# User Manual: Auction (Department User )

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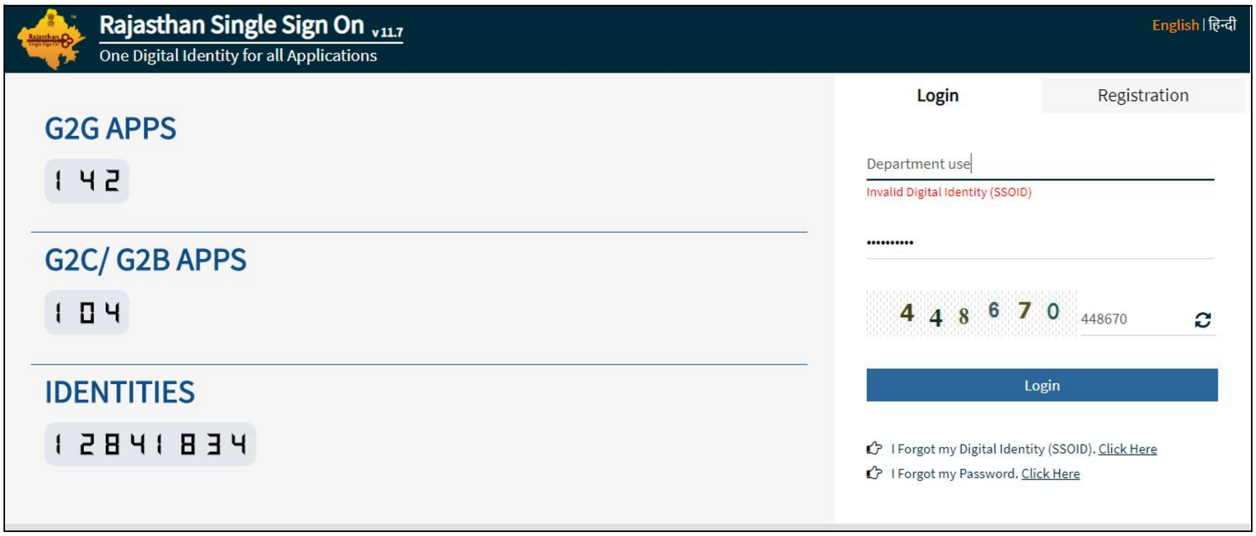
# 1. Introduction

## 1.1 Purpose

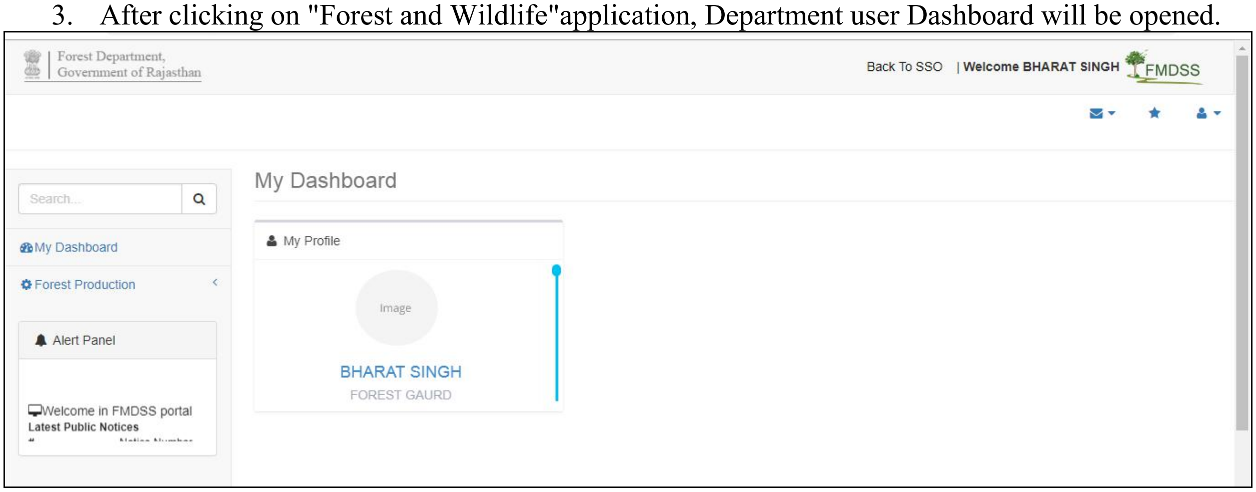
This Help Document guides the department user to Understand the flow of dod module ,Fill auction form and complete the respective requirements.

## Access of Auction (Department User)

1. Department User will login into Sso using sso id and password.




2. After login into sso, Department user will select Forest and Wildlife " application .
3. After clicking on "Forest and Wildlife"application, Department user Dashboard will be opened.

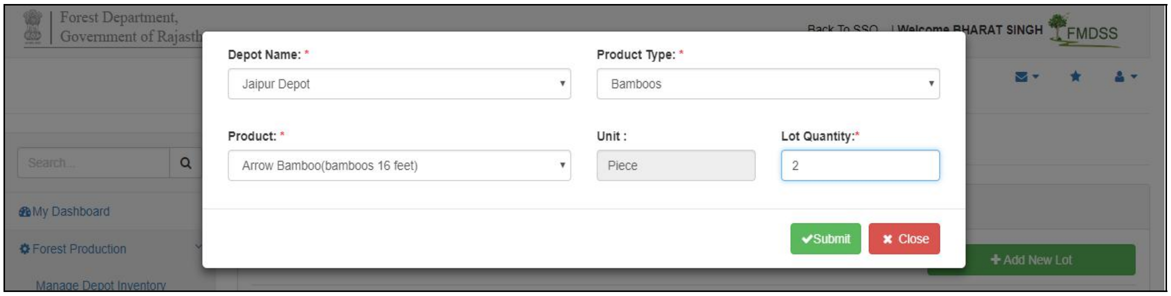



3. Click on Forest Production->Manage Inventory

# 2. Manage Depot Inventory:

## 2.1Master Lot

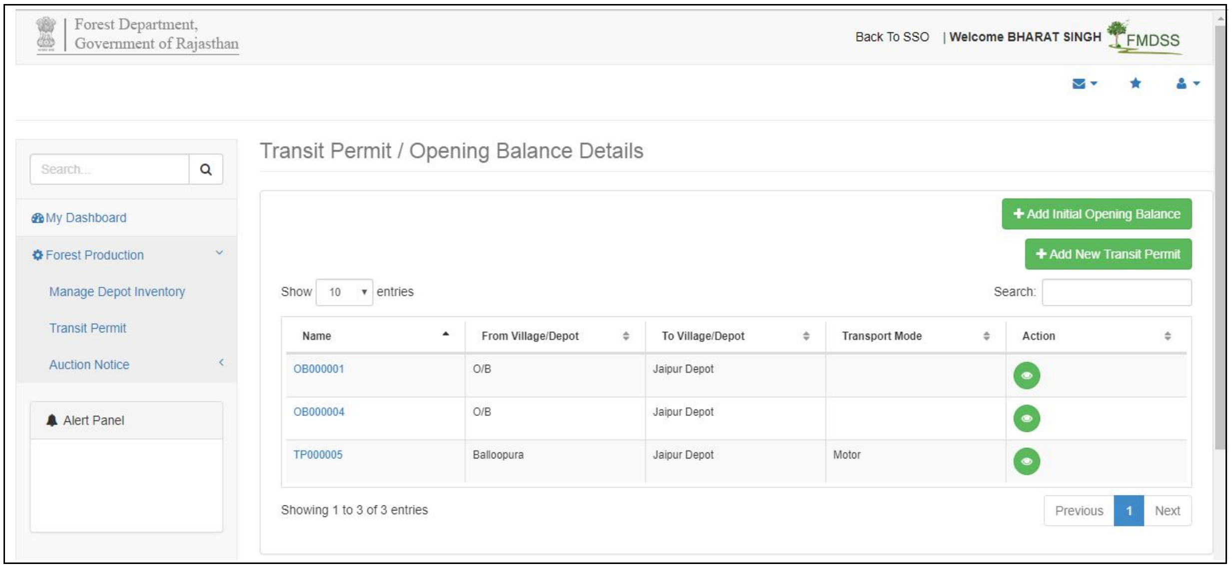
1. In Manage depot inventory, first department user will click on Master Lot .
2. I n Master Lot, Department user will select depot name , product type ,product ,unit and Lot quantity (how much quantity to be add in each lot )



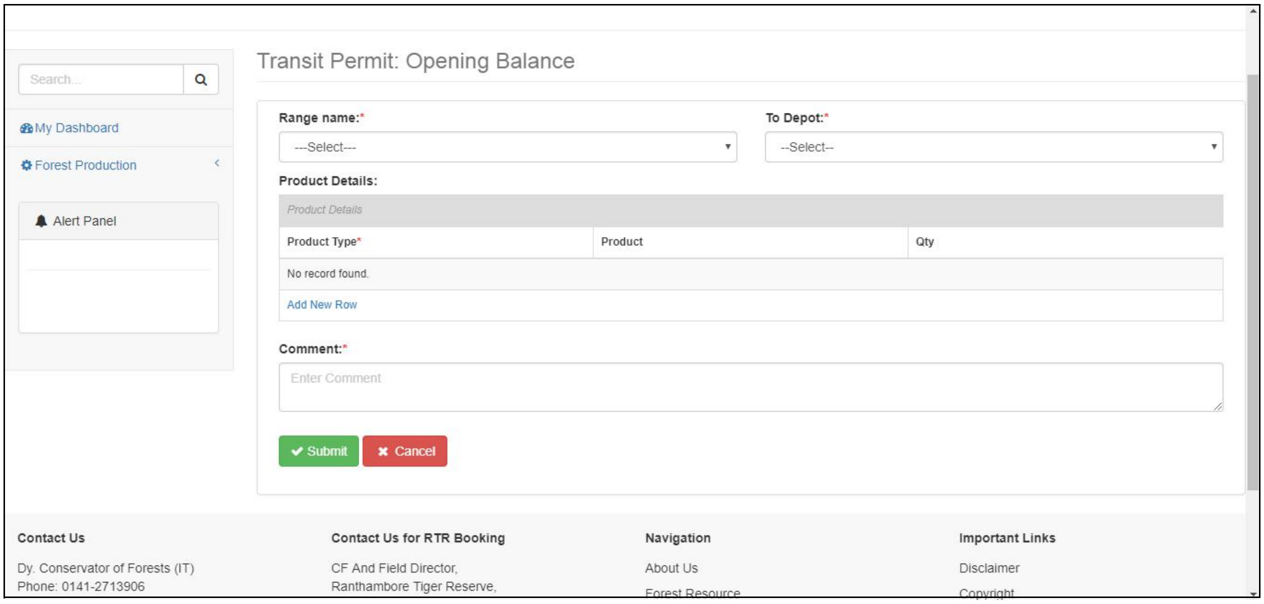

3. After entering and selecting all the information, Department user will click on submit button.
4. If department user wants to cancel the form, click on cancel button.
5. After submitting the form, department user can view the data, edit, and delete the entered data by clicking on delete, edit button in action button.

