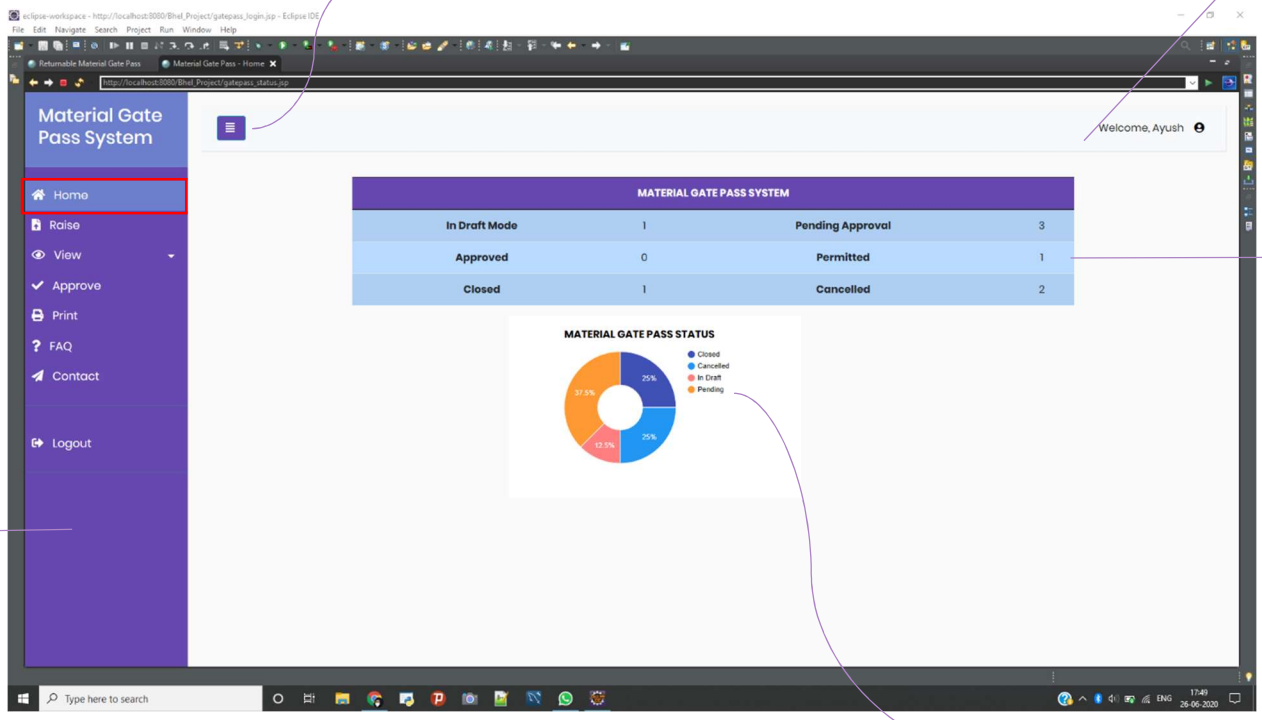
MATERIAL GATE PASS SYSTEM

USER HELP MANUAL

1. UNDERSTANDING THE USER DASHBOARD
2. RAISING A GATE PASS
3. PRINTING A GATE PASS
4. VIEWING THE STATUS OF YOUR GATE PASS

