

# USER MANUAL

## PROJECT MANAGEMENT

NIC-KER-KUFOS\*SUITE  
VERSION 8.0  
**2016**



**NATIONAL INFORMATICS CENTRE**

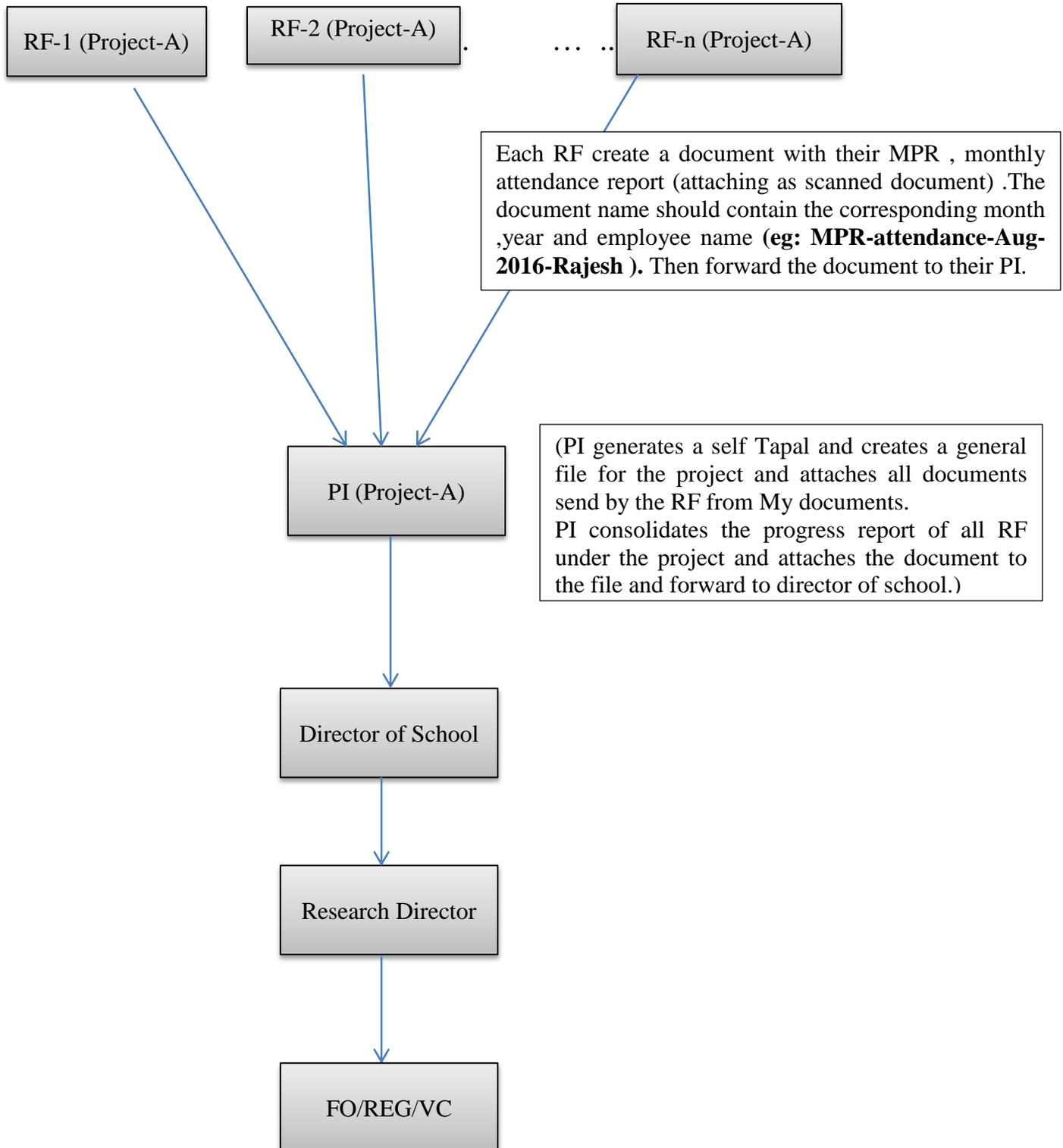
**Software Development & Training Centre**

