

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

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कार्यकारी आदेश संख्या/ Executive Order No. 241 / 2025

SEEPZ (सांताक्रूज़ इलेक्ट्रॉनिक्स एक्सपोर्ट प्रोसेसिंग ज़ोन) ज़ोन के भीतर काम करने वाले व्यापारिक समुदाय को विभिन्न सुविधाओं के साथ सहायता प्रदान करता है। इनमें गेस्ट हाउस आवास भी शामिल हैं। कॉर्पोरेट इवेंट, सेमिनार और व्यावसायिक मीटिंग के लिए, एक कॉन्फ्रेंस रूम भी उपलब्ध है। SEEPZ-SEZ प्राधिकरण BFC बिल्डिंग में ये सुविधाएँ प्रदान करता है। ज़ोन के अंदर एक आवासीय होटल भी SEEPZ-SEZ तक पहुँच रखने वाले व्यापारिक यात्रियों और कर्मचारियों को ठहरने की सुविधा प्रदान करता है।

गेस्ट हाउस या कॉन्फ्रेंस हॉल की बुकिंग की प्रक्रिया पहले मैनुअल और समय लेने वाली थी। इच्छुक आवेदकों को सीधे SEEPZ प्रशासनिक कार्यालय से संपर्क करना पड़ता था, आवेदन पत्र जमा करना पड़ता था, साथ ही डिमांड ड्राफ्ट (DD) के माध्यम से भुगतान करना पड़ता था। बुकिंग की पुष्टि मैनुअल अनुमोदन पर निर्भर होने के कारण अक्सर देरी होती थी। SEEPZ तक पहुँचने के लिए गेट पास आवेदनों को भी अलग से संभाला जाता था, और इससे प्रशासनिक बोझ बढ़ जाता था। इसी तरह, लोगों ने सम्मेलन केंद्र को आरक्षित करने के लिए अधिकारियों से संपर्क किया क्योंकि ऑनलाइन भुगतान विकल्प या वास्तविक समय की उपलब्धता मौजूद नहीं थी, और इससे शेड्यूलिंग की समस्याएँ पैदा हुईं।

सभी के लिए चीजों को आसान और अधिक कुशल बनाने के लिए, SEEPZ-SEZ प्राधिकरण ने RISE ERP सॉफ्टवेयर पेश किया है। यह नया डिजिटल प्लेटफॉर्म

SEEPZ (Santacruz Electronics Export Processing Zone) offers support for the business community operating within the zone with various facilities. **Guest house** accommodations are among these. For corporate events, seminars, and business meetings, a **conference room** is also available. The SEEPZ-SEZ Authority provides these facilities in the BFC building. A residential hotel inside the zone also provides lodging facility to business travellers and employees having access to the SEEPZ-SEZ.

The procedure for booking of the guest house or the conference hall was previously manual and time consuming. The interested applicants had to directly contact SEEPZ administrative office, physically submit application forms, as well as pay by Demand Draft (DD). Due to booking confirmations being dependent on manual approvals frequent delays occurred. Gate pass applications to access SEEPZ were also handled separately, and this increased the administrative burden. Likewise, people contacted the officials to reserve the conference room because online payment options or real-time availability did not exist, and that created scheduling problems.

To make things easier and more efficient for everyone, the SEEPZ-SEZ Authority has introduced the RISE ERP software. This new digital platform helps to

महत्वपूर्ण प्रशासनिक कार्यों को स्वचालित करने, बुकिंग प्रक्रिया को आधुनिक बनाने और हमारी सेवाओं में अधिक पारदर्शिता और दक्षता लाने में मदद करता है।

RISe ERP के साथ, उपयोगकर्ता अपने ईमेल और फ़ोन नंबर का उपयोग करके जल्दी से पंजीकरण कर सकते हैं, OTP के माध्यम से अपनी पहचान सत्यापित कर सकते हैं, और गेस्ट हाउस और कॉन्फ़ेंस रूम सुविधाओं की बुकिंग के लिए समर्पित मॉड्यूल तक आसानी से पहुँच सकते हैं। यह सिस्टम उपयोगकर्ताओं को वास्तविक समय की उपलब्धता की जाँच करने, आरक्षण करने और ऑनलाइन भुगतान पूरा करने की सुविधा देता है - सभी एक ही स्थान पर

यह कार्यकारी आदेश सभी हितधारकों को सूचित करने के लिए है कि, आगे चलकर, गेस्ट हाउस और कॉन्फ़ेंस रूम के लिए सभी बुकिंग केवल RISe ERP पोर्टल <https://rise.seepz.gov.in> के माध्यम से की जानी चाहिए। भौतिक फॉर्म और डिमांड ड्राफ्ट (डीडी) जैसे मैनुअल तरीके अब स्वीकार नहीं किए जाएंगे। इस डिजिटल प्लेटफॉर्म पर जाने से पहले से ही कागजी कार्रवाई कम हो गई है, देरी कम हुई है और इन सुविधाओं का समग्र प्रबंधन बहुत अधिक कुशल हो गया है।

चीजों को और भी सुविधाजनक बनाने के लिए, हमने गेस्ट हाउस और कॉन्फ़ेंस रूम सेवाओं के लिए एक मोबाइल ऐप भी लॉन्च किया है। अब, उपयोगकर्ता अपने फ़ोन से कहीं भी, कभी भी इन सुविधाओं का उपयोग कर सकते हैं।

RISe ERP सिस्टम में शामिल प्रक्रिया:

A. RISe होम पेज पर पहुँचें:

- rise.seepz.gov.in पर जाएँ और [साइन इन] टैब पर क्लिक करें।
- SEEPZ अधिकारी/कर्मचारी [SEEPZ उपयोगकर्ता] चुनेंगे और अन्य [सार्वजनिक उपयोगकर्ता] चुनेंगे।
- अपना उपयोगकर्ता नाम और पासवर्ड दर्ज करें, फिर [लॉगिन] बटन पर क्लिक करें।

automate important administrative tasks, to modernize the booking process, and to bring more transparency and efficiency to our services.

With RISe ERP, users can quickly register using their email and phone number, verify their identity via OTP, and easily access dedicated modules for booking guest house and conference room facilities. The system allows users to check real-time availability, make reservations, and complete payments online — all in one place

This Executive Order informs all stakeholders that, going forward, all bookings for the guest house and conference rooms must be made exclusively through the RISe ERP portal at <https://rise.seepz.gov.in>. Manual methods such as physical forms and demand drafts (DDs) will no longer be accepted. Moving to this digital platform has already reduced paperwork, minimized delays, and made the overall management of these facilities much more efficient.

To make things even more convenient, this office has also launched a mobile app for guest house and conference room services. Now, users can access these features anytime, anywhere right from their phones.

Process involved in the RISe ERP System:

A. Access the RISe Home Page:

- Visit rise.seepz.gov.in and click on the **[Sign in]** tab.
- SEEPZ Officers/officials/ employees shall choose **[SEEPZ User]** and others shall choose **[Public]**

ए. सार्वजनिक उपयोगकर्ताओं के लिए उपलब्ध सुविधाएँ-

1. सम्मेलन कक्ष:

- ए) सम्मेलन कक्ष मॉड्यूल पर क्लिक करें।
- बी) किसी विशिष्ट तिथि के लिए कमरे की उपलब्धता की जाँच करने के लिए बुकिंग टैब का उपयोग करें।
- सी) यदि सम्मेलन कक्ष उपलब्ध है, तो "अभी बुक करें" पर क्लिक करें, सभी आवश्यक विवरण दर्ज करें, शर्तों को स्वीकार करें और सबमिट करें।
- डी) प्राप्त टैब में सबमिट करने के बाद बुकिंग की स्थिति को ट्रैक करें।

नोट: यदि किसी उपयोगकर्ता के पास RiSE ERP एप्लिकेशन में खाता नहीं है, तो वह ईमेल या संचार के किसी अन्य माध्यम से एस्टेट ऑपरेशंस सेक्शन से संपर्क कर सकता है और केयरटेकर आवेदक की ओर से उनके खाते में बुकिंग की औपचारिकताएँ पूरी करेगा।

1. गेस्ट हाउस:

- a) गेस्ट हाउस मॉड्यूल पर क्लिक करें।
- b) बुकिंग टैब पर जाएँ।
- c) "रूम रिक्वेस्ट जोड़ें" पर क्लिक करें और आवश्यक विवरण (श्रेणी प्रकार, चेक-इन/चेक-आउट तिथि, कमरों की संख्या और अतिथि) दर्ज करें।
- d) गेस्ट हाउस रूम बुकिंग की पुष्टि करने के लिए "अभी बुक करें" पर क्लिक करें।
- e) अतिथि का नाम, मोबाइल नंबर और ईमेल दर्ज करें। एक वैध प्रमाण दस्तावेज चुनें और संलग्न करें, फिर "सबमिट करें" पर क्लिक करें। सफलता अधिसूचना दिखाई देगी, और अनुरोध आईडी का उपयोग करके बुकिंग को ट्रैक किया जा सकता है।

User]

- c) Enter your Username and Password, then click the **[Login]** button.

B. Facilities available for Public Users-

1. Conference Room:

- a) Click on the Conference Room module.
- b) Use the Booking tab to check room availability for a specific date.
- c) If the conference room is available, click "Book Now," enter all required details, accept the terms, and submit.
- d) Track the status of the booking after submission in Received Tab.

Note: If a user does not have account in RiSE ERP application, he/ she may contact Estate Operations Section via email or any other mode of communication and caretaker will do the formalities of booking in their account on behalf of the applicant.

2. Guest House:

- a) Click on the Guest House module.
- b) Go to the Booking tab.
- c) Click "Add Room Request" and enter the required details (Category Type, Check-in/Check-out date, number of rooms, and guests).
- d) Click "Book Now" to confirm the guest house room booking.
- e) Enter Guest Name, Mobile Number, and Email. Select and attach a valid proof document, then click "Submit."

A success notification will appear, and the booking can be tracked using the Request ID.

ए. सीपज़ अधिकारियों/कर्मचारियों के लिए:

1. **विशेषाधिकार प्राप्त उपयोगकर्ता:** एस्टेट ऑपरेशन अनुभाग में सहायक विकास आयुक्त के पद से नीचे का कोई अधिकारी मॉड्यूल के भीतर अनुरोधों को सत्यापित करने और निम्नलिखित चरणों का उपयोग करके बुकिंग को मंजूरी देने के लिए जिम्मेदार है-

- उपयोगकर्ता अनुरोध की समीक्षा कर सकता है।
- समीक्षा करने के बाद, उपयोगकर्ता एक नोट जोड़ सकता है।
- "अनुमोदित करें" पर क्लिक करके, अनुरोध को मंजूरी दे दी जाएगी।

2. **केयरटेकर सेल:** केयरटेकर निम्नलिखित चरणों का उपयोग करके अपने लॉगिन में देख सकते हैं कि किसने कॉन्फ्रेंस रूम बुक किया है:

- कॉन्फ्रेंस मॉड्यूल पर क्लिक करें और प्राप्त टैब पर जाएं।
- बुकिंग आईडी का उपयोग करके, केयरटेकर बुकिंग विवरण देख सकते हैं।
- इसके अलावा, केयरटेकर उपयोगकर्ताओं की ओर से सम्मेलन कक्ष बुक कर सकते हैं, बुकिंग तिथियों को संशोधित कर सकते हैं, रिकॉर्ड बनाए रख सकते हैं, और स्वीकृत टैब का उपयोग करके भुगतान का प्रबंधन कर सकते हैं, केयरटेकर चालान या ऑनलाइन भुगतान मोड का उपयोग करके भुगतान के लिए आगे बढ़ सकते हैं।

इस आदेश के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। इसके अतिरिक्त, किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को संबोधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएँ अनुलग्नक-ए में उपलब्ध हैं।

कठिनाइयों का सामना कर रहे हितधारकों को आरआईएसई प्रणाली में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल के माध्यम से टिकट उठाने के लिए प्रोत्साहित किया जाता है, जिससे एसईईपीजेड प्राधिकरण को मुद्दों और लंबित अनुरोधों को ट्रैक करने और हल करने में मदद मिलेगी।

यह विकास आयुक्त, सीपज़-सेज़ के अनुमोदन से जारी

C. For SEEPZ Officers/ officials:

1. **Privilege User:** An officer not below the rank of Assistant Development Commissioner in the Estate Operations Section is responsible for verifying requests within the module and approving bookings by using following steps-

- The user can review the request.
- After reviewing, user can add a note.
- By clicking "Approve," the request will be approved.

2. **Caretaker Cell:** The caretakers can view who has booked the conference room in their login using following steps:

- Click on the Conference module and Go to the Received tab.
- Using the Booking ID, the caretaker can view the booking details.
- Further, caretakers can book the conference rooms on behalf of users, modify booking dates, maintain records, and manage payments by using the Approved tab, the caretaker can proceed to payment using either the **Challan or Online payment mode.**

A detailed user manual is enclosed with this order. Additionally, a dedicated support unit has been established to address any queries or training requirements. The roles of users are available in Annexure-A.

Stakeholders facing difficulties are encouraged to raise tickets through the Technical Helpdesk module enabled in the RISE system, which will help the SEEPZ Authority to track and resolve issues and pending requests.

This issues with the approval of the Devel-

किया किया जाता है।

opment Commissioner, SEEPZ-SEZ.

Digitally signed by

Mital Sudhir Hiremath

Date: 01-07-2025

(Mital Hiremath / Mital Hiremath)

संयुक्त विकास आयुक्त / Jt. Development Commissioner,
सीपज़ सेज़, मुंबई / SEEPZ SEZ, Mumbai

F.No.: SEEPZ-SEZ/E-OPT-11/76/2022-IT/

Date: 01.07.2025

प्रतिलिपि /Copy To:

1. सभी अधिकारी/कर्मचारी/ All Officers/Staff Members
2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
4. सीपज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

Annexure A

Roles of Users in Conference Room Module:

User	Roles in Module
Development Commissioner	a) View Dashboard b) Generate Reports c) View Bookings
Joint Development Commissioner	a) View Dashboard b) Generate Reports c) View Bookings
Deputy Development Commissioner	a) View Dashboard b) Generate Reports c) View Bookings
ADC Estate	a) View Dashboard b) Generate Reports c) View Bookings d) Add notes e) Approve Booking
LDC Estate	a) View Dashboard b) Generate Reports c) View Bookings d) Add notes e) Verify Bookings f) Forward booking for approval
Caretaker	a) View Dashboard b) Generate Reports c) Add Bookings d) View Bookings e) Extend Booking Dates f) Close booking/ Mark Exit
Units	g) Request for Bookings h) View Bookings i) Make Payment j) Receive Bill



RISe ERP for SEEPZ SEZ

USER MANUAL

for

GUEST HOUSE MANAGEMENT

SEEPZ USER

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	08-08-2024	Sneha R P	Elizabeth	Vishnu KS
1.1	Second Version	02-02-2025	Sneha R P	Elizabeth	Vishnu KS
1.2	Third Version	26-06-2025	Sneha R P	Tessy Jacob	Sooraj S

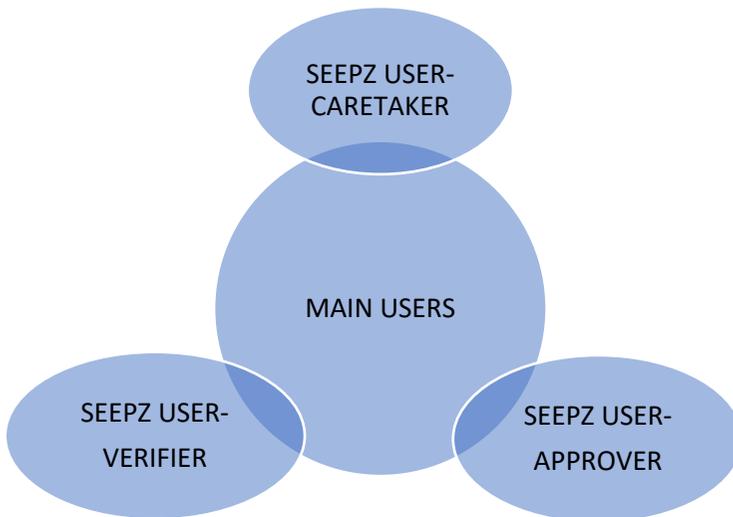
2 INTRODUCTION

2.1 PRODUCT FUNCTION

The SEEPZ Guest House module outlines the efficient management practices of Guest House. It manages the activities like Exploring Available Rooms, Adding Guest Details, Tracking Booking Status, Room Rent, Verifying, Approving the requests. It will also provide a chart of the availability of rooms.

2.2 INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed for four main user groups:



1. SEEPZ USER

- **CARE TAKER**

The caretaker has several key responsibilities, including exploring available rooms, adding essential guest details, cancelling requests, processing payments, and viewing guest information. These functions ensure that all aspects of room management and guest service are handled efficiently and effectively.

- **VERIFIER LOGIN (LDC)**

The Verifier plays a crucial role in managing room requests by verifying each submission.

- **APPROVER LOGIN (ADC)**

The Approver plays a crucial role in managing room requests by approving verified requests.

3 ACCESSING GUEST HOUSE MODULE

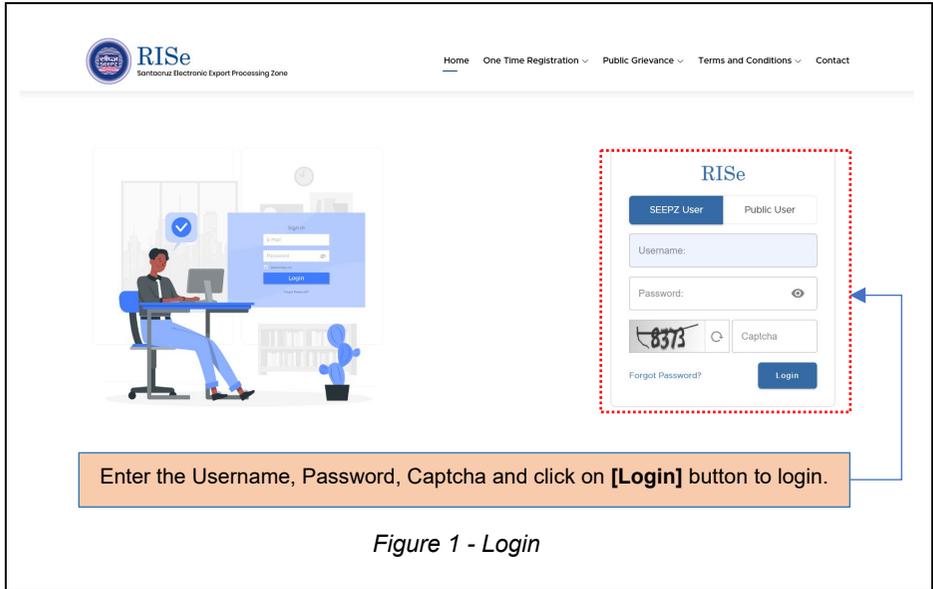


Figure 1 - Login

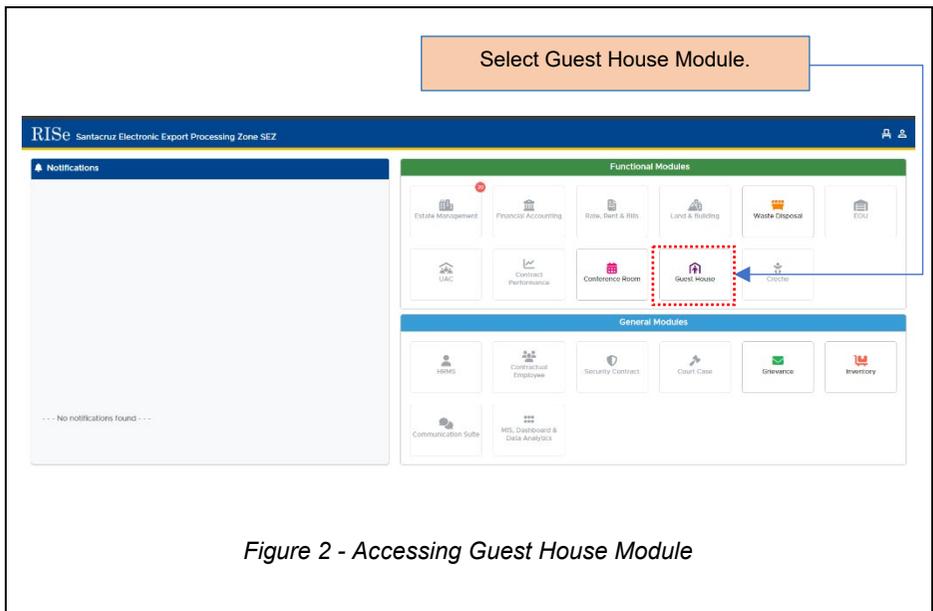


Figure 2 - Accessing Guest House Module

4 SEEPZ USER

4.1 SET UP

Caretaker has the privileges to access the Setup.

