TEERTHANKER MAHAVEER UNIVERSITY

SECURITY MODULE

USER MANUAL

Registrar

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OVERVIEW

This module introduces the general concepts of the user interface design in Microsoft Dynamics® NAV. With the user interface, you can focus, prioritize, and apply your expertise. Key data is visualized so that you better understand your business.

The user interface has different components, which are discussed in this module.

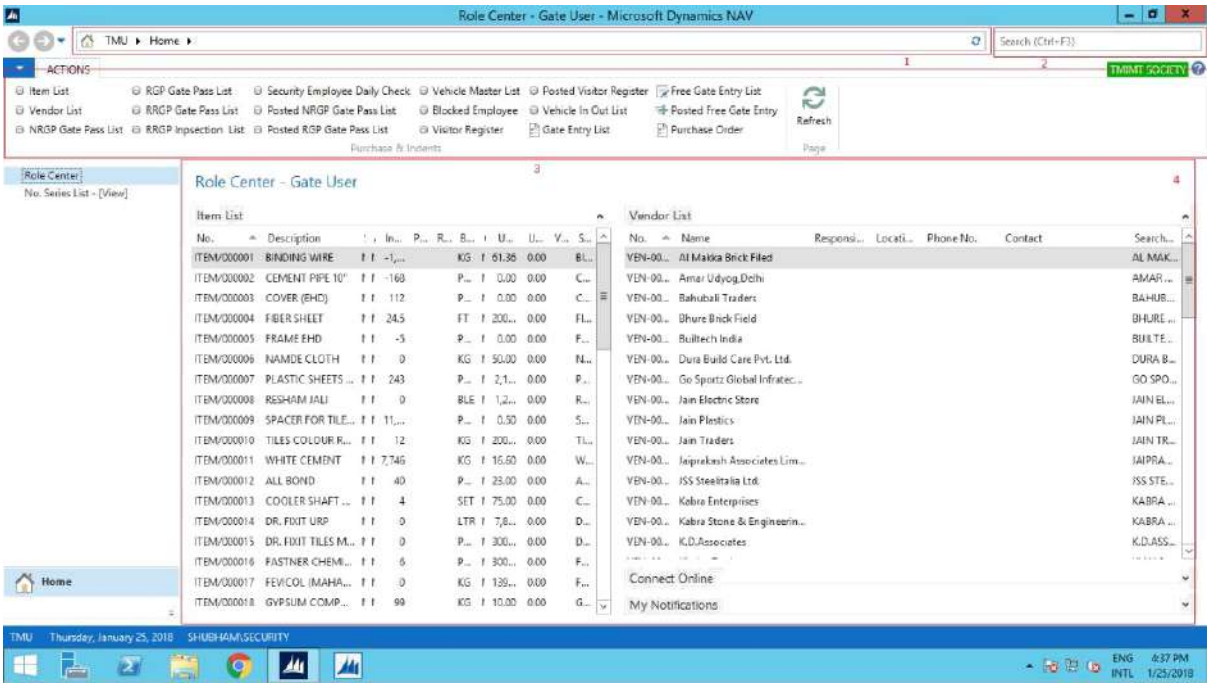

Figure 1.1: the Microsoft dynamics nav 2013 user interface

The Microsoft Dynamics NAV User Interface image shows the following components of the user interface

1. Address bar
2. Search
3. Ribbon
4. Role Center page

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Address Bar

The address bar shows the path of your present page. You can also move within Microsoft Dynamics NAV 2013 by clicking the name or arrow buttons and making your selection.

At the right side of the address bar, you can find the refresh button.

Note: To update the active window, you can also use the keyboard shortcut F5.

Search

You can find any page, report, or view present on the Departments page of your installation by using the Search field in the upper-right corner of the address bar.

When you start to type characters in the Search field, a drop-down list shows page names that contain the characters that you type. The drop-down list changes as you type more characters, and you can select the correct page from the list when it is displayed. The second column in the drop-down list shows the navigation paths to the found pages, and it is sorted by the structure of the Departments page

The Ribbon

A ribbon is a command bar that organizes a program's features into a series of tabs at the top of a window. Using a ribbon increases discoverability of features and functions, enables quicker learning of the program and makes users feel more in control of their experience. A ribbon can replace both the traditional menu bar and toolbars.

In Microsoft Dynamics NAV, the ribbon is available on most pages and visible by default.

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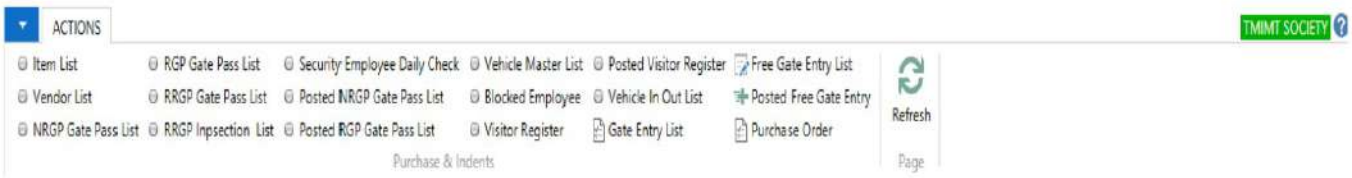
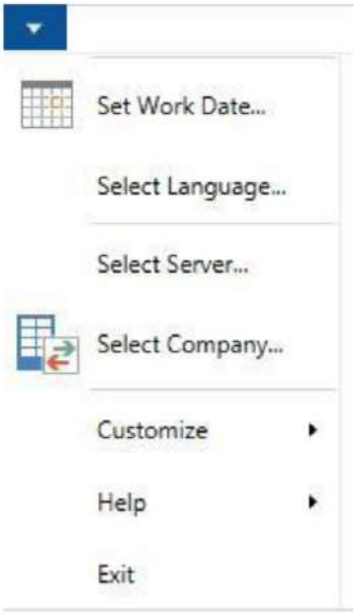


Figure 1.2: Microsoft dynamics nav 2013 ribbon

Press CTRL+F1 to toggle between collapsing and expanding the ribbon. This creates more space for the current page to display. To move in the ribbon, you can either use the mouse or keyboard shortcuts. Press the ALT key to display keyboard shortcuts in the ribbon.

From all pages where the ribbon is visible, the ribbon can be customized to help you be more productive. The “User Personalization” module discusses this

Microsoft Dynamics Application Menu



1. **Page-** When you click on Page, you see a submenu with the following options:

   • Open in New Window – Opens the page in a new window. This means that you can toggle between the different pages.

• Copy Link to Page – Copies the link of the active page to the clipboard. You can paste the link to, for example, Microsoft Word. From there, you can then run the page.

2. **Print & Send -**The Print & Send function has following options:

   • Email as Attachment – Creates an HTML file of the active page. The file is attached to a new email message.

   • Microsoft Word – Exports your data to Microsoft Word.

   • Microsoft Excel – Exports your data to Microsoft Excel.

   • Print Page – Prints the active page

3. **Set Work Date -**The default work date is the date that is specified in the Date and Time dialog box in Control Panel. To perform tasks such as completing transactions for a date that is not the current date, you may have to temporarily change the work date. Use this function to change the work date

4. **Select Language** -Microsoft Dynamics NAV is Multilanguage enabled. If other languages are installed, with this option, you can change the language that the application uses**.**

5. **Select Server** - Use this function to select the server. If you want to select a company that is stored in a different database, then you must select the server before you can open the company.

6. **Select Company** - You may have to change the company that you are working with. The companies that you work with can be stored in the same database or in different databases. Use this option to select a company. You can also open the Select Company window by selecting the company name in the status bar at the bottom of the program window or by pressing CTRL+O.

7. **Customize-**When you click Customize, you see a submenu with different customize options that you can use to change the layout of the user interface.

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8. **Help-**When you click Help, you see a submenu with the following options:

• Microsoft Dynamics NAV Help – The goal of the Help for Microsoft Dynamics NAV is to provide the information you need quickly and efficiently.

• Page Notes - You can set up Microsoft Dynamics NAV to work with Microsoft OneNote 2010. With this option, you can open the notes of the active page in Microsoft OneNote 2010.

• About this Page – Use this function to see more information about a page. This function shows all the fields for the current record in the table on which the page is based. For example, if you open a sales order page, click Help, and then click About This Page, the About This Page: Sales Order window opens. The About This Page window shows the following Fast Tabs: o Page Information o Table Fields sorted first by key fields, and then alphabetically o Source Expressions o Flow Filter Fields o filters

• About Microsoft Dynamics NAV – Displays version, license, and copyright information about Microsoft Dynamics NAV

9. **Exit**-Use this function to exit Microsoft Dynamics NAV.

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The Ribbon Structure

The ribbon consists of the following components:

- Tabs
- Groups
- Actions

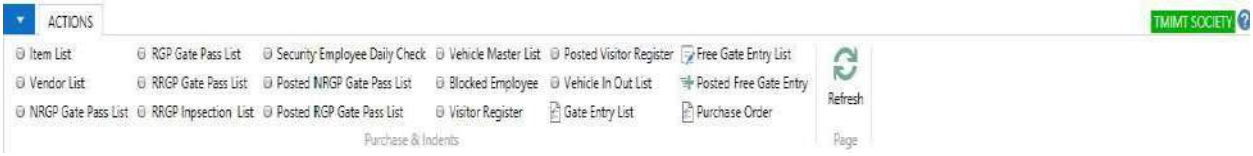

Figure 1.3: ribbon structure

Tabs

The ribbon organizes a program's features into a series of tabs at the top of a window. In Microsoft Dynamics NAV the following tabs are generally used:

- Home - Contains the most frequently used actions, navigation options, and reports related to the active page. If available, it is always the first tab.

- Actions – Contains the full set of actions related to the active page.

- Navigate – Contains the full set of navigation options related to the active page. With these options, you can retrieve additional information on the records of the active pages, such as ledger entries and statistics.

