



USERGUIDE

PSPCL – Guest House Process

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Approvals:		
<approver 1=""></approver>	Vikrant Jain	
<approver 2=""></approver>		

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.

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	Login Password Password Login Login Login Commenter me
This site is best viewed with IE 11, Microsoft Edge 44, Chrome 78 to 80, Chromium 82, Firefox 67 to 72. Safari 12 x and Screen resolution 1366 X 768 Copyright © 2014-2020 Newgen Software Technologies Limited. All rights reserved.	NEWGEN

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

 \circ In a queue list the user can see only that queue for which they have a right

• Search Queue

- User will select the process as Guest_House_Booking.
- User can search the work item

• My Queue

• User can see the WI which are assigned to them

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Queue Management 🖓 🗹	My Queue	0 Z L							Save	• I <
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Suest_House_Booking_Initiation										
Suest_House_Booking_Initiationn										
No Pinned Search Item!										

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.

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Q Search Queue	□ ↑ 🖯 !	Registration No 🔺	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around	Date Time Valid Till	Locked Ti	íme
My Queue	$\Box \downarrow$	Guest_House_Booking-14	Initiation		Ν	08/Nov/2021 12:54:	42			
Guest_House_Booking_Availability Check	$\Box \downarrow$	Guest_House_Booking-15	Initiation		Ν	08/Nov/2021 17:07:	24			
Guest_House_Booking_Initiation	$\Box \downarrow$	Guest_House_Booking-21	Initiation		Ν	10/Nov/2021 15:22:	38			
Guest_House_Booking_Initiationn	$\Box \downarrow$	Guest_House_Booking-23	Initiation		Ν	13/Nov/2021 12:32:	46			
	$\Box \downarrow$	Guest_House_Booking-24	Initiation		Ν	13/Nov/2021 12:33:	05			
	$\Box \downarrow$	Guest_House_Booking-25	Initiation		Ν	13/Nov/2021 16:21:	43			
	$\Box \downarrow$	Guest_House_Booking-26	Initiation		Ν	13/Nov/2021 17:39:	30			
	$\Box \downarrow$	Guest_House_Booking-27	Initiation		Ν	13/Nov/2021 17:50:	28			
	$\Box \downarrow$	Guest_House_Booking-28	Initiation		Ν	13/Nov/2021 17:53:	44			
	$\Box \downarrow$	Guest_House_Booking-29	Initiation		Ν	13/Nov/2021 17:54:	33			
	$\Box \downarrow$	Guest_House_Booking-30	Initiation		Ν	17/Nov/2021 19:28:	46			
ΟĽ	$\Box \downarrow$	Guest_House_Booking-32	Initiation		Ν	30/Nov/2021 15:47:	12			
		Guest_House_Booking-33	Initiation		Ν	30/Nov/2021 15:47:	51			

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.

Solution : Guest_House_Booking-243 - Google	e Chrome				- 0) X
A Not secure 10.61.5.141:8080/webdes	sktop/components/workitem/v	iew/workspace.app				
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	Guest H	ouse Booking	No documents have been added yet.			Document List
User Details		^				
Type Of Request * G	Suest House Name *	~				
Applicant's Field * C Select V	Designation Group	Fetch data		Add from PC		
Employee Number E	Employee Name *	Designation *		Add from OmniDocs		
Mobile Number * E	Email Id *	ID Proof * Select		Scan Documents		
ID Proof Number * P	Present Posting *	Reason of Visit *				
Number of Room * N	Number of Person *	Booking ID *				
Check-in time will be in the afternoo AM.	on 12:00 PM and Check-out will l	be in the morning before 11:00				
Date of Check-In *	Date of Check-O	ut *				
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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.

iationn : Guest_House_Booking-243	3			Next > Save ✓ Do	one × Close
User Details	Guest H	louse Booking	No documents have been added yet.		
Type Of Request Booking V Applicant's Field Select V Employee Number	Guest House Name Select Designation Group Select Employee Name	✓ Fetch data Designation	교는 Add from	n PC	
Mobile Number	Email Id Present Posting	ID Proof Select ✓ Reason of Visit	Scen Do	cuments	
Number of Room	Number of Person	Booking ID			
Check-in time will be in the after AM. Date of Check-In	rnoon 12:00 PM and Check-out will Date of Check-	be in the morning before 11:00			

6. After selecting the relevant document for attachment user needs to provide the **Doc Type** and then click on **Upload button**.

ionn : Guest_House_Booking-2	43			Next >	🗟 Save	✓ Done	\times Close
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Applicant's Field *	Designation 6	Document Types *					
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Number of Room *	Number of Pe						
Check-in time will be in the aj AM.	fternoon 12:00 PM						
Date of Check-In *			load				
02/08/2022 12:00:00	-						

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.

