

Steps to view the Venue Availability / Booking the Venue Online

- Visit the training Site <https://training.nic.in>
- Click the option **Venue Booking at HQ**

Following figure will appear:



Figure 1

➤ To check the availability of Venues

- Click **View Venue Availability**. Following figure will appear:

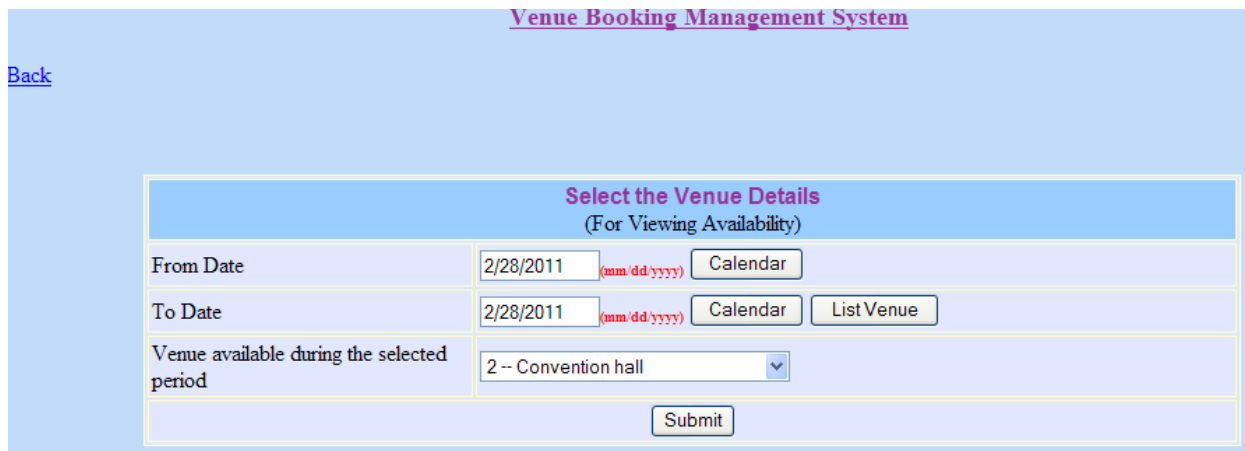
The screenshot shows a form titled 'Select the Venue Details (For Viewing Availability)'. It contains three rows of input fields: 'From Date' with a date input (2/28/2011) and a 'Calendar' button; 'To Date' with a date input (2/28/2011), a 'Calendar' button, and a 'List Venue' button; and 'Venue available during the selected period' with a dropdown menu showing '2 -- Convention hall'. A 'Submit' button is located at the bottom of the form. A 'Back' link is visible in the top left corner of the page.

Figure 2

- Select the **From** and **To** Date.
- Click **List Venues**.
- Select **Venue** from the drop-down
- Click Submit

Note : For any problem in the application during the online booking of Venue kindly contact Ms Ragyi Singh / Ms Rashmi Singhal at ragyi@nic.in / rashmi.singhal respectively , Intercom: 5802

➤ Book the Venue Online

- Click on **Book Venue Online** option as shown in figure 1.
- In the figure shown below, enter the **IntraNIC login id and password**

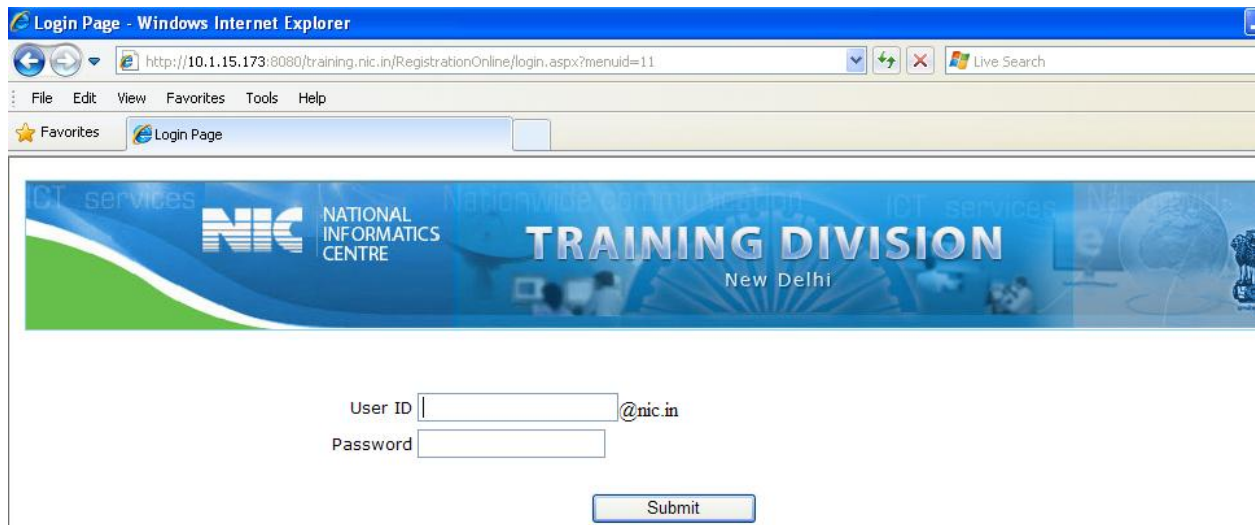


Figure 3

- After clicking submit, , enter the booking details (division name¹, from date, to date)



Figure 4

- Click **List Venue** to view the Venues available during the selected period.
- Select **Venue, Number of Participants** and **Purpose of Booking**.
- Click Submit. Following figure will be displayed:

¹ select the division from the drop-down list, in case it is not there then add the division by clicking **Add New Division**

Venue Booking Management System

Search result for Date: 28/2/2011 To 2/3/2011

Status of Bookings done during the selected Period

DATE	CONVENTION HALL	
Session	ForeNoon	AfterNoon
Time Slot	9.00am to 1.00pm	2.00pm to 5.30pm
28/2/2011	AC	AC
1/3/2011	AC	AC
2/3/2011	A	A

Update The Bookings :(Please click on blank box to book Hall)

DATE	CONVENTION HALL	
Session	ForeNoon	AfterNoon
Time Slot	9.00am to 1.00pm	2.00pm to 5.30pm
28/2/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1/3/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2/3/2011	<input type="checkbox"/>	<input type="checkbox"/>

Main Menu Update Back

Figure 5

- Check the **appropriate checkbox**².
- Click **Update**.

*An alert message showing the **booking number** for future reference along with the instructions for the logistics arrangements will be displayed.*

² Check boxes shown in red are booked

➤ **For support during the event**

SN o	Services	Contact Person	Contact Details	
			Intercom	Email
1	Opening / Locking of Venue	Mr Mohan Chand/ Mr Ved Prakash	5769 5798	mohanc@nic.in
2	Logistic Arrangements	Mr Inderpal	5447 / 9968318836	inderpal@nic.in
2	Projector / System related	Ms Shobha Rani Ms Anjoo Dhar	5803 5799	shobha.rani@nic.in dhar.anjoo@nic.in
3	Network Problem	Ms Arpita Burman	5399/5400	arpita.burman@nic.in
4	Webconnect (Interwise)	Mr T K Jain	5256	webcon@nic.in

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