USER MANUAL

FOR ONLINE VENUE BOOKING

Prepared By:

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https://www.gemini-us.com/

1. Introduction

- BMC intends to implement an on-line system where in application for citizen service for Online General Permission will be handled in a user friendly portal within the defined timelines. The purpose is to reduce dependency on internal actors in the process and make the system more transparent and citizen friendly.

- This document contains information about BMC's intent to have its web application which would automate the online application process to avail Venue Booking, Pet License & Ferule/Cesspool Clean-Up Booking.

- This document aims at describing the details of requirements (functional and nonfunctional) such as functionalities, features and user interfaces for BMC web application. In this document, the behaviors, user interface and interactivity details of the web application will be fully described.

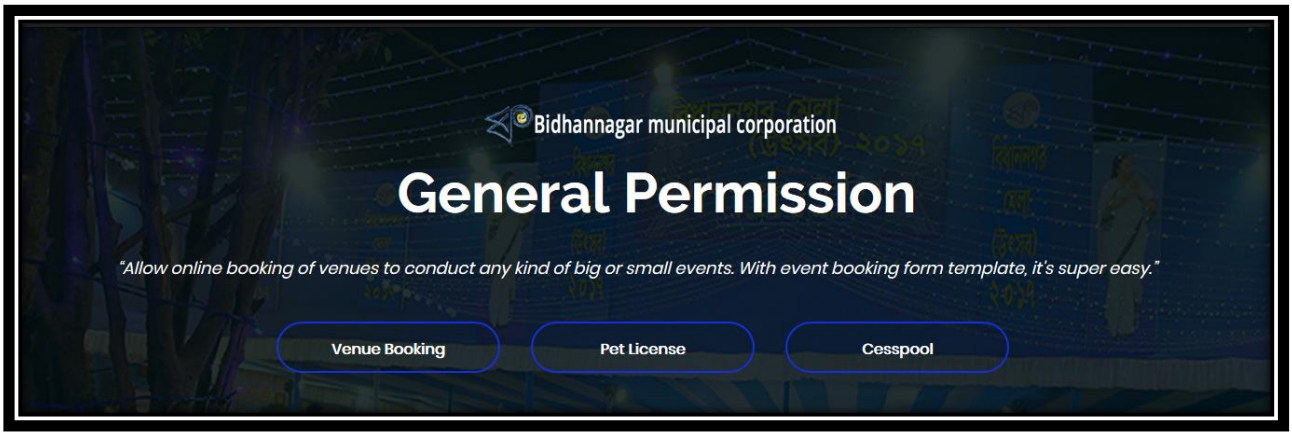
2. Purpose of user manual:

- This User Manual provides complete information about the usage of the system. The user can refer the user manual to understand the process and utilize the system effectively. This manual includes a description of the system functions and features, contingencies and alternate modes of operation, and step-by-step procedures for easy system access and use.

3. Login to the Application:

a) Enter the URL gp.bmcwbgov.in in the URL bar

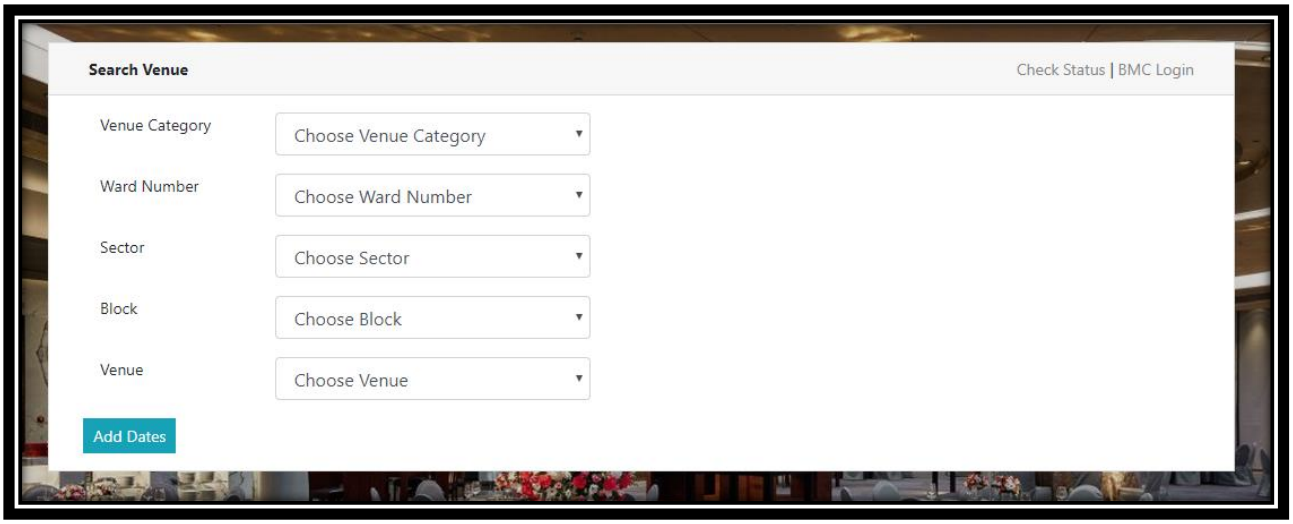
b) Click enter from keyboard; the home page of the application will open.