USER DASHBOARD



Collapsing Button for Side Navigation

Your Name

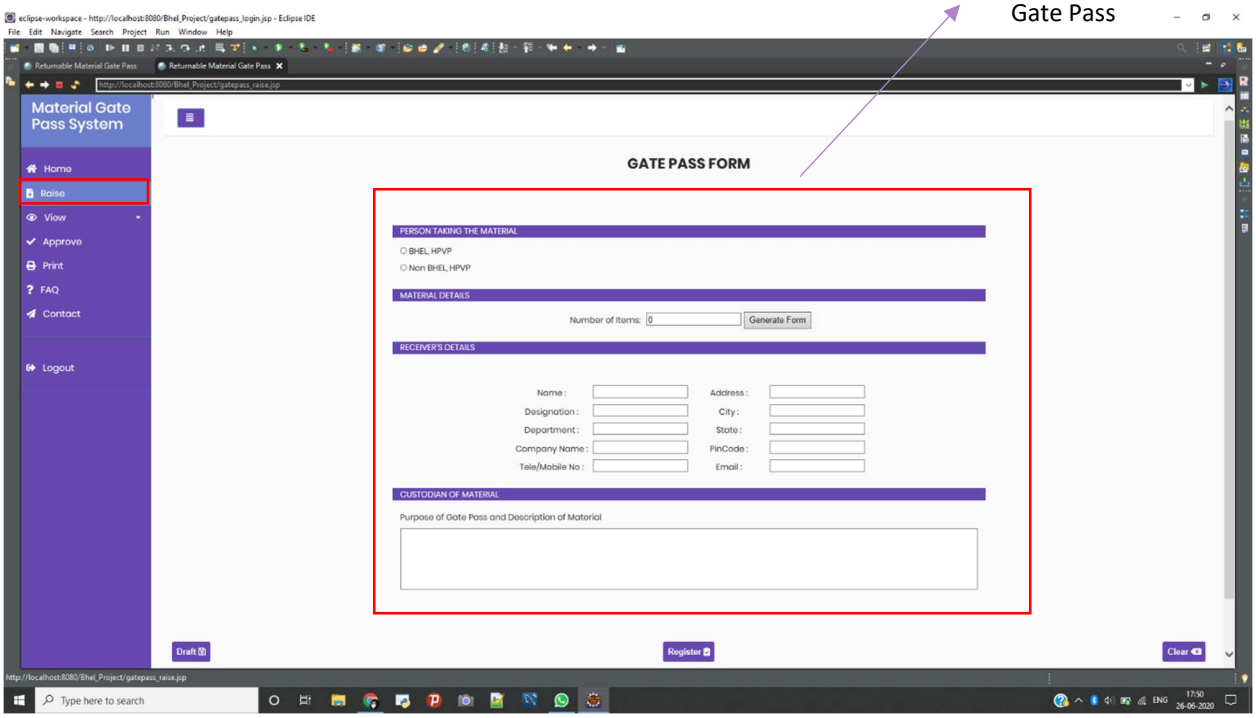
Status of your Gate Passes

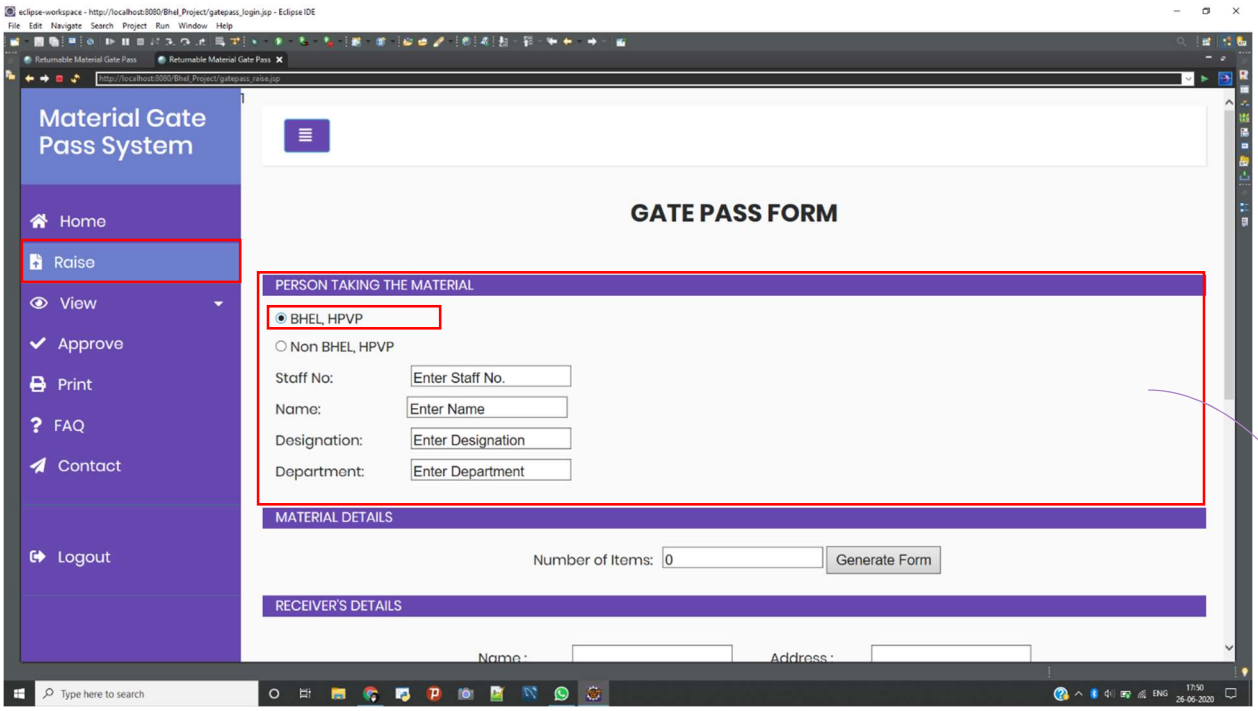
