SRM Chemistry Department
User Manual

Developed By-

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How does it work?

The portal's sole purpose is to allow users to book a slot and use the listed instruments and facilities provided by the Chemistry Department of SRMIST.

The steps which will be followed while booking a slot are:
1. A user must need to register himself/herself.
2. Registration must be verified by the Administrator.
3. Only after the user confirms the email ID provided and is verified by the Administrator, slots can be booked.
4. User can book a slot available on a given day, but it should be verified by the admin. Only after verification it's notified to the user that Admin has approved his slot.
5. E-mail is sent to the user after every crucial step.
6. A user can also request his slot cancellation which can be verified by the administrators.
7. A user can usually book upto 2 slots in a span of 14 days. The number of slots available vary for each instrument.
8. Passwords can be reset from the forgot password section in the Log In tab.

Registration

Registrations of any new user can be done via the Registration page displayed on the website. After registration, a mail is sent to the user for email verification. Only after email verification, and admin approval a user can login from the login page.
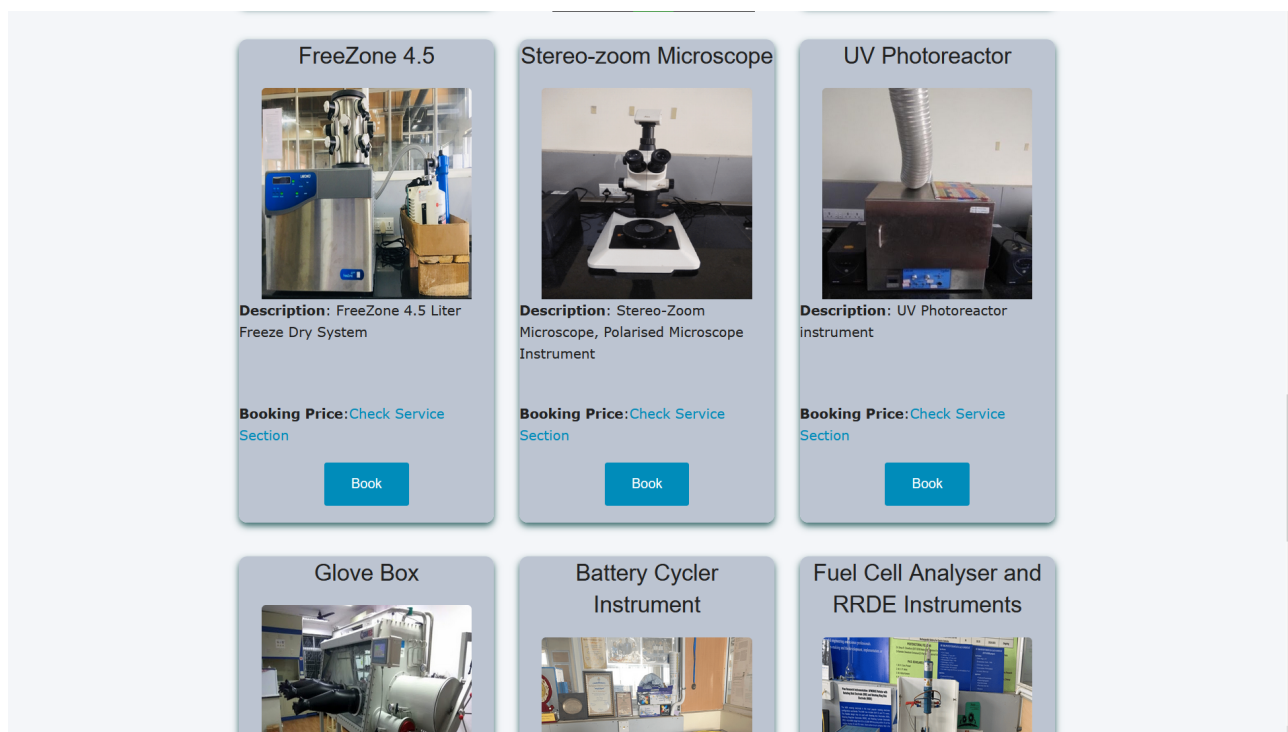
Booking

Slot bookings for listed Instruments can be done via the **Instruments** section of the website. A user is only allowed booking once he's logged in. Instruments can't be booked if a user has not logged in the website.

Request Cancellation

A user can request a slot cancellation which he has booked by providing a legitimate reason for cancelling. It can be requested via My Bookings section after the user has logged in and made a booking.