Select your desired link for Venue booking, Pet License. As shown in above.

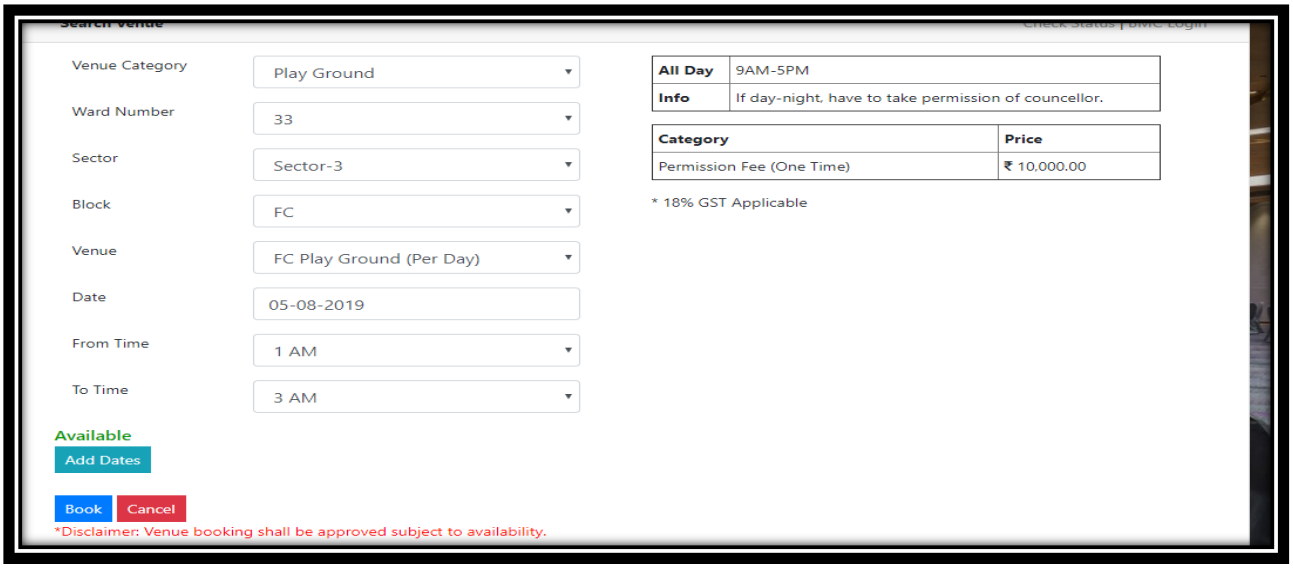
Online Venue booking:

Click on the Venue Booking Menu and it will redirect you to the Venue booking page.

