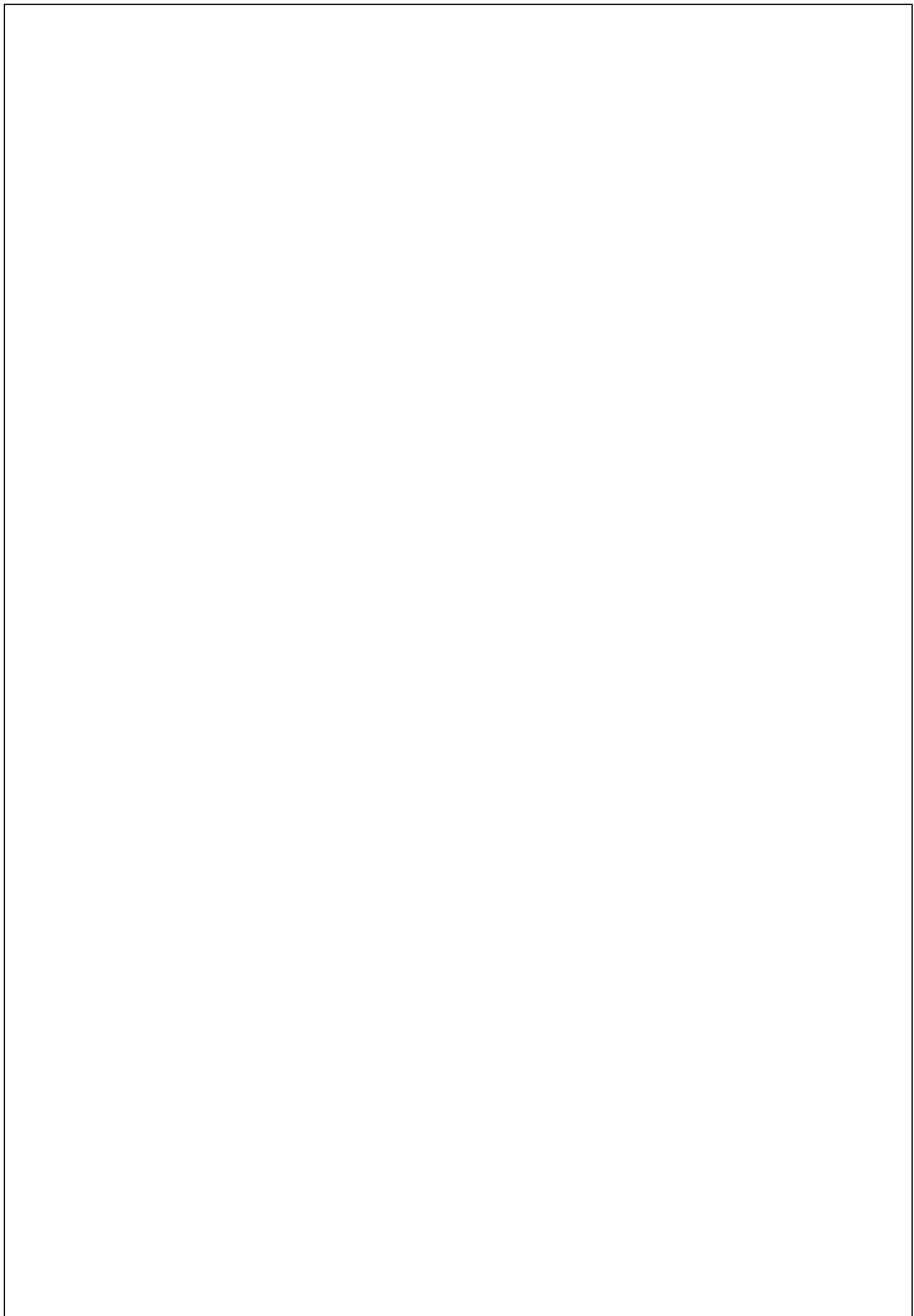


TABLE OF CONTENTS

01.	ADMIN	04-20
02.	SUPERUSER	21-31
03.	USER	32-48
04.	HOD	49-55
05.	LIBRARIAN	56-80

KNOWLEDGE CAPTURE DOCUMENT (KCD) FOR DM & KT APPLICATION



1. Admin:

Description:

- Admins can view the dashboard to monitor the number of document uploads, total active users, total active Hods, total departments and view documents within the main head hierarchy.
- Admins can manage users through the user management system, including creating departments and sub-areas from the "Add Departments" and "Add Sub-Area" sections.
- Additionally, Admins can add new Admins, Librarians, Super Users, Users, and Heads of Departments (HODs).

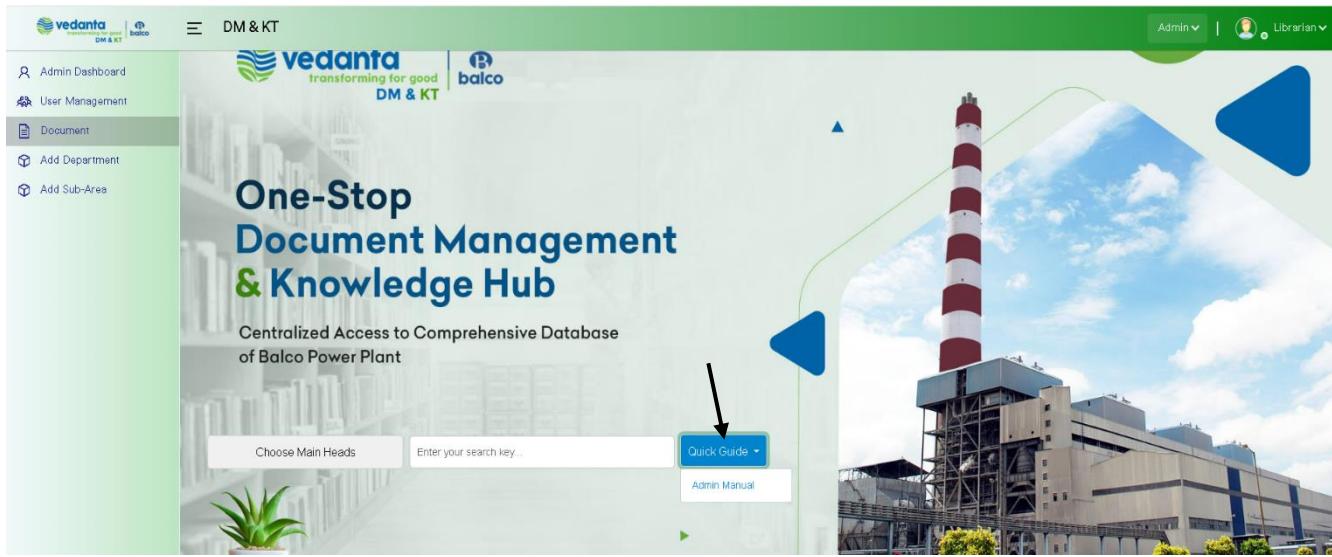


For Admin Login: Users have to provide Admin Login Credentials. Like.

ADMIN USERNAME/EMAIL:

ADMIN PASSWORD:

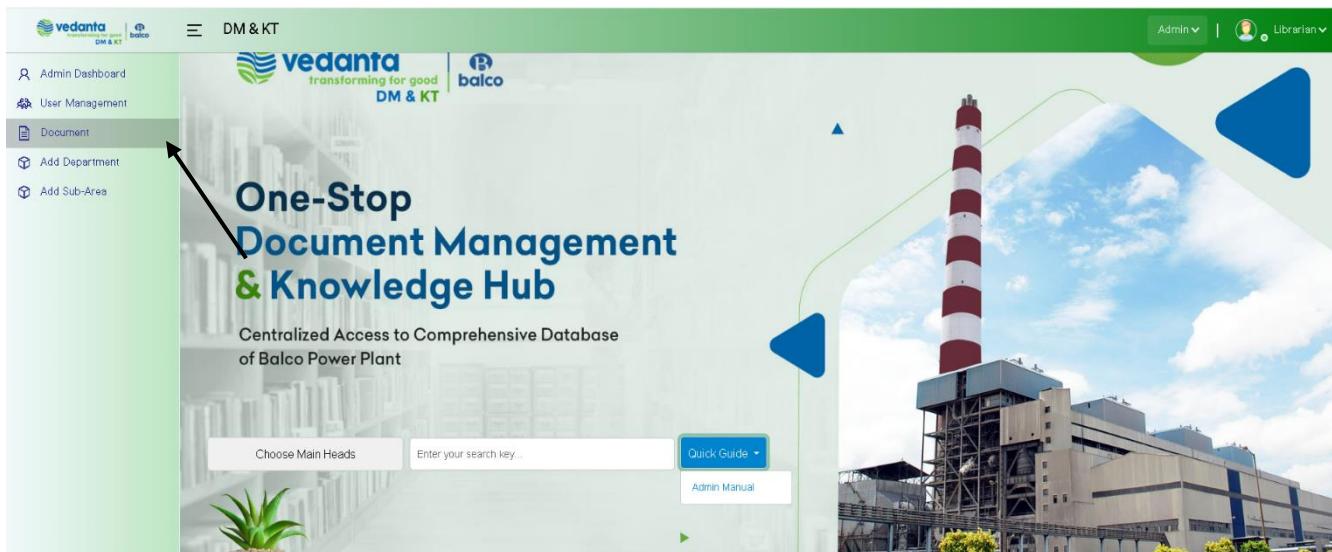
After entering the credentials, they should click on the login button to enter the application.



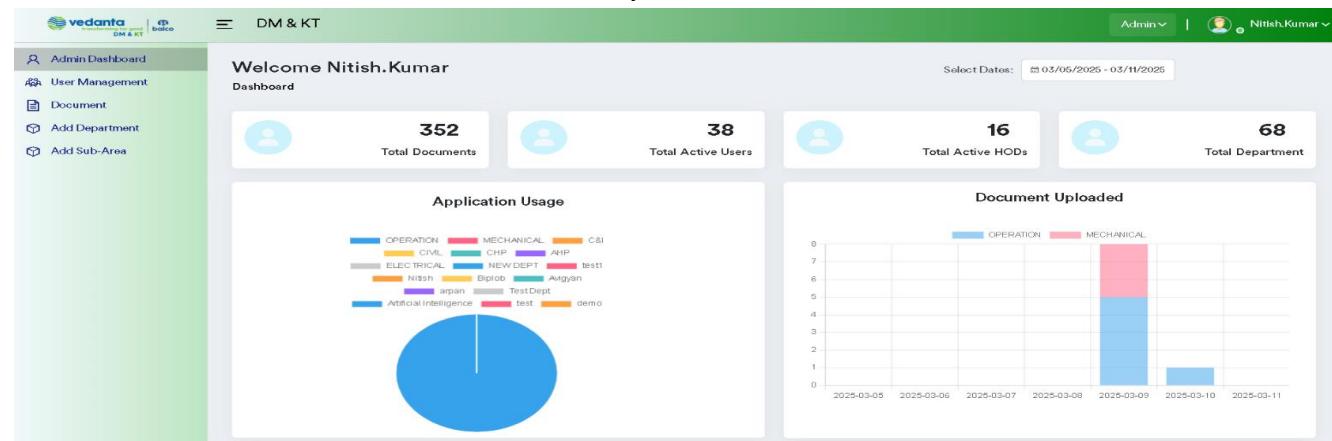
The application should look like this after logging in as an Admin. Here:

- This quick guide provides accurate descriptions for all roles. Clicking on this guide will open the respective guide for the corresponding roles.

1.1 Click on Admin Dashboard:



- Admin dashboard page will be opened where Admins can view the dashboard to monitor the number of Document Uploads, Total Documents, Total Active Users, Total Active Hods, Total Department.



Here:

- **Total Documents:** Displays the total number of documents uploaded.
- **Total Active Users:** Shows the number of currently active users.
- **Total Active HODs:** Represents the count of active HODs.
- **Total Departments:** Indicates the total number of departments using the application.

Application Usage Chart:

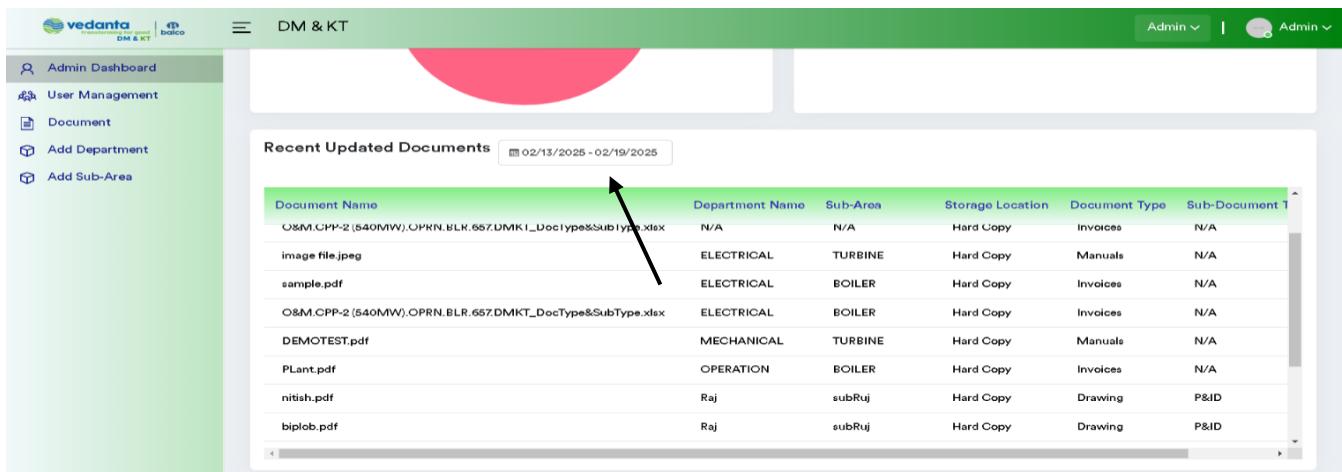
- Represents login activities across different departments.
- Helps track department-wise engagement.

Document Uploaded Graph:

- Displays the number of documents uploaded per department over a timeline.
- Helps in understanding document contribution trends.

Click on select dates:

- Allows filtering data based on a selected date range.
- Reflects how many documents were uploaded and how frequently the application was used during the selected period.



The screenshot shows the Admin Dashboard interface. On the left, there's a sidebar with links: Admin Dashboard, User Management, Document, Add Department, and Add Sub-Area. The main area has a green header bar with the text 'DM & KT'. Below the header, there's a large red circular graphic. Underneath it, a section titled 'Recent Updated Documents' displays a table of recently uploaded files. The table has columns: Document Name, Department Name, Sub-Area, Storage Location, Document Type, and Sub-Document ID. The table contains several rows of data, each with a file name, its department (e.g., ELECTRICAL, MECHANICAL), sub-area (e.g., TURBINE, BOILER), storage location (Hard Copy), document type (Invoices, Manuals, Drawing), and sub-document ID (N/A). At the top of the table, there's a date range selector with the text '02/13/2025 - 02/19/2025'. An arrow points to this date range selector.

Document Name	Department Name	Sub-Area	Storage Location	Document Type	Sub-Document ID
O&M.CPP-2 (540MW),OPRN.BLK.657.DMKT_DocType&SubType.xlsx	N/A	N/A	Hard Copy	Invoices	N/A
image file.jpeg	ELECTRICAL	TURBINE	Hard Copy	Manuals	N/A
sample.pdf	ELECTRICAL	BOILER	Hard Copy	Invoices	N/A
O&M.CPP-2 (540MW),OPRN.BLR.657.DMKT_DocType&SubType.xlsx	ELECTRICAL	BOILER	Hard Copy	Invoices	N/A
DEMOTEST.pdf	MECHANICAL	TURBINE	Hard Copy	Manuals	N/A
PLant.pdf	OPERATION	BOILER	Hard Copy	Invoices	N/A
nitish.pdf	Raj	subRuj	Hard Copy	Drawing	P&ID
biplob.pdf	Raj	subRuj	Hard Copy	Drawing	P&ID

- **Click on date picking section:** The admin can change the date, month, or year to search for a particular file or previously uploaded files. After clicking, the calendar will open, where the user can set the desired date, month, and year.

After clicking this button, the calendar will open like this. Here, the admin can filter specific dates.

Recent Updated Documents 02/25/2025 - 03/03/2025

Document	February	March	2025
PI.674.pdf	Sun 5 26 27 28 29 30 31 1	Sun 9 23 24 25 26 27 28 1	2025
100mb.pdf	6 2 3 4 5 6 7 8	10 2 3 4 5 6 7 8	2025
sampled	7 9 10 11 12 13 14 15	11 9 10 11 12 13 14 15	2025
100mb.pdf	8 16 17 18 19 20 21 22	12 16 17 18 19 20 21 22	2025
100mb.pdf	9 23 24 25 26 27 28 1	13 23 24 25 26 27 28 29	2025
100mb.pdf	10 2 3 4 5 6 7 8	14 30 31 1 2 3 4 5	2025

- The admin can select the month by clicking on this button.

Recent Updated Documents 02/25/2025 - 03/03/2025

Document	2024	2025	Location
PI.674.pdf	January February March	January February March	Copy
100mb.pdf	April May June	April May June	Copy
sampled	July August September	July August September	Copy
100mb.pdf	October November December	October November December	Copy
100mb.pdf	N/A	N/A	Hard Copy

- Admin can select the year by clicking on this button.

Recent Updated Documents 02/25/2025 - 03/03/2025

Document	2018 - 2033	2034 - 2049	Location
PI.674.pdf	2018 2019 2020 2021	2034 2035 2036 2037	Copy
100mb.pdf	2022 2023 2024 2025	2038 2039 2040 2041	Copy
sampled	2026 2027 2028 2029	2042 2043 2044 2045	Copy
100mb.pdf	2030 2031 2032 2033	2046 2047 2048 2049	Copy
100mb.pdf	N/A	N/A	Hard Copy

- Here Admin can select the desired year.
- Click on download icon:** Admins can download and view the file by clicking on the download icon.

Recent Updated Documents [02/25/2025 - 03/03/20]

Document Name	Department Name	Sub-Area	Storage Location	Document Type	Sub-Document Type	Action
sampledocs-50mb-xls-file.xls	N/A	N/A	Hard Copy	Records	N/A	
100mb.pdf	N/A	N/A	Hard Copy	Records	N/A	
100mb.pdf	N/A	N/A	Hard Copy	Contracts	N/A	
100mb.pdf	N/A	N/A	Hard Copy	Reports	N/A	
100mb.pdf	MECHANICAL	TURBINE	Hard Copy	Manuals	N/A	
100mb.pdf	OPERATION	N/A	Hard Copy	LOGICS	N/A	
100mb.pdf	ELECTRICAL	BOILER	Hard Copy	LOGICS	N/A	
100mb.pdf	MECHANICAL	BOILER	Hard Copy	Manuals	N/A	
100mb.pdf	OPERATION	BOILER	Hard Copy	Manuals	N/A	

1.2. Click on Add Department: The Add Department page will open admin can add departments under Power O&M in CPP1, CPP2, and CPP3 plants.

Add Department

Show 10 Entries

Main Head	Plant Name	Department Name	Department Abbreviation
POWER O&M	CPP-2 (540MW)	Test Dept	TDPT
POWER O&M	CPP-2 (540MW)	Artificial Intelligence	AI
POWER O&M	CPP-1	test	t1

- click on Add button:** After clicking the 'Add' button in the 'Add Department' section, a pop-up will appear containing fields for Main Head, Plant Name, Department Name, and Department Abbreviation. Here, the admin needs to provide the information for which plant, department name, and department abbreviation to add the new department.

Add Department

Main Head*

POWER O&M

Plant Name *

--Select--

Department Name*

Department Abbreviation*

Submit

- The 'Add Department' popup is displayed, containing specific fields like Main Head, Plant Name, and Department Abbreviation. The admin needs to fill in these fields and then click the 'Submit' button. A success message will appear after submitting the information.

Add Department

Main Head*	Plant Name *
POWER O&M	CPP-3 (1200MW)
Department Name*	Department Abbreviation*
test	t1

Submit

- After submitting, a success message will appear, and the new department will be added to the respective plant.

Add Department

Show 10 Entries

Main Head

POWER O&M

POWER O&M

POWER O&M

New Department is added

DM & KT

Show 10 Entries

Main Head	Plant Name	Department Name	Department Abbreviation
POWER O&M	CPP-2 (540MW)	Manish	MN
POWER O&M	CPP-2 (540MW)	Aditya	AD
POWER O&M	CPP-2 (540MW)	ADDDITYA	AD
POWER O&M	CPP-1	NewCPP	NC
POWER O&M	CPP-1	CPPNEWWW	CNW
POWER O&M	CPP-3 (1200MW)	test	t1

Showing 1 to 5 of 6 entries

1.3. Click on Add Sub-Area: The Add Sub-Area page will open, allowing the admin to add a Sub-Area under Power O&M in the CPP1, CPP2, and CPP3 plants and in any desired departments.

The screenshot shows a web-based application interface for managing sub-areas. On the left, there's a sidebar with links: Admin Dashboard, User Management, Document, Add Department, and Add Sub-Area (which is highlighted). The main area has a header 'DM & KT' and a sub-header 'Add Sub-Area'. A green button labeled 'Add' is at the top right. Below it is a search bar with placeholder 'Search...' and a date range '02/18/2025 - 03/05/2025'. A table lists sub-area details with columns: Main Head, Plant Name, Department Name, Sub-Area Name, and Sub-Area Abbreviation. Three rows are shown: POWER O&M (Plant CPP-2, Dept Manish, Sub Area Manish SUB, Abbrev MSB), POWER O&M (Plant CPP-1, Dept NewCPP, Sub Area New CPP SUB, Abbrev NCS), and POWER O&M (Plant CPP-1, Dept CPPNEWWW, Sub Area NEW SUB AREA, Abbrev CWSE).

