Charge Code Management

User Guide

MAR 2018
Version 1.0

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1. Overview

About this guide
CCM(Charge Code Management) is an application through which we can create Project codes which will flow into the system once approved by the management.

Conventions used in this guide
This guide uses the following conventions:
• Bold & underlined indicates menu/links/Noticeable items and other items that you select on the screen.
• Step-by-step directions with screen shots are provided to guide users in easy way.

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Acknowledgments

Thanks to **<u>Kumar Gaurav</u>**, author of this user guide & FAQs which can be used as a reference to easily deal with Charge Code Management application.

Modifications and updates

Version	Date	Description of Change
1.0	18/03/2018(dd/mm/yyyy)	Initial version issued as User Guide

2. Login Process

We have role based login for CCM application. A ChargeCodeAdmin will be able to create a Charge Code, Charge Code is nothing but Project code.

2.1 Login by ChargeCodeAdmin

When the CCM app is successfully deployed in system and prerequisite data setup is completed, then after requesting to given URL, we will receive the below screen for Logging into application.
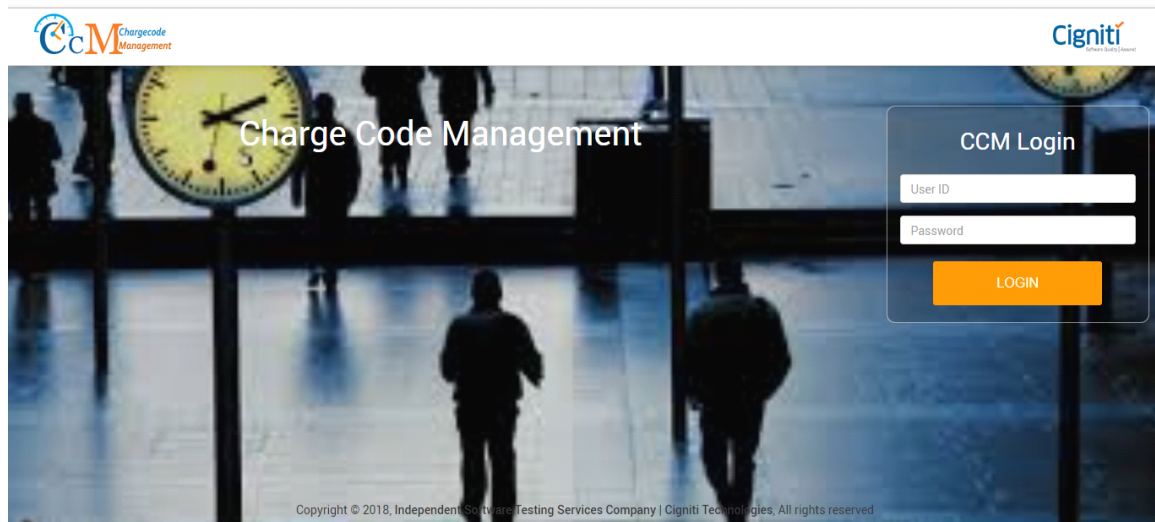
2.2 Charge Code Details

Once we place the correct username and password then through LDAP Authentication user verification will be completed then authenticated user will be able to Login. After Login, an employee or Charge Code Admin can see the below screen in which **Charge Code Details** & **Sponsor List** menu will be available by default.

2.2.1 Charge Code Details Search

A Charge Code admin can use Search feature to search for a specific Charge Code by name or by it's description, by owner, by sponsor e.t.c. We have pagination option in the details list.

2.2.2 Charge Code Creation

A Charge Code Admin can create a Charge Code by clicking on New button. Once he will click on New button then he will receive below screen.

After filling all the required/mandatory filled, we need to click on Generate button to populate Charge Code defined by system, then once user will click on save button then Charge code will get created.

2.3 Sponsor List

Charge Code Admin will also be able to see Sponsor list. A sponsor is one who funds for

the Charge Code. By default only five sponsor will be shown in the list.

2.4 Add Sponsor

A Charge Code Admin will get option to Add Sponsor. Once he will click on the Add Sponsor button then he will receive below screen to create Charge Code Sponsor.

