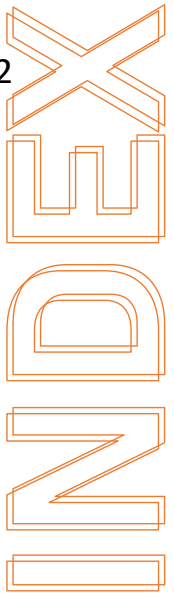




HOD's

Guide to Digital DRB
Management System
Bangladesh NAVY





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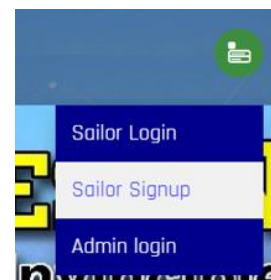


From your browser, Go to this address **http://192.168.254.1**

How to Login as HOD's account?

STEP 1

From the DRB Home page top menu, Click on the "Admin login" to begin the login process.

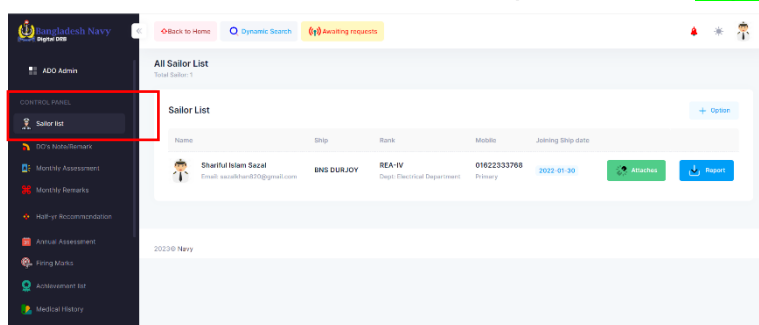


STEP 2

On the Admin Login page, Select Admin type as **HOD**, Enter phone number/shortcode and password and click submit.

All Sailor's List

On "**HOD's Dashboard**" page, from sidebar menu click on "Sailor list". All the respective sailor will be shown. To download sailor's report click on "**Report**" button.



For viewing the attached **NID & Marriage certificate**, click on **Attaches** button.

DO's Note/Remark

On "**HOD's Dashboard**" page, from sidebar menu click on "**DO's Note/remark**".



Monthly Assessment

On "HOD's Dashboard" page, from sidebar menu click on "Monthly Assessment". Then click "View assessment" to view that specific sailor's assessment.

The screenshot shows the Bangladesh Navy Digital DBS interface. On the left sidebar, the 'Monthly Assessment' option is highlighted. The main content area displays a table with the following data:

Name	Ship	Rank	Mobile	Present Billet
Shariful Islam Sazal Email: sazalikhan820@gmail.com	BNS DURJOY	REA-IV Dept: Electrical Department	01622333768 Primary	BNS DJY

Buttons for 'Add Assessment' and 'View Assessment' are visible next to the sailor's name. Below the table, there is a section for '2023@ Navy'.

To add Monthly assessment, click "Add assessment" and fill the form properly.

Monthly Remarks

On "HOD's Dashboard" page, from sidebar menu click on "Monthly remarks". Then click "View remark" to view that specific sailor's remark.

The screenshot shows the Bangladesh Navy Digital DBS interface. On the left sidebar, the 'Monthly Remarks' option is highlighted. The main content area displays a table with the following data:

SAILOR	SHIP	DEPT	JOINING SHIP	ACTION
Shariful Islam Sazal Email: sazalikhan820@gmail.com	BNS DURJOY	REA-IV Dept: Electrical Department	2022-01-30	Add Remark View remark

Buttons for 'Add Remark' and 'View remark' are visible next to the sailor's name. Below the table, there is a section for '2023@ Navy'.

To add Monthly remark, click "Add remark" and fill the form properly.

Half-yearly Recommendation

On "HOD's Dashboard" page, from sidebar menu click on "Half-yr Recommendation". Then select appropriate year to view that specific sailor's recommendation.

