

ODISHA e-BHAWAN

Home Department Government of Odisha

Welcome to **OBMS**User manual of **e-Bhawan**

Open in new tab put URL: https://bhawan.homeodisha.gov.in

TABLE OF CONTENTS

<u>-</u>	age 110.
Introduction	- 1
UI-Details	2
Landing page	3
Guest Register	- 4
Guest User Login	- 5
Dashboard (Home)	- 7
Room	- 8
Room With Conveyance	- 9
Conveyance	10
View	13
Guest House	15
Conveyance	17
Extension	20
Feedback	20
FAQ	21
Profile	21
Update Profile	22
Change Password	23
Logout	23

INTRODUCTION:-

The purpose of this user manual is to guide & educate guest user who are end user, regarding functionalities and workflow of different services in e-Bhawan Portal.

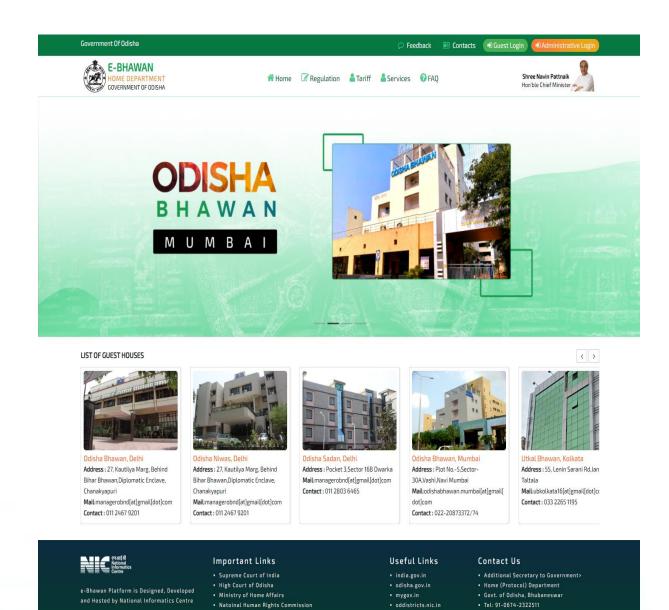
The user manual includes all the functionalities and reports related to guest which are as follows:

- Guest registration and login
- Booking of Room, Conveyance & Conference hall in different locations.
- View made booking requests.
- Edit booking requests.
- Cancel or delete booking requests.
- View bill and receipt of payments made.
- NOC payment.
- Submit & View feedback.
- View or edit profile.
- Change password, etc.

UI DETAILS:-

ODISHA BHAWAN MANAGEMENT SYSTEM:-

LANDING PAGE: -





Bureau of Immigration, India

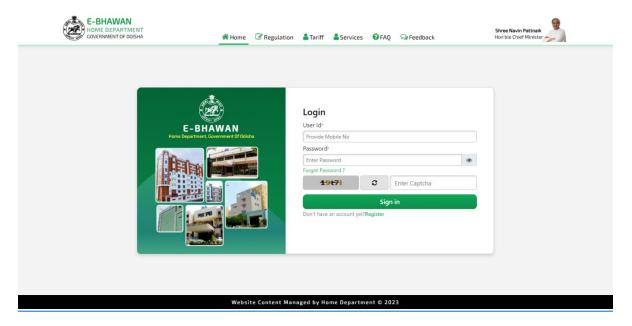
• Fax: 91-674-2392115

Email: addlsecv-protocol@gov.in

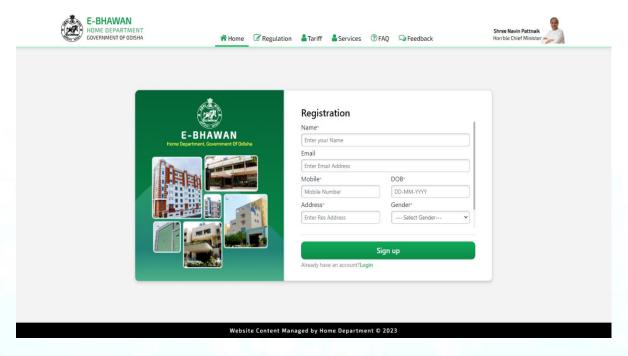
- This is the landing page for user. In this page user is able to see the Guest Login & Administrative Login button.
- This page also shows all the guest house in India.

