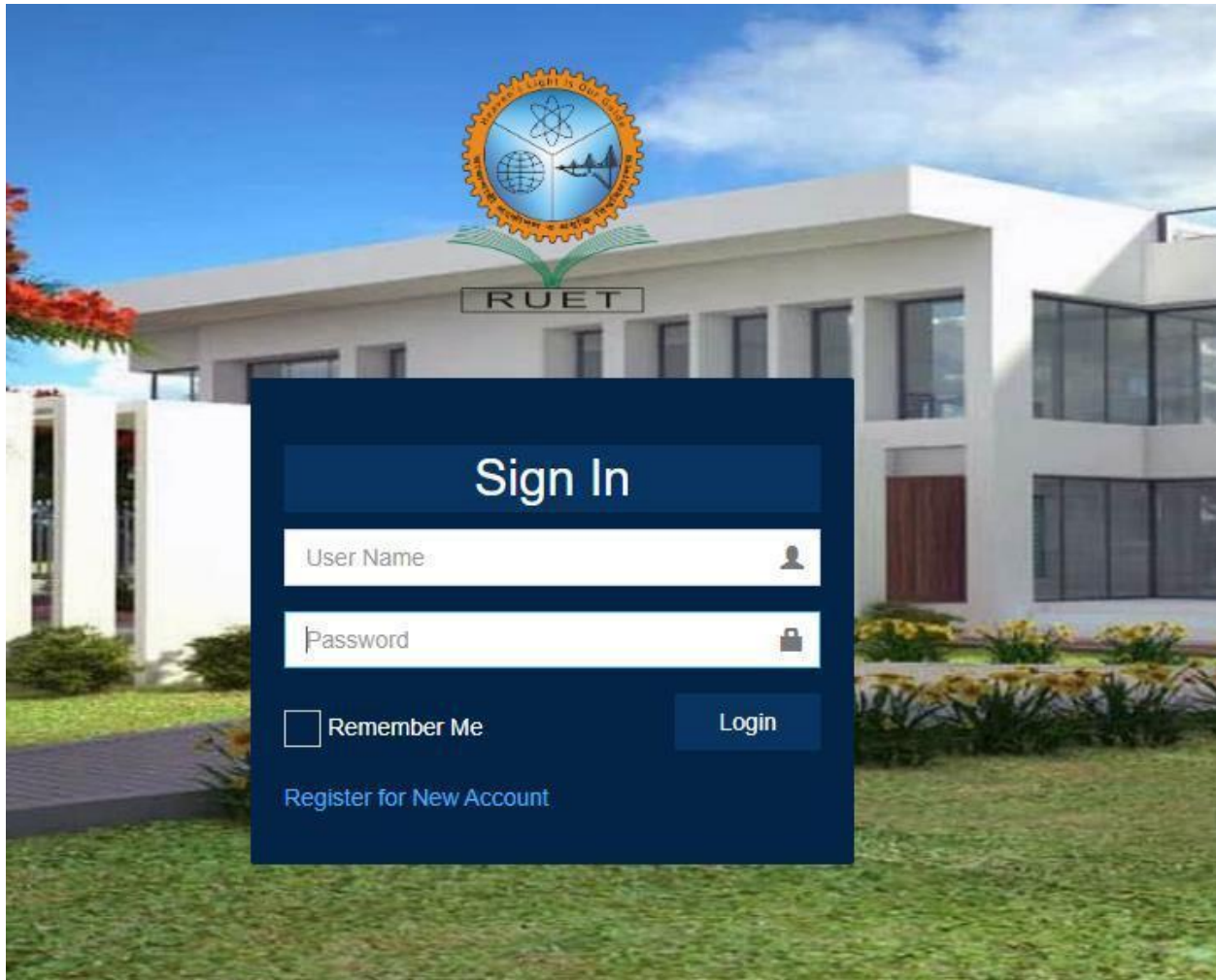
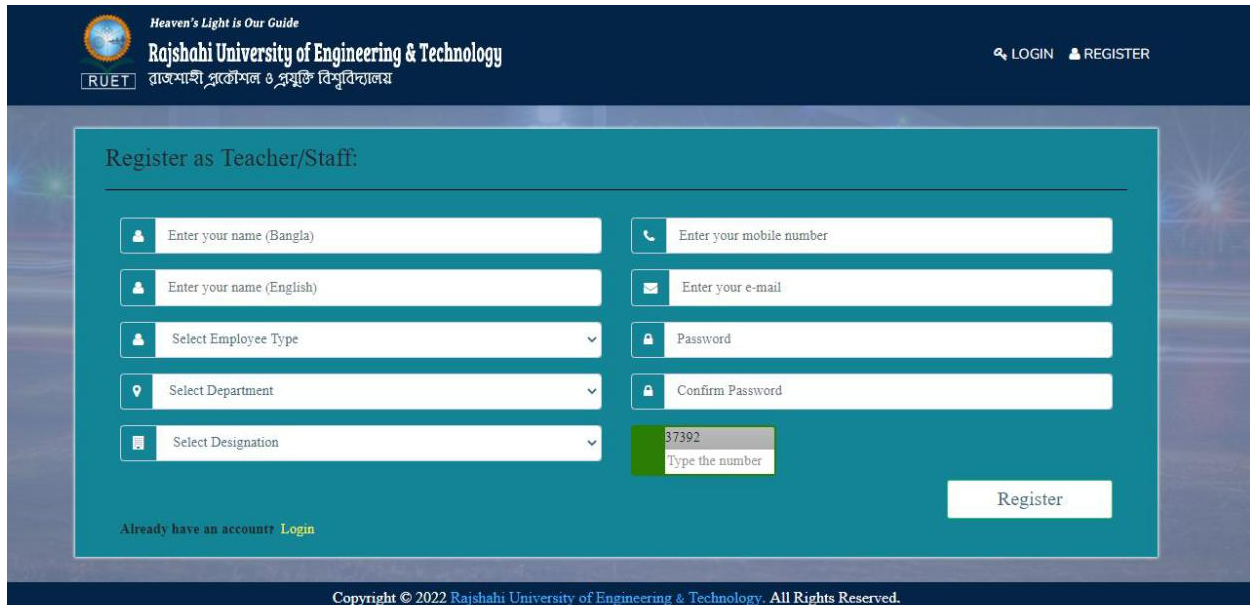


