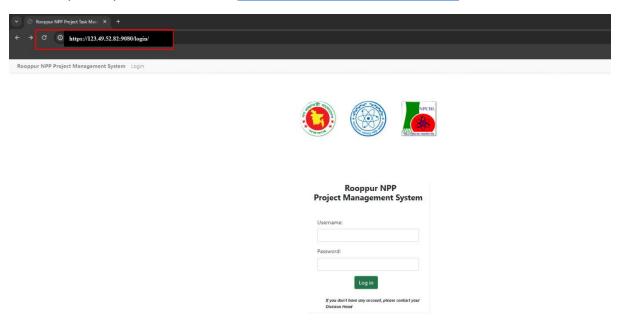
User Manual

for

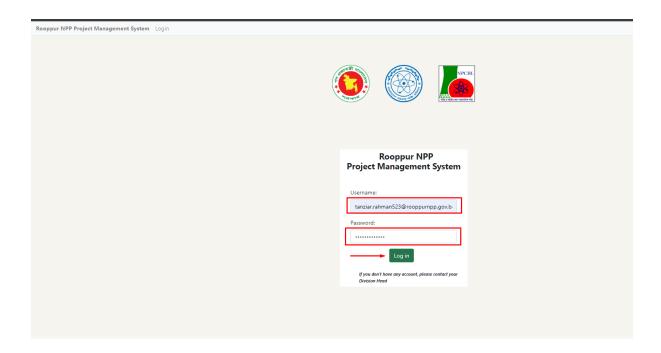
Rooppur NPP Project Management System

≻ Login

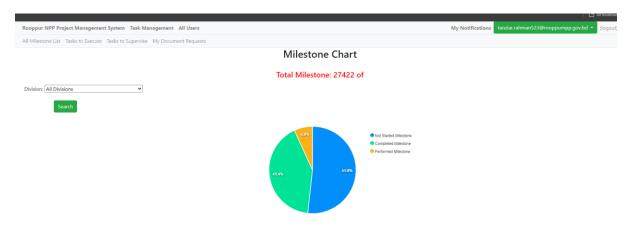
Open any browser and visit https://123.49.52.82:9080/login/



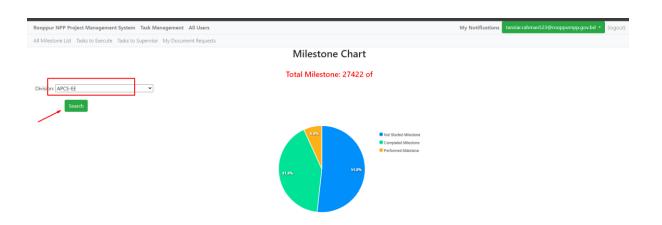
 Enter Username (your full mail id (Example: tanziar.rahman523@rooppurnpp.gov.bd)) and password (default: vver1200@RNPP) and press on "Log in" button.

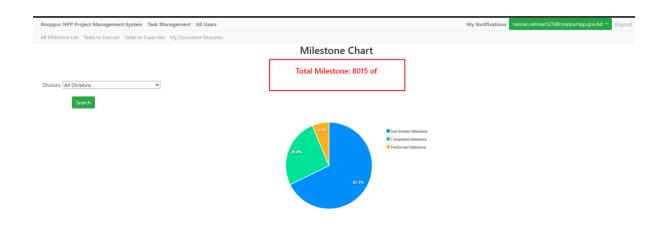


After successful login Homepage will be redirected.



