


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

iPortman PORTAL Application
Railway Handling Agent User Manual

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Revision History

Version	Author	Revision Date	Description of Changes	Modifier	Approver	Baseline Date
1.0	Imran Ishaque Shaikh	02/05/2024	Initial Version			

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ABOUT DOCUMENT

1. DOCUMENT VERSIONING

Document Amendment Record

**I-Initial, A-Added, M-Modified, D-Deleted*

Version No.	Date	I/A/M/D*	Section No.	Description of Change
V1.0	19/06/2022	I		

2. PURPOSE

This document is prepared to help the users who access the application to enter the new records and also to manage the existing records with in the access control configured

This helps user to understand the description of the application/business form and how to operate it.

3. TARGET AUDIENCE

The following are target audience of this document

- Business Users who uses iPortman PORTAL application
- User who access the iPortman PORTAL application to learn

4. DISCLAIMER CLAUSE

NA

I. ABBREVIATION

Following Abbreviations are related to Railway - Inward & Outward Functions

Note: Some of remaining for the below table will update it later because of SDD revamping points incorporating is going on.

<i>Sr.No.</i>	<i>Abbreviation</i>	<i>Description</i>
1	FOIS	Freight Operation Information System
2		
2	VCN	Vessel Call Number
3	CHA	Customs House Agent

5	IEC	Import Export Code
6	EDI	Electronic Data Interchange
7	<u>CARGO TYPE</u>	
	I. C	Containerized
	II. P	Packaged
	III. LB	Liquid Bulk
	IV. DB	Dry Bulk
	V. CP	Part of the consignment is containerized and remaining is packaged but not containerized
8	<u>Item Type Code</u>	
	I. GC	Govt Cargo
	II. OT	Other Cargo
	III. UB	Unaccompanied Cargo
9	HSS	High Sea Sales
10	IEC Code	Importer & Exporter Code
14	UOM CODE	Unit Of Measurement Code
15	ETA	Estimated Time of Arrival
16	ETD	Estimated Time of Departure
17	RFID	Radio Frequency Identification





II. ERROR MESSAGES CODES AND DESCRIPTION:-

#	Error Code	Full Name / Description	Steps to Solve / Who to contact

III. SYMBOLS AND ICONS

SR No.	Symbol / Icon	Purpose / Usage
1		Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2		Notification Bell it will alert user for pending action items
3		Weather Forecast
4		This icon is for user profile, from where user can access following items. <ol style="list-style-type: none"> 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LIST OF FAVOURITIRES ITEMS 4. LOGOUT BUTTON
5		Menu button – To display the list of processes
6		Search box – To search the processes
7		Check List Button
8		New button – To create a new record

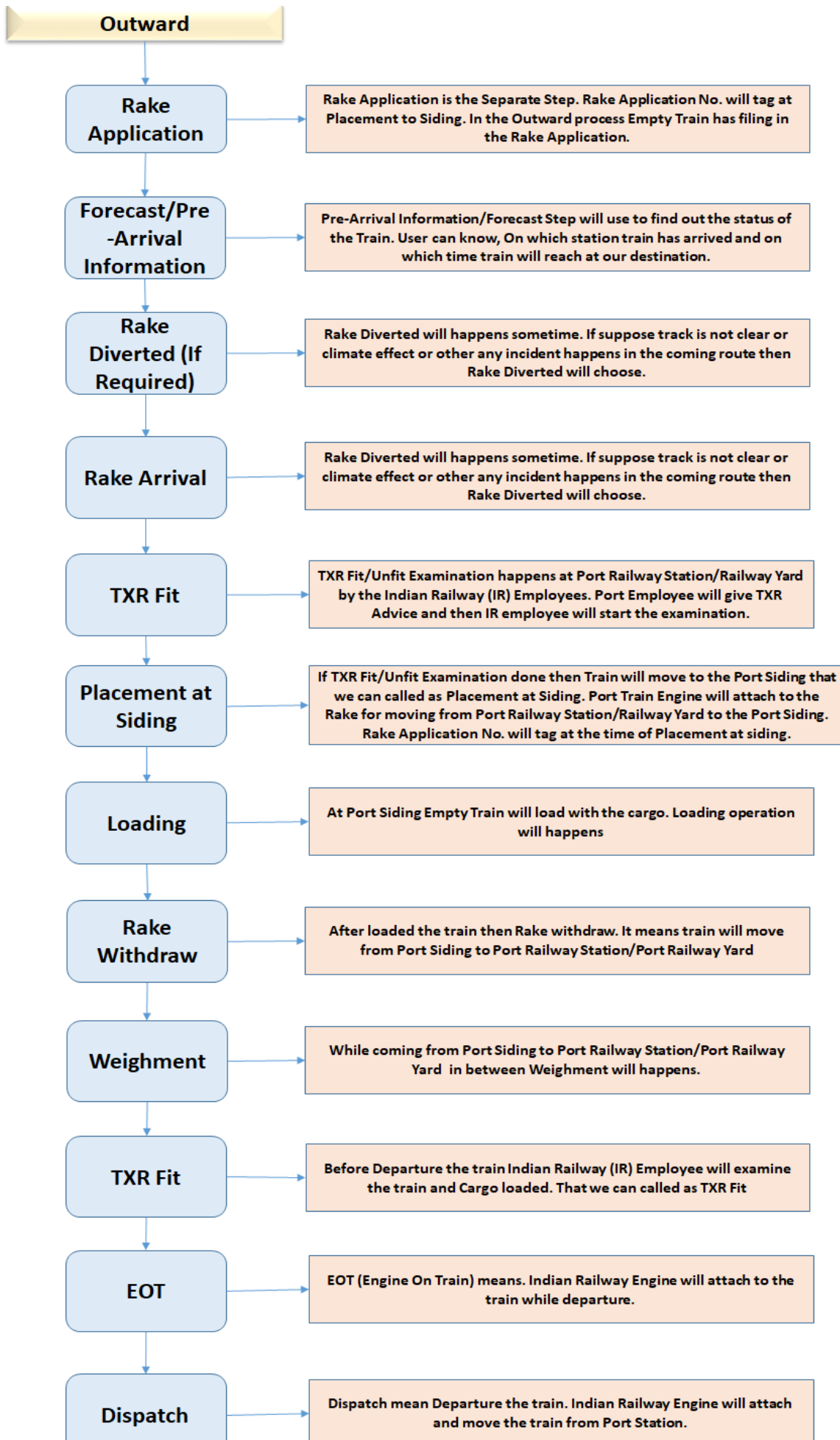
9		Save button – To save a record
10		Cancel button – To cancel a record
11		Extension button – To extend a record
12		Workflow button – To Approve/Reject a record
13		List Data – To render a list of records(draft/wfapp/approved/rejected/cancelled)
14		Clear Filter – To clear the searched records
15		Advanced Search – To search a record with multiple search criteria
16		Add Row button - Is to add multiple line items
17		This icon is to close each line item
18		Next button – To Navigate next screen
19		Back link – To Navigate previous screen
20		This icon is to expand the line item
21		This icon is to Collapse the section within the function/page
22		This icon is to expand the particular section within the function/page
23		Left Pagination button – To see previous results
24		Right Pagination button – To see next results
25		This is popup icon displayed only once data is saved successfully
26		This icon is for sending the data for approval to the authorized person
29		This icon is to approve the data after verification

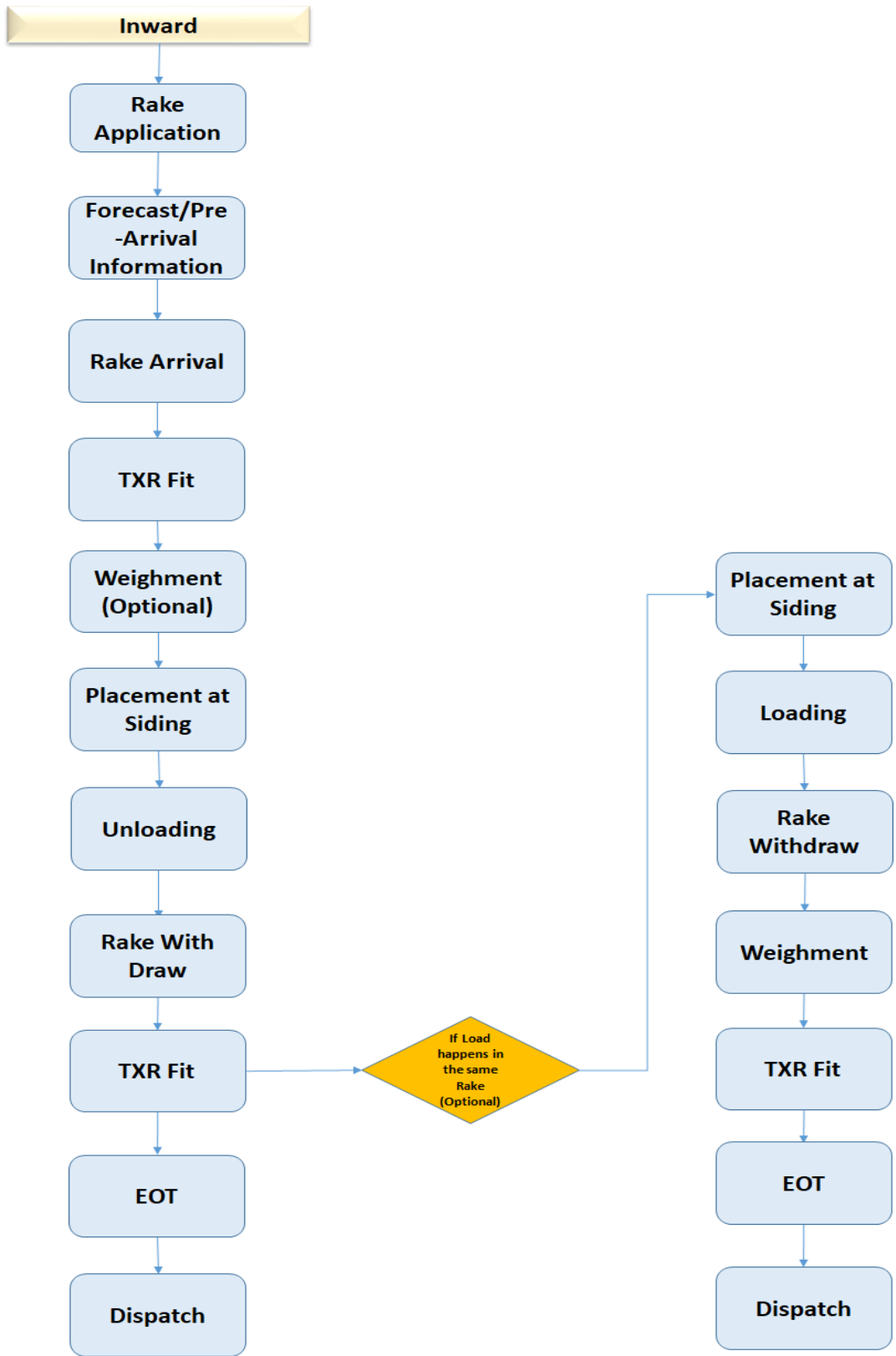
30		These icons are used to Accept or Decline the request
33		This icon is used to Import the data
34		This icon is used to Upload a document
35		This icon is used to Download a document

IV. BUSINESS FLOW DIAGRAM FOR TRAFFICRAILWAY

Following business flow diagram is for Traffic Railway

OUTWARD/ INWARD:-





1. BUSINESS FUNCTION NAME: RAKE APPLICATION (RA)

1.1 DEFINITION


Rake Application (RA) purpose is to Consignee/Consignor/Railway handling agent (RHA) will request to bring cargo inside the port or will request for cargo delivery through rail.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the agent is unable to file the Rake Application (RA) via the portal, then he can file the RA at the port designated counter.

1.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar → Railways → Rake Application → Click on Add New
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

1.3 PREREQUISITES – MASTERS:

S. No	Master List
1.	Station
2.	Cargo
3.	UOM
4.	Owning Railway
5.	Wagon Type
6.	Yard
7.	Handling Method
8.	Agent

1.4 SCREENSHOT

Following screenshot from Rake Application

Once entered into the Functional Form – Rake Application, list page will appear


List Page:

☰ Rake Application 😊 📄

1 - 10 of 106 < 1 2 3 ... 9 10 11 >


Doc No.	POS Document Number	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q sea..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>
INPRT1-2022-0056	INPRT120220053	Approved	Inward	PER/2022/0042	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
INPRT1-2022-0057	INPRT120220054	Approved	Inward	PER/2022/0043	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
798	INPRT120220051	Draft	Inward		Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0055	INPRT120220052	Approved	Inward	PER/2022/0041	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0054	INPRT120220051	Approved	Inward	PER/2022/0040	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0053	INPRT120220050	Approved	Inward	PER/2022/0039	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0052	INPRT120220049	Approved	Inward	PER/2022/0038	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0051	INPRT120220048	Approved	Inward	PER/2022/0037	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0023	INPRT120220022	Approved	Outward	IND/2022/0010	Import Cargo	Train Load	CARGO BERTH SIDING PARADIP	CUTTACK JN.

User Interface Image 1-Rake Application- 1.5.1

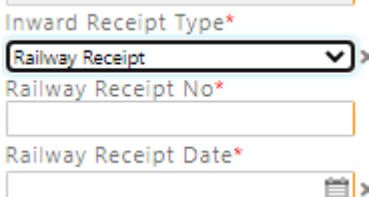
➤ To enter into the Rake Application New Page, click on Add New button  from tool bar

1.4.1 Rake Application Form Details - Inward

Header Details:

Step 1 -Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 1-Rake Application Header Details- 1.5.1.1

- Select Application Type from drop down list, whether it is Inward or Outward
 - Select cargo related to from drop down list whether it is import cargo, domestic cargo ,newly build wagon
 - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Inward”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:
- Select From Station from Look-up button
 - Select To Station from Look-up button
 - Select Via Station from Look-up button, but it is not mandatory to select
 - Select Consignee from Look-up button
 - Select Consignor from Look-up button
 - Select Railway Handling Agent from Look-up button
 - Select Billing Agent from Look-up button
 - Select Inward Receipt Type from drop down list, whether it is Railway Receipt or Indemnity Bond or none.
 - If User select Inward Receipt Type as **“Railway Receipt”**, then system shows the fields as Railway Receipt No. and Railway Receipt Date for entering
 
 - If User select Inward Receipt Type as Indemnity Bond, then system shows the fields as Indemnity Bond No. and Indemnity Bond Date for entering

Inward Receipt Type*

Indemnity Bond x

Indemnity Bond No*

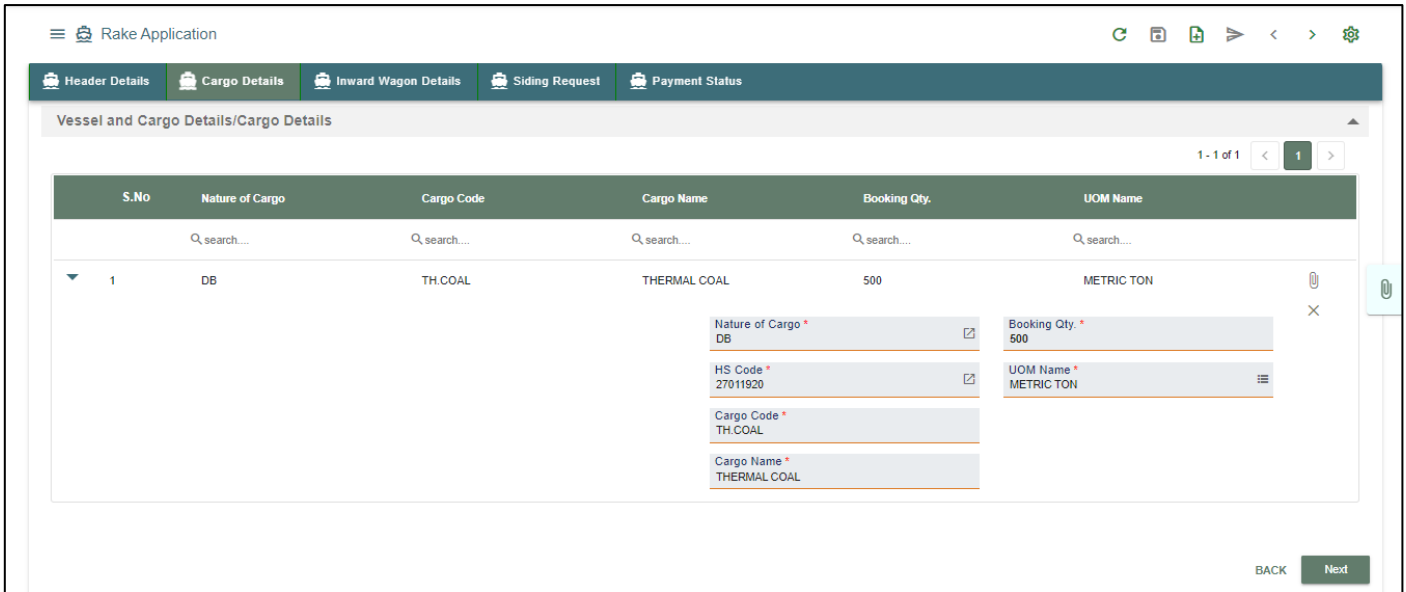
Indemnity Bond Date*

 x

Demand Type*

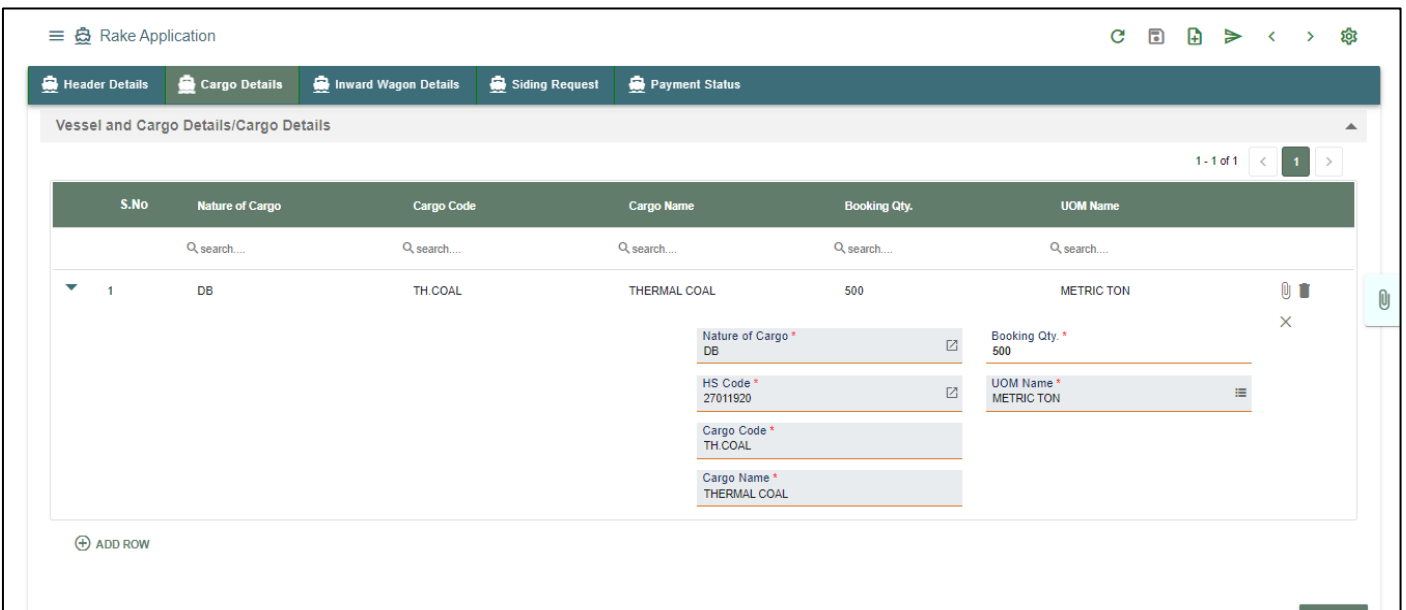
Step 2 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then vessel /Cargo Details page redirected as like below