# 3. Transit permit/Opening Balance

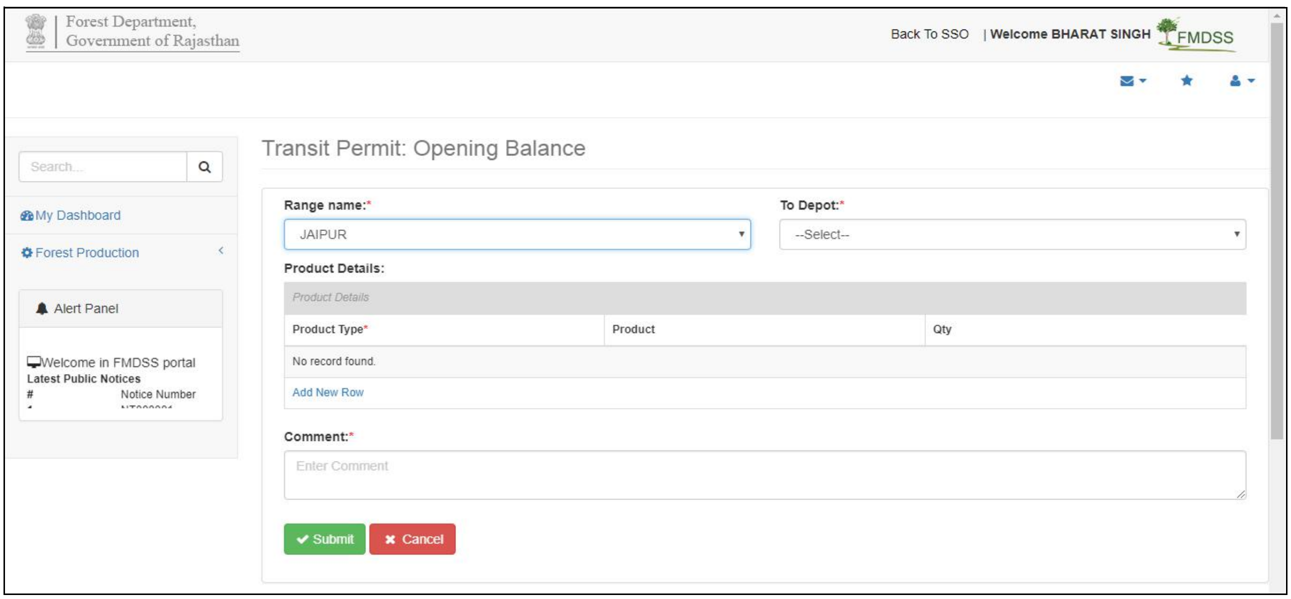
1. Click on Forest Production grid -> Transit Permit, Transit Permit /opening balance details page will be opened.



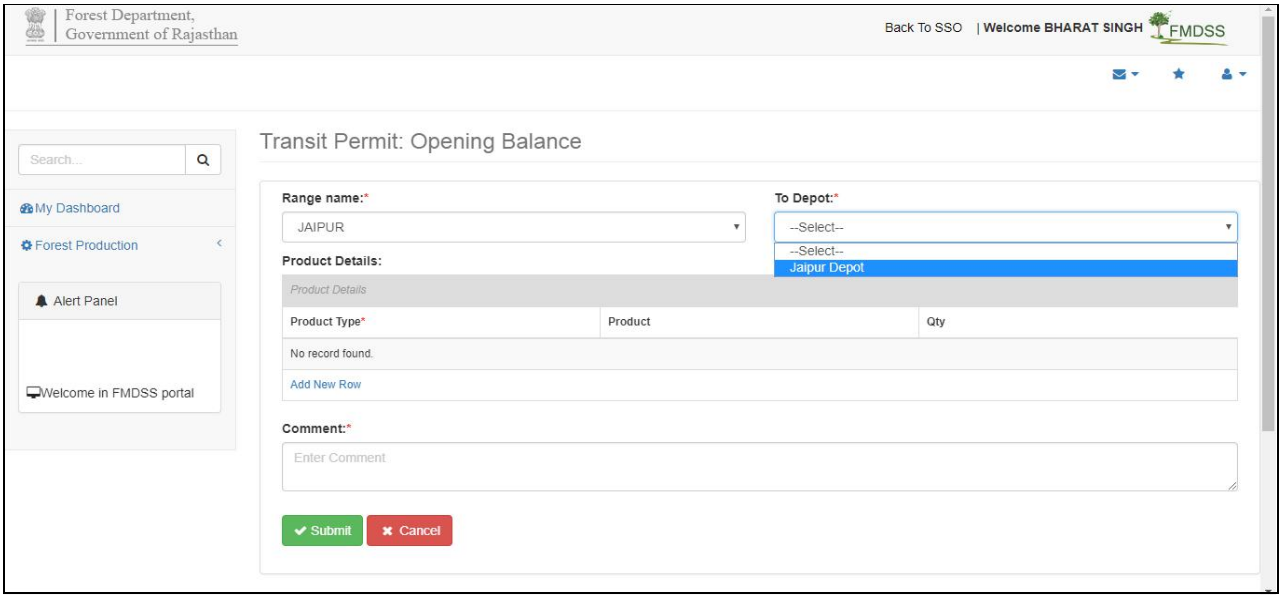

2. Click on add Initial opening balance button (If user already has opening balance then directly click on add new transit permit button )



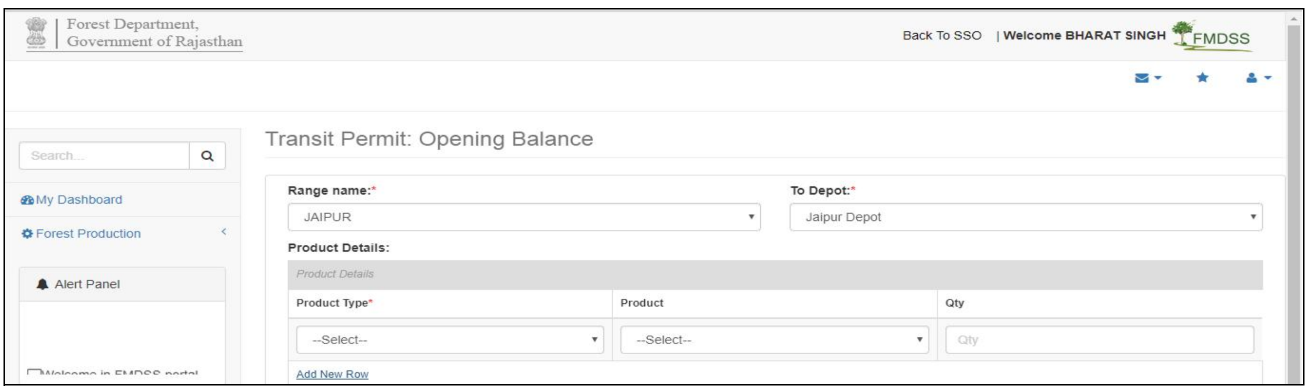

3. After clicking on Add new initial opening balance button, Opening balance form will be opened.
4. Department User will select Ranger name from drop down menu.



