TEERTHANKER MAHAVEER UNIVERSITY



SECURITY MODULE

USER MANUAL





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OVERVIEW

This module introduces the general concepts of the user interface design in Microsoft Dynamics[®] NAV. With the user interface, you can focus, prioritize, and apply your expertise. Key data is visualized so that you better understand your business.

The user interface has different components, which are discussed in this module.

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Figure 1.1: the Microsoft dynamics nav 2013 user interface

The Microsoft Dynamics NAV User Interface image shows the following components of the user interface

- 1. Address bar
- 2. Search
- 3. Ribbon
- 4. Role Center page





Address Bar

The address bar shows the path of your present page. You can also move within Microsoft Dynamics NAV 2013 by clicking the name or arrow buttons and making your selection.

At the right side of the address bar, you can find the refresh button.

Note: To update the active window, you can also use the keyboard shortcut F5.

Search

You can find any page, report, or view present on the Departments page of your installation by using the Search field in the upper-right corner of the address bar.

When you start to type characters in the Search field, a drop-down list shows page names that contain the characters that you type. The drop-down list changes as you type more characters, and you can select the correct page from the list when it is displayed. The second column in the drop-down list shows the navigation paths to the found pages, and it is sorted by the structure of the Departments page

The Ribbon

A ribbon is a command bar that organizes a program's features into a series of tabs at the top of a window. Using a ribbon increases discoverability of features and functions, enables quicker learning of the program and makes users feel more in control of their experience. A ribbon can replace both the traditional menu bar and toolbars.

In Microsoft Dynamics NAV, the ribbon is available on most pages and visible by default.





 ACTIONS 							TMIMT SOCIETY
0 Item List	RGP Gate Pass List	Security Employee Daily Check	Ø Vehicle Master List	Posted Visitor Register	📝 Free Gate Entry List	2	
Vendor List	RRGP Gate Pass List	Posted NRGP Gate Pass List	Blocked Employee	Vehicle In Out List	\mu Posted Free Gate Entry	N	
NRGP Gate Pass Us	t 🖯 RRGP Inpsection List	Posted RGP Gate Pass List	O Visitor Register	🖹 Gate Entry List	Purchase Order	Refresh	
		Purchase & Ir	idents			Page	

Figure 1.2: Microsoft dynamics nav 2013 ribbon

Press CTRL+F1 to toggle between collapsing and expanding the ribbon. This creates more space for the current page to display. To move in the ribbon, you can either use the mouse or keyboard shortcuts. Press the ALT key to display keyboard shortcuts in the ribbon.

From all pages where the ribbon is visible, the ribbon can be customized to help you be more productive. The "User Personalization" module discusses this

Microsoft Dynamics Application Menu



1. Page- When you click on Page, you see a submenu with the following options:

• Open in New Window – Opens the page in a new window. This means that you can toggle between the different pages.



• Copy Link to Page – Copies the link of the active page to the clipboard. You can paste the link to, for example, Microsoft Word. From there, you can then run the page.



2. Print & Send -The Print & Send function has following options:

• Email as Attachment – Creates an HTML file of the active page. The file is attached to a new email message.

- Microsoft Word Exports your data to Microsoft Word.
- Microsoft Excel Exports your data to Microsoft Excel.
- Print Page Prints the active page
- **3.** Set Work Date -The default work date is the date that is specified in the Date and Time dialog box in Control Panel. To perform tasks such as completing transactions for a date that is not the current date, you may have to temporarily change the work date. Use this function to change the work date
- **4. Select Language** -Microsoft Dynamics NAV is Multilanguage enabled. If other languages are installed, with this option, you can change the language that the application uses.
- **5. Select Server** Use this function to select the server. If you want to select a company that is stored in a different database, then you must select the server before you can open the company.
- 6. Select Company You may have to change the company that you are working with. The companies that you work with can be stored in the same database or in different databases. Use this option to select a company. You can also open the Select Company window by selecting the company name in the status bar at the bottom of the program window or by pressing CTRL+O.
- **7. Customize-**When you click Customize, you see a submenu with different customize options that you can use to change the layout of the user interface.





8. Help-When you click Help, you see a submenu with the following options:

• Microsoft Dynamics NAV Help – The goal of the Help for Microsoft Dynamics NAV is to provide the information you need quickly and efficiently.

• Page Notes - You can set up Microsoft Dynamics NAV to work with Microsoft OneNote 2010. With this option, you can open the notes of the active page in Microsoft OneNote 2010.