**KOCHI**

**(KERALA)**

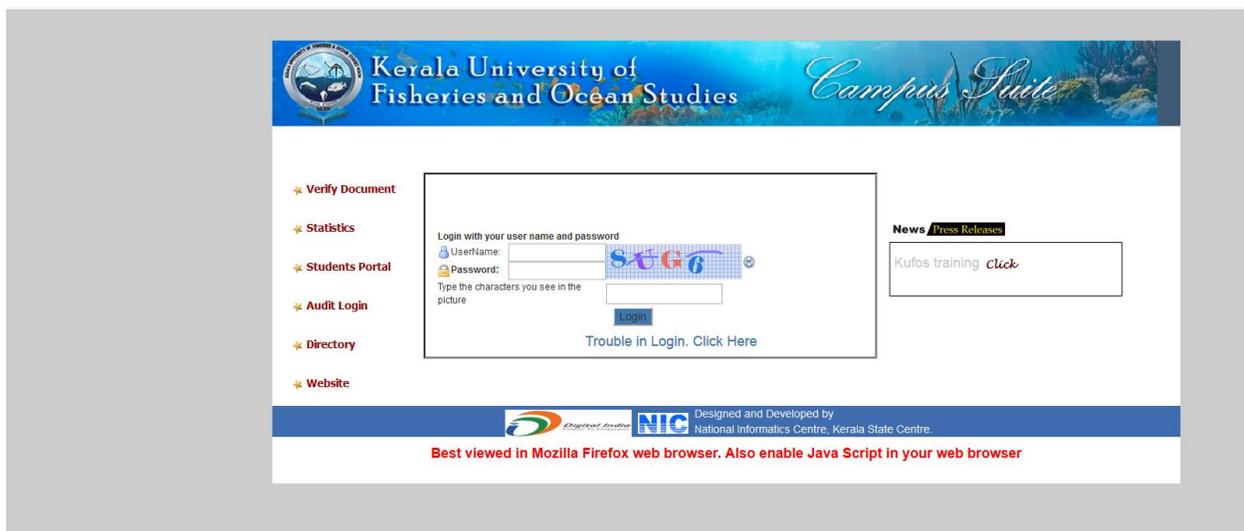
# PROJECT MANAGEMENT

## Project Management Work Flow



## Research Fellow:

- Open the Mozilla Firefox web browser.
- On clicking University\*Suite Bookmarked link (192.168.161.10/university), University\*Suite will be opened in the screen.
- For working in University\*Suite you must have a User Name and password.
- Enter your time check id as username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