Guest Register

• If user clicks on the Guest login button then below page will be display.

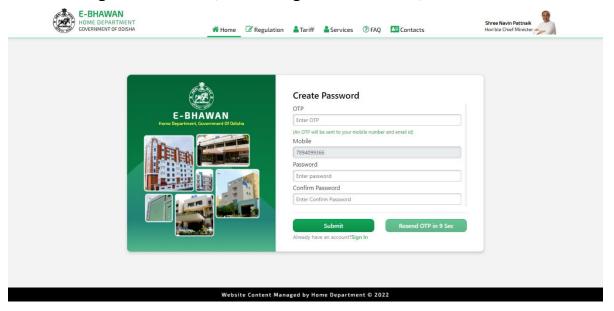


If user clicks the Register link then user will navigate to new page.



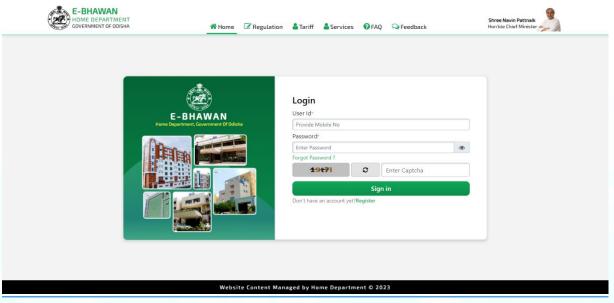
- In this page new user will be able to register him/her.
- For registered user has to provide the Name, Mobile Number, Email Id, DOB, Address and Gender.

- After providing all the details user has to click Sign Up on the button.
- After clicking on the button, user will get an OTP in his/her mobile.



- User has to put the OTP in asking fields, Password, Confirm password & click on the Submit button.
- After that user will be registered.
- The user id will be the given mobile number & password will be the given password.
- If user already has user id & password then user should click on the "Have an account? Sign In" button.
- If user clicks on the "Have an account? Sign In" button then user will navigate to login page.

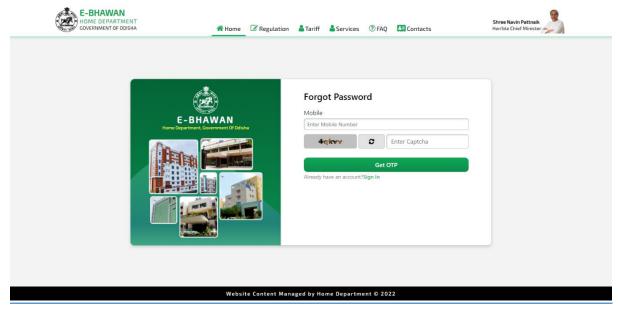
Guest Login:



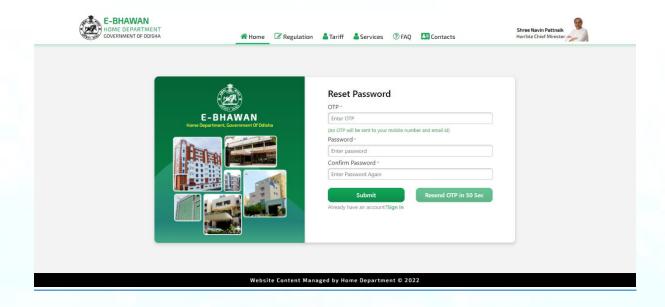
- In this page user has to provide the User Id, Password & Captcha.
- After providing the details user has to click on the "Sign In" button and if he/she gives correct user id and password then he/she will successfully login.

Forgot password

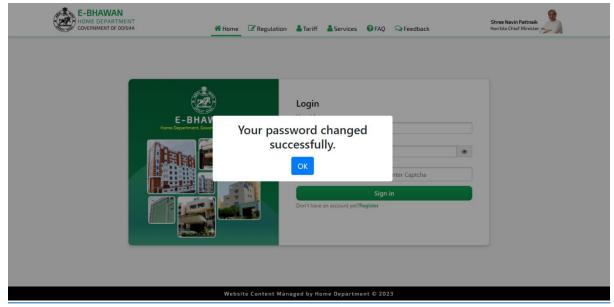
 If user doesn't remember the password then he/she can create a new password by clicking forgot password option.



