

**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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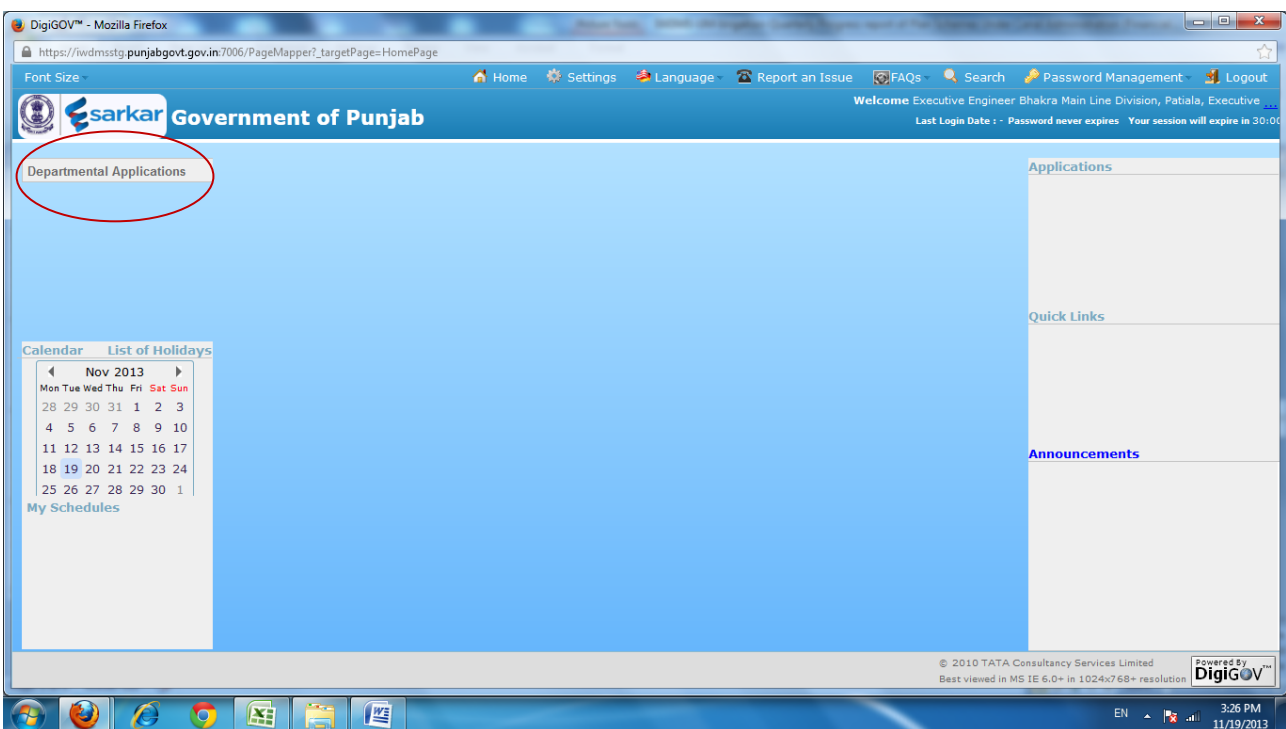
1. Initiate Request