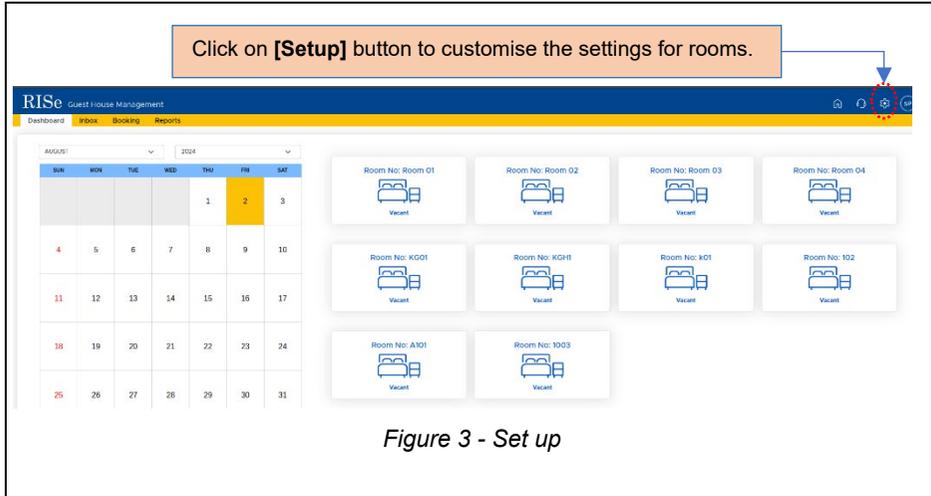


Figure 3 - Set up

4.1.1 GUEST HOUSE SETUP

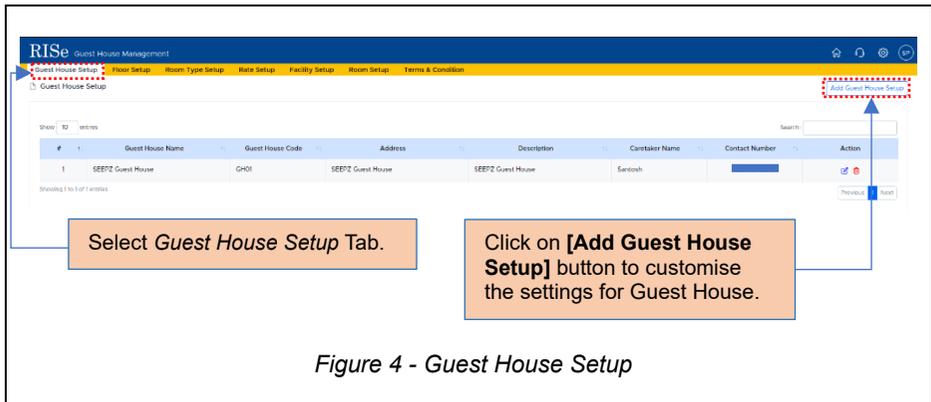


Figure 4 - Guest House Setup

The screenshot displays the 'Guest House Management' interface. At the top, there are navigation tabs: Guest House Setup, Floor Setup, Room Type Setup, Rate Setup, Facility Setup, Room Setup, and Terms & Condition. The 'Guest House Setup' tab is active, showing a form to 'Add Guest House Details'. The form has the following fields: Guest House Name, Guest House Code, Address, Description, Caretaker Name, and Contact Number. Below the form is a table with columns: #, Guest House Name, Guest House Code, Address, Description, Caretaker Name, Contact Number, and Action. The table contains one row with the following data: 1, SEEPZ Guest House, GH01, SEEPZ Guest House, SEEPZ Guest House, Santosh, and a blue bar for Contact Number. The Action column for this row has icons for edit and delete. A callout box points to the form fields with the text: 'Enter the Guest House Name, Guest House Code, Address, Description, Caretaker Name, Contact Number and click on [Save] button to save the details.' Another callout box points to the edit and delete icons in the table with the text: 'In this section, user have the option to Edit or Delete the room request.'

Figure 5 - Adding Guest House details

Note: The Added Guest House Details get listed under *Get House Setup* Tab.

4.1.2 FLOOR SETUP

The screenshot displays the 'Floor Setup' tab in the RISE Guest House Management interface. The 'Add Floor Setup' button is highlighted with a red dashed box. Below the button is a table with columns: #, Guest House, Floor, and Description. The table contains one row with the following data: 1, SEEPZ Guest House, F/1h, and F/1h. The Action column for this row has icons for edit and delete. A callout box points to the 'Floor Setup' tab with the text: 'Select Floor Setup Tab'. Another callout box points to the 'Add Floor Setup' button with the text: 'Click on [Add Floor Setup] button to customise the settings for Floor.'

Figure 6 - Floor Setup

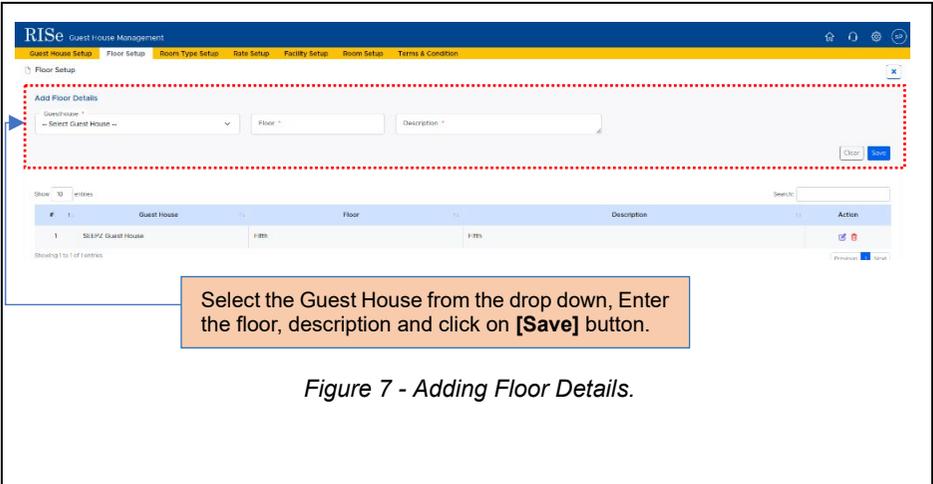


Figure 7 - Adding Floor Details.

4.1.3 ROOM TYPE SETUP

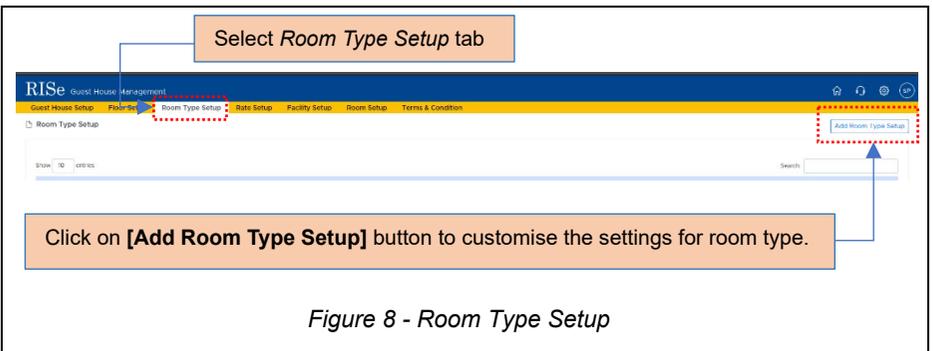
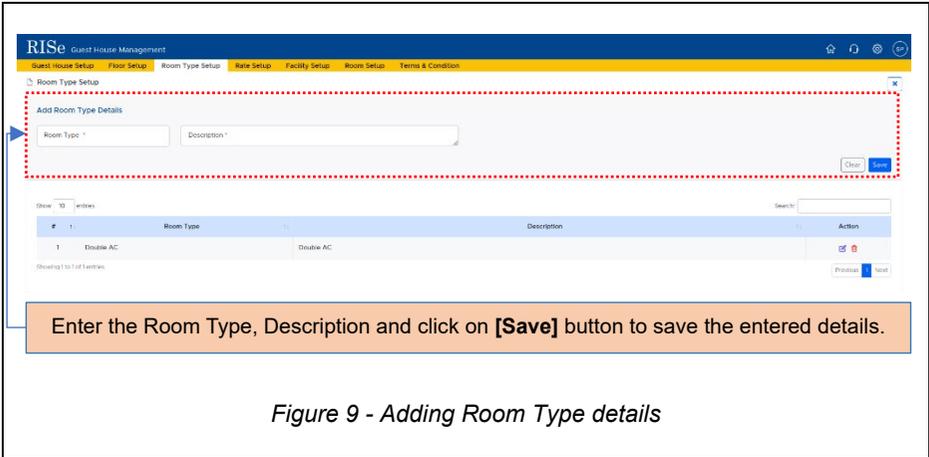
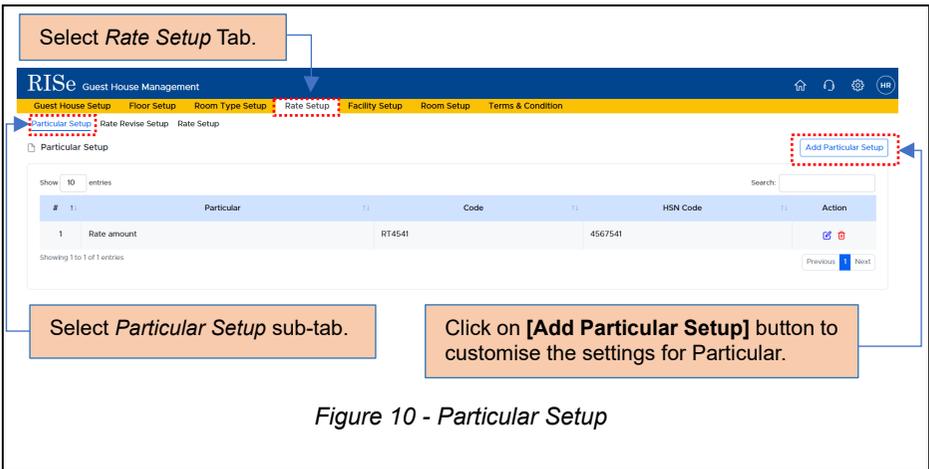


Figure 8 - Room Type Setup



4.1.4 RATE SETUP



The screenshot shows the 'Particular Setup' section of the RISE Guest House Management system. At the top, there are navigation tabs: Guest House Setup, Floor Setup, Room Type Setup, Rate Setup, Facility Setup, Room Setup, and Terms & Condition. Under 'Particular Setup', there are sub-tabs for Particular Setup, Rate Revise Setup, and Rate Setup. The 'Add Particular' form is highlighted with a red dashed box and contains three input fields: 'Particular *', 'Code *', and 'HSN Code *'. Below the form is a table with the following data:

#	Particular	Code	HSN Code	Action
1	Rate amount	RT4541	4567541	[edit] [delete]

A callout box with an orange background contains the text: "Enter the Particular, Code, HSN Code and Click on [Save] button to save the details." An arrow points from this box to the 'Save' button in the form.

Figure 11 - Adding Particular Setup details

The screenshot shows the 'Rate Revise Setup' sub-tab selected. The navigation tabs at the top are the same as in Figure 11. The 'Rate Revise Setup' sub-tab is highlighted with a red dashed box. A callout box with an orange background contains the text: "Select Rate Revise Setup sub-tab." Another callout box with an orange background contains the text: "Click on [Add Rate Setup] button to customise the settings for Rate Revise Setup." An arrow points from this second callout box to the 'Add Rate Setup' button, which is also highlighted with a red dashed box. Below the navigation is a table with the following data:

#	Revise Date	Rate Valid From	Rate Valid To	Circular	Status
1	21-01-2025	21-01-2025	31-05-2025	RateCircular_12	ACTIVE
2	18-01-2025	18-01-2025	31-07-2025	RateCircular_11	DEACTIVATED
3	18-01-2025	18-01-2025	31-07-2025	RateCircular_10	DEACTIVATED

Figure 12 - Rate Revise Setup

Select Rate Valid From, Rate Valid To, Choose Circular file and click on **[Save]** button to save the entered details.

Rate Valid From: dd-mm-yyyy

Rate Valid To: dd-mm-yyyy

Circular: Choose File No f..sen

Clear Save

#	Revise Date	Rate Valid From	Rate Valid To	Circular	Status
1	21-01-2025	21-01-2025	31-05-2025	RateCircular_1,2	ACTIVE
2	18-01-2025	18-01-2025	31-07-2025	RateCircular_1,1	DEACTIVATED

Select *Rate History* icon to view the history details.

#	Category	Particular	Unit	From Date	To Date	Rate (Rs.)
1	Public	Rent	Per Day	01-01-2020	31-12-2050	1500.00
2	Unit	Rent	Per Day	01-03-2020	31-12-2050	1500.00
3	Normal User	Rent	Per Day	01-01-2020	31-12-2050	800.00
4	Privileged User	Rent	Per Day	01-01-2020	31-12-2050	500.00

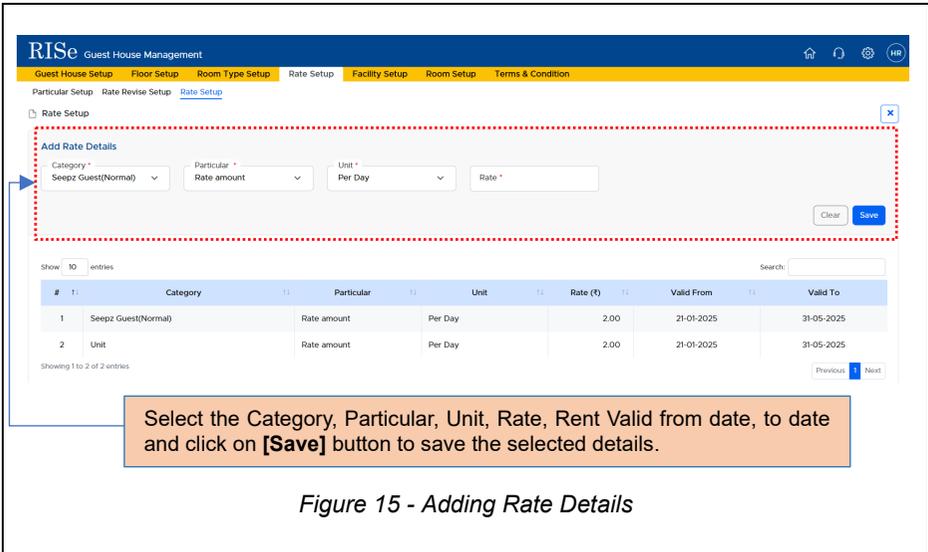
Figure 13 - Adding Rate Revise details

Select *Rate Setup* sub tab.

Click on **[Add Rate Setup]** button to customise the settings for Rate.

#	Category	Particular	Unit	Rate (Rs.)	Valid From	Valid To
1	Seepz Guest(Normal)	Rate amount	Per Day	2.00	21-01-2025	31-05-2025

Figure 14 - Rate Setup



The screenshot shows the 'Rate Setup' tab in the RISE Guest House Management system. The 'Add Rate Details' form is highlighted with a red dashed box. The form contains the following fields:

- Category: Seepz Guest(Normal)
- Particular: Rate amount
- Unit: Per Day
- Rate: (input field)

Below the form is a table of rate entries:

#	Category	Particular	Unit	Rate (₹)	Valid From	Valid To
1	Seepz Guest(Normal)	Rate amount	Per Day	2.00	21-01-2025	21-05-2025
2	Unit	Rate amount	Per Day	2.00	21-01-2025	21-05-2025

An orange callout box contains the following text: "Select the Category, Particular, Unit, Rate, Rent Valid from date, to date and click on [Save] button to save the selected details."

Figure 15 - Adding Rate Details

Note: The Rate Setup Tab displays the Added Rate Details, with the most recent information being marked as *ACTIVE*, while the previous details are set to *DEACTIVATED* in Action column.

4.1.5 FACILITY SETUP

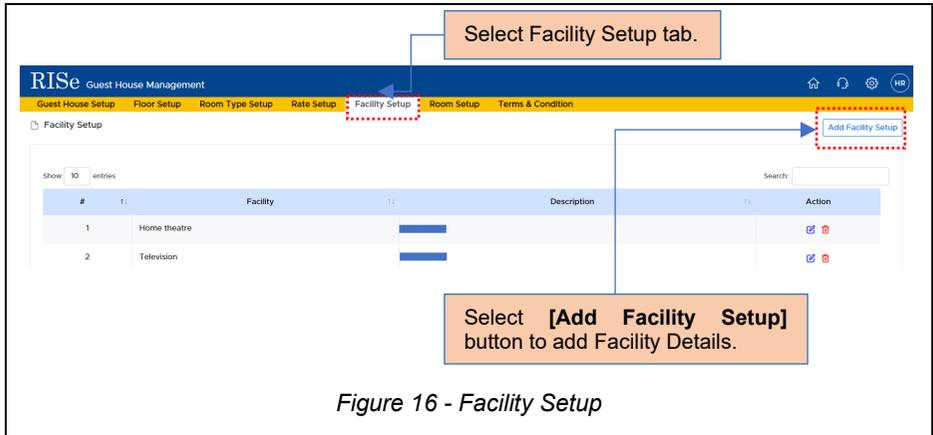


Figure 16 - Facility Setup

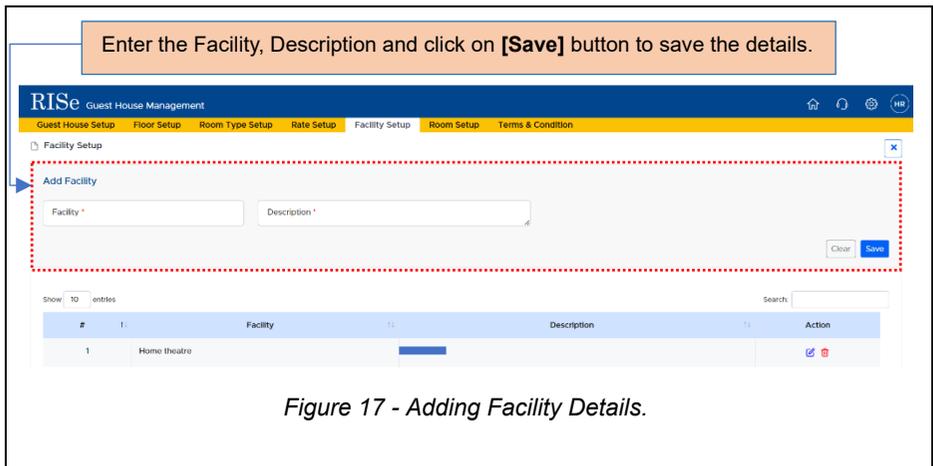
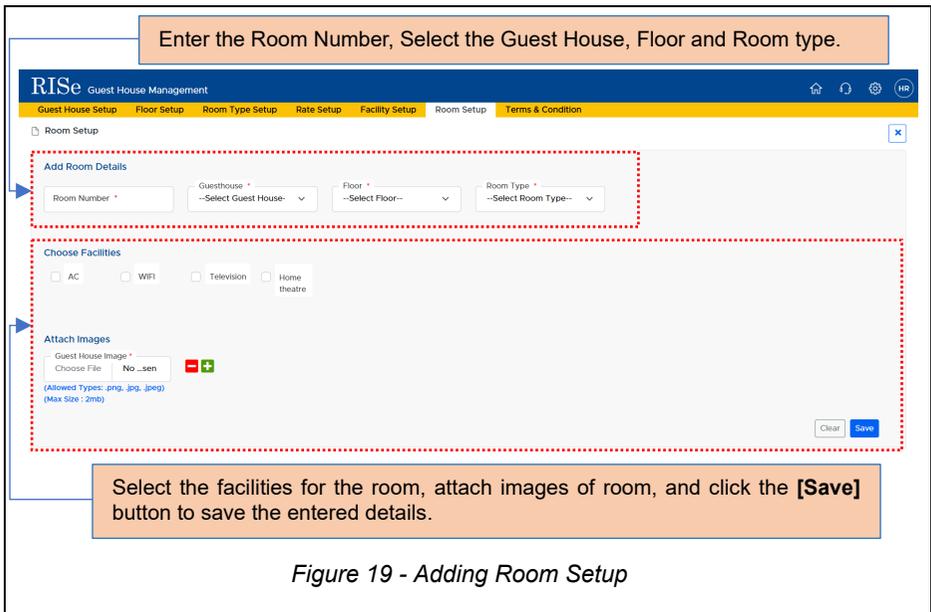
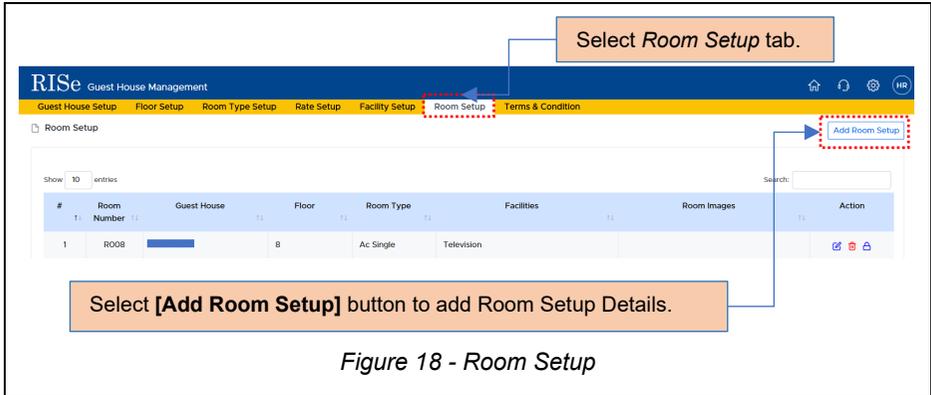


Figure 17 - Adding Facility Details.

