

TEERTHANKER MAHAVEER UNIVERSITY



SECURITY MODULE

USER MANUAL





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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.

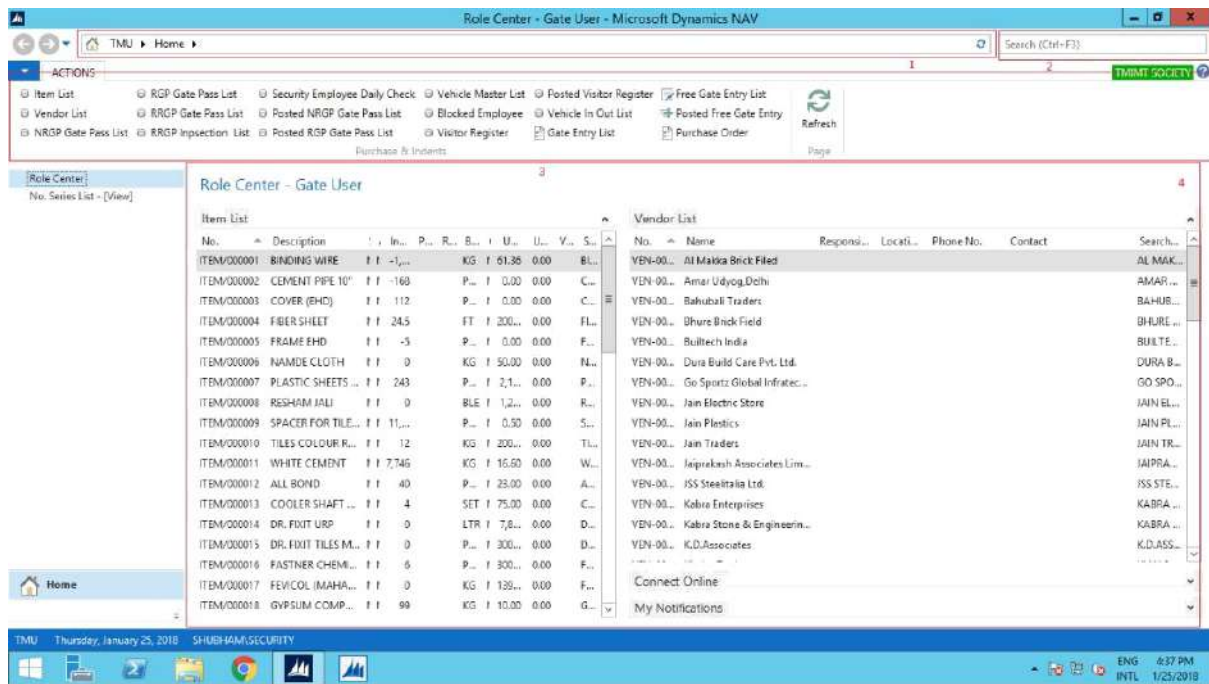


Figure 1.1: the Microsoft dynamics nav 2013 user interface

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





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.





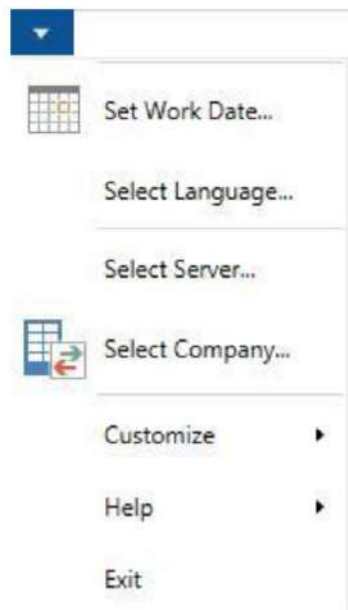


Figure 1.2: Microsoft dynamics nav 2013 ribbon

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.





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.





The Ribbon Structure

The ribbon consists of the following components:

- Tabs
- Groups
- Actions

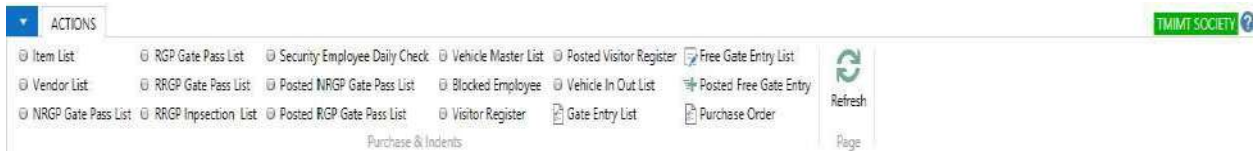


Figure 1.3: ribbon structure

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.





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.

Docu No.	Location Code	Party Type	Party Code	Party Name	Description	Posting Date	Remarks	Status
NRGP/17-18/0001	HOSPITAL	Customer	ST/0002	AMIT KUMAR		1/3/2018		Open
NRGP/17-18/0003	DENTAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017		Released
NRGP/17-18/0004	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017		Released
NRGP/17-18/0010	DENTAL	Customer	ST/000428	FARHA NAAZ		12/28/2017		Released
NRGP/17-18/0011	HOSPITAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/5/2017		Released
NRGP/17-18/0018	DENTAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/22/2017		Released
NRGP/17-18/0023	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0024	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0026	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0033	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		1/22/2018		Released
NRGP/17-18/0051	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/28/2017		Released
NRGP/17-18/0062	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/28/2017		Released
NRGP/17-18/0069	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		12/28/2017		Released
NRGP/17-18/0069	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/29/2017		Released
NRGP/17-18/0077	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		12/29/2017		Released
NRGP/17-18/0078	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/29/2017		Released
NRGP/17-18/0079	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/29/2017		Released
NRGP/17-18/0080	CENTRAL	Vendor				12/30/2017		Released
NRGP/17-18/0098	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		1/2/2018		Released
NRGP/17-18/0142	CCSIT	Vendor	VEN-00003	Bahubali Traders		1/19/2018		Released

