1. Login Page for Drawing Requisition Application

Please open MIS->Web Applications->Online Drawing Requisition.

Login with Personal Number and HRMS Password.
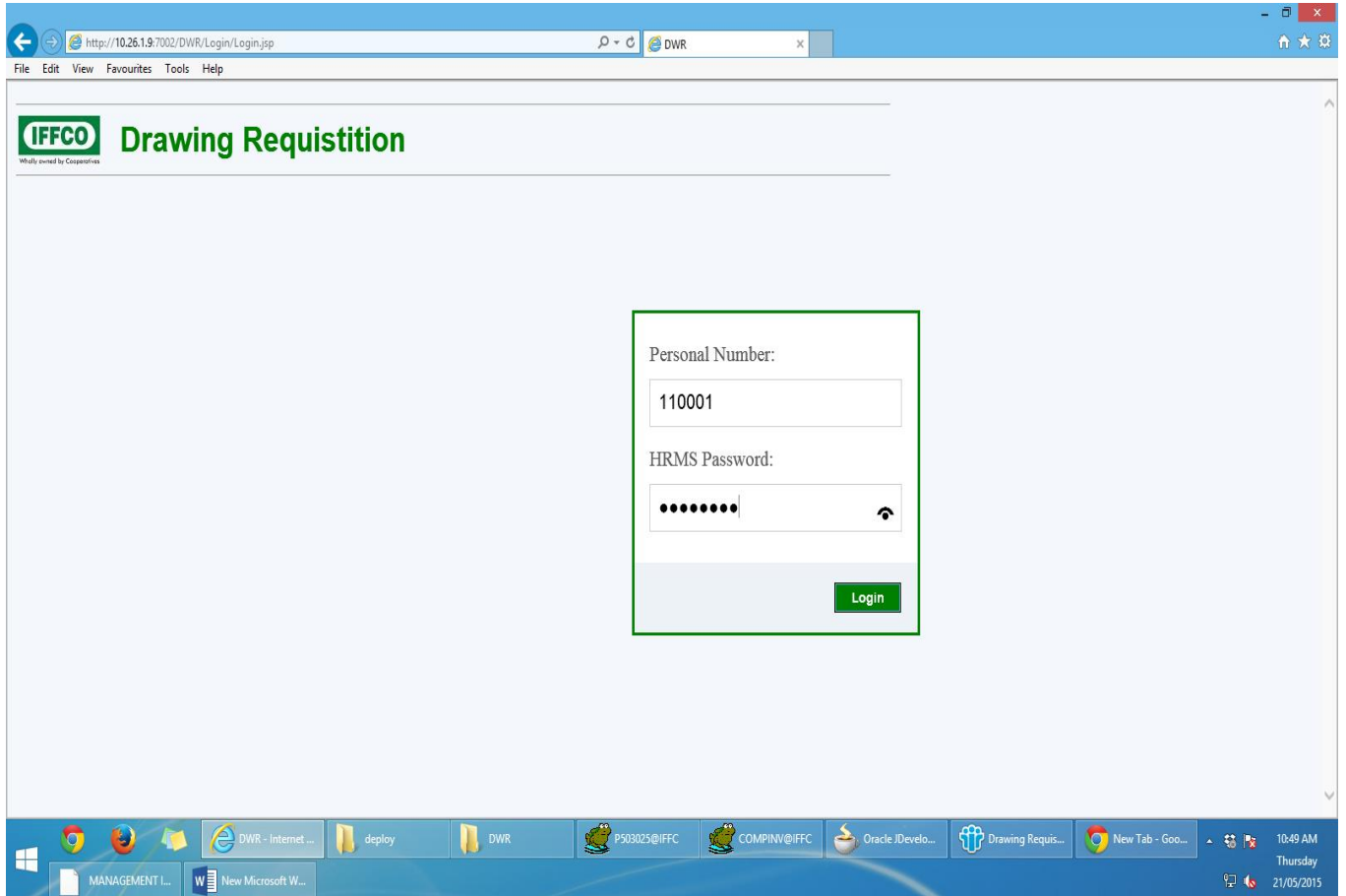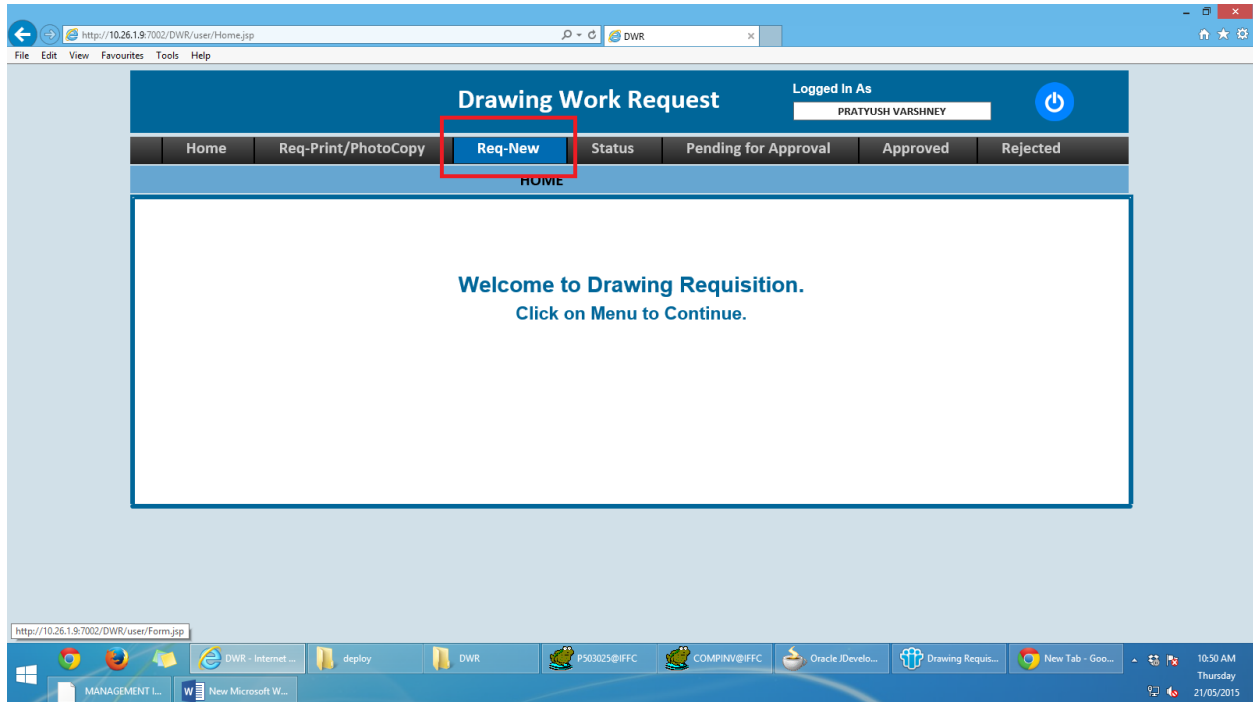
2. For New Drawing requisition
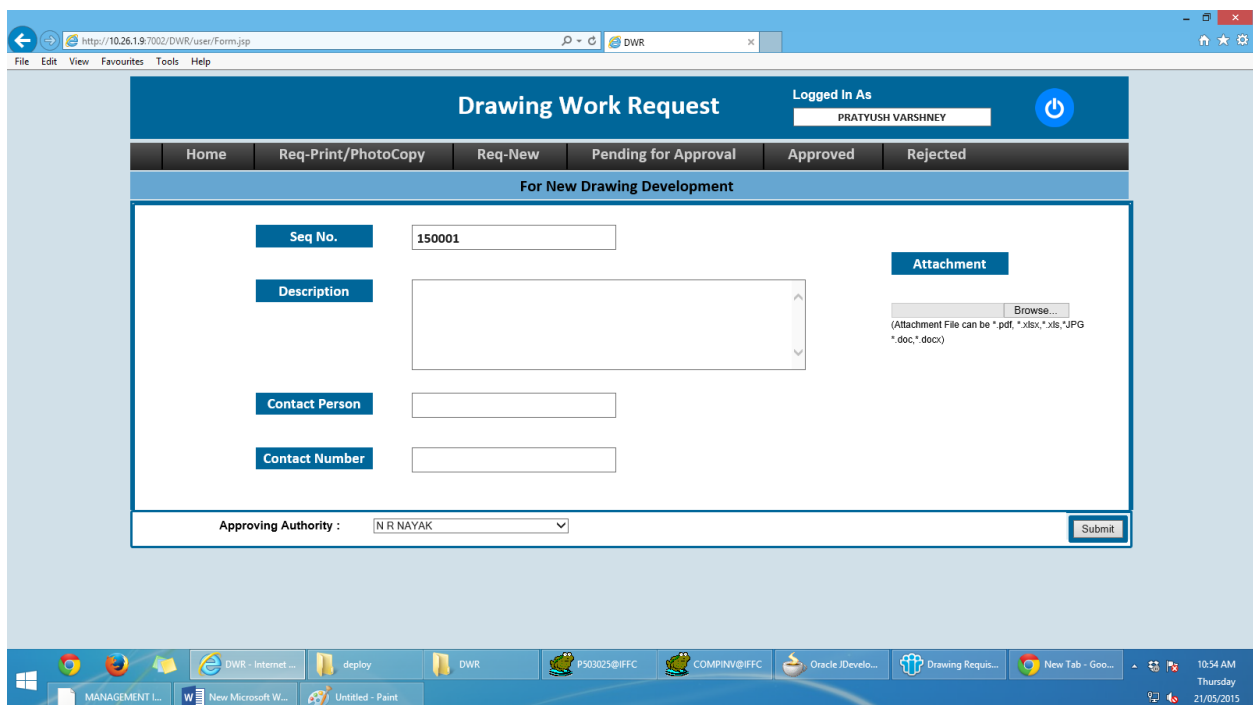
Click on **Req-New** on the Menu Bar

