PHSRC User Manual

25th of April 2023

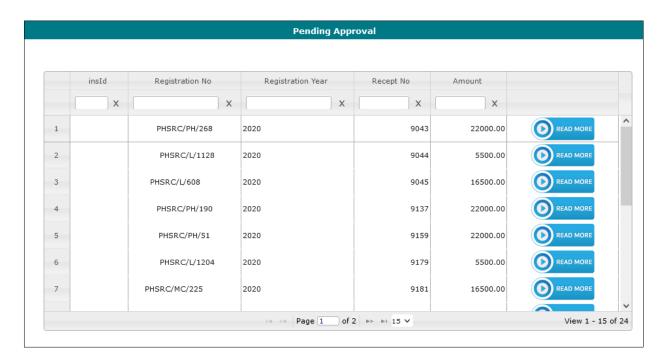
Sri Lanka Telecome Services (ltd)

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A. Accountant Approval

- After PD's approval all details goes to head office system (MIS) and accountant can view the details and he can approve or reject them too.
- Accountant can view the list using payment approval in Approval Module.



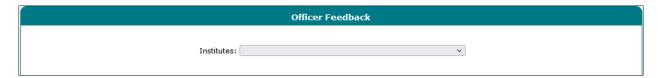
- Accountant can view more details of the institute by click on Read More button.
- Then he can Approve or reject by enter a comment.

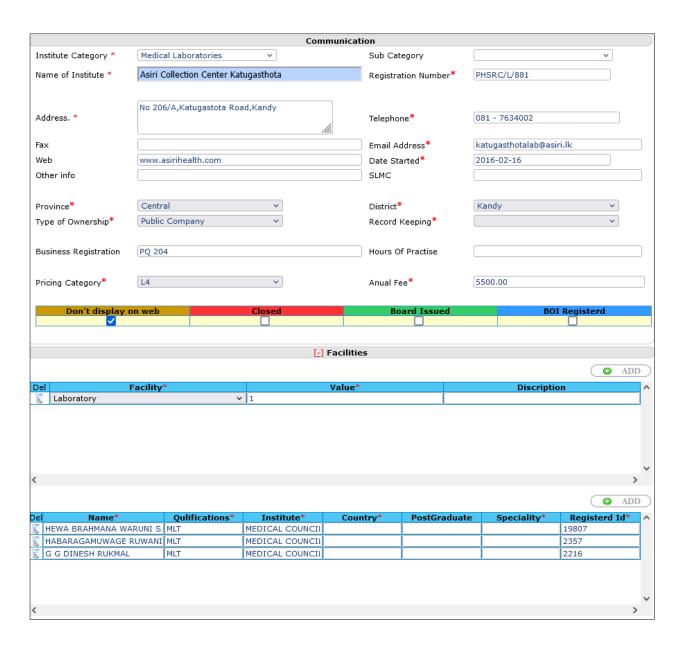


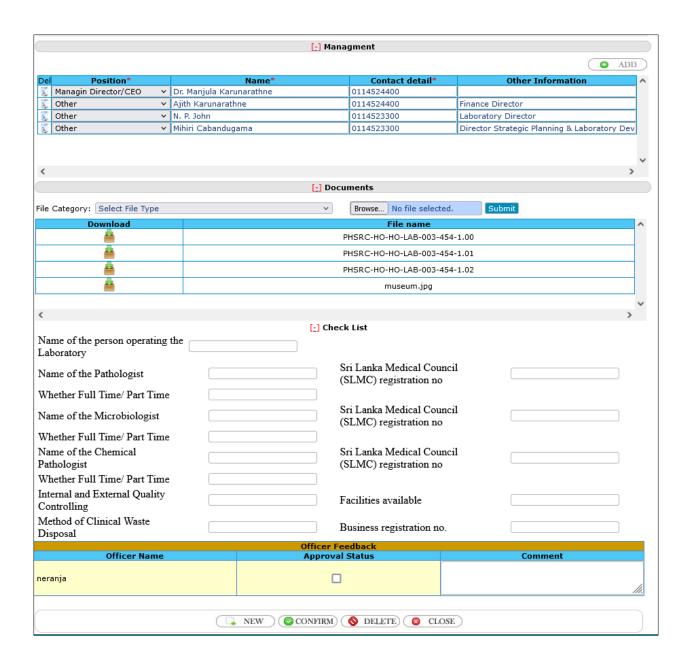
• All approve applications goes to officer approval in Approval module.

B. Officer Approval

• Officer can view all approve application list by click on Institute dropdown list.