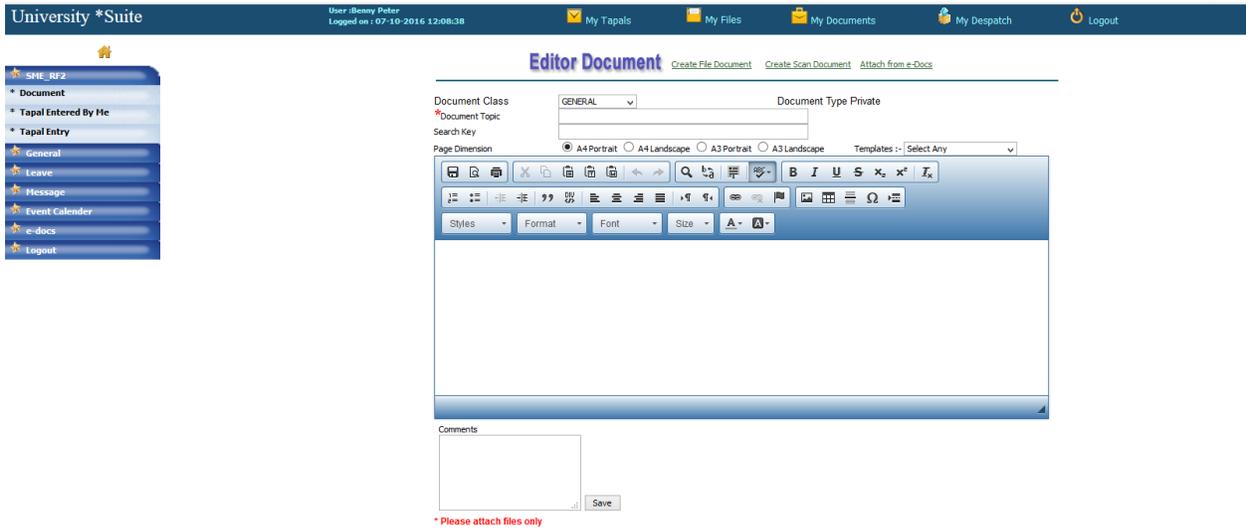


University portal



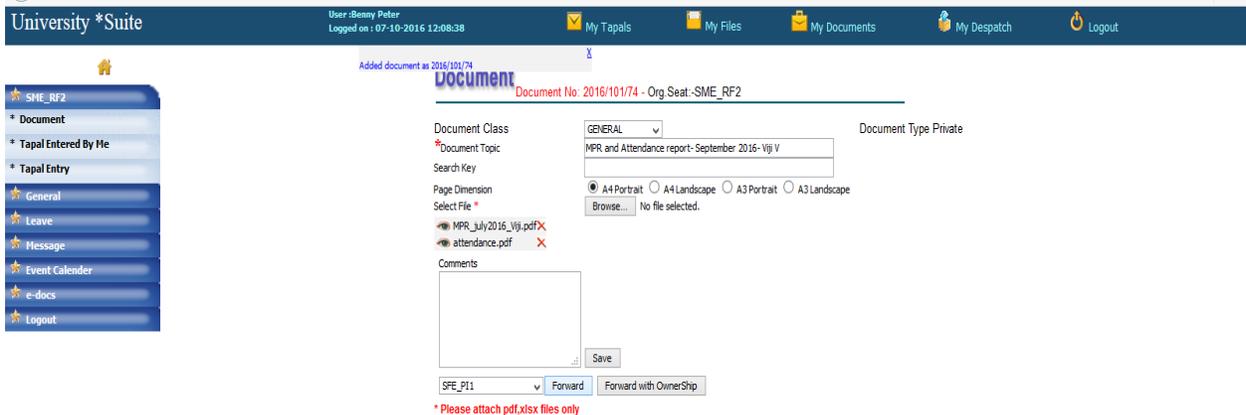
Home Screen

- Click on Seat name from Left menu and click on Document link.



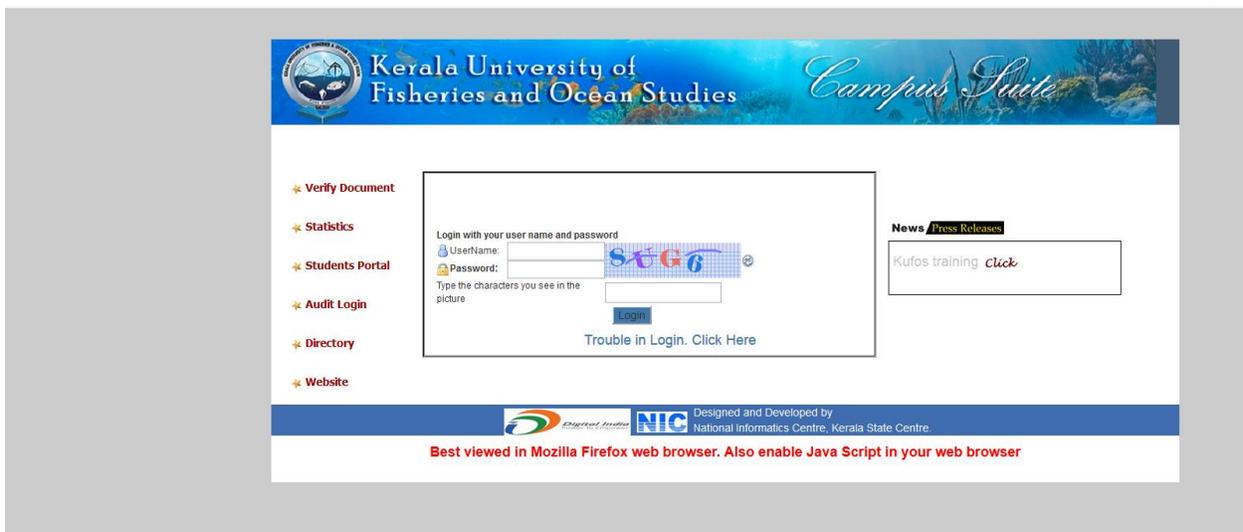
### Create document

- Click on Create Scan Document link.
- Give Document Topic as MPR and attendance report of month and year with the RF name (Eg. MPR and Attendance report- September 2016- Viji V )
- Attach both MPR and attendance report.
- Click save and forward to Corresponding PI.



