

AIMS
(AIRPORT INFORMATION MANAGEMENT SYSTEM)

Security Management System

User's Manual



Airports Authority of India



A CMM level 4 & ISO 9001 Company

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1. About the Manual

For easy understanding of **SMS**, the common information like regular processes, icons and their functions are explained in the introduction. Every section (main menu like Masters) has detailed introductions. These introductions explain the functionality of the modules.

Independent screens are explained in the following manner.

- Introduction to the screen.
- Screenshot.
- Explanations of the fields.

This is done primarily to make you understand the functionality. Most of the fields and screens are self-explanatory. Explanations of screens and fields would only add to the redundancy and acts as a hurdle when you go through the manual.

2. Security Management System

Welcome to **Security Management System (SMS)**. The primary objective of this system is to maintain the details of entry permits, tokens, duty points under the guidelines of BCAS, entry pass holders, security committee meetings, committee members, and the details of CISF security like duty roster, security personnel on duty, attendance record, leave record, emergency evacuations, etc.,

The main objectives for airport security

- Prevent attacks on airports or aircraft
- Ensure safety and security of passengers
- Anti hijacking
- Anti Sabotage

Different sections in SMS help you perform these activities. The sections are [Duty Details](#), [CISF Details](#), [Security Committee](#), [Entry Permits](#), [Ground Control Unit](#), [Agencies](#) and [Reports](#). These sections are explained in detail in the manual. You can click these links for more information. Most of the screens have similar buttons and help you with similar functions. Sections 2.1 and 2.1.1 explain the common features in these modules.

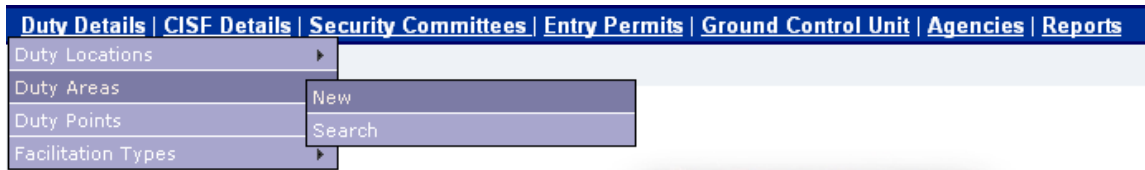
2.1. Common Information


Documentation assumes that the end user is comfortable with the windows operating system. Even though the end user can use keyboard to move between fields (*normal windows operating system keys*), documentation assumes that the end user will use the mouse to move between fields. **E.g.** To add new Duty Area details in the Duty Details → Duty Areas → New screen, user will enter location in the **Location** field and move the cursor to the **Area Code** field using the mouse.

Most of the sub menus have Add, Search and Report screens. These help you perform the following tasks:

2.1.1. Add Information

To open the Add screen move your mouse accordingly (Duty Details → Duty Areas → New). See picture below:



Note: This process is also possible by clicking  **Add** icon in Search screens explained later in section 2.1.2.

Icons in New screens:

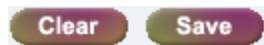


These icons are found next to certain fields in **SMS**. When you click these “?” icons, a search screen pops-up. Enter the relevant search information in the fields and click **Search**. This retrieves the information that is related to the field in the pop-up screen. Once you select the corresponding radio button in the pop-up screen, the information automatically gets refreshed in the field in the main screen.



On many screens, this icon is found in a corner. This provides you with an option to search for existing information before you add new information. Click this icon to move to the search screen.

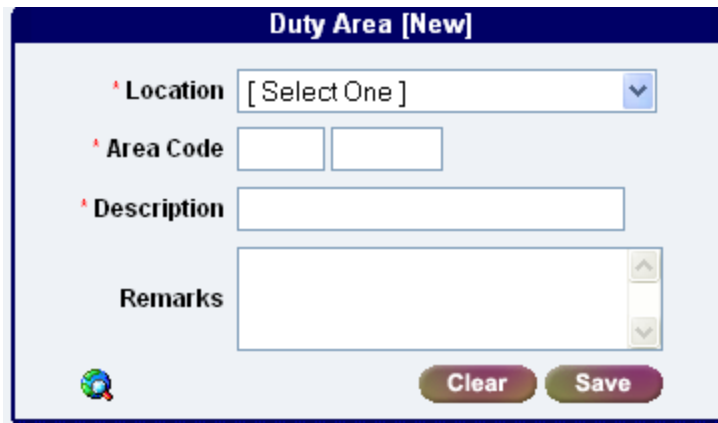
You will find **Save** and **Clear** buttons on every add screen.



- To save the data added in the **New** screens, click **Save**.
- To clear the data in the fields and enter fresh data, click **Clear**.

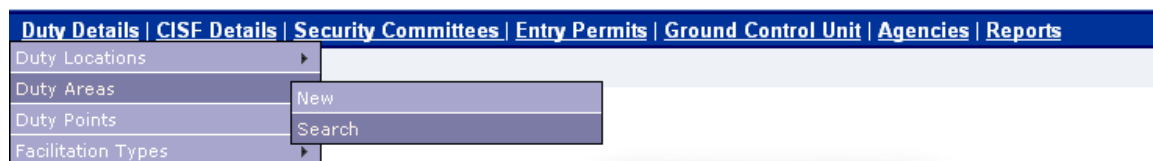
How to Add Information?


The New screens help you add new information. Once you click **New** on the menu (see picture above) a screen comes up. You can add new information that has not been recorded earlier in these screens. Once you finish adding information, click **Save**. A new record gets added. Adding information is done through **NEW** link. As this will be new information that you will be adding, this button is called **NEW** instead of **ADD**.



2.1.2. Search Information

To open the search screen move your mouse accordingly (Duty Details → Duty Areas → Search). See picture below:



Note: This process is also possible by clicking  **Search** icon in Add screens explained above in section 2.1.1.

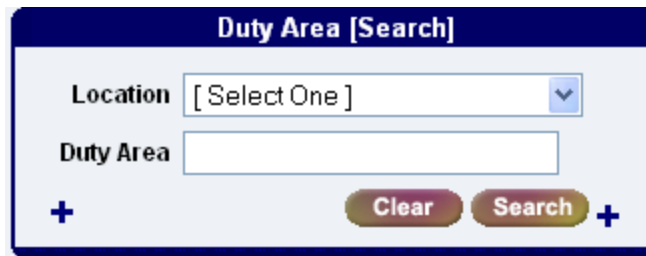
Icons in Search Screens:

You will find   buttons on every search screen.

How to Search Information?

- To search and retrieve information, enter relevant information in search fields and click **Search**.
- To clear the data in the fields and enter fresh data, click **Clear**.

Note: You can click **Search** after entering information in every field in the search screens or after entering information in the entire fields. **E.g.** While searching for Duty Areas, you can just open the search screen and click **Search** or you can enter the relevant information in Location and Duty Area fields and then click **Search**. (See the picture below):













Duty Area [Search]

Location [Select One]

Duty Area

+ Clear Search +

Process in Search Screens: Once you search for information, the results get displayed in a new screen. With a few exceptions, almost all the search screens have few icons.

Duty Area Details - 1 to 10 of 10				
	▲ Area Code ▼	▲ Area Description ▼	▲ Location ▼	
<input type="checkbox"/>	01001	Area one for l...	Location One	
<input type="checkbox"/>	02002	Area for locat...	Location two	
<input type="checkbox"/>	03003	Area for locat...	Location three	
<input type="checkbox"/>	04004	Area for locat...	Locatio four	
<input type="checkbox"/>	05005	Area for locat...	Location five	
<input type="checkbox"/>	06006	Area six for l...	Location six	
<input type="checkbox"/>	07007	Area seven for...	Locaiton seven	
<input type="checkbox"/>	08008	Area eight for...	Locatio eight	
<input type="checkbox"/>	09009	Area nine for ...	Location Nine	
<input type="checkbox"/>	12012	THIS IS TEST A...	LOCATION TWELV...	

Icons in Search Results Screens:



Edit icon – helps you edit the information.



Delete icon – helps you delete the information.



View icon – helps you view the information. (not in the above picture)



On many screens, this icon is found in a corner. If you wish to perform the search operation again, click this icon. This immediately takes you back to the search screen.



Add Icon. This icon helps you move to the add screen directly from the search screen. This removes the extra work of moving to the add screen from the menu.

How to Edit Information?

To edit information, click the corresponding **Edit** icon. This action moves to a screen that is similar to Add screen. Make the necessary changes in the fields concerned and click **Save**.

How to Delete Information?

To delete information, select the checkboxes adjacent to the search results and click the **Delete** icon above the checkboxes. A message “Are you sure to delete the records(s)?” prompts asking you to confirm the action. Once you click **OK**, the information gets deleted.

How to View Information?

To view information, click the corresponding **View** icon in the search results screen. This opens a screen similar to the Add and Edit screens. This screen only allows you to view information.

Also look for...

Once you click **Search** based on your search parameters, the search results are displayed. The search results screens have the following icons:



To refresh the screen, click this icon. This Refresh icon is mainly found in the search results screen.



10 search results are displayed per page. While browsing search results pages, if you wish to move to the first page (first 10 search results) of search results, click this icon.



To move to the immediate previous page (previous 10 search results) while browsing search results, click this icon.



To move to the immediate next page (next 10 search results) while browsing search results, click this icon.



To move to the last page of the search results screen while checking the search results, click this icon.

2.1.3. Generate Reports

To open the reports screen move your mouse accordingly (Reports → Sub Menu). See picture below:

Duty Details	CISF Details	Security Committees	Entry Permits	Ground Control Unit	Agencies	Reports
						List of Passes Issued
						Duty Deployment Chart
						Agency Wise Passes
						Absent Details Report
						Report on Returned Passes

Icons in Reports Screen



These icons are found next to certain fields in **Report** screens. When you click these “?” icons, a search screen pops-up. Enter the relevant search information in the fields and click **Search**. This retrieves the information that is related to the field in the pop-up screen. Once you select the corresponding radio button in the pop-up screen, the information automatically gets refreshed in the field in the main screen.

Report screens have **Clear** and **OK** buttons.



- To generate reports based upon your search parameters, click **OK**.
- To clear the data in the fields and enter afresh, click **Clear**.

How to Generate Reports?

You can generate reports in two ways.

1. Open the screen and click **OK**. Report would be generated on all the possible options.
2. Open the report screen, enter the information in the fields and click **OK**. Report would be generated only on the selected parameters. (see figure below)

Reports also help you print the information.

List of Passes Issued Agency Wise [Report]

Agency ?

* Type of PIC ▼

Issued From





Issued Upto

Clear OK

Note: Not everyone in the organization can perform all the functions. Right to information is denied/granted depending upon your position and job profile. SMS administrator grants you permissions to carry out functions that are required by you. You can contact your SMS Administrator for your access permissions.

2.1.4. Additional Icons

These icons are found on the top of the screen in **SMS**. They help you carry out different functions. They are listed below:

	This icon helps you change user privileges. Only the users with Admin privileges can access the user privileges screens.
	To move to the home page, click this icon.
	There are around 20 modules and SMS is one of the modules. For someone working in Billing Department, Revenue Management System might be the primary module. Clicking this icon will take you to your primary module.
	Sign Out icon.

2.2. Additional Information

- ✓ **Delete** and **View** functions are not explained elsewhere as the functions of these buttons remain same throughout the application.
- ✓ Most of the search results screens have only **Delete** and **Edit** icons. To view the details of a search result, click the corresponding **Edit** icon. Details are displayed in a new screen.
- ✓ Only **Add** information is explained as Add screens differ from screen to screen.
- ✓ Edit process is also not explained, as **Edit** screens are similar to corresponding **Add** screens. In *Add Screens* you add new information while in *Edit Screens* you edit the existing information.
- ✓ **Search** retrieves the information that is stored in the SMS Module.
- ✓ When a field is marked *, it implies that the field is mandatory and you need to enter relevant information in the field.
- ✓ While searching for information, if you are not sure with the spelling, just key in the initial letters or even the first letter. **E.g.** If you are not sure with the spelling of **Lufthansa**, you can enter the letter **L** in the corresponding field and click **Search**. The search retrieves all the airline operators that start with the letter L. Select **Lufthansa** and perform the necessary tasks.
- ✓ Most of the time, generic search gives huge number of results. Customize your search to perform faster operations.
- ✓ You cannot delete main information unless the sub-sections are deleted.
- ✓ It is advisable not to enter special characters like @ ! # % ? > < : " { } in the fields that require alphabets and numbers. Special characters create problems while searching and retrieving information.

2.2.1. I cannot find the Information I am looking for!

This user manual contains all the information to help you acquaint with the functionality of the SMS and complete the tasks mentioned above. If you cannot find the information you are looking for in this user manual, you can look for the same in the online help.

The manual's topics are linked. Click table of contents and the section/topic appears. You also find cross references marked as links. Click those links to move to the topic. If you prefer, you can print the PDF manual. From the File Menu in Acrobat Reader, choose Print.

3. Duty Details

Information regarding the duties and duty details are maintained in this section. The section allows you to define duty locations like Domestic Terminal Building, International Terminal Building, Operational area etc., define duty areas like Jet Airways area at Domestic Terminal Building, Indian Airlines Area at Domestic Terminal Building, Air India Area at International Terminal Building etc., to the corresponding duty locations and define duty points like X-ray Baggage Check at Jet Airways Area, Passenger Frisking at Air India Area etc. to the corresponding duty areas.

3.1. Duty Details → Duty Locations

Duty Locations screen allows you to add and maintain information regarding the locations of various duties at airport. The screen allows you to add duty locations, search already recorded details, edit the existing details and delete the details that are no longer required.

3.1.1. Duty Locations → New

Duty Locations screen allows you to add the new duty location. To open the screen, move along the following path – Duty Details → Duty Locations → New and click the **New** link.



The screenshot shows a web-based form titled "Duty Location [New]". It contains the following fields and values:

- * Loc Code**: DT
- * Description**: Domestic Terminal Building
- Remarks**: This Location is for Domestic Flights Departure

At the bottom right, there are two buttons: "Clear" and "Save". At the bottom left, there is a small globe icon.





To add new duty location, perform the following tasks:


- Enter the location code in the **Loc Code** field.
- Enter the description of the location in the **Duty Location** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.


3.1.2. Duty Location → View

Duty Location (View) screen allows you to view the list of duty locations, edit and delete the existing duty locations. To open the screen, move along the following path - Duty Details → Duty Locations → View and click the **View** link.

Duty Location Details - 1 to 10 of 12			
	▲ Loc Code ▼	▲ Location Description ▼	
<input type="checkbox"/>	01	Location One	
<input type="checkbox"/>	02	Location two	
<input type="checkbox"/>	03	Location three	
<input type="checkbox"/>	04	Locatio four	
<input type="checkbox"/>	05	Location five	
<input type="checkbox"/>	06	Location six	
<input type="checkbox"/>	07	Locaiton seven	
<input type="checkbox"/>	08	Locatio eight	
<input type="checkbox"/>	09	Location Nine	
<input type="checkbox"/>	10	Location Ten	

To browse through all the Duty Locations, use the navigation icons (   ) on the top of the screen

To edit Duty Locations info, click the  icon adjacent to it.

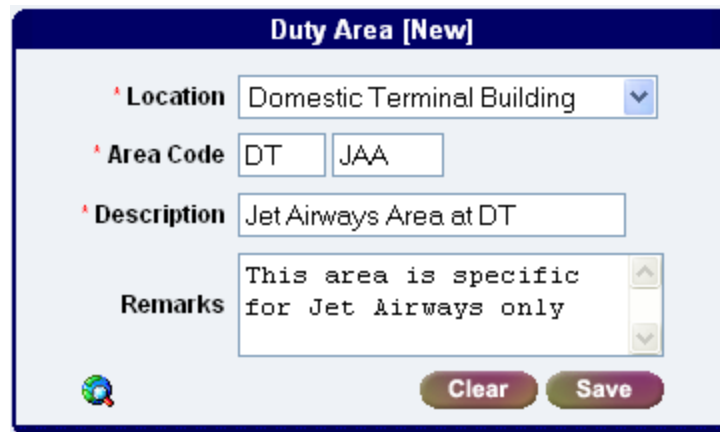
To delete Duty Locations info, select the checkboxes and click the  icon.

3.2. Duty Details → Duty Areas

Duty Areas are defined under a selected duty location. The screen allows you to add and maintain information regarding the duty areas, search already recorded details, edit the existing details and delete the details that are no longer required.

3.2.1. Duty Areas → New

Duty Areas screen allows you to add new duty area. To open the screen, move along the following path - Duty Details → Duty Areas → New and click the **New** link.



Duty Area [New]

* **Location** Domestic Terminal Building

* **Area Code** DT JAA

* **Description** Jet Airways Area at DT

Remarks This area is specific for Jet Airways only

Clear Save

To add new duty area information, perform the following tasks:

- Select the location to which the duty area belongs from the **Location** list box.
- Enter the area code in the **Area Code** field.
- Enter the description of the area in the **Description** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

3.2.2. Duty Area → Search

Duty Area (Search) screen allows you to search for particular duty area. When you move along the path – Duty Details → Duty Areas → Search and click the **Search** link the following screen opens.

The search results screen allows you to browse, view, edit and delete the duty area details. You can click **Search** after entering information in every field or after entering information in the entire fields.



Duty Area [Search]


Location Domestic Terminal Building

Duty Area Jet Airways Area for DT

+ Clear Search +

To search for a particular duty area, perform all or any of the following tasks:

- Select the location in the **Location** field.
- Enter the duty area from the **Duty Area** list box.
- Click **Search**.

Duty Area Details - 9 to 0 of 11				
	▲ Area Code ▼	▲ Area Description ▼	▲ Location ▼	
<input type="checkbox"/>	03003	Area for locat...	Location three	
<input type="checkbox"/>	04004	Area for locat...	Locatio four	
<input type="checkbox"/>	05005	Area for locat...	Location five	
<input type="checkbox"/>	06006	Area six for l...	Location six	
<input type="checkbox"/>	07007	Area seven for...	Locaiton seven	
<input type="checkbox"/>	08008	Area eight for...	Locatio eight	
<input type="checkbox"/>	09009	Area nine for ...	Location Nine	
<input type="checkbox"/>	12012	THIS IS TEST A...	LOCATION TWELV...	
<input type="checkbox"/>	DTJAA	Jet Airways Ar...	Domestic Termi...	

The screen displays the following information in columns:

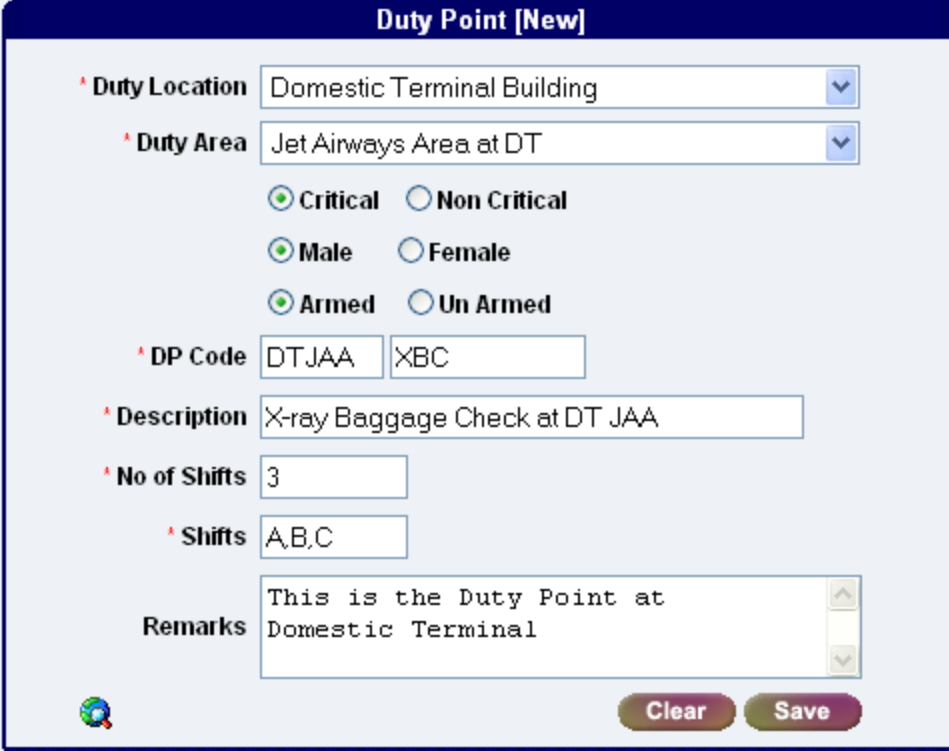
- **Area Code:** Displays the area code.
- **Area Description:** Displays the area description.
- **Location:** Displays the duty location.

3.3. Duty Details → Duty Points

Duty Points are defined under a selected Duty Area of a selected Duty Location. The screen allows you to define duty points, search already recorded details, edit the existing details and delete the details that are no longer required.

3.3.1. Duty Points → New

Duty Points (New) screen allows you to add new duty point. To open the screen, move along the following path – Duty Details → Duty Points → New and click the **New** link.



Duty Point [New]

* **Duty Location** Domestic Terminal Building

* **Duty Area** Jet Airways Area at DT

☒ **Critical** ☐ **Non Critical**

☒ **Male** ☐ **Female**

☒ **Armed** ☐ **Un Armed**




* **DP Code** DTJAA XBC

* **Description** X-ray Baggage Check at DT JAA

* **No of Shifts** 3

* **Shifts** A,B,C

Remarks This is the Duty Point at Domestic Terminal

To add new duty point, perform the following tasks:

- Select the duty location to which the duty point belongs from the **Duty Location** list box.
- Select the duty area corresponding to the selected duty location to which the duty point belongs from the **Duty Area** list box.
- Select either **Critical** or **Non Critical** radio buttons.
- Select either **Male** or **Female** radio buttons.
- Select the **Armed** or **Unarmed** radio buttons.
- Enter the duty point code in the **DP Code** field.
- Enter the description of duty point in the **Description** field.
- Enter the number of shifts to the duty point in the **No of Shifts** field.
- Enter the shifts to the duty point in the **Shifts** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

3.3.2. Duty Point → Search

The Duty Point (Search) screen allows you to search for particular duty point. When you move along the path – Duty Details → Duty Point → Search and click the **Search** link the following screen opens.



