

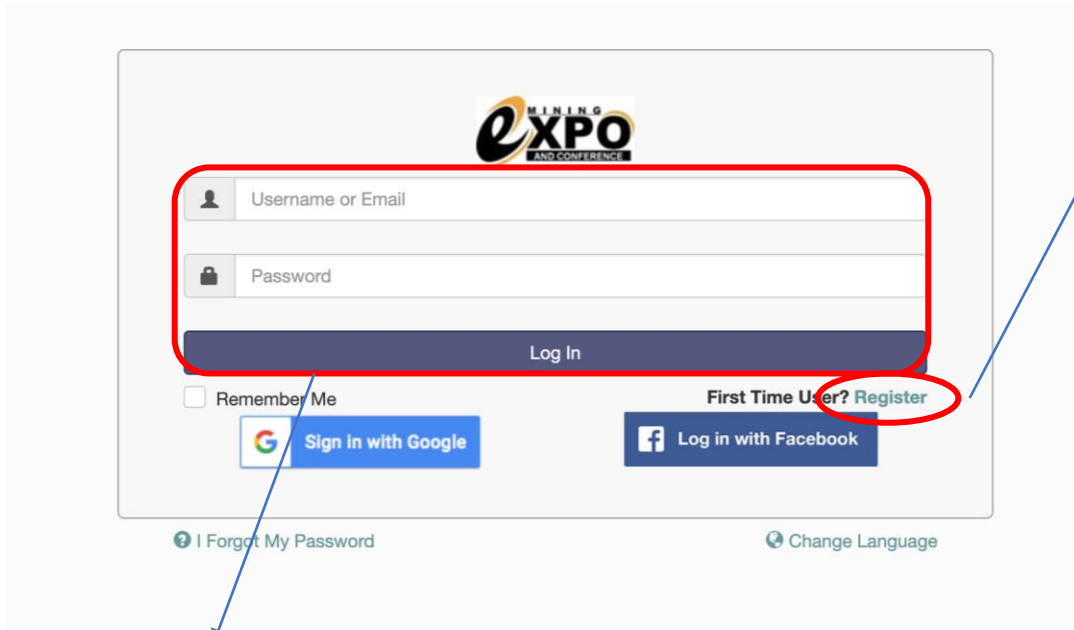
B2B USER REGISTRATION MANUAL



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REGISTRATION



1. Visit <https://b2b.miningexponamibia.com/Web/index.php> and click **“Register”** to start the registration process.
2. Once you are on the registration page fill-in the details and click the **“Register”** button.

A screenshot of the registration form titled 'Register a New Account'. The form includes fields for Username, Email, Password, Confirm Password, First Name, Last Name, Default Homepage, Phone, Position, Timezone, Organization, and Security Code. Each field has a red 'x' icon indicating a required field. The 'Register' button is at the bottom right. A blue arrow points from the 'Register' link in the previous image to this form.

3. Google and Facebook can also be used to register and log in.
4. If you have an existing account you can enter your details and log in.

DASHBOARD



The screenshot shows the dashboard of the Mining Expo B2B portal. The browser address bar displays 'b2b.miningexponambia.com/Web/dashboard.php'. The navigation menu includes 'Dashboard', 'My Account', and 'Schedule'. The main content area is divided into three sections: 'Announcements', 'Upcoming Reservations', and 'Resource Availability'. The 'Announcements' section contains text about B2B offerings and registration. The 'Upcoming Reservations' section shows 'You have no upcoming reservations'. The 'Resource Availability' section lists three conference rooms (1, 2, and 3) under the heading 'Available' for 'WEDNESDAY'. Each room has a status of 'There are no upcoming reservations in next 30 days' and a green 'Reserve' button. The first 'Reserve' button is circled in red, and a blue arrow points from it towards the text in the adjacent list. Below the 'Available' section, there is an 'Unavailable' section with the text 'Unavailable All Day'. The footer of the page contains the copyright information: '© 2020 Twinkle Toes Software Booked Scheduler v2.8.5'.

- You can view announcements and upcoming confirmed reservations on the dashboard on the B2B portal.
- The dashboard is where one can book a reservation in an available Conference room, and see which meeting slots are available.
- Click “**Reserve**” to make a reservation for a meeting with businesses registered on the B2B portal.

