USERGUIDE

PSPCL – Guest House Process

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CreationDate:	09.Aug.2022
LastUpdated:	09.Aug.2022
DocumentRef:	
Version:	V1.0

Approvals:

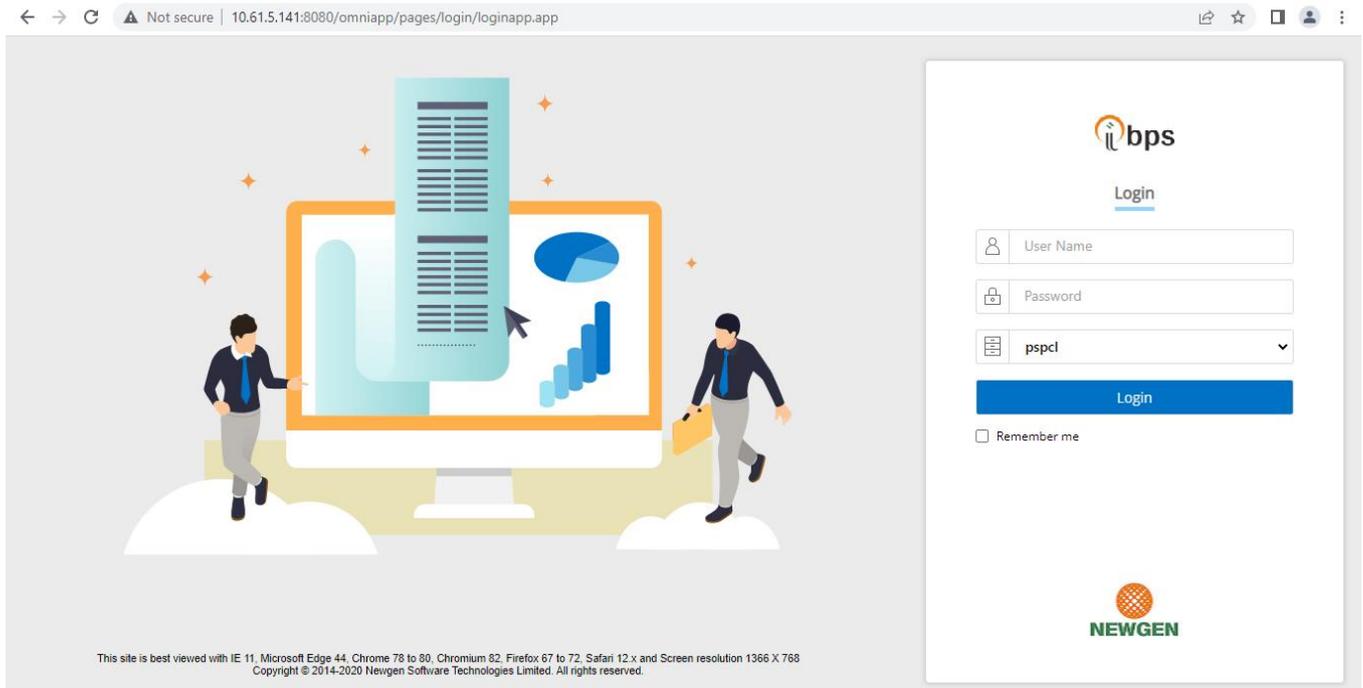|		
<Approver 1>	**Vikrant Jain**	_____
<Approver 2>		_____

User Manual for Guest House Booking

1. User will login to the IBPS (NEWGEN) system by entering User Name and Password on the below mentioned URL.

2. User can see the dashboard once they have logged in and navigate the dashboard screen.
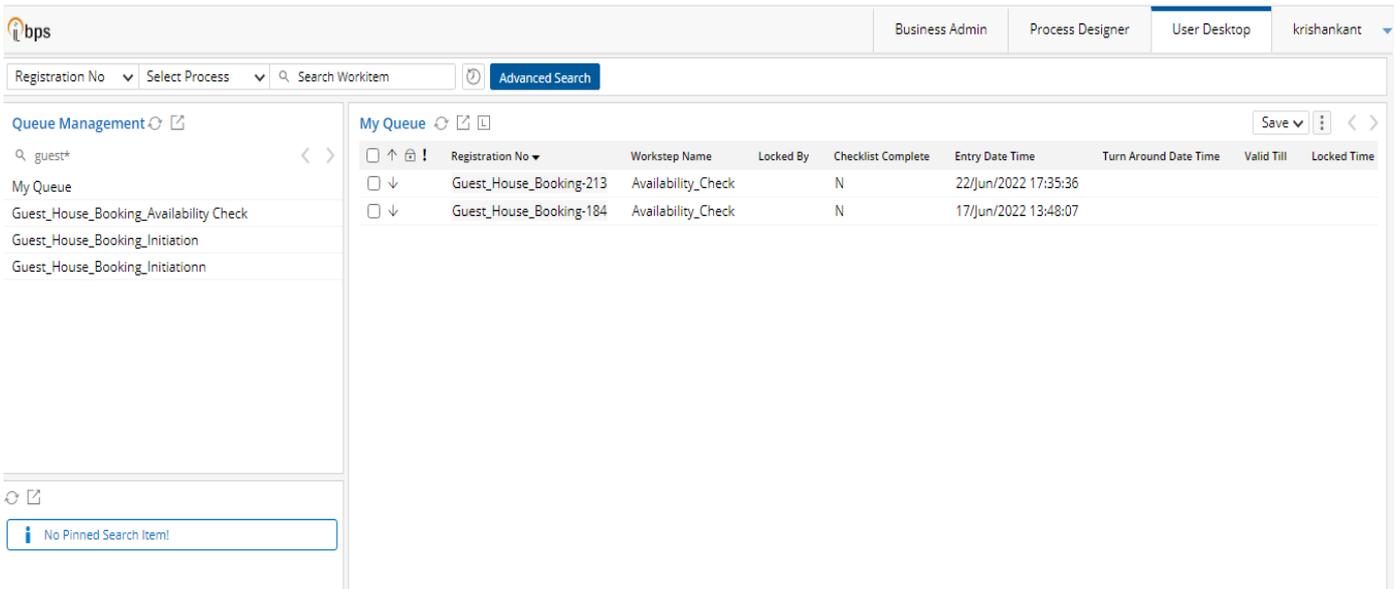
- **Queue List**
  o In a queue list the user can see only that queue for which they have a right
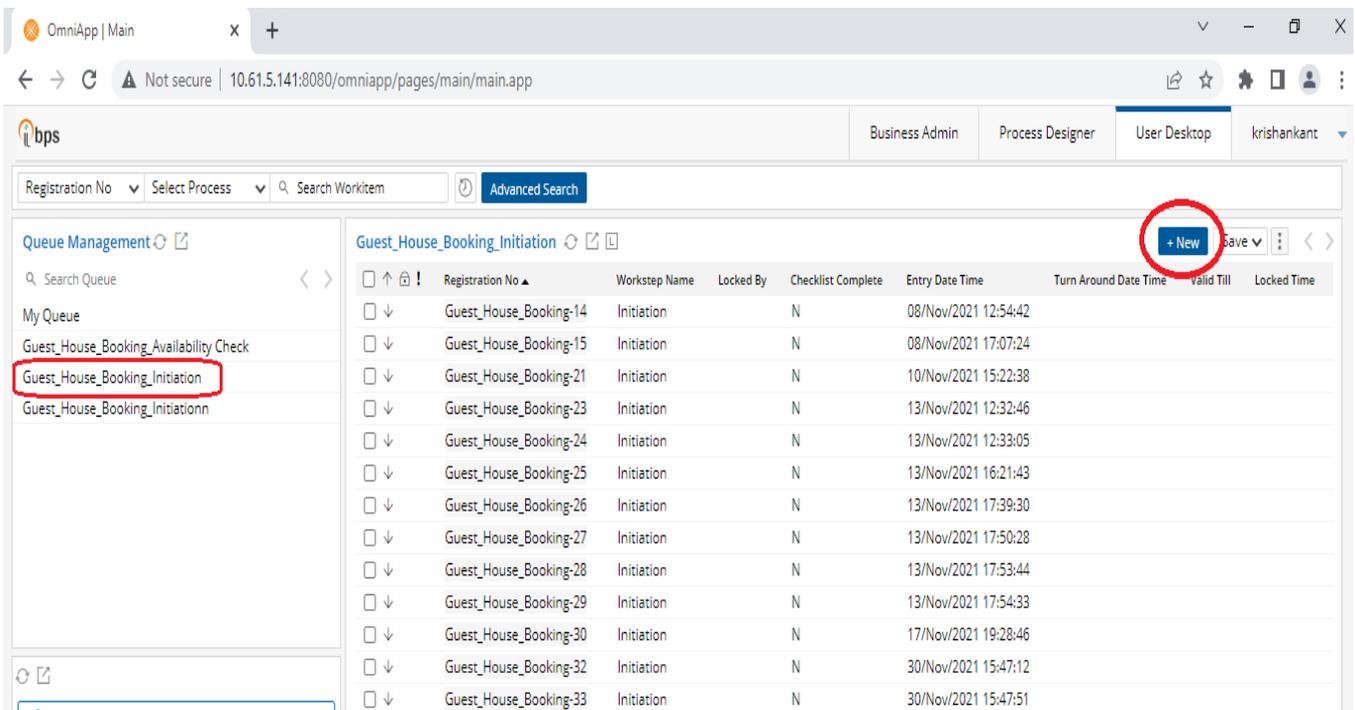
- **Search Queue**
  o User will select the process as Guest_House_Booking.
 o User can search the work item