Click on [+ Add Row](#) to begin with data entry




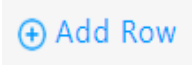

User Interface Image 2-Rake Application Cargo details - 1.5.1.2




Step 3 – Once **+ Add Row** is selected, then following vessel/Cargo Details line item fields will be populated to enter

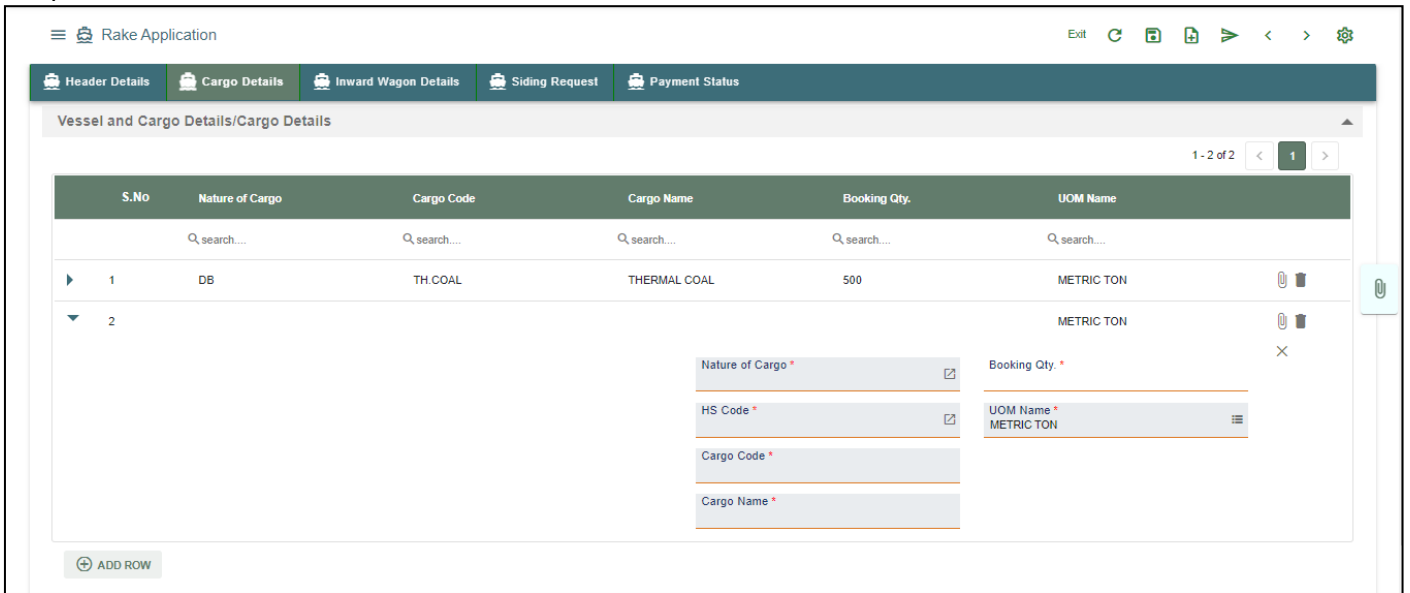


User Interface Image 3-Rake Application Cargo details - 1.5.1.3

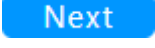
- Once fields are populated, select the Nature of Cargo and from Lookup button
- Select HS code from Lookup button
- Once Selected HS Code, Description will be populated by the system
- Cargo code , cargo name are both re mandatory fields
- Enter Booking Quantity of cargo.
- System shown by default UOM will be Metric Ton. If want to change, then select from Lookup button

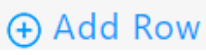
Step 4 - Once data is filled in Line item Details, click on save button  to save the cargo details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

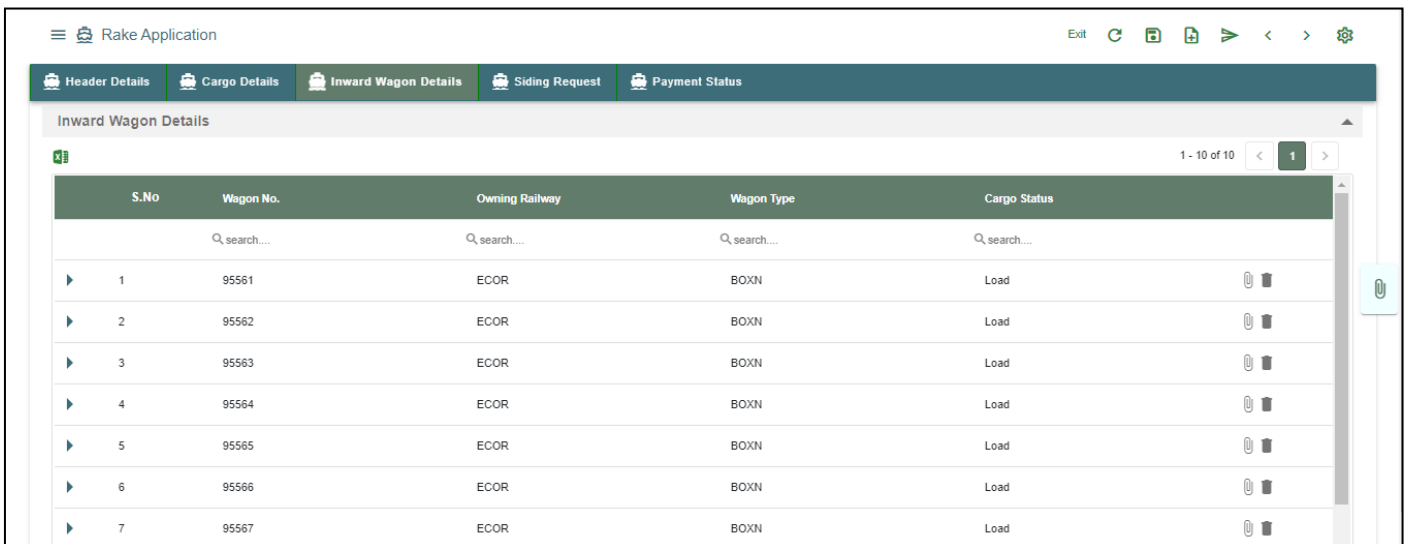
➤ If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 



User Interface Image 4 - Rake Application Cargo details-1.5.1.4

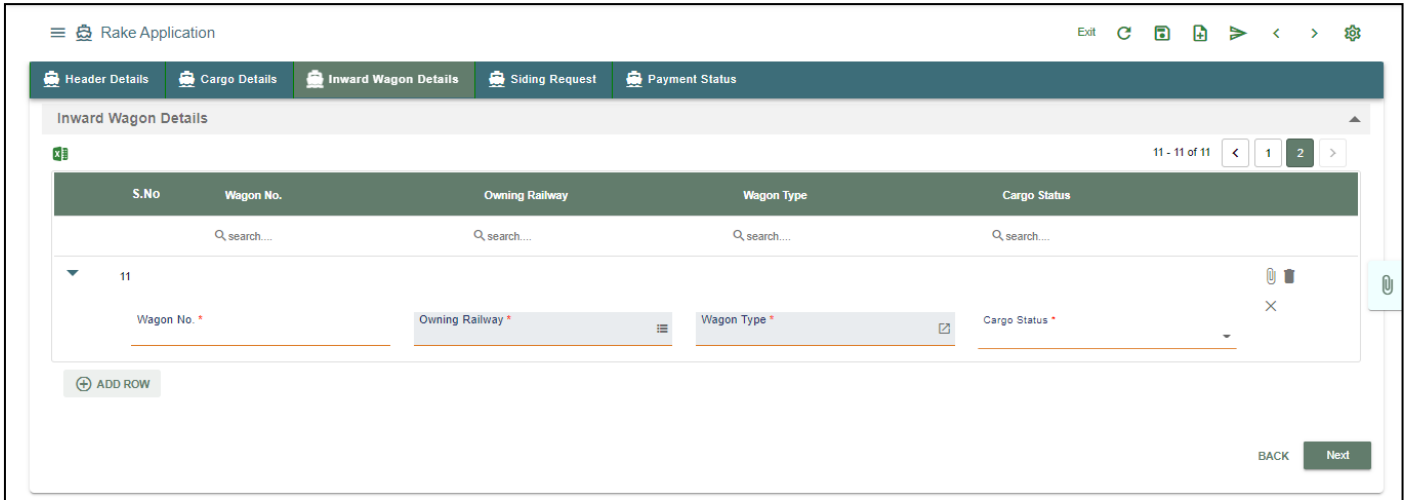
Step 5 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Inward Wagon Details page redirected as like below

Click on  to begin with data entry



User Interface Image 5- Rake Application Inward wagon details -1.5.1.5

Step 6 – Once **Add Row** is selected, and then following Inward Wagon Details line item fields will be populated to enter



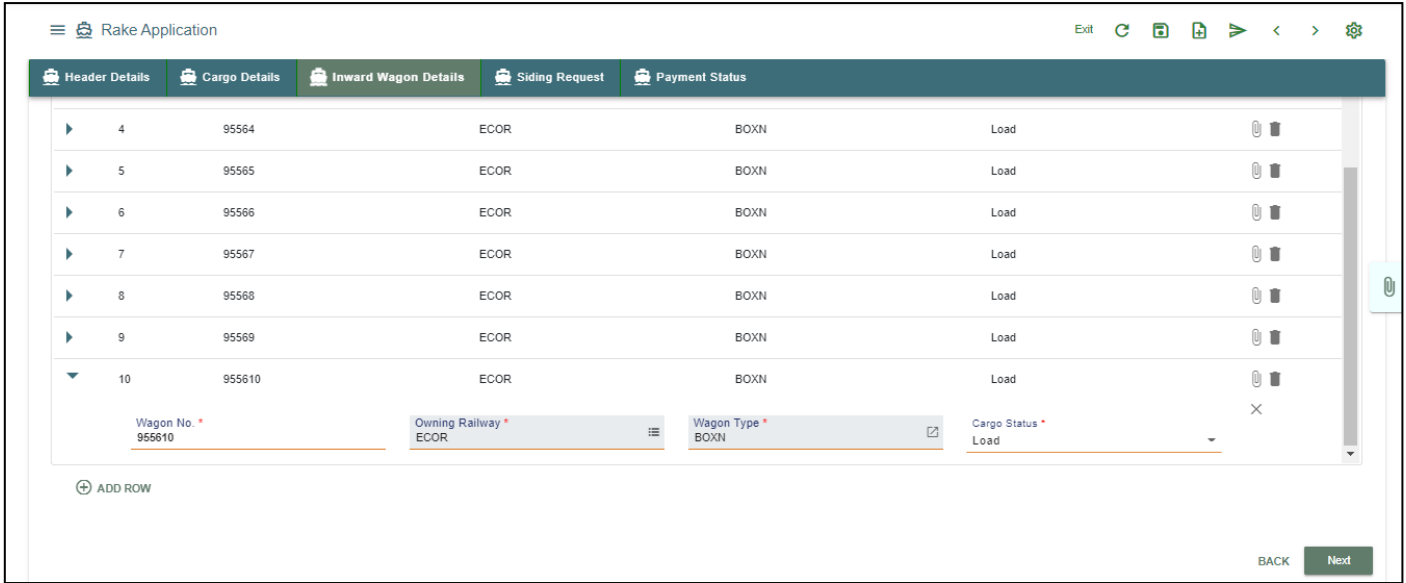
User Interface Image 6- Rake Application Inward wagon details -1.5.1.6

- If it integrated with FOIS, then system will auto populate all Inward Wagon Details in the line.
- Enter Inward Wagon Number at Wagon Number field.
- Select Owning Railway from Lookup button
- Select Wagon Type from Lookup button
- Select cargo status an mandatory filed drop down list choose load or empty
- System have option for wagons upload. If want to upload the inward wagon details, then click on

upload button to select the destination file

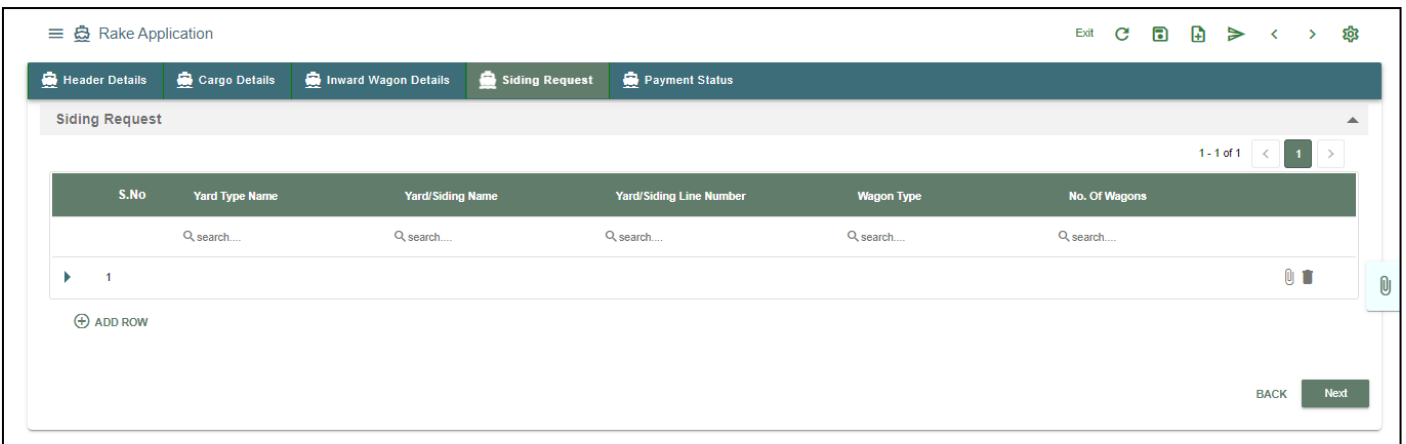
Step 7 - Once data is filled in Line item Details, click on save button to save the inward wagon details record and click on **Add Row** if need to add multiple Row's or else click on button to save the complete Rake Application entered details

- If any want to update the previous inward wagon details line item which is already saved then click on expansion button to update the details and click on save button . If want to delete the particular record line item then click on Delete button



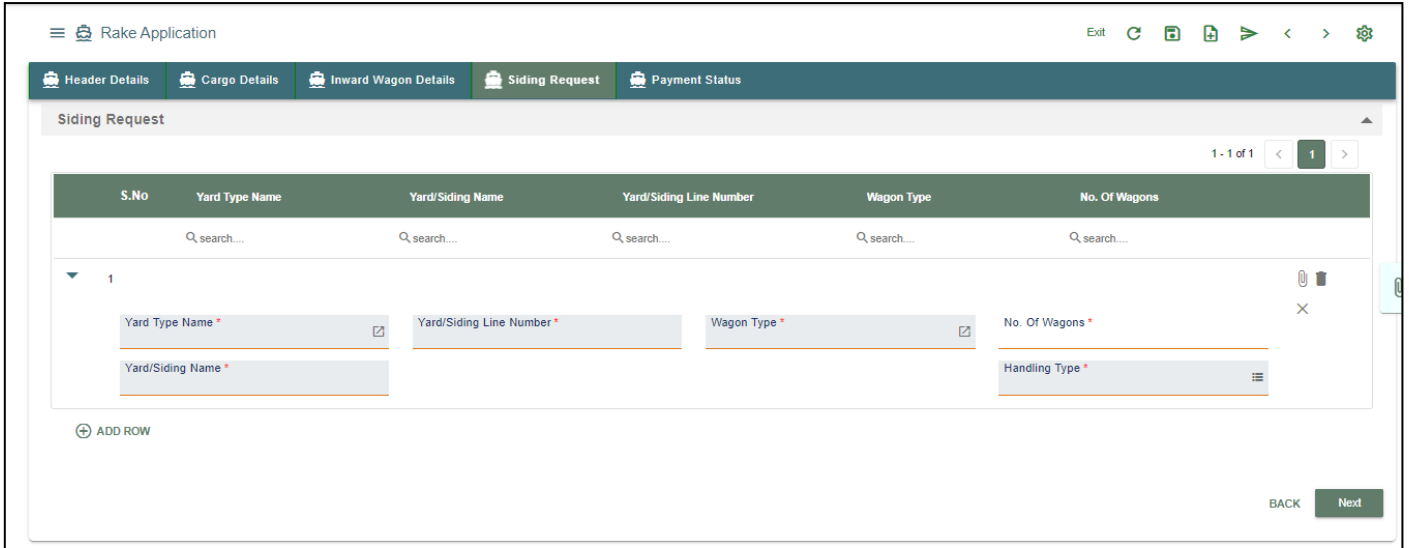
User Interface Image 7- Rake Application Inward wagon details-1.5.1.7

Step 8 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then siding request - page redirected as like below



User Interface Image 8- Rake Application siding request-1.5.1.8

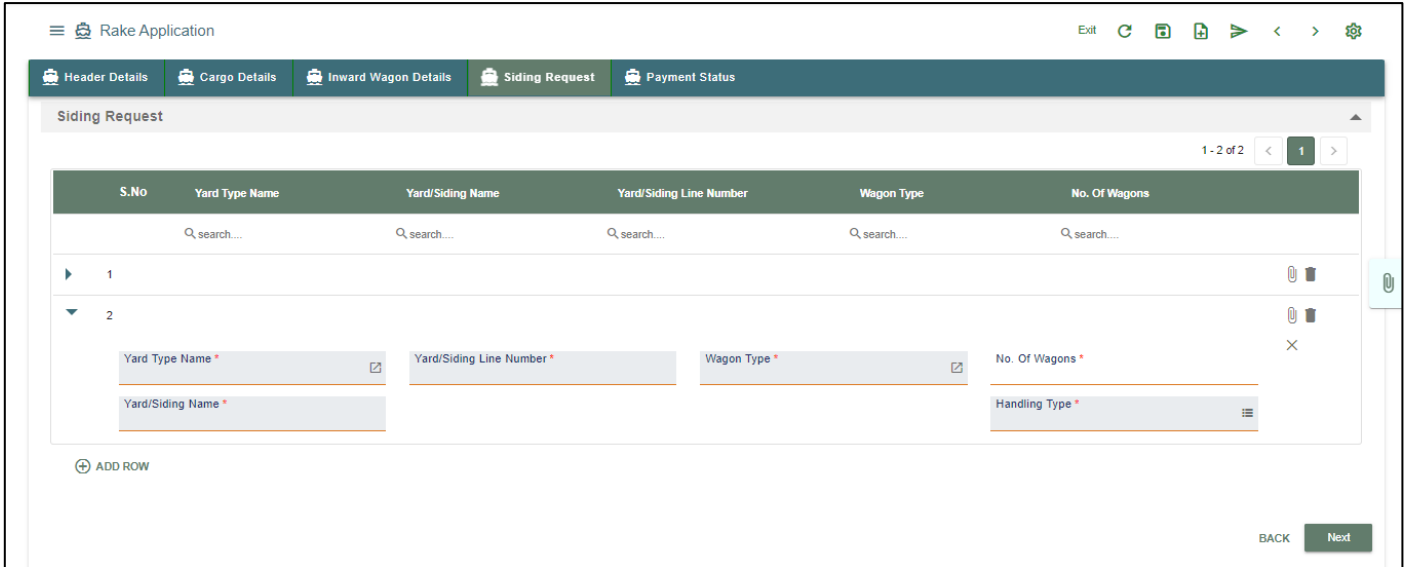
➤ Click on [Add Row](#) to begin with data entry