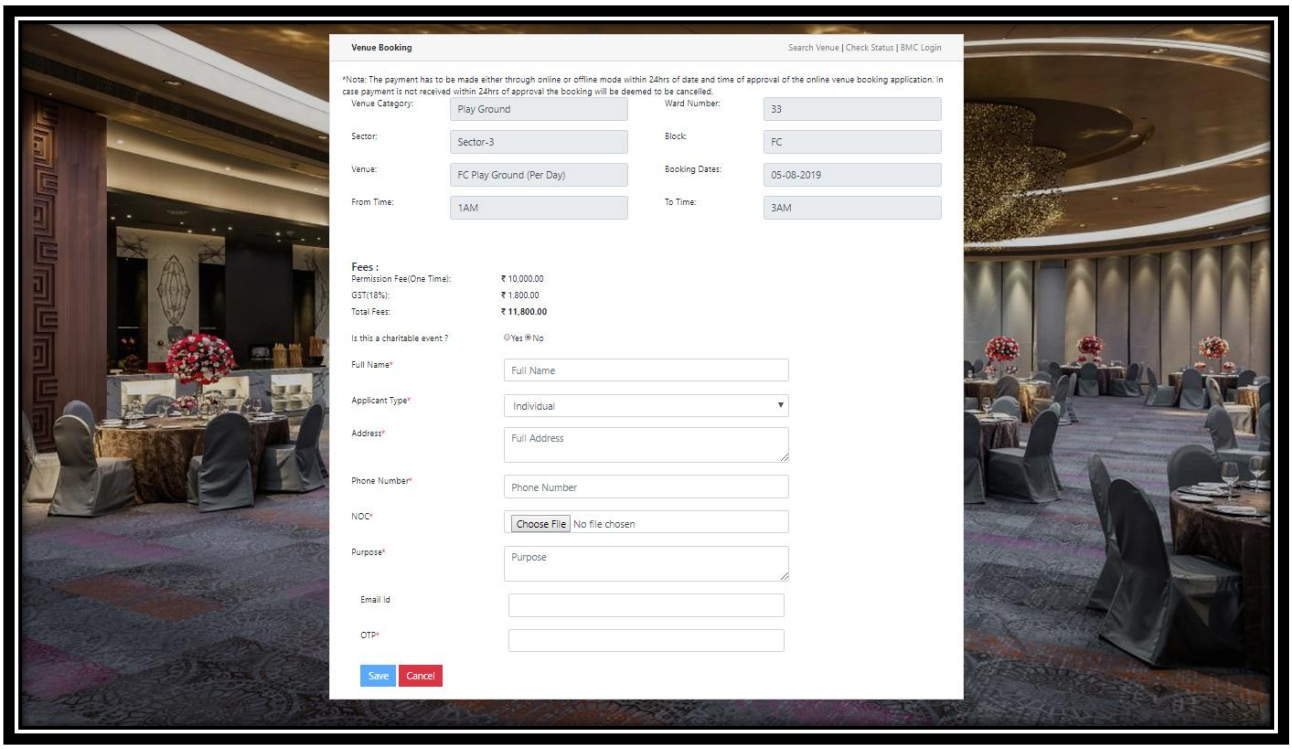


- Choose Venue Category from Drop-Down
- Choose Ward Number from Drop-Down
- Choose Sector from Drop-Down
- Choose Block from Drop-Down
- Choose Venue Name from Drop-Down
- Click on Add Date as well as Select your Date.

Note: If the Venue is not booked for your selected date then in application will show available.