• About this Page – Use this function to see more information about a page. This function shows all the fields for the current record in the table on which the page is based. For example, if you open a sales order page, click Help, and then click About This Page, the About This Page: Sales Order window opens. The About This Page window shows the following Fast Tabs: o Page Information o Table Fields sorted first by key fields, and then alphabetically o Source Expressions o Flow Filter Fields o filters

• About Microsoft Dynamics NAV – Displays version, license, and copyright information about Microsoft Dynamics NAV

9. Exit-Use this function to exit Microsoft Dynamics NAV.





The Ribbon Structure

The ribbon consists of the following components:

- Tabs
- Groups
- Actions

* ACTIONS							TMIMT SOCIETY
⊖ Item List	🖯 RGP Gate Pass List	Security Employee Daily Check	O Vehicle Master List	Ø Posted Visitor Register	🕞 Free Gate Entry List	0	
() Vendor List	🖯 RRGP Gate Pass List	D Posted NRGP Gate Pass List	0 Blocked Employee	🖯 Vehicle In Out List	Posted Free Gate Entry	N	
⊖ NRGP Gate Pass List	© RRGP Inpsection List	Posted RGP Gate Pass List	Ø Visitor Register	🚰 Gate Entry List	Purchase Order	Ketresh	
		Purchase & In	dents			Page	

Figure 1.3: ribbon structure

Tabs

The ribbon organizes a program's features into a series of tabs at the top of a window. In Microsoft Dynamics NAV the following tabs are generally used:

• Home - Contains the most frequently used actions, navigation options, and reports related to the active page. If available, it is always the first tab.

• Actions – Contains the full set of actions related to the active page.

• Navigate – Contains the full set of navigation options related to the active page. With these options, you can retrieve additional information on the records of the active pages, such as ledger entries and statistics.





Pages

In Microsoft Dynamics NAV, pages are the main way to display and organize data. Pages offer a visual experience closely aligned with Microsoft Office and Windows.

In the Windows client, every user has a Role Center page, customized to the individual needs and tasks that each user performs. Other types of pages, such as list pages might display lists of customers or sales orders, whereas others such as document pages focus on user tasks

List Page

A list page displays content from a table in a list format. List pages can be displayed as list places (as part of the navigation layer) or in task pages.

HOME HOME Edit View Delete New Manage RGP Gate Pass List * Docu A Ne. Docu A Ne. NRCP NRGP/17-18/0021 NRCP NRGP/17-18/0021 NRCP NRGP/17-18/0022 NRCP NRGP/17-18/0022 NRCP NRGP/17-18/0028 NRCP NRGP/17-18/004 NRCP NRGP/17-18/004 NRCP	3 A Location Code HOSPITAL DENTAL CENTRAL DENTAL DENTAL CENTRAL	Deventions Note Show Atta Darty Type Customer Vender Vender Vender Vender Vender Vender Vender	Party Code ST/0002 VEN-0003 ST/00028 VEN-0002 VEN-0002	Party Name Party Name AMIT KUMAR Bahubali Traders Bahubali Traders Bahubali Traders ARHA NAAZ Amai Udivog Delhi	Description	Poting Date 1/3/2018 12/5/2017 12/5/2017 12/5/2017	1 Remarks 2	Type to filter (F3) Documen Status Open Released Released	TMMMT SOCIE II Type ▼ → Filten Released
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RGP NRGP/17-18/0011 RGP NRGP/17-18/0018 RGP NRGP/17-18/0023 RGP NRGP/17-18/0024 RGP NRGP/17-18/0024 RGP NRGP/17-18/0026	HOSPITAL DENTAL CENTRAL	Vendor Vendor	VEN-00002	Amar Udyog,Delhi		123 200 2013		Released	
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RGP NRGP/17-18/0024 RGP NRGP/17-18/0026		Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017		Released	
RGP NRGP/17-18/0026	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/27/2017		Released	
	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017		Released	
RGP NRGP/17-18/0033	CENTRAL	Vendor	VEN-00001	Al Makke Brick Filed		1/22/2018		Released	
RGP NRGP/17-18/0051	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/28/2017		Released	
RGP NRGP/17-18/0062	CENTRAL	Vendor	VEN-00002	Amar Udyog Delhi		12/28/2017		Released	
RGP NRGP/17-18/0063	CENTRAL	Vendor	VEN-00001	Al Malda Brick Filed		12/28/2017		Released	
RGP NRGP/17-18/0069	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/29/2017		Released	
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RGP NRGP/17-18/0078	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/29/2017		Released	
IRGP NRGP/17-18/0079	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/29/2017		Released	
IRGP NRGP/17-18/0080	CENTRAL	Vender				12/30/2017		Released	
RGP NRGP/17-18/0098	CENTRAL	Vendor	VEN-00001	Al Maloke Brick Filed		1/2/2018		Released	
NRGP NRGP/17-18/0142	CCSIT	Vendor	VEN-00003	Bahubali Traders		1/19/2018		Released	

A list page has the following components

- 1. Filter pan
- 2. List
- 3. Sorting pane





If you double-click (or press ENTER) on a line in the list, the record opens in a new window in the default mode (Edit, View, or New) of that particular record, for example, View mode if it is a posted document

Filter Pane

You use filters to display certain accounts, customers, entries, or other records by specifying criteria for fields in a table. You can use the filter pane on a page to specify a single field filter.

If you want to filter on more than one field, then you must use the Advanced Filter function on the filter pane.

The filter pane in list pages can also be used to create Views at the navigation pane. When a filter is defined and you expect to use it again, you can streamline your work by using the Save View As function.