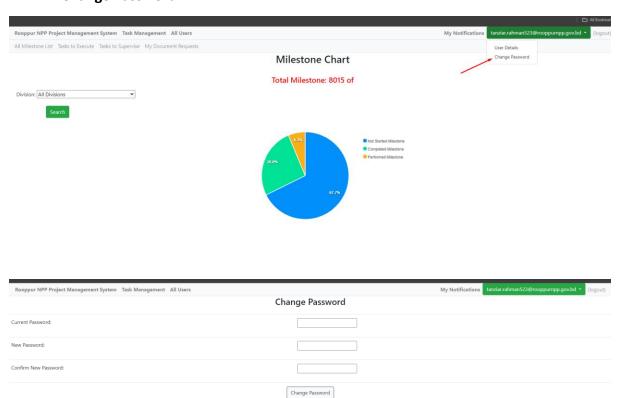
System will show pi-chart of all milestones. Any division can be selected from 'Division' dropdown list. Select division and press on 'Search' button. Pi-chart of Division specific milestone will be appeared.





Change Password

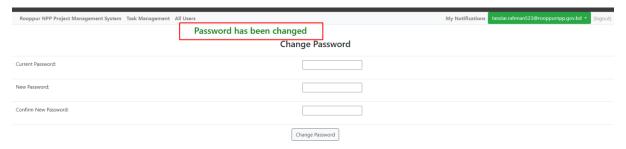
 After login to PMS, click on your name (top-right corner), from sub-menu click on 'Change Password'.



Enter 'Current Password', 'New Password', 'Confirm New Password' and press on 'Change Password' button.



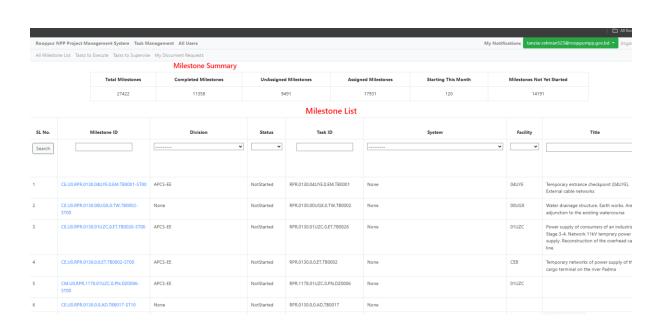
 After clicking on button successful message will be displayed and you will be logout from the system. To login into system, enter <username> and <new password>.



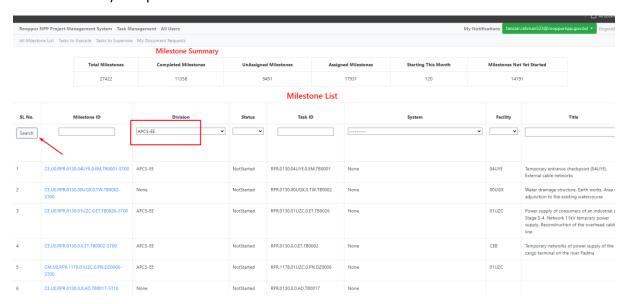
➢ All Milestone List

 Click on 'All Milestone List' sub-menu under 'Task Management' menu and all the milestones will be listed.

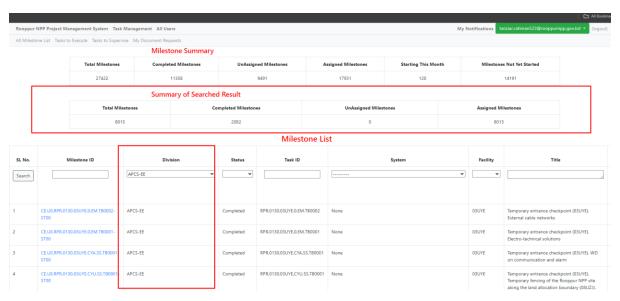




■ To search milestone list, filter any column value (Example: APCS-EE in Division column) and press on 'Search' button.

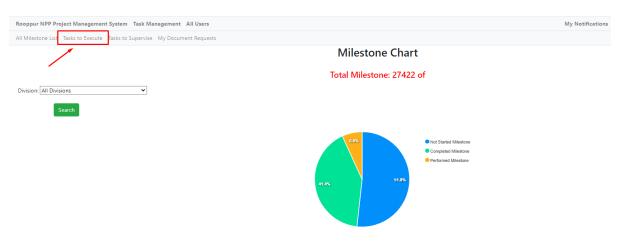


Summary of search result and milestone list will be displayed.