Side Navigation Bar

Overall Status of all Gate Passes

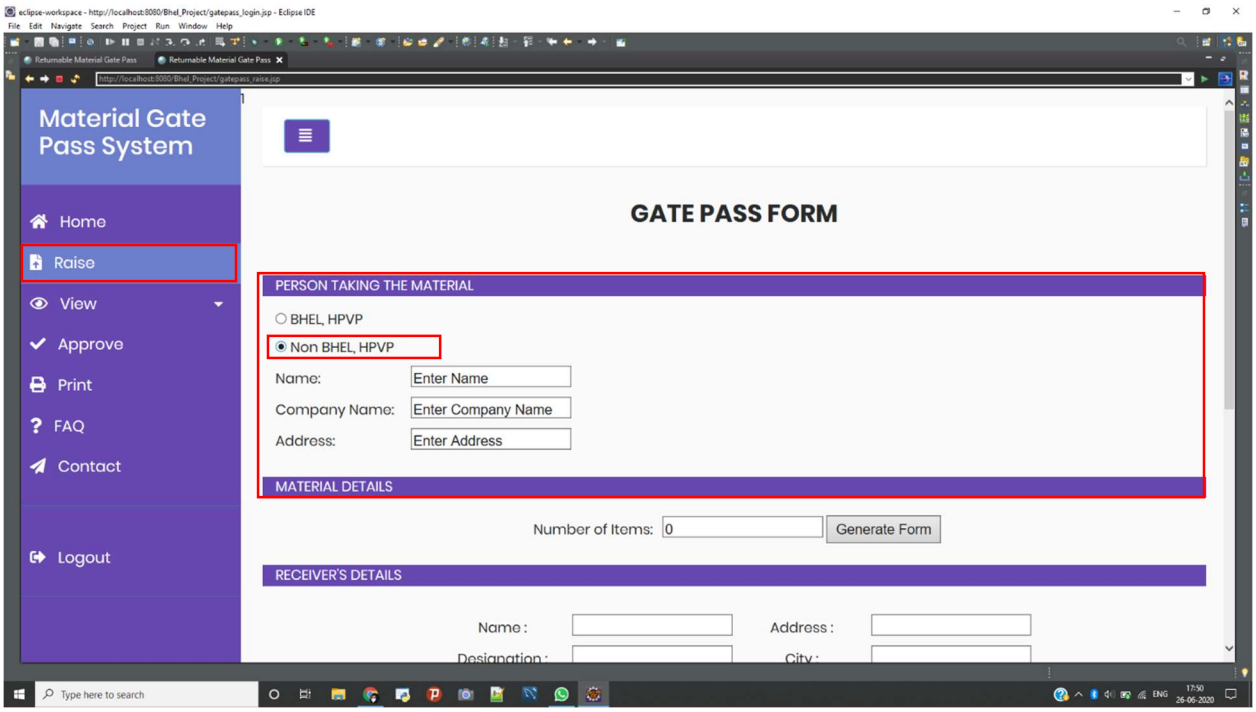
RAISING A GATEPASS

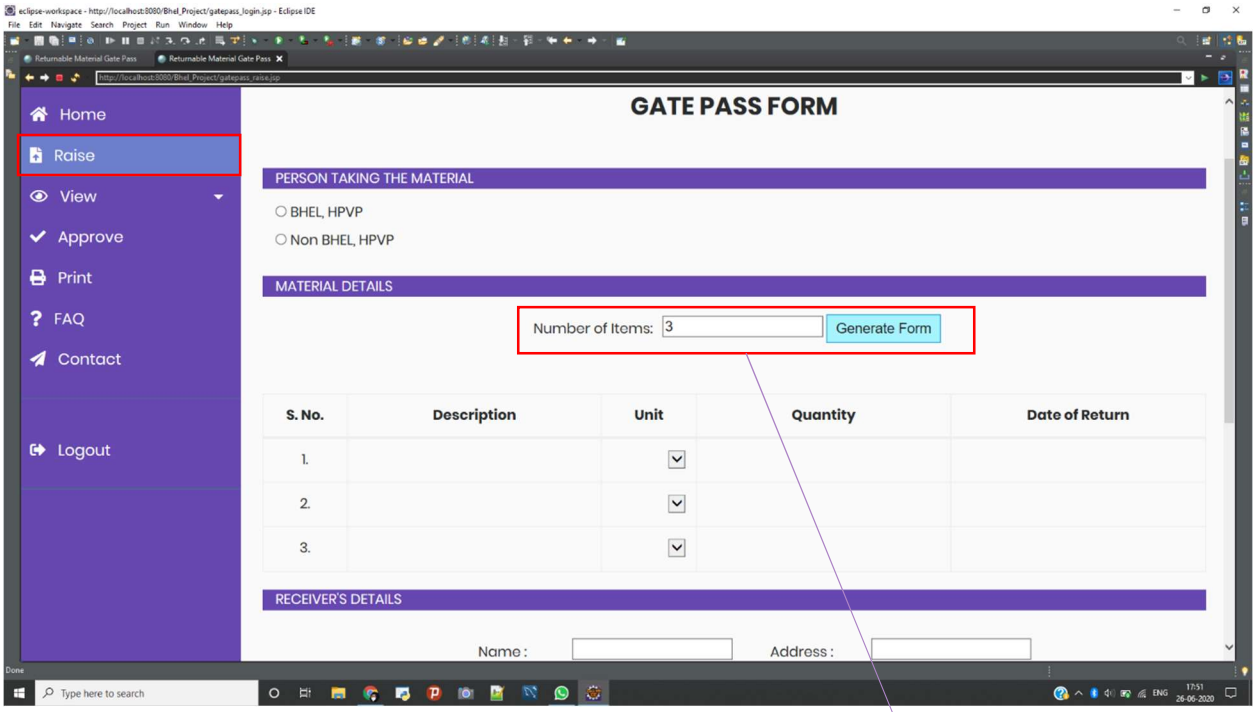