- Click on Add button:** After clicking the 'Add' button in the 'Add Sub-Area' section, a pop-up will appear containing fields for Main Head, Plant Name, Department Name, and Sub-Area Abbreviation. The admin needs to provide the information for the desired plant, department, Sub-Area Abbreviation, and Sub-Area Name in order to add Sub-Areas.

This screenshot shows the 'Add Sub-Area' pop-up window. It contains several input fields with asterisks indicating they are required: 'Main Head*' (set to 'POWER O&M'), 'Plant Name*' (set to '--Select--'), 'Department*' (set to '--Select--'), 'Sub-Area Abbreviation*', and 'Sub-Area Name*'. There is also a 'Submit' button at the bottom. In the background, the main 'Add Sub-Area' page is visible with a list of sub-areas.

- The 'Add Sub-Area' pop-up is displayed, containing specific fields like Main Head, Plant Name, Department and Department Abbreviation. The admin needs to fill in these fields and then click the 'Submit' button. A success message will appear after submitting the information.

Add Sub-Area

X

Main Head*

POWER O&M

Plant Name*

CPP-1

Department*

test

Sub-Area Abbreviation*

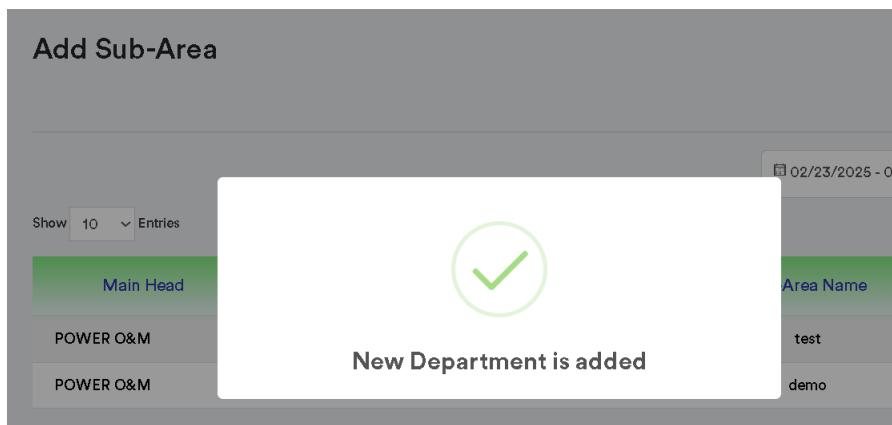
tst

Sub-Area Name*

demo

Submit

- After submitting, a success message will appear, and the new Sub-Area will be added to the respective plant.

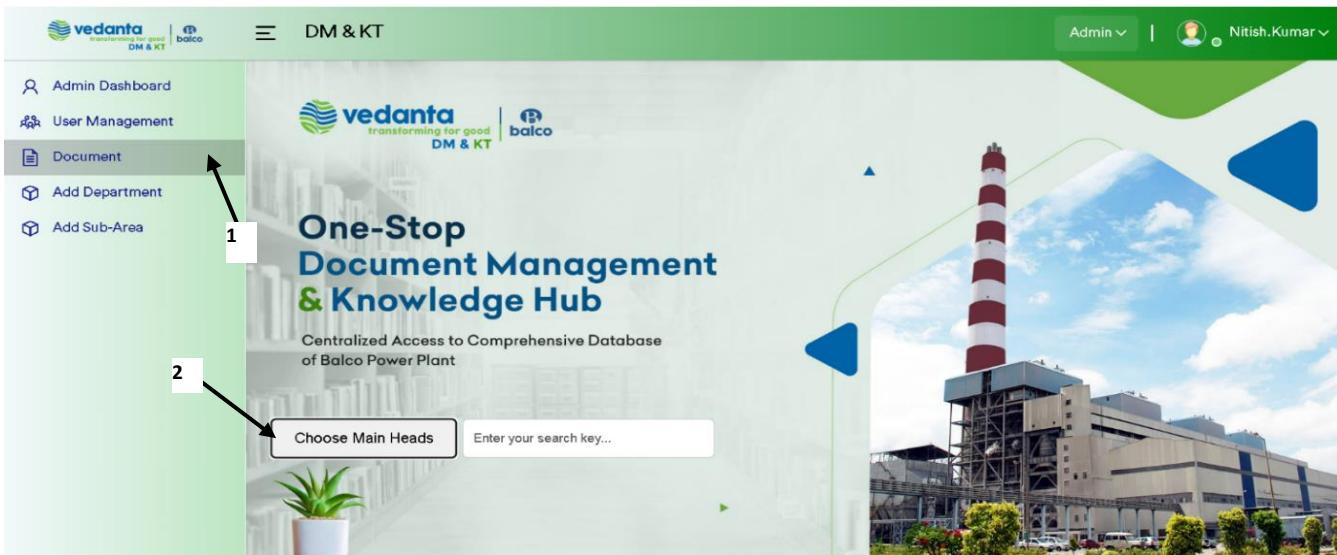


The screenshot shows the "Add Sub-Area" page with a table listing sub-area details. A new row has been added successfully.

Main Head	Plant Name	Department Name	Sub-Area Name	Sub-Area Abbreviation
POWER O&M	CPP-1	demo	test	do
POWER O&M	CPP-1	test	demo	tst
POWER O&M	CPP-1	test	boiler	ts

- A new Sub-Area has been successfully added.

1.4. Click on Document: The user selects the "Document" option from the sidebar menu. The **Document Dashboard** opens, displaying the "**Choose Main Heads**" button along with a search bar.

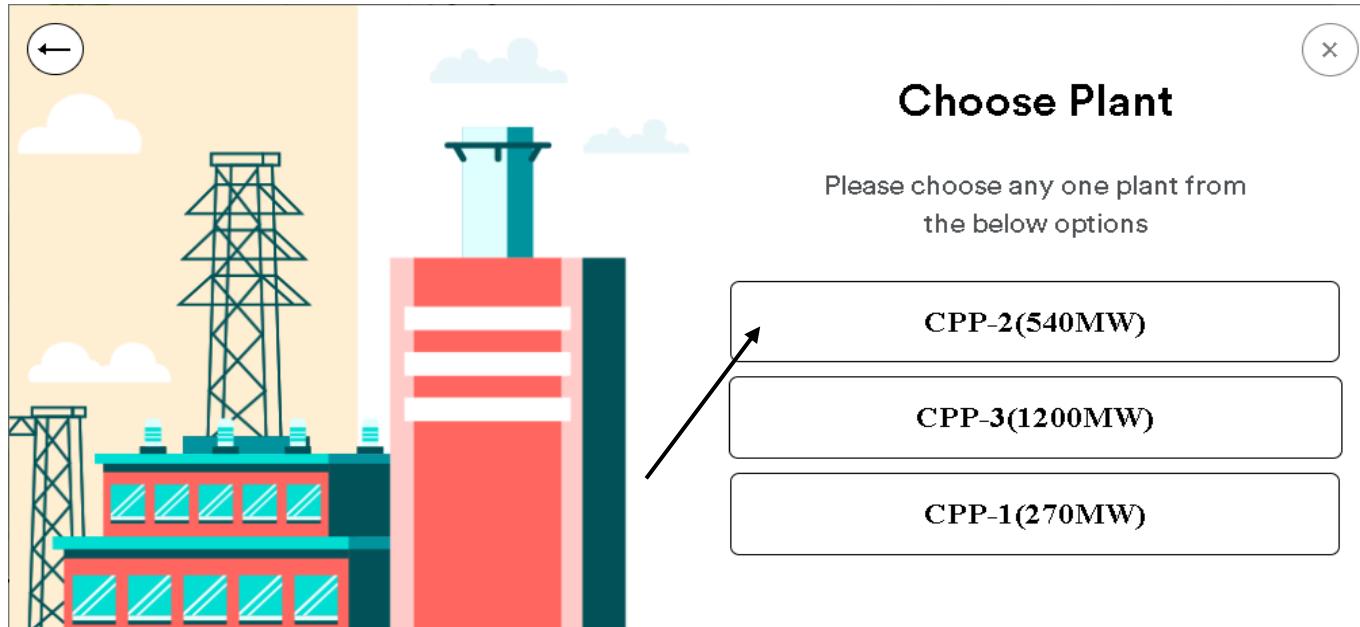


Upon clicking "**Choose Main Heads**", a **popup appears** displaying different categories such as:

- Power O&M
- Power Sale
- Ash-Dyke
- Plant Infra
- Coal Commercial
- Power Legal
- Planning



- The user selects a **main head** (e.g., Power O&M).
- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**, such as:
- **CPP-1 (270MW)**
- **CPP-2 (540MW)**
- **CPP-3 (1200MW)**



The user selects a **plant**, which directs them to the **Department Selection Page**.

vedanta
DM & KT

Admin | Nitish.Kumar

Admin Dashboard

User Management

Document

Add Department

Add Sub-Area

OPERATION

BOILER
TURBINE
BOP

MECHANICAL

BOILER
TURBINE
BOP

ELECTRICAL

BOILER
TURBINE
BOP

C&I

BOILER
TURBINE
BOP

CIVIL

BOILER
TURBINE
BOP

CHP

OPERATION
CIVIL
MECHANICAL
ELECTRICAL
C&I

AHP

OPERATION
CIVIL
MECHANICAL
ELECTRICAL
C&I

test1

Test1

The selected **plant** displays a categorized list of **departments**, including:

- **Operation**
- **Mechanical**

- Electrical
- C&I (Control & Instrumentation)
- Civil
- CHP (Coal Handling Plant)
- AHP (Ash Handling Plant)

Each **department** contains **sub-areas**, like Boiler, Turbine, BOP where admins can click on to view **documents**.

Name	Type	Status	Actions
20mb_compressed.pdf [R2-2025-02-22]	Drawing	Erection	Soft Copy Select Version R3 - 2025-02-10
DemoPlant.pdf [R3-2025-02-10]	Manuals	N/A	Soft Copy Select Version R3 - 2025-02-10
dummy.pdf [R44-2025-02-28]	Drawing	Flow Diagram	Soft Copy Select Version R3 - 2025-02-10
dummy/mg.pdf [R1-2025-02-01]	Drawing	P&ID	Soft Copy Select Version R3 - 2025-02-10

By clicking on a **sub-area**, admins can **View, Download, or select Versions documents**. Here:

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.

- 1. Versions:** Allows users to select and view different versions of the document.
- 2. Download:** Provides an option to download the document.
- 3. View:** Allows users to preview the document without downloading.
- Files larger than 5 MB can be downloaded but cannot be viewed, whereas files 5 MB or smaller are viewable

Admin can also filter documents based on:

4. **Date Range (Date Picker on the top-right).**
5. **Specific Filters (Dropdown menu for categorization).**

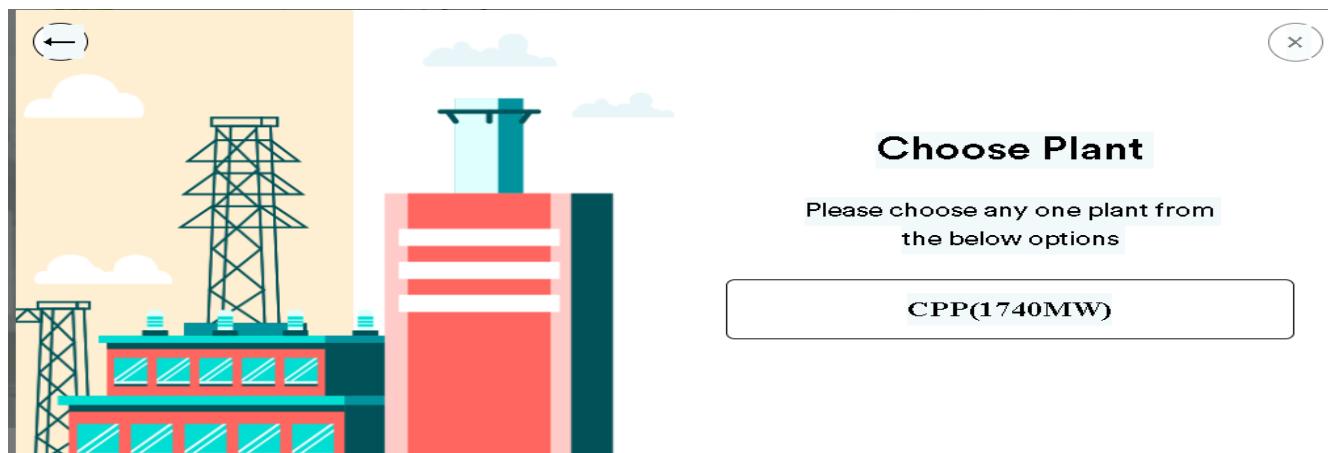
6. Search Bar (Keyword-based search for document retrieval).

- Click on Power Sale:



The user selects a **main head** (e.g., Power Sale).

- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**.
- CPP (1740MW).



The user selects a **plant**, which directs them to the power sale page where admins can **View, Download, or select Versions documents**. Here:

Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download	View
TestDMKTPPP.pdf -[R5-2025-02-12]	Invoices	N/A	N/A	Select Version		
PLant.pdf -[R6-2025-02-13]	Drawing	N/A	N/A	Select Version		
sample.pdf -[R22-2025-02-18]	Reports	N/A	N/A	Select Version		
TestDoc.docx -[R2-2025-02-20]	Drawing	N/A	N/A	Select Version		
xlsExtension.xls -[R2-2025-02-25]	Invoices	N/A	N/A	Select Version		

(Same as POWER O&M)

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
- **Versions:** Allows users to select and view different versions of the document.
- **Download:** Provides an option to download the document.
- **View:** Allows users to preview the document without downloading.

Admin can also filter documents based on:

- **Date Range (Date Picker on the top-right).**
- **Specific Filters (Dropdown menu for categorization).**
- **Search Bar (Keyword-based search for document retrieval).**
- **All other main heads are similar to this**

1.5. Click on User Management: The User Management page is designed for admin to manage users within the system. Admins can add, remove, activate, or deactivate users, HOD etc. as required. Additionally, different roles can be assigned to users based on the admin's discretion.

The screenshot shows the 'User Management' dashboard. On the left, there's a sidebar with links: Admin Dashboard, User Management (which is highlighted with a green box and has an arrow pointing to it from below), Document, Add Department, and Add Sub-Area. At the top right, there are 'Admin' and 'Librarian' dropdowns. In the center, there's a table titled 'User Management' with columns: Employee Name, Employee ID, Email ID, Mobile, Employee Role, Plant, and Department. The table contains six rows of data. A green button labeled 'SEARCH' with a magnifying glass icon is at the bottom right of the search bar area. An arrow points to this button from below. Another arrow points to the 'Add Employee' button at the top right of the table area.

Employee Name	Employee ID	Email ID	Mobile	Employee Role	Plant	Department
User	1	stiphen@email.com	9678828897	User	CPP-2 (640MW), CPP-3 (1200MW)	OPERATION, C&I
Admin	2	admin@email.com	8825524978	User	CPP-2 (640MW), CPP-2 (540MW)	ELECTRICAL, ELECTRICAL
Librarian	3	librarian@email.com	7825522878	Librarian	CPP-2 (540MW)	CHP
SuperUser	4	superuser@email.com	66295562924	User	CPP-2 (640MW), CPP-2 (540MW)	OPERATION, OPERATION
HOD	5	hod@email.com	9942552924	User	CPP-2 (540MW)	ELECTRICAL
Pritam	6	pritam21@email.com	9678824844	HOD	CPP-2 (640MW), CPP-3 (1200MW)	OPERATION, C&I

- **User List Display:**

A table displaying existing users with details like:

- **Employee Name**

- **Employee ID**
- **Email ID**
- **Mobile Number**
- **Employee Role**
- **Plant**
- **Department**
- **Status (Active/De active)**
- **Actions (Edit)**
 - Admins can search for users based on name, email, or other attributes.
 - Users can be filtered by Plant and Department.
 - Click on add button: Clicking on the "**Add User**" button opens a modal form
 - where the admin can enter details to create a new user.

- **Add Employee Modal Form:**

Add Employee Modal

Image Upload

Drag and drop file here
or [Browse for file](#)

Employee Name *	Email ID *					
Phone *	Plants *					
Department	Select Plant					
Main Role Permission						
Roles	Admin	User	Librarian			
Role Permission	Admin	User	SuperUser	HOD	Librarian	IsActive
Roles	<input type="checkbox"/>					

[Reset](#) [Submit](#)

- **Image Upload:** Allows the admin to upload a profile picture for the user.
- **Basic User Details:**
 - **Employee Name**
 - **Email ID**
 - **Phone Number**
 - **Plant Selection**
 - **Department Selection**
- **Main role permissions:**
 - The Main Role Permission section determines the employee's primary role within the DMKT Web Application.
 - Only one main role can be selected: Admin, User, or Librarian.
 - The selected role defines the employee's core responsibilities and access level.
- **In the Role Permission section:**
 - The IsActive checkbox indicates whether an employee is active and currently working in the company.
 - If selected, the employee is active and can access the DMKT Web Application.
 - If unselected, the employee is inactive and cannot use the application.
 - The Librarian must carefully select the roles for the employee by checking the appropriate role checkboxes.
 - The admin must carefully choose the correct main role for the employee.
 - The **Is Active** checkbox determines if the user is currently active.

- Admins can change the user's status (Active/De active) from the main User Management table.

After a user, HOD, librarian, or any other role is added successfully, it will be displayed on the User Management page.

- Click on 3 dots in user management page edit option will show.

Department	Status	Action
OPERATION, C&I	<input checked="" type="radio"/> Active	⋮
ELECTRICAL, ELECTRICAL	<input type="radio"/> Edit	

Clicking the **Edit** button will open the **Edit Employee** modal, where the admin can upload or change the employee's image, edit main roles, and manage role permissions.

Edit Employee Modal

Image Upload



Drag and drop file here
or

Employee Name *	Email ID *
<input type="text" value="User"/>	<input type="text" value="stephen@email.com"/>
Phone *	Plant Name
<input type="text" value="9678828897"/>	<input type="text" value="CPP-2 (540MW), CPP-3 (1200MW)"/>
Department Name	
<input type="text" value="OPERATION, C&I"/>	

Main Role Permission	Admin	User	Librarian
Roles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Role Permission	Admin	User	SuperUser	HOD	Librarian	IsActive
Roles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Click on the "Admin" button in the top-right corner.
- A dropdown menu appears with role options: **Admin, User, Superuser, and Librarian**.
- The admin can select a different role from the assigned roles.



1. Clicking on the profile icon.

Provides access to profile-related options

This screenshot shows the Vedanta DM & KT Profile page. At the top left, it says 'Profile' and 'Dashboard / Profile'. Below that, there is a user profile card for 'Paul Nitish'. The card displays the following information:

- Employee ID: 2
- Main Role: Admin
- Access Role: User, Admin, HOD
- Phone: 9678824924
- Email: nitish@gmail.com
- Plant and Department: CPP-2 (540MW) / OPERATION
CPP-3 (1200MW) / C&I

When we click on "My Profile," the following details are displayed: employee name, employee ID, main role, access roles, phone number, email, assigned plant, and department.

2. Click on "Logout": Allows the Admin to log out of the system.

2. Superuser:

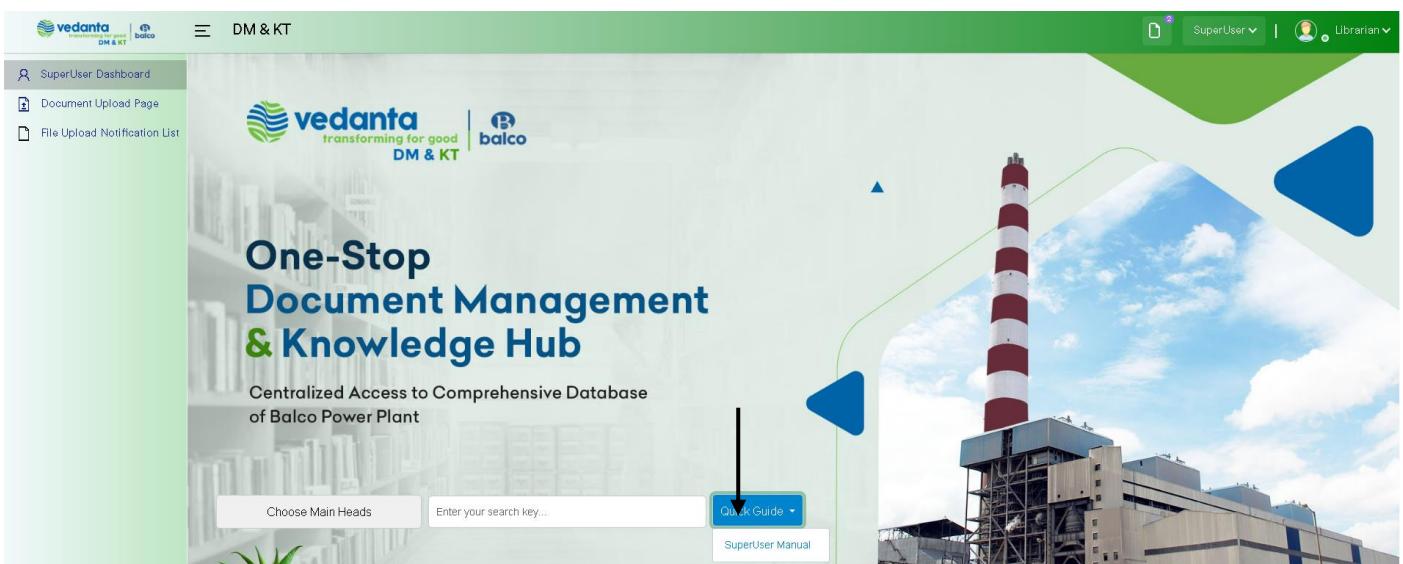
Description: A superuser can view statutory files and common files, upload files to the librarian, and check the status of uploaded files in the file upload notification list.



