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

iPortman PORTAL Application

Stevedore User Manual

Disclaimer: This document is to be used for by iPortman customers and partners for the purpose of application usability understanding and practice. This document should not be used for any other purpose, should not be reproduced in another format and should not be shared with any other individuals and entities without prior written permission from envision competent authority.

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

Revision History

| Version | Author | Revision Date | Description of Changes | Modifier | Approver | Baseline Date |
|---------|---------------------|---------------|------------------------|---------------------|----------|---------------|
| 1.0 | Bikash Bijaya Panda | 19/12/2022 | Initial Version | Bikash Bijaya Panda | | |

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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 | 19/12/2022 | 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 PORATL 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.

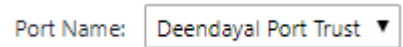


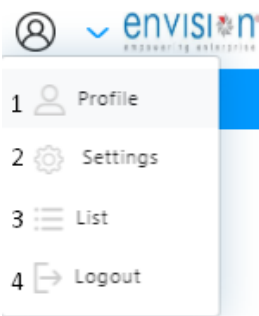



| Sr.No. | Abbreviation | Description |
|--------|--------------|--------------------------------------|
| 1 | FOIS | Freight Operation Information System |
| 2 | | |
| | | |










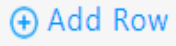

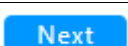







| | | |
|----|-----------------------|--|
| 2 | VCN | Vessel Call Number |
| 3 | CHA | Customs House Agent |
| 5 | IEC | Import Export Code |
| 6 | EDI | Electronic Data Interchange |
| 7 | <u>CARGO TYPE</u> | |
| | I. C | Containerized |
| | II. P | Packaged |
| | III. LB | Liquid Bulk |
| | IV. DB | 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 |




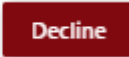



II. ERROR MESSAGES CODES AND DESCRIPTION:-

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

III. SYMBOLS AND ICONS

| SR No. | Symbol / Icon | Purpose / Usage |
|--------|---|---|
| 1 |  | <p>Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login.</p> <p>Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.</p> |
| 2 |  | Notification Bell it will alert user for pending action items |
| 3 |  | Weather Forecast |
| 4 |  | <p> This icon is for user profile, from where user can access following items.</p> <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 PROCESS FOR STEVEDORE

1. Business Function Name: Labour and Equipment Request


1.1. Definition:

This Function is used for requesting Labour & Equipment for deploying for Particular Vessel for Loading or Discharge Operation.

1.2. Navigation:

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Labour Planning → Labour and Equipment Request → 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

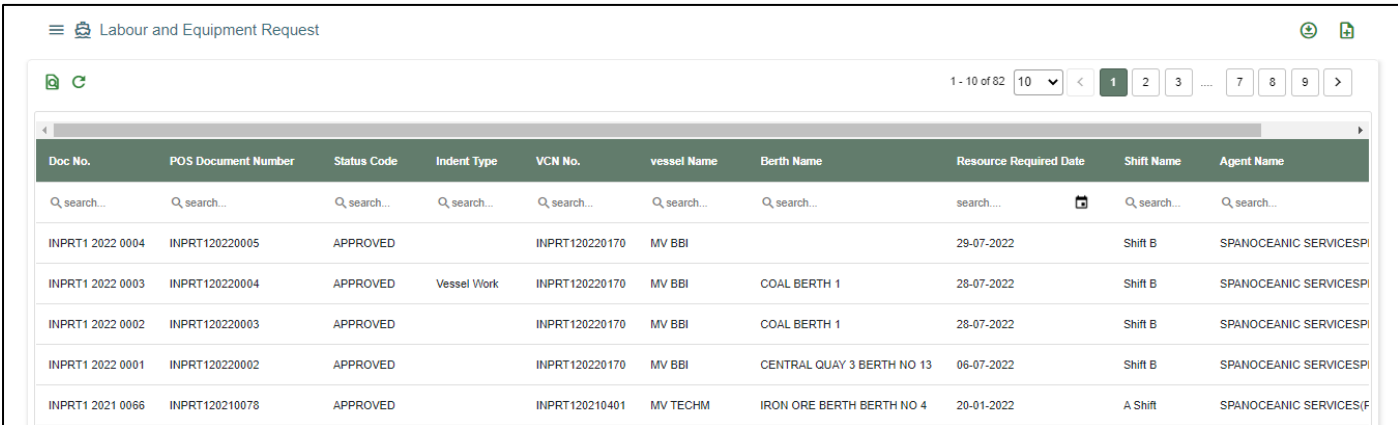
1.4. SCREENSHOT

Following screenshot from Labour and Equipment Request

List Page:

Once entered into the Functional Form – Labour and Equipment Request, list page will appear


➤ To enter into the Labour and Equipment Request New Page, click on Add New button from tool bar

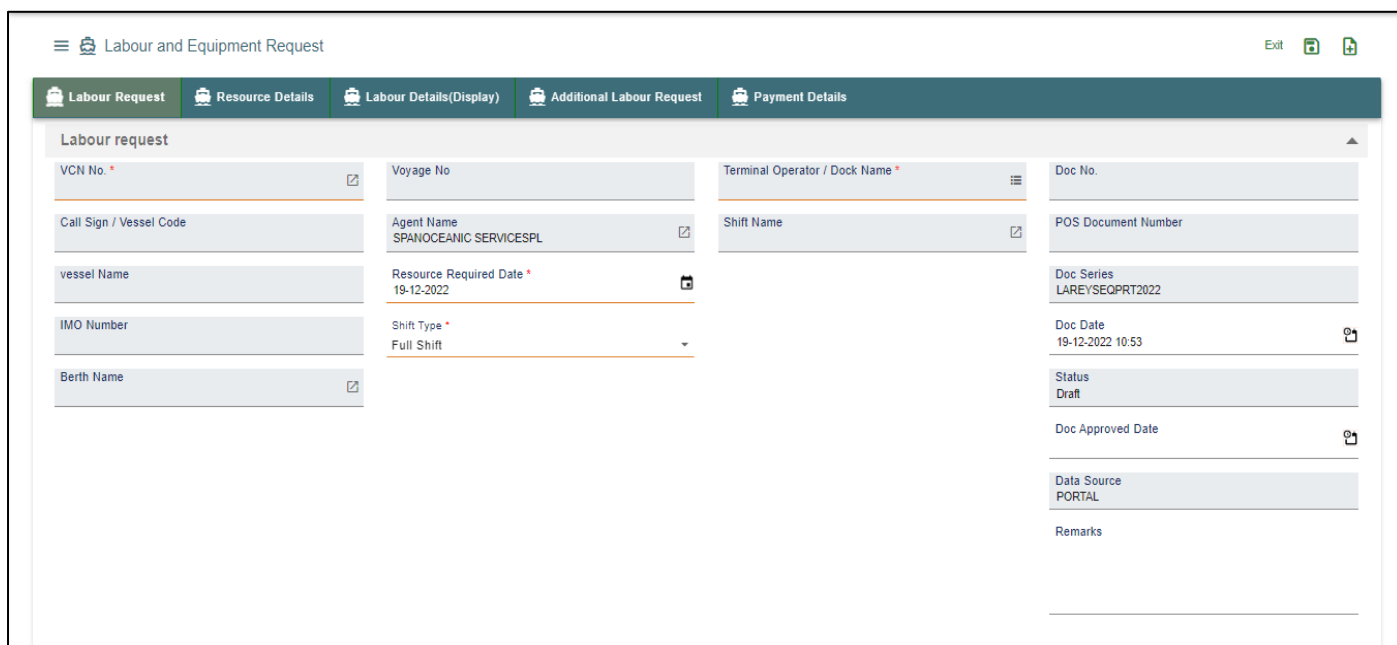


| Doc No. | POS Document Number | Status Code | Indent Type | VCN No. | vessel Name | Berth Name | Resource Required Date | Shift Name | Agent Name |
|------------------|---------------------|-------------|-------------|----------------|-------------|----------------------------|------------------------|------------|-------------------------|
| INPRT1 2022 0004 | INPRT120220005 | APPROVED | | INPRT120220170 | MV BBI | | 29-07-2022 | Shift B | SPANOCCEANIC SERVICESPI |
| INPRT1 2022 0003 | INPRT120220004 | APPROVED | Vessel Work | INPRT120220170 | MV BBI | COAL BERTH 1 | 28-07-2022 | Shift B | SPANOCCEANIC SERVICESPI |
| INPRT1 2022 0002 | INPRT120220003 | APPROVED | | INPRT120220170 | MV BBI | COAL BERTH 1 | 28-07-2022 | Shift B | SPANOCCEANIC SERVICESPI |
| INPRT1 2022 0001 | INPRT120220002 | APPROVED | | INPRT120220170 | MV BBI | CENTRAL QUAY 3 BERTH NO 13 | 06-07-2022 | Shift B | SPANOCCEANIC SERVICESPI |
| INPRT1 2021 0066 | INPRT120210078 | APPROVED | | INPRT120210401 | MV TECHM | IRON ORE BERTH BERTH NO 4 | 20-01-2022 | A Shift | SPANOCCEANIC SERVICES/F |

User Interface Image 5- Labour and Equipment Request-2.5.1

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar -Labour and Equipment Request Details screen will appear like below

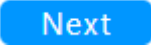


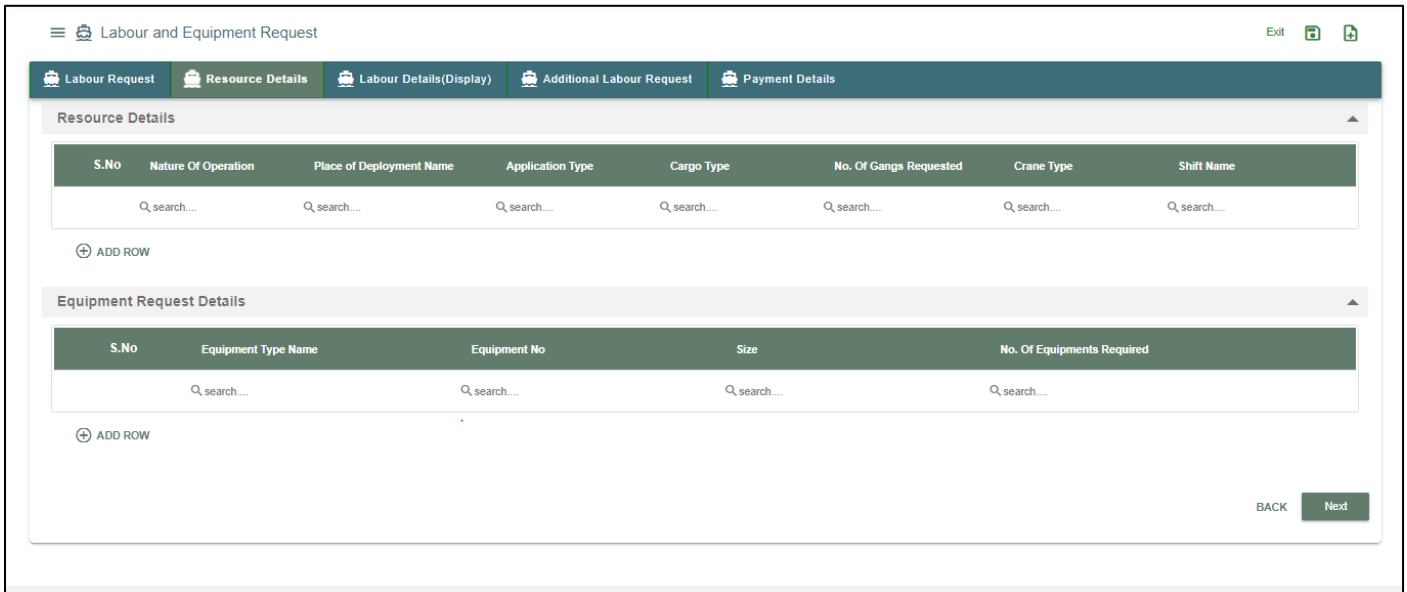
User Interface Image 6—Labour and Equipment Request-2.5.2

Below are the Field Information regarding Labour Request Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

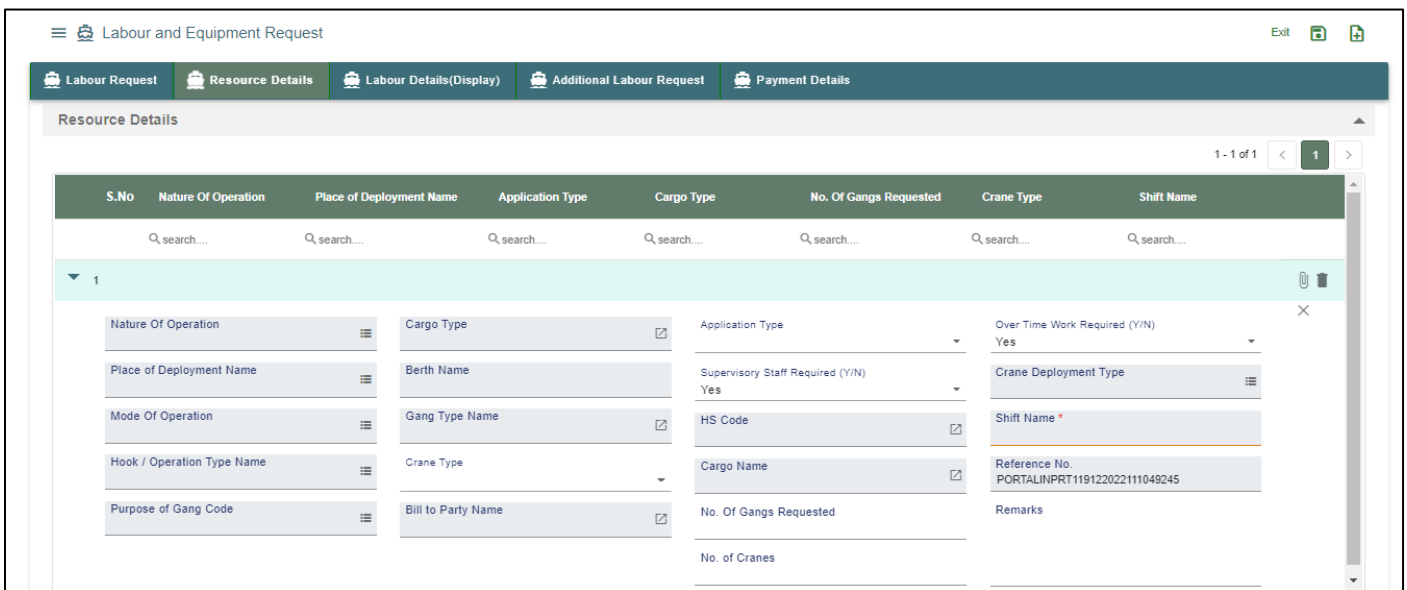
| Field Name | Mandatory | Fill Type |
|-------------------------------|-----------|-----------|
| Record Type | Yes | Drop Down |
| VCN No | Yes | Look Up |
| Call Sign/Vessel Code | Yes | Text Box |
| IMO Number | Yes | Text Box |
| Voyage Number | Yes | Text Box |
| Agent Name | Yes | Text Box |
| Resource Required Date * | Yes | Calendar |
| Terminal Operator / Dock Name | Yes | Look Up |

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



User Interface Image 7- - Labour and Equipment Request-2.5.3

Once **+ Add Row** is selected, then following Resource Details, Equipment Request Details line item fields will be populated to enter

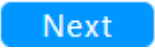


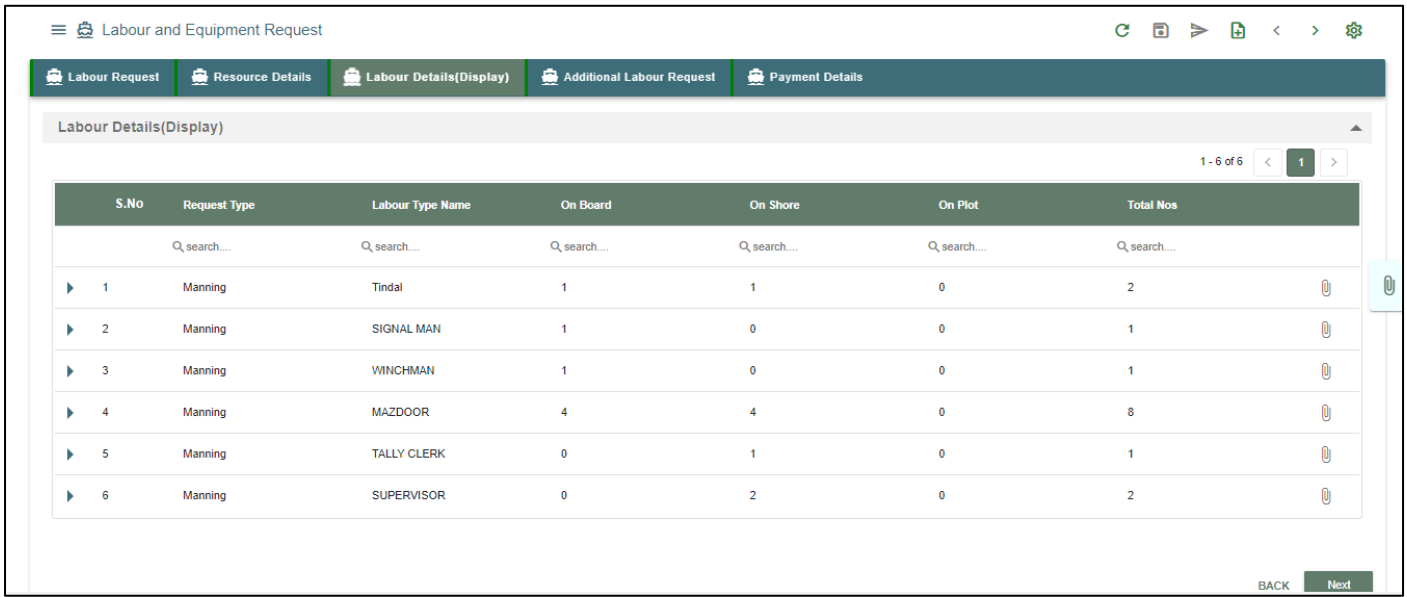
User Interface Image 8- - Labour and Equipment Request-2.5.4

Below are the Field Information regarding Resource Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|------------------------|-----------|-----------|
| Record Type | Yes | Drop Down |
| Nature of Operation | Yes | Look Up |
| Place of Deployment | Yes | Drop Down |
| Purpose of Gang | No | Drop Down |
| Type of Hook/Operation | No | Look Up |
| Type of Cargo | No | Look Up |
| Berth Name | No | Text Box |
| Crane Type | Yes | Drop Down |
| Type of Gang | No | Look Up |
| Yes/No | Yes | Drop Down |
| HS Code | No | Look Up |
| Number | No | Text Box |
| Yes/No | Yes | Drop Down |
| Crane Deployment Type | No | Drop Down |
| Mode of Operation Name | No | Drop Down |
| Shift Name | Yes | Drop Down |
| Remarks | No | Text Box |
| Record Type | Yes | Drop Down |
| Type of Equipment | No | Look Up |
| Equipment No | No | Text Box |
| Size | No | Text Box |
| UOM | No | Look Up |
| Date and Time | No | Calendar |
| Date and Time | No | Calendar |
| Number | No | Text Box |
| UOM | Yes | Dropdown |
| Labour Type | No | Text Box |
| Number | No | Text Box |

Step 3: Once all the necessary fields are filled, click  button from the bottom of the page. Then Labour Details (Display) page Auto populated (redirected) as like below.



Labour and Equipment Request

Labour Details(Display)

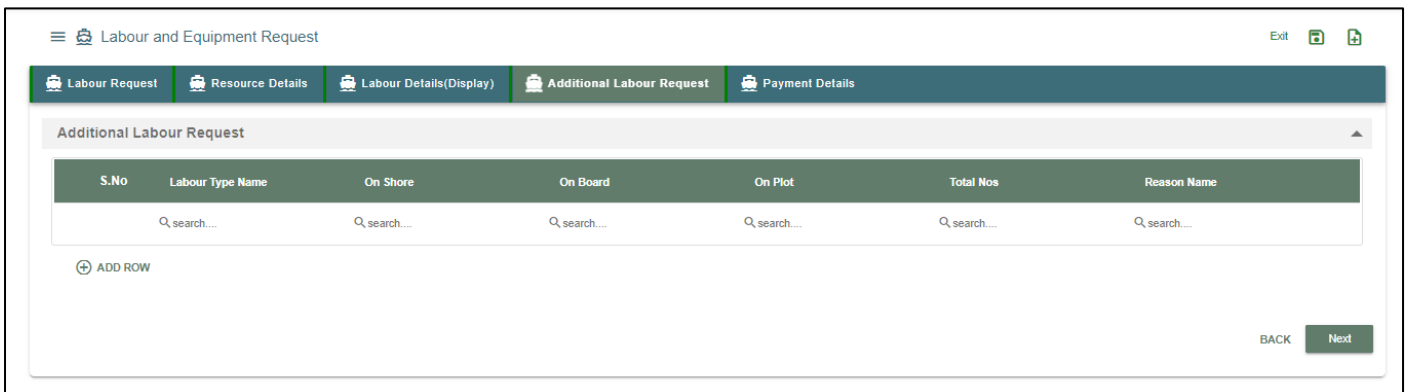
| S.No | Request Type | Labour Type Name | On Board | On Shore | On Plot | Total Nos |
|------|--------------|------------------|----------|----------|---------|-----------|
| 1 | Manning | Tindal | 1 | 1 | 0 | 2 |
| 2 | Manning | SIGNAL MAN | 1 | 0 | 0 | 1 |
| 3 | Manning | WINCHMAN | 1 | 0 | 0 | 1 |
| 4 | Manning | MAZDOOR | 4 | 4 | 0 | 8 |
| 5 | Manning | TALLY CLERK | 0 | 1 | 0 | 1 |
| 6 | Manning | SUPERVISOR | 0 | 2 | 0 | 2 |

1 - 6 of 6

BACK Next

User Interface Image 9 - Labour and Equipment Request-2.5.5

Step 3: Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Additional Labour Request page redirected as like below.



Labour and Equipment Request

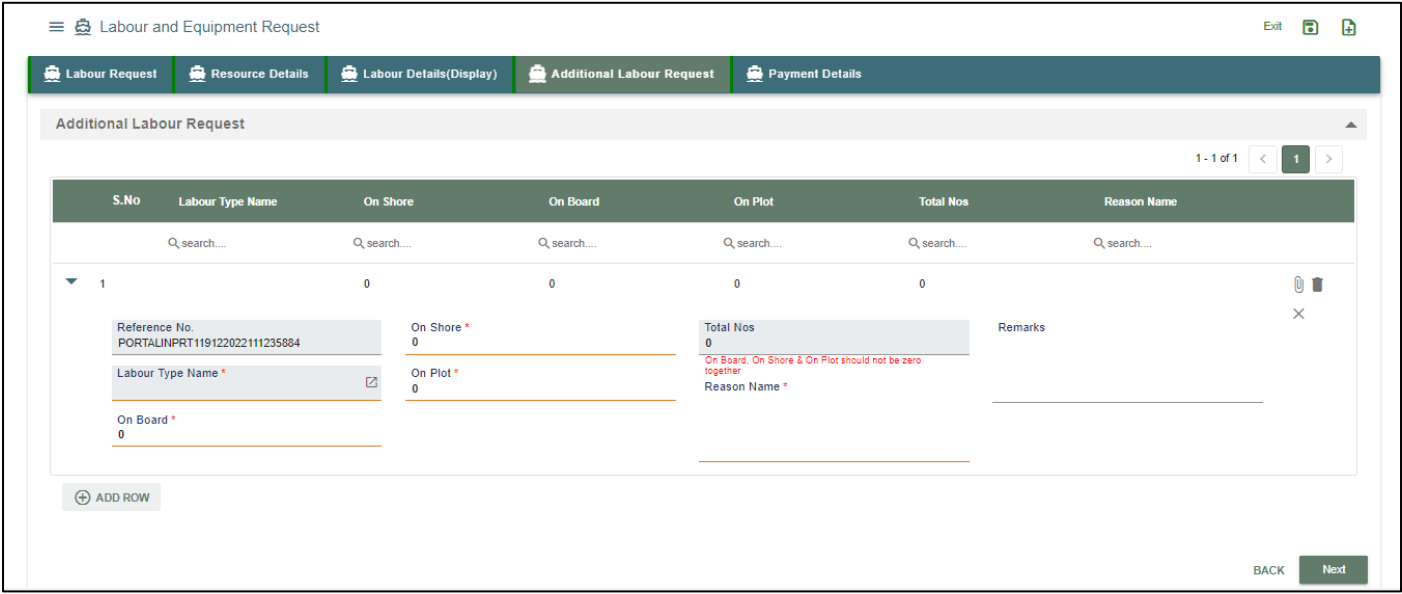
Additional Labour Request

| S.No | Labour Type Name | On Shore | On Board | On Plot | Total Nos | Reason Name |
|-----------|------------------|----------|----------|---------|-----------|-------------|
| ⊕ ADD ROW | | | | | | |

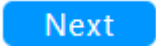
BACK Next

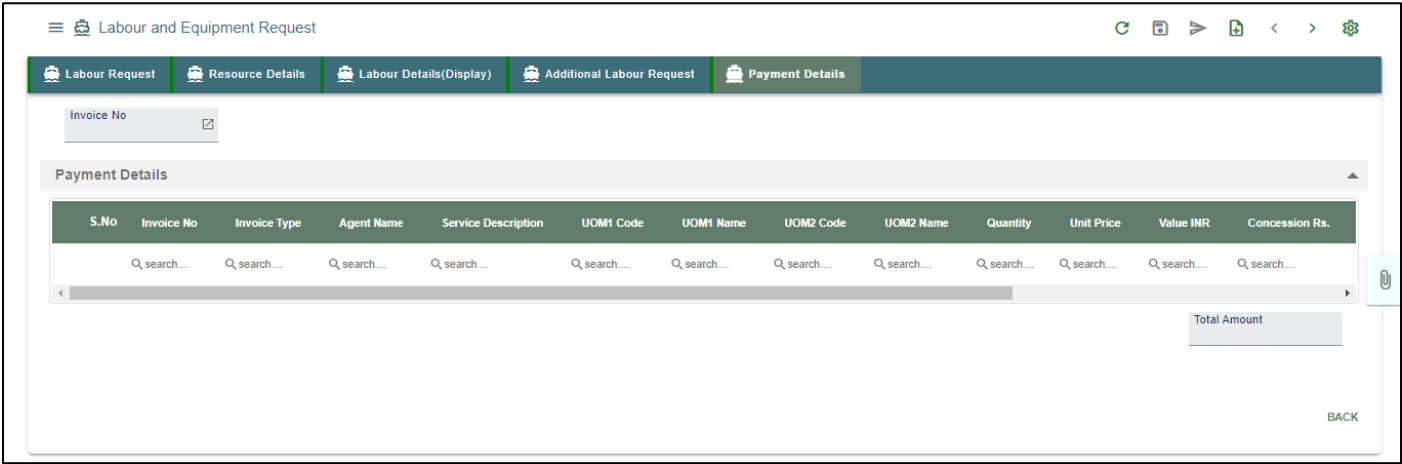
User Interface Image 10 - Labour and Equipment Request-2.5.6


Once **⊕ Add Row** is selected, then following Detail fields will be populated to enter






User Interface Image 11- - Labour and Equipment Request-2.5.7

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

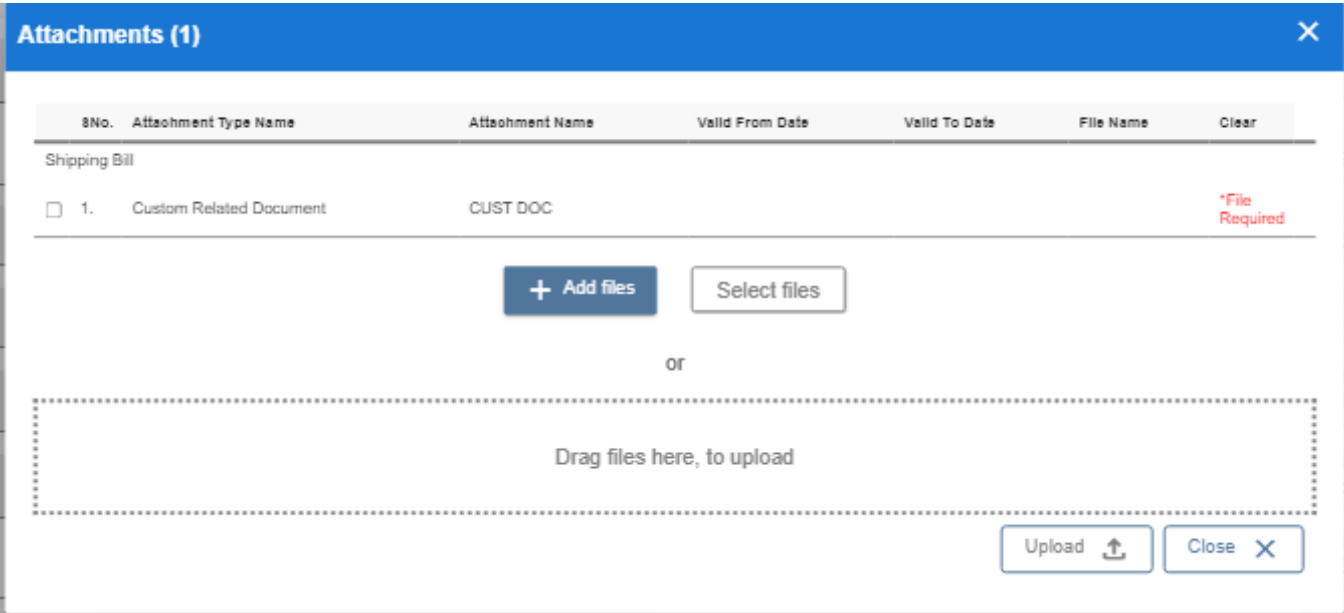


Step 3: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –


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.

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.



| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|------|-------------------------|-----------------|-----------------|---------------|-----------|----------------|
| 1. | Custom Related Document | CUST DOC | | | | *File Required |

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.x**

Attachments (2)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------------|-------------------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. Cargo Related Documents | International Load Line Certificate | | | | *File Required |
| <input type="checkbox"/> | 2. Custom Related Document | Transhipment Permit | | | | *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)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------------|-------------------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. Cargo Related Documents | International Load Line Certificate | | | | *File Required |
| <input checked="" type="checkbox"/> | 2. Custom Related Document | Transhipment Permit | | | | *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) ✕

| S.No. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------------|-------------------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. Custom Related Document | Transhipment Permit | | | | *File Required |
| <input type="checkbox"/> | 2. Cargo Related Documents | International Load Line Certificate | | | | *File Required |

+ Add files
Select files

or

| S.No. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | Certificate Name | Clear |
|-------|----------------------|-----------------|-----------------|---------------|----------------------------------|-------|
| 1. | Custom Related | Transhipmen | | | CHPT-CQA-SDO-BTT.png (224.39 kb) | |

Upload
Close ✕

Click On Close Button

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

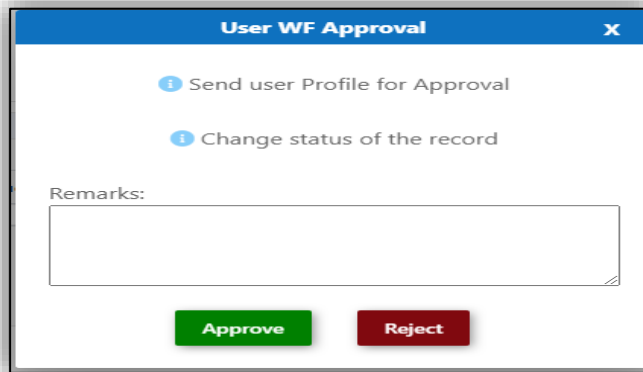
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option ✕

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

Step8: 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

Step9: Once the user Approve the request the following screen and the document status will be changed as 'WFAPP'..

status will be shown on the

If user reject the request following alert will display on the screen.

Successfully rejected.

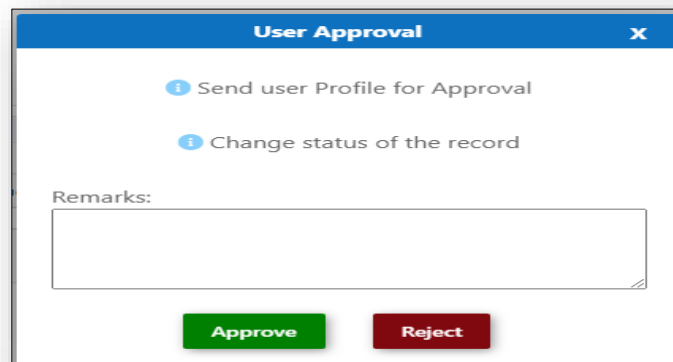
And the document status will be changed as 'REJECTED'.

Step10: 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).



Successfully Status changed to APPROVED

Step11: 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

Successfully rejected.

display on the screen.

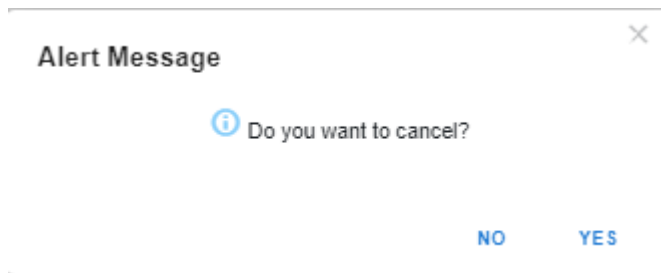
And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

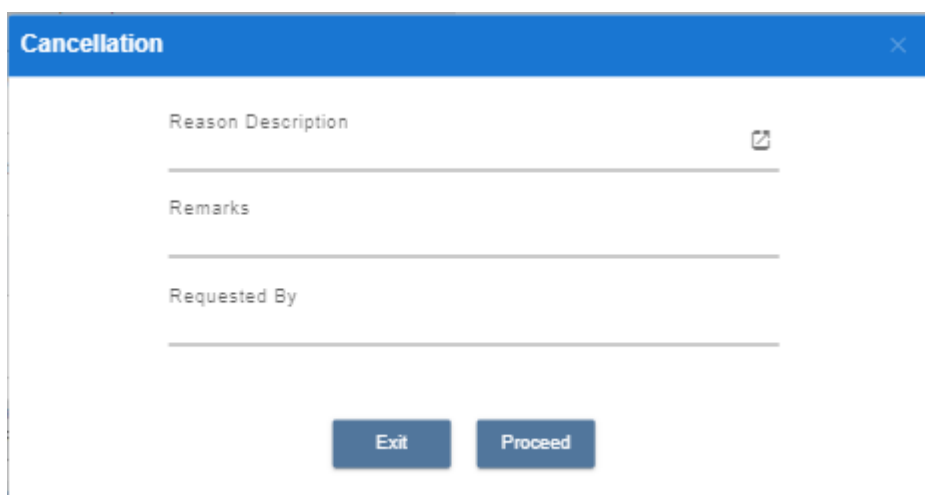
Confirmation required


system will display

with below alert ok and Back

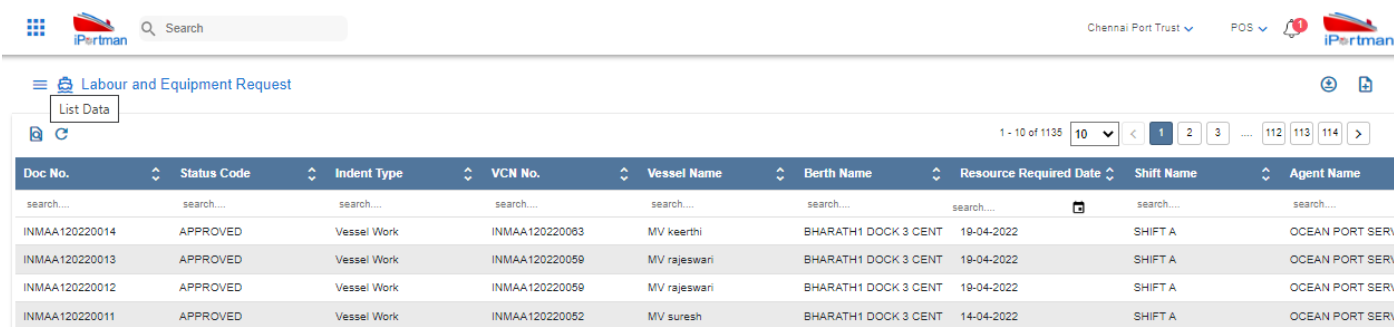


By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



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

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



| Doc No. | Status Code | Indent Type | VCN No. | Vessel Name | Berth Name | Resource Required Date | Shift Name | Agent Name |
|----------------|-------------|-------------|----------------|--------------|----------------------|------------------------|------------|-----------------|
| INMAA120220014 | APPROVED | Vessel Work | INMAA120220063 | MV keerthi | BHARATH1 DOCK 3 CENT | 19-04-2022 | SHIFT A | OCEAN PORT SERV |
| INMAA120220013 | APPROVED | Vessel Work | INMAA120220059 | MV rajeswari | BHARATH1 DOCK 3 CENT | 19-04-2022 | SHIFT A | OCEAN PORT SERV |
| INMAA120220012 | APPROVED | Vessel Work | INMAA120220059 | MV rajeswari | BHARATH1 DOCK 3 CENT | 19-04-2022 | SHIFT A | OCEAN PORT SERV |
| INMAA120220011 | APPROVED | Vessel Work | INMAA120220052 | MV suresh | BHARATH1 DOCK 3 CENT | 14-04-2022 | SHIFT A | OCEAN PORT SERV |

User Interface Image 14–Labour and Equipment Request (List Data) 2.5.10

2. Business Function Name: Vessel Tally

2.1 DEFINITION:

Port/Stevedore performs cargo discharging operation as per Discharge sequence and starts recording the Operational data either through Online Portal or Mobility application. Information recorded for Cargo discharge operation will be updated in iPortman® application for review and approval.

2.2 NAVIGATION

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


| | |
|------------------|--|
| Menu Path | Menu Bar → Cargo → Cargo Operation → Vessel Tally→ 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

1. Operation
2. Cargo
3. Equipment
4. Hatch
5. Stockyard
6. Yard
7. Delay
8. Manpower
9. Agent

2.4 SCREENSHOT:

Step 1: After Navigation to the respective function screen, user will move to list of data Click on Add new button  . It will redirect to the below screen in order to fill the data.

