<u>Guideline Regarding Online Booking of HUDA Community Centre</u>

Home Screen

1) **Register: -** New User needs to register himself with the community centre application by filling necessary details. (Right hand side top corner link)

Name *

Name

Father Name *

Father's Name

Address *

Address

Mobile No. *

Mobile No.

Email Id *

Email Id

PAN Card No. *

Pan Card

User Id *

User Id

Password *

Password

Enter Code

Enter code | *493239* | Refresh

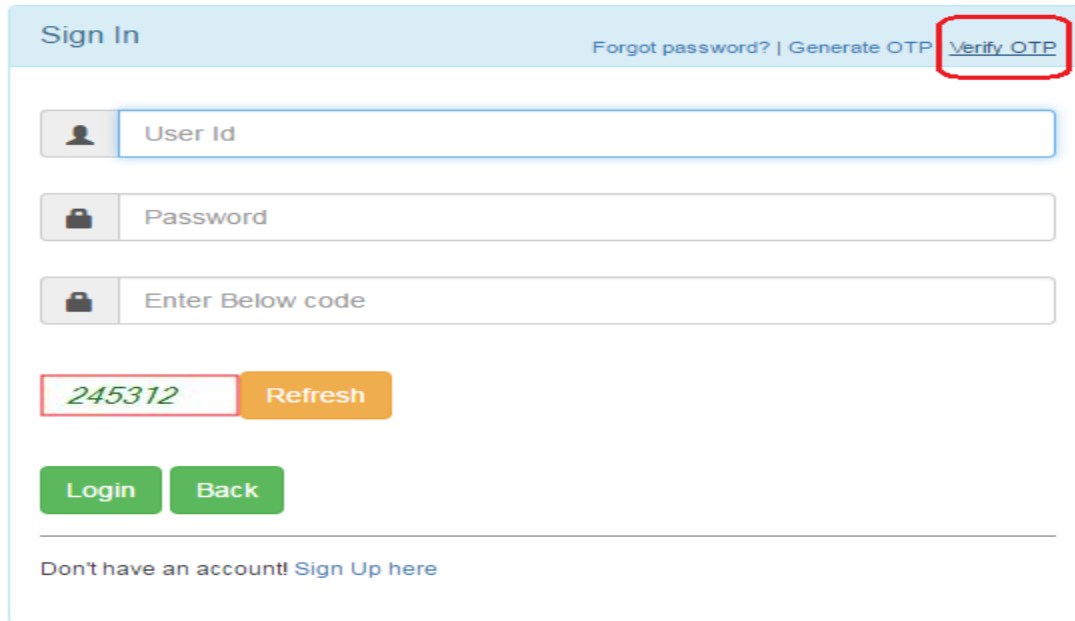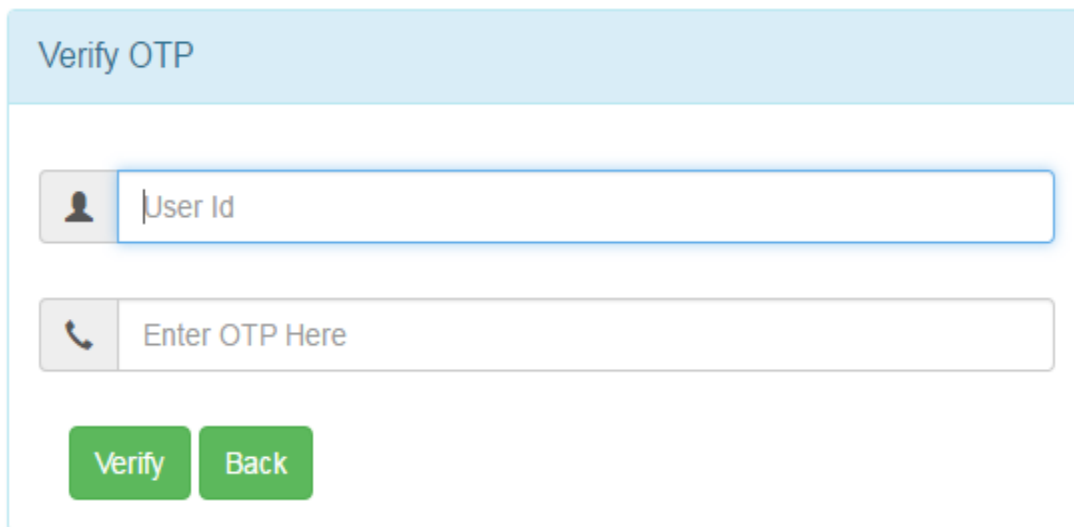Sign Up | Back

After filling necessary details user click on the Sign Up button. After that an SMS has been sent to the registered mobile number.

