





# **Holiday Home**

## **Ex-Employee User Manual**



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## 1. Introduction

This job card may be used as reference document for Holiday Home application in HR Connect, having step by step instructions that Ex-employee is required to take. Login Portal User needs to enter the URL in the URL (Address Bar) in the web browser to open the Bank of Baroda Portal interface.

## 1.1 Ex-Employee Self-Service Home Page

Ex-Employee will use Ex-Employee Self-Service Home Page to access a variety of Ex-employee self-service transactions that are available in the form of tiles, which helps you to reach that page directly.

		▼ Ex-Employee Self Service		â	۲	:	۲
Personal Information	User Manual	Pension	Announcements				
2	2	CRACLE	Enhancement of Medical Insurance subsidy to Retired employees / surviving spouse dated 11thFeb2022 9 Unread	1			
					J		
Grievance/Feedback	Holiday Homes	HR Claims	Staff Welfare				
		•					C
		Fig. Employee Self Service Home Page					
i71 WORDS 디호 english (United States)			₩ Ξ	Ro -		11:00	+ 1

Fig. Ex-Employee Self Service Home Page

## 1.2. Holiday Homes WorkCentre

It will provide the direct link to the services related to Holiday Home.

Step	Action	
1	Click on "Holiday Homes" tile for Holiday Home related	details and
	transaction.	
C Ex-Employee Self Service	Holiday Homes	🏫 🏲 : 🥑
📊 Holiday Home Calendar	Holiday Home Calendar	New Window   🔤
Holiday Homes Booking	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Holiday Homes Feedback	Find an Existing Value	
	▼ Search Criteria	
	Holiday Home ID begins with	
	Hotel ID begins with	
	II Case Sensitive	
	Search Clear Basic Search 📽 Save Search Criteria	
	Fig Holiday Homes WorkCentre	



Here, you can find the various tabs which will serve you the purpose as mentioned below:

- Holiday Homes Calendar User can check availability of rooms in any Holiday Home.
- Holiday Homes Booking User can book Holiday Home across India.
- Holiday Home Feedback User can submit their feedback for the Holiday Home which they have availed.

## 2. Holiday Homes

#### 2.1 To check Room Availability of any Holiday Home

Step	Action
1	Click on the menu "Holiday Home Calendar".
2	Click on <b>"Search"</b> button.

SEx-Employee Self Service	Holiday Homes	â	۲	:	Ø
📔 Holiday Home Calendar	Holiday Home Calendar		New \	Vindov	w   🖾
🔚 Holiday Homes Booking	Enter any information you have and click Search. Leave fields blank for a list of all values.				
📅 Holiday Homes Feedback	Find an Existing Value				
	▼ Search Criteria				
	Holiday Home ID begins with				
	Hotel ID begins with				
	Case Sensitive				
	Search Clear Basic Search 🛱 Save Search Criteria				

Step	Action
3	Click on the "Holiday Home ID" for which you want to check the availability.

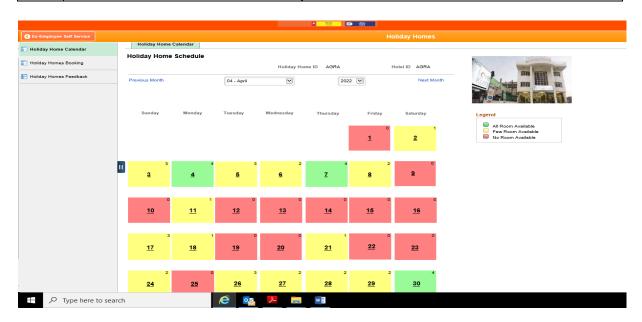
C Ex-Employee Self Service		Holiday Home			۲	:
C Ex-Employee Self Service		Holiday Holie	5	Â	T	:
📄 Holiday Home Calendar	Find an Existing	/alue				
Holiday Homes Booking	✓ Search Criteria					
Holiday Homes Feedback	Holiday Home ID b	igins with				
	Hotel ID b	igins with				
	Case Sensitive					
	Search Results	1-53 of 53 V				
	Holiday Home ID	Hotel ID				
	AGRA	AGRA				
	ALIBAUG	1				
	AMRITSAR	TREEBODEEINTERC				
	AURANGABAD	HOTELKARTIKI				
	AUKANGABAD					



