



DEPARTMENT OF INFORMATION
TECHNOLOGY & COMMUNICATION

.....
(GOVT. OF RAJASTHAN)

**CIRCUIT HOUSE
MANAGEMENT SYSTEM
User Manual**

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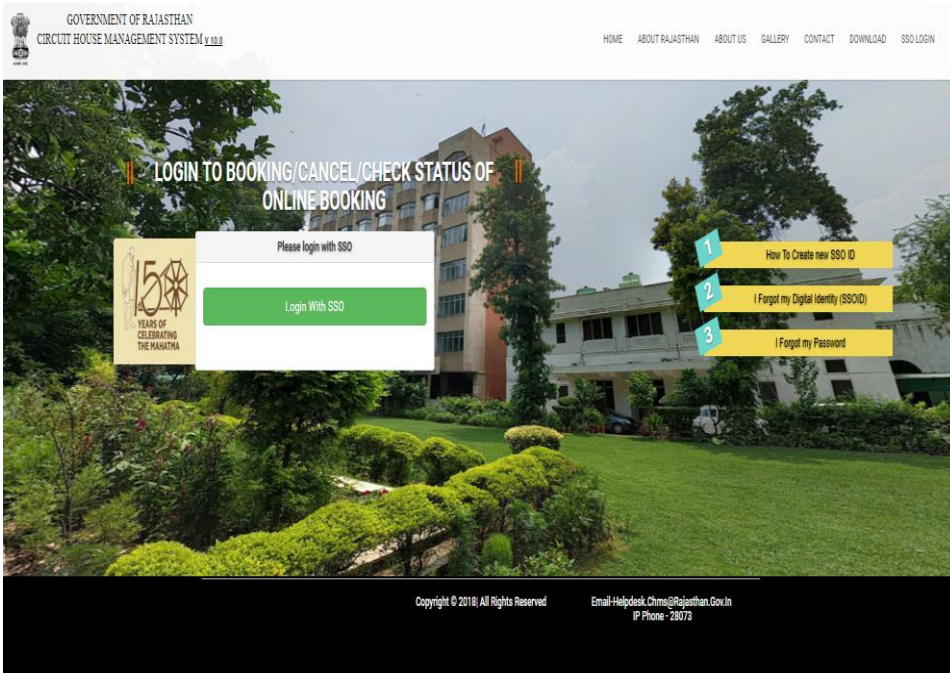
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Abbreviations

- FO : Front Office manager**
- KOT : Kitchen Order ticket**
- SOT : Service Order Ticket**
- GAD : General Administration Department**

1. Accessing CHMS Application

- Users Access through the URL ("chms.rajasthan.gov.in").Following Screen will appear.
 - User Clicks on SSO Login.



1.1 Login Module

Step 1: User opens chms.rajasthan.gov.in

Step 2: User selects SSO login

Step 3: User is required to login into the application by entering valid SSOID and password.

SSO portal :

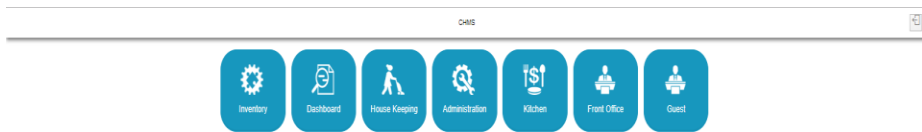
➤ User Clicks on CHMS (Circuit House Management System) Icon.

CHMS application loads:

Please wait while you are being redirected to CHMS application

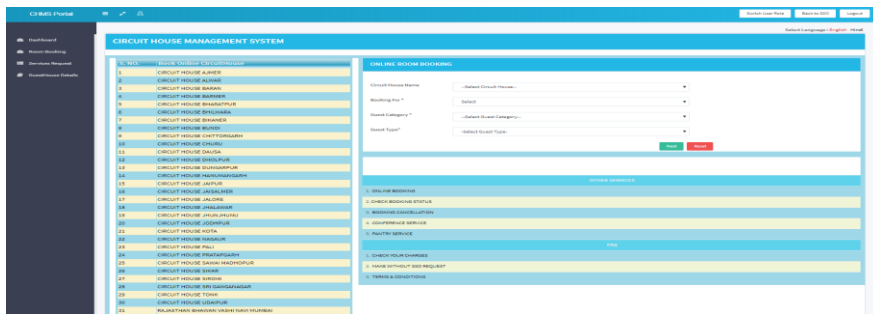


The following screen comes if the profile on SSOID is complete. If the user's SSOid is mapped with administrative rights of any Circuit House, following screen will be displayed to him to choose respective role. If the SSOid is not mapped with any rights, the user will be redirected to guest dashboard as below.



Role selection page:

In case user has multiple rights, such as kitchen, inventory of any circuit house, he/she will be redirected to following screen first. Then after choosing the module as Guest, user will be able to make request in circuit houses.



2. GUEST MODULE

- **Authorized User** : Guest(Private or official)
- **Pre-requisites**: Applicant gets logged into the application.
- **Description** : The user can request for room, food and conference through this module

General Types of Guests in Rajasthan:

Rajasthan State Government Officer	Other State/Central	State Guest	Foreign Guest	Public Representative
UPSC officer of Rajasthan Cadre	Rajasthan Govt. Accountant Officer(PayMatrix >=6600)	All Guests of Rajasthan Govt.	Foreign Guests	Governor, Speaker of Assembly and Legislative, CM, Current MLA
RPSC Officer of Rajasthan Cadre(RAS, IPS, etc).	UPSC Officer(IAS,IPS etc.)			Current Zila Pramukh(District President)
State Govt. Officer who has PayMatrix >=6600	Officer of NIC, India			Current MPs of Rajasthan State
Trainee Officer of Rajasthan(Paymatrix >=6600)	Other State Trainees UPSC Officer			Current MLA
Pilots on duty of Rajasthan Govt.	Supreme Court and High court Judges and judicial officer of other state			Newly Elected Current MLA
State and district level consumer court current president and its Member	Officers of the All India Services (IAS / IPS / IFS)			Mayor and Vice-Mayor
Honorable Minister of Departments/ Major Administrative Secretary/	All the officers (Pay matrix Range >=6600)			Presiding Officers and Members of all commissions, Board and Committee that is setup by State Govt.
Lokayukta / Secretary and BSER, RPSC, Revenue Board	UPSC Officers			Presiding Officers and Members of all commissions, Board

President, Secretaries and members				and Committee that is setup by State Govt.
Current Officer and Servants of Rajasthan State Circuit House Services	All Indian Forces Officer established by Govt. India			Other State Public Representatives in case of that State has reciprocal Arrangement
Rajasthan all universities and affiliated college's examiner and inspector during examination	Central Ground-Water Board			Other State and Union Territories MPs
Revenue and Salestax Department president and members for rajasthan	Census Directorate officer			Former Governor and Former CM
Rajasthan High Court and State Higher Judicial sevice judges and officer	President, Vice President and Member of Central Administrative Tribunal			Former MPs
Election Commission Supervisors	Officer of NIC, India			Former Ministers
Security forces officers on election duty	Officer of Central Arid Zone Research Institute (KAZAR) Jodhpur			Minister and State Minister level officer
Rajasthan State and District Welfare Department Officer	Former military Awarded officers resident of Rajasthan State			Former MLAs of Rajasthan
Additional General Advocate of Rajasthan	Doordarshan / Akashwani (Prasar Bharti) Officers			Other State Public Representatives in case of that State has not reciprocal Arrangement
UPSC/RPSC Posting officer.	Commissioner, Nar Cotix, Gwalior, Madhya Pradesh.			
Interviewer of RPSC, Ajmer	Union Territories and MLAs of other states on personal journey.			

Rajasthan State Motor Garage Service Senior and Junior Officer and Rajasthan Prison Service Central Jail Officers				
Rajasthan judicial service officer				
Officers of Rajasthan Information Commission				
Padma Awarded Rajasthan Resident				
UPSC/RPSC Rajasthan Cadre Trainer Officer				
National Green Tribunal Member of Rajasthan				
Police Officer on duty of pushkar fair and Urs				
UPSC Trainees officer of Rajasthan Cadre				
All departmental guests				

Transfer	Retired Officers	Private	PSU
Transfer Guests	UPSC,RPSC,Vice-Chancellor of Govt. Funded Universities, and Circuit House Officer etc.	All the officers mentioned in Group A and C after their prescribed period.	India, State and Union territory govt. undertakings local bodies
		All guests remaining in addition to the guests mentioned in Group A and C	Vice-Chancellor of State and Central Govt. funded universities
		Chairman/ Executive Officers of state undertakings public sectors	Directors, Petroleum (Raj) / Chairman and Members of the Rajasthan Electoral Regulatory Commission
		Private Guests	All the Mandals of the State of Rajasthan, all the officers of the corporation undertakings, in the office-bearers (Group-A) (except point no. 18)

			and 27) on their private / official visit.
			Govt. of India, Union Territories and Other State Govt. undertakings boards
			President/ Chairman of Nagar Vikas Nyas and Nagar Parishad

2.1 Room Booking Module

Once the user is logged into the application through his SSOID, then

Step 1: Click on 'Booking Request', the user will be able to create request for room. The guest can make request for self / on behalf of other person.

The request screens appear based on the category of guest. The fields in the form are different for different users.

The guest can make request for themselves or they can make request on behalf of other guest. For on behalf request, SSOID of the guest for whom request is created should be entered.

Self	On Behalf
<p>Booking Requested Form</p> <p>Booking For * <input type="text" value="Self"/></p> <p>Circuit House Name * <input type="text" value="testguesthouse"/></p> <p>Guest Category* <input type="text" value="--Select Guest Category--"/></p> <p>Guest Type* <input type="text" value="--Select Guest Category--"/></p> <p>Aadhar Number* <input type="text"/></p>	<p>Booking Requested Form</p> <p>Booking For * <input type="text" value="On Behalf"/></p> <p>SSO ID <input type="text" value="QASCALE"/></p> <p>Circuit House Name * <input type="text" value="testguesthouse"/></p> <p>Guest Category* <input type="text" value="--Select Guest Category--"/></p> <p>Guest Type* <input type="text" value="--Select Guest Category--"/></p> <p>Aadhar Number* <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Send OTP"/></p>

On click of 'Submit', room request for opens based on the category and type selected by guest.

If user has selected 'Self' , primary details of user himself, will auto-populate from SSO portal, like name , email, date of birth, phone number.

If user has selected 'On behalf', primary details of the person for whom request has been created will populate from SSO portal.

Following are screens based on different categories of guest.

Guests need to fill details of additional guests accompanying him/her.

Fields marked with '*' are mandatory.

Files uploading will only be available for PDF, JPG, JPEG, PNG of size 1 MB.

1.2 For Rajasthan Government Officials:

CHIMS Portal

[About CHIMS](#)
[Help](#)
[Feedback](#)
[Message](#)

Select Language
Switch User Role
Back to SSO
Logout

- [Dashboard](#)
- [Room Booking](#)
- [Services Request](#)

Government Guest Request Form

Details populated as per SSOID

SSO ID: SHINDEAHRAPALI Name: AHRAPALI SHINDE

Mobile Number: 7506933356 Date of Birth: 21/05/1992

Gender: FEMALE Email Address:

Postal Address: Postal Code:

City: State:

Official Details

Department Name: FACEBOOK Office Name: Jaipur office

Post/Designation: PM Pay Matrix: L-14 (Grade Pay) 5400

Office Address: MANSAROVER

State: Rajasthan District: Jaipur

Type of Document: Official Order Documents: No file chosen Mandatory to upload document

Booking Details

Arrival Date: 02/06/2018 Arrival Time: 4:48 PM

Departure Date: 03/06/2018 Departure Time: 4:48 PM

Number Of Rooms: 1 Extra Bed: 1

Purpose Of Travel: Official

Additional Guest Details

Guest Name: Mobile Number:

Relation With Guest:

ID Proof Type Name:

Gender:

Email ID:

ID Number:

Additional guest details accompanying Requester

Guest Name	Mobile Number	Relation With Guest	Email ID	ID Proof Type	ID Number	Gender	Other ID	Guest Category	Guest Type	Action
ajit	8708564453	Father	ajit@gmail.com	Pan card	CG76054453/	Male				+
Vaishali	7654654354	Other		Other	7816576465545	Female	XXZ			+
KUNU	7657654643	Official		Voter id	58543543243	Male	Other State/Central	UPSC Officer(AS,PS etc.)		+

AdditionalGuests

submit
Reset

On Submission of this form , a printable receipt is generated as follows.

CHMS Portal 🔍 👤 Select Language ▼ Switch User Role Back to SID Logout

[Dashboard](#)
[Room Booking](#)
[Services Request](#)

Circuit House Receipt

GOVERNMENT OF RAJASTHAN
PINKCITY CIRCUIT HOUSE
MANSAROVER JAIPUR

Your room booking request has been submitted successfully. The details are as below

Booking Date:	: 20-02-2019 11:14:00	Name Of Guest	: SHIPRA AGRAWAL
Request Number	: 20181110000423	Check-Out Date	: 21-February-2019
Check-In Date	: 20-February-2019	Purpose Of Visit	: test
Booking Status	: Pending		

Thanks for sending booking request. Further status will be intimated through SMS/Email.