- **My Queue**
 o User can see the WI which are assigned to them

3. In the next step, on the left side in the Queue list, User will click on the **Process Name – Initiation** and then will click on **New** button on the right side of the screen.


4. Now the workitem will be created click on **introduce** button, to successfully introduce the workitem. User will not be able to fill in any of the fields in this scenario.
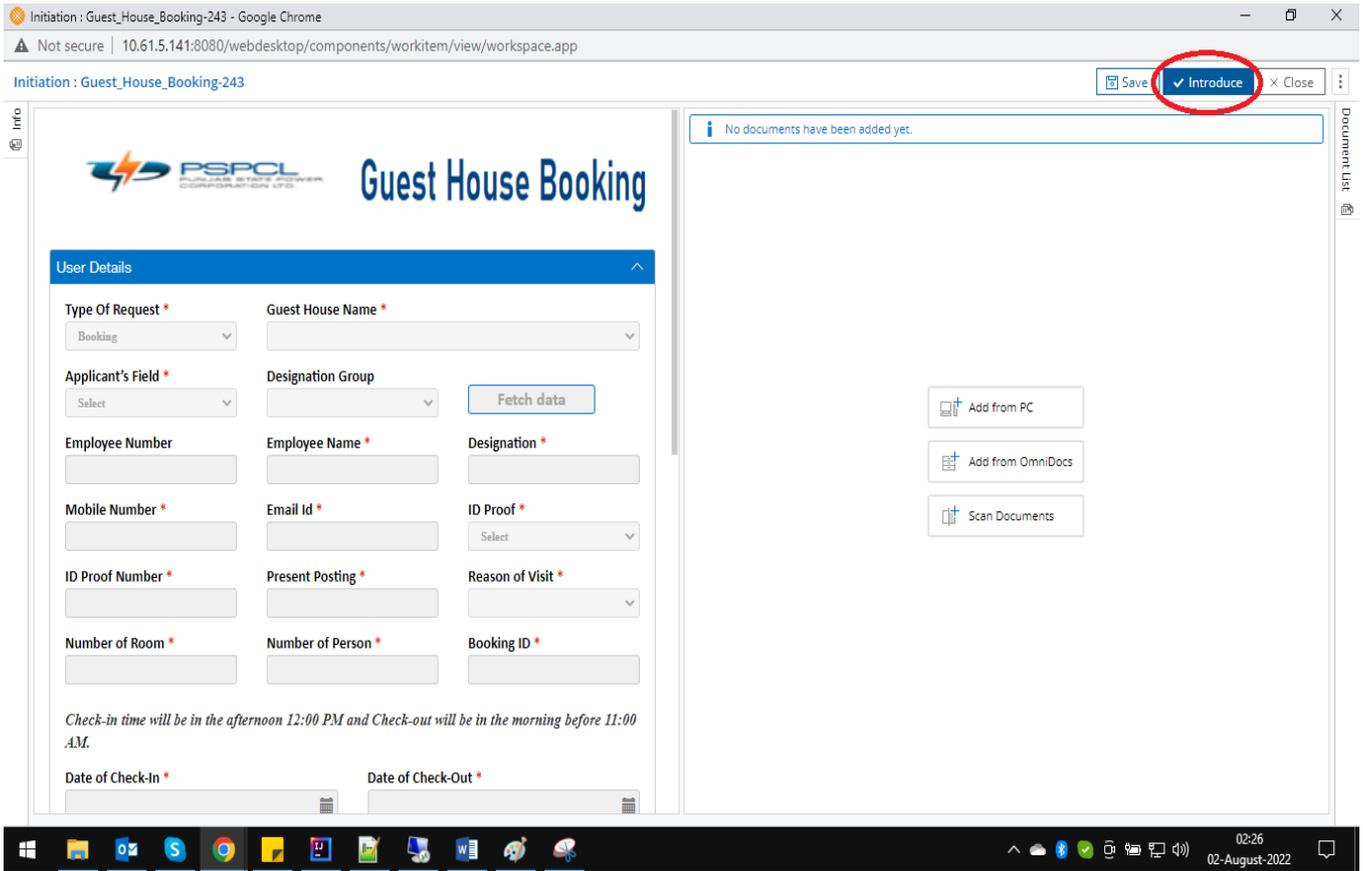
5. New window will appear on the screen. On the left user can see the form in enabled mode, user will add the ID Proof document by selecting **Add from PC** option present at right.
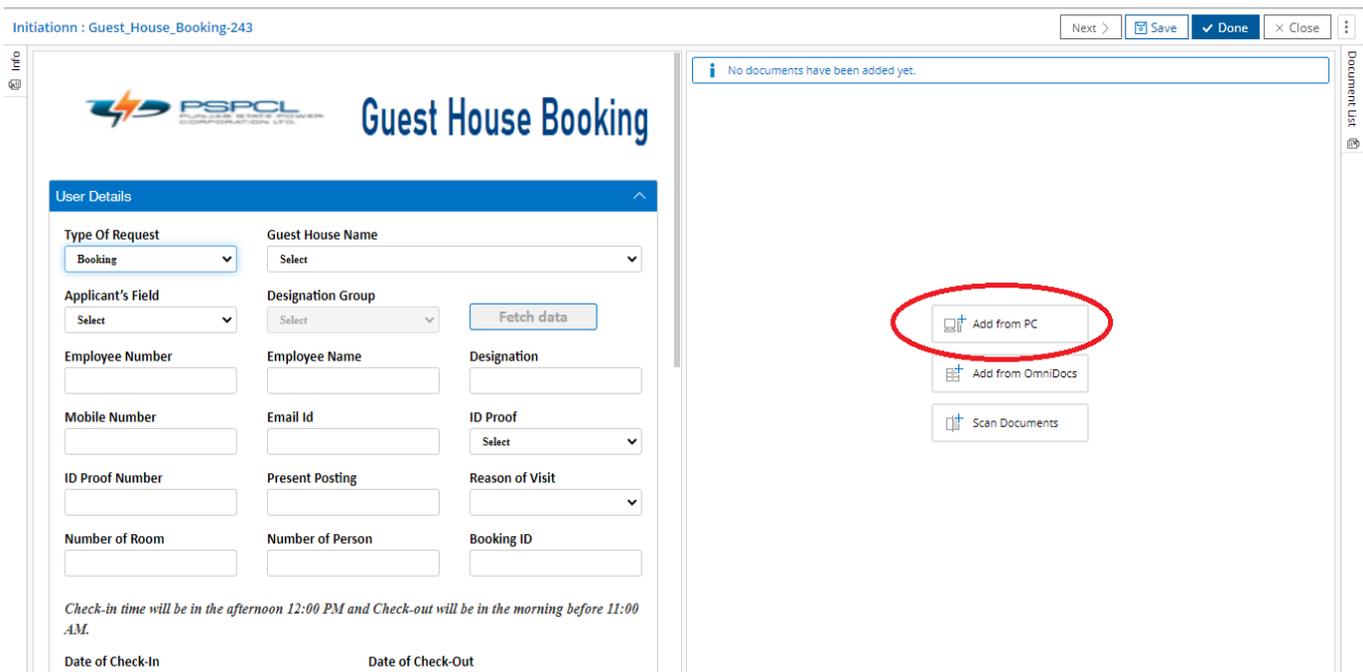
6. After selecting the relevant document for attachment user needs to provide the **Doc Type** and then click on **Upload button**.
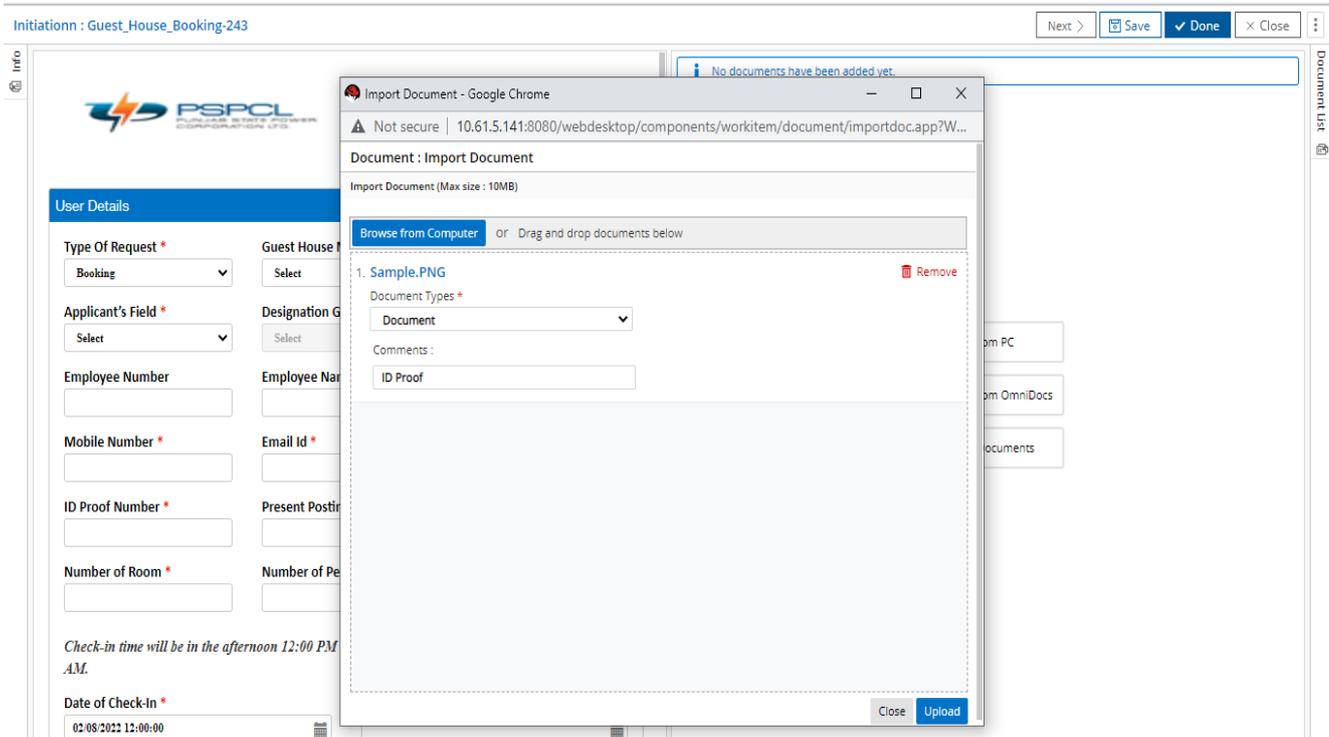
7. User will fill the required data such as **Guest House Name, Applicant Type, Employee No, ID Proof** etc**.** If the Applicant is from PSPCL then Employee No and Designation Group is mandatory. After Entering the Employee No user will click on **Fetch data** button and will fill rest of the details on the form**.** After filling the data user has to click on **Submit** button present at the end of the form to initiate the WI.

8. On clicking fetch data button details like **Employee Name, Designation, Mobile Number, Email ID and Present Posting** will be visible on the form. Mandatory fields are marked as red star on the form. **Guest House Address, Guest House Contact Number and Guest House Email ID** will be auto fetched on the selection of Guest House Name. **Rent** will get auto fetched on the basis of the **Designation Group** and **Reason of Visit** selected by the user. **Payment** will be calculated and fetch on the form once the workitem reaches to the availability check user, after being submitted by the Applicant.

9. User can see the rate list according to the Guest House Selected, in the list view provided at the bottom of the form. Below is the image for reference.