Step

#### Action

4 You can check Month wise availability here.



#### 2.2 Holiday Home Booking - Add New Holiday Home Application

Step	Action
1	Click on " <b>Holiday Homes Booking"</b>
2	Click on the menu " <b>Add a New Value</b> ".
3	Click on "Add" button.
	rconnect-int.bankofbanoda.co.in/psc/P592HPRD/EMPLOYEE/HRMS/c/NULFRAMEWORK.PT_AGSTARTPAGE_NULGBLICONTEXTIDPARAMS=TEMPL + 🔒 Bank of Banods [N] 🖒 Search P - 🗋 众 ☆ 怨 🙂
oliday Homes Booki	
	1 2 3

	बैंक ऑग़ बड़ौदा Bank of Baroda बाह्य कि क्या	
C Employee Self Service	Holiday Homes	💿 : 🔍 🏫
Holiday Home Calendar	Holiday Homes Booking	New Window   🔲 🧥
📅 Holiday Homes Booking	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Holiday Homes Feedback	Find an Existing Value	
	▼ Search Criteria	
	ECNO 92194 Booking-ID begins with	
	Check-In Date =	
	Check-out Date =	
	Holiday Home begins with C	
	Holiday booking status =	
	Case Sensitive	

Fig. Holiday Home Booking

				B	बैंक ऑफ़ बड़ीदा Bank of Baroda बिल्लास्ट्र 🗈 स्टब्स्
ankofbaro	da.co.in/psc/PS92HPRD/EMPLOYEE/HRMS/c/NUI_FRAMEWO	RK.PT_AGSTARTPAGE_NUI.GBL?CONTE	EXTIDPARAMS=TEMPL 👻 🔒 Bank of Baroda [IN] 🖒	Search	- ロ × の☆戀 🙂
s Help					
		बैंक ऑफ़ बड़ौदा Bank of Baroda	Welcome, SANHITA!		
		Holiday			🕥 : 🕫 🏫
	Holiday Homes Booking				New Window   🗐
	Eind an Existing Value Add a New Val	le			
	ECNO 92194 Booking-ID NEXT				
	Add				
	Find an Existing Value   Add a New Value				

#### The following page will be display:

		Holiday Homes		🔶 🍾
HH Application for Employ	yee			New Window   Personalize Pag
	**Maintain Sufficier	it Balance in account before booking**		
Booking Details				
Booking ID	NEXT	Booking Status	Initiated	
ECNO		Employee Type	Existing	
*Select Holiday Home	<u>م</u>	Hotel	Q	
*No of Rooms needed		*Allow Flexible Booking	Yes About Flexible Booking	
*Check-in Date		View Room Availability *Check-Out Date	E.	
Check-In Time		CheckOut Time		
Booking date		No of Days Booked For		
mployee Contact				
inployee Contact				
Employee Address		Location		
Employee Mobile No		Employee Email ID		
Alternate Contact No		Emergency Contact Name		
Payment Status		Employee Account Number		

								B	बैंक ऑफ़ Bank of B हिंदिका के कि
			कि ऑफ़ बड़ीदा Cank of Baroda	• 1 1 1 1 1					
			Holiday Hom	nes					i 🕋 🏲 🗄
	el Details				4 4	1-1 of 1 🗸			
	Hotel Name	Address	Nearest Station		View Details	Select Ho			
	1				Q	Yes			
	Q     Relationship     1	Name		Age	Accompanying  Yes		View All		
	2				Yes 💌		-		
	Additional Bed Requ	rks	Charges for additional bed to b	e borne by					
	Total Charges				Transac	tion ID:			
Rooi	Confirm Booking m Booking Details				I ■ ■ 1-1 of 1[		▶   View A	AII	
		Booking Id	Dates Booked for	Room	Number Allocated				
	ECNO	Booking id			Number Anocated				

