

भारत सरकार वाणिज्य और उद्योग मंत्रालय विकास आयुक्त का कार्यालय सीप्ज़ 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. <u>24</u>/ / 2025

SEEPZ (सांताक्रूज़ इलेक्ट्रॉनिक्स एक्सपोर्ट प्रोसेसिंग जोन) जोन 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। जोन 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 मैन्युअल 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 हुई।

सभी के लिए चीजों को आसान और अधिक कुशल बनाने के लिए, SEEPZ-SEZ प्राधिकरण ने RISe ERP सॉफ़्टवेयर पेश किया है। यह नया डिजिटल प्लेटफ़ॉर्म 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 approvals frequent delays manual 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 कॉन्फ़्रेंस 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 कॉन्फ्रेंस 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 प्लेटफ़ॉर्म 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 कॉन्फ्रेंस 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:

a) rise.seepz.gov.in पर जाएँ और [साइन इन] टैब पर क्रिक करें।

b) SEEPZ अधिकारी/कर्मचारी [SEEPZ उपयोगकर्ता] चुनेंगे और अन्य [सार्वजनिक उपयोगकर्ता] चुनेंगे।

c) 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.

<u>Process involved in the RISe ERP</u> <u>System:</u>

A. Access the RISe Home Page:

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

User]

성동 이 아파 나는 것이다.

ए. सार्वजनिक उपयोगकर्ताओं के लिए उपलब्ध सविधाएँ-

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 दस्तावेज़ 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। 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. सीप्ज़ अधिकारियों/कर्मचारियों के लिए:

1.विशेषाधिकार प्राप्त उपयोगकर्ताः 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-

a) उपयोगकर्ता अनुरोध की समीक्षा कर सकता है।

b) समीक्षा करने के बाद, उपयोगकर्ता एक नोट जोड़ सकता है।

c) "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:

a) कॉन्फ्रेंस मॉड्यूल पर क्लिक करें और प्राप्त टैब पर जाएं.

b) बुकिंग आईडी का उपयोग करके, केयरटेकर बुकिंग विवरण देख सकते हैं.

c) 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 अनूलग्रक-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, सीप्ज़-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-
- a) The user can review the request.
- b) After reviewing, user can add a note.
- c) 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:
- a) Click on the Conference module and Go to the Received tab.
- b) Using the Booking ID, the caretaker can view the booking details.
- c) 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-

Digitally signed by Mital Sudhir Hiremath Date: 01-07-2025 (मितन्त्र) हिरेमहर Mital Hiremath) संयुक्त विकास आयुक्त / Jt. Development Commissioner, सीप्ज सेज, मुंबई / SEEPZ SEZ, Mumbai

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

Date: 01.03.2025

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. सीप्ज़ वेबसाइट/ SEEPZ Website
- 5. नोटिस बोर्ड/ Notice Board
- 6. ईआरपी टीम/ ERP Team

Roles of Users in Conference Room Module:

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

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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.

USER MANUAL – RISE (GUEST HOUSE MANAG	GEMENT – SEEPZ USER) Confiden	ntial
Konscolure Blockronic Epport Processing Zone	One Time Registration \lor Public Grievance \lor Terms and Conditions \lor Contact	
	RISe SEEPZ User Public User Username: Password: © Fargot Password? Legith	
Enter the Username, Password, Captcha	and click on [Login] button to login.	
rigure i - i	-ogni	

	Chicle's Scoregoriest Prances Accounting Rates, Sarch & Bills. Lord & Building Waster Oregood	ÊOU
	Consistence Room	
	General Modules	
	AND Contraction patients Contract Contract Contract	Inventory
No notifications found	Communication Suite	
Fig	re 2 - Accessing Guest House Module	
Fig	re 2 - Accessing Guest House Module	

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4 SEEPZ USER

4. 1 SET UP

Caretaker has the privileges to access the Setup.



4.1.1 GUEST HOUSE SETUP

RISE Guest House Management	se Setup Rate Setup Facility Seti	Room Setup Terms & Co	ndition			슈 이 Add Guest Ho	© ©
# 1 Guest House Name	1) Guest House Code 11	Address	1. Description	11 Caretaker Name 11	Contact Number :	Action	
1 SEEPZ Guest House	GH01	SEEPZ Guest House	SEEPZ Guest House	Santosh		c 8	
Select Gues	st House Setu	p Tab.	Click on [A Setup] but the setting	Add Guest Ho tton to custom s for Guest H	ouse nise ouse.		
	F	igure 4 - G	uest House S	Setup			
	F	figure 4 - G	uest House S	Setup			
	F	Figure 4 - G	uest House S	Setup			
	F	igure 4 - G	uest House S	Setup			

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	ip Rate Setup Pacility Setup Room Setup Terms & C	Condition		
Guest House Setup				×
Add Guest House Details				
Guest House Name 1	Guesthouse Code 1	Address 1	Description *	
Add Caretaker Details				
Caretaker Name *	Contact Number *			
				Crear Some
show 10 entries				Search.
a ti. Guest House Name	12 Guest House Code 11 Address	Description	Caretaker Name Contact Number	Action
1 SEEPZ Guest House	GH01 SEEPZ Guest House	SEEPZ Guest House	Santosh	B 0 🚽
Showing I to I of I entries				Previous 1 Next
		A A H		
Enter the	e Guest House Nan	ne, Guest Ho	use Code, Addres	S,
Description	on, Caretaker Name, C	Contact Number	r and click on [Sav e	e]
button to	save the details.			
				et l
In this sec	tion, user have the opt	ion to Edit or De	elete the room reques	
In this sec	ction, user have the opt	ion to Edit or De	elete the room reques	
In this sec	ction, user have the opt	ion to Edit or De		

Note: The Added Guest House Details get listed under *Get House Setup* Tab. **4.1.2 FLOOR SETUP**

RISe Guest Hou	se Management					မ ပ က ေ
Guest House Setup	Floor Setup Room Type Se	up Rate Setup Facility S	etup Room Setup Ter	ms & Condition		Add Floor Setup
Show 10 entries						Search:
* 1)	Guest House		Floor		Description	· Action
1 SEEPZ C	Suest House	Film		Fifth		හේ ම
	Select F	loor Setup 1	Гаb	Click on [/ customise t	Add Floor Setup he settings for Floo	button to
			Figure	e 6 - Floor Se	tup	
Page 11 o	f 42					

ISE Guest House Monagement Mest House Setup Floor Setup Room Ty Floor Setup	pe Setup Rate Setup Facility :	Setup Room Setup Terms & Condition			û () @ (* ×
Add Floor Details Genstrouse * Select Guest House	✓) Floor *	Description *			Cear Sove
Show 30 entries	74	Roor to	De	Search	Action
Showing I to 1 of Lentrics	7.850		F 40		Persinan Nord
	Select the G the floor, de	Buest House from escription and clic	the drop down, k on [Save] butt	Enter on.	
_	ŀ	- Figure 7 - Addir	ng Floor Detail	S.	

4.1.3 ROOM TYPE SETUP

Select Room Type Setup tab
RUSE Guits House forward for the series and the series of
Click on [Add Room Type Setup] button to customise the settings for room type.
Figure 8 - Room Type Setup
Page 12 of 42

USER MANUAL - RISE (GUEST HOUSE MANAGEMENT - SEEPZ USER) Confidential RISe Guest House Management **☆ 0 ⊗** ⊕ m Type Setup Noom i ype serup Add Room Type Details Room Type 1 Des Car 🔤 Show 30 entries e 1 Room Type Action 1 Double AC Double AC ef 🔋 Previous 1 Nort Enter the Room Type, Description and click on [Save] button to save the entered details. Figure 9 - Adding Room Type details

4.1.4 RATE SETUP

ISC Guest House Manage Iest House Setup Floor Setup ticular Setup Rate Revise Setup	Room Type Setup Rate	Setup Facility Setup	Room Setup Terms &	Condition		
Particular Setup						Add Particular Setup
# 11	Particular		Code		HSN Code	11 Action
1 Rate amount		RT4541		4567541		6 1
showing 1 to 1 of 1 entries						Previous 1 Next
Select Particu	<i>ılar Setup</i> sub	-tab.	Click on customis	[Add Partic se the setting	ular Setup gs for Parti	button to cular.
		Figure 10	- Particula	ar Setup		

