

CE MANUAL

for

AMS Software

Prepared for



**Bangladesh Army Training and Doctrine Command (ARTDOC),
Bangladesh Army**

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Submitted By



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Acronyms

ARTDOC: Bangladesh Army Training and Doctrine Command

SL: Swapnoloke

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A. LOGIN PANEL

A.1 User Login

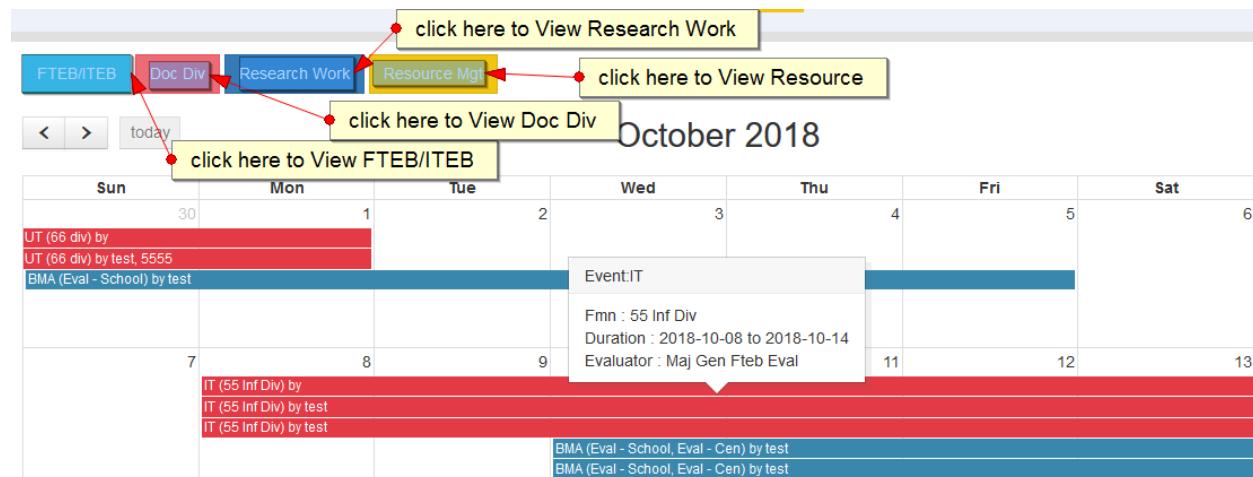


B. DASHBOARD

B.1 Step-01: Click “Dashboard” Menu



B.2 Step-02: View Dashboard



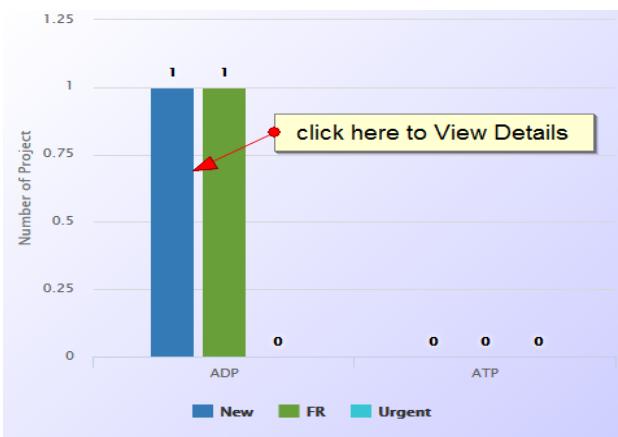
B.3 Step-03: Click “FTEB/ITEB”



B.4 Step-04: Click “DOC Div”



B.5 Step-05: View “DOC Div” on Dashboard



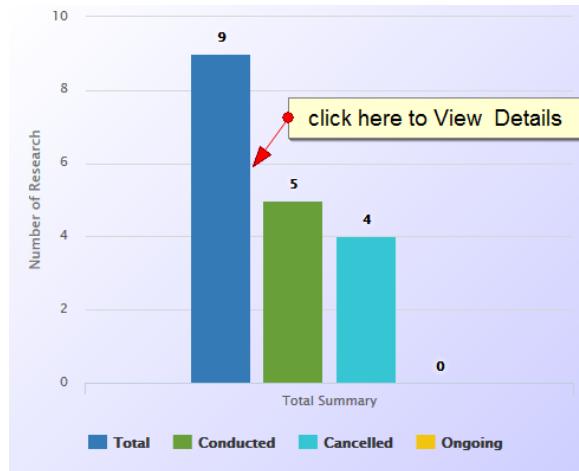
B.6 Step-07: Click “Research Work”



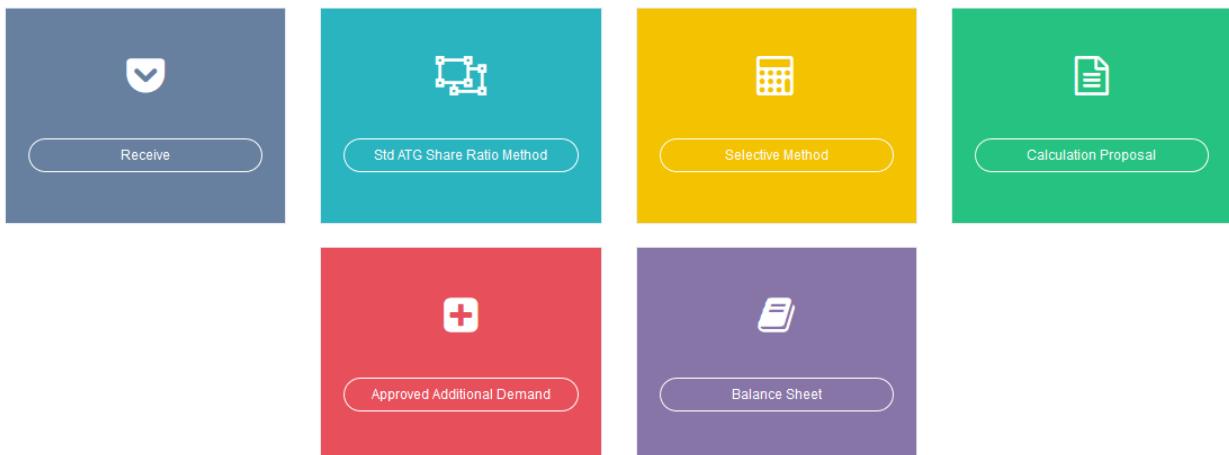
B.7 Step-08: Click “Resource Mgt”



B.8 Step-09: View “Research Work” on Dashboard

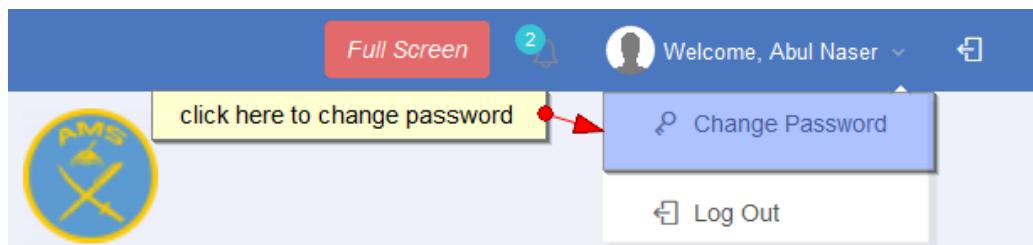


B.9 Step-10: View “Resource Mgt” on Dashboard



C. CHANGE PASSWORD

C.1 Step-01: Click on “Change Password”



C.2 Step-02: Change Password

Update Password

New Password : *

Note! Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character

Confirm Password : *

Provide info and click here to Submit click here to Cancel this action

C.3 Step-03: Password Update Notification



D. ADMIN SETUP

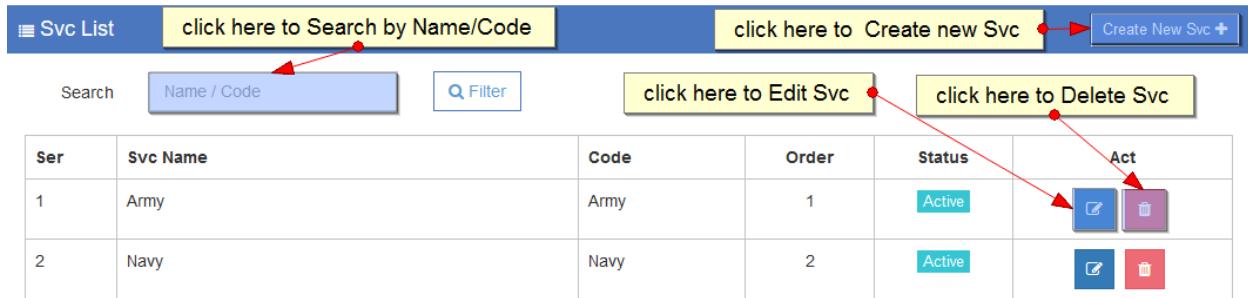
D.1 Svc

D.1.1 View Svc

D.1.1.1 Step-01: Click on "Svc"



D.1.1.2 Step-02: View Svc



Svc List

click here to Search by Name/Code

click here to Create new Svc

Create New Svc +

Search Name / Code Filter

click here to Edit Svc

click here to Delete Svc

Ser	Svc Name	Code	Order	Status	Act
1	Army	Army	1	Active	 
2	Navy	Navy	2	Active	 

D.1.2 Create New Svc

D.1.2.1 Step-01: Select Svc



Admin Setup

Svc

Rk

click here to manage Svc

D.1.2.2 Step-02: Click on “Create” Button



Svc List

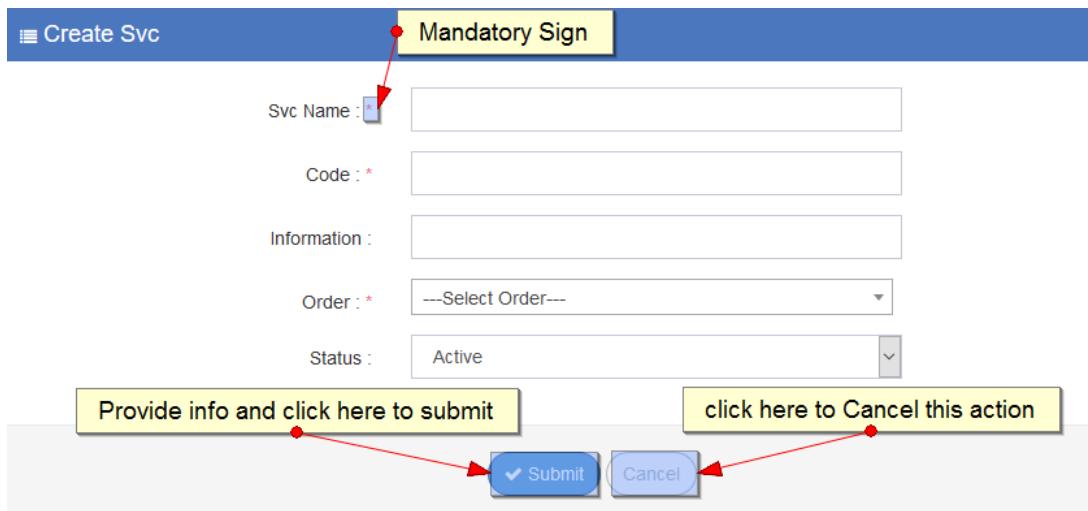
click here to Create a Svc

Create New Svc +

Search Name / Code Filter

Ser	Svc Name	Code	Order	Status	Act
1	Army	Army	1	Active	 

D.1.2.3 Step-03: Provide Info & Submit



■ Create Svc

Mandatory Sign

Svc Name :

Code : *

Information :

Order : * ---Select Order---

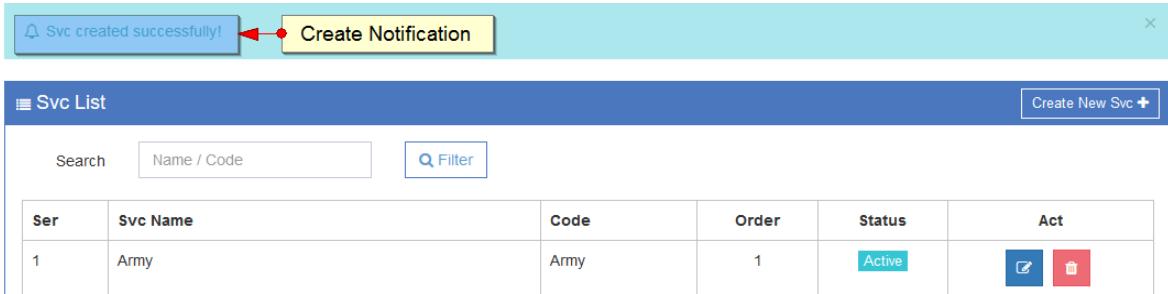
Status : Active

Provide info and click here to submit

click here to Cancel this action

Submit Cancel

D.1.2.4 Step-04: View Creation Notification



The screenshot shows a top navigation bar with a success message 'Svc created successfully!' and a 'Create Notification' button. Below is a 'Svc List' table with one entry:

Ser	Svc Name	Code	Order	Status	Act
1	Army	Army	1	Active	

D.1.3 Edit an Existing Svc

D.1.3.1 Step-01: Select Svc Management Menu



The screenshot shows the 'Admin Setup' menu with the 'Svc' option highlighted. A yellow box with a red dot indicates the 'click here to manage Svc' action.

D.1.3.2 Step-02: Click on "Edit" Icon



The screenshot shows the 'Svc List' table with two entries. A yellow box with a red dot indicates the 'click here to Edit Svc' action for the second row (Navy). Another red arrow points from the 'Edit' icon in the first row to the 'Edit' icon in the second row.

Ser	Svc Name	Code	Order	Status	Act
1	Army	Army	1	Active	
2	Navy	Navy	2	Active	

D.1.3.3 Step-03: Provide updated Info & Submit



The screenshot shows the 'Edit Svc' form with the following fields and buttons:

- Mandatory Sign (highlighted)
- Svc Name:
- Code : *:
- Information :
- Order : *:
- Status :
- Provide Updated info and click here to Submit (highlighted)
- Submit (button)
- Cancel (button)
- click here to Cancel this action (highlighted)

D.1.3.4 Step-04: View Update Notification



D.1.4 Delete Svc

D.1.4.1 Step-01: Select Svc Menu



D.1.4.2 Step-02: Click on “Delete” Icon

Svc List						Create New Svc +
Search		Name / Code	Filter	click here to Delete Svc		
Ser	Svc Name	Code	Order	Status	Act	
1	Army	Army	1	Active	 	

D.1.4.3 Step-03: Delete Confirmation



D.1.4.4 Step-04: View Delete Notification



Svc List

D.2 Rk

D.2.1 View Rk

D.2.1.1 Step-01: Click on “Rk”



D.2.1.2 Step-02: View Rk

Ser	Svc Name	Rk Name	Code	Order	Status	Act
1	Army	General	Gen	1	Active	

D.2.2 Create New Rk

D.2.2.1 Step-01: Select Rk Menu



D.2.2.2 Step-02: Click on “Create” Button

Ser	Svc Name	Rk Name	Code	Order	Status	Act
1	Army	General	Gen	1	Active	

D.2.2.3 Step-03: Provide Info & Submit

Create Rk

Mandatory Sign

Svc :	-- Select Svc --
RK : *	
Code : *	
Information :	
Order : *	--Select Order---
Status :	Active

Provide Info and click here to Submit

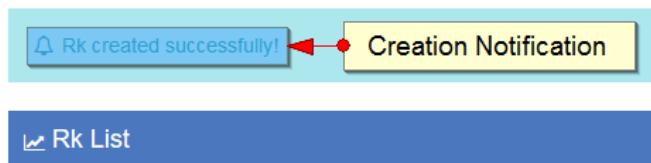
click here to Cancel this action

Submit **Cancel**

D.2.2.4 Step-04: View Creation Confirmation



D.2.2.5 Create Notification



D.2.3 Edit an Existing Rk

D.2.3.1 Step-01: Select Rk Menu

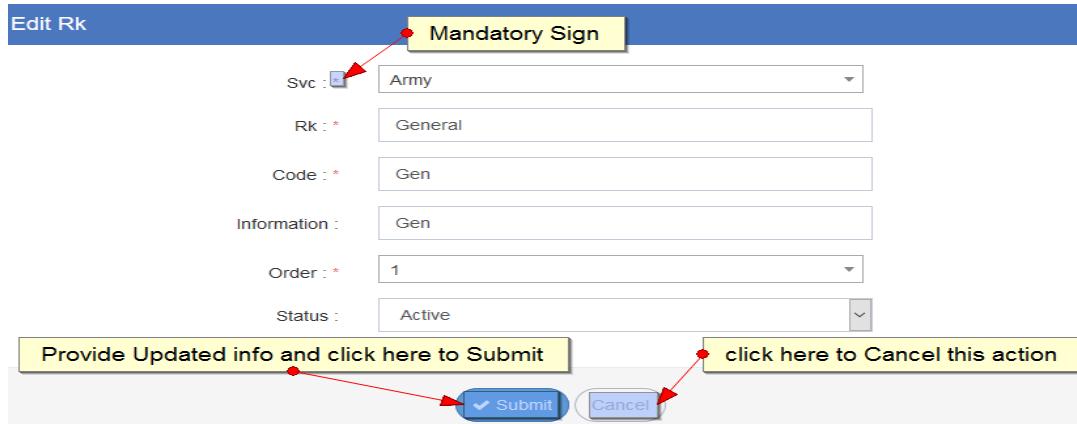


D.2.3.2 Step-01: Click on “Edit” Icon



Ser	Svc Name	Rk Name	Code	Order	Status	Act
1	Army	General	Gen	1	Active	

D.2.3.3 Step-02: Provide updated Info & Submit



Edit Rk

Mandatory Sign

Svc : Army

Rk : * General

Code : * Gen

Information : Gen

Order : * 1

Status : Active

Provide Updated info and click here to Submit

click here to Cancel this action

Submit Cancel

D.2.3.4 Step-04: View Update Notification



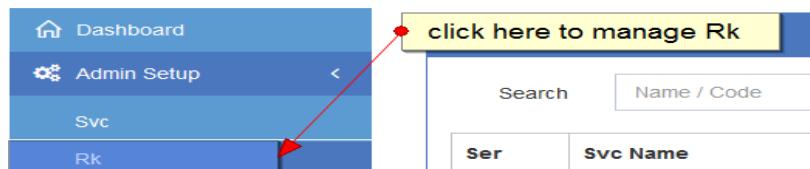
Rk updated successfully!

Update Notification

Rk List

D.2.4 Delete Rk

D.2.4.1 Step-01: Select Rk Menu



Dashboard

Admin Setup

Svc

Rk

click here to manage Rk

D.2.4.2 Step-02: Click on “Delete” Icon



Ser	Svc Name	Rk Name	Code	Order	Status	Act
1	Army	General	Gen	1	Active	

D.2.4.3 Step-03: Delete Confirmation



D.2.4.4 Step-04: View Delete Notification



Ser	Svc Name	Rk Name	Code	Order	Status	Act
21	Army	Signalman	Sig	21	Active	

D.3 Appt

D.3.1 View Appt

D.3.1.1 Step-01: Click on “Appt”



D.3.1.2 Step-02: View Appt



Ser	Svc Name	Appt	Code	Order	Status	Act
1	Army	Chief of Army Staff	CAS	1	Active	

D.3.2 Create a New Appt

D.3.2.1 Step-01: Select Appt Menu



D.3.2.2 Step-02: Click on "Create" Button



The screenshot shows the 'Appt List' page. It includes a search bar, a filter button, and a table with one row. The table columns are: Ser, Svc Name, Appt, Code, Order, Status, and Act. The row contains: 1, Army, Chief of Army Staff, CAS, 1, Active, and two action buttons. A yellow box highlights the text 'click here to Create new Appt' next to a blue '+' button labeled 'Create New Appt'.

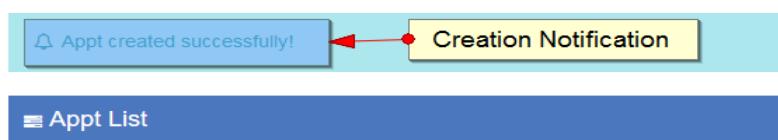
Ser	Svc Name	Appt	Code	Order	Status	Act
1	Army	Chief of Army Staff	CAS	1	Active	 

D.3.2.3 Step-03: Provide Info & Submit



The screenshot shows the 'Create Appt' form. It has fields for 'Svc' (dropdown), 'Appt' (text input), 'Code' (text input), 'Information' (text area), 'Order' (dropdown), and 'Status' (dropdown). A yellow box highlights the text 'Mandatory Sign' above the 'Svc' field. Another yellow box highlights the text 'Provide info and click here to Submit' next to the 'Submit' button. A third yellow box highlights the text 'click here to Cancel this action' next to the 'Cancel' button.

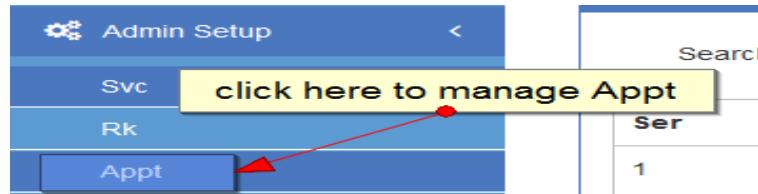
D.3.2.4 Step-04: View Creation Notification



The screenshot shows the 'Appt List' page. A blue box at the top left displays the message 'Appt created successfully!' with a checkmark icon. A yellow box highlights the text 'Creation Notification'.

D.3.3 Edit an Existing Appt

D.3.3.1 Step-01: Select Appt Menu



D.3.3.2 Step-01: Click on "Edit" Icon



Ser	Svc Name	Appt	Code	Order	Status	Act
1	Army	Chief of Army Staff	CAS	1	Active	 

D.3.3.3 Step-02: Provide updated Info & Submit



Edit Appt

Mandatory Sign

Svc : Army

Appt : * Chief of Army Staff

Code : * CAS

Information :

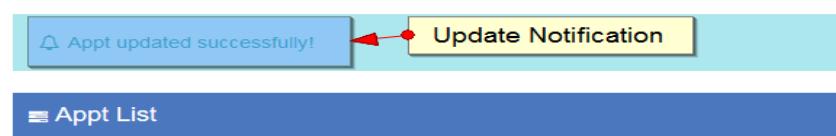
Order : * 1

Status : Active

Provide Updated info and click here to Submit

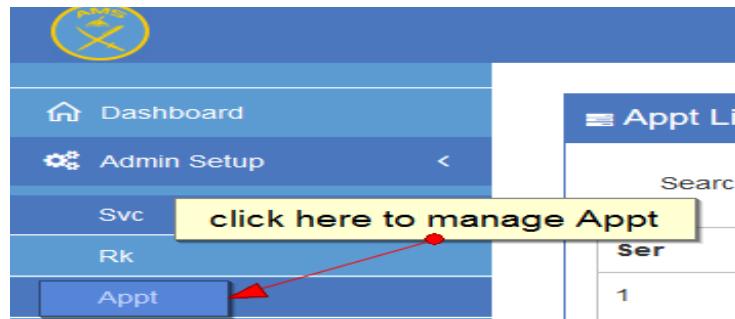
click here to Cancel this action

D.3.3.4 Step-04: View Update Notification



D.3.4 Delete an Appt

D.3.4.1 Step-01: Select Appt



D.3.4.2 Step-02: Click on "Delete" Icon

Appt List							Create New Appt +	
Search		Name / Code	Filter					click here to Delete Appt
Ser	Svc Name	Appt	Code	Order	Status	Act		
1	Army	Chief of Army Staff	CAS	1	Active	<input checked="" type="checkbox"/>		

D.3.4.3 Step-03: Delete Confirmation

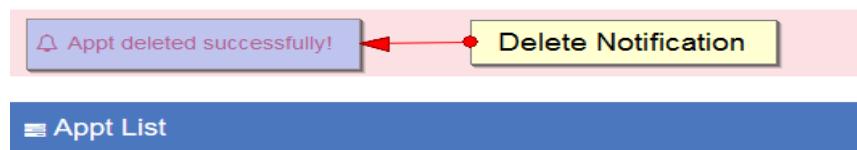
12	Army	General Staff Officer 1	GSO 1	12
13	Army			13
14	Army			14
15			!	
16	Army			16
17	Army			17
18	Army			18

[click here to Cancel this action](#)  [click here to Delete Confirmation](#)

Are you sure?
You will not be able to recover this data!

[Cancel](#) [Yes, delete it](#)

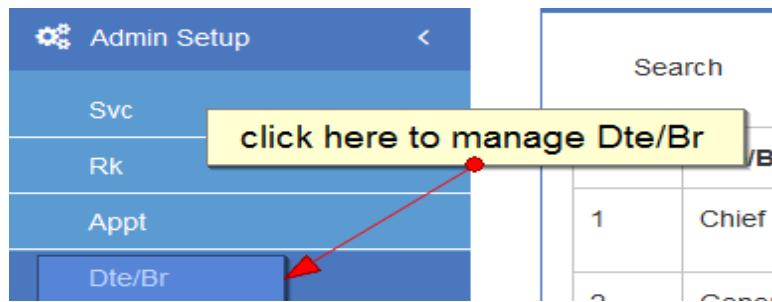
D.3.4.4 Step-04: View Delete Notification



D.4 Dte/Br

D.4.1 View Dte/Br

D.4.1.1 Step-01: Click on “Dte/Br”



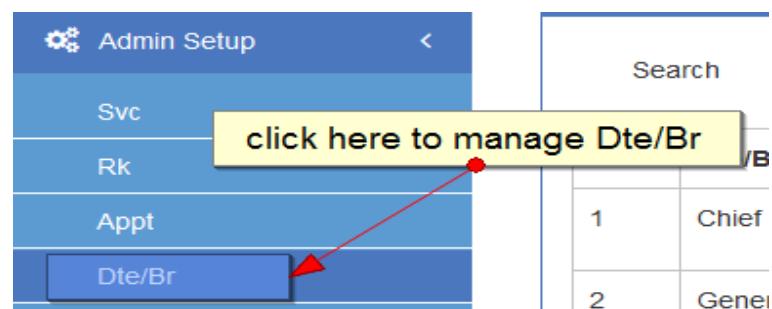
D.4.1.2 Step-02: View Dte/Br



This screenshot shows the 'Dte/Br List' page. At the top, there are buttons for 'click here to Search Dte/Br by Name/Code', 'click here to Create Dte/Br', and 'Create New Dte/Br+'. Below these are search fields for 'Name / Code' and 'Filter'. To the right are buttons for 'click here to Edit Dte/Br' and 'click here to Delete Dte/Br'. A red arrow points from the 'Edit' button to the 'Delete' button. Below these controls is a table with columns: Ser, Dte/Br Name, Code, Order, Status, and Act. The table contains one record: Ser 1, Dte/Br Name Chief of Army Staff Secretariat, Code CAS Sectt, Order 1, Status Active, and Act with edit and delete icons.

D.4.2 Create a New Dte/Br

D.4.2.1 Step-01: Select Dte/Br Menu



D.4.2.2 Step-02: Click on “Create” Button



This screenshot shows the 'Dte/Br List' page. At the top, there are buttons for 'click here to Create New Dte/Br' and 'Create New Dte/Br+'. Below these are search fields for 'Name / Code' and 'Filter'. A red arrow points from the 'Create New Dte/Br' button to the 'Create New Dte/Br+' button.

D.4.2.3 Step-03: Provide Info & Submit

Create Dte/Br

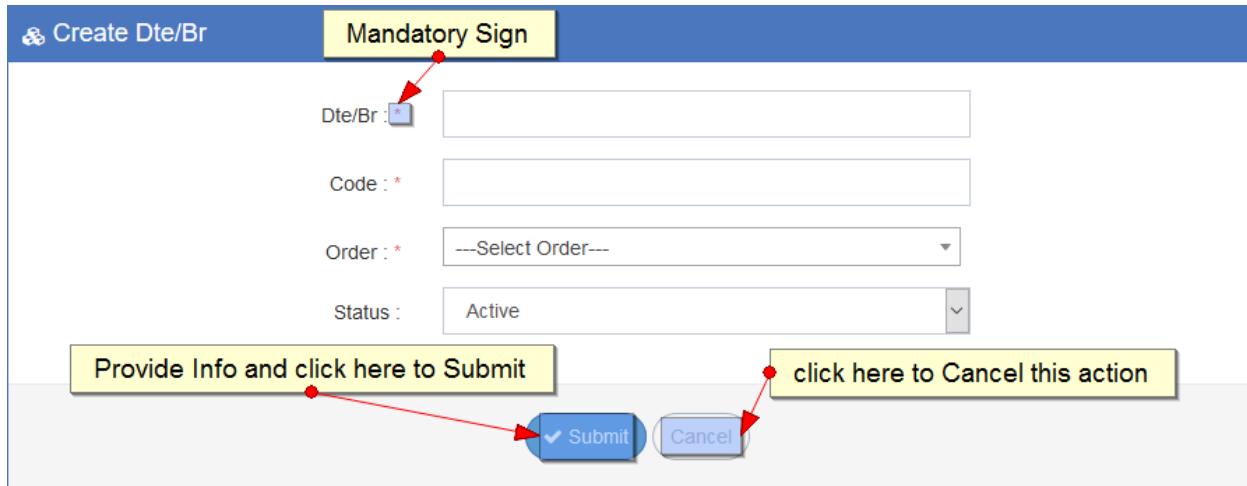
Mandatory Sign

Dte/Br : *	<input type="text"/>
Code : *	<input type="text"/>
Order : *	---Select Order---
Status :	Active

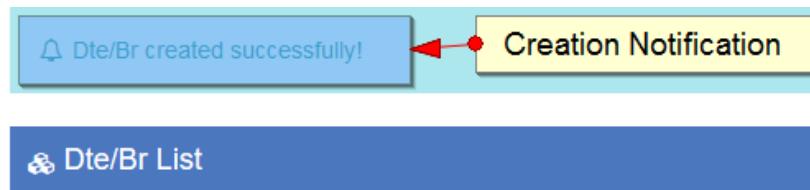
Provide Info and click here to Submit

click here to Cancel this action

Submit **Cancel**

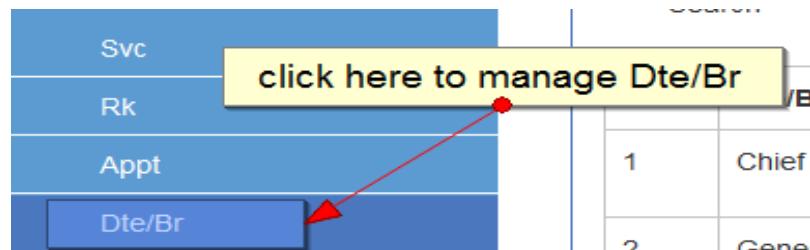


D.4.2.4 Step-04: View Creation Notification



D.4.3 Edit an Existing Dte/Br

D.4.3.1 Step-01: Select Dte/Br Menu

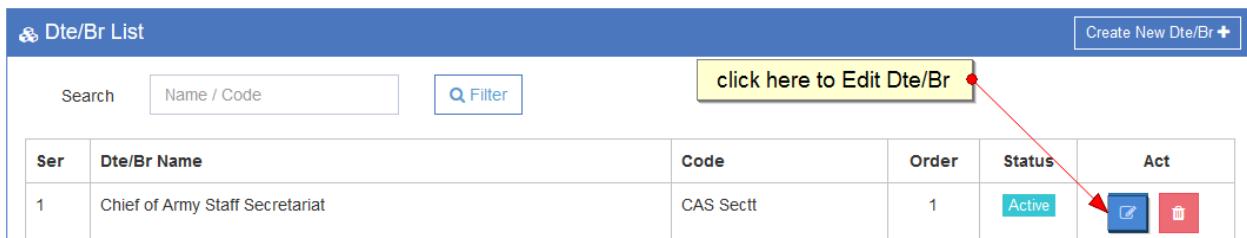


D.4.3.2 Step-01: Click on "Edit" Icon

Dte/Br List

Create New Dte/Br +

Search	Name / Code	Filter	click here to Edit Dte/Br		
Ser	Dte/Br Name	Code	Order	Status	Act
1	Chief of Army Staff Secretariat	CAS Sectt	1	Active	<input checked="" type="checkbox"/> 



D.4.3.3 Step-02: Provide updated Info & Submit

Mandatory Sign

Dte/Br :	Chief of Army Staff Secretariat
Code : *	CAS Sectt
Order : *	1
Status :	Active

Provide Updated Info and click here to Submit

click here to Cancel this action

Submit **Cancel**

D.4.3.4 Step-04: View Update Notification

Dte/Br updated successfully!

Update Notification

Dte/Br List

Create New Dte/Br +

Search Name / Code Filter

Ser	Dte/Br Name	Code	Order	Status	Act	
1	Chief of Army Staff Secretariat	CAS Sectt	1	Active		

D.4.4 Delete Dte/Br

D.4.4.1 Step-01: Select Dte/Br

Admin Setup

Svc

Rk

Appt

Dte/Br

click here to manage Dte/Br

Search

1	Chief
2	Gene

D.4.4.2 Step-02: Click on “Delete” Icon

Filter

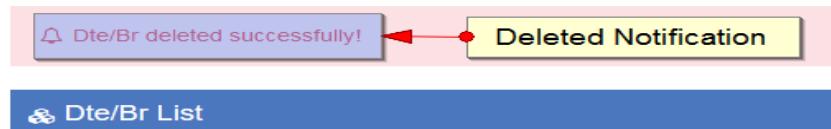
click here to Delete Dte/Br

	Code	Order	Status	Act
	CAS Sectt	1	Active	

D.4.4.3 Step-03: Delete Confirmation



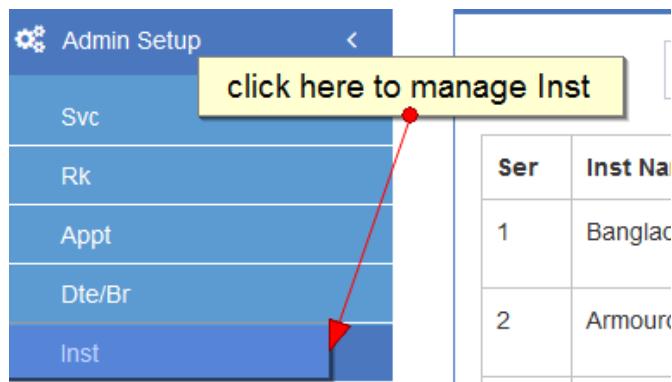
D.4.4.4 Step-04: View Delete Notification



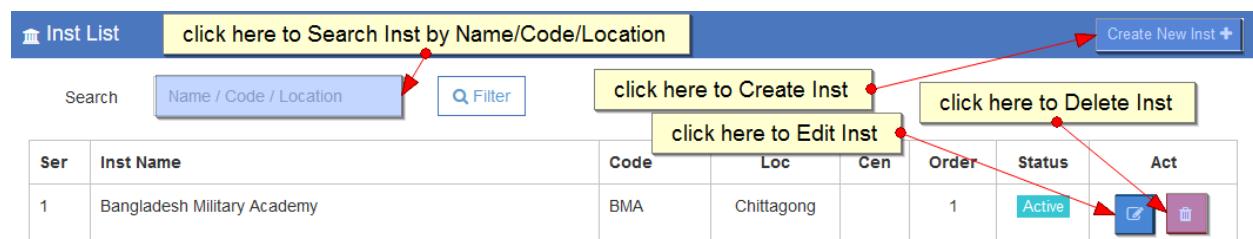
D.5 Inst

D.5.1 View Inst

D.5.1.1 Step-01: Click on “Inst”



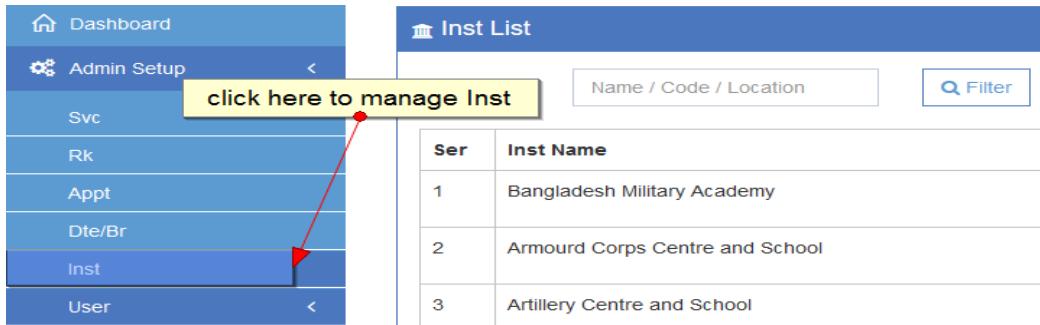
D.5.1.2 Step-02: View Inst



A screenshot of the "Inst List" screen. At the top left is a search bar with placeholder "Name / Code / Location" and a "Filter" button. To the right are buttons for "Create New Inst +", "Search", and "Delete Inst". The main area is a table with columns: Ser, Inst Name, Code, Loc, Cen, Order, Status, and Act. One row is visible: Ser 1, Inst Name Bangladesh Military Academy, Code BMA, Loc Chittagong, Cen (empty), Order 1, Status Active, and Act with edit and delete icons. Yellow callout boxes point to the "Create New Inst +" button, the "Delete Inst" button, and the "Edit Inst" icon in the table's "Act" column.

D.5.2 Create a New Inst

D.5.2.1 Step-01: Select Inst Menu



The screenshot shows the 'Admin Setup' menu on the left with various options like Svc, Rk, Appt, Dte/Br, Inst, and User. The 'Inst' option is highlighted and has a red arrow pointing to it. To the right is the 'Inst List' page, which displays a table of institutions with columns 'Ser' and 'Inst Name'. The data is as follows:

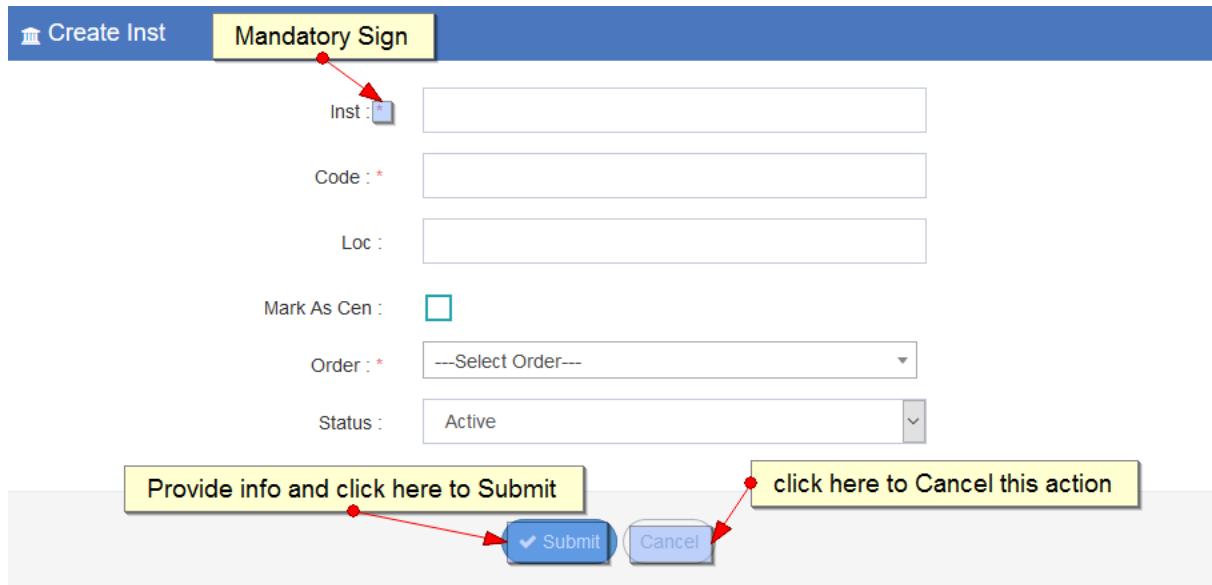
Ser	Inst Name
1	Bangladesh Military Academy
2	Armoured Corps Centre and School
3	Artillery Centre and School

D.5.2.2 Step-02: Click on “Create” Button



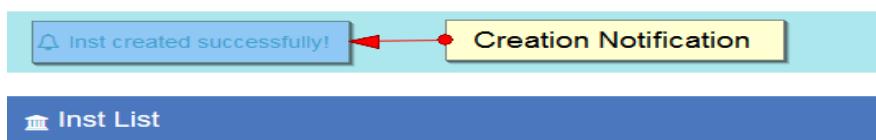
The screenshot shows the 'Inst List' page. At the top right, there is a blue button labeled 'Create New Inst +' with a plus sign. A red arrow points to this button, which is highlighted with a yellow box.

D.5.2.3 Step-03: Provide Info & Submit



The screenshot shows the 'Create Inst' form. It includes fields for 'Inst : *' (with a red asterisk), 'Code : *' (with a red asterisk), 'Loc :', 'Mark As Cen :', 'Order : *' (with a red asterisk), and 'Status : Active'. Below the form are two buttons: 'Submit' (with a checkmark icon) and 'Cancel'. Red arrows point from text boxes to their respective field labels. A yellow box highlights the 'Submit' button, and another yellow box highlights the 'Cancel' button. A third yellow box highlights the 'Order : *' dropdown. A red arrow also points to the 'Order : *' dropdown.

D.5.2.4 Step-04: View Creation Notification



The screenshot shows the 'Inst List' page again. A green notification bar at the top displays a bell icon and the message 'Inst created successfully!'. A red arrow points to this message. Below the notification is a yellow box containing the text 'Creation Notification'.

D.5.3 Edit an Existing Inst

D.5.3.1 Step-01: Select Inst Menu



The screenshot shows the 'Admin Setup' menu with several options: Svc, Rk, Appt, Dte/Br, Inst, and User. The 'Inst' option is highlighted with a red arrow pointing to it. To the right, there is a table titled 'Inst Nam' with three rows:

Ser	Inst Nam
1	Bangladesh Military Academy
2	Armoured Corps
3	Artillery Corps

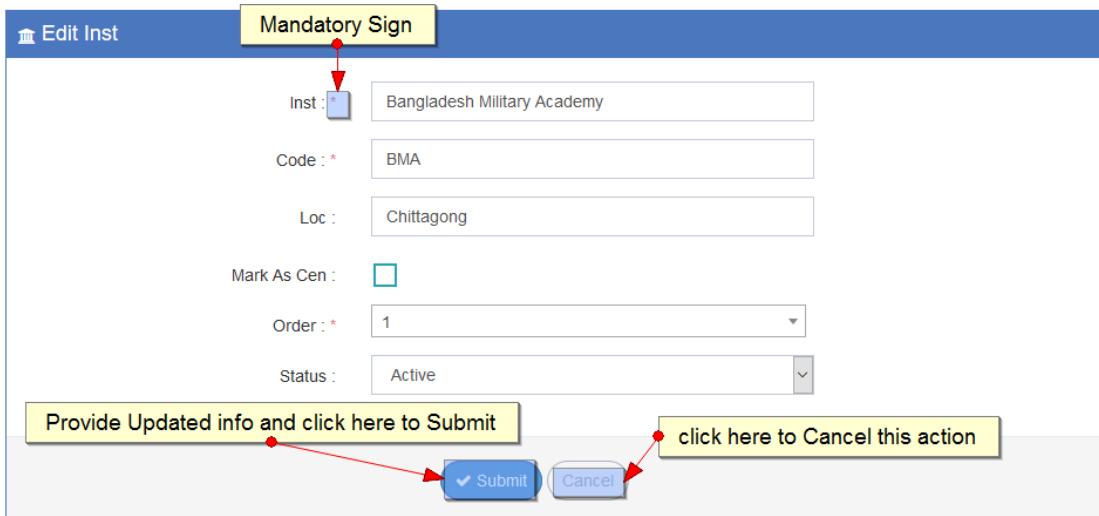
D.5.3.2 Step-01: Click on "Edit" Icon



The screenshot shows a table titled 'click here to Edit Inst' with two rows of data:

Code	Loc	Cen	Order	Status	Act
BMA	Chittagong		1	Active	
ACC&S	Bogra	✓	2	Active	

D.5.3.3 Step-02: Provide updated Info & Submit



The screenshot shows the 'Edit Inst' form with the following fields:

- Inst : (Mandatory)
- Code :
- Loc :
- Mark As Cen :
- Order :
- Status :

At the bottom, there are two buttons: **Submit** and **Cancel**. A yellow box above the buttons says 'Provide Updated info and click here to Submit'. Another yellow box to the right says 'click here to Cancel this action'.