## Project Investigator (PI):

- Open the Mozilla Firefox web browser.
- On clicking University\*Suite Bookmarked link (192.168.161.10/university), University\*Suite will be opened in the screen.
- For working in University\*Suite you must have a User Name and password.
- Enter your time check id as username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.



University portal



Home Screen

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“Tapal Entry”**. A Tapal Entry form will appear.

- First select the sender code (Kufos Head Quarters, Panangad ).
- Fill the Sender name and address.
- Select the priority – Low, Medium, High, and Very High (According to the importance of the Tapal)
- Select the language of the tapal.
- Select **research** from the main subject drop down (Level 1).
- Select the sub subject Project management drop down (Level 2)
- Select the Project Subject or topic from drop down (Level 3) .
- Dealing seat will be displayed automatically in the seat code.
- The seat should same as the login seat (eg. If the PI of SME then select SME\_PI1).
- Save tapal

The screenshot shows the 'Tapal Entry' form in the University \*Suite interface. The form includes the following fields and values:

- Tapal No:** 2016 | 101
- Receipt Date:** 07/10/2016
- Sender:** KUFOS HeadQuarters,Panangad
- \*Sender Name:** KUFOS HeadQuarters,Panangad
- \*Address:** Kochi, Kerala
- Mail-ID:** utypanangad@kufos.ac.in
- Phone No:** 0484 2700964
- Mode:** 1.Ordinary
- Category:** 1.Others
- Priority:** 1.Low
- Language:** 1.English
- Reference No.:** (empty) Date: 07/10/2016
- \*Level 1:** Research
- \*Level 2:** 3.Project Management
- \*Level 3:** 2.Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean
- \*Level 4:** No 4th Level
- Main Subject:** Research - Project Management
- Sub Subject:** Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean
- Subject:** Ocean
- Seat (Subject):** SFE\_PI1
- Comment:** (empty)
- Valuables(Y/N):** N

**Figure : Tapal Entry**

Note: A single Tapal entry is needed for a project.

- Click on My Tapal link on top bar.

University \*Suite User: Alphy Koroth  
Logged on : 07-10-2016 13:12:40

[My Tapals](#)
[My Files](#)
[My Documents](#)
[My Despatch](#)
[Logout](#)

### My Tapals

Tapal Verification

Enter Search Text

SME\_P11 Move To  -select a folder-  View

| Tapal                               | Source           | Subject  | Category | Ref No | Recieved On | Attachments |
|-------------------------------------|------------------|--|----------|--------|-------------|-------------|
| <input type="checkbox"/> 2016/10/28 | Regional Station | Research - Project Management-   | Others   | -      | 04/10/2016  |             |
| <input type="checkbox"/> 2016/10/29 | Regional Station | Research - Project Management-Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean | Others   | -      | 04/10/2016  |             |

Showing 1-2 of Total 2 [All](#) | [First](#) | [Previous](#) | [Next](#) | [Last](#) | [Tapals Under Me](#)

- Click on the Tapal number under this category.
- Click on the Tapal number that you want to convert to file.
- Click **“New General”**.
- Enter **“File detailed Subject”** and **“Comments for public”**.

University \*Suite User: Alphy Koroth  
Logged on : 07-10-2016 13:12:40

[My Tapals](#)
[My Files](#)
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### General

General Data Entry/Verification/Update  
Fields marked with an asterisk \* are required.

Tapal Details

2016/10/29  
67\_SME\_P11

Tapal Number: 67\_SME\_P11  
 Seat Name: 1. Low.  
 Priority: 3. Research - Project Management  
 Man Subject: 2. Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean  
 Sub Subject:  
 File Ref. number:  
 File Ref. Date: 04/10/2016  
 Name: Regional Station  
 Address: Kerala University of Fisheries and Ocean Studies, Thiruvallam

File detailed subject:

Comments for public:

- Then click **“Save Me”**. Now the tapal is converted to a file.
- Click My files.