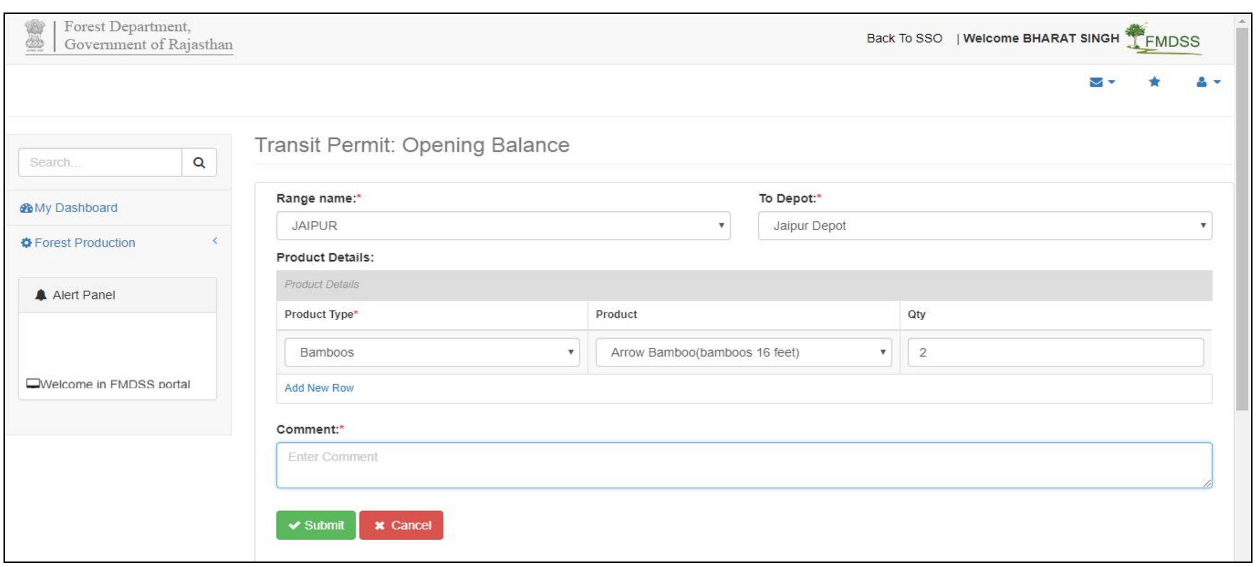

5. Department user will select "To Depot" from the drop down menu.



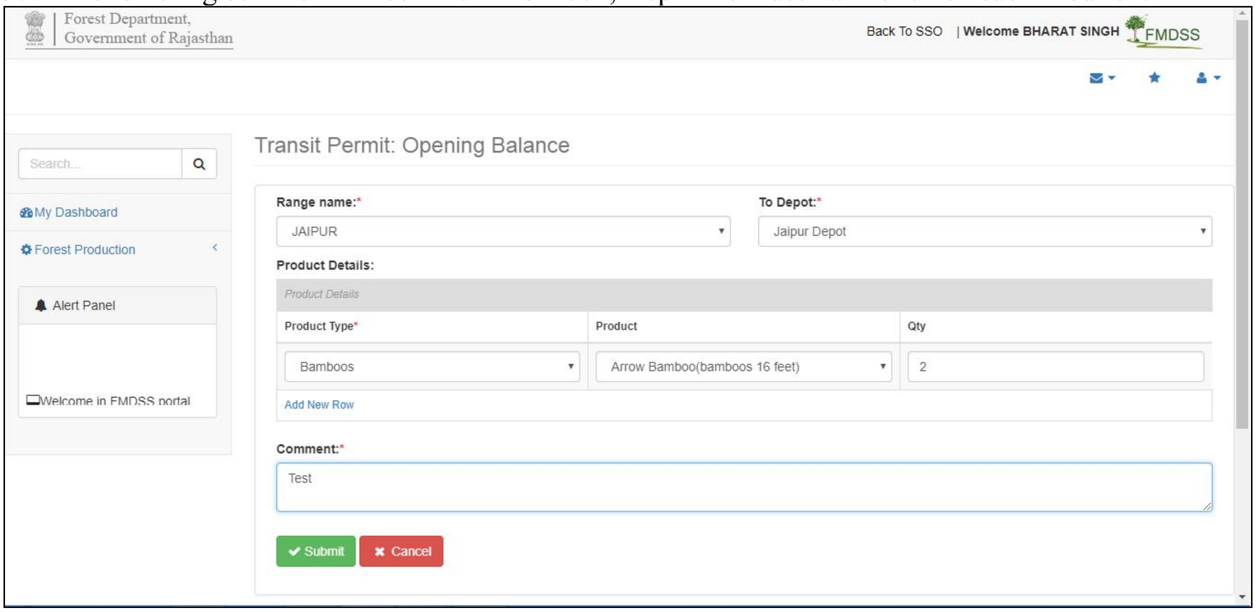

6. After selecting "To depot", Department user will Add new row in Product details grid.



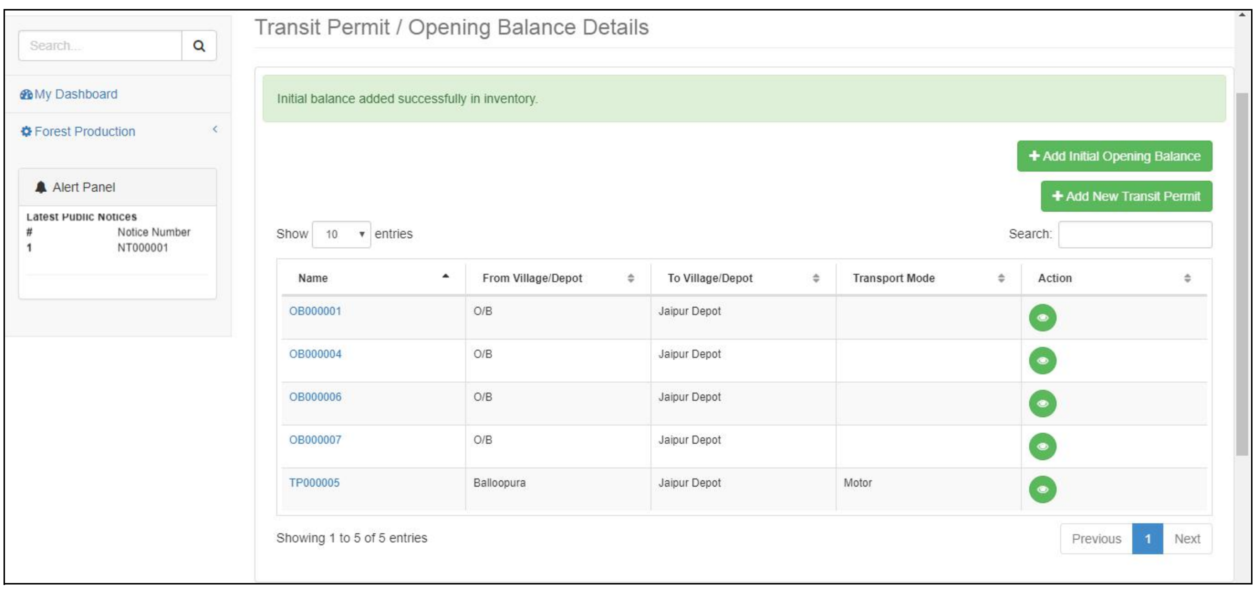

7. After adding new row, Department user will select product type, product, qty from drop down menu.



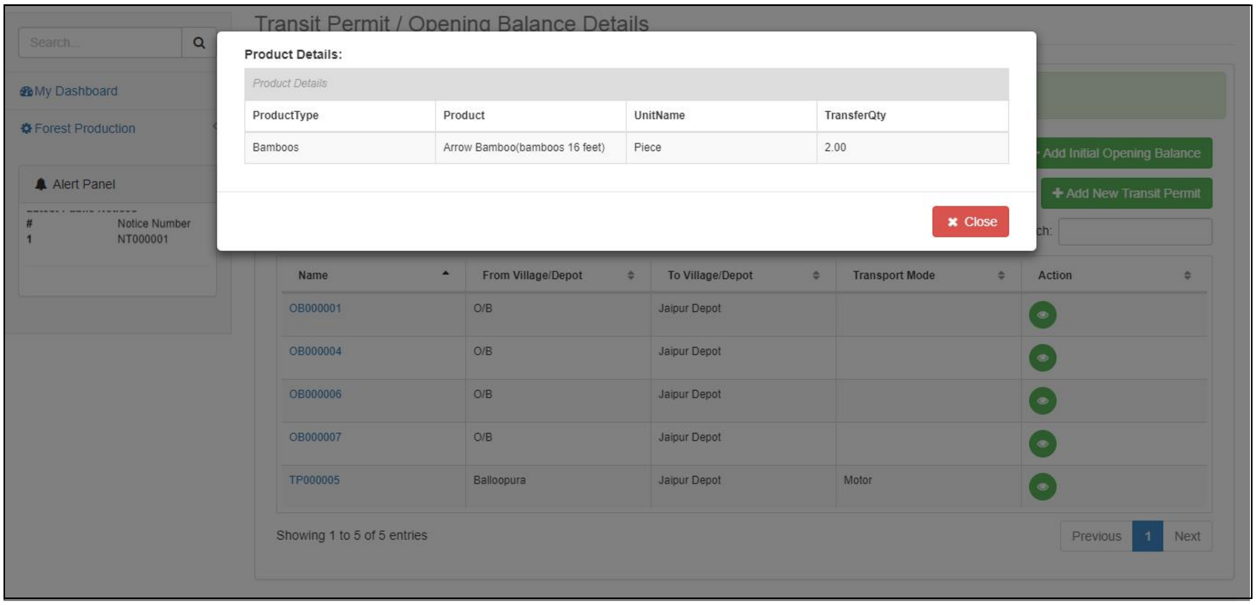
8. Department user will enter comment in “comment” text box.
9. After entering comment in “comment” text box, Department user will click on submit button.



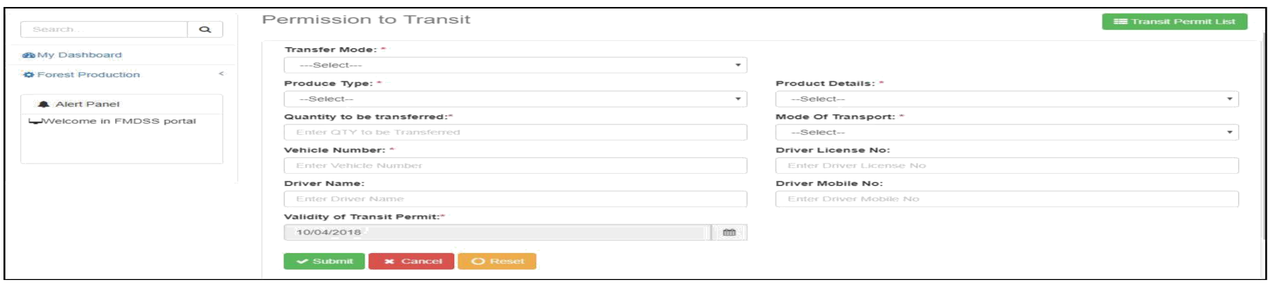

10. If department user wants to cancel the form, then department user will click on cancel button.
11. After clicking on submit button, Department user will redirect to transit Permit /opening balance details page .“Initial balance added successfully in inventory” message will be displayed.



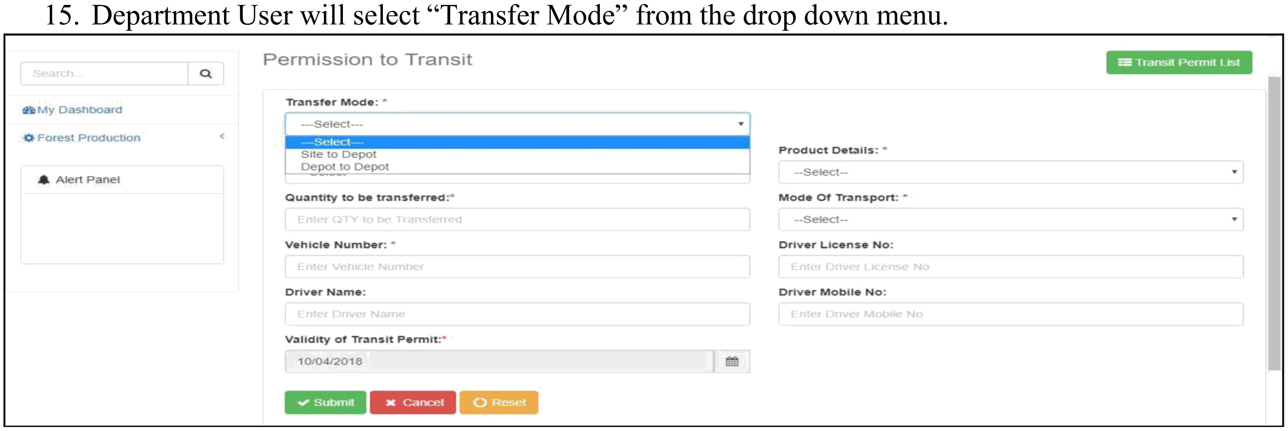

12. Department user can view opening balance entered details by clicking on View button in action grid. (Department user can search any details which user had submitted by name e.g.:OB00007).



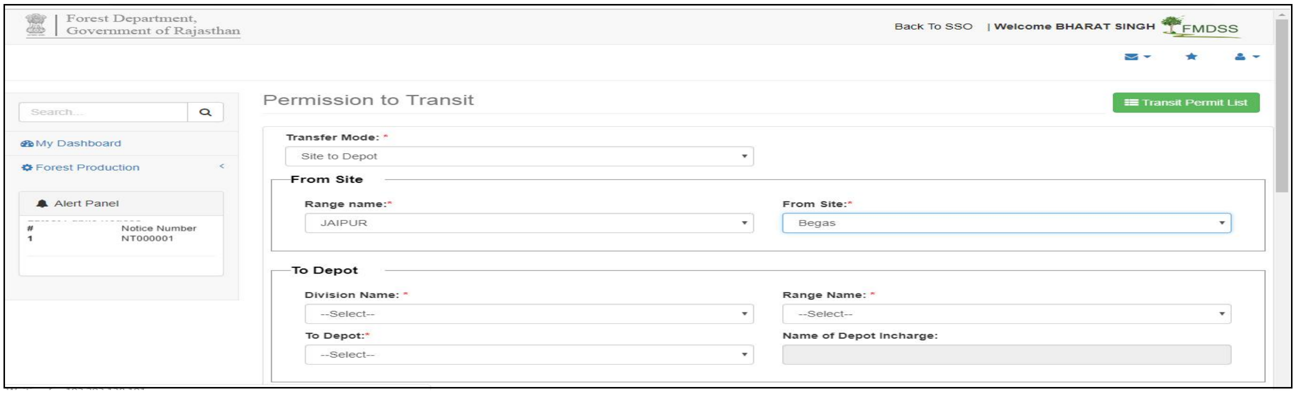

13. After entering opening balance details successfully, Department user will click on Add new transit permit button.
14. After clicking on Add New Transit Permit button, below form is opened.




15. Department User will select "Transfer Mode" from the drop down menu.



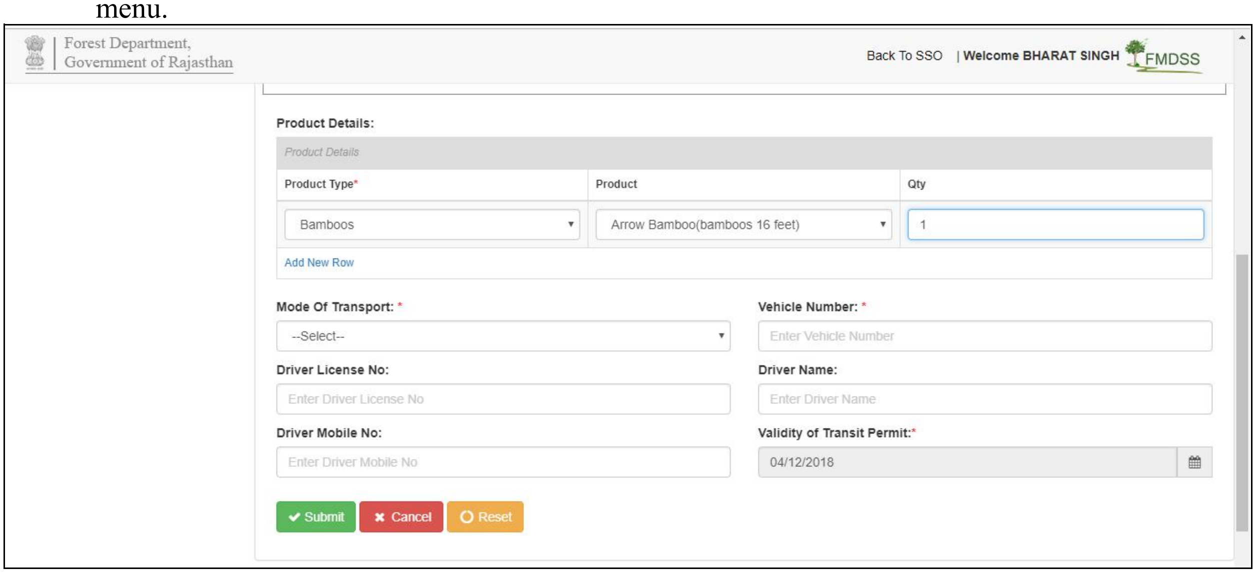

16. Department user may select out of "Site to Depot" OR "Depot to Depot" option from the drop down menu.



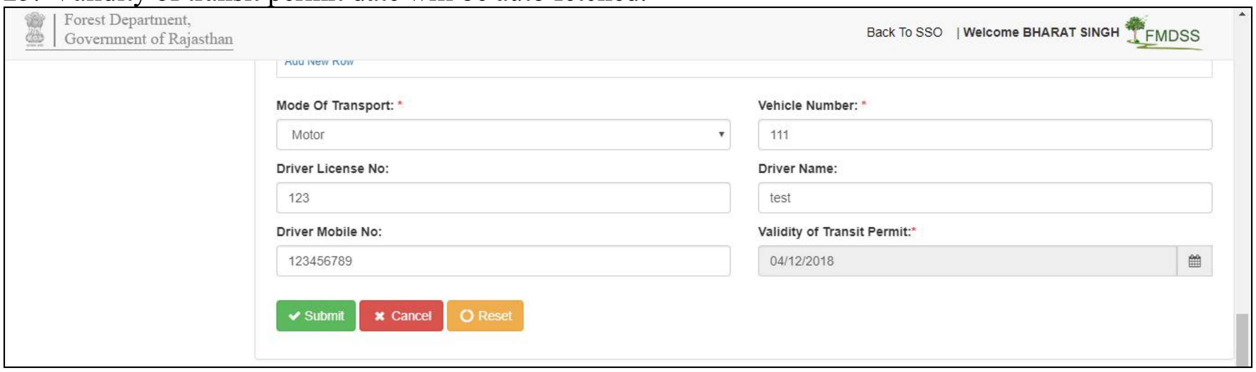

# Site to depot

17. In "From Site" grid, Department user will select "Range Name" from the drop down menu.
18. In "From Site" grid, Department user will select from "Site from" the drop down menu.
19. In "To Depot" grid, Department user will select "Division name", "Range name", "To depot" from drop down menu .
20. After selecting above values,"Name of depot in-charge" will be auto fetched.

