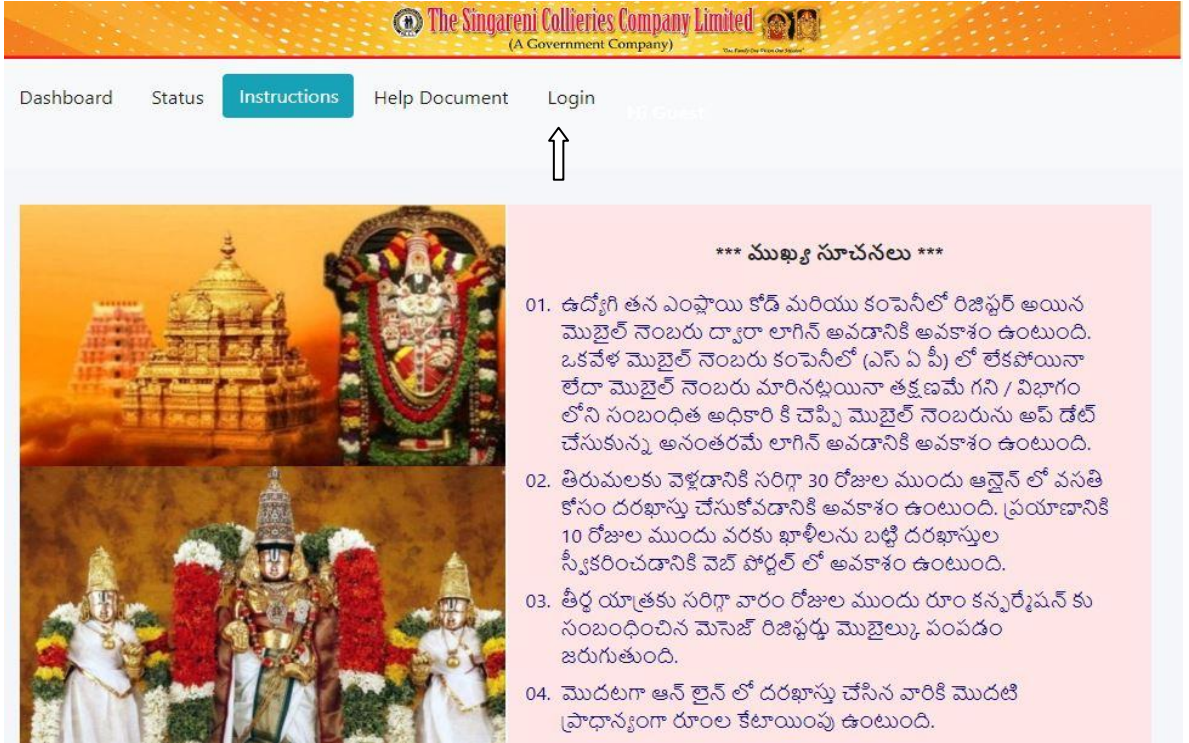
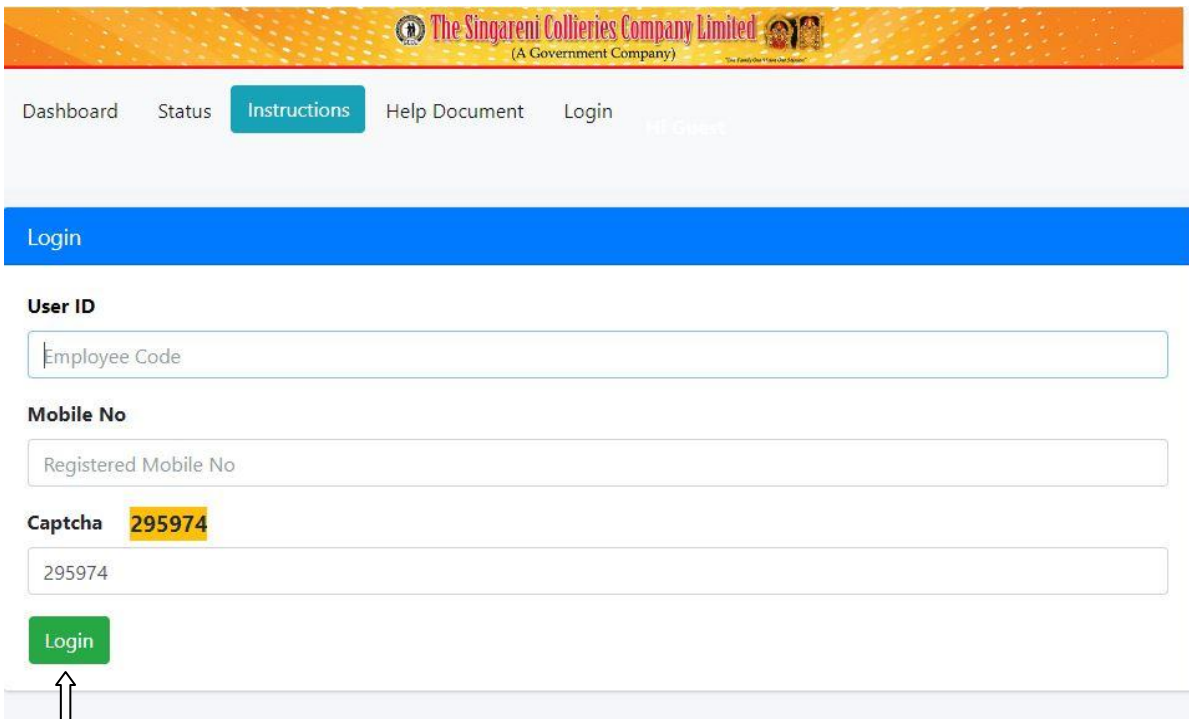


