



## Online package for Holiday Home Booking

### User Manual

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Internal

1. Based on the eligible list of employees and ex-employees , Database view is provided by HRMS helpdesk and same is used to validate the user once they login to the online portal for booking a holiday home.
2. The portal is enabled through our Banks corporate website & the landing screen for the user is the login validation page.
3. In the login validation screen the user needs to enter valid employee id, and based on the id OTP will be triggered to the registered mobile number.
4. After OTP and captcha validation the user will be allowed to pass through and access the package.
5. Once the user is logged in to the online portal, the list of holiday homes will be enlisted and user can check the availability by clicking on the check availability button.
6. On check availability, date calendar with date wise room availability details will be displayed. **Check in & check out** **Check out & Check in** time is fixed as 7:00 Am and 8:00AM respectively.
7. As instructed by user wing in coordination with HR wing, it is decided that all exemployees and staff from scale1 to 3 will be provided with “Normal Category” of rooms in the holiday homes.
8. All Scale 4 and above employees will be provided with “Executive Category” of rooms if available, else Normal rooms may also be allotted, provided the executive employee **agrees** (provides consent) to book the Normal category of room.
9. Any date will fall under any one of the following categories in the Availability Page
  - ✓ All Rooms Available (In Green)
  - ✓ Some Rooms available (In Orange)
  - ✓ No rooms Available (In Red)
10. As per user wing requirement, employees can book holiday home **90** days in advance in case of LFC, but the same will be made available to users 30 days in advance for other cases.
11. Hence, in case an employee is booking the holiday home for more than 30 days in advance, self-declaration has to be provided that this will be availed only with approved LFC.
12. On clicking any date with Red color no redirection will happen and no action will be allowed. On clicking any other date for which user wants to book the holiday home the system will redirect to booking screen.
13. In the booking screen following details will be entered by the user

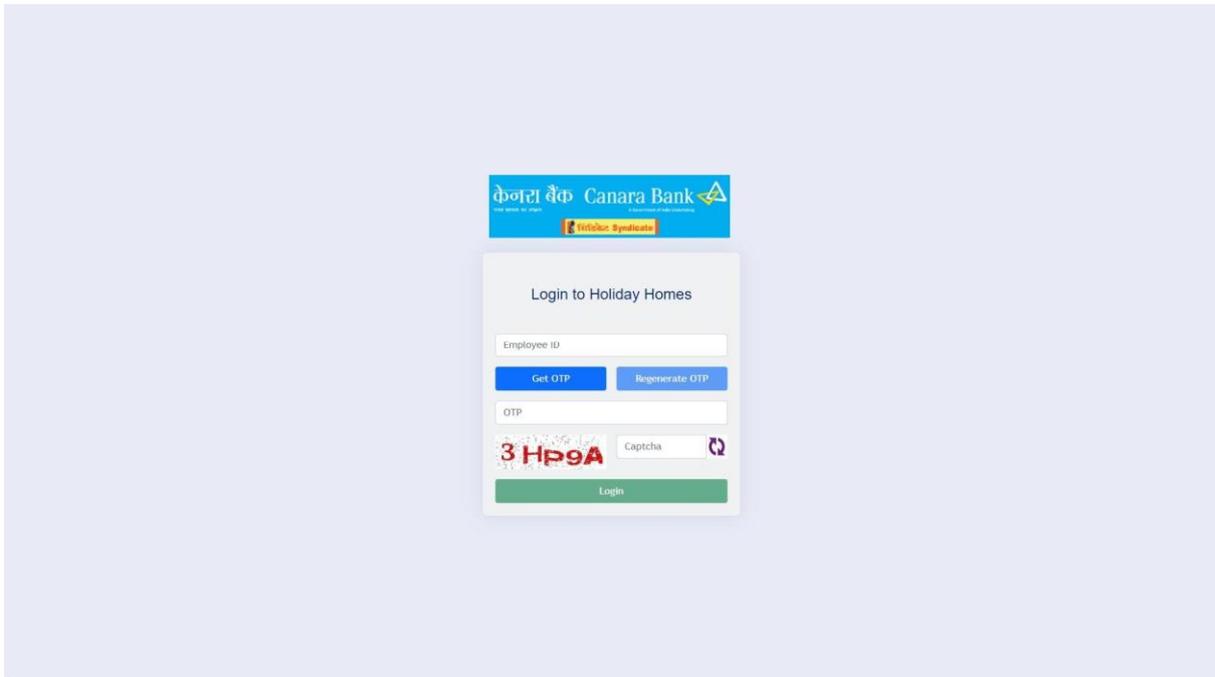
<u>Sl No</u>	<u>Field Type</u>	<u>Text</u>
1.	From & To date of booking	Date range selected by user (by default 1 day will be shown and user will be able to modify the same) max restriction from admin portal

2.	Purpose of visit	Drop down list selection
3.	Dependent details	Will be fetched from HRMS directly and user will NOT be allowed to add any dependent, however user will be allowed to delete dependent for holiday home booking purpose.
4.	Close Relatives	There will be an option to add close relative details in the system, with name, relation and age.
5.	Whether it's an LFS or not	For Ex-employee LFC option will be disabled
6.	If LFC, LFC reference number	Free text

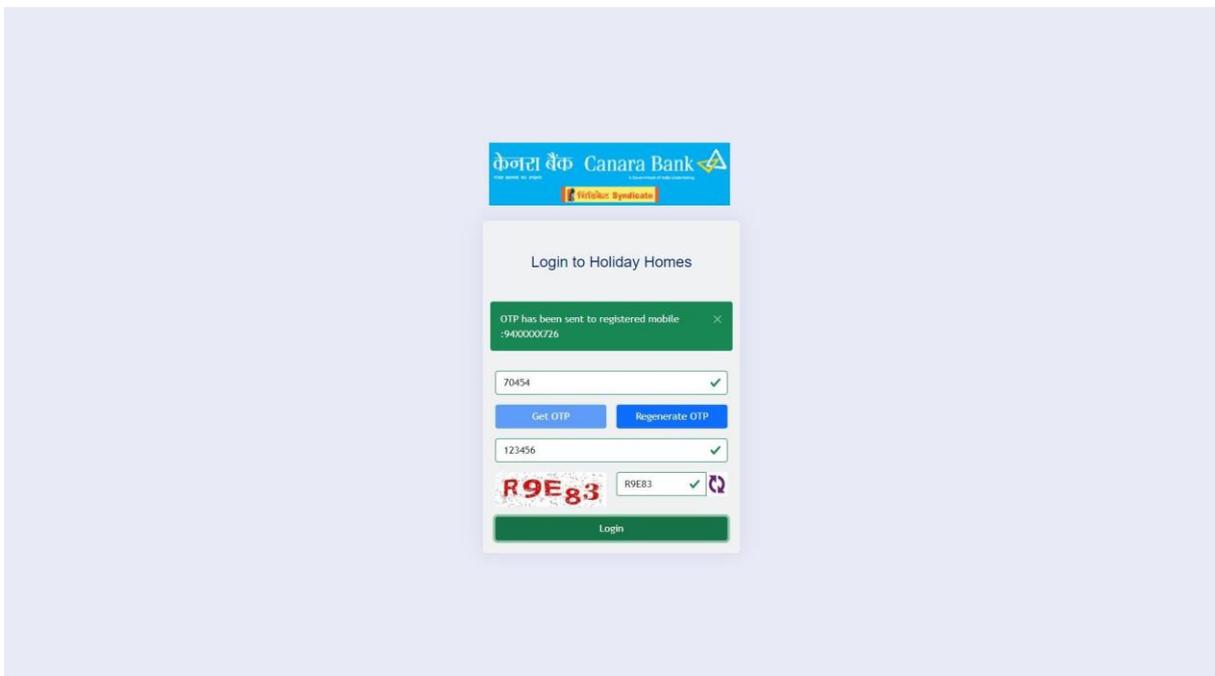
The Online package will be available through our corporate website.