[Print](#) [Close](#)

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1.3 For Foreign Guests

Foreign Guest Request Form

Mandatory fields are marked with (*)

C-Form Details

Arrival Details

Arrived from*	<input type="text"/>	Intended duration of Stay(in days)*	<input type="text"/>
Arrival Date*	<input type="text"/>	Departure Date*	<input type="text"/>
Time of Arrival*	<input type="text"/>	Time of Departure*	<input type="text"/>

Personal Details

Name*	<input type="text"/>	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Date Of Birth*	<input type="text"/>	Nationality*	<input type="text"/>

Address in country where residing permanently

Country*	<input type="text"/>	City*	<input type="text"/>
Address*	<input type="text"/>		

Address/Reference in india

City/District*	<input type="text"/>	State*	<input type="text"/>
Address*	<input type="text"/>	Pincode*	<input type="text" value="0"/>

Passport Details

Passport Number*	<input type="text"/>	Place of Issue of Passport*	<input type="text"/>
Passport Issue Date*	<input type="text"/>	Passport valid till*	<input type="text"/>

Visa Details

Visa Number*	<input type="text"/>	Visa Issue Date*	<input type="text"/>
Visa Valid till*	<input type="text"/>	Visa Type*	<input type="text"/>
Place of Issue*	<input type="text"/>		

Other Details

Contact:Phone Number(In Country)*	<input type="text"/>	Purpose of Travel*	<input type="text" value="Business"/>
Contact:Phone Number(In India)*	<input type="text"/>	Next Destination*	<input type="text"/>
Whether employed in India*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Arrival in India*	<input type="text"/>

Upload Documents

Visa*	<input type="text" value="Choose File No file chosen"/>	Passport*	<input type="text" value="Choose File No file chosen"/>
-------	---	-----------	---

1.4 For Transfer cases

The calculation of transferred officials will be performed based on their basic grade pay as directed by Government of Rajasthan. The application form will be as follows.

Transferred Guest Request Form

Mandatory fields are marked with *

SSO Details

SSO ID: SAURABH.GUPTA,19 Name: Test
Mobile Number: 895489321 Date Of Birth: 20/10/1992
Gender: male Email Address: test@gmail.com
Postal Address: Ashok Nagar Postal Code: 325209
City: Jaipur State: Jaipur

Booking Details

Arrival Date* Departure Date*
Time of Arrival* Time of Departure*
No Of Days* Purpose of Travel* Transfer

Official Details

Department Name* :IT Post Name
Basic Salary* Grady Pay*
Posted Area* Pay Band Number*
Date Of Joining* First Day In Guest House*

If applied for Transit Hostel

Hostel/Government House No. Hostel/Government House Date

House Allowances Receiving or Not* Yes Annual Property Return*
Salary Slip* [Choose File] no file chosen Employment Card* [Choose File] no file chosen
Time Increase Document* [Choose File] no file chosen Signature* [Choose File] no file chosen

Submit Reset

1.5 For Private guests and Public Sector Units (PSU)

Private guests and PSU employees will only be required to fill arrival and departure details as shown in the below form.

Private Guest Request Form

SSO Details

SSO ID Name
 Mobile Number Date of Birth
 Gender Email Address
 Postal Address Postal Code
 City State

Booking Details

Arrival Date* Arrival Time*
 Departure Date* Departure Time*
 Number Of Rooms* Extra Bed

1.6 Booking Request History

Step 1: Click on Dashboard

Step 2: Click on 'Booking Request History'.

Description: All the room booking requests created by any guests in any circuit house of Rajasthan across India will be visible to the guest on this page.

The requester can cancel his/her request only till the request is pending/ confirmed.

If the request is under status as Check-in, the guest will not be able to cancel the request.

The guest can reprint the booking request receipt from this page.

Room Booking History

10 records per page Search all columns:

Showing 1 to 10 of 620 entries

Request ID	Circuit House	FullName	Arrival Date	Departure Date	Guest Type	Requested Date	Purpose	Status	Amend Request	Action	Print Receipt
20181110000423	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	20/02/2019	21/02/2019	Private	20/02/2019	test	Pending	Amend	Cancel	Print
20181110000422	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	25/02/2019	25/02/2019	Rajasthan State Government Officer	19/02/2019	On Duty/ Official	Confirmed	Amend	Cancel	Print
20181110000421	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	20/02/2019	22/02/2019	Rajasthan State Government Officer	19/02/2019	Service Official on leave	CHECKIN	Amend	Cancel	Print
20181110000420	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	20/02/2019	21/02/2019	Rajasthan State Government Officer	19/02/2019	On Duty/ Official	CHECK-OUT	Amend	Cancel	Print
20181110000419	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	19/02/2019	20/02/2019	Rajasthan State Government Officer	19/02/2019	Personal	CHECK-OUT	Amend	Cancel	Print
20181110000418	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	19/02/2019	19/02/2019	Rajasthan State Government Officer	18/02/2019	On Duty/ Official	CHECK-OUT	Amend	Cancel	Print
20181110000415	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	16/02/2019	16/02/2019	Rajasthan State Government Officer	16/02/2019	On Duty/ Official	CHECK-OUT	Amend	Cancel	Print
20181110000414	PINKCITY CIRCUIT HOUSE	SHIPRA AGRAWAL	15/02/2019	15/02/2019	Rajasthan State Government Officer	16/02/2019	On Duty/ Official	CHECK-OUT	Amend	Cancel	Print

2.2 Kitchen Module

- **Pre-Requisite** – Applicant must have a valid SSOid

Step 1: Click on Dashboard

Step 2: Click on Pantry Service

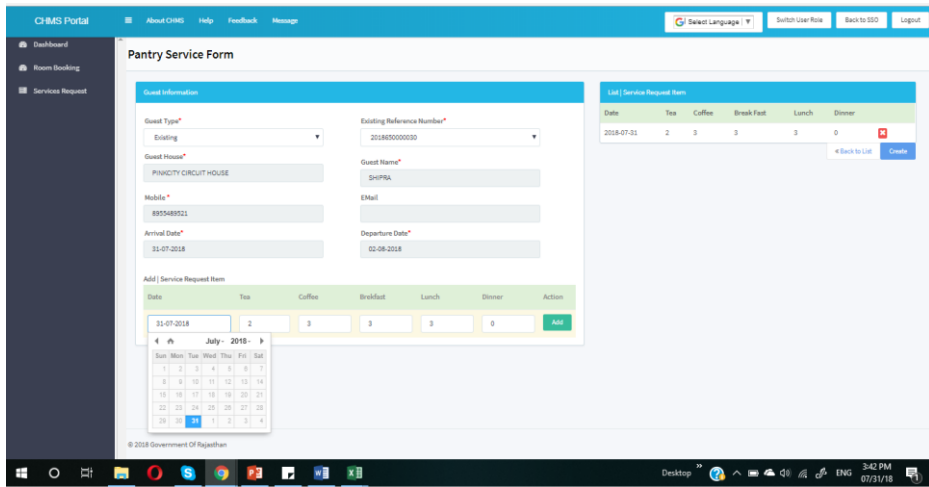
Description: The guest can intimate the circuit house about his food requirements prior to his arrival.

1.7 Pantry Service Form

If the guest has requested a room, he should select guest type as 'existing guest' and select the reference number from the list. Corresponding details will be automatically populated, such as checkin date, check out date, email id, mobile number etc.

If the guest wants to avail only pantry services without taking the room, he should select 'Non existing guest' from the dropdown and insert SSOid for which he wants to request food for. Details of entered SSOid will populate.

The guest needs to specify the date and quantity of items required and click 'Create'. The guest can only select the dates which are within his check in and check out dates.



1.8 Pantry Service Status

On this screen the guest can check the status of his request for food.

If the guest has requested only for food and not stay, the service type will be Non-staying guest.

CHMS Portal | About CHMS | Help | Feedback | Message | Select Language | Switch User Role | Back to SSO | Logout

Dashboard | Room Booking | Services Request

Pantry Services List

10 records per page | Search all columns:

Showing 1 to 10 of 23 entries

Requested Date	Circuit House	Service Req. ID	Reference Number/SSOID	Guest Name	Mobile	Email	Service Type	Status	Action
25-07-2018	PINKCITY CIRCUIT HOUSE	20180206500030		PK	99999999			Cancel	
25-07-2018	PINKCITY CIRCUIT HOUSE	20180206500029		TEST TEST	0			Complete	
25-07-2018	PINKCITY CIRCUIT HOUSE	20180206500028		abash	9859813513	smo@gmail.com		Complete	
25-07-2018	PINKCITY CIRCUIT HOUSE	20180206500027	2018650000046	SHIPRA GARG	7597281132	SHIPRAGARG83@GMAIL.COM	Ex-Guest	Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500026		ss	345345	brkumawat15@gmail.com		Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500025		vinod	8290118942	vinod@hg.bh		Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500024		aman 3	9859813513	smo@gmail.com		Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500023		aman2	9859813513	smo@gmail.com		Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500022		shp	9859813513	smo@gmail.com		Complete	
24-07-2018	PINKCITY CIRCUIT HOUSE	20180206500021		aman	9859813513	smo@gmail.com		Complete	

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2.3 Conference Request Module

- **Pre-Requisite** – Applicant must have a valid SSOid.

Step 1: Click on Dashboard

Step 2: Click on Conference request

Step 3: Enter conference request details.

Description: Conference request can be created for self or on behalf of other SSOID. This request will be billed to the SSOID entered in this screen.

1.9 Conference request

On the basis of purpose selected, charges will be applied to the requester.

If purpose is selected to be official, the requester will have to upload official order mandatorily.

The screenshot shows the 'Conference Services Request Form' in the CHMS Portal. The form includes the following fields:

- Booking Type*: Self
- Full Name*: AMRAPALI SHINDE
- Mobile Number*: 750693356
- Email Address*: shindeamrapali@gmail.com
- Max Person*: 20
- Guest House*: Demo circuit house
- Department Name*: IT
- Guest Type*: State Guest
- Purpose Of Conference*: Official
- Documents*: Choose File background...531880.jpg
- From Date*: 28/09/2018 Time*: 2:47 PM
- To Date*: 28/09/2018 Time*: 4:47 PM
- Remark*: training purpose

Buttons: Post, Submit

Step 3: On filling the information and click of Save Button in the above screen, the request is created and printable receipt is generated.

The screenshot shows the 'Circuit House Receipt' in the CHMS Portal. The receipt is for the Government of Rajasthan, Circuit House, Demo Circuit House, UDB Building, GOPALPURA MOD CHAURAHA, TONK ROAD. The details are as follows:

Your Conference booking request has been submitted successfully. The details are as below

Request Number	: 2018019400009	Name Of Guest	: AMRAPALI SHINDE
Spoid	: SHINDEAMRAPALI	Department Name	: IT
Conference From	: 28/09/2018 2:47 PM	Conference To	: 28/09/2018 4:47 PM
Conference booking Status	: Pending	Purpose Of Conference	: Official

Thanks for sending booking request. Further status will be intimated through SMS/Email.

Buttons: Print, Close

1.10 Conference Request Status

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Dashboard | Room Booking | Services Request

Conference Services Request List

10 records per page | Search all columns:

Showing 1 to 10 of 172 entries

Request Number	SSO ID	Full Name	DEPARTMENT NAME	GUESTHOUSE NAME	Purpose	From Date	To Date	Request Status	Action	Print Receipt
2019011300001	amit.chodhary007	amit	yeg	CIRCUIT HOUSE HANUMANGARH	personal	02/01/2019 14:53	02/01/2019 16:22	Pending		
2019011300001	SHIPPARGAR03	SHIPRA GARG	vdv	CIRCUIT HOUSE PALI	official	02/01/2019 14:44	02/01/2019 14:13	Pending		
2018011400001	amit.chodhary007	amit	it	CIRCUIT HOUSE JHULHUNJU	official	22/12/2018 12:33	23/12/2018 12:34	Pending		
2018011300003	SHIPPARGAR03	SHIPRA GARG	vv	CIRCUIT HOUSE sikar		31/10/2018 9:54 AM	31/10/2018 9:54 PM	CHECKIN		
2018011300002	SHIPPARGAR03	SHIPRA GARG	vv	CIRCUIT HOUSE sikar		31/10/2018 9:54 AM	31/10/2018 9:54 PM	Confirmed		
2018011300001	SHIPPARGAR03	SHIPRA GARG	vv	CIRCUIT HOUSE sikar		31/10/2018 9:54 AM	31/10/2018 9:54 PM	Confirmed		
2018010300002	amit.chodhary007	amit	ajd	CIRCUIT HOUSE BIKANER	official	02/01/2019 12:38	02/01/2019 13:15	Pending		

The guest can cancel his/her request for conference only until the status is check-in.

2.4 Circuit House Contacts

On this page, the guest will be able to access all the circuit house contacts.