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uest House Setup	Floor Setup	Room Type Setur	Rate Setup Facilit	y Setup Ro	om Setup Terms & Con	dition				
Darticular Setup Rate	e Revise Setup Rate	Setup								
Particular Setup										
Add Particular										
Particular *	c	ode *	HSN Code	•						
									Clear Sa	we
Show 10 entries								Search:		
a ti		Particular			Code		HSN Code		Action	
1 Rate ar	mount			RT4541		4567541			2 1	
	E	nter the	Particular	Code	e HSN Co	de and (Click on			
							SHOK ON			
	15	save] bi	utton to save	e the d	etails.					
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	Sel	ect Ra	te Revise		Click on [Ac	dd Rate S	etup] butte	on to c	ustomis	е
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	Sel Set	ect Ra up sub-	te Revise		Click on [Active settings	dd Rate S	etup] butto Revise Set	on to c up.	ustomis	е
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RISe Guest H	Iouse Managemen	ect <i>Ra</i> up sub-	te Revise tab.		Click on [Ac the settings	dd Rate S for Rate	etup] butto Revise Set	on to c up.	ustomis ഹാര	e
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CISC Guest H Suest House Setup articular Setup Frat Rate Revise Setup	Pouso Managemen Floor Setup Revise Setup Revise Setup	ect Ra up sub- t Room Type Setup Setup	te Revise tab.	y Setup Ro	Click on [Ac the settings	dd Rate S for Rate	r <mark>etup]</mark> butte Revise Set	on to c up.	customis ৫০ ০ ৩ • Add Rate 1	e • (H
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STSC Guest I Suest House Setup articular Setup Rate Revise Setup 5000 10 entries 1	Seli Set Floor Setup Floor Setup Revise Date 24:01:2025	ect Ra up sub t Room Type Setup	te Revise tab. Rate Setup Facilit Rate Valid From 2-01-2025	y Setup Ro	Click on [Ac the settings on Setup Terms & Coor Rate Valid To 31:05-2025	dd Rate S for Rate I	etup] butte Revise Set	on to c up.	Customis Co O © Add Rate to Status ACTIVE	e > (+
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CISC Guest I Cuel House Setup articular Setup Rate Revise Setur Story 10 entries Story 10 and art Story 10 and art Story 10 and art	Revise Date 21-01-2025 19-01-2025	t Rect Rature up sub t t Recom Type Setup	te Revise tab. Rate Setup Facent Rate Valid From 21-01-2025 18-01-2025 Biol-2025	y Setup Ro 112 - F	Click on [Ac the settings om Setup Terms & Con Rate Valid To 31-07-2025 31-07-2025 Rate Revisio	did Rate S for Rate I sition	crower	Search:	Status Status Status CECENATED Develop 1 No	e Setup
TSE Guest I heat House Setup articular Setup Rate Revise Setup Stow 10 entries 1 1 1 2 3 Stowing 1b 3 of 3 ent	Revice Date 21-03-2025 18-01-2025 24-03-2025	ect Ra up sub- t t t t t t t t	te Revise tab. Rate Setup Factor Rate Vald From 21-01-2025 18-01-2025 Figure	y Setup Ro 11 12 - F	Click on [Ac the settings on Setup Terms & Core and Security and Secur	dd Rate S for Rate	retup] butt Revise Set	Search:	Customis Custom	e Setup

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Suest House Setu	p Floor Setup	Room Type Setup	Rate Setup Facility Setur	o Room Setup Terms & ·	Condition		
Particular Setup	ate Revise Setup	ate Setup					ſ
Rate Setup							
Add Rate Deta Category * Seepz Guest(ils Normal) v	Particular * Rate amount	V Vnit * Per Day	∽ Rate *			
							Clear
Show 10 entr	es						Search:
N TI	Categ	jory	11 Particular	ti Unit	11 Rate (₹) 11	Valid From	Valid To
1 See	oz Guest(Normal)		Rate amount	Per Day	2.00	21-01-2025	31-05-2025
2 Unit			Rate amount	Per Day	2.00	21-01-2025	31-05-2025
Showing 1 to 2 of 2	entries						Previous 1 Next
	Sele	ct the Cat	egory, Particu	ular, Unit, Rat	e, Rent Valio	I from date	, to date

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.

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4.1.5 FACILITY SETUP

	Select Facility S	etup tab.	
RISe Guest House Management	Deem Colum - Torres & Condition		<u>ଲ ଜ</u> 🐡 💷
Guest House setup Floor setup Room type setup Rate setup Pacifity Setup			Add Facility Setup
			· · · · · · · · · · · · · · · · · · ·
Show 10 entries	Description	Sea	Action
1 Home theatre	Description		C D
2 Television			6 0
	Select [Add button to add Fa	Facility Setup acility Details.	9]
Figure	16 - Facility Setup		
Enter the Facility, Description an	d click on [Save] butto	on to save the det	ails.
RISe Guest House Management			6 0 ® ®
Guest House Setup Floor Setup Room Type Setup Rate Setup Facility Setu	Room Setup Terms & Condition		
Pacinty Setup			×
Add Facility			
Facility * Description *	A		
			Clear
Show 10 entries		Soa	rchi
# 11 Facility 11	Description		Action
1 Home theatre			6 0
Figure 17 -	Adding Facility Deta	ails.	
Page 17 of 42			

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4.1.6 ROOM SETUP

	Select Room Setup tab.
RISe Guest House Management	ନ ର ଞ ଜ
Lover House Setup Hoor Setup Hoor Setup Hoor Setup Hoor Setup Room Setup Soov 10 entries Room Guest House Floor Room Type I Number II ROOB 8 8 Ac Single Television	Facilities Room Images Action
Select [Add Room Setup] button to add Ro	pom Setup Details.
Figure 18 - Ro	om Setup
Enter the Room Number, Select the	Guest House, Floor and Room type.
KTSE Guest House Management Guest House Setup Floor Setup Room Type Setup Rate Setup Facility Setup Room Setup	ি 🥠 🛞 (не) Terms & Condition
C Room Setup	×
Add Room Details Room Number * Guesthouse * Floor * Seect Floor - Seect Floor - <t< th=""><td>om Type *</td></t<>	om Type *
Choose Facilities AC WFI Television Itome Theatre Attach Images Choose Fine No _sen (Adwerd Types: proj. Broj. Broj. (Adwerd Types: proj. Broj. Broj. (Max Size 12me)	Char, Saw
Select the facilities for the room, attach button to save the entered details.	images of room, and click the [Save]
Figure 19 - Adding	Room Setup
Page 18 of 42	

USE	R MA	NUAL – RISE	(GUEST	HOUSE N	MANAGEMENT – S	SEEPZ USER)	Confidential			
# 11	Room Number 14	Guest House	Floor	Room Type	Facilities	Room Images	Action			
1	R008		8	Ac Single	Television		C 🕯 🛆			
2	R007		8	Single	AC		C 8 8			
3	R006		8	Ac Single	AC, Television, Home theatre		@ 🛛 🔶			
4	R005		8	Non Ac	WIFI		C 🖲 🖨			
Sel	elect the Block From date and Block To date, then									
clic	k the [Update] butto	n to save	the enter	ed details.		×			
						Block From dd / mm / yyyy				
			Block To dd / mm / yyyy	C Upedate						

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

ISe a	and Ho ise Management		പ്ര പ്രം
uest House S	etup Floor Setup Room Type Setup Rate Setup Facility Setup Room Setup Terms & Condition		
Terms & Cor	ditions		Add Terms & Condition
Row 10 e	etros	Saarch	
e 11	Terms & Condition	Status	Action
1	SEEP? reserves the right to amend these terms and conditions at any time without prior notice.	Active	c 🕁
2	All bookings are subject to availability and are confirmed only upon receipt of a confirmation email or letter from SEEPZ administration.	Active	6 9
3	Bookings are available to authorized SEEP2 employees, visiting officials, and approved external guests only. Valid identification must be provided during check-in.	Active	6 0
Proving 1 to 3 o	12emm		Previous 1 Next
	Figure 21 - Terms and Conditions (1)		



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

4. 2 LOGIN – CARETAKER DASHBOARD

	RISe SEEPZ User Public User Username: Password: © 63373 Capitcha Forgot Password? Logan
Enter the Osemane, Password, Capicha	a and click on [Login] button to login.
Figure 23 -	- Login

		Sele	ect Guest House Moo	dule.
	ā			Shri, Palash Shankar ADC - Administration - (IIIP
NTEPZ SEZ 《	DC Office	Search	Authority	tearch
eTask		HDMS	Estate	Management
Module List Groulers & Notifications	HRMS Jumas Resource Mesagement		Conference Room Doubling and Multiflaming of Conference Test	Guest House Rouse Ducking and NonDolling
Dashboard		Contracts		Others
) Setup e Dofault Scat	Security Contract	Contractual Employee	Grifevance discose liketmed Kengment	Purchase and Inventory Management
			Communication Suite	Dashboard Dashboard Hit Fits



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4.2.1 INBOX

Dashboard Inbox Booking	Reports	9 U A
· · · · · · · ·		
show 10 entries		
• 11	Notification	Date
1 Dill approval of booking fro	on Carebake is completed . Reyment is pending. (SECP2/GIV2020/000024)	27-07-2024
2 Bill approval of booking fro	om Caretaker is completed - Payment is pending. (SEEP2/GN/2024/000039)	25-07-2024
showing 1 to 2 of 2 entries		Previous 1 Next

4.2.2 REQUESTING FOR ROOMS

4.2.2.1 EXPLORING THE AVAILABLE ROOMS

		Select Bookir	ng Tab.				
	Mungement						a 0 \$ @
Dashboard Inbox I Booking Received Appro	sooking Reports ved Payments Guests F	telected					Add Room Request
Show 10 entries						Search:	·····
# 10	Booking ID	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
			N	o data available			
Select	LAUG RO	om Request] bu	Liton to re	quest for a ro	om in booking	SUD TAD.	
			Figure 2	r - Booking			
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4.2.2.2 ADDING ESSENTIAL GUEST DETAILS

