TK03 – Online Booking Application

User Operating Manual. Version 1.2

Login

This form is the gateway of this application where registered users can log in with their credentials. Post validation of login processes, user will be move to its HOME page according to his/her ROLE. This form is also equipped with **Forget Password** functionality.

Registration

This form will be used for **First Time Registration** or **New Account Creation** activity. This form will capture all necessary information supplied by the user including organization name, address details, contact person name, designation etc. Post submission, application will receive a mail with User ID and temporary password and asked to set password again.

Forgot Password

This form will be used when user forget his/her application password. After providing Username, the application will create an email notification to its **registered Secondary Contact email-id** with necessary instructions.

Construction Company Dashboard

This is the landing page of users belongs to Construction Company. This is a dashboard for them containing relevant information towards source sites including Site Code, Project Name, Site Status, Company Name etc.

To Manage the entries, user will have several options under **ACTION** button including Add, View, Raise AER Request, Withdraw applications etc. In addition to this the module will also allow CC users to perform some other activities as included in the right-top-side menu like Manage Token Office, Track Management, essential staging ground, transaction reports etc.

Add Source Site

User will add new source site in this form. Here user will provide all necessary information towards addition of new site including Project name, Company Name, Email, Office Number, Designation etc. The process having 3 stages –

- Particular of Applicants – Click on Save once user details entered
- Particular of Project - – Click on Save once user details entered
- Upload Documents.

Capture Particulars of Applicant

Capture Particulars of Project

Upload Project Documents

Click on Save once user details entered in "Estimated Periods and Total Volume", Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and request for Site Approval.

Once approved by SJC Admin a New Source Site Code will be reflected, User can proceed to book Joint Sampling slots.

Request for Joint Sampling

Post approval followed by submission of BG, a new request for Joint Sampling will appear. User from Construction Company will apply for the Joint Sampling request using a calendar control object as available in the application.

Choose a date and Appointment slot to book your appointment, the Available date will be in Yellow along with Selected slot in Dark Green and click on Book Now

If Admin choose to Reschedule, the Rescheduled date and time will be mentioned and visible for user to Accept, if given slot by admin is not comfortable for user, the user may choose a variable date and request for Reschedule again.

Once Admin accepts selected slots the Status will be reflected as Joint Sampling.

Acknowledgment Form

Post approval of Joint Sampling request, Construction company user will upload joint sampling form and sample photos in one PDF file.

Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and request for Approval.

You must wait for approval from admin to procced further.

Final Approval Form

Once conditional letter issued by admin. User is able to submit documents for final approval.

Additional Documents:

Upload documents by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and save.

VTS Info/Docs:

Download sample to open a sample .CSV file refer the row 1 in the excel update the file from row 2 and save the file name as (Source site code_Trucklist.csv) & .jpg/png image.

Upload by selecting a file through choose file option and once the file is selected, you could delete and reupload a different file by choosing a new file – Once done click on Upload and save.

Site Approved

Site will be only be approved if all the below mentioned conditions are approved

Additional Documents: - Approved by admin

VTS Info/Docs: - Approved by SGO Operator

BG Required Nets Value – Approved by NETS

Once Site is Approved to Make it Active, Please Create a E-token Officer & create a E-token.

