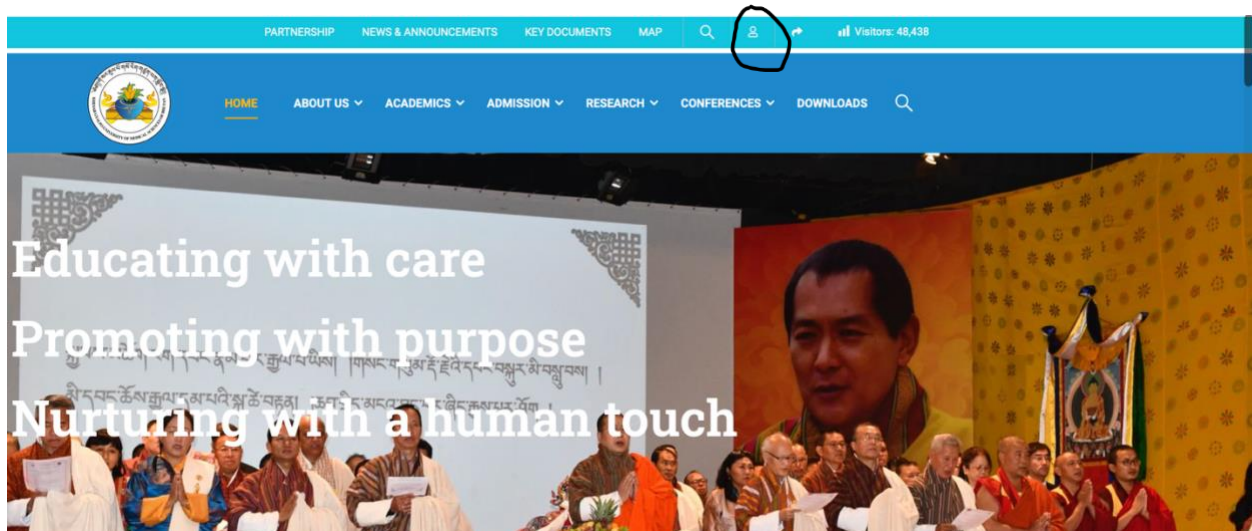


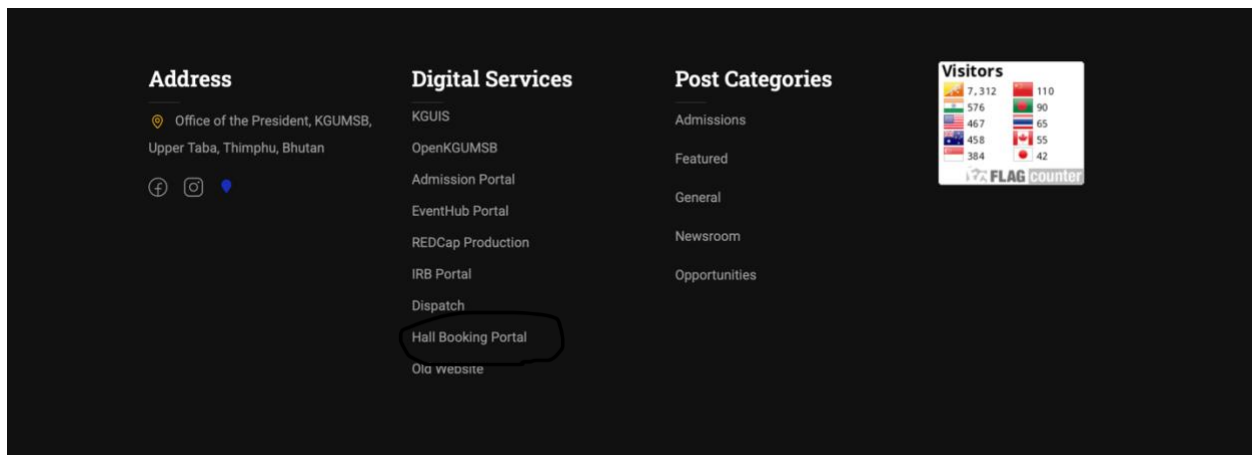
STEPS OR PROCEDURE TO BOOK A CONFERENCE OR A BOARD ROOM

1. Go to the website and Look for a "Log In"

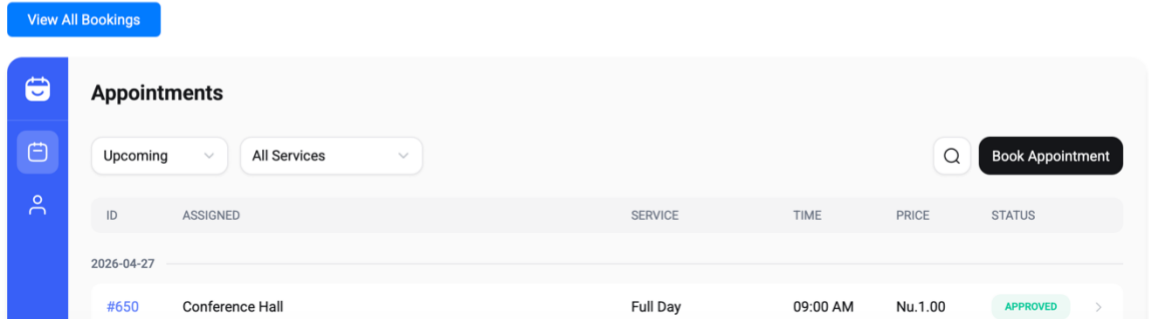
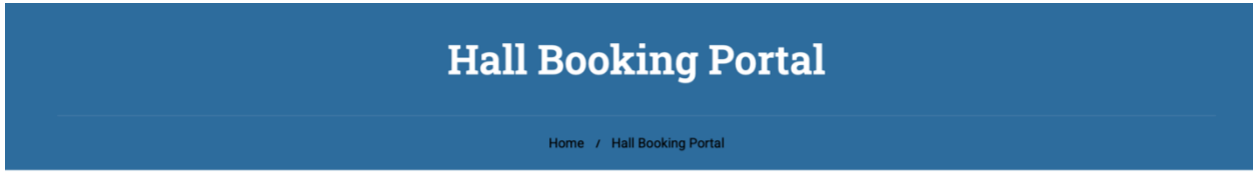
1. If the website requires users to log in or create an account, you'll typically follow these steps:
2. If you're logging in, you'll likely be prompted to enter your email address and password.
3. Once your account is verified, you should be able to log in and access the features of the website, including the meeting hall booking section.