1.1. Application Link

- ✓ Enter Username, Password and Click on Login

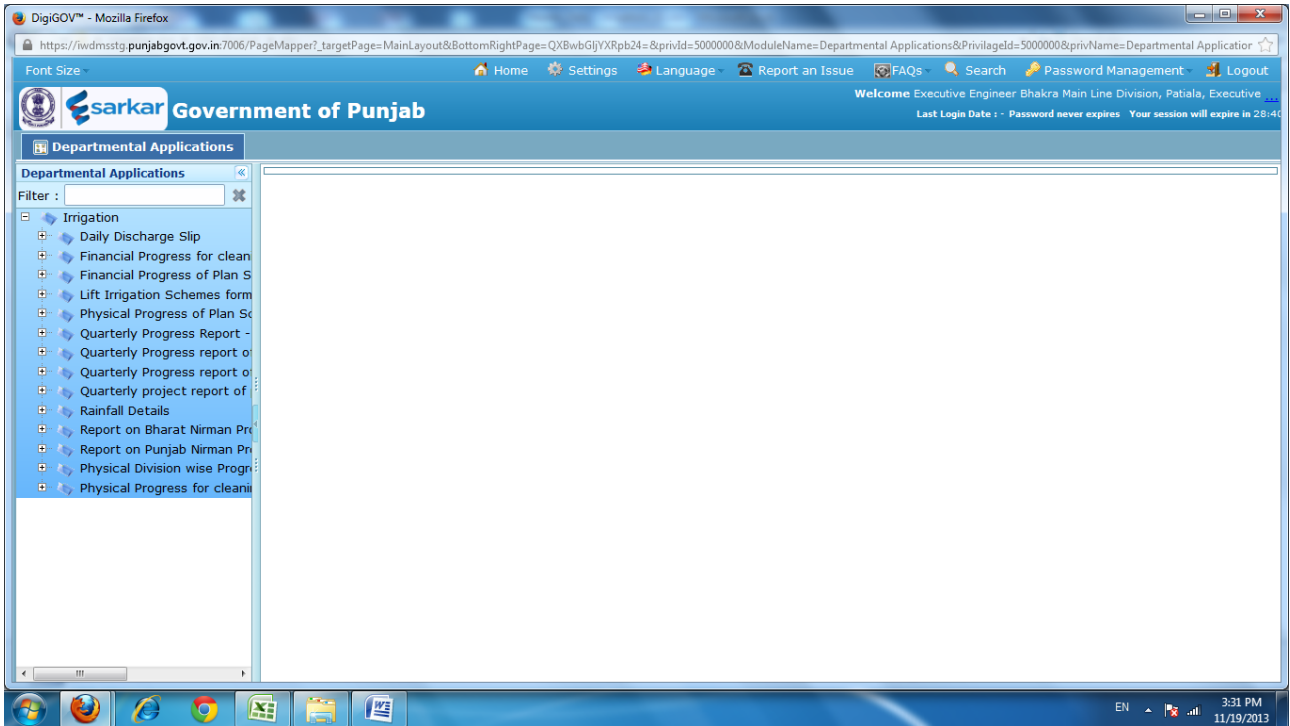


- ✓ Click Departmental Application Link