10. Once submitted, the workitem will be routed to **Availability Check** Approver.
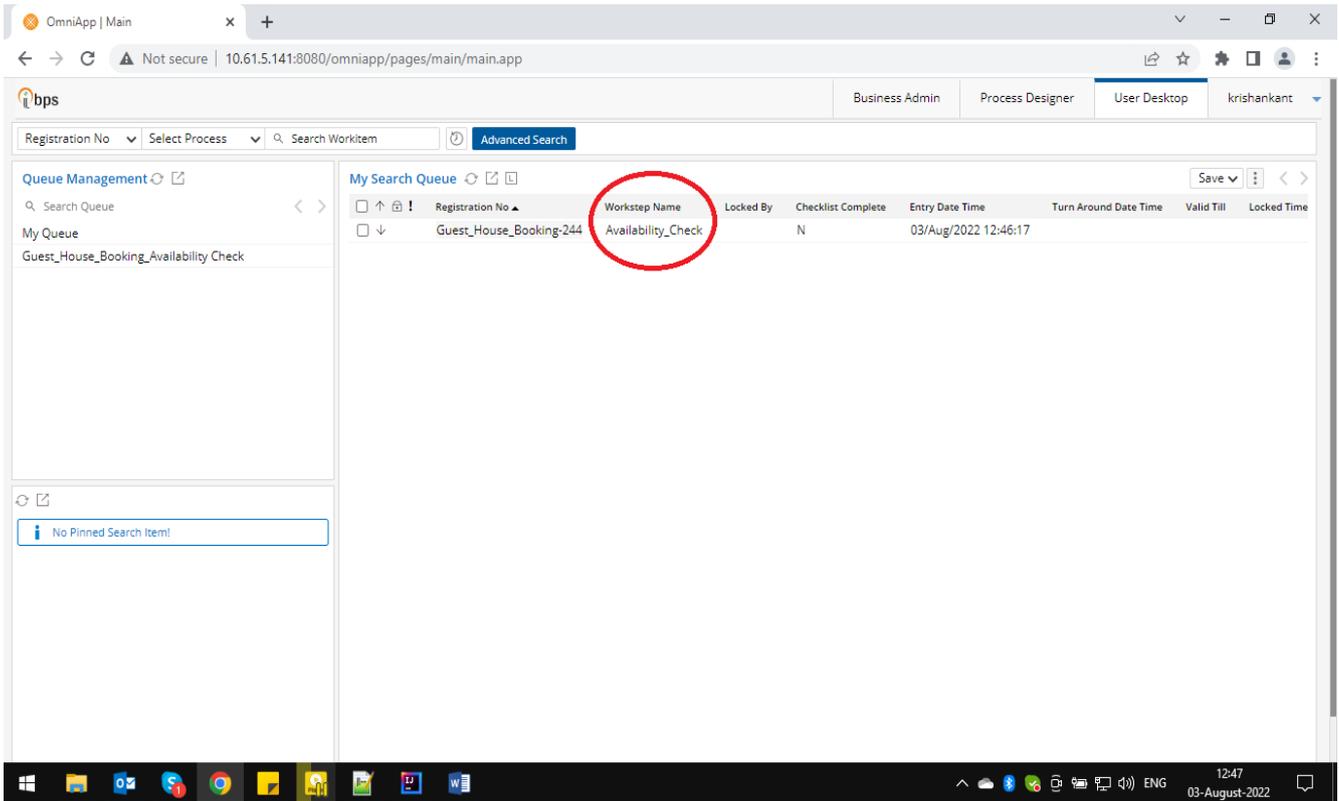
11. Approver will perform the eyeball check for the details entered by user. Permit Generated will be attached in the document list which can be seen by clicking on the Document List menu on the right side of the screen as shown below. User can also download the permit by clicking the download button, as highlighted below.
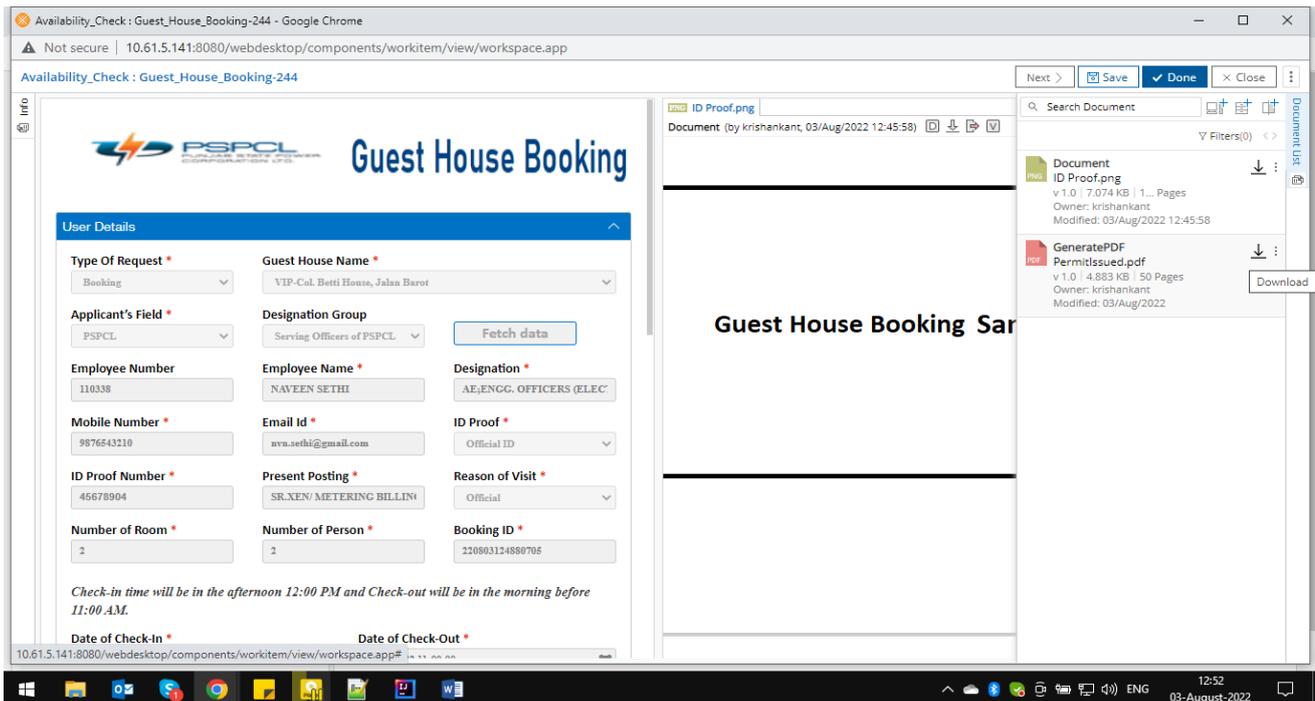
12. Approver will be responsible for taking the decision whether to approve or reject the Booking Application. Approver will fill the Assigned Room Number, and will select if the Guest House Booked in for **Type of Room** as Shared or Non shared accordingly. Approver will finally take the **decision** (Available or Not Available) and will click on Submit.
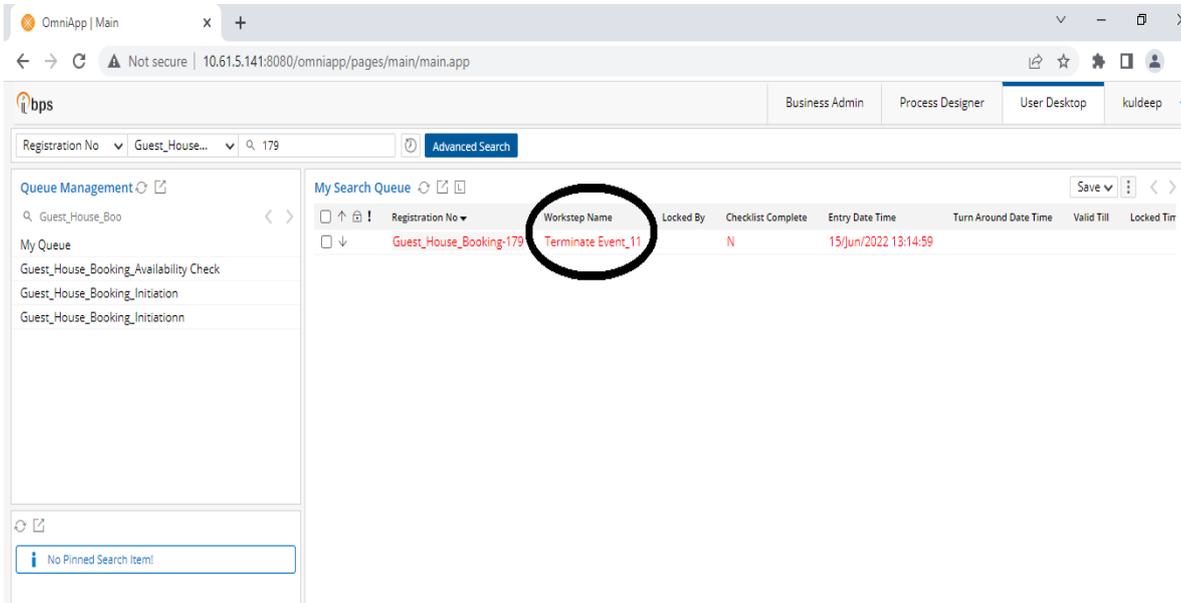

13. If the workitem is approved then it will end and will be visible in red color under **End Event**. Below is the image for reference.

