

Document Module

1. Document Type(Master table)

- a) Create
- b) View
- c) Edit
- d) Delete

The screenshot shows the 'Document Type' master table interface. On the left is a sidebar with a menu: 'Basic Information' (selected), 'Company Information', 'Department Information', 'Designation Information', 'Staff Information', 'Document Control', 'Document Type - Classification' (highlighted), 'Prepared/Reviewed/Approved By - Determination', 'New Document Approval - In Process', 'Existing Document Revision Approval - In Process', 'Approved Document', and 'Rejected Document'. The main area is titled 'Document Type *' and contains two input fields: 'Insert Document Type' and 'Insert Document Type Short Name'. Below these is a 'Submit' button. A table titled 'Designation' is displayed, showing 4 entries. The table has columns: SNo, Document Type, Document Type Short Name, Edit, and Delete. The data rows are: 1. Manual, MAN; 2. Procedure, PRO; 3. Form, FR; 4. Quality Plan, QP. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has navigation links for 'Previous', '1', and 'Next'.

SNo	Document Type	Document Type Short Name	Edit	Delete
1	Manual	MAN	Edit	Delete
2	Procedure	PRO	Edit	Delete
3	Form	FR	Edit	Delete
4	Quality Plan	QP	Edit	Delete

2. Assign Prepared / Reviewed / Approved person (Master table)

- a) Create
- b) View
- c) Edit
- d) Delete

The screenshot shows the 'Assign Prepared / Reviewed / Approved person' master table interface. The top bar indicates the user is 'ISO Co-ordinator / MR Panel'. The sidebar menu is similar to the first screenshot, with 'Document Control' selected and 'Prepared/Reviewed/Approved By - Determination' highlighted. The main area is titled 'Prepared / Reviewed / Approved - Determination' and contains four dropdown menus: 'Department *', 'Prepared Person Designation *', 'Reviewed Person Designation *', and 'Approved By Designation *'. Below these is a 'Submit' button. A table titled 'Prepared / Reviewed / Accepted' is displayed, showing 10 entries. The table has columns: SNo, Department, Prepared, Reviewed, Approved, Edit, and Delete. The data rows are: 1. Department, Prepared, Reviewed, Approved; 2. Department, Prepared, Reviewed, Approved; 3. Department, Prepared, Reviewed, Approved; 4. Department, Prepared, Reviewed, Approved; 5. Department, Prepared, Reviewed, Approved; 6. Department, Prepared, Reviewed, Approved; 7. Department, Prepared, Reviewed, Approved; 8. Department, Prepared, Reviewed, Approved; 9. Department, Prepared, Reviewed, Approved; 10. Department, Prepared, Reviewed, Approved. At the bottom, it says 'Showing 1 to 10 of 10 entries' and has navigation links for 'Previous', '1', and 'Next'.

SNo	Department	Prepared	Reviewed	Approved	Edit	Delete
1	Department	Prepared	Reviewed	Approved	Edit	Delete
2	Department	Prepared	Reviewed	Approved	Edit	Delete
3	Department	Prepared	Reviewed	Approved	Edit	Delete
4	Department	Prepared	Reviewed	Approved	Edit	Delete
5	Department	Prepared	Reviewed	Approved	Edit	Delete
6	Department	Prepared	Reviewed	Approved	Edit	Delete
7	Department	Prepared	Reviewed	Approved	Edit	Delete
8	Department	Prepared	Reviewed	Approved	Edit	Delete
9	Department	Prepared	Reviewed	Approved	Edit	Delete
10	Department	Prepared	Reviewed	Approved	Edit	Delete

3. Prepared Person Login:

- a) Upload New Document and also Rename Document with Rev0Draft1 Status added

The screenshot shows the 'Upload Document' page. On the left is a sidebar with navigation links: Dashboard, My PREPARED documents - Approval status, Upload NEW document (highlighted), In My Dept - Approved documents, and Common Approved Documents. The main content area has a breadcrumb 'Home / Upload Document' and a title 'Upload Document'. The form includes: a 'Department Name' dropdown set to 'Quality Control'; a 'Document Name' text input containing 'Final insp'; a 'Document Type' dropdown set to 'Manual'; an 'Upload Document' section with a file selection button 'Select file'; and a large orange 'Submit' button at the bottom.

- b) View table

Comments and history additionally added and viewed globally.

The screenshot shows the 'Staff Document Master' table. It has a search bar and a 'Show 10 entries' dropdown. The table contains one row with the following data:

SNo	Department Name	Document Name	Upload Document	History	Approval Status	Last Comment From	Revision	Delete	FINAL for print/view
1	Quality Control	Final inspection quality plan	PORT-QUA-QP-01-D1.docx	Click here	Waiting for ISO Co-ordinator acceptance	Comments	Revise Doc ?	Delete	Nil

Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls: '< Previous', '1', and 'Next >'.