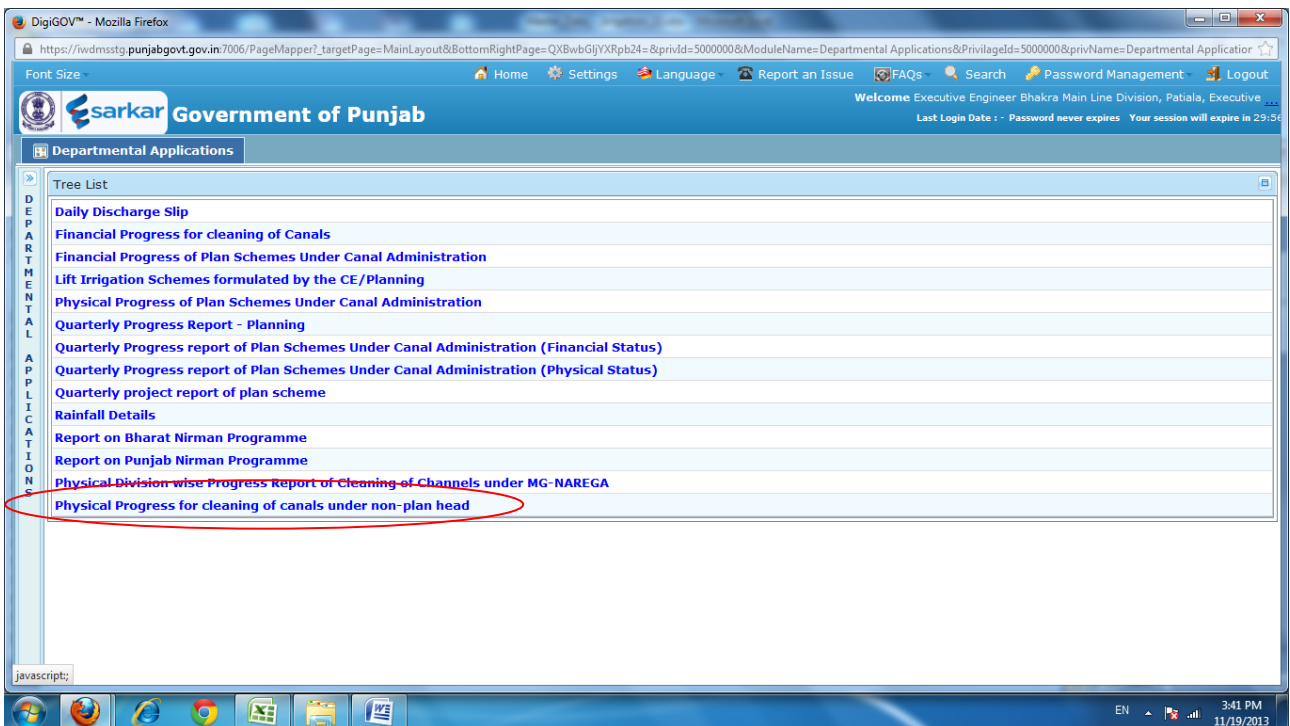


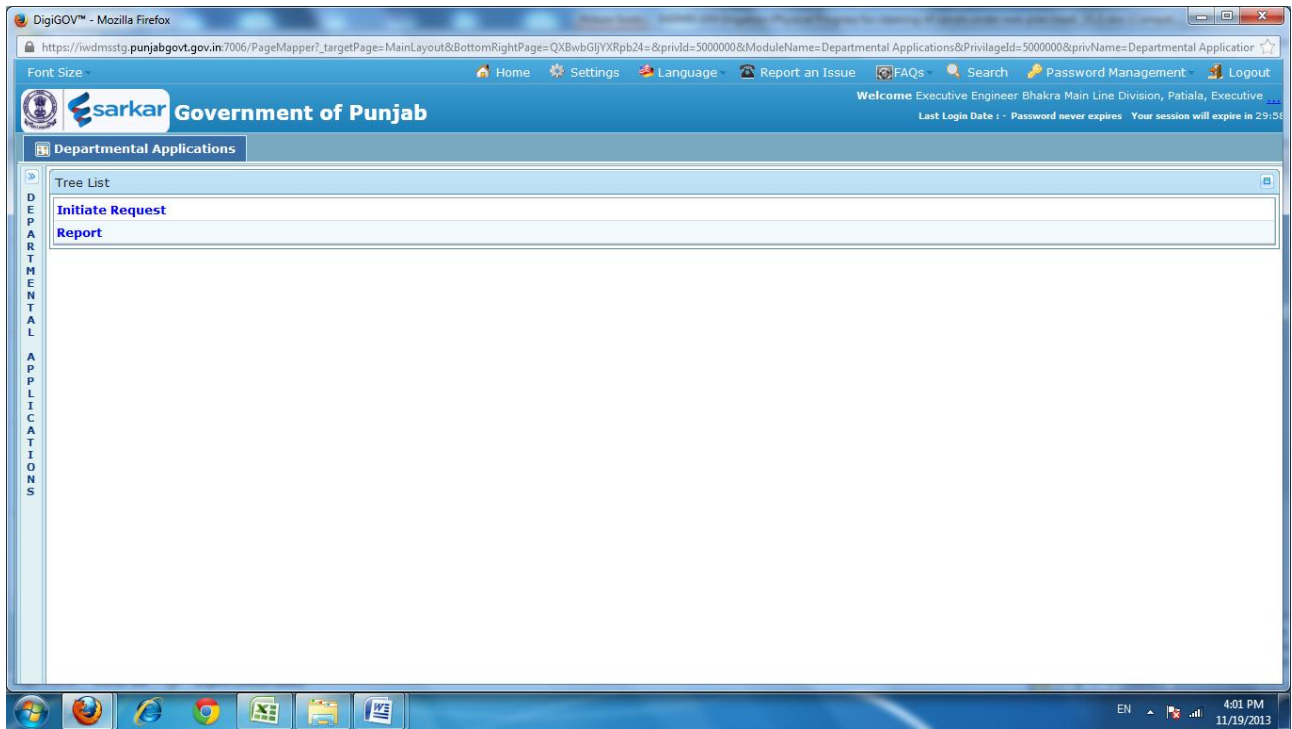
✓ After Clicking on Departmental application this type of screen will appear

