

ICT APPLICATIONS

User Manual

ICT-WFP PAKISTAN

Document history

Date	By	Comments
16-01-2017	Kamran Qadir	Started Document, added gate pass flow
25-01-2017	Kamran Qadir	added stationery guide added registry guide

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1. Introduction

There are some in-house developed applications that different departments of WFP are using for their day to day activities. These applications have some limitations that needs to be re-vamped for better usability with some necessary changes. New features will be added upon request of the concerned department.

1.1.Login

Application Live URL: <http://10.11.70.39:8060>

Log in with your GLOBAL account

2. Gate Pass Application

Gate pass application is need of administration department. Any asset going outside of WFP country office building should be monitored. It tracks of what is going to be sent and where it is being sent and definitely it increases proper tracking of large asset.

2.1.Request Gatepass

Whoever wants to send something, requests a gatepass.

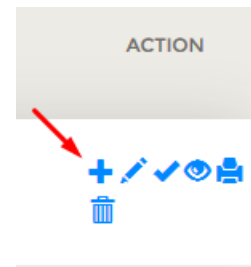
The image shows two parts of a web application interface. The top part is a header bar titled "My Gatepass Requests" with a search input field labeled "Type to search" and two blue buttons with minus and plus signs. A red arrow points from the plus button to the bottom form. The bottom part is a "New Gatepass" form with the following fields:

- Receiver Office***: A dropdown menu with "Peshawar" selected.
- Receiver***: A dropdown menu with "Peshwar User" selected, and a text input field below it containing "faryal.ahmed".
- Comments**: A text area containing the text "I need to send 4 laptops to WFP-Peshawar".

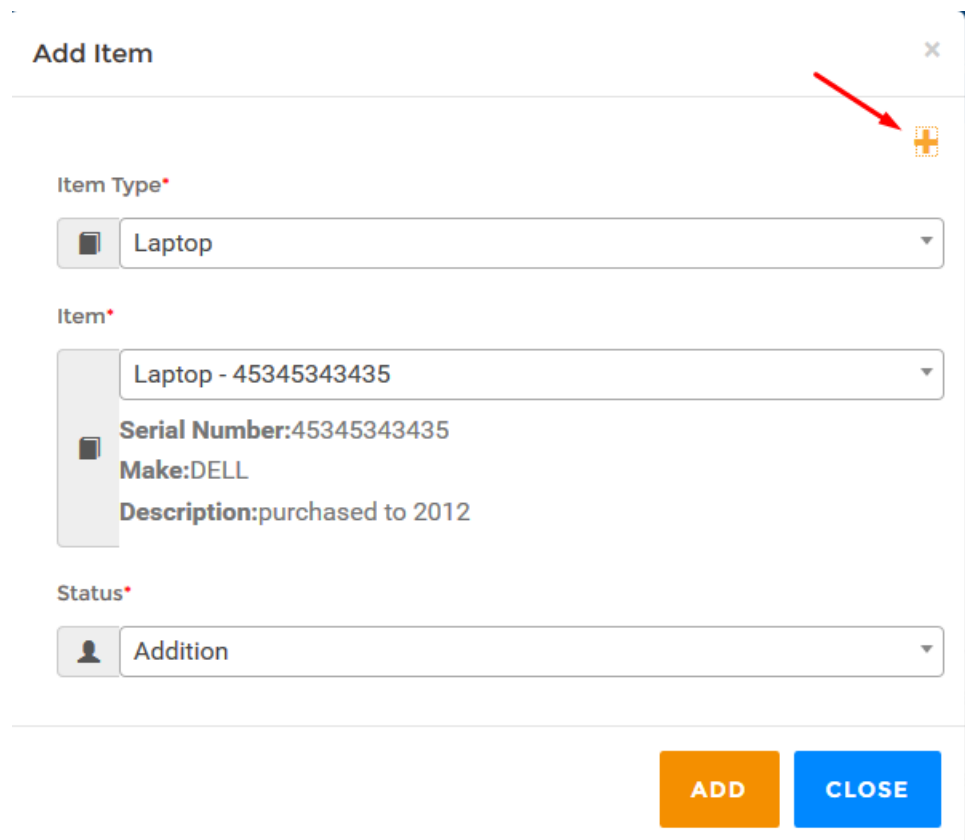
At the bottom right of the form are two buttons: an orange "SAVE" button and a blue "CLOSE" button. A red arrow points from the comments text area to the "SAVE" button.