From Date: 03-08-2024	To Date: 03-08-2024	No. of Boorrs: 1	No. of Guestic 1	Back
	SEEP2 Guest House Grieft Crieft Room Not 01			
Add Guest Details in Room: 01	Mobile Number 1 Emst	* D Proof	Attach D grad Attach D grad Attach D grad No file as Attach D grad No	iectes.
Enter the Guest Attach the Proo	Name, Mobile Number f document and click or	and Email, Sele n [Submit] butto	ct the type of the Pr on.	oof,

Image: State of the state	Image: State Stat	Image: State of the state	From Date: 03-08-2024	To Date: 03-08-2024	No. of Rooms: 1	No. of Guessic 1	Ba
Buccess was been to be the second state of th	Excess vor Repet Statistic Successly, Repet 10 : SEEPZ/GV/2020/000005 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.	Increase Your Request Statements Successfully, Request 10 : SEEPZ/GHV30304000000 A successs notification will appear after submitting the guest details, and the user can track the booking using the Request ID. Figure 31 - Success Notification.		SEEP2 Quest House Groft Dudies AC Room No: 01			
A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID. <i>Figure 31 - Success Notification</i> .	A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID. <i>Figure 31 - Success Notification.</i>	A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID. <i>Figure 31 - Success Notification.</i>					
A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID. <i>Figure 31 - Success Notification.</i>	A success notification will appear after submitting the guest details, and the user can track the booking using the Request ID. <i>Figure 31 - Success Notification.</i>	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.	Success! Your Request Submitted Use this Request ID to Track Your Bo	Successfully. Request ID : SEEPZ/GH/2024/000005 poking Status			
Figure 31 - Success Notification.	Figure 31 - Success Notification.	Figure 31 - Success Notification.	Successi Your Request Submitted Use this Request ID to Track Your Bo	Successfully: Request ID : SEEP2/GH/2024/000005 ooking Status			
			Success Your Request Submitted Use this Request ID to Track Your Bo	socratify recent it is seption/2024/00000 biffication will appear a k the booking using th	fter submitting e Request ID.	the guest details,	and the
			Esscessi Your Request Submitted Use this Request to to Track Your Re A success no user can trac	soccation will appear a big the booking using the booking using the <i>Figure 31 -</i>	fter submitting e Request ID. Success Not	the guest details,	and the

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4.2.2.3 CANCELLING REQUESTS

RISe Guest liquise Management			6 6 # 6
Dashboard Inbox Booking Reports Dooking Received Approved Payments Guests Rejected			9 % C 80
Room Request			×
Check Room Availability Calegory Type * Seeos Guest/Norma) v dv/mm / yvyv	Check Out Date ' dd/mm/yyyy C Rooms Requir	ed * No. of Guests *	Search
Show 10 entries			Search:
# 1 Booking ID 1 1 SEEP2/04/2024/0000005 1	Check In 1+ Check Out 1+ No. 03 08 2024 03 08 2024 03 08 2024 03 08 2024 04 00 00000000000000000000000000000000	of Rooms 11 No. of Guests 11	Status 1: Action Cancel Request
			_
	n Are you s	sure to cancel request?	······
			No Yes
Click on [Yes] button to	o cancel the request.	<u> </u>	

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.

bom Request						Add Room Rec
now 10 entries					9	sanch
# 11 Booking ID	14 Oheck In 14	Check Out	No. of Rooms	No. of Guests	Status	Action
1 SEEP2/GH/2024/000006	17-08-2024	17-08-2024	1	1	Bil Approved	Proceed to Payment
2 SEEP2/GHU2024/000005	03-08-2024	03-08-2024	1	1	Verified	×
nowing 110.2 of 2 entries						Previous 1 Ne
Click on the releva booking details.	nt link to view i	ts	Verified	Status.		
Click on the releva booking details.	nt link to view i Figure	ts e 33 - Verin	Verified	Status.		

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KISE Guest House Management						
Dashboard Inbox Booking Reports Booking Received Approved Payments Guests Rejected						
Room Request						×
Check Room Availability						
Category Type * Check in Date *	Check Out Date *		Booms Required 1	No of Guests 1		Frank
and any Million of Angle of An	C CONTRACTOR	0				
Show 10 entries					Searc	n
# 11 Booking ID	Check In 11	Check Out	No. of Rooms	No. of Guests	Status	Action
1 SEEP2/SH/2024/000008	06-08-2024	06-08-2024	1	1	Pending	× #
2 SEEP2/GH/2024/000007	05-08-2024	05-08-2024	1	,	Approved	
3 SEEP2/6H/2024/000006	17-08-2024	17-08-2024	8	S10	Bill Approved	Proceed to Payment
4 SEEPZ/SH/2024/000005	03 08 2024	03 08 2024	1	1	Verified	×
	A					
	Approved St	atus.				
L						
ISe Guest House Management						ନ ତ © (
ashboard Inbox Booking Reports						
And Active Approved Paymental Coloral Rejected						
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Show 10 entries						
# 11 Booking ID 11 Booking ID	oking From 11	Category	11 Check In	11 Check Out	II No. of Rooms II	Action
Booking ID II Booking ID II Booking ID III Booking ID IIII Booking ID IIIII Booking ID IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	oking From 11	Category	11 Check In 01-02-2025	11 Check Out 02-02-2025	No. of Rooms	Action
# 1 Booking ID 1 Booking ID 1 SEE#20442025(000091 Unit Unit Stoweg 11b 1 of 1 writes Unit	oking From 11	Category	11 Check In 01-02-2025	11 Check Out 02-02-2025	II No. of Rooms I	Previous 1 Next
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Image: The second sec	Date and Exit	category guest ho	USE.	11 Check Out 02-02-2025	No. of Rooms	Action Prevous 1 Next
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the provide set of the set o	Date and Exit (category guest ho	1 Check In 01:02:2025	It Check Out 02.02.2025 02.02.2025	II No. of Rooms II	Pentos Vert
the provide state of the state	Date and Exit	guest ho	use.	11 Oteck Out 02 02 2025	II No. of Rooms	Perton Vert
Contract of the second se	Date and Exit of <i>Figure</i>	guest ho 35 Mod	use.	Creek Out 02 02 2025	II No. of Booms	Action C C C Provide 1 Note:
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tri Booking D 11 Booking D	Date and Exit of <i>Figure</i>	guest ho 35 Moo	use.	Check Out 02:02:2025	No. of Recent	Attor Creme D Varia
the life interest Constants of life interest	Date and Exit s	guest ho 35 Mod	use.	Check Out 02:02:2025	No. of Recent	Action Premior III North
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the line interaction of t	Date and Exit g	guest ho 35 Mod	use.	1 Check Out 02.02.2025 Check Out	1 No. of Rooms	The second secon
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the main part of t	Date and Exit g	guest ho 35 Mod	use.	1 Ones Out 02.02.2025 Image: Contemportal State Sta		Terminal Terminal States
P 11 Example 14 E	Date and Exit g	guest ho 35 Mod	use.	1 Onex Out 02 02 2028 Old	1 No, of Room	I Provide The Provide
the line interaction of t	Date and Exit of Figure	guest ho 35 Mod	use.	1 Check Out 02 02 2028 Check Out		Press D

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4.2.2.4 PROCEEDING FOR PAYMENT – DD PAYMENT

Scepa	pry Type * Check in Date * dd/mm/yyyy Guast(Norma)	Cteck Cut Date dd/mm/yyyy		Rooms Required *	No. of Guests. *		Search
Show X	0 entires					54	aarch.
	SPECT SHICODALDOODDB	Check In	Check Out	No. of Rooms	No. of Guests	Status	Action
2	SEEP2/GH/2024/000007	05-08-2024	05-08-2024	1	1	Accrowed	A 4
з	SEEP2/0H/2024/000006	17-08-2024	17-08-2024	1	1	Bill Approved	Proceed to Payment
4	SEEP2/6H/2024/000005	03 08 2024	03 08 2024	£.	1	Ventied	
	Fig	gure 38 - I	Processi	ng for Payı	ment (DD)		

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Payret Defail X Form Not Image: Constraint of the state of the sta	Select Branch DD Da button process	t the mo ch name, Ba Date and o n to subr rss.	mode d Bank N d click d ubmit tl	de of pa nk Name, I lick on [S nit the pa	
Room No. 01 Sector Definition	Select Branch DD Da button process	t the mo th name, Ba Date and o n to subr ss.	mode o Bank Na d click ubmit tł	de of pa nk Name, [lick on [S nit the pa	<form><caption><caption><caption></caption></caption></caption></form>
Remain in the second secon	Select Branch DD Da button process	t the mo ch name, Ba Date and o n to subr ss.	mode d Bank N d click ubmit th	de of pa nk Name, I lick on [S nit the pa	Select the mode of payme Branch name, Bank Name, DD D DD Date and click on [Subm button to submit the payme recess.
Constraints Constrain	Select Branch DD Da button process	t the mo ch name, Ba Date and o n to subr ess.	mode d Bank N: d click ubmit tl	de of pa nk Name, I lick on [S nit the pa	Select the mode of paymer Branch name, Bank Name, DD D D Date and click on [Subm button to submit the paymer process.
Base (t)	Branch DD Da button process	th name, Ba Date and o n to subr ss.	Bank Ni d click ubmit tl	nk Name, I lick on [S it the pa	Branch name, Bank Name, DD f DD Date and click on [Subm button to submit the paym process.
Eventualization de la construcción de la construcci	button process	t Details	ubmit th	hit the pa	Figure 39 - Submitting Payment Details we w
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4.2.2.5 PROCEEDING FOR PAYMENT – ONLINE 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

	Booking ID 11	Guest Name	11 Mobile 11	Email	Check In 11	Check Out 11	Room No.	1 Id Proof
1 SB	EPZ/GH/2025/000095				03-02-2025	03-02-2025	R001	-
2 SB	EPZ/GH/2025/000092				01-02-2025	04-02-2025	R001	Driving License
3 SB	EPZ/GH/2025/000091				01-02-2025	02-02-2025	R001	Aadhaar
4 SB	EPZ/GH/2025/000089				01-02-2025	02-02-2025	ROOT	Aadhaar
5 SB	EPZ/GH/2025/000088				31-01-2025	31-01-2025	R001	-
			Fie	oure 42 -	Guest De	tails		
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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.

