Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Hall Booking

User Manual for GUDM

Version 1.0

Table of Contents....

1 Introduction 3

2 Standard Operating Procedure 5

3 Login 7

4 Hall Booking Dashboard 8

5 Masters 11

5.1 Hall Category 12

5.2 Hall Master 14

5.3 Hall Sub-Section 17

5.4 Hall Purpose 19

5.5 Tax Master 21

5.6 Terms & Conditions 23

5.7 Facility Master 25

5.8 Usage Type 27

5.9 Purpose Type 29

6 Configurations 31

6.1 Hall Shift 32

6.2 Fee Details 34

6.3 Usage Fee 36

6.4 Change Registration Date Fee 38

6.5 Cancellation Slab Rate 40

6.6 Affiliate Registration Fee 42

6.7 Shortlist Minute 44

7 Hall Booking Process 46

7.1 Search Hall – Search with Date & Location 47

7.2 Hall Reservation 50

7.2.1 Hall Reservation Form 52

7.3 Change Hall Reservation Date 63

7.3.1 Change Hall Reservation Date Form 65

7.4 Cancel Hall Reservation 74

7.4.1 Cancel Hall Reservation Form 75
7.5 Receipt Reprint 77
7.6 Entry / Exit Form 79
7.7 Refund Entry 83
7.7.1 Refund Entry Form 84
8 Reports 86
8.1 Hall Status Report 87
8.2 Affiliates Report 90
8.3 Collection Report 92
8.4 Bookings Report 95
8.5 Refund Report 97

1 Introduction

The **Hall Booking module of e-Nagar 2.0** is developed to digitize and streamline the complete process of hall registration, configuration, reservation, booking management, payment, cancellation, reservation date changes, and utilization monitoring for halls and other bookable venues managed by Urban Local Bodies (ULBs) across Gujarat. The module facilitates efficient management of hall availability, booking schedules, categories, subsections, shifts, charges, facilities, reservations, refunds, and other hall-related services through a centralized digital platform.

The system enables citizens, applicants, and authorized users to search for available halls based on date, location, hall name, calendar, and map, view hall details, compare available venues, select suitable booking dates and time slots, submit reservation details, upload the required documents, and make online payments through the integrated payment gateway. It also enables users to manage existing reservations by changing reservation dates, cancelling bookings, reprinting receipts, and tracking reservation-related information through the system.

The module supports a structured hall reservation process covering **hall selection, calendar and booking, applicant details, preview and confirmation, and payment**. It provides real-time visibility of available, booked, shortlisted, blocked, and mixed booking slots through the Hall Booking Calendar. The system also facilitates reservation changes with applicable change fees, cancellation processing, refund calculation, online payment of additional amounts wherever applicable, receipt generation, and refund processing based on the configured booking and financial rules.

Additionally, the module provides comprehensive master and configuration management for defining and maintaining the operational parameters required for hall booking services. These configurations support the management of hall categories, halls, hall subsections, purposes, shifts, facilities, booking charges, cancellation and change-related parameters, and other information required for effective administration of halls under the respective ULB. The module also supports Entry / Exit management for recording utility usage readings, uploading reading photographs, maintaining entry and exit readings, recording applicable damage charges, and generating bills based on usage and other applicable charges.

The module also includes various reports for monitoring hall reservation status, affiliated agencies, revenue collection, bookings, and refunds. These reports enable authorized ULB officials to search and filter operational information, monitor booking and financial activities, and export the required information in PDF and Excel formats for administrative, monitoring, and reporting purposes.

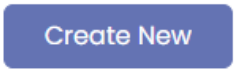
This user manual provides detailed instructions for users to configure and manage hall-related master data, search and reserve halls, select booking dates and time slots, enter applicant information, upload documents, preview and confirm reservations, make online payments, change reservation dates, cancel reservations, process refunds, reprint receipts, maintain

entry and exit readings, generate bills, manage configurations, and generate reports using the Hall Booking module of the e-Nagar 2.0 system.

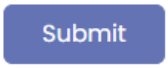
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit 

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete 

- Removes the selected record from the system.
- Requires confirmation before deletion.

View 

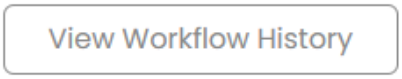
- Displays complete details of a selected record.
- Used for read-only access without editing.

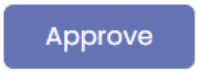
Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

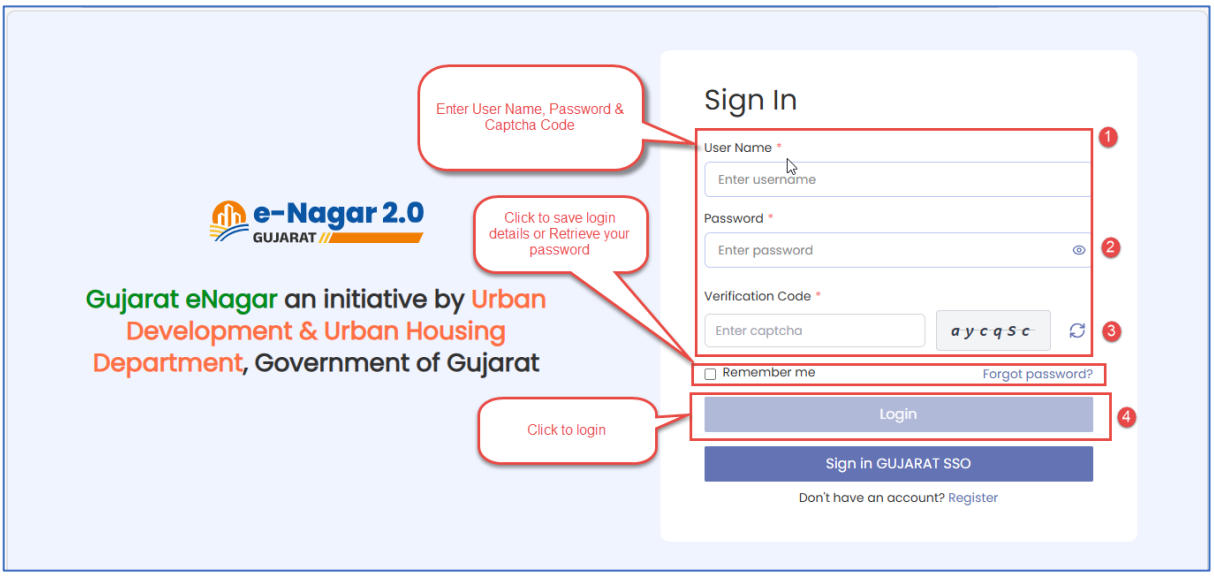


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Hall Booking Dashboard

Navigation

Dashboard

The **Hall Booking Dashboard** provides a consolidated overview of hall booking activities. It displays application statistics, quick access to major hall booking services, priority worklist items, and frequently used modules for faster navigation.

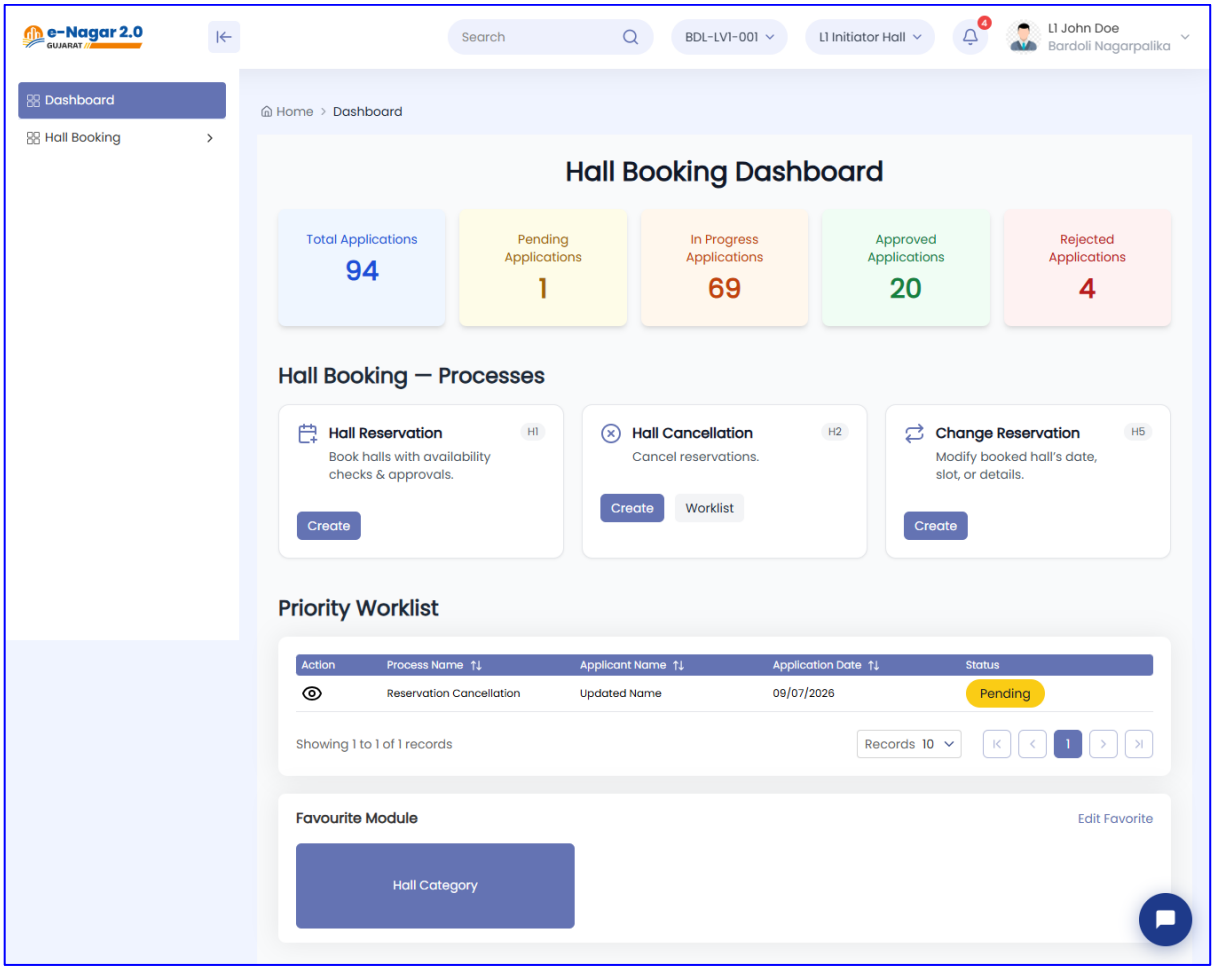


Figure 4-1

Dashboard Statistics

The dashboard displays summary cards representing the current status of hall booking applications.

Field Description

- **Total Applications** – Displays the total number of hall booking applications submitted in the system. (Read Only)
- **Pending Applications** – Displays the total number of applications pending for action. (Read Only)

- **In Progress Applications** – Displays the total number of applications currently under workflow processing. (Read Only)
- **Approved Applications** – Displays the total number of approved hall booking applications. (Read Only)
- **Rejected Applications** – Displays the total number of rejected hall booking applications. (Read Only)

Hall Booking – Processes

- The **Hall Booking – Processes** section provides quick access to frequently used hall booking services.

Hall Reservation

- The **Hall Reservation** process allows users to create a new hall booking application.

Buttons

- **Create** – Opens the Hall Reservation application form. (Button)

Hall Cancellation

- The **Hall Cancellation** process allows users to submit or manage hall cancellation requests.

Buttons

- **Create** – Opens the Hall Cancellation application form. (Button)
- **Worklist** – Opens the list of hall cancellation applications pending for workflow action. (Button)

Change Reservation

- The **Change Reservation** process allows users to modify the booking date, time slot, or other reservation details.

Buttons

- **Create** – Opens the Change Reservation application form. (Button)

Priority Work list

- The **Priority Worklist** displays applications that require immediate attention from the logged-in user.

Field Description

- **Process Name** – Displays the name of the business process associated with the application. (Read Only)
- **Applicant Name** – Displays the applicant's name. (Read Only)
- **Application Date** – Displays the application submission date. (Read Only)
- **Status** – Displays the current workflow status of the application. (Read Only)

Buttons

- **View** – Opens the selected application for review or action. (Button)
- **Records** – Selects the number of records displayed on the page. (Dropdown)
- **Pagination Controls** – Navigate between pages of the worklist. (Button)

Favourite Module

- The **Favourite Module** section displays user-selected frequently accessed modules for quick navigation.

Field Description

- **Favourite Module** – Displays the modules marked as favourite by the logged-in user. (Read Only)

Buttons

- **Edit Favorite** – Opens the favourite module configuration to add or remove favourite modules. (Button)

5 Masters

The **Masters** menu is used to manage the master data required for the Hall Booking module.

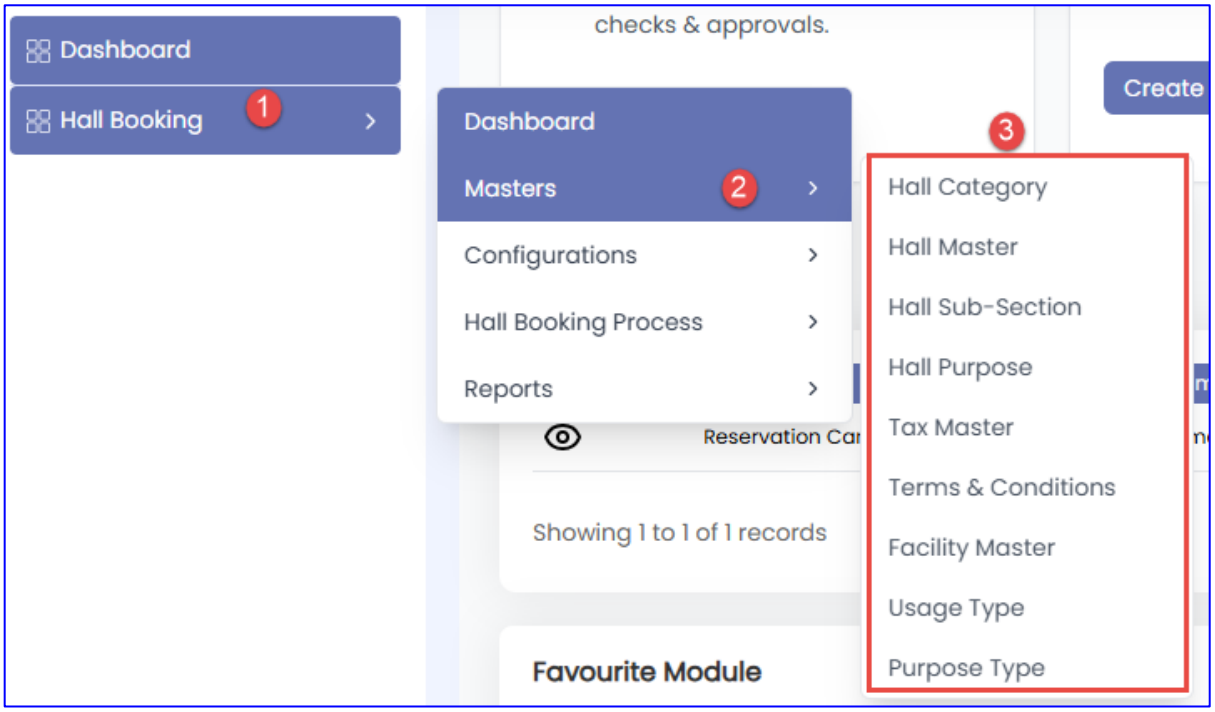


Figure 5-1

Available Masters

- **Hall Category** – Used to create and manage different categories of halls available for booking.
- **Hall Master** – Used to add and maintain hall information such as hall details, capacity, location, and availability.
- **Hall Sub-Section** – Used to configure different sections or areas within a hall.
- **Hall Purpose** – Used to define the purposes for which halls can be reserved, such as meetings, weddings, exhibitions, seminars, etc.
- **Tax Master** – Used to configure tax rates applicable to hall booking charges.
- **Terms & Conditions** – Used to manage the terms and conditions displayed during the hall booking process.
- **Facility Master** – Used to maintain facilities available for each hall, such as parking, air conditioning, projector, seating arrangement, sound system, etc.
- **Usage Type** – Used to define different usage categories for hall reservations.
- **Purpose Type** – Used to configure purpose classifications that can be mapped with hall booking purposes.

5.1 Hall Category

Navigation

Hall Booking → Masters → Hall Category

The **Hall Category** master is used to create and maintain different categories of halls available for booking. These categories help classify halls and are used while configuring Hall Masters.

Hall Category Listing Page

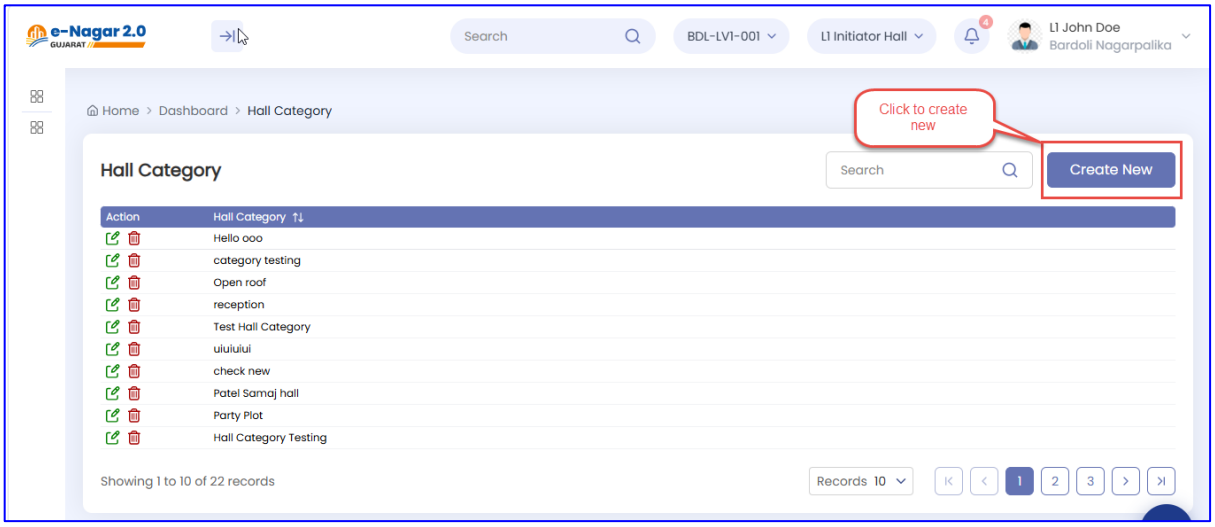


Figure 5-2

The Hall Category Listing Page displays all configured hall categories in the system. It enables users to search, add, edit, and delete hall category records.

Fields

- **Hall Category** – Displays the name of the configured hall category.

Buttons

- **Create New** – Opens the Hall Category Form to add a new hall category.
- **Search** – Searches hall category records based on the entered keyword.
- **Edit** – Opens the selected hall category in edit mode to modify its details.
- **Delete** – Deletes the selected hall category after confirmation.

Hall Category Form

The Hall Category Form is used to create a new hall category or update an existing one.

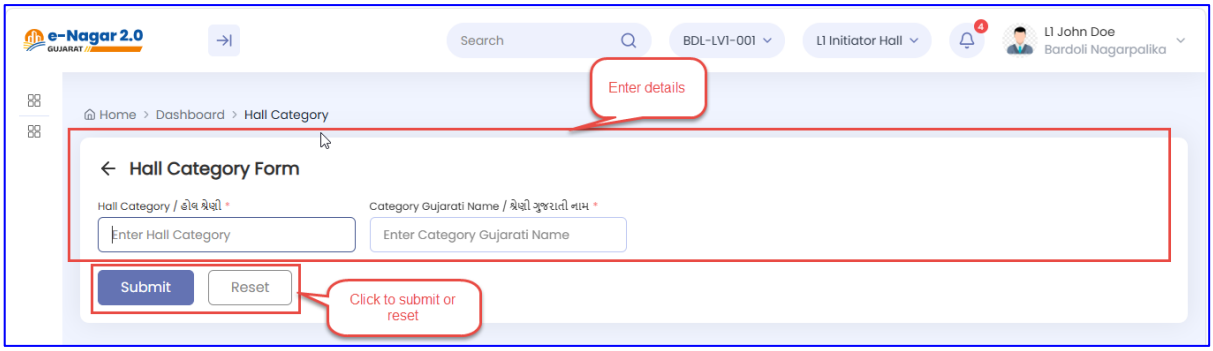


Figure 5-3

Fields

- **Hall Category** – Used to enter the name of the hall category. (Text)
- **Category Gujarati Name** – Used to enter the Gujarati name of the hall category. (Text)

Buttons 

- **Submit** – Saves the entered hall category details.
- **Reset** – Clears all entered information and restores default values.

5.2 Hall Master

Navigation

Hall Booking → Masters → Hall Master

The Hall Master is used to configure halls available for reservation. It stores complete information such as hall location, category, capacity, contact details, booking limit, images, and map location.

Hall Master Listing Page

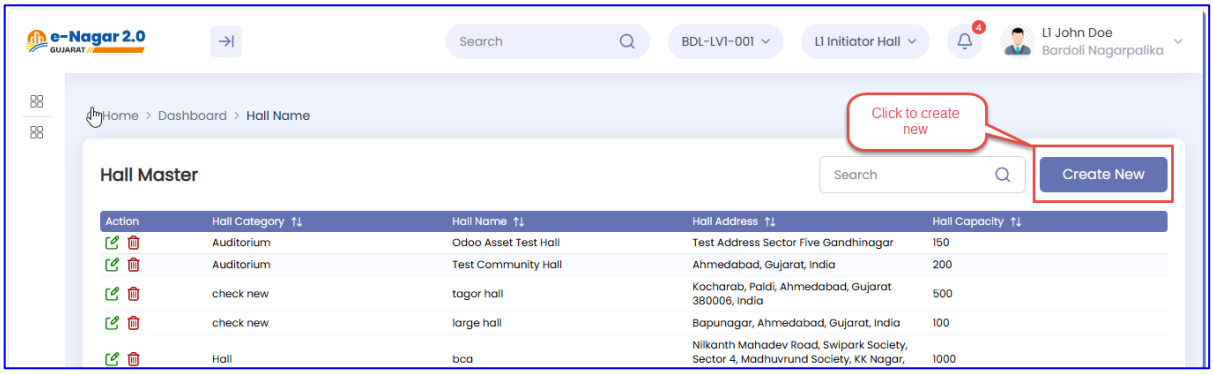


Figure 5-4

The Hall Master Listing Page displays all halls configured in the system. Users can search hall records, create new halls, update existing hall information, or delete hall records.

Fields

- **Hall Category** – Displays the category assigned to the hall.
- **Hall Name** – Displays the name of the hall.
- **Hall Address** – Displays the complete address of the hall.
- **Hall Capacity** – Displays the maximum seating capacity of the hall.

Buttons

- **Create New** – Opens the Hall Master Form for adding a new hall.
- **Search** – Searches hall records using the entered keyword.
- **Edit** – Opens the selected hall in edit mode.
- **Delete** – Removes the selected hall record from the system.

Hall Master Form

The Hall Master Form is used to configure detailed information about a hall. The information entered here is used during hall booking and reservation processes.

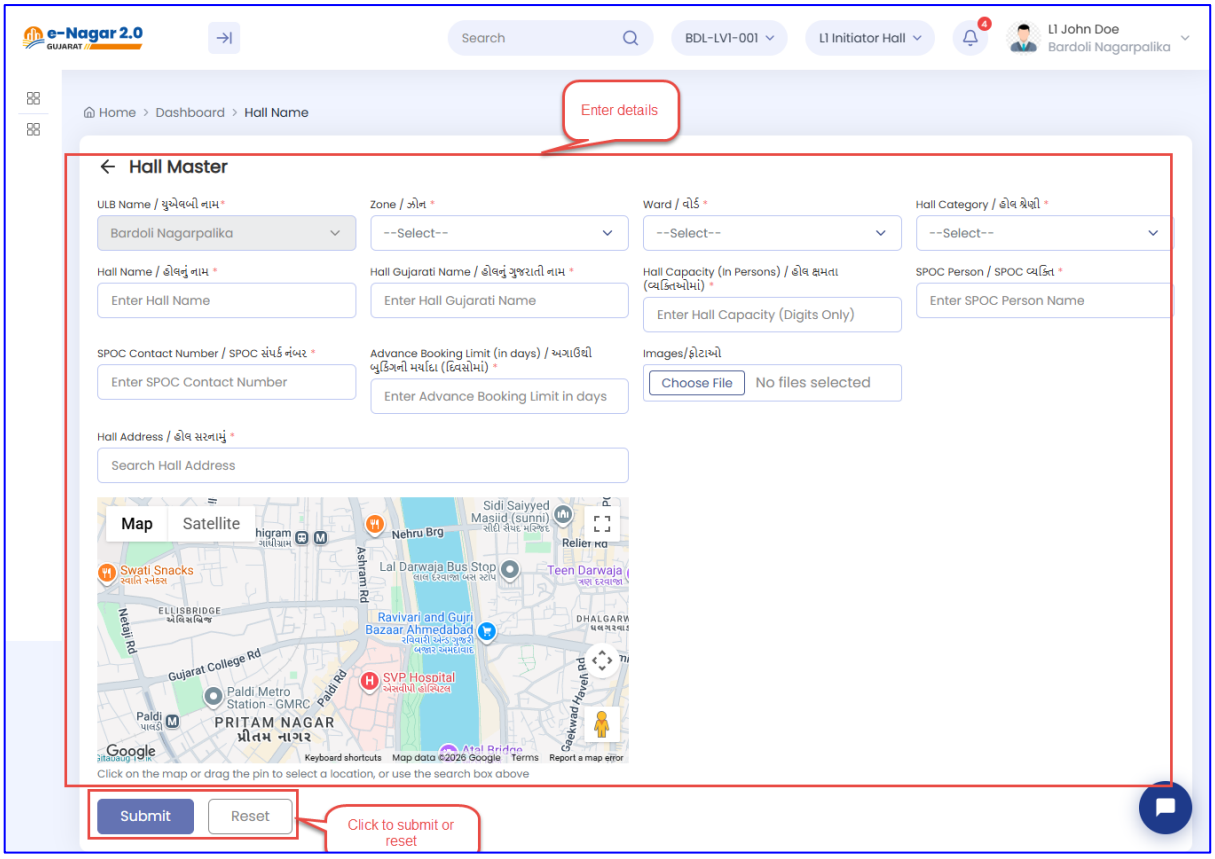


Figure 5-5

Fields

- **ULB Name** – Displays the Urban Local Body under which the hall is registered. (Dropdown)
- **Zone** – Used to select the zone in which the hall is located. (Dropdown)
- **Ward** – Used to select the ward corresponding to the selected zone. (Dropdown)
- **Hall Category** – Used to select the category to which the hall belongs. (Dropdown)
- **Hall Name** – Used to enter the official name of the hall. (Text)
- **Hall Gujarati Name** – Used to enter the Gujarati name of the hall. (Text)
- **Hall Capacity (In Persons)** – Used to specify the maximum number of persons the hall can accommodate. (Numeric)
- **SPOC Person** – Used to enter the name of the Single Point of Contact responsible for the hall. (Text)
- **SPOC Contact Number** – Used to enter the contact number of the SPOC. (Numeric)
- **Advance Booking Limit (In Days)** – Used to specify the maximum number of days in advance a booking can be made. (Numeric)
- **Images** – Used to upload photographs of the hall. (File Upload)
- **Hall Address** – Used to enter or search the complete address of the hall. (Text)
- **Map** – Used to mark the exact geographical location of the hall by selecting a location on the map. (Map)

Buttons 

- **Submit** – Saves the hall details.
- **Reset** – Clears all entered information.

5.3 Hall Sub-Section

Navigation

Hall Booking → Masters → Hall Sub-Section

The **Hall Sub-Section** master is used to create and manage different sections within a hall. These sub-sections can be configured with their individual capacities and are available during the hall booking process.

