



ONLINE RESERVATION SYSTEM (USER MANUAL AND DETAILED PROCESS FLOW)

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Introduction

About This User Manual

This section provides an overview of the purpose and content of this user manual. It explains the importance of the manual as a resource for users to navigate and make the most of our online reservation system. You will learn how to use this manual effectively, what to expect in terms of guidance and assistance, and how it can enhance your overall experience with our website. By reading this section, you will gain a clear understanding of how this user manual will be a valuable tool in helping you maximize the benefits of our online reservation system.

The introduction section of this user manual provides essential context for users, explaining the purpose and scope of the manual. It serves as a guide to help users understand how to effectively use our Online Reservation System.

Our primary depositor comprises State Civil Supplies (NAN) and Food Corporation of India (FCI) looking to make reservations efficiently and effectively through our platform. This manual is designed to bridge the knowledge gap, catering to both those well-versed in online reservation systems and newcomers. Its purpose is to serve as a user-friendly, comprehensive guide, ensuring that users can easily access, understand, and maximize the capabilities of our system.

Process Flow

Scenario:

Start:

The process begins when a requester logs into the Online Reservation System.

Request Godown:

The requester navigates to the "Request Reservation" menu and submits a godown reservation request, specifying details such as the nodal, branch, dates, and commodities.

Check Nodal's Depositors:

The system checks whether the nodal associated with the request has only one depositor (NAN).

If Only NAN:

The system proceeds to the "Nodal Head Approval" step.

If Both NAN and FCI:

The system proceeds to the "Head Office Approval" step.

Nodal Head Approval:

The request is sent to the Nodal Head for approval since there is only one depositor (NAN) associated with the nodal.

If Approved: The reservation is confirmed, and the process continues to the end.

If Rejected: The requester is notified of the rejection, and the process ends.

Head Office Approval:

The request is sent to the Head Office for approval since there are multiple depositors (NAN and FCI) associated with the nodal.

If Approved: The reservation is confirmed, and the process continues to the end.

If Rejected: The requester is notified of the rejection, and the process ends.

End: The process concludes either with a confirmed reservation or a rejection, based on the approval decisions made by the Nodal Head or Head Office.

This flow represents the process for requesting reservation requests based on the presence of one or multiple depositors associated with the nodal.



Getting Started

System Requirements

To use our online reservation system, your computer or device should meet the following minimum system requirements:

Web Browser:

• Any modern web browser such as Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.

Operating System:

- Windows 7 or later
- macOS 10.11 or later
- Linux with a compatible web browser

Internet Connection:

• A stable broadband internet connection is recommended for optimal performance.

Screen Resolution:

• A minimum screen resolution of 1280x800 pixels is recommended for the best user experience.

Cookies and JavaScript:

• Make sure that cookies and JavaScript are enabled in your web browser settings.

Additional Plugins:

• No additional plugins or software installations are required.

Accessing the website

Using a Desktop or Laptop Computer you can access the website by 2 ways:

 Open your preferred web browser (e.g., Google Chrome, Mozilla Firefox, or Microsoft Edge).
 In the address bar, type our website's URL (<u>https://cgswc.cg.gov.in/reservation/login</u>) and press "Enter."

Online Reservation System x +		~ - o ×
← → C 🔒 cgswc.cg.gov.in/reservation/login		Guest :
	Login	
	Username	
	Password	
	Login	
	Keep me signed in Forgot password?	

You'll be directed to our Login Page, you can now Login with your login credentials and start making reservations accordingly.

2. Open your preferred web browser (e.g., Google Chrome, Mozilla Firefox, or Microsoft Edge)

In the address bar, type CGSWC and press "Enter." Then click on the first link you see in the google search result. You'll be directed to our main CGSWC website homepage. Now, click on Online System Links from the menu bar as shown in image below:



Now you will see all the modules name, scroll down and click on the Reservation as shown in the image below.



After this you will land on the Login page as show in the image below:

Online Reservation System x +		~ - o ×
← → C ≜ cgswc.cg.gov.in/reservation/login		□ 🛛 Guest 🗄
	Online Reservation System	
	Login	
	Username	
	Presword	
	E prior to to	
	Login	
	Keep me signed in Forgot password?	

You can now Login with your login credentials and start making reservations accordingly.

Logging In and Logging Out

Once you have received Login credentials successfully. you can easily log in and log out of your account to access our online reservation system. Here's how:

Logging In:

Step 1: Visit Our Website

1. Open your web browser and go to our website by typing the URL (<u>https://cgswc.cg.gov.in/reservation/login</u>) into the address bar and pressing "Enter."

Step 2: Access the Login Page

2. On the homepage, find the "Sign In" or "Log In" button and click on it to access the login page.

Step 3: Enter Your Credentials

3. On the login page, enter the user id and password associated with your account. Make sure they are correctly entered.

Step 4: Click "Log In"

4. Click the "Log In" or "Sign In" button. If your credentials are correct, you will be logged into your account.

Logging Out:

Step 1: Navigate to Your Profile

While you're logged into your account, locate and click on logout icon in the upper right corner of the screen.

