

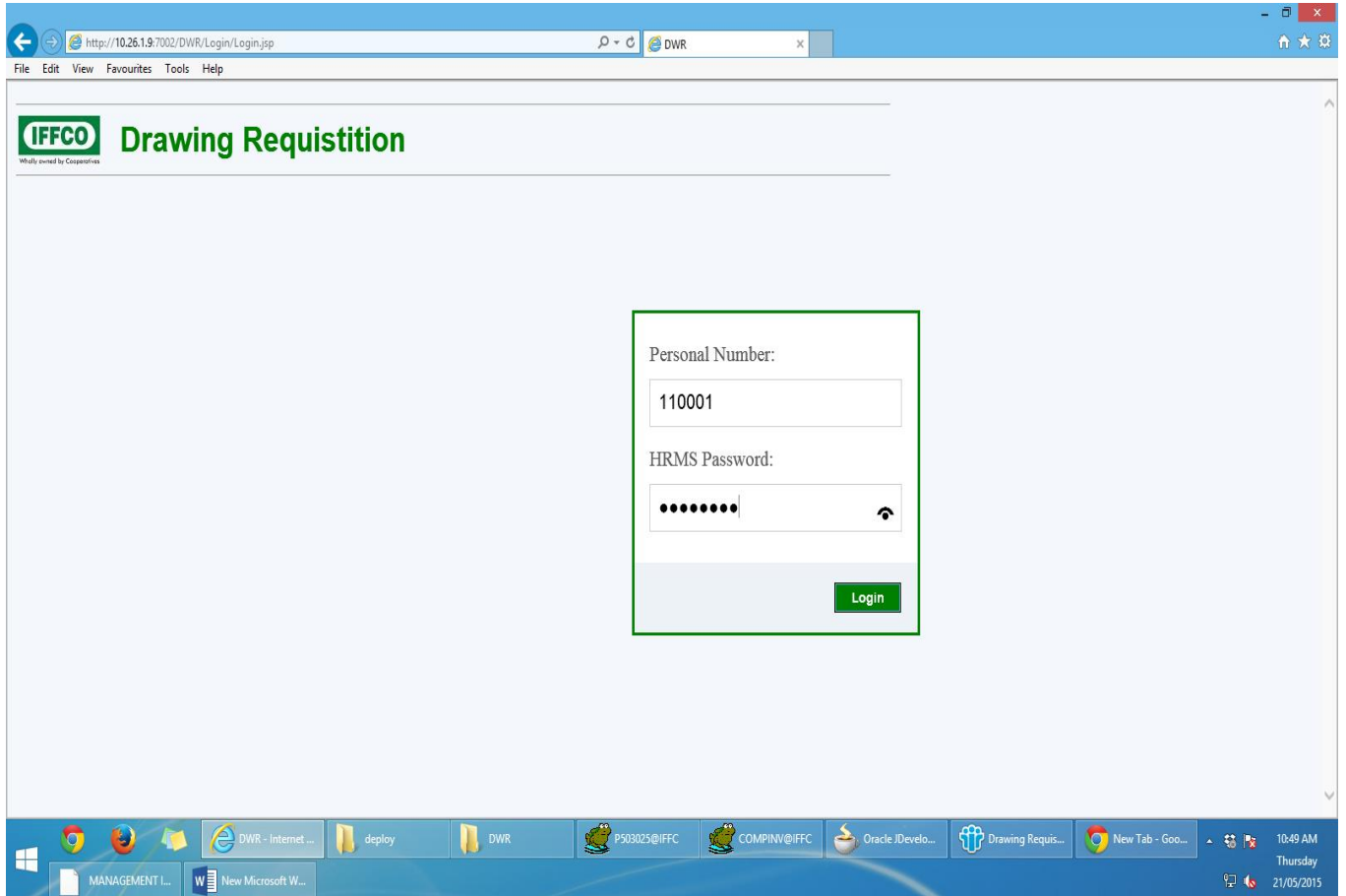
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Drawing Work Requisition User Manual

1. Login Page for Drawing Requisition Application

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

Login with Personal Number and HRMS Password.