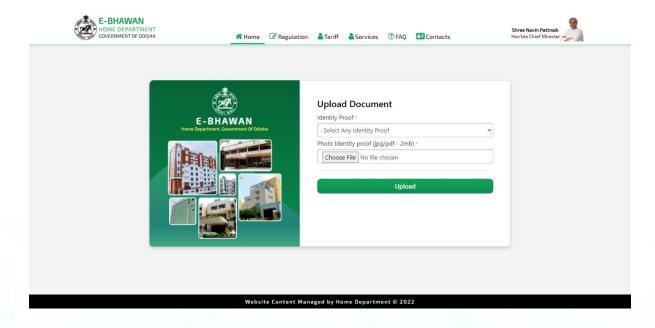
- After clicking forgot password this page will appear. Here user will give his/her registered mobile number and captcha and click Get OTP option.
- The OTP will be sent to the registered mobile number.



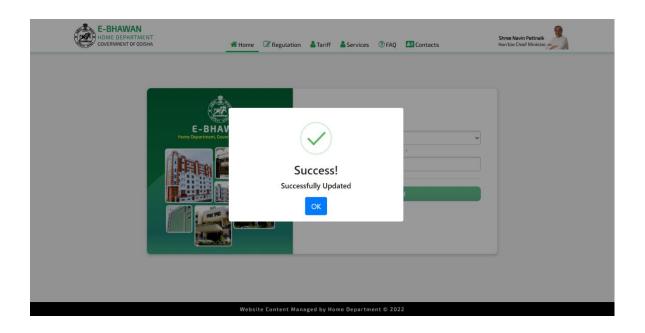
 Here user have to give OTP, password, confirm password and click submit button then password changes successfully.



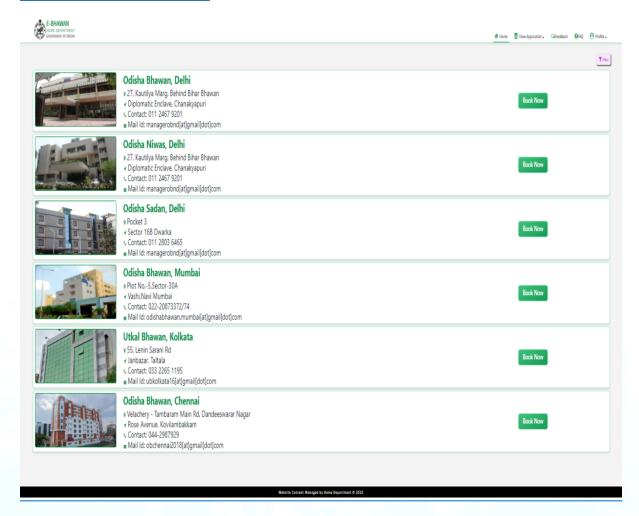
 If user is logging in for the first time then it will redirect to the below page where the user has to select the document type and upload the file



After selecting the document type and file and clicking the upload button
The document will be uploaded successfully and the message will appear
like below.

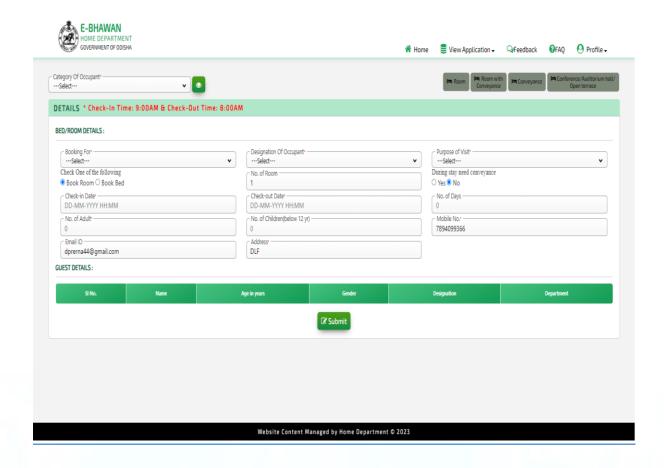


DASHBOARD (HOME)