User Interface Image 9- Rake Application siding request-1.5.1.9

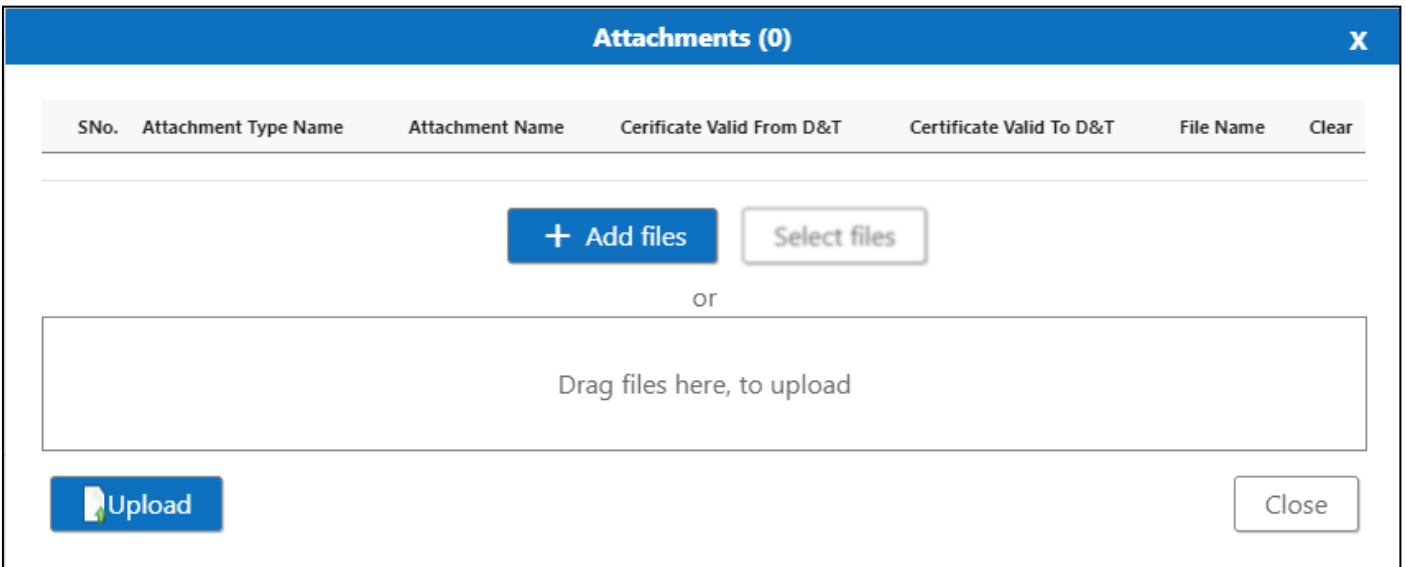
- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.






User Interface Image 10- Rake Application siding request-1.5.1.10

Step 9: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 11-Rake Application (Attachments) 1.5.11

Step 10: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;"> + Add files Select files </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 20%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 20%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 12-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents *File Required.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now click on the Check boxes accordingly, and then Select files button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files

OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

Upload
Close

Click On Close Button

Attachments (4)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	__Sample__2_.doc

+ Add files
Select files

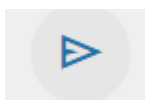
or

Drag files here, to upload

Upload
Close

Step 11: Click on the Save button from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display ✔ Record saved message.



Step 12: Once the record is saved then the document status will be as 'Draft' and then click on Submit Button



Step 13: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
X

Draft->WFA->Approve

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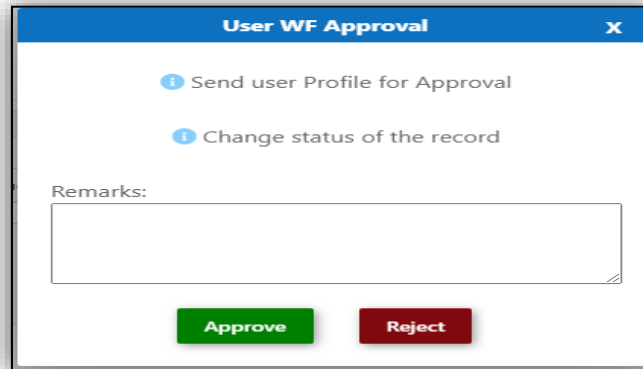
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 14: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The image shows a popup window titled "User WF Approval". It contains two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these is a text area labeled "Remarks:". At the bottom, there are two buttons: "Approve" (green) and "Reject" (red).

Successfully Status changed to WFAPP

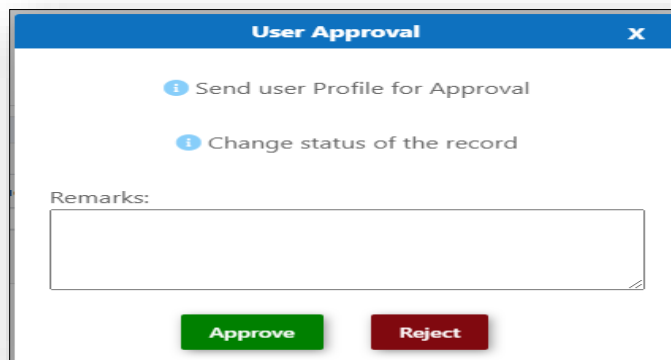
Step 15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 16: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The image shows a popup window titled "User Approval". It contains two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these is a text area labeled "Remarks:". At the bottom, there are two buttons: "Approve" (green) and "Reject" (red).


Successfully Status changed to APPROVED

Step 17: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects

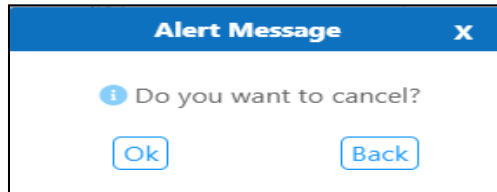
the request following alert will display on the screen.

Successfully rejected.

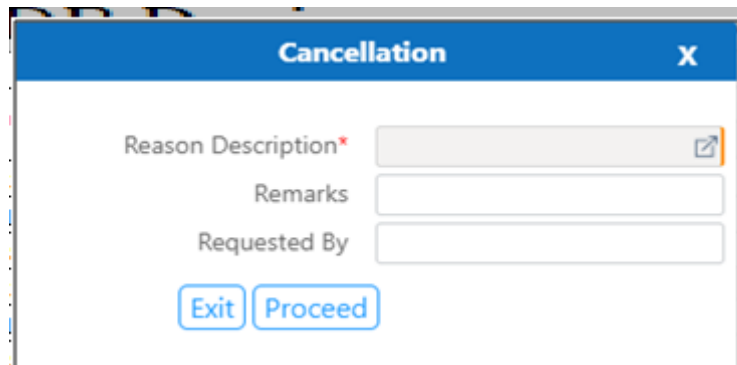
And the document status will be changed as 'REJECTED'.


Step 18: While if there is any changes or error we can cancel the record by clicking the  icon shown.

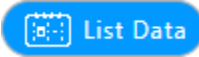
After clicking the icon system will display **Confirmation required** with below alert ok and Back



By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.



By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL


Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name	Consignor Name
INMAA120210109	Approved	Outward	IND/2021/0050	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SHIVA TRADINGS	SHIVA TRADINGS
INMAA120210108	Approved	Inward	PER/2021/0065		Train Load	JSW STEEL LIMITED SIDING.	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS
INMAA120210107	Approved	Inward	PER/2021/0064		Train Load	JSW STEEL LIMITED SIDING.	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS
INMAA120210106	Approved	Outward	IND/2021/0049	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING.	SHIVA TRADINGS	SHIVA TRADINGS
INMAA120210105	Approved	Outward	IND/2021/0048	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING.	SHIVA TRADINGS	SHIVA TRADINGS
INMAA120210104	Approved	Inward	PER/2021/0063		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGISTICS LTD	BHARAT HEAVY ELECTRICALS LTD
INMAA120210103	Approved	Inward	PER/2021/0062		Train Load	JSW STEEL LIMITED SIDING.	CHENNAI PORT	Chennai Port Trust	BHARAT HEAVY ELECTRICALS LTD
INMAA120210102	Approved	Outward	IND/2021/0047	Import Cargo	Train Load	CHENNAI PORT	AMMASANDRA	SAATU STEEL AND SERVICES	TRIMEX INDUSTRIES PVT LTD
INMAA120210101	Approved	Inward	PER/2021/0061		Train Load	JSW STEEL LIMITED SIDING.	CHENNAI PORT	TRIMEX INDUSTRIES PVT LTD	TRIMEX INDUSTRIES PVT LTD
INMAA120210100	Approved	Inward	PER/2021/0060		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	BHARAT HEAVY ELECTRICALS LTD	BHARAT HEAVY ELECTRICALS LTD

User Interface Image 14-Rake Application (List Data) 1.5.13

1.4.2 Rake Application Form Details - Outward

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 14-Rake Application-1.5.2.1

- Select Application Type from drop down list, whether it is Inward or Outward
 - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Outward”**, Cargo related to as **“Import Cargo/domestic cargo/newly build wagon”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:

- Select From Station from Look-up button
- Select To Station from Look-up button
- Select Via Station from Look-up button, but it is not mandatory to select
- Select Consignee from Look-up button
- Select Consignor from Look-up button
- Select Railway Handling Agent from Look-up button
- Select wagon covering and choose (yes / no)
- Select Billing Agent from Look-up button
- Select Demand Type from drop down list, whether it is E-Demand or Manual Demand
 - If User select Demand Type as **“E-Demand”**, then system shows the fields as E-Demand No. and E-Demand Date for entering

- If User select Demand Type as “Manual Demand”, then system shows the fields as Manual Demand No. and Manual Demand Date for entering

*Demand Type

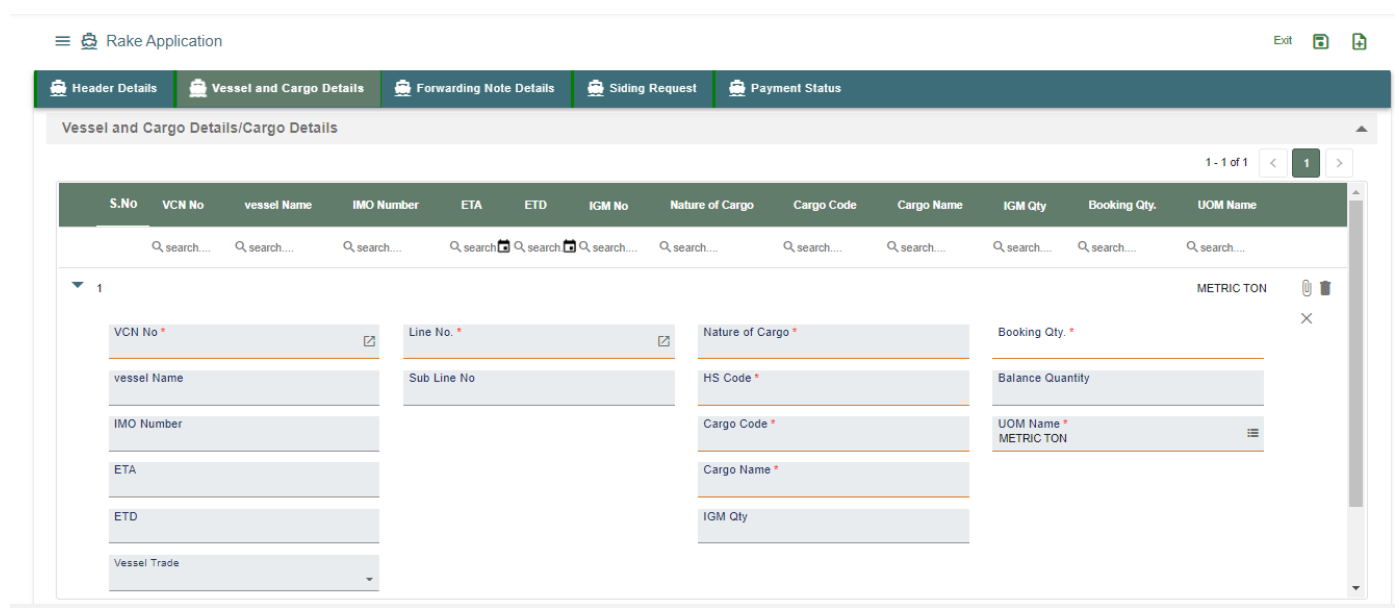
*Manual Demand No

*Manual Demand Date

- Enter Wagon Registration Fee Amount if any. It is not mandatory field to enter
- Select Shore Handling Charges Paid from drop down button, whether charges paid “Yes or No”. But it is not mandatory field to enter
- Select Wagon Covering Required from drop down button, whether it is “Yes or No”.
- The field “Rake Application No” which will be auto populated after approval of the form
- Doc No., Doc Series, Doc Date, Status code, Doc Approved Date, and Source fields are auto populated by the system
- Enter the Remarks if any.

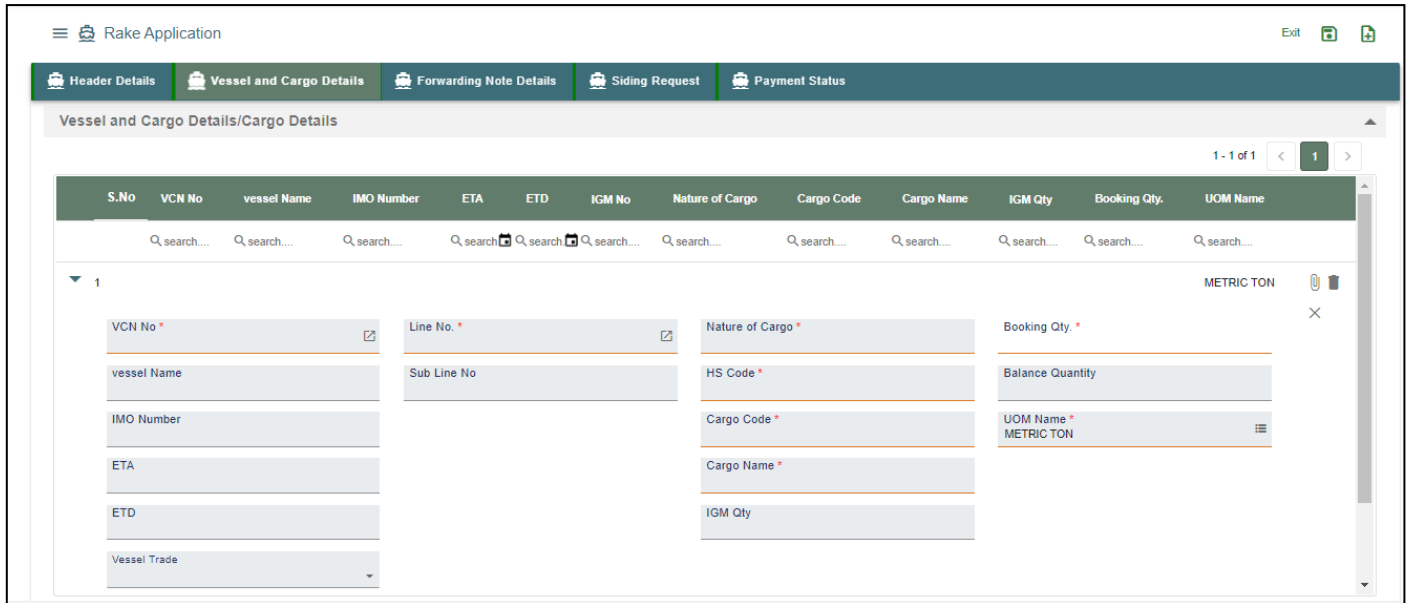
Step 2 – Once all the necessary fields are filled, click Next button from the bottom of the page. Then Vessel and Cargo Details page redirected as like below

Click on + Add Row to begin with data entry



User Interface Image 15- Rake Application-1.5.2.2



Step 3 – Once + Add Row is selected, then following Vessel and Cargo Details line item fields will be populated to enter






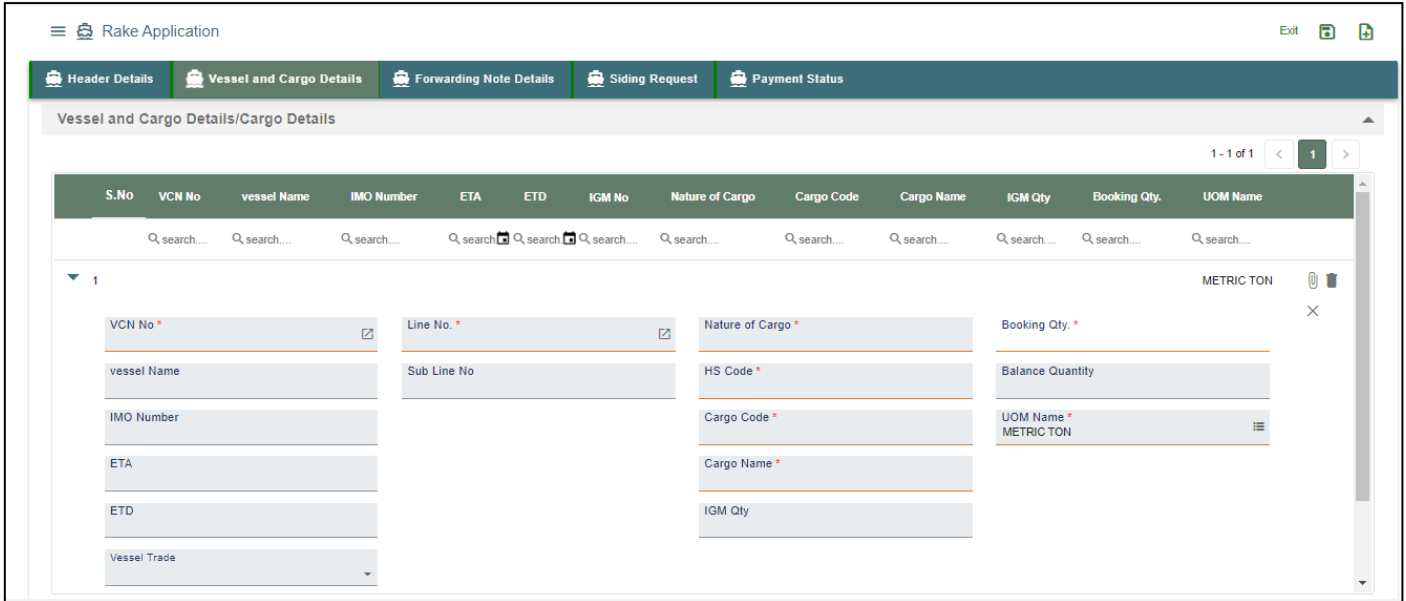
User Interface Image 16- Rake Application-1.5.2.3

