

CONFERENCE HALL BOOKING SYSTEM

Ministry of Environment, Forest and Climate Change

Step-by-Step User Manual

Document Type	User Manual
Version	1.0
Users	Registered Conference Hall Booking System Users
Purpose	Guide users through login, password change, booking and booking management

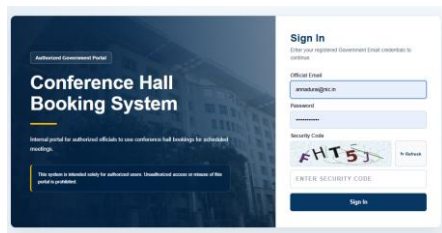
Please follow the steps in this guide in sequence.

1. For Booking conference Halls follow the procedure given below:

- ✓ Open <https://portals.moef.gov.in/>
- ✓ Select **Conference Hall Booking System (CHBS)**

2. User Login Credentials

- ✓ Sign in window will appear



3. First Login – Change Your Temporary Password

- ✓ A user account is created already. The registered Email ID is the NIC email as reflected in Who's Who Section in the Ministry Website (<https://moef.gov.in>).
- ✓ Temporary Password – the initial password provided is: Test@12345 (First Time)
- ✓ **Enter Current Password:** Enter the temporary password.

- ✓ Enter **Security Code** / Captcha Code
- ✓ Change the temporary password after the first successful login.
- ✓ **Enter New Password:** Enter the new password you want to use.
- ✓ **Confirm New Password:** Enter the same new password again in the confirmation field.
- ✓ **Update Password:** Click Change Password / Update Password.
- ✓ **Continue Using the System.** After the password is successfully changed, use the new password for future logins.
- ✓ Do not share your password with anyone.

Password Requirements

Use a strong password that satisfies the system's password validation requirements:

- ✓ Minimum 10 characters.
- ✓ Use uppercase and lowercase characters.
- ✓ Include letters.
- ✓ Include numbers.
- ✓ Include symbols.
- ✓ Example format only: MyNew@Pass123. Never include your actual password in documents, emails or screenshots.

3. How to Log In

- ✓ **Step 1 – Open the System.** Open the Conference Hall Booking System through <https://portals.moef.gov.in/> website in your web browser. The login page will be displayed.
- ✓ **Step 2 – Enter Email.** Enter your registered Email ID in the Email field.
- ✓ **Step 3 – Enter Password.** Enter the password you have created.
- ✓ **Step 4 – Enter CAPTCHA.** Enter the CAPTCHA displayed on the login page, when prompted.
- ✓ **Step 5 – Click Login.** Click the Login button.
- ✓ **Step 6 – Open Dashboard.** After successful authentication, the system will take you to the User Dashboard.

4. If the Administrator Resets Your Password

In case you forgot the Password, contact Administrator to reset the Password. If the administrator resets your password, you will be required to change the new temporary password at your next login.

- ✓ **Step 1** – Obtain the new temporary password from the administrator through the approved office procedure.
- ✓ **Step 2** – Log in using your registered Email ID and the temporary password.
- ✓ **Step 3** – Open Change Password.
- ✓ **Step 4** – Enter the temporary password as the Current Password.
- ✓ **Step 5** – Enter and confirm your new password.
- ✓ **Step 6** – Update the password and continue using the system.

5. User Dashboard

The Dashboard is the main starting point after login. Depending on the system configuration, the user can access:

- ✓ My Bookings
- ✓ Book Conference Hall / New Booking
- ✓ Upcoming Meetings
- ✓ Logout

6. My Bookings

My Bookings is your personal booking management module. It displays only the bookings associated with your account.

- ✓ **Step 1** – Open My Bookings from the dashboard or navigation menu.
- ✓ **Step 2** – Review your booking list.
- ✓ **Step 3** – Check the hall, date, time, meeting type, meeting link and current status.

6.1. Edit Your Upcoming Booking

- ✓ **Step 1** – Open My Bookings.
- ✓ **Step 2** – Locate the required Upcoming booking.
- ✓ **Step 3** – Click Edit.
- ✓ **Step 4** – Update the required information.

- ✓ **Step 5** – If hall, date or time is changed, check availability again.
- ✓ **Step 6** – Save the updated booking.

Only your own upcoming booking can be edited. Another user's booking cannot be edited.

7. How to Book a Conference Hall

Follow these steps whenever you need to create a new conference hall booking.

7.1. Open New Booking

- ✓ **Step 1** – Select Book Conference Hall / New Booking from the dashboard or navigation menu.
- ✓ **Step 2** – The conference hall booking form will open.

7.2. Select Conference Hall

Select the required conference hall from the available hall list.

- ✓ Dining Hall
- ✓ Ganga Auditorium
- ✓ Indus Conference Hall
- ✓ Narmada Conference Hall
- ✓ Teesta Conference Hall
- ✓ Satluj Conference Hall

7.3. Select Meeting Date

- ✓ **Step 1** – Select the required meeting date.
- ✓ **Step 2** – Verify that the selected date is correct before continuing.

7.4. Select Start and End Time

- ✓ **Step 1** – Select the meeting Start Time.
- ✓ **Step 2** – Select the meeting End Time.
- ✓ **Step 3** – Ensure that the End Time is later than the Start Time.

7.5. Check Hall Availability

- ✓ **Step 1** – After selecting the hall, date and time, use Check Availability.
- ✓ **Step 2** – Wait for the system to check the selected hall and time.
- ✓ **Step 3** – If available, continue with the booking.
- ✓ **Step 4** – If unavailable, select another time or another conference hall and check availability again.