- This page contain five main Menu, that are
 - Home

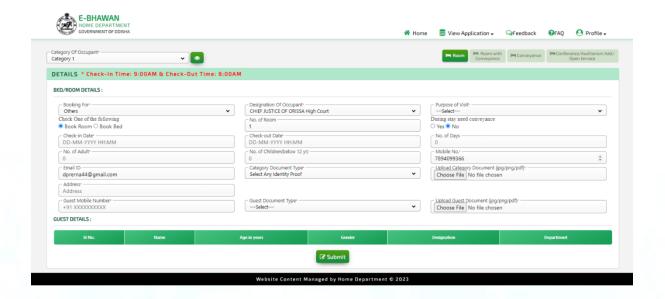
- View
- Feedback
- **❖** FAQ
- Profile
- Home menu opens by default when user logs in.
- This page also contains all the guest houses.
- The user can book guest house for him/her or for others by clicking the BOOK NOW button.
- After clicking the BOOK NOW button the user will navigate to the booking form which have to fillup by the user.



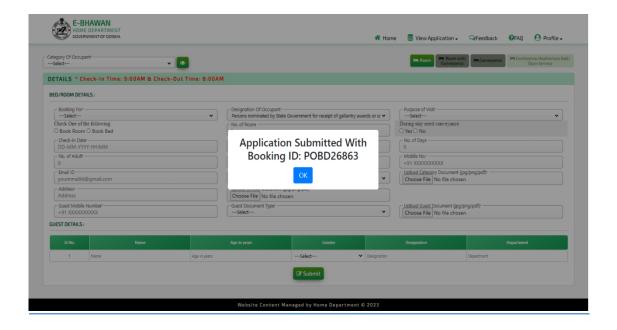
- In the booking page all options i.e. Room, Room with Conveyance,
 Conveyance and Conference hall will be disabled by default.
- On selecting category these options will be enabled depending on the category.
- Enabled options will be green in colour.

ROOM:

- After providing category user has to select for whom he/she has to book weather for self or for others.
- If user selects self then user details will be automatically filled like (Name, Age, Gender etc.) with details provided at the time of the registration.
- The Designation and purpose will be shown in the dropdown list according to the category which has been selected.
- User has to select the no of bed/ no of room and then enter the numbers of bed/room he/she wants.
- According to the no of adult and children numbers given by the user that particular number of the rows will automatically be added to the Guest Details table.
- In here the age of adult should be equal to more than 12 years and age of children should be less than 12 years.
- Email id and mobile number will be auto filled if the user select the selfoption for the booking for field.
- If user selected other option form booking for drop down list then 3 fields were appears along with other fields that are Guest mobile number ,Guest Document Type, input field where guest can upload their document.



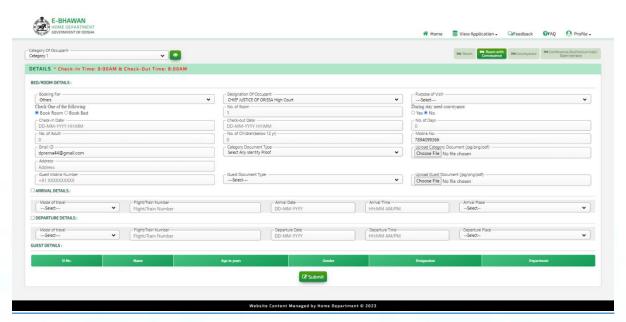
User has to provide the Guest details like Name, Age, Gender, Designation,
 Department & Address when the user select the other option.



- After providing all the details user has to click on the submit button.
- After clicking submit button user request will go for approval to the Home Department.

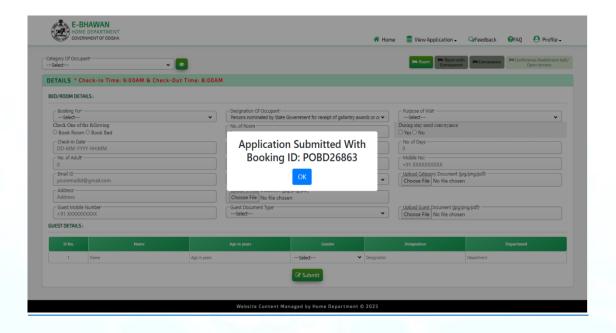
Room with Conveyance:

If user clicks on the room with conveyance, user will navigate to new page.