- Once fields are populated, select the VCN from Lookup button
- Based on the selection of VCN, the fields Vessel Name, IMO Number, ETA and ETD will be auto populated
- Select Bill of Entry (BE) No from Lookup button
- Based on the selection of BE No, the fields Out of charge (OOC) No, Out of charge (OOC) quantity and Nature of cargo will be auto populated
- Select Cargo Code from Lookup button
- Based on the selection of Cargo Code, the field Cargo Description will be auto populated
- Enter Booking Quantity based on Out of charge (OOC) quantity
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

Step 4 - Once data is filled in Line item Details, click on save button  to save the cargo details

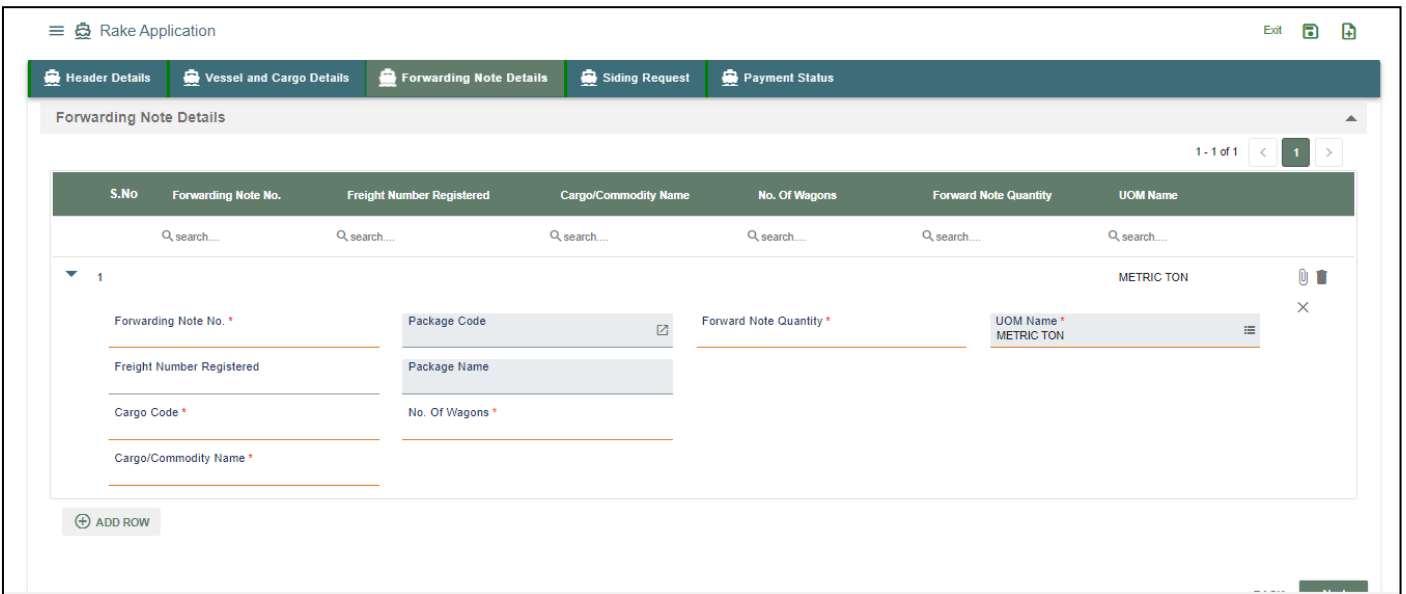
record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



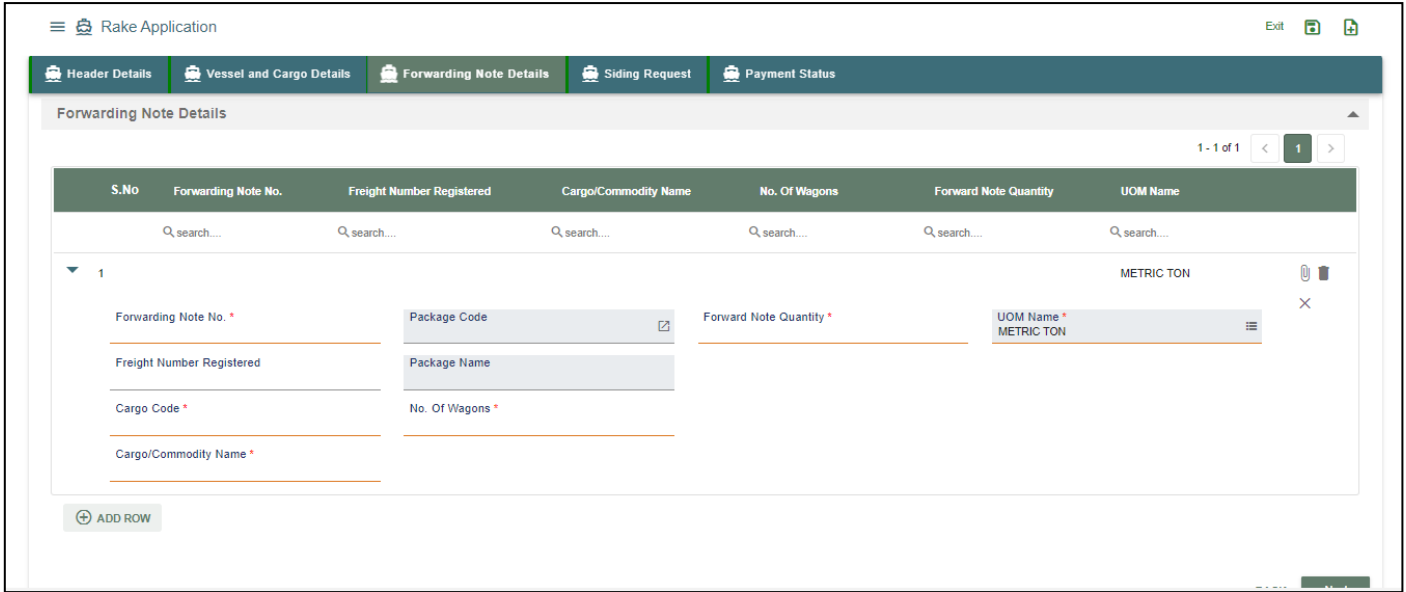
User Interface Image 17- Rake Application-1.5.2.4

Step 5– Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then forwarding note details page redirected as like below



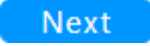
User Interface Image 18- Rake Application-1.5.2.5

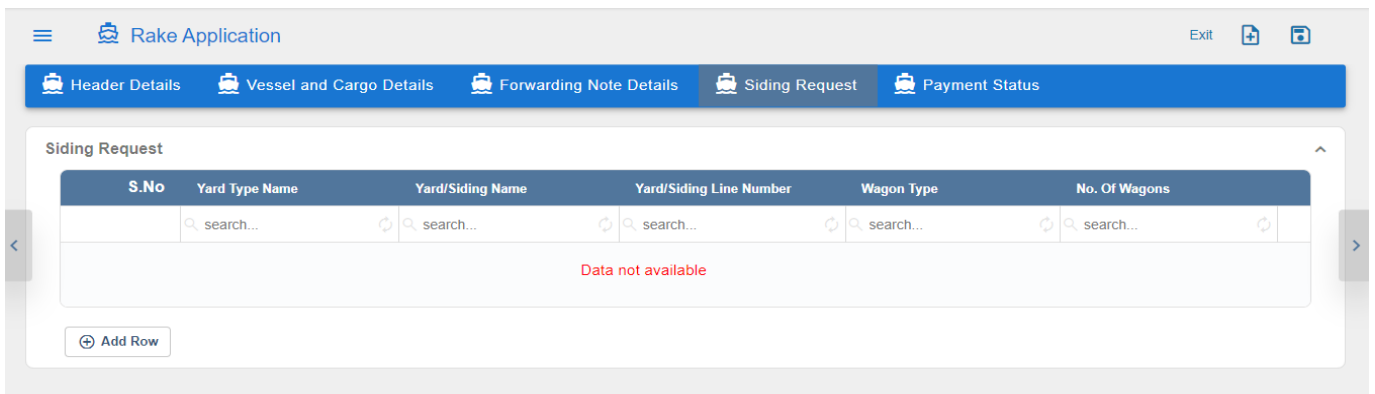
Click on [+ Add Row](#) to begin with data entry



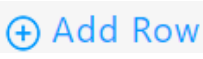
User Interface Image 19- Rake Application-1.5.2.6

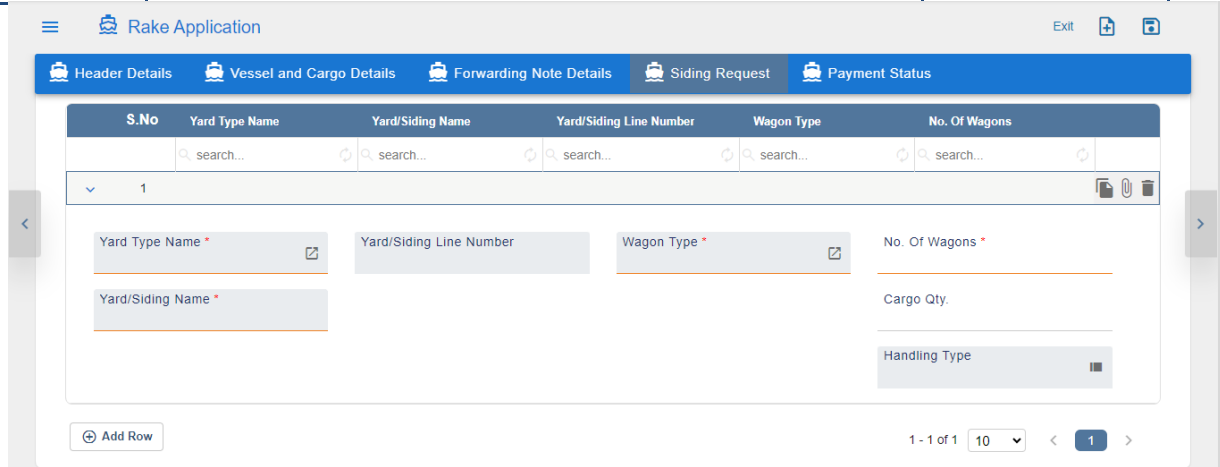
- Once fields are populated, Enter Forwarding Note No
- Enter Freight Number Registered. But it is not mandatory field to enter
- Select Cargo/Commodity Name from Lookup button
- Enter No. of wagons which is categorized against Forwarding Note No entered
- Enter Quantity which is categorized against Forwarding Note No entered
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

Step 6 - Once all the necessary fields are filled, click  button from the bottom of the page. Then Siding Request details page redirected as like below




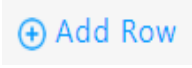

User Interface Image 19- Rake Application-1.5.2.7

Click on  to begin with data entry






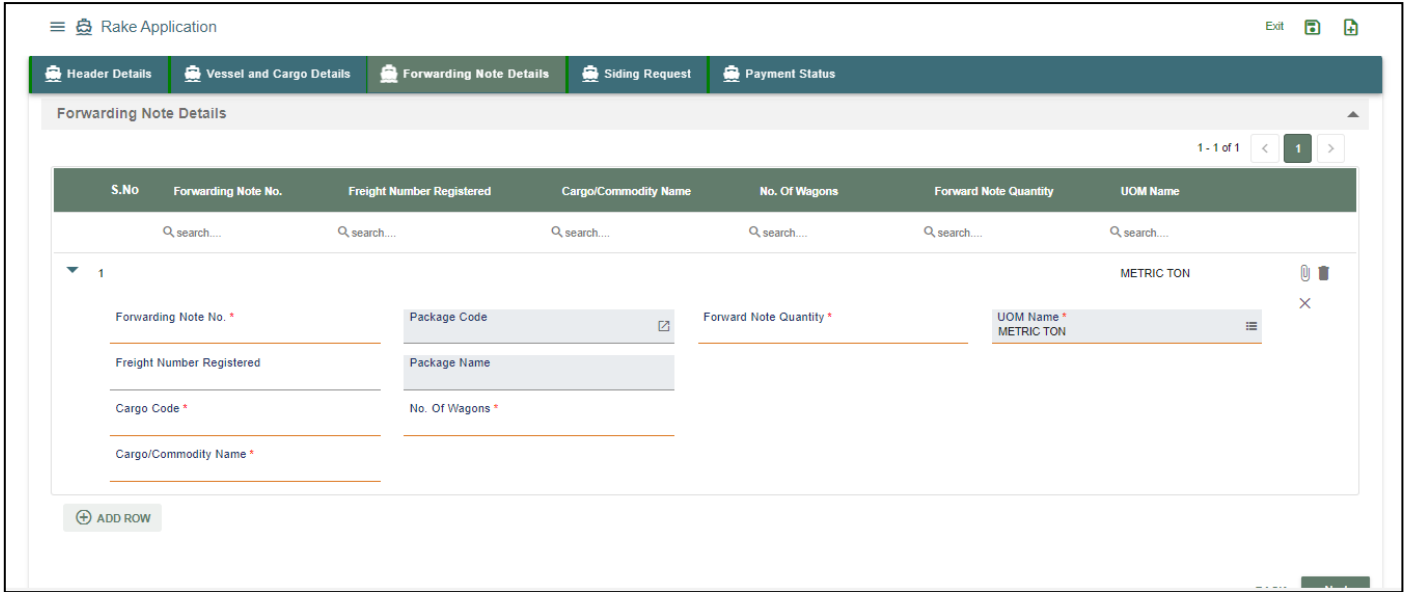
User Interface Image 19- Rake Application-1.5.2.8

Fill the fields as given in the siding request

Step 7 - Once data is filled in Line item Details, click on save button  to save the Forwarding Note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

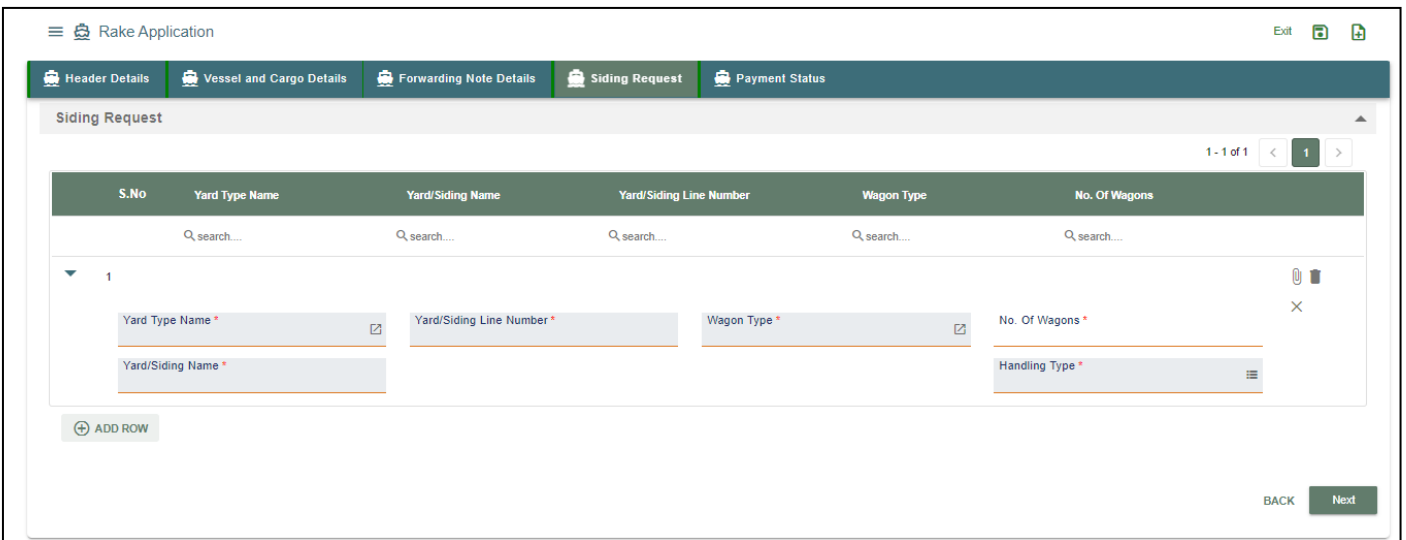
After saving the record click on Submit to Submit the record

➤ If any want to update the previous Forwarding Note details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



User Interface Image 20- Rake Application-1.5.2.7

Step 8 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then sliding request - page redirected as like below

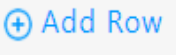






User Interface Image 21- Rake Application siding request-1.5.2.8

➤ Click on [Add Row](#) to begin with data entry


User Interface Image 22- Rake Application siding request-1.5.2.9

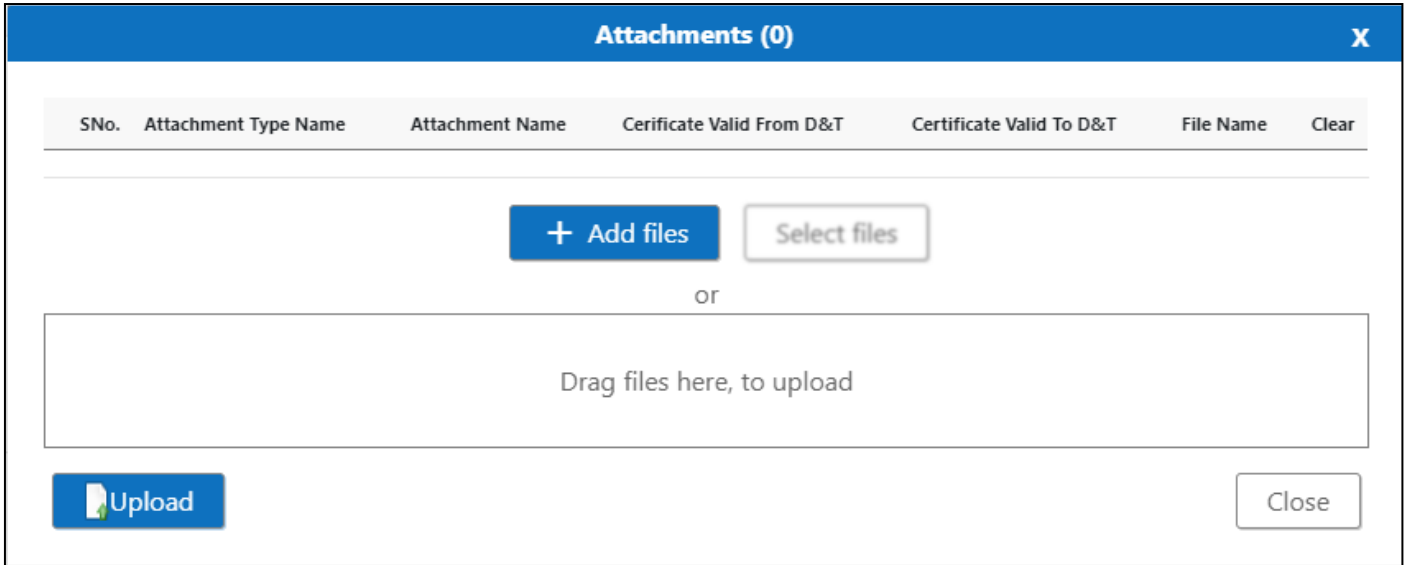
- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

Step 11 - Once data is filled in Line item Details, click on save button to save the forwarding note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details


- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 

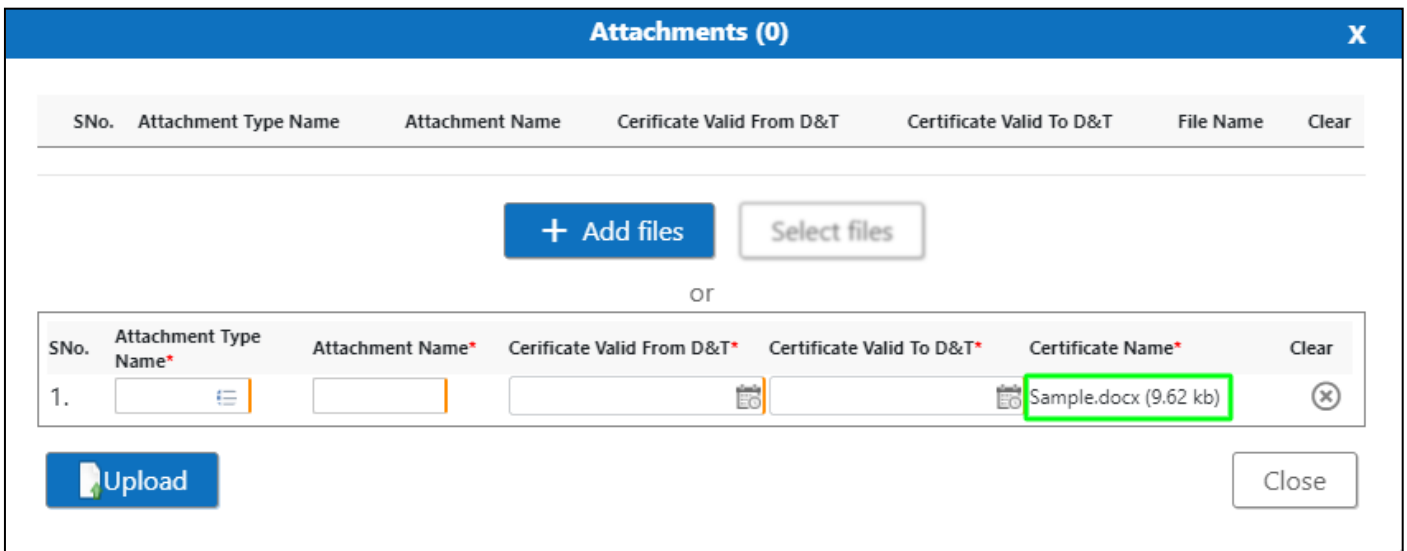
User Interface Image 23- Rake Application siding request-1.5.2.10

Step 11: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 24-Rake Application (Attachments) 1.5.2.11

Step 12: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.





