

ONLINE DRAWING MANAGEMENT SYSTEM

User Reference Manual



a product by



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Table of Contents

Preface.....	4
1. Working with Online Drawing Management System	5
1.1. Accessing Online Drawing Management System	5
1.2. Dashboard screen of ODMS Users.....	8
1.3. Drawings	12
1.3.1. Drawing Category.....	12
1.3.2. Search.....	12
1.3.3. View.....	13
1.3.4. Download or View Drawing	14
1.4. Standards	15
1.4.1. Search Standards.....	15
1.4.2. View Standards	16
1.4.3. Search or View Standards Other than RSN, IPSS, BIS.....	17
1.5. Documents.....	18
1.5.1. Search Documents	18
1.5.2. View Documents	18
1.6. SI (Structural Inspection)	19
1.6.1. Search SI (Structural Inspection).....	19
1.6.2. View Structural Inspection	20
1.7. Profile.....	20
1.7.1. Update Profile.....	21
1.7.2. View Log.....	22
1.7.3. Logout	23

Preface

Welcome to the User Manual for the Online Drawing Management System (ODMS) implemented for the Design Department at Rourkela Steel Plant. This manual aims to provide comprehensive guidance on using the various features and functionalities of the ODMS, ensuring that users can efficiently manage, retrieve, and search engineering drawings, standards, Documents and related documents.

The Online Drawing Management System is a robust and flexible platform designed to streamline the management of all drawings, technical specifications, standards, and related documents. It supports e-archiving and online viewing, providing a centralized repository that enhances accessibility, accuracy, and security.

Modules and Functionalities

Drawing:

Search, view and download by PD/R, CDB/R, RS, PS, FDR and miscellaneous categories.

Standards:

Search, view and download the standards by RSN, IPSS, BIS, AWWA, ASTM, API, BRITISH, DIN(German), GOST(Russian), IEC, ISO, IRST, PSN categories.

Documents:

Search, view and download the documents by Manuals, reference Book, Tender Document, Catalogue, Technical Calculation, technical Specification, Technical Report, Project Report categories.

Structural Inspection (SI):

Search, view and download the structural Inspection report, Stability Certificate and Compliance.

Using This Manual

This manual is structured to provide step-by-step instructions for each module and functionality within the ODMS. Each section is detailed with sub-menus and specific references to the system's features, ensuring users can navigate and utilize the system effectively.

We trust that this manual will be a valuable resource in your day-to-day operations, enhancing productivity and ensuring the seamless management of engineering drawings and documents at Rourkela Steel Plant. For any further assistance, please refer to the support section at the end of this manual. The important features of Online Drawing Management System are as following:

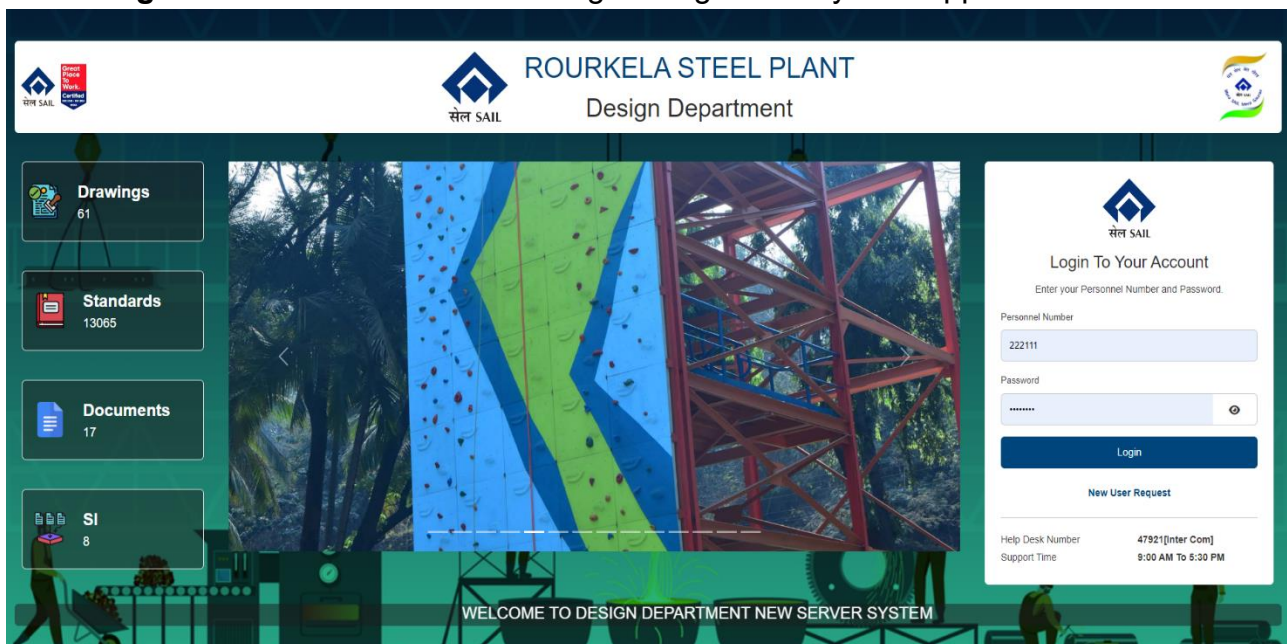
1. Working with Online Drawing Management System

Online Drawing Management System aims to provide a centralized platform for managing all engineering drawings and documents associated with the various projects and operations at Rourkela Steel Plant. The vision is to enhance efficiency, accuracy, and accessibility, ensuring that all stakeholders have up-to-date and reliable information at their fingertips.


1.1. Accessing Online Drawing Management System

Type the below path in address bar of the browser to go to login screen of Online Drawing Management System: <http://192.183.84.38/>

The **Login** screen of the Online Drawing Management System appears as below



- Enter Personnel Number and Password.
- Click the Login button to proceed, here system will check Personnel Number & password was correct or not.
- If user does not type correct login information, which consists of Personnel Number and password then user will receive an error message: "Invalid Username or Password"
- If user provides correct credentials, then the user will be redirected to the dashboard page.



सेल SAIL

Login To Your Account

Enter your Personnel Number and Password.

Personnel Number

Password

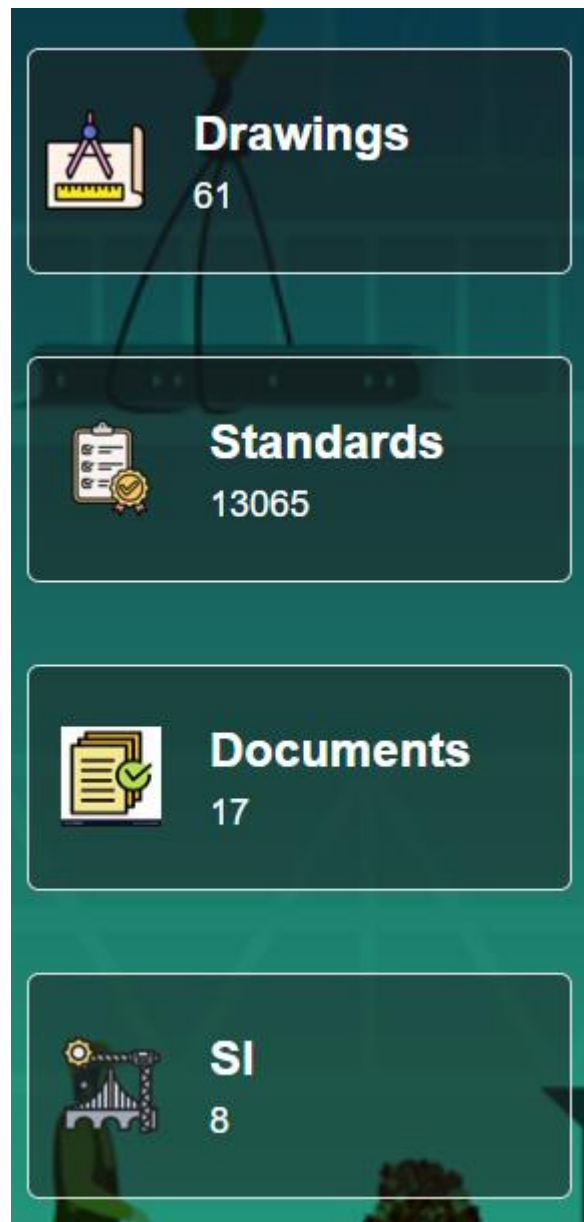
[New User Request](#)

Help Desk Number	47921[Inter Com]
Support Time	9:00 AM To 5:30 PM

- **Notice Section:** This section displays any notice i.e. being issued by the design department.