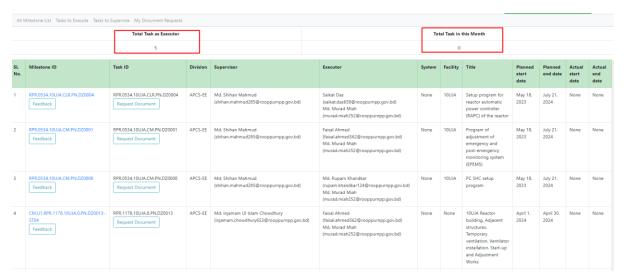


> Task List as Executor

Click on 'Tasks to Execute' sub-menu to find task list as executor.

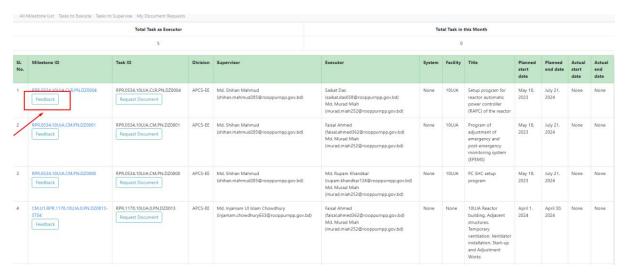


Total task list as Executor will be displayed



Submit Feedback as Executor

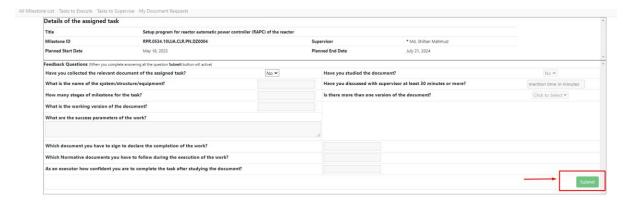
To submit feedback, click on 'Feedback' button under each milestone id.

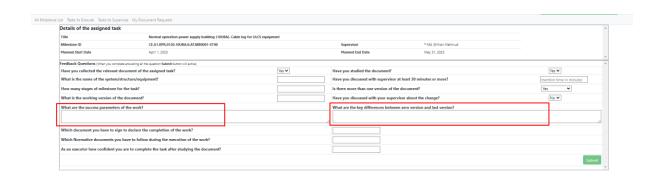


 After clicking 'Feedback' button, feedback page will be redirected and executor will fill-up the feedback form and submit the form by clicking 'Submit' button.

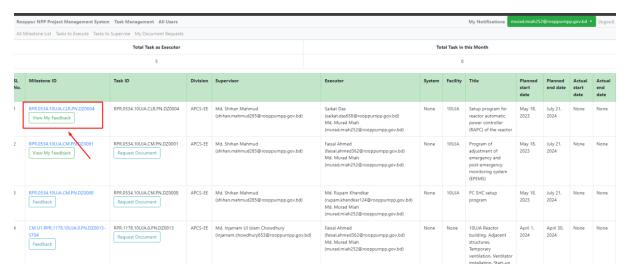
Reminder:

- ✓ Answer of 'What are the success parameters of the work?' and 'What are the key differences between zero version and last version?' must be minimum 200 characters.
- ✓ After providing each information in feedback form, 'Submit' button will be active for submission the feedback.



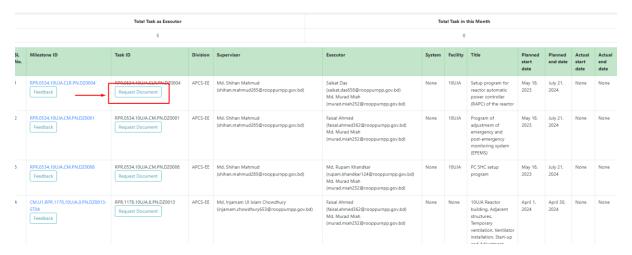


 After submission the feedback, executor will be able to see their feedback from 'View My Feedback' button from 'Tasks to Execute' page.



