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.

Work Register View

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.

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

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