Room Availability List Cneck Cost List Rent Report Cuest List Careetaker can generaa [Generate] button	Select <i>Report</i> tab.	6 O 6
Select the date and click [PDF] or [Excel] button download in the relevant form	On to sat. Date CC-mm-yyyy CC-mm-yyyy August, 2024 ▼ ↑ Mo Tu We Th Fr Sa Su 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 0 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 Clear Today	
	Figure 43 - Generating Reports	

	Second P	SEEPZ Special Econor EEPZ Service Centre Building, SE h022-28294700, E-mail: edseep2-mail	nic Zone Authority BP2 SEZ, Andheri (E), Mumbai 400 096 gnicin, Websile: www.seepz.govin		
		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)	Fith		
4	04	SEEPZ Guest House (GH01)	Fifth		
5	05	SEEPZ Guest House (GH01)	Fitth		
6	06	SEEPZ Guest House (GH01)	Fifth	-	
7	07	SEEPZ Guest House (GH01)	Fifth	-	
0	08	SEEPZ Guest House (GH01)	Fifth]	
			Generated on : 08-08-2024		

<u>Note</u>: 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.

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4. 3 LOGIN – VERIFIER (LDC)

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

RISe Home One Time Regist	tration \lor Public Grievance \lor Terms and Conditions \lor Contact
	RISe SEEP2 User Public User Username: Password: © S373 © Captcha Forget Password? Legn
Enter the Username, Password, Captcha and cli	ick on [Login] button to login.
Figure 45 - Login	

4.3.1 INBOX

	Select Inbox Tab to view the notifications.	
RISe Guest House Managemen	nt	â Q 📧
Dashboard Inbox Booking R	reports	
Show 10 entries	Notification	Date
1 Booking from Caretaker is pendir	ng for verification (SEEP2/6H/2024/000007)	05-08-2024
Showing 1 to 1 of 1 enotes		Previous 1 Next
	Figure 46 - Inbox	

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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.

		SEEPZ	Scepz Guest(Privileged)	30 01-2025	30-01-2025	1	Received	۲
2 SEEPZ/GH/20	25/000002	Unit		27-01-2025	27-01-2025	1	Received	۲
3 SEEPZ/OH/20	25/000013	SEEPZ	Unit	01 01 2025	01:01:2025	1	Received	• <
4 SEEPZ/GH/20	25/000009	SEEPZ	Seepz Guest(Normal)	11 01 2025	11-01-2025	1	Received	۲
5 SEEPZ/GH/20	24/000055	SEEPZ	Public	12 12 2024	12 12 2024	1	Verified	۲
	Click or	n view butt	on to verify the re	equest.				
			Figure 47 - Ve	erifying red	quest (1)			

USER MANUAL – RISE (GUEST HOUSE MANAGEMENT – SEEPZ USER)	Confidential
Click on [Add Notes] button to Add Notes.	
Database Beeting Begotts Booking Begotts Ending Booking Begotts Ending	Carl Carl Carl Carl
NOVM REQUEST DETAILS No Integrated 0 : 58EP2/GNU2025/000001 No No <td< td=""><td>Add Room</td></td<>	Add Room
Count Details # Gent Name Mobile Email Rom His. Attachment 1 Mr. Gab. 2 2	
Accross Gauce Vurty	
Click on [Verify] button to verify the request.	
Figure 48 - Verifying request (2)	
Page 35 of 42	

<complex-block></complex-block>	Click on [Forward	Reacted H2022U00017 23 to 26-06-2025 Coart Datain M	adrie Enuel Room atta 2 Pers Consultation rward the request	where the second s	No Notes Found	C ta C
<complex-block></complex-block>	Click on [Forward	Resched H2022/00017 25 to 26 66-2025 Centra Danks M M J button to fo	oble Envil Roo Atta 2 Part	stment st.	No Notes Found	€ E O
<complex-block></complex-block>	Autore Payment Gent Control Control C	Reacted 4	able Enail Room Atta 2 Part Consume Tward the request	schwart sport	No Notes Found	(4)
<complex-block></complex-block>	Rock REQUEST DITALS Recyclin ID :: 2000 No. of Boords :: 200 No. of Boords :: 200 No	4/3033/000117 25 to 26-06-2023	edulo Emuil Room 2 Post Convertion Tward the request	schnert tport	No Notes Found	2.60 Nove
<complex-block></complex-block>	Click on [Forward	Geer Datas	ede Enail Room Acta 2 Part France rward the request	schwert teori		
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<complex-block></complex-block>	Guet Name To Set) button to fo	adu Enal Rom Atta 2 Part rward the request	st.		
<complex-block></complex-block>	Click on [Forward] button to fo	2 Poor	st.		
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<complex-block></complex-block>	Click on [Forward] button to fo	rward the reques	st.		
<text></text>	Click on [Forward	button to fo	rward the reques	st.		
<complex-block><image/></complex-block>	Click on [Forward] button to fo	rward the reques	st.		
<complex-block></complex-block>			i waru ine reques	SL.		
<complex-block></complex-block>	72.7.0					
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. Figure 49 - Forwarding					<u> </u>	
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. Figure 49 - Forwarding	KISE Guest House Manager	ient -				8 m () (w)
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. Figure 49 - Forwarding	Booking Received Approved Paye	ents Guests Rejected	Forward	×		< Back
Image: Strategy of the strategy	ROOM REQUEST DETAILS		Ms Divyanshi Goyal (LDC) Snri Hanish Pathi (ADC)			Add Notes
Check the respective users who should to be forwarded and click on [Forward] button to forward the request.	Request ID Booking To	SEEPZ/04/2025/000117 26-06-2025 to 26-06-2025	Shri Hemant Kumar (Caretak	(er)	No Notes Found	
Check the respective users who should to be forwarded and click on [Forward] button to forward the request.	No. of Rooms No. of Guests	: 1	G Shri Jagdish Prasad Gaur (LD	DC)		
Check the respective users who should to be forwarded and click on [Forward] button to forward the request.	Status Billing Details	: Verted : Name: Mr. test	Shri Milind M. Patil (Caretaker Simt Mital Hiremath Lioint De	r)		
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. Figure 49 - Forwarding		Mobile Number: 9861265456 Mail Id: testargmail.com Address: test	Commissioner)			
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. Figure 49 - Forwarding		Guest Detai	an :	Forward		
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. <i>Figure 49 - Forwarding</i>	# Guest Name		Mobile Email No. Attact	tment		
Check the respective users who should to be forwarded and click on [Forward] button to forward the request. <i>Figure 49 - Forwarding</i>						
and click on [Forward] button to forward the request. Figure 49 - Forwarding	Check the respec	tive users wh	o should to be fo	rwarded		
Figure 49 - Forwarding	and click on [For	ward] button	to forward the re	equest.		
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kang	Approved Payments Goests	Repected						
wor	10 entries						Search	
# 11	Booking ID	Booking From	Category	Check In 11	Check Out	No. of Rooms	Status	Action
1	SEEP2/GH/2025/000089	SEEPZ	Seepz Guest(Normal)	01-02-2025	02-02-2025	1	Vertfield	۲
2	SEEPZ/GH/2025/000088	SEEPZ	Unit	31-01-2025	31-01-2025	1	Received	۲
3	SEEPZ/GH/2025/000087	SEEPZ	Seepz Guest(Normal)	21-02-2025	21-02-2025	1	Received	۲
howing	1 to 3 of 3 entries							Previous 1 Ne

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.