A list page has the following components

1. Filter pan
2. List
3. Sorting pane





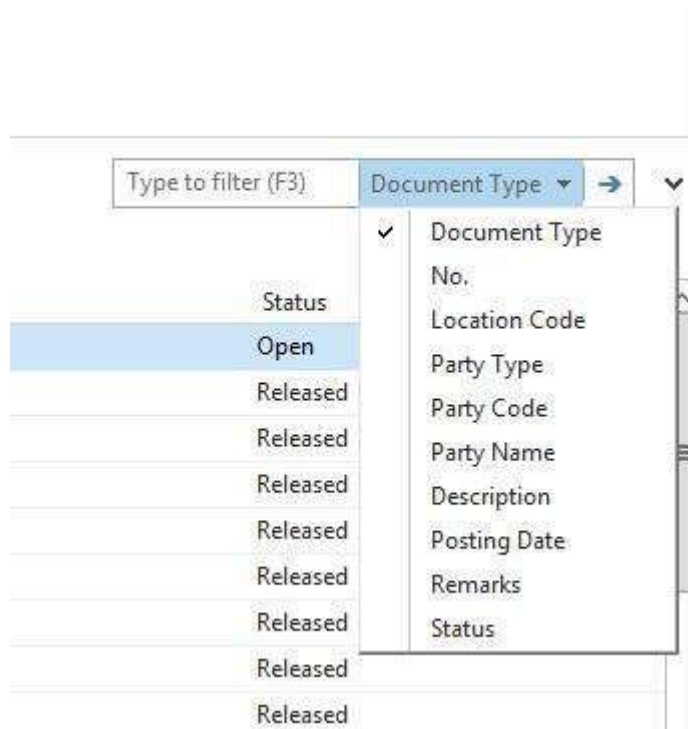
If you double-click (or press ENTER) on a line in the list, the record opens in a new window in the default mode (Edit, View, or New) of that particular record, for example, View mode if it is a posted document

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.





Add filter

NRGP Gate Pass List

Type In Filter (F3) Document Type

Show results:

Where Status is Released

And Location Code is ccar

Add Filter

Docu...	No.	Lo	Name	City	County	Posting Date	Remarks	Status
NRGP	NRGP/17-18/0001	HO	CCSIT	TMU		1/3/2018		Open
NRGP	NRGP/17-18/0003	DEH				12/5/2017		Released
NRGP	NRGP/17-18/0004	CEH				12/5/2017		Released
NRGP	NRGP/17-18/0010	DEH				12/28/2017		Released
NRGP	NRGP/17-18/0011	HO				12/9/2017		Released
NRGP	NRGP/17-18/0018	DEH				12/22/2017		Released
NRGP	NRGP/17-18/0023	CEH				12/27/2017		Released
NRGP	NRGP/17-18/0024	CEH				12/27/2017		Released

New Advanced Set as default filter column

Click on this for add filter





NRGP (NON-RETURNABLE GATE PASS)

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

Step to create NRG (For Free items)

1. Click on NRG gate pass list

The screenshot shows the Microsoft Dynamics NAV Role Center for a user named 'Gate User'. The 'ACTIONS' menu is expanded, and 'NRGP Gate Pass List' is highlighted. Other visible options include 'Item List', 'Vendor List', 'RGF Gate Pass List', 'RRGP Gate Pass List', 'Security Employee Daily Check', 'Posted NRG Gate Pass List', 'Vehicle Master List', 'Blocked Employee', 'Posted Visitor Register', 'Vehicle In Out List', 'Free Gate Entry List', 'Posted Free Gate Entry', 'Gate Entry List', and 'Purchase Order'. The main window displays a list of items and vendors.

No.	Description	In.	U.	P.	R.	B.	U.	V.	S.
ITEM/00001	BINDING WIRE	1	1	1	1	1	1	1	1
ITEM/00002	CEMENT PIPE 10"	1	1	1	1	1	1	1	1
ITEM/00003	COVER (EHD)	1	1	1	1	1	1	1	1
ITEM/00004	FIBER SHEET	1	1	1	1	1	1	1	1
ITEM/00005	FRAME EHD	1	1	1	1	1	1	1	1
ITEM/00006	NAMDE CLOTH	1	1	1	1	1	1	1	1
ITEM/00007	PLASTIC SHEETS	1	1	1	1	1	1	1	1
ITEM/00008	RESHAM JALI	1	1	1	1	1	1	1	1
ITEM/00009	SPACER FOR TILE	1	1	1	1	1	1	1	1
ITEM/00010	TILES COLOUR R...	1	1	1	1	1	1	1	1
ITEM/00011	WHITE CEMENT	1	1	1	1	1	1	1	1
ITEM/00012	ALL BOND	1	1	1	1	1	1	1	1
ITEM/00013	COOLER SHAFT	1	1	1	1	1	1	1	1
ITEM/00014	DR. FIXIT URP	1	1	1	1	1	1	1	1
ITEM/00015	DR. FIXIT TILES M...	1	1	1	1	1	1	1	1
ITEM/00016	FASTNER CHEMI...	1	1	1	1	1	1	1	1
ITEM/00017	FEVICOL (MAHA...	1	1	1	1	1	1	1	1
ITEM/00018	GVP SUM COMP...	1	1	1	1	1	1	1	1

No.	Name	Respons...	Locati...	Phone No.	Contact
VEN-00...	Al Makka Brick Filed				AL MAK...
VEN-00...	Amar Udyog, Delhi				AMAR...
VEN-00...	Bahubali Traders				BAHUB...
VEN-00...	Bhure Brick Field				BHURE...
VEN-00...	Builttech India				BUILTE...
VEN-00...	Dura Build Care Pvt. Ltd.				DURA B...
VEN-00...	Go Sports Global Infratec...				GO SPO...
VEN-00...	Jain Electric Store				JAIN EL...
VEN-00...	Jain Plastics				JAIN PL...
VEN-00...	Jain Traders				JAIN TR...
VEN-00...	Jaiprakash Associates Lim...				JAIpra...
VEN-00...	JSS Steeltralia Ltd.				JSS STE...
VEN-00...	Kabra Enterprises				KABRA...
VEN-00...	Kabra Stone & Engineerin...				KABRA...
VEN-00...	K.D.Associates				K.D.ASS...