- **Statistics:** This section in the left shows the total number of drawings, Standards, Documents and SI (Structural Inspection) available in the ODMS.



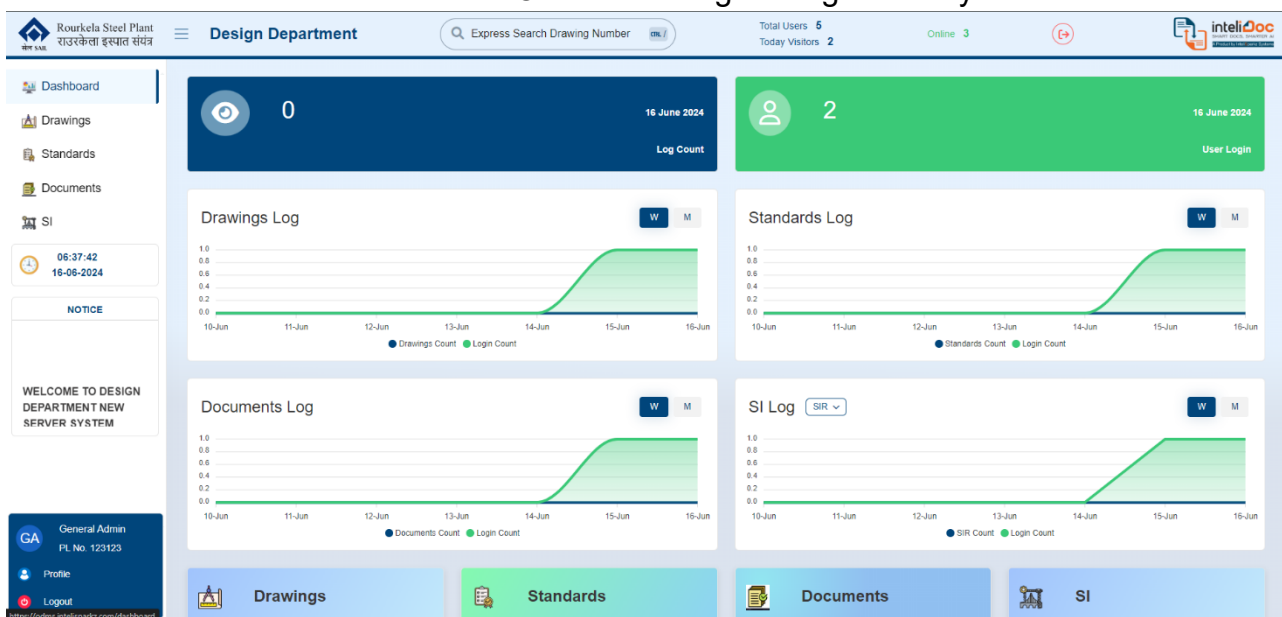
- **Photo Section:** This section displays the photos or videos uploaded by the design department. It scrolls automatically and if you want to see any photo just move the mouse to the photo section the auto scroll will stop until the mouse is removed from the photo section.



1.2. Dashboard screen of ODMS Users

After successful login, following screen appears:

This is the Dashboard screen of Online Drawing Management System

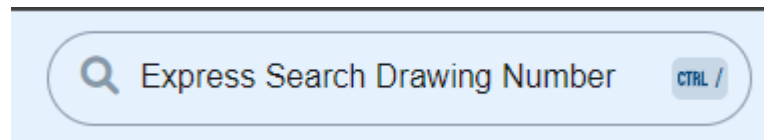


The Dashboard displays the following details:

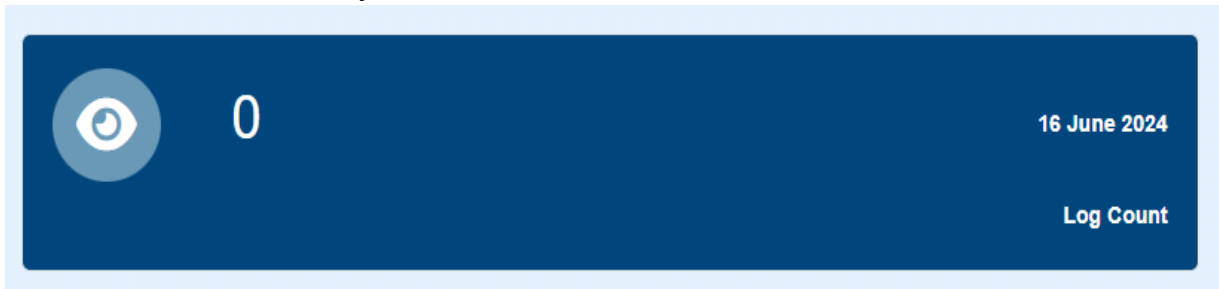
- **Total Users:** Displays the total number users registered in the system
- **Today visitors:** This displays the total number of visitors accessed the ODMS today till now.
- **Online:** Total Number of users currently accessing or logged into the system.

Total Users 5
Today Visitors 2
Online 3

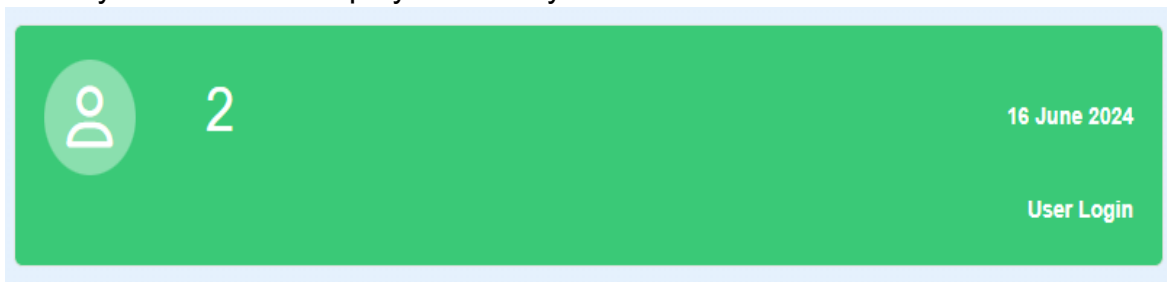
- **Express Search Drawing Number:** If the user knows the drawing number S/he can directly enter the number and the system will take him to the detailed page of the drawing. This can be quickly access from keyboard with **CTRL+I**.



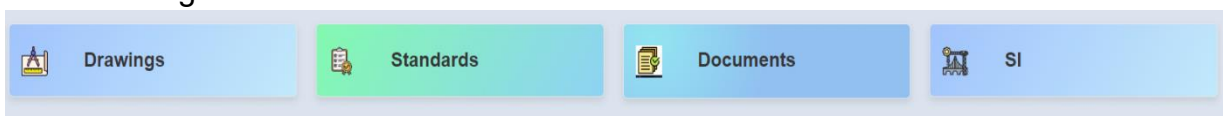
- **Log Count:** Displays the total number of drawing the user has viewed today and the date mentioned is today's date.