Duty Point [Search]

Location: Domestic Terminal Building

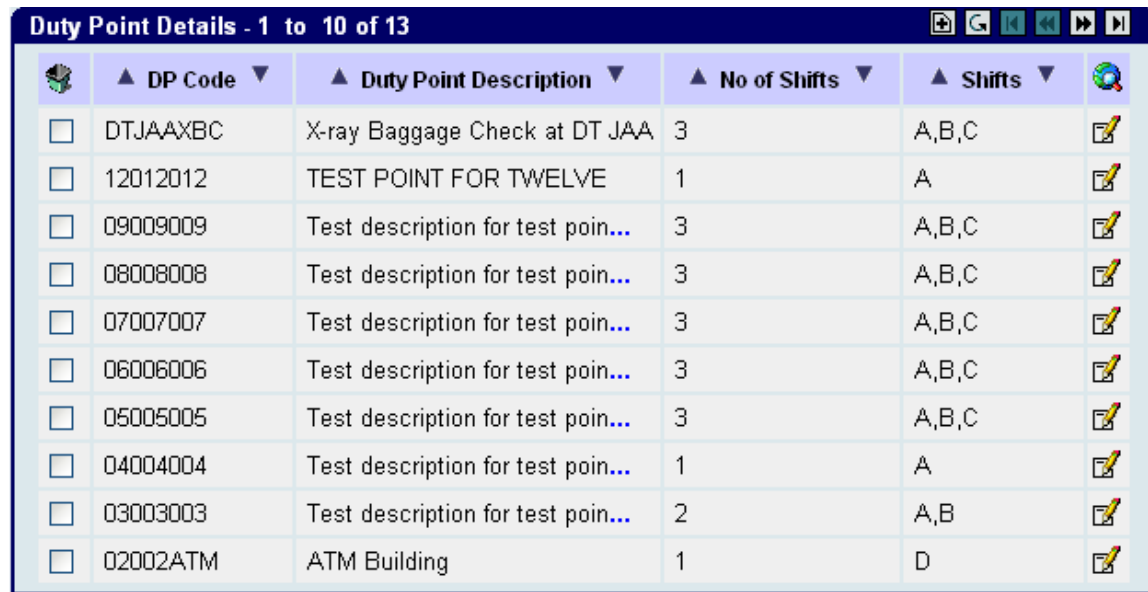
Area: Jet Airways Area at DT

Duty Point: X-ray Baggage Check at DT JAA

+ Clear Search +

To search for duty point, perform all or any of the following tasks:

- Select the location of the duty point from the **Location** list box.
- Select the area of the duty point from the **Area** field.
- Enter the duty point in the **Duty Point** field.
- Click **Search**.



	▲ DP Code ▼	▲ Duty Point Description ▼	▲ No of Shifts ▼	▲ Shifts ▼	
<input type="checkbox"/>	DTJAAXBC	X-ray Baggage Check at DT JAA	3	A,B,C	
<input type="checkbox"/>	12012012	TEST POINT FOR TWELVE	1	A	
<input type="checkbox"/>	09009009	Test description for test poin...	3	A,B,C	
<input type="checkbox"/>	08008008	Test description for test poin...	3	A,B,C	
<input type="checkbox"/>	07007007	Test description for test poin...	3	A,B,C	
<input type="checkbox"/>	06006006	Test description for test poin...	3	A,B,C	
<input type="checkbox"/>	05005005	Test description for test poin...	3	A,B,C	
<input type="checkbox"/>	04004004	Test description for test poin...	1	A	
<input type="checkbox"/>	03003003	Test description for test poin...	2	A,B	
<input type="checkbox"/>	02002ATM	ATM Building	1	D	

The screen displays the following information in columns:

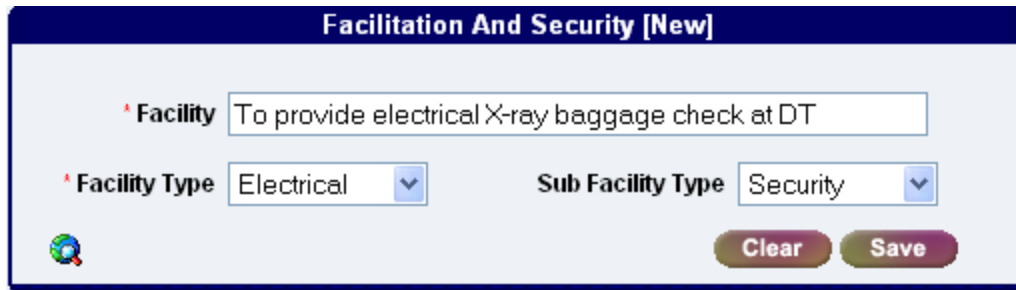
- **DP Code:** Displays the duty point code.
- **Duty Point Description:** Displays the description of the duty point.
- **No of Shifts:** Displays the total number of shifts to the duty point.
- **Shifts:** Displays the shifts to the duty point.

3.4. Duty Details → Facilitation Types

The Facilitation Types screen allows you to define types of facilitation. You can also search already recorded details, edit the existing details and delete the details that are no longer required.

3.4.1. Facilitation Types → New

Facilitation Types (New) screen allows you to add new facilitation type. To open screen, move along the following path – Duty Details → Facilitation Types → New and click the **New** link.



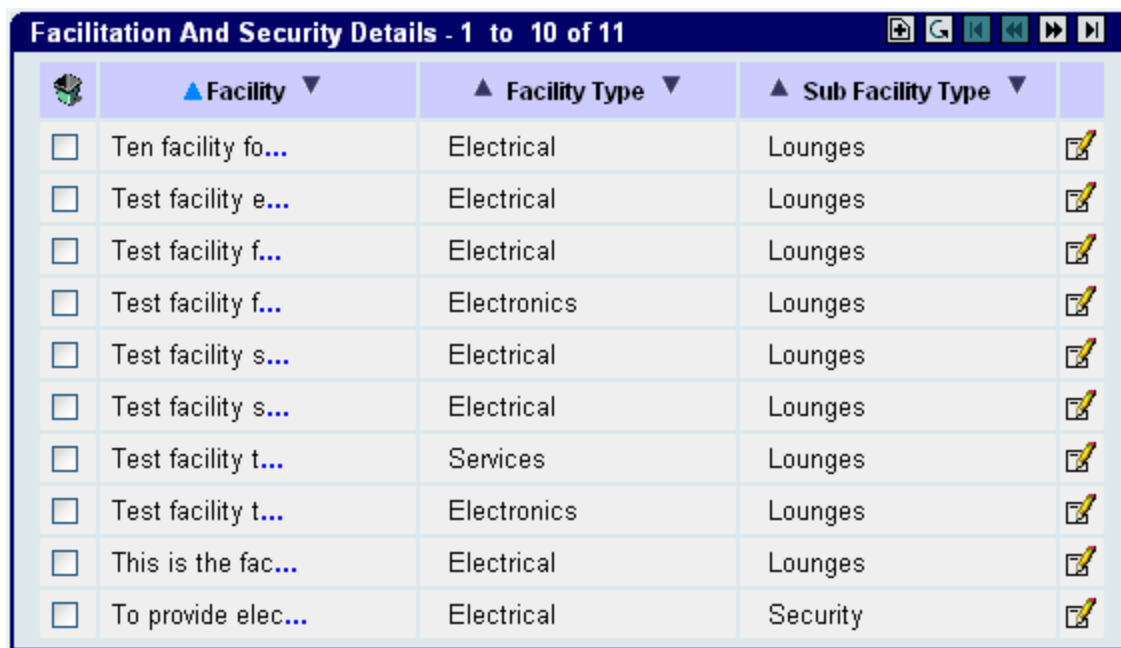
The screenshot shows a web form titled "Facilitation And Security [New]". It contains three main input fields: a text box for "Facility" with the value "To provide electrical X-ray baggage check at DT", a dropdown menu for "Facility Type" set to "Electrical", and another dropdown menu for "Sub Facility Type" set to "Security". At the bottom left is a small globe icon, and at the bottom right are two buttons labeled "Clear" and "Save".

To add new facilitation type, perform the following tasks:

- Enter the type of facilitation from the **Facility** field.
- Select the type of facility from the **Facility Type** list box.
- Select the type of sub facility from the **Sub Facility Type** list box.
- Click **Save**.

3.4.2. Facilitation Types → View

The Facilitation Types (View) screen allows you to view the list of facilitation types. The screen also allows you to edit and delete facilitation types. When you move along the path – Duty Details → Facilitation Types → View and click the **View** link the following screen opens. The View results screen allows you to browse, view, edit and delete facilitation type details.








The screenshot shows a table titled "Facilitation And Security Details - 1 to 10 of 11". The table has four columns: "Facility", "Facility Type", "Sub Facility Type", and an action column with icons for edit and delete. There are 10 rows of data, each with a checkbox in the first column.


	▲ Facility ▼	▲ Facility Type ▼	▲ Sub Facility Type ▼	
<input type="checkbox"/>	Ten facility fo...	Electrical	Lounges	
<input type="checkbox"/>	Test facility e...	Electrical	Lounges	
<input type="checkbox"/>	Test facility f...	Electrical	Lounges	
<input type="checkbox"/>	Test facility f...	Electronics	Lounges	
<input type="checkbox"/>	Test facility s...	Electrical	Lounges	
<input type="checkbox"/>	Test facility s...	Electrical	Lounges	
<input type="checkbox"/>	Test facility t...	Services	Lounges	
<input type="checkbox"/>	Test facility t...	Electronics	Lounges	
<input type="checkbox"/>	This is the fac...	Electrical	Lounges	
<input type="checkbox"/>	To provide elec...	Electrical	Security	

The screen displays the following information in columns:

- **Facility:** Displays the facility.
- **Facility Type:** Displays the facility type.
- **Sub Facility Type:** Displays the sub facility type.

To browse through all the Facilitation Types, use the navigation icons (   ) on the top of the screen.

To edit Facilitation Type info, click the  icon adjacent to it.

To delete Facilitation Type info, select the checkboxes and click the  icon.

4. CISF Details

The Central Industrial Security Force (CISF) is a security force under the Ministry of Home Affairs of the Government of India. It was set up under an act of Parliament on March 10, 1969 with a strength of around 2,800 personnel and as the name suggests, it protects industry. It also protects airports, ports, government buildings, monuments, coal mines, steel plants, nuclear power plants, and space installations. CISF was made an armed force of the Union of India by an act of Parliament passed June 15, 1983.

Information regarding the designations, guards per location i.e., guards per duty point, security personnel, shifts, shift-wise security personnel, duty roster and attendance record, attendance search, leave record, emergency evacuations, etc. are recorded and maintained in CISF Details section.

4.1. CISF Details → Designations

Designations screen allows you to define the designations of CISF Security Personnel. You can also search already recorded details, edit the existing details and delete the details that are no longer required.

4.1.1. Designations → New

The Designations (New) screen allows you to add new designation. To open screen, move along the following path – CISF Details → Designations → New and click the **New** link.











To add new designation, perform the following tasks:

- Enter the designation code in the **Desig Code** field.
- Enter the description in **Description** field.
- Click **Save**.





4.1.2. Designation → View

Designation (View) screen allows you to view list of designations. You can also edit and delete particular designation. When you move along the path – CISF Details → Designation → View and click the **View** link the following screen opens.


Designations Details - 1 to 9 of 9			
	▲ Desig Code ▼	▲ Designation Description ▼	
<input type="checkbox"/>	AD	Airport Director	
<input type="checkbox"/>	AGM	Assistant General Manager	
<input type="checkbox"/>	AM	Airport Manager	
<input type="checkbox"/>	ATTD	Attender	
<input type="checkbox"/>	CLRK	CLERK	
<input type="checkbox"/>	DGM	Deputy General Manager	
<input type="checkbox"/>	GM	General Manager	
<input type="checkbox"/>	MGR	MANAGER	
<input type="checkbox"/>	SUPTD	Superintendent	

The screen displays the following information in columns:

- **Desig Code:** Displays the designation code.
- **Designation Description:** Displays the designation description.

To browse through all the Designations, use the navigation icons (   ) on the top of the screen

To edit Designations info, click the  icon adjacent to it.

To delete Designations info, select the checkboxes and click the  icon.

4.2. CISF Details → Guards Per Location

At each location of a Duty Point, there will be some predefined number of CISF security personnel with different designations on duty for providing security. Information regarding the guards such as designation, no. of persons and location are maintained in this section. The screen helps you add new details, search already recorded details, edit the existing details and delete the details that are no longer required.

4.2.1. Guards Per Location → New

Guards Per Location (New) screen allows you to add new guards to a location. To open the screen, move along the following path – CISF Details → Guards Per Location → New and click the **New** link.

To add new guards per location, perform the following tasks:

- Click the “?” icon next to the **Duty Point** field and select the duty point to which the number of designated persons are allotted.
- Click the “?” icon next to the **Designation** field and select the designation to the selected duty point.
- Enter the number of persons of the selected designation to the duty point.
- Enter the remarks in the **Remarks** field.
- To clear the data in the fields, click “X” icon and to save the data, click the “√” icon
- Once you click the “√” icon, the details get added and another row with empty fields appears below. Repeat the process for all the guards per location details.
 - Once you have entered all the details, click **Save**.

4.2.2. Guards Per Location → Search

Guards Per Location (Search) screen allows you to search for particular guard per location. When you move along the path – CISF Details → Guards Per Location → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the guard per location details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Guards Per Location [Search]








Duty Point ?

Designation ▼

+ +

To search for a particular guard per location, perform all or any of the following tasks:

- Click the “?” icon next to the **Duty Point** field and select the duty point.
- Select the designation from the **Designation** list box.
- Click **Search**.

Guards Per Location Details - 1 to 5 of 5					
	▲ Duty Point ▼	▲ Designation ▼	▲ Persons ▼	▲ Remarks ▼	
<input type="checkbox"/>	01001001	ATTD	2	He is repon...	
<input type="checkbox"/>	04004004	SUPTD	3	He Should r...	
<input type="checkbox"/>	08008008	CLRK	3	should repo...	
<input type="checkbox"/>	12012012	CLRK	5	THIS IS ALS...	
<input type="checkbox"/>	DTJAAXBC	ACO	3	They are re...	

The screen displays the following information in columns:

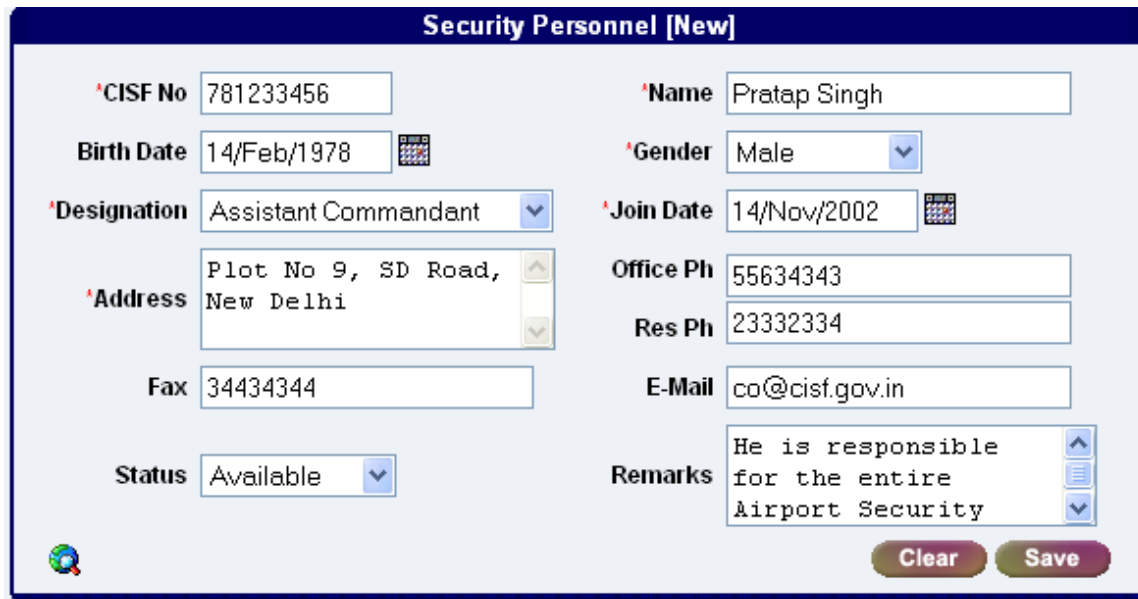
- **Duty Point:** Displays the duty point.
- **Designation:** Displays the designation.
- **Persons:** Displays the total number of persons.
- **Remarks:** Displays the remarks.

4.3. CISF Details → Security Personnel

The Security Personnel screen allows you to add and maintain the details of security personnel. The screen allows you to add details of security personnel, search already recorded details, edit the existing details and delete the details that are no longer required.

4.3.1. Security Personnel → New

The Security Personnel screen allows you to add details of security personnel. To open the screen, move along the following path – CISF Details → Security Personnel → New and click the **New** link.



Security Personnel [New]

*CISF No 781233456

*Name Pratap Singh

Birth Date 14/Feb/1978

*Gender Male

*Designation Assistant Commandant

*Join Date 14/Nov/2002

*Address Plot No 9, SD Road, New Delhi

Office Ph 55634343

Res Ph 23332334

Fax 34434344

E-Mail co@cisf.gov.in

Status Available

Remarks He is responsible for the entire Airport Security

Clear Save

To add new security personnel details, perform the following tasks:

- Enter the CISF number in the **CISF No** field.
- Enter the name of the security person in the **Name** field.
- Click the date-picker icon next to the **Birth Date** field select or enter the date of birth of the security person.
- Select the gender of the person from the **Gender** list box.
- Select the designation to which the person belongs from the **Designation** list box.
- Click the date-picker icon next to the **Join Date** field and select or enter the date of join of the security person.
- Enter the address of the of the person in the **Address** field.
- Enter the office phone number of the person in the **Office Ph** field.
- Enter the residence phone number of the person in the **Res Ph** field.
- Enter the fax number of the person in the **Fax** field.
- Enter the email of the person in the **E-Mail** field.
- Select the status of the person from the **Status** list box.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

4.3.2. Security Personnel → Search

Security Personnel (Search) screen allows you to search for particular security personnel details. When you move along the path – CISF Details → Security Personnel → Search and click the **Search** link the following screen opens.







The search results screen allows you to browse, view, edit and delete the security person details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for security personnel, perform all or any of the following tasks:

- Select the type of person from the **Personnel** list box.
- Select the designation of the person from the **Designation** list box.
- Enter the name of the security person in the **Person Name** field.
- Click the date-picker icon next to the **From Join Date** field and select or enter the date of join from when you intend to have security personnel details.
- Click the date-picker icon next to the **To Join Date** field and select or enter the date of join till when you intend to have security personnel details.
- Click **Search**.



	▲ CISF Number ▼	▲ Person Name ▼	▲ Designation ▼	▲ Status ▼	
<input type="checkbox"/>	011100222	TEST PERPOSE	SUPTD	Available	
<input type="checkbox"/>	781233456	Pratap Singh	ACO	Available	
<input type="checkbox"/>	CISF00001	Mr. Shukla	SUPTD	Available	
<input type="checkbox"/>	CISF00002	Mr. Khurana	CLRK	Available	

The screen displays the following information in columns:

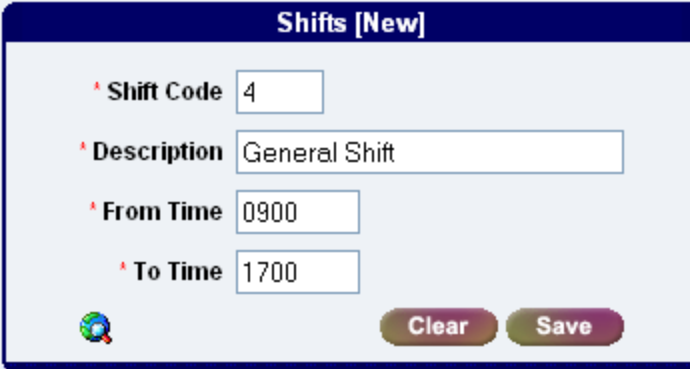
- **CISF Number:** Displays the CISF number.
- **Person Name:** Displays the name of the security person.
- **Designation:** Displays the designation of the person.
- **Status:** Displays the status of the person.

4.4. CISF Details → Shifts

Shifts screen allows you to define the shift timings at the airport. The screen allows you to add details of shifts, search already recorded details, edit the existing details and delete the details that are no longer required.

4.4.1. Shifts → New

Shifts (New) screen allows you to add the new shift. When you move along the following path – CISF Details → Shifts → New and click the **New** link.




Shifts [New]

* Shift Code

* Description

* From Time

* To Time

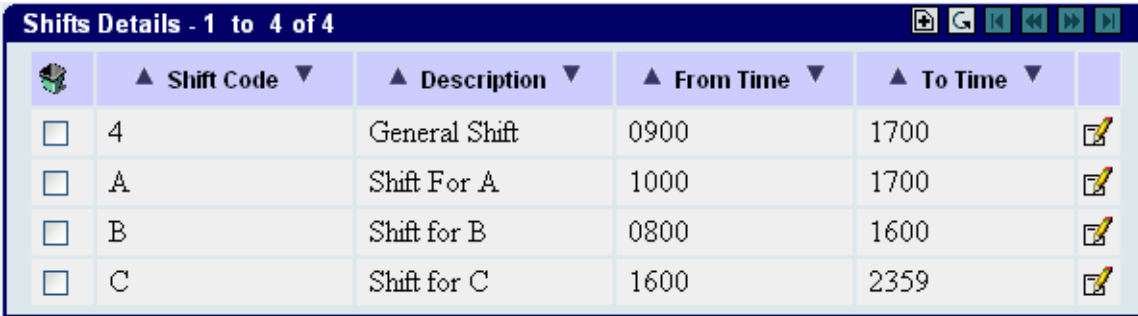







To add new shift, perform the following tasks:

- Enter the shift code in the **Shift Code** field.
- Enter the description of the shift in the **Description** field.
- Enter the starting time of shift in the **From Time** field.
- Enter the ending time of shift in the **Ending Time** field.
- Click **Save**.

4.4.2. Shift → View

The Shift (View) screen allows you to view the list of shifts. You can also edit and delete the existing shifts. When you move along the path – CISF Details → Shift → View and click the **View** link the following screen opens.





	▲ Shift Code ▼	▲ Description ▼	▲ From Time ▼	▲ To Time ▼	
<input type="checkbox"/>	4	General Shift	0900	1700	
<input type="checkbox"/>	A	Shift For A	1000	1700	
<input type="checkbox"/>	B	Shift for B	0800	1600	
<input type="checkbox"/>	C	Shift for C	1600	2359	

The screen displays the following information in columns:

- **Shift Code:** Displays the shift code.
- **Description:** Displays the shift description.
- **From Time:** Displays the starting time of the shift.
- **To Time:** Displays the ending time of the shift.

To browse through all the Shifts, use the navigation icons () on the top of the screen

To edit Shifts info, click the  icon adjacent to it.