2. Click on New

The screenshot shows the 'View - NRG Gate Pass List' window in Microsoft Dynamics NAV. The window title is 'View - NRG Gate Pass List'. The interface includes a toolbar with 'New', 'Edit', 'View', 'Delete', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the toolbar, there is a search bar and a 'Filter Released' dropdown. The main area displays a table of NRG Gate Pass List entries.

Docu...	No.	Location Code	Party Type	Party Code	Party Name	Description	Posting Date	Remarks	Status
NRGP	NRGP/17-18/0001	HOSPITAL	Customer	ST/0002	AMIT KUMAR		1/3/2018		Open
NRGP	NRGP/17-18/0003	DENTAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017		Released
NRGP	NRGP/17-18/0004	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017		Released
NRGP	NRGP/17-18/0010	DENTAL	Customer	ST/000428	FARHA NAAZ		12/28/2017		Released
NRGP	NRGP/17-18/0011	HOSPITAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/9/2017		Released
NRGP	NRGP/17-18/0018	DENTAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/22/2017		Released
NRGP	NRGP/17-18/0023	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/21/2017		Released
NRGP	NRGP/17-18/0024	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/21/2017		Released
NRGP	NRGP/17-18/0026	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/21/2017		Released
NRGP	NRGP/17-18/0033	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		1/22/2018		Released
NRGP	NRGP/17-18/0051	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/28/2017		Released
NRGP	NRGP/17-18/0062	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/28/2017		Released
NRGP	NRGP/17-18/0063	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		12/28/2017		Released
NRGP	NRGP/17-18/0069	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/29/2017		Released
NRGP	NRGP/17-18/0077	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		12/28/2017		Released
NRGP	NRGP/17-18/0078	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/29/2017		Released
NRGP	NRGP/17-18/0079	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/29/2017		Released
NRGP	NRGP/17-18/0080	CENTRAL	Vendor				12/30/2017		Released
NRGP	NRGP/17-18/0098	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		1/2/2018		Released
NRGP	NRGP/17-18/0142	CCSIT	Vendor	VEN-00003	Bahubali Traders		1/19/2018		Released





3. Fill blanks field

The screenshot shows the SAP NRGP Gate Pass form with the following fields filled:

- General:**
 - No.: NRGP/17-18/0160
 - Location Code: CENTRAL
 - Type: Item
 - Party Type: Vendor
 - Party Code:
 - Party Name:
 - Free Vendor: RAHUL
 - Posting Date: 1/27/2018
 - LR/RR No.:
 - LR Date:
 - Gate Out Date: 1/27/2018
 - Gate Out Time: 3:25:51 PM
 - Gate Pass User:
 - Status: Open
- Gate Pass Subform:**

Type	No.	Description	Free Item	Unit of Measure Code	Product Group Code	Challan Quantity	Quantity	Due Date	Remarks
Item			BOOKS			0	10		
- Other Information:**
 - Mode of Transport:
 - Road Permit No.:
 - Transport Company:
 - Driver Phone No.: 9897654512
 - Release Note Date:
 - Release Note No.:

At the bottom of the window, the taskbar shows the date and time as 1/27/2018, 3:26 PM.

4. Click on Release

This screenshot is identical to the one above, showing the SAP NRGP Gate Pass form with all fields filled. The taskbar at the bottom shows the date and time as 1/27/2018, 3:26 PM.





5. Click on post

NRGP

General

No.: NRGP/17-18/0160 Posting Date: 1/27/2018

Location Code: CENTRAL LR/RR No.:

Type: Item LR Date:

Party Type: Vender Gate Out Date: 1/27/2018

Party Code: Gate Out Time: 3:25:51 PM

Party Name: Gate Pass User:

Free Vendor: RAHUL Status: Open

Gate Pass Subform

Type	No.	Description	Free Item	Unit of Measure Code	Product Group Code	Challan Quantity	Quantity	Due Date	Remarks
Item			BOOKS			0	10		

Other Information

Mode of Transport: Driver Phone No.: 9897654312

Road Permit No.: Release Note Dates:

Transport Company: Release Note No.:

OK

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.

View - NRGP Gate Pass List

HOME

New Edit View Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

NRGP Gate Pass List **click on edit**

You can use filter for searching

Type to filter (F3) Document Type Filter Released

Docu No.	Location Code	Party Type	Party Code	Party Name	Description	Posting Date	Remarks	Status
NRGP/17-18/0001	HOSPITAL	Customer	ST/0002	AMIT KUMAR		1/3/2018		Open
NRGP/17-18/0003	DENTAL	Vendor	VEN-0003	Bahubali Traders		12/5/2017		Released
NRGP/17-18/0004	CENTRAL	Vendor	VEN-0003	Bahubali Traders		12/5/2017		Released
NRGP/17-18/0010	DENTAL	Customer	ST/000428	FARHA NAAZ		12/28/2017		Released
NRGP/17-18/0011	HOSPITAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/9/2017		Released
NRGP/17-18/0018	DENTAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/22/2017		Released
NRGP/17-18/0023	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0024	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0026	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/27/2017		Released
NRGP/17-18/0033	CENTRAL	Vendor	VEN-0001	Al Malka Brick Filed		1/22/2018		Released
NRGP/17-18/0051	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/28/2017		Released
NRGP/17-18/0062	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/28/2017		Released
NRGP/17-18/0063	CENTRAL	Vendor	VEN-0001	Al Malka Brick Filed		12/28/2017		Released
NRGP/17-18/0069	CENTRAL	Vendor	VEN-0003	Bahubali Traders		12/29/2017		Released
NRGP/17-18/0077	CENTRAL	Vendor	VEN-0001	Al Malka Brick Filed		12/29/2017		Released
NRGP/17-18/0078	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/29/2017		Released
NRGP/17-18/0079	CENTRAL	Vendor	VEN-0002	Amar Udyog,Delhi		12/29/2017		Released
NRGP/17-18/0080	CENTRAL	Vendor				12/30/2017		Released
NRGP/17-18/0098	CENTRAL	Vendor	VEN-0001	Al Malka Brick Filed		1/2/2018		Released
NRGP/17-18/0142	CCSIT	Vendor	VEN-0003	Bahubali Traders		1/19/2018		Released