Add filter

NRGP Ga	te Pass List 🔹							Type to filter (F3) Document Type + 🔺
Show result	s: Status v is Re	leased 1	4					Click on this for add filter
+ Add Filte	Location Code • is		rcant ♥ ♥ Co → Name	City	County	T.		
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NRGP	NRGP/17-18/0001	HO					1/3/2018	Open
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NRGP	NRGP/17-18/0004	CEN					12/5/2017	Released
NRGP	NRGP/17-18/0010	DEP					12/28/2017	Released
NRGP	NRGP/17-18/0011	HO					12/9/2017	Released
NRGP	NRGP/17-18/0018	DEN					12/22/2017	Releaced
NRGP	NRGP/17-18/0023	CEN					12/27/2017	Released
NRGP	NRGP/17-18/0024	CER	New Advanced	T Se	as default filter column		12/27/2017	Releated





NRGP (NON-RETURNABLE GATE PASS)

NRGP is maintained for non-returnable items which items are not returned.

Step to create NRGP (For Free items)

1. Click on NRGP gate pass list

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ACTIONS												TMIMT SOCIETY
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No. Series List - [View]	Item List	(e) - Gate Use						•	Vendor List			
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	ITEM/000003	COVER (EHD)	1.1	112	P_ / 0.00	0.00	с.	≡	VEN-00 Bahubali Traders			BAHUB
	ITEM/000004	FIBER SHEET	11	24.5	FT / 200	0.00	FL.		VEN-00 Bhure Brick Field			BHURE
	/TEM/000005	FRAMEEHD	1.1	-5	P 1 0.00	0.00	F.,		VEN-00. Builtech India			BUILTE
	ITEM/00006	NAMDE CLOTH	11	0	KG 1 50.00	0.00	N.,		VEN-00 Dura Build Care Pvt. Ltd.			DURA B
	ITEM/000007	PLASTIC SHEETS	11	243	P_ 1 2,1	0.00	Ρ.		VEN-00 Go Sportz Global Infratec			GO SPO
	ITEM/00008	RESHAM JALI	1.1	0	BLE / 1,2	0.00	R		VEN-00 Jain Electric Store			JAIN EL.,
	ITEM/00009	SPACER FOR TILE	11	Him	P 1 0.50	0.00	5,.,		VEN-00 Jain Plastics			JAIN PL
	IT EM/000010	TILES COLOUR R	1.1	12	KG / 200	0.00	Th.		VEN-00 Jain Traders			JAIN TR
	ITEM/000011	WHITE CEMENT	11	7,746	KG / 16.60	0.00	W		VEN-00 Jaiprakash Associates Lim			JAIPRA
	ITEM/000012	ALL BOND	1.1	40	P- 1 23.00	0.00	A.,		VEN-00., ISS Steelitalia Ltd.			ISS STE
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2. Click on New

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IRGP G	ate Pass List •							Type to filter (F3) Document Type *	- (-)
arter un	are i maa cide							Filten Rel	leased
Docu	- No.	+ Location Code	Party Type	Party Code	Party Name	Description	Posting Date Ren	narks Status	
NRGP	NRGP/17-18/0001	HOSPITAL	Customer	ST/0002	AMIT KUMAR		1/3/2018	Open	
NRGP	NRGP/17-18/0003	DENTAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017	Released	
NRGP	NRGP/17-18/0004	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/5/2017	Released	
NRGP	NRGP/17-18/0010	DENTAL	Customer	ST/000428	FARHA NAAZ		12/28/2017	Released	
NRGP	NRGP/17-18/0011	HOSPITAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/9/2017	Refeased	
NRGP	NRGP/17-18/0018	DENTAL	Vendor	VEN-00062	Amar Udyog,Delhi		12/22/2017	Released	
NRGP	NRGP/17-18/0023	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/27/2017	Released	
NRGP	NRGP/17-18/0024	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017	Released	
NRGP	NRGP/17-18/0026	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/27/2017	Released	
NRGP	NRGP/17-18/0033	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		1/22/2018	Released	
NRGP	NRGP/17-18/0051	CENTRAL	Vendor	VEN-00002	Amar Lidyog, Delhi		12/28/2017	Reteased	
NRGP	NRGP/17-38/0062	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/28/2017	Released	
NRGP	NRGP/17-18/0063	CENTRAL	Vendor	VEN-00001	Al Maldos Brick Filed		12/28/2017	Released	
NRGP	NRGP/17-18/0069	CENTRAL	Vendor	VEN-00003	Bahubali Traders		12/29/2017	Released	
NRGP	NRGP/17-18/0077	CENTRAL	Vendor	VEN-00001	Al Makka Brick Filed		12/29/2017	Released	
NRGP	NRGP/17-18/0078	CENTRAL	Vendor	VEN-00002	Amar Udyog,Delhi		12/29/2017	Released	
NRGP	NRGP/17-18/0079	CENTRAL	Vendor	VEN-00002	Amar Udyog, Delhi		12/29/2017	Released	
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3. Fill blanks field

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4. Click on Release

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5. Click on post

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Note

1. Release



The release is used to lock the entered entry after release you cannot make any changes in the entered entry if you want to make some changes in entered entry than you have to click on Reopen.

