

User Manual

Appreciation

Cheque Portal



IndianOil

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



LOGIN

Employee Code

Password

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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.



Ms. Veena Rani Meena

ADMIN

[User Master](#)

Activate Location

ACTION

Generate Cheque

Pending Cheques

REPORTS







Report

APPRECIATION CHEQUE PORTAL

Logout

USER MASTER


Add

USER ID	EMPLOYEE NAME	DESIGNATION	LOCATION	ROLE	DELETE
511192	Veena Rani Meena	SR IS OFF	Marketing Head Office	Cheque Drawer	
703147	Swarup Baran Acharjee	CM(IS)	Marketing Head Office	Administrator	
703147	Swarup Baran Acharjee	CM(IS)	Marketing Head Office	Cheque Drawer	
511192	Veena Rani Meena	SR IS OFF	Marketing Head Office	Administrator	
28517	Anil Limaye	GM(MS & CSR)	Marketing Head Office	Administrator	
500388	Jyoti Anandani	MGR(MS)	Marketing Head Office	Cheque Drawer	

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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.



Ms. Veena Rani Meena

ADMIN

User Master

Activate Location

ACTION

Generate Cheque

Pending Cheques

REPORTS

Report

APPRECIATION CHEQUE PORTAL


Logout

LOCATION MASTER

COMPANY CODE	NAME	ACTION
1300	Rajasthan State Office	Activate
1500	Uttar Pradesh SO II	Activate
2000	Eastern Region Office	Activate
2100	West Bengal State Office	Activate
2200	Odisha State Office	Activate
2300	Bihar State Office	Activate
3000	Western Region Office	Activate
3100	Gujarat State Office	Activate
3200	Maharashtra State Office	Activate
3300	Madhya Pradesh SO	Activate
4000	Southern Region Office	Activate

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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.



Ms. Veena Rani Meena, SR IS OFF,
Marketing Head Office

ADMIN

User Master

Activate Location

Upload Signature

CHEQUE DRAWER

Generate Cheque

Pending Cheques

REPORTS

Report

USER MANUAL

User Manual











APPRECIATION CHEQUE PORTAL

Logout

UPLOAD SIGNATURE

Show 10 rows entries

Search:

EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	LOCATION	DEPARTMENT	ROLE	FILE NAME	UPLOAD
21419	AMITABH AKHIAURI	ED & SH	Maharashtra State Office	ED/GM s Secrtt	State Head		
21449	Umakant Prasad Singh	ED(HR)	Marketing Head Office	Human Resource	Functional Head	sign_sample.jpg	
21454	Vigyan Kumar	ED(RS)	Marketing Head Office	Retail Sales	Functional Head		
21463	S S Bose	ED(RS)	Western Region Office	ED/GM s Secrtt	State Head		
21514	Vibhash Kumar	ED & SH	Bihar State Office	ED/GM s Secrtt	State Head		
21542	Sanjay Sahay	ED(AVN)	Marketing Head Office	Aviation	Functional Head		
21572	LITON NANDY	ED(S)	Marketing Head Office	Info. Systems	Functional Head		
21640	Sujoy Choudhury	ED & SH	Punjab, HP and J&K SO	ED/GM s Secrtt	Cheque Drawer		
21640	Sujoy Choudhury	ED & SH	Punjab, HP and J&K SO	ED/GM s Secrtt	State Head		
21652	Uttiya Bhattacharyya	ED & SH	Uttar Pradesh SO I	ED/GM s Secrtt	State Head		

Showing 21 to 30 of 45 entries

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d. *Generate Cheque:*

The screenshot displays the 'APPRECIATION CHEQUE PORTAL' interface. At the top, there is a header bar with the portal name and a 'Logout' link. On the left, a sidebar menu shows the user 'Ms. Veena Rani Meena' and navigation options under 'ADMIN' (User Master, Activate Location), 'ACTION' (Generate Cheque, Pending Cheques), and 'REPORTS' (Report). The main content area is titled 'GENERATE CHEQUE' and contains a form with the following fields:

GENERATE CHEQUE	
Cheque No	0100IS00000003
Issue To Emp Name	
Issue To Emp Department	
Issue To Emp Location	
Issue/Handing Over Date	
Issue By Emp Code	21572
Issue By Emp Designation	ED(IS)
Issue By Emp Location	Marketing Head Office
Issue To Emp Code	
Issue To Emp Designation	
Issue To Emp Location	
For Outstanding Contribution	
Issue By Emp Name	LITON NANDY
Issue By Emp Department	Info. Systems

At the bottom of the form, there are two buttons: 'Generate' and 'Download'.