Select NRGP

Close

ENG 4:39 PM
INTL 1/25/2018





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

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

For example

New - NRGP Gate Pass - NRGP

HOME NAVIGATE TRIMT SOCIETY

Release Reopen Post View Edit New Delete OneNote Notes Links Refresh Clear Filter Page

NRGP

General

No.: NRGP/17-18/0160 Posting Date: 1/27/2018

Location Code: CENTRAL LR/RR No.:

Type: Item LR Date:

Party Type: Vendor Gate Out Date: 1/27/2018

Party Code: Gate Out Time: 3:25:51 PM

Party Name: Gate Pass User:

Free Vendor: RAHUL Status: Open

Gate Pass Subform

Type	No.	Description	Free Item	Unit of Measure Code	Product Group Code	Challan Quantity	Quantity	Due Date	Remarks
Item			BOOKS			0	10		

Other Information

Mode of Transport: Driver Phone No.: 9897654312

Road Permit No.: Release Note Date:

Transport Company: Release Note No.:

OK

ENG 3:25 PM
INTL 1/27/2018





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

View - Posted NRGP Gate Pass List

HOME

View Show as List Show as Chart OneNote Notes Link Refresh Clear Filter Find

Posted NRGP Gate Pass List

Type to filter (if 3) No. No filters applied

Docu...	No.	Location ...	Party Type	Party Code	Party Name	Free Vendor	Description	Posting D...	Remarks
NRGP	NRGP/17-18/0008	DENTAL	Vendor	VEN-00001	Al Makka Brick Filed			12/28/2017	
NRGP	NRGP/17-18/0022	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			12/28/2017	
NRGP	NRGP/17-18/0028	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			1/22/2018	
NRGP	NRGP/17-18/0044	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			12/28/2017	
NRGP	NRGP/17-18/0045	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			12/28/2017	
NRGP	NRGP/17-18/0052	CENTRAL	Vendor	VEN-00002	Amar Udyog Delhi			12/28/2017	
NRGP	NRGP/17-18/0053	HOSPITAL	Vendor	VEN-00002	Amar Udyog Delhi			12/28/2017	
NRGP	NRGP/17-18/0054	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			12/28/2017	
NRGP	NRGP/17-18/0068	CENTRAL	Vendor	VEN-00005	Bulltech India			12/29/2017	
NRGP	NRGP/17-18/0071	CENTRAL	Vendor	VEN-00002	Amar Udyog Delhi			12/29/2017	
NRGP	NRGP/17-18/0075	CENTRAL				demo test		12/30/2017	
NRGP	NRGP/17-18/0076	CENTRAL	Vendor	VEN-00003	Bahubali Traders	demo vendor		1/1/2018	
NRGP	NRGP/17-18/0089	CENTRAL				demo		1/1/2018	
NRGP	NRGP/17-18/0091	CENTRAL				g		1/18/2018	
NRGP	NRGP/17-18/0097	CENTRAL				RAM LAL		1/3/2018	
NRGP	NRGP/17-18/0102	CENTRAL						1/6/2018	
NRGP	NRGP/17-18/0103	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			1/3/2018	
NRGP	NRGP/17-18/0109	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed			1/3/2018	
NRGP	NRGP/17-18/0115					Itemu		1/4/2018	
NRGP	NRGP/17-18/0116	CENTRAL				rolu		1/4/2018	

Close

ENG 8:40 PM
INTL 1/27/2018





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

New - RGP Gate Pass - RGP: RGP/17-18/0171

HOME NAVIGATE TMIMT SOCIETY

Post
General

RGP - RGP/17-18/0171

General

No.: RGP/17-18/0171 Shipment Agent Code: [Dropdown]
Location Code: CCSIT Pending Qty: 10
Type: Item Transporter Name: [Text]
Party Type: Vendor Vehicle No.: UP21QW7804
Party Code: [Dropdown] LR/RR No.: [Text]
Party Name: [Text] LR Date: [Dropdown]
Free Vendor: MANU Gate Out Date: 1/29/2018
Due Date: 2/2/2018 Gate Out Time: 4:31:22 PM
Posting Date: 1/29/2018 Status: Released

Gate Pass Subform

Type	No.	Description	Free Item	Unit of Meas.	Product Group Code	Challen Quantity	Quantity	Due Date	Remarks
Item		DEMO ITEMS	<input checked="" type="checkbox"/>			10	10	2/2/2018	

Other Information

Mode of Transport: [Dropdown] Driver Phone No.: [Text]

OK

4:34 PM 1/29/2018

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





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

View - RGP Gate Pass - RGP - RGP/17-18/0160

HOME NAVIGATE

Post View Edit New Delete OneNote Notes Links Refresh Clear Filter Page

RGP - RGP/17-18/0160

General

No.: RGP/17-18/0160

Location Code: 01221

Type: Item

Party Type: Vender

Party Code: VEN-00007

Party Name: Go Sportz Global Infotech Pvt. Ltd.

