

Skelta Meeting Room Booking Portal

User Manual



Skelta Meeting Room Booking Portal

The Meeting Room Booking portal login link is as follows:

Internal Link: <u>http://192.168.1.213/BookMeetingRoom/Login.aspx</u>

External Link: <u>http://115.254.122.215/BookMeetingRoom/Login.aspx</u>



Skelta Meeting Room Booking Portal

The Meeting Room Booking page on the portal shows real time bookings of all the meeting rooms for the selected date. The page lists all the meeting rooms for the selected location along with the time slots from 8:00 AM to 6:00 PM.

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Value from Inne Updates	LIV ovation			Book	Meet	ing R	oom	M	y Mee	tings			/elcome sif Arsh	ad [IT]			ß			ט
Book Meet	ing R	oom	4	-	Seat 1	A TO	1	-	1 AL	12	W.C.	1240	1 AA A	ST.	Sec.	AVE.	A 4	17.	L'and	
PREVIOUS					(Gurugra	am Offi	ce 🔻	Wedn	esday,	07 Marc	h 2018	IIIII						NEXT	}
Meeting Deem	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
weeting Room	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
GGN20 - VC																				
GGN4 - A																				
GGN4 - B																				
GGN4 - C	1									1										
GGN4 - D					[6]asif.	arshad									[8]prafu	illa.tikon	е			
GGN4 - E																				
GGN6 - A																				
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GGN6 - C																				
GGN6 - D																				
GGN6 - E	1																			
GGN10 - A	1																			
GGN10 - B																				

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This portion shows all the upcoming meetings of the user.



The user can navigate to any further or previous dates by clicking PREVIOUS/NEXT buttons or can click on calendar to go to a particular date. A user can book a meeting only three months in advance.

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Clicking on the meeting room name on the booking page will show the meeting room details like Occupancy and Extension numbers along with the location of it highlighted in the office layout.

Meeting Room Details - Google Chrome 192.168.1.213/BookMeetingRoom/MeetingRoomDetails.aspx?ID=7	
() 192.168.1.213/BookMeetingRoom/MeetingRoom/Details.aspx?ID=7	m: GGN6 - A on: Gurugram Office cy: 6 on: 5574

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Clicking on any empty slot will open up the popup where user needs to fill the meeting details like **Time slot, Meeting Title, Meeting Agenda and Attendees** to book the meeting. Once the user books a meeting, the system sends the meeting request mail to all the attendees selected in the request along with the meeting details entered.

Book Meet	ing R	oom			2.00		2 10	7.82		112				4	- 7.		
PREVIOUS				Gu	ugram Offi	ice 🔻	Thursday	, 15 Marc	h 2018 🗂							NEXT	
Meeting Room	08:00 - 08:30	08:30 - 09:00	09:00 - 09:30	Book Meeti	ng Room:	GGN6 -	A [Date	<u>: Thursda</u>	a <u>y, 15 Ma</u>	<u>rch 2018</u>		:00 - :30	15:30 - 16:00	16:00 - 16:30	16:30 - 17:00	17:00 - 17:30	17:30 - 18:00
GGN20 - VC				From:	12:00 🔻			To: 12	2:30 🔻								
GGN4 - A											_						
GGN4 - B				Meeting Title:													
GGN4 - C																	
GGN4 - D				Meeting Agenda:							-11						
GGN4 - E				Select Attendees													
GGN6 - A				Select Allendees.													
GGN6 - B				Attendees													
GGN6 - C				Allendees.							11						
GGN6 - D																	
GGN6 - E						Book N	leeting	Close									
GGN10 - A																	
GGN10 - B																	

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In order to select attendees, when you type few keywords of the attendees name, it displays the suggestion list, from which you select an attendee. Once you select the attendee from the list it gets added in the Attendees field and then you can add next meeting attendees similarly.

-4:	08:00	08:30	09:00	0 Book Meet	ting Room: GGN6 - A [Date: Monday, 19 March 2018]) 15:30	
eung Room - 08:3		09:00	09:30	1		16:00	
<u> 20 - VC</u>				From:	12:30 × To: 13:00 ×		
<u> 4 - A</u>							
<u>4 - B</u>				Meeting Title:			
<u>4 - C</u>			[23]asif	ar Meeting Acondor			
<u>4 - D</u>				Meeting Agenda.	//		
<u>4 - E</u>				Select Attendees:	asl		
<u>6 - A</u>					anupam.das@fuiifilm.com		
<u> 6 - B</u>				Attendees:	arnab.biswas@fujifilm.com		
<u>6 - C</u>					ashis.sahu@fujifilm.com		
<u>6 - D</u>					ashish.sharma@fujifilm.com		
<u>6 - E</u>					Ashishkumar.singh@fujifilm.com		
<u>10 - A</u>					Ashraf.Raj@fujifilm.com		
<u>10 - B</u>					ashutosh.pandey@fujifilm.com		
					ashwin.kumar@fujifilm.com		
					ashwini.joshi@fujifilm.com		

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Clicking on any booked meeting slot(Red marked) booked by others, will open up the popup where user can view the meeting details.