Hall Sub-Section Listing Page

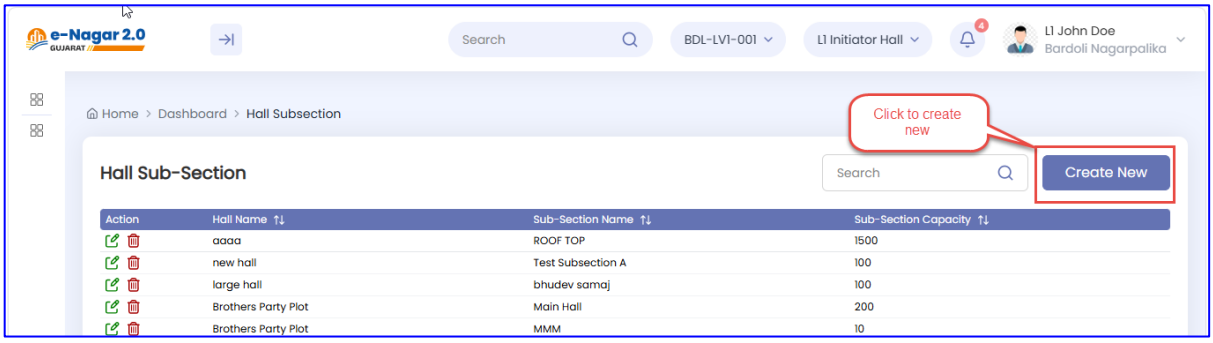


Figure 5-6

The Hall Sub-Section Listing Page displays all configured hall sub-sections along with their associated hall and seating capacity. Users can search existing records, add new sub-sections, modify existing information, or delete records.

Fields

- **Hall Name** – Displays the name of the hall to which the sub-section belongs.
- **Sub-Section Name** – Displays the name of the configured hall sub-section.
- **Sub-Section Capacity** – Displays the seating capacity of the sub-section.

Buttons

- **Create New** – Opens the Hall Sub-Section Form to configure a new hall sub-section.
- **Search** – Searches hall sub-section records based on the entered keyword.
- **Edit** – Opens the selected hall sub-section for modification.
- **Delete** – Deletes the selected hall sub-section from the system.

Hall Sub-Section Form

The Hall Sub-Section Form is used to configure a new sub-section for a hall or modify an existing one. Each sub-section is linked to a hall and can have its own seating capacity.

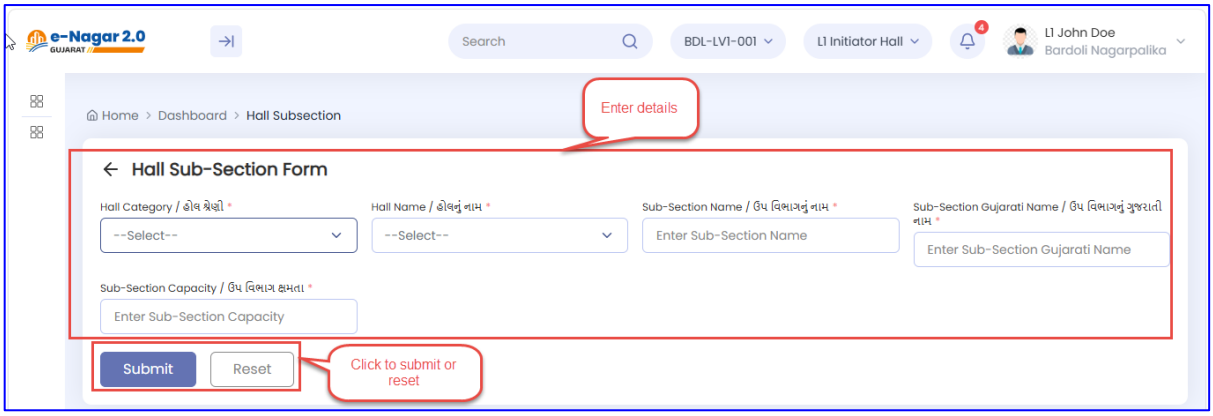


Figure 5-7

Fields

- **Hall Category** – Used to select the category of the hall. (Dropdown)
- **Hall Name** – Used to select the hall for which the sub-section is being configured. (Dropdown)
- **Sub-Section Name** – Used to enter the name of the hall sub-section. (Text)
- **Sub-Section Gujarati Name** – Used to enter the Gujarati name of the hall sub-section. (Text)
- **Sub-Section Capacity** – Used to specify the seating capacity of the hall sub-section. (Numeric)

Buttons 

- **Submit** – Saves the hall sub-section details.
- **Reset** – Clears all entered information.

5.4 Hall Purpose

Navigation

Hall Booking → Masters → Hall Purpose

The **Hall Purpose** master is used to configure different booking purposes available for individual halls. These purposes are used while submitting hall reservation applications.

Hall Purpose Listing Page

The Hall Purpose Listing Page displays all booking purposes configured for different halls. Users can search, add, edit, and delete purpose mappings.

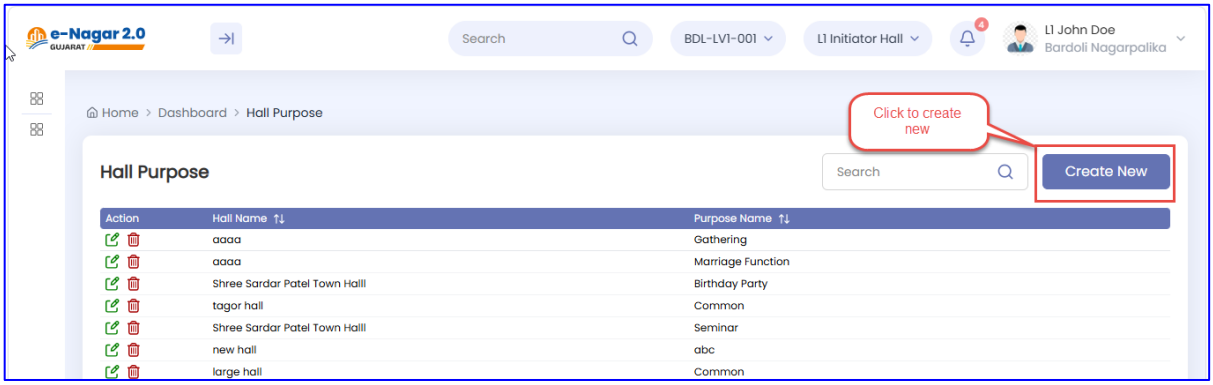


Figure 5-8

Fields

- **Hall Name** – Displays the name of the hall.
- **Purpose Name** – Displays the configured booking purpose assigned to the hall.

Buttons

- **Create New** – Opens the Hall Purpose Form to configure a new booking purpose.
- **Search** – Searches hall purpose records.
- **Edit** – Opens the selected hall purpose for modification.
- **Delete** – Deletes the selected hall purpose.

Hall Purpose Form

The Hall Purpose Form is used to assign booking purposes to halls. Multiple purposes can be configured for different halls.

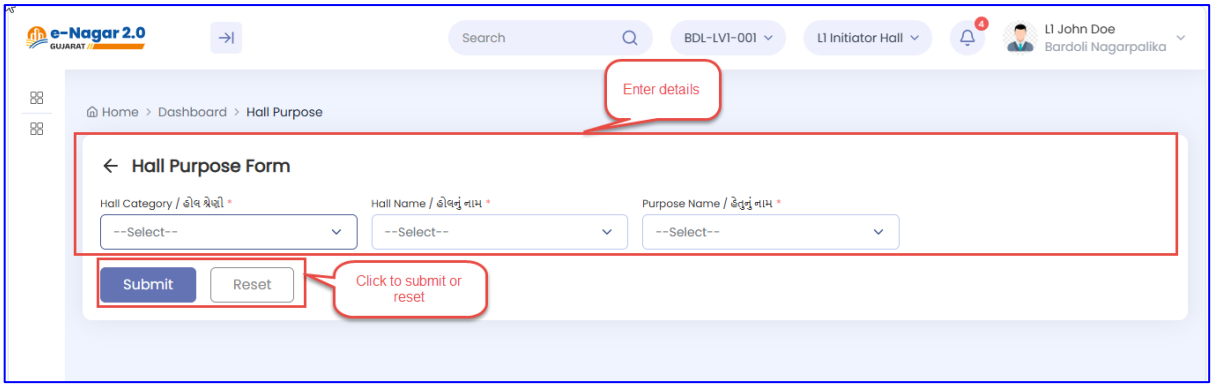


Figure 5-9

Fields

- **Hall Category** – Used to select the hall category. (Dropdown)
- **Hall Name** – Used to select the hall. (Dropdown)
- **Purpose Name** – Used to select the booking purpose applicable to the selected hall. (Dropdown)

Buttons 

- **Submit** – Saves the hall purpose configuration.
- **Reset** – Clears all entered information.

5.5 Tax Master

Navigation

Hall Booking → Masters → Tax Master

The **Tax Master** is used to configure applicable GST percentages for hall booking charges. Tax configurations are maintained with effective dates for proper calculation during booking.

Tax Master Listing Page

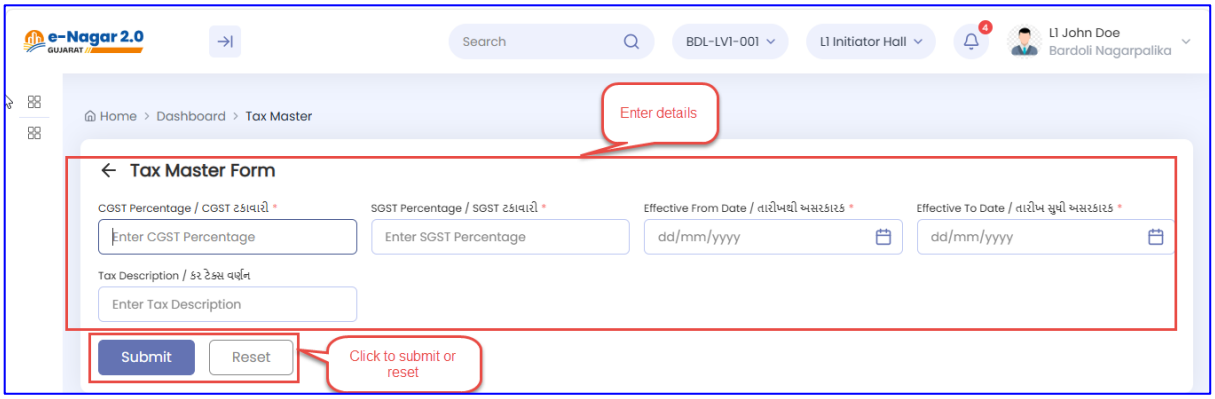


Figure 5-10

The Tax Master Listing Page displays all configured tax records along with their applicable percentages and validity period. Users can create new tax records, search existing records, modify tax details, or delete records.

Fields

- **CGST %** – Displays the configured Central GST percentage.
- **SGST %** – Displays the configured State GST percentage.
- **Effective From Date** – Displays the date from which the tax becomes applicable.
- **Effective To Date** – Displays the date until which the tax remains applicable.

Buttons

- **Create New** – Opens the Tax Master Form to configure a new tax record.
- **Search** – Searches tax records.
- **Edit** – Opens the selected tax record for modification.
- **Delete** – Deletes the selected tax record.

Tax Master Form

The Tax Master Form is used to configure GST percentages and define their effective period.

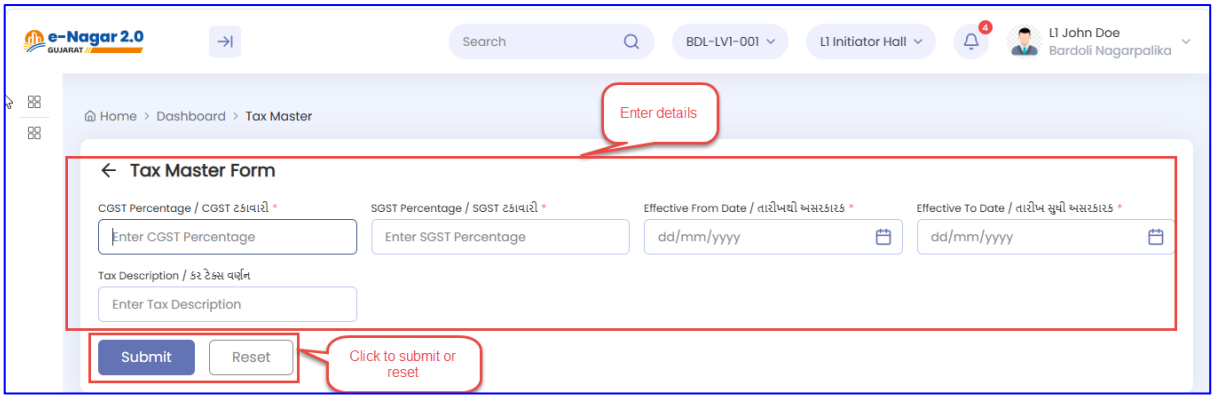


Figure 5-11

Fields

- **CGST Percentage** – Used to specify the applicable CGST percentage. (Numeric)
- **SGST Percentage** – Used to specify the applicable SGST percentage. (Numeric)
- **Effective From Date** – Used to select the date from which the configured tax becomes applicable. (Date Picker)
- **Effective To Date** – Used to select the last applicable date for the configured tax. (Date Picker)
- **Tax Description** – Used to enter additional information about the configured tax. (Text)

Buttons 

- **Submit** – Saves the tax configuration.
- **Reset** – Clears all entered information.

5.6 Terms & Conditions

Navigation

Hall Booking → Masters → Terms & Conditions

The **Terms & Conditions** master is used to configure booking terms applicable to halls and their sub-sections. These terms are displayed during the hall reservation process.

Terms & Conditions Listing Page

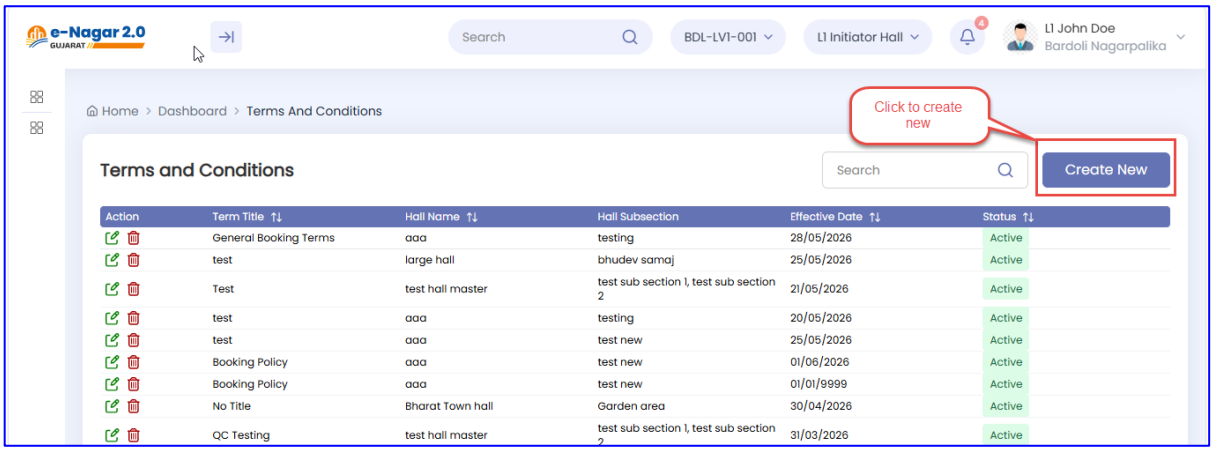


Figure 5-12

The Terms & Conditions Listing Page displays all configured booking terms. Users can search, add, edit, or delete terms applicable to different halls.

Fields

- **Term Title** – Displays the title of the configured term.
- **Hall Name** – Displays the associated hall.
- **Hall Sub-Section** – Displays the associated hall sub-section.
- **Effective Date** – Displays the date from which the term is applicable.
- **Status** – Displays whether the configured term is Active or Inactive.

Buttons

- **Create New** – Opens the Terms & Conditions Form.
- **Search** – Searches terms and conditions.
- **Edit** – Opens the selected record for modification.
- **Delete** – Deletes the selected record.

Terms & Conditions Form

The Terms & Conditions Form is used to configure booking rules and conditions applicable to halls.

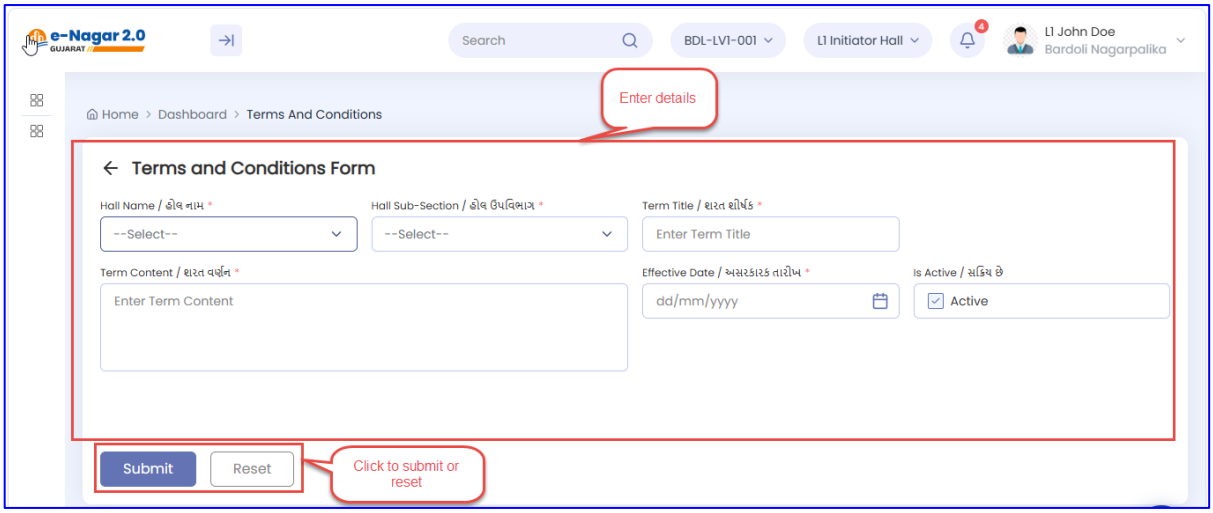


Figure 5-13

Fields

- **Hall Name** – Used to select the hall. (Dropdown)
- **Hall Sub-Section** – Used to select the hall sub-section. (Dropdown)
- **Term Title** – Used to enter the title of the booking term. (Text)
- **Term Content** – Used to enter the detailed booking terms and conditions. (Text Area)
- **Effective Date** – Used to select the date from which the term becomes effective. (Date Picker)
- **Is Active** – Used to indicate whether the term is active. (Checkbox)

Buttons 

- **Submit** – Saves the configured terms and conditions.
- **Reset** – Clears all entered information.

5.7 Facility Master

Navigation

Hall Booking → Masters → Facility Master

The **Facility Master** is used to configure and maintain the facilities available in each hall. These facilities are displayed during the hall booking process, enabling applicants to view the amenities available for the selected hall.

Facility Master Listing Page

- The **Facility Master Listing Page** displays all facilities configured for different halls. Users can search existing facility records, create new facilities, edit facility information, or delete records when required.

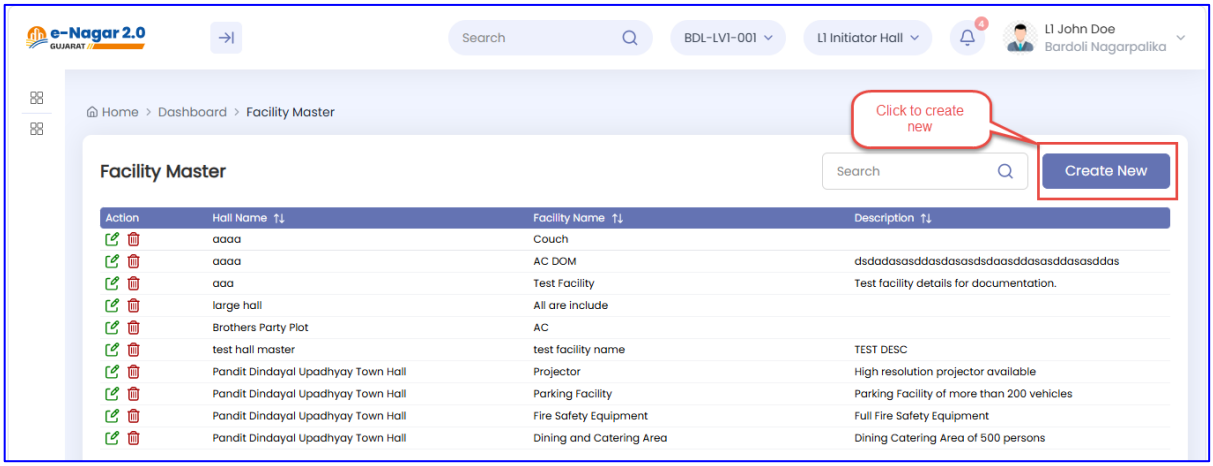


Figure 5-14

Fields

- **Hall Name** – Displays the name of the hall to which the facility is assigned.
- **Facility Name** – Displays the name of the configured facility.
- **Description** – Displays the description of the facility.

Buttons

- **Create New** – Opens the Facility Master Form to configure a new facility.
- **Search** – Searches facility records based on the entered search criteria.
- **Edit** – Opens the selected facility record for modification.
- **Delete** – Deletes the selected facility record from the system.

Facility Master Form

- The **Facility Master Form** is used to add a new facility or modify an existing facility for a hall.

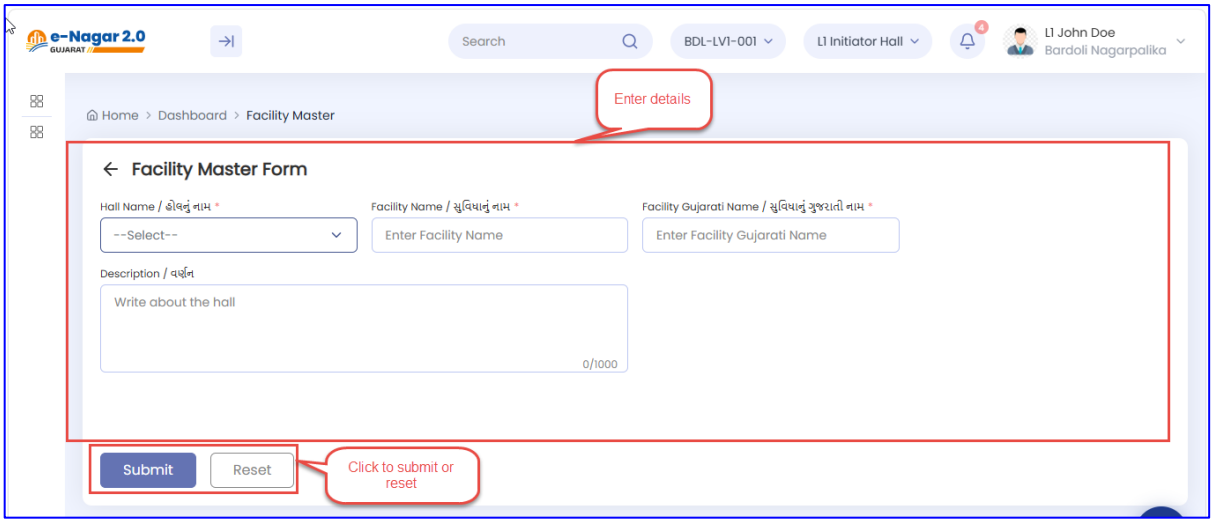


Figure 5-15

Fields

- **Hall Category** – Used to select the category of the hall. (Dropdown)
- **Hall Name** – Used to select the hall for which the facility is being configured. (Dropdown)
- **Facility Name** – Used to enter the name of the facility available in the selected hall. (Text)
- **Facility Gujarati Name** – Used to enter the Gujarati name of the facility. (Text)
- **Description** – Used to provide a brief description of the facility. (Text Area)
- **Display Sequence** – Used to define the order in which the facility is displayed during hall booking. (Numeric)
- **Status** – Used to specify whether the facility is Active or Inactive. (Dropdown)

Buttons 

- **Submit** – Saves the facility details.
- **Reset** – Clears all entered information and restores the default values.

5.8 Usage Type

Navigation

Hall Booking → Masters → Usage Type

The **Usage Type** master is used to define different usage categories applicable to hall reservations. These categories are referenced during hall booking to identify the intended usage of the hall.

Usage Type Listing Page

- The **Usage Type Listing Page** displays all configured usage types. Users can search existing records, create new usage types, edit existing records, or delete them.

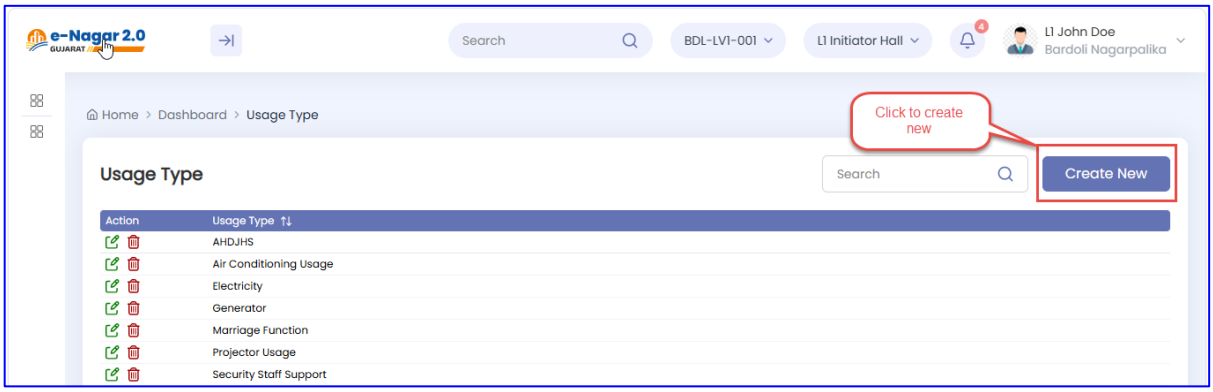


Figure 5-16

Fields

- **Usage Type** – Displays the configured usage type.
- **Gujarati Name** – Displays the Gujarati name of the usage type.
- **Status** – Displays whether the usage type is Active or Inactive.

Buttons

- **Create New** – Opens the Usage Type Form to create a new usage type.
- **Search** – Searches usage type records based on the entered criteria.
- **Edit** – Opens the selected usage type for modification.
- **Delete** – Deletes the selected usage type.

Usage Type Form

- The **Usage Type Form** is used to create a new usage type or update an existing one.

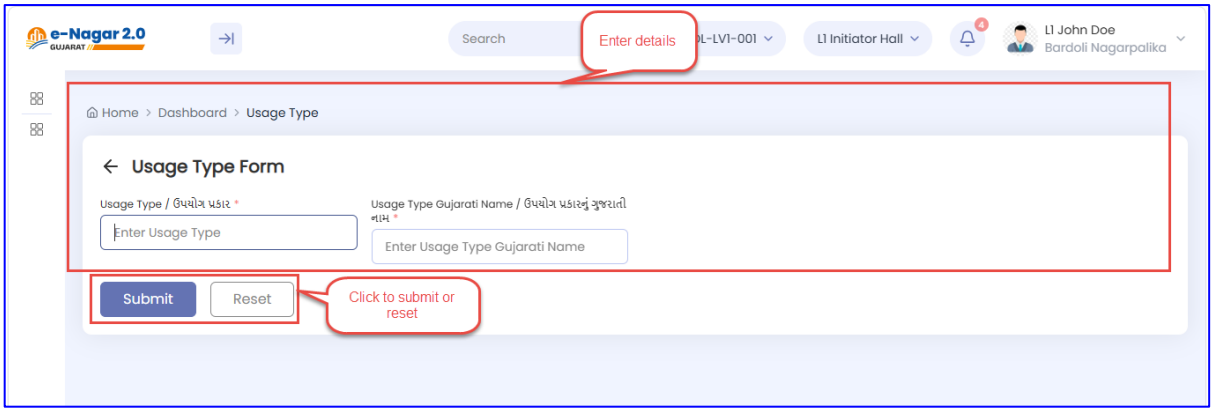


Figure 5-17

Fields

- **Usage Type** – Used to define different usage categories for hall reservations. (Text)
- **Usage Type Gujarati Name** – Used to enter the Gujarati name of the usage type. (Text)
- **Display Sequence** – Used to specify the order in which the usage type appears in the system. (Numeric)
- **Status** – Used to specify whether the usage type is Active or Inactive. (Dropdown)

Buttons 

- **Submit** – Saves the usage type details.
- **Reset** – Clears all entered information.