Free Vendor:

Due Date: 1/23/2018

Posting Date: 1/23/2018

Shipment Agent Code:

Pending Qty: 5

Transporter Name:

Vehicle No.:

LR/RI No.:

LR Date:

Gate Out Date: 1/23/2018

Gate Out Times: 10:03:48 AM

Status: Released

Gate Pass Subform

Type	No.	Description	Free Item	Unit of Meas.	Product Group Code	Challan Quantity	Quantity	Due Date	Remarks
Item	ITEM/00003	COVER (EHD)		PCS		5	5	1/23/2018	

Other Information

Mode of Transport:

Driver Phone No.:

Close

ENG 10:03 AM
INTL 1/21/2018





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

RRGP 2

General

No.: RRGp/17-18/0067 RGP No.: RGP/17-18/0171

Location Code: CCSIT Posting Date:

Type: Item LR/RR No.:

Party Type: Vendor LR Date:

Party Code: Gate In Date: 1/29/2018

Party Name: Gate In Time: 4:52:34 PM

Free Vendor: MANU Status: Open

Gate Pass Subform

Type	No.	Description	Free Item	Unit of Mea...	Product Group ...	Challan Quantity	Quantity	Due Date	Remarks	Pendin
Item		DEMO ITEMS				10	10	2/2/2018		

Other Information

OK

4:53 PM 1/29/2018





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

View - Posted RGP Gate Pass - RGP : RGP/17-18/0171

HOME NAVIGATE

View Edit Post OneNote Notes Links Refresh Clear Filter Go to Previous Next

Manage Process Show Attached Page

RGP - RGP/17-18/0171

General

No.: RGP/17-18/0171 LR Date:

Location Code: CCSIT Free Vendor: MANU

Party Code: Due Date: 2/2/2018

Party Type: Vender Pending Qty: 5

Party Name: Gate Out Date: 1/29/2018

Posting Date: 1/29/2018 Gate Pass User: SHUBHAM/SECURITY

LR/RR No.:

Posted Gate Pass Subform

Find Filter Clear Filter

Type	No.	Description	Free Item	Unit of M...	Product...	Challan Quantity	Quantity	Due Date	Remarks
Item			DEMO ITEMS			10	10	2/2/2018	

Other Information

Mode of Transport:

Road Permit No.:

Transport Company:

Driver Phone No.:

Release Note Date:

Release Note No.:

Close

5:45 PM 1/29/2018

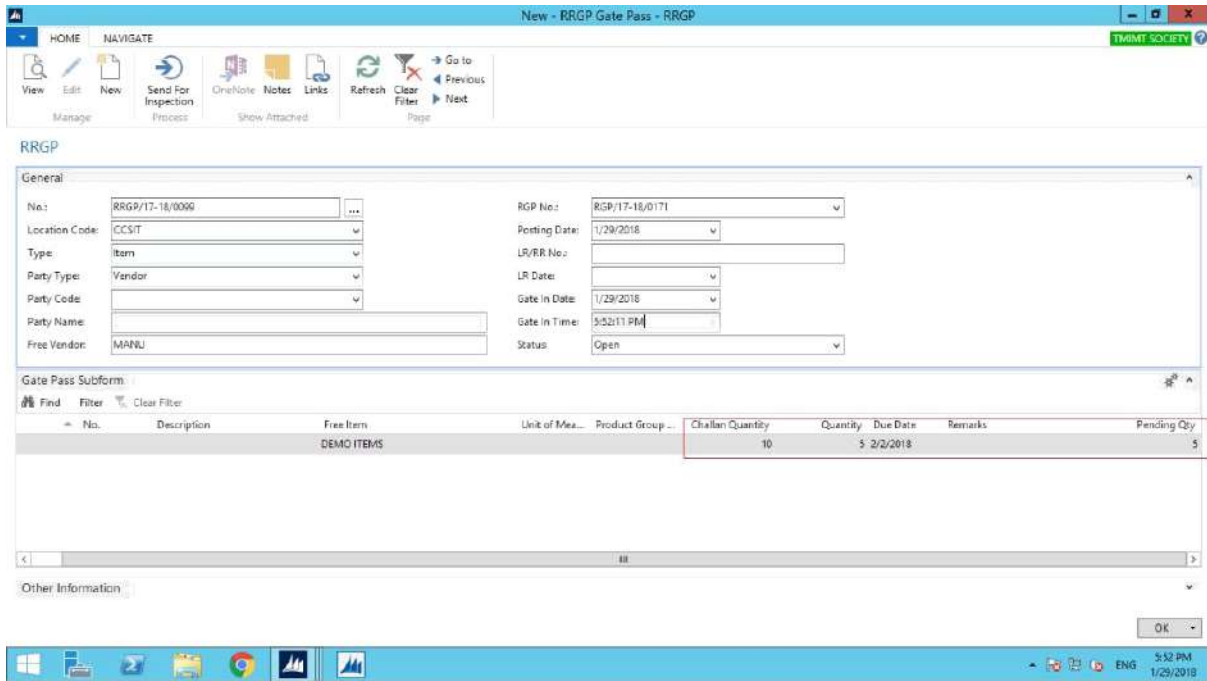




AGAIN RECEIVING PENDING QUANTITY

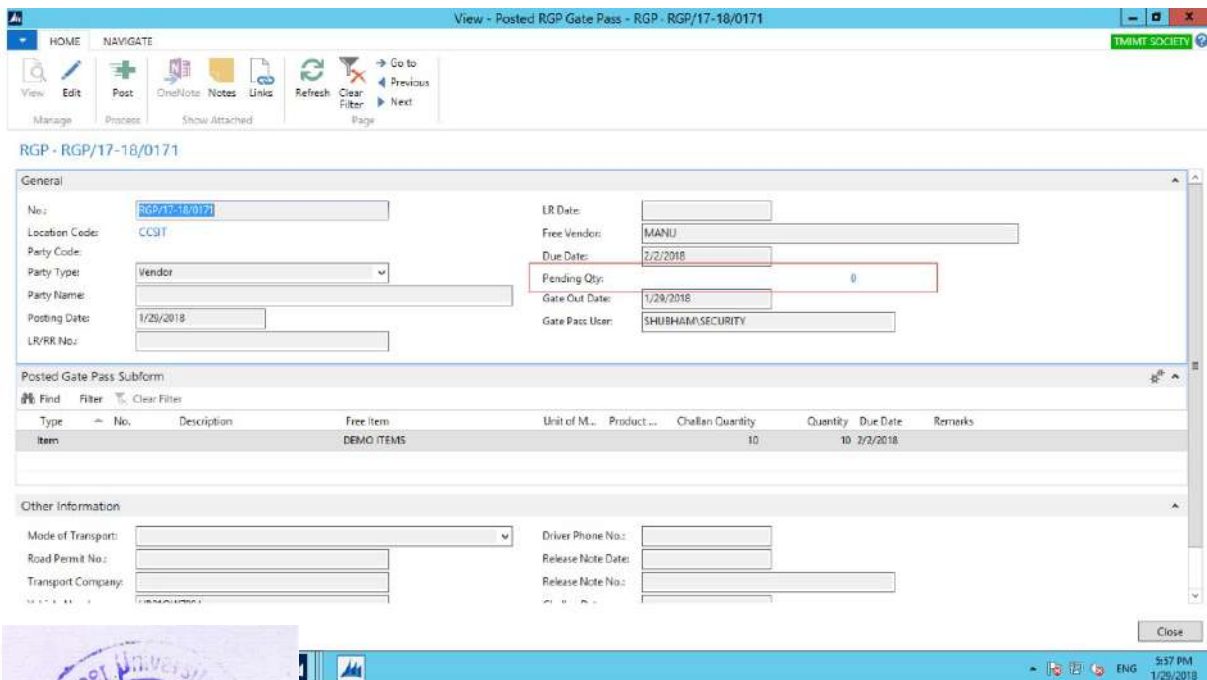
Pending quantity you can receive in RRGP

For example



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

For example





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

SEC/17-18/00010

General

No.: SEC/17-18/00010
Employee No.: TMU00010
Employee Name: DR.HA.BEG
College Code: TMAC
Department Code: D124

College Name: TEERTHANKER MAHAVEER MEDICAL COLLEGE AND RESEARCH
Department Name: RECORD ROOM
Start Date: 1/25/2018
End Date: 1/31/2018

Security Employee Daily SubPag

Duty Code	Duty Place Name	Duty Start...	Duty Start T...	Duty End Time	Present	Absent	Observation	Remarks
1	security gate 1	1/25/2018	7:00:00 AM	5:00:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ok	
		1/26/2018			<input type="checkbox"/>	<input type="checkbox"/>		
		1/27/2018			<input type="checkbox"/>	<input type="checkbox"/>		
		1/28/2018			<input type="checkbox"/>	<input type="checkbox"/>		
		1/29/2018			<input type="checkbox"/>	<input type="checkbox"/>		
		1/30/2018			<input type="checkbox"/>	<input type="checkbox"/>		
		1/31/2018			<input type="checkbox"/>	<input type="checkbox"/>		

OK

ENG 12:06 PM
INTL 1/29/2018





VEHICLE MASTER LIST

View the university vehicle information.

Steps

1. Click on vehicle master list.
2. Select vehicle then click on view.

For example

No.	Vehicle No.	Fuel Type	Fixed Assets	Description	Document No.	RC Type	Chassis No.	Model Year	Model Name	Make
VEH-000002	UP21AZ 9966	Diesel	FA-00399	bus	11/22/2017	Permanent	1111222	6/20/2016	Pro Skyline W40	test
VEH-000003	UP21BN 7814	Diesel	FA-00019	BUSES	9/26/2017		MC2P2LRT0HG377...		EICHER SKYLINE PR...	
VEH-000014	UP21BN 0740	Diesel	FA-00185	Buses	9/9/2014		MC260KRT0LD0526...		EICHER 11/12RHD ...	
VEH-000015	UP21BN 0741	Diesel	FA-00157	Buses	9/9/2014		MC260KRT0ECC0524...		EICHER-11/12 RHD ...	
VEH-000016	UP21BN 0822	Diesel	FA-00157	Buses	8/31/2014		MC260KRT0ECC0919...		EICHER 11/12 RHD ...	
VEH-000017	UP21BN 0623	CNG	FA-00157	Buses	8/31/2014		MC260KRT0ECC0919...		EICHER 11/12 RHD ...	
VEH-000018	UP21N 1365	Diesel	FA-00157	Buses	9/4/2004		WHZGL4GM0075789		SML	
VEH-000019	UP21N 1555	Diesel	FA-00019	Buses	9/4/2004		WHZGL4GM0075785		SWARAJ MAZDA	
VEH-000020	UP21N 1369	Diesel	FA-00019	Buses	9/4/2004		QWEL4GM0071518		SWARAJ MAZDA	
VEH-000021	UP21BN 2348	CNG	FA-00019	Buses	8/26/2015		MC2P2LRT0FD3151...		EICHER SKYLINE PR...	
VEH-000022	UP21BN 2349	Petrol	FA-00019	Buses	8/31/2015		MC2P2LRT0FF310664		EICHER SKYLINE PR...	
VEH-000023	UP21AC 0001	Petrol	FA-00134	Car	11/3/2009		MBU11/V5105001610		FORTUNER 3.0 L 4...	
VEH-000040	UP708A5337	CNG	FA-00019	Buses						
VEH-000061	UP21D4561	Diesel	FA-00130	Buses		Permanent				
VEH-000062	UP21ASD123	Diesel	FA-00130	Buses		Permanent				





Full details of vehicle

View - Vehicle Master Card - VEH-000017 - UP21BN 0823

HOME NAVIGATE

View Edit New Delete OneNote Notes Links Refresh Clear Filter Go to Previous Next

