VMRDA ONLINE BOOKING MODULE FOR CHILDREN THEATRE

USER GUIDE - PUBLIC

Table of Contents

Important symbols

S.No.	Symbols	Description	Behavior
1		Print	Print option
2		Edit existing records	Edit and update existing records
3		Delete existing records	Permanently delete from records
4		Expand	Elaborate the record details
5		Collapse	Hide the record details
6		Descending	Sort by descending order
7		Ascending	Sort by ascending order
8		Close	Close the pop ups
9	Change Password	Change Password	Changing existing password
10	Add New & ADD	Add new rows	Will add a new item row
11		Excel	Excel Option
12		Search	Search records by dates and other parameters and invoice numbers
13	BOOK NOW	Book Now	Book the event
14	BOOK NOW	Book Now	Book the event
15	BOOK NOW	Book Now	Book the event
16	BOOK NOW & BOOK NOW	Book Now	Book the event
17		Check box	Check box selection will accept multiple selection
18	PROCEED	Proceed	Proceed for booking
19	GO	Go	Search records

20	--Select--	Drop Down	Drop Down selection will accept single selection
21	BLOCK DATE	Block Date	Block the event
22	March 2019 calendar	Calendar	Date selection
23	Choose file	Choose File Icon	Choose a document file
24	RESET	Reset Icon	Reset the entire details
25	+	Expand	Elaborate the details
26	—	Collapse	Hide the details
27	SIGN IN	Sign In Icon	User can login their account

Features

1. Venue Booking
2. Cancellation
3. My Bookings
4. Acknowledgement receipt
5. Gallery
6. Amenities
7. FAQ's

Content Summary

VMRDA Online facility booking is a web based application which will also support for counter sale. User can view the amenities, gallery and frequently asked questions and the contacts sections. User can book the venue slots and get the acknowledgment receipt for printing and cancellation can be done for a booked event..User can register in the website and after login , user can view the respective bookings.

1. HOME SCREEN:

Public can access the web application from above url. Once the page was opening it will show the Home screen page with Book Now option. The home screen is displayed below.
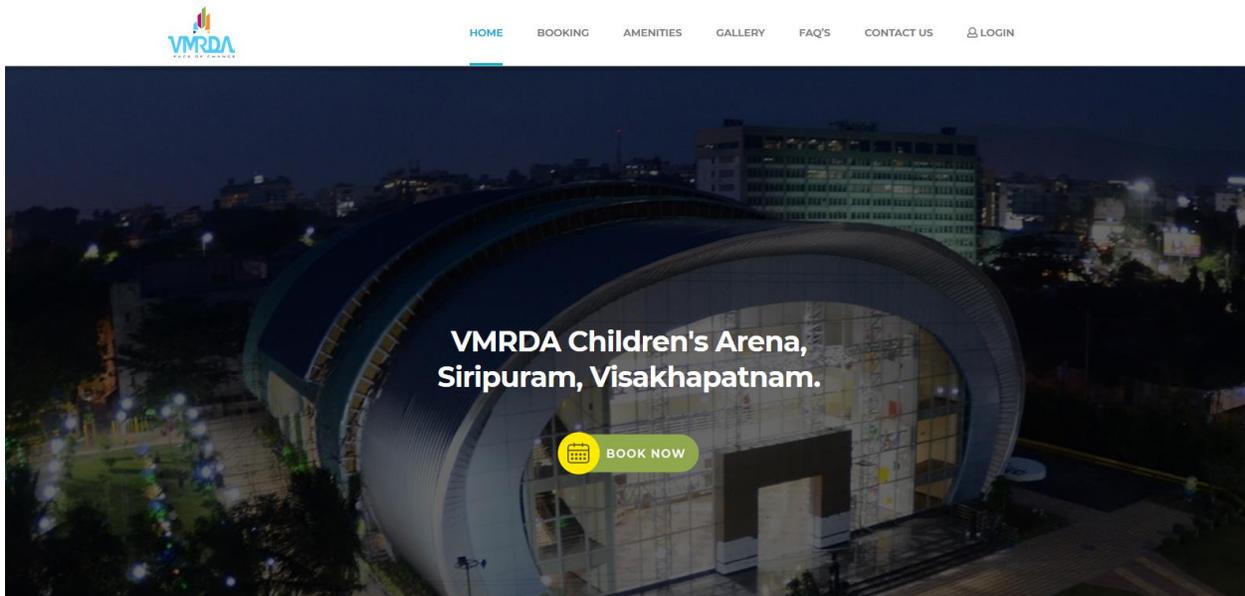

Figure 1

Similarly book now button is available in the home page screen as shown in Figure 1.1 and 1.2

Figure 2.1

Figure 3.2

By clicking on **BOOK NOW** button user will be redirected to the Terms and Conditions pages as shown in Figure 2.

2. TERMS & CONDITIONS SCREEN:

Terms and conditions of the VMRDA children theatre booking is displayed to the public as shown in Figure 2.
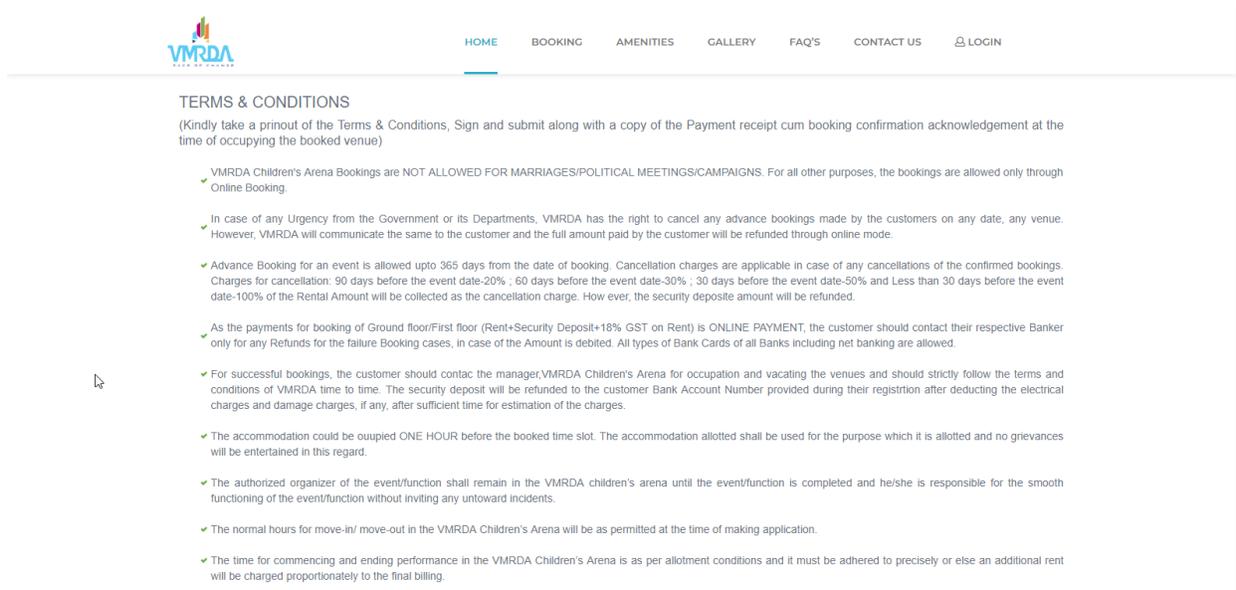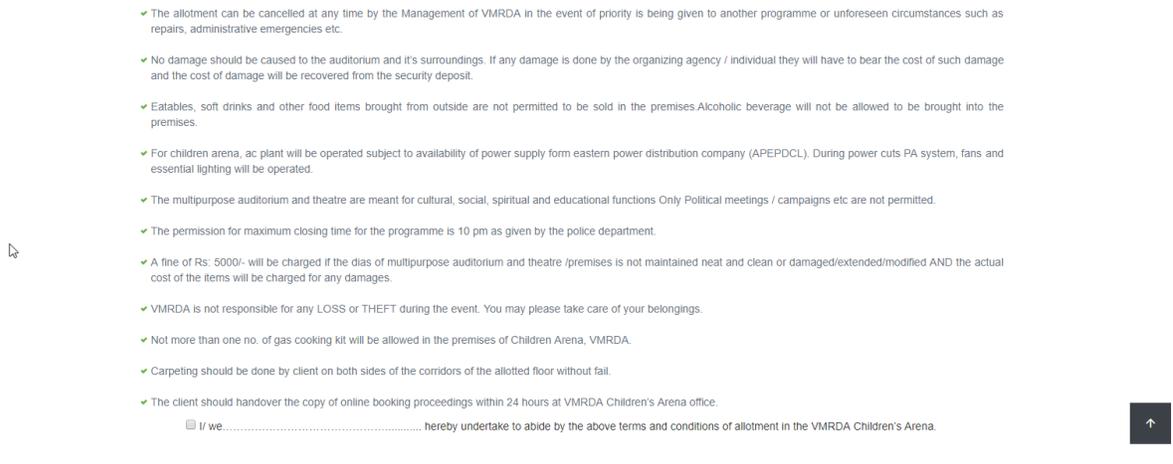
Figure 2

In Figure 2, user can click on the ☐ check box icon as shown in Figure 2.1 for proceeding to the event booking.
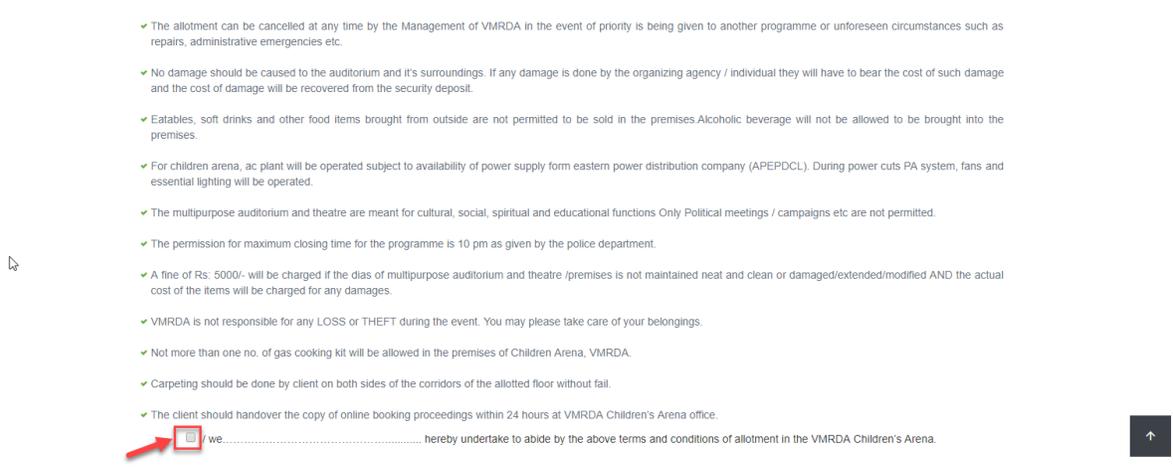
Figure 2.1

In Figure 2.1, while user click on the check box icon then a proceed button will be enable as shown in Figure 2.2
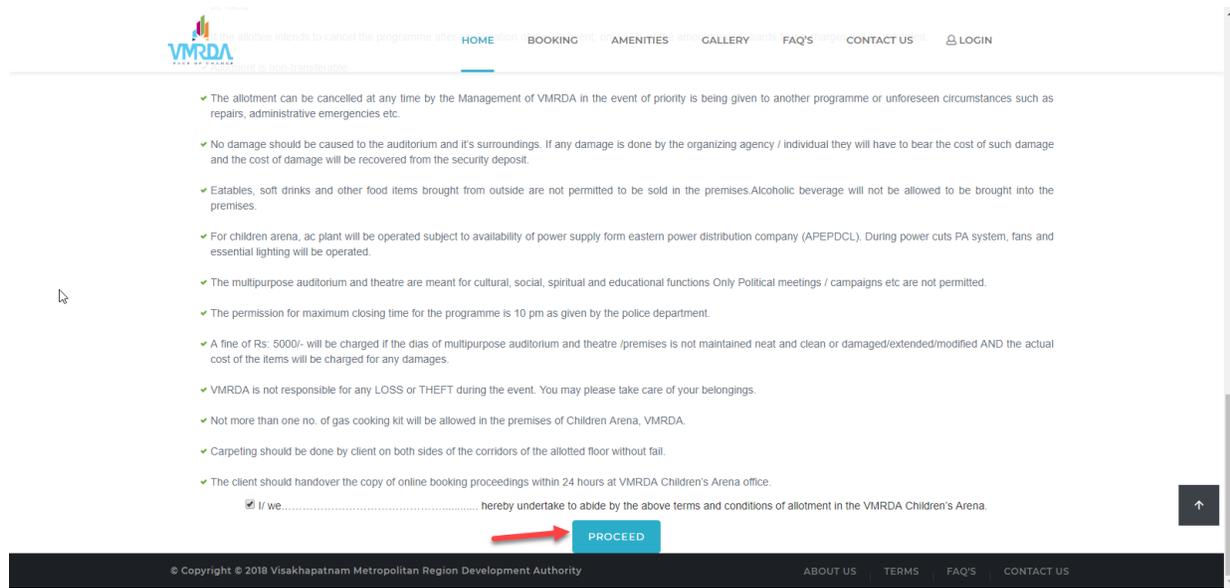
Figure 2.2

In Figure 2.2, click on the PROCEED button to book the event and the user will be redirected to booking page.

3. BOOKING:

The booking menu will display the user the two options.

1. Booking
2. Cancellation

The booking option allows the user to book a event while the cancellation option is used to cancel an existing event booking.

3.1 Booking:
Booking→ Booking

In this booking page public can book the VMRDA children theatre.
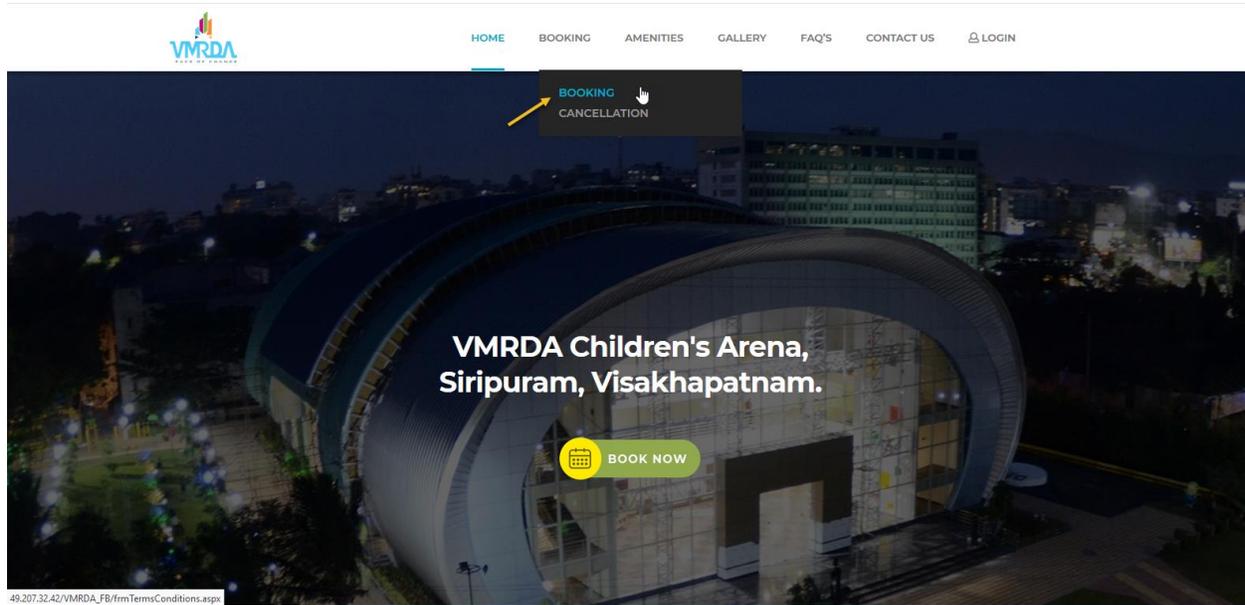
Figure 3

By clicking on Booking, the booking page will be redirected as shown in **Error! Reference source not found.**2.