The screenshot shows the Bangladesh Navy Digital DBS interface. On the left sidebar, the 'Half-yr Recommendation' option is highlighted. The main content area displays a table with the following data:

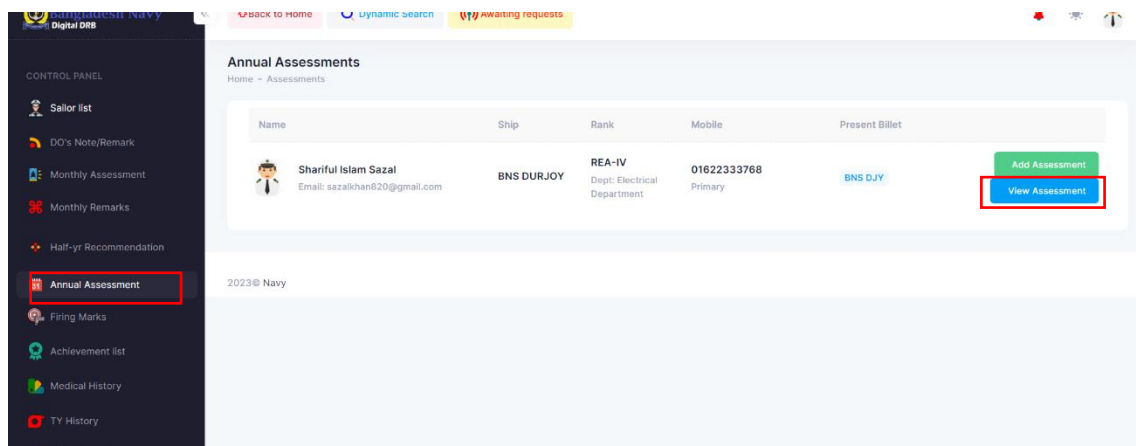
SAILOR	YEAR	PERIOD	TYPE
Shariful Islam Sazal sazalikhan820@gmail.com	2023	31-March	

Buttons for 'Add recommendation' and 'View recommendation' are visible next to the sailor's name. Below the table, there is a section for '2023@ Navy'.

To add Recommendation, click "Add Recommendation" and fill the form properly.

Annual Assessment

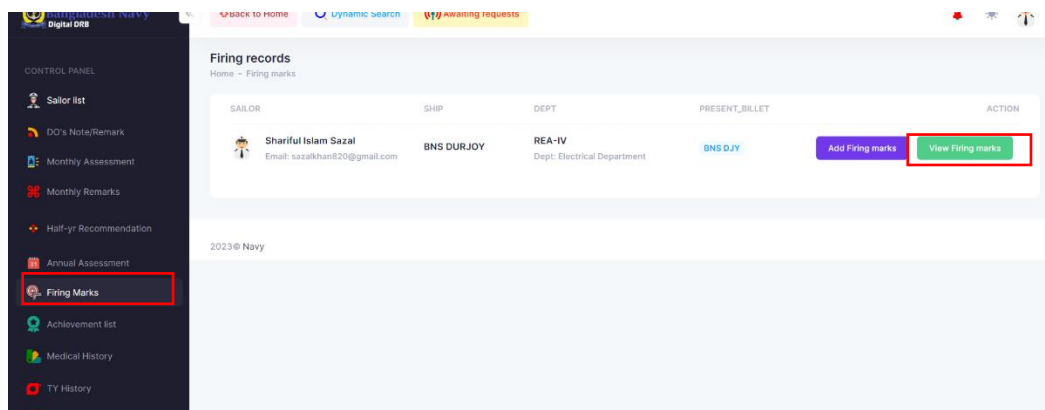
On "HOD's Dashboard" page, from sidebar menu click on "Annual Assessment". Then click "View assessment" to view that specific sailor's assessment.



To add Annual Assessment, click "Add Assessment" and fill the form properly.