5.9 Purpose Type

Navigation

Hall Booking → Masters → Purpose Type

The **Purpose Type** master is used to define and manage different purpose classifications available during the hall booking process. These purpose types help categorize hall reservations based on the nature of the event.

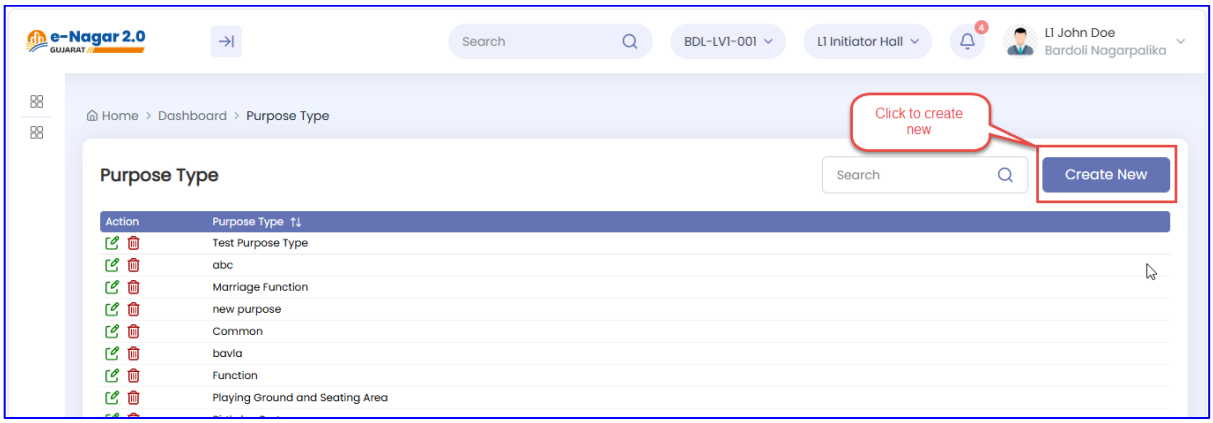


Figure 5-18

Purpose Type Listing Page

- The **Purpose Type Listing Page** displays all configured purpose types. Users can search, create, edit, and delete purpose type records.

Fields

- **Purpose Type** – Displays the configured purpose type.
- **Gujarati Name** – Displays the Gujarati name of the purpose type.
- **Status** – Displays whether the purpose type is Active or Inactive.

Buttons

- **Create New** – Opens the Purpose Type Form to add a new purpose type.
- **Search** – Searches purpose type records.
- **Edit** – Opens the selected purpose type for modification.
- **Delete** – Deletes the selected purpose type.

Purpose Type Form

- The **Purpose Type Form** is used to create or update purpose classifications for hall booking.

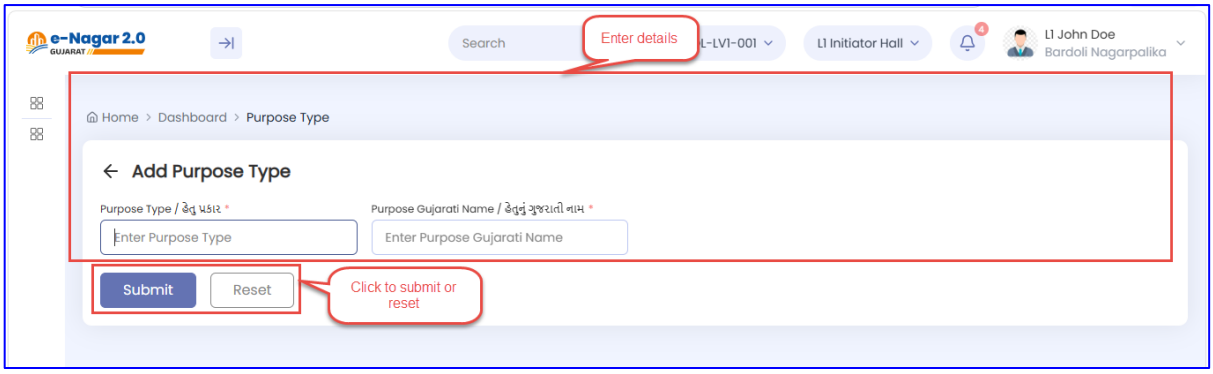


Figure 5-19

Fields

- **Purpose Type** – Used to define different purpose categories for hall reservations, such as Marriage, Seminar, Conference, Exhibition, Cultural Programme, or other event types. (Text)
- **Purpose Type Gujarati Name** – Used to enter the Gujarati name of the purpose type. (Text)
- **Display Sequence** – Used to specify the display order of the purpose type within the system. (Numeric)
- **Status** – Used to specify whether the purpose type is Active or Inactive. (Dropdown)

Buttons 

- **Submit** – Saves the purpose type details.
- **Reset** – Clears all entered information and restores the default values.

6 Configurations

Navigation

Hall Booking → Configurations

The **Configurations** module is used to define and manage system-level settings required for the Hall Booking module. It enables administrators to configure hall shifts, booking charges, usage fees, cancellation policies, registration fees, and other parameters that control the hall booking process. These configurations are referenced automatically while processing hall reservation applications.

The Configurations module consists of the following sub-modules:

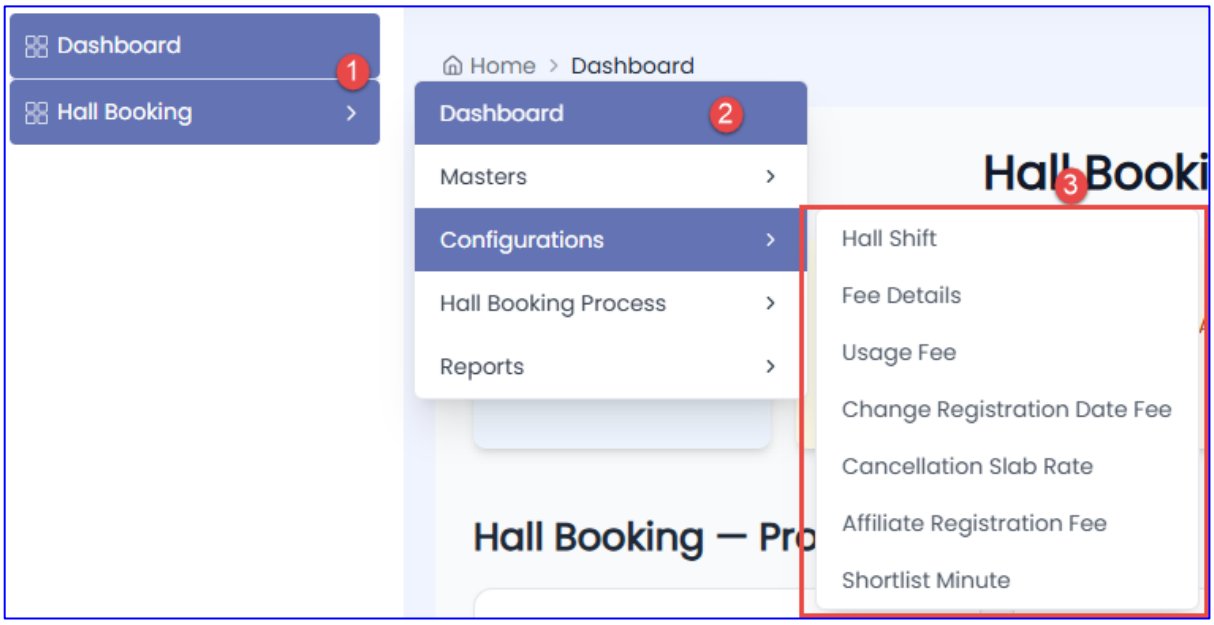


Figure 6-1

6.1 Hall Shift

Navigation

Hall Booking → Configurations → Hall Shift

The **Hall Shift** configuration is used to define different booking shifts available for halls. These shifts determine the time slots that applicants can select while reserving a hall.

Hall Shift Listing Page

The **Hall Shift Listing Page** displays all configured booking shifts for different halls and their respective sub-sections. It allows users to manage shift timings by creating new shifts, searching existing records, modifying configurations, or deleting obsolete records.

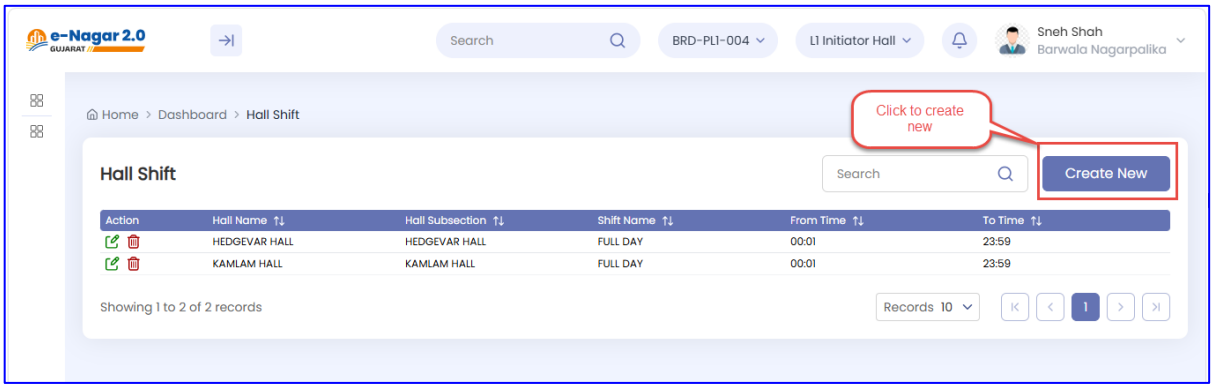


Figure 6-2

Fields

- **Action** – Provides options to edit or delete the configured hall shift.
- **Hall Name** – Displays the name of the hall for which the shift is configured.
- **Hall Subsection** – Displays the hall subsection associated with the shift.
- **Shift Name** – Displays the configured shift name.
- **From Time** – Displays the starting time of the shift.
- **To Time** – Displays the ending time of the shift.

Buttons

- **Create New** – Opens the Hall Shift Form to configure a new booking shift.
- **Search** – Searches hall shift records based on the entered keyword.
- **Edit** – Opens the selected hall shift in edit mode.
- **Delete** – Deletes the selected hall shift after confirmation.

Hall Shift Form

The **Hall Shift Form** is used to configure booking shifts for halls by defining the hall, subsection, shift type, timing, and description.

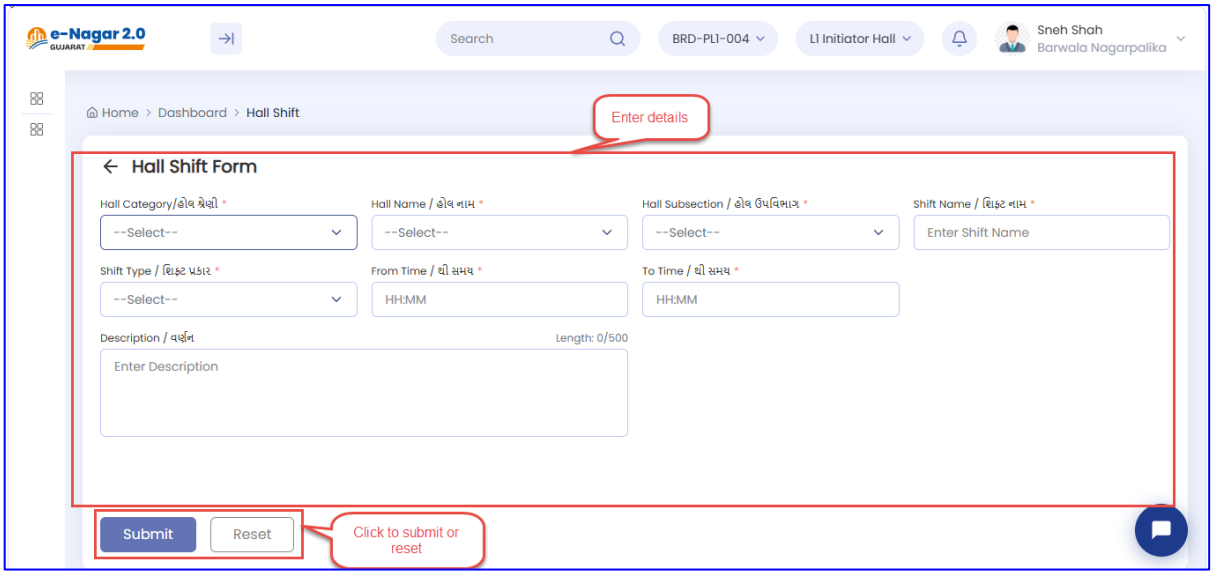


Figure 6-3

Fields

- **Hall Category** – Used to select the category of the hall. (Dropdown)
- **Hall Name** – Used to select the hall for which the shift is being configured. (Dropdown)
- **Hall Subsection** – Used to select the hall subsection. (Dropdown)
- **Shift Name** – Used to enter the name of the booking shift. (Text)
- **Shift Type** – Used to select the type of booking shift. (Dropdown)
- **From Time** – Used to specify the starting time of the booking shift. (Time Picker)
- **To Time** – Used to specify the ending time of the booking shift. (Time Picker)
- **Description** – Used to enter additional information about the booking shift. (Text Area)

Buttons 

- **Submit** – Saves the hall shift configuration.
- **Reset** – Clears all entered information.

6.2 Fee Details

Navigation

Hall Booking → Configurations → Fee Details

The **Fee Details** configuration is used to define different charges applicable for hall reservations. The configured fees are automatically considered during the booking and payment process.

Fee Details Listing Page

The **Fee Details Listing Page** displays all fee configurations created for different halls, purposes, and booking shifts. Users can search, add, modify, or delete fee records.

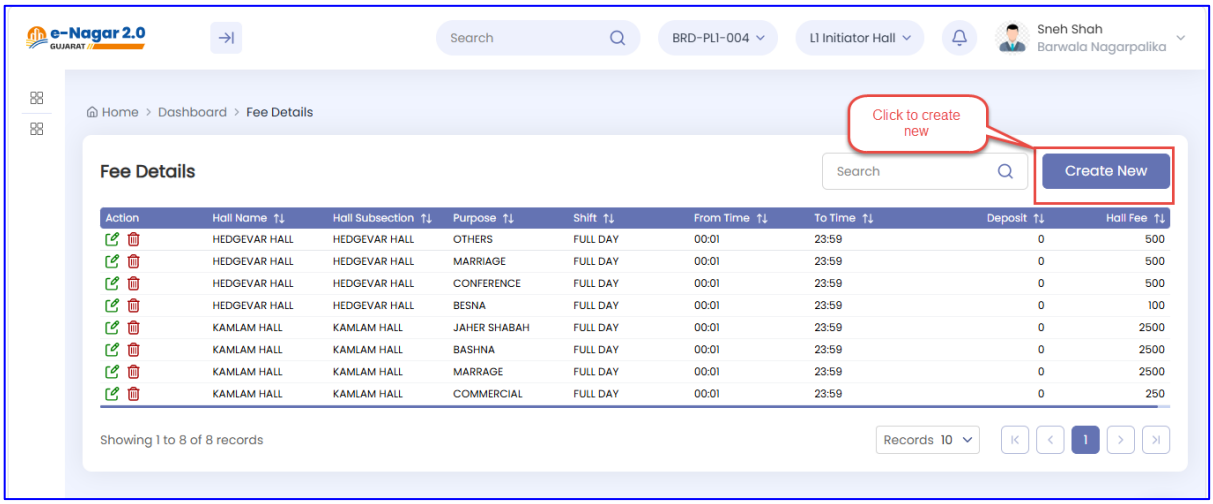


Figure 6-4

Fields

- **Action** – Provides options to edit or delete the configured fee.
- **Hall Name** – Displays the hall for which the fee is configured.
- **Hall Subsection** – Displays the applicable hall subsection.
- **Purpose** – Displays the booking purpose associated with the fee.
- **Shift** – Displays the applicable booking shift.
- **From Time** – Displays the starting time of the configured shift.
- **To Time** – Displays the ending time of the configured shift.
- **Deposit** – Displays the refundable security deposit amount.
- **Hall Fee** – Displays the booking fee applicable for the hall.

Buttons

- **Create New** – Opens the Fee Details Form.
- **Search** – Searches fee records.
- **Edit** – Opens the selected fee configuration.
- **Delete** – Deletes the selected fee configuration.

Fee Details Form

The **Fee Details Form** is used to configure booking fees applicable to a hall based on its purpose and booking shift.

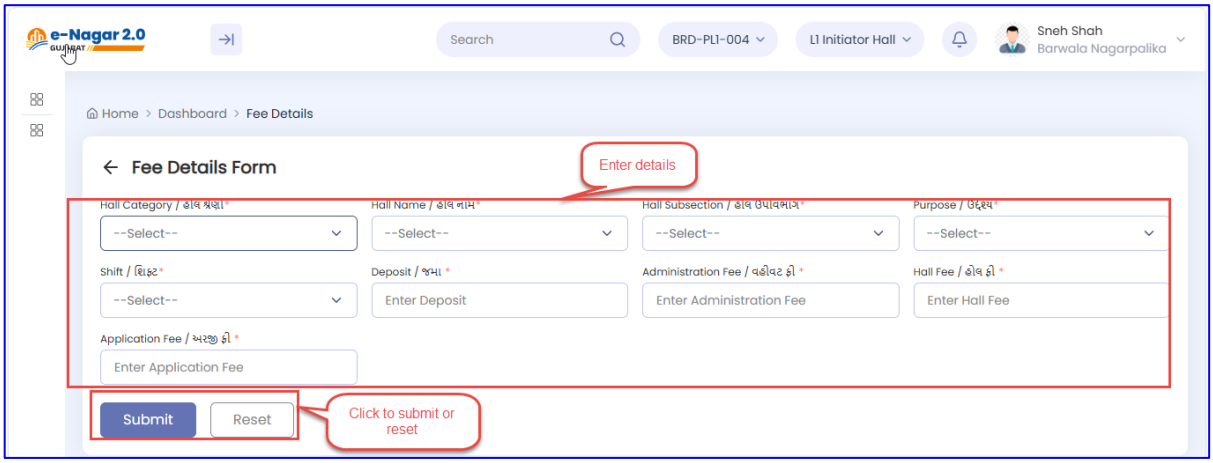


Figure 6-5

Fields

- **Hall Category** – Used to select the hall category. (Dropdown)
- **Hall Name** – Used to select the hall. (Dropdown)
- **Hall Subsection** – Used to select the hall subsection. (Dropdown)
- **Purpose** – Used to select the booking purpose. (Dropdown)
- **Shift** – Used to select the booking shift. (Dropdown)
- **Deposit** – Used to specify the refundable security deposit amount. (Numeric)
- **Administration Fee** – Used to specify the administrative charges applicable for the booking. (Numeric)
- **Hall Fee** – Used to specify the booking charge for the hall. (Numeric)
- **Application Fee** – Used to specify the application processing fee. (Numeric)

Buttons 

- **Submit** – Saves the fee configuration.
- **Reset** – Clears all entered information.

6.3 Usage Fee

Navigation

Hall Booking → Configurations → Usage Fee

The **Usage Fee** configuration is used to define usage-based charges for halls. These charges can be calculated based on unit consumption whenever applicable.

Usage Fee Listing Page

The **Usage Fee Listing Page** displays all configured usage fee records for halls. It allows users to create, search, modify, and delete usage fee configurations.

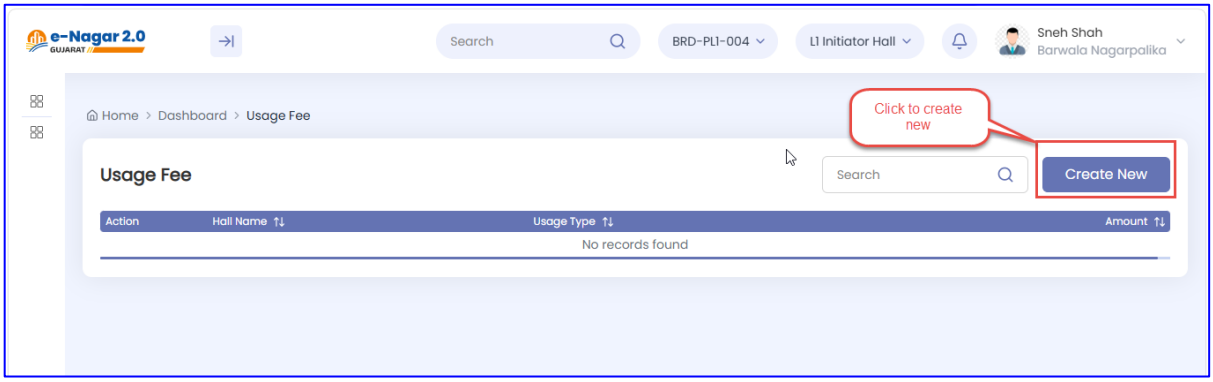


Figure 6-6

Fields

- **Action** – Provides options to edit or delete the configured usage fee.
- **Hall Name** – Displays the name of the hall.
- **Usage Type** – Displays the configured usage category.
- **Amount** – Displays the configured usage charge.

Buttons

- **Create New** – Opens the Usage Fee Form.
- **Search** – Searches usage fee records.
- **Edit** – Opens the selected record for modification.
- **Delete** – Deletes the selected record.

Usage Fee Form

The **Usage Fee Form** is used to configure usage-based charges applicable to different halls.

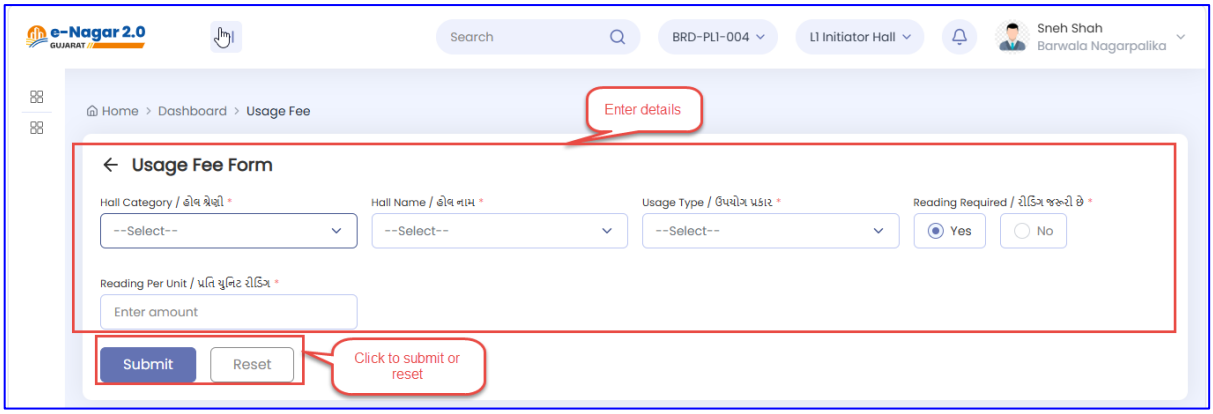


Figure 6-7

Fields

- **Hall Category** – Used to select the hall category. (Dropdown)
- **Hall Name** – Used to select the hall. (Dropdown)
- **Usage Type** – Used to select the applicable usage category. (Dropdown)
- **Reading Required** – Used to specify whether meter reading is required for calculating the usage fee. (Radio Button)
- **Reading Per Unit** – Used to specify the charge applicable for each unit consumed. (Numeric)

Buttons 

- **Submit** – Saves the usage fee configuration.
- **Reset** – Clears all entered information.

6.4 Change Registration Date Fee

Navigation

Hall Booking → Configurations → Change Registration Date Fee

The **Change Registration Date Fee** configuration is used to define the charges applicable when an applicant requests to change the booking date after registration.

Change Registration Date Fee Listing Page

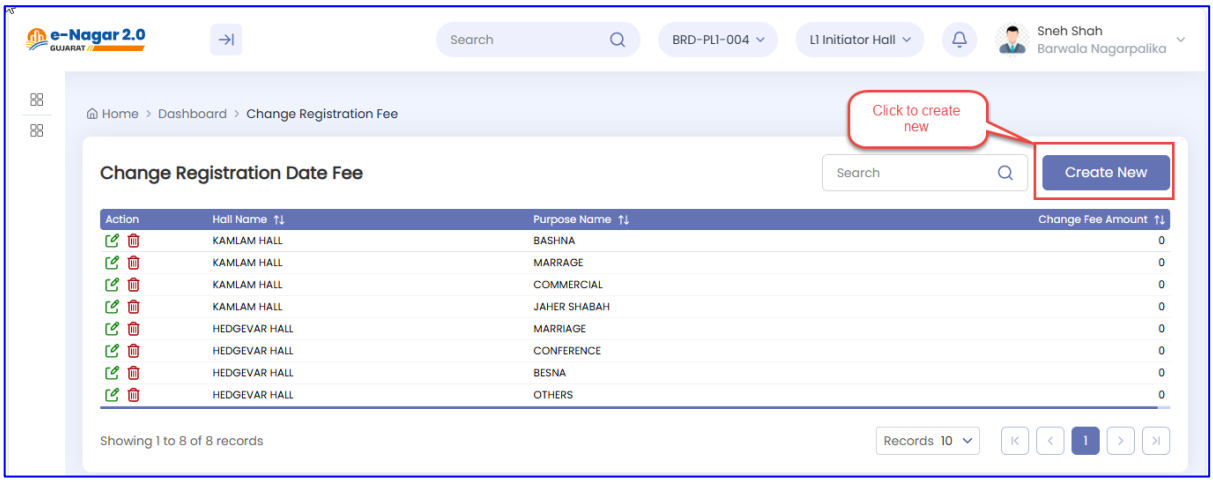


Figure 6-8

The **Change Registration Date Fee Listing Page** displays all configured charges applicable for changing the booking date. Users can create, modify, search, or delete fee configurations.

Fields

- **Action** – Provides options to edit or delete the configured record.
- **Hall Name** – Displays the hall for which the fee is configured.
- **Purpose Name** – Displays the applicable booking purpose.
- **Change Fee Amount** – Displays the fee charged for changing the booking date.

Buttons

- **Create New** – Opens the Change Registration Date Fee Form.
- **Search** – Searches configuration records.
- **Edit** – Opens the selected record for modification.
- **Delete** – Deletes the selected record.

Change Registration Date Fee Form

The **Change Registration Date Fee Form** is used to configure date change charges applicable for hall bookings.

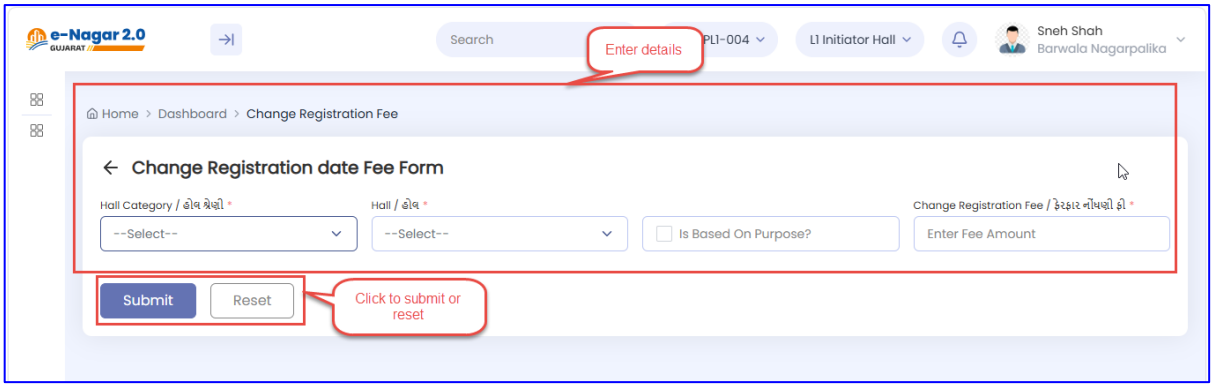


Figure 6-9

Fields

- **Hall Category** – Used to select the hall category. (Dropdown)
- **Hall** – Used to select the hall. (Dropdown)
- **Is Based On Purpose?** – Used to specify whether different charges should be maintained for individual booking purposes. (Checkbox)
- **Change Registration Fee** – Used to specify the fee charged for changing the booking date. (Numeric)

Buttons 

- **Submit** – Saves the fee configuration.
- **Reset** – Clears all entered information.

