Integrated Workflow and Document Management System Government of Punjab

# Irrigation Department Physical Division wise Progress Report of Cleaning of Channels under MG-NAREGA

## **User Manual**



August 2013

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## 1. Initiate Request

### 1.1. Application Link

✓ Enter Username, Password and Click on Login



✓ Click Departmental Application Link



✓ After Clicking on Departmental application this type of screen will appear

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## 1.2. Add Records

✓ Click 'Add' button to Add new record. Field name with (\*) is mandatory and it must not remain empty.

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✓ Click 'Save' button to save data, 'Reset' to make all entered details empty and 'Close' to close the screen

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## 1.3 Search Records

✓ To search certain record after entering details, select search parameter from the list and enter keywords and click 'Magnifying glass' symbol



## 1.4 Update Records

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## 1.5 Delete Records

✓ To delete record, select the record by check box given and click 'Delete' button.

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## 2. Reports

### 2.1 Physical Progress for cleaning of Channels under MG-NAREGA

- ✓ Select search parameters
- $\checkmark$  Now for the generation of report click to report

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