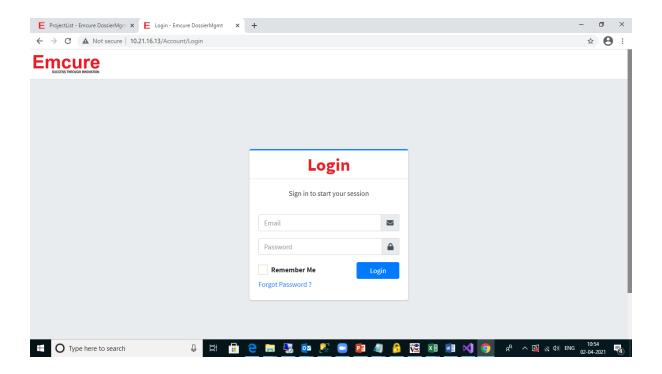
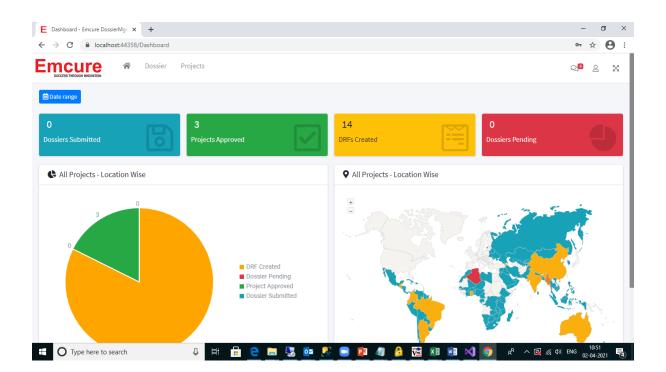
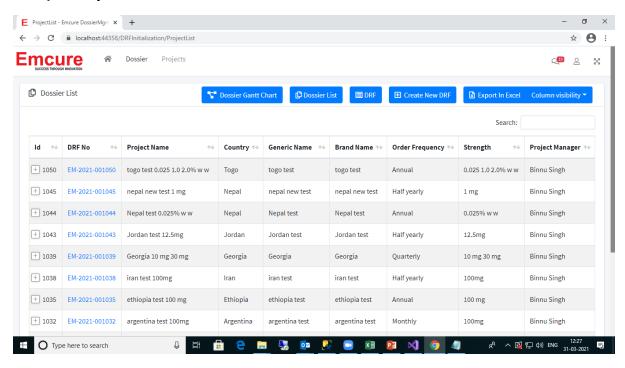
# 1) Login Page



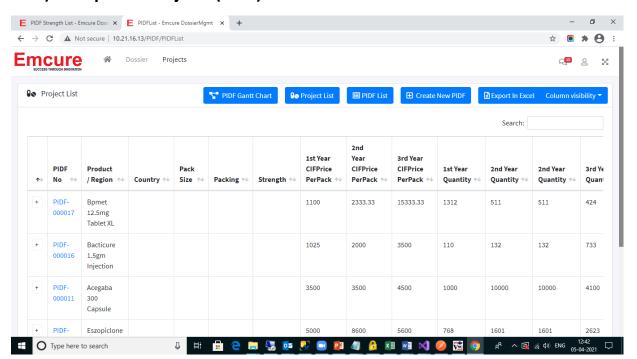
## 2) DashBoard



# 3) Completed Dossier List

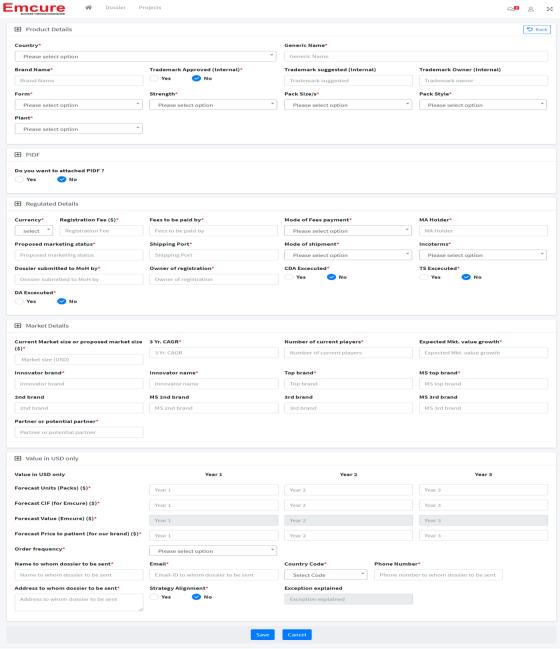


## 4) Completed Projects (PIDF) List



## 5) Create New DRF (Everyone Create (Fill Up) DRF)

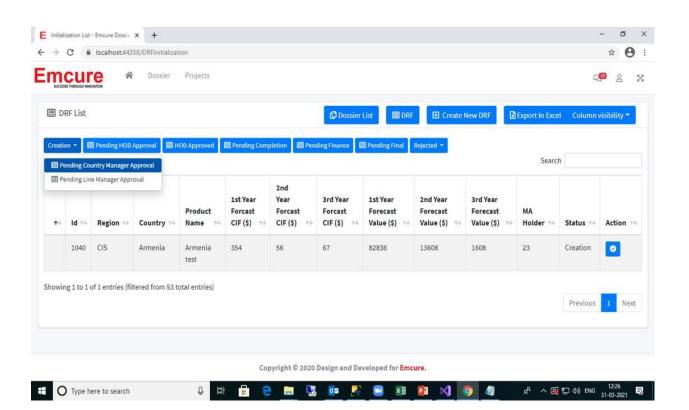
- Step 1) Dossier -> Create NEW DRF
- Step 2) Fill Up DRF From
- Step 3) Click Save Button

