



SDS SOLUTION

USER MANUAL OF PURCHASE MANAGEMENT ASSISTANT WEB - VERSION

INTRODUCTION:

This is the Web Application's manual for the Indenters. The application is developed by Servlet, Java Script, Oracle 9i along with HTML. This application will run on Servlet Web Server. So an Indenter operate the application sitting on his desk. In a word we can say that this application just like a website. This application only for Indenter. Before using the application an Indenter should go through this manual which will make much more easier for the Indenters to operate the application. We are discussing here as per the actions.

OPEN MAIN PAGE:

To open the Main Page of the application, Indenter has to open Internet Explorer by double clicking on it. Now in the address bar of the Internet Explorer Indenter have to write the following URL : `http:\\www.172.16.5.18\LogIn.htm`. After writing this, user has to either click on Go button or press ENTER button. It will open the Log In page of the Purchase Management Software's web application. Now user has to write his user name and password and he has to press the Login button. If the user name and password is a correct one then the user log in successfully and the Main Page of the application will open, otherwise log in will be failed.

INDENT GENERATION:

If Indenter want to generate an Indent then he has to click on Indent Form button in the Main Page. A page will open. Here he has to give no of items and has to press the Submit button. Again a page will open. Here Indenter has to select main according to number given before. Now user has to press Next button again. Again a page will open and here user has to fill the required fields and has to click on Submit button and the Indent will be generated.

During this process an Indenter can select items from database to raise the Indent. Indenter also can select whether the Indent is Import, Local or both. He can also select whether the Indent is Urgent or Normal Indent. There's other things which the Indenter have to fill during this process like unit of the items, cost of items, Estimated cost.

AUTHORIZE INDENT:

If Indenter click on the Authorize Indent button of Main Page then a page will open. In this page user have to check one or more than one combo box and after then he has to press the Authorize button, then all the selected indent will be authorized. For more help see the ** and ## marked rows in the page.

Authorization means the Indent is approved and User now can generate Case File No and can start the tendering process.



SDS SOLUTION

RECOMENDATION OF TENDER:

If Indenter click on the Recommendation button in Main Page then a page will appear. In this page, the user has to select a Case File No and Tender No. After choosing this two No Indenter has to click on Next button. After clicking on the Next button a page will open and in this page Indenter has to select vendor to recommend and has to fill other required fields. After this user have to click on Submit button. From this page Indenter can also print Draft Purchase Order.

CHANGE PASSWORD:

If Indenter click on the Change Password button of Main Page, a page will open. In this page Indenter can change his password. Indenter has to type New Password, Confirm New Password, Old Password and after that he has to Press Submit button. The Password will be changed.

CHANGE PROFILE:

If Indenter click on the Change Profile button of Main Page, a page will open. In this page Indenter can change his Name, Grade, Section, Project, Division. First Indenter has to type his name and other changeable things and after that he has to click on Submit button. The Indenter's profile will be changed.

ITEM SEARCH:

If Indenter click on Item Search button of Main Page, a page will open. In this page Indenter can search an item so that he can see whether the item is present in the database or not. In this page Indenter has to write down the item name in the Item Name textbox. Now he has to press the Search button. Again a page will open and if any items found from database, it will be shown in the table of the page.

NEW USER CREATION:

To create a new user, an existing user has to open the Log In page first. In this page he has to click on the NEW USER CREATE link. A page will open. Now user have to fill all the required fields and he has to click on Submit button. The new user will be created. If user wants to clear or blank all fields then he has to click on Reset button.

LOGOUT:

If Indenter click on the Logout button of Main Page, the user will be logged out from the web application and a page will open. From this page Indenter can go to Log In page. From where he can Log In again.