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Dashboard | Room Booking | Services Request | Guest House Details

Guest House Contact List

10 records per page | Search all columns:

Showing 1 to 10 of 31 entries

S.NO	Guest House Name	E-Mail	STD Code	Phone Number Office
120	CIRCUIT HOUSE SIRCHI	hs.charan@rajasthan.gov.in	02972	221777
119	CIRCUIT HOUSE BHIWARA	circuithousebhiwara@gmail.com	01482	232627
118	CIRCUIT HOUSE JODHPUR	chjodhpur@gmail.com	0291	2510099/2511488
117	CIRCUIT HOUSE JAIPUR	chjaipur1@gmail.com	0141	2374455
116	CIRCUIT HOUSE NAGOUR	MANAGERCIRCUITHOUSENAGOUR@GMAIL.COM	01582	2400898
115	CIRCUIT HOUSE CHITTORGARH	chchittor@gmail.com	01472	240977
114	CIRCUIT HOUSE PALI	CHPALI22@GMAIL.COM	02832	284299
113	CIRCUIT HOUSE Hanumangarh	chhanumangarh@gmail.com	0155	2282116
112	CIRCUIT HOUSE BharaPUR	mchbpr@gmail.com	05644	223766
111	CIRCUIT HOUSE JHULHUN	CHJHULHUN@GMAIL.COM	01592	232181

Previous | 1 | 2 | 3 | 4 | Next

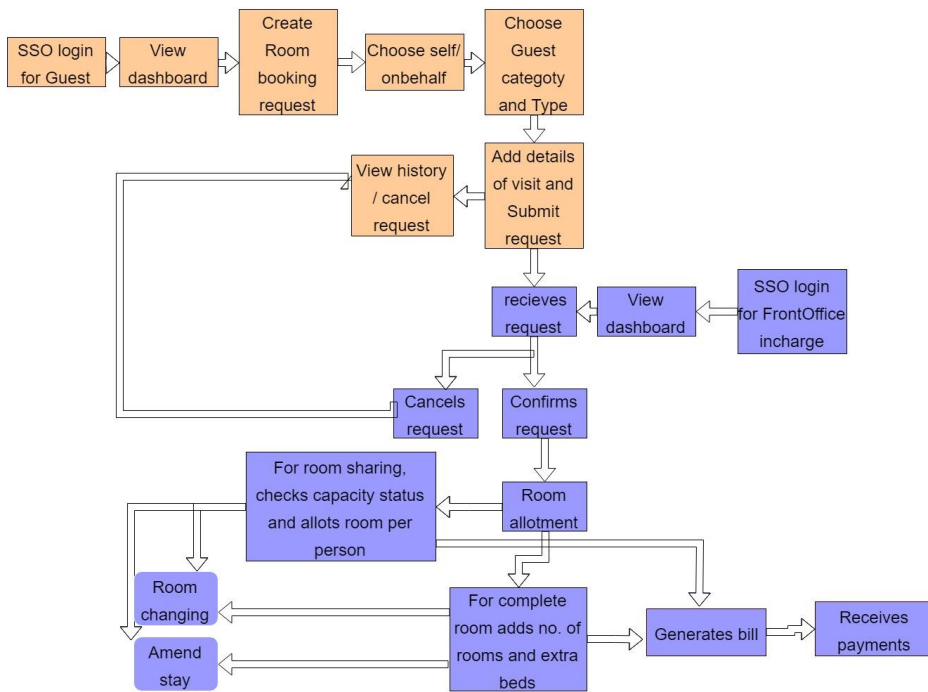
2. FRONT OFFICE MODULE

3.1 Room allocation process

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager has access to act on service requests created by Guest.

Step 1: User logs into CHMS

Step 2: User selects Front Office



3.1.1. Dashboard

Room Availability PINKCITY CIRCUIT HOUSE

Total Available Rooms / Check-in Rooms / Pending / Confirmed

ROOMTYPE	22-FEB-19	23-FEB-19	24-FEB-19	25-FEB-19	26-FEB-19	27-FEB-19	28-FEB-19	01-MAR-19	02-MAR-19	03-MAR-19	04-MAR-19	05-MAR-19	06-MAR-19
Days	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
AC ROOM	1/1	1/1	1/1	2/0	2/0	2/0	2/0	2/0	2/0	2/0	2/0	2/0	2/0
SUITE	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
TRIPLE BEDDED ROOM	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0	1/0
CONFIRM	0	0	0	0	0	1	0	0	0	0	0	0	0
RESERVED ROOM	1	1	1	1	0	0	0	0	2	1	0	0	0
OUT OF ORDER ROOM	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	6	6	7	0	0	0	0	6	7	0	0	0

Summary Cards:

- Today's Booking: 0 CONFIRMED
- Total Booking: 3 PENDING REQUEST
- Service Request: 9 CONFIRMED REQUESTS
- KITCHEN ORDER: 0
- CONFERENCE SERVICES STATUS: 0

This dashboard is divided in two parts

1st upper section denotes the availability of rooms on daily basis/No of rooms checked in by the guest.

FO can check the availability of rooms for future dates as well. The window shown is only for 15 days and can be changed for future dates from the date selector option above the table.

The lower section is divided in 3 subsections.

1st section: the tasks to be done as on date (Today's Bookings)

2nd section: the tasks pending since inception (Total Bookings)

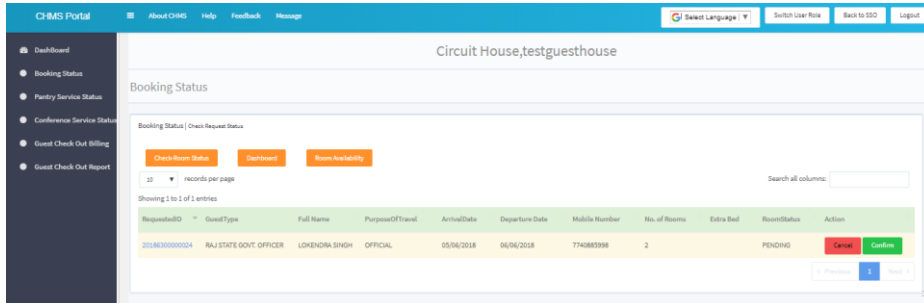
3rd section: the service requests like kitchen, conference and housekeeping

3.1.2. Pending Requests

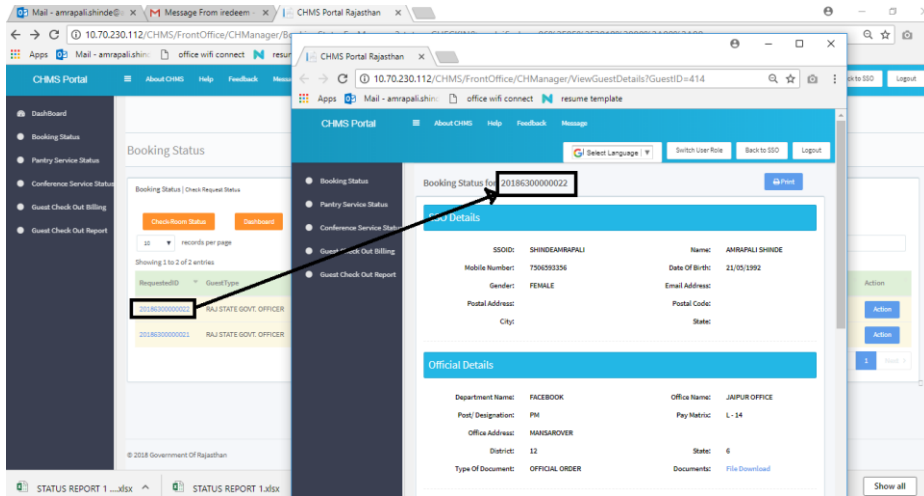
- **Pre-Requsite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager can check service requests created by Guest.

Step 1: User clicks Pending requests below screen appears where you can confirm the pending requests. All the guest requests are by default pending in status.

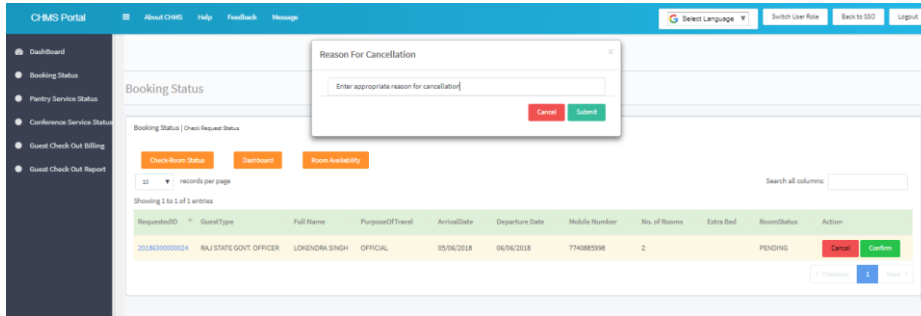
The request which are pending for action as on date, will be shown under 'Todays Bookings'. The FO can confirm the request based on availability of rooms.



Step 2: On clicking the RequestedID from this table, you will be able to see the details added by the guest while filling the request form.



Step 3: The FO can cancel the request by giving appropriate reason for the same.



3.1.3. Confirmed Request

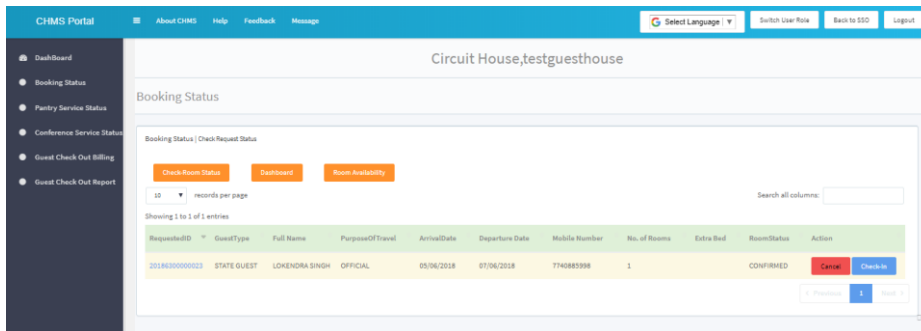
- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to check in service requests created by Guest.

Confirmed guest are eligible to check-in in Circuit house.

Step 1: On dashboard Click Confirmed requests.

Step 2: Click Check in. On click of Check in , a screen will open for allocating a complete room to the guest.

Step 3: User clicks 'Open Room Status' to check room availability.



3.1.4. Complete room allocation

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to allocate Guest.

Following screen opens to view the available rooms in the particular circuit house.

Step 1: User selects room type

Step 2: User selects Room number

Step 3: User clicks Submit.

CHMS Portal

About CHMS Help Feedback Message

Select Language | Switch User Role Back to SEO Logout

Dashboard
Booking Status
Pantry Service Status
Conference Service Status
Guest Check Out Billing
Guest Check Out Report

Check In [Manager View]

Mandatory Fields are marked with *

Total Check-in rooms View

Suite Rooms

MAXPAX: 2/0 Suite 303
MAXPAX: 2/0 Suite 304

AC Rooms

Non-AC Rooms

MAXPAX: 2/0 Non-AC Room 201
MAXPAX: 2/0 Non-AC Room 202

Check Room Status Room Availability

Rooms Allotment

Number of Rooms Requested - 1 Number of Extra Bed Requested - 0

Room Type* Room No.* Charges* Extra Bed*

Non-AC Room 201 800 0 Add

Room Type	Room Number	Charges	Extra Bed
-----------	-------------	---------	-----------

Submit

When a room gets allotted, dashboard will show the effect like following image.

Also, the request will start reflecting under current guests tab on dashboard.

ROOMTYPE	05-JUN-18	06-JUN-18	07-JUN-18	08-JUN-18
Days	TUE	WED	THU	FRI
AC ROOM	2 / 0	2 / 0	2 / 0	2 / 0
NON AC ROOM	1 / 1	1 / 1	1 / 1	2 / 0
SUITE	3 / 0	3 / 0	3 / 0	3 / 0
CONFIRM	0	0	0	0
Total	6	6	6	7

3.1.5. Sharing Room allocation

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager has access to act on service requests created by Guest.

The confirmed requests can also be seen from Room sharing tab on the dashboard.

Step 1: From dashboard, user selects Sharing Room.

Step 2: User clicks 'share room'

The screenshot shows the 'Room Sharing' section of the CHMS Portal. It includes a search bar, a table of requests, and navigation buttons. The table contains one entry for a confirmed request.

RequestedID	GuestType	Full Name	Travel Purpose	ArrivalDate	Departure Date	Mobile Number	No. ofRooms	Extra Bed	RoomStatus	Action
20184300000022	RAJ STATE GOVTL OFFICER	AMRAPALI SHINDE	OFFICIAL	01/06/2018	03/06/2018	7506593356	1	1	CONFIRMED	Cancel Share Room

Step 3: On click of share room, you will see following screen

Step 4: User selects the room type and room number per individual guest.

The FO has to check the room capacity of individual room in order to accommodate new guests in it.

Step 5: User clicks Submit.