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PREVIOUS	ing R	oom		Gurugram O	ffice v We	dnesday, 07 I	March 2018	11 1 1 4 1				5.243	NEXT	>>>
Meeting Room	08:00 - 08:30	08:30	09:00 	Book Meeting Room	n <mark>: GGN4 - D </mark>	[Date: Wedn	esday, 07	March 2018	1	15:30	16:00 - 16:30	16:30 - 17:00	17:00 - 17:30	17:30 - 18:00
<u> 3GN20 - VC</u>				From: 15:00 •		То	16:30 🔻							
<u>iGN4 - A</u> iGN4 - B				Meeting Title: Test666										
i <u>GN4 - C</u> iGN4 - D				Meeting Agenda: testing	459jkdfk				/	fulia tikon				
GN4 - E GN6 - A				Select Attendees:										
<u>GN6 - B</u>			0	Attendees: asif.ar	shad@fujifi	lm.com,anil	.kumar@fuj	ifilm.com,						
<u>GN6 - C</u> GN6 <u>- D</u>														
<u>GN6 - E</u>						Close								
<u>GN10 - A</u>														

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Clicking on any future meeting slot(Green) booked by the user will open up the popup where user can view/cancel the meeting request. The user can also modify the details like **Time slot, Meeting Title, Meeting Agenda and Attendees** from here. Once the user modifies a meeting, the system sends the meeting request mail to all the attendees selected in the request along with the meeting details modified.

Book Meet	ing R	oom			11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
PREVIOUS				Gurugram Office 🔻 Monday, 19 March 2018 🚟	TXII
Meeting Room	08:00	08:30	09:00	Book Meeting Room: GGN4 - C [Date: Monday, 19 March 2018] 00 15:30 16:00 16:30 1	7:00 17:30
Meeung Room	08:30	09:00	09:30	:30 16:00 16:30 17:00 1	7:30 18:00
<u>GGN20 - VC</u>				From: 09:00 V To: 11:00 V	
<u>GGN4 - A</u>					
<u>GGN4 - B</u>				Meeting Title: Test	
<u>GGN4 - C</u>			[23]asif.	Maeting Acanda testing.	
<u>GGN4 - D</u>					
<u>GGN4 - E</u>				Select Attendees:	
<u>GGN6 - A</u>					
<u>GGN6 - B</u>				Attendees: asif.arshad@fujifilm.com,	
<u>GGN6 - C</u>					
<u>GGN6 - D</u>					
<u>GGN6 - E</u>				Modify Meeting Cancel Meeting Close	
<u>GGN10 - A</u>					
<u>GGN10 - B</u>					



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192.168.1.213/BookMeet ×										Asi 🗕 🖬 🗙
← → C (i) 192.168.1.2	13/6	BookMeetingF	Room/N	/ <mark>y</mark> Mee	tings.aspx	:				☆ 🖸
Apps 🕒 FUJIFILM India Wł	hist	ଃ save pdf i	in <mark>s</mark> ql ser	rver 🦄	develop	er Fusion - A 🛛 📑 Online Examination P 🛛 🗎 Web based On	line Q 🛛 🗋 Sample Project of On	🕒 Online test Ap	plicatio	» 🦲 Other bookmark
	Val U	UJIE lue from Inno pdates y Meeting	ovatio			Book Meeting Room My Meetings	Welcome Asif Arshad [IT]	23	U U	
	ID	Meeting Date	From	То	Meeting	Meeting Agenda	Attendees	Meeting Room	Booking Date	
	10	12-03-2018	11:30	12:00	Testing Meeting Title.	test 237273	prafulla.tikone@fujifilm.com, dheeraj.lal@fujifilm.com, anil.kumar@fujifilm.com,	GGN4 - C	08-03-2018	
	17	08-03-2018	13:00	14:30	test5555	test test test test test test	lokesh.anand@fujifilm.com, anil.kumar@fujifilm.com,	GGN6 - D	08-03-2018	
	6	07-03-2018	10:00	11:30	Test Meeting	testing 232424 sdsdksd jsd sdui4 r ejifdfjfdfgdfngfjkn dg	lokesh.anand@fujifilm.com, anil.kumar@fujifilm.com, prafulla.tikone@fujifilm.com,	GGN4 - D	07-03-2018	
	1	05-03-2018	14:30	16:00		Testing12345	anil.kumar@fujifilm.com, prafulla.tikone@fujifilm.com	GGN4 - A	19-02-2018	