RUET Guest House Automation User Manual

1. **User Login:** Users who have credentials in this online portal will be able to log in using the below screen.



2. **User Registration:** Teacher and Staff who has no account can register using the following screen to use the RUET Guest House Application.



Heaven's Light is Our Guide
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 রাজশাহী প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়

LOGIN REGISTER

Register as Teacher/Staff:

Enter your name (Bangla)

Enter your name (English)

Select Employee Type

Select Department

Select Designation

Enter your mobile number

Enter your e-mail

Password

Confirm Password

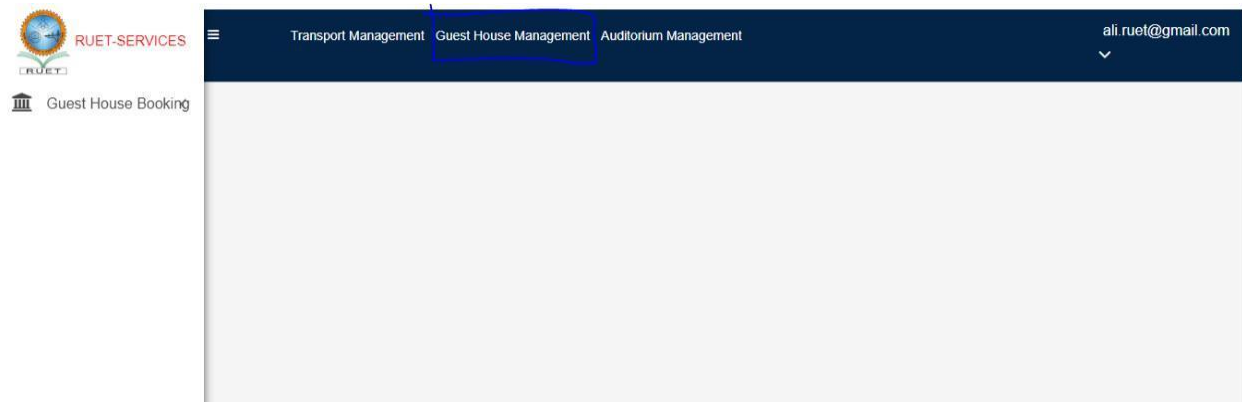
37392
Type the number

Register

Already have an account? [Login](#)

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- Dashboard:** After login using the user credentials user will get following dashboard. It will be different for different types of users like Super Admin, Admin, Teacher, Staff.



After login click on the Guest House Management menu from the top. You will get the following screen having left side menu.

As a teacher/staff you will be able to request for booking RUET guest house using Guest House Booking menu from the left side.

Click on the menu, you will get a list of previous booking request and Book Now button.

Click on the Book Now button for request a new booking.

After clicking on the button, the following booking form will be open. Please fill up the form carefully and click on the Save button. Your booking request will be sent and you will be notified by a message on your phone to the given number as Contact Number.

Guest House Reservation Form

Guest House

1. Guest House: Booking for: Myself
2. Applicant's Name: Designation: Department/Section:
3. Date of Room Requirement: Time:
4. Date of Departure: Time:
5. Number of Rooms Required: Number of Beds Required:
6. Contact Number: Email ID:
7. Booking Reason (Official / Personal):

After sending the booking request Guest House Admin will confirm and then you will get the payment option. Until the completion of payment booking will not be confirmed. To pay, go to the list again, you will get a Pay Now button on the right side of the list. After clicking on the pay Now button the following form will be pop upped. Finally click on the Pay Now button, you will be redirected to the SSL Commerz payment

Site. Pay the said amount using the available payment options following the instruction. After payment completion you will be redirected back to Guest House application and a success message will be sent to your phone with the confirmed Room No.