Step	Action
1	Select <b>"Holiday Home"</b> from the prompt.
2	Select <b>"Hotel"</b> from the prompt.
3	Enter <b>"No. of Rooms needed"</b> - Only 1 room allowed.
4	Select Yes / No in "Allow Flexible Booking" from drop-down list. "If you select flexible
4	booking as YES, rooms will be allotted as and when available."
5	Select "Check-in Date" and "Check-out Date" from calendar.
6	Enter <b>"Employee Email ID</b> "
7	Enter "Alternate Contact No."
8	Enter "Emergency Contact Name"
9	Select Yes / No in <b>"Select Hotel" under Hotel Details.</b> In any Holiday Home Location, if
9	2 Hotel are there, select which Hotel you want to book.
10	Enter <b>"Remarks"</b> , if any.
11	Click on <b>"Confirm Booking"</b> button to submit your application.

If you do not have sufficient balance in your account, the system will not allow you to submit the application.



#### 2.3 View/Search Existing Holiday Home Application Details

		ात्रि वैंक Bai	ि ऑफ़ बड़ौदा nk of Baroda । ◙	Welcome		
			Holiday Ho	mes		🕥 i 🌱 1
						New Window   🔲 🔨
	Holiday Homes Boo	king				
	Enter any information you ha	we and click Search. Leave	e fields blank for a list of a	Il values.		
	Find an Existing Value	Add a New Value				
	Search Criteria					
	ECNO					
		begins with				
	Business Unit	begins with				
	Employee Type			~		
	Check-in Date	-	Ē			
	Check-out Date	-				
	Holiday Home	begins with	٩			
	Holiday booking status			~		
	Case Sensitive					
						$\sim$
Stop				Act	tion	
Step			·			
1	Click on th	e menu " <b>Hol</b>	laay Home	BOOKING		
				Ŭ	•	
2		ind an Exist	ing Value".		•	
23		ind an Exist earch" butto	ing Value".		•	
		earch" butto	ing Value".			
		earch" butto हिंदी के अ Bank	ting Value". on. गॅफ़ बड़ौदा of Baroda	•		
		earch" butto हिंदी के अ Bank	t <mark>ing Value".</mark> on. गॅफ़ बड़ीदा			â V <sup>0</sup> : Ø
3 Holiday	Click on "S	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			<u>ه</u> : ۳
3 Holiday	Click on "S Homes Booking formation you have and click Search. L	earch" butto المعالية عليه المعالية المعالية المعالية الم	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			<u> </u>
3 Holiday Enter any in Find a	Click on "S Homes Booking formation you have and click Search. L n Existing Value Add a New Val	earch" butto المعالية عليه المعالية المعالية المعالية الم	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			
3 Holiday	Click on "S Homes Booking formation you have and click Search. Lu n Exitating Value Add a New Val Criteria ECNO	earch" butto المعالية عليه المعالية المعالية المعالية الم	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	
3 Holiday Enter any in Find a Search	Click on "S Homes Booking formation you have and click Search. L n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V	earch" butto المعالية عليه المعالية المعالية المعالية الم	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	
3 Holiday Enter any in Find a Search	Click on "S Homes Booking formation you have and cick Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with using using Unit	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			
B B B B B B B B B B B B B B B B B B B	Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with using using Unit upboyee Type	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			
B B B C	Click on "S Homes Booking formation you have and cick Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with we heck-in Date	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			
B B C C C Holiday	Click on "S Homes Booking formation you have and cick Search. Li n Existing Value Add a New Val Criteria ECNO Booking-JD begins with Y usiness Unit heck-in Date • Y eck-out Date • Y	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	
B B B B B B B C C C h U H	Click on "S Homes Booking formation you have and cick Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with we heck-in Date	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	<ul> <li>№ : Ø</li> </ul>
B B B B B B B C C C h U H	Click on "S Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V usinese Unit subrese Type - V heck-in Date - V coliday Home begins with V ooking status - V	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	<ul> <li>★ ♥○ : ○</li> </ul>
3 Holiday Enter any in Find an Search C C C H Holiday bo C case Ser	Click on "S Click on "S Homes Booking formation you have and click Search Li m Existing Value Add a New Val Criteria ECKO Booking 1D begins with V usiness Unit uployee Type • V eck-out Date • V coliday Home begins with V ooking status • V mattive	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho			<u> * * :</u> ⊘
B Holiday J Enter any in Find a Search B Ent C C Ch Holiday bo	Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V wuhness Unit aployee Type • V eck-in Date • V coliday Home begins with V coking status • V Clear Basic Search & Save	earch" butto	ting Value". on. मॅग्रज बड़ीदा of Baroda Holiday Ho		·	
3 Holiday Enter any in Find an Search Ch Holiday bo Case Sei Search	Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V wuhness Unit aployee Type • V eck-in Date • V coliday Home begins with V coking status • V Clear Basic Search & Save	earch" butto	sing Value". on. गॅग्न बड़ोदा of Baroda Holiday Ho			<u>*</u> *2 : ⊘
3 Holiday i Enter any in Find a Search B Em C C C h Holiday bo C Case Sei Search Search Res View All ECNO Bo	Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V usiness Unit phoyce Type a V heck-in Date V coking status V Clear Basic Search & Save uits boking-ID Business Unit	earch" butto	ing Value". on. ing वहीत of Barden weccere Holiday Ho es.	mes 14 of 4 V > > Holiday booking status		
3 Holiday I Enter any in Find an Search I Holiday bo Ch I Holiday bo Case Sear Search Case Search Cas	Click on "S Homes Booking formation you have and click Search. Li n Existing Value Add a New Val Criteria ECNO Booking-ID begins with V ushoeyee Type - V heck-in Date - V eck-out Date - V coliday Home begins with V coling status - V booking status - V Clier Basic Search & Save uts	earch" butto	ing Value". on. if if if a start a we come we come to it day the es.	mes 14a4¥ > >		