TK03 – Online Booking Application
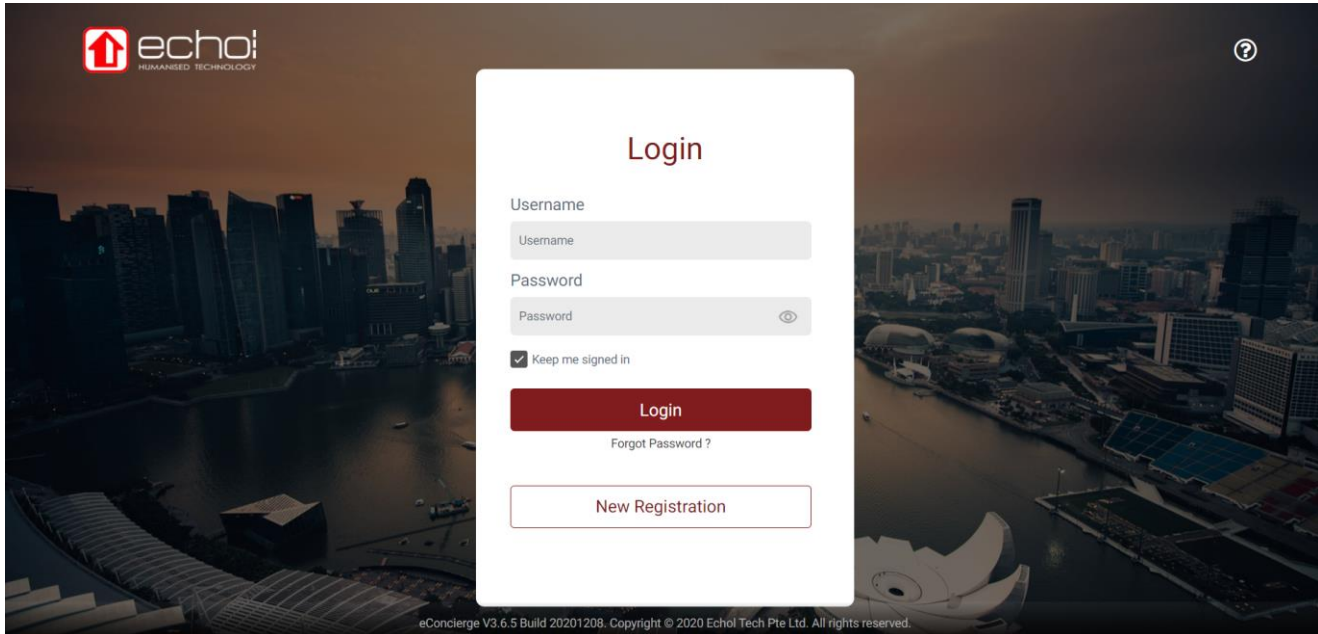
E-token Operating Manual. Version 1.0

Login as Construction Company user (CC user)

This form is the gateway of this application where registered users can log in with their credentials. Post validation of login processes, user will be move to its HOME page according to his/her ROLE. This form is also equipped with **Forget Password** functionality.

Construction Company Dashboard

This is the landing page of users belongs to Construction Company. This is a dashboard for them containing relevant information towards source sites including Site Code, Project Name, Site Status, Company Name etc.

To Manage the entries, user will have several options under **ACTION** button including Withdraw, View, Raise AER Request, etc. In addition to this the module will also allow CC users to perform some other activities as included in the right-top-side menu like Manage Token Officer, Track Management, eSentinal Staging ground, transaction reports etc.

Manage E – token Officer

The CC user , needs to open "Manage E-token officer" from the Dashboard to generate a New E-token Officer, Select "Add officer" if there is no existing Token officer for the given Site Code.