CHMS Portal About CHMS Help Feedback Message Select Language Switch User Role Back to SSO Logout

- Dashboard
- Booking Status
- Pantry Service Status
- Conference Service Status
- Guest Check Out Billing
- Guest Check Out Report

Room Sharing [Admin View]

Total Check-in rooms Occupied Vacant Non-Sterilizable

Suite Rooms

- MAXPAX : 3/1
Suite
302
- MAXPAX : 2/0
Suite
303
- MAXPAX : 2/0
Suite
304

AC Rooms

- MAXPAX : 2/1
AC Room
101
- MAXPAX : 2/1
AC Room
102

Non-AC Rooms

- MAXPAX : 3/1
Non-AC Room
202
- MAXPAX : 2/0
Non-AC Room
201

Guest Details

RequestID	GuestType	Full Name	Travel Purpose	ArrivalDate	Departure Date	Mobile Number	Room Type	Room No	Room Charges	Extra Bed	Action
414	RAJ STATE GOVTL OFFICER		OFFICIAL	01/06/2018	03/06/2018		Suite	303	200	0	Add

Additional Guest Details

GuestName	Contact	RelationWithGuest	Gender	Guest Type	Guest Category	Room Type	Room No	Action
KUNJ	7657654643	OFFICIAL	MALE	Other State/Central	UPSC Officer(SAS,PS etc.)	Suite	304	Add
VISHALI	7654654354	OTHER	FEMALE			Suite	303	Add
AJIT	8768566453	FATHER	MALE			Non-AC Room	201	Add

Guest Rooms

Room Type	Room Number	Charges	Extra Bed
Additional Guest Rooms			
Room Type	Room Number	Name	Gender

Submit

Room Type	Room Number	Charges	Extra Bed	
Suite	303	200	0	

Additional Guest Rooms

Room Type	Room Number	Name	Gender	
Suite	304	KUNJ	MALE	
Suite	303	VAISHALI	FEMALE	
Non-AC Room	201	AJIT	MALE	

[Submit](#)

Step 6: Following the same procedure as earlier, under current guest tab, we see multiple records under same ID, as there are additional guests mentioned with requester.

Step 7: If the guest arrives with more guest than mentioned on request form, you can add additional guest details from above page as well. User clicks Plus sign.

Step 8: User adds guest name, gender and relationship. User can take action on individual guest as they are under sharing. User can change individual rooms by checking the availability in terms of capacity. (Mentioned in the blocks rooms)

Payment scenarios

Room1	
Self	150
Family	
Total	150

Room1	
official A(i)	150
official A(ii)	170

Room1	
Self	150
Family	
Other	200
Official(categorywise)	100

For taking any action on individual guest for eg. 304 Room no, click on action. The processing will be same as earlier.

You can check out the guest, amend stay, and change room as illustrated earlier.

Also if the guest has taken any food services, they will be added in the bill as follows.

Print
Total: 1 sheet of paper

Destination: Microsoft Print to PDF

Pages: All

Layout: Landscape

Color: Color

More settings

Print using system dialog... (Ctrl+Shift+P)

0000019

**GOVERNMENT OF RAJASTHAN
PINKCITY CIRCUIT HOUSE
GOLMENO**

Ph : 072579
Fax :
Email : PINKCITY@GMAIL.COM

Bill Number: 201865000698	REQUEST NUMBER: 201811000024	Date: 20-02-2019 12:34 PM
IRIN No: 2144	Name: SHIPRA AGRAWAL	Designation: GOOGLE
Check-In date & Time: 20-02-2019 : 12:32 PM	Check-Out date & Time: 21-02-2019 : 12:32 PM	Purpose of visit: Personal
Address:	ROOM NO: 103	Circuit House GST No.: 37PINKCU2414K1ZE
Payment: CASH	Party PAN No.: 123	Party GST No.: 123
Circuit House PAN No.: 37PINKCU		

NAME OF ITEMS	QUANTITY	RATE	AMOUNT
103 - SUITE	1 Days	150	150
		Total C charges	150
		Net Payable Amount:	₹ 150.00
TOTAL AMOUNT IN WORDS:			One Hundred Fifty Rupees Only

SHIPRA GARG
RECEPTIONIST/HOUSE KEEPER

This is computer generated invoice no signature required.
Thank You !!
Visit Again!!
<http://chms.rajasthan.gov.in/>

3.1.6. Check out Guests

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager can check out current guests

Step 1: From dashboard , click 'Check out requests'

Step 2: user selects the guest he wants to check out, by clicking 'Action'

Step 3: The guests who are supposed to check out as on today, are listed under this screen. On click of 'Action', all the actions of **Current Guests Actions**.

Request ID	Room Number	Room Type	Full Name	Arrival Date	Departure Date	Circuit House	RELATION	Guest Status	Action
201865000072	102	SUITE	MOHSIN AHMED ALVI	27/07/2018	31/07/2018	PINKCITY CIRCUIT HOUSE	Self	CHECKIN	Action

3.1.7. Check out history Report

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager can check the report of checked out guests.

Step 1: Click 'Check out History Report' from left menu.

Step 2: Select the date range.

Step 3. User can search by any column name in the entire report. All the details of guests who have checked out from a circuit house are displayed in this screen

Step 4: User clicks Print. The bill can be reprinted from this screen on click of 'Print'

Request ID	Room Number	Room Type	Full Name	Arrival Date	Departure Date	Kitchen Amount	Room Amount	Total Amount	Action
201805000081	101	SUITE	KUNJ	28/07/2018	31/07/2018	280	150	430	Print
201805000079	101	SUITE	KUNJ	28/07/2018	30/07/2018	180	100	280	Print
201805000078	201	AC ROOM	SHIPRA GARG	23/07/2018	29/07/2018	100	700	800	Print
201805000077	101	SUITE	P KUNJAR	27/07/2018	27/07/2018	0	100	100	Print
201805000076	101	SUITE	SHIPRA GARG	28/07/2018	28/07/2018	0	300	300	Print
201805000075	301	NDN-AC ROOM	P K V	27/07/2018	27/07/2018	0	300	300	Print
201805000074	201	AC ROOM	SHIPRA GARG	28/07/2018	28/07/2018	0	400	400	Print
201805000073	101	SUITE	PK	27/07/2018	27/07/2018	10	200	210	Print
201805000072	101	SUITE	PK	27/07/2018	27/07/2018	60	200	260	Print
201805000071	101	SUITE	PK	27/07/2018	27/07/2018	4	100	104	Print

3.1.8. Cancelled requests

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Front Office Manager
- **Description:** The FO manager can cancel service requests created by Guest.

Step 1: From dashboard, click Cancelled Requests. The cancelled requests will be shown under this tab.

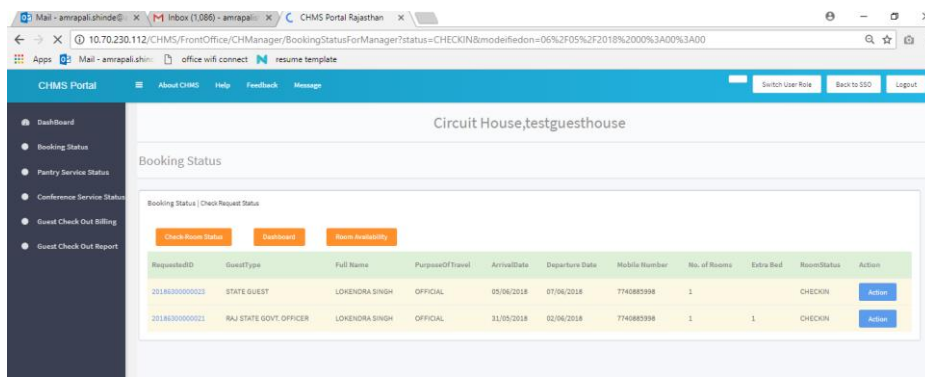
Step2: User clicks view. The reason for cancellation provided by FO will be displayed on click on View button in table.

RequestID	GuestType	Full Name	PurposeOfTravel	ArrivalDate	Departure Date	Mobile Number	No. of Rooms	Extra Bed	RoomStatus	Action
201805000027	PRIVATE	SHIPRA GARG		20/07/2018	21/07/2018	7397281132	1	0	CANCEL	View Confirm
201805000028	PUBLIC REPRESENTATIVE	TEST	OFFICIAL	20/07/2018	21/07/2018	895489521	1	0	CANCEL	View Confirm
201805000006	RAJASTHAN STATE GOVERNMENT OFFICER	VINDO	OTHER	18/07/2018	20/07/2018	828618942	1	0	CANCEL	View Confirm
201805000003	RAJASTHAN STATE GOVERNMENT OFFICER	SHIPRA	OFFICIAL	18/07/2018	21/07/2018	7397281132	1	1	CANCEL	View Confirm

3.2 Current Guests Actions

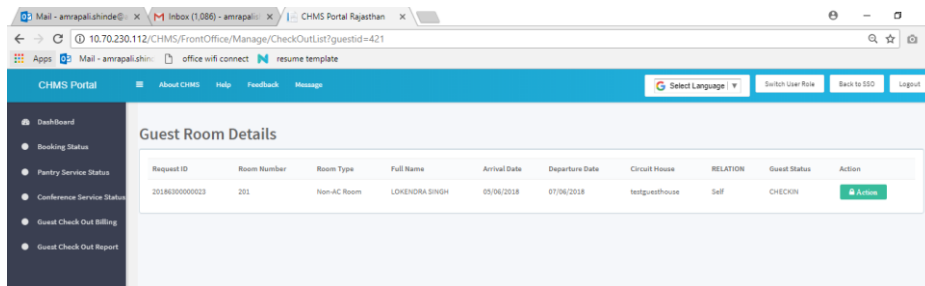
- **Pre-Requirement** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to act on service requests created by Guest.

Step 1 : From dashboard, click Current guest. Following screen appears



Step 2 :On click of action button, list of guest is displayed. If a guest has taken multiple rooms on single reference ID, multiple records will be displayed.

Step 3: If additional members with main guests are allocated rooms on sharing basis, individual information will be displayed on this page.



Step 3: User again clicks on action button, following screen opens.

The screenshot displays a web application interface for hotel management. On the left is a dark sidebar with a menu containing: Dashboard, Booking Status, Conference Service Status, Guest Check Out Billing, and Guest Check Out Report. The main content area has a purple header with 'Single Window Management' and a 'Go Back' button. Below the header, there are two main sections: 'Guest Profile' and 'Room Occupancy'. The 'Guest Profile' section contains a table with the following data:

Room No	302
Room Type	DELUXE
Requested ID	2018940000030
Guest Name	ABC
Arrival Date	30-08-2018
Departure Date	30-08-2018
Arrival Time	1:08 PM
Departure Time	11:08 PM
Number OF Rooms	1
Max Person	
Payment Mode	
Special Instructions	

The 'Room Occupancy' section on the right contains a list of actions: Guest History, Change Guest Info, Additional Charges, Shift Room, Amend Stay, and Check Out.

3.2.1 Amend Stay

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to amend the checkout date of Guest.

Step 1: From dashboard, click Current guest. Following screen appears

Step 2: On click of action button, list of guest is displayed. If a guest has taken multiple rooms on single reference ID, multiple records will be displayed.

Step 3: If additional members with main guests are allocated rooms on sharing basis, individual information will be displayed on this page.

Step 4: User again clicks on action button

Step 5: If the guest needs to extend the stay or prepone the checkout, User can do the same using following screen.

Step 6 : Once you click submit button, dates will be changed.

3.2.2 Shift Room

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to shift room of the guest.

Step 1: From dashboard, click Current guest. Following screen appears

Step 2: On click of action button, list of guest is displayed. If a guest has taken multiple rooms on single reference ID, multiple records will be displayed.

