

# USERGUIDE

## PSPCL – Guest House Process

Author: Kuldeep Kumar  
CreationDate: 09.Aug.2022  
LastUpdated: 09.Aug.2022  
DocumentRef:  
Version: V1.0

### Approvals:

<Approver 1>

**Vikrant Jain**

---

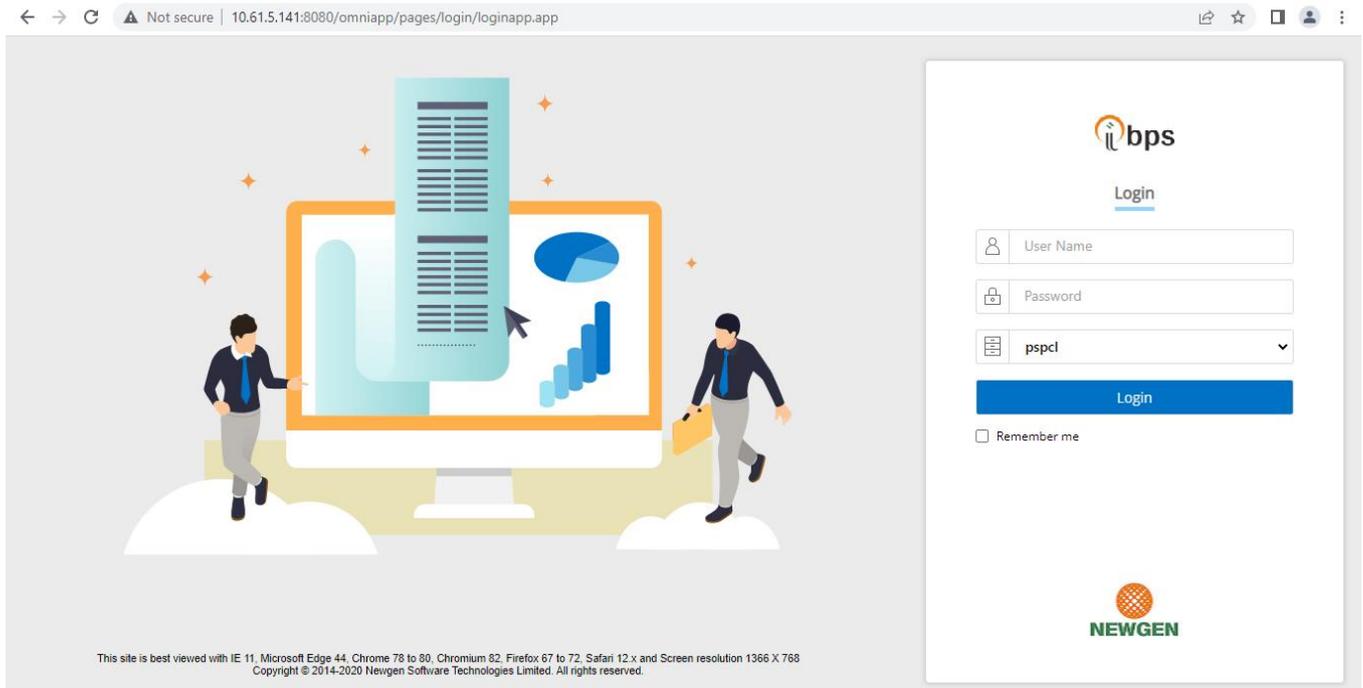
<Approver 2>

---

## 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.

<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**

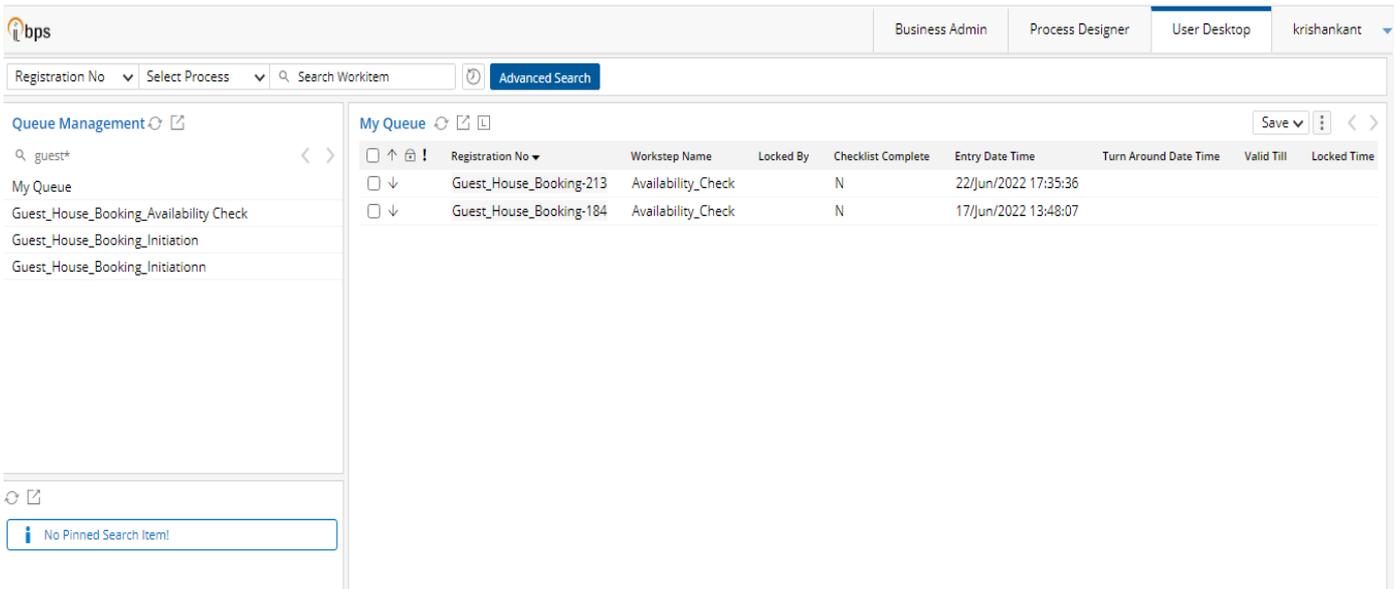
- In a queue list the user can see only that queue for which they have a right

- **Search Queue**

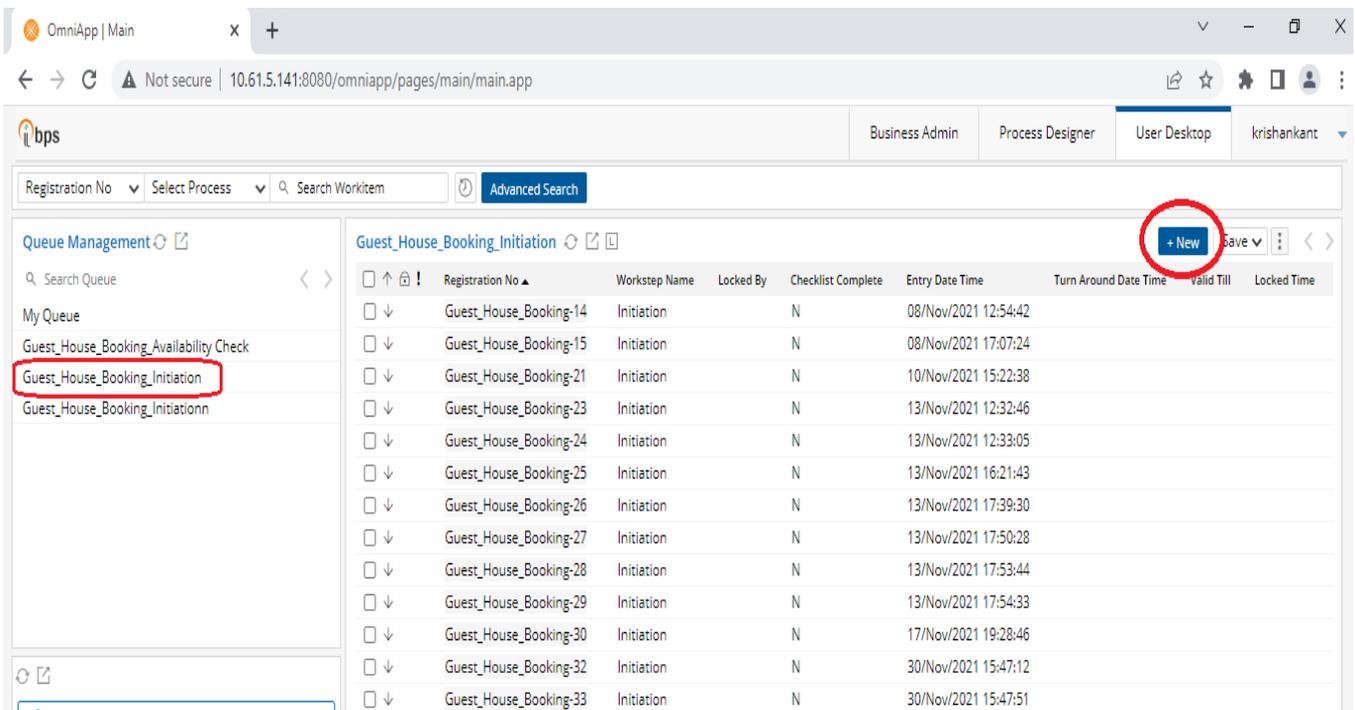
- User will select the process as Guest\_House\_Booking.
- User can search the work item