6.5 Cancellation Slab Rate

Navigation

Hall Booking → Configurations → Cancellation Slab Rate

The **Cancellation Slab Rate** configuration is used to define the refund policy for hall booking cancellations. The refund amount is calculated based on the number of days remaining before the function date. Different refund slabs can be configured to automate refund calculations during cancellation.

Cancellation Slab Rate Listing Page

The **Cancellation Slab Rate Listing Page** displays all configured cancellation refund slabs. It allows users to create new refund slabs, search existing records, update slab details, or delete obsolete configurations.

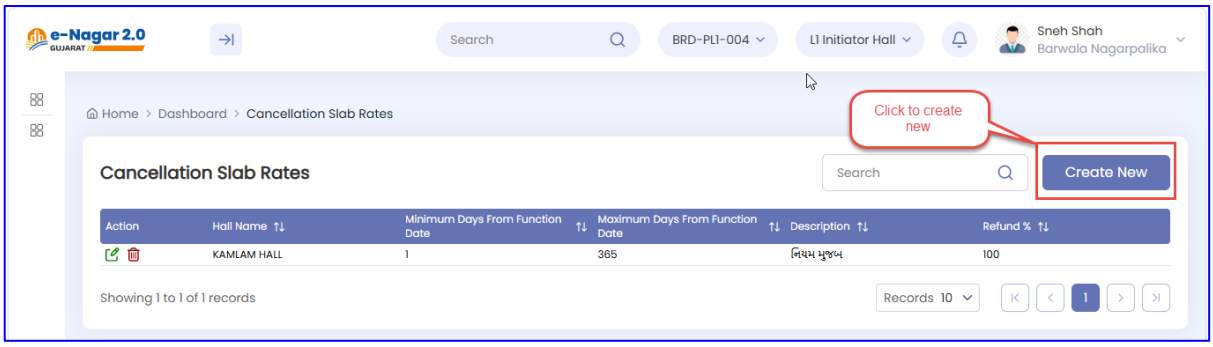


Figure 6-10

Fields

- **Action** – Provides options to edit or delete the configured cancellation slab.
- **Hall Name** – Displays the hall for which the cancellation slab is configured.
- **Minimum Days From Function Date** – Displays the minimum number of days before the function date for which the refund slab is applicable.
- **Maximum Days From Function Date** – Displays the maximum number of days before the function date for which the refund slab is applicable.
- **Description** – Displays a brief description of the configured cancellation policy.
- **Refund %** – Displays the refund percentage applicable for the configured slab.

Buttons

- **Create New** – Opens the Cancellation Slab Rate Form to configure a new cancellation policy.
- **Search** – Searches cancellation slab records based on the entered keyword.
- **Edit** – Opens the selected cancellation slab in edit mode.
- **Delete** – Deletes the selected cancellation slab after confirmation.

Cancellation Slab Rate Form

The **Cancellation Slab Rate Form** is used to configure refund percentages for different cancellation periods. The configured refund slabs are automatically considered when a hall booking is cancelled.

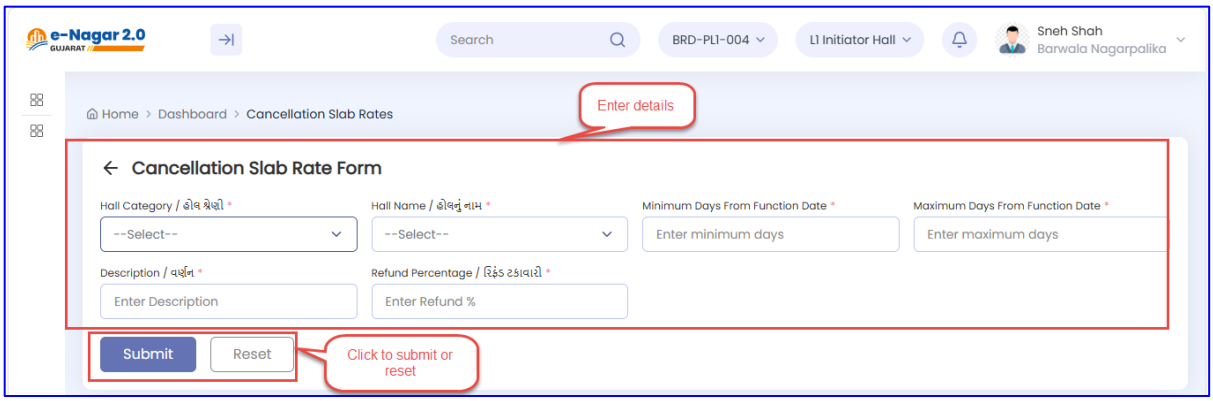


Figure 6-11

Fields

- **Hall Category** – Used to select the category of the hall. (Dropdown)
- **Hall Name** – Used to select the hall for which the cancellation policy is being configured. (Dropdown)
- **Minimum Days From Function Date** – Used to specify the minimum number of days before the function date for which the refund percentage is applicable. (Numeric)
- **Maximum Days From Function Date** – Used to specify the maximum number of days before the function date for which the refund percentage is applicable. (Numeric)
- **Description** – Used to enter a brief description of the cancellation slab. (Text Area)
- **Refund Percentage** – Used to specify the percentage of the booking amount that will be refunded for the configured cancellation period. (Numeric)

Buttons 

- **Submit** – Saves the cancellation slab configuration.
- **Reset** – Clears all entered information.

6.6 Affiliate Registration Fee

Navigation

Hall Booking → Configurations → Affiliate Registration Fee

The **Affiliate Registration Fee** configuration is used to define the registration fee applicable for affiliate registrations. The configured fee is maintained along with its effective period and is automatically considered wherever affiliate registration charges are applicable.

Affiliate Registration Fee Listing Page

The **Affiliate Registration Fee Listing Page** displays all configured affiliate registration fee records. Users can create new fee configurations, search existing records, update fee details, or delete records when required.

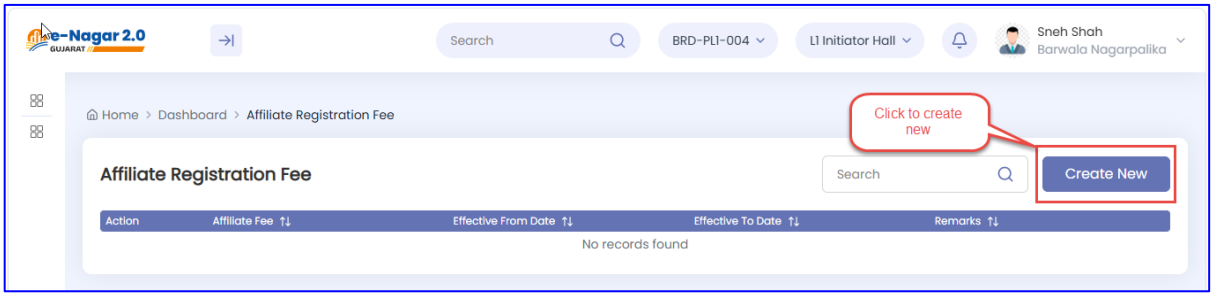


Figure 6-12

Fields

- **Action** – Provides options to edit or delete the configured affiliate registration fee.
- **Affiliate Fee** – Displays the configured affiliate registration fee amount.
- **Effective From Date** – Displays the date from which the configured fee becomes applicable.
- **Effective To Date** – Displays the date until which the configured fee remains applicable.
- **Remarks** – Displays additional remarks entered for the fee configuration.

Buttons

- **Create New** – Opens the Affiliate Registration Fee Form to configure a new fee.
- **Search** – Searches affiliate registration fee records.
- **Edit** – Opens the selected fee record in edit mode.
- **Delete** – Deletes the selected fee configuration after confirmation.

Affiliate Registration Fee Form

The **Affiliate Registration Fee Form** is used to configure the registration fee applicable for affiliates along with its validity period.

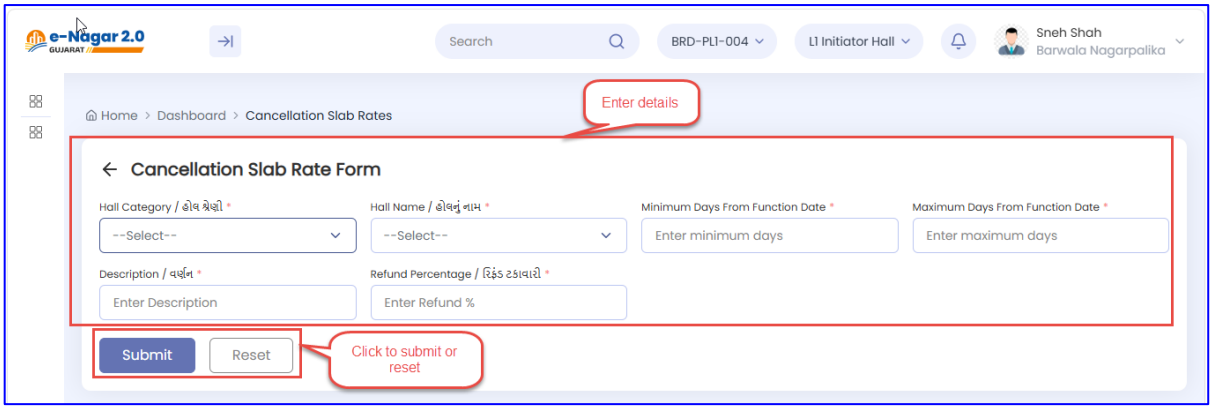


Figure 6-13

Fields

- **Affiliate Fee** – Used to specify the affiliate registration fee amount. (Numeric)
- **Effective From Date** – Used to specify the date from which the affiliate registration fee becomes effective. (Date Picker)
- **Effective To Date** – Used to specify the date until which the affiliate registration fee remains applicable. (Date Picker)
- **Remarks** – Used to enter additional information or remarks related to the configured fee. (Text)

Buttons 

- **Submit** – Saves the affiliate registration fee configuration.
- **Reset** – Clears all entered information.

6.7 Shortlist Minute

Navigation

Hall Booking → Configurations → Shortlist Minute

The **Shortlist Minute** configuration is used to define the time limit, in minutes, for the shortlisting process. The configured value is referenced by the system wherever the shortlist duration is applicable during the hall booking workflow.

Shortlist Minute Listing Page

The **Shortlist Minute Listing Page** displays the configured shortlist minute records. Users can create a new configuration, modify the existing value, or remove obsolete records whenever required.

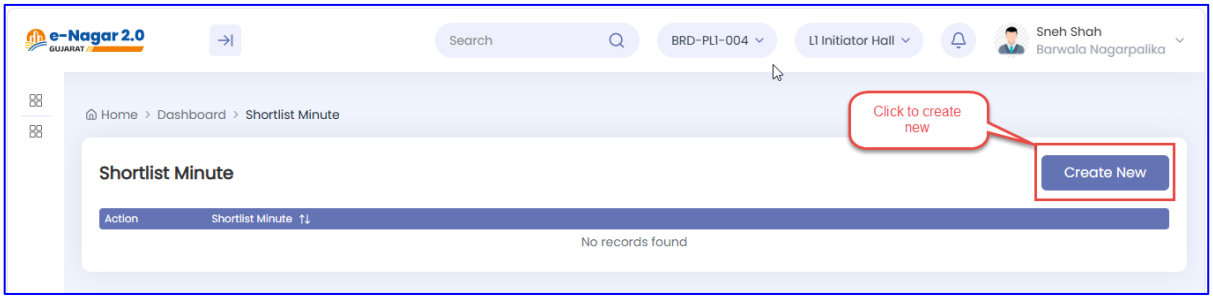


Figure 6-14

Fields

- **Action** – Provides options to edit or delete the configured shortlist minute.
- **Shortlist Minute** – Displays the configured shortlist duration in minutes.

Buttons

- **Create New** – Opens the Shortlist Minute Form to configure the shortlist duration.
- **Edit** – Opens the selected shortlist minute configuration for modification.
- **Delete** – Deletes the selected shortlist minute configuration after confirmation.

Shortlist Minute Form

The **Shortlist Minute Form** is used to configure the duration, in minutes, for the shortlist process within the Hall Booking module.

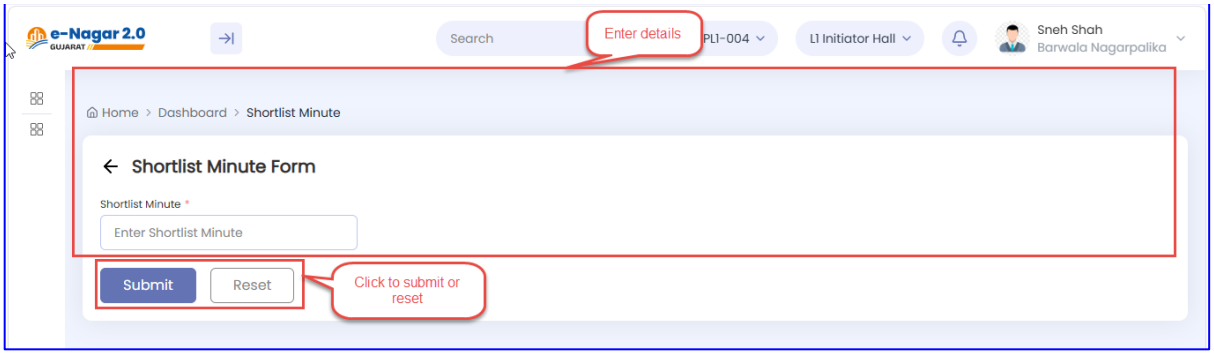


Figure 6-15

Fields

- **Shortlist Minute** – Used to specify the time duration, in minutes, for the shortlist process. (Numeric)

Buttons 

- **Submit** – Saves the configured shortlist minute value.
- **Reset** – Clears the entered value.

7 Hall Booking Process

The **Hall Booking Process** section is used to manage the complete operational process of hall reservations, starting from searching and booking a hall to modifying or canceling an existing reservation, reprinting receipts, recording entry/exit details, and processing refund entries.

Path: Dashboard → Hall Booking → Hall Booking Process

The following options are available under the **Hall Booking Process** menu:

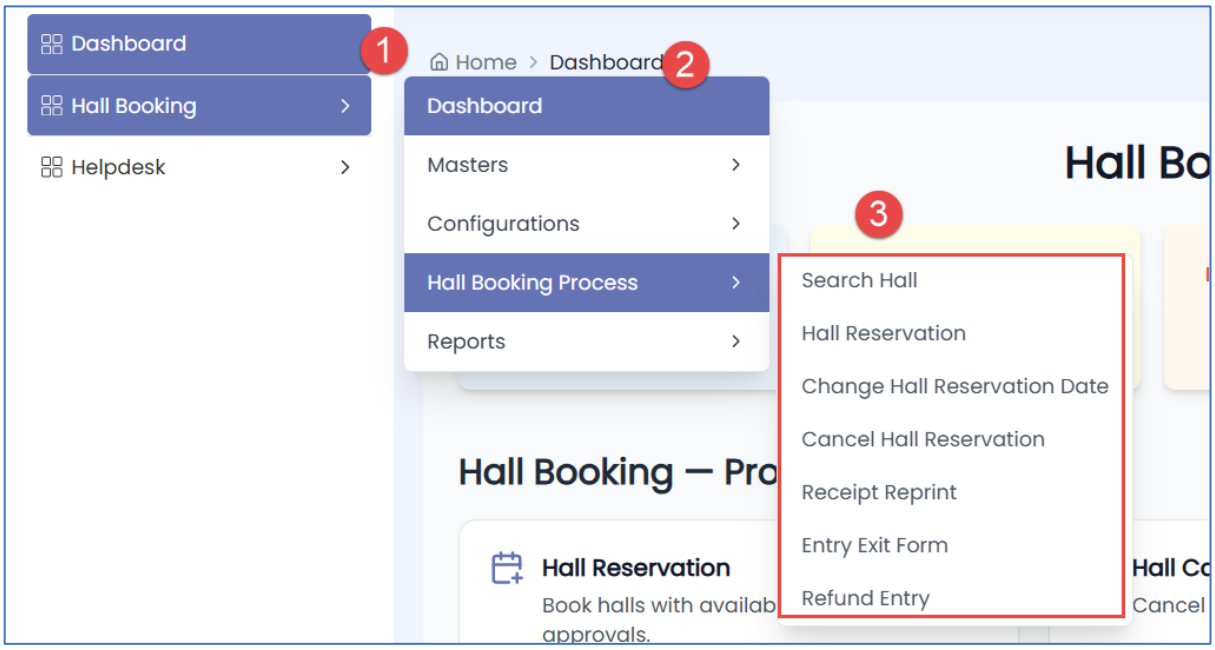


Figure 7-1

7.1 Search Hall – Search with Date & Location

The **Search with Date & Location** section allows the user to search for halls based on the required booking date, booking duration, ULB, and location. After entering the required details, click **Search** to display halls matching the selected criteria.

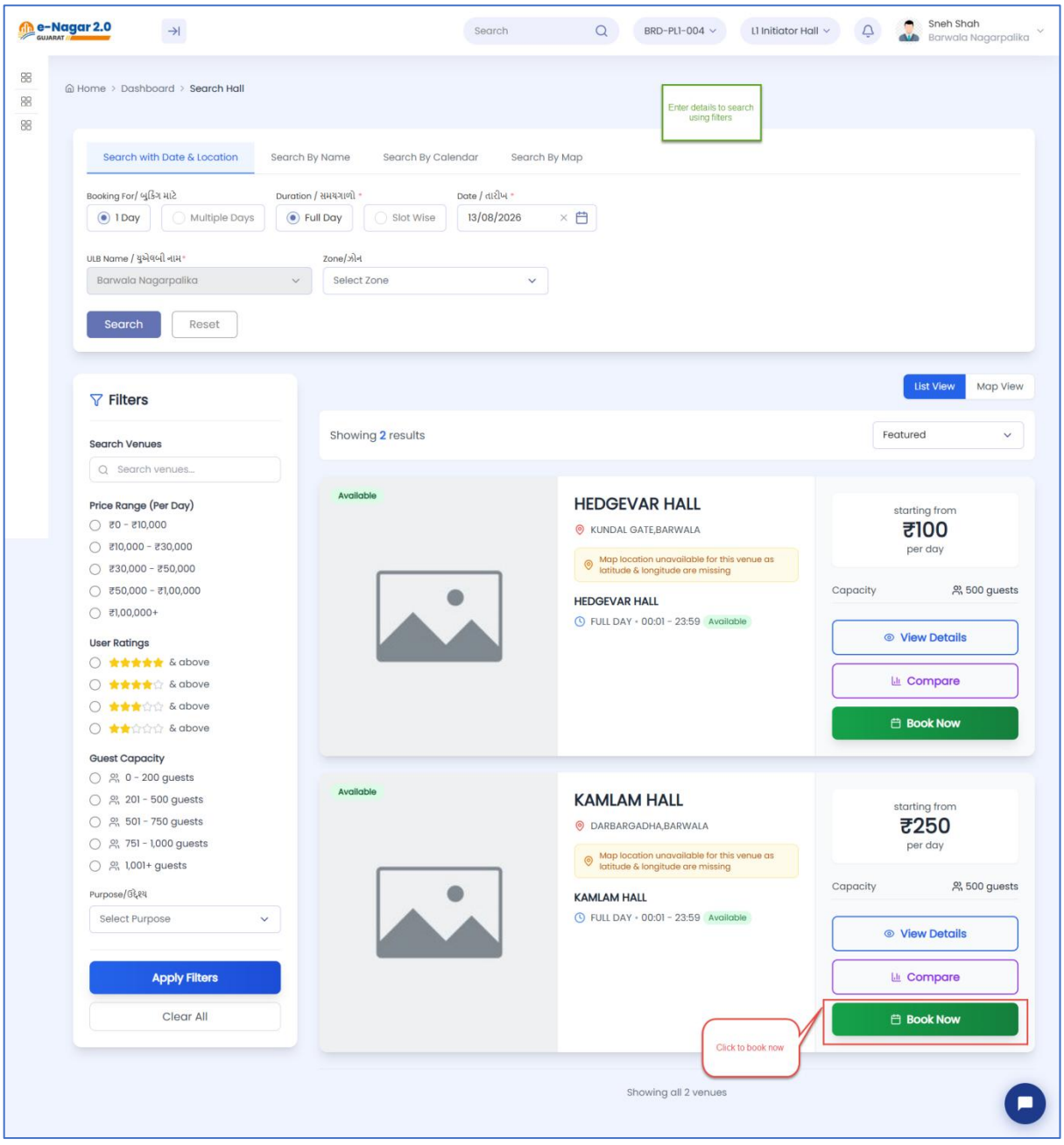


Figure 7-2

- **Booking For –** Used to specify whether the hall is required for **1 Day** or **Multiple Days**.
- **Duration –** Used to specify whether the hall is required for **Full Day** or **Slot Wise** booking.
- **Date –** Used to select the required date on which the hall is to be booked.

- **ULB Name –** Used to select or display the Urban Local Body under which the hall is to be searched.
- **Zone –** Used to select the zone in which the required hall is located.
- **Search –** Used to search for available halls based on the entered or selected search criteria.
- **Reset –** Used to clear the entered search criteria and restore the fields to their default values.

Filters

- After the halls are displayed, the **Filters** section allows the user to further narrow the search results according to venue name, price, rating, guest capacity, and purpose.
- **Search Venues –** Used to search for a specific hall or venue from the available search results.
- **Price Range (Per Day) –** Used to filter halls according to the required per-day price range.
- **User Ratings –** Used to filter halls according to their user rating.
- **Guest Capacity –** Used to filter halls according to the number of guests that can be accommodated.
- **Purpose –** Used to select the intended purpose of the hall booking and filter the available halls accordingly.
- **Apply Filters –** Used to apply the selected filters and update the hall search results.
- **Clear All –** Used to remove all applied filters and restore the complete set of matching halls.

Hall Search Results

- After clicking **Search**, the system displays the halls that match the selected booking criteria. The total number of matching halls is shown at the top of the result section.
- **Available –** Indicates that the hall or displayed shift is available for the selected booking criteria.
- **Hall Name –** Displays the name of the hall available for reservation.
- **Hall Address –** Displays the address/location of the hall.
- **Map Location –** Displays information regarding the hall's map location. If latitude and longitude are not configured, the system indicates that the map location is unavailable.

- **Shift –** Displays the available shift for the hall, such as **Full Day**.
- **Shift Timing –** Displays the start and end time of the available shift.
- **Starting From –** Displays the starting per-day booking amount applicable to the hall.
- **Capacity –** Displays the maximum guest capacity of the hall.
- **List View –** Used to display the matching halls in a detailed list/card format.
- **Map View –** Used to display the matching halls according to their configured map locations.
- **Featured –** Used to select the available sorting option for arranging the displayed hall results.

Hall Actions

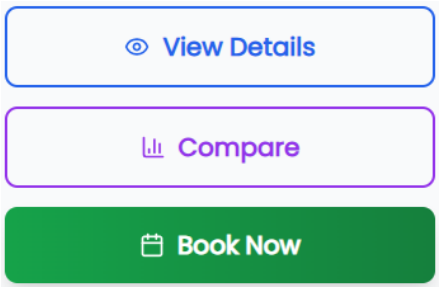


Figure 7-3

- **View Details –** Used to open the selected hall and view its detailed information.
- **Compare –** Used to select the hall for comparison with other available halls.
- **Book Now –** Used to proceed with the reservation of the selected hall.

After identifying the required hall, click **Book Now** to continue with the hall booking process.

7.2 Hall Reservation

The **Hall Reservation** option is used to create and manage hall reservations. It provides a step-by-step reservation process in which the user selects the hall, chooses the required booking date and available shift, enters applicant details, uploads the required documents, reviews the complete reservation, and proceeds with payment.

Path: Dashboard → Hall Booking → Hall Booking Process → Hall Reservation

Hall Reservation Listing Page

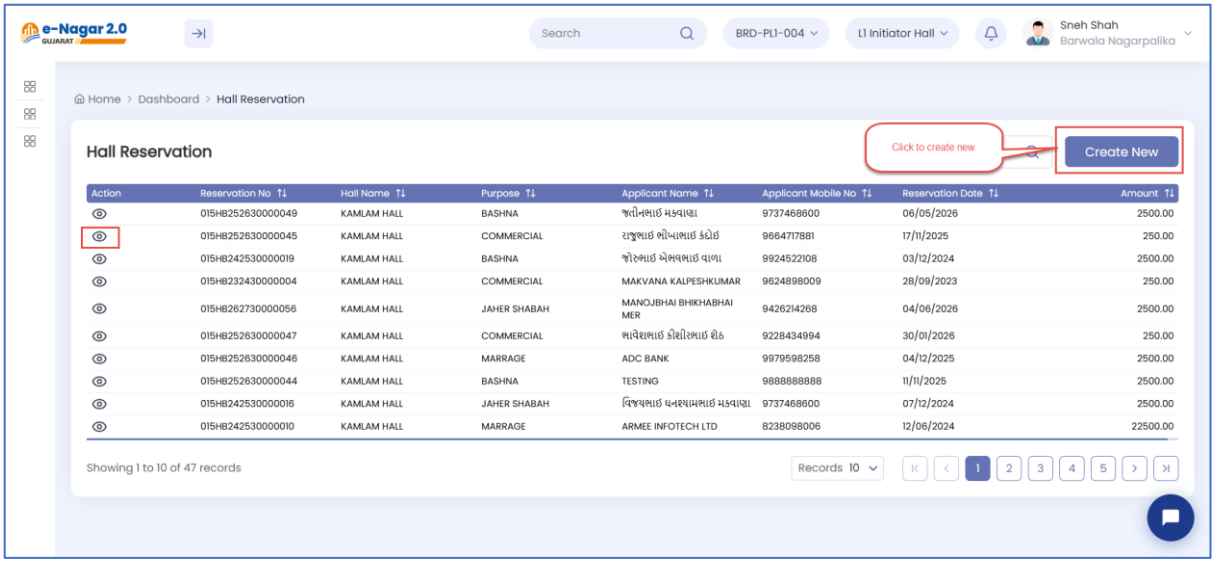


Figure 7-4

Click **Hall Reservation** from the Hall Booking Process menu to open the Hall Reservation listing page. The page displays existing hall reservations along with their booking and applicant details. The user can search existing records, view reservation details, or click **Create New** to initiate a new hall reservation.

- **Action –** Displays the View (eye) option for opening and reviewing the details of an existing hall reservation.
- **Reservation No –** Displays the unique reservation number generated for the hall booking.
- **Hall Name –** Displays the name of the hall associated with the reservation.
- **Purpose –** Displays the purpose for which the hall has been reserved, such as Marriage, Commercial, Bashna, or other configured purposes.
- **Applicant Name –** Displays the name of the applicant who made the hall reservation.
- **Applicant Mobile No –** Displays the registered mobile number of the applicant.
- **Reservation Date –** Displays the date for which the hall has been reserved.

- **Amount –** Displays the amount applicable to the respective hall reservation.
- **Search –** Used to search and filter reservation records available on the listing page.
- **Create New –** Click to initiate a new hall reservation. The system opens the **Hall Reservation Form** starting with the Hall Selection step.
- **Records –** Used to select the number of reservation records displayed per page.
- **Pagination –** Used to navigate between different pages when multiple reservation records are available.

7.2.1 Hall Reservation Form

The Hall Reservation Form follows a four-step process:

Hall Selection → Calendar & Booking → Applicant Details → Preview & Confirm

The completed steps are indicated accordingly, allowing the user to understand the current stage of the reservation process.