2. Reopen



Reopen is used for if you want to make some changes in entered entry than you have to click on Reopen



Reopen->Release->Post



NRGP (MADE BY ANY DEPARTMENT OF THE UNIVERSITY)

If NRGP made by store you have to enter the only gate out date and gate out time

Steps

- 1. Click on the NRGP gate pass list
- 2. Select NRGP and click on edit and enter gate out date and gate out time.

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For date-> t press tab button. (Take current date).

For time-> t press tab button. (Take current time).

For example

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Party Code					Gate Out Time:	3:25:51 PM					
Party Name					Gate Pass Usen						
Free Vendor:	RAHUL				Status:	Open		v			=
Gate Pass Subform											*
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POSTED NRGP GATE PASS LIST

All posted NRGP goes to posted NRGP gate pass list you can view all NRGP

Step to view posted NRGP

- 1. Click on posted NRGP gate pass list
- 2. Select NRGP which you want to see then click on view icon

sted NRGP Gate Pass List	- 0
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Type too	ilter (F3) No. 🔹 🔿
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12/28/2017	
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12/28/2017	
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vendor 1/1/2018	
1/1/2018	
1/18/2018	
AL 1/3/2018	
1/6/2018	
1/3/2018	
1/3/2018	
1/4/2018	
	P1





RGP (RETURNABLE GATE PASS)

RGP is maintained for returnable items which items are returned.

Creating RGP (for free items)

Steps

- 1. Click on RGP gate pass list
- 2. New and fill blank field
- 3. Click on post

For example

3			New - RGP Gate Pass - RGP - RG	SP/17-18/0171		- 0 X
HOME NA	VIGATE					TMIMT SOCIETY
*						
Post						
Internal						
RGP - RGP/17-	18/01/1					
General						•
No.:	RGP/17-18/0171		Shipment Agent Code:			
Location Code:	CCSIT	0	Pending Oty.		10	
Туре	Item	~	Transporter Name:			
Party Type:	Vendor	~	Vehicle No.:	UP21QW7894		
Party Code		v	LR/RR No.:			
Party Name			LR Date:	~		
Free Vendor:	MANU		Gate Out Date:	1/29/2018 v		
Due Date:	2/2/2018 🛩		Gate Out Times	4.31:22 PM		
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item		DEMO ITEMS		10	10 2/2/2018	
<						8
Other Information						
Mode of Transport:			v Driver Phone No.:			
						ок -
	S					434 PM
						• 10 12 (0 ENG 1/29/2018

After posting RGP go to the **posted RGP gate pass list**.







RGP MADE BY ANY DEPARTMENTS OF THE UNIVERSITY.

If RGP made by any department of the university then you have to enter only Gate out date and gate out time.

Steps

- 1. Go to the RGP gate pass list
- 2. Select RGP and click on edit
- 3. Enter gate out date and gate out time.
- 4. Click on post

For example

		Viev	v - RGP Gate Pass - RGP - R	GP/17+18/0160		- 5 X
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No.:	RG9/17-10/0100		Shipment Agent Code			
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Type Rational	Needer	¥	Vehicle No.:			
Party Code	VEN-60007		LR/RR No.:			
Party Name:	Go Sportz Global Infratech Pvt. Ltd.		LR Date:			
Free Vendor:			Gate Out Date	1/22/2018		
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Other Information	n					~
Mode of Transport	i [Driver Phone No.:			
						Close
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Land Land		M				INTL 1/31/2018





RECEIVING RGP ITEMS

Steps

- 1. Click on RRGP gate pass list
- 2. Click on new
- 3. Enter blank fields
- 4. Fill **quantity** at gate pass subform that you have received
- 5. Click on send for Inspection

For example

PONE NOTE New Description Description Description						New - RRG	P Gate Pass - RRGP					- 0 ×
Image:	HOME	NAVIGATE										TMIMT SOCIETY
RRGP 2 General No: No: RGP/17-11/00077 Location Code COST Type No: Party Type Vendor Party Type Vendor Party Code U Party Name	View Edit I	New Send For Inspecti Process	or on s Show Attach	Links Refresh C	Ga to Ga to Previous Previous Previous Page							
General * Na:: #869/17.18/0007 Location Code: CCST Type Tenting Date: UPRE Noc: UPRE Noc: UPRE Noc: UPR	RRGP		2									
Ne: 866/17-10/007 Location Code CST V Peding Date UR	General											^
Lacation Code CST Under URAR No: Type tem URAR No: Date in Date URAR No: Date Pass Subform No find Finde Finde Finde Type No. Description Fine Item Units of Mea. Product Group Challen Quantity Due Date Remarks Pendin tem DEMO (TEMS 10 2/2/2018 Enter Quantity you have received DEMO (TEMS 10 2/2/2018 Enter Quantity you have received	No.:	RRGP/17-18/00	997			RGP No.2	RGP/17-18/0171		~			
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Satur Rose Verder Verde	Party Type:	Vendor		~		LR Date:	1/20/2028	•				
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Note

If challan quantity is 10 and you have received 5 items then the system will show pending quantity 5 in posted RGP gate list.