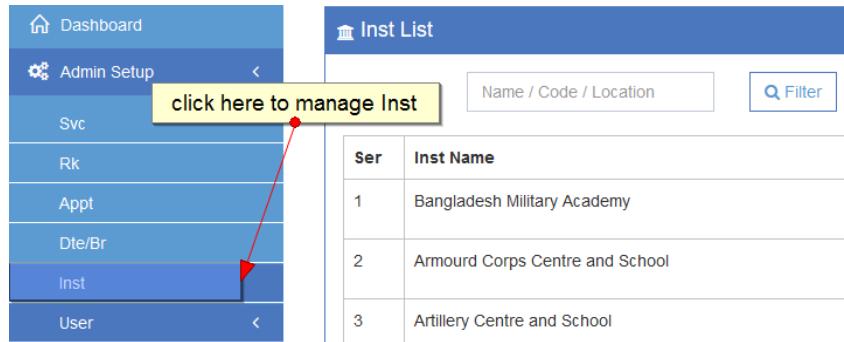
D.5.3.4 Step-04: View Update Notification



The screenshot shows the 'Inst List' page with a blue header bar containing a bell icon and the text 'Inst updated successfully!' followed by 'Update Notification'.

D.5.4 Delete an Inst

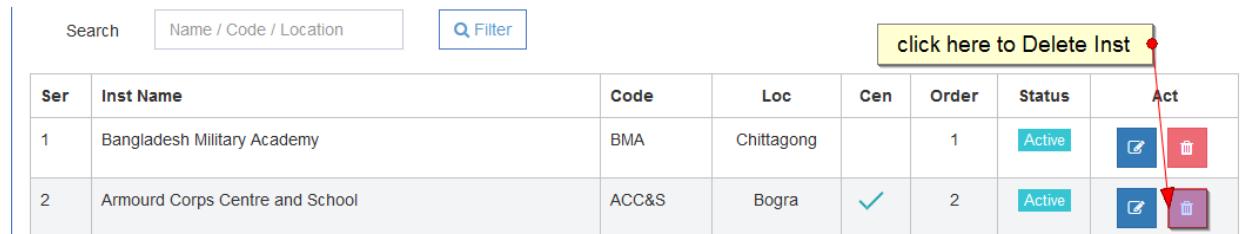
D.5.4.1 Step-01: Select Inst



The screenshot shows the 'Admin Setup' menu on the left with various options like Svc, Rk, Appt, Dte/Br, Inst, and User. The 'Inst' option is highlighted and has a yellow box around it with the text 'click here to manage Inst'. A red arrow points from this box to the 'Inst' option. To the right is a table titled 'Inst List' with columns 'Ser' and 'Inst Name'. It contains three rows of data:

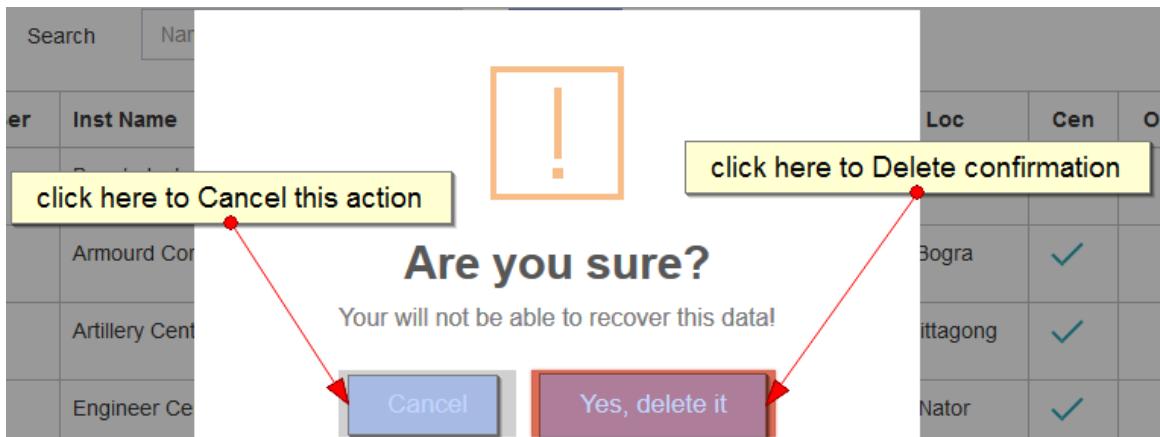
Ser	Inst Name
1	Bangladesh Military Academy
2	Armoured Corps Centre and School
3	Artillery Centre and School

D.5.4.2 Step-02: Click on “Delete” Icon



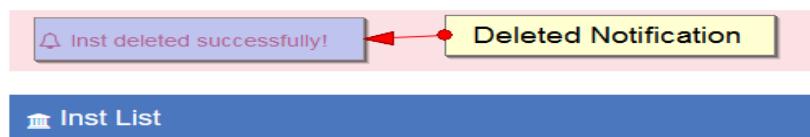
The screenshot shows the 'Inst List' page with a table having columns: Ser, Inst Name, Code, Loc, Cen, Order, Status, and Act. The 'Act' column contains icons for edit and delete. The second row, which corresponds to 'Armoured Corps Centre and School', has a red box around the delete icon (a red trash can) with the text 'click here to Delete Inst'. A red arrow points from this box to the delete icon.

D.5.4.3 Step-03: Delete Confirmation



The screenshot shows a confirmation dialog box with the title 'Are you sure?'. It contains the message 'Your will not be able to recover this data!' and two buttons: 'Cancel' and 'Yes, delete it'. A large orange exclamation mark icon is positioned above the dialog. To the left of the dialog, there is a button 'click here to Cancel this action' with a red arrow pointing to it. To the right, there is a button 'click here to Delete confirmation' with a red arrow pointing to it.

D.5.4.4 Step-04: View Delete Notification

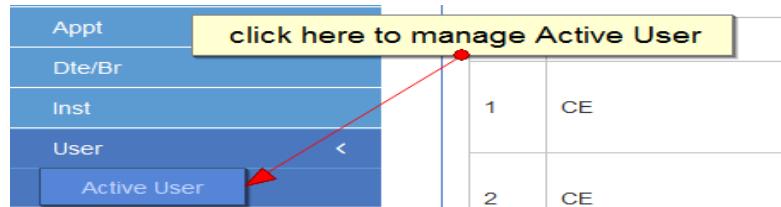


The screenshot shows the 'Inst List' page again. At the top, there is a notification bar with a green icon and the text 'Inst deleted successfully!'. To the right of this, there is another box labeled 'Deleted Notification' with a red arrow pointing to it. Below this is a blue header bar with the text 'Inst List'.

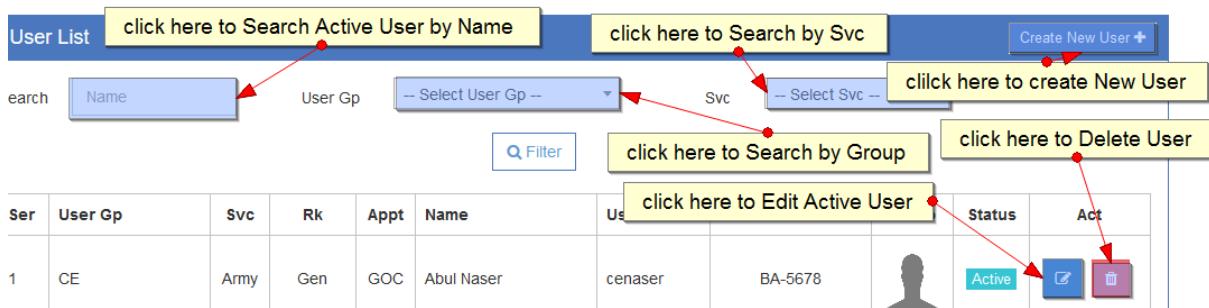
D.6 User (Active)

D.6.1 View Active User

D.6.1.1 Step-01: Click on “Active User”

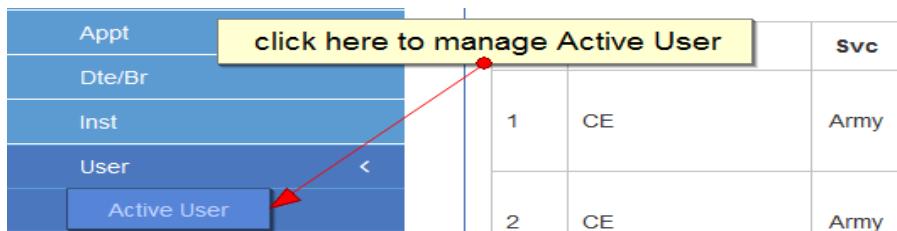


D.6.1.2 Step-02: View Active User



D.6.2 Create a New Active User

D.6.2.1 Step-01: Select Active User Menu



D.6.2.2 Step-02: Click on “Create” Button



A screenshot of the 'User List' screen. At the top right is a 'Create New User +' button. A red arrow points from the text 'click here to Create New User' to this button. Below the button are search and filter fields: 'Search Name', 'User Gp -- Select User Gp --', 'Svc -- Select Svc --', and 'Status Active' with edit and delete icons.

D.6.2.3 Step-03: Provide Info & Submit

Create User

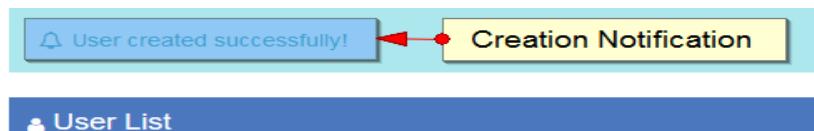
Mandatory Sign

User Gp : *	-- Select User Gp --
Svc : *	-- Select Svc --
Rk : *	-- Select Rk --
Appt : *	-- Select Appt --
Pers No : *	-- Select Pers No Pr... <input type="text"/>
Full Name : *	<input type="text"/>
User Name : *	<input type="text"/> admin
Note! Only alphanumeric characters supported.	
Password : *	<input type="password"/>
Note! Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character	
Confirm Password : *	<input type="text"/>
Email :	<input type="text"/>
Phone :	<input type="text"/>
Photo :	Browse... No file selected. Note! Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB.
Status :	<input type="button" value="Active"/>

Provide Info and click here to Submit **click here to Cancel this action**

Submit **Cancel**

D.6.2.4 Step-04: View Creation Notification



User List

D.6.3 Edit an Existing Active User

D.6.3.1 Step-01: Select Active User Menu

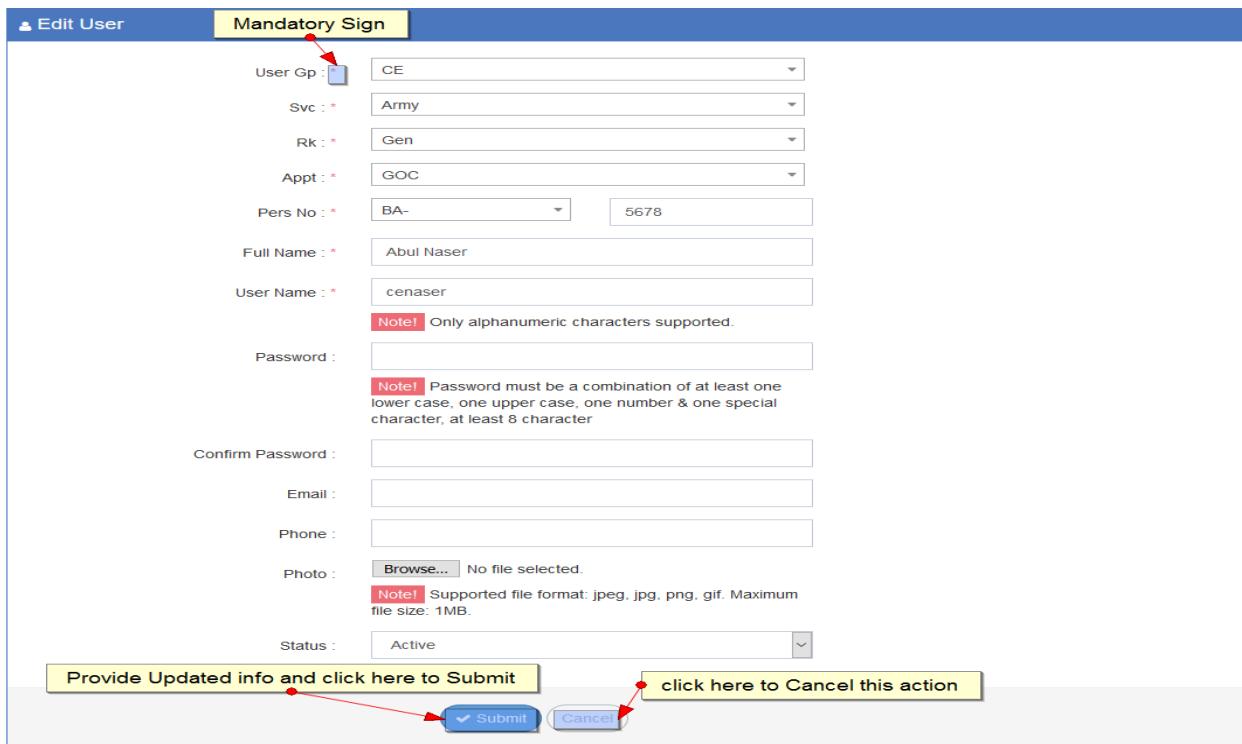
Appt	click here to manage Active User			svc
Dte/Br				
Inst				
User	<			
Active User				

D.6.3.2 Step-01: Click on “Edit” Icon



Ser	User Gp	Svc	Rk	Appt	Name	User Name	Personal Svc No	Photo	Status	Act
1	CE	Army	Gen	GOC	Abul Naser	cenaser	BA-5678		Active	

D.6.3.3 Step-02: Provide updated Info & Submit



Edit User

Mandatory Sign

User Gp : CE

Svc : * Army

Rk : * Gen

Appt : * GOC

Pers No : * BA- 5678

Full Name : * Abul Naser

User Name : * cenaser

Note! Only alphanumeric characters supported.

Password :

Note! Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character

Confirm Password :

Email :

Phone :

Photo : No file selected.

Note! Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB.

Status : Active

Provide Updated info and click here to Submit

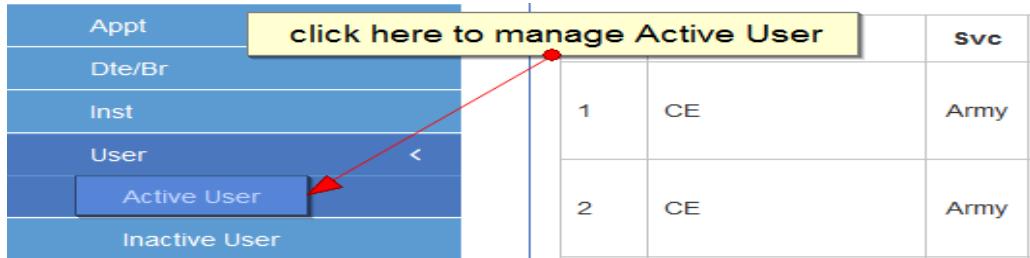
click here to Cancel this action

D.6.3.4 Step-04: View Update Notification



D.6.4 Delete an Active User

D.6.4.1 Step-01: Select Active User



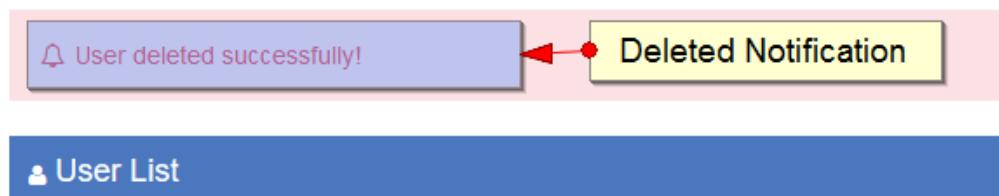
D.6.4.2 Step-02: Click on "Delete" Icon

Appt	Name	User Name	Personal Svc No	Photo	Status	Act
GOC	Abul Naser	cenaser	BA-5678		Active	

D.6.4.3 Step-03: Delete Confirmation



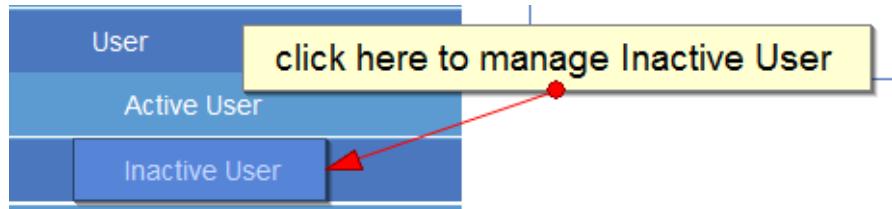
D.6.4.4 Step-04: View Delete Notification



D.7 User (Inactive)

D.7.1 View Inactive User

D.7.1.1 Step-01: Click on “Inactive User”



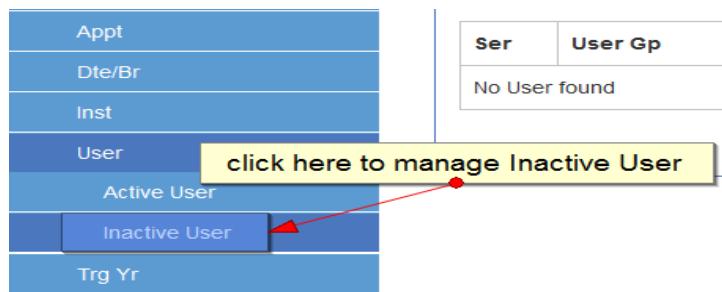
D.7.1.2 Step-02: View Inactive User



This screenshot shows the "User List" screen. At the top, there is a search bar labeled "search Inactive user by Name" and a button "click here to Create New Inactive User". Below the search bar are filters for "Name", "User Gp", and "Svc". There are also buttons for "Select User group" and "select Service". A "Filter" button is also present. The main area is a table with columns: Ser, User Gp, Svc, Rk, Appt, Name, User Name, Personal Svc No, Photo, Status, and Act. A message "No User found" is displayed below the table, and at the bottom right, it says "Showing 0 to 0 of 0 records".

D.7.2 Create a New Inactive User

D.7.2.1 Step-01: Select Inactive User Menu



D.7.2.2 Step-02: Click on “Create” Button



This screenshot shows the "User List" screen. At the top, there is a search bar labeled "Search Name" and a button "click here to Create New User". Below the search bar are filters for "User Gp" and "Svc". There is also a "Create New User +" button. The main area is a table with columns: Ser, User Gp, Svc, Rk, Appt, Name, User Name, Personal Svc No, Photo, Status, and Act. A message "No User found" is displayed below the table.

D.7.2.3 Step-03: Provide Info & Submit

Create User

Mandatory Sign

User Gp : *	-- Select User Gp --
Svc : *	-- Select Svc --
Rk : *	-- Select Rk --
Appt : *	-- Select Appt --
Pers No : *	-- Select Pers No Pr... <input type="text"/>
Full Name : *	<input type="text"/>
User Name : *	admin
Note! Only alphanumeric characters supported.	
Password : *	*****
Note! Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character	
Confirm Password : *	<input type="text"/>
Email :	<input type="text"/>
Phone :	<input type="text"/>
Photo :	Browse... No file selected. Note! Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB.
Status :	Active

Provide Info and click here to Submit **click here to Cancel this action**

Submit **Cancel**

D.7.2.4 Step-04: View Creation Notification



D.7.3 Edit an Existing Inactive User

D.7.3.1 Step-01: Select Inactive User Menu



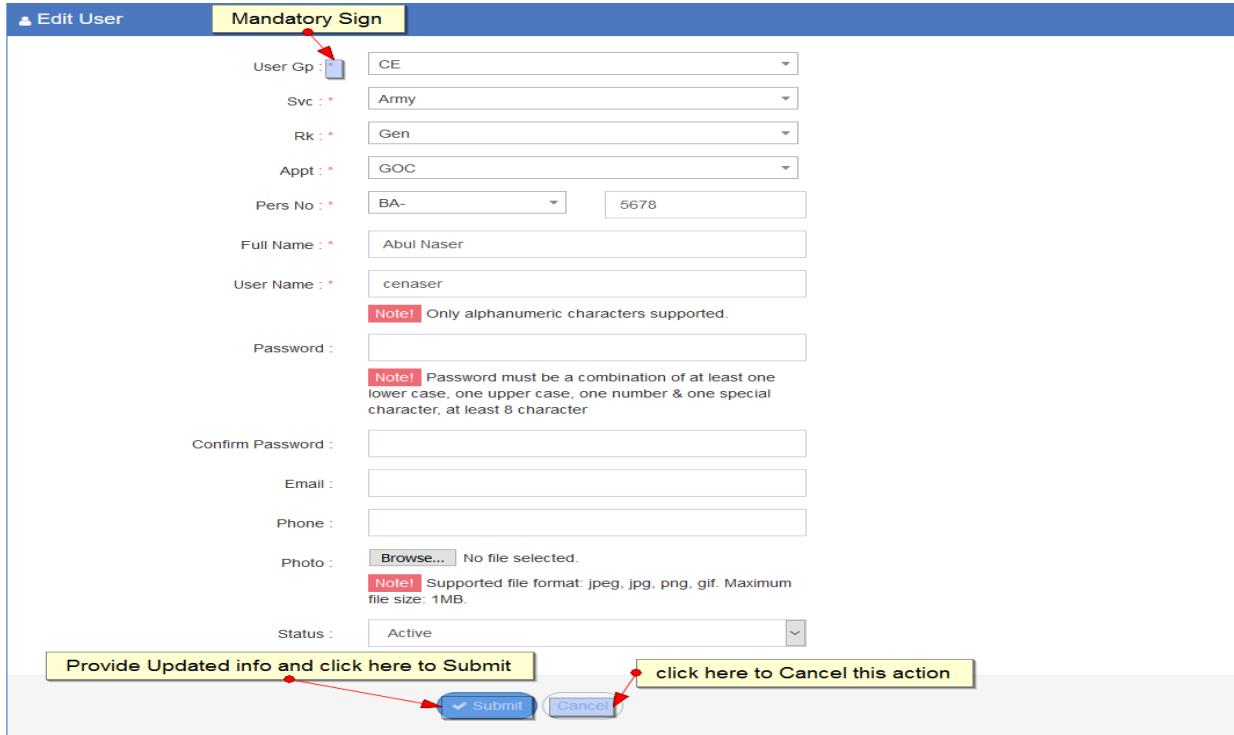
D.7.3.2 Step-01: Click on "Edit" Icon

Filter

click here to Edit Inactive User

Rk	Appt	Name	User Name	Personal Svc No	Photo	Status	Act
Gen	GOC	Abul Naser	cenaser	BA-5678		Active	

D.7.3.3 Step-02: Provide updated Info & Submit



The screenshot shows the 'Edit User' form with several fields highlighted by red arrows:

- User Gp: CE
- Svc: Army
- Rk: Gen
- Appt: GOC
- Pers No: BA- 5678
- Full Name: Abul Naser
- User Name: cenaser
- Note: Only alphanumeric characters supported.
- Password: (Note: Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character)
- Confirm Password: (Note: Password must be a combination of at least one lower case, one upper case, one number & one special character, at least 8 character)
- Email: (Note: Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB)
- Phone: (Note: Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB)
- Photo: (Browse... No file selected.) (Note: Supported file format: jpeg, jpg, png, gif. Maximum file size: 1MB)
- Status: Active

At the bottom, there are two buttons: 'Submit' and 'Cancel'. A yellow box with the text 'Provide Updated info and click here to Submit' is positioned above the 'Submit' button. Another yellow box with the text 'click here to Cancel this action' is positioned above the 'Cancel' button.

D.7.3.4 Step-04: View Update Notification



D.7.4 Delete an Inactive User

D.7.4.1 Step-01: Select Inactive User



D.7.4.2 Step-02: Click on "Delete" Icon



The screenshot shows the user details page with the following table:

User Name	Personal Svc No	Photo	Status	Act
cenaser	BA-5678		Active	

A red arrow points to the 'Delete' icon in the 'Act' column.

D.7.4.3 Step-03: Delete Confirmation



D.7.4.4 Step-04: View Delete Notification



D.8 Trg Yr

D.8.1 View Trg Yr

D.8.1.1 Step-01: Click on "Trg Yr"

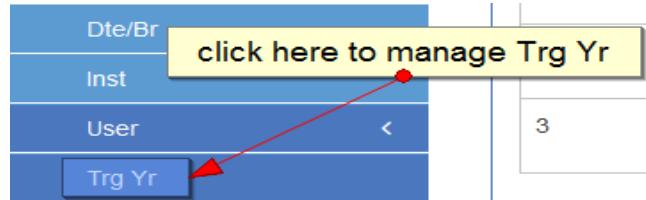


D.8.1.2 Step-02: View Trg Yr

Trg Yr List		Search Trg Yr by Name / Yr		click here to Create Trg Yr	
		Search	Name / Year	Filter	Create Trg Yr +
Ser	Trg Yr Name	Trg Yr	Tenure	Status	Act
1	Trg Yr 2019-20	2019	03/02/2019 to 27/01/2020	Active	 

D.8.2 Create a New Trg Yr

D.8.2.1 Step-01: Select Trg Yr Menu



D.8.2.2 Step-02: Click on "Create" Button



D.8.2.3 Step-03: Provide Info & Submit

Create Trg Yr

Mandatory sign

Name :

Trg Yr : *

Start Date : * yyyy-mm-dd

End Date : * yyyy-mm-dd

Status : Active

Provide Info and click here to Submit

click here to Cancel this action

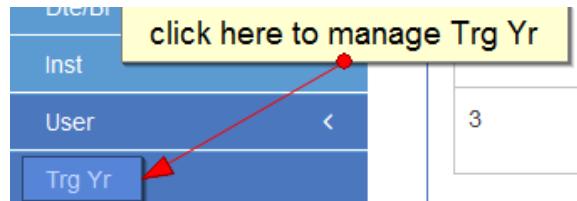
Submit Cancel

D.8.2.4 Step-04: View Creation Notification

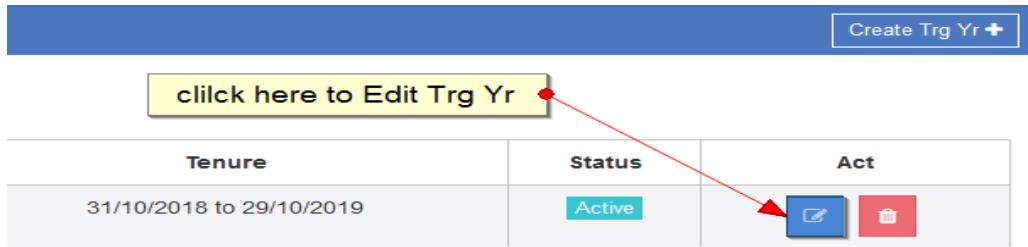


D.8.3 Edit an Existing Trg Yr

D.8.3.1 Step-01: Select Inactive Trg Yr Menu

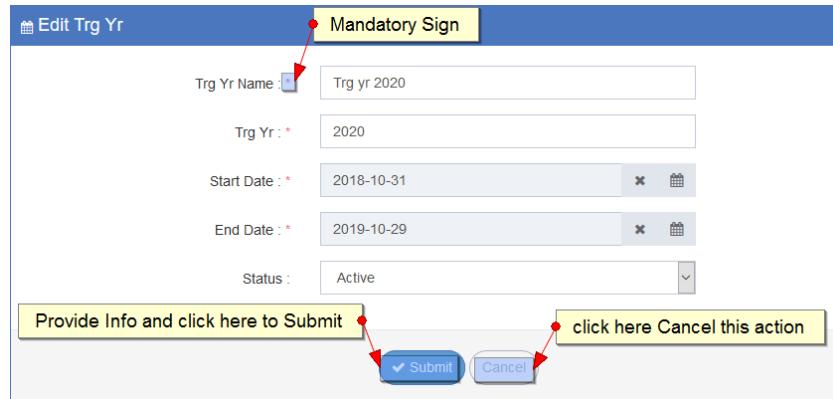


D.8.3.2 Step-01: Click on “Edit” Icon



Tenure	Status	Act
31/10/2018 to 29/10/2019	Active	 

D.8.3.3 Step-02: Provide updated Info & Submit



Mandatory Sign

Trg Yr Name:

Trg Yr : *

Start Date : * 

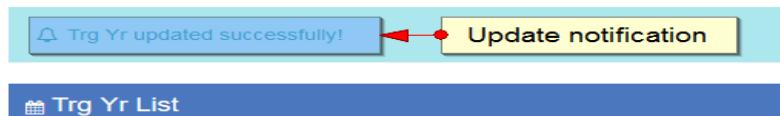
End Date : * 

Status :

Provide Info and click here to Submit  

click here Cancel this action

D.8.3.4 Step-04: View Update Notification



Trg Yr updated successfully!

Update notification

Trg Yr List

D.8.4 Delete Trg Yr

D.8.4.1 Step-01: Select Trg Yr



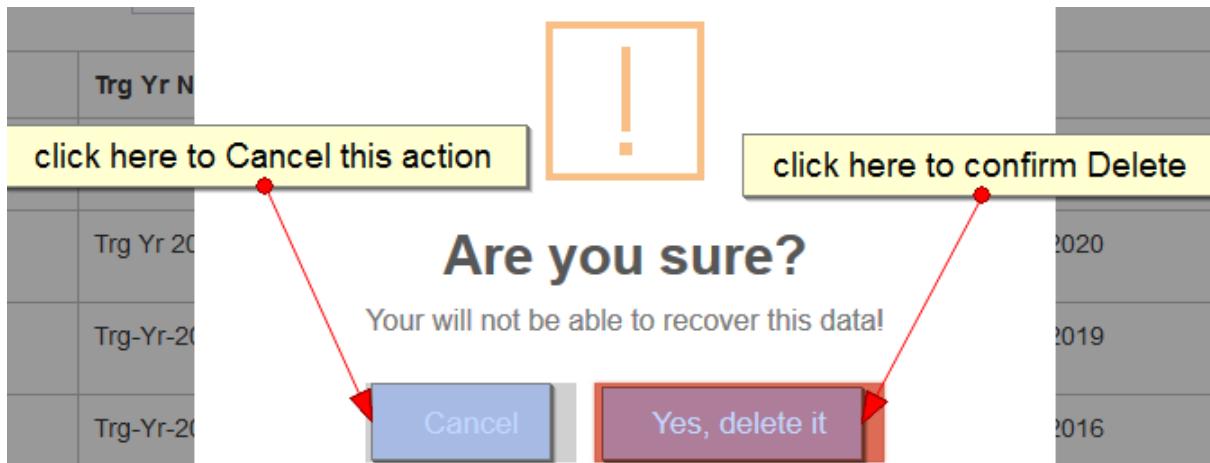
Dte/Br	Inst	User	Trg Yr
		<	3

D.8.4.2 Step-02: Click on “Delete” Icon

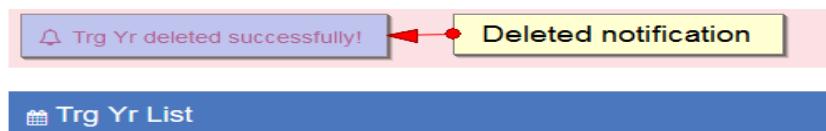


Tenure	Status	Act
31/10/2018 to 29/10/2019	Active	 

D.8.4.3 Step-03: Delete Confirmation



D.8.4.4 Step-04: View Delete Notification



D.9 Fmn

D.9.1 View Fmn

D.9.1.1 Step-01: Click on “Fmn”



D.9.1.2 Step-02: View Fmn

● Fmn List		Search Fmn by Name/Code	click here to Create new Fmn	Create New Fmn +
Search	Name / Code	Filter	click here to Edit Fmn	click here to Delete Fmn
Ser	Fmn	Code	Order	Status
1	7 Infantry Division	7 Inf Div	1	Active

Below the table are two small icons: a blue edit icon and a red delete icon.

D.9.2 Create a New Fmn

D.9.2.1 Step-01: Select Fmn Menu



D.9.2.2 Step-02: Click on "Create" Button

● Fmn List

Search Name / Code Filter

click here Create New Fmn

Create New Fmn +

D.9.2.3 Step-03: Provide Info & Submit

● Create Fmn

Mandatory Sign

Fmn :

Code : *

Order : * ---Select Order---

Status : Active

Provide Info and click here to Submit

click here to Cancel this action

Submit Cancel

D.9.2.4 Step-04: View Creation Notification

Fmn created successfully!

Creation Notification

● Fmn List

Search Name / Code Filter

D.9.3 Edit an Existing Fmn

D.9.3.1 Step-01: Select Fmn Menu



D.9.3.2 Step-01: Click on “Edit” Icon

* Fmn List

Fmn List					
Search		Name / Code	Filter	click here to Edit Fmn	
Ser	Fmn	Code	Order	Status	Act
1	7 Infantry Division	7 Inf Div	1	Active	 

D.9.3.3 Step-02: Provide updated Info & Submit

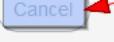
* Edit Fmn

Mandatory Sign

Fmn : 	7 Infantry Division
Code : *	7 Inf Div
Order : *	1
Status :	Active

Provide Updated Info and click here to Submit

click here to Cancel this action

D.9.3.4 Step-04: View Update Notification

 Fmn updated successfully!

Update notification

* Fmn List

D.9.4 Delete Fmn

D.9.4.1 Step-01: Select Fmn

User

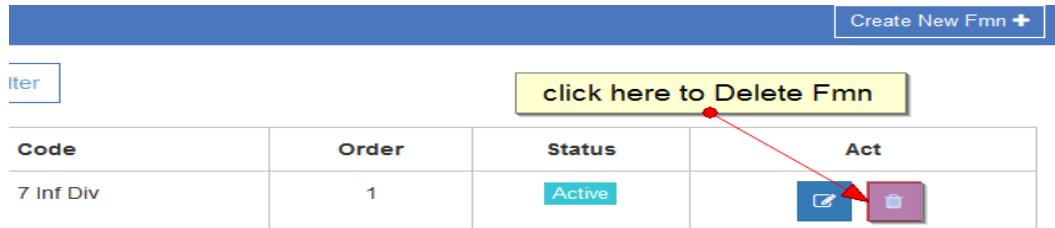
Trg Yr

Fmn

click here to manage Fmn

4

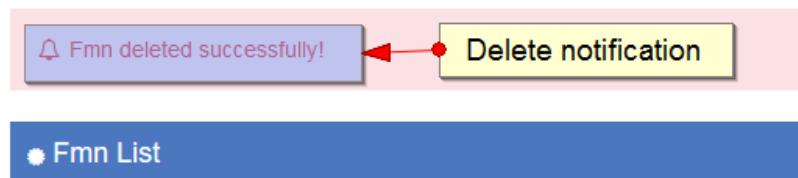
D.9.4.2 Step-02: Click on “Delete” Icon



D.9.4.3 Step-03: Delete Confirmation



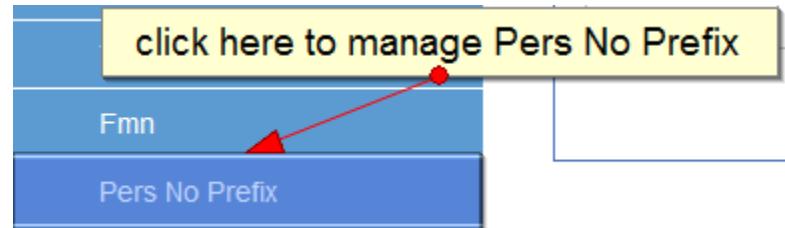
D.9.4.4 Step-04: View Delete Notification



D.10 Pers No Prefix

D.10.1 View Pers No Prefix

D.10.1.1 Step-01: Click on “Pers No Prefix”



D.10.1.2 Step-02: View Pers No Prefix

Pers No Prefix List

search Pers No Prefix by Name

Create New Pers No Prefix +

Search Name Filter

click here to Create New Pers No Prefix

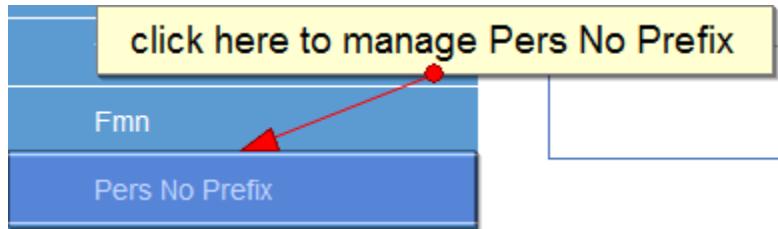
click here to Edit Pres No Prefix

click here to Delete Pres No Prefix

Ser	Svc Name		Prefix	Order	Status	Act
1	BD	Army	BA-	1	Active	 
2	BD	Navy	BN-	1	Active	 
3	BD	Air Force	BD/	2	Inactive	 

D.10.2 Create a New Pers No Prefix

D.10.2.1 Step-01: Select Pers No Prefix Menu



D.10.2.2 Step-02: Click on “Create” Button

Pers No Prefix List

click here to Create New Pers No Prefix

Create New Pers No Prefix +

Search Name Filter

D.10.2.3 Step-03: Provide Info & Submit

Mandatory Sign

Svc : 

Prefix : *

Order : *

Status : Active

Provide Info and click here to Submit

click here to Cancel this action

D.10.2.4 Step-04: View Creation Notification

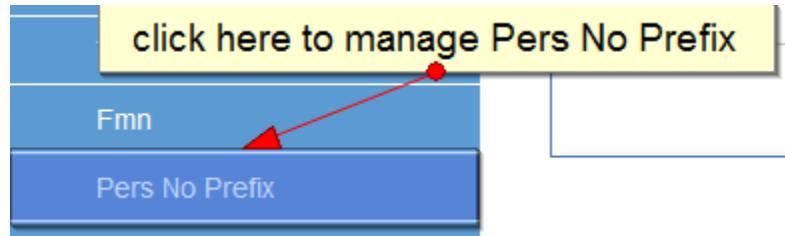


(Pers No) Prefix created successfully!

Create notification

D.10.3 Edit an Existing Pers No Prefix

D.10.3.1 Step-01: Select Pers No Prefix Menu



D.10.3.2 Step-01: Click on "Edit" Icon

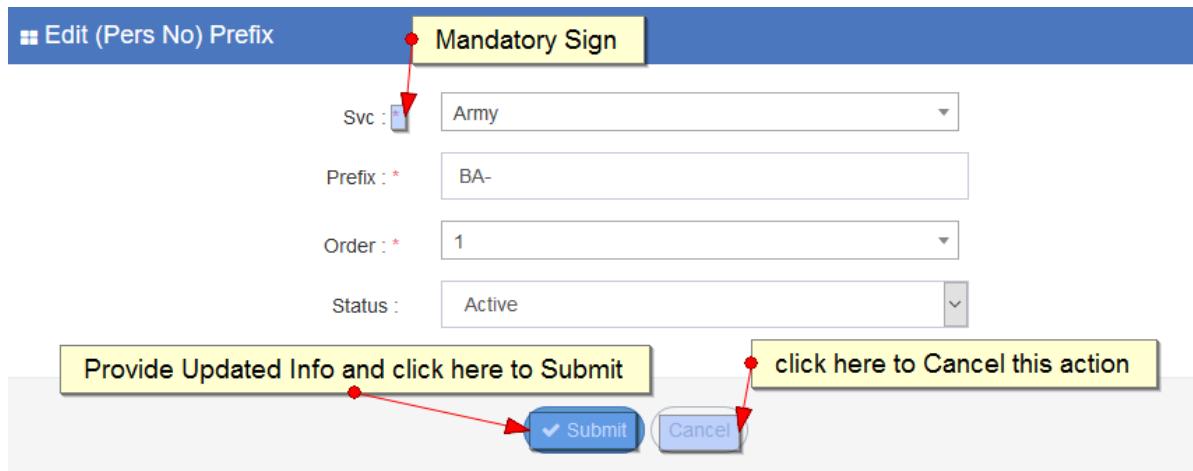


Create New Pers No Prefix +

click here to Edit Pers no Prefix

	Order	Status	Act
	1	Active	

D.10.3.3 Step-02: Provide updated Info & Submit



Mandatory Sign

Svc : Army

Prefix : * BA-

Order : * 1

Status : Active

Provide Updated Info and click here to Submit

click here to Cancel this action

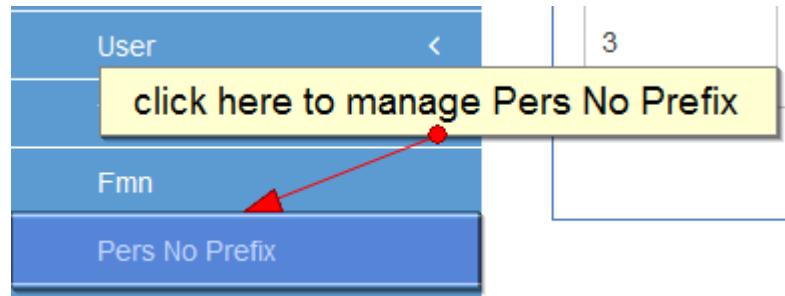
Submit Cancel

D.10.3.4 Step-04: View Update Notification

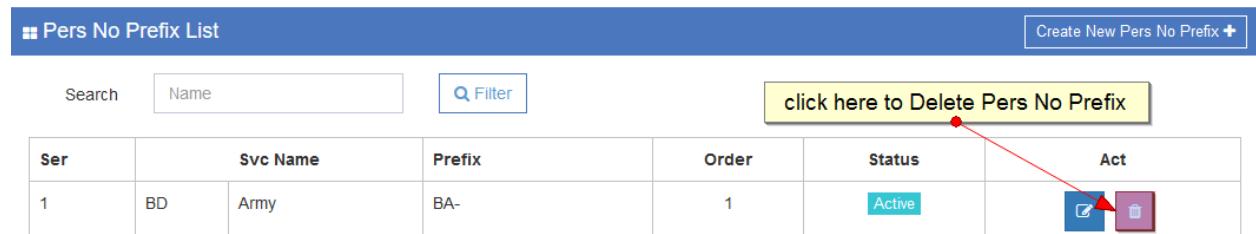


D.10.4 Delete Pers No Prefix

D.10.4.1 Step-01: Select Pers No Prefix



D.10.4.2 Step-02: Click on "Delete" Icon



D.10.4.3 Step-03: Delete Confirmation



D.10.4.4 Step-04: View Delete Notification



E. FTEB

E.1 Event Management

E.1.1 View Event

E.1.1.1 Step-01: Click on "Event Management"



E.1.1.2 Step-02: View Event Management



The screenshot shows a table titled "Event List" with columns: Ser, Event Name, Code, Additional User Required, Status, and Act. The table contains three rows of data:

Ser	Event Name	Code	Additional User Required	Status	Act
1	Individual Training Eval	IT		Active	
2	Unit Training Eval	UT	✓	Active	
3	Command Post Exercise	CPX		Active	

At the top of the screen, there are search and filter buttons, and a "Create New Event" button. A yellow box highlights the "Search Event by Name/Code" button. Another yellow box highlights the "click here to Edit Event" button next to the second row. A third yellow box highlights the "click here to Delete Event" button next to the third row.

E.1.2 Create New Event

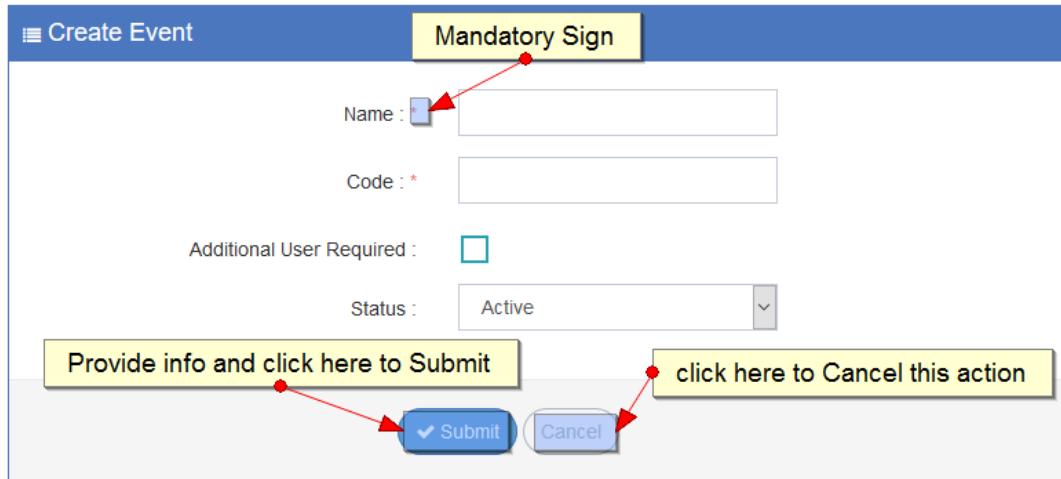
E.1.2.1 Step-01: Select Event Management Menu



E.1.2.2 Step-02: Click on “Create” Button

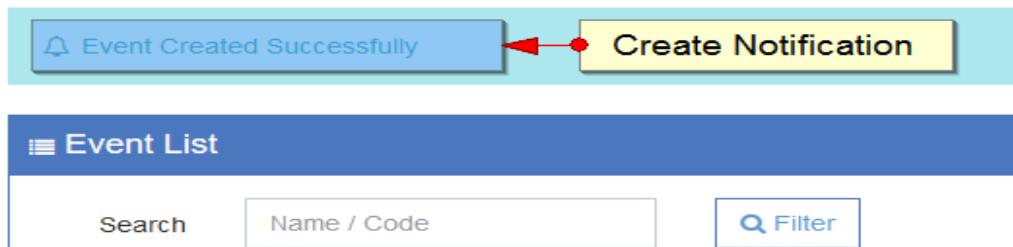


E.1.2.3 Step-03: Provide Info &Submit



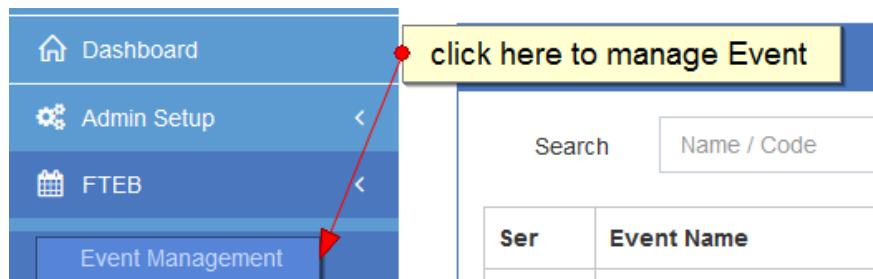
A screenshot of a "Create Event" form. The title bar says "Create Event" and has a "Mandatory Sign" button. The form contains fields for "Name" (with a red arrow pointing to it), "Code" (with a red arrow pointing to it), "Additional User Required" (checkbox), "Status" (dropdown set to "Active"), and two buttons at the bottom: "Submit" (with a red arrow pointing to it) and "Cancel". A yellow box labeled "Provide info and click here to Submit" is positioned above the "Submit" button. Another yellow box labeled "click here to Cancel this action" is positioned to the right of the "Cancel" button.