Form for New Drawing
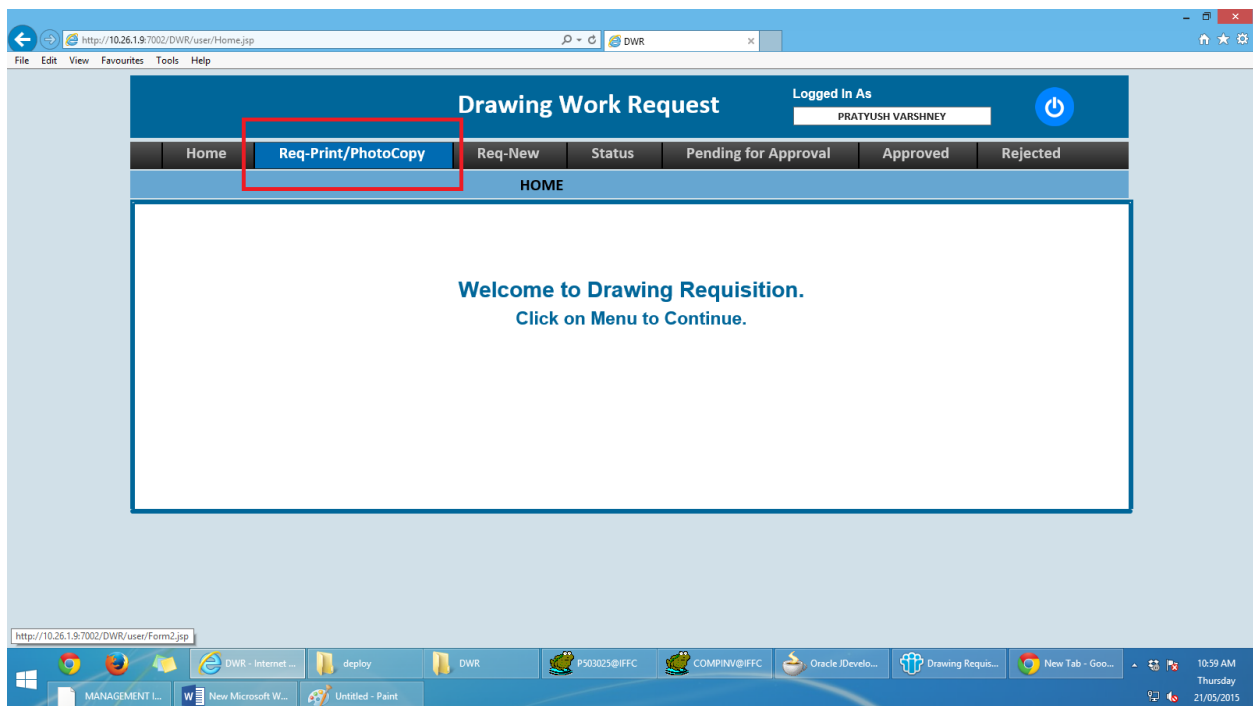
Enter Required Details