4.1.6 ROOM SETUP



#	Room Number	Guest House	Floor	Room Type	Facilities	Room Images	Action
1	R008		8	Ac Single	Television		
2	R007		8	Single	AC		
3	R006		8	Ac Single	AC, Television, Home theatre		
4	R005		8	Non Ac	WIFI		

Select [] button to block a room.

Select the Block From date and Block To date, then click the [Update] button to save the entered details.

Block From
dd/mm/yyyy

Block To
dd/mm/yyyy

Figure 20 - Blocking a room

Note: In Room Setup Section, caretaker have an additional privilege allowing them to block a room in case of maintenance or emergency situation arise. Moreover, when user search for rooms, blocked rooms are not displayed. Along with-it caretaker has the privilege to unblock the room.

4.1.7 TERMS AND CONDITIONS

Select Terms & Condition Setup

Select [Add Terms & Conditions] button to add Terms & Condition setup details.

RISe Guest House Management

Guest House Setup | Floor Setup | Room Type Setup | Rate Setup | Facility Setup | Room Setup | **Terms & Condition**

Terms & Conditions

#	Terms & Condition	Status	Action
1	SEEPZ reserves the right to amend these terms and conditions at any time without prior notice.	Active	
2	All bookings are subject to availability and are confirmed only upon receipt of a confirmation email or letter from SEEPZ administration.	Active	
3	Bookings are available to authorized SEEPZ employees, visiting officials, and approved external guests only. Valid identification must be provided during check-in.	Active	

Showing 1 to 3 of 3 entries

Previous

Figure 21 - Terms and Conditions (1)

Enter the Terms & Condition and click on **[Save]** button to save the details.

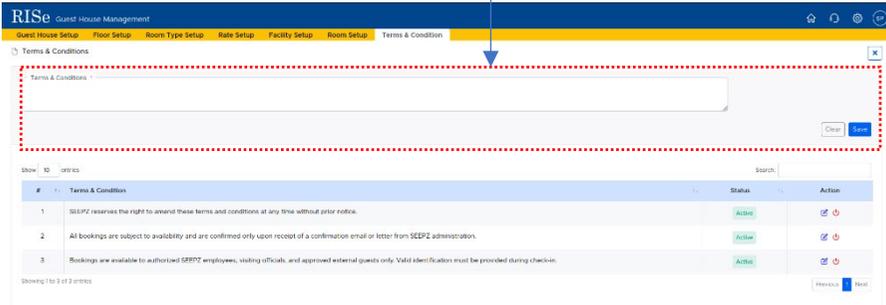


Figure 22 - Terms and Conditions (2)

Note: This Terms & Conditions will appear in the booking section.

4. 2 LOGIN – CARETAKER DASHBOARD



Home One Time Registration Public Grievance Terms and Conditions Contact



RISe

SEEPZ User Public User

Username:

Password:

[Forgot Password?](#)

Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 23 - Login

Select Guest House Module.

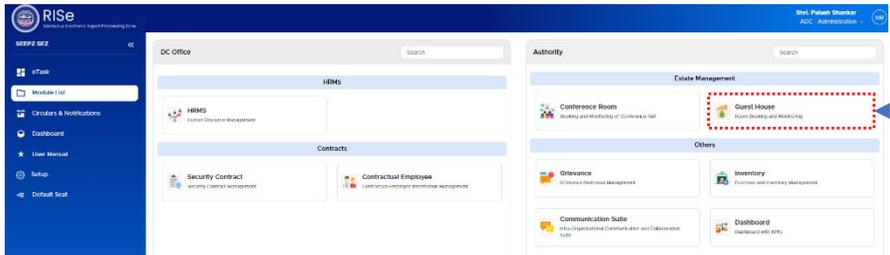


Figure 24 - Accessing Guest House Module

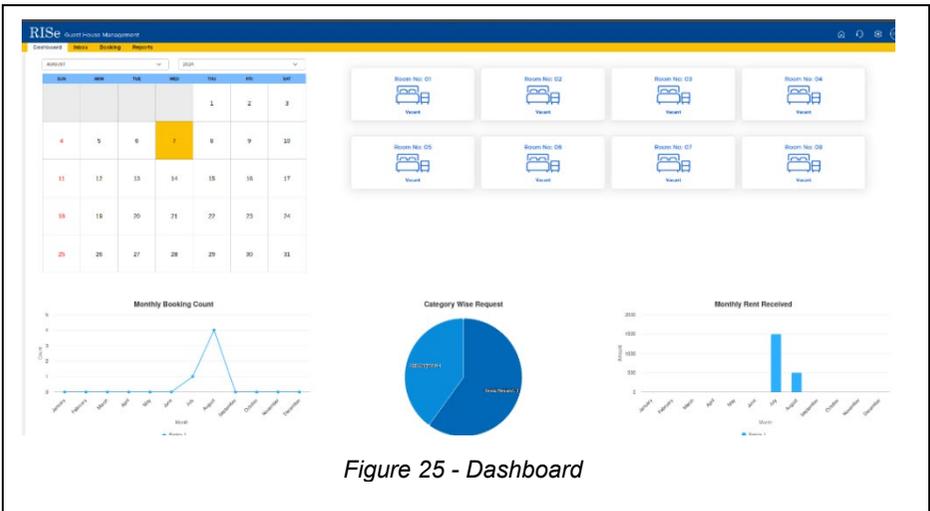


Figure 25 - Dashboard

4.2.1 INBOX

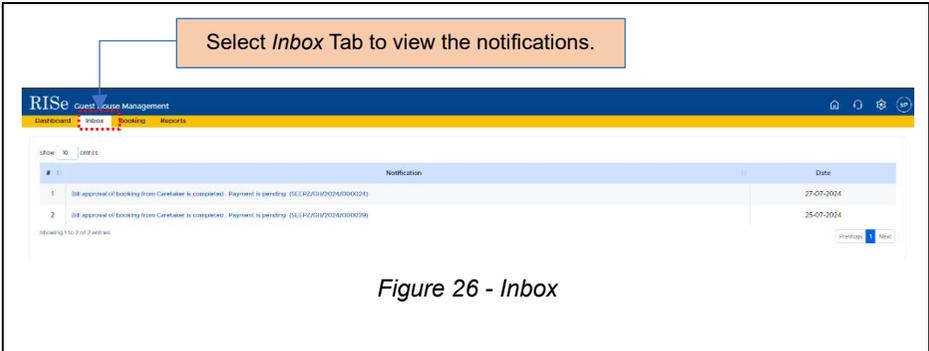


Figure 26 - Inbox

4.2.2 REQUESTING FOR ROOMS

4.2.2.1 EXPLORING THE AVAILABLE ROOMS

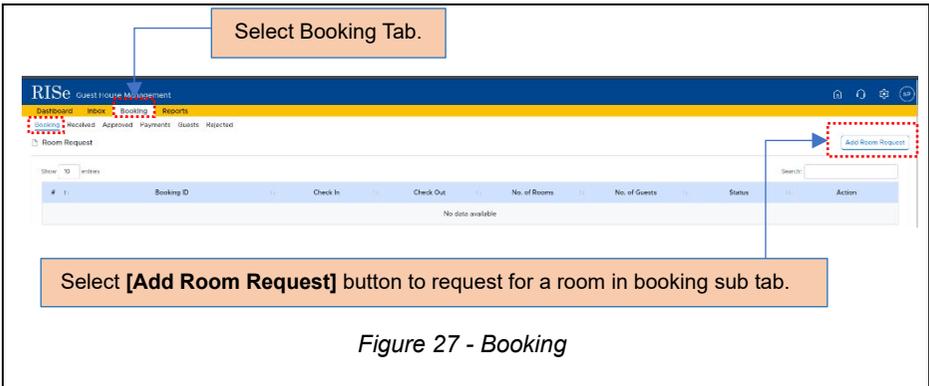


Figure 27 - Booking

Select Category Type, Check in date, Check Out date. Enter Room required, Number of guests and click on **[Search]** button to search.

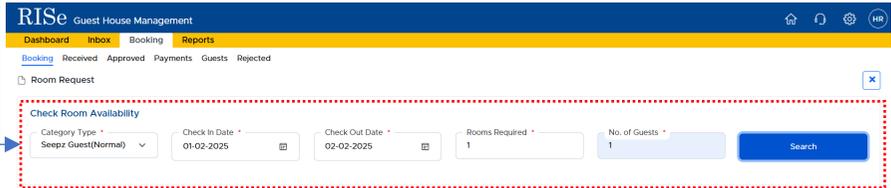
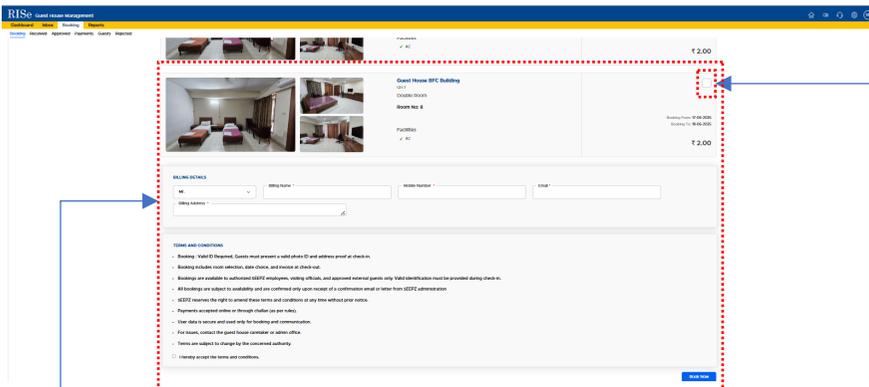


Figure 28 - Room Booking

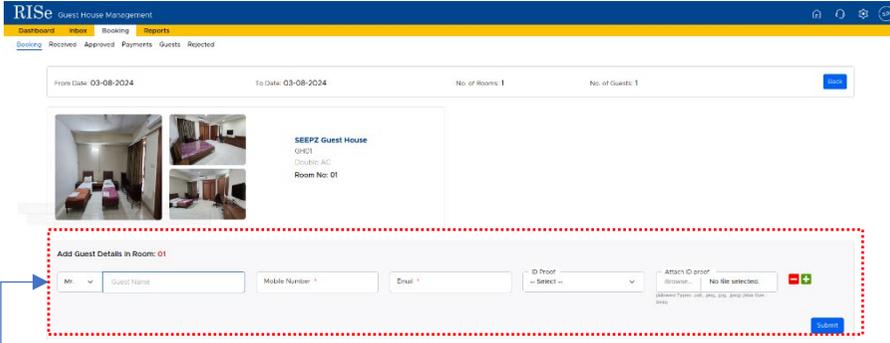
Select on the check box corresponding to the room which user wish to occupy.



The card displays information about the room and rental details. The user can provide billing information, view the Terms and Conditions, tick the check box and click on **[Book Now]** button to book the selected guest house room.

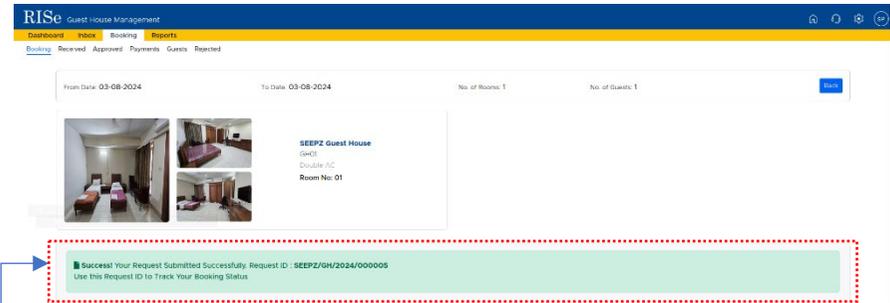
Figure 29 - Room Booking

4.2.2.2 ADDING ESSENTIAL GUEST DETAILS



Enter the Guest Name, Mobile Number and Email, Select the type of the Proof, Attach the Proof document and click on **[Submit]** button.

Figure 30 - Adding Guest Details



A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID.

Figure 31 - Success Notification.

4.2.2.3 CANCELLING REQUESTS

The screenshot shows the 'Room Request' section of the RISE Guest House Management system. At the top, there are filters for 'Category Type' (Setoz Guest(Normal)), 'Check In Date' (08 / mm / YYYY), 'Check Out Date' (08 / mm / YYYY), 'Rooms Required', and 'No. of Guests'. A search button is present. Below the filters is a table with columns: #, Booking ID, Check In, Check Out, No. of Rooms, No. of Guests, Status, and Action. The first row shows a booking with ID 'SEEPZ/GH/2024/000005', check-in '03-08-2024', check-out '03-08-2024', 1 room, 1 guest, and status 'Submitted'. The 'Action' column for this row has a 'Cancel Request' button highlighted with a red dashed box. A callout box with an orange background and blue border points to this button, containing the text 'Click on [X] button to cancel the request.' Below the table, a modal dialog box is displayed with the text 'Are you sure to cancel request?'. It has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red dashed box, and a callout box with an orange background and blue border points to it, containing the text 'Click on [Yes] button to cancel the request.'

Figure 32 - Cancelling the room request

Note: After submitting the request, the SEEPZ User will verify and approve it. Once verified, the status will change to *Verified*, and once approved, it will change to *Approved*. The caretaker can then proceed with the payment.

The screenshot shows the 'Room Request' section of the RISE Guest House Management system. At the top, there are navigation tabs: 'Dashboard', 'inbox', 'Booking', and 'Reports'. Below the tabs is a sub-menu: 'Booking', 'Received', 'Approved', 'Payments', 'Guests', and 'Rejected'. The main section is titled 'Room Request' and includes an 'Add Room Request' button. Below this is a table with columns: #, Booking ID, Check In, Check Out, No. of Rooms, No. of Guests, Status, and Action. The first row shows a booking with ID 'SEEPZ/GH/2024/000006', check-in '11-08-2024', check-out '11-08-2024', 1 room, 1 guest, and status 'All Requested'. The 'Action' column for this row has a 'View Details' link highlighted with a red dashed box. A callout box with an orange background and blue border points to this link, containing the text 'Click on the relevant link to view its booking details.' The second row shows a booking with ID 'SEEPZ/GH/2024/000005', check-in '03-08-2024', check-out '03-08-2024', 1 room, 1 guest, and status 'Verified'. The 'Verified' status is highlighted with a red dashed box, and a callout box with an orange background and blue border points to it, containing the text 'Verified Status.'

Figure 33 - Verified status

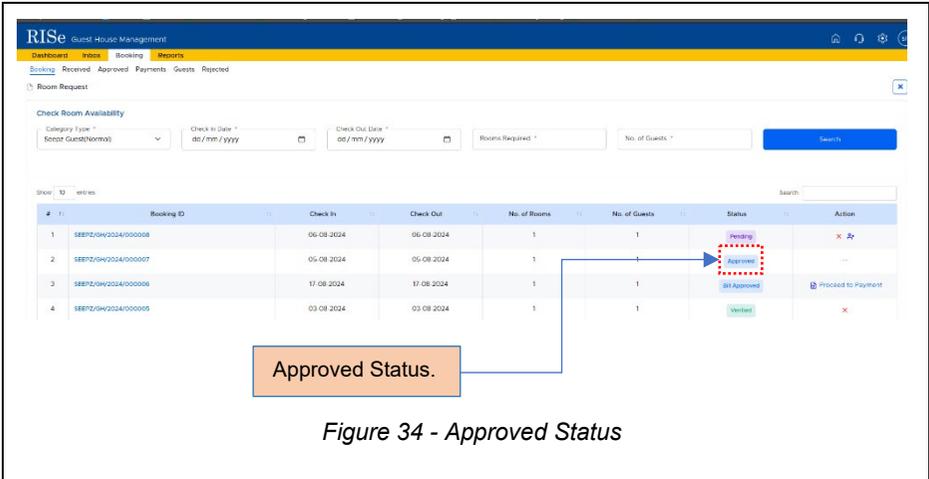


Figure 34 - Approved Status

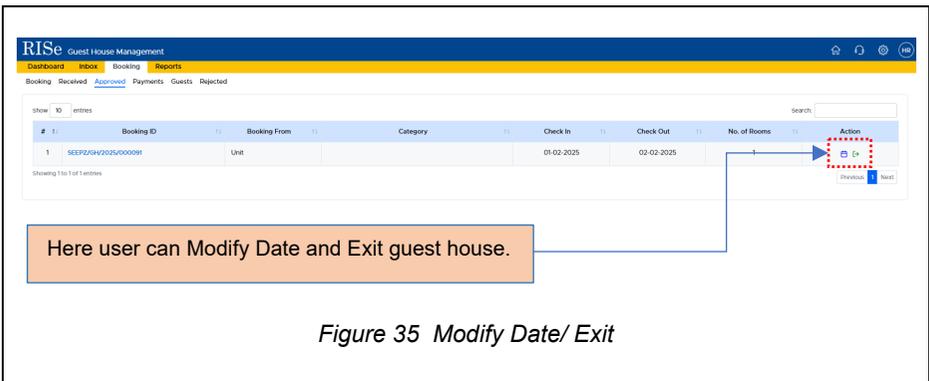


Figure 35 Modify Date/ Exit

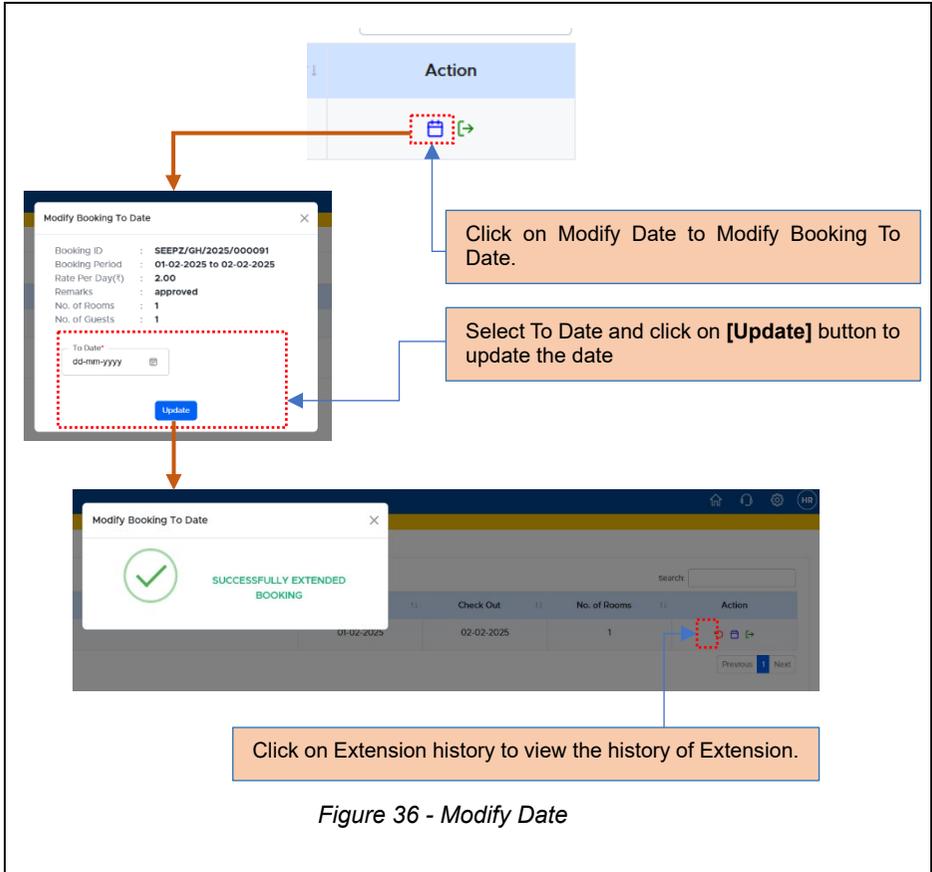


Figure 36 - Modify Date

Click on Exit button to Exit Guest House.

Choose the Payment Mode and click on [Submit] button to Exit Guest House.

Figure 37 - Exit

4.2.2.4 PROCEEDING FOR PAYMENT – DD PAYMENT

Select Proceed to Payment for payment processing.

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZ/GH/2024/000098	06-08-2024	06-08-2024	1	1	Pending	Proceed to Payment
2	SEEPZ/GH/2024/000097	05-08-2024	05-08-2024	1	1	Approved	
3	SEEPZ/GH/2024/000096	17-08-2024	17-08-2024	1	1	Bill Approved	
4	SEEPZ/GH/2024/000095	03-08-2024	03-08-2024	1	1	Verified	

Figure 38 - Processing for Payment (DD)

Payment Details

Room No. 01

Rooming Details

Request ID : SEEPZ/GH/2024/000007

Booking From : 05-08-2024

Booking To : 05-08-2024

Rate (₹) : 500.00

Status : [Approved](#)

Remarks : Approve

[Download Invoice](#)

Choose Mode of Payment

Mode of Payment : DD Branch Name :

Bank Name : DD No. :

DD Date : dd/mm/yyyy

[Submit](#)

Select the mode of payment, Branch name, Bank Name, DD No, DD Date and click on **[Submit]** button to submit the payment process.