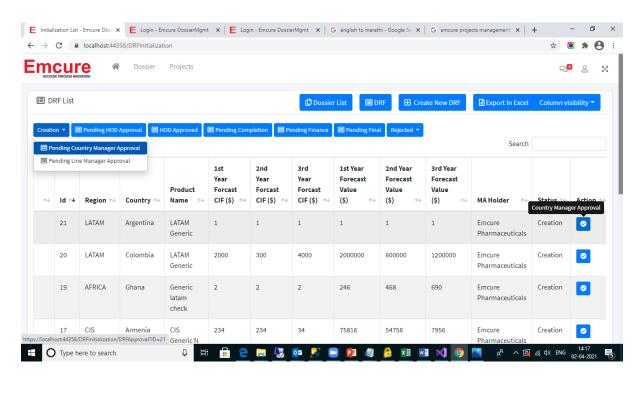


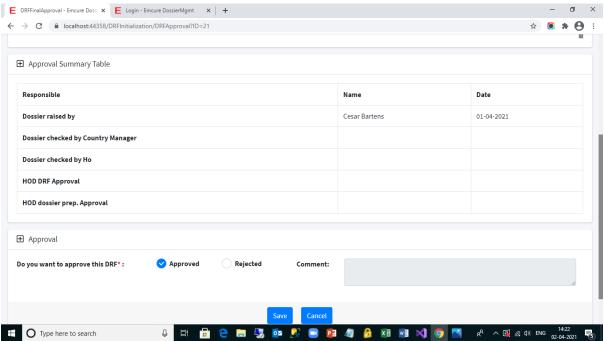
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## 6) Country Manager Approval

- Step 1 Login Country Manager User
- Step 2 Click on DRF TAB
- Step 3 Select Creation Tab
- Step 4 Click On Action Column Icon
- Step 5 Checked Approved or Rejected Button
- Step 6 If Rejected Then Commit Box Mandatory
- Step 7 Click Save Button

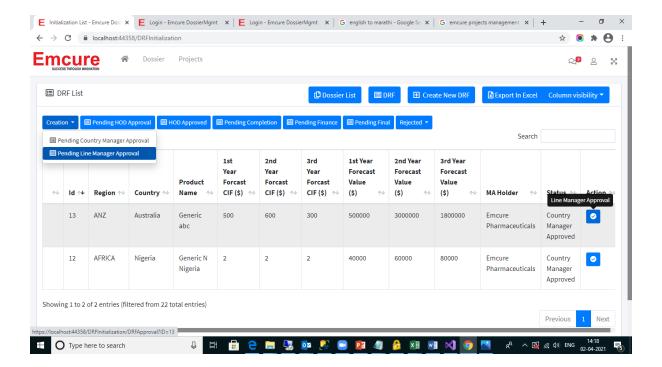


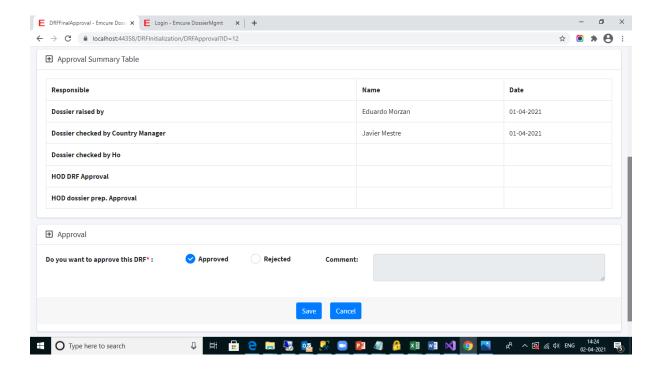




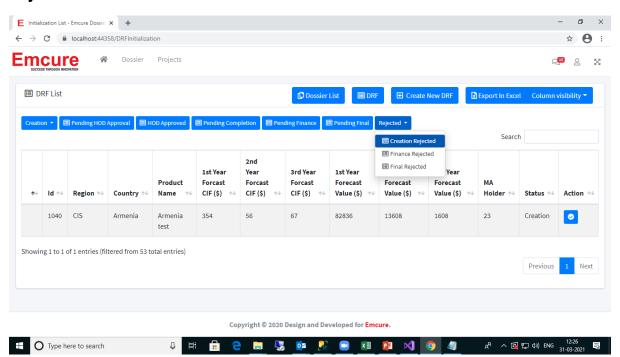
## 7) Line Manager Approval

- Step 1 Login Line Manager User
- Step 2 Click on DRF TAB
- Step 3 Select Creation Tab
- Step 4 Click On Action Column Icon
- Step 5 Checked Approved or Rejected Button
- Step 6 If Rejected Then Commit Box Mandatory
- Step 7 Click Save Button