- C	+							
	Welcome,NANde							Click on this icon
				Reservation Status De	Status (In Qui ate: <mark>12-11-2023</mark>	intals) 🛗		to agood
Dashboard Request Reservation Edit Request Reservation Status	Tota 250 2184 3224	I Capacity 072519.00 Qt. 7710.00 Own 1809.00 Hired	Total Reserved 10543203.00 Qt. 9013970.00 Own 1529233.00 Hired	Tot 14 128 169	al Remaining 529316.00 Qt. 33740.00 Own 5576.00 Hired	Reserv 1029: 876805 152923	ed by NAN 7283.00 Qt. 50.00 Own 3.00 Hired	Reserved by FCI 187920.00 Qt. 187920.00 Own 0.00 Hired
				No	dal Details			
	S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage
	1	RAIPUR	1960640.00	1960640.00	0.00	597980.00	1362660.00	69.50%
	2	GARIYABAND	383090.00	180960.00	202130.00	364860.00	18230.00	0
			426420.00	363780.00	62640.00	285480.00	140940.00	33.05%
	3	BALODABAZAR						
	3	DURG	1171020.00	983100.00	187920.00	897840.00	273180.00	23.33%
	3 4 5	BALODABAZAR DURG BALOD	1171020.00	983100.00 1451760.00	187920.00	897840.00 354973.00	273180.00	23.33% 77.95%

You have now successfully logged into and out of your account.

Logging in allows you to access your reservations and use the Website's features.

Logging out is important for security and privacy, especially if you're using a shared or public computer. If you encounter any login issues, consult CGSWC IT section or mail us on tscgswc@gmail.com.

Navigating the website

Welcome to our user-friendly online reservation system. Navigating our website is designed to be intuitive, ensuring a smooth and enjoyable experience have specific functionalities and menu options tailored for different user roles.

Depositor Menu:

1. Dashboard Overview:

Upon entering and logging in to our Online Reservation website, you'll be greeted by a powerful and informative dashboard designed to provide you with a quick overview of key metrics. Our Online Reservation system features a powerful hierarchical dashboard, offering a detailed and structured view of reservations at various organizational levels. This innovative approach allows users to drill down into specific details based on nodal, branch, and godown selections.

- a. Nodal Level: At the top level, the dashboard presents an overview of total, reserved, and remaining reservations categorized according to nodal wise distribution. Users can quickly assess the reservation status across different nodals.
- b. Branch Level: Upon selecting a specific nodal, the dashboard dynamically updates to display detailed information for each branch falling under that nodal. This includes a breakdown of reservations and their status within each branch.
- c. Godown Level: Further granularity is achieved by selecting an individual branch. The dashboard then reveals the details of godowns within that branch. Users can instantly determine the availability or reservation status of each godown in the selected branch.

Online Reservation System ×	+							~ - 0
→ C 🔒 cgswc.cg.gov.in/	reservation/Da	ashboard						Gues
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				Reservation Status D	Status (In Qui ate: 12-11-2023	intals) 🗂		
 Dashboard Request Reservation Edit Request Reservation Status 	Tota 250 2184 3224	el Capacity 072519.00 Qt. 17710.00 Own 1809.00 Hired	Total Reserved 10543203.00 Qt. 9013970.00 Own 1529233.00 Hired	Tot 14 128 165	al Remaining 529316.00 Qt. 33740.00 Own 15576.00 Hired	Reserv 1029: 876800 152923	ed by NAN 7283.00 Qt. 50.00 Own 3.00 Hired	Reserved by FCI 187920.00 Qt. 187920.00 Own 0.00 Hired
				No	dal Details			
	S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage
	1	RAIPUR	1960640.00	1960640.00	0.00	597980.00	1362660.00	69.50%
	2	GARIYABAND	383090.00	180960.00	202130.00	364860.00	18230.00	0
	3	BALODABAZAR	426420.00	363780.00	62640.00	285480.00	140940.00	33.05%
	4	DURG	1171020.00	983100.00	187920.00	897840.00	273180.00	23.33%
	5	BALOD	1609533.00	1451760.00	157773.00	354973.00	1254560.00	77.95%
	6	BEMETARA	559120.00	559120.00	0.00	322480.00	236640.00	42.32%

This hierarchical dashboard structure provides a streamlined and efficient approach to reservation management, allowing users to focus on specific organizational levels and make informed decisions based on real-time data.

2. <u>Request Reservation</u>: The "Request Reservation" feature empowers you to initiate new reservation requests. This section guides you through the process of selecting dates, and specific godowns for your reservations.

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			Requ	est Reservati	on			
MAIN MENU	Nodal		DURG	✓ Branch SWC-ব্রুদ			~	
Reservation Entry Edit Reservation	Depositor	[NAN - State Civil Supplies					
	From Date	[01-Jan-2024	To Date		31-Mar-2024		
	Total Capacit	y (in Qt.)	440220.00	Remainin	ng Capacity (in Qi	L) 440220.00		
	Requested Go	odown No. G	601	Requeste	ed Capacity:	7830.00		
	Select All	Godown Number	Godown Capacity	Details				
				Godown No	Commodity	Reserved Capacity	Remove	
		G01 (Own)	7830.00	G01		7830.00	3	
				Add New Row		7830		
	0	G02 (Own)	4350.00					

3. <u>Edit Reservation</u>: The "Edit Reservation" functionality allows you to make modifications to existing reservation details. Whether you need

to adjust dates, godown selections, or quantities, this feature ensures flexibility in managing your reservations.