Employee Number *	Employee Name	e *	Designation *	EXC ID Proof.png
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Mobile Number *	Email Id *		ID Proof *	
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ID Proof Number *	Present Posting	*	Reason of Visit *	
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Number of Room * Number of Person *		on *	Booking ID *	
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Check-in time will be in the AM. Date of Check-In *	afternoon 12:00 PM at	nd Check-out wi	ill be in the morning before 11:00	Guest House Booking Sample Attachment
Check-in time will be in the AM. Date of Check-In * 0208/2022 12:00:00 Guest House Address *	afternoon 12:00 PM an	nd Check-out wi Date of Check 05/08/2022 11:0	ill be in the morning before 11:00 Out * 10:00	Guest House Booking Sample Attachment
Check-in time will be in the AM. Date of Check-In * 02:08:2022 12:00:00 Guest House Address * VIP-Col. Betti House, Jalan Bar	afternoon 12:00 PM at	nd Check-out wi	ill be in the morning before 11:00 -Cout *	Guest House Booking Sample Attachment
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Check-in time will be in the AM. Date of Check-In * 02/08/2022 12:00:00 Guest House Address * VIP-Col. Betti House, Jalan Bar Guest House Contact Numb 7833946438, 9015177801	afternoon 12:00 PM at	nd Check-out with Date of Check 05/08/2022 11:0 Guest House I dycepwmdipap	cOut * CO	Guest House Booking Sample Attachment
Check-in time will be in the AM. Date of Check-In * 02:08:2022 12:00:00 Guest House Address * VIP-Col. Betti House, Jalan Bar Guest House Contact Numb 7833946438, 9015177801 Rent *	afternoon 12:00 PM an	Date of Check Date of Check 05/08/2022 11:0 Guest House I dycepwmdipsp	ill be in the morning before 11:00	Guest House Booking Sample Attachment
Check-in time will be in the AM. Date of Check-In * 02/08/2022 12:00:00 Guest House Address * VIP-Col. Betti House, Jalan Bar Guest House Contact Numb 7833946438, 9015177801 Rent * 50	afternoon 12:00 PM at	nd Check-out wi Date of Check 05/08/2022 11:0 Guest House I dycepwmdipup	ill be in the morning before 11:00 -COut * -Out * Email ID -Cl@gmail.com	Guest House Booking Sample Attachment

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.

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5No 1 2 3	Designation Serving officers of PSPCL/PSTCL Retired officers of PSPCL/PSTCL Family members of Serving/Retired officers of PSPCL/PSTCL i.e. Father, Mother, Unmarried daughter/son	Officers On Duty 50 N/A N/A	Officers Of 100 100	

10. Once submitted, the workitem will be routed to **Availability Check** Approver.

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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.

Availability_Check : Guest_House_Booking-244	- Google Chrome	· · · ·		-	- 🗆 X
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Type Of Request * G	uest House Name *			GeneratePDF PermitIssued.pdf	<u>↓</u> :
Booking V	VIP-Col. Betti House, Jalan Barot	~		v 1.0 4.883 KB 50 Pages Owner: krishankant	Download
Applicant's Field * D	esignation Group		Guest House Booking Sar	Modified: 03/Aug/2022	
PSPCL ~	Serving Officers of PSPCL $ \checkmark$	Fetch data	Guest House Booking Sal		
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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.

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	VIP-Col. Betti House, Jalan Bar	rot Himachal Pradesh			Punjab State Power Corporation Limited		
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	7833946438, 9015177801		dycepwmdipspcl@gmail.c	om			
					Subject Booking of PSPCL VIP-Col. Betti House, Jalan Barot Address - VIP-Col. Betti House, Jalan Barot Himachal Pradesh		
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		All Column	e Soarah	0	6 Journalists & Editors of Press recognized by 300/- 600/- Punjab Govt.		
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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.

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

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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. <u>http://10.61.5.141:8080/omniapp</u>



2. User can see the dashboard once they have logged in and navigate the dashboard screen.

Queue List

 \circ In a queue list the user can see only that queue for which they have a right.

• Search Queue

- User will select the process as **GuestHouseCancellation**.
- User can search the work item

Queue Management 🔿 🗹	GuestHouse	Cancellation_Start Even	t_1 & 🗹 🗉					+ New	Save 🗸 🚦	< >
Q guesth* < >		Registration No 🔺	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Intro
My Queue	$\Box \downarrow$	GuestHouseCancel-12	Start Event_1		N	03/Aug/2022 14:12:07				
GuestHouseCancellation_Applicant										
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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.