Figure 39 - Submitting Payment Details

RISE Guest House Management

Dashboard | **Reports** | Booking | Payments

Overview | Received | Approved | Payments | Guests | Requested

Room Request

Check Room Availability

Category Type : **Seepz Guest(Normal)** | Check In Date : dd/mm/yyyy | Check Out Date : dd/mm/yyyy | Rooms Required : | No. of Guests : | [Search](#)

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZ/GH/2024/0000068	05-08-2024	06-08-2024	1	1	Pending	Go Print
2	SEEPZ/GH/2024/0000067	05-08-2024	05-08-2024	1	1	Paid	Go Print

Figure 40 - Paid Status

4.2.2.5 PROCEEDING FOR PAYMENT – ONLINE PAYMENT

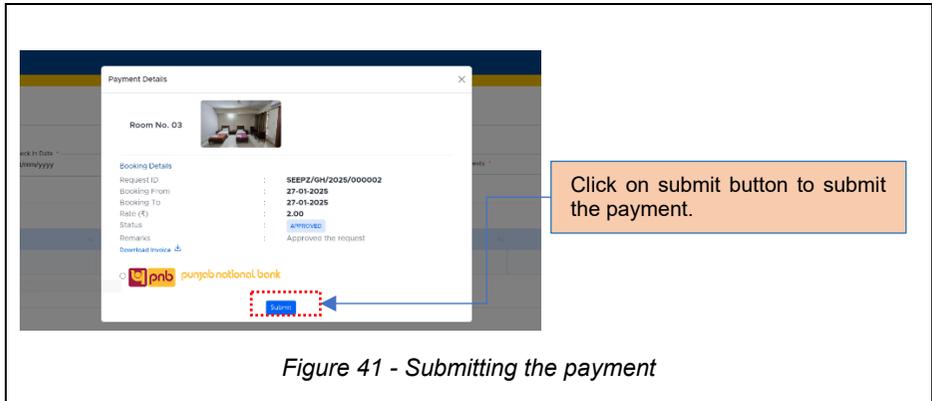


Figure 41 - Submitting the payment

Note: After submitting the details, Consequently, the details are listed under the Booking tab, within the *Payment* sub tab, from where caretaker can view the payment details and can download the invoice.

4.2.2.6 VIEWING GUEST DETAILS

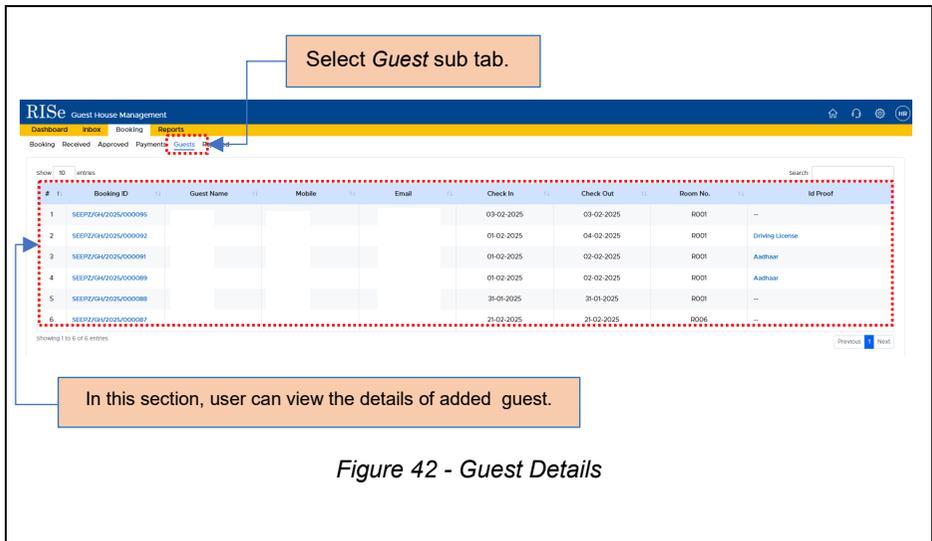


Figure 42 - Guest Details

4.2.3 GENERATING REPORTS

Caretaker can generate PDF Report and Excel Report for Room Availability List, Check out List, Rent Report, and Guest List from here.

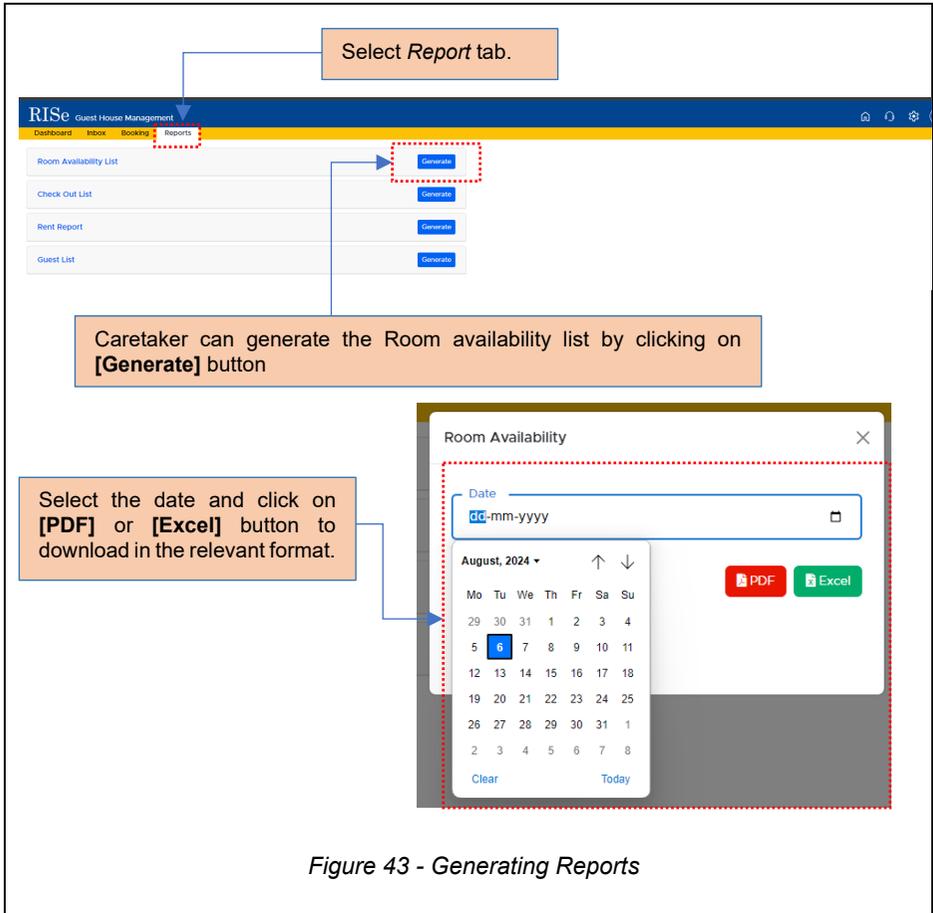


Figure 43 - Generating Reports



SEEPZ Special Economic Zone Authority
 SEEPZ Service Centre Building, SEEPZ SEZ, Andheri (E), Mumbai 400 096
 Ph:022-26294700, E-mail: edseepz-mh@nic.in, Website: www.seepz.gov.in

Rooms Available (08-08-2024)

#	Room No.	Guest House	Floor
1	01	SEEPZ Guest House (GH01)	Fifth
2	02	SEEPZ Guest House (GH01)	Fifth
3	03	SEEPZ Guest House (GH01)	Fifth
4	04	SEEPZ Guest House (GH01)	Fifth
5	05	SEEPZ Guest House (GH01)	Fifth
6	06	SEEPZ Guest House (GH01)	Fifth
7	07	SEEPZ Guest House (GH01)	Fifth
8	08	SEEPZ Guest House (GH01)	Fifth

Generated on : 08-08-2024

Figure 44 - Generated PDF

Note: The same procedure can be followed for generating *Check out List, Rent Report, Guest List* reports. PDF can be viewed and Excel can be downloaded.

4.3 LOGIN – VERIFIER (LDC)

LDC has the privilege to verify room requests submitted by the caretaker.

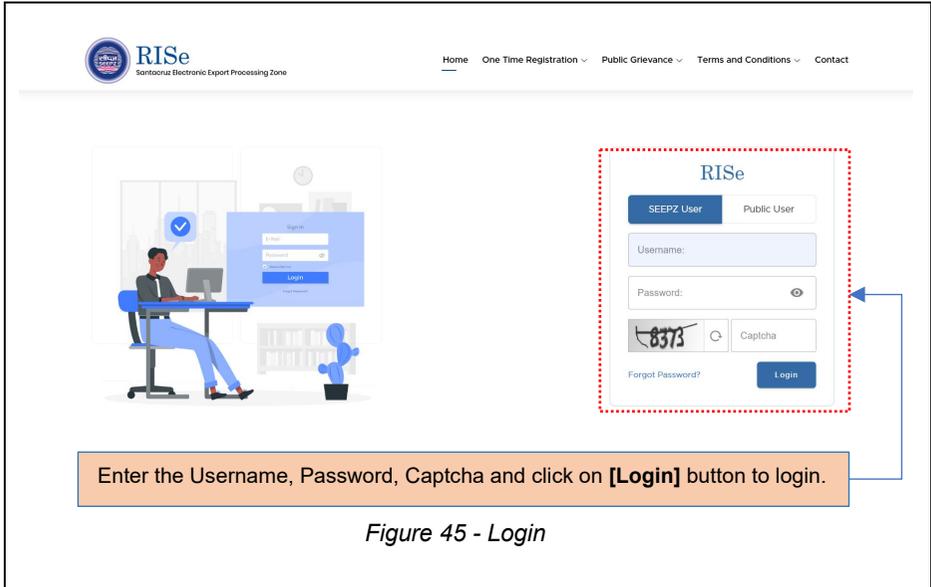


Figure 45 - Login

4.3.1 INBOX

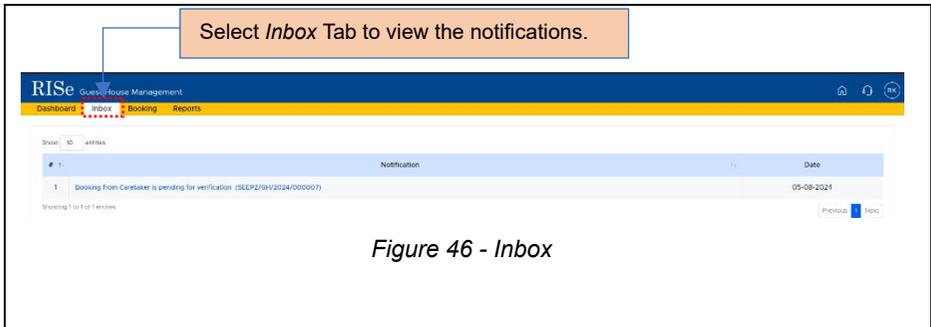


Figure 46 - Inbox

4.3.2 VERIFYING THE REQUEST

Submitted booking request will get listed under the Inbox Tab or Booking Tab >> Received sub tab from where user can verify the request.

Select *Booking* tab.

#	Booking ID	Booking From	Category	Check In	Check Out	No. of Rooms	Status	Action
1	SEEPZ/GH/2025/0000004	SEEPZ	Seize Guest(Privileged)	30-01-2025	30-01-2025	1	Received	view
2	SEEPZ/GH/2025/0000002	Unit	Unit	27-01-2025	27-01-2025	1	Received	view
3	SEEPZ/GH/2025/0000003	SEEPZ	Unit	01-01-2025	01-01-2025	1	Received	view
4	SEEPZ/GH/2025/0000009	SEEPZ	Seize Guest(Normal)	11-01-2025	11-01-2025	1	Received	view
5	SEEPZ/GH/2024/0000005	SEEPZ	Public	12-12-2024	12-12-2024	1	Verified	view
6	SEEPZ/GH/2024/0000001	SEEPZ	Public	30-11-2024	30-11-2024	1	Verified	view

Click on *Received sub* tab to view the received bookings.

Click on *view* button to verify the request.

Figure 47 - Verifying request (1)

Click on **[Add Notes]** button to Add Notes.

ROOM REQUEST DETAILS

Request ID : SEEPZ/GM/2025/000101
 Booking To : 16-06-2025 to 16-06-2025
 Rate Per Day(T) : 2.00
 No. of Rooms : 1
 No. of Guests : 1
 Status : [Submitted](#)
 Billing Details :

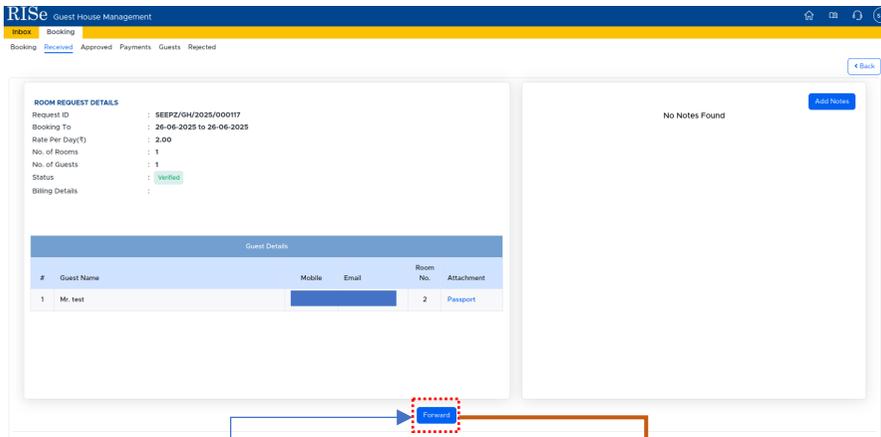
Guest Details					
#	Guest Name	Mobile	Email	Room No.	Attachment
1	Mr. Gih			2	

No Notes Found

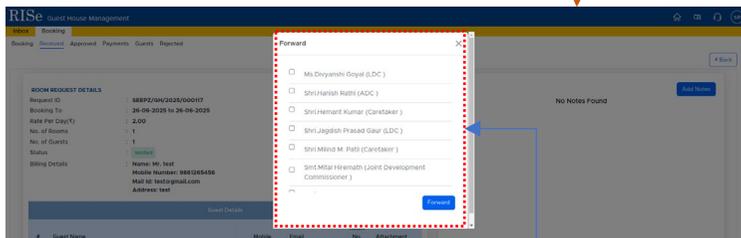
Approve Reject Verify

Click on **[Verify]** button to verify the request.

Figure 48 - Verifying request (2)



Click on **[Forward]** button to forward the request.



Check the respective users who should be forwarded and click on **[Forward]** button to forward the request.

Figure 49 - Forwarding

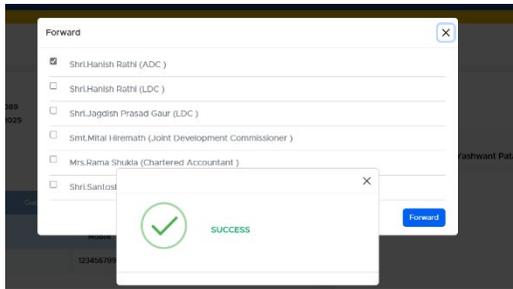


Figure 50 - Success in Forwarding

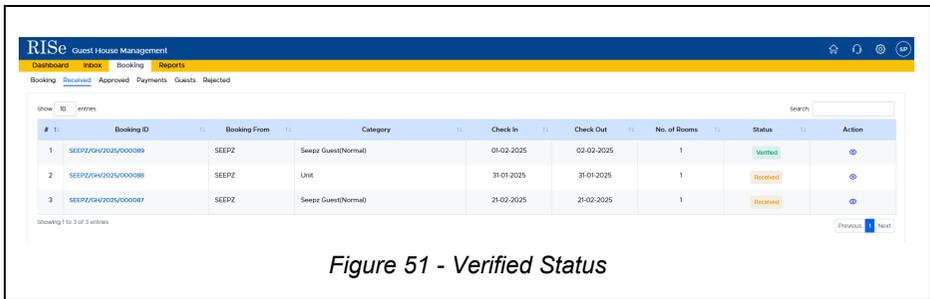


Figure 51 - Verified Status

Note: Once verified, the request will be submitted for approval. After approval, the request will appear under *Booking Tab >> Approved* sub-tab. Payment details can be viewed in the *Payment* sub tab, guest details in the *Guests* sub-tab, and rejected requests in the *Rejected* sub tab.

4. 4 LOGIN – APPROVER (ADC)

Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 52 - Login

Select Guest House Module.

Figure 53 – Accessing Guest House Module

4.4.1 APPROVING THE REQUEST

Select Received sub tab.

Select Booking Tab.

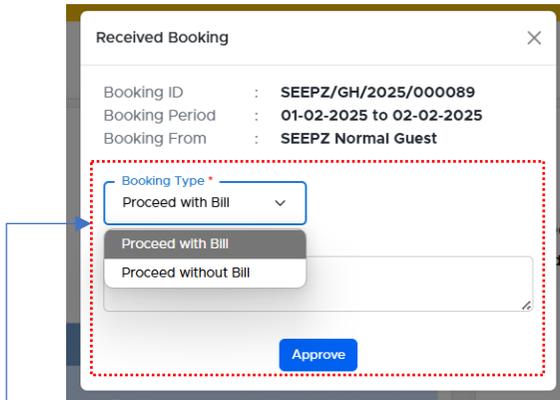
Click on **[View]** button to view the verified request to approve.

Upon clicking on the relevant link user can view the basic details of booking.

Figure 54 - Request Approval (1)

Click on **[Approve]** button to approve the request.

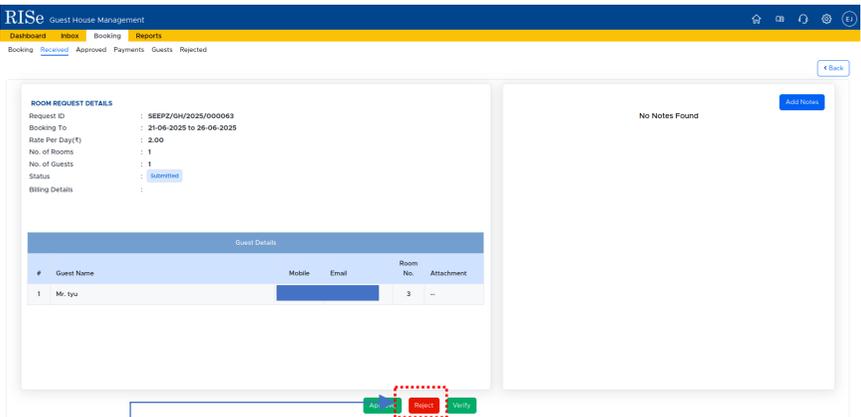
Figure 55 - Request Approval (2)



Select the booking type from the dropdown menu: *Proceed with Bill* or *Proceed without Bill*. Enter your remarks and click the **[Approve]** button to finalize your approval.

Figure 56 - Request Approval (3)

4.4.2 REJECTING THE REQUEST



Click on **[Reject]** button to approve the request.

Figure 57 - Rejecting the request (1)

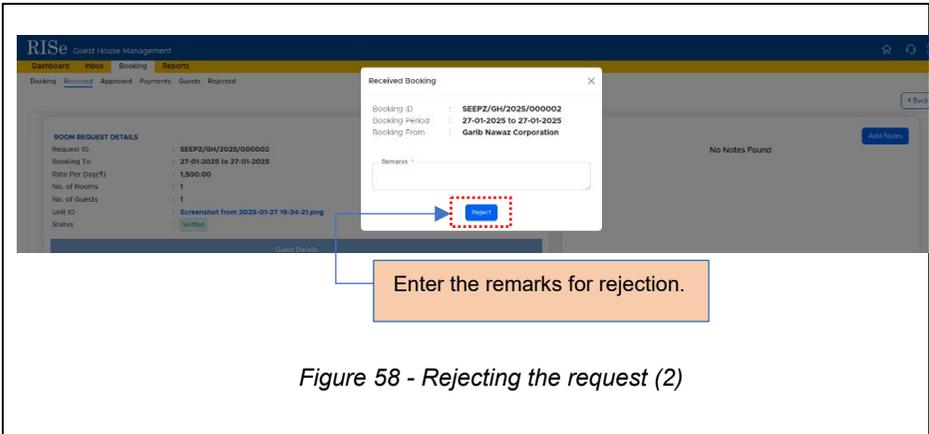


Figure 58 - Rejecting the request (2)

Note: Upon rejecting the request, the request get listed under *Booking* tab >> *Rejected* sub-tab.

****End Of the Module - RISE
(Guest House Management – SEEPZ User) ****

“Thank you for thoroughly exploring the features and information.”



RISe ERP for SEEPZ SEZ

USER MANUAL

for

GUEST HOUSE MANAGEMENT

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	08-08-2024	Sneha R P	Elizabeth	Vishnu KS
1.1	Second Version	02-02-2025	Sneha R P	Elizabeth	Vishnu KS
1.2	Third Version	26-06-2025	Sneha R P	Tessy Jacob	Sooraj S

2 INTRODUCTION

2.1. PRODUCT FUNCTION

The SEEPZ Guest House module outlines the efficient management practices of Guest House. It manages the activities like Exploring Available Rooms, Adding Guest Details, Tracking Booking Status, Room Rent, Verifying, Approving the requests. It will also provide a chart of the availability of rooms.