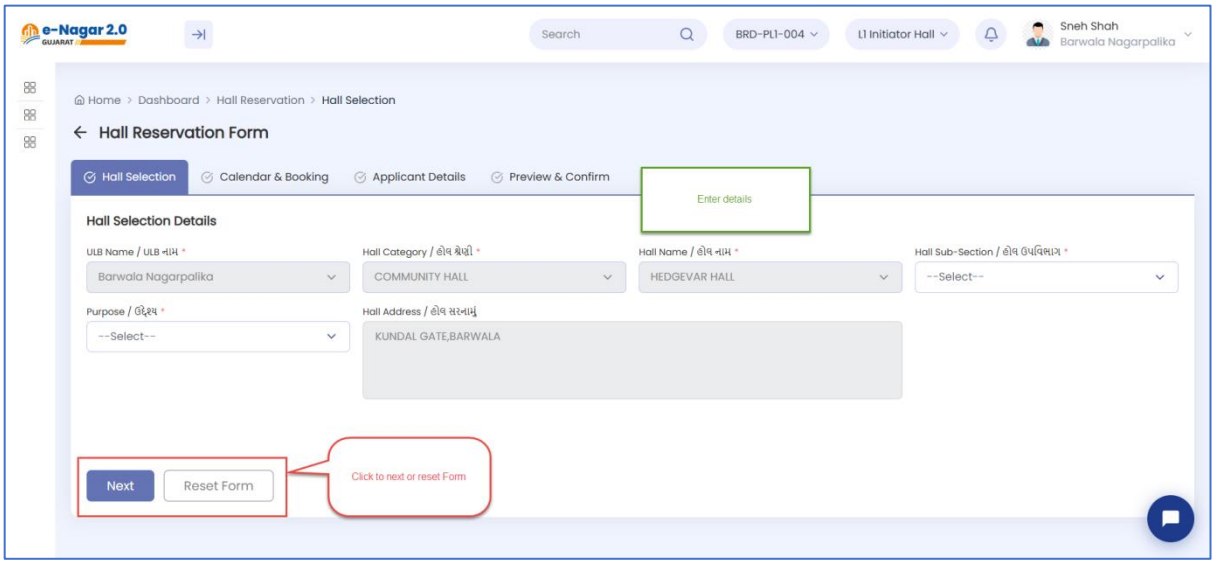


Figure 7-5

Hall Selection

The **Hall Selection** step is used to select the hall, its subsection, and the purpose for which the reservation is being made.

- **ULB Name –** Displays the Urban Local Body under which the hall reservation is being processed.
- **Hall Category –** Used to select the category of hall required for the reservation, such as Community Hall.
- **Hall Name –** Used to select the specific hall to be reserved from the available halls under the selected category.
- **Hall Sub-Section –** Used to select the required subsection or reservable section of the selected hall.
- **Purpose –** Used to select the purpose for which the hall is being reserved, such as Marriage, Commercial, Conference, or other configured purposes.
- **Hall Address –** Displays the address of the selected hall.

Button 

- **Next –** Click to proceed to the **Calendar & Booking** step after entering the required hall selection details.
- **Reset Form –** Click to clear or reset the entered selections in the form.

Calendar & Booking

The **Calendar & Booking** step is used to select the reservation date and available shift for the selected hall/subsection. The **Hall Booking Calendar** displays dates according to their availability status.

The user can navigate between months, select the required available date, and then choose the required shift displayed below the calendar.

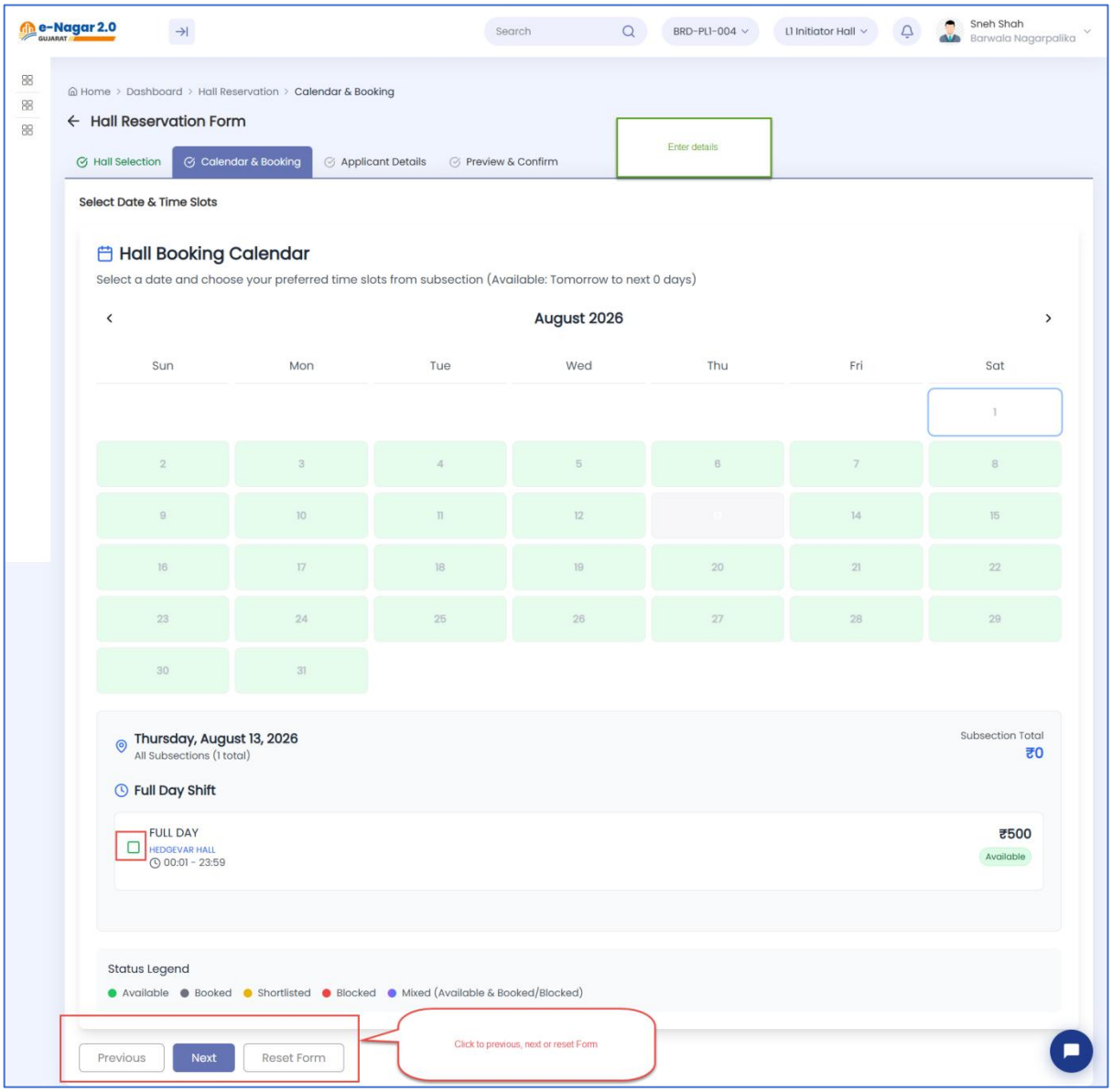


Figure 7-6

- **Hall Booking Calendar –** Displays the booking calendar from which the required reservation date can be selected.

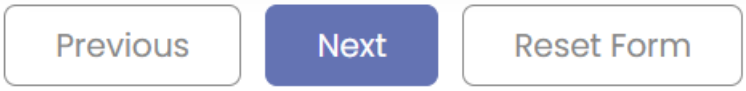
- **Month Navigation –** Used to move between the available months of the booking calendar.
- **Booking Date –** Used to select the date on which the hall is required.
- After selecting a date, the system displays the available subsection and shift details for that date.
- **Selected Date –** Displays the date currently selected for reservation.
- **Subsection Total –** Displays the calculated amount for the subsection/shift selections made for the selected date.
- **Shift –** Displays the configured booking shift available for the selected hall, such as Full Day Shift.
- **Shift Name –** Displays the name of the available shift, such as FULL DAY.
- **Hall/Subsection Name –** Displays the hall or subsection to which the displayed shift belongs.
- **Shift Time –** Displays the configured start and end time of the shift.
- **Shift Amount –** Displays the applicable booking amount for the respective shift.
- **Availability –** Indicates whether the displayed shift is currently available for reservation.

The checkbox provided against the shift is used to select the required available shift for booking.

Status Legend

The Status Legend helps the user understand the booking condition of dates/slots displayed on the calendar.

- **Available –** Indicates that the date or slot is available for reservation.
- **Booked –** Indicates that the date or slot has already been booked.
- **Shortlisted –** Indicates that the date or slot is currently shortlisted.
- **Blocked –** Indicates that the date or slot is blocked and cannot currently be selected for reservation.
- **Mixed (Available & Booked/Blocked) –** Indicates that the date contains a combination of available and unavailable booking slots.

Buttons 

- **Previous –** Click to return to the Hall Selection step.
- **Next –** Click after selecting the required date and available shift to proceed to Applicant Details.
- **Reset Form –** Click to reset the booking selections.

Applicant Details

The **Applicant Details** step is used to enter the personal, contact, address, guest, and document details of the applicant making the reservation.

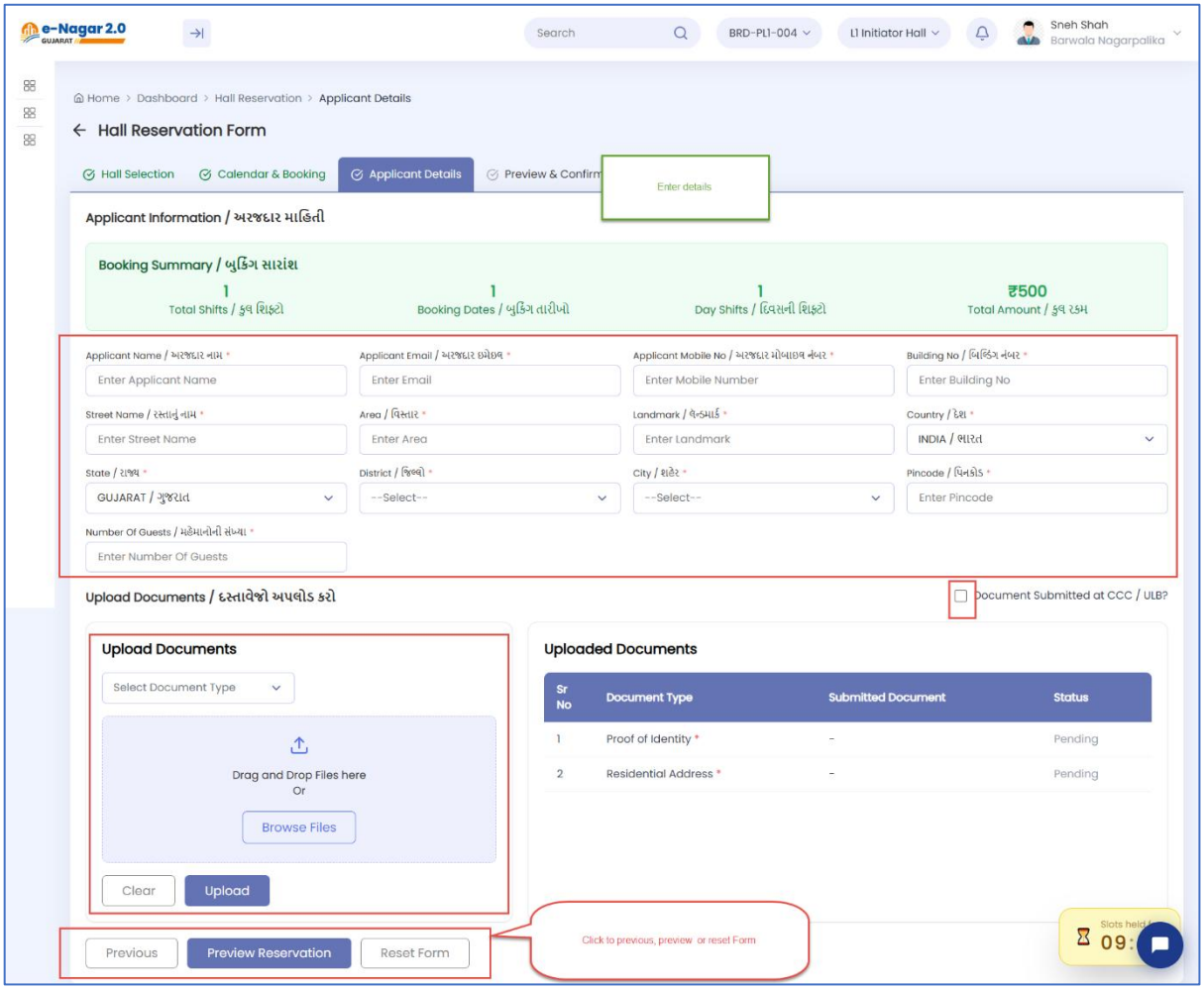


Figure 7-7

Booking Summary

The Booking Summary displayed at the top provides a quick overview of the reservation selections made in the previous steps.

- **Total Shifts –** Displays the total number of shifts selected for the reservation.
- **Booking Dates –** Displays the total number of booking dates selected.
- **Day Shifts –** Displays the total number of selected day shifts.

- **Total Amount –** Displays the calculated booking amount based on the selected dates and shifts.

Applicant Information

- **Applicant Name –** Used to enter the full name of the applicant making the hall reservation.
- **Applicant Email –** Used to enter the applicant's email address for reservation-related communication.
- **Applicant Mobile No –** Used to enter the applicant's mobile number.
- **Building No –** Used to enter the house, building, or premises number of the applicant's address.
- **Street Name –** Used to enter the street name of the applicant's residential address.
- **Area –** Used to enter the locality or area of the applicant's address.
- **Landmark –** Used to enter a nearby landmark for identifying the applicant's address.
- **Country –** Used to select the applicant's country.
- **State –** Used to select the applicant's state.
- **District –** Used to select the applicant's district.
- **City –** Used to select the applicant's city.
- **Pincode –** Used to enter the postal PIN code of the applicant's address.
- **Number of Guests –** Used to enter the expected number of guests for the hall reservation.

Upload Documents

The **Upload Documents** section is used to attach the documents required for processing the hall reservation.

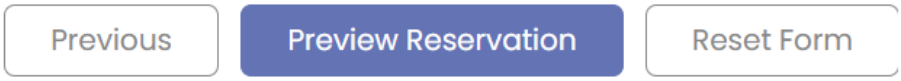
- **Document Submitted at CCC / ULB? –** Used to indicate whether the required documents have been physically submitted at the CCC/ULB.
- **Select Document Type –** Used to select the type of document to be uploaded.
- **Drag and Drop Files –** Used to directly drag and drop the required document into the upload area.
- **Browse Files –** Click to browse and select a document from the user's device.

- **Upload –** Click to upload the selected document against the chosen document type.
- **Clear –** Click to remove the currently selected file before uploading.

Uploaded Documents

The Uploaded Documents section displays the status of documents required for the reservation.

- **Sr No –** Displays the serial number of the document.
- **Document Type –** Displays the required document category, such as Proof of Identity or Residential Address.
- **Submitted Document –** Displays the document submitted against the respective document type.
- **Status –** Displays the current submission/upload status of the document.

Buttons 

- **Previous –** Click to return to the Calendar & Booking step.
- **Preview Reservation –** Click after entering the applicant information and required documents to proceed to the Preview & Confirm step.
- **Reset Form –** Click to reset the entered applicant details.

Preview & Confirm

The **Preview & Confirm** step displays the complete reservation information entered and selected during the previous steps. The user should review all details carefully before confirming the reservation.

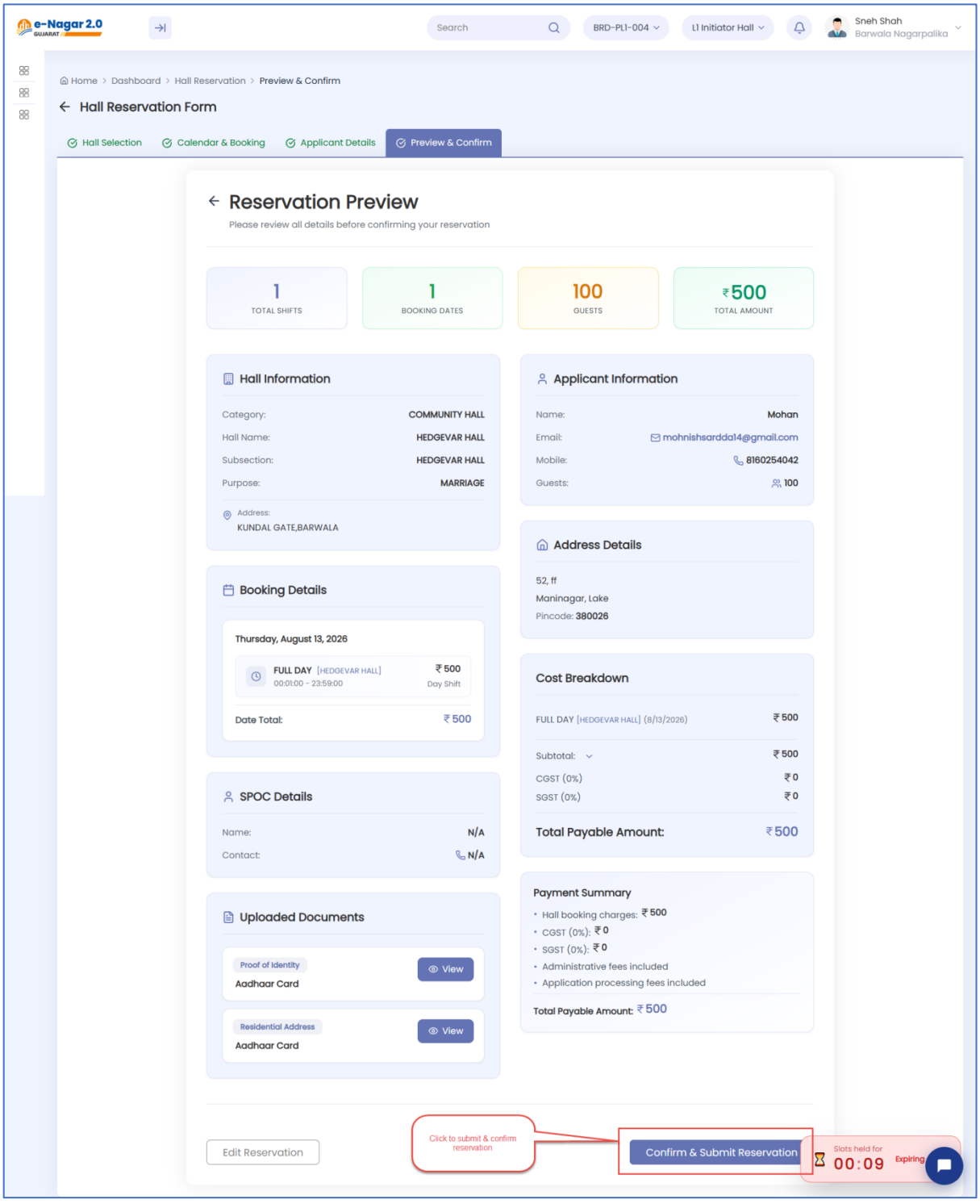
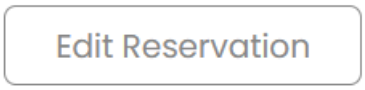


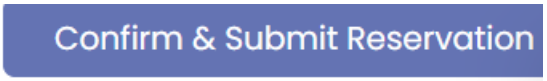
Figure 7-8

Payment Summary

The Payment Summary provides a consolidated view of the charges applicable to the reservation, including hall booking charges, applicable CGST/SGST, administrative fees, and application processing fees, wherever applicable.

- **Edit Reservation –** Click 

to return and modify the reservation details before final confirmation.

- **Confirm & Submit Reservation –** Click 

after verifying all reservation information to confirm and submit the hall reservation. The system then proceeds to the payment process.

Hall Reservation Payment

After confirmation, the system opens the **Hall Reservation – Payment** page. This page allows the user to verify the booking and payable amount before proceeding to the payment gateway.

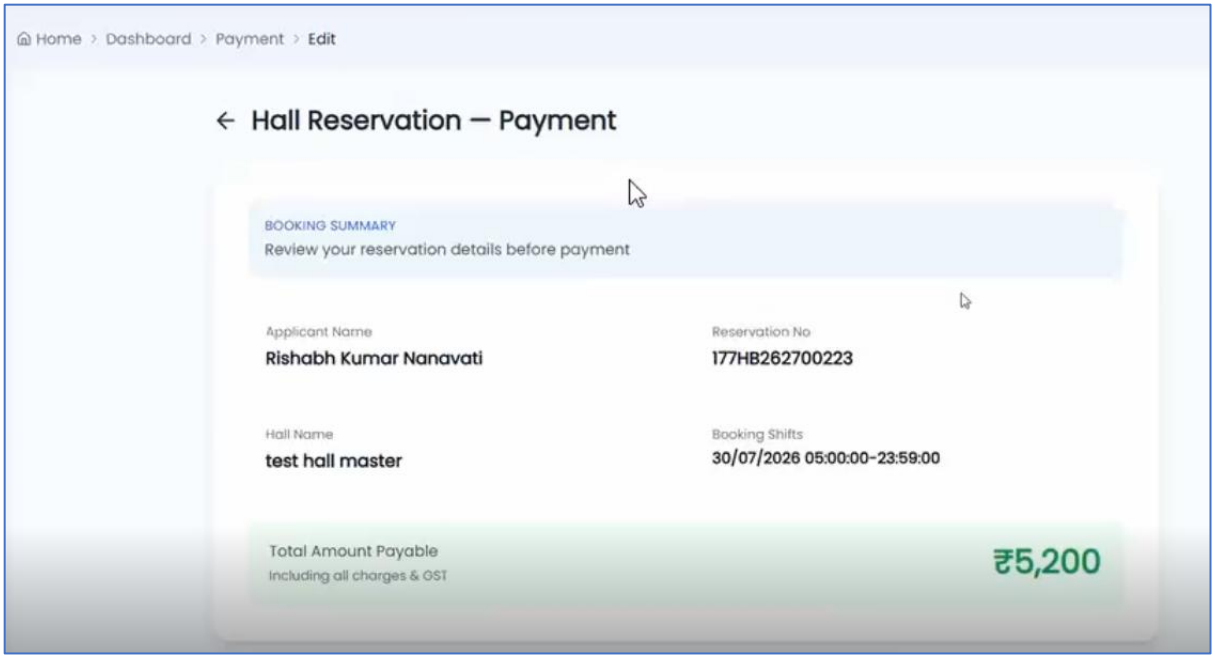


Figure 7-9

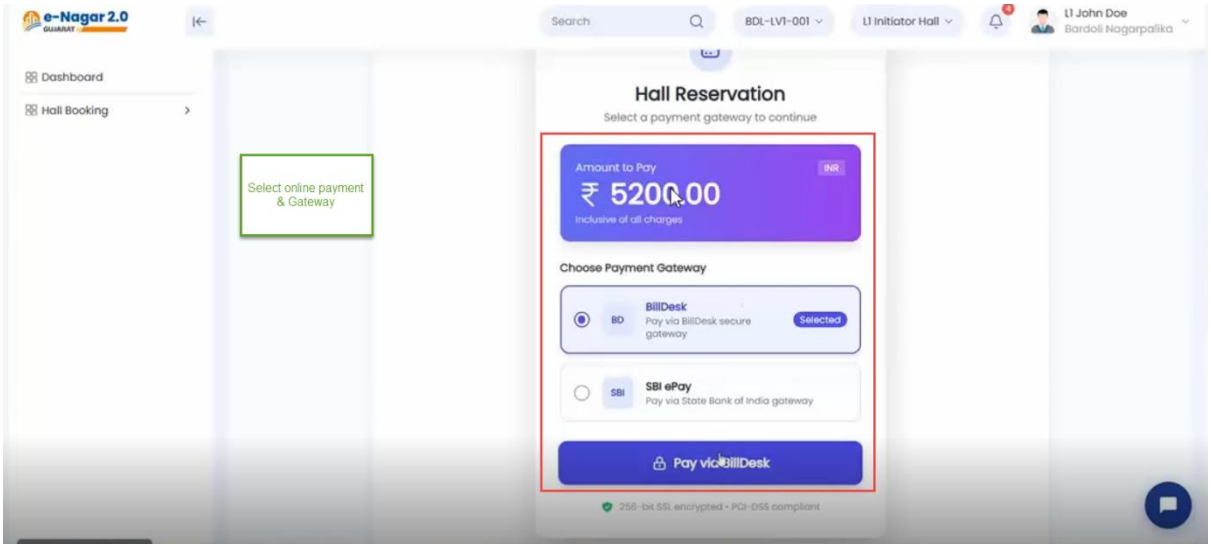


Figure 7-10

Booking Summary

- **Applicant Name –** Displays the name of the applicant associated with the reservation.
- **Reservation No –** Displays the unique reservation number generated for the booking.
- **Hall Name –** Displays the hall selected for reservation.
- **Booking Shifts –** Displays the selected booking date and shift timing.
- **Total Amount Payable –** Displays the final amount to be paid, including applicable charges and GST.

The system then displays the available payment gateways.

Payment Gateway Selection

- **Amount to Pay –** Displays the final reservation amount to be paid.
- **Choose Payment Gateway –** Used to select one of the available online payment gateways.

The screenshots show payment gateway options such as **BillDesk** and **SBI ePay**.

After selecting the required gateway, click the corresponding **Pay via [Payment Gateway]** button to proceed.

Online Payment

The selected payment gateway page opens and provides the available payment methods. Depending on the selected gateway, the user can choose an appropriate

payment method such as **Credit/Debit Card, Internet Banking, QR, or NEFT/RTGS**, as available on the gateway. Here you choose Internet Banking.

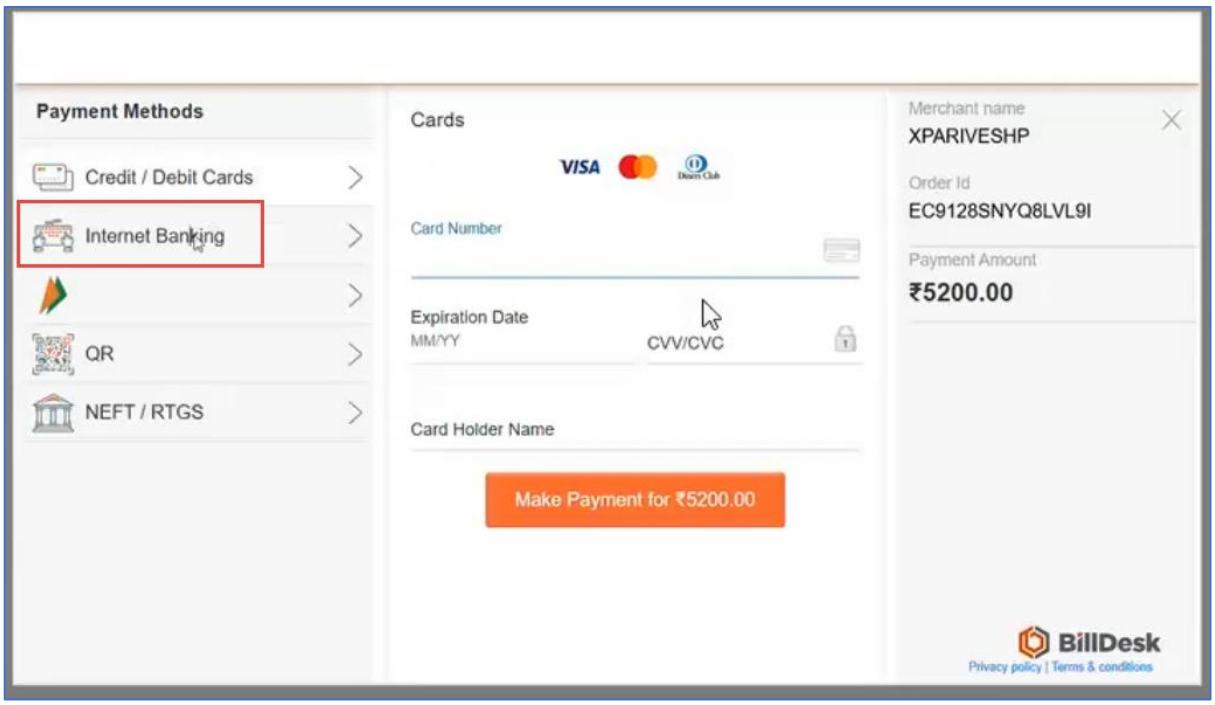


Figure 7-11

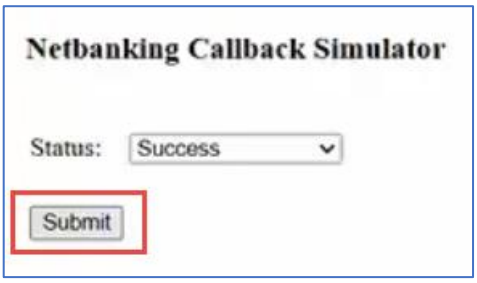


Figure 7-12

After the transaction is processed successfully, the system displays the **Payment Successful** confirmation.