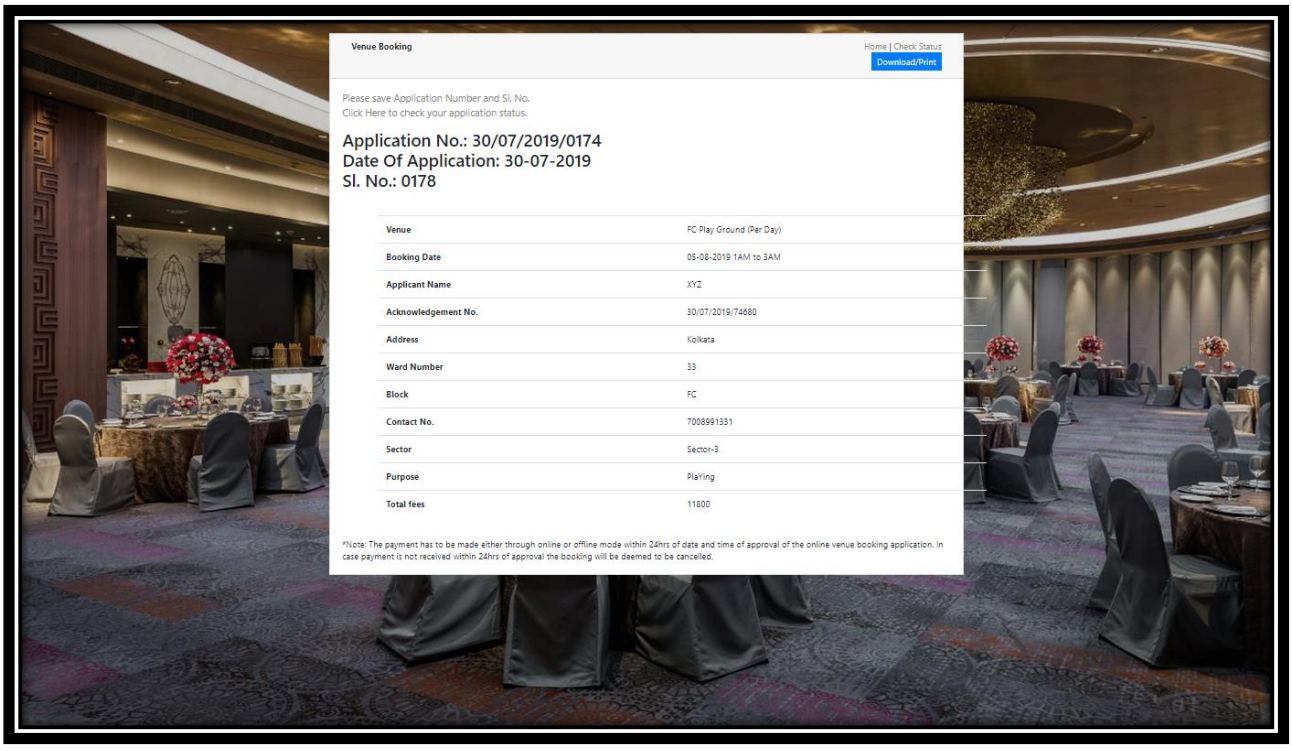


- Click on Book Button and provide your complete details as shown in below.



- Provide your Full Details and You will receive OTP on your mobile number
- Enter OTP and save the application, you will receive Acknowledgement number on your registered mobile Number.

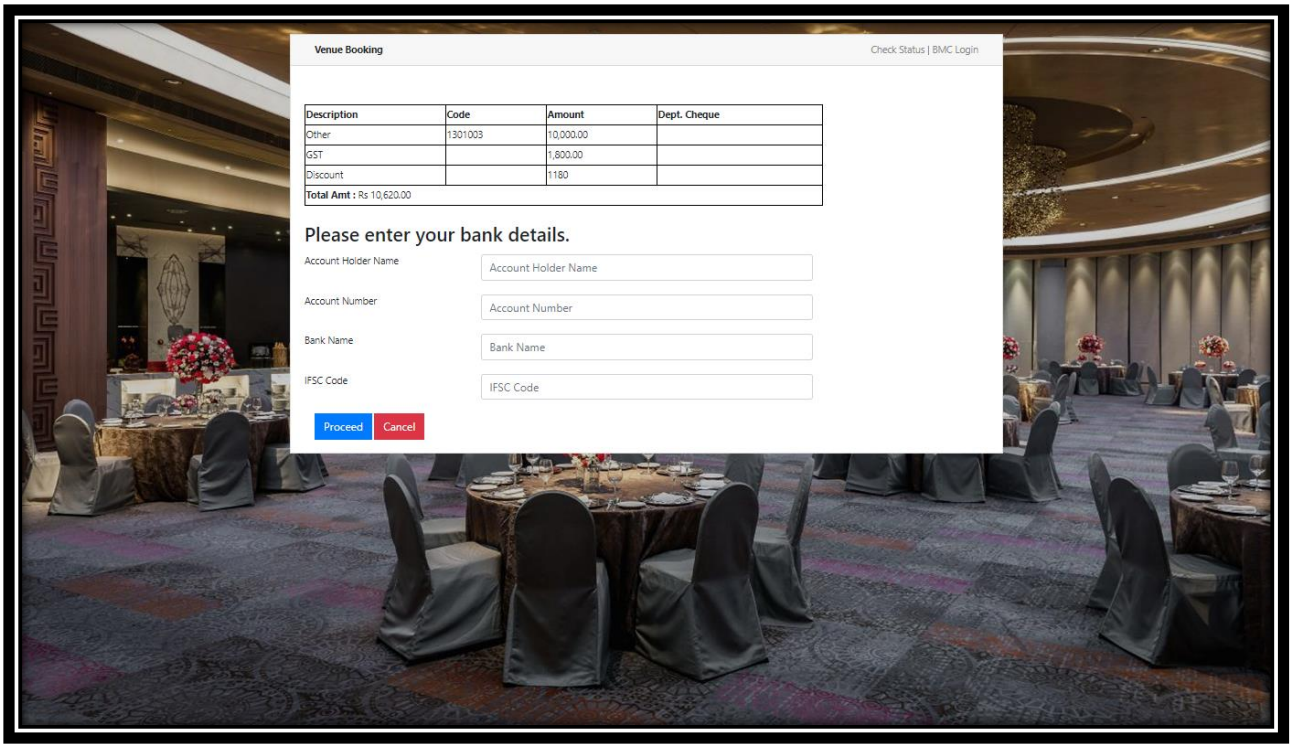
- ***After that BMC will approve/reject your booking on the selected date.***
- ***After Final approval you will be received one SMS - Within 24 hr. you have to update the payment otherwise it will automatically reject the approved Venue.***