For Superuser Login: Users have to provide Superuser Login Credentials. Like.

SUPERUSER USERNAME:

SUPERUSER PASSWORD:



The application should look like this after logging in as an Admin. Here:

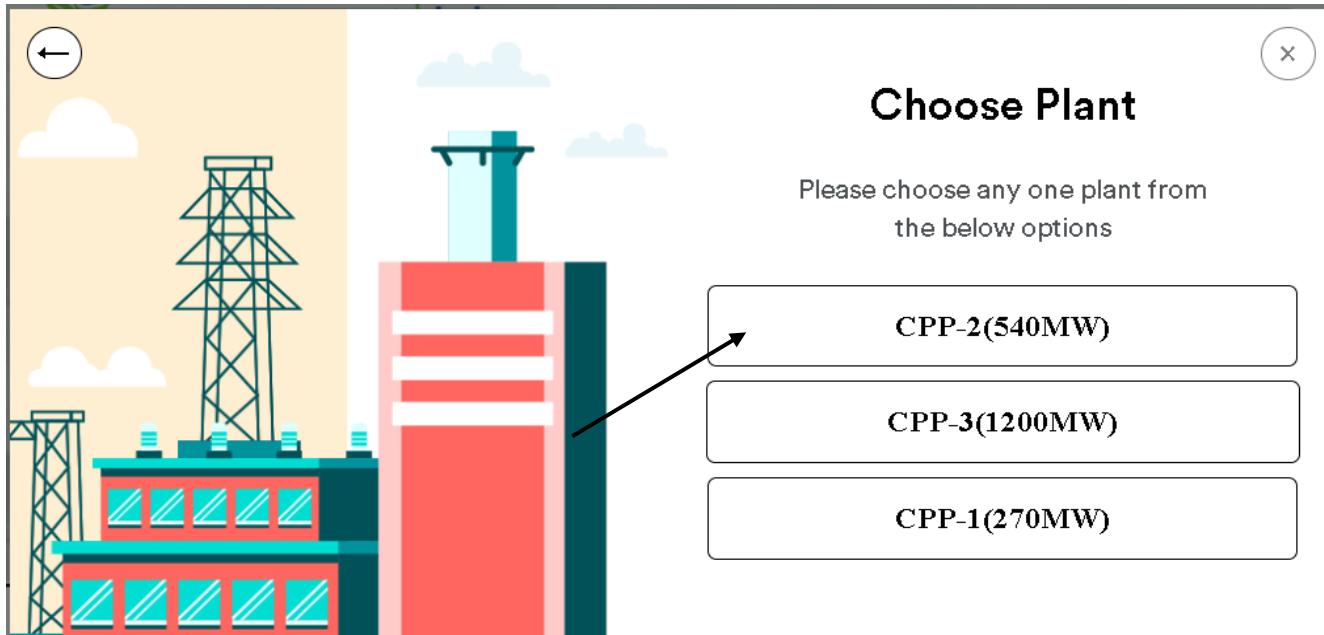
- This quick guide provides accurate descriptions for all roles. Clicking on this guide will open the respective guide for the corresponding roles.



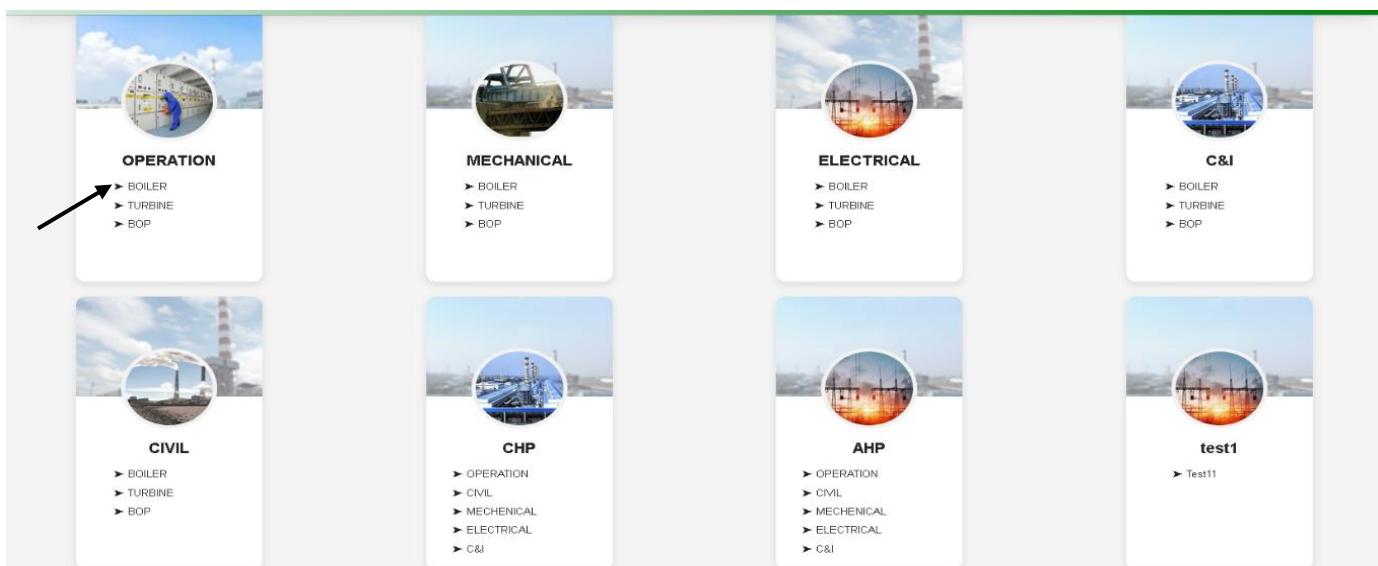
- 1. Click on Superuser Dashboard:** The user selects the "Superuser Dashboard" option from the sidebar menu. The **Superuser Dashboard** opens, displaying the "Choose Main Heads" button along with a search bar.
- 2. Upon clicking "Choose Main Heads", a popup appears** displaying different categories such as:
 - Power O&M
 - Power Sale
 - Ash-Dyke
 - Plant Infra
 - Coal Commercial
 - Power Legal
 - Planning



- The user selects a **main head** (e.g., **Power O&M**).
- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**, such as:
- **CPP-1 (270MW)**
- **CPP-2 (540MW)**
- **CPP-3 (1200MW)**



The user selects a **plant**, which directs them to the **Department Selection Page**.



The selected **plant** displays a categorized list of **departments**, including:

- **Operation**
- **Mechanical**

- Electrical
- C&I (Control & Instrumentation)
- Civil
- CHP (Coal Handling Plant)
- AHP (Ash Handling Plant)

Each **department** contains **sub-areas**, like Boiler, Turbine, BOP where admins can click on to view **documents**.

Document Name	Type	Category	Status	Action
20mb_compressed.pdf -[R2-2025-02-22]	Drawing	Erection	Soft Copy	View Download
DemoPlant.pdf -[R3-2025-02-10]	Manuals	N/A	Soft Copy	View Download
dummy.pdf-[R44-2025-02-28]	Drawing	Flow Diagram	Soft Copy	View Download
dummyimg.pdf -[R1-2025-02-01]	Drawing	P&ID	Soft Copy	View Download

By clicking on a **sub-area**, **Superuser** can **View, Download, or select Versions documents**. Here:

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.

1. Versions: Allows users to select and view different versions of the document.

2. Download: Provides an option to download the document.

View: Allows **Superuser** to preview the document without downloading.

- Files larger than 5 MB can be downloaded but cannot be viewed, whereas files 5 MB or smaller are viewable

Superuser can also filter documents based on:

3. **Date Range** (Date Picker on the top-right).
4. **Specific Filters** (Dropdown menu for categorization).

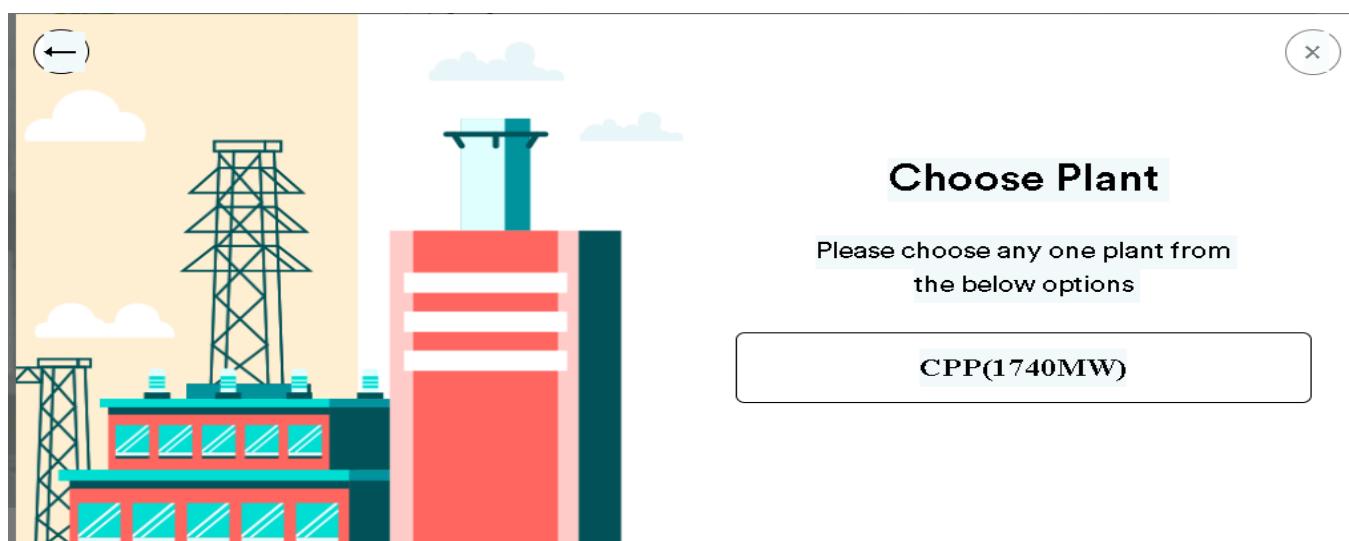
5. Search Bar (Keyword-based search for document retrieval).

Click on Power Sale:



The user selects a **main head** (e.g., **Power Sale**).

- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**.
- CPP (1740MW).



The user selects a **plant**, which directs them to the power sale page where admins can **View, Download, or select Versions documents**. Here:

POWER SALE / CPP (1740MW)

Document Management Overview					
Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Actions
TestDMKTPPP.pdf-[R6-2025-02-12]	Invoices	N/A	N/A	Select Version	
PLant.pdf-[R6-2025-02-13]	Drawing	N/A	N/A	Select Version	
sample.pdf-[R22-2025-02-18]	Reports	N/A	N/A	Select Version	
TestDoc.docx-[R2-2025-02-20]	Drawing	N/A	N/A	Select Version	
xlsExtension.xls-[R2-2025-02-26]	Invoices	N/A	N/A	Select Version	

(Same as POWER O&M)

- Document Name:** Name of the file with a reference number.
- Document Type:** Classifies the document (e.g., Manuals, Contracts).
- Sub-Document Type:** Additional categorization (if applicable).
- Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
- Versions:** Allows users to select and view different versions of the document.
- Download:** Provides an option to download the document.
- View:** Allows users to preview the document without downloading.

Superuser can also filter documents based on:

- Date Range (Date Picker on the top-right).**
- Specific Filters (Dropdown menu for categorization).**
- Search Bar (Keyword-based search for document retrieval).**
- All other main heads are similar to this.**

2.1 Click on Document Upload Page: The Document Upload Page allows the Superuser to upload files. Once a file is uploaded, a notification appears in the file notification icon at the top.

The screenshot shows the 'Document Upload Page' under the 'SuperUser Dashboard'. The top navigation bar includes the Vedanta logo, 'DM & KT', and user roles 'SuperUser' and 'Librarian'. A sidebar on the left lists 'SuperUser Dashboard', 'Document Upload Page' (which is selected), and 'File Upload Notification List'. The main area has a title 'Multiple File Upload' and a central box for file upload with a dashed green border. Inside the box is a 'Drag and drop file here' placeholder with an upward arrow icon, and a 'Browse for file' button below it. A red arrow labeled '1' points to the 'Document Upload Page' link in the sidebar. A red arrow labeled '2' points to the 'Remarks' field. A red arrow labeled '3' points to the user profile icon in the top right. A red arrow labeled '4' points to the 'Browse for file' button.

1. Multiple File Upload:

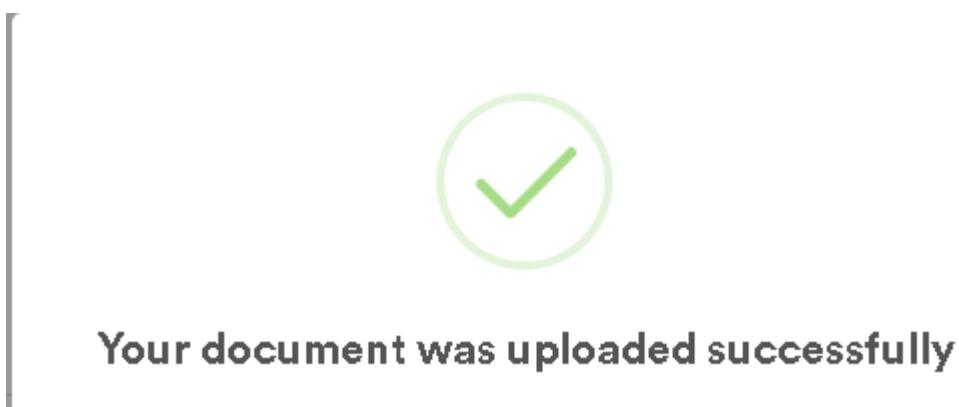
- The Superuser can upload multiple files using the **drag-and-drop feature** or by **browsing files** manually.
- Files should be under **200 MB** in size.
- Supported file formats:
.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png

2. Remarks:

- While uploading a file, the Superuser must **add remarks** in the provided field.

The screenshot shows the 'Document Upload Page' with a file uploaded and a remark added. The central file upload box now displays a PDF file named '1.pdf' with a size of '7.3 KB'. Below the file is a small 'X' icon. A red arrow labeled '1' points to the 'Remarks' field, which contains the text 'sample'. A red arrow labeled '2' points to the 'Submit' button at the bottom of the page.

- After giving remarks then click on submit button. A success message will appear which contains file uploaded successfully.

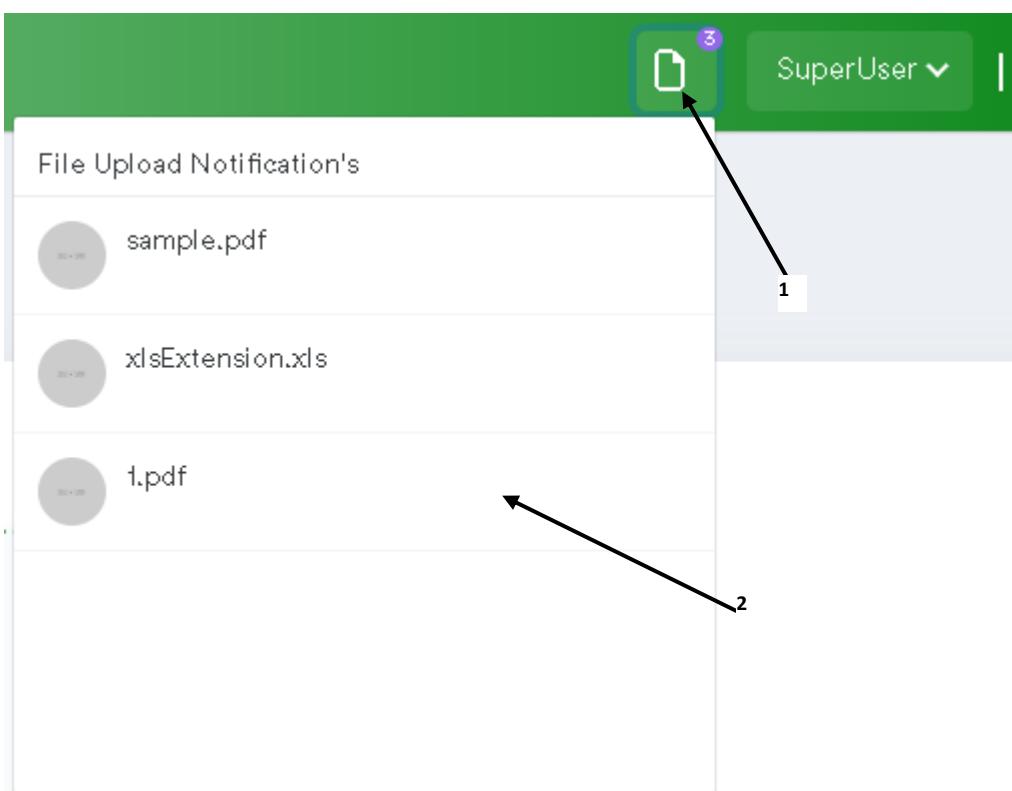


3. File Upload Notifications:

- Once a file is successfully uploaded, a **notification appears** in the file notification section at the top.



When you click on File Upload Notifications, a dropdown will appear containing the list of uploaded files.



A screenshot of a dropdown menu titled "File Upload Notification's". The menu lists three files: "sample.pdf", "xlsExtension.xls", and "1.pdf". Each item has a small thumbnail icon to its left. Arrows point from numbered labels to specific parts of the interface: arrow 1 points to the "3" in the notification badge, arrow 2 points to the "File Upload Notification's" title, and arrow 3 points to the "1.pdf" entry in the list.

File
sample.pdf
xlsExtension.xls
1.pdf

"The list of all uploaded files is displayed here. If the superuser clicks on the recently uploaded files/documents list, another modal will open, showing the file upload notification details.

File Upload Notification Details



Document Name:	1.pdf	
Approver/Rejecter's Name:		
Executed Date:	2025-03-18	Status:

The file upload notification details include the document name, approver/rejecter's name, execution date, and status. Once this file upload notification detail is clicked, it will be removed from the File Upload Notifications list.

2.2 Click on File Upload Notification List: This page allows the Superuser to view the status of uploaded files, including whether they have been approved or rejected by the Librarian.

It provides a list of all uploaded documents along with details such as

3 document name, approver/rejecter name, execution date, and current status.

Document Name	Approver/Rejector's Name	Executed Date	Status
KKList.pdf	Librarian	2025-02-16	Rejected
Free_Text_Data_100KB_PDF.pdf	Librarian	2025-02-16	Approved
Matrix of Digital Library R-1.xlsx	Librarian	2025-02-16	Approved
O&M.CPP-2 (540MW).OPRN.BLR.798.DMKT_DocType&SubType (2).xlsx	Librarian	2025-02-16	Rejected
DEMOTEST.pdf	Librarian	2025-02-16	Approved
sample.pdf			
file-example_DEMO TEST.pdf			
sample.pdf			
file-example_DEMO TEST.pdf			

- Superuser Can access the File Upload Notification List.
- Can view the status of uploaded files.

- Can search for specific files using the search bar.
- Can see the approver/rejecter's name and decision (Approved/Rejected).

File Upload Notification List contains:

- Document Table: Displays a list of uploaded documents with the following columns:
- Document Name: Name of the uploaded file.
- Approver/Rejecter's Name: The Librarian responsible for reviewing the document.
- Executed Date: The date on which the file was reviewed.
- Status: Displays whether the file has been Approved or Rejected.

Search Functionality:

- Allows Superuser to search for specific documents.

Pagination:

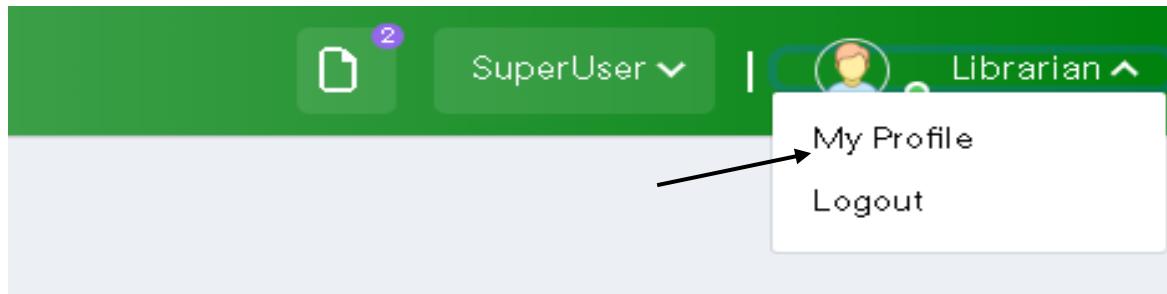
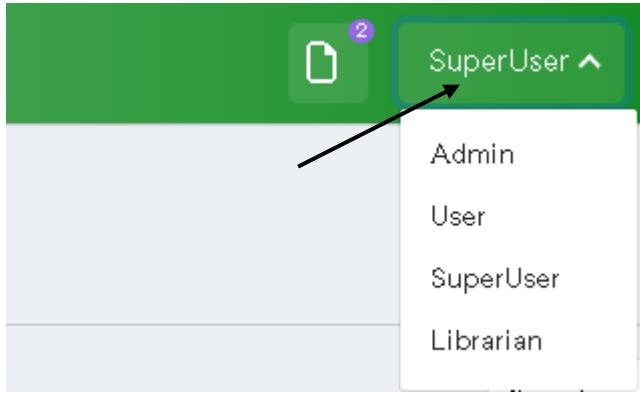
- Allows users to navigate through multiple pages of uploaded files.