University \*Suite User: Alphy Koroth  
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[My Tapals](#)
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### My Files

Enter Search Text

SME\_P11- Move To  -select a folder-  View

| Order by | Processed                | File                               | Seat (Owner) | Last Seat | Subject  | Source  | Date       | Matter                                 | Backfile No | Audit |
|----------|--------------------------|------------------------------------|--------------|-----------|--|---|------------|--|-------------|-------|
|          | <input type="checkbox"/> | <a href="#">2016/10/24/SME_RF1</a> | SME_RF1      | SME_RF1   | Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean | KUFOS HeadQuarters,Panangad Kochi                                 | 06/10/2016 | mpr sept 2016 vij v                    |             |       |
|          | <input type="checkbox"/> | <a href="#">2016/10/28/SME_P11</a> | SME_P11      | SME_P11   | Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean | KUFOS HeadQuarters,Panangad Kochi                                 | 06/10/2016 | MPR and Attendance test pro 1-sept2016 |             |       |
|          | <input type="checkbox"/> | <a href="#">2016/10/29/SME_P11</a> | SME_P11      | SME_P11   | Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean | Kerala University of Fisheries and Ocean Studies Regional station | 07/10/2016 | MPR and Attendance                     |             |       |

Showing 1-3 of Total 3 [All](#) | [First](#) | [Previous](#) | [Next](#) | [Last](#) | [Print Files](#) | [Files Under Me](#) | [All My Files](#)

[Show Files Forwarded in Last Two Months](#)

- Click the **eye** icon in the left of file number

University \*Suite User :Alphy Koroth  
Logged on : 07-10-2016 13:12:40

[My Tapals](#)
[My Files](#)
[My Documents](#)
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[Logout](#)

SME\_P11

General

Leave

Message

Event Calendar

e-docs

Logout

### File Details

File Details Verification-Notes/File Edit/Attachments/Transfer/Clubbing/Record Room/Despatch

|                     |  |
|---------------------|--|
| File Number         | 2016/101/29  |
| Back File Number    |  |
| File Originate Date | 07/10/2016 00:00:00  |
| File Date           | 07/10/2016 13:21:22  |
| Seat Name           | SME_P11  |
| Subject             | Biology, resource characteristics and stock assessment of deep sea fin fishes and prawns in the depth zone 200-1200m along the Southern and Central Indian Ocean |
| File Ref.No         |  |
| File Ref.Date       | 04/10/2016   |
| Name                | Regional Station   |
| Address             | Kerala University of Fisheries and Ocean Studies<br>Regional station<br>Thiruvallam<br>Alphy Koroth  |
| Created By          | Thiruvallam  |
| File Matter         | MPR and Attendance   |

[Notes](#)
[Edit File](#)
[Attachments](#)
[Transfer](#)
[Clubbing](#)
[Record Room](#)
[Despatch](#)

All Seats:  Expected Seats:  Forward:

- Click on Attachments ->Attach New Document.
- Check the documents of all RF respective to the current month.
- Then click Attach.

University \*Suite User :Alphy Koroth  
Logged on : 07-10-2016 13:12:40

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[My Files](#)
[My Documents](#)
[My Despatch](#)
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SME\_P11

General

Leave

Message

Event Calendar

e-docs

Logout

### Attach New Document

Attach an existing document to file

SME\_P11 Document Type: Private  Tapal Documents

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**Private Documents**

| Document Number | Topic  | Class   | Date                | Attach                              |
|-----------------|--|---------|---------------------|-------------------------------------|
| 2016/101/59     | aaaa   | GENERAL | 06/10/2016 14:32:40 | <input type="checkbox"/>            |
| 2016/101/74     | MPR and Attendance report- September 2016- Vij V | GENERAL | 07/10/2016 12:18:07 | <input checked="" type="checkbox"/> |

## Attach document

University \*Suite User :Alphy Koroth  
Logged on : 07-10-2016 13:12:40

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### Attachments

[Back To File](#)

Expand All—Collapse All      Attach Multiple Tapals      Attach New Document      Attach Reference File

