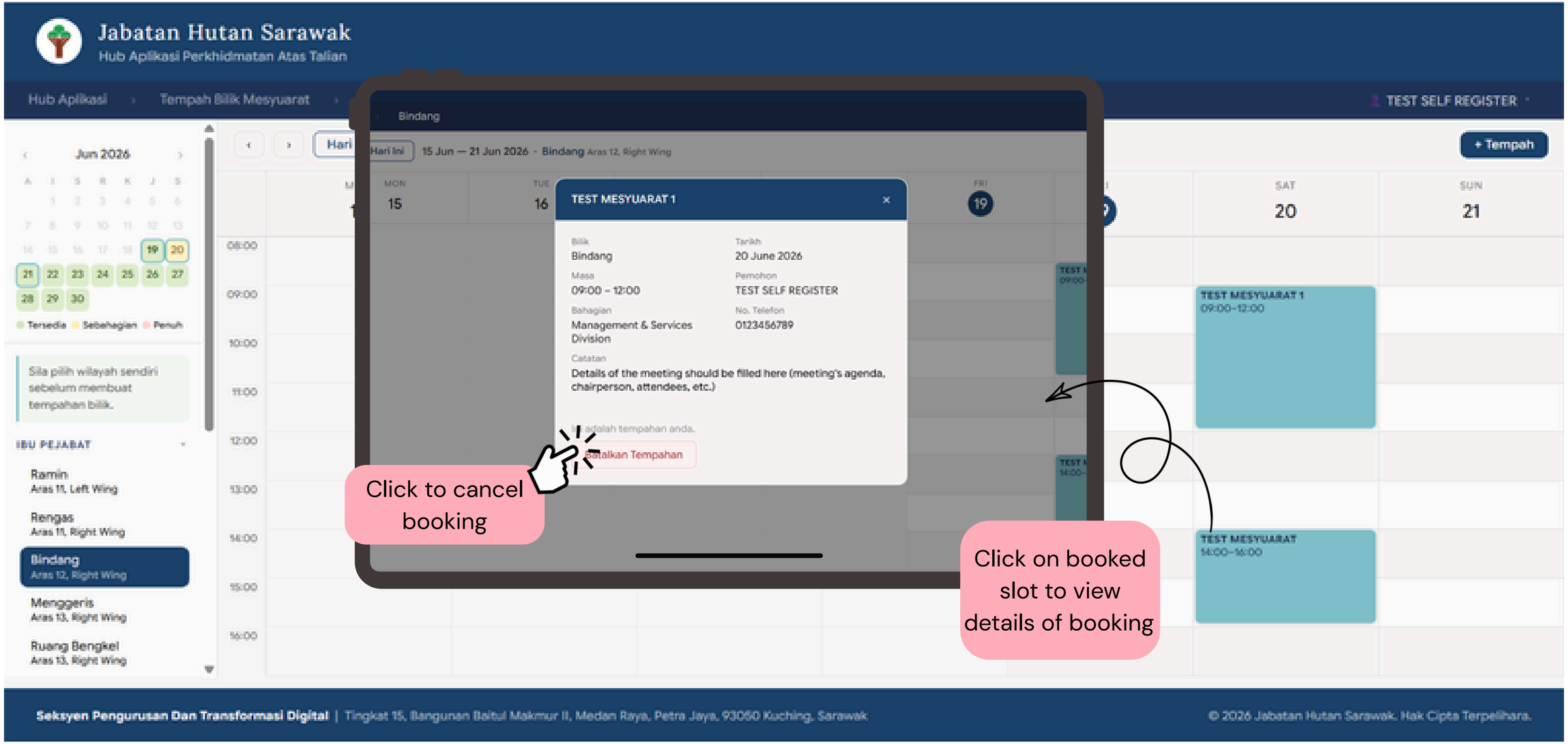


3a) Booking a room – 3ai) Direct calendar slot

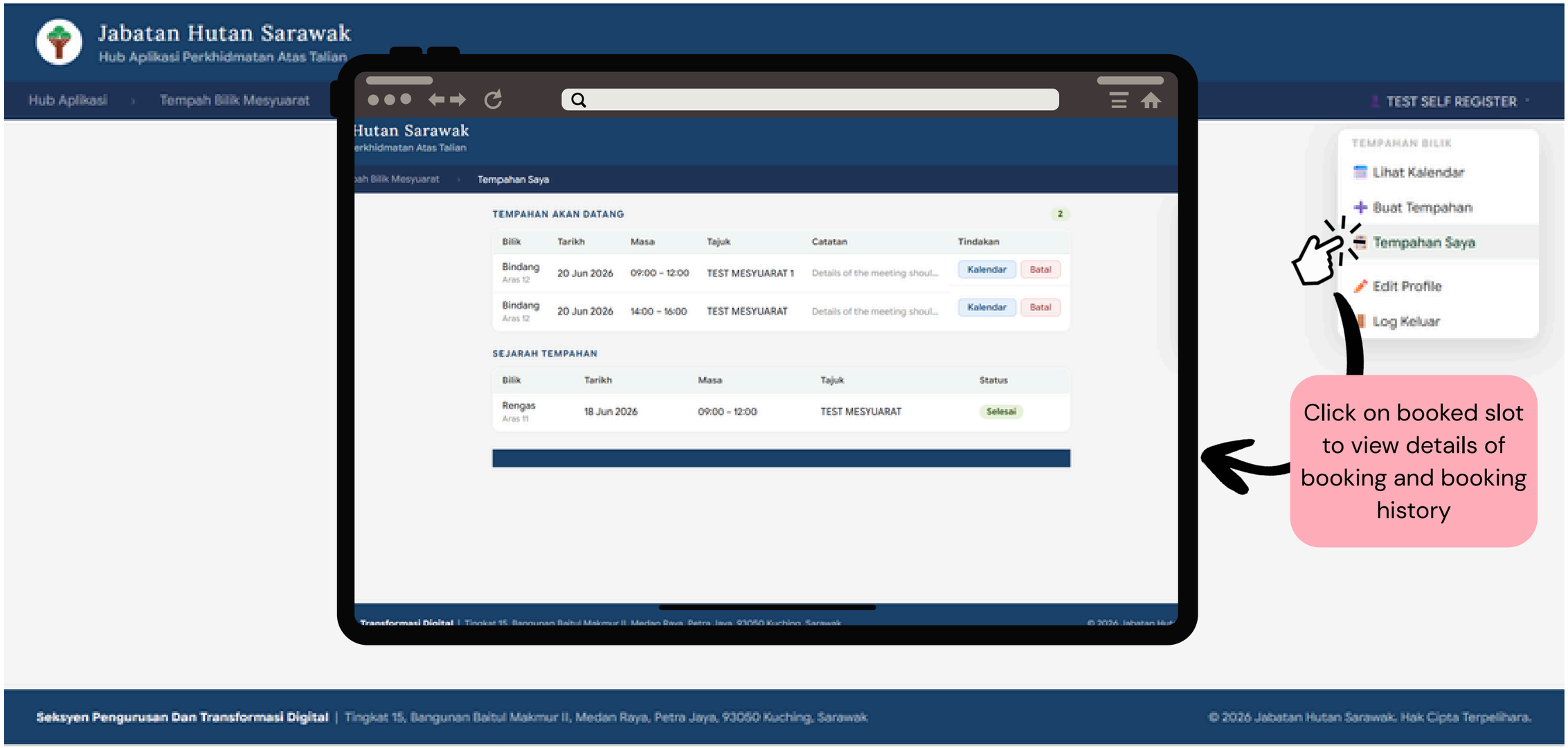