Following are the screens with suitable functionalities.

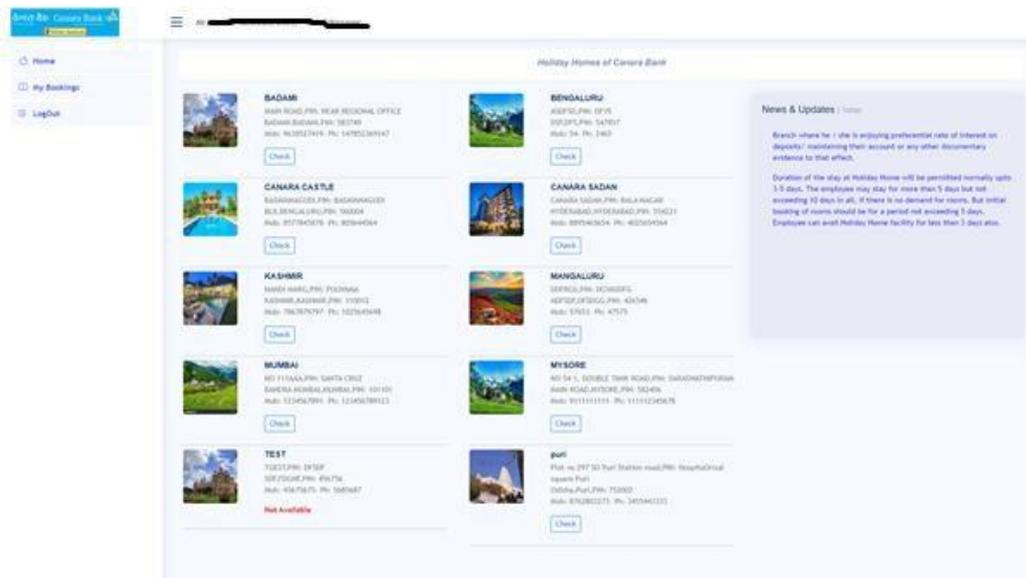
The User needs to login thru the following screen



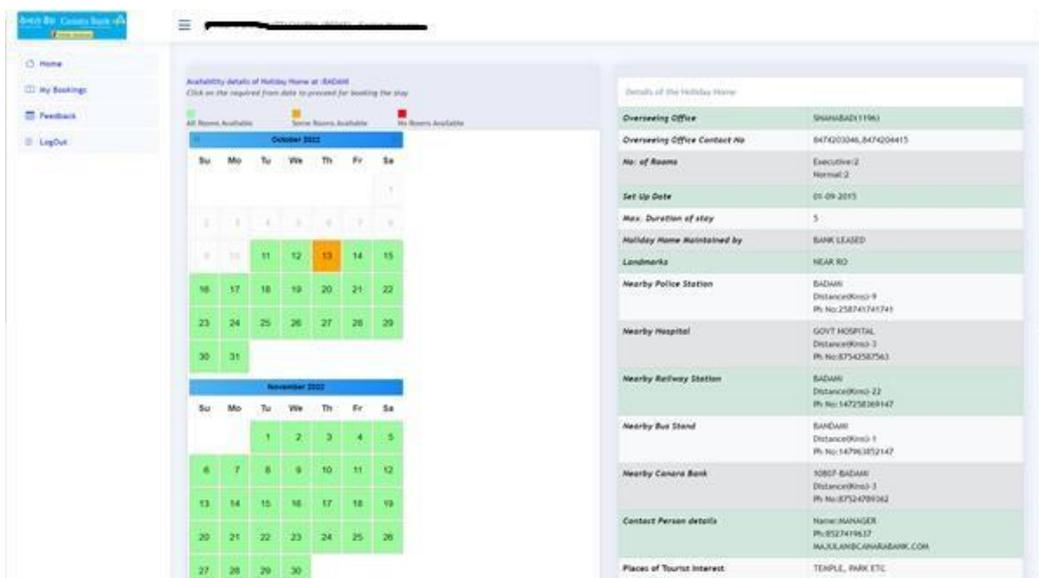
Once the user id is entered following is the screen that will be shown and OTP will be triggered to the user.



Upon successful validation of the user from HRMS data ; only the eligible users will be allowed inside the portal and following is the home screen.

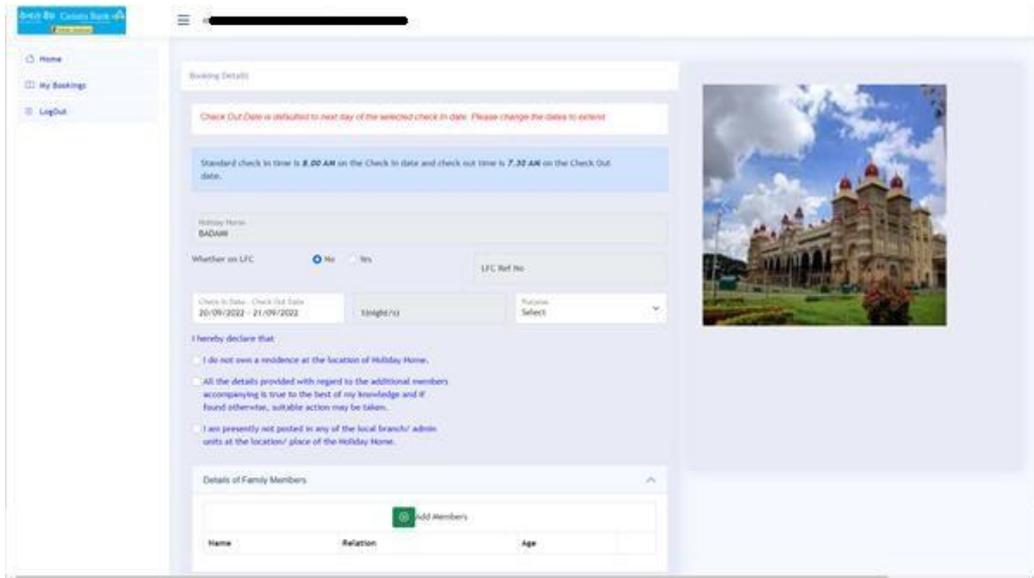


Under News & Updates any updated as per user wing may be displayed for the users. Upon clicking on the “CHECK” option, following is the screen shown.