**File Number: 2016/101/38**

- Doc2016/101/57 | GENERAL | EXT | | consolidated report for the mo...
- Doc2016/101/60 | GENERAL | EXT | | MPR and Attendance of VIJI sep...
- Doc2016/101/61 | GENERAL | EXT | | MPR and Attendance of Benny se...
- Doc2016/101/62 | GENERAL | EXT | | MPR and Attendance of Hanju se...
- Doc2016/101/63 | GENERAL | EXT | | MPR and Attendance of Rachana ...
- Doc2016/101/64 | GENERAL | EXT | | MPR and Attendance of Resi sep...
- Doc2016/101/65 | GENERAL | EXT | | MPR and Attendance of Timson s...
- Doc2016/101/66 | GENERAL | EXT | | consolidated report sept 2016
- Doc2016/101/67 | GENERAL | EXT | | MPR and Attendance of Viji oct...
- Doc2016/101/68 | GENERAL | EXT | | MPR and Attendance of Benny oc...
- Doc2016/101/69 | GENERAL | EXT | | MPR and Attendance of Hanju oc...
- Doc2016/101/70 | GENERAL | EXT | | MPR and Attendance of Rachana ...
- Doc2016/101/71 | GENERAL | EXT | | MPR and Attendance of Resi Oct...
- Doc2016/101/72 | GENERAL | EXT | | MPR and Attendance of Timson O...
- Doc2016/101/73 | GENERAL | INT | | consolidated report for the mo...
- Tap2016/101/38 | KUFOS HeadQuarters,Panangad,KUFOS HeadQuarters,Panangad | 06/10/2016 | Biology, resource characterist...

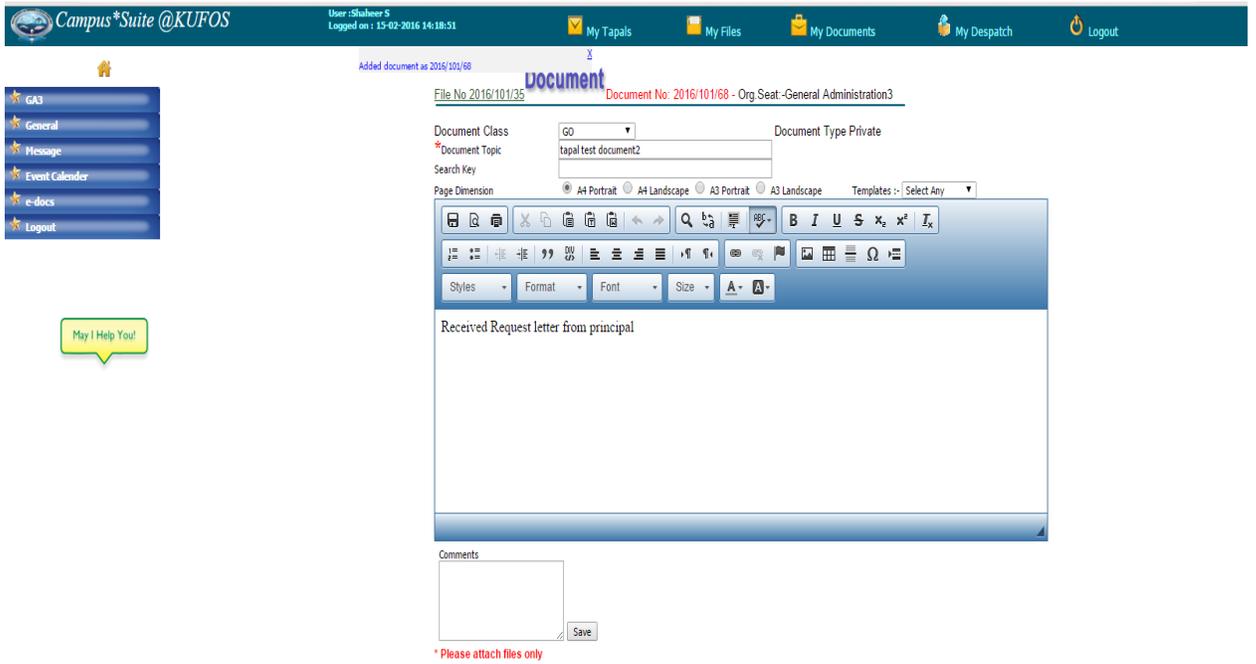
## Attached document list

- Click on My files then click on File number.