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4. 4 LOGIN – APPROVER (ADC)

			SEEP2 Use Usemame: Password: Forgot Password	RISe r Public User C Captoha r Logit
Enter	the Username, P	Password, Captcha	and click on [Login] b	button to login.
		Figure 52 - I	Login	
		S	elect Guest House Mo	odule.
				Stri, Palash Stanitar ADC - Administration
SEEPZ SEZ ((DC Office	Search	Authority	Search
	HBMS Fusies Theorem Management	HBMS	Conference Room Doubly and MacRothy of Conference Ited	Ale Management
		Contractual Employee contractual Employee	Grievance Crimers Schimed Management	Inventory Postbar ind lowekay Management
* User Menual	Security Contract			
★ Daw Menual © Setup -© Dofaut Sost	Security Contract		Communication Suite Intra-Organizational Communication and Californation 30.02	Dashboard Dashboard Mitters
 Users Merced Setup de Dothal Soct 	Entry Careta	53 – Accessing (Guest House Modul	Buttord Deteored with the
 tour blonut finite di Dobali Soit 	Entry Carlot Carlot	53 – Accessing (Guest House Modul	Buttord Deteored with the
 tour bland Grap Grap Dobal Soft 	Figure	53 – Accessing (Guest House Modul	Butthored bettered with the
 Uner Mernel Sehup Johan Scat 	Figure	53 – Accessing (Guest House Modul	C California

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4.4.1 APPROVING THE REQUEST

Select Received sub tab.	Select Booking	Tab.		
RISe cluest House Management				6 G @ @
Dashboard Inbox Booking Pavits Booking Received Approved Payments Guests Rejected				
State Decksor Decksor <thdecksor< th=""> <thdecksor< th=""> <thdec< th=""><th>Category D Check In 0 01 02 2025 32-01 2025 0 21-02 2025 32-01 2025</th><th>It Check Out It It 02-02-2025 </th><th>No. of Rooms 11 Status 1 Verified 1 Becerved 1 Recerved</th><th>Sauth I Action © © Prevox intert</th></thdec<></thdecksor<></thdecksor<>	Category D Check In 0 01 02 2025 32-01 2025 0 21-02 2025 32-01 2025	It Check Out It It 02-02-2025	No. of Rooms 11 Status 1 Verified 1 Becerved 1 Recerved	Sauth I Action © © Prevox intert
Click on [View] button to Upon clicking on the rele	o view the verified r	equest to ap	prove.	ooking.
Figure	54 - Request Aj	oproval (1)		
RISe Guest House Management Dashboard Inbox Booking Reports Booking Received Approved Payments Guests Rejected				6 m () ® ()
ROOM RECURST OF TALLS REEPEZ/GHZ/0225/0000063 Booking To 2:0-06:3025 to 26:0-0:325 Base Pur Doy(T) 2:00 No of Booking 1 No of Guests 1 Status Instrument Billing Details 2			No Notes Found	(Eask
Const Details	_			
f Guett Name Mobile E	mal No. Attachment			
	Click on [Appro	ve] button to	approve the	request.
Figure	55 - Request Ap	oproval (2)		
Page 39 of 42				

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Received Booking		×
Booking ID : 9 Booking Period : 9 Booking From : 9	SEEPZ/GH/2025/000089 01-02-2025 to 02-02-2025 SEEPZ Normal Guest	
Proceed with Bill	~]	
Proceed with Bill Proceed without Bill	Арргоче	
Select the booking type Bill or Proceed without [Approve] button to final	from the dropdown men <i>Bill</i> . Enter your remark ize your approval.	u: <i>Proceed with</i> s and click the
Figure 56 - F	Request Approval (3)	

4.4.2 REJECTING THE REQUEST

Dashboard Inbox Booking Booking Received Approved Pa	Reports ments Guests Rejected				< Back
ROOM REQUEST DETAILS Request ID Booking To Rate Per Day(*) No. of Rooms No. of Guests Status Billing Details	: SEEPZ/0H/2025/000063 : 21-06-2025 to 26-06-2025 : 2.00 : 1 : 1 : Exemited :			No Notes Found	Add Notes
e Guest Name	6	vot Dutah Mobile Email	Room No. Attachment 3		
	Click	on [Reject] b	evition to app	rove the request.	
	F	-igure 57 - R	ejecting the	e request (1)	
ge 40 of 42					

USER MANUA	AL – RISE (GUEST H	OUSE MANAGEMENT – SEEF	PZ USER)	Confidential
PROPERTIENDE MANAGE Destrogen televise Destrogen televise Destrogen televise Researd Co Back Process To Status Back Process To Back Process To Back Process To	ement Besona parters Guestra Rejected ESESTRY(PM/2023/p000002 27-PV-2023 ls 37-PV-2023 25-PV-2023 ls 37-PV-2023 25-	Received Booking X Booking Public SEF2/GH/2005/0000002 Booking Public 22-0-J025 to 27-0-3025 Booking Prom Gash Newas Corporation	No Notes Pound	€ 0 :
Sala	Figur	Enter the remarks for rejecting the request	t (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.

USER MANUAL – RISE (GUEST HOUSE MANAGEMENT – PUBLIC USER) Confidential **PUBLIC USER LOGIN** 3 3.1. LOGIN - UNIT USER RISe Home One Time Registration \lor Public Grievance \lor Terms and Conditions \lor RISe SEEPZ User 0 Enter the Username, password, captcha and click on [Login] button to login. Figure 1 – Login Page

	Modules List		Search
dennis.vazhappily@portescap.com	Chrit Management Unit Related Services	Rate, Rent & Bills Rent Celection and Monitoring	Conference Room Booking and Monitoring of Conference Hall
btifications Indy upload the approval documents sanctioned by sEEP2 stZ in the ISBE DRP system before approxime . Please confirm if you are sety to proceed.	Guest House Room Besking and Monitoring	Creche Creche Managament	Grievance Grievence Redressat Management
	Figure 2 – Acces	sing Guest House Mo	odule
	0	5	

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3.1.1 INBOX



3.1.2 REQUESTING ROOMS

3.1.2.1 EXPLORING THE AVAILABLE ROOMS

	Select Bool	king Tab.	Select [Add Room Req button to request for room	uest] Is.
RISC Guest House Management				\$
Room Request				Add Room Request
Show 10 entries				Search:
# 1: Booki	ng ID 11	Check In 11 Check Out	TI No. of Rooms TI No. of Guests TI State	s 11 Action
Showing 0 to 0 of 0 entries				Previous Next

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C Room Request
Creck Room Availability
Calegory Type * Calegory Type
▲
Brook D initial Second
No data available
Showing 0 to 0 d' d'etters Previous, Naut
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.
RISE data tau kaupent 0 0 0 0
Acriment C Labor Control of C Labor Control of C Labor
and the Table
1200
TORE AND INSTITUTE I leave you will formed, found not preserve address of the date preserved at date a. I leave you have not address, at it house, at it house at date or a.
 Kanage are subdate to distribut EUP malpane, malary childs, and append where in proceeding there is proved area phone in the subdate of an an antipact of the subdate of the
Approximate security officer of the spin of the last part of the spin of
 Terms an adapting to give numerical adapting Terms and adapting the numerical adapting Unerely score the terms and exceeding
www.
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
Page 8 of 14

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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
	Kcan 6011 Kooti A.: Single Room No: R008			
Add Guest Details in Room: R008	Utilt Employee ID*			
Noom Booked For 7 & Unit C Unit Clent	Choose File No Ille chosen	D	Proof Attach ID proof	
Mr. V Guest Name	Mobile *		Select - V Choose File No file chose	
				Submit
Employee ID.		roor and alla	ch the D proof and Or	nit
Employee ID.	Click on [Submit] b	putton to subm	nit the entered details.	hit
Employee ID.	Click on [Submit] t Figure 7 – Add	button to subm	nit the entered details.	hit
Employee ID.	Click on [Submit] to Figure 7 – Add	button to subm	nit the entered details.)it
Employee ID.	Click on [Submit] t Figure 7 – Add	button to subm	nit the entered details. Details (1)	

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

USER MANUAL – RI	SE (GUEST HOUSE M	IANAGEMENT	– PUBLIC USER)	Confidential
RISe Guest House Management				<u>م</u> ش
DOSTRUCTOR INDOX DOOKING				
From Date: 01-02-2025	To Date: 02-02-2025	No. of Rooms: 1	No. of Guests: 1	Rock
	Kran 0011 Kotil Ac Single Room No: R001			
Success! Your Request Submitted Su Use this Request ID to Track Your Book	ccessfully. Request ID : SEEPZ/GH/2025/000091 ing Status			
·				
Upon successfully s the Booking Status.	ubmitting the details, User can Track the Bo	a unique Requ oking Status u	est ID get generate sing Request ID.	ed to track
	Figure	9 – Request I	D	

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.

DIG-														. ~
Dashboard Inbo	House Management ax Booking												1	£} (••)
Room Request													Add Room F	Request
Show 10 entries												Sec	ech:	
# 11	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/	(0)(/2025/000090		01-02-2025		02-02-2025		1		1		Cantelled	:		
showing 1 to 2 of 2 er	itines												Previous 1	Mout
٦	The status agai	nst the	e booki	ng v	vill be u	pdate	ed to A	\ppr	oved a	afte	r verifie	d.		
T	^r he status agai	nst the	e booki	ng v Fię	vill be u gure 1	pdate 0 – S	ed to A	\ppr	oved a	afte	r verified	d.		
1	The status agai	nst the	e bookii	ng v Fi	vill be u gure 1	pdate 0 – S	ed to A	Appr	oved a	afte	r verified	d.		
T	The status agai	nst the	e bookii	ng v Fi	vill be u	pdate 0 – S	ed to A	Appr	oved a	afte	r verified	d.		
1	The status agai	nst the	e bookii	ng v Fi	vill be u gure 1	pdate 0 – S	ed to A	\ppr	oved a	afte	r verified	J.		