Notification Icon:

- Located at the top of the page.
- Displays the count of new file notifications for the Superuser.

File Approval/Rejection Process:

- Superuser uploads a file from the **Document Upload Page**.
- The Librarian reviews the file and either approves or rejects it.
- The decision is recorded in the **File Upload Notification List**.
- Superuser can check the updated status on this page.
- **Click on the "Superuser" button** in the top-right corner.
- A dropdown menu appears with role options: **Admin, User, Superuser, and Librarian**.



3. Clicking on the profile icon.

- Provides access to profile-related options.

Profile

Dashboard / Profile

Das Rahul
Employee ID: 3
Main Role: SuperUser
Access Role: User, Admin, HOD

Phone: 9678824924 Plant and Department
Email: nitish@gmail.com CPP-2 (540MW) / OPERATION
 CPP-3 (1200MW) / C&I

When we click on "My Profile," the following details are displayed: employee name, employee ID, main role, access roles, phone number, email, assigned plant, and department.

- ### 4. Click on "Logout": Allows the Superuser to log out of the system.

3. User:

Description:

- A user can raise a request for statutory files from the Statutory Document List to the librarian.
- The user can view the requested statutory files from the Requested Document List.
- A user can upload multiple or single files to the librarian from the Document Upload page.
- A user can view the status of requested statutory files from the Statutory Notification List.
- The status of files uploaded by the user to the librarian can be viewed in the File Upload Notification List.

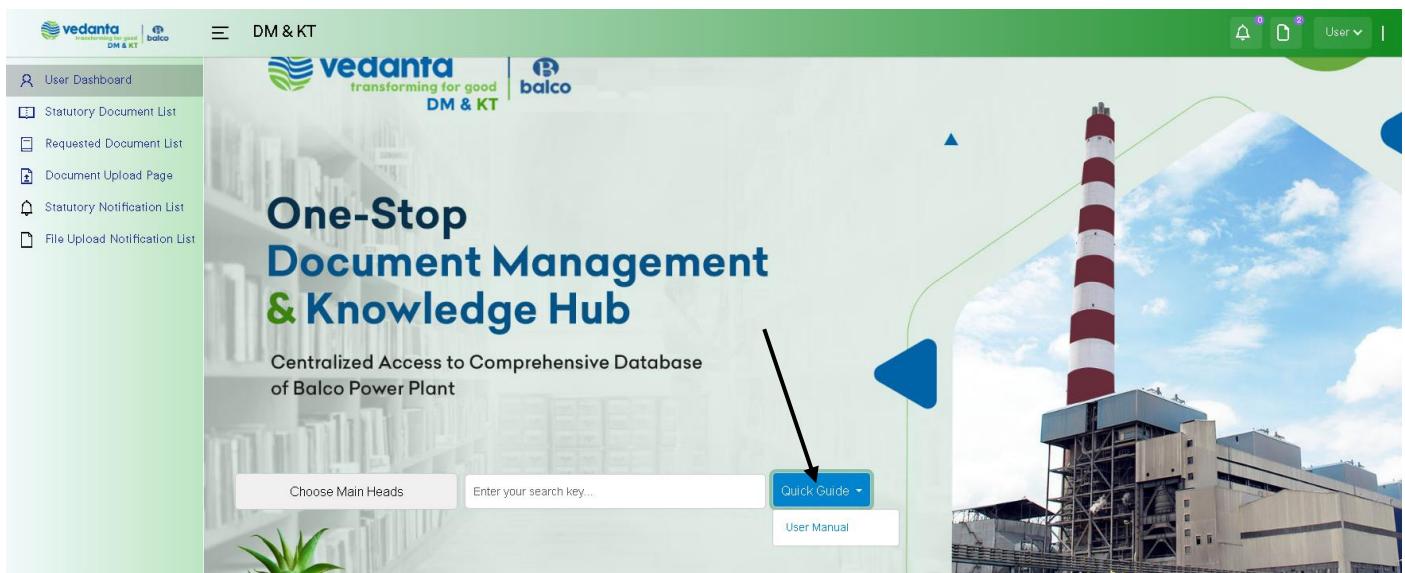


For User Login: Users have to provide Superuser Login Credentials. Like.

USER USERNAME:

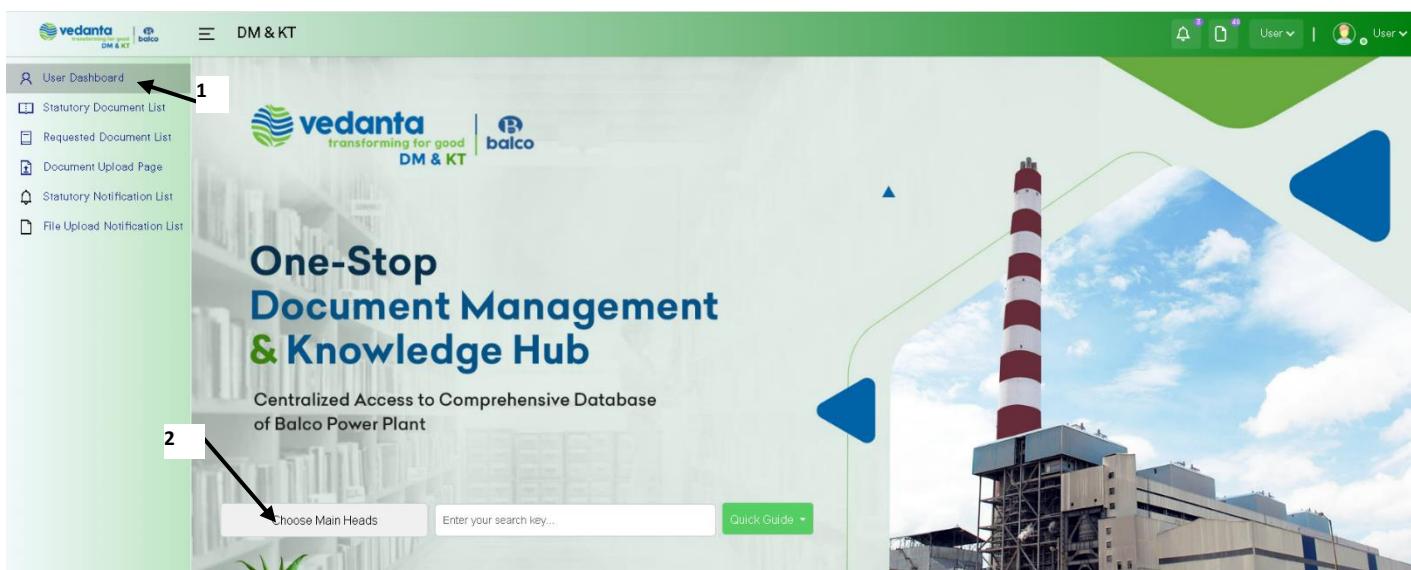
USER PASSWORD:

After entering the credentials, they should click on the login button to enter the application.



The application should look like this after logging in as a user. Here:

This quick guide provides accurate descriptions for all roles.



3.1. Click on User Dashboard: The user selects the "User Dashboard" option from the sidebar menu. The **User Dashboard** opens, displaying the "Choose Main Heads" button along with a search bar.

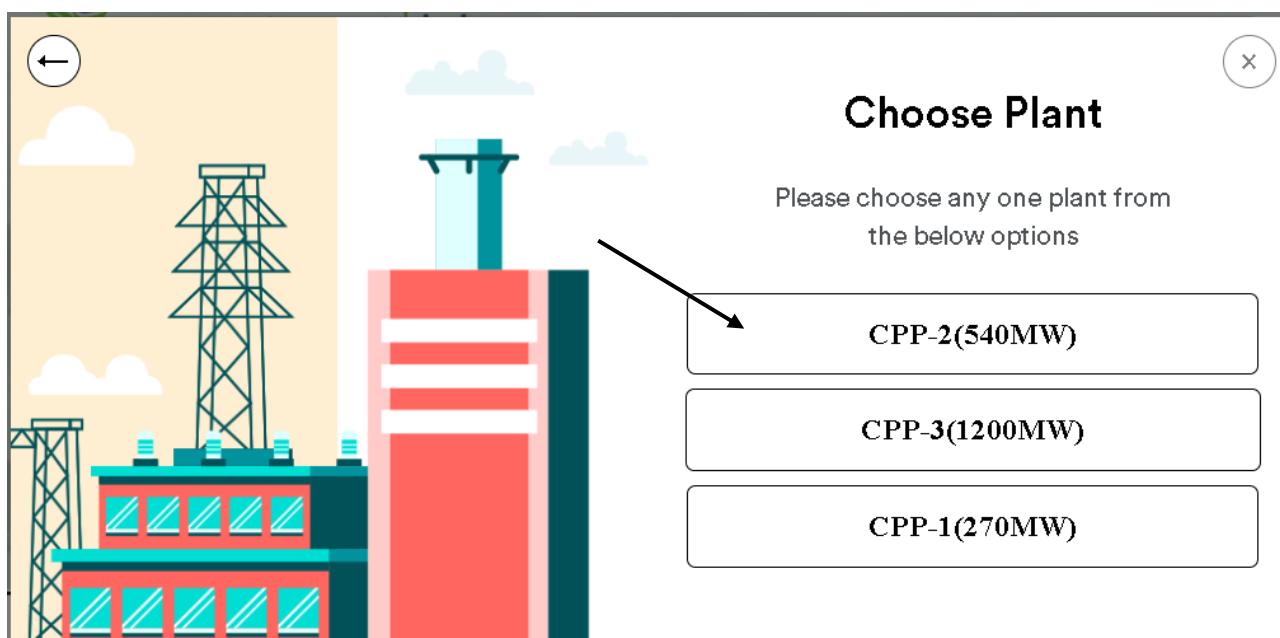
Upon clicking "Choose Main Heads", a **popup appears** displaying different categories such as:

- **Power O&M**
- **Power Sale**
- **Ash-Dyke**

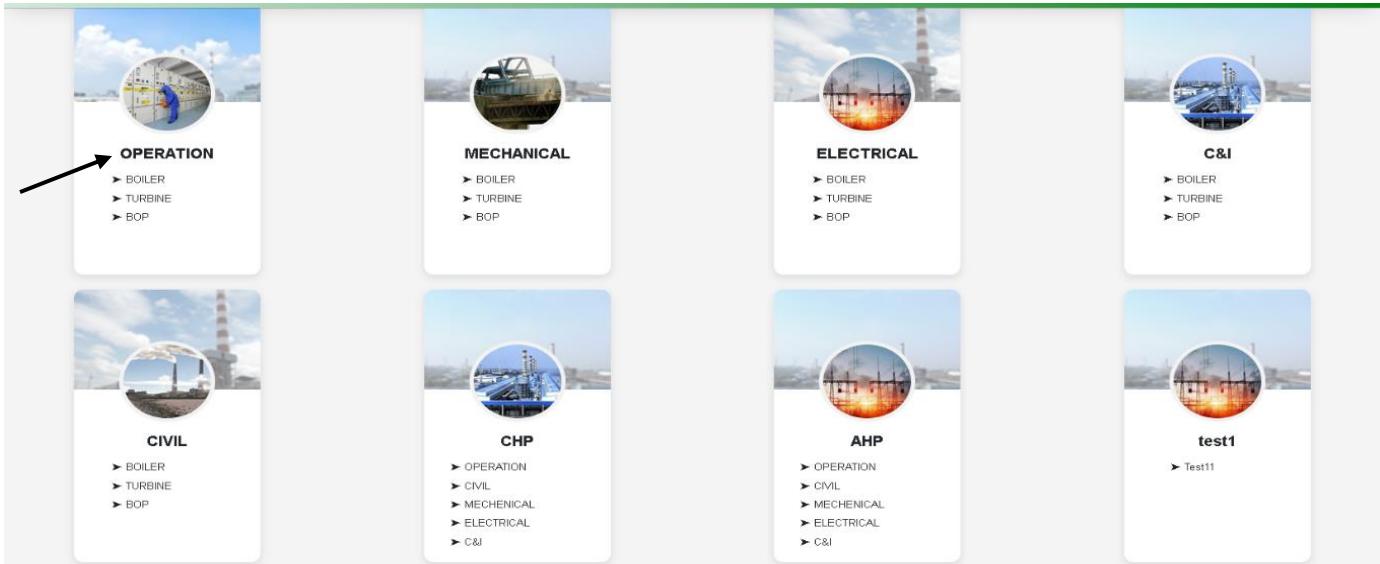
- Plant Infra
- Coal Commercial
- Power Legal
- Planning



- The user selects a **main head** (e.g., Power O&M).
- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**, such as:
- **CPP-1 (270MW)**
- **CPP-2 (540MW)**
- **CPP-3 (1200MW)**



The user selects a **plant**, which directs them to the **Department Selection Page**.



The selected **plant** displays a categorized list of **departments**, including:

- **Operation**
- **Mechanical**
- **Electrical**
- **C&I (Control & Instrumentation)**
- **Civil**
- **CHP (Coal Handling Plant)**
- **AHP (Ash Handling Plant)**

Each **department** contains **sub-areas**, like Boiler, Turbine, BOP where admins can click on to view **documents**.

This screenshot shows the 'OPERATION / BOILER' document list page. It includes a header with search and filter options, a table of documents with columns for Name, Type, Sub-Type, Location, Versions, and actions, and a footer with navigation links.

Numbered arrows indicate specific interactions:

- 1: Points to the 'Select Version' dropdown for the first document row.
- 2: Points to the 'Download' button for the first document row.
- 3: Points to the 'Select Version' dropdown for the second document row.
- 4: Points to the date range filter input field.
- 5: Points to the 'Select Filter' dropdown menu.
- 6: Points to the search input field.

Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download	View
6.pdf-[R1-2025-02-24]	Manuals	N/A	Soft Copy	1 Select Version		
6.pdf-[R2-2025-03-10]	Contracts	N/A	Soft Copy	2 Select Version		
7.pdf-[R1-2025-02-24]	Manuals	N/A	Hard Copy	3 Select Version		

By clicking on a **sub-area**,

User can **View, Download, or select Versions** documents. Here:

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.

1. Versions: Allows users to select and view different versions of the document.

2. Download: Provides an option to download the document.

3. View: Allows **Superuser** to preview the document without downloading.

- Files larger than 5 MB can be downloaded but cannot be viewed, whereas files 5 MB or smaller are viewable

User can also filter documents based on:

4. Date Range (Date Picker on the top-right).

5. Specific Filters (Dropdown menu for categorization).

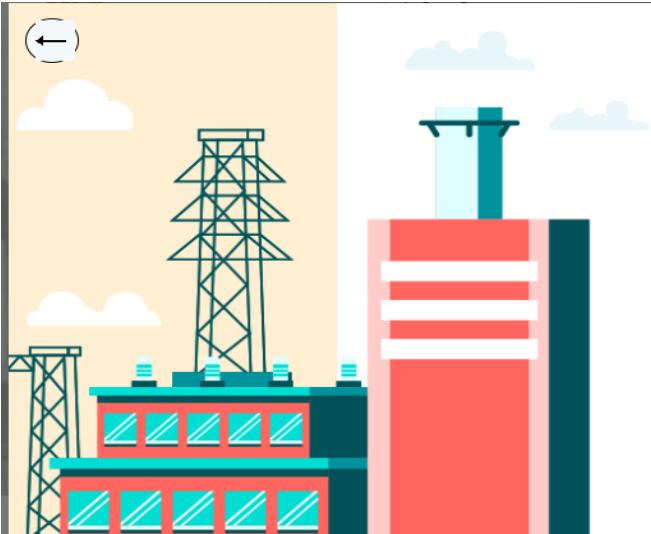
6. Search Bar (Keyword-based search for document retrieval).

Click on Power Sale:



The user selects a **main head** (e.g., **Power Sale**).

- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**.
- CPP (1740MW).



Choose Plant

Please choose any one plant from the below options

CPP(1740MW)

The user selects a **plant**, which directs them to the power sale page where admins can **View, Download, or select Versions documents**. Here:

POWER SALE / CPP (1740MW)						
<input type="text" value="02/01/2025 - 02/29/2025"/> <input type="button" value="Select Filter"/> <input type="text" value="Search..."/>						
Show <input type="button" value="10"/> Entries	Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download View
	TestDMKTPPP.pdf-[R6-2025-02-12]	Invoices	N/A	N/A	<input type="button" value="Select Version"/>	
	PLant.pdf-[R6-2025-02-13]	Drawing	N/A	N/A	<input type="button" value="Select Version"/>	
	sample.pdf-[R22-2025-02-18]	Reports	N/A	N/A	<input type="button" value="Select Version"/>	
	TestDoc.docx-[R2-2025-02-20]	Drawing	N/A	N/A	<input type="button" value="Select Version"/>	
	xlsExtension.xls-[R2-2025-02-26]	Invoices	N/A	N/A	<input type="button" value="Select Version"/>	

(Same as POWER O&M)

- Document Name:** Name of the file with a reference number.
- Document Type:** Classifies the document (e.g., Manuals, Contracts).
- Sub-Document Type:** Additional categorization (if applicable).
- Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
- Versions:** Allows users to select and view different versions of the document.
- Download:** Provides an option to download the document.
- View:** Allows users to preview the document without downloading.

User can also filter documents based on:

- Date Range (Date Picker on the top-right).
- Specific Filters (Dropdown menu for categorization).
- Search Bar (Keyword-based search for document retrieval).
- All other main heads are similar to this.

3.2. Click on Statutory Document List: The **Statutory Document List Page** is designed to provide users with access to statutory documents, this page allows users to:

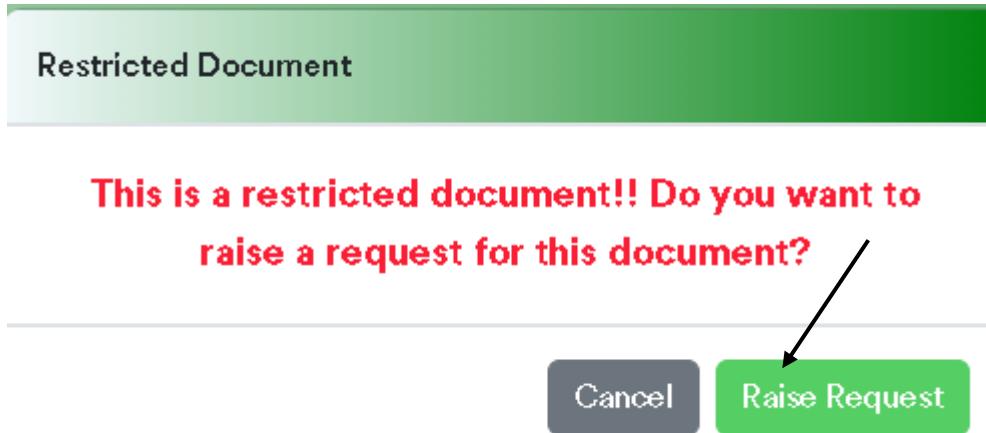
- View a list of statutory documents.
- Request access to restricted documents.

Statutory Document List					
Show 10 Entries	03/01/2025 - 03/31/2025	Search...			
Document Name	Department Name	Sub-Area	Storage Location	Document Type	Sub-Document Type
O&M/CPP-2 (540MW)/CVL/TRB/190/xlsExtension.xls	CIVIL	TURBINE	Soft Copy	Reports	N/A
PI/158/100mb.pdf	N/A	N/A	Soft Copy	Invoices	N/A
Showing 1 to 1 of 2 entries					
<< 1 >>					

Fields include:

- Document Name
- Department Name
- Sub-Area
- Storage Location (Soft Copy / Hard Copy)
- Document Type
- Sub-Document Type
- Action (Request)
- Date Piker

- Search bar



1. Click on the **eye icon** in the **Action** column. a "Restricted Document" popup will appear.
 2. The popup will display a message:
"This is a restricted document!! Do you want to raise a request for this document?"
- Click the "**Raise Request**" button to proceed.

Document Access Form

Statutory Document *

O&M/CPP-2 (540MW)/CVL/TRB/190.xlsExtension.xls

Remarks *

1

File Upload *

Drag and drop file here
or
Browse for file

2

Submit

- Once the request is raised, a **Document Access Form** appears:
- **Statutory Document:** The name of the requested document is pre-filled.

3. **Remarks:** Enter the reason for requesting access.
4. **File Upload:** Attach any necessary supporting documents by:
 - Dragging and dropping the file.
 - Clicking "**Browse for file**" to upload manually.
5. Click the "**Submit**" button.
 - The request is then sent to the librarian for approval.
 - The librarian reviews the request.
 - Upon approval, the user is granted access to the document.
 - After the successful submission of the document, it will appear in the Statutory Document Notifications, where notifications for requested files are displayed.

The screenshot shows the Vedanta DM & KT application. At the top, there's a green header bar with the Vedanta logo, the text "DM & KT", and a user dropdown. Below the header, the main content area has a sidebar on the left with links like "User Dashboard", "Statutory Document List" (which is highlighted in green), "Requested Document List", "Document Upload Page", and "Statutory Notification List". The main panel displays a "Statutory Document List" with a table showing three entries, each with a "Rahul Approved" status and a file name. To the right of the main panel is a "Statutory Document Notifications" sidebar with a list of three notifications, each also showing an "Approved" status and a file name. A black arrow points from the text above to the "Statutory Document Notifications" sidebar.