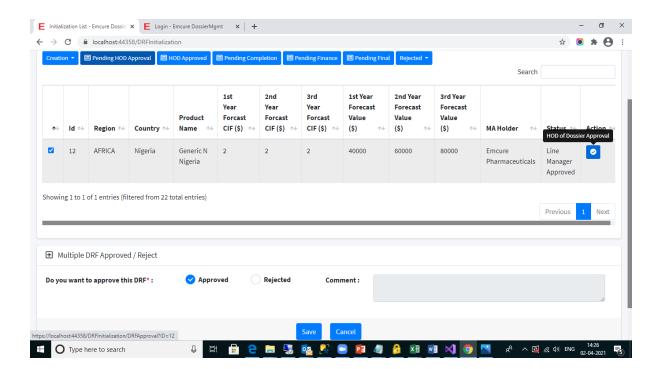


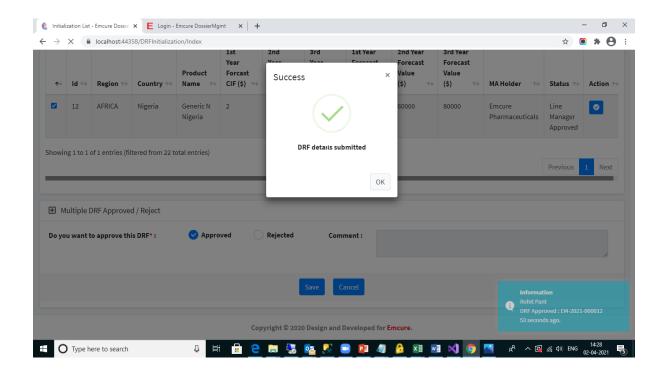
## **Rejected List**



# 8) HOD Approval

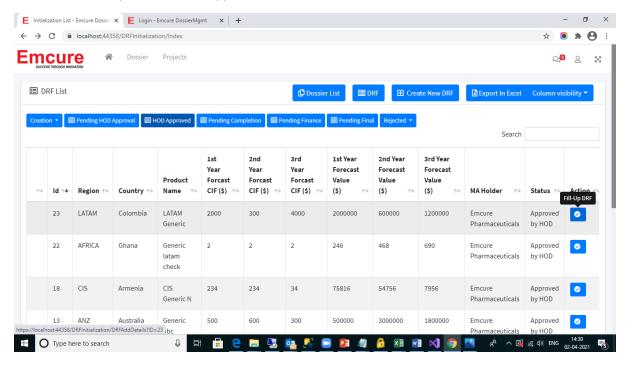
- Step 1) Login HOD User
- Step 2) Click DRF Tab
- Step 3) Select Pending HOD Approval (Default Open/ Selected Tab )
- Step 4) Multiple Approved Checked Check Box DRF list /Single Approved Click Icon
- Step 5) Checked Approved or Rejected Button
- Step 6) If Rejected Then Commit Box Mandatory
- Step 7) Click Save Button





## **HOD Approved DRF List**

Step 1) Click HOD Approved Tab



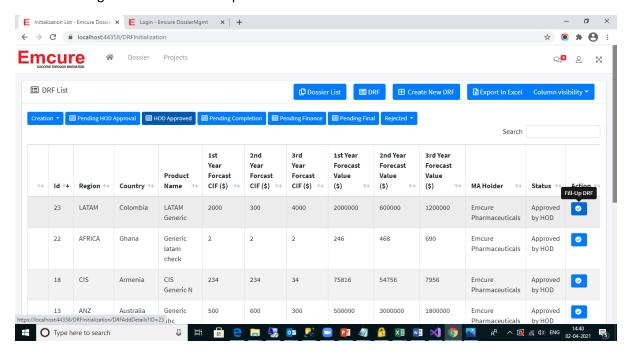
## 9) Fill Up DRF Department Wise (After HOD Approved DRF from)

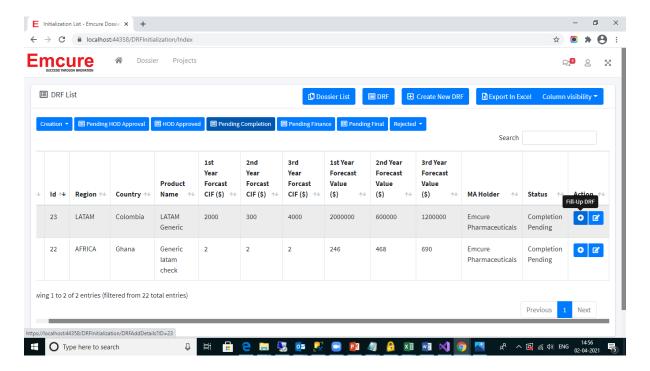
#### Simultaneously Fill-up DRF Every Department