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3.1.2.4 ALTERNATIVE WAY TO ADD GUEST DETAILS

ISe Guest House Management ashboard Inbox Booking				命(
Room Request Check Room Availability Category Type * Check in Date *	Check Out Date			
dd-mm-yyyy show 10 entriss	dd-mm-yyyy	Nooms Required *	No. of Guests *	Search
# 11 Booking ID 11	Check In 11	Check Out 11 No. of Rooms 1	No. of Guests 11 Status	11 Action
showing to 1 of 1 entres	0102-2023		Pending	Previous 1 Next
Click on I	1 button to ac	d quest details in	an alternative way	,
		au guest details, in	an allemative way	•
	Figure 11 -	– Adding guest D	Details	

Note: When the user clicks on [2] 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.

Room Request												×
Check Room Availabili Category Type *	ty ~	Check in Date • dd-mm-yyyy		Check Out Dat	e •	Rooms Required *		No. of Guests *			Search	
Show 10 entries										Sear	ch	
# 11	Booking ID		11 a	heck In 👘	Check Out	11 No. of Rooms		No. of Guests	11 Status		Action	
1 SEEPZ/GH/20	25/000091		0	1-02-2025	02-02-2025	1		1	Submitte	d	×	
2 SEEPZ/GHV20	25/000090		0	1-02-2025	02-02-2025	1		1	Pending		× &	
				Clie	ck on [×] l	button to c	cance	el the re	equest.			
			Fi	gure 1	2 – Can	celling R	equ	ests				

JSER	IANUAL – RISE	(GUES	ST HOU	SE MANA	GEMENT -	- PUBLIC U	JSER)	Confidentia
show 10 entries								Search
# 11	Booking ID	п с	beck In 💠	Check Out	No. of Rooms	No. of Guests	Status	Action
1 SEEPZ	5H/2025/000091	c	1-02-2025	02-02-2025	1	1	Submitted	×
2 SEEPZ	5H/2025/000090	c	1-02-2025	02-02-2025	1	1	Cancelled	
Showing 1 to 2 of 2 e	ries							Previous 1 Next

3.1.2.6 PROCEEDING FOR PAYMENT

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

Room Request							(
Check Room Availability							
Category Type * Check In Date * Unit		Check Out Date * dd/mm/yyyy		Rooms Required 1	No. of Guests *		Search
how 10 entries							Search:
# 1: Booking ID	Chi Chi	cck In 11-	Check Out	No. of Rooms	No. of Guests	Status	Action
1 SEEPZ/GH/2025/000002	27-	01-2025	27-01-2025	1.	1	Fel	Proceed to Payment
Showing I to I of I entries							Protes 1 Next
							TT
	Click or	n Procee	ed to Pa	<i>yment</i> for pa	yment.		

×	ନ (
PZ/GH/2025/000002	
01-2025 01-2025 0	
anoved the request in Status in Action and Status and Action	nent
	1 Next
submit the navment	
tting the payment	
	ନ
	ſ
Rooms Required 1 No. of Guests 1 Starch	
Search	
No. of Rooms 11 No. of Guests 11 Status 11 Action	,
1 1 success B . 4	1 Next
Preceint icon to download	
oice / Receipt	

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**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

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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. USER MANUAL-RISE (CONFERENCE ROOM MANAGEMENT-SEEPZ USER) Confidential

3 ACCESSING CONFERENCE ROOM MODULE



Click the L bar to view	<i>Iser Manual</i> from the user manua	the SEEPZ SEZ nav al of the listed module	vigation es.	
SHEPZ SHZ	DC Office	Search	Authority	Search
Module List Growing & NetBallions	HRMS	HRMS	Conference Room	estate Management
Dephboard Dephboard there Manual	suman liencurce management	Contracts		Others
Setup	Security Contract	Contractual Employee	Crievance Crievance Indressa Hanagement	Inventory Functions and Inventory Management
			Communication Suite	n Dashboard Dashourd with Kith
Click the	Setup from the	SEEPZ SEZ naviga	tion	
bar to add	the user manual	of the listed module	S.	
	Fig	ure 3 – View SEE	PZ User Manual	
RISe Santacruz Electronic Exp	oort Processing Zone SEZ			<u>ع</u>
) User Manual Add User Manual				
) User Manual Add User Manual Module * - Select Module -	V Liser Manual *	fie sected.		
) User Manual Add User Manual Mosae * - Select Module -	v Diversion No.	file selected.		Case 100
User Manual Add User Manual Mohar * Select Mooke - Select Mooke -	v) (Jor Monal * No	The selected.		Caur
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Add Surv Manuel Add Surv Manuel Montes Montes Series Mouse r 1 Module r 1 Module New 1 Notice New 1 Notice New 1 Notice New Navage 1 D I of Letters Navage 1 D I	v (booker 100 Select Confe and click the	If service	le and add User M re the Conference R	Eren en e
Add Uwr Manuel Add Uwr Manuel Safet Module - Safet Module -	v Barkan No	If vertex	le and add User M re the Conference R	Errit 2005 Manual attachment Coom user manual.
Add Liver Manuel Add Liver Manuel Add Liver Manuel Series Macue Series Macue Series Macue I Macue Macu	Select Confr and click the	Ver Hennel Contractor Record User Hennel per Erence Room modul E [Save] button to save Figure 4 – Add Us	le and add User M re the Conference R er Manual	Erent Erent Coom user manual.
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Add Univ Manual Add Univ Manual Mathan Stretc Macuae	Select Confe and click the	If worked Contract Room module [Carteres Room module [Save] button to save Figure 4 – Add Us	le and add User M re the Conference R er Manual	Loom user manual.
Add Univ Manuel Add Univ Manuel Add Univ Manuel Serect Module - Serect Module - 1 Module Name 1 Module Name 1 Conference Reion Nauge Numeral Tot of a remes	v United and I	Ver Haval Contracts Room modul E [Save] button to sav Figure 4 – Add Us	le and add User M re the Conference R er Manual	Earth
Add Liver Manuel Add Liver Manuel Add Liver Manuel States Manuel States Manuel States Manuel States Manuel States Manuel Model Name I Conference Sean Nacage Automatic Manuel States Manuel Add Liver Ma	v University No Nort	If were text	le and add User M re the Conference R er Manual	Ianual attachment com user manual.
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ADD Under Manual ADD Under Manual ADD Under Torins T T T Module T T T Module ADD Notice T T T Module ADD T T Module ADD T T T T T T T T T T T T T T T T T T	Not Select Confe and click the	If seeded	le and add User M ve the Conference R er Manual	Ianual attachment com user manual.
ADD Dev Manuel ADD Dev Manuel ADD Dev Manuel ADD Dev A	Not Select Confe and click the	If were lead	le and add User M re the Conference R er Manual	Ianual attachment Com user manual.
ADD Date Manual ADD User Manual Montes	Not Select Confe and click the	If werehad	le and add User M re the Conference R er Manual	Lanual attachment Com user manual.


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4 SET UP

The Caretaker has the privileges to access the setup.

	0	Pending for Approval O	0	Poncing Paymonts(SEEP2) 1	0 Pe		
View Details	*	View Details	•	View Details	•	w Details	
Year 2024	¥						
	Category Wis The total number of bookings	e Booking - 2024 for both SELPZ and individual entits.		Weekly Booking (29-0	7-2024 to 04-08-2024)		
				# Conference Room	Booking ID	Booking By	Date
				1 BFC	SEEPZ/CR/2024/000001	SEEPZ	30-07-2024
	Une Bookings 2			2 BFC	SEEPZ/CR/2024/000002	SEEPZ	31-07-2024
				3 BFC	SEEPZ/CR/2024/000003	SEEPZ	01-08-2024
		Seeps Doolling: 4		4 BFC	SEEPZ/CR/2024/000006	Aplab Ltd.	02-08-2024
			_				
				Click the S	Settings icon	to custo	mise the
				setup for co	onference roo	ms.	

4.1. FACILITY SETUP

RISe Conference Room Man	agement					<u>ଜ</u> ∩ © ∣
Facility Setup	Roup Rave alongs Terris & Conscion					Add Facility Setu
Show 10 entries						Search:
# 11	Facility		Description		Updated on	11 Action
1 IV		TV			02-12-2024	e
5 VC		AC facility available			28-01-2025	ø
						Previous 1 Next
					F 1114	0.4
Click on	he Facility Setu	up tab to	CI	ck the [Add	Facility	Setupj
setup the	conference room	n facility.	bui	ton to add fac	ility setup	details.
		Figure 8 -	- Facility Se	etup		
Page 12 of 40						



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

		Facility		Description	Updated on	Action
1	TV		TV		02.12.2024	B 🗲
2	AC		AC facility available		28-01-2025	ef
Showing I to 2 of 2 entr	es					Previous 1 New
				Click the Ed	<i>it</i> icon to edit the sav	ed details.

4.2. CONFERENCE ROOM SETUP



RISe Conterence Room Manager	nent	e ana ana ang ang ang ang ang ang ang ang				ି ∩ ©
Facility Setup Conference Room Setup	Rate Setup	Terms & Condition				
Conference Room Setup						0
Add Conference Room Setup						
	Carton		- E	1 (name and a second	1 Constanting	
Name *	Code *		Soat Availability *	Caretaker Name *	Caretaker Mobile *	
Choose Facilities						
□ AC	⊡ TV					
Attach Conferenceroom Image						
Conference Room Image * Browse No file selected.		80				
(Mlowed Types: jpg.jpeg.png)						
						Cross David
		Ente	r Name C	ode Seat Ava	ilability Caretaker N	Name and
		Carro	takan Mahili	$\sim N_{\rm c}$		
		Care	taker wobile	e No, choose r	-acilities, add Attach	ments and
		click	the [Save] b	outton to save the	e conference room se	tup details.