E.1.2.4 Step-04: View Creation Notification

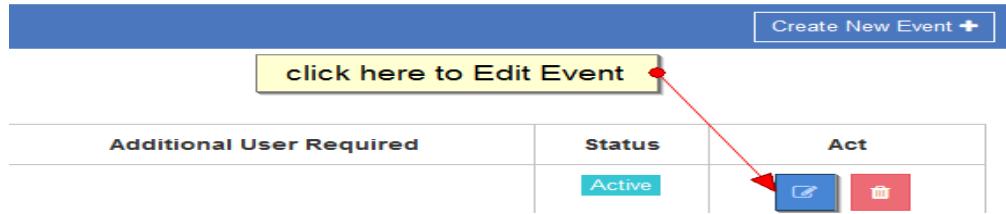


E.1.3 Edit Existing Event

E.1.3.1 Step-01: Select Event Management Menu



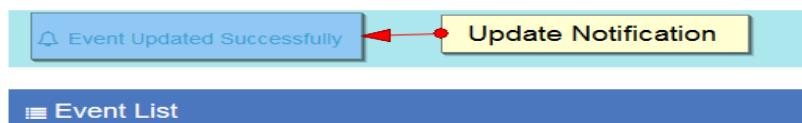
E.1.3.2 Step-02: Click on “Edit” Icon



E.1.3.3 Step-03: Provide updated Info & Submit



E.1.3.4 Step-04: View Update Notification

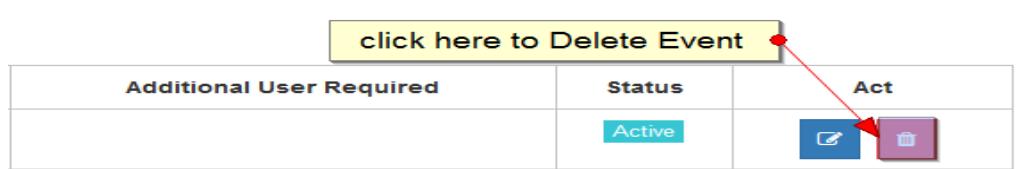


E.1.4 Delete Event

E.1.4.1 Step-01: Select “Event Management” Menu



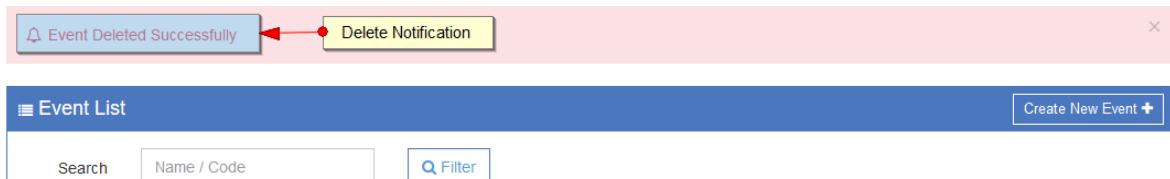
E.1.4.2 Step-02: Click on “Delete” Icon



E.1.4.3 Step-03: Delete Confirmation



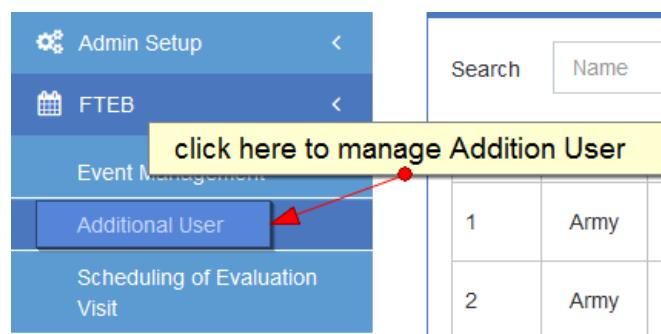
E.1.4.4 Step-04: View Delete Notification



E.2 Additional User

E.2.1 View Additional User

E.2.1.1 Step-01: Click on “Additional User”



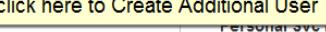
E.2.1.2 Step-02: View Existing Additional User

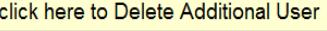
Additional User List

Ser	Svc	Rk	Appt	Name	Personal Svc No	Status	Act
1	Army	Gen	CAS	aaaaaaaaaaaaaaaaaaaa (aaaa)	BA-1111	Active	 

Search by Name Search by Svc Create New Additional User 

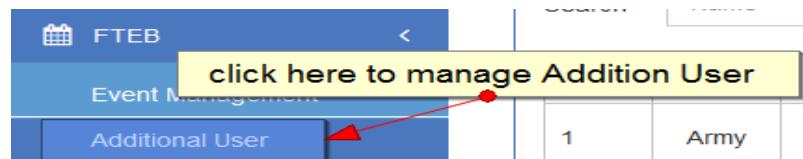
 click here to Edit Additional User

 click here to Create Additional User

 click here to Delete Additional User

E.2.2 Create New Additional User

E.2.2.1 Step-01: Select “Additional User” Menu

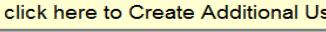


E.2.2.2 Step-02: Click on “Create” Button

Additional User List

Ser	Svc	Rk	Appt	Name	Personal Svc No	Status	Act
1	Army	Gen	CAS	aaaaaaaaaaaaaaaaaaaa (aaaa)	BA-1111	Active	 

Search Svc Filter 

 click here to Create Additional User

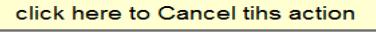
E.2.2.3 Step-03: Provide Info & Submit

Create Additional User

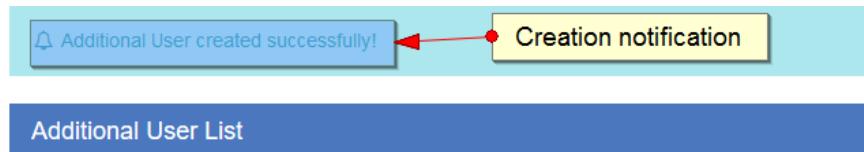
Mandatory Sign

Svc : 	-- Select Svc --
Rk : *	-- Select Rk --
Appt : *	-- Select Appt --
Pers No : *	-- Select Pers No Pr... <input type="text"/>
Full Name : *	<input type="text"/>
Short Name : *	<input type="text"/>
Note! Alphanumeric characters only. Must be unique, Maximum 4 characters	
Status :	Active

 Provide Info and click here to Submit 

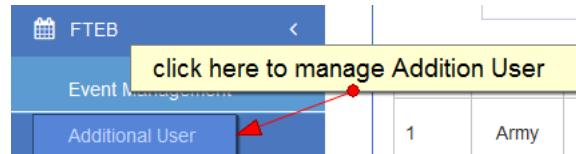
 click here to Cancel this action 

E.2.2.4 Step-04: View Creation Notification



E.2.3 Edit Existing Additional User

E.2.3.1 Step-01: Select “Additional User” Menu



E.2.3.2 Step-02: Click on “Edit” Icon

The screenshot shows a blue header bar with the text "Additional User List". Below it is a yellow callout box labeled "click here to Edit Additional User". A red arrow points from the "Edit" icon (pencil symbol) in the "Act" column of the first row to the yellow callout box.

Ser	Svc	Rk	Appt	Name	Personal Svc No	Status	Act
1	Army	Gen	CAS	aaaaaaaaaaaaaaaaaaaa (aaaa)	BA-1111	Active	

E.2.3.3 Step-03: Provide updated Info & Submit

The screenshot shows an "Edit Additional User" form. At the top, there is a yellow callout box labeled "Mandatory Sign". A red arrow points from the "Status" dropdown field to this callout box. The form contains the following fields:

- Svc :
- Rk : *
- Appt : *
- Pers No : *
- Full Name : *
- Short Name : *
- Note! Alphanumeric characters only. Must be unique, Maximum 4 characters
- Status :

At the bottom, there are two buttons: a blue "Submit" button with a checkmark icon and a white "Cancel" button. A yellow callout box labeled "Provide Info and click here to Submit" is positioned above the "Submit" button, and another labeled "click here to Cancel this action" is positioned above the "Cancel" button. Red arrows point from both callout boxes to their respective buttons.

E.2.3.4 Step-04: Edit Notification



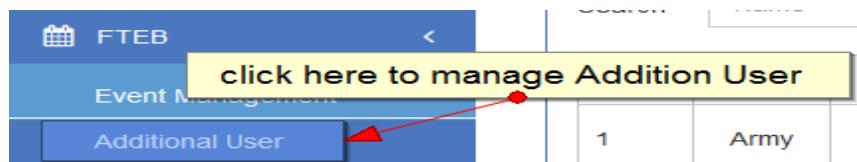
Additional User List

Search Name Svc -- Select Svc -- Filter Create New Additional User +

Ser	Svc	Rk	Appt	Name	Personal Svc No	Status	Act
1	Army	Gen	CAS	aaaaaaaaaaaaaaaaaaaa (aaaa)	BA-1111	Active	<input checked="" type="checkbox"/> 

E.2.4 Delete Additional User

E.2.4.1 Step-01: Select “Additional User” Menu



E.2.4.2 Step-02: Click on “Delete” Icon

Additional User List

Search Name Svc -- Select Svc -- Filter Create New Additional User +

click here to Delete Additional User 

Ser	Svc	Rk	Appt	Name	Personal Svc No	Status	Act
1	Army	Gen	CAS	aaaaaaaaaaaaaaaaaaaa (aaaa)	BA-1111	Active	<input checked="" type="checkbox"/> 

E.2.4.3 Step-03: Delete Confirmation



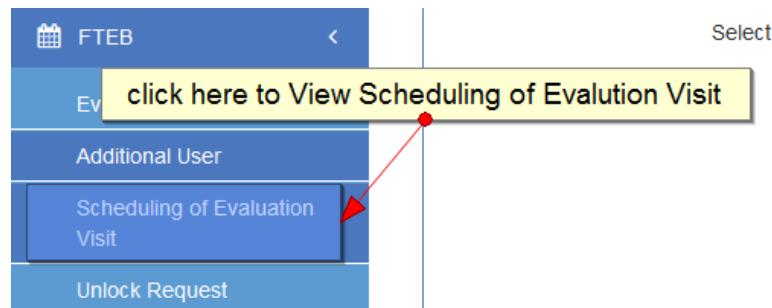
E.2.4.4 Step-04: View Delete Notification



E.3 Scheduling of Evaluation Visit

E.3.1 View "Scheduling of Evaluation Visit"

E.3.1.1 Step-01: Click on "Scheduling of Evaluation Visit"



E.3.1.2 Step-02: Select required field and view Scheduling of Evaluation

Scheduling of Evaluation Visit

select required field to view Scheduling of Evaluation Visit

Select Trg Yr : *	-- Select Year --
Fmn :	-- Select Fmn --
Event :	-- Select Event --
Month :	--Select Month--

E.3.1.3 Step-03: View Scheduling of Evaluation Visit

click here to Create new Evaluation Visit → Create New Evaluation Visit

Ser	Fmn	Event	Duration		Evaluator	Additional Evaluator	Status	Report Status	Act
			From	to					
1	55 Inf Div	IT	16/08/2018	29/09/2018	Maj Gen Fteb Eval		Conducted	Submitted	
2	66 div	UT	03/09/2018	27/09/2018		→ Col 5555555555555555	Conducted	Submitted	
3	10 Inf Div	UT	10/09/2018	13/09/2018		→ Col 5555555555555555	Conducted	Yet to Submit	

click here to Edit Evaluation Visit →

click here to Cancel Evaluation →

click here to Delete Evaluation →

E.3.2 Create New Evaluation Visit

E.3.2.1 Step-01: Click on “Create” Button

Ser	Fmn	Event	Duration		Evaluator	Additional Evaluator	Status	Report Status	Act
			From	To					
1	55 Inf Div	IT	16/08/2018	29/09/2018	Maj Gen Fteb Eval		Conducted	Submitted	

[click here to Create Evaluation Visit](#)

E.3.2.2 Step-02: Provide Info & Submit

Scheduling of Evaluation Visit

Mandatory Sign

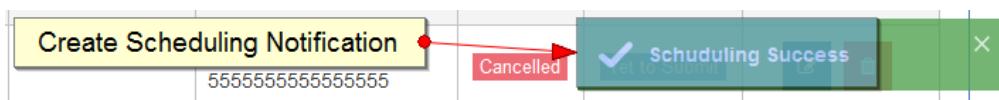
Provide Info and click here to Submit

click here to Cancel this action

E.3.2.3 Step-03: Create Confirmation



E.3.2.4 Step-04: View Creation Notification



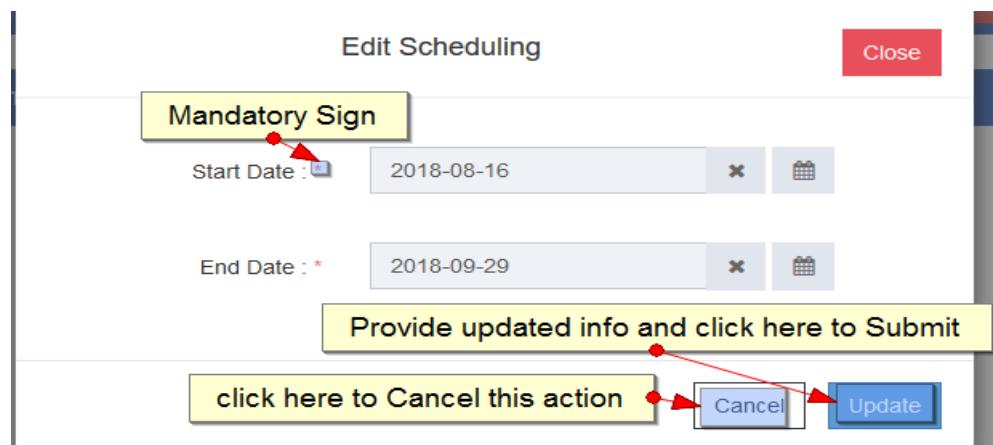
E.3.3 Edit Existing Scheduling of Evaluation

E.3.3.1 Step-01: Click on “Edit” Icon



Ser	Fmn	Event	Duration		Evaluator	Additional Evaluator	Status	Report Status	Act
			From	To					
1	55 Inf Div	IT	16/08/2018	29/09/2018	Maj Gen Fteb Eval		Conducted	Submitted	

E.3.3.2 Step-02: Provide updated Info & Submit



Edit Scheduling

Mandatory Sign

Start Date : 2018-08-16

End Date : * 2018-09-29

Provide updated info and click here to Submit

click here to Cancel this action

Cancel Update

E.3.3.3 Step-03: Edit Notification



E.3.4 Submitted Scheduling of Evaluation Update

E.3.4.1 Step-01: Click on “Edit” Icon



1	ACC&S	04/07/2018	25/07/2018	Eval - School Eval - Cen Fl	1 1 1	→ Brig Gen ITE	Submitted	Conducted Yet to Submit Yet to Submit	

E.3.4.2 Step-02: Provide updated Info & Submit

Scheduling of Evaluation Visit

Mandatory Sign

Select Trg Yr :

Inst : *

Start Date : *

End Date : *

Provide Updated info and click here to Submit

Event : *

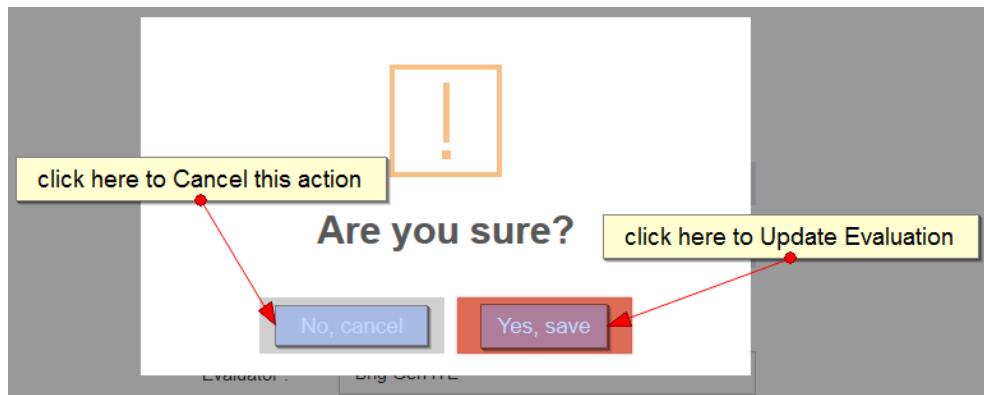
Evaluator : *

Report not required :

click here to Cancel this action

Submit **CANCEL**

E.3.4.3 Step-03: Update Confirmation



E.3.4.4 Step-04: Update Notification



E.3.5 Cancel Scheduling of Evaluation Visit

E.3.5.1 Step-01: Click on “Cancel” Icon

4	7 ADA Bde	CAX	12/09/2018	12/09/2018	Maj Gen Fteb Eval	click here to Cancel this action	Conducted	Yet to Submit	 
5	66 div	UT	19/09/2018	01/10/2018	Gen Fte		Conducted	Yet to Submit	 

E.3.5.2 Step-02: Cancel Confirmation



E.3.5.3 Step-03: View Cancel Notification

6	55 Inf Div	UT	28/09/2018	29/09/2018	Maj Gen Fteb Eval	Cancel Notification	Conducted	Yet to Submit	 
7	66 div	UT	28/09/2018	01/10/2018	Maj Gen Fteb Eval	→ Col 5555555555555555	Conducted	✓ Cancel Scheduling	 

E.3.6 Delete Scheduling of Evaluation Visit

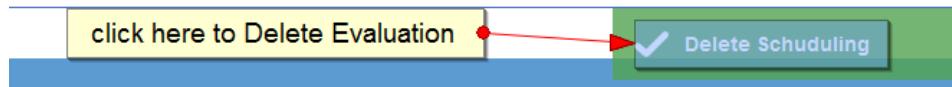
E.3.6.1 Step-01: Click on “Delete” Icon

3	10 Inf Div	UT	10/09/2018	13/09/2018	Maj Gen Fteb Eval	→ Col 5555555555555555	Cancelled	Yet to Submit	 
4	7 ADA Bde	CAX	12/09/2018	12/09/2018	Maj Gen Fteb Eval		Conducted	Yet to Submit	 

E.3.6.2 Step-02: Delete Confirmation



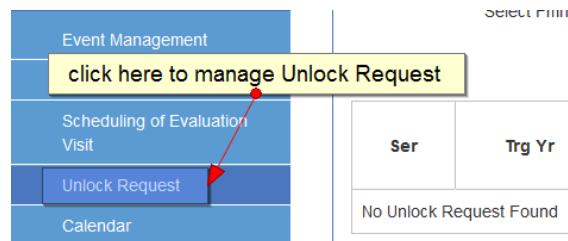
E.3.6.3 Step-03: View Delete Notification



E.4 Unlock Request

E.4.1 View Unlock Request List

E.4.1.1 Step-01: Click on “Unlock Request”



E.4.1.2 Step-02: View Unlock Request List

Unlock Request List		Search by Trg Yr		Search by Event		Search by Status	
Ser	Trg Yr	Fmn	Event	Duration	Request By	Status	Act
1	Trg-Yr-2018-19	55 Inf Div	IT	From: 08/10/2018 To: 14/10/2018	Maj Gen Fteb Eval at 2018-10-09 03:10:53	Ongoing	

Showing 1 to 1 of 1 records

E.4.2 Unlock Report

E.4.2.1 Step-01: Click on “Unlock this Report”

Ser	Trg Yr	Fmn	Event	Duration		Request By	Status	Act
				From	to			
1	Trg-Yr-2018-19	55 Inf Div	IT	08/10/2018	14/10/2018	Maj Gen Fteb Eval at 2018-10-09 03:21:29	Ongoing	

E.4.2.2 Step-02: Unlock Confirmation



E.4.2.3 Step-03: View Unlock Notification



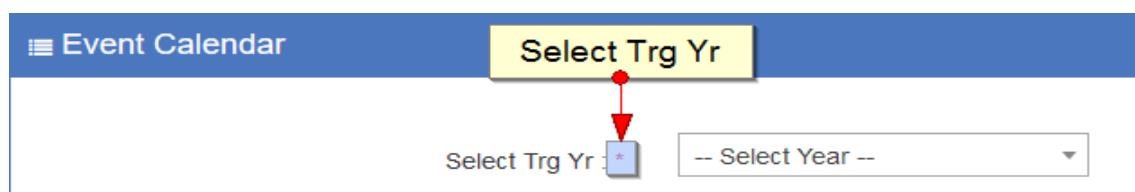
E.5 Calendar

E.5.1 View Calendar

E.5.1.1 Step-01: Click on “Calendar”



E.5.1.2 Step-02: Select required field “Trg Yr”



The image shows an "Event Calendar" interface. At the top, there is a blue header bar with the text "Event Calendar" and a "Select Trg Yr" button. Below the header, there is a form field labeled "Select Trg Yr : *". To the right of the field is a dropdown menu labeled "-- Select Year --". A red arrow points from the "Select Trg Yr" button down to the "Select Trg Yr : *" field.

E.5.1.3 Step-03: View Calendar on selected Trg Yr

Select Trg Yr : * [click here to Print Claender](#) 

<	>	today	October 2018						Sat
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
30	1	2	3	4	5	6			
UT (66 div) by UT (66 div) by test, 5555 BMA (Eval - School) by test									
	7	8	9	10	11	12	13		
	IT (55 Inf Div) by IT (55 Inf Div) by test IT (55 Inf Div) by test								
14	15	16	17	18	19	20			
IT (55 Inf Div) by IT (55 Inf Div) by test IT (55 Inf Div) by test									

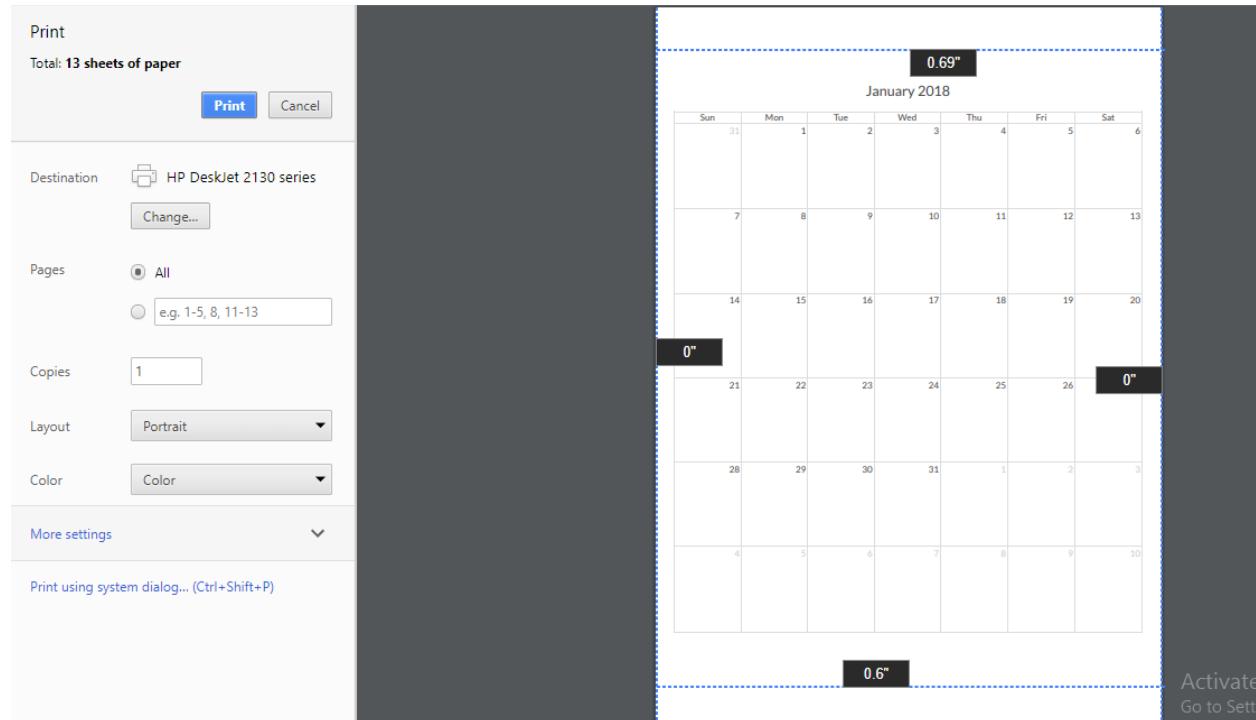
E.5.1.4 Step-04: Calendar Printer Setup

For Calendar Printer Setup here we have to use,

Top-margin: 0.7"

Bottom: 0.6"

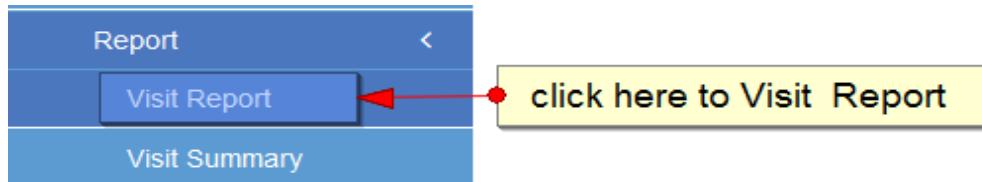
Left and Right: 0.0", 0.0"



E.6 Report – FTEB

E.6.1 Visit Report

E.6.1.1 Step-01: Click on “Visit Report”

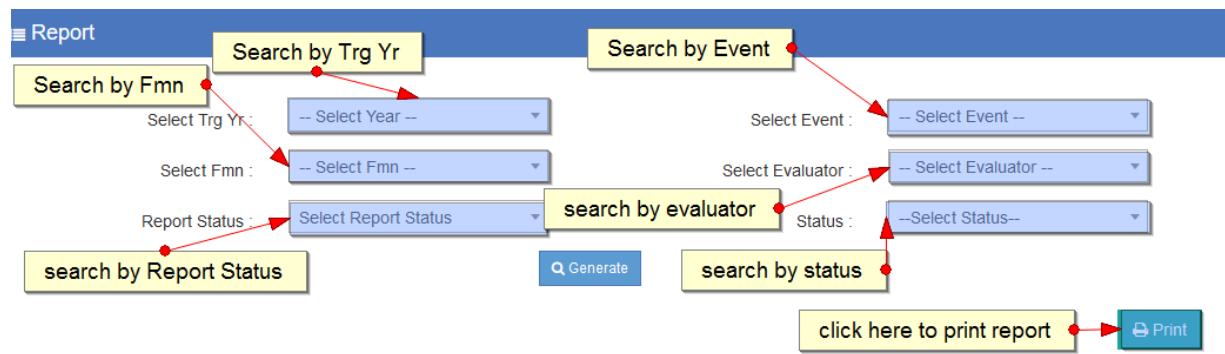


E.6.1.2 Step-02: Generate Report

Select Trg Yr :	-- Select Year --	Select Event :	-- Select Event --
Select Fmn :	-- Select Fmn --	Select Evaluator :	-- Select Evaluator --
Report Status :	Select Report Status	Status :	--Select Status--

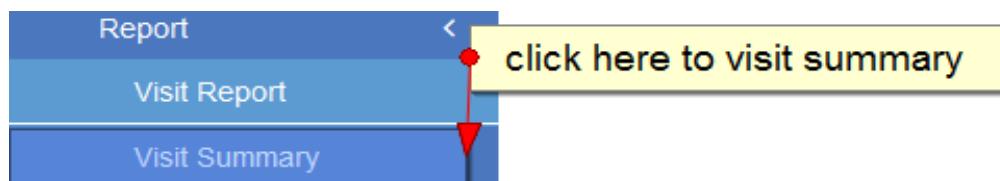
Generate click here to Generate report

E.6.1.3 Step-03: Visit Report



E.6.2 Visit Summary

E.6.2.1 Step-01: Click on “Visit Summary”



E.6.2.2 Step-02: Select field and Generate Report

Visit Summary

Select Trg Yr :	-- From Year --	-- To Year --	<input type="button" value="Generate"/>
click here to generate Report			

E.6.2.3 Step-03: Visit Summary Report

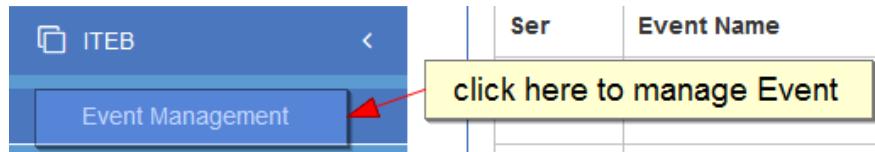
Select Trg Yr :	Trg-Yr-2016-17	Trg Yr 2019-20	<input type="button" value="Generate"/>		
click here to Print Summary Report <input type="button" value="Print"/>					
Trg Yr	Event Type				Total
	IT	UT	CPX	CAX	
20	click here to View Schedule List				
19	4	5		1	10
17					
Total	4	5		1	10

F. ITEB

F.1 Event Management

F.1.1 View Event

F.1.1.1 Step-01: Click on “Event Management”



F.1.1.2 Step-02: View Event Management

search Event by Name/Code		<input type="button" value="click here to Create New Event"/>	<input type="button" value="Create New Event +"/>
Name / Code	<input type="button" value="Filter"/>	<input type="button" value="click here to Edit Event"/>	<input type="button" value="click here to delete Event"/>
Event Name	Code	Mark as Misc	Status
Evaluation of School	Eval - School	<input checked="" type="checkbox"/>	Active
			<input type="button" value="Act"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

F.1.2 Create New Event

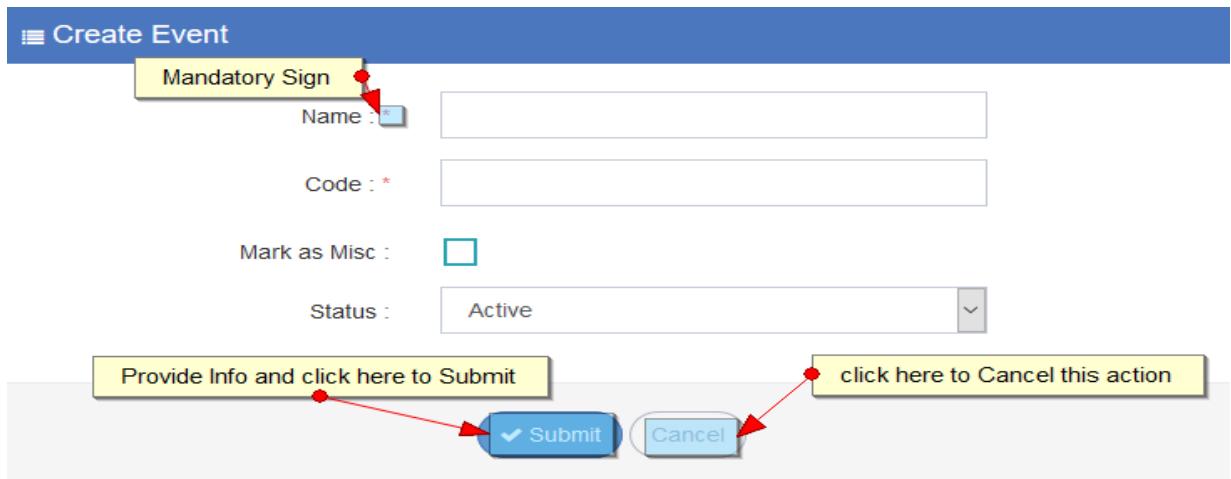
F.1.2.1 Step-01: Select Event Management Menu



F.1.2.2 Step-02: Click on “Create” Button



F.1.2.3 Step-03: Provide Info &Submit



Create Event

Mandatory Sign

Name : *

Code : *

Mark as Misc :

Status : Active

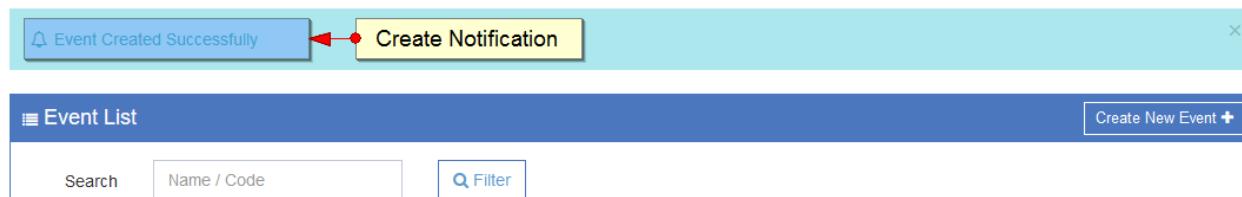
Provide Info and click here to Submit

click here to Cancel this action

Submit

Cancel

F.1.2.4 Step-04: View Creation Notification



F.1.3 Edit Existing Event

F.1.3.1 Step-01: Select Event Management Menu



F.1.3.2 Step-02: Click on "Edit" Icon

Event List						Create New Event +	
Search		Name / Code	Filter	click here to Edit Event			
Ser	Event Name	Code	Mark as Misc	Status	Act		
1	Evaluation of School	Eval - School	<input checked="" type="checkbox"/>	Active			

F.1.3.3 Step-03: Provide updated Info & Submit



Edit Event Mandatory Sign

Name: + 

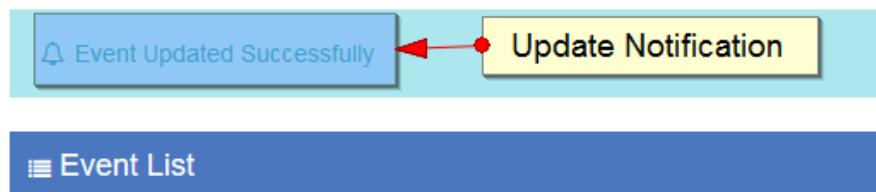
Code : *

Mark as Misc:

Status :

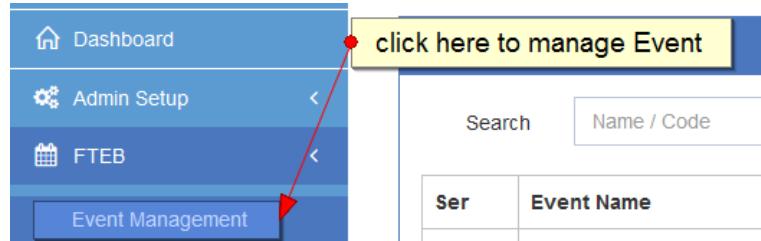
Provide Updated Info and click here to Submit  Submit  Cancel click here to Cancel this action

F.1.3.4 Step-04: View Update Notification



F.1.4 Delete Event

F.1.4.1 Step-01: Select on “Event Management” Menu



F.1.4.2 Step-02: Click on “Delete” Icon

Event List						Create New Event +
Search		Name / Code	Filter			
Ser	Event Name	Code	Additional User Required	Status	Act	
1	Individual Training Eval	IT		Active		

F.1.4.3 Step-03: Delete Confirmation



F.1.4.4 Step-04: View Delete Notification

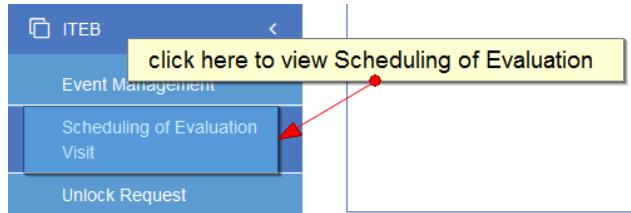


Event List						Create New Event +	
Search		Name / Code	Filter				

F.2 Scheduling of Evaluation Visit

F.2.1 View “Scheduling of Evaluation Visit”

F.2.1.1 Step-01: Click on “Scheduling of Evaluation Visit”

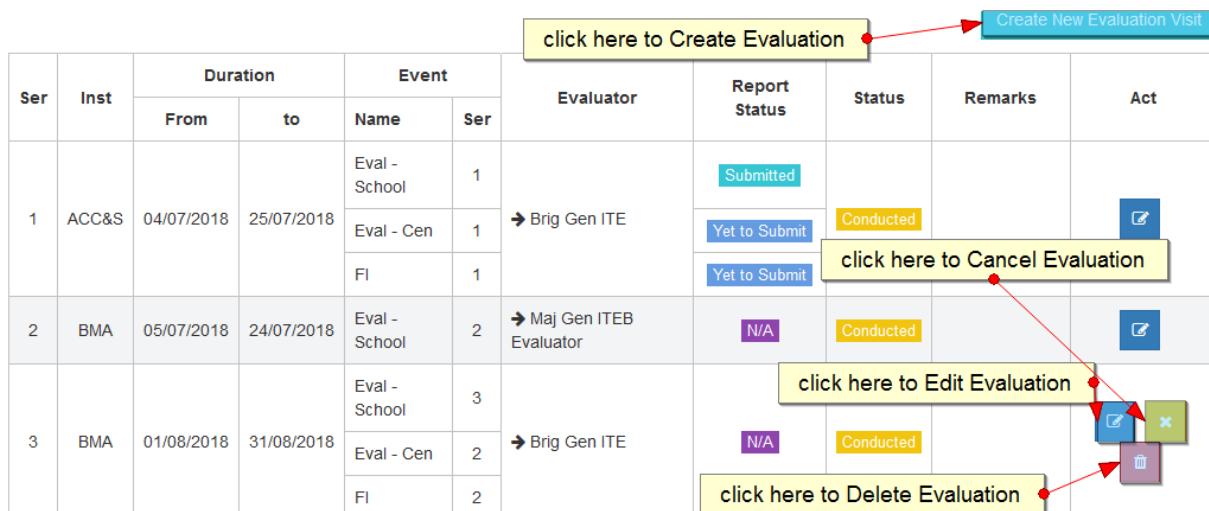


F.2.1.2 Step-02: Select required field and view Scheduling of Evaluation



A screenshot of a search form titled 'Scheduling of Evaluation Visit'. It has four dropdown fields: 'Select Trg Yr', 'Inst', 'Event', and 'Month'. A yellow callout box labeled 'Mandatory Sign' points to the 'Select Trg Yr' field, which is highlighted with a red arrow.

F.2.1.3 Step-03: View Scheduling of Evaluation Visit



A screenshot of a grid-based interface for managing evaluations. The columns include Ser, Inst, Duration (From, to), Event (Name, Ser), Evaluator, Report Status, Status, Remarks, and Act. The grid contains several rows of evaluation data. A yellow callout box labeled 'click here to Create Evaluation' points to a blue button labeled 'Create New Evaluation Visit'. Another yellow callout box labeled 'click here to Cancel Evaluation' points to a blue checkbox in the 'Act' column of the first row. A third yellow callout box labeled 'click here to Edit Evaluation' points to a blue edit icon in the 'Act' column of the second row. A fourth yellow callout box labeled 'click here to Delete Evaluation' points to a trash bin icon in the 'Act' column of the third row.

Ser	Inst	Duration		Event		Evaluator	Report Status	Status	Remarks	Act
		From	to	Name	Ser					
1	ACC&S	04/07/2018	25/07/2018	Eval - School	1	→ Brig Gen ITEB Evaluator	Submitted			<input checked="" type="checkbox"/>
				Eval - Cen	1		Yet to Submit	Conducted		<input checked="" type="checkbox"/>
				FI	1		Yet to Submit		click here to Cancel Evaluation	
2	BMA	05/07/2018	24/07/2018	Eval - School	2	→ Maj Gen ITEB Evaluator	N/A	Conducted		<input checked="" type="checkbox"/>
3	BMA	01/08/2018	31/08/2018	Eval - School	3	→ Brig Gen ITE			click here to Edit Evaluation	
				Eval - Cen	2		N/A	Conducted		
				FI	2				click here to Delete Evaluation	

F.2.2 Create New Evaluation Visit

F.2.2.1 Step-01: Click on “Create” Button

click here to Create New Evaluation → **Create New Evaluation Visit**

Ser	Inst	Duration		Event		Evaluator	Report Status	Status	Remarks	Act
		From	to	Name	Ser					
1	ACC&S	04/07/2018	25/07/2018	Eval - School	1	→ Brig Gen ITE	Submitted	Conducted		<input checked="" type="checkbox"/>
				Eval - Cen	1		Yet to Submit			
				FI	1		Yet to Submit			

F.2.2.2 Step-02: Provide Info & Submit

Mandatory Sign

Select Trg Yr : →

Inst : *

Start Date : *

End Date : *

Event : *

Evaluator : *

Report not required :

Provide Info and click here to Submit → **click here to Cancel this action**

F.2.2.3 Step-03: Create Confirmation

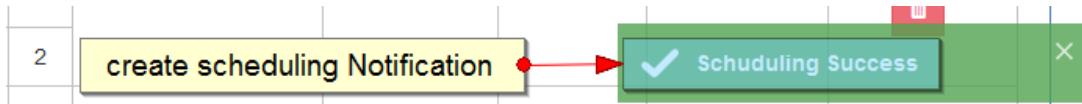
Scheduling of Evaluation Visit

Are you sure?

click here to Cancel this action → **click here to Confirm Create**

Evaluator :

F.2.2.4 Step-03: View Creation Notification

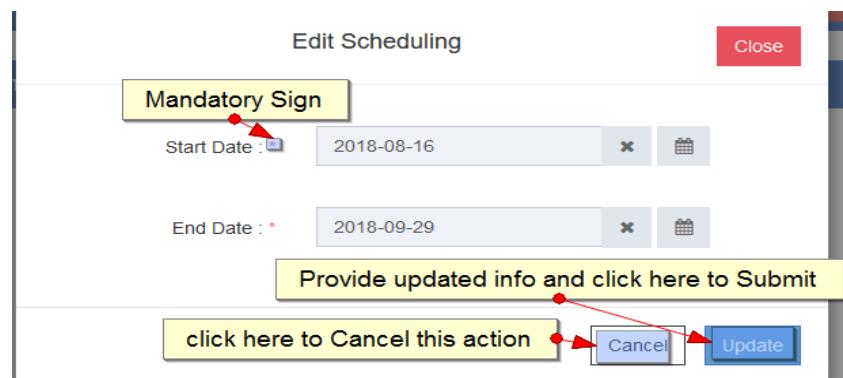


F.2.3 Edit Existing Scheduling of Evaluation

F.2.3.1 Step-01: Click on “Edit” Icon



F.2.3.2 Step-02: Provide updated Info & Submit



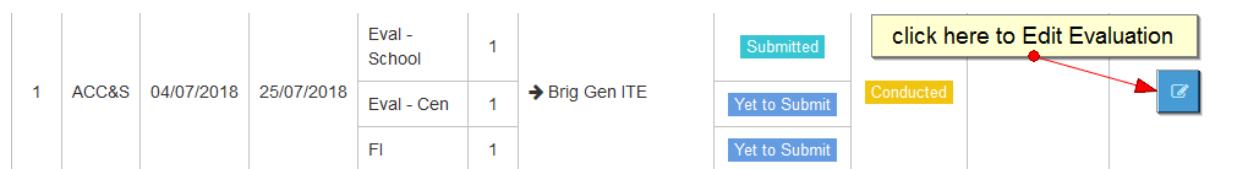
A screenshot of a modal dialog titled "Edit Scheduling". It contains fields for "Start Date" (2018-08-16) and "End Date" (2018-09-29). A yellow box highlights the "Provide updated info and click here to Submit" button, which is associated with a blue update icon. Another yellow box highlights the "click here to Cancel this action" button, which is associated with a blue cancel icon. A red arrow points to the "Update" button.