- **User Login:** Displays the total number of times the current user has logged into ODMS today and the date displayed is today's date.



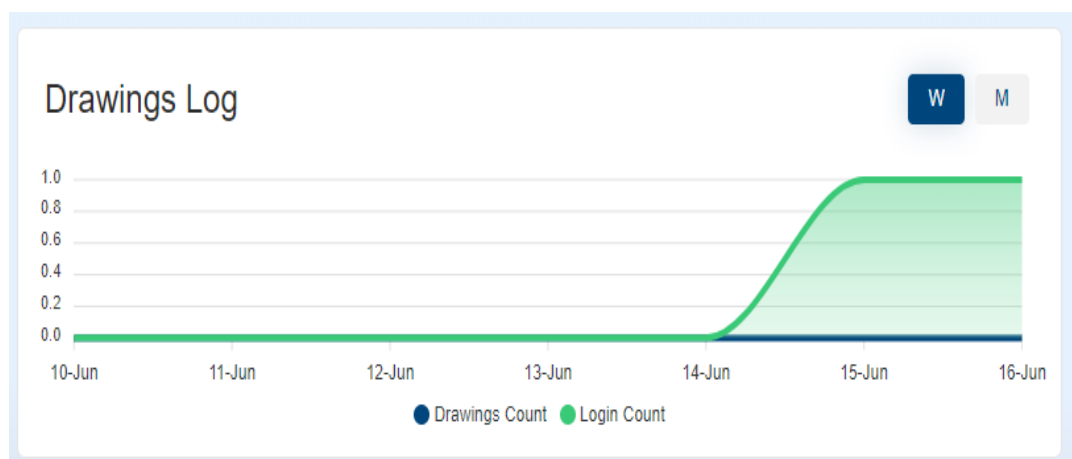
- **The cards below the Graphs:** By clicking on any of the cards below the graphs will take the user to the corresponding modules to search, view and download files, similar like clicking on the left menu links.



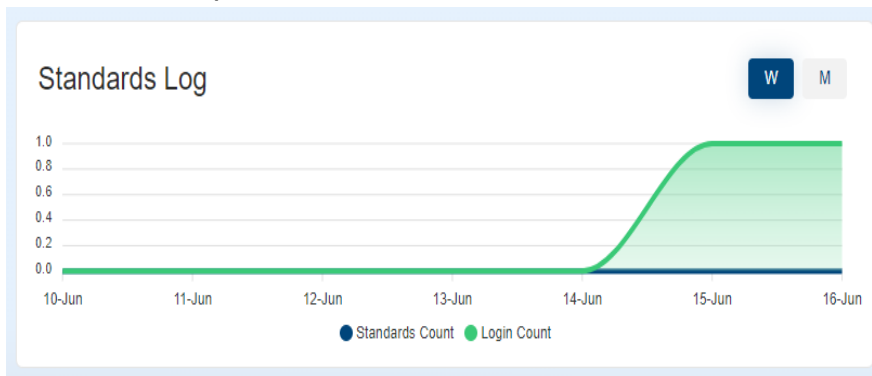
- **Menu Items in the left:** By clicking on any link in the left menu such as Drawings, Standards, Documents and SI will take the user to the corresponding modules to search, view and download files.



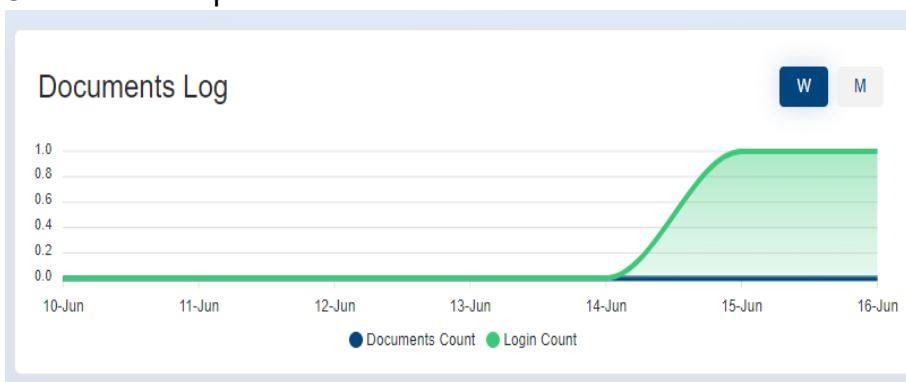
- **The Graphs:**
 - **Drawing Logs:** This graph displays the total number drawings viewed or downloaded in **Blue** colour in a particular date and spread across for last seven days when you click on “W” and for last 30 days when you click on “M” in the graph. The **Green** colour line displays the total number of users logged in to the ODMS on that particular date.



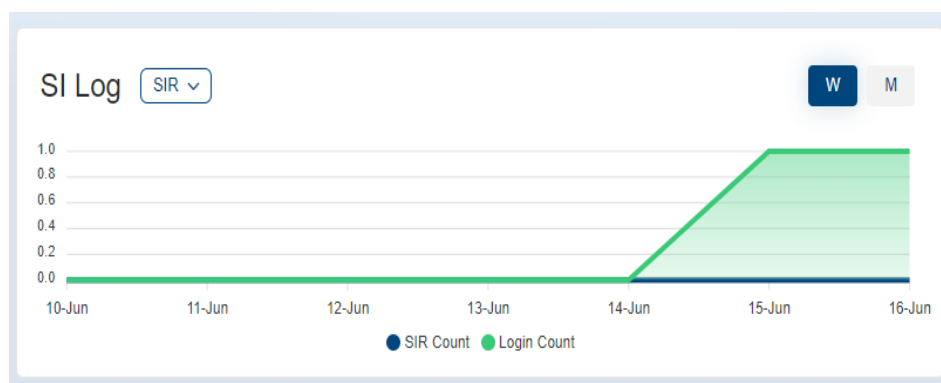
- **Standard Log:** This graph displays the total number standards viewed or downloaded in **Blue** colour in a particular date and spread across for last seven days when you click on “W” and for last 30 days when you click on “M” in the graph. The **Green** colour line displays the total number of users logged in to the ODMS on that particular date.



- **Documents Log:** This graph displays the total number Documents viewed or downloaded in **Blue** colour in a particular date and spread across for last seven days when you click on “W” and for last 30 days when you click on “M” in the graph. The **Green** colour line displays the total number of users logged in to the ODMS on that particular date.



- **SI Log:** This graph displays the total number SI i.e. selected from the dropdown (SIR, Stability Certificate or Compliance) viewed or downloaded in **Blue** colour in a particular date and spread across for last seven days when you click on “W” and for last 30 days when you click on “M” in the graph. The **Green** colour line displays the total number of users logged in to the ODMS on that particular date.



1.3. Drawings

By using this section user can Search, view and download drawings.

1.3.1. Drawing Category

Select Drawing Category: Select from any of the cards below to directly search drawing of the corresponding category.

1.3.2. Search

Search: In order to search any drawings either first select the cards from above or select Drawing type then enter any value in any of the fields or combination of all fields will give search result for the selected drawing type. To narrow down the search use combination of more fields. i.e. Drawing Type: PDR and Department: BF or Drawing Type: CDBR and Department: BF and Description: Float etc.

Search Result: Once the user enters the search button after filling different criteria in the search criteria field the search result appears below it. By default, the result displays 10 records sorted by Drawing number in ascending, if you would like to see more records either navigate next page by clicking the **page number bottom right corner** or directly go to a

Detailed Drawing View: In order to view the drawing details from any particular drawing record, click on the Drawing number button, it will open the drawing details in a new page in the browser.