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

To block conference room,





4.3. RATE SETUP

Particular Setu	p Rate Revise Setup Rate Setup						Add Particular Setu
Show 10	ontries					Search	
a 1	Particular		Code		HSN Code		Action
1	Rent	CR RT		997212			ø
2	Additional Charge	CR AC		997212			œ
Shooling 1 to 3	t of 2 entries						Provious 1 Next
Cli set	ck on the <i>Rate Setup</i> t tup, Rate Revise Setu	tab to setup the I ip & Rate setup.	Particular				

4.3.1 PARTICULAR SETUP

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		Add particular details such as Particula	ar, Code and H	SN Code,
		then click the [Save] button to save the	particular sett	up details.
	F	gure 17 – Add Particular Setup Detai	ils	

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

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4.3.2 RATE REVISE SETUP

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

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Figure 21 – Rate Revise History



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4.3.3 RATE SETUP

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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

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		Add Terms & Conditions
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conference rooms.	button to add new term	ns and conditions.
Figure 26 – Term	ns & Conditions	
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5 SEEPZ USER LOGIN

5.1. BOOKING CONFERENCE ROOM

5.1.1 LOGIN – CARETAKER

RISe DESCRIPTION PROFESSION
Figure 28 – Caretaker Login
RISe SEEPZ User Public User Username: Username, Password and Captcha. Password: © Click the [Login] button to Login.
Figure 29 – Enter Login Credentials

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5.1.1.1 DASHBOARD







5.1.1.2 INBOX

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k on the <i>Inbox</i> tab to view eived notification.	Select the relevant link to be redirected to either approve or reject requests page.
	 c on the <i>Inbox</i> tab to view ived notification.

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.

All Book Click on the Booking tab to request Conference room. Figure 34 – Booking Process	RISe Conference Room Management			ĥ	1.0 \$ @
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USER MANUAL-RISE (CONFERENCE ROOM MANAGEMENT-SEEPZ USER) Confidential My Booking Received Approved Payments Reje × 🔄 Add Booking Check Availability E Full Day/ Half Day * Full Day/ Half Day * To Date *
 dtd/mm/yyyy Cear Search Select From Date, To Date, Click the [Search] button to and Full Day/Half Day. search for Conference Rooms. Figure 35 – Search Room

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

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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.

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		the conference room re	quest.
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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.

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	Figure 38 – Selec	t Seat

5.2.1.1 INBOX

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Click on the <i>mbox</i> tab to view	Click on the <i>Notifications</i> link to view notification.

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

<u>Note</u>: 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.

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Page 27 of	40			
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Added By: Shri. Santosh Yashwant Patankar (Caretaker) On 27-01-2025



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	2 SEEPZ/CR/2025/000050	Caretaker	03-02-2025 (Full Day)	03-02-2025 (Full Day)	CH D1	Received	۲

After verification, LDC forwards the room request to ADC.

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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.

TOTO Semicros Electronic Export Processing 2016 Sez		4 A
ADC ⊜ adc.dmd ⊖ Attended On 28+02-2023	ADC trianewsz adc: Alikter Ox 28-05-2023	Subart Sout
ADC	rent ture ☆ thereward J ∴ Abser On 26 10 2023	Tasket Said
Asstat Development Commissioner(Estate) ch entrop ampt Added On 23 01 2024 Click here to see	elect seat.	
	Figure 47 – Select Seat	

5.2.2.1 INBOX

shboar booking Reports	
# 11 Notifications	Date
Booking from Caretaker is pending for approval (SEEPZ/CR/2014/000007)	0508202 Pretox hard
Click on the <i>Inbox</i> tab to view	Click on the Notification link to 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.

RISe Conterence Ro	om Management	÷ ∩ © ⊕
Booking Decelored Approved	owing response d Paymen's Rejected	(that)
BOOM BEQUEST DETAILUE Request ID Booking Friem From Date To Date Booking Purpose Receipt Dary(10 Status Bitting Details	EUPT/CA/DOMOGNON Container Gentamer Gent	Addre Syr Stor. Santosh Vashwent Palanar (j. DC) On 27 Ch 2025
Click t approv	the [Approve] or [Reje e or reject the conference	ect] button to proom request.
	Figure 49 – Aj	pprove / Reject Room Request

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5.2.2.2.1 APPROVING ROOM REQUEST

	Received Booking Booking D : SEEPZ/CR/2025/000051 Booking From : 05-02-2025 (Full Day) Booking To : 05-02-2025 (Full Day) Booking Type * Proceed with Bill v Remarks *	×
Select ti Proceed and click	Accord Type from the dro with Bill or Proceed without Bill. the [Approve] button to finalize	ppdown menu: Enter Remarks your approval.
F	igure 50 – Approve Room R	equest

<u>Note</u>: 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.

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5.2.2.2.2 REJECTING ROOM REQUEST



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

	ii							
how	10 entries						Search	
* 1	Booking ID	Request From	Bill 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	- 1 B C
2	SEEPZ/CR/2025/000015	Caretaker	Name : Mr. FRT Number : 7896325412 Mail Id : fnt@gmail.com Address : Street 1	03-11-2025 (Full Day)	04-11-2025 (Full Day)	CR 01	Approved	980
3	SEEPZ/CR/2025/000014	Caretaker	Name : Mr. yy Number : 7896325544 Mail Id : yy@gmail.com Address : Street 9	03-10-2025 (Full Day)	03-10-2025 (Full Day)	CR 01	Approved	9 11 0
4	SEEPZ/CR/2025/000013	Caretaker	Name : Mr. test Number : 9546546546 Mail Id : tes@gmail.com Address : tst	04-09-2025 (Full Day)	05-09-2025 (Forenoon)	CR 01	Ext	Proceed to Payment
5	SEEPZ/CR/2025/000012	Caretaker	Name : Mr. aaa Number : 7896325412 Mail Id : test@gmail.com Address : Street 7	10-07-2025 (Full Day)	17-07-2025 (Full Day)	CR 01	Approved	9 B 0
6	SEEPZ/CR/2025/000009		Name : Mr. jj Number : 7356005627 Mail Id : eeettigmail.com Address : ggfgf	01-09-2025 (Full Day)	02-09-2025 (Full Day)	CR 01	Est	Ð
7	SEEPZ/CR/2025/000011	Caretaker	Name : Mr. Amit	29-05-2025 (Full Day)	30-05-2025 (Full Day)	CR 01	Approved	B (+
C to	lick on the view to a	e <i>Appi</i> pprov	ro <i>ved</i> sub - tab ed list.		A	oproved s	status.	

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

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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

RIS Dashbo	e Conference Room Mana	agement Reports						@ @ (
Booking	Received Approved Payme	ants Rejected									
Show	Show 10 entries Search										
۳.,	Booking ID	Request From	Bill Details	Booking From	Booking To	Conference Room	Status	Action			
1	SEEPZ/CR/2025/000016	Caretaker XX XX XX	xxxx xxxxx xxxxxx	10-10-2025 (Full Day)	10-10-2025 (Full Day)	CR 01	Approved				
		ſ	EnterTr	Click the Modify in	x accord to modify (real by) (real by) (real by) (real by) (real by)	y booking '	to date.	F			
			Enter Ic Day, the update I	Date and select len click the [Upda booking date.	-ull Day/Half te] button to						

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5.3.1.2 EXIT

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<pre>view view view view view view view view</pre>	ling	Received Approved Paym	ants Rejected						
<pre>intervention in the intervention interventintervention intervention intervention interventi</pre>	ow 1	D entries	Bonnet		Booking Error	Basking To	Conference Room	Search	Action
IntercentionConsiderationCaseAnd CaseConsiderationClick the Exit conto exit the conference room.Ext conference RoomExt conference RoomComplete the payment online or via DD, then click the [Submit] button to exit the conference room.	ъ.	booking to	From	Bill Details	1	11 Doowing To			
Ext conference Room Booking From ::::::::::::::::::::::::::::::::::::	1	SEEPZ/CR/2025/000016	Caretaker	*****	10-10-2025 (Full Da	ay) 10-10-2025 (Full Day)	CR 01	Approved	0 🖬 0 <
Click the Exit icon to exit the conference room.Extense RoomImage: State Stat				****					
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<complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block>	Ex	it Conference Ro	om		×	Exit Conference Room		×	
<complex-block><complex-block><complex-block></complex-block></complex-block></complex-block>		Booking Details				2			
<pre>booking from :: e5-0-2205 (Full Day) Booking from :: e5-0-205 (Full Day) Complete the payment online or via DD, then click the [Submit] button to exit the conference room.</pre>		Request ID		SEEPZ/CR/2025/000051		Booking Details	SEEP7/CR/202	5/000051	
Booking To ::: 05-02-2025 (Full Day) Briggs ::: DC Meeting		Booking From		05-02-2025 (Full Day)		Booking From :	05-02-2025 (Fu	ll Day)	
Propriet for the body of th		Booking To Rate (₹)		05-02-2025 (Full Day) 15.500.00		Booking To	05-02-2025 (Fu	ll Day)	
The second se		Purpose		DC Meeting		Rate (₹)	15,500.00 DC Meeting		
comine vie vie vie vie vie vie vie vie vie vi		Payment Mode		 ۲		Payment Mode *			
Image: Complete the payment online or via DD, then click the [Submit] button to exit the conference room. Figure 54 – Exit Conference Room		Online	~			DD V			
Image: Complete the payment online or via D, then click the [Submit] button to exit the conference room. Figure 54 – Exit Conference Room				-					
Complete the payment online or via DD, then click the [Submit] button to exit the conference room.						_			
Complete the payment online or via DD, then click the [Submit] button to exit the conference room. Figure 54 – Exit Conference Room			Sub	omit		Su	ibmit		
Complete the payment online or via DD, then click the [Submit] button to exit the conference room. Figure 54 – Exit Conference Room									
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DD, then click the [Submit] button to exit the conference room. Figure 54 – Exit Conference Room									
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5.3.1.3 APPROVED