F.2.3.3 Step-03: Edit Notification



F.2.4 Submitted Scheduling of Evaluation Update

F.2.4.1 Step-01: Click on “Edit” Icon



A screenshot of a software interface showing a table with evaluation details. A yellow box highlights the "click here to Edit Evaluation" button, which is associated with a blue edit icon. A red arrow points to this button.

F.2.4.2 Step-02: Provide updated Info & Submit

Scheduling of Evaluation Visit Mandatory Sign

Select Trg Yr : Inst : * Start Date : * End Date : *

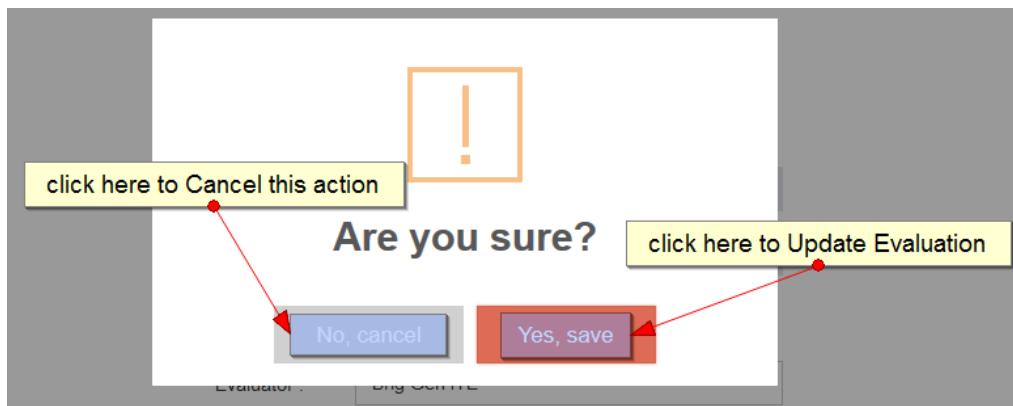
Provide Updated info and click here to Submit

Event : * Evaluator : * Report not required :

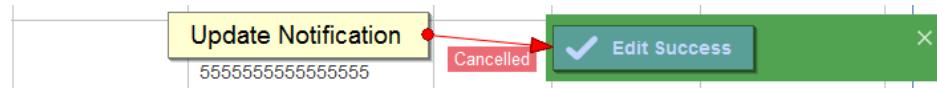
click here to Cancel this action

Submit **Cancel**

F.2.4.3 Step-03: Update Confirmation



F.2.4.4 Step-04: Update Notification



F.2.5 Cancel Scheduling of Evaluation Visit

F.2.5.1 Step-01: Click on “Cancel” Icon

FI	2	click here to Cancel this Evaluation		
Eval - School	4	Yet to Submit	Conducted	
Eval - Cen	3	→ Brig Gen ITE	Yet to Submit	

F.2.5.2 Step-02: Cancel Confirmation

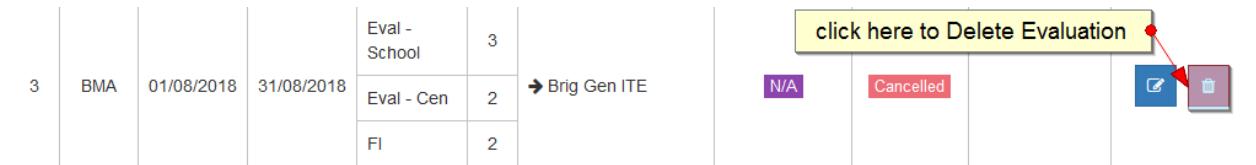


F.2.5.3 Step-03: View Cancel Notification



F.2.6 Delete Scheduling of Evaluation Visit

F.2.6.1 Step-01: Click on “Delete” Icon



F.2.6.2 Step-02: Delete Confirmation



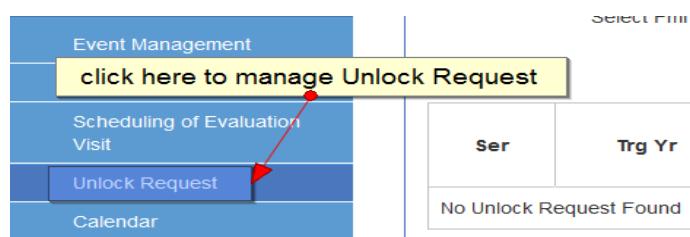
F.2.6.3 Step-03: View Delete Notification



F.3 Unlock Request

F.3.1 View Unlock Request List

F.3.1.1 Step-01: Click on “Unlock Request”



F.3.1.2 Step-02: View Unlock Request List

Unlock Request List			Search by Trg Yr	Search by Event				
Ser	Trg Yr	Inst	Duration	Event	Request By	Status	Remarks	Act
1	Trg-Yr-2018-19	BMA	From 10/10/2018 to 14/10/2018	Eval - School	→ Maj Gen ITEB Evaluator	Yet To Start	huij	

click here to Unlock this report

F.3.2 Unlock Report

F.3.2.1 Step-01: Click on “Unlock this Report”

Ser	Trg Yr	Inst	Duration		Event		Request By	Status	Remarks	Act
			From	To	Name	Ser				
1	Trg-Yr-2018-19	BMA	10/10/2018	14/10/2018	Eval - School		→ Maj Gen ITEB Evaluator	Yet To Start	huij	

click her to Unlock this report

Showing 1 to 1 of 1 records

F.3.2.2 Step-02: Unlock Confirmation



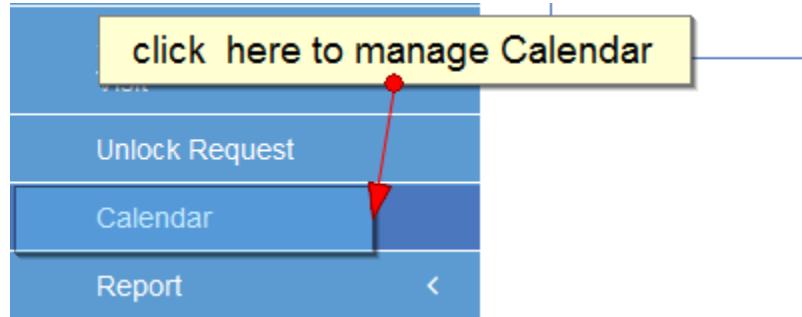
F.3.2.3 Step-03: View Unlock Notification



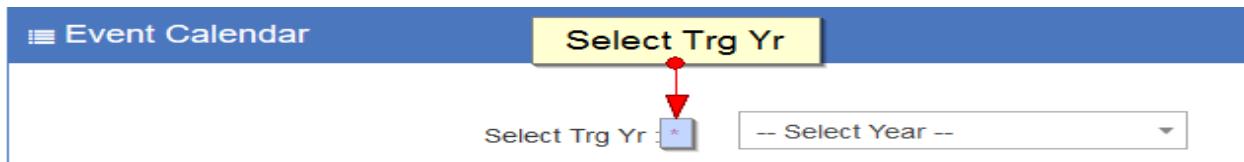
F.4 Calendar

F.4.1 View Calendar

F.4.1.1 Step-01: Click on “Calendar”



F.4.1.2 Step-02: Select required field “Trg Yr”



F.4.1.3 Step-03: View Calendar on selected Trg Yr

Select Trg Yr : * click here to Print Claender

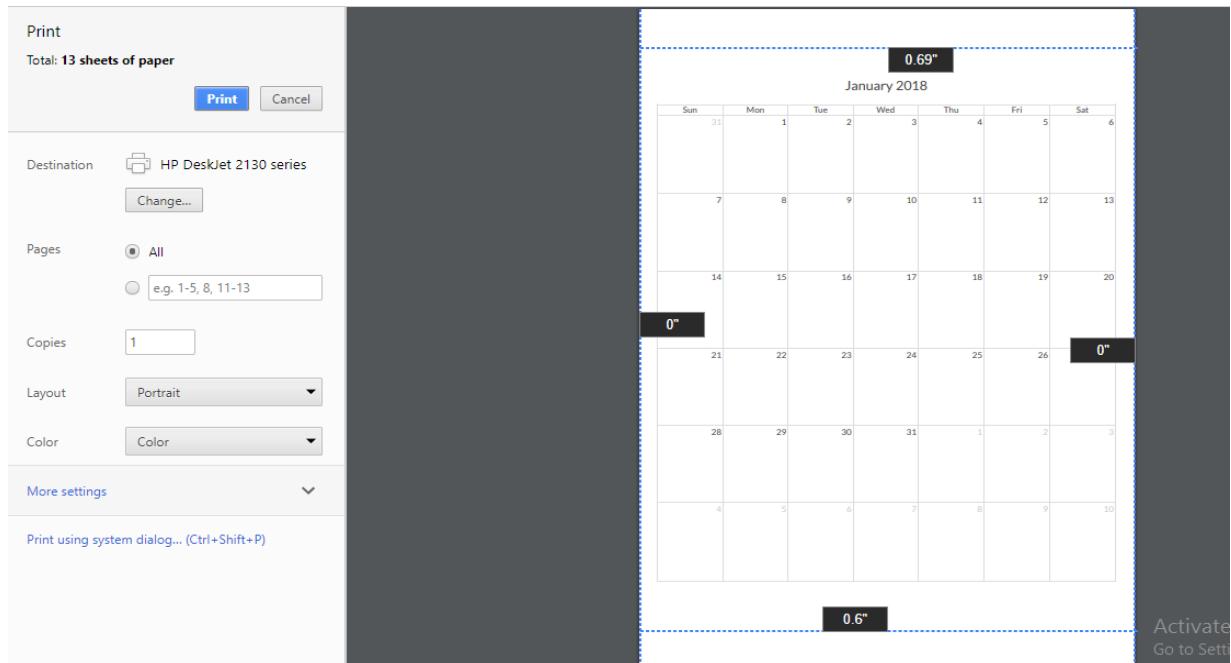
Print

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
UT (66 div) by UT (66 div) by test, 5555 BMA (Eval - School) by test						
	IT (55 Inf Div) by IT (55 Inf Div) by test IT (55 Inf Div) by test					
14						
IT (55 Inf Div) by IT (55 Inf Div) by test IT (55 Inf Div) by test	15	16	17	18	19	20

F.4.1.4 Step-04: Calendar Printer Setup

For Calendar Printer Setup here we have to use,

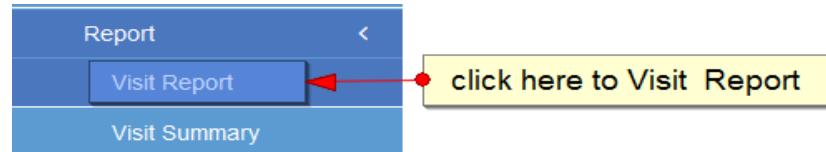
Top-margin: 0.7"
 Bottom: 0.6"
 Left and Right: 0.0", 0.0"



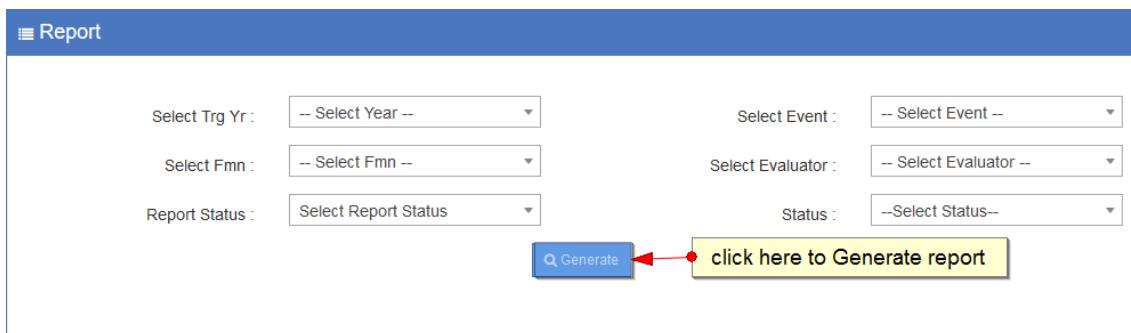
F.5 Report – ITEB

F.5.1 Visit Report

F.5.1.1 Step-01: Click on “Visit Report”



F.5.1.2 Step-02: Generate Report

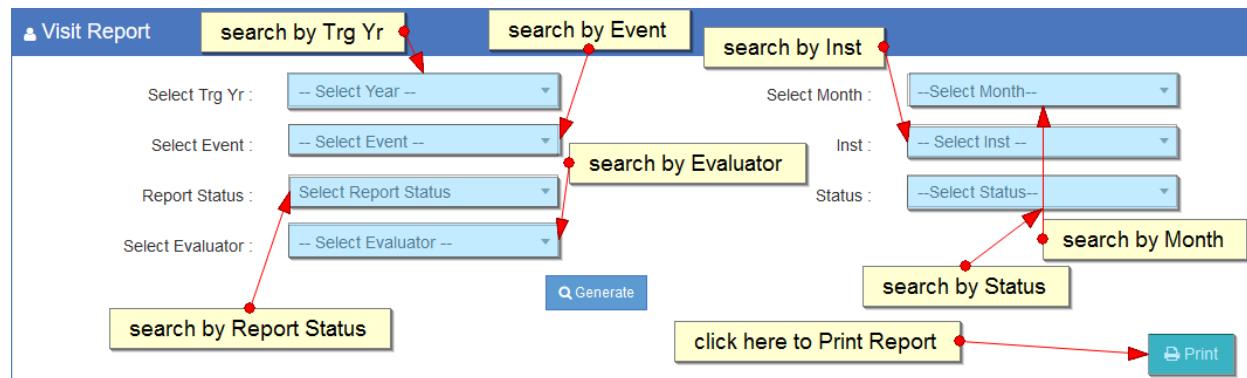


The screenshot shows a 'Report' page with the following fields:

- Select Trg Yr : -- Select Year --
- Select Event : -- Select Event --
- Select Fmn : -- Select Fmn --
- Select Evaluator : -- Select Evaluator --
- Report Status : Select Report Status
- Status : --Select Status--

A blue 'Generate' button is located at the bottom center. A red arrow points to it from a yellow callout box labeled "click here to Generate report".

F.5.1.3 Step-03: Visit Report



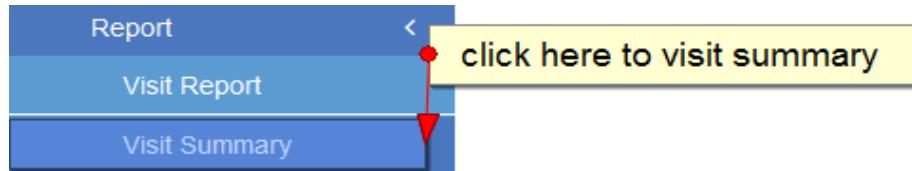
The screenshot shows a 'Visit Report' search interface with the following search options:

- search by Trg Yr
- search by Event
- search by Inst
- search by Evaluator
- search by Month
- search by Status
- search by Report Status

A blue 'Generate' button is located at the bottom left. A blue 'Print' button is located at the bottom right. A red arrow points to the 'Print' button from a yellow callout box labeled "click here to Print Report".

F.5.2 Visit Summary

F.5.2.1 Step-01: Click on “Visit Summary”



F.5.2.2 Step-02: Select field and Generate Report

Visit Summary

Select Trg Yr :	-- From Year --	-- To Year --	<input type="button" value="Generate"/>
click here to generate Report			

F.5.2.3 Step-03: Visit Summary Report

-17	▼	Trg Yr 2019-20	▼	<input type="button" value="Generate"/>
click here to Print Summary Report <input type="button" value="Print"/>				
Event Type				Total
Eval - School	Eval - Cen	FI		
12	8	5	25	
12	8	5	25	

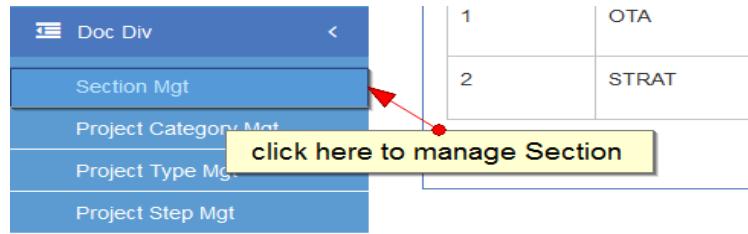
click here to View schedule List

G. DOC DIV

G.1 Section

G.1.1 View Section

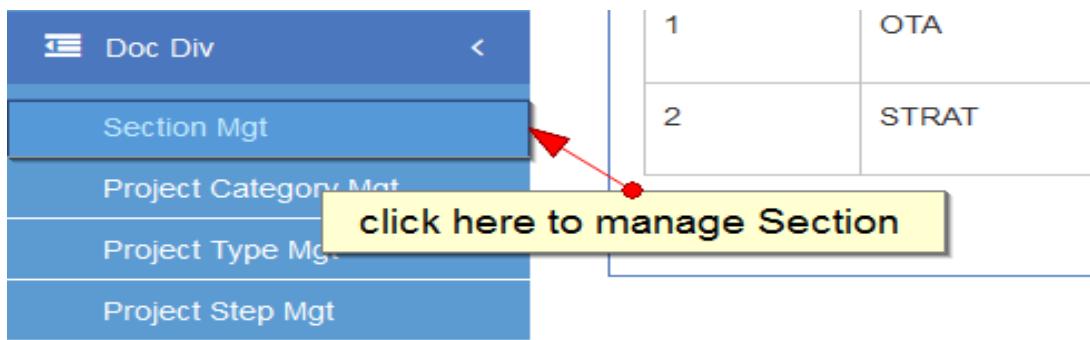
G.1.1.1 Step-01: Click on “Section”



G.1.1.2 Step-02: View Section

G.1.2 Create New Section

G.1.2.1 Step-01: Select Section



G.1.2.2 Step-02: Click on “Create” Button

G.1.2.3 Step-03: Provide Info & Submit

Create Section

Mandatory Sign

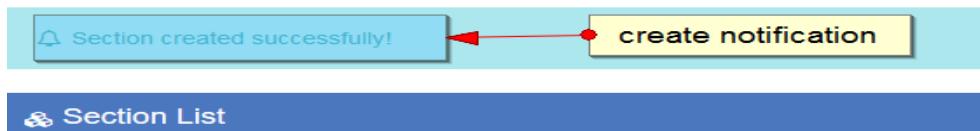
Section :	<input type="text"/>
Code : *	<input type="text"/>
Order : *	--Select Order---
Status :	Active

Provide Info and click here to Submit

click here to Cancel this action

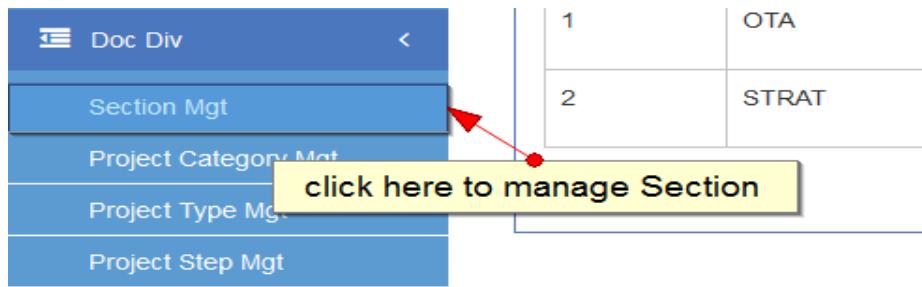
Submit **CANCEL**

G.1.2.4 Step-04: View Creation Notification



G.1.3 Edit an Existing Section

G.1.3.1 Step-01: Select Section Menu



G.1.3.2 Step-02: Click on "Edit" Icon

Section List

Create New Section +

Search	Name / Code	Filter	click here to Edit Section			
Ser	Section Name	Code	Order	Status	Act	
1	asdas	123	1	Inactive		

G.1.3.3 Step-03: Provide updated Info & Submit

Edit Section

Mandatory Sign	
Section :	asdas
Code :	123
Order :	1
Status :	Inactive

Provide Updated info and click here to Submit

click here to Cancel this action

Submit **Cancel**

G.1.3.4 Step-04: View Update Notification

Section updated successfully!

Update Notification

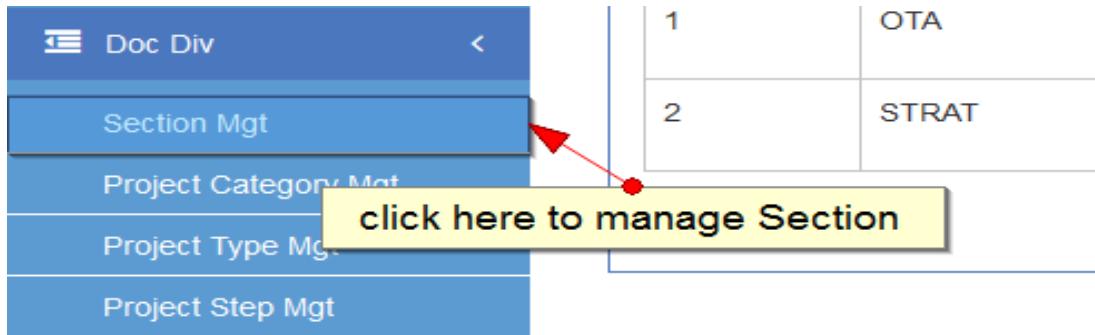
Section List

Create New Section +

Search Name / Code Filter

G.1.4 Delete Section

G.1.4.1 Step-01: Select Section Menu



G.1.4.2 Step-02: Click on “Delete” Icon

Section List

Create New Section +

Search Name / Code Filter

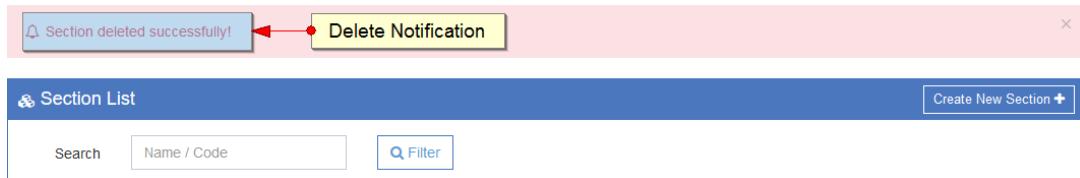
click here to Delete Section

Ser	Section Name	Code	Order	Status	Act
1	asdas	123	1	Inactive	

G.1.4.3 Step-03: Delete Confirmation



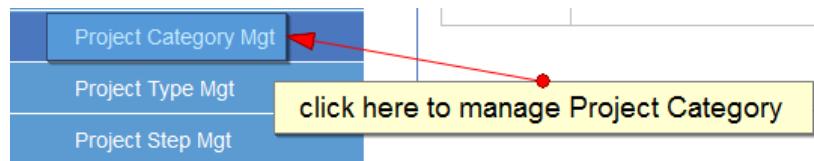
G.1.4.4 Step-04: View Delete Notification



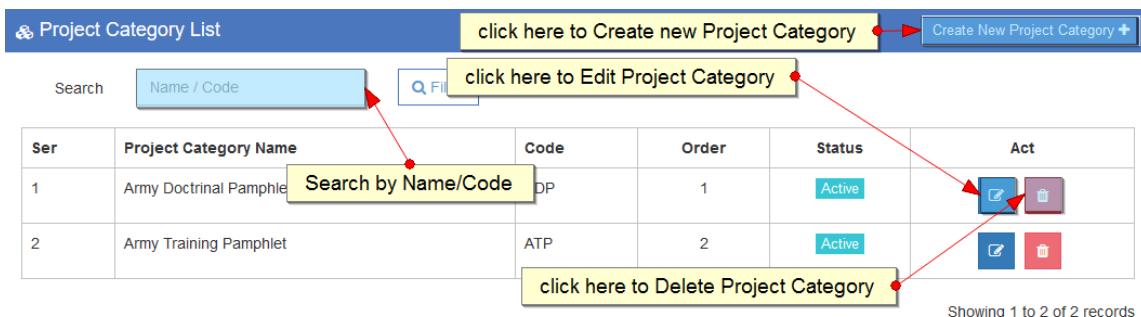
G.2 Project Category

G.2.1 View Project Category

G.2.1.1 Step-01: Click on “Project Category”



G.2.1.2 Step-02: View Project Category

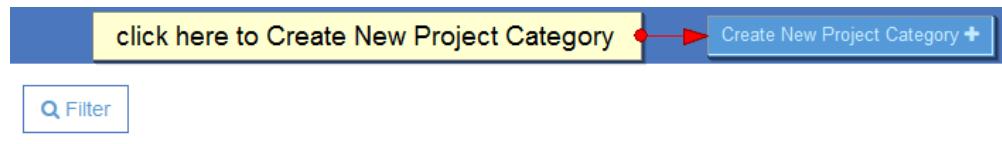


G.2.2 Create New Project Category

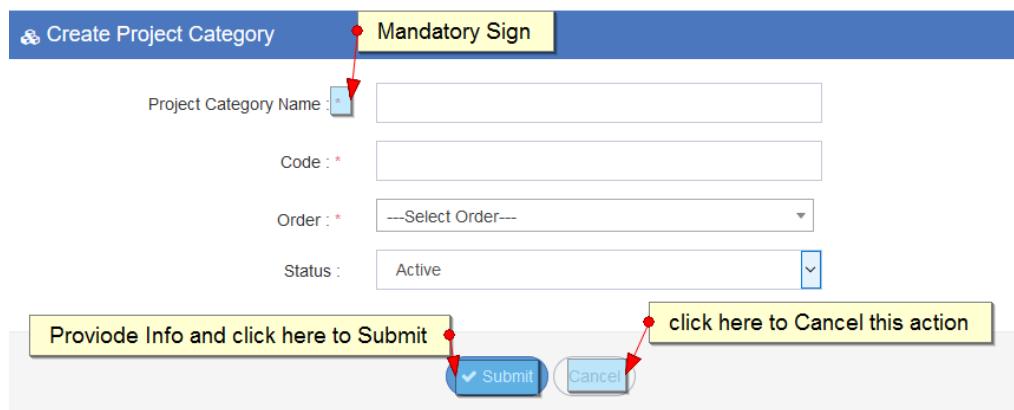
G.2.2.1 Step-01: Select Project Category



G.2.2.2 Step-02: Click on "Create" Button

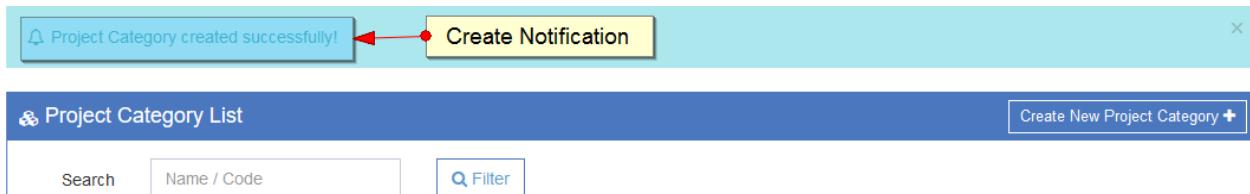


G.2.2.3 Step-03: Provide Info & Submit



The screenshot shows the 'Create Project Category' form. It includes fields for 'Project Category Name', 'Code', 'Order', and 'Status'. A 'Submit' button and a 'Cancel' button are at the bottom. A 'Mandatory Sign' icon is present above the 'Project Category Name' field. A yellow box with the text 'Provide Info and click here to Submit' is positioned above the 'Submit' button. Another yellow box with the text 'click here to Cancel this action' is positioned above the 'Cancel' button.

G.2.2.4 Step-04: View Creation Notification

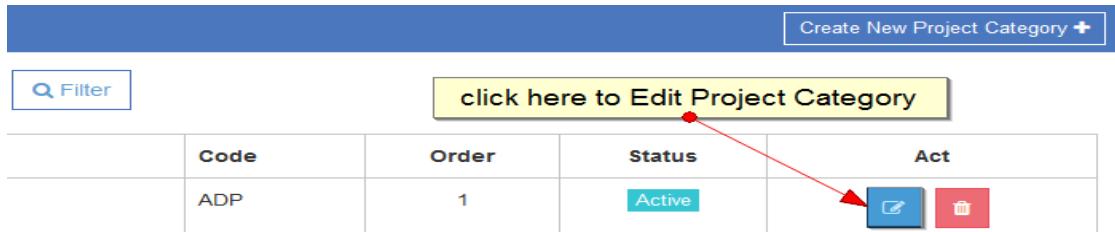


G.2.3 Edit an Existing Project Category

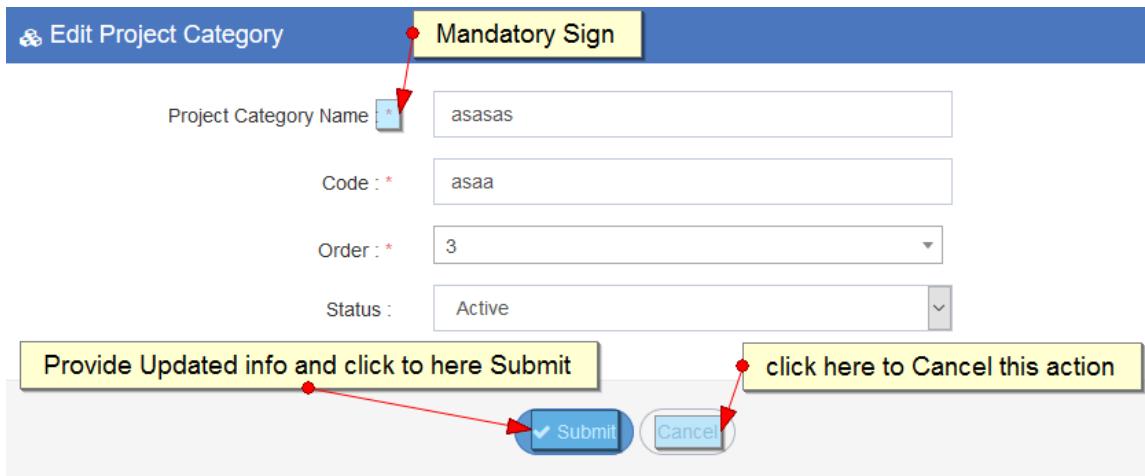
G.2.3.1 Step-01: Select Project Category Menu



G.2.3.2 Step-02: Click on “Edit” Icon



G.2.3.3 Step-03: Provide updated Info & Submit



Edit Project Category

Mandatory Sign

Project Category Name: asasas

Code : * asaa

Order : * 3

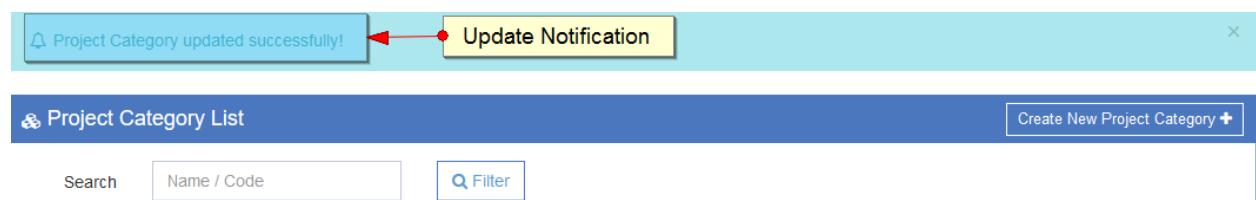
Status : Active

Provide Updated info and click to here Submit

click here to Cancel this action

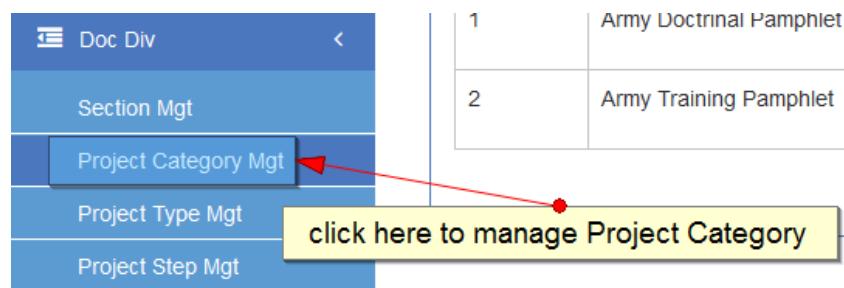
 

G.2.3.4 Step-04: View Update Notification



G.2.4 Delete Project Category

G.2.4.1 Step-01: Select Project Category Menu



G.2.4.2 Step-02: Click on “Delete” Icon



A screenshot of the 'Project Category List' page. At the top right, there is a button labeled 'Create New Project Category +'. Below it is a search bar with a placeholder 'Name / Code' and a 'Filter' button. A yellow callout box with a red arrow points to the 'Act' column of the first row, specifically to the delete icon (a small trash can icon). The table has columns: Ser, Project Category Name, Code, Order, Status, and Act.

Ser	Project Category Name	Code	Order	Status	Act
1	Army Doctrinal Pamphlet	ADP	1	Active	 

G.2.4.3 Step-03: Delete Confirmation



G.2.4.4 Step-04: View Delete Notification

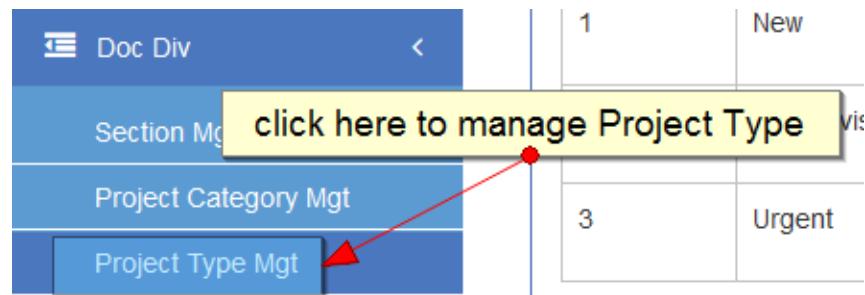


A screenshot of the 'Project Category List' page. A pink notification bar at the top displays a message: 'Project Category deleted successfully!' with an info icon. A yellow callout box with a red arrow points to this message. Below the notification bar, the page title 'Project Category List' is visible.

G.3 Project Type

G.3.1 View Project Type

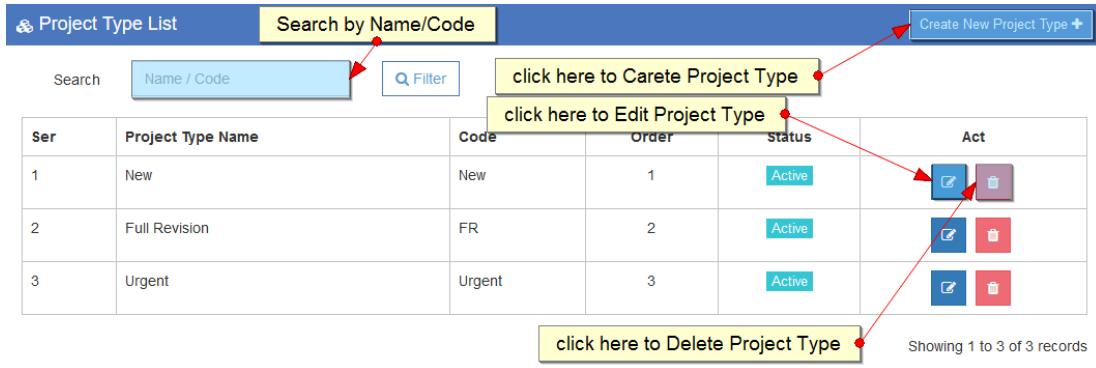
G.3.1.1 Step-01: Click on “Project Type”



A screenshot of the 'Project Type Mgt' section. On the left, there is a sidebar with 'Doc Div' and 'Section Mgt' under 'Project Category Mgt'. The main area shows a table with three rows. The first row has '1' and 'New'. The second row has '2' and 'Vis'. The third row has '3' and 'Urgent'. A yellow callout box with a red arrow points to the 'Project Type Mgt' button at the bottom of the sidebar. Another yellow callout box with a red arrow points to the text 'click here to manage Project Type' above the table.

1	New
2	Vis
3	Urgent

G.3.1.2 Step-02: View Project Type



Project Type List

Search by Name/Code

Search Name / Code Filter

click here to Create Project Type

click here to Edit Project Type

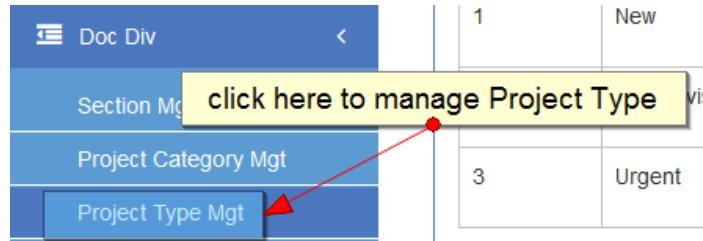
Ser	Project Type Name	Code	Order	Status	Act
1	New	New	1	Active	
2	Full Revision	FR	2	Active	
3	Urgent	Urgent	3	Active	

click here to Delete Project Type

Showing 1 to 3 of 3 records

G.3.2 Create New Project Type

G.3.2.1 Step-01: Select Project Type



Doc Div

Section Mgt

Project Category Mgt

Project Type Mgt

click here to manage Project Type

1	New
2	Full Revision
3	Urgent

G.3.2.2 Step-02: Click on “Create” Button



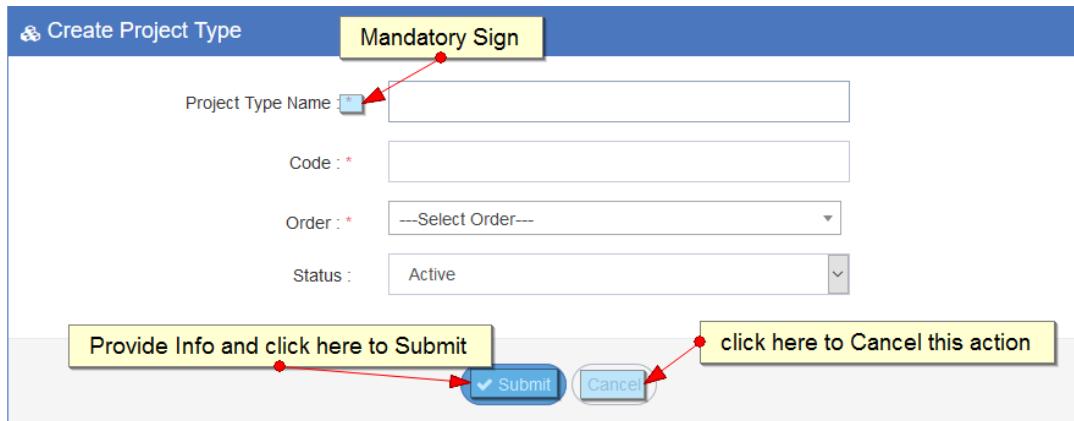
Project Type List

Search Name / Code Filter

click here to Create Project Type

Create New Project Type +

G.3.2.3 Step-03: Provide Info & Submit



Create Project Type

Mandatory Sign

Project Type Name:

Code : *

Order : * ---Select Order---

Status : Active

Provide Info and click here to Submit

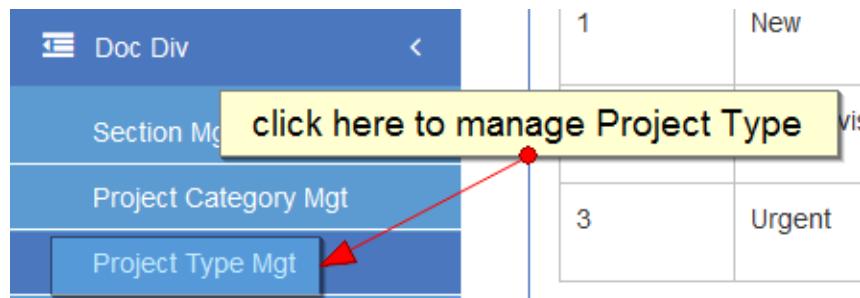
click here to Cancel this action

G.3.2.4 Step-04: View Creation Notification

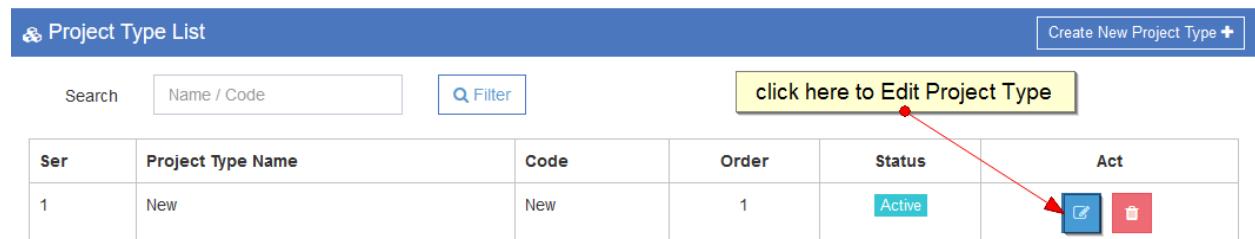


G.3.3 Edit an Existing Project Type

G.3.3.1 Step-01: Select Project Type Menu



G.3.3.2 Step-02: Click on "Edit" Icon



G.3.3.3 Step-03: Provide updated Info & Submit

The screenshot shows a blue header bar with the text 'Edit Project Type'. Below it is a form with four input fields: 'Project Type Name' (Full Revision), 'Code' (FR), 'Order' (2), and 'Status' (Active). A yellow box with the text 'Mandatory Sign' is positioned above the 'Project Type Name' field, and a red arrow points from the 'Project Type Name' field to this box. At the bottom of the form are two buttons: a blue 'Submit' button with a checkmark icon and a white 'Cancel' button. A yellow box with the text 'Provide Updated Info and click here to Submit' is positioned above the 'Submit' button, and a red arrow points from the 'Submit' button to this box. Another yellow box with the text 'click here to Cancel this action' is positioned above the 'Cancel' button, and a red arrow points from the 'Cancel' button to this box.

G.3.3.4 Step-04: View Update Notification



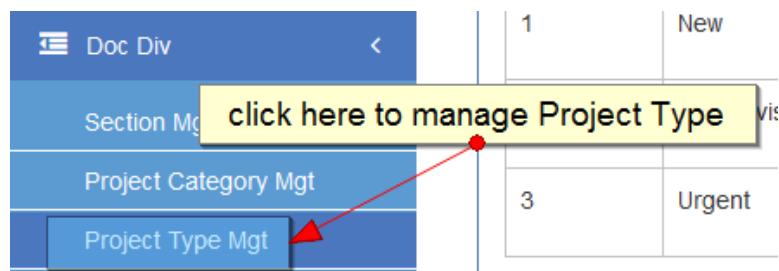
Project Type List

Search

Create New Project Type +

G.3.4 Delete Project Type

G.3.4.1 Step-01: Select Project Type Menu



G.3.4.2 Step-02: Click on "Delete" Icon

Project Type List

Search

Create New Project Type +

Ser	Project Type Name	Code	Order	Status	Act
1	New	New	1	Active	

click here to Delete Project Type

G.3.4.3 Step-03: Delete Confirmation



G.3.4.4 Step-04: View Delete Notification



Project Type List

Search Name / Code Filter

G.4 Project Step

G.4.1 View Project Step

G.4.1.1 Step-01: Click on "Project Step"

Doc Div <

Section Mgt **click here to manage Project Step**

Project Category Mgt

Project Type Mgt

Project Step Mgt

1	Project Proposal
3	Final Draft
4	Final Approved Draft

G.4.1.2 Step-02: View Project Step

Project Step List Search by Name/Code Create New Project Step +

Search Name / Code Filter

click here to Edit Project Step

Ser	Project Step Name	Code	Staffing	Order	Status	Act
1	Project Proposal	PP	✓	1	Active	
2	Initial Draft	ID		2	Active	
3	Final Draft	FD		3	Active	

click here to Delete Project Step

G.4.2 Create New Project Step

G.4.2.1 Step-01: Select Project Step

Doc Div <

Section Mgt **click here to manage Project Step**

Project Category Mgt

Project Type Mgt

Project Step Mgt

1	Project Proposal
3	Final Draft
4	Final Approved Draft

G.4.2.2 Step-02: Click on “Create” Button



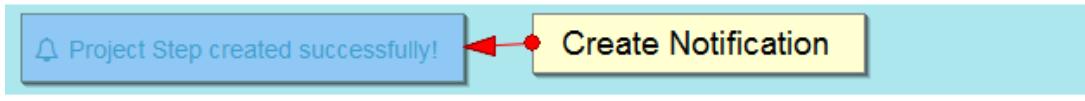
The screenshot shows a blue header bar with the text "Project Step List". Below it is a search bar with a placeholder "Name / Code" and a "Filter" button. On the right side of the header, there is a yellow button labeled "click here to Create Project Step" with a red arrow pointing to it. A blue button labeled "Create New Project Step +" is also visible.

G.4.2.3 Step-03: Provide Info & Submit



The screenshot shows a "Create Project Step" form. At the top, there is a yellow box labeled "Mandatory Sign". Below it are fields for "Project Step Name" (with a red arrow pointing to the input field), "Code" (with a red arrow pointing to the input field), "Mark as Staffing" (with a red arrow pointing to the checkbox), "Order" (with a red arrow pointing to the dropdown menu), and "Status" (with a red arrow pointing to the dropdown menu). At the bottom, there are two buttons: a blue "Submit" button and a grey "Cancel" button. A yellow box labeled "Provide Info and click here to Submit" is positioned above the "Submit" button, and another yellow box labeled "click here to Cancel this action" is positioned above the "Cancel" button.