"The user can click on the Statutory Document Notifications list to view the details of the requested document, which will be displayed as follows:

Requested Document Details

A modal window titled "Requested Document Details" is shown. It contains a "DOCX" icon and the file name "testingFiles.docx". Below this, there are several data pairs: "Plant Name: CPP-2 (540MW)", "Approver/Rejecter's Name: Rahul", "Expiration Date: ", "Department Name: MECHANICAL", "Document Name: testingFiles.docx", and "Status: Approved".

Once this notification is opened, it is removed from the Statutory Notification List.

3.3. Click on Requested document list: This Requested document list page displays the requested documents that have been reviewed and approved by the librarian.

Document Name	Requestor Department	Approved By	Approved D&T	Status	Download	View
O&M/CPP-2 (540MW)/MMD/TRB/112/TestDMKTPPP.pdf	MECHANICAL	Librarian	14-02-2025	Approved		

- Displays a list of requested statutory documents.
 - Fields included:
 - **Document Name** → Name of the requested document.
 - **Requestor Department** → The department from which the request was made.
 - **Approved By** → The authority who approved the request (e.g., Librarian).
 - **Approved Date & Time (D&T)** → The date and time the document was approved.
 - **Status** → Approval status of the document (Approved/Pending/Rejected).
 - **Download** → If approved, a download icon appears to allow document retrieval.
 - **View** → Option to preview the document.
1. Once the document is approved, the **Download** button becomes active, allowing the user to retrieve/Download the document.
 2. The **View** button allows users to preview the document before downloading.
 3. Users can **search** by document name or department.
 4. A **date range filter** allows filtering of approvals within a specific period.

3.4. Click on Document Upload Page: The Document Upload Page allows the User to upload files. Once a file is uploaded, a notification appears in the file notification icon at the top.

The screenshot shows the 'Document Upload Page' under the 'DM & KT' section. On the left sidebar, the 'Document Upload Page' option is selected. The main area has a heading 'Multiple File Upload' and a central input field with a dashed border. Inside the field, there's an upward arrow icon and the text 'Drag and drop file here or'. Below this is a green button labeled 'Browse for file'. At the bottom of the page is a 'Submit' button.

1. Multiple File Upload:

- The User can upload multiple files using the **drag-and-drop feature** or by **browsing files** manually.
- Files should be under **200 MB** in size.
- Supported file formats:
.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png

2. Remarks:

- While uploading a file, the User must **add remarks** in the provided field.

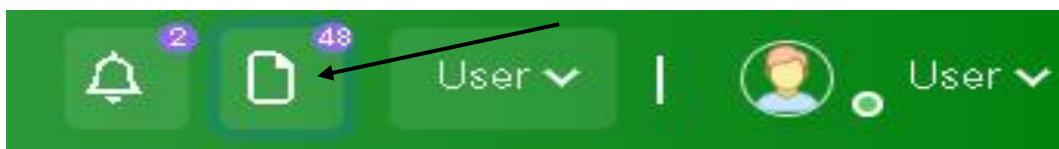
This screenshot shows the same 'Multiple File Upload' page. The 'Remarks' field at the bottom contains the text 'sample'. A file named '1.pdf' with a size of '7.2 KB' is shown in the upload area. An arrow labeled '1' points from the 'Remarks' field to the upload area. An arrow labeled '2' points from the 'Submit' button to the right edge of the page.

3. After giving remarks then click on submit button. A success message will appear which contains file uploaded successfully.



Your document was uploaded successfully

- **File Upload Notifications:**
- Once a file is successfully uploaded, a **notification appears** in the file notification section at the top.



When you click on File Upload Notifications, a dropdown will appear containing the list of uploaded files.

Librarian Approved sample.pdf
Librarian Rejected sample.pdf
Librarian Rejected dummy-pdf.pdf
Librarian Rejected Matrix of Digital Library R-1.xlsx
Librarian Approved sample.pdf

"The list of all uploaded files is displayed here. If the User clicks on the recently uploaded files/documents list, another modal will open, showing the file upload notification details.

File Upload Notification Details

X

Document Name:	sample.pdf		
Approver/Rejecter's Name:	Librarian		
Executed Date:	2024-09-18	Status:	Approved

The file upload notification details include the document name, approver/rejecter's name, execution date, and status. Once this file upload notification detail is clicked, it will be removed from the File Upload Notifications list.

3.5. Click on Statutory Notification List: The Statutory Notification List Page provides a centralized view of all statutory document requests and their approval statuses. This page helps users track the progress of their document requests and provides transparency in the approval/rejection process.



The screenshot shows the 'Statutory Notification List' page within a web application. The left sidebar has a green header 'Statutory Notification List' highlighted with a red arrow. The main content area displays a table with columns: Document Name, Approver/Rejecter's Name, Expiration Date, Department Name, Remarks, and Status. The table lists nine entries, each with a file name like 'xlExtension.xls', '100mb.pdf', etc., and various status indicators such as Pending, Approved, or Rejected.

Document Name	Approver/Rejecter's Name	Expiration Date	Department Name	Remarks	Status
xlExtension.xls			CIVIL	sdfcvfids	Pending
100mb.pdf				test	Pending
biplob.pdf			Raj	sample	Pending
biplob.pdf	Librarian		Raj	sample	Rejected
nitish.pdf	Librarian	01-03-2025	Rahul	localtest	Pending
TestDMKTPPP.pdf	Librarian	01-04-2025	MECHANICAL	ftest	Approved
DemoPlant.pdf	Librarian		OPERATION	testtt	Rejected
TestDMKTPPP.pdf	Librarian	22-02-2025	MECHANICAL	test	Pending

- Displays all statutory document requests along with their approval status.
 - Key columns included:
 - **Document Name** → Name of the requested statutory document.
 - **Approver/Rejecter's Name** → Name of the librarian or authorized personnel who processed the request.

- **Expiration Date** → If applicable, the date after which the document expires.
- **Department Name** → The department that requested the document.
- **Remarks** → Any additional comments related to the request (e.g., reason for rejection).
- **Status** → Current status of the request (Pending, Approved, or Rejected).

Approval & Rejection Workflow

- **User Requests a Document**
 - Users submit a request for a statutory document via the **Statutory Document List Page**.
- **Librarian Reviews the Request**
 - The librarian evaluates the request and takes one of the following actions:
 - **Approve** → If the document request is valid.
 - **Reject** → If the document request does not meet compliance criteria.
- **Status Update & Notification**
 - Once processed, the document request status is updated on the **Statutory Notification List Page**.
 - The user is notified of the approval/rejection decision.
 - If approved, the document becomes accessible for download via the **Requested Document List Page**.

Status Indicators

- **Pending** → The request is under review.
- **Approved** → The request has been approved, and the document is available for access.

- **Rejected** → The request has been denied, with remarks provided for reference.

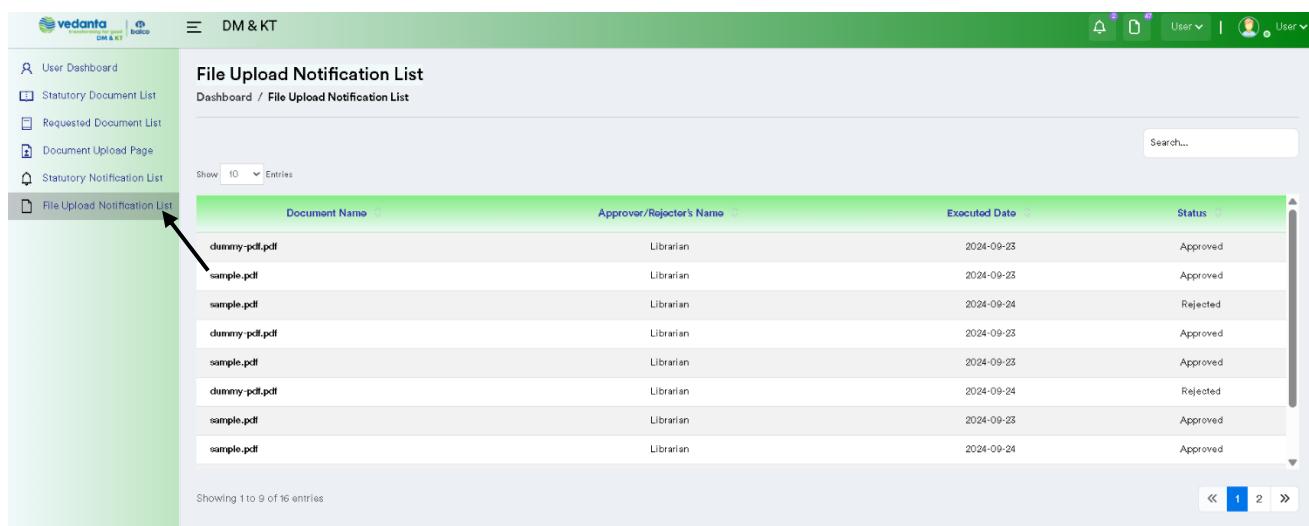
Search & Filtering

- Users can search for specific documents by **name, approver, department, or status**.
- The **pagination** feature allows easy navigation through multiple requests.

3.6. Click on File Upload Notification List:

This page allows the User to view the status of uploaded files, including whether they have been approved or rejected by the Librarian.

It provides a list of all uploaded documents along with details such as document name, approver/rejecter name, execution date, and current status.



The screenshot shows a web application interface for 'File Upload Notification List'. The left sidebar has a green header 'vedanta' and a menu with items: User Dashboard, Statutory Document List, Requested Document List, Document Upload Page, Statutory Notification List, and File Upload Notification List (which is highlighted). The main content area has a header 'File Upload Notification List' and a sub-header 'Dashboard / File Upload Notification List'. It includes a search bar and a table with the following data:

Document Name	Approver/Rejector's Name	Executed Date	Status
dummy-pdf.pdf	Librarian	2024-09-23	Approved
sample.pdf	Librarian	2024-09-23	Approved
sample.pdf	Librarian	2024-09-24	Rejected
dummy-pdf.pdf	Librarian	2024-09-23	Approved
sample.pdf	Librarian	2024-09-23	Approved
dummy-pdf.pdf	Librarian	2024-09-24	Rejected
sample.pdf	Librarian	2024-09-23	Approved
sample.pdf	Librarian	2024-09-24	Approved

At the bottom, it says 'Showing 1 to 9 of 16 entries' and has a pagination control with pages 1, 2, and 3.

- User Can access the File Upload Notification List.
- Can view the status of uploaded files.
- Can search for specific files using the search bar.
- Can see the approver/rejecter's name and decision (Approved/Rejected).

File Upload Notification List contains:

- Document Table: Displays a list of uploaded documents with the following columns:
- Document Name: Name of the uploaded file.
- Approver/Rejecter's Name: The Librarian responsible for reviewing the document.
- Executed Date: The date on which the file was reviewed.
- Status: Displays whether the file has been Approved or Rejected.

Search Functionality:

- Allows Superuser to search for specific documents.

Pagination:

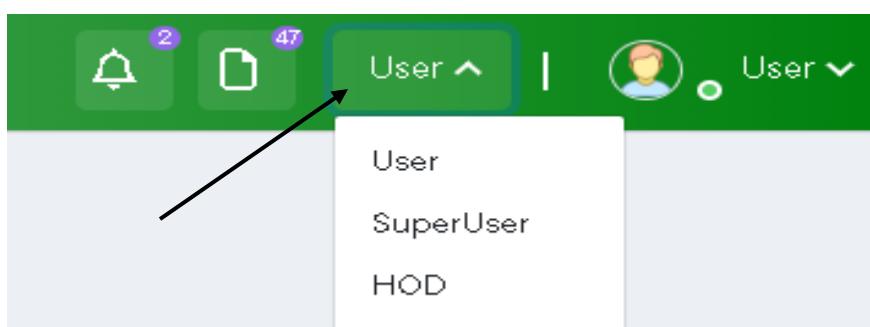
- Allows users to navigate through multiple pages of uploaded files.

Notification Icon:

- Located at the top of the page.
- Displays the count of new file notifications for the Superuser.

File Approval/Rejection Process:

- Superuser uploads a file from the **Document Upload Page**.
- The Librarian reviews the file and either approves or rejects it.
- The decision is recorded in the **File Upload Notification List**.
- Superuser can check the updated status on this page.
- **Click on the " User " button** in the top-right corner.
- A dropdown menu appears with role options: **HOD, User and Superuser**.





1. Clicking on the profile icon.

- Provides access to profile-related options.

Profile

Dashboard / Profile

Das Biplob
 Employee ID: 1
Main Role: User
Access Role: User, Admin, HOD

Phone: 9678824924 **Email:** nitish@gmail.com

Plant and Department
CPP-2 (540MW) / OPERATION
CPP-3 (1200MW) / C&I

When we click on "My Profile," the following details are displayed: employee name, employee ID, main role, access roles, phone number, email, assigned plant, and department.

2. Click on "Logout": Allows the Superuser to log out of the system.

4. HOD:

Description: The HOD can normally view documents from all departments, but in restricted mode, they can only view documents from their own department.

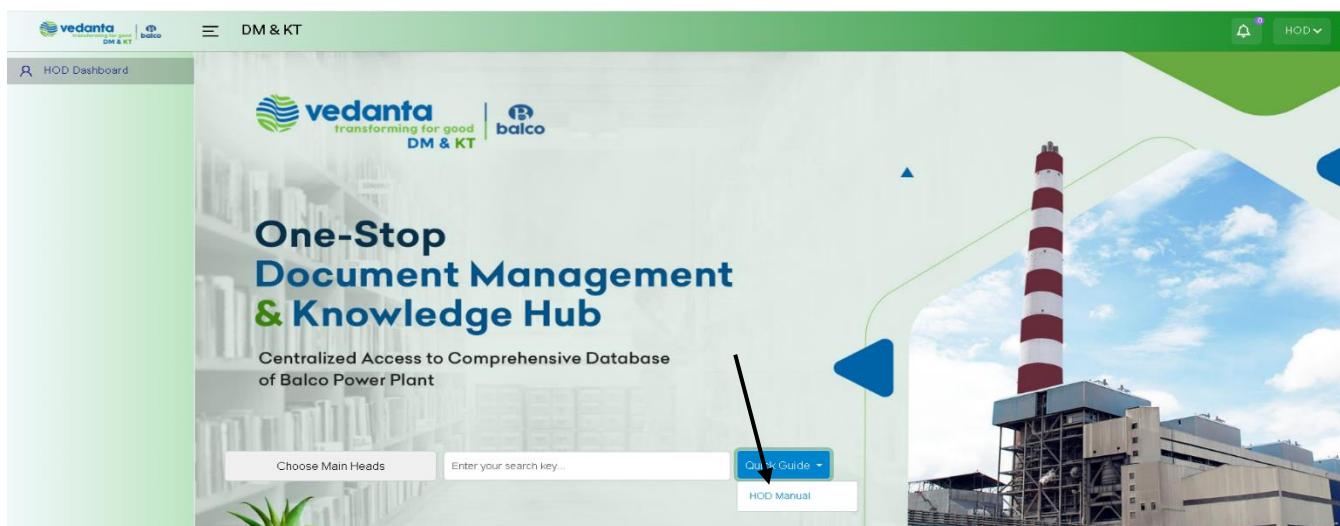


For User Login: Users have to provide **HOD** Login Credentials. Like.

USER USERNAME:

USER PASSWORD:

After entering the credentials, they should click on the login button to enter the application.



The application should look like this after logging in as a user. Here:

This quick guide provides accurate descriptions for all roles.



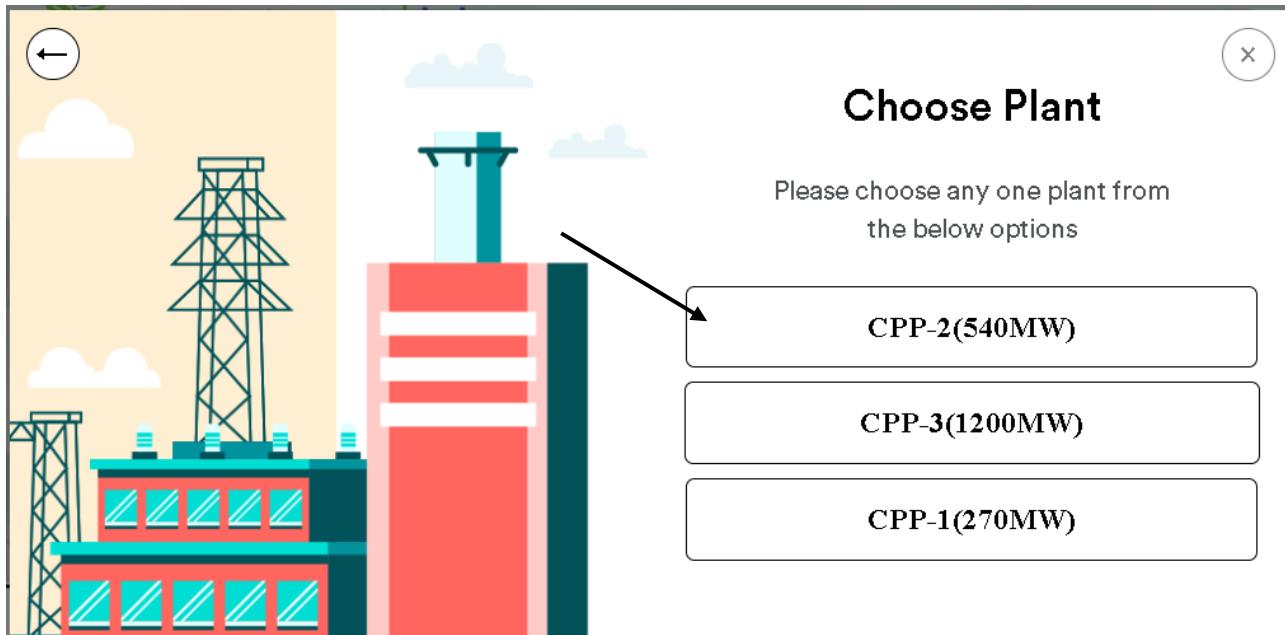
- 3.7. Click on HOD Dashboard:** The user selects the " HOD Dashboard " option from the sidebar menu. The **HOD Dashboard** opens, displaying the "**Choose Main Heads**" button along with a search bar.

Upon clicking "**Choose Main Heads**", a **popup appears** displaying different categories such as:

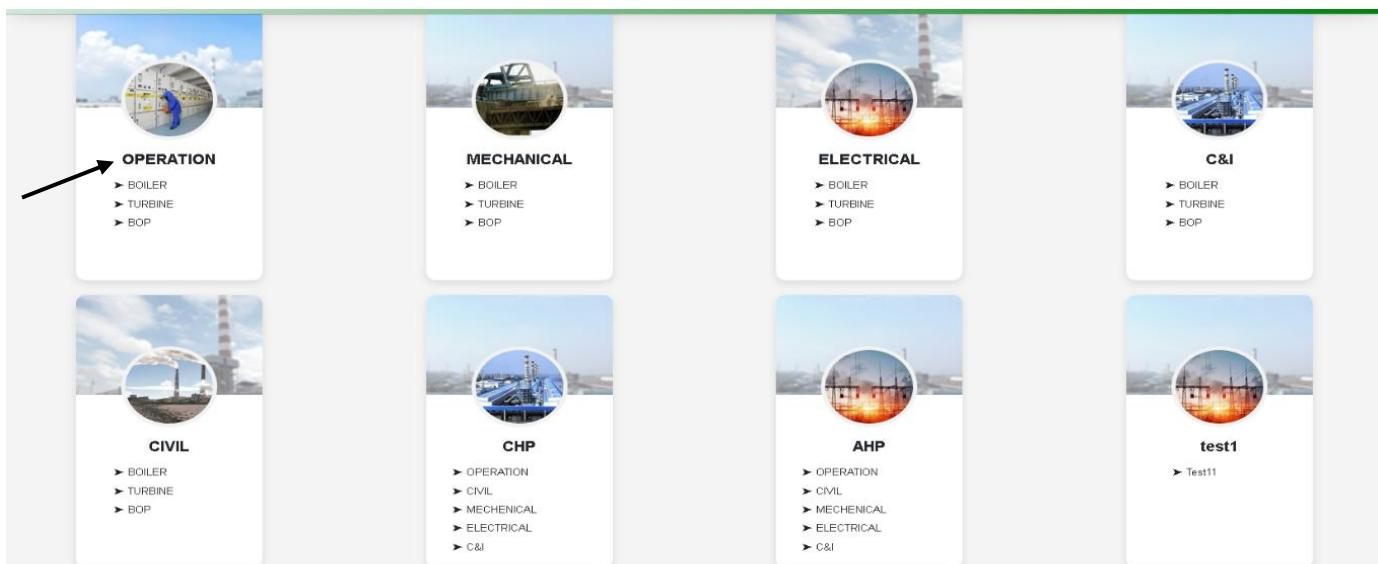
- Power O&M
- Power Sale
- Ash-Dyke
- Plant Infra
- Coal Commercial
- Power Legal
- Planning



- The user selects a **main head** (e.g., **Power O&M**).
- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**, such as:
- **CPP-1 (270MW)**
- **CPP-2 (540MW)**
- **CPP-3 (1200MW)**



The user selects a **plant**, which directs them to the **Department Selection Page**.



The selected **plant** displays a categorized list of **departments**, including:

- **Operation**
- **Mechanical**

- Electrical
- C&I (Control & Instrumentation)
- Civil
- CHP (Coal Handling Plant)
- AHP (Ash Handling Plant)

Each **department** contains **sub-areas**, like Boiler, Turbine, BOP where admins can click on to view **documents**.