1) Description: Brief Description of the Drawing.
2) Contact Person: Name of the contact person.
3) Contact Number: Telephone number of the Person to be contacted.
4) Approving Authority: Select the Approving Authority.
5) To attach a document to be sent with the requisition, Click on Browse Button and select the appropriate File.
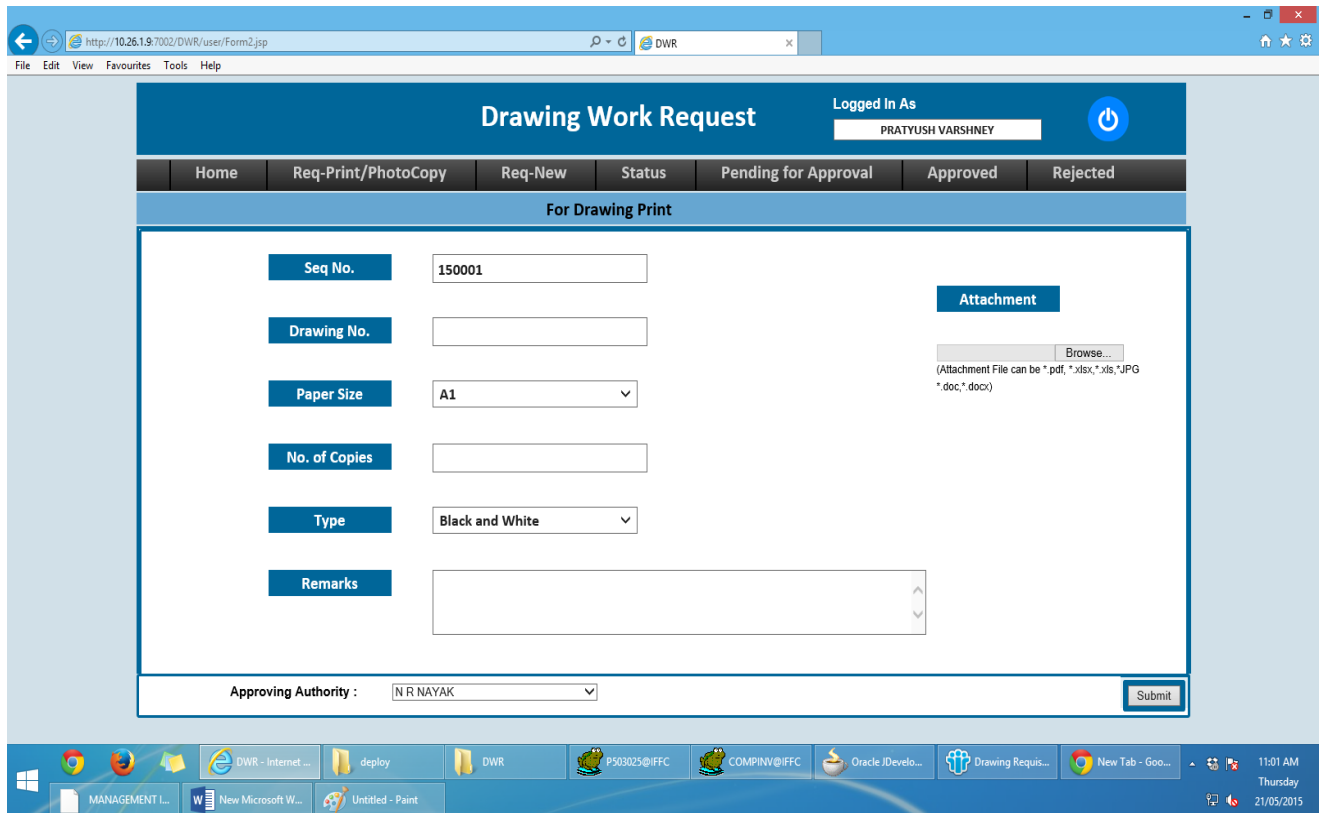6) Select the Approval Authority and Submit