In Figure 2, user can click on the ☐ check box icon as shown in Figure 3.1 for proceeding for event booking.
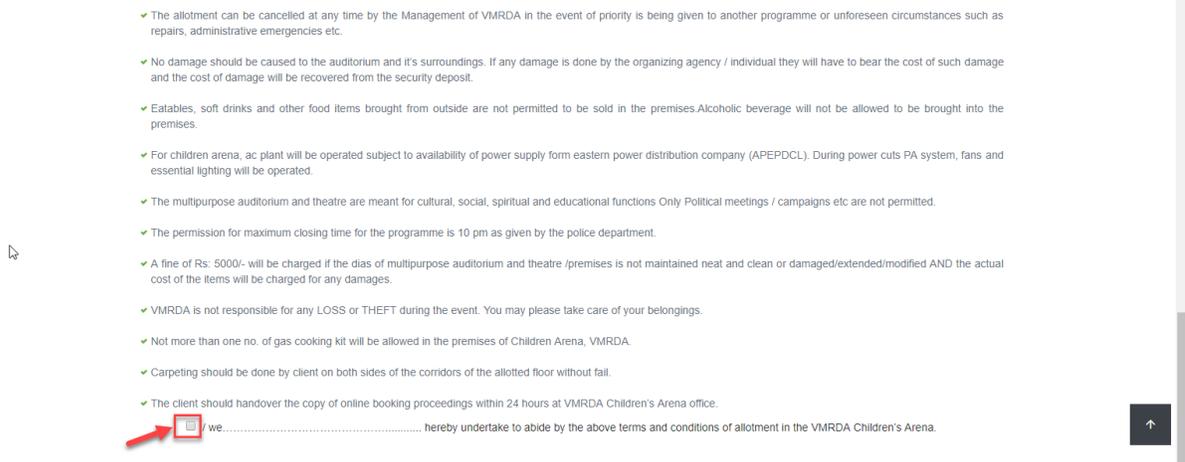
Figure 3.1

In Figure 3.1, while user click on the check box icon then a **PROCEED** button will be enabled as shown in Figure 3.2
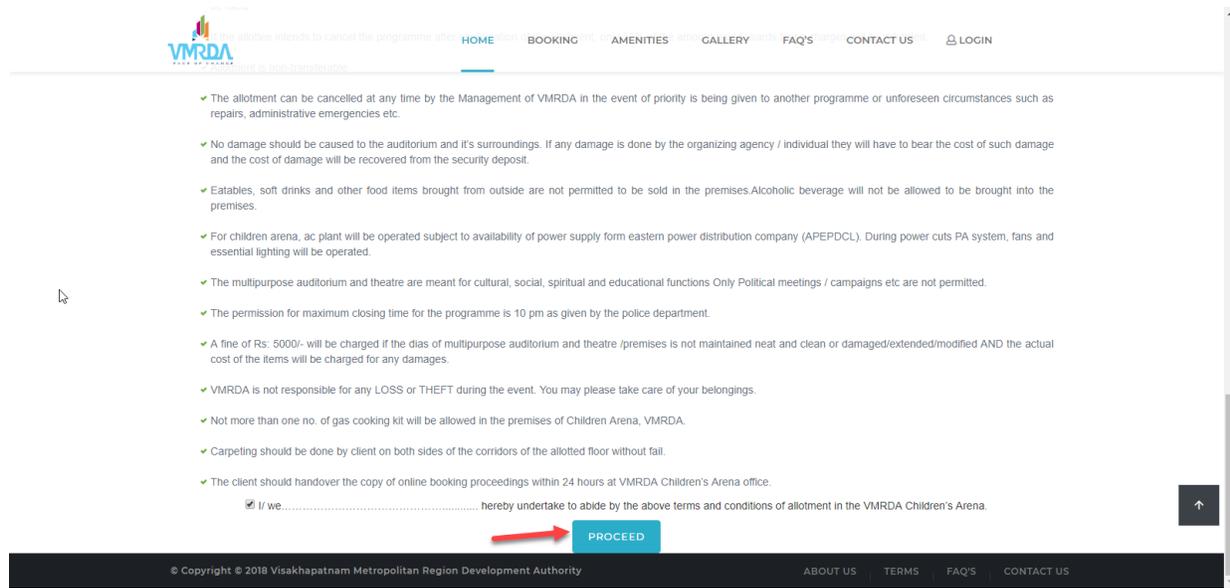
Figure 3.2

In Figure 3.2, click on the **PROCEED** button to proceed to the event booking page and the user will be redirected to booking page as shown in figure 3.3.
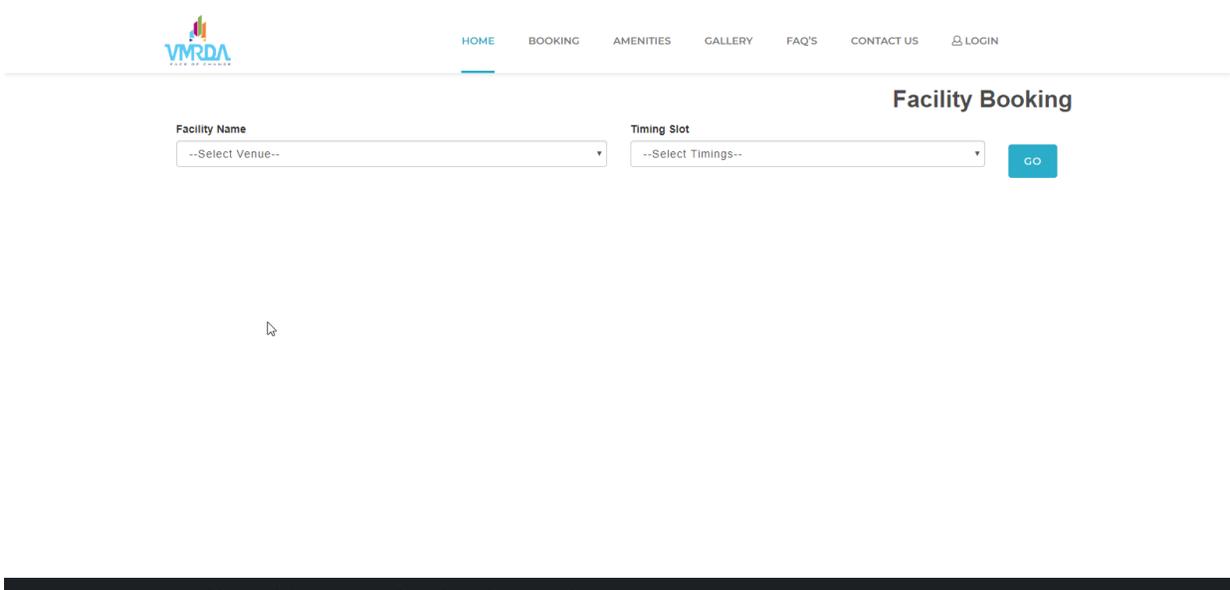
Figure 3.3

User can select facility name and timing slot for booking of children theatre and click on the **GO** button as shown in Figure 3.4.
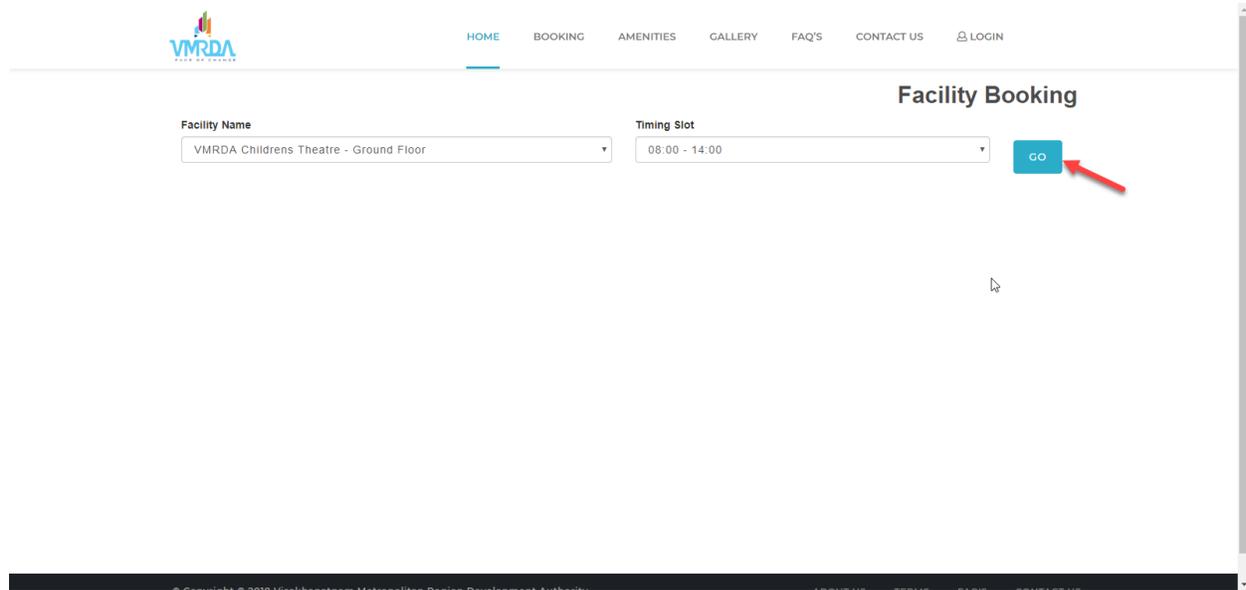
Figure 3.4

After clicking Figure 3.4, it will be redirect to registration page as shown in figure 3.5.

Figure 3.5

In figure 3.5, user has to enter the date of booking and applicant details as (mobile number, name, emailed and address). Also the identity details and organization details and bank details should be entered.

Figure 3.6

In figure 3.6, after filling all the details click on the **PROCEED** button as shown in figure 3.6 and the user will be redirected to confirmation page as shown in figure 3.7

Facility Booking

Facility Name: **VMRDA Childrens Theatre - Ground Floor**
Event or Function Date: **31-Jan-2019**
Booking for: **Schools / Organizations**

Timing Slot: **16:00 - 20:00**
Category of Usage: **Govt. School**

S.No	Payment Category Head	Unit / Days / Hours	Rate / Unit	Total
1	Rent	1	10000.00	10000.00
2	Water Charges	1	0.00	0.00
3	Security Deposit	1	10000.00	10000.00
4	GST %(Except Security Deposit)	1	18.00	1800.00
5	Grand Total			21800.00

APPLICANT DETAILS

Applicant Name: **Raja**
Email: **raja.naidu@ytrtech.com**

Mobile No: **8686626155**
Address: **VIP Road, Vizag**

IDENTITY DETAILS

Identity Proof: **PAN Card**

Identity Proof Doc:

Identity No: **AYPPA9068A**
Purpose:

Figure 3.7

In figure 3.7, if user wants to change the details then user can click on the **EDIT** option as shown in figure 3.8

Figure 3.8

In figure 3.8, user clicks on the **EDIT** button user will be redirected to the page to figure 3.6 and user can change the details.

In figure 3.7, if details are correct then click on the **SUBMIT** as shown in figure 3.9

Figure 3.9

After clicking **SUBMIT** button the user will be redirected to **Make Payment** Page as shown in figure 3.10
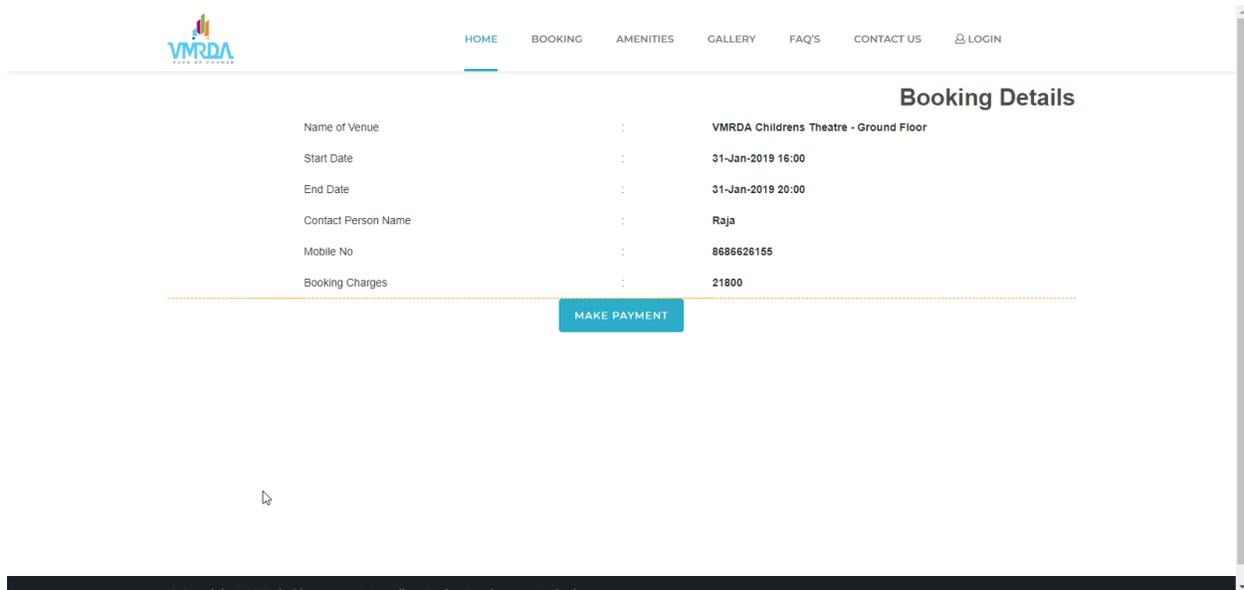
In figure 3.10, verify the booking details as Name of Venue, start date, end date, Person name, mobile number and booking charges. After verifying click on the MAKE PAYMENT button as shown in figure 3.11
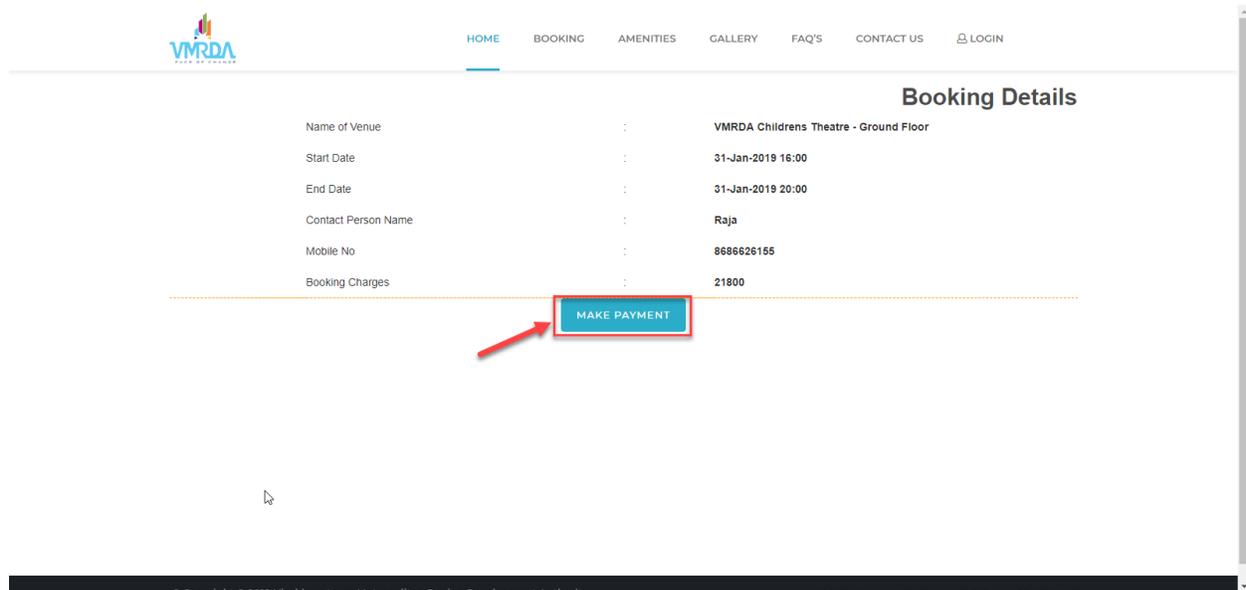
Figure 3.11

In figure 3.11, after clicking **MAKE PAYMENT** button user will be redirected to payment page which need to provide bank details and also user will get Transaction ID as shown in figure 3.12
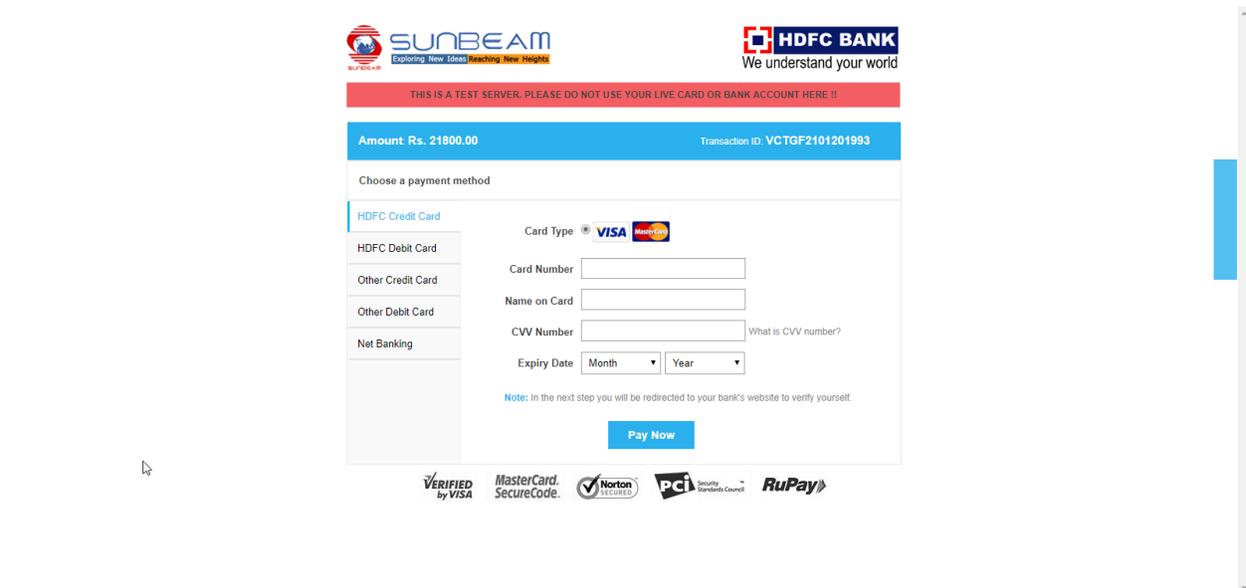
Figure 3.12

In figure 3.12, user can fill the card details as shown in figure 3.13.

Figure 3.13

After filling card details click on the **Pay Now** button as shown in figure 3.13 and it will redirected to confirm page as pdf format as shown in figure 3.14

In figure 3.14, it contains Application details as (Application reference number, GSTIN number, Venue Name, date of booking, function date and function name) and in Contact person details as (Name, ID type, ID number and Mobile number) and Amount paid details are available as in tabular format with GST and finally Terms and Conditions details are attached with that print page.

Venue Allotted Successfully.
Please take print out before you leave this page and produce the same to the Venue Manager for Occupation.

Visakhapatnam Metropolitan Region Development Authority
Online Booking receipt for VMRDA Childrens Theatre - First Floor, Visakhapatnam

Application Details:

Application Reference No	: VCTFF2201201995
GSTIN Number	:
Venue Name	: VMRDA Childrens Theatre - First Floor
Date of Booking	: 22-Jan-2019
Function On	: 25-Feb-2019 08:00 - 14:00
Function Name	: General Public

Contact Person Details:

Name	: RAJA NAIDU
ID Type	: PAN CARD
ID No.	: AYPPR2531B
Mobile No	: 9581450630
Purpose	:

Amount Paid Particulars: Amount Paid

Total Amount	: **Rs.₹89,000.00**
	(Eighty Nine Thousand Rupees only)
GST(CGST+ SGST)	:**₹ 9000**
	(Inclusive of Total Amount)
Security Deposit:	: **₹30,000.00**
	(Thirty Thousand Rupees only)

Manager Contact Details:

Manager Name:	: **Krishna Mohan**
Mobile No:	: **8008156897**

Fee Particulars:

Type	Amount	CGST (9%)	SGST (9%)	Total Tax
Rent	50000	4500	4500	59000
Water Charges	0	0	0	0
Security Deposit	30000	0	0	30000
Total Amount	80000	4500	4500	89000

TERMS & CONDITIONS

✔ VMRDA Children's Arena Bookings are NOT ALLOWED FOR MARRIAGES/POLITICAL MEETINGS/CAMPAIGNS. For all other purposes, the bookings are allowed only through Online Booking.