The screenshot shows a table of documents under the heading 'OPERATION / BOILER'. The columns are: Document Name, Document Type, Sub-Document Type, Storage Location, Versions, Download, and View. There are three rows of data:

Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download	View
5.pdf-[R1-2025-02-24]	Manuals	N/A	Soft Copy	1 Select Version		
6.pdf-[R2-2025-03-10]	Contracts	N/A	Soft Copy	2 Select Version		
7.pdf-[R1-2025-02-24]	Manuals	N/A	Hard Copy	3 Select Version		

At the top, there are filters for Date Range (02/24/2025 - 03/11/2025), Select Filter, and a Search bar. Arrows numbered 1 through 6 point to specific UI elements: 1 points to the 'Select Version' dropdown in the first row; 2 points to the 'Select Version' dropdown in the second row; 3 points to the 'Select Version' dropdown in the third row; 4 points to the Date Range picker; 5 points to the 'Select Filter' dropdown; and 6 points to the 'Search...' input field.

By clicking on a **sub-area**,

User can View, Download, or select Versions documents. Here:

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.

1. **Versions:** Allows users to select and view different versions of the document.

2. **Download:** Provides an option to download the document.

3. **View:** Allows **Superuser** to preview the document without downloading.

- Files larger than 5 MB can be downloaded but cannot be viewed, whereas files 5 MB or smaller are viewable

HOD can also filter documents based on:

4. **Date Range** (Date Picker on the top-right).
5. **Specific Filters** (Dropdown menu for categorization).

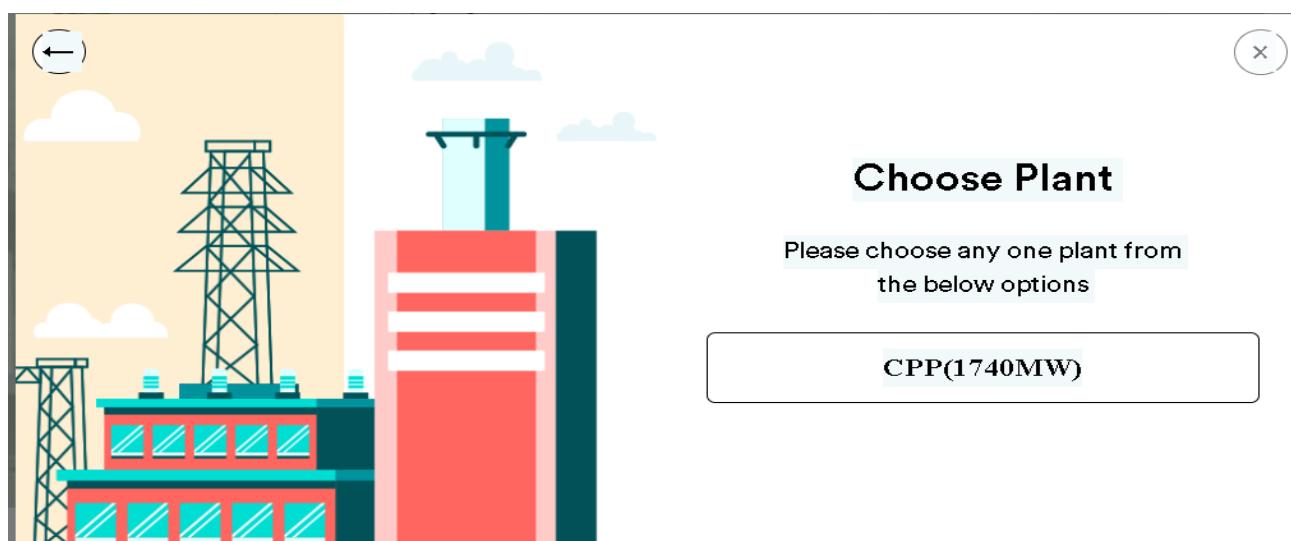
6. Search Bar (Keyword-based search for document retrieval).

Click on Power Sale:



The user selects a **main head** (e.g., **Power Sale**).

- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**.
- CPP (1740MW).



The user selects a **plant**, which directs them to the power sale page where admins can **View, Download, or select Versions documents**. Here:

POWER SALE / CPP (1740MW)

Document Management Overview					
Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download
TestDMKTPPP.pdf-[R6-2025-02-12]	Invoices	N/A	N/A	Select Version	
PLant.pdf-[R6-2025-02-13]	Drawing	N/A	N/A	Select Version	
sample.pdf-[R2-2025-02-18]	Reports	N/A	N/A	Select Version	
TestDoc.docx-[R2-2025-02-20]	Drawing	N/A	N/A	Select Version	
xlsExtension.xls-[R2-2025-02-26]	Invoices	N/A	N/A	Select Version	

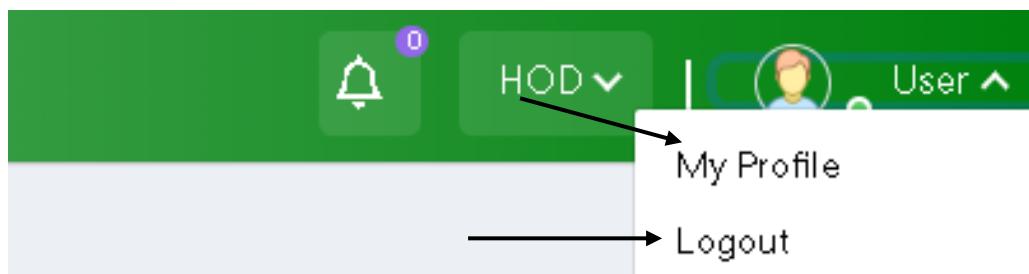
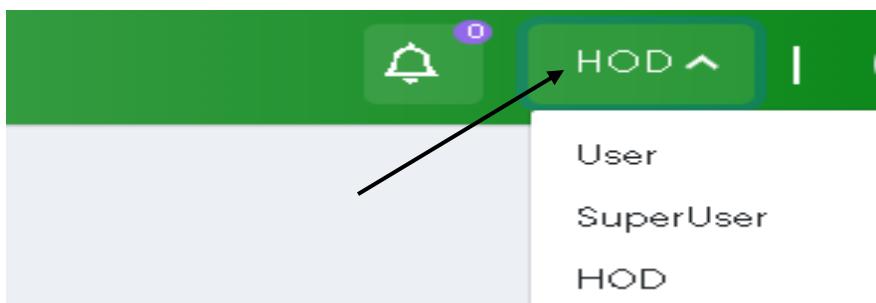
(Same as POWER O&M)

- Document Name:** Name of the file with a reference number.
- Document Type:** Classifies the document (e.g., Manuals, Contracts).
- Sub-Document Type:** Additional categorization (if applicable).
- Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
- Versions:** Allows users to select and view different versions of the document.
- Download:** Provides an option to download the document.
- View:** Allows users to preview the document without downloading.

HOD can also filter documents based on:

- Date Range (Date Picker on the top-right).**
- Specific Filters (Dropdown menu for categorization).**
- Search Bar (Keyword-based search for document retrieval).**
- All other main heads are similar to this.**

- Click on the "User" button in the top-right corner.
- A dropdown menu appears with role options: **HOD, User and Superuser**.



2. Clicking on the profile icon.

- Provides access to profile-related options.

Profile
Dashboard / Profile

Das Biplob
Employee ID: 1
Main Role: **HOD**
Access Role: User, Admin, HOD

Phone: 9678824924 **Email:** nitish@gmail.com

Plant and Department
CPP-2 (540MW) / OPERATION
CPP-3 (1200MW) / C&I

When we click on "My Profile," the following details are displayed: employee name, employee ID, main role, access roles, phone number, email, assigned plant, and department.

3. Click on "Logout": Allows the Superuser to log out of the system.

5. Librarian Dashboard:

Description:

- The Librarian can view all types of files, including normal, restricted, and statutory files, categorized by Main Head → Plant → Department → Subarea.
- The Librarian is the sole user in the application authorized to upload various types of files based on the hierarchy: Main Head → Plant → Department → Subarea.
- The Librarian can manage user-related operations such as adding User, Superuser and HOD information, updating details, and activating or deactivating user accounts.
- The Librarian can approve or reject file upload requests and statutory document requests submitted by users and superusers.

(Fig:1)



1. This is the login page for the Librarian, where they enter their username and password to access the application. (Fig:1)

(Fig:2)

The screenshot shows the Vedanta DM & KT Librarian Dashboard. The left sidebar contains links for Librarian Dashboard, Recent Updated Documents, Upload Document, User Management, Verify Uploaded Doc (with 38 notifications), and A&R Doc List. The main content area features the Vedanta logo and the text "One-Stop Document Management & Knowledge Hub". It also includes a sub-headline "Centralized Access to Comprehensive Database of Balco Power Plant", a search bar, and a "Quick Guide" button. The background of the main area shows a photograph of a power plant with a tall red and white striped chimney. The bottom right corner of the dashboard has social media icons for Facebook, X, Instagram, and LinkedIn.

3. After successfully logging in, the Librarian is redirected to the Librarian Dashboard. (Fig:2)

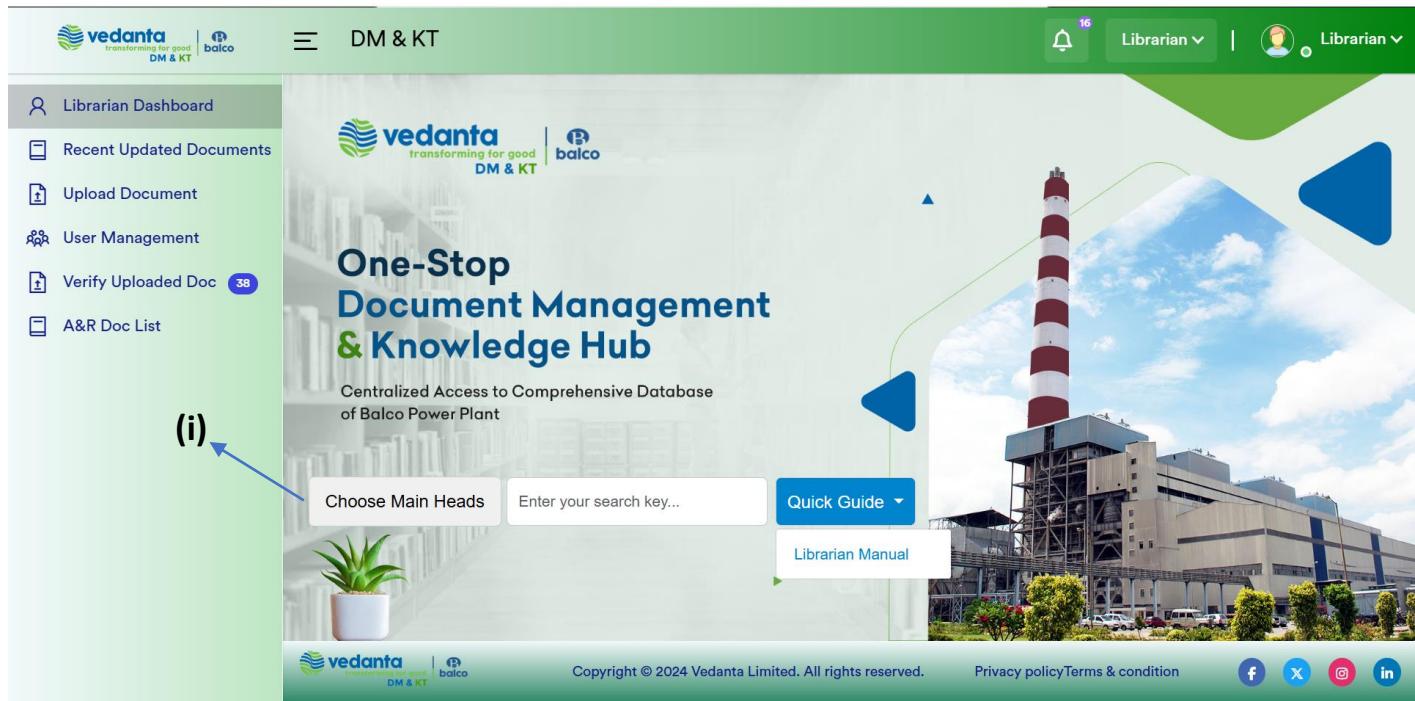
(Fig:3)

This screenshot is identical to Fig:2, showing the Vedanta DM & KT Librarian Dashboard. However, it includes three blue numbered arrows pointing to specific elements: (i) points to the "Librarian Manual" link under the "Recent Updated Documents" section in the sidebar; (ii) points to the "Quick Guide" button in the main content area; and (iii) points to the "Librarian Manual" link again, located below the "Quick Guide" button in the main content area.

4. In librarian dashboard section there are 3 main functionality-

- i. Librarian can view all types of files categorized by Main Head → Plant → Department → Subarea.
- ii. Librarian Can perform searches across documents. Master Search Feature. (Fig:3)
- iii. Librarian Manual, to know all the functionalities of a librarian

(Fig:3.1)



Upon clicking "Choose Main Heads", a popup appears displaying different categories such as:

- Power O&M
- Power Sale
- Ash-Dyke
- Plant Infra
- Coal Commercial
- Power Legal
- Planning

Choose Main Head



Power O&M



Power Sale



Ash-Dyke



Plant Infra



Coal Commercial

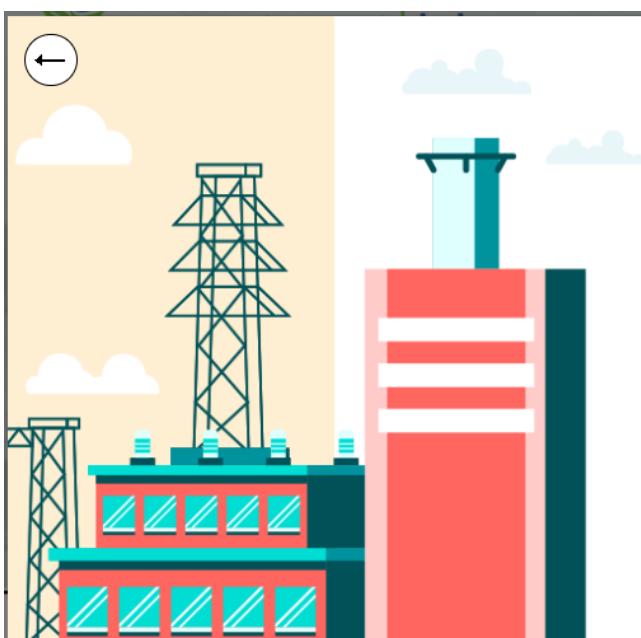


Power Legal



Planning

- The user selects a **main head** (e.g., **Power O&M**).
- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**, such as:
- **CPP-1 (270MW)**
- **CPP-2 (540MW)**
- **CPP-3 (1200MW)**



Choose Plant



Please choose any one plant from
the below options

CPP-2(540MW)

CPP-3(1200MW)

CPP-1(270MW)

The user selects a **plant**, which directs them to the **Department Selection Page**.

The screenshot shows a dashboard for 'POWER O&M - CPP-2 (540MW)'. On the left, there's a sidebar with 'Librarian Dashboard' and various document management options. The main area displays eight categories in a grid:

- OPERATION**: Sub-areas: BOILER, TURBINE, BOP.
- MECHANICAL**: Sub-areas: BOILER, TURBINE, BOP.
- ELECTRICAL**: Sub-areas: BOILER, TURBINE, BOP.
- C&I**: Sub-areas: BOILER, TURBINE, BOP.
- CIVIL**: Sub-areas: BOILER, TURBINE, BOP.
- CHP**: Sub-areas: OPERATION, CIVIL, MECHANICAL, ELECTRICAL.
- AHP**: Sub-areas: OPERATION, CIVIL, MECHANICAL, ELECTRICAL.
- test1**: Sub-area: Test11.

The selected **plant** displays a categorized list of **departments**, including:

- **Operation**
- **Mechanical**
- **Electrical**
- **C&I (Control & Instrumentation)**
- **Civil**
- **CHP (Coal Handling Plant)**
- **AHP (Ash Handling Plant)**

Each **department** contains **sub-areas**, like Boiler, Turbine, BOP where admins can click on to view **documents**.

Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download	View
file-example_DEMO TEST.pdf -[R1-2025-01-16]	Manuals	N/A	Soft Copy	Select Version		
Matrix of Digital Library R-1.xlsx -[R100-2025-01-16]	LOGICS	N/A	Soft Copy	Select Version		
PLant.pdf -[R1-2024-12-17]	Invoices	N/A	Soft Copy	Select Version		
sample.pdf -[R1B-2025-01-06]	Reports	N/A	Soft Copy	Select Version		
sample1.dwg -[R1-2025-01-27]	Drawing	P&ID	1 Soft Copy	Select Version		

By clicking on a **sub-area**, admins can **View, Download, or select Versions** documents. Here:

- **Document Name:** Name of the file with a reference number.
 - **Document Type:** Classifies the document (e.g., Manuals, Contracts).
 - **Sub-Document Type:** Additional categorization (if applicable).
 - **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
1. **Versions:** Allows users to select and view different versions of the document.
 2. **Download:** Provides an option to download the document.
 3. **View:** Allows users to preview the document without downloading.
- Files larger than 5 MB can be downloaded but cannot be viewed, whereas files 5 MB or smaller are viewable

Librarian can also filter documents based on:

1. **Date Range** (Date Picker on the top-right).
2. **Specific Filters** (Dropdown menu for categorization).

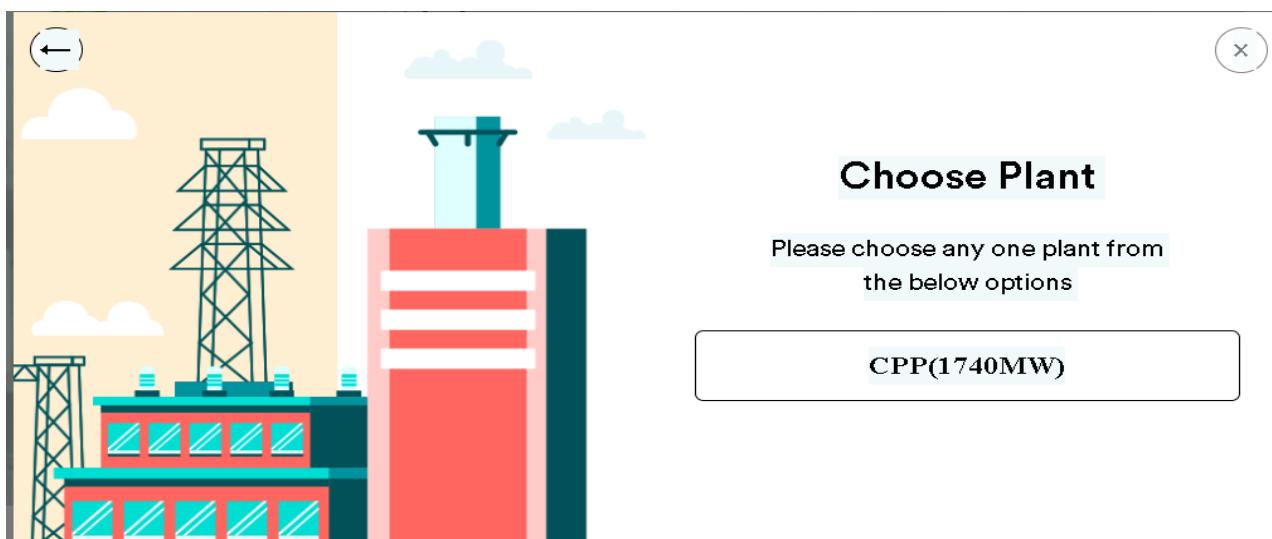
3. Search Bar (Keyword-based search for document retrieval).

Click on Power Sale:



The user selects a **main head** (e.g., Power Sale).