3a) Booking a room – 3aii) “+Tempah” Button

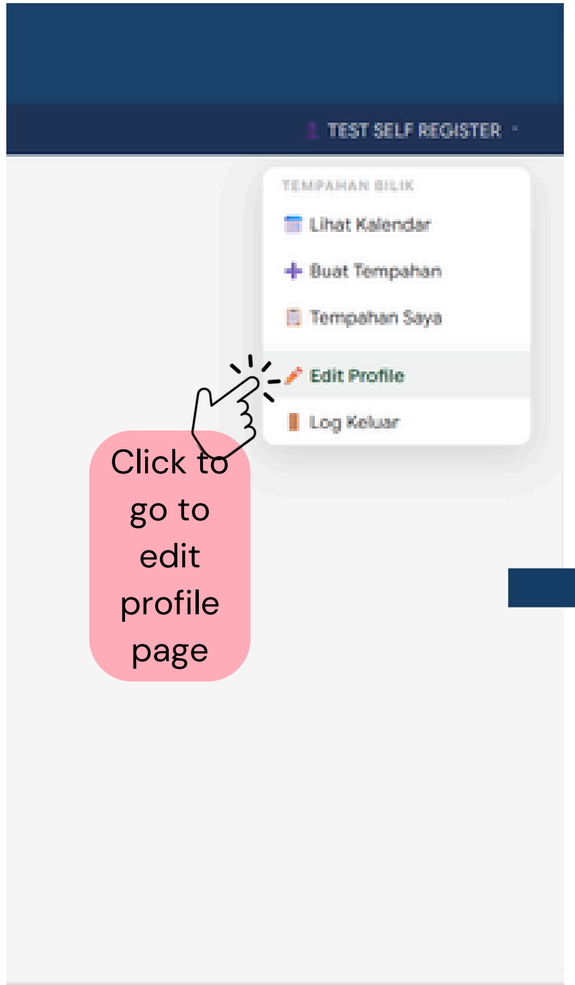
3b) View Booking & Cancel Booking