Drawing Number	Department / Volume	Unit / Sub-Volume	Work Order No	Revision	Description	View
PDR-19084	CPP-1	WTP	753357	0	FLOAT VALVE NB 125&NP10 STUFFING BOX SCREW	
PDR-19085	CPP-1	WTP	IND-2024	0	FLOAT VALVE NB 125&NP10-CONE FORK	
PDR-19086	CPP-1	WTP	TESTING FOR BULK UPLOAD	0	FLOAT VALVE NB 125&NP10-STUFFING BOX GLAND	
PDR-19087	CPP-1	WTP	DESIGN SERVER	0	FLOAT VALVE NB 125&NP10-LEAVER HEAD	
PDR-19088	CPP-1	WTP	DESIGN SERVER	0	FLOAT VALVE NB 125&NP10-HOUSING BOTTOM FLANGE	
PDR-19096	CPP-1	BOILER	DESIGN SERVER	3	HOT GAS VALVE(DOUBLE FACED)NW-125 BONNET	

Showing 1 to 6 of 6 entries

Go To

[Get All Records](#)

1

Drawing Details

Drawing Number	19084	No of Sheet	1
Drawing Type	PDR	Drawing Size	A3
Revision	0		
Department	CPP-1		
Unit	WTP		
Date Of Registration	2024-04-16		
Work Order Number	753357		
Remarks	OK		

Description

Description List

Description	Drawing Number	File Size	Action
FLOAT VALVE NB 125&NP10 STUFFING BOX SCREW	PDR-19084	63.9 KB	

Showing 1 to 1 of 1 entries

1

1.3.4. Download or View Drawing

Download Drawing: In order to Download the drawing for any particular drawing record, click on the Drawing number button then click on the download button, it will ask you to save the drawing in your computer.

Drawing Details

Drawing Number	19084	No of Sheet	1
Drawing Type	PDR	Drawing Size	A3
Revision	0		
Department	CPP-1		
Unit	WTP		
Date Of Registration	2024-04-16		
Work Order Number	753357		
Remarks	OK		

Description

Description List

Description	Drawing Number	File Size	Action
FLOAT VALVE NB 125&NP10 STUFFING BOX SCREW	PDR-19084	63.9 KB	

Showing 1 to 1 of 1 entries

1

View Drawing Under Detailed Drawing Section: In order to view the drawing from any particular drawing record under detailed drawing page, click on the view or open eye button, it will open the drawing Pdf in a new tab in the browser.

Drawing Details

Drawing Number	19084	No of Sheet	1
Drawing Type	PDR	Drawing Size	A3
Revision	0		
Department	CPP-1		
Unit	WTP		
Date Of Registration	2024-04-16		
Work Order Number	753357		
Remarks	OK		

Description

Description List

Description	Drawing Number	File Size	Action
FLOAT VALVE NB 125&NP10 STUFFING BOX SCREW	PDR-19084	63.9 KB	

Showing 1 to 1 of 1 entries

1

1.4. Standards

By clicking the Standards in the left menu, the user can visit the standards page to search different standards or view standards.

RSN Standards

RSN Number	Volume	Group	No Of Sheet	Description	View
111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	3	description	View
112	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	5	description	View
113	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1000	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	1000 desc	View
1009	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1090	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
00.01.01.01	GENERAL FUNDAMENTALS & DRAWING PRACTICES	Civil and structurals	1	DD STANDARD SECTION.	View
11111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View

Showing 1 to 10 of 1015 entries

Go To [+](#)

1.4.1. Search Standards

Search: In order to search any standards first select the cards of Standard from above and then enter any value in the search fields or combination of all fields will give search result for the selected standard type. To narrow down the search use combination of more fields. i.e. Select Volume and Group etc. Once you select the Volume, the corresponding Group related to the volume will change.

Select Volume

- 11 (kk)
- VOLUME - 1 (GENERAL FUNDAMENTALS & DRAWING PRACTICES)
- VOLUME - 1a (GEARS & GEARBOXES)
- VOLUME - 2 (ENGINEERING MATERIALS)
- VOLUME - 3 (TOOLS)
- VOLUME - 4 (MACHINE)

Select Group

- Civil and structurals
- Compression spring, tension, torsion springs & disc spring.
- Construction
- Drawing Dimensioning Drg. Practice
- Fits and Tolerances
- Flange coupling with slit push & taper key-way.

1.4.2. View Standards

View Standards: In order to quickly view the standard from any particular standard record, click on the **view** button, it will open the standard Pdf in a new tab in the browser. In order to navigate to next page of the search result, click the page number in the **bottom right corner** of the search result page. In order to directly go to a page, enter the page number beside the “Go To” box and click the right arrow.

[RSN](#)
[IPSS](#)
[BIS](#)
[OTHERS ▾](#)

Select Volume ▾

Select Group ▾

Search

RSN Number	Volume	Group	No Of Sheet	Description	View
111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	3	description	View
112	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	5	description	View
113	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1000	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	1000 desc	View
1009	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1090	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
00.01.01.01	GENERAL FUNDAMENTALS & DRAWING PRACTICES	Civil and structurals	1	DD STANDARD SECTION.	View
11111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View

Showing 1 to 10 of 1015 entries

Go To →

<
1
2
3
...
100
101
102
>

Detailed Standard View: In order to view the Standards details from any particular standards record, click on the Standard number button, it will open the standard details in a new page.

[RSN](#)
[IPSS](#)
[BIS](#)
[OTHERS ▾](#)

Select Volume ▾

Select Group ▾

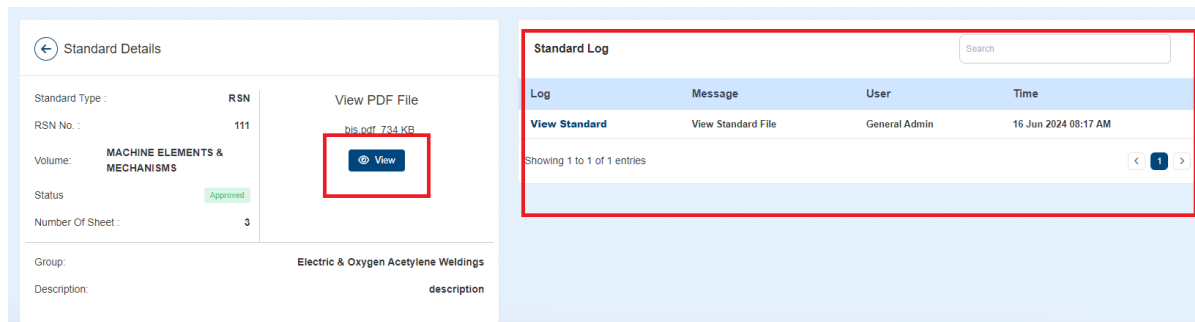
Search

RSN Number	Volume	Group	No Of Sheet	Description	View
111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	3	description	View
112	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	5	description	View
113	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1000	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	1000 desc	View
1009	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
1090	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
00.01.01.01	GENERAL FUNDAMENTALS & DRAWING PRACTICES	Civil and structurals	1	DD STANDARD SECTION.	View
11111	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View
344356	MACHINE ELEMENTS & MECHANISMS	Electric & Oxygen Acetylene Weldings	1	description	View