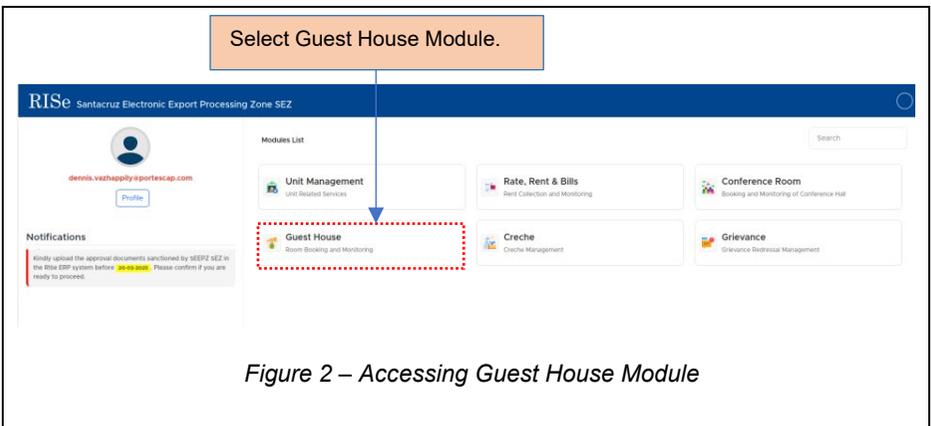
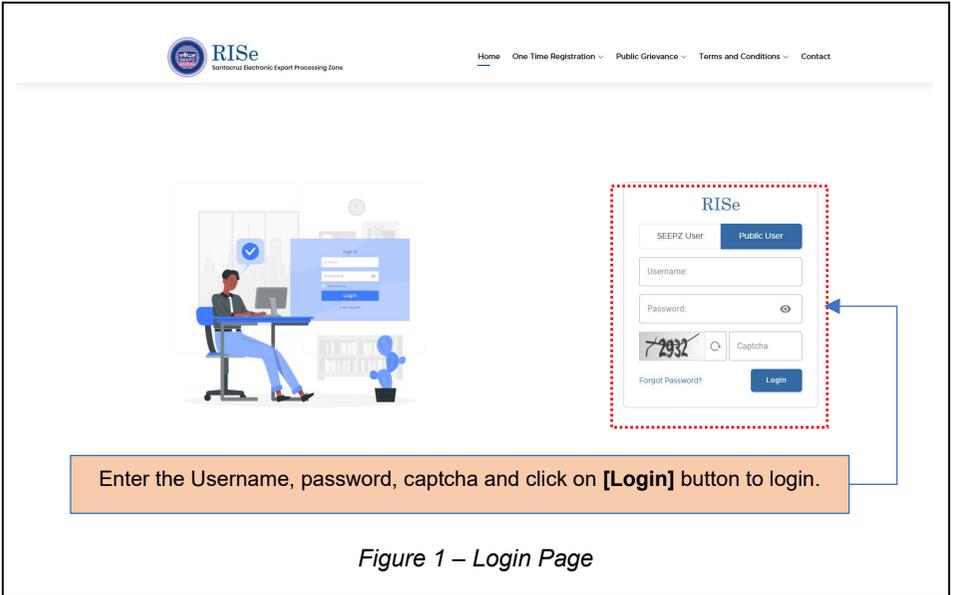
2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

1. UNIT USER

Unit User can explore the available rooms to find the perfect option for their stay. Once a selection is made, users can easily add essential guest details to complete the booking. User have the flexibility to cancel their rooms as needed. Finally, users can proceed with the payment process to confirm their booking.

3 PUBLIC USER LOGIN

3.1. LOGIN – UNIT USER



3.1.1 INBOX

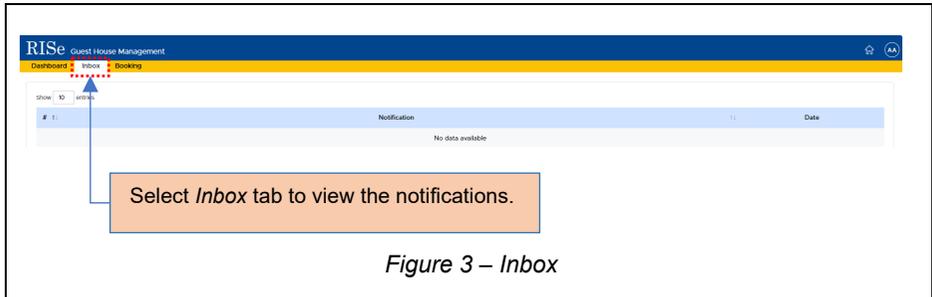


Figure 3 – Inbox

3.1.2 REQUESTING ROOMS

3.1.2.1 EXPLORING THE AVAILABLE ROOMS

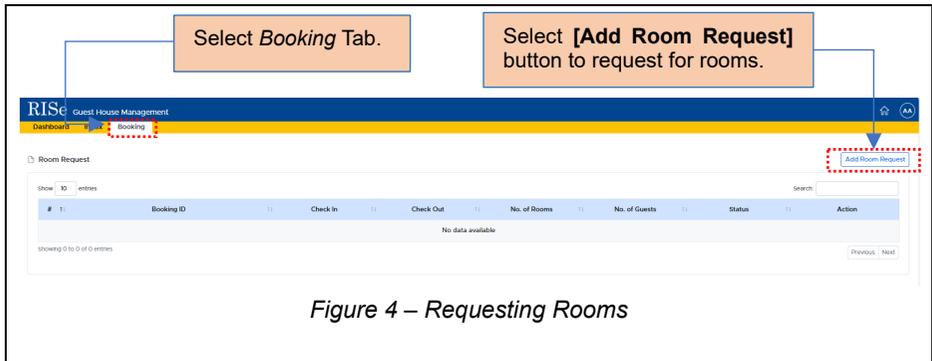
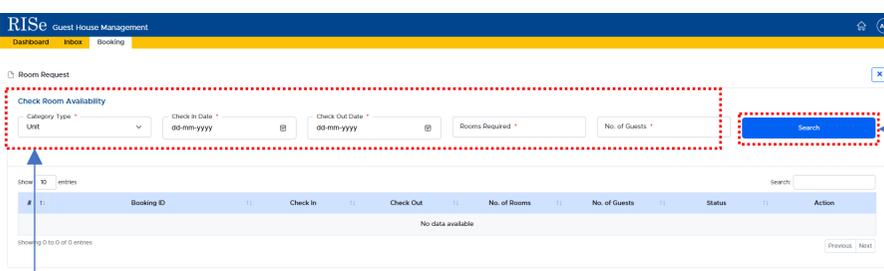


Figure 4 – Requesting Rooms

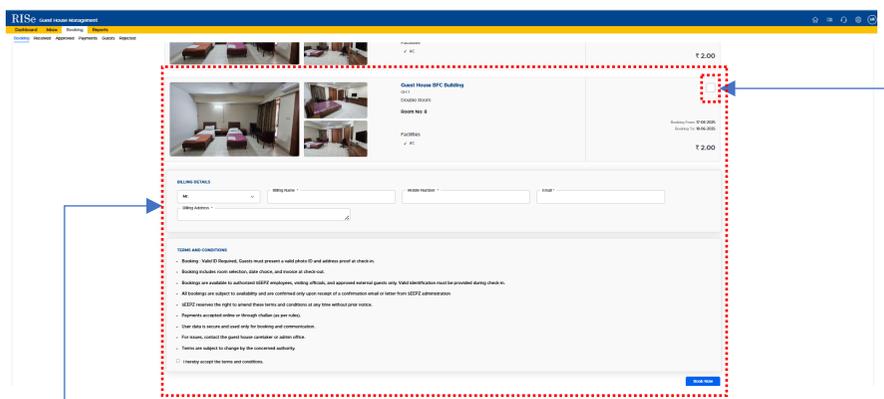


Select Category Type, Check in Date, Check Out Date. Enter Room Required and No: of Guests.

Select **[Search]** button to search the rooms.

Figure 5 – Checking room availability

Select on the check box corresponding to the room which user wish to occupy.



The card displays information about the room and rental details. The user can provide billing information, view the Terms and Conditions, tick the check box and click on **[Book Now]** button to book the selected guest house room.

Figure 6 – Room Booking

3.1.2.2 ADDING ESSENTIAL GUEST DETAILS

From Date: 01-02-2025 To Date: 02-02-2025 No. of Rooms: 1 No. of Guests: 1 Back

Kran 0011
R001
Rc: Single
Room No: R008

Add Guest Details in Room: R008

Room Booked For: Unit Unit Client

Unit Employee ID*
Choose File No file chosen

Mr. Guest Name Mobile * Email * ID Proof -- Select -- Attach ID proof Choose File No file chosen + -

Submit

Tick the check box for whom the room booked for. Enter the name, Mobile Number and Email. Select the ID proof and attach the ID proof and Unit Employee ID.

Click on **[Submit]** button to submit the entered details.

Figure 7 – Adding Guest Details (1)

Add Guest Details in Room: R008

Room Booked For: Unit Unit Client

Unit Employee ID*
Choose File No file chosen

Reason*

Mr. Guest Name Mobile * Email * ID Proof -- Select -- Attach ID proof Choose File No file chosen + -

(Allowed types: png, jpg, jpeg, gif, doc, docx)

Submit

Figure 8 – Adding Guest Details (2)

Note: If the room booked for is checked as Unit Client, User need to enter the reason also.

From Date: 01-02-2025 To Date: 02-02-2025 No. of Rooms: 1 No. of Guests: 1

Kran 0011
KODI
3rd Floor
Room No: R001

Success! Your Request Submitted Successfully. Request ID : SEEPZ/GH/2025/000091
Use this Request ID to Track Your Booking Status

Upon successfully submitting the details, a unique Request ID get generated to track the Booking Status. User can Track the Booking Status using Request ID.

Figure 9 – Request ID

3.1.2.3 VERIFIED / APPROVED STATUS

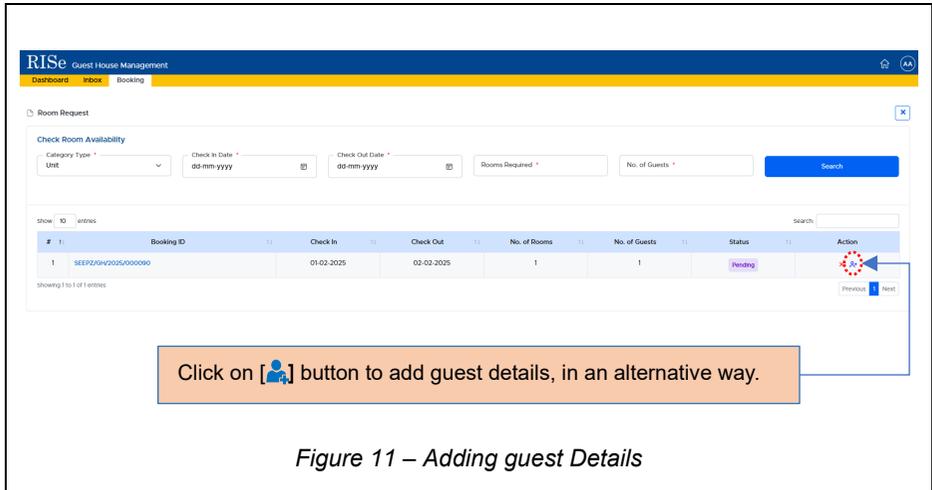
Upon submitting the room request, the SEEPZ User will verify and approve the request and the status of the request will be updated accordingly.

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZ/GH/2025/000091	01-02-2025	02-02-2025	1	1	Approved	
2	SEEPZ/GH/2025/000090	01-02-2025	02-02-2025	1	1	Pending	

The status against the booking will be updated to Approved after verified.

Figure 10 – Status

3.1.2.4 ALTERNATIVE WAY TO ADD GUEST DETAILS



The screenshot shows the 'Room Request' section of the RISE Guest House Management system. At the top, there are search filters for 'Check Room Availability' including 'Category Type', 'Check In Date', 'Check Out Date', 'Rooms Required', and 'No. of Guests'. Below this is a table with the following data:

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZ/GH/2025/000000	01-02-2025	02-02-2025	1	1	Pending	[Person icon]

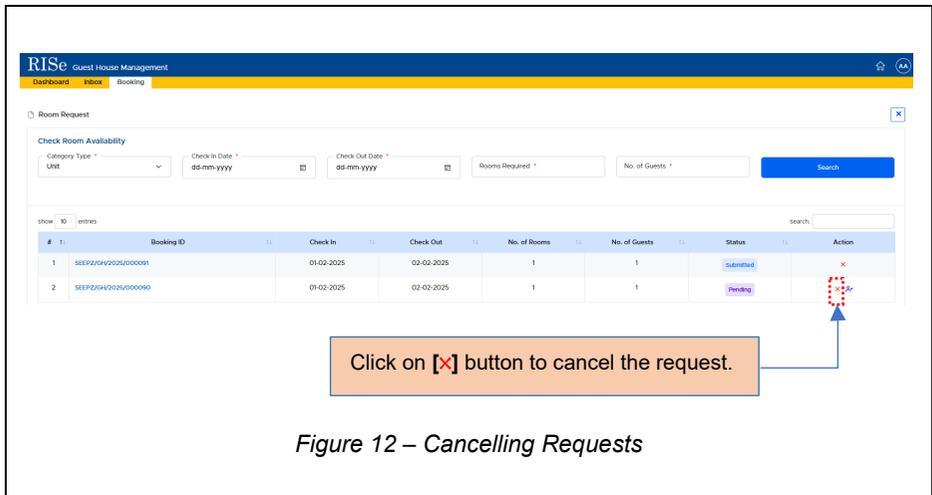
A callout box highlights the 'Action' column of the first row, containing a person icon with a plus sign. The text in the callout box is: "Click on [person icon] button to add guest details, in an alternative way."

Figure 11 – Adding guest Details

Note: When the user clicks on [person icon] button, it will be redirected to the submission page to add guest details.

3.1.2.5 CANCELLING REQUESTS

Unit have the facility to cancel the request before approval.



The screenshot shows the 'Room Request' section of the RISE Guest House Management system. At the top, there are search filters for 'Check Room Availability' including 'Category Type', 'Check In Date', 'Check Out Date', 'Rooms Required', and 'No. of Guests'. Below this is a table with the following data:

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZ/GH/2025/000001	01-02-2025	02-02-2025	1	1	Submitted	[Red X icon]
2	SEEPZ/GH/2025/000000	01-02-2025	02-02-2025	1	1	Pending	[Person icon]

A callout box highlights the 'Action' column of the first row, containing a red 'X' icon. The text in the callout box is: "Click on [X] button to cancel the request."

Figure 12 – Cancelling Requests

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZGHW2025000091	01-02-2025	02-02-2025	1	1	Submitted	X
2	SEEPZGHW2025000090	01-02-2025	02-02-2025	1	1	Cancelled	

Showing 1 to 2 of 2 entries

Previous Next

Figure 13 – Status for Cancellation

3.1.2.6 PROCEEDING FOR PAYMENT

Once approved, a payment link will be activated for payment.

RISE Guest House Management

Dashboard Home Booking

Room Request

Check Room Availability

Category Type: List

Check In Date: 01/01/yyyy

Check Out Date: 01/01/yyyy

Rooms Required: *

No. of Guests: *

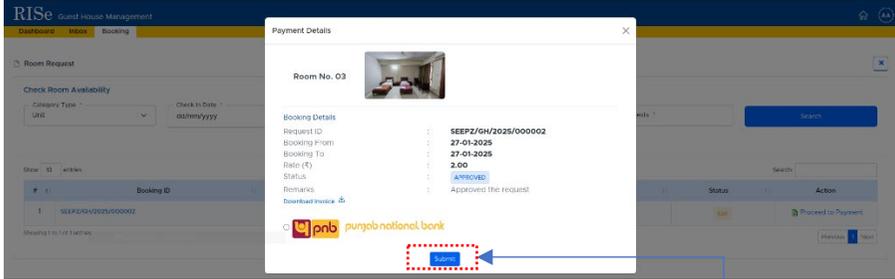
Search

#	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
1	SEEPZGHW2025000092	27-01-2025	27-01-2025	1	1	Paid	Proceed to Payment

Showing 1 to 1 of 1 entries

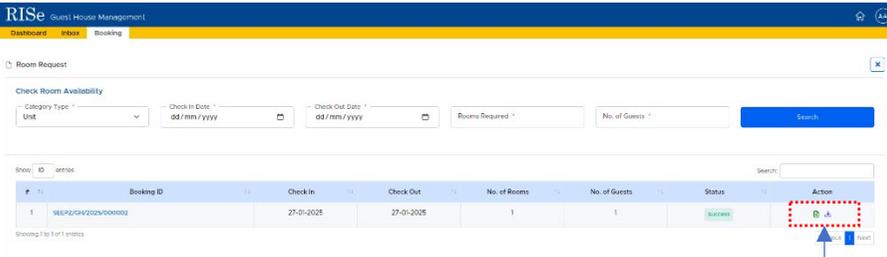
Click on *Proceed to Payment* for payment.

Figure 14 – Proceed to payment



Click on submit button to submit the payment.

Figure 15 – Submitting the payment



Select Invoice or Receipt icon to download.

Figure 16 – Invoice / Receipt

****End Of the Module - RISE
(Guest House Management – Public User) ****

“Thank you for thoroughly exploring the features and information.”



RISe ERP for SEEPZ SEZ

USER MANUAL

for

CONFERENCE ROOM MANAGEMENT

SEEPZ USER

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	08-08-2024	Nishmitha K.V, Manchisha Chandramohan C	Elizabeth John	Vishnu K S
1.1	Second Version	02-02-2025	Nageswari G	Elizabeth John	Vishnu K S
1.2	Third Version	09-06-2025	Nageswari G	Tessy Jacob	Vishnu K S

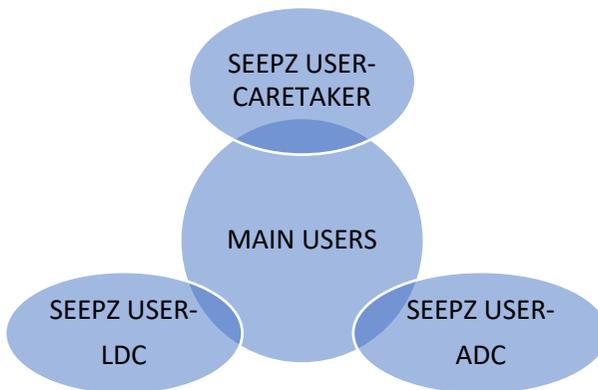
2 INTRODUCTION

2.1. PRODUCT FUNCTION

The Conference Room Management module caters to the automation needs of activities related to the conference room management of SEEPZ. It keeps track of all the booking schedules, exploring available conference rooms, conference room rent, verifying, approving pending requests and rejecting request.

2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed for:



SEEPZ USERS:

➤ CARETAKER LOGIN

The caretaker has the ability to check the availability of conference room, request conference rooms, cancel the request before approval, and submit it for verification. After the conference room request is approved, they can proceed with the payment. Once the payment process is completed, the invoice and receipt can be downloaded.

➤ **LDC LOGIN**

In this section, the LDC can verify the conference room request before forwarding it to the ADC.

➤ **ADC LOGIN**

In this section, the ADC can approve or reject the request. Once approved, the Caretaker can initiate the payment process.