Vessel Tally
Exit

Vessel Tally Sheet
 Resource Details
 Stevedore Details
 Operation Recording
 Uncleared Cargo

Vessel Tally Sheet

| | | | |
|------------------------|---|--------------------------------------|-------------------------------|
| Cargo Status | Agent Code * 70003338 | Expected Cargo Completion D&T | Doc No. |
| Operation Type * | Agent Name * SPANOCCEANIC SERVICESPL | Customs Clearance Start D&T | POS Document Number |
| VCN No. * | Operation Date * | Customs Clearance End D&T | Doc Series * VETAVINPRT122 |
| IMO Number | Shift Name * | Vessel Operation Commencement Date * | Doc Date 19-12-2022 11:26 |
| Purpose of Visit Code | Shift Operation Start Time | GLD (General Landing Date) | Status Draft |
| vessel Name | Shift Operation End Time | Vessel Operation Completed Flag * | Data Source PORTAL |
| Rotation No. | Anchorage / Berth * | Movement Type * | Doc Approved Date |
| Rotation Date | Berth | No. of Grabs | Remarks |
| Arrival D&T | Berth Code | Vessel Readiness D&T | |
| Berthing Date and Time | ETD | <input type="checkbox"/> No Stoppage | |

Operation Summary

Loading

| | | | |
|------------------------------------|---------------------------------|-------------------------------------|------------------------------------|
| SB Quantity (Tonnage) | Shift Loaded TEUs | Balance TEUs (To be Loaded) | Cummulative Loaded Packages |
| Shift Loaded Quantity | Cummulative Loaded TEUS (Barge) | No. of Empty Containers | Cummulative Excess Loaded Packages |
| Cummulative Loaded by Barge | SB Quantity (TEUs) | Cummulative No. of Empty Containers | Cummulative Short loaded Packages |
| Cummulative Loaded Quantity | Shift Loaded Tonnage | Shift Loaded Packages | Balance Packages (To be Loaded) |
| Cummulative Excess Loaded Quantity | Cummulative Loaded TEUS | Cummulative Loaded Packages (Barge) | No. of 20Ft Empty Containers |
| Cummulative Short loaded Quantity | Cummulative Loaded Tonnage | No. of 20Ft Containers | No. of 40Ft Empty Containers |
| Balance Quantity (To Be Loaded) | Cummulative Excess Loaded TEUs | No. of 40Ft Containers | No. of Other Empty Containers |
| Heavy Tonnage | Cummulative Short Loaded TEUs | SB Quantity (Packages) | |
| Piece Rate Tonnage | | No. of Odd Size Containers | |

Stoppages

| | |
|-------------------------------|---|
| Shift total Delays (Hrs) | Cummulative Delays (Hours) |
| Delay on Port Account (Hrs) | Cummulative Delay on Port Account (Hours) |
| Delay on Vessel Account (Hrs) | Cummulative Delay on Vessel Account (Hours) |

Shift Time Sheet

| | | |
|------------------|-----------------------------|-------------------------|
| Shift Total Time | Shift Total Operation Hours | Shift Total Event Hours |
|------------------|-----------------------------|-------------------------|

Next

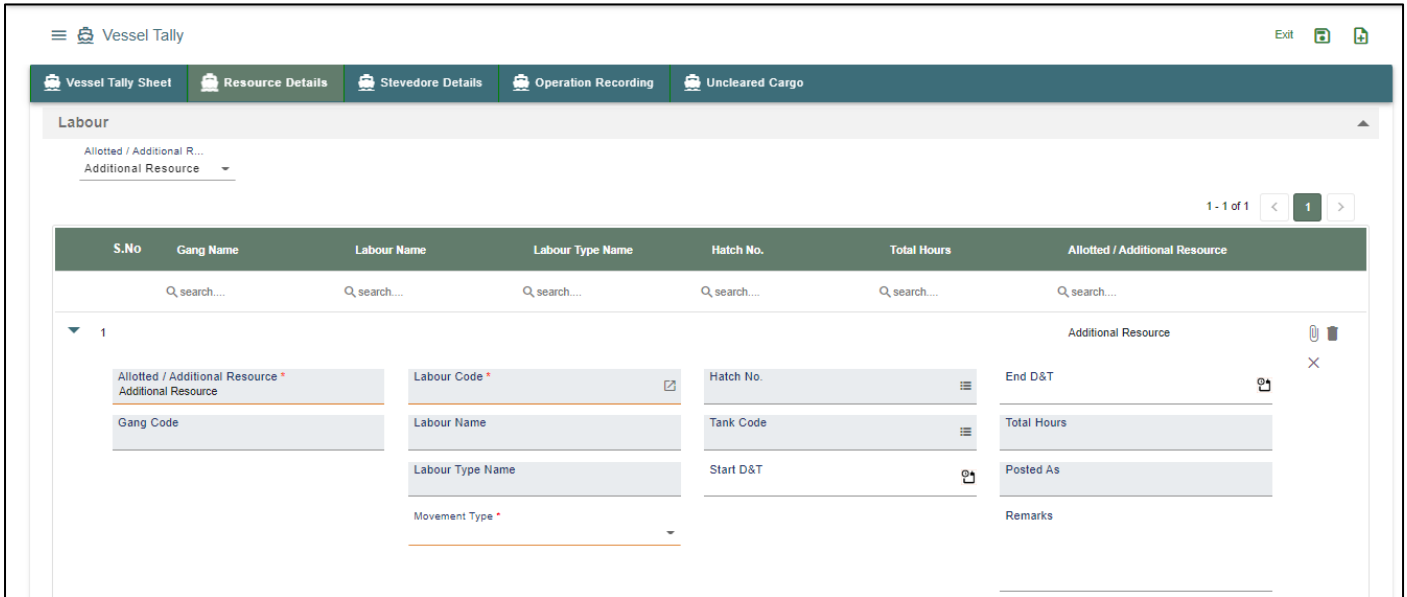
Below are the Field Information regarding Vessel tally Screen Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

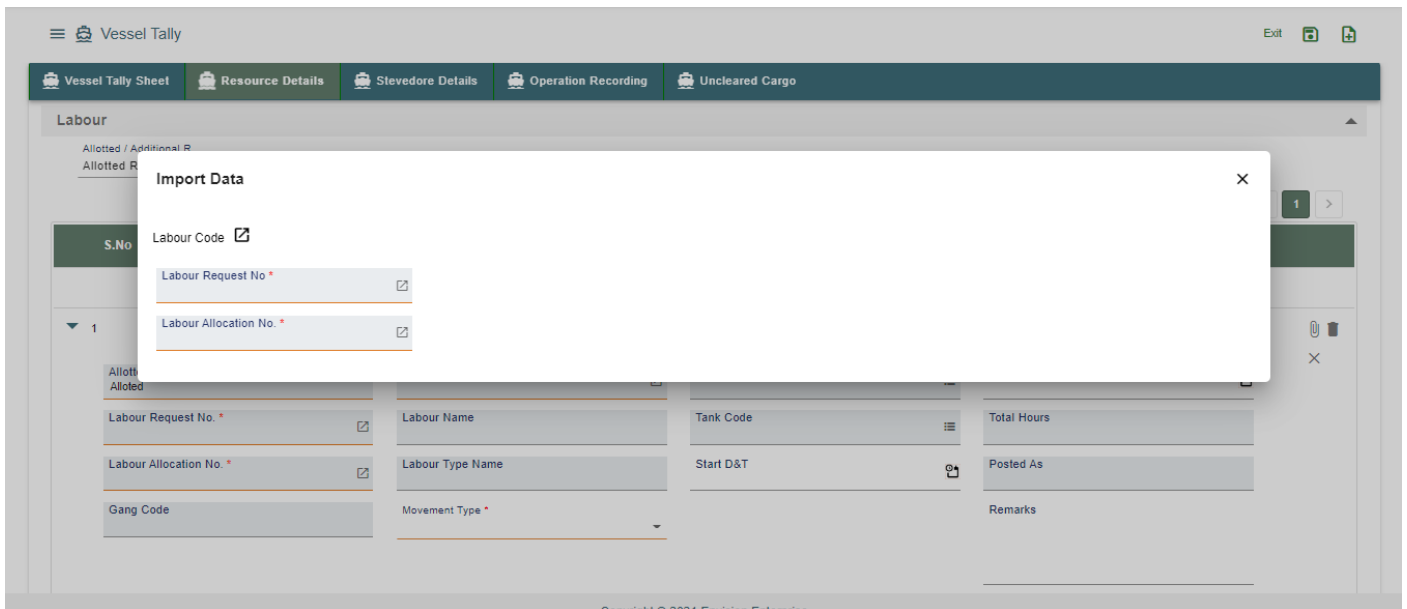
| Field Name | Mandatory | Fill Type |
|---|---------------|---------------|
| Cargo Status | Non Mandatory | Textbox |
| Operation Type * | Mandatory | Dropdown |
| VCN No | Mandatory | LOV |
| IMO No | Non Mandatory | Textbox |
| Purpose Of Visit Code | Non Mandatory | Textbox |
| Vessel Name | Non Mandatory | Textbox |
| IGM No | Mandatory | Textbox |
| IGM Date | Non Mandatory | Date |
| Arrival Date | Non Mandatory | Textbox |
| Berthing Date and Time | Non Mandatory | Textbox |
| Shipping Agent Name | Non Mandatory | Textbox |
| Operation Date | Mandatory | Date |
| Shift Name | Mandatory | LOV |
| Shift Name | Mandatory | LOV |
| Shift Operation Start Time | Non Mandatory | Textbox |
| Shift Operation End Time | Non Mandatory | Textbox |
| Anchorage/Berth | Mandatory | Dropdown |
| Berth Code/Anchorage Name | Non Mandatory | LOV |
| ETD | Non Mandatory | Textbox |
| Hose Fitting D&T | Non Mandatory | Date and Time |
| Vessel Ready to Sail | Non Mandatory | Date and Time |
| Gangway Lowered Date & Time | Non Mandatory | Date and Time |
| Expected Cargo Completed D&T | Non Mandatory | Date and Time |
| Custom Clearance Start D&T | Non Mandatory | Date and Time |
| Custom Clearance End D&T | Non Mandatory | Date and Time |
| Vessel Operation Commencement Date | Mandatory | Date and Time |
| GLD | Non Mandatory | Date and Time |
| Vessel Operation Completed Flag | Non Mandatory | Check Box |
| Vessel Completion Date | Mandatory | Date and Time |
| Documentation Completed | Non Mandatory | Date and Time |
| IGM Quantity | Non Mandatory | Textbox |
| Shift Discharged Quantity | Non Mandatory | Textbox |
| Cumulative Discharged Quantity By Barge | Non Mandatory | Textbox |
| Cumulative Discharged Quantity | Non Mandatory | Textbox |
| Balance Quantity | Non Mandatory | Textbox |
| Heavy Tonnage | Non Mandatory | Textbox |
| Piece Rate Tonnage | Non Mandatory | Textbox |
| Cumulative Excess Landed Quantity | Non Mandatory | Textbox |
| Cumulative Short Landed Quantity | Non Mandatory | Textbox |

| | | |
|---|---------------|----------|
| IGM Quantity | Non Mandatory | Textbox |
| Shift Discharged TEUs | Non Mandatory | Textbox |
| Cumulative Discharged TEUs By Barge | Non Mandatory | Textbox |
| No of 20ft Containers | Non Mandatory | Textbox |
| No of 40ft Containers | Non Mandatory | Textbox |
| No of ODD Size Containers | Non Mandatory | Textbox |
| Shift Discharged Tonnage | Non Mandatory | Textbox |
| Cumulative Discharged TEUs | Non Mandatory | Textbox |
| Cumulative Discharged Tonnage | Non Mandatory | Textbox |
| Cumulative Excess Landed TEUs | Non Mandatory | Textbox |
| Cumulative Short landed TEUs | Non Mandatory | Textbox |
| Balance TEUs(To be discharged) | Non Mandatory | Textbox |
| No of Empty Containers | Non Mandatory | Textbox |
| Cumulative No of Empty Containers | Non Mandatory | Textbox |
| IGM Quantity Packages | Non Mandatory | Textbox |
| Shift Discharged Packages | Non Mandatory | Textbox |
| Cumulative Discharged Packages By Barge | Non Mandatory | Textbox |
| Cumulative Discharged Packages | Non Mandatory | Textbox |
| Cumulative Excess Landed Packages | Non Mandatory | Textbox |
| Cumulative Short Landed Packages | Non Mandatory | Textbox |
| Balance Packages To be Discharged | Non Mandatory | Textbox |
| No of 20ft Empty Containers | Non Mandatory | Textbox |
| No of 40ft Empty Containers | Non Mandatory | Textbox |
| No of Other Empty Containers | Non Mandatory | Textbox |
| Shift Total Delay Hrs. | Non Mandatory | Textbox |
| Delay on Port Account Hrs. | Non Mandatory | Textbox |
| Delay on Vessel Account Hrs. | Non Mandatory | Textbox |
| Cumulative Delay Hrs. | Non Mandatory | Textbox |
| Cumulative Delay on Port Account Hrs. | Non Mandatory | Textbox |
| Cumulative Delay on Vessel Account Hrs. | Non Mandatory | Textbox |
| Shift Total Time | Non Mandatory | Textbox |
| Shift Total Operation Hours | Non Mandatory | Textbox |
| Shift Total Event Hours | Non Mandatory | Textbox |
| Stevedoring Supervisor | Non Mandatory | Textbox |
| Stevedoring Type | Mandatory | Dropdown |
| Hatch No | Mandatory | LOV |
| Tank No | Mandatory | LOV |
| Stevedoring Code | Mandatory | LOV |
| Stevedore Name | Non Mandatory | Textbox |
| Stevedoring Activity | Mandatory | Dropdown |
| Remarks | Non Mandatory | Textbox |

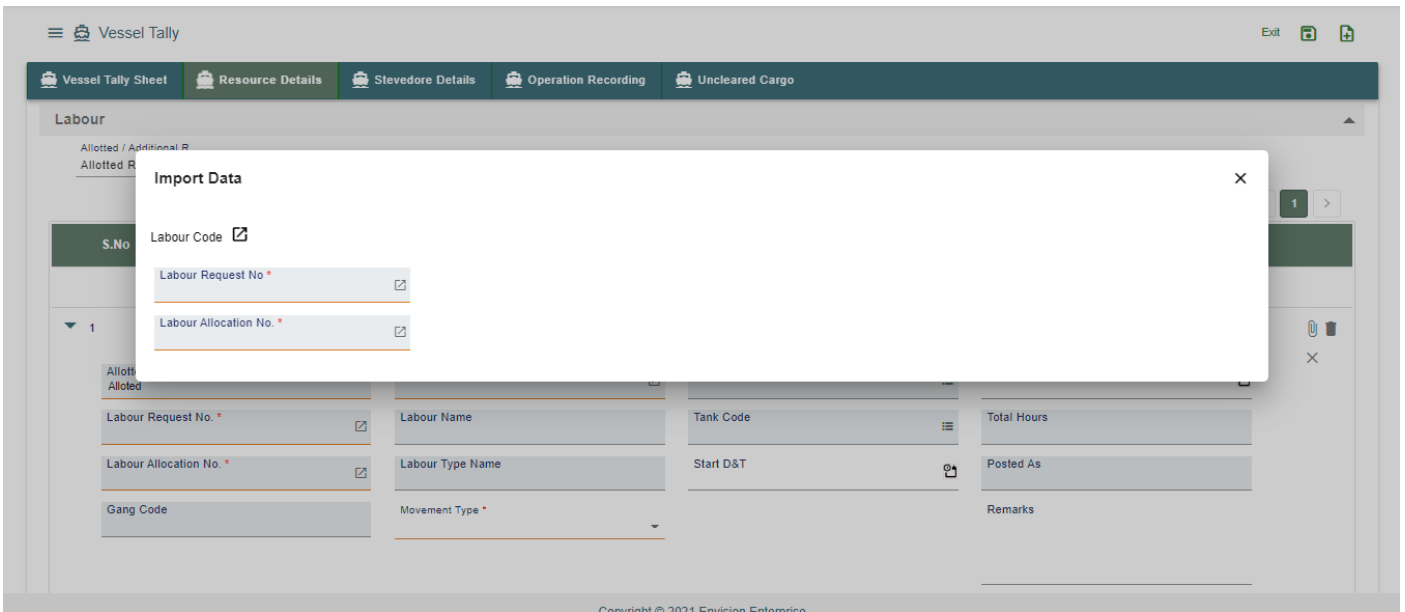
Step 2: Once data is filled in above Screen, click on save button and proceed to click on button for Resource Details. And Press to enter the data.



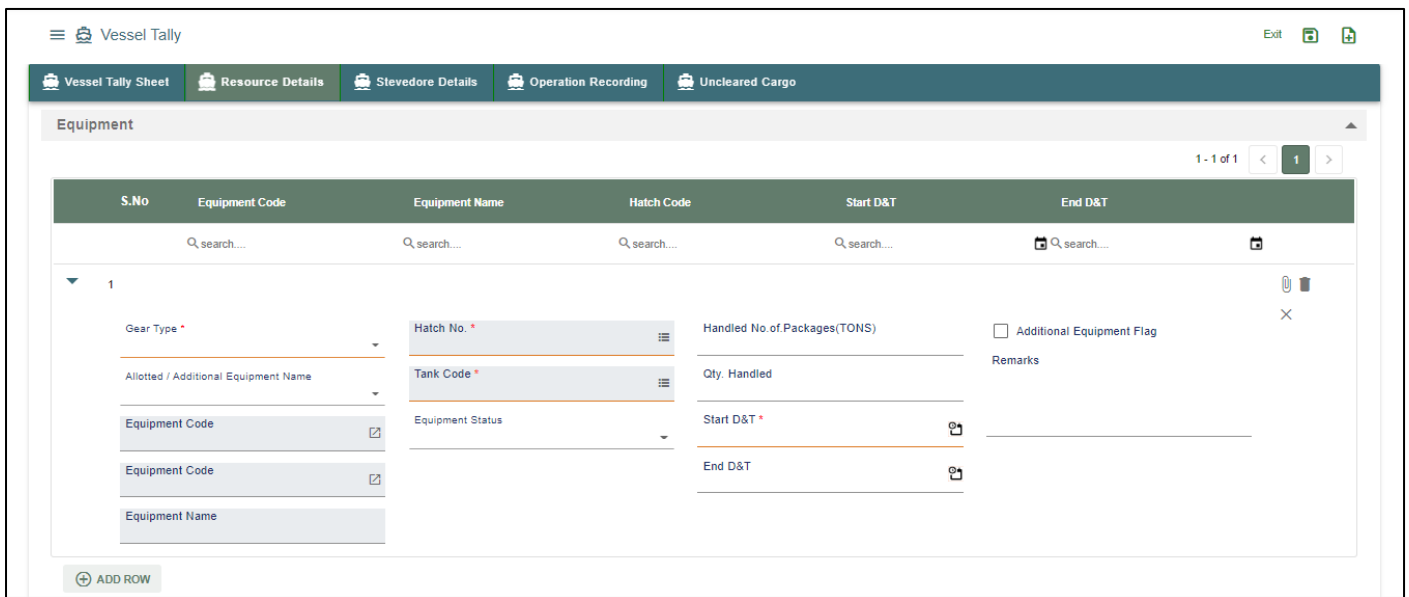
By clicking on and select the indent number from the lookup data.



By clicking on and select the Labour Allocation number from the lookup data.



After selection of Labour Request Number and Labour Allocation Number then click on .




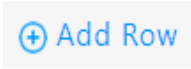
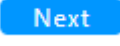
User Interface Image 28 - Vessel Tally Resource Details 6.2

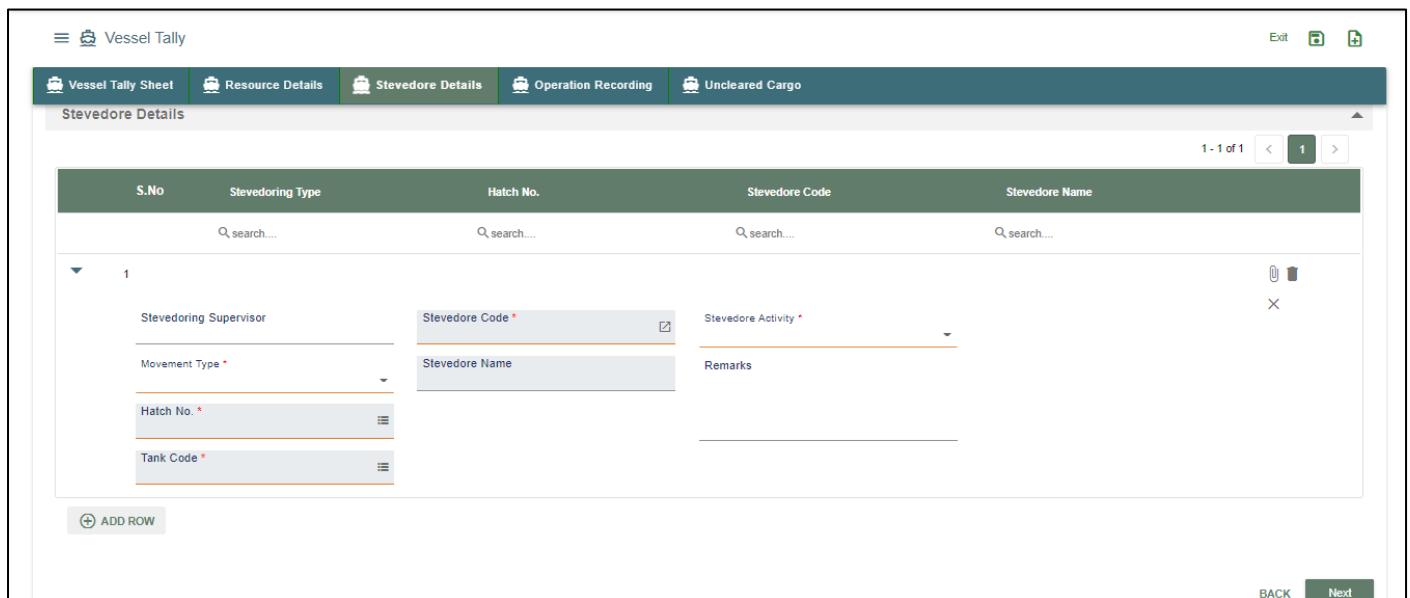
Below are the Field Information regarding Resource Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|------------------------------|---------------|-----------|
| Allotted/Additional Resource | Non Mandatory | Dropdown |
| Indent No | Mandatory | LOV |
| Allotted/Additional Resource | Mandatory | Textbox |
| Labour Request No | Non Mandatory | LOV |
| Labour Allocation No | Non Mandatory | LOV |
| Gang Code | Non Mandatory | Textbox |

| | | |
|---------------------------|---------------|----------|
| Labour Code | Mandatory | Textbox |
| Labour Name | Non Mandatory | Textbox |
| Posted As | Non Mandatory | Textbox |
| Labour Type Name | Non Mandatory | Textbox |
| Hatch No | Non Mandatory | LOV |
| Tank No | Non Mandatory | LOV |
| Start D&T | Non Mandatory | Date |
| End D&T | Non Mandatory | Date |
| Total Hours | Non Mandatory | Textbox |
| Remarks | Non Mandatory | Textbox |
| Gear Type | Mandatory | Dropdown |
| Equipment Code | Mandatory | LOV |
| Equipment Name | Non Mandatory | Textbox |
| Hatch No | Mandatory | LOV |
| Tank No | Mandatory | LOV |
| Equipment Status | Non Mandatory | Dropdown |
| Start D&T | Mandatory | Date |
| End D&T | Non Mandatory | Date |
| Additional Equipment Flag | Non Mandatory | Checkbox |
| Remarks | Non Mandatory | Textbox |


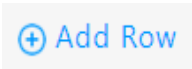
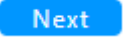
Step 3: Once data is filled in Resource details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen of Stevedore Details.

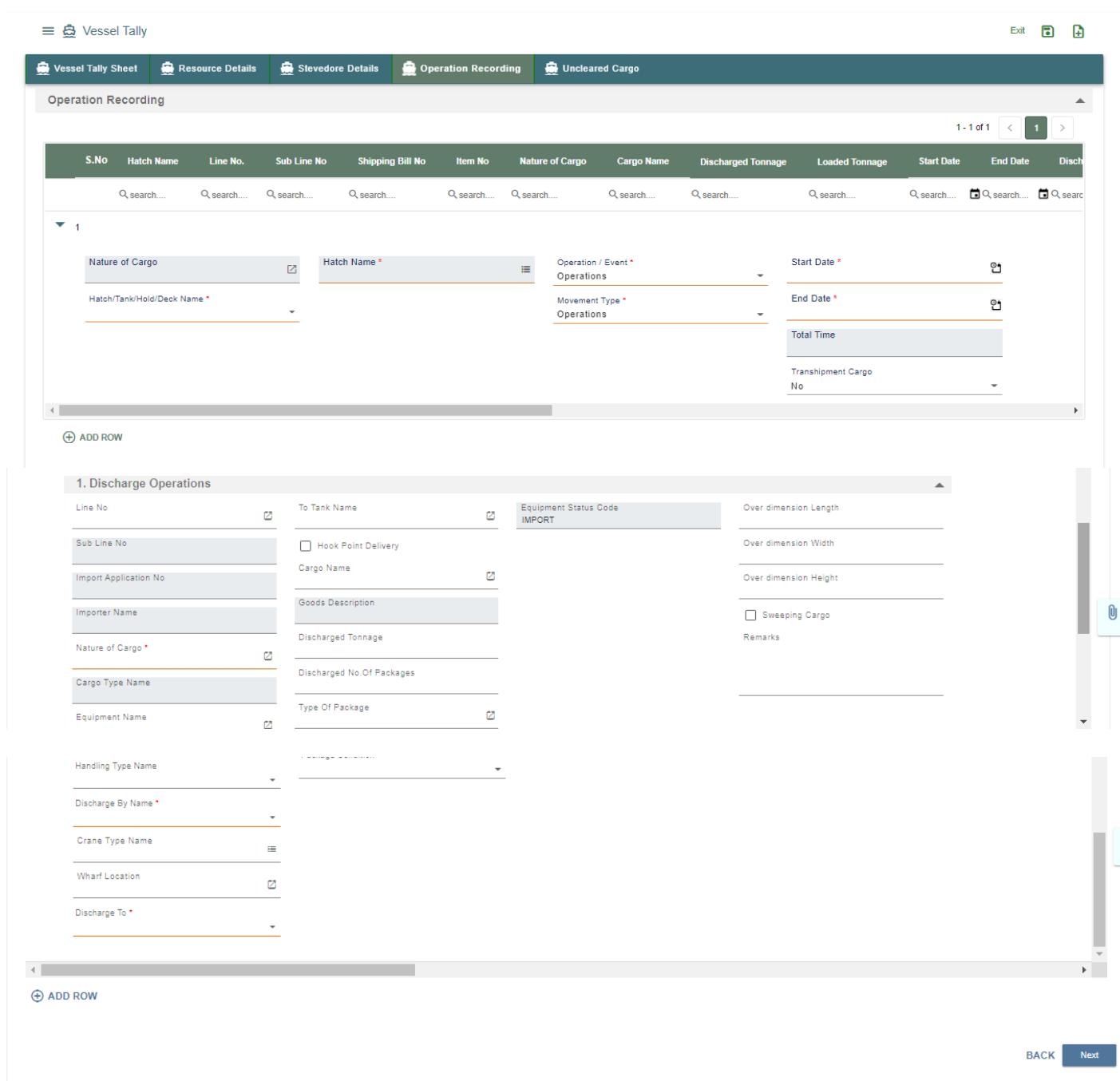


User Interface Image 29 – Vessel Tally Stevedore Details 6.3

Below are the Field Information regarding Stevedore Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 4: Once data is filled in Stevedore Details, click on save button  and click on  if need to add multiple Row's or else click on  to go to Operation Recording show as below.




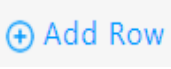
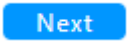
User Interface Image 30 – Vessel Tally Operation Recording 6.4

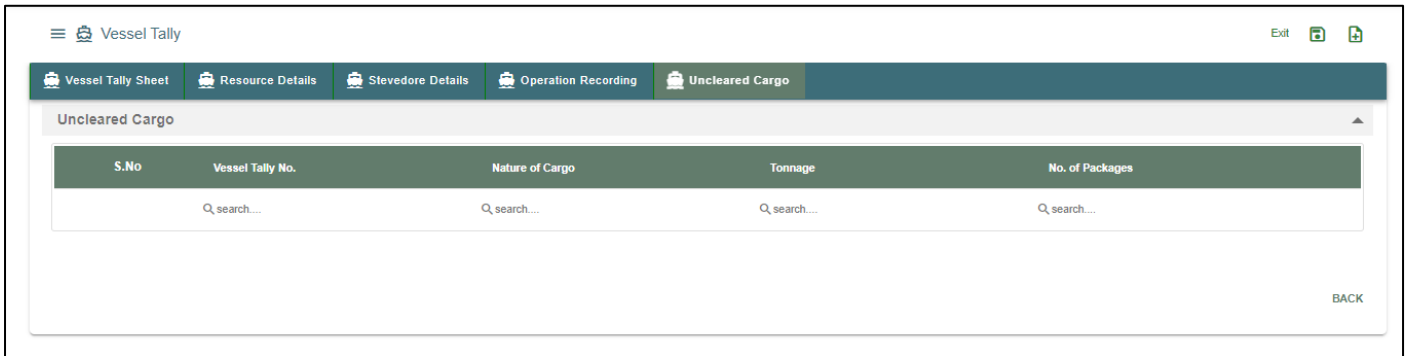
Below are the Field Information regarding Operation Recording Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)




| Field Name | Mandatory | Fill Type |
|---------------------------|---------------|---------------|
| Hatch/Tank Name | Mandatory | Dropdown |
| Hatch Name | Mandatory | LOV |
| Tank Name | Mandatory | LOV |
| Transshipment Cargo | Mandatory | Dropdown |
| Part of Hatch | Non Mandatory | Textbox |
| Operation/Event | Mandatory | Dropdown |
| Movement Type | Mandatory | Dropdown |
| Start Date | Mandatory | Date and Time |
| End Date | Mandatory | Date and Time |
| Total Operation Time | Non Mandatory | Textbox |
| Line No | Non Mandatory | LOV |
| Sub Line No | Non Mandatory | Textbox |
| TSA NO. | Mandatory | Lookup |
| Import Application No | Non Mandatory | Textbox |
| Wharf Location | Non Mandatory | LOV |
| Nature of Cargo | Mandatory | LOV |
| Cargo Type Name | Non Mandatory | Textbox |
| Equipment Name | Non Mandatory | LOV |
| Handling Type Name | Non Mandatory | Dropdown |
| Discharge By Name | Mandatory | Dropdown |
| No of Grabs | Mandatory | Textbox |
| Total No. of Trips | Non Mandatory | Textbox |
| Grab Capacity | Mandatory | Textbox |
| Grab Capacity UOM | Mandatory | LOV |
| Sling No | Mandatory | Textbox |
| Sling Landed Date & Time | Mandatory | Date and Time |
| Sling Cleared Date & Time | Mandatory | Date and Time |
| Cargo Uncleared | Non Mandatory | Checkbox |
| MLA Code | Mandatory | Textbox |
| Delivered/Shifted By | Mandatory | Dropdown |
| Conveyor Name | Mandatory | LOV |
| Conveyor Path | Mandatory | LOV |
| Barge Call No | Mandatory | LOV |
| Barge Name | Non Mandatory | LOV |
| Sequence No | Mandatory | Textbox |
| Container No | Mandatory | LOV |
| Container Size | Mandatory | LOV |
| To Tank Name | Non Mandatory | LOV |
| Discharge To | Mandatory | Dropdown |
| Cargo Name | Non Mandatory | LOV |

| | | |
|------------------------------------|---------------|-----------|
| Goods Description | Non Mandatory | Textbox |
| Discharged Tonnage | Non Mandatory | Textbox |
| UOM Name | Non Mandatory | LOV |
| Discharged No Packages | Non Mandatory | Textbox |
| Marks and Numbers | Non Mandatory | Textbox |
| Type of Packages | Non Mandatory | LOV |
| Package Condition | Non Mandatory | Dropdown |
| Container Type Classification Name | Non Mandatory | Textbox |
| ISO Name | Non Mandatory | LOV |
| Terminal Container Code | Non Mandatory | Dropdown |
| Equipment Status Code | Non Mandatory | LOV |
| Damage Type | Non Mandatory | LOV |
| Vessel Bay | Non Mandatory | Textbox |
| Vessel Row | Non Mandatory | Textbox |
| Vessel Tier | Non Mandatory | Textbox |
| Lift On Time | Non Mandatory | Textbox |
| Lift Off Time | Non Mandatory | Textbox |
| Seal Status | Non Mandatory | Textbox |
| Container Position(BRT) | Mandatory | Textbox |
| Container Seal No | Non Mandatory | Textbox |
| Container Agent Code | Non Mandatory | LOV |
| Container Damage Indicator | Non Mandatory | Dropdown |
| Container Damage Description | Non Mandatory | Textbox |
| ODC Flag | Non Mandatory | Dropdown |
| Over Dimension Length | Non Mandatory | Textbox |
| Over Dimension Width | Non Mandatory | Textbox |
| Over Dimension Height | Non Mandatory | Textbox |
| Hazardous | Non Mandatory | Dropdown |
| Tally Clerk | Non Mandatory | Textbox |
| Sweeping Cargo | Non Mandatory | Check Box |
| Sweeping Cargo Qty | Non Mandatory | Textbox |
| Heavy Tonnage | Non Mandatory | Textbox |
| Piece Rate Tonnage | Non Mandatory | Textbox |
| Remarks | Non Mandatory | Textbox |


Once data is filled in Operation Recording Details, click on save button  and click on  if need to add multiple Row's or else click on  to go to Uncleared Cargo show as below.






User Interface Image 31 – Vessel Tally Operation Recording 6.5

Step 5: Once data is filled in Operation Recording Details, click on save button  and click on  if need to add multiple Row's or else click on  and documents will be saved with draft status and on screen LOV will show as below.



Step 6(a): 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 –

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.

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) ✕

| 8No. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Custom Related Document | CUST DOC | | | *File Required |

+ 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.x

Attachments (2) ✕

| 8No. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Cargo Related Documents | International Load Line Certificate | | | *File Required |
| <input type="checkbox"/> | 2. | Custom Related Document | Transhipment Permit | | | *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)

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. | Cargo Related Documents | International Load Line Certificate | | | *File Required |
| <input checked="" type="checkbox"/> | 2. | Custom Related Document | Transhipment Permit | | | *File Required |

or

Drag files here, to upload

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

the status on the screen.



Attachments (2)


| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. | Custom Related Document | Transhipment Permit | | | *File Required |
| <input type="checkbox"/> | 2. | Cargo Related Documents | International Load Line Certificate | | | *File Required |

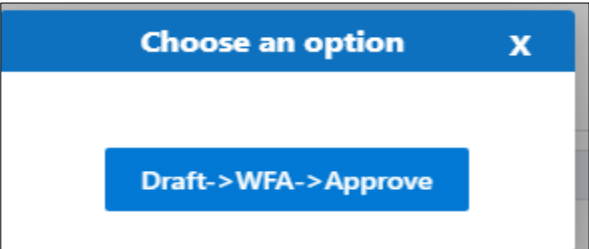
or


| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | Certificate Name | Clear |
|------|----------------------|-----------------|-----------------|---------------|----------------------------------|-------|
| 1. | Custom Related | Transhipmen | | | CHPT-CQA-SDO-BTT.png (224.39 kb) | |



Click On Close Button

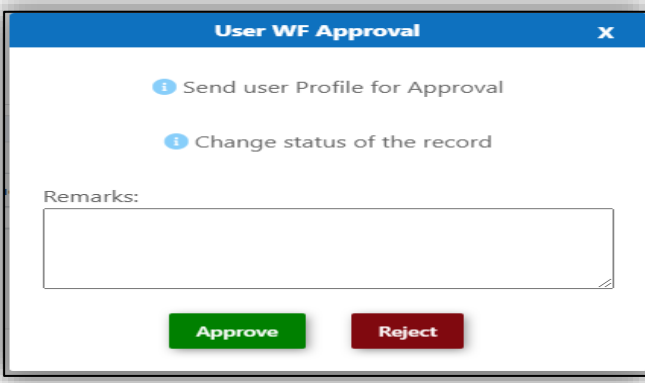
Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

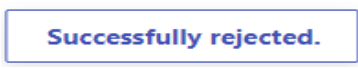




Choose an option from the popup .And now Work Flow will be initiated accordingly with id 

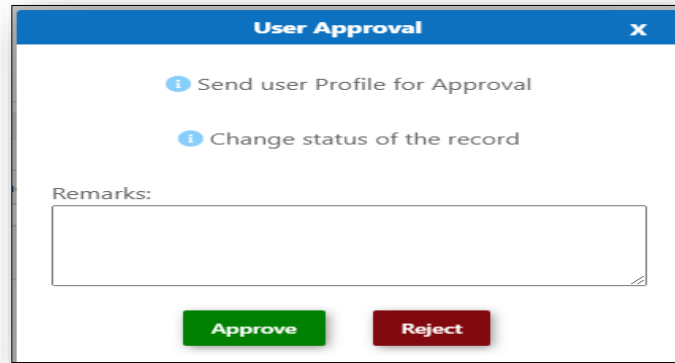
Step8: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step9: 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.  And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: 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

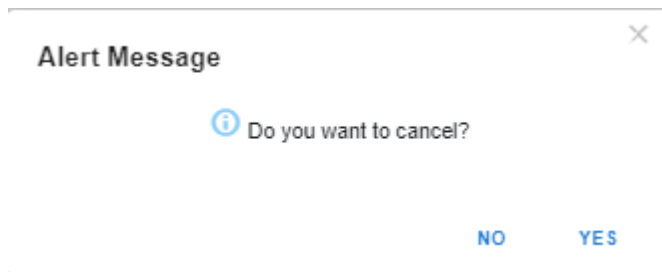
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

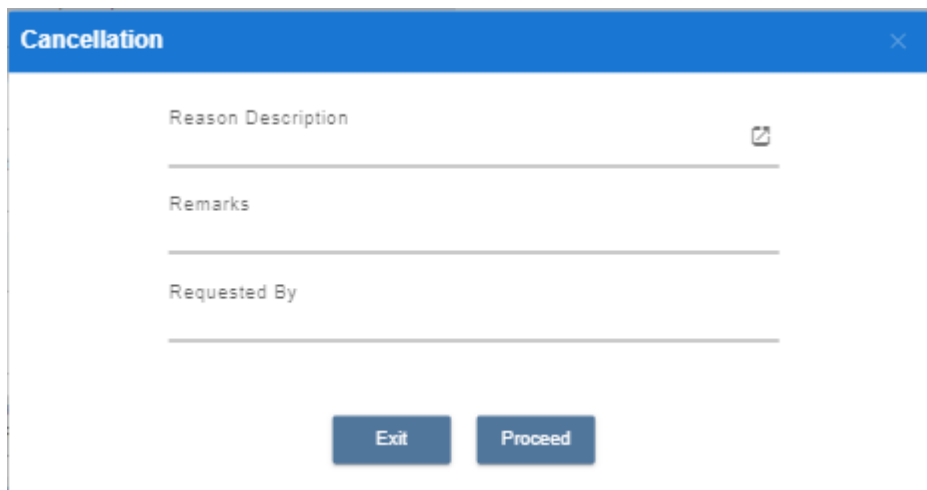
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

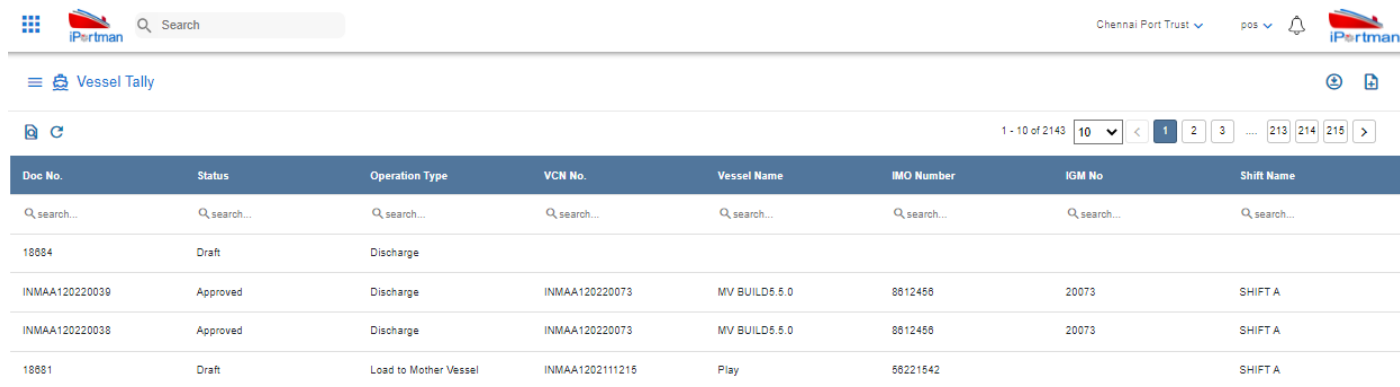


Ok


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

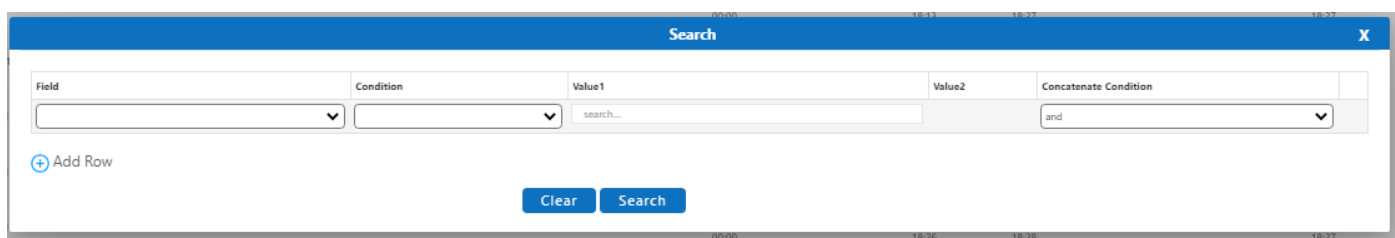
CANCEL

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





| Doc No. | Status | Operation Type | VCN No. | Vessel Name | IMO Number | IGM No | Shift Name |
|----------------|----------|-----------------------|-----------------|---------------|------------|--------|------------|
| 18884 | Draft | Discharge | | | | | |
| INMAA120220039 | Approved | Discharge | INMAA120220073 | MV BUILD5.5.0 | 8612458 | 20073 | SHIFT A |
| INMAA120220038 | Approved | Discharge | INMAA120220073 | MV BUILD5.5.0 | 8612458 | 20073 | SHIFT A |
| 18881 | Draft | Load to Mother Vessel | INMAA1202111215 | Play | 58221542 | | SHIFT A |


Step 17: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



| Field | Condition | Value1 | Value2 | Concatenate Condition |
|----------------------|----------------------|-----------|--------|-----------------------|
| <input type="text"/> | <input type="text"/> | search... | | and |

Buttons: Add Row, Clear, Search

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

3. BUSINESS FUNCTION NAME: PERMISSION REQUEST

3.1. DEFINITION:

Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process


Agent requests for various Permissions from the port either through Portal providing necessary Data.

Request will be received in iPortman application to the respective department for review and approval.

3.2. NAVIGATION



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

| | |
|------------------|---|
| Menu Path | Menu Bar → Marine → Requests → Permission Request → Click on New button  |
|------------------|---|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

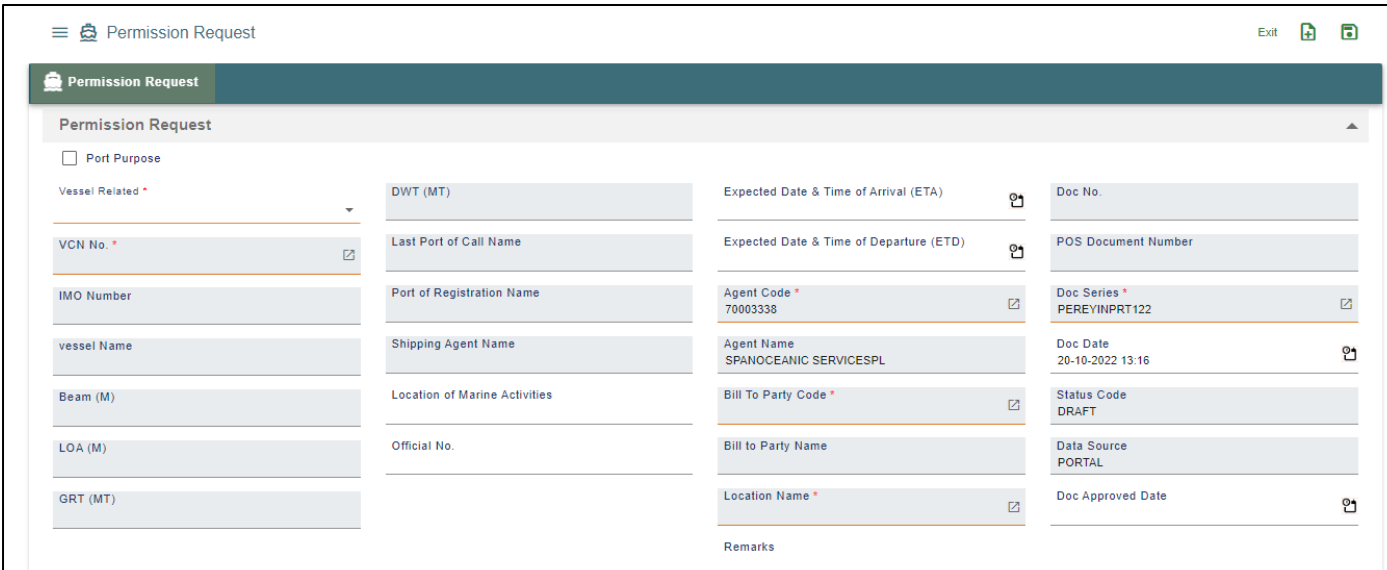
3.3. PREREQUISITES – MASTERS

1. Agent
2. Permission Type

3.4. SCREENSHOTS

Following are the screenshot from Permission Request

Step 1-Click on New button  . The user shall redirect to the screen like below-.



The screenshot shows a web application interface for 'Permission Request'. The form includes the following fields:

- Port Purpose
- Vessel Related (dropdown menu)
- VCN No. *
- IMO Number
- vessel Name
- Beam (M)
- LOA (M)
- GRT (MT)
- DWT (MT)
- Last Port of Call Name
- Port of Registration Name
- Shipping Agent Name
- Location of Marine Activities
- Official No.
- Expected Date & Time of Arrival (ETA)
- Expected Date & Time of Departure (ETD)
- Agent Code * (70003338)
- Agent Name (SPANOCCEANIC SERVICESPL)
- Bill To Party Code *
- Bill to Party Name
- Location Name *
- Doc No.
- POS Document Number
- Doc Series * (PEREYINPRT122)
- Doc Date (20-10-2022 13:16)
- Status Code (DRAFT)
- Data Source (PORTAL)
- Doc Approved Date
- Remarks

User Interface Image 251-Permission Request 28.5.1


Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Below are the Field Information regarding Permission Request Details Section.

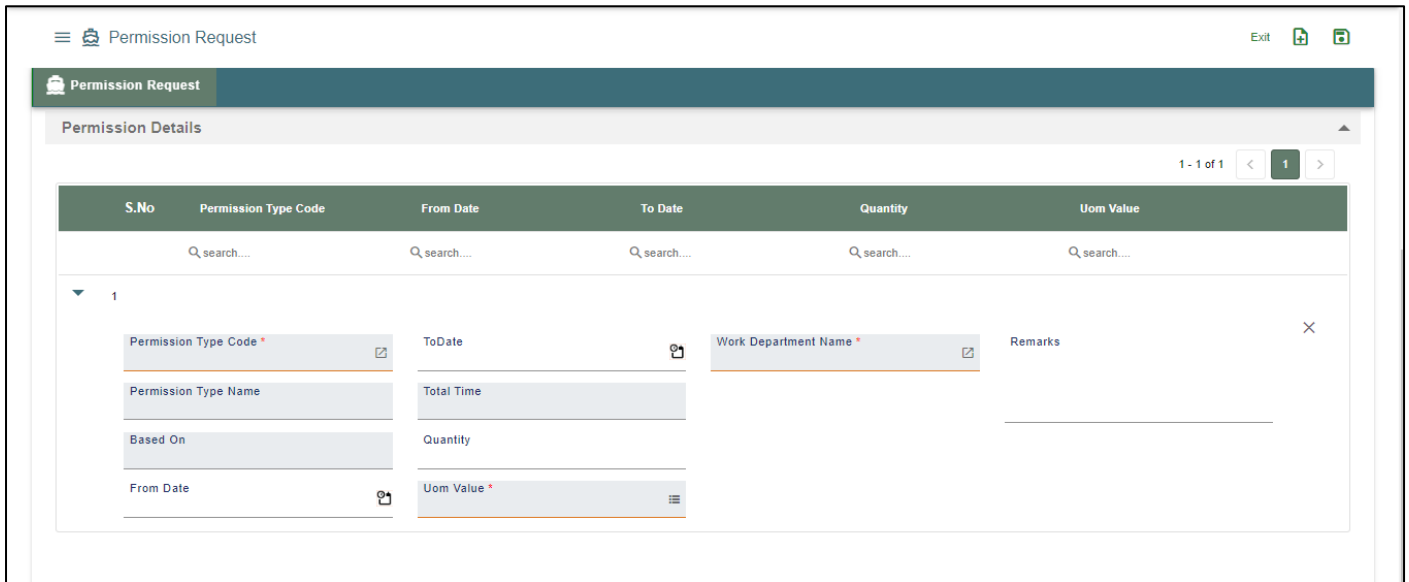
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|------------|-----------|-----------|
|------------|-----------|-----------|

| | | |
|--|-----|---|
| Port Purpose | NO | Check Box |
| Vessel Related | YES | Drop Down |
| VCN NO. | YES | Form Lookup |
| IMO NO. | NO | Auto Populated |
| Vessel Name | NO | Auto Populated |
| Call Sign | NO | Auto Populated |
| Beam(m) | NO | Auto Populated |
| LOA(m) | NO | Auto Populated |
| GRT (MT) | NO | Auto Populated |
| NRT(MT) | NO | Auto Populated |
| DWT(MT) | NO | Auto Populated |
| Run Name | NO | Auto Populated |
| Last Port of Call Name | NO | Auto Populated |
| Port of Registration Name | NO | Auto Populated |
| Shipping Agent Name | NO | Auto Populated |
| Location of Marine Activities | NO | Text Box |
| Official NO. | NO | Text Box |
| Expected Date & Time of Arrival(ETA) | NO | Calendar - Date and time / Auto Populated |
| Expected Date & Time of Departure(ETD) | NO | Calendar - Date and time / Auto Populated |
| Agent Code | YES | Form Lookup |
| Agent Name | NO | Auto Populated |
| Bill To Party Code | YES | Form Lookup |
| Bill To Party Name | No | Auto Populated |
| Location Name | YES | Form Lookup |
| Remarks | NO | Text Box |

Step 3: Permission Details Section is also displayed in the same page. Click on  the button.