✔ In case of any Urgency from the Government or its Departments, VMRDA has the right to cancel any advance bookings made by the customers on any date, any venue. However, VMRDA will communicate the same to the customer and the full amount paid by the customer will be refunded through online mode.

✔ Advance Booking for an event is allowed upto 365 days from the date of booking. Cancellation charges are applicable in case of any cancellations of the confirmed bookings. Charges for cancellation: 90 days before the event date-20% ; 60 days before the event date-30% ; 30 days before the event date-50% and Less than 30 days before the event date-100% of the Rental Amount will be collected as the cancellation charge. How ever, the security deposite amount will be refunded.

✔ As the payments for booking of Ground floor/First floor (Rent+Security Deposit+18% GST on Rent) is ONLINE PAYMENT, the customer should contact their respective Banker only for any Refunds for the failure Booking cases, in case of the Amount is debited. All types of Bank Cards of all Banks including net banking are allowed.

✔ For successful bookings, the customer should contac the manager,VMRDA Children's Arena for occupation and vacating the venues and should strictly follow the terms and conditions of VMRDA time to time. The security deposit will be refunded to the customer Bank Account Number provided during their registrtion after deducting the electrical charges and damage charges, if any, after sufficient time for estimation of the charges.

✔ The accommodation could be ouupied ONE HOUR before the booked time slot. The accommodation allotted shall be used for the purpose which it is allotted and no grievances will be entertained in this regard.

✔ The authorized organizer of the event/function shall remain in the VMRDA children's arena until the event/function is completed and he/she is responsible for the smooth functioning of the event/function without inviting any untoward incidents.

✔ The normal hours for move-in/ move-out in the VMRDA Children's Arena will be as permitted at the time of making application.

✔ The time for commencing and ending performance in the VMRDA Children's Arena is as per allotment conditions and it must be adhered to precisely or else an additional rent will be charged proportionately to the final billing.

✔ Displays, booths, easels or other items are not allowed in the lobbies or corridors of the VMRDA Children's Arena without prior request (in writing) and approval. No political banners or posters are allowed in the premises of VMRDA Children's Arena.

✔ Banners, drapes, and other objects shall not be hung from ceiling, conduits, light fixtures, sprinkler pipes or other piping.

✔ The multipurpose auditorium and theatre are meant for cultural, social, spiritual and educational functions Only Political meetings / campaigns etc are not permitted.

✔ The permission for maximum closing time for the programme is 10 pm as given by the police department.

✔ A fine of Rs: 5000/- will be charged if the dias of multipurpose auditorium and theatre /premises is not maintained neat and clean or damaged/extended/modified AND the actual cost of the items will be charged for any damages.

✔ VMRDA is not responsible for any LOSS or THEFT during the event. You may please take care of your belongings.

✔ Not more than one no. of gas cooking kit will be allowed in the premises of Children Arena, VMRDA.

✔ Carpeting should be done by client on both sides of the corridors of the allotted floor without fail.

✔ The client should handover the copy of online booking proceedings within 24 hours at VMRDA Children's Arena office.

NOTE: Electronically generated details do not require any signature.   Sd/-Secretary, VMRDA

Print

Figure 3.14

In figure 3.14, user can click on the [Print] button, the acknowledgment will be printed.

3.2 Cancellation:
Booking→ Cancellation

In this cancellation page public can cancel their booking slot.
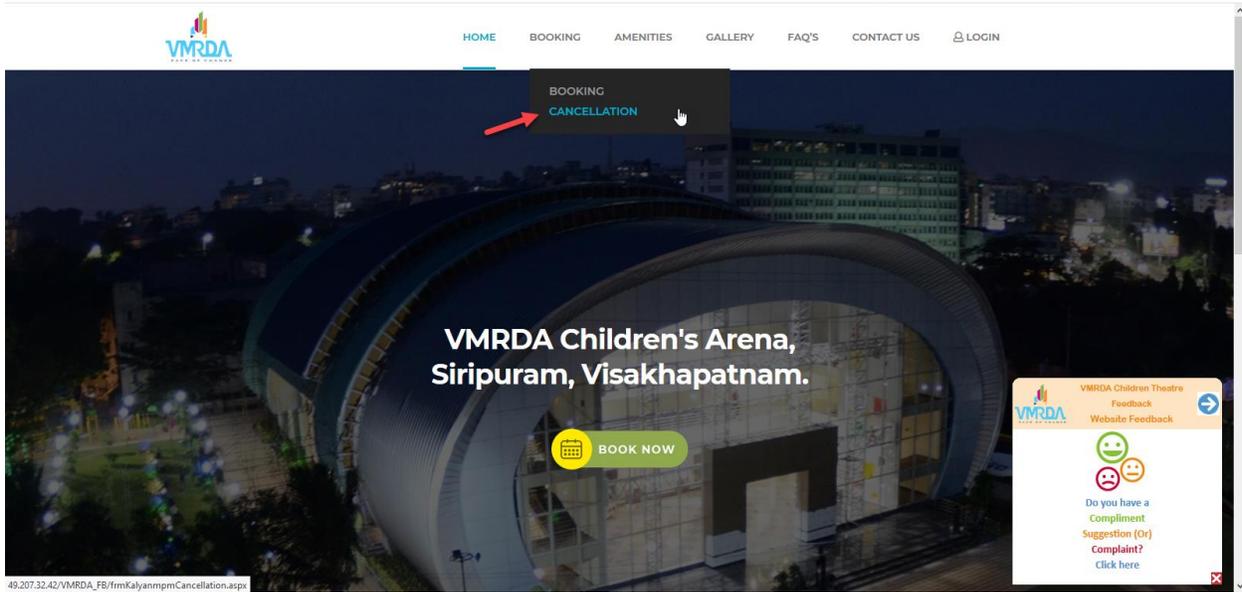
In figure 3.15, click on the **CANCELLATION** it will be redirected as shown in figure 3.16
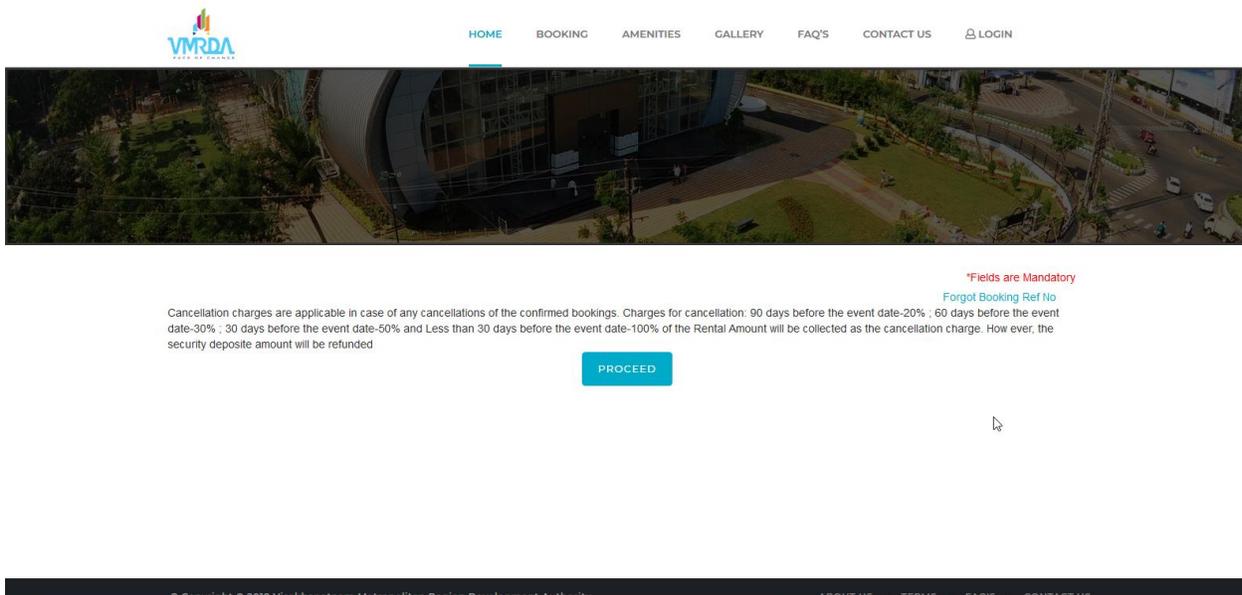
User has to read the cancellation policy as shown in figure 3.16. Then after click on the **PROCEED** button as shown in figure 3.17
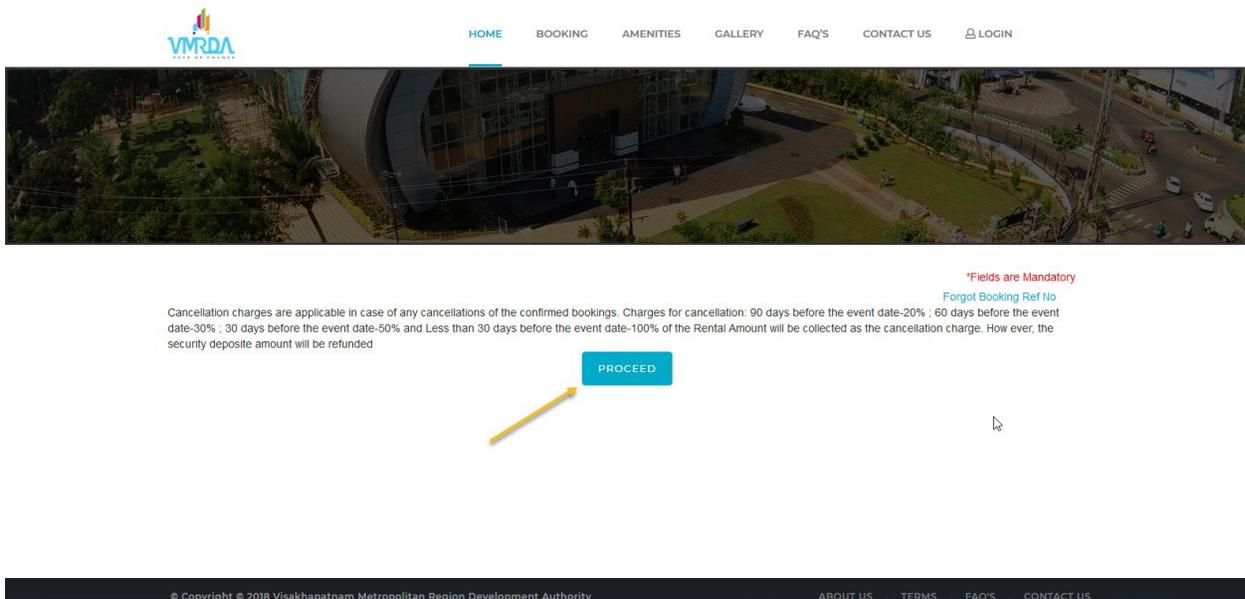
Figure 3.17

After clicking **PROCEED** button user will be redirected as shown in figure 3.18
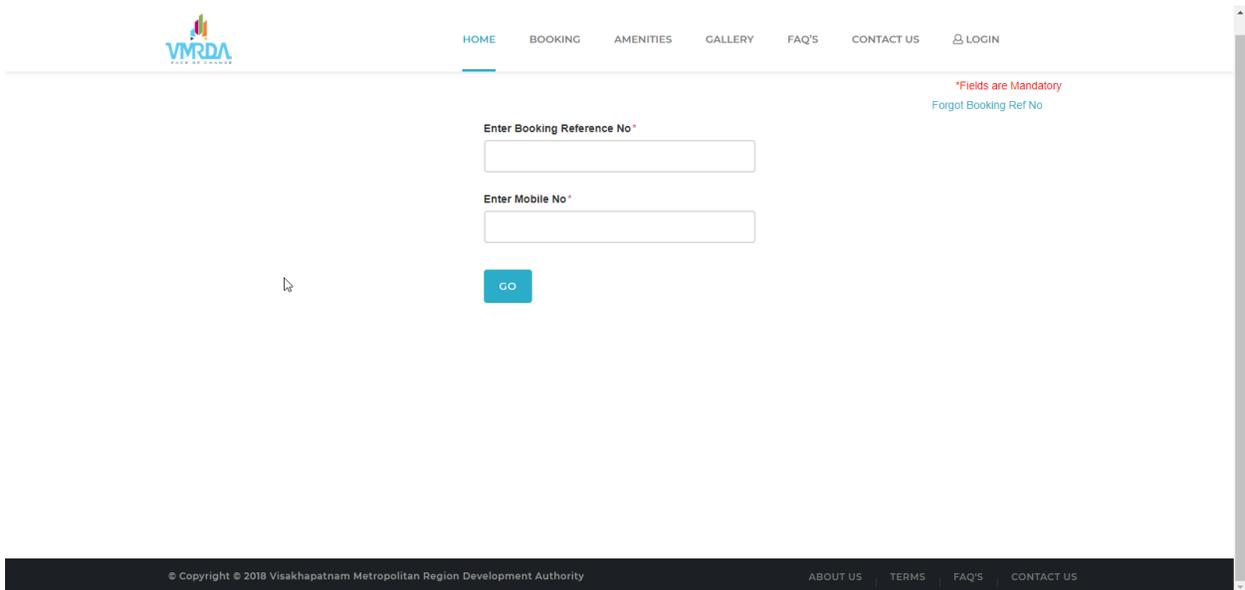
Figure 3.18

In figure 3.18, user can enter the Booking reference number and their mobile number for cancelling their venue.

If user forgot their booking reference number then click on the **Forgot Booking Ref No** as shown in figure 3.19
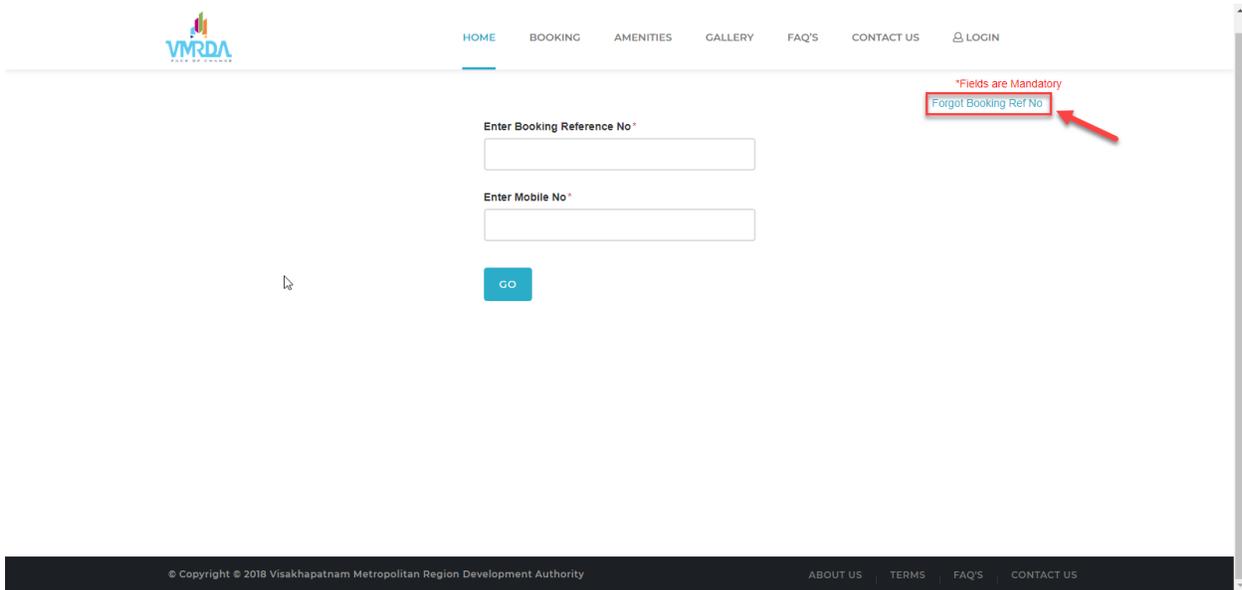
Figure 3.19

Click on the **Forgot Booking Ref No** and it will be redirected as shown in figure 3.20
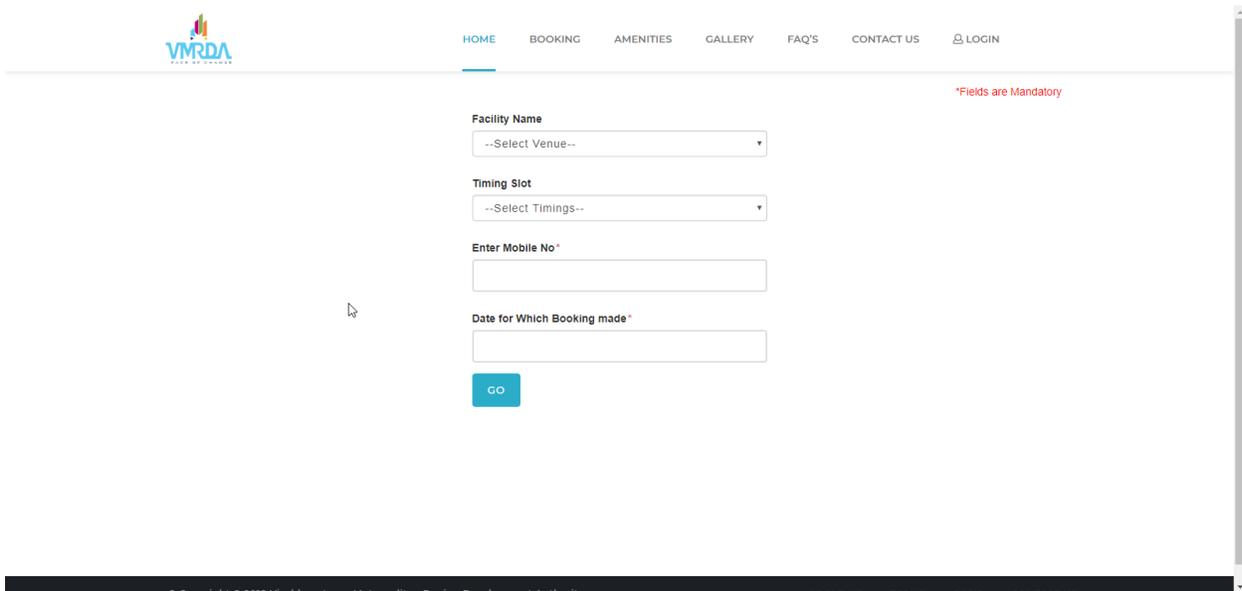
Figure 3.20

