User Manual

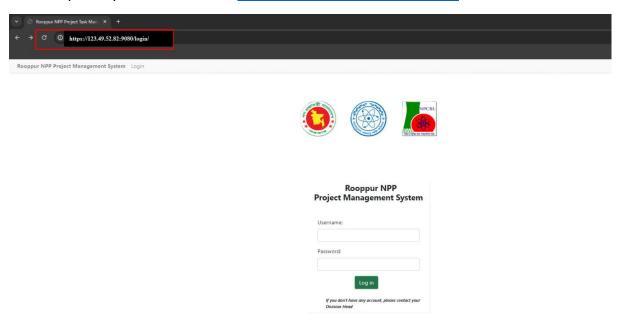
for

Rooppur NPP Project Management System

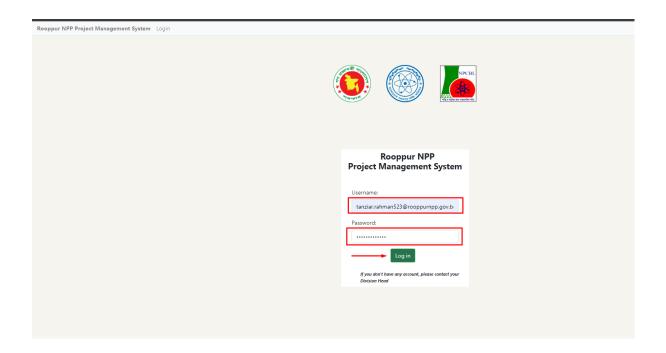
(Second Tier Document Review)

➤ Upload Signature

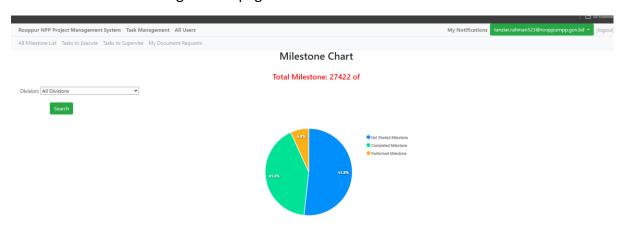
Open any browser and visit https://123.49.52.82:9080/login/



 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.



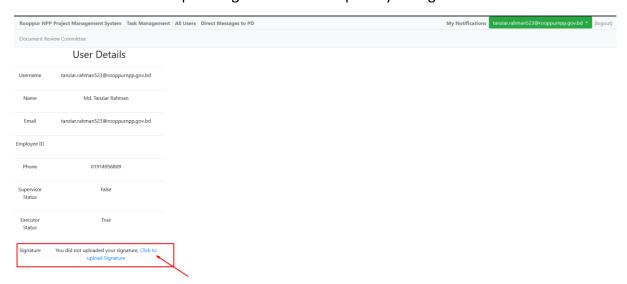
Click on "User Details" sub-menu.



'User Details' page will be redirected.



Click on "Click to upload signature" link to upload your signature.



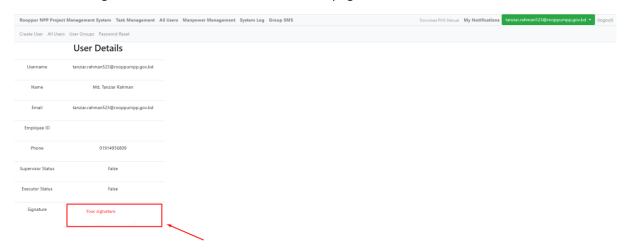
Click on "Choose File" and select your signature file. If signature file resolution matches
200px width and 100px height, then signature will be loaded like below image.



■ Click on 'Upload Signature & Save" button.



Your signature will be shown in 'User Details' page.



> Submit Recommendation

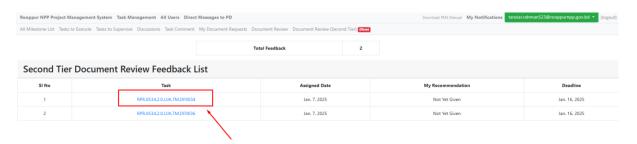
Click on "Document Review (Second Tier) (New)" menu.



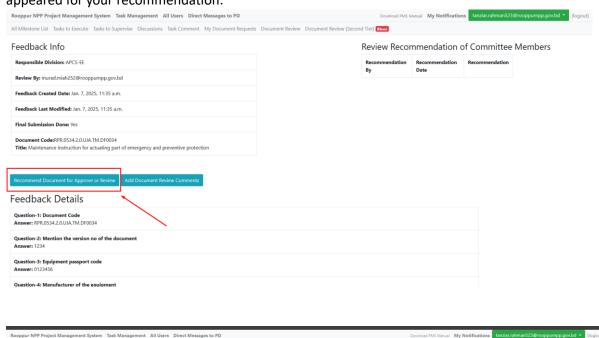
 Second Tier Document Review Feedback page will be redirected and the documents will be listed in which your committee has been assigned for second tier review.