- First of all user has to select for whom he/she has to book weather for self or for other.
- If user select the value for the self then in the guest details table a row will automatically added that contains user information (Name, Age, Gender provided at the time of the registration).

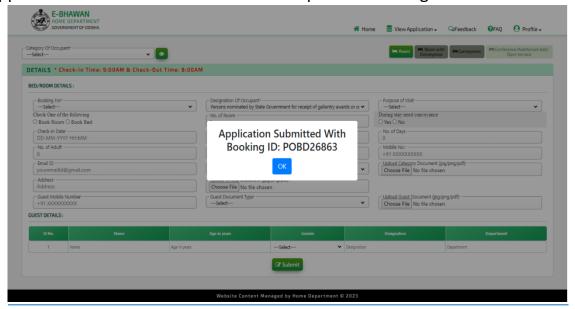
- The Designation and purpose will be shown in the dropdown list according to the category which has been selected.
- User has to select the no of bed/ no of room and then enter the numbers of bed/room he/she want. According to the no of adult and children numbers given by the user same number of the rows will automatically added to the Guest Details table.
- In here the number of adult age should be more than 12 years and no of children age should be less than 12 years.
- Email id and mobile number will be auto filled if the user select the selfoption for the booking for option.
- If user selected other option form booking for drop down then 3 fields were appears along with other fields that are Guest mobile number ,Guest Document Type, input field where guest can upload there document.
- User has to provide the Guest details like Name, Age, Gender, Designation,
 Department & Address when the user select the other option.
- When user will navigate to this page then Arrival details and Departure Details field were disable.
- If user check the Arrival Details check box all the arrival related information fields were enable for filing the required information, same case apply for the Departure details also. After providing the correct the information user can click the submit button and below popup will be appears with an application successful information and request id will be generated.



 After clicks on the button user request will go for approval to the Home Department.

Conveyance:

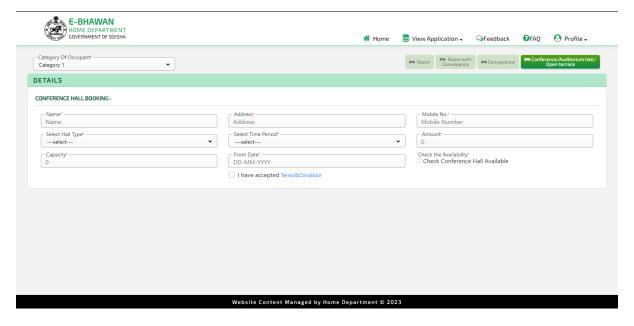
- If user clicks on the conveyance user will navigate to new page.
- When user will navigate to this page at first Arrival details and Departure Details field were disable.
- If user check the Arrival Details check box all the arrival related information fields were enable for filing the required information, same case apply for the Departure details also. After providing the correct the information user can click the submit button and below popup will be appears with an application successful information and request id will be generated.



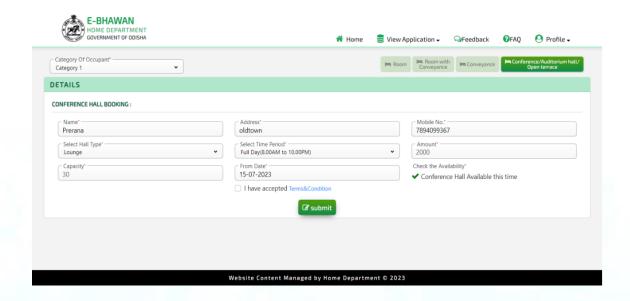
 After clicks on the button user request will go for approval to the Home Department.

Conference Hall:

• If user clicks on the Conference, user will navigate to new page.

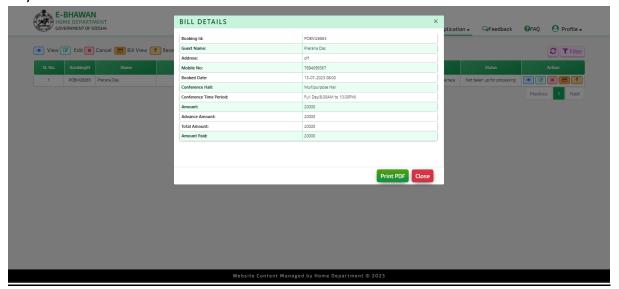


- User has to filled all the data i.e. his/her Name,Address,Mobile number,
 Hall type, Time period, from Date.
- After selecting the Hall type and the time period then amount and capacity of the hall will be filled automatically.
- Checking the availabilities of the room will be possible by clicking the check box.
- If the hall is available in that time period then it shows the hall is available like below.