In figure 3.20, fill the required details as Facility Name, Time Slot, Mobile Number and Date of which Booking Made. After filling click on the **GO** button as shown in figure 3.21
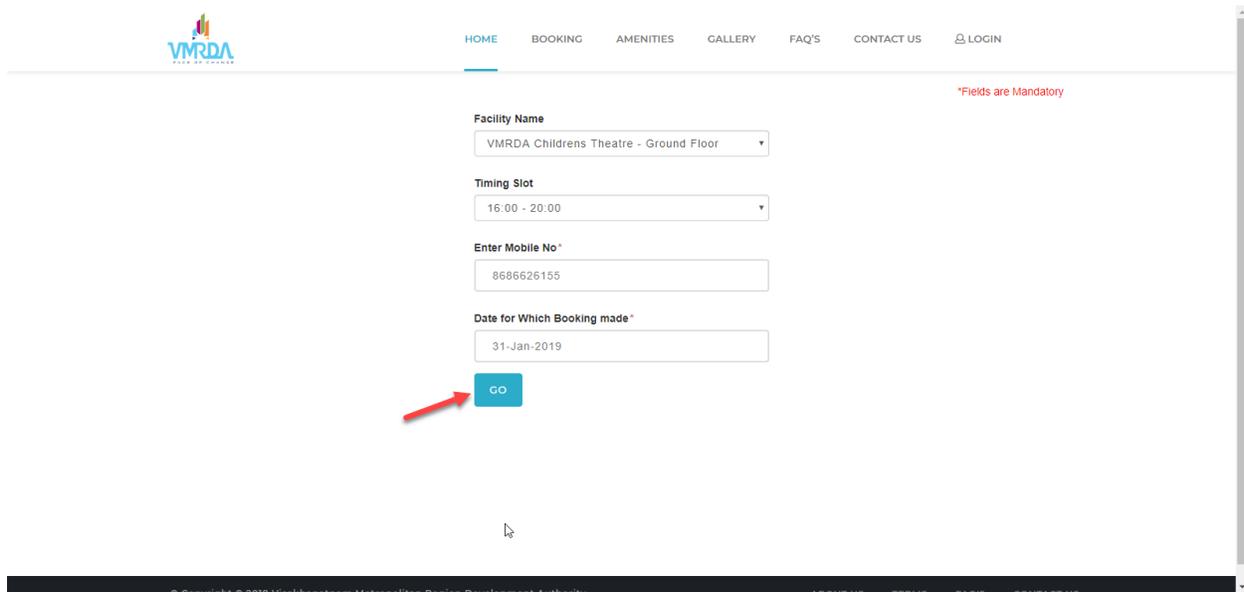
Figure 3.21

After clicking **GO,** if the details incorrect what the user has been provided it will shown as "**Incorrect Details**" as shown in figure 3.22
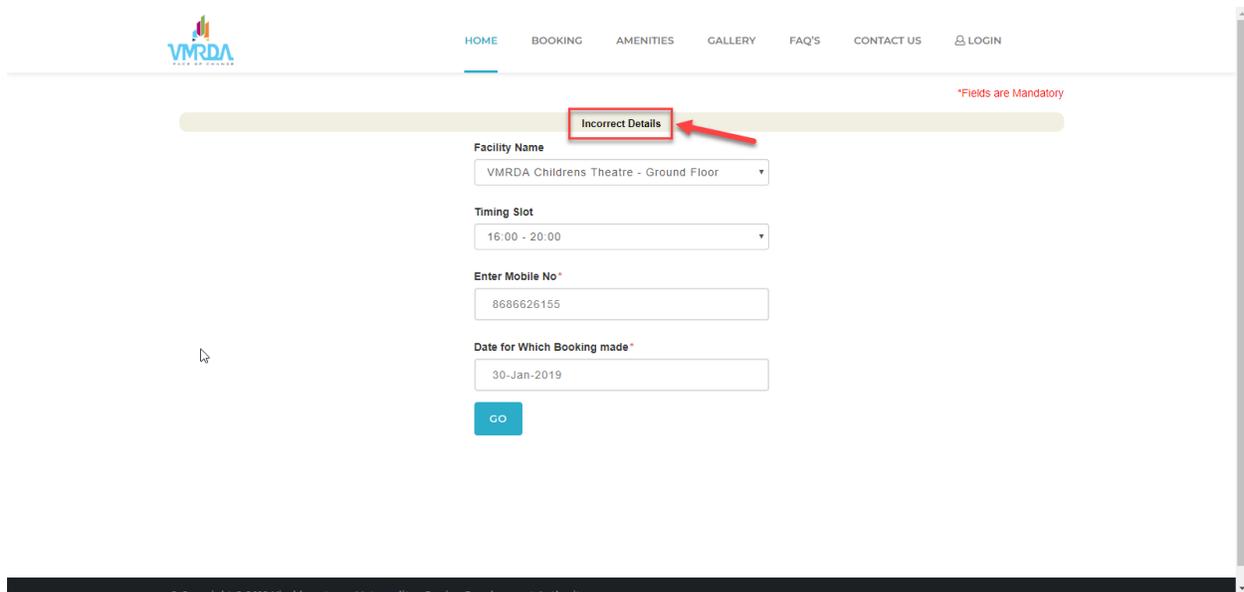
Figure 3.22

Otherwise the required are correct then it will be shown as **"Booking Reference Number is Sent to your Mobile successfully"** as shown in figure 3.23. And user will receive the booking reference number to their mobile number.
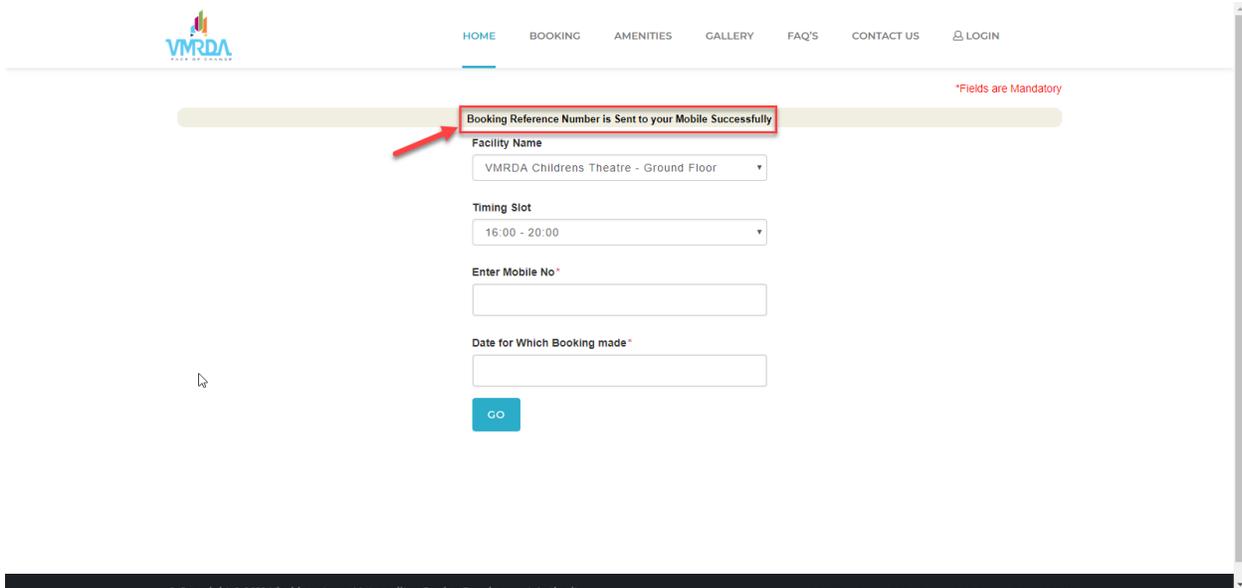
<div align="center">**Figure 3.23**</div>

Go to the cancellation page as shown in figure 3.18. and enter the booking reference number with the respective mobile number. After filling details click on the **GO** button as shown in figure 3.24.
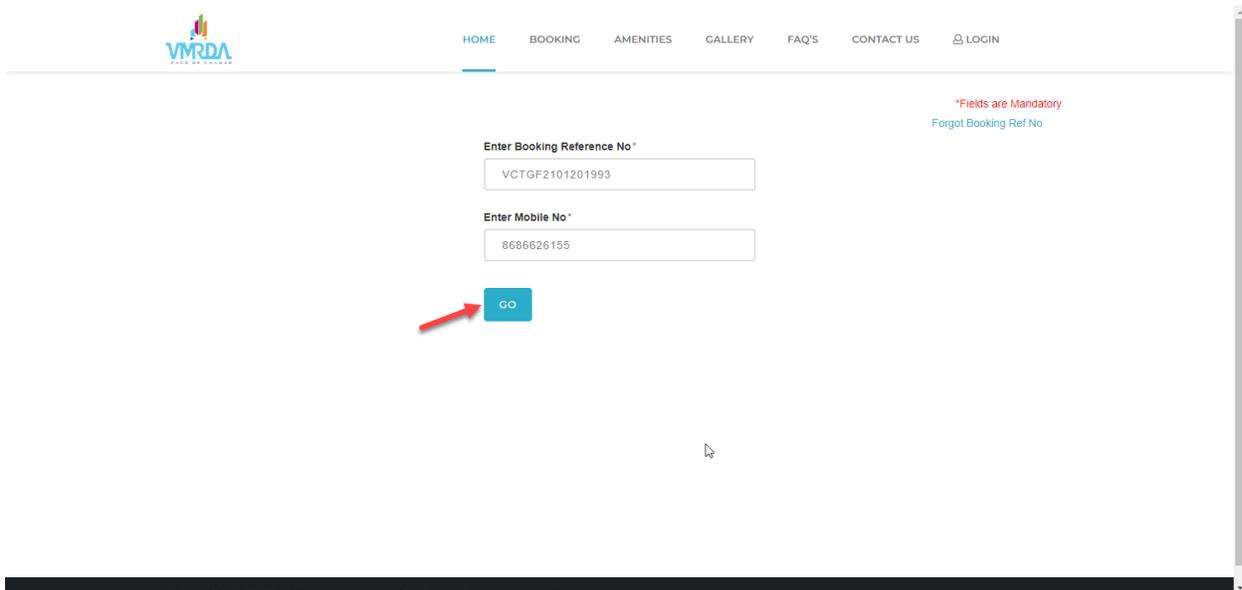
<div align="center">**Figure 3.24**</div>

In figure 3.24, while click on **GO** button user shall receive OTP (One Time Password) and page will be redirected as shown in figure 3.25.
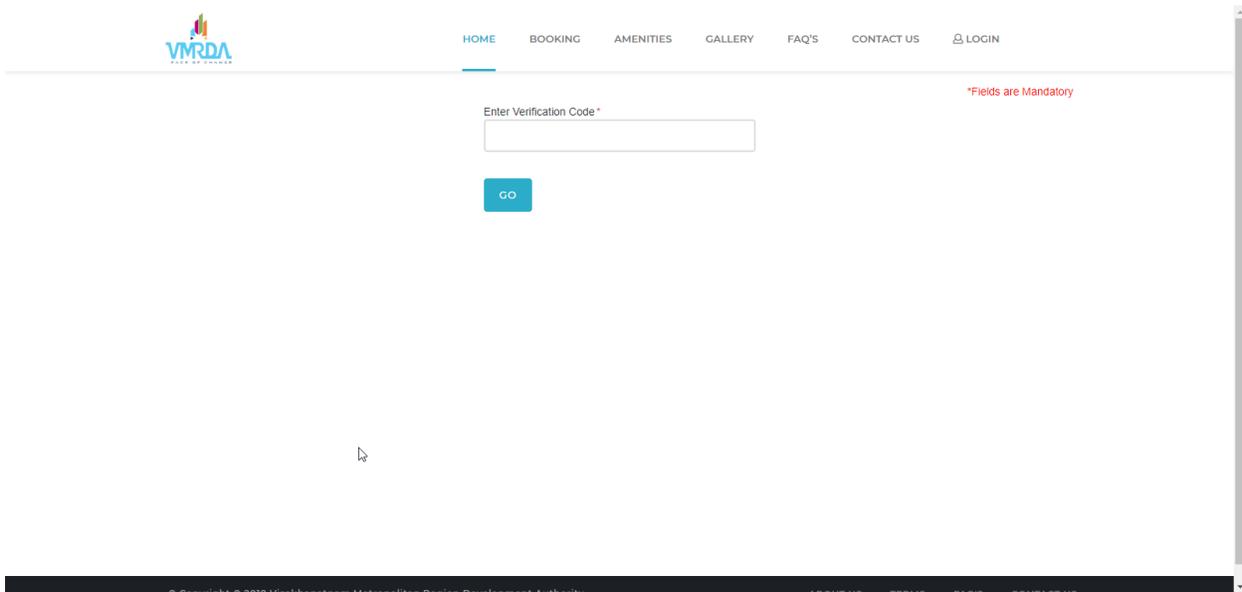
Figure 3.25

User will enter the verification code and then click on the **GO** button as shown in figure 3.26 for cancellation process.
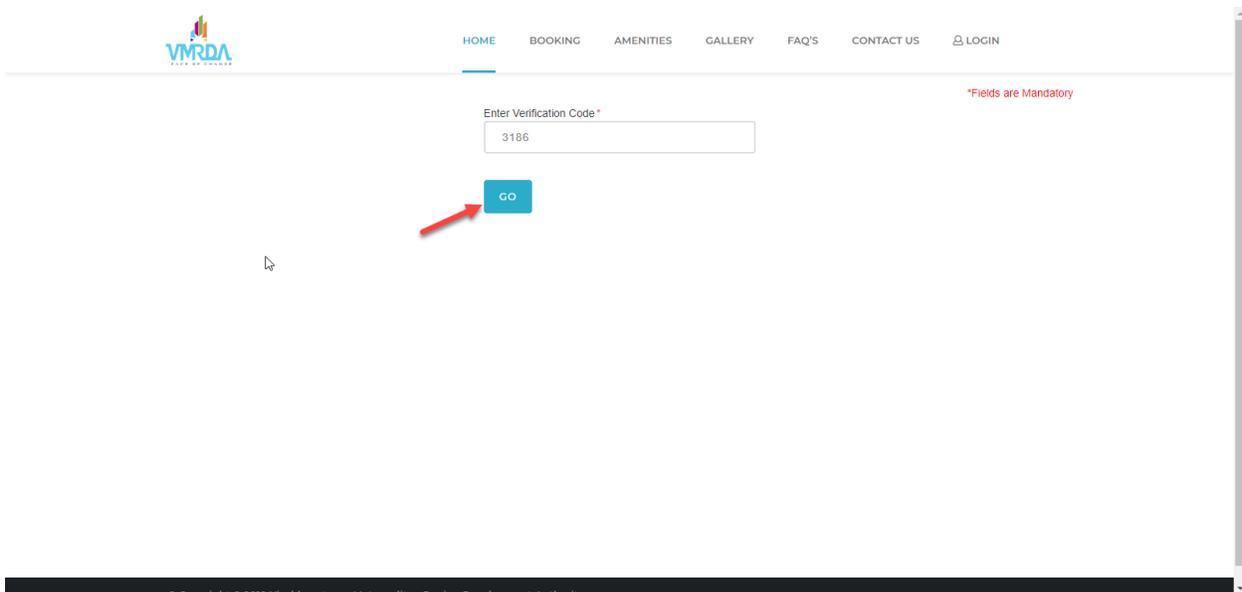
Figure 3.26

After clicking **GO** button it shows as **"Your Cancellation is under process, Refund process was initiated"** will be displayed in screen and user will receive a cancellation message to their mobile number cancellation mail to their email id and page will be redirected to Cancellation Page.

4. AMENITIES:

This application will shows you details of the children theatre.

