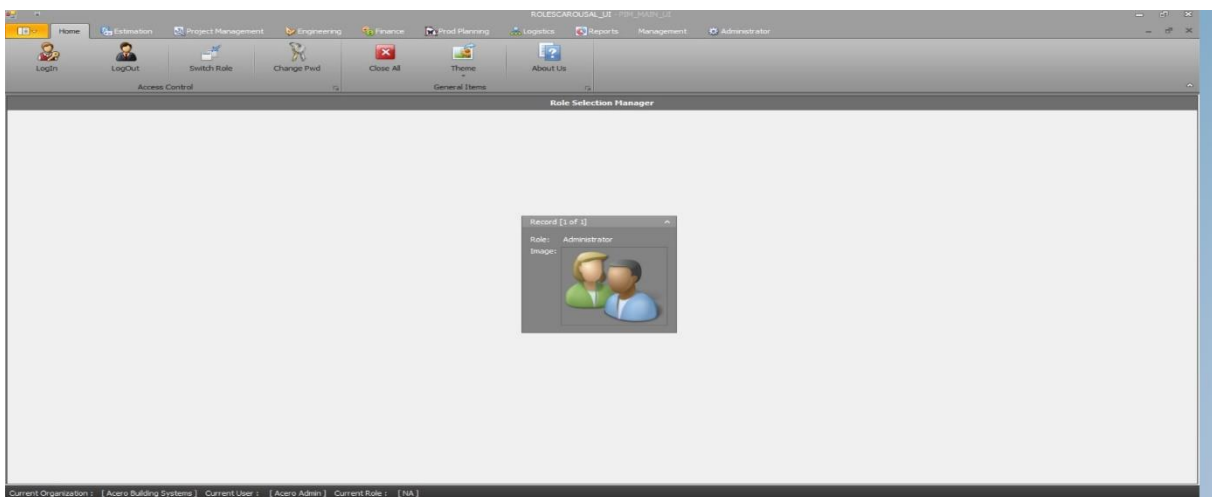


# PIM USER MANUAL (PMD)

1. Once the application will start, user must login with their user credentials.



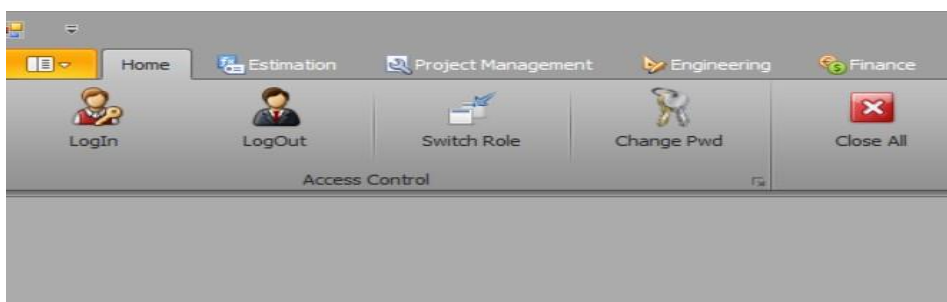
2. After the login process please select your role by double click on it, so that you will be logged in with the selected role.



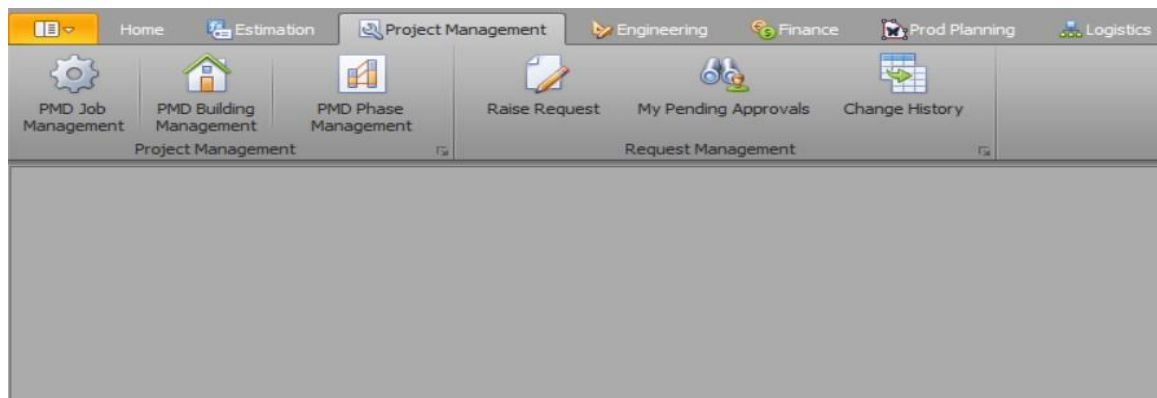
3. Once the role is selected user can access the Home Page of the application.

Here user can do the following actions:

- **Login** → Will allow to login to the application.
- **Logout** → Will allow to logout from the application.
- **Switch Role** → Will allow to change your login role if you have multiple roles.
- **Change Password** → Will allow to change your password.
- **Close All** → Will close all the open forms in the application.



4. Once user click on “Project Management” user will be able to see the PMD Job Management, PMD Building Management, PMD Phase Management, Raise Request, My Pending Approvals & change History.



5. To start the job entry user will click on PMD job Management. A new form will open to enter the job details. Click on “Add New” button to start entry.

