

Help on usage of R&I for Capart Users

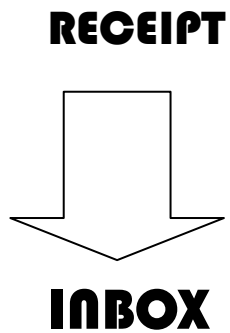
Receipt & Dispatch

I. Receipt Type :-

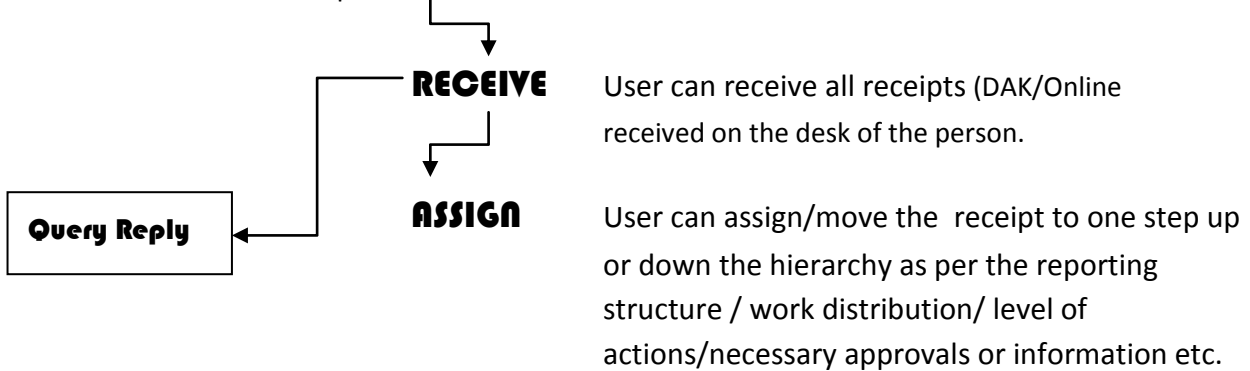
- DAK
(Letter & Other Documents Physically Received By R&I,DG,DDG,CVO)

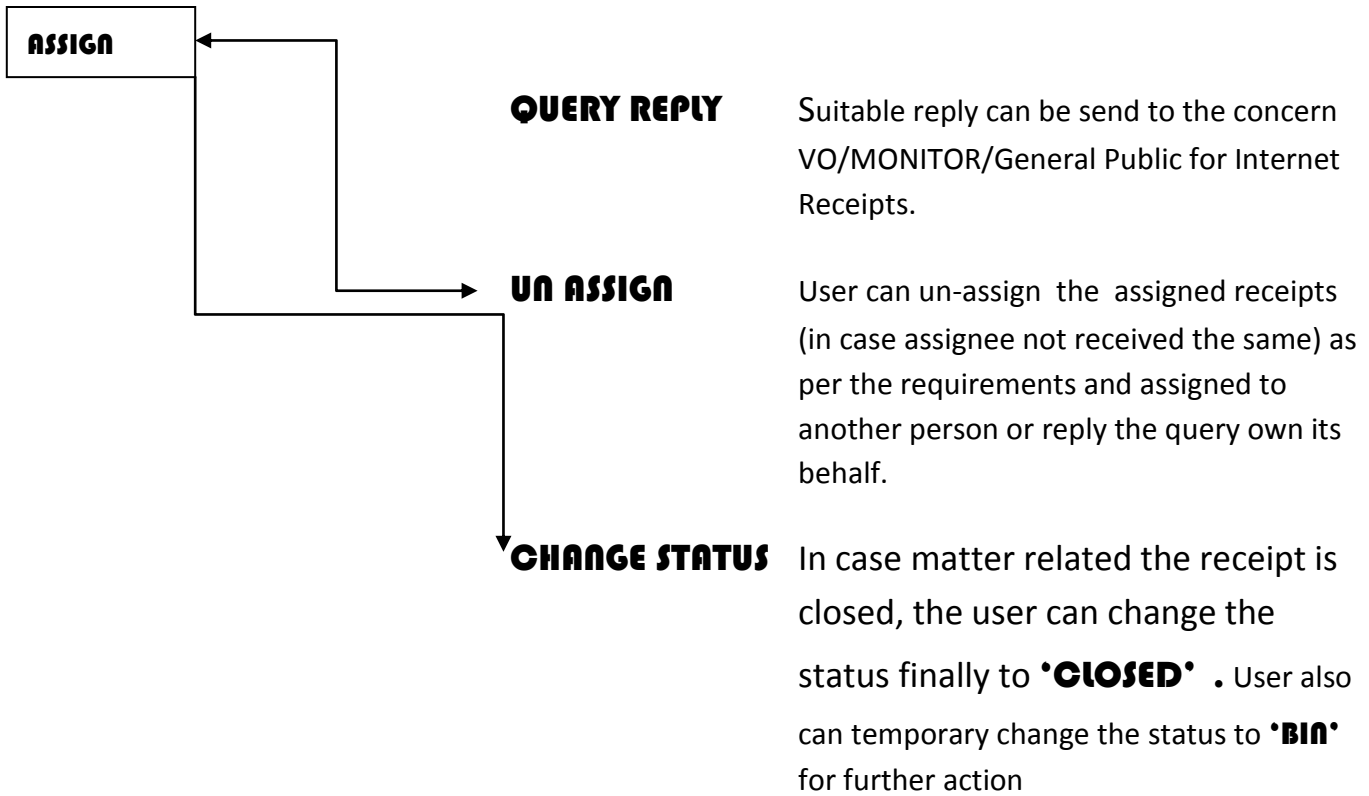
- ONLINE QUERY –
(General Users , Monitors ,VOs can directly put the Online Queries to HOD, which comes directly Inbox to HOD)