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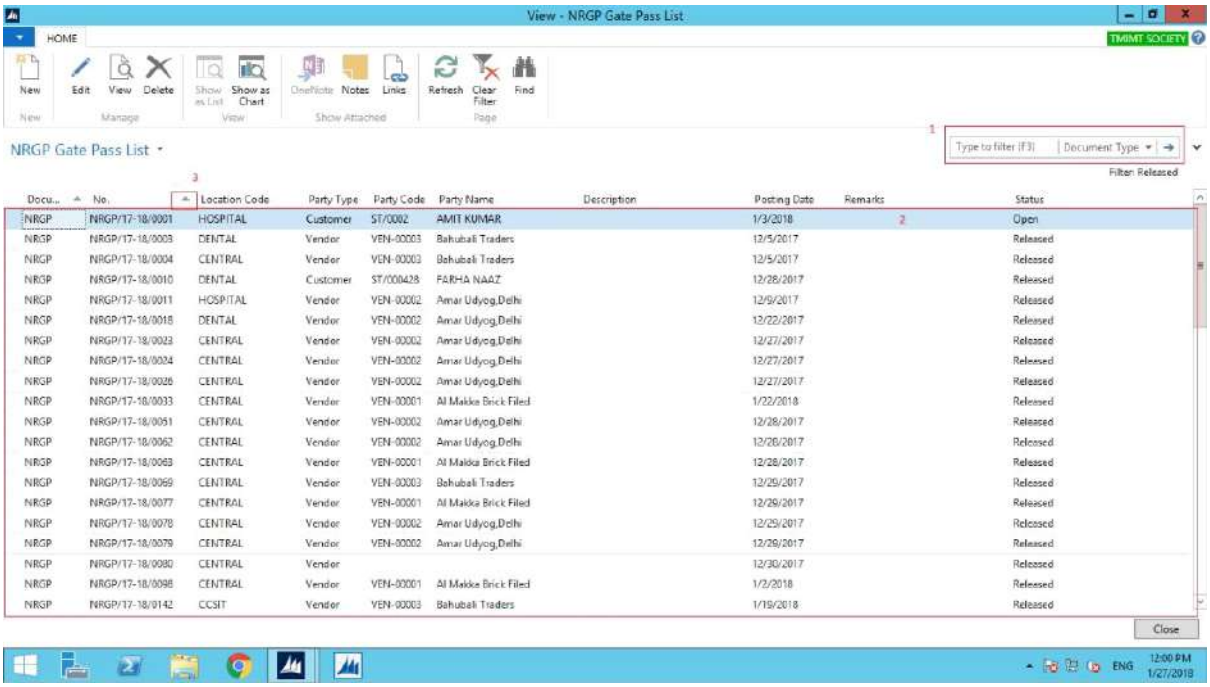
Pages

In Microsoft Dynamics NAV, pages are the main way to display and organize data. Pages offer a visual experience closely aligned with Microsoft Office and Windows.

In the Windows client, every user has a Role Center page, customized to the individual needs and tasks that each user performs. Other types of pages, such as list pages might display lists of customers or sales orders, whereas others such as document pages focus on user tasks

List Page

A list page displays content from a table in a list format. List pages can be displayed as list places (as part of the navigation layer) or in task pages.



A list page has the following components

1. Filter pan
2. List
3. Sorting pane

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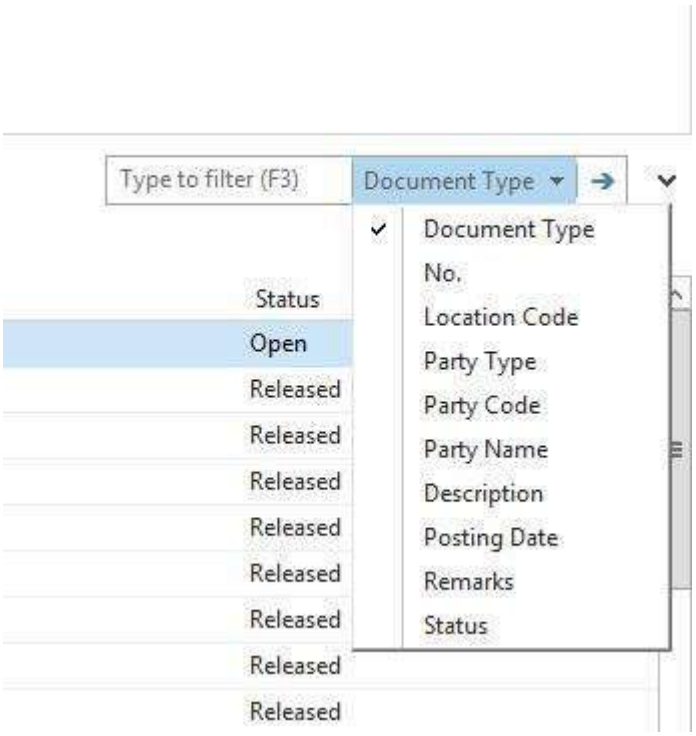
If you double-click (or press ENTER) on a line in the list, the record opens in a new window in the default mode (Edit, View, or New) of that particular record, for example, View mode if it is a posted document

Filter Pane

You use filters to display certain accounts, customers, entries, or other records by specifying criteria for fields in a table. You can use the filter pane on a page to specify a single field filter.

If you want to filter on more than one field, then you must use the Advanced Filter function on the filter pane.

The filter pane in list pages can also be used to create Views at the navigation pane. When a filter is defined and you expect to use it again, you can streamline your work by using the Save View As function.



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Add filter

NRGP Gate Pass List
Type to Filter (F3)
Document Type
Click on this for add filter
Show results:
Where
Status
is
Released
And
Location Code
is
ccsit
Add Filter
Co...
Name
City
County
CCSIT
TMU
Docu...
No.
Posting Date
Remarks
Status
NRGP
NRGP/17-18/0001
1/3/2018
Open
NRGP
NRGP/17-18/0003
12/5/2017
Released
NRGP
NRGP/17-18/0004
12/5/2017
Released
NRGP
NRGP/17-18/0010
12/28/2017
Released
NRGP
NRGP/17-18/0011
12/9/2017
Released
NRGP
NRGP/17-18/0018
12/22/2017
Released
NRGP
NRGP/17-18/0023
12/27/2017
Released
NRGP
NRGP/17-18/0024
12/27/2017
Released
New
Advanced
Set as default filter column

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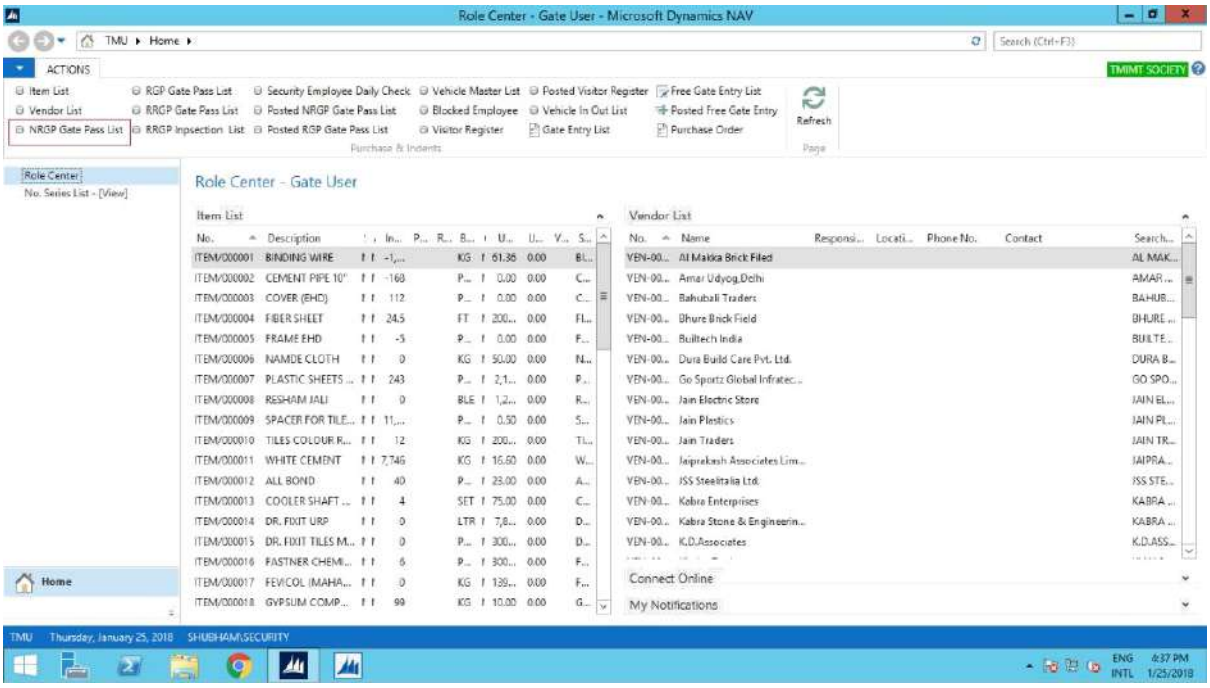
NRGP (NON-RETURNABLE GATE PASS)

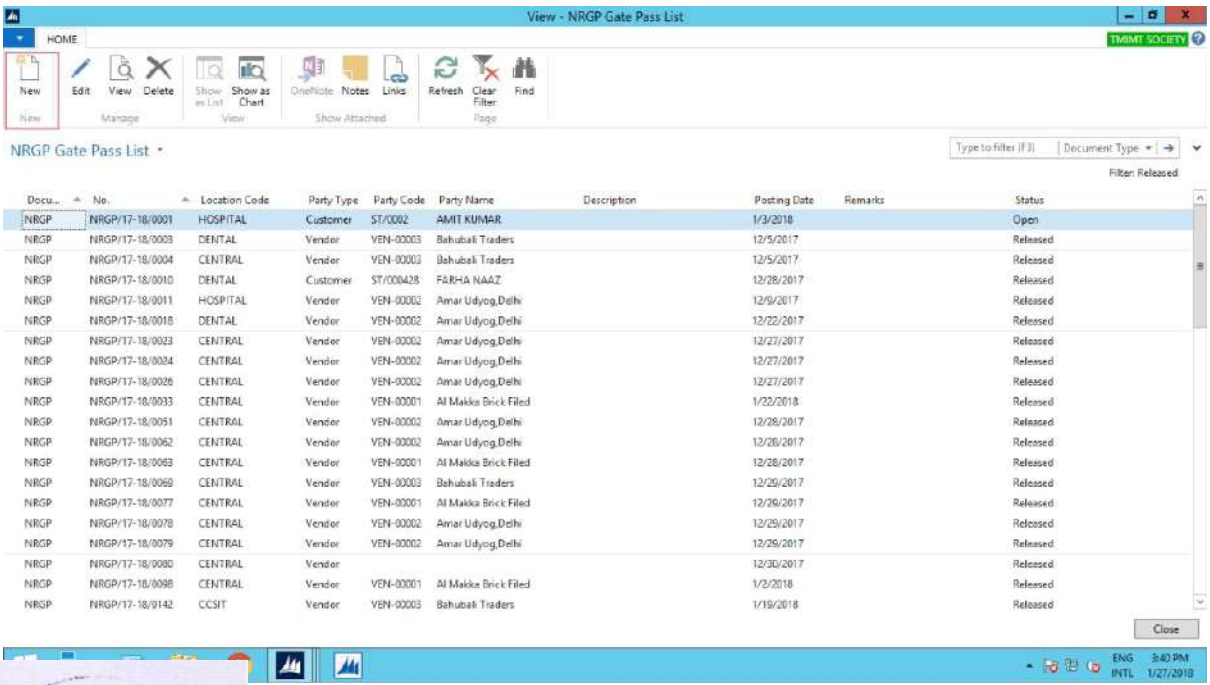
NRGP is maintained for non-returnable items which items are not returned.