Two Roles 1) User and 2) Manager for Each Department

User -> Only Insert Department Details

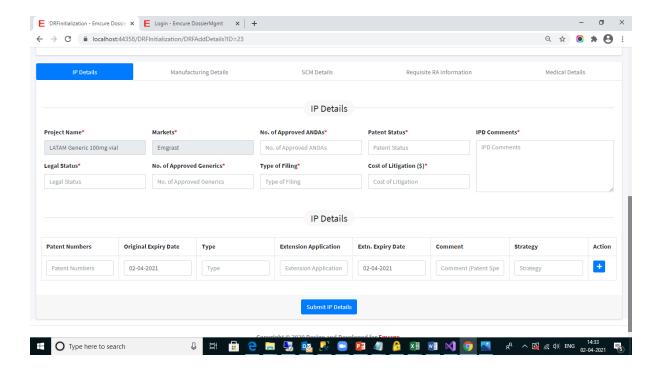
Manager -> Insert or Edit Department Details





# **IP Department**

- Step 1) Login -→ DRF → HOD Approved OR
- Step 2) Login → DRF → Pending Completion
- Step 3) Click Plus Icon
- Step 4) Fill up Department Details
- Step 5) Click Save Button



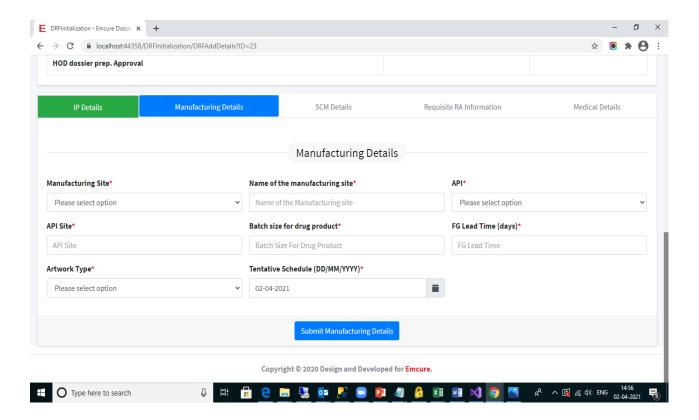
# Manufacturing

Step 1) Login -→ DRF → HOD Approved OF

Step 2) Login → DRF → Pending Completion

Step 3) Click Plus Icon

Step 4) Fill up Department Details



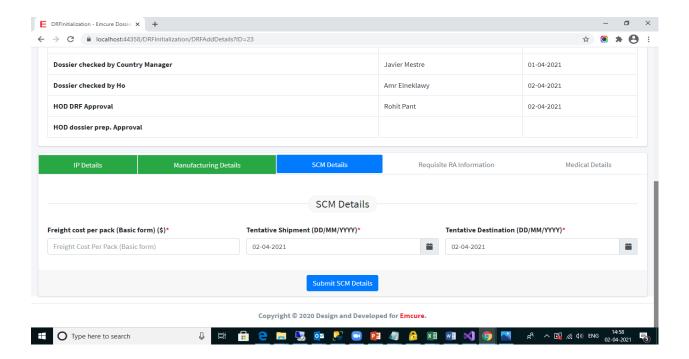
#### **SCM**

Step 1) Login -→ DRF → HOD Approved OR

Step 2) Login → DRF → Pending Completion

Step 3) Click Plus Icon

Step 4) Fill up Department Details



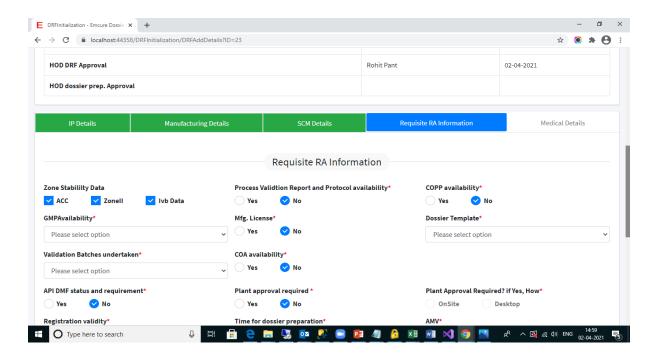
#### **RA**

Step 1) Login -→ DRF → HOD Approved OR

Step 2) Login → DRF → Pending Completion