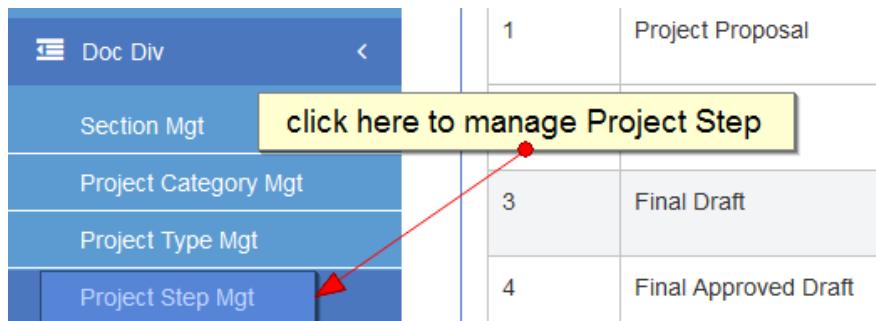
G.4.2.4 Step-04: View Creation Notification



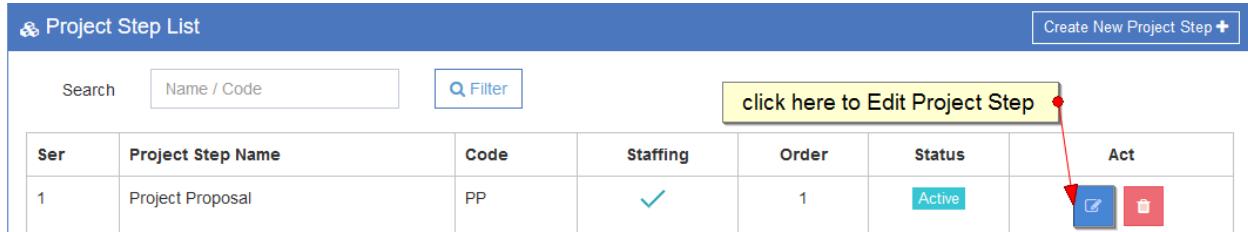
Project Step List

G.4.3 Edit an Existing Project Step

G.4.3.1 Step-01: Select Project Step Menu



G.4.3.2 Step-02: Click on “Edit” Icon



Ser	Project Step Name	Code	Staffing	Order	Status	Act
1	Project Proposal	PP	<input checked="" type="checkbox"/>	1	Active	 

G.4.3.3 Step-03: Provide updated Info & Submit



Project Step Name :

Code : *

Mark as Staffing :

Order : *

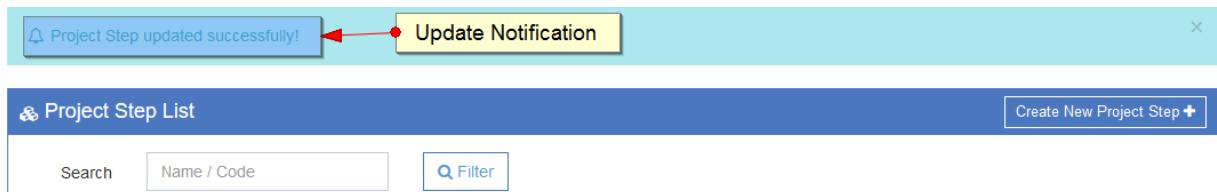
Status :

Provide Updated info and click here to Submit

click here to Cancel this action

G.4.3.4 Step-04: View Update Notification



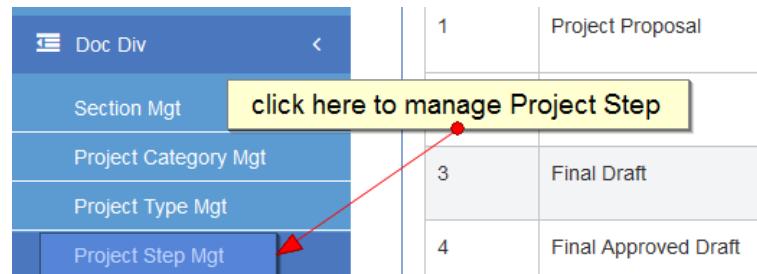
Project Step updated successfully!

Update Notification

Ser	Project Step Name
1	Project Proposal
3	Final Draft
4	Final Approved Draft

G.4.4 Delete Project Step

G.4.4.1 Step-01: Select Project Step Menu



Doc Div

Section Mgt

Project Category Mgt

Project Type Mgt

Project Step Mgt

1 Project Proposal

3 Final Draft

4 Final Approved Draft

G.4.4.2 Step-02: Click on “Delete” Icon

Search

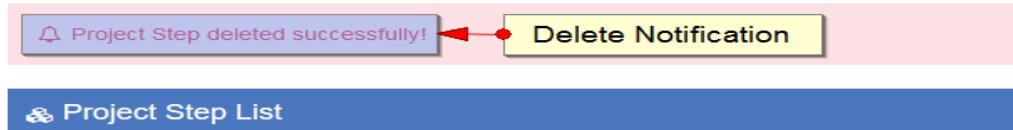
click here to Delete Project Step

Ser	Project Step Name	Code	Staffing	Order	Status	Act
1	Project Proposal	PP	✓	1	Active	 

G.4.4.3 Step-03: Delete Confirmation



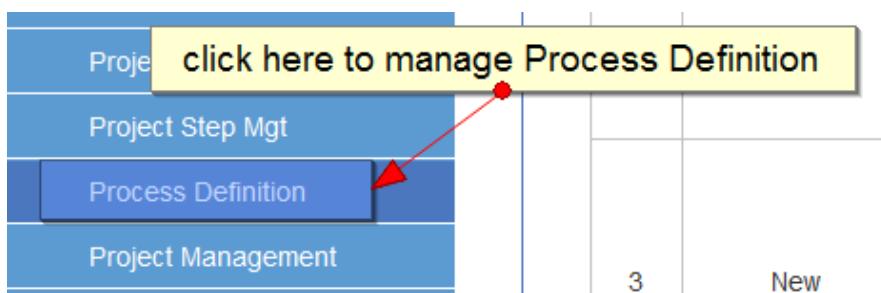
G.4.4.4 Step-04: View Delete Notification



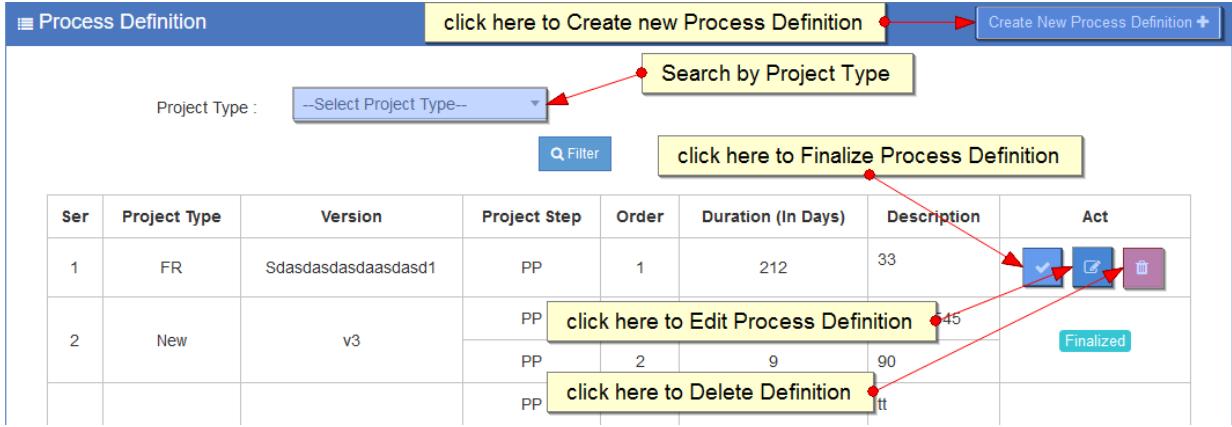
G.5 Process Definition

G.5.1 View Process Definition

G.5.1.1 Step-01: Click on “Process Definition”



G.5.1.2 Step-02: View Process Definition

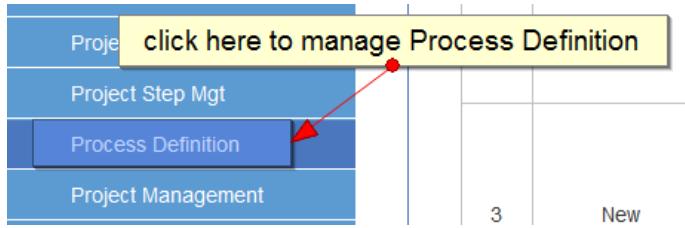


The screenshot shows a table of process definitions with the following columns: Ser, Project Type, Version, Project Step, Order, Duration (In Days), Description, and Act. The 'Act' column contains icons for Edit, Delete, and Finalize. Red arrows point from callout boxes to specific buttons: 'click here to Create new Process Definition' at the top right, 'Search by Project Type' dropdown, 'click here to Filter' button, 'click here to Finalize Process Definition' in the header, 'click here to Edit Process Definition' in the second row, and 'click here to Delete Definition' in the third row.

Ser	Project Type	Version	Project Step	Order	Duration (In Days)	Description	Act
1	FR	Sdasdasdasdasdasd1	PP	1	212	33	
2	New	v3	PP	2	9	45	
			PP		90	90	
			PP			ttt	

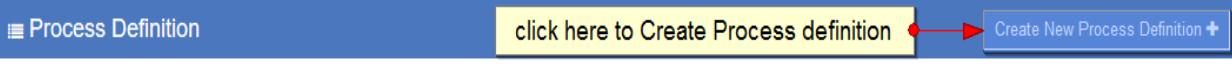
G.5.2 Create Process Definition

G.5.2.1 Step-01: Select Process Definition Menu



The screenshot shows a vertical menu with the following options: Project, Project Step Mgt, Process Definition, and Project Management. A red arrow points from a callout box labeled 'click here to manage Process Definition' to the 'Process Definition' option.

G.5.2.2 Step-02: Click on "Create" Button



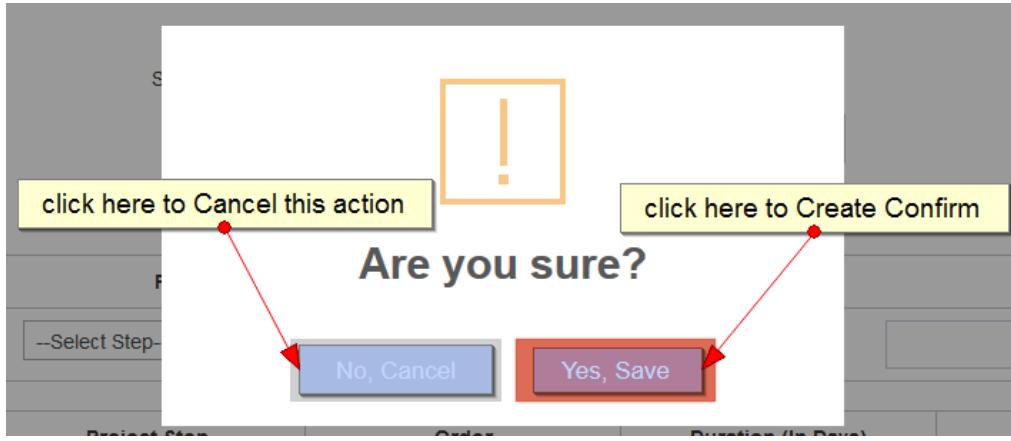
The screenshot shows the 'Process Definition' page with a blue header bar. A red arrow points from a callout box labeled 'click here to Create Process definition' to the 'Create New Process Definition' button.

G.5.2.3 Step-03: Provide Info & Submit

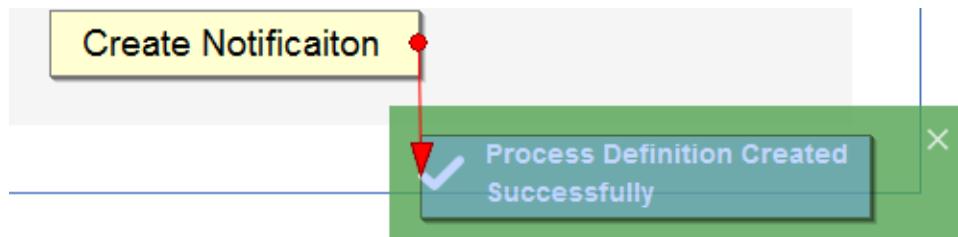


The screenshot shows a form for creating a new process definition. It includes fields for Select Project Type, Version, Effective Date, Project Step, Duration (In Days), Description, and a step table. Red arrows point from callout boxes to: 'Mandatory Sign' at the top, 'click here to Add new Step' in the step table, 'Provide Info and click here to Submit' at the bottom, and 'click here to Cancel this action' at the bottom. Buttons for 'Submit' and 'Cancel' are also shown.

G.5.2.4 Step-04: Create Confirmation

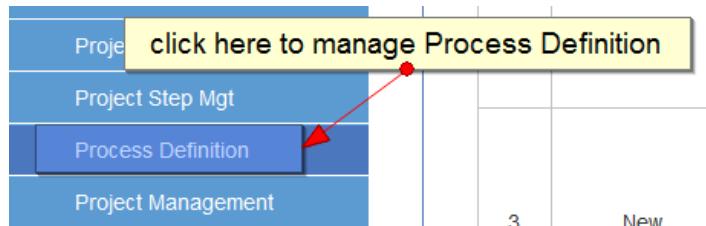


G.5.2.5 Step-04: Create Notification

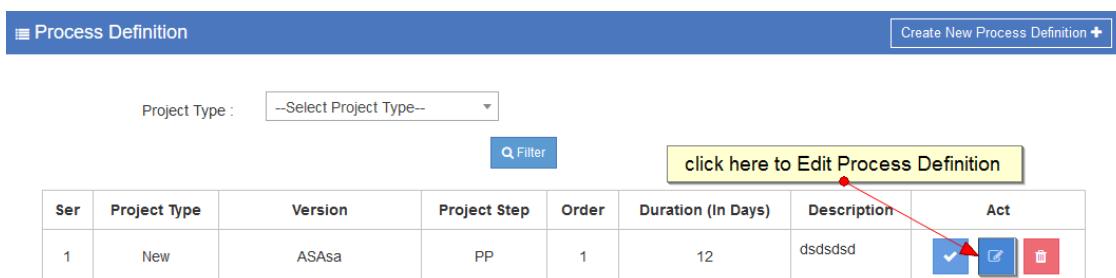


G.5.3 Edit Process Definition

G.5.3.1 Step-01: Select Process Definition Menu



G.5.3.2 Step-02: Click on "Edit" Icon



Ser	Project Type	Version	Project Step	Order	Duration (In Days)	Description	Act
1	New	ASAsa	PP	1	12	dsdsdsd	

G.5.3.3 Step-03: Provide updated Info & Submit

Process Definition

Mandatory sign

Select Project Type	New
Version : *	ASAsa
Effective Date : *	2018-10-18

click here to Add Step

Project Step

Project Step	Duration (In Days)	Description
--Select Step--		+

Provide Info and click here to Submit

Project Step	Order	Duration (In Days)	Description
PP	1	12	dsdsdsd x

click here to Cacnel this action

Submit **Cancel**

G.5.3.4 Step-04: Edit Confirmation

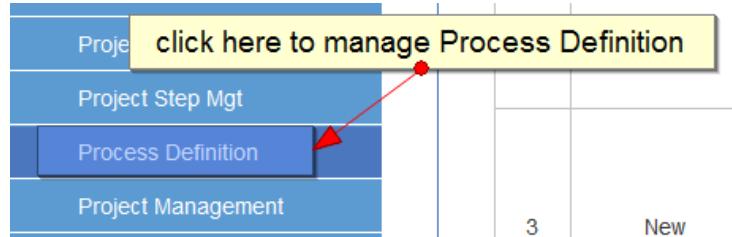


G.5.3.5 Step-05: Edit Notification

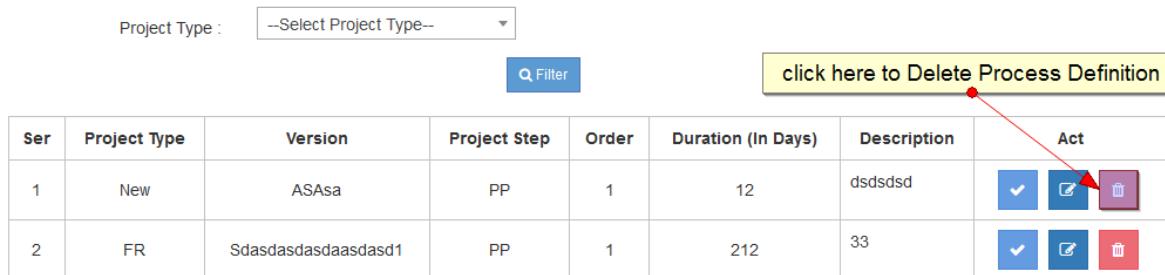


G.5.4 Delete Process Definition

G.5.4.1 Step-01: Select “Process Definition” Menu



G.5.4.2 Step-02: Click on “Delete” Icon

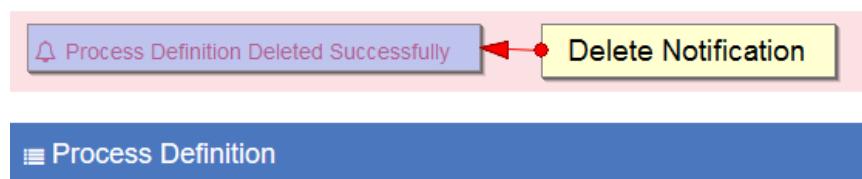


Ser	Project Type	Version	Project Step	Order	Duration (In Days)	Description	Act
1	New	ASAsa	PP	1	12	dssdsd	
2	FR	Sdasdasdasdaasd1	PP	1	212	33	

G.5.4.3 Step-03: Delete Confirmation

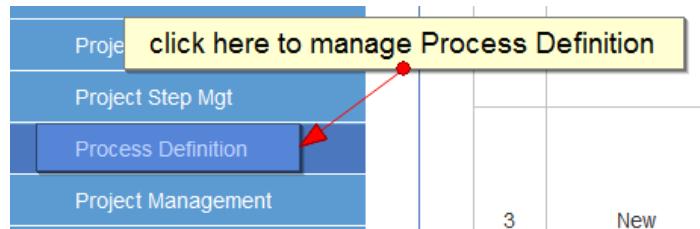


G.5.4.4 Step-04: Delete Notification

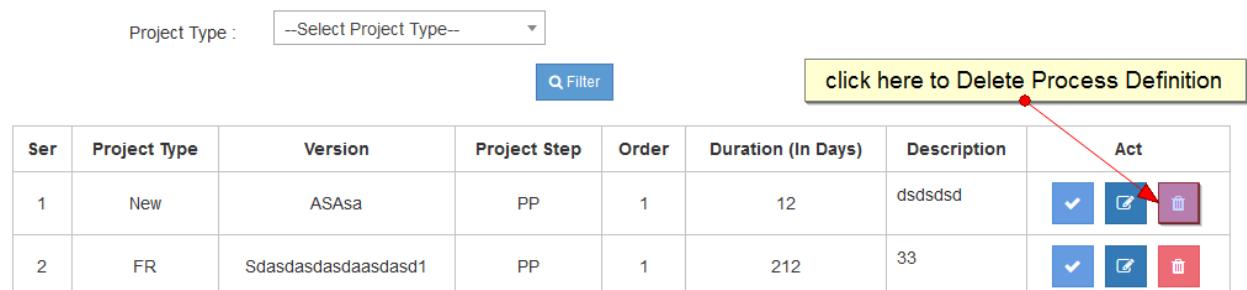


G.5.5 Finalize Process Definition

G.5.5.1 Step-01: Select “Process Definition” Menu



G.5.5.2 Step-02: Click on “Finalize” Icon



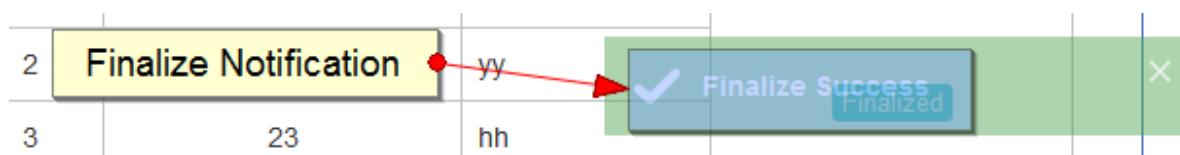
A screenshot of a project management table. The columns are: Ser, Project Type, Version, Project Step, Order, Duration (In Days), Description, and Act. The 'Act' column contains three icons: a blue checkmark, a blue checkbox, and a purple trash can. A red arrow points from the text "click here to Delete Process Definition" at the top right to the trash can icon.

Ser	Project Type	Version	Project Step	Order	Duration (In Days)	Description	Act
1	New	ASAsa	PP	1	12	dsdsdsd	  
2	FR	Sdasdasdasdaasdasd1	PP	1	212	33	  

G.5.5.3 Step-03: Finalize Confirmation



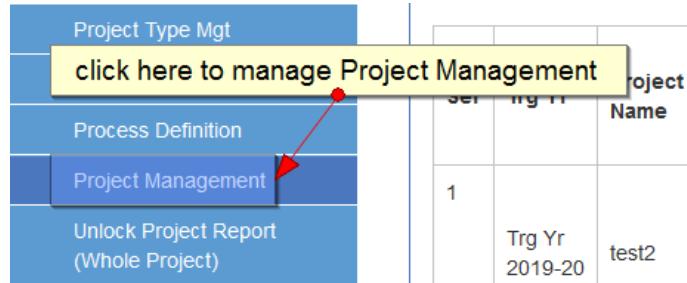
G.5.5.4 Step-04: Finalize Notification



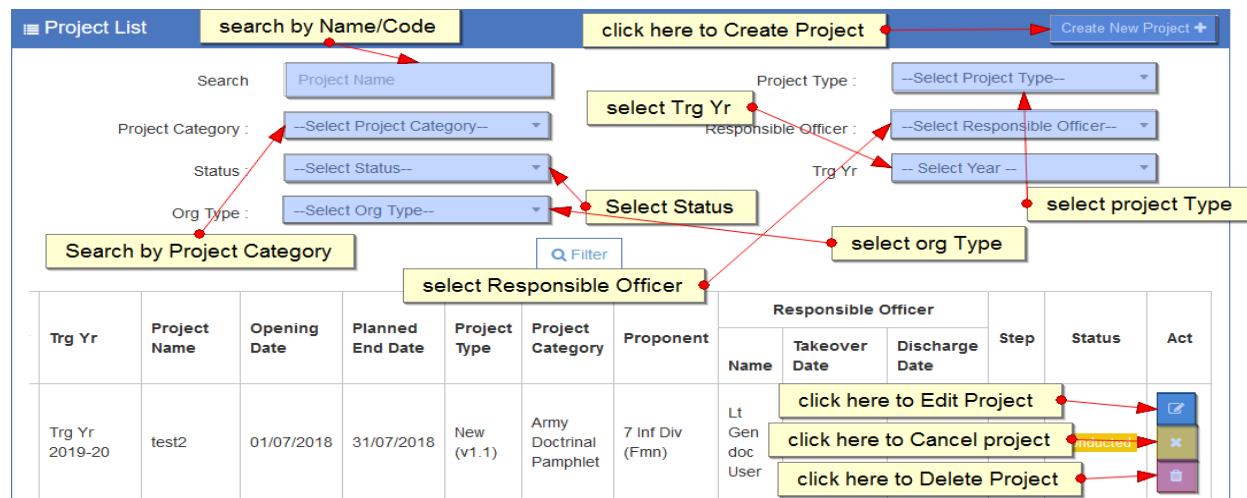
G.6 Project Management

G.6.1 View Project Management

G.6.1.1 Step-01: Click on “Project Management”

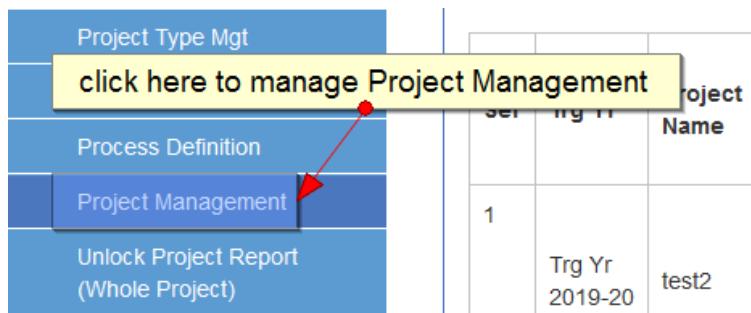


G.6.1.2 Step-02: View Project Management



G.6.2 Create Project Management

G.6.2.1 Step-01: Select Project Management Menu



G.6.2.2 Step-02: Click on “Create” Button

Project List

click here to Create New Project

Search Project Name Project Type : --Select Project Type--

G.6.2.3 Step-03: Provide Info & Submit

Project Code : *

Manadatory sign

Category Code : * Unique No : *

Opening Date : * yyyy-mm-dd

Planned End Date : * yyyy-mm-dd

Responsible Section : * --Select Project Category--

Responsible Officer : * --Select Responsible Officer--

Proponent : * --Select Proponent--

Org Type : * --Select Org Type--

Provide Info and click here to Submit

click here to Cancel this action

G.6.2.4 Step-04: Create Notification

Project Created Successfully

Create Notification

G.6.3 Edit Project Management

G.6.3.1 Step-01: Select Project Management Menu

Project Type Mgt

click here to manage Project Management

Setting	Project Name
1	Trg Yr 2019-20
	test2

Process Definition

Project Management

Unlock Project Report (Whole Project)

G.6.3.2 Step-02: Click on “Edit” Icon

Trg Yr	Project Name	Opening Date	Planned End Date	Project Type	Project Category	Proponent	Responsible Officer			Step	Status	Act		
							Name	Takeover Date	Discharge Date					
Trg Yr 2019-20	test2	01/07/2018	31/07/2018	New (v1.1)	Army Doctrinal Pamphlet	7 Inf Div (Fmn)	Lt Gen doc User	click here to Edit Project		2018-07-31		FD	Conducted	  

G.6.3.3 Step-03: Provide updated Info & Submit

Project Code : *

Mandatory Sign 

Category Code : * Unique No : *

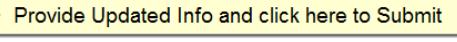
ADP- 653

Opening Date  2018-07-01  

Planned End Date : * 2018-07-31  

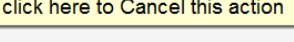
Responsible Section : * OTA

Responsible Officer : * Lt Gen doc User

Proponent : * Org 

Org Type : * Fmn

Fmn : * 7 Inf Div

G.6.3.4 Step-04: Edit Notification

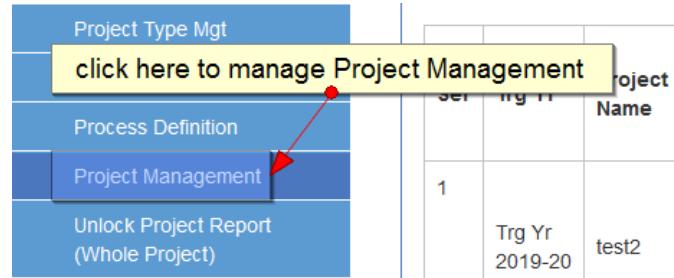
 



Search

G.6.4 Delete Project Management

G.6.4.1 Step-01: Select “Project Management” Menu



G.6.4.2 Step-02: Click on “Delete” Icon

Trg Yr	Project Name	Opening Date	Planned End Date	Project Type	Project Category	Proponent	Responsible Officer			Step	Status	Act
							Name	Takeover Date	Discharge Date			
Trg Yr 2019-20	test2	01/07/2018	31/07/2018	New (v1.1)	Army Doctrinal Pamphlet	7 Inf Div (Fmn)	Lt Gen doc User	2018-10-10		FD	Conducted	

click here to Delete Project

G.6.4.3 Step-03: Delete Confirmation



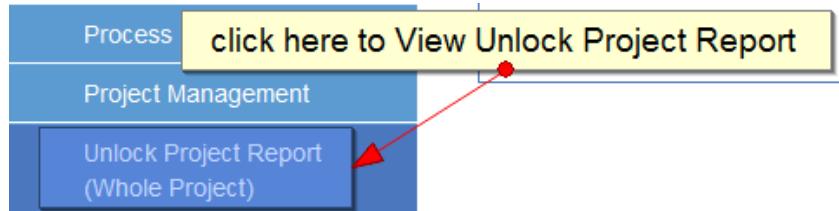
G.6.4.4 Step-04: Delete Notification



G.7 Unlock Project Report (Whole Project)

G.7.1 View Unlock Project List

G.7.1.1 Step-01: Click on “Unlock Project Report”

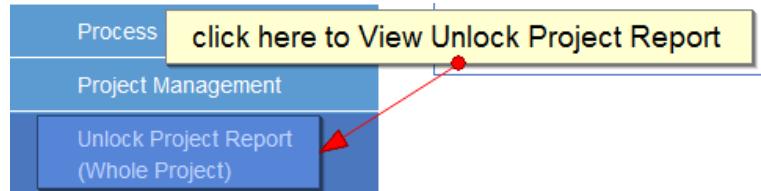


G.7.1.2 Step-02: View Unlock Project Report

Ser	Trg Yr	Project Name	Project Type	Project Category	Proponent	Request By	Request Time	Remarks	Act
1	Trg Yr 2019-20	test	New (v1.2)	Army Doctrinal Pamphlet	BMA (Inst)	33	10/10/2018	hello	

G.7.2 Unlock Report

G.7.2.1 Step-01: Select Unlock Project Report Menu



G.7.2.2 Step-01: Select ‘Unlock Report’ icon

Ser	Trg Yr	Project Name	Project Type	Project Category	Proponent	Request By	Request Time	Remarks	Act
1	Trg Yr 2019-20	test	New (v1.2)	Army Doctrinal Pamphlet	BMA (Inst)	33	10/10/2018	hello	

Showing 1 to 1 of 1 records

G.7.2.3 Step-02: Unlock Confirmation

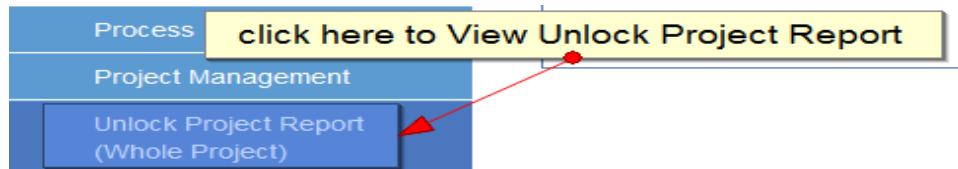


G.7.2.4 Step-03: Unlock Notification



G.7.3 Deny Report

G.7.3.1 Step-01: Select Unlock Project Report Menu



G.7.3.2 Step-02: Click on “Deny this report” Icon

Ser	Trg Yr	Project Name	Project Type	Project Category	Proponent	Request By	Request Time	Remarks	Act
1	Trg-Yr-2018-19	xZxZxZxzxz	FR (v-1)	Army Doctrinal Pamphlet	ACC&S (Inst)	33	10/10/2018	,m.mkmmlm;ll;lm;l,l;,l	 

G.7.3.3 Step-03: Deny Confirmation



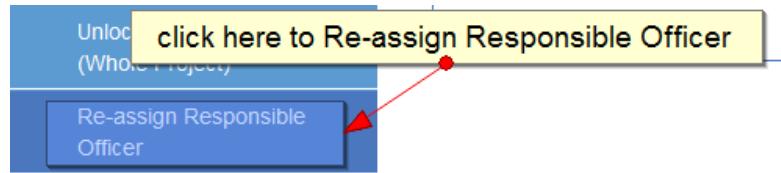
G.7.3.4 Step-04: Deny Notification



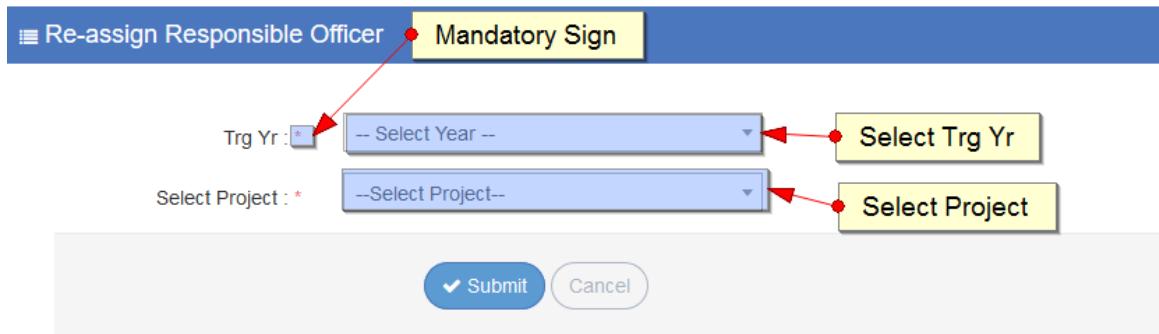
G.8 Re-Assign Responsible Officer

G.8.1 Make Re- Assign Responsible Officer

G.8.1.1 Step-01: Click on “Re-Assign Responsible Officer” menu

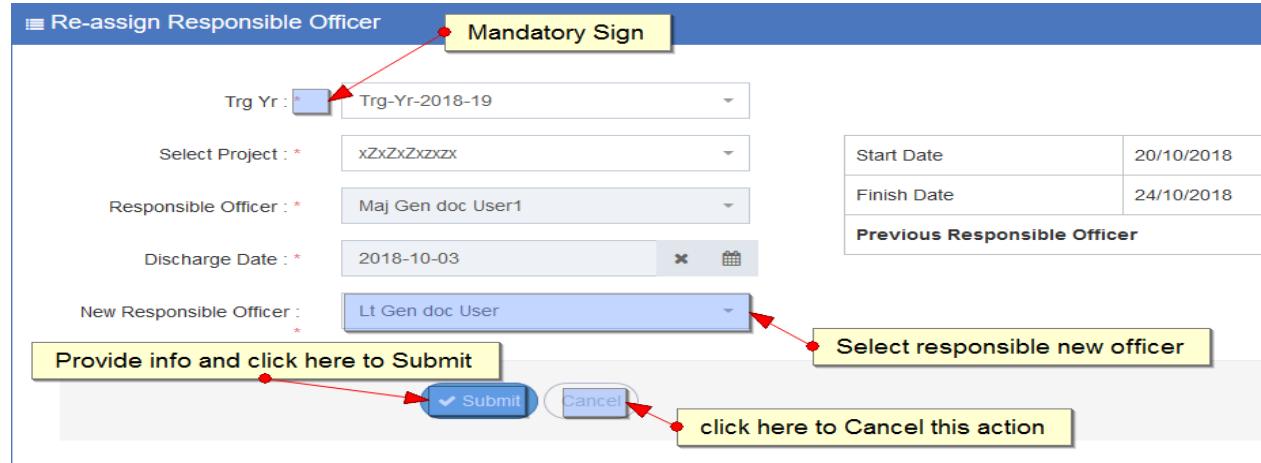


G.8.1.2 Step-02: Select required field and generate another fields



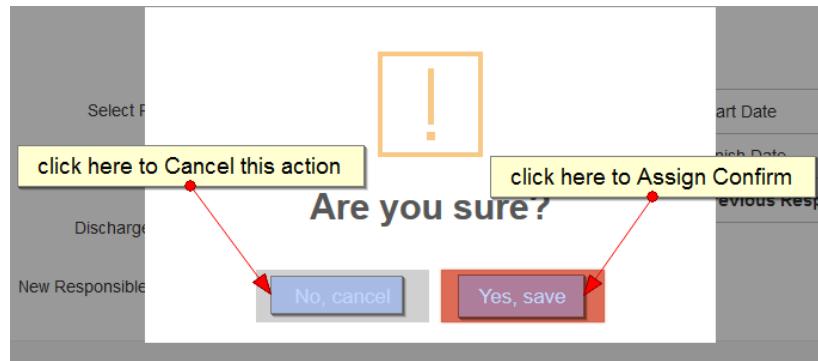
A screenshot of a "Re-assign Responsible Officer" form. At the top, a blue header bar says "Re-assign Responsible Officer" and "Mandatory Sign". Below this, there are two dropdown menus: "Trg Yr :" and "Select Project : *". To the right of each dropdown is a yellow box with a red dot and the text "Select Trg Yr" and "Select Project" respectively. At the bottom of the form are two buttons: "Submit" and "Cancel".

G.8.1.3 Step-02: Assign another fields and Submit



A screenshot of the same "Re-assign Responsible Officer" form with various fields populated. The "Trg Yr :" field contains "Trg-Yr-2018-19" and has a red arrow pointing to it. The "Select Project : *" field contains "xZxZxZxxZx" and has a red arrow pointing to it. The "Responsible Officer : *" field contains "Maj Gen doc User1" and has a red arrow pointing to it. The "Discharge Date : *" field contains "2018-10-03" and has a red arrow pointing to it. The "New Responsible Officer : *" field contains "Lt Gen doc User" and has a red arrow pointing to it. To the right of the form, there is a table with three rows: "Start Date" (20/10/2018), "Finish Date" (24/10/2018), and "Previous Responsible Officer". Below the form, there is a yellow box with a red dot and the text "Provide info and click here to Submit". At the bottom of the form are two buttons: "Submit" and "Cancel". To the right of the "Submit" button is a yellow box with a red dot and the text "Select responsible new officer". To the right of the "Cancel" button is a yellow box with a red dot and the text "click here to Cancel this action".

G.8.1.4 Step-03: Assign Confirmation

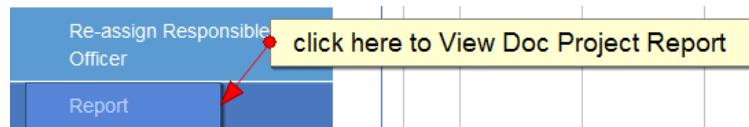


G.8.1.5 Step-04: Assign Notification

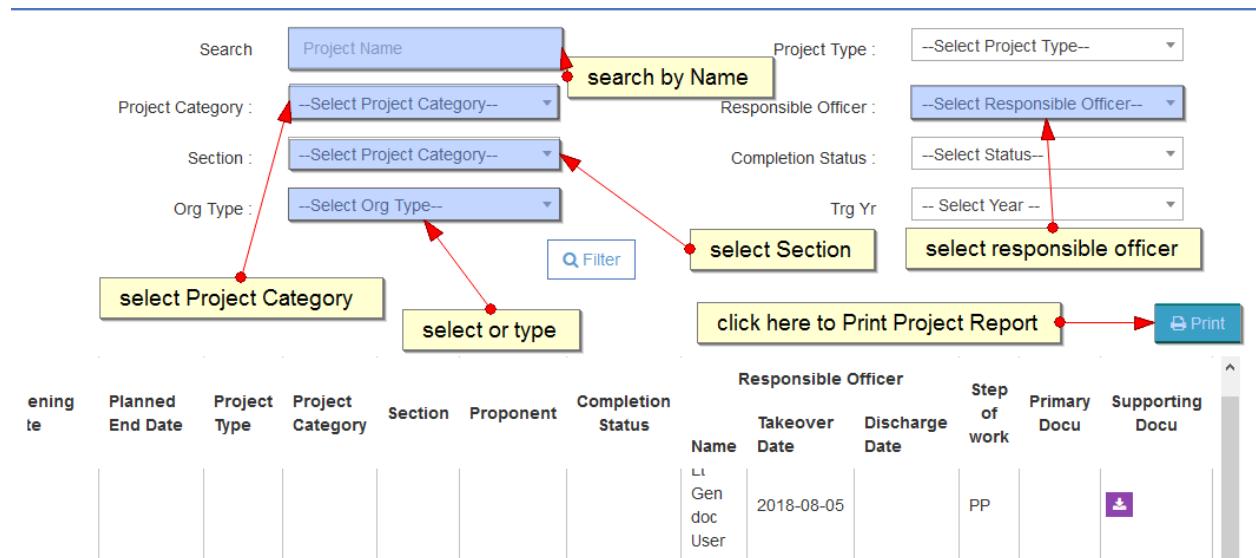


G.9 Report

G.9.1.1 Step-01: Select Report Menu



G.9.1.2 Step-02: View Project Report and Print



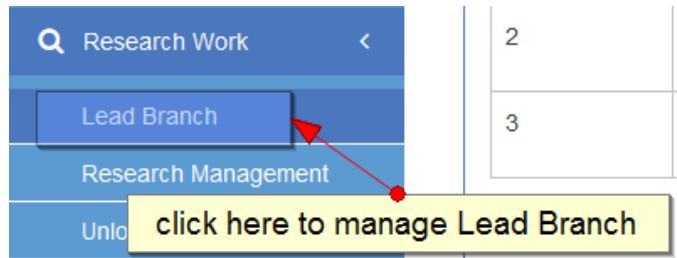
Planned End Date	Project Type	Project Category	Section	Proponent	Completion Status	Responsible Officer	Step of work	Primary Docu	Supporting Docu
						Name L1 Gen doc User	Takeover Date 2018-08-05	Discharge Date	PP

H. RESEARCH WORK

H.1 Lead Branch

H.1.1 View Lead Branch

H.1.1.1 Step-01: Click on “Lead Branch”



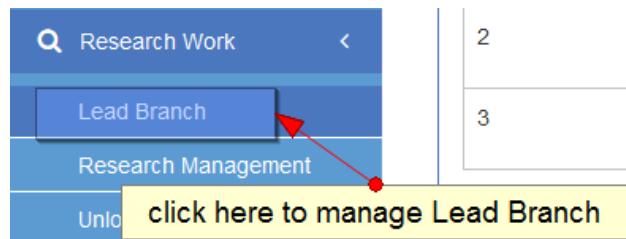
H.1.1.2 Step-02: View Lead Branch

Ser	Name	Code	Order	Status	Act
1	FTEB	FTEB	1	Active	
2	ITEB	ITEB	2	Active	
3	Doc Div	Doc Div	3	Active	

Showing 1 to 3 of 3 records

H.1.2 Create New Lead Branch

H.1.2.1 Step-01: Select Lead Branch



H.1.2.2 Step-02: Click on “Create” Button

Lead Branch List

		click here to Create Lead Branch		Create New Lead Branch +
Search	Name / Code	<input type="button" value="Filter"/>		

H.1.2.3 Step-03: Provide Info & Submit

Create Lead Branch

Mandatory Sign

Lead Branch : *	<input type="text"/>
Code : *	<input type="text"/>
Order : *	<input type="text" value="--Select Order--"/>
Status :	<input type="text" value="Active"/>
Provide Info and click here to Submit click here to Cancel this action	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

H.1.2.4 Step-04: View Creation Notification

Lead Branch created successfully!