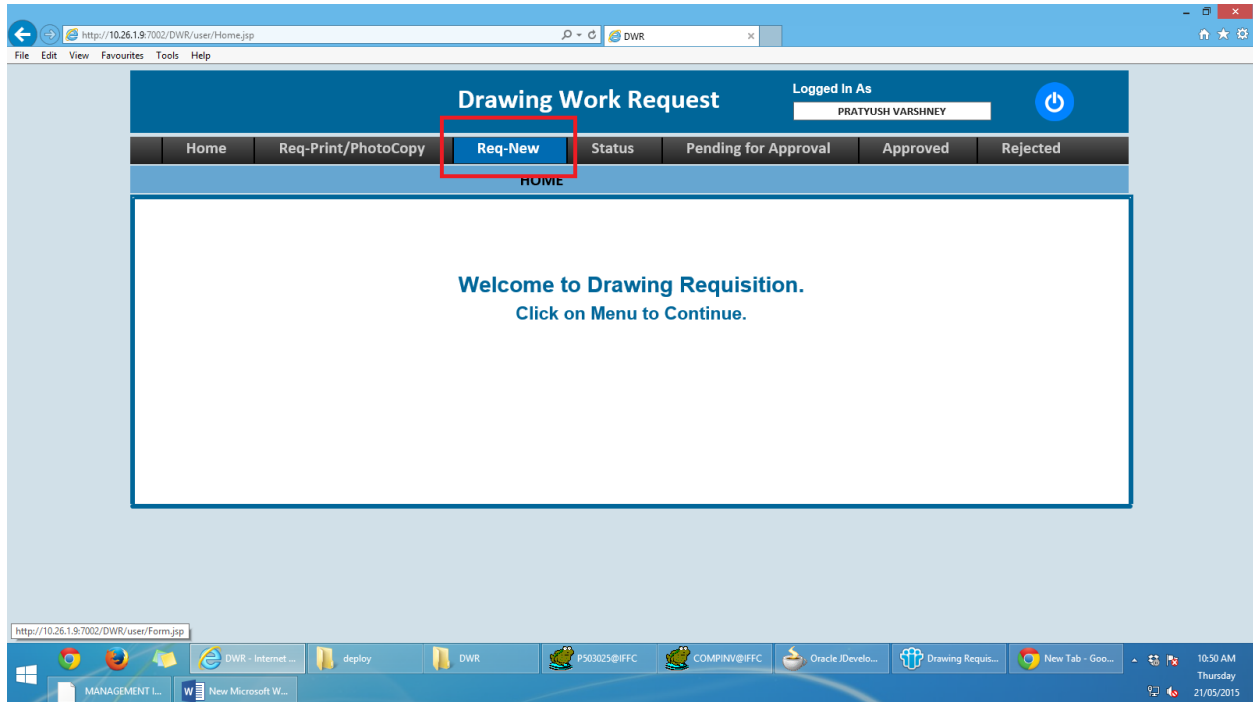


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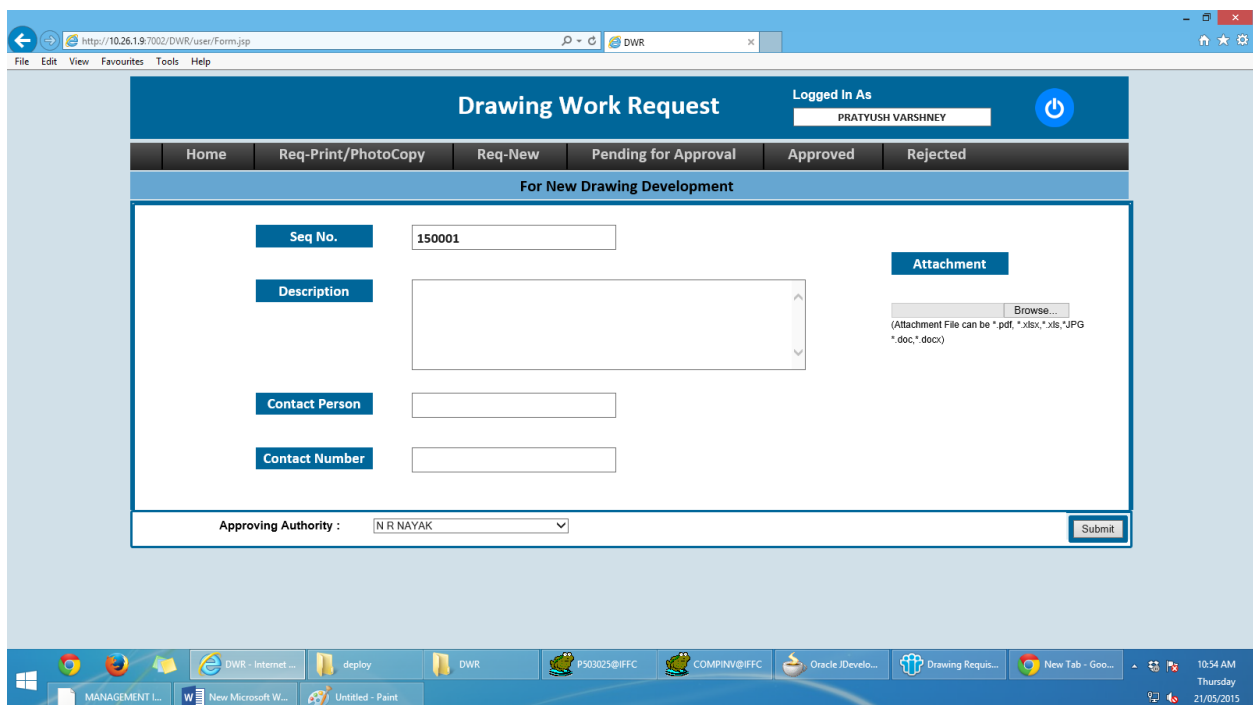
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2. For New Drawing requisition

