WORK REGISTER

Steps to fill the Work Register

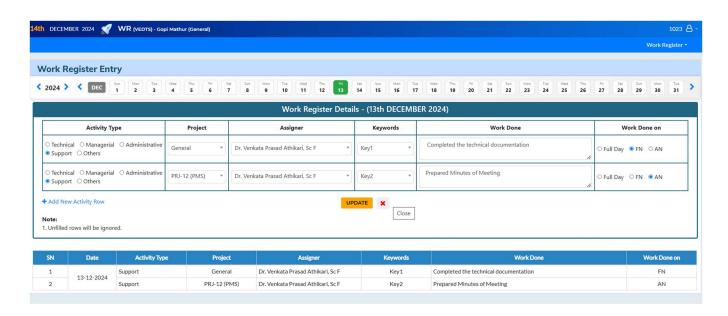
- 1. Go to LRDE website.
- 2. Click on the Work Register link to navigate to login page.
- 3. Enter your PC Number as username. The default password is 123. Login and change your password.

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.

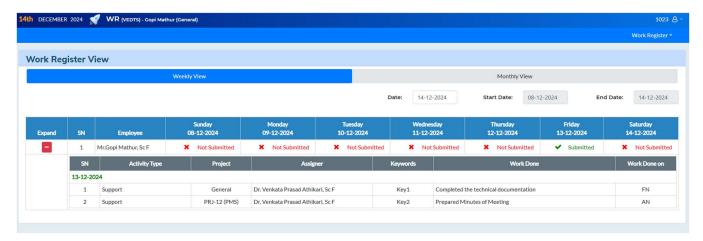
Note:

- 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.



Weekly View



Monthly View