Step 3) Click Plus Icon

Step 4) Fill up Department Details



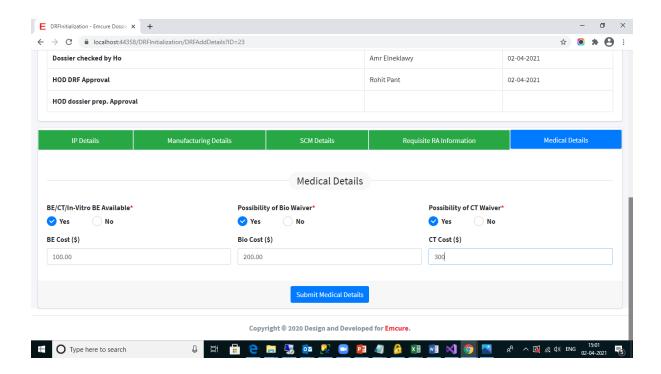
#### Medical

Step 1) Login -→ DRF → HOD Approved OR

Step 2) Login  $\rightarrow$  DRF  $\rightarrow$  Pending Completion

Step 3) Click Plus Icon

Step 4) Fill up Department Details



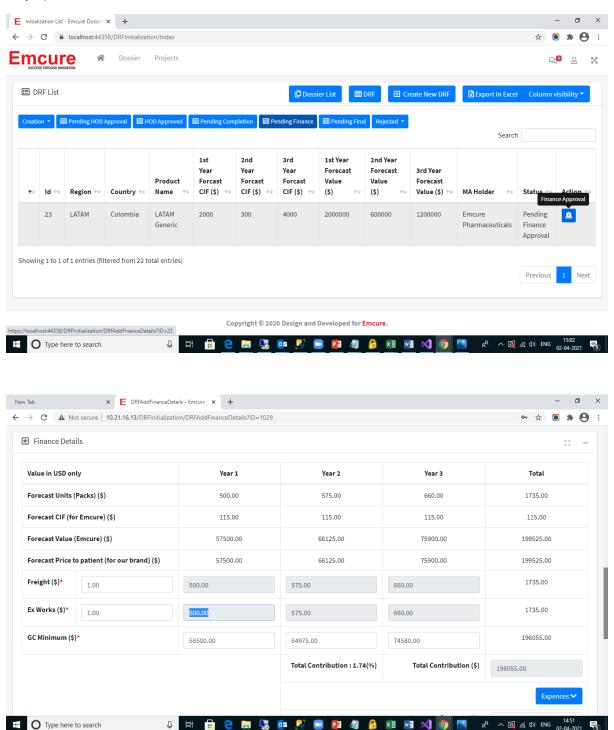
#### **Finance**

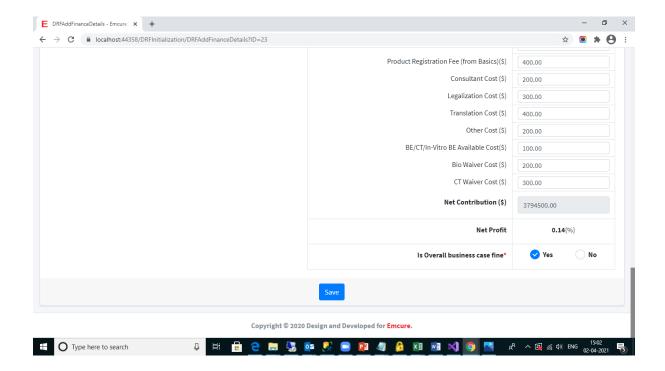
Step 1) Login -→ DRF → HOD Approved OR

Step 2) Login → DRF → Pending Completion

Step 3) Click Plus Icon

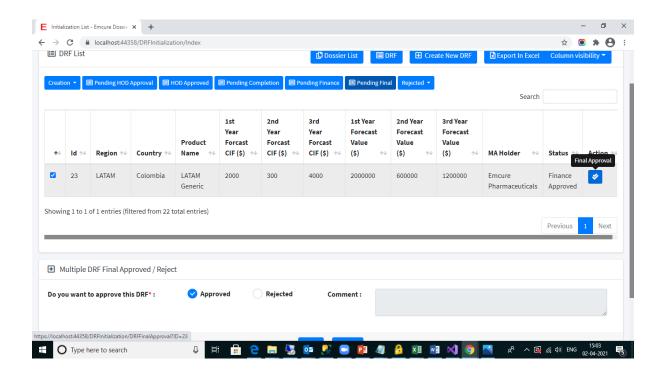
Step 4) Fill up Department Details

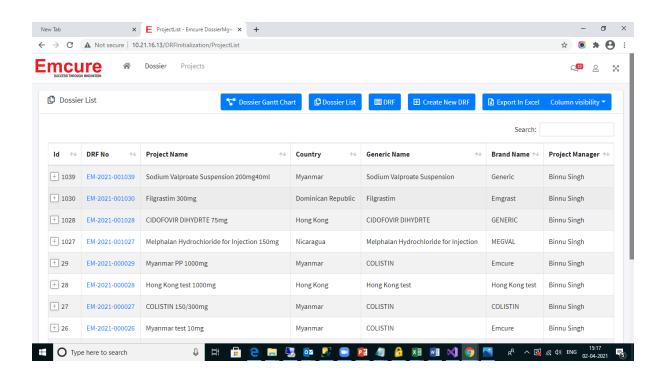




# 10) Final Approve by HOD

- Step 1) Login HOD User
- Step 2) Click DRF Tab
- Step 3) Select Pending Final Tab
- Step 4) Multiple Approved Checked Check Box DRF list /Single Approved Click Icon
- Step 5) Checked Approved or Rejected Button
- Step 6) If Rejected Then Commit Box Mandatory
- Step 7) Click Save Button