Create Notification

Lead Branch List

H.1.3 Edit an Existing Lead Branch

H.1.3.1 Step-01: Select Lead Branch Menu

Research Work

- Lead Branch**
- Research Management
- Unlo

click here to manage Lead Branch

H.1.3.2 Step-02: Click on "Edit" Icon

Create New Lead Branch +

click here to Edit Lead Branch

Order	Status	Act
1	Active	 

H.1.3.3 Step-03: Provide updated Info & Submit

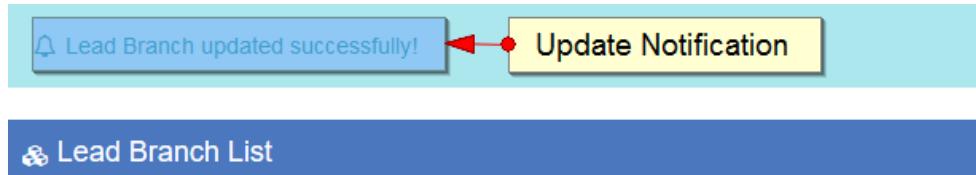
Edit Lead Branch

Mandatory Sign	
Lead Branch :	FTEB
Code : *	FTEB
Order : *	1
Status :	Active

Provide info and click here to submit

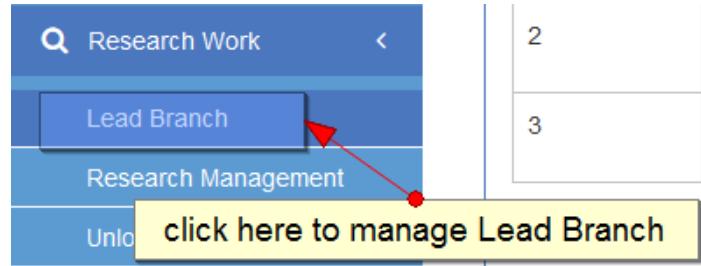
Submit **Cancel** **click here to Cancel this action**

H.1.3.4 Step-04: View Update Notification



H.1.4 Delete Lead Branch

H.1.4.1 Step-01: Select Lead Branch Menu



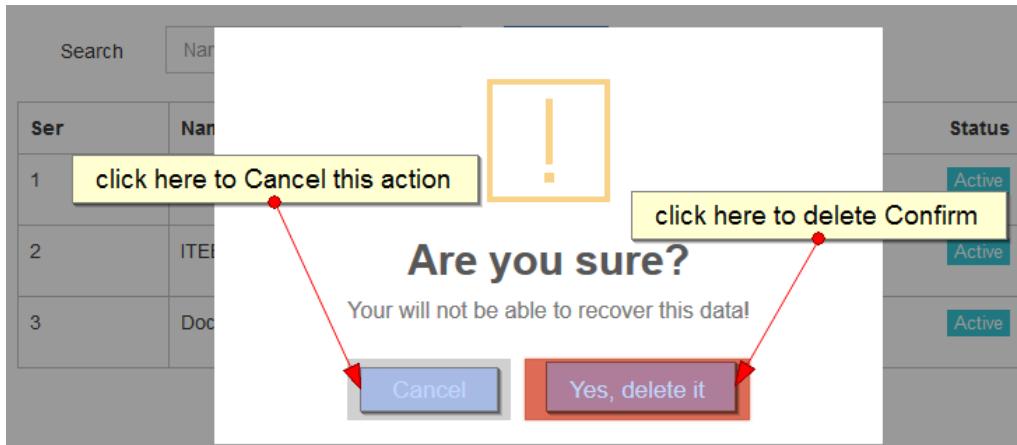
H.1.4.2 Step-02: Click on “Delete” Icon

Lead Branch List

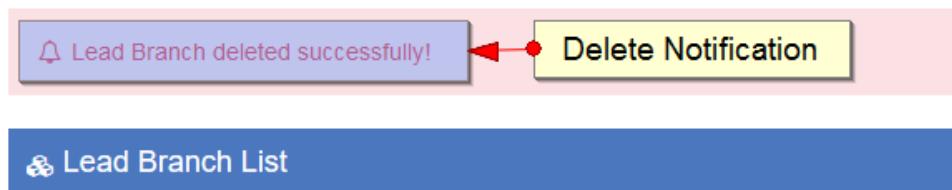
Create New Lead Branch +

Search	Name / Code	Filter	click here to Delete Lead Branch			
Ser	Name	Code	Order	Status	Act	
1	FTEB	FTEB	1	Active		

H.1.4.3 Step-03: Delete Confirmation



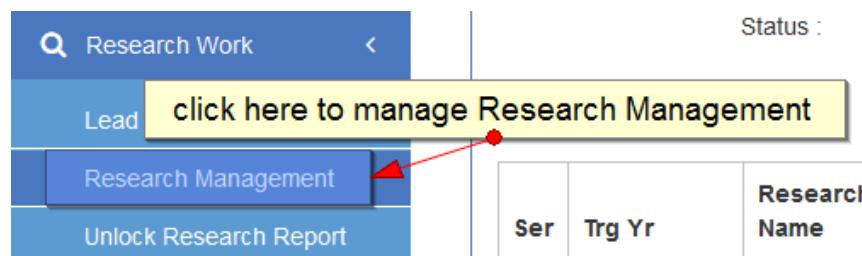
H.1.4.4 Step-04: View Delete Notification



H.2 Research Management

H.2.1 View Research Management

H.2.1.1 Step-01: Click on “Research Management” Menu



H.2.1.2 Step-02: View Research Management

Research List

Ser	Trg Yr	Research Name	Lead Branch	Sponsor	Start Date	Finish Date	Research Coordinator	Status	Report Status	Act
1	Trg Yr 2019-20	hello	FTEB	AEC Record	01/06/2018	18/06/2018	Maj Gen Fteb Eval	Conducted	Submitted	
2	Trg Yr 2019-20	php	ITEB	Armr Dte	01/06/2018	21/06/2018	Brig Gen ITE	Conducted	Yet to Submit	

Search by Research name

select Trg Yr

Create New Research +

select research codordinator

Search

Research Name

select Lead Branch

Trg Yr

-- Select Year --

Lead Branch

-- Select Lead Branch --

Report Status :

Select Report Status

select Report

click here to Edit Research

select Status

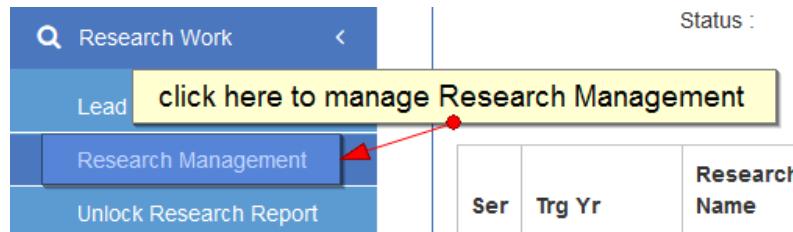
Filter

click here to Cancel Research

click here to Delete Research

H.2.2 Create New Research Management

H.2.2.1 Step-01: Select “Research Management” Menu



H.2.2.2 Step-02: Click on “Create” Button

Research List

click here to Create Research

Create New Research +

Search

Research Name

Trg Yr

-- Select Year --

Sponsor

--Select Sponsor--

Lead Branch

--Select Lead Branch--

Research Coordinator

--Select Research Coordinat...

Report Status :

Select Report Status

Status :

--Select Status--

H.2.2.3 Step-03: Provide Info & Submit

Mandatory sign

Finish Date : * yyyy-mm-dd

Sponsor : * --Select Sponsor--

Lead Branch : * --Select Lead Branch--

Research Coordinator : * --Select Research Coordinator--

Research Supervisor : *

BA No : * <input type="text"/>	Rk : * <input type="text"/>	Name : * <input type="text"/>	Organization : * <input type="text"/>	Arms & Services : <input type="text"/>
--------------------------------	-----------------------------	-------------------------------	---------------------------------------	--

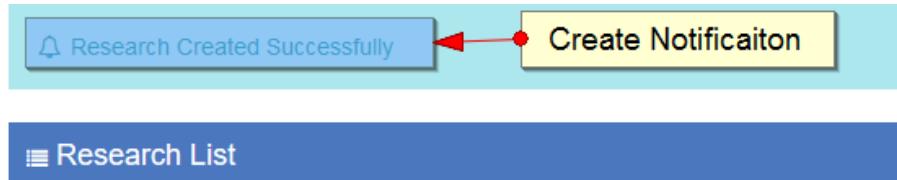
Research Member :

BA No : <input type="text"/>	Rk : <input type="text"/>	Name : <input type="text"/>	Organization : <input type="text"/>	Arms & Services : <input type="text"/>
------------------------------	---------------------------	-----------------------------	-------------------------------------	--

Provide info and click here to Submit

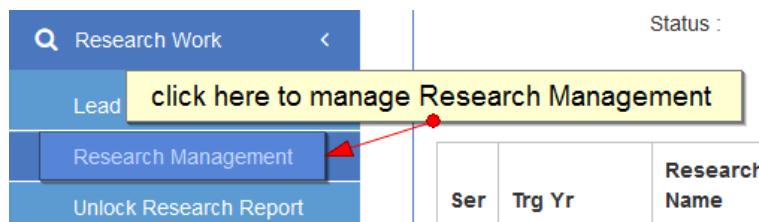
Submit Cancel click here to Cancel this action

H.2.2.4 Step-04: View Creation Notification



H.2.3 Edit an Existing Research Management

H.2.3.1 Step-01: Select Research Management Menu



H.2.3.2 Step-02: Click on "Edit" Icon

Ser	Trg Yr	Research Name	Lead Branch	Sponsor	Start Date	Finish Date	Research Coordinator	Status	Report Status	Act
11	Trg-Yr-2018-19	fasdfsfads	Doc Div	Arty Dte	10/10/2018	18/10/2018	Gen Fte	Yet to Submit	Ongoing	

click here to Edit Research

H.2.3.3 Step-03: Provide updated Info & Submit

Start Date :

Finish Date : *

Mandatory Sign

Sponsor : *

Lead Branch : *

Research Coordinator : *

Research Supervisor : *

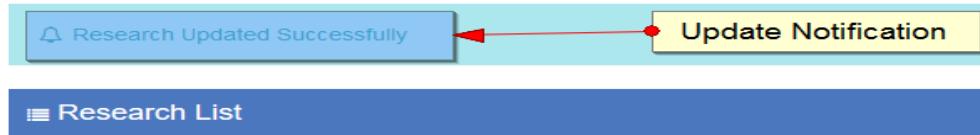
BA No : *	Rk : *	Name : *	Organization : *	Arms & Services : *
22323	444	Ar1	asdasdasd	sadasd

Research Member : *

BA No :	Rk :	Name :	Organization :	Arms & Services :
123233		Ar2	asggtggg	ddd

Provide info and click here to Submit click here to Cancel this action

H.2.3.4 Step-04: View Update Notification



H.2.4 Delete Research Management

H.2.4.1 Step-01: Select Research Management Menu

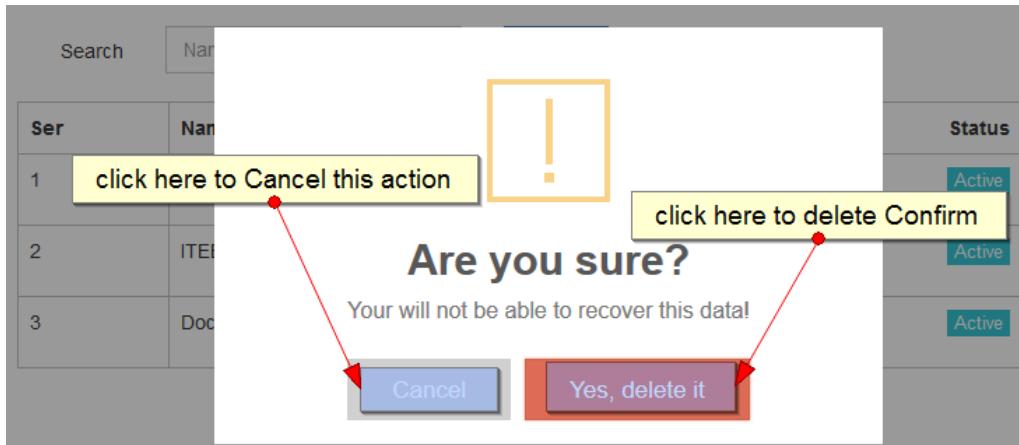


H.2.4.2 Step-02: Click on “Delete” Icon

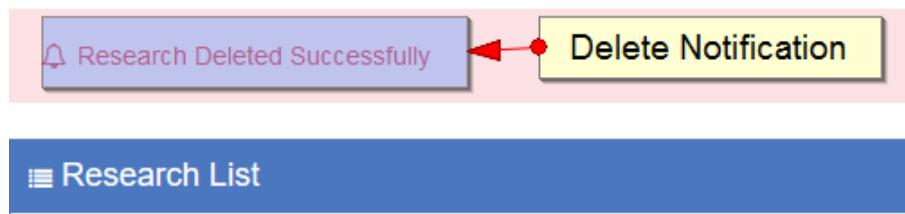
Lead Branch	Sponsor	Start Date	Finish Date	Research Coordinator	Status	Report Status	Act
Doc Div	Arty Dte	10/10/2018	18/10/2018	Gen Fte	Ongoing	Yet to Submit	 

click here to Delete Research 

H.2.4.3 Step-03: Delete Confirmation

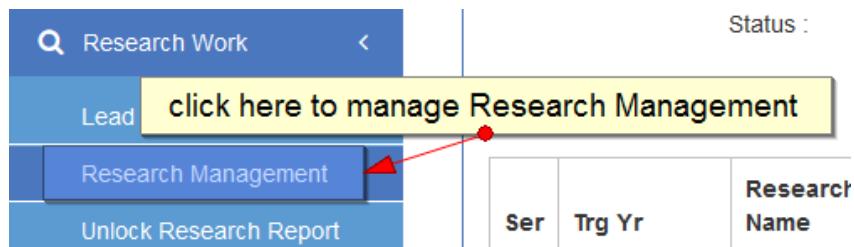


H.2.4.4 Step-04: View Delete Notification



H.2.5 Cancel Research Management

H.2.5.1 Step-01: Select Research Management Menu



H.2.5.2 Step-02: Click on “Cancel” Icon

3	Trg-Yr-2018-19	test2	FTEB	ACC Record	01/07/2018	23/07/2018	Maj Gen Feb Eval		Yet to Submit	
							Conducted		click here to Cancel this research	

H.2.5.3 Step-03: Cancel Confirmation



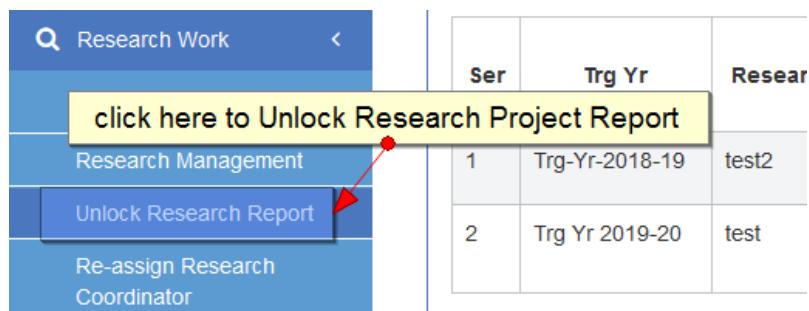
H.2.5.4 Step-04: View Cancel Notification

								Cancel Notification		
5	Trg Yr 2019-20	hello	Doc Div	CAS Sectt	04/07/2018	31/07/2018	Lt Gen doc User	Submitted		
6	Trg Yr	test	ITEB	AEC	01/08/2018	21/08/2018	Gen tmd	Conducted	Submitted	

H.3 Unlock Research Report

H.3.1 View Unlock Research Report

H.3.1.1 Step-01: Select “Unlock Research Report” Menu



H.3.1.2 Step-02: View “Unlock Research Report” List

Research Report Submission List

Ser	Trg Yr	Research Name	Lead Branch	Sponsor	Duration		Status	Request By	Act
					From	to			
1	Trg-Yr-2018-19	test2	FTEB	ACC Record	01/07/2018	17/07/2018	Cancelled	Maj Gen Fteb Eval at	
2	Trg Yr 2019-20	test	ITEB	AEC Record	01/08/2018	21/08/2018	Conducted	Gen tmd at 2018-09-20 11:37:10	

click here to Unlock this report

Showing 1 to 2 of 2 records

search by Project Name

Project Name:

Trg Yr : *

Sponsor:

Lead Branch:

Status:

select Trg Yr:

select Status:

select Sponsor:

Q Filter:

H.3.2 Unlock Report

H.3.2.1 Step-01: Select “Unlock Research Report” Menu

Research Work

click here to Unlock Research Project Report

Research Management

Unlock Research Report

Re-assign Research Coordinator

Ser	Trg Yr	Resear
1	Trg-Yr-2018-19	test2
2	Trg Yr 2019-20	test

H.3.2.2 Step-02: Click on “Unlock” Icon

Ser	Trg Yr	Research Name	Lead Branch	Sponsor	Duration		Status	Request By	Act
					From	to			
1	Trg-Yr-2018-19	test2	FTEB	ACC Record	01/07/2018	17/07/2018	Cancelled	Maj Gen Fteb Eval at	

H.3.2.3 Step-03: Unlock Confirmation



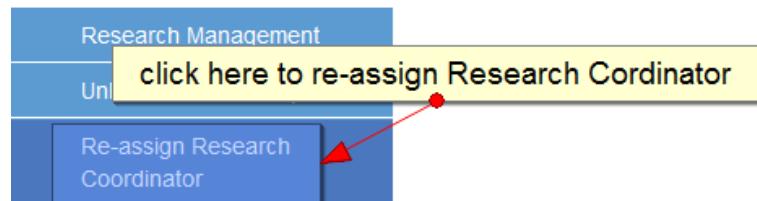
H.3.2.4 Step-04: View Unlock Notification



H.4 Re-Assign Research Coordinator

H.4.1 Make Re- Assign Research Coordinator

H.4.1.1 Step-01: Click on “Re-Assign Research Coordinator” menu



H.4.1.2 Step-02: Select required field and generate another fields

Re-assign Research Coordinator

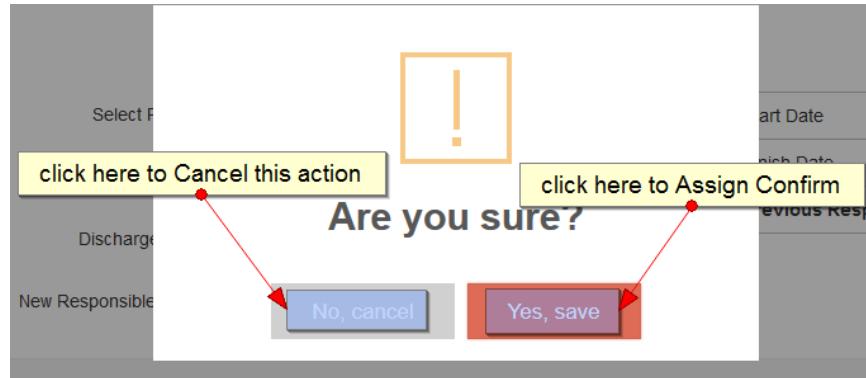
Select Trg Yr : *	-- Select Year --	Select Trg Yr
Select Research : *	--Select Research--	select Research

H.4.1.3 Step-02: Assign another fields and Submit

Re-assign Research Coordinator

Select Trg Yr : *	Trg-Yr-2018-19	Lead Branch	FTEB
Select Research : *	test2	Sponsor	ACC Record
Present Coordinator : *	Maj Gen Fteb Eval	Start Date	01/07/2018
Discharge Date : *	yyyy-mm-dd	Finish Date	17/07/2018
New Coordinator : *	--Select Research Coordinator--	Previous Coordinator	
Provide info and click here to submit <input type="button" value="Submit"/> <input type="button" value="Cancel"/>		generate new fields select New Cordinator click here to Cancel this action	

H.4.1.4 Step-03: Assign Confirmation



H.4.1.5 Step-04: Assign Notification



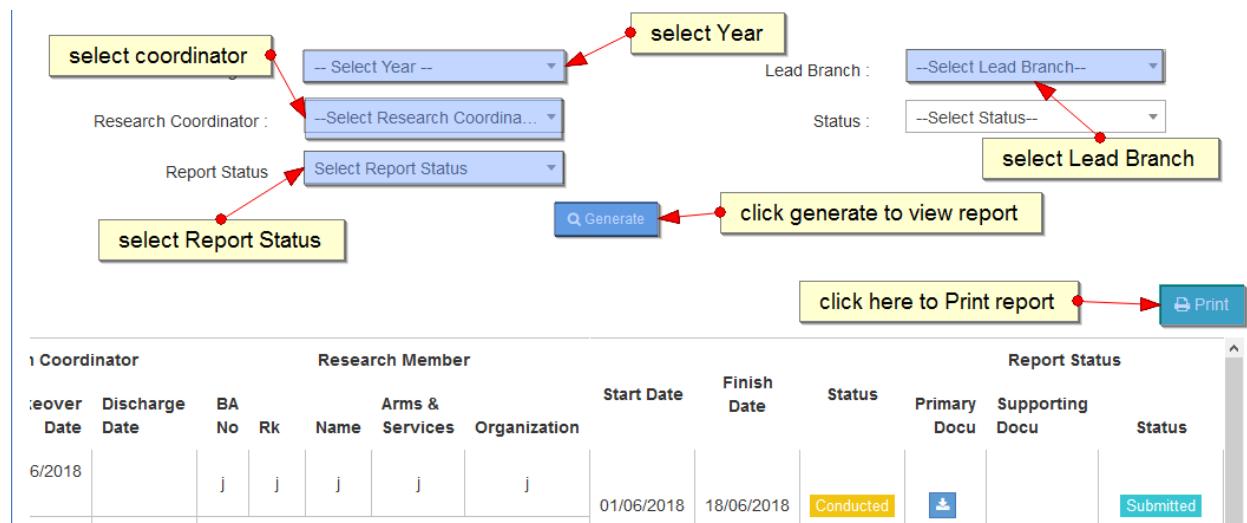
H.5 Report

H.5.1 List of Research

H.5.1.1 Step-01: Select “List of Research” Menu



H.5.1.2 Step-02: View Report and Print



A complex search form for generating reports. It includes dropdown menus for "select coordinator", "select Year", "select Lead Branch", "Status", and "select Report Status". A "Generate" button is located at the bottom left, and a "Print" button is at the bottom right. A yellow callout box "click generate to view report" points to the "Generate" button. Another yellow callout box "click here to Print report" points to the "Print" button. Below the form is a table titled "Coordinator" showing research member details like Name, Organization, Start Date, Finish Date, and Report Status (Primary Docu, Supporting Docu, Status).

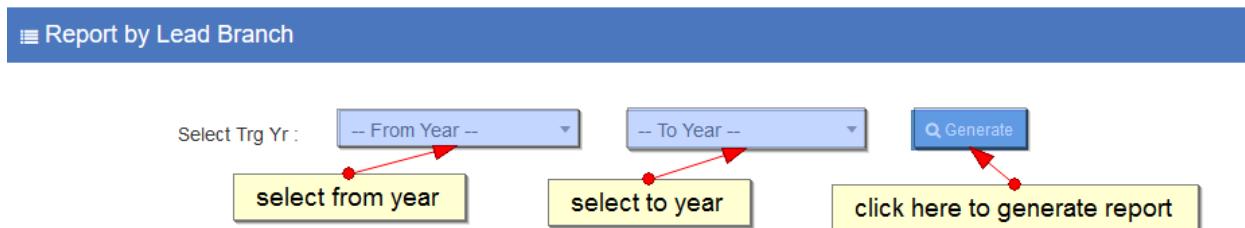
Coordinator		Research Member					Report Status		
Leaveover Date	Discharge Date	BA No	Rk	Name	Arms & Services	Organization	Start Date	Finish Date	Status
6/2018		j	j	j	j	j	01/06/2018	18/06/2018	Conducted

H.5.2 Report by Lead Branch

H.5.2.1 Step-01: Select “Report by Lead Branch” Menu

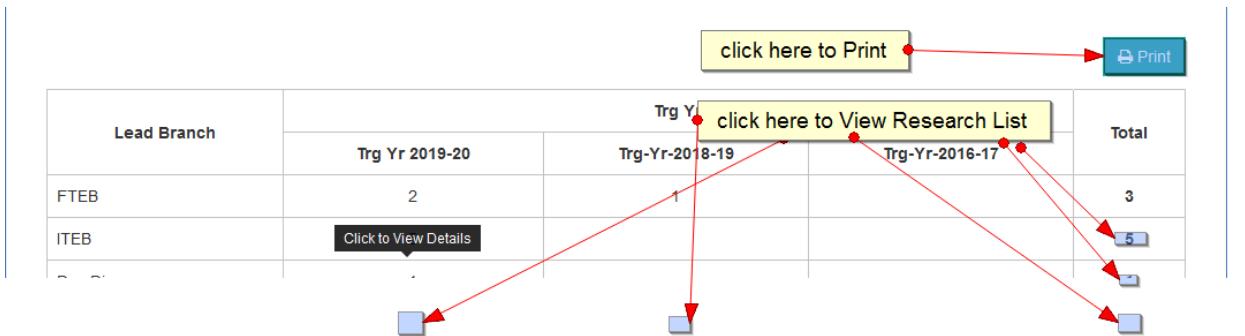


H.5.2.2 Step-02: Select fields and generate report



A screenshot of the 'Report by Lead Branch' configuration screen. It includes fields for 'Select Trg Yr : From Year --' and 'To Year --', and a 'Q. Generate' button. Three yellow callout boxes with arrows point to these elements: 'select from year' points to the 'From Year --' dropdown; 'select to year' points to the 'To Year --' dropdown; and 'click here to generate report' points to the 'Q. Generate' button.

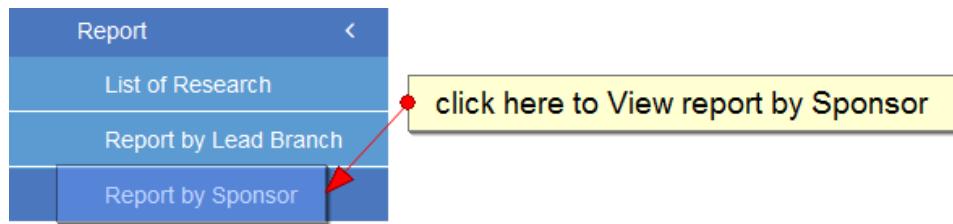
H.5.2.3 Step-03: View Report and Print



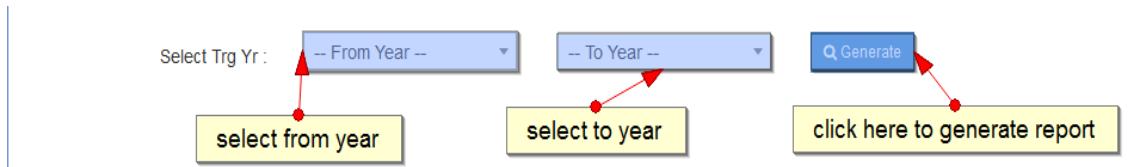
A screenshot of a report table titled 'Report by Lead Branch'. The table has columns for 'Lead Branch', 'Trg Yr 2019-20', 'Trg-Yr-2018-19', 'Trg-Yr-2016-17', and 'Total'. Data rows show 'FTEB' with a value of '2', 'ITEB' with a value of '3', and a total row with a value of '5'. A 'Print' button is located at the top right. A yellow callout box with an arrow points to the 'Print' button. Another yellow callout box with an arrow points to the 'click here to View Research List' link in the header of the table.

H.5.3 Report by Sponsor

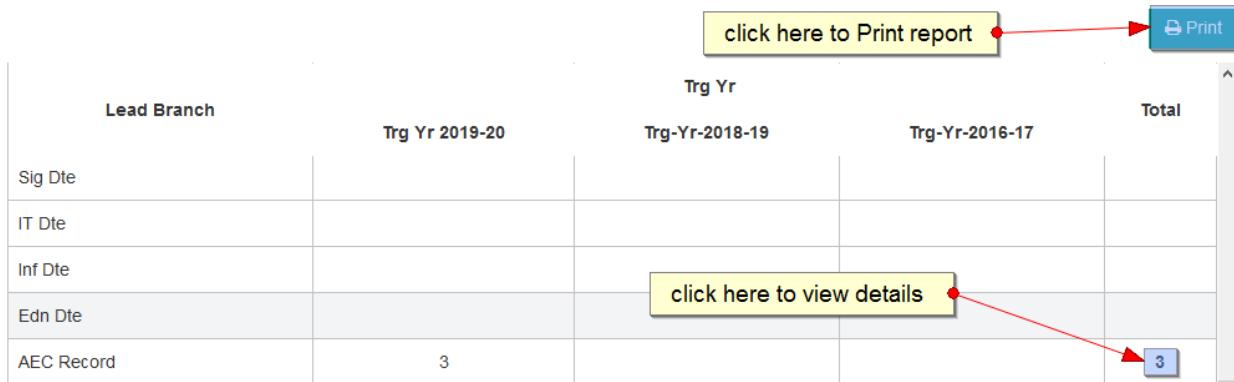
H.5.3.1 Step-01: Select “Report by Sponsor” Menu



H.5.3.2 Step-02: Select fields and generate report



H.5.3.3 Step-03: View Report and Print



Lead Branch	Trg Yr 2019-20	Trg-Yr-2018-19	Trg-Yr-2016-17	Total
Sig Dte				
IT Dte				
Inf Dte				
Edn Dte				
AEC Record	3			3

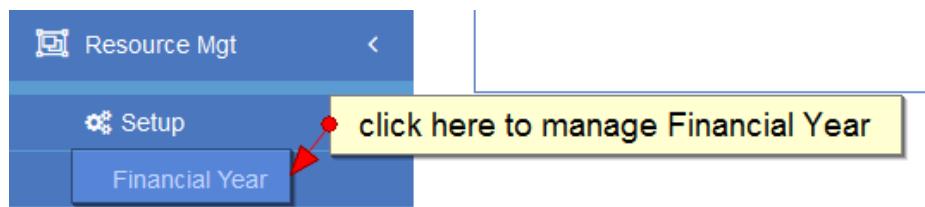
I. RESOURCE MGT

I.1 Setup

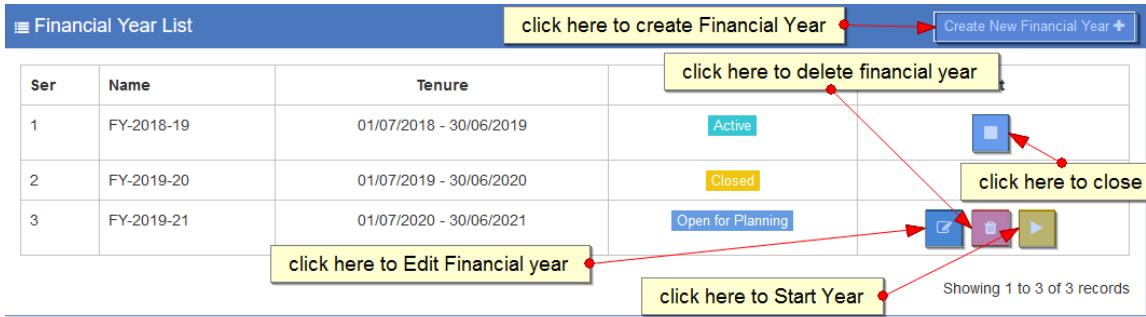
I.1.1 Financial Year

I.1.1.1 View Financial Year

I.1.1.1.1 Step – 01: Click “Financial Year” Menu



I.1.1.1.2 Step-02: View Financial Year List

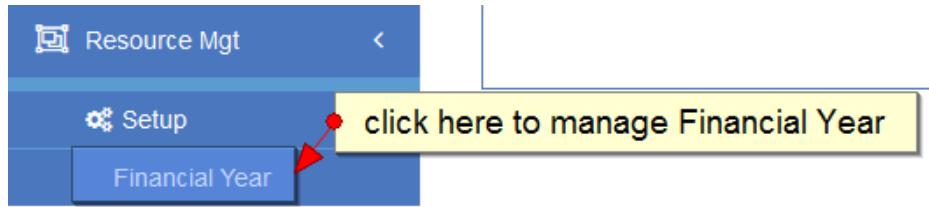


Ser	Name	Tenure	Status	Action
1	FY-2018-19	01/07/2018 - 30/06/2019	Active	
2	FY-2019-20	01/07/2019 - 30/06/2020	Closed	
3	FY-2019-21	01/07/2020 - 30/06/2021	Open for Planning	

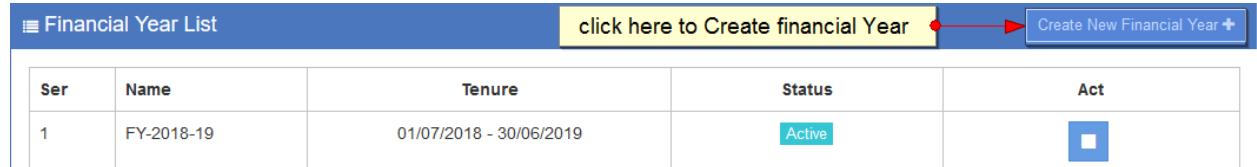
Showing 1 to 3 of 3 records

I.1.1.2 Create Financial Year

I.1.1.2.1 Step-01: Select Financial Year



I.1.1.2.2 Step-02: Click on "Create" Button



Ser	Name	Tenure	Status	Act
1	FY-2018-19	01/07/2018 - 30/06/2019	Active	

I.1.1.2.3 Step-03: Provide Info & Submit



Mandatory Sign

Start Date : -- Select Year --

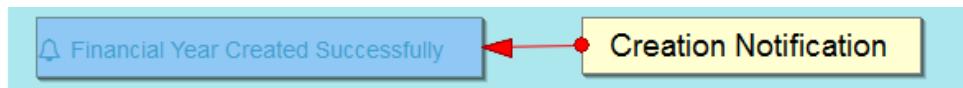
End Date : * -- Select Year --

Financial Year Name : *

Provide Info and click here to Submit

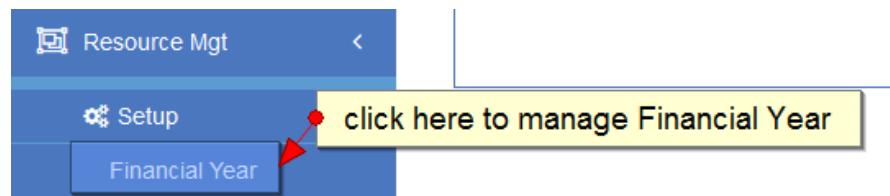
click here to Cancel this action

I.1.1.2.4 Step-04: View Creation Notification



I.1.1.3 Edit an Existing Financial Year

I.1.1.3.1 Step-01: Select “Financial Year” Menu



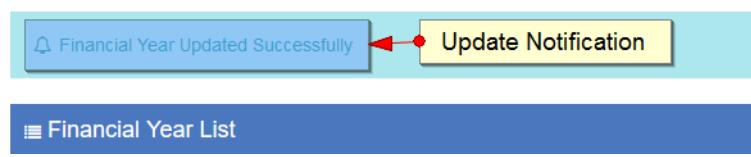
I.1.1.3.2 Step-02: Click on “Edit” Icon

Ser	Name	Tenure	Status	Act
1	FY-2018-19	01/07/2018 - 30/06/2019	click here to Edit financial Year	<input type="checkbox"/>
2	FY-2019-20	01/07/2019 - 30/06/2020	Closed	
3	FY-2019-21	01/07/2020 - 30/06/2021	Open for Planning	<input type="checkbox"/>

I.1.1.3.3 Step-03: Provide updated Info & Submit

A screenshot of a form titled 'Mandatory Sign'. The form includes fields for 'Start Date' (01 July) and 'End Date' (30 June), both with red asterisks indicating they are mandatory. There is also a dropdown for 'Year' (2020 and 2021). Below these, there is a field for 'Financial Year Name' (FY-2019-21) with a red asterisk. A yellow callout box with a red arrow points to the 'Name' field, containing the text 'Provide Update Info and click here to Submit'. At the bottom of the form are two buttons: a blue 'Submit' button with a checkmark icon and a grey 'Cancel' button. A yellow callout box with a red arrow points to the 'Cancel' button, containing the text 'click here to Cancel this action'.

I.1.1.3.4 Step-04: View Update Notification



I.1.1.4 Delete Financial Year

I.1.1.4.1 Step-01: Select Financial Year Menu



I.1.1.4.2 Step-02: Click on "Delete" Icon

3	FY-2019-21	01/07/2020 - 30/06/2021	Open for Planning			
4	FY-2021-22	01/07/2021 - 30/06/2022	Open for Planning			

Showing 1 to 4 of 4 records

I.1.1.4.3 Step-03: Delete Confirmation



I.1.1.4.4 Step-04: View Delete Notification



I.1.1.5 Start Financial Year

I.1.1.5.1 Step-01: Click on “Start” Icon

3	FY-2019-21	01/07/2020 - 30/06/2021	Open for Planning	  
4	FY-2021-22	01/07/2021 - 30/06/2022	Open for Planning	  

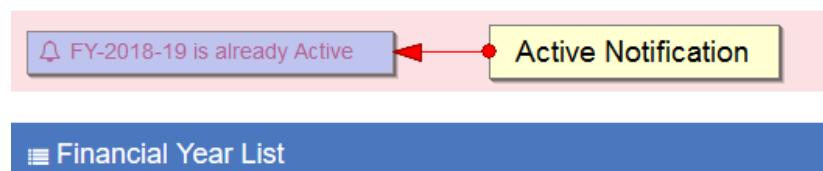
click here to Start Financial Year

Showing 1 to 4 of 4 records

I.1.1.5.2 Step-03: Start Confirmation



I.1.1.5.3 Step-04: View Active Notification



I.1.1.6 Close Financial Year

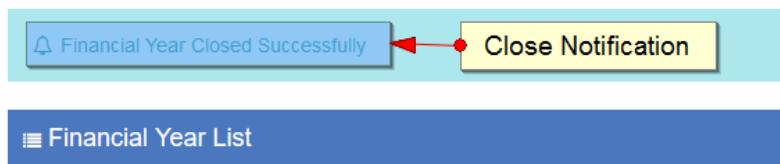
I.1.1.6.1 Step-01: Click on “Close” Icon

Ser	Name	Tenure	Status	Act
1	FY-2018-19	01/07/2018 - 30/06/2019	Active	
2	FY-2019-20	01/07/2019 - 30/06/2020		click here to Close Financial Year

I.1.1.6.2 Step-03: Close Confirmation



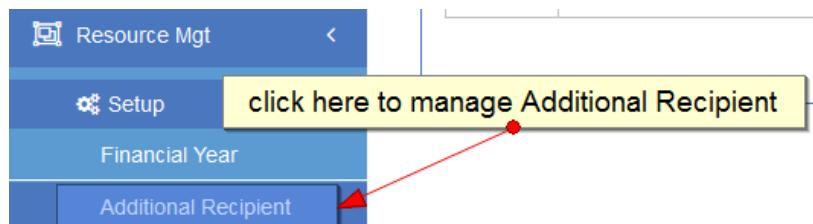
I.1.1.6.3 Step-04: View Close Notification



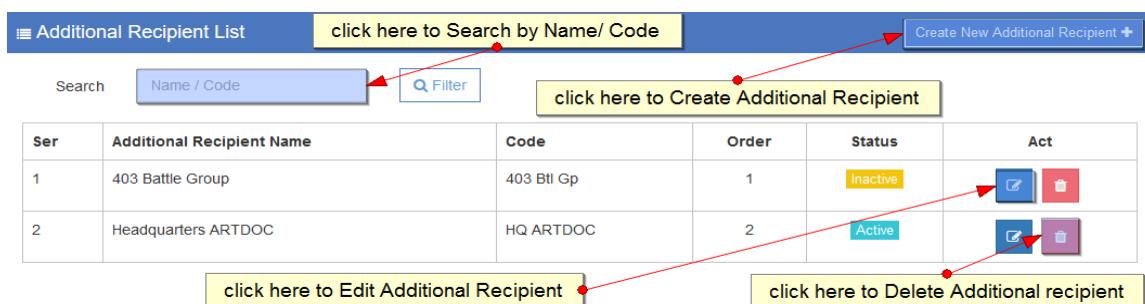
I.1.2 Additional Recipient

I.1.2.1 View Additional Recipient

I.1.2.1.1 Step-01: Click on "Additional Recipient" Menu



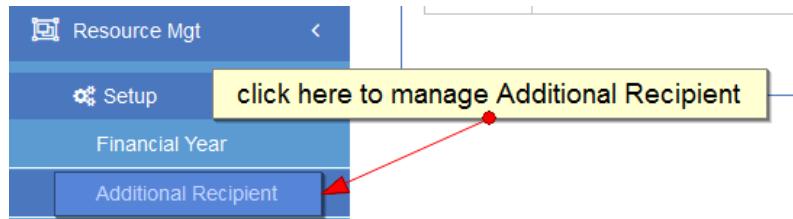
I.1.2.1.2 Step-02: View Additional Recipient List



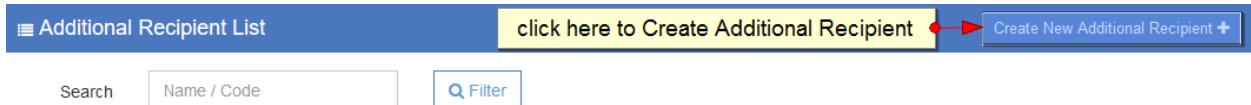
The screenshot shows a table titled 'Additional Recipient List'. At the top left is a search bar with 'Name / Code' and a 'Filter' button. To the right is a 'Create New Additional Recipient +' button. The table has columns: Ser, Additional Recipient Name, Code, Order, Status, and Act. Row 1 (Ser 1) has '403 Battle Group' in 'Additional Recipient Name', '403 Btl Gp' in 'Code', '1' in 'Order', 'Inactive' in 'Status', and edit/delete icons. Row 2 (Ser 2) has 'Headquarters ARTDOC' in 'Additional Recipient Name', 'HQ ARTDOC' in 'Code', '2' in 'Order', 'Active' in 'Status', and edit/delete icons. Red arrows point from various labels to specific elements: 'click here to Search by Name/ Code' to the search bar, 'click here to Create Additional Recipient' to the 'Create New Additional Recipient +' button, 'click here to Edit Additional Recipient' to the edit icon in Row 1, and 'click here to Delete Additional recipient' to the delete icon in Row 2.

I.1.2.2 Create New Additional Recipient

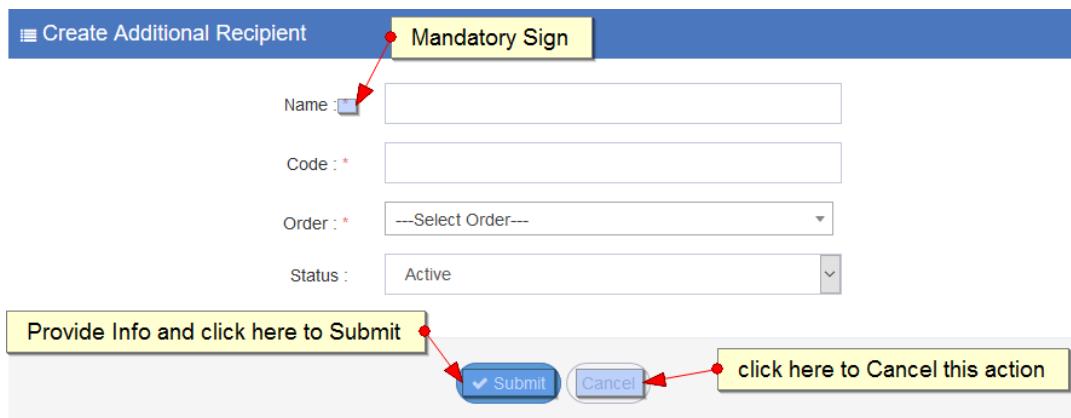
I.1.2.2.1 Step-01: Select “Additional Recipient” Menu



I.1.2.2.2 Step-02: Click on “Create” Button



I.1.2.2.3 Step-03: Provide Info & Submit



A screenshot of a 'Create Additional Recipient' form. It contains four input fields: 'Name' (with a mandatory sign), 'Code' (with a mandatory sign), 'Order' (a dropdown menu), and 'Status' (a dropdown menu). Below the form is a button group with 'Submit' and 'Cancel' buttons. A yellow box labeled 'Provide Info and click here to Submit' covers the bottom of the form area. Red arrows point from the 'Name' field, the 'Code' field, the 'Submit' button, and the 'Cancel' button to their respective labels or boxes.

I.1.2.2.4 Step-04: View Creation Notification

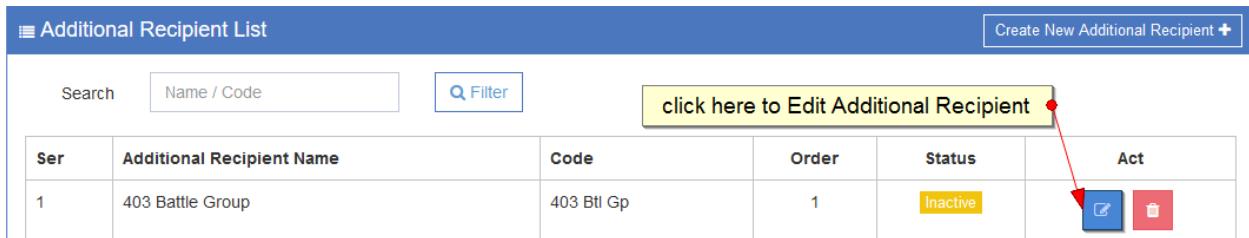


I.1.2.3 Edit an Existing Additional Recipient

I.1.2.3.1 Step-01: Select “Additional Recipient” Menu



I.1.2.3.2 Step-02: Click on “Edit” Icon



A screenshot of a "Additional Recipient List" page. It features a search bar, a filter button, and a "Create New Additional Recipient +" button. The main table has columns: Ser, Additional Recipient Name, Code, Order, Status, and Act. Row 1 shows "403 Battle Group" with code "403 Btl Gp", order "1", status "Inactive", and edit/delete icons. A red arrow points to the edit icon in the "Act" column.

Ser	Additional Recipient Name	Code	Order	Status	Act
1	403 Battle Group	403 Btl Gp	1	Inactive	 

I.1.2.3.3 Step-03: Provide updated Info & Submit



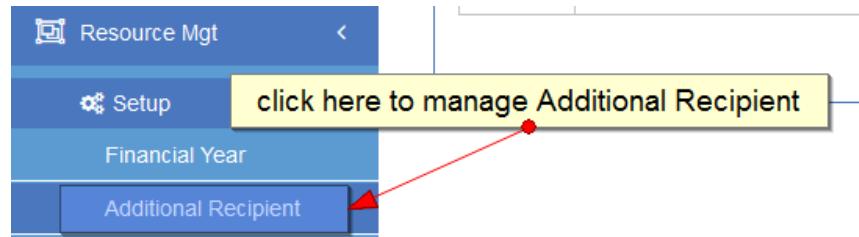
A screenshot of the "Edit Additional Recipient" page. It shows fields for Name (403 Battle Group), Code (403 Btl Gp), Order (1), and Status (Inactive). A red arrow points to the "Name" field. A yellow box labeled "Mandatory Sign" is at the top right. A yellow box at the bottom left says "Provide Updated Info and click here to Submit". A red arrow points to the "Submit" button. Another yellow box at the bottom right says "click here to Cancel this action".