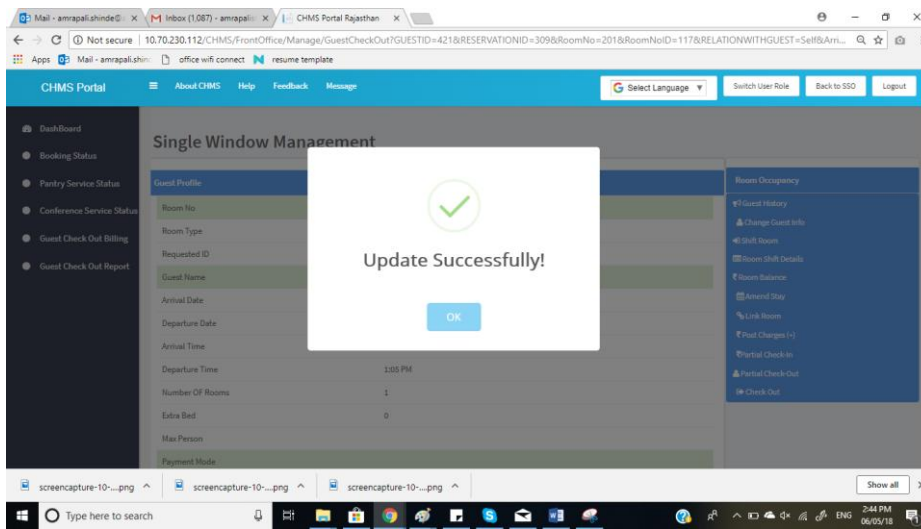
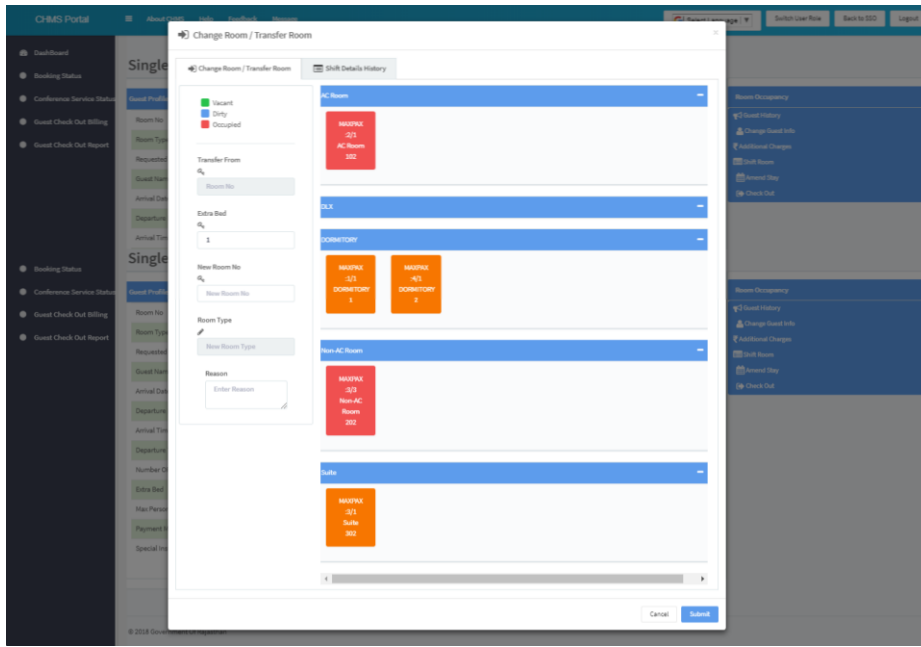
Step 3: If additional members with main guests are allocated rooms on sharing basis, individual information will be displayed on this page.

Step 4: User again clicks on action button

Step 5: If the guest needs to shift room, user can do the same using following screen.

Step 6: User needs to enter new room number and add reason.

Step 7: User clicks Submit.



Step 8:Usr clicks Shift Room Details



3.2.3 Additional Charges

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to add charges on service requests created by Guest.

Step 1: From dashboard, click Current guest. Following screen appears

Step 2: On click of action button, list of guest is displayed. If a guest has taken multiple rooms on single reference ID, multiple records will be displayed.

Step 3: If additional members with main guests are allocated rooms on sharing basis, individual information will be displayed on this page.

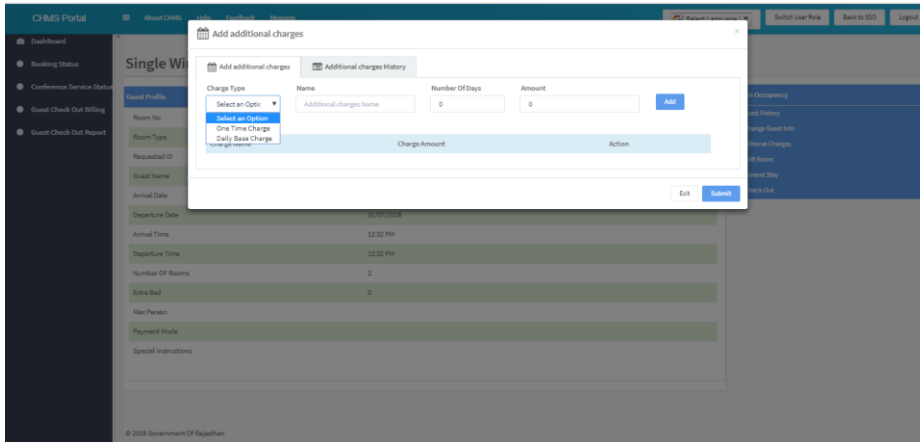
Step 4: User again clicks on action button

Step 5: If there are any additional charges that are to be charged to the guest, following screen can be used.

Step 6: On this screen, the FO manager can add one time charge to the guest bill (For ex. Breakage charges) or can add bill on daily basis (for ex. WiFi).

Step 7: User clicks Submit.

Step 8: User clicks 'Additional Charges History' to check the charges added earlier



3.2.4 Check out

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager can check out the current Guest.

Step 1: When FO has to check out a guest, he can click on this link.

Step 2: FO will be redirected to a page where he has to check the bill,

Step 3: The quantity and rates can be altered of all items and changes can be updated. Provisional bill can be viewed with changes.

Step 4: User can print provisional bill,

Step 5: User selects payment mode

Step 6: User checks out the guest.

The screenshot shows a 'Bill Payment' interface. At the top, there is a table with columns: Item Name, Rate, Quantity, and Amount. Below this, there is a section for 'Total of Catering Charges' with a value of 0. The main table contains the following items:

Item Name	Rate	Quantity	Amount	
SSR - SUITE	1 Days	150	150	<input checked="" type="checkbox"/>
OSST			0	<input checked="" type="checkbox"/>
SOST			0	<input type="checkbox"/>
HOST			0	<input checked="" type="checkbox"/>
Net Payable Amount			150	

Below the table, there are input fields for 'Party GST Number', 'Party PAN Number', and 'Party PMS Number'. There is also a dropdown menu for 'Pay Mode' and another for 'Room Status'. At the bottom right, there are buttons for 'Cancel', 'Promissory Bill', and 'Pay Bill'. A green 'Update Charges' button is also visible near the bottom right of the table area.

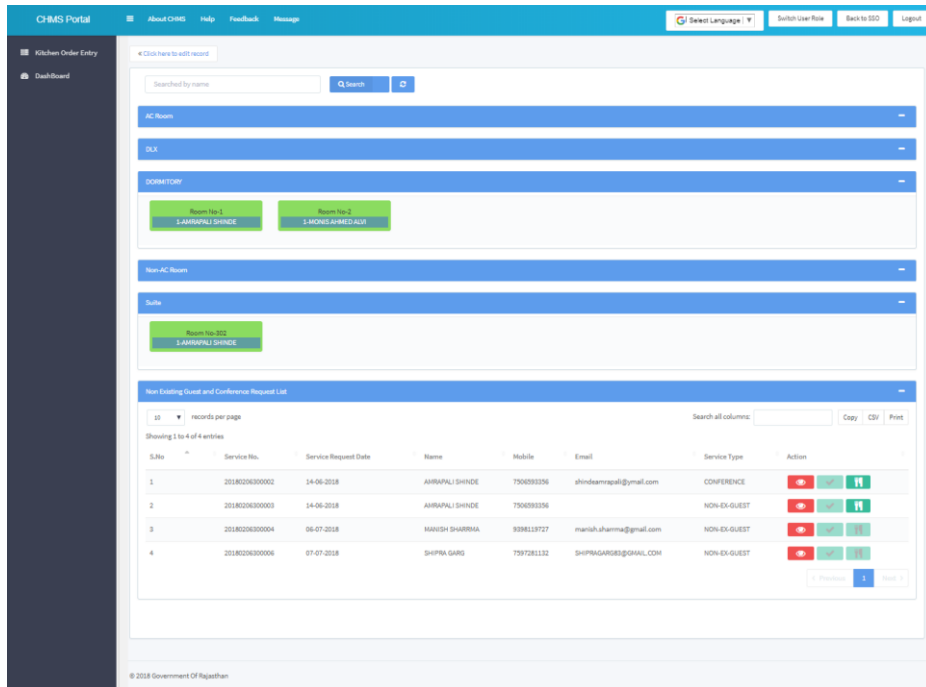
3.3 Pantry Request management

- **Authorized User:** Front Office Manager
- **Description:** The FO manager has access to act on pantry service requests created by Guest.
- **Pre-Requisite:** Only the SSOid which has rights of FO page.

Step 1: From dashboard, user clicks on kitchen Order, following page will open. On this page, all the current kitchen orders will be displayed.

The food requests for existing guests are shown under their respective room numbers.

The food request of non-existing guests,(guests who have not requested room) and the food requests created for conference purpose are shown under different section below room food requests.



Once the guest checks in, kitchen in-charge can take pantry requests for guest , reconfirm it against previous order and create a KOT based on guest details.

Step 2: click on room number of guest to accept orders

FO can add items other than Tea , Coffee, Breakfast , Lunch/dinner and get the order checked based on the reference service ticket generated by Guest (in case).

Also, the FO/ Pantry manager can record additional food items requested by the guest and note their charges as well. These additional charges get added in the bill of that particular guest.

The charges displayed on this page as with reference to the guest type , category and corresponding rates added in masters of particular guest house.

Step 3: Click 'Create' to create pantry order for the guest. After this step , user will be redirected to following screen.

On this page , the FO/ Kitchen Incharge has access to

- User clicks View order to check the order
- User clicks Edit Order to make changes

- User clicks on View Provisional Bill
- User can Post bill in main bill
- User can Accept payment by clicking pay bill

Kitchen Ticket for Existing Guest List

DATE	TIME	KOT NO.	ROOM NO./SERVICE NO.	SERVICE BOY	GUEST NAME	MOBILE	SERVICE TYPE	STATUS	OPERATION
31-07-2018	17:54	43	102	SAJAN	MONIS-AHMED ALIR	9782707228	EX-GUEST	View	Post Bill, Pay Bill, Cancel
31-07-2018	17:46	42	102	SAJAN	MONIS-AHMED ALIR	9782707228	EX-GUEST	Pay Bill	Post Bill, Cancel
30-07-2018	17:51	41	103	ayush	KUNJU	9783687830	EX-GUEST	View	Post Bill, Cancel
27-07-2018	17:26	40	105	SAJAN	KUNJU	9783687830	EX-GUEST	View	Post Bill, Cancel
27-07-2018	17:01	39	201	ayush	SHYRA GARG	7987081132	EX-GUEST	View	Post Bill, Cancel
27-07-2018	13:01	38	101	SAJAN	PK	123	EX-GUEST	View	Post Bill, Cancel

3.4 Conference Request management

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to act on conference service requests created by Guest.

Step 1: Click Conference Requests. Following screen will be displayed.

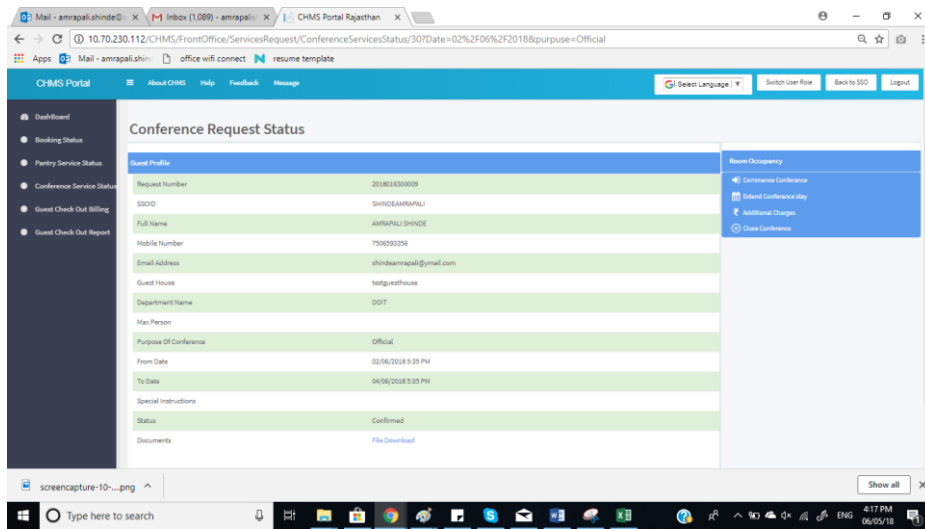
Conference Services Details

Request Number	SSO ID	Full Name	DEPARTMENT NAME	GUESTHOUSENAME	Purpose	Request Status	From Date	To Date	Action
201801630009	SHINDASIRAPALI	AMRAPALI SHINDE	DOIT	test@esthouse	Official	Pending	02/06/2018 5:55 PM	04/06/2018 5:55 PM	View, Post, Cancel
201801630008	QJGCALE	LOKENDRA SINGH		test@esthouse	Official	Confirmed	01/06/2018 11:56 AM	05/06/2018 11:56 AM	View, Post, Cancel
201801630007	SHINDASIRAPALI	AMRAPALI SHINDE	DOIT	test@esthouse	Official	Cancel	31/05/2018 11:29 AM	01/06/2018 11:30 AM	View, Post, Cancel
201801630006	CHHS TEST	CHHS TEST		test@esthouse	Personal	Pending	31/05/2018 10:33 PM	31/05/2018 10:33 PM	View, Post, Cancel
201801630005	CHHS TEST	CHHS TEST		test@esthouse	Personal	Pending	31/05/2018 9:55 AM	31/05/2018 9:55 AM	View, Post, Cancel
201801630004	CHHS TEST	CHHS TEST	CIVLE	test@esthouse	Official	Pending	30/05/2018 8:38 AM	31/05/2018 8:38 PM	View, Post, Cancel
201801630003	CHHS TEST	CHHS TEST	CIVLE	test@esthouse	Official	Pending	30/05/2018 8:34 AM	31/05/2018 8:34 PM	View, Post, Cancel
201801630002	CHHS TEST	CHHS TEST		test@esthouse	Personal	Pending	30/05/2018 8:26 AM	31/05/2018 8:26 PM	View, Post, Cancel
201801630001	CHHS TEST	CHHS TEST	CIVLE	test@esthouse	Official	Pending	30/05/2018 8:03 AM	31/05/2018 8:03 PM	View, Post, Cancel

3.4.1 Accept Request

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to confirm service requests created by Guest.