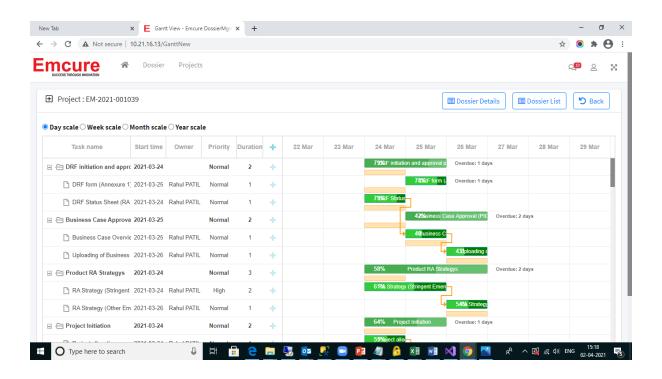




#### 11) Gantt Chart Dossier

Only Access for RA Manager

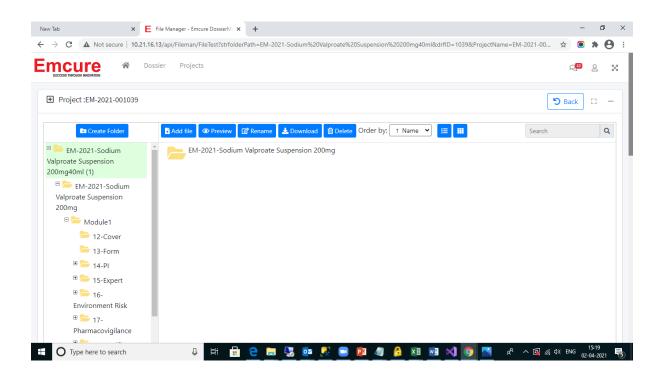
- 1) Step 1) Click or select Dossier List Product
- 2) Step 2) Open Details of Dossier
- 3) Step 3) Click On Dossier Gantt Chart
- 4) Step3) Add update and Deleted Task and Subtask (Manage Gantt Chart)

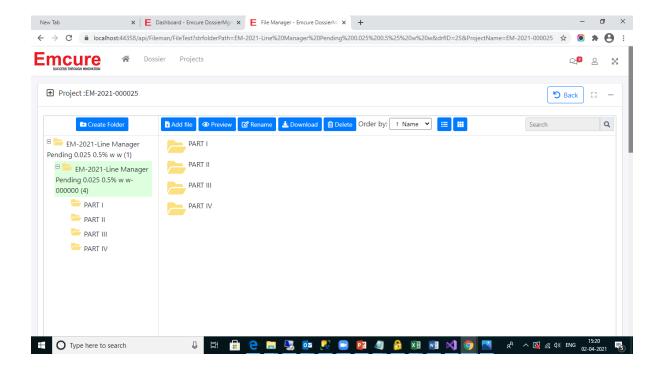


#### 12) Folder Structure

Only Access for RA Manager and RA Users

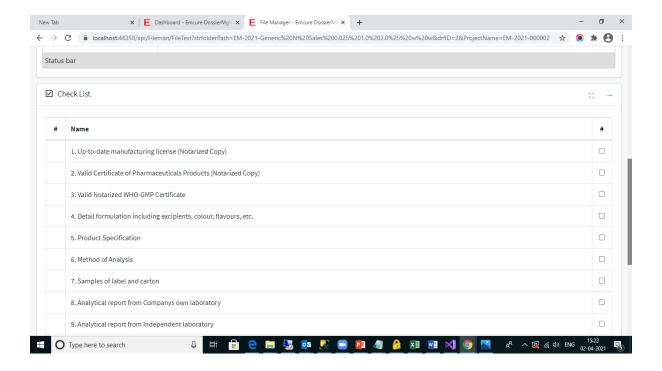
- 1) Step 1) Click or select Dossier List Product
- 2) Step 2) Open Details of Dossier
- 3) Step 3) Click On File Manager Tab
- 4) Step 4) Add update and Deleted Create Rename move Folder Structure or File
- 5) Step 5) Upload File
- 6) Step 6) Select / Checked Box in Check list
- 7) Step 7) Click on Update Button