Step to create NRGP (For Free items)

1. Click on NRGP gate pass list



2. Click on New



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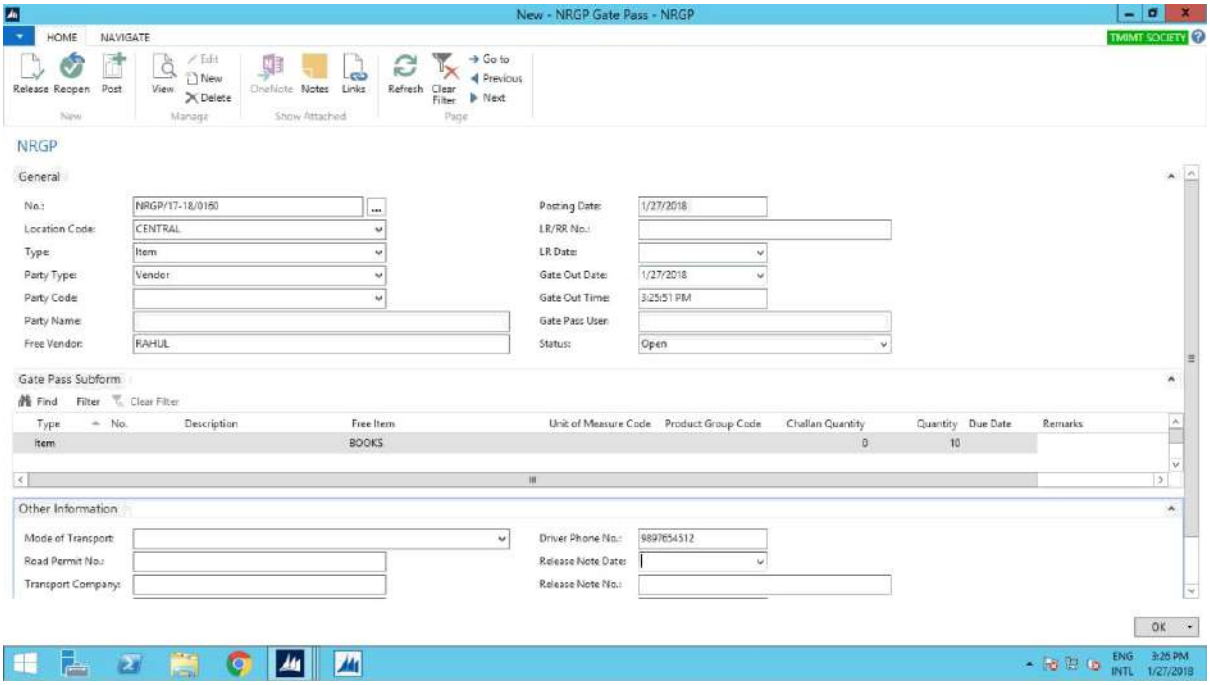
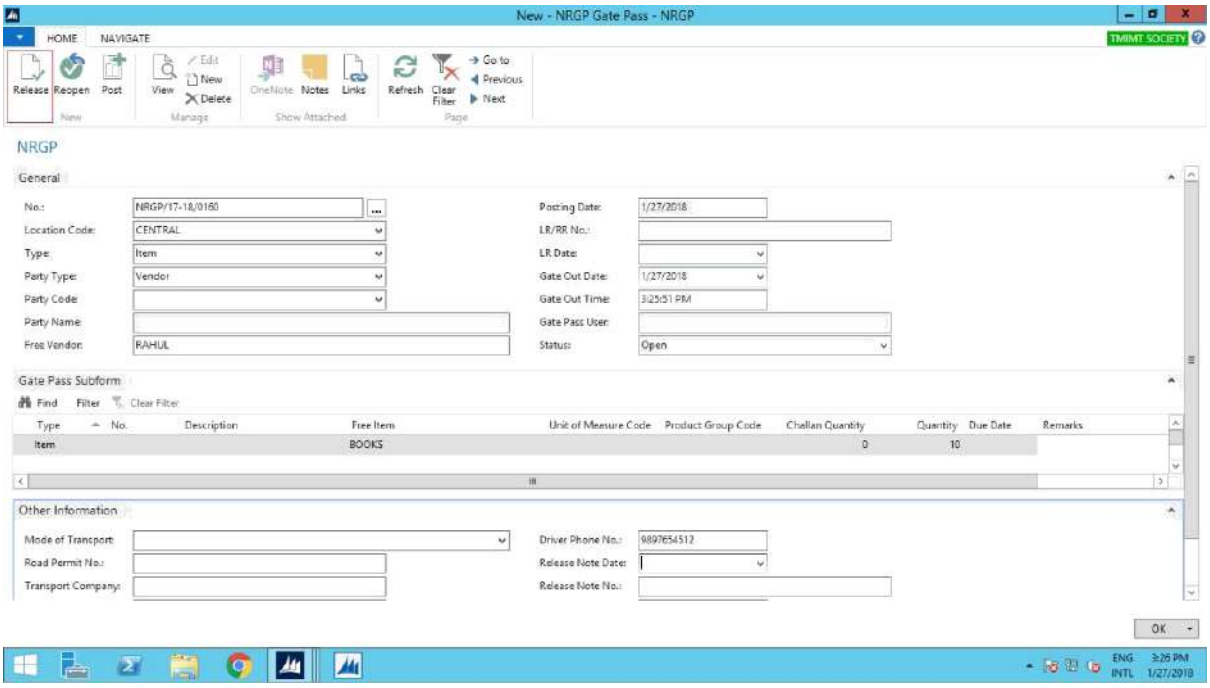
3. Fill blanks field



4. Click on Release



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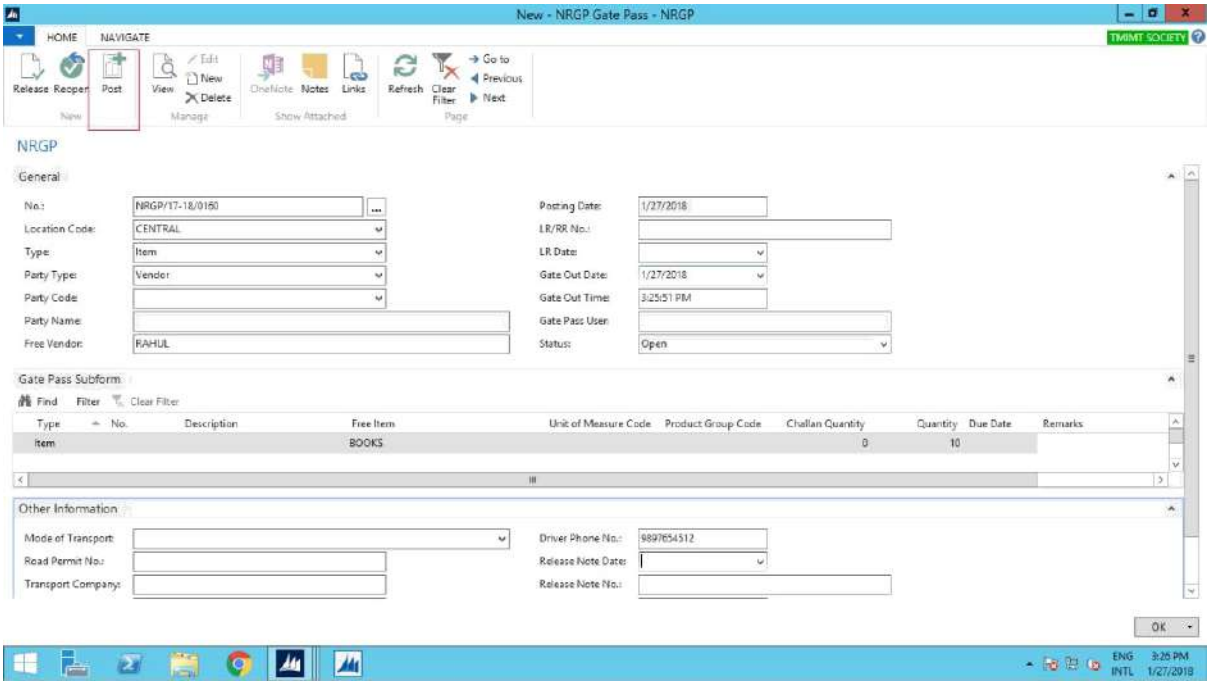
5. Click on post



Note

1. Release

The release is used to lock the entered entry after release you cannot make any changes in the entered entry if you want to make some changes in entered entry than you have to click on Reopen.