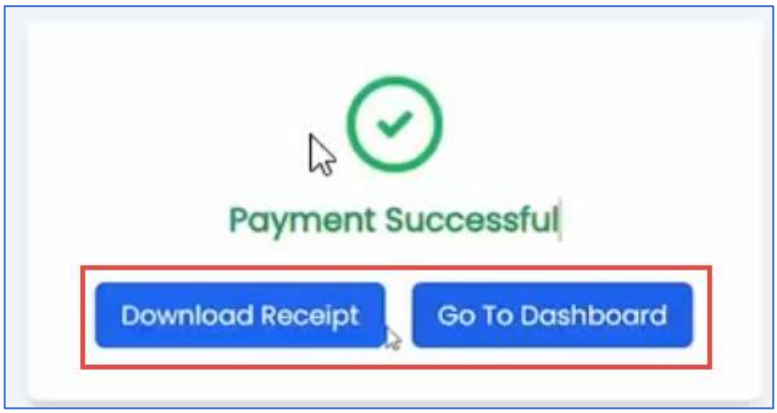


Figure 7-13

- **Download Receipt –** Click to download the receipt generated for the successful hall reservation payment.

- **Go To Dashboard –** Click to return to the application Dashboard after completing the reservation and payment process.

Therefore, the complete Hall Reservation flow is:

Hall Reservation Listing → Create New → Hall Selection → Calendar & Booking → Applicant Details → Preview & Confirm → Confirm & Submit Reservation → Payment Summary → Select Payment Gateway → Complete Payment → Payment Successful → Download Receipt / Go To Dashboard.

7.3 Change Hall Reservation Date

The **Change Hall Reservation Date** option is used to modify the booking date and time slot of an existing hall reservation. The user can locate the required reservation, verify it using OTP, review the current booking details, select new available dates and time slots, preview the revised reservation and applicable financial adjustment, and finally confirm the change. Depending on the revised booking amount, the system may process a refund or require payment of an additional amount.

Path: Dashboard → Hall Booking → Hall Booking Process → Change Hall Reservation Date

The complete process follows four stages:

Find Reservation → Select New Dates → Preview & Confirm → Payment/Refund

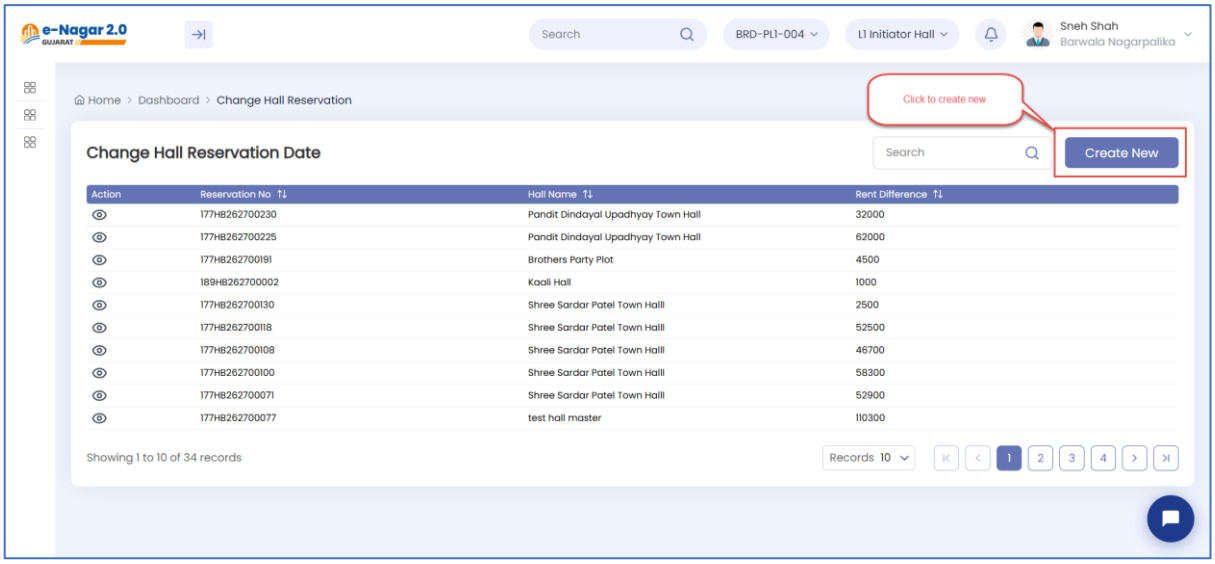


Figure 7-14

Change Hall Reservation Date Listing Page

Click **Change Hall Reservation Date** from the Hall Booking Process menu to open the listing page. The page displays previously processed hall reservation date-change records. The user can search existing records, view their details, or click **Create New** to initiate a new reservation date change request.

Action – Displays the View (eye) option used to open and review the respective change reservation record.

Reservation No – Displays the unique reservation number associated with the hall booking.

Hall Name – Displays the name of the hall associated with the reservation.

Rent Difference – Displays the financial difference associated with the changed reservation, based on the previous booking amount and revised booking details.

Search – Used to search the available change reservation records.

Create New – Click to initiate a new hall reservation date change request. The system opens the **Find Reservation** step.

Records – Used to select the number of records to be displayed on the listing page.

Pagination – Used to navigate between different pages when multiple records are available.

7.3.1 Change Hall Reservation Date Form

Find Reservation

After clicking **Create New**, the system opens the **Change Hall Reservation Date** form at the **Find Reservation** step. This step is used to identify and verify the existing hall reservation before allowing its booking date or time slot to be changed.

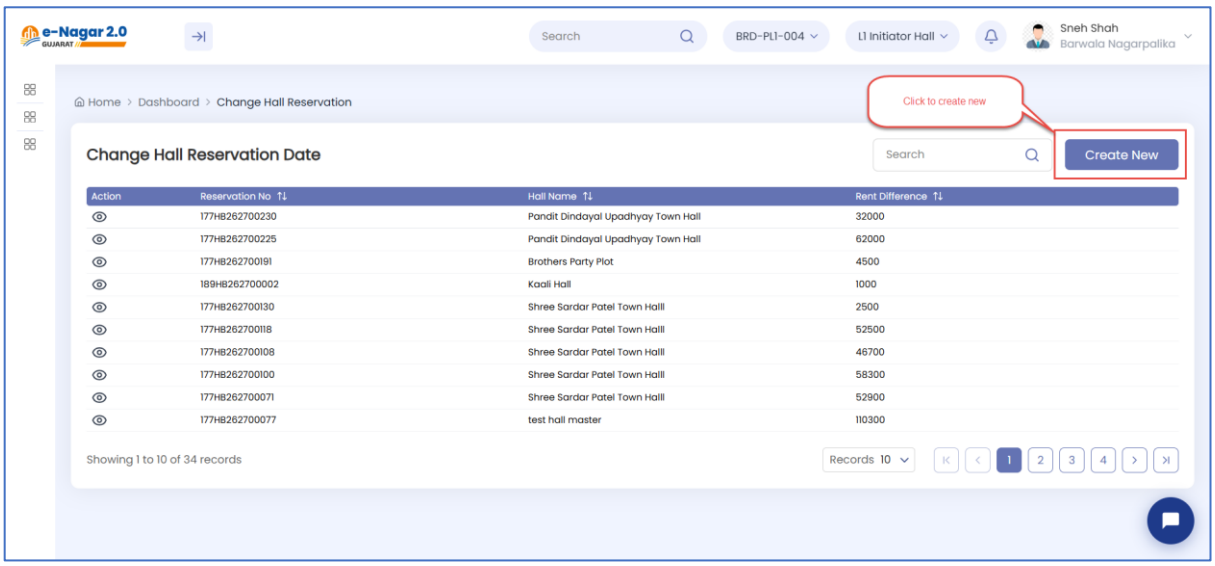


Figure 7-15

Find Your Reservation

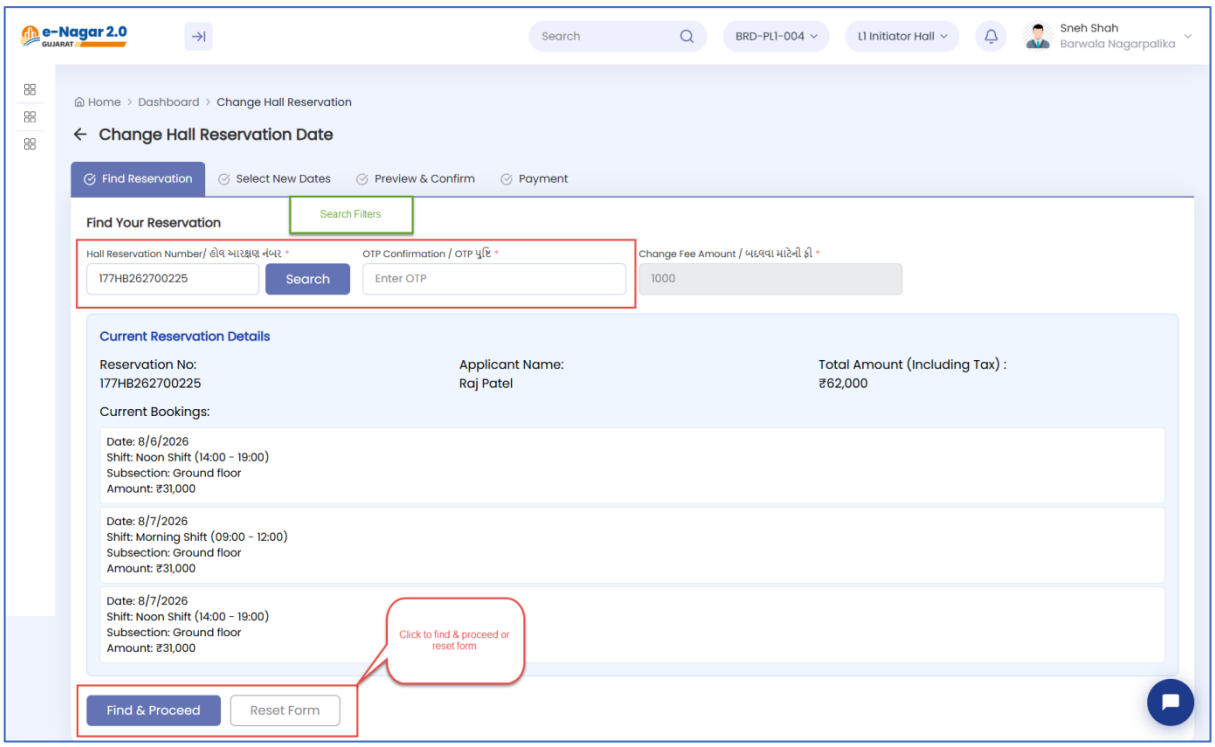


Figure 7-16

- **Hall Reservation Number –** Used to enter the reservation number of the existing hall booking for which the date or time slot needs to be changed. (Text)

- **Search –** Click to search for the reservation entered in the Hall Reservation Number field. Once a valid reservation is found, the system displays its current reservation details.
- **OTP Confirmation –** Used to enter the OTP received for verification of the reservation before proceeding with the change request. (Numeric)
- **Change Fee Amount –** Displays the configured fee applicable for changing the existing hall reservation. In the shown screen, a change fee of ₹1,000 is applicable. (Read-only)

Current Reservation Details

After searching for the reservation, the system displays the existing booking information so that the user can verify the reservation before making any changes.

- **Reservation No –** Displays the reservation number of the selected hall booking.
- **Applicant Name –** Displays the name of the applicant associated with the reservation.
- **Total Amount (Including Tax) –** Displays the total amount previously applicable to the reservation, including tax.

Current Bookings

- The **Current Bookings** section displays each existing date and shift associated with the reservation.
- **Date –** Displays the currently reserved booking date.
- **Shift –** Displays the name and timing of the currently booked shift, such as Morning Shift or Noon Shift.
- **Subsection –** Displays the hall subsection associated with the respective booking.
- **Amount –** Displays the amount paid/applicable for the respective date and shift.

Button 

- **Find & Proceed –** Click after entering the required OTP and verifying the reservation details to proceed to the **Select New Dates** step.
- **Reset Form –** Click to clear/reset the entered reservation information.

Select New Dates

The **Select New Dates** step is used to replace the existing reservation schedule with a new available booking date and time slot.

At the top of the page, the system displays the reservation number currently being changed and informs the user about the applicable **Change Fee**.

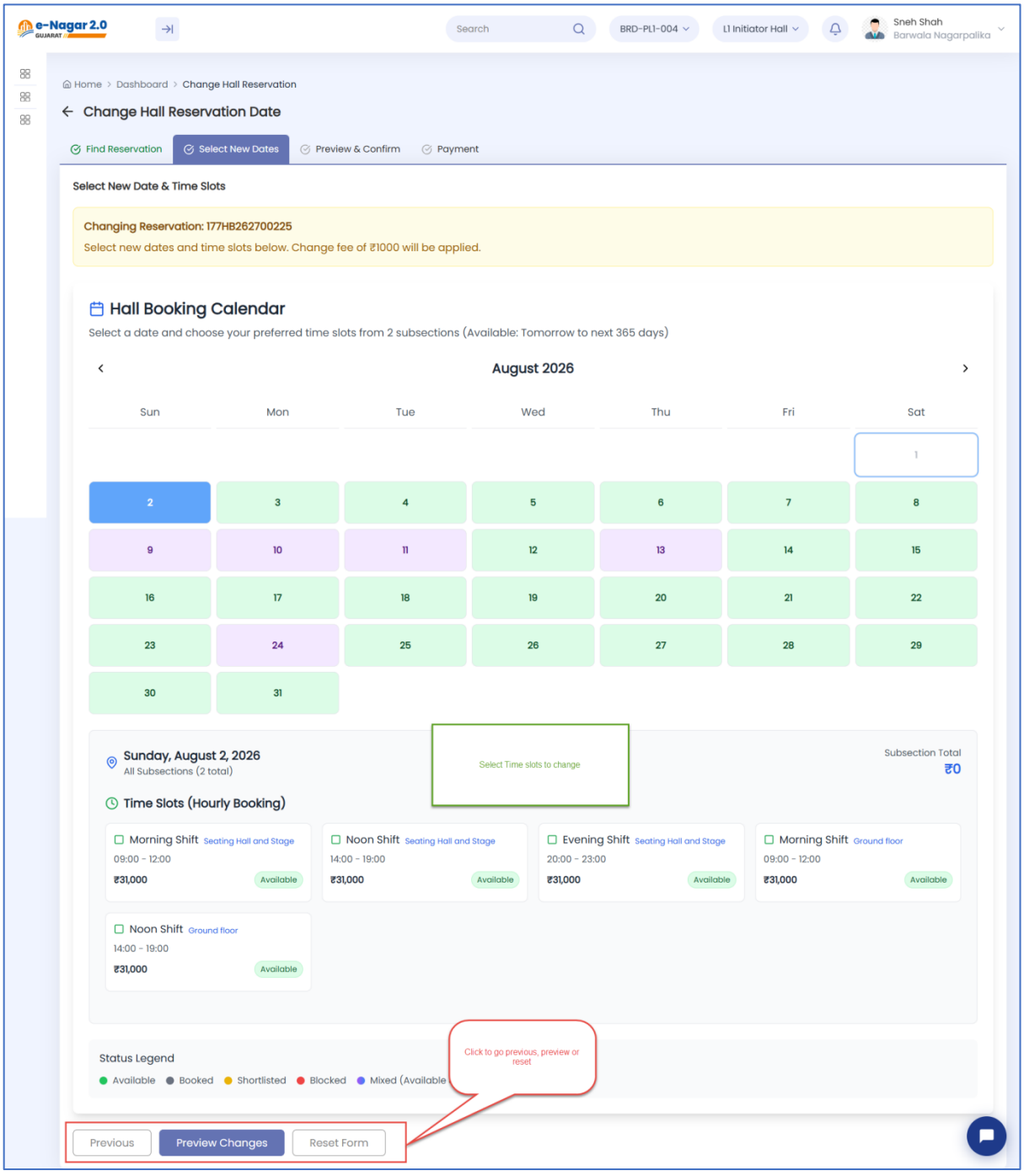


Figure 7-17

Hall Booking Calendar

The Hall Booking Calendar displays the dates available for the selected hall. The user can navigate through the calendar, select the required new date, and choose an available time slot.

- **Month Navigation –** Used to navigate between the available booking months.
- **Booking Date –** Used to select the new date for the hall reservation.

The calendar visually identifies the availability status of dates. Once a date is selected, the system displays the available time slots and subsections below the calendar.

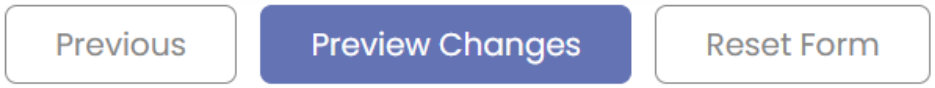
Time Slots

- **Selected Date –** Displays the newly selected reservation date.
- **All Subsections –** Displays the number of hall subsections available for selection.
- **Subsection Total –** Displays the total amount calculated for the selected subsection/time slots.
- **Shift Name –** Displays the available shift, such as Morning Shift, Noon Shift, or Evening Shift.
- **Subsection Name –** Displays the hall subsection associated with the respective shift, such as Seating Hall and Stage or Ground Floor.
- **Shift Timing –** Displays the start and end time of the respective shift.
- **Amount –** Displays the applicable charge for the respective time slot.
- **Availability –** Displays whether the respective time slot is available for selection.

The checkbox provided against each available time slot is used to select the required shift/subsection for the revised reservation.

Status Legend

- **Available –** Indicates that the date or time slot is available for booking.
- **Booked –** Indicates that the date or time slot has already been booked.
- **Shortlisted –** Indicates that the date or time slot is currently shortlisted.
- **Blocked –** Indicates that the date or time slot is blocked and cannot be selected.
- **Mixed (Available & Booked/Blocked) –** Indicates that the date contains a combination of available and unavailable slots.

Buttons 

- **Previous –** Click to return to the Find Reservation step.
- **Preview Changes –** Click after selecting the required new booking date and time slot to proceed to the **Preview & Confirm** step.
- **Reset Form –** Click to reset the newly selected booking details.

Preview & Confirm

The **Preview & Confirm** step displays the revised reservation details along with the applicable financial adjustment. The user should verify the hall information, applicant information, new booking details, cost calculation, and refund/payment details before confirming the change.

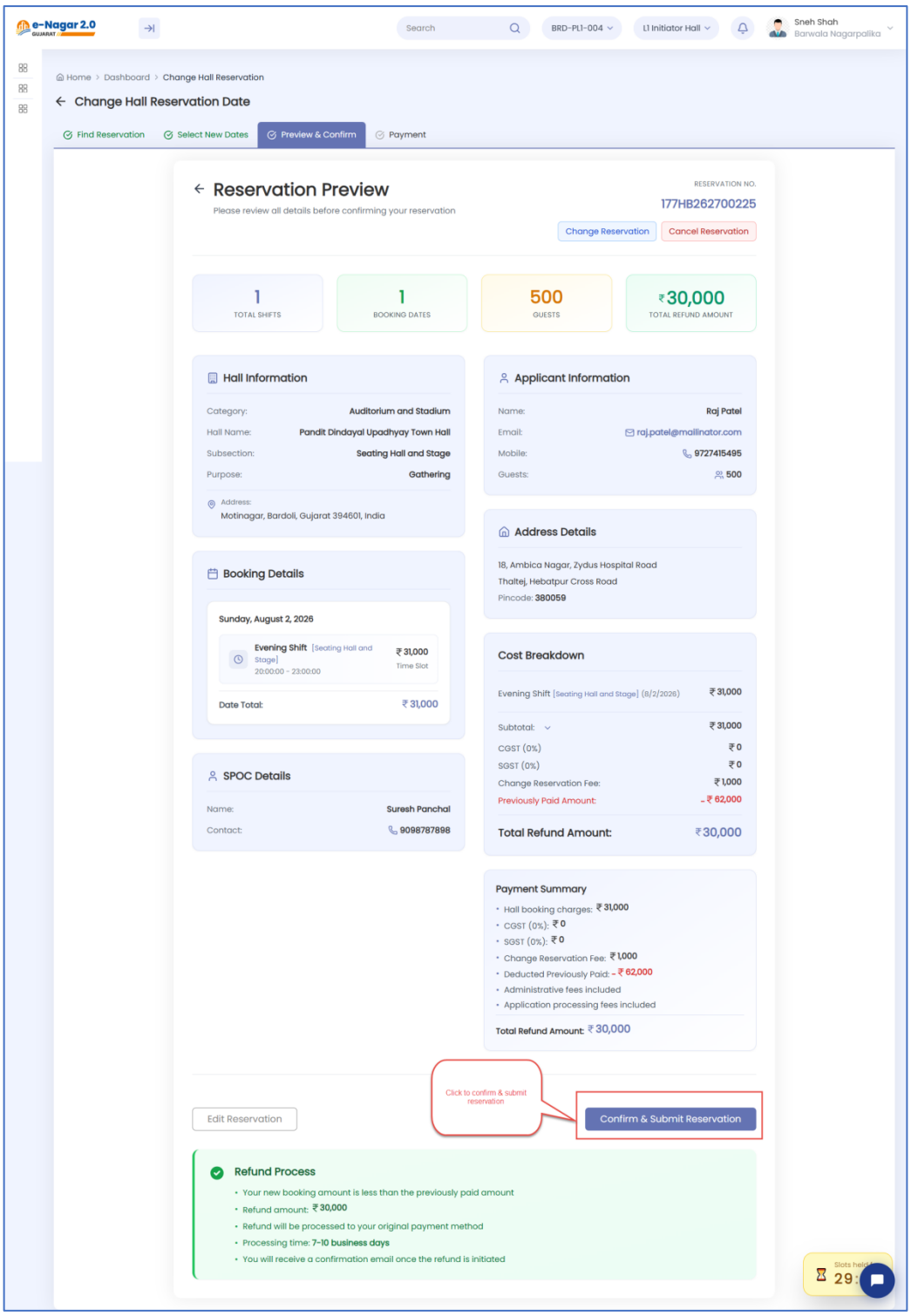


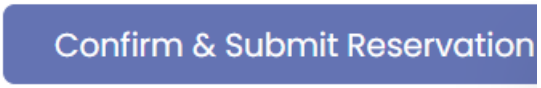
Figure 7-18

Change Reservation – Used to return to the reservation change process when further modification of the revised reservation is required.

Cancel Reservation – Used to initiate cancellation of the reservation where applicable.

Edit Reservation – Click 

to return and modify the newly selected reservation details before final submission.

Confirm & Submit Reservation – Click 

after verifying the revised booking and financial details to submit the hall reservation date change.

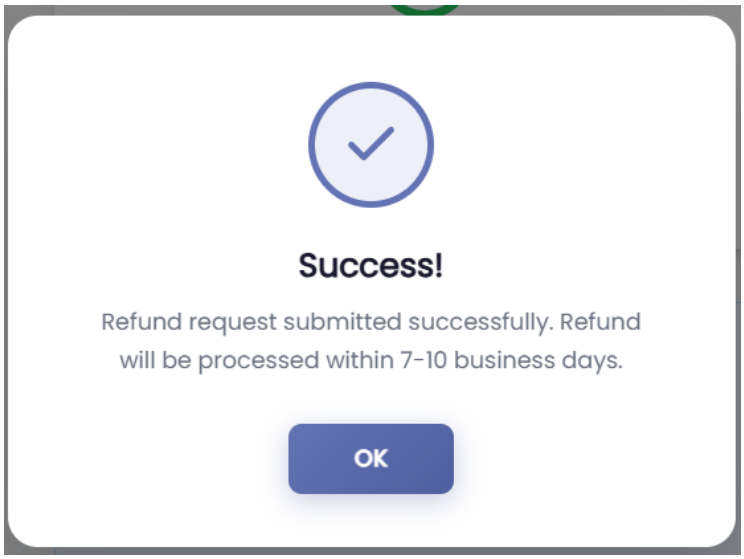


Figure 7-19

A success message is displayed:

"Success! Refund request submitted successfully. Refund will be processed within 7–10 business days."

OK – Click to acknowledge the success message and continue.

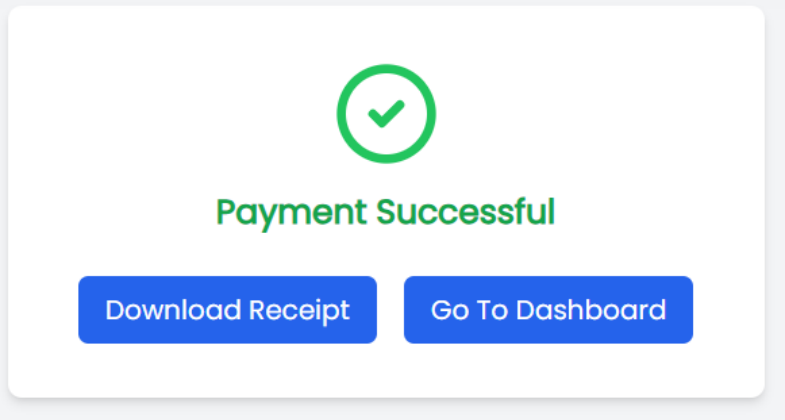


Figure 7-20

After successful payment, the system displays the **Payment Successful** page.



- **Download Receipt –** Click to download the receipt generated for the successfully completed transaction.
- **Go To Dashboard –** Click to return to the Dashboard after completing the reservation change process.

Therefore, the complete **Change Hall Reservation Date** flow is:

Change Hall Reservation Date Listing → Create New → Find Reservation → Search Reservation → OTP Verification → Find & Proceed → Select New Date & Time Slot → Preview Changes → Review Cost Difference → Confirm & Submit Reservation → Refund Process / Additional Payment → Success Confirmation.

7.4 Cancel Hall Reservation

The **Cancel Hall Reservation** option is used to cancel an existing hall reservation and process the applicable refund based on the cancellation rules configured in the system. The user can search for an existing reservation using its reservation number, provide the reason for cancellation, review the calculated refund amount, and submit the cancellation request.

Path: Dashboard → Hall Booking → Hall Booking Process → Cancel Hall Reservation

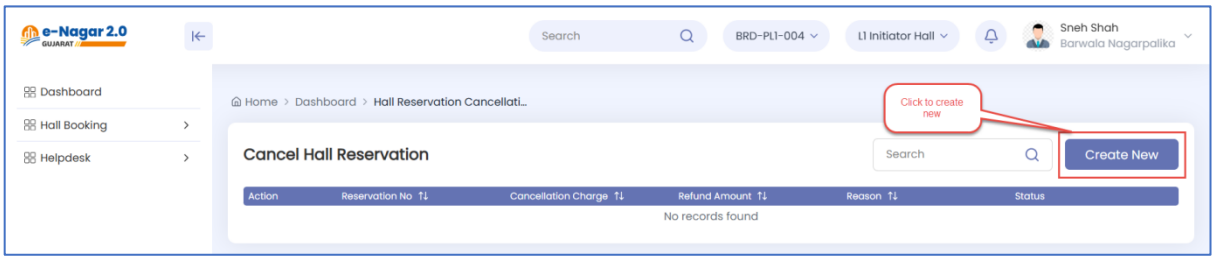


Figure 7-21

Cancel Hall Reservation Listing Page

Click **Cancel Hall Reservation** from the Hall Booking Process menu to open the listing page. The page displays the hall reservation cancellation records along with their cancellation charges, refund amounts, reasons, and current status. The user can search existing cancellation records or click **Create New** to initiate a new cancellation request.