3 ACCESSING CONFERENCE ROOM MODULE

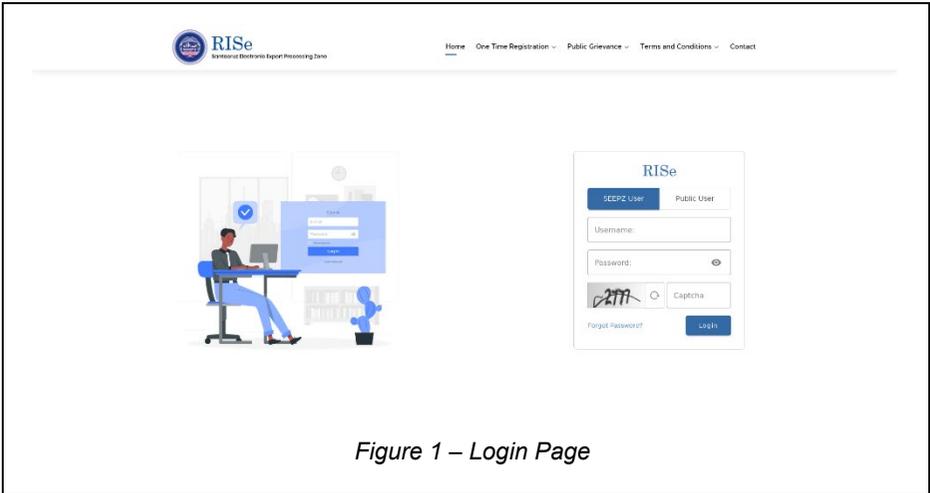


Figure 1 – Login Page

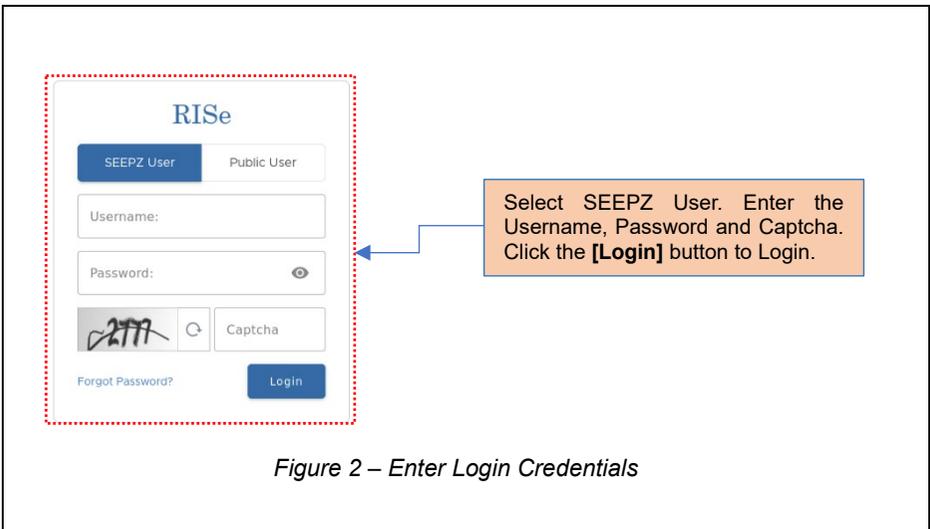
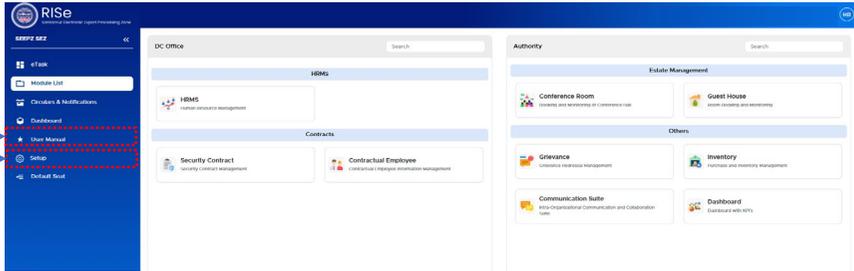


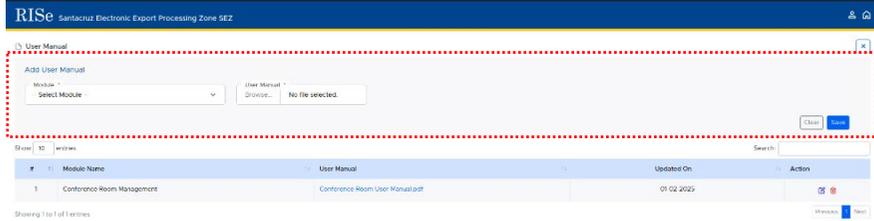
Figure 2 – Enter Login Credentials

Click the *User Manual* from the *SEEPZ SEZ* navigation bar to view the user manual of the listed modules.



Click the *Setup* from the *SEEPZ SEZ* navigation bar to add the user manual of the listed modules.

Figure 3 – View SEEPZ User Manual



Select Conference Room module and add User Manual attachment and click the **[Save]** button to save the Conference Room user manual.

Figure 4 – Add User Manual

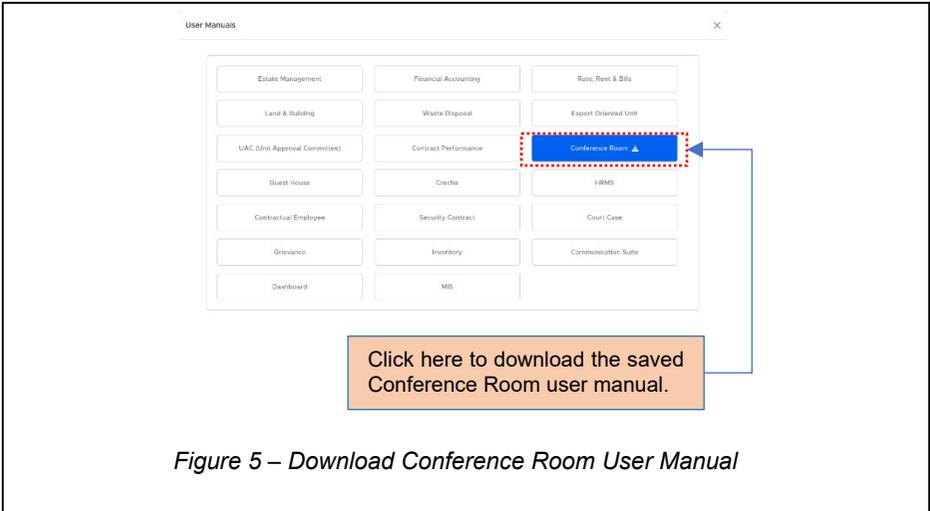


Figure 5 – Download Conference Room User Manual

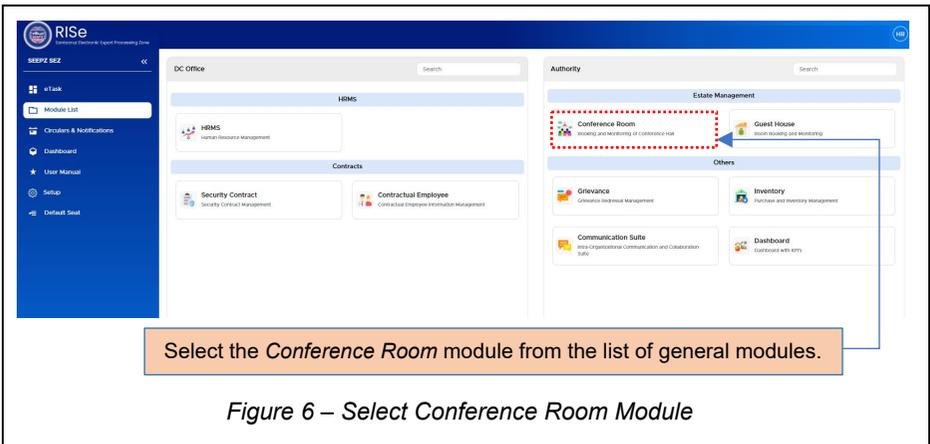


Figure 6 – Select Conference Room Module

4 SET UP

The Caretaker has the privileges to access the setup.

The screenshot shows the RISE Conference Room Management dashboard. At the top, there are navigation tabs for Dashboard, Inbox, Booking, and Reports. Below this are four status cards: 'Pending for verify' (0), 'Pending for Approvals' (0), 'Pending Payments (APR?)' (1), and 'Pending Payments (Unit)' (1). A 'Year' dropdown is set to 2024. The main content area features a 'Category Wise Booking - 2024' pie chart and a 'Weekly Booking (29-07-2024 to 04-08-2024)' table. A settings gear icon is highlighted in the top right corner of the dashboard.

#	Conference Room	Booking ID	Booking By	Date
1	BFC	SEEPZ/CR/2024/000001	SEEPZ	30-07-2024
2	BFC	SEEPZ/CR/2024/000002	SEEPZ	31-07-2024
3	BFC	SEEPZ/CR/2024/000003	SEEPZ	01-08-2024
4	BFC	SEEPZ/CR/2024/000006	Admin Ltd.	02-08-2024

Click the *Settings* icon to customise the setup for conference rooms.

Figure 7 – Access Setup

4.1. FACILITY SETUP

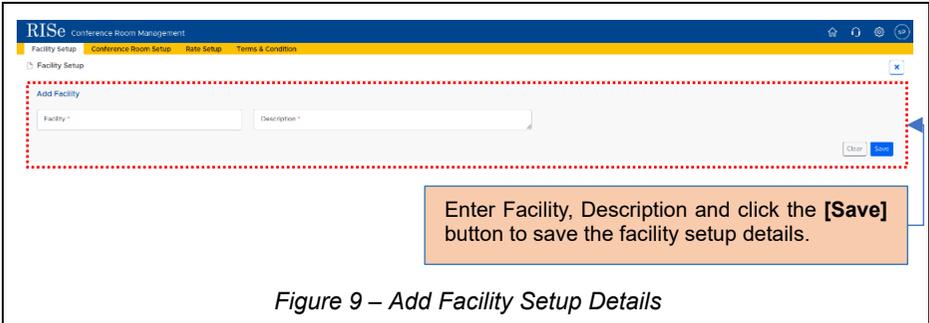
The screenshot shows the 'Facility Setup' page in the RISE Conference Room Management system. The 'Facility Setup' tab is selected in the top navigation bar. Below the navigation are tabs for Facility Setup, Conference Rooms Setup, Rate Setup, and Terms & Condition. A table lists existing facilities:

#	Facility	Description	Updated on	Action
1	TV	TV	02-10-2024	[Edit]
2	AC	AC facility available	28-01-2025	[Edit]

Click on the *Facility Setup* tab to setup the conference room facility.

Click the **[Add Facility Setup]** button to add facility setup details.

Figure 8 – Facility Setup



After saving, the facility setup details will be listed under the *Facility Setup* tab.



4.2. CONFERENCE ROOM SETUP



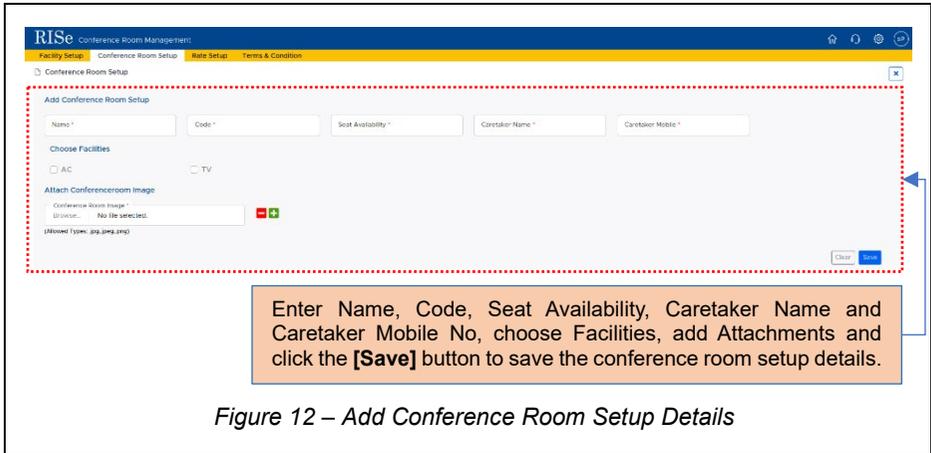


Figure 12 – Add Conference Room Setup Details

After saving, the conference room setup details will be listed under the *Conference Room Setup* tab.

To block conference room,

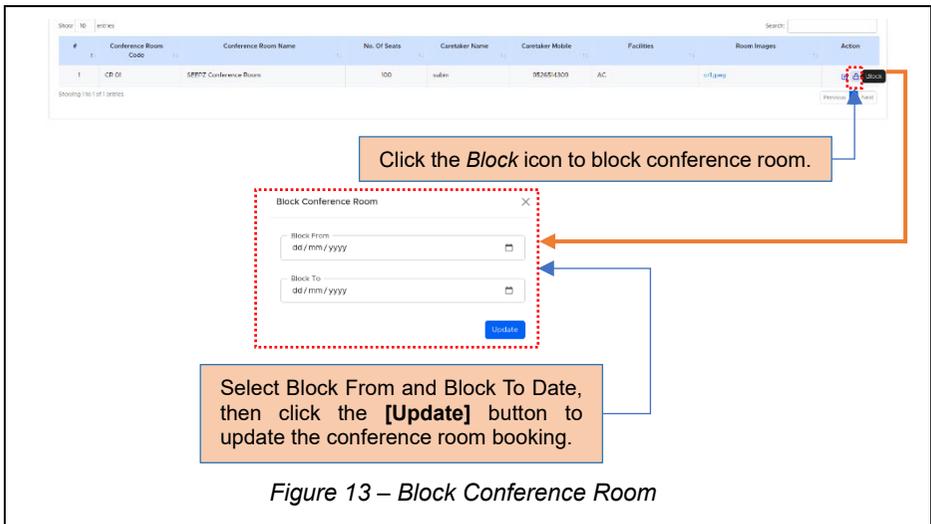


Figure 13 – Block Conference Room

Add Particular Setup Details

Add particular details such as Particular, Code and HSN Code, then click the **[Save]** button to save the particular setup details.

Figure 17 – Add Particular Setup Details

After saving, the particular setup details will be listed under the *Particular Setup* sub - tab.

#	Particular	Code	HSN Code
1	Word	CR-K1	99/212
2	Additional Charge	CR-AC	99/212

Click the *Edit* icon to edit the saved details.

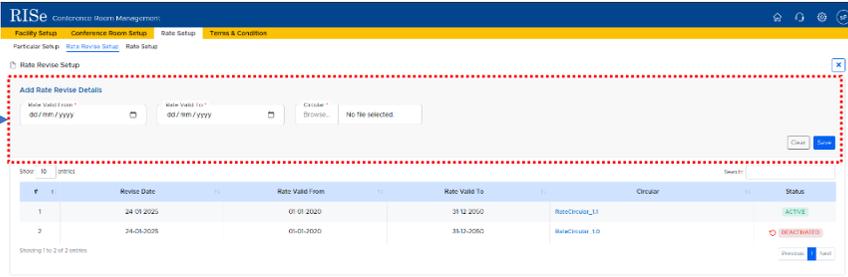
Figure 18 – Edit Particular Setup Details

4.3.2 RATE REVISE SETUP

Click on the *Rate Revise Setup* sub - tab to setup the rate revise details.

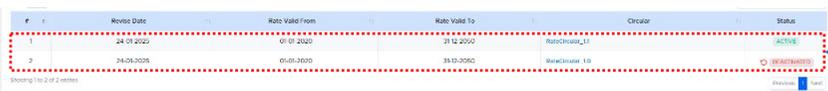
Click the **[Add Rate Revise Setup]** button to add rate revise setup details.

Figure 19 – Rate Revise Setup



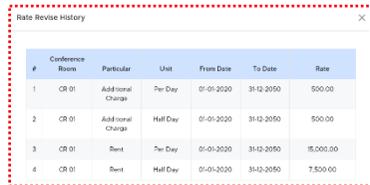
Add Rate Revise Details, select Rate Valid From Date, Rate Valid To Date and attach the Circular, then click the **[Save]** button to save the rate revise setup details.

Figure 20 – Add Rate Revise Setup Details



View past rates for the selected Conference room in Rate Revise History.

Figure 21 – Rate Revise History



View past rates for the selected Conference room in Rate Revise History.

Figure 22 – View Rate Revise History

4.3.3 RATE SETUP

The screenshot shows the RISE Conference Room Management interface. The navigation menu at the top includes 'Facility Setup', 'Conference Room Setup', 'Rate Setup', and 'Terms & Condition'. The 'Rate Setup' tab is highlighted with a red dashed box. Below the navigation, the 'Rate Setup' sub-tab is active, displaying a table of rate configurations. A callout box with an arrow points to the 'Rate Setup' tab in the navigation menu.

Click on the *Rate Setup* tab to setup the rate for conference room.

Figure 23 – Rate Setup

The screenshot shows the 'Add Rate' form in the RISE Conference Room Management interface. The form includes dropdown menus for 'Conference Room', 'Particular', and 'Unit', and a text input field for 'Rate'. A 'Save' button is located at the bottom right of the form. A red dashed box highlights the form area, and a callout box with an arrow points to the 'Save' button.

Select Conference Room, Particular, Unit and Rate, then click the **[Save]** button to save the rate setup details.

Figure 24 – Add Rate Setup Details

After saving, the rate setup details will be listed under the *Rate Setup* sub - tab.

The screenshot shows the RISE Conference Room Management interface with the 'Rate Setup' sub-tab active. It displays a table of rates with columns for '#', 'Revised Date', 'Rate Valid From', 'Rate Valid To', 'Circular', and 'Status'. The 'Status' column shows 'ACTIVE' and 'DEACTIVATED' statuses. A red dashed box highlights the 'ACTIVE' status of the first rate entry, with a callout box pointing to it.

Here it displays the status of rates.

Figure 25 – Status of Rates

The Setup details for facility setup, conference room setup, rate revise setup and rate setup will be displayed during the booking process.

4.4. TERMS & CONDITION

Click on the *Terms & Condition* tab to manage the terms for conference rooms.

Click the **[Add Terms & Conditions]** button to add new terms and conditions.

Figure 26 – Terms & Conditions

Enter the Terms & Conditions and click the **[Save]** button to save the Terms & Conditions.

Figure 27 – Add Terms & Conditions

5 SEEPZ USER LOGIN

5.1. BOOKING CONFERENCE ROOM

5.1.1 LOGIN – CARETAKER

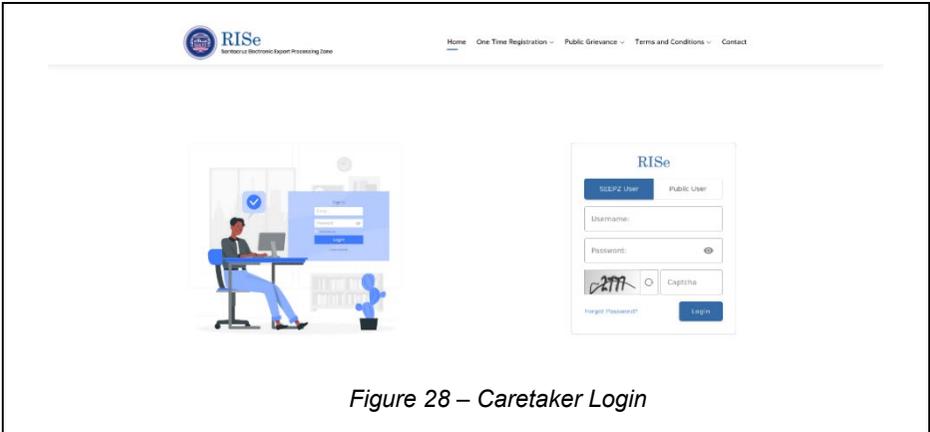


Figure 28 – Caretaker Login

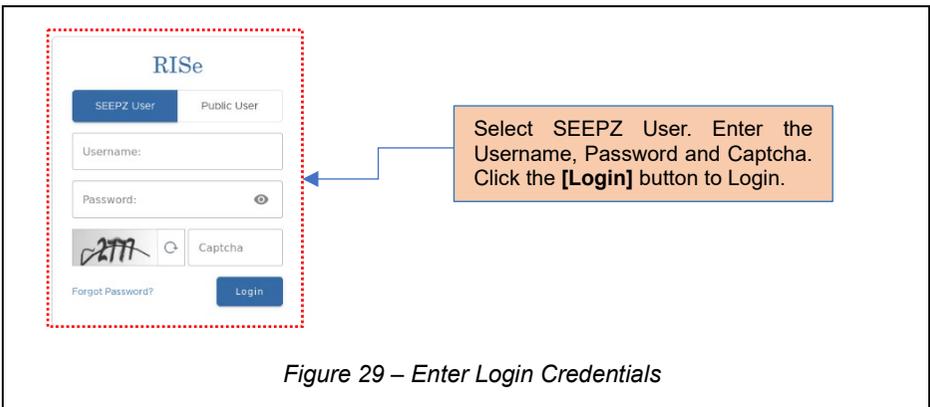


Figure 29 – Enter Login Credentials

5.1.1.1 DASHBOARD

Click on the *Dashboard* tab to view the Dashboard.

In this section, Pending for Verify, Pending for Approval, Pending Payments (SEEPZ), Pending Payments (Unit) can be seen.

Figure 30 – Dashboard

In this section, Category Wise Booking Count can be visible according to the year.

In this section, Weekly Booking details can be visible.

#	Conference Room	Booking ID	Booking By	Date
1	DFC	SEEPZ/CR/2024/000001	SEEPZ	30-07-2024
2	DFC	SEEPZ/CR/2024/000003	SEEPZ	31-07-2024
3	DFC	SEEPZ/CR/2024/000003	SEEPZ	01-08-2024
4	DFC	SEEPZ/CR/2024/000006	Apiab L15	02-08-2024

Figure 31 – Dashboard (1)

In this section, Monthly Rent Received can be visible.

Figure 32 – Dashboard (2)

5.1.1.2 INBOX



Click on the *Inbox* tab to view received notification.

Select the relevant link to be redirected to either approve or reject requests page.

Figure 33 – View Notifications

After clicking on this specific notification, users will be directed to the appropriate section within the *Booking* tab.

5.1.1.3 BOOKING

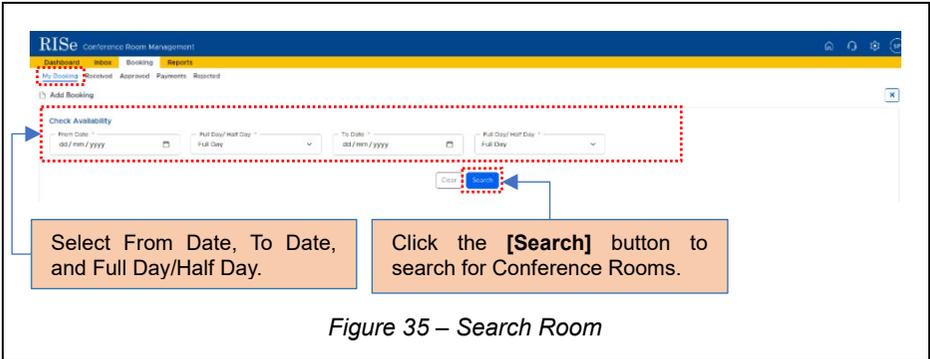
In the *Booking* tab, users can book conference rooms, view approved and rejected conference room requests, and also make payments. To view details about the available conference rooms, click on the *My Booking* sub - tab.



Click on the *Booking* tab to request Conference room.

Click the **[Add Request]** button to request conference room.