Click on **Req-New** on the Menu Bar



Form for New Drawing



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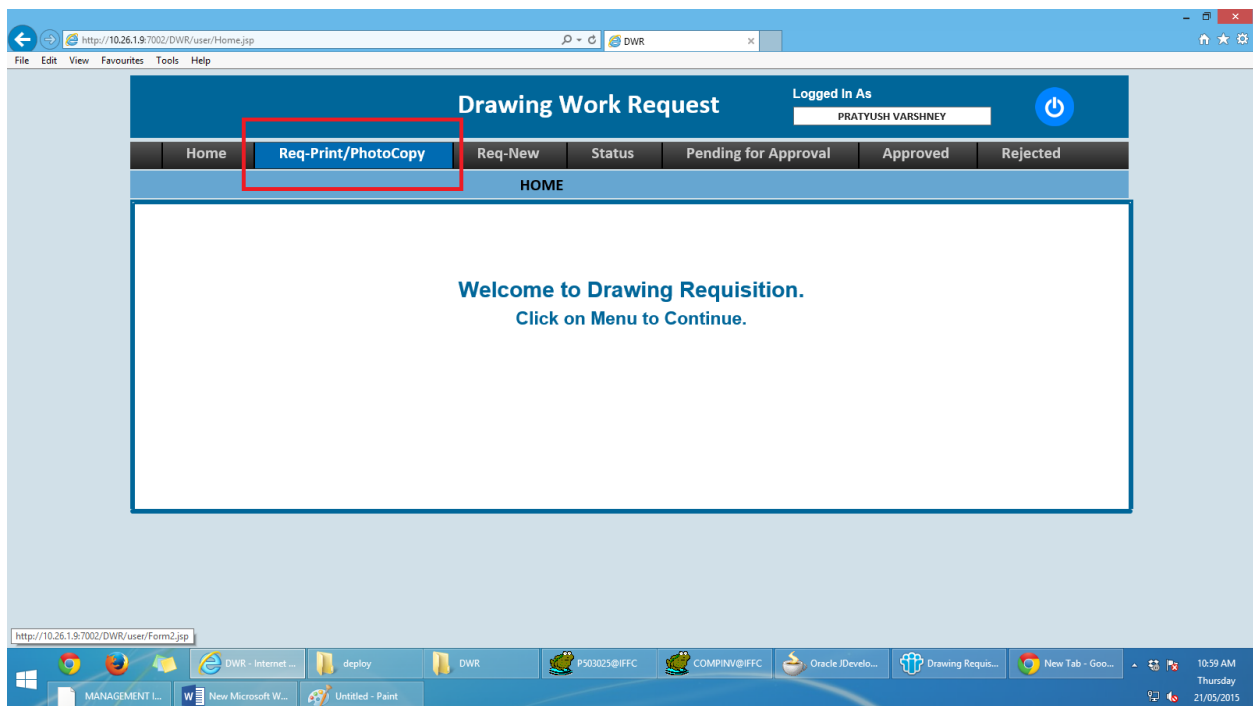
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Enter Required Details