- After selecting a **Main Head**, a second **popup appears** asking the user to choose a **plant**.
- CPP (1740MW)



The user selects a **plant**, which directs them to the power sale page where admins can **View, Download, or select Versions documents**. Here:

Document Name	Document Type	Sub-Document Type	Storage Location	Versions	Download	View
TestDMKTPPP.pdf - [R5-2025-02-12]	Invoices	N/A	N/A	Select Version		
PLant.pdf - [R6-2025-02-13]	Drawing	N/A	N/A	Select Version		
sample.pdf - [R22-2025-02-18]	Reports	N/A	N/A	Select Version		
TestDoc.docx - [R2-2025-02-20]	Drawing	N/A	N/A	Select Version		
xlsExtension.xls - [R2-2025-02-25]	Invoices	N/A	N/A	Select Version		

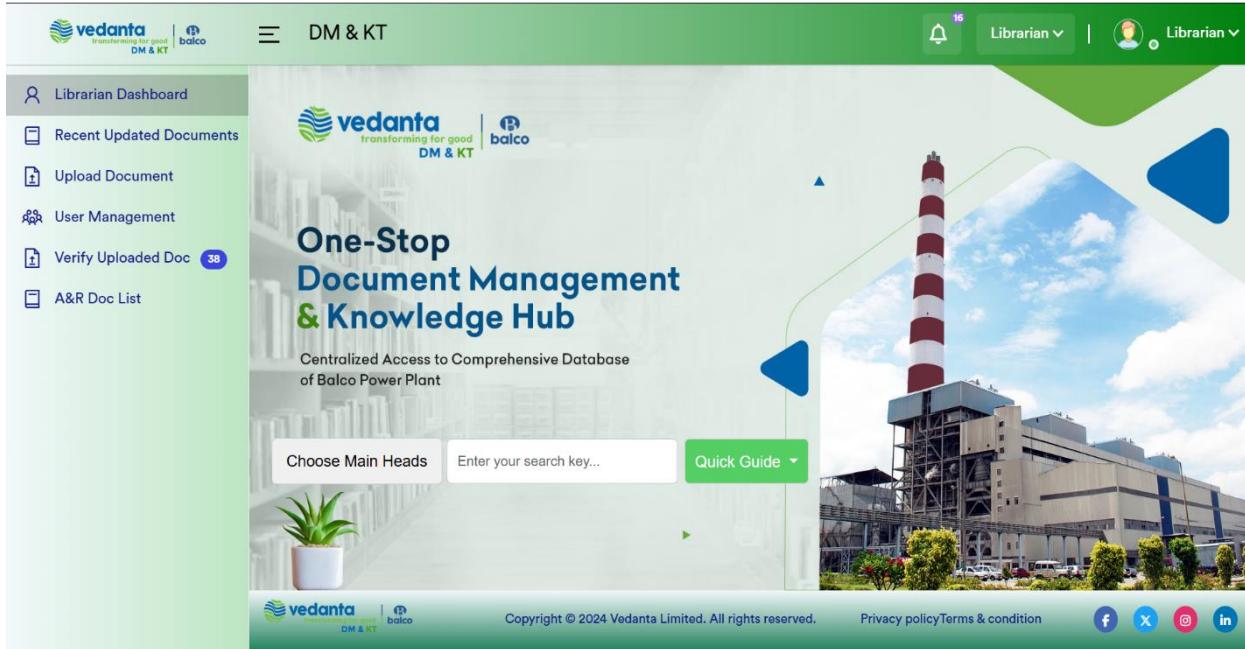
(Same as POWER O&M)

- **Document Name:** Name of the file with a reference number.
- **Document Type:** Classifies the document (e.g., Manuals, Contracts).
- **Sub-Document Type:** Additional categorization (if applicable).
- **Storage Location:** Indicates whether the document is stored as a **soft copy** or a **hard copy**.
- **Versions:** Allows users to select and view different versions of the document.
- **Download:** Provides an option to download the document.
- **View:** Allows users to preview the document without downloading.

Librarian can also filter documents based on:

- **Date Range (Date Picker on the top-right).**
- **Specific Filters (Dropdown menu for categorization).**
- **Search Bar (Keyword-based search for document retrieval).**
- **All other main heads are similar to this.**

5.1. Click on User Management: The User Management page is designed for admin to manage users within the system. Admins can add, remove, activate, or deactivate users, HOD etc. as required. Additionally, different roles can be assigned to users based on the admin's discretion.



5.2. Librarian Side Menu: It has multiple functionalities, such as: -

- **Dashboard**
- **Recent Updated Documents**
- **Upload Document**
- **User Management**
- **Verify Upload Doc**
- **A&R Doc List (Approve & Reject Document List)**

Other features:

- **Statutory Document Approved Feature from the Header Notification**

5.3. Recent Updated Documents:

Here Librarian can see all the recent uploaded document details.

The screenshot shows a table titled 'Recent Updated Document' with the following data:

Document Name	Document Extension	Department Name	Sub-Area	Storage Location	Document Type	Sub-Document Type	Storage Location	Action
TS.png	.png	N/A	N/A	N/A	Bills	N/A	N/A	
100mb.pdf	.pdf	CIVIL	BOILER	Soft Copy	Reports	N/A	Soft Copy	
xlsExtension.xls	.xls	CHP	ELECTRICAL	Soft Copy	Invoices	N/A	Soft Copy	
xlsExtension.xls	.xls	CIVIL	TURBINE	Soft Copy	Reports	N/A	Soft Copy	
100mb.pdf	.pdf	N/A	N/A	Soft Copy	Invoices	N/A	Soft Copy	

Showing 1 to 4 of 5 entries

It has date filter and search functionalities.

Upload Document:

In this hierarchy-based file upload feature, documents should be uploaded correctly according to the hierarchy present in the Balco.

The screenshot shows the 'Upload Documents' page with the following interface elements:

- Left Sidebar:** Includes links for 'Librarian Dashboard', 'Recent Updated Documents', 'Upload Document' (highlighted in blue), 'User Management', 'Verify Uploaded Doc' (with 38 notifications), and 'A&R Doc List'.
- Page Title:** DM & KT
- Section Header:** Upload Documents
- Form Fields:**
 - Upload Files (.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png)*
 - Multiple File Upload area with 'Drag and drop file here or Browse for file' button
 - Main Heads*: Select dropdown
 - Document Type*: Select dropdown
 - Storage Location*: Select dropdown
 - Checkboxes for 'Statutory Documents' and 'Restricted Documents'
- Buttons:** Submit button

In this document upload feature, the librarian can upload a document and choose the Main Head. After selecting the Main Head, the Plant dropdown is automatically displayed and can be selected.

The screenshot shows the Vedanta DM & KT Librarian Dashboard. On the left sidebar, there are links for Librarian Dashboard, Recent Updated Documents (with 38 items), Upload Document, User Management, Verify Uploaded Doc (with 38 items), and A&R Doc List. The main area is titled "Multiple File Upload" and has a "Drag and drop file here or Browse for file" input field. To the right, there are dropdown menus for "Main Heads*" (set to POWER O&M), "Plants*" (set to --Select--), "Document Type*" (set to --Select--), and "Storage Location*" (set to --Select--). Below these dropdowns are two checkboxes: "Statutory Documents" and "Restricted Documents".

In the image above, we can see the Plans dropdown. After selecting it, the Department dropdown is displayed. Once the appropriate department is selected, the Sub-Area dropdown will also be shown. After that, select the Document Type. If "Drawing" is chosen as the Document Type, the Sub-Document Type dropdown will be displayed and must be selected. Finally, select the Storage Location.

If the Document Type selected is anything other than "Drawing," the Sub-Document Type dropdown will not be displayed. After this, there are two checkboxes: one for **Statutory Documents** and another for **Restricted Documents**.

- If the document is a **Statutory Document**, select the **Statutory** checkbox.
- If the document is a **Restricted Document**, select the **Restricted** checkbox.
- If neither checkbox is selected, the uploaded document will be considered a **Normal Document**.

DM & KT

Librarian | Librarian

Upload Files (.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png)*

Multiple File Upload

Drag and drop file here or [Browse for file](#)

Plant.pdf 260.35 KB

Main Heads* POWER O&M

Plants* CPP-2 (540MW)

Department* MECHANICAL

Sub-Area* BOILER

Document Type* Drawing

Sub-Document Type* SLD

Storage Location* Soft Copy

Statutory Documents

Restricted Documents

Note: Do not select both the **Statutory Documents** and **Restricted Documents** checkboxes at the same time while uploading the document.

DM & KT

Librarian | Librarian

Upload Files (.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png)*

Multiple File Upload

Drag and drop file here or [Browse for file](#)

Plant.pdf 260.35 KB

Plants* CPP-2 (540MW)

Department* MECHANICAL

Sub-Area* BOILER

Document Type* Drawing

Sub-Document Type* SLD

Storage Location* Soft Copy

Statutory Documents

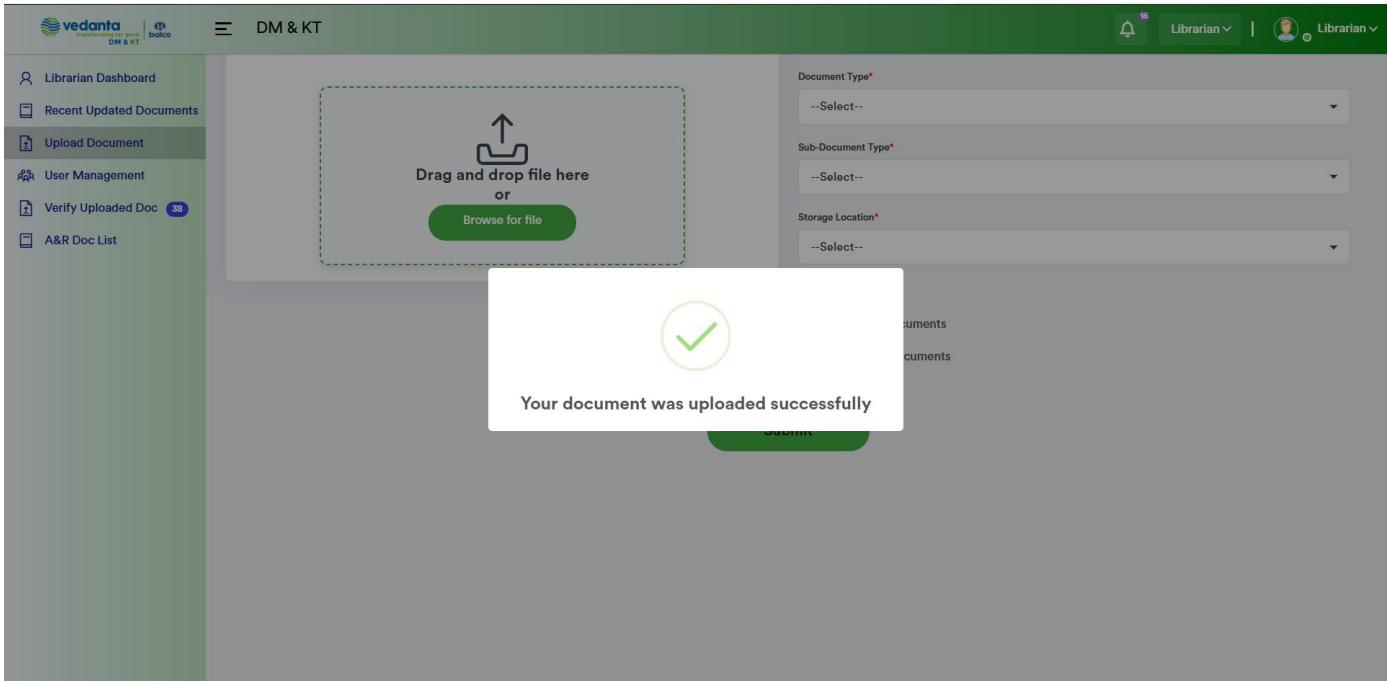
Restricted Documents

[Submit](#)

Here, multiple documents can also be uploaded, but the document file type must match the specified formats. The maximum file size for each document is 200 MB and cannot exceed this limit.

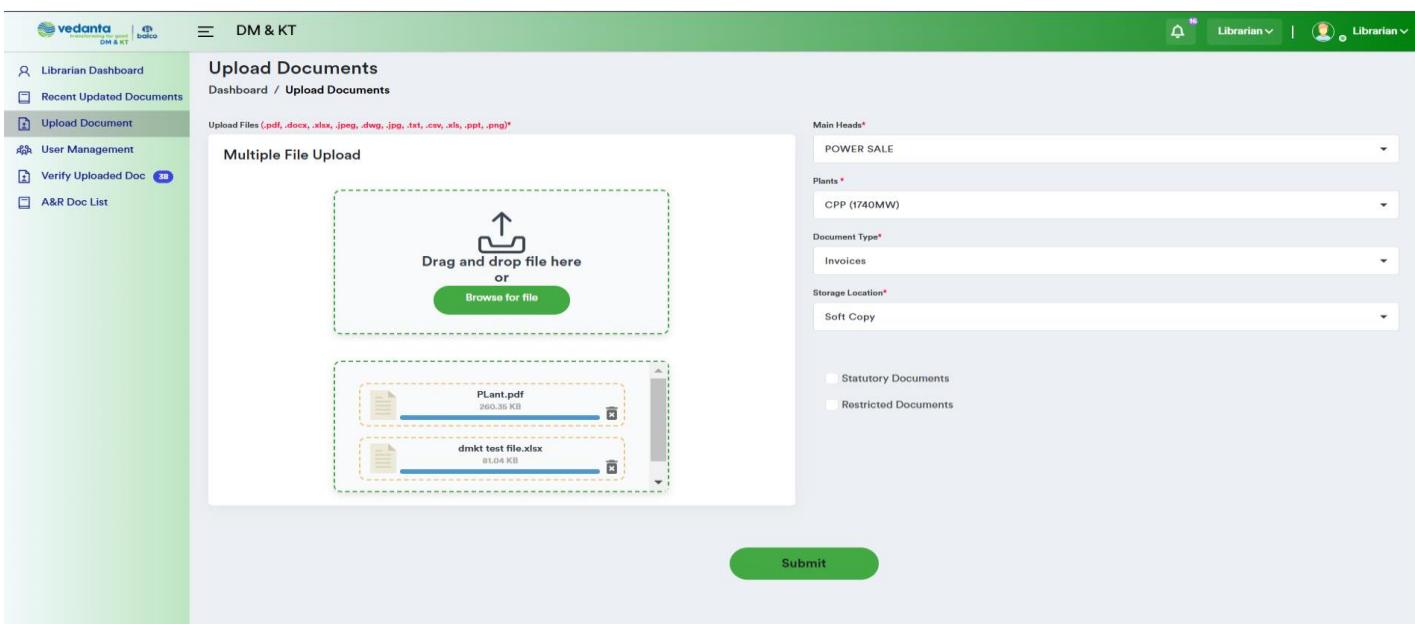
If the total file size is large, the upload process may take some time. It is advisable to wait until you see the popup message: "Your document was uploaded successfully."

After clicking the **Submit** button, the document will be uploaded, and a popup will be displayed confirming the successful upload.

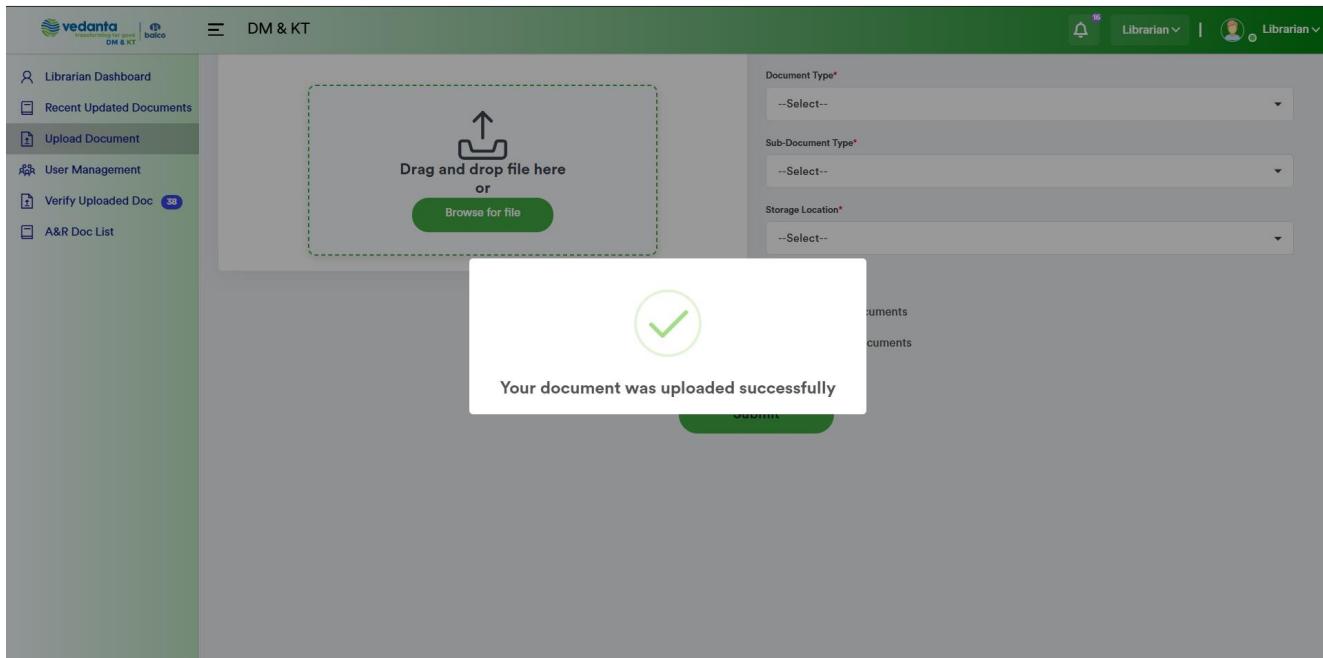


When you see this popup, it means the document has been uploaded successfully. If the popup does not appear, please wait for some time, as larger file sizes may take longer to upload. The upload speed also depends on your internet speed and connectivity.

If the Main Head selected is anything other than Power O&M, certain fields or options may be adjusted accordingly.

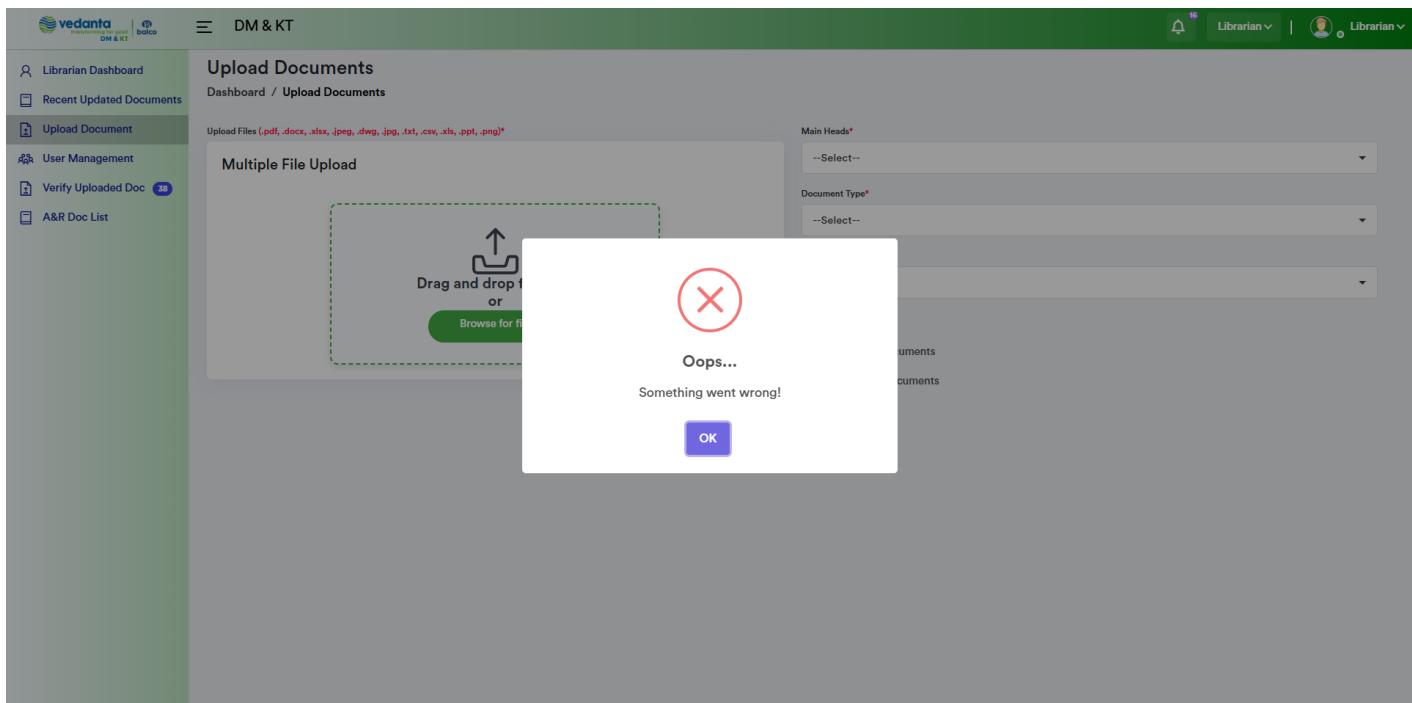


Please ensure the correct selection before proceeding.



After submitting, a successful popup message will be displayed if the document is uploaded correctly.

If there is an issue with the upload, a failure message will be shown indicating the error. Please check the message and take the necessary action accordingly.



Note: If the document is not successfully submitted or if there is an issue with the submission, a failure message will always be displayed. This message will indicate the error, allowing you to correct the issue and try again.

5.4. User Management Page:

On this page, the **Librarian** can:

- **Add new Users, Superusers, and HODs.**
- **View the list of existing Users, Superusers, and HODs in Balco.**
- **Edit the details of Users, Superusers, and HODs as needed.**

The screenshot shows the 'User Management' section of the 'DM & KT' application. On the left sidebar, there are links for Librarian Dashboard, Recent Updated Documents, Upload Document, User Management (which is highlighted), Verify Uploaded Doc (with 28 notifications), and A&R Doc List. The main area has a title 'User Management' and a subtitle 'Dashboard'. It features a search bar, dropdowns for 'Plant' and 'Department', and a green 'SEARCH' button. Below these are two dropdown menus for 'Show' (10 entries) and 'Entries'. A table lists six employees with columns for Employee Name, Employee ID, Email ID, Mobile, Employee Role, Plant, and Department. The employees are: 1. User (stiphen@email.com), 2. Admin (admin@email.com), 3. Librarian (librarian@email.com), 4. SuperUser (superuser@email.com), 5. HOD (hod@email.com), and 6. Pritam (pritam21@email.com). The table includes icons for each employee's role. At the bottom, it says 'Showing 1 to 10 of 53 entries' and has a navigation bar with pages 1 through 6.