1. Main Form for raising the Gate Pass



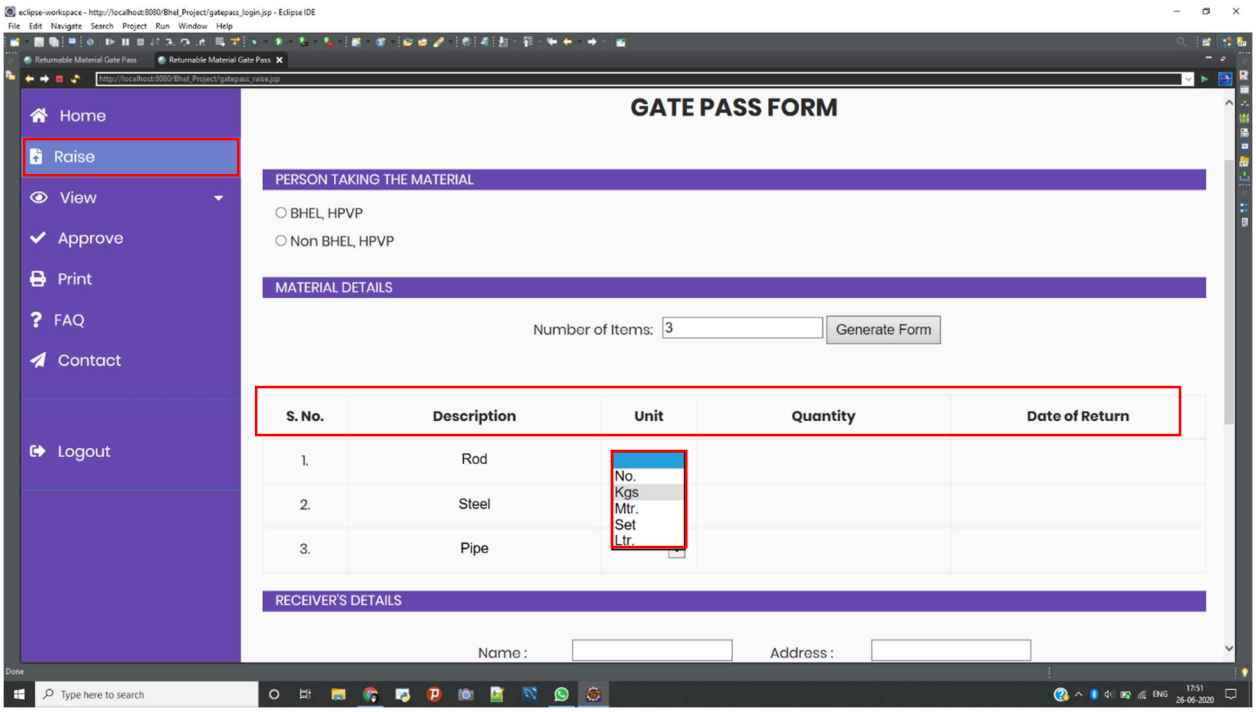


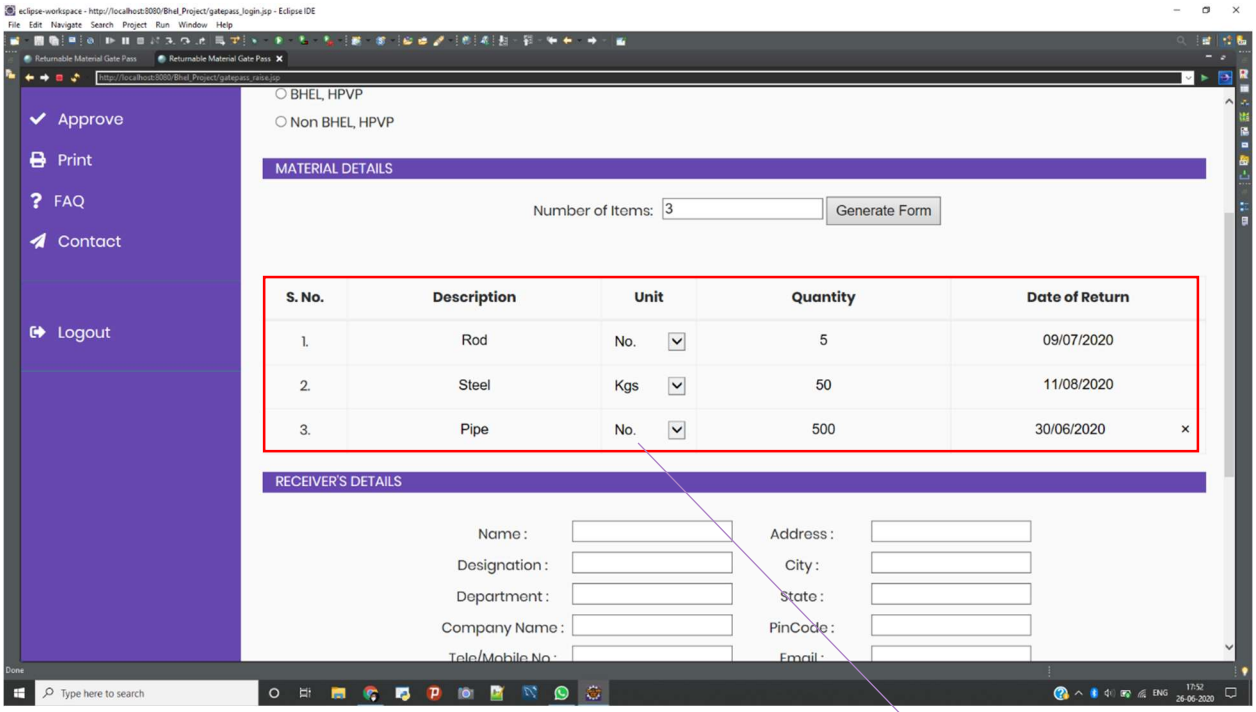
2. Enter details about person taking the material





