**PROCESS FLOW OF ORDER MANAGEMENT SYSTEM**

**Sample Booking** (Sample is booked in booking cell according to the TRF and generate the unique code which will be pasted on sample as well as will be printed on job order(will be in the form of barcode) .Format of code is **F-DDMMYY0001** and auto generated mail will be sent to the customer regarding the confirmation of sample booking.

**Status Tracking for Customer**

Username & password will be provided to thecustomer to tracksample status and download their reports & invoices whenever they want.

**Section Incharge**

Review the test parameter according to instrument allocated to it and can also send the parameter back to Analyst for retesting

**Report Reviewing**

In this section complete reports is compiled and add Part B (Supplementary Information & D (Footer part i.e. note) to the report. Once the reporting is complete, it will be reviewed

Creation

Master Creation

**Sample Receiving**

**(**Received sample with TRF on reception. Enter party name, place, department in the system and auto generated code will be generated by the system in the format **F-DDMMYYS0001**).

**Order Booking**

Order will be booked by the customer online by providing the basic information of the samples

**Uploading of Reports & Invoices**

The reports & invoices will be uploaded on the web after a regular interval to be tracked and downloaded by the customer.

**AR No.**

Enter AR. No. in the system to complete the cycle.

**Invoice Generation**

QA approved reports will be sent for the invoice generation.

**PDF Conversion & auto mailing**

The report & invoice will be converted to the PDF file and sent to the customer automatically by the system.

**Dispatch Track**

The print out of labels of party address will be taken from the system automatically to fix on the envelope in which report along with the invoice will be dispatched.

**Final Approval by QA**

After the finalization, report is sent to the QA department for final approval.

**Finalization of Report**

After the reviewing process, report is sent to the section in charge for finalization.

**Testing**

In this phase analyst will perform testing and update the results on the system.The system should have provision to calculate result using raw data sheet and formulas already incorporated in the system

**Test Allocation by Technical person (Scheduling)**

1. Review and rectify the parameters, method, **limit**, instrument names of the sample booked.
2. Assign job to the analyst.
3. Take print out of the job sheets after rectification**.**