14. If the workitem is rejected then it will be visible in red color under **Terminate Event**. Below is the image for reference.

User Manual for Guest House Cancellation

1. User will login to the IBPS (NEWGEN) system by entering User Name and Password on the below mentioned URL.   http://10.61.5.141:8080/omniapp
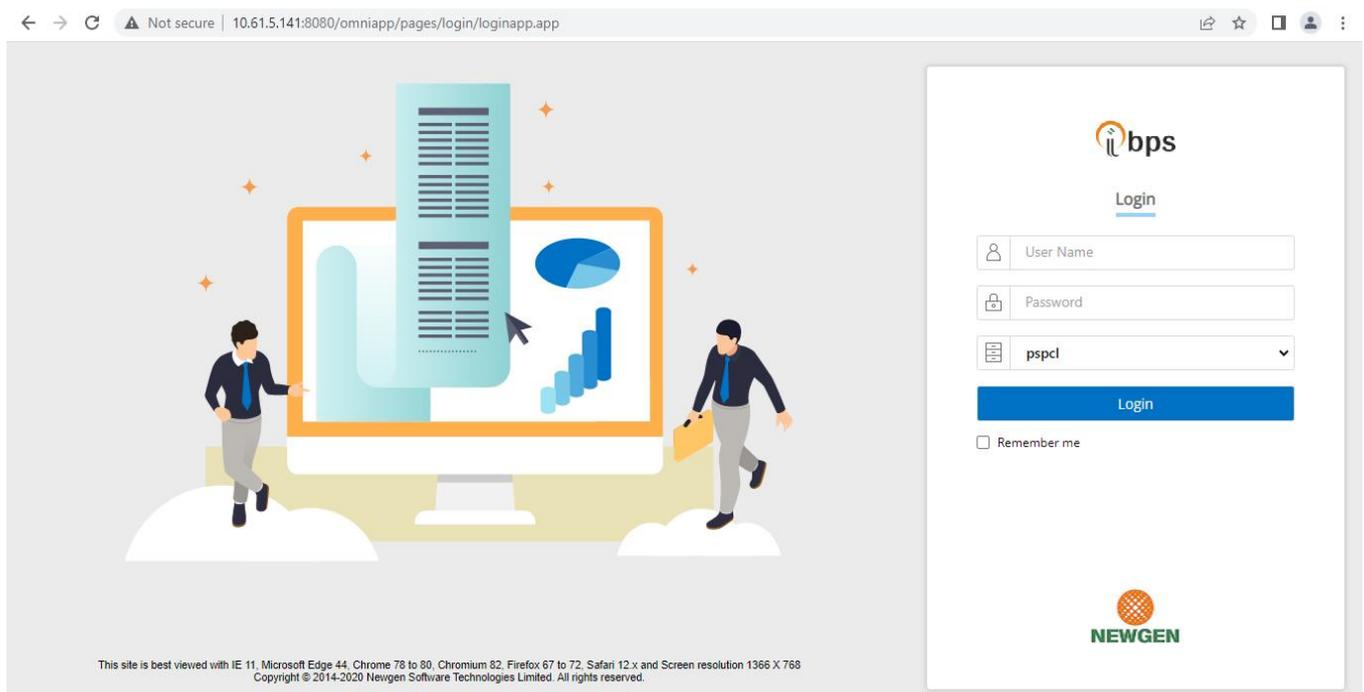
2. User can see the dashboard once they have logged in and navigate the dashboard screen.

   ● **Queue List**
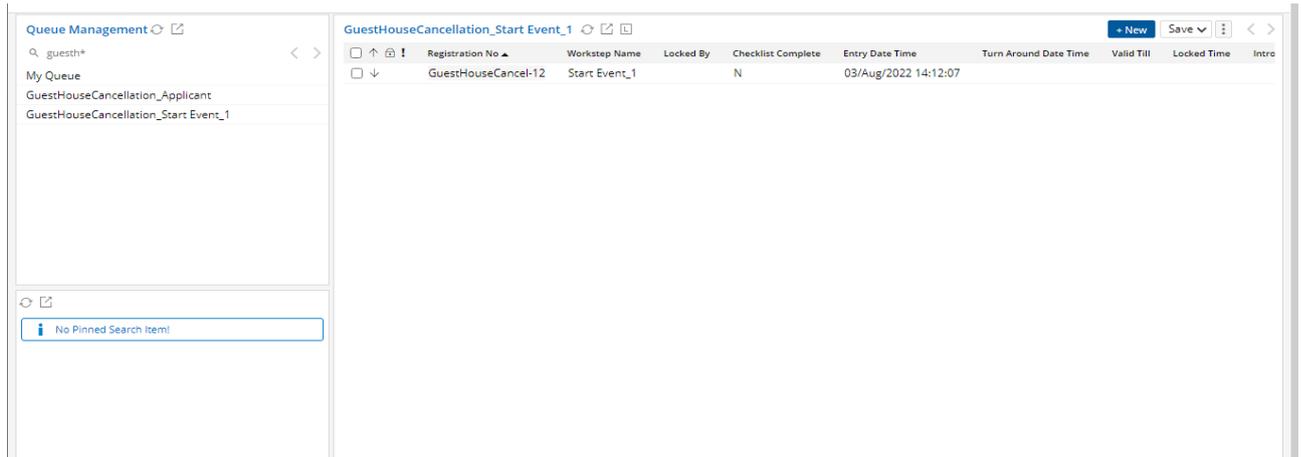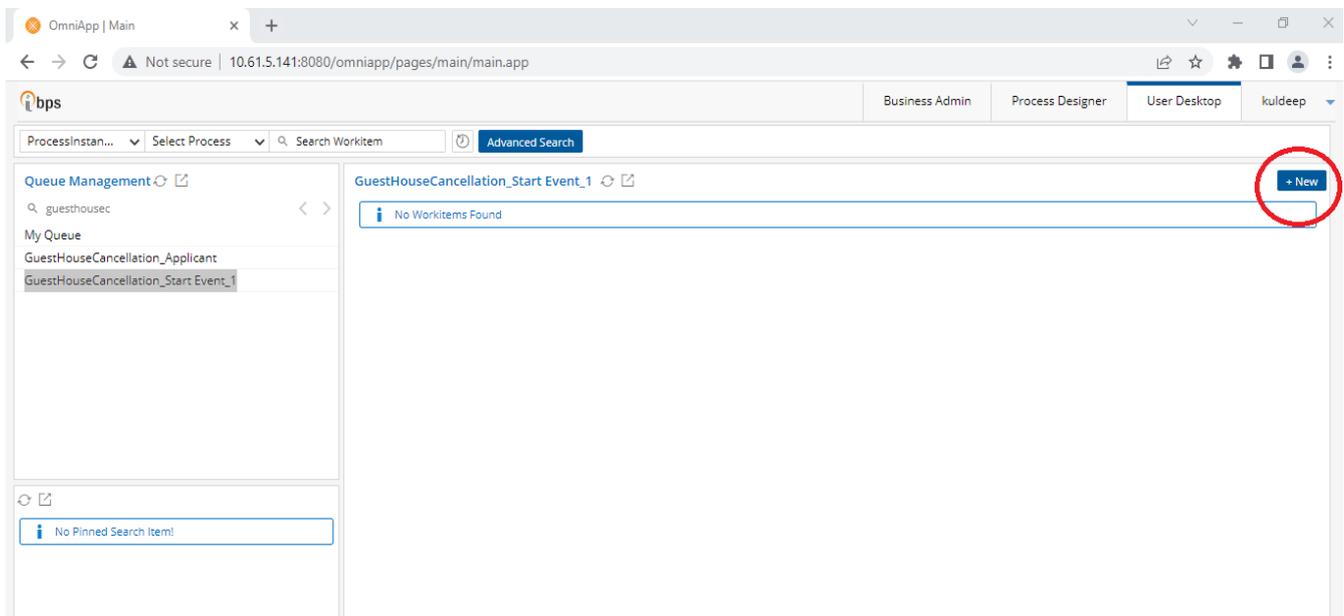   o In a queue list the user can see only that queue for which they have a right.