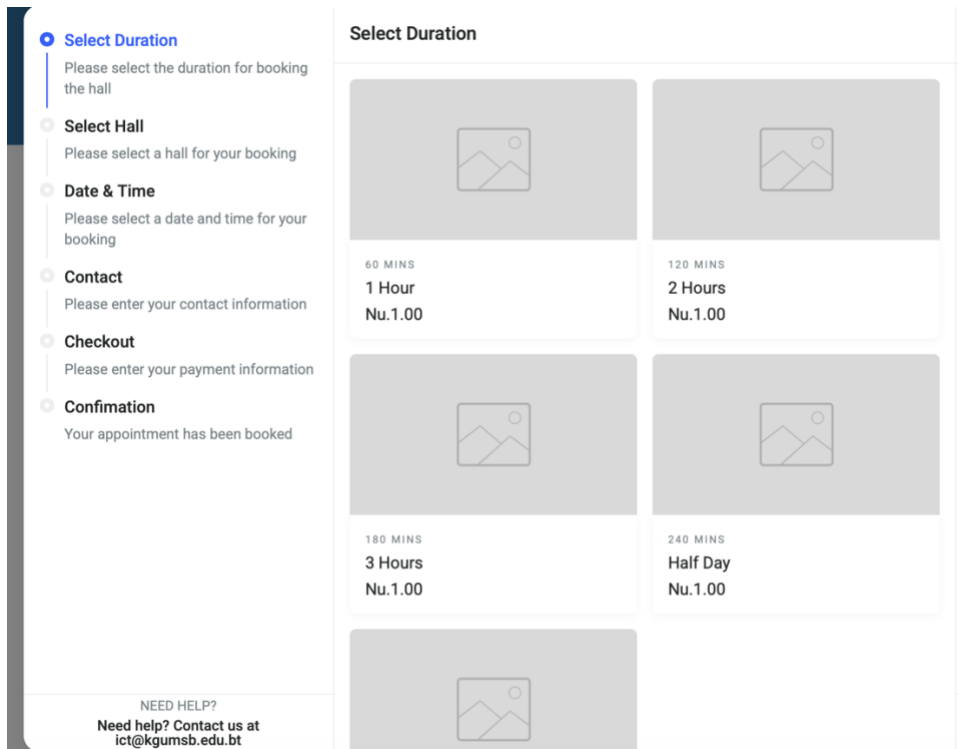
2. After logged in scroll down to the bottom and search for meeting hall booking



1. After you clicked Hall Booking portal this page will be displayed
2. Go to book Appointment to proceed



2. To book a meeting room or conference space for any duration, simply click on the desired duration. For instance, if you need it for 1 hour, a page will pop up on the screen to proceed with the booking. If you wish to schedule a meeting in any of the available spaces, just click on the corresponding option.