Showing 1 to 10 of 1015 entries

Go To →

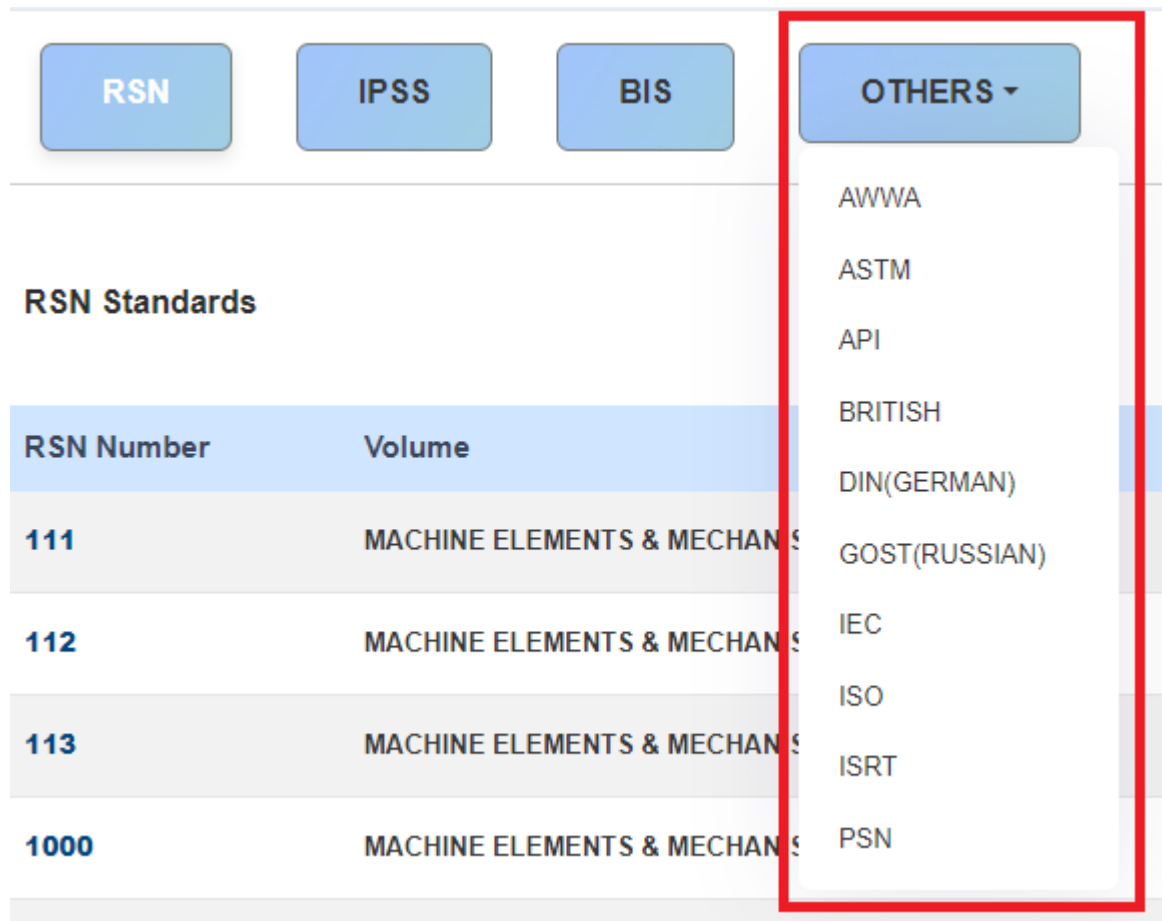
<
1
2
3
...
100
101
102
>



Click on the view button above to see the Standard and it will open in a new tab. The right-side standard log displays the View log for the current user with all details like when did S/he view this standard.

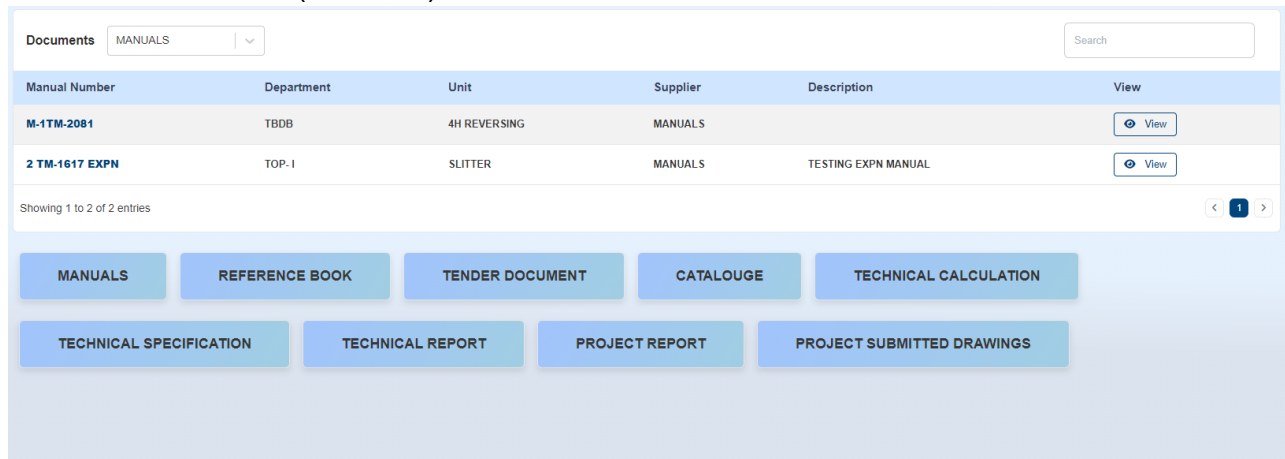
1.4.3. Search or View Standards Other than RSN, IPSS, BIS

Click on the **Others** button above to see the Standard other than RSN, IPSS, BIS and select the Standards to view or search the corresponding Standard details.



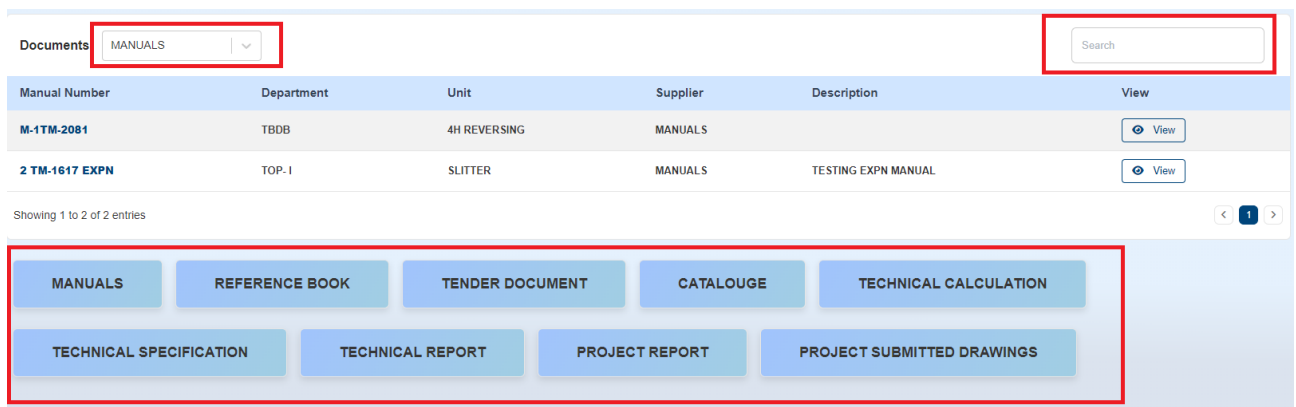
1.5. Documents

By clicking the Documents in the left menu, the user can visit the Documents page to search different Documents (Manuals) or view Documents.