   ● **Search Queue**
   o User will select the process as **GuestHouseCancellation**.
   o User can search the work item

3. Applicant / User will now click on **ProcessName_Start Event_1** queue and will click on New to create a workitem. Below is the attached image for the reference.

4. Workitem will open, and user will click on **Introduce** Button to introduce the workitem. User will not be able to fill any details in this scenario. Below is the attached image for the reference.
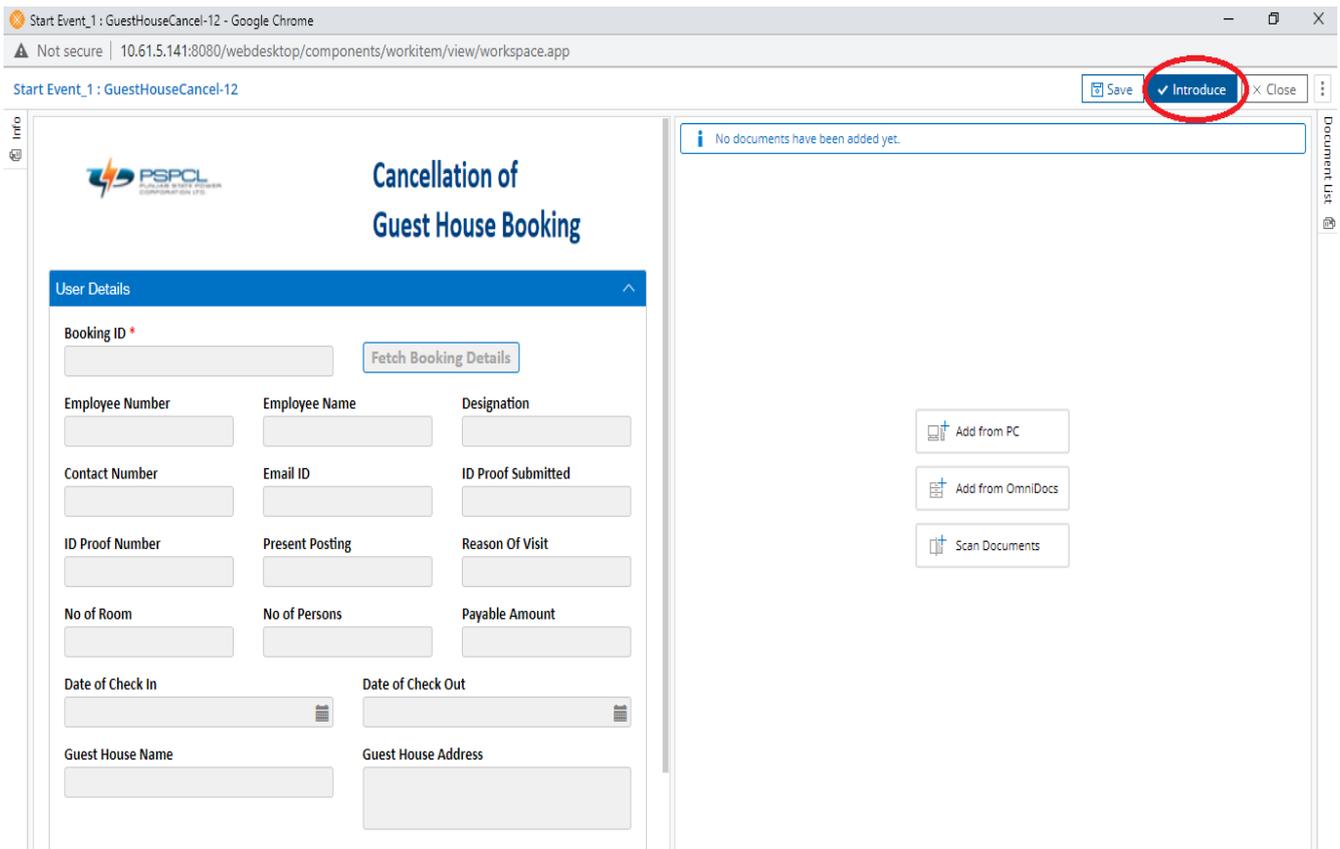
5. User will now click on **ProcessName_Applicant** queue and the introduced workitem will be visible under the Applicant workstep. User will click and open the workitem.
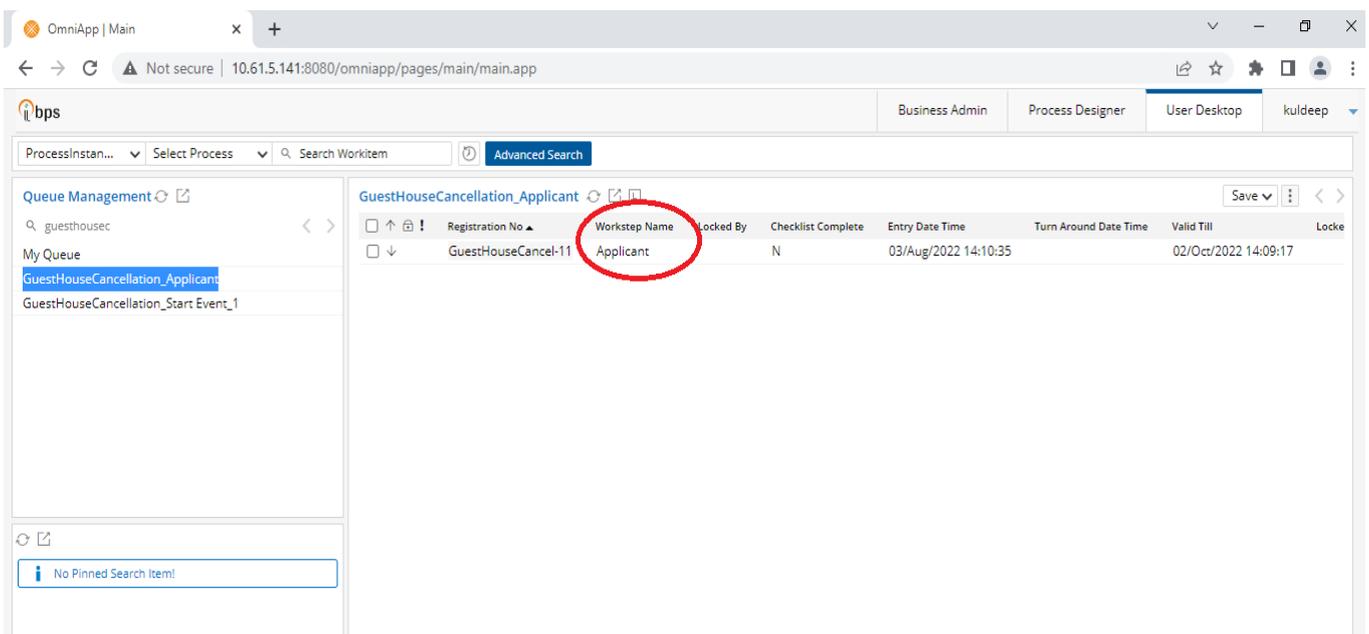
6. User will enter the **Booking ID** and then will click on **Fetch Booking Details** Button. The details will get fetched and will be visible on the form.