3. Select the desired room you wish to book

- **Select Duration**
1 Hour
- **Select Hall**
Please select a hall for your booking
- **Date & Time**
Please select a date and time for your booking
- **Contact**
Please enter your contact information
- **Checkout**
Please enter your payment information
- **Confirmation**
Your appointment has been booked

Select Hall

Boardroom 1

Conference Hall

4. Select the date, time, and duration for your conference or boardroom booking, then click 'Confirm' to finalize your reservation.

- **Select Duration**
1 Hour
- **Select Hall**
Conference Hall
- **Date & Time**
Please select a date and time for your booking
- **Contact**
Please enter your contact information
- **Checkout**
Please enter your payment information
- **Confirmation**
Your appointment has been booked

April
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Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Select Appointment Time

09:00 am

10:00 am

11:00 am

12:00 pm

01:00 pm

02:00 pm

03:00 pm

04:00 pm

Summary ×

1 Hour
60 mins with Conference Hall

Nu.1.00

Please note: For advanced bookings, you can reserve the boardroom or conference space up to 14 days in advance. However, for immediate bookings, you can reserve the space just 1-2 hours before your desired time.

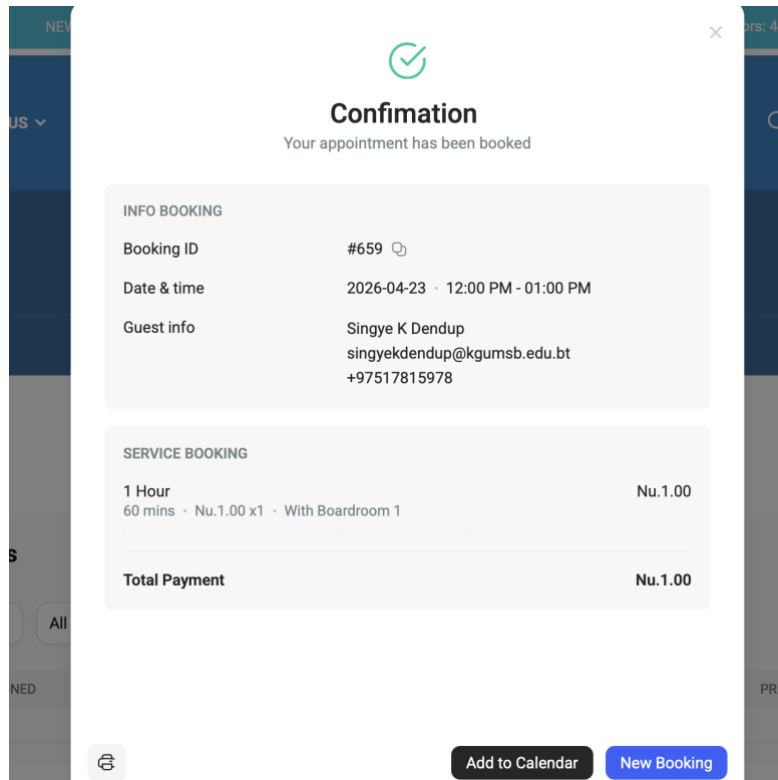
6. After selecting your booking details, a contact dialogue box will appear for you to fill out. Once completed, simply submit the form to confirm your reservation.

The screenshot shows a three-column interface for the 'Contact' step of a booking process. The left column contains a vertical list of steps: 'Select Duration' (1 Hour), 'Select Hall' (Boardroom 1), 'Date & Time' (2026-04-23, 12:00 PM - 01:00 PM), 'Contact' (selected), 'Checkout', and 'Confirmation' (Your appointment has been booked). Below this list is a 'NEED HELP?' section with the text 'Need help? Contact us at ict@kgumsb.edu.bt'. The middle column is titled 'Contact' and contains input fields for 'First Name' (Singye K), 'Last Name' (Dendup), 'Email' (singyekdendup@kgumsb.edu.bt), and 'Phone' (+975 17815978). There is also a 'Comments' text area containing 'ICT Meeting'. At the bottom of this column is a '< Back' button and a blue 'Submit' button. The right column is titled 'Summary' and shows the booking details: 'Thu 23 Apr, 2026', 'From 12:00 PM - 01:00 PM', '1 Hour 60 mins with Boardroom 1', and 'Nu.1.00'. At the bottom of this column is 'Total pay Nu.1.00'.