PENDING QUANTITY SHOWING ON POSTED RGP GATE PASS LIST

For example

-		View -	Posted RGP Gate Pass -	RGP - RGP/17-18/0171			- 0
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enerai							
io:	EGP/17-18/0171	1.1	LR Date:				
ocation Code:	CCSIT		Free Vendor:	MANU			
arty Code: arty Tune:	Vender	J.	Due Date:	2/2/2018	6	1	
arty Name:	Tenter		Pending Qty:	1/20/2018	.5		
osting Date:	1/29/2018		Gate Date Uner	CLINDLALA CC/ HOITY	-		
R/RR No:			Gate Pass Gate	anochamaccontra			
sted Gate Par	ss Subform						4 ⁰
Find Filter	T _k Clear Filter No. Description	FreeItem	Unit of M., Prod	uct Challan Quantity	Quantity Due Date	Remarks	
tem		DEMO ITEMS		10	10 2/2/2018		
ther Informati	ion						
ode of Transpo	ort:		V Driver Phone No.:				
and Permit No.:			Release Note Date:				
ransport Compe	eny:		Release Note No.:				
1.5 6 61 1	Transformation (A 1 B 1	16			
							Cle
						10	4.4
		A41				*	0 8 0 ENG 1/2





AGAIN RECEIVING PENDING QUANTITY

Pending quantity you can receive in RRGP

For example

1		New - RRG	P Gate Pass - RR	GP			- 0 X
HOME	NAVIGATE						TWIMT SOCIETY
View Edit Manage	New Send For OreNote Notes Links Refresh Clear Previous Previous Show Attached						
RRGP							
General							^
No.:	RRGP/17-18/0099	RGP No.:	RGP/17-18/0171		~		
Location Code:	CCSIT w	Posting Date:	1/29/2018	v			
Туре	ltern v	LR/RR No.					
Party Type:	Vendor v	LR Date:		÷			
Party Code	· · · · · · · · · · · · · · · · · · ·	Gate In Date	1/29/2018	v			
Party Name		Gate In Time:	5/52/11 PM	(1)			
Free Vendor:	MANU	Status	Open		~		
Gate Pass Subfe	form						\$° ^
+ No.	. Description Free Itern	Unit of Mea	Product Group	Challan Quantity	Quantity Due Date	Remarks	Pending Qty
	DEMO ITEMS			10	5 2/2/2018		5
4			88.				<u>۶</u>
Other Informat	tion						
							ОК -
	ST 19 6 17 17						THE FNG SIZPM

When we received all quantity it shows pending quantity 0 in posted RGP gate pass list

For example

	View - Posted RGP Gate Pass	- RGP - RGP/17-18/0171		_ 0 ×
HOME NAVIGATE				TMIMT SOCIETY
à 🖌 🚁 🕼 📕 🗋 🔗 🍢 + Go to				
ew Edit Post OneNote Notes Links Refresh Clear	1			
Harage Process Show Attached Page				
GP · RGP/17-18/0171				
eneral				•
No.: RG9/17-18/0171	LR Date			
Location Code: CC91	Free Vendor:	MANU		
Party Code:	Due Date:	2/2/2018		
Party Type: Vendor 👻	Pending Qty:		0	
Party Name	Gate Out Date:	1/29/2018		
Posting Date: 1/29/2018	Gate Pacs User:	SHUBHAM\SECURITY		
LR/RR No.				
noted Gate Pass Subform				1 ¹⁰ A
Find Filter T. Clear Filter				
Type ~ No. Description Free Item	Unit of M., Pro	duct Challan Quantity	Quantity Due Date Ren	naiks
item DEMO ITEMS		10	10 2/2/2018	
ther information				*
Mode of Transport	Driver Phone No.			
Road Permit No:	Release Note Data			
Transport Company:	Release Note No.			
		1		
and the second s				Close
at Will Very				► 10 10 00 ENG 5:57 PM
1 Period				Udravi
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a newstrar				
2				
121 / 121				
Part And				
100				



SECURITY EMPLOYEE DAILY CHECKS

Recording security manpower which working for all colleges

Steps

- 1. Click on security employee daily checks
- 2. Security employee list appears.
- 3. Select employee and click on edit
- 4. Employee details appear.
- 5.select select start date and end date and click on generate line.
- 6.In security employee daily subpage and enter blank fields

7.click OK.

8.post data when all days duty is performed.

For example

				Edit - Securit	y Employee Daily	Card - SE	2/17-18/00010		- 0 X
HOME AC	TIONS								THIMT SOCIETY
Generate Line SEC /17-18/00	z All								
General	(M.1%)								*
No:	SEC/17-18/00010		T		College Name:	TEERTHAN	IKER MAHAVEER MEDICA	L COLLEGE AND RESEARCH	
Employee No :	TMU00010		1		Department Name	RECORD R	00M		
Employee Name:	DR HLA, BEG				Start Date:	1/25/2018	*		
College Code:	TMMC				End Date:	1/31/2018	~	1	
Department Code:	D124					1			
Security Employee Filter 🏂 Clear Fil	e Daily SubPag ter								4 ⁸ *
Duty Code 1	Duty Place Name	Duty Start	Duty Start T.,	. Duty End Tim	e Present	Absent	Observation	Remarks	
1 5	ecunty gate 1	1/25/2018	7:00:00 AM	5:00:00 PM	2		old		
		1/26/2018						3	
		1/27/2018				0			
		1/28/2018							
		1/29/2018				1			
		1/30/2016							
									ОК
	ST 111 A	76 77							Let 00 (m ENG 12:06 PM





VEHICLE MASTER LIST

View the university vehicle information.

