

## User Manual – Seat Allocation Portal

USERS can do the following:

- Can raise a request for seats across all locations of GMR offices

Refer the Steps below:


**Step 1:** Go to the URL: <http://10.100.3.6:3016> (It's a UAT URL for now)



**Step 2:** For Now, (on UAT), click on **Login** button. Enter the login ID and password (i.e. cnlt001 & Hit any+press enter key [Once LIVE, system would SSO enabled])

## User Manual – Seat Allocation Portal

**Step 3:** Click on button 'Request Your Seat' and the fill your details as per below form:



SEAT ALLOCATION SYSTEM

Gyan  
12:19:51 PM Wednesday

[Home](#) [Request Details](#) [Request Your Seat](#) [User Manual](#) [Logout](#)

### Request Your Seat

Location

Building

Floor

Seat request for

Work Station Type

Employee Status

Pernr No

Employee Name

Employee Designation

Department

Company

JRL

Sector


Employee Contact No

Remarks

SUBMIT

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**Step 4:** User can see the request status by clicking on to the button 'Request Details'



SEAT ALLOCATION SYSTEM

Gyan  
12:21:54 PM Wednesday

[Home](#) [Request Details](#) [Request Your Seat](#) [User Manual](#) [Logout](#)

### Booking Details

Q Search here... 1-10 of 1252

S.No.	Requester ID	Requester Name	Requested By	Perner No.	Booking in the Name of	Status	Designation	Department	Company	Contact No.
1	CNLT001	Gyan	Self	CNLT001	Gyan	Temporary Employee	vhvgr	Properties	ggjgi	7700034897
2	CNLT001	Gyan	Others	hg15656754	trtryr	Temporary Employee	ytrytryr	Properties	jthvj	7868768678
3	CNLT001	Gyan	Others	CNLT6025	Prashant Saxena	Existing Employee	PM	IT	Velocis	9958536982
4	CNLT001	Gyan	Others	TEST12345666	Test 111	Existing Employee	Testttt	Projects & Engineering	Testtt	8896174196
5	CNLT001	Gyan	Others	75736	Test1	New Joinee	Associate Manager	PROCUREMENT	DIAL	7042001183
6	CNLT001	Gyan	self		Blocked by FMS		Blocked by FMS	FMS	Delhi Intl Airport Ltd	
7	CNLT001	Gyan	self		Blocked for Family Office		Blocked for Family Office	Family Office		
8	CNLT001	Gyan	self		Blocked for Family Office		Blocked for Family Office	Family Office		
9	CNLT001	Gyan	Self	jbj87678	jhh	Existing Employee	jkbkbkb	COO Office	bmbm	9879878977
10	CNLT001	Gyan	Self	test12334	test	Existing Employee	tet	Finance & Accounts-DIAL	test	9876543212

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## User Manual – Seat Allocation Portal

### Admin can do the following:

- Can view the seats vacant at different locations using the filters:
- Can view the Booking request received and do the following:
  - o Allocate the seat as per availability
  - o Reject the request
- Edit the User details to whom the seat has been allocated.
- Manage the Master Data

### Refer the Steps below:

#### Step 1: View Seats at different location, building, floor departments.

The screenshot displays the SEAT ALLOCATION SYSTEM interface. At the top, there is a navigation bar with links: Home, View Seat, Booking Request, Seat Master, and User Manual. The user's name, Deepak, and the time, 12:29:16 PM Wednesday, are shown in the top right corner. Below the navigation bar, there are filters for Location (Delhi), Buildings (NUB), Floor (NUB GF), and Department (All). A Logout button is also present.

On the left side, there is a 'Seating Capacity' table:

Type	Available	Booked	Total
Cabin	0	44	44
Cubical	1	18	19
Work Station	7	171	178

Below the table, there is a 'Legends' section with four categories: Total (grey), Available (green), Booked (red), and Multiple Request (yellow).