7.6. Select Meeting Type

- ✓ **Physical** – for a meeting conducted physically in the conference hall.
- ✓ **Hybrid** – for a meeting involving both the physical hall and a virtual/VC component.

7.7. Enter Chairperson Details

- ✓ Chairperson Name
- ✓ Chairperson Designation

7.8. Enter Booking Details

- ✓ Meeting Description
- ✓ Booked By Name, Email, Mobile and Intercom is auto populated.

7.9. Review Before Submission

Before submitting, verify all important details:

- ✓ Conference Hall
- ✓ Meeting Date
- ✓ Start Time
- ✓ End Time
- ✓ Meeting Type
- ✓ Chairperson Name
- ✓ Chairperson Designation
- ✓ Contact Details
- ✓ Meeting Description

7.10. Submit the Booking

- ✓ **Step 1** – Click the Book / Submit Booking button.
- ✓ **Step 2** – The system will process the booking.
- ✓ **Step 3** – After successful submission, the booking will be saved in the system.

8. Upcoming Meetings

The Upcoming Meetings module provides a view of scheduled upcoming meetings in the system.

- ✓ **Step 1** – Open Upcoming Meetings from the dashboard or navigation menu.
- ✓ **Step 2** – Review the list of upcoming meetings.

- ✓ **Step 3** – Review available meeting information such as meeting description, conference hall, date, time, meeting type and meeting link where applicable.

Important: Upcoming Meetings is a system-wide view. Other users' upcoming meetings may be visible. A normal user cannot edit or delete another user's booking.

8.1 Delete Your Upcoming Booking

- ✓ **Step 1** – Open My Bookings.
- ✓ **Step 2** – Locate your Upcoming booking.
- ✓ **Step 3** – Click Delete.
- ✓ **Step 4** – Review the confirmation prompt.
- ✓ **Step 5** – Confirm the deletion if you are sure.

Booking deletion rules:

Booking	User Action
Own Upcoming Booking	Edit / Delete allowed
Own In-Progress Booking	Edit / Delete not allowed
Own Completed Booking	Edit / Delete not allowed
Another User's Booking	Edit / Delete not allowed

9. Booking Status

- ✓ **Upcoming** – the scheduled meeting has not started yet. Your upcoming booking can be managed according to the available actions.
- ✓ **In Progress** – the scheduled meeting is currently in progress. The booking cannot be modified.
- ✓ **Completed** – the scheduled meeting time has ended. The booking cannot be modified.

10. Hybrid Meeting and Meeting Link

- ✓ **Step 1** – Open the relevant booking in My Bookings.
- ✓ **Step 2** – If the meeting type is Hybrid and a VC/meeting link is available, locate the Meeting Link field.
- ✓ **Step 3** – The Meeting Link will be created, on request, and updated in portal by VC Moderating Team.
- ✓ **Step 4** – Click Copy to copy the meeting link for use.

If the link has not yet been provided, the system may display 'VC link pending'.

11. Physical Meeting

For a Physical meeting, the meeting is conducted in the selected conference hall.
A virtual meeting link is not applicable.

12. Change Password at Any Time

- ✓ **Step 1** – Open Change Password from the user menu/navigation.
- ✓ **Step 2** – Enter your Current Password.
- ✓ **Step 3** – Enter your New Password.
- ✓ **Step 4** – Enter the same password in Confirm New Password.
- ✓ **Step 5** – Click Update Password / Change Password.
- ✓ **Step 6** – Use the new password for future logins.

13. Logout

- ✓ **Step 1** – When you finish using the system, select Logout.
 - ✓ **Step 2** – Wait for the logout to complete and return to the login screen.
- Always **log out** when using a shared or public computer.

14. Quick User Reference

Module	What the User Can Do
Dashboard	Access the main user functions.
Upcoming Meetings	View upcoming meetings in the system.
New Booking	Create a conference hall booking.
Check Availability	Check whether the selected hall/time is available.
My Bookings	View and manage your own bookings.
Edit Booking	Edit your own upcoming booking.
Delete Booking	Delete your own upcoming booking.
Meeting Link	Copy an available link for a Hybrid meeting.
Change Password	Change your account password.
Logout	Securely sign out of the system.

15. Important Rules to Remember

- ✓ Use your registered Email ID and password to log in.
- ✓ Change the temporary password after the first login.
- ✓ Keep your password confidential.
- ✓ Check hall availability before submitting a booking.
- ✓ Verify the hall, date and time before submitting.
- ✓ My Bookings shows only your own bookings.
- ✓ Only your own upcoming booking can be edited or deleted.
- ✓ Do not attempt to modify another user's booking.
- ✓ Hybrid meeting links can be copied when available.
- ✓ Always log out after completing your work.

16. Basic Troubleshooting

Issue	Recommended Action
Cannot log in	Verify the registered email, password and CAPTCHA. If the account is inactive or the password is not working, contact the system administrator.
Password change not successful	Check the current password and ensure the new password satisfies the password requirements.
Hall not available	Choose another time or another conference hall and run the availability check again.
Cannot edit booking	Confirm that the booking belongs to you and that it is still Upcoming.
Cannot delete booking	Confirm that the booking belongs to you and that the meeting has not started.
VC link not visible	For a Hybrid meeting, the VC link may still be pending. Check again when it has been provided.

17. Complete User Workflow

Open System → Login → First Login Password Change → Dashboard → My Bookings / New Booking / Upcoming Meetings → Book or Manage Booking → Logout