- **Action –** Displays the available action for the respective cancellation record, such as viewing its details.
- **Reservation No –** Displays the unique reservation number associated with the cancelled hall booking.
- **Cancellation Charge –** Displays the cancellation charge deducted from the reservation amount as per the applicable cancellation rules.
- **Refund Amount –** Displays the amount calculated for refund after considering the applicable cancellation charges.
- **Reason –** Displays the reason provided for cancellation of the hall reservation.
- **Status –** Displays the current status of the cancellation request.
- **Search –** Used to search the available cancellation records from the listing.
- **Create New –** Click to initiate a new hall reservation cancellation request. The system opens the **Cancel Hall Reservation** form.

7.4.1 Cancel Hall Reservation Form

After clicking **Create New**, the **Cancel Hall Reservation** form opens. The user must first enter and search for the required hall reservation and then provide the cancellation reason before submitting the request.

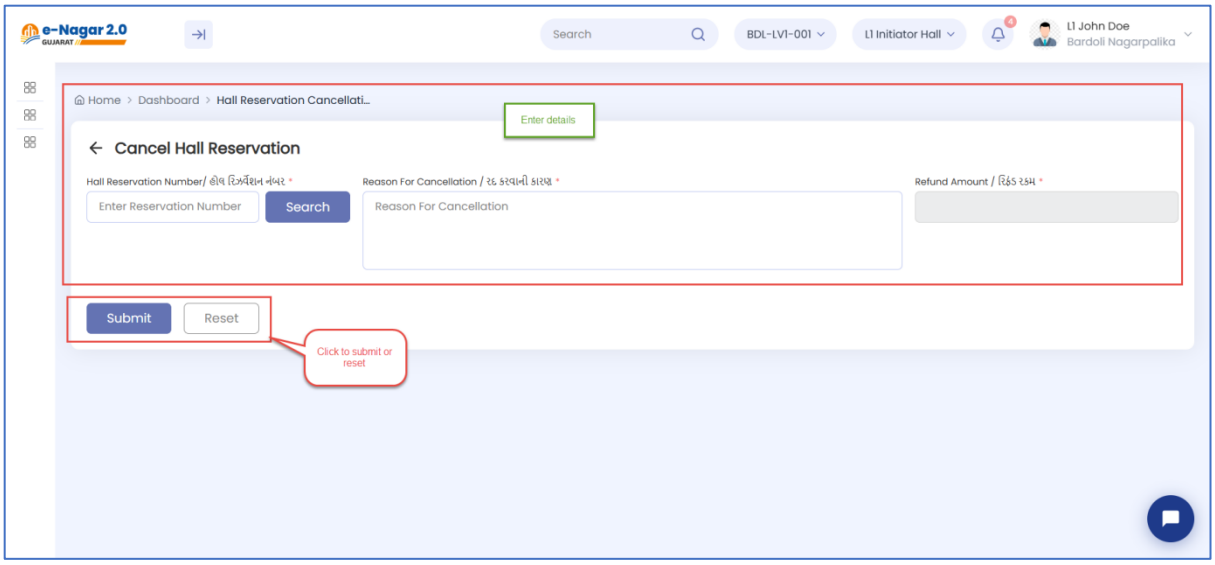


Figure 7-22

- **Hall Reservation Number –** Used to enter the unique reservation number of the hall booking that needs to be cancelled. (Text)
- **Search –** Click to search and retrieve the reservation corresponding to the entered Hall Reservation Number.
- **Reason For Cancellation –** Used to enter the reason for cancelling the selected hall reservation. (Text Area)
- **Refund Amount –** Displays the refund amount applicable to the selected reservation. The amount is calculated by the system based on the reservation and applicable cancellation/refund rules. (Read-only)

Button 

- **Submit –** Click to submit the hall reservation cancellation request after entering the required details.
- **Reset –** Click to clear/reset the entered details in the form.

After successful submission, the reservation cancellation is recorded in the system. The applicable **Cancellation Charge**, **Refund Amount**, **Reason**, and **Status** can then be tracked from the Cancel Hall Reservation listing page.

Complete Flow:

Cancel Hall Reservation → Create New → Enter Hall Reservation Number → Search → Enter Reason for Cancellation → Review Refund Amount → Submit → Cancellation Request Recorded.

7.5 Receipt Reprint

The **Receipt Reprint** option is used to search for previously completed hall booking transactions and download/reprint the corresponding receipt. The user can filter receipt records using application type, reservation number, hall category, hall name, or applicant name and then download the required receipt from the displayed records.

Path: Dashboard → Hall Booking → Hall Booking Process → Receipt Reprint

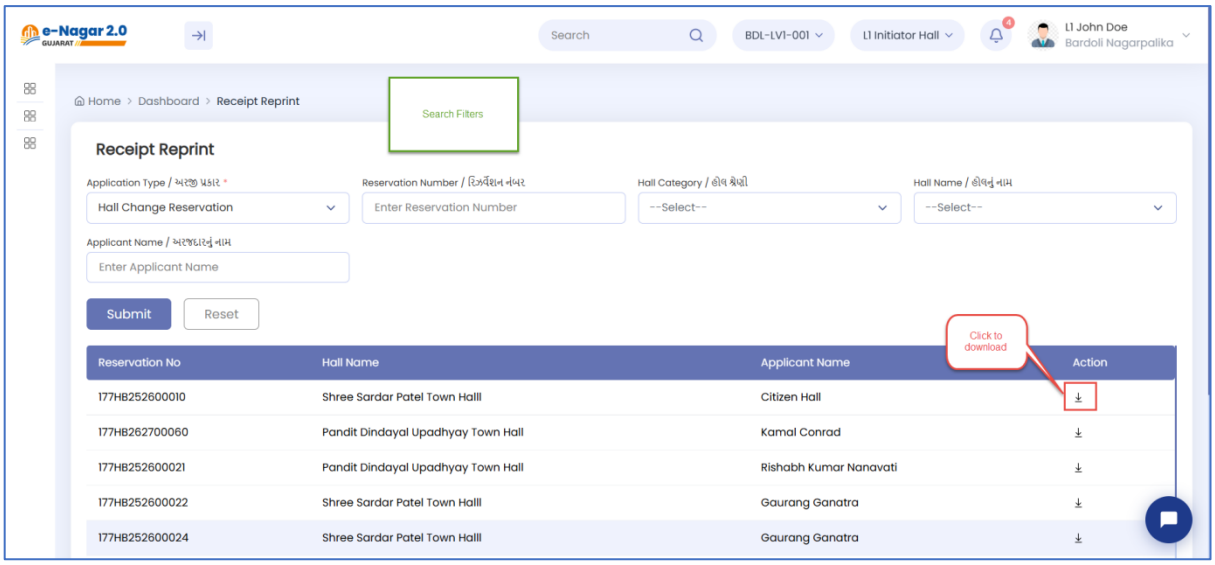


Figure 7-23

Search Filters

The Receipt Reprint page provides different search parameters to help the user locate the required hall reservation receipt.

- **Application Type –** Used to select the type of hall booking application for which the receipt needs to be searched, such as Hall Change Reservation. (Dropdown)
- **Reservation Number –** Used to enter the reservation number to search for a specific hall booking transaction. (Text)
- **Hall Category –** Used to select the hall category and filter receipt records accordingly. (Dropdown)
- **Hall Name –** Used to select the hall name and display receipt records associated with the selected hall. (Dropdown)
- **Applicant Name –** Used to enter the applicant name and search for reservation receipts associated with the respective applicant. (Text)

Button 

- **Submit –** Click to apply the entered/selected search criteria and display the matching receipt records.
- **Reset –** Click to clear the entered search criteria and reset the filters.

Receipt Records

Based on the selected search criteria, the system displays the matching reservation records in the table below.

- **Reservation No –** Displays the unique reservation number associated with the hall booking transaction.
- **Hall Name –** Displays the name of the hall associated with the reservation.
- **Applicant Name –** Displays the name of the applicant associated with the hall reservation.
- **Action –** Displays the **Download** option for the respective reservation record.
- **Download –** Click the Download icon under the Action column to download/reprint the receipt for the selected hall reservation.

Complete Flow:
Receipt Reprint → Enter/Select Search Filters → Submit → View Matching Reservation Records → Click Download → Receipt Downloaded/Reprinted.

7.6 Entry / Exit Form

The **Entry / Exit Form** is used to record and manage utility or usage readings at the time of entry and exit for a hall reservation. It enables the user to capture usage details such as electricity readings, upload supporting reading photographs, compare entry and exit readings, record applicable damage charges, and generate the final bill based on the recorded consumption and charges.

Path: Dashboard → Hall Booking → Hall Booking Process → Entry Exit Form

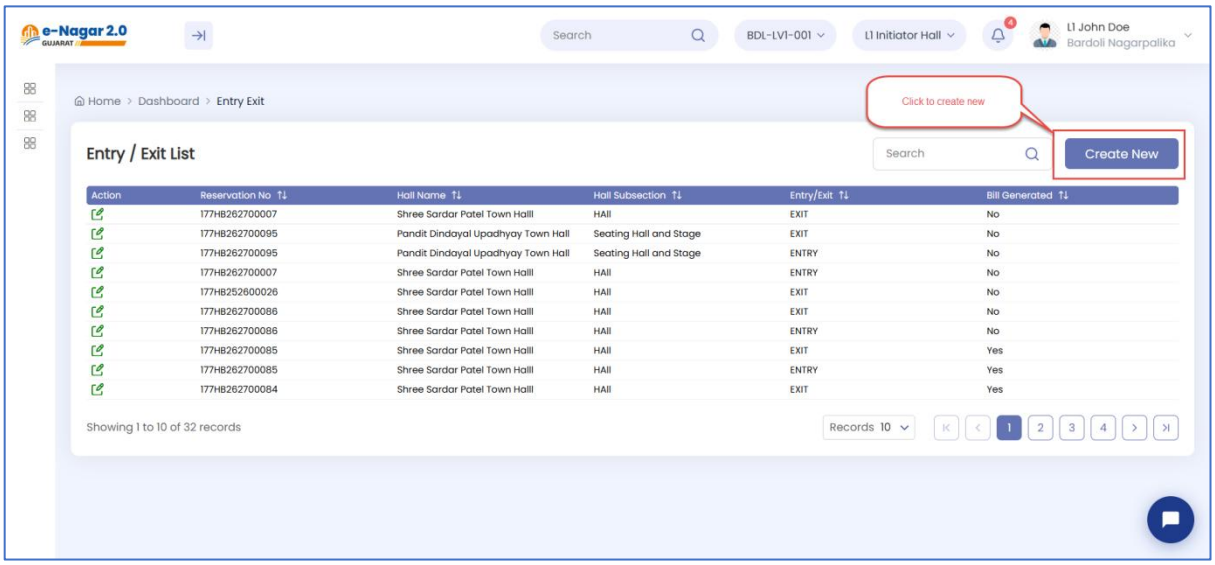


Figure 7-24

Entry / Exit Details

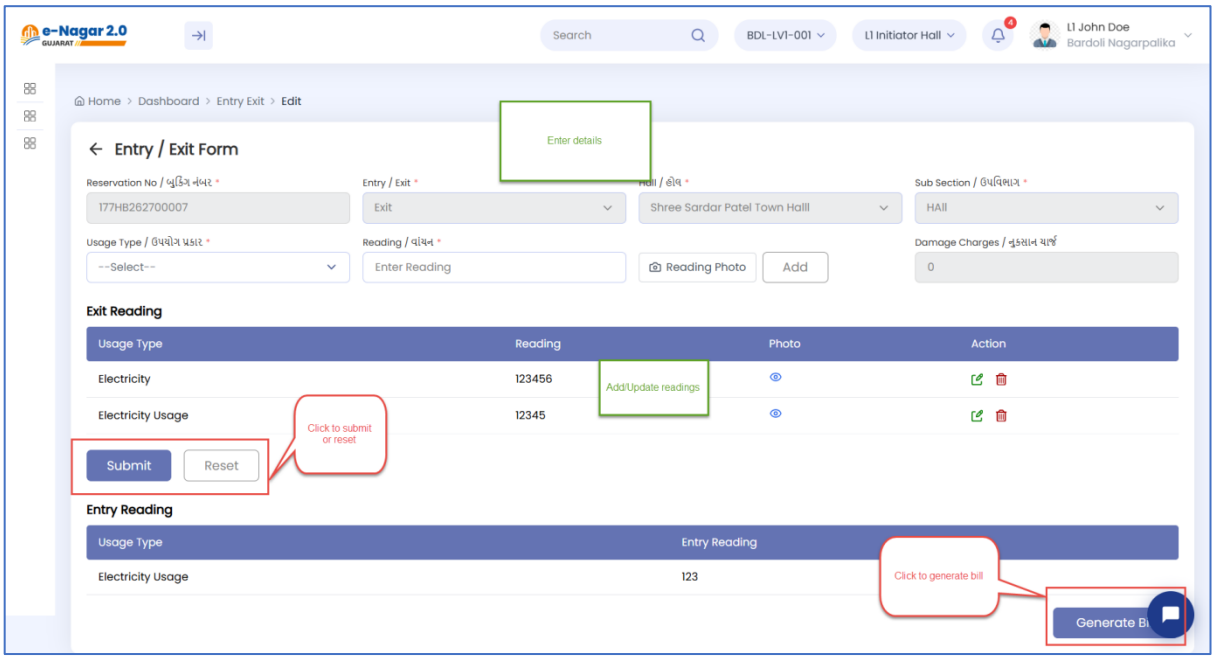


Figure 7-25

- **Reservation No –** Displays the unique reservation number associated with the selected hall booking. (Read-only)

- **Entry / Exit –** Used to select whether the reading being recorded is an Entry reading or Exit reading. In the shown screen, **Exit** is selected. (Dropdown)
- **Hall –** Displays the hall associated with the selected reservation. (Read-only/Dropdown)
- **Sub Section –** Displays/selects the hall subsection associated with the reservation for which the reading is being recorded. (Dropdown)
- **Usage Type –** Used to select the type of utility or usage for which the reading needs to be recorded, such as Electricity or Electricity Usage. (Dropdown)
- **Reading –** Used to enter the meter/usage reading recorded at the time of entry or exit. (Numeric)
- **Reading Photo –** Used to capture/upload a supporting photograph of the meter or reading as evidence of the recorded value. (File/Image)
- **Add –** Click to add the entered usage type, reading, and reading photograph to the Exit Reading section.
- **Damage Charges –** Displays the applicable damage charges identified for the reservation, if any. (Read-only)

Exit Reading

- The **Exit Reading** section displays the usage readings recorded at the time of exit from the hall.
- **Usage Type –** Displays the type of utility/usage for which the exit reading has been recorded.
- **Reading –** Displays the recorded exit reading.
- **Photo –** Displays the View option to view the photograph uploaded for the respective reading.
- **Action –** Provides options to edit/update or delete the respective exit reading.
- **Edit –** Click to modify the previously added usage reading details.
- **Delete –** Click to remove the respective reading record.

Button 

- **Submit –** Click to submit/save the entered or updated exit reading details.
- **Reset –** Click to clear/reset the entered details.

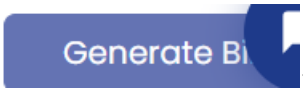
Entry Reading

The **Entry Reading** section displays the readings that were recorded when the applicant entered or took possession of the booked hall/subsection. These readings provide the base values for determining actual consumption at the time of exit.

- **Usage Type –** Displays the utility/usage type for which the entry reading was recorded.
- **Entry Reading –** Displays the reading recorded at the time of entry.

Generate Bill

After the required exit readings have been recorded and submitted, the system can use the available entry and exit information along with applicable charges to proceed with final billing.

- **Generate Bill –** Click 

to generate the bill for the hall reservation based on the recorded usage details and applicable charges.

The Entry / Exit process therefore allows the system to maintain both the initial and final readings for the reservation and use them for final settlement.

Confirm Bill Generation

After clicking **Generate Bill**, the system displays the **Confirm Bill Generation** pop-up to obtain confirmation before generating the final bill for the hall reservation.

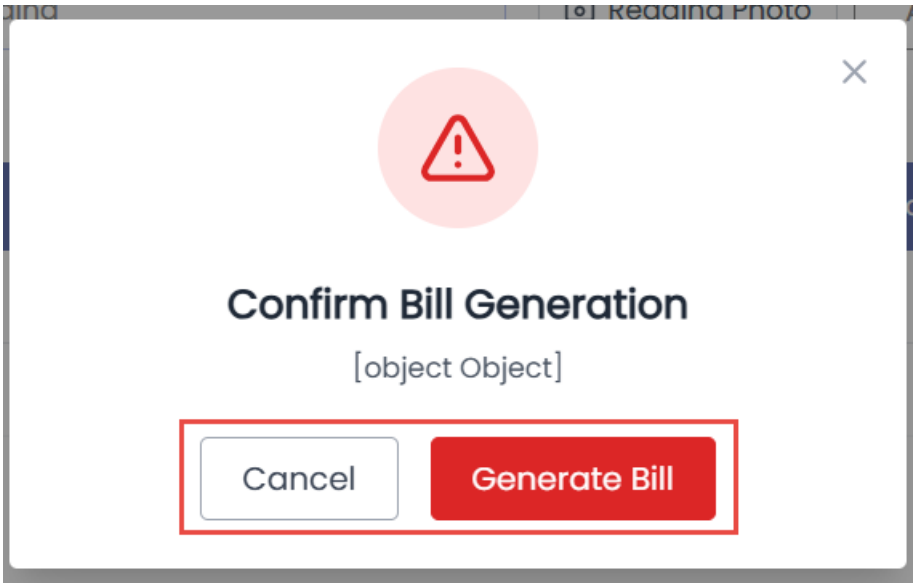
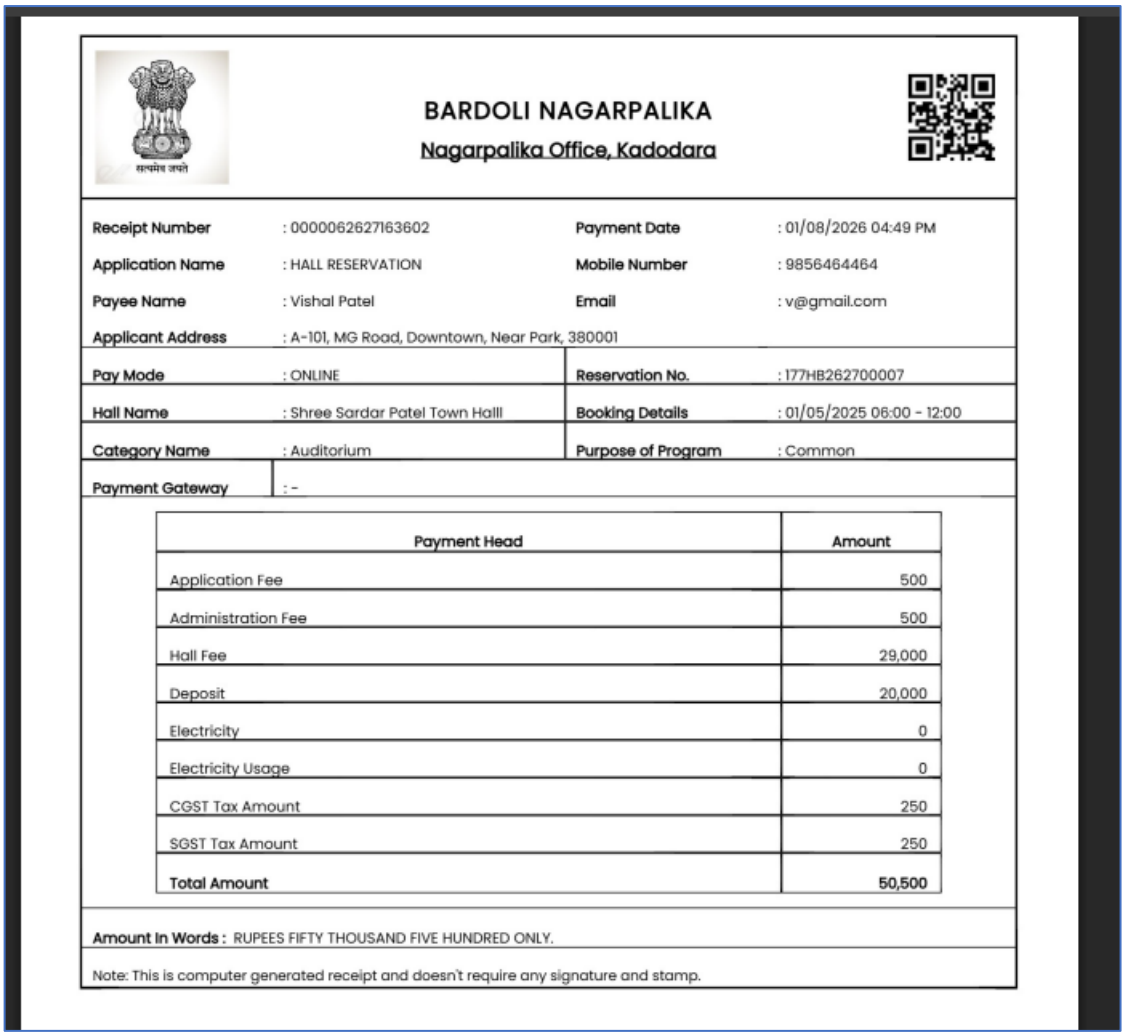


Figure 7-26

The user should verify the action before proceeding, as bill generation is based on the recorded entry/exit readings and applicable charges.

- **Cancel –** Click to close the confirmation pop-up without generating the bill.
- **Generate Bill –** Click to confirm the action and generate the final bill for the hall reservation based on the recorded usage readings and applicable charges



BARDOLI NAGARPALIKA

Nagarpalika Office, Kadodara

Receipt Number	: 0000062627163602	**Payment Date**	: 01/08/2026 04:49 PM
Application Name	: HALL RESERVATION	**Mobile Number**	: 9856464464
Payee Name	: Vishal Patel	**Email**	: v@gmail.com
Applicant Address	: A-101, MG Road, Downtown, Near Park, 380001		
Pay Mode	: ONLINE	**Reservation No.**	: 177HB262700007
Hall Name	: Shree Sardar Patel Town Halll	**Booking Details**	: 01/05/2025 06:00 - 12:00
Category Name	: Auditorium	**Purpose of Program**	: Common
Payment Gateway	: -		

Payment Head	Amount
Application Fee	500
Administration Fee	500
Hall Fee	29,000
Deposit	20,000
Electricity	0
Electricity Usage	0
CGST Tax Amount	250
SGST Tax Amount	250
Total Amount	**50,500**

Amount In Words : RUPEES FIFTY THOUSAND FIVE HUNDRED ONLY.

Note: This is computer generated receipt and doesn't require any signature and stamp.

Figure 7-27

7.7 Refund Entry

The **Refund Entry** page is used to process and record refund payments against eligible hall reservations. It enables the authorized user to view reservations for which refunds are pending, enter the refund/payment details, and mark the refund as completed after the amount has been processed.

Path: Hall Booking → Hall Booking Process → Refund Entry

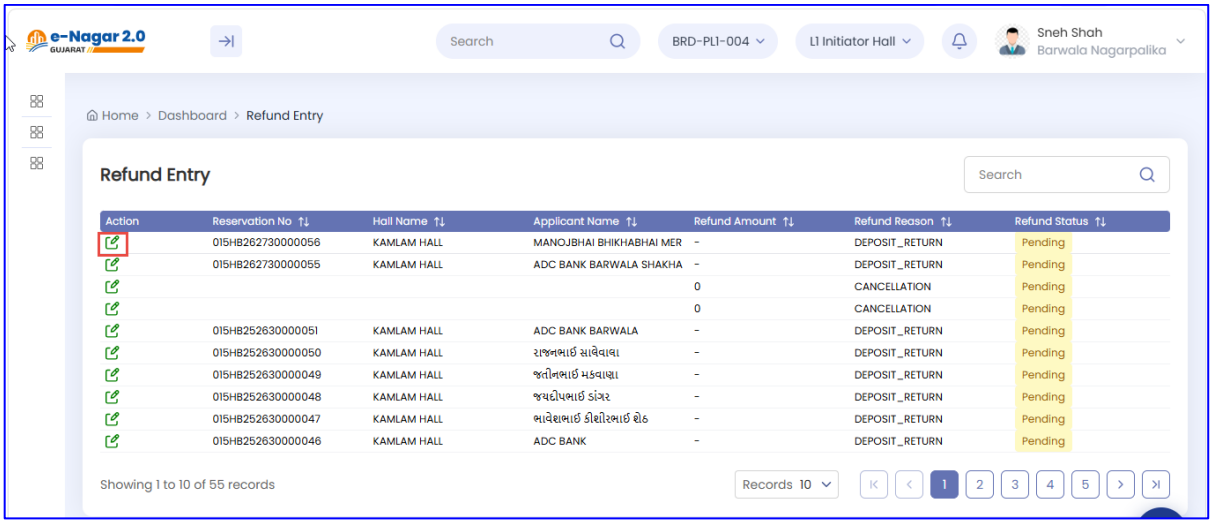


Figure 7-28

Refund Entry Listing Page

The Refund Entry listing page displays reservation records requiring refund processing. The user can use the **Search** field to locate a specific record and click the **Edit** action against the required reservation to enter the refund details.

- **Action –** Displays the Edit action used to open the Refund Entry form for the selected reservation. (Action)
- **Reservation No –** Displays the unique reservation number associated with the hall booking. (Display)
- **Hall Name –** Displays the name of the hall associated with the reservation. (Display)
- **Applicant Name –** Displays the name of the applicant who made the hall reservation. (Display)
- **Refund Amount –** Displays the refund amount associated with the reservation, wherever available. (Display)
- **Refund Reason –** Displays the reason for processing the refund, such as **DEPOSIT_RETURN** or **CANCELLATION**. (Display)
- **Refund Status –** Displays the current status of the refund, such as **Pending**. (Status)
- **Search –** Enter relevant details to search and locate a specific refund record from the listing. (Search)

7.7.1 Refund Entry Form

Click the **Edit** action against the required record. The **Refund Entry** form opens with the reservation, hall, and applicant details populated automatically. Enter the applicable refund details to complete the refund process.

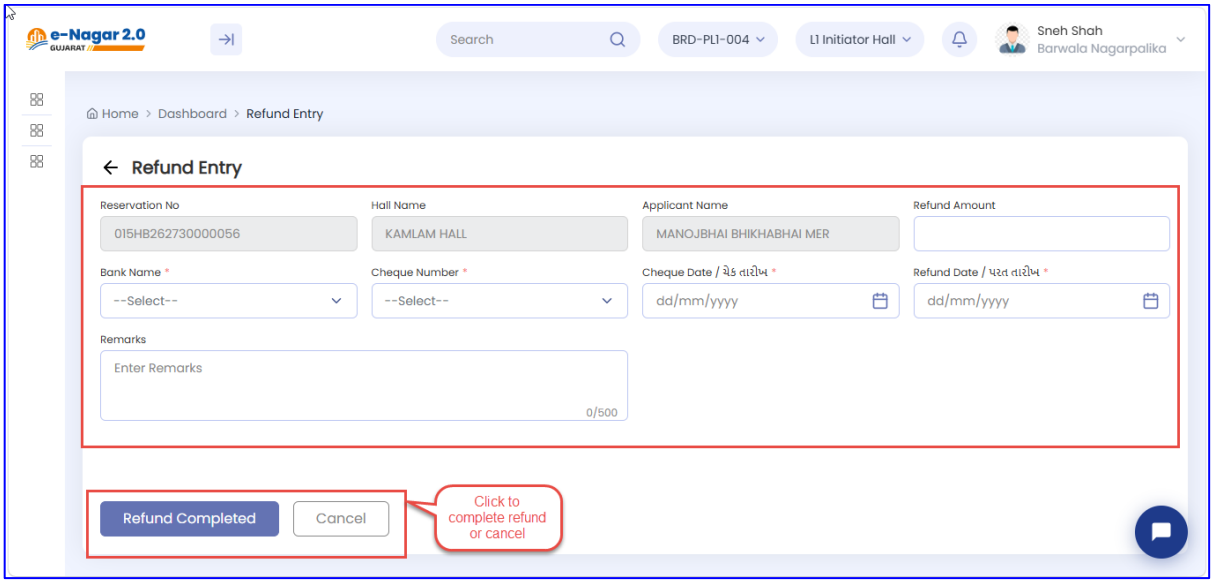


Figure 7-29

- **Reservation No –** Displays the unique reservation number for which the refund is being processed. This field is populated automatically and cannot be modified. (Read-only)
- **Hall Name –** Displays the name of the hall associated with the selected reservation. This field is populated automatically and cannot be modified. (Read-only)
- **Applicant Name –** Displays the name of the applicant associated with the selected reservation. This field is populated automatically and cannot be modified. (Read-only)
- **Refund Amount –** Enter the amount to be refunded to the applicant. (Numeric)
- **Bank Name –** Select the bank through which the refund payment is being processed. (Dropdown)
- **Cheque Number –** Select the applicable cheque number for the refund transaction. (Dropdown)
- **Cheque Date –** Select the date of the cheque issued for the refund. (Date Picker)
- **Refund Date –** Select the date on which the refund is processed or issued to the applicant. (Date Picker)
- **Remarks –** Enter any additional remarks or information related to the refund transaction. The field supports up to 500 characters. (Text Area)

Buttons 

- **Refund Completed –** Click to save the entered refund details and mark the refund process as completed for the selected reservation.
- **Cancel –** Click to cancel the current operation and return without completing the refund entry.