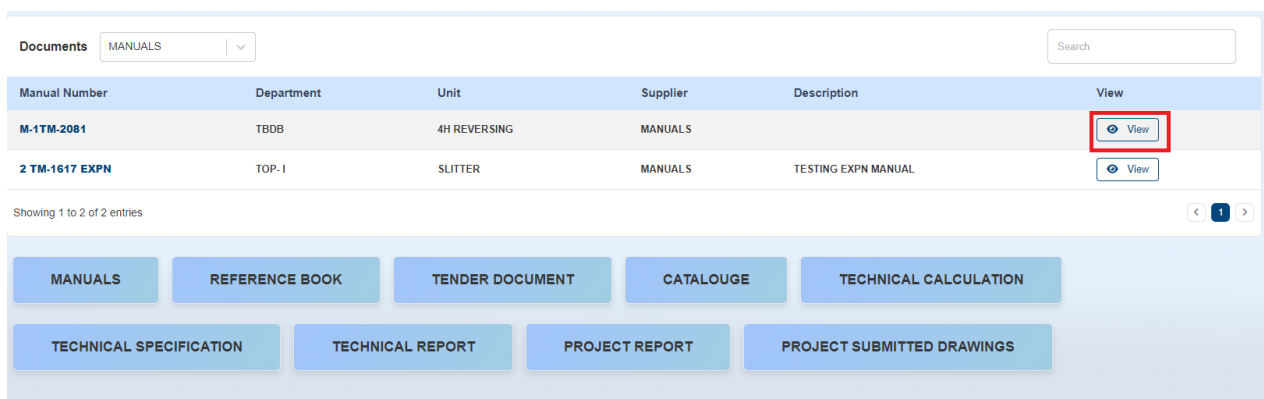
1.5.1. Search Documents

Search: In order to search any documents first select the cards of documents from below or select from the drop down and then enter any value in the search fields will give search result for the selected document type.



1.5.2. View Documents

View Documents: In order to quickly view the document from any particular document record, click on the **view** button, it will open the document Pdf in a new tab in the browser. In order to navigate to next page of the search result, click the page number in the **bottom right corner** of the search result page. In order to directly go to a page, enter the page number beside the “Go To” box and click the right arrow.



Detailed Document View: In order to view the document details from any particular document record, click on the document number link, it will open the document details in a new page. Click on the view button above to see the document and it will open in a new tab. The right-side Documents log displays the View log for the current user with all details like when did S/he view this document.

The screenshot displays the 'STRUCTURAL INSPECTION REPORT' section of the Online Drawing Management System. The top navigation bar includes 'STRUCTURAL INSPECTION REPORT', 'STABILITY CERTIFICATE', and 'COMPLIANCE'. Below this, a search bar is present. The main content area shows a table with columns: SIR Number, Department, Unit, FY, Compliance, Description, and Attachment. A single entry is visible with SIR Number 456, Department AC, Unit 2S T. MILL, FY 2024, Compliance YES, and Description Sample description ISPL. Below the table, a 'View Attachment' link is provided. A 'Showing 1 to 1 of 1 entries' message is displayed. At the bottom, three buttons are shown: 'STRUCTURAL INSPECTION REPORT', 'STABILITY CERTIFICATE', and 'COMPLIANCE'.

On the left side, the 'Document Details' section is visible. It includes fields for Document Type (MANUALS), Manual Number (M-1TM-2081), Supplier (MANUALS), Package Number (10), Letter Number (LETTER_3), Status (APPROVED), and Registration Date (2024-03-24). A 'View PDF File' section shows the file 'M-1TM-2081.pdf' (404.8 KB) with a 'View' button highlighted by a red box.

On the right side, the 'Documents Log' section is visible. It includes a search bar and a table with columns: Log, Message, User, and Time. A single entry is visible with Log 'View Document', Message 'View Document File', User 'General Admin', and Time '16 Jun 2024 09:55 AM'. Below the table, a 'Showing 1 to 1 of 1 entries' message is displayed. The 'Documents Log' section is highlighted by a red box.

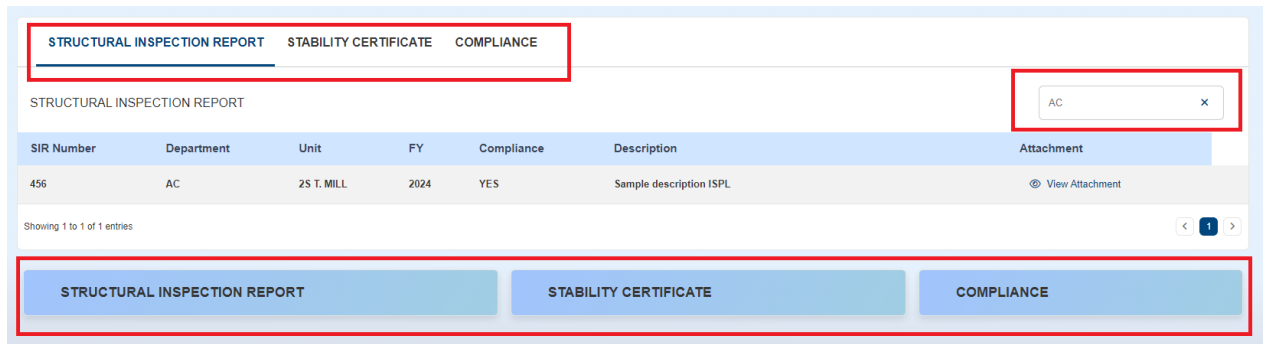
1.6. SI (Structural Inspection)

By clicking the SI in the left menu, the user can visit the Structural Inspection page to search different Structural Inspection or view Structural Inspection details.

The screenshot displays the 'STRUCTURAL INSPECTION REPORT' section of the Online Drawing Management System. The top navigation bar includes 'STRUCTURAL INSPECTION REPORT', 'STABILITY CERTIFICATE', and 'COMPLIANCE'. Below this, a search bar is present. The main content area shows a table with columns: SIR Number, Department, Unit, FY, Compliance, Description, and Attachment. A single entry is visible with SIR Number 456, Department AC, Unit 2S T. MILL, FY 2024, Compliance YES, and Description Sample description ISPL. Below the table, a 'View Attachment' link is provided. A 'Showing 1 to 1 of 1 entries' message is displayed. At the bottom, three buttons are shown: 'STRUCTURAL INSPECTION REPORT', 'STABILITY CERTIFICATE', and 'COMPLIANCE'.

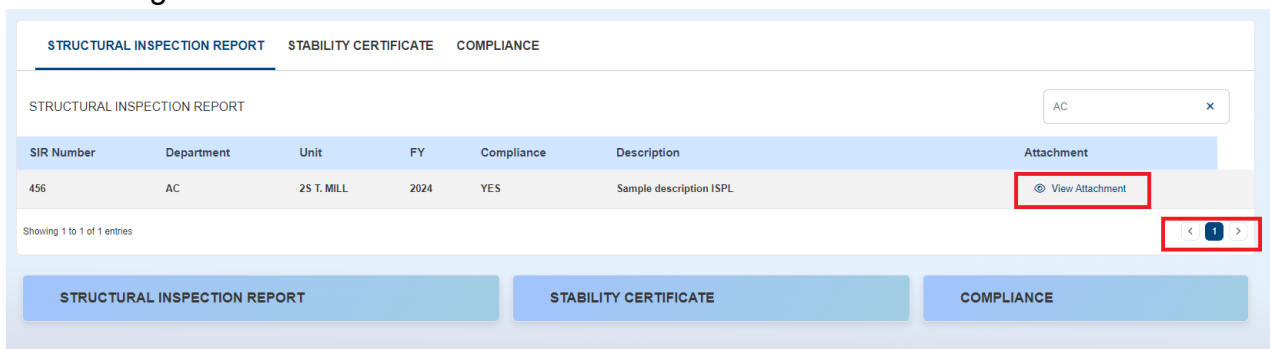
1.6.1. Search SI (Structural Inspection)

Search: In order to search any Structural Inspection first select the cards of Structural Inspection from below or select from the tabs in the top and then by entering any value in the search fields will give search result for the selected Structural Inspection type.