Click on any document id, then 'document review feedback' page will be redirected.

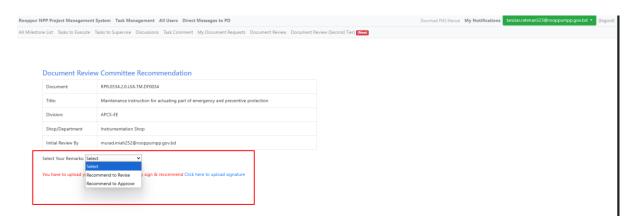


 Click on "Recommend Document for Approve or Review" button, then new page will be appeared for your recommendation.

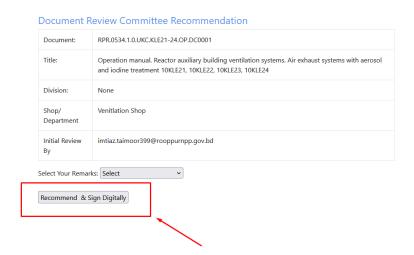




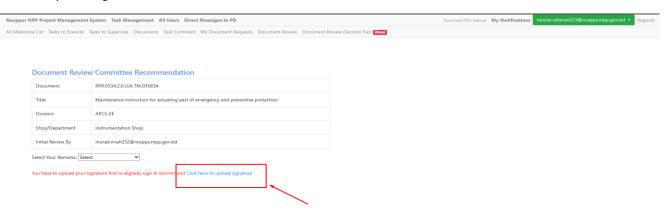
Select your recommendation from drop down.



• If your signature is uploaded from profile then click on "Recommend & Sign Digitally" button.



• If your signature is **not** uploaded from profile then click on the link shown in the picture to upload signature.



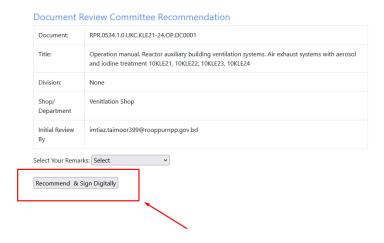
Click on "Choose File" and select your signature file. If signature file resolution matches
200px width and 100px height, then signature will be loaded like below image.



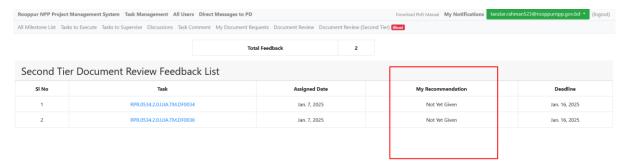
Click on 'Upload Signature & Save" button.



After uploading signature, click on "Recommend & Sign Digitally" button.

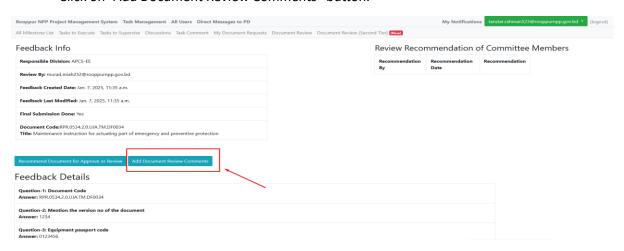


Then your recommendation will be shown in 'Document Review (Second Tier)' page.

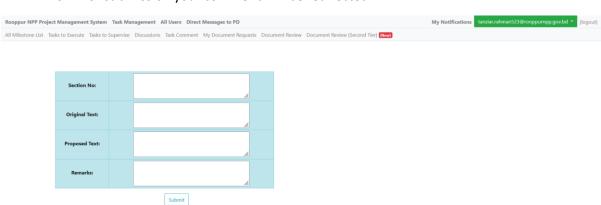


> Add Document Review Comment

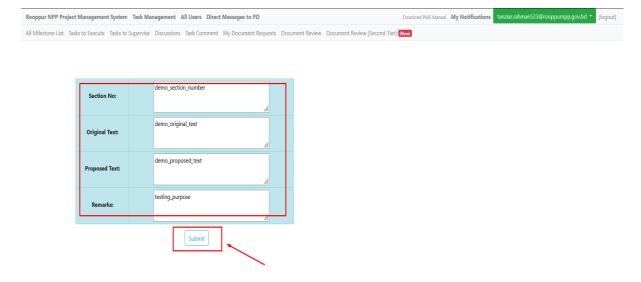
Click on "Add Document Review Comments" button.



Form for submission your comment will be redirected.



Insert your comment in form and click on "Submit" button.



...... Thank You