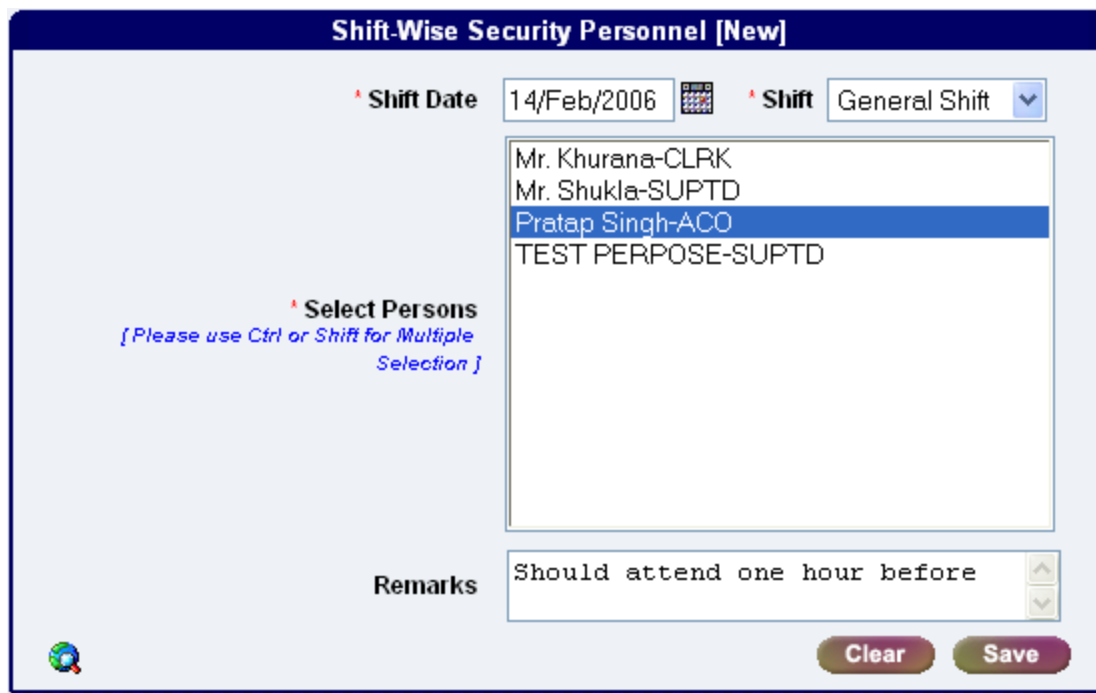
To delete Shifts info, select the checkboxes and click the  icon.

4.5. CISF Details → Shift Wise Security Personnel

The Shift Wise Security Personnel screen allows you to add and maintain the details of security person in a particular shift on particular dates.

4.5.1. Shift wise Security Personnel → New

Shift wise Security Personnel (New) screen allows you to add details of new security person on a shift basis. When you move along the path – CISF Details → Shift Wise Security Personnel → New and click the **New** link the following screen opens.



Shift-Wise Security Personnel [New]

* Shift Date: 14/Feb/2006 * Shift: General Shift

*** Select Persons**
[Please use Ctrl or Shift for Multiple Selection]

- Mr. Khurana-CLRK
- Mr. Shukla-SUPTD
- Pratap Singh-ACO**
- TEST PERPOSE-SUPTD

Remarks: Should attend one hour before

Clear Save

To add new shift wise security person details, perform the following tasks:

- Click the date-picker icon next to the **Shift Date** field select or enter the date of shift.
- Select the type of shift from the **Shift** list box.

- Select the persons from the **Select Persons** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

4.5.2. Shift wise Security Personnel → Search

Shift wise Security Personnel (Search) screen allows you to search for particular shift wise security person details. When you move along the path – CISF Details → Shift Wise Security Personnel → Search and click the **Search** link the following screen opens.

The search results screen allows you to browse, view, edit and delete the shift wise security person details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Shift-Wise Security Personnel [Search]

From Date: 01/Feb/2006 To Date: 14/Feb/2006

Shift: General Shift

Buttons: Clear, Search

To search for particular shift wise security person details, perform all or any of the following tasks:

- Click the date-picker icon next to the **From Date** field and select or enter the date from when you intend to have shift details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have shift details.
- Select the shift from the **Shift** list box.
- Click **Search**.

Shift-Wise Security Personnel Details - 1 to 4 of 4

	▲ Shift Date ▼	▲ Shift ▼	▲ Remarks ▼	
<input type="checkbox"/>	14/Feb/2006	4	Should attend one ho...	
<input type="checkbox"/>	14/Feb/2006	B	Report one hour befo...	
<input type="checkbox"/>	19/Dec/2005	A	Report to SI	
<input type="checkbox"/>	17/Mar/2005	A	---	

The screen displays the following information in columns:

- **Shift Date:** Displays the shift date.
- **Shift:** Displays the shift.

- **Remarks:** Displays the remarks.

4.6. CISF Details → Duty Roster

The actual duty to the security personnel takes place on a particular date and in a particular shift. The Duty Roster screen allows you to maintain a record of the duty location, shifts and attendance of the security personnel. You can also search already recorded details, edit the existing details and delete the details that are no longer required.

4.6.1. Duty Roster → New

The Duty Roster (New) screen allows you to add new duty roster of the security person. When you move along the path – CISF Details → Duty Roster → New and click the **New** link, the following screen opens.

Duty Roster & Attendance Record [New]			
Shift Date	14/Feb/2006	*Shift	4
		*Location	DT
Remarks	Duty roster for 14th Feb 06		
CISF Person		*Area	*DutyPoint
Pratap Singh - ACO		DTJAA	DTJAAXBC
			Assigned <input checked="" type="checkbox"/>

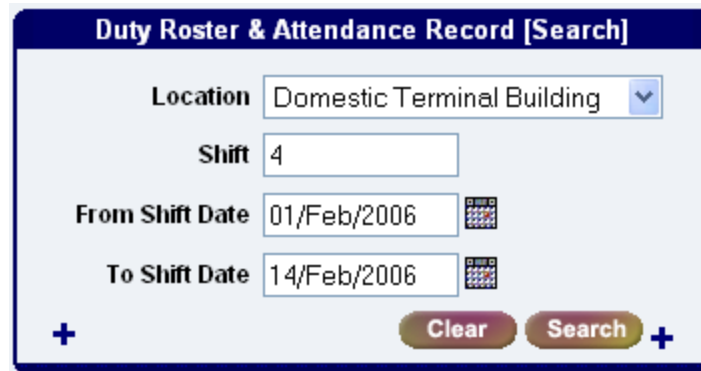
To add new duty roster and attendance, perform the following tasks:

- Click the date-picker icon next to the **Shift Date** field and select or enter the date of shift.
- Click the “?” icon next to the **Shift** field and select the shift. This automatically displays all the persons who are in the shift.
- Click the “?” icon next to the **Location** field and select the location of the shift.
- Enter the remarks, if any, in the **Remarks** field.
- Click the “?” icon next to the **Area** field and select the area.
- Click the “?” icon next to the **Duty Point** field and select the duty point.
- Select the **Assigned** checkbox to specify the duty roster assigned or not.
- Click **Save**.

4.6.2. Duty Roster → Search

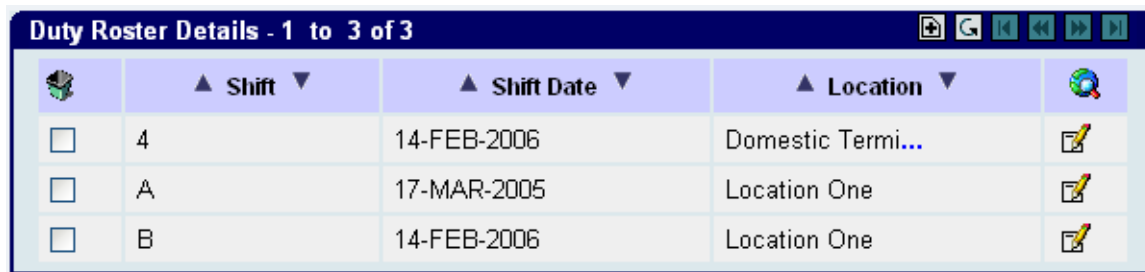
Duty Roster (Search) screen allows you to search for particular duty roster details. When you move along the path – CISF Details → Duty Roster → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the duty roster details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for a particular duty roster, perform all or any of the following tasks:

- Select the location from the **Location** list box.
- Enter the shift in the **Shift** field.
- Click the date-picker icon next to the **From Shift Date** field and select or enter the date from when you intend to have duty roster details.
- Click the date-picker icon next to the **To Shift Date** field and select or enter the date till when you intend to have duty roster details.
- Click **Search**.



<input type="checkbox"/>	▲ Shift ▼	▲ Shift Date ▼	▲ Location ▼	
<input type="checkbox"/>	4	14-FEB-2006	Domestic Termi...	
<input type="checkbox"/>	A	17-MAR-2005	Location One	
<input type="checkbox"/>	B	14-FEB-2006	Location One	

The screen displays the following information in columns:

- **Shift:** Displays the shift.
- **Shift Date:** Displays the shift date.
- **Location:** Displays the location.

4.7. CISF Details → Attendance Search

Attendance Search section allows you to search for attendance of a selected person or a group of persons. The screen allows you to view, edit and delete the recorded attendance. When you

move along the path – CISF Details → Attendance Search → Search and click the **Search** link the following screen opens.

The search results screen allows you to browse, view, edit and delete the attendance details. You can click **Search** after entering information in every field or after entering information in the entire fields.

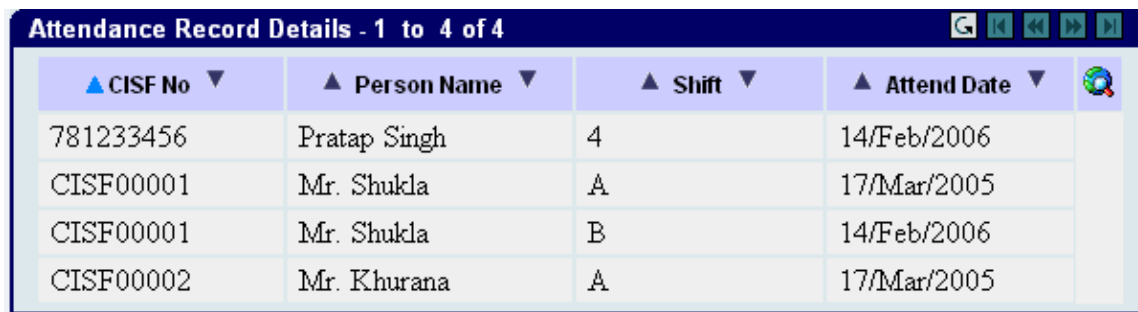


The form is titled "Attendance Record [Search]". It contains the following fields and controls:

- Person Name:** A text input field containing "Pratap Singh".
- CISF Number:** A text input field containing "781233456" with a question mark icon to its right.
- Shift:** A dropdown menu showing "General Shift".
- From Attend Date:** A date input field containing "01/Feb/2006" with a date picker icon to its right.
- To Attend Date:** A date input field containing "14/Feb/2006" with a date picker icon to its right.
- Buttons:** Two buttons at the bottom, "Clear" and "Search".

To search for attendance, perform all or any of the following tasks:

- Enter the name of the person in the **Person Name** field.
- Click the “?” icon next to the **CISF Number** field and select the CISF number.
- Select the shift from the **Shift** field.
- Click the date-picker icon next to the **From Attend Date** field and select or enter the date from when you intend to have attendance details.
- Click the date-picker icon next to the **To Attend Date** field and select or enter the date till when you intend to have attendance details.
- Click **Search**.



▲ CISF No ▼	▲ Person Name ▼	▲ Shift ▼	▲ Attend Date ▼	
781233456	Pratap Singh	4	14/Feb/2006	
CISF00001	Mr. Shukla	A	17/Mar/2005	
CISF00001	Mr. Shukla	B	14/Feb/2006	
CISF00002	Mr. Khurana	A	17/Mar/2005	

The screen displays the following information in columns:

- **CISF No:** Displays the CISF number.
- **Person Name:** Displays the name of the person.

- **Shift:** Displays the shift.
- **Attend Date:** Displays the date attended by the person.

4.8. CISF Details → Leave Record

Leave Record section allows you to capture leave details of a security person who has applied for leave. The screen allows you to add leave details, search already recorded details, edit the existing details and delete the details that are no longer required.

4.8.1. Leave Record → New

Leave Record (New) screen allows you to add new leave record. When you move along the path – CISF Details → Leave Record → New and click the **New** link the following screen opens.

The screenshot shows a web-based form titled "Leave Record [New]". It contains several input fields with labels and icons:

- App Date:** A text box containing "14/Feb/2006" with a date-picker icon to its right.
- CISF Person:** A text box containing "781233456" with a question mark icon to its right.
- Leave Type:** A dropdown menu showing "Earned Leave".
- From Date:** A text box containing "27/02/2006" with a date-picker icon to its right.
- To Date:** A text box containing "03/Mar/2006" with a date-picker icon to its right.
- Remarks:** A text area containing "Going to his native place".

At the bottom right of the form, there are two buttons: "Clear" and "Save".

To add new leave record, perform the following tasks:

- Click the date-picker icon next to the **App Date** field and select or enter the date the on which the leave is applied.
- Click the "?" icon next to the **CISF Person** field and select the CISF person.
- Select the type of leave applied from the **Leave Type** field.
- Click the date-picker icon next to the **From Date** field and select or enter the starting date of the leave.
- Click the date-picker icon next to the **To Date** field and select or enter the ending date of the leave.
- Click **Save**.

4.8.2. Leave Record → Search

Leave Record (Search) screen allows you to search for particular leave record. When you move along the path – CISF Details → Leave Record → Search and click the **Search** link the following screen opens.

The search results screen allows you to browse, view, edit and delete the leave details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Leave Record [Search]

CISF Number: 781233456 ?

Designation: Assistant Commandant ▼

From Leave Date: 27/Feb/2006

To Leave Date: 03/Mar/2006

Clear Search

To search for particular leave record, perform all or any of the following tasks:

- Click the “?” icon next to the **CISF Number** field and select the CISF number.
- Select the designation of the person from the **Designation** list box.
- Click the date-picker icon next to the **From Leave Date** field and select or enter the leave starting date from when you intend to have leave details.
- Click the date-picker icon next to the **To Leave Date** field and select or enter the leave ending date till when you intend to have leave details.
- Click **Search**.

Leave Record Details - 1 to 7 of 7						
	▲ CISF No ▼	▲ Person Name ▼	▲ Desig ▼	▲ Leave ▼	▲ From Date ▼	▲ To Date ▼
<input type="checkbox"/>	781233456	Pratap Singh	ACO	AB	23/Jan/2006	25/Jan/2006
<input type="checkbox"/>	781233456	Pratap Singh	ACO	AB	06/Feb/2006	08/Feb/2006
<input type="checkbox"/>	781233456	Pratap Singh	ACO	EL	27/Feb/2006	03/Mar/2006
<input type="checkbox"/>	CISF00001	Mr. Shukla	SUPTD	AB	19/Feb/2006	20/Feb/2006
<input type="checkbox"/>	CISF00001	Mr. Shukla	SUPTD	SL	18/Mar/2005	24/Mar/2005
<input type="checkbox"/>	CISF00002	Mr. Khurana	CLRK	AB	18/Jan/2006	20/Jan/2006
<input type="checkbox"/>	CISF00002	Mr. Khurana	CLRK	CL	19/Mar/2005	25/Mar/2005

The screen displays the following information in columns:

- **CISF No:** Displays the CISF number.

- **Person Name:** Displays the name of the person.
- **Desig:** Displays the designation of the person.
- **Leave:** Displays the type of leave applied.
- **From Date:** Displays the starting date of leave.
- **To Date:** displays the ending date of leave.

5. Security Committee

Security Committee Meetings are held to discuss the security measures to be taken at the airport. The members of this committee include representatives from external government agencies; AAI wings head, and other agencies like Indian Airlines, Air India, JET Airways, Emirates, BPCL, IOCL etc., There are alternate members to each department who will attend on the behalf of their respective departments as and when the actual members of the committee are not present.

5.1. Security Committee → Nature of Meeting

Information regarding the nature of security meetings held at the airport is maintained in Nature of Meeting screen. The screen also allows you to search already recorded details, edit the existing details and delete the details that are no longer required.

5.1.1. Nature of Meeting → New

Nature of Meeting (New) screen allows you to add new meeting details. When you move along the path – Security Committee → Nature of Meeting → New and click the **New** link the following screen opens.



To add new nature of meeting, perform the following tasks:

- Enter the meeting code in the **Meeting Code** field.
- Enter the description of the meeting in the **Description** list box.
- Click **Save**.

5.1.2. Nature of Meeting → Search

Electricity Charges (Search) screen allows you to search for particular nature of meeting details. When you move along the path – CISF Details → Nature of Meeting → Search and click the **Search** link the following screen opens.

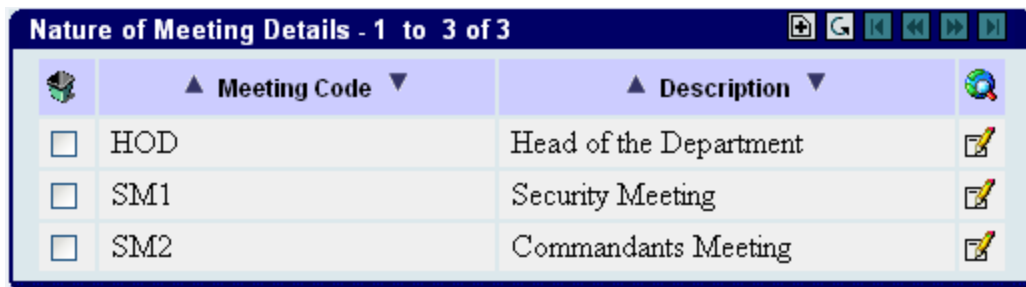
The search results screen allows you to browse, view, edit and delete the Nature of Meeting details. You can click **Search** after entering information in every field or after entering information in the entire fields.



The form is titled "Nature of Meeting [Search]". It contains two input fields: "Meeting Code" with the value "SM1" and "Description" with the value "Security Meeting". Below the fields are two buttons: "Clear" and "Search". There are also plus signs on the left and right sides of the form.

To search for nature of meeting details, perform all or any of the following tasks:

- Enter the meeting code in the **Meeting Code** field.
- Enter the description in the **Description** field.
- Click **Search**.



The table is titled "Nature of Meeting Details - 1 to 3 of 3". It has two main columns: "Meeting Code" and "Description". Each row has a checkbox on the left and an edit icon on the right.

	▲ Meeting Code ▼	▲ Description ▼	
<input type="checkbox"/>	HOD	Head of the Department	
<input type="checkbox"/>	SM1	Security Meeting	
<input type="checkbox"/>	SM2	Commandants Meeting	

The screen displays the following information in columns:

- **Meeting Code:** Displays the quarter number.
- **Description:** Displays the description.

5.2. Security Committee → AAI Committee Members

AAI Committee Members section allows you to enter and store the AAI Committee members details. The screen allows you to search already recorded details, edit the existing details and delete the details that are no longer required.

5.2.1. AAI Committee Members → New

AAI Committee Members (New) screen allows you to add AAI committee member details. When you move along the path – Security Committee → AAI Committee Members → New and click the **New** link, the following screen opens.

AAI Members [New]

*Member Name	Bhupender Singh	*Employ No.	0012
Birth Date	01/Oct/1978	*Gender	Male
*Designation	GM-Jet Airways	*Department	Airlines
*Meeting Type	Security Meeting		
*Join Date	01/Feb/2002		
*Address	Plot No 34, Street No 12, SD Road, New Delhi	Office Ph1	55667689
		Office Ph2	33456745
Residence Ph	40565656	Fax	3346548
E-Mail	bs@jet.com		

Clear Save


To add new AAI member details, perform the following tasks:

- Enter the name of the member in the **Member Name** field.
- Enter the employee number in the **Employ No.** field.
- Click the date-picker icon next to the **Birth Date** field and select or enter the date of birth of the member.
- Select the gender of the member from the **Gender** list box.
- Enter the designation of the member in the **Designation** field.
- Enter the department to which the member belongs in the **Department** field.
- Select the type of meeting from the **Meeting Type** field.
- Click the date-picker icon next to the **Join Date** field and select or enter the date of join of the member.
- Enter the address of the member in the **Address** field.
- Enter the office phone number 1 in the **Office Ph 1** field.
- Enter the office phone number 2 in the **Office Ph 2** field.
- Enter the residence phone number of the member in the **Residence Ph** field.
- Enter the fax number of the member in the **Fax** field.
- Enter the email id of the member in the **E-mail** field.
- Click **Save**.

5.2.2. AAI Committee Member → Search

AAI Committee Member (Search) screen allows you to search for particular AAI committee member details. When you move along the path – Security Meeting → AAI Committee Member → Search and click the **Search** link the following screen opens.

The search results screen allows you to browse, view, edit and delete the AAI committee member details. You can click **Search** after entering information in every field or after entering information in the entire fields.



The image shows a search form titled "AAI Members [Search]". It contains four input fields: "Designation" with the value "GM-Jet Airways", "Member Name" with the value "Bhupender Singh", "From Join Date" with the value "01/Feb/2002", and "To Join Date" with the value "01/Feb/2006". Each date field has a small calendar icon to its right. At the bottom of the form, there are two buttons: "Clear" and "Search", both with a "+" icon to their right.

To search for AAI committee member details, perform all or any of the following tasks:

- Enter the designation in the **Designation** field.
- Enter the name of the member in the **Member Name** field.
- Click the date-picker icon next to the **From Join Date** field and select or enter the joining date from when you intend to have AAI member details.
- Click the date-picker icon next to the **To Join Date** field and select or enter the joining date till when you intend to have AAI member details.
- Click **Search**.



The image shows a table titled "AAI Member Details - 1 to 4 of 4". The table has five columns: "Employee No", "Member Name", "Designation", "Joined Date", and a search icon. The table contains four rows of data. Each row has a checkbox in the first column and a search icon in the last column.

	▲ Employee No ▼	▲ Member Name ▼	▲ Designation ▼	▲ Joined Date ▼	
<input type="checkbox"/>	0035	Baradwaj	ACO	10/Oct/01	
<input type="checkbox"/>	0023	Srinivas Gupta	Commandant	10/Apr/02	
<input type="checkbox"/>	00045	B.R. Sharma	Commandant	01/Feb/03	
<input type="checkbox"/>	0012	Bhupender Sing...	GM-Jet Airways	01/Feb/02	

The screen displays the following information in columns:

- **Employee No:** Displays the employee number.
- **Member Name:** Displays the member name.
- **Designation:** Displays the designation of the member.
- **Joined Date:** Displays the date of join of the member.

5.3. Security Committee → Ex Committee Member

The Ex Committee members section lists the names of the external members (members other than AAI committee members) who attend various meetings. The security committee meetings are held to discuss about the security measures to be taken in order to maintain security in the airport. The committee consists of the members belonging to external government agencies, AAI wings head, and other agencies representatives like India Airlines, Air India, JET Airways, Emirates, BPCL, IOCL etc,. There are alternate members to each department who will attend on behalf of their respective departments as and when the actual members of the committee are not present. The Ex members screen allows you to capture all external committee member details.

5.3.1. Ex Committee Member → New

Ex Committee Member screen allows you to add new ex committee member details. When you move along the path – Security Committee → Ex Committee Member and click the **Ex Committee Member** link the following screen opens.