The main area is titled 'Select Your Seat' and shows a grid of seats. The grid is divided into three sections: CABIN, CUBICAL, and WORK STATION. Each section displays a grid of seats with numbers. The CABIN section shows 24 seats, the CUBICAL section shows 19 seats, and the WORK STATION section shows 178 seats. The seats are color-coded: green for available, red for booked, and yellow for multiple request.

At the bottom of the interface, there is a footer with the text: ©2024 Copyright GMB Group. All Rights Reserved. Developed by Enterprise IT.

## User Manual – Seat Allocation Portal

### Step 2: View Requests received:

**SEAT ALLOCATION SYSTEM**

Deepak  
12:30:23 PM Wednesday

Home View Seat Booking Request Seat Master User Manual Logout

**Booking Details**

Search here... 1-1 of 1

S.No.	Requester ID	Requester Name	Requested By	Perner No.	Booking in the Name of	Status	Designation	Department	Company	Contact No.	Location	Building	Floor	Seat Type	From Date
1	CNLT001	Gyan	Self	test12334	test	Existing Employee	tet	Finance & Accounts-DIAL	test	9876543212	Delhi	NUB	NUB GF	Work Station	N/A

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### Step 3: Manage Requestor details:

**SEAT ALLOCATION SYSTEM**

Deepak  
12:35:24 PM Wednesday

Home View Seat Booking Request Seat Master User Manual Logout

**Booking Details**

Search here... 1-1 of 1

ted By	Perner No.	Booking in the Name of	Status	Designation	Department	Company	Contact No.	Location	Building	Floor	Seat Type	From Date	To Date	Remarks	Status	Action
test12334	test	Existing Employee	tet	Finance & Accounts-DIAL	test	9876543212	Delhi	NUB	NUB GF	Work Station	N/A	N/A	jhdsgj	Pending		

Click to view the seat availability at the requested location

Click to Reject the seat

Click to edit requestor details, if had wrongly mentioned by him.

## User Manual – Seat Allocation Portal

### Step 4: Allocate the seat:

Home View Seat Booking Request Seat Master User Manual Logout

Location: Delhi Building: NUB Floor: NUB GF Department:

From: 24-04-2024 To: 24-04-2024

**Seating Capacity**

Type	Available	Booked	Total
Cabin	0	44	44
Cubical	1	18	19
Work Station	7	171	178

**Legends**

- Total
- Available
- Booked
- Multiple Request

Upon selection of seat, user details comes in a row as below.

**Select Your Seat**

CABIN

CUBICAL

WORK STATION

Click the available seat to allocate

Allocated Seat

Available seat

S.No.	Type	Requesting For	Booking in the Name of	User Code	Contact No.	Emp Designation	Company	Department	Employee Status	JRL	Sector	Seat No.	From Date	To Date	Action
1	Work Station	Gyan	test	test1234	9876543212	test	test	Finance & Accounts DIAL	Existing Employee	test	test	26	2024-04-24	2024-04-24	

APPROVE

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### Step 5: Manage the Master Data:

Upload the master row by row or bulk upload can also be done. Below are the snapshots of different masters:

#### Location Master:

Deepak

Dashboard

Master Upload

Location

Seat

User

Seat Request Data

User Approved Seat

Rejected

Bulk Upload Export Excel

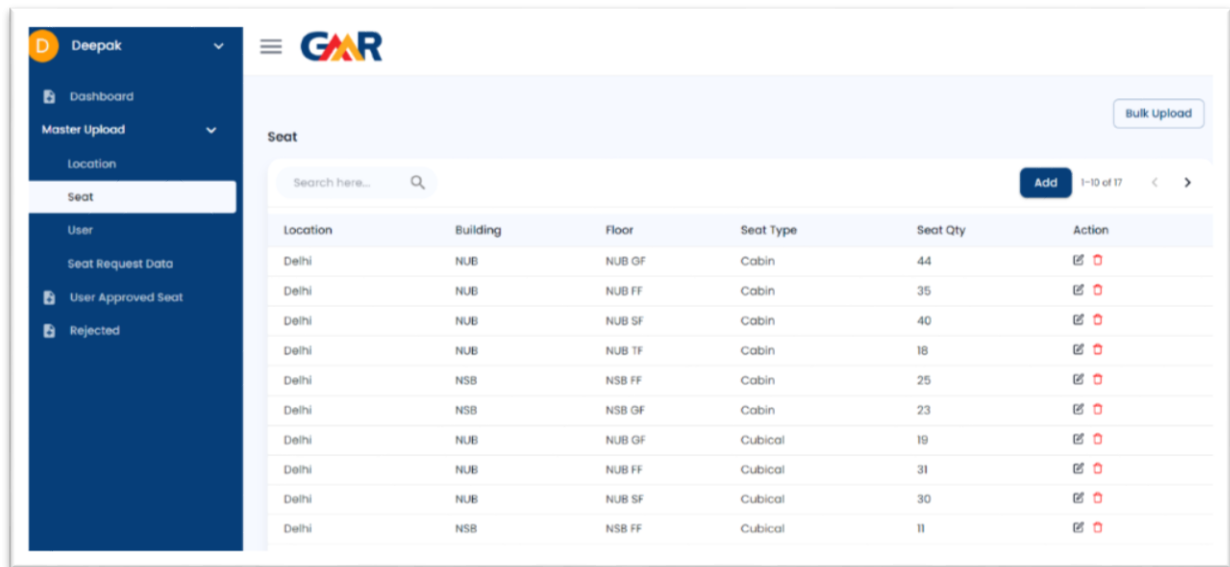
Search here...

Add 1-6 of 6

Location	building	Floor	Action
Delhi	NUB	NUB GF	
Delhi	NUB	NUB FF	
Delhi	NUB	NUB SF	
Delhi	NUB	NUB TF	
Delhi	NSB	NSB FF	
Delhi	NSB	NSB GF	

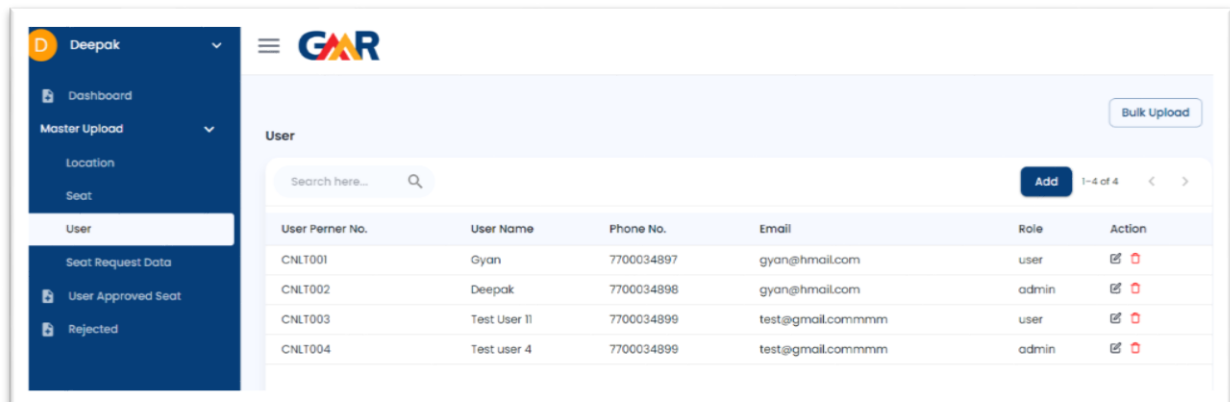
## User Manual – Seat Allocation Portal

### Seat Master:



Location	Building	Floor	Seat Type	Seat Qty	Action
Delhi	NUB	NUB GF	Cabin	44	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB FF	Cabin	35	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB SF	Cabin	40	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB TF	Cabin	18	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NSB	NSB FF	Cabin	25	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NSB	NSB GF	Cabin	23	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB GF	Cubical	19	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB FF	Cubical	31	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NUB	NUB SF	Cubical	30	<a href="#">Edit</a> <a href="#">Delete</a>
Delhi	NSB	NSB FF	Cubical	11	<a href="#">Edit</a> <a href="#">Delete</a>