Steps

1.Click on vehicle master list.

2.Select vehicle then clicks on view.

For example

*	- 5					List	hicle Master	Edit - Ve							
ETY (TMIMT SOC														HOME
								Find	Refresh Clear Filter Page	Links	Note Notes	Show as One Chart	t List i List liete	View X De Manage	New Edit
	-	No.	Type to filter (F3)											er List • 2	ehicle Mast
ed	No filters appli	Make	Model Name	Model Year	No filters applied	Chassis No.	RC Type	locument			cription	ixed Assets De	Fuel Type	Vehicla +	No. +
		test	Pro Skyline W40	6/20/2016	114444	1111222	Permanent	/23/2017				A-00399 but	Diesel	UP21AZ 5666	VEH-000002
		1	EICHER SKYLINE PR.		E424CDHG155643	MC2P2LTR0HG377		26/2017	-		εs	A-00019 BU	Diesel	UP21BN 7814	VEH-000003
			BCHER 11/12RHD		E483CDED642170	MC250KRT0ED0926.		9/2014			es	A-00185 Bus	Diesel	UP21BN 0740	VEH-000014
		+	EICHER-11/12 RHD		E483CDEC641137	MC260KRT0EC0924.		9/2014			es	A-00157 Buz	Diesel	UP21BN 0741	VEH-000015
			EICHER 11/12 RHD		E483CDEC639109	MC260KRT0EC0919		31/2014		1	es	A-00157 But	Diesel	UP218N 0822	VEH-000015
			EICHER 11/12 RHD		E483CDEC639102	MC250KRT0EC0919.,		31/2014			es	A-00157 But	CNG	UP21BN 0623	VEH-000017
			SML		SLTHW68857	WHZGL4GM0075783		4/2004			es	A-00157 Bus	Diesel	UP21N 1565	VEH-000018
			SWARAJ MAZDA		SLTHW68897	WHZGL4GM0075786		4/2004			es	A-00019 Bas	Diesel	UP21N 1566	VEH-000019
			SWARAJ MAZDA		SLT1T64299	Q/WEL4GM0071518		4/2004	2		es	A-00019 Bus	Diesel	UP21N 1569	VEH-000020
			EICHER SKYLINE PR.		E413CDFD029507	MC2P2LRT0FD3151		26/2015			es	A-00019 But	CNG	UP21BN 2348	VEH-000021
		2	EICHER SKYLINE PR.		E413CDFF037971	MC2P2LRT0FF319684		31/2015	5		es	4-00019 Bus	Petrol	UP21BN 2349	VEH-000022
			FORTUNER 3.0 L 4		IKD6387066	MBJ11JV5105001610		/3/2009				A-00134 Ca	Petrol	UP21AC 0001	VEH-000023
											es	A-00019 But	CNG	UP708A5357	VEH-000040
							Permanent				es	A-00130 But	Diesel	UP21D.4561	VEH-000061
							Permanent				95	A-00130 But	Diesel	UP21ASD123	VEH-000062

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								60	
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Full details of vehicle

in .		/iew - Vehicle Master Card - VEH-00001	7 - UP21BN 0823	- 0 X
HOME NAVIO	SATE			TMIMT SOCIETY
View X Delete Manage	Shew Attached			
VEH-000017 - U	P218N 0823			
General				
No.:	VEH-000017	Тура:	Bus	
Vehicle No.:	UP21BN 0823	Seat Capicity:	51	
Vehicle Filter:		Ownerships	TMU	
Fuel Type:	CNG	RC Type		
Fixed Assets	FA-00157 🗸	Tools		
Description:	Buses	Purchase Prices	1,448,848.00	
Induction Dates	8/31/2014	Invoice No.:	15116313	
Chassis No.:	MC250KRT0EC091998	Agency	COMMERCIAL VEHICLES LTD	
Engine No.J	E483CDEC639102	Fuel Capicity:	0	
Model Month/Years		Service Limit:	0.00	
Date Text:	· · · · · · · · · · · · · · · · · · ·	Create USERID:	SHUBHAM\TRANSPORT	
Model Name:	EICHER 11/12 RHD BUS	Status	Open 👻	
Maloe:				
Fiteness				*
Etness No.		New Fitness No.:		
Fitness Valid From:		New Fitness Valid From:		
Fitness Valid Tor		New Ethness Valid Tor		~
				Close
	x 🐃 👩 📶 📶			* 10 12 00 ENG 522 PM







BLOCKED EMPLOYEE

Recording Employee details which blacklist from Department

Steps

1.Click on blocked employee

For example

An				Edit - Blocked Employee		- 0 ×
HOME						THIMT SOCIETY
Show Show as millet View	OneNote Notes Links	Refresh Clear Filter Page				
Blocked Emp	lovee •				Type to filter (F3)	No → -
						No filters applied
No. 🔺	First Name	Phone No.	Mobile Phone No.	Pictura		
TMU00001	AMIT KUMAR	9568635088	9568635088	合		