- Then the submit button will show and user have to select the term and condition.
- After going through the terms & conditions carefully the user can now click on the submit button after which the user will be redirected to payment gateway for online payment for the reservation of conference hall.

 After successful payment user will navigate to the below page where he/she can see the bill details.



- He/she can be seen bill details in a pdf format.
- After the advanced payment successfully completed the receipt can also view by the user.

VIEW

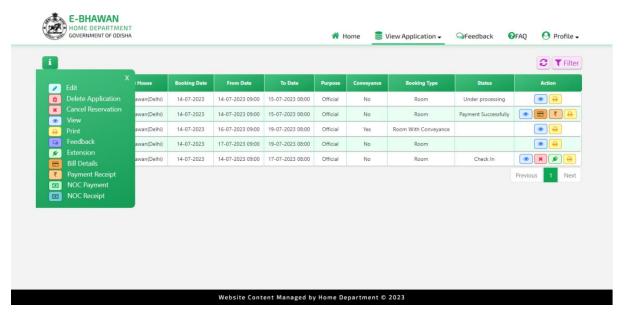
- If User clicks on the View Application menu then user will get two submenu as drop down. The Submenu are
 - Odisha Bhawan
 - Conference

Odisha Bhawan:

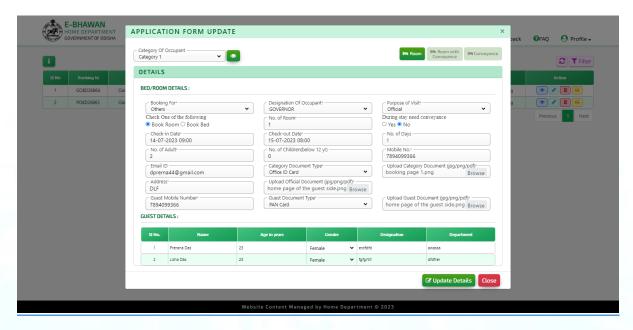


• In this page user will able to see the list of booking Application details.

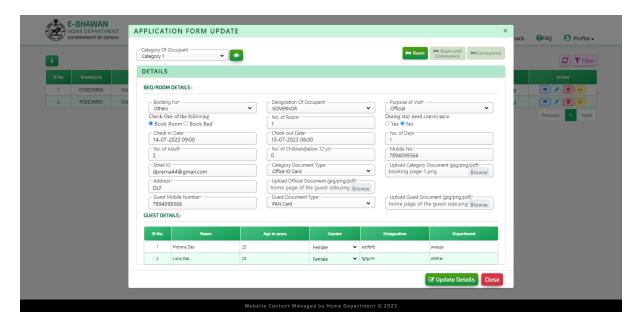
- Action column contain 11 buttons for every Application wise. Which are provided below.
- You can see all the icon details by clicking the "i" button.



- If user wants to edit some things in the applied booking then click on the edit button.
- If user clicks on the edit button then user will navigate to Application update form modal.



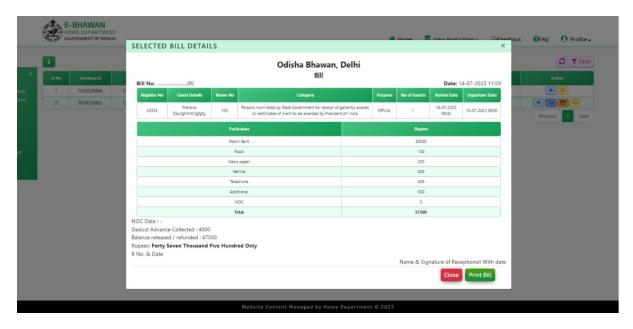
 If user clicks on the View button then user will navigate to Application View form modal.