Step 4: The system shall display below fields to enter.





User Interface Image 252 Permission Request 28.5.2


Below are the Field Information regarding Permission Request Details Section.

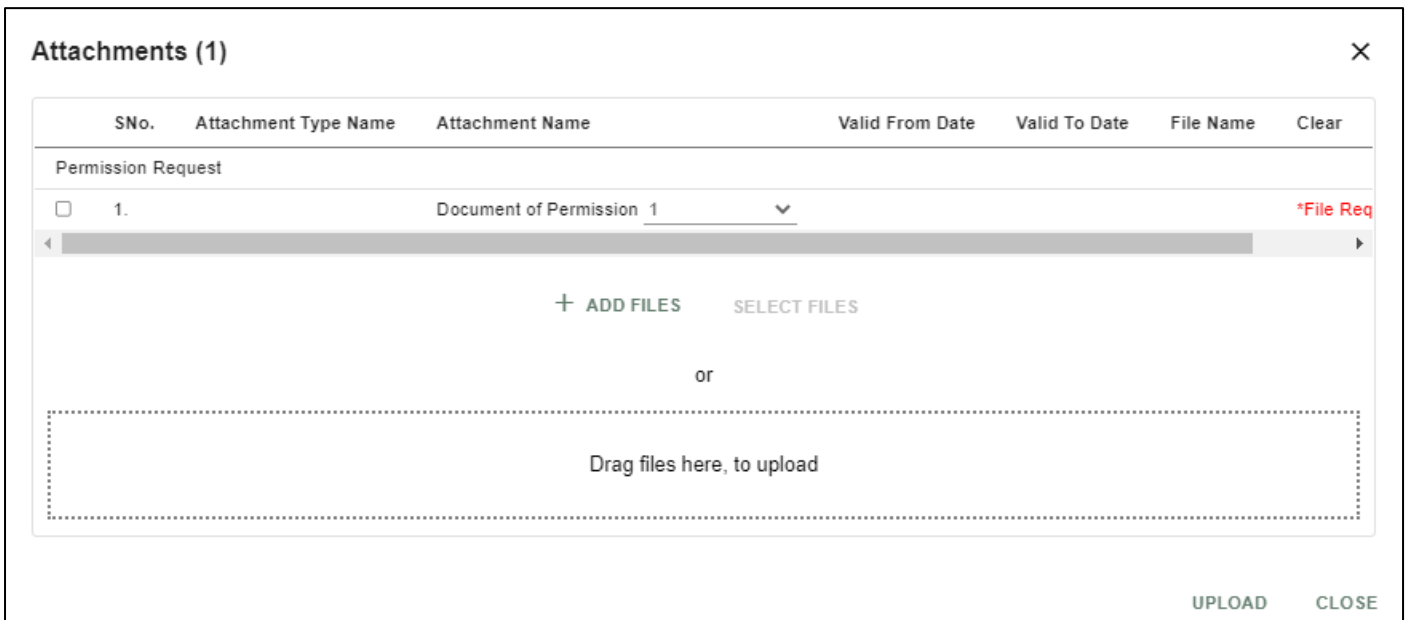
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|----------------------|-----------|--------------------------|
| Permission Type Code | YES | Form Look Up |
| Permission Type Name | NO | Auto Populated |
| Based On | NO | Auto Populated |
| From Date | YES | Calendar - Date and time |
| To Date | YES | Calendar - Date and time |
| Total Time | NO | Auto Populated |
| Quantity | YES | Text Box |
| Uom Value | YES | BL Lookup |
| Work Department Name | YES | Form Lookup |
| Remarks | | Text Box |
| Attachment Name | YES | BL Lookup |

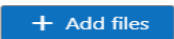

| | | |
|------------------------|----|----------|
| Certificate Valid From | NO | Calendar |
| Certificate Valid To | NO | Calendar |
| File Name | NO | Textbox |

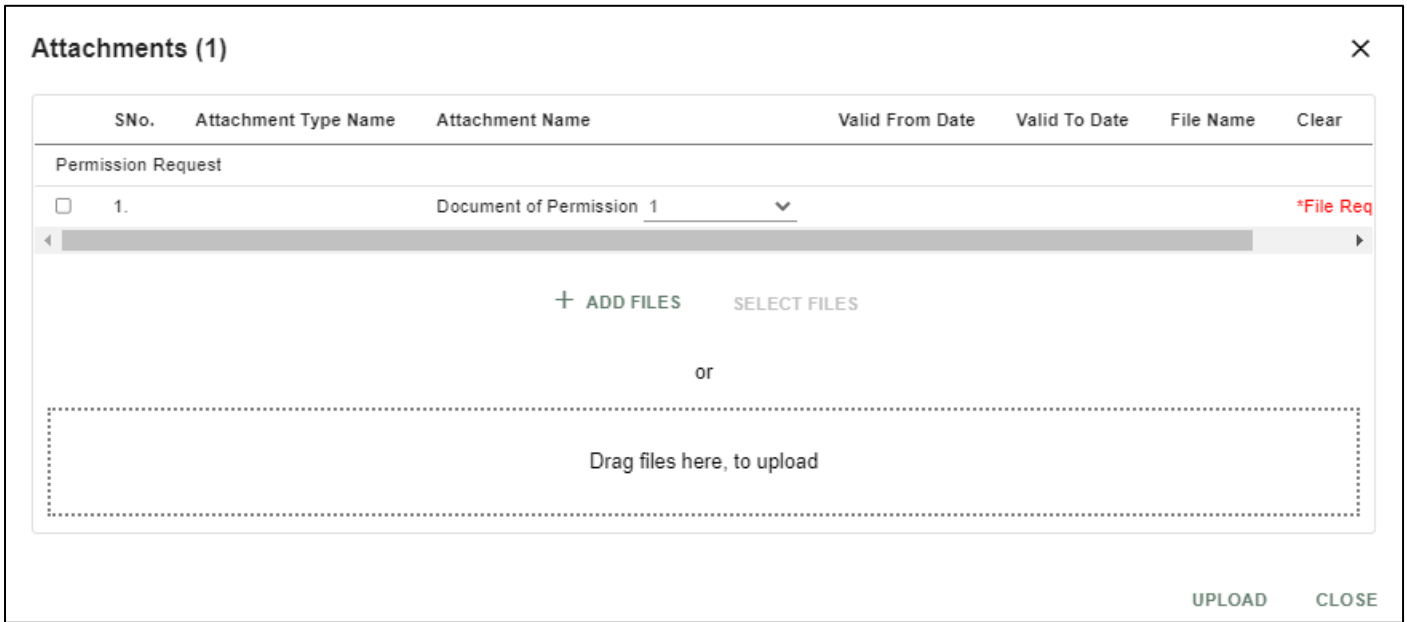
Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 253-Permission Request 28.5.3

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

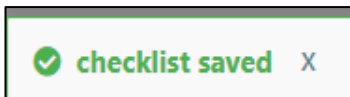


User Interface Image 254-Permission Request 28.5.4


Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

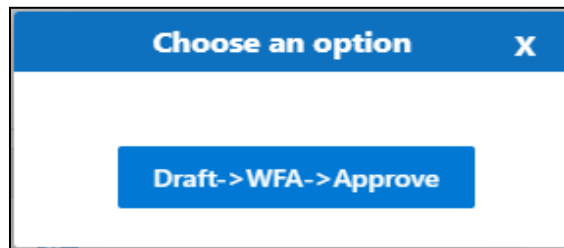
Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |




Step 11: Click on Save, System will display the  status on the screen.

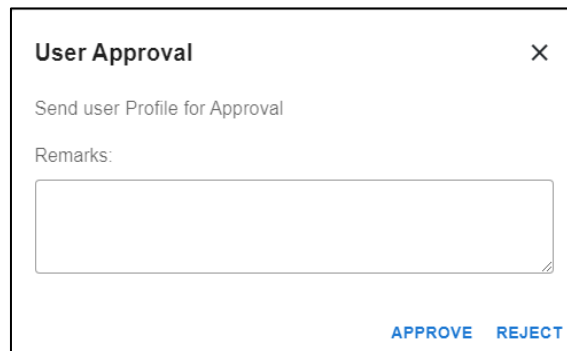
Step 12: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Work Flow Initiated. with drivenId = 12999

Step13: 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

Step14: 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. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step15: 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).

User Approval ×

Send user Profile for Approval


Remarks:

APPROVE
REJECT

Step16: 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. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. 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).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE
REJECT

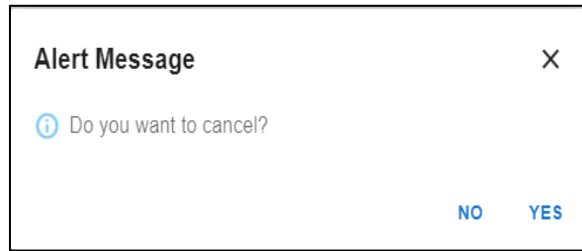
Step 18: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

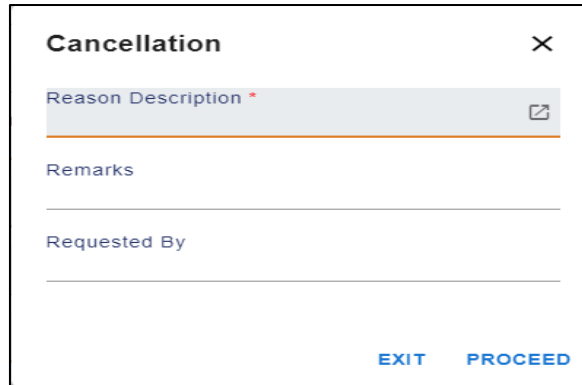
Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.


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 Yes and No

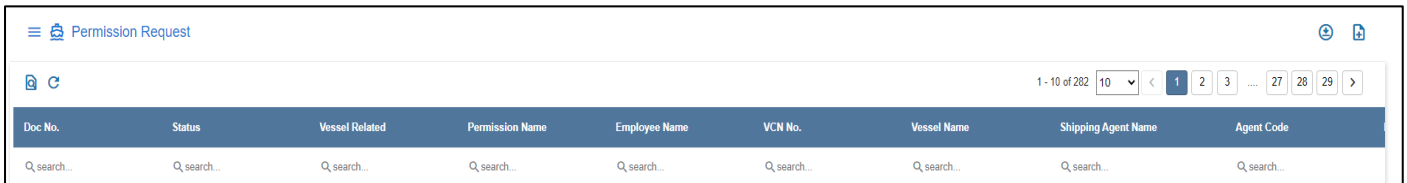


By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.




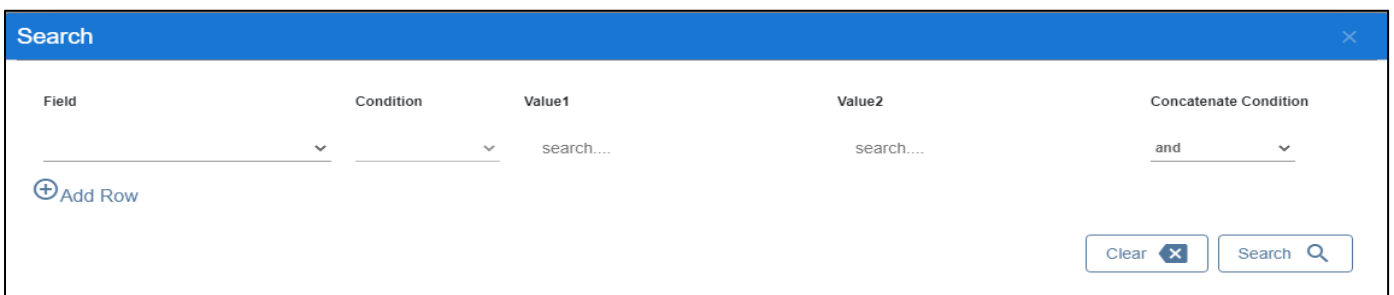
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


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



User Interface Image 255Permission Request 28.5.5

Step 21: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


4. BUSINESS FUNCTION NAME: PERMISSION RECORDING


4.1. DEFINITION:


Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

4.2. NAVIGATION

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Marine → Recordings → Permission Recording → Click on New button  |
|------------------|---|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.


4.3. PREREQUISITES – MASTERS

1. Department Master

4.4. SCREENSHOT

Following are the screenshots from Permission Recording

Step 1-Click on New button  . The user shall redirect to the screen like below-.



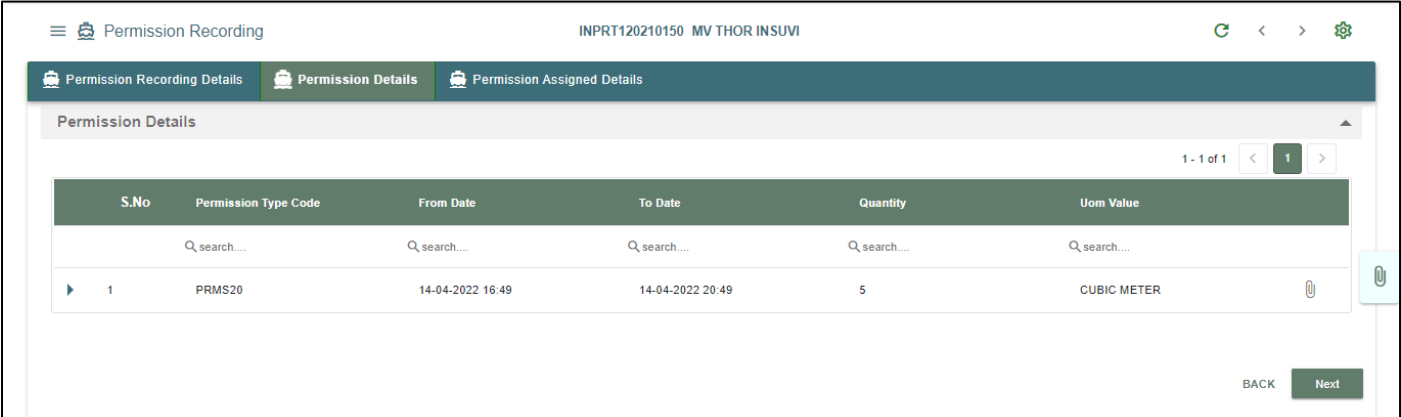
Permission Recording Details

| | | | |
|---|-------------------------------------|---|---------------------------------------|
| Permission Approval No. * INPRT1-2022-0001 | Employee Code | Designation Name | Doc No. INPRT1-2022-0001 |
| Permission Name | Employee Name | Work Department Name | POS Document Number INPRT120220001 |
| Vessel Related Yes | LOA (M) 189.99 | Expected Date & Time of Arrival (ETA) 21-11-2021 18:01 | Doc Date 13-04-2022 16:58 |
| VCN No. INPRT120210150 | GRT (MT) 30,051 | Expected Date & Time of Departure (ETD) 22-11-2021 11:30 | Doc Series * PERCTPSEQ72022Y |
| IMO Number 9298533 | NRT (MT) 17,738 | Bill To Party Code 70003338 | Status Approved |
| vessel Name MV THOR INSUVI | DWT (MT) 52,489 | Bill to Party Name SPANOCCEANIC SERVICESPL | Data Source POS |
| Call Sign | Run Name Foreign | Location Name | Doc Approved Date 13-04-2022 16:58 |
| Agent Code 70003338 | Last Port of Call Name Adang Bay | Remarks | |
| Agent Name SPANOCCEANIC SERVICES PVT LTD | Port of Registration Name | | |

User Interface Image 256- Permission Recording 29.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Permission Details page as below – The data's will be auto populated based upon the previous data.



Permission Details

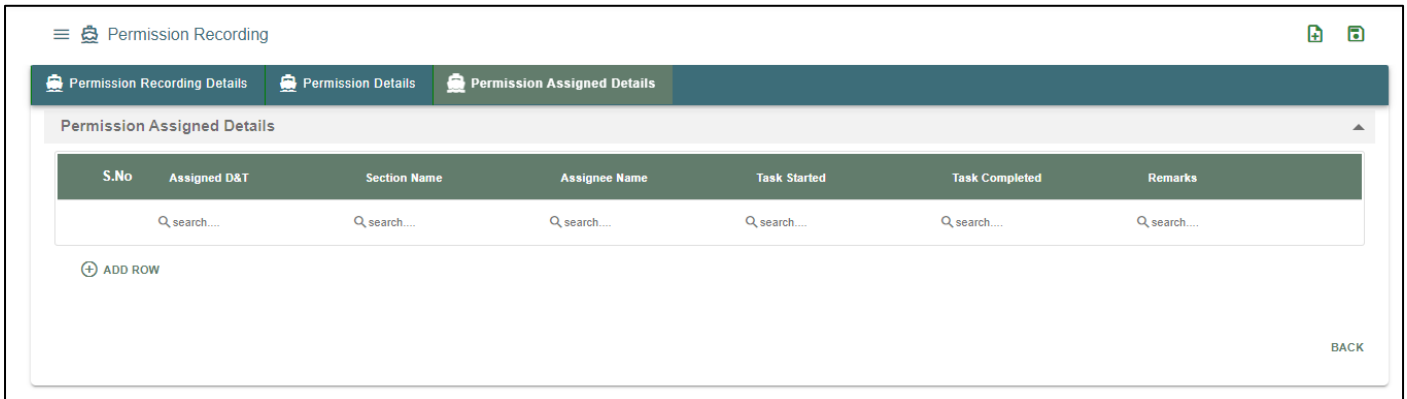
| S.No | Permission Type Code | From Date | To Date | Quantity | Uom Value |
|------|----------------------|------------------|------------------|----------|-------------|
| 1 | PRMS20 | 14-04-2022 16:49 | 14-04-2022 20:49 | 5 | CUBIC METER |

1 - 1 of 1

BACK Next

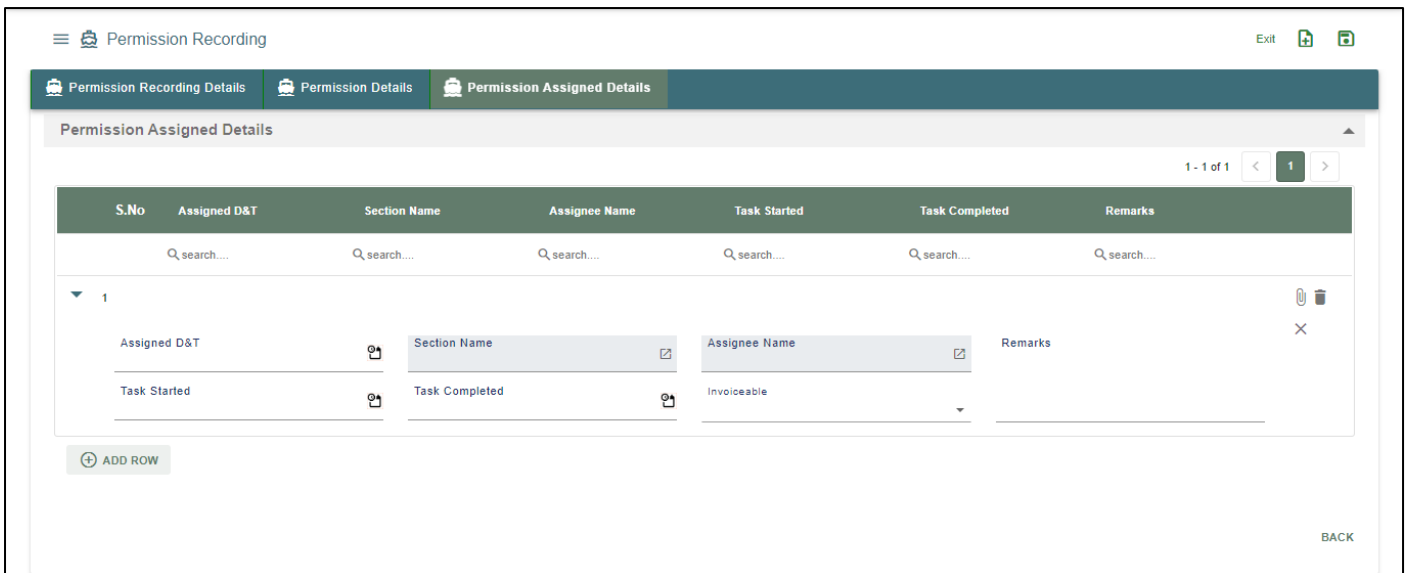
User Interface Image 257- Permission Recording 29.5.2

Step 4: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Permission Assigned Details page as below -






User Interface Image 258- Permission Recording 29.5.3

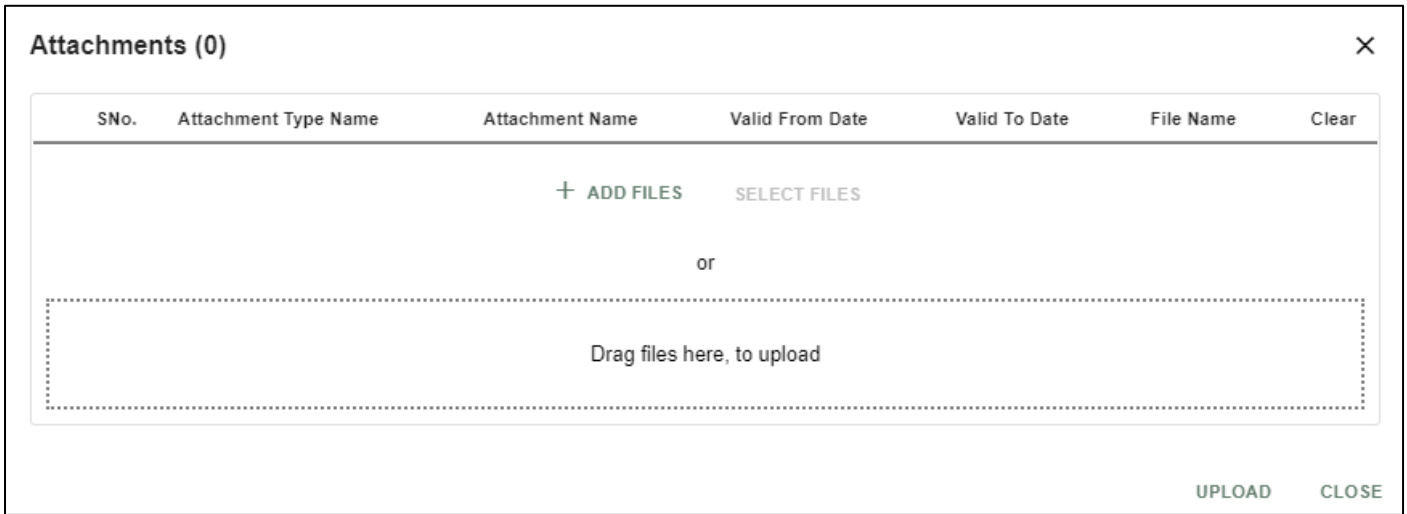
Step 5: The system shall display below fields to enter.





User Interface Image 259- Permission Recording 29.5.4

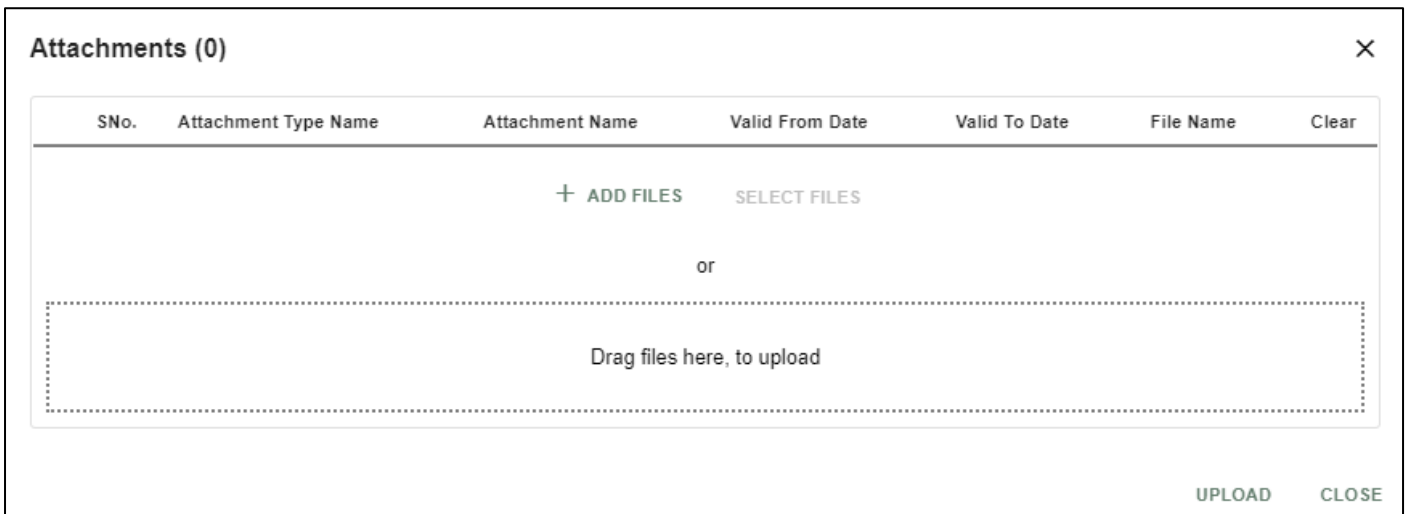
Step 6: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 7: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 260-PERMISSION RECORDING29.5.5

Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



User Interface Image 261-PERMISSION RECORDING29.5.6


Step 9: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

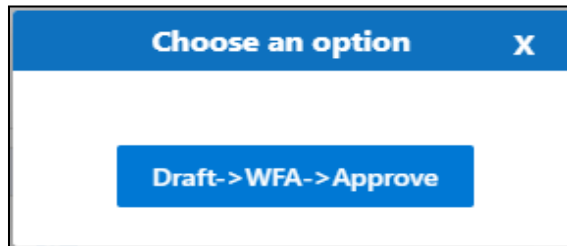
Step 10: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |




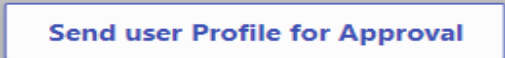
Step 11: Click on Save, System will display the  status on the screen.

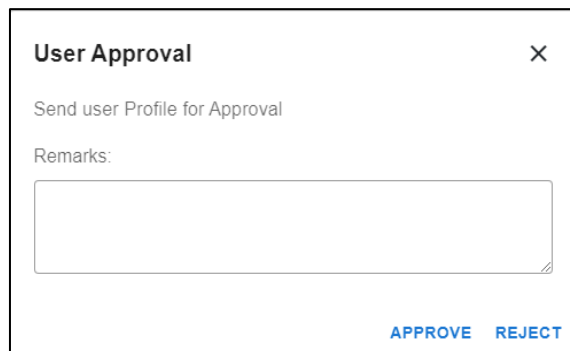
Step 12: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .




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





Step13: 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).



Step14: 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. .Up On

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

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

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

Step15: 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).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE **REJECT**

Successfully Status changed to APPROVED

Step16: 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.

Remarks required!

Up On

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

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).

User Approval ×

Send user Profile for Approval


Remarks:


APPROVE **REJECT**

Successfully Status changed to APPROVED

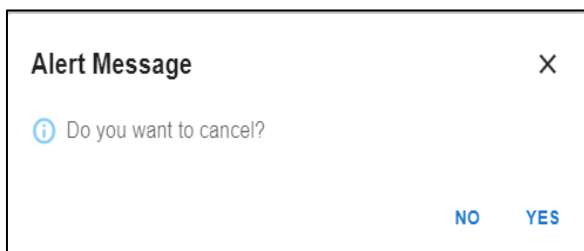
Step 18: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. . Up On

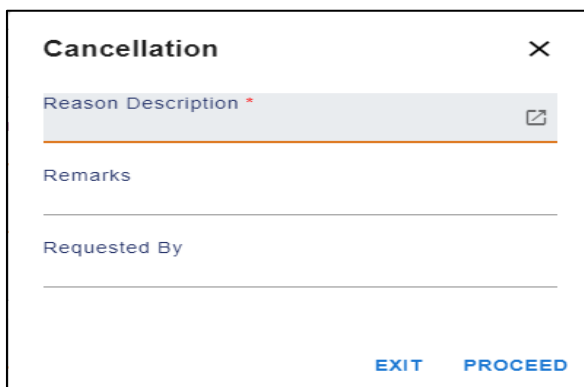
Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


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  with below alert Yes and No

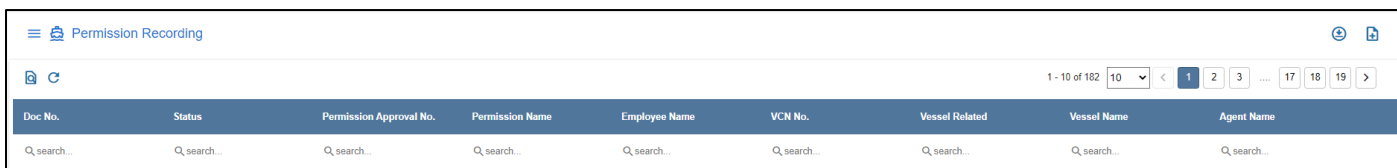


By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.




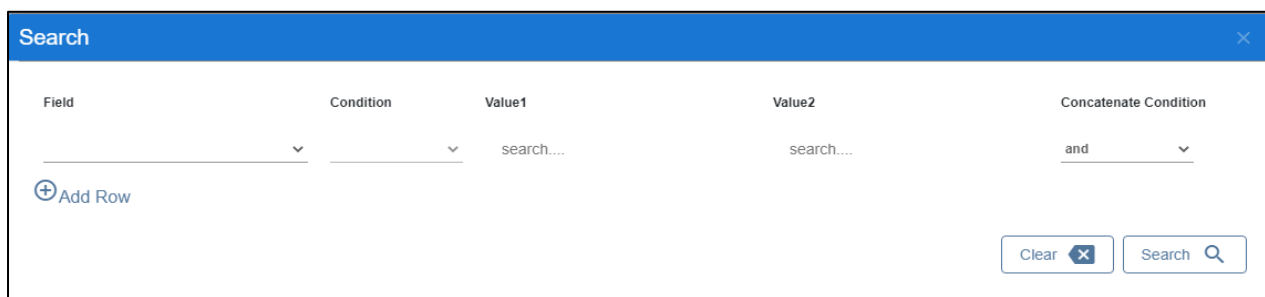
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


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



User Interface Image 261- Permission Recording 29.5.7

Step 21: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


5. BUSINESS FUNCTION NAME: PERMISSION APPROVAL


5.1. DEFINITION:


Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

5.2. NAVIGATION

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Marine → Approvals → Permission Approval → Click on New button  |
|------------------|---|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

5.3. PREREQUISITES – MASTERS

1. Agent Master
2. Permission Type Master

5.4. SCREENSHOTS

Following are the screenshot from Permission Request

Step 1-Click on New button  . The user shall redirect to the screen like below-.



Permission Approval

Permission Approval | Permission Details

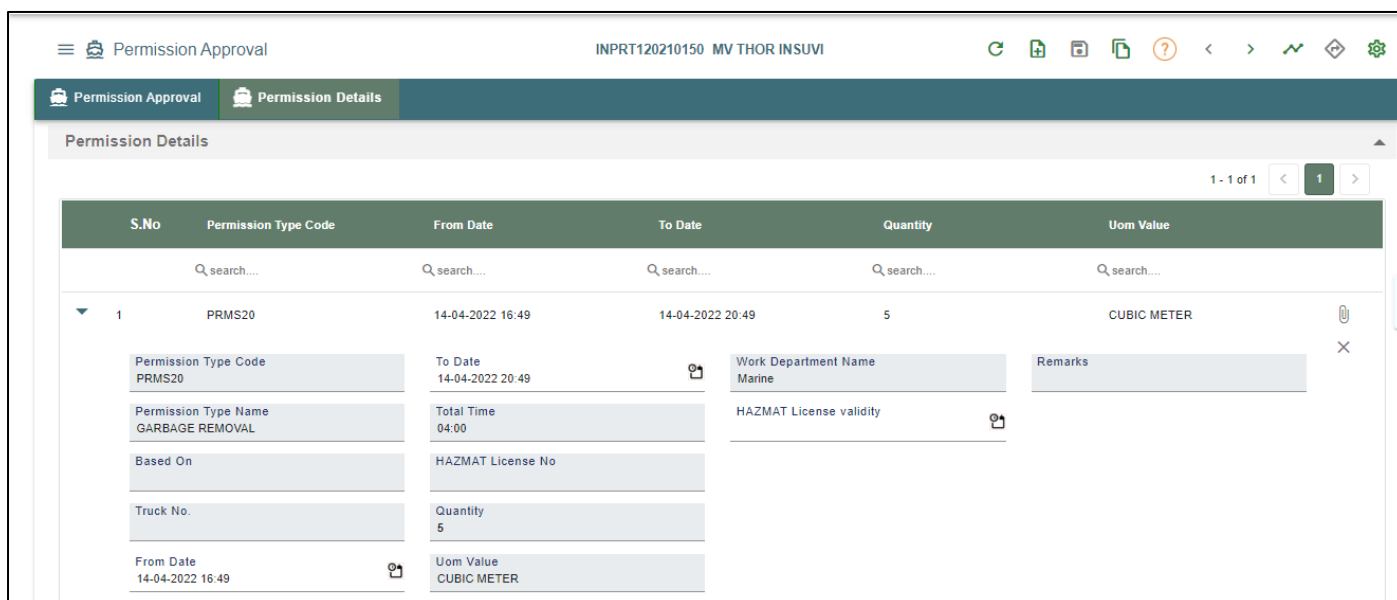
Permission Approval

| | | | |
|--------------------------|-------------------------------|---|--------------------------------|
| Permission Request No. * | Employee Code | Designation | Doc No. |
| Permission Name | Employee Name | Work Department Name | Doc Date * 20-10-2022 16:06 |
| Vessel Related | LOA (M) | Expected Date & Time of Arrival (ETA) | Doc Series PEAPTSEQ72022Y |
| VCN No. | GRT (MT) | Expected Date & Time of Departure (ETD) | Status Draft |
| IMO Number | DWT (MT) | Agent Code | Data Source POS |
| Vessel Name | Last Port of Call Name | Agent Name | Doc Approved Date |
| Beam (M) | Port of Registration Name | Bill To Party Code | |
| | Shipping Agent Name | Bill to Party Name | |
| | Location of Marine Activities | Location Name | |

User Interface Image 262-Permission Approval 30.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

Step 3: then Click on the **Next** button from the bottom of the page Permission Details Section is displayed which is auto populated.



Permission Approval | INPRT120210150 MV THOR INSUVI

Permission Approval | Permission Details


Permission Details

| S.No | Permission Type Code | From Date | To Date | Quantity | Uom Value |
|------|----------------------|------------------|------------------|----------|-------------|
| 1 | PRMS20 | 14-04-2022 16:49 | 14-04-2022 20:49 | 5 | CUBIC METER |


1 - 1 of 1

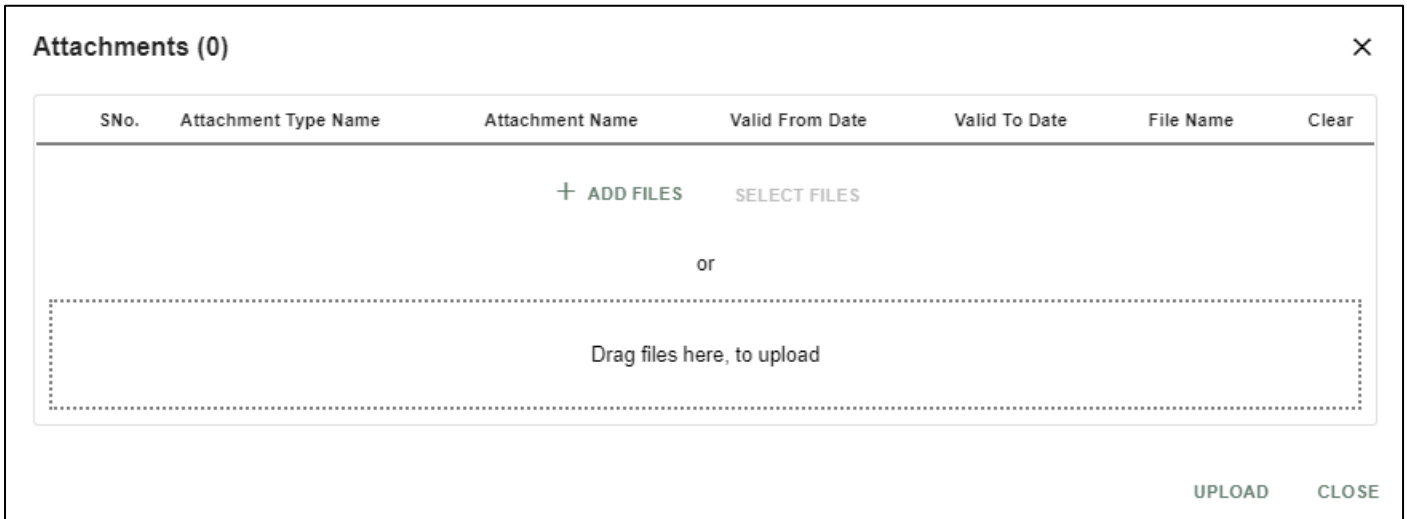
| | | | |
|---|-----------------------------|--------------------------------|---------|
| Permission Type Code PRMS20 | To Date 14-04-2022 20:49 | Work Department Name Marine | Remarks |
| Permission Type Name GARBAGE REMOVAL | Total Time 04:00 | HAZMAT License validity | |
| Based On | HAZMAT License No | | |
| Truck No. | Quantity 5 | | |
| From Date 14-04-2022 16:49 | Uom Value CUBIC METER | | |

User Interface Image 263-Permission Approval 30.5.2



Step 4: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

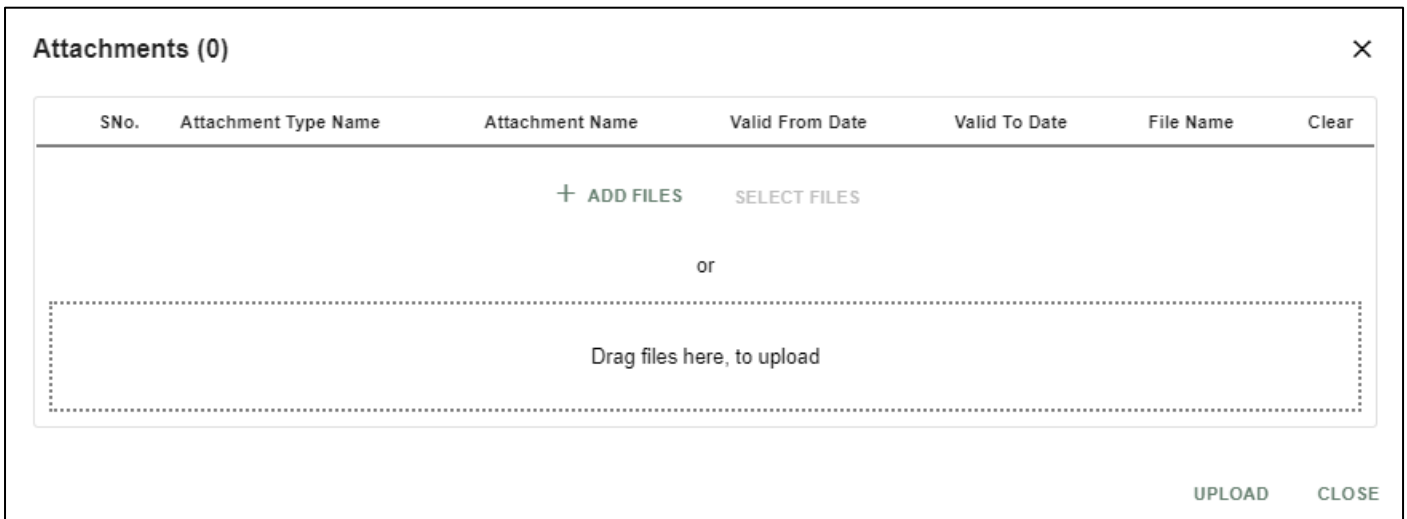


Step 5: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 264-Permission Approval 30.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.





User Interface Image 265-Permission Approval 30.5.4

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 8: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |

Step 9: Click on Save, System will display the  status on the screen.


Step 10: 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



Step11: 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).

User Approval
X

Send user Profile for Approval

Remarks:


APPROVE
REJECT

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

Successfully Status changed to WFAPP

Step12: 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. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step13: 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).

User Approval ×

Send user Profile for Approval


Remarks:

APPROVE **REJECT**

Successfully Status changed to APPROVED

Step14: 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. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 15: 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).

User Approval ✕

Send user Profile for Approval

Remarks:


APPROVE
REJECT

Successfully Status changed to APPROVED

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 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 17: 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 Yes and No

Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation ✕


Reason Description * ✎

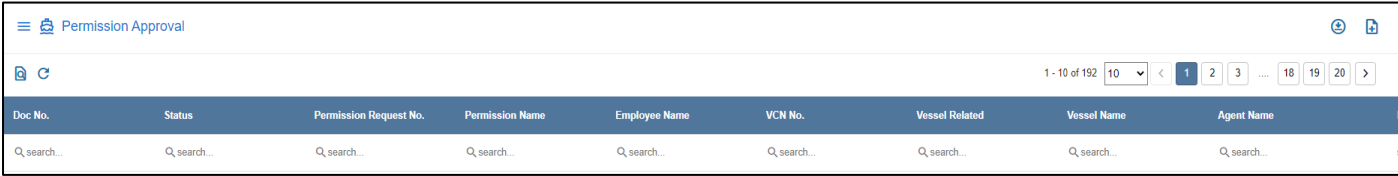
Remarks

Requested By


EXIT
PROCEED

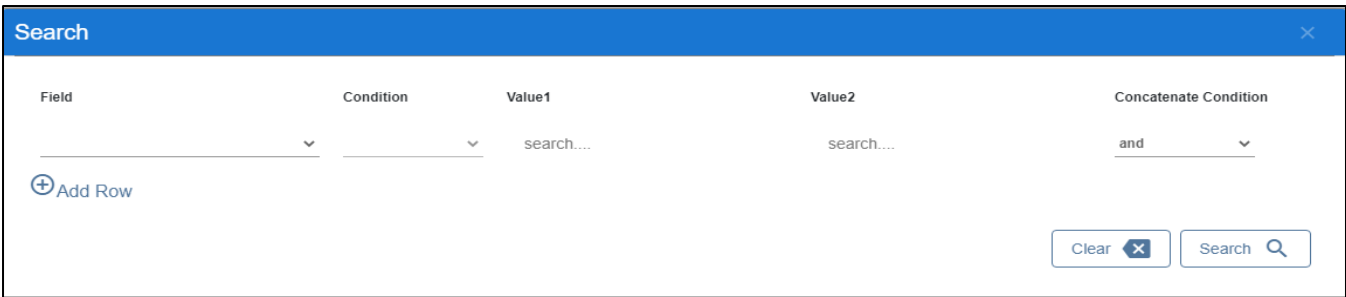
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL


Step 18: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



User Interface Image266- Permission Approval 30.5.5

Step 19: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

6. BUSINESS FUNCTION NAME: PORT ENTRY PERMIT

6.1. DEFINITION:

Truck Permit is issued for the Trucks and its drivers to enter the port prohibited area to carry the imported cargo. Company can request for Truck Permit through online Portal. Request is received in iPortman® application for issuance of pass.