1. VMRDA Children Theatre Infrastructure Details
2. Ground Floor
3. First Floor

VMRDA→ AMENITIES

In this Amenities page public can book know about the children theatre infrastructure.
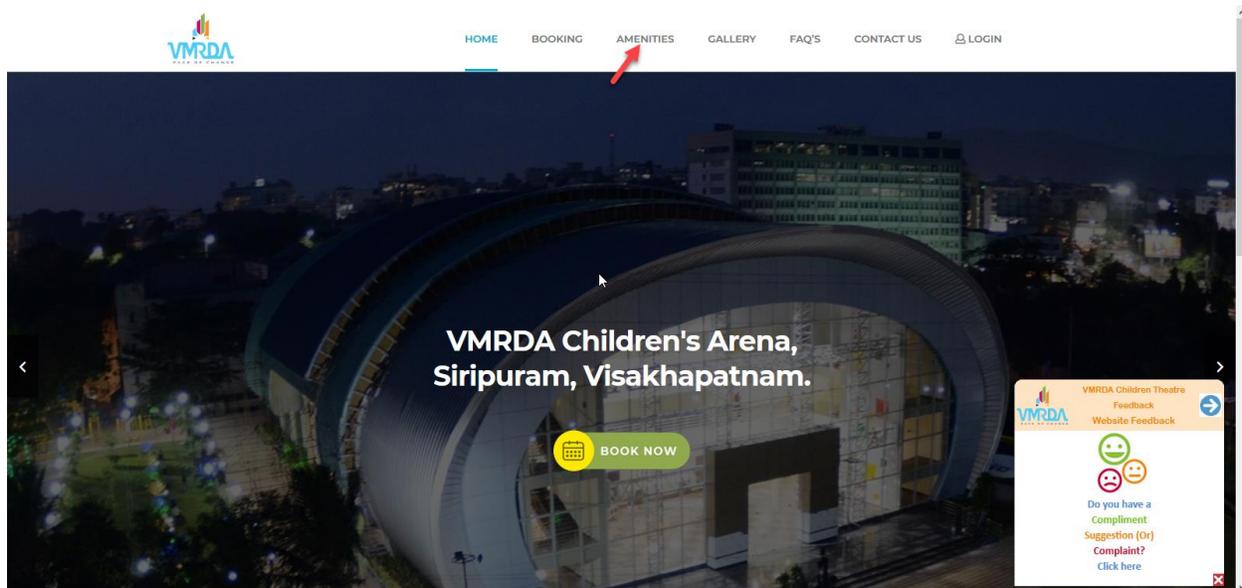
Figure 4.1

By clicking on Amenities, the amenities page will be redirected as shown in **Error! Reference source not found.**4.2.
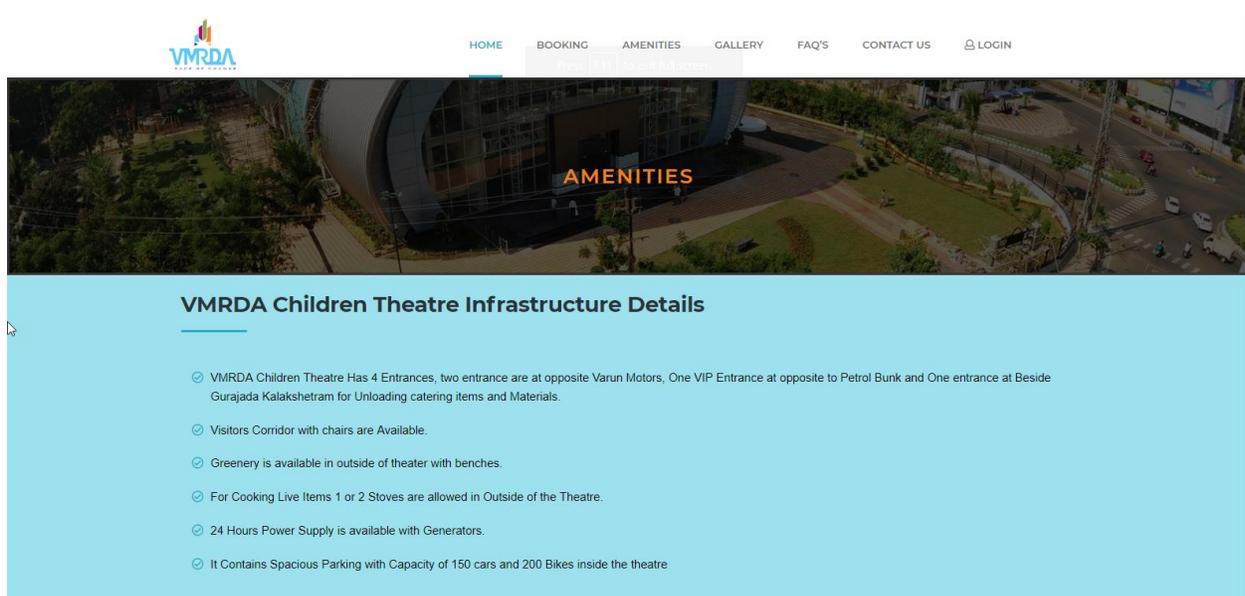
Figure 4.2

4.1 VMRDA Children Theatre Infrastructure Details:

It shows the total capacity of cars and bike parking and availability of corridor with chairs and 24 hours of power supply with generator.
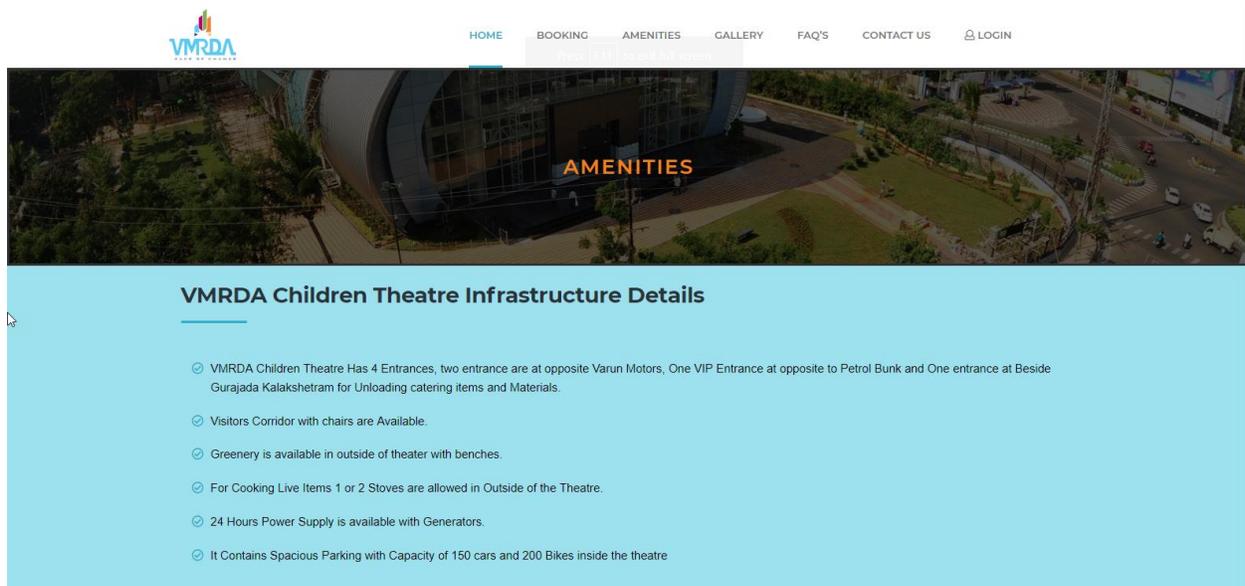
Figure 4.3

4.2 Ground Floor:

It shows total seating capacity and sound system and water facility and centralized AC and some others details are shown in figure 4.4

Ground Floor

- This floor Consist of 400 Seating capacity with plastic chairs and 4 sofas.
- It Consist of 2 sides corridor combined area.
- Sound system without DJ and Eco available.
- There is No Wi-Fi and internet Connections.
- There is Separate Sensor Toilets for Gents and Ladies with capacity of 8 members at a time.
- Contains Two green rooms with attached bathrooms.
- Contains Stage Lighting with Disco lights and color lights.
- There is a projector screen and connectivity but not having projector.
- Water facility is available in Venue but it is Bore water.
- Ground Floor is containing a centralized AC and also fans are available.

Figure 4.4

In ground floor there are some sample images are available in website as shown in figure 4.5

GROUND FLOOR DIAS

GROUND FLOOR HALL

GROUND FLOOR DINING AREA

GROUND FLOOR RECEPTION & LOBBY

AMPLE PARKING AREA

CHILDREN'S ARENA SIDE VIEW

OPEN GARDEN AND SITOUTS

GROUND FLOOR WASH ROOMS
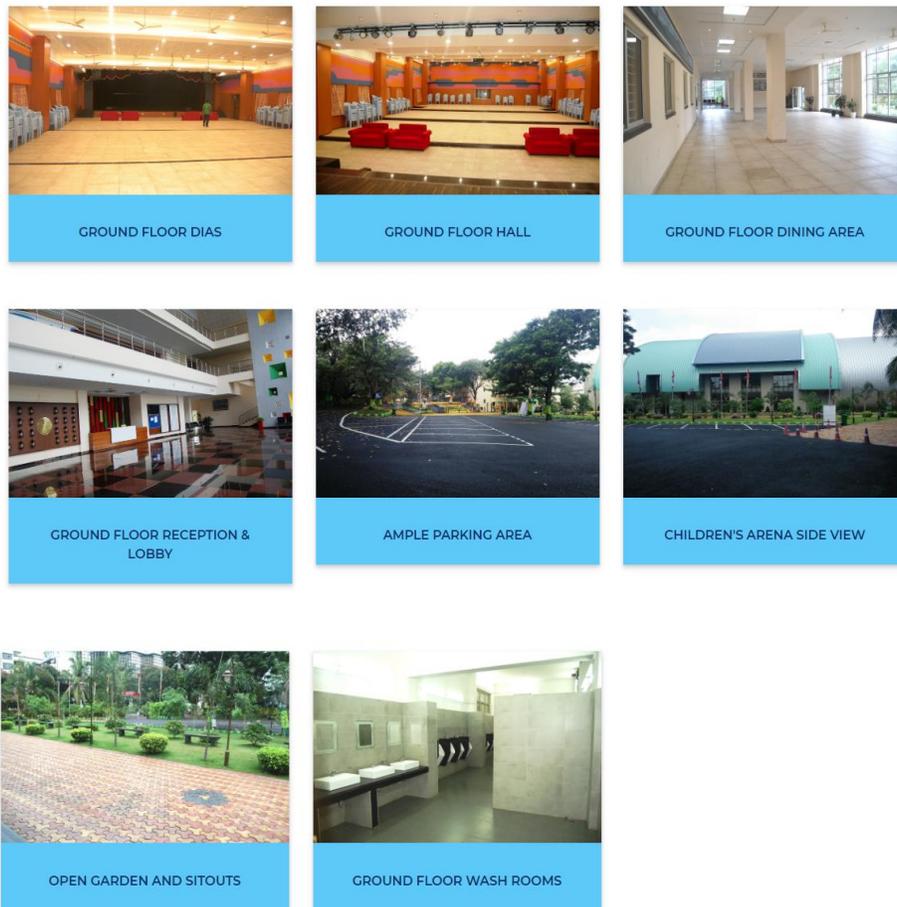
Figure 4.5

It contains Ground Floor Dias, Hall, Dinning Area, Reception & Lobby, Parking Area, Theatre side view and some others like open garden Area and Wash Rooms.

Click on the any of the Image, the image will be zoomed in as shown in figure 4.6

Figure 4.6

4.3 First Floor:

It shows total seating capacity and sound system and water facility and centralized AC and others details are shown in figure 4.7

First Floor:

⊘ It consists of 600 Seating capacity

⊘ Two green rooms and stage with attached bathrooms

⊘ There is no any inbuilt Sound system

⊘ Projector and USB connectivity is available in this floor.

⊘ No internet and Wi-Fi

⊘ Stage lighting is available in this floor

⊘ Stage lighting is available in this floor

⊘ There is Separate Sensor Toilets for Gents and Ladies with capacity of 8 members at a time.

⊘ Bore water available

⊘ This floor Contains Centralized AC

⊘ In first floor 13 Sofas are there on stage

⊘ Visiting corridors and 2 side corridors

Figure 4.7

In first floor there are some sample images are available in website as shown in figure 4.8

FIRST FLOOR SEATING

FIRST FLOOR SEATING

FIRST FLOOR SEATING

FIRST FLOOR SEATING

FIRST FLOOR DIAS WITH FLOOR LEVEL CURTAINS

FIRST FLOOR DINING AREA

FIRST FLOOR ENTRANCE & LOBBY

FIRST FLOOR CARRIDOR
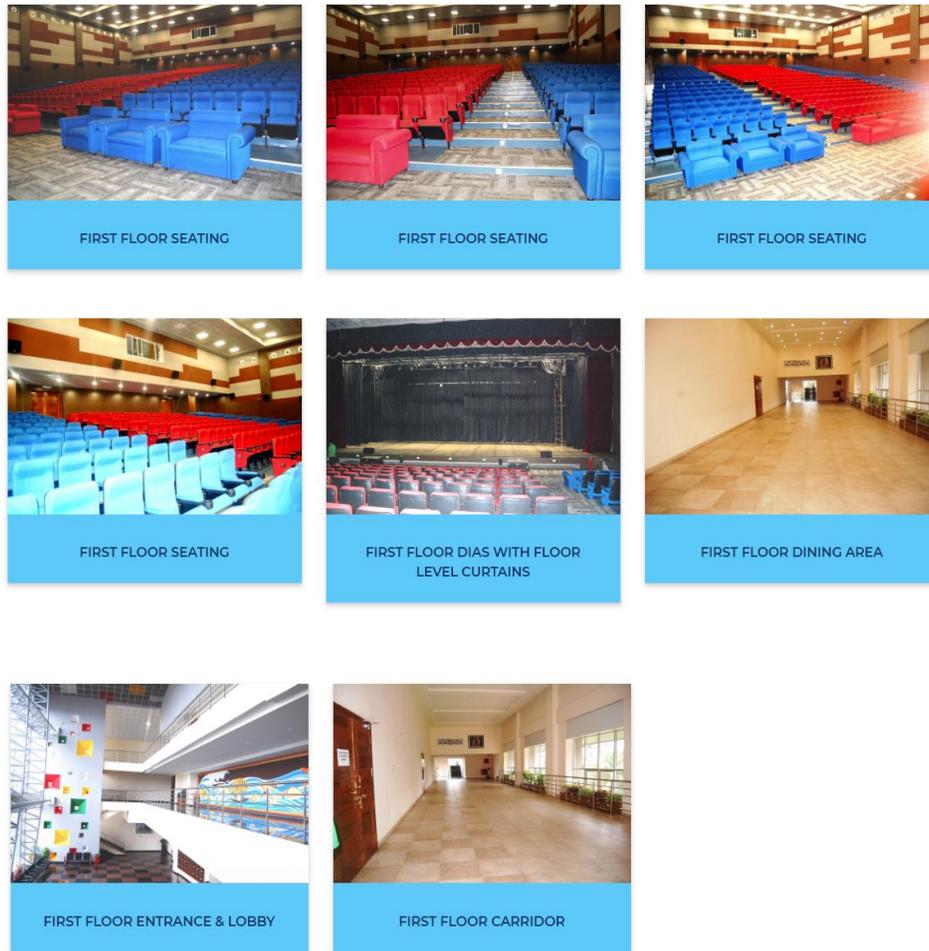
Figure 4.8

In first floor it contains Seating, Dias with floor level curtains, Dinning area, Entrance & Lobby and Corridor.

Click on the any of the Image, the image will be zoomed in as shown in figure 4.9
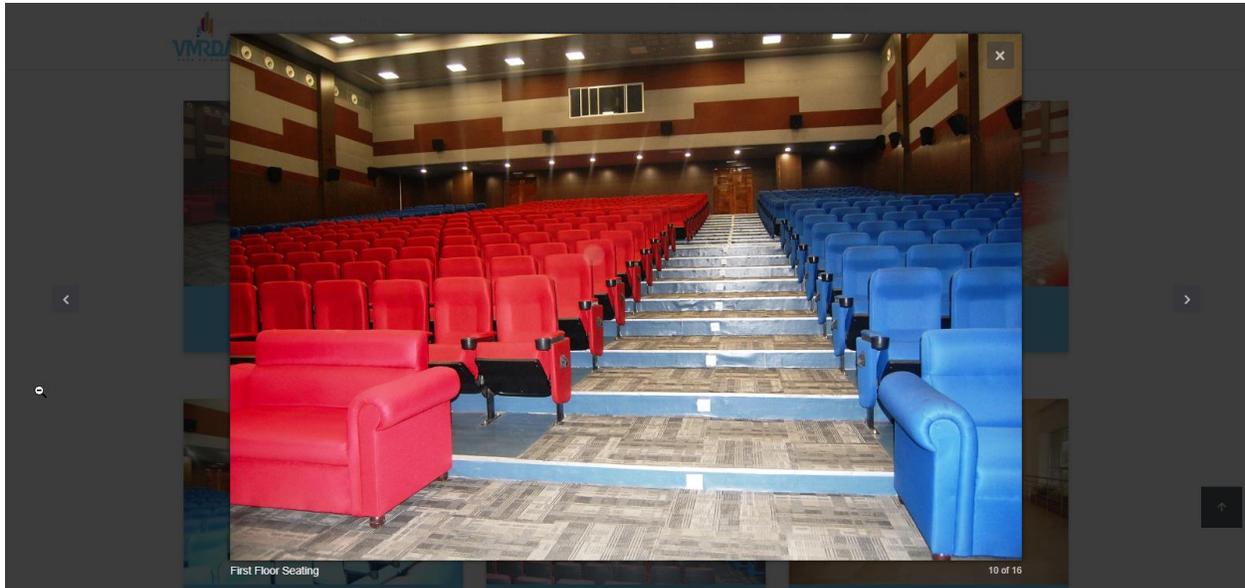
Figure 4.9

5. FAQ'S:

VMRDA→ FAQ'S

Frequently asked Questions for public has been provided the FAQ'S section.
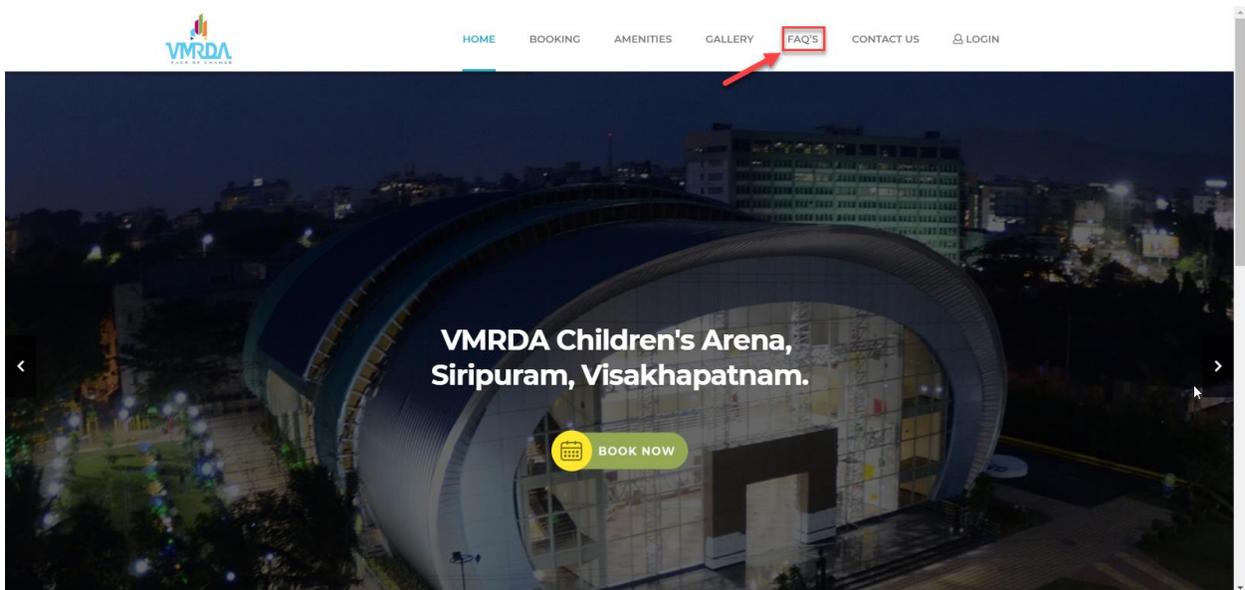
Figure 5