> Request Document

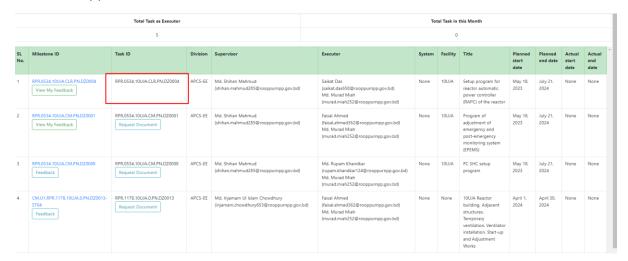
To request for document, click on 'Request Document' button.



Add required documents for the task and submit the request by clicking 'Submit' button.



 After submission the document request form, 'Request Document' button will be disappeared from task list.



Click on 'My Document Requests' to find requested documents.

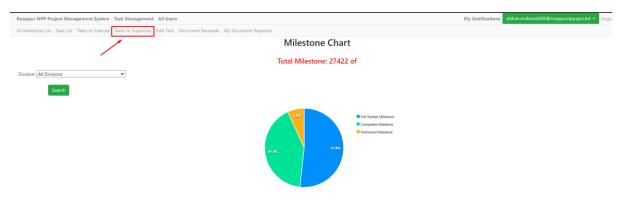


Requested document will be listed here.

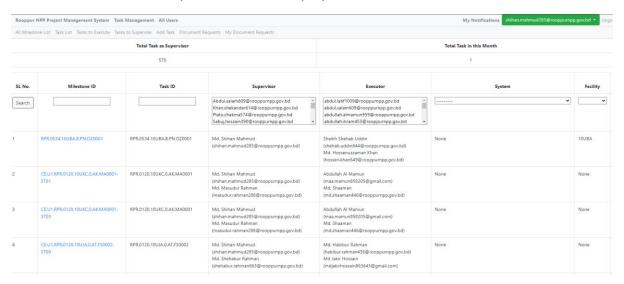


> Tasks to Supervise

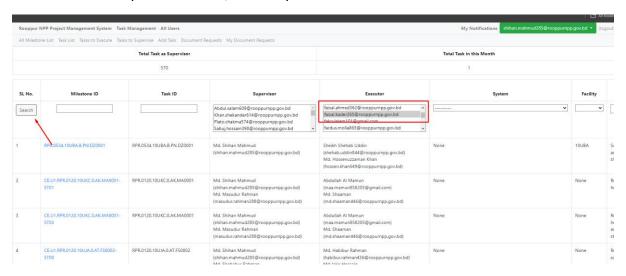
Click on 'Tasks to Supervise' sub-menu to find task list as supervisor.



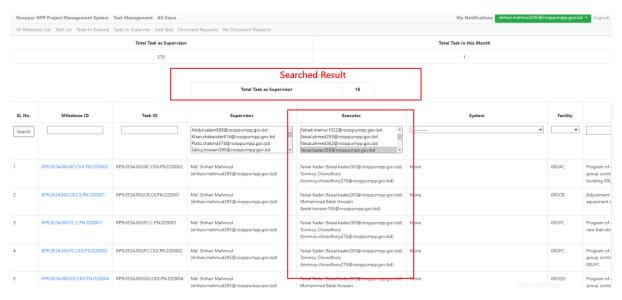
Total task list as Supervisor will be displayed.



To search specific task list, **filter** any number of column and click on **'Search'** button.



 After clicking 'Search' button, searched task list will be displayed according to filtered column.