6.2. NAVIGATION:

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

| | |
|------------------|---|
| Menu Path | Menu Bar →Gate Operation → Port Entry Permit→ Click on Add New |
|------------------|---|


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

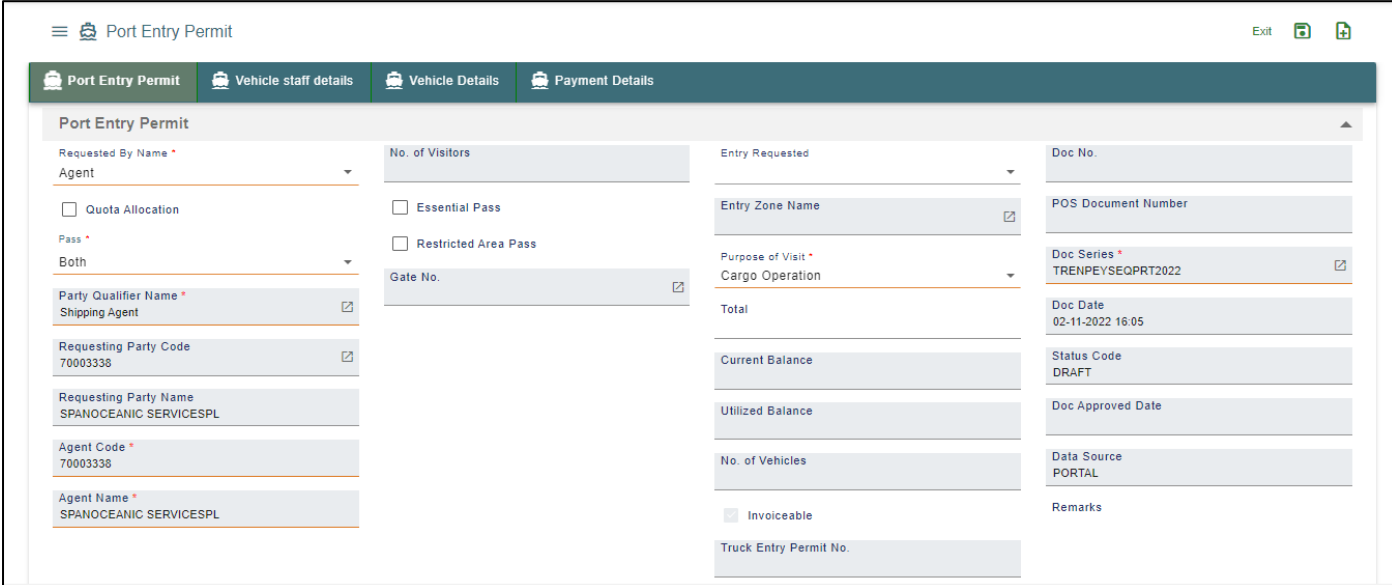
6.3. PREREQUISITES – MASTERS

1. Party Qualifier Name

2. Requesting Party Code
3. Transporter Code

6.4. SCREENSHOT:

Step 1: After Navigation to the respective function screen, User will move to list of Tables and Click on Add new button . It will direct to the below screen in order to fill the data. If Pass=Both both vehicle staff details and vehicle details tabs are enable



User Interface Image 66 - Port Entry Permit Header Details13.1

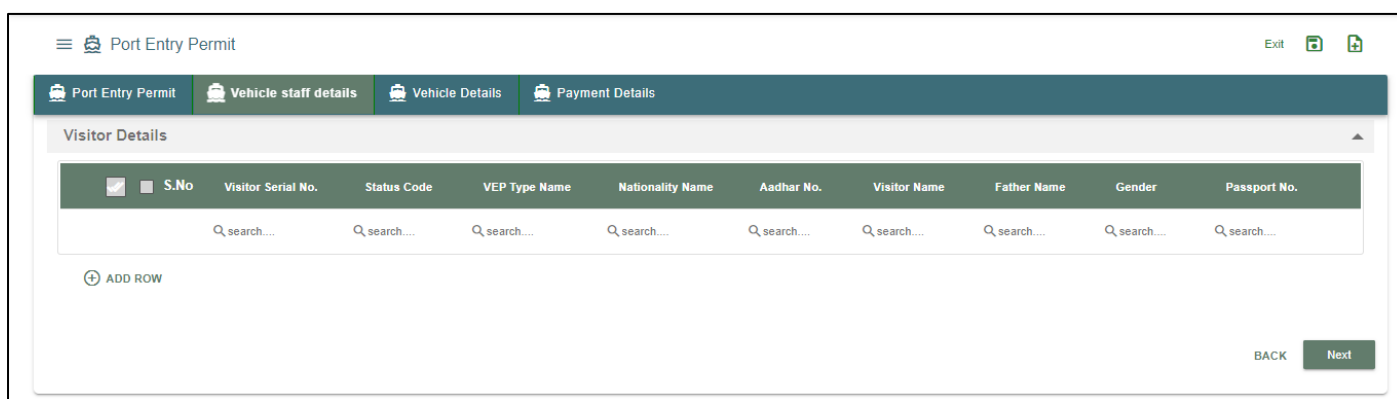
Below are the Field Information regarding **Port Entry Permit Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|-------------------------|---------------|-----------|
| Requested By * | Mandatory | Drop Down |
| Pass | Mandatory | Drop Down |
| Party Qualifier Name | Mandatory | Popup |
| Requesting Party Code * | Mandatory | Popup |
| Requesting Party Name | Non Mandatory | Text Box |
| Entry Purpose* | Mandatory | Drop Down |
| Others | Mandatory | Text Box |
| Department Name* | Mandatory | Pop UP |
| Referred By | Non Mandatory | Text Box |
| Company Name* | Mandatory | Text Box |
| Contact Person* | Mandatory | Text Box |
| Contact No * | Mandatory | Text Box |
| Gate No * | Mandatory | Pop UP |
| Entry Allowed | Mandatory | Drop Down |
| Entry Zone * | Mandatory | Popup |

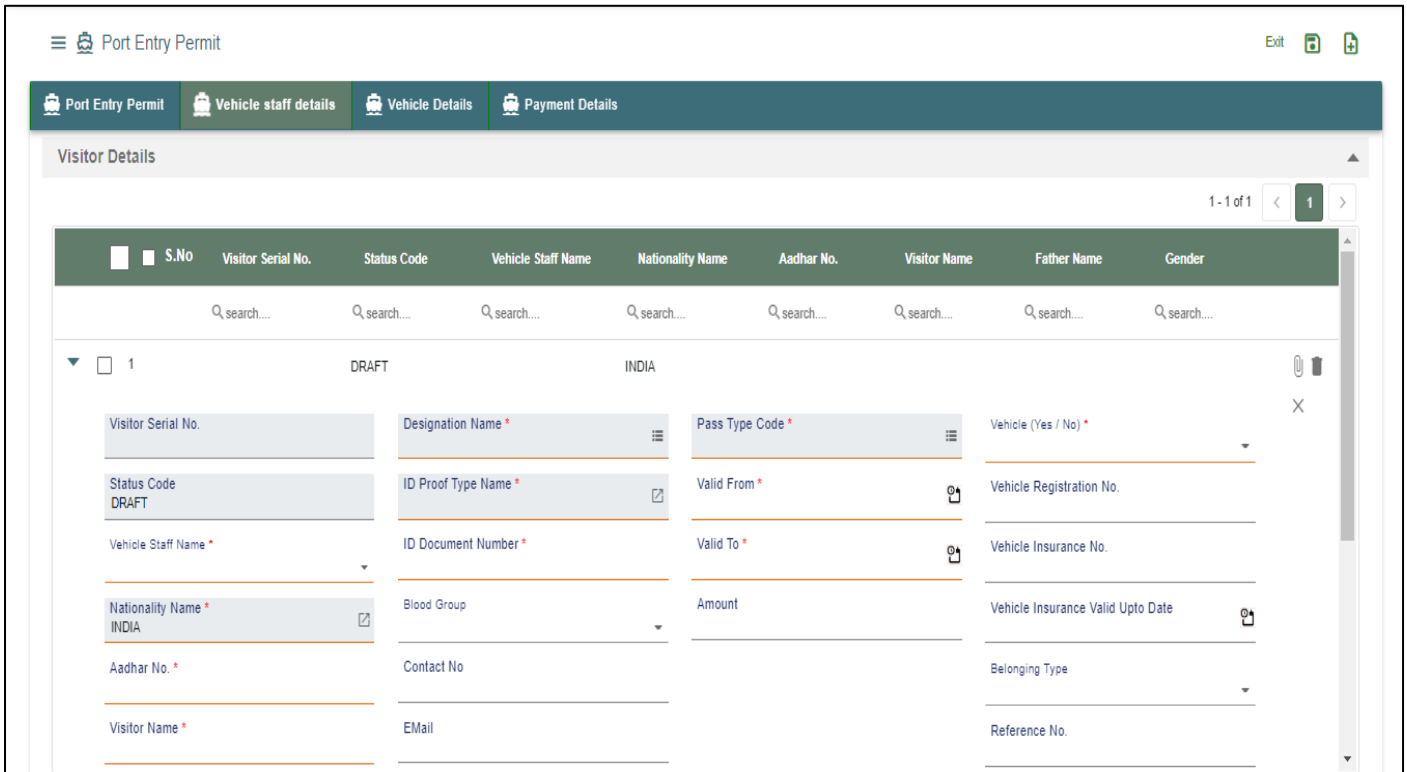
| | | |
|--------------------------------|----------------------|------------------|
| Current Balance | Non Mandatory | Text Box |
| Utilized balance | Non Mandatory | Text Box |
| No. of Vehicles | Non Mandatory | Text Box |
| Invoiceable * | Mandatory | Drop Down |
| Truck Entry Permit No, | Non Mandatory | Text Box |
| Entry Request No | Non Mandatory | Text |
| Request Date & Time | Non Mandatory | Calendar |
| Remarks | Non Mandatory | Text |

Step 2 – Once all the necessary fields are filled in Header Details Section, click **Next** button from the bottom of the page of Header Details Section. User will go into Vehicle Staff Details Section.



User Interface Image 125-Port Entry Permit (Vehicle Staff Details)-19.5.3(a)

Click on **+ Add Row** to begin with data entry



User Interface Image 126-Visitor Entry Permit (Vehicle Staff Details)-19.5.3(b)

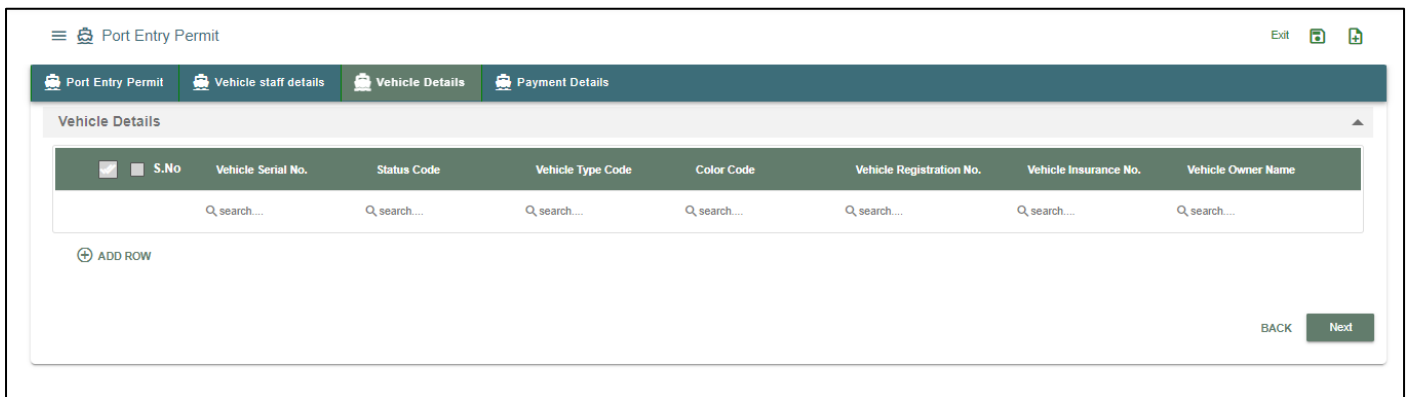
Below are the Field Information regarding **Vehicle Staff** Details Section.

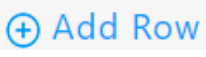
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|---------------------------|-----------------------------|--------------------|
| VEP Type Name * | Mandatory | Drop Down |
| Nationality* | Mandatory | Popup |
| Aadhar No. | Mandatory | Text Box |
| Visitor Name * | Mandatory | Text Box |
| Father's Name * | Mandatory | Text Box |
| Gender * | Mandatory | Drop Down |
| DOB * | Non Mandatory | Date & Time Picker |
| Passport No* | Mandatory | Popup |
| Passport Issuing Country* | Mandatory | Date & Time Picker |
| Passport Validity* | Mandatory | Text Box |
| Visa No* | Mandatory | Date & Time Picker |
| Visa Validity* | | |
| Designation | Mandatory Non | LOV |
| Others | Mandatory | Text Box |
| Identity Proof Type * | Mandatory | Pop UP |
| ID Document Number * | Mandatory | Text Box |
| Blood Group | Non Mandatory | Drop Down |
| Contact No | Non Mandatory | Text Box |
| Email Id | | |
| Address1 * | Mandatory | Text Box |

| | | |
|--------------------------------|-------------------------|---|
| Address2 | Non Mandatory | Text Box |
| Auction | | |
| Pass Type * | Mandatory | Popup |
| No. of Days | Mandatory | Text Box |
| Valid From * | Mandatory | Date & Time Picker |
| Valid To | Non Mandatory | Date & Time Picker Auto Populated |
| Police Verification No | Mandatory/Non-Mandatory | Text Box |
| Issued Date | Mandatory/Non-Mandatory | Date & Time Picker |
| Amount | | |
| Vehicle (Yes / No) * | Mandatory | Drop Down |
| Vehicle Regd No * | Mandatory | Text Box |
| Vehicle Insurance No * | Mandatory | Text Box |
| Vehicle Insurance Valid Upto * | Mandatory | Date & Time Picker |
| Belonging Type | Non Mandatory | Dropdown |
| Reference No* / Remarks | Mandatory | Text Box |
| RFID Card No | Non Mandatory | Text Box |

Step 3 – Once all the necessary fields are filled in Vehicle Staff Details Section, click  button from the Bottom of Page then User will go into Vehicle Details Section.



Click on  to begin with data entry

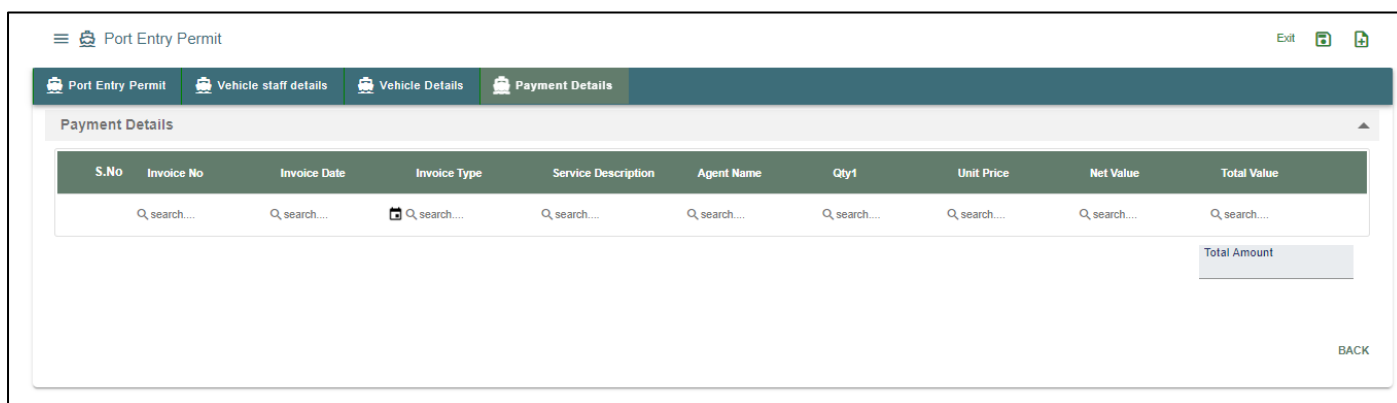
Below are the Field Information regarding **Vehicle Details** Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|--|---------------------------------------|---|
| Transporter Code * | Mandatory | LOV |
| Transporter Name | Non Mandatory | Text Box |
| Contact Person | Mandatory Non Mandatory | Text Box |
| Contact No * | Mandatory | Text Box |
| Transporter Email ID | Non Mandatory | Text Box |
| Vehicle Regd No * | Mandatory | Text Box |
| Vehicle Type Code * | Mandatory | LOV |
| Vehicle Make | Non Mandatory | Text Box |
| Vehicle Model | Non Mandatory | Calendar (Year only) |
| Colour | Non Mandatory | LOV |
| Vehicle Insurance No * | Mandatory | Text Box |
| Vehicle Insurance Valid Upto Date* | Mandatory | Date & Time Picker |
| RC Book Valid Upto Date | Mandatory Non Mandatory | Date & Time Picker |
| Fitness Certificate Valid Upto Date | Mandatory Non Mandatory | Date & Time Picker |
| Pass Type | Mandatory | Popup |
| No. of Days | Mandatory | Text Box |
| Valid From * | Mandatory | Date & Time Picker |
| Valid To | Non Mandatory | Date & Time Picker Auto Populated |
| Unladen Weight (Tare Weight) | Mandatory | Text Box |
| Registered Laden Weight | Mandatory | Text Box |
| UOM | Mandatory | LOV |
| Vehicle Owner Name | Mandatory | Text Box |
| Vehicle Owner Contact No | Non Mandatory | Text Box |
| Vehicle Owner Email ID | Non Mandatory | Text Box |

| | | |
|-----------------------|---------------|----------|
| Vehicle Owner Address | Non Mandatory | Text Box |
| Avg Trips Per Day | | |
| Amount | Non Mandatory | Text Box |
| TEP No. | Non-Mandotry | LOV |


Step 4 – Once all the necessary fields are filled in Vehicle Staff Details Section, click  button from the Bottom of Page then User will go into Payment Details Section.



Below are the Field Information regarding **Payment** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|----------------------|---------------|-----------|
| Invoice No. | Non Mandatory | Textbox |
| Invoice Date | Non Mandatory | Textbox |
| Invoice Type | Non Mandatory | Textbox |
| Agent Name | Non Mandatory | Textbox |
| Service Description | Non Mandatory | Textbox |
| Quantity 1 | Non Mandatory | Textbox |
| UOM 1 | Non Mandatory | Textbox |
| Quantity 2 | Non Mandatory | Textbox |
| UOM2 | Non Mandatory | Textbox |
| Unit Price | Non Mandatory | Textbox |
| Value Rs. | Non Mandatory | Textbox |
| Concession Rs. | Non Mandatory | Textbox |
| Assessible Value Rs. | Non Mandatory | Textbox |
| IGST | Non Mandatory | Textbox |
| CGST | Non Mandatory | Textbox |
| SGST | Non Mandatory | Textbox |
| Total Value Rs. | Non Mandatory | Textbox |

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 –

Attachments (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | C |
|--|----------------------|---|-----------------|---------------|-----------|----|
| Permit Applictaion | | | | | | |
| <input type="checkbox"/> | 1. | Cargo clearance letter from port 1 ▼ | | | | *F |
| <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div> | | | | | | |
| UPLOAD CLOSE | | | | | | |

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.


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

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | C |
|--|----------------------|---|-----------------|---------------|-----------|----|
| Permit Applictaion | | | | | | |
| <input type="checkbox"/> | 1. | Cargo clearance letter from port 1 ▼ | | | | *F |
| <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div> | | | | | | |
| 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.x**

Attachments (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | C |
|--------------------------|----------------------|---|-----------------|---------------|-----------|----|
| Permit Applictaion | | | | | | |
| <input type="checkbox"/> | 1. | Cargo clearance letter from port 1 ▼ | | | | *F |


[+ ADD FILES](#) [SELECT FILES](#)

or

Drag files here, to upload

[UPLOAD](#) [CLOSE](#)



Now Click on the Check boxes accordingly, then  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 (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | C |
|--------------------------|----------------------|---|-----------------|---------------|-----------|----|
| Permit Applictaion | | | | | | |
| <input type="checkbox"/> | 1. | Cargo clearance letter from port 1 ▼ | | | | *F |


[+ 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  on the screen.

Attachments (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name |
|--------------------------|----------------------|------------------------------------|-----------------|---------------|-----------|
| Permit Applctaion | | | | | |
| <input type="checkbox"/> | 1. | Cargo clearance letter from port 1 | | | *F |


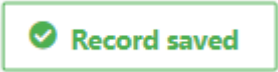
+ ADD FILES SELECT FILES


or

Drag files here, to upload

UPLOAD CLOSE

Click On Close Button

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


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
✕

Draft->WFA->Approve

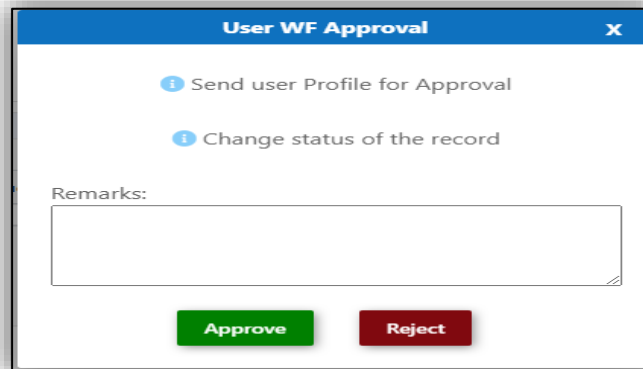
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: 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).



User WF Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

Approve **Reject**

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following screen and the document status will be changed as 'WFAPP'.

status will be shown on the

If user reject the request following alert will display on the screen.

Successfully rejected.

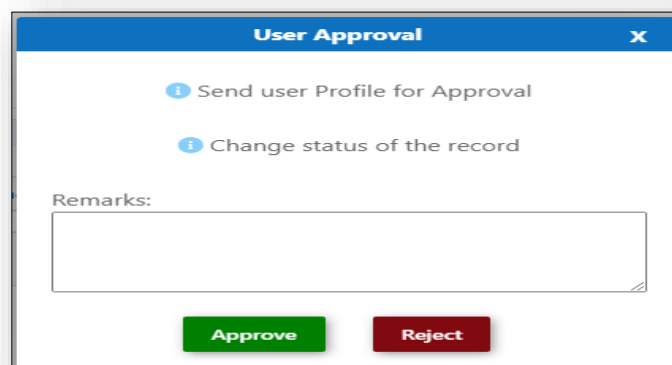
And the document status will be changed as 'REJECTED'.

Step10: 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).



User Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

Approve **Reject**

Successfully Status changed to APPROVED

Step11: 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

Successfully rejected.

display on the screen.

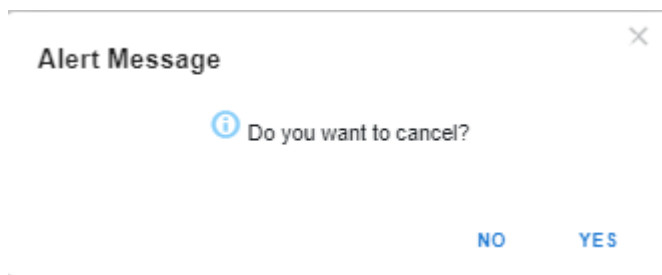
And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

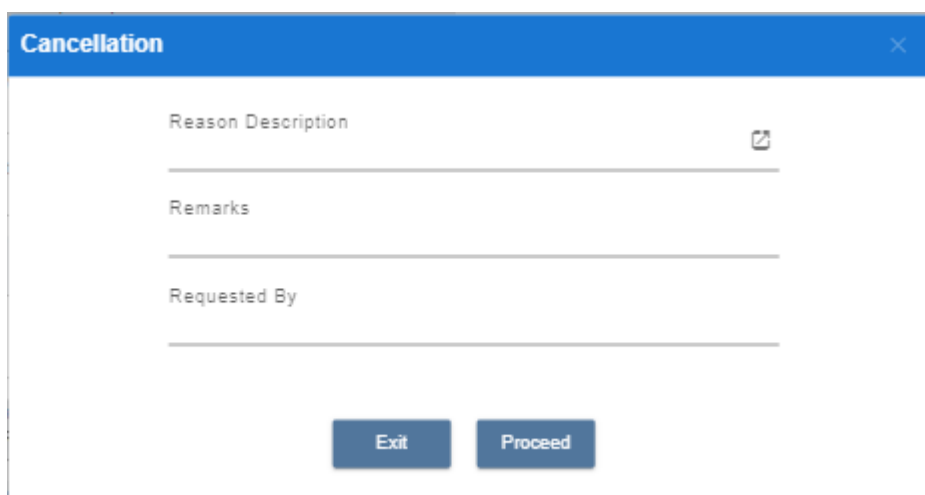
Confirmation required


system will display

with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

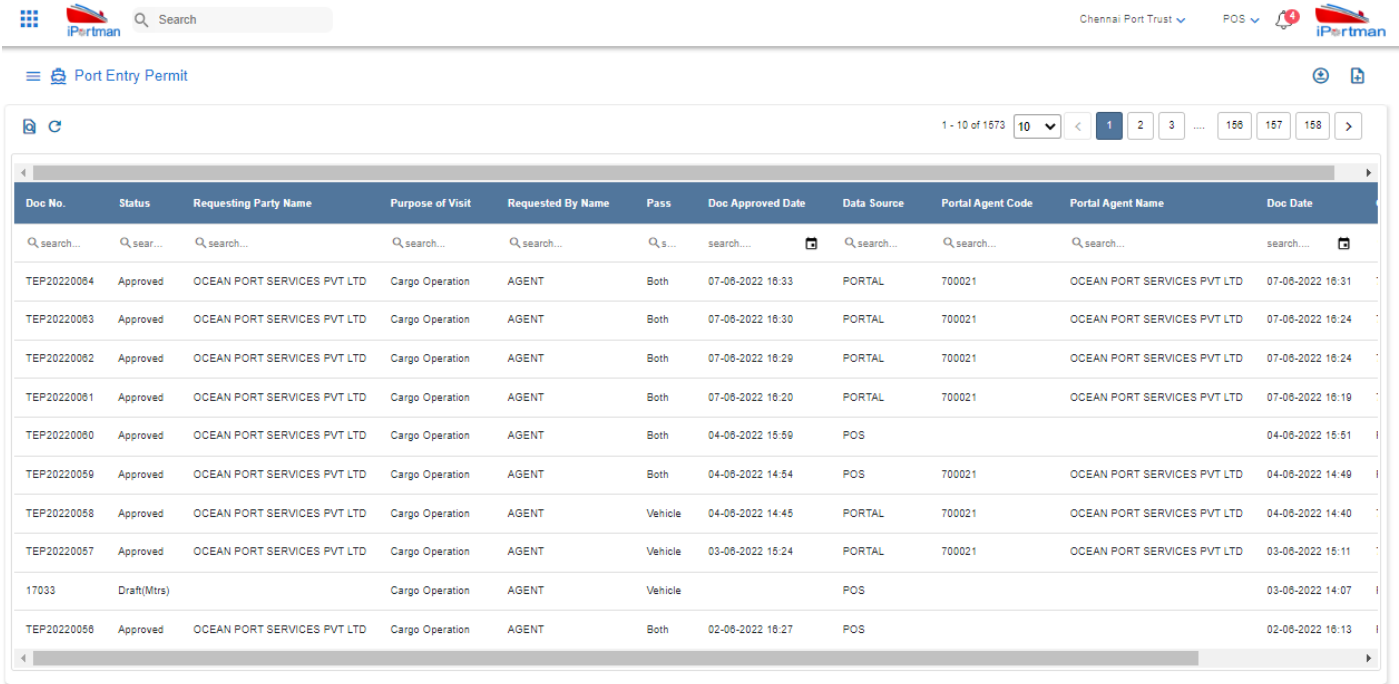


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

By Clicking on  we can view the status of the record

| Data Submit Status | | |
|------------------------|---------|----------------------------------|
| Pos Integration | | |
| Status: SUCCESS | | |
| End Point Code | Status | Response |
| IPAPRJCTTRUENTPESAP | SUCCESS | { "status": "message received" } |

Step 13: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



| Doc No. | Status | Requesting Party Name | Purpose of Visit | Requested By Name | Pass | Doc Approved Date | Data Source | Portal Agent Code | Portal Agent Name | Doc Date |
|-------------|-------------|-----------------------------|------------------|-------------------|---------|-------------------|-------------|-------------------|-----------------------------|------------------|
| TEP20220084 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 07-08-2022 18:33 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 07-08-2022 18:31 |
| TEP20220083 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 07-08-2022 18:30 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 07-08-2022 18:24 |
| TEP20220082 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 07-08-2022 18:29 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 07-08-2022 18:24 |
| TEP20220081 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 07-08-2022 18:20 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 07-08-2022 18:19 |
| TEP20220080 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 04-08-2022 15:59 | POS | | | 04-08-2022 15:51 |
| TEP20220059 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 04-08-2022 14:54 | POS | 700021 | OCEAN PORT SERVICES PVT LTD | 04-08-2022 14:49 |
| TEP20220058 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Vehicle | 04-08-2022 14:45 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 04-08-2022 14:40 |
| TEP20220057 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Vehicle | 03-08-2022 15:24 | PORTAL | 700021 | OCEAN PORT SERVICES PVT LTD | 03-08-2022 15:11 |
| 17033 | Draft(Mtrs) | | Cargo Operation | AGENT | Vehicle | | POS | | | 03-08-2022 14:07 |
| TEP20220056 | Approved | OCEAN PORT SERVICES PVT LTD | Cargo Operation | AGENT | Both | 02-08-2022 16:27 | POS | | | 02-08-2022 16:13 |


User Interface Image 129-Visitor Entry Permit (List Data)-19.5.5

7. BUSINESS FUNCTION NAME: STORAGE REQUEST


7.1. DEFINITION:

Importer /Steamer Agent/Stevedore or any other party provides necessary details and documents and applies for Storage request registration in iPortman® Portal. He has to submit mandatory documents include “Certification of Registration” and “IEC Code”. Registration No is issued by “Ministry of company Affairs” in support of Registration of the Company. IEC Code is issued by “Director General of Foreign Trade”. Concerned Authority from Port verifies the provided details of the company and provide registration to the Importer /Exporter/Steamer Agent/Stevedore or any other party in iPortman® Application. Importer /Exporter/Steamer Agent/Stevedore or any other party can apply Plot request for Fresh Allotment, Extension & Plot Handover or Surrender.

7.2. NAVIGATION

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


| | |
|------------------|---|
| Menu Path | Menu Bar →Cargo → Request → Storage Request → Click on Add New |
|------------------|---|

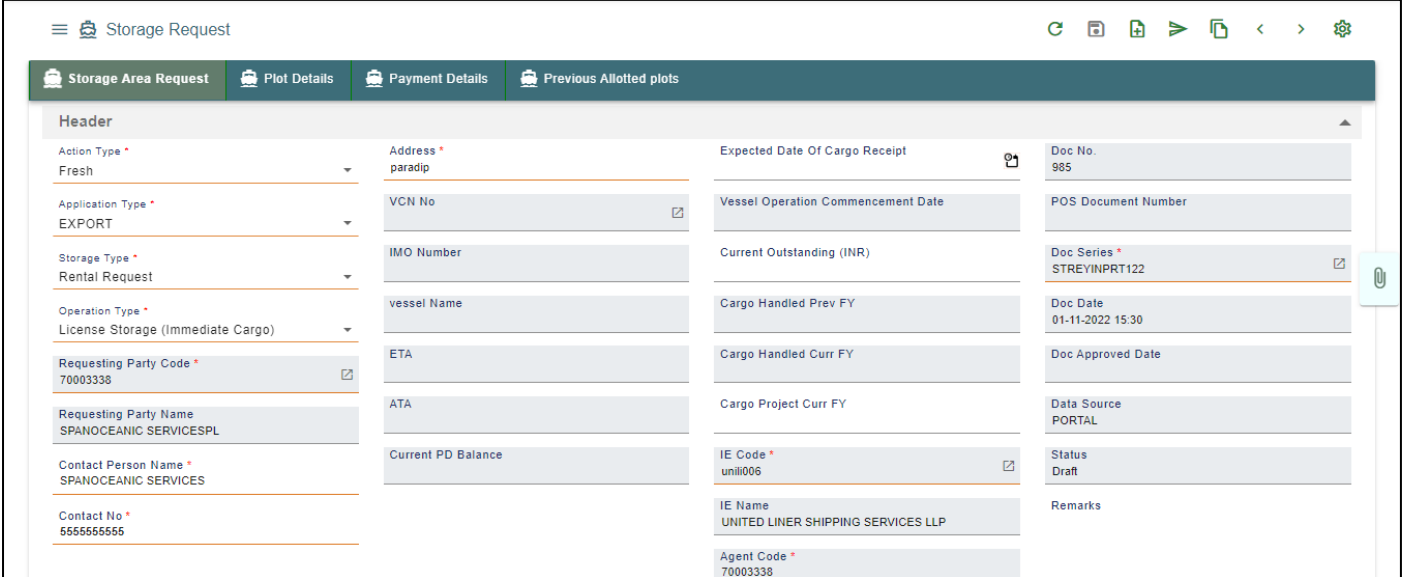
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

7.3. PREREQUISITES – MASTERS

1. IGM

7.4. SCREENSHOT

Step 1: After Navigation to the respective function screen, Click on Add new button  . it will direct to the below Storage Request Header screen in order to fill the data



User Interface Image 106–Storage Request Header Details 21.1

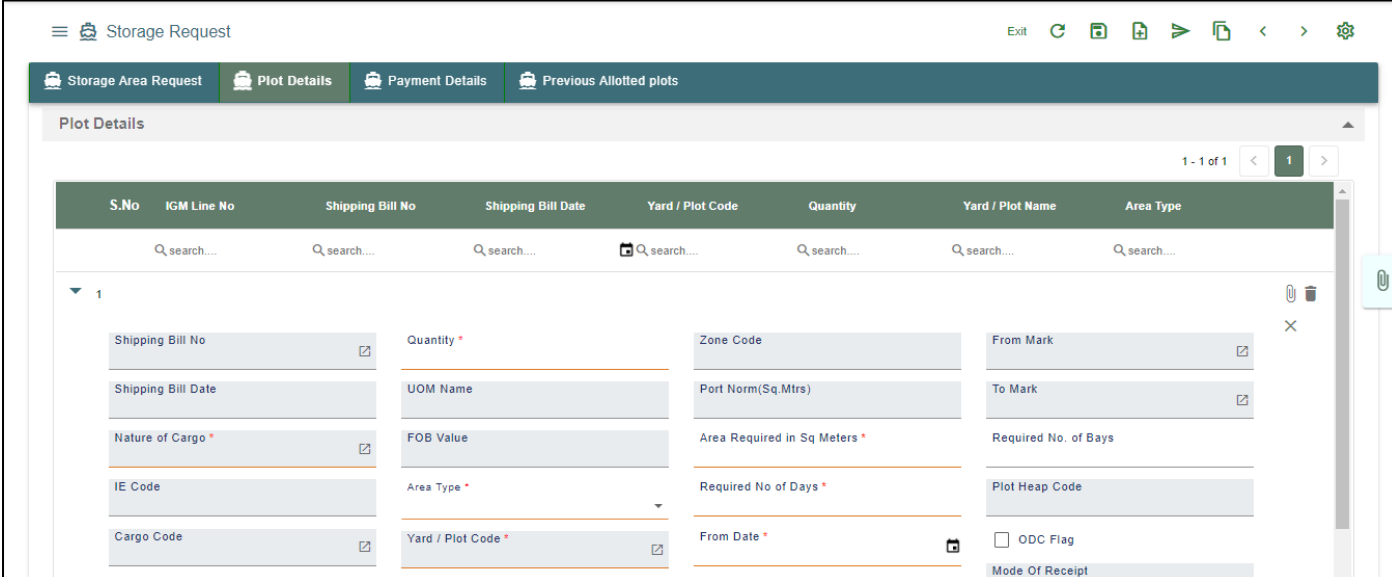
Below are the Field Information regarding Storage Area Request Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|---------------------------------|-----------|-----------|
| Allotment No. | No | Textbox |
| Action Type | Yes | Dropdown |
| Storage Type | Yes | Dropdown |
| Application Type | Yes | Dropdown |
| Agent Type Name | Yes | LOV |
| Requesting Party Code | Yes | LOV |
| Requesting Party Name | No | Textbox |
| Contact Person Name | Yes | Textbox |
| Contact No | Yes | Textbox |
| Address | No | Textbox |
| VCN No. | No | LOV |
| IMO No. | No | Textbox |
| Vessel Name | No | Textbox |
| ETA | No | Textbox |
| ATA | No | Textbox |
| IE Code | Yes | LOV |
| Registration No. | No | Textbox |
| IGM No | No | LOV |
| Expected Date Of Cargo Dispatch | No | Calendar |
| Mode Of Dispatch Name | Yes | LOV |
| Current Outstanding | Yes | Textbox |
| Cargo Handled Prev FY | Yes | Textbox |

| | | |
|-----------------------|-----|---------|
| Cargo Handled Curr FY | Yes | Textbox |
| Cargo Project Curr FY | Yes | Textbox |

Once all mandatory fields are filled then click on NEXT button then redirected to Plot Details section



Below are the Field Information regarding Plot Details Section.

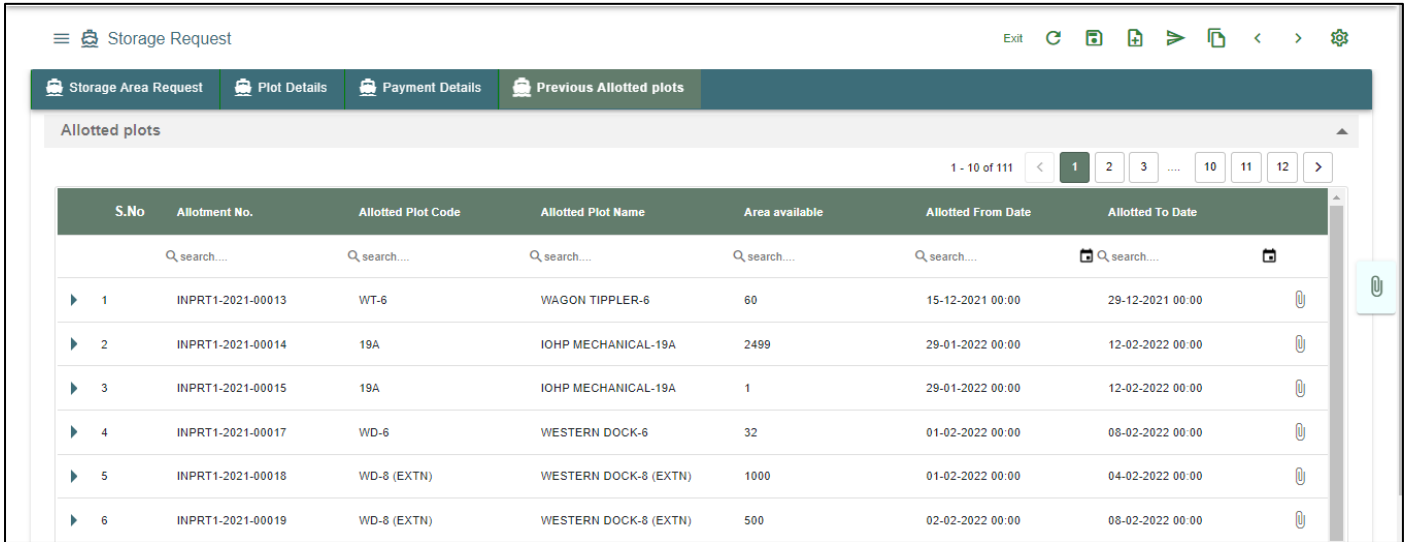
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Field Val |
|----------------------|-----------|-----------|
| IGM Line No | No | Textbox |
| Sub Line No | No | Textbox |
| Area Type | No | Dropdown |
| Yard/Plot Code | No | LOV |
| Yard/Plot Name | No | Textbox |
| Renewal Plot Type | No | LOV |
| Renewal Plot Name | No | LOV |
| Extension Plot Type | No | LOV |
| Extension Plot Name | No | LOV |
| Handover Plot Type | Yes | LOV |
| Nature of Cargo | Yes | LOV |
| Quantity | No | Textbox |
| Block | No | Textbox |
| Plot Name From | Yes | LOV |
| Plot Name To | Yes | LOV |
| Renewal Area | No | Textbox |
| Renewal No. of Days | No | Textbox |
| Extension Area | No | Textbox |
| Extension No of Days | No | Textbox |
| Handover Plot Name | No | LOV |
| Expected Tonnage | No | Textbox |


| | | |
|----------------------|----|----------|
| Plot Heap Code | No | Textbox |
| ODC Flag | No | Checkbox |
| UOM Name | No | LOV |
| Cargo Code | No | Textbox |
| Cargo Name | No | Textbox |
| Area Required | No | Textbox |
| Required No of Days | No | Textbox |
| From Date | No | Calendar |
| Renewal From Date | No | Calendar |
| Renewal To Date | No | Calendar |
| Extension From Date | No | Calendar |
| Extension To Date | No | Calendar |
| Handover Area | No | Textbox |
| Handover From Mark | No | Textbox |
| No of Packages | No | Textbox |
| Type of Package | No | Textbox |
| To Date | No | Textbox |
| From Mark | No | Textbox |
| To Mark | No | Textbox |
| Required No of Bays | No | Textbox |
| Renewal From Mark | No | Textbox |
| Renewal To Mark | No | Textbox |
| Renewal No of Bays | No | Textbox |
| Extension From Mark | No | Textbox |
| Extension To Mark | No | Textbox |
| Extension No of Bays | No | Textbox |
| Handover To Mark | No | Textbox |
| Handover No of Bays | No | Textbox |


Once Plot details Section Details are Filled and Click on Save Button , Click on NEXT button .It will redirected to Payment Details Section

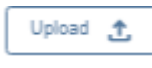

Once Plot details Section Details are Filled and Click on Save Button , Click on NEXT button .It will redirected to Previous Allotted Plot Details Section



| S.No | Allotment No. | Allotted Plot Code | Allotted Plot Name | Area available | Allotted From Date | Allotted To Date |
|------|-------------------|--------------------|-----------------------|----------------|--------------------|------------------|
| 1 | INPRT1-2021-00013 | WT-6 | WAGON TIPPLER-6 | 60 | 15-12-2021 00:00 | 29-12-2021 00:00 |
| 2 | INPRT1-2021-00014 | 19A | IOHP MECHANICAL-19A | 2499 | 29-01-2022 00:00 | 12-02-2022 00:00 |
| 3 | INPRT1-2021-00015 | 19A | IOHP MECHANICAL-19A | 1 | 29-01-2022 00:00 | 12-02-2022 00:00 |
| 4 | INPRT1-2021-00017 | WD-6 | WESTERN DOCK-6 | 32 | 01-02-2022 00:00 | 08-02-2022 00:00 |
| 5 | INPRT1-2021-00018 | WD-8 (EXTN) | WESTERN DOCK-8 (EXTN) | 1000 | 01-02-2022 00:00 | 04-02-2022 00:00 |
| 6 | INPRT1-2021-00019 | WD-8 (EXTN) | WESTERN DOCK-8 (EXTN) | 500 | 02-02-2022 00:00 | 08-02-2022 00:00 |

Step 2(a): 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 –

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.