By clicking on FAQ'S, the page will be redirected as shown in **Error! Reference source not found.**5.1.
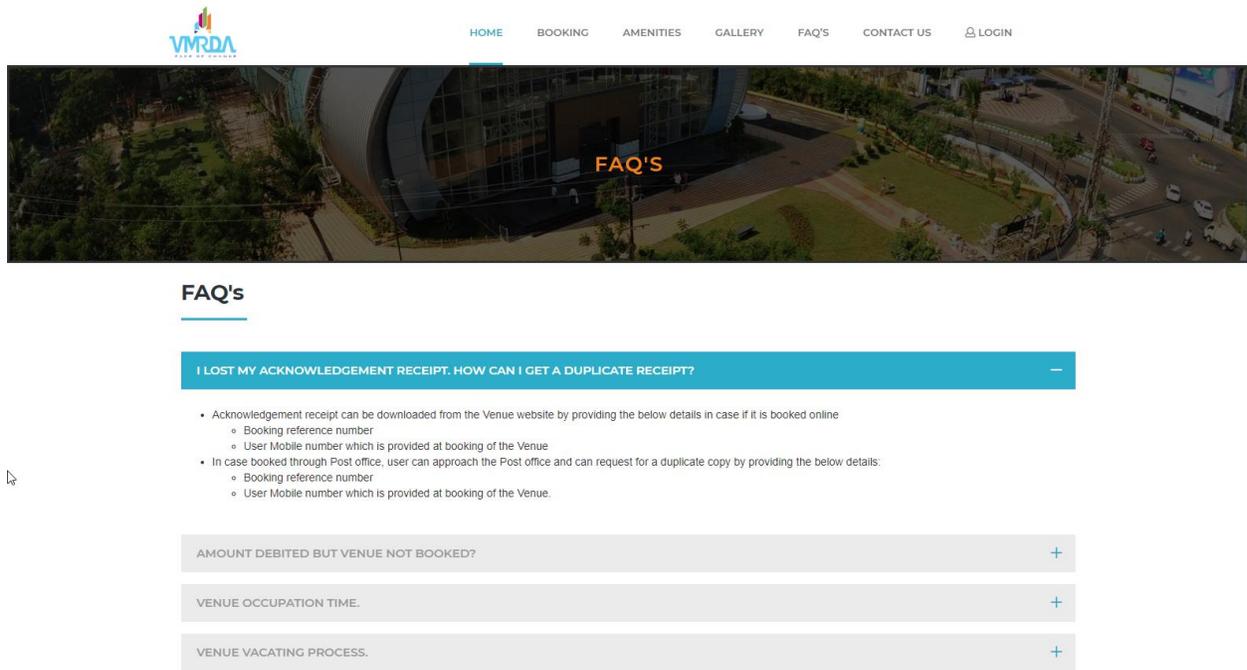
Figure 5.1

Public can click on the ☐ plus icon it will be expand and it shows the brief description about the category. If user clicks on the ☐ minus icon the details will be collapsed.

6. CONTACT US:

VMRDA→ CONTACT US

Contact information of the VMRDA.
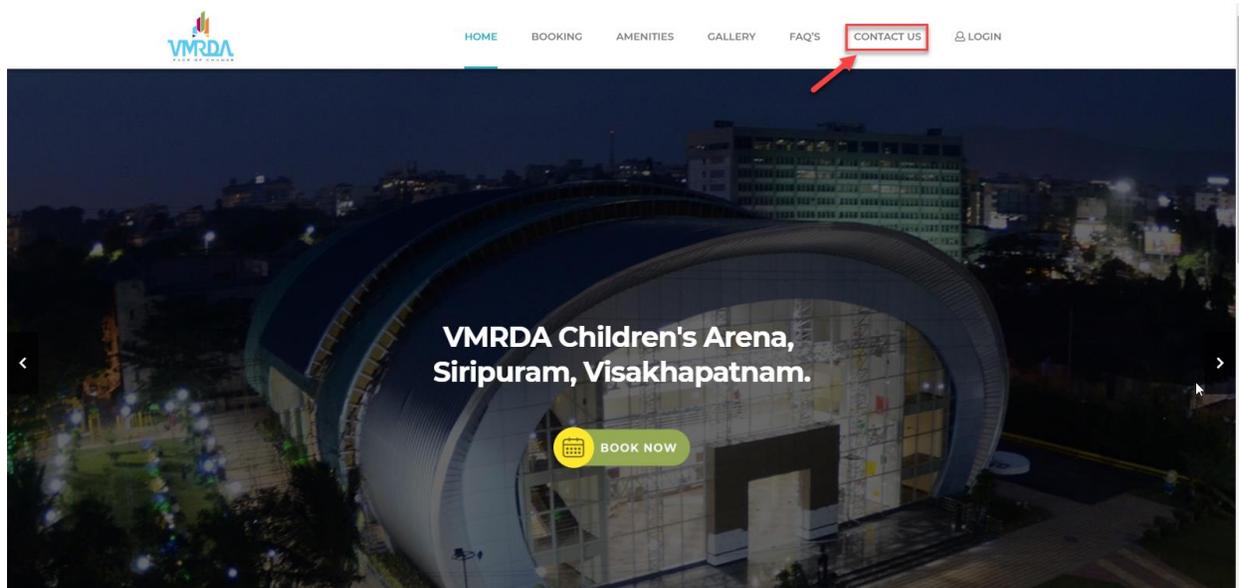
Figure 6

By clicking on FAQ'S, the page will be redirected as shown in **Error! Reference source not found.**5.1.
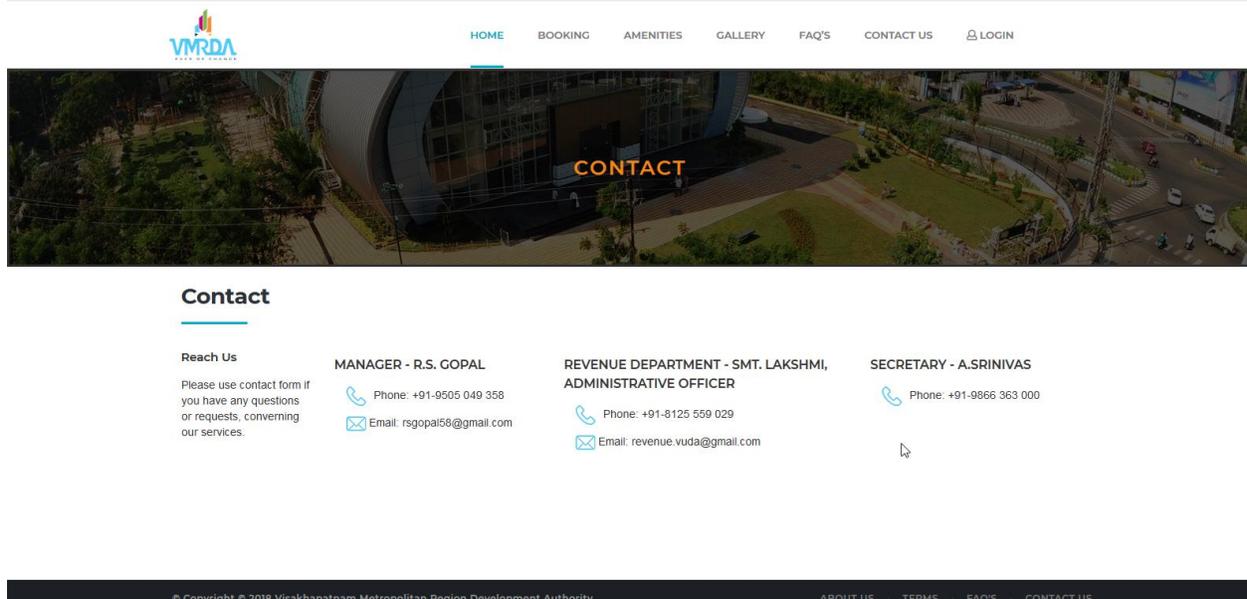
Figure 6.1

If public have any queries or enquiry regarding VMRDA booking, then public can contact to the VMRDA as shown in figure 6.1.

7. REGISTRATION SCREEN:

Public can register from the VMRDA online facility booking application.
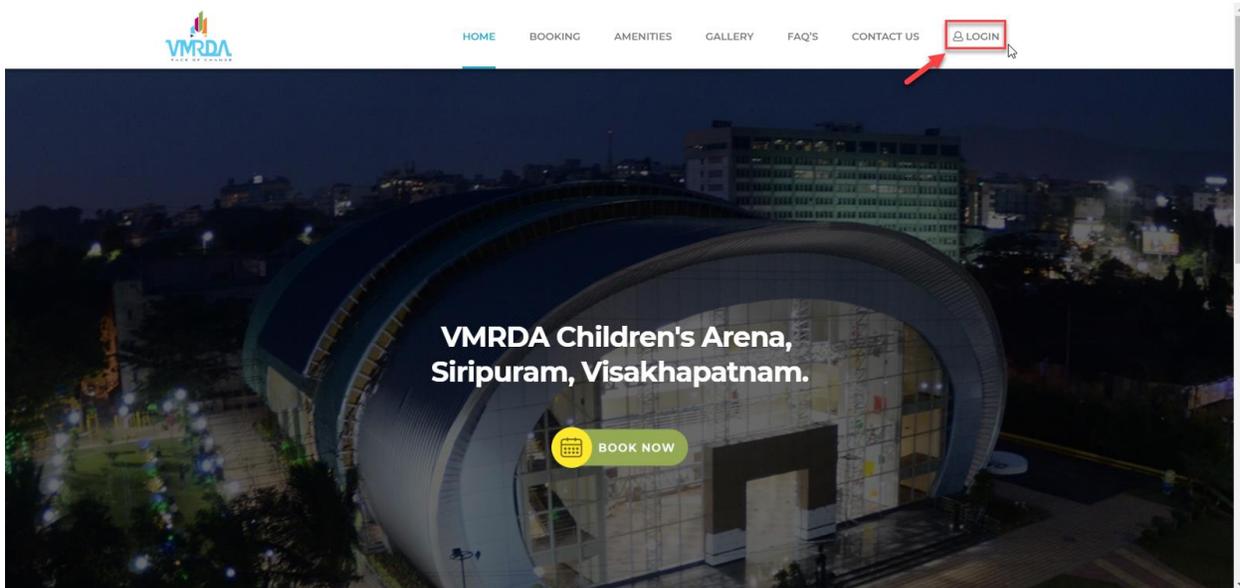
Figure 7

Before registration click on the **Login** icon as shown in figure 7 and it will be redirected to login page as shown in figure 7.1
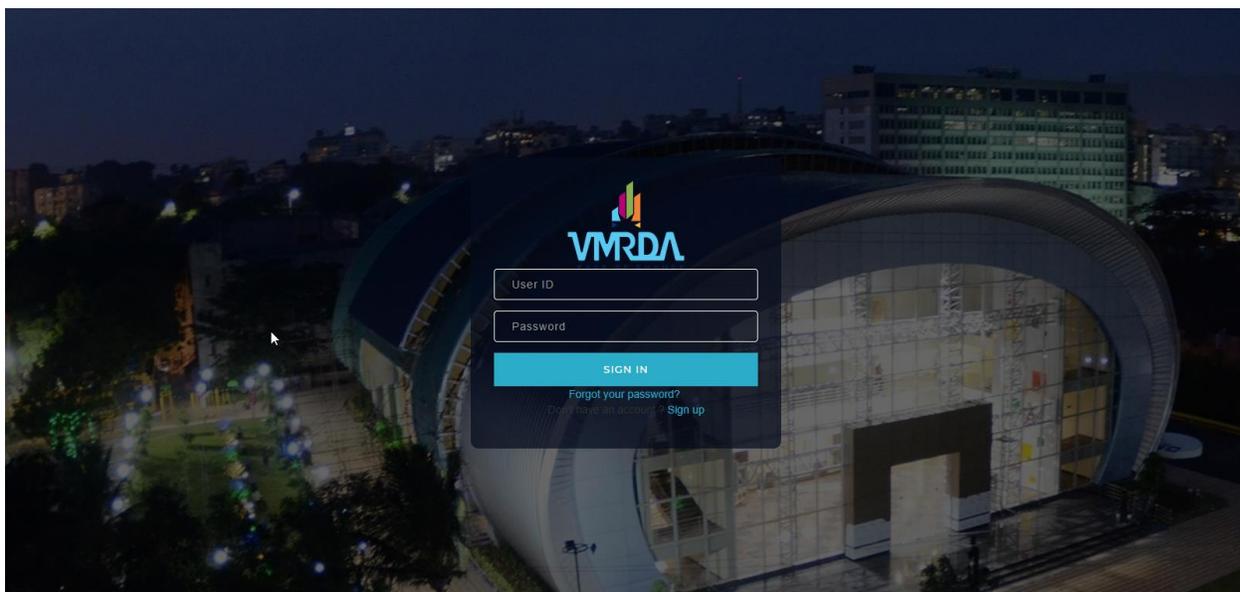
Figure 7.1

Click on the **Sign UP** button for the registration as shown in figure 7.2
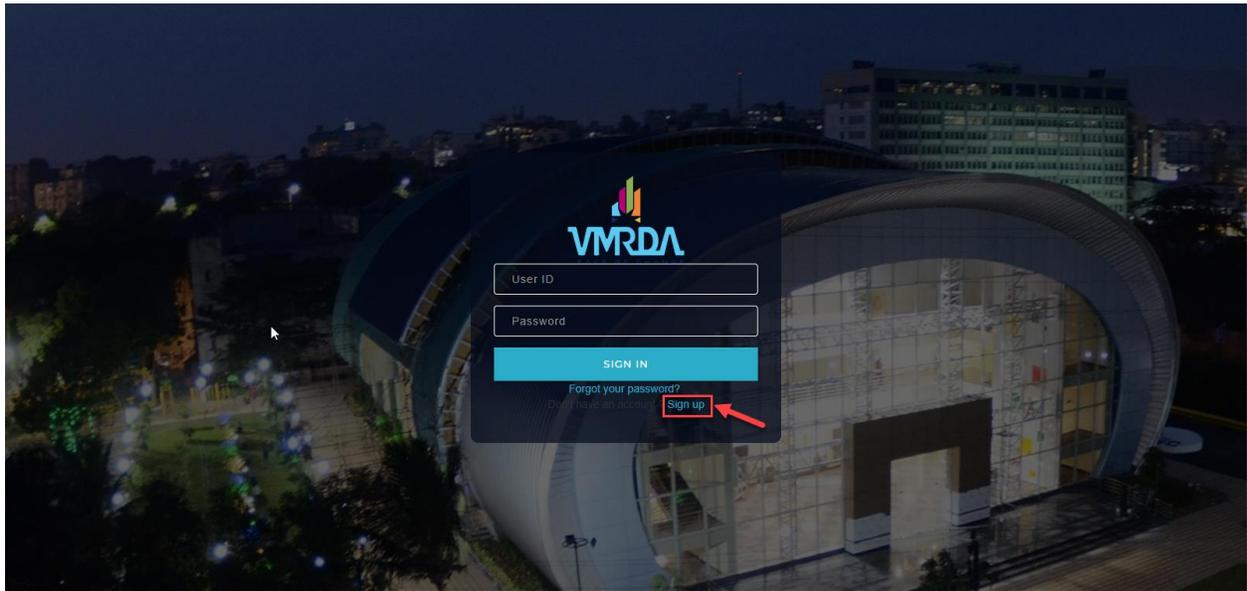
Figure 7.2

Click on the **Sign Up**, it will be redirect to the registration page as shown in figure 7.3
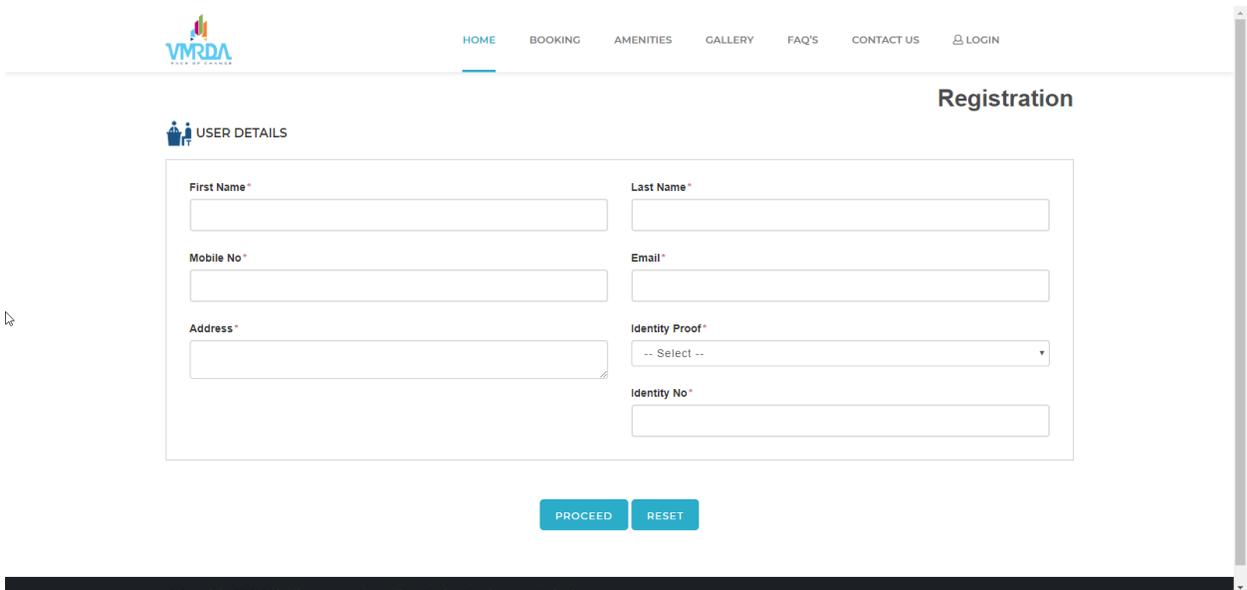
Figure 7.3