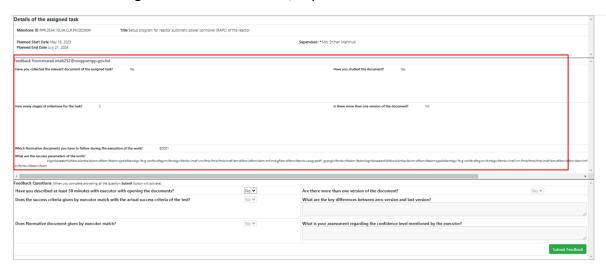


Evaluate Executor's Feedback and Submit Supervisor's Feedback

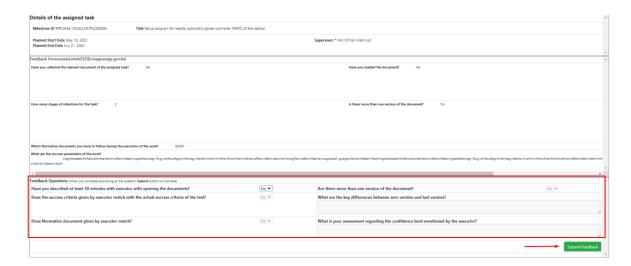
 If any executor submits feedback, then 'Feedback' button will be blinking under Milestone ID column in supervisor's task list.



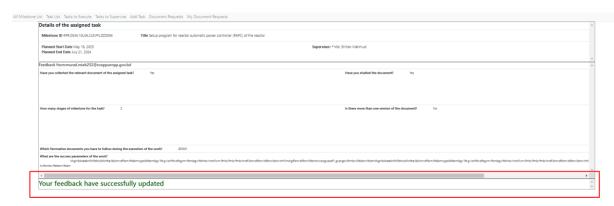
After clicking the 'Feedback' button, supervisor can see the executor's feedback.



- If supervisor receives any feedback from executor, then supervisor will be able to provide supervisor's feedback.
- To provide feedback, click on blinking 'Feedback' button from 'Tasks to Supervisor' page. Then executor's feedback and supervisor's feedback form will be displayed. Fill-up the feedback form and click on 'Submit Feedback' button.



After submission, successful message will be displayed.

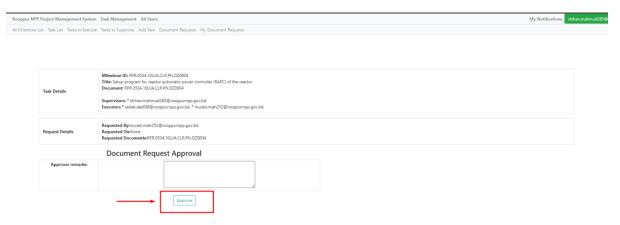


> Approve Requested Documents

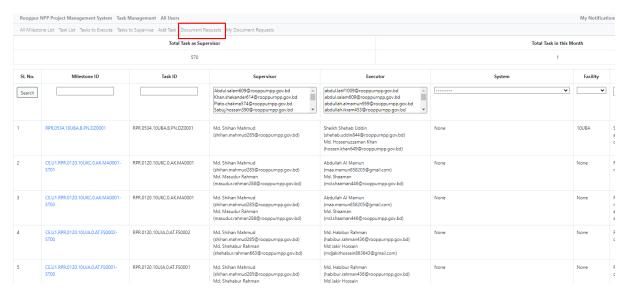
- If any executor requests any document, then 'Document Request' button will be blinking under Task ID column.
- To approve the requested document clink on 'Document Request' button.



• After clicking, details of requested documents will be displayed and Supervisor can approve this document clicking on 'Approve' button.