Step 2: User clicks approve. Once User approves request, he can view details and take actions.



Commented [A1]: Need

3.4.2 Reject request

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to reject service requests created by Guest.

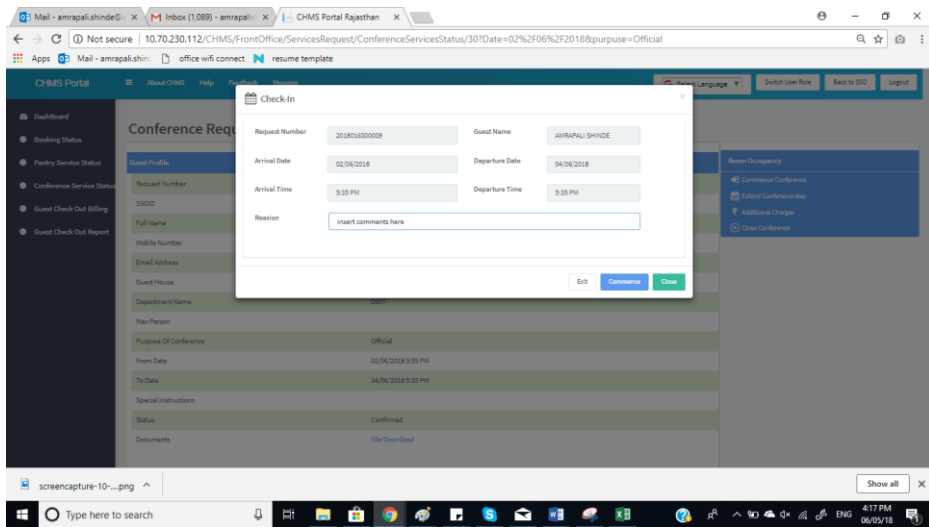
Step 3:

3.4.3 Commence Conference

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to commence the conference requests created by Guest.

Step 4: For starting the conference, User has to click on 'Commence Conference' tab

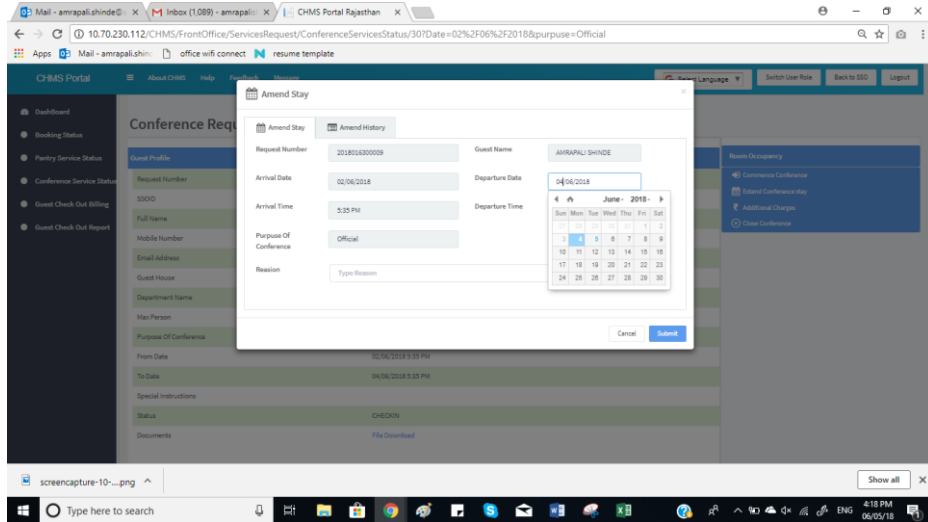
Commented [A2]: pending



3.4.4 Extend date

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to extend dates of conference service requests created by Guest.

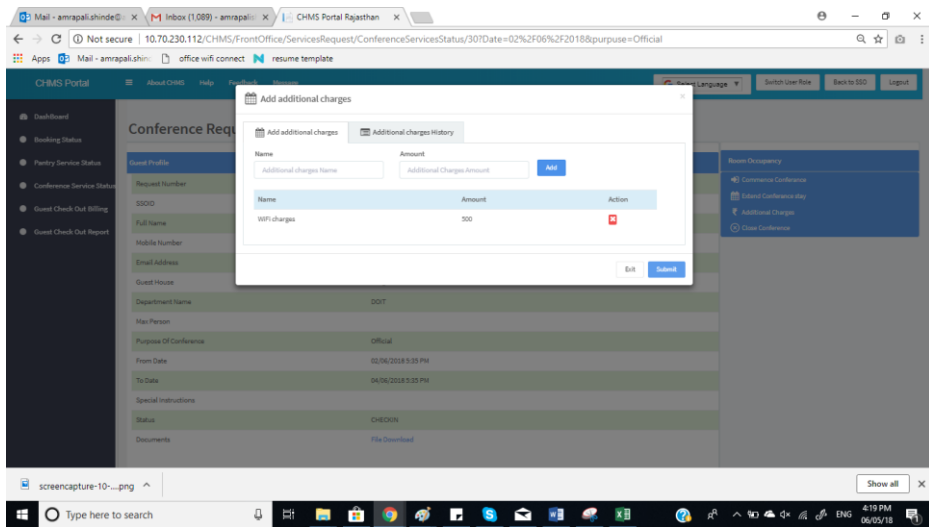
Step 5: For date change, click extend conference



3.4.5 Add additional Charges

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to add additional charges on service requests created by Guest.

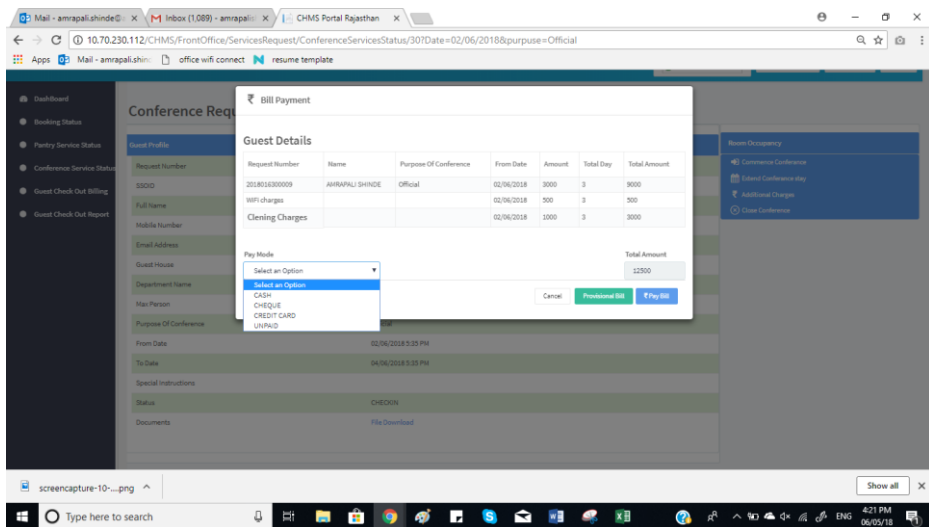
Step 6: Any additional charges can be added related to conference on this screen.



3.4.6 End Conference

- **Pre-Requisite** : Only the SSOid which has rights of FO page.
- **Authorized User**: Front Office Manager
- **Description**: The FO manager has access to end the service requests created by Guest.

Step 7: While ending the conference, bill will be generated



Print bill

Print

Total: 1 sheet of paper

Destination: Microsoft Print to PDF

Pages: All

Layout: Landscape

Color: Color

Print using system dialog... (Ctrl+Shift+P)

2020/01/19

GOVERNMENT OF RAJASTHAN
CIRCUIT HOUSE, PINKCITY CIRCUIT HOUSE

Ph: 672579
Fax:
Email: PINKJ@GMAIL.COM

RRN NO: 2145
REQUEST NUMBER: 2019016590163
Department Name: dait
Start date & Time: 18/02/2019 : 06:40 PM
Paymode: CASH
Circuit House PAN No. : 37PINKCU
Party PAN No. : 123

Ph: 672579
Fax:
Email: PINKJ@GMAIL.COM
BILL NUMBER: 2019050006099
Date: 20-02-2019 12:39:50
End date & Time: 20-02-2019 12:39:50
Purpose Of visit: official
Circuit House GST No. : 37PINKCU2414K1ZE
Party GST No. :123

NAME OF ITEMS	Total Days	AMOUNT	Total AMOUNT
Conference Charges	1	10000	10000
		S.G.	0
		C.GST	0
		SGST	0
		IGST	0
		Net. Payable Amount	10000

RECEPTIONIST HOUSE KEEPER

If the requester has ordered food for conference purpose, he/she will get separate food bill for the same.

3.5 Walk-in Request management

- **Authorized User:** Front Office Manager
- **Description:** The FO manager has access to record the requests of walk-in guests.
- **Pre-Requisite:** The SSOid should have access to guest module.

The FO can take walk in request of the guest.

Step 1 : User has to switch role to guest.

Step 2: On the dashboard of guest, click 'Booking Request'

Step 3: User selects 'request for'. If the guest has valid SSOid, FO should select On Behalf request; else, FO should select 'Without SSOid'. Following process will commence as mentioned in [2.1 Room Booking Module](#)

CRM Portal

Dashboard

Room Booking

Services Request

Booking Requested Form

Booking For *
Circuit House Name *
Guest Category *
Guest Type *

Select
Self
On Behalf
Without SSOid
Without SSOid

Next

Step 4: If 'Without SSOid' is chosen, on respective forms Name, Address, Phone number can be added manually. Other details are kept non mandatory to be filled.

4 ADMINISTRATION

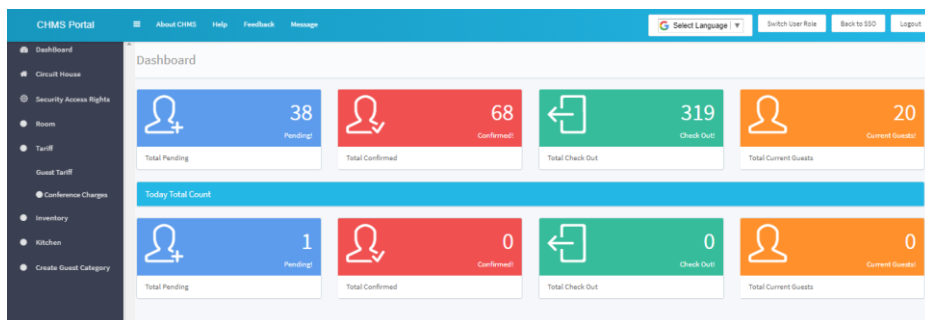
- **Authorized User** : Admin(Guest)
- **Pre-requisites**: Applicant gets logged into the application.
- **Description**: User can monitor all circuit houses and create structures for new circuit houses.

Step 1: User logs into CHMS

Step 2: User selects administration from the role selection screen. Following dashboard will be viewed to the guest.

4.1 Dashboard

- **Pre-Requisite**: Only the SSOid which has rights of FO page.
- **Authorized User**: Admin
- **Description**: The FO manager can check all the activities on dashboard



4.2 Room Related

- **Pre-Requisite**: Only the SSOid which has rights of FO page.
- **Authorized User**: Admin
- **Description**: The FO manager can create room structure and tariff structure related to circuit house

4.2.1 Create Circuit House

A new circuit house can be created in the system from below screen.

Step 1: User clicks 'Create Circuit House'

Step 2: User enters details. No of days a guest can stay in a week, month and year can be configured from this screen.

Commented [A3]: to be checked

Step 3: User clicks Submit.

Currently a guest can stay in a circuit house for 7 days in continuation. He can stay in circuit houses for 10 days in a month.

The screenshot shows the 'Create Circuit House' form in the CHMS Portal. The form includes fields for: Circuit House Name, Phone Number (with a dropdown for STD and a text field for Number), Email, Fax No., Address, City, State (with a dropdown for 'Select State'), District (with a dropdown), Pin Code, Stay In Week (Maximum), Stay In Monthly (Maximum), Stay In Yearly (Maximum), and Number of Days in Continuation. There are also checkboxes for 'Circuit House Facility' including Bill, Conference, Transport, and Laundry. A 'Back To List' button is in the top right, and a 'Create' button is in the bottom right.

4.2.2 Create Room Structure

Create Room type: Only admin GAD can create a new room type other than the existing types.

Step1 : User enters Room type and Submits.

The screenshot shows the 'Create Room Type for Circuit House' form in the CHMS Portal. It features a 'Room Type*' dropdown menu with a list of options: Dormitory, super deluxe, AC, and DULUXE. There are 'Reset' and 'Create' buttons below the dropdown. A 'Back To List' button is in the top right.