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MENU Dashboard	S No	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Requested Capacity	Status	Requested Duration	Action
Request Reservation	1	DURG	Durg	NAN	NANdrg	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	313200.00	Pending	01-12-2023 to 31-12- 2023	 Image: Image: Ima
Edit Request	2	DURG	Hathkhoj	NAN	NANdrg	G02A	20880.00	Pending	01-12-2023 to 31-12- 2023	0

4. <u>Reservation Status:</u> The "Reservation Status" menu provides a comprehensive overview of your reservation history. Track the status of your current and past requests for reservations but it can be done only it is not approved.

After approval you can't edit any reservation requests.

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a 8 w c						Reservation Status					
Dashboard	S.no	Nodal	Branch	Depositor	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Vie
Request Reservation	1	DURG	Hathkhoj	NAN	G02A	-	20880.00	-	Pending	01-12-2023 to 31-12-2023	0
Edit Request	2	DURG	Durg	NAN	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	2	313200.00	-	Pending	01-12-2023 to 31-12-2023	•
Reservation status	з	DURG	Dhamdha	NAN	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	0
	4	DURG	Patan	NAN	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	0
	5	DURG	Durg	NAN	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	G01, G02, G03A, G04, G05, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	421660.00	365980.00	Approved	01-11-2023 to 30-11-2023	•
	6	DURG	Durg	NAN	G07, G08, G23	G07, G08, G23	74240.00	74240.00	Approved	01-11-2023 to 30-11-2023	0

Approver Menu:

As an approver within our Online Reservation system, your user interface is strategically designed to streamline the approval process and provide a comprehensive overview of reservation activities. Upon logging in, you'll find a menu bar tailored to your role, offering quick access to key functionalities. Here's a detailed look at the menu options available to you:

 <u>Dashboard Overview:</u> The "Dashboard" serves as your central hub for monitoring reservation metrics. Similar to the depositor dashboard, it provides a summary of total reservations, nodal-wise distribution, and the status of reserved and available capacities. Use this space to gain quick insights into the overall reservation landscape.

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(()	=	Welcome,nodrg						•					
				Reservation Status De	Status (In Qui ate: <mark>15-11-2023</mark>	ntals) M							
Dashboard Approve Reservation Reservation Status	Tota 253 21411 3908	I Capacity 319674.00 Qt. 530.00 Own 3144.00 Hired	Total Reserved 565130.00 Qt. 517360.00 Own 47770.00 Hired	Total Remaining 24754544,00 Qt. 20894170.00 Own 3800374,00 Hired			erved by NAN 5130.00 Qt. 860.00 Own 70.00 Hired	Reserved by FCI 0.00 Qt. 0.00 Own 0.00 Hired					
	Nodal Details												
	S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage					
	1	RAIPUR	2005620.00	1960640.00	44980.00	0.00	0.00	100.00%					
	2	GARIYABAND	435110.00	180960.00	254150.00	104030.00	331080.00	76.09%					
	з	BALODABAZAR	560520.00	363780.00	196740.00	0.00	0.00	100.00%					
	4	DURG	1212780.00	983100.00	229680.00	461100.00	751680.00	61.98%					
	5	BALOD	1591533.00	1433760.00	157773.00	0.00	0.00	100.00%					
	6	BEMETARA	559120.00	559120.00	0.00	0.00	0.00	100.00%					

2. <u>Approve Reservation:</u> The "Approve Reservation" feature is a pivotal tool for managing reservation requests. Here, you can review incoming reservation requests, assess their validity, and either approve or reject them based on your organizational policies. This functionality ensures a streamlined approval process.

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						Appr	ove Reservation					
Dashboard	SNO	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Actio
Approve Reservation	1	DURG	Hathkhoj	NAN	NANdrg	G02A		20880.00		Pending	01-12-2023 to 31-12-2023	0
Reservation Status	2	DURG	Durg	NAN	NANdrg	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	3	313200.00	1	Pending	01-12-2023 to 31-12-2023	0
	3	DURG	Dhamdha	NAN	nodrg	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	0
	4	DURG	Patan	NAN	nodrg	G01	G01	20880.00	20880.00	Approved	01-09-2023 to 30-09-2023	0
	5	DURG	Hathkhoj	NAN	nodrg	G01A, G01B	G01A, G01B	41760.00	41760.00	Approved	01-09-2023 to 30-09-2023	0
	6	DURG	Patan	NAN	nodrg	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	0
	7	DURG	Durg	NAN	nodrg	001, 002, 003A, 004, 005, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025	601, 602, 603A, 604, 605, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625	440220.00	440220.00	Approved	01-08-2023 to 31-10-2023	•
	8	DURG	Hathkhoj	NAN	nodrg	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	167040.00	167040.00	Approved	01-10-2023 to 31-10-2023	0
	9	DURG	Kodiya	NAN	NANdrg	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	250560.00	250560.00	Approved	01-10-2023 to 31-10-2023	0
						GOL GO2 GO34 GO4 GO5	G01 G02 G034 G04					

3. <u>Reservation Status</u>: The "Reservation Status" menu offers a comprehensive overview of reservation activities. Track the status of approved and rejected reservations, delve into nodal and branch-wise distributions, and stay informed about available and reserved capacities.

