ADO's

Guide to Digital DRB Management System

Sailors' Digital DRB & Smart Management System- NAVY

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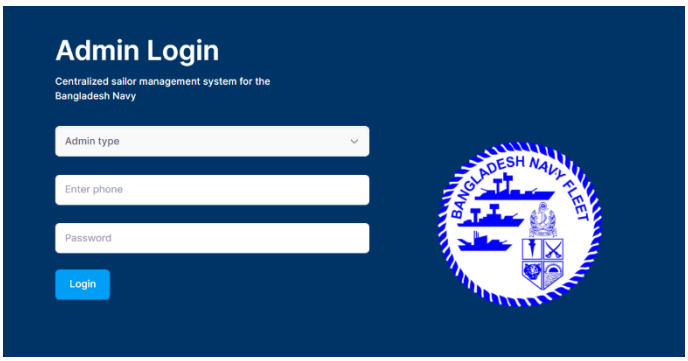
From your browser, Go to this address **http://192.168.254.1**

How to Login as ADO account?

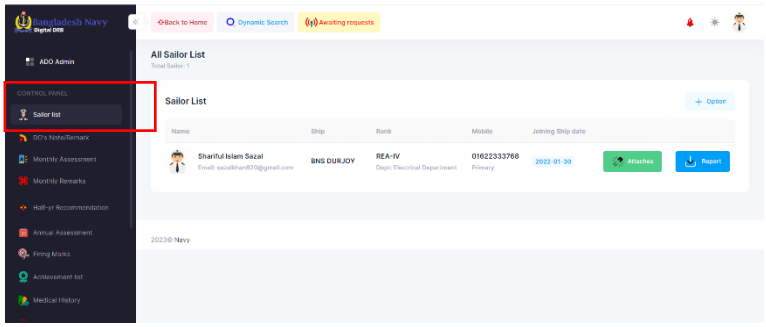
STEP 1 From the DRB Home page top menu, Click on the "Admin login" to begin the login process.

STEP 2 On the Admin Login page, Select Admin type as ADO, Enter phone number/shortcode and password and click submit.



All Sailor's List

On "ADO'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.



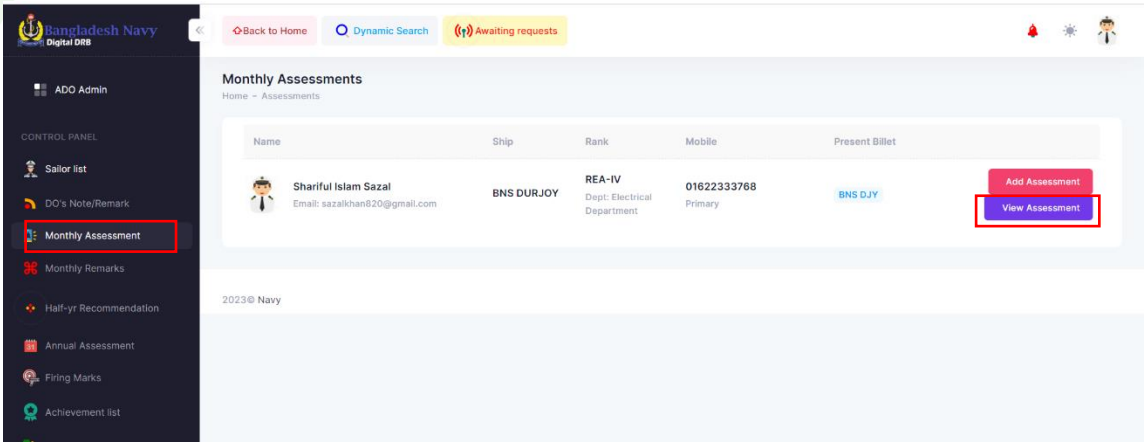
For viewing the attached NID & Marriage certificate, click on Attaches button.