User Interface Image 25-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

 Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents ***File Required**.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

 Upload
Close

Now click on the Check boxes accordingly, and then Select files button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files

OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

Upload
Close

Click On Close Button

Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	__Sample__2_.doc


+ Add files
Select files

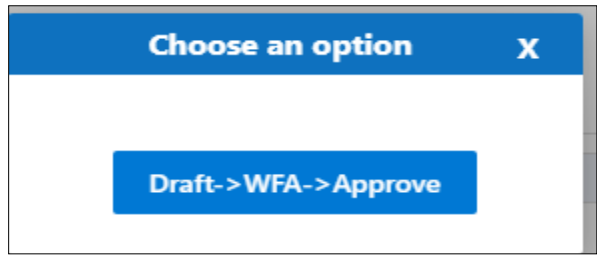
OR

Drag files here, to upload

Upload
Close


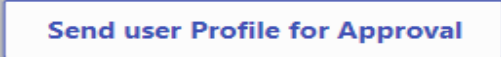
Step 13: Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

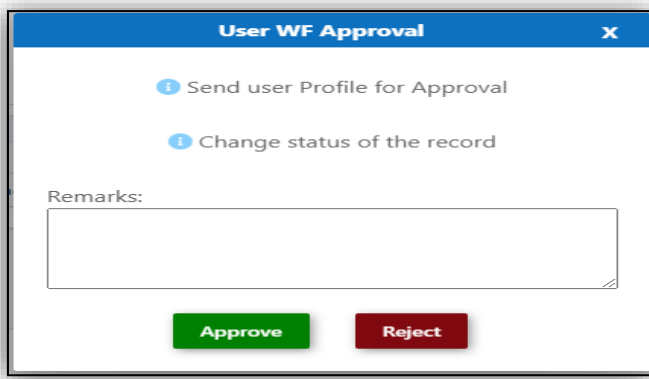
Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id


Work Flow Initiated. with drivenId = 12999


Step 15: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

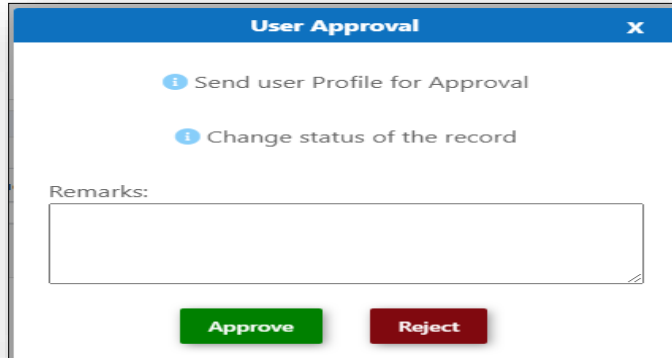
Step 16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

Step 17: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The dialog box titled "User Approval" contains the following elements:

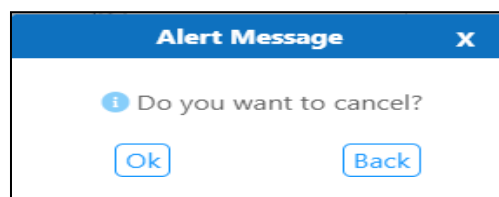
- Two information icons with text: "Send user Profile for Approval" and "Change status of the record".
- A text area labeled "Remarks:" for providing feedback.
- Two buttons at the bottom: a green "Approve" button and a red "Reject" button.

Step 18: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 19: While if there is any changes or error we can cancel the record by clicking the  icon shown.

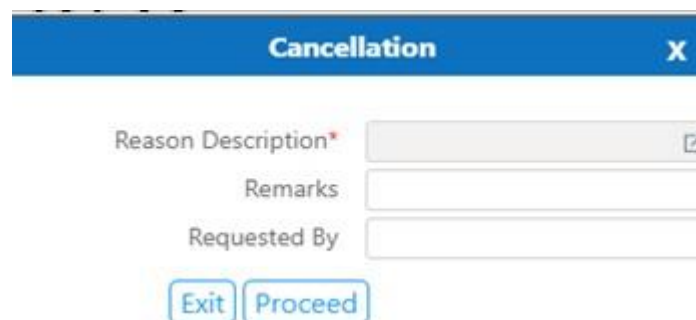
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The dialog box titled "Alert Message" contains the following elements:


- An information icon with the text: "Do you want to cancel?".
- Two buttons: "Ok" and "Back".

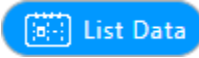
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.




The dialog box titled "Cancellation" contains the following elements:

- Three input fields: "Reason Description*" (with a text icon), "Remarks", and "Requested By".
- Two buttons at the bottom: "Exit" and "Proceed".

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰  Rake Application 🔍 📄


1 - 10 of 837 10 | < 1 2 3 ... 82 83 84 >

Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee N
search...	search...	search...	search...	search...	search...	search...	search...	search...
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIST
NMAA120220010	Approved	Outward	INDI/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIST
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARC
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA
NMAA120220006	Approved	Outward	INDI/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA
10088	Draft	Inward			Train Load			

User Interface Image 26-Rake Application (List Data) 1.5.2.13

1.4.3 Rake Application Form Details - Newly Build Wagon

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 27- Rake Application-1.5.3.1

If Application Type as **“Outward”**, Cargo Related To as **“Newly Build Wagon”** then following details will appear for entering:

- Select Billing Agent from Lookup Button
- The field “Rake Application No” which will be auto populated after approval of the form
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

Step 2 – Once all the necessary fields are filled, click button from the bottom of the page. Then Forwarding Note page redirected as like below

Click on to begin with data entry

User Interface Image 28- Rake Application-1.5.3.2

Step 3 – Once **Add Row** is selected, and then following Forwarding Note Details line item fields will be populated to enter

User Interface Image 29- Rake Application-1.5.3.3

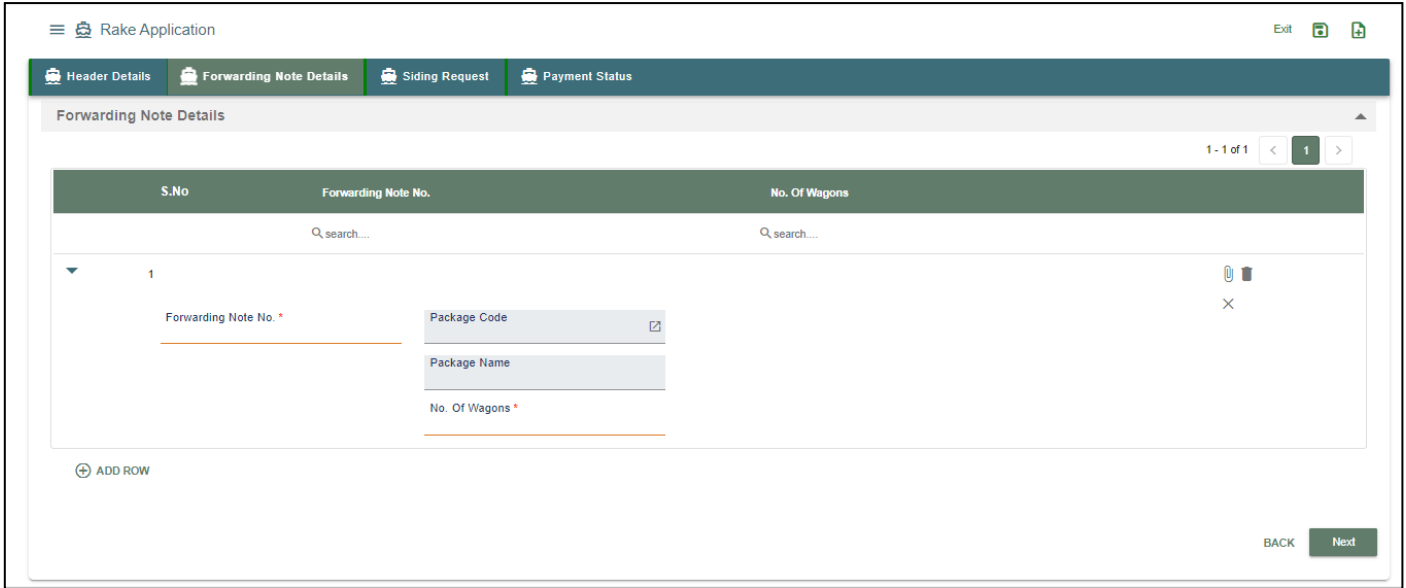
- Enter Forwarding Note No.
- Enter No. of wagons which is categorized against Forwarding Note No. entered

Step 4– Once **Add Row** is selected, then following siding request fields will be populated to enter

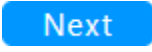
- Select yard type name mandatory field
- Then yard type siding name and yard siding line number will be automatically filled
- Select wagon type and number of wagons

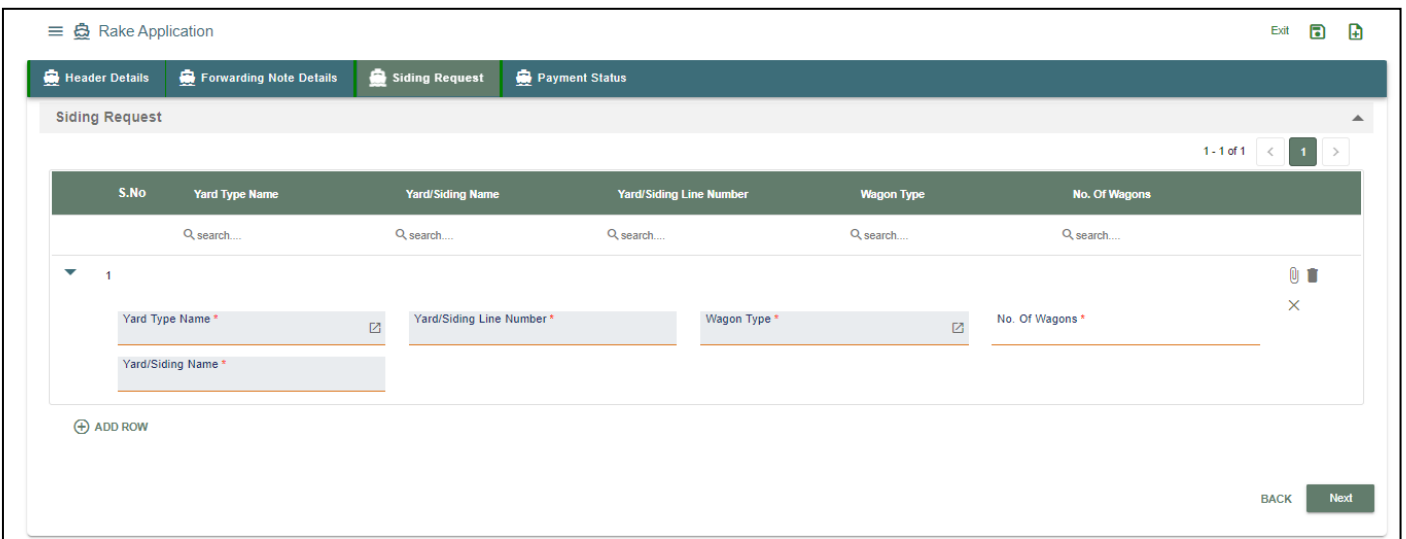
Step 5 - Once data is filled in Line item Details, click on save button to save the siding request record and click on **Add Row** if need to add multiple Row's or else click on button to save the complete Rake Application entered details

- If any want to update the previous siding request line item which is already saved then click on expansion button to update the details and click on save button . If want to delete the particular record line item then click on Delete button



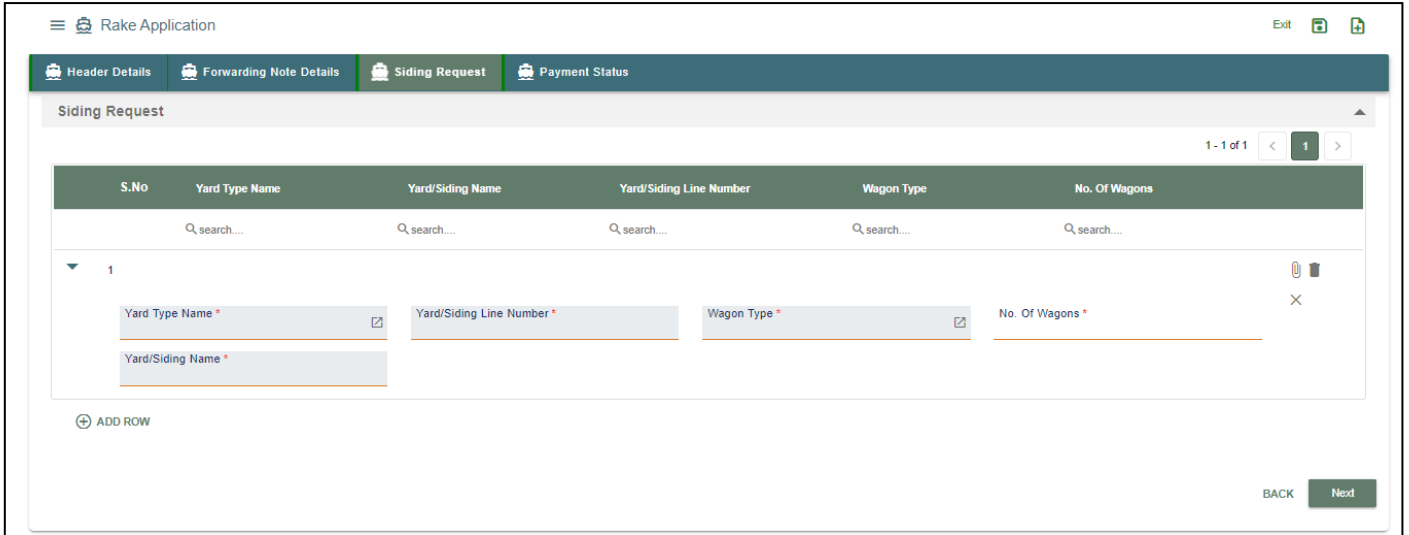
User Interface Image 30- Rake Application-1.5.3.4

Step 5 – Once all the necessary fields are filled, click  button from the bottom of the page. Then sliding request - page redirected as like below




User Interface Image 31- Rake Application siding request-1.5.3.5



➤ Click on  to begin with data entry






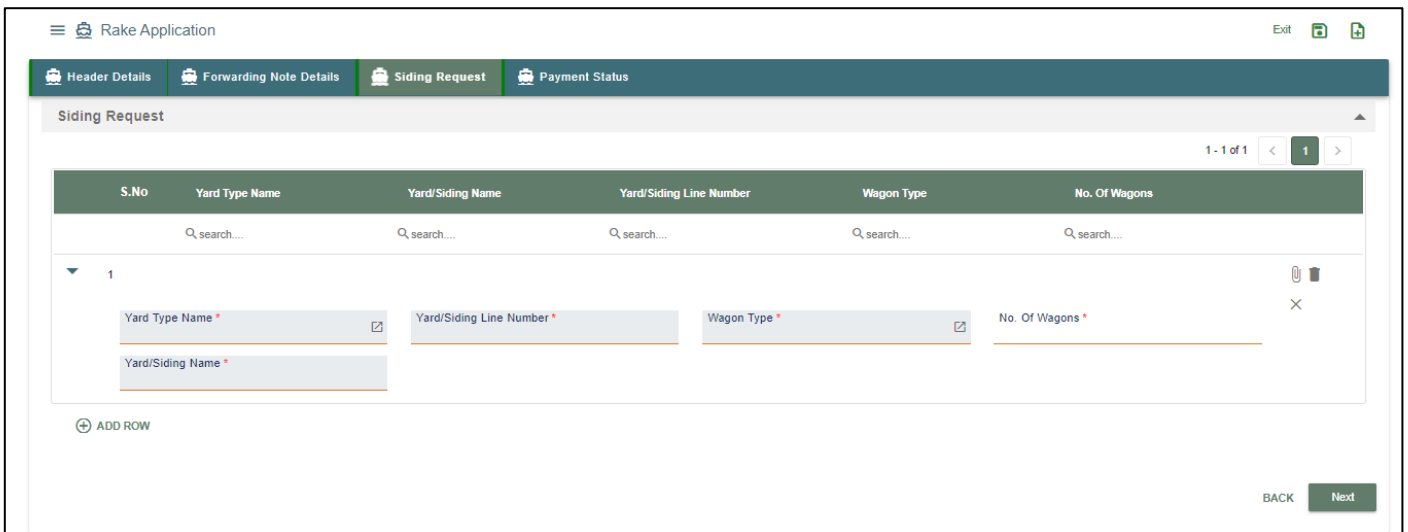
User Interface Image 32- Rake Application siding request-1.5.3.6

- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.