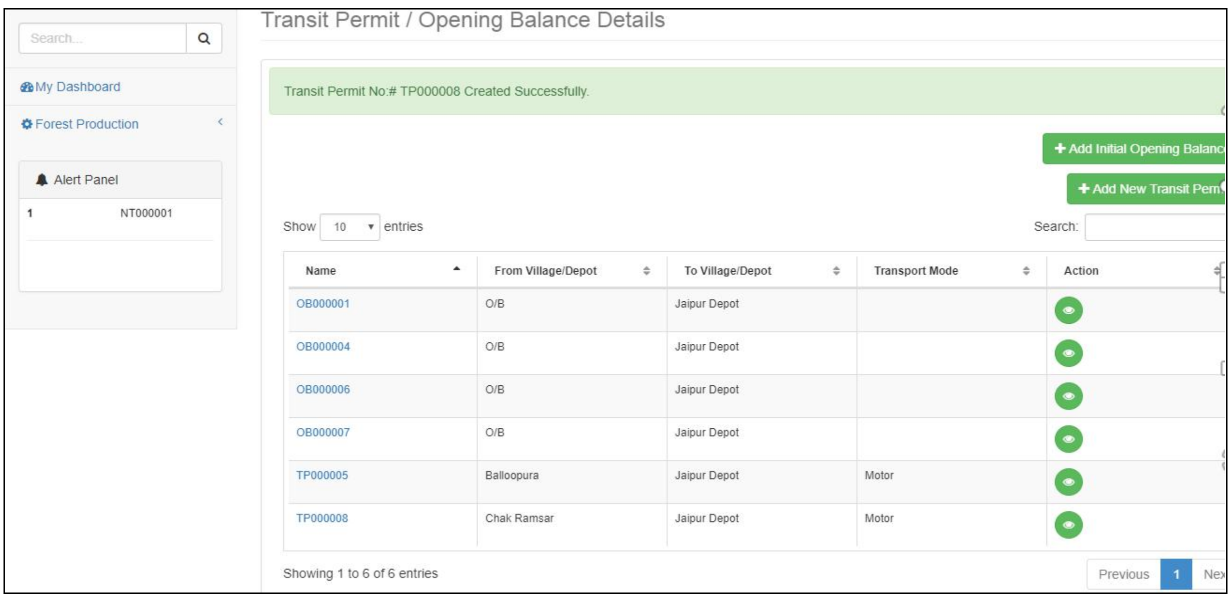

21. In Product details grid, Department user will add a new row.
22. After adding new row, Department user will select product type, product, qty from drop down menu.



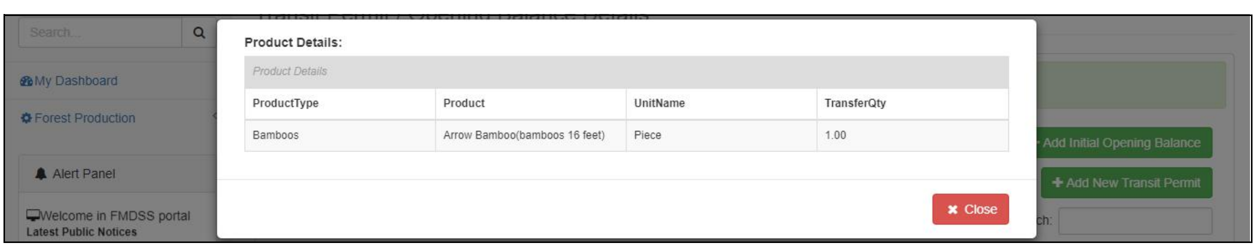
23. Department user will select "Mode of transport" from the drop down menu.
24. Department user will enter vehicle number, Driver license no, Driver name, Driver mobile number in text box.
25. Validity of transit permit date will be auto fetched.




26. After Adding all the information successfully, Department user will click on submit button.
27. If department user wants to reset the form then department user will click on reset button.
28. If department user wants to cancel the form then department user will click on cancel button.
29. After clicking on submit button, transit permit no will be generated and department user will redirect to transit permit/opening balance details page.

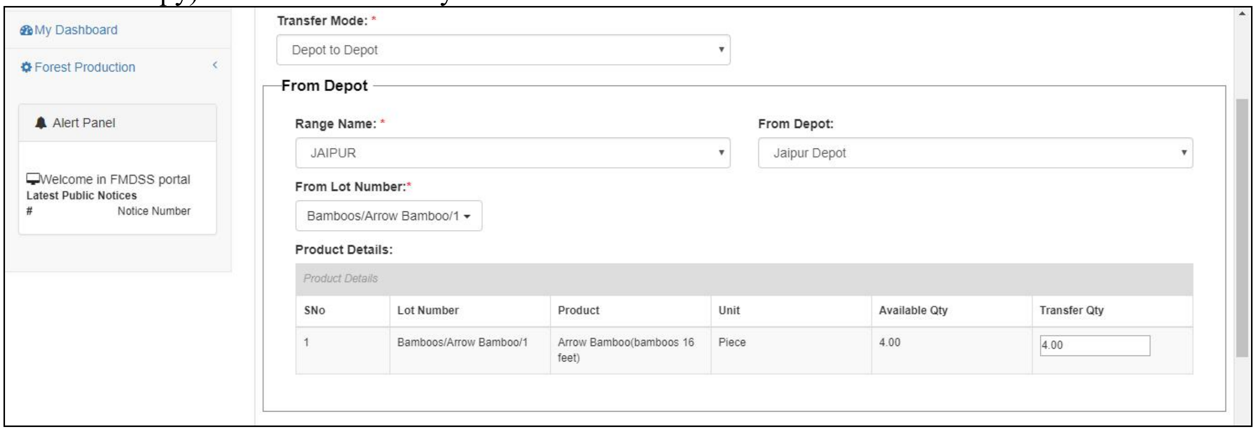



30. Department user can view the transit permit by clicking on view button in action grid.




## **Depot to Depot**

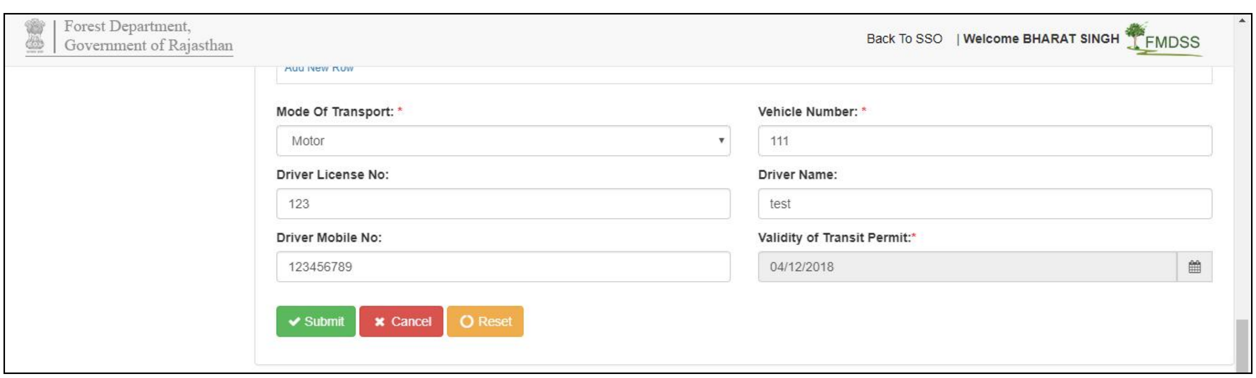
31. In “From depot” grid, Department user will select “Range name”, “From depot” from drop down menu.
32. In “From depot” grid, Department user will select “From lot number” from drop down menu.
33. After selecting Lot no, Product details grid information (Lot number, product, unit, available qty, transfer qty) will be automatically fetched.




43. In Depot grid, Department user will select “Division name”, “Range name”, “To depot” from drop down menu .

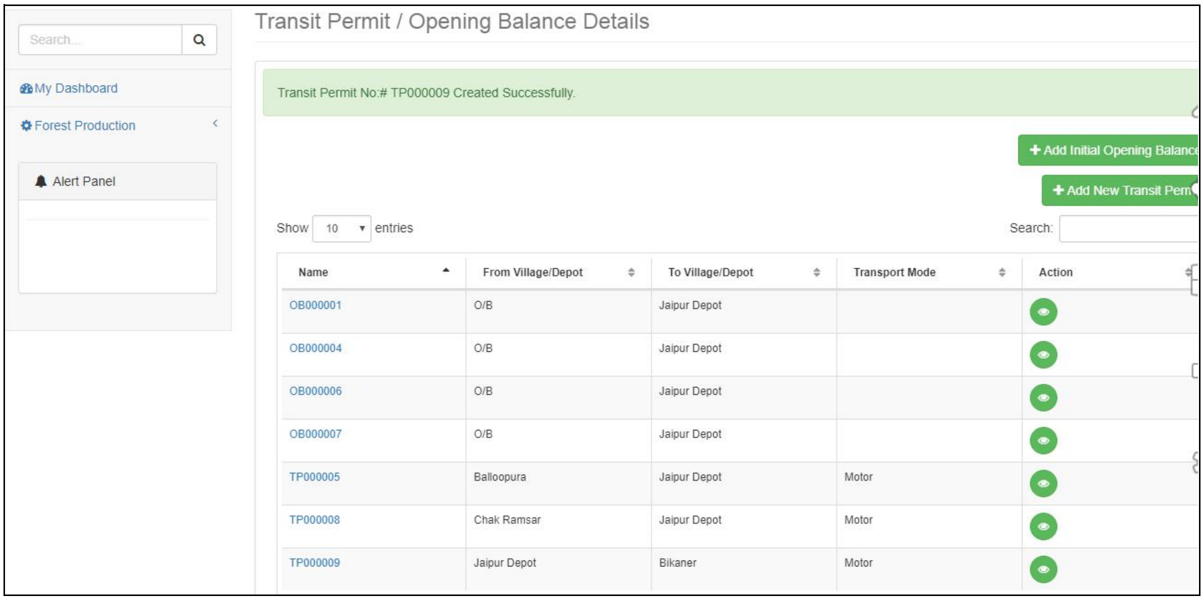
34. After selecting Division name, Range name, To depot, Name of depot in-charge will automatically fetched.


35. Department user will select “Mode of transport” from the drop down menu.
36. Department user will enter vehicle number, Driver license no, Driver name, Driver mobile number in text box.
37. Validity of transit permit date will automatically fetched.