- 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

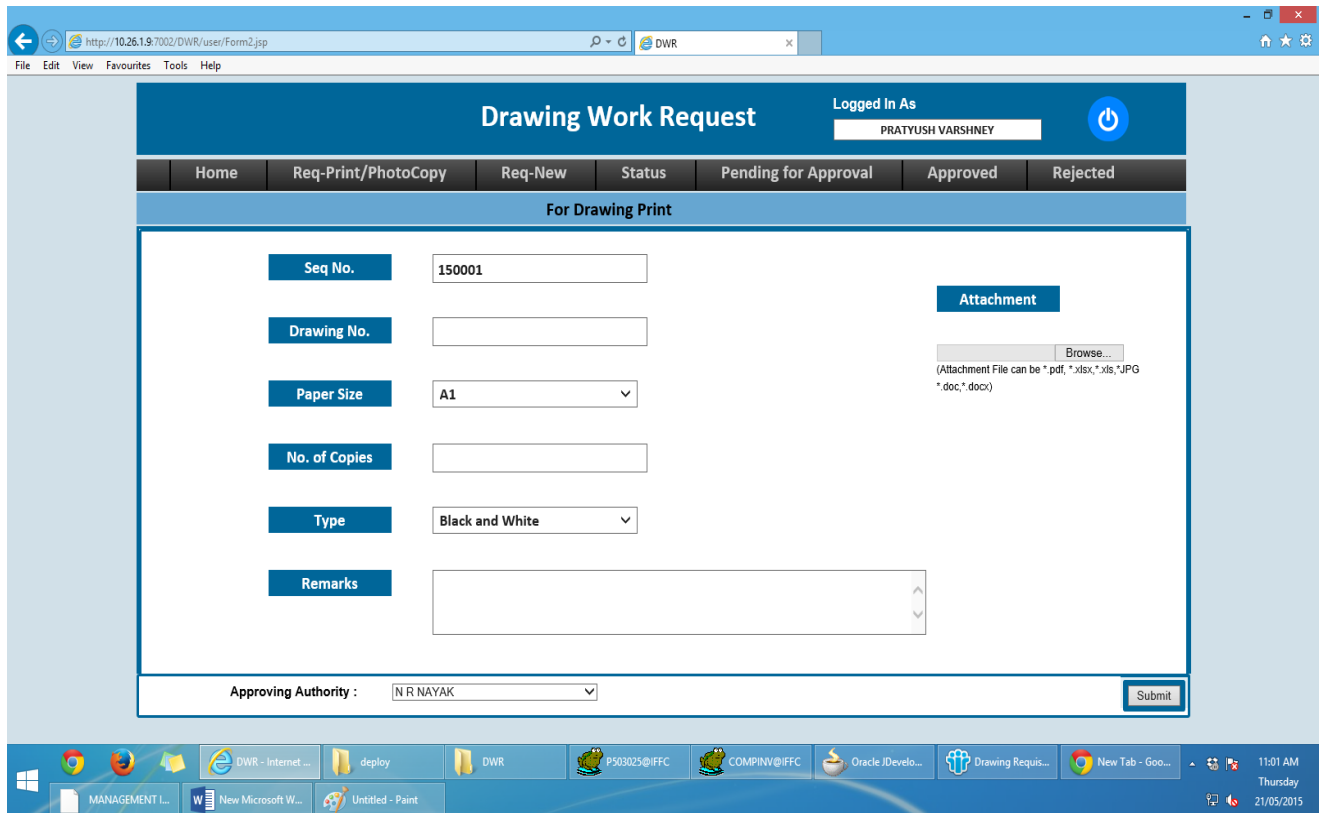
3. For Drawing Print/Photo Copy Requisition