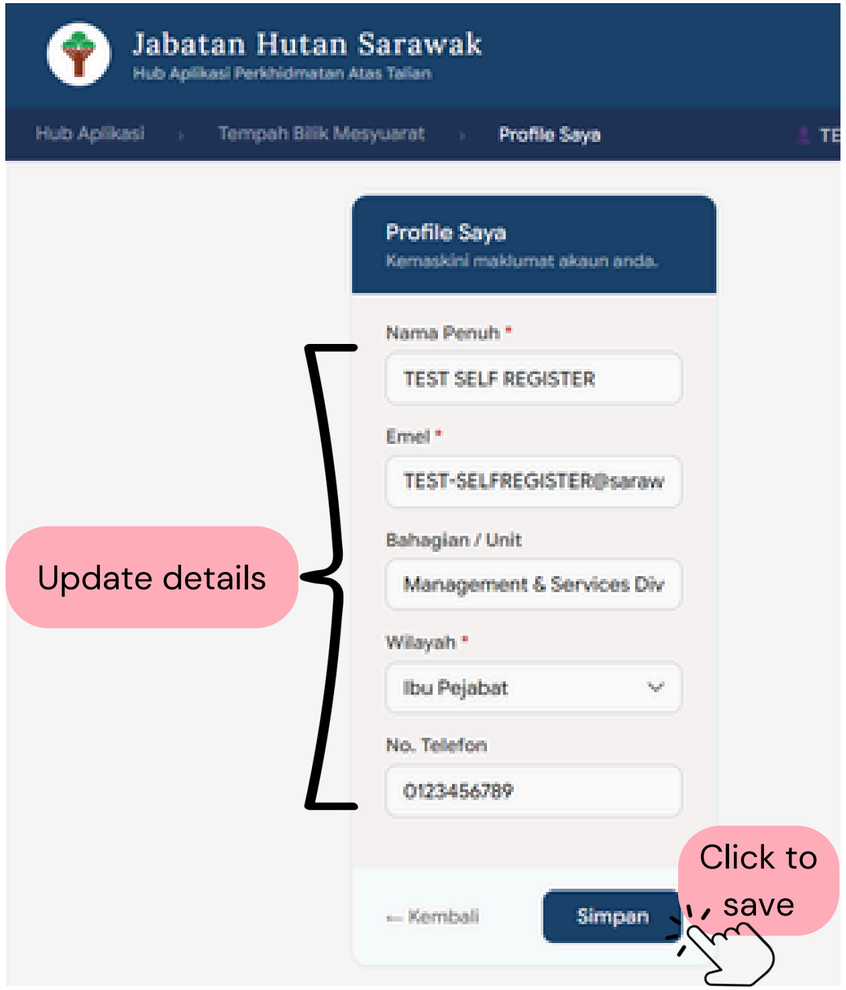


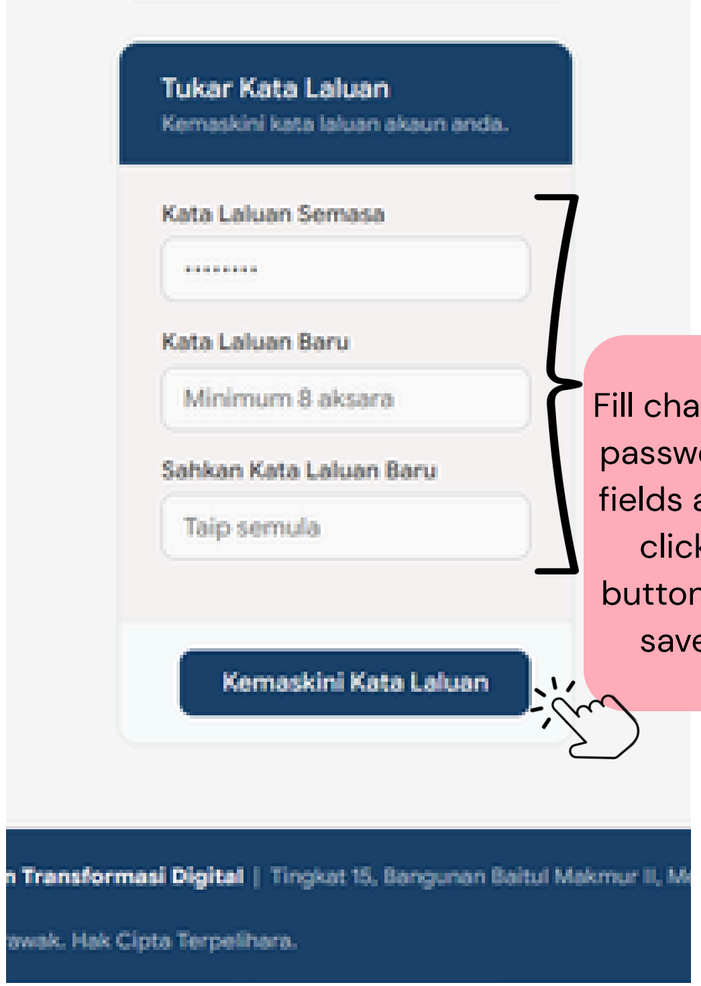
4a) Manage Profile – View, Cancel