2) **Verify OTP: -** User click on Customer login link to verify the OTP. If users not verify the OTP then he cannot login into the application.

Users enter the user id and OTP number which has been sent to him on his registered mobile number.

After OTP verification user can use Back button to login into the application.

3) **Login: -** User enters the User id, password and captcha code (Red Circled number which is dynamic auto generated) to login in to the application.

Sign In   Forgot password? | Generate OTP | Verify OTP

👤   User Id

🔒   Password

🔒   Enter Below code

992156   Refresh

Login   Back

Don't have an account! Sign Up here

4) **Check Availability: -** User can check the availability of the community centre with and without registration on community centre application.

Check Availability

Estate Office*   Ambala   ▼

Property Type*   Select   ▼

Location*   ▼

Date From*

Date To*

Search

5) **New Booking: -** After login in application user fill details in the the New Booking page and click on the make payment button.

After filling the New Booking page user click on the Calculate amount button to see the amount which is to be paid.

After this user click on make payment button and the page redirected to the payment gateway. From payment gateway customer can make the payment by credit card, debit card, debit card + ATM PIN and Net Banking.
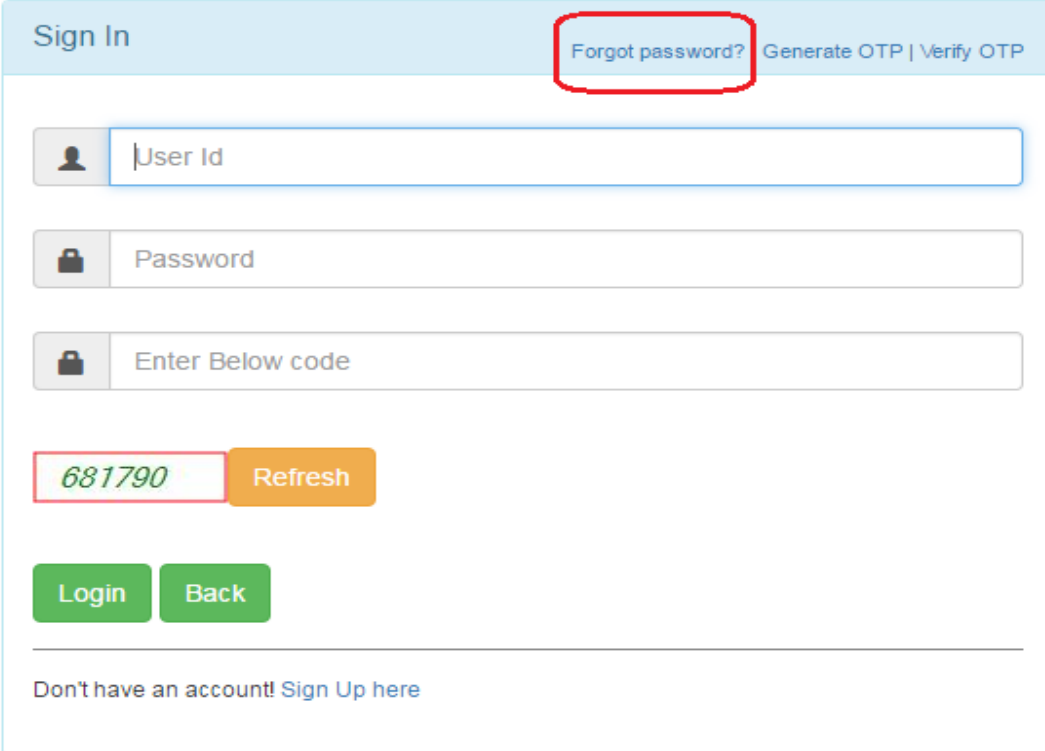
After successful confirmation of payment from payment gateway a receipt will be generated to the customer.

6) **Cancel Booking:-**Customer can cancel the booking due to some unavoidable circumstances. Applicable charges will be deducted as per cancellation policy.

7) **Change password: -** User can change his password by right hand side top corner click.

8) **Upload Clearance: -** To receive the security amount after successful completion of function, customer must have to upload the NOC duly verified by community centre representative.

9) **Reports: -** From report section customer can do the following

   I) **Bookings: -** From booking link customer can see the list of all bookings done by him till date.

   II) **Failed Transactions:** - From failed transaction link customer can see the list of booking attempts in which transaction are failed.

10) **Forget Password: -** In case User forgets the password then he can use forget password link to reset the password.

User have to enter the Registered user id and registered email id then click on recover button to get password reset link on his registered email id (Check your spam also).

Note: -In case user forgets their user id please send the mail to queryhuda@gmail.com from his registered email id.