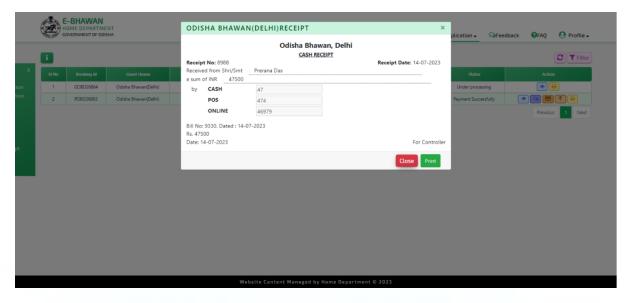
• If user clicks on the print button then user will navigate to Application print form modal.



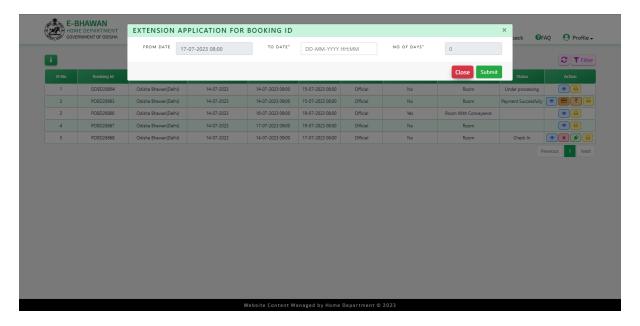
• If user clicks on the bill button then user will navigate to Application form bill details modal and user can print it into PDF format.



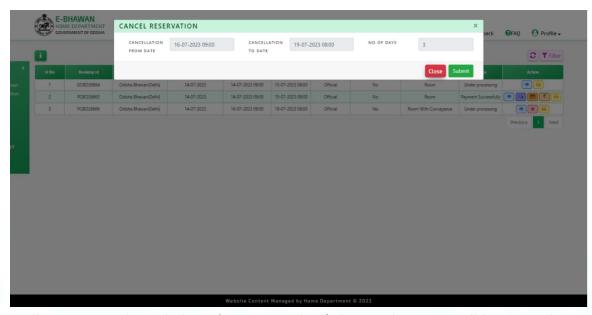
• If user clicks on the receipt button then user will navigate to Application receipt form details modal and user can print it into PDF format.



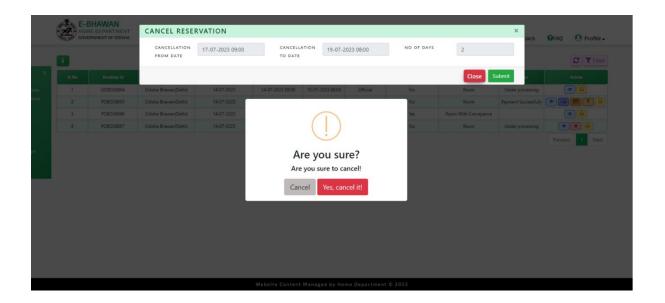
- If user clicks on the extension check-in button then user will navigate to extension check-in details modal where user can apply for the extension of their check in time period by providing the to date and apply submit button.
- When user select the date no of days were calculated and filled automatically.



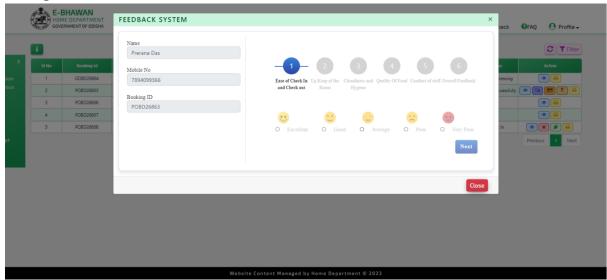
- By clicking the cancel reservation details the modal will open which will contains the information about the check in and check out details and no of days.
- For cancel application the user has to click the submit button then a popup will appears like this



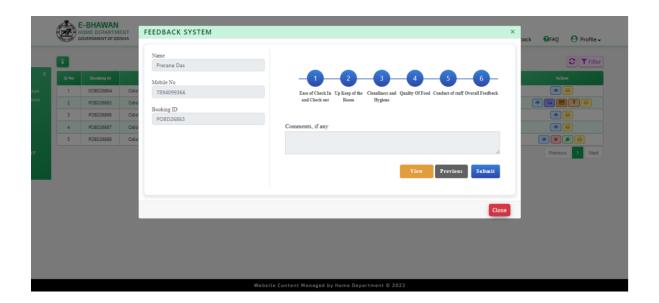
Will appear and by clicking 'Yes, cancel it!' the application will be cancel.