Firing marks

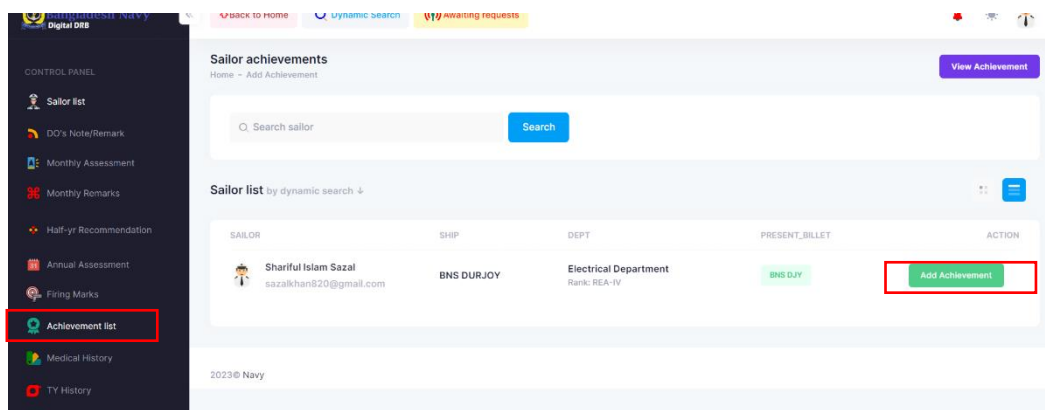
On "HOD's Dashboard" page, from sidebar menu click on "Firing Marks". Then click "View firing Marks" to view that specific sailor's firing records.



To add Firing record, click "Add Firing marks" and fill the form properly.

Achievements

On "HOD's Dashboard" page, from sidebar menu click on "Achievement List". Then click "View Achievements" to view that specific sailor's achievement.



To add Achievement, click "Add Achievement" and fill the form properly.

Medical History

On "HOD's Dashboard" page, from sidebar menu click on "Medical History". Then click "View medical record" to view that specific sailor's medical records.

The screenshot shows the 'Medical History' interface. On the left, the sidebar menu has 'Medical History' highlighted. The main content area displays a modal window titled 'Sailor's Medical Record' with the subtitle 'Sailor's Medical History'. Inside the modal, there is a table with the following data:

Name of Month	Date of Sick/Admit	Name of Diseases	Medical remarks	Medical Category
June-2023	2023-07-12	Dengue	Serious pain	B
Feb-2022	2022-06-12	Dengue	Serious pain	B

On the right side of the modal, there is an 'ACTION' panel with two buttons: 'Add Health record' and 'View Medical Record'. The 'View Medical Record' button is highlighted with a red box.

To add medical record, click "Add Medical record" and fill the form properly.

TY History

On "HOD's Dashboard" page, from sidebar menu click on "TY History". Then click "View TY History" to view that specific sailor's TY records.

The screenshot shows the 'TY History' interface. On the left, the sidebar menu has 'TY History' highlighted. The main content area displays a modal window titled 'Sailor's TY History' with the subtitle 'Sailor's TY records'. Inside the modal, there is a table with the following data:

TY Billet	Purpose of TY	From	TO	Duration
BNS BB	Urgency	13-Jul-2023	28-Jul-2023	15 days

On the right side of the modal, there is an 'ACTION' panel with two buttons: 'Add TY' and 'View TY History'. The 'View TY History' button is highlighted with a red box.

To add TY record, click "Add TY" and fill the form properly.

PFT Information

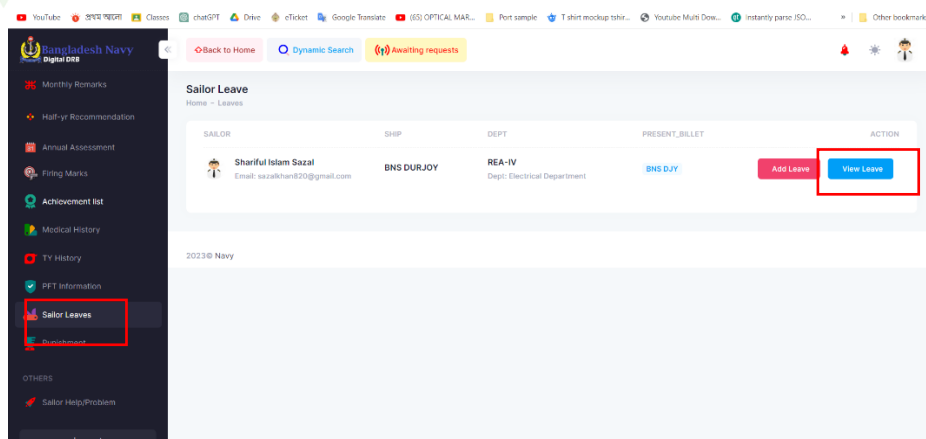
On "HOD's Dashboard" page, from sidebar menu click on "PFT Information". Select specific year to view PFT. TO add PFT , click "Add PFT".

