Group Discussion Room Booking System at Central Library

#### **1. ROOM OOKING STATUS**

(Click at Room Booking at Home Page of Central Library Website http://cl.thapar.edu)



# Step 2: Register or Login

If You are First Time User, Click at 'New User'.

#### Note: Use thapar.edu email ID Only.

If Already Registered, use Your Credentials to Login

	<u>Login</u>
GD Room Reservation Application Nava Nalanda Central Library	
Log in	
Email: Password:	
e kemember me	
Log in	
Wrong email and/or password or Email not verified.	
New user   Forgot password	

## Step 3: Create a Group

You can create a group by typing a group name and clicking on the create group button.

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Group ID	Group Name	Groups	Members	
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	Cre	ate Group		

### Step 4: Inviting members to your group

You can invite members to your group by clicking on the group details button and typing the mail address and roll number of the person you want to invite.

Note: Please ensure that the person has registered beforehand on the GD room booking website.

User Roll Number	User Name	Status	
	Prakhar	Admin	$\bigcirc$
002110091	Rakesh Kumar	Member	$\bigcirc$
101803291	PrakharS	Invite Sent	$\bigcirc$
Roll No:	Delete Member 123456789		
P			

# Step 5: Accepting Invites

You can accept invites for a group by logging in and clicking on the accept invite button as shown below.

Invitation	S	
Prakhar has invited you to join JASPS:	Accept Invite	Reject Invite

### Step 6: Booking the Room

You can book the GD room by selecting the group and time from the chart.

Note: Please make sure you have at least 4 members in your group before proceeding to make any bookings.

			Group	Selected: JASPS			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08-10	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13
10-12	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13
12-14	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13
14-16	Rooms Left:12	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13
16-18	Rooms Left:12	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13
18-20	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13	Rooms Left:13

Select a slot and click on the desired room.



# Step 7: Booking Confirmed

Once you click on a room and confirm the slot will be booked by your group for the GD room and you'll get a confirmation like the one shown below.

GD Room Reservation Application Nava Nalanda Central Library
Booking Status
Slot Booked
Group Name:JASPS Week:49 Day:1 Time:18-20 Room Name:Alaknanda
Delete Slot

NOTE: You can make a maximum of two bookings at a time.