DO's Note/Remark

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

Monthly Assessment

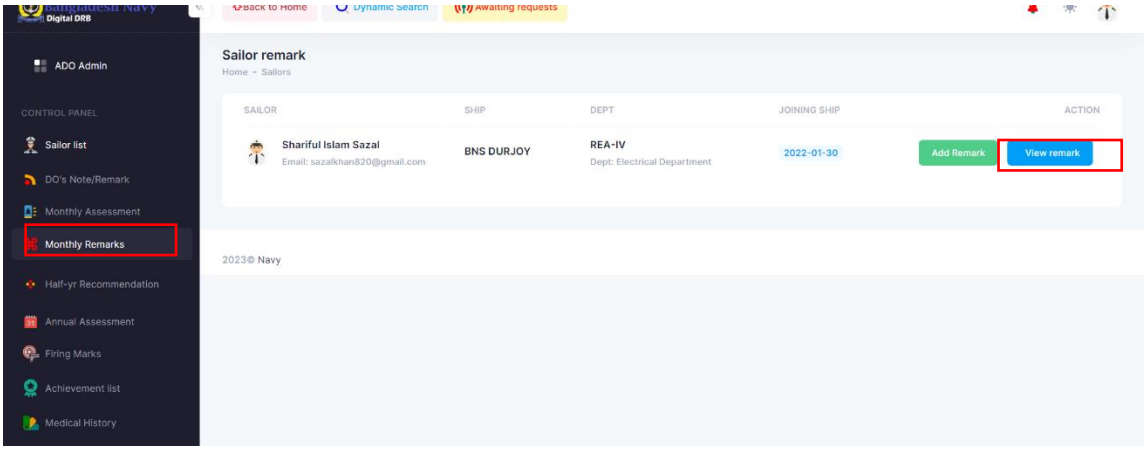
On "ADO's Dashboard" page, from sidebar menu click on "Monthly Assessment". Then click "View assessment" to view that specific sailor's assessment.



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

Monthly Remarks

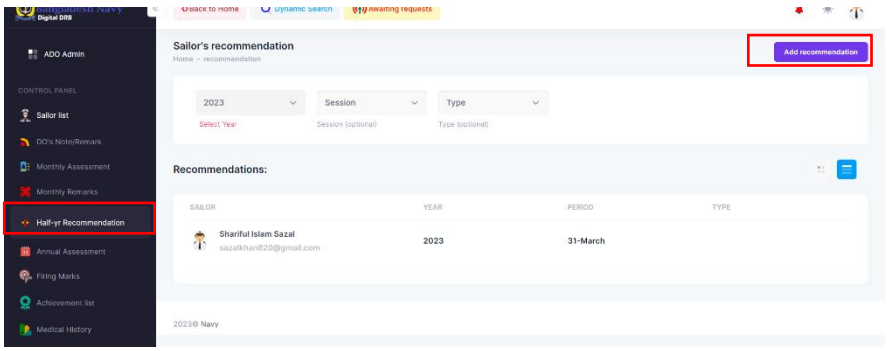
On "ADO's Dashboard" page, from sidebar menu click on "Monthly remarks". Then click "View remark" to view that specific sailor's remark.