Committee Members [New]

*Name	<input type="text" value="Rajeev Patil"/>	*Gender	<input type="text" value="Male"/>
Birth Date	<input type="text" value="01/Mar/1978"/>	*Department	<input type="text" value="Airlines"/>
*Designation	<input type="text" value="GM - Jet Airways"/>	*Agency Type	<input type="text" value="Airlines"/>
*Agency	<input type="text" value="Airlines"/>	*Agency	<input type="text" value="test"/>
*Meeting Type	<input type="text" value="Commandants Meeting"/>	*Join Date	<input type="text" value="01/Feb/2002"/>
*Address	<input type="text" value="Street no 12, Sanjeev Nagar, New Delhi"/>	Office Ph1	<input type="text" value="55655678"/>
Residence Ph	<input type="text" value="33434343"/>	Office Ph2	<input type="text" value="33343435"/>
E-Mail	<input type="text" value="rp@jet.com"/>	Fax	<input type="text" value="33433434"/>

To add new ex committee member details, perform the following tasks:

- Enter the name of the member in the **Name** field.
- Click the date-picker icon next to the **Birth Date** field and select or enter the date of birth of the member.
- Select the gender of the person from the **Gender** list box.
- Enter the designation of the member in the **Designation** field.
- Enter the department to which the member belongs in the **Department** field.

- Click the “?” icon next to the **Agency Type** field and select the agency type.
- Click the “?” icon next to the **Agency** field and select the agency.
- Select the type of meeting from the **Meeting Type** field.
- Click the date-picker icon next to the **Join Date** field and select or enter the date of joining of the member.
- Enter the address of the member in the **Address** field.
- Enter the office phone number 1 in the **Office Ph1** field.
- Enter the office phone number 2 in the **Office Ph 2** field.
- Enter the residence phone number of the member in the **Residence Ph** field.
- Enter the fax number of the member in the **Fax** field.
- Enter the email id of the member in the **E-mail** field.
- Click **Save**.

5.3.2. Ex Committee Member → Search

Ex Committee Member (Search) screen allows you to search for particular ex committee member details. When you move along the path – Security Committee → Ex Committee Member → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the Ex committee member details. You can click **Search** after entering information in every field or after entering information in the entire fields.

To search for ex committee member details, perform all or any of the following tasks:

- Select the member from the **Members** list box.
- Select the type of meeting from the **Meeting Type** list box.
- Enter the designation of the member from the **Designation** list box.
- Enter the name of the member in the **Member Name** field.

- Click the date-picker icon next to the **From Join Date** field and select or enter the joining date from when you intend to have committee member details.
- Click the date-picker icon next to the **To Join Date** field and select or enter the date till when you intend to have committee member details.
- Click **Search**.

Ex Committee Member Details - 1 to 4 of 4					
	▲ Member Code ▼	▲ Member Name ▼	▲ Designation ▼	▲ Joined Date ▼	
<input type="checkbox"/>	M0000001	Rajeev Patil	GM - Jet Airwa...	01/Feb/02	
<input type="checkbox"/>	M0000002	Satish Kumar	ACO	14/Nov/03	
<input type="checkbox"/>	M0000003	Ramanujan	AD	14/Oct/01	
<input type="checkbox"/>	M0000004	Ramchandra	ACO	01/Nov/02	

The screen displays the following information in columns:

- **Member Code:** Displays the member code.
- **Member Name:** Displays the name of the member.
- **Designation:** Displays the designation of the member.
- **Joined Date:** Displays the date of join of the member.

5.4. Security Committee → Committee Members Address

Committee Members Address screen allows you to search for particular committee member address. You can also view, edit and delete the existing details. When you move along the path – Security Committee → Committee Members Address and click the **Committee Members Address** link, the following screen opens.

Committee Members Address [Search]

Meeting Type Commandants Meeting

Designation GM

Member Name RAJEEV PATIL

Clear Search

To search for committee member address, perform all or any of the following tasks:

- Select the type of meeting from the **Meeting Type** list box.
- Enter the designation of the member in the **Designation** field.
- Enter the name of the member in the **Member Name** field.
- Click **Search**.

Member Address Details - 1 to 4 of 4			
▲ Member Name ▼	▲ Designation ▼	▲ Address ▼	
Rajeev Patil	GM - Jet Airwa...	Street no 12, Sanjeev Nag...	
Satish Kumar	ACO	New Delhi	
Ramanujan	AD	New Delhi	
Ramchandra	ACO	New Delhi	

The screen displays the following information in columns:

- **Member Name:** Displays the name of the member.
- **Designation:** Displays the designation of the member.
- **Address:** Displays the address of the member.

5.5. Security Committee → Meeting Details

The Meetings Details section helps you record the details of various types of security committee meetings held at AAI. You need to set up various parameters at – Agencies, AAI Committee Members, Ex Committee Members, Common External Agencies, etc. to record these details. The screens enable you to add meeting details, search the existing minutes of meeting, edit and delete the minutes of meeting that are no longer required.

5.5.1. Meeting Details → New

Meeting Details (New) screen allows you to add new meeting details. When you move along the path – Security Committee → Meeting Details → New and click the **New** link, the following screen opens.


Meeting Types Overview AAI Members Ex Members New Points Previous Points				
	Sno	▲ Meeting ▼	▲ Wing ▼	
+	1	Commandants Meeting	ATC	+
+	2	Head of the Department	ATC	+
+	3	Security Meeting	ATC	+
Showing 1 - 3 of 3 Records				

To add new meeting details, perform the following tasks:

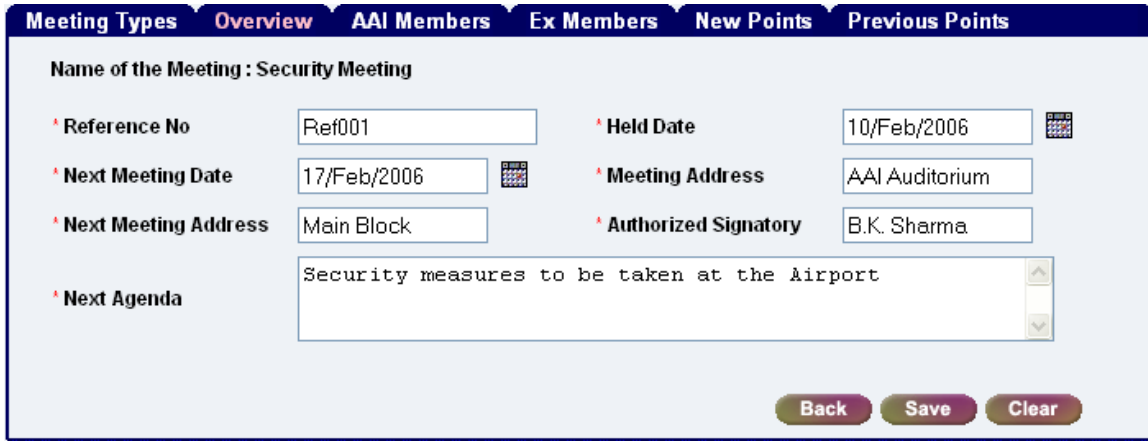
Meeting Types:

The Meeting Types screen will be displayed by default. The screen displays the following information in columns:

- **Meeting:** Displays the meeting type.
- **Wing:** Displays the wing to which the meeting is related to.

Click the corresponding  icon, this activates the MOM – Overview screen where you can enter the overview details of the MOM related to the selected meeting type.

MOM – Overview:



To add MOM - Overview details, perform the following tasks:

- Enter the reference number of the meeting in the **Reference No.** field.
- Click the date picker icon next to the **Held Date** field and select or enter the date on which the meeting was held.
- Click the date picker icon next to the **Next Meeting Date** field and select or enter the date on which the next meeting will be held.
- Enter the address where the meeting was held in the **Meeting Address** field.
- Enter the address where the next meeting will be held in the **Next Meeting Address** field.
- Enter the name of the person authorized in the **Authorized Signatory** field.
- Enter the agenda for the next meeting in the **Next Agenda** field.
- Click **Save**. You will be directed to Meeting Details - AAI Members screen.

MOM – AAI Members:


MOM – AAI Members screen enables you to view the list of AAI Members who attended the meeting. The screen also displays the details of AAI Members.

Meeting Types	Overview	AAI Members	Ex Members	New Points	Previous Points
Name of the Meeting : meeting of security					
Department	Designation	<input type="checkbox"/>	Emp Code	Emp Name	
IGIA	APD	<input checked="" type="checkbox"/>	APD	Shri. P.S.Nair	
Engg.	GM	<input type="checkbox"/>	MAN	Shri Mandeep Lal	
TM	GM	<input type="checkbox"/>	Mish	Shri S.K.Mishra	
OPS	GM	<input checked="" type="checkbox"/>	BNS	Shri B.N.Singh	
Finance	GM	<input checked="" type="checkbox"/>	PKB	Shri P.K.Bhan	
personnel	GM	<input type="checkbox"/>	PG	Smt. P.Goyal	
Electrical	AGM	<input checked="" type="checkbox"/>	JSB	Shri Jasbir Singh	
COML	AGM	<input type="checkbox"/>	SB	Shri Shankar Basu	
Finance	AGM	<input type="checkbox"/>	KLS	Shri K.L.Soni	
Airport-I	DGM	<input type="checkbox"/>	JSBD	Shri Jasbir Singh	
Airport-II	DGM	<input type="checkbox"/>	JAY	Shri A Jayakar	
Civil - I	DGM	<input type="checkbox"/>	RKS	Shri R.K.Sarkar	
Civil - II	DGM	<input type="checkbox"/>	RKA	Shri R.K.Aggarwal	
GFS	DGM	<input type="checkbox"/>	AKP	Shri A.K.Puri	
MM	DGM	<input type="checkbox"/>	MY	Shri M.Yadgiri	
Electrns.	DGM	<input type="checkbox"/>	DBS	Shri D.B.Sreshtha	
Tech	DGM	<input type="checkbox"/>	CSF	Shri C.S.Fonia	
DPO(Civil)	DGM	<input type="checkbox"/>	KRW	Shri K.Rajwanshi	
personnel	DGM	<input type="checkbox"/>	JKG	Shri J.K.Goel	
LAND	Astt GM	<input type="checkbox"/>	6565	Shri A.K.Gupta	
LAW	Astt GM	<input type="checkbox"/>	SLJ	Smt. Suman Lata Jain	
Airport-I	Sr.Mgr	<input type="checkbox"/>	5646	Shri Arun Behal	
Arch.	Sr.Mgr	<input type="checkbox"/>	YC	Shri Yashpal Chuhan	
Eco. Plg	Manager	<input type="checkbox"/>	PSS	Shri P S Senguttuvan	
Security	Manager	<input type="checkbox"/>	AKD	Shri AkashDeep	
PR	Manager	<input type="checkbox"/>	HBS	Shri Harbhajan Singh	
COML	AGM	<input type="checkbox"/>	2586	Shri S. Basu	
DepEmp	DsgEmp	<input type="checkbox"/>	777	Anni	

Back
Save
Clear

The screen displays the following information of AAI Members in columns:

- **Department:** Displays the department to which the member belongs.
- **Designation:** Displays the designation of the member.
- **Emp Code:** Displays the employee code.

- **Emp Name:** Displays the name of the employee.
- Click the  icon associated with the record to view the profile of the employee as shown below:

Shri. P.S.Nair	
Code	APD
Name	Shri. P.S.Nair
Date of Join	22/Oct/2004
Department	IGIA
Designation	APD
Address	New Delhi
Phone1	
Phone2	
Phone3	
Fax	
Email	--

- You can select each record individually by selecting the corresponding checkbox of that record or you can select all the records at one go by clicking the checkbox adjacent to the **Emp Code** field.
- Click **Save**. You will be directed to MOM – Ex Members screen.

MOM – Ex Members:

Mom – Ex members screen displays the details of the non-AAI members who were present at the meeting. The screen displays the ex-member details such as Agency - Type and Name, Members - Name and Designation etc., You can also enter the alternate member's name and designation if the actual person is not attending the meeting.

Meeting Types Overview **AAI Members** Ex Members New Points Previous Points

Name of the Meeting : Head of Departments

Agencies		<input type="checkbox"/>	Members			Alternate Members	
Type	Agency		Name	Designation		Name	Designation
Air ...	AST	<input type="checkbox"/>	Shri D.G ...	DGM		<input type="text"/>	<input type="text"/>
Air ...	Moond ...	<input type="checkbox"/>	Shri D.S ...	DGM		<input type="text"/>	<input type="text"/>

Back Save Clear

- Click the icon associated with the record to view the profile of the member.
- You can select each record individually by selecting the corresponding checkbox of that record or you can select all the records at one go by clicking the checkbox adjacent to the **Emp Code** field.

To add the alternate member details, perform the following tasks:

- Enter the name of the alternate member who attended the meeting in the **Name** field.
- Enter the description of the alternate member who attended the meeting in the **Description** field.
- Click **Save**. You will be directed to **MOM – New Points** screen.

MOM – New Points:

The Mom – New Points screen allows you to add, view, edit and delete details of the new points that are discussed during the meeting.

Meeting Types Overview **AAI Members** Ex Members **New Points** Previous Points

Name of the Meeting : meeting of security

Heading

* Description

✓ * Issue to whom
☒ All HOD's
☒ DGM-Airport-II
☒ GM-Engg. ✓

Back Next Clear

To enter new points of meeting, perform the following tasks:

- Enter the title of the new point discussed in the meeting in the **Heading** field.

- Enter the description of the new point in the **Description** field.
- Select the name of the person to whom the new point was issued from the **Issue to Whom** field.
- To clear the data in the fields, click “X” icon and to save the data, click “√” icon.
 - Once you click the “√” icon, the earlier point gets added and the fields get empty to enable you to enter afresh data.
 - Repeat the process for all the points and once you are done with entering the data, click **Next**. The saved data appears as follows:

Meeting Types Overview AAI Members Ex Members **New Points** Previous Points

Name of the Meeting : meeting of security

1. Security Meeting

Discussed about the Security measures to be taken at airport

- All HODS, DGM-Airport-II, AGM-COML

+

Back Next


- To edit the new points, click icon and to delete the points, click icon.
- Click **Next** to redirect to **MOM – Previous Points** screen.


MOM – Previous Points:


The MOM - Previous Points screen enables you to edit or delete the points discussed during the previous meetings. Previous points will be automatically populated from the previous meetings. You are not allowed to add any new points. The previous points discussed will be displayed by default in non-editable mode as shown below:


Meeting Types **Overview** **AAI Members** **Ex Members** **New Points** **Previous Points**

Name of the Meeting : meeting of security

 **1. Discussed about car securtiy**
Discussed about car securtiy in the airport
- DGM-Airport-II,GM-Engg.,DGM-Airport-I


 **2. Discussed about passenger security**
Discussed about passenger security
- GM-TM,GM-OPS,GM-Finance

 **3. Discussed about car securtiy1**
Discussed about car securtiy1
- DGM-Airport-II,GM-Engg.

 **4. Discussed about passenger security...**
Discussed about passenger security1
- GM-Finance,GM-personnel

Back **Finish**

To edit a point of meeting, perform the following tasks:

- Click the corresponding  icon at the beginning of each point, the point becomes editable in the same screen as shown below:

Meeting Types	Overview	AAI Members	Ex Members	New Points	Previous Points
Name of the Meeting : meeting of security					
<div> <div>Point Dropped <input type="checkbox"/></div> <div> <div>Heading</div> <div>1. Discussed about car secu...</div> </div> <div> <div>Description</div> <div>Discussed about car securtiy in the airport</div> </div> <div> <div>Issue to whom</div> <div> None All HOD's DGM-Airport-II GM-Engg. </div> </div> <div> <div>Action Taken</div> <div></div> </div> </div>					
<div> <div>✓ ✕</div> <div>✎</div> <div> <div>2. Discussed about passenger security</div> <div>Discussed about passenger security</div> <div>- GM-TM, GM-OPS, GM-Finance</div> </div> <div> <div>✎</div> <div> <div>3. Discussed about car security1</div> <div>Discussed about car securtiy1</div> <div>- DGM-Airport-II, GM-Engg.</div> </div> <div> <div>✎</div> <div> <div>4. Discussed about passenger security...</div> <div>Discussed about passenger security1</div> <div>- GM-Finance, GM-personnel</div> </div> </div> </div></div>					
<div> <div>Back</div> <div>Finish</div> <div>Clear</div> </div>					

- Select the **Point Dropped** checkbox to drop the point.
- Make the necessary changes to the **Description**, **Issue to Whom** and **Action Taken** fields.

To clear the data in the fields, click the “X” icon and to save the data, click the “√” icon

- Repeat the process for all the points and once you are done with editing the data, click **Finish**. A message appears as “Are you sure to finish the MOM?” click **OK** to continue.

5.5.2. Meeting Details → Search

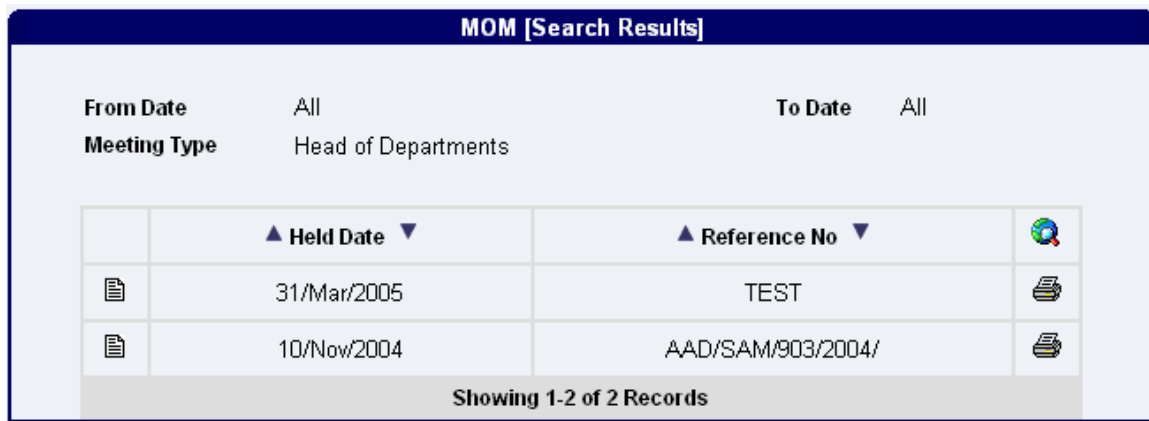
Meeting Details (Search) screen allows you to search for a particular meeting details based on Date/Meeting Type. To open the screen, move along the path - Meetings → Meeting Details → Search and click the **Search** link.





The search results screen helps you to view and print the Meeting details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for particular meeting details, perform the following tasks:


- Click the date-picker icon next to the **From Date** field and select or enter the date from when you intend to have meeting details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have meeting details.
- Click “?” icon next to the **Meeting Type** field and select or enter the type of meeting.
- Click **Search**.




MOM [Search Results]			
From Date	All	To Date	All
Meeting Type	Head of Departments		
	▲ Held Date ▼	▲ Reference No ▼	
	31/Mar/2005	TEST	
	10/Nov/2004	AAD/SAM/903/2004/	
Showing 1-2 of 2 Records			

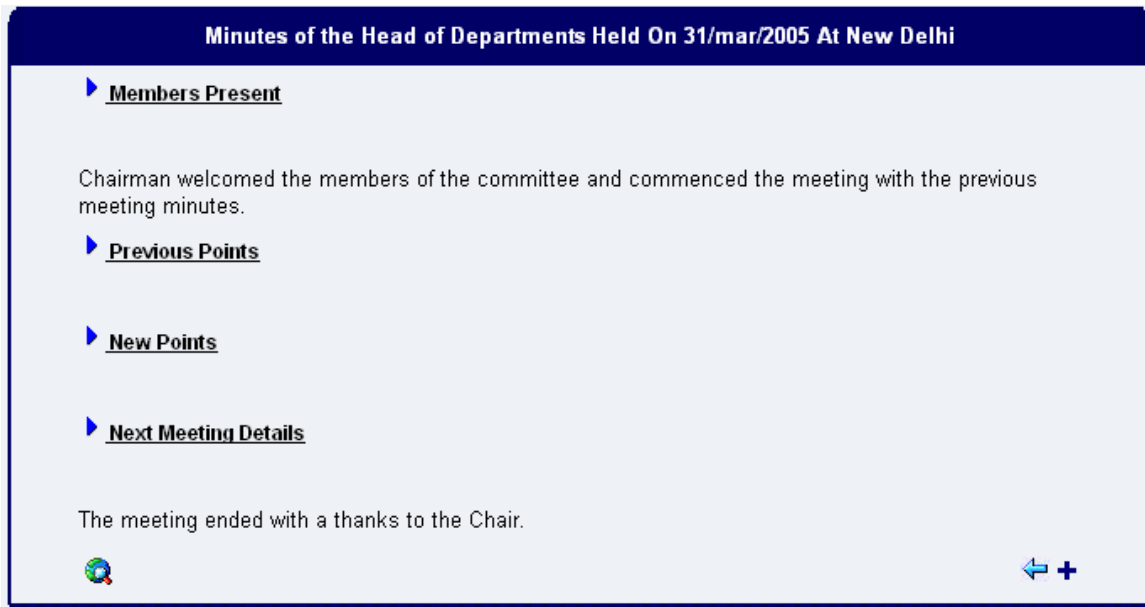
The screen displays the following information in columns:

- **Held Date:** Displays the date on which the meeting was held.
- **Reference No:** Displays the reference number.

To Print the report, click the  icon.

To view the Meeting details, click the  icon associated with the record which you want to view.

The information will be displayed in another window as shown below:



Click the  icon to go back to **MOM (Search)** screen.

Click  to expand the record.

Click  to collapse the record.

5.6. Security Committee → Facilitation and Security

The Facilitation and Security screen allows you to add and maintain details of facilitation and security, search already recorded details, edit the existing details and delete the details that are no longer required.

5.6.1. Facilitation and Security → New

The Facilitation and Security (New) screen allows you to add new facilitation and security details. When you move along the path – Security Committee → Facilitation and Security → New and click the **New** link the following screen opens.

Facilitation And Security [New]

*Year *Month

SINo	Facility	Facility Type	Sub Facility Type	Ter-IB	Dom Arr	Ter-IA	Terminal-II
1	To provide test ...	Electricity	Security	<input type="text" value="5"/> %	<input type="text" value="2"/> %	<input type="text" value="3"/> %	<input type="text" value="4"/> %
2	Test facility t ...	Electronics	Lounges	<input type="text" value="2"/> %	<input type="text" value="2"/> %	<input type="text" value="2"/> %	<input type="text" value="2"/> %
3	Test facility t ...	Services	Lounges	<input type="text" value="5"/> %	<input type="text" value="55"/> %	<input type="text" value="5"/> %	<input type="text" value="5"/> %
4	Test facility f ...	Electronics	Lounges	<input type="text" value="3"/> %	<input type="text" value="3"/> %	<input type="text" value="3"/> %	<input type="text" value="3"/> %
5	Test facility f ...	Electricity	Lounges	<input type="text" value="4"/> %	<input type="text" value="4"/> %	<input type="text" value="4"/> %	<input type="text" value="4"/> %
6	Test facility s ...	Electricity	Lounges	<input type="text" value="10"/> %	<input type="text" value="2"/> %	<input type="text" value="2"/> %	<input type="text" value="2"/> %
7	Test facility s ...	Electricity	Lounges	<input type="text" value="5"/> %	<input type="text" value="3"/> %	<input type="text" value="4"/> %	<input type="text" value="2"/> %
8	Test facility e ...	Electricity	Lounges	<input type="text" value="2"/> %	<input type="text" value="3"/> %	<input type="text" value="4"/> %	<input type="text" value="5"/> %
9	This is the fac ...	Electricity	Lounges	<input type="text" value="4"/> %	<input type="text" value="6"/> %	<input type="text" value="5"/> %	<input type="text" value="8"/> %
10	Ten facility fo ...	Electricity	Lounges	<input type="text" value="3"/> %	<input type="text" value="4"/> %	<input type="text" value="4"/> %	<input type="text" value="4"/> %
11	To provide elec ...	Electricity	Security	<input type="text" value="3"/> %	<input type="text" value="2"/> %	<input type="text" value="7"/> %	<input type="text" value="6"/> %

To add new facilitation and security details, perform the following tasks:

- Select the year from the **Year** list box.
- Select the month from the **Month** list box.
- Enter the value for Terminal – IB for each record in **Ter-IB** field.
- Enter the value for Domestic Arrival in **Dom Arr** field.
- Enter the value for Terminal – IA in **Ter-IA** field.
- Enter the value for Terminal –II in **Terminal-II** field.
- Click **Save**.