Create Number of Rooms:

On this screen, GAD can create number of rooms for individual room type per circuit house.

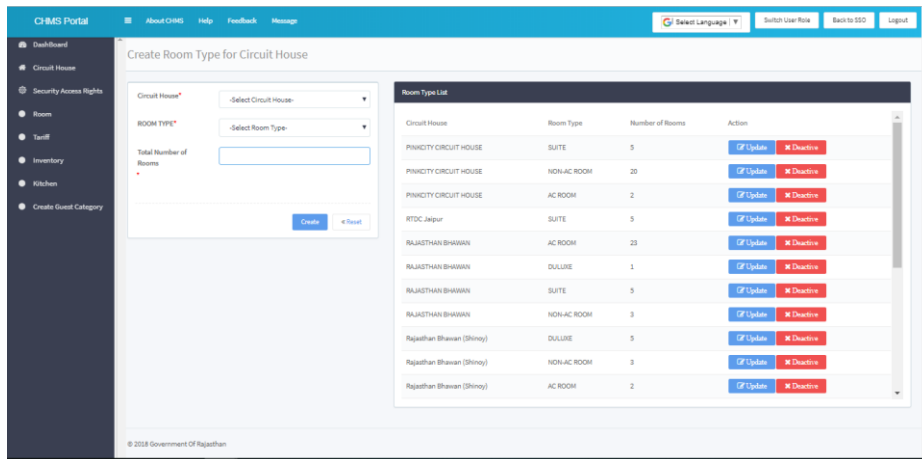
Step 1: Click 'create Room'

Step 2: Select circuit house

Step 3: Select Room Type

Step 4: Enter the total number of rooms for that room type

Step 5: Click Submit



Create room numbers (create physical existence of rooms): Room numbers can be created per room type for an individual circuit house.

Step 1: Click 'create Room number'

Step 2: Select circuit house

Step 3: Select Room Type

Step 4: Enter Floor number, capacity and room number

Step 5: Click Submit

4.2.3 Create Tariff

The Tariff that has to be charged to guests is based on their individual group and categories. On this screen, the admin can add tariffs of room, tea, coffee, breakfast, lunch/dinner, extra bed etc. based on 4 categories. A(i), A(ii), A(iii), B.

Step 1: Click 'create Tariff'

Step 2: Select circuit house

Step 3: Select Room Type, Group.

Step 4: Enter the rates of tea, coffee, breakfast, lunch /dinner, Room rent, extra bed.

Step 5: Click Submit

The screenshot shows the 'Create GuestHouse Tariff' form in the CHMS Portal. The form is titled 'Create GuestHouse Tariff' and is located in the main content area. On the left, there is a dark sidebar with navigation options: Dashboard, Circuit House, Security Access Rights, Room, Tariff, Inventory, Kitchen, and Create Guest Category. The top navigation bar includes 'CHMS Portal', a menu icon, and links for 'About CHMS', 'Help', 'Feedback', and 'Message'. The form itself contains several input fields: 'Circuit House' (dropdown menu with '-Select Clucuit House-'), 'Group Name' (dropdown menu with '-Select Group-'), 'ROOM TYPE' (dropdown menu with '-Select Room Type-'), 'ROOM RATE' (text input), 'TEA RATE' (text input), 'EXTRABED RATE' (text input), 'COFFEE RATE' (text input), 'BREAKFAST RATE' (text input), and 'LUNCH/DINNER RATE' (text input). At the bottom right of the form, there are two buttons: 'Submit' and '< Back to List'.

4.2.4 Create category type mapping

Circuit house management can add or remove any categories and types of guests from the existing list. Also new category and group can be created on this screen.

For newly created category/type charges need to be added from create tariff screen.

For all circuit houses, while creating a new circuit house all the categories and types of guests have to be created. For remapping and regrouping, earlier type has to be deactivated and new type should be created.

Category cannot be created newly only type can be created.

Step 1: User clicks on plus icon

Step 2: User selects circuit house, group and category under which type has to be added.

Step 3: User inserts Guest Type and submits the data.

Commented [A4]: pending

Guest Type Master - Admin View

Add Guest Type [Back To List](#)

Circuit House*

Group Type*

Guest Category*

Guest Category Type*

Circuit House	Group type	Guest Category	Guest Category type	Action
				<input type="button" value="Submit"/> <input type="button" value="Reset"/>

For creating new type

Commented [A5]: need to change screenshot

Add Guest Category Type

Circuit House* Category Type*

Category Type Name	Action

4.2.5 Create conference charges

The conference charges can be configured based on circuit house requirements. Once given access of this page, user can add/update the charges of conference for a particular circuit house.

The charges are based on the purpose of conference (Official / Private)

Step 1: User selects circuit house

Step 2: User enters name of conference hall name

Step 3: User adds charges for official and private charges.

Step 4: User submits data.

Create Conference Charges for Circuit House

GuestHouseID*

Name*

OFFICIAL_CHARGES

PRIVATE_CHARGES

Room Type List

10 records per page Search all columns:

Showing 1 to 7 of 7 entries

S.No.	Circuit House	Name	Official Charges	Private Charges	Action
7	PINKKITY CIRCUIT HOUSE	CONFERENCE ONE	500	400	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
6	PINKKITY CIRCUIT HOUSE	CONFERENCE TWO	200	100	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
5	PINKKITY CIRCUIT HOUSE	CONFERENCE THREE	500	1000	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
4	PINKKITY CIRCUIT HOUSE	CONFERENCE FOUR	500	600	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
3	PINKKITY CIRCUIT HOUSE	CONFERENCE 5	500	900	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
2	Rajasthan Bhawan (Shinoy)	CONFERENCE1	3000	10000	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
1	Rajasthan Bhawan (Shinoy)	LAWN	4000	11000	<input type="button" value="Update"/> <input type="button" value="Deactive"/>

1

4.3 Kitchen Related

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Admin
- **Description:** The FO manager can add categories, items and service boys.

4.3.1 Create Service Boy

Each circuit house must have a list of service boy. Below is the screen to maintain this record.

Step 1: User selects circuit house

Step 2: User adds name of service boy

Step 3: User enters mobile number and address of the service boy

Service Boy | Create

CircuitHouse*

Name*

Mobile*

Address

Service Boy | List

S.No.	Circuit House	Name	Mobile No.	Action
1	PINKKITY CIRCUIT HOUSE	SAJAN	8555485921	<input type="button" value="Update"/> <input type="button" value="Deactive"/>
2	PINKKITY CIRCUIT HOUSE	ayush		<input type="button" value="Update"/> <input type="button" value="Deactive"/>

Commented [A6]: pending

4.3.2 Create Category

GAD (Super admin) has access to create categories of items. These categories will be generic to all circuit houses. For eg., Cleaning material, furniture, fixture, artifacts , stationary.

On click of ' Back to List' the user will be able to check the list already created.

Step 1: User inserts category and submits category.

Step 2: User clicks back to list to check the details added by admin.

The screenshot shows the 'Create Category Name for Inventory' form in the CHMS Portal. The form has a 'Category Name*' input field, a 'Back To List' button, and 'Reset' and 'Create' buttons.

4.3.3 Create Item

Item list can be created under above created categories. For eg. Pen, papers, notepads can be created under stationary. All circuit houses will get a list of items created already. The manager of circuit house will have access to create items that are not already present in the list. The items created by manager will be specific to his/her circuit house only.

Step 1: User selects category name.

Step 2: User adds item details, opening stock and minimum quantity that has to be maintained.

Step 3: On click of 'Back to List' the user will be able to check the list already created.

Step 4: User Submits data.

The screenshot shows the 'Create Item Name for Inventory' form in the CHMS Portal. The form includes fields for 'Category Name*' (a dropdown menu), 'Item Name*', 'Minimum Level Quantity*', 'Current Stock*', 'GST Number', 'Remarks', 'Storage Type*', 'UOM Name*', and 'Item Details*'. It also features 'Back To List', 'Reset', and 'Create' buttons.

Commented [A7]: flow need to be checked

4.4 Inventory Related

- **Pre-Requisite:** Only the SSOid which has rights of FO page.

- **Authorized User:** Admin
- **Description:** The FO manager can add categories, items and UOMs

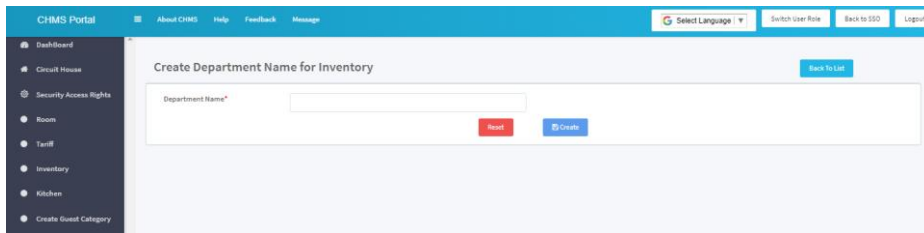
4.4.1 Create Department

GAD will have access to create departments that are functional under all circuit houses. For eg. Housekeeping, Accounts, Front office, cleaning staff etc.

This department will be created only by GAD and to create any new department, the circuit house will have to send request to admin.

Step 1: User inserts department and submits department.

Step 2: User clicks back to list to check the details added by admin.

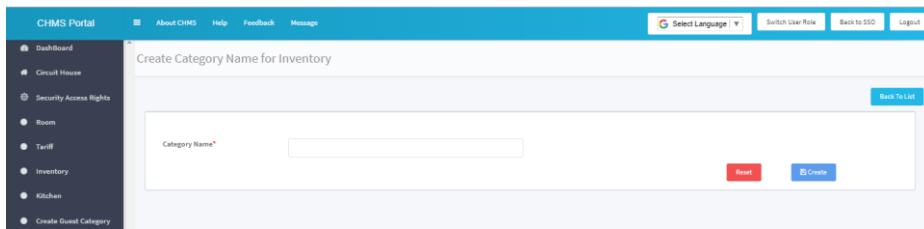


4.4.2 Create Category

GAD (Super admin) has access to create categories of items. These categories will be generic to all circuit houses. For eg., Cleaning material, furniture, fixture, artifacts , stationary.

Step 1: User inserts category and submits category.

Step 2: User clicks back to list to check the details added by admin.



4.4.3 Create Item

Item list can be created under above created categories. For eg. Pen, papers, notepads can be created under stationary. All circuit houses will get a list of items created already. The manager of circuit house will have access to create items that are not already present in the list. The items created by manager will be specific to his/her circuit house only.

Commented [A8]: pending

Commented [A9]: flow need to be checked

On this screen, user will have to add opening stock and minimum quantity that has to be maintained.

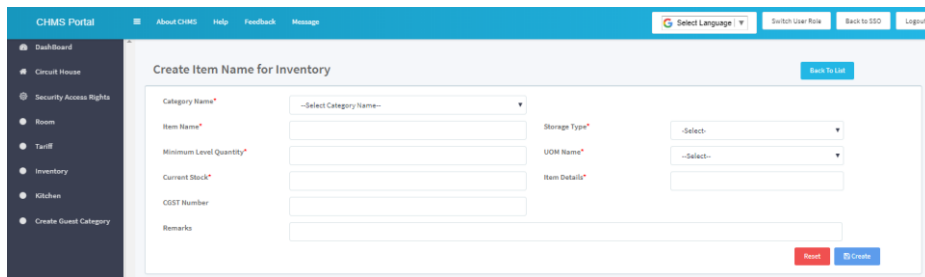
On click of 'Back to List' the user will be able to check the list already created.

Step 1: User selects category name.

Step 2: User adds item details, opening stock and minimum quantity that has to be maintained.

Step 3: On click of 'Back to List' the user will be able to check the list already created.

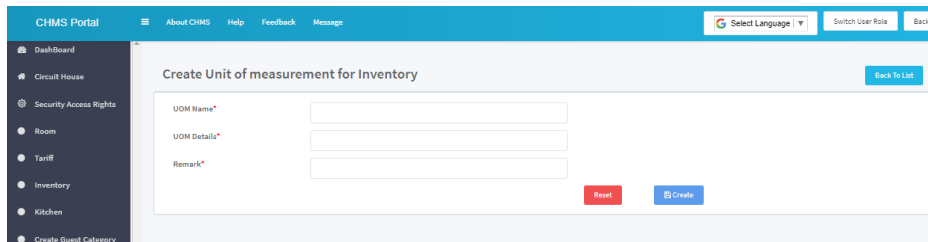
Step 4: User Submits data.



4.4.4 Create Unit

All the items must have a unit. This unit of measurement can be created on this screen. On click of 'Back to List' the user will be able to check the list already created.