Figure 34 – Booking Process



After clicking the **[Search]** button, available conference room images, pricing, and facilities will be displayed.

Click the **[Book Now]** button to book the conference room.

Enter the purpose and add the billing details, mark the checkbox by acknowledging the Terms and Conditions, then click the **[Submit]** button to submit the booking details.

Here it displays the confirmation notification.

Figure 36 – Submit Booking Details

After submitting the booking details, the information will be displayed in the *My Bookings* sub - tab. Caretaker have the facility to cancel the request before approval.

Submitted booking details.

Click the [X] button to cancel the conference room request.

Click the [Yes] button to cancel the conference room request.

Are you sure to cancel request?

Table data:

#	Booking ID	Booking From	Booking To	Purpose	Status	Action
1	SEEPZ/CONF/2024/00000001	03-08-2024 (Full Day)	03-08-2024 (Full Day)	YYY	Submitted	Cancel Request
2	SEEPZ/CONF/2024/00000004	10-08-2024 (Full Day)	10-08-2024 (Full Day)	fgj	Approved	

Figure 37 – Cancel Room Request

5.2. APPROVE / REJECT ROOM REQUEST

5.2.1 LOGIN – LDC

To verify a conference room request, login with their Username, Password and provided Captcha.

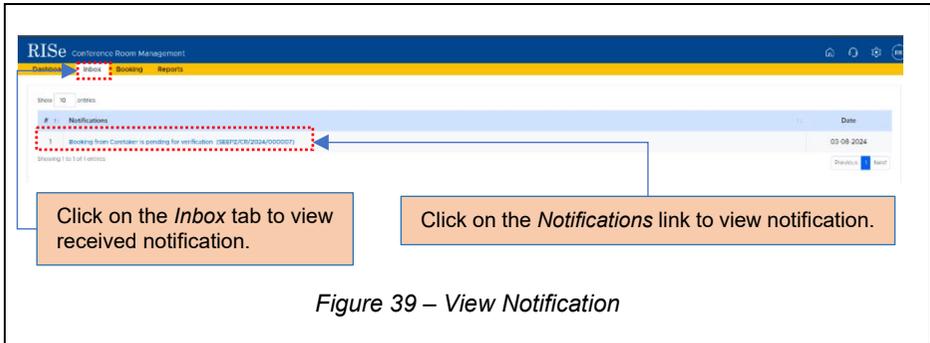
Click here to select seat.

Table data:

Role	Username	Allocated On	Action
Assistant	asst1.seepz	Allocated On 26-10-2023	Select Seat
Assistant	asst2.seepz	Allocated On 26-10-2023	Select Seat
Assistant	asst1.dc	Allocated On 28-10-2023	Select Seat
Assistant	asst1.lab	Allocated On 05-01-2024	Select Seat
Assistant	asst.sec	Allocated On 05-01-2024	Select Seat
Assistant	asst2.seepz	Allocated On 23-01-2024	Select Seat

Figure 38 – Select Seat

5.2.1.1 INBOX



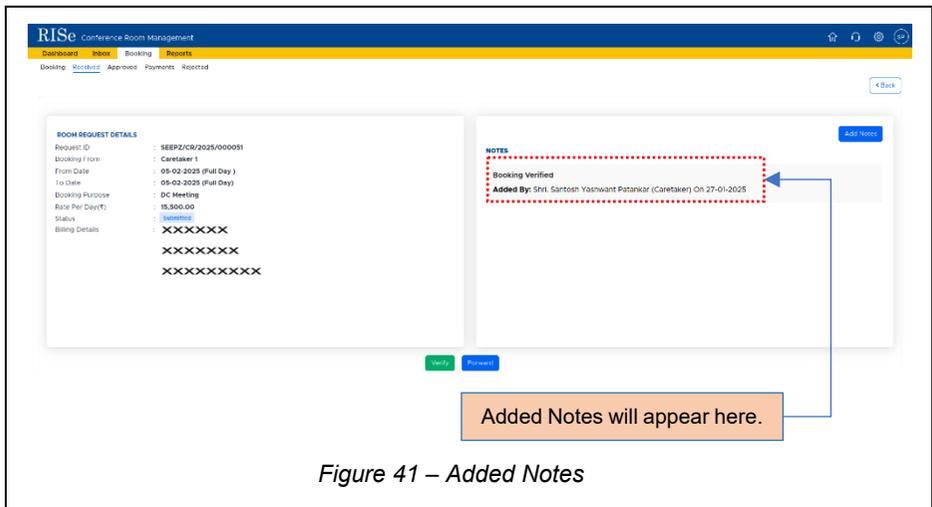
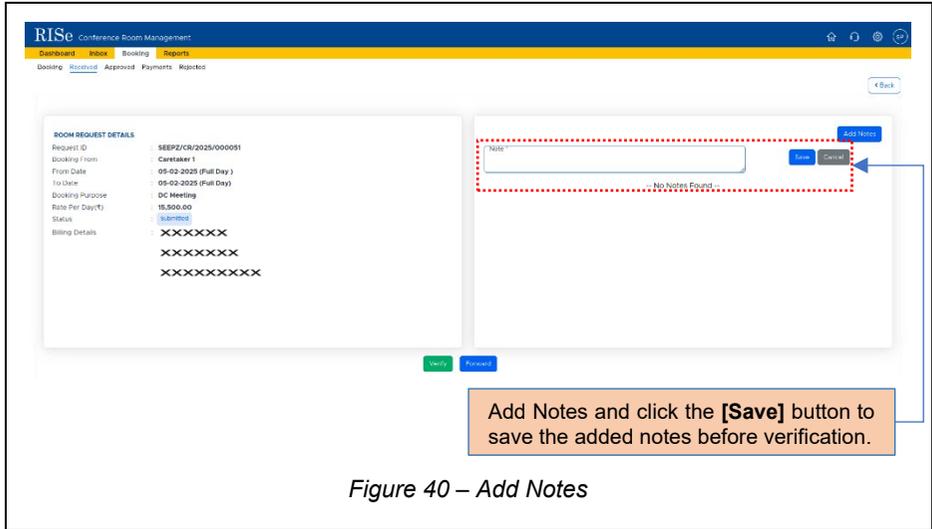
After clicking on this specific notification, users will be directed to the appropriate section within the *Booking* tab.

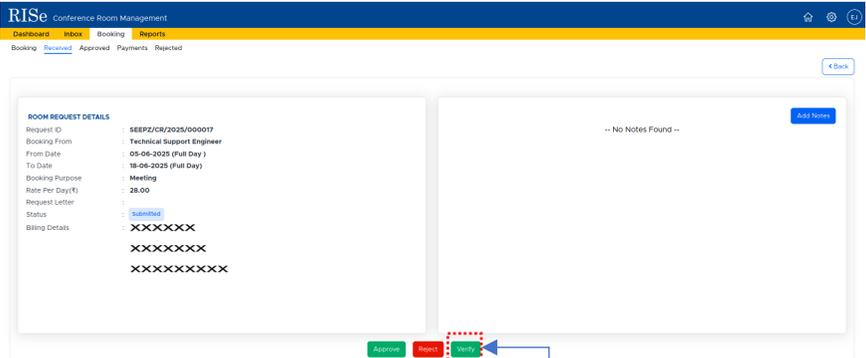
Note: All SEEPZ users can view conference room request upon login, but only LDC users are authorized to verify these requests.

5.2.1.2 BOOKING

Once a conference room request is submitted for verification, it will appear in the *Received* sub - tab within the *Booking* tab.

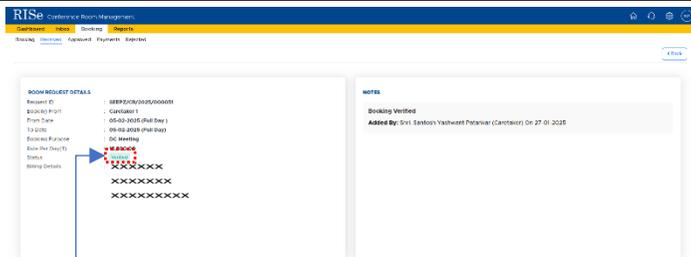
LDC can add notes before verification.





Click the **[Verify]** button to verify the room request.

Figure 42 – Verify Room Request



The status will display **Verified**, confirming the room request.

Figure 43 – Status of Room Request

#	Booking ID	Request From	Booking From	Booking To	Conference Room	Status	Action
1	SEEPZ/CR/2025/000001	Carstaker	05-02-2025 (Full Day)	05-02-2025 (Full Day)	CK 01	Verified	
2	SEEPZ/CR/2025/000002	Carstaker	03-02-2025 (Full Day)	03-02-2025 (Full Day)	CK 01	Forwarded	

Verified Status.

Figure 44 – Verified Room Request

After verification, LDC forwards the room request to ADC.

ROOM REQUEST DETAILS

- Request ID: SEEPZ/CR/2025/000001
- Booking From: Carstaker 1
- From Date: 05-02-2025 (Full Day)
- To Date: 05-02-2025 (Full Day)
- Booking Purpose: DC Meeting
- Rate Per Day(T): 18,500.00
- Status: Verified
- Rating Details: XXXXXXXX
XXXXXXXXXX
XXXXXXXXXXXX

NOTES

Booking Verified
Added By: Shri. Santosh Yashwant Paranjkar (Carstaker) On 27-01-2025

Forward

Click the **[Forward]** button to forward the room request to ADC after verification.

Figure 45 – Forward Room Request



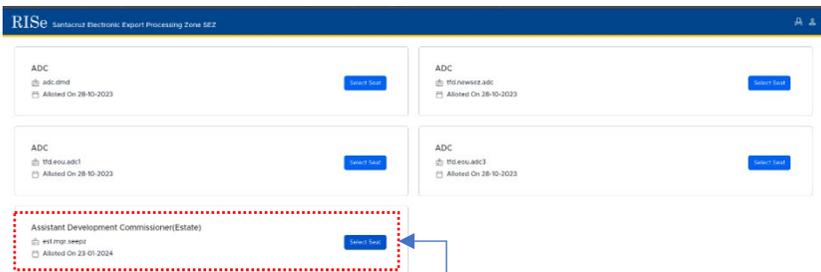
Select the concerned authority from the list and click the **[Forward]** button to forward the room request.

Figure 46 – Forward Room Request to ADC

After verification by LDC, the conference room request will be approved by ADC.

5.2.2 LOGIN – ADC

To approve a conference room request, login with their Username, Password and Provided Captcha.



Click here to select seat.

Figure 47 – Select Seat

5.2.2.1 INBOX

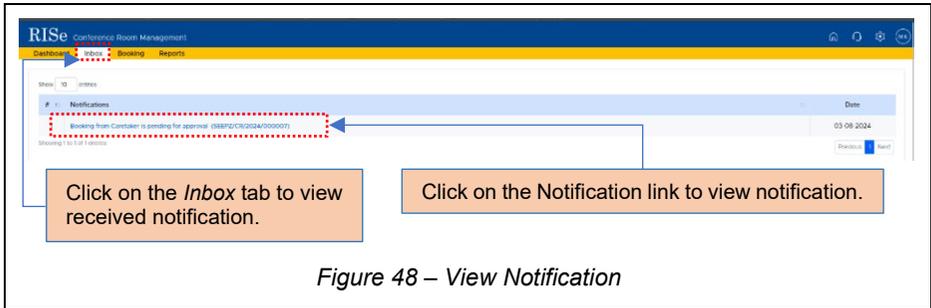


Figure 48 – View Notification

After clicking on this specific notification, users will be directed to the appropriate section within the *Booking* tab.

5.2.2.2 RECEIVED

Once a room request is submitted for Approval / Rejection, it will appear in the *Received* sub - tab within the *Booking* tab.

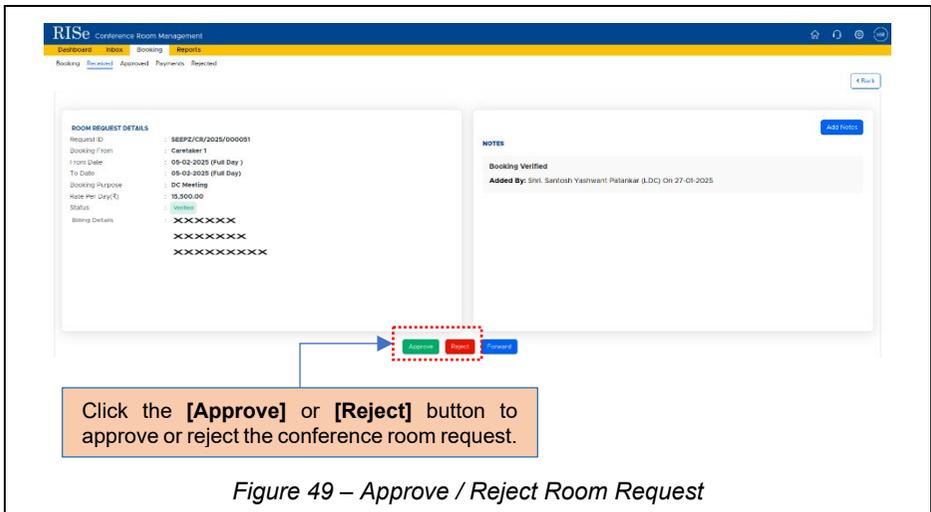
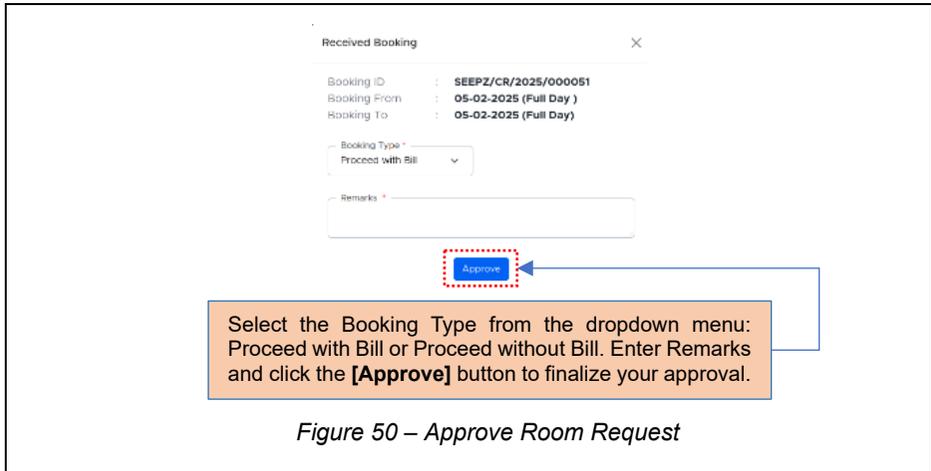


Figure 49 – Approve / Reject Room Request

5.2.2.2.1 APPROVING ROOM REQUEST



Note: For the approval of a conference room request, there are two types of booking options:

- Proceed with Bill
- Proceed without Bill

Proceed with Bill: The user is required to make a payment of the appropriate amount.

Proceed without Bill: No payment is required.

5.2.2.2 REJECTING ROOM REQUEST

The screenshot shows a 'Received Booking' dialog box with the following details:

- Booking ID : SEEPZ/CR/2025/000051
- Booking From : 05-02-2025 (Full Day)
- Booking To : 05-02-2025 (Full Day)
- Remarks : (Empty text area)
- Buttons: [Reject]

Callouts indicate: 'Enter Remarks for rejection and click the [Reject] button to reject the booking.' and 'Click the [Reject] button to reject the conference room request.'

Figure 51 – Reject Room Request

Note: Once the conference room request is approved, it will be displayed in the *Approved* sub - tab under the *Booking* tab.

The screenshot shows the RISE Conference Room Management interface. The 'Approved' sub-tab is selected under the 'Booking' tab. A table displays the following data:

#	Booking ID	Request From	Requester Details	Booking From	Booking To	Conference Room	Status	Action
1	SEEPZ/CR/2025/000016	Caretaker	Name: Mr. SSS Number: 7896254122 Mail Id: ss@gmail.com Address: Street 8	10-10-2025 (Full Day)	10-10-2025 (Full Day)	CR 01	Approved	[Cancel] [Refresh] [Add]
2	SEEPZ/CR/2025/000015	Caretaker	Name: Mr. FRT Number: 789625412 Mail Id: frt@gmail.com Address: Street 11	03-11-2025 (Full Day)	04-11-2025 (Full Day)	CR 01	Approved	[Cancel] [Refresh] [Add]
3	SEEPZ/CR/2025/000014	Caretaker	Name: Mr. yy Number: 7896254544 Mail Id: yy@gmail.com Address: Street 9	03-10-2025 (Full Day)	03-10-2025 (Full Day)	CR 01	Approved	[Cancel] [Refresh] [Add]
4	SEEPZ/CR/2025/000013	Caretaker	Name: Mr. test Number: 9546546546 Mail Id: test@gmail.com Address: 1st	04-09-2025 (Full Day)	05-09-2025 (Forenoon)	CR 01	Test	[Cancel] [Refresh] [Add] [Proceed to Payment]
5	SEEPZ/CR/2025/000012	Caretaker	Name: Mr. aaa Number: 789625412 Mail Id: test@gmail.com Address: Street 7	10-07-2025 (Full Day)	17-07-2025 (Full Day)	CR 01	Approved	[Cancel] [Refresh] [Add]
6	SEEPZ/CR/2025/000009	Caretaker	Name: Mr. j Number: 756005627 Mail Id: ee@gmail.com Address: ggff	01-09-2025 (Full Day)	02-09-2025 (Full Day)	CR 01	Test	[Cancel] [Refresh] [Add]
7	SEEPZ/CR/2025/000011	Caretaker	Name: Mr. Amr Number: 789625412 Mail Id: amr@gmail.com Address: Street 10	29-05-2025 (Full Day)	30-05-2025 (Full Day)	CR 01	Approved	[Cancel] [Refresh] [Add]

Callouts indicate: 'Click on the *Approved* sub - tab to view to approved list.' and 'Approved status.'

Figure 52 – Approved List

After the booking request is approved, the user needs to make a payment for the conference room.

5.3. PAYMENT PROCESS

5.3.1 LOGIN – CARETAKER

The list of approved requests will be displayed in the *Approved* sub - tab under the *Booking* tab. If the bill type indicates **Proceed with Bill**, then proceed with making the payment.

5.3.1.1 EXTEND

The screenshot shows the RISE Conference Room Management interface. At the top, there are navigation tabs: Dashboard, Home, Booking, and Reports. Below these are sub-tabs: Booking, Received, Approved, Payments, and Requested. The main area displays a table of bookings. The table has columns for #, Booking ID, Request From, Bill Details, Booking From, Booking To, Conference Room, Status, and Action. One booking is visible with ID SEEPZ/CR/2025/000048, Request From Caretaker, and Status Approved. The Action column contains a 'Modify' icon (a gear with a plus sign).

An annotation box points to the 'Modify' icon with the text: "Click the *Modify* icon to modify booking to date."

The 'Modify Booking To Date' dialog box is open, showing the following details:

- Booking ID : SEEPZ/CR/2025/000048
- Request From : 23-01-2025 (Full Day)
- Booking From : 24-01-2025 (Full Day)
- Rate (€) : 2.00
- Purpose : WW
- To Date : 02/01/2025
- Full Day/ Half Day : Full Day

 An annotation box points to the 'Update' button in the dialog with the text: "Enter To Date and select Full Day/Half Day, then click the [Update] button to update booking date."

Figure 53 – Extend Booking Date

5.3.1.2 EXIT

The screenshot displays the RISE Conference Room Management interface. At the top, there is a navigation bar with 'RISE Conference Room Management' and a search bar. Below the navigation bar, there are tabs for 'Dashboard', 'Bookings', 'Booking', and 'Reports'. A sub-menu shows 'Booking', 'Received', 'Approved', 'Payments', and 'Rejected'. The main area features a table with columns: #, Booking ID, Request From, Bill Details, Booking From, Booking To, Conference Room, Status, and Action. A red dashed box highlights the 'Exit' icon in the Action column of the first row.

Below the table, two 'Exit Conference Room' modal windows are shown. Each window contains 'Booking Details' and a 'Payment Mode' dropdown menu. The first modal shows 'Online' as the selected payment mode, and the second shows 'DD'. Both modals have a 'Submit' button. A red dashed box highlights the 'Submit' buttons in both modals.

Callout boxes provide instructions: 'Click the *Exit* icon to exit the conference room.' and 'Complete the payment online or via DD, then click the **[Submit]** button to exit the conference room.'

Figure 54 – Exit Conference Room

5.3.1.3 APPROVED

The screenshot displays the RISE Conference Room Management interface. At the top, there are navigation tabs: Dashboard, Inbox, Booking, Reports, Bookings - Done, Payments, and Rejected. Below the navigation is a table with columns: #, Booking ID, Request From, Bill Details, Booking From, Booking To, Conference Room, Status, and Action. Four rows of approved bookings are visible. The first row is highlighted in yellow. The 'Action' column for the first row contains an 'Invoice' icon and a 'Proceed to Payment' link. A callout box points to the 'Proceed to Payment' link with the instruction: "Click the *Proceed to Payment* link to make payment." Another callout box points to the 'Invoice' icon with the instruction: "Click the *Invoice* icon to view the Invoice." A third callout box points to the 'Download Invoice' link in the 'Action' column of the first row with the instruction: "Click the *Download Invoice* link to download Invoice and receipt for the payment." A fourth callout box points to the 'Submit' button in the payment details modal with the instruction: "Check the Payment Details, then click the [Submit] button to submit the payment." The payment details modal shows information for SEEPZ Conference Room CR 01, including booking ID, dates, rate, and status (APPROVED). It also features a 'Download Invoice' link and a 'Submit' button.