7. Then the following dialogue box will pop up

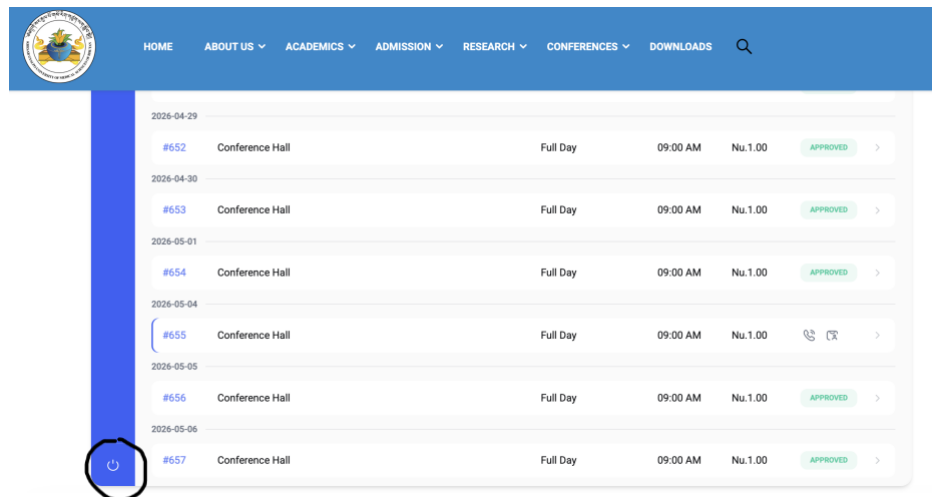
The screenshot shows the 'Checkout' step of the booking process. The left column's step list is updated: 'Contact' is now 'Singye K Dendup' and 'Checkout' is selected. The middle column is titled 'Checkout' and shows 'Payment Methods' with a highlighted orange button that says 'You will Pay Later'. At the bottom of this column is a '< Back' button and a blue 'Continue' button. The right column's 'Summary' section remains the same as in the previous screenshot, showing the booking details and 'Total pay Nu.1.00'.

You can click the pay later



Your booking is complete! Thank you for confirming.

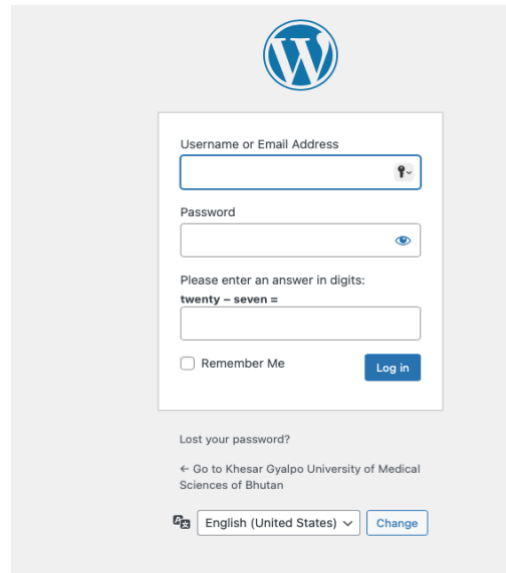
8. To logout follow the procedure
 1. Scroll down until you see a power button
 2. Click on it and you'll be logged out