2. Reopen

Reopen is used for if you want to make some changes in entered entry than you have to click on Reopen

Reopen->Release->Post

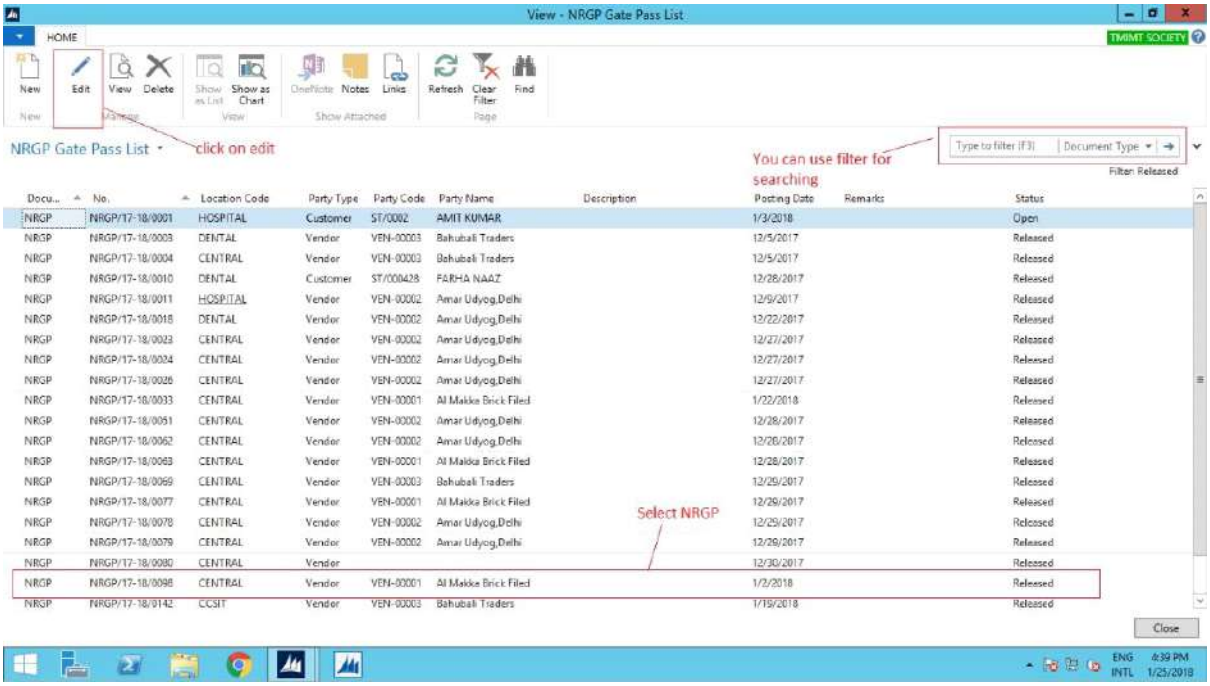
NRGP (MADE BY ANY DEPARTMENT OF THE UNIVERSITY)

If NRGP made by store you have to enter the only gate out date and gate out time

Steps

1. Click on the NRGP gate pass list

2. Select NRGP and click on edit and enter gate out date and gate out time.



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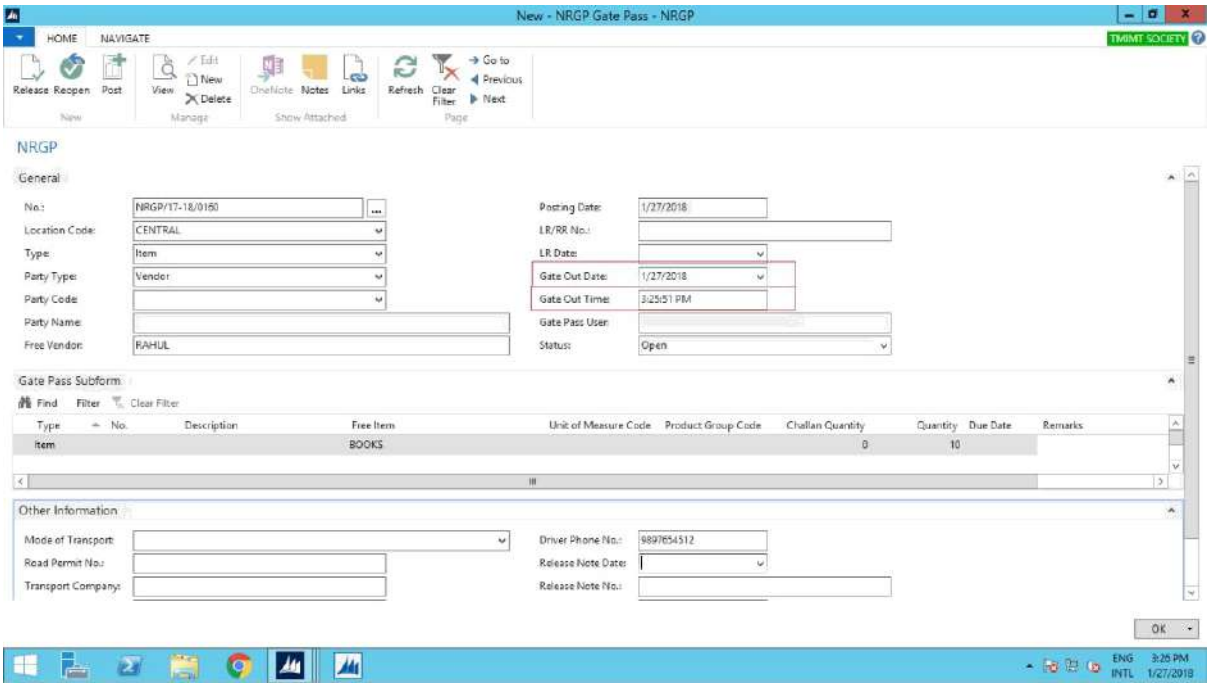
For date-> t press tab button. (Take current date).

For time-> t press tab button. (Take current time).

For example



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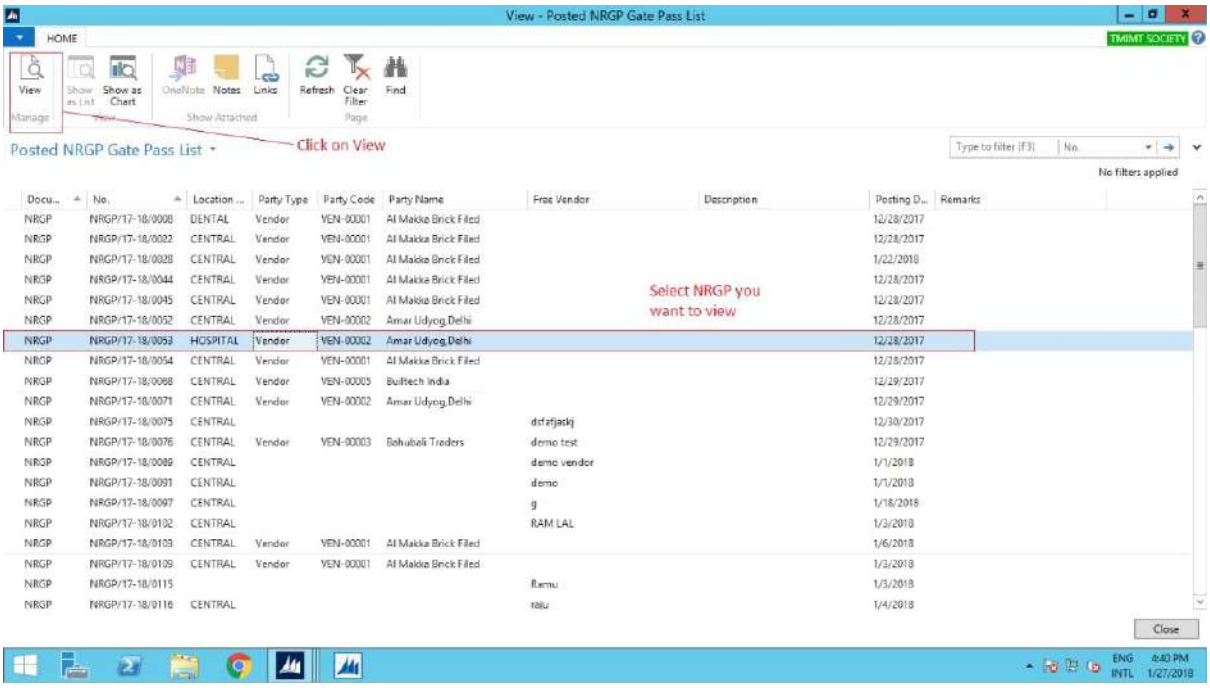
POSTED NRGP GATE PASS LIST

All posted NRGP goes to posted NRGP gate pass list you can view all NRGP

Step to view posted NRGP

1. Click on posted NRGP gate pass list

2. Select NRGP which you want to see then click on view icon



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RGP (RETURNABLE GATE PASS)

RGP is maintained for returnable items which items are returned.

Creating RGP (for free items)

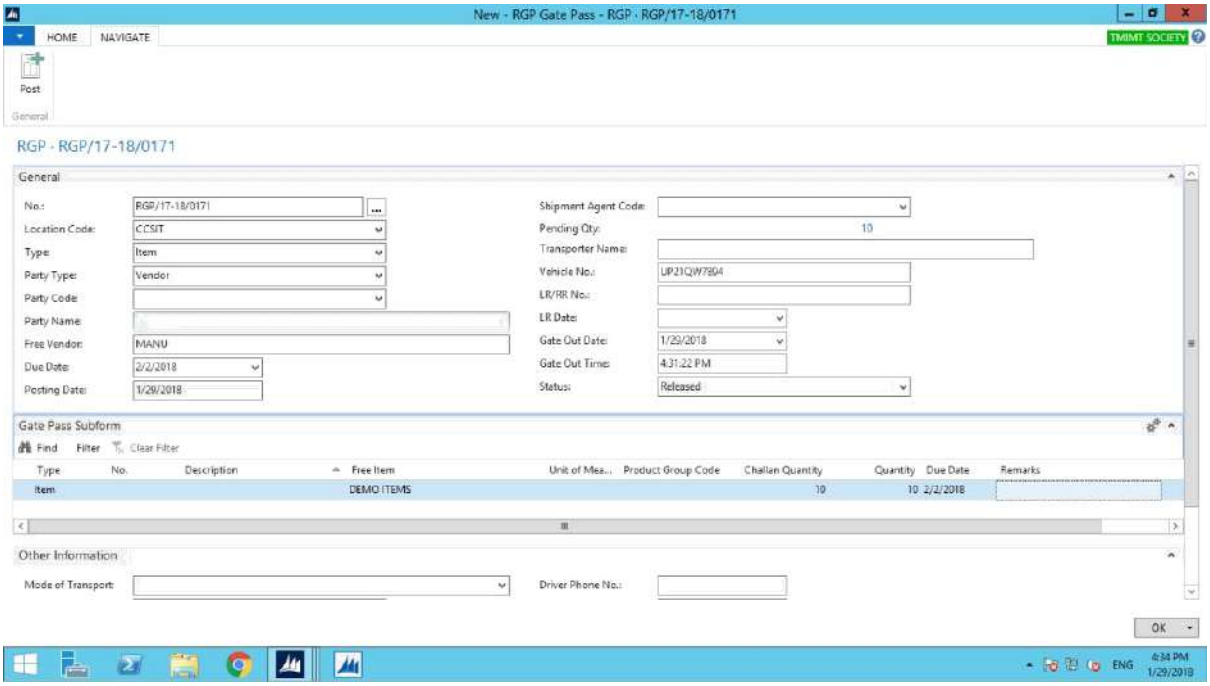
Steps

1. Click on RGP gate pass list

2. New and fill blank field

3. Click on post

For example



After posting RGP go to the **posted RGP gate pass list.**

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RGP MADE BY ANY DEPARTMENTS OF THE UNIVERSITY.

If RGP made by any department of the university then you have to enter only Gate out date and gate out time.

