

# 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.

Verify Document		
¥ Statistics ¥ Students Portal	Login with your user name and password	News Press Releases
Audit Login	Type the characters you see in the picture	
🖗 Directory	Trouble in Login. Click Here	

## University portal





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

University *Suite	User :Benny Peter Logged on : 07-10-2016 12:08:38	🗹 My Tapals	🧧 My Files	Hy Documents	🇳 My Despatch	Ů Logout
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<ul> <li>★ Event Calender</li> <li>★ e-docs</li> <li>★ Logout</li> </ul>	2= i= te de l Styles - Form	77 03 E E E E nat - Font -	Size • <u>A</u> • 🛛•			
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	* Please attach files only	Save				

#### 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.

University *Suite	User :Benny Peter Logged on : 07-10-2016 12:08:38	🗹 My Tapals	🧮 My Files	💾 My Documents	🗳 My Despatch	Ů Logout	
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	* Please attach pdf,xlsx	files only	ownersnip				

## 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.
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- After successful login, Blue Band Menus will be visible as follows.

Verify Document		
* Statistics	Login with your user name and password	News Press Releases
Students Portal	BUserName: Store @	Kufos training Click
🛚 Audit Login	Type the characters you see in the picture	
Directory	Trouble in Login. Click Here	
😽 Website		

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



**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	Ċ	Logo		
<b>₩</b>	My Tapals Tapal Verification									
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🎋 Logout	2016/101/29 Regional Station	Research - Project Management-Biology, resource characte Indian Ocean	ristics and stock assessment	of deep sea fin fishes and pra	awns in the depth zone 200-1200m alon	g the Southern and Central	Others	-	04/10/2016	a

- 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".

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

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• 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	🗳 My Despatch	🕹 Logout
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		Regional station Thiruvallam					
	File Matter	Alphy Koroth MPR and Attendance					
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- Click on Attachments ->Attach New Document.
- Check the documents of all RF respective to the current month.
- Then click Attach.

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## Attach document

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🌾 e-docs	Doc:2016/101/61   GENERAL	EXT     MPR and Attendance of	f Benny se Approved					
🔆 Logout	Doc:2016/101/62   GENERAL	EXT     MPR and Attendance of	f Manju se Approved					
	Doc:2016/101/63   GENERAL	EXT     MPR and Attendance of	f Rachana Approved					
	Doc:2016/101/64   GENERAL	EXT     MPR and Attendance of	f Reni sep Approved					
	Doc:2016/101/65   GENERAL	EXT     MPR and Attendance of	f Timson s Approved					
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	Doc:2016/101/68   GENERAL	EXT     MPR and Attendance of	f Benny oc 🗙					
	Doc:2016/101/69   GENERAL	EXT     MPR and Attendance of	f Manju oc 🗙					
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Attached document list

• Click on My files then click on File number.

University *Suite	User :Alphy Koroth Logged on : 07-10-2016 13:12:40	🗹 My Tapals	🔛 My Files	🗳 My Documents	🗳 My Despatch	🖒 Logout
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## **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.

Campus*Suite @KUI	FOS User :Shaheer S Logged on : 13-02-2016 14:18:51	🔀 My Tapals	📙 My Files	My Documents	🗳 My Despatch	🖒 Logout	
<ul> <li>Ka3</li> <li>Keneral</li> <li></li></ul>	Pocument No: 2016/10/13  Pocument Seen Lat. Draft POF Pocument Class: GENERAL  Pocument Topic: tapal test document Search Key :  Pocument Topic: tapal test document Search Key : Pocument Topic: tapal test document Search Key : Pocument Topic: ta	91/67 - Org Sest - General Administration3 Document Type: Private					
	Comments Save Comment Attached To Files- 2016/10/25						

**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)

Campus*Suite @KUFOS	User :Shaheer S Logged on : 15-02-2016 14:18:51	🔀 My Tapals	Hy Files	Hy Documents	🗳 My Despatch	U Logout
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May I Help You!	* Please attach odt files	Save				

#### **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.

Campus*Suite @KUFOS	User :Shaheer S Logged on : 15-02-2016 14:18:51	🗹 My Tapals	📔 My Files	My Documents	🗳 My Despatch	🙆 Logout
Campus *Suite @KUFOS	Ver: (Suber 3 Logodon 15/22/2016 14:18:31 Added document as 2016/10/105 Document Class *Document Topic Search Key Page Dimension □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	My Tapats My Tapats Memory 2016/10169 - Orgo CENERAL V Memory 2016/10169 - Orgo My Tapats My	My Files (Seat-General Admini dscape 은 A3 Portrat 은 오 박경 문 영양 동고은 사 지 ( 은 영양 Size 사 A · O o any file	My Documents stration3  Document Type Private  Al Landscape Templates :-      B I U S x <sub>e</sub> x      m □ □ □ □ □ □ □ □ □ □ □ □	My Despatch	O Logout
	Comments Select Seat to forward  Please attach files only	Save Forward Forward with Own	ierShp		4	



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