- **My Queue**

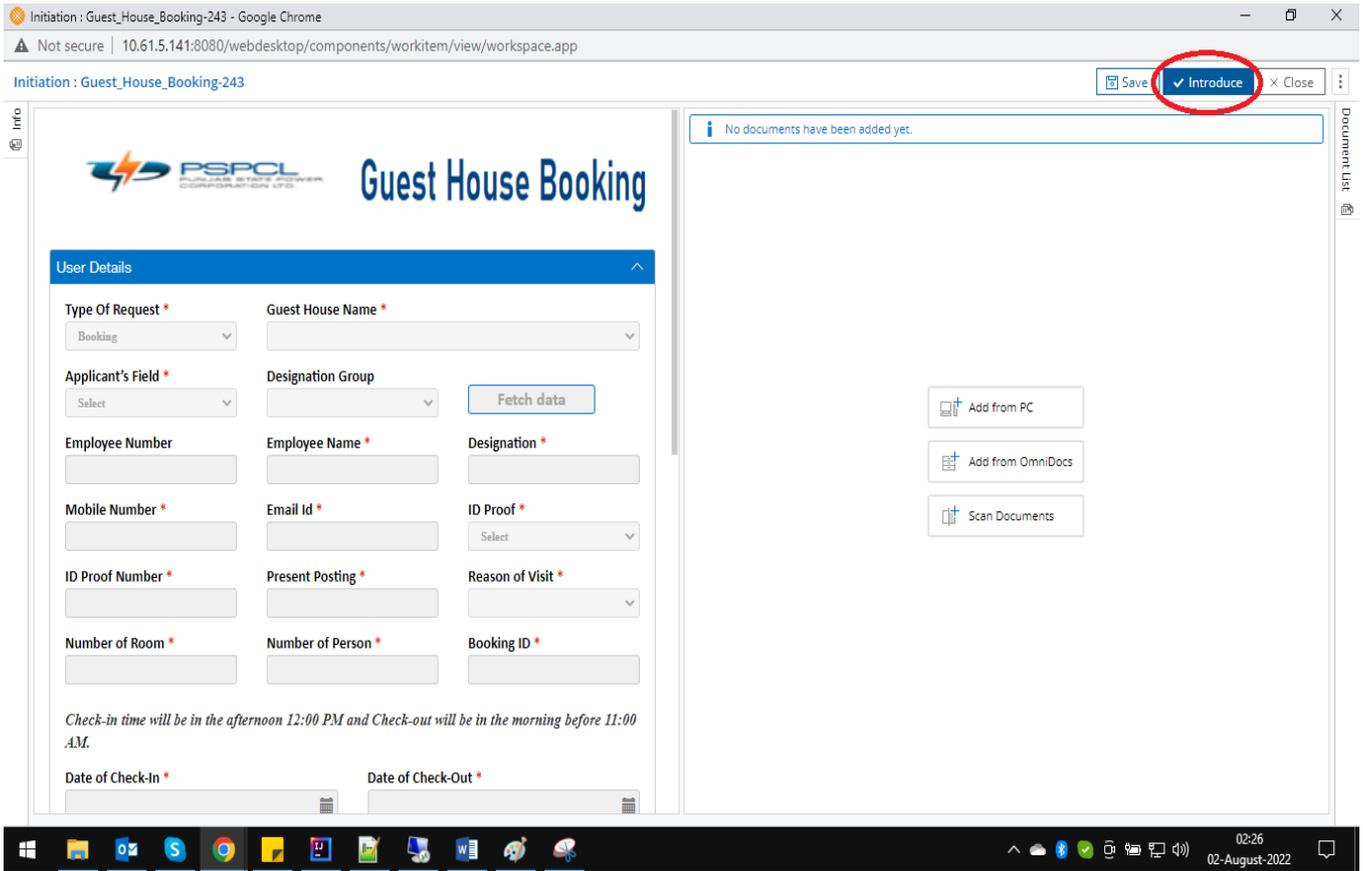
- User can see the WI which are assigned to them



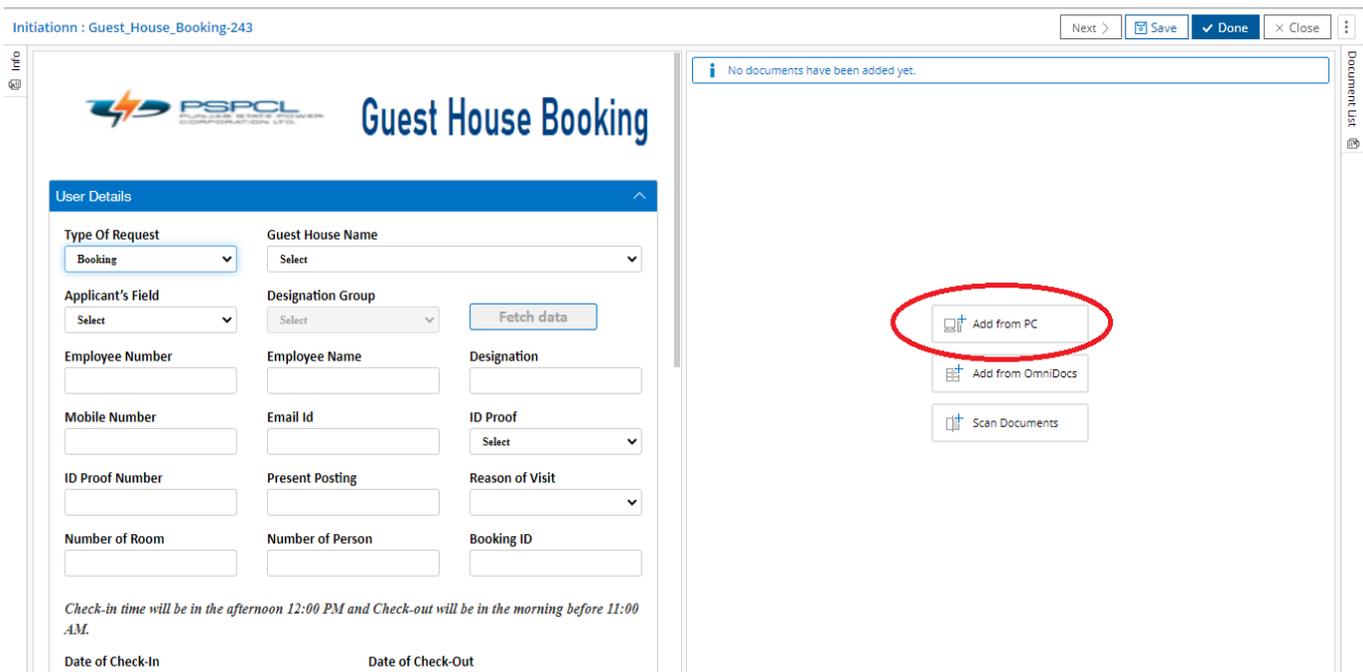
- In the next step, on the left side in the Queue list, User will click on the **Process Name – Initiation** and then will click on **New** button on the right side of the screen.