Steps

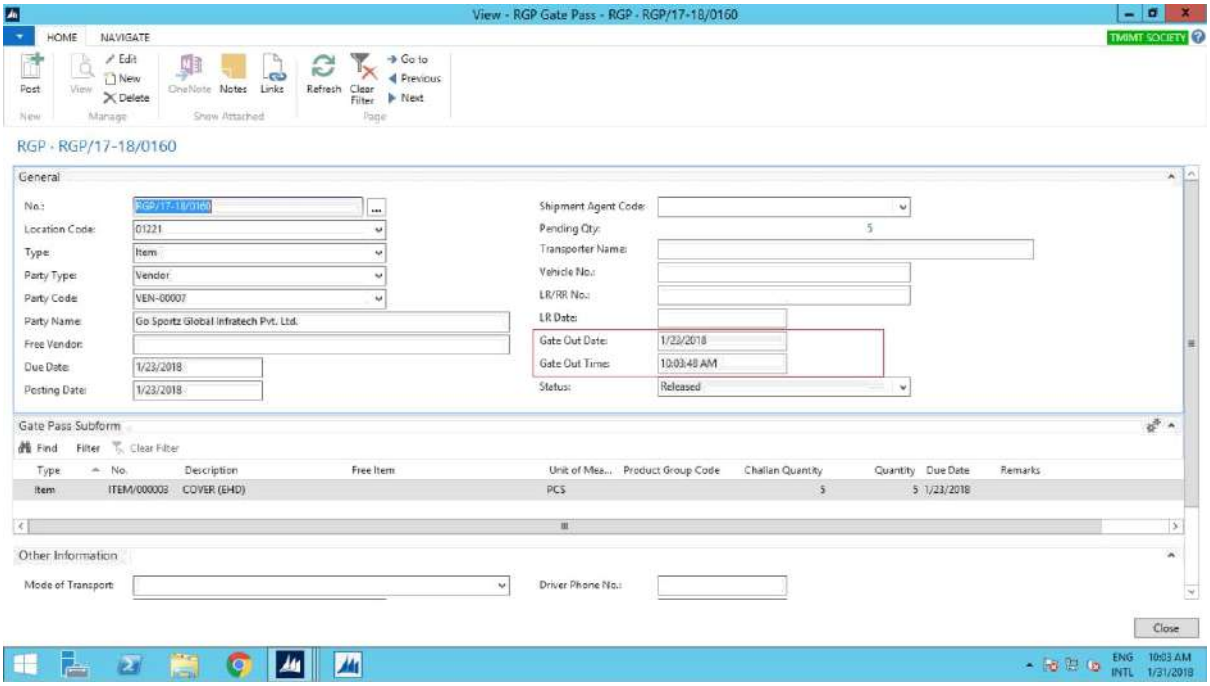
1. Go to the RGP gate pass list

2. Select RGP and click on edit

3. Enter gate out date and gate out time.

4. Click on post

For example



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RECEIVING RGP ITEMS

Steps

1. Click on RRGP gate pass list

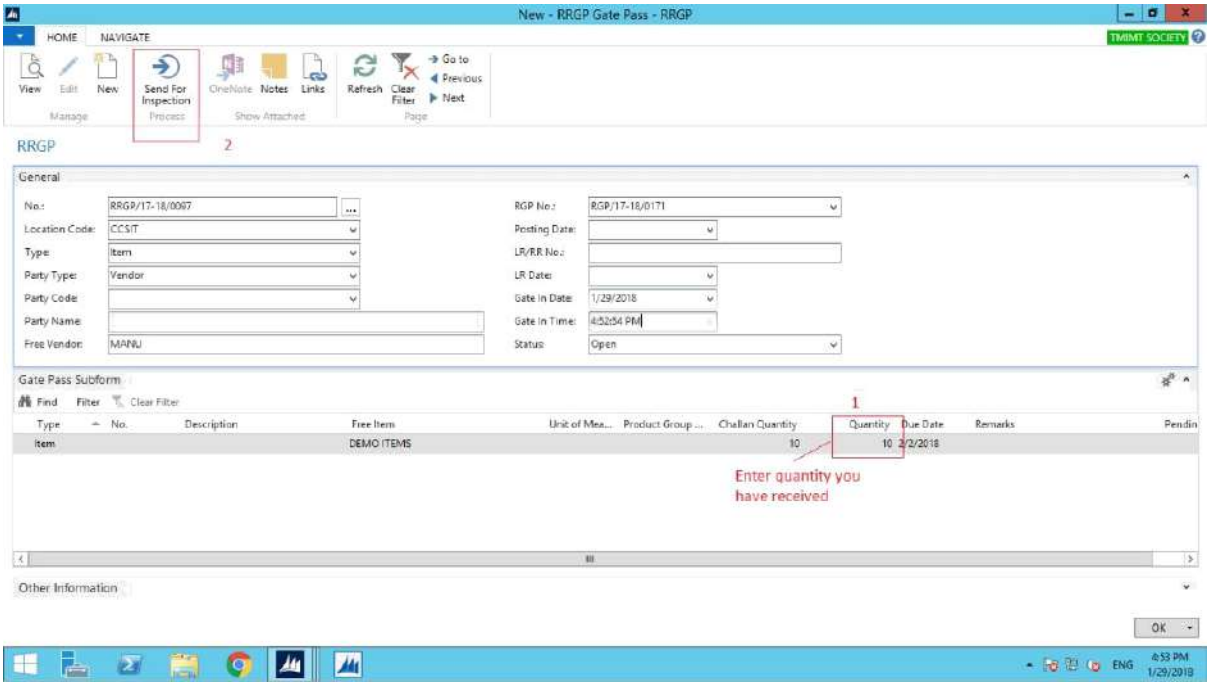
2. Click on new

3. Enter blank fields

4. Fill **quantity** at gate pass subform that you have received

5. Click on send for Inspection

For example



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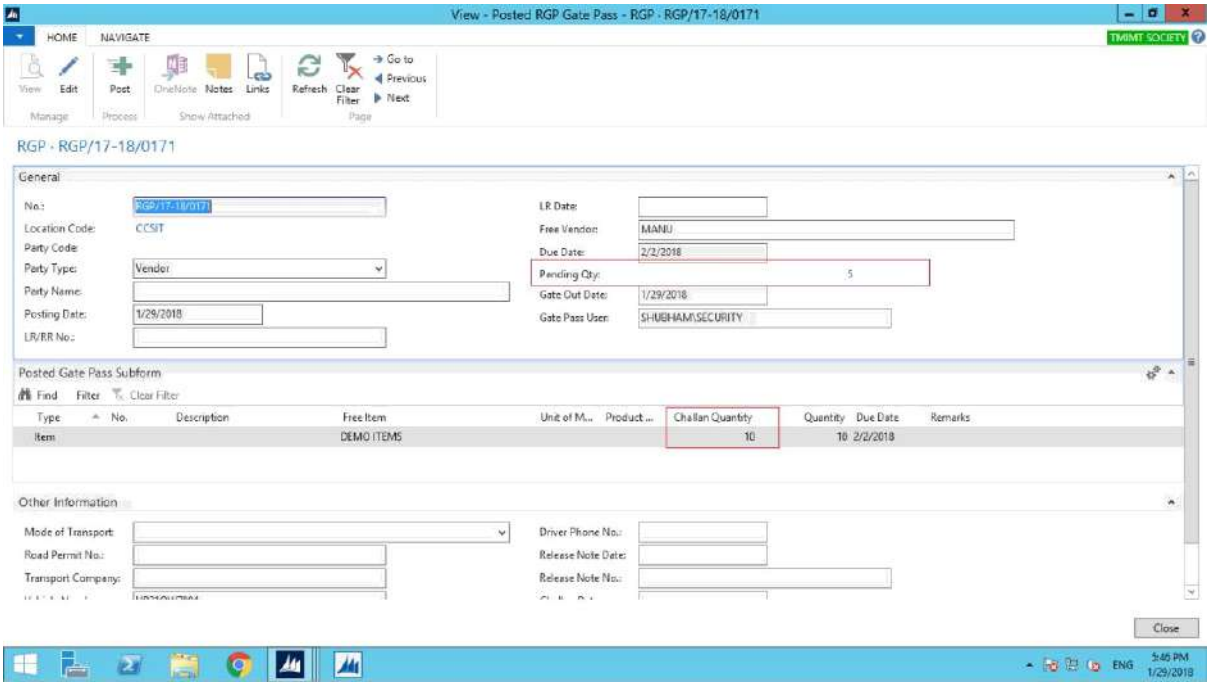
Note

If challan quantity is 10 and you have received 5 items then the system will show pending quantity 5 in posted RGP gate list.

PENDING QUANTITY SHOWING ON POSTED RGP GATE PASS LIST

For example



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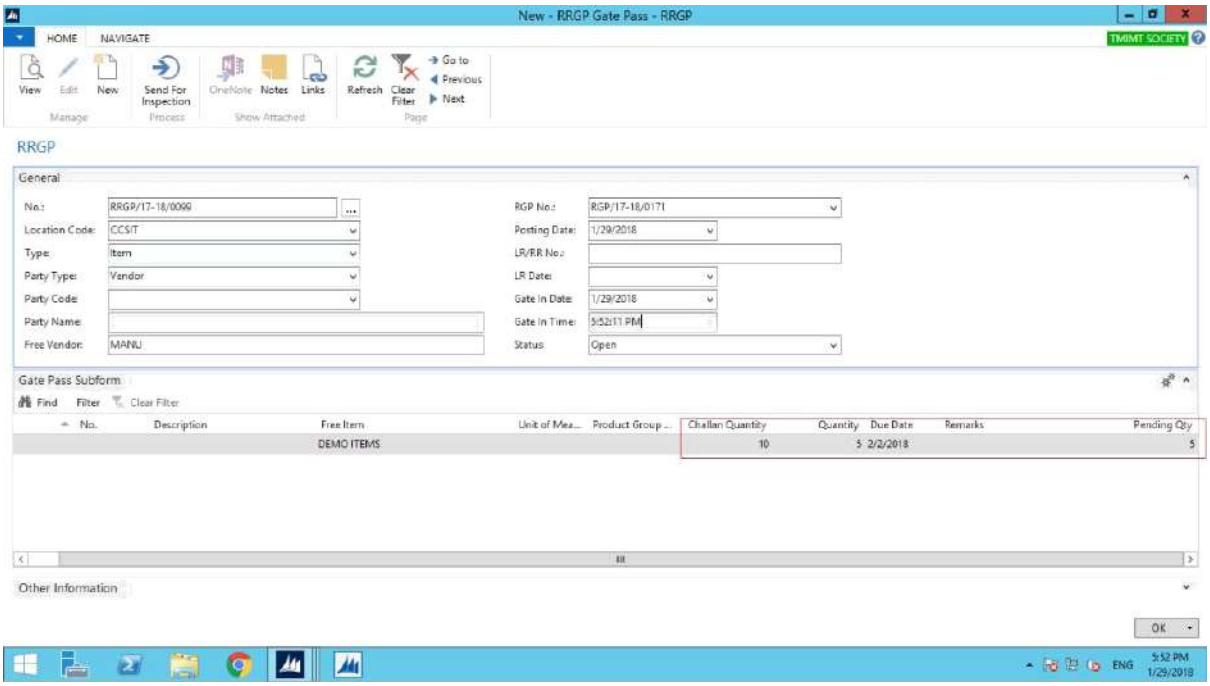
AGAIN RECEIVING PENDING QUANTITY