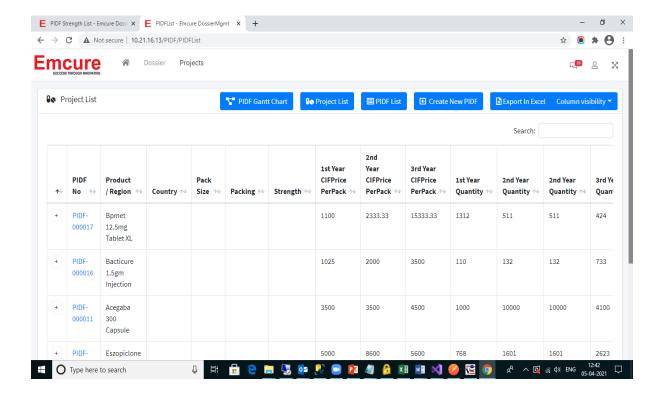
# 13) General/ National Check List

# 1) Checked Check Box and Update



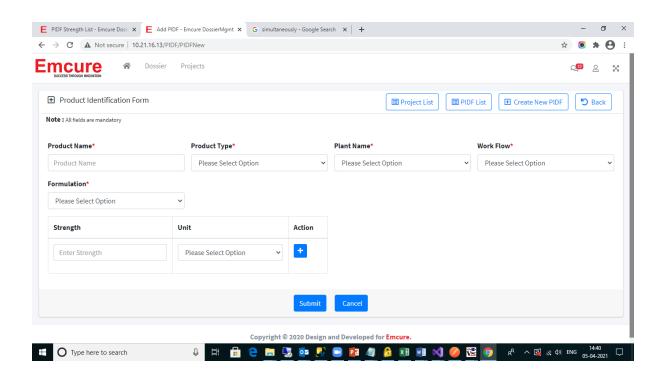
# Project s / PIDF Work Flow

# **Project List**



#### **Create New PIDF**

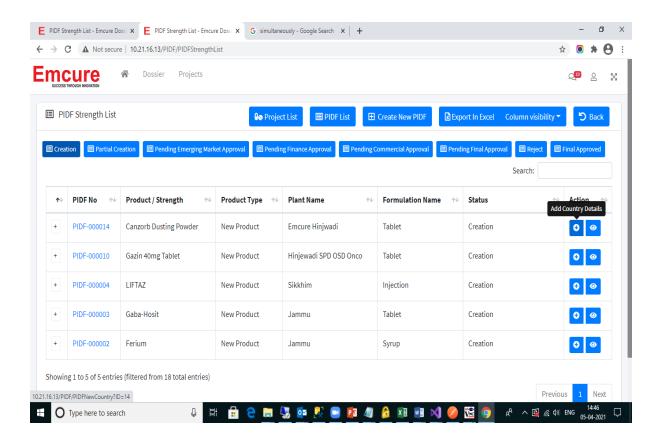
# **Step 1) Projects -> Create New PIDF**



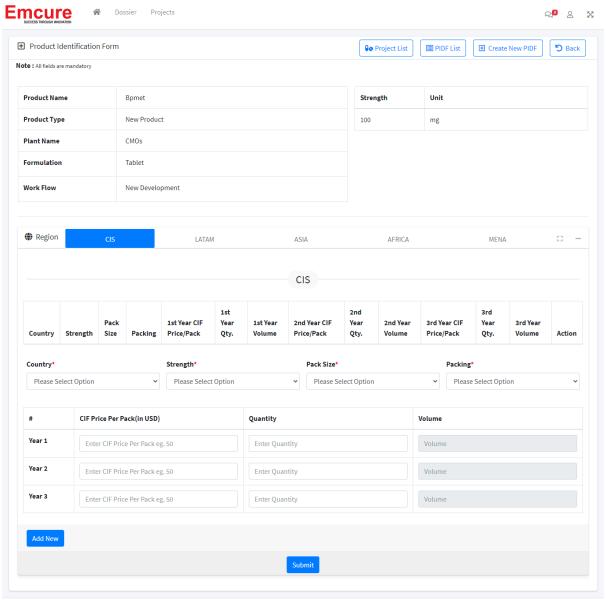
### Step 2) Fill Up Country Wise Data

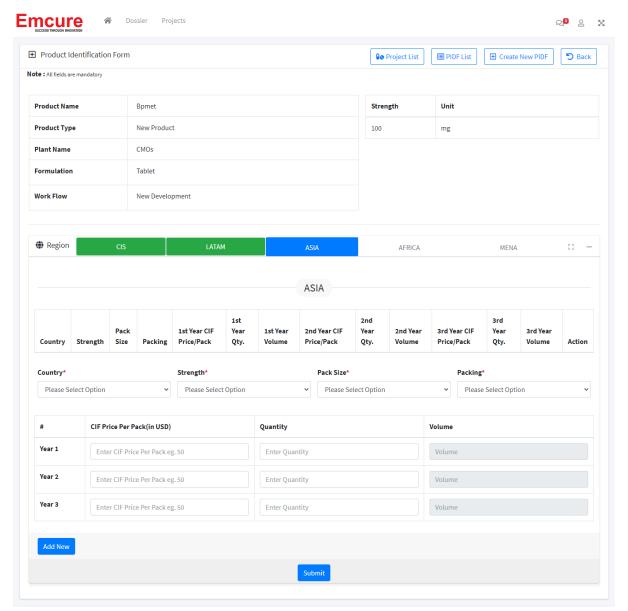
## **Login Country Manager User and Fill-up PIDF Details**