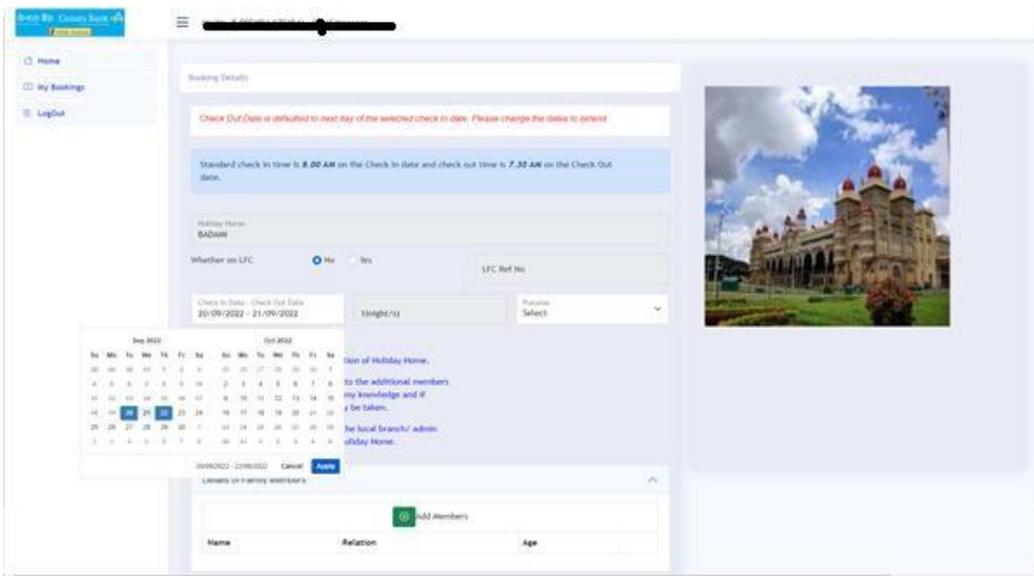


In the above depicted screen, the markers (in Green , Orange & Red) depicts (Available, partially available, no rooms available) status in the calendar .The holiday home details for which availability is checked by the user, is shown, such as the overseeing office name contact and other details.

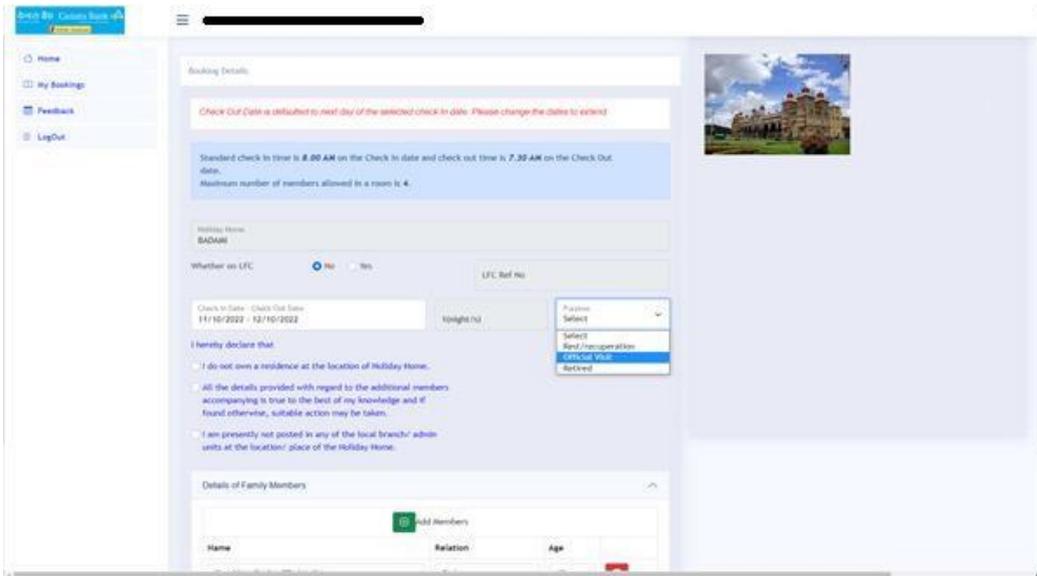
On clicking on any date (other than marked with red), following screen will be displayed



By clicking on the check in and check out dates following screen is displayed.



In addition, the purpose of visit is to be selected by the user. The declarations are to be selected mandatorily by the user.



By default, the system assumes that user wants to go for a normal booking of holiday home and not LFC, hence only 30 days prior booking will be allowed.

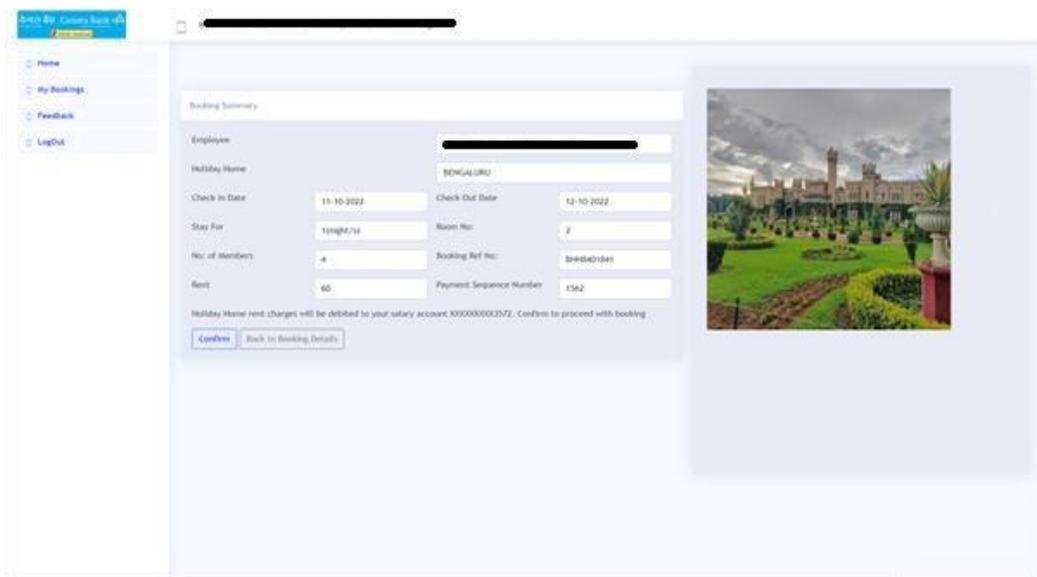
However, for active in service employees LFC option may also be selected. In case of LFC ,employee may book the holiday home 90 days prior.

LFC option is disabled for ex-employees.

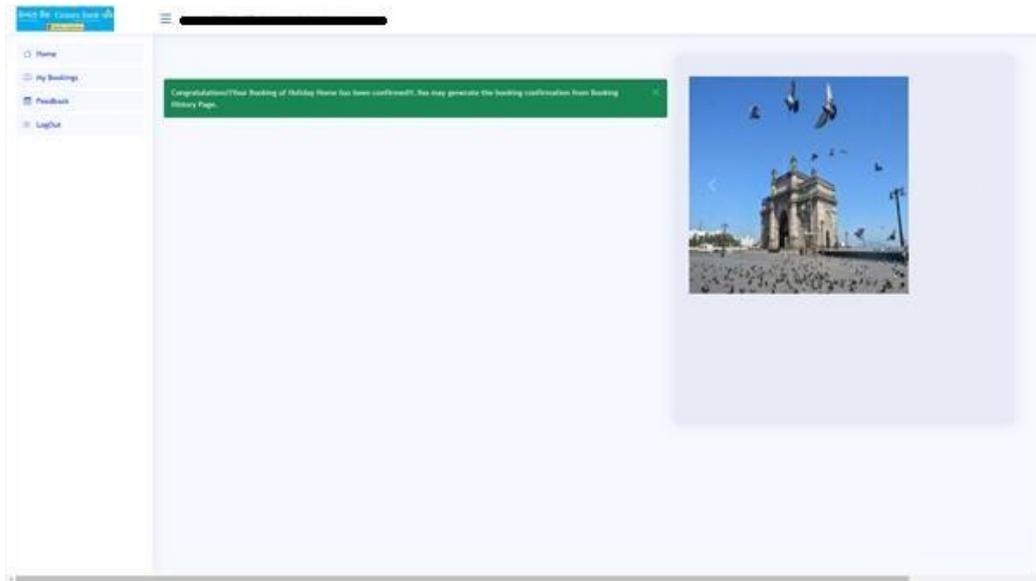
The system picks the dependent details from the HRMS database for active employees.