In figure 7.3, fill the all required details such as Name, Mobile Number, Email ID, Address, Identity card selection and its number.
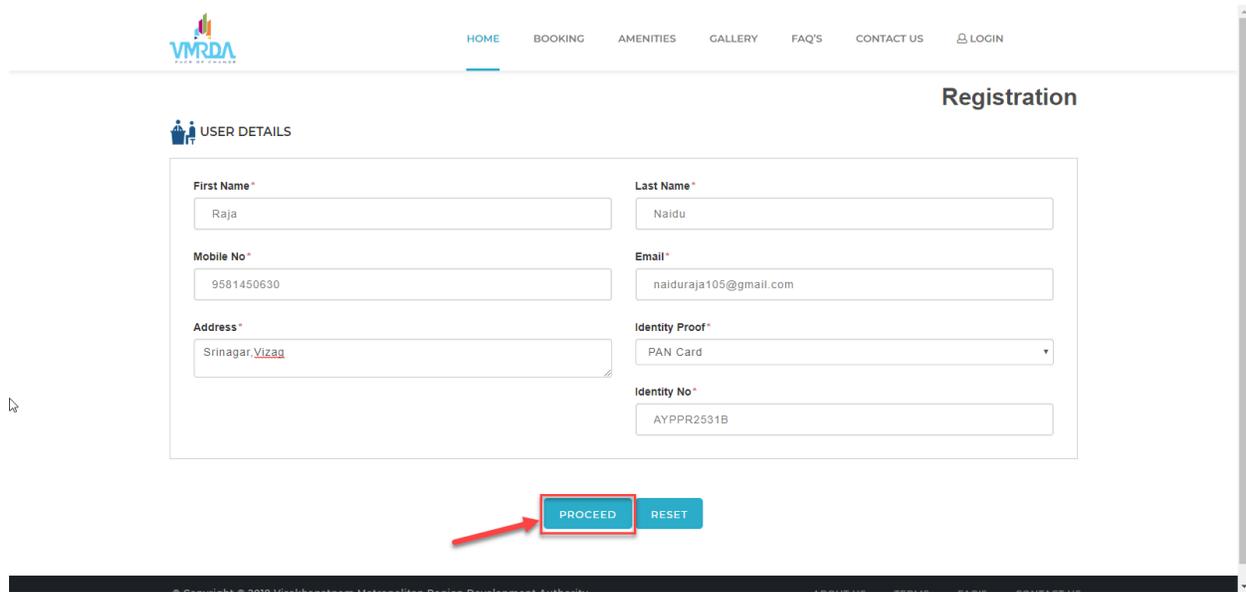
Figure 7.4

After filling details click on the **PROCEED** button as shown in figure 7.4.

Once the details saved then a message **"Registration Completed Successfully..!!"** will be displayed at the top of the screen as shown in 7.5 and user will receive username and password to their email id and SMS to given mobile number.
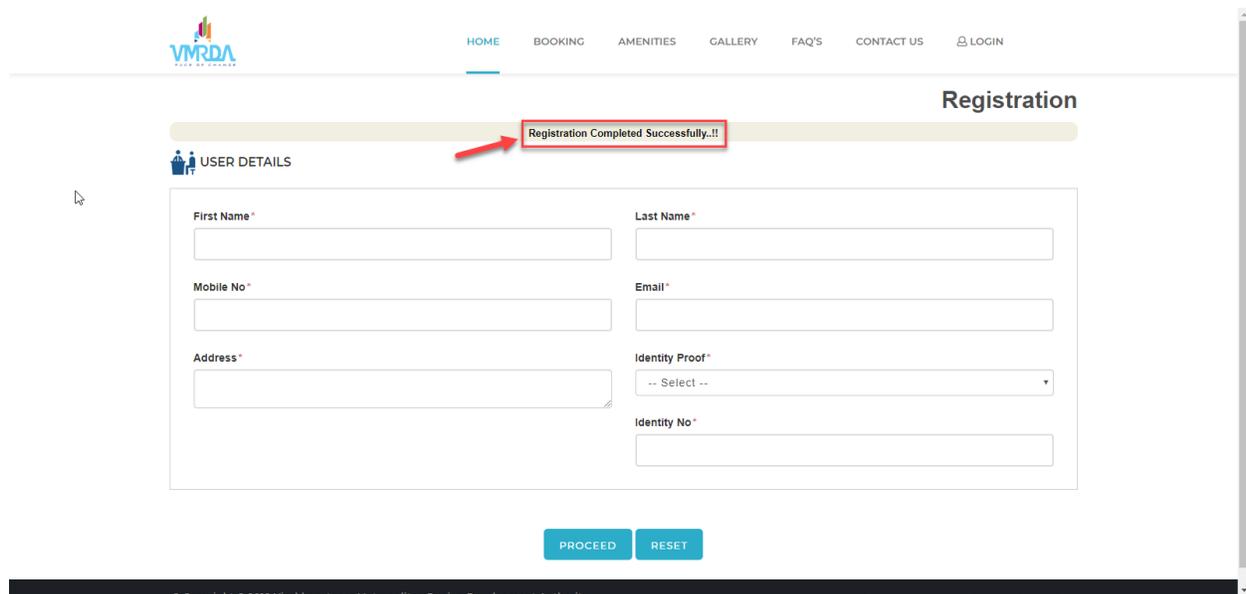
Figure 7.4

8. FORGOT PASSWORD:

If the user forgot his/her password then the user can click on Forgot Password link, so that the page will be redirected to "**Forgot Password**" screen as shown in figure 8.1
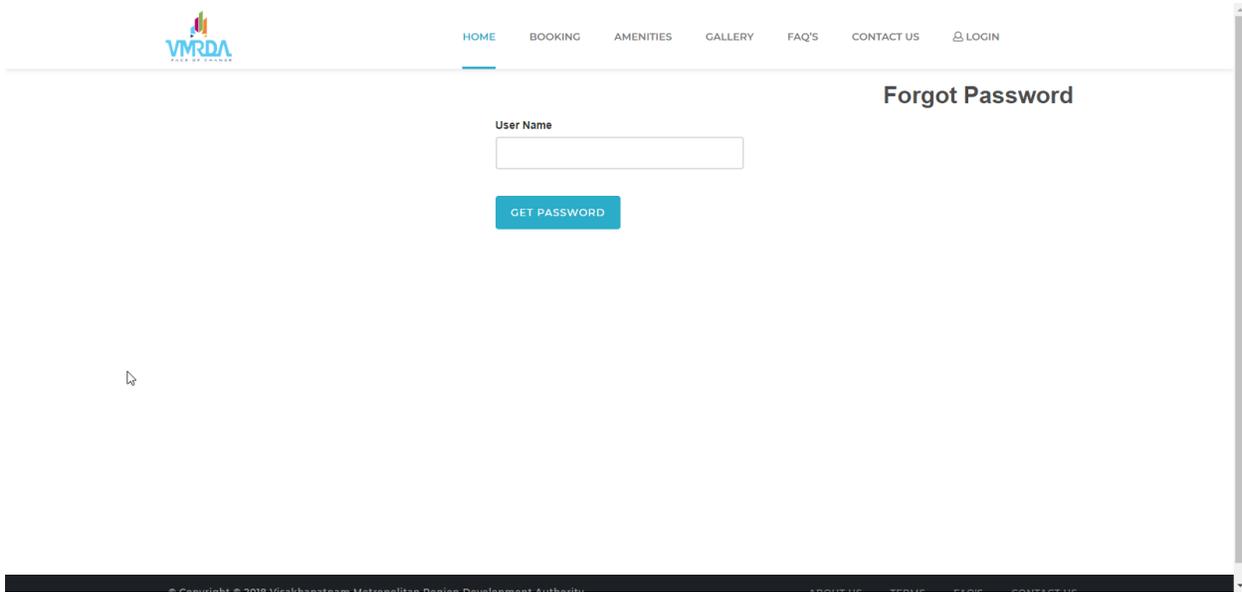
Figure 8.1

Here user name is your mobile number. Enter your mobile number in the text box and then click on the **GET PASSSWORD** as shown in figure 8.2
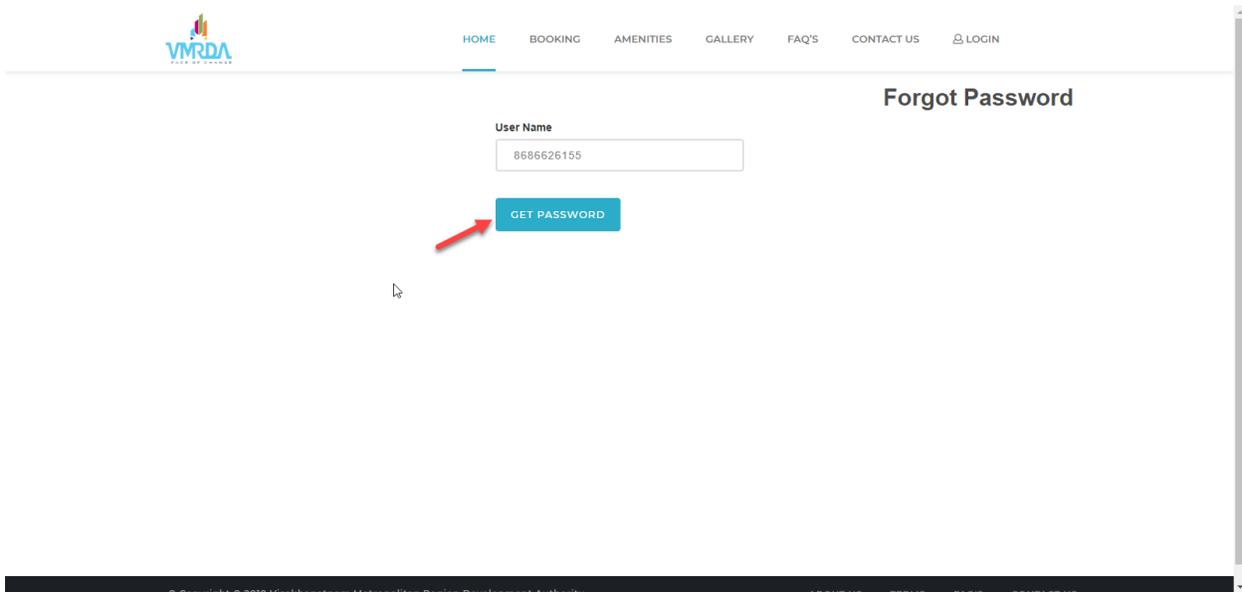
Figure 8.2

After clicking **GET PASSWORD** button it shows a message on top of the screen as **"Your new password was successfully sent to your mobile no !"** and user will receives a password message to their mobile number as shown in figure 8.3
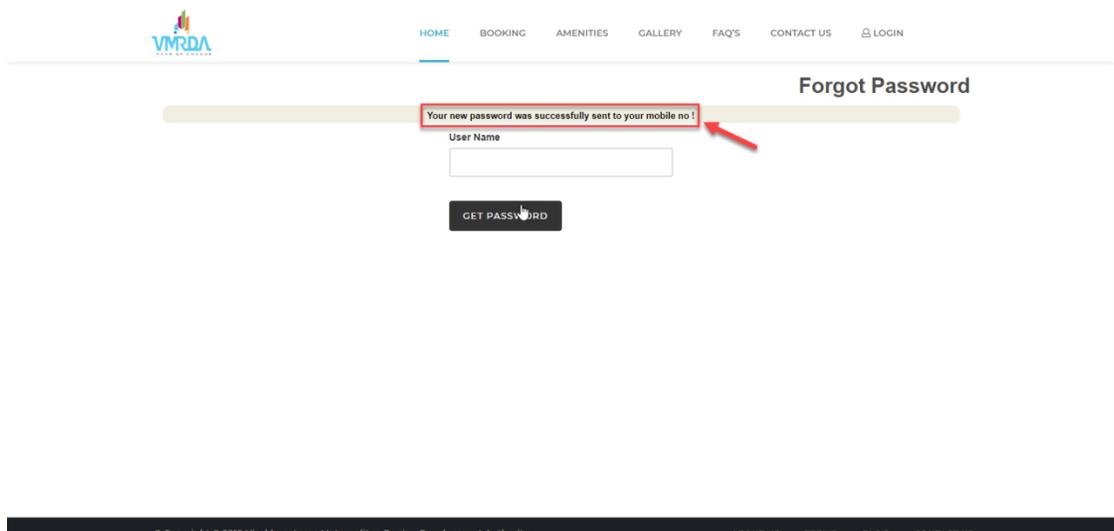
Figure 8.3

9. LOGIN SCREEN:

Users can access the web application from above url. Once the page was opening it will ask to login with valid credentials. Below screen will show you the login screen.
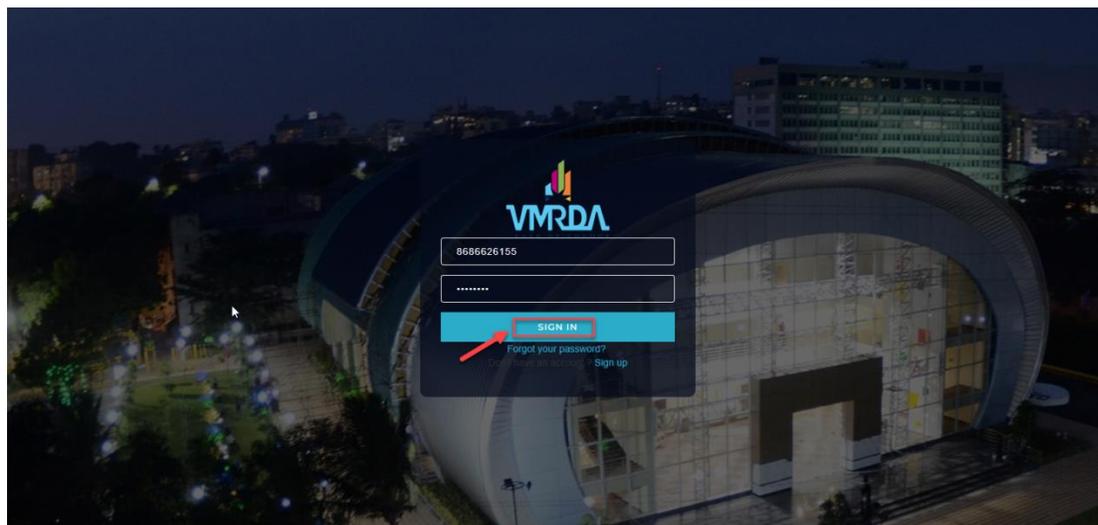
Figure 9.1

In figure 9.1, click on the **SIGN IN** button, public can access their account.

9.1 Welcome page:

Authenticated users will login and below screen will appear.
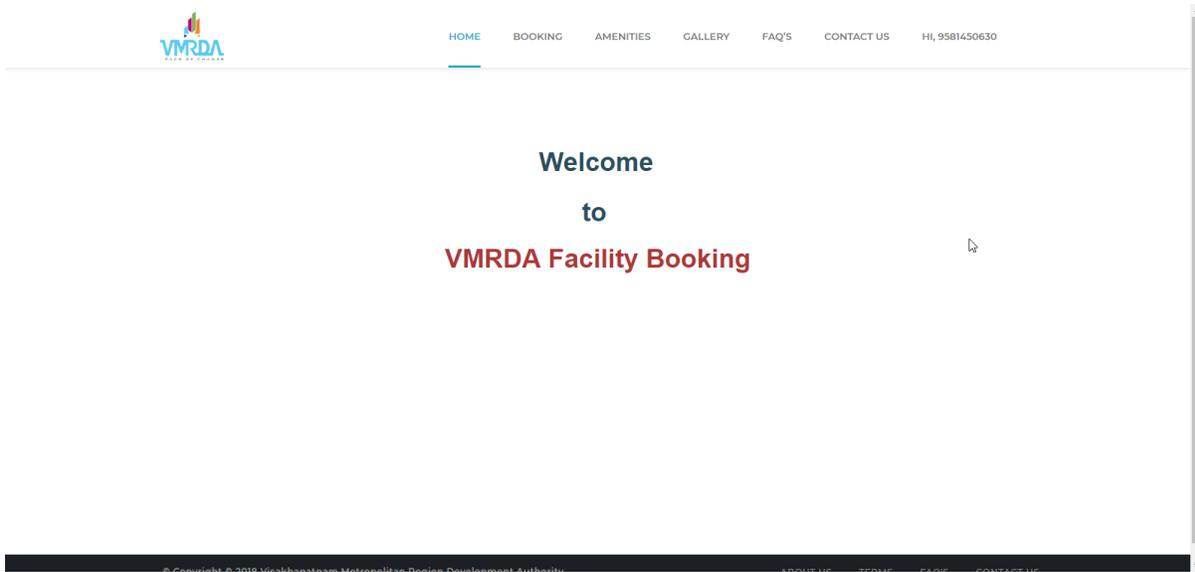
9.2 My Bookings:

Here user knows their booking status of the VMRDA. After login the user, they can see their booking status in **MY BOOKINGS** tab as shown in Figure 9.3
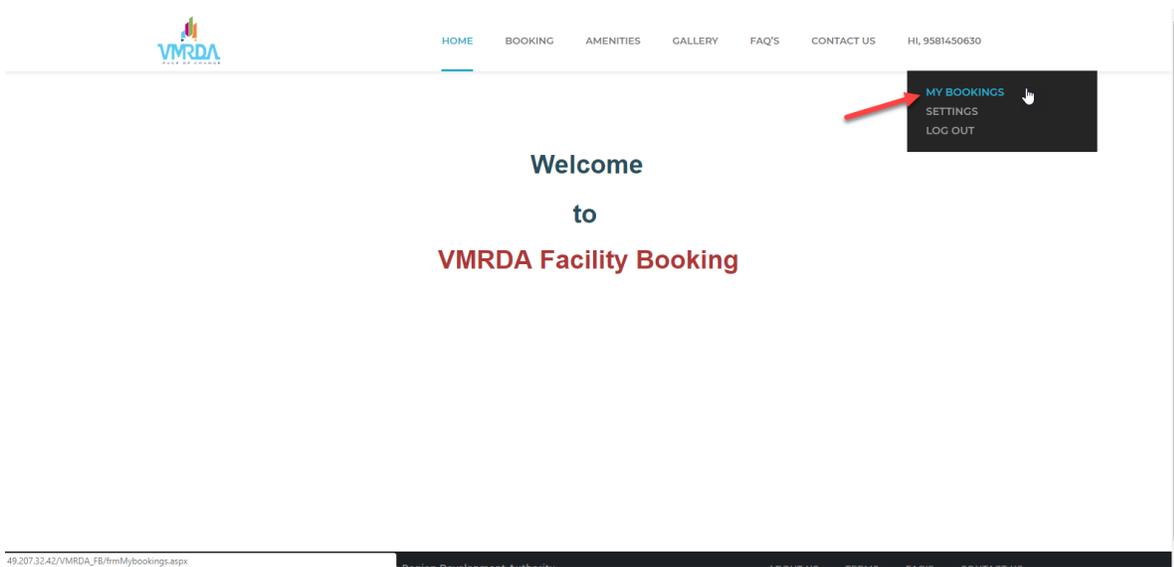
Figure 9.3

The **My Booking** option will be enable to place the mouse at "**Hi, Mobile Number**" as "**Hi, 9986458930**" public can see the booking history.