8 Reports

Navigation

Hall Booking → Reports

The **Reports** section of the Hall Booking module is used to view and analyze hall booking-related information in different report formats. It provides consolidated information related to application status, affiliates, collections, bookings, and refunds, helping authorized users monitor hall booking activities and financial transactions.

The following reports are available under the **Reports** menu:

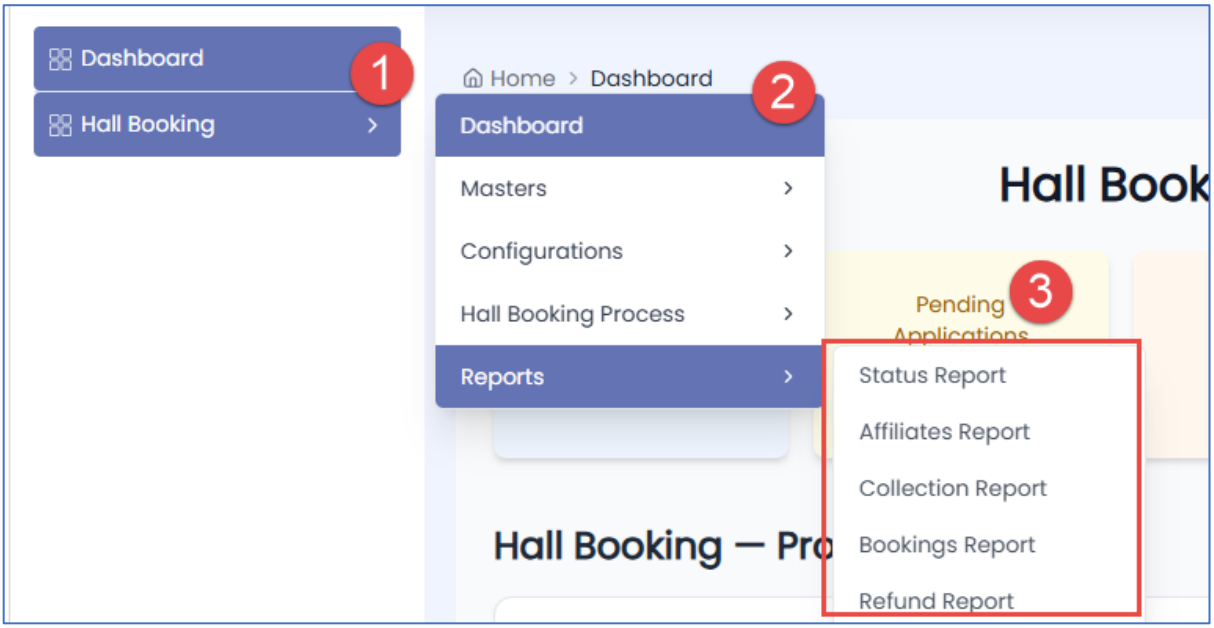


Figure 8-1

8.1 Hall Status Report

Path: Hall Booking → Reports → Status Report

The Hall Status Report is used to track hall reservation applications according to their location, hall details, reservation information, date, and current status. The user can apply the required filters and click **Search** to retrieve matching reservation records.

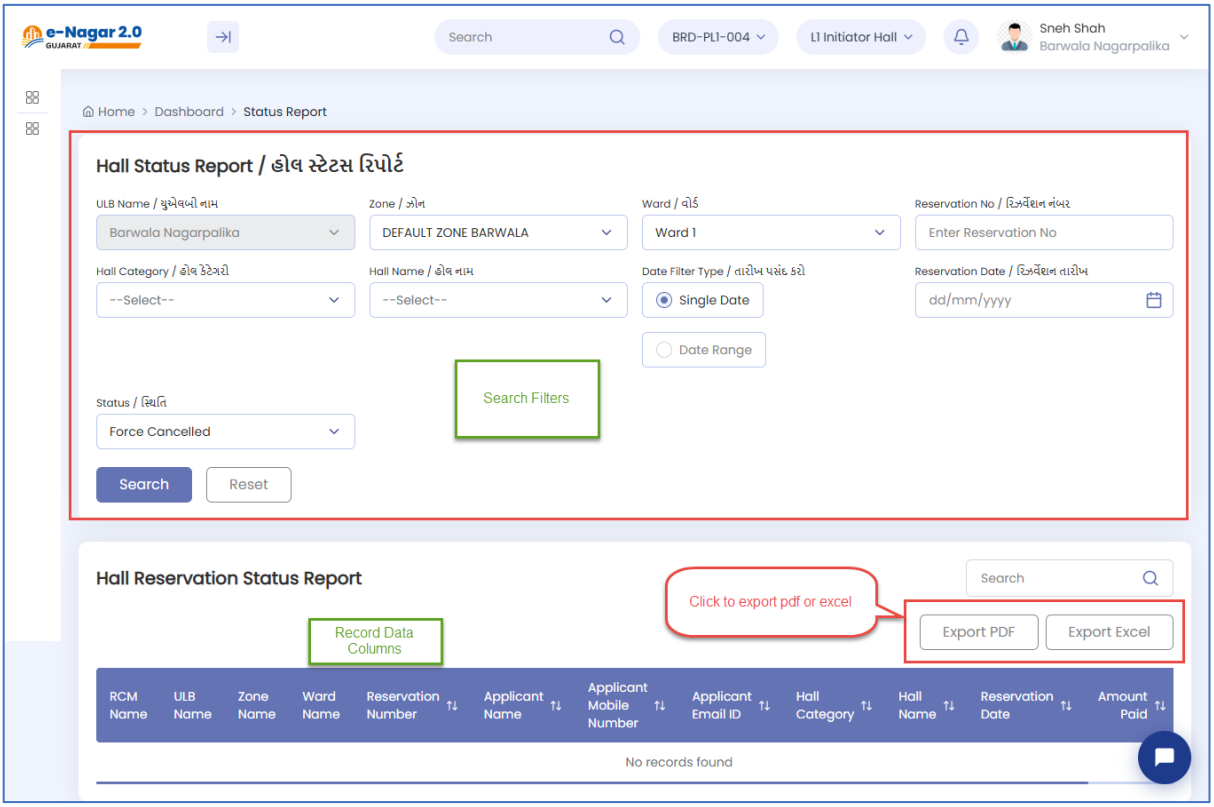


Figure 8-2

Filter Fields

- **ULB Name –** Used to select or display the Urban Local Body for which hall reservation status records are to be viewed.
- **Zone –** Used to select the zone for filtering reservation records.
- **Ward –** Used to select the ward associated with the hall reservation.
- **Reservation No –** Used to enter a specific reservation number to retrieve the corresponding reservation record.
- **Hall Category –** Used to select the category of hall for which reservation records are required.
- **Hall Name –** Used to select a specific hall and view its reservation status records.
- **Date Filter Type –** Used to specify whether reservation records are to be filtered for a **Single Date** or a **Date Range**.

- **Reservation Date –** Used to select the reservation date when the Single Date filter is selected.
- **Status –** Used to filter reservations according to their current status, such as Force Cancelled or another available reservation status.

Buttons 

- **Search –** Retrieves the Hall Status Report according to the selected filter criteria.
- **Reset –** Clears the selected filter criteria and restores the fields to their default values.

Hall Reservation Status Report

- The lower section displays the reservation records matching the applied filters.
- **RCM Name –** Displays the name of the Regional Commissioner of Municipality associated with the record.
- **ULB Name –** Displays the Urban Local Body associated with the reservation.
- **Zone Name –** Displays the zone in which the hall is located.
- **Ward Name –** Displays the ward associated with the hall.
- **Reservation Number –** Displays the unique reservation number generated for the hall booking.
- **Applicant Name –** Displays the name of the applicant who submitted the hall reservation.
- **Applicant Mobile Number –** Displays the applicant's registered mobile number.
- **Applicant Email ID –** Displays the applicant's registered email address.
- **Hall Category –** Displays the category under which the reserved hall is classified.
- **Hall Name –** Displays the name of the reserved hall.
- **Reservation Date –** Displays the date for which the hall has been reserved.
- **Amount Paid –** Displays the amount paid against the reservation.
- **Search –** Used to search within the displayed report records.

Buttons 

- **Export PDF –** Downloads the displayed report in PDF format.

- **Export Excel –** Downloads the displayed report in Excel format.

8.2 Affiliates Report

Path: Hall Booking → Reports → Affiliates Report

The Affiliates Report is used to view affiliate-related records according to ULB, Zone, Ward, and the selected reporting period. It provides details of agencies or affiliates, their service types, contact information, and fee amount.

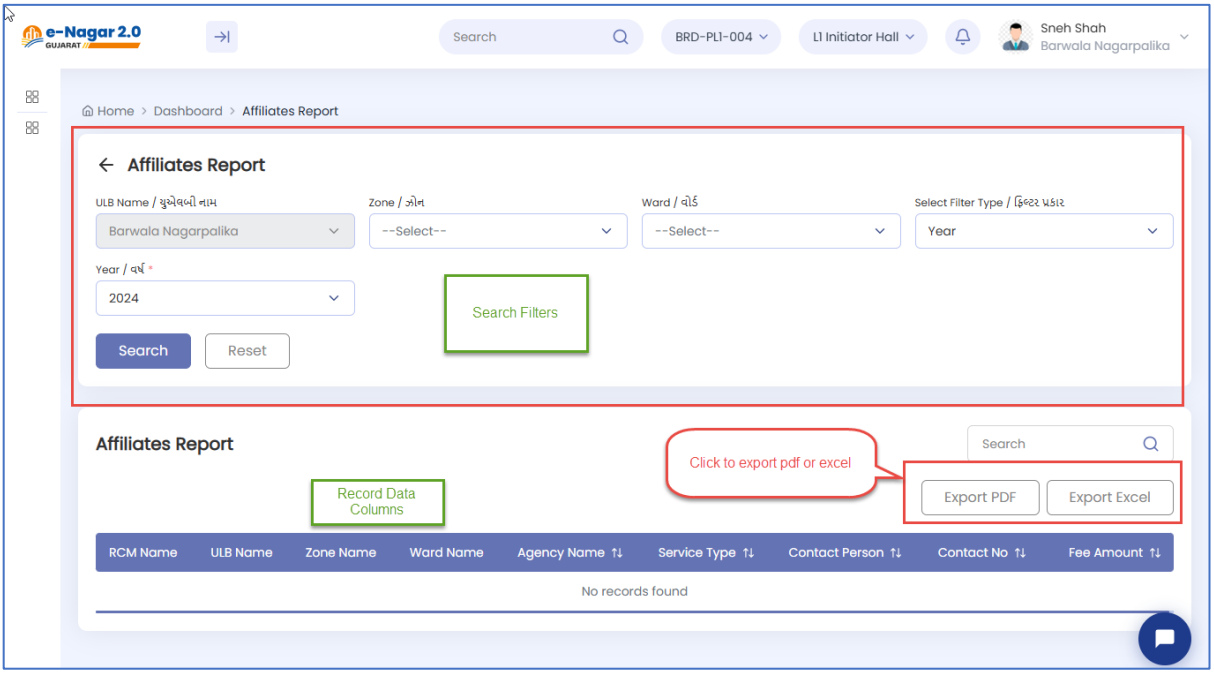


Figure 8-3

Filter Fields

- **ULB Name –** Used to select or display the Urban Local Body for which affiliate records are required.
- **Zone –** Used to select a zone for filtering affiliate records.
- **Ward –** Used to select a ward for filtering affiliate records.
- **Select Filter Type –** Used to select the reporting period/filter method. The displayed screen provides **Year** as a filter type.
- **Year –** Used to select the year for which affiliate information is to be retrieved.

Buttons 

- **Search –** Retrieves affiliate records according to the selected filters.
- **Reset –** Clears the selected filter values.
- **Affiliates Report Details**

- **RCM Name –** Displays the name of the Regional Commissioner of Municipality associated with the affiliate.
- **ULB Name –** Displays the Urban Local Body associated with the affiliate.
- **Zone Name –** Displays the applicable zone.
- **Ward Name –** Displays the applicable ward.
- **Agency Name –** Displays the name of the registered agency/affiliate.
- **Service Type –** Displays the type of service provided by the affiliate.
- **Contact Person –** Displays the name of the contact person associated with the agency.
- **Contact No –** Displays the registered contact number.
- **Fee Amount –** Displays the applicable affiliate fee amount.

The **Search**, **Export PDF**, and **Export Excel** options are provided above the report table for searching and exporting the displayed records.

8.3 Collection Report

Path: Hall Booking → Reports → Collection Report

The Collection Report is used to review financial collections generated through hall reservations. It combines reservation and applicant information with different fee components, payment details, and other applicable charges.

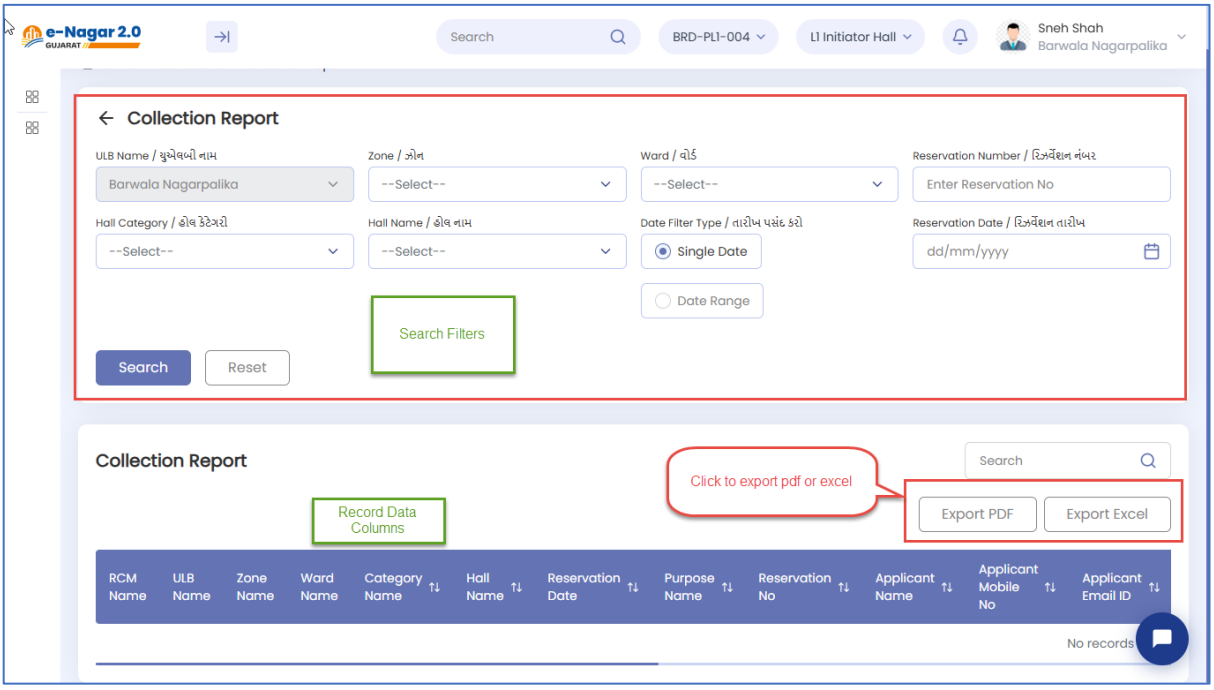


Figure 8-4

Filter Fields

- **ULB Name –** Used to select or display the Urban Local Body whose collection records are to be viewed.
- **Zone –** Used to select the zone for filtering collection records.
- **Ward –** Used to select the ward for filtering collection records.
- **Reservation Number –** Used to enter a reservation number to retrieve collection details for a particular booking.
- **Hall Category –** Used to select the category of hall.
- **Hall Name –** Used to select a specific hall for which collection details are required.
- **Date Filter Type –** Used to select either **Single Date** or **Date Range** for filtering collection records.
- **Reservation Date –** Used to select the reservation date when Single Date is selected.

Buttons Search Reset

- **Search –** Retrieves collection records according to the entered filter criteria.
- **Reset –** Clears the applied filter values.

Collection Report Details

The report contains reservation, applicant, and payment-related information. Based on the visible columns in the provided screens:

- **RCM Name –** Displays the name of the Regional Commissioner of Municipality associated with the record.
- **ULB Name –** Displays the Urban Local Body associated with the collection.
- **Zone Name –** Displays the applicable zone.
- **Ward Name –** Displays the applicable ward.
- **Category Name –** Displays the hall category associated with the reservation.
- **Hall Name –** Displays the name of the booked hall.
- **Reservation Date –** Displays the hall reservation date.
- **Purpose Name –** Displays the purpose for which the hall was booked.
- **Reservation No –** Displays the unique reservation number.
- **Applicant Name –** Displays the name of the applicant.
- **Applicant Mobile No –** Displays the applicant's registered mobile number.
- **Applicant Email ID –** Displays the applicant's email address.
- **Deposit –** Displays the deposit amount charged against the reservation.
- **Administrator Fee –** Displays the administration/administrator fee charged for the booking.
- **Hall Fee –** Displays the applicable hall booking fee.
- **Application Fee –** Displays the application fee charged for processing the reservation.
- **Usage Charges –** Displays additional charges applicable for usage-related services or facilities.
- **Total Amount –** Displays the total amount payable/collected against the reservation.
- **Receipt No –** Displays the receipt number generated for the payment.
- **Payment Date –** Displays the date on which payment was made.
- **Change Fee –** Displays the fee charged for an applicable change to the reservation.

- **Damage Charges –** Displays any damage-related charges recorded against the hall reservation.

The report also provides 

Search, **Export PDF**, and **Export Excel** options.

8.4 Bookings Report

Path: Hall Booking → Reports → Bookings Report

The Bookings Report provides consolidated information about hall reservations. It can be used to review bookings according to geographical location, hall category, hall, and the selected filter type.

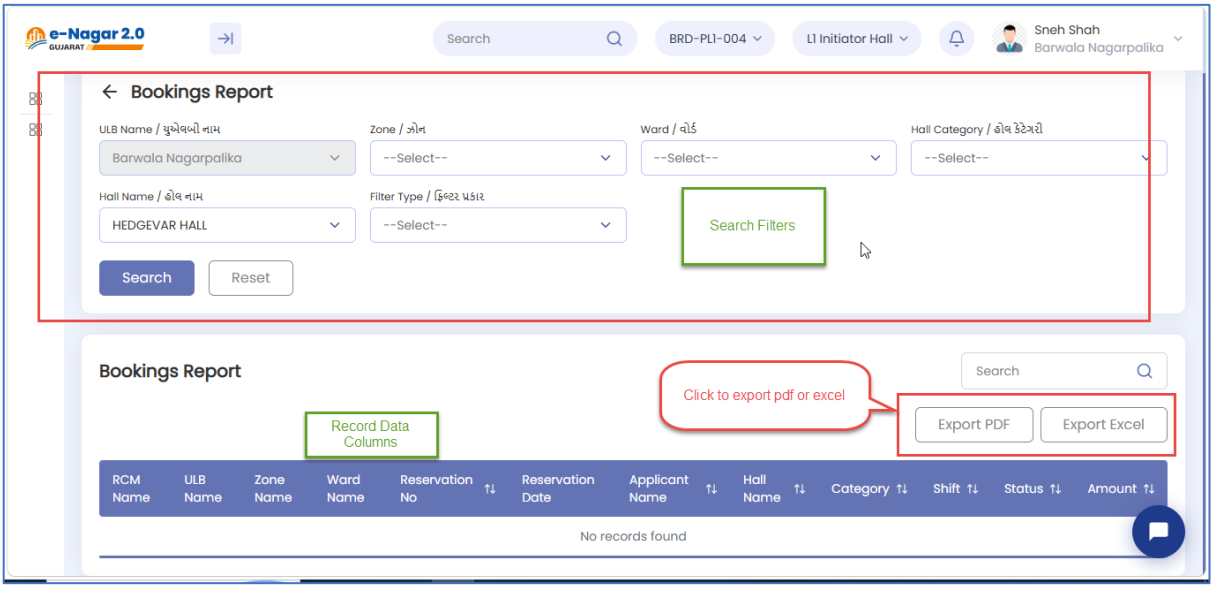


Figure 8-5

Filter Fields

- **ULB Name –** Used to select or display the Urban Local Body whose booking records are to be viewed.
- **Zone –** Used to select a zone for filtering hall bookings.
- **Ward –** Used to select a ward for filtering hall bookings.
- **Hall Category –** Used to select the hall category for which booking records are required.
- **Hall Name –** Used to select a specific hall for viewing its booking records.
- **Filter Type –** Used to select the required criterion for further filtering the booking report.

Buttons 

- **Search –** Retrieves booking records according to the selected filter criteria.
- **Reset –** Clears the selected filter criteria.

Bookings Report Details

- **RCM Name –** Displays the name of the Regional Commissioner of Municipality associated with the booking.
- **ULB Name –** Displays the Urban Local Body associated with the booking.
- **Zone Name –** Displays the zone associated with the hall.
- **Ward Name –** Displays the ward associated with the hall.
- **Reservation No –** Displays the unique reservation number generated for the booking.
- **Reservation Date –** Displays the date of the hall reservation.
- **Applicant Name –** Displays the name of the applicant who made the booking.
- **Hall Name –** Displays the name of the reserved hall.
- **Category –** Displays the category of the reserved hall.
- **Shift –** Displays the shift selected for the hall booking.
- **Status –** Displays the current status of the booking.
- **Amount –** Displays the amount associated with the reservation.

The report provides 

Search, **Export PDF**, and **Export Excel** options for locating and exporting records.

8.5 Refund Report

Path: Hall Booking → Reports → Refund Report

The Refund Report is used to view refund-related records generated against hall reservations. It allows the user to filter records according to location, reservation number, hall details, and refund type. The report provides the refund amount and reason associated with each reservation.

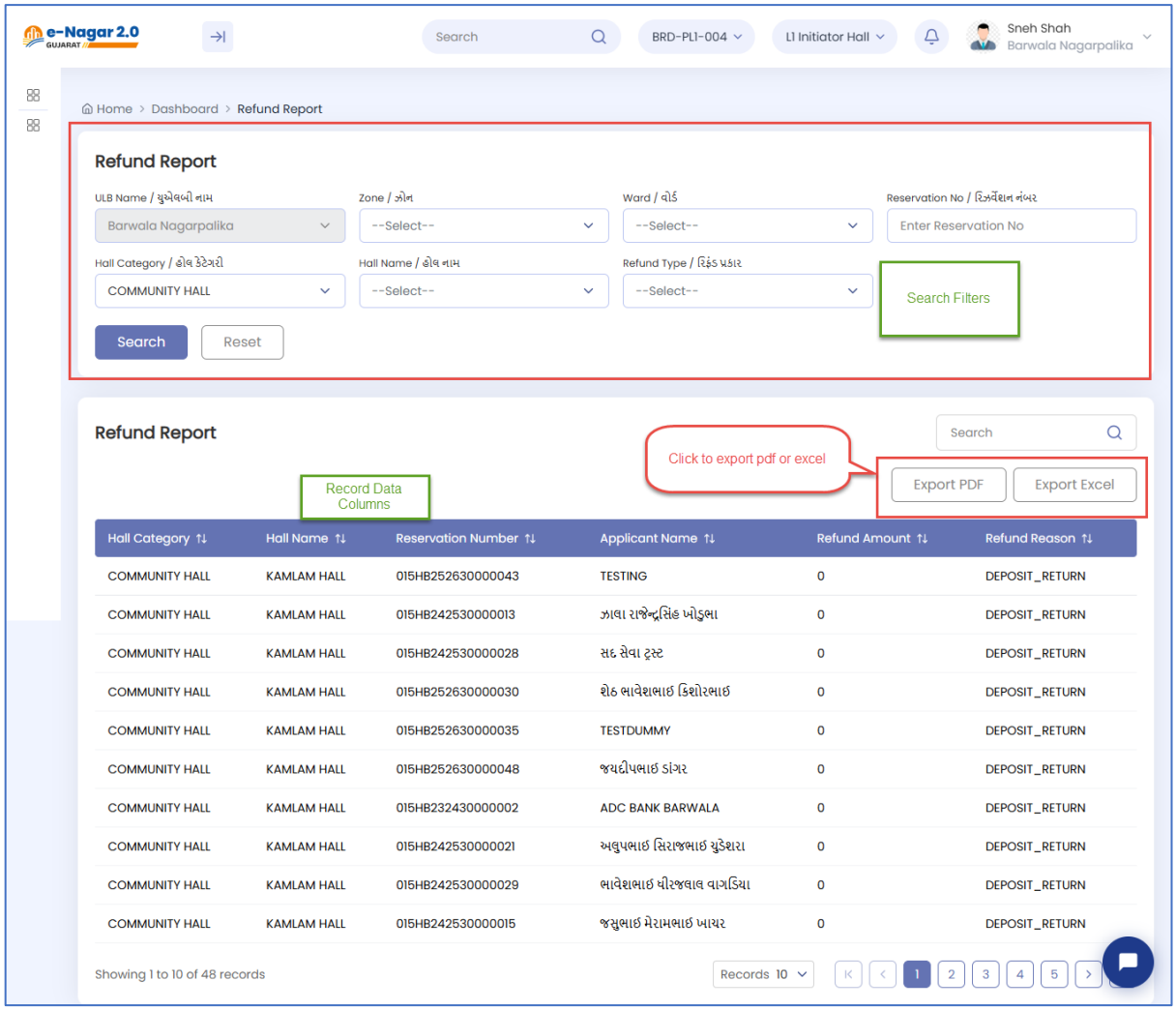


Figure 8-6

Filter Fields

- **ULB Name –** Used to select or display the Urban Local Body for which refund records are required.
- **Zone –** Used to select the zone for filtering refund records.
- **Ward –** Used to select the ward for filtering refund records.
- **Reservation No –** Used to enter a specific reservation number to retrieve its refund details.

- **Hall Category –** Used to select the category of hall associated with the refund.
- **Hall Name –** Used to select a particular hall for viewing its refund records.
- **Refund Type –** Used to select the type of refund for which records are to be displayed.

Buttons 

- **Search –** Retrieves refund records according to the selected filter criteria.
- **Reset –** Clears the selected filters and restores the fields to their default state.

Refund Report Details

- The lower section displays all refund records matching the selected criteria.
- **Hall Category –** Displays the category of the hall associated with the refunded reservation.
- **Hall Name –** Displays the name of the hall associated with the refund.
- **Reservation Number –** Displays the unique reservation number against which the refund is recorded.
- **Applicant Name –** Displays the name of the applicant associated with the reservation.
- **Refund Amount –** Displays the amount refunded against the reservation.
- **Refund Reason –** Displays the reason/type under which the refund has been processed, such as **DEPOSIT_RETURN**.

Report Controls 

- **Search –** Used to search within the refund records already displayed in the report table.
- **Export PDF –** Exports the Refund Report in PDF format.
- **Export Excel –** Exports the Refund Report in Excel format.