- INTERNAL
(Note & other communication generated for inter communications)



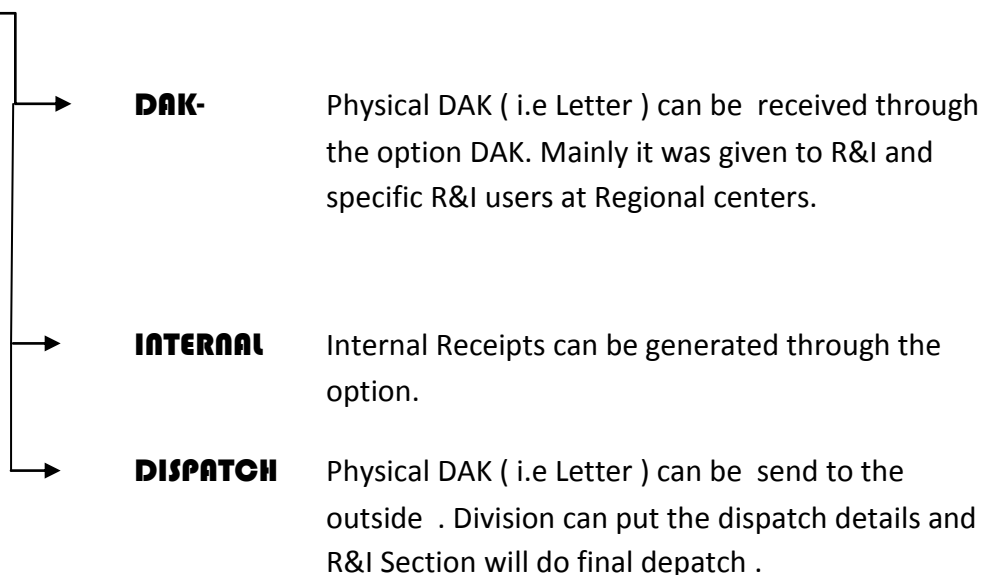
2. **INBOX (Receipt)** - All types of Receipts (DAK/Online Query/INTERNAL) will reflect in the Inbox of the concern person.