- 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.

APPRECIATION CHEQUE PORTAL
Logout

Ms. Veena Rani Meena

ADMIN

User Master

Activate Location

ACTION

Generate Cheque

Pending Cheques

REPORTS

Report

GENERATE CHEQUE

Cheque No
0100IS00000002

Issue To Emp Code
511192

Issue To Emp Name
Veena Rani Meena

Issue To Emp Designation
SR IS OFF

Issue To Emp Department
Info. Systems

Issue To Emp Location
Marketing Head Office

Issue/Handing Over Date
22-12-2020

For Outstanding Contribution
TEST

Issue By Emp Code
21572

Issue By Emp Name
Liton Nandy

Issue By Emp Designation
ED(IS)

Issue By Emp Department
Info. Systems

Issue By Emp Location
Marketing Head Office

Preview
Download

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- 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.

Ms. Veena Rani Meena

APPRECIATION CHEQUE PORTAL
Logout

Home

ADMIN

User Master

Activate Location

ACTION

Generate Cheque

Pending Cheques

REPORTS

Report

Go Back

This template has been generated from Test Server.

IndianOil

सराहना पत्र
Instrument of Appreciation

क्रमांक:
S. No.: 0100IS00000002


दिनांक:
Date: 23-12-2020

प्रदान किया जाता है
Issued to: Veena Rani Meena

को, उनके
For outstanding contribution test data

- Finally, user may submit the entry.

- 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.


APPRECIATION CHEQUE PORTAL
Logout

Ms. Veena Rani Meena

ADMIN

- User Master
- Activate Location

ACTION

- Generate Cheque
- Pending Cheques

REPORTS

- Report

PENDING CHEQUES

Show entries

Search:

SR. NO.	CHEQUE NO	ISSUED TO EMPLOYEE CODE	ISSUED TO EMPLOYEE NAME	ISSUED DATE	REASON	STATUS	EDIT	CANCEL
1	0100IS00000001	S11192	Veena Rani Meena	17-12-2020	test	Saved	<button>View</button>	<button>Cancel</button>


Showing 1 to 1 of 1 entries

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


APPRECIATION CHEQUE PORTAL
Logout

Ms. Veena Rani Meena, SR IS OFF,
Marketing Head Office

ADMIN

- User Master
- Activate Location
- Upload Signature

CHEQUE DRAWER

- Generate Cheque
- Pending Cheques

REPORTS

- Report

USER MANUAL

- User Manual

REPORT

Issue/Handing Over Date From
 Issue/Handing Over Date To

Issued By Company Code
 Issued to Company Code

Issued to Department

Fetch Data

Search:

SR. NO.	CHEQUE NO	ISSUED TO EMPLOYEE CODE	ISSUED TO EMPLOYEE NAME	ISSUED TO EMPLOYEE DESIGNATION	ISSUED TO EMPLOYEE LOCATION	ISSUED TO EMPLOYEE DEPARTMENT	ISSUED DATE	REASON	ISSUED BY EMPLOYEE CODE	ISSUED BY EMPLOYEE NAME	ISSUED BY EMPLOYEE DESIGNATION
1	0100IS00000001	S11192	Veena Rani Meena	SR IS OFF	Marketing Head Office	Info. Systems	17-12-2020	test	21572	LITON NANDY	ED(S)

Showing 1 to 1 of 1 entries

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Guidelines

a. Cheque Printout:

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

b. Signature Upload:

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