Employee Name	Employee ID	Email ID	Mobile	Employee Role	Plant	Department
User	1	stiphen@email.com	9678828897	User	CPP-2 (540MW), CPP-3 (1200MW)	OPERATION, C&I
Admin	2	admin@email.com	8825524978	User	CPP-2 (540MW), CPP-2 (540MW)	ELECTRICAL, ELECTRICAL
Librarian	3	librarian@email.com	7825522878	Librarian	CPP-2 (540MW)	CHP
SuperUser	4	superuser@email.com	66285528924	User	CPP-2 (540MW), CPP-2 (540MW)	OPERATION, OPERATION
HOD	5	hod@email.com	99425528924	User	CPP-2 (540MW)	ELECTRICAL
Pritam	6	pritam21@email.com	9678824844	HOD	CPP-2 (540MW), CPP-3 (1200MW)	OPERATION, C&I

This page includes:

- **Search Functionality** to quickly find Users, Superusers, and HODs.
- **Plant-wise Filter** to view records based on specific plants.
- **Department-wise Filter** to narrow down the list by department.

8

After clicking the **Add Employee** button, a **popup** will open where details for a new **User, Superuser, or HOD** can be added, including:

- **Employee Image**
- **Name**
- **Email ID**
- **Phone Number**
- **Plant**

- **Department**
- **Role Permission:** Here it denotes that an employee can have multiple roles.

Note: To map an employee to a **Department**, the **Plant** must be selected first.

The screenshot shows a modal window titled "Add Employee Modal". The modal has a green header bar. Inside, there's a section for "Image Upload" with a dashed green box containing an "Upload" icon and the text "Drag and drop file here or Browse for file". Below this are input fields for "Employee Name *", "Email ID *", "Phone *", and "Plants *". The "Plants" field is a dropdown menu labeled "Select Plant". There's also a "Department" dropdown menu with the placeholder "--Select--". At the bottom, there's a "Role Permission" section with checkboxes for "User", "SuperUser", "HOD", and "IsActive". The "IsActive" checkbox is currently unchecked. At the very bottom right are "Reset" and "Submit" buttons.

In the **Role Permission** section:

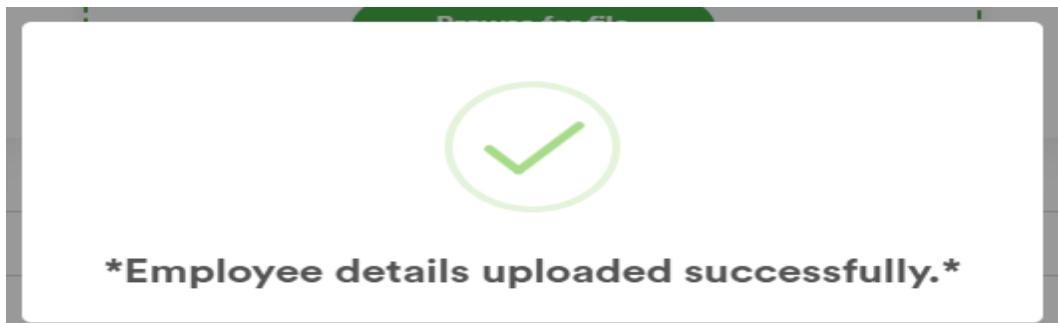
- The **IsActive** checkbox indicates whether an employee is **active** and currently working in the company.
- If **selected**, the employee is **active** and can access the **DMKT Web Application**.
- If **unselected**, the employee is **inactive** and **cannot** use the application.

- The **Librarian** must carefully select the **roles** for the employee by checking the appropriate role checkboxes.

Click on the Submit button once the form is filled. Fields marked with (*) are mandatory and must be completed before submission.

After submitting the form, you will see a popup displaying:

"Employee details uploaded successfully."



Form Submitted Successfully.

Edit Employee Feature:

Employee ID	Email ID	Mobile	Employee Role	Plant	Department	Status	Action
stephen@email.com	9678828897	User	CPP-2 (540MW), CPP-3 (1200MW)	OPERATION, C&I	OPERATION, C&I	Active	⋮
admin@email.com	8825524978	User	CPP-2 (540MW), CPP-2 (540MW)	ELECTRICAL, ELECTRICAL	ELECTRICAL, ELECTRICAL	Edit	⋮
librarian@email.com	7825522878	Librarian	CPP-2 (540MW)	CHP	CHP	Active	⋮
superuser@email.com	66285528924	User	CPP-2 (540MW), CPP-2 (540MW)	OPERATION, OPERATION	OPERATION, OPERATION	Active	⋮
hod@email.com	99425528924	User	CPP-2 (540MW)	ELECTRICAL	ELECTRICAL	Deactive	⋮
pritam21@email.com	9678824844	HOD	CPP-2 (540MW), CPP-3 (1200MW)	OPERATION, C&I	OPERATION, C&I	Active	⋮

When you click on the **three dots** under the **Action** header, the **Edit** option will appear. Clicking on **Edit** will open a **popup form** pre-filled with the details of the selected employee, allowing you to make necessary changes.

Edit Employee Modal

x

Image Upload

Drag and drop file here
or
[Browse for file](#)

Employee Name *

Email ID*

Phone *

Plant Name

Department Name

Role Permission

User

SuperUser

HOD

IsActive

Roles

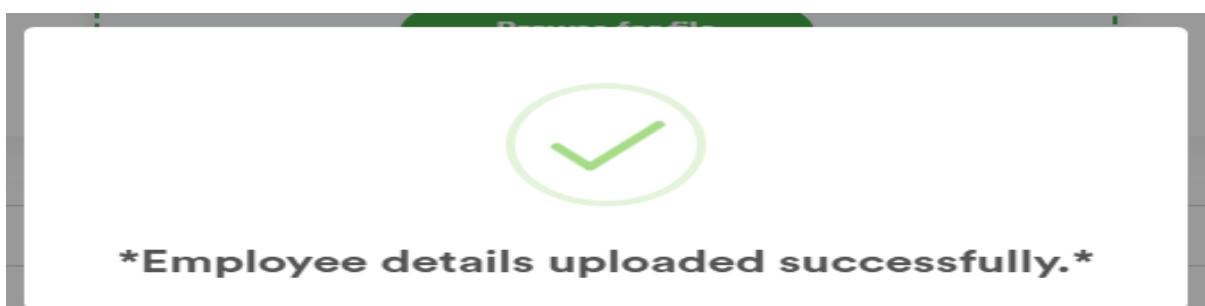


[Submit](#)

Here, the **Librarian** can only edit:

- **Employee Image**
- **Role Permissions**

Other employee details cannot be modified.



Upon submission, a **successful popup message** will be displayed confirming the changes.

5.5. Verify Uploaded Document:

When a **User/Superuser** uploads a document, it appears on the **Verify Uploaded Document** page for the **Librarian** to review.

Librarian Actions:

- Download the Document** – Review the uploaded file.
- View Remarks** – Check any comments provided by the uploader.
- Approve the Document** – If the document is correct, upload it according to the hierarchy.
- Reject the Document** – If incorrect, reject the request while providing a reason for rejection.

Document Name	Requestor Id	Requestor Name	Remarks	Action	Status
SamplePNGImage_100kbmb.png	15	User2	demo		
SamplePNGImage_100kbmb.png	15	User2	demo		
SamplePNGImage_100kbmb.png	15	User2	hhhh		
SamplePNGImage_100kbmb.png	15	User2	sample		
samplelet.dwg	3	Librarian	sample		
samplelet.dwa	15	User2	sample		

When clicking on the **Approve** button, a **popup** will open displaying fields to:

- Confirm the **document details**.
- Select the appropriate **hierarchy** for uploading.
- Click **Submit** to finalize the approval process.

Upload Approved Document

Upload Files (.pdf, .docx, .xlsx, .jpeg, .dwg, .jpg, .txt, .csv, .xls, .ppt, .png)*

Multiple File Upload

Drag and drop file here
or

Browse for file

Main Heads*

--Select--

Document Type*

--Select--

Storage Location*

--Select--

Statutory Documents

Restricted Documents

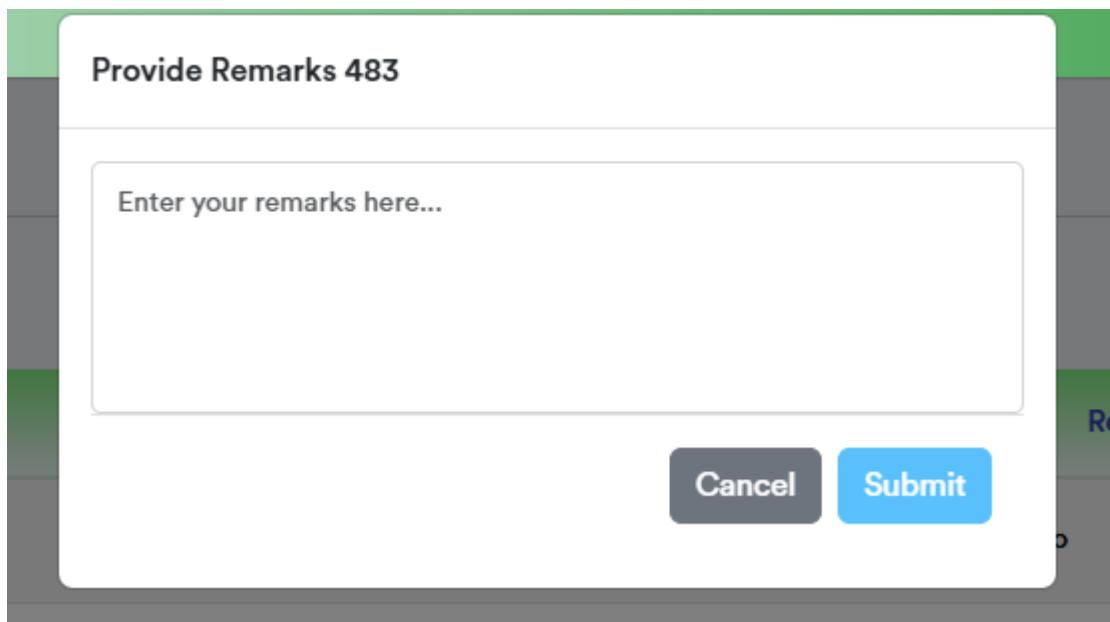
Submit

The **downloaded and verified document** must be uploaded through this **modal**, which has the **same features** as the **Upload Document** page available in the **Librarian** side menu.

Key Features (Same as Upload Document Page):

- **Select Main Head, Plant, Department, and Sub-Area** as per the hierarchy.
- **Choose Document Type** (If "Drawing" is selected, the **Sub-Document Type** dropdown will appear).
- **Select Storage Location.**
- **Mark as Statutory or Restricted Document (if applicable).**
- **Ensure the document file type is correct and within the 200MB limit.**
- **Click Submit to upload** the document.

Upon successful upload, a **confirmation popup** will appear. If there is an issue, a **failure message** will be displayed.



Upon clicking the **Reject** button, a **popup** will appear where the **reason for rejection** must be selected from the available options.

Steps:

1. **Select the Reason for Rejection** from the dropdown or input field.
2. **Provide Additional Comments (if required).**
3. **Click the Submit button** to finalize the rejection.

Once submitted, the document request will be marked as **rejected**, and the uploader will be notified accordingly.

5.6. A&R Doc List:

A & R Document List						
Show	10	Entries		03/06/2025 - 03/20/2025	Search...	
Document Name		Requestor Id	Requestor Name	Executor Name	Executed Time	Action
SamplePNGImage_100kbmb.png	15	User2	Librarian	2025-03-20		Rejected
SamplePNGImage_100kbmb.png	15	User2	Librarian	2025-03-20		Approved

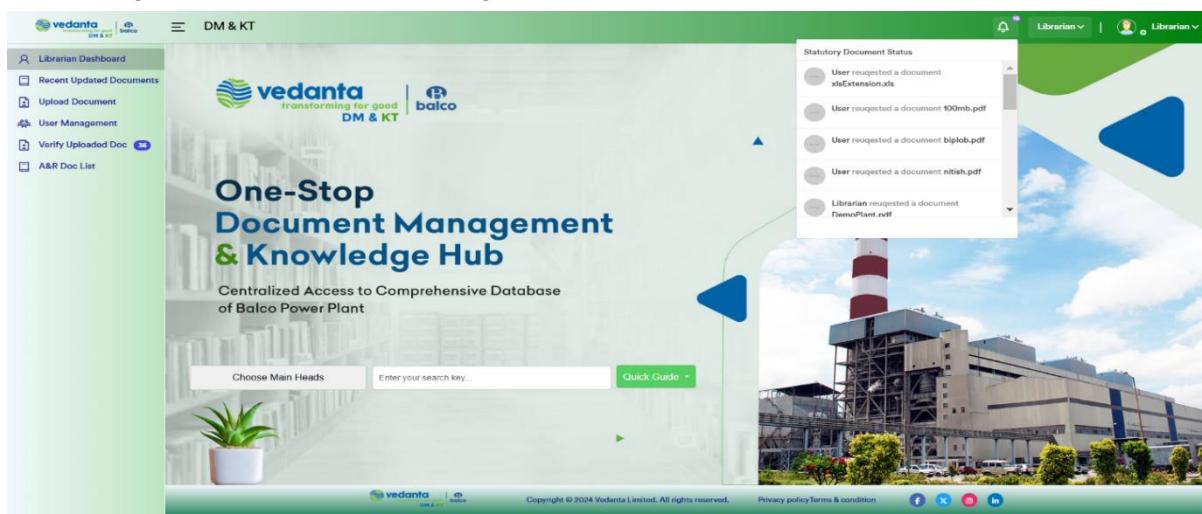
Here, the Librarian can view all approved and rejected documents that were processed on the Verify Uploaded Document page.

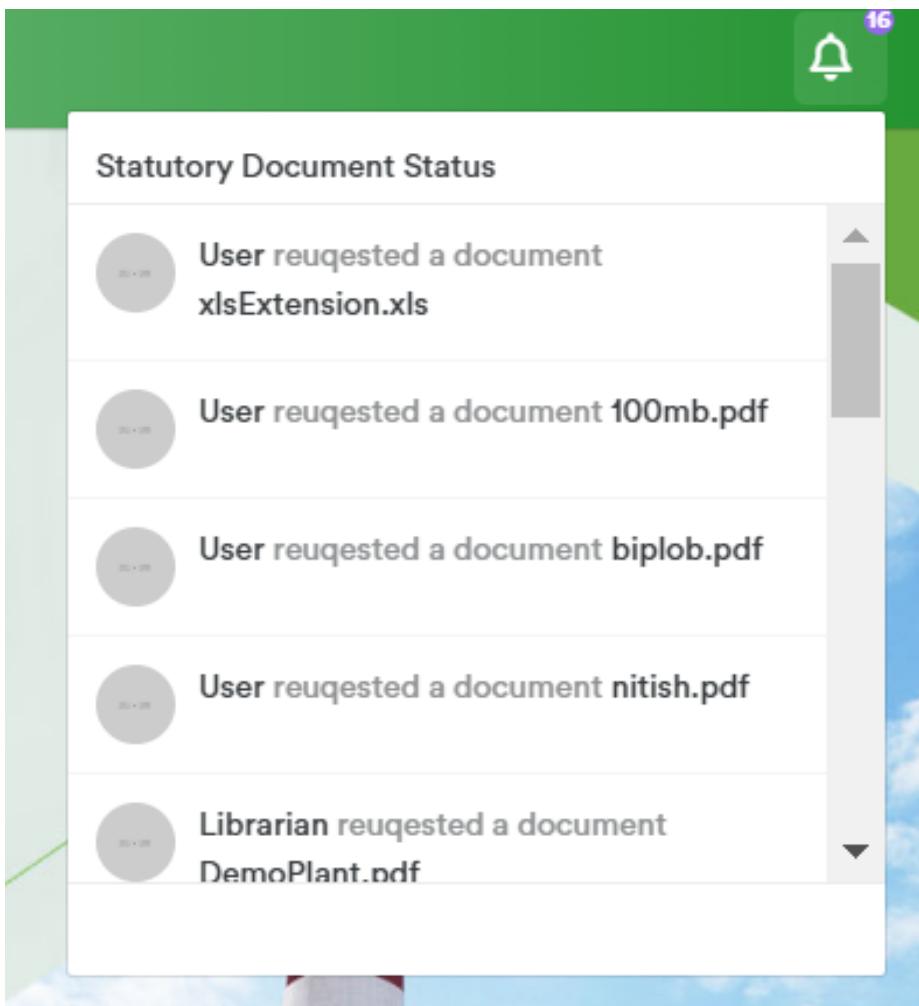
Features:

- Approved Documents – View details of successfully verified and uploaded documents.
- Requestor and Executor's Name – Track who uploaded and processed the document.
- Search & Filter – Find specific documents based on status, plant, department, or other criteria.
- Date-Time Filter – Filter documents based on a selected time range.

This allows the Librarian to efficiently manage and track all document approvals and rejections.

Statutory Document Request Notifications:



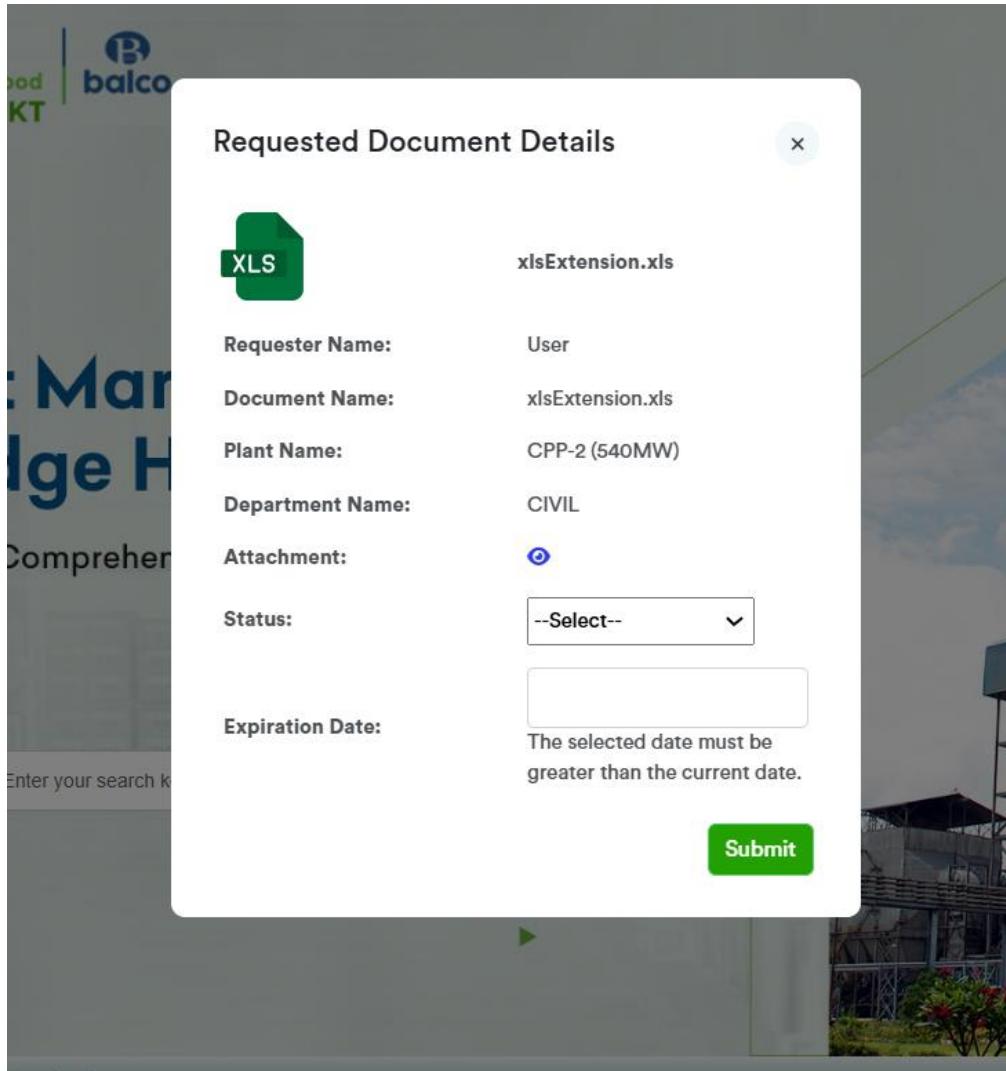


In this feature, all **requests for statutory documents** submitted by users are listed.

Functionality:

- The **Librarian** can see all incoming requests for statutory documents.
- Clicking on a **specific notification or request name** will open a **popup**.
- The popup allows the **Librarian** to either **approve** or **reject** the request.
- If rejecting, the **reason for rejection** must be provided.

This ensures that statutory document requests are reviewed and processed efficiently.



This image shows a "**Requested Document Details**" popup window, which appears when reviewing a **statutory document request**.

Key Details in the Popup:

- **Document Type & Name:** Displays an **XLS** file named **xlsExtension.xls**.
- **Requester Name:** The user who submitted the request (**User**).
- **Plant Name: CPP-2 (540MW)** (Indicates the plant associated with the document).
- **Department Name: CIVIL** (Specifies the relevant department).
- **Attachment:** A clickable **eye icon** to view or download the document.
- **Status Dropdown:** Allows the **Librarian** to **approve** or **reject** the request.
- **Expiration Date Field:** Requires a **date selection**, which must be **greater than the current date**.

- **Submit Button:** Finalizes the action based on the selected **status** and **expiration date**.

This popup is used to **review, approve, or reject** statutory document requests efficiently.

When the **Status** is selected as "**Reject**", the **Reason** field will be displayed.

Key Requirements:

- The **Reason** field must be filled **before submission**.
- If left **empty**, an **error message** will be shown, preventing the form from being submitted.
- This ensures that every **rejected document** has a **valid justification** for tracking and accountability.

**

EOD

**