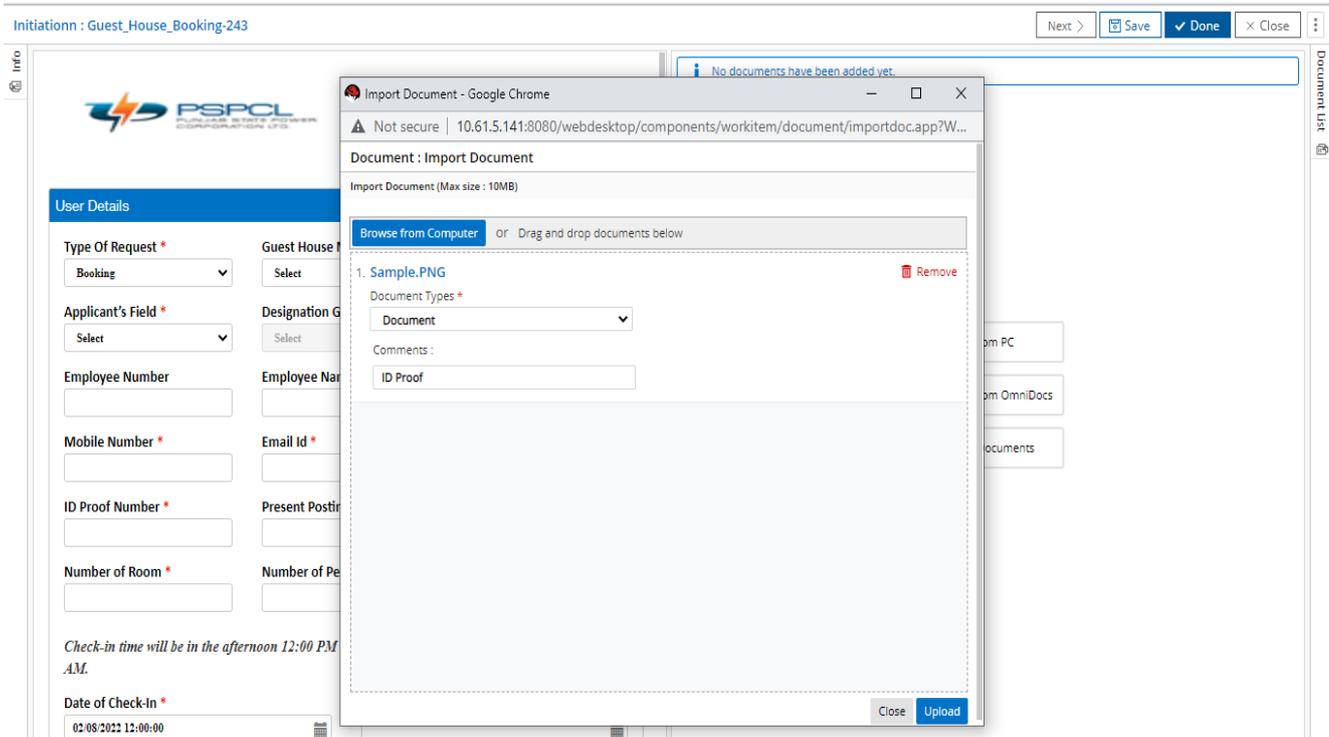
- Now the workitem will be created click on **introduce** button, to successfully introduce the workitem. User will not be able to fill in any of the fields in this scenario.



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.

Initiation : Guest\_House\_Booking-243

Next > Save Done X Close



## Guest House Booking

User Details

Type Of Request *	Guest House Name *		
Booking	VIP-Col. Betti House, Jala Barot		
Applicant's Field *	Designation Group *	<b>Fetch data</b>	
PSPCL	Serving Officers of PSPCL		
Employee Number *	Employee Name *	Designation *	
110338	NAVEEN SETHI	AE,ENGG. OFFICERS (ELECT	
Mobile Number *	Email Id *	ID Proof *	
9876443210	nva.nethi@gmail.com	Official ID	
ID Proof Number *	Present Posting *	Reason of Visit *	
45678904	SR,XEN METERING BILLING	Official	
Number of Room *	Number of Person *	Booking ID *	
2	2	2208022447005	

Check-in time will be in the afternoon 12:00 PM and Check-out will be in the morning before 11:00 AM.

Date of Check-In *	Date of Check-Out *
02-08-2022 12:00:00	05-08-2022 11:00:00

ID Proof.png

Document (by krishankant, 02/Aug/2022 14:39:21)

### Guest House Booking Sample Attachment

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.

Initiationn : Guest\_House\_Booking-243

Next > Save Done X Close

Employee Number \* 110338 Employee Name \* NAVEEN SETHI Designation \* AE,ENGC. OFFICERS (ELECT

Mobile Number \* 9876543210 Email Id \* nvn.sethi@gmail.com ID Proof \* Official ID

ID Proof Number \* 45678904 Present Posting \* SR.XEN/METERING BILLING Reason of Visit \* Official

Number of Room \* 2 Number of Person \* 2 Booking ID \* 2208022447005

Check-in time will be in the afternoon 12:00 PM and Check-out will be in the morning before 11:00 AM.

Date of Check-In \* 02/08/2022 12:00:00 Date of Check-Out \* 05/08/2022 11:00:00

Guest House Address \* VIP-Col. Betti House, Jalan Barot Himachal Pradesh

Guest House Contact Number \* 7833946438, 9015177801 Guest House Email ID dycepwmipspcl@gmail.com

Rent \* 50

Total Number of Days \* 3 Payable Amount \*

Document (by krishankant, 02/Aug/2022 14:39:21)

**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.

Initiationn : Guest\_House\_Booking-243

Next > Save Done X Close

Total Number of Days \* 3 Payable Amount \*

User Action

Decision Select **Submit**

Rate List

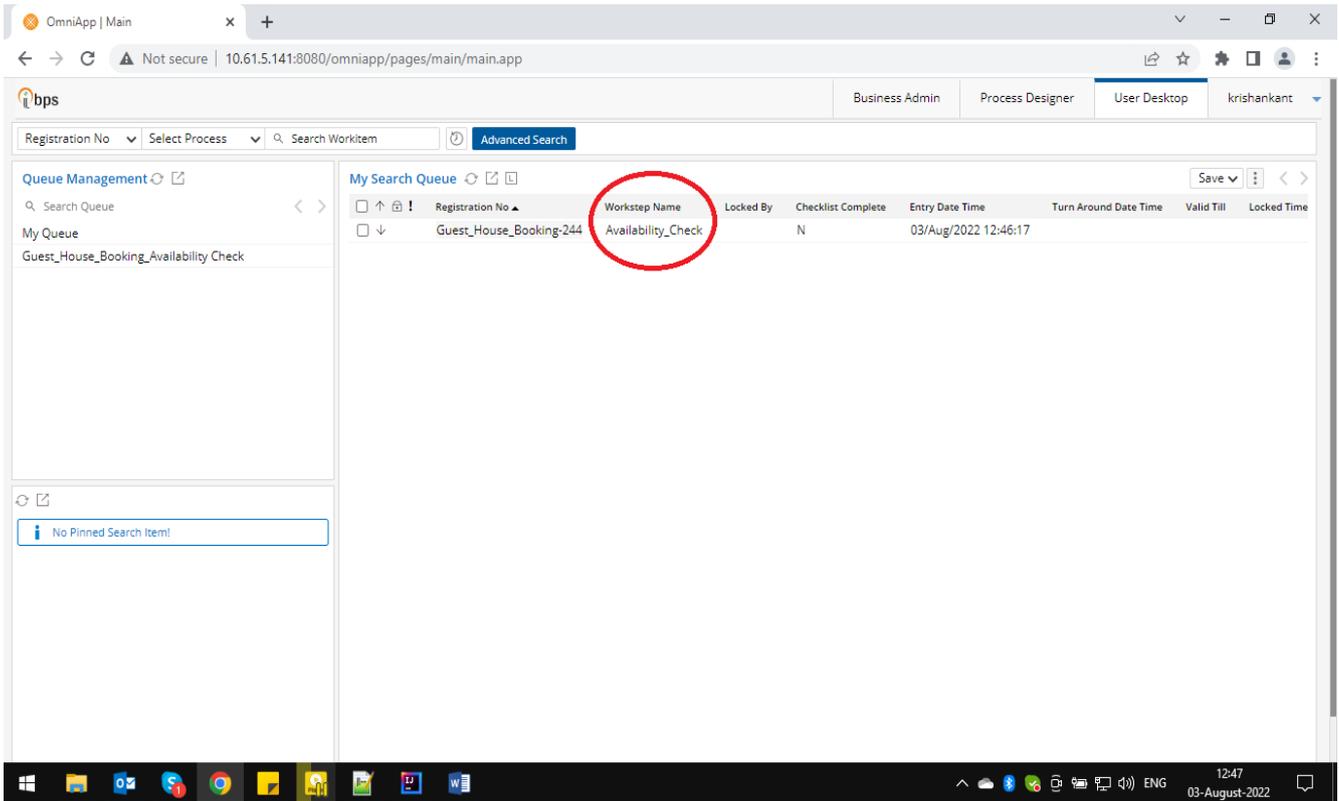
Rate List Patiala and Bhatinda Rate List - Lake View Guest House