The dependent details will be fetched and shown, user may delete the dependent details, if they are not accompanying the user for the stay.

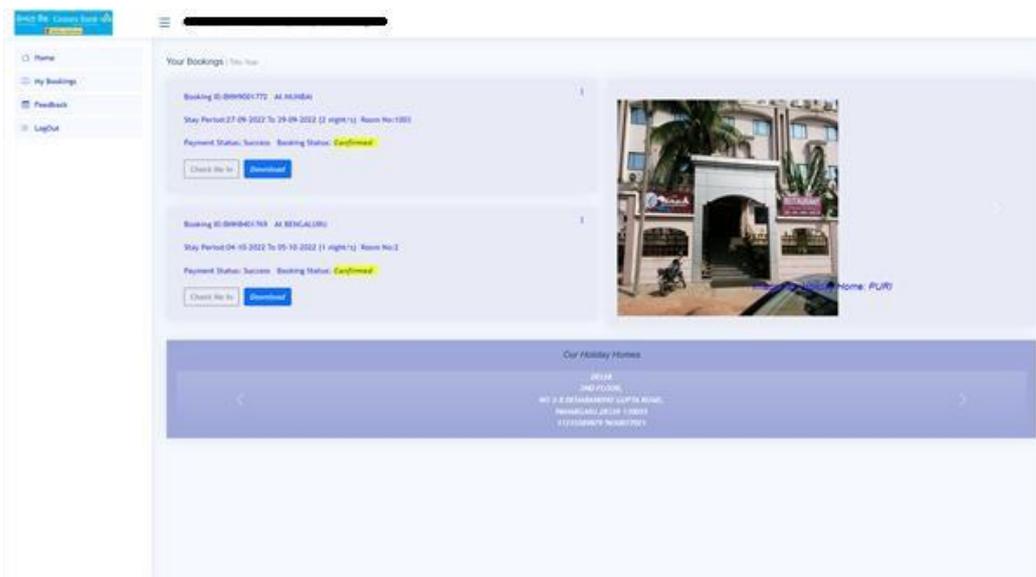
On clicking confirm following screen will be displayed



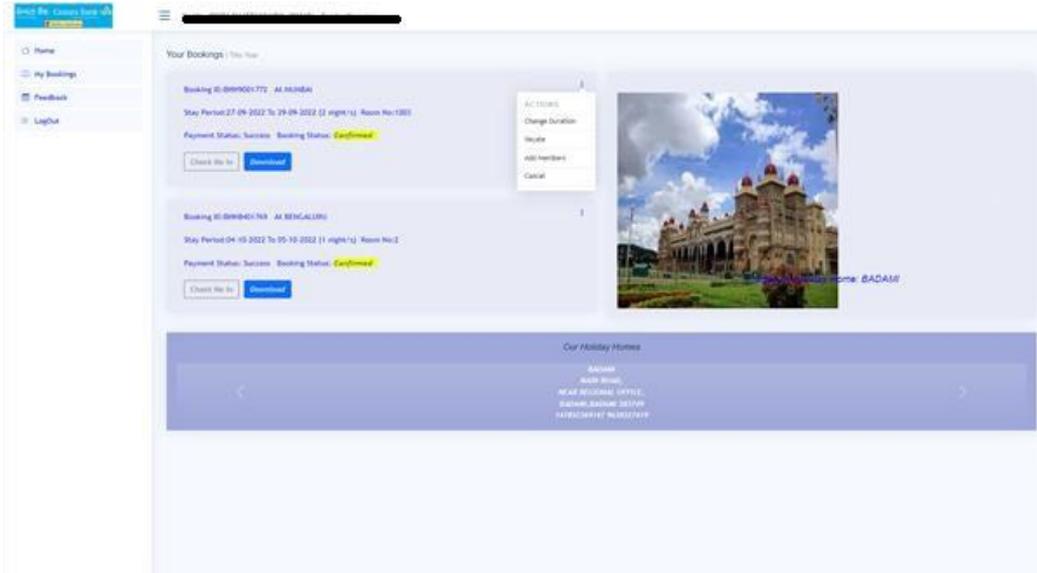
On successful booking confirmation message will come.



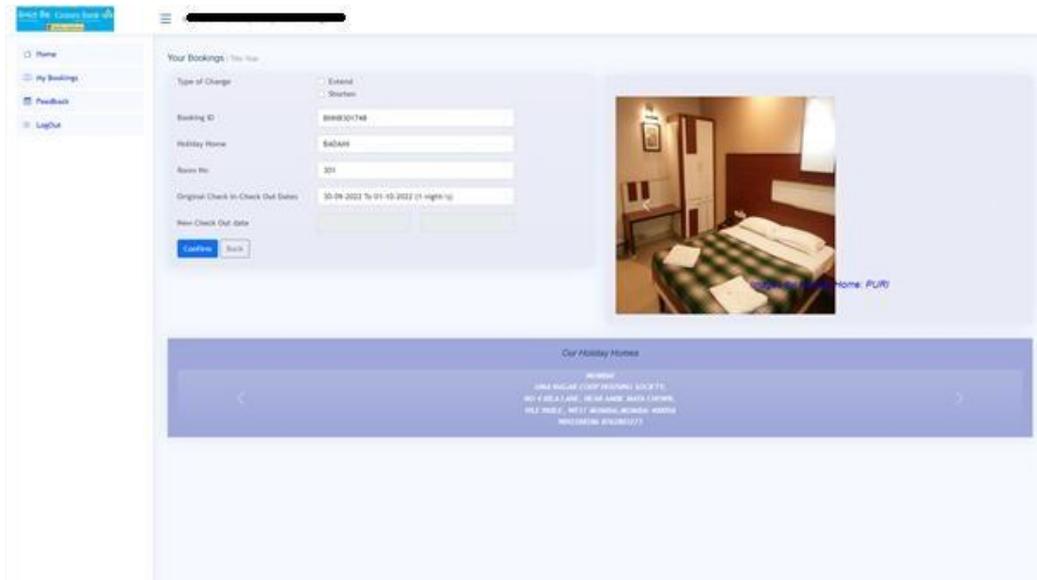
On click of my bookings all the booking history will be displayed on screen