3. For Drawing Print/Photo Copy Requisition

Click on menu bar Req-Print/PhotoCopy

Enter the required Details

1) Drawing No: Drawing number to be printed.
2) Paper Size: Required Paper Size
3) No. of Copies
4) Type: Color or Black and White
5) Remarks
6) To attach a Document ,Click on Browse Button and select the appropriate File
7) Select the Approval Authority and Submit

On successful submission the user will receive a mail including the details of the requisition. The same will be received by the selected approving authority.
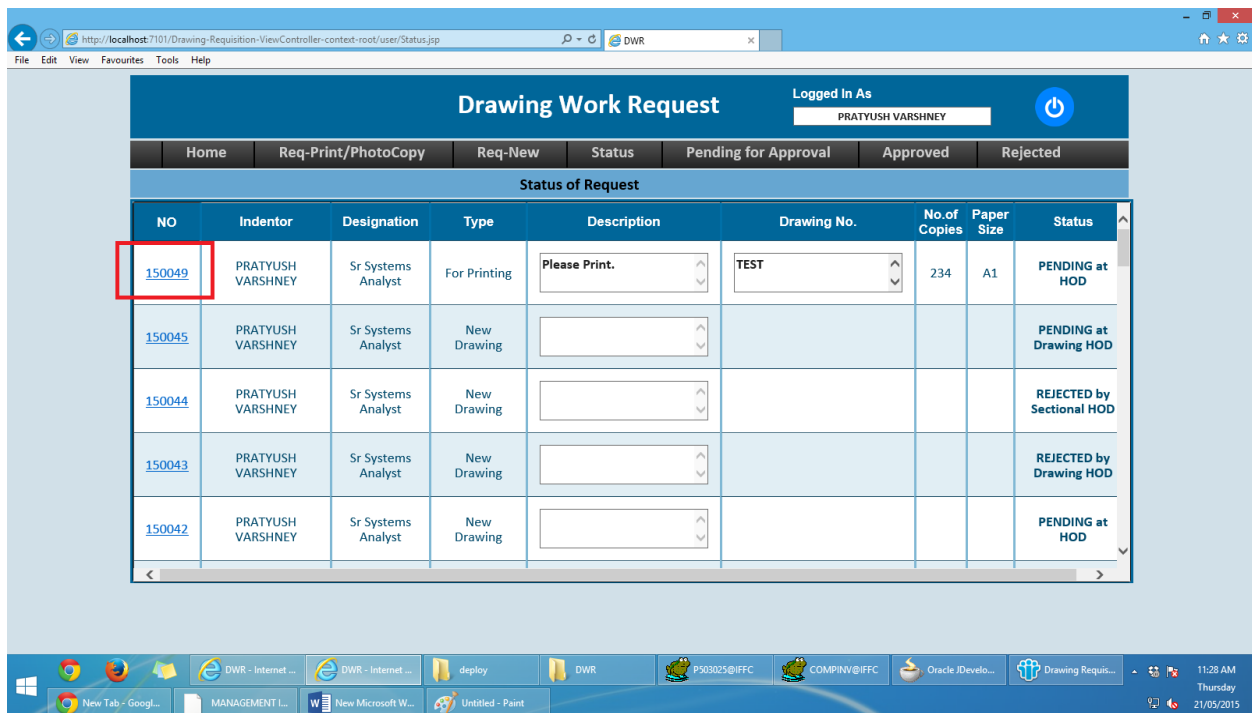
4. To check the status of sent request
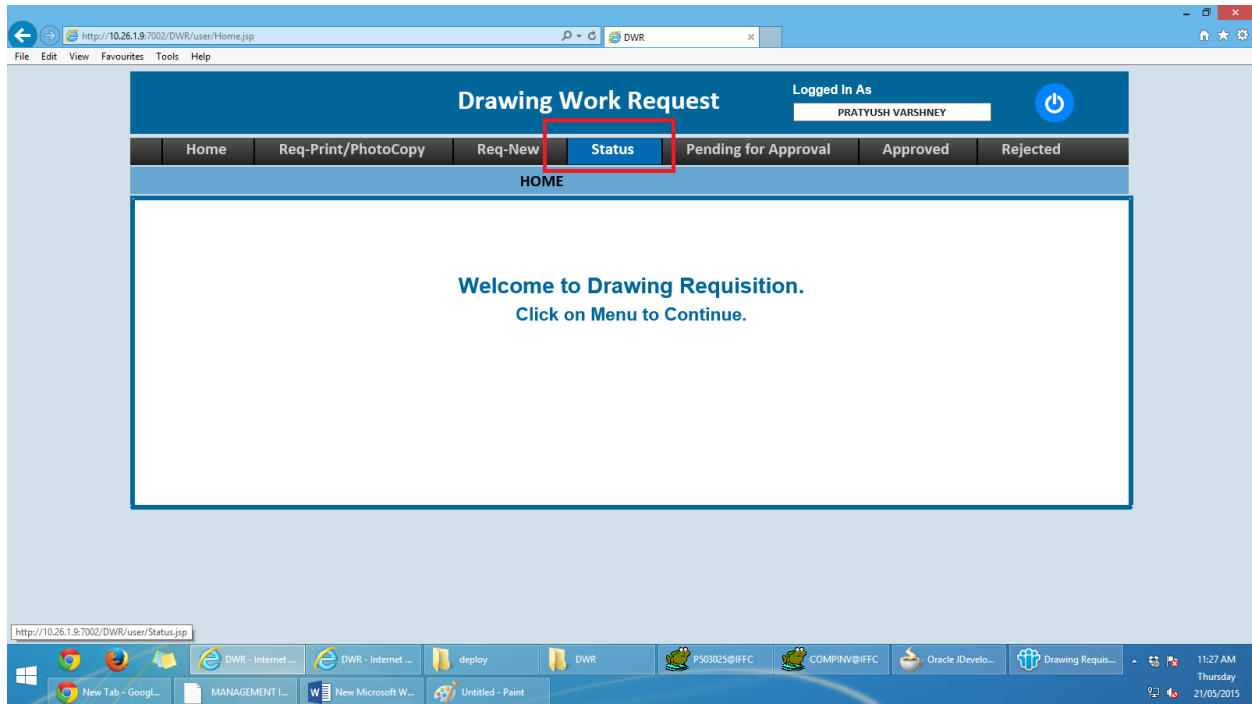
To view the requisition click on the Requisition number in the No. Column.