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) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Custom Related Document | CUST DOC | | | *File Required |

+ 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.x

Attachments (2) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Cargo Related Documents | International Load Line Certificate | | | *File Required |
| <input type="checkbox"/> | 2. | Custom Related Document | Transhipment Permit | | | *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)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. | Cargo Related Documents | International Load Line Certificate | | | *File Required |
| <input checked="" type="checkbox"/> | 2. | Custom Related Document | Transhipment Permit | | | *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)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. | Custom Related Document | Transhipment Permit | | | *File Required |
| <input type="checkbox"/> | 2. | Cargo Related Documents | International Load Line Certificate | | | *File Required |



+ Add files
Select files

or

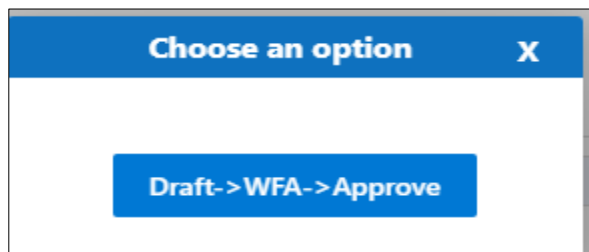
| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | Certificate Name | Clear |
|------|----------------------|-----------------|-----------------|---------------|--|-------|
| 1. | Custom Related | Transhipmen | | | CHPT-CQA-SDO-BTT.png <small>(224.39 kb)</small> | |

Upload
Close ✕

Click On Close Button


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

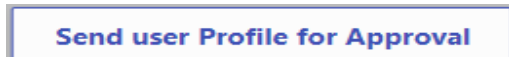
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



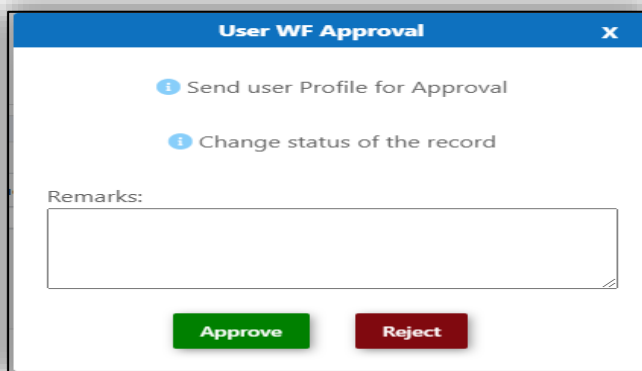
Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step8: Once the workflow is initiated click on  the icon. System will be display

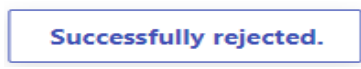


with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step9: 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.

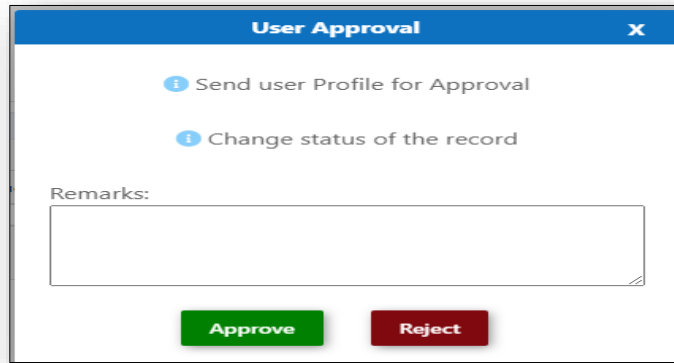


And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying



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




Successfully Status changed to APPROVED

Step11: 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

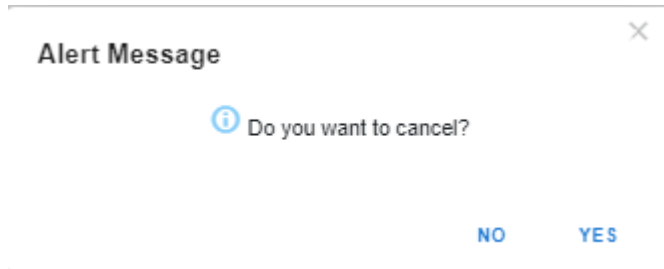
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

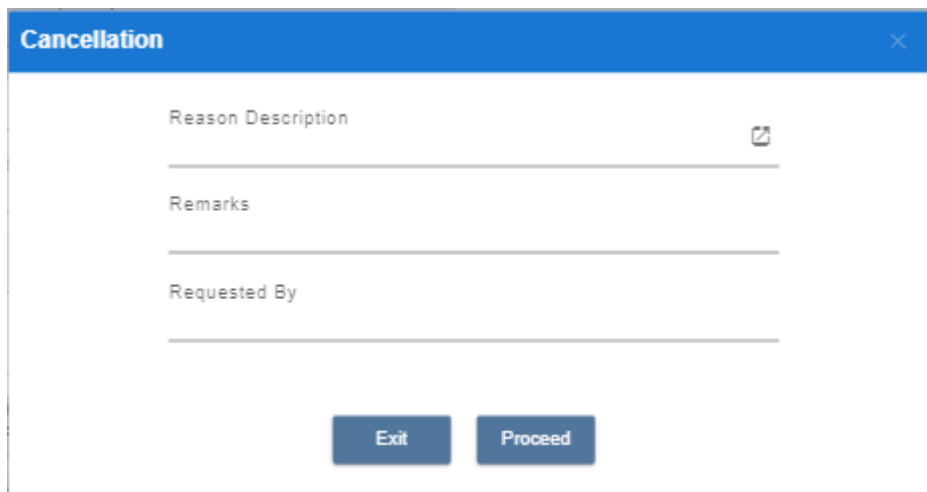
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

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

CANCEL

By Clicking on we can view the status of the record

Data Submit Status X

Portal Integration

Status: SUCCESS

| End Point Code | Status | Response |
|-------------------------|---------|--------------------------------------|
| IPAPRJCTSTOREQRTLCHPTOB | SUCCESS | record saved successfully id = 12121 |

Pos Integration

Status: SUCCESS

| End Point Code | Status | Response |
|-------------------|---------|--|
| IPAPRJCTSTOREQSAP | SUCCESS | {"PortCode":"INMAA1","DocumentNo":"STRETP-INMAA120220048","Message":"Data Received Successfully","Status":"Success"} |

Step 12: Upon Save / Approve / Reject / Cancel the record that can be seen in as Draft/Approved/Rejected/Cancel Status respectively

Search

Chennai Port Trust POS

[Storage Request](#)

| Doc No. | Status | ↑ | Action Type | Storage Allotment Plan No | VCN No. | Vessel Name | IGM No | Agent Type Name |
|--|--|---|--|--|--|--|--|--|
| <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..."/> |
| 8386 | Draft | | Fresh | | | | | |
| INMAA120220048 | Approved | | Extension | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Shipping Agent |
| INMAA120220047 | Approved | | Renewal | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Shipping Agent |
| INMAA120220046 | Approved | | Fresh | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Shipping Agent |
| INMAA120220045 | Approved | | Fresh | | INMAA120220100 | MV Power Ships | | Cargo Handling Agent |



Step 13: Click on icon to new popup window will display. And can Clear / Search the records with multiple inputs.



Search X


| Field | Condition | Value1 | Value2 | Concatenate Condition |
|--|-------------------------------|--|-------------------------------|----------------------------------|
| <input type="text" value="search..."/> | <input type="text" value=""/> | <input type="text" value="search..."/> | <input type="text" value=""/> | <input type="text" value="and"/> |

Add Row

Clear
Search

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

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

8. BUSINESS FUNCTION NAME: STORAGE ALLOTMENT


8.1. DEFINITION:

Upon request of Storage Request from Importer /Steamer Agent/Stevedore or any other party provides necessary details and documents with Storage request registration in iPortman® Portal. Considering the storage request port officials will confirm the storage Allotment based on availability.

8.2. NAVIGATION

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Cargo → Recordings → Storage Allotment → Click on Add New |
|------------------|---|

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

8.3. PREREQUISITES – MASTERS

1. Storage Request

8.4. SCREENSHOT

Step 1: After Navigation to the respective function screen, Select Draft Record from list page(Draft record generated after storage request from approval). it will direct to the below screen in order to fill the data

Storage Allotment INMAA120220103 MV Test1

HEADER | PLOT DETAILS | PAYMENT DETAILS

Header

| | | | |
|--|----------------------------|------------------------------------|---------------------------------|
| Action Type * Fresh | Address | IGM No 27027 | Doc No. 7233 |
| Storage Request No * INMAA120220039 | VCN No * INMAA120220103 | Expected Date Of Cargo Dispatch | Doc Series * STALTPSEQ12202Y |
| Storage Allotment Plan No | IMO Number 2705555 | Vessel Operation Commencement Date | Doc Date 27-04-2022 14:54 |
| Port Code INMAA1 | Vessel Name MV Test1 | Current Outstanding (INR) | Doc Approved Date |
| Application Type IMPORT | ETA 27-04-2022 14:12 | Cargo Handled Prev FY | Data Source POS |
| Storage Type Rental Request | ATA | Cargo Handled Curr FY | Status Draft |
| Ops. Type Name * License Storage | | Cargo Project Curr FY | Remarks |
| Agent Type Name Shipping Agent | | IE Code 70001693 | |
| Requesting Party Code 700021 | | IE Name Ashu | |
| Requesting Party Name OCEAN PORT SERVICES PVT LTD | | | |
| Contact Person Name Sharmith | | | |

User Interface Image 109 – Storage Allotment Header Details 22.1

Once all Mandatory fields are filled then click on save button then click on next button then the user will be redirected to the popup window as below

Storage Allotment INMAA120220103 MV Test1

HEADER | **PLOT DETAILS** | PAYMENT DETAILS

Plot Details

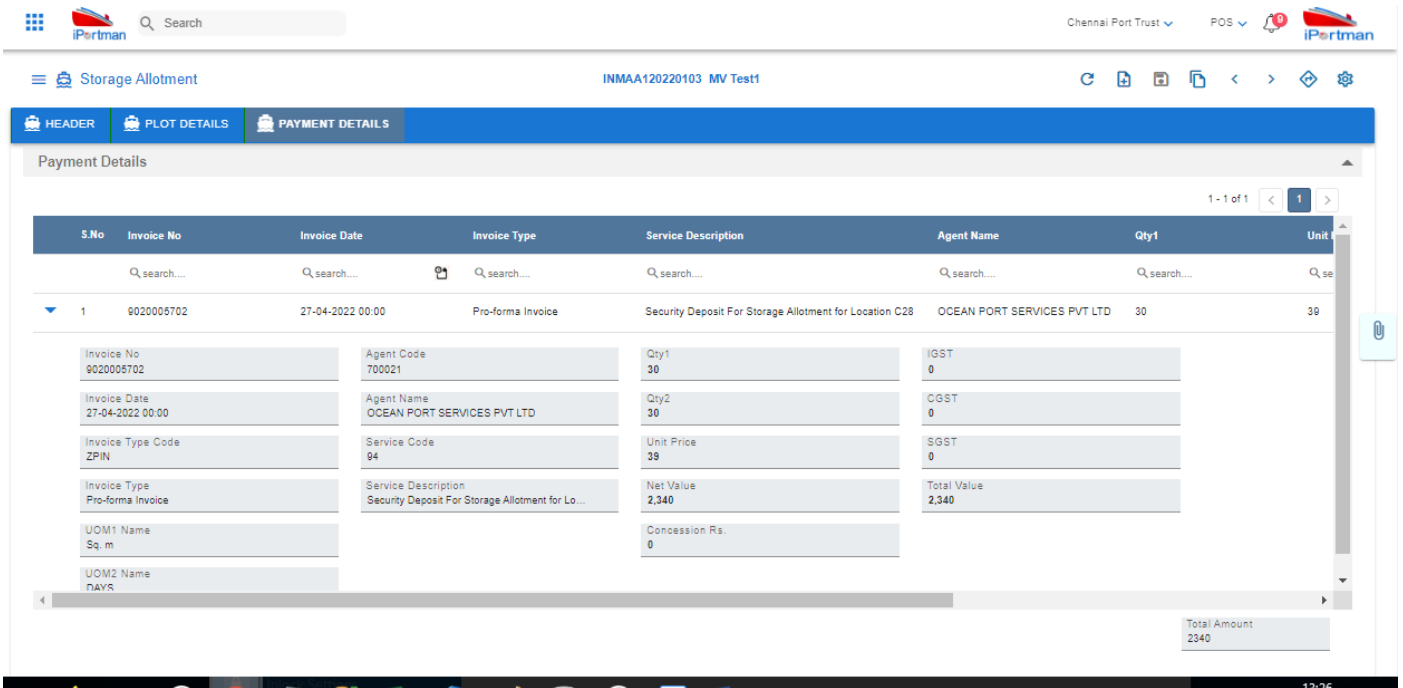
| S.No | IGM Line No | Shipping Bill No | Shipping Bill Date | Yard/Plot Code | Quantity |
|------|-------------|------------------|--------------------|----------------|----------|
| 1 | 1 | | | C28 | 10000 |


1 - 1 of 1


| | | | |
|--------------------------|--|-----------------------|---|
| IGM Line No * 1 | Area Type Yard/Plot | Block | Mode Of Dispatch Road |
| Subline No 1 | Yard/Plot Code C28 | Plot Code From DB1 | Allotted Plot Type * Open Space Developed - Transit Area |
| Nature of Cargo DB | Yard/Plot Name South west of ONB yard | Plot Name From | Allotted Plot Name * South west of ONB yard |
| IE Code 70001693 | Yard Plot Type Code OSDTA | Plot Code To D9 | Area Allotted in Sq Mtrs * 30 |
| Cargo Code LSTO | Yard Plot Type Name Open Space Developed - Transit Area | Plot Name To | Allotted No. of Days * 60 |
| Cargo Name LIME STONE | Zone Code AREA3 | From Mark 10 | Allotted From Date * 27-04-2022 |

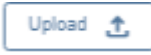

R&K Next

Click on NEXT Button and It Will Redirected to Payment Details



Step 2(a): 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 –

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.

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) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Custom Related Document | CUST DOC | | | *File Required |

+ 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.x

Attachments (2) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|-------------------------|-------------------------------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input type="checkbox"/> | 1. | Cargo Related Documents | International Load Line Certificate | | | *File Required |
| <input type="checkbox"/> | 2. | Custom Related Document | Transshipment Permit | | | *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)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------------|-------------------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. Cargo Related Documents | International Load Line Certificate | | | | *File Required |
| <input checked="" type="checkbox"/> | 2. Custom Related Document | Transhipment Permit | | | | *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)
✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|-------------------------------------|----------------------------|-------------------------------------|-----------------|---------------|-----------|----------------|
| Shipping Bill | | | | | | |
| <input checked="" type="checkbox"/> | 1. Custom Related Document | Transhipment Permit | | | | *File Required |
| <input type="checkbox"/> | 2. Cargo Related Documents | International Load Line Certificate | | | | *File Required |


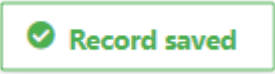
+ Add files
Select files

or

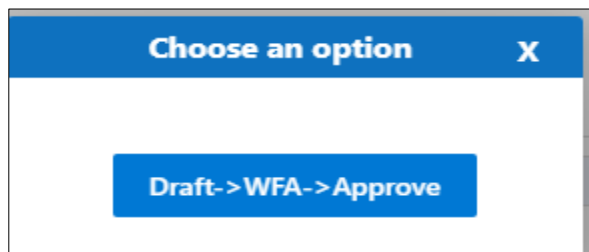
| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | Certificate Name | Clear |
|------|----------------------|-----------------|-----------------|---------------|--|-------|
| 1. | Custom Related | Transhipmen | | | CHPT-CQA-SDO-BTT.png <small>(224.39 kb)</small> | |

Upload
Close ✕

Click On Close Button


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

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



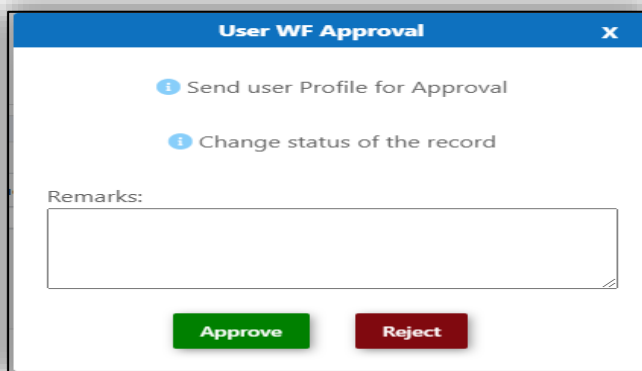
Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step8: 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).



Step9: 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.

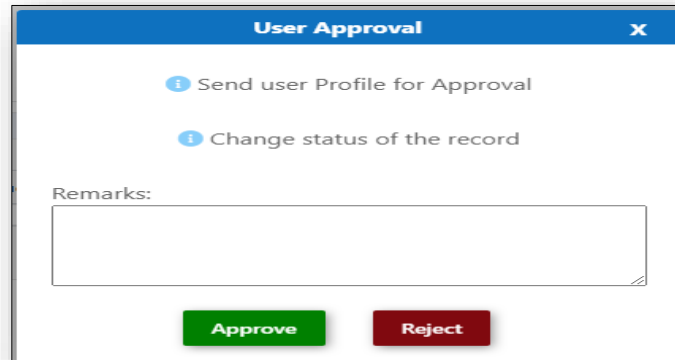


And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying



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




Successfully Status changed to APPROVED

Step11: 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

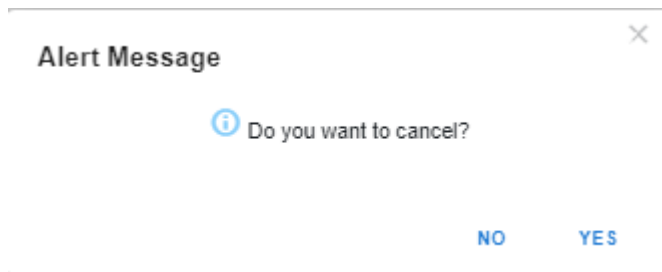
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

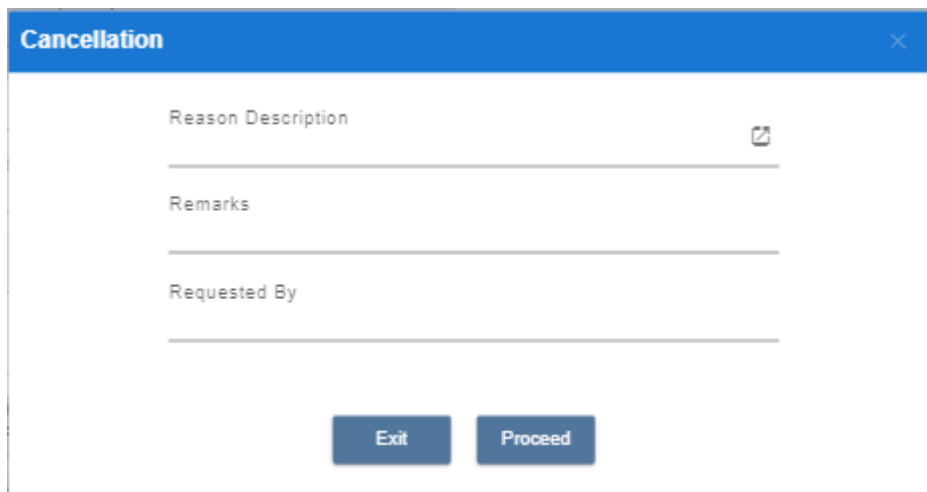
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

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

CANCEL

By Clicking on  we can view the status of the record

Data Submit Status
X

Portal Integration


Status: SUCCESS


| End Point Code | Status | Response |
|----------------------------|---------|-------------------------------------|
| IPAPRJCTSTOAREALPRTLCHPTOB | SUCCESS | record saved successfully id = 1521 |


Pos Integration





Status: SUCCESS

| End Point Code | Status | Response |
|---------------------|---------|---|
| IPAPRJCTSTOAREALSAP | SUCCESS | {"PortCode":"INMAA1","DocumentNo":"INMAA120220040","Message":"Data Received Successfully","Status":"Success"} |

Step 12: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




Chennai Port Trust
POS


  Storage Allotment  

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<
1
2
3
...
89
90
91
>

| Doc No. | Status | Storage Allotment Plan No | VCN No. | Vessel Name | IGM No | Action Type | Requesting Party Code |
|---|---|---|---|---|---|---|---|
| <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> | <input style="width: 60px;" type="text" value="Q search..."/> |
| INMAA120220040 | Approved | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Extension | 700021 |
| INMAA120220039 | Approved | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Renewal | 700021 |
| INMAA120220038 | Approved | SA/2022/0029 | INMAA120220117 | MV Test1 | 29029 | Fresh | 700021 |
| 7240 | Draft | | INMAA120220100 | MV Power Ships | | Fresh | ADITY010 |
| INMAA120220037 | Approved | SA/2022/0028 | INMAA120220115 | MV rajeswari | | Fresh | 700021 |



Step 13: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.


Search
X

| Field | Condition | Value1 | Value2 | Concatenate Condition |
|--|--|--|--|--|
| <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text" value="search..."/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text" value="and"/> |

 Add Row

Clear
Search

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

8.5. FIELD INFORMATION

| Field Name | Mandatory | Fill Type |
|---------------------------------|-----------|-----------|
| Action Type | Yes | Dropdown |
| Storage Request No | Yes | LOV |
| Port Code | No | Textbox |
| Storage Type | No | Textbox |
| Application Type | No | Textbox |
| Requesting Party Name | No | Textbox |
| Contact Person Name | No | Textbox |
| Contact No | No | Textbox |
| Address | No | Textbox |
| VCN No. | No | Textbox |
| IMO No. | No | Textbox |
| Vessel Name | No | Textbox |
| ETA | No | Textbox |
| ATA | No | Textbox |
| IE Code | No | Textbox |
| Registration No. | No | Textbox |
| IGM No | No | Textbox |
| Mode Of Dispatch Name | Yes | Textbox |
| Expected Date Of Cargo Dispatch | No | Textbox |
| Current Outstanding | No | Textbox |
| Cargo Handled Prev FY | No | Textbox |
| Cargo Handled Curr FY | No | Textbox |
| Cargo Project Curr FY | No | Textbox |
| IGM Line No | No | Textbox |
| Sub Line No | No | Textbox |
| Cargo Code | No | Textbox |
| Cargo Name | No | Textbox |
| Nature of Cargo | No | Textbox |
| UOM Name | No | Textbox |
| Renewal Plot Type | No | Textbox |

| | | |
|----------------------|-----|---------|
| Renewal Plot Name | No | Textbox |
| Extension Plot Type | No | Textbox |
| Extension Plot Name | No | Textbox |
| Area Type | No | Textbox |
| Yard/Plot Code | No | LOV |
| Yard/Plot Name | No | Textbox |
| Plot Name From | No | Textbox |
| Plot Name To | No | Textbox |
| No of Packages | No | Textbox |
| Type of Packages | No | Textbox |
| Quantity | No | Textbox |
| Renewal Area | No | Textbox |
| From Date | No | Textbox |
| To Date | No | Textbox |
| From Mark | No | Textbox |
| To Mark | No | Textbox |
| Expected Tonnage(MT) | No | Textbox |
| Required No. of Bays | No | Textbox |
| Renewal No. of Days | No | Textbox |
| Renewal From Date | No | Textbox |
| Renewal To Date | No | Textbox |
| Handover Plot Type | No | Textbox |
| Handover Plot Name | No | Textbox |
| Handover Area | No | Textbox |
| Extension Area | No | Textbox |
| Extension No of Days | No | Textbox |
| Extension From Date | No | Textbox |
| Extension To Date | No | Textbox |
| Allotted Plot Type | Yes | LOV |
| Renewal From Mark | No | Textbox |
| Renewal To Mark | No | Textbox |
| Renewal No.of Bays | No | Textbox |
| Extension From Mark | No | Textbox |
| Extension To Mark | No | Textbox |
| Extension No.of Bays | No | Textbox |
| Area Required | No | Textbox |
| Required No of Days | No | Textbox |


| | | |
|---------------------|-----|----------|
| Handover From Mark | No | Textbox |
| Handover To Mark | No | Textbox |
| Handover No.of Bays | No | Textbox |
| Remaining Area | No | Textbox |
| Allotted Plot Name | Yes | Textbox |
| Area Allotted | Yes | Textbox |
| Allotted No.of Days | Yes | Textbox |
| Allotted From Date | Yes | Calendar |
| Allotted To Date | Yes | Textbox |
| Allotted From Mark | No | Textbox |
| Allotted To Mark | No | Textbox |
| Allotted No.of Bays | No | Textbox |
| Plot Heap Code | No | Textbox |


9. BUSINESS FUNCTION NAME: SERVICE REQUISITION


9.1. DEFINITION:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

9.2. NAVIGATION

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

| | |
|------------------|--|
| Menu Path | Menu Bar → Common Functions → Requests → Service Requisition → Click on New button  |
|------------------|--|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

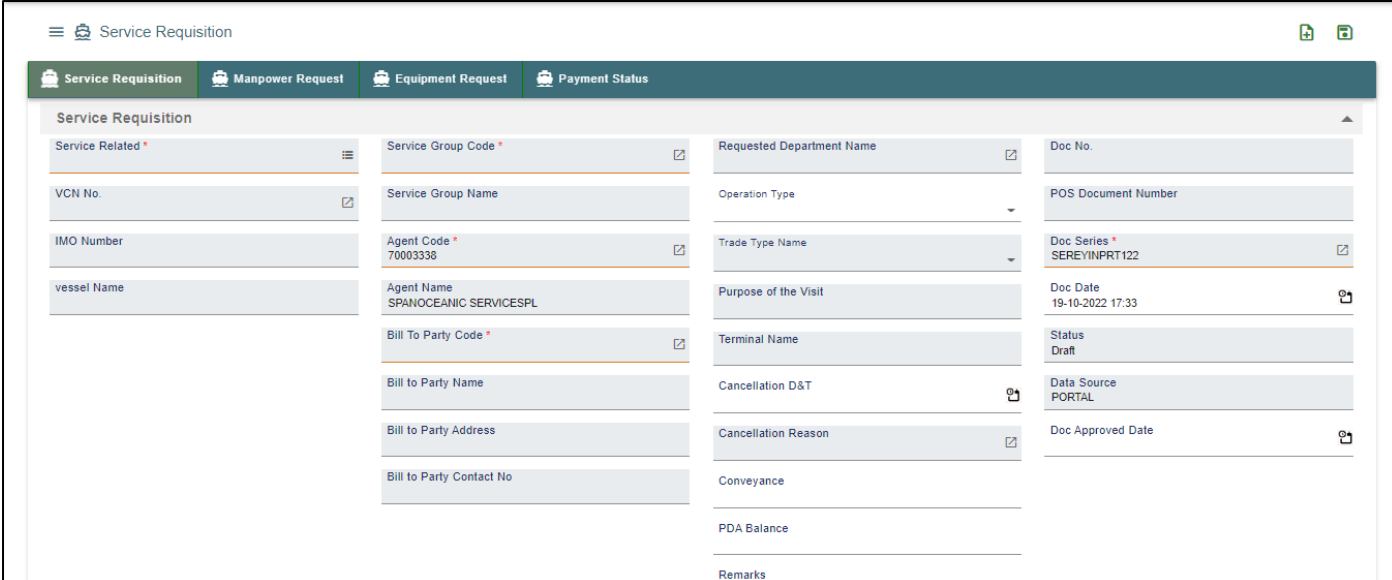
9.3. PREREQUISITES – MASTERS

1. World Port Master
2. Cargo Type Master
3. Vessel Type Master

9.4. SCREENSHOTS

Following Screenshots from Service Requisition

Step 1- Click on New button  . The user shall redirect to the screen like below-



User Interface Image 177-Service Requisition 19.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

Below are the Field Information regarding Service Requisition Details Section.

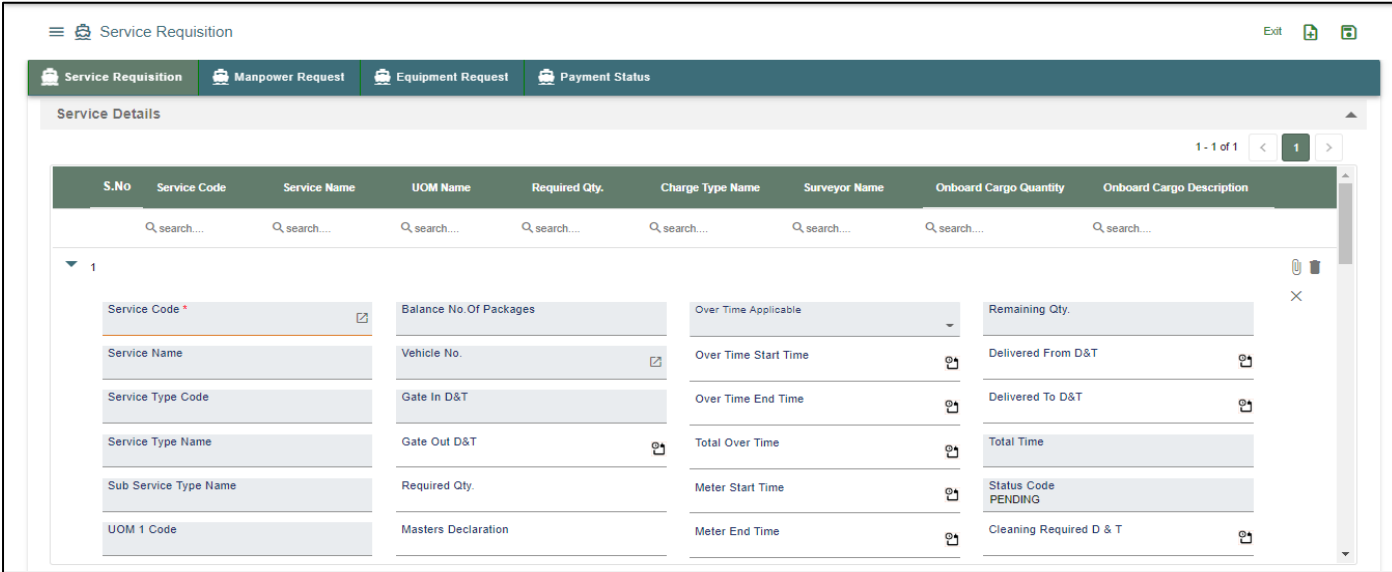
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | MANDATORY | Fill Type |
|---------------------------|-----------|------------------------|
| Service Related | YES | BL Lookup |
| VCN No. | NO | BL Lookup |
| IMO No. | NO | Textbox/Auto Populated |
| Vessel Name | NO | Textbox/Auto Populated |
| Agent Code | YES | BL Lookup |
| Agent Name | NO | Textbox/Auto Populated |
| Service Group Code | Yes | BL Lookup |
| Service Group Name | NO | Textbox |
| Bill To Party Code | YES | BL Lookup |
| Bill To Party Name | NO | Textbox/Auto Populated |
| Requested Department Name | NO | BL Lookup |
| Operation Type | NO | Drop down |
| Trade Type Name | NO | Textbox/Auto Populated |
| Terminal Name | NO | Textbox/Auto Populated |
| Cancellation D&T | NO | Calendar |
| Cancellation Reason | NO | Calendar |
| Convenience | NO | Textbox/Auto Populated |

| | | |
|------------------|----|---------|
| Purpose of Visit | NO | Textbox |
| Remarks | No | Textbox |

Step 3:-Service Details section is displayed in the same page. Click on  the button.

Step 4: The system shall display below fields to enter.



User Interface Image 178-Service Requisition 19.5.2

Below are the Field Information regarding Service Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

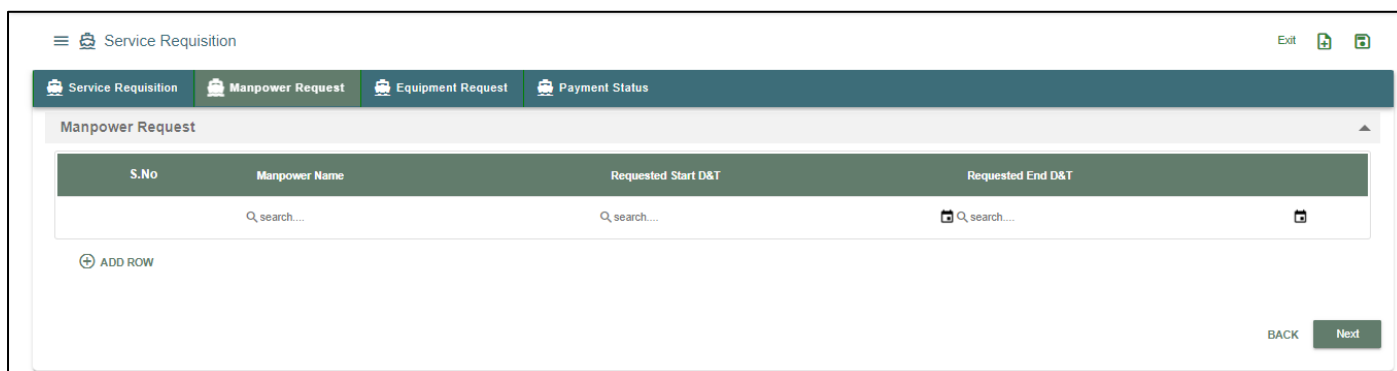
| Field Name | Mandatory | Fill Type |
|---------------------------|-----------|-----------|
| Service Code | YES | BL Lookup |
| Service Name | No | Textbox |
| Masters Declaration | NO | Textbox |
| Provisions Qty | NO | Textbox |
| Service Required | NO | Textbox |
| Qty to Remove | NO | Textbox |
| Customs Declaration No. | NO | Textbox |
| No. of Divers Required | NO | Textbox |
| No. of Resources Required | NO | Textbox |
| No. of Trips | NO | Textbox |
| Onboard Cargo Quantity | NO | Textbox |
| Onboard Cargo Description | NO | Textbox |
| Requested From D&T | NO | Calendar |
| Requested To D&T | NO | Calendar |
| Surveyor Name | NO | BL Lookup |
| Stevedore Name | NO | BL Lookup |

| | | |
|---------------------------------------|----|------------------------|
| Location Name | NO | BL Lookup |
| Hazardous | NO | Checkbox |
| Special Instructions | NO | Textbox |
| Work Permit / Permission Allotment No | NO | BL Lookup |
| From Location Name | NO | BL Lookup |
| To Location | NO | BL Lookup |
| Berth Name | NO | BL Lookup |
| Approved From D&T | NO | Calendar |
| Approved To D&T | NO | Calendar |
| Approved Qty | NO | Calendar |
| Approved No. of Divers Required | NO | Textbox/Auto Populated |
| Approved No. of Resources Required | NO | Textbox/Auto Populated |
| Over Time Applicable | NO | Dropdown |
| Over Time Start Time | NO | Time |
| Over Time End Time | NO | Time |
| Total Over Time | NO | Time |
| Meter End Time | NO | Time |
| Meter Start Time | NO | Time |
| Meter No. | NO | Textbox |
| Meter End Reading | NO | Textbox |
| Meter Start Reading | NO | Textbox |
| Total Delivered Meter Quantity | NO | Textbox |
| Bill Of Entry No | NO | Textbox |
| RI No. | NO | Textbox |
| Custom Permission No. | NO | Textbox |
| Shed Location | NO | Textbox |
| Yard No | NO | BL Lookup |
| Area To be Cleaned | NO | Textbox |
| Dangerous Goods Description | NO | Textbox/Auto Populated |
| IMDG No | NO | Textbox/Auto Populated |
| Bill Of Entry Date | NO | Calendar |
| RI Date | NO | Calendar |
| Custom Permission Date | NO | Calendar |
| Out of Charge Date | NO | Calendar |
| ETB | NO | Calendar |
| Marine Bunker Supervision Required | NO | Dropdown |
| BE Qty. | NO | Textbox |
| RI Qty. | NO | Textbox |
| Custom Permission Qty | NO | Textbox |
| Out of Charge Quantity | NO | Textbox |
| Out of Charge No | NO | Textbox |

| | | |
|-----------------------------|----|------------------------|
| Delivered Qty. | NO | Textbox/Auto Populated |
| Remaining Qty. | NO | Textbox/Auto Populated |
| Delivered From D&T | NO | Calendar |
| Delivered To D&T | NO | Calendar |
| Total Time | NO | Textbox/Auto Populated |
| Status Code | NO | Textbox/Auto Populated |
| Cleaning Required D & T | NO | Textbox/Auto Populated |
| Additional Instructions | NO | Textbox/Auto Populated |
| Waste Type | NO | Form lookup |
| Transit Code | NO | Dropdown |
| Transit Cargo Quantity (MT) | NO | Textbox/Auto Populated |
| Delivery Through | NO | Dropdown |
| Application Type | NO | Dropdown |
| ICD Flag | NO | Dropdown |
| Balance No of Packages | NO | Textbox |
| Vehicle No | NO | Lookup |
| Gate in D&T | No | Calendar |
| Gate Out D&T | No | Calendar |
| Application Type | No | Dropdown |
| Shipping Bill No | No | Auto Populated |
| Shipping Bill Quantity | NO | Auto Populated |
| Loaded Quantity | No | Auto Populated |
| Loaded No of Packages | No | Auto Populated |
| No of Employees Allotted | NO | Textbox/Auto Populated |
| Service Type code | No | Auto Populated |
| Service Type Name | No | Auto Populated |
| Sub Service Type Name | No | Auto Populated |
| UOM 1 Code | No | Auto Populated |
| UOM 1 Name | No | Auto Populated |
| QT1 | No | Auto Populated |

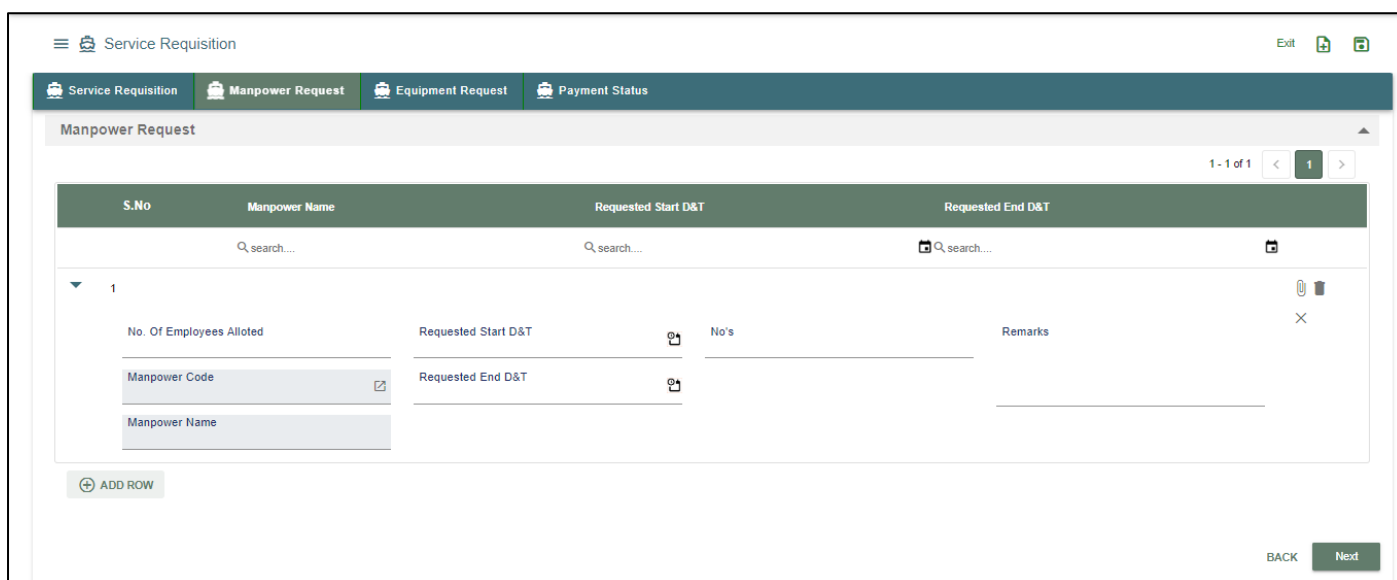
Step 5: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on  the button.



User Interface Image 179-Service Requisition 19.5.3

Step 6: The system shall display below fields to enter.



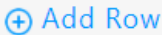
User Interface Image 180-Service Requisition 19.5.4

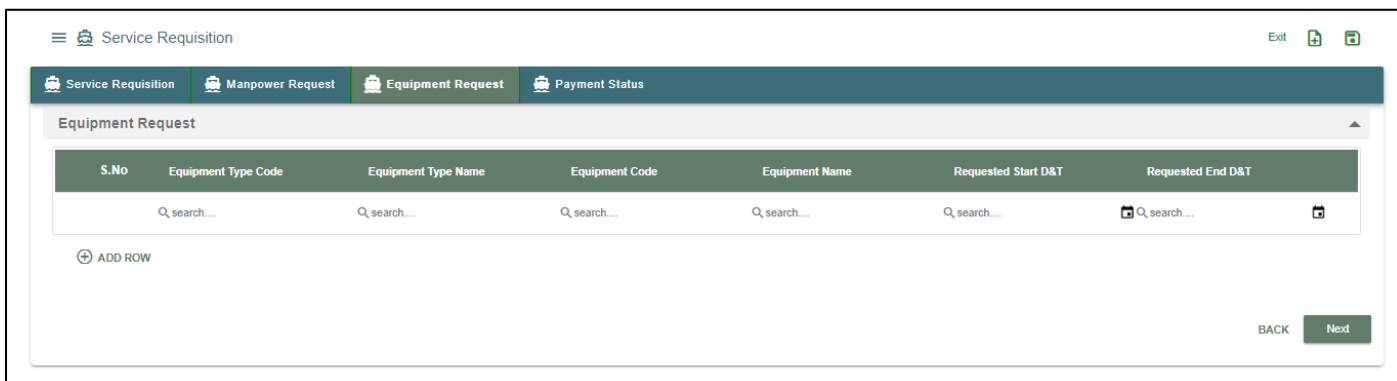
Below are the Field Information regarding Manpower Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|-----------------------------|-----------|----------------|
| Number of Employees Alloted | No | Auto Populated |
| Employee Code | No | Auto Populated |
| Employee Name | No | Auto Populated |
| Designation | No | Auto Populated |
| Department | No | Auto Populated |
| Alloted Start Date & Time | No | Auto Populated |
| Alloted End Date & Time | No | Auto Populated |
| Remarks | No | Auto Populated |

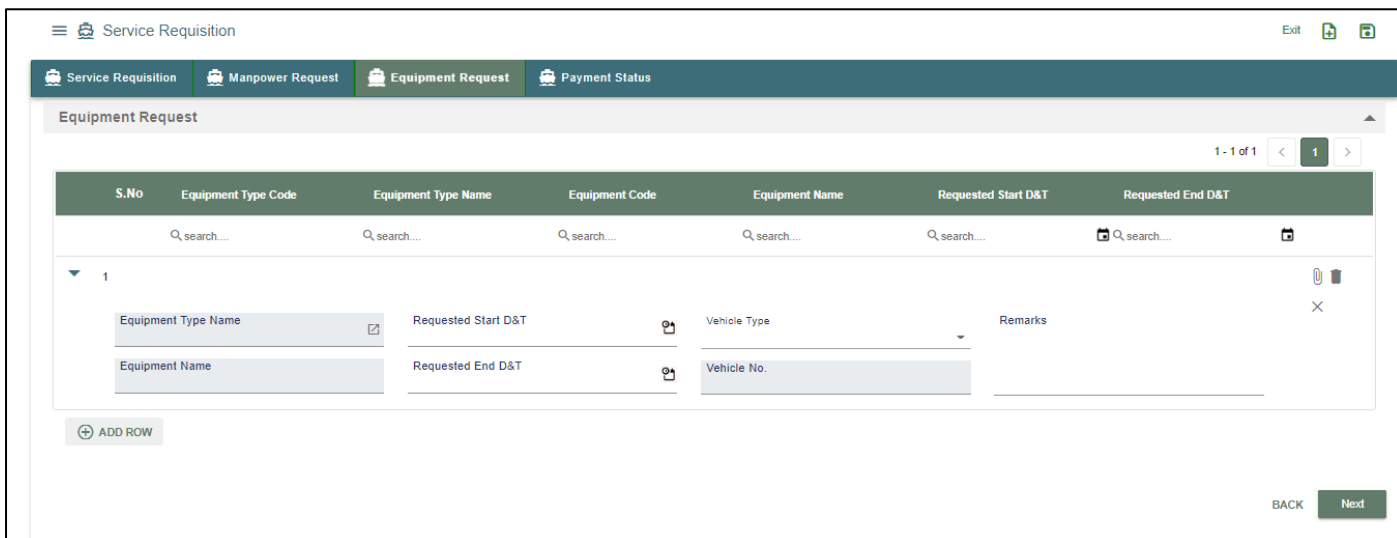
Step 7: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

Click on  the button.