7. If the check-in date has already passes then the Applicant will not be able to cancel the booking. In that scenario below message will pop on the screen. The message will be visible stating that the **"Cancellation is not possible as the checking date has already passed",** therefore the **Cancel Booking** button will be disabled at the end of the form.
**Note –** The process of Guest House Cancellation is helpful if the present date is not same as the Guest House check in date entered at the time of booking.
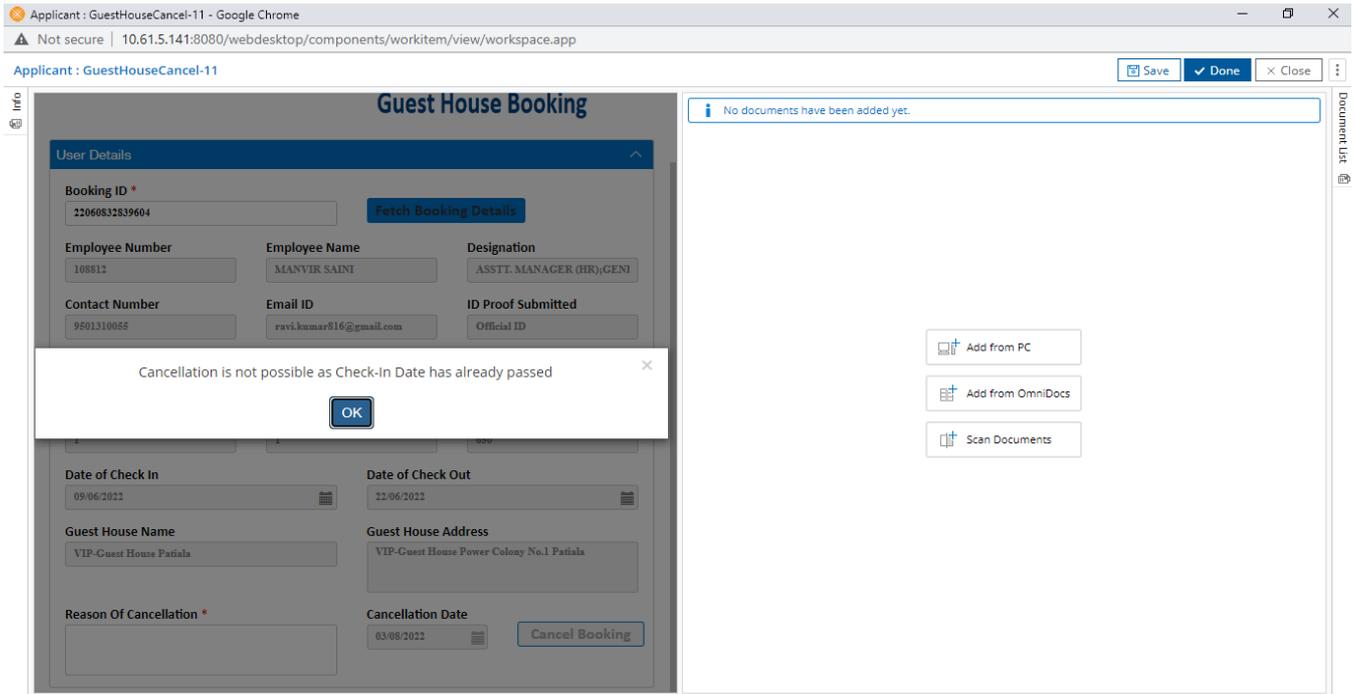
8. If the check-in date is after the current date then only the user will be able to cancel the Booking. User will enter the reason for Cancellation of Booking and will click on Cancel Booking Button.
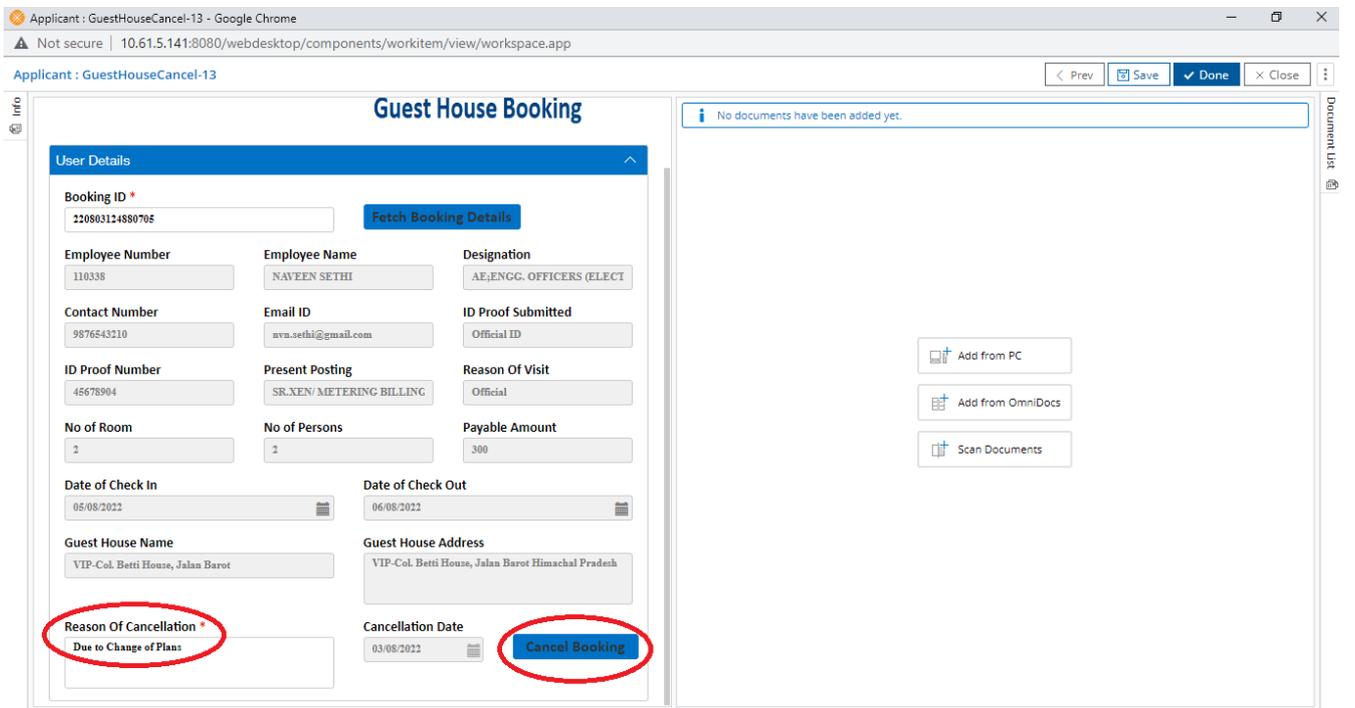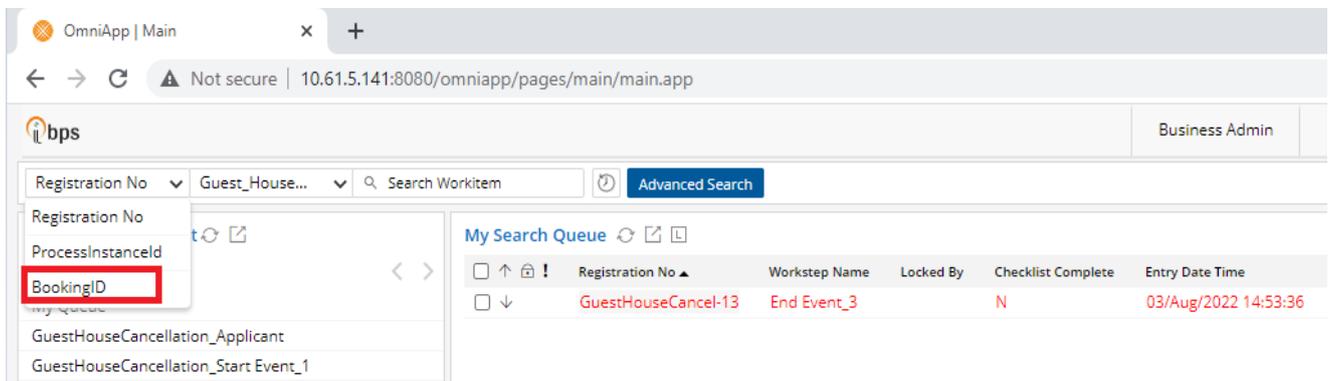