For adding charge code sponsor, he needs to fill Region, Division, Function Group, Sub Function.
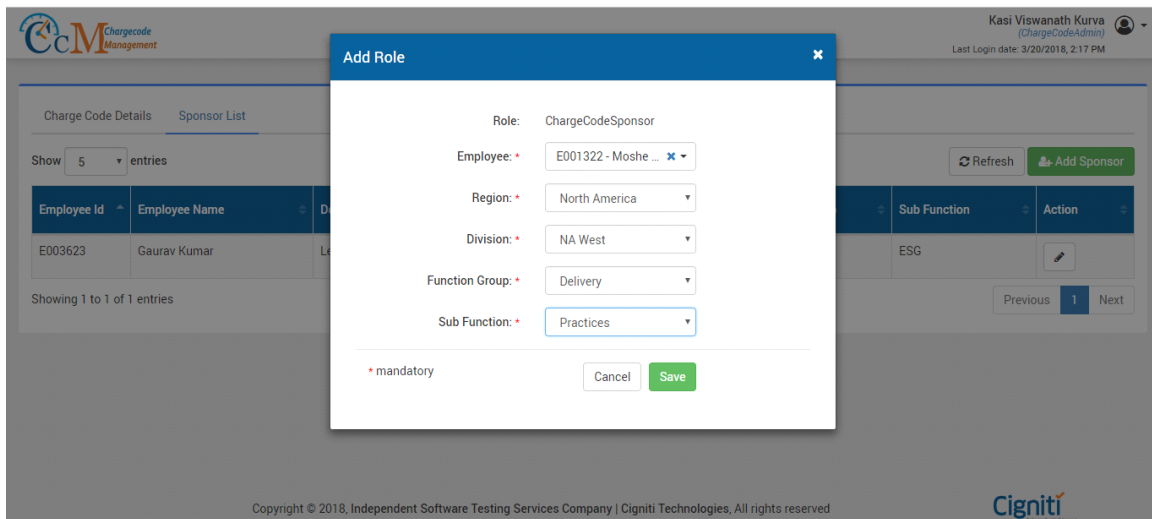
After adding Charge Code Sponsor, the Sponsor list screen will get refreshed and will be shown like below.
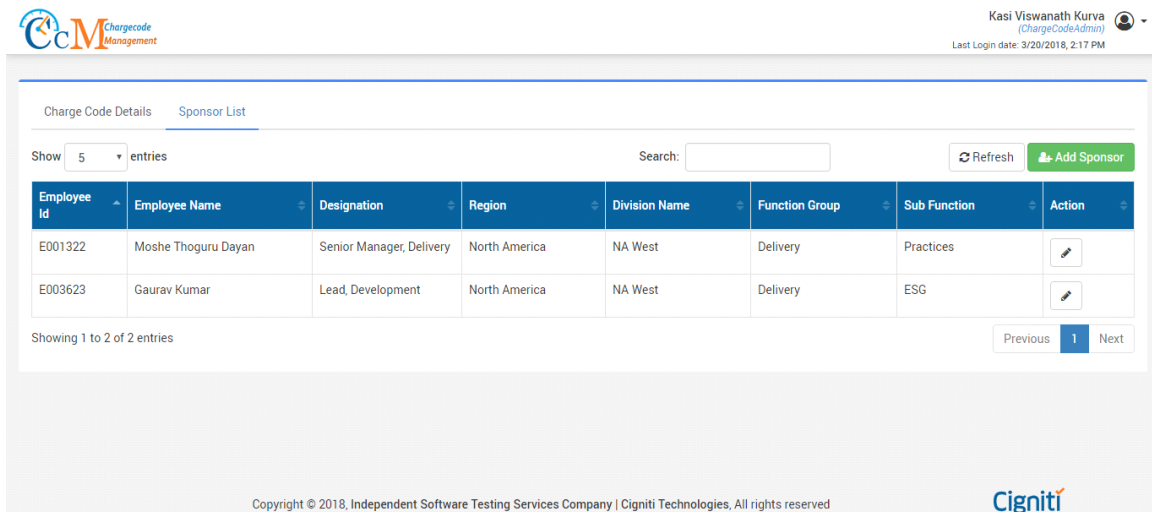
2.5 Sponsor Search

A Charge Code admin can use Search feature to search for a specific Charge Code Sponsor by name, by Employee Id or by any field like Designation, Region

3. Login as Charge Code Sponsor

3.1 Charge Code Details for Sponsor

Once an employee whose role is placed as Charge Code Sponsor is logged into the system then we will be able to see the below screen with menus like **Charge Code Details**, **Task List**.

3.2 Task List

A Charge Code Sponsor is able to see the created Charge Code list and he can use Assign option to assign Charge Code to corresponding users.

3.3 Assign Charge Code

After selecting a Charge Code from the task list a Charge Code sponsor assign a charge to corresponding users once he will click on Assign button.

3.4 Add User

Once Charge Code Sponsor can assign a Charge Code to corresponding user then if he want he can add multiple users to single Charge Code.

3.5 Assign Charge Code Search

A Charge Code Sponsor can use search option under Assign Charge Code.

4. Frequently asked questions

1. Question:- Can every employee login in this system?

Answer:- No, every employee would not be able to Login into the CCM application. A person/ employee whose role is Charge Code Admin is authorized to log into this application.

2. Question:- Will every employee get an assignment in Assignment tab?

Answer:- Yes, even though an employee is newly joined he will get general assigned project like Vacation, Leave, Bench e.t.c. Where he can fill his clocked hours. Once an employee is mapped with any project then he will also get those assigned projects.

3. Question:-

Answer:-

4. Question:-

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5. Question:-

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6. Question:-

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7. Question:-

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8. Questions:-
Answer:-

9. Question:-

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10. Question:-

Answer:-