SNo	Designation	Officers On Duty	Officers Of
1	Serving officers of PSPCL/PSTCL	50	100
2	Retired officers of PSPCL/PSTCL	N/A	100
3	Family members of Serving/Retired officers of PSPCL/PSTCL i.e. Father, Mother, Unmarried daughter/son	N/A	100
4	Organizations having	250	500

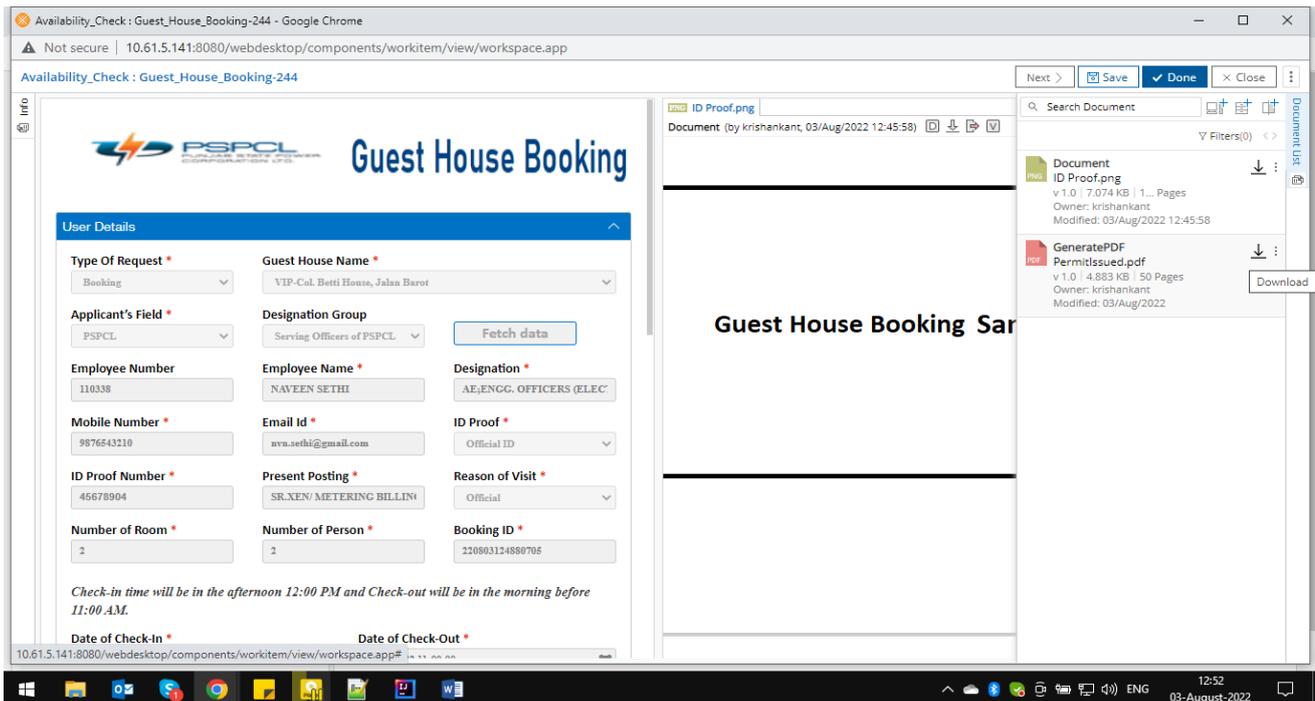
Document (by krishankant, 02/Aug/2022 14:39:21)

**Guest House Booking Sample Attachment**

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.

The screenshot displays a web application interface for booking a guest house. The form contains the following details:

- Guest House Address:** VIP-Col. Betti House, Jalan Barot Himachal Pradesh
- Guest House Contact Number:** 7833946438, 9015177801
- Guest House Email ID:** dycepwmidpspcl@gmail.com
- Rent:** 50,000
- Type Of Room:** Shared
- Number of Person Allowed:** (empty)
- Assigned Room Number:** 201
- Total Number of Days:** 3
- Payable Amount:** 300.0
- Decision:** A dropdown menu is open, showing options: Available, Select, Available, and Not Available.
- User Action:** A blue 'Submit' button is visible.

Below the form is a table titled 'Rate List - Lake View Guest House' with columns: Sno, Designation, Officers On Duty, and Officers Of. The first row shows: Sno 1, Designation 'Serving officers of PSPCL/PSCTI', Officers On Duty 50, Officers Of 100.

On the right side, a PDF document is displayed. It is from Punjab State Power Corporation Limited, Office of Director / HR, PSPCL, Patiala, Phone No - 0175-2220491. The subject is 'Booking of PSPCL VIP-Col. Betti House, Jalan Barot Address - VIP-Col. Betti House, Jalan Barot Himachal Pradesh'. The booked name is 'NAVEEN SETHI, AE:ENGG. OFFICERS (ELECTRICAL)'. The number of sets booked is 2, and the booking period is from 03/08/2022 12:00:00 to 06/08/2022 11:00:00. A table below lists various categories and their rates for VIP Guest House (for officers only).

Sno	Designation	VIP Guest House (for officers only)	
		On Duty	Off Duty
1	Serving officers of PSPCL/PSCTCL	50/-	100/-
2	Retired officers of PSPCL/PSCTCL	N/A	100/-
3	Family members of Serving/Retired officers of PSPCL/PSCTCL i.e. Father, Mother, Unmarried daughter/son	N/A	100/-
4	Organizations having reciprocal arrangements with PSPCL/PSCTCL	250/-	500/-
5	Dignitaries/officers mentioned at Sr. No. 1 to 27 of Category - 1 or of higher rank as per their entitlement in Punjab Govt. Circuit Houses.	250/-	500/-
6	Journalists & Editors of Press recognized by Punjab Govt.	300/-	600/-
7	Private persons with the approval of competent authority	N/A	900/-
8	Penal rent	N/A	600/-

Note:- 1. Check out time 12:00 Noon. Identity proof is must and required to be produced on demand.