VEH-000017 - UP21BN 0823

General

No.:	VEH-000017	Type:	Bus
Vehicle No.:	UP21BN 0823	Seat Capacity:	51
Vehicle Filter:		Ownership:	TMU
Fuel Type:	CNG	RC Type:	
Foed Assets:	FA-00157	Tools:	
Description:	Buses	Purchase Price:	1,448,848.00
Induction Date:	8/31/2014	Invoice No.:	13176313
Chassis No.:	MC280KRTDEC091998	Agency:	COMMERCIAL VEHICLES LTD
Engine No.:	6483CDEC639102	Fuel Capacity:	0
Model Month/Year:		Service Limit:	0.00
Date Test:		Create USERID:	SHUBHAM,TRANSPORT
Model Name:	BICHER 11/12 RHD BUS	Status:	Open
Make:			

Fitness

Fitness No.:		New Fitness No.:	
Fitness Valid From:		New Fitness Valid From:	
Fitness Valid To:		New Fitness Valid To:	

Close

ENG 3:22 PM
INTL 1/25/2018





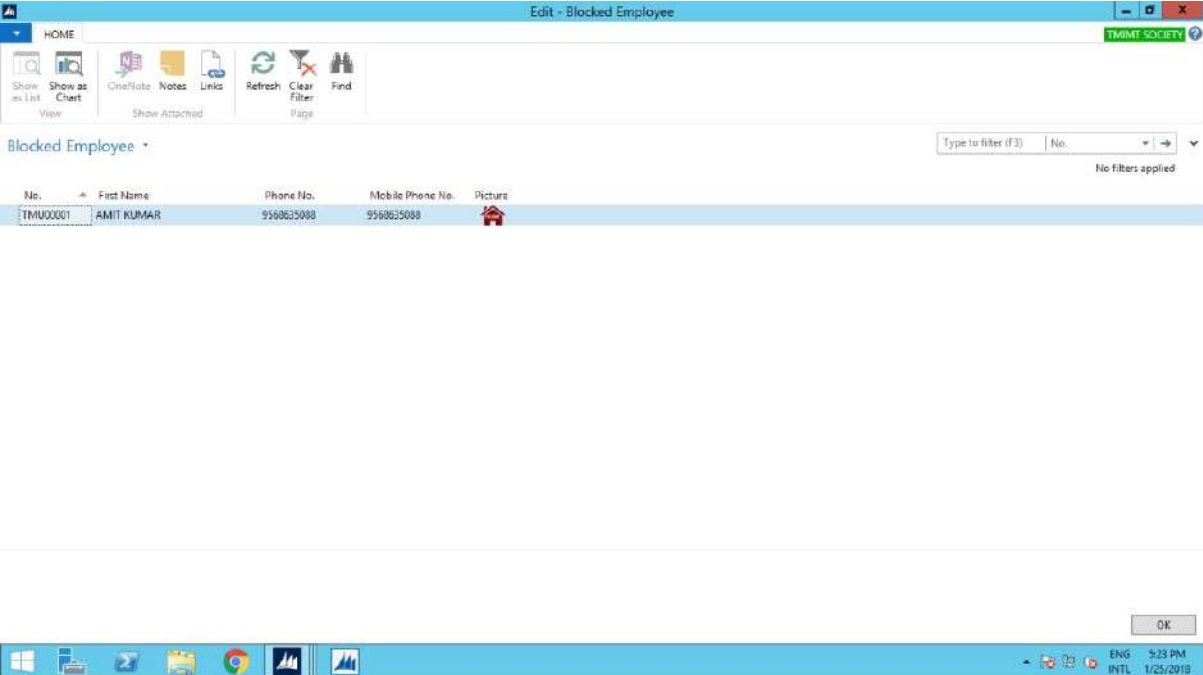
BLOCKED EMPLOYEE

Recording Employee details which blacklist from Department


Steps

1. Click on blocked employee

For example



The screenshot shows a web application window titled "Edit - Blocked Employee". The interface includes a top navigation bar with a "HOME" button and a "TMIMT SOCIETY" logo. Below the navigation bar is a toolbar with icons for "Show as List View", "Show as Chart View", "OneNote, Notes, Links", "Refresh", "Clear Filter", and "Find". The main content area displays a table of blocked employees. The table has columns for "No.", "First Name", "Phone No.", "Mobile Phone No.", and "Picture". A single row is visible with the following data: No. TMU00001, First Name AMIT KUMAR, Phone No. 9590625088, Mobile Phone No. 9590625088, and a picture icon. A search filter is present at the top right of the table area, with the text "Type to filter (F3)" and "No." selected. Below the table, there is an "OK" button. The Windows taskbar is visible at the bottom of the screenshot, showing the system tray with the date and time: "ENG 5:23 PM INTL 1/25/2018".

No.	First Name	Phone No.	Mobile Phone No.	Picture
TMU00001	AMIT KUMAR	9590625088	9590625088	





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

Visitor Name	Visit Date	Visitor From	Contact No.	Person to Meet	Employee Name	Not Employee	Reason for Visit
RAHUL	1/29/2018	MORADABAD	7895621485	TMU00003	LALIT KUMAR	Not Employee	MEET