Step 6 - Once data is filled in Line item Details, click on save button  to save the forwarding note

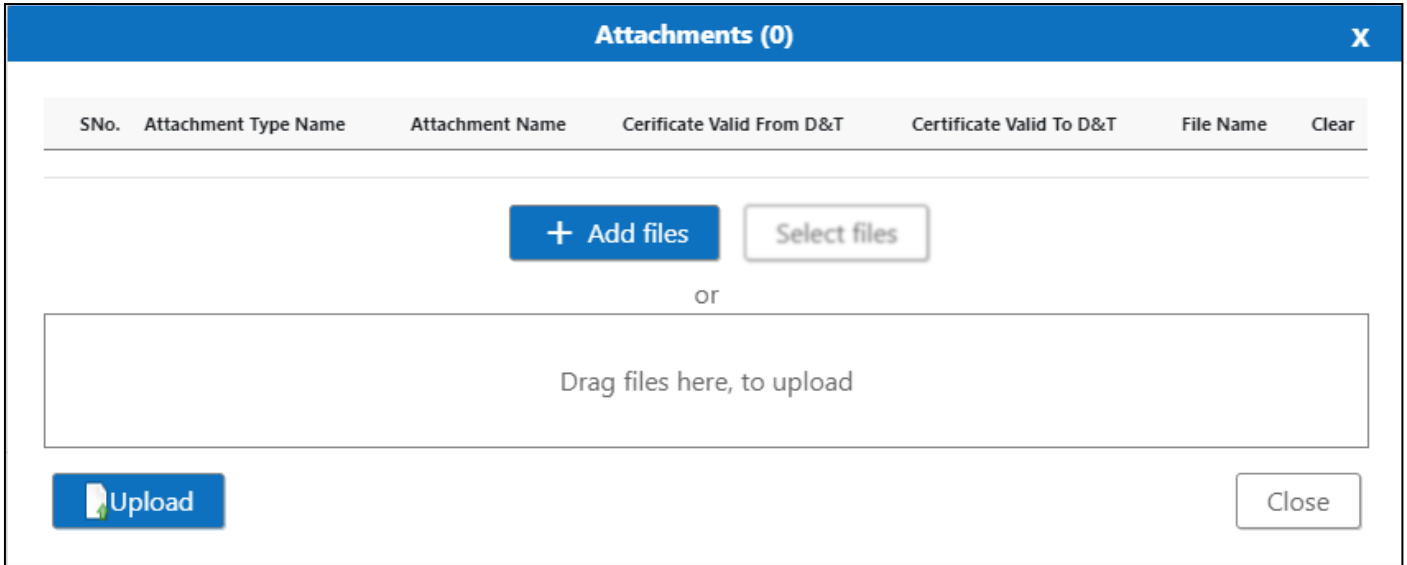
details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 




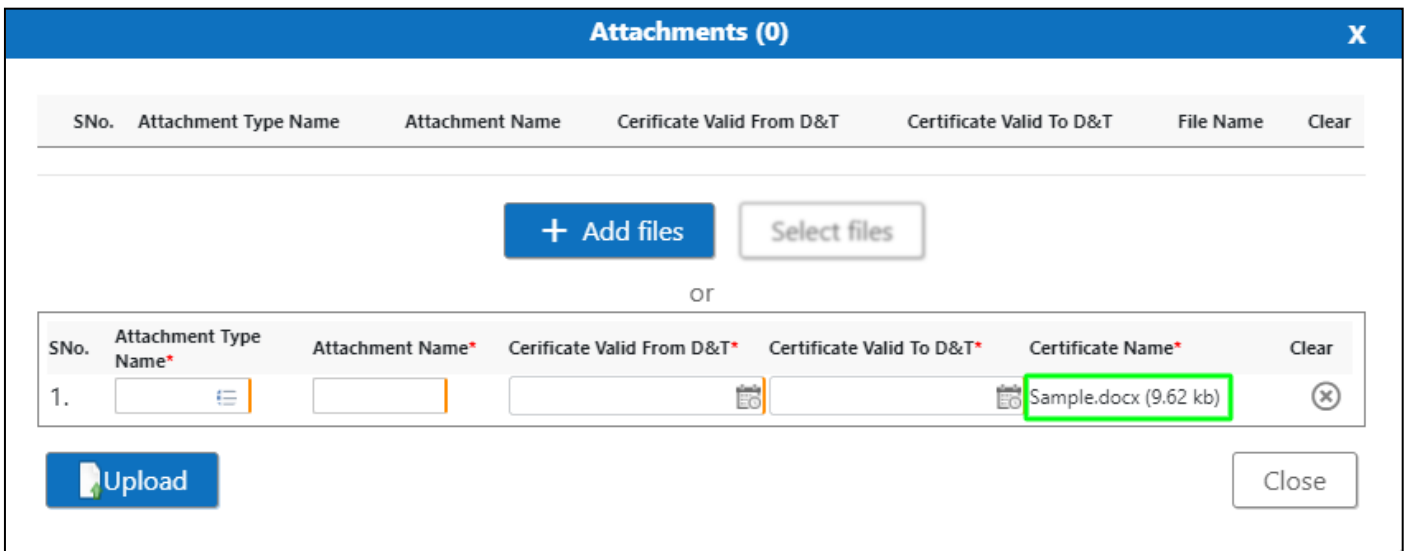
User Interface Image 33- Rake Application siding request-1.5.3.7

Step 7: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 34-Rake Application (Attachments) 1.5.3.8

Step 9: Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.



User Interface Image 35-Rake Application (Attachments Documents) 1.5.3.9

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center;"> Sample.docx </div>

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files

OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

Upload
Close

Click On Close Button

Attachments (4)
X


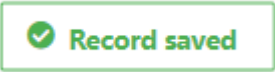
SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	___Sample__2_.doc


+ Add files
Select files

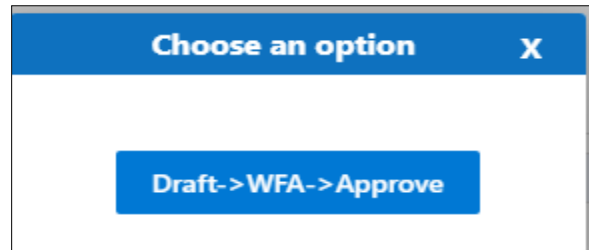
OR

Drag files here, to upload

Upload
Close

Step 10: Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



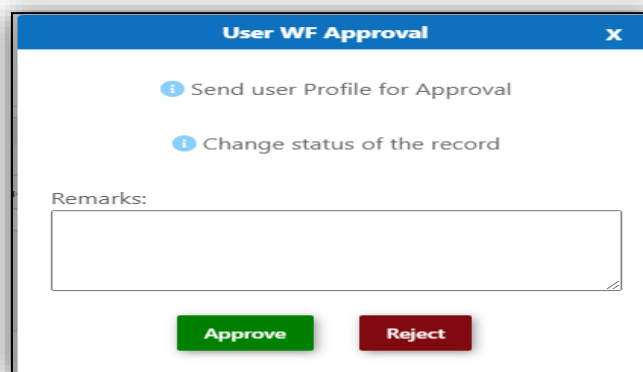
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 12: Once the workflow is initiated click on  the icon. System will be display


Send user Profile for Approval


with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

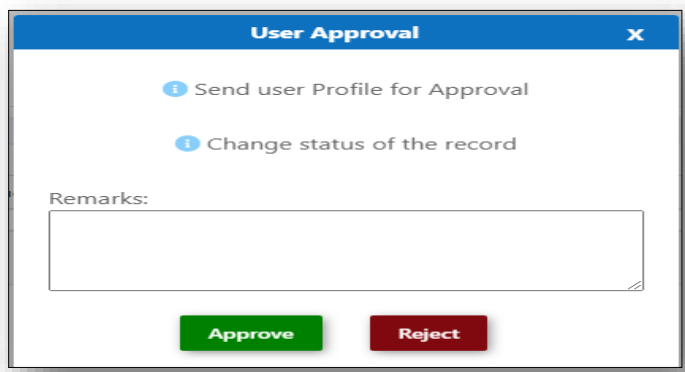


Successfully Status changed to WFAPP

Step 13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.


Step 14: Once the workflow is in WFAPP. click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

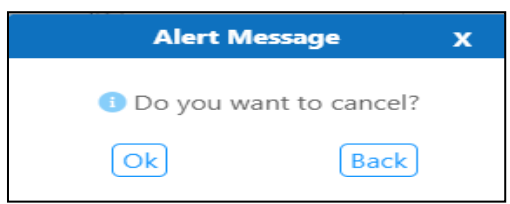


The 'User Approval' popup window contains the following elements:

- Buttons: Send user Profile for Approval and Change status of the record
- Text label: Remarks:
- Text input field for entering remarks.
- Buttons: Approve and Reject

Step 15: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

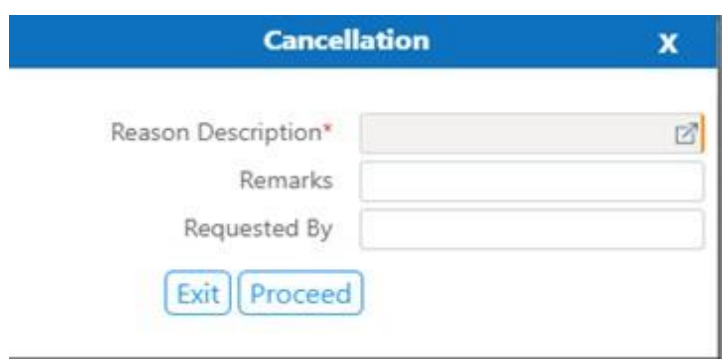
Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon system will display Confirmation required with below alert ok and Back



The 'Alert Message' popup window contains the following elements:


- Text: Do you want to cancel?
- Buttons: Ok and Back

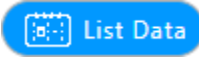
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

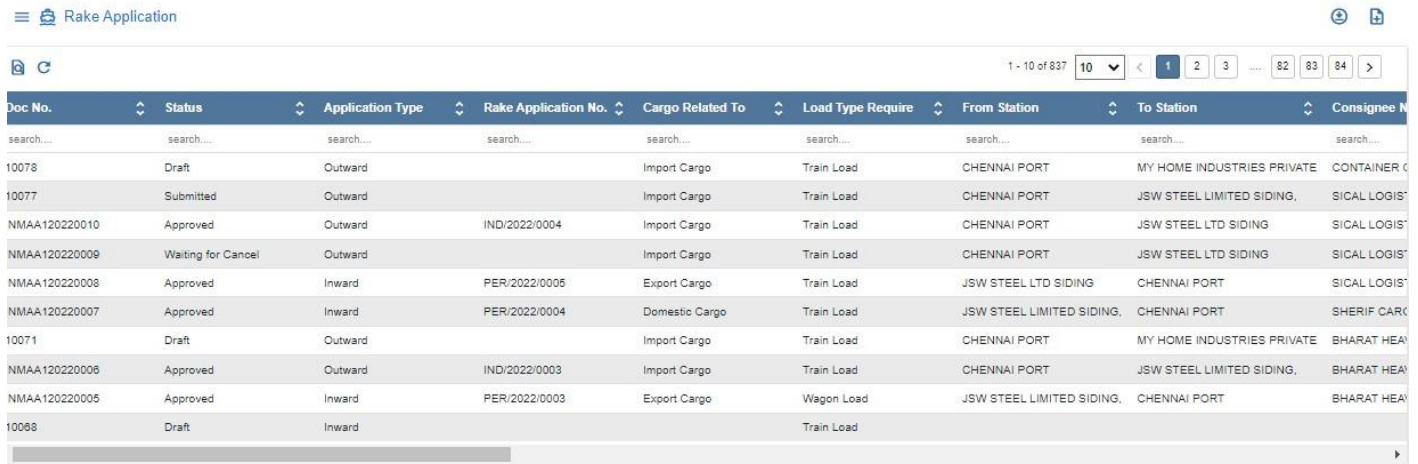


The 'Cancellation' popup window contains the following elements:

- Text label: Reason Description*
- Text input field for Reason Description with a clear icon.
- Text label: Remarks
- Text input field for Remarks.
- Text label: Requested By
- Text input field for Requested By.
- Buttons: Exit and Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIS
NMAA120220010	Approved	Outward	INDI/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIS
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CAR
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA
NMAA120220006	Approved	Outward	INDI/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA
10068	Draft	Inward			Train Load			

User Interface Image 36-Rake Application (List Data) 1.5.3.10

1.5 FIELD INFORMATION

Field Name	Mandatory	Field Type
RA No.	No	Text Box
Application Type	Yes	Drop Down
Cargo Related To	Yes	Drop Down
Load Type Require	Yes	Drop Down
From Station	Yes	Look Up (LOV)
To Station	Yes	Look Up (LOV)
Via Station	No	Look Up (LOV)
Consignee Name	Yes	Look Up (LOV)
Consignor Name	Yes	Look Up (LOV)
Railway Handling Agent	Yes	Look Up (LOV)
Billing Agent	Yes	Look Up (LOV)
Inward Receipt Type	Yes	Drop Down
RR/Indemnity Bond No.	Yes	Text Box
RR/Indemnity Bond Date and Time	Yes	Calendar
Demand Type	Yes	Drop Down
E-Demand/Manual Demand No.	Yes	Text Box
E-Demand/Manual Demand Date and Time	Yes	Calendar

WRF Amount	No	Text Box
Shore Handling Charges paid	No	Drop Down
Wagon Covering Required	Yes	Drop Down
Remarks	No	Text Box
VCN	Yes	Look Up (LOV)
Vessel Name	No	Text Box
IMO Number	No	Text Box
Vessel Trade(Foreign/Coastal)	No	Text Box
ETA	No	Calendar
ETD	No	Calendar
BE No.	Yes	Look Up (LOV)
BE Quantity	No	Text Box
Out of Charge No.*	No	Text Box
Out Of Charge Quantity	No	Text Box
Nature of Cargo	Yes	Look Up (LOV)
Cargo Code	Yes	Look Up (LOV)
Cargo Description	Yes	Text Box
Booking Qty of Cargo	Yes	Text Box
UOM	No	Look Up (LOV)
Forwarding Note No.	Yes	Text Box
FNR No.	No	Text Box
Cargo/Commodity Name	Yes	Look Up (LOV)
No. of Wagons	Yes	Text Box
Quantity	Yes	Text Box
Wagon No.	Yes	Text Box
Wagon Type	Yes	Look Up (LOV)
Owning Railway	Yes	Look Up (LOV)
Yard Type	Yes	Look Up (LOV)
Yard Name	Yes	Text Box
Yard Line Number	Yes	Text Box
No. of Wagons	Yes	Text Box


2. BUSINESS FUNCTION NAME: DECLARATION OF LOADING AND UNLOADING

2.1 DEFINITION:


Declaration of Loading and Unloading will be submitted by the Agent through the portal. After completion of loading or unloading operation agents will declare the operation completion, the same can be entered through Web application by the port officials.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the user is unable to submit the details via the portal, the user declares the operations at the port designated counter.

2.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

Menu Path	Menu Bar → Railways → Declaration of Loading and Unloading → Click on Add New
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

2.3 PREREQUISITES – MASTERS

S.No.	Maters List
1	Activity Type
2	Handling Type
3	Port Loco Master
4	Party Master
5	Rejected Type
6	Loading Completed
7	Delay

2.4 SCREENSHOT

Following screenshot from Declaration of Loading and Unloading

List Page:

Once entered into the Functional Form – Declaration of Loading and Unloading, list page will appear
To enter into the Declaration of Loading and Unloading New Page, click on Add New button from top of the tool bar

Declaration of Loading and Unloading


1 - 10 of 56

Doc No.	POS Document Number	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID	No. of Placed Wagons	Yard/Siding N
Q search...	Q search...	Q sea...	Q search...	Q search...	Q search...	Q search...	Q search...	Q sear...	Q search...	Q search...
INPRT1-2022-00054	INPRT120220054	Approved	After Unloading	A20220043	PER/2022/0041		Placement 1	R7674	10	MCHP RIVER
INPRT1-2022-00033	INPRT120220033	Approved	After Loading		IND/2022/0010	83	Placement 1		10	SIDDING-14
INPRT1-2022-00032	INPRT120220032	Approved	After Loading		IND/2022/0009	75	Placement 1		4	SIDDING-14
INPRT1-2022-00031	INPRT120220031	Approved	After Loading		IND/2021/0021	72	Placement 1		2	SIDDING-03
INPRT1-2022-00030	INPRT120220030	Approved	After Loading		IND/2022/0008	92	Placement 1		4	ROUTE-3
INPRT1-2022-00026	INPRT120220026	Approved	After Unloading	A20220012	PER/2022/0011		Placement 4	4658	4	IOHP MECHA
INPRT1-2022-00025	INPRT120220025	Approved	After Unloading	A20220012	PER/2022/0011		Placement 3	4658	1	IOHP MECHA

User Interface Image 107: Declaration of Loading and Unloading – 7.5.1

2.4.1 Declaration of Loading and Unloading –(Unloading)

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

Declaration of Loading and Unloading

Header Details | Wagon Details | Delay Details

Header Details

Activity Type * After Unloading	Placement D&T 14-10-2022 07:40	Handling Type Name * MANUAL	Doc No. INPRT1-2022-00054
Arrival Rake No. * A20220043	No. of Placed Wagons 10	Declaration D&T * 14-10-2022 08:05	POS Document Number INPRT120220054
Permission No (RA No) PER/2022/0041	Yard Type Name YARD	No. Of Declared Wagons 10	Doc Series * DELOUNY_SEQ322
Placement No. Placement 1	Yard/Siding Name MCHP RIVER SIDE	No. Of Cancelled Wagons 0	Doc Date 14-10-2022 10:58
Rake ID R7674	Yard/Siding Line Number NA	Remarks	Status Approved
Set Rake No 7674	Operation Commencement D&T * 14-10-2022 07:50		Data Source PORTAL
From/To Station Name	Operation Completion D&T * 14-10-2022 08:00		Doc Approved Date 14-10-2022 11:00
Agent Code 70003338			
Agent Name SPANOCENIC SERVICESPL			

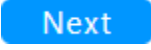
User Interface Image 108: Declaration of Loading and Unloading – 7.5.1.1

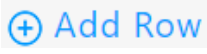
➤ Select Activity Type from drop down list, either it is Unloading or Loading

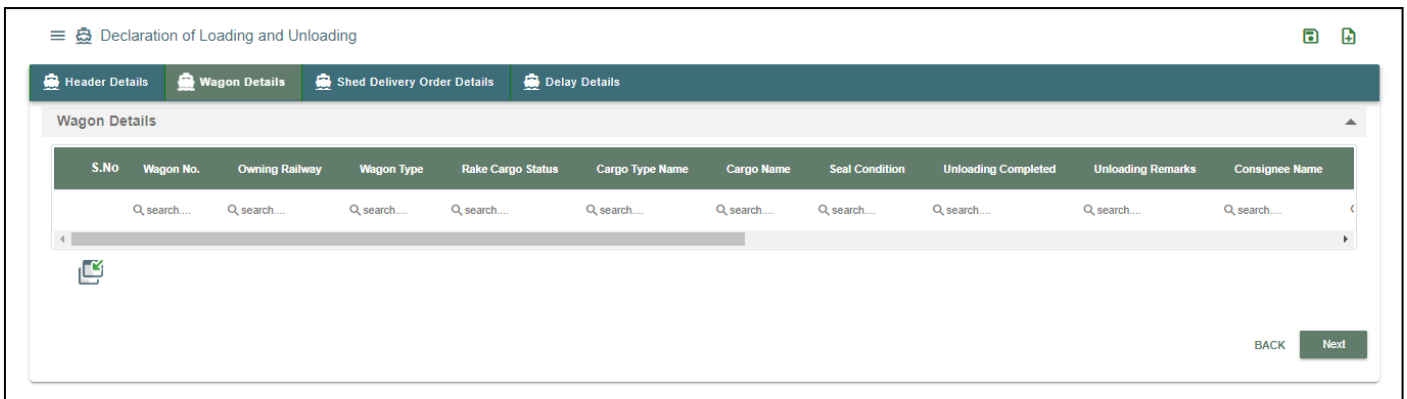
If Selected Activity Type is after **Unloading** then following details required to enter:

- Select Arrival Rake Number from Lookup button
- Permission Number (RA No), Placement Number, Rake Id, Set Rake Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter Operation Commencement Date and Time from date picker
- Enter Completion Date and Time from date picker


- Select Handling Type from Lookup button
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

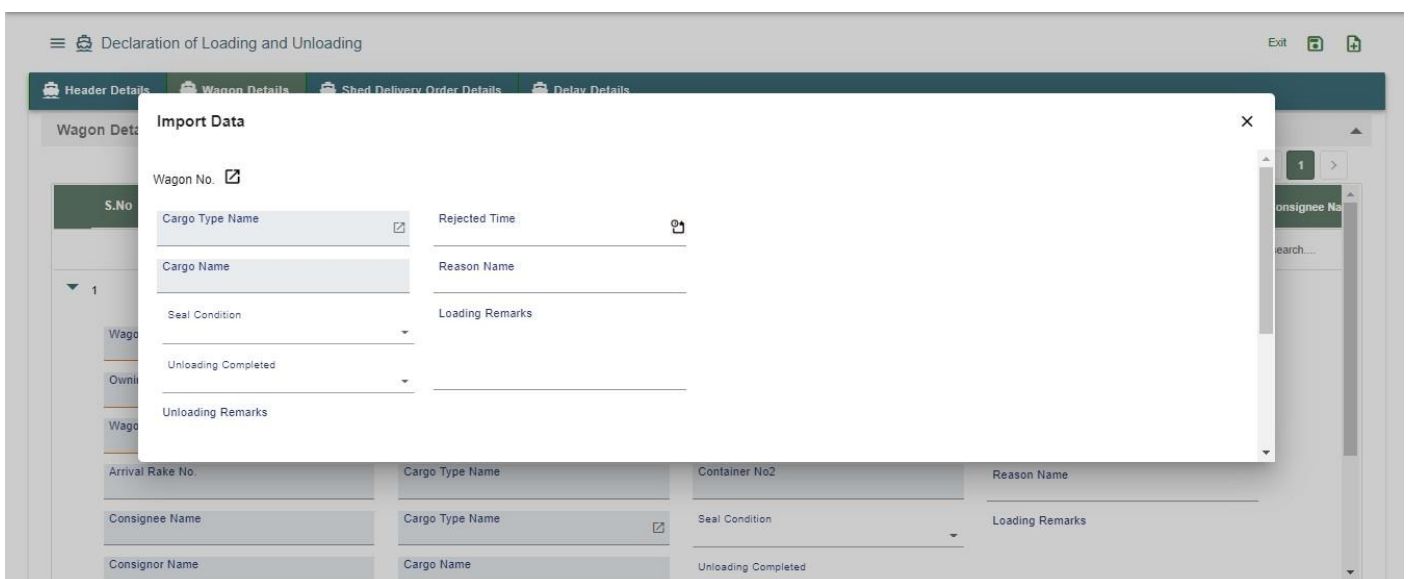
Step 2 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry

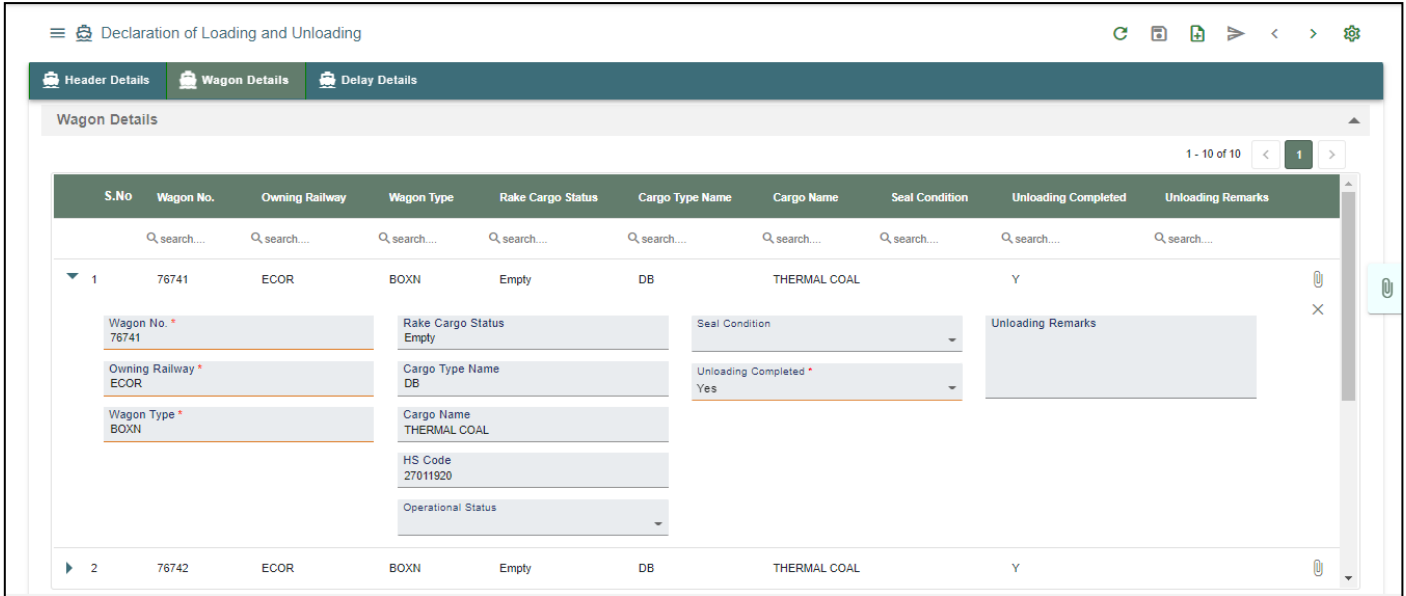


User Interface Image 109: Declaration of Loading and Unloading – 7.5.1.2

Step 3 – Once  is selected, then following Wagon Details line item fields will be populated to enter

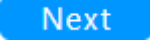


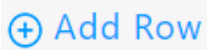
User Interface Image 110: Declaration of Loading and Unloading – 7.5.1.3

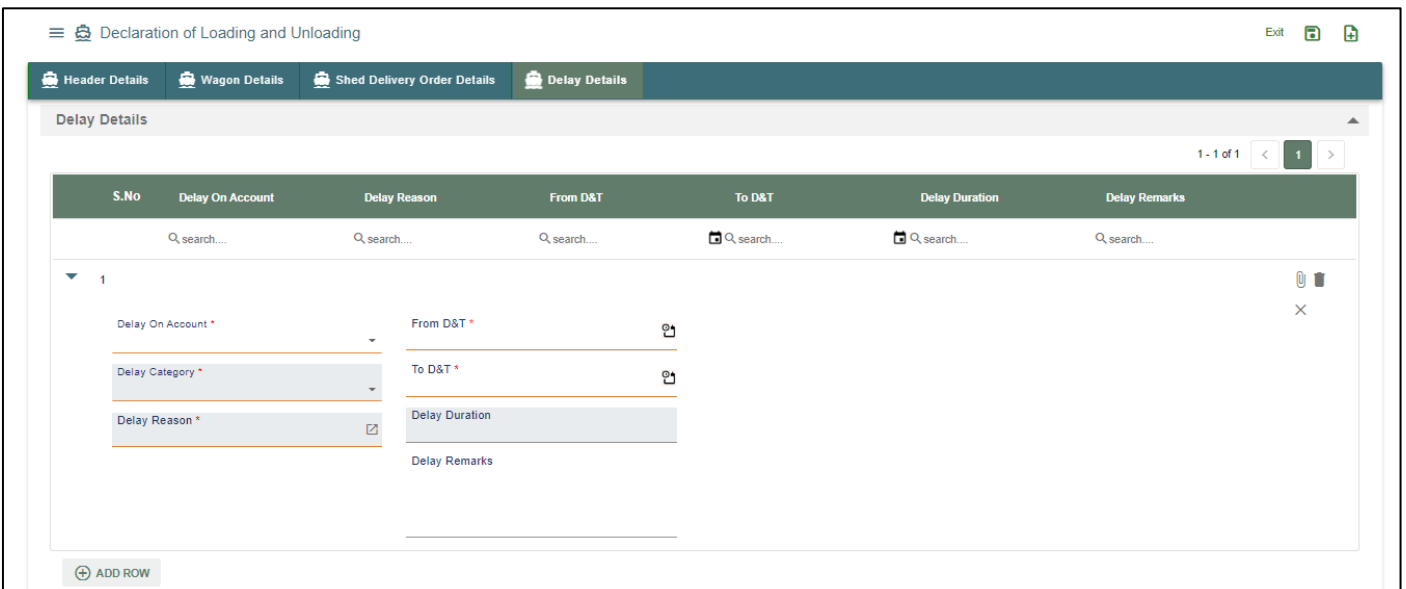


User Interface Image 111: Declaration of Loading and Unloading – 7.5.1.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any


Step 4– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below

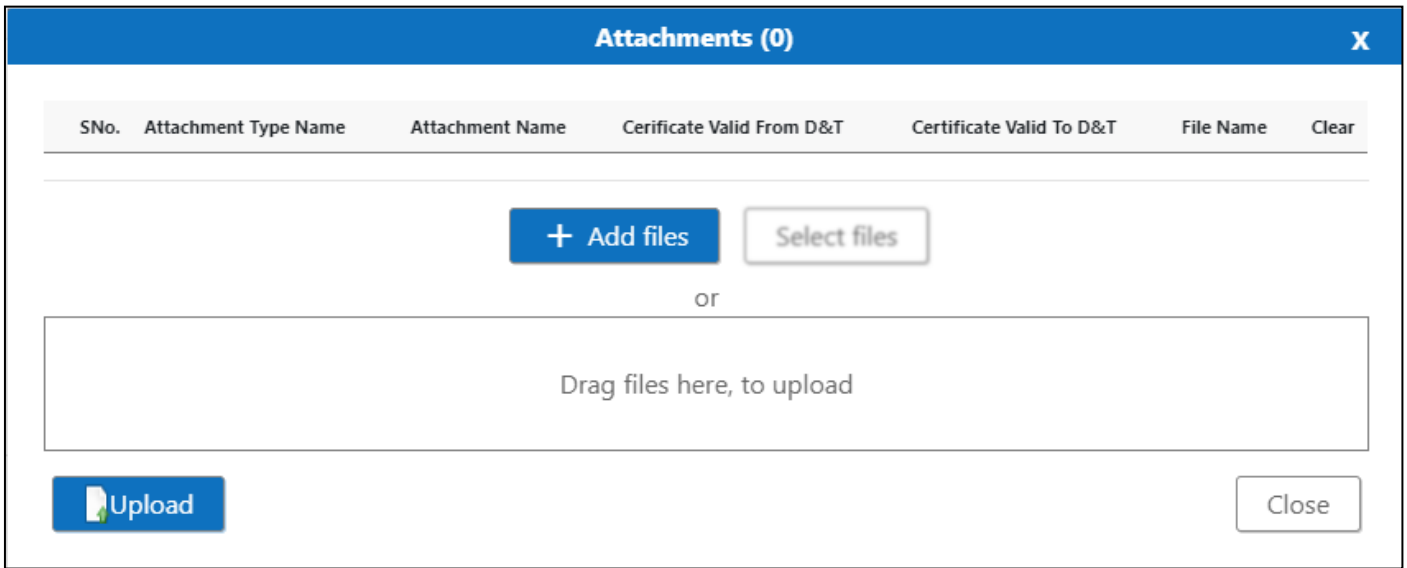
Click on  to begin with data entry




User Interface Image 112: Declaration of Loading and Unloading – 7.5.1.5

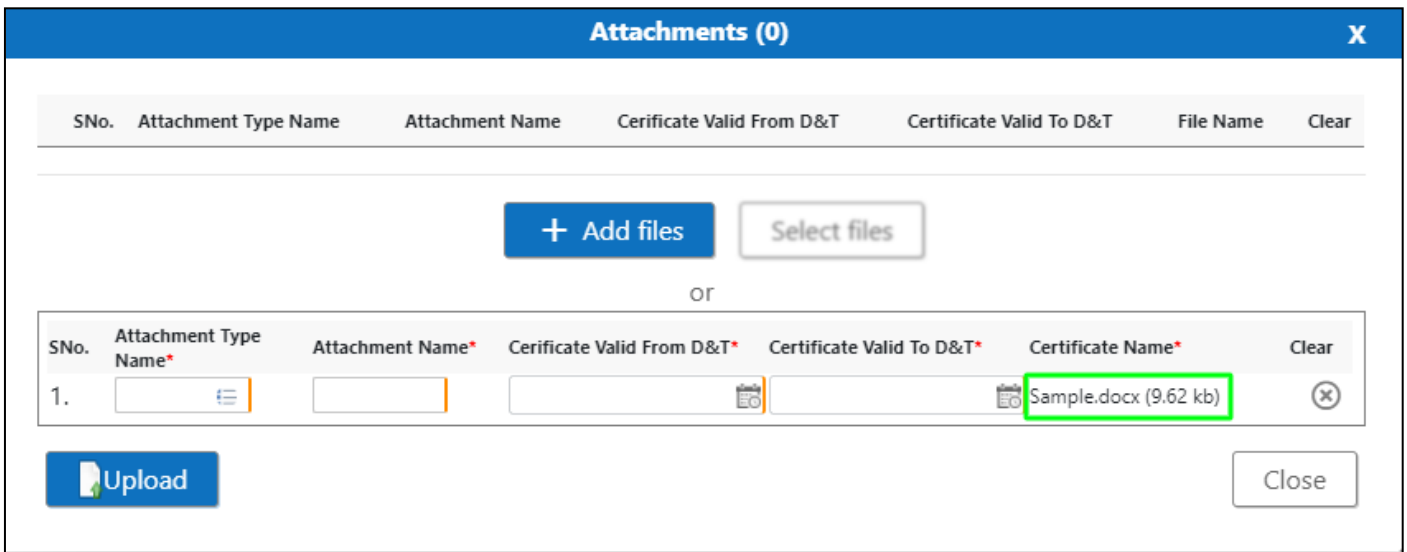
- Select on account drop down (port / railway/party)
- Select delay reason code fro look up
- Select from and to (date and time)

Step 5: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 113-Declaration of loading & Unloading (Attachments) 7.5.1.6

Step 6: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.





User Interface Image 114-Declaration of loading & Unloading (Attachments Documents) 7.1.5.7

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

 Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents ***File Required.**

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx *File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files

OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	✕

Upload
Close

Click On Close Button

Attachments (4)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	📄 Sample__2_.docx 🗑
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx 🗑
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	📄 __Sample__2_.doc 🗑

+ Add files
Select files

or

Drag files here, to upload

📄 Upload
Close

Step 7: Click on the Save button from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display

✔ Record saved

message.

After Saving the record please click on Submit Button to submit the record for Approval

Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow


button .

Choose an option
X

Draft->WFA->Approve

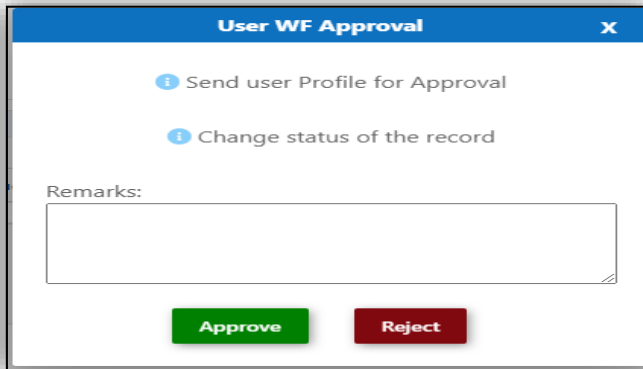
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 9: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The image shows a popup window titled "User WF Approval" with a close button (X) in the top right corner. Inside the window, there are two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these messages is a text area labeled "Remarks:". At the bottom of the window, there are two buttons: a green "Approve" button and a red "Reject" button.

Successfully Status changed to WFAPP

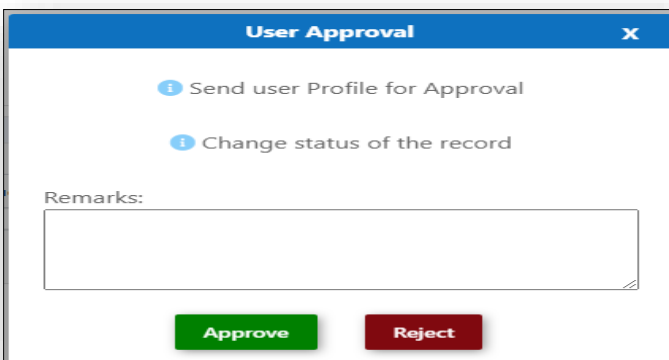
Step 10: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The image shows a popup window titled "User Approval" with a close button (X) in the top right corner. Inside the window, there are two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these messages is a text area labeled "Remarks:". At the bottom of the window, there are two buttons: a green "Approve" button and a red "Reject" button.


Successfully Status changed to APPROVED

Step 12: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

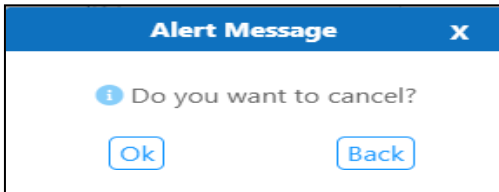
the request following alert will display on the screen.

Successfully rejected.

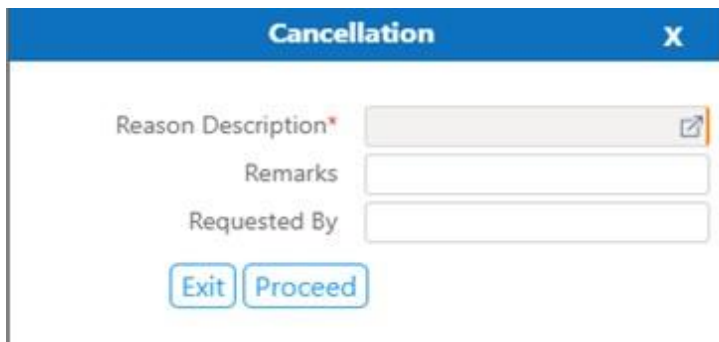
And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back

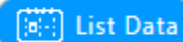


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.