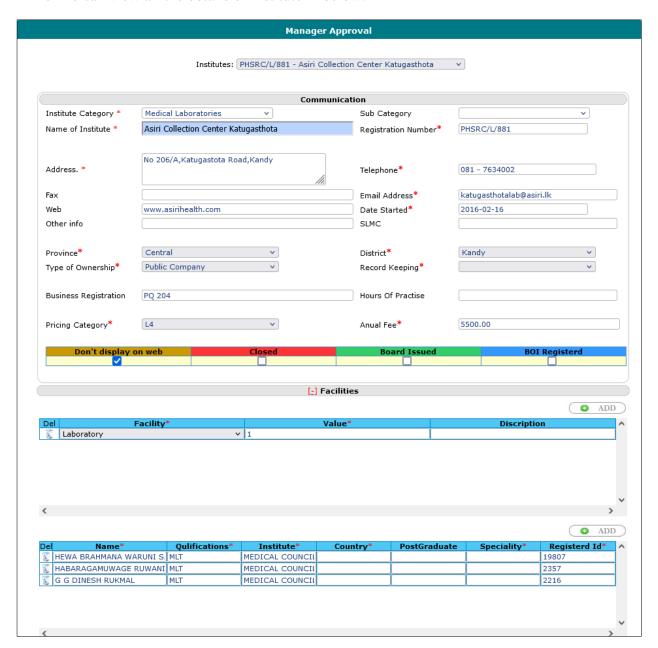


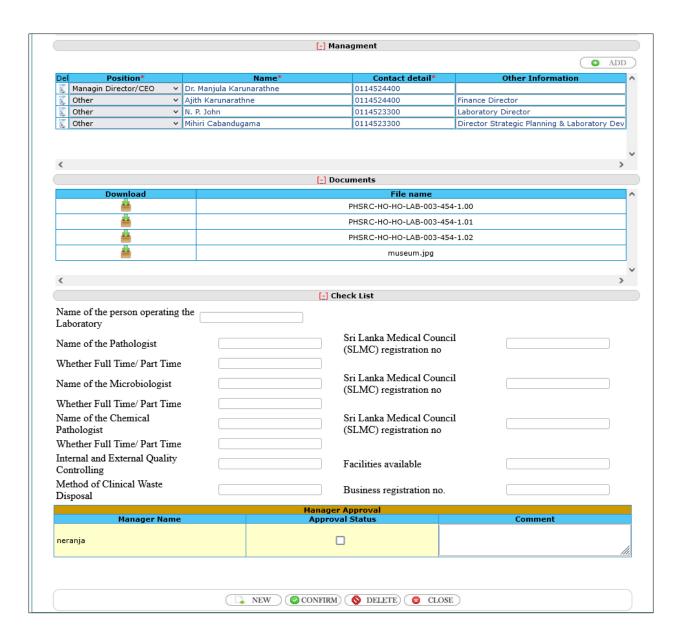
- Then he can click on approval status and type a comment and click on Confirm button.
- After that all approve application goes to Manager approval.

C. Manager Approval

• Manager can view all approve application list by click on Institute dropdown list.