s w c						Reservation Status					
^{MENU} Dashboard	S.no	Nodal	Branch	Depositor	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Viev
Request Reservation	1	DURG	Hathkhoj	NAN	G02A	2	20880.00	-	Pending	01-12-2023 to 31-12-2023	•
Edit Request	2	DURG	Durg	NAN	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	-	313200.00		Pending	01-12-2023 to 31-12-2023	•
Reservation Status	3	DURG	Dhamdha	NAN	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	•
	4	DURG	Patan	NAN	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	•
	5	DURG	Durg	NAN	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	G01, G02, G03A, G04, G05, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	421660.00	365980.00	Approved	01-11-2023 to 30-11-2023	•
	6	DURG	Durg	NAN	G07, G08, G23	G07, G08, G23	74240.00	74240.00	Approved	01-11-2023 to 30-11-2023	0

This specialized menu caters to the specific needs of an approver, providing efficient tools for evaluating and managing reservation requests. The shared dashboard ensures consistency in tracking reservation metrics, while the "Approve Reservation" feature empower you to make informed decisions and maintain control over the reservation process.

Requesting Reservation

To request a reservation, follow these step-by-step instructions:

1. <u>Log In:</u> Begin by logging into the Online Reservation system using the provided credentials. Upon successful login, you will be directed to the dashboard.

Online Reservation System ×		
← → C (① localhost:52850/Reservation/login		⇔ ⊮ x 🖈 🛚 🌚 :
	(0)	
	C G S W C	
	Online Reservation System	
	Login	
	nodrg	
	Login	
	Keen me signed in Forgot password?	
	Terger peetrorer	

2. <u>Check Godown Availability:</u> Navigate to the dashboard to assess the availability of godowns in the required branch. The dashboard provides a real-time overview of nodal, branch-wise, and godown capacities.

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(C)								
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	S.no	Branch Name Tota	Gui(Cwii)	20880.00	Available	sity Remainin	ng Capacity	Remaining Percentage
			G02 (Own)	20880.00	Reserved	220.00		r
				Close		0.00		100.00%
				-		880.00		

3. <u>Access Request Reservation Menu:</u> If the required capacity is available, proceed to the "Request Reservation" menu. This menu allows you to initiate a new reservation request.

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localhost:52850/	/Reservation/Da	ashboard						e 🖈 🗯 🗖
l.				Reservation Status D	1 Status (In Qui Date: 20/11/2023 (ntals) T		
servation	Total 253 21411 3908	I Capacity 19674.00 qt. 530.00 0wn 1144.00 Hired	Total Reserved 565130.00 Qt. 517360.00 Own 47770.00 Hired	To 24 20 38	tal Remaining 4754544.00 Qt 1894170.00 Own 180374.00 Hired	Res t. 56 517 477	erved by NAN \$5130.00 Qt. 360.00 Own 770.00 Hired	Reserved by FC 0.00 Qt. 0.00 Own 0.00 Hired
it Request				No	odal Details			
tus	S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage
	1	RAIPUR	2005620.00	1960640.00	44980.00	0.00	0.00	100.00%
	2	GARIYABAND	435110.00	180960.00	254150.00	104030.00	331080.00	76.09%
	з	BALODABAZAR	560520.00	363780.00	196740.00	0.00	0.00	100.00%
	4	DURG	1212780.00	983100.00	229680.00	461100.00	751680.00	61.98%
	5	BALOD	1591533.00	1433760.00	157773.00	0.00	0.00	100.00%
	6	BEMETARA	559120.00	559120.00	0.00	0.00	0.00	100.00%
	7	MAHASAMUND	2237670.00	1919330.00	318340.00	0.00	0.00	100.00%
	8	DHAMTARI	1227221.00	1151410.00	75811.00	0.00	0.00	100.00%
		KADIODUANA	607040.00	607040.00	0.00	0.00	0.00	

4. <u>Select Branch:</u> In the "Request Reservation" menu, choose the branch where you need storage space. This ensures that your reservation aligns with the specific branch's capacity.

e	Welcome,NANdrg				•
S W C			Request Reservation		
MENU Dashboard	Nodal	DURG	← Branch	swc-ਫੁਹਾ	~
equest Reservation	From Date		To Date		
servation Status	Total Capacity (in QL)		Remaining Capacity (in Qt.)		
	Letter No.		Letter Date		_
	Remark				
			Save		

5. <u>Choose Reservation Dates:</u> Specify the start and end dates for your reservation. This defines the period for which you need the godown space.

O localhost:52850,	Reservation/RequestResen	vation				6 4	* •	082
6	Welc	ome,NANdrg						
			Rec	uest Reservation				
Dashboard		Nodal	DURG	← Branch	swc-ਤੁਹੀ	2		
Request Reservation		From Date	01-Jan-2024	To Date	31-Mar-2024	7		
Reservation Status						_		
		Total Capacity (in Q	t.) 440220.00	Remaining Capacity (in Qt.)	440220.00			
		Requested Godown	Ne	Dominated Campains				
		Requested bodomi	NO.	Requested Capacity.				
		Select All	Godown Number	Godown Capacity	Details	1		
		Select All	Godown Number	Godown Capacity 7830.00	Details			
		Select All	Godown Number G01 (own) G02 (own)	Godown Capacity 7830.00 4380.00	Details			
		Select All	Godown Number col (own) oc2 (own) oc3A (own)	Godown Capacity 7830.00 4350.00 8700.00	Details			
		Select All	Godown Number Gol (Own) Gol (Own) Gol (Own) Gol (Own) Gol (Own)	Godown Capacity 7830.00 4380.00 8700.00 4350.00	Details			
		Select All	Godown Number c01 (own) d02 (own) d03A (own) c04 (own) c05 (own)	Godown Capacity 7830.00 4380.00 8700.00 4380.00 4380.00	Details			
		Select All	Godown Number col (own) oo2 (own) oo3A (own) o04 (own) o05 (own) o05 (own) o07 (own)	Godown Capacity 7830.00 4350.00 8700.00 4350.00 4350.00 4350.00 4350.00 4350.00	Details			