Booking, Booking History



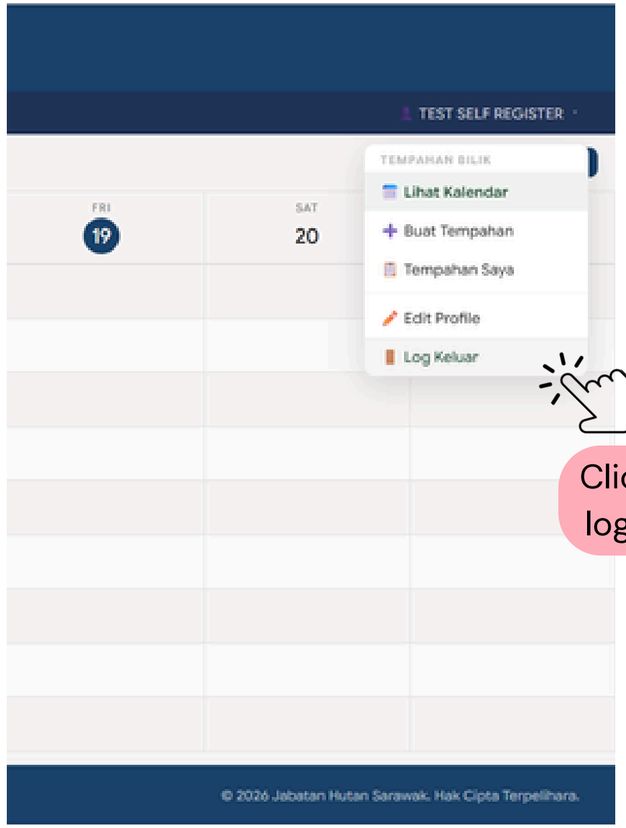
4b) Manage Profile – Edit Profile & Change Password