By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in Draft/Approved/Rejected/Cancel Status respectively

 List Data

as

Declaration of Loading and Unloading

1 - 10 of 406


Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220008	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220006	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	56	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4501	Draft	After Unloading	A20210191	PER/2021/0162		Placement 1	6066
4500	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908

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User Interface Image 115-Declaration of loading & Unloading (List Data) 7.5.1.8

2.4.2 Declaration of Loading and Unloading –(Loading)

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

Declaration of Loading and Unloading

Header Details | Wagon Details | Shed Delivery Order Details | Delay Details

Header Details

Activity Type * After Loading	Placement D&T 08-08-2022 12:20	Handling Type Name * MANUAL	Doc No. INPRT1-2022-00033
Indent No (RA No) * IND/2022/0010	No. of Placed Wagons 10	Declaration D&T * 08-08-2022 13:45	POS Document Number INPRT120220033
Placement No. Placement 1	Yard Type Name SIDING	No. Of Declared Wagons 10	Doc Series * DELOUNY_SEQ322
Forwarding Note No. 83	Yard/Siding Name SIDING-14	No. Of Cancelled Wagons 0	Doc Date 08-08-2022 16:34
From/To Station Name	Yard/Siding Line Number LINE 1	Remarks	Status Approved
Agent Code 70003338	Operation Commencement D&T * 08-08-2022 12:25		Data Source PORTAL
Agent Name SPANOEANIC SERVICESPL	Operation Completion D&T * 08-08-2022 13:30		Doc Approved Date 08-08-2022 16:39

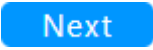
Next


User Interface Image 116: Declaration of Loading and Unloading – 7.5.2.1

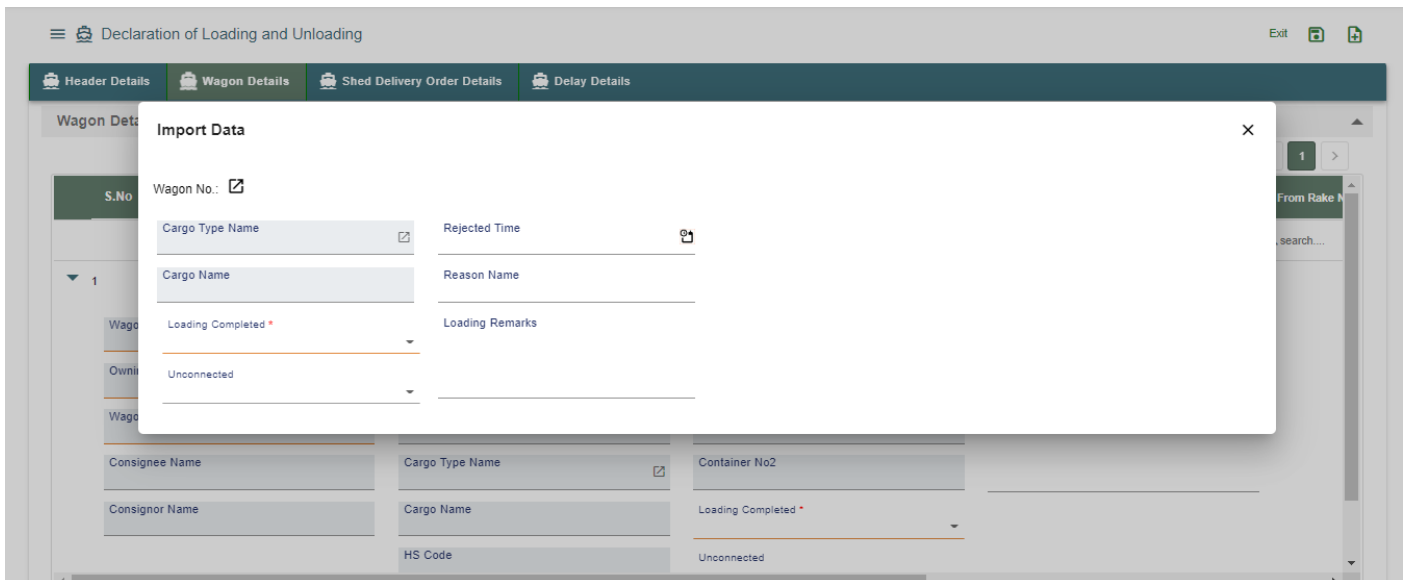
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:


- Select Indent Number (RA No) from Lookup button
- Placement Number, Forwarding Note Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
- Enter Operation Commencement Date and Time from date picker
- Enter Operation Completion Date and Time from date picker
- Select Handling Type from Lookup button
- Enter Tarpaulin Covering Start Date and Time from date picker. It is not mandatory to enter
- Enter Tarpaulin Covering End Date and Time from date picker. It is not mandatory to enter
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

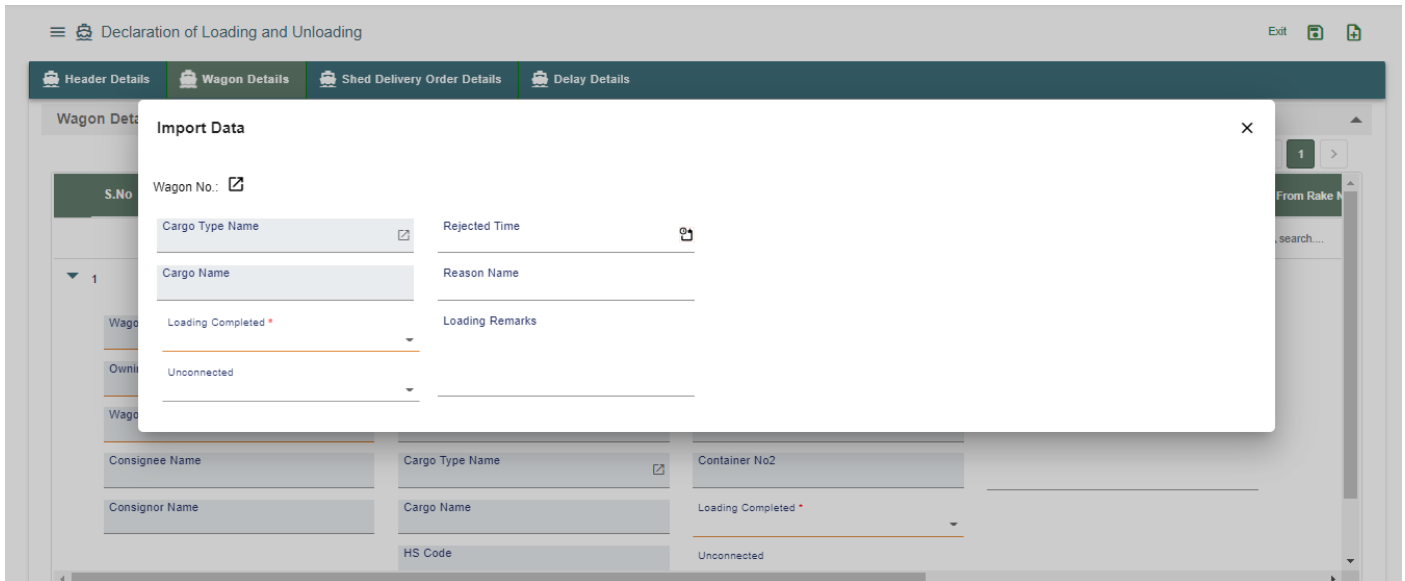
Step 2 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry



User Interface Image 117: Declaration of Loading and Unloading – 7.5.2.2

Step 3 – Once  is selected, then following Wagon Details line item fields will be populated to enter




User Interface Image 118: Declaration of Loading and Unloading – 7.5.2.3

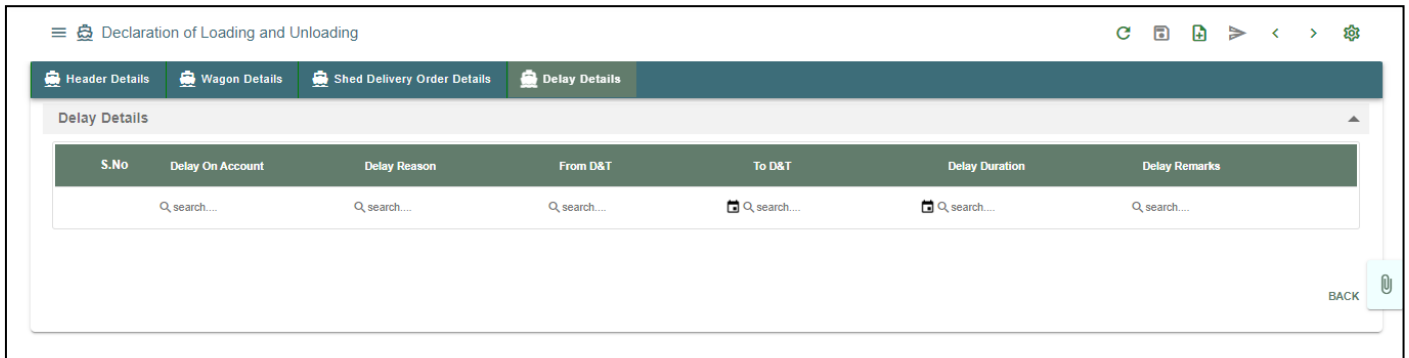
S.No	Wagon No.	Owning Railway	Wagon Type	Rake Cargo Status	Cargo Type Name	Cargo Name	Consignee Name	Consignor Name	Railway Handling Agent
1	8384850	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
2	8484851	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
3	8384852	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
4	8384853	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
5	8384854	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
6	8384855	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
7	8384856	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
8	8384857	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI

User Interface Image 119: Declaration of Loading and Unloading – 7.5.2.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any

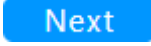
Step 4– Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then delay lines page redirected as like below

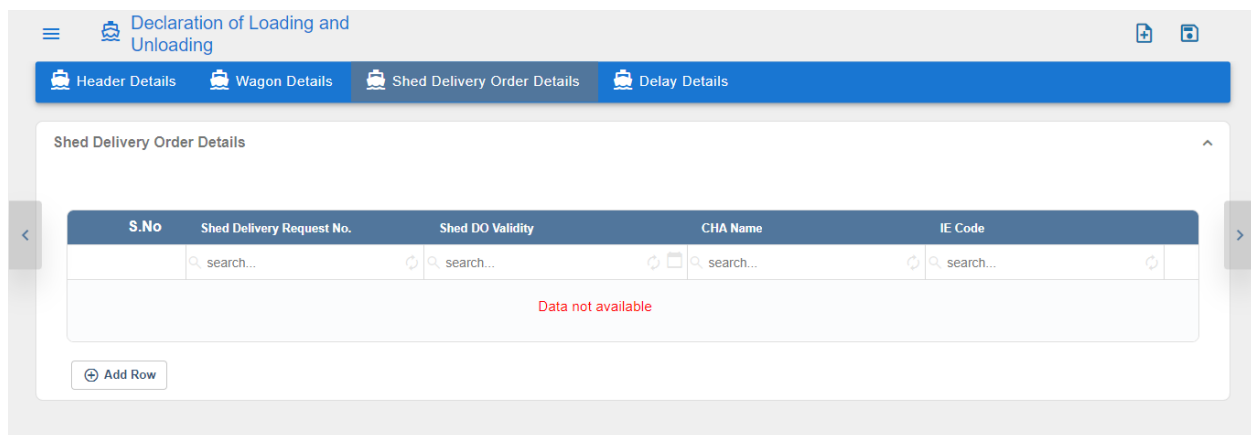
Click on  to begin with data entry




User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.5

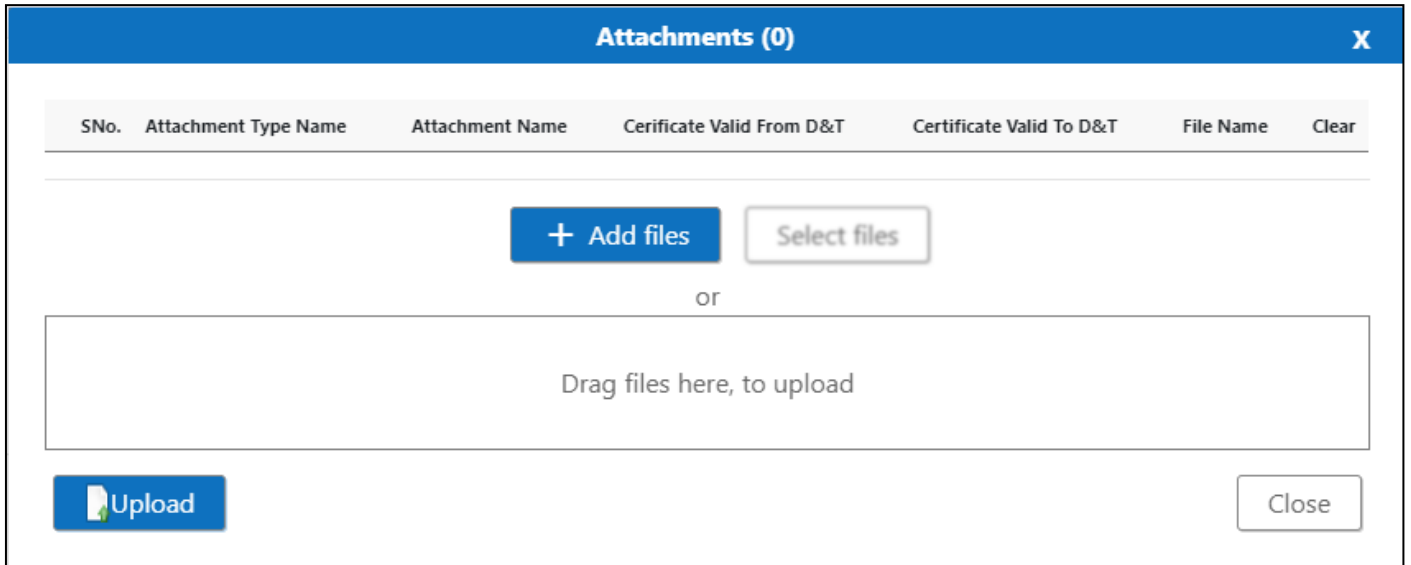
- Select on account drop down (port / railway/party)
- Select delay reason code fro look up
- Select from and to (date and time)

Step 5– Once all the necessary fields are filled, click  button from the bottom of the page. Then shed delivery details page redirected as like below



User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.6

Step 5: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 121-Declaration of loading & Unloading (Attachments) 7.5.2.6

Step 6: Click on **+ Add files** button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;"> + Add files Select files </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&T*</th> <th>Certificate Valid To D&T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td>✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 122-Declaration of loading & Unloading (Attachments Documents) 7.5.2.7

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents *File Required.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx 🗑
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files

OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	✕

Upload
Close

Click On Close Button

Attachments (4)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	📄 Sample__2_.docx 🗑
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx 🗑
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	📄 __Sample__2_.doc 🗑

+ Add files
Select files

or


Drag files here, to upload

📄 Upload
Close

Step 7: Click on the Save button  from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display



message.


Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option
X

Draft->WFA->Approve

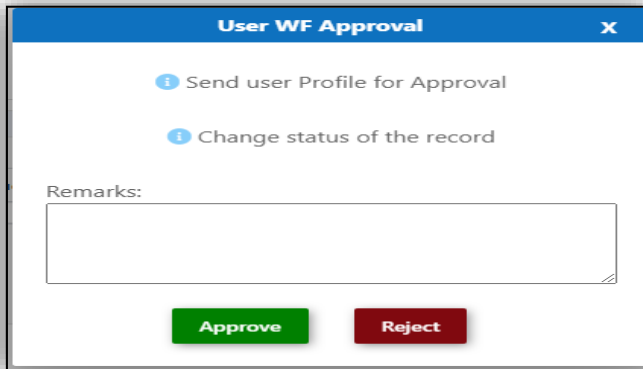
Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step 9: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The image shows a popup window titled "User WF Approval" with a close button (X) in the top right corner. Inside the window, there are two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these messages is a text area labeled "Remarks:". At the bottom of the window, there are two buttons: a green "Approve" button and a red "Reject" button.

Successfully Status changed to WFAPP

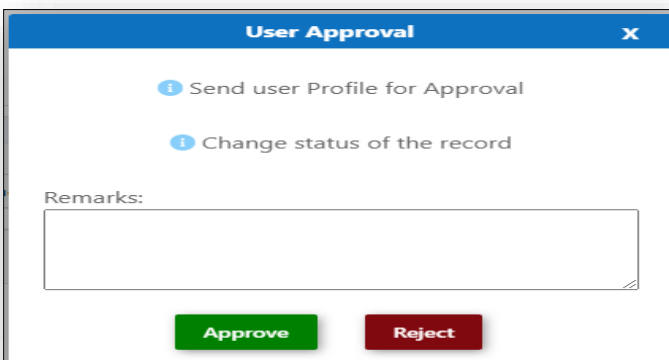
Step 10: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The image shows a popup window titled "User Approval" with a close button (X) in the top right corner. Inside the window, there are two informational messages: "Send user Profile for Approval" and "Change status of the record". Below these messages is a text area labeled "Remarks:". At the bottom of the window, there are two buttons: a green "Approve" button and a red "Reject" button.


Successfully Status changed to APPROVED

Step 12: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

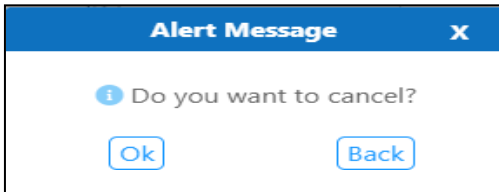
the request following alert will display on the screen.

Successfully rejected.

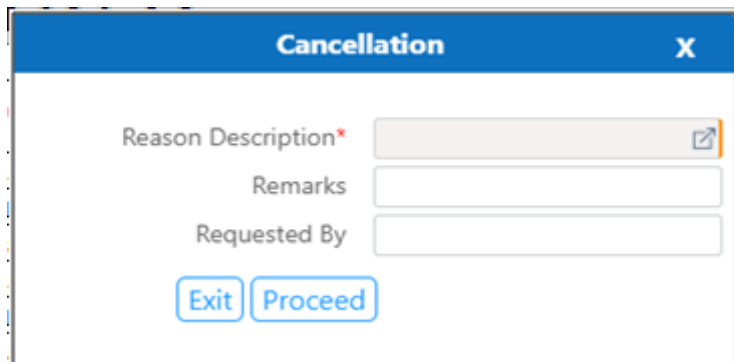
And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the  icon shown.

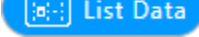
After clicking the icon system will display **Confirmation required** with below alert ok and Back



By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.



By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰ Declaration of Loading and Unloading 🔍 📄

1 - 10 of 406 < 1 2 3 ... 39 40 41 >

Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220008	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220006	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	56	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4501	Draft	After Unloading	A20210191	PER/2021/0192		Placement 1	6066
4500	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908

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User Interface Image 123-Declaration of loading & Unloading (List Data) 7.5.2.8

2.5 FIELD INFORMATION

For unloading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Permission Number(RA No)	No	Auto Populated
Placement Number	No	Drop Down List
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time

Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Tippler Name	No	Auto Populated
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Seal Condition	No	Auto Populated or Drop down
Unloading Completed	Yes	Drop Down List
Unloading Remarks	No	Manual Entry
Tippling Start Date and Time	Yes	Date and Time
Tippling End Date and Time	Yes	Date and Time
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

For loading:-

Indent Number (RA No)	Yes	Look Up
Placement Number	No	Auto Populated
Forwarding Note Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated

Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Covering Tarpaulin Start Date and Time	No	Date and Time
Covering Tarpaulin End Date and Time	No	Date and Time
Tarpaulin Covering Agent	No	Text Box
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
No of Wagons Rejected	No	Auto Populated
Sr.No	No	Text Box
Person Name	Yes	Text Box
Gate Pass Number	Yes	Text Box
Company Name	Yes	Text Box
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
From Rake Number	No	Auto Populated
Loading Completed	Yes	Drop Down List
Rejected Type (Old Cancel Type)	No	Drop Down List
Reason	No	Text Box
Rejected Time (Old Cancelled Time)	No	Date and Time
Remarks	No	Text Box
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box