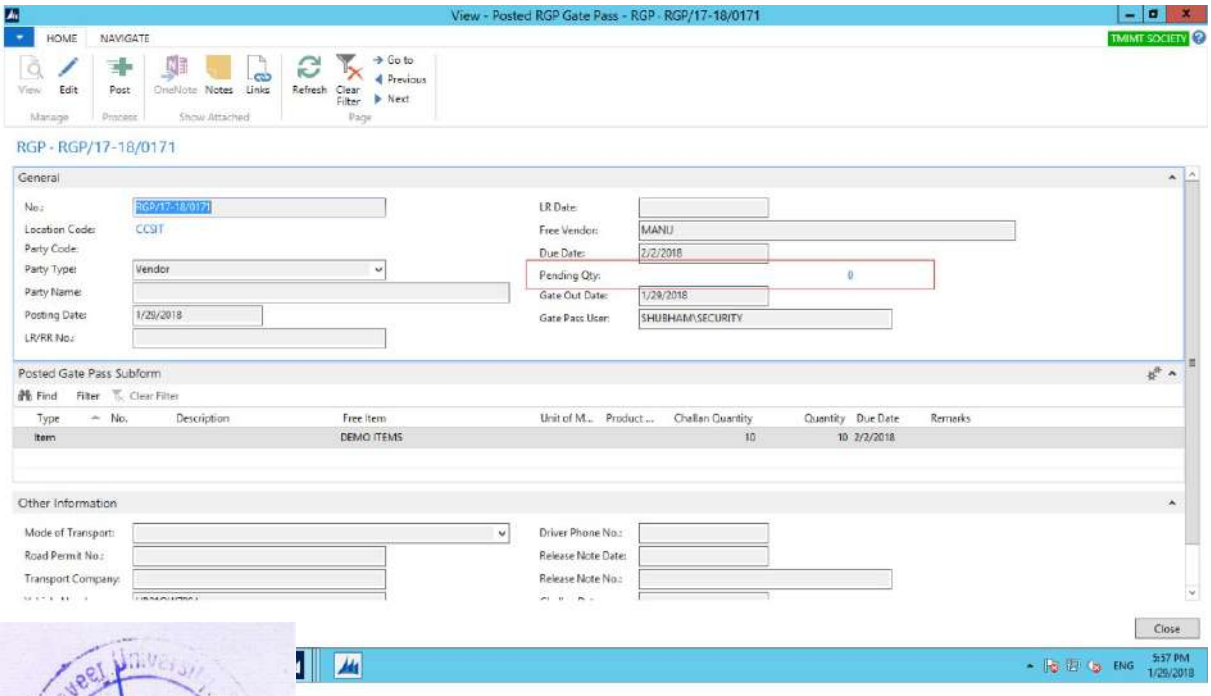
Pending quantity you can receive in RRGP

For example



When we received all quantity it shows pending quantity 0 in posted RGP gate pass list

For example



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SECURITY EMPLOYEE DAILY CHECKS

Recording security manpower which working for all colleges

Steps

1. Click on security employee daily checks

2. Security employee list appears.

3. Select employee and click on edit

4. Employee details appear.

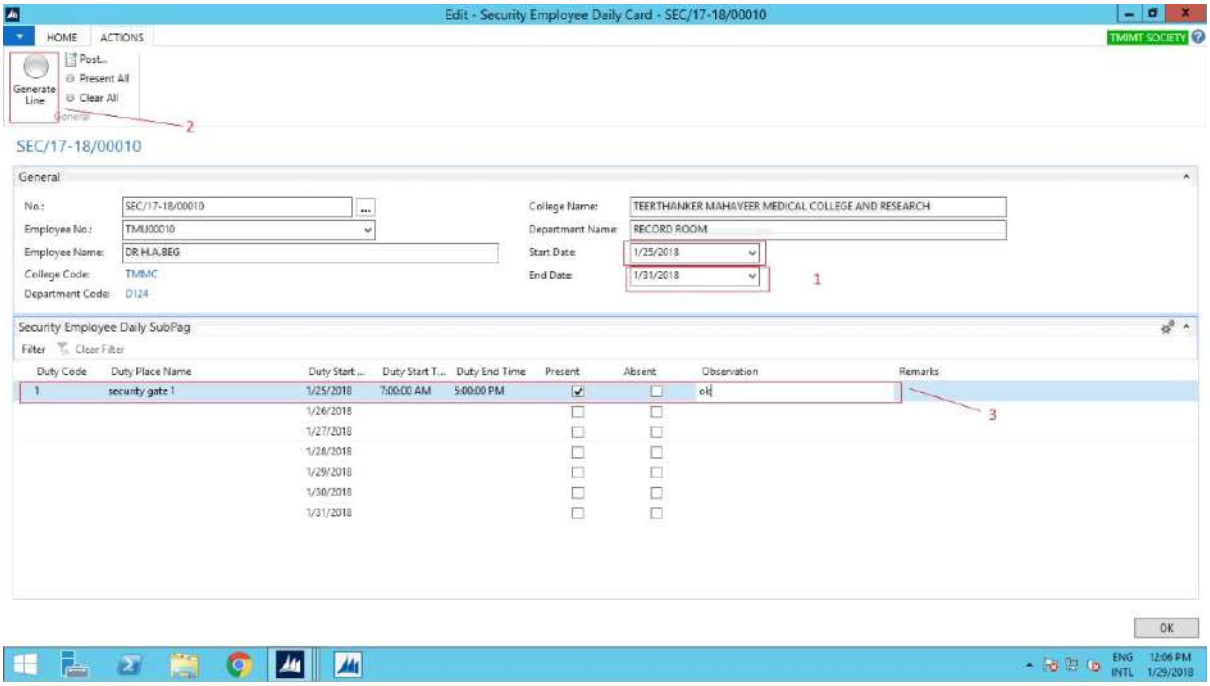
5.select select start date and end date and click on generate line.

6.In security employee daily subpage and enter blank fields

7.click OK.

8.post data when all days duty is performed.

For example



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VEHICLE MASTER LIST

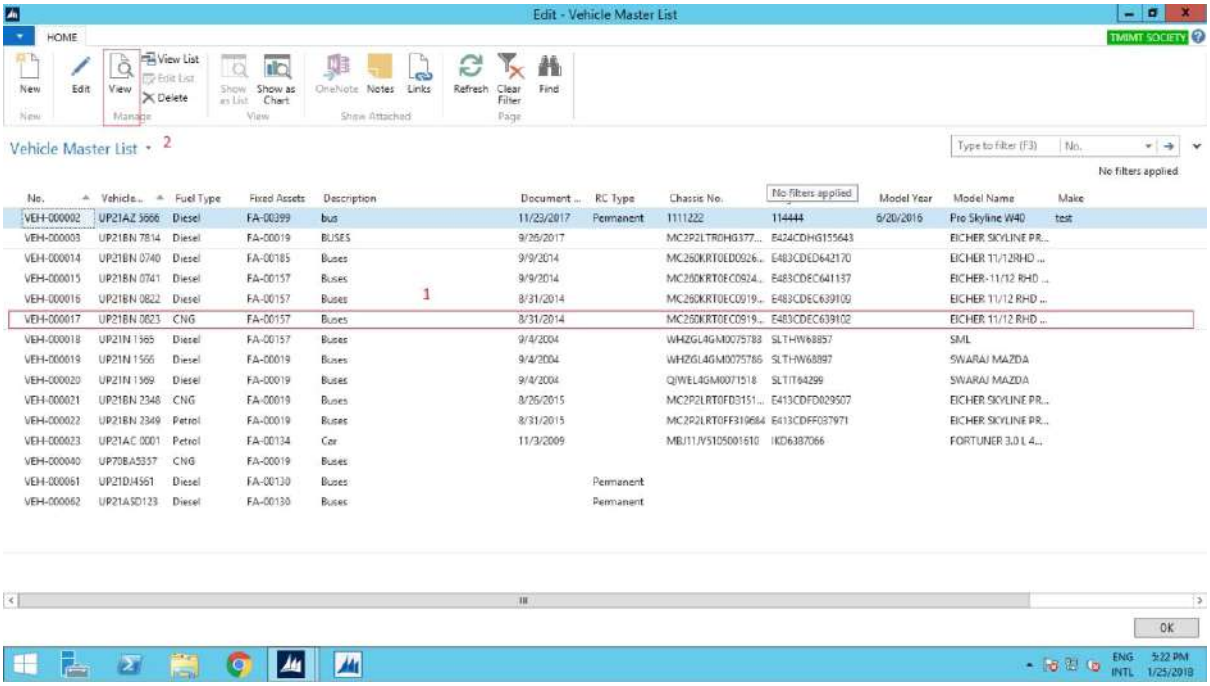
View the university vehicle information.

Steps

1.Click on vehicle master list.

2.Select vehicle then clicks on view.