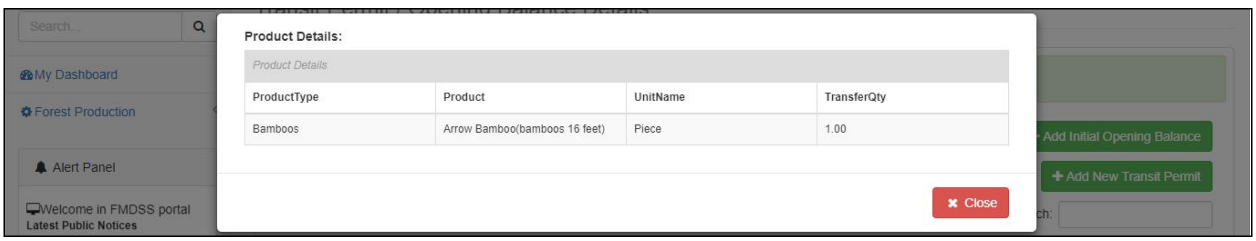



38. After Adding all the information successfully, Department user will click on submit button.
39. If department user wants to reset the form then department user will click on reset button.

40. If department user wants to cancel the form then department user will click on cancel button.
41. After clicking in submit button, Transit permit no will be generate and department user will redirect to transit permit/opening balance details page.




42. Department user can view the transit permit name by clicking on view button in action grid.

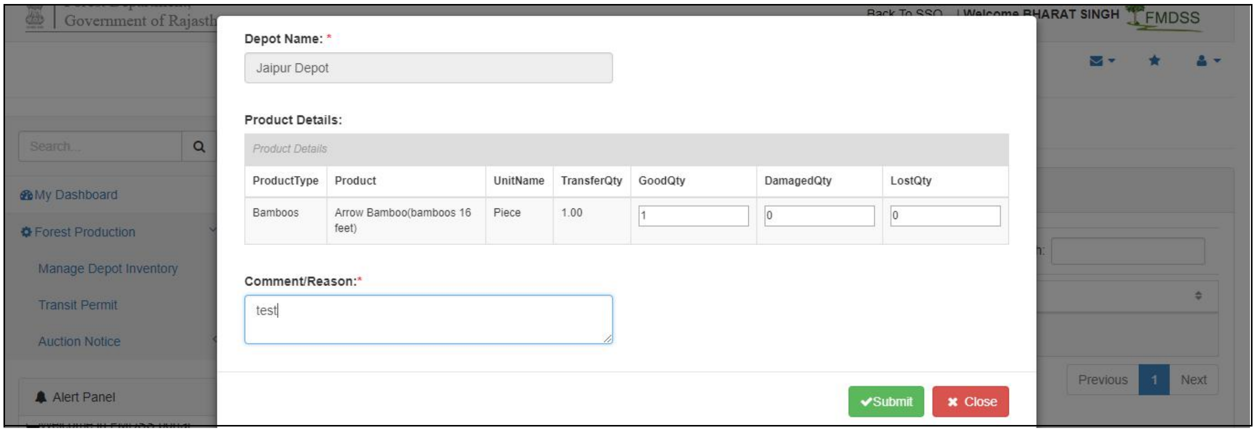



43. After successfully submitting all the information, Department user will click on manage depot inventory->"Item to be added to inventory" grid.

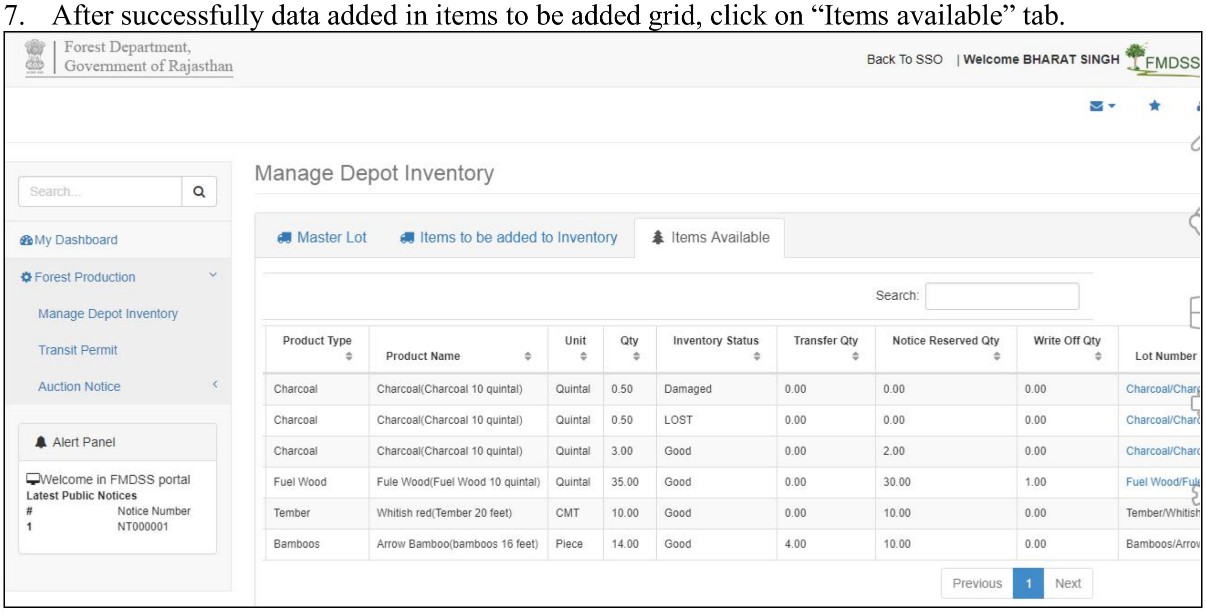
# 4. Item to be added to inventory tab

1. In "Item to be added to inventory" tab, Department user can view the data by clicking on view button.

2. Department user will enter good quantity, damaged quantity, lost quantity in text box.

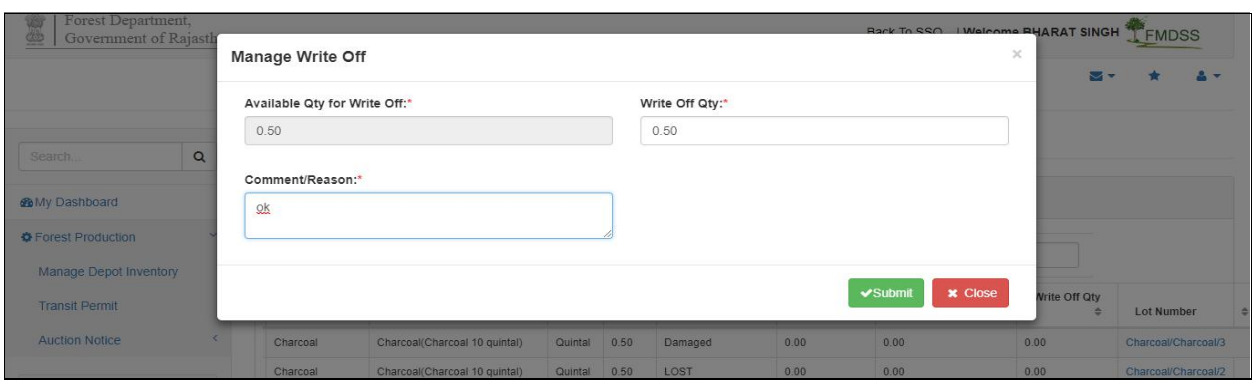



3. Department user will enter comment in “Comment” text box and click on submit button.
4. If department user wants to cancel the form, click on cancel button.
5. After clicking on submit button, Alert will be generated, click on “ok” to continue.
6. Department user will get alert “Data Successfully” added.
7. After successfully data added in items to be added grid, click on “Items available” tab.

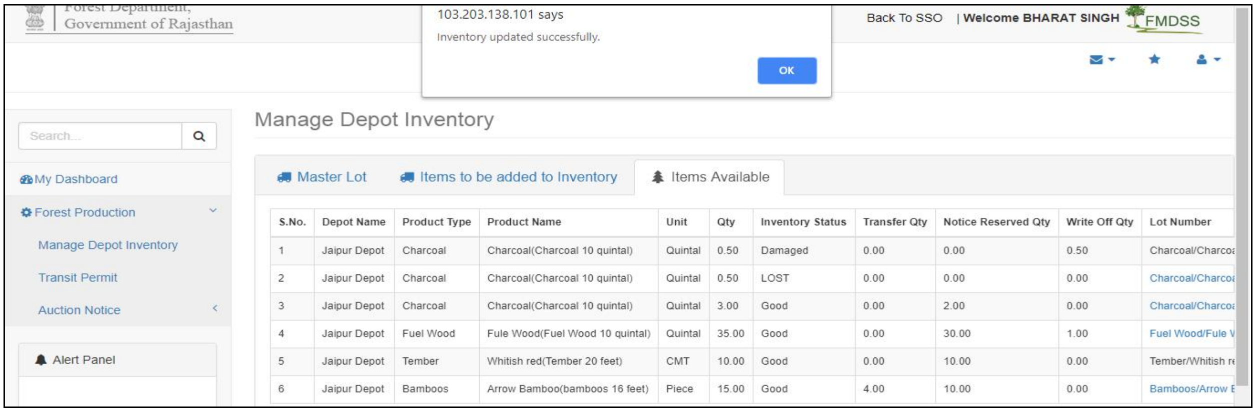



## 5. Item Available Tab:-

1. In “Item Available” tab -> “lot number” grid -> “Manage write off” page will be opened.
2. Department user will enter write off qty and comment and click on submit button.



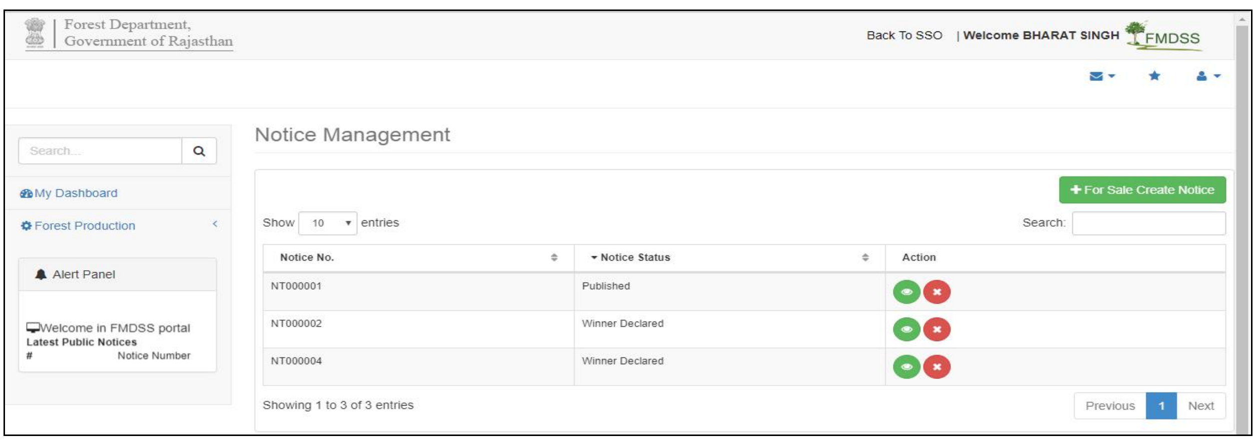
3. If department user wants to cancel the form, click on cancel button.
4. After submitting the form, Department user will get alert “Are you sure, you want to continue”, click on “Ok” button else click on “Cancel” button.
5. After clicking on “ok” button, department user will get alert “inventory added successfully”. Click on ok button.