6. <u>View Available Godowns:</u> Upon entering the reservation dates, the system will display a list of available godowns for that specific period. This information allows you to make an informed selection based on your requirements.

7. <u>Select Godowns:</u> Check the boxes next to the godowns you wish to reserve. Users are required to request the entire capacity of the selected godown; partial capacity requests are not permitted.

8. <u>Specify Commodities:</u> For each selected godown, mention the commodities you intend to store. This information helps in managing and allocating storage space effectively.

			Requ	est Reservatio	on			
			•					
<u>U</u>	Nodal		DURG	✓ Branch		swc-दुर्ग	~	
10	From Date	1	01- Jon-2024	To Date		31-Mor-2024		
shboard	Tombate	1	01 0011 2024	io bate		01 1101 2024		
quest Reservation					o			
it Request	Total Capac	ty (in Qt.)	440220.00	Remainin	ig Capacity (in Qt	440220.00		
servation Status	Requested G	odown No. G	01	Requeste	d Capacity:	7830.00		
	□Select All	Godown Number	Godown Capacity	Details				1
				Godown No	Commodity	Reserved Capacity	Remove	
				G01		6830.00	0	
		G01 (Own)	7830.00	G01		1000	0	
				Add New Row		7830		
		G02 (Own)	4350.00					-
			9700.00					
		G03A (Own)	8700.00					

9. <u>Submit Request</u>: Once you have selected the godowns and specified the commodities, letter number, letter Date and remarks if needed, click on the "Submit Request" button. This action sends your reservation request to the system for processing.

Conline Reservation System Control System C	tion							× × × × ×
	Total Capacity (in Qt.) Requested Godown No. G6		41760.00	Remainin	ng Capacity (in Qi Id Capacity:	L) 41760.00		
Dashboard	Select All	Godown Number	Godown Capacity	Details				
Z Edit Request				Godown No	Commodity	Reserved Capacity	Remove	
Reservation Status	•	G01 (Own)	20880.00	G01 G01	SALTRI V	10880.00		
				Add New Row		20880		
		G02 (Own)	20880.00					
	Letter No.	[786	Letter Da	ito	01-Jan-2024		
	Remark	[
				Submit				

Congratulations! You have successfully submitted a reservation request. The system will process your request, and you can track its status in the "Reservation Status" menu on the dashboard. If there are any issues or if additional information is required, you can directly contact to desired section or write a mail to tscgswc@gmail.com.

Approving Reservation Process

Approving reservation requests involves careful consideration of nodalspecific requests and making decisions based on capacity availability. Follow these steps to efficiently manage reservation approvals:

1. <u>Log in as Approver:</u> Access the Online Reservation system using approver credentials. Log in to the system, and you will be directed to the dashboard.

Contine Reservation System × 💽	
← → X (① localhost:52850/Reservation/login	♥ @ \$ \$ □ @ :
Online Reservation System Login nodrg togin keep me signed in Forgot password?	

2. <u>Access Approve Reservation Menu:</u> Navigate to the "Approve Reservation" menu from the menu bar. Here, the approver can view all pending reservation requests for the nodal they are currently logged in.