User Interface Image 181-Service Requisition 19.5.5

Step 8: The system shall display below fields to enter.



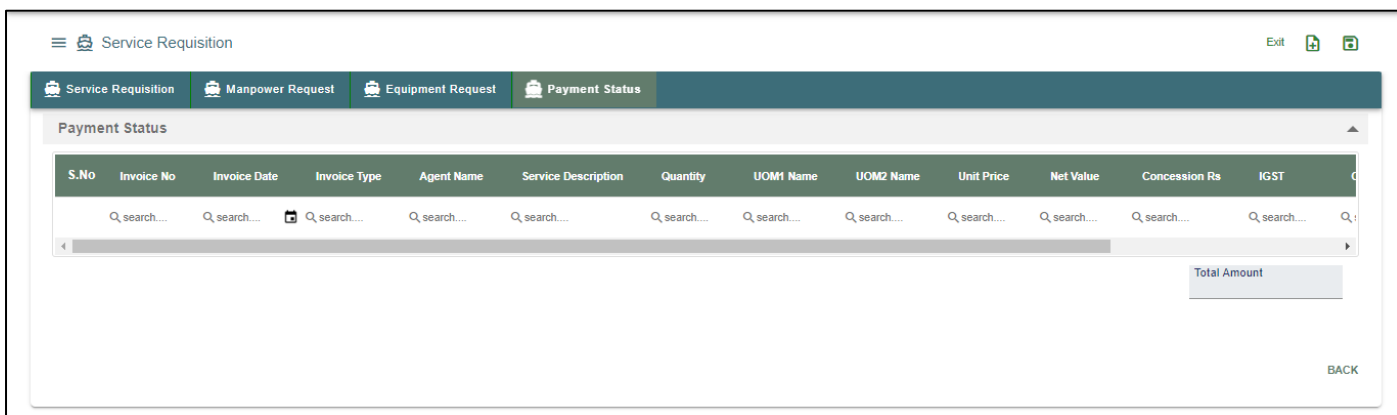
User Interface Image 182-Service Requisition 19.5.6

Below are the Field Information regarding Equipment Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


| Field Name | Mandatory | Fill Type |
|---------------------------|-----------|----------------|
| Equipment Type Code | No | Auto Populated |
| Equipment Name | No | Auto Populated |
| Alloted Start Date & Time | No | Auto Populated |
| Alloted End Date & Time | No | Auto Populated |
| Vehicle Type | No | Auto Populated |
| Vehicle No | No | Auto Populated |
| Remarks | No | Auto Populated |

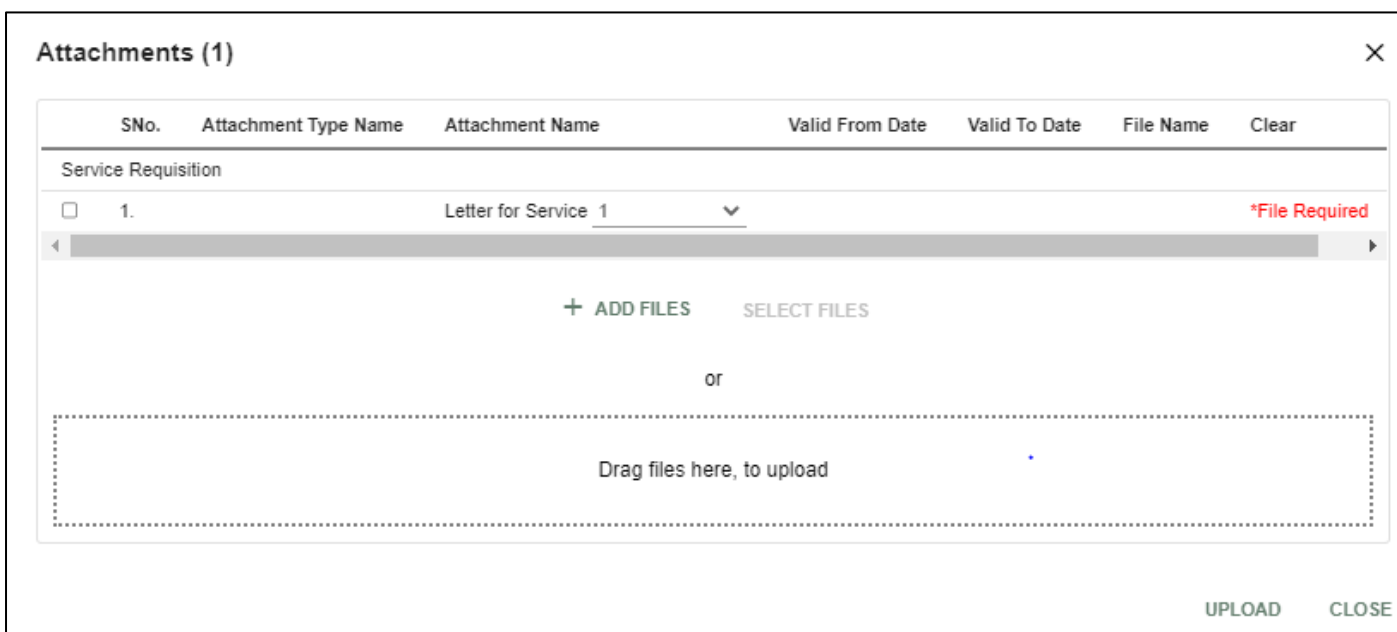
Step 9: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –





User Interface Image 183-Service Requisition 19.5.6(a)

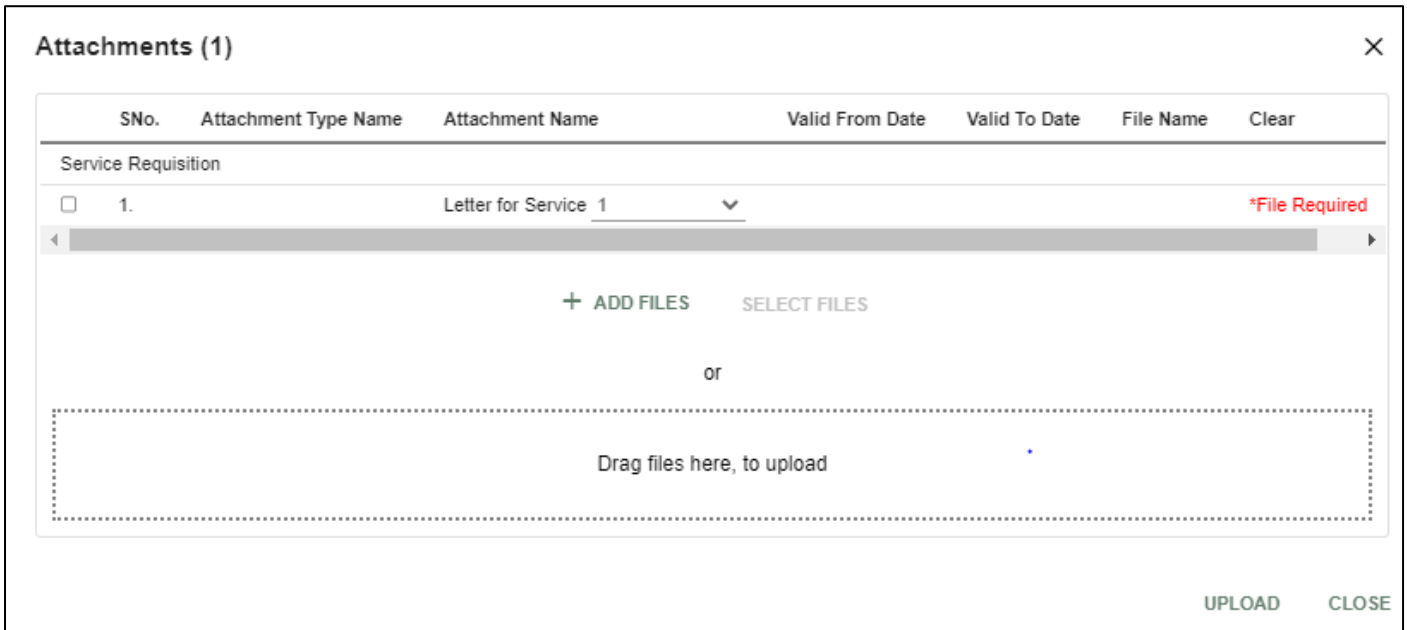
Step 10: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 11: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 184-Service Requisition 19.5.8

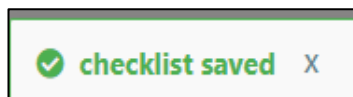
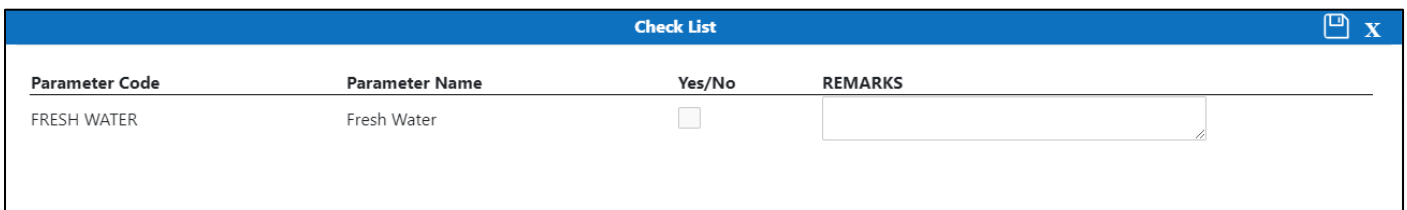
Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 185-Service Requisition 19.5.9

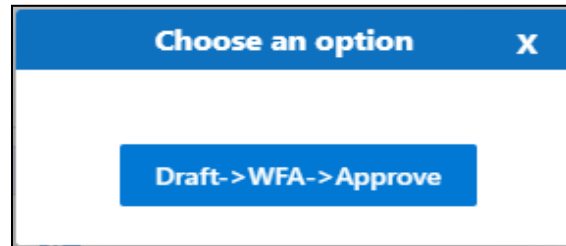
Step 13: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 14: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.




Step 15: Click on Save, System will display the  status on the screen.

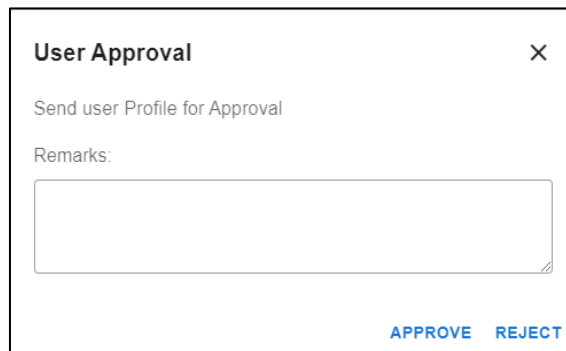
Step 16: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button.



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

Work Flow Initiated. with drivenId = 12999

Step17: 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

Step18: 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. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step19: 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).

User Approval ✕

Send user Profile for Approval


Remarks:

APPROVE
REJECT

Step20: 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. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 21: 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 Yes and No

Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation ✕


Reason Description * ✎

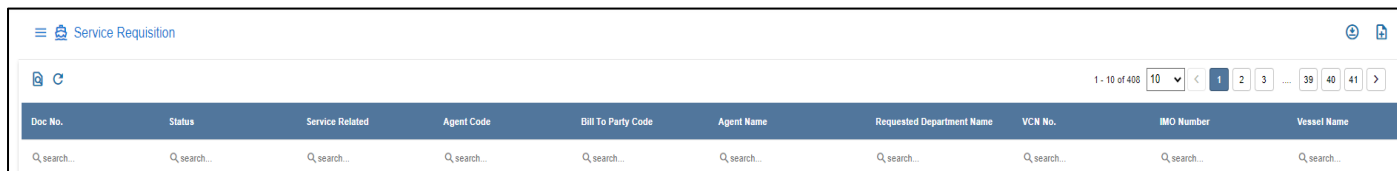
Remarks

Requested By


EXIT
PROCEED

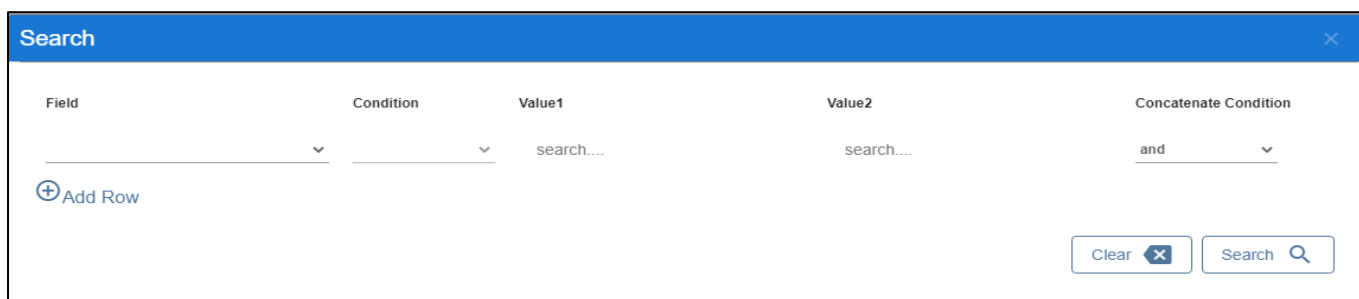
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL


Step 22: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



User Interface Image 186-Service Requisition 19.5.10

Step 23: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


10. BUSINESS FUNCTION NAME: SERVICE ALLOTMENT


10.1. DEFINITION:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and allot.

10.2. NAVIGATION

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


| | |
|------------------|---|
| Menu Path | Menu Bar → Common Functions→ Recordings→ Service Allotment→ Click on New button  |
|------------------|---|


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

10.3. PREREQUISITES – MASTERS

10.4. SCREENSHOTS

Following are the Screenshots from Service Allotment.

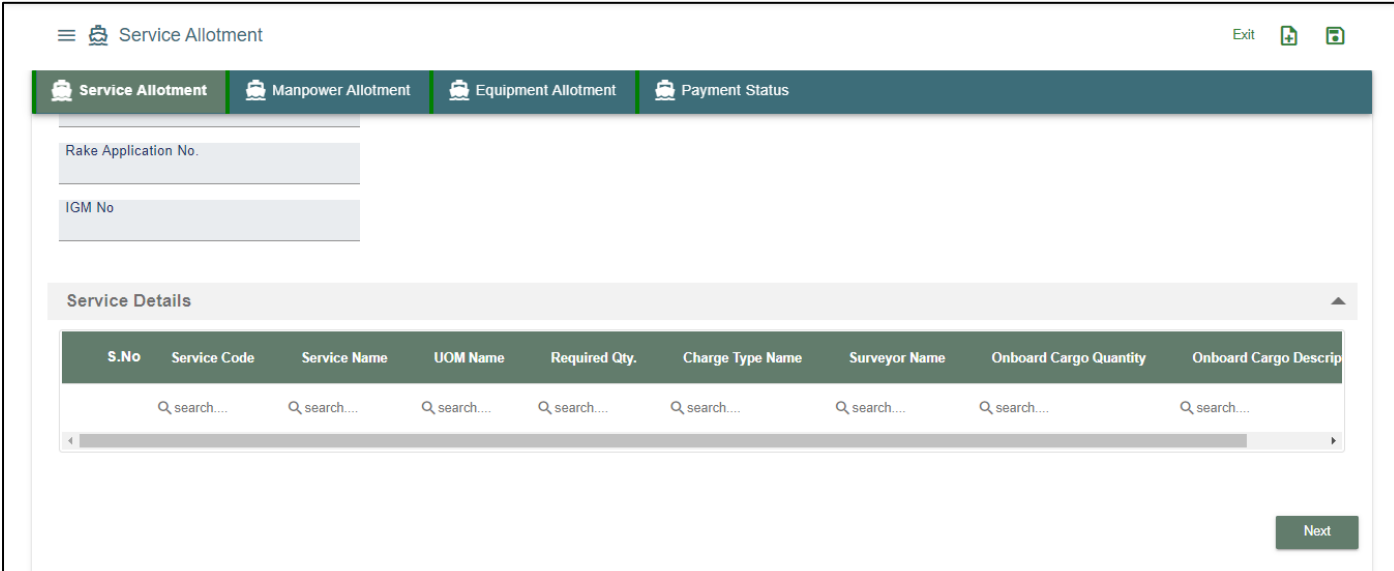
Step 1-Click on New button  . The user shall redirect to the screen like below-.



User Interface Image 187-Service Allotment 20.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

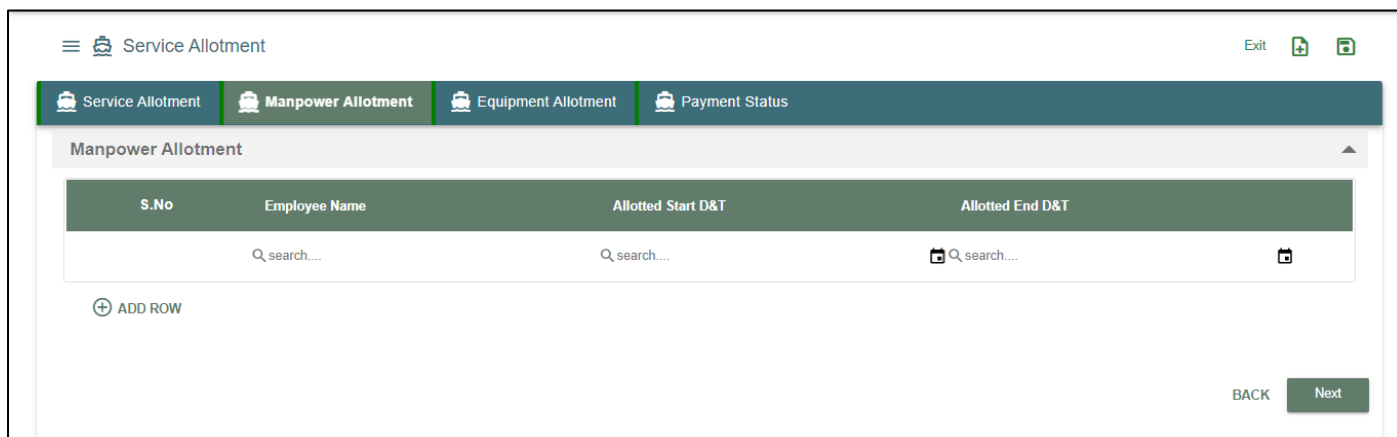
Step 3: The system shall display below fields to enter.



User Interface Image 188-Service Allotment 20.5.2

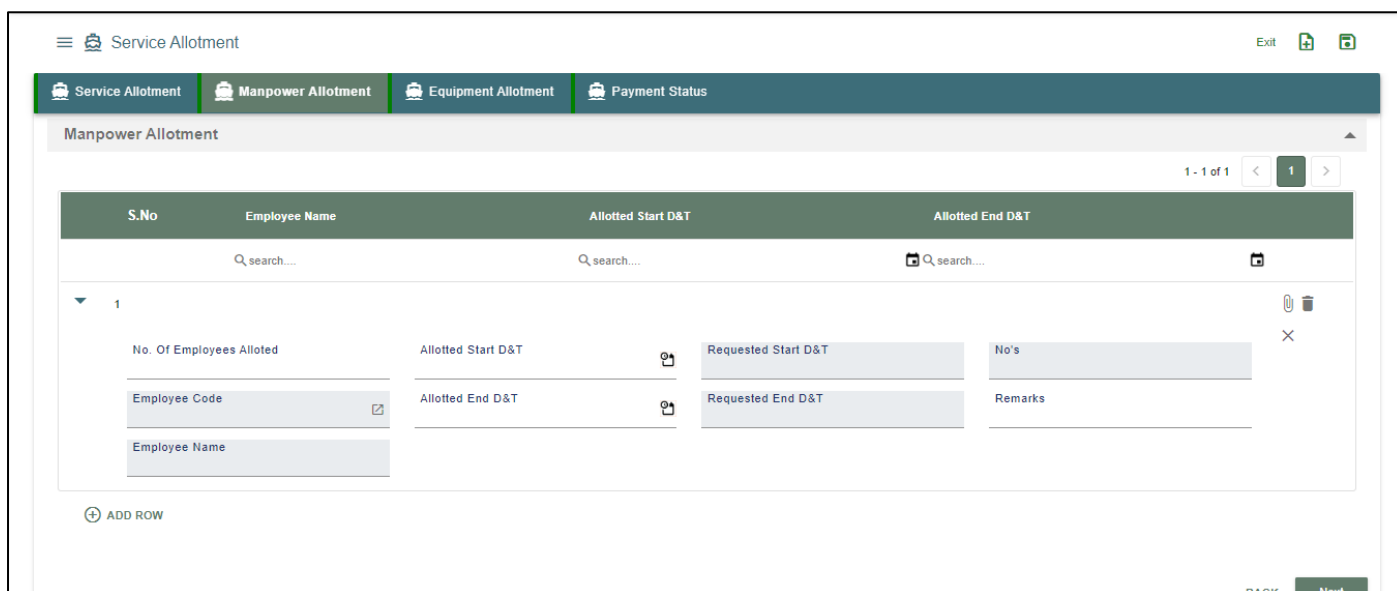
Step 4: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on **+ Add Row** the button.



User Interface Image 189-Service Allotment 20.5.3

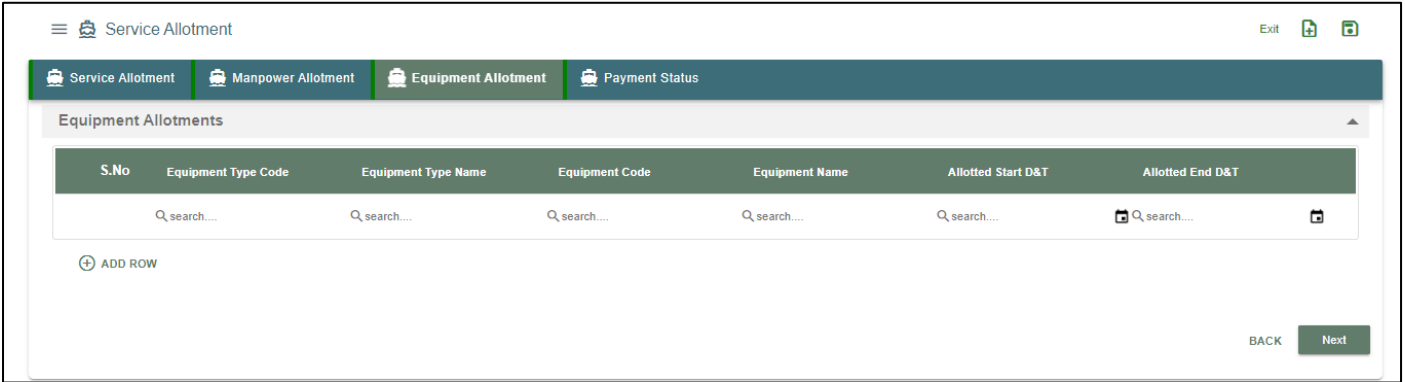
Step 5: After Clicking the **+ Add Row** it will show the given field as shown




User Interface Image 190-Service Allotment 20.5.4

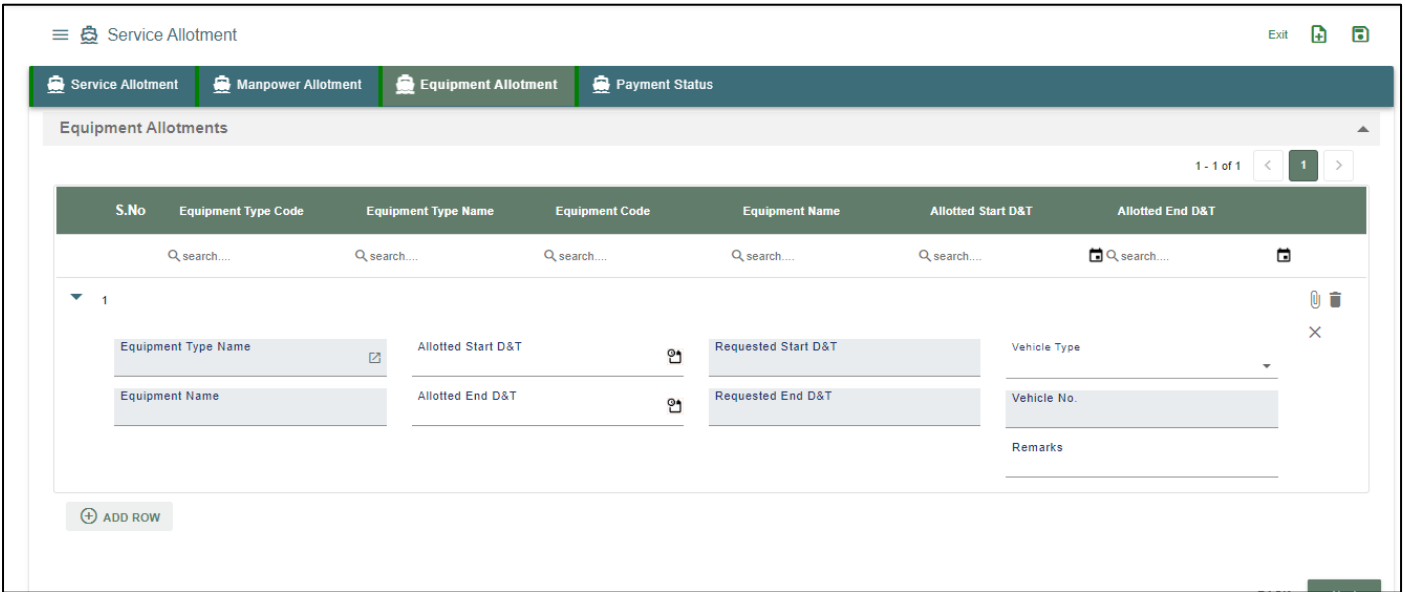
Step 6: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

Click on **+ Add Row** the button.

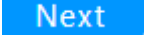


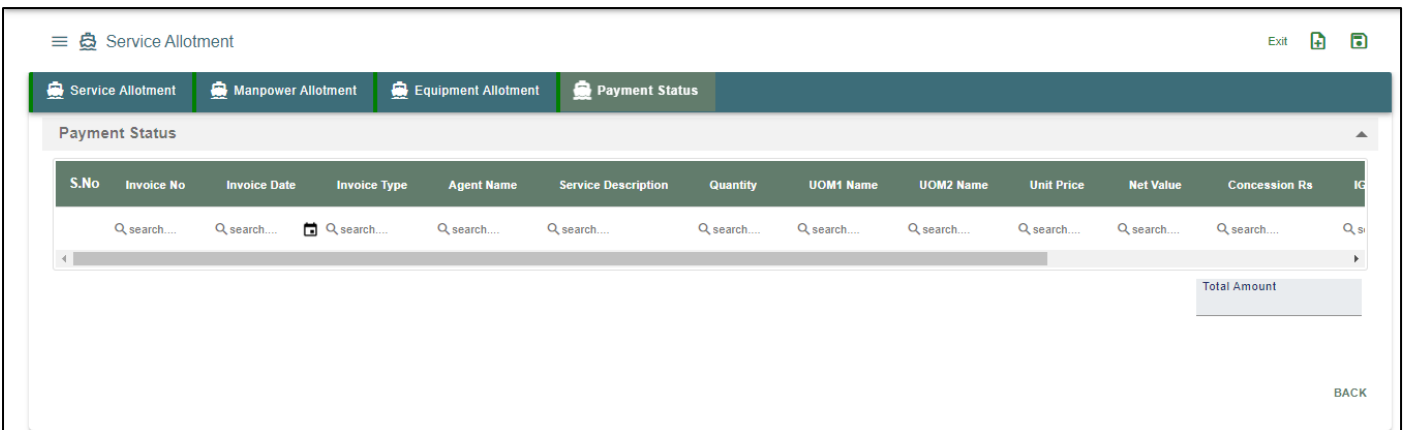
User Interface Image 191-Service Allotment 20.5.5

Step 7: After Clicking the  it will show the given field as shown





User Interface Image 192-Service Allotment 20.5.6

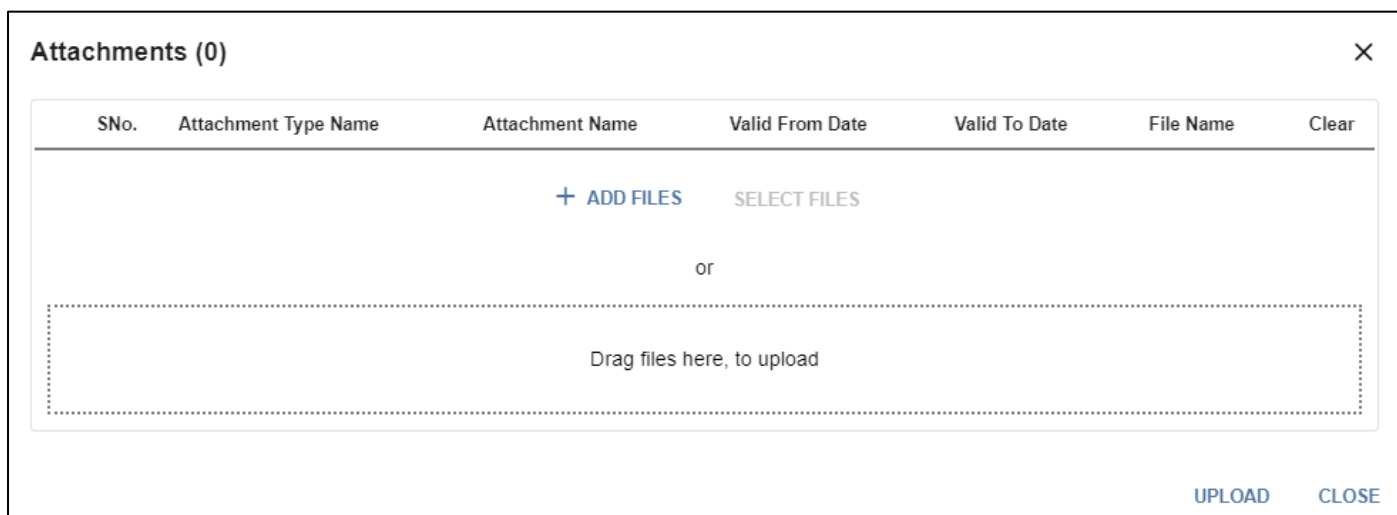
Step 8: Once all the mandatory and required fields are filled then Click on the  button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –





User Interface Image 192-Service Allotment 20.5.6(a)

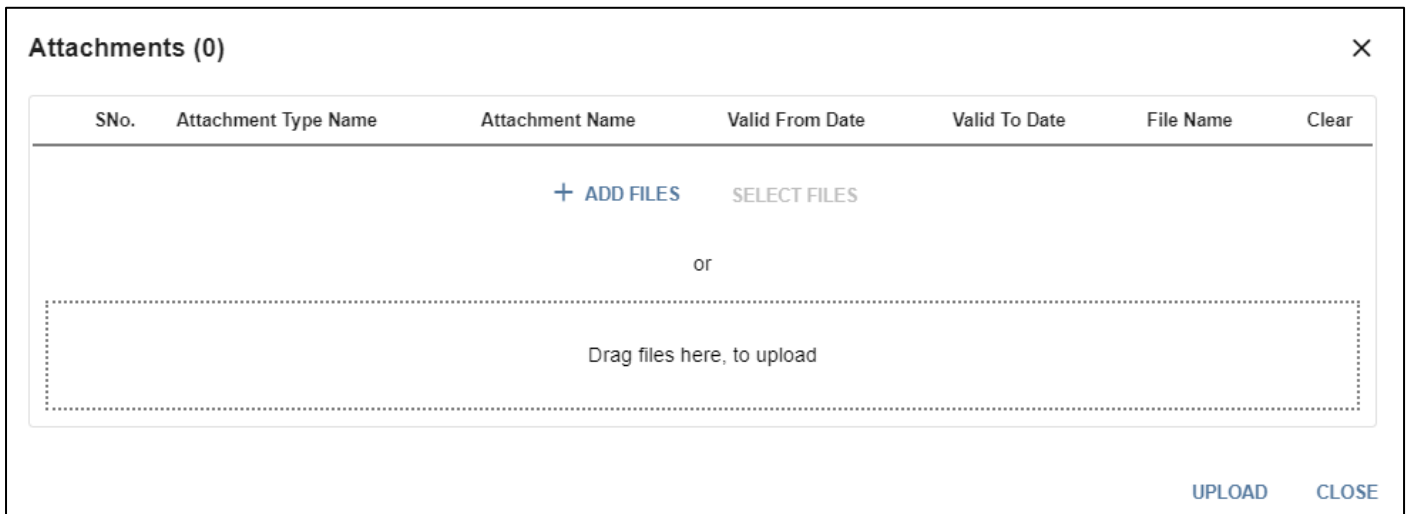
Step 9: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 10: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 193-Service Allotment 20.5.7

Step 11: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

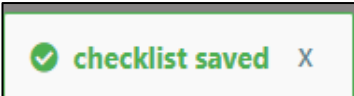



User Interface Image 194-Service Allotment 20.5.8

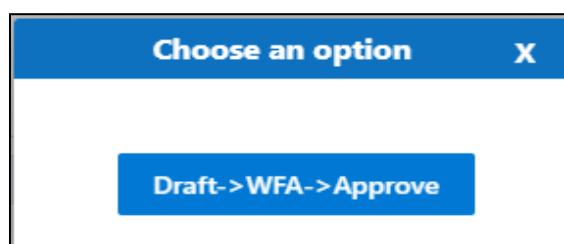
Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 13: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |


Step 14: Click on Save, System will display the  status on the screen.

Step 15: 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

Step16: 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).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE **REJECT**

Successfully Status changed to WFAPP

Step17: 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. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step18: 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).

User Approval ×



Send user Profile for Approval

Remarks:

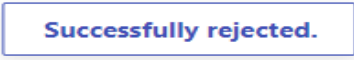
APPROVE **REJECT**



Successfully Status changed to APPROVED

Step19: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step 20: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

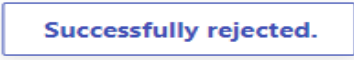
Send user Profile for Approval


Remarks:

APPROVE REJECT

Step 21: 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. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 22: 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  with below alert Yes and No

Alert Message ×

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation ✕


Reason Description * 📄

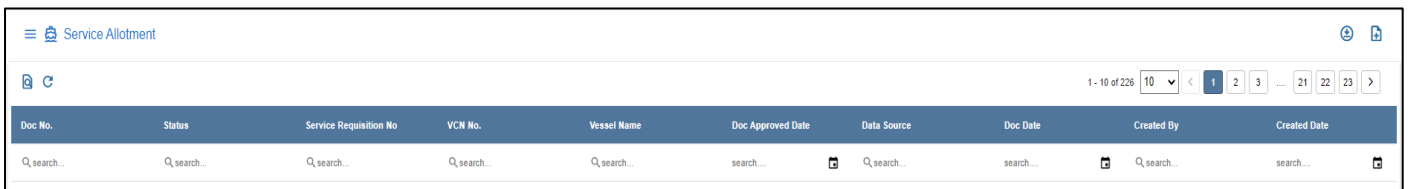
Remarks

Requested By

EXIT **PROCEED**


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

Step 23: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



| Doc No. | Status | Service Requisition No | VCN No. | Vessel Name | Doc Approved Date | Data Source | Doc Date | Created By | Created Date |
|-------------|-------------|------------------------|-------------|-------------|-------------------|-------------|-----------|-------------|--------------|
| Q search... | Q search... | Q search... | Q search... | Q search... | search... | Q search... | search... | Q search... | search... |



User Interface Image 195-Service Allotment 20.5.9


Step 24: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search ✕

| Field | Condition | Value1 | Value2 | Concatenate Condition |
|----------------------|----------------------|------------|------------|--------------------------|
| <input type="text"/> | <input type="text"/> | search.... | search.... | and <input type="text"/> |

➕ Add Row

Clear 
Search 

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


11. BUSINESS FUNCTION NAME: SERVICE DELIVERY


11.1. DEFINITION:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

11.2. NAVIGATION

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Common Functions→ Recordings→ Service Delivery Work Order→ Click on New button  |
|------------------|---|


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

11.3. PREREQUISITES – MASTERS

11.4. SCREENSHOTS

Following are the Screenshots from Service Recording.

Step 1-Click on New button  . The user shall redirect to the screen like below-.




The screenshot shows the 'Service Delivery' form with the following fields and values:

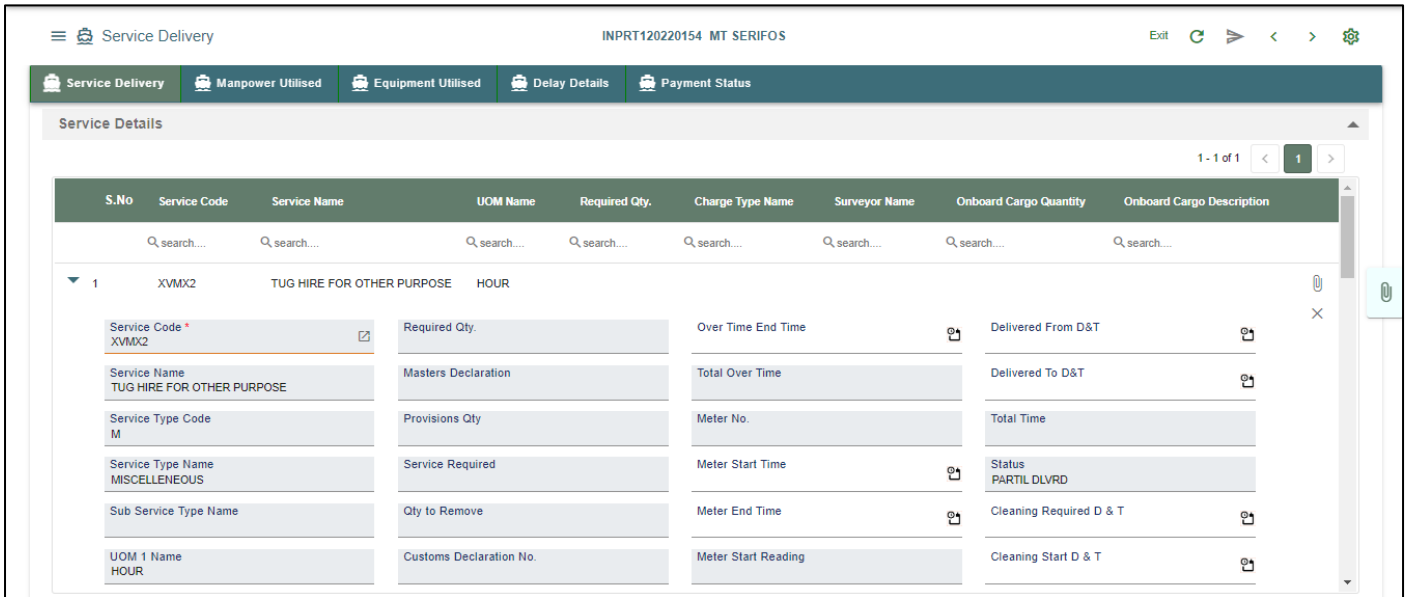
| | | | |
|---|--|---|---------------------------------------|
| Mode of Service Delivery * Service Request | Service Group Code V | Bill to Party Contact No | Doc No. INPRT1 2022 00019 |
| Service Request No * INPRT1-2022-0025 | Service Group Name Vessel | Operation Type | POS Document Number INPRT120220021 |
| Service Related Vessel | Agent Code * 70003338 | Purpose of the Visit Cargo operation Discharge | Doc Series * SEDETPSEQ72022Y |
| VCN No. * INPRT120220154 | Agent Name SPANOCEANIC SERVICESPL | Requested Department Name | Doc Date 24-06-2022 16:40 |
| IMO Number * 9410399 | Bill To Party Code * 70003338 | Trade Type FOREIGN | Status Code APPROVED |
| vessel Name MT SERIFOS | Bill to Party Name SPANOCEANIC SERVICESPL | Terminal Name Paradeep Port Trust | Doc Approved Date 24-06-2022 16:40 |
| | Bill to Party Address | Cancellation D&T | Data Source POS |

User Interface Image 196-Service Delivery 21.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Step 3:-Service Details section is displayed in the same page. Click on  the button.

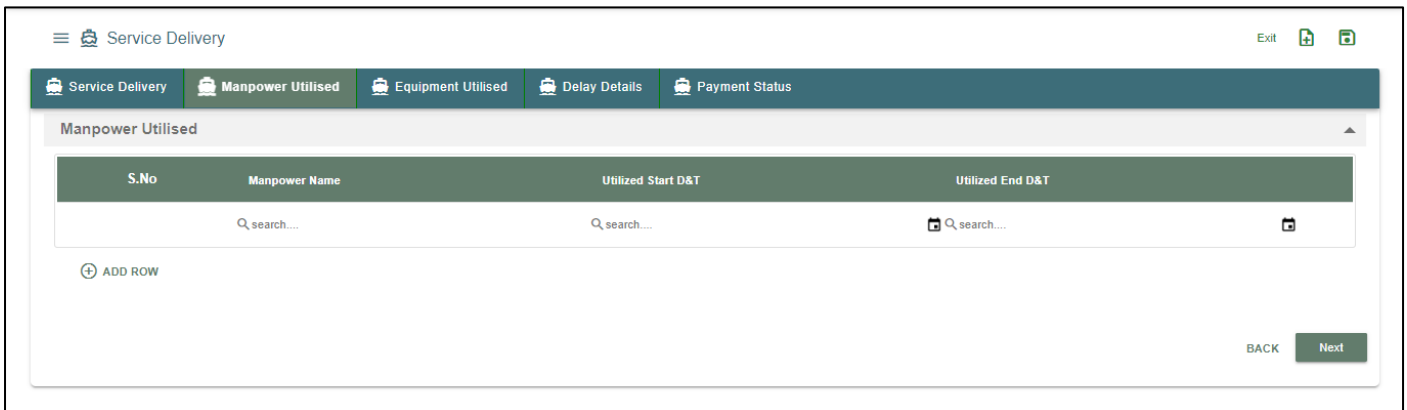
Step 4: The system shall display below fields to enter.



User Interface Image 197-Service Delivery 21.5.2

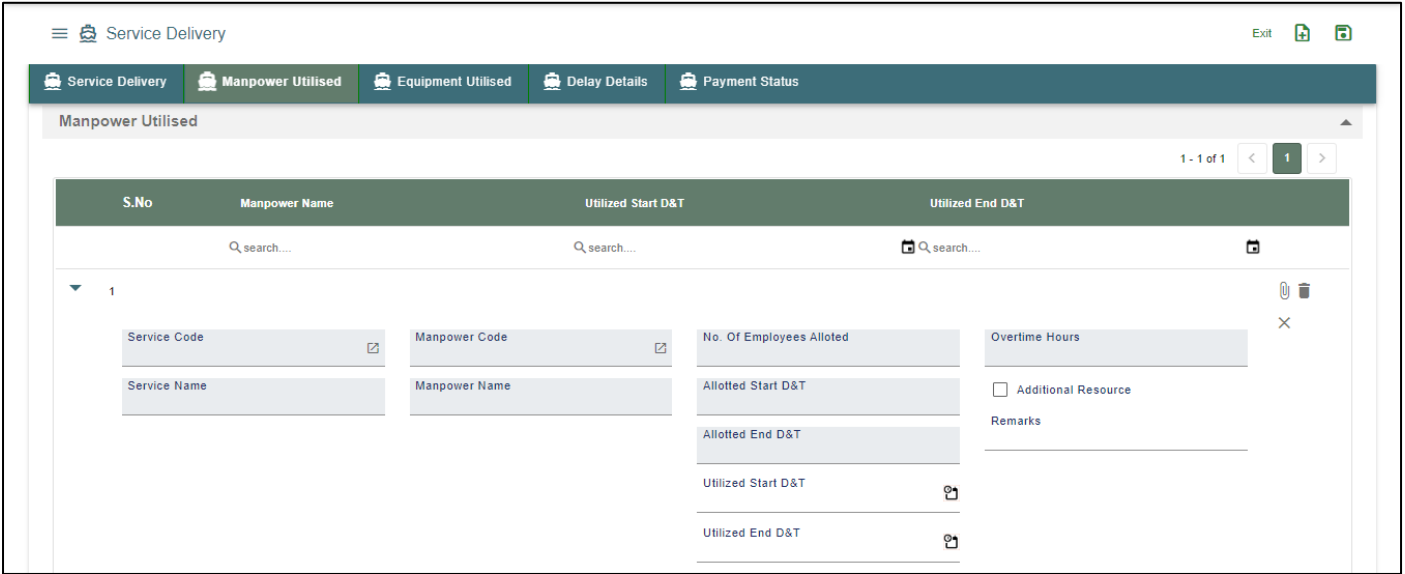
Step 5: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Utilised page as below -

Click on **+ Add Row** the button.