For example



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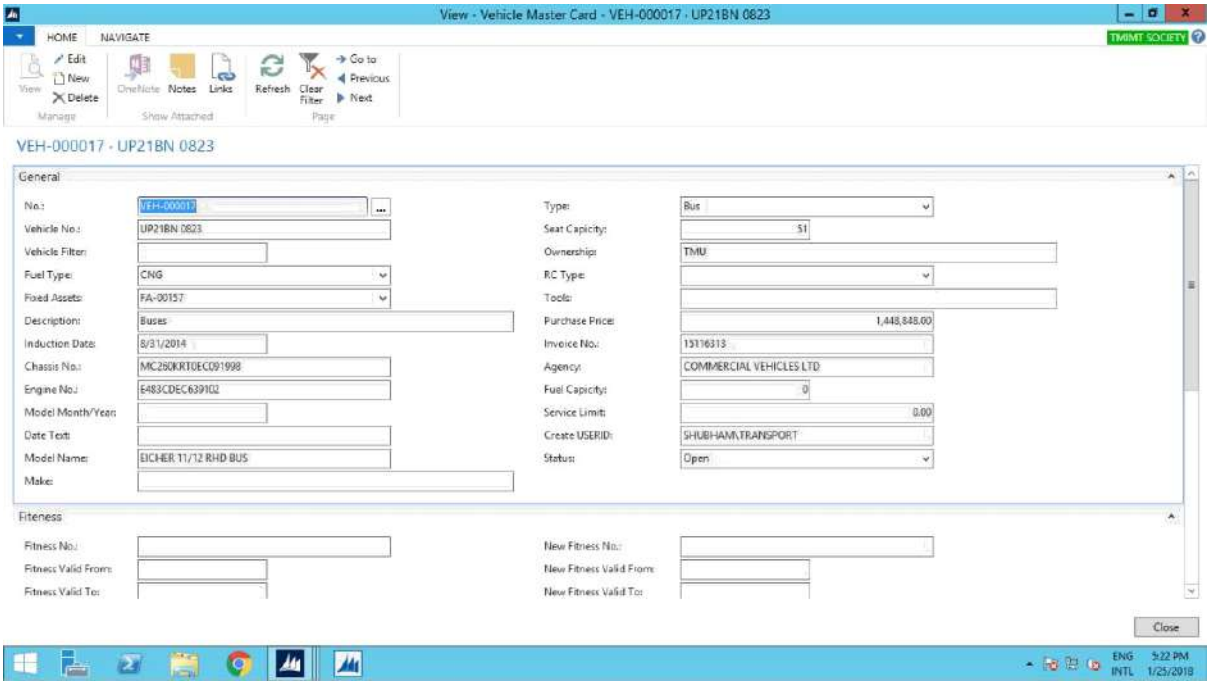
Full details of vehicle



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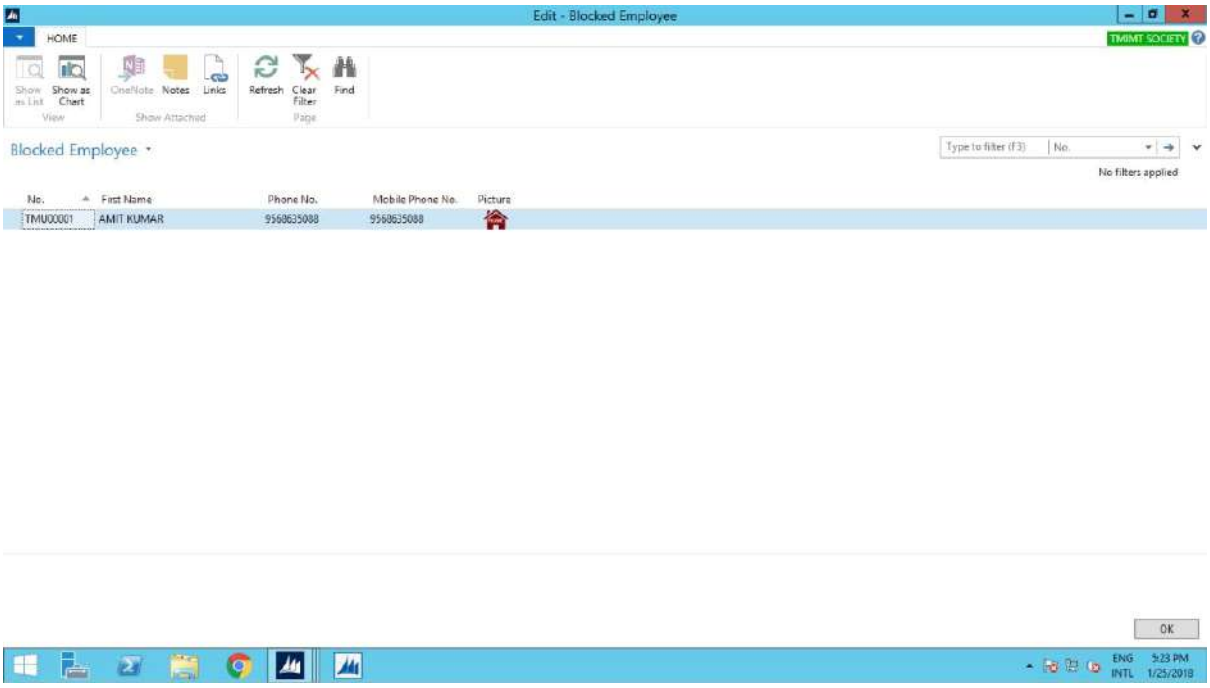
BLOCKED EMPLOYEE

Recording Employee details which blacklist from Department

Steps

1.Click on blocked employee

For example



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VISITOR REGISTER

Recording all Visitor Entry maintain in system

Steps

1. Click on Visitor register.

2. Enter blank fields

3. Click on print visitor pass and click OK

4. Enter out time when visitor come out (t press tab button).

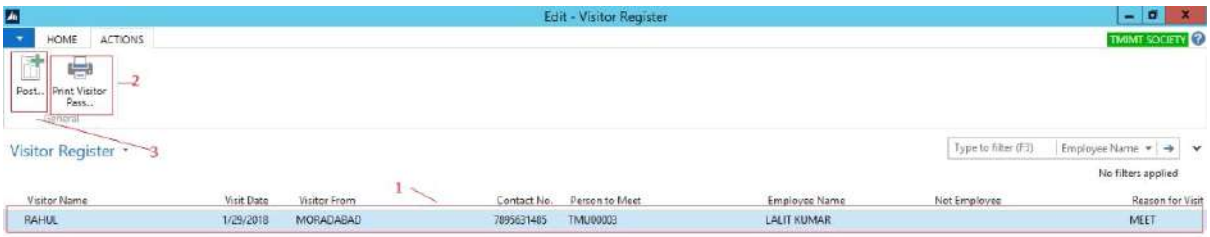
5. Click on post

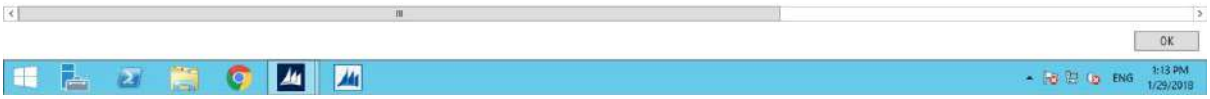
Note

1. You have two options like **Person to meet** and **not employee**

Person to meet-For employee of TMU

Not employee-Name is not displayed in Person to meet list





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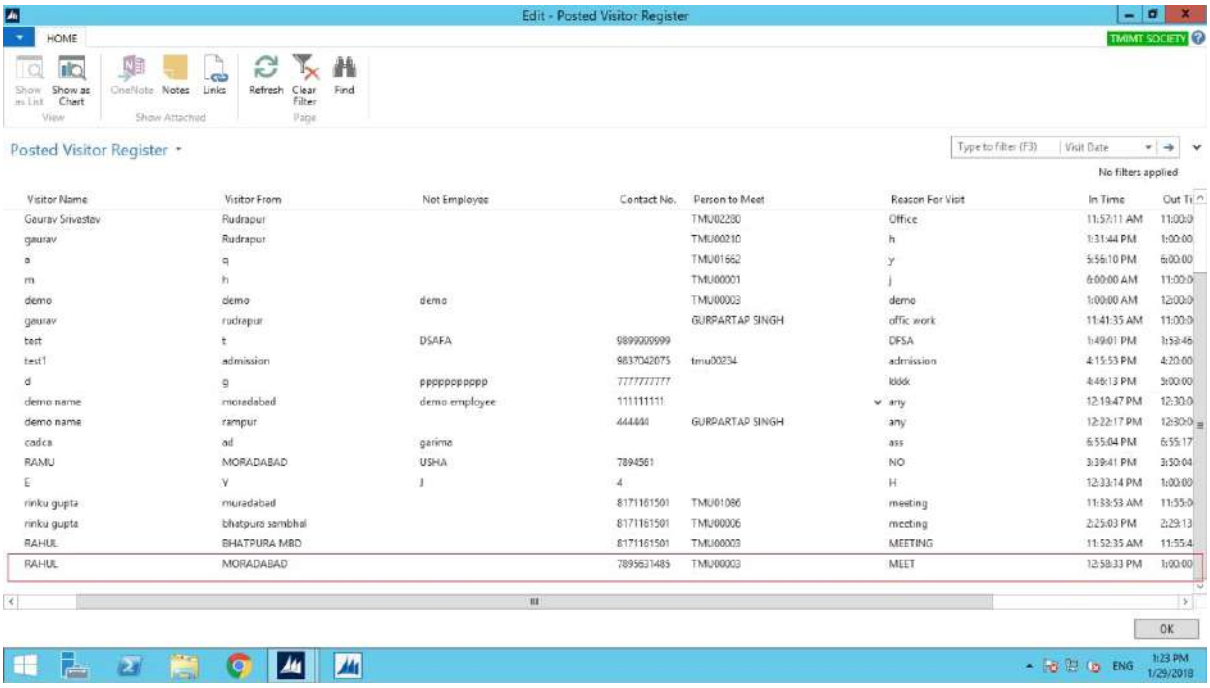
POSTED VISITOR REGISTER

Contain the history of the visitor register

Steps

1. Click on posted visitor register.

For example



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VEHICLE IN/OUT LIST

All TMU Vehicles in time or out time are maintained. This is all process from Transport Dept. and reflect to Security.