Click on the **"Booking ID"** to view complete details of application alongwith status.



### • Partially Approved Booking

		ार्थि बैंक Bai		felcome,				
C Employee Self Service			Holiday Ho	mes		i 🏫 - 🏲	1	
Holiday Home Calendar	Booking Details							
Holiday Homes Booking	Booking ID	000026497		Booking Status	Partially Approved			
Holiday Homes Feedback	ECNO			Employee Type	Existing			
	Select Holiday Home	GANPATIPULE	GANPATIPULE_HH	Hotel	ABHISEKBEACHRES About Flexible Booking			
	No of Rooms needed	1	View Room Availability	Allow Flexible Booking Check-Out Date	Yes About Flexible Booking 17/04/2022			
	Check-in Date Check-In Time	15/04/2022 2:00PM	,,	CheckOut Time	12:00PM			
	Booking date	21/02/2022		No of Days Booked For	2			
	Employee Contact							
	Employee Address			Location	VADODARA, DARBAR CHOWKDI			
	Employee Mobile No			Employee Email ID	kshitiz_patel@rediffmail.com			
	Alternate Contact No			Emergency Contact Name	KSHITIZ			
	Payment Status	Payment Successful	F	mployee Account Number	30710400000205			

			Holiday Homes						â	7
p	Ч.				1 1.50		VIEW A			
	Relationship	Name		Age	Accompany	ng				
1	1				Yes		-			
2	2				Yes	~	-			
3	3				Yes	~	—			
	Remarks	Charges for	additional bed to be borne b	oy employee		Reservati	onLetter			
			additional bed to be borne t	oy employee						
			rged Amount:	oy employee	Transaction I		onLetter			
	Remarks			oy employee	Transaction I		onLetter			
Т	Remarks			oy empioyee	Transaction I	):	onLetter			
T Room	Remarks			y employee	Transaction I	):	onLetter			
T Room I≣î	Remarks				Transaction I	): ncel Booking 1-2 of 2⊻		5.II		
T Room I≣î	Remarks fotal Charges INR: Booking Details Q. ECNO Boo	Cha	rged Amount:		Transaction I Ca	): ncel Booking 1-2 of 2⊻		All		

If status of your booking is Partially Approved, that means you have been allotted some rooms as per availability and some rooms are in waitlist.