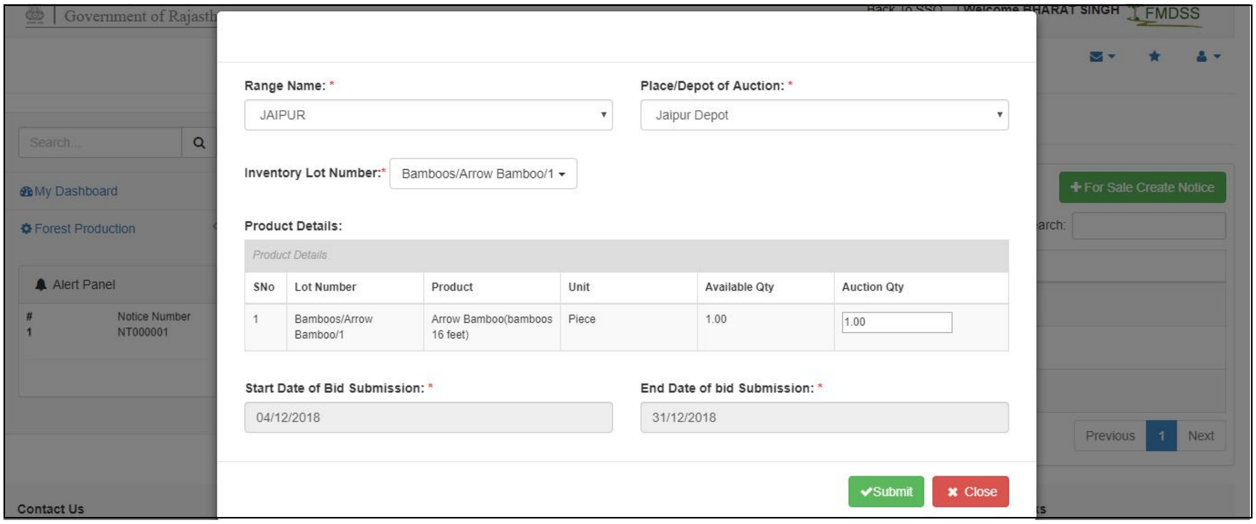

# 6. Auction Notice:

## Timber and fuel wood auction notice:

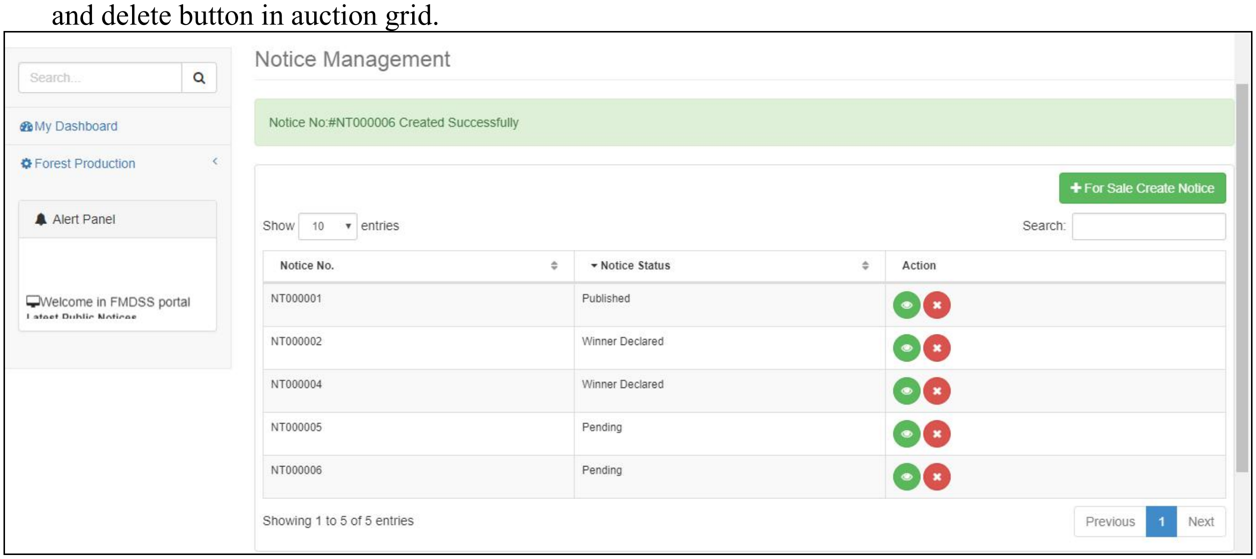
1. Department user will click on “Timber and fuel wood auction notice” option.




2. Department user will click on For sale new notice button
3. After Click on “For sale create notice”, department user will select Range name, Place/depot of auction, inventory lot number.

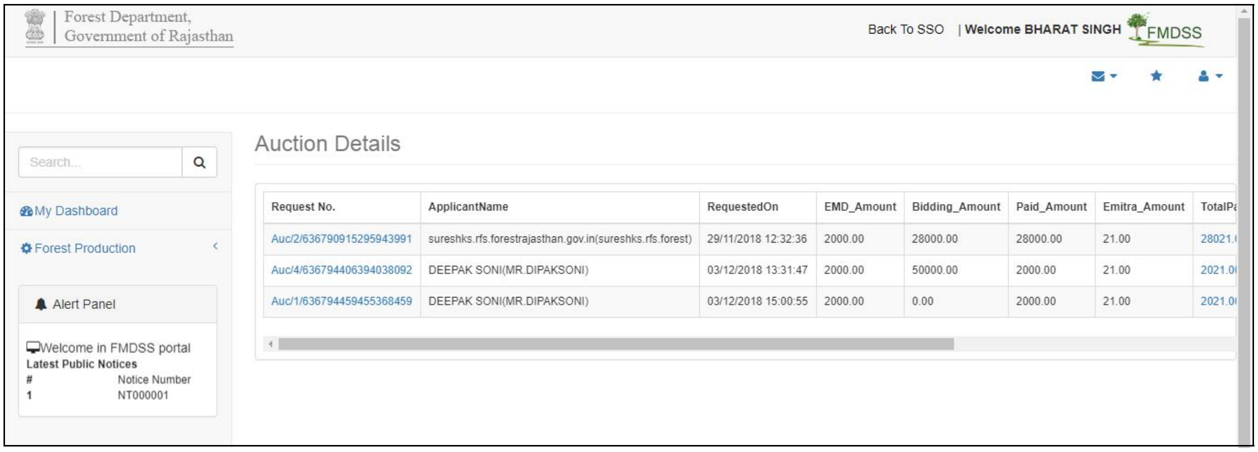



4. After selecting Lot number, Product details will be automatically fetched in product details grid.
5. Department user will select “Start date of bid submission” and “End date of bid submission” and click on submit button.
6. If user wants to cancel the form, click on cancel button.
7. After submitting the form department, user will get alert “Are you sure you want to continue”. Click on ok button else click on cancel button.
8. After submitting the form, Department user will redirect to “Notice management” page and “Notice no …. is created successfully” message is displayed,
9. After data is submitted, Department user can also view and delete the data by clicking on view and delete button in auction grid.

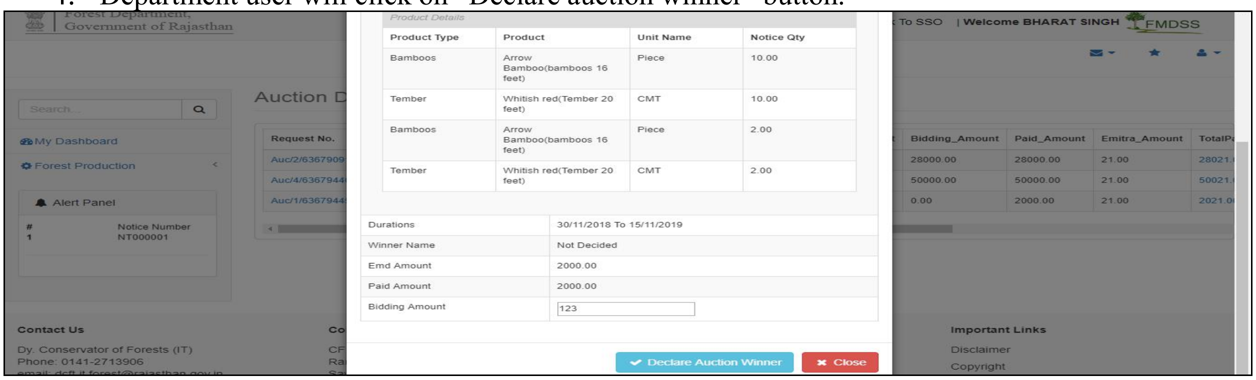



# 7.Applied Auction

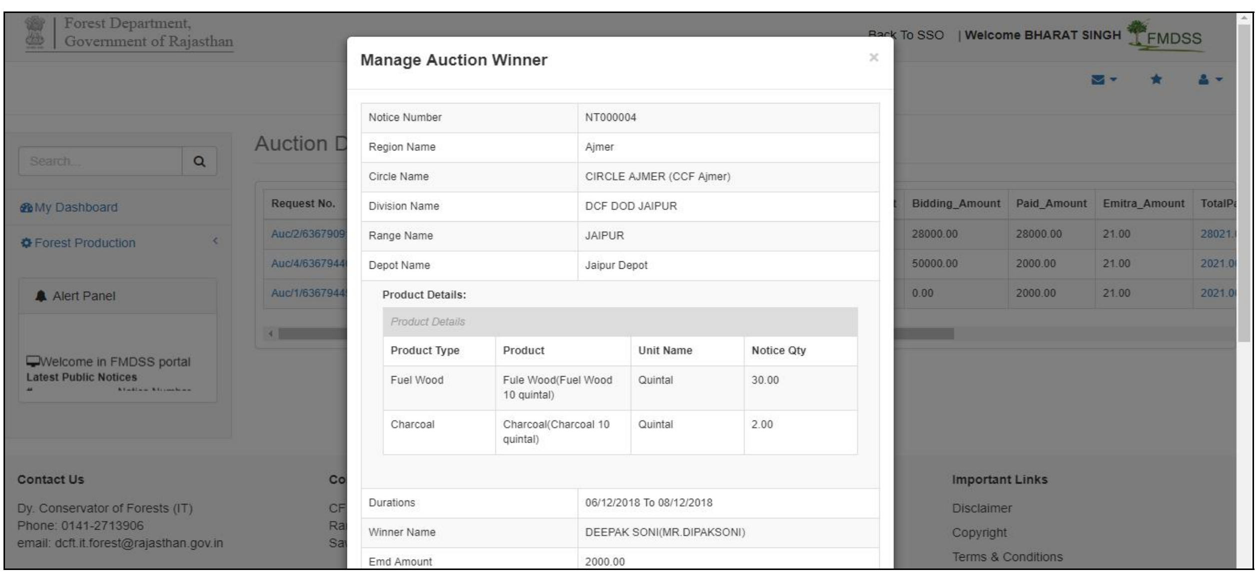
1. Department user will click on Auction notice-> “Applied auction”.

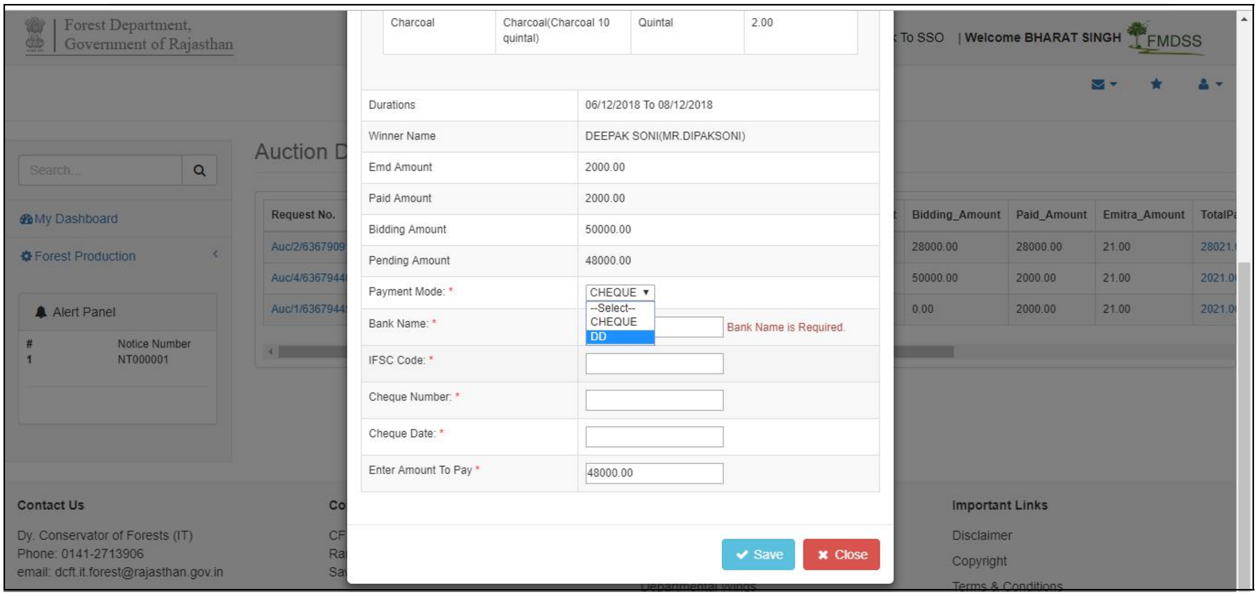



2. After clicking on applied auction button, Auction Details page will be opened.
3. Department user will enter bidding Amount in “bidding amount” text box.
4. Department user will click on “Declare auction winner” button.