Click on menu bar Req-Print/PhotoCopy



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The screenshot shows a web browser window with the URL <http://10.26.1.9:7002/DWR/user/Form2.jsp>. The page title is "Drawing Work Request" and the user is logged in as "PRATYUSH VARSHNEY". The navigation menu includes "Home", "Req-Print/PhotoCopy", "Req-New", "Status", "Pending for Approval", "Approved", and "Rejected". The main form is titled "For Drawing Print" and contains the following fields:

- Seq No.: 150001
- Drawing No.: (empty)
- Paper Size: A1 (dropdown)
- No. of Copies: (empty)
- Type: Black and White (dropdown)
- Remarks: (empty text area)
- Attachment: (Browse... button, with a note: "(Attachment File can be *.pdf, *.xlsx, *.xls, *.JPG, *.doc, *.docx)")
- Approving Authority: N R NAYAK (dropdown)
- Submit button

The Windows taskbar at the bottom shows several open applications, including "MANAGEMENT...", "New Microsoft W...", "Untitled - Paint", "DWR - Internet...", "deploy", "DWR", "P503025@IFFC", "COMPIN@IFFC", "Oracle JDevelo...", "Drawing Requis...", and "New Tab - Goo...". The system clock shows 11:01 AM on Thursday, 21/05/2015.

Enter the required Details

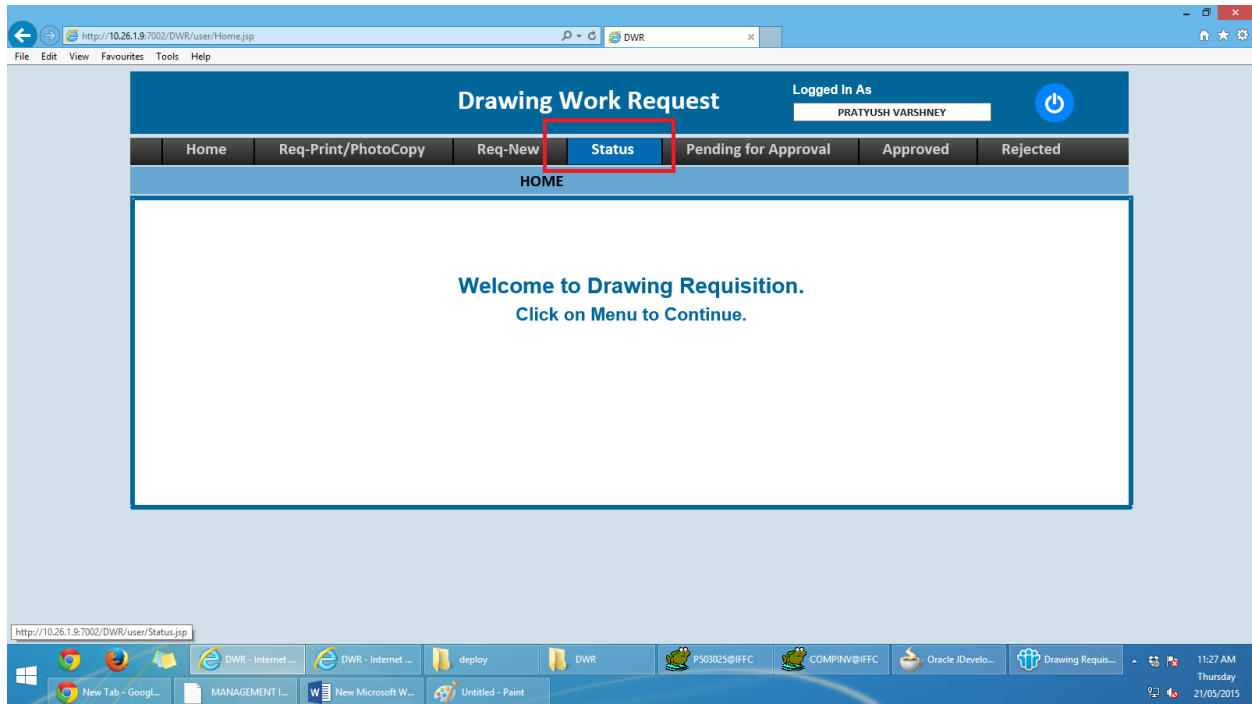
- 1) Drawing No: Drawing number to be printed.
- 2) Paper Size: Required Paper Size
- 3) No. of Copies
- 4) Type: Color or Black and White
- 5) Remarks
- 6) To attach a Document ,Click on Browse Button and select the appropriate File
- 7) Select the Approval Authority and Submit

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.