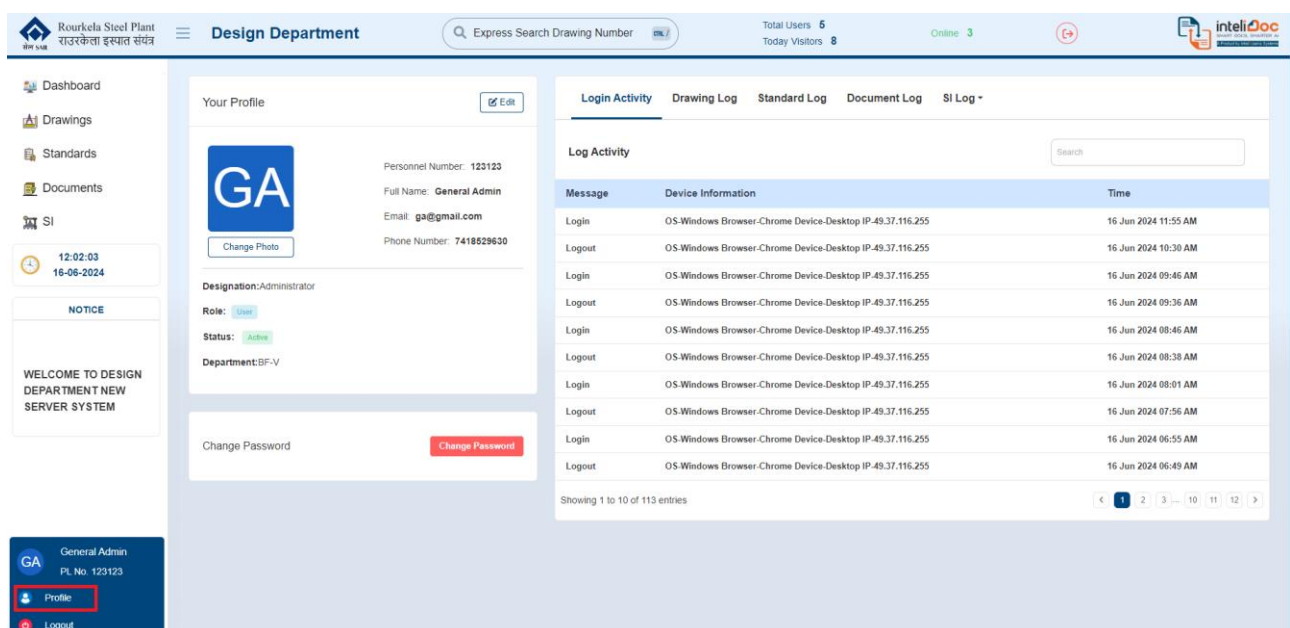
1.6.2. View Structural Inspection

View Structural Inspection: In order to quickly view the Structural Inspection from any particular Structural Inspection record, click on the **view Attachment** link, it will open the Structural Inspection Pdf in a new tab in the browser. In order to navigate to next page of the search result, click the page number in the **bottom right corner** of the search result page. In order to directly go to a page, enter the page number beside the “Go To” box and click the right arrow.



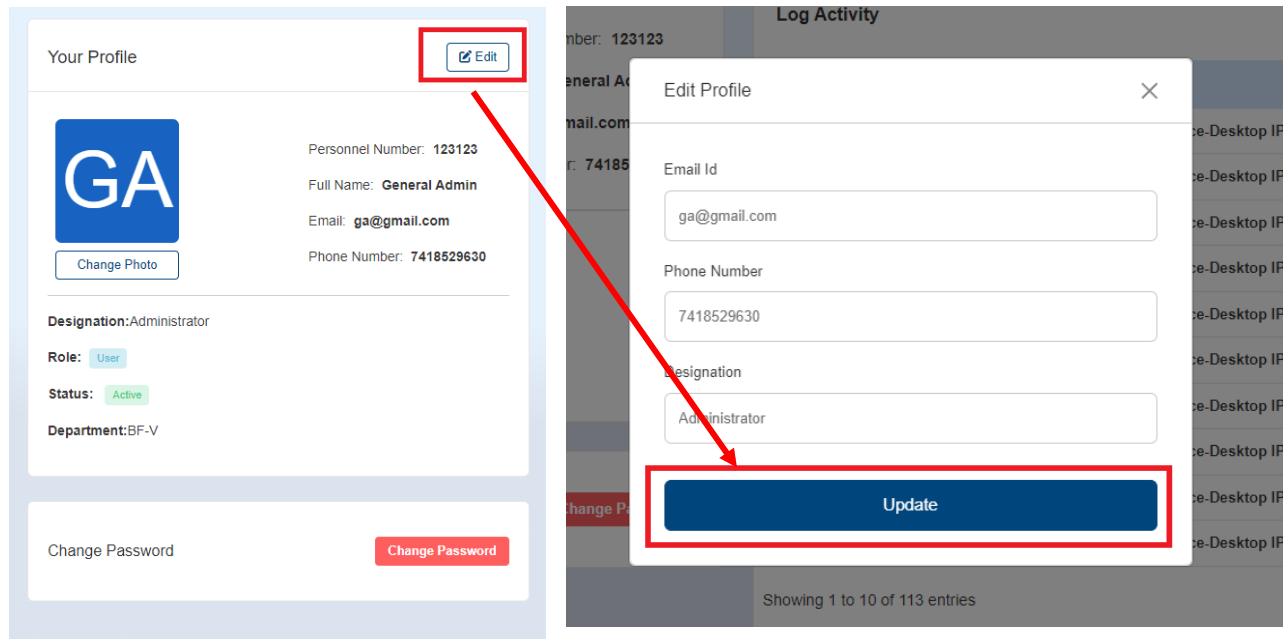
1.7. Profile

This section in the bottom left section provides the user to edit the profile details of the user as well as to change password and check the historical log activity the user performed in the ODMS since the Launch of ODMS