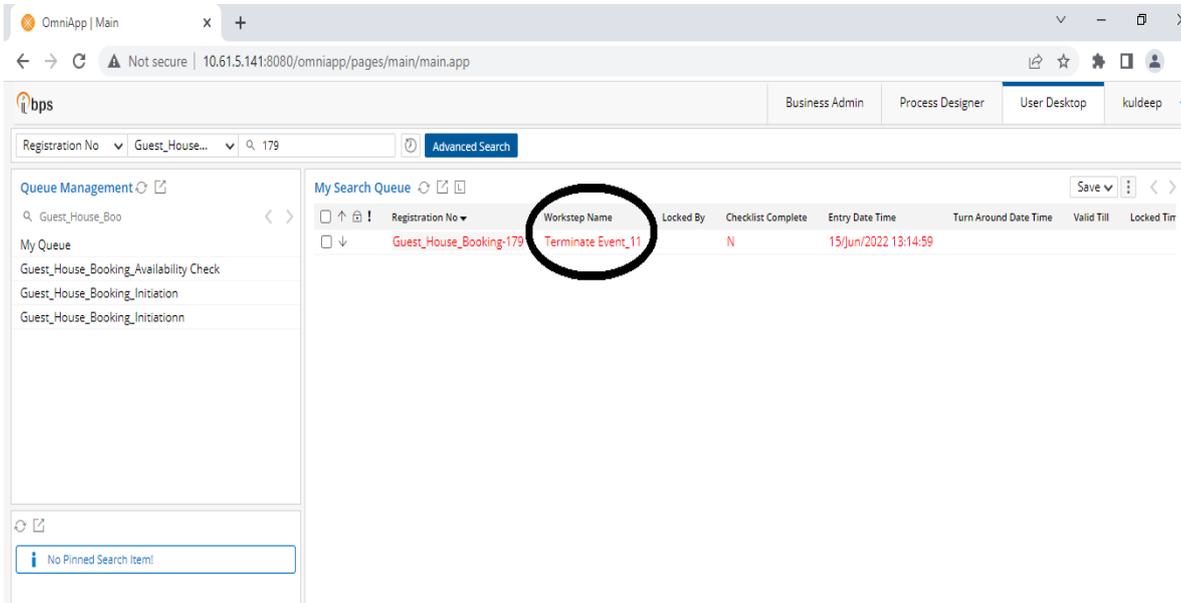
13. If the workitem is approved then it will end and will be visible in red color under **End Event**. Below is the image for reference.

The screenshot shows a web application interface for queue management. The main area displays a table titled 'My Search Queue' with the following data:

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time
Guest_House_Booking-244	End Event_4		N	03/Aug/2022 13:01:37			

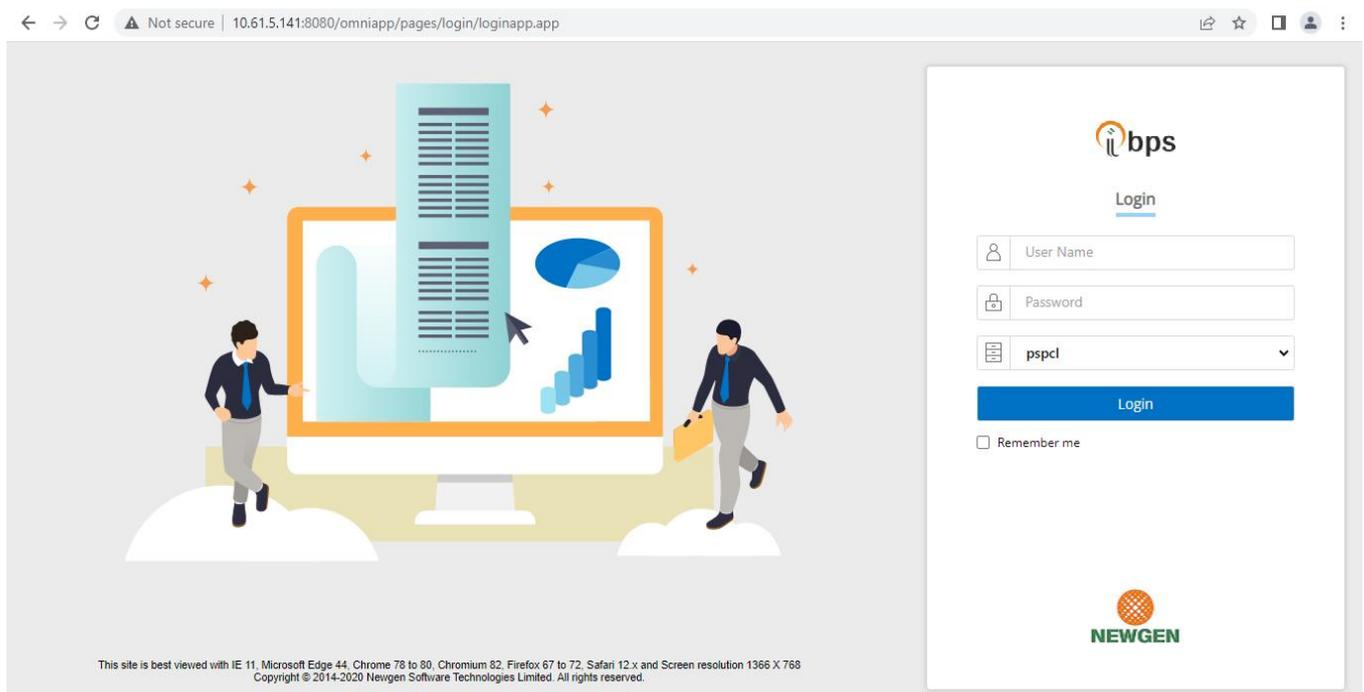
The 'End Event\_4' cell is circled in red. The interface also includes a search bar, a search filter, and a list of queue items on the left side.

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>



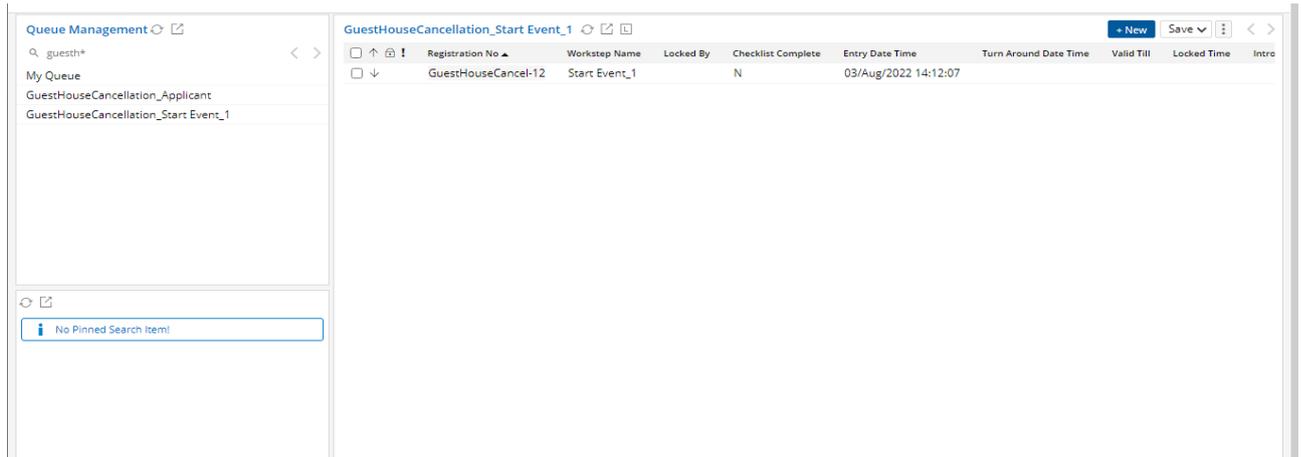
2. User can see the dashboard once they have logged in and navigate the dashboard screen.