5.6.2. Facilitation and Security → Search

Facilitation & Security (Search) screen allows you to search for facilitation and security details. To open the screen, move along the path - Monthly Progress Activities → Facilitation & Security → Search and click the **Search** link.

The search results screen allows you to browse, view, edit and delete facilitation and security details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Facilitation & Security [Search]













Year 2006 ▼

Month February ▼

+
Clear
Search
+

To search for facilitation & security details, perform the following tasks:

- Select a year from the **Year** list box.
- Select a month from the **Month** list box.
- Click **Search**.

Facilitation And Security Details - 1 to 10 of 11					
	▲ Facility Type ▼	▲ Sub Facility Type ▼	▲ Month ▼	▲ Year ▼	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electronics	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Services	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electronics	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Lounges	FEBRUARY	2006	
<input type="checkbox"/>	Electricity	Security	FEBRUARY	2006	

The screen displays the following information in columns:

- **Facility Type:** Displays the type of facility.
- **Sub Facility Type:** Displays the sub facility type.
- **Month:** Displays the month of facilitation and security.
- **Year:** Displays the year of facilitation and security.

6. Entry Permits

Entry Permits can be divided into 3 types –

- Personal Entry Permits
- Vehicle Entry Permits
- Commercial Entry Permits


Information regarding the entry permits to the Airport can be maintained in this screen. The screen allows you to add entry permit details, search already recorded details, edit the existing details and delete the details that are no longer required.

6.1. Entry Permits → Entry Permit Types

Entry Permits Types screen enables you to maintain the details of entry permit types. The screen allows you to add type of entry permits, search already recorded details, edit the existing details and delete the details that are no longer required.

6.1.1. Entry Permit Types → New

The screen allows you to add new entry permit type. When you move along the path – Entry Permits → Entry Permit Types → New and click the **New** link, the following screen opens.



To add new entry permit type, perform the following tasks:

- Enter the type of entry permit in the **Entry Permit Type** field.
- Enter the description of entry permit in the **Description** field.
- Click **Save**.

6.1.2. Entry Permit Types → Search

Entry Permit Types (Search) screen allows you to search for particular entry permits. When you move along the path – Entry Permits → Entry Permit Types → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the entry permit type details. You can click **Search** after entering information in every field or after entering information in the entire fields.



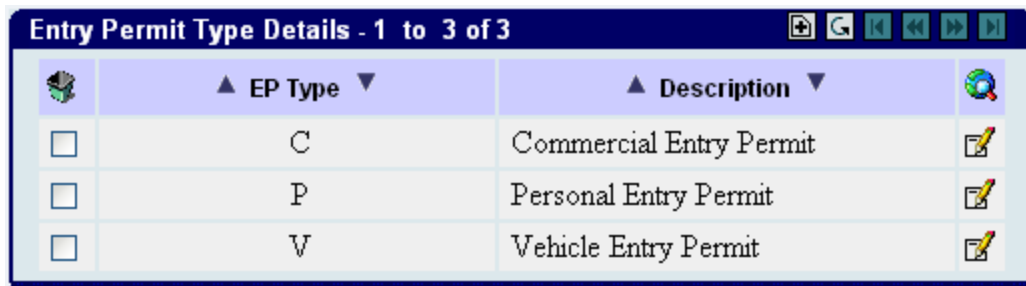
Entry Permit Type [Search]

Entry Permit Type

Description

To search for entry permit type details, perform all or any of the following tasks:

- Enter the type of entry permit in the **Entry Permit Type** field.
- Enter the description of entry permit in the **Description** field.
- Click **Search**.



	▲ EP Type ▼	▲ Description ▼	
<input type="checkbox"/>	C	Commercial Entry Permit	
<input type="checkbox"/>	P	Personal Entry Permit	
<input type="checkbox"/>	V	Vehicle Entry Permit	

The screen displays the following information in columns:

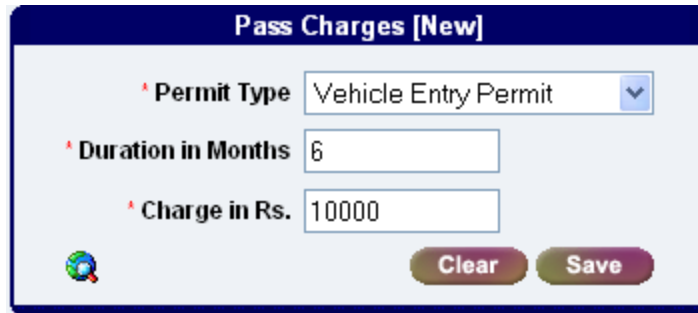
- **EP Type:** Displays the entry permit type.
- **Description:** Displays the description of entry permit type.

6.2. Entry Permit → Entry Pass Charges

Entry Pass Charges screen enables you to maintain the details of entry permit types. The screen allows you to add entry pass charges, search already recorded details, edit the existing details and delete the details that are no longer required.

6.2.1. Entry Pass Charges → New

Entry Pass Charges (New) screen allows you to add new entry pass charges. When you move along the path – Entry Permits → Entry Pass Charges → New and click the **New** link, the following screen opens.


A screenshot of a web form titled "Pass Charges [New]". It contains three input fields: "Permit Type" with a dropdown menu showing "Vehicle Entry Permit", "Duration in Months" with the value "6", and "Charge in Rs." with the value "10000". There is a small globe icon on the left and "Clear" and "Save" buttons on the right.

Pass Charges [New]

* Permit Type

* Duration in Months

* Charge in Rs.



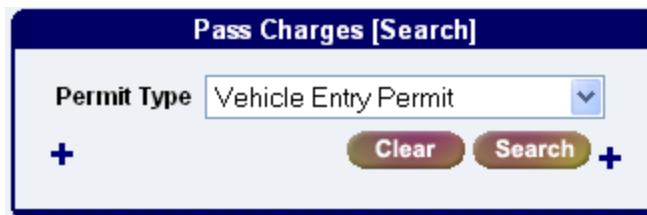
To add new entry pass charge, perform the following tasks:

- Select the type of permit from the **Permit Type** list box.
- Enter the duration of months in the **Duration in Months** field.
- Enter the charge amount in the **Charges in Rs.** field.
- Click **Save**.

6.2.2. Entry Pass Charges → Search

Entry Pass Charges (Search) screen allows you to search for particular entry pass charge details. When you move along the path – Entry Permits → Entry Pass Charges → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the entry pass charges details. You can simply click **Search** without entering information into any field or after entering information in every field or after entering information in the entire fields.







A screenshot of a web form titled "Pass Charges [Search]". It contains a "Permit Type" dropdown menu showing "Vehicle Entry Permit". There are plus signs on the left and right sides of the form. "Clear" and "Search" buttons are at the bottom.

Pass Charges [Search]

Permit Type

To search for pass charges, perform the following tasks:

- Select the type of permit from the **Permit Type** list box.
- Click **Search**.

Pass Charges Details - 1 to 4 of 4				
	▲ Entry Permit Type ▼	▲ Duration ▼	▲ Charge in Rs. ▼	
<input type="checkbox"/>	Personal Entry Permit	5	100	
<input type="checkbox"/>	Commercial Entry Permit	12	500	
<input type="checkbox"/>	Vehicle Entry Permit	12	5000	
<input type="checkbox"/>	Vehicle Entry Permit	6	10000	

The screen displays the following information in columns:

- **Entry Permit Type:** Displays the entry permit type.
- **Duration:** Displays the duration of permit.
- **Charge in Rs:** Displays the total amount of charge.

6.3. Entry Permit → Entry Pass Categories

Entry Pass Categories screen enables you to maintain the details of entry pass categories. The screen allows you to add entry pass categories, search already recorded details, edit the existing details and delete the details that are no longer required.

6.3.1. Entry Pass Categories → New


Entry Pass Categories (New) screen allows you to add new entry pass category. When you move along the path – Entry Permits → Entry Pass Categories → New and click the **New** link, the following screen opens.

Entry Pass Category [New]

* **Entry Permit Types**

* **EPass Category**

* **Description**



To add new entry pass category, perform the following tasks:

- Select the type of permit from the **Entry Permit Types** list box.
- Enter the entry pass category in the **EPass Category** field.
- Enter the description in the **Description** field.
- Click **Save**.

6.3.2. Entry Pass Category → Search

Entry Pass Category (Search) screen allows you to search for particular entry pass category. When you move along the path – Entry Permits → Entry Pass Category → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the entry pass category details. You can click **Search** after entering information in every field or after entering information in the entire fields.

To search for entry pass category, perform all or any of the following tasks:

- Select the entry permit types from the **Entry Permit Types** list box.
- Enter the description of entry pass category from the **Description** field.
- Click **Search**.

Entry Pass Category Details - 1 to 10 of 11				
	▲ EP Category ▼	▲ Description ▼	▲ EP Type ▼	
<input type="checkbox"/>	C00	Test Data	C	
<input type="checkbox"/>	CCC	Commercial Pass Category	C	
<input type="checkbox"/>	CCE	Commercial Entry Permit	C	
<input type="checkbox"/>	P01	Test Data	P	
<input type="checkbox"/>	PPC	Permanent PIC Category	P	
<input type="checkbox"/>	PPP	Paper Pass Category	P	
<input type="checkbox"/>	PTC	Temporary PIC Category	P	
<input type="checkbox"/>	V01	Test Data	V	
<input type="checkbox"/>	V02	Test Data	V	
<input type="checkbox"/>	VVE	Permit for Vehicle Entry	V	

The screen displays the following information in columns:

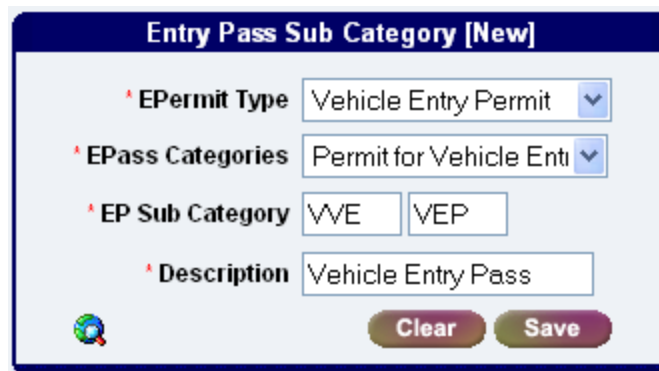
- **EP Category:** Displays the entry permit category.
- **Description:** Displays the description of category.
- **EP Type:** Displays the entry permit type.

6.4. Entry Permit → Entry Pass Sub-Categories

Entry Pass Sub-Categories screen enables you to maintain the details of entry pass sub-categories. The screen allows you to add entry pass sub-category, search already recorded details, edit the existing details and delete the details that are no longer required.

6.4.1. Entry Pass Sub-Categories → New

Entry Pass Sub-Categories (New) screen allows you to add new entry pass subcategory. When you move along the path – Entry Permits → Entry Pass Sub-Categories → New and click the **New** link, the following screen opens.



To add new entry pass sub-category, perform the following tasks:

- Select the type of entry permit from the **EPermit Types** list box.
- Enter the entry pass category in the **EPass Categories** field.
- Enter the entry pass sub-category in the **EP Sub Category** field.
- Enter the description in the **Description** field.
- Click **Save**.

6.4.2. Entry Pass Sub-Category → Search

Entry Pass Sub-Category (Search) screen allows you to search for particular entry pass sub-category. When you move along the path – Entry Permits → Entry Pass Sub-Category → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the entry pass sub-category details. You can click **Search** after entering information in every field or after entering information in the entire fields.

To search for entry pass sub-category, perform all or any of the following tasks:

- Select the types of entry permit from the **EPermit Types** list box.
- Select the entry pass category from the **EPass Category** list box.
- Enter the description of entry pass sub-category from the **Description** field.
- Click **Search**.

EP Sub Category	Description	EP Category	EP Type	
CCCCC1	Commercial Entry...	Commercial Pass ...	Commercial Entry...	
PPCPP2	Permanent PIC pa...	Permanent PIC Ca...	Personal Entry P...	
PPPPP1	Paper Pass	Paper Pass Categ...	Personal Entry P...	
PTCTPC	Temporary PIC Ca...	Temporary PIC Ca...	Personal Entry P...	
VVEVEP	Vehicle Entry Pa...	Permit for Vehic...	Vehicle Entry Pe...	
VVV001	Vehicle Pass	Vehicle Pass Cat...	Vehicle Entry Pe...	
VVVVV1	Vehicle Pass	Vehicle Pass Cat...	Vehicle Entry Pe...	

The screen displays the following information in columns:

- **EP Sub Category:** Displays the entry sub-category.
- **Description:** Displays the description of sub-category.
- **EP Category:** Displays the entry permit category.
- **EP Type:** Displays the entry permit type.

6.5. Entry Permit → Agency-wise Pass Categories

Agency-wise Pass Categories screen enables you to maintain the details of agency wise pass categories. The screen allows you to add agency-wise pass categories, search already recorded details, edit the existing details and delete the details that are no longer required.

6.5.1. Agency-wise Pass Categories → New

Agency-wise Pass Categories (New) screen allows you to add new agency-wise pass category. When you move along the path – Entry Permits → Agency-wise Pass Categories → New and click the **New** link, the following screen opens.



To add new agency-wise pass category, perform the following tasks:

- Select the type of agency from the **Agency Type** list box.
- Select the name of the agency from the **Agency** list box.
- Select the type of entry permit from the **EPermit Type** list box.
- Select the entry permit category from the **EPass Category** list box.
- Select the entry permit sub-category from the **ESub Categories** list box.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

6.5.2. Agency-wise Pass Category → Search









Agency-wise Pass Category (Search) screen allows you to search for particular agency-wise pass category. When you move along the path – Entry Permits → Agency-wise Pass Category → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the agency-wise pass category details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for agency-wise pass category, perform all or any of the following tasks:

- Enter the name of the agency from the **Agency** field.
- Select the entry permit types from the **EPermit Types** list box.
- Select the entry permit category from the **EPass Category** list box.
- Click **Search**.

	▲ Agency ▼	▲ Category ▼	▲ Category Name ▼	▲ Sub Category ▼	
<input type="checkbox"/>	test	Commercial Pass Ca...	CCC	Commercial Entry P...	
<input type="checkbox"/>	test	Permanent PIC Cate...	PPC	Permanent PIC pass	
<input type="checkbox"/>	test	Vehicle Pass Categ...	VVV	Vehicle Pass	
<input type="checkbox"/>	DHL WORLD WIDE	Permanent PIC Cate...	PPC	Permanent PIC pass	
<input type="checkbox"/>	DHL WORLD WIDE	Permit for Vehicle...	VVE	Vehicle Entry Pass	
<input type="checkbox"/>	EICI EXPRESS	Commercial Pass Ca...	CCC	Commercial Entry P...	

The screen displays the following information in columns:

- **Agency:** Displays the name of the agency.
- **Category:** Displays the category.
- **Category Name:** Displays the entry permit category.
- **Sub-Category:** Displays the entry permit sub-category.


6.6. Entry Permit → Permanent PIC Holders

Permanent Photo Identity Cards are issued by BCAS. There are types of Permanent PICs having authorizing access to different areas of one or more airports. The screen allows you to record details of Permanent PIC Holders, search already recorded details, edit the existing details and delete the details that are no longer required.

6.6.1. Permanent PIC Holders → New

Permanent PIC Holders (New) screen allows you to add new permanent PIC holder details. When you move along the path – Entry Permits → Permanent PIC Holders → New and click the **New** link, the following screen opens.

Permanent PIC Holders [New]

*PIC No	<input type="text" value="PIC334354"/>	*Agency	<input type="text" value="DHL"/> ?
Parent Agency	<input type="text" value="EICI"/> ?	*Category	<input type="text" value="Permanent PIC pass"/> ▼
*Holder Name	<input type="text" value="Bharadwaj"/>	Birth Date	<input type="text" value="10/Aug/1973"/> [Calendar Icon]
Designation	<input type="text" value="AGM"/>	*Region Valid	<input type="text"/>
*Valid Till Date	<input type="text" value="31/Mar/2006"/> [Calendar Icon]		
Address	<input type="text" value="New Delhi"/>		
Status	<input type="text" value="Activated"/> ▼		
Photo Path	<input type="text" value="E:\Pic1"/> <input type="button" value="Browse..."/>		
Returned	<input type="text" value="Yes"/> ▼	Lost/Returned On	<input type="text" value="10/Feb/2006"/> [Calendar Icon]
Lost	<input type="text" value="[Select One]"/> ▼		
Reasons for return/Remarks	<input type="text" value="No Remarks"/>		

To add new permanent PIC holder details, perform the following tasks:


- Enter the PIC number in the **PIC No** field.
- Click the “?” icon next to the **Agency** field and select the name of the agency.
- Click the “?” icon next to the **Parent Agency** field and select the parent agency.
Note: The Agency and Parent Agency cannot be same.
- Select the category from the **Category** list box.
- Enter the name of the permanent PIC pass holder in the **Holder Name** field.
- Click the date-picker icon next to the **Birth Date** field and select or enter the date of birth of the pass holder.
- Enter the designation of permanent PIC holder in the **Designation** field.
- Enter the region valid for which permanent PIC holder permit is issued in the **Region Valid** field.
- Click the date-picker icon next to the **Valid Till Date** field and select or enter the date valid up to date for the permanent PIC pass issued.
- Enter the address of the permanent PIC holder in the **Address** field.
- Select the status from the **Status** list box.
- Click the “Browse” buttons next to the **Photo Path** field and select the photo of permanent PIC holder.

- Select whether the pass was returned after expiry from the **Returned** list box.
- Click the date-picker icon next to the **Lost/Returned On** field and select or enter the date on which the pass was lost or returned.
- Enter the reasons for return/remarks in the **Reason for Return/Remarks** field.
- Click **Save**.

6.6.2. Permanent PIC Holders → Search

Permanent PIC Pass (Search) screen allows you to search for particular permanent PIC Holders details. When you move along the path – Entry Permits → Permanent PIC Holders → Search and click the **Search** link, the following screen opens.








The search results screen allows you to browse, view, edit and delete the permanent PIC holders details. You can click **Search** after entering information in every field or after entering information in the entire fields.



The screenshot shows a web form titled "Permanent PIC Holder [Search]". It contains four input fields: "Agency" with the value "DHL" and a blue question mark icon; "Holder Name" with the value "Bharadwaj"; "From Issued Date" with the value "10/Feb/2006" and a date picker icon; and "To Issued Date" with the value "16/Feb/2006" and a date picker icon. At the bottom, there are three buttons: a blue "+" button, a "Clear" button, and a "Search" button followed by a blue "+" button.

To search for permanent PIC holder details, perform all or any of the following tasks:

- Click the “?” icon next to the **Agency** field and select the name of the agency.
- Enter the name of the permanent PIC holder in the **Holder Name** field.
- Click the date-picker icon next to the **From Issued Date** field and select or enter the date of issue from when you intend to have permanent PIC holder details.
- Click the date-picker icon next to the **To Issued Date** field and select or enter the date of issue till when you intend to have permanent PIC holder details.
- Click **Search**.

Permanent PIC Holders Details - 1 to 5 of 5					
	▲ Pass No ▼	▲ Holder Name ▼	▲ Valid To Date ▼	▲ Status ▼	
<input type="checkbox"/>	PC17MAR05004	Mr. Sukla	31/May/2005	Others	
<input type="checkbox"/>	PC17MAR05003	Mr. Sandeep	31/Mar/2005	Active	
<input type="checkbox"/>	PC17MAR05002	Mr. Subash	31/Mar/2005	Active	
<input type="checkbox"/>	PC17MAR05001	Mr. Suresh Cha...	31/Mar/2005	Active	
<input type="checkbox"/>	PC15FEB06001	Bharadwaj	31/Mar/2006	Active	

The screen displays the following information in columns:

- **Pass No:** Displays the permanent PIC number.
- **Holder Name:** Displays the name of the permanent PIC holder.
- **Valid To Date:** Displays the validity date of the permanent PIC pass issued.
- **Status:** Displays the status of the permanent PIC pass issued.


6.7. Entry Permit → Temporary PIC Holders


Temporary Photo Identity Cards are issued by BCAS. There are types of Temporary PICs having authorizing access to different areas of one or more airports. The duration of validity of temporary PICs is between 15 days and 6 months. The screen allows you to record details of Temporary PIC Holders, search already recorded details, edit the existing details and delete the details that are no longer required.

6.7.1. Temporary PIC Holders → New

Temporary PIC Holders (New) screen allows you to add new temporary PIC holder details. When you move along the path – Entry Permits → Temporary PIC Holders → New and click the **New** link, the following screen opens.

Temporary PIC Holders [New]

*PIC No	TPIC60003	*Agency	DHL ?
Parent Agency	EICI ?	*Category	Temporary PIC Category
*Holder Name	Arun Mathur	Birth Date	10/Feb/1976
Designation	AM	*Region Valid	All Airports
*Valid Till Date	28/Feb/2006		
Address	New Delhi		
Status	Activated		
Photo Path	E:\Pic1	Browse...	
Returned	Yes	Lost/Returned On	14/Feb/2006
Lost	[Select One]		
Reasons for return/Remarks	No Remarks		



To add new temporary PIC holder details, perform the following tasks:


- Enter the PIC number in the **PIC No** field.
 - Click the “?” icon next to the **Agency** field and select the name of the agency.
 - Click the “?” icon next to the **Parent Agency** field and select the name of the parent agency.
- Note:** The Agency and Parent Agency cannot be same.
- Select the category from the **Category** list box.
 - Enter the name of the temporary PIC holder in the **Holder Name** field.
 - Click the date-picker icon next to the **Birth Date** field and select or enter the date of birth of the of the temporary PIC holder.
 - Enter the designation of the temporary PIC holder in the **Designation** field.
 - Enter the region valid for which of the temporary PIC pass issued in the **Region Valid** field.
 - Click the date-picker icon next to the **Valid Till Date** field and select or enter the valid up to date of the temporary PIC pass issued.
 - Enter the communication address of the temporary PIC holder in the **Address** field.
 - Select the status from the **Status** list box.
 - Click the “Browse” buttons next to the **Photo Path** field and select the photo of the of the temporary PIC holder.