3. Enter the total number of items to be taken and click on generate form

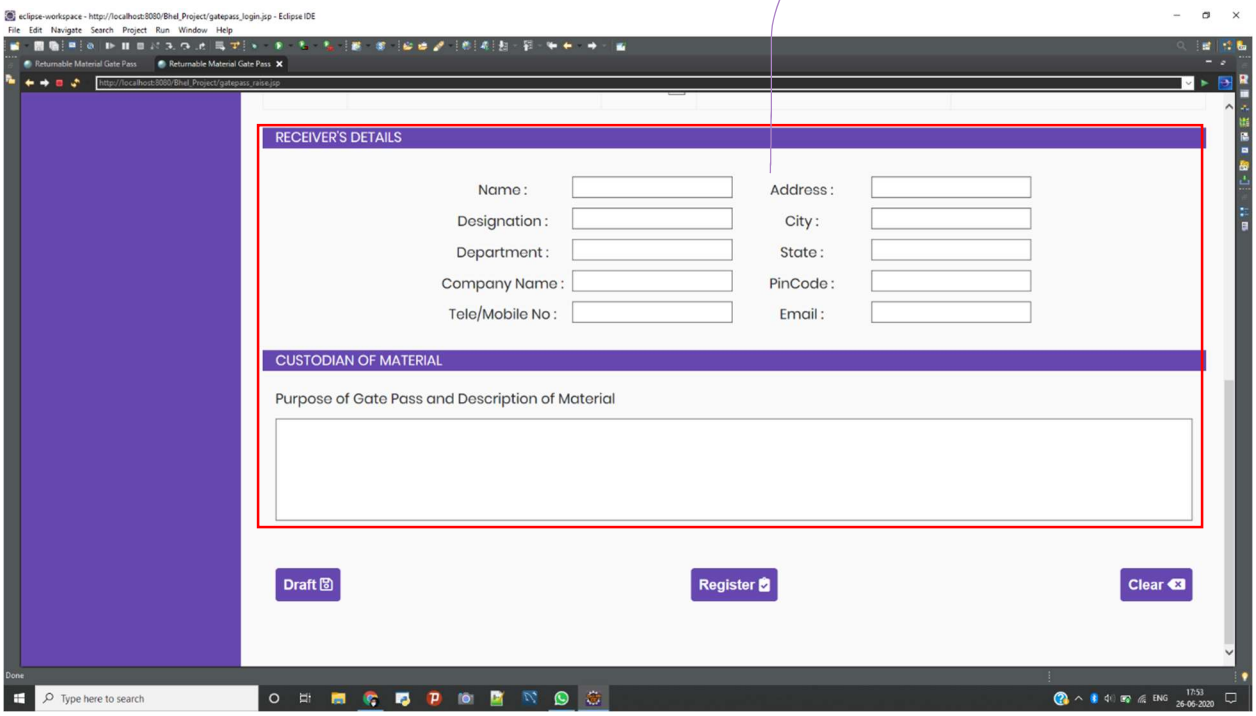


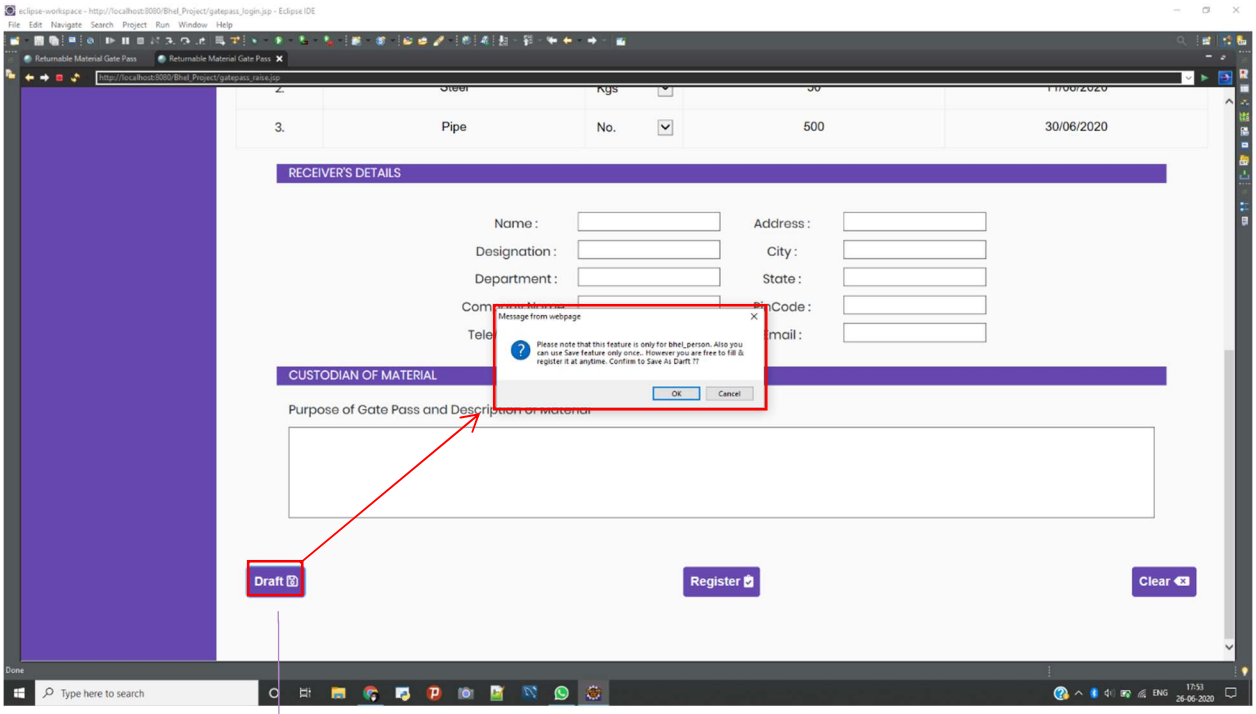


4. Enter all the material details Including Description,Unit,Quantity and Date of Return