- **Queue List**

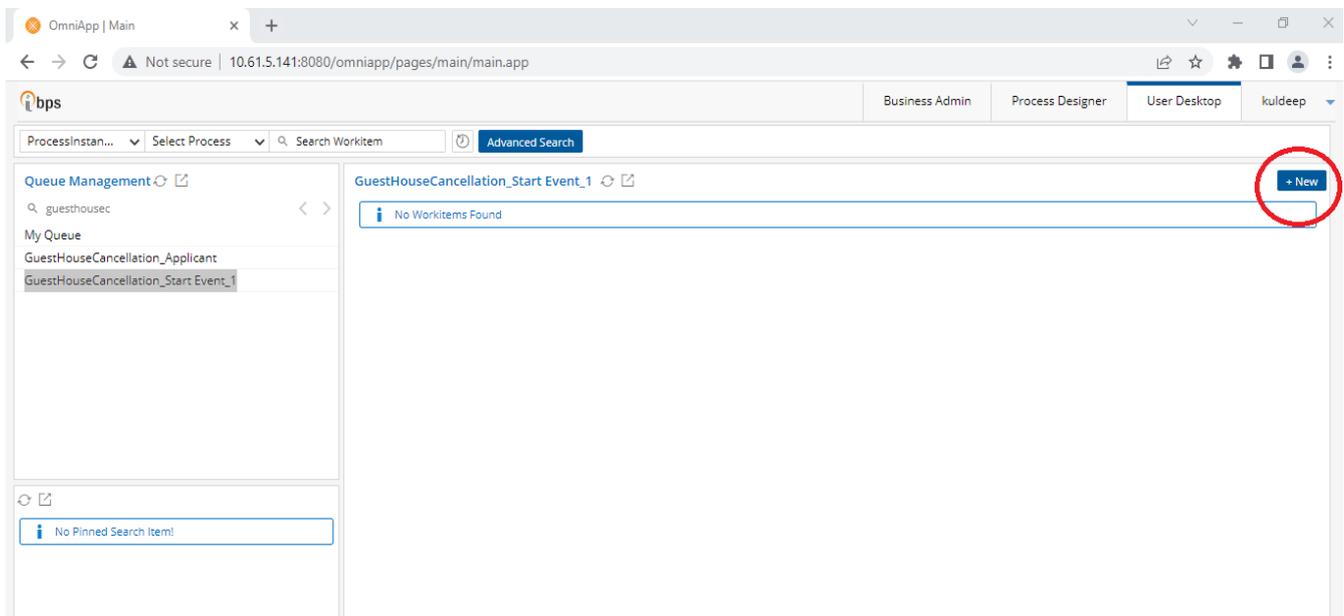
- In a queue list the user can see only that queue for which they have a right.

- **Search Queue**

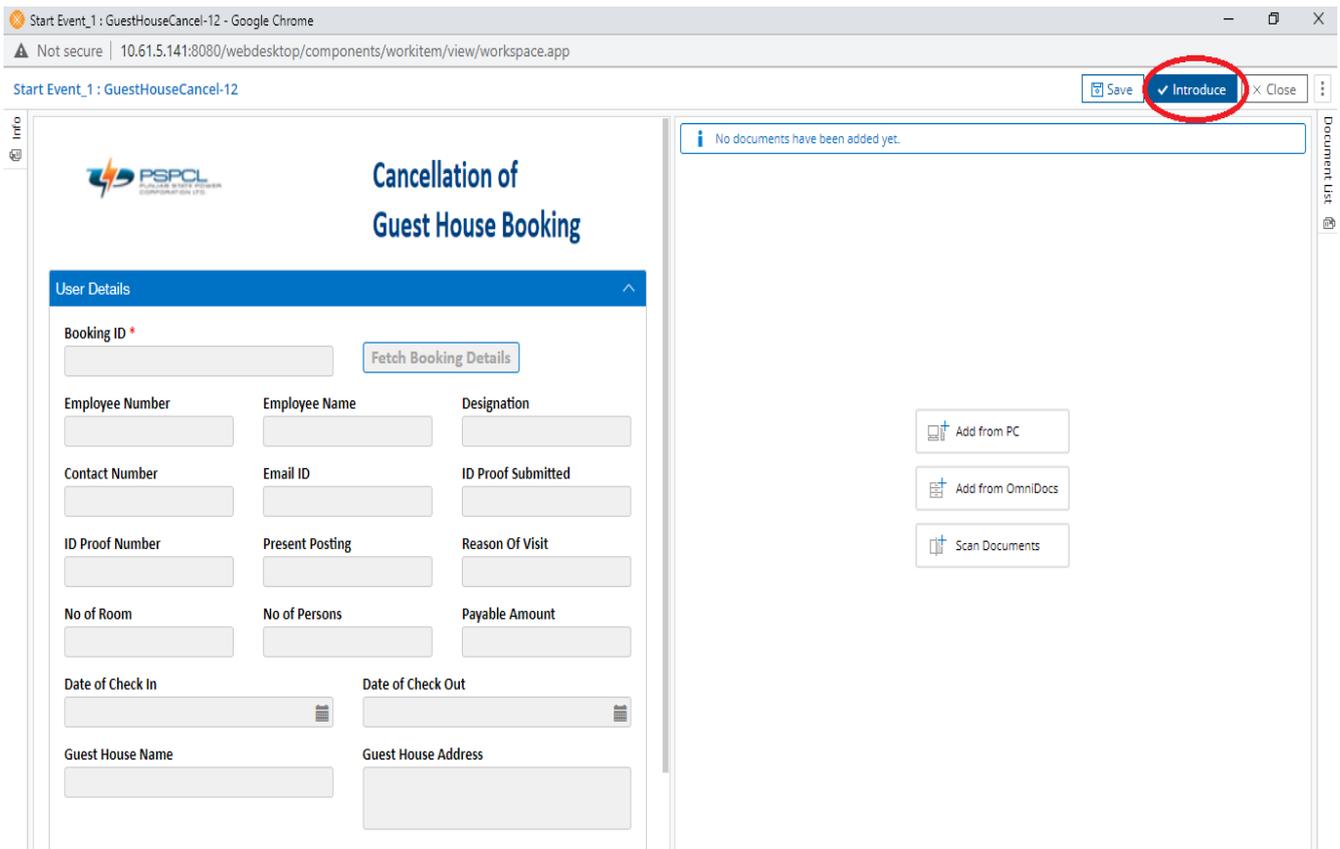
- User will select the process as **GuestHouseCancellation**.
- User can search the work item



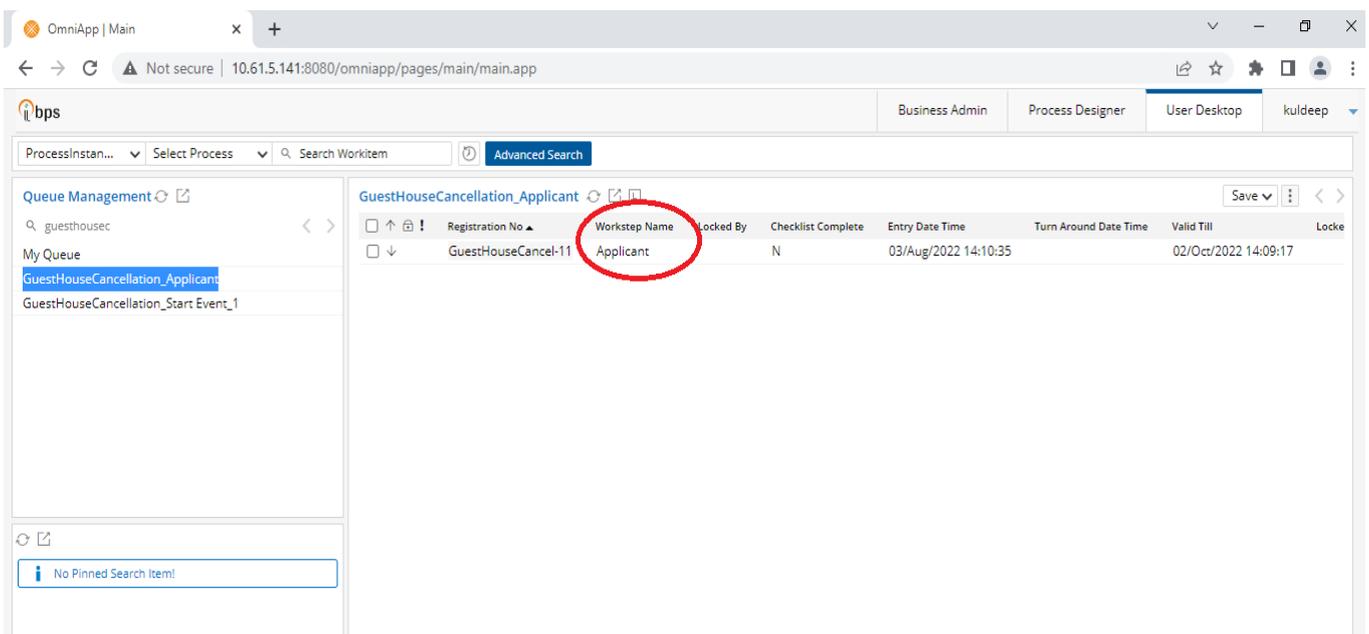
- Applicant / User will now click on **ProcessName\_Start Event\_1** queue and will click on New to create a workitem. Below is the attached image for the reference.