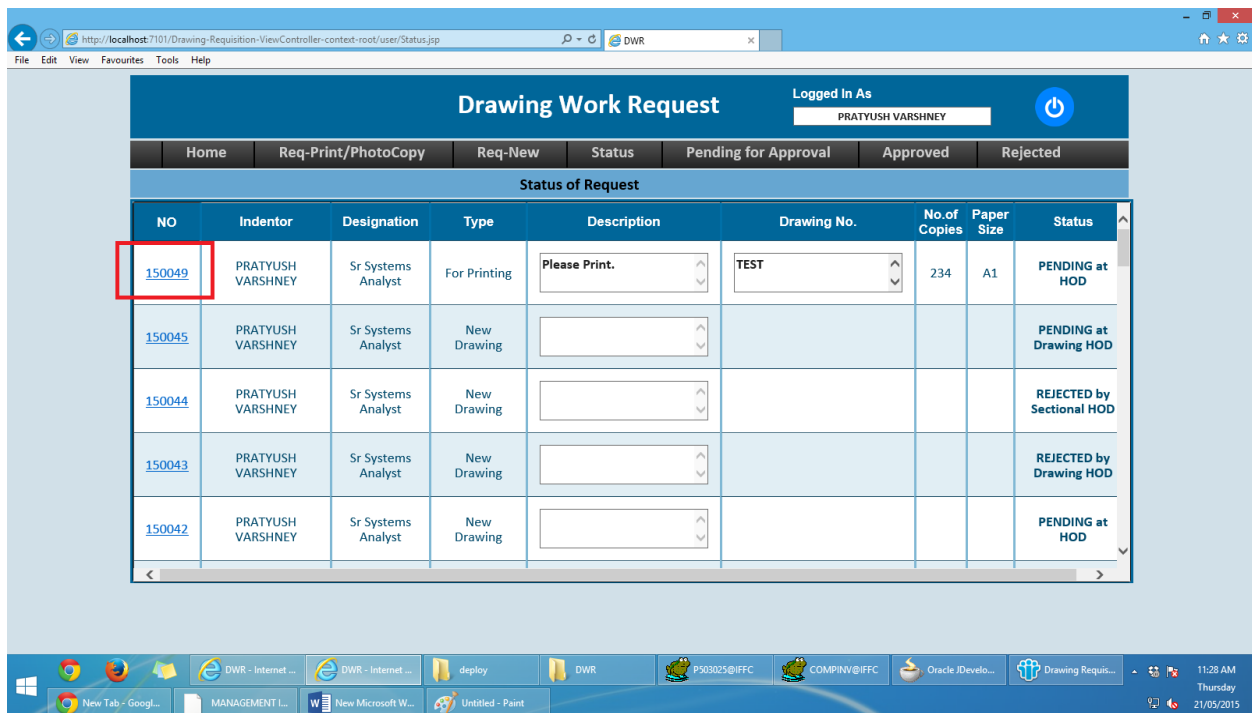
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4. To check the status of sent request



To view the requisition click on the Requisition number in the No. Column.