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*	Booking ID	Request From 1	Amount Paid (₹)	Submitted Date	Payment Type	DD Date	Branch	Bark Name	Reference No. 13	Status	Action
1	SEEPZ/CR/2024/000127	Caretaker	15500.00	03-08-2024	DD	02-08-2024	Andheri	SBI	324324	-	-
2	SEEPZ/CR/2024/000117	Renaissance Global Ltd	31000.00	02-08-2024	01-08-2024	Andheri	SBI	353535	Paid	B 🕹 🗲	
							Click the the Invo	e <i>Downlo</i> ice or rec	ad icon eipt res	to dow	nload y.
			Fig	ure 56	– Dov	vnload	Invoice &	& Receip	t		

5.3.1.4 REJECTED

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

ashboard Inbox Booking Reports	Rejected		
Show 10 entries			Search:
# 1: Booking ID	11 Request From	Booking From	Booking To
1 SEEPZ/CR/2024/000107	M/s. Gems & Jewellery Export promotion council	16-D9-2024 (Full Day)	17-09-2024 (Full Day)
2 SEEPZ/CR/2024/000097	Caretaker 1	22-08-2024 (Afternoon)	23-08-2024 (Full Day)
3 SEEPZ/CR/2024/000089	Caretaker 1	13-08-2024 (Full Day)	14-08-2024 (Full Day)
4 SEEPZ/CR/2024/000087	Caretakar 1	28-08-2024 (Full Day)	29-08-2024 (Full Day)
5 SEEP2/CR/2024/000075	Caretaker 1	04-08-2024 (Full Day)	04-08-2024 (Full Day)
6 SEEPZ/CR/2024/000069	Caretaker 1	03-08-2024 (Full Day)	04-08-2024 (Full Day)
	Figure 57 – Re	ejected List	
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	Figure 57 – R	ejected List	

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5.3.2 GENERATE REPORTS

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ejected Bookings	Colored I	

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5.3.2.1 MONTHLY BOOKING REPORT

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**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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USER MANUAL – RISE (CONFERENCE ROOM MANAGEMENT– UNIT USER)

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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. USER MANUAL – RISE (CONFERENCE ROOM MANAGEMENT– UNIT USER) Confidential

3 UNIT USER LOGIN

3.1. BOOKING CONFERENCE ROOM




3.1.1 INBOX

Show 10 entries	
# 1. Notifications	1. Date
1 Bit approval of booking from SEEP2/CR/2024/000085 is completed. Payment is pending. (SEEP2/CR/2024/000065)	27-07-2024
2 Bit approval of booking from SEEP7/CR/2024/000033 is completed. Payment is pending (SEEP7/CR/2024/000033)	21-07-2024
Shouling I to 2 of 2 withles	Previous 1 h
Click on the <i>Inbox</i> tab to view the notifications.	

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 th	e <i>Booking</i> tab.			
ISe	ference Room Management				G (
box B	oking				
Add Book	ng				Add Reque
Show 10	entries			Sea	uch []
# 1	Booking ID	Bocking From	Booking To	Rate (T)	Action
1	SEEP2/CR/2024/000065	31-07-2024 (Full Day)	31-07-2024 (Full Day)	15500.00	Proceed to Payment
2	SEEP2/CR/2024/000064	29-07-2024 (Full Day)	29-07-2024 (Full Day)	15500.00	× submitted
3	SEEP2/CR/2024/000033	20-07-2024 (Full Day)	21-07-2024 (Pull Day)	10201.00	Proceed to Payment
			Click add r	the [Add reque equest for confere	st] button to ence room.
	Fi	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ons (1)	st] button to ence room.
	Fi	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ons (1)	st] button to ence room.
RISe	Contenence Room Management	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ons (1)	st] button to ence room.
	Contenence Room Management Sectore	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ns (1)	st] button to ence room.
RISe Intex	Fig. 2. Conference Boom Management Booking Aking Aking	gure 5 – Request	Click add r Conference Roon	the [Add reque equest for conference ons (1)	st] button to ence room. ຄ
RISe intox Add Bo Story Into Int	Contractive Room Munagement Booking In Data	gure 5 – Request	Click add r Conference Roon	the [Add reque equest for conference ons (1)	st] button to ence room.
RISe intox Add Bo	Conference Room Management Booking Bing Mediativy Management Field by Androin Field by Androin Field by Androin	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ons (1)	st] button to ence room.
RISC Intox Add Bo	Conference Boom Management Booking aning Management Hall Day / Paul Say / Nard Day / Hall Day / Paul Say / Nard Day / Hall Day / Nard Day /	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ns (1)	st] button to ence room. ຂ ເ
RISe Intox	Conteresce Boom Management Booking assing Acceptury In Data **********************************	gure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ns (1)	st] button to ence room.
RISC Moox Add Boo Covers	Contractive Boom Management Booking and the second Management Booking And Second Management And Second M	igure 5 – Request	Click add r Conference Room	the [Add reque equest for conference ns (1)	st] button to ence room.
RISC Notes Stern Stern Stern H	Fig.	igure 5 – Request	Click add r	the [Add reque equest for conference ins (1)	st] button to ence room.

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.



OndentialOptimized colspan="2">Optimized colspan="2"Optimized colspan="2">Optimized colspan="2"Optimized colspan="2"Optimized colspan="2"Optimized colspan="2"Optimized colspan="2"Optimized colspan="2"</

3.1.2.2 CANCELLING REQUESTS

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

abox Booking				Add Requ
Strow 10 entries				Search:
# 1. Booking ID	Booking From	Booking To	Rate (1)	Action
1 SEEPZ/CR/2024/000006	02-08-2024 (Full Day)	02-08-2024 (Full Day)	15500.00	× submitted
2 SEEP2/CR/2024/000005	12-08-2024 (Fall Day)	12-08-2024 (Full Day)	15500.00	Proceed to Payment
	Click the [x]	outton to cancel the	e request.	

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'.

RISe Conterence Room Management				Â
Add Booking				Add Req.
Show 10 entites			Sca	ndh.
# r Booking ID	Booking From	Booking To	Rate (₹)	Action
1 SEEPZ/CR/2024/000005	31-07-2024 (Fut Day)	31.07.2024 (Full Day)	15500.00	8 ±
2 SEEP2/CR/2024/000064	29-07-2024 (Fut Day)	29-07-2024 (Full Day)	7800.00	× Verfied
3 SEEP2/CR/2024/000033	20-07-2024 (Fait Day)	21-07-2024 (Full Day)	10201.00	Proceed to Payment
				inieu.
RISe Conference Room Management	Figure 11 – V	/erified Status		
RISE Conterence Room Management	Figure 11 – V	/erified Status		Add Respondence
RISE Conference Room Management	Figure 11 – V	/erified Status		Add Respon
Conference Room Management recer Booking 3 Add Booking Sour O errors 1 Booking D	Figure 11 – V	/erified Status		Action
RISE Conference Room Management Rook Booking Doo Persa 1 Besking D 1 Start/Ch/204/00006	Endering From 1 02.06.2024 (Pull Day) 1	Reveiting To 1 02.00.3 2024 (Pull Day) 01	Rese (1) 1	Action
Conference Boom Management Conference Boom Management Conference Boom Management Conference Conference Booking D Conference Con	Booking From 11 11 02 04 2024 (Full Day) 11 11	Beaking To 1 02 08 3024 (Full Day) 1 10-08-2024 (Full Day) 1	Refer () 1 1500.00 1500.00	Add Bega

3.1.2.4 PROCEEDING WITH PAYMENT

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





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. USER MANUAL – RISE (CONFERENCE ROOM MANAGEMENT– UNIT USER) Co

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	IIIUu	FILLAL

Add Book	king				Add Re
200 10	entres				Search
<i>8</i> 1	Booking ID	Booking From	Booking To	Rate (1)	Action
1	SEEP2/CR/2024/000065	31-07-2024 (Full Day)	31-07-2024 (Full Day)	15500.00	PAD
2	SEEPZ/CR/2024/000064	29-07-2024 (Full Day)	29-07-2024 (Full Day)	15500.00	× Submitted
3	SEEPZ/CB/2024/000033	20-07-2024 (Full Day)	21-07-2024 (Full Day)	10201.00	Proceed to Payment
			The status again updated to PAID	st the booking	y will be



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**End Of the Module – RISe

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