Steps

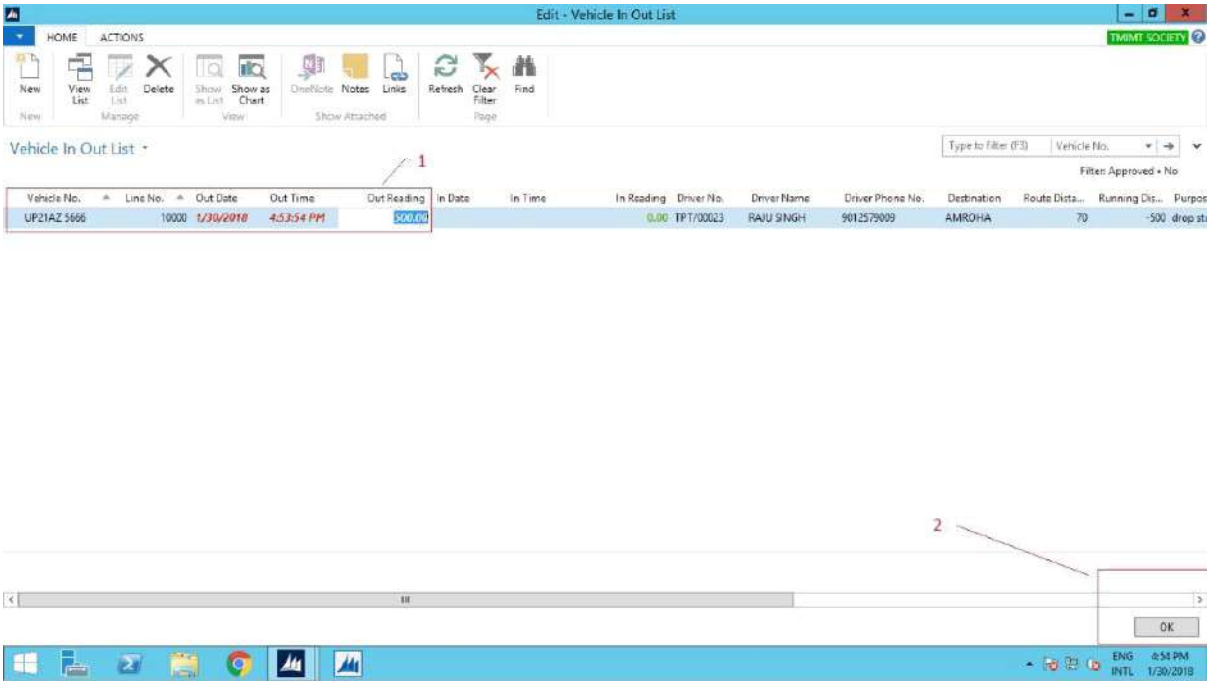
1.Click on vehicle IN/OUT list.

2.Enter out date, out time, out reading , in date, in time of a particular vehicle.

3.Click on OK.

4.Click on post(when all entry are filled out date, out time, out reading , in date, in time of particular vehicle)

For example



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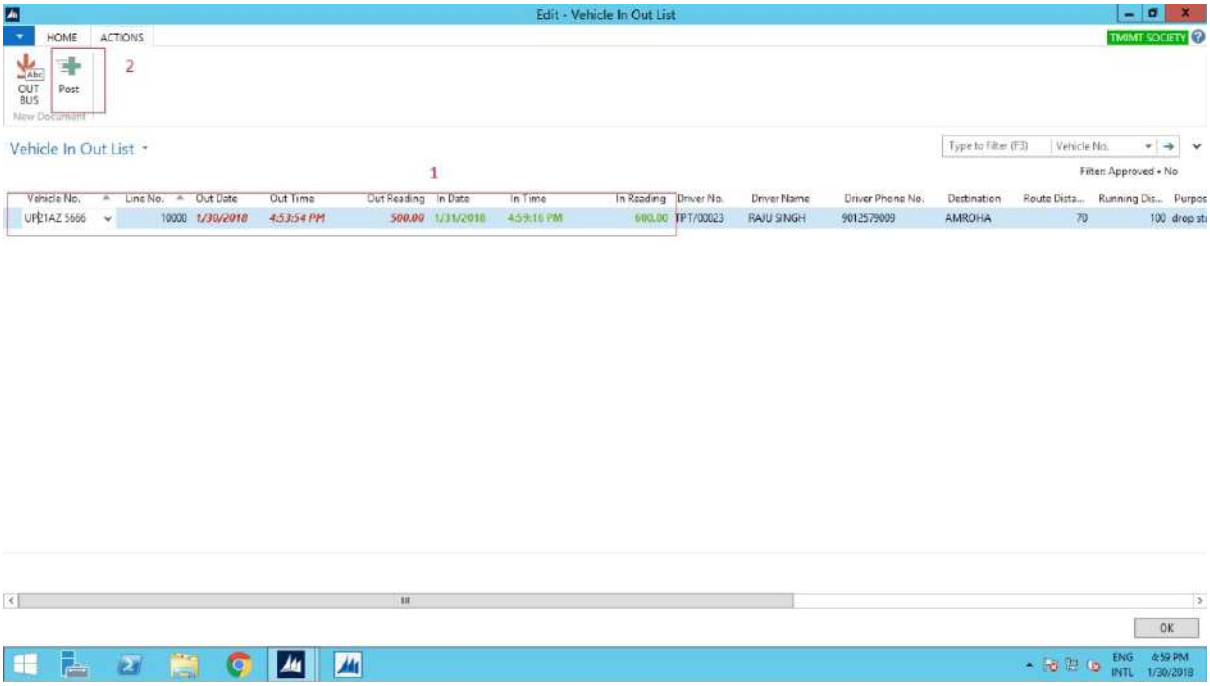
FOR POSTING ENTERED ENTRY



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FREE GATE ENTRY

Free gate entry is for free items it has two entry types

1. Inward- Items come inside the university

2. Outward-Items go outside from the university**.**

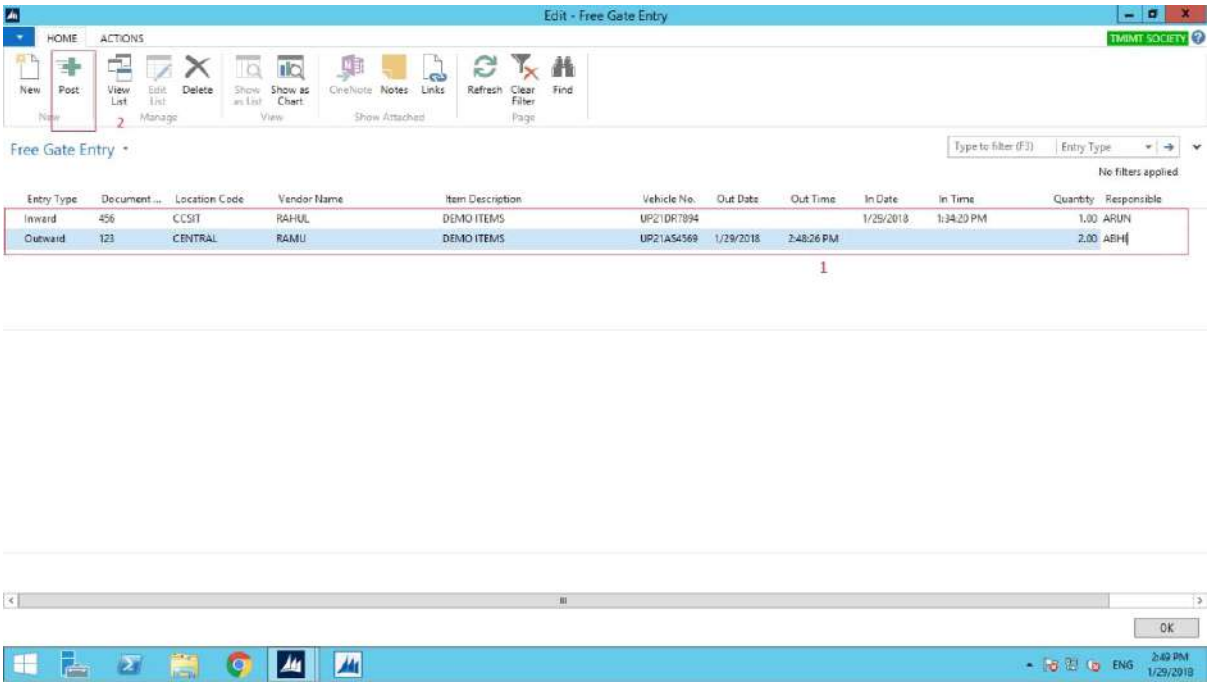
Steps

1. Click on Free gate entry.

2.Select INWARD or OUTWARD and fill blank fields.

3.Click on the post.

For example



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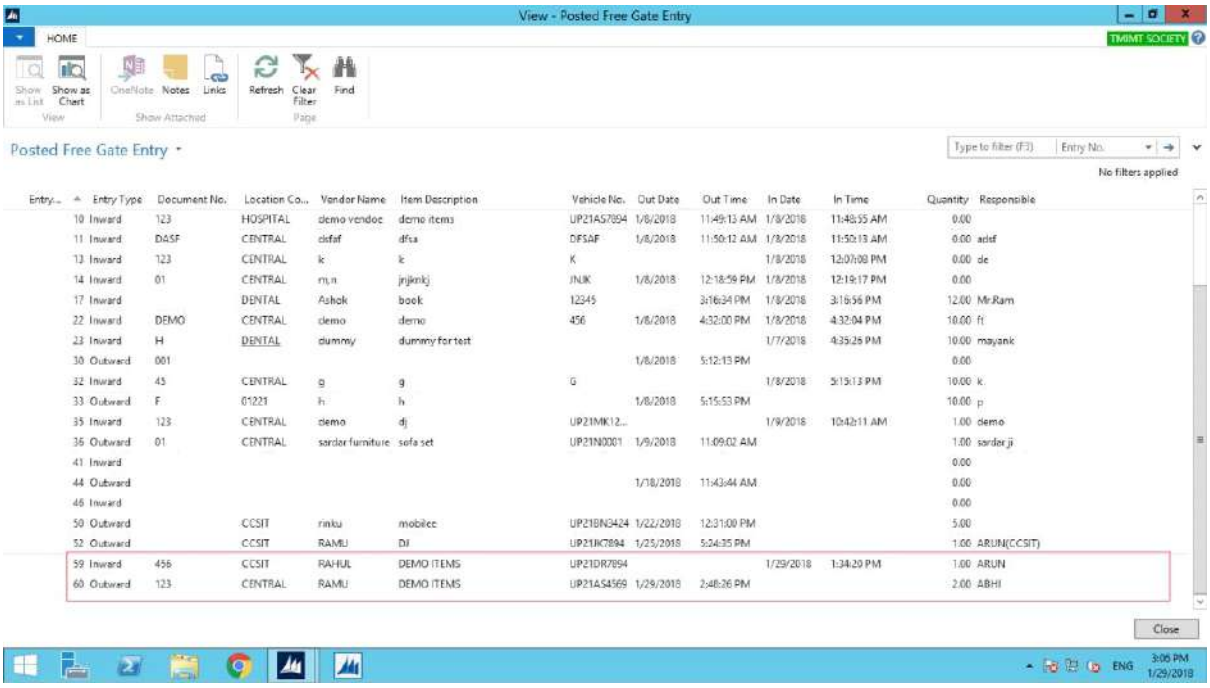
POSTED FREE GATE ENTRY

Contain the history of the free gate entry

Steps

1. Click on posted free gate entry

For example



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THANK YOU

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