POSTED VISITOR REGISTER

Contain the history of the visitor register

Steps

1. Click on posted visitor register.

For example

Visitor Name	Visitor From	Not Employee	Contact No.	Person to Meet	Reason For Visit	In Time	Out Time
Gourav Srivastav	Rudrapur			TMU02280	Office	11:57:11 AM	11:00:00
gaurav	Rudrapur			TMU00210	h	1:31:44 PM	1:00:00
a	q			TMU01662	y	5:56:10 PM	6:00:00
m	h			TMU00001	j	6:00:00 AM	11:00:00
demo	demo	demo		TMU00003	demo	1:00:00 AM	12:00:00
gaurav	rudrapur			GURPARTAP SINGH	office work	11:41:35 AM	11:00:00
test	t	DSFAA	9899009999		DFSA	1:49:01 PM	1:59:46
test1	admission		863702075	tmu00234	admission	4:15:53 PM	4:20:00
d	g	PPPPPPPPPP	7777777777		kkkk	4:46:13 PM	5:00:00
demo name	moradabad	demo employee	1111111111		any	12:15:47 PM	12:30:00
demo name	rampur		4444444	GURPARTAP SINGH	any	12:22:17 PM	12:30:00
codca	ad	garimo			ass	6:55:04 PM	6:55:17
RAMU	MORADABAD	USHA	7894561		NO	3:39:41 PM	3:50:04
E	Y	J	4		H	12:33:14 PM	1:00:00
rinku gupta	moradabad		8171161501	TMU01086	meeting	11:38:53 AM	11:55:00
rinku gupta	bhatpur sambhal		8171161501	TMU00006	meeting	2:25:03 PM	2:29:13
RAHUL	BHATPURA MBD		8171161501	TMU00003	MEETING	11:52:35 AM	11:55:4
RAHUL	MORADABAD		7895631485	TMU00003	MEET	12:58:33 PM	1:00:00





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

Vehicle No.	Line No.	Out Date	Out Time	Out Reading	In Date	In Time	In Reading	Driver No.	Driver Name	Driver Phone No.	Destination	Route Dist...	Running Dis...	Purpos
UP21AZ 5666	10000	1/30/2018	4:53:54 PM	500.00			0.00	TP17/00023	RAJU SINGH	9012579009	AMROHA	70	-500	drop st





FOR POSTING ENTERED ENTRY

Edit - Vehicle In Out List

HOME ACTIONS

2

Vehicle In Out List

Type to filter (F3) | Vehicle No. | Filter: Approved + No

Vehicle No.	Line No.	Out Date	Out Time	Out Reading	In Date	In Time	In Reading	Driver No.	Driver Name	Driver Phone No.	Destination	Route Dist...	Running Dis...	Purpos
UP1AZ 5666	10000	1/30/2018	4:33:54 PM	500.00	1/31/2018	4:59:16 PM	600.00	TP1/00023	RAJU SINGH	9012579099	AMROHA	70	100	drop st

OK

ENG 4:59 PM
INTL 1/30/2018





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

Entry Type	Document No.	Location Code	Vendor Name	Item Description	Vehicle No.	Out Date	Out Time	In Date	In Time	Quantity	Responsible
Inward	456	CCSIT	RAHUL	DEMO ITEMS	UP21DR7894			1/25/2018	1:34:20 PM	1.00	ARUN
Outward	123	CENTRAL	RAMU	DEMO ITEMS	UP21A54568	1/29/2018	3:48:26 PM			2.00	ABH





POSTED FREE GATE ENTRY

Contain the history of the free gate entry

Steps

1. Click on posted free gate entry

For example

View - Posted Free Gate Entry

HOME

Show as List View Show as Chart View OneNote, Notes, Links Show Attached Refresh Clear Filter Find Page

Posted Free Gate Entry - Type to filter (F3) Entry No. No filters applied

Entry No.	Entry Type	Document No.	Location Co.	Vendor Name	Item Description	Vehicle No.	Out Date	Out Time	In Date	In Time	Quantity	Responsible
10	Inward	123	HOSPITAL	demo vendoc	demo items	UP21AS7894	1/8/2018	11:49:13 AM	1/8/2018	11:48:55 AM	0.00	
11	Inward	D4SF	CENTRAL	asfaf	afsa	DFSAF	1/8/2018	11:50:12 AM	1/8/2018	11:50:13 AM	0.00	asfaf
13	Inward	123	CENTRAL	k	k	K	1/8/2018	12:07:09 PM	1/8/2018	12:07:09 PM	0.00	de
14	Inward	01	CENTRAL	rs.n	jrjknkj	JNJK	1/8/2018	12:18:59 PM	1/8/2018	12:18:17 PM	0.00	
17	Inward	DEM0	DENTAL	Ashok	book	12345	1/8/2018	3:16:34 PM	1/8/2018	3:15:56 PM	12.00	MrRam
22	Inward	DEM0	CENTRAL	demo	demo	456	1/8/2018	4:32:00 PM	1/8/2018	4:32:04 PM	10.00	ft
23	Inward	H	DENTAL	dummy	dummy for test		1/7/2018	4:35:28 PM	1/7/2018	4:35:28 PM	10.00	mayank
30	Outward	001					1/8/2018	5:12:13 PM			0.00	
32	Inward	45	CENTRAL	g	g	G	1/8/2018	5:15:53 PM	1/8/2018	5:15:13 PM	10.00	k.
33	Outward	F	01221	h	h		1/8/2018	5:15:53 PM			10.00	p
35	Inward	123	CENTRAL	demo	dj	UP21MK12...	1/9/2018	10:42:11 AM	1/9/2018	10:42:11 AM	1.00	demo
36	Outward	01	CENTRAL	sardar furniture	sefa set	UP21N0001	1/9/2018	11:09:02 AM			1.00	sardar ji
41	Inward										0.00	
44	Outward						1/18/2018	11:43:44 AM			0.00	
46	Inward										0.00	
50	Outward		CCSIT	rinku	mobilece	UP21BN3424	1/22/2018	12:31:00 PM			5.00	
52	Outward		CCSIT	RAMU	DI	UP21JK7894	1/23/2018	5:24:35 PM			1.00	ARUN(CCSIT)
59	Inward	456	CCSIT	RAHUL	DEMO ITEMS	UP21DR7894	1/29/2018	1:34:29 PM	1/29/2018	1:34:29 PM	1.00	ARUN
60	Outward	123	CENTRAL	RAMU	DEMO ITEMS	UP21AS4569	1/29/2018	2:48:26 PM			2.00	ABHI

Close

Windows Taskbar: 3:05 PM 1/29/2018





THANK YOU