- c) History (View history of Document Uploaded)

The screenshot shows the 'History Document' page. It has a search bar and a 'Show 10 Rows' dropdown. The table contains one row with the following data:

SNo	Message	Draft / Revise	Downloads	Date
1	upload New documents PORT-QUA-QP-01-D1.docx		PORT-QUA-QP-01-D1.docx	19/06/2017 12:21 pm

Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls: '< 1 >'.

d) Comment (Add and view by all users)

Home / Document Comments

Comments

Reply *

sure i will update & up

Submit

Staff Review Document

Show 10 entries

SNo	Post Staff Name	Comments	Comment Date
1	ISO Co-ordinator / MR	Just correct the clause number inline with standard	19-06-2017 12:23:54pm

Showing 1 to 1 of 1 entries

Previous 1 Next

e) Revised document uploaded by Prepared person (rename the Document name and status also changed to Rev0Draft2)

Home / Revised - Upload Document

Revised - Upload Document

Existing Document PORT-QUA-QP-01-D2.docx

Upload Document *

Select file

Submit

4. MR Panel Login

- a) Table view
- b) Comment
- c) History
- d) New document approval

ISO Co-ordinator / MR Panel

Home / New Document Approval

New Document Approval Process

Document Master

Show 10 entries

SNo	Department Name	Document Name	Document Type	Uploaded Document	Prepared	Document Status	Comments	History	ISO Co-ordinator/MR Acceptance
1	Quality Control	Final inspection quality plan	Quality Plan	PORT-QUA-QP-01-D2.docx	QC Incharge	Waiting for ISO Co-ordinator acceptance	Comments	Click here	Accept ?

Showing 1 to 1 of 1 entries

Previous 1 Next

tcxsandbox.com says: Are you sure to Accept This Document?

OK Cancel

5. Reviewed person Login

- a) Table view
- b) Comment
- c) History
- d) Reviewed person review the document

STAFF

tctxsandbox.com says:
Successfully Updated

Home / Staff Review Document

Staff Review Document

Dashboard

Documents for my REVIEW - status

In My Dept - Approved documents

Common Approved Documents

Staff Review Document

Show 10 entries

SNo	Department Name	Document Name	Upload Document	Prepared Staff Name	Prepared Staff Designation	History	Document Status	Comments	Review	FINAL for print/view
1	Quality Control	Final inspection quality plan	PORT-QUA-QP-01-D2.docx	akashraaj	QC Incharge	Click here	Waiting for review	Comments	Review	Nil

Showing 1 to 1 of 1 entries

« Previous 1 Next »

6. Approved person Login

- a) Table view
- b) Comment
- c) History
- d) Approved person Approve or reject the document. If he reject-> go to prepared person
- e) Status and Document name changed to Rev0 and send

STAFF

tctxsandbox.com says:
Are you sure to approve This Document?

Home / New Approval Document

New Approval Document

Dashboard

Documents for my APPROVAL - status

In My Dept - Approved documents

Common Approved Documents

New Approval Document

Show 10 entries

SNo	Department Name	Document Name	Upload Document	Prepared Staff Name	Prepared Staff Designation	Comments	History	Document Status	Action	FINAL for print/view
1	Quality Control	Final inspection quality plan	PORT-QUA-QP-01-D2.docx	akashraaj	QC Incharge	Comments	Click here	Waiting for approval	Approve Reject	Nil
2	Despatch	Despatch inspection report	PORT-DES-FR-01-R0.doc			Comments	Click here	Approved & Uploaded	Approved & Uploaded	Print / Download

Showing 1 to 2 of 2 entries

« Previous 1 Next »

7. MR Login

- a) Approved document in Approved menu (In MR login)
- b) MR accept the approved document

Approved Document

Master List Of Documents - View & Print

Document Master

Show 10 entries

Search:

SNo	Department Name	Document Type	Document Name	Document Number	Prepared / Reviewed / Approved	Approved Date	History	Comments	Upload	Uploaded PDF	Common to all Department
1	Quality Control	Quality Plan	Final inspection quality plan	PORT-QUA-QP-01-R0	QC Incharge / QC Head / MD	19/06/2017 12:21 pm	Click here	Comments	uploads		
2	cm	Procedure	Pro 2	PORT-CM-PRO-02-R0	cm incharge / cm head / cm manager	09/06/2017 5:47 pm	Click here	Comments	uploads	PORT-CM-PRO-02-R0.pdf	
3	cm	Procedure	Pro1	PORT-CM-PRO-01-R0	cm incharge / cm head / cm manager	09/06/2017 5:46 pm	Click here	Comments	uploads	PORT-CM-PRO-01-R0.pdf	