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

Half-yearly Recommendation

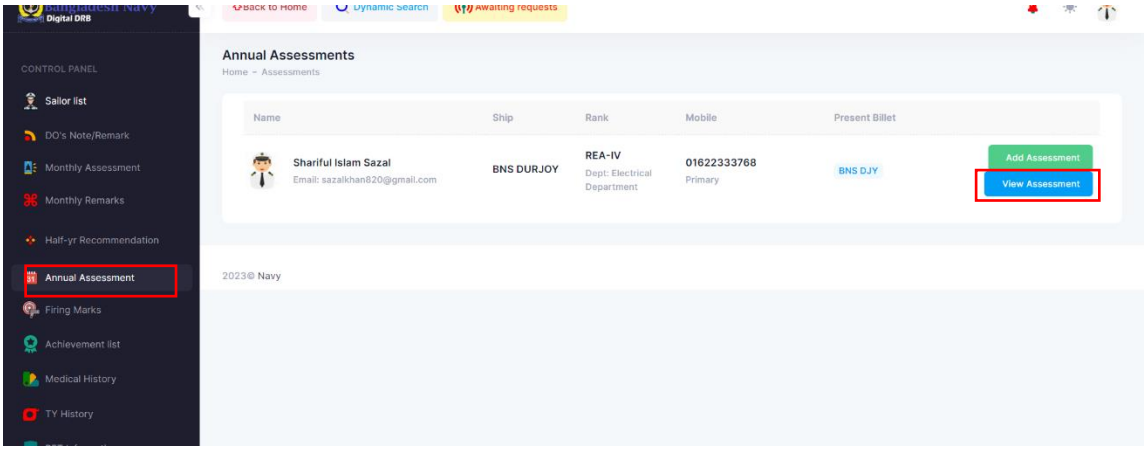
On "ADO's Dashboard" page, from sidebar menu click on "Half-yr Recommendation". Then select appropriate year to view that specific sailor's recommendation.



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

Annual Assessment

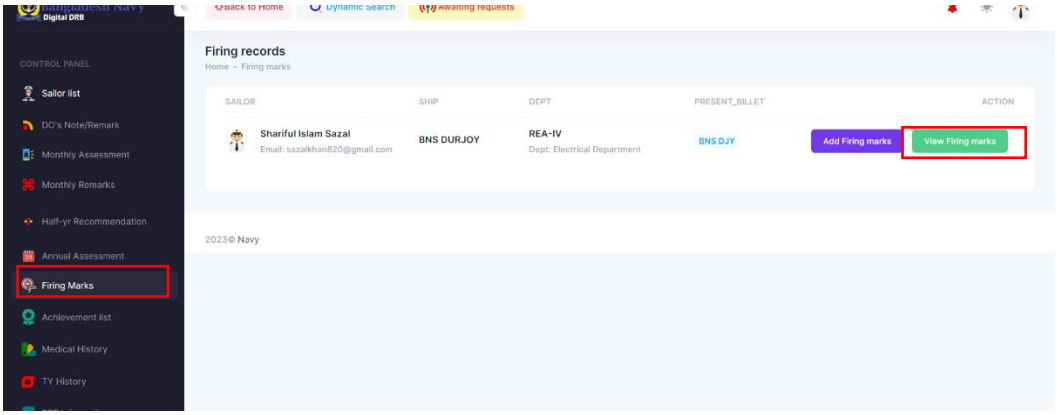
On "ADO's Dashboard" page, from sidebar menu click on "Annual Assessment". Then click "View assessment" to view that specific sailor's assessment.



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

Firing marks

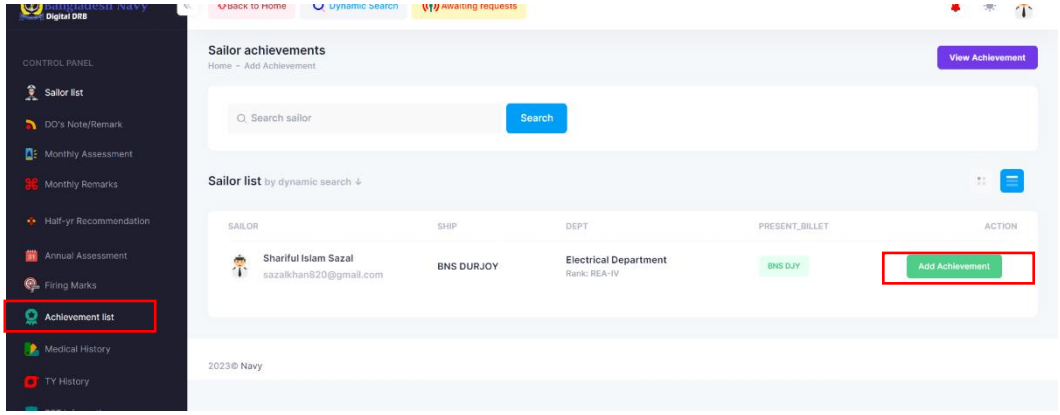
On "ADO's Dashboard" page, from sidebar menu click on "Firing Marks". Then click "View firing Marks" to view that specific sailor's firing records.