For Manager's point of view

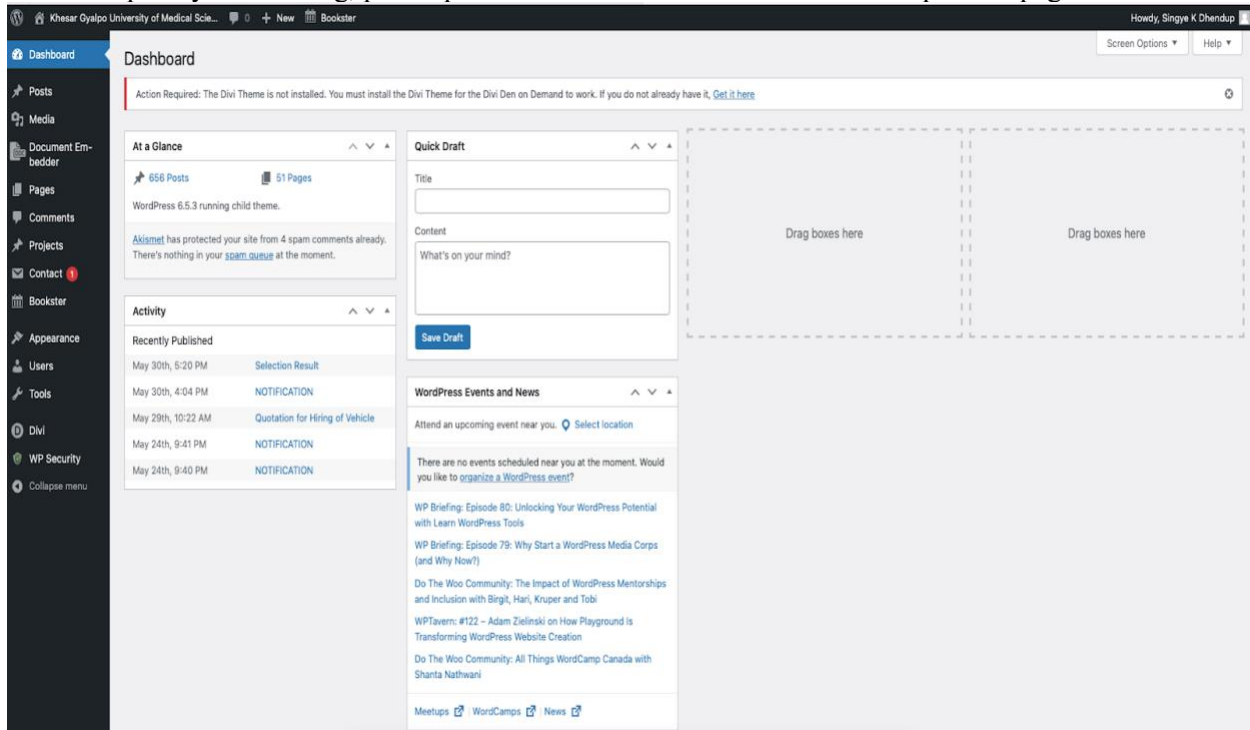
1. Login

You need to login first



The image shows the WordPress login page. At the top center is the WordPress logo. Below it is a white login box with the following elements: a text input field for 'Username or Email Address', a text input field for 'Password', a CAPTCHA question 'Please enter an answer in digits: twenty - seven =' with a corresponding input field, a 'Remember Me' checkbox, and a blue 'Log in' button. Below the login box, there is a link for 'Lost your password?', a navigation link 'Go to Khesar Gyalpo University of Medical Sciences of Bhutan', and a language selector set to 'English (United States)' with a 'Change' button.

2. To complete your booking, please press the 'Bookster' icon located at the top of the page.



The image is a screenshot of the WordPress dashboard. The top navigation bar shows the site name 'Khesar Gyalpo University of Medical Sciences of Bhutan' and the user 'Howdy, Singye K Dhendup'. The left sidebar contains a menu with 'Bookster' highlighted. The main content area is titled 'Dashboard' and features several widgets: 'At a Glance' (656 Posts, 51 Pages), 'Quick Draft' (Title, Content, Save Draft), 'Activity' (Recently Published), and 'WordPress Events and News'. A large dashed box on the right side of the dashboard contains the text 'Drag boxes here'.

3. After clicking on the first record icon, you'll have the option to either approve or cancel the booking.

Search Global 🔍 👤 K New Appointment

Appointments

Code, e.g. #123 31-05-2024 → 07-06-2024 Status Payment Agent Service Customer Clear Filters Columns

Book Time	Service	Customer	Agent	Status	Payment	Total
06-2024 11:00 AM	1 Hour	Singye K Dhendup	Boardroom 1	Pending ✓ ✗	Incomplete	Nu.1.00

Pending Approval
All Appointments

3. If the booking is approved, it will be displayed as 'Approved'

Appointments

Code, e.g. #123 31-05-2024 → 07-06-2024 Status Payment Agent Service Customer Clear Filters Columns

Book Time	Service	Customer	Agent	Status	Payment	Total
#13 06-06-2024 11:00 AM	1 Hour	Singye K Dhendup	Boardroom 1	Approved	Incomplete	Nu.1.00

4. To cancel a booking, hover your cursor over the side end of the total, where you'll find the option to delete the booking.

Appointments

Code, e.g. #123 31-05-2024 → 07-06-2024 Status Payment Agent Service Customer Clear Filters Columns

Book Time	Service	Customer	Agent	Status	Payment	Total
#13 06-06-2024 11:00 AM	1 Hour	Singye K Dhendup	Boardroom 1	Approved	Incomplete	Nu.1.00 Delete Appointment