## 2.4 To download Reservation Letter of Approved Booking

Step				Action	_
1	Click on the me	enu " <b>Hol</b> i	iday Hom	e Booking".	
2	Click on "Find	an Existi	ing Value"	•	
3	Click on "Searc	<b>h</b> " butto	n.		
4	Select <b>"Bookin</b>	g ID" of	the applica	tion for which you want to generate reservation let	tter.
_				be generated only for approved/ Partially appro	
	booking.	Jei vatioi		i be generated only for approved, randany appro	rea
5		rvation	Lottor" h	utton. The reservation letter will get open in next	tah
5	window.	Ivation	Letter Di	itton. The reservation letter will get open in next	lab
	willdow.				
			फ़ बड़ौदा f Baroda <sup>Welcome</sup>		
Helidey Herr	es Besking		Holiday F	tomes 🍙 🍋	: 0
Holiday Hom Enter any informat	ion you have and click Search. Leave fields bl	ank for a list of all values.			·
Find an Exis	ting Value Add a New Value				
<ul> <li>Search Criter</li> </ul>	la				
	ECNO				
Book	ECNO begins with				
Book Busines Employe	ECNO ing-ID begins with D beg				
Book Busines Employe Check-i	ECNO begins with W	<b></b>			
Book Busines Employe Check-i Check-ou	ECNO begins with W  begins with W	[]] []]			
Book Busines Employe Check-i Check-ou	ECNO begins with W				
Book Busines Employe Check-i Check-ot Holiday	ECNO begins with W	[]] []]			
Book Basines Employe Check-it Check-ou Holiday Holiday booking Case Sensitive	ECNO begins with W				
Book Basines Employe Check-it Check-ou Holiday Holiday booking Case Sensitive	ECNO begins with W				
Book Businer Employe Check-d Holiday Holiday booking Case Sensitive Search C	ECNO begins with W		14	< T4014V > →	
Book Busines Employes Check-ot Holiday Holiday booking Case Senative Search C Search C	ECNO begins with W s Unit to Type Typ	iii) iii) Q	e Sheck-out Date Holiday Hor		
Book Busines Employes Check-4 Holiday Holiday booking Case Senative Search C Search Results	ECNO begins with V Type - V n Date - V the Data - V begins with V begins with V the - V the - V begins with V begins	III         III           III         III           III         III           III         III           III         III           III         IIII           IIII         IIII           IIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			

			बैंक ऑ Bank o	फ़ बड़ीदा f Baroda			
				Holiday Home			
	Hotel Name		ddress	Nearest Station		View Details	Select Hotel
	1 1	Re	AI INN HOLIDAY RESORT ewas Road, Chondi Kihim ibag , raigad	Panvel		Q	Yes
Em	oloyee Dependent In	formation					
8					H	4 1-1 of 1	▶ ▶ I View All
	Relationship	Na	me		Age	Accompanying	
	1					Yes	—
Add	tional Bed Required Remarks Total Charges INR:	Yes 💌	-	itional bed to be borne by er d Amount:		Res Transaction ID:	servationLetter
Roo	n Booking Details					Cancel Bool	king
шţ	Q					4 4 1-3 of 3	View
	ECNO	Booking Id		Dates Booked for	Room N	umber Allocated	
		00000020		18/08/2021	102,103		
2		000000020		19/08/2021	102,103		
3		000000020		20/08/2021	102,103		



## 2.5 To cancel any Existing Booking

Step	Action
1	Click on the menu "Holiday Home Booking".
2	Click on "Find an Existing Value".
3	Click on <b>"Search"</b> button.
4	Select <b>"Booking ID"</b> of the application which you want to cancel.

