**PROCESS FLOW OF ORDER MANAGEMENT SYSTEM ROLE WISE**

1. **Administrator:**
   * Have all rights to perform activities from Sample Receiver to Dispatcher
   * Have right of create all masters.
   * Have right to amend any order.
2. **Sample Receiver:**
   * Received sample with TRF Information on reception.
   * Received the sample by entering Branch Name, Department Name, Customer Name, Sample Mode, Mode Description & Remark
   * Has right to Edit/Delete the received Sample.
   * Auto generated code will be generated by the system in the format **F01/02-DDMMYYS0001** where 01/02 is the Branch Code
   * Download Option for received Samples in Excel and PDF.
3. **Order Booker:**
   * Booked the received sample in booking cell according to the TRF by entering the below information:
     + Customer Information-auto populated in the order form based on Sample received information
     + Sample Information-Sample name, Batch No, etc.
     + Extra Field – Can added dynamic fields
     + Extra Information - Inter Laboratory Sample or Compensatory Sample, PO Detail, Hold Detail etc.
     + Products & Tests Detail – Selection of Test Name and its Test parameters
   * Auto Barcode Generation for each order
   * Auto generated booking code will be generated by the system in the format **F01/02-DDMMYY0001** where 01/02 is the Branch Code
   * Have right to Hold the sample. Upon Holding, the expected due date will be called based on current date.
   * Have right to edit the order.
4. **Scheduler:**
   * Review and rectify the parameters, method, limit, instrument names of the booked Order.
   * Assign job to the analyst in following ways:
     + Branch Wise
     + Department Wise
     + Method Wise
     + Instrument Wise
   * Take print out of the job sheets after rectification.
   * Have right to check the status of scheduled parameter.
   * Can reschedule the booked Order’s Parameter if any new parameter added or modified.
   * Can search the assign job based on listed filters:
     + Jobs Type –Sample /Parameter Wise
     + Branch
     + Department
     + Analyst
     + Equipment
     + Job Status
     + Booking Date From
     + Booking Date To
     + Expected Due Date From
     + Expected Due Date To
     + Scheduled Date From
     + Scheduled Date To
     + Completed Date From
     + Completed Date To
5. **Tester/Analyst:**
   * Have a window where he can check all the assigned job
   * Have right to feed the Test result only to assign job/Test Parameter
   * Have a job sheet where he can calculate the raw test result
6. **Section-Incharge:**
   * Have a separate window where he can see all the allocated Orders.
   * Each SI have a certain equipment, which is assigned to it.
   * Have right to review the Test Result based on the equipment assigned to it.
   * Have capability to send any Test Parameter back to the Analyst if he found any error in the Test result calculation/value.
   * Have right to confirm the Booked Order for next stage processing.
7. **Reviewer:**
   * Have a right to review each sections of orders irrespective of any instrument or method.
   * Have right to modify Part-A, Part-B Supplementary Information, Part-C Test Result and Part-D of a booked Order.
   * Auto Report No. will be generated.
   * Auto NABL No. will be generated.
   * Have capability to send any Test Parameter back to the Analyst if he found any error in the Test result calculation/value.
   * Have right to confirm the Booked Order for next stage processing.
8. **Finalizer:**
   * Have a right to review each sections of orders irrespective of any instrument or method.
   * Have capability to send any booked Order back to the reviewer if he found any error in the Test result calculation/value.
   * Have right to confirm the Booked Order for next stage processing.
9. **Approval(QA) :**
   * Have a right to review each sections of orders irrespective of any instrument or method.
   * Have right to confirm the Booked Order for next stage processing.
   * Can generate PDF Format of Test Result in two format:
     + Final Report- With/Without Header and Footer Information
     + Draft Report- With/Without Header and Footer Information
     + Print Report- With/Without Header and Footer Information
     + Without Method
     + Without Instrument
     + Branch Wise PDF Format Partwise, Without Partwise and Discipline Wise
     + With Accredited
     + Without Accredited
   * Can mail PDF format of Test Result to Customer.
   * Have capability to send any booked Order back to the reviewer if he found any error in the Test result calculation/value.
   * Have right to confirm the Booked Order for next stage processing.
10. **Invoicer:**
    * Have right to generate the Invoice of booked Order after Approval of QA according to listed filters:
    * Have right to cancelled any generated Invoice in two ways:
      + Cancelled invoice with orders
      + Cancelled invoice without orders(Re-Generation of Invoices)
    * Have right to confirm the Booked Order for next stage processing.
11. **Dispatcher:**
    * Have right to enter the dispatch detail of an order by entering listed fields:
      + AR No.
      + Dispatch Date
    * Can take the printout of any booked orders for dispatching manually.
    * Have a capability to re-enter the dispatch detail if any order is amended.