STEP BY STEP HELP DOCUMENT - TO BOOK ROOMS ONLINE FOR PUSHPAGIRI MUTT ROOMS IN TIRUMALA BY SCCL ONROLL EMPLOYEES.

1. In Company website scclmines.com – click on - EMPLOYEES → onroll Employees → Accommodation Booking. You will get room booking screen.
2. Read carefully the General instructions / rules / conditions
3. Press LOGIN .



4. LOGIN with your employee ID as User ID and your registered cell phone number (registered in company SAP - HR). Enter captcha and press Login.



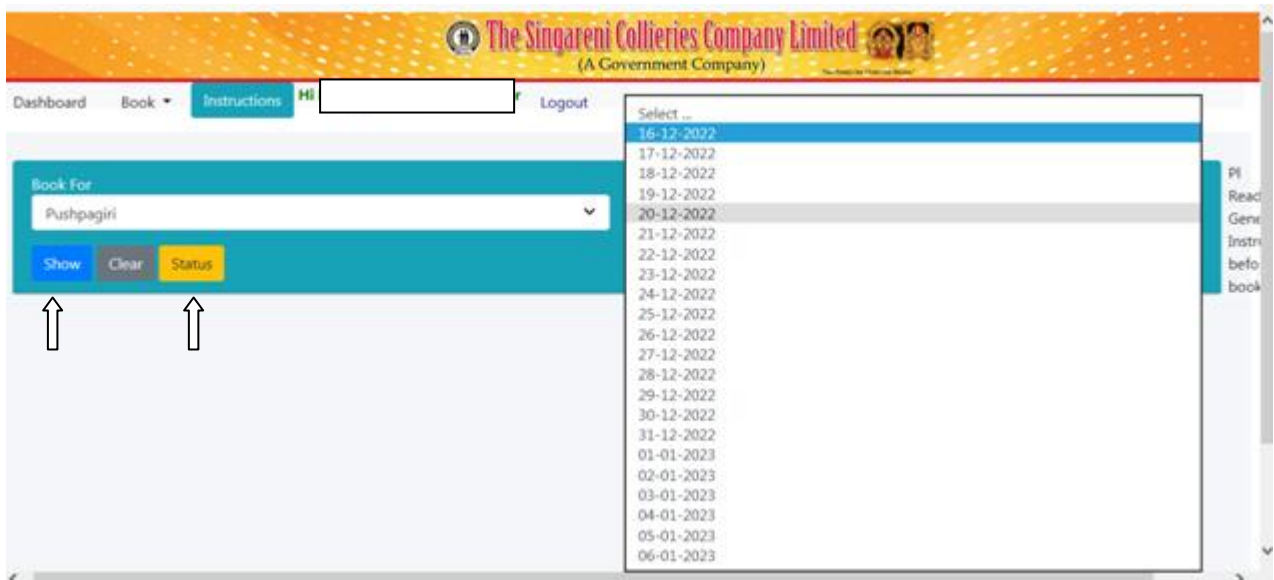
5. You will get the next screen page. Then press BOOK



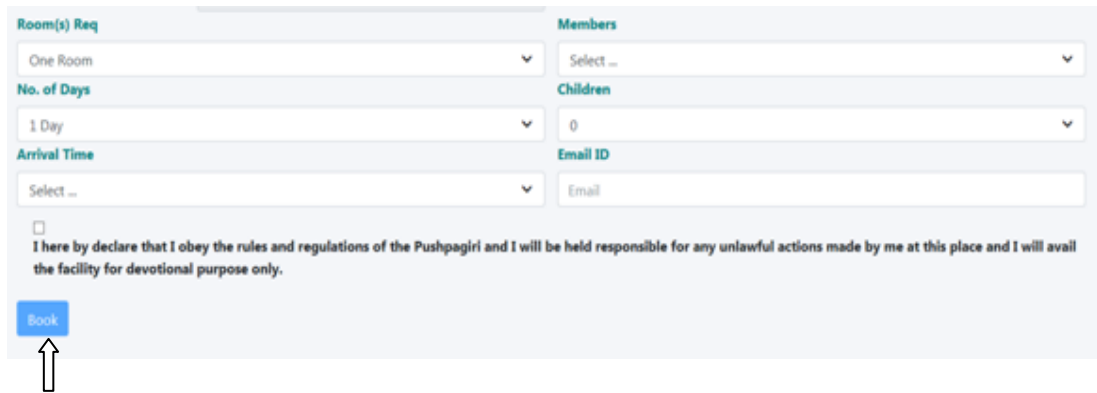
You can see your previous bookings in “My Transactions”