After clicking on **MY BOOKINGS** option page will be redirected as shown in figure 9.4

Figure 9.4

In figure 9.4, it shows booking reference number, facility name, booking date, event start date & end date, category name, amount with GST and booking status.

Here public can click on the Ref No, then page will be redirect to online booking receipt as shown in figure 9.5

Figure 9.5

Click on the Reference Number page will be redirected to online booking receipt page as shown in figure 9.6

Venue Allotted Successfully.
Please take print out before you leave this page and produce the same to the Venue Manager for Occupation.

Visakhapatnam Metropolitan Region Development Authority
Online Booking receipt for VMRDA Childrens Theatre - First Floor, Visakhapatnam

Application Details:

Application Reference No	: VCTFF2201201995
GSTIN Number	:
Venue Name	: VMRDA Childrens Theatre - First Floor
Date of Booking	: 22-Jan-2019
Function On	: 25-Feb-2019 08:00 - 14:00
Function Name	: General Public

Contact Person Details:

Name	: RAJA NAIDU
ID Type	: PAN CARD
ID No.	: AYPPR2531B
Mobile No	: 9581450630
Purpose	:

Amount Paid Particulars: Amount Paid

Total Amount	: Rs.₹89,000.00
	(Eighty Nine Thousand Rupees only)
GST(CGST+ SGST)	:₹ 9000
	(Inclusive of Total Amount)
Security Deposit:	: ₹30,000.00
	(Thirty Thousand Rupees only)

Manager Contact Details:

Manager Name:	: Krishna Mohan
Mobile No:	: 8008156897

Fee Particulars:

Type	Amount	CGST (9%)	SGST (9%)	Total Tax
Rent	50000	4500	4500	59000
Water Charges	0	0	0	0
Security Deposit	30000	0	0	30000
Total Amount	80000	4500	4500	89000

Figure 9.6

If user cancelled their venue, the cancel record will be shown in MY BOOKING section with status as cancelled as shown in figure 9.7
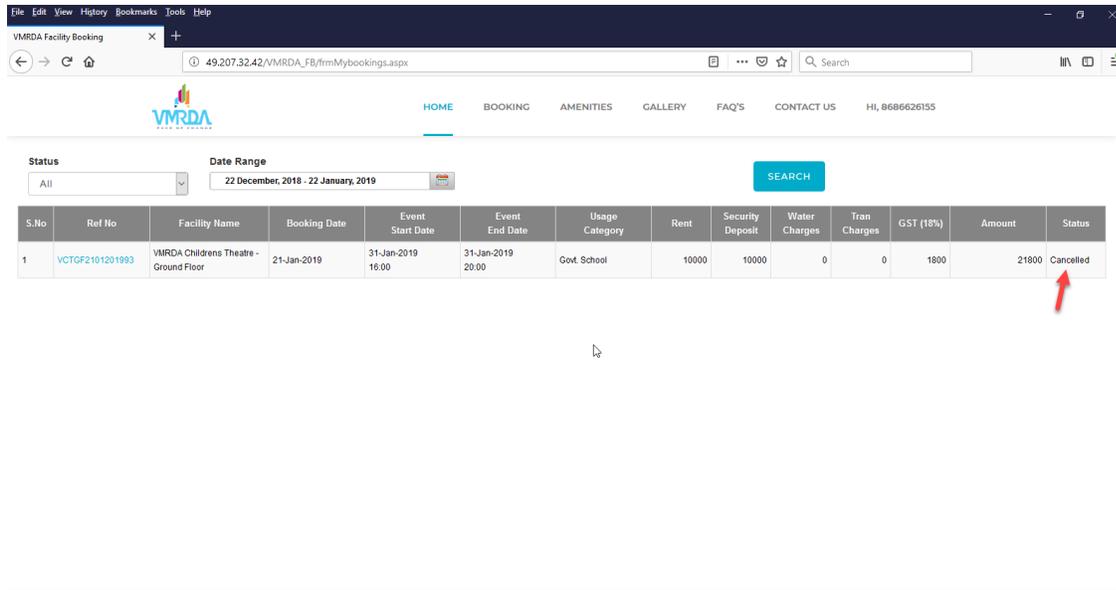
Figure 9.7

**<u>Note:</u>**

1. If the user want to check the records based the status as (Success, Failure, Cancel) will be selected as shown in figure 9.8

2. Also user can checks the records using date selection as shown in figure 9.8
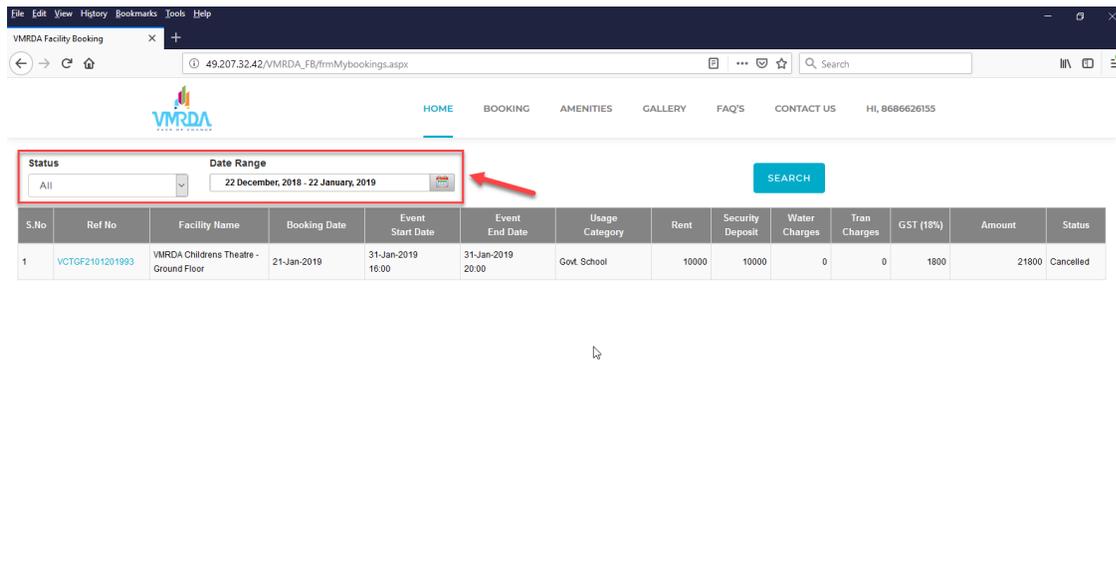
Figure 9.8

In figure 9.8, user can select status of the record or date selection, after selecting user can click on the

**SEARCH** icon, the records will be shown as figure 9.9
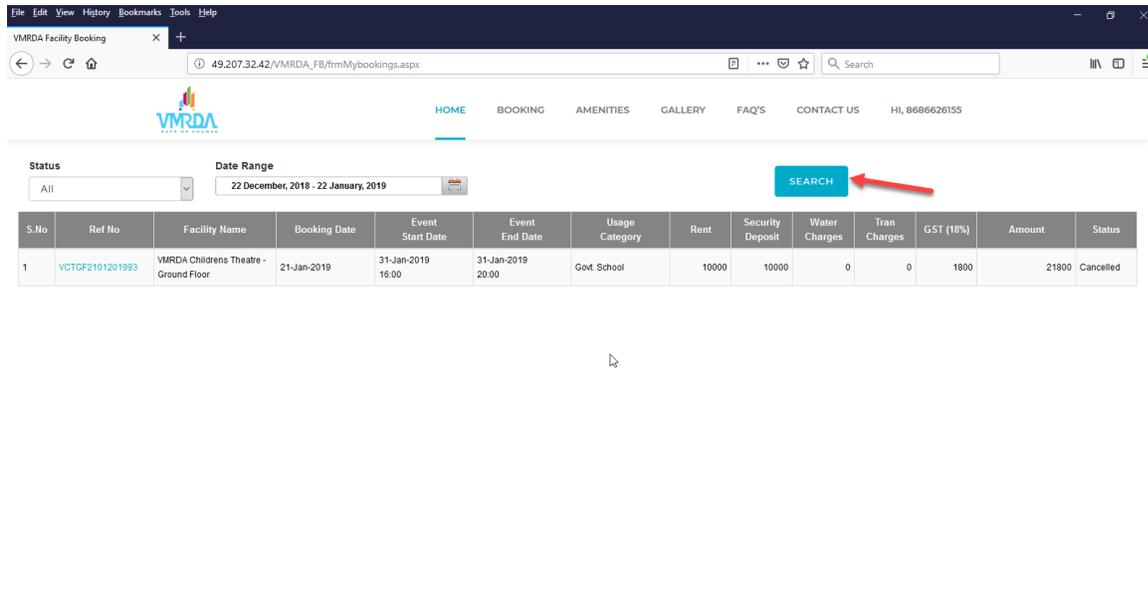
Figure 9.9

While clicking on **SEARCH** icon records will be displayed as shown in figure 9.10
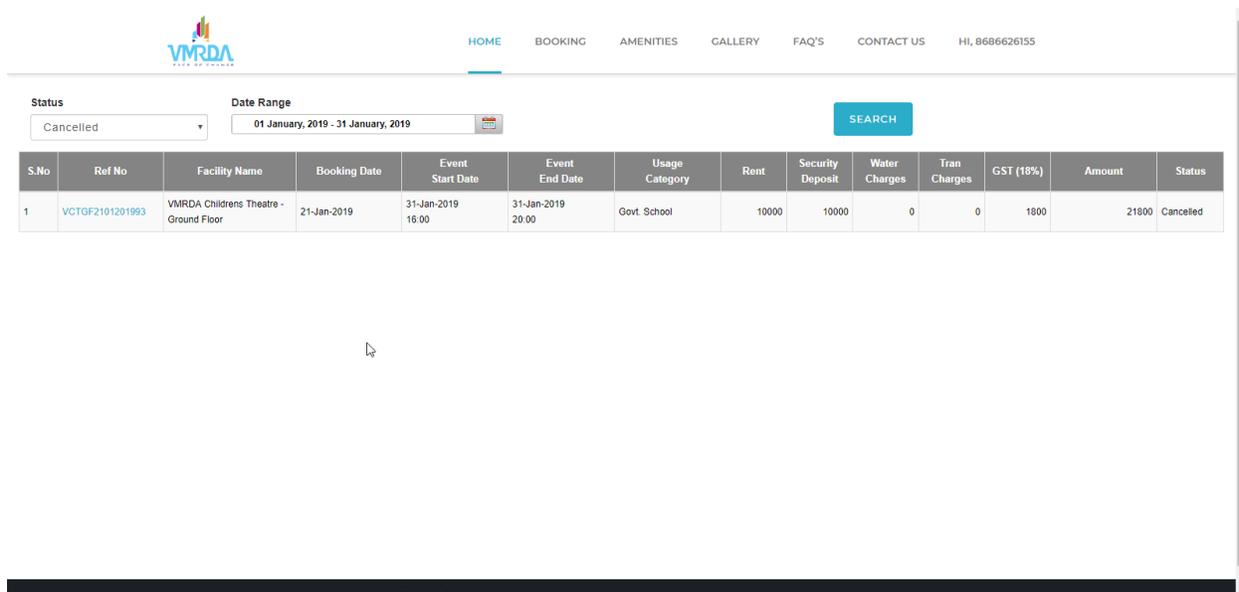
Figure 9.10

10.   Change Password:

If the user wants to change their password then the user can click on the **Settings** as shown in figure 10.1
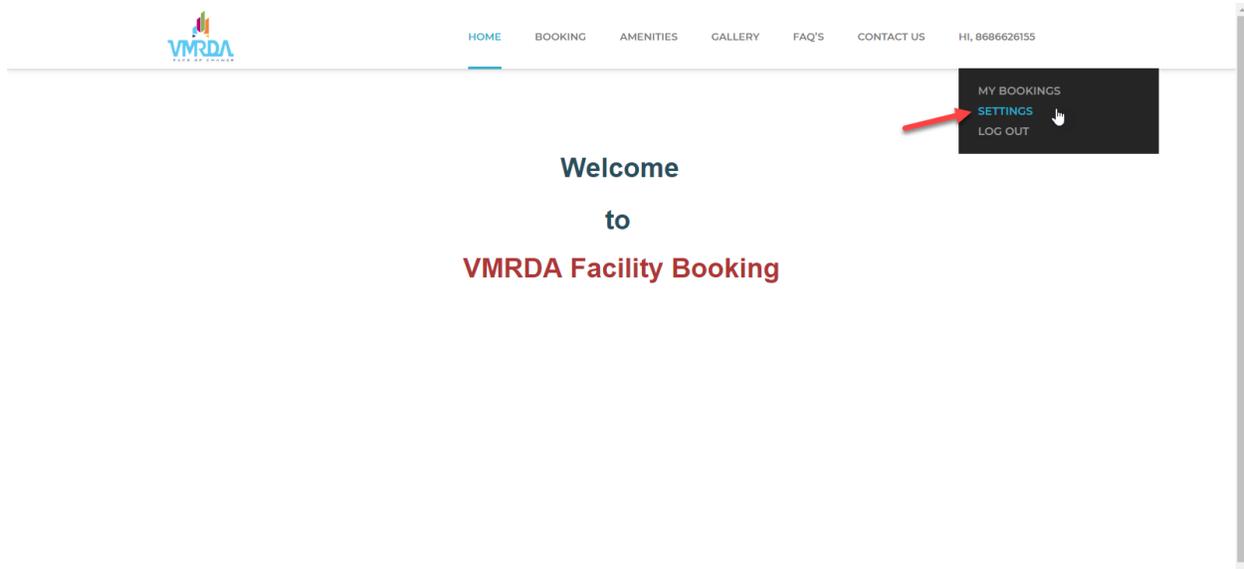

Figure 10.1

Click on the **SETTINGS** and it will be redirected to change password page as shown in figure 10.2
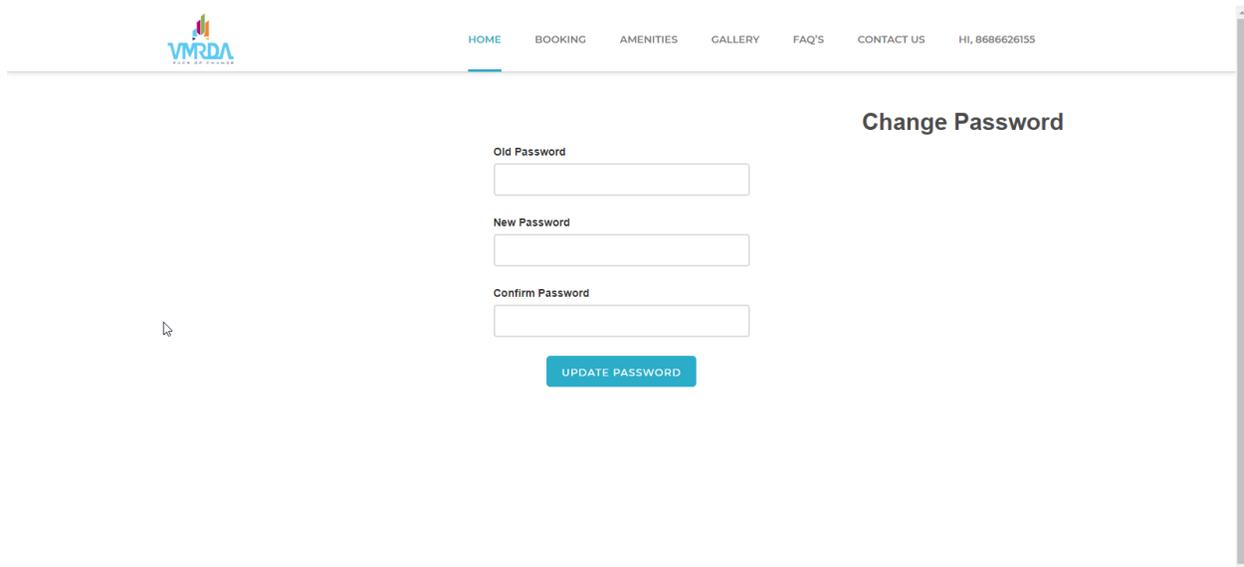

Figure 10.2

In the above screen i.e., Figure 10.2, the user can change his/her password by entering all the details like old password, new password, confirm password and click on "**UPDATE PASSWORD**" button. If all the fields are entered and validation done properly then new password will be reset and can use that new password for Login.