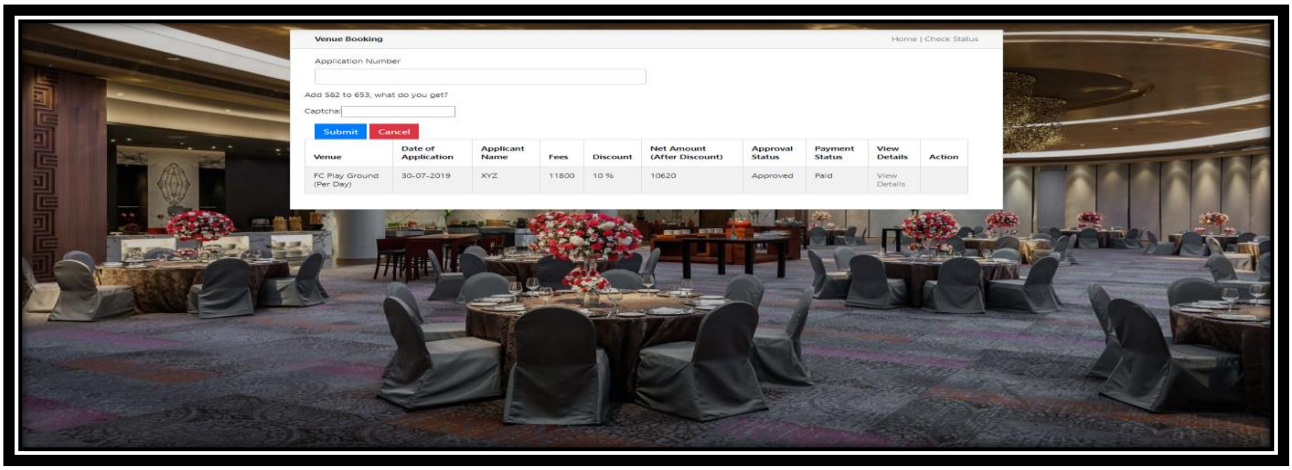
- To check your application status – Click on **Check Status** button, on Right Side.
- Provide your Application Number & Captcha- Click on Search.
- After receiving the approval message – By providing the Link -- Go to the Check Status Menu.

Provide the Application Number and click on search, user can download the challan or pay in online.

Click on pay button- You will redirected to the Update Payment page – Click on Update Payment button



- Provide the Bank Details:
- Click on Proceed button
- You will redirected the Bank Page for payment



- Then you can download & View the booked details.