✓



✓ click on application.





1.2 Add Records

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

The screenshot shows the application interface for 'Physical Progress for cleaning of canals under non-plan head'. The 'Add' button is circled in red. Below the button is a search bar with the text 'Search records where' and a dropdown menu set to 'At least one field' and 'Contains'. Below the search bar is a table with 2 records. The table has columns for Year, Month, Circle, and Division. The total records are 2.

| | Year | Month | Circle | Division | Total Records : 2 |
|--------------------------|------|---------|------------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | 2012 | January | Upper Bori Doab Canal Circle | Gurdaspur Canal Division | |
| <input type="checkbox"/> | 2012 | January | Ferozpur Canal Circle | Harike Canal Division | |

- ✓ Fill the details.

The screenshot shows the application interface for 'Physical Progress for cleaning of canals under non-plan head' with the 'Add' form open. The form fields are circled in red. The form contains the following fields:

- Year *: 2012
- Month *: January
- Circle *: Upper Bori Doab Canal Circle
- Division *: Gurdaspur Canal Division
- Total length to be cleaned (Kms) *: 2343.000
- Length cleaned (Kms):
 - Up to previous month: 0
 - Up to date: 34.000
 - During month *: 34.000
- Balance (Kms): 2309.000
- Target (Kms): 2309.000
- Remarks: work under process

At the bottom of the form are 'Save' and 'Close' buttons.

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

Physical Progress for cleaning of canals under non-plan head

Year * 2012 Month * January

Circle * Upper Bori Doab Canal Circle Division * Gurdaspur Canal Division

Total length to be cleaned (Kms) * 2343.000

Length cleaned (Kms)

| | | | |
|----------------------|--------|----------------|--------|
| Up to previous month | 0 | During month * | 34.000 |
| Up to date | 34.000 | | |