MAKING A RESERVATION

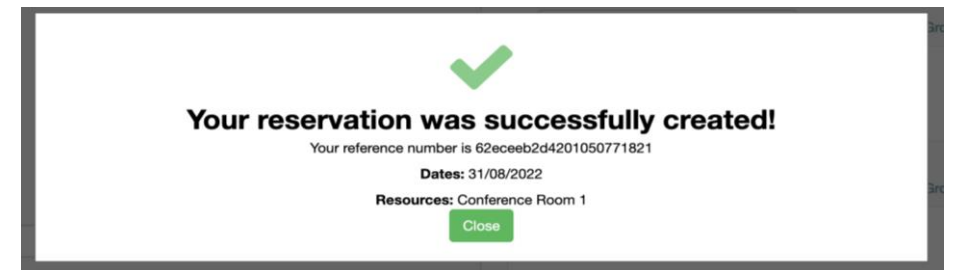


1. Fill in the required information to choose your preferred date and time, and purpose of your meeting request.

2. Under “Participant List”, in the “Add” textbox search for the company you want to add. The registered person and their email from that company will pop up, click to add them.

A screenshot of the 'New Reservation' form in a web browser. The browser address bar shows 'b2b.miningexponamibia.com/Web/reservation.php?rid=1'. The page has a navigation bar with 'Dashboard', 'My Account', and 'Schedule'. The main form is titled 'New Reservation' and includes fields for 'Begin' (05/08/2022, 11:30), 'End' (05/08/2022, 12:00), 'Repeat' (Does Not Repeat), 'Resources' (Conference Room 1), 'Title of reservation', 'Description of reservation', 'Test Number', and 'Test String'. There are 'Cancel' and 'Create' buttons at the top right and bottom right. A 'Participant List' section is visible on the right, with an 'Add' field containing 'xyz' and a dropdown showing 'John Doe | jdoe@xyz.com'. There are also 'Users' and 'Groups' icons.A close-up of the 'Participant List' search results. The 'Add' field contains 'xyz'. Below it, a dropdown menu shows 'John Doe | jdoe@xyz.com'. There are 'Users' and 'Groups' icons to the right.

3. Once you are done entering the details click “Create”.



CONFIRMATION EMAIL



Chengetai Chakoma added you to a reservation for Conference Room 1

📎 1

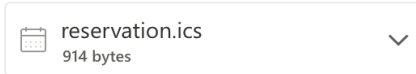


Chengetai Chakoma <change@bi-dynamics.com>

To: You



Fri 2022/08/05 12:20



Chengetai Chakoma has added you to a reservation

Reservation Details:

Start: 31/08/2022 @ 10:30 (Africa/Windhoek)

End: 31/08/2022 @ 11:00 (Africa/Windhoek)

Resource: Conference Room 1

Conference Room 1

Title: Mining equipment

Description: Looking for a supplier of mining equipment

Participants (1):

John Doe (

Attending? [Yes](#) [No](#)

[View this reservation](#) | [Add to Calendar](#) | [Add to Google Calendar](#) | [Log in to Booked](#)



Reply



Forward

- You will receive a confirmation email to finalise your reservation, or to confirm a meeting request that you may receive.
- Click **“Yes”** if you are attending at that time and date. The meeting will automatically be added to your personal calendar.
- Click **“No”** if you do not wish to confirm this reservation.
- Click **“View this reservation”** to adjust meeting details.

CONFIRMATION OF RESERVATION



Resource Availability

Available
WEDNESDAY

Conference Room 1	Available Until Wednesday, 31/08/2022 10:30	Reserve
Conference Room 2	There are no upcoming reservations in next 30 days	Reserve
Conference Room 3	There are no upcoming reservations in next 30 days	Reserve

Unavailable
Unavailable All Day

- Once the participant has accepted the meeting request, it will be shown on the Dashboard on the B2B Portal.

b2b.miningexponamibia.com/Web/schedule.php?sd=2022-8-31

Dashboard My Account Schedule Help Sign Out

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

	1	2	3	4	5	6		1	2	3					1					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Today

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Resource Filter

Wednesday, 31/08/2022	00:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Conference Room 1				Chengatal Chakoma							
Conference Room 2											
Conference Room 3											
Thursday, 01/09/2022	00:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Conference Room 1											
Conference Room 2											
Conference Room 3											

- You will receive another notification if the recipient has accepted or declined your meeting request.
- The calendar on the B2B portal will show the date and time of the reservation.