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

Achievements

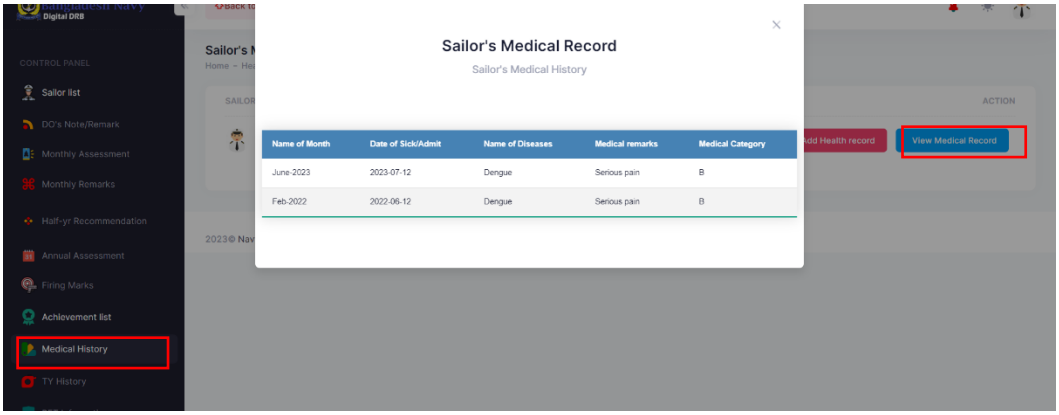
On "ADO's Dashboard" page, from sidebar menu click on "Achievement List". Then click "View Achievements" to view that specific sailor's achievement.



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

Medical History

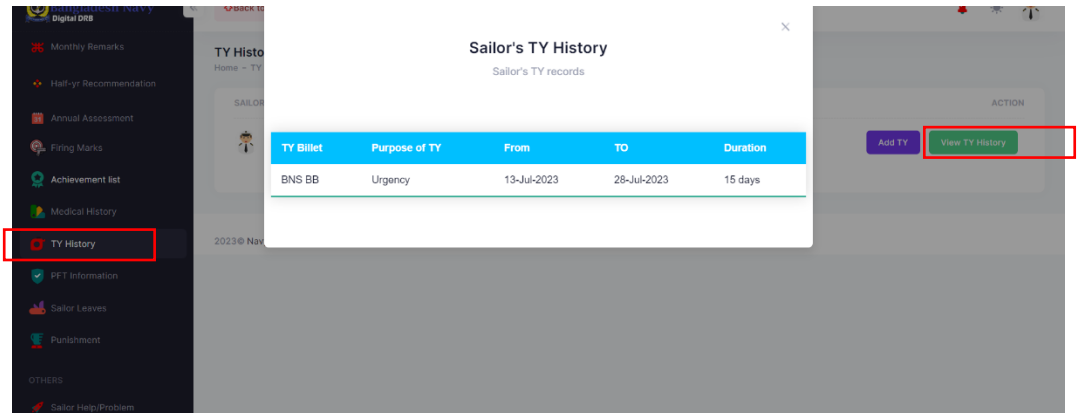
On "ADO's Dashboard" page, from sidebar menu click on "Medical History". Then click "View medical record" to view that specific sailor's medical records.