The screenshot displays the University \*Suite interface. At the top, the user is identified as 'User: Alphy Karoth' and is logged on at '07-10-2016 13:12:40'. Navigation links include 'My Topals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. A left sidebar contains menu items: 'SHE\_P11', 'General', 'Leave', 'Message', 'Event Calendar', 'e-docs', and 'Logout'. The main content area is titled 'Notes' and shows a list of documents with details such as 'File Number: 2016/101/38', 'Create Document', and 'Create Repository Link'. Below the list is a rich text editor with a toolbar and a 'Public Comment' field.

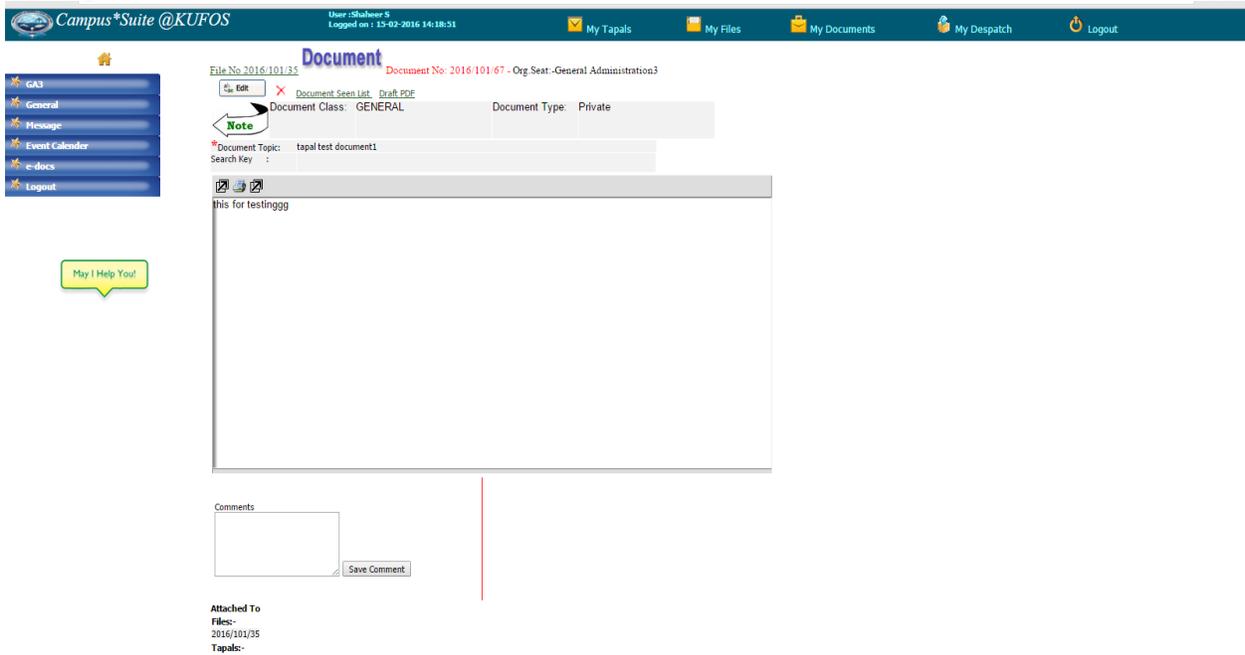
## Creating Documents in a file

- Click on My files
- Click the *eye* icon in the left of file number
- Click on “*Notes*” button.
- Click on “**Create Document**” link.
- Select Document Class
- Enter Document Topic
  - Enter Search Key (if required)
- Select Page Dimension (A4 Landscape, A4 Portrait etc.)
- Enter document data in the editor box



**Figure12: Create File Document**

- Click “**Save**” button. A window is displayed as follows.