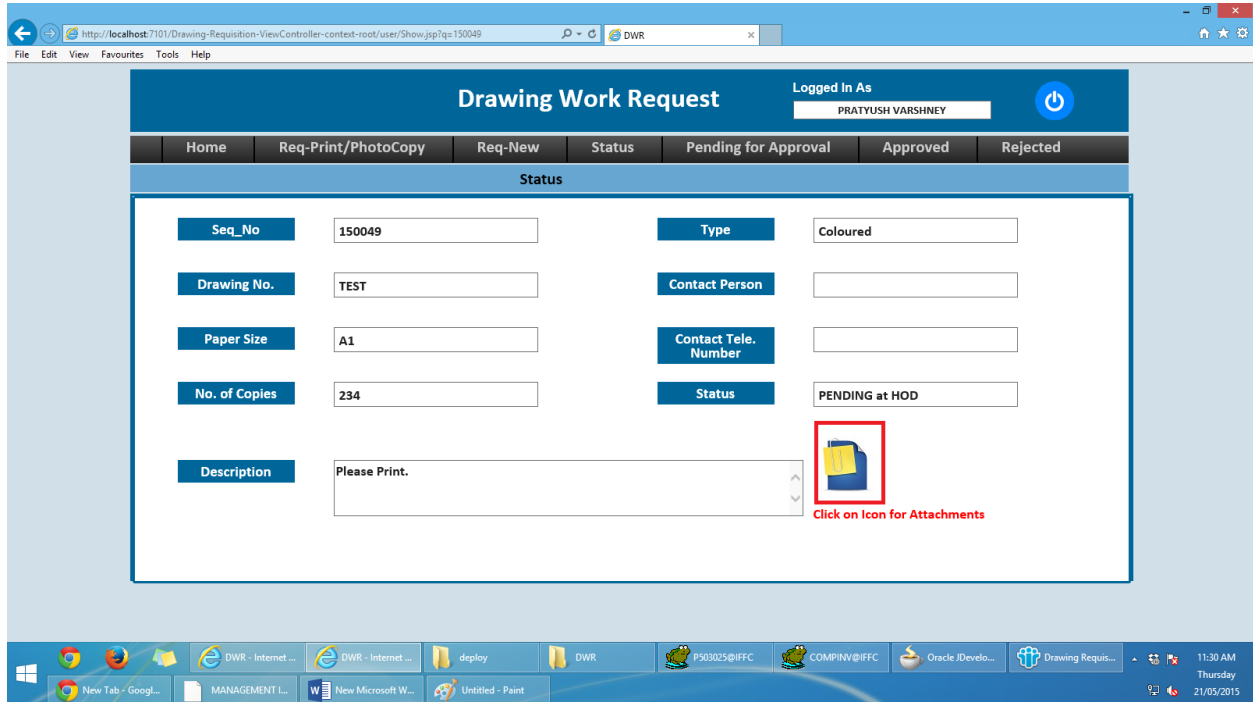The attachment with the requisition can downloaded by clicking on the File Icon as shown below.