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

TY History

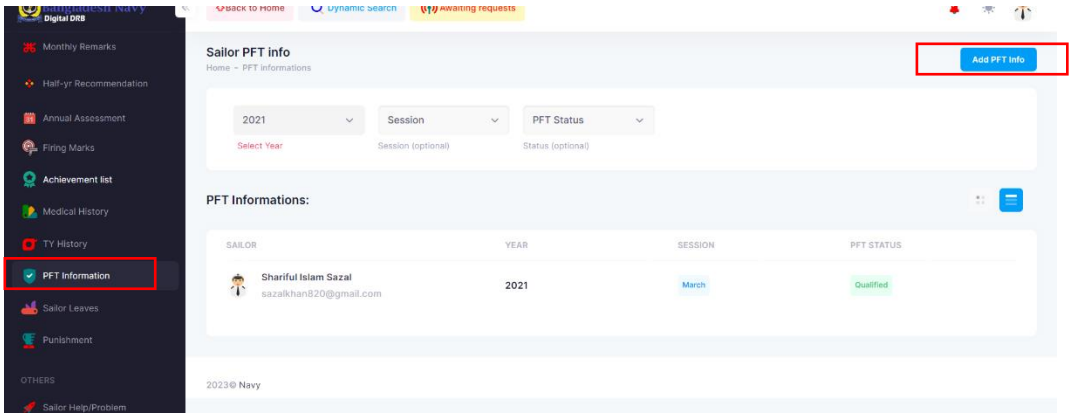
On "ADO's Dashboard" page, from sidebar menu click on "TY History". Then click "View TY History" to view that specific sailor's TY records.



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

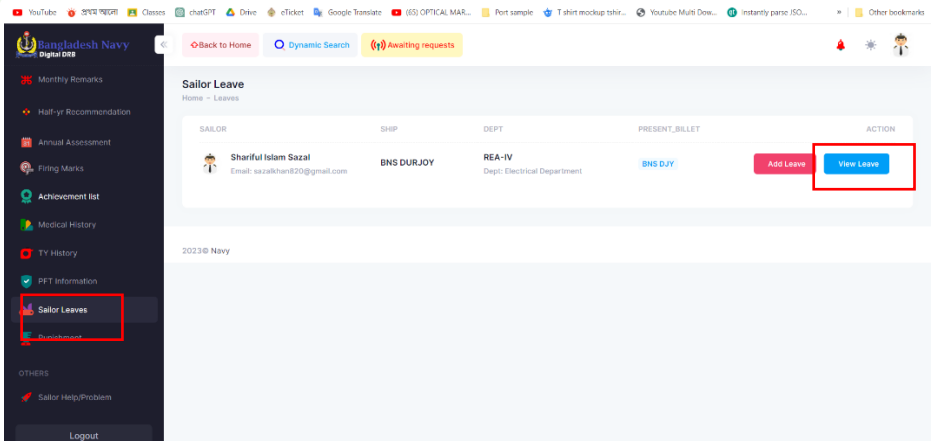
PFT Information

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



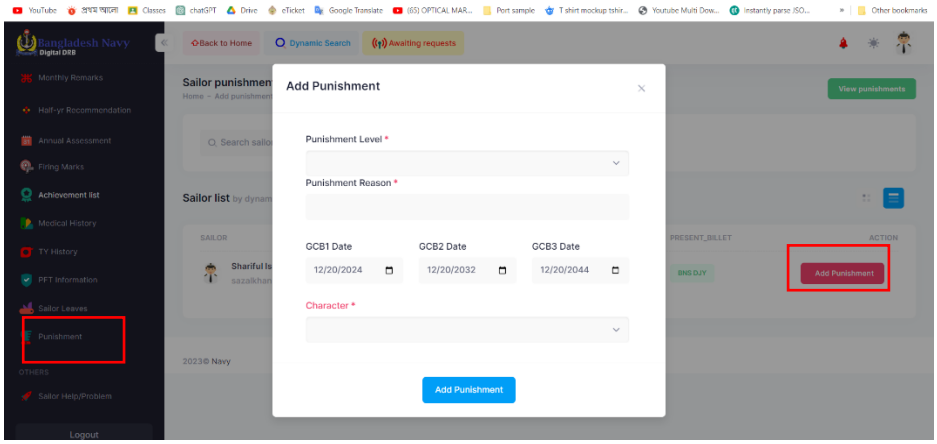
Sailor's Leaves

On "ADO'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"



