

## **HOSPITALITY ONLINE PROCEDURE FOR RESERVATION OF ROOMS/CONFERENCE HALL AND OFFICIAL MEALS:**

Once Hospitality (Guest House) page is open,

- Click on title “Reservation”
- Login by entering LDAP user detail as Login and its Password
- Select Request for Accommodation/Venue (Conference)

OR

Request for Official Meal order form

Then click on “SUBMIT” button.

- On selecting the **Accommodation/Venue (Conference)**, Current date Rooms position will be displayed and future dates can be viewed by entering the Arrival & Departure Dates also.
- If you decide to do room reservation then click on “OK” button and fill up required informations in request form and click on “SUBMIT” button provided at the bottom. You may also view Guest House request Policies by clicking on “CLICK HERE” before clicking on “SUBMIT”. You can also take print out of the request form.
- The Email will be automatically send to respective authorized authority for approval as per the Guest House Policies, with a copy to applicant.
- Once Email is received by concerned authorized person/s, he/she has to click on the LINK provided in the email.
- Win RESERVE, a Central Reservation page will open, then enter User Name & Password provided by Guest House and login, it will open the request details for, which he or she may approve by clicking “APPROVE” button provided at the bottom.

In case you are not able to open the Link provided in the email, then you are requested to click on below URL:

<http://10.99.32.248/home.asp>

- o It opens log in page of Win RESERVE, a Central Reservation System, then enter User Name & Password provided by Guest House & Login.
  - o Click on request approval shown under “Reservation” title.
  - o Tick on all unapproved requests to see the pending requests.
  - o Click on tick mark under request details, it will open the request details for which he or she may approve by clicking “Approve” button provided at the bottom.
- Authorities can put also his or her remarks in REMARKS BOX, if required before giving a Approving or Rejecting (mandatory).
  - Once it is approved, the Email will automatically go to Jalvihar Guest House Office for further action and copy to Applicant.
  - **Same above procedure will follow for Official Meal Request.**
  - Any query regarding the reservation can be clarified by Mr. Mohd. Ali Momin, In- Charge, Jalvihar by giving reference of Request No. on Ext. 8946 or by writing email at [managergh@iitb.ac.in](mailto:managergh@iitb.ac.in).
  - Any query regarding the operation of Hospitality Software can be clarified by Mr. Sanjay Bhingarde, In-Charge, Vanvihar on Ext. 8945 or by writing email at [managergh@iitb.ac.in](mailto:managergh@iitb.ac.in).