2.2.Add Gatepass Items

Admin assistant adds items to the gatepass



Select Item type and item with its status in gatepass. If an inventory item does exists already, Admin assistant clicks on + sign to add new inventory item

A screenshot of a web application form titled 'Add Item'. The form has a close button (X) in the top right corner. A red arrow points to a plus sign icon in the top right corner of the form. The form contains three main sections: 'Item Type*' with a dropdown menu showing 'Laptop'; 'Item*' with a dropdown menu showing 'Laptop - 45345343435' and a detailed view showing 'Serial Number:45345343435', 'Make:DELL', and 'Description:purchased to 2012'; and 'Status*' with a dropdown menu showing 'Addition'. At the bottom right, there are two buttons: 'ADD' (orange) and 'CLOSE' (blue).

New requested item is added in gatepass

Jan 16, 2017	3	Kamran Qadir	Peshawar User	Peshawar r	Requested 45345343435 Laptop	DELL	
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2.3.New Inventory Item

If an inventory item does exists already, Admin assistant adds new inventory item using this screen

New Item

Item Type*

Laptop

Name*

Laptop

Serial Number*

45345343435

Purchase Order Number

34534

Make

DELL

Palate Size

12x12

AssignedTo

Inventory

Location

Store



Any other description

purchased to 2012

SAVE

CLOSE

2.4.Remove Item

ITEMS			
45345343435	Laptop	DELL	
123	4-Wheel Drive	123	

2.5.Approve / Reject Gatepass

After adding gatepass items, admin assistant approves or rejects gatepass

2.6.View Gatepass

Admin assistant can view gatepass details

2.7.Print Gatepass

Gatespass can be printed via print gatepass option

2.8.Delete Gatepass

Gatespass can be deleted before it is not approved, if requested by mistake.



3. Registry Application

Front desk is using registry application to send and receive registry. It can be letter, invoice or any other document that is being sent to some other office or received from any other organization. It tracks of what is going to be sent through courier and where it is being sent and what is received from courier.

3.1. Registry In

3.1.1. New Registry In

New Registry In is added using screen below

3.1.2. Search Registry In

Registry In Search screen

The image displays two side-by-side screenshots of a web application interface for managing registry entries.

Left Screenshot: New registry

- Title:** New registry
- Type:** Letter (dropdown menu)
- Mode:** Courier (dropdown menu)
- Subject:** CLOSED ENVELOP (REF# PASSCO/GMP/100-MOV/11/CR-5736) (text input)
- From:** PASSCO (dropdown menu), Select User (dropdown menu)
- Unit:** Admin (dropdown menu)
- Attention To:** Yasir Anwar (dropdown menu), yasir.anwar (text input)
- Marked To:** Ayesha Absheen (dropdown menu), ayesha.absheen (text input)
- Remarks:** New letter (text input)
- Tracking Number:** Tracking Number (text input)
- Pouch Number:** Pouch Number (text input)
- Buttons:** SAVE (orange), CLOSE (blue)

Right Screenshot: Search Registry IN

- Title:** Search Registry IN
- Reg# From:** 1 (dropdown menu)
- Reg# To:** 3 (dropdown menu)
- From:** 01/01/2017 (text input)
- To:** 31/01/2017 (text input)
- Type:** Letter (dropdown menu)
- Mode:** Courier (dropdown menu)
- Subject:** passport (text input)
- From:** MULTAN (dropdown menu)
- Unit:** ICT (dropdown menu)
- Attention To:** Attention To (dropdown menu)
- Remarks:** Remarks (text input)
- Tracking Number:** Tracking Number (text input)
- Pouch Number:** Pouch Number (text input)
- Buttons:** SEARCH (orange), CLOSE (blue)