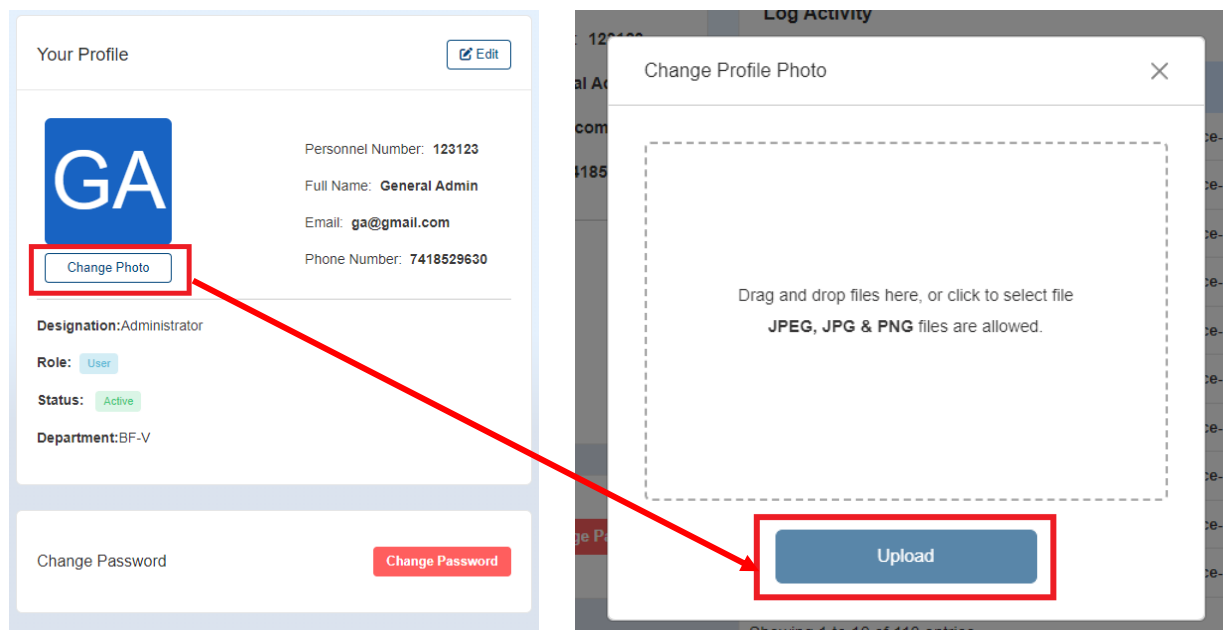


1.7.1. Update Profile

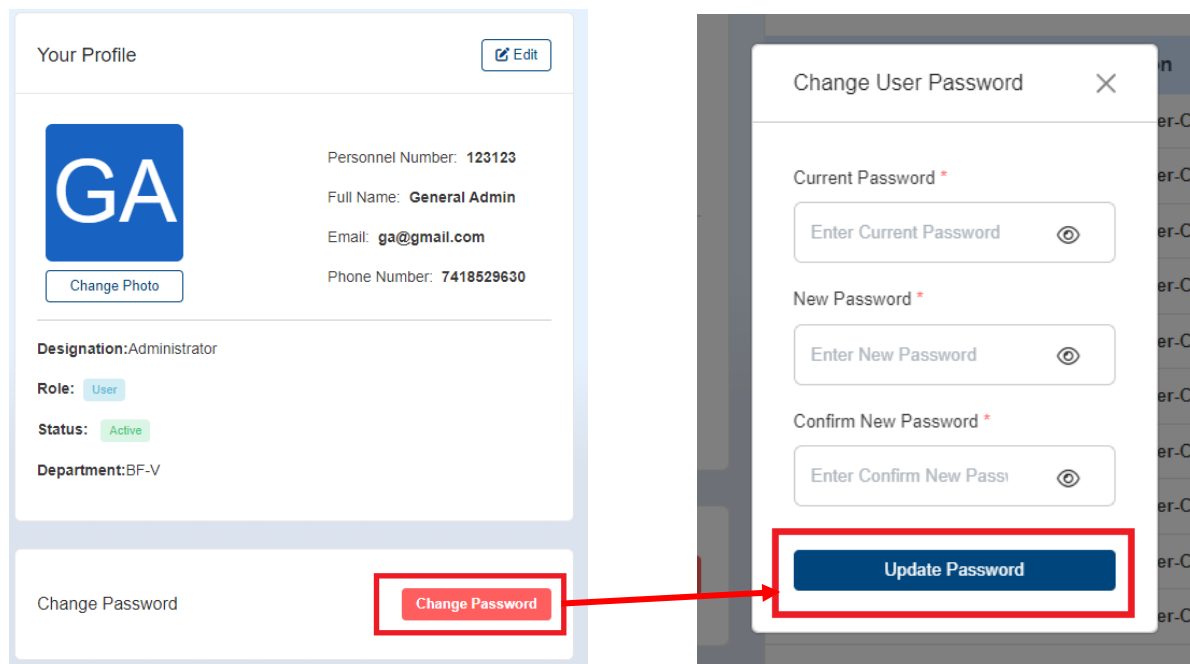
Update Personal Profile Information: Click on **Edit** button to edit the personal information. After entering correct information in corresponding field click on Update. It will update with the new information.



Update Profile Photo: Click on **Change Photo** button to change the profile photo. Then either browser to select the appropriate profile photo or drag and drop the appropriate profile photo in the Change Profile Photo pop-up to update the Profile photo.



Change Password: Click on **Change Password** button to change the Current Password. Enter the **current password** then Enter the **New Password** and **Confirm the New Password** to update the password.



1.7.2. View Log

View Log: Click on Different tabs to view the different log activity that you have performed in ODMS. Click on Login Activity to check when you had logged in and logged out of the ODMS. Similarly, for Drawing Log for Which all drawing you have viewed and downloaded with time stamp log. Similarly, for Standard, Document and SI.

Login Activity <u>Drawing Log</u> Standard Log Document Log SI Log ▾			
Drawing Log Search			
Drawing	Log	Message	Time
PDR-19085	View Drawing	Drawing file PDR-19085 viewed	16 Jun 2024 07:30 AM
PDR-323232	View Drawing	Drawing file PDR-323232 viewed	04 Jun 2024 07:26 AM
PDR-323232	View Drawing	Drawing file PDR-323232 viewed	03 Jun 2024 07:17 PM
PDR-19086	Download Drawing	Drawing DWG file PDR-19086 downloaded	06 May 2024 09:48 AM
PDR-19086	Download Drawing	download drawing file PDR-19086	06 May 2024 09:48 AM
PDR-19086	View Drawing	Drawing file PDR-19086 viewed	06 May 2024 09:48 AM
PDR-19092	Download Drawing	download drawing file PDR-19092SH1	06 May 2024 09:46 AM
PDR-19092	View Drawing	Drawing file PDR-19092SH1 viewed	06 May 2024 09:46 AM
None	View Drawing	Drawing file RS-8 viewed (RS-8.00.1000 DELETED)	13 Apr 2024 10:37 AM
None	Add Drawing	drawing file added (PDR-2 DELETED)	12 Apr 2024 12:01 PM
Showing 1 to 10 of 22 entries			
< 1 2 3 >			

1.7.3. Logout

Logout: Click on the below icon either in Profile section or in the top menu bar. The user will be logged out immediately out of ODMS.

The screenshot displays the ODMS interface for a user named General Admin. The top navigation bar includes a search bar, user statistics (Total Users: 5, Today Visitors: 8, Online: 3), and a Logout button (indicated by a red box and arrow). The left sidebar contains navigation links for Dashboard, Drawings, Standards, Documents, and SI. The main content area shows the user's profile (GA) and a Drawing Log table. The bottom left corner also features a Logout button (indicated by a red box and arrow).

Drawing	Log	Message	Time
PDR-19085	View Drawing	Drawing file PDR-19085 viewed	16 Jun 2024 07:30 AM
PDR-323232	View Drawing	Drawing file PDR-323232 viewed	04 Jun 2024 07:26 AM
PDR-323232	View Drawing	Drawing file PDR-323232 viewed	03 Jun 2024 07:17 PM
PDR-19086	Download Drawing	Drawing DWG file PDR-19086 downloaded	06 May 2024 09:48 AM
PDR-19086	Download Drawing	download drawing file PDR-19086	06 May 2024 09:48 AM
PDR-19086	View Drawing	Drawing file PDR-19086 viewed	06 May 2024 09:48 AM
PDR-19092	Download Drawing	download drawing file PDR-19092SH1	06 May 2024 09:46 AM
PDR-19092	View Drawing	Drawing file RS-8 viewed (RS-8.00.1000 DELETED)	06 May 2024 09:46 AM
None	View Drawing	Drawing file RS-8 viewed (RS-8.00.1000 DELETED)	13 Apr 2024 10:37 AM
None	Add Drawing	drawing file added (PDR-2 DELETED)	12 Apr 2024 12:01 PM

Auto Logout: The system will automatically logout the user after 15 minutes if the user doesn't perform any activity in ODMS. The system will show a pop-up before **two minutes** with a timer displaying the exact time after which the system will auto logout the user from the system. If the user wants to stay logged in just hover over the pop-up message or click on the **Continue Working** button.