- Select whether the pass was returned after expiry from the **Returned** list box.
- Click the date-picker icon next to the **Lost/Returned On** field and select or enter the date on which the pass was lost or returned.
- Enter the reasons for return/remarks in the **Reason for return/Remarks** field.
- Click **Save**.

6.7.2. Temporary PIC Holders → Search

Temporary PIC Pass (Search) screen allows you to search for particular temporary PIC Holders details. When you move along the path – Entry Permits → Temporary PIC Holders → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the temporary PIC holders details. You can click **Search** after entering information in every field or after entering information in the entire fields.








The screenshot shows a web form titled "Temporary PIC Holder [Search]". It contains the following fields and controls:

- Agency**: A text input field with "DHL" entered, followed by a blue question mark icon.
- Holder Name**: A text input field with "Arun Mathur" entered.
- From Issued Date**: A text input field with "01/Feb/2006" entered, followed by a date picker icon.
- To Issued Date**: A text input field with "28/Feb/2006" entered, followed by a date picker icon.
- At the bottom left is a blue plus icon.
- At the bottom center are two buttons: "Clear" and "Search".
- At the bottom right is a blue plus icon.

To search for temporary PIC holder, perform all or any of the following tasks:

- Click the "?" icon next to the **Agency** field and select the name of the agency.
- Enter the name of the temporary PIC holder in the **Holder Name** field.
- Click the date-picker icon next to the **From Issued Date** field and select or enter the date of issue from when you intend to have temporary PIC holder details.
- Click the date-picker icon next to the **To Issued Date** field and select or enter the date of issue till when you intend to have temporary PIC holder details.
- Click **Search**.

Temporary PIC Holders Details - 1 to 3 of 3					
	▲ Pass No ▼	▲ Holder Name ▼	▲ Valid To Date ▼	▲ Status ▼	
<input type="checkbox"/>	001	Sanjeev Kumar	28/Feb/2006	Active	
<input type="checkbox"/>	002	Rakesh Patil	30/Mar/2006	Active	
<input type="checkbox"/>	003	Arun Mathur	20/Feb/2006	Active	

The screen displays the following information in columns:

- **Pass No:** Displays the permanent PIC number.
- **Holder Name:** Displays the name of the temporary PIC holder.
- **Valid To Date:** Displays the validity date of the temporary PIC holder.
- **Status:** Displays the status of the temporary PIC.

6.8. Entry Permit → Paper Pass Holder

Paper Passes are issued as entry passes into the Airport. Paper Pass Holder details along with photographs are recorded in this section. Whenever required, you can see the photograph of the pass holder.

6.8.1. Paper Pass Holder → New

Paper Pass Holder (New) screen allows you to add new paper pass holder details. When you move along the path – Entry Permit → Paper Pass Holder → New and click the **New** link, the following screen opens.

Paper Pass Holders [New]

*Pass No	<input type="text" value="P38389"/>	*Category	<input type="text" value="Paper Pass"/>
*Agency	<input type="text" value="DHL"/> ?	Parent Agency	<input type="text" value="EICl"/> ?
Police verification No.	<input type="text"/> ?		
*Holder Name	<input type="text" value="Nishant"/>	Date of Birth	<input type="text" value="17/Feb/2006"/>
Identification Marks	<input type="text" value="Mole on the forehead"/>		
Photo Path	<input type="text" value="E:\Pic1"/>	<input type="button" value="Browse..."/>	
Address	<input type="text" value="New Delhi"/>		
Designation	<input type="text" value="Asst Manager"/>		
*Region Valid	<input type="text" value="Tower Area"/>		
*Valid From Date	<input type="text" value="01/Feb/2006"/>	*Valid To Date	<input type="text" value="28/Feb/2006"/>
Head of off/org	<input type="text" value="DGM"/>	Status	<input type="text" value="Active"/>
Returned	<input type="text" value="Yes"/>	Lost/Returned On	<input type="text" value="10/Feb/2006"/>
Lost	<input type="text" value="[Select One]"/>		
Reasons for return/Remarks	<input type="text" value="No Remarks"/>		

To add new paper pass holder details, perform the following tasks:

- Enter the paper pass number in the **Pass No** field.
- Select the category from the **Category** list box.
- Click the “?” icon next to the **Agency** field and select or enter the name of the agency.
- Click the “?” icon next to the **Parent Agency** field and select the parent agency.
- Note:** The Agency and Parent Agency cannot be same.
- Click the “?” icon next to the **Police Verification No.** and select the police verification number.
- Enter the name of the paper pass holder in the **Holder Name** field.
- Click the date picker icon next to the **Date of Birth** field and select the date of birth of the pass holder.
- Enter the identification marks of the paper pass holder in the **Identification Marks** field.
- Click the “Browse” button next to the **Photo Path** field and select the photo of the paper pass holder.
- Enter the address of the paper pass holder in the **Address** field.
- Enter the designation of the paper pass holder in the **Designation** field.
- Enter the region valid for the paper pass issued in the **Region Valid** field.

- Click the date-picker icon next to the **Valid From Date** field and select or enter the date from when the paper pass will be valid.
- Click the date-picker icon next to the **Valid To Date** field and select or enter the date till when you the paper pass will be valid.
- Enter the head of the office/organization of the paper pass holder in the **Head of Off/Org** field.
- Select the status of the pass whether valid or not from the **Status** list box.
- Select the status either pass returned or not from the **Returned** list box.
- Click the date-picker icon next to the **Lost/Returned On** field and select or enter the date on which the vehicle permit pass was lost or returned.
- Click **Save**.

6.8.2. Paper Pass Holder → Search

The Paper Pass Holder (Search) screen allows you to search for particular paper pass holder details. To open the screen, move along the path – Entry Permit → Paper Pass Holder → Search and click the **Search** link.



The search results screen allows you to browse, view, edit and delete the paper pass holder details. You can click **Search** after entering information in every field or after entering information in the entire fields.

The screenshot shows a web-based search form titled "Paper Pass Holders [Search]". The form includes the following fields and controls:

- Agency Code:** A text input field containing "DHL" and a blue question mark icon to its right.
- Category:** A dropdown menu currently displaying "Paper Pass".
- Date From:** A date input field containing "01/Feb/2006" and a small calendar icon to its right.
- Date To:** A date input field containing "17/Feb/2006" and a small calendar icon to its right.
- Buttons:** At the bottom right, there are two buttons: "Clear" and "Search". A blue "+" icon is located at the bottom left of the form area.

To search for paper pass holder, perform all or any of the following tasks:

- Click the "?" icon next to the **Agency Code** field and select or enter the agency code.
- Select the category from the **Category** list box.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have paper pass holder details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have paper pass holder details.
- Click **Search**.

Paper Pass Holder Details - 1 to 4 of 4			
	▲ Agency Name ▼	▲ Holder Name ▼	▲ Police Verification No. ▼ 
<input type="checkbox"/>	DHL	Mr. Subash	---
<input type="checkbox"/>	DHL	Nishant	---
<input type="checkbox"/>	EICI	Srinivas	---
<input type="checkbox"/>	EICI	Ramanujan	---

The search displays the following information in columns:

- **Agency Name:** Displays the name of the agency.
- **Holder Name:** Displays the name of the paper pass holder.
- **Police Verification No:** Displays the police verification number.

6.9. Entry Permit → Vehicle Permit Holder

Vehicle Permits are issued as entry passes for vehicles into the Airport. Vehicle Permit details along with vehicle registration number and vehicle type can be recorded in this section.

6.9.1. Vehicle Permit Holder → New

Vehicle Permit Holder (New) screen allows you to add new vehicle permit holder details. When you move along the path – Entry Permit → Vehicle Permit Holder → New and click the **New** link, the following screen opens.

Vehicle Permit Holders [New]	
*Pass No	DFA9208
*Agency	DHL ?
*Vehicle Reg No	AP28 9237
*Region Valid	Apron I
*Valid To Date	17/Feb/2006
DD/Cheque No	
Bank Details	
Receipt No	VP7899
Returned	Yes
Lost	[Select One]
Reasons for return/Remarks	No Remarks
*Category	Vehicle Pass
Parent Agency	EICI ?
*Vehicle Type	Maruthi Van
*Valid From Date	01/Feb/2006
*Payment Mode	<input checked="" type="radio"/> Cash <input type="radio"/> DD/Cheque
DD/Cheque Date	
*Amount	5000 ?
Status	Active
Lost/Returned On	10/Feb/2006
<div>Clear Save</div>	

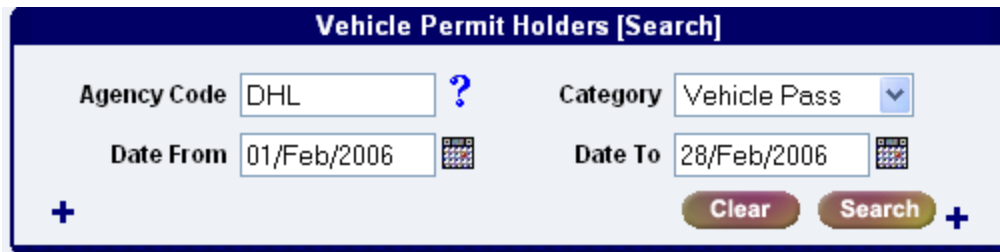
To add new vehicle permit holder details, perform the following tasks:

- Enter the vehicle permit pass number in the **Pass No** field.
- Select the category from the **Category** list box.
- Click the “?” icon next to the **Agency** field and select or enter the name of the agency.
- Click the “?” icon next to the **Parent Agency** field and select the parent agency.
Note: The Agency and Parent Agency cannot be same.
- Enter the registration number of the vehicle for which vehicle permit is issued in the **Vehicle Reg No** field.
- Enter the type of vehicle for which vehicle permit is issued in the **Vehicle Type** field.
- Enter the region valid for which vehicle permit pass issued in the **Region Valid** field.
- Click the date picker icon next to the **Valid From Date** field and select or enter the date of validation for the vehicle permit pass issued.
- Click the date picker icon next to the **Valid To Date** field and select or enter the valid up to for the vehicle permit pass issued.
- Select the mode of payment either **Cash** or **Cheque** for the vehicle permit pass.
- If the payment mode is DD/Cheque then enter the DD/Cheque number given against the payment in the **DD/Cheque** field.
- If Payment mode is DD/Cheque then enter the DD/Cheque date given against the payment in the **DD/Cheque Date** field.
- If Payment mode is DD/Cheque then enter the band details of DD/cheque given against payment in the **Bank Details** field.
- Click the “?” icon next to the **Amount** field and select or enter the amount charged for the vehicle permit pass.
- Enter the receipt number that was given by the Finance Department for the amount paid in the **Receipt No** field.
- Select the status whether valid or not from the **Status** list box.
- Select the status either pass returned or not from the **Returned** list box.
- Click the date-picker icon next to the **Lost/Returned On** field and select or enter the date on which the vehicle permit pass was lost or returned.
- Click **Save**.

6.9.2. Vehicle Permit Holder → Search

The Vehicle Permit Holder (Search) screen allows you to search for vehicle permit holder details. To open the screen, move along the path – Entry Permit → Vehicle Permit Holder → Search and click the **Search** link.

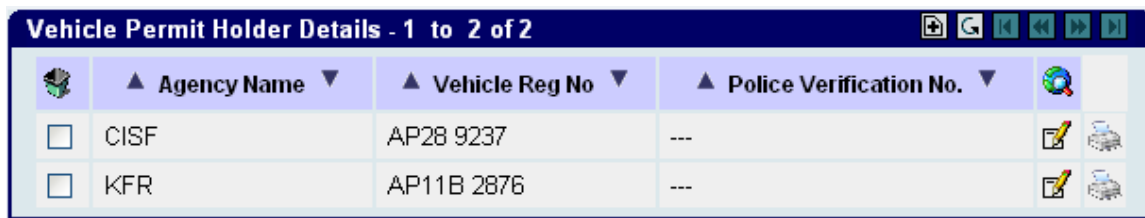
The search results screen allows you to browse, view, edit and delete the vehicle permit holder details. You can click **Search** after entering information in every field or after entering information in the entire fields.









The screenshot shows a search form titled "Vehicle Permit Holders [Search]". It contains four input fields: "Agency Code" with the value "DHL" and a question mark icon; "Category" with a dropdown menu showing "Vehicle Pass"; "Date From" with the value "01/Feb/2006" and a date picker icon; and "Date To" with the value "28/Feb/2006" and a date picker icon. At the bottom left is a plus icon, and at the bottom right are "Clear" and "Search" buttons with a plus icon.

To search for vehicle permit holder details, perform all or any of the following tasks:

- Click the “?” icon next to the **Agency Code** field and select or enter the agency code.
- Select the category from the **Category** list box.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have vehicle permit holder details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have vehicle permit holder details.
- Click **Search**.



The screenshot shows a table titled "Vehicle Permit Holder Details - 1 to 2 of 2". The table has four columns: "Agency Name", "Vehicle Reg No", "Police Verification No.", and an action column with icons for edit, delete, and print. There are two rows of data.

	▲ Agency Name ▼	▲ Vehicle Reg No ▼	▲ Police Verification No. ▼	
<input type="checkbox"/>	CISF	AP28 9237	---	  
<input type="checkbox"/>	KFR	AP11B 2876	---	  

The search displays the following information in columns:

- **Agency Name:** Displays the name of the agency.
- **Holder Name:** Displays the name of the paper pass holder.
- **Police Verification No:** Displays the police verification number.

6.10. Entry Permits → Commercial Pass Holder

Commercial Passes are issued as entry pass into the Airport. The screen allows you to record commercial pass holder details, search already recorded details, edit the existing details and delete the details that are no longer required.

6.10.1. Commercial Pass Holder → New

Commercial Pass Holder (New) screen allows you to add new commercial pass holder details.

When you move along the path – Entry Permit → Commercial Pass Holder → New and click the **New** link, the following screen opens.

Commercial Pass Holders [New]

*Pass No: CP2978 *Category: Commercial Entry Pas

*Agency: DHL ? Parent Agency: EICI ?

*Holder Name: Ashutosh Date of Birth: 15/Aug/1975

Photo Path: E:\Pic1 Browse...

Address: Tata Building, SG Road, New Delhi

Designation: General Manager

*Region Valid: Terminal

*Valid From Date: 01/Feb/2006 *Valid To Date: 31/Mar/2006

*Payment Mode: ☒ Cash ☐ DD/Cheque

DD/Cheque No: DD/Cheque Date:

Bank Details: *Amount: 500 ?

Receipt No: Status: Active

Returned: Yes

Lost: [Select One]

Lost/Returned On: 01/Feb/2006

Reasons for return/Remarks: No Remarks

Clear Save

To add new commercial pass holder details, perform the following tasks:

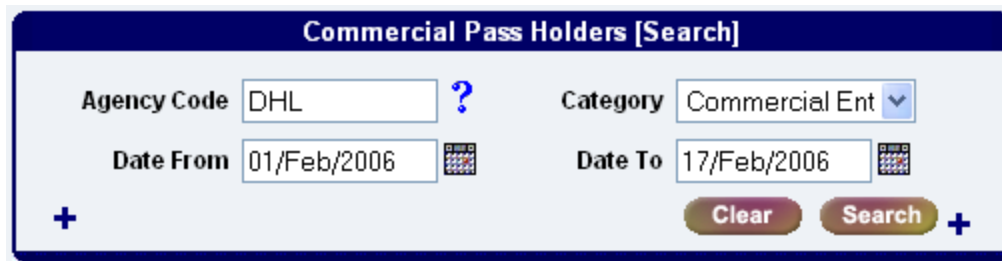
- Enter the commercial pass number in the **Pass No** field.
 - Select the category from the **Category** list box.
 - Click the “?” icon next to the **Agency** field and select or enter the name of the agency.
 - Click the “?” icon next to the **Parent Agency** field and select the parent agency.
- Note:** The Agency and Parent Agency cannot be same.
- Enter the name of the commercial pass holder in the **Holder Name** field.
 - Click the date-picker icon next to the **Date of Birth** field and select or enter the date of birth of the commercial pass holder.
 - Click the “Browse” buttons next to the **Photo Path** field and select the photo of the commercial pass holder.

- Enter the address of the commercial pass holder in the **address** field.
- Enter the designation of the commercial pass holder in the **Designation** field.
- Enter the valid region for commercial pass issued in the **Region Valid** field.
- Click the date picker icon next to the **Valid From Date** field and select or enter the date of validation of the commercial pass issued.
- Click the date picker icon next to the **Valid To Date** field and select or enter the date till when commercial pass be valid.
- Select the mode of payment either **Cash** or **Cheque** for the vehicle permit pass.
- If the payment mode is DD/Cheque then enter the DD/Cheque number given against the payment in the **DD/Cheque** field.
- If payment mode is DD/Cheque then enter the DD/Cheque date given against the payment in the **DD/Cheque Date** field.
- If payment mode is DD/Cheque then enter the bank details of DD/cheque given against payment in the **Bank Details** field.
- Click the “?” icon next to the **Amount** field and select or enter the amount charged for the vehicle permit pass.
- Enter the receipt number that was given by the Finance Department for the amount paid in the **Receipt No** field.
- Select the status whether valid or not from the **Status** list box.
- Select the status either pass returned or not from the **Returned** list box.
- Click the date-picker icon next to the **Lost/Returned On** field and select or enter the date on which the vehicle permit pass was lost or returned.
- Click **Save**.

6.10.2. Commercial Pass Holder → Search

The Commercial Pass Holder (Search) screen allows you to search for commercial pass holder details. To open the screen, move along the path – Entry Permit → Commercial Pass Holder → Search and click the **Search** link.

The search results screen allows you to browse, view, edit and delete the commercial pass holder details. You can click **Search** after entering information in every field or after entering information in the entire fields.



Commercial Pass Holders [Search]

Agency Code ? Category ▾

Date From 📅 Date To 📅

+ +

To search for commercial pas holder, perform all or any of the following tasks:

- Click the “?” icon next to the **Agency Code** field and select or enter the agency code.
- Select the category from the **Category** list box.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have commercial pass holder details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have commercial pass holder details.
- Click **Search**.



	▲ Agency Name ▼	▲ Holder Name ▼	▲ Police Verification No. ▼	
<input type="checkbox"/>	DHL	B.K. Singh	---	
<input type="checkbox"/>	DHL	Ashutosh	---	
<input type="checkbox"/>	EICI	Balbir Singh	---	
<input type="checkbox"/>	EICI	Arun Mathur	---	
<input type="checkbox"/>	EICI	Bharat	---	
<input type="checkbox"/>	EICI	Veerender Singh	---	

The search displays the following information in columns:

- **Agency Name:** Displays the name of the agency.
- **Holder Name:** Displays the name of the commercial pass holder.
- **Police Verification No:** Displays the police verification number.

6.11. Entry Permits → Police Verifications

In the process of issuing a pass, police verification certificate/passport is required from the applicant. The Police Verification screen allows you to maintain such details of the certificate for reference purpose.

6.11.1. Police Verifications → New

Police Verifications (New) screen allows you to add new police verification details. When you move along the path – Entry Permits → Police Verifications → New and click the **New** link, the following screen opens.

The screenshot shows a web form titled "Police Verifications [New]". It has several input fields: "Agency" with a dropdown arrow icon, "Applicant Name", "Designation", "Ref No", "Date" with a calendar icon, "Address" with a scrollable text area, and "Remarks" with a scrollable text area. The values entered are: Agency: DHL, Applicant Name: Ramesh Nair, Designation: Admin Officer, Ref No: WRP93780, Date: 17/Feb/2006, Address: FD Khan Estate, SP Road, New Delhi, Remarks: verified. At the bottom right, there are "Clear" and "Save" buttons. A small globe icon is at the bottom left.

To add new police verification details, perform the following tasks:

- Click the “?” icon next to the **Agency** field and select the name of the agency.
- Enter the name of the applicant in the **Applicant Name** field.
- Enter the designation of the applicant in the **Designation** field.
- Enter the certificate reference number for the police verification in the **Ref No** field.
- Click the date-picker icon next to the **Date** field and select or enter the certification date for police verification.
- Enter the address of the agency in the **Address** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

6.11.2. Police Verification → Search







Police Verification (Search) screen allows you to search for police verification details. When you move along the path – Entry Permits → Police Verification → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete the police verification details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Police Verifications [Search]			
Agency Code	<input type="text" value="DHL"/>		Applicant Name
			<input type="text" value="Arun Mathur"/>
Date From	<input type="text" value="25/Jan/2006"/>		Date To
			<input type="text" value="17/Feb/2006"/>
		<input type="button" value="Clear"/> <input type="button" value="Search"/>	

To search for police verification details, perform all or any of the following tasks:

- Click the “?” icon next to the **Agency Code** field and select or enter the agency code.
- Select the category from the **Category** list box.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have police verification details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have police verification details.
- Click **Search**.

Police Verification Details - 1 to 4 of 4					
	▲ Agency ▼	▲ Applicant Name ▼	▲ Ref No ▼	▲ Cert Date ▼	
<input type="checkbox"/>	DHL WORLD WL...	Ramesh Nair	WRP93780	17/Feb/2006	
<input type="checkbox"/>	EICI EXPRESS	Arun Mathur	WRP6788	10/Feb/2006	
<input type="checkbox"/>	DHL WORLD WL...	Baradwaj	WRP9878	24/Jan/2006	
<input type="checkbox"/>	EICI EXPRESS	Ashutosh	PV987	04/Jan/2006	

The screen displays the following information in columns:

- **Agency:** Displays the name of the agency.
- **Applicant Name:** Displays the name of the applicant.
- **Ref No:** Displays the reference number.
- **Cert Date:** Displays the certification date.

7. Ground Control Unit

Information regarding the tokens issued for the entry and exist of the workers in the operational area of airport, visitor passes, vehicle and material movement permissions, security equipment and activity log are recorded and maintained in this section.

7.1. Ground Control Unit → Token Types

Token system is introduced to streamline the deployment of Casual Labor of contractors for various works in the operational area of airports. The contractors will submit to airport manager/Airport security in-charge antecedent forms in respect of each worker in the format given by BCAS along with a photograph of the worker. As and when the laborer along with their supervisors report at the gate, their details will be entered in a register as per the format. Signature/thumb impression of the worker will be obtained against respective entries. Supervisor as well as officer in-charge at the gate will sign the register authenticating the number of tokens.

All workers/supervisors will be properly frisked and their personal belongings searched as per security regulations. On completion of work each day, the labor will make exit through the same gate. Tokens will be handed over to the security staff at the gate and an entry is made in the register. The supervisor/officer in-charge of the gate will authenticate details of tokens returned.

7.1.1. Token Types → New

Token Types screen allows you to add new token type details. When you move along the path – Ground Control Unit → Token Types → New and click the **New** link, the following screen opens.



Token Types [New]	
*Token Type Code	SRC
*Description	Security Red Card
*Access Area	Terminal Area
*Actual Quantity	100
*Avail Quantity	50
Remarks	No Remarks
 Clear Save	

To add new token types, perform the following tasks:

- Enter the token type code in the **Token Type Code** field.
- Enter the description of token type in the **Description** field.