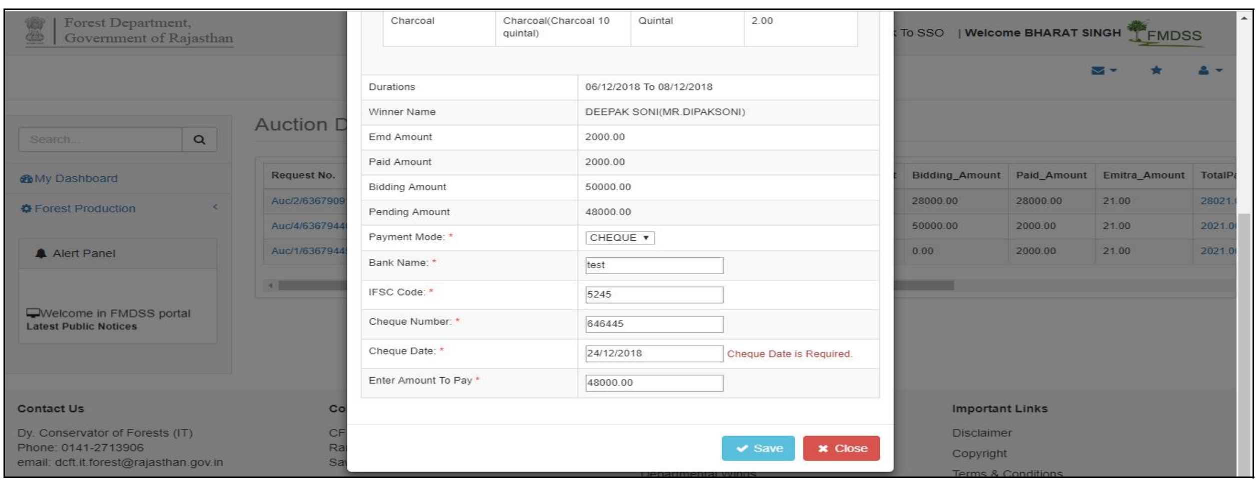



5. If department user wants to cancel the form, click on cancel button.
6. After selecting winner, Department user will click on winner’s “Request No”.
7. After clicking on Request No, “Manage Auction winner” page will be opened.

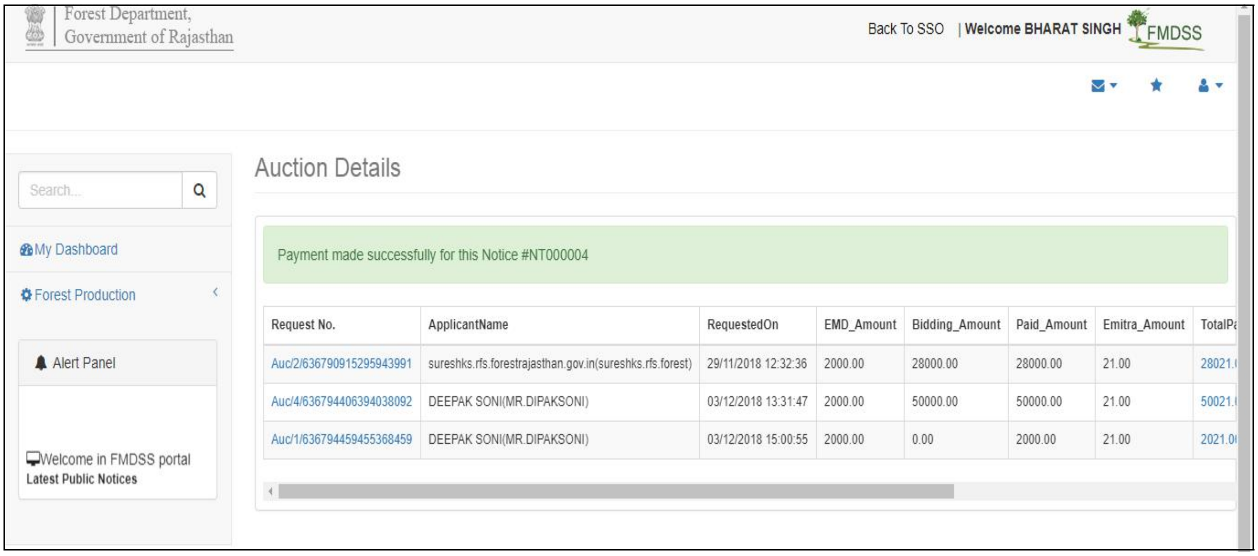





8. Department user will select “Payment mode” (Cheque/DD).
9. Department user will enter bank name, Ifsc code, Cheque number/DD number in text box.
10. Department user will select “Cheque date”.
11. Department user will enter “Amount to pay” and click on “Save” button.

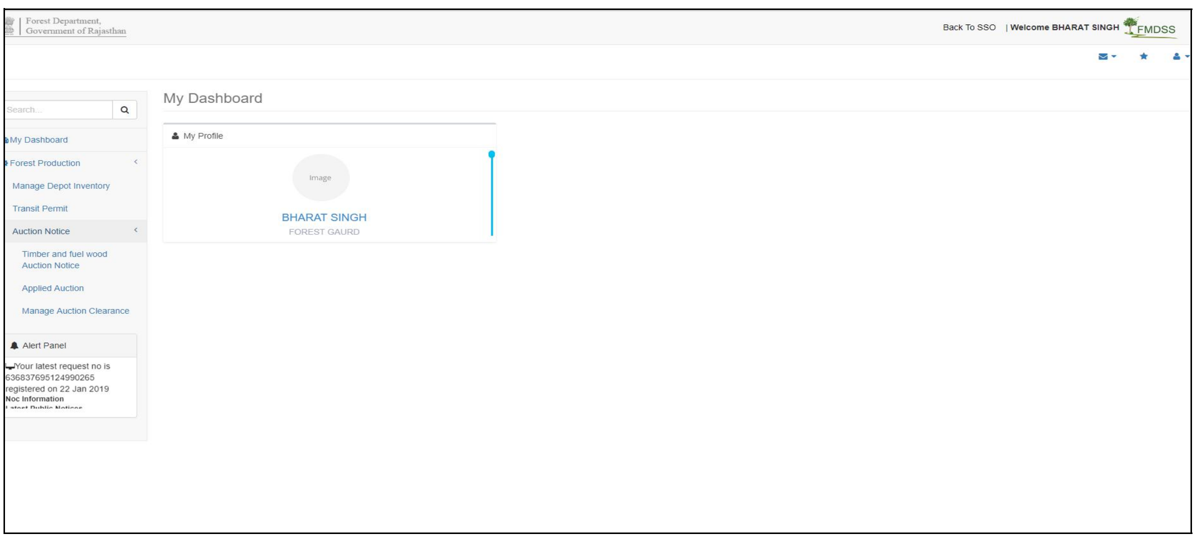



12. Department user can cancel the form by clicking on cancel button.
13. After clicking on save button, Department user will get alert “Are you sure, you want to continue “Click on ok button else cancel button.
14. After clicking on ok button, message “Payment made successfully for the notice” will be displayed and user will be re-directed to auction details page.

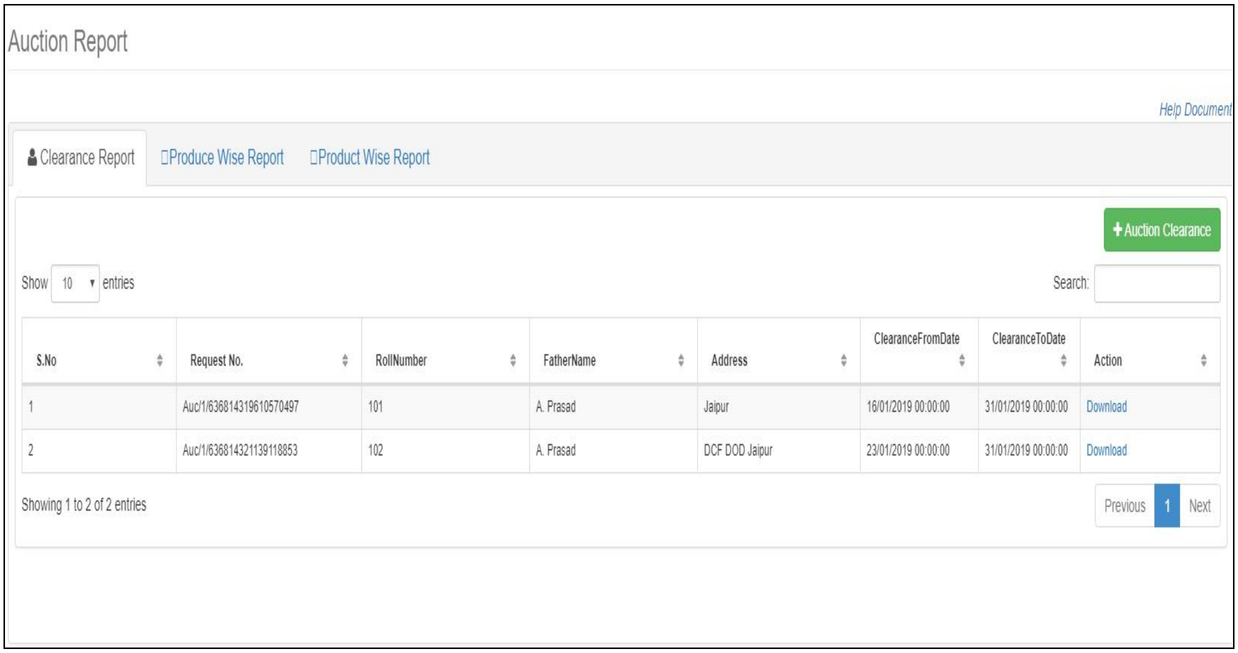



# 8. Manage Auction Clearance.

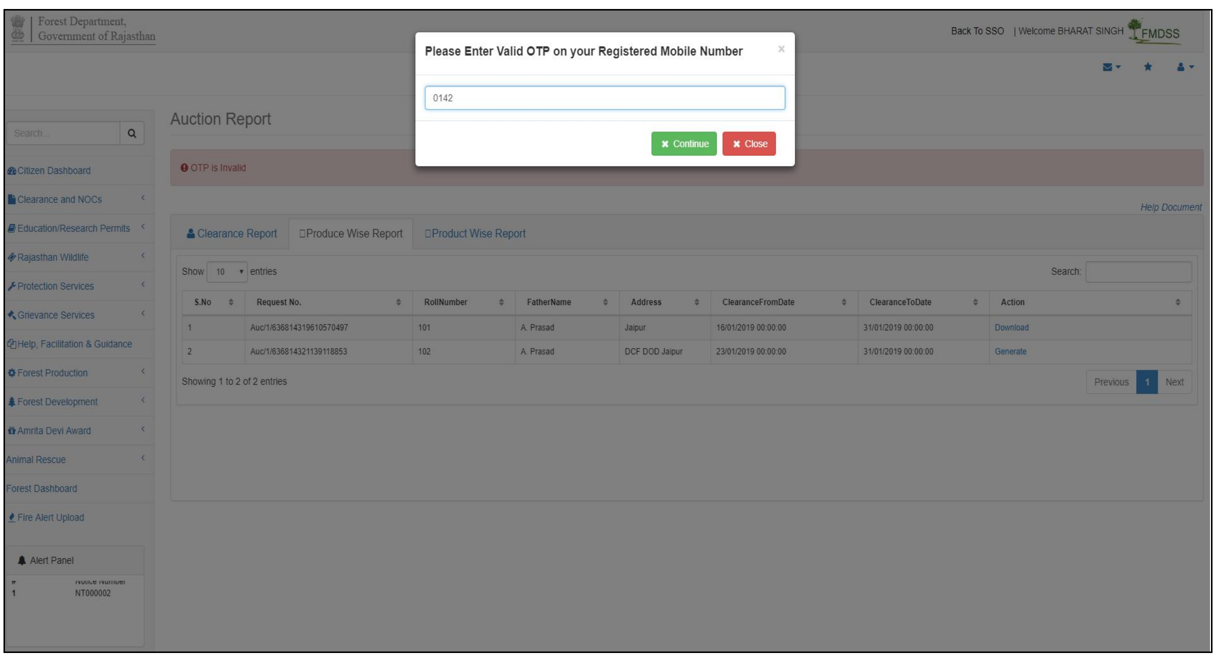
1. Department user will Click on Auction Notice->Manage Auction Clearance.