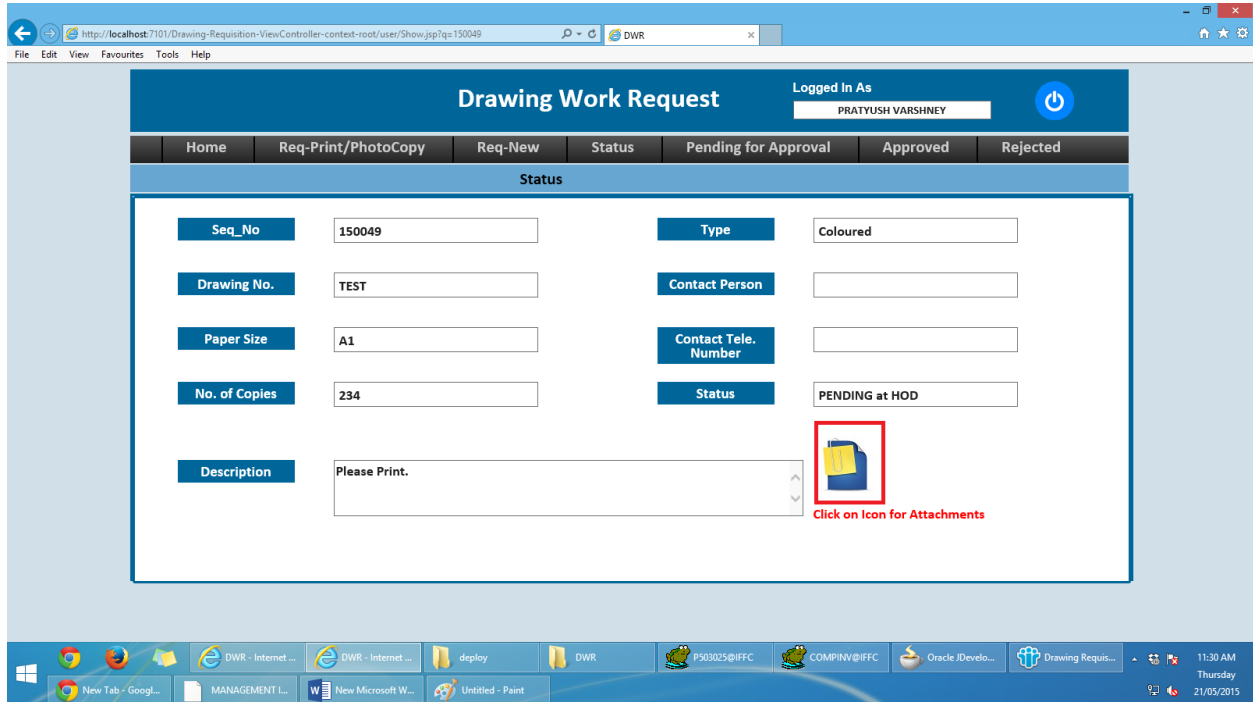


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The attachment with the requisition can be downloaded by clicking on the File Icon as shown below.