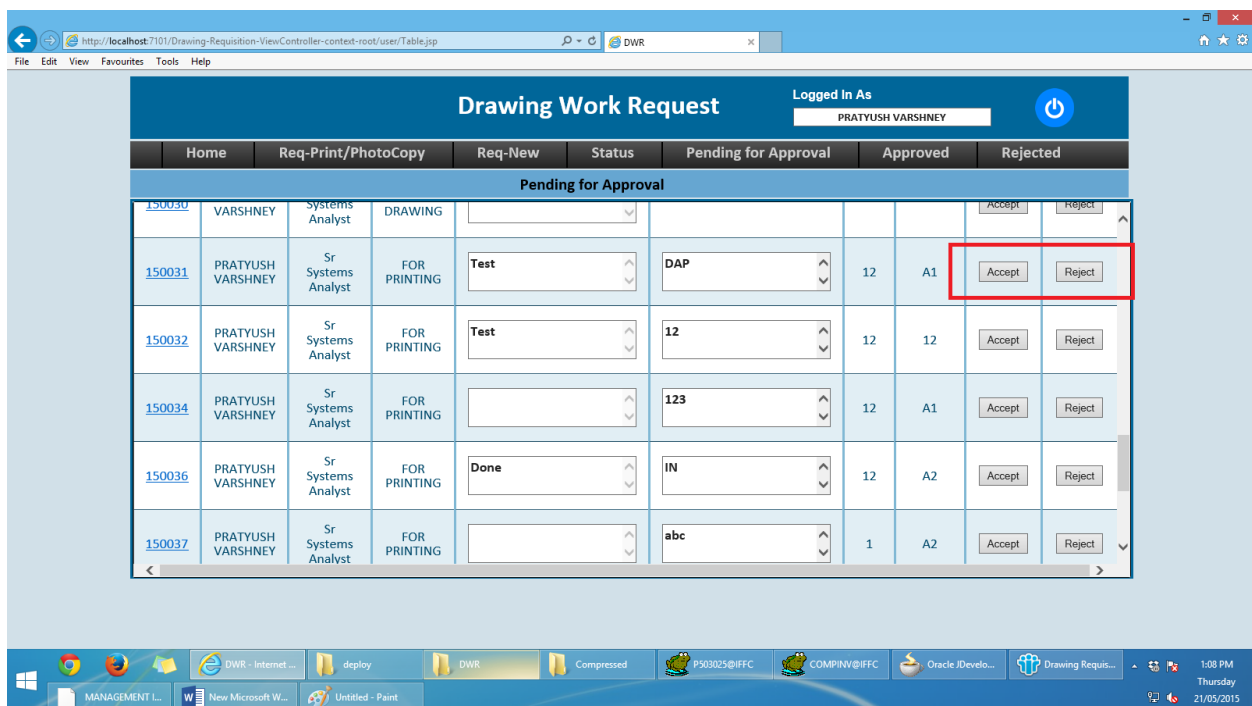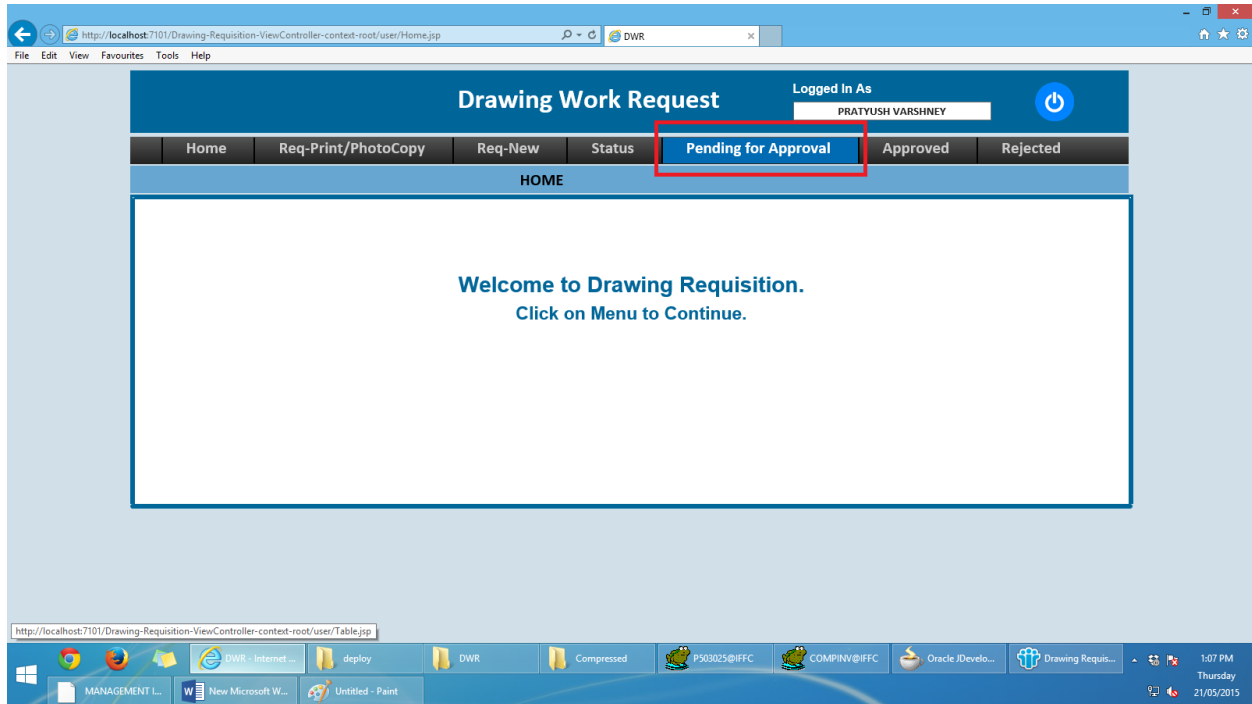Click on Status in the menu bar->click on the number in the No. column->Click on File Icon.

5. Approving a Pending Request.

When the user creates a requisition an automatic mail is sent to the approving authority.

Click on Pending for Approval to Accept/Reject Requisition

6. For Logout click on highlighted button shown below