 If the user click the feedback button then below modal will be open where user give there valuable feedback

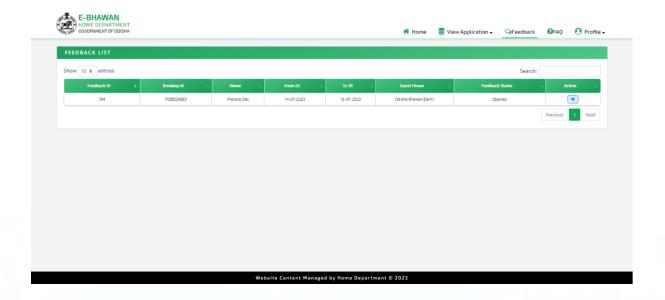


 After clicking 6 section, where user can give comment and enter captcha the screen will look like this

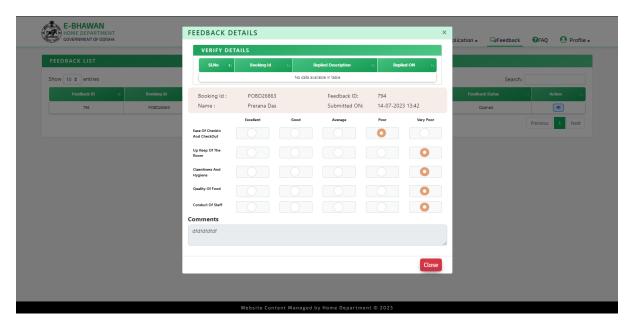


Feedback:

 Here user can see their feedback information provided by him/her and by clicking the view button user see the details information like feedback given dates etc.



 And he also able to see the response message which message will send to the user mobile phone, along with the date.



FAQ (Frequently Asked Questions)

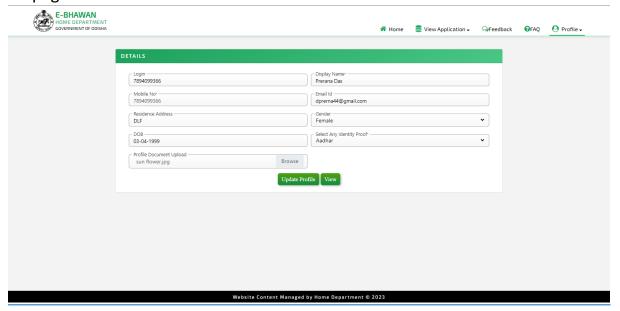
- If user wants to know about the Guest House or Place where the Guest house etc. This kind of question answer in the FAQ pdf.
- If user wants to download the pdf then user should clicks on the Menu.

Profile:

- If User clicks on the Profile menu then user will get three submenu as drop down.
- The Sub-menu are
 - Update Profile
 - Change Password
 - **❖** Logout

Update Profile

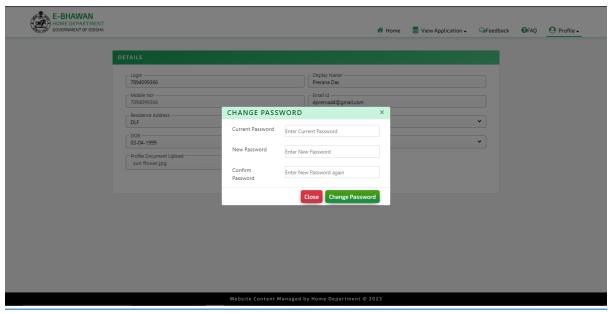
• If user clicks on the Update Profile button then user will navigate to new page.



- In this page user has to provide Display Name, Email Id & upload the Identity proof. For upload the identity proof first user has to select the Identity proof type.
- After providing all the details user has to clicks on the Update profile button.
- If user clicks on the view button then user document will show.

Change Password

• If user clicks on the Change password button then user will navigate to new modal.



- In this page user has to provide the current password, new password & Confirm Password.
- After providing all the details user has to clicks on the submit button.

Logout

• If user wants to leave from the application then user should clicks on the logout button.