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



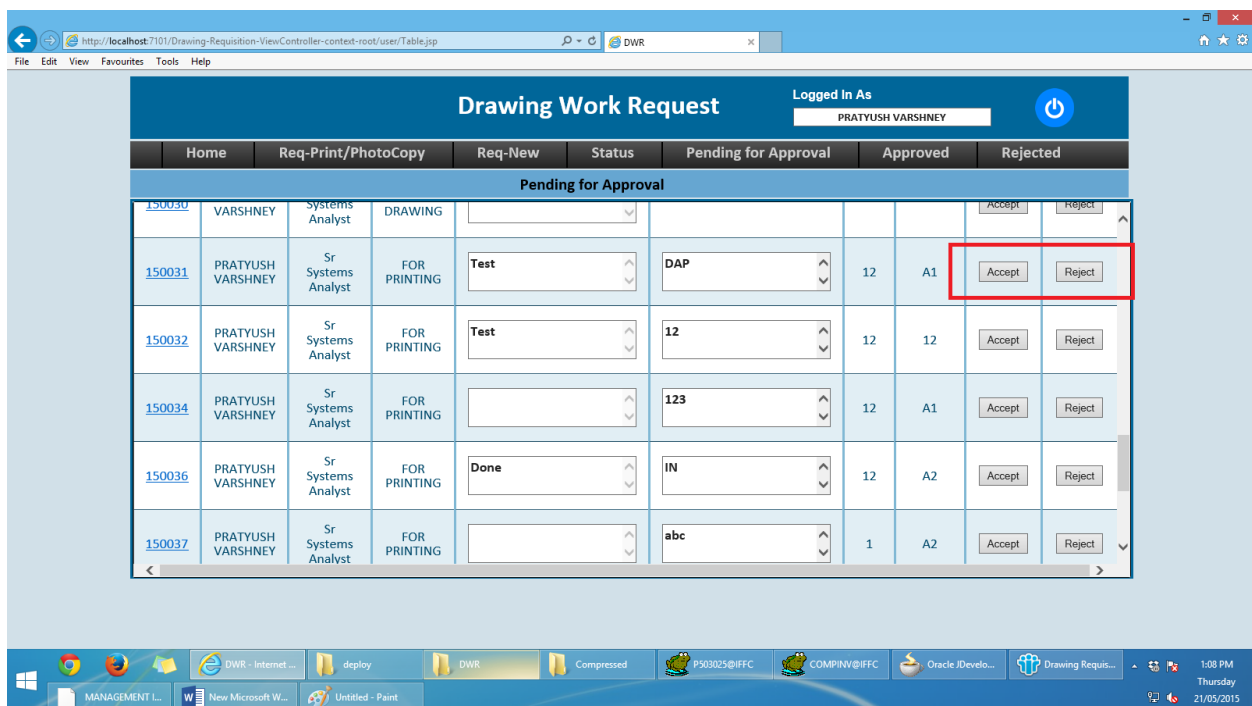
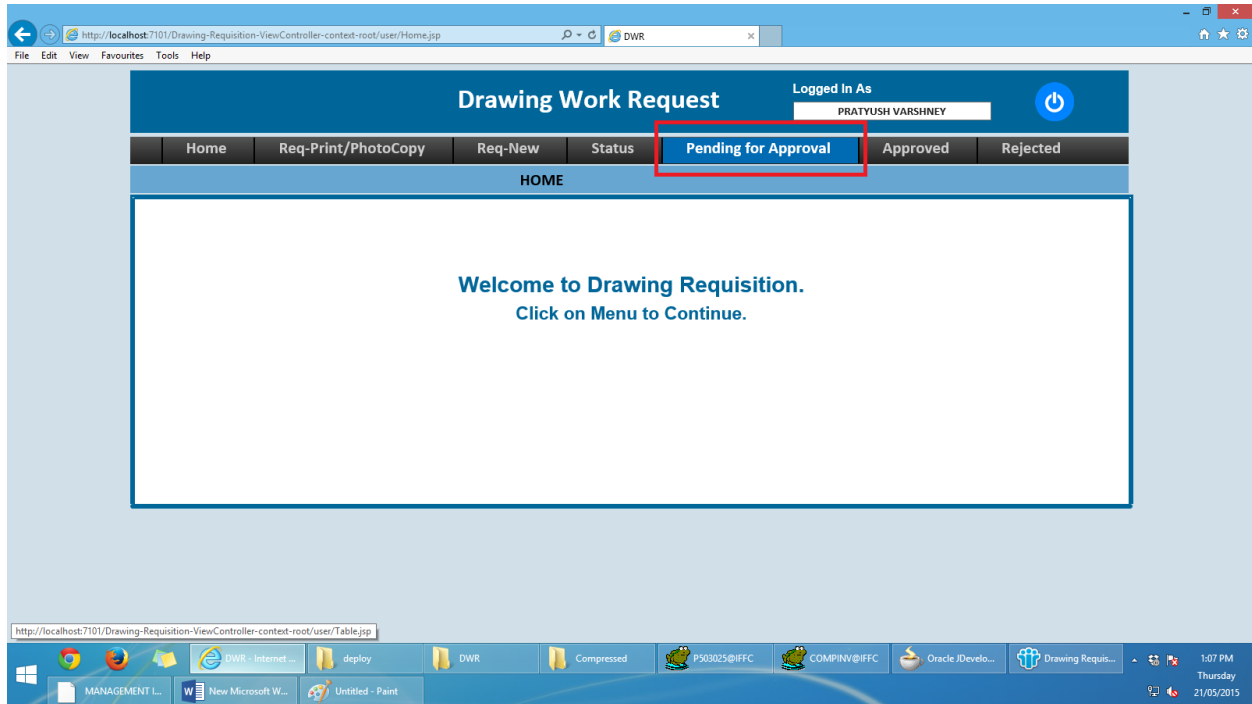
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5. Approving a Pending Request.

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

Click on Pending for Approval to Accept/Reject Requisition



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6. For Logout click on highlighted button shown below