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C P						
No Pinned Search Item!						

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.

art Event_1 : GuestHouseCancel-12 - (Google Chrome vebdesktop/components/w	orkitem/view/workspace.app			-
t Event_1 : GuestHouseCancel-12	2				Save 🗸 Introduce
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Employee Number	Employee Name	Designation		☐	
Contact Number	Email ID	ID Proof Submitted		Add from OmniDocs	
ID Proof Number	Present Posting	Reason Of Visit		Scan Documents	
No of Room	No of Persons	Payable Amount			
Date of Check In	Date o	f Check Out			
Guest House Name	Guest	House Address			

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.

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GuestHouseCancellation_Applicant		\sim						
GuestHouseCancellation_Start Event_1								
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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.

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Applicant : GuestHouseCancel-11			🖾 Sat	ve 🗸 Done 🛛 🗙 Close
	(Cancellation of	No documents have been added yet.	
	(Guest House Booking		
User Details		^		
Booking ID *	6	etch Booking Details		
Employee Number	Employee Name	Designation		
Contact Number	Email ID	ID Proof Submitted	☐ Add from PC	
ID Proof Number	Present Posting	Reason Of Visit	Add from OmniDocs	
No of Doom	No of Demons	Daughla Amount	☐ Scan Documents	
	NO OF PEISONS			
Date of Check In	Dat	te of Check Out		
Guest House Name		est House Address		
Reason Of Cancellation *	Cai	ncellation Date 0/08/2022 Cancel Booking		

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. <u>Note</u> – 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.

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Appl	icant : GuestHouseCancel-11			⊠ Save ✓		ose
<u>I</u>	User Details	Gues		No documents have been added yet.		
	22060832839604	Fetch B	ooking Details			
	Employee Number 195812 Contact Number 9501310055 Cancellation is	Employee Name MANVIR SAINI Email ID ravikmmar016@gmail.com not possible as Check-In Date	Designation ASSTI MANACER (HR);CEN D Proof Submitted Official ID has already passed	Add from PC		
	Date of Check In	OK Date of Ch 22/06/2022	eck Out	La Aud Torn Onimboos		
	Guest House Name VIP-Guest House Patiala	Guest Hou VIP-Guest	se Address House Power Colony No.1 Patiala			
	Reason Of Cancellation *	Cancellatio 03/08/2022	Cancel 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.

) App	plicant : GuestHouseCancel-13 - Goo	gle Chrome				- 0	×
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	User Details			^			
	Booking ID *						[
	220803124880705		Fetch Book	cing Details			
	Employee Number	Employee Nan	ne	Designation			
	110338	NAVEEN SETH	П	AE;ENGG. OFFICERS (ELECT			
	Contact Number	Email ID		ID Proof Submitted			
	9876543210	nvn.sethi@gmai	il.com	Official ID			
	ID Proof Number	Present Postin	g	Reason Of Visit	G Add from PC		
	45678904	SR.XEN/ METH	ERING BILLING	Official	Add from OmniDocs		
	No of Room	No of Persons		Payable Amount			
	2	2		300	G Scan Documents		
	Date of Check In		Date of Check	Out			
	05/08/2022		06/08/2022				
	Guest House Name		Guest House	Address			
	VIP-Col. Betti House, Jalan Barot		VIP-Col. Betti	House, Jalan Barot Himachal Pradesh			
	Reason Of Cancellation *		Cancellation I	Date			
	Due to Change of Plans		03/08/2022	Cancel Booking			

9. After clicking on Cancel Booking the workitem will route to End and will be visible in red colour.

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GuestHouseCancellation_Applicant			\smile							
GuestHouseCancellation_Start Event_1										
0 B										
No Pinned Search Item!										

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**.

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GuestHouseCancellation		
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Then from the drop down select **BookingID**.

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BookingID	□ ↓ GuestHouseCancel-13 End Event_3 N	03/Aug/2022 14:53:36
GuestHouseCancellation_Applicant		
GuestHouseCancellation_Start Event_1		

Then enter the booking ID and press enter. The workitem will be visible and user can click the workitem to open it.

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Pbps		Business Admin Pro
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Q Search Queue < 📏	□ ↑ 🕆 ! Registration No ▲ Workstep Name Locked By	Checklist Complete Entry Date Time
My Queue	□ ↓ Guest_House_Booking-244 End Event_4	N 03/Aug/2022 13:01:37
GuestHouseCancellation_Applicant		
GuestHouseCancellation_Start Event_1		

11. After opening the workitem user can see the message in Bold Letters that the Booking is cancelled, as shown below in the image.