6. You will get the next screen page. Select the arrival date when you want room and press SHOW button. Also you can see the status of availability of the vacant rooms position by pressing STATUS button

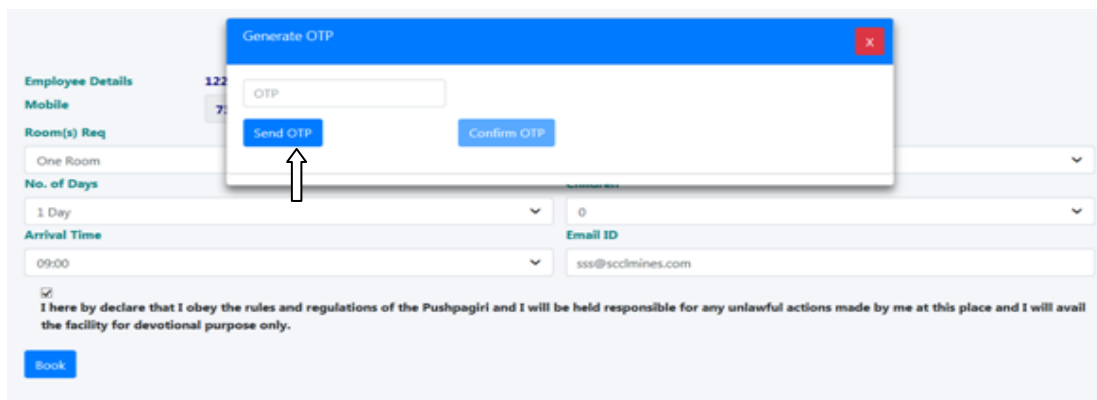


7. Then you will get the next screen page. Enter required data in all the fields and put “tick” mark in the declaration check box and then press BOOK button.



The screenshot shows a booking form with the following fields: Room(s) Req (One Room), Members (Select ...), No. of Days (1 Day), Children (0), Arrival Time (Select ...), and Email ID (Email). Below the form is a declaration checkbox and a blue 'Book' button. An arrow points to the 'Book' button.

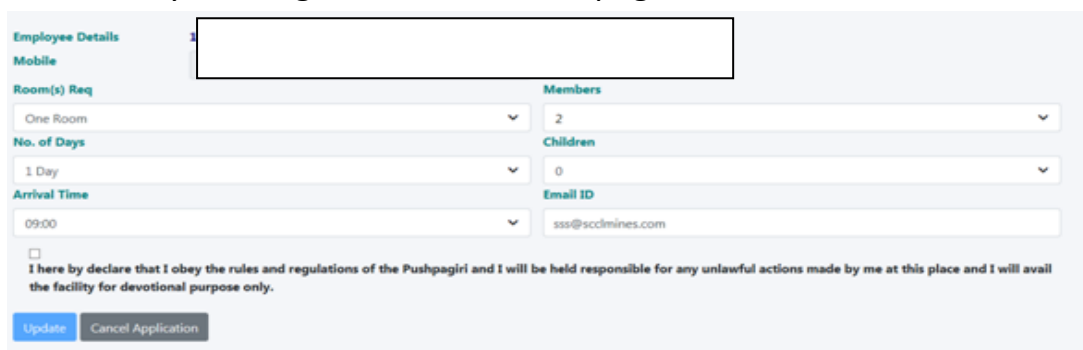
8. Then you will get the next screen page.



The screenshot shows the same booking form as in step 7, but with a 'Generate OTP' modal open. The modal has an 'OTP' input field, a 'Send OTP' button, and a 'Confirm OTP' button. An arrow points to the 'Send OTP' button.

Click on send OTP. You will get OTP number to your registered mobile. Enter the OTP in the box and press CONFIRM OTP box. The process of booking is over.

9. After that, you will get the next screen page like this.



The screenshot shows the booking form with the 'Book' button replaced by 'Update' and 'Cancel Application' buttons. A red box highlights the 'Update' button. The form fields are: Room(s) Req (One Room), Members (2), No. of Days (1 Day), Children (0), Arrival Time (09:00), and Email ID (sss@sclmines.com).

10. The same process / steps has to be followed for “ Cancel Application” or “Update” any details and also your application status will be displayed on the screen like “ booking existed on _____ date. Press LOGOUT button available on the top right corner of the screen at the end.