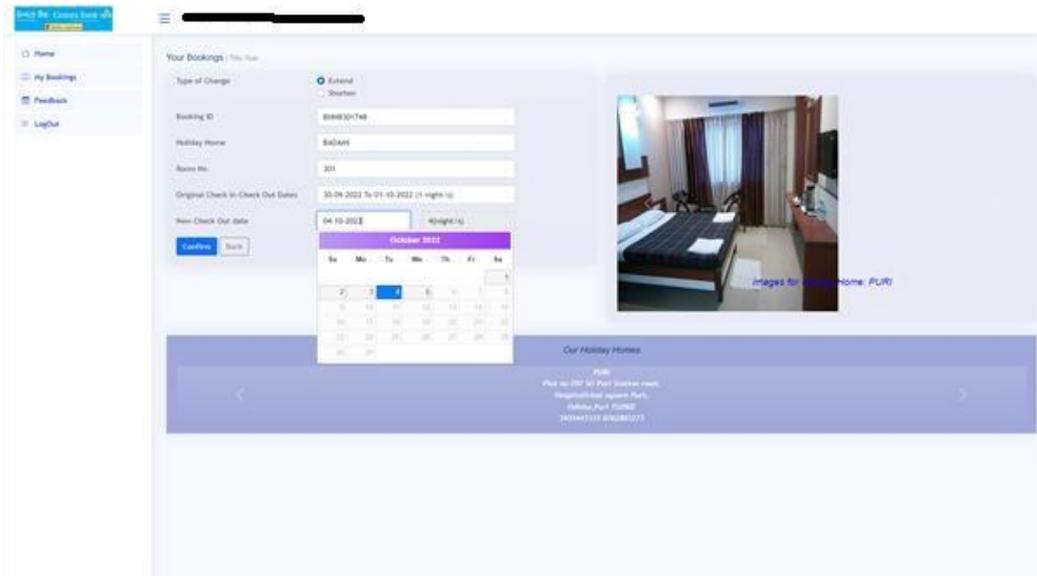
Following functionalities will be available to user except for “Add members”, which will be available only on the day of arrival and onwards till check out date.



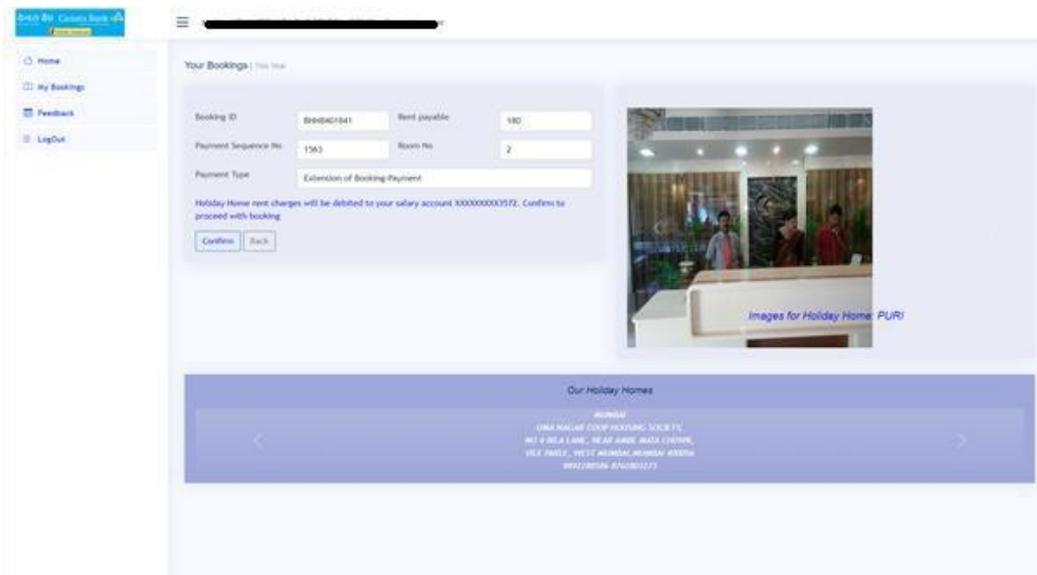
On click of the Change duration following screen appears



User can either Extend or shorten the stay.



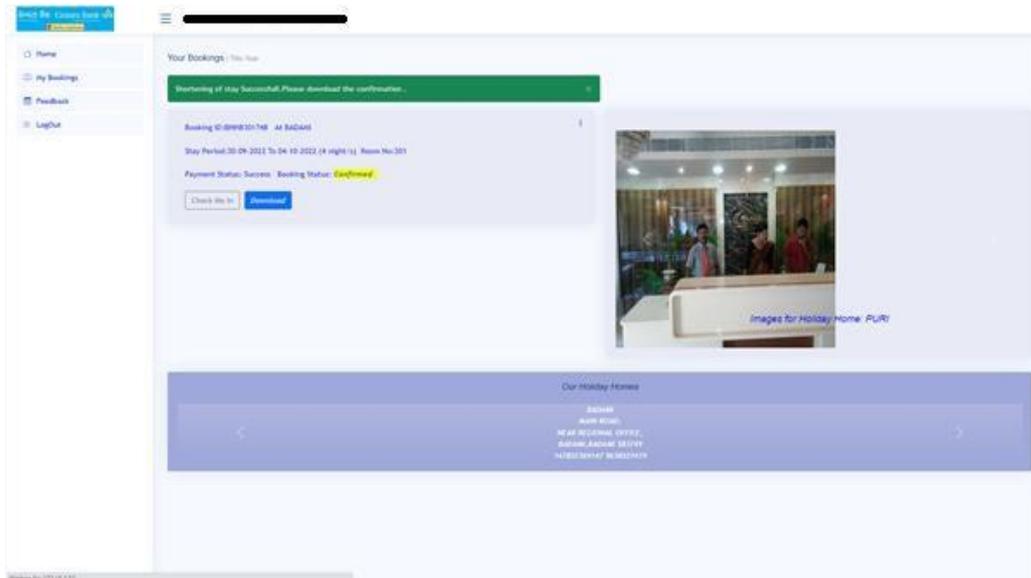
Differential rent will be calculated and charged for the same.



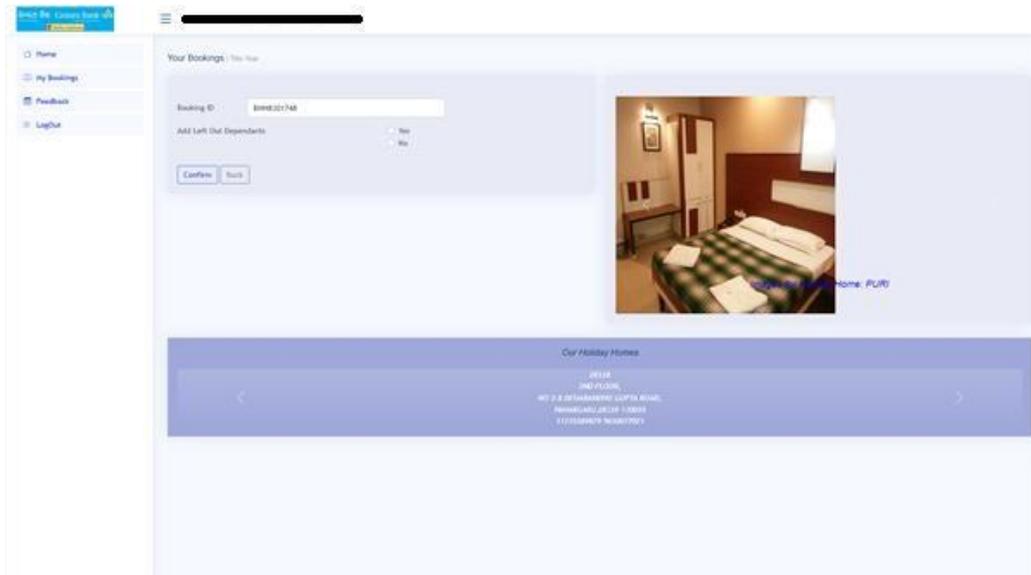
On successful booking the message will appear and revised confirmation is to be downloaded.