5. Enter Receiver's Details

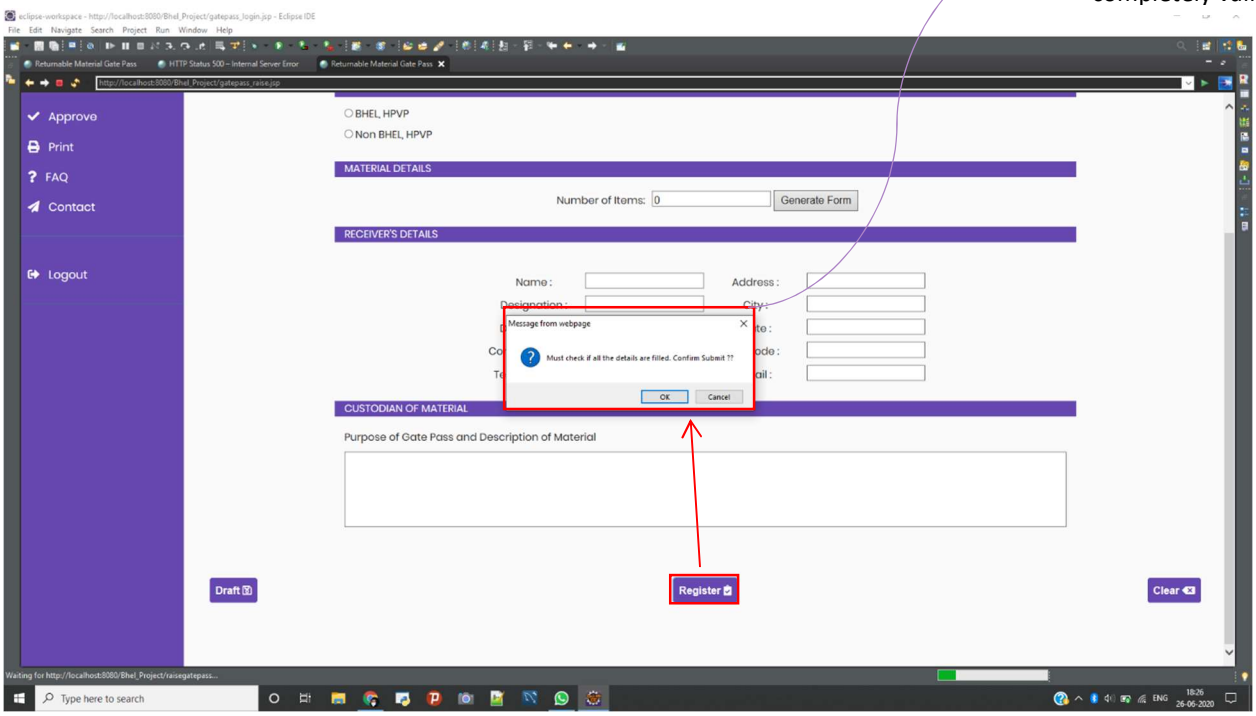
6. Enter Custodian of Material

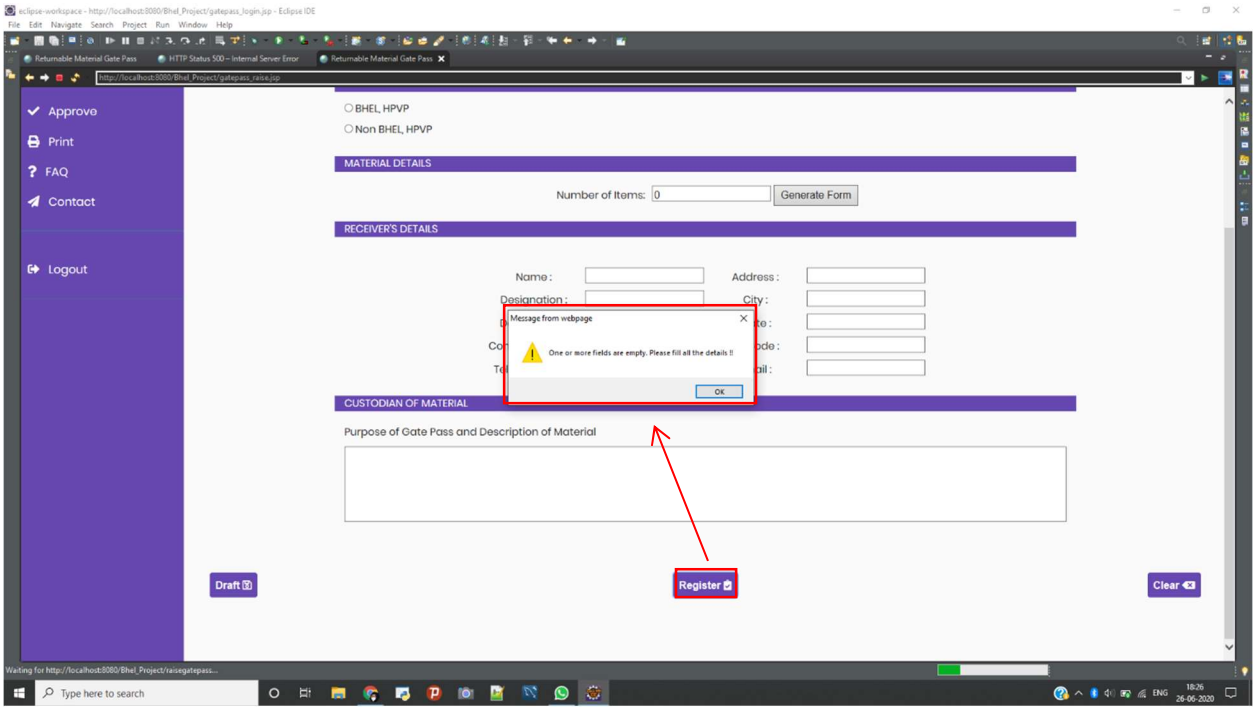


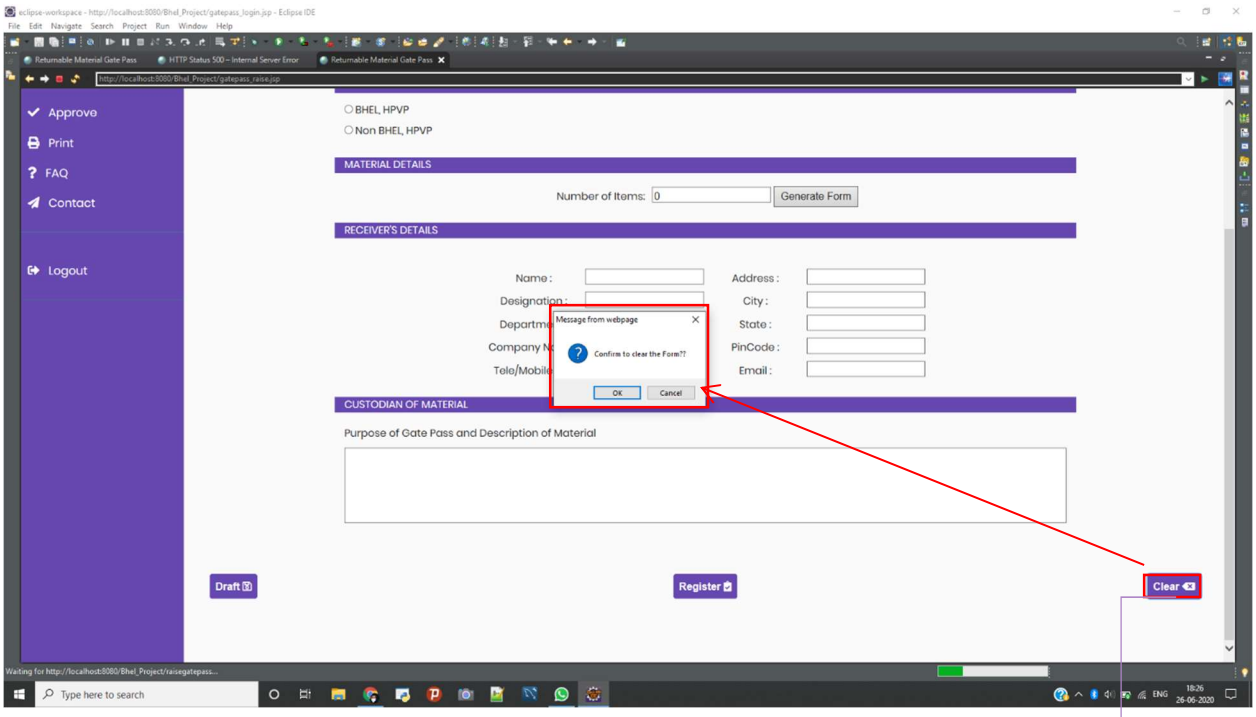