User Interface Image 198-Service Delivery 21.5.3

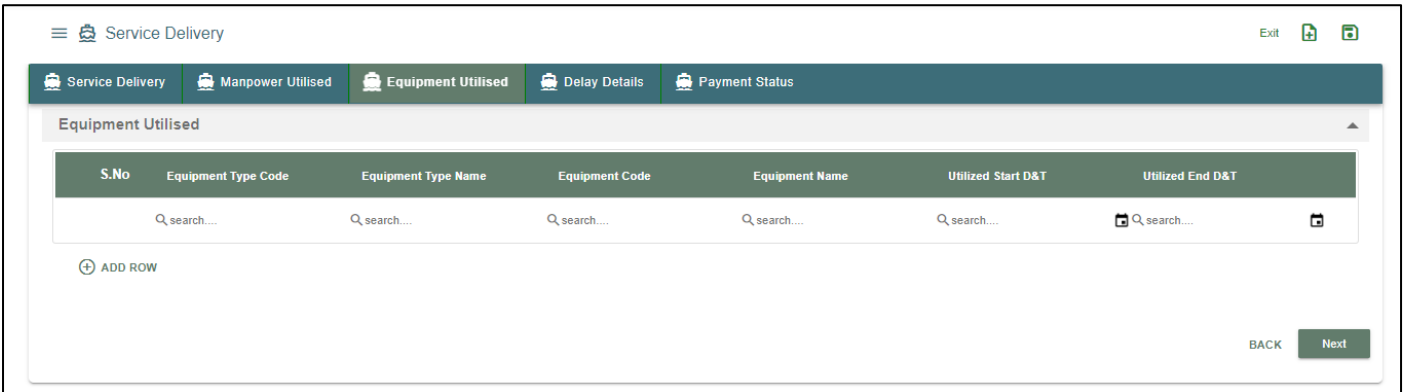
Step 6: After Clicking the **+ Add Row** it will show the given field as shown



User Interface Image 199-Service Delivery 21.5.4

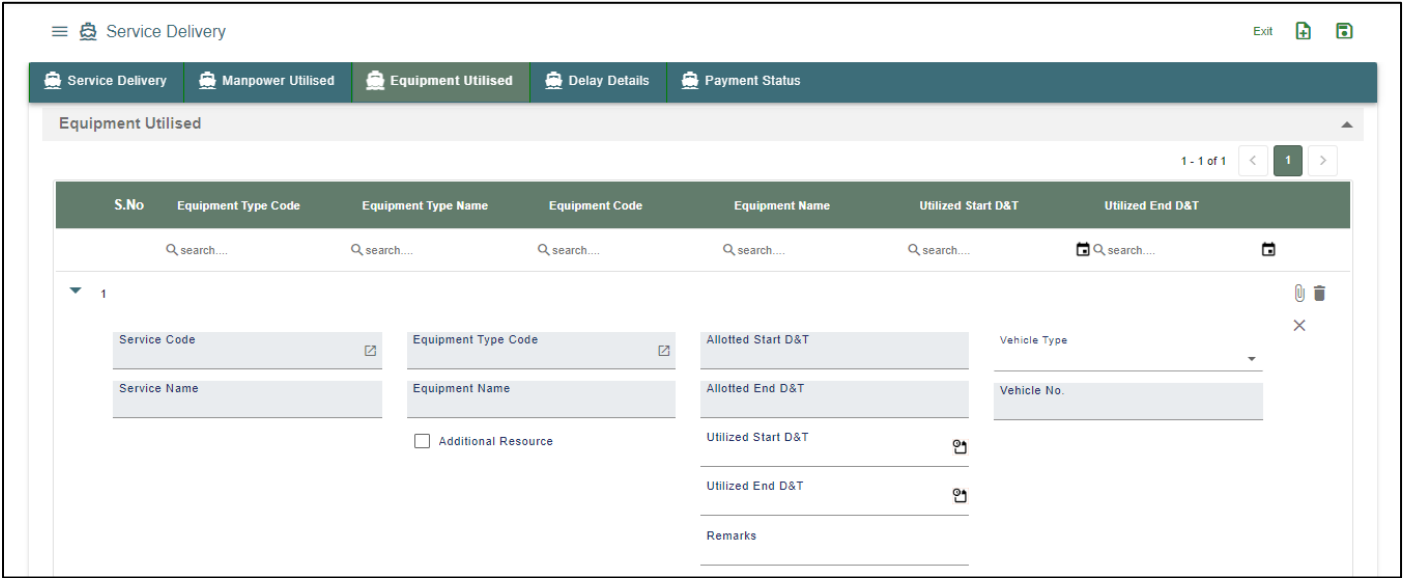
Step 7: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Utilized page as below -

Click on **+ Add Row** the button.



User Interface Image 200-Service Delivery 21.5.5

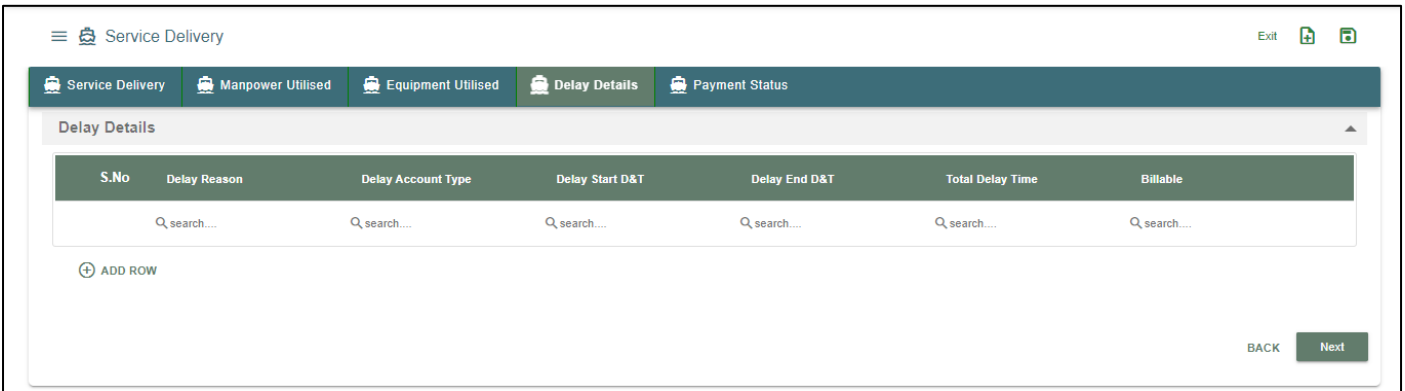
Step 8: After Clicking the **+ Add Row** it will show the given field as shown



User Interface Image 201-Service Delivery 21.5.6

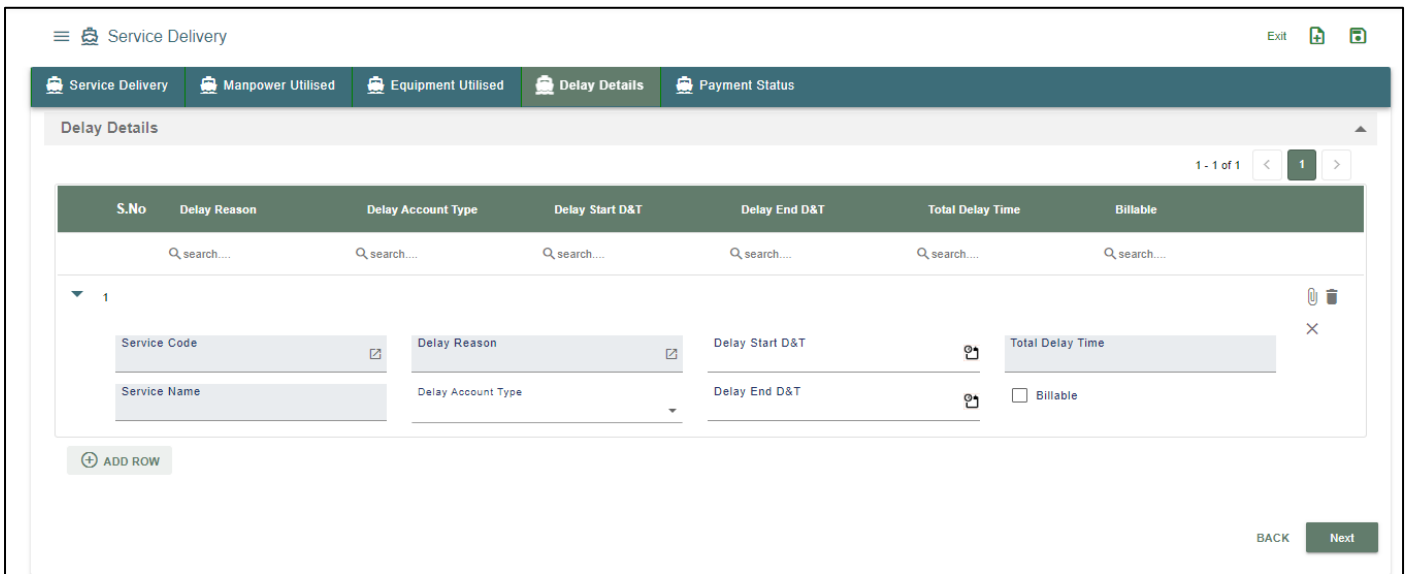
Step 9: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Delay Details page as below -

Click on **+ Add Row** the button.



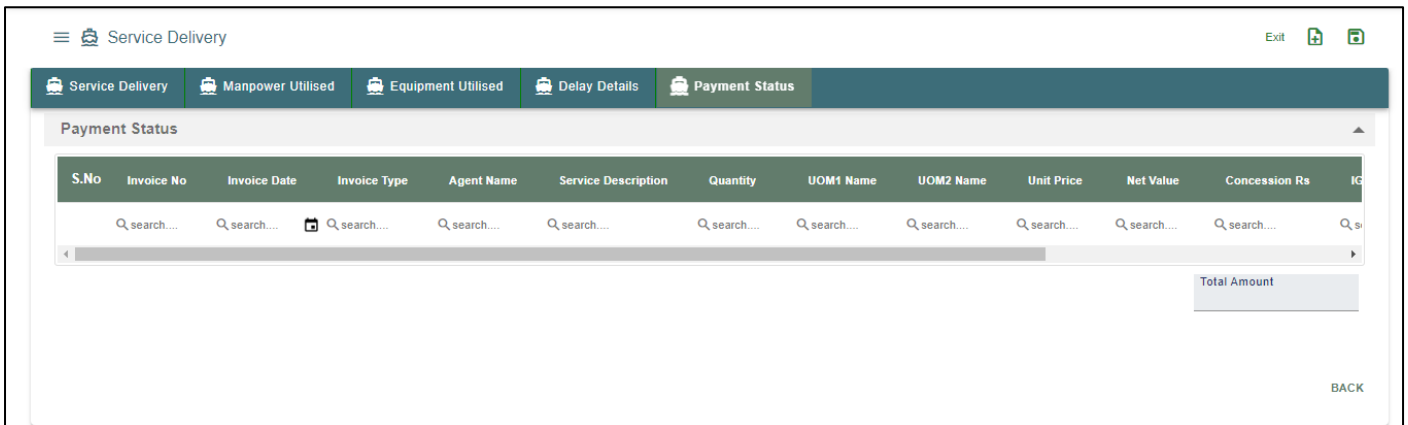
User Interface Image 202-Service Delivery 21.5.7

Step 10: After Clicking the **+ Add Row** it will show the given field as shown






User Interface Image 203-Service Delivery 21.5.8

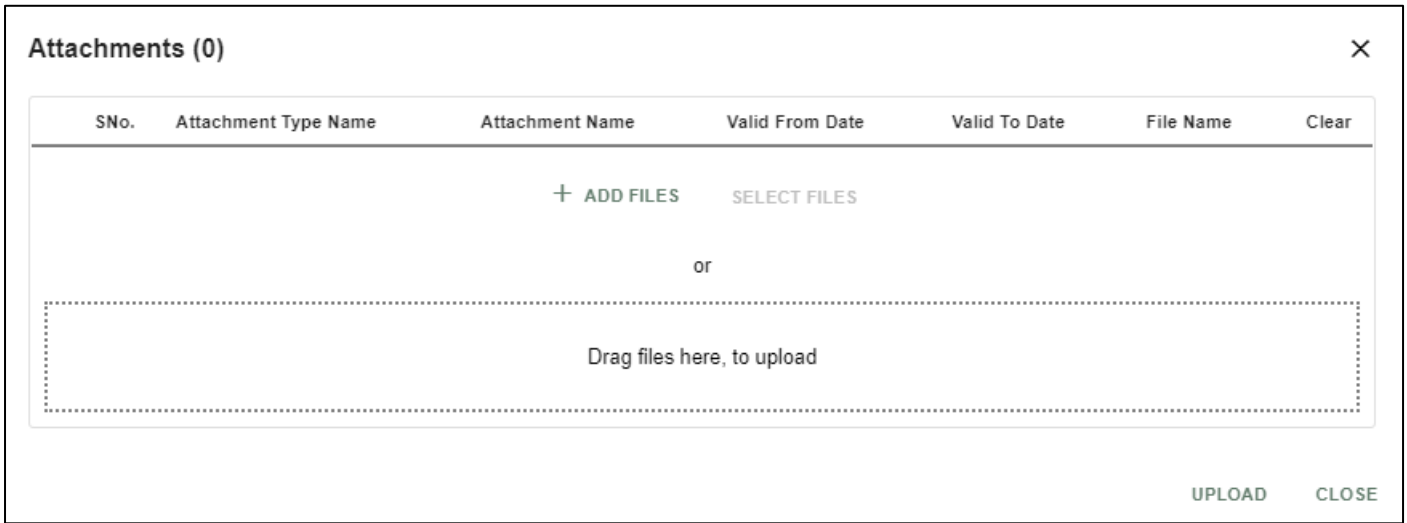
Step 11: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –





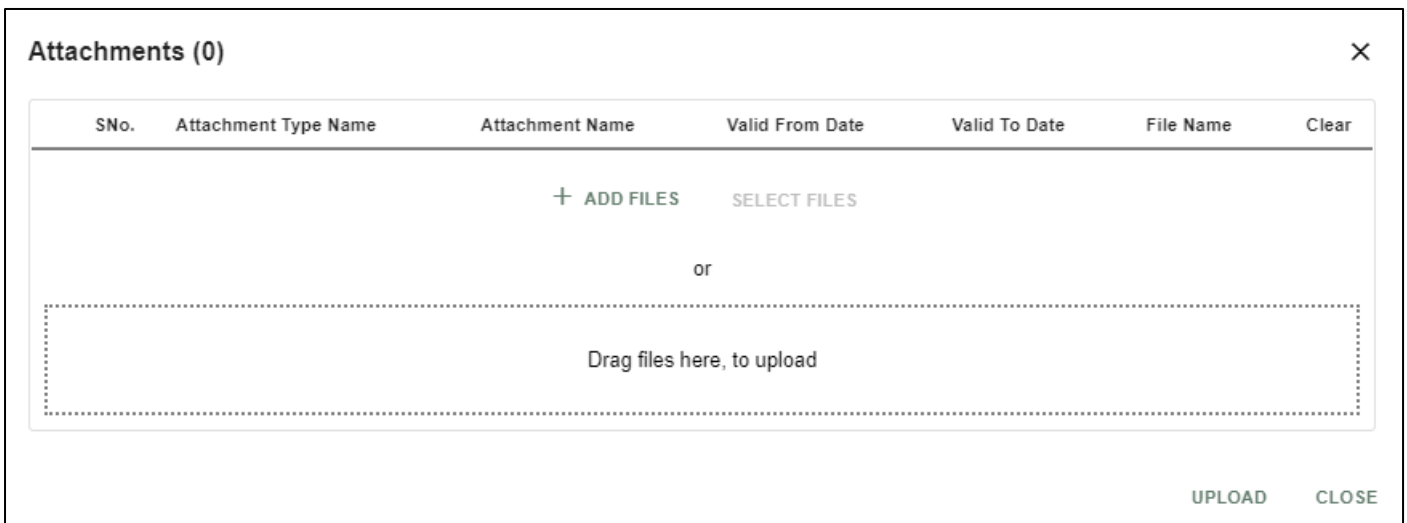
User Interface Image 204-Service Delivery 21.5.9

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



Step 12: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –




Step 13: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

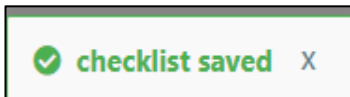


User Interface Image 205-Service Delivery 21.5.11


Step 14: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

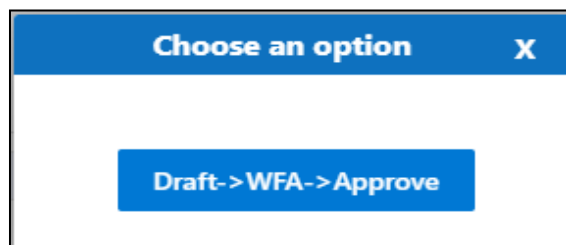
Step 15: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |




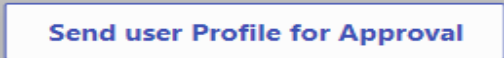
Step 16: Click on Save, System will display the  status on the screen.

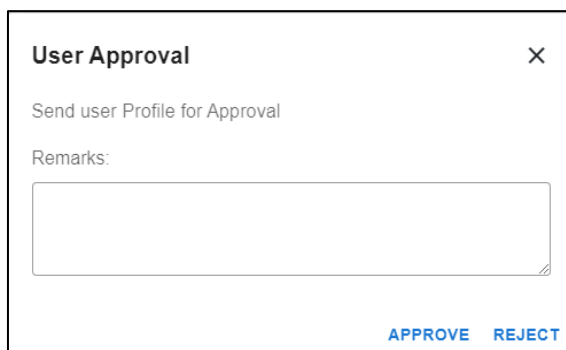
Step 17: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .




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





Step18: 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).




Step19: 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.  .Up On

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

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

Step20: 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).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE **REJECT**

Successfully Status changed to APPROVED

Step21: 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.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.


Step 22: 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 Yes and No

Alert Message ×

 Do you want to cancel?

NO **YES**

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation ✕


Reason Description * 📄

Remarks

Requested By


EXIT **PROCEED**

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

Step 23: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

| Doc No. | Status | Mode of Service Delivery | Service Request No | Service Allotment No. | VCN No. | Vessel Name | Service Related | Agent Code | Bill To Party Code |
|-------------|-------------|--------------------------|--------------------|-----------------------|-------------|-------------|-----------------|-------------|--------------------|
| 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... |



User Interface Image 206-Service Delivery 21.5.12


Step 24: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search ✕

| | | | | |
|----------------------|----------------------|-----------|-----------|--------------------------|
| Field | Condition | Value1 | Value2 | Concatenate Condition |
| <input type="text"/> | <input type="text"/> | search... | search... | and <input type="text"/> |

⊕ Add Row

Clear 
Search 

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

12. BUSINESS FUNCTION NAME: EQUIPMENT REQUEST

12.1 DEFINITION:

Equipment Request is for requesting port for allocating HMC for Loading & Discharge of cargo from Vessel.


12.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

| | |
|------------------|---|
| Menu Path | Menu Bar → Labor Planning → Equipment Request → Click on New button  |
|------------------|---|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

12.3 PREREQUISITES – MASTERS

12.4 SCREENSHOT

Following Screenshots are from Equipment Request.

Step 1- Click on New button  and We will redirect to screen like below.

User Interface Image 59-Equipment Request - 9.5.1

Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

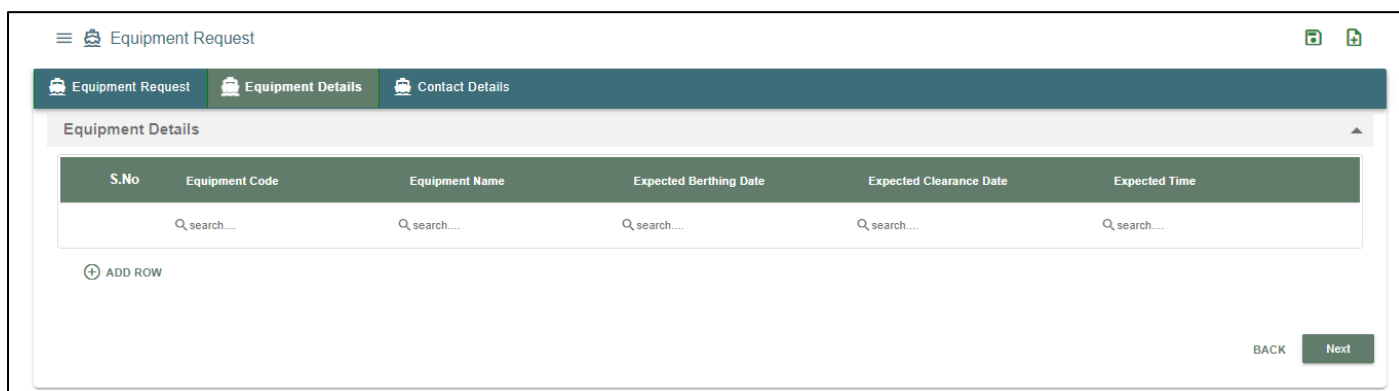
Below are the Field Information regarding Equipment Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

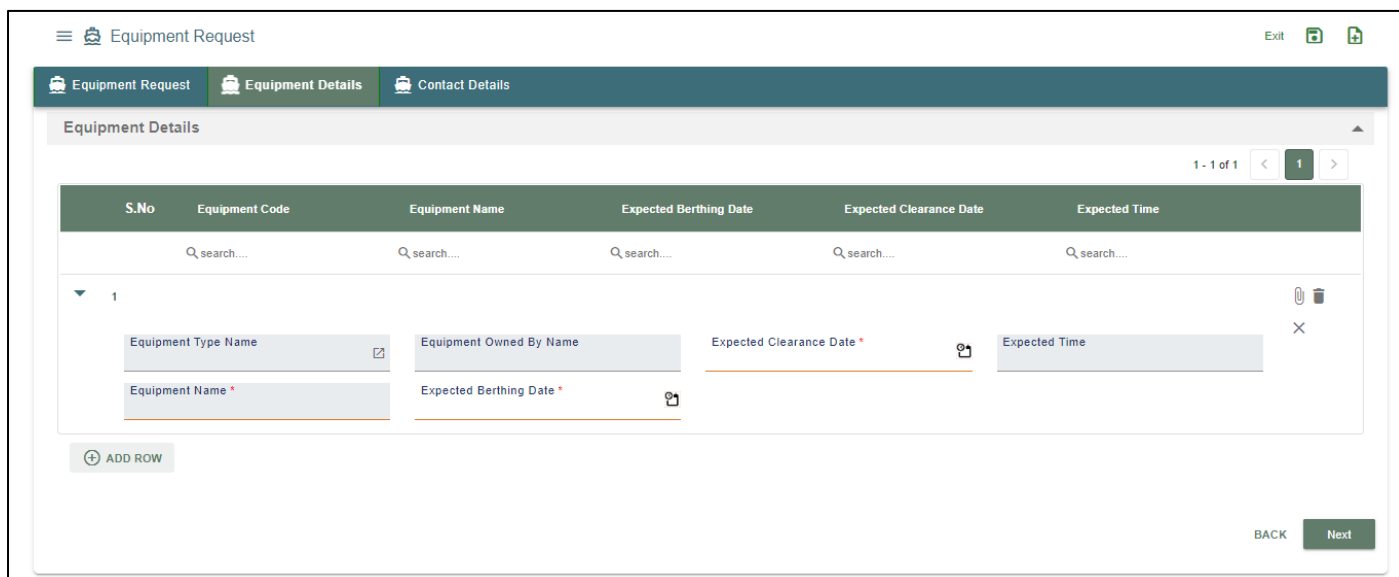


Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.



User Interface Image 59-Equipment Request 9.5.2(a)

Click on  to begin with data entry

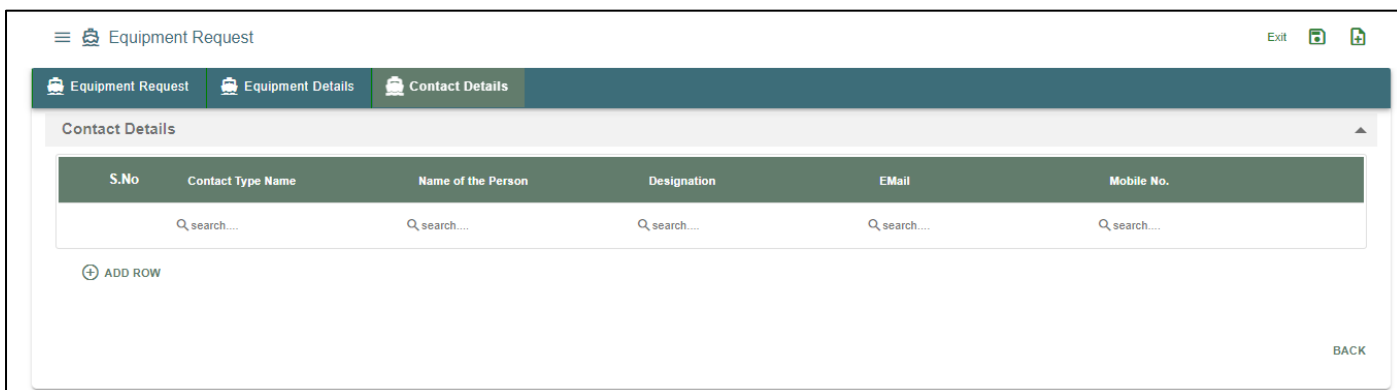


User Interface Image 59-Equipment Request 9.5.2(b)

Below are the Field Information regarding Equipment Details Section.

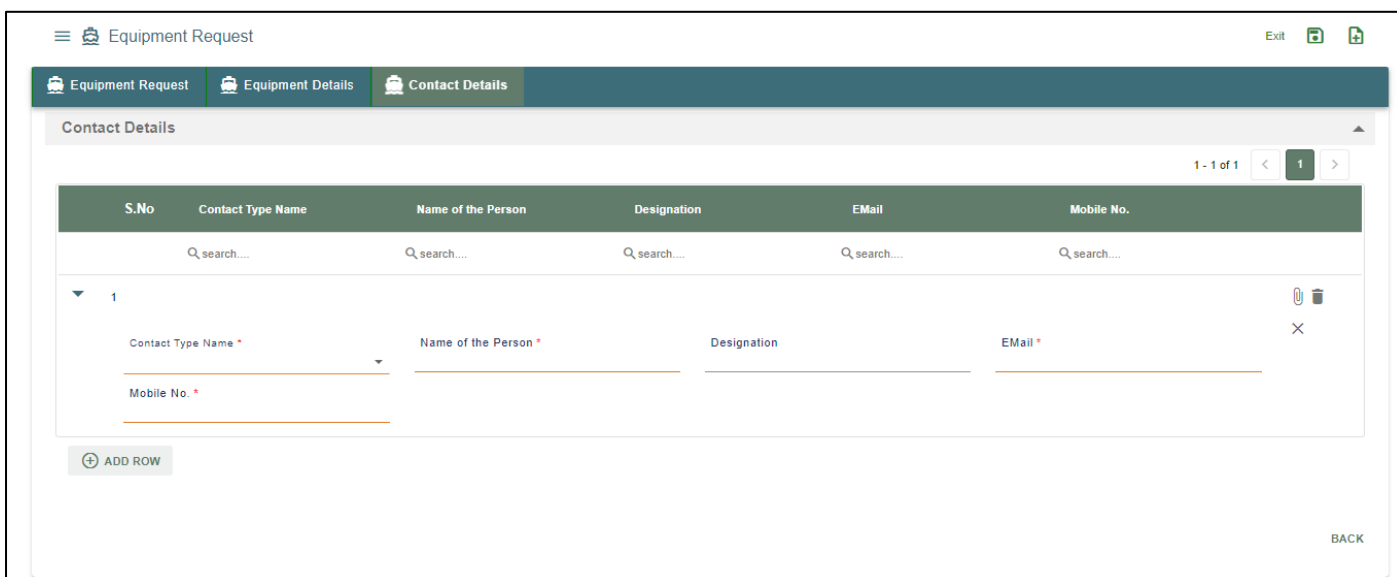
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 5: Click Next button from below of the Page user will move to Contact Details Section like Below.




User Interface Image 59-Equipment Request 9.5.2(a)



Click on  to begin with data entry






User Interface Image 59-Equipment Request 9.5.2(b)

Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

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 –

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


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.

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) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|---|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *File Required |
| <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="margin: 0;">+ ADD FILES SELECT FILES</p> <p style="margin: 0;">or</p> <p style="margin: 0;">Drag files here, to upload</p> </div> | | | | | | |
| 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.x

Attachments (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *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 (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *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 (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *File Required |

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Click On Close Button

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

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
✕

Draft->WFA->Approve

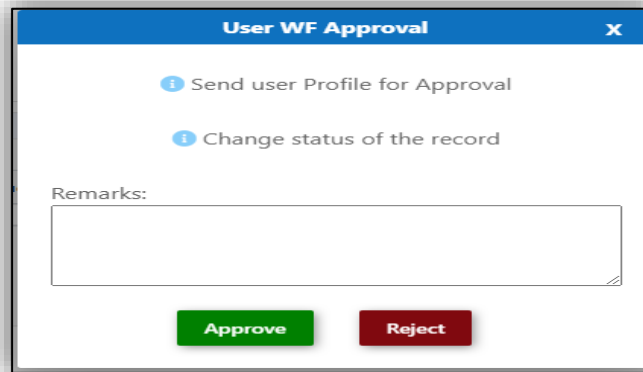
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on the icon. System will be display

Send user Profile for Approval

'Reject' with reason (Remarks).



User WF Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

Approve **Reject**

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following screen and the document status will be changed as 'WFAPP'..

status will be shown on the

Successfully rejected.

If user reject the request following alert will display on the screen.

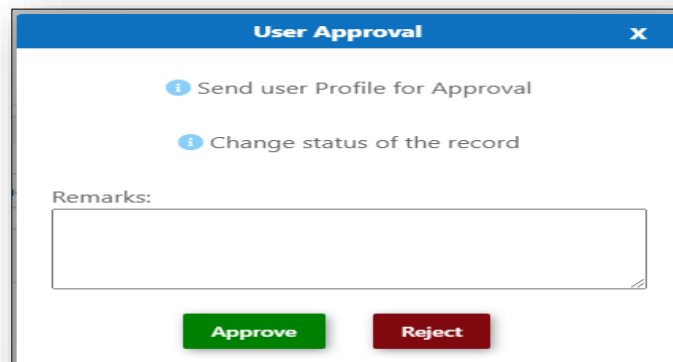
And the document status will be changed as 'REJECTED'.

Step10: 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).



User Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]


Approve **Reject**

Successfully Status changed to APPROVED

Step11: 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

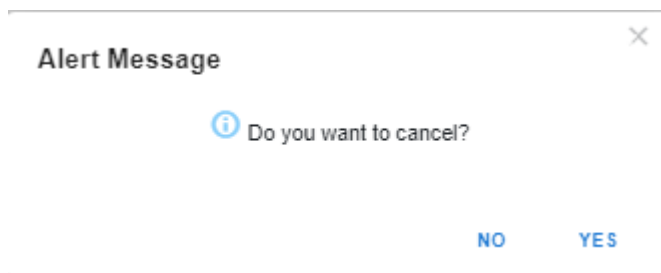
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

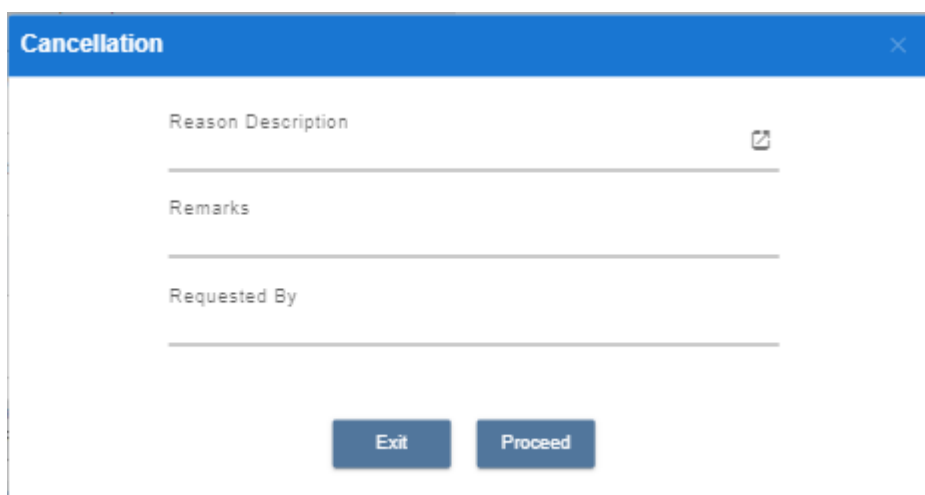
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required

system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' 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

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

13. BUSINESS FUNCTION NAME: REQUEST BASED EQUIPMENT ALLOCATION


13.1 DEFINITION:

Based on Agent Equipment for allocating HMC for Loading & Discharge of cargo from Vessel. Port will Allocating Equipment to the ship.

13.2 NAVIGATION

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

| | |
|------------------|---|
| Menu Path | Menu Bar → Labor Planning → Request Based Equipment Allocation → Click on New button |
|------------------|---|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

13.3 PREREQUISITES – MASTERS

13.4 SCREENSHOT

Following Screenshots are from Request Based Equipment Allocation.

Step 1- Click on New button  and We will redirect to screen like below.




User Interface Image 59- Request Based Equipment Allocation - 9.5.1


Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

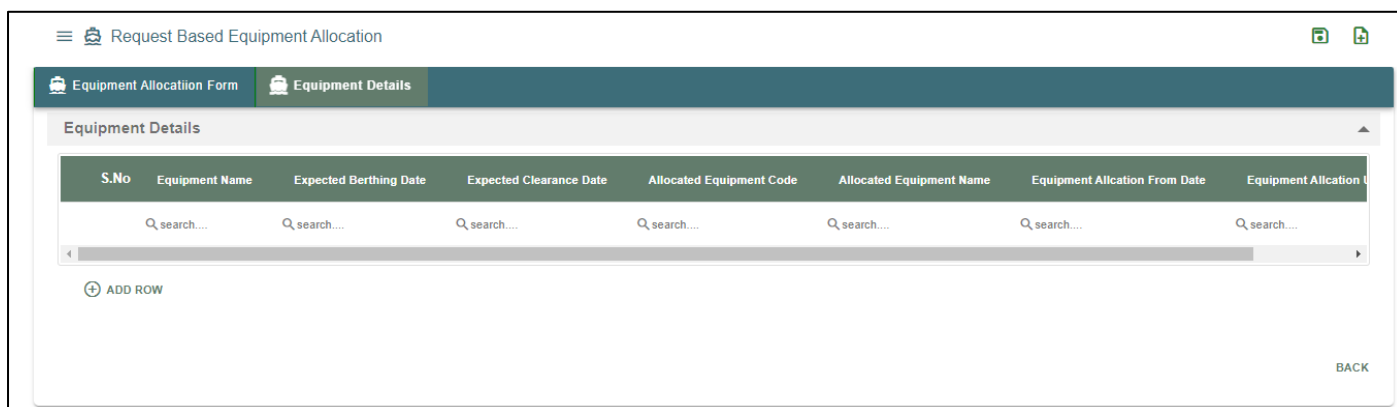
Below are the Field Information regarding Request Based Equipment Allocation Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

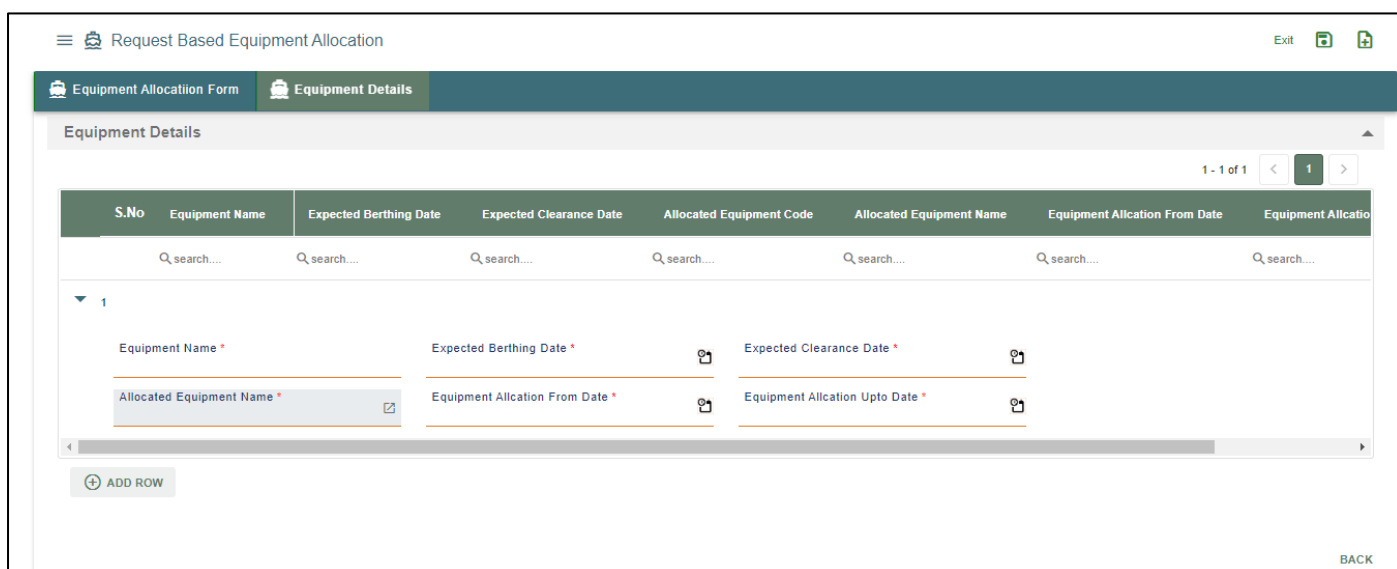


Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.



User Interface Image 59- Request Based Equipment Allocation - 9.5.1

Click on  to begin with data entry




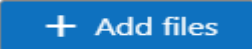
User Interface Image 59- Request Based Equipment Allocation - 9.5.1



Below are the Field Information regarding Equipment Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

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 –

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.

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) ✕


| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *File Required |

+ 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.x**

Attachments (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *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 (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *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 (1) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--------------------------|----------------------|--|-----------------|---------------|-----------|----------------|
| Draft Survey | | | | | | |
| <input type="checkbox"/> | 1. | Survey Report 1 ▼ | | | | *File Required |

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Click On Close Button

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

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
✕

Draft->WFA->Approve

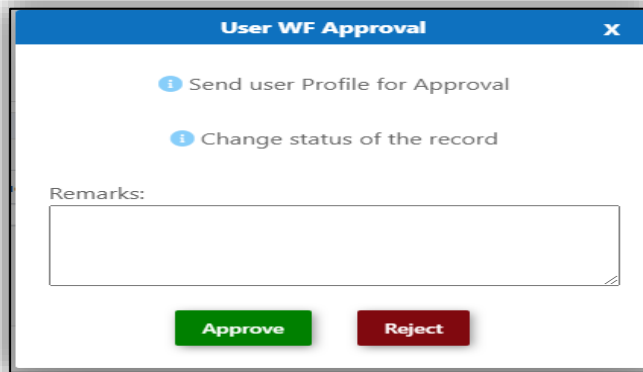
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on the icon. System will be display

Send user Profile for Approval

'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following screen and the document status will be changed as 'WFAPP'..

status will be shown on the

If user reject the request following alert will display on the screen.

Successfully rejected.

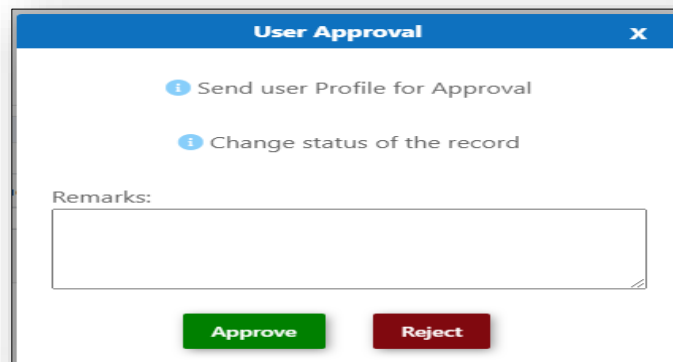
And the document status will be changed as 'REJECTED'.

Step10: 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).




Successfully Status changed to APPROVED

Step11: 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

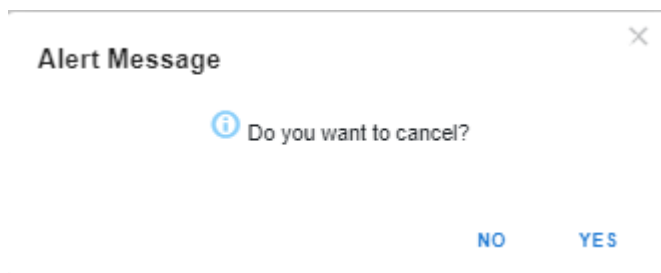
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

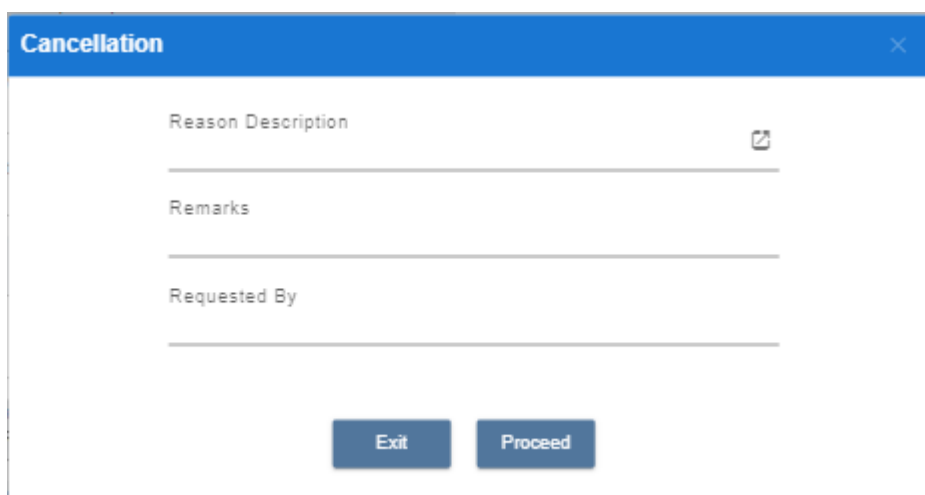
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required

system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' 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

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

14. BUSINESS FUNCTION NAME: ASSESSMENT OF CHARGES CARGO AND STEVEDORE

14.1 DEFINITION:


THE AGENT SUBMITS THIS REQUEST TO THE PORT TO GET THE AMOUNT TO BE PAID TO THE PORT FOR THE VESSEL, CARGO, STEVEDORE SERVICES.