- Enter the access area for the token type in the **Access Area** field.
- Enter the actual quantity of tokens in the **Actual Quantity** field.
- Enter the availed quantity of tokens in the **Avail Quantity** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

7.1.2. Token Types → Search

Token Types (Search) screen allows you to search for particular token types. When you move along the path – Ground Control Unit → Token Types → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete details token types. You can click **Search** after entering information in every field or after entering information in the entire fields.

To search for token types, perform all or any of the following tasks:

- Enter the type of token in the **Token** field.
- Enter the description of the token type in the **Description** field.
- Click **Search**.

Token Types Details - 1 to 4 of 4						
	▲ Token ▼	▲ Description ▼	▲ Access Area ▼	▲ Actual Qty ▼	▲ Avail Qty ▼	
<input type="checkbox"/>	CT1	Commercial Per...	Terminal 1A	10	8	
<input type="checkbox"/>	SRC	Security Red C...	Terminal Area	100	50	
<input type="checkbox"/>	T1	Entry Token	Apron1	5	2	
<input type="checkbox"/>	T2	Vehicle Token	Apron	10	5	

The screen displays the following information in columns:

- **Token:** Displays the token type.
- **Description:** Displays the description of token type.
- **Access Area:** Displays the access area for the token type.
- **Actual Qty:** Displays the actual quantity.

- **Avail Qty:** Displays the avail quantity.

7.2. Ground Control Unit → Token Register

Token Register contains the details of tokens issued. This section maintains the details of tokens issued to and received from the casual workers along with the contractor details.

7.2.1. Token Register → New

Token Register screen allows you to add new token register details. When you move along the path – Ground Control Unit → Token Register → New and click the **New** link, the following screen opens.

Sno	Worker Name	Address	Token Type	Token No	In Time	Out Time
1.	Srinivas	New Delhi	SRC	48192	0900	1700

To add new token register information, perform the following tasks:

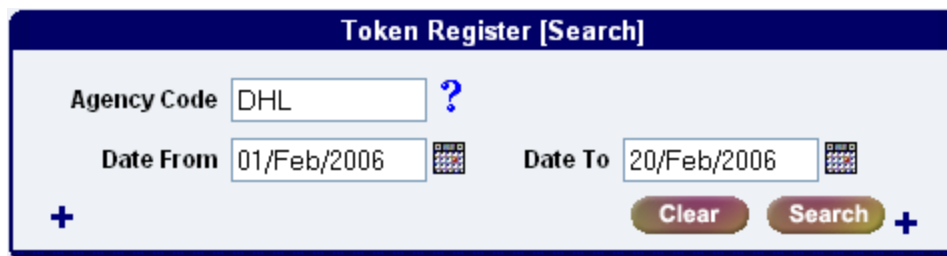
- Click the date-picker icon next to the **Issued Date** field and select or enter the issue date of the token.
- Enter the issued time of token in the **Issued Time** field.
- Click the “?” icon next to the **Agency** field and select the name of the agency.
- Enter the area of operation for which tokens are issued in the **Area of Operation** field.
- Enter the work details for which tokens are issued in the **Work Details** field.
- Enter the name of the supervisor concerned to the agency in the **Supervisor** field.
- Enter the pass number issued for the entry in the **Pass No** field.
- Click the “Browse” button next to the **Photo Path** field and select the photo path.

- Select YES or NO to specify whether the token is authorized by AAI or not.
- Enter the remarks, if any, in the **Remarks** field.
- Enter the name of the worker entering with token in the **Worker Name** field.
- Enter the pass number in the **Pass No** field.
- Enter the address in the **Address** field.
- Click the “?” icon next to the **Token Type** field and select the token type.
- Enter the token number for the selected token in the **Token No** field.
- Enter the time worker entered inside into the airport area in the **In Time** field.
- Enter the time worker left out from the airport area in the **Out Time** field.
- Click **Save**.

7.2.2. Token Register → Search











Token Register (Search) screen allows you to search for particular token register details. When you move along the path – Ground Control Unit → Token Register → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete details token register details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for token register details, perform all or any of the following tasks:

- Click the “?” icon next to the **Agency Code** field and select the agency code.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have token register details.
- Click the date-picker icon next to the **Date To** field and select or enter the date till when you intend to have token register details.
- Click **Search**.

Token Register Details - 1 to 4 of 4				
	▲ Issue Date ▼	▲ Issue Time ▼	▲ Agency ▼	
<input type="checkbox"/>	01/Jan/2006	1000	DHL WORLD WIDE	 
<input type="checkbox"/>	12/Jan/2006	0900	DHL WORLD WIDE	 
<input type="checkbox"/>	01/Feb/2006	1200	EICI EXPRESS	 
<input type="checkbox"/>	01/Feb/2006	0815	DHL WORLD WIDE	 

The screen displays the following information in columns:



- **Issue Date:** Displays the issued date of the token.
- **Issue Time:** Displays the issue time of the token.
- **Agency:** Displays the name of the agency.

7.3. Ground Control Unit → Visitor Pass Register

Visitor Register contains the details of visitor passes issued. The visitor passes are issued to allow visitor to visit the offices of the airport. The section allows you to record all the details of the visitor, purpose of the visit, place of the visit and in time/out time.

7.3.1. Visitor Pass Register → New

Visitor Pass Register screen allows you to add new visitor pass register details. When you move along the path – Ground Control Unit → Visitor Pass Register → New and click the **New** link, the following screen opens.

Visitor Pass Register [New]	
*Issue Date	22/Feb/2006 
*Visitor Name	Sai Prakash
*No of Persons	2
*Visit Place	Apron Area
Purpose	Equipment Installation
*In Time	0910
Out Time	1200
Address/Organization details (of visitor)	IGI Airport, New Delhi
Remarks	No Remarks
 Clear Save	

To add new visitor pass register information, perform the following tasks:

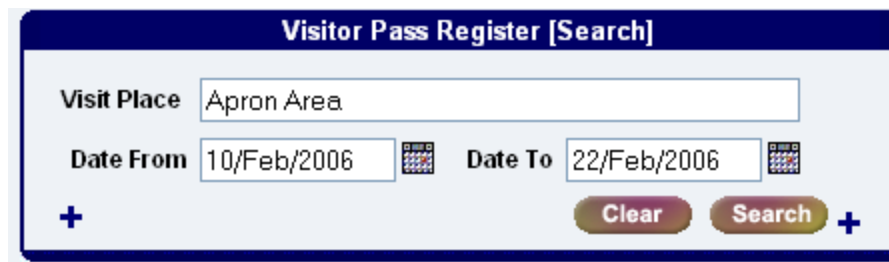
- Click the date-picker icon next to the **Issued Date** field and select or enter the issue date of the visitor pass.

- Enter the name of the visitor for whom pass is issued in the **Visitor** field.
- Enter the number of persons entering on the visitor pass in the **No of Persons** field.
- Enter the place of visit by visitor in the **Visit Place** field.
- Enter the purpose of visit by the visitor in the **Purpose** field.
- Enter the time worker entered inside into the airport area in the **In Time** field.
- Enter the time worker left out from the airport area in the **Out Time** field.
- Enter the address of the visitor in the **Address/Organization Details** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

7.3.2. Visitor Pass Register → Search











Visitor Pass Register (Search) screen allows you to search for visitor pass register details. When you move along the path – Ground Control Unit → Visitor Pass Register → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete details visitor pass register details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for visitor pas register details, perform all or any of the following tasks:

- Enter the place of visit by the visitor in the **Visit Place** field.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have visitor pass register details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have visitor pass register details.
- Click **Search**.

Visitor Pass Details - 1 to 4 of 4					
	▲ Date ▼	▲ Visitor Name ▼	▲ No of Persons ▼	▲ Visit Place ▼	
<input type="checkbox"/>	15/Jan/2006	Baradwaj	2	Apron I	 
<input type="checkbox"/>	26/Jan/2006	B.K. Sharma	10	ATC	 
<input type="checkbox"/>	01/Feb/2006	Srinivas	8	Apron	 
<input type="checkbox"/>	22/Feb/2006	Sai Prakash	2	Apron Area	 

The screen displays the following information in columns:




- **Date:** Displays the issue date of the token.
- **Visitor Name:** Displays the name of the visitor.
- **No of Persons:** Displays the number of persons entering on visitor pass.
- **Visit Place:** Displays the place of visit by the visitor.

7.4. Ground Control Unit → Vehicle Movement Register

Vehicle Movement Register contains the details of vehicle movements in the airport sensitive areas. The section allows you to record all the details of the vehicle, license particulars, permit number and in time/out time.

7.4.1. Vehicle Movement Register → New

Vehicle Movement Register screen allows you to add new vehicle movement register details. When you move along the path – Ground Control Unit → Vehicle Movement Register → New and click the **New** link, the following screen opens.

Vehicle Movement Register [New]	
*Registration No	AP 28R 4217
*Driver Name	Ramulu
Vehicle	<input checked="" type="radio"/> Charged <input type="radio"/> Not Charged
License number	00245676
License Particulars (details)	Permanent License
*Permit No	12902
Particulars	For Runway Inspection
*In Time	1025
Out Time	1140
Remarks	No Remarks
  	

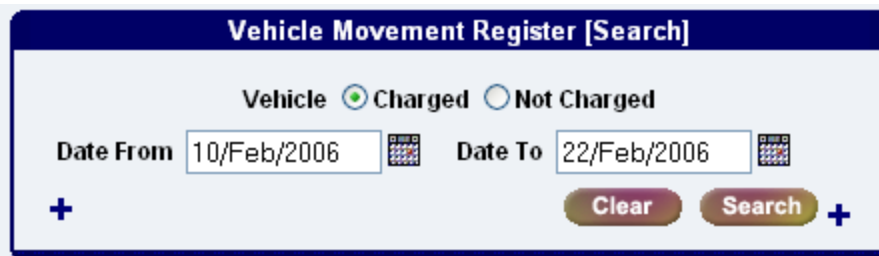
To add new vehicle movement register information, perform the following tasks:

- Enter the registration number of the vehicle for which movement in the airport is tracked in the **Registration No** field.
- Enter the name of the driver of the vehicle in the **Driver Name** field.
- Select **Charged** or **Not Charged** radio buttons to specify whether **Vehicle** is charged or not.
- Enter the license number in the **License Number** field.
- Enter the license particulars in the **License Particulars** field.
- Enter the permit number of the vehicle in the **Permit No** field.
- Enter the particulars of vehicle movement in the airport area in the **Particulars** field.
- Enter the time visitor entered inside into the airport area in the **Time In** field.
- Enter the time visitor left out the airport area in the **Time Out** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

7.4.2. Vehicle Movement Register → Search

Vehicle Movement Register (Search) screen allows you to search for vehicle movement register details. When you move along the path – Ground Control Unit → Vehicle Movement Register → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete details vehicle movement register details. You can click **Search** after entering information in every field or after entering information in the entire fields.



To search for vehicle movement register details, perform all or any of the following tasks:

- Select **Charged** or **Not Charged** radio buttons to specify whether **Vehicle** is charged or not.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have vehicle movement register details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have vehicle movement register details.
- Click **Search**.

Vehicle Movement Register Details - 1 to 4 of 4					
	▲ Serial No ▼	▲ Registration No ▼	▲ In Time ▼	▲ Out Time ▼	
<input type="checkbox"/>	22FEB060004	AP 11B 8888	1200	1500	
<input type="checkbox"/>	22FEB060003	AP 21B 7867	1000	1100	
<input type="checkbox"/>	22FEB060002	AP 11B 7856	0900	1200	
<input type="checkbox"/>	22FEB060001	AP 28R 4217	1025	1140	

The screen displays the following information in columns:

- **Serial No:** Displays the serial number of the vehicle movement token.
- **Registration No:** Displays the registration number of the vehicle.
- **In Time:** Displays time visitor entered inside into the airport area.
- **Out Time:** Displays the place of visit by the visitor.

7.5. Ground Control Unit → Security Equipments

The Security Equipments section allows you to maintain the details of security equipment like equipment name, location where the installation takes place and the status of the equipment whether it is in working condition or not. These details are accessed from Electronics Maintenance System module. When you move along the path – Ground Control Unit → Security Equipments and click the **Security Equipment** link, the following screen opens.

The search results screen allows you to view security equipment details. You can click **Search** after entering information in every field or after entering information in the entire fields.

Security Equipments [Search]			
Equipment Name	<input type="text" value="AMSS"/>	Location	<input type="text" value="00023"/> ?
Date From	<input type="text" value="20/Feb/2006"/> 	Date To	<input type="text" value="24/Feb/2006"/> 
Serviceable Date From	<input type="text" value="22/Feb/2006"/> 	Serviceable Date To	<input type="text" value="24/Feb/2006"/> 
		<input type="button" value="Clear"/> <input type="button" value="Search"/>	

To search for security equipment details, perform all or any of the following tasks:

- Enter the name of the equipment in the **Equipment Name** field.
- Click the “?” icon next to the **Location** field and select the location.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have security equipment details.

- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have security equipment details.
- Click the date-picker icon next to the **Serviceable Date From** field and select or enter the serviceable date from when you intend to have security equipment details.
- Click the date-picker icon next to the **Serviceable To Date** field and select or enter the serviceable date till when you intend to have security equipment details.
- Click **Search**.



▲ Equipment ▼	▲ Location ▼	▲ Installation Date ▼	▲ Status ▼
UPS	AMSSI		Serviceable

The screen displays the following information in columns:

- **Equipment:** Displays the type of security equipment.
- **Location:** Displays the location.
- **Installation Date:** Displays the date of installation.
- **Status:** Displays the status of the security equipment.

7.6. Ground Control Unit → Activity Log

Activity Log section allows you to add and maintain activity log. The screen allows you to search already recorded details, edit the existing details and delete the details that are no longer required.

7.6.1. Activity Log → New

Activity Log screen allows you to add new activity log details. When you move along the path – Ground Control Unit → Activity Log → New and click the **New** link, the following screen opens.



Activity Log [New]

Date: 22/Feb/2006

Action On: Work

Action Taken/Desc: Full Time Work

From Time: 0900 To Time: 1600

Clear Save

To add new activity log, perform the following tasks:

- Click the date-picker icon next to the **Date** field and select or enter the activity date.
- Enter the action to be taken on in the **Action On** field.
- Enter the description of action taken in the **Action Taken Description** field.
- Enter the starting time of the activity in the **From Time** field.
- Enter the ending time of the activity in the **To Time** field.
- Click **Save**.

7.6.2. Activity Log → Search

Activity Log (Search) screen allows you to search for particular activity log. When you move along the path – Ground Control Unit → Activity Log → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete activity log details. You can click **Search** after entering information in every field or after entering information in the entire fields.



Activity Log [Search]

Date From: 15/Feb/2006 Date To: 12/Feb/2006

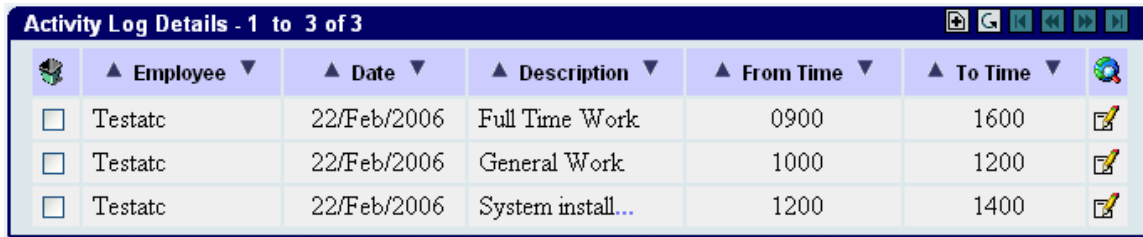
Employee: Srinivas






Clear Search

To search for activity log details, perform all or any of the following tasks:

- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to have activity log details.

- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have activity log details.
- Click **Search**.



	▲ Employee ▼	▲ Date ▼	▲ Description ▼	▲ From Time ▼	▲ To Time ▼	
<input type="checkbox"/>	Testatc	22/Feb/2006	Full Time Work	0900	1600	
<input type="checkbox"/>	Testatc	22/Feb/2006	General Work	1000	1200	
<input type="checkbox"/>	Testatc	22/Feb/2006	System install...	1200	1400	

The screen displays the following information in columns:

- **Employee:** Displays the name of the employee.
- **Date:** Displays the activity date.
- **Description:** Displays the description of the activity.
- **From Time:** Displays the starting time of the activity.
- **To Time:** Displays the ending time of the activity.

7.7. Ground Control Unit → Material Movement Register

Material Movement Register section allows you to add and maintain material movement register details. The screen allows you to search already recorded details, edit the existing details and delete the details that are no longer required.

7.7.1. Material Movement Register → New

Material Movement Register screen allows you to add new material movement register details. When you move along the path – Ground Control Unit → Material Movement Register → New and click the **New** link, the following screen opens.

Material movement Register [New]

* Material Movement Ref Code: MM0045 * Date of Movement: 17/Feb/2006

* Movement Time: 1100

* Material Description: Electric Equipment

Returnable: Yes

* Location From: Terminal IA

Location To: Terminal IB

Vehicle No: AP7688 Agency: JAI

Gate Pass No: GP0878

Remarks: No Remarks

Clear Save

To add new material movement register details, perform the following tasks:

- Enter the material movement reference code in the **Material Movement Ref Code** field.
- Click the date-picker icon next to the **Date of Movement** field and select or enter the date of material movement.
- Enter the time of movement in the **Movement Time** field.
- Enter the description of material in the **Material Description** field.
- Select the YES or No from the **Returnable** list box.
- Enter the location from where the material is moved in the **Location From** field.
- Enter the location to where the material is moved in the **Location To** field.
- Enter the vehicle number in the **Vehicle No** field.
- Click the "?" icon next to the **Agency** field and select the name of the agency.
- Enter the gate pass number in the **Gate Pass No** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

7.7.2. Material Movement Register → Search

Material Movement Register (Search) screen allows you to search for particular material movement register details. When you move along the path – Ground Control Unit → Material Movement Register → Search and click the **Search** link, the following screen opens.

The search results screen allows you to browse, view, edit and delete material movement register details. You can click **Search** after entering information in every field or after entering information in the entire fields.



The image shows a web-based search form titled "Materials movement Register [Search]". The form has a light blue background with a dark blue header bar. It contains three input fields: "Location From" with the text "Terminal 1A", "Date From" with the date "10/Feb/2006", and "Date To" with the date "22/Feb/2006". Each date field has a small calendar icon to its right. Below the input fields are two buttons: "Clear" and "Search". There are also plus signs (+) on the left and right sides of the form area.

To search for material movement register details, perform all or any of the following tasks:

- Enter the location from where materials will be moved in the **Location From** field.
- Click the date-picker icon next to the **Date From** field and select or enter the date from when you intend to material movement register details.
- Click the date-picker icon next to the **Date To** field and select or enter the date till when you intend to have material movement register details.
- Click **Search**.

8. Agencies

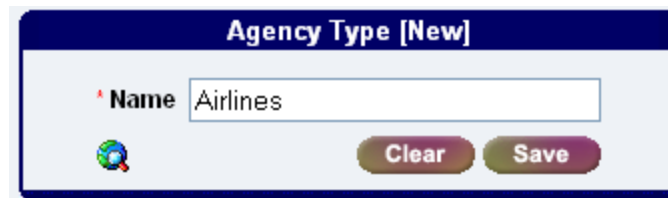
The maintenance of agency details depends on the maintenance of various agency types. If the agency types are defined then various agency details could be maintained. All the agencies like airlines state government etc., that deal with the airports should be maintained to keep a track of the information pertaining to the vehicle movements (to which agency does the vehicle moving in airport premises belong). The Agencies screen allows you to add new agency, search agency types, edit agency information and delete the agencies that are no longer required.

8.1. Agencies → Agency Types

Agency Types screen allows you to add types of agencies, search already recorded details, edit the existing details and delete the details that are no longer required.

8.1.1. Agency Types → New

The Agency Types (New) screen allows you to add new agency types. To open the screen, move along the following path – Agencies → Agency Types → New and click the **New** link.



To add new agency type, perform the following tasks:







- Enter the name of the agency in the **Name** field.
- Click **Save**. This saves the agency type data and you will be directed to the Agency Type Details screen where you can see the latest entered record.

8.1.2. Agency Types → View

Agency Types (View) allows you search and view the existing agency type details. To open the screen, move along the following path – Agencies → Agency Types → View and click the **View** link.

Agency Type Details- 1 to 10 of 13			
	▲ Code ▼	▲ Name ▼	
<input type="checkbox"/>	01	Airlines	
<input type="checkbox"/>	02	Building Contractors	
<input type="checkbox"/>	03	Roads	
<input type="checkbox"/>	04	Power Supply	
<input type="checkbox"/>	05	Air Conditioning	
<input type="checkbox"/>	06	Electrical Installations	
<input type="checkbox"/>	07	Mechanical Equipments	
<input type="checkbox"/>	08	Water Supply	
<input type="checkbox"/>	09	Rohit	
<input type="checkbox"/>	10	Srison	

The search displays the following information in columns:

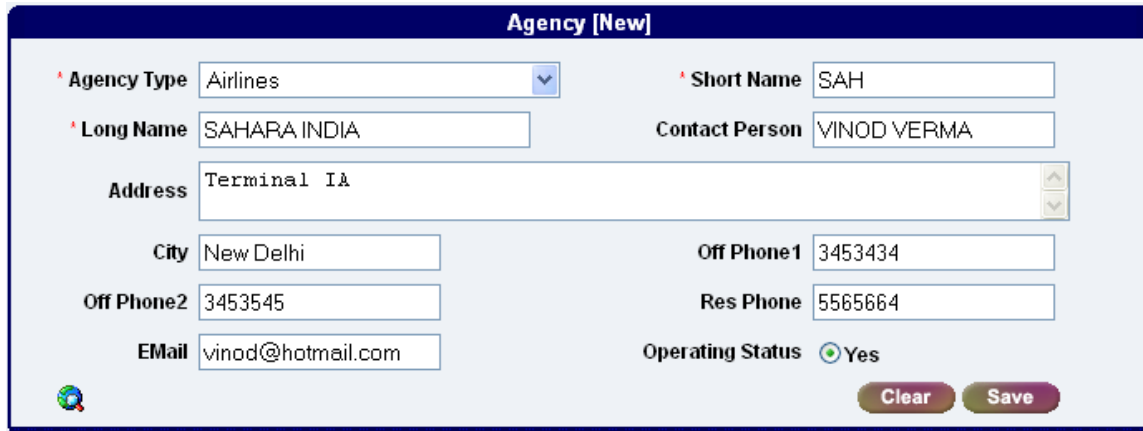
- **Code:** Displays the agency code.
- **Name:** Displays the name of the agency.
- To browse through all the Agency Types, use the navigation icons (   ) on the top of the screen.
- To edit Agency Type info, click the  icon adjacent to it.
- To delete Agency Type, select the checkboxes and click the  icon.

8.2. Agencies → Agencies

The Agencies screens help you add agency details, search and view the existing agency details, edit the details and delete the agency details that are no longer required.

8.2.1. Agencies → New

The Agencies (New) screen allows you to add new agency. When you move along the path - Masters → Agencies → New and click the **New** link, the following screen opens.