		OK
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VISITOR REGISTER

Recording all Visitor Entry maintain in system

Steps

- 1. Click on Visitor register.
- 2. Enter blank fields
- 3. Click on print visitor pass and click OK
- 4. Enter out time when visitor come out (t press tab button).
- 5. Click on post

Note

1. You have two options like Person to meet and not employee

Person to meet-For employee of TMU

Not employee-Name is not displayed in Person to meet list

4				Ec	lit - Visitor Register			- 0 X
HOME ACTIONS								THIMT SOCIETY
Post. Print Visitor Pess.								
Visitor Register * 3							Type to filter (F3)	Employee Name 🔹 🔿 👻
								No filters applied
Visitor Name	Visit Date	Visitor From	1	Contact No.	Person to Meet	Employee Name	Not Employee	Reason for Visit
RAHUL	1/29/2018	MORADABAD		7895631485	TIMU00003	LALIT KUMAR		MEET







POSTED VISITOR REGISTER

Contain the history of the visitor register

Steps

1. Click on posted visitor register.

For example

		Edit -	Posted Visitor Registe	÷		-	o x
HOME						THOMT	SOCIETY
Show Show 22 Show Show 22 Chert View Show	Notes Links Refresh Clear Filter Page						
osted Visitor Registe	26 -				Type to filter	(F3) Visit Date	
						No filters a	pplied
Visitor Name	Visitor From	Not Employee	Contact No.	Person to Meet	Reacon For Visit	In Time	Out T
Gauray Srivestav	Rudrapur			TMU02280	Office	11:57:11 AM	11:00:0
gaurav	Rudrapur			TMU00210	h	1:31:44 PM	1:00:00
8	9			TMU01662	Y	5:55:10 PM	6:00:00
m	h			TMU00001	i i	6:00:00 AM	11:00:0
demo	demo	dema		TMU00003	demo	1:00:00 AM	12:00:0
gaurav	rudrapiar			GURPARTAP SINGH	offic work	11:41:35 AM	11:00-5
test	t	DSAFA	9899303999		DFSA	549:01 PM	1:53:48
test1	noissimbe		9837042075	tmu00234	admission	4:15:53 PM	4:20:00
d	9	ddddddddd	mmm		klididk	446:13 PM	5:00:00
demo name	moredabed	demo employee	111111111		✓ any	1219.47 PM	12:30(
demo name	rampur		444.890	GURPARTAP SINGH	any	12:22:17 PM	12:30:
cadea	ad	garima			855	£55:04 PM	6:55:11
RAMU	MORADABAD	USHA	7894561		NO	3:39:41 PM	3:50:0
E	.v	1	-4		H	12/33/14 PM	1:00:00
rinku gupta	muradabad		8171161501	TMU01086	meeting	11:53:53 AM	11:55:0
rinku gupta	bhatpuro sambhai		8171161501	TMU00006	meeting	2:25:03 PM	2:29:13
RAHUE	BHATPURA MBD		\$171161501	TMU60003	MEETING	11:52:35 AM	11:55:4
RAHUL	MORADABAD		7895531485	T MU/00003	MEET	12:58:33 PM	1:00:00
		ш					>
							OK





VEHICLE IN/OUT LIST

All TMU Vehicles in time or out time are maintained. This is all process from Transport Dept. and reflect to Security.

Steps

1.Click on vehicle IN/OUT list.

2.Enter out date, out time, out reading , in date, in time of a particular vehicle.

3.Click on OK.

4.Click on post(when all entry are filled out date, out time, out reading, in date, in time of particular vehicle)

For example

<i>J</i> h	Edit - Veh	icle In Out List		- 0 X
HOME ACTIONS				THIMT SOCIETY
New View Lidit Delete Show Show as DeneXide Notes Show Attache	Links Clear Find			
Vehicle In Out List •	~1			Type to filter (F3) Vehicle No. ▼ → ▼
	/ 1			Filter: Approved + No
Vehicle No. A Line No. A Out Date Out Time Dv	rt Reading In Date In Time	In Reading Driver No. Driver Na	me Driver Phone No.	Destination Route Dista Running Dis Purpos
UP21AZ 5666 10000 1/30/2018 4:53:54 PM	500.00	0.00 TPT/00023 RAJU SIN	GH 9012579009	AMROHA 70 -500 drop st
				2
x	18			>
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				- 10 10 0 ENG 4.51 PM





FOR POSTING ENTERED ENTRY

							Edit - Vel	nicle In Out List	Ę					- 0	×
HOME	ACT	TIONS												TMIMT SO	CIETY
OUT BUS New Document		2													
www.energenergenergenergenergenergenergener	Sec. 11	1000 C										Type to filter (F	D Vehicle	No.	
Vehicle In O	UT L	ist *										type on the state	a la erarre	FR2.	
Vehicle In O	ut L	ist *				1							an Filler	ten Approved	No
Vehicle In O	ut L	List *	Out Date	Out Time	Dut Reading	1 In Date	In Time	In Reading	Driver No.	Driver Name	Driver Phone No.	Destination	Fil Route Dista	ten Approved Running Dis.	No Purpo

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							OK	I
	ŀ.	\mathbf{Z}	0	4	14		- 10 12 10 ENG 439 PM INTL 1/39/2018	





FREE GATE ENTRY

Free gate entry is for free items it has two entry types

1. Inward- Items come inside the university

2. Outward-Items go outside from the university.

Steps

- 1. Click on Free gate entry.
- 2.Select INWARD or OUTWARD and fill blank fields.

