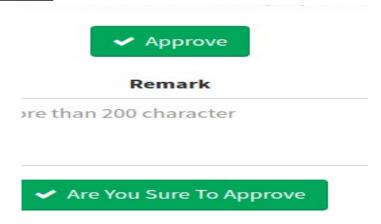
USER MANUAL FOR DIRECTOR

Approval of of Estimate Form

- 1. When PCE forwarded you will get a notification approve
- 2. A notification will come to you..
- 3. you have two option either approve or reject
- 4. approve:
 - I) after clicking approve button a confirmation button and remark will added which will asked are you sure.
 - II) after clicking "Are You Sure To Approve" the file will move to PCE.
 - III) a notification will send to PCE to assign link up no and page no.

screen shot – 01



5.reject:

I)after clicking reject a remark text area and "Are You Sure To Reject" button will added.

- II) remark will be optional it should contain why are you form has been rejected.
- III) after clicking ""Are You Sure To Reject" file will move again to CI.
- *IV*) a notification will send to CI to fill again.

screen shot – 02



Approving and sanctioning of Project Account Form.

- 1. When PCE recommend project account.
- 2. A notification will come to you for approve if total amount is greater than 200000.
- 3. you have two option either approve or reject
- 4. Approve:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking "Are You Sure To Approve" (it's completion of this consultancy).
 - III) a notification will send to CI.

5.reject:

- I)after clicking reject a remark text area and "Are You Sure To Reject" button will added.
- II) remark will be optional it should contain why are you form has been rejected.
- III) after clicking ""Are You Sure To Reject" file will move again to Ar project.
- *IV*) a notifiacation will send to Ar project. to fill again.
- *** reject is same as estimate form.

Viewing of Consultancy File.

- → You can track you file through following
- 1) click view consultancy form in header
- 2) click link in action column
- 3) A pop up window will open which will show the status of your file andall process it gone through.

screen shot – 03