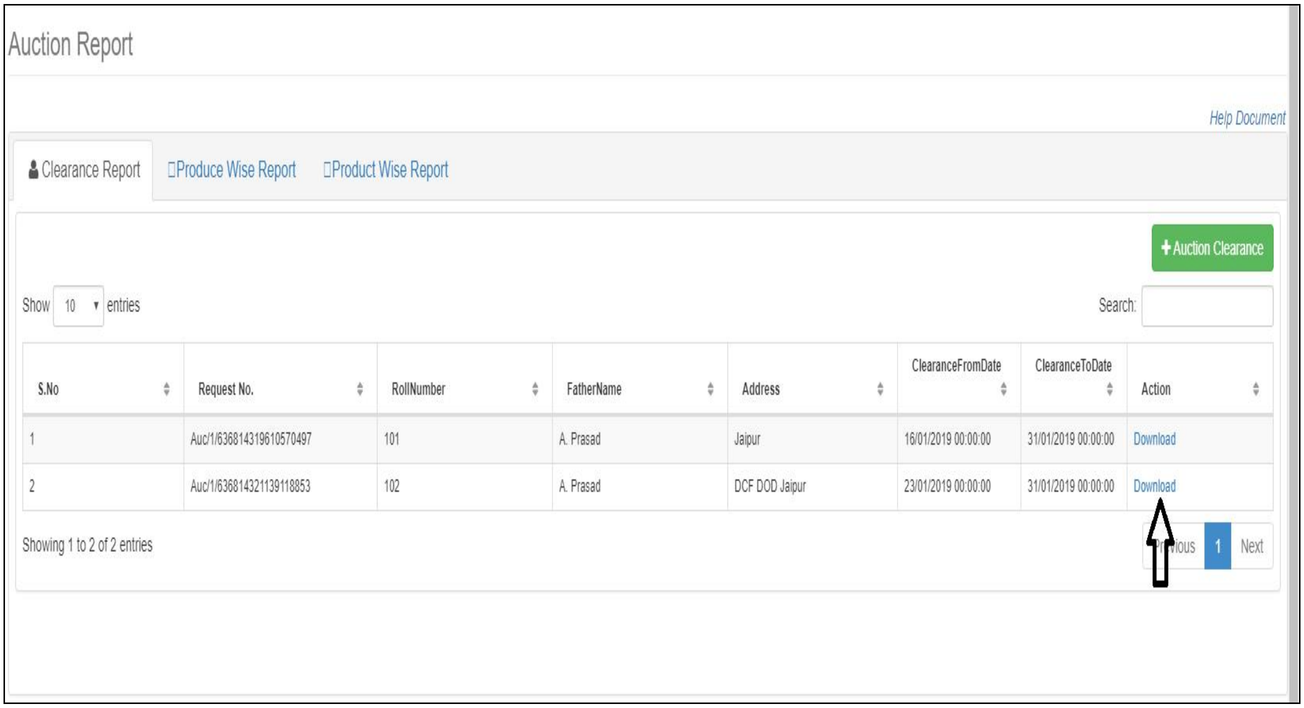

2. After clicking on "Manage Auction Clearance" ,Auction Report will open .
3. Department user can download and generate the "Auction Reports" (Clearance Report,Product Wise Report,Produce Report).

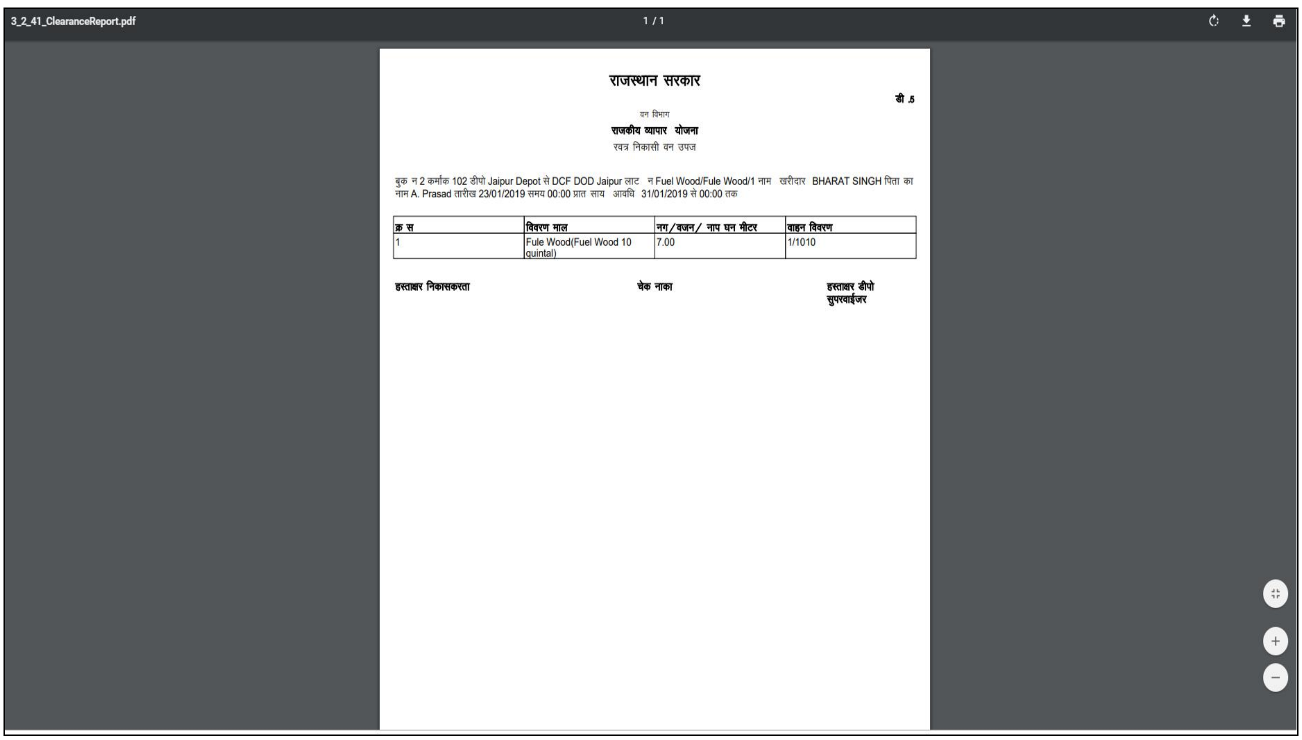



4. For downloading report ,Department user first need to generate the report by click on Action->Generate button.
5. After clicked on Generate button ,Department user need to enter "OPT".

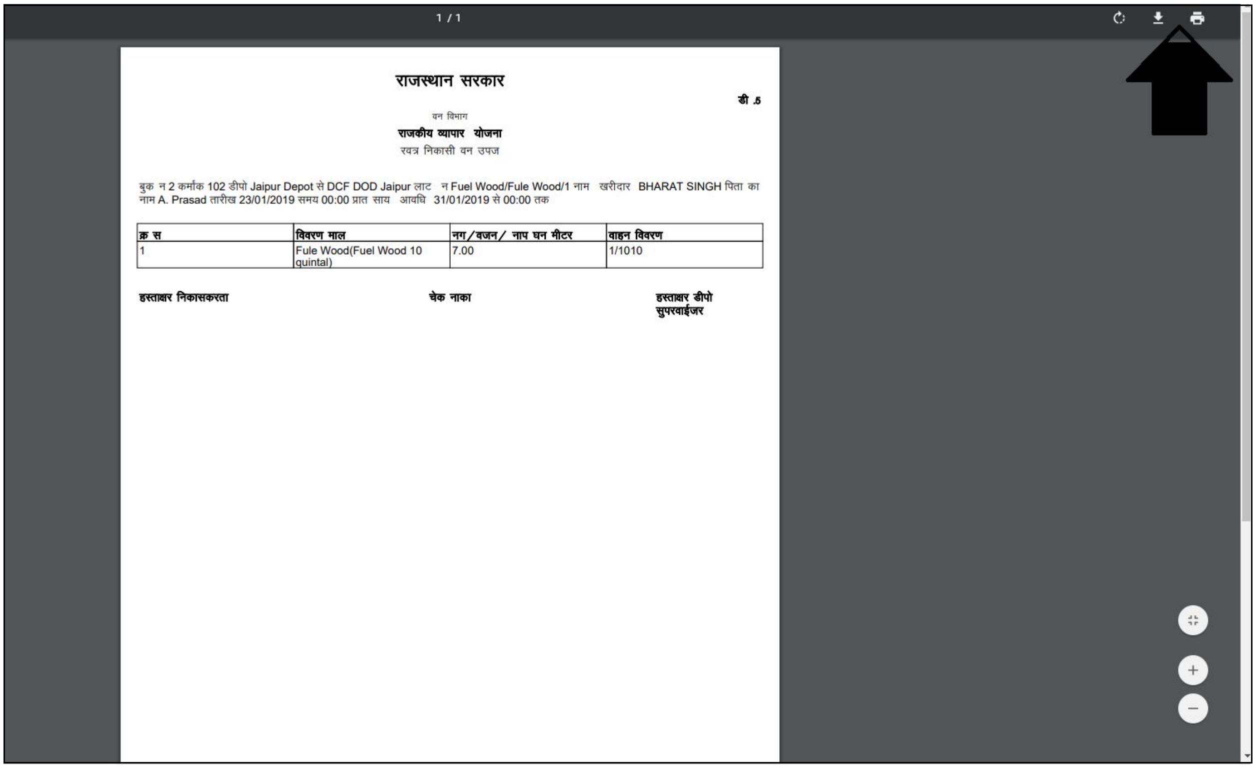



6. After entering "OTP",Click on Continue button .
7. If Department user wants to cancel ,Click on "Cancel"button.
8. After clicking on "Continue" button ,Department user can able to download the reports by clicking on download button in Action grid.




9. Department User can download and print the report by clicking on download and print button .



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राजस्थान सरकार

डी .5

वन विभाग

**राजकीय व्यापार योजना**

रवत्र निकासी वन उपज

बुक न 2 कर्मांक 102 डीपो Jaipur Depot से DCF DOD Jaipur लाट न Fuel Wood/Fule Wood/1 नाम खरीदार BHARAT SINGH पिता का नाम A. Prasad तारीख 23/01/2019 समय 00:00 प्रात साय आवधि 31/01/2019 से 00:00 तक

| क्र स | विवरण माल | नग/वजन/ नाप घन मीटर | वाहन विवरण |
|---|---|---|---|
| 1 | Fule Wood(Fuel Wood 10 quintal) | 7.00 | 1/1010 |

**हस्ताक्षर निकासकरता** **चेक नाका** **हस्ताक्षर डीपो सुपरवाईजर**