Agency [New]

* Agency Type: Airlines
* Short Name: SAH
* Long Name: SAHARA INDIA
Contact Person: VINOD VERMA
Address: Terminal 1A
City: New Delhi
Off Phone1: 3453434
Off Phone2: 3453545
Res Phone: 5565664
EMail: vinod@hotmail.com
Operating Status: Yes
Clear Save

To add new agency, perform the following tasks:

- Select the agency type to which the agency belongs from the **Agency Type** list box.
- Enter the suitable short name for the agency in **Short Name** field.
- Enter the suitable long name for the agency in **Long Name** field.
- Enter the name of the contact person in the **Contact Person** field.
- Enter the address of the agency in the **Address** field.
- Enter the name of the city in the **City** field.
- Enter the office phone numbers in the **Office Phone 1** and **Office Phone 2** fields.
- Enter the residence phone number in the **Res Phone** field.
- Enter the e-mail id of the contact person in the **E-mail** field.
- The **Operating Status** will be saved as **YES** by default.
- Click **Save**.

8.2.2. Agencies → Search

Agencies (Search) screen allows you to search for a particular agency. To open the screen, move along the following path Masters → Agencies → Search and click the **Search** link.

The search results screen helps you to browse, view, edit and delete agency details. You can click **Search** after entering information in every field or after entering information in the entire fields.



Agency [Search]

Agency Type: Airlines

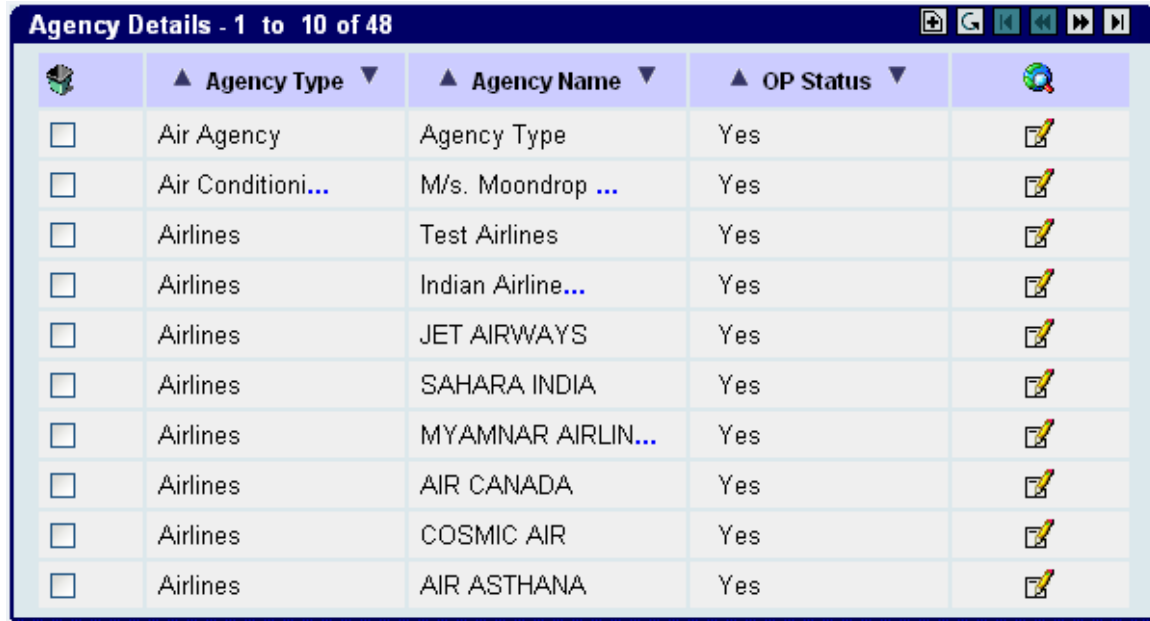
Agency Name: SAHARA INDIA

Operating Status: ☒ Yes ☐ No

+ Clear Search +

To search for a particular agency, perform all or any of the following tasks:

- Select the agency type from the **Agency Type** list box.
- Enter the agency name in the **Agency Name** field.
- Select either YES or NO radio buttons to specify the **Operating Status**.
- Click **Search**.



	▲ Agency Type ▼	▲ Agency Name ▼	▲ OP Status ▼	
<input type="checkbox"/>	Air Agency	Agency Type	Yes	
<input type="checkbox"/>	Air Conditioni...	M/s. Moondrop ...	Yes	
<input type="checkbox"/>	Airlines	Test Airlines	Yes	
<input type="checkbox"/>	Airlines	Indian Airline...	Yes	
<input type="checkbox"/>	Airlines	JET AIRWAYS	Yes	
<input type="checkbox"/>	Airlines	SAHARA INDIA	Yes	
<input type="checkbox"/>	Airlines	MYAMNAR AIRLIN...	Yes	
<input type="checkbox"/>	Airlines	AIR CANADA	Yes	
<input type="checkbox"/>	Airlines	COSMIC AIR	Yes	
<input type="checkbox"/>	Airlines	AIR ASTHANA	Yes	

The screen displays the following information in columns:

- **Agency Name:** Displays the agency name.
- **Agency Type:** Displays the agency type.
- **OP Status:** Displays the operator status.

8.3. Agencies → Express Terminal Pass

The Express Terminal Pass screens help you add express terminal pass details, search and view the existing details, edit the details and delete the details that are no longer required.

8.3.1. Express Terminal Pass → New

The Agencies (New) screen allows you to add new express terminal pass details. When you move along the path - Masters → Express Terminal Pass → New and click the **New** link, the following screen opens.

The screenshot shows a web form titled "ExpressTerminalPass [New]". It contains the following fields and values:

- *Issued Date**: 22/Feb/2006 (with a date picker icon)
- *Name**: Vijay Anand
- *Designation**: House Keeping Supervi
- Photo Path**: E:\AAI.JPG (with a "Browse..." button)
- *Organisation**: INDIAN AIRLINE (dropdown menu)
- Address**: New Delhi (dropdown menu)
- *Valid Upto**: 31/Mar/2006 (with a date picker icon)
- *Issued Authority**: Baradwaj
- Remarks**: No Remarks

At the bottom right, there are two buttons: "Clear" and "Save".

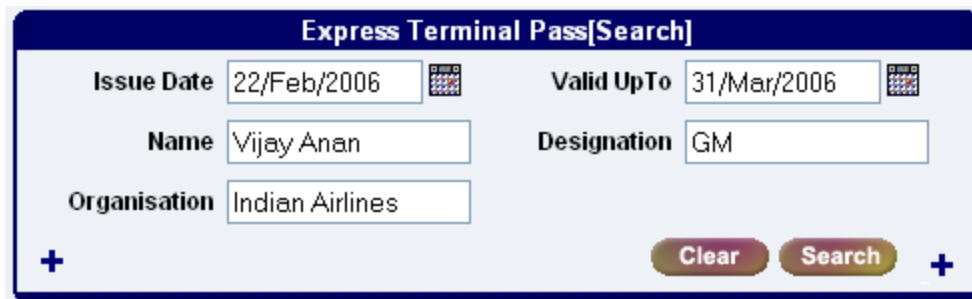
To add new express terminal pass details, perform the following tasks:

- Click the date-picker icon next to the **Issued Date** field and select or enter the issued date of the express terminal pass.
- Enter the name of the visitor for whom pass is issued in the **Name** field.
- Enter the designation of the express terminal pass holder in the **Designation** field.
- Click the "**Browse**" button next to the **Photo Path** field and select the photo of the express terminal pass holder.
- Select the name of the organization from the **Organization** list box.
- Enter the address of the express terminal pass holder in the **Address** field.
- Click the date-picker icon next to the **Valid Upto** field and select or enter the express terminal pass validity date.
- Enter the express terminal pass issued by in the **Issued Authority** field.
- Enter the remarks, if any, in the **Remarks** field.
- Click **Save**.

8.3.2. Express Terminal Pass → Search

Express Terminal Pass (Search) screen allows you to search for a particular express terminal pass. To open the screen, move along the following path – Agencies → Express Terminal Pass → Search and click the **Search** link.

The search results screen helps you to browse, view, edit and delete express terminal pass details. You can click **Search** after entering information in every field or after entering information in the entire fields.



The screenshot shows a web form titled "Express Terminal Pass[Search]". It contains several input fields: "Issue Date" with the value "22/Feb/2006" and a date picker icon; "Valid UpTo" with the value "31/Mar/2006" and a date picker icon; "Name" with the value "Vijay Anan"; "Designation" with the value "GM"; and "Organisation" with the value "Indian Airlines". At the bottom right, there are two buttons: "Clear" and "Search". There are also small blue "+" icons in the bottom left and right corners of the form area.

To search for a particular express terminal pass, perform all or any of the following tasks:

- Click the date-picker icon next to the **Issued Date** field and select or enter the issued date from when you intend to have express terminal pass details.
- Click the date-picker icon next to the **Valid Up To** field and select or enter the validity date till when you intend to have express terminal pass details.
- Enter the name of the visitor for whom pass is issued in the **Name** field.
- Enter the designation of the express terminal pass holder in the **Designation** field.
- Enter the name of the organization in the **Organization** field.
- Click **Search**.

Express Terminal Pass Details - 1 to 10 of 12					
	▲ Name ▼	▲ Designation ▼	▲ Issued Date ▼	▲ Organisation ▼	
<input type="checkbox"/>	Vijay Anand	Ad	22/Feb/2006	Iac	
<input type="checkbox"/>	Deepak	Clearence Agen...	17/Feb/2005	Test	
<input type="checkbox"/>	Choudhary	Clearence Agen...	17/Feb/2005	Dhl	
<input type="checkbox"/>	Farid	Mcg-Agent	17/Feb/2005	Dhl	
<input type="checkbox"/>	Ratan Kumar	Classifier	17/Feb/2005	Dhl	
<input type="checkbox"/>	Manish Bhalla	Clearence Agen...	17/Feb/2005	Dhl	
<input type="checkbox"/>	Nirmala	Clearence Agen...	17/Feb/2005	Dhl	
<input type="checkbox"/>	Umesh Prasad	Classifier	17/Feb/2005	Dhl	
<input type="checkbox"/>	Deepak Kanojia	Classifier	17/Feb/2005	Dhl	
<input type="checkbox"/>	Ranbir Singh Ra...	House Keeping S...	17/Feb/2005	Beads Service G...	

The screen displays the following information in columns:

- **Name:** Displays the name of the person to whom the express terminal pass is issued.
- **Designation:** Displays the designation of the express terminal pass holder.
- **Issued Date:** Displays the issue date of express terminal pass.
- **Organization:** Displays the name of the organization.

8.3.3. Express Terminal Pass → Report

Express Terminal Pass (Report) screen allows you to generate a report on express terminal pass details. To open the screen, move along the following path – Agencies → Express Terminal Pass → Report and click the **Report** link.

Express Terminal Pass[Parameter Form]

From Date

17/02/2006

To Date

22/02/2006

Organisation

DHL

Deepak Kanojia

Umesh Prasad

Nirmala

Manish Bhalla

Ratan Kumar

Farid

Choudhary

Deepak Ka

Nirmala

Ratan Kum

Choudhary

Names

>>

Clear

OK

To generate a report on express terminal pass details, perform the following tasks:

- Click the date-picker icon next to the **From Date** field and select or enter the date from when you intend to have express terminal pass details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have express terminal pass details.
- Click the “?” icon next to the **Organization** field and select the name of the organization. This automatically updates the Names based on the selected organization.
- Select the names for which you intend to have express terminal pass details from first columns and click >> button. This moves the selected names to the second column.
- Click **OK**.

This generates the report in the following format:

AIRPORTS AUTHORITY OF INDIA	
Valid Only for Express Terminal	
SI No. 1	<div> <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Holder <input type="checkbox"/> Photo </div> <div> Valid Upto 31/Oct/2005 Name Deepak Kanojia Designation Classifier Organisation Dhl Date Of Issue 17/Feb/2005 Issuing Authority Akash Deep </div>
Manager Security	
SI No. 2	<div> <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Holder <input type="checkbox"/> Photo </div> <div> Valid Upto 31/Oct/2005 Name Nirmala Designation Clearance Agent Organisation Dhl Date Of Issue 17/Feb/2005 Issuing Authority Akash Deep </div>
Manager Security	
SI No. 3	<div> <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Holder <input type="checkbox"/> Photo </div> <div> Valid Upto 31/Oct/2005 Name Ratan Kumar Designation Classifier Organisation Dhl Date Of Issue 17/Feb/2005 Issuing Authority Akash Deep </div>
Manager Security	
SI No. 4	<div> <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Holder <input type="checkbox"/> Photo </div> <div> Valid Upto 31/Oct/2005 Name Choudhary Designation Clearance Agent Organisation Dhl Date Of Issue 17/Feb/2005 Issuing Authority Akash Deep </div>
Manager Security	

9. Reports

Reports section allows you to retrieve data of Passes Issued, Duty Deployment, Agency Wise passes, Absent Details, and Returned Passes. The reports unit has the following advantages:

1. You can customize and retrieve information according to your requirements. E.g. If you wish to retrieve information of Passes Issued between certain dates, you can choose your options and generate reports.
2. You can retrieve the information any number of times you want and print.

The section below allows you to retrieve information and generate reports.

9.1. Reports → List of Passes Issued

Reports (List of Passes Issued) screen allows you to generate a report of the list of passes issued based on the selected criteria. To open the screen, move along the path - Reports → List of Passes Issued and click the **List of Passes Issued** link.

The screenshot shows a web-based report generation form titled "List of Passes Issued Agency Wise [Report]". The form includes the following fields and controls:


- Agency:** A text input field containing "DHL" and a blue question mark icon to its right.
- Type of PIC:** A dropdown menu showing "Permit for Vehicle Entry".
- Category:** A dropdown menu showing "Vehicle Entry Pass".
- Valid From:** A date input field showing "01/Feb/2006" with a date-picker icon to its right.
- Valid To:** A date input field showing "22/Feb/2006" with a date-picker icon to its right.
- Invalid PICs:** A checkbox that is currently unchecked.
- Summary:** A checkbox that is currently unchecked.
- Buttons:** "Clear" and "OK" buttons located at the bottom right of the form.

To generate a report on list of passes issued, perform all or any of the following tasks:

- Click the "?" icon next to the **Agency** field and select the name of the agency.
- Select the type of Photo Identity Card from the **Type of PIC** list box.
- Select the category from the **Category** list box.
- Click the date-picker icon next to the **Valid From** field and select or enter the validity date from when you intend to have passes issued details.
- Click the date-picker icon next to the **Valid To** field and select or enter the validity date till when you intend to have passes issued details.

- Select the **Invalid PICs** checkbox to view the invalid PICs.
- Select the **Summary** checkbox to view the summary.
- Click **OK**.

This generates the report in the following format.



AIRPORTS AUTHORITY OF INDIA

IGI AIRPORT, NEW DELHI

List of Passes Issued to All Agencies					
Holder Name	Designation	Type of PIC	PIC Color	PIC NO	Valid Upto
Mr. Suresh Chattergee	Manager	Permanent PIC Category	Permanent PIC pass	PIC001	31/Mar/2005
Mr. Subash	Manager	Permanent PIC Category	Permanent PIC pass	PIC002	31/Mar/2005
Mr. Sandeep	Manager	Permanent PIC Category	Permanent PIC pass	PIC003	31/Mar/2005
Mr. Sukla	Manager	Permanent PIC Category	Permanent PIC pass	PIC004	31/May/2005
Mr. Subash	Manager	Paper Pass Category	Paper Pass	PPP001	31/Mar/2005
B.K. Singh	--	Commercial Pass Category	Commercial Entry Pass	001	28/Feb/2006
Balbir Singh	--	Commercial Pass Category	Commercial Entry Pass	002	28/Feb/2006
--	--	Vehicle Pass Category	Vehicle Pass	001	15/Jan/2006
--	--	Vehicle Pass Category	Vehicle Pass	002	31/Jan/2006
Sanjeev Kumar	--	Temporary PIC Category	Temporary PIC Category	001	28/Feb/2006
Arun Mathur	--	Temporary PIC Category	Temporary PIC Category	003	20/Feb/2006
Nishant	Asst Manager	Paper Pass Category	Paper Pass	P38389	28/Feb/2006
--	--	Vehicle Pass Category	Vehicle Pass	DF49208	28/Feb/2006
Bharat	--	Commercial Pass Category	Commercial Entry Pass	CP2345	28/Feb/2006
Arun Mathur	--	Commercial Pass Category	Commercial Entry Pass	CP4567	15/Feb/2006

Total No. of Passes

15

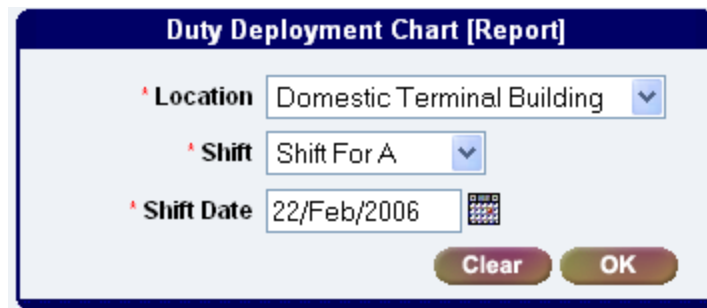
Color of PIC / Details	No. of Passes
Commercial Entry Pass	4
Permanent PIC pass	4
Paper Pass	2
Temporary PIC Category	2
Vehicle Pass	2
Vehicle Pass	1

The report displays the following information in columns:

- **Holder Name:** Displays the name of the pass holder.
- **Designation:** Displays the designation of the pass holder.
- **Type of PIC:** Displays the type of Photo Identity Card.
- **PIC Color:** Displays the PIC color.
- **PIC No:** Displays the PIC number.
- **Valid Upto:** Displays the date of validity of the pass.

9.2. Reports → Duty Deployment Chart

Report (Duty Deployment Chart) screen allows you to generate a duty deployment chart. To open the screen, move along the path - Reports → Duty Deployment Chart and click the **Duty Deployment Chart** link.



To generate duty deployment chart, perform all or any of the following tasks:

- Select the location of duty from the **Location** list box.
- Select the shift from the **Shift** list box.
- Click the date-picker icon next to the **Shift Date** field and select or enter the shift date from when you intend to have duty deployment details.
- Click **OK**.


9.3. Reports → Agency Wise Report


Report (Agency Wise Report) screen allows you to generate a report on list of passes issued agency wise. To open the screen, move along the path - Reports → Agency Wise Report and click the **Agency Wise Report** link.

List of Passes Issued Agency Wise [Report]

Agency ?

* Type of PIC ▼


Issued From 

Issued Upto 

To generate a report on list of passes issued agency wise, perform all or any of the following tasks:


- Click the “?” icon next to the **Agency** field and select the name of the agency.
- Select the type of PIC from the **Type of PIC** list box.
- Click the date-picker icon next to the **Issued From** field and select or enter the date from when you intend to have agency wise details.
- Click the date-picker icon next to the **Issued To** field and select or enter the date till when you intend to have agency wise details.
- Click **OK**.

This generates the report in the following format.



AIRPORTS AUTHORITY OF INDIA
IGI AIRPORT, NEW DELHI

Name of Organisation	Orange	Light Brown	Purple	Navy Blue	Total
DHL WORLD WIDE	--	--	--	--	0
EICI EXPRESS	--	--	--	--	0
Grand Total	--	--	--	--	0



The report displays the following information in columns:

- **Name of Organization:** Displays the name of the organization.
- **Orange:** Display the number to orange color passes issued.

- **Light Brown:** Display the number to light brown color passes issued.
- **Purple:** Display the number to orange color passes issued.
- **Navy Blue:** Display the number to navy blue color passes issued.
- **Total:** Display the total number of passes issued.

9.4. Reports → Absent Details Report

Report (Absent Details Report) screen allows you to generate absent details report. To open the screen, move along the path - Reports → Absent Details Report and click the **Absent Details Report** link.

To generate absent details report, perform all or any of the following tasks:

- Click the date-picker icon next to the **From Date** field and select or enter the date from when you intend to have absent details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have absent details.
- Click the “?” icon next to the **Name of Person** field and select the name of the person.
- Click **OK**.

This generates the report in the following format:

 AIRPORTS AUTHORITY OF INDIA IGI AIRPORT, NEW DELHI					
Report on the Officials/Employees's Absent with out applying Leave From : 01/Jan/2006 To 28/Feb/2006					
Sl No.	Name of Pesrson	Designation	Absent From	Absent To	Remarks
1	Pratap Singh	Assistant Commandant	23/Jan/2006	25/Jan/2006	---
2	Pratap Singh	Assistant Commandant	06/Feb/2006	08/Feb/2006	---
3	Mr. Shukla	Superintendent	19/Feb/2006	20/Feb/2006	---
4	Mr. Khurana	CLERK	18/Jan/2006	20/Jan/2006	---

The report displays the following information in columns:

- **Name of Person:** Displays the name of the official/employee.
- **Designation:** Displays the designation of the official/employee.

- **Absent From:** Displays the date from when the official/employee was absent.
- **Absent To:** Displays the date till when the official/employee was absent.
- **Remarks:** Displays the remarks.

9.5. Reports → Report on Returned Passes

Report (Report on Returned Passes) screen allows you to generate a report on returned passes. To open the screen, move along the path - Reports → Report on Returned Passes and click the **Report on Returned Passes** link.

To generate a report on returned passes, perform the following tasks:

- Click the date-picker icon next to the **From Date** field and select or enter the date from when you intend to have returned pass details.
- Click the date-picker icon next to the **To Date** field and select or enter the date till when you intend to have returned pass details.
- Select the pass category from the **Pass Category** list box.
- Select the status from the **Status** field.
- Click **OK**.

This generates the report in the following format.

<div style="text-align: center;">  <p>AIRPORTS AUTHORITY OF INDIA IGI AIRPORT, NEW DELHI</p> <p>Report on the Returned passes and Lost Passes From : 01/Jan/2006 To 22/Feb/2006</p> </div>								
Sl No.	PIC No	Agency	Category	Holder Name	Region Valid	Valid Date	Returned On	Reasons for return
1	PIC334354	DHL	Permanent PIC pass	Bharadwaj	All Airports	31-Mar-2006	10/02/2006	No Remarks
2	P38389	DHL	Paper Pass	Nishant	Tower Area	28-Feb-2006	10/02/2006	No Remarks
3	CP2978	DHL	Commercial Entry Pass	Ashutosh	Terminal	31-Mar-2006	01/02/2006	No Remarks

The report displays the following information in columns.

- **PIC No.:** Displays the PIC number.

- **Agency:** Displays the name of the agency.
- **Category:** Displays the category of passes.
- **Holder Name:** Displays the name of the pass holder.
- **Region Valid:** Displays the region valid for the pass issued.
- **Valid Date:** Displays the date of validation for the pass issued.
- **Returned On:** Displays the date on which the pass was returned.
- **Reason for Return:** Displays the reason for return of pass.

10. Abbreviations

AAI	Airports Authority of India
CISF	Central Industrial Security Force
PIC	Photo Identity Card
SMS	Security Management System