#	Booking ID	Request From	Bill Details	Booking From	Booking To	Conference Room	Status	Action
1	SEEPZ/CR/2025/000006	Caretaker	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	10-10-2025 (Full Day)	10-10-2025 (Full Day)	CR 01	Approved	Invoice Proceed to Payment
2	SEEPZ/CR/2025/000005	Caretaker	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	05-11-2025 (Full Day)	04-11-2025 (Full Day)	CR 01	Approved	Invoice Proceed to Payment
3	SEEPZ/CR/2025/000004	Caretaker	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	03-10-2025 (Full Day)	03-10-2025 (Full Day)	CR 01	Approved	Invoice Proceed to Payment
4	SEEPZ/CR/2025/000003	Caretaker	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	04-09-2025 (Full Day)	05-09-2025 (Forenoon)	CR 01	Approved	Invoice Proceed to Payment

Payment Details

SEEPZ Conference Room
CR 01

Booking Details

Request ID: SEEPZ/CR/2025/000002
 Booking From: 08-02-2025 (Full Day)
 Booking To: 08-02-2025 (Full Day)
 Rate (₹): 15,500.00
 Purpose: Bookings are available to authorized SEEPZ employees, visiting officials, and approved external guests only. Valid identification must be provided during check-in.

Status: APPROVED

Download Invoice

pnb punjabnationalbank

Submit

Figure 55 – Payment Process

#	Booking ID	Request From	Amount Paid (₹)	Submitted Date	Payment Type	DD Date	Branch	Bank Name	Reference No.	Status	Action
1	SEEPZ/CR/2024/000197	Caretaker	15300.00	03-08-2024	DD	02-08-2024	Andheri	SBI	324324	--	Download
2	SEEPZ/CR/2024/000197	Recreation Global Ltd	31000.00	02-08-2024	DD	01-08-2024	Andheri	SBI	353525	Full	Download

Click the *Download* icon to download the Invoice or receipt respectively.

Figure 56 – Download Invoice & Receipt

5.3.1.4 REJECTED

The list of rejected requests will be displayed in the *Rejected* sub - tab under the *Booking* tab.

#	Booking ID	Rejected From	Booking From	Booking To
1	SEEPZ/CR/2024/000187	M/s. Gems & Jewellery Export promotion council	16-09-2024 (Full Day)	17-09-2024 (Full Day)
2	SEEPZ/CR/2024/000199	Caretaker 1	22-08-2024 (Afternoon)	23-08-2024 (Full Day)
3	SEEPZ/CR/2024/000188	Caretaker 1	13-08-2024 (Full Day)	14-08-2024 (Full Day)
4	SEEPZ/CR/2024/000187	Caretaker 1	28-08-2024 (Full Day)	29-08-2024 (Full Day)
5	SEEPZ/CR/2024/000175	Caretaker 1	04-08-2024 (Full Day)	04-08-2024 (Full Day)
6	SEEPZ/CR/2024/000188	Caretaker 1	03-08-2024 (Full Day)	04-08-2024 (Full Day)

Navigate to the *Rejected* sub - tab to view rejected list.

Rejected booking list.

Figure 57 – Rejected List

5.3.2 GENERATE REPORTS

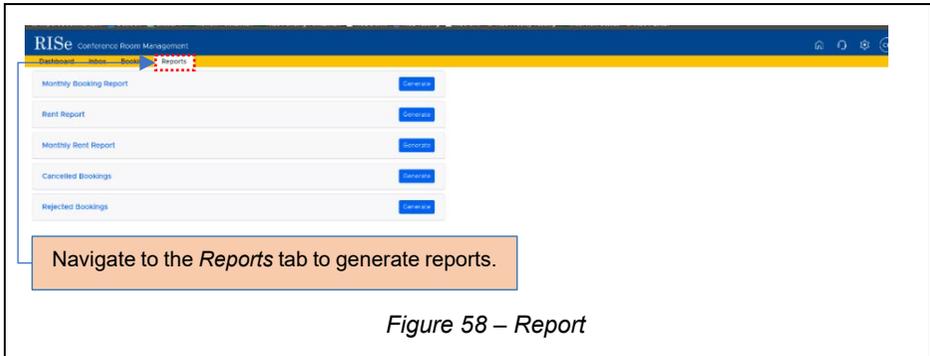


Figure 58 – Report

5.3.2.1 MONTHLY BOOKING REPORT

Select specified report and click the **[Generate]** button to generate the report.

Select Year & Month from dropdown and click the **[PDF]** or **[Excel]** button to generate report.

SEEPZ Special Economic Zone Authority
 SEEPZ Service Centre Building, SEEPZ SEZ, Andheri (E), Mumbai 400 096
 Ph:022-2824700, E-mail: edseepz-mul@nic.in, Website: www.seepz.gov.in

Monthly Booking Report (August - 2024)

#	Booking ID	Conference Room	Booking Period	Booked By	Approved On
1	SEEPZ/CK/2024/000077	CR	06-09-2024 to 07-09-2024	Customer 1	01-08-2024
2	SEEPZ/CK/2024/000079	CR	06-08-2024 to 08-08-2024	Customer 1	01-08-2024
3	SEEPZ/CK/2024/000083	CR	22-08-2024 to 23-08-2024	Customer 1	01-08-2024
4	SEEPZ/CK/2024/000085	CR	29-08-2024 to 30-08-2024	Customer 1	01-08-2024
5	SEEPZ/CK/2024/000089	CR	02-09-2024 to 03-09-2024	Customer 1	01-08-2024
6	SEEPZ/CK/2024/000103	CR	20-08-2024 to 21-08-2024	Customer 1	01-08-2024
7	SEEPZ/CK/2024/000105	CR	04-09-2024 to 05-09-2024	Customer 1	01-08-2024

Figure 59 – Monthly Booking Report

****End Of the Module – RISE
(Conference Room Management – SEEPZ User) ****
“Thank you for thoroughly exploring the features and information.”



RISe ERP for SEEPZ SEZ

USER MANUAL

for

**CONFERENCE ROOM MANAGEMENT
UNIT USER**

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	08-08-2024	Nishmitha K.V./ Manchisha Chandramohan C	Elizabeth John	Vishnu K S
1.1	Second Version	02-02-2025	Nageswari G	Elizabeth John	Vishnu K S
1.2	Third Version	09-06-2025	Nageswari G	Tessy Jacob	Vishnu K S

2 INTRODUCTION

2.1. PRODUCT FUNCTION

The Conference Room Management module caters to the automation needs of activities related to the conference room management of SEEPZ. It keeps track of all the booking schedules, exploring available conference rooms, conference room rent, verifying, approving pending requests and rejecting request.

2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed for:

UNIT USER:

Unit user has the ability to check the availability of conference room, request conference room, cancel the request before approval, and submit it for verification and approval. Once the request is approved, they can proceed with the payment process and download the receipt and invoice.

3 UNIT USER LOGIN

3.1. BOOKING CONFERENCE ROOM

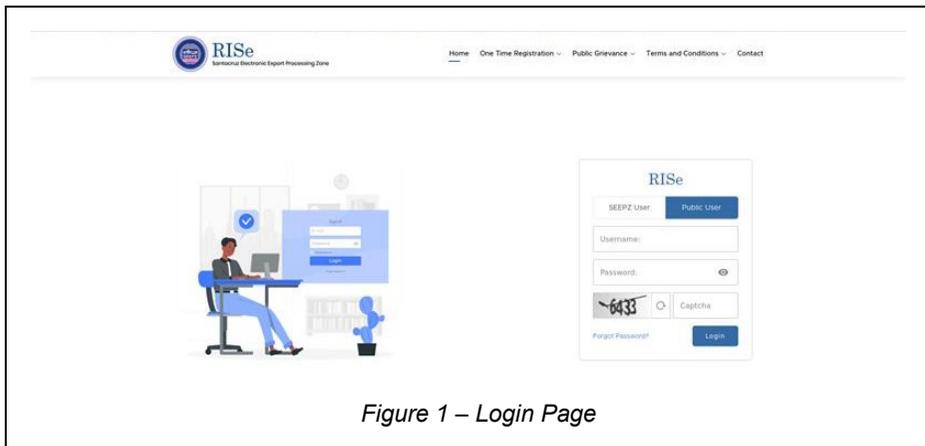


Figure 1 – Login Page

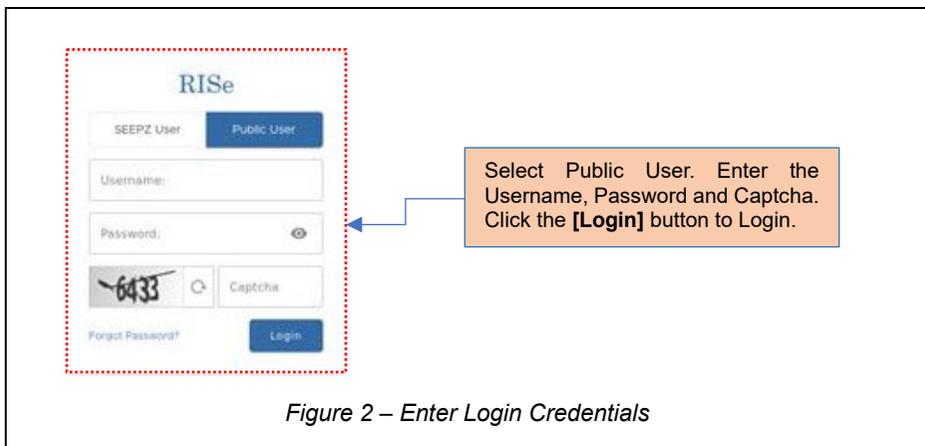


Figure 2 – Enter Login Credentials

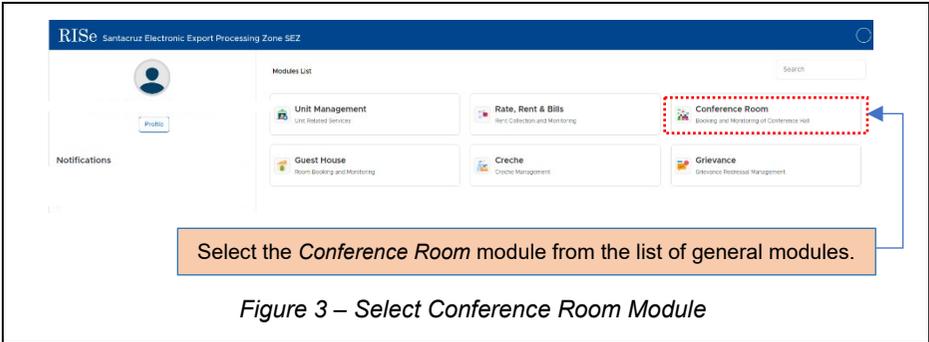


Figure 3 – Select Conference Room Module

3.1.1 INBOX



Figure 4 – Inbox

3.1.2 REQUESTING ROOMS

3.1.2.1 EXPLORING THE AVAILABLE CONFERENCE ROOM

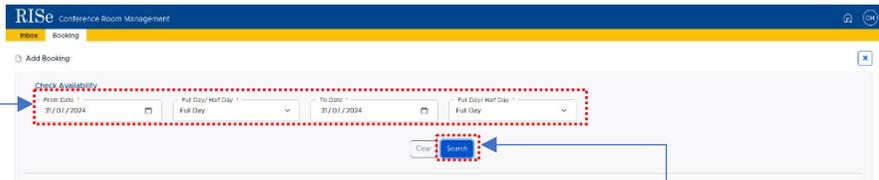
To view details about the available conference rooms, click on the *Booking* tab.

Navigate to the *Booking* tab.



Click the **[Add request]** button to add request for conference room.

Figure 5 – Request Conference Rooms (1)

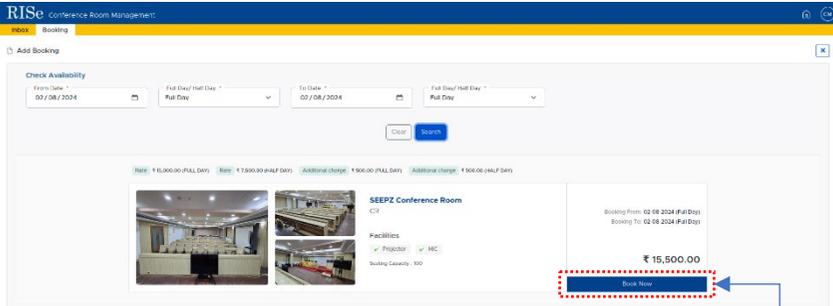


Select From Date, Full Day / Half Day and To Date.

Click the **[Search]** button to search the Conference rooms.

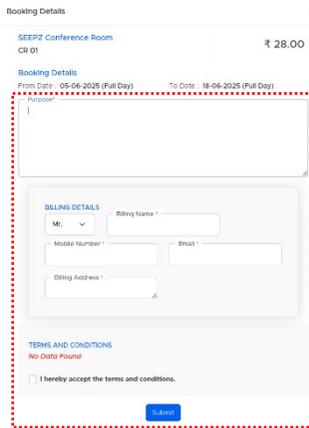
Figure 6 – Check Availability

Note: After entering the details to check availability, the available conference rooms will be listed. Click on the **[Book Now]** button to book the conference room. If no rooms are available on the requested date, an apology notification will appear.



Click the **[Book Now]** button to book the conference room.

Figure 7 – Book Conference Rooms



Enter the Purpose for requesting conference room and add the billing details, mark the checkbox by acknowledging the Terms, then click the **[Submit]** button to submit the request for conference room.

Figure 8 – Request Conference Room

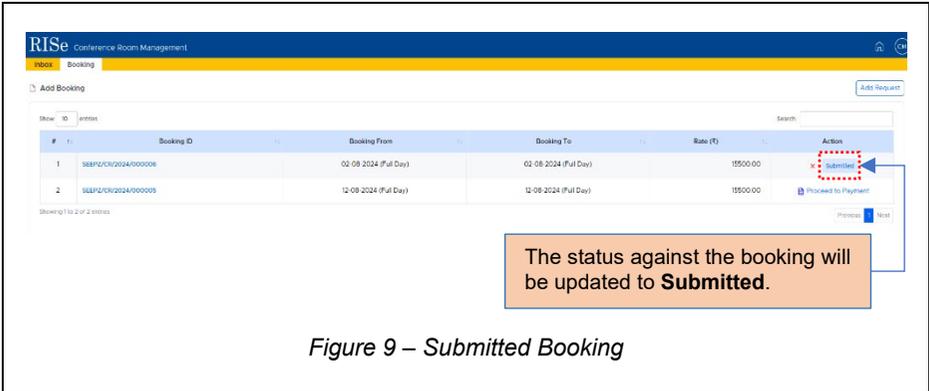


Figure 9 – Submitted Booking

3.1.2.2 CANCELLING REQUESTS

Unit have the facility to cancel the request before approval under the *Booking* tab.

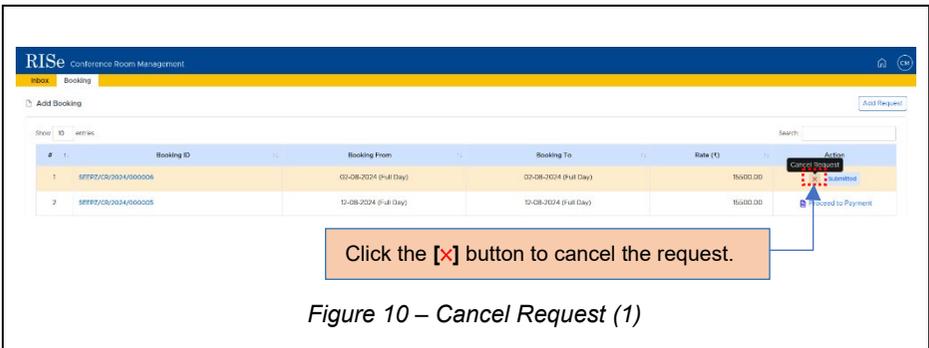


Figure 10 – Cancel Request (1)

Note: After cancelling the request, it will get listed under the *Booking* tab.

3.1.2.3 VERIFIED/APPROVED STATUS

Upon submitting the room request, the LDC verifies it. After verification, the status changes to 'Verified'. The LDC, then submits it to the ADC for approval. Once approved, the status changes to 'Approved'.

#	Booking ID	Booking From	Booking To	Rate (€)	Action
1	SEEP2/CR/2024/000065	31-07-2024 (Full Day)	31-07-2024 (Full Day)	15200.00	Verified
2	SEEP2/CR/2024/000064	29-07-2024 (Full Day)	29-07-2024 (Full Day)	15600.00	Proceed to Payment
3	SEEP2/CR/2024/000033	20-07-2024 (Full Day)	21-07-2024 (Full Day)	10200.00	Proceed to Payment

The status against the booking will be updated to **Verified**.

Figure 11 – Verified Status

#	Booking ID	Booking From	Booking To	Rate (€)	Action
1	SEEP2/CR/2024/000006	02-08-2024 (Full Day)	02-08-2024 (Full Day)	15500.00	Approved
2	SEEP2/CR/2024/000005	12-08-2024 (Full Day)	12-08-2024 (Full Day)	15500.00	Proceed to Payment

The status against the booking will be updated to **Approved**.

Figure 12 – Approved Status

3.1.2.4 PROCEEDING WITH PAYMENT

Note: Approved request will get listed under the *Booking* tab from where we can proceed with the payment.

The screenshot shows the RISE Conference Room Management interface. At the top, there is a navigation bar with 'Invoice' and 'Booking' tabs. Below this is a table with columns: #, Booking ID, Booking From, Booking To, Rate (₹), and Action. Two rows are visible:

#	Booking ID	Booking From	Booking To	Rate (₹)	Action
1	SEEPZ/CR/2024/000006	02-08-2024 (Full Day)	02-08-2024 (Full Day)	15500.00	Approved
2	SEEPZ/CR/2024/000005	02-08-2024 (Full Day)	12-08-2024 (Full Day)	15500.00	Proceed to Payment

Two callout boxes are present:

- A box pointing to the 'Invoice' icon in the 'Action' column of the first row: "Click the *Invoice* icon to view Invoice."
- A box pointing to the 'Proceed to Payment' link in the 'Action' column of the second row: "Click on the *Proceed to Payment* link to make payment."

Figure 13 – Proceed to Payment

The screenshot shows the 'Payment Details' modal window. It contains the following information:

- SEEPZ Conference Room CR 01** (with a room photo)
- Booking Details:**
 - Request ID: SEEPZ/CR/2025/000052
 - Booking From: 08-02-2025 (Full Day)
 - Booking To: 08-02-2025 (Full Day)
 - Rate (₹): 15,500.00
 - Purpose: Bookings are available to authorized SEEPZ employees, visiting officials, and approved external guests only. Valid identification must be provided during check-in.
- Status:** Approved
- Download Invoice:** A link with a download icon, highlighted by a callout box: "Click the *Download Invoice* link to download Invoice."
- Payment Method:** pnb punjab national bank
- Submit:** A blue button at the bottom, highlighted by a callout box: "Check the payment details, then click the **[Submit]** button to submit the payment details."

Figure 14 – Payment Details

Payment can be made conveniently online or through a Demand Draft (DD). After getting the acknowledge / approve response from the Bills module, the status will change to 'PAID' under the *Booking* tab.

The screenshot shows the 'Add Booking' section of the RISE interface. A table lists three bookings. The first row is highlighted, and the 'Action' column for this row contains a 'PAID' status, which is enclosed in a red dashed box. An arrow points from a text box to this 'PAID' status.

#	Booking ID	Booking From	Booking To	Rate (€)	Action
1	SEEPZ/CR/2024/000065	31-07-2024 (Full Day)	31-07-2024 (Full Day)	15500.00	PAID
2	SEEPZ/CR/2024/000064	29-07-2024 (Full Day)	29-07-2024 (Full Day)	15500.00	Submitted
3	SEEPZ/CR/2024/000063	26-07-2024 (Full Day)	26-07-2024 (Full Day)	10201.00	Proceed to Payment

The status against the booking will be updated to **PAID**.

Figure 15 – Payment Status Paid

The screenshot shows the 'Add Booking' section of the RISE interface. A table lists three bookings. The first row is highlighted, and the 'Action' column for this row contains an 'Invoice' icon, which is enclosed in a red dashed box. An arrow points from a text box to this 'Invoice' icon.

#	Booking ID	Booking From	Booking To	Rate (€)	Action
1	SEEPZ/CR/2024/000065	31-07-2024 (Full Day)	31-07-2024 (Full Day)	15500.00	Invoice
2	SEEPZ/CR/2024/000064	29-07-2024 (Full Day)	29-07-2024 (Full Day)	15500.00	Submitted
3	SEEPZ/CR/2024/000063	26-07-2024 (Full Day)	26-07-2024 (Full Day)	10201.00	Proceed to Payment

Click on the *Invoice* icon or *Receipt* icon to view or download the invoice.

Figure 16 – View / Download Invoice

****End Of the Module – RISE
(Conference Room Management – Unit User) ****

“Thank you for thoroughly exploring the features and information.”