### User Master (For Admins):



User Perner No.	User Name	Phone No.	Email	Role	Action
CNLT001	Gyan	7700034897	gyan@hmail.com	user	<a href="#">Edit</a> <a href="#">Delete</a>
CNLT002	Deepak	7700034898	gyan@hmail.com	admin	<a href="#">Edit</a> <a href="#">Delete</a>
CNLT003	Test User 11	7700034899	test@gmail.commmm	user	<a href="#">Edit</a> <a href="#">Delete</a>
CNLT004	Test user 4	7700034899	test@gmail.commmm	admin	<a href="#">Edit</a> <a href="#">Delete</a>

## User Manual – Seat Allocation Portal

### Steps 6: View and manage (edit) the Approved User Data

[In case, if user details are required to update or want to vacate the seat]

Deepak

Dashboard

Master Upload

Location

Seat

User

Seat Request Data

User Approved Seat





















Rejected

GAAR

User Approved Seat

Search...

1-10 of 1175

Department	Designation	Contact No	Type	Seat No.	Location	Building	Floor	From Date	To Date	Status	Action
FMS	Blocked by FMS		Work Station	93	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Family Office	Blocked for Family Office		Work Station	65	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Family Office	Blocked for Family Office		Work Station	64	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
T	PM	9958536982	Work Station	34	Delhi	NUB	NUB GF	08/04/2024	08/04/2024	approved	 
FMS	JM	7042001183	Work Station	64	Delhi	NUB	NUB GF	06/04/2024	06/04/2024	approved	 
Corporate HR	Blocked for Corporate HR		Cabin	39	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Corporate Affairs	Consultant		Work Station	133	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Corporate Affairs	Blocked		Work Station	132	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Corporate Affairs	AGM- Corporate Affairs		Work Station	131	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 
Corporate Affairs	Manager - Corporate Affairs		Work Station	130	Delhi	NUB	NUB GF	01/04/2024	30/04/2024	approved	 

Deepak

Dashboard

Master Upload

Location

Seat

User

Seat Request Data

User Approved Seat

Rejected

GAAR

User Approved Seat

1-10 of 1175

Update Approved User

Location\*

Delhi

Building\*

NUB

Floor\*

NUB GF

Seat No.\*

93

Seat Request For \*

Work Station Type\*

Work Station

Employee Status\*























Permer No\*

Employee Name\*

Blocked by FMS

Employee Designation\*

Blocked by FMS

To Date	Status	Action
30/04/2024	approved	 
30/04/2024	approved	 
30/04/2024	approved	 
08/04/2024	approved	 
08/04/2024	approved	 
06/04/2024	approved	 
30/04/2024	approved	 
30/04/2024	approved	 
30/04/2024	approved	 
30/04/2024	approved	 
30/04/2024	approved	 

## User Manual – Seat Allocation Portal

### Step 7: View the Rejected Seat:

D

Deepak

▼

Dashboard

Master Upload

▼

Location

Seat

User

Seat Request Data


User Approved Seat

Rejected

≡

GAR

Seat Rejected By Approver

Search... 

1-8 of 8 < >

Requester ID	Requester Name	Booking For	Perner No	Company	Department	Designation	Contact No
CNLT001	Gyan	Gyan	CNLT001	ggjgj	Properties	vhvgv	7700034897
CNLT001	Gyan	trtyryr	hg15656754	jhhvj	Properties	ytrytryry	7868768678
CNLT001	Gyan	Prashant Saxena	CNLT6025	Velocis	IT	PM	9958536982
CNLT001	Gyan	Test III	TEST12345686	Testtt	Projects & Engineering	Testttt	8896174196
CNLT001	Gyan	TestI	75736	DIAL	PROCUREMENT	Associate Manager	7042001163
CNLT001	Gyan	jhhj	jbj87678	bmbm	COO Office	jktjktkb	9879878677
CNLT001	Gyan	Prashant Saxena	CNLT6025	Velocis	WAISL	PM	9958536982
CNLT001	Gyan	Roma Asija	CNLT3877	GMR Enterprises Pvt Ltd	Finance & Accounts- Corporate	Executive Assistant	

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