- 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.

Applicant : GuestHouseCancel-11 - Google Chrome  
Not secure | 10.61.5.141:8080/webdesktop/components/workitem/view/workspace.app

Applicant : GuestHouseCancel-11

Save Done X Close

Info

PSPCL  
PUNJAB STATE POLICE  
CANCELLATION OF GUEST HOUSE BOOKING

Cancellation of  
Guest House Booking

No documents have been added yet.

Document List

User Details

Booking ID \*  
220803124880705

Fetch Booking Details

Employee Number Employee Name Designation

Contact Number Email ID ID Proof Submitted

ID Proof Number Present Posting Reason Of Visit

No of Room No of Persons Payable Amount

Date of Check In Date of Check Out

Guest House Name Guest House Address

Reason Of Cancellation \* Cancellation Date  
03/08/2022

Cancel Booking

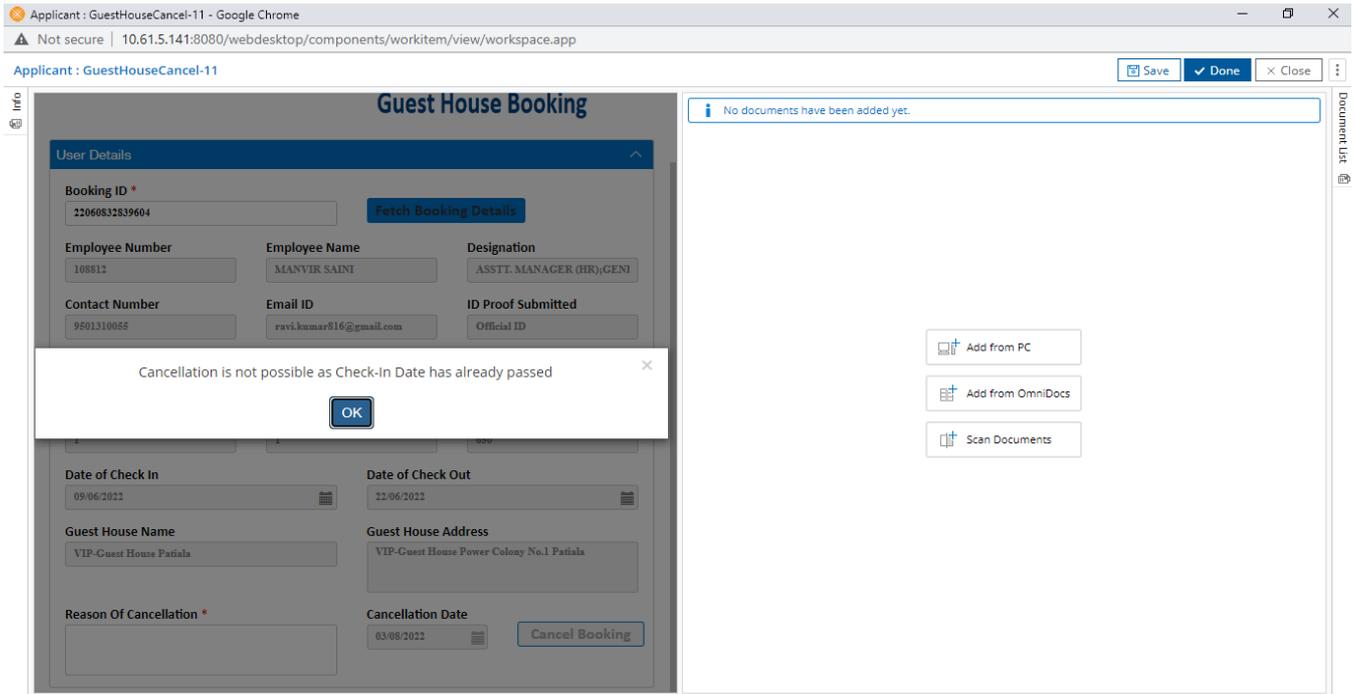
Add from PC

Add from OmniDocs

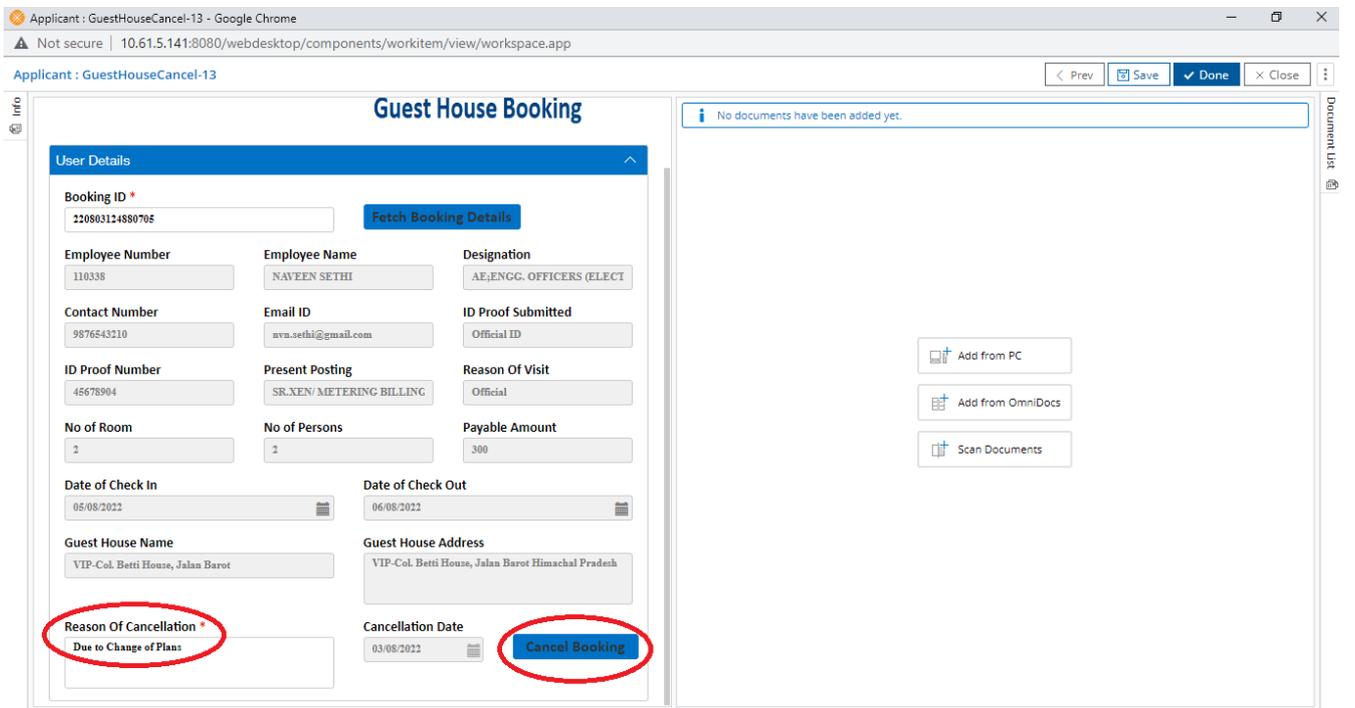
Scan Documents