localhost:52850/Reservation/I	Dashboard						le 🖈 🗯 🖬
			Reservation Status D	n Status (In Qui ate: <mark>20/11/2023</mark>	ntals) 11		
Tot 25 214 390 vation	tal Capacity 5319674.00 Qt. 111530.00 Own 08144.00 Hired	Total Reserved 565130.00 Qt. 517360.00 Own 47770.00 Hired	Tol 24 20 38	tal Remaining 1754544.00 Q1 1994170.00 Own 60374.00 Hired	Res 56 517 471	served by NAN 55130.00 Qt. 360.00 Own 770.00 Hired	Reserved by FCI 0.00 Qt. 0.00 Own 0.00 Hired
			No	dal Details			
S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining
							roroontago
1	RAIPUR	2005620.00	1960640.00	44980.00	0.00	0.00	100.00%
1	RAIPUR GARIYABAND	2005620.00 435110.00	1960640.00	44980.00 254150.00	0.00	0.00	100.00%
1 2 3	RAIPUR GARIYABAND BALODABAZAR	2005620.00 435110.00 560520.00	1960640.00 180960.00 363780.00	44980.00 254150.00 196740.00	0.00 104030.00 0.00	0.00 331080.00 0.00	100.00% 78.09% 100.00%
1 2 3 4	RAIPUR GARIYABAND BALODABAZAR DURG	2005620.00 435110.00 560520.00 1212780.00	1960640.00 180960.00 363780.00 983100.00	44980.00 254150.00 196740.00 229680.00	0.00 104030.00 0.00 461100.00	0.00 331080.00 0.00 751680.00	100.00% 78.09% 100.00% 01.06%
1 2 3 4 5	RAIPUR GARIYABAND BALODABAZAR DURG BALOD	2005620.00 435110.00 5660520.00 1212780.00 1561533.00	1960640.00 180960.00 363780.00 983100.00 1433760.00	44980.00 254150.00 196740.00 229680.00 157773.00	0.00 104030.00 0.00 461100.00 0.00	0.00 331080.00 0.00 751680.00 0.00	100.00% 78,00% 100.00% 01.98%
1 2 3 4 5 6	RAIFUR GARIYABAND BALODABAZAR DURG BALOD BEMETARA	2005620.00 43510.00 560520.00 1212780.00 1591533.00 559120.00	1960640.00 180960.00 363780.00 983100.00 1433760.00 559120.00	44980.00 254150.00 196740.00 229680.00 157773.00 0.00	0.00 104030.00 461100.00 0.00 0.00	0.00 331080.00 0.00 751680.00 0.00 0.00	100.00% 76.00% 100.00% 0166% 100.00%
1 2 3 4 5 6 7	RAIFUR GARIYABAND BALODABAZAR DURG BALOD BALOD BEMETARA MAHASAMUND	2005620.00 43510.00 560520.00 1212780.00 1591533.00 559120.00 2237670.00	1960640.00 180960.00 363780.00 983100.00 1433760.00 559120.00 1919330.00	44980.00 254150.00 186740.00 229680.00 157773.00 0.00 318340.00	0.00 104030.00 0.00 461100.00 0.00 0.00 0.00 0.00 0.00	0.00 331080.00 751680.00 0.00 0.00 0.00	100.00% 76.00% 100.00% 100.00% 100.00%
1 2 3 4 5 6 7 8	RAIFUR GARIYABAND BALODABAZAR DURG BALOD BEMETARA MAHASAMUND DHAMTARI	2005620.00 435110.00 560520.00 1212780.00 1591533.00 559120.00 22237670.00 1227221.00	1960640.00 180960.00 363780.00 983100.00 1433760.00 559120.00 1919330.00 1151410.00	44980.00 254150.00 196740.00 229680.00 157773.00 0.00 318340.00 75811.00	0.00 104030.00 461100.00 0.00 0.00 0.00 0.00	0.00 331080.00 0.00 751680.00 0.00 0.00 0.00	100.00% 76.00% 100.00% 100.00% 100.00%

3. <u>Review Pending Requests:</u> In the "Approve Reservation" menu, the approver will see a list of pending reservation requests specifically for the nodal they have logged in. Each request will display details such as requested godowns, commodities, and reservation dates.

65	=	w	/elcome,nod/	rg								
a s w c						Appro	ove Reservation					
Dashboard	SNO	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Action
Approve Reservation	1	DURG	Hathkhoj	NAN	NANdrg	G02A	-	20880.00	-	Pending	01-12-2023 to 31-12-2023	0
Reservation Status	2	DURG	Durg	NAN	NANdrg	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	-	313200.00	-	Pending	01-12-2023 to 31-12-2023	0
	3	DURG	Dhamdha	NAN	nodrg	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	0
	4	DURG	Patan	NAN	nodrg	G01	G01	20880.00	20880.00	Approved	01-09-2023 to 30-09-2023	0
	5	DURG	Hathkhoj	NAN	nodrg	G01A, G01B	G01A, G01B	41760.00	41760.00	Approved	01-09-2023 to 30-09-2023	0
	6	DURG	Patan	NAN	nodrg	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	0
	7	DURG	Durg	NAN	nodrg	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	440220.00	440220.00	Approved	01-08-2023 to 31-10-2023	•
	8	DURG	Hathkhoj	NAN	nodrg	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	167040.00	167040.00	Approved	01-10-2023 to 31-10-2023	0
	9	DURG	Kodiya	NAN	NANdrg	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	250560.00	250560.00	Approved	01-10-2023 to 31-10-2023	0

4. <u>Modify Godown Allotments:</u> The approver has the option to modify the godowns to be allotted based on availability. They can adjust the selection of godowns if needed to better align with current capacity constraints.

6	=	Welcome,nodrg					0
G S W C			Hath	khoj (Pending	,)		
Dashboard		Requested GodownNo: G02A	Requested	i Capacity: 208	880.00	Requested Duration:	01/12/2023 to 31/12/2023
Approve Reservation Reservation Status		Approved GodownNo: G02A	Approved	Capacity: 208	380.00		
	Select	Requested Godown Name	Approve Godown Name	Approved	I From Date	Approved To Date	Commodity Details
		G02A(20880.00)	G02A(20880.00)Select G01A(20880.00) G016(20880.00) G016(20880.00) G02A(20880.00) G046(20880.00) G046(20880.00) G05A(20880.00) G056(20880.00) G058(20880.00) G088(20880.00) G088(208000) G08(208000) G088(208000) G08(208000) G08(20000) G08(20000) G08(20000) G08(200000) G08	v oi/i	Cancel	31/12/2023 🖀	0

5. <u>Approve or Reject Request:</u> Based on the availability of capacity and alignment with organizational policies, the approver can choose to either

approve or reject the reservation request. If approved, the system will allocate the specified godowns for the requested period.