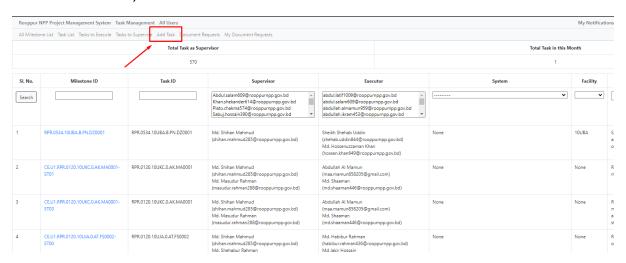
Requested Document can be approved from 'Document Requests' sub-menu.



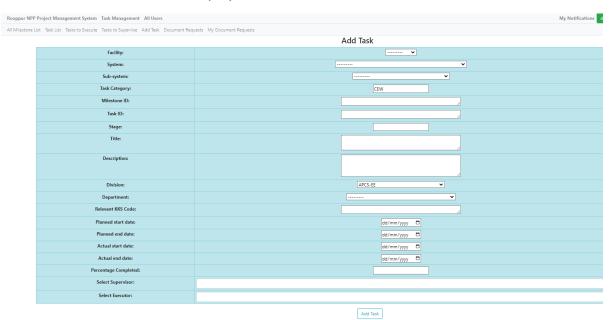


> Add Task

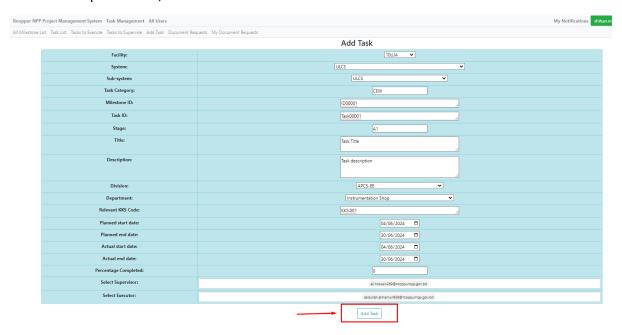
To add task, click on 'Add Task' sub-menu.



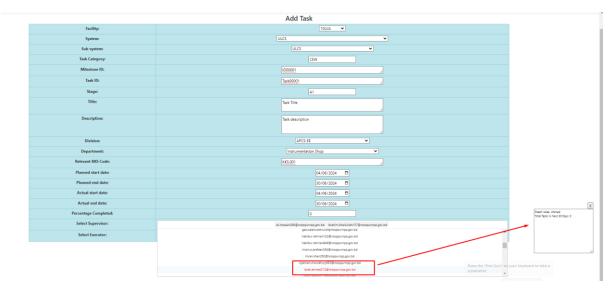
Add task form will be displayed.



Fill-up the form, click on 'Add Task' button to add a task.



- Then, task will be assigned to selected supervisors and executors.
- To select supervisor or executor, mouse over to supervisor's or executor's name then total task in next 30 days will be visible in pop-up box.



➤ My Notifications

■ To find all notifications, click on 'My Notifications' button.



List of notifications will be displayed.

Rooppur NPP Project Management System Task Management All Users

My Notificat

SI No.	Date & time	Notification	Action
1	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.CMV.AT.MB0006-ST01 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
2	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.CMB.AT.MB0002-5T05 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
3	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.CMA.AT.MB0002-ST06 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
4	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.CMB.AT.MB0002-5T06 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
5	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.CMB.AT.MB0001-ST06 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
6	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.0.AT.MB0012-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
7	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.0.AT.MB0006-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
8	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0007-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
9	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0005-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
10	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0034-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
11	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0035-ST02 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
12	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0029-ST01 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
13	June 2, 2024, 6:52 p.m.	You are assigned to CE.U1.RPR.0120.10UJA,0.AT.MB0034-ST01 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS,RNPP	
14	June 2, 2024, 6:53 p.m.	You are assigned to CE.U1.RPR.0120.10UJA.0.AT.MB0035-ST01 as Supervisor. Feedback must by login PMS in 3 days. Activity is under surveillancePMS.RNPP	

≻ Logout

To logout from the system, click on 'logout' button and login page will be redirected.