This screenshot displays the 'Add New' form for PMD Job Management. The form is divided into several sections: 'Job Info' (containing fields for Job Code, Job Prefix, PMD Engineer, and Job Entered Date), 'Buildings Info' (with Project Type, Sales Engineer, Sales Office, Regional Office, and Estimation Note), and a main data entry area. The main area includes tabs for Customer Info, Financial Info, Other Specs, SubContract Info, and Weights Summary. Under 'Other Specs', there are checkboxes for Inspection Notes, Special Paint Notes, and Panelty Notes, along with fields for Delivery Weeks, Revision Date, Contract Lapse Date, Cycle Start Date, and Cycle End Date. There are also large text areas for Steel Color and Sheet Color. At the bottom, there are fields for Modes, Freight Mode, Job Order Type, and Remarks.

6. User will select an HOQ Code based on confirmed quotation with their revision no. After entries all the relevant information in respective fields click on “Save Item” button to save the job and a job number will be generated automatically.
- Using “Search” tab user can search the entered jobs and select any one job to change the entered details. After any changes made user will click on “Update” tab to save the changes made. Once job is entered concerned persons will be notified by auto-generated mail.

This screenshot shows the same PMD Job Management form as before, but with the 'Save Item' button highlighted in the top left corner. The form contains the same fields and sections as the previous image, including Job Info, Buildings Info, and the main data entry area with tabs for Customer Info, Financial Info, Other Specs, SubContract Info, and Weights Summary. The 'Save Item' button is located at the top left of the form, next to the 'Update', 'Search', 'Cancel', and 'Quit' buttons.

7. User will select “Building Info” tab to add buildings to the current job entered.  
Click on “Add Building” button to open a new form where user can enter the building details.

Building Code	Building Number	Remarks
ET-A0002-01	1	
ET-A0002-02	2	

8. After mentioning building details, building site details if required please click on “Save Item” button to save the building. It will automatically add new building number next to the last building added. If building 1 is added the next building will get number 2 and so on. Concerned persons will be notified by auto-generated mail.

9. Using To add phase under a building please right click on a row of a building and select “Add Phase” option, that will open a new form to enter the phase information of a building such as phase type, estimated weight, phase details, sub contract info if it is subcontracted from outside. Once you click on “Save Item” it will add the phase to that building and a unique phase number will be assigned on the basis of selected phase type. Concerned persons will be notified by auto-generated mail.

10. Click on “Search” button to get the list of phases. User can select a phase to change any information of that phase. Double click on a row to select the phase and after changing the data please click on “Update” button to save the changes.

The screenshot shows the 'PHASE SearchForm\_UI' window. It has a toolbar with 'Add New', 'Update', 'Search', 'Cancel', and 'Quit' buttons. Below the toolbar is a table with the following columns: Source Type, Source Code, Source Rev, Current Status Id, ID, BUILDINGCODE, BUILDINGREV, and PHASECODE. The table contains 14 rows of data, all with 'Phase' as the Source Type. The records count is 69. At the bottom right, there is an 'Export Grid' button.

11. Click on “PMD Building Management” button to manage the building status and track the status. Please select on any building to know the status of it. On the right-side user can enter building notes if any, can directly change the status of a building using change status button given on bottom right.

The screenshot shows the 'PMD Building Management' window. It has a toolbar with 'Update' and 'Quit' buttons. On the left, there is a 'Currently Selected Building' section with fields for Building Code (GA-A0004-03), Revision No (0), and Building Status (JIE). Below this is a 'Job Buildings List' with a list of building codes. On the right, there is a large text area for 'BuildingPMDNotes'. At the bottom right, there is a 'Change Status' button.

12. Using “Activity Planner” tab user can plan the status of a job such as AOH, AIC, JIE etc. Click on “Add New” button to open activity planner form and select the activity and action and date based on job status. Click “Save Item” button to save the info. Building status will change as per activity entered.

The screenshot shows the 'Activity Planner' window. It has a toolbar with 'Add New', 'Save Item', 'Update', 'Search', 'Cancel', and 'Quit' buttons. Below the toolbar is a form with the following fields: Activity (dropdown), ActivityAction (dropdown), ActionDate (dropdown), Remarks (text area), BRF\_RevNo (text field), InitiatingDept (text field), SourceCode (text field), and SourceType (text field). The 'SourceCode' field is populated with 'GA-A0004-03'.

- 
- The screenshot displays the PHD Job Management application interface. The top navigation bar features icons and labels for PHD Job Management, PHD Building Management, PHD Phase Management, Raise Request, My Pending Approvals, and Change History. Below this is a sub-navigation bar with 'Update' and 'Quit' buttons. The main content area is divided into two panes. The left pane, titled 'Currently Selected Phase', shows details for Phase Code [GA-A0004-01-131], Revision No [0], Phase Status [III], and Finance Status [RC]. It also contains a 'Jobs Phase List' section with a scrollable list of phase codes, where GA-A0004-01-131 is selected. The right pane, titled 'PHD Phase Notes' and 'Approvals', is currently empty. At the bottom, there are buttons for 'Change Phase Status' and 'Request FinanceStatus'.

- 
- REQUEST
- Save Item Search Cancel Quit
- Request Id Approval Status ApprovalAwaited
- Requested Status Request Date 04/07/2023
- Workflow Email Group
- Request Description Target Phases
- Add Phase
- | Phase Code |
|------------|
|            |
- Request FinanceStatus

- Currently Selected Phase

Phase Code

Revision No

Phase Status

Finance Status

Jobs Phase List

Phase Code

GA-A0004-01-131

GA-A0004-01-132

GA-A0004-01-000

GA-A0004-01-000

GA-A0004-01-000

PMD Phase Notes

Approvals

Drag a column header here to group by that column

Request Info				Workflow Info				
Request Date	Request Number	Requested Status	Approver Role	Approval Order	Approval Status	Approver	Approval Date	Approver Remarks
04/06/2023	1	SC	PMD Manager	1				
04/06/2023	1	SC	Finance Dept	2				