	=	Welcome,nodrg					G
			H	lathkhoj (<mark>Pe</mark>	nding)		
N MENU Dashboard		Requested GodownNo: G02A	Requ	ested Capacity:	20880.00	Requested Duration:	01/12/2023 to 31/12/2023
Approve Reservation Reservation Status		Approved GodownNo: G02A	Appr	oved Capacity:	20880.00		
	Select	Requested Godown Name	Approve Godown Name	Appro	oved From Date	Approved To Date	Commodity Details
	•	G02A(20880.00)	G02A(20880.00)	~	01/12/2023	31/12/2023 🛗	Θ
			Approve	Reject	Cancel		

6. <u>Note on Rejection:</u> It's essential to note that once a reservation request is approved, it cannot be rejected. However, the approver has the flexibility to modify the to-date for the reservation in the future if needed.

🔹 Online Reservation System 🛛 🗙 🧲	•			
← → × ③ localhost:52850/Rese	ervation/ApproveGno			🖻 🖈 🖿 🎯 🗄
6	Welcome,nodrg			
C G S W C		Hathkhoj (Fending)		
MAIN MENU Lashboard				
Approve Reservation Reservation Status		Approved Capacity: 20880.00		
	Select Requested Godown Name	A Please enter Rejection remark	Approved To Date	Commodity Details
	C02A(20880.00)	Enter remark	31/12/2023 🖀	0
		Save Close Concel		

7. <u>Confirm Approval:</u> After making the necessary decisions, the approver confirms the approval. The system then processes the approved reservation, and the user is notified of the outcome.

C 1 11 152050							100 37 10 10
		Welcome,nodrg	localhost:52850 says Request approved sucessfully		ОК		C+
IN MENU		Requested GodownNo:		Requested C	apacity: 313200.00	Requested Duration:	01/12/2023 to 31/12/2023
Approve Reservation	G10, G11, G23, G2	. G12, G13, G14, G15, G16, G17, G18, 4, G25	G19, G20, G21,				
Reservation Status							
		Approved GodownNo:		Approved C	apacity: 313200.00		
	G10,G11,G12,	Approved GodownNo: G13,G14,G15,G16,G17,G18,G19,G20),G21,G23,G24,G25	Approved C	apacity: 313200.00		
	G10,G11,G12, Select	Approved GodownNo: G13,G14,G15,G16,G17,G18,G19,G20 Requested Godown Name),G21,G23,G24,G25 Approve Godown N	Approved C	apacity: 313200.00 Approved From Date	Approved To Date	Commodity Details
	G10,G11,G12, Select	Approved GodownNo: G13,G14,G15,G16,G17,G18,G19,G20 Requested Godown Name G10(20880.00)	0,621,623,624,625 Approve Godown N G10(20880.00)	Approved C	Approved From Date	Approved To Date	Commodity Details
	G10,G11,G12, Select	Approved GodownNo: G13,G14,G15,G16,G17,G18,G19,G20 Requested Godown Name G10(20880.00) G11(20880.00)	0,021,023,024,025	Approved C lame	Approved From Date 01/12/2023	Approved To Date 31/12/2023 1 31/12/2023 1	Commodity Details
	G10,G11,G12,	Approved GodownNo: GI3.014,915,916,017,018,019,920 Requested Godown Name cito(20880.00) cito(20880.00) cito(20880.00)	Approve Godown N GIO(20880.00) GII(20880.00) GII(20880.00)	Approved C lame	Approved From Date 01/12/2023 01/12/2023 01/12/2023	Approved To Date 31/12/2023 1 31/12/2023 1 31/12/2023 1	Commodity Details 0 0 0
	G10,G11,G12,	Approved GodownNo: G13,G14,G15,G16,G17,G18,G19,G20 Requested Godown Name G10(20880.00) G12(20880.00) G13(20880.00)	0,021,023,024,025 Approve Godown N GII(20880.00) GII(20880.00) GII(20880.00) GI3(20880.00) GI3(20880.00)	Approved C	Approved From Date 01/12/2023 # 01/12/2023 # 01/12/2023 # 01/12/2023 #	Approved To Date 31/12/2023 1 31/12/2023 1 31/12/2023 1 31/12/2023 1 31/12/2023 1	Commodity Details 0 0 0 0 0 0

Congratulations! The reservation request has been successfully approved, and the allocated godowns are reserved for the specified period. The system will automatically update the reservation status, and the user can proceed with their storage plans.

Remember that the approver has the authority to make informed decisions regarding reservation requests, ensuring optimal utilization of available resources. The specific conditions mentioned, such as the inability to reject an approved request and the flexibility to modify the to-date in the future, contribute to a streamlined and controlled reservation management process.