Save As Draft Option is available for BHEL Personnel Only

Register Button works only if the form is completely valid

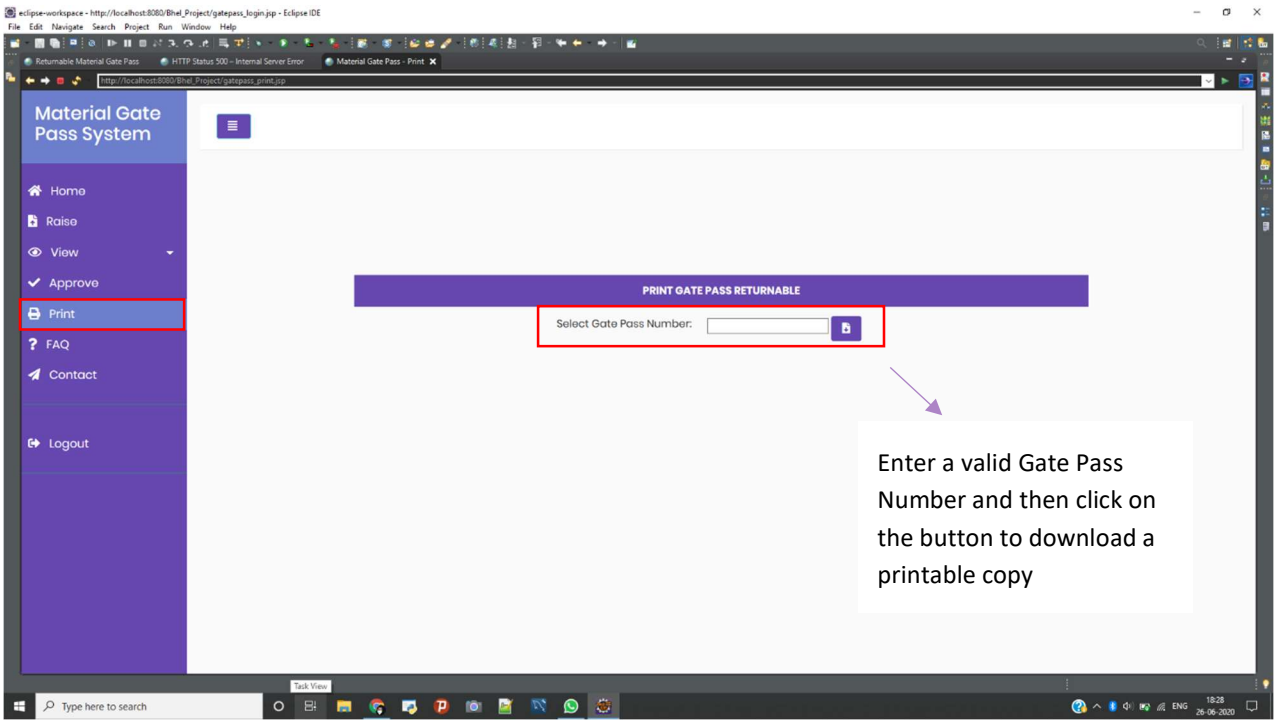






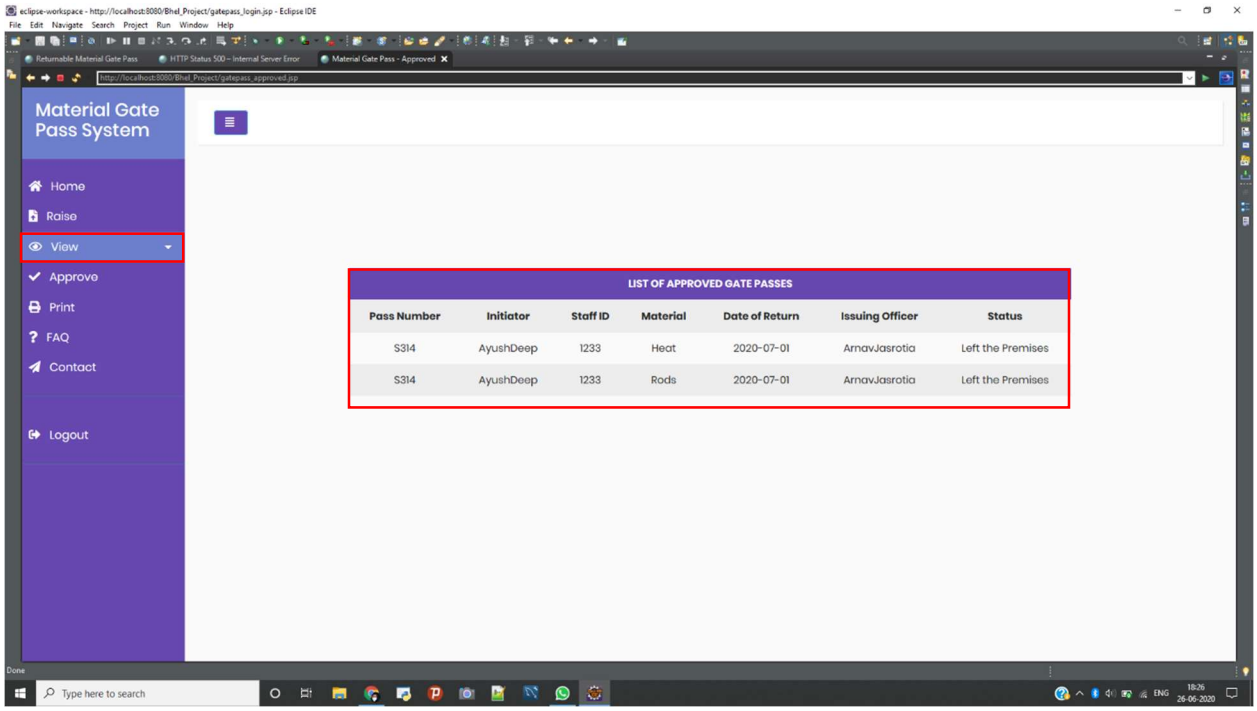
Button to clear or reset the form