					Holiday Ho	mes	4	•7	1
oliday Homes	-								
	ou have and click Search.	Leave fields blank fo	r a list of all value	IS.					
Find an Existing	Value <u>A</u> dd a New Va	alue							
Search Criteria									
ECN	10								
Booking-	ID begins with								
Business U	nit								
Employee Ty	pe - 💌		$\checkmark$						
Check-in Da	te = 💌								
Check-out Da	te = 🗹								
Holiday Hor	ne begins with		Q						
liday booking stat	us = 🔽		~						
Case Sensitive									
Search Clear	Basic Search 🖉 Sav	e Search Criteria							
arch Results									
/iew All					H 4	1-4 of 4 🖂 🕨 👘			
CNO Booking-ID	Business Unit	Employee Type	Check-in Date	Check-out Date	Holiday Home	Holiday booking status			
00000007			17/07/2021	19/07/2021	ALIBAUG	Partially			
00000024			25/08/2021	01/09/2021	ALIBAUG	Approved			
00000034			08/07/2021	13/07/2021	KOLKATA	Approved			

Step	Action
1	Click on "Cancel Booking" button.

Hote	el Name	Address SAI INN HOLIDAY RESORT Rewas Road, Chondi Kihim Alibag, raigad	Nearest Station			Select Hotel		
1 1		Rewas Road, Chondi Kihim	Panyel		_			
		Alibay, Taigau			Q	Yes		
Employee	Dependent Information			H	< 1-1 of 1 →	View All		
Re	lationship	Name		Age	Accompanying			
1					Yes	-		
	Remarks Charges INR:	Charges for additi	onal bed to be borne by er		Fransaction ID:	ervationLetter		
					Cancel Booki	ing		
Room Bool	king Details				1-3 of 3	View All		

Note: Cancellation penalty charges will be collected as per guidelines mentioned in **Circular no HO: BR: 113: 182 dated 05.08.2021.** 



## 2.6 To submit Feedback for any Availed Booking

Step	Action
1	Click on the menu "Holiday Home Feedback".
2	Click on " <b>Add a New Value</b> ".
3	Select <b>"Booking ID"</b> from the prompt.
4	Click on "Add" button.

🗲 🔿 🐻 https://hrconnect-int	t.bankofbarods.co.in/psz/PS92HPRD/EMPLOYEE/HRMS/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?CONTEXTIDPARAMS=TEMPL 👻 Bank of Baroda [IN] 🖒 Search 🔎
😽 Holiday Homes Feedback 🛛 🛛 🛛	
File Edit View Favorites To	ols Help
	बैंक ऑग़ बड़ीदा Bank of Baroda
S Ex-Employee Self Service	Holiday Homes
🔚 Holiday Home Calendar	Holiday Homes Feedback
🛅 Holiday Homes Booking	Enter any information you have and click Search. Leave fields blank for a list of all values.
🔚 Holiday Homes Feedback	Find an Existing Value
	▼Search Criteria
	ECNO begins with V 18735
	Booking ld begins with 💟 🔲 🔍
	Search Clear Basic Search 🖉 Save Search Criteria
	Find an Existing Value   Add a New Value

	बैंक आंग़ बड़ौदा Bank of Baroda राष्ट्र का का	
C Employee Self Service	Holiday Homes	: ®7 🏫
📔 Holiday Homes Booking	Feedback Page	New Window   Personalize Page
T Holiday Homes Availability		
🔚 Holiday Homes Feedback	Booking Id     000000006     Booking Date     0507/2021       Holiday Home     MUMBAI     Hotel     NUGGET       Check-in date     0507/2021     Check-Outdate     0607/2021       Rating     Rate on scale of 1-5 With 1 Being poor and 5 being the best	
	Room Quality Bed Food Quality Food Cost Comments	
	II Overall Ratings:	
	Save Add Update/Display	

Step	Action
1	Select <b>"Room Quality"</b> from drop-down list.
2	Select <b>"Bed"</b> from drop-down list.
3	Select <b>"Food Quality"</b> from drop-down list.
4	Select <b>"Food Cost"</b> from drop-down list.
5	Enter <b>"Comments".</b>
6	Enter <b>"Overall Ratings".</b>
7	Click on " <b>Save</b> ".

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