Note: E-token can be **only** generated for sites which are "Approved", to refer approved status visit Homepage.
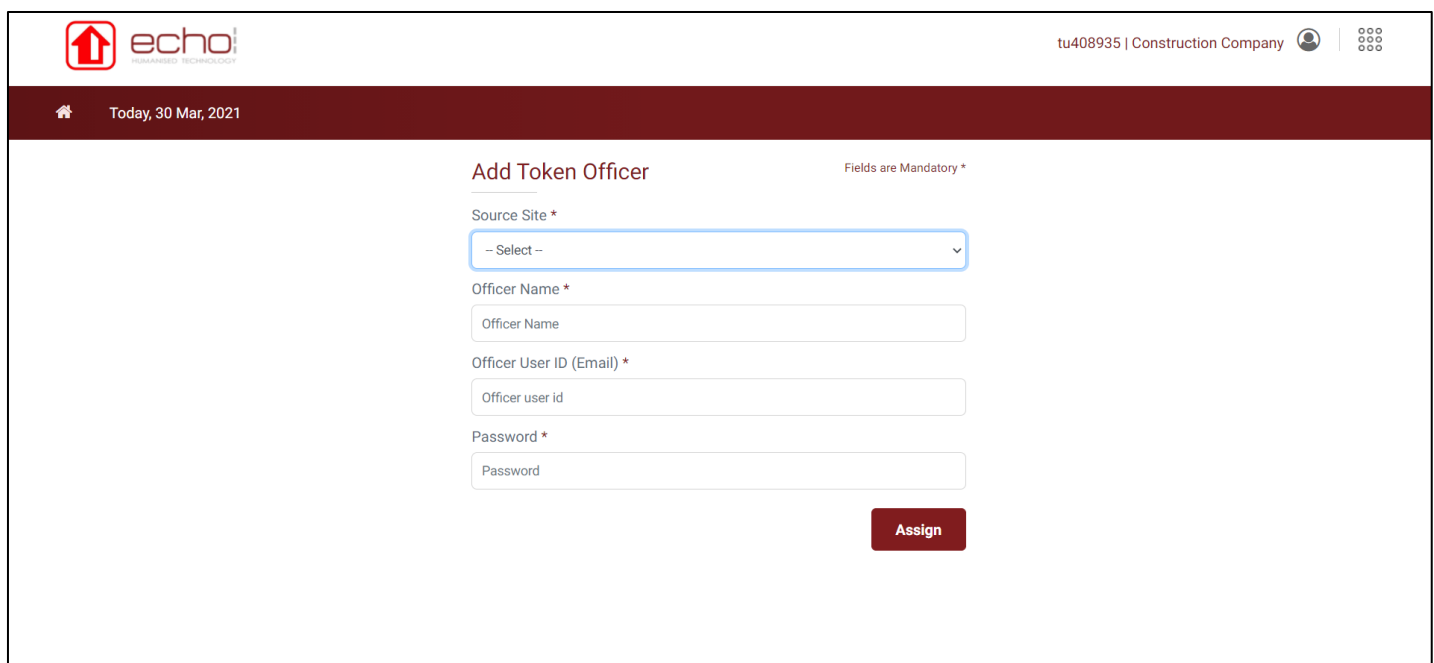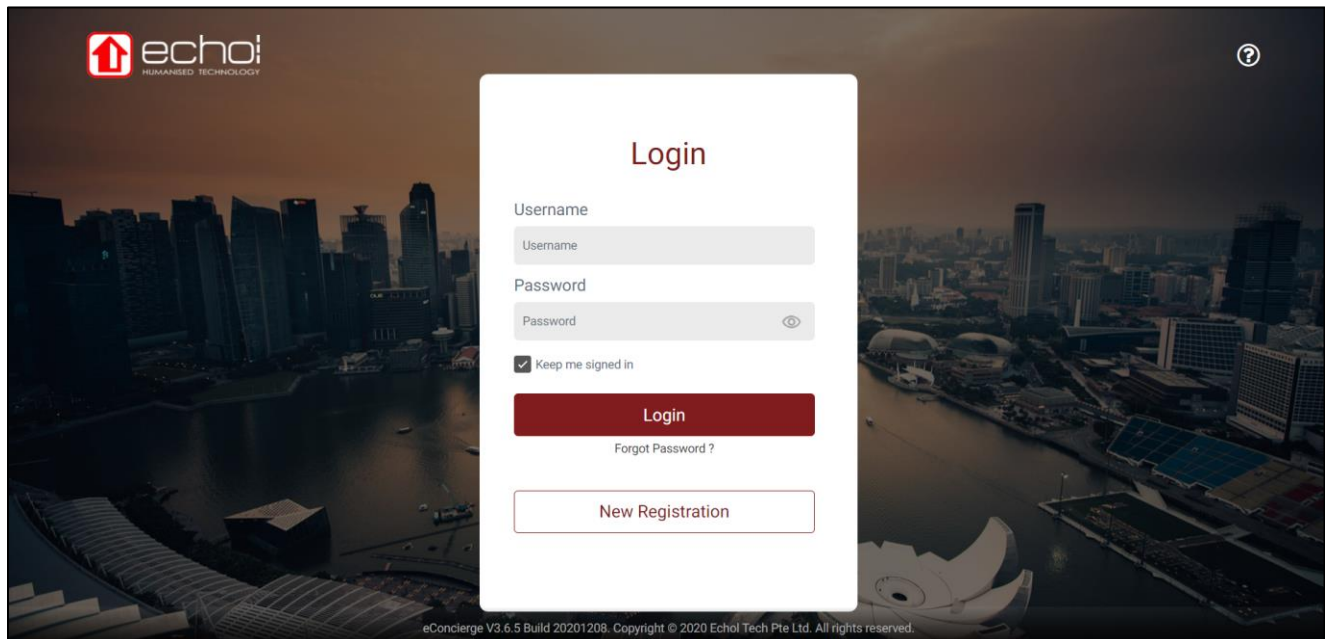
Choose the Source site from the drop-down list which will reflect the approved source site. Enter the officer's name, Valid E-mail id and password for the E-token Officer and assign.

