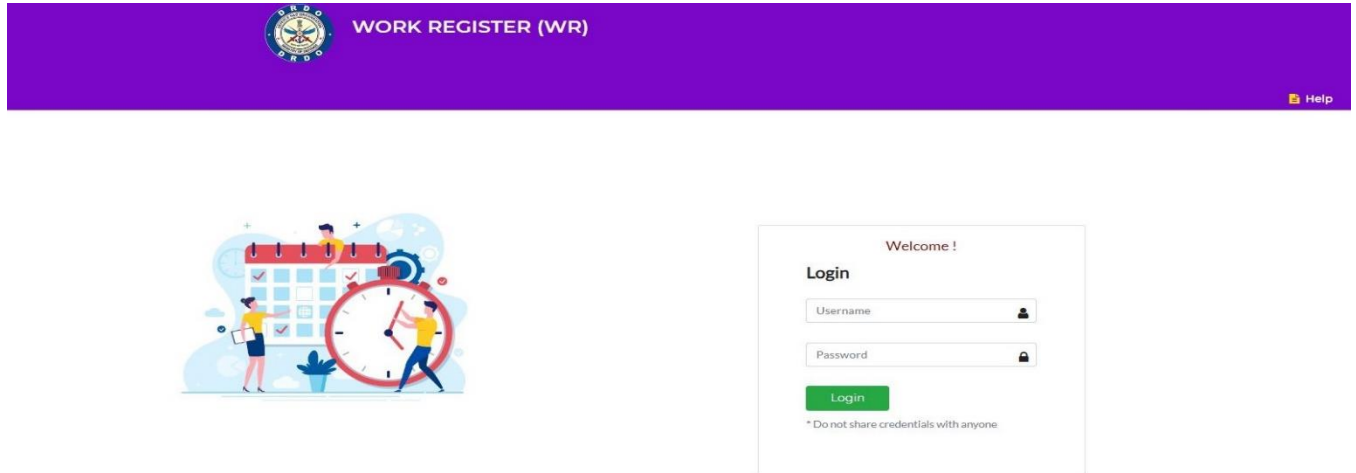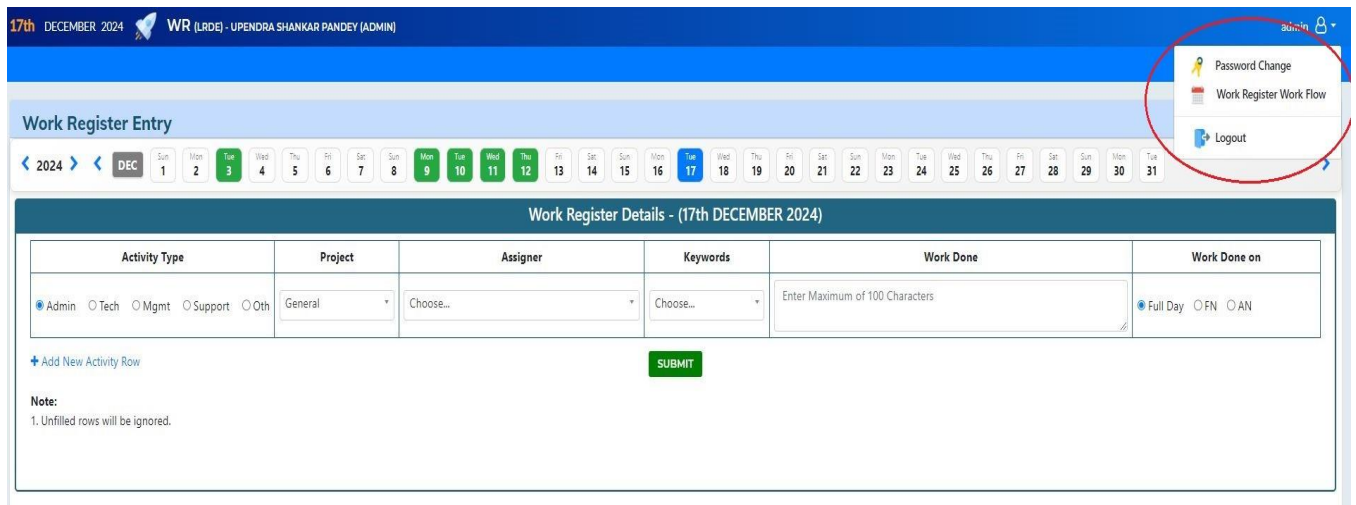# WORK REGISTER

Steps to fill the Work Register

1. Go to LRDE website.

2. Click on the **Work Register** link to navigate to login page.

3. Enter your PC Number as username. Try your PMS password or default password 123.

4. Login and change your password

[Click on Profile Icon ---> Password Change]

5. After login, update the work in **Work Register Entry Page**.

- Select **Activity Type** (Technical, Managerial, Administrative, Support or Others),
- Select **Project** (if it is a project activity select **Project** else select G**eneral**) from the dropdown list,
- Select **Assigner** of the work,
- Select **Keyword** from the dropdown list keyword is a generic one, select a closest keyword to the work if no keyword related is found, select **others**,
- Enter **Work Done** (max 100 characters),
- Enter **Work Done On**.

Time Sheet ▾

Work Register Entry

‹ 2024 › ‹ DEC | Sun 1 | Mon 2 | Tue 3 | Wed 4 | Thu 5 | Fri 6 | Sat 7 | Sun 8 | Mon 9 | Tue 10 | Wed 11 | Thu 12 | Fri 13 | Sat 14 | Sun 15 | Mon 16 | Tue 17 | Wed 18 | Thu 19 | Fri 20 | Sat 21 | Sun 22 | Mon 23 | Tue 24 | Wed 25 | Thu 26 | Fri 27 | Sat 28 | Sun 29 | Mon 30 | Tue 31 | ›

Work Register Details - (8th DECEMBER 2024)

Activity Type	Project	Assigner	Keywords	Work Done	Work Done on
◉ Admin ○ Tech ○ Mgmt ○ Support ○ Oth	General ▾	Choose... ▾	Choose... ▾	Enter Maximum of 100 Characters	◉ Full Day ○ FN ○ AN

✚ Add New Activity Row   SUBMIT

Note:
1. Unfilled rows will be ignored.

SN	Date	Activity Type	Project	Assigner	Keywords	Work Done	Work Done on
1	16-12-2024	Administrative	General	Mr. UPENDRA SHANKAR PANDEY, Sc G	3-D Modelling	Created minutes of meeting	FN

6. To add additional activity click on **Add New Activity Row**.

Note:

1. Work Register cannot be filled for future dates.
2. Entries can be added for the past 10 days from the current date, if you choose it won't allow and updated details can be able to edit upto for the past 5 days from current date.

Work Register View

Work register details can be viewed here.

Weekly View

Monthly View

Logout

Click on profile icon -->Logout