9. After clicking on Cancel Booking the workitem will route to End and will be visible in red colour.
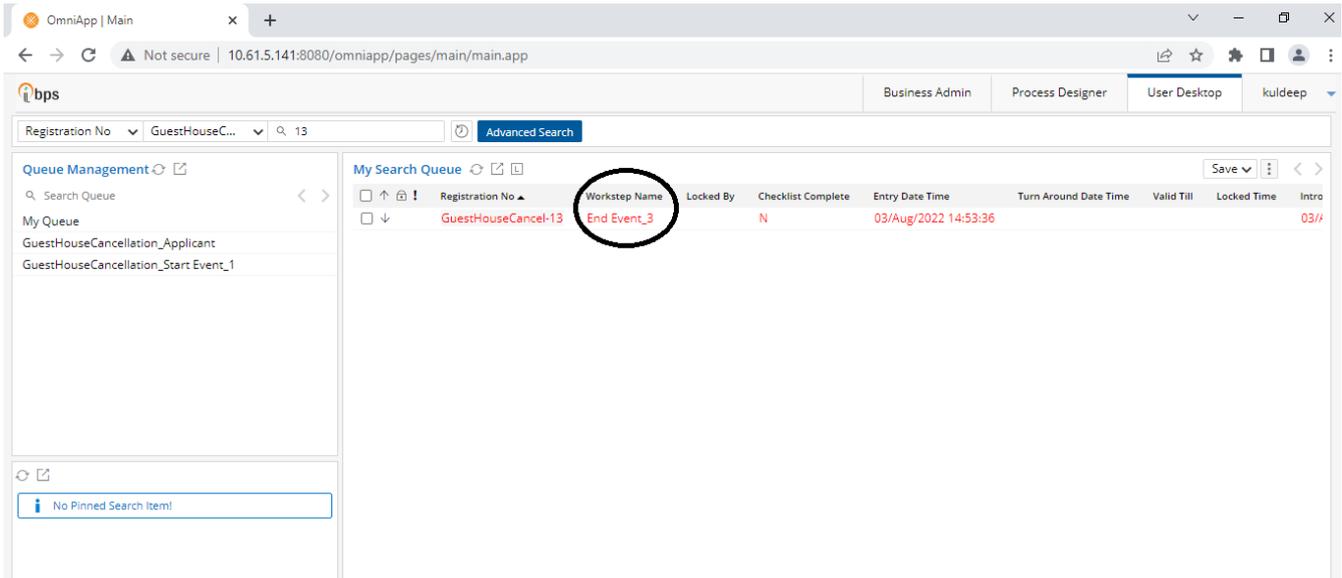
10. The cancellation can also be verified by searching the same booking id in Guest House Booking process. For that user can use the search feature of Newgen Application Tool and select Process Name as **Guest_House_Booking**.
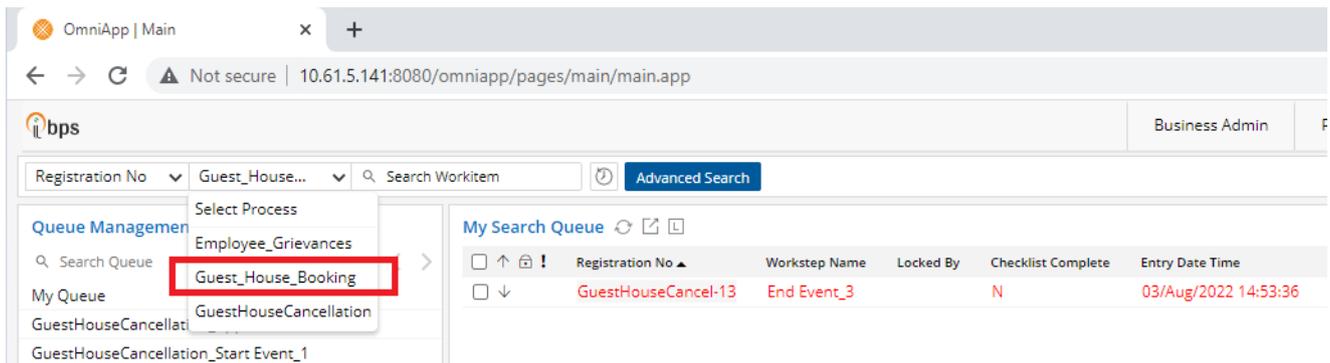
Then from the drop down select **BookingID**.

Then enter the booking ID and press enter. The workitem will be visible and user can click the workitem to open it.
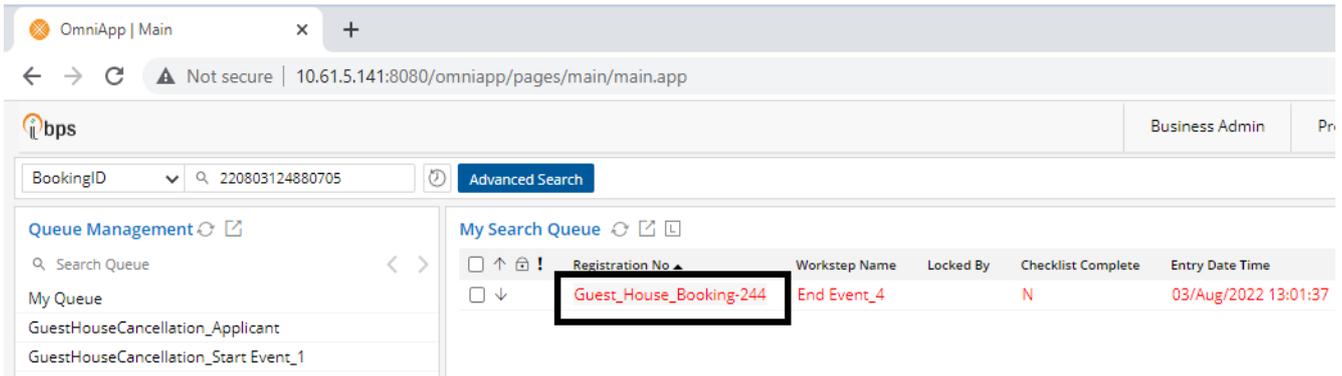
11. After opening the workitem user can see the message in Bold Letters that the Booking is cancelled, as shown below in the image.