3.Click on the post.

For example

									19	con - rre	e Gate Entry							
HOME	ACTIONS																TMIM	I SOCIETY
ew Post	View List	idit Dele	Show	Show as Chart	CneNote	Notes	Links	Refresh	Clear Filter	Find								
New	2 1	anage		r oppose	2010	N AUTORIZAN	612		Page									
New Gate Ent	2 ^h	shage		r neve	3840	N POSICIN			Page						Type to filter (F3)	Entry Typ	pe	
Ner Gate Ent	z ^h try •	anage		r iproj	510	N POBLOS			Page						Type to filter (F3)	Entry Typ	pe No filters	
Entry Type	2 ^h try • Documen	anage Locat	on Code	Vendori	Name	N PERSON	ite	m Descrip	Fage		Vehicle No.	Out Date	Qut Time	In Date	Type to filter (F3)	Entry Typ	pe No filters Respon	
New ce Gate Ent Entry Type nward	2 ^h try • Decumer 456	Locat CCSI	on Code	Vendor I RAHUL	Name	W MINUT	ite DE	m Descrip MO ITEMS	bon		Vehicle No. UP21DR7994	Out Date	Qut Time	In Date 1/25/2018	Type to filter (F3) In Time 1:34:20 PM	Entry Typ U Quantity 1.00	pe No filters Respon ARUN	

4					8		3
						OK	
	h	Σ	o 📶	14		- 🔂 🔁 🕒 ENG 1/29/2	PM 2018





POSTED FREE GATE ENTRY

Contain the history of the free gate entry

Steps

1. Click on posted free gate entry

For example

1	- 0				h	Gate Entry	rew - Posted Free					
1	TWINT SOCIET											HOME
									Find	Refresh Clea Filte Pag	Notes Links	Show as Chert Sho
	Entry No. 🔹 🔺	Type to filter (F3)									try -	ted Free Gate En
E	No filters applied	Participant and a start of										
		Quantity Responsible	In Time	In Date	Out Time	Out Date	Vehicle No.	Item Description	Vendor Name	Location Co	Document No.	ntry:_ + Entry Type
		0.00	11:48:55 AM	1/8/2018	11:49:13 AM	1/8/2018	UP21A57894	deme items	demo vendoe	HOSPITAL	123	10 Inward
		0.00 aduf	11:50:13 AM	1/8/2018	11:50:12 AM	1/8/2018	DFSAF	dfua	cisfaf	CENTRAL	DASE	11 Inward
		0.00 de	12:07:08 PM	1/8/2018			к	k	k	CENTRAL	123	13 Inward
		0.00	12:19:17 PM	1/8/2018	12:18:59 PM	1/8/2018	JNJK	jnjiankj	m,n	CENTRAL	01	14 Inward
		12.00 Mr.Ram	3:16:56 PM	1/8/2018	3:16:34 PM		12345	book	Ashok	DENTAL		17 Inward
		10.00 ft	4.32:04 PM	1/8/2018	4:32:00 PM	1/8/2018	456	dema	demo	CENTRAL	DEMO	22 Inward
		10.00 mayank	4:35/26 PM	1/7/2018				dummy for test	dummy	DENTAL	н	23 Inward
		0.00			5:12:13 PM	1/8/2018					001	30 Outward
		10.00 k.	5:15:13 PM	1/8/2018			G	9	9	CENTRAL	45	32 Inward
		10.00 p			5:15:53 PM	1/8/2018		h	h	01221	F	33 Outward
		1.00 demo	10:42:11 AM	1/9/2018			UP21MK12	dj	demo	CENTRAL	123	35 Inward
		1.00 sərdərji			11:09:02 AM	1/9/2018	UP21N0001	sofa set	sardar furniture	CENTRAL	01	35 Outward
		0.00										41 Inward
		0.00			11:43:44 AM	1/18/2018						44 Outward
		0.00										45 Inward
		5.00			12:31:00 PM	1/22/2018	UP218N3424	mobilee	rinku	CCSIT		50 Outward
		1.00 ARUN(CCSIT)			5:24:35 PM	1/25/2018	UP21867894	DI	RAMU	COSIT		52 Outward
		1.00 ARUN	1:34:20 PM	1/29/2018			UP21DR7894	DEMO ITEMS	RAHUL	COSIT	455	59 Inward
		200 5841			2.46.76 08.4	1/26/2010	UBDIACASCO	DEMO (TEME	RANAL	CENTRAL	172	th Data I

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Close

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THANK YOU