14.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

| | |
|------------------|--|
| Menu Path | Menu Bar → Marine→ Billing→ Transactions→ ASSESSMENT OF CHARGES CARGO AND STEVEDORE→ Click on New button  |
|------------------|--|

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

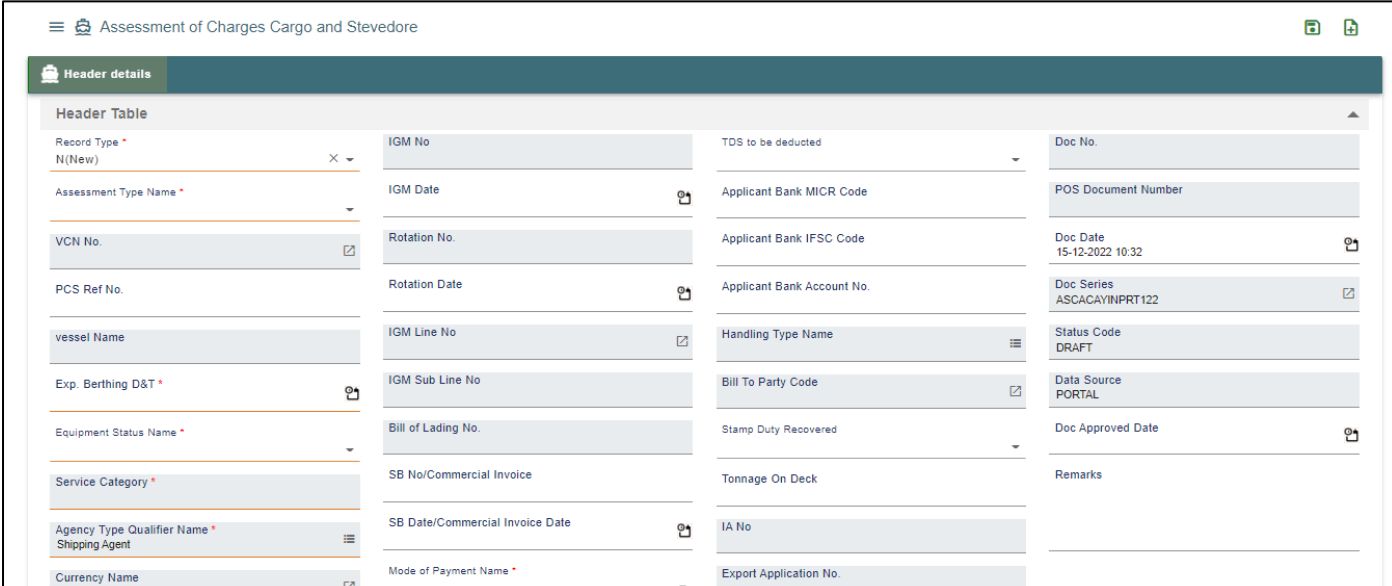
14.3 PREREQUISITES – MASTERS

1. Agent
2. Agent Type
3. UOM
4. Location
5. Currency

14.4 SCREENSHOTS

Following screenshot from Assessment of charges Cargo and Stevedore

Step 1- Click on New button  . The user shall redirect to the screen like below-



User Interface Image 325-Assessment of Charges Cargo and Stevedore 43.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Below are the Field Information regarding **Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|-------------------|-----------|--------------------------|
| Record Type* | Yes | Auto populate/Dropdown |
| CALINF Ref Number | No | Autopopulate |
| VCN No.* | Yes | Autopopulate/Form Lookup |
| Vessel Name | No | Autopopulate |
| Purpose of Visit | No | Autopopulate |
| GRT | No | Autopopulate |

| | | |
|--|--------|--------------------------|
| SBT | No | Autopopulate/Text Box |
| IGM No | No | Autopopulate |
| IGM Date | No | Autopopulate |
| Rotation No | No | Autopopulate |
| Rotation Date | No | Autopopulate |
| Service Category* | Yes | Autopopulate/Dropdown |
| Vessel Type | No | Autopopulate |
| Agency Type Qualifier Code* | Yes | Autopopulate/Form Lookup |
| Agency Code* | Yes | Autopopulate/Form Lookup |
| Currency Code for Payment | No | Autopopulate/Form Lookup |
| Trade* | Yes | Autopopulate/Dropdown |
| Trade Status Change* | Yes | Autopopulate/Dropdown |
| Expected Status Change Date | No | Autopopulate/Calendar |
| TDS* | Yes | Autopopulate/Dropdown |
| Terminal Code | No | Autopopulate/Form Lookup |
| Payment Mode* | Yes | Autopopulate/Dropdown |
| PD Account No | Yes/No | Autopopulate/Text Box |
| Expected Stay of Vessel At Berth (Hours) | No | Autopopulate/Text Box |
| Date of Last Vessel Visit | No | Autopopulate/Calendar |
| Tonnage on Deck | No | Autopopulate/Text Box |
| Habour Type | No | Autopopulate/Text Box |
| Channel Route | No | Autopopulate/Text Box |
| Applicants Bank MICR Code | No | Autopopulate/Text Box |
| Applicants Bank IFSC Code | No | Autopopulate/Text Box |
| Applicants Bank Account No | No | Autopopulate/Text Box |
| Entry in Ballast* | Yes | Autopopulate/Dropdown |
| Berth Type | No | Autopopulate/Dropdown |
| Operation | No | Autopopulate/Dropdown |
| Bill to Party Code | No | Autopopulate/Text Box |
| Remarks | No | Text Box |

Step 3: Once all the mandatory and required fields are filled Then the user will be redirected Charges Details Section page as below. Click on the **Add Row** button.

Charges details Section

| S.No | External Sub-Service Category | Service Type Name | Sub Service Type | Handling Type Code | Handling Type Name |
|-------------|-------------------------------|-------------------|------------------|--------------------|--------------------|
| 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... | 🔍 search... |

ADD ROW

User Interface Image 332- Assessment of Charges Cargo and Stevedore 43.5.2

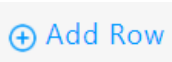
Step 4: The system shall display below fields to enter.

User Interface Image 326- Assessment of Charges Cargo and Stevedore 43.5.3

Below are the Field Information regarding **Vessel** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|----------------------------------|-----------|--------------------------|
| Record Type* | Yes | Autopopulate/Dropdown |
| Port Code | No | Autopopulate |
| VCN | No | Autopopulate |
| Vessel Name | No | Autopopulate |
| Service Type* | Yes | Autopopulate/Dropdown |
| Sub Service Type* | Yes | Autopopulate/Dropdown |
| Quantity 1* | Yes | Autopopulate/Text Box |
| Unit of Measurement 1* | Yes | Autopopulate/Form Lookup |
| Quantity 2 | No | Autopopulate/Text Box |
| Unit of Measurement 2 | No | Autopopulate/Form Lookup |
| From Location | No | Autopopulate/Form Lookup |
| To Location | No | Autopopulate/Form Lookup |
| Tug Used Container | No | Autopopulate/Dropdown |
| Port Dock Movement Indicator | No | Autopopulate/Dropdown |
| Lash Barge/ Dumb Barge Indicator | No | Autopopulate/Dropdown |

Step 5: Once all the mandatory and required fields are filled Then the user will be redirected Commodity Details & Container Details Section page as below. Click on the  button.

Commodity Details

| S.No | UID | Line ID | Commodity Code | Commodity Name | Commodity Description |
|------|---|---|---|---|---|
| | <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...."/> |

+ ADD ROW

Container details

| S.No | Container Status | Container No. |
|------|---|---|
| | <input type="text" value="Q search...."/> | <input type="text" value="Q search...."/> |

+ ADD ROW

Click on the + Add Row button.

Assessment of Charges Cargo and Stevedore Exit

Header details

| S.No | UID | Line ID | Commodity Code | Commodity Name | Commodity Description | | |
|---|--|---|---|---|---|--|------|
| | <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...."/> | | |
| 1 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="text" value="Commodity Name"/></td> <td style="width: 50%;"><input type="text" value="Commodity Description"/></td> </tr> </table> | | | | <input type="text" value="Commodity Name"/> | <input type="text" value="Commodity Description"/> | |
| <input type="text" value="Commodity Name"/> | <input type="text" value="Commodity Description"/> | | | | | | |

+ ADD ROW

Container details

| S.No | Container Status | Container No. | | | |
|---|--|---|---|--|------|
| | <input type="text" value="Q search...."/> | <input type="text" value="Q search...."/> | | | |
| 1 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="text" value="Container Status"/></td> <td style="width: 50%;"><input type="text" value="Container No."/></td> </tr> </table> | | <input type="text" value="Container Status"/> | <input type="text" value="Container No."/> | |
| <input type="text" value="Container Status"/> | <input type="text" value="Container No."/> | | | | |

1 - 1 of 1 < 1 >

Step 5: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

Step 6: After saving the record click on the icon. Then the user will be redirected to the Attachments Window. –

Attachments (0) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--|----------------------|-----------------|-----------------|---------------|-----------|-------|
| <div style="display: flex; justify-content: center; gap: 20px; margin-bottom: 10px;"> + ADD FILES SELECT FILES </div> <div style="text-align: center; margin-bottom: 10px;">or</div> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin-bottom: 10px;"> Drag files here, to upload </div> <div style="display: flex; justify-content: flex-end; gap: 20px;"> UPLOAD CLOSE </div> | | | | | | |

User Interface Image 327-Assessment Charges f Vessel 43.5.4

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.

Attachments (0) ✕

| SNo. | Attachment Type Name | Attachment Name | Valid From Date | Valid To Date | File Name | Clear |
|--|----------------------|-----------------|-----------------|---------------|-----------|-------|
| <div style="display: flex; justify-content: center; gap: 20px; margin-bottom: 10px;"> + ADD FILES SELECT FILES </div> <div style="text-align: center; margin-bottom: 10px;">or</div> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin-bottom: 10px;"> Drag files here, to upload </div> <div style="display: flex; justify-content: flex-end; gap: 20px;"> UPLOAD CLOSE </div> | | | | | | |

User Interface Image 328-Assessment Charges for Vessel 43.5.5


Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.

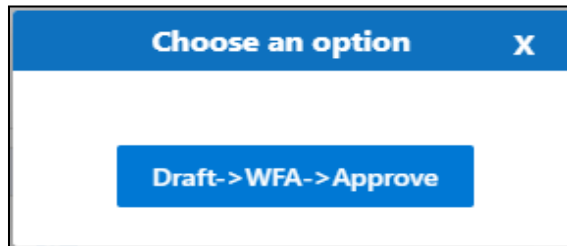
Step 9: Configure Check List in Check List Form for respective forms. Then Click on icon. Configured parameters will display in the Check List Window.

| Check List | | | |
|----------------|----------------|--------------------------|---------|
| Parameter Code | Parameter Name | Yes/No | REMARKS |
| FRESH WATER | Fresh Water | <input type="checkbox"/> | |




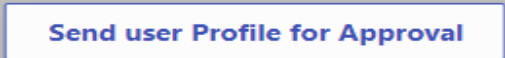
Step 10: Click on Save, System will display the  status on the screen.

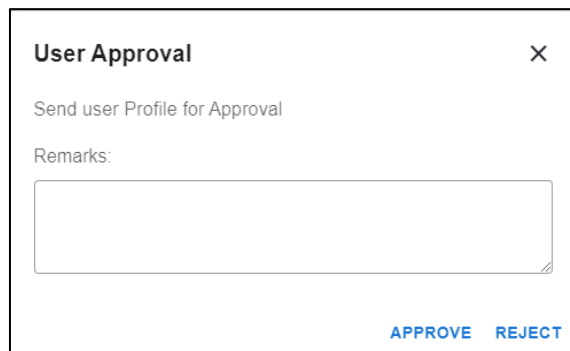
Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .




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





Step12: 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).




Step13: 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.  .Up On

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

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

Step14: 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).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE **REJECT**

Successfully Status changed to APPROVED


Step15: 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.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen

Successfully 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).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE **REJECT**


Successfully Status changed to APPROVED

Step 17: Once the user Approve the request the following

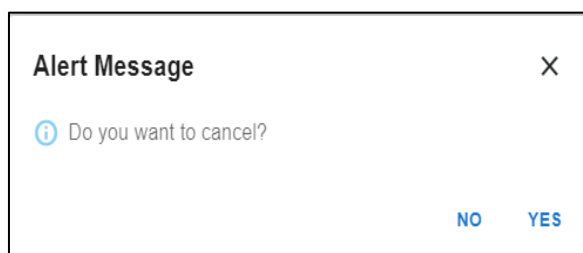
status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.  Up On

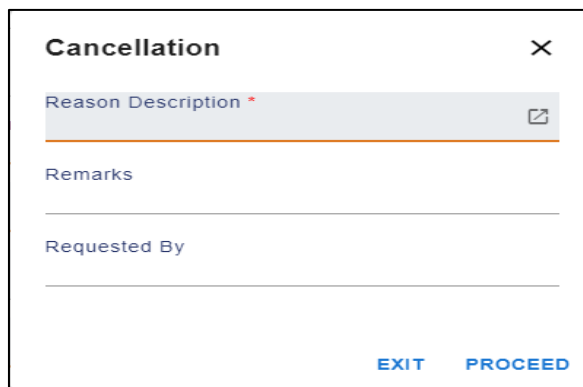
Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


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  with below alert Yes and No

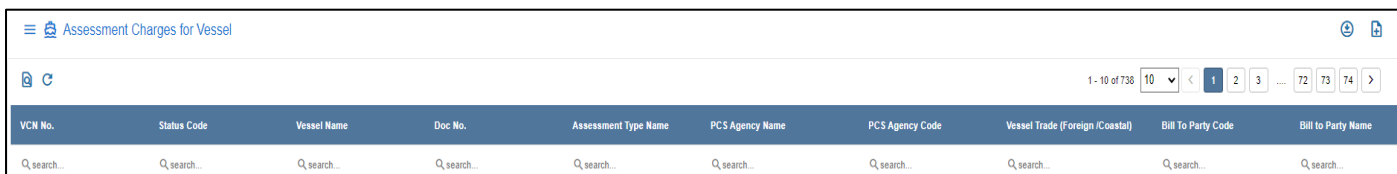


By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.




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

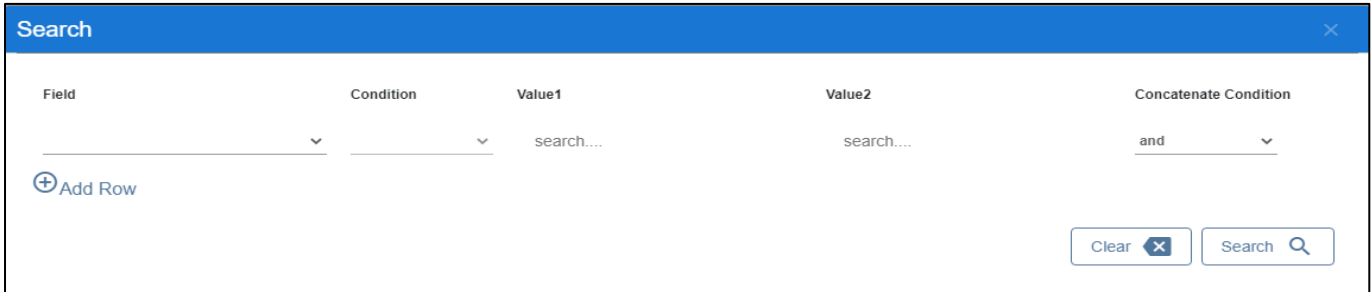
Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




| VCW No. | Status Code | Vessel Name | Doc No. | Assessment Type Name | PCS Agency Name | PCS Agency Code | Vessel Trade (Foreign /Coastal) | Bill To Party Code | Bill to Party Name |
|-------------|-------------|-------------|-------------|----------------------|-----------------|-----------------|---------------------------------|--------------------|--------------------|
| Q search... | Q search... | Q search... | Q search... | Q search... | Q search... | Q search... | Q search... | Q search... | Q search... |

User Interface Image 329- Assessment Charges for Vessel 43.5.6

Step 19: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.





By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


15 BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-STEVEDORE

15.1 DEFINITION:

15.2 NAVIGATION

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

| | |
|------------------|--|
| Menu Path | Menu Bar → Billing→ Transactions→ Confirmation of Charges-Cargo→ Click on New button  |
|------------------|--|

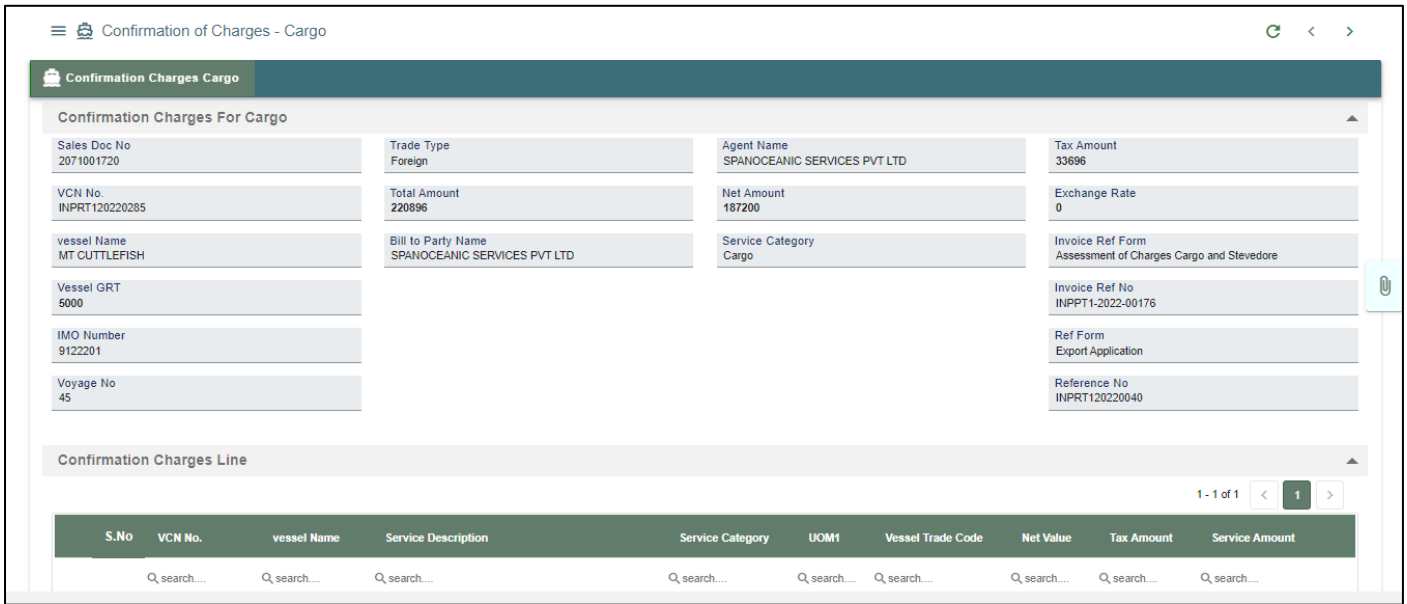
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

15.3 PREREQUISITES – MASTERS

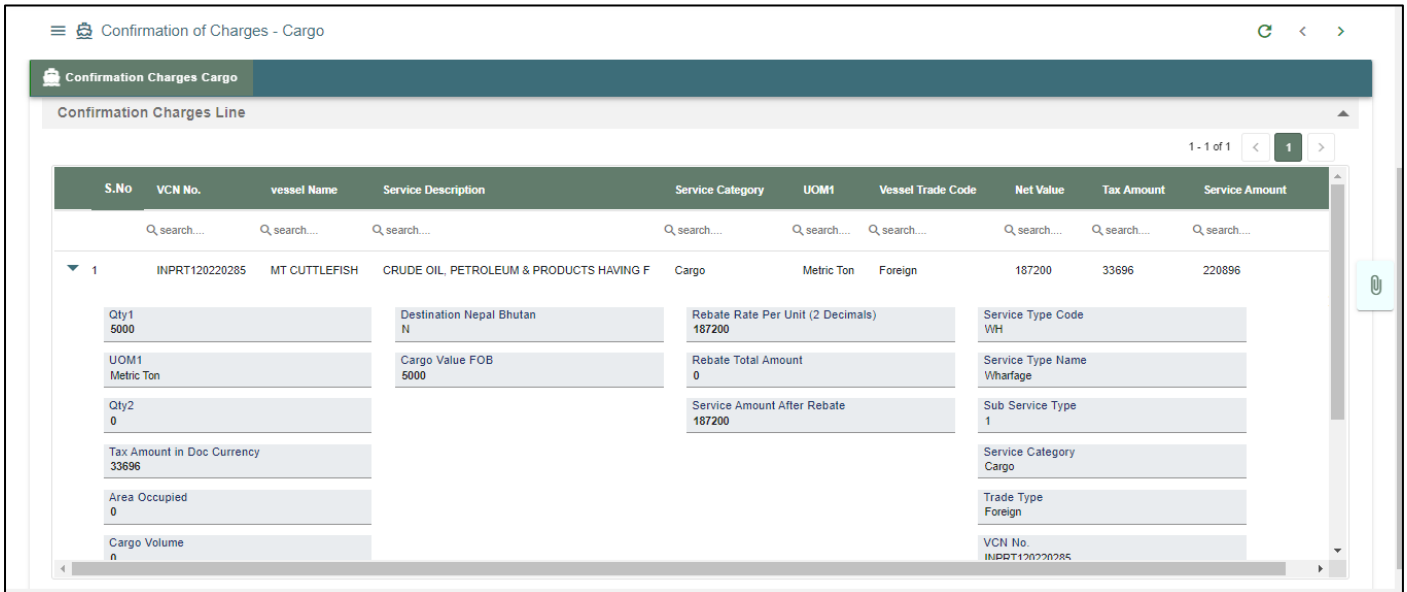
15.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-STEVEDORE

Step 1- Click on any record in List Data. The user shall redirect to the screen like below-



User Interface Image 421 – CONFIRMATION OF CHARGES-STEVEDORE61.5.1



User Interface Image 422 – CONFIRMATION OF CHARGES-STEVEDORE 61.5.2

Below are the Field Information regarding Confirmation Charges Cargo Details Section.

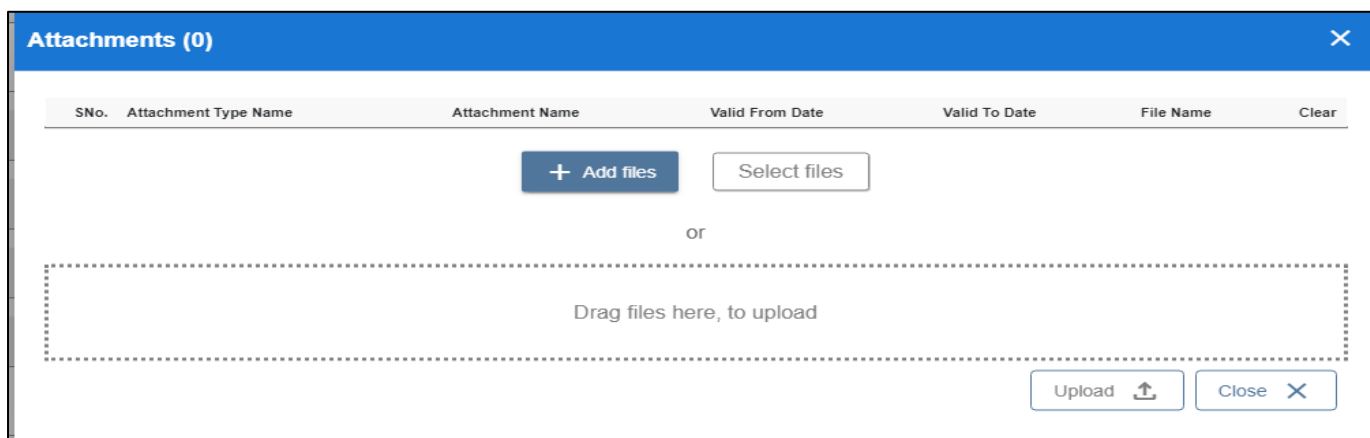
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

| Field Name | Mandatory | Fill Type |
|--------------------|-----------|----------------|
| Sales Doc No | No | Auto Populated |
| VCN No | No | Auto Populated |
| Trade Type | No | Auto Populated |
| Total Amount | No | Auto Populated |
| Bill to Party Name | No | Auto Populated |
| Vessel Name | No | Auto Populated |

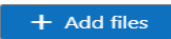

| | | |
|-----------------------------------|-----|----------------------------|
| Vessel GRT | No | Auto Populated |
| Agent Name | No | Auto Populated |
| IMO No | No | Auto Populated |
| Net Amount | No | Auto Populated |
| Service Category | No | Auto Populated |
| Voyage No | No | Auto Populated |
| Tax Amount | No | Auto Populated |
| Qty1 | Yes | Auto Populated |
| UOM1 | No | Auto Populated |
| Qty2 | No | Auto Populated |
| Tax Amount in Doc Currency | No | Auto Populated |
| Area Occupied | Yes | Auto Populated |
| Cargo Volume | Yes | Auto Populated |
| Vessel Trade (Foreign /Coastal) | No | Auto Populated |
| Cargo Value CIF | No | Auto Populated |
| Cargo Value FOB | No | Auto Populated |
| Rebate Rate Per Unit (2 Decimals) | No | Auto Populated |
| Rebate Total Amount | No | Auto Populated |
| Service Amount After Rebate | No | Auto Populated |
| Service Type Code | No | Auto Populated |
| Trade Type | No | Auto Populated |
| Vessel Name | No | Auto Populated |
| Unit Rate | No | Auto Populated |
| Total Amount | No | Auto Populated |
| Short Text For Sales Order Item | No | Auto Populated |
| Attachment Type Name | No | Form lookup/Auto Populated |
| Attachment Name | No | Form lookup/Auto Populated |
| Certificate Valid From D&T | No | Calendar/Auto Populated |
| Certificate Valid To D&T | No | Calendar/Auto Populated |
| Certificate Name | No | Auto Populated |

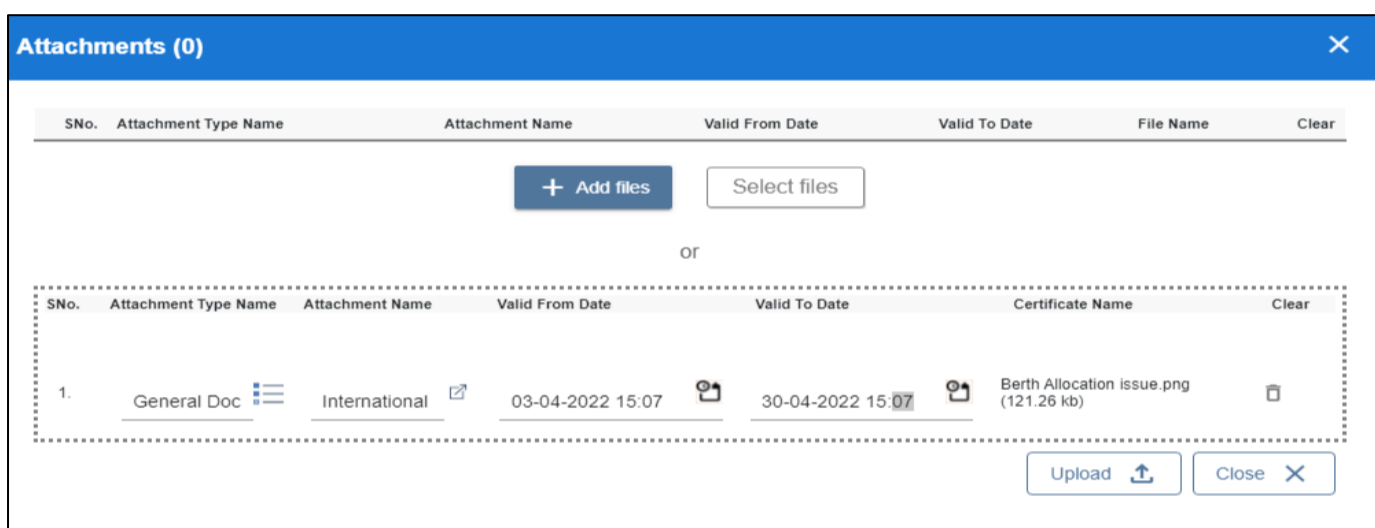


Step 3: Click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.

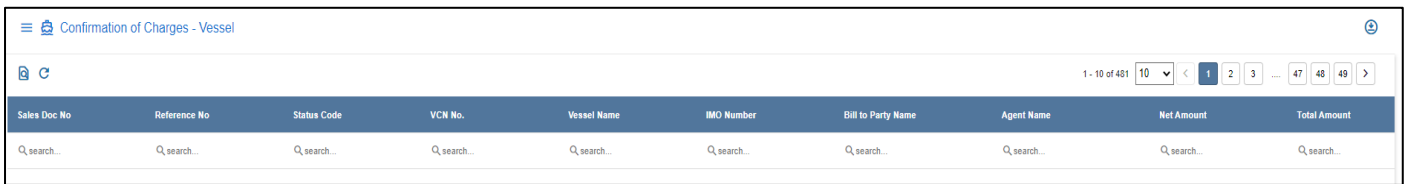
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4

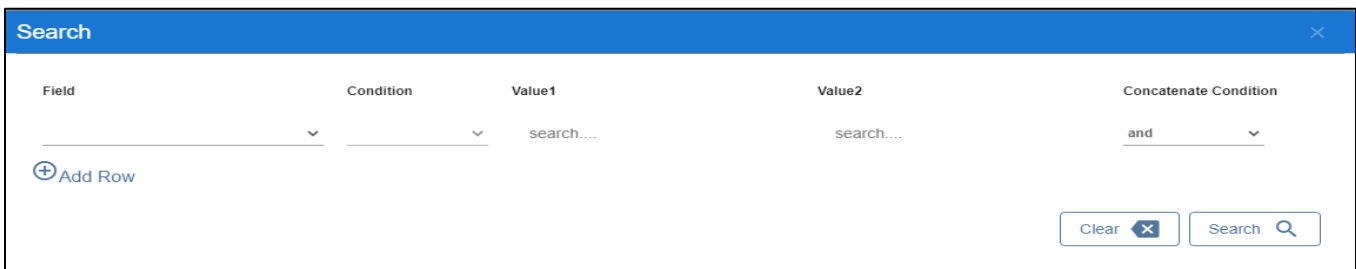
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 6: The record that can be seen in  as shown below



User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.





By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


16. Business Function Name: PDA Balance

16.1 DEFINITION:

16.2 NAVIGATION

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

| | |
|------------------|--|
| Menu Path | Menu Bar → Billing→ Transactions→ PDA Balance→ Click on New button  |
|------------------|--|

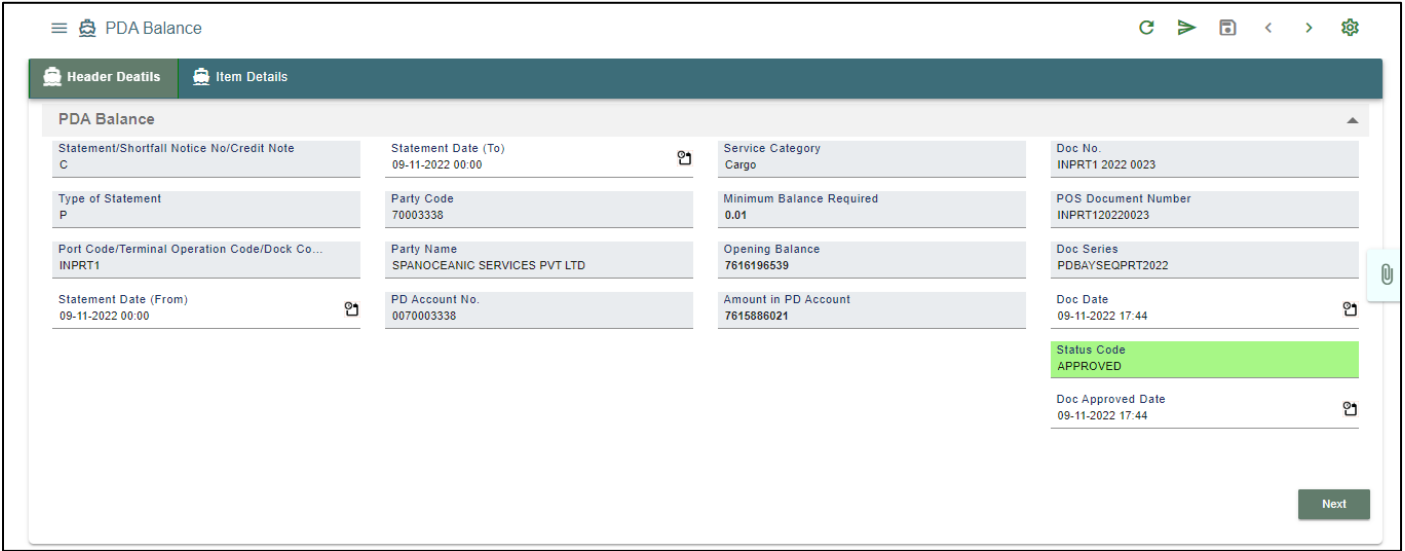
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

16.3 PREREQUISITES – MASTERS

16.4 SCREENSHOT

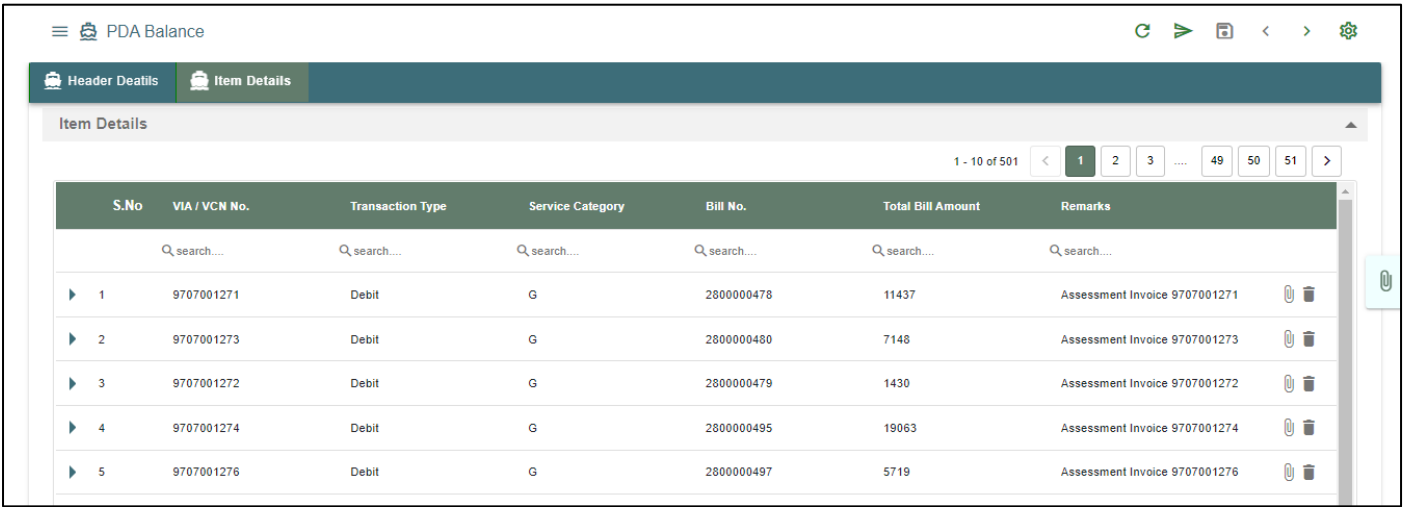
Following screenshot from PDA Balance


Step 1- Click on any record in List Data. The user shall redirect to Header Details Section screen like below-

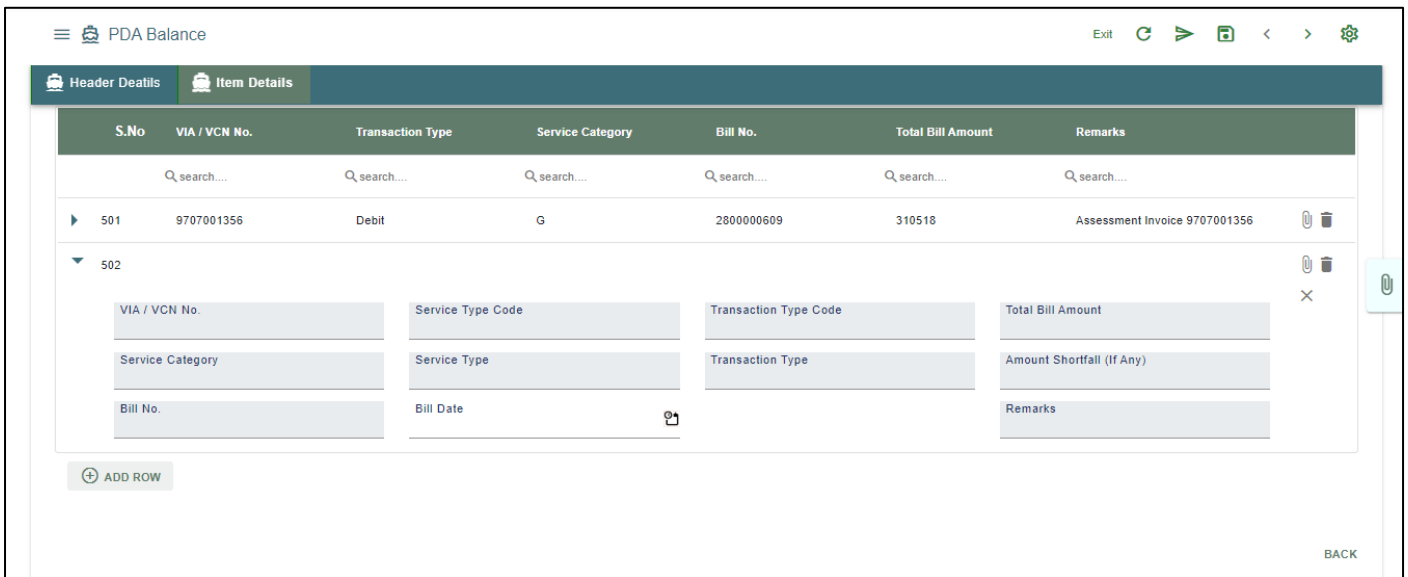


User Interface Image 426 –PDA Balance62.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Then click on Next Button then User will go to Item Details Section.



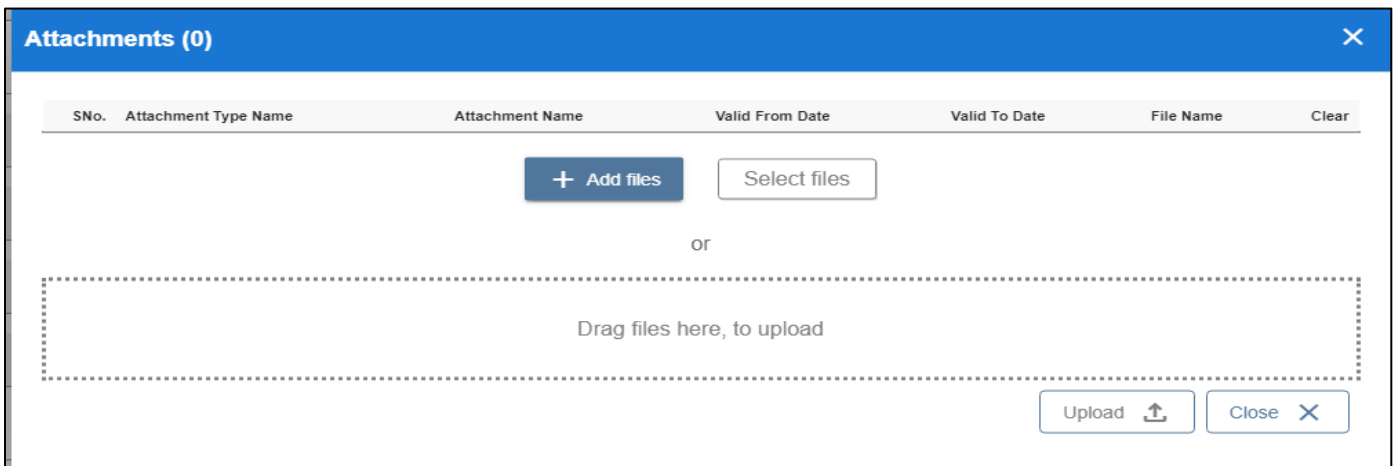
Click on  the button.





User Interface Image 427 –PDA Balance62.5.2

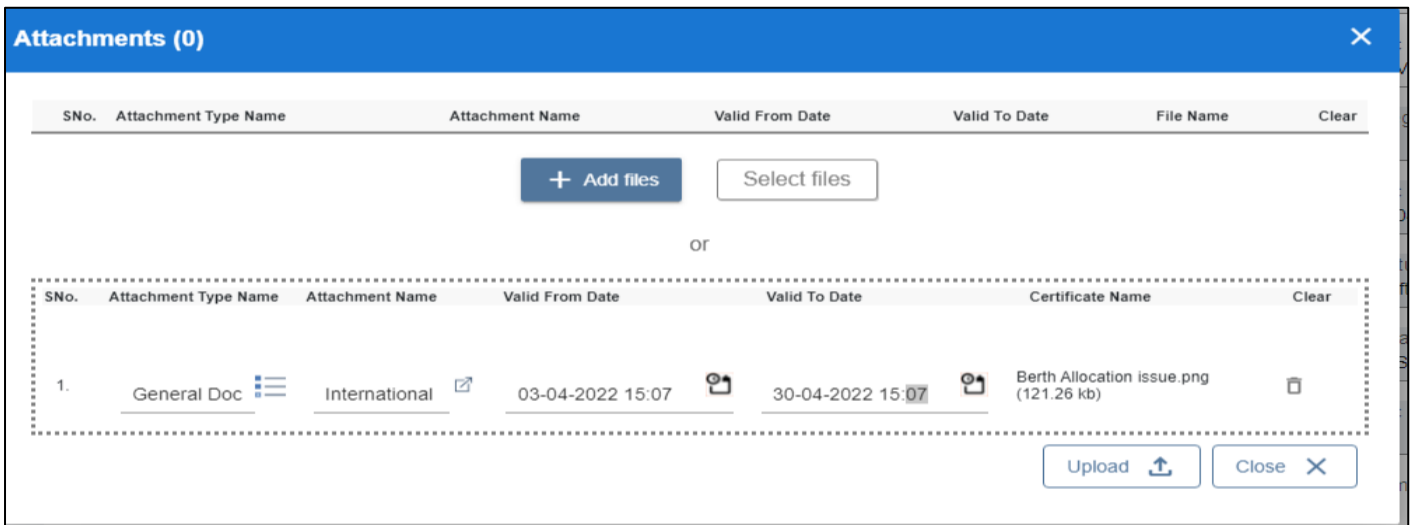


Step 3: Click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 428 – PDA Balance 62.3.

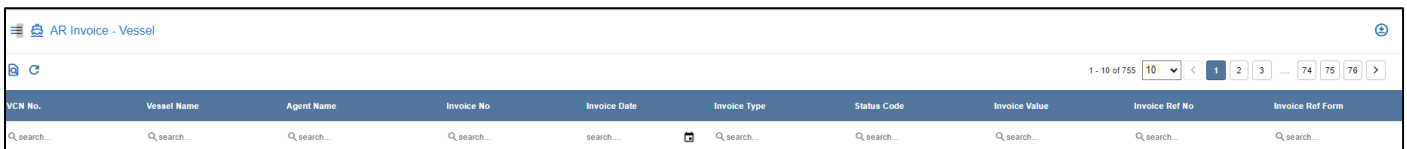
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 429 – PDA Balance 62.5.4

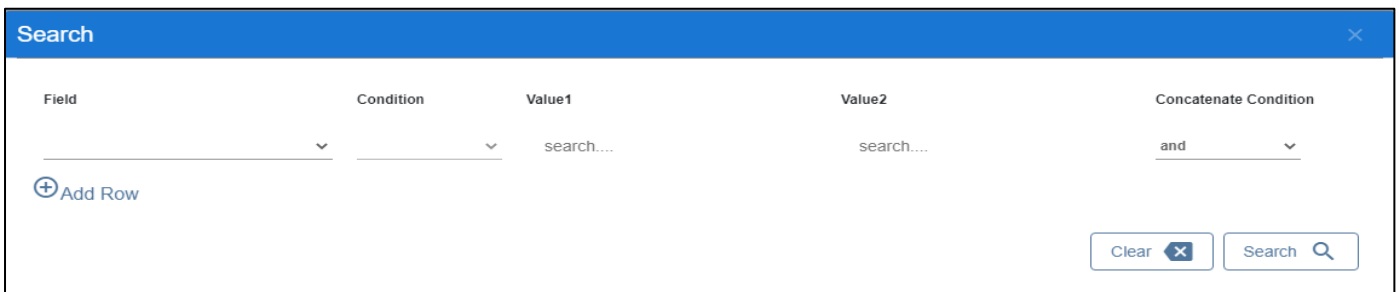
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 6: The record that can be seen in  as below



User Interface Image 430 – PDA Balance.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.