# Step 1) PIDF LIST → Creation → Click Country Details Icon (+)



# Step 2) Fill Up PIDF Region Wise Details

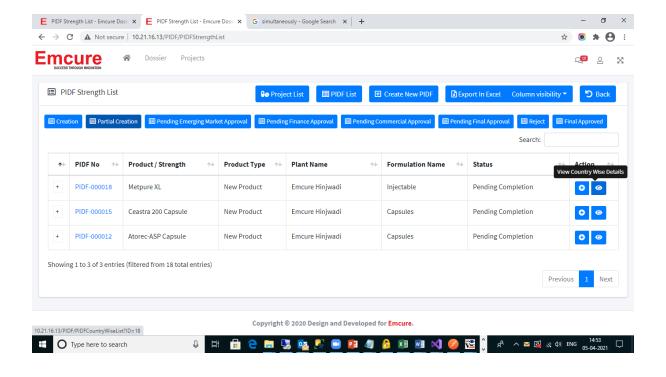




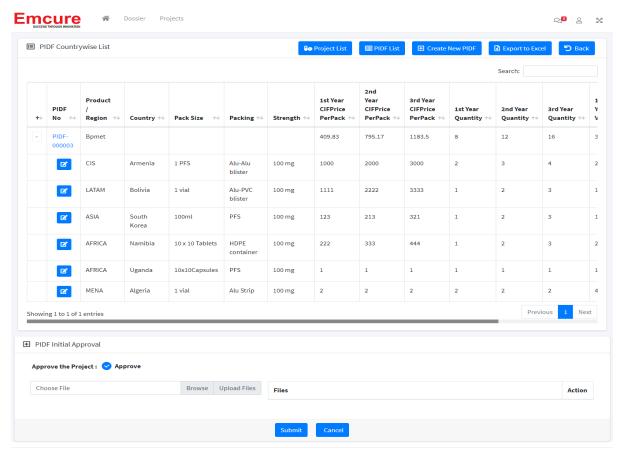
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# **Update PIDF Country Wise**

# Step 1) Click Icon View Country Wise and Update



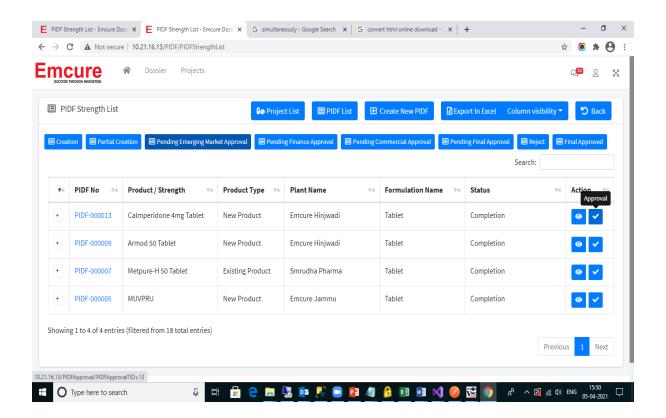
## Completion

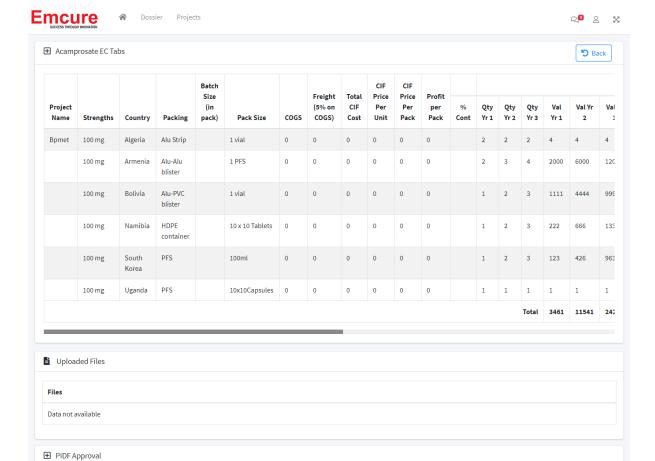


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#### **Approval 4 Levels**

- 1) Emerging Market Approval
- 2) Finance Approval
- 3) Commercial Approval
- 4) Final Approval
- Step 1) Login Particular Approval
- Step 2)PIDF List →Pending Emerging Market Approval
- Step 2)PIDF List →Pending Finance Approval
- Step 2)PIDF List →Pending Commercial Approval
- Step 2)PIDF List →Pending Final Approval
- Step 3) Click View icon
- Step 4) Checked Approved or Rejected
- Step 5) Click Save Button



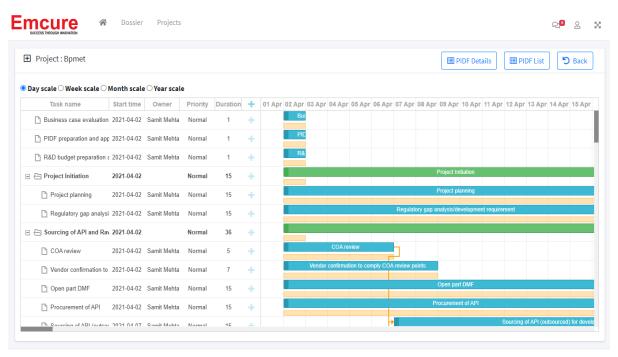


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Comment : Enter Comment

Reject

#### **Gantt Chart PIDF**



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