

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. The default password is 123. Login and change your password.

Click on Profile Icon ---> Password Change

4. After login you will be landed to **Work Register Entry Page**. Update your work register by
 - select **Activity Type** (Technical, Managerial, Administrative, Support or Others),
 - select **Project** (By default General) from the dropdown list,
 - select **Assigner** of the work,
 - select **Keyword** from the dropdown list,
 - Enter **Work Done** in 100 characters,
 - Select **Work Done On** Full Day, FN or AN.
5. 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 few days from the current date starting from December 1.

14th DECEMBER 2024

WR (VEDTS) - Gopi Mathur (General)

1023

Work Register

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 - (13th DECEMBER 2024)

Activity Type	Project	Assigner	Keywords	Work Done	Work Done on
<input type="radio"/> Technical <input checked="" type="radio"/> Managerial <input type="radio"/> Administrative <input checked="" type="radio"/> Support <input type="radio"/> Others	General	Dr. Venkata Prasad Athikari, Sc F	Key1	Completed the technical documentation	<input type="radio"/> Full Day <input checked="" type="radio"/> FN <input type="radio"/> AN
<input type="radio"/> Technical <input checked="" type="radio"/> Managerial <input type="radio"/> Administrative <input checked="" type="radio"/> Support <input type="radio"/> Others	PRJ-12 (PMS)	Dr. Venkata Prasad Athikari, Sc F	Key2	Prepared Minutes of Meeting	<input type="radio"/> Full Day <input type="radio"/> FN <input checked="" type="radio"/> AN

+ Add New Activity Row

UPDATE

Close

Note:

1. Unfilled rows will be ignored.

SN	Date	Activity Type	Project	Assigner	Keywords	Work Done	Work Done on
1	13-12-2024	Support	General	Dr. Venkata Prasad Athikari, Sc F	Key1	Completed the technical documentation	FN
2		Support	PRJ-12 (PMS)	Dr. Venkata Prasad Athikari, Sc F	Key2	Prepared Minutes of Meeting	AN

1. **Admin, Director, Associate Director, Lab PM, and P&C** can view the work register details of all employees.
2. **Group Head** can view the work register details of employees within their group.
3. **Division Head** can view the work register details of employees within their division.
4. **Superior Officer** can view the work register details of employees under their supervision.
5. **Users** can view only their work register details.

14th

DECEMBER 2024

WR (VEDTS) - Gopi Mathur (General)

1023

Work Register ▾

Work Register View

Weekly View

Monthly View

Date: 14-12-2024

Start Date: 08-12-2024


End Date: 14-12-2024

Expand	SN	Employee	Sunday 08-12-2024	Monday 09-12-2024	Tuesday 10-12-2024	Wednesday 11-12-2024	Thursday 12-12-2024	Friday 13-12-2024	Saturday 14-12-2024
⊞	1	Mr.Gopi Mathur, Sc F	✗ Not Submitted	✗ Not Submitted	✗ Not Submitted	✗ Not Submitted	✗ Not Submitted	✓ Submitted	✗ Not Submitted
	SN	Activity Type	Project	Assigner	Keywords	Work Done	Work Done on		
	13-12-2024								
	1	Support	General	Dr. Venkata Prasad Athikari, Sc F	Key1	Completed the technical documentation		FN	
	2	Support	PRJ-12 (PMS)	Dr. Venkata Prasad Athikari, Sc F	Key2	Prepared Minutes of Meeting		AN	

Weekly View


14th

DECEMBER 2024



VR (VEDTS) - Gopi Mathur [General]

1023



Work Register ▾

Work Register View

Weekly View

Monthly View

Report of Mr.Gopi Mathur, Sc F from 01-12-2024 to 14-12-2024

Employee

Mr.Gopi Mathur, Sc F

From:

01-12-2024

To:

14-12-2024

SN	Date	Activity Type	Project	Assigner	Keywords	Work Done	Work Done on
1	13-12-2024	Support	General	Dr. Venkata Prasad Athikari, Sc F	Key1	Completed the technical documentation	FN
2		Support	PRJ-12 (PMS)	Dr. Venkata Prasad Athikari, Sc F	Key2	Prepared Minutes of Meeting	AN

Monthly View