Integrated Workflow and Document Management System Government of Punjab

Irrigation Department Physical Progress for cleaning of canals under non-plan head User Manual



August 2013

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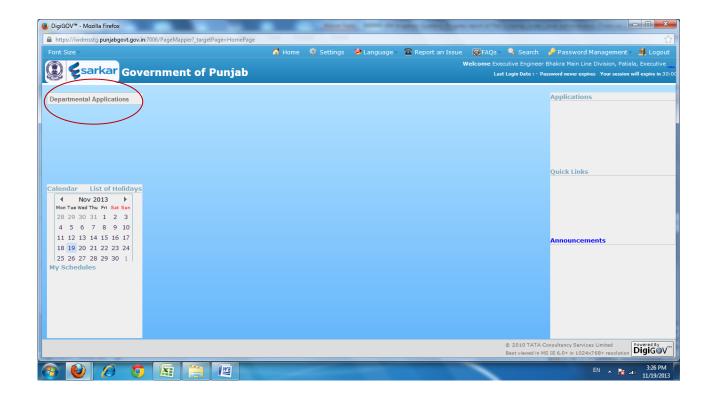
1. Initiate Request

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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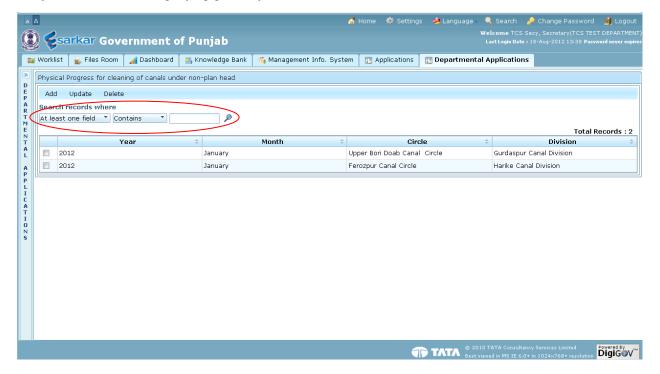
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1.3 Search Records

✓ 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

✓ To update record, select the record by checking box given and click 'Update' button

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1.5 Delete Records

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

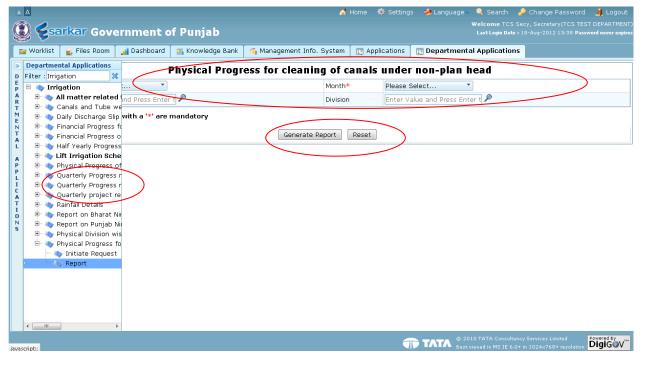
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2. Reports

2.1 Physical Progress for cleaning of canals under non-plan head

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



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✓ We can save the report in excel or pdf format by clicking on Export to excel or pdf.

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