Balance (Kms) 2309.000 Target (Kms) 2309.000

Remarks
work under process

Save Close

- ✓ File is saved

Physical Progress for cleaning of canals under non-plan head

Add Update Delete

Search records where
At least one field Contains

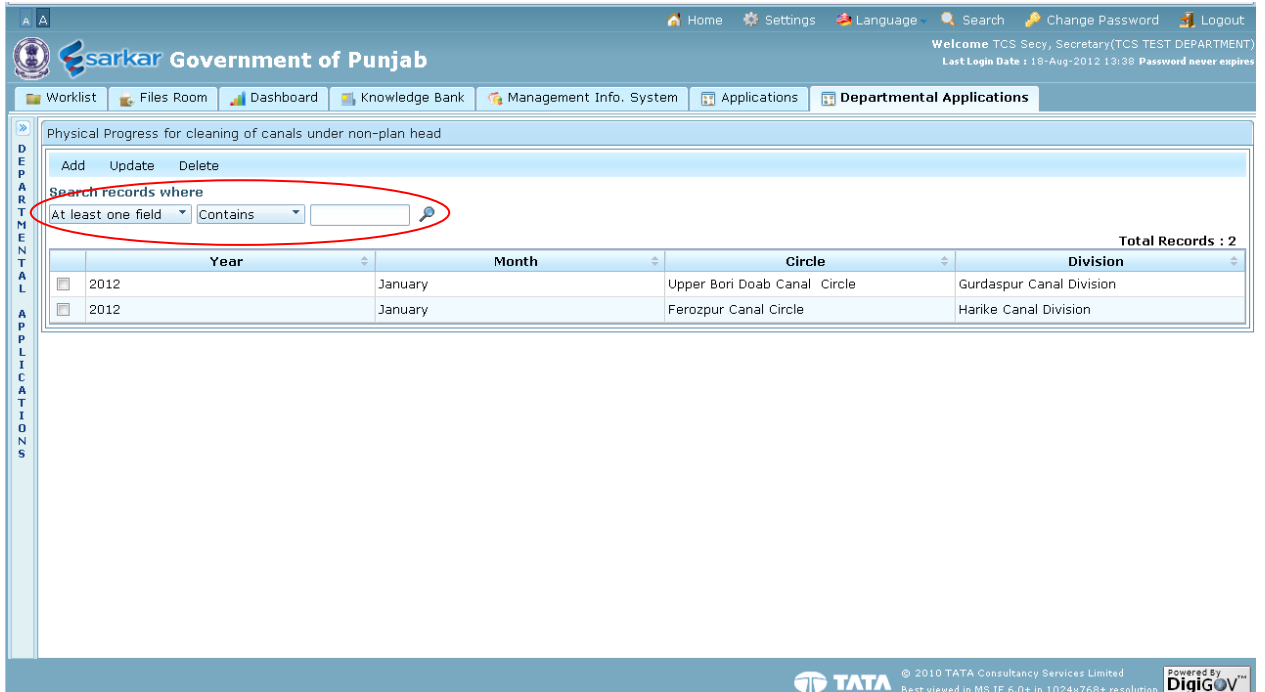
Total Records : 2

| | Year | Month | Circle | Division |
|--------------------------|------|---------|------------------------------|--------------------------|
| <input type="checkbox"/> | 2012 | January | Upper Bori Doab Canal Circle | Gurdaspur Canal Division |
| <input type="checkbox"/> | 2012 | January | | Harike Canal Division |

Information
Saved Successfully.
OK

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



The screenshot displays the 'Physical Progress for cleaning of canals under non-plan head' interface. The search section is highlighted with a red oval, showing a dropdown menu with 'At least one field' selected and a search button.

Physical Progress for cleaning of canals under non-plan head

Add Update Delete

Search records where

At least one field Contains

Total Records : 2

| | Year | Month | Circle | Division |
|--------------------------|------|---------|------------------------------|--------------------------|
| <input type="checkbox"/> | 2012 | January | Upper Bori Doab Canal Circle | Gurdaspur Canal Division |
| <input type="checkbox"/> | 2012 | January | Ferozpur Canal Circle | Harike Canal Division |

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1.4 Update Records

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

Physical Progress for cleaning of canals under non-plan head

Add Update Delete

Search records where
At least one field Contains

Total Records : 2

| | Year | Month | Circle | Division |
|-------------------------------------|------|---------|------------------------------|--------------------------|
| <input type="checkbox"/> | 2012 | January | Upper Bori Doab Canal Circle | Gurdaspur Canal Division |
| <input checked="" type="checkbox"/> | 2012 | January | Ferozpur Canal Circle | Harike Canal Division |

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- ✓ Click 'Save' button to save data and 'Close' to close the screen