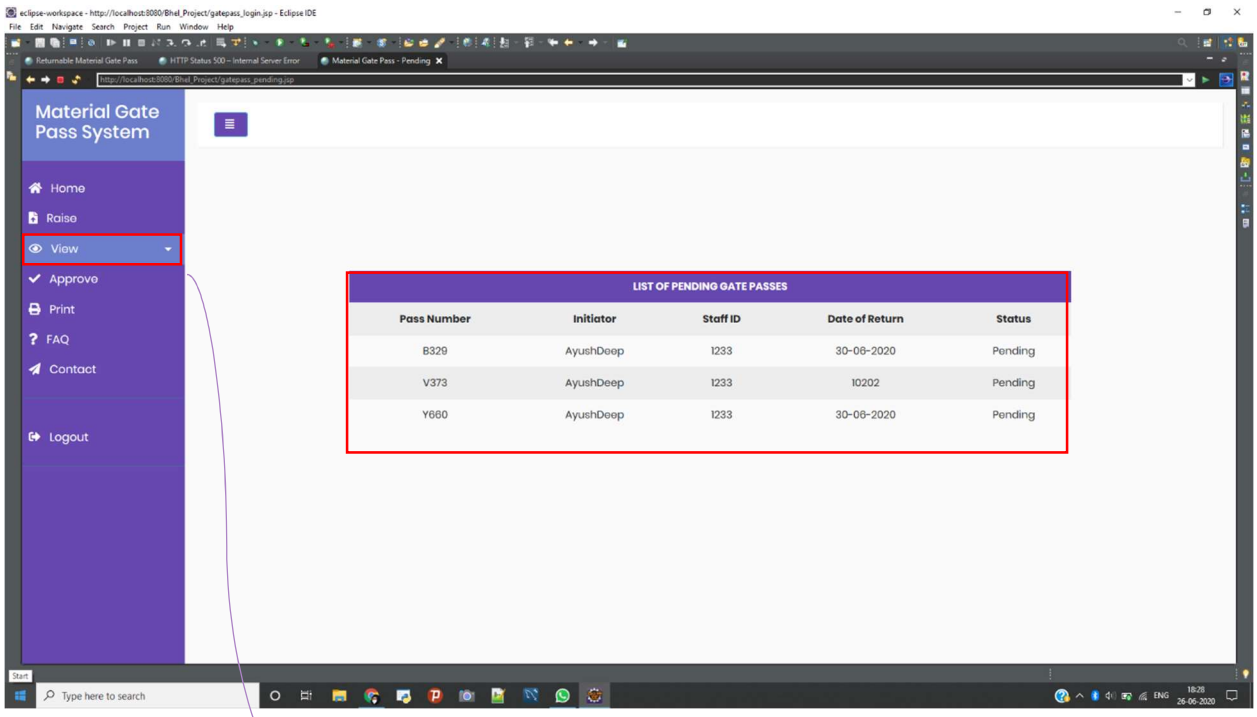
PRINTING GATE PASS



Enter a valid Gate Pass Number and then click on the button to download a printable copy

VIEWING GATE PASSES STATUS-WISE





Get individual pass details based on gate pass status