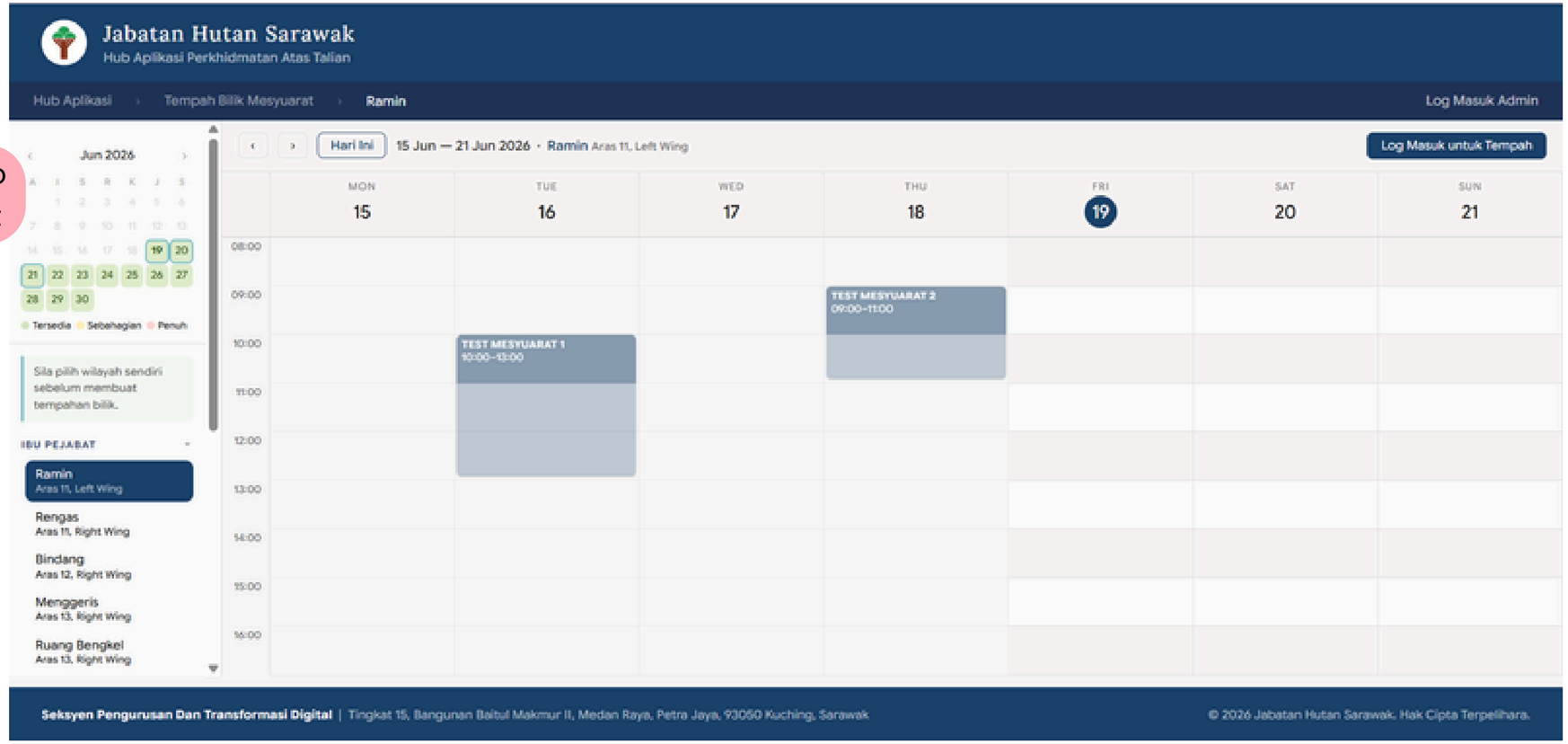






4c) Manage Profile – Logout



User will be redirected to the main page of the Meeting Room Booking Application

Click to log out