Similarly in case shortening , the following screen appears.

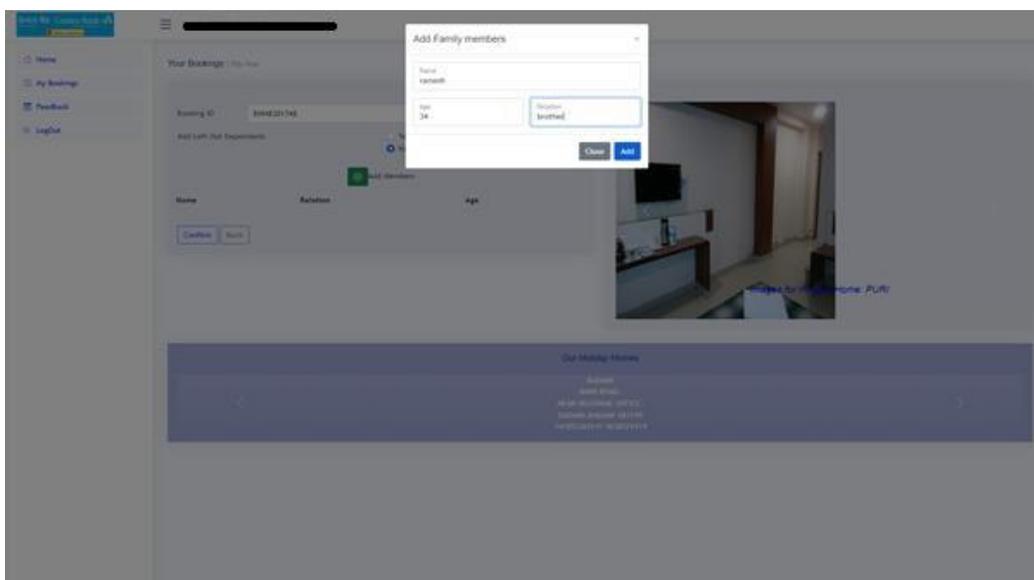
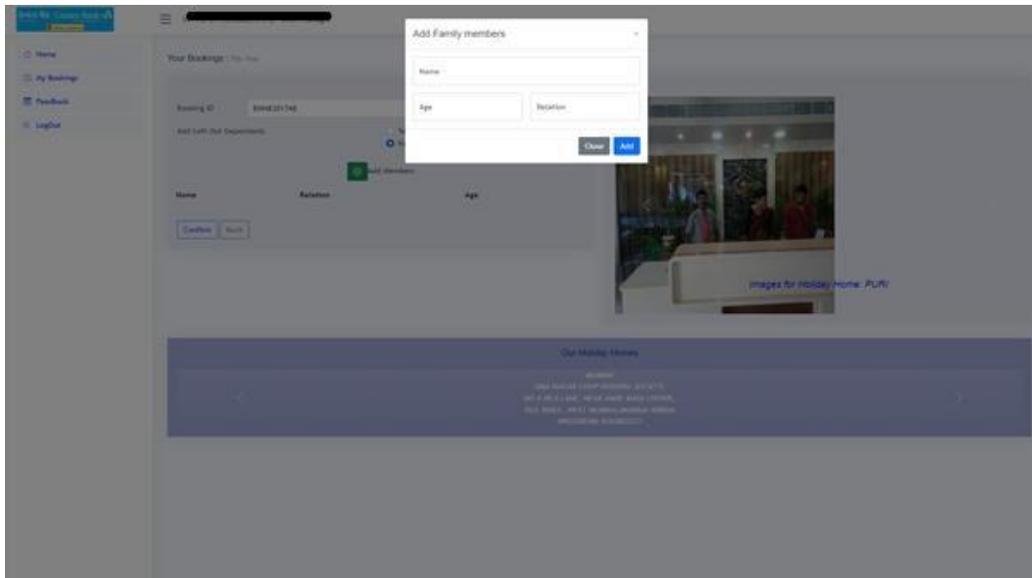
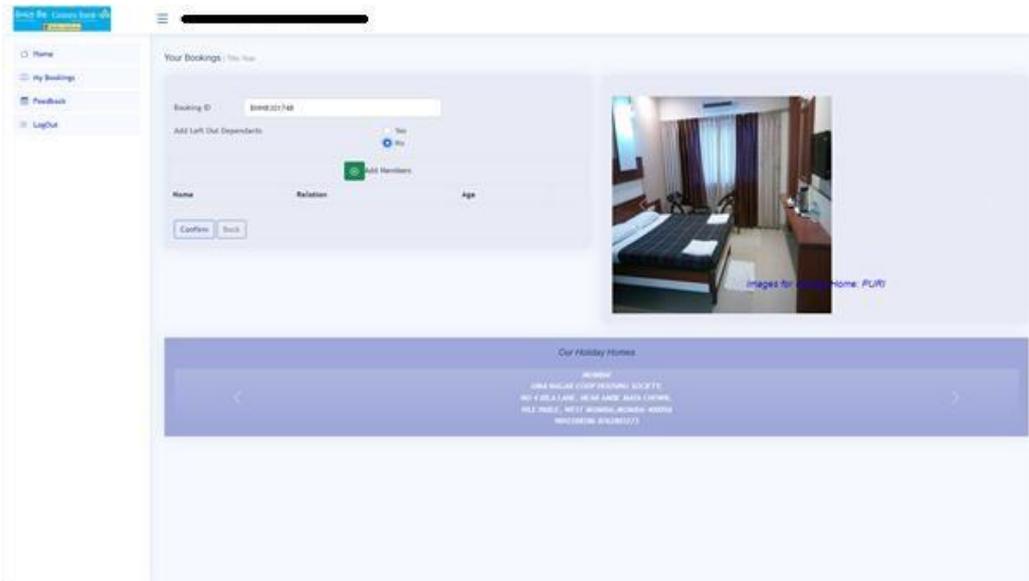




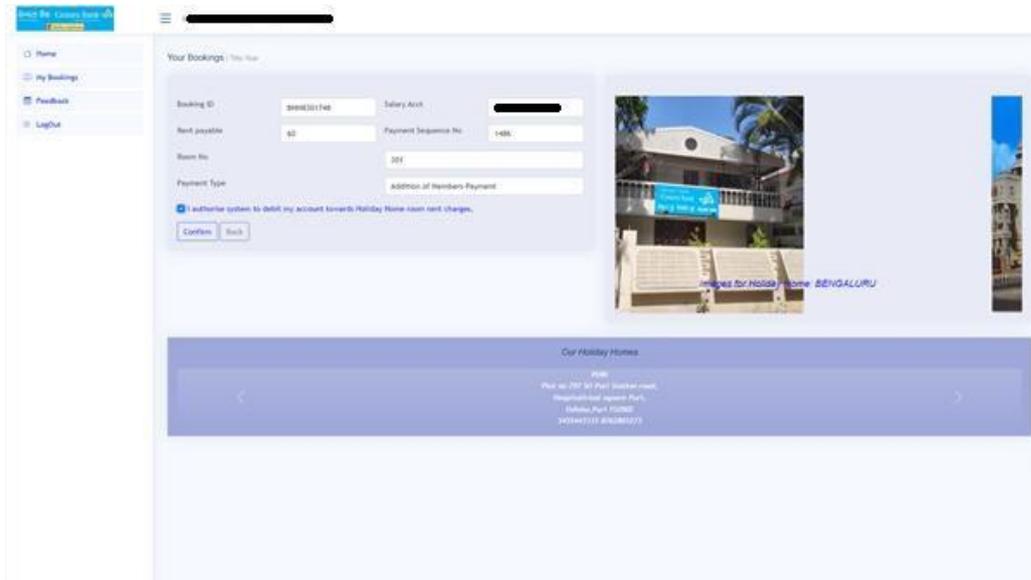
On the day of arrival to the day of check out, “On arrival booking ” option is enabled in the package.