**Figure13: Document generated**

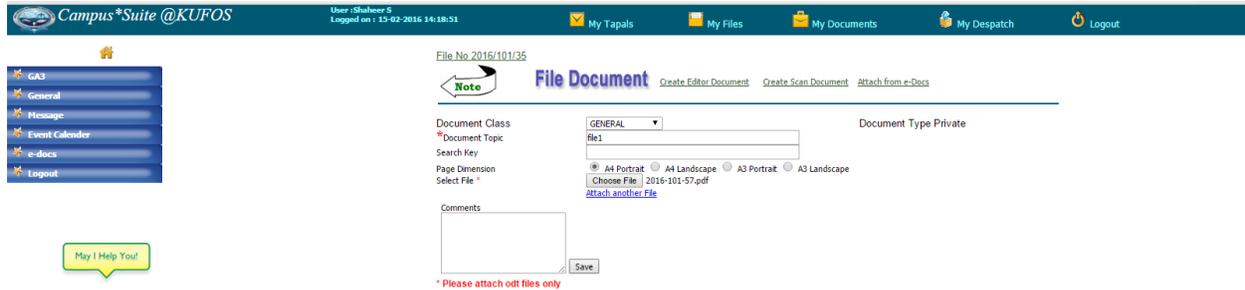
A document number in the following format will be generated and displayed at the top: **2013/438/1**, in which 2013 is the year, 236 is the Running Document No. for the document in the year and 1 is the Office Code.

ii. By **“Create File Document”** link option

Using this option open office/ PDF files can be attached as a document. Prepare the document by using Open office writer,

- Save in a folder in your computer.
- Click on **“My files”**
  - Click the **“eye”** icon in the left of file number
- Click on **“Notes”** button
- Select **“Create Document”** link
  - Click on **“Create File Document”** link.
  - Follow same steps as for creating documents using **“Create Document”** link option.
- Type No. of files to be inserted More than one file can be inserted if required
- Click **“OK”** button

- Click “**Browse**” button
- Select the file from the folder in your computer (only files in **PDF** or **ODT** formats are supported)



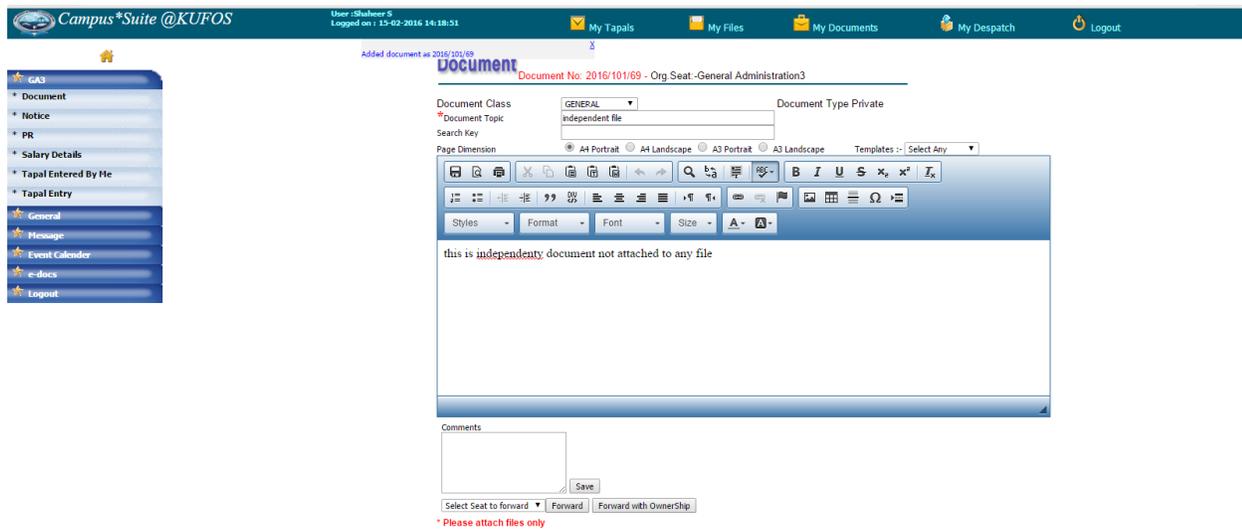
**Figure14: Create File Document**

- Click “**Save**” button. A document number (e.g.: **2013/439/1**) will be generated and displayed at the top of the window.

**iii. By “Create Scan Document” link option**

Using this option scanned PDF files can be uploaded. The steps are same as above.

- Click on your seat name in the menu.
- Click on the Menu Item “**Document**”.
- Follow the same steps as for creating document using “**Create Document**” link option. The newly created document with a document number (e.g.: **2013/440/1**) will be displayed as follows .



**Figure 15: Creating Independent Documents (Not attached to any file)**

Then, this document can be forwarded (if needed) by selecting the seat