The screenshot shows the 'PFT Information' interface. On the left, the sidebar menu has 'PFT Information' highlighted. The main content area displays a form titled 'Sailor PFT info' with the subtitle 'Home - PFT informations'. The form has three dropdown menus: '2021' (labeled 'Select Year'), 'Session' (labeled 'Session (optional)'), and 'PFT Status' (labeled 'Status (optional)'). There is an 'Add PFT info' button highlighted with a red box. Below the form, there is a table titled 'PFT Informations:' with the following data:

SAILOR	YEAR	SESSION	PFT STATUS
Shariful Islam Sazal sazakhan620@gmail.com	2021	March	Qualified

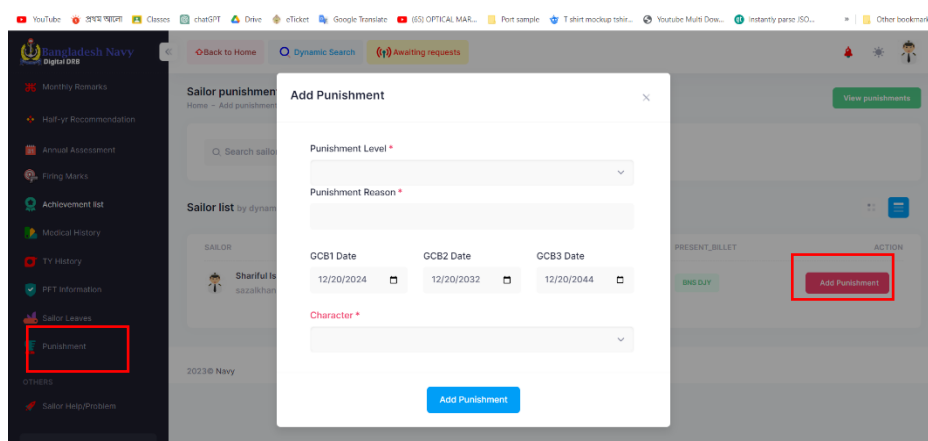
Sailor's Leaves

On "HOD's Dashboard" page, from sidebar menu click on "Sailor Leaves". To view Leave History for specific sailor, click on "View Leave". For adding leave request, click on "Add Leave".



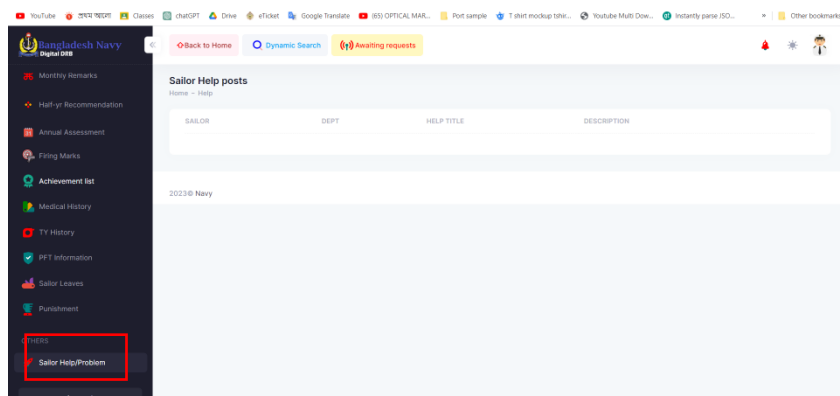
Sailor's Punishment

On "HOD's Dashboard" page, from sidebar menu click on "Punishment". To view Punishment History for specific sailor, click on "View Punishment". For adding leave request, click on "Add Punishment".



Help/Problem Bar

On "HOD's Dashboard" page, from sidebar menu click on "Help/Problem".



Dynamic Search:

On "Dashboard" page, from the top menu, click on "Dynamic Search".

Pending Leaves & Help posts:

On "Dashboard" page, from the top menu, click on "Awaiting requests" to view all pending Leaves and Help post.

- NB:**
1. If you see "CSRF TOKEN Mismatch" Then reload your page.
 2. If you see "Unauthenticated" message, It means, your login session ended. You need to Login again. So click on "Logout", Then reload the page.