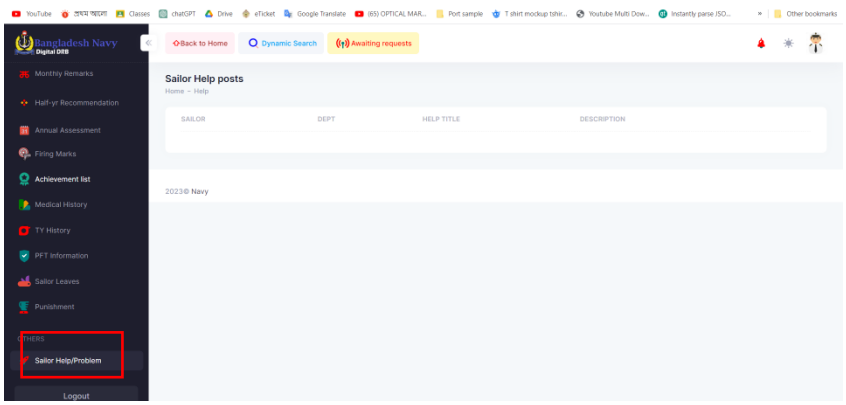
Sailor's Punishment

On "ADO'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"



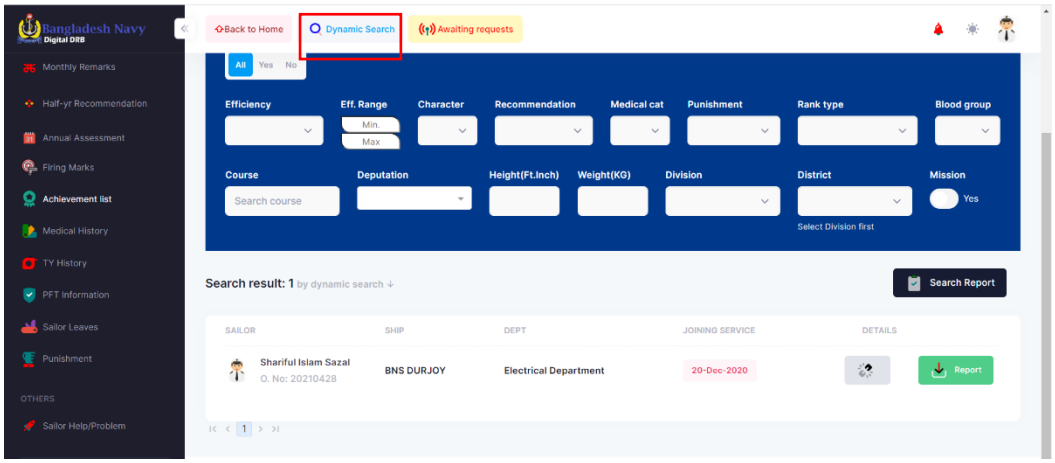
Help/Problem Bar

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



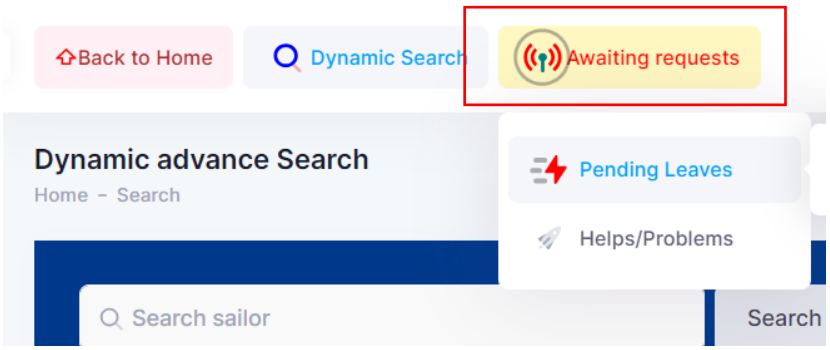
Dynamic Search:

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.