I.1.2.3.4 Step-04: View Update Notification



I.1.2.4 Delete Additional Recipient

I.1.2.4.1 Step-01: Select Additional Recipient Menu



I.1.2.4.2 Step-02: Click on "Delete" Icon

3	ujghjfj	hjhgfghj	3	Active	 
Showing 1 to 3 of 3 records					

A yellow callout box with a red arrow points to the 'Delete' icon in the table header, containing the text 'click here to Delete Additional Recipient'.

I.1.2.4.3 Step-03: Delete Confirmation



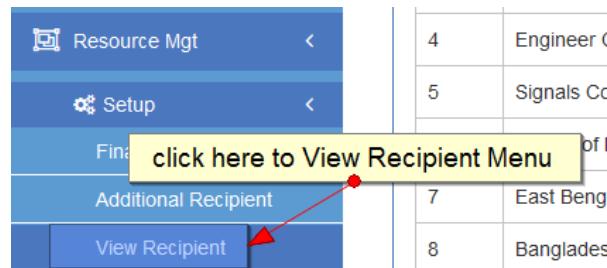
I.1.2.4.4 Step-04: View Delete Notification



I.1.3 View Recipient

I.1.3.1 View Recipient List

I.1.3.1.1 Step-01: Select “View Recipient” Menu



I.1.3.1.2 Step-02: View Recipient List

View Recipient List				
Ser	Name	Code	Order	Status
Recipient Type: Inst				
1	Bangladesh Military Academy	BMA	1	Active
2	Armoured Corps Centre and School	ACC&S	2	Active

I.1.4 ATG Type

I.1.4.1 View ATG Type

I.1.4.1.1 Step-01: Click on “ATG Type” Menu



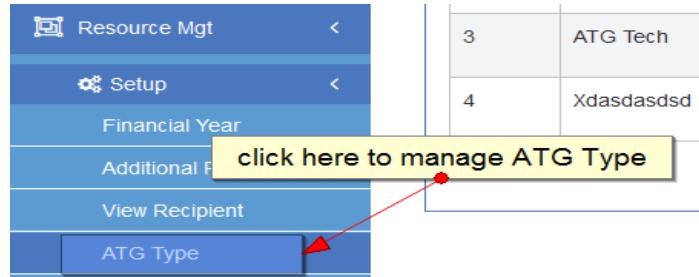
I.1.4.1.2 Step-02: View ATG Type List

Additional Recipient List					
<input type="text" value="Search"/> <input type="text" value="Name / Code"/> <input type="button" value="Q Filter"/> click here to Search by Name/ Code Create New Additional Recipient +					
Ser	Additional Recipient Name	Code	Order	Status	Act
1	403 Battle Group	403 Btl Gp	1	Inactive	
2	Headquarters ARTDOC	HQ ARTDOC	2	Active	

Below the table, there are two buttons: "click here to Edit Additional Recipient" and "click here to Delete Additional recipient", each with a red arrow pointing to its respective icon.

I.1.4.2 Create New ATG Type

I.1.4.2.1 Step-01: Select “ATG Type” Menu



I.1.4.2.2 Step-02: Click on “Create” Button



I.1.4.2.3 Step-03: Provide Info & Submit

Create ATG Type

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Mandatory Sign</div> <div style="margin-bottom: 5px;">Name : <input type="text"/></div> <div style="margin-bottom: 5px;">Code : * <input type="text"/></div> <div style="margin-bottom: 5px;">Budget Code : * <input type="text"/></div> <div style="margin-bottom: 5px;">Show at Calculator : <input type="checkbox"/></div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;">Provide Info and click here to Submit</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Submit</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-left: 10px;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-top: 5px;">click here to Cancel this action</div>
--	--

I.1.4.2.4 Step-04: View Creation Notification

ATG Type Created Successfully

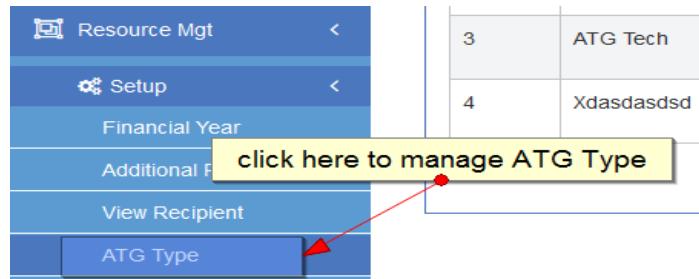
Creation Notification

ATG Type List

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Search</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name / Code</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Filter</div>
--

I.1.4.3 Edit an Existing ATG Type

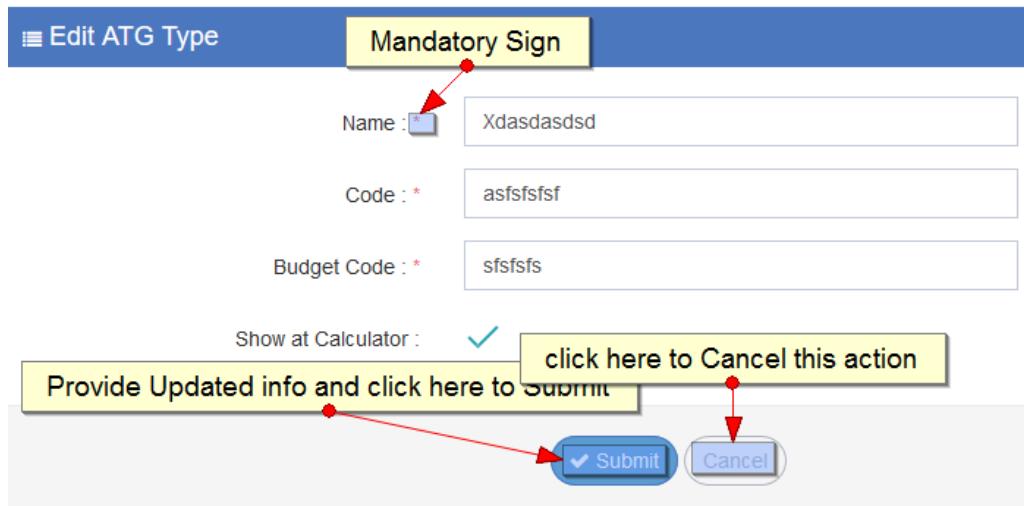
I.1.4.3.1 Step-01: Select “ATG Type” Menu



I.1.4.3.2 Step-02: Click on “Edit” Icon



I.1.4.3.3 Step-03: Provide updated Info & Submit



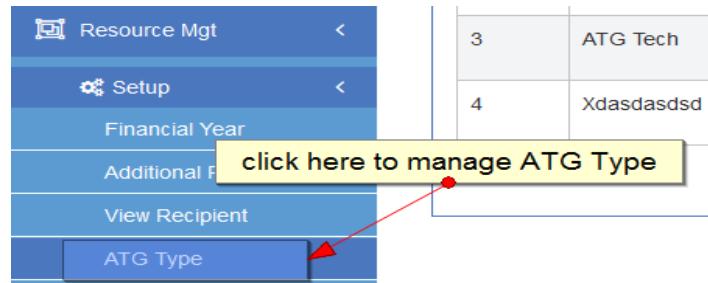
A screenshot of a software interface titled 'Edit ATG Type'. The form has three text input fields: 'Name' (Xdasdasdsd), 'Code' (asfsfsfsf), and 'Budget Code' (sfsfsfs). Above the 'Name' field is a 'Mandatory Sign' button. Below the fields is a checkbox 'Show at Calculator' with a checked status. A yellow box labeled 'click here to Cancel this action' is overlaid on the 'Cancel' button. At the bottom, there are 'Submit' and 'Cancel' buttons. A message 'Provide Updated info and click here to Submit' is displayed above the buttons.

I.1.4.3.4 Step-04: View Update Notification



I.1.4.4 Delete ATG Type

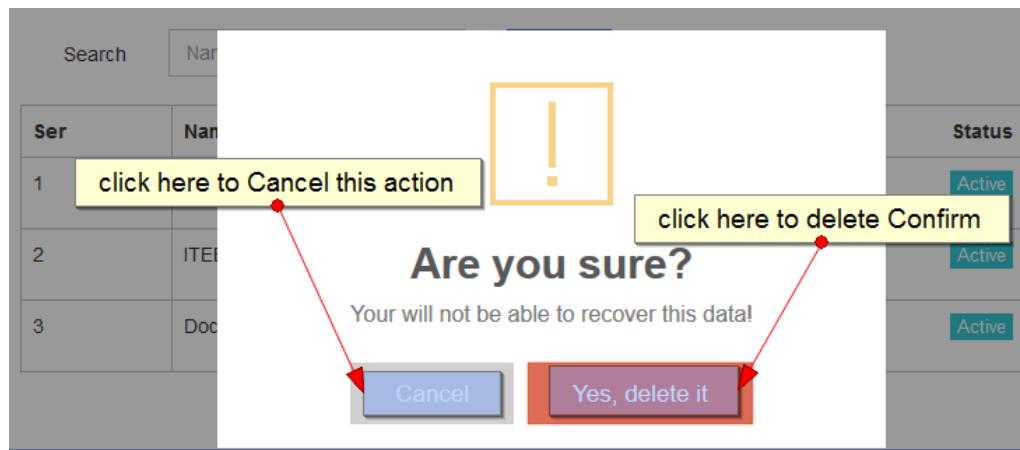
I.1.4.4.1 Step-01: Select “ATG Type” Menu



I.1.4.4.2 Step-02: Click on “Delete” Icon



I.1.4.4.3 Step-03: Delete Confirmation



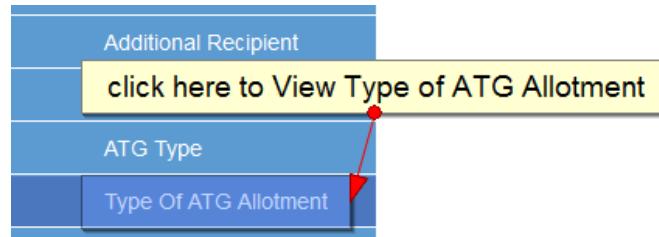
I.1.4.4.4 Step-04: View Delete Notification



I.1.5 Type of ATG Allotment

I.1.5.1 View Type of ATG Allotment List

I.1.5.1.1 Step-01: Select “Type of ATG Allotment” Menu



I.1.5.1.2 Step-02: View Type of ATG Allotment List

Type Of ATG Allotment List	
Ser	Name
1	Dir Allotment to Recipient
2	Dir Allotment to Recipient Through ARTDOC
3	Allotment to ARTDOC

I.1.6 Purpose Mgt

I.1.6.1 View Purpose Mgt

I.1.6.1.1 Step-01: Click on “Purpose Mgt” Menu



I.1.6.1.2 Step-02: View Purpose List

Purpose List		click here to Create new purpose	Create New Purpose +
Search	Name	Q Filter	search Purpose by Name
Ser	Purpose Name		Act
1	Hello		
2	Test		
click here to Edit Purpose		click here to Delete Purpose	
		Showing 1 to 2 of 2 records	

I.1.6.2 Create New Purpose

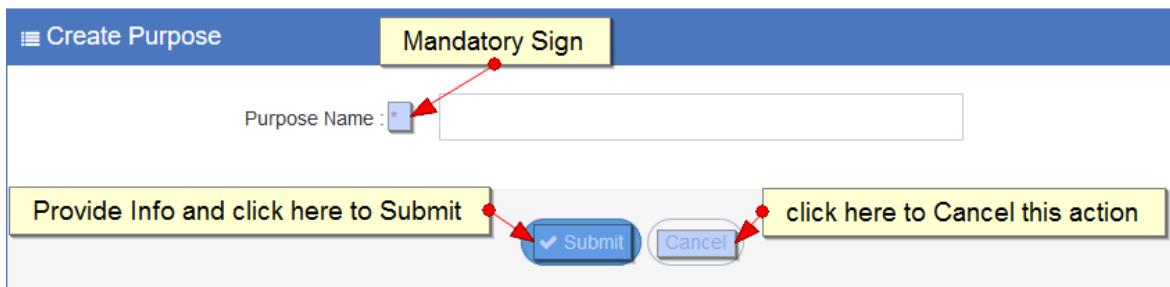
I.1.6.2.1 Step-01: Select “Purpose” Menu



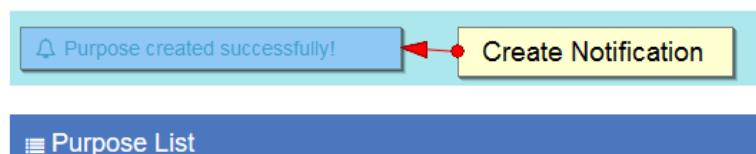
I.1.6.2.2 Step-02: Click on “Create” Button



I.1.6.2.3 Step-03: Provide Info & Submit

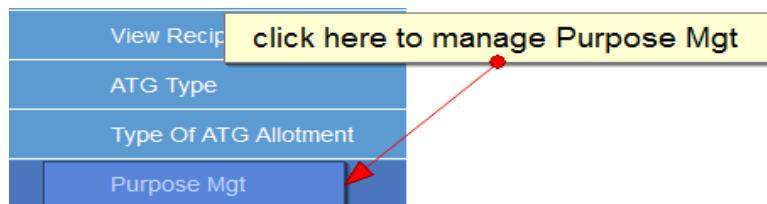


I.1.6.2.4 Step-04: View Creation Notification



I.1.6.3 Edit an Existing Purpose

I.1.6.3.1 Step-01: Select “Purpose” Menu



I.1.6.3.2 Step-02: Click on “Edit” Icon



I.1.6.3.3 Step-03: Provide updated Info & Submit

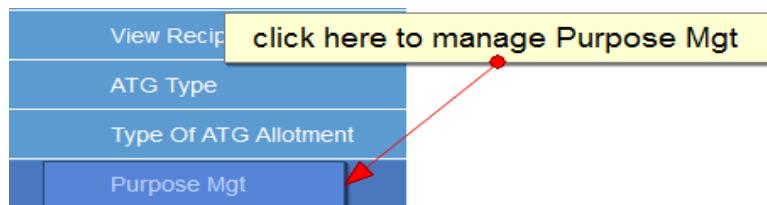


I.1.6.3.4 Step-04: View Update Notification



I.1.6.4 Delete Purpose

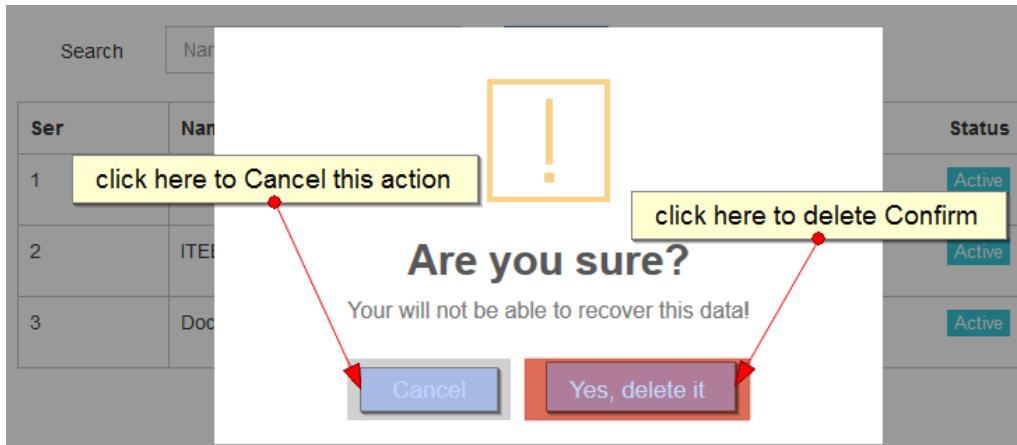
I.1.6.4.1 Step-01: Select “Purpose” Menu



I.1.6.4.2 Step-02: Click on “Delete” Icon

Ser	Purpose Name	Act
1	CXCZXC	

I.1.6.4.3 Step-03: Delete Confirmation



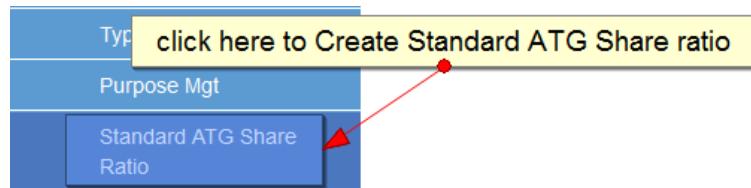
I.1.6.4.4 Step-04: View Delete Notification



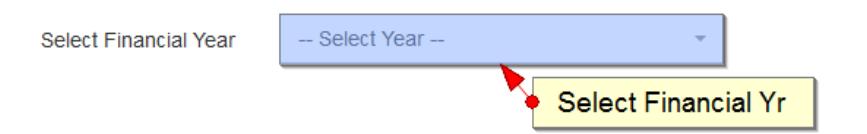
I.1.7 Standard ATG Share Ratio

I.1.7.1 Make Standard ATG Share Ratio

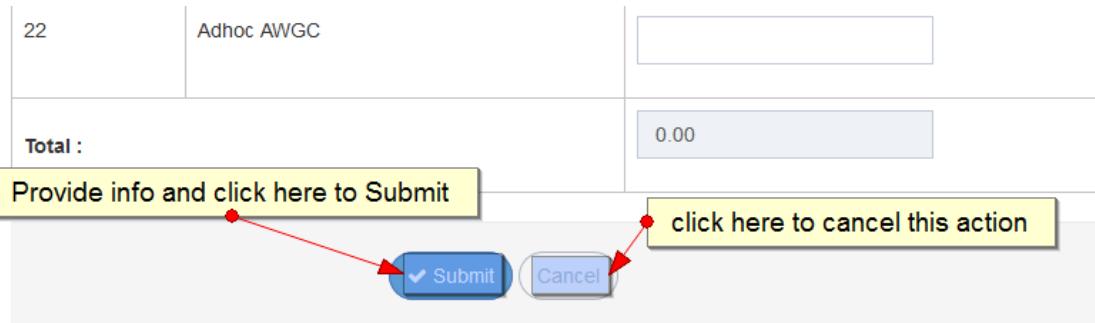
I.1.7.1.1 Step-01: Select “Standard ATG Share Ratio” Menu



I.1.7.1.2 Step-02: Select Field and View Standard Share Ratio



I.1.7.1.3 Step-03: Provide Info and Submit



I.1.7.1.4 Step-04: Save Confirmation

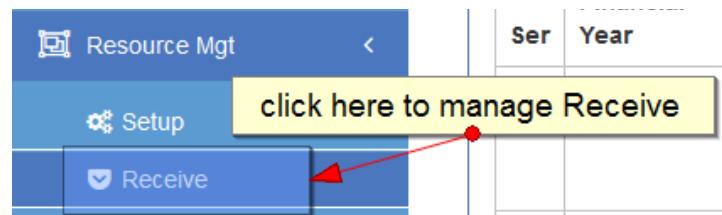


ATG Share Ration Save Notification → ATG Share Ratio Has Been Set Successfully

I.2 Receive

I.2.1 View Receive

I.2.1.1 Step-01: Click on “Receive” Menu



I.2.1.2 Step-02: View Receive List

Receive List

Financial Year	-- Select Fin Yr --	ATG Type	-- Select ATG Type --	Budget Code						
Recipient :	-- Select Recipient --	Allotment From (Dte/Br) :	-- Select Allotme...							
select Recipient		Filter	select allotment	click here to Edit						
Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Description of Proj	Amount	Allotment From	Dt	Act
1	FY-2019-20	Dir Allotment to Recipient	ATGR	BMA	Inst	hhh	23,233.00	ACC Record	14/05/2018	 
click here to Delete										

I.2.2 Create New Receive

I.2.2.1 Step-01: Select “Receive” Menu

Resource Mgt

Setup

Receive

click here to manage Receive

I.2.2.2 Step-02: Click on “Create” Button

click here to Create new Receive

New Entry +

ATG Type : -- Select ATG Type -- Budget Code

I.2.2.3 Step-03: Provide Info & Submit

Mandatory Sign

ATG Type

Budget Code : *

Recipient : *

Description of Proj :

Amount : *

Allotment From (Dte/Br) :

Date : * yyyy-mm-dd

Provide Info and click here to Submit

Submit

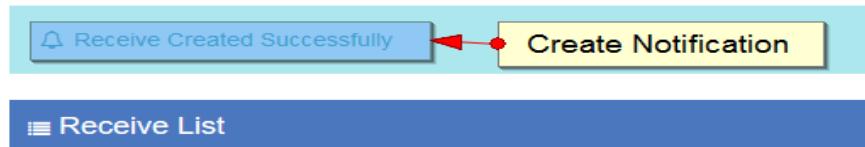
Cancel

click here to Cancel this action

I.2.2.4 Step-04: Create Confirmation

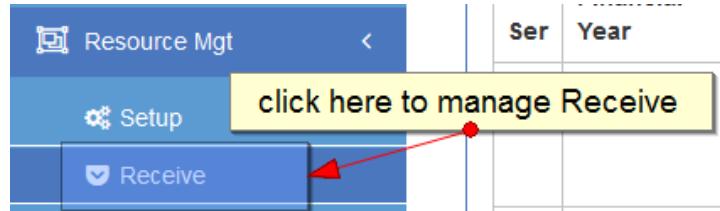


I.2.2.5 Step-05: Create Notification



I.2.3 Edit an Existing Receive

I.2.3.1 Step-01: Select “Receive” Menu

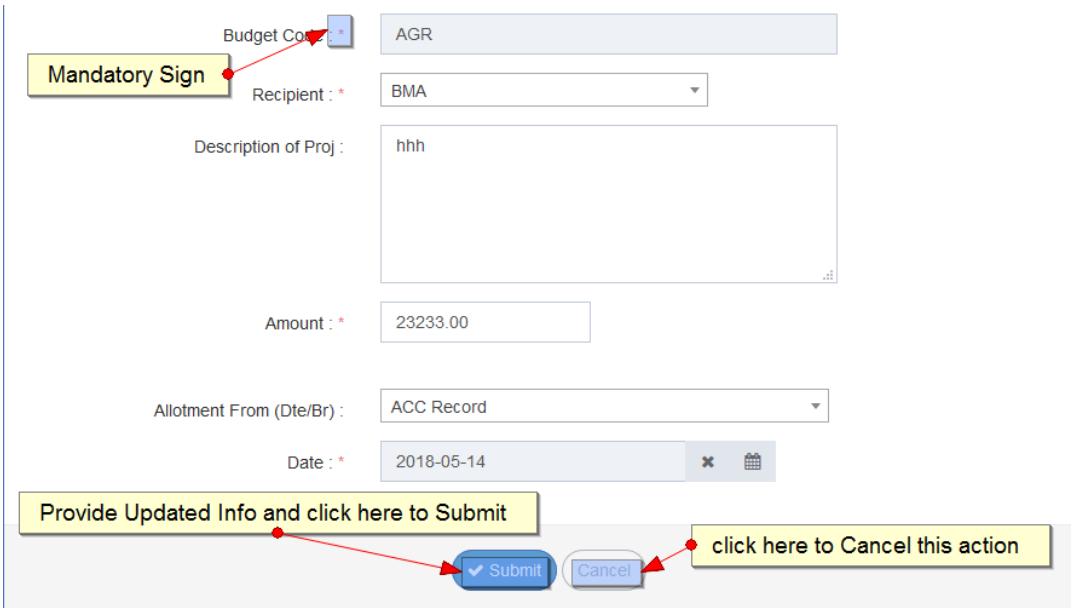


I.2.3.2 Step-02: Click on “Edit” Icon

Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Description of Proj	Amount	Allotment From	Dt	Act
1	FY-2019-20	Dir Allotment to Recipient	ATGR	BMA	Inst	hhh	23,233.00	ACC Record	14/05/2018	 

click here to Edit Receive (highlighted in yellow) is located in the 'Act' column next to the edit and delete icons.

I.2.3.3 Step-03: Provide updated Info & Submit



Budget Code : * AGR

Mandatory Sign Recipient : * BMA

Description of Proj : hhh

Amount : * 23233.00

Allotment From (Dte/Br) : ACC Record

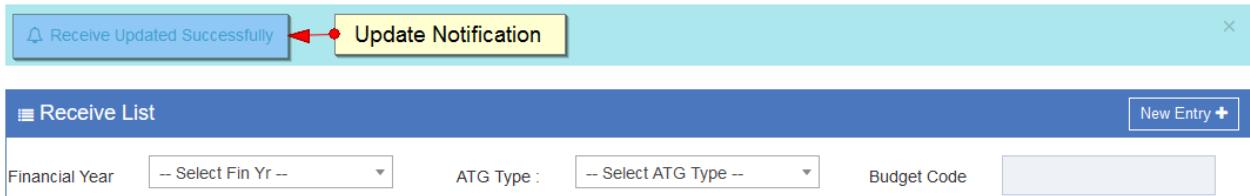
Date : * 2018-05-14

Provide Updated Info and click here to Submit

click here to Cancel this action

Submit **Cancel**

I.2.3.4 Step-04: View Update Notification



Receive Updated Successfully

Update Notification

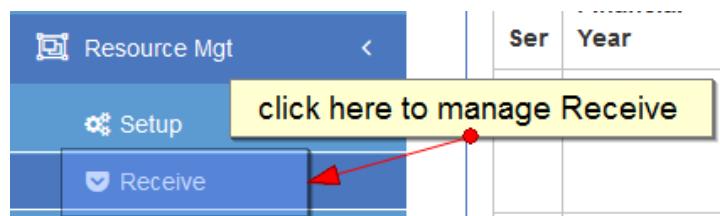
Receive List

New Entry +

Financial Year -- Select Fin Yr -- ATG Type -- Select ATG Type -- Budget Code

I.2.4 Delete Receive

I.2.4.1 Step-01: Select “Receive” Menu



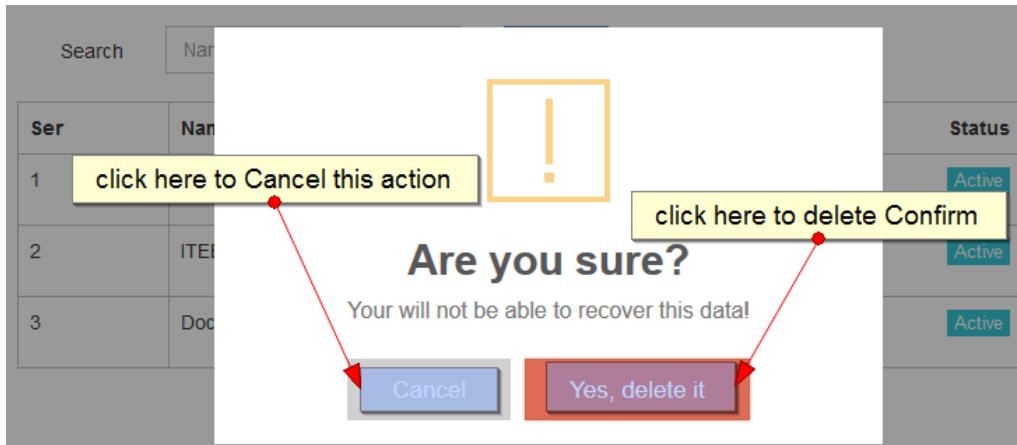
I.2.4.2 Step-02: Click on “Delete” Icon



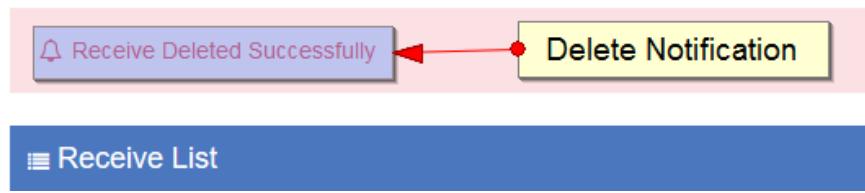
Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Description of Proj	Amount	Allotment From	Dt	Act Edit	
1	FY-2019-20	Dir Allotment to Recipient	ATGR	BMA	Inst	hhh	23,233.00	ACC Record	14/05/2018		

click here to Delete Receive

I.2.4.3 Step-03: Delete Confirmation



I.2.4.4 Step-04: View Delete Notification



I.3 Initial Demand

I.3.1 Initial Demand Mgt

I.3.1.1 View Initial Demand

I.3.1.1.1 Step – 01: Click “Initial Demand” Menu



I.3.1.1.2 Step-02: View Initial Demand List

Initial Demand List

select Fin Yr

click here to Create Initial Demand

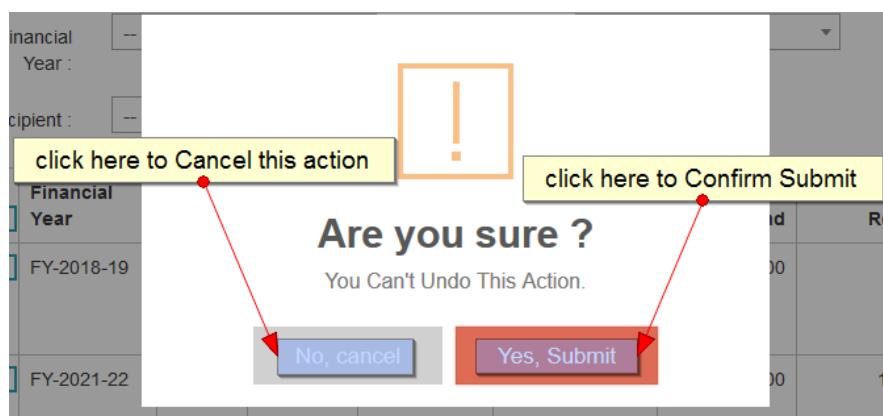
Create New Initial Demand +

Financial Year :	-- Select Fin Yr --	ATG Type :	-- Select ATG Type --	Budget Code : *:																		
Recipient :	-- Select Recipient --	Filter		select ATG Type																		
<table border="1"> <thead> <tr> <th colspan="2">select recipient</th> <th>Recipient Type</th> <th>Description of Proj</th> <th>Initial Demand</th> <th>Previously Received</th> <th>Dt</th> <th>Reference</th> <th>Act</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>FY-2018-19</td> <td>ATGR</td> <td>BMA</td> <td>Inst</td> <td>gd</td> <td>7,00,000.00</td> <td></td> <td>11/06/2018 baki</td> </tr> </tbody> </table>					select recipient		Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act	<input type="checkbox"/>	FY-2018-19	ATGR	BMA	Inst	gd	7,00,000.00		11/06/2018 baki
select recipient		Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act														
<input type="checkbox"/>	FY-2018-19	ATGR	BMA	Inst	gd	7,00,000.00		11/06/2018 baki														
Total Amount of 1 records : 7,00,000.00																						
Submit to Resource Coordinator		After select click here to Submit it			click here to Delete Oinitial Demand																	

I.3.1.1.3 Step-03: Select Demand and Submit to Resource Coordinator

<input type="checkbox"/>	FY-2018-19	ATGR	BMA	Inst	gd	7,00,000.00
click here to Select Initial Demand						
<input type="checkbox"/>	FY-2021-22	ATGR	BMA	Inst	ZXZxZXZxZ	21,00,000.00
Total Amount of 2 records : 7,21,000.00						
Submit to Resource Coordinator						click here to Submit it

I.3.1.1.4 Step-04: Submit Confirmation

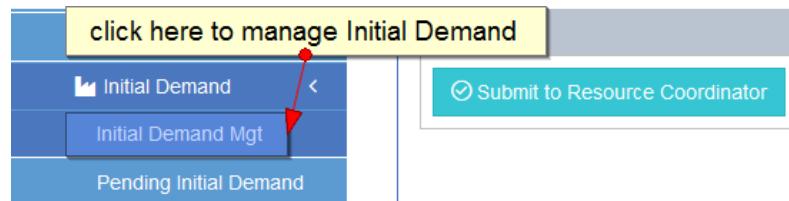


I.3.1.1.5 Step-05: Send Notification

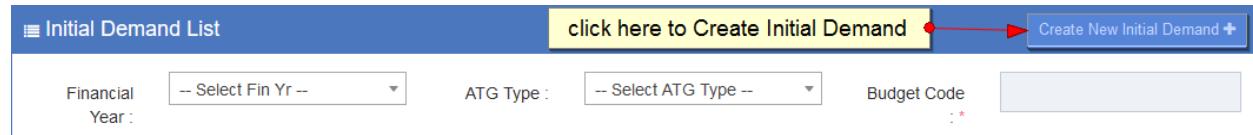


I.3.1.2 Create Initial Demand

I.3.1.2.1 Step-01: Select Initial Demand



I.3.1.2.2 Step-02: Click on "Create" Button



I.3.1.2.3 Step-03: Provide Info & Submit

Mandatory Sign **Recipient**

Description of Proj : *

Initial Demand : *

Previously Received :

Date : * yyyy-mm-dd

Reference :

Provide Info and click here to Submit **click here to Cancel this action**

I.3.1.2.4 Step-04: View Creation Notification



I.3.1.3 Edit an Existing Initial Demand

I.3.1.3.1 Step-01: Select “Initial Demand” Menu

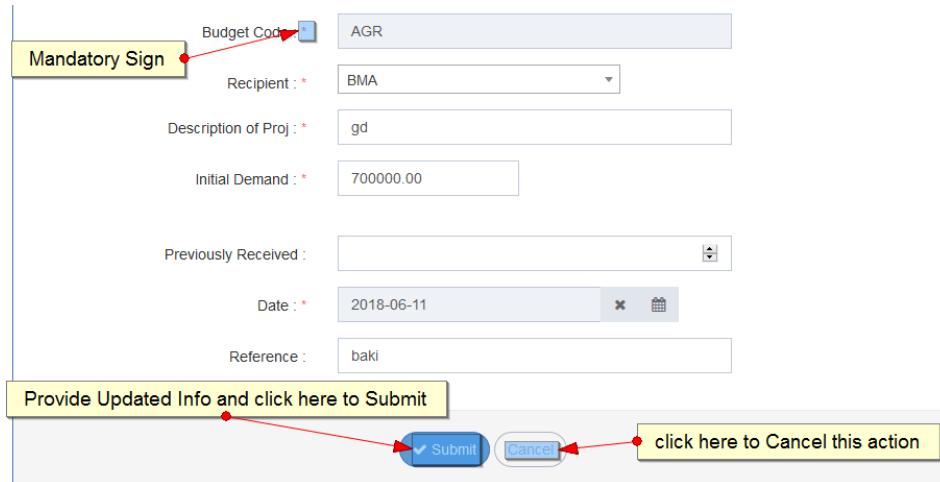


I.3.1.3.2 Step-02: Click on “Edit” Icon

	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act
	FY-2018-19	ATGR	BMA	Inst	gd	7,00,000.00		11/06/2018	baki	 

Total Amount of 1 records : 7,00,000.00

I.3.1.3.3 Step-03: Provide updated Info & Submit



Mandatory Sign

Budget Code : AGR

Recipient : * BMA

Description of Proj : * gd

Initial Demand : * 700000.00

Previously Received :

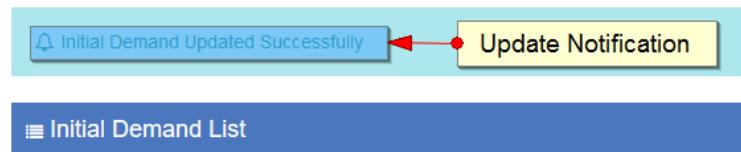
Date : * 2018-06-11

Reference : baki

Provide Updated Info and click here to Submit

Submit Cancel click here to Cancel this action

I.3.1.3.4 Step-04: View Update Notification



I.3.1.4 Delete Initial Demand

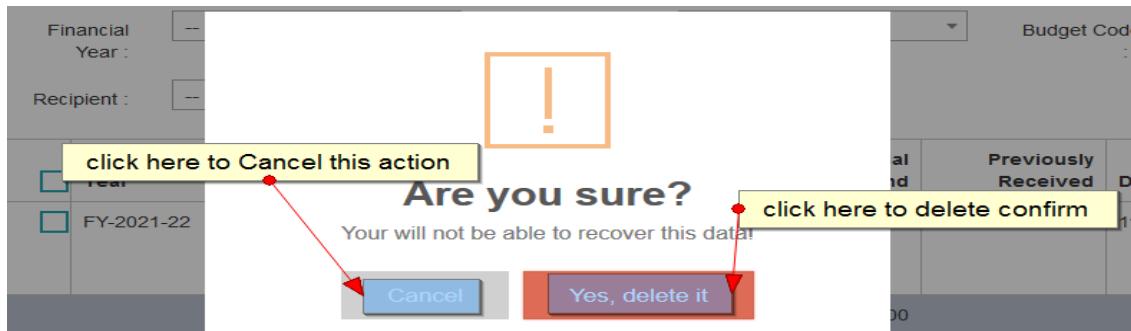
I.3.1.4.1 Step-01: Select Initial Demand Menu



I.3.1.4.2 Step-02: Click on "Delete" Icon



I.3.1.4.3 Step-03: Delete Confirmation



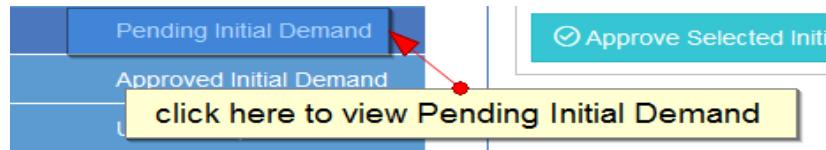
I.3.1.4.4 Step-04: View Delete Notification



I.3.2 Pending Demand List

I.3.2.1 View Pending Demand List

I.3.2.1.1 Step-01: Click on "Pending Demand List" Menu



I.3.2.1.2 Step-02: View Pending Demand List

Pending Initial Demand List

Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve
<input type="checkbox"/> FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		<input checked="" type="checkbox"/>
<input type="checkbox"/> FY-2018-19	ATGP	403 Btl Gp	Additional	tr	6,00,000.00		18/06/2018	bakibillah	<input type="checkbox"/>
<input type="checkbox"/> FY-2021-22	ATGR	BMA	Inst	ZXZxZXZ	21,000.00	10000.00	31/10/2018		<input type="checkbox"/>

Total Amount of 3 records : 10,75,545.00

Approve Selected Initial Demand After select Submit it

I.3.2.2 Mark Demand and Approve this

I.3.2.2.1 Step-01: Select “Approve Selected Initial Demand” Menu

Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand
<input type="checkbox"/> FY		BMA	Inst	sadf	4,54,545.00
<input checked="" type="checkbox"/> FY-2018-19	ATGP	403 Btl Gp	Additional	tr	6,00,000.00
<input type="checkbox"/> FY-2021-22	ATGR	BMA	Inst	ZXZxZXZ	21,000.00

Total Amount of 3 records : 10,75,545.00

Approve Selected Initial Demand click here to Approve demand

I.3.2.2.2 Step-02: Approve Confirmation

Are you sure ?

You Can't Undo This Action.

click here to Cancel this action click here to Approve Confirm

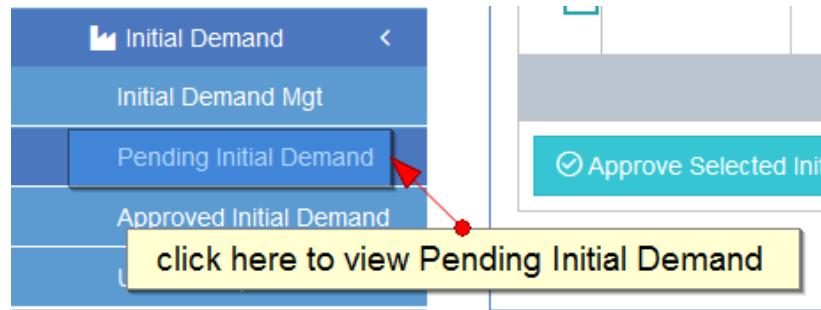
No, cancel Yes, Approve

I.3.2.2.3 Step-03: Approve Notification



I.3.2.3 Approve Individual Demand

I.3.2.3.1 Step-01: Select "" Menu



I.3.2.3.2 Step-02: Click on "Approve" Icon

	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act
<input type="checkbox"/>	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		<input checked="" type="checkbox"/>
<input type="checkbox"/>	FY-2018-19	ATGP	403 Btl Gp	Additional	tr				18 bakibillah	<input checked="" type="checkbox"/>

I.3.2.3.3 Step-03: Approve Confirmation



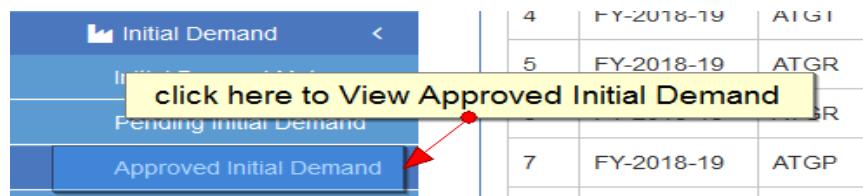
I.3.2.3.4 Step-04: View Approve Notification



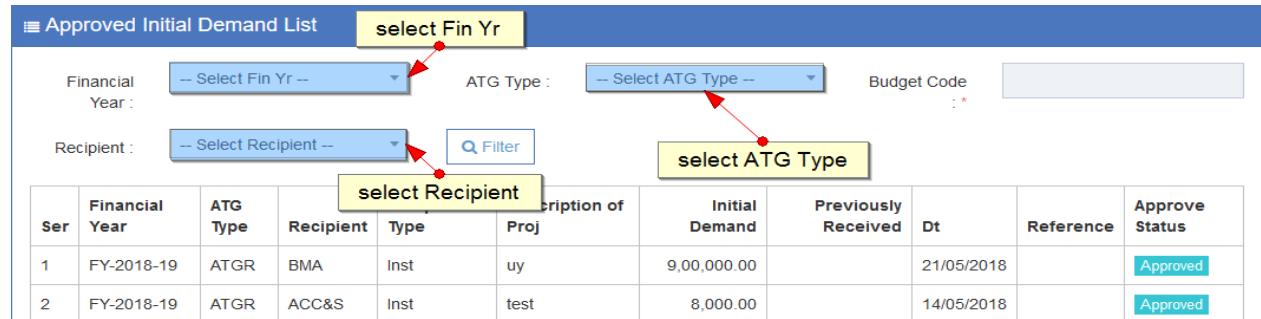
I.3.3 Approved Initial Demand List

I.3.3.1 View Approved Initial Demand List

I.3.3.1.1 Step-01: Select “Approved Initial Demand” Menu



I.3.3.1.2 Step-02: View Approved Initial Demand List



The screenshot shows a search interface for the 'Approved Initial Demand List'. It includes fields for 'Financial Year', 'Recipient', 'ATG Type', and 'Budget Code'. Below the search bar is a table with columns: Ser, Financial Year, ATG Type, Recipient, Type, Proj, Description of, Initial Demand, Previously Received, Dt, Reference, and Approve Status. Two rows of data are shown, both marked as 'Approved'.

Ser	Financial Year	ATG Type	Recipient	Type	Proj	Description of	Initial Demand	Previously Received	Dt	Reference	Approve Status
1	FY-2018-19	ATGR	BMA	Inst	uy		9,00,000.00		21/05/2018		Approved
2	FY-2018-19	ATGR	ACC&S	Inst	test		8,000.00		14/05/2018		Approved

I.3.4 Unlock Request

I.3.4.1 View Unlock Request List

I.3.4.1.1 Step-01: Select “Unlock Request” Menu



I.3.4.1.2 Step-02: View “Unlock Request” List

Unlock Request List

Ser	Financial Year	ATG Type	Recipient	Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		Pending	

Total Amount of 1 records : 4,54,545.00

click here to Unlock

click here to Deny

Showing 1 to 1 of 1 record

I.3.4.2 Unlock Demand

I.3.4.2.1 Step-01: Click on “Unlock” Icon

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		Pending	

click here to Unlock

I.3.4.3 Step-02: Unlock Confirmation

Are you sure?