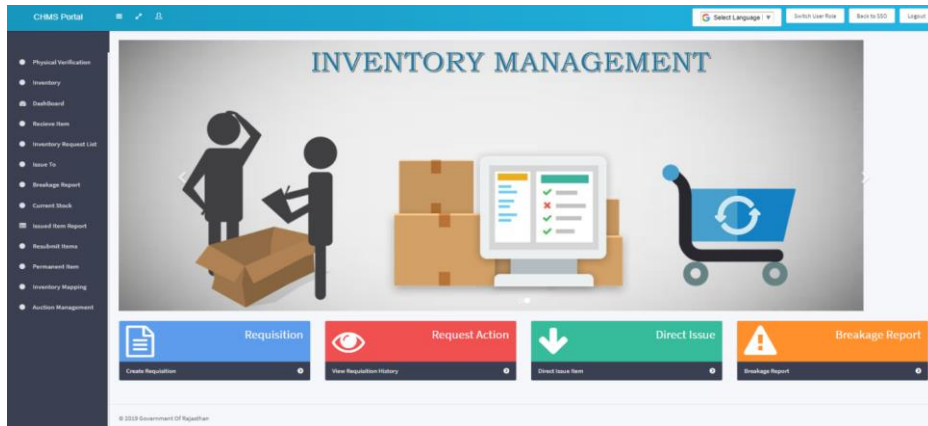
Step 1: User inserts UOM name, details and remarks.



5 Inventory

- **Authorized User** : Inventory manager/ Inventory requester
- **Pre-requisites**: User should have inventory rights.
- **Description**: Every circuit house has one/ more store and there has to be a module to monitor all the activities related to it. The manual record keeping will be eliminated if inventory module is implemented.

Dashboard:



5.1. Requester module: Create Requisition

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Admin
- **Description:** The section incharges can make requests related to inventory

All the departments working in a particular circuit house will have the right to create requisition to inventory manager for requesting materials.

When access of this screen is given to a particular circuit house, the user can create requisition.

Step 1: User selects storage type and department.

Step 2: User selects category, name, UOM and adds items.

Step 3: User can click cross, to remove items from the list.

Step 4: User submits data to create request.

5.2 Requester module: Requisition history

- **Pre-Requisite:** Only the SSOid which has rights of FO page.
- **Authorized User:** Admin
- **Description:** The section in charges can check status requests related to inventory

The details of requisitions made by a particular user will be displayed on this screen.

Step 1: User clicks requisition history.

Step 2: User clicks view to check the details

Step 3 : User can click cancel on a particular request.

SerialNo	Department_Name	Request_Date	Status	Action
2018019	ACCOUNTS	30/08/2018	Item Issued	View Cancel
2018018	ACCOUNTS	29/08/2018	Item Issued	View Cancel
2018017	ACCOUNTS	28/08/2018	Item Issued	View Cancel
2018016	ACCOUNTS	27/08/2018	Item Issued	View Cancel
2018015	FRONT OFFICE	24/08/2018	Item Issued	View Cancel

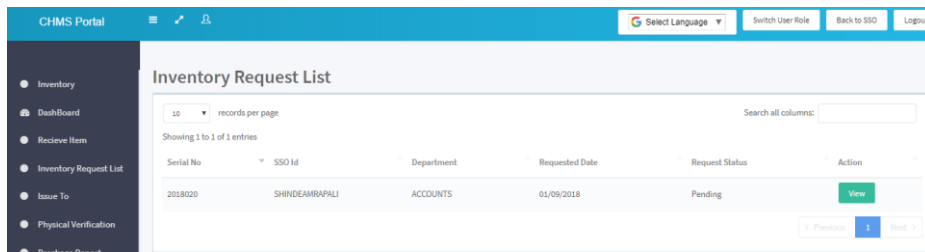
5.3 Requisition list

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.

- **Description:** Inventory manager can view the pending requests created by other sections on this screen.

Step 1: User clicks Inventory Request List to check requests created by other sections of circuit houses.

Step 2: User can click view to check the details of a request.



5.4 Receive items in stock

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.
- **Description:** According to the indent sent to a particular vendor, when items are received, entry has to be made to keep the online stock updated. Following is the screen to do so.

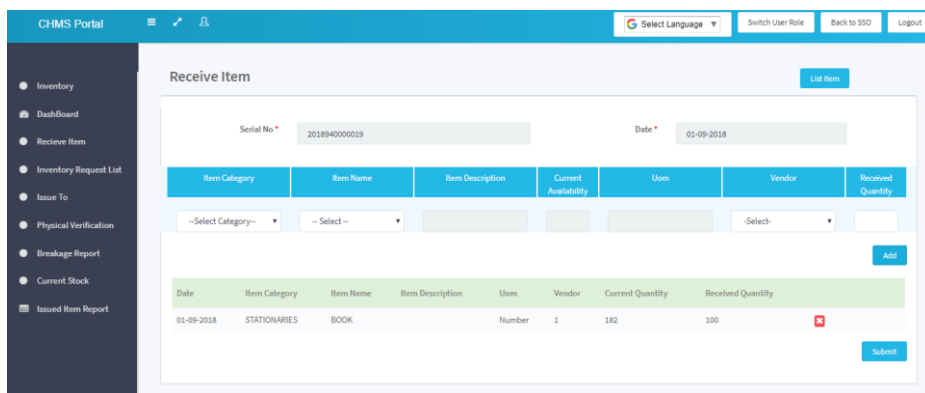
Step 1: User selects Receive Items.

Step 2: User enters bill number, bill date and selects vendor from which items are recieved.

Step 3: User selects the category, item name and adds received quantity.

Step 4: User creates the list and submits data.

Step 5: User clicks 'back to list' to check details of receipts created earlier.



Commented [A10]: bill no , bill date missing

Commented [A11]: new screenshot needed

5.5 Direct issue

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.
- **Description:** When Items have to be issued directly from the stock, record has to be maintained to match the stock. In the below screen, process of direct issuing has been incorporated.

Step 1: User selects issue Items.

Step 2: User selects the category, item name and adds issued quantity.

Step 3: User selects the section and adds the name of the person to whom items are issued.

Step 4: User creates the list and submits data.

Step 5: User clicks 'back to list' to check details of receipts created earlier.

Date	Item Category	Item Name	Item Description	UOM	Section	Issue To	Issue Quantity
01-09-2018	STATIONARIES	BOOK		NUMBER	ACCOUNTS	ABC	100

5.6 Physical Verification

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.
- **Description:** In case if the application stock does not match the actual physical stock, surplus/shortage can be recorded through this screen. Adding comment is mandatory for submitting the data. All the details of ID through which physical verification details have been saved, will be saved in the database and can be retrieved in future.

Step 1: User selects physical verification

Step 2: User selects the category, item name and adds verified quantity.

Step 3: User creates the list and submits data.

Step 4: User clicks 'back to list' to check details of receipts created earlier.

Serial No	Item Category	Item Name	Item Description	Current Quantity	UOM	Verified Quantity	Action
2018940000019	--Select Category--	Select an			Number		Add

Item Category	Item Name	Item Description	Current Quantity	UOM	Verified Quantity
STATIONARIES	BOOK		182	Number	180

5.7 View Current stock

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.
- **Description:** Current stock of inventory and kitchen will be displayed on this screen. This screen will immediately show effects of receiving items and issuing them.

Step 1: User clicks Inventory to check lists of items in store

Step 2: User clicks Kitchen to check lists of items in kitchen store

Step 3: User can search items , categories etc.

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Inventory

Dashboard

Receive Item

Inventory Request List

Issue To

Physical Verification

Breakage Report

Current Stock

Issued Item Report

Item's List

Item Category: Inventory Kitchen

10 records per page

Showing 1 to 10 of 11 entries

Sr. No	Item Code	Category Name	Item Name	Item Details	Store Type	Current Stock	Minimum Level Qty	UOM	Remarks
1	1003	LINEN	PILLOW		Non-Consumed	700	8	NUMBER	
2	1004	ELECTICALS	BULB		Non-Consumed	600	10	NUMBER	
3	1006	STATIONARIES	PEN		Non-Consumed	860	10	NUMBER	
4	1021	LINEN	CURTAIN		Non-Consumed	100	10	NUMBER	
5	1009	UTENSILS	QUARTER PLATE		Non-Consumed	600	10	NUMBER	
6	1001	LINEN	BEDSHEET SINGLE		Non-Consumed	290	5	NUMBER	
7	1005	STATIONARIES	BOOK		Non-Consumed	182	10	NUMBER	
8	1008	UTENSILS	SOUP SPOON		Non-Consumed	600	10	NUMBER	

5.8 Breakage register and report

- **Authorized User :** Inventory manager
- **Pre-requisites:** User should have inventory rights.
- **Description:** Inventory manager should maintain details about breakage that has been either recovered from the guest or have been written off from inventory. Using this page, breakage information can be saved.

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Inventory

Dashboard

Receive Item

Inventory Request List

Issue To

Physical Verification

Breakage Report

Current Stock

Issued Item Report

Breakage Entry Form - Admin View

Breakage Details [Back To List](#)

Date	Item Category	Item Name	Item Description	Reason Of Breakage	No Of Item	Mode Of Disposal	Action
17-10-2018	--Select Category--			Select an		Select an option	Add

Breakage Details

Date	Item Category	Item Name	Item Description	Reason Of Breakage	No Of Item	Mode Of Disposal

Submit

6 Housekeeping

- **Authorized User :** Housekeeping manager

- **Pre-requisites:** User should have Housekeeping rights.
- **Description:** Housekeeping is in most integral part of any circuit house. A separate module is developed to incorporate housekeeping in CHMS application.

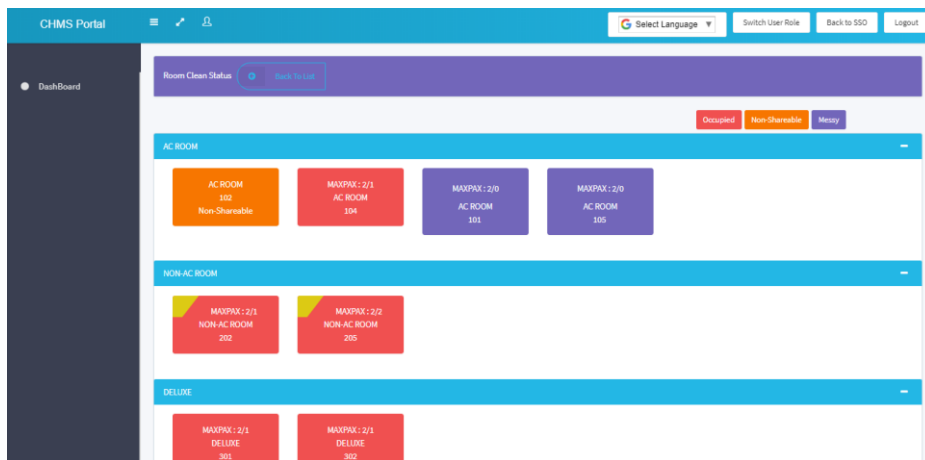
Step 1: User selects Housekeeping from Switch role screen. Dashboard appears.

6.1 Dashboard

- **Authorized User :** Housekeeping manager
- **Pre-requisites:** User should have Housekeeping rights.
- **Description:** Details of housekeeping can be saved on this page.

The information of lost and found and details of cleaning person has to be saved on this screen.

Step 1: The room structure will be displayed on dashboard and the rooms which need room cleaning is highlighted in purple color.



Step 2: User selects purple room. On clicking this purple colored room , popup to save details will populate.

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Room Cleaning Allotment

Date: 01/09/2018

Room No: 101 Room Type: AC ROOM

Room Cleaning Person: ram

From: 3:55 PM To: 4:01 PM

Remark: found a watch while cleaning

Cancel Submit

Step 3 : User enters date, cleaning person, time of cleaning and remarks (if any)

Step 4: User clicks Submit to save the data.

6.2 Cleaning report

- **Authorized User :** Housekeeping manager
- **Pre-requisites:** User should have Housekeeping rights.
- **Description:** A separate report will be created to check details of past housekeeping records. Details can be edited later on.

Step 1: User clicks edit to change the details added earlier.

CHMS Portal

Select Language | Switch User Role | Back to SSO | Logout

Cleaning room List

10 records per page

Showing 1 to 10 of 11 entries

Date Time	Entered By	Room Type	Room No	Cleaned By	From	To	Remark	Action
30/08/2018	SHINDEAMRAPALI	AC ROOM	101	ram	1:29 PM	1:32 PM	test	Edit
30/08/2018	SHINDEAMRAPALI	AC ROOM	103	sham	1:30 PM	1:36 PM	linen missing	Edit
30/08/2018	SHINDEAMRAPALI	AC ROOM	103	sham	1:30 PM	1:36 PM	linen missing	Edit
29/08/2018	SHINDEAMRAPALI	AC ROOM	101	ADD	1:01 PM	1:01 PM		Edit
29/08/2018	SHINDEAMRAPALI	NON-AC ROOM	202	jgtyh	1:02 PM	1:02 PM		Edit
28/08/2018	SHINDEAMRAPALI	NON-AC ROOM	205	scj	12:54 PM	4:54 PM		Edit
28/08/2018	SHINDEAMRAPALI	AC ROOM	101	ABC	12:53 PM	1:56 PM	testing	Edit

7 Reports

- **Authorized User :** admin(GAD) / circuit house incharges
- **Pre-requisites:** User should have access to at least 1 report
- **Description:** Reporting module has been created to display all the reports together to admin or circuit house incharges

All the reports are printable and exportable.

A date range can be selected on all the reports to be extracted.