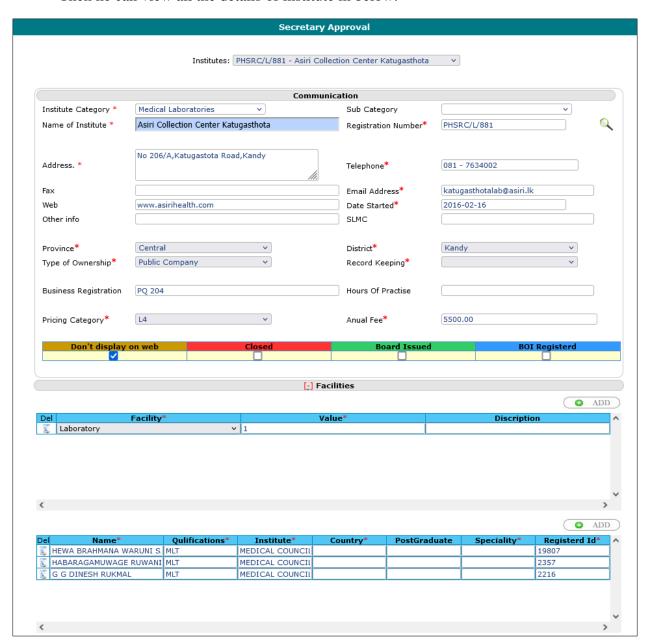


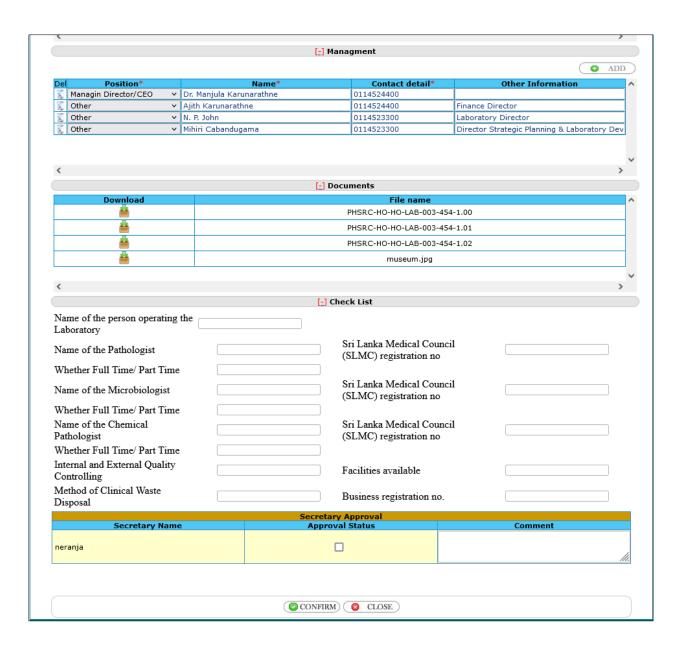
- Then he can click on approval status and type a comment and click on Confirm button.
- After that all application goes for Secretory approval.

D. Secretary Approval

• Secretary can view all approve application list by click on Institute dropdown list.





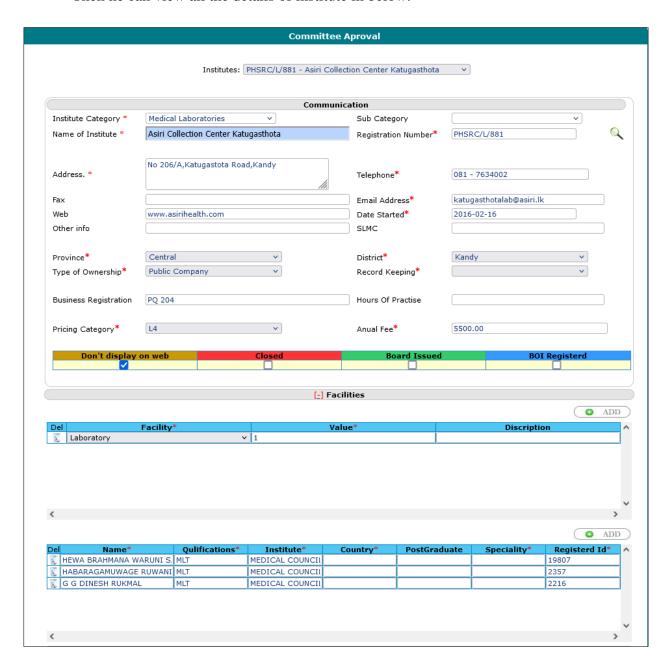


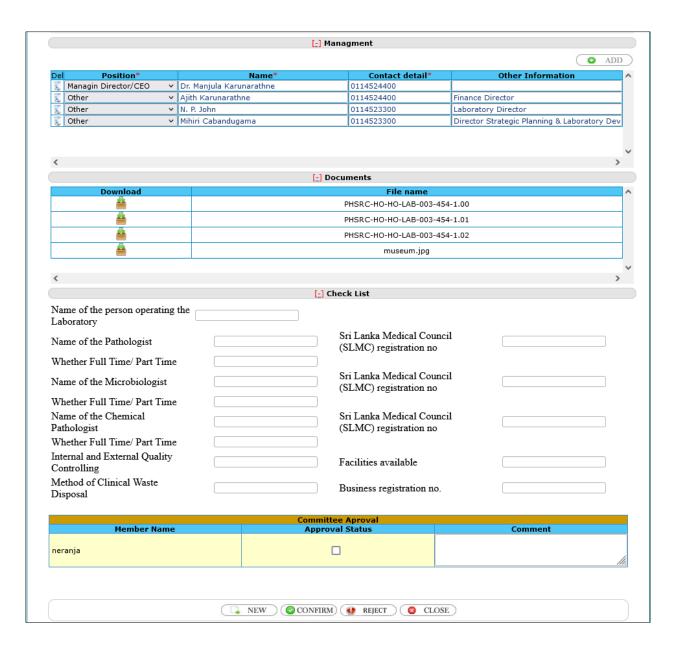
- Then he can click on approval status and type a comment and click on Confirm button.
- After that all application goes for Committee approval.

E. Committee Approval

• Committee members can view application list by selecting institute dropdown list.







 Then committee members can click on approval status and type a comment and click on Confirm button.