3.1.3. Edit Registry In

Registry In can be updated

3.1.4. View Registry In

Registry Information can be viewed by pressing eye icon

VENDOR REGISTRATION			
Date:	Jan 16, 2017	Reg #:	2
Type:	\$	Mode:	
Subject:	VENDOR REGISTRATION		
From:	RAJA IFTIKHAR		
Unit:	Logistics		
Attn To:	Khawar Mahmood		
Mark To:	Saima Shuheen		
Remarks:			
Tracking:	TCS# 9876457559	Pouch #:	

3.1.5. Delete Registry In

Registry In can be deleted if entered by mistake

3.1.6. Print Registry In

Registry IN is printed like this format

1 of 1

100%

Print

Excel

PDF

Word

WFP

World Food Programme

Fighting Hunger Worldwide

Registry IN

Print Date: Jan 27, 2017

Reg #	Type	Subject	Received From	Unit	Attention To	Marked To
1	Letter	CLOSED ENVELOP (REF# PASSCO/GMF/100-MOV/11/CR-5736)	SEYNABOU SY DAFF	Admin	Attentiona	Yasir Anwar
2	Letter	TRANSACTION DETAIL	SHELL	Programme	tausif.khan	Kamran Qadir

3.2.Registry Out

Similar feature are implemented like Registry IN

3.3.Registry Dashboard

Registry dashboard shows stats about number of registry IN and number of registry OUT for admin supervisor.



Stats can be filtered using this search form

Search

From: 23/01/2017 To: 31/01/2017

Subject: Subject

From: From

Unit: Admin

Attention To: Attention To

SEARCH CLOSE








4. Stationery Application

Stationery application is used by administration department to track stationary consumption. Anyone who needs any stationary item request to admin department via stationary request form. Request form is signed by head of the concerned department and is submitted to admin department. Administration department provides stationaries to the requested by showing the signed request form.

4.1. Stationery Items

Stationery items can be managed by this screen

Stationery => Items


Stationery Items			
		<input type="text" value="Type to search"/>	
SERIAL #	NAME	CATEGORY	ACTION
1	Avery Cards	DesktopStationery	 
2	Ball Pen	WritingInstruments	 
56	Paper Ream Green	FillingProducts	 

4.1.1. Add stationery item

New stationery item can be added using this screen


Add new item

Item Code*




109

Item Name*



White Board

Category*



WritingInstruments

SAVE

CLOSE

4.1.2. Edit stationery item

Stationery item can be changed using this option

4.1.3. Delete stationery item

Stationery item can be deleted using this option



4.1.4. Stationery item Stock

Stationery item stock opens another screen

4.1.4.1. Add new Stock

Stock can be added / updated using this screen

Add new stock

Size*

Packet

Packet Size*

12

Quantity*

10

SAVE

CLOSE

4.1.4.2. Delete Stock

Stock can be deleted if entered by mistake

1.1.Stationery Requests

Anyone can request stationery using this screen

Stationery => My Requests

1.1.1. Request a stationery

My Stationery Requests

Q

Type to search

x

u

+

Stationery Request

x

Item Type*

WritingInstruments

Item*

Ball Pen

Size*

Packet

Quantity*

1

SAVE

CLOSE

Requester can add new item

ITEMS				ACTION	
				Delete Item	Approve/Reject
Avery Cards	Each	1	x	+ ✓	Print
White Board	Each	1	x		
Ball Pen	Packet	1	x		
Paper Ream Green	Each	1	x		

1.1.2. Add more items

Requester can add more items using + sign

1.1.3. Remove item

Requester can remove item from request using x sign

1.1.4. Approve / Reject Stationery Request

After adding items, admin assistant approves or rejects stationery request

1.1.5. Print Stationery Request

Stationery request can be printed via print option and signed by all required.

1.1.6. Delete Stationery Request

Stationery request can be deleted before it is not approved, if requested by mistake.

2. References

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