User Manual

Appreciation Cheque Portal



Introduction

Appreciation Cheque Portal is a system developed for issuing appreciation cheques to employee of IOCL.

Accessing the Application

The application can be accessed using the link: https://webapp.indianoil.co.in/AppreciationCheque

Employee can login using their 8 digit employee code and AD password.



APPRECIATION CHEQUE PORTAL





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After successful login, user will be redirected to home page.



Roles

a. Admin:

Admin will have the following rights:

- i. Access to User Master menu. Can assign another user admin or cheque drawer role.
- ii. Access to Location Master menu. By default, initially all locations will be deactivated for cheque generation. Admin can activate the same.
- iii. Access to Upload Signature menu. Can upload signature image file for State Head/Functional Head at HO / Users with Cheque Drawer role.
- iv. Access to Report.

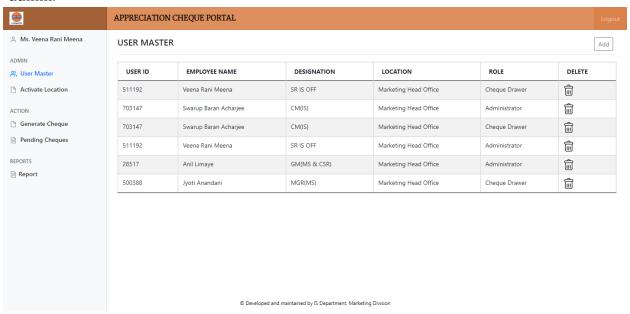
b. Cheque Drawer:

Users with Cheque Drawer role will have the following rights:

- i. Access to menu 'Generate Cheque'. Can generate a new cheque using the same.
- ii. Access to menu 'Pending Cheques. Can cancel or submit the cheque entries generated by the user.
- iii. Access to Report.

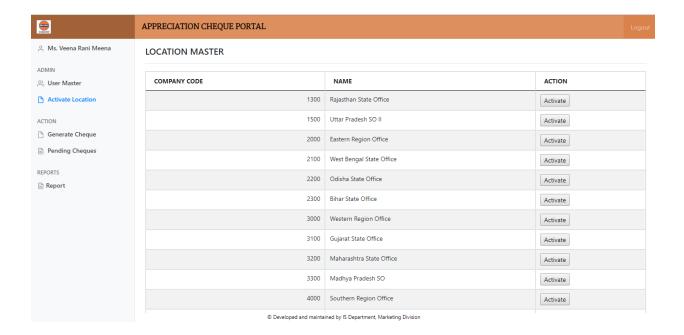
Menu

a. *User Master:* List of Users who have been assigned admin/cheque drawer roles by admin.



Admin can add a new user using the 'Add' button & delete any entry using the delete icon option against the corresponding entry.

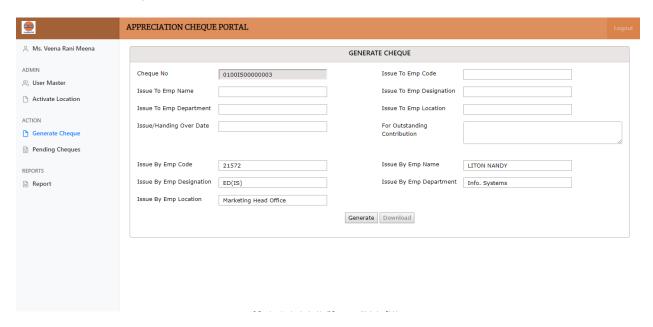
b. *Activate Location:* List of locations which are not active. By default, all the locations will be non-active initially. User belonging to non-active locations will not be able to generate cheque. Admin can activate the location by clicking the 'Activate' button against the corresponding entry.



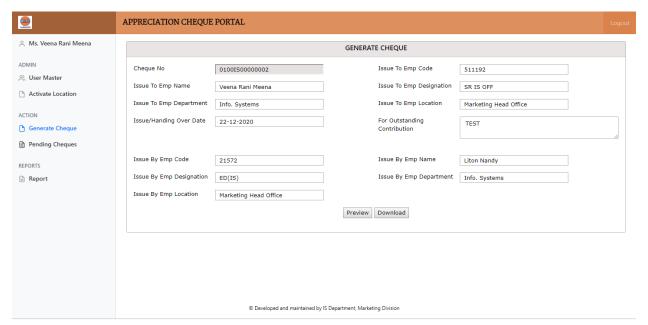
c. *Upload Signature:* List of users who are authorized to issue cheque will be displayed and admin can upload sign image file against any user which will be added in the final cheque generated from the portal.



d. Generate Cheque:



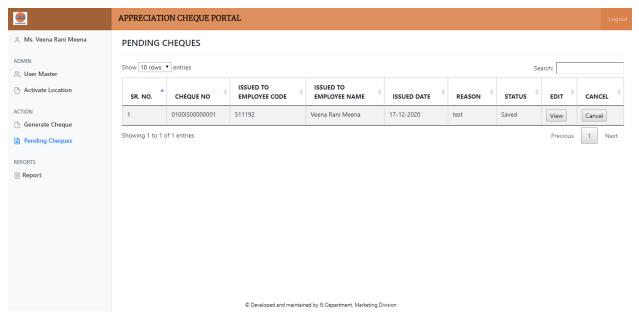
- User with cheque drawer role will be able to generate a new cheque using this option. Cheque No will be populated by the system. Pattern used for cheque no: 4-digit location code + 4-digit department code + 6-digit running sequence. User will have to enter the following mandatory details
 - i. Employee code to whom cheque will be issued.
 - ii. Handing over date: Date on which cheque will be handed over.
 - iii. For Outstanding Contribution: Reason for issuing cheque.
- After entering the details, on clicking 'Generate' button cheque will be generated.



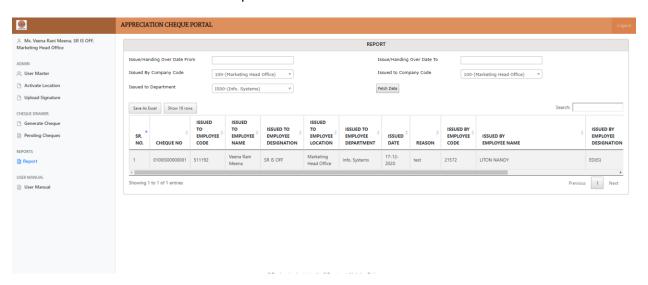
 Now, user will have the option to see the preview of the generated cheque before final submission. User may do changes as required. Once submitted, entry cannot be modified.



- Finally, user may submit the entry.
- **e.** *Pending Cheques:* It will show the list of generated cheques which have not been submitted yet by a user. User can submit the same by clicking the View button or cancel the cheque if it is no longer required. Download option will not be available for cancelled cheques.



- **f.** *Report:* Location wise details of all the cheques issued. Additional filters provided as follows
 - i. Issue/Handing Over Date From
 - ii. Issue/Handing Over Date To
 - iii. Issued by Company Code
 - iv. Issued to Company Code
 - v. Issued by Department
 - vi. Issued to Department



Guidelines

a. Cheque Printout:

The issued Appreciation Cheque may be printed for providing physical cheque. However, certificate must be printed only on <u>300 gsm artcard A4 size paper</u>.

b. Signature Upload:

Sign to be uploaded must be done with black/blue pen on white paper and then scanned.