Physical Progress for cleaning of canals under non-plan head

Year * 2012 Month * January

Circle * Upper Bori Doab Canal Circle Division * Gurdaspur Canal Division

Total length to be cleaned (Kms) * 2343.000

Length cleaned (Kms)

| | | | |
|----------------------|--------|----------------|--------|
| Up to previous month | 0 | During month * | 34.000 |
| Up to date | 34.000 | | |

Balance (Kms) 2309.000 Target (Kms) 2309.000

Remarks work under process

Save Close

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✓ File is saved, Click on 'Ok'

The screenshot shows a web application interface for the Government of Punjab. The page title is "Physical Progress for cleaning of canals under non-plan head". The interface includes a search bar with the text "Search records where" and a dropdown menu set to "At least one field" and "Contains". Below the search bar is a table with the following data:

| Year | Month | Circle | Division |
|------|---------|------------------------------|--------------------------|
| 2012 | January | Upper Bari Doab Canal Circle | Gurdaspur Canal Division |
| 2012 | January | | Hanke Canal Division |

The table indicates "Total Records : 2". A modal dialog box titled "Information" is displayed in the foreground, containing the message "Saved Successfully." and an "OK" button, which is circled in red.

1.5 Delete Records

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

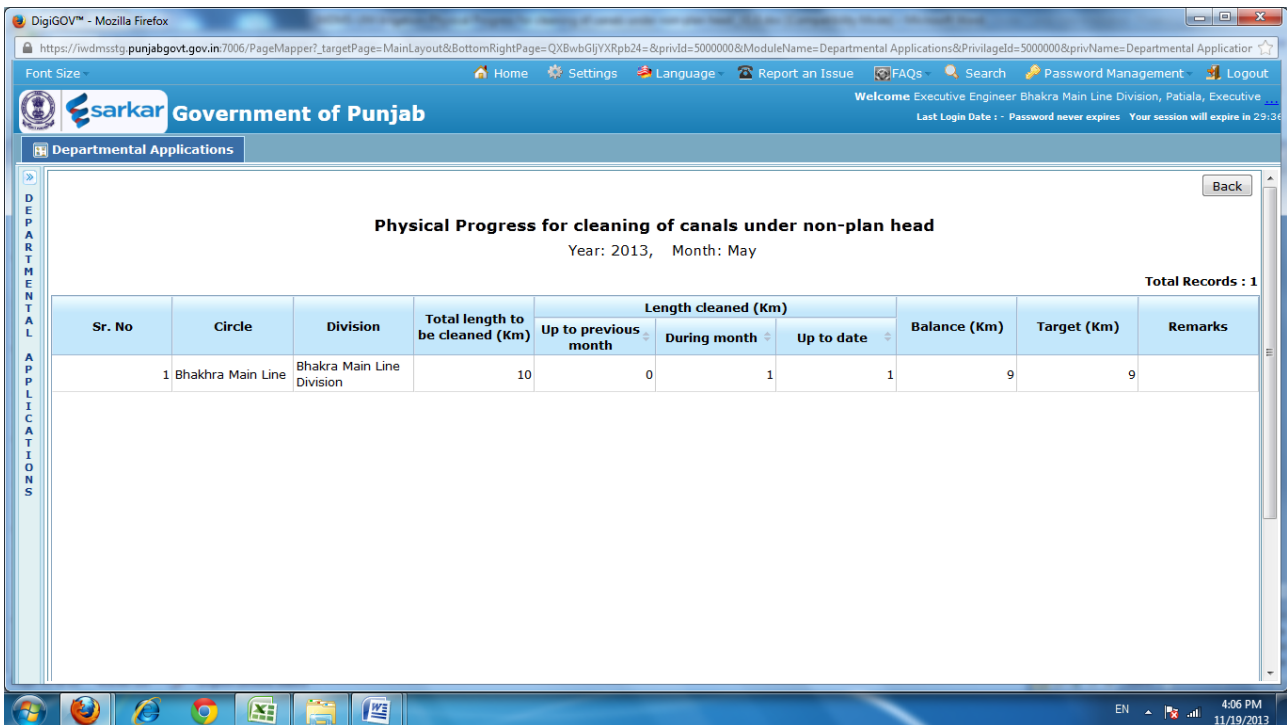
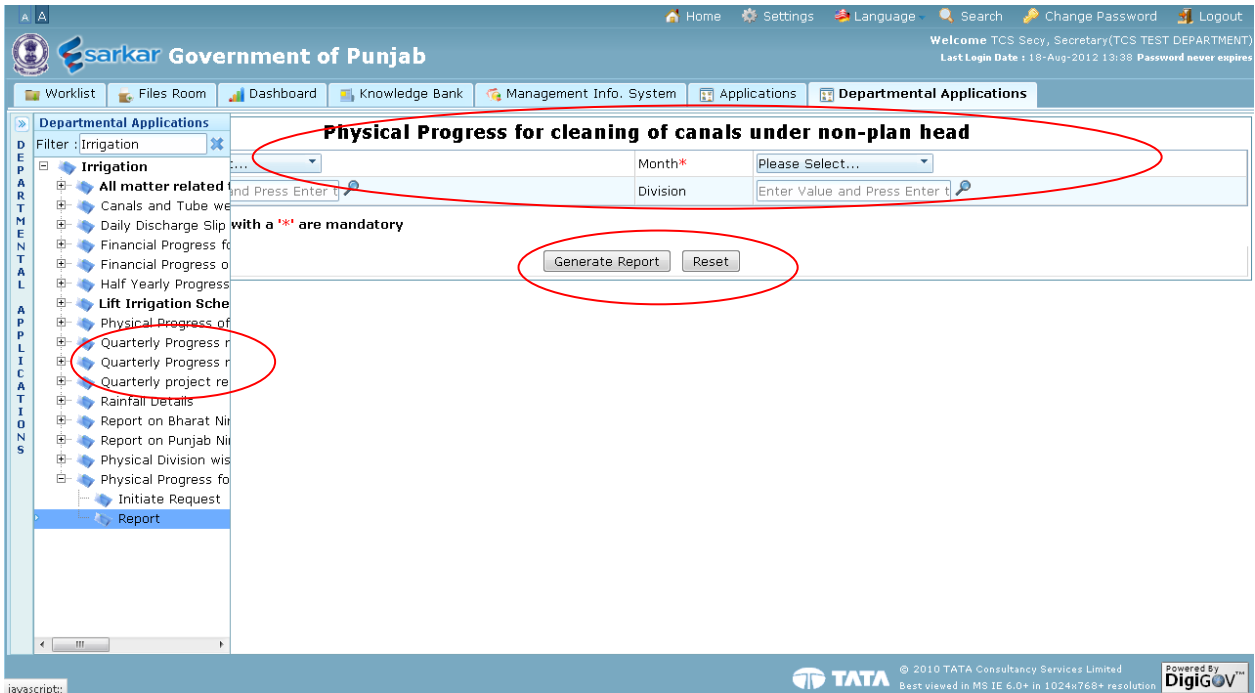
The screenshot displays the 'Physical Progress for cleaning of canals under non-plan head' application. The top navigation bar includes 'Home', 'Settings', 'Language', 'Search', 'Change Password', and 'Logout'. The user is logged in as 'TCS Secy, Secretary(TCS TEST DEPARTMENT)' with a last login date of '18-Aug-2012 13:38'. The main content area shows a table with two records for January 2012. The 'Delete' button in the top navigation bar is circled in red, and the checkbox for the second record is also circled in red.

| | Year | Month | Circle | Division | Total Records : 2 |
|-------------------------------------|------|---------|------------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | 2012 | January | Upper Bori Doab Canal Circle | Gurdaspur Canal Division | |
| <input checked="" type="checkbox"/> | 2012 | January | Ferozpur Canal Circle | Harike Canal Division | |

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



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