	=	Welcome,nodrg					G
			Р	atan	Approved		
AIN MENU		Requested GodownNo: GD2	Reque	sted Ca	pacity: 20880.00	Requested Duration:	01/08/2023 to 30/12/2023
Approve Reservation Reservation Status		Approved GodownNo: G02	Appro	ved Ca	pacity: 20880.00		
	Select	Requested Godown Name	Approve Godown Name		Approved From Date	Approved To Date	Commodity Details
	15	G02(20880.00)	G02(20880.00)	~	01/08/2023 🛗	30/12/2023 🚔	
			Update		Cancel	Su Mo Tu We Th F 26 27 28 29 30 3 4 5 5 7	r Sa 1 2

Managing Reservations

Efficiently manage your reservations with the following features available in the Online Reservation system:

1. Edit Reservation Request:

<u>Requester:</u> To edit or modify a reservation request, access the "Edit Request" menu from the menu bar. Here, you'll find a list of all pending requests that have not been approved. Select the desired request, make necessary changes, and save the modifications. Note that approved requests cannot be edited.

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← → C (i) localhost:52850,	Reservation/	/EditReservationRe	quest						Ê	* * 🛛 🐼 :
(0)	=	Welcome	e,NAN_DURG							•
C G S W C						Edit Reservation	n Request			
MAIN MENU	S No	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Requested Capacity	Status	Requested Duration	Action
Request Reservation	1	DURG	Patan	NAN	NAN_DURG	G01	20880.00	Pending	01-01-2024 to 31-03-2024	 ①
Edit Request										

<u>Approver:</u> Approvers can edit requests by accessing the "Approve Request" menu. If an approver has already approved a request and wishes to make changes, they can modify the to-date for that specific reservation. Other details, such as godown selection and commodities, remain unchanged.

(A)	=	Welcome,nodrg				G
			Po	itan (Approved)		
N MENU Dashboard		Requested GodownNo: G02	Request	ed Capacity: 20880.00	Requested Duration:	01/08/2023 to 30/12/2023
Approve Reservation Reservation Status		Approved GodownNo: G02	Approv	ed Capacity: 20880.00		
	Select	Requested Godown Name	Approve Godown Name	Approved From Date	Approved To Date	Commodity Details
	8	G02(20880.00)	G02(20880.00)	♥ 01/08/2023 🗎	30/12/2023 ∰ ↓ December, 2023	
			Update	Cancel	SU Mb HU We In HI 26 27 28 29 30 3 4 5 6 7 8 10 11 12 13 14 12 17 18 19 20 21 2	5 16 2 23
					24 25 26 27 28 25 31 1 2 3 4 5 Today: November 20, 202	9 <u>30</u> 5 6 23

2. Rejecting Reservation Request:

<u>Approver:</u> If an approver needs to reject a reservation request, they can do so by accessing the "Approve Request" menu. Specify the reason for rejection in the provided remarks box in the popup. Note that once a request is approved, it cannot be rejected.

Online Reservation System ×				
← → × ③ localhost:52850/Rese	ervation/ApproveGno			🧀 🖈 🕈 🖬 🔞 :
(D)	Welcome,nodrg			•
C G S W C		Hathkhoj (Pending		
				01/12/2023 to 31/12/2023
Approve Reservation		A Approved Capacity: 208		
		🛆 Please enter Rejection remark		
	Select Requested Godown Name		From Date Approved To Date	Commodity Details
	G02A(20880.00)	Enter remark	2/2023 🚔 31/12/2023 🚔	0
		Save		

3. Viewing Reservation History:

<u>Requester & Approver:</u> Access the "Reservation Status" menu from the menu bar to view your reservation history. Here, you can see the details of all your past and current reservations, including nodal, branch, godown information, and reservation status.

@	=	Weld	come,NAN_I	OURG							0
s w c						Reservation Status					
MENU Dashboard	S.no	Nodal	Branch	Depositor	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Viev
Request Reservation	1	DURG	Patan	NAN	G01	-	20880.00	-	Pending	01-01-2024 to 31-03-2024	0
Edit Request	2	DURG	Patan	NAN	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	0
Reservation Status	3	DURG	Durg	NAN	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	G01, G02, G03A, G04, G05, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	421660.00	365980.00	Approved	01-11-2023 to 30-11-2023	0
	4	DURG	Durg	NAN	G07, G08, G23	G07, G08, G23	74240.00	74240.00	Approved	01-11-2023 to 30-11-2023	0
	5	DURG	Hathkhoj	NAN	G02A	G02A	20880.00	20880.00	Approved	01-12-2023 to 31-12-2023	0
	6	DURG	Durg	NAN	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	313200.00	313200.00	Approved	01-12-2023 to 31-12-2023	•
	7	DURG	Dhamdha	NAN	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	6

4. Cancelling Reservations:

<u>Requester:</u> If you need to cancel a reservation that has not been approved, you can do so by accessing the "Edit Request" menu. Select the reservation you wish to cancel, and there should be an option to cancel the reservation. Once a reservation is approved, it cannot be cancelled directly.

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<u>Approver:</u> Approvers can make changes to the to-date for an approved reservation but cannot directly cancel an approved reservation.

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These features provide flexibility and control over your reservations, allowing you to make necessary adjustments, view historical data, and manage the entire reservation lifecycle effectively.

Support

If there is any issue regarding any process you can contact to Commercial Section on Mail id-: <u>commcgswc@gmail.com</u> Landline-: 0771-2272973/0711-2272972

If there is any issue regarding any technical or website related query you can use **E-grievance Module** or you can contact to IT Section on Mail id-: <u>tscgswc@gmail.com</u> Landline-: 0771-2272979/0771-2272981 Mobile No. -: 7880133127