Login as Token Officer

The Token officer will need to login using the given Username (Mail Id) & (Password) from CC user
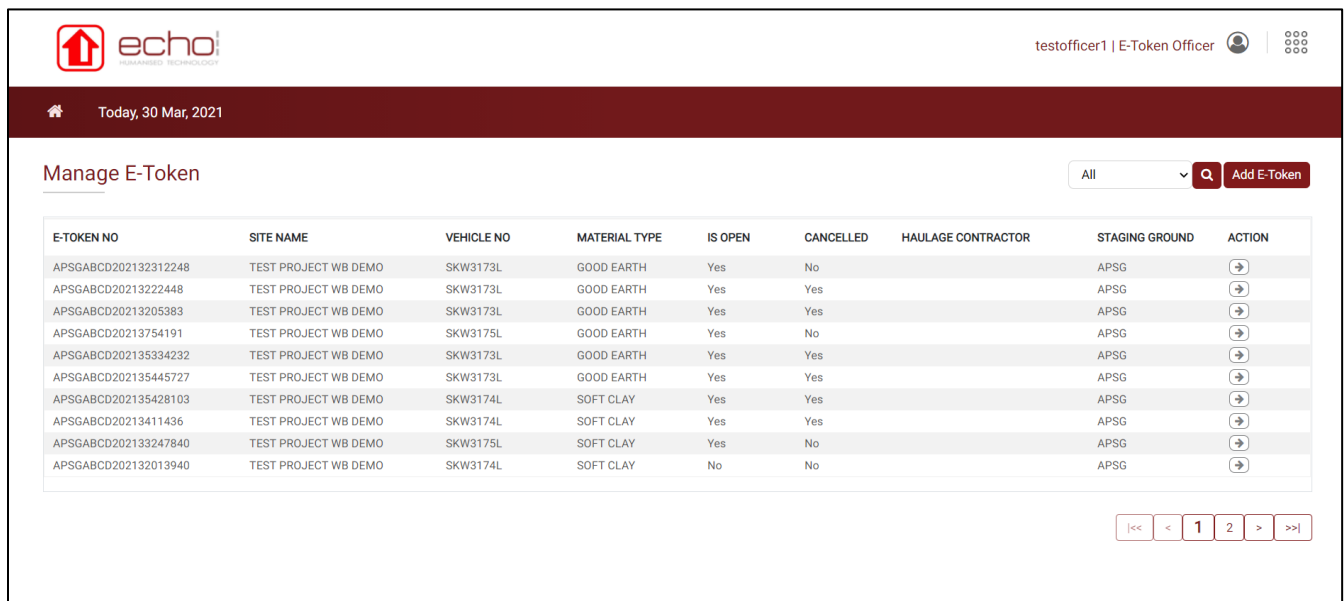
E-token Officer Dashboard

This is the landing page of users belongs to E-token Officer. This is a dashboard for them containing relevant information towards E-token generation including E-token No, Site Name, vehicle No, Material Type etc.

To Generate a New E-token, Click on "Add Token" Tab

E-Token generation

Select the Source site Code from the drop-down list which will reflect the approved source site. Enter the Truck's No, look for the availability using "Go", choose the material " Good Earth/Soft Clay", and generate E-token, Press Back for homepage

Once you choose your site code, E-token generator will auto populate along with last e-token generated status

E-token Officer Dashboard

The newly generated E-token can be viewed in the dashboard along with its status as "is open" and not cancelled .

E-token Cancellation

The e-token could be cancelled by SJC Admin under Manage E-token.

Allowing CC user to cancel

CC user can only remove an active E-Token after SJC Admin allows the user to Allow cancellation of E-token,

CC user needs to go to Manage E-token, choose the relative token go to the action button to cancel E-token