You Can't Undo This Action

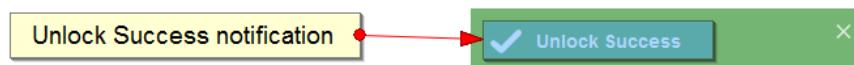
click here to Cancel this action

click here to Unlock this

No, cancel

Yes, Unlock

I.3.4.3.1 Step-03: View Unlock Notification



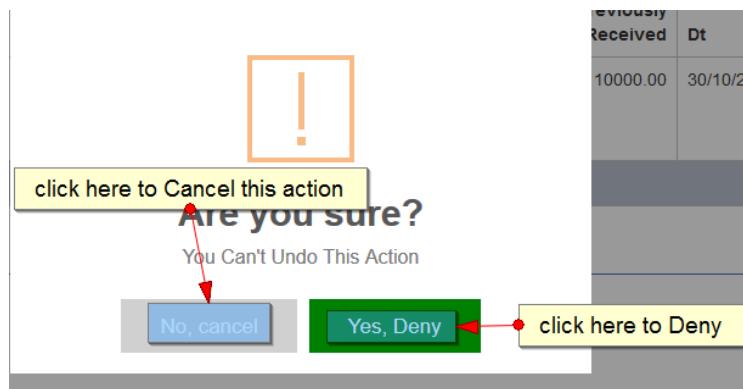
I.3.4.4 Deny Demand

I.3.4.4.1 Step-01: Click on “Deny” Icon

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2021-22	ATGR	BMA	Inst	hello	21,000.00	10000.00	30/10/2018	Arpita	Pending	

Total Amount of 1 records : 21,000.00

I.3.4.4.2 Step-02: Deny Confirmation



I.3.4.4.3 Step-03: View Deny Notification

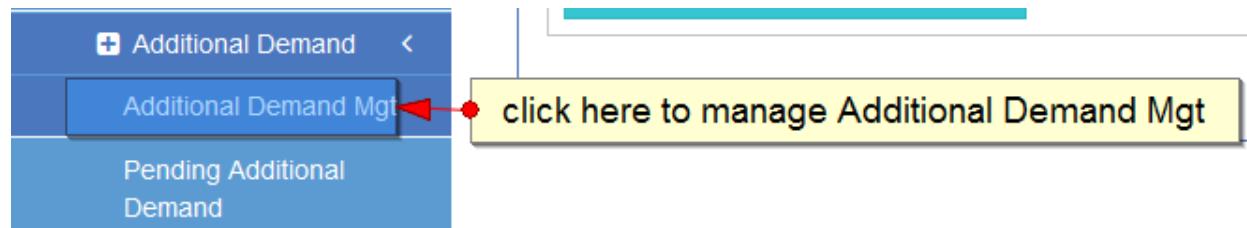


I.4 Additional Demand

I.4.1 Additional Demand Mgt

I.4.1.1 View Additional Demand

I.4.1.1.1 Step – 01: Click “Additional Demand” Menu



I.4.1.1.2 Step-02: View Additional Demand List

Additional Demand List

Additional Demand List																													
select Fin Yr click here to create new Demand Create New Additional Demand +																													
Financial Year :		ATG Type :		Budget Code																									
<input type="button" value="-- Select Fin Yr --"/>		<input type="button" value="-- Select ATG Type --"/>																											
Recipient :		<input type="button" value="-- Select Recipient --"/>		<input type="button" value="Filter"/>		Select ATG Type																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Financial Year</th> <th style="width: 10%;">ATG Type</th> <th style="width: 10%;">Recipient</th> <th style="width: 10%;">Recipient Type</th> <th style="width: 20%;">Description of Proj</th> <th style="width: 10%;">Additional Demand</th> <th style="width: 10%;">Previously Received</th> <th style="width: 10%;">Dt</th> <th style="width: 10%;">Reference</th> <th style="width: 10%;">Act</th> </tr> </thead> <tbody> <tr> <td>FY-2019-20</td> <td>ATGR</td> <td>BMA</td> <td>Inst</td> <td>tr</td> <td>9,00,000.00</td> <td></td> <td>12/06/2018</td> <td></td> <td style="text-align: center;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table>										Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Additional Demand	Previously Received	Dt	Reference	Act	FY-2019-20	ATGR	BMA	Inst	tr	9,00,000.00		12/06/2018		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Additional Demand	Previously Received	Dt	Reference	Act																				
FY-2019-20	ATGR	BMA	Inst	tr	9,00,000.00		12/06/2018		<input type="button" value="Edit"/> <input type="button" value="Delete"/>																				
Total Amount of 1 records : 9,00,000.00																													
<input style="background-color: #007bff; color: white; border: none; padding: 5px; width: 20%;" type="button" value="Submit to Resource Coordinator"/> click here to Edit click here to Delete																													

I.4.1.1.3 Step-03: Select Demand and Submit to Resource Coordinator

Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Additional Demand
FY-2019-20	ATGR	BMA	Inst	tr	9,00,000.00

Total Amount of 1 records : 9,00,000.00

click here to Submit it

I.4.1.1.4 Step-04: Submit Confirmation

click here to Cancel this action
!
click here to Confirm Submit

Are you sure ?

You Can't Undo This Action.

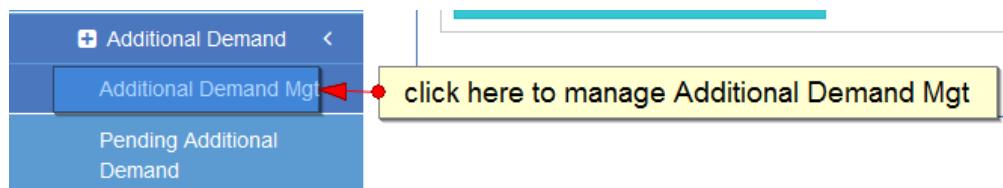
No, cancel
Yes, Submit

I.4.1.1.5 Submit Notification



I.4.1.2 Create Additional Demand

I.4.1.2.1 Step-01: Select “Additional Demand” Menu



I.4.1.2.2 Step-02: Click on “Create” Button



I.4.1.2.3 Step-03: Provide Info & Submit

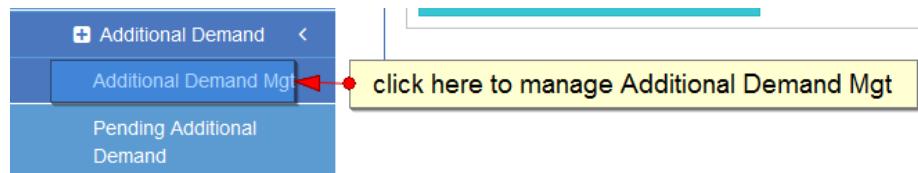
The screenshot shows a form for creating an additional demand. It includes fields for "Recipient" (dropdown), "Description of Proj." (text area), "Mandatory Sign" (checkbox), "Additional Demand" (dropdown), "Previously Received" (text area), "Date" (date picker), "Reference" (text area), and two buttons at the bottom: "Submit" and "Cancel". A yellow callout box "Provide Info and click here to Submit" points to the "Submit" button, and another yellow callout box "click here to Cancel this action" points to the "Cancel" button.

I.4.1.2.4 Step-04: View Creation Notification



I.4.1.3 Edit an Existing Additional Demand

I.4.1.3.1 Step-01: Select “Additional Demand” Menu



I.4.1.3.2 Step-02: Click on “Edit” Icon

	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act
	FY-2018-19	ATGR	BMA	Inst	gd	7,00,000.00		11/06/2018	baki	 

Total Amount of 1 records : 7,00,000.00

I.4.1.3.3 Step-03: Provide updated Info & Submit

The screenshot shows a form with various input fields. At the top left is a yellow box labeled 'Mandatory Sign' with a red arrow pointing to a dropdown menu set to 'BMA'. Below this are fields for 'Description of Proj.' (value: 'test'), 'Additional Demand' (value: '222234.00'), 'Previously Received' (value: '124444'), 'Date' (value: '2018-10-30'), and 'Reference' (value: 'arpi'). At the bottom of the form are two buttons: a blue 'Submit' button with a checkmark icon and a grey 'Cancel' button.

Provide Updated Info and click here to Submit

click here to Cancel this action

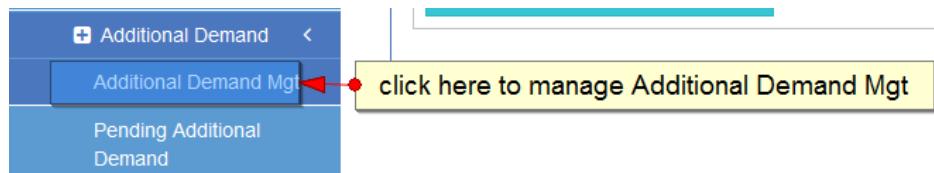
Submit

I.4.1.3.4 Step-04: View Update Notification



I.4.1.4 Delete Additional Demand

I.4.1.4.1 Step-01: Select “Additional Demand” Menu



I.4.1.4.2 Step-02: Click on “Delete” Icon



I.4.1.4.3 Step-03: Delete Confirmation



I.4.1.4.4 Step-04: View Delete Notification



1.4.2 Pending Additional Demand List

1.4.2.1 View Pending Additional Demand List

1.4.2.1.1 Step-01: Click on “Pending Additional Demand List” Menu



1.4.2.1.2 Step-02: View Pending Demand List

Pending Additional Demand List

	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Additional Demand	Previously Received	Dt	Reference	Act
<input type="checkbox"/>	FY-2019-20	ATGR	BMA	Inst	tr	9,00,000.00		12/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	FY-2019-21	ATGP	VOO DMRP	Additional	te	6,00,000.00		19/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total Amount of 2 records : 15,00,000.00

1.4.2.2 Mark Demand and Approve this

1.4.2.2.1 Step-01: Select “Approve Selected Additional Demand” Menu

	Financial Year	ATG	Recipient Type	Description of Proj
<input type="checkbox"/>	FY-2019-21	ATGP	Inst	xAasA

Total Amount of 1 records :

I.4.2.2.2 Step-02: Approve Confirmation

Financial Year :

Recipient :

Budget Code :

Are you sure ?
You Can't Undo This Action.

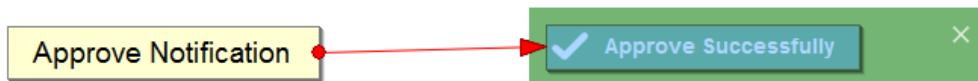
Initial Demand Previously Received

FY-2018-19	0.00	10000.00
FY-2018-19	0.00	
FY-2021-22	0.00	

click here to Cancel this action **click here to Approve Confirm**

No, cancel Yes, Approve

I.4.2.2.3 Step-03: Approve Notification



I.4.2.3 Approve Additional Demand

I.4.2.3.1 Step-01: Select “Pending Additional Demand List” Menu



I.4.2.3.2 Step-02: Click on “Approve” Icon

	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Act
	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		<input checked="" type="checkbox"/>
	FY-2018-19	ATGP	403 Btl Gp	Additional	tr				bakibillah	<input checked="" type="checkbox"/>

click here to Approve Demand

I.4.2.3.3 Step-03: Approve Confirmation

Financial Year :

Recipient :

Budget Code :

Are you sure ?
You Can't Undo This Action.

Initial Demand Previously Received

FY-2018-19	0.00	10000.00
FY-2018-19	0.00	
FY-2021-22	0.00	

click here to Cancel this action **click here to Approve Confirm**

No, cancel Yes, Approve

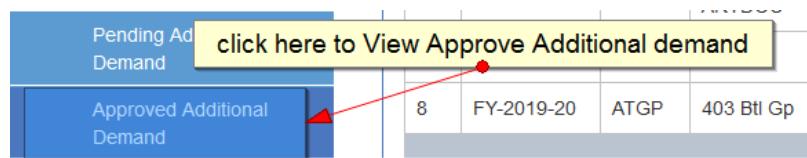
I.4.2.3.4 Step-04: View Approve Notification



I.4.3 Approved Additional Demand List

I.4.3.1 View Approved Additional Demand List

I.4.3.1.1 Step-01: Select “Approved Additional Demand” Menu



I.4.3.1.2 Step-02: View Approved Additional Demand List

The screenshot shows the 'Approved Additional Demand List' interface. At the top, there are filters for 'select Fin Yr', 'ATG Type', 'Budget Code', 'Recipient', and a 'Filter' button. Below the filters is a table with columns: Ser, Financial Year, ATG Type, Recipient, Recipient Type, Description of Proj, Additional Demand, Previously Received Dt, Reference, and Approve Status. One row is visible in the table.

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Additional Demand	Previously Received Dt	Reference	Approve Status
1	FY-2019-20	ATGR	BMA	Inst	qq	4,545.00	29/05/2018	t	Approved

I.4.4 Unlock Request

I.4.4.1 View Unlock Request List

I.4.4.1.1 Step-01: Select “Unlock Request” Menu



I.4.4.1.2 Step-02: View “Unlock Request” List

Unlock Request List

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		Pending	

Total Amount of 1 records : 4,54,545.00

Showing 1 to 1 of 1 records

Buttons and Labels:

- select Fin Yr
- Select Fin Yr --
- ATG Type : -- Select ATG Type --
- Budget Code
- Recipient : -- Select Recipient --
- Q Filter
- select ATG Type
- click here to Unlock
- select Recipient
- Total Amount of 1 records : 4,54,545.00
- click here to Deny

I.4.4.2 Unlock Demand

I.4.4.2.1 Step-01: Click on “Unlock” Icon

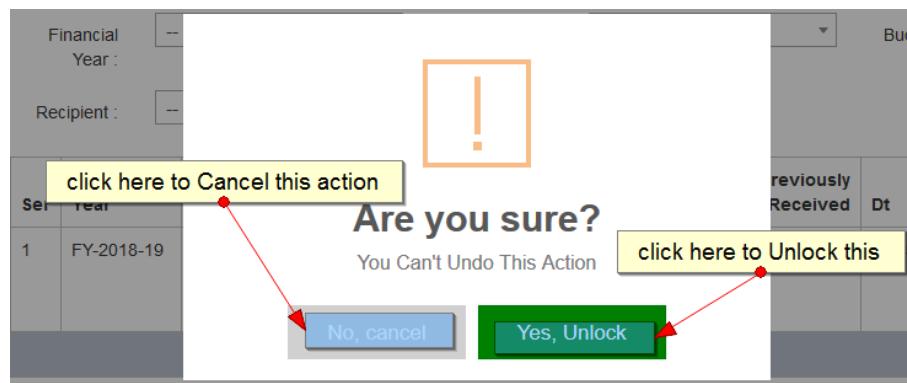
Recipient : -- Select Recipient -- Q Filter

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2018-19	ATGR	BMA	Inst	sadf	4,54,545.00	8000.00	25/05/2018		Pending	

Buttons and Labels:

- click here to Unlock

I.4.4.2.2 Step-02: Unlock Confirmation



I.4.4.2.3 Step-03: View Unlock Notification



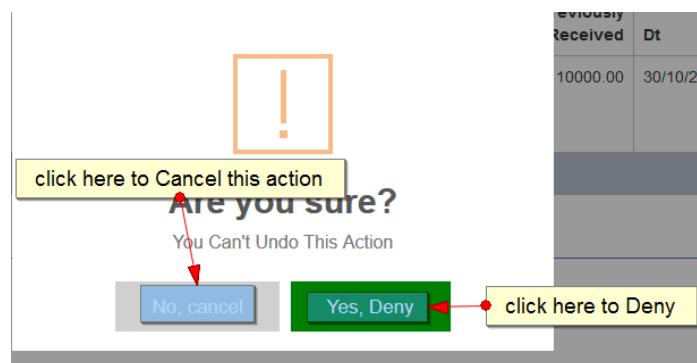
I.4.4.3 Deny Demand

I.4.4.3.1 Step-01: Click on “Deny” Icon

Ser	Financial Year	ATG Type	Recipient	Recipient Type	Description of Proj	Initial Demand	Previously Received	Dt	Reference	Approve Status	Act
1	FY-2021-22	ATGR	BMA	Inst	hello	21,000.00	10000.00	30/10/2018	Arpita	Pending	

Total Amount of 1 records : 21,000.00

I.4.4.3.2 Step-02: Deny Confirmation



I.4.4.3.3 Step-03: View Deny Notification

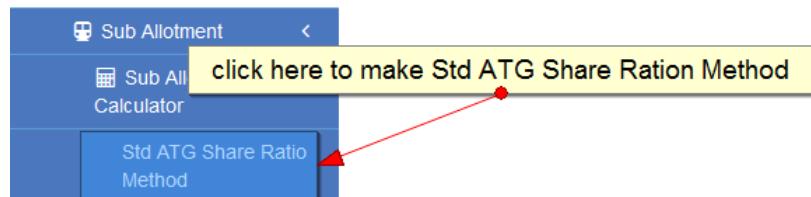


I.5 Sub Allotment

I.5.1 Sub Allotment Calculator

I.5.1.1 Std ATG Share Ratio Method

I.5.1.1.1 Step-01: Click “Std ATG Share Ratio Method” Menu



I.5.1.1.2 Step-02: Select Required Fields and Generate

Std ATG Share Ratio Method

Mandatory Sign

Select Financial Year	FY-2019-21
Dt : *	2018-10-15
Type of ATG : *	None selected

Generate → **click here to Generate Std ATG Share Ratio Method**

I.5.1.1.3 Step-03: View Std ATG Share Ratio

Recipient	ATGR			ATGP			ATGT			Ratio c Total Sub-allotted (%)
	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	
	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Allotment to ARTDOC	
Recipient Type: Inst										
BMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

I.5.1.1.4 Step-04: Select Mandatory Fields and Proceed

Sub Allotment :

Mandatory Sign → **Type of Allotment** → **Select Type of Allotment --**

Type of ATG * → **Select Type of ATG --**

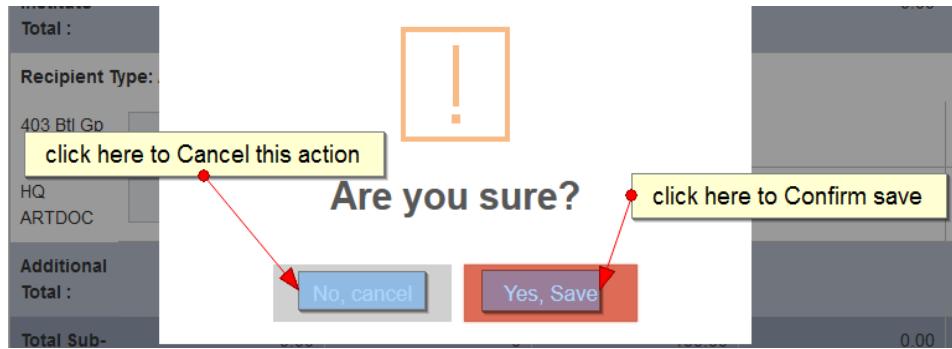
Amount : *

click here to Proceed → **Proceed** → **Cancel**

I.5.1.1.5 Step-05: Provide Ratio and Save

RV&F Dep		11	4888.84	--- Select Purpose ---	
Adhoc AWGC			0	--- Select Purpose ---	
Institute Total :	0.00	100.00	44,444.00		0.00
Recipient Type: Additional					
403 Btl Gp				--- Select Purpose ---	
Provide Data and click here to Save it → Save → Cancel → click here to Cancel this action					

1.5.1.1.6 Step-06: Save Confirmation

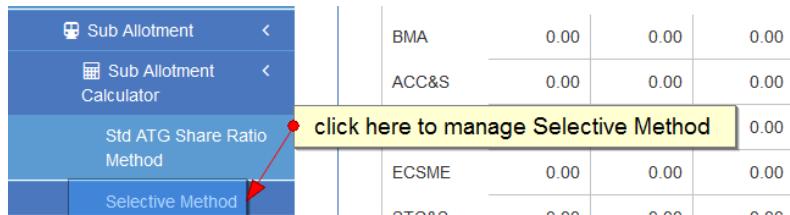


1.5.1.1.7 Step -07: Save Notification



1.5.1.2 Selective Method

1.5.1.2.1 Step-01: Select “Selective Method” Menu



1.5.1.2.2 Step-02: Select Mandatory Fields and Generate

Selective Method

Mandatory Sign	
Select Financial Year	FY-2019-21
Dt : *	2018-10-15
Type of ATG : *	All selected (3) ▾
<input checked="" type="button"/> Generate click here to Generate	

I.5.1.2.3 Step-03: View Selective Method

Recipient	ATGR			ATGP			ATGT			Ratio c Total Sub- allotted (%)
	Dir Allotment to Recipient	Dir Allotment to ARTDOC	Dir Allotment to ARTDOC	Dir Allotment to Recipient	Dir Allotment to ARTDOC	Dir Allotment to ARTDOC	Dir Allotment to Recipient	Dir Allotment to ARTDOC	Dir Allotment to ARTDOC	
	Recipient to Recipient	Through ARTDOC	to ARTDOC	to Recipient	Through ARTDOC	to ARTDOC	to Recipient	Through ARTDOC	to ARTDOC	
Recipient Type: Inst										
BMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

I.5.1.2.4 Step-04: Select Mandatory Fields and Proceed

Sub Allotment :

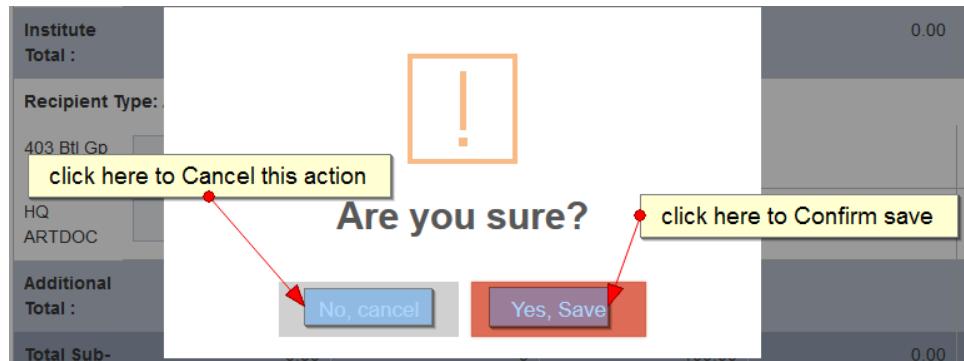
Type of Allotment	<input type="button" value="-- Select Type of Allotment --"/>
Mandatory Sign	<input type="button" value="Type of ATG *"/>
Amount : *	<input type="text"/>
click here to Proceed → Proceed ← Cancel click here to Cancel this action	

I.5.1.2.5 Step-05: Provide Info and Save

RV&F Dep	<input type="button" value="--- Select Purpose ---"/>	0	<input type="text"/>
Adhoc AWGC	<input type="button" value="--- Select Purpose ---"/>	0	<input type="text"/>
Institute Total		0	<input type="text"/>
Recipient Type: Additional			
403 Btl Gp	<input type="button" value="--- Select Purpose ---"/>	0	<input type="text"/>
HQ ARTDOC	<input type="button" value="--- Select Purpose ---"/>	0	<input type="text"/>
Additional Total		0	<input type="text"/>
Total Sub-allotted		0.00	<input type="text"/>

Provide Info and click here to Save → Save ← Cancel
click here to Cancel this action

1.5.1.2.6 Step-06: Save Confirmation

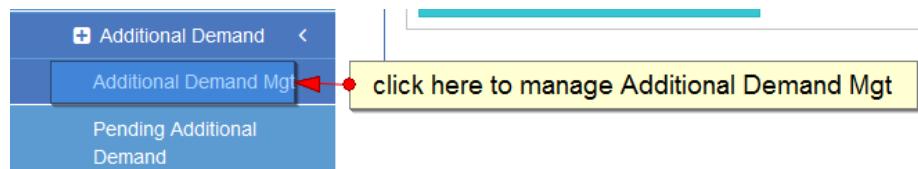


1.5.1.2.7 Step -07: Save Notification



1.5.1.3 Calculation Proposal

1.5.1.3.1 Step-01: Select “Calculation Proposal” Menu



1.5.1.3.2 Step-02: View “Calculation Proposal” List

Calculation Proposal List		click here to Select Financial Year		click here to Select ATG Type	
Proposal No	Calculation Type	Dt	Amount	ATG Type	Type of Allotment
4/18	Selective	15/10/2018	1,23,333.00	ATGR	Dir Allotment to Recipient FY-2019-21
2/18	ATG Share Rt.	15/10/2018	44,444.00	ATGP	Dir Allotment to Recipient FY-2019-21
1/18	Selective	02/10/2018	566.00	ATGR	Dir Allotment to Recipient FY-2018-19

Actions available for each row:

- Click here to Select Calculation Type (highlighted in yellow)
- Click here to View Details (highlighted in yellow)
- Click here to Edit (highlighted in yellow)
- Click here to Delete (highlighted in yellow)
- Print (green icon)
- Commit (blue icon)
- Act (orange icon)
- Print (yellow icon)
- Edit (blue icon)
- Delete (red icon)
- Print (green icon)
- Edit (blue icon)
- Delete (red icon)
- Print (yellow icon)
- Edit (blue icon)
- Delete (red icon)

I.5.1.3.3 Step-03: Click “Details” Icon to view Details Data

4/18	Selective	15/10/2018	1,23,333.00	ATGR	Dir Allotment to Recipient	FY-2019-21				
click here to View Details										

I.5.1.3.4 Step-04: View Details of Calculation Proposal

Recipient	Total Sub-allotted	Proposed Sub-allotment	Purpose
Recipient Type: Inst			
BMA	0.00	1,23,333.00	
Institute Total :	0.000	1,23,333.00	
Recipient Type: Additional			
Additional Total :	0.00	0.00	
Total	0.000	1,23,333.00	

 **click here to Cancel this action**

I.5.1.3.5 Setp-05: Click “Edit” Icon

1/18	Selective	02/10/2018	566.00	ATGR	Dir Allotment to Recipient	FY-2018-19			
click here to Edit									

I.5.1.3.6 Step-06: Select Required Field and Generate

Select Financial Year 	Mandatory Sign
FY-2019-21	
Dt : * <input type="text" value="2018-10-15"/>	
Type of ATG : * <input type="text" value="All selected (3) ▾"/>	
 click here to generate	

I.5.1.3.7 Step-07: View Data

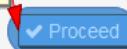
Recipient	ATGR		ATGP		ATGT		Ratio of Total Sub-allotted (%)	
	Dir Allotment to Recipient Through ARTDOC	Dir Allotment	Dir Allotment to Recipient Through ARTDOC	Dir Allotment	Dir Allotment to Recipient Through ARTDOC	Dir Allotment		
		to ARTDOC		to ARTDOC		to ARTDOC		
Recipient Type: Inst								
BMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AC&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

I.5.1.3.8 Step-08: Provide Updated Info and Proceed

SUD Allotment :

Type of Allotment *	Dir Allotment to Recipient
Type of ATG *	ATGR
Amount : *	123333.00

Provide Updated Info and click here to Submit

 Proceed

 Cancel

click here to Cancel this action

I.5.1.3.9 Step-09: Provide Data and Save

RV&F Dep	--- Select Purpose ---	0	
Adhoc AWGC	--- Select Purpose ---	0	
Institute Total		0	
Recipient Type: Additional			
403 Btl Gp	--- Select Purpose ---	0	
HQ ARTDOC	--- Select Purpose ---	0	
Additional Total		0	
Total Sub-allotted		0.00	

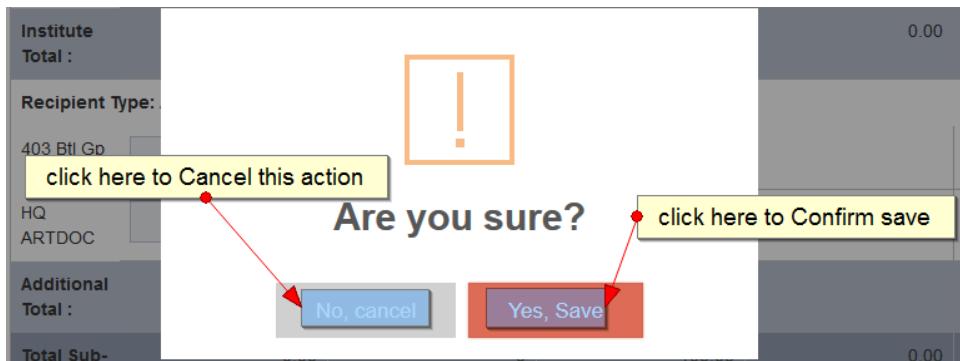
Provide Info and click here to Save

 Save

 Cancel

click here to Cancel this action

I.5.1.3.10 Step-10: Save Confirmation



I.5.1.3.11 Step -11: Save Notification



I.5.1.3.12 Step-12: Click “Print” Icon and Print Proposal

4/18	Selective	15/10/2018	1,23,333.00	ATGR	Dir Allotment to Recipient	FY-2019-21	
							click here to Print

I.5.1.3.13 Step-13: Click “Commit” Icon to Commit Proposal

4/18	Selective	15/10/2018	1,23,333.00	ATGR	Dir Allotment to Recipient	FY-2019-21	
							click here to Commit

I.5.1.3.14 Step-14: Click “Commit” and Save

Institute Total :		0.00	1,23,333.00
Recipient Type: Additional			
Additional Total :		0.00	0.00
Total		0.00	1,23,333.00

click here to Commit → **click here to go back**

I.5.1.3.15 Step-15: Commit Confirmation



I.5.1.3.16 Step-16: View Commit Notification



I.5.1.3.17 Step-17: Click "Delete" Icon

2/18	ATG Share Rt.	15/10/2018	44,444.00	ATGP	Dir Allotment to Recipient	FY-2019-21	 click here to Delete
------	---------------	------------	-----------	------	----------------------------	------------	--

I.5.1.3.18 Step-18: Delete Confirmation



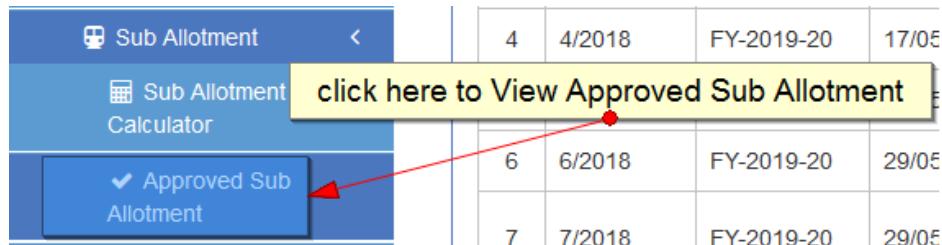
I.5.1.3.19 Step-19: Delete Notification



I.5.2 Approved Sub Allotment

I.5.2.1 View Approved Sub Allotment List

I.5.2.1.1 Step-01: Click on "Approved Sub Allotment" Menu



I.5.2.1.2 Step-02: View Approved Sub Allotment List

Approved Sub Allotment List

Ser	Proposal No	Financial Year	Dt	Purpose	ATG Type	Type of Allotment	Recipient	Recipient Type	Sub Allotment Amount
1	1/2018	FY-2019-20	15/05/2018		ATGR	Dir Allotment to Recipient	BMA	Inst	9,00,000.00
2	2/2018	FY-2019-20	15/05/2018		ATGP	Dir Allotment to Recipient Through ARTDOC	ACC&S	Inst	5,00,000.00

select Fin Yr select ATG Type

Financial Year : -- Select Fin Yr -- ATG Type : -- Select ATG Type -- Budget Code : *

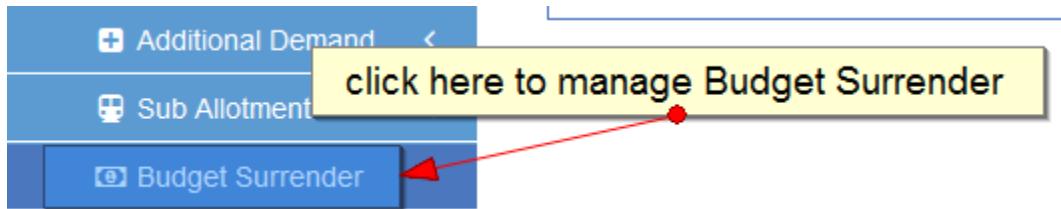
Type of Allotment : -- Select Type of Allotme... Recipient : -- Select Recipient --

select type of Allotment select Recipient Filter

I.6 Budget Surrender

I.6.1 View Budget Surrender

I.6.1.1 Step – 01: Click “Budget Surrender” Menu



I.6.1.2 Step-02: View Budget Surrender List

Budget Surrender List

Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Reason Surrender	Amount	Dt	Act
1	FY-2019-20	Dir Allotment to Recipient	ATGR	BMA	Inst	dfa	5,335.00	11/07/2018	

Total Amount of 1 records : 5,335.00

click to Select Financial Year click here to Create New Entry +

Financial Year : -- Select Fin Yr -- ATG Type : -- Select ATG Type -- Budget Code : *

Recipient : -- Select Recipient --

click to Select ATG type click here to Edit

click to Select Recipient Filter click here to Delete

Showing 1 to 1 of 1 records

I.6.2 Create Budget Surrender

I.6.2.1 Step-01: Select “Budget Surrender” Menu

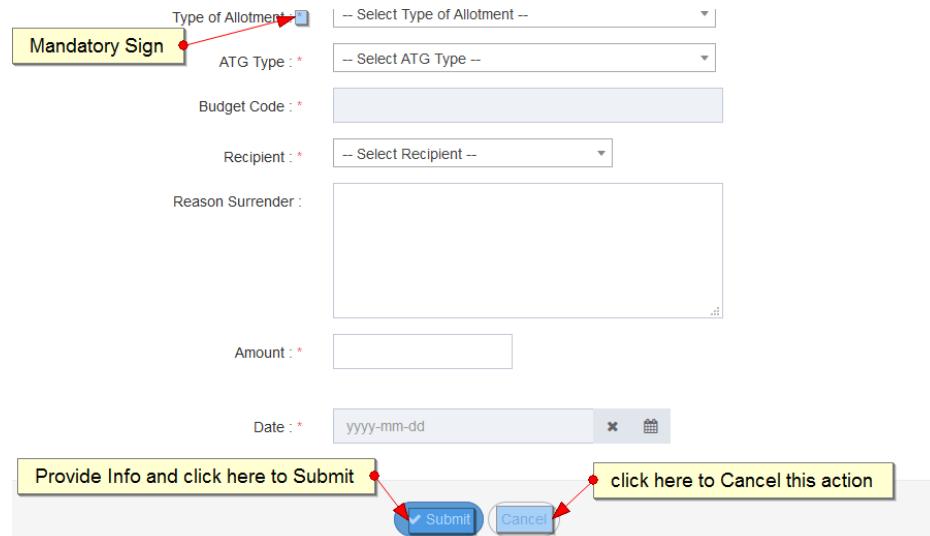


I.6.2.2 Step-02: Click on “Create” Button



A screenshot of a 'Budget Surrender List' page. At the top right, there is a blue button labeled 'New Entry +' with a red arrow pointing to it. Below the button are search and filter fields: 'Financial Year' (dropdown), 'ATG Type' (dropdown), 'Budget Code' (text input), and a date field 'Date : *' with a calendar icon.

I.6.2.3 Step-03: Provide Info & Submit



A screenshot of a form titled 'Provide Info and click here to Submit'. The form includes the following fields: 'Type of Allotment' (dropdown), 'Mandatory Sign' (checkbox), 'ATG Type' (dropdown), 'Budget Code' (text input), 'Recipient' (dropdown), 'Reason Surrender' (text area), 'Amount' (text input), and a date field 'Date : *' with a calendar icon. At the bottom are two buttons: 'Submit' (blue with checkmark) and 'Cancel' (grey).

I.6.2.4 Create Confirmation



I.6.2.5 Step-04: View Creation Notification



I.6.3 Edit an Existing Budget Surrender

I.6.3.1 Step-01: Select “Budget Surrender” Menu

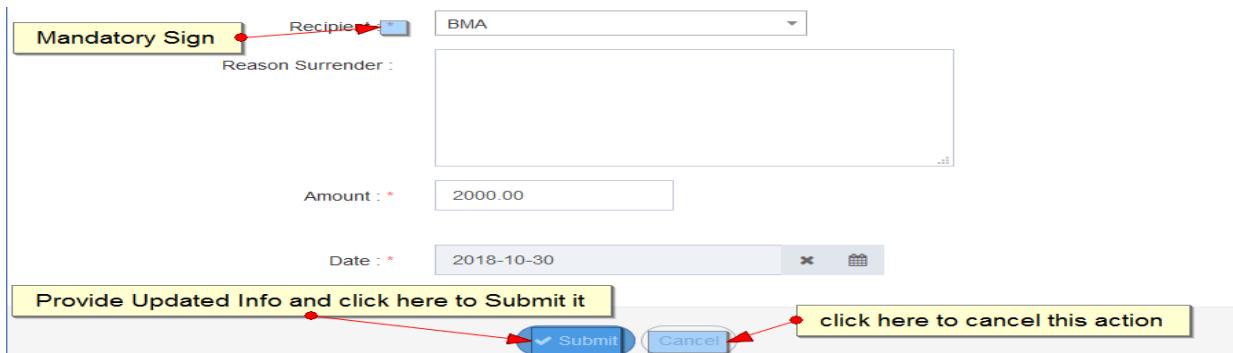


I.6.3.2 Step-02: Click on “Edit” Icon

Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Reason Surrender	Amount	Dt	Act
1	FY-2019-20	Dir Allotment to Recipient	ATGR	BMA	Inst	dfa	5,335.00	11/07/2018	

Total Amount of 1 records : 5,335.00

I.6.3.3 Step-03: Provide updated Info & Submit



I.6.3.4 Step-04: View Update Notification



I.6.4 Delete Budget Surrender

I.6.4.1 Step-01: Select “Budget Surrender” Menu



I.6.4.2 Step-02: Click on “Delete” Icon

Ser	Financial Year	Type of Allotment	ATG Type	Recipient	Recipient Type	Reason Surrender	Amount	Dt	Act
1	FY-2019-21	Dir Allotment to Recipient	ATGR	BMA	Inst	click here to Delete	2,000.00	30/10/2018	 

I.6.4.3 Step-03: Delete Confirmation



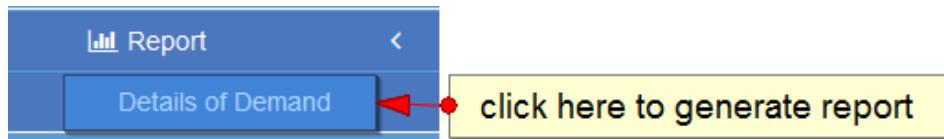
I.6.4.4 Step-04: View Delete Notification



I.7 Report

I.7.1 Details of Demand

I.7.1.1 Step-01: Click “Details of Demand” Menu



I.7.1.2 Step-02: Select required fields and generate report

Mandatory Sign

Financial Year	-- Select Year --
Type of Demand *	--Select Type of Demand--
Type of ATG :	None selected
Recipient :	-- Select Recipient --
As On(Date)	yyyy-mm-dd <input type="button" value="X"/> <input type="button" value="Calendar"/>
<input type="button" value="Generate"/> click generate to view report	

I.7.1.3 Step-03: View Details of Demand Report

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Recipient	Ser	Description of Proj	Initial Demand	ATG Type	Previously Received	Dt	Reference
BMA	1	uy	9,00,000.00	ATGR	0.00	21/05/2018	
	2	rr	70,000.00	ATGR	0.00	11/05/2018	
Total :			9,70,000.00				

I.7.2 Details of Receive

I.7.2.1 Step-01: Click “Details of Receive” Menu



I.7.2.2 Step-02: Select required fields and generate report

Mandatory Sign → Financial Year : → -- Select Year --
Type of ATG : → None selected ▾
Recipient : → -- Select Recipient --
As On(Date) → yyyy-mm-dd x Calendar icon
click here to generate Report → Generate

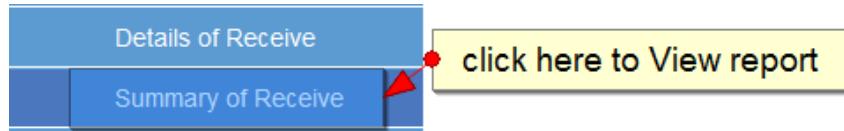
I.7.2.3 Step-03: View Report

		ATGR		ATGP		ATGT			
		Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient		
		Dir Recipient Through ARTDOC	Allotment to ARTDOC	Dir Recipient Through ARTDOC	Allotment to ARTDOC	Dir Recipient Through ARTDOC	Allotment to ARTDOC		
BMA	24/05/2018	16/05/2018	16/05/2018	14/05/2018	14/05/2018	14/05/2018	14/05/2018	15/05/2018	15/05/2018
		16,200.00		1,00,000.00					sfsds
		Total : 12,34,778.00	0.00	1,00,000.00	0.00	0.00	0.00	0.00	5,00,000.00

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I.7.3 Summary of Receive

I.7.3.1 Step-01: Click "Summary of Receive" Menu



I.7.3.2 Step-02: Select required fields and generate report

Mandatory Sign → Financial Year : → -- Select Year --
Type of ATG : → None selected ▾
Recipient : → -- Select Recipient --
click here to Generate report → Generate

1.7.3.3 Step-03: View Report

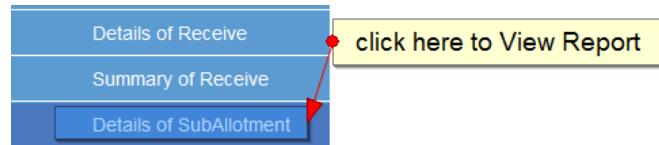
ATGR		ATGP				ATGT	
Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Allotment to ARTDOC	Dir Allotment to Recipient	Allotment to ARTDOC	Dir Allotment to Recipient	Allotment to ARTDOC
Recipient Type: Inst							
BMA	12,34,778.00		1,00,000.00				5,00,000.00

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1.7.4 Details of SubAllotment

1.7.4.1 Step-01: Click “Details of SubAllotment” Menu



1.7.4.2 Step-02: Select require fields and generate

Financial Year:	<input type="button" value="-- Select Year --"/>
Mandatory Sign	Type of ATG :
	<input type="button" value="None selected"/>
Recipient :	<input type="button" value="-- Select Recipient --"/>
As On(Date)	<input type="text" value="yyyy-mm-dd"/> <input type="button" value="X"/> <input type="button" value="Generate"/>
click here to generate report <input type="button" value="Generate"/>	

1.7.4.3 Step-03: View Report

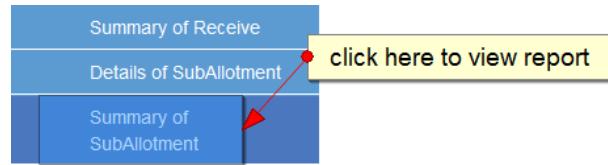
		ATGP				ATGT			
Recipient	Dt	Purpose	ATGR	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient	Dir Allotment to Recipient
				Dir Allotment to Recipient Through ARTDOC	Allotment to ARTDOC	Allotment to Recipient	Dir Allotment to Recipient Through ARTDOC	Allotment to ARTDOC	Allotment to Recipient
Recipient Type: Inst									
15/05/2018		9,00,000.00							

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I.7.5 Summary of SubAllotment

I.7.5.1 Step-01: Click “Summary of SubAllotment” Menu



I.7.5.2 Step-02: Select required fields and generate

Financial Year :

Type of ATG :

Recipient :

As On(Date) :

Mandatory Sign

click here to generate report

I.7.5.3 Step-03: View Report

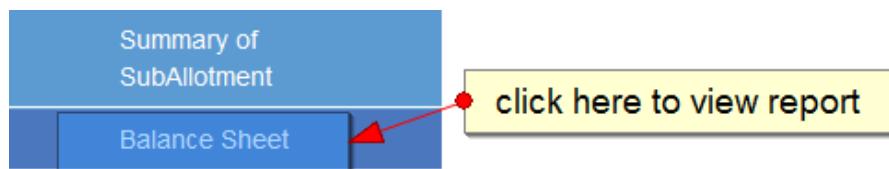
Recipient	ATGR			ATGP			ATGT		
	Dir Allotment to Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Dir Allotment to Recipient Through ARTDOC	Allotment to ARTDOC	Dir Allotment to Recipient	Dir Allotment to Recipient Through ARTDOC	Allotment to ARTDOC	
Recipient Type: Inst									
BMA	1,04,36,000.00								
ACC&S	36,000.00	9,00,000.00			5,00,000.00				
AC&S	81,000.00								

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I.7.6 Balance Sheet

I.7.6.1 Step-01: Click “Balance Sheet” Menu



I.7.6.2 Step-02: Select required fields and generate

Financial Year
Mandatory Sign ATG Type
Click here to generate report

I.7.6.3 Step-03: View Report

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	ATGR				ATGP				ATGT				Total
	Dir Allotment		Dir Allotment		Dir Allotment		Dir Allotment		Dir Allotment		Dir Allotment		Dir Allotment
	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient	Recipient Through ARTDOC	Dir Allotment to Recipient Through ARTDOC
Receive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Allotment	4,550.00	0.00	0.00	0.00	0.00	12,000.00	6,000.00	0.00	5,200.00	10,550.00	0.00	0.00	0.00

J. SUPPLIER'S SEAL & SIGNATURE

Signature of Supplier	
Information of Supplier	<p>Tawhidur Rahman Chief Executive Officer  Swapnoloke 83/2 Borobag, Flat# 2B Mirpur-2, Dhaka – 1216 Phone: +880 1756 167 187 Email: tawhidur.rahman@swapnoloke.com Website: www.swapnoloke.com</p>
Date	24 October, 2018