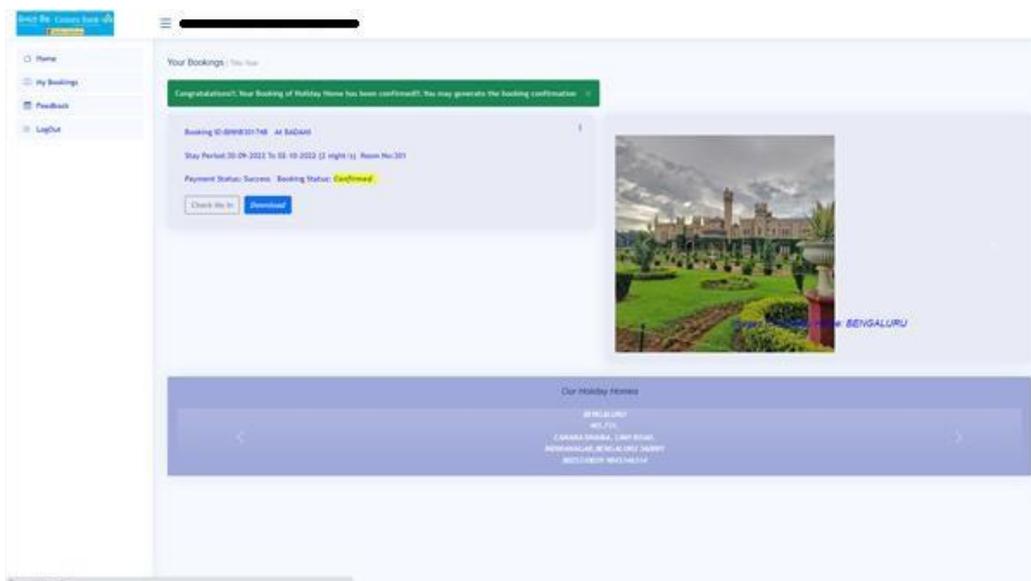
Users can either opt to add remaining dependents or add additional close relatives.



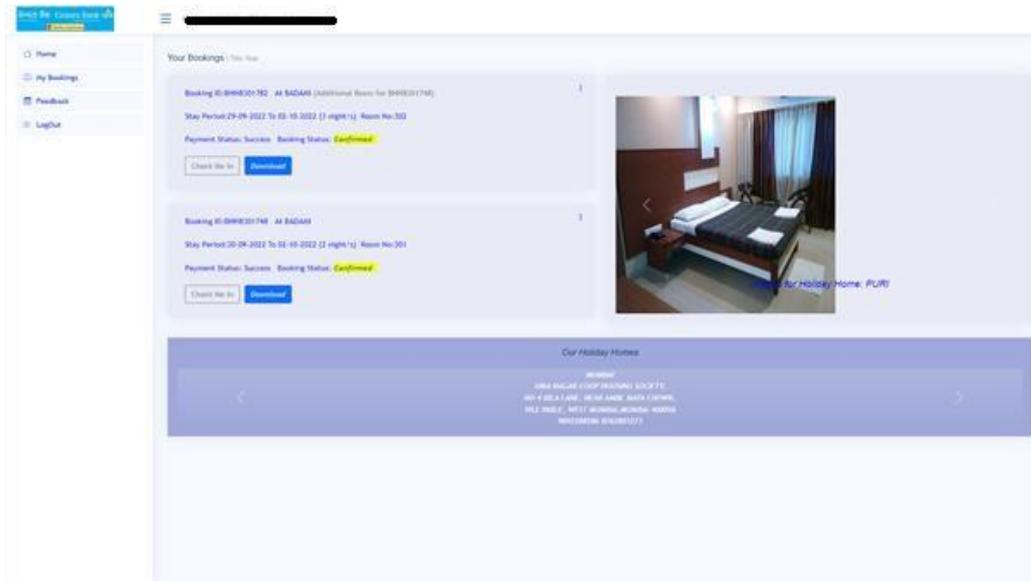
Upon successful addition (max 4 ) members; upon clicking confirmation, the following screen appears



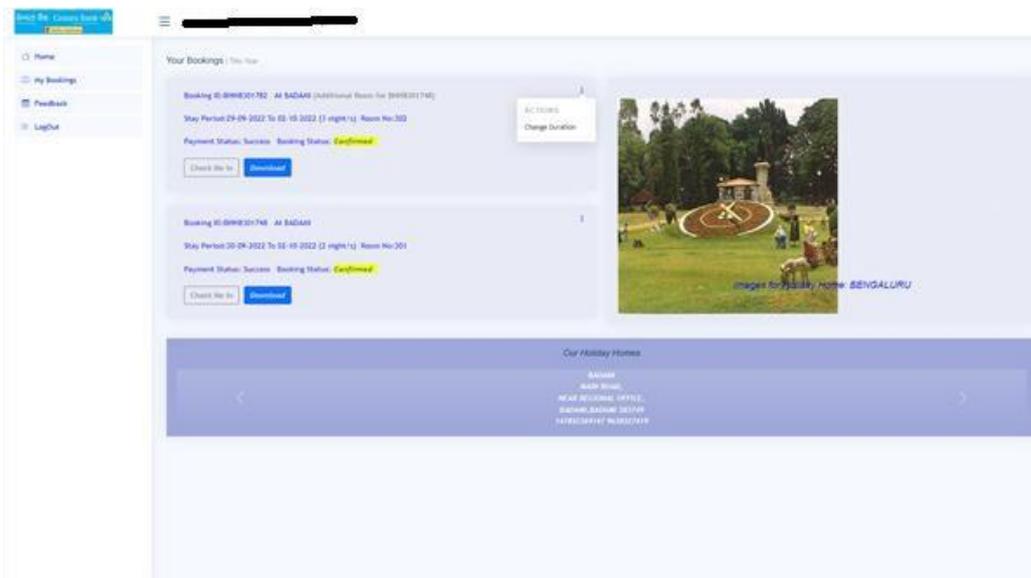
Upon successful payment, additional room is allotted to the user. In case the additional members can be accommodated in the previous room, appropriate message will be appearing, as depicted below.



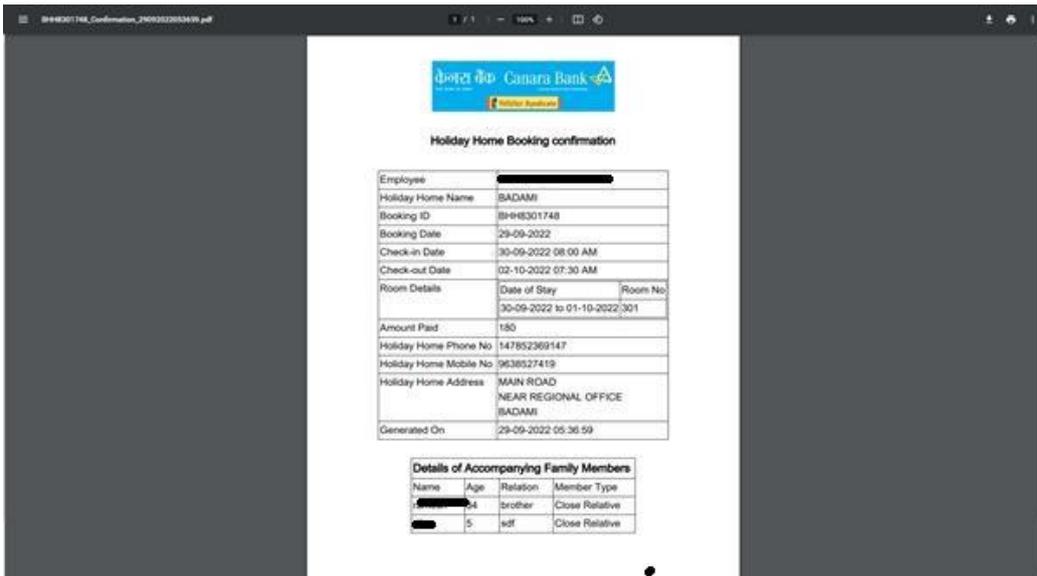
Else the following screen appears with additional room details.



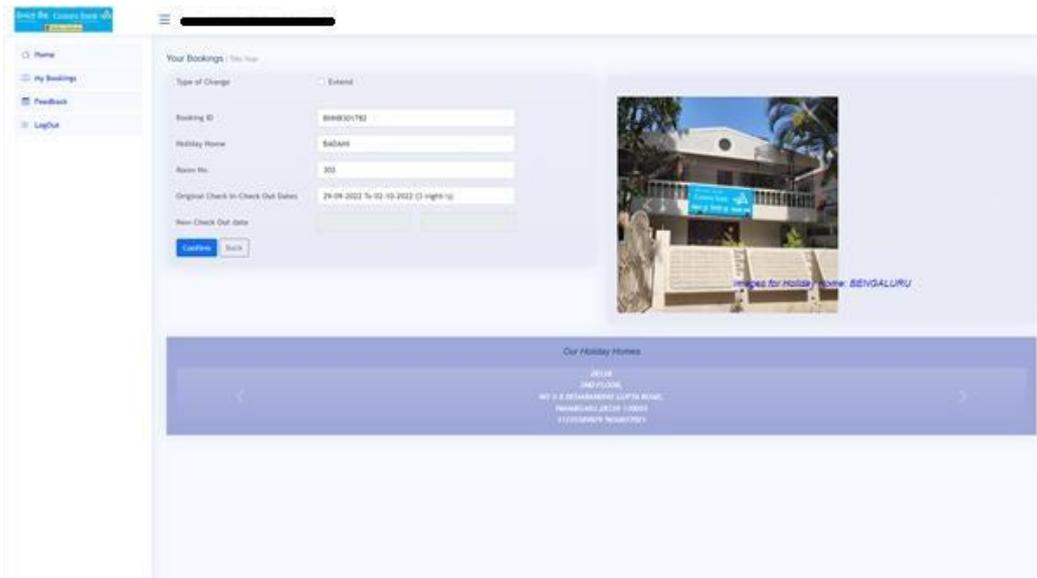
For additional room also the change duration can take place, where only extension can be done, provided the original room is extended.



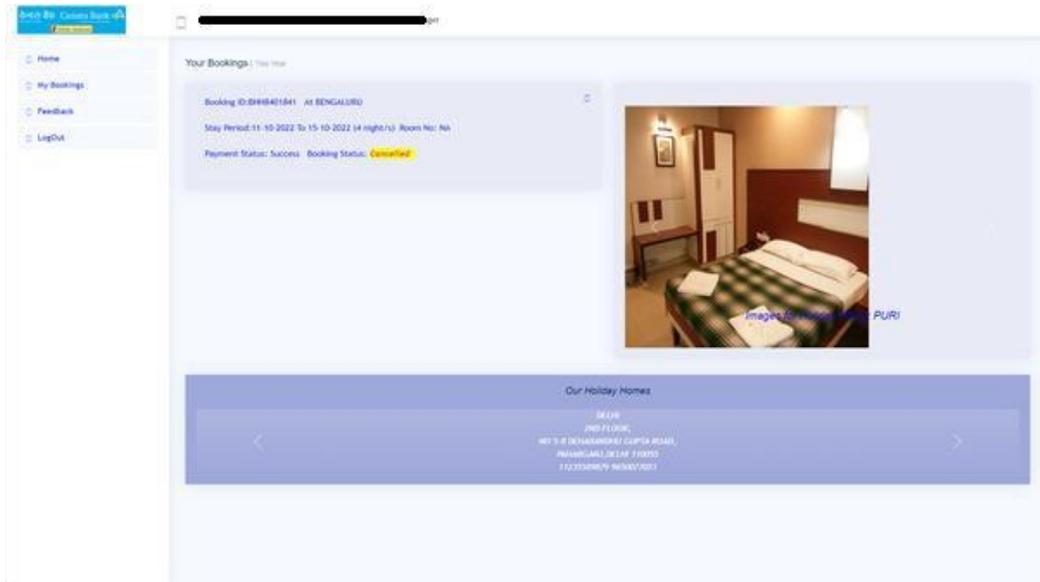
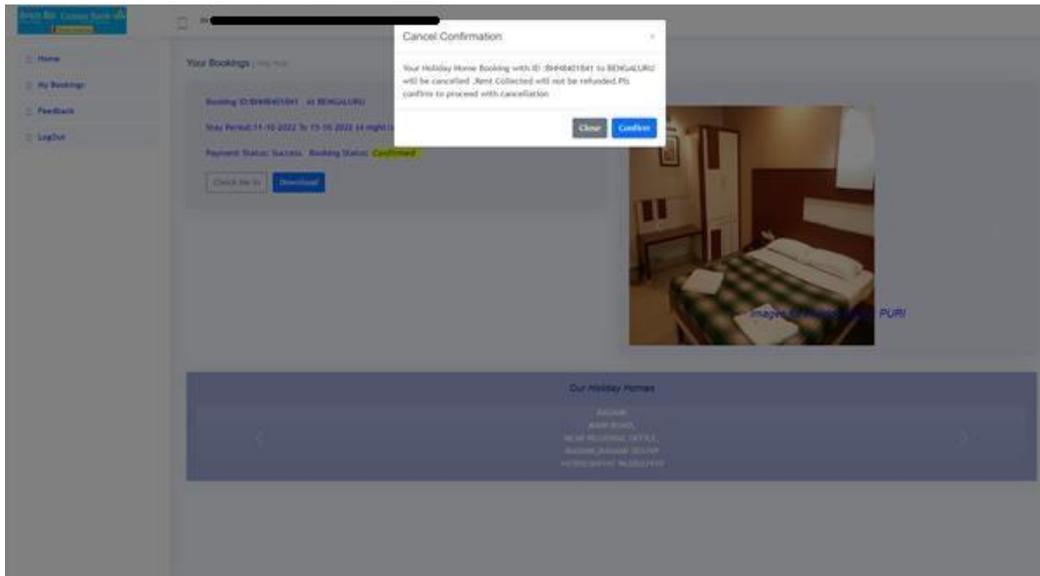
User can download the confirmation which is as mentioned below



For additional room extension following screen appears.



Shortening of original room is taken care along with the original room shortening.  
In case user wants to cancel the booking following screen will appear.



Through following screen, feedback can be given.