7. If the check-in date has already passed 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.

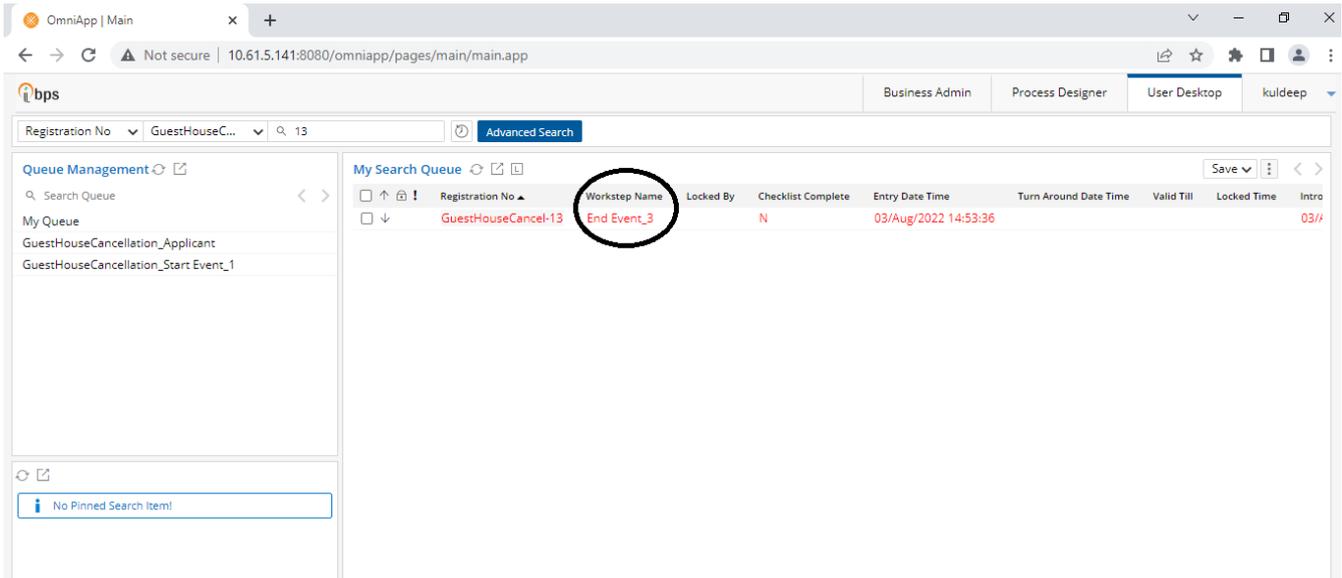
**Note** – The process of Guest House Cancellation is helpful if the present date is not same as the Guest House check in date entered at the time of booking.



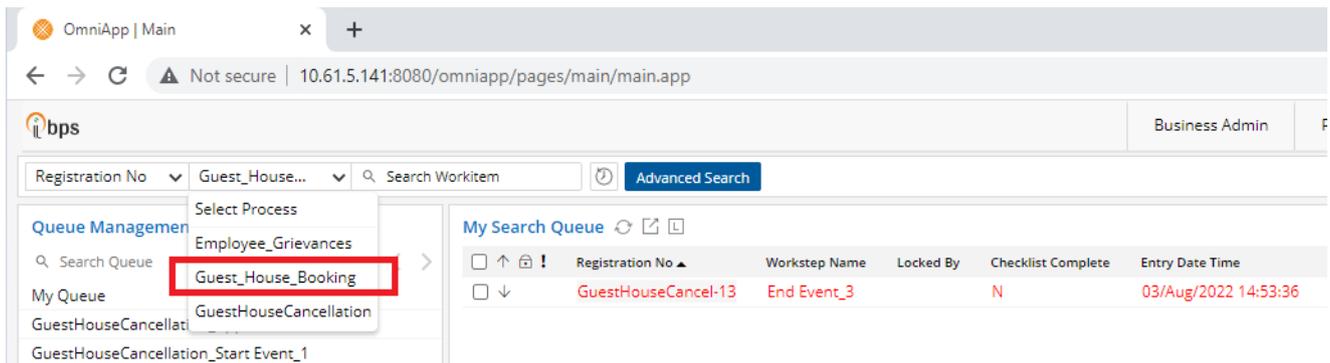
- If the check-in date is after the current date then only the user will be able to cancel the Booking. User will enter the reason for Cancellation of Booking and will click on Cancel Booking Button.



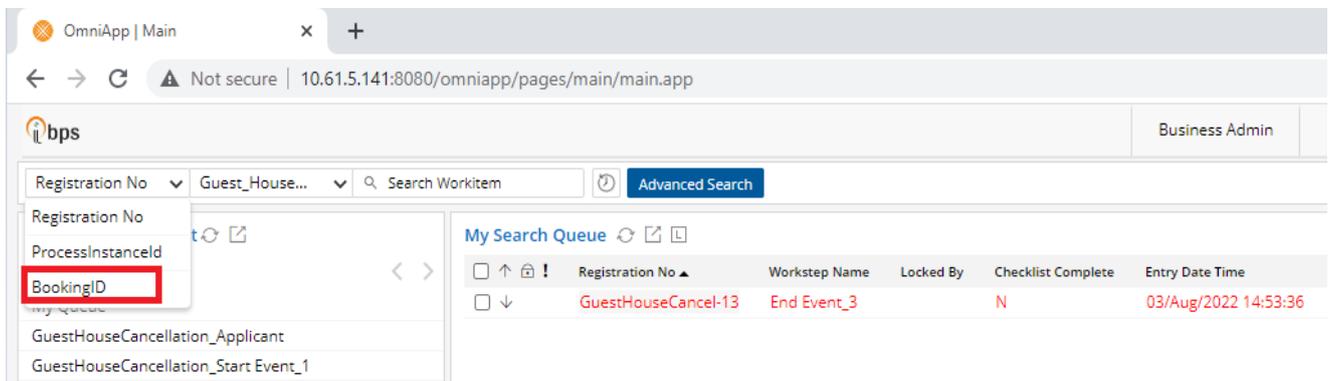
- After clicking on Cancel Booking the workitem will route to End and will be visible in red colour.



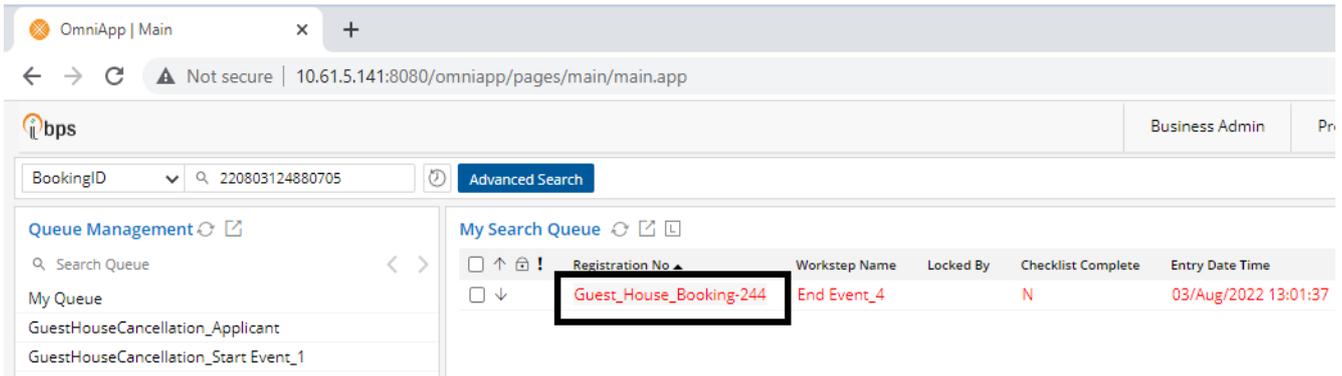
10. The cancellation can also be verified by searching the same booking id in Guest House Booking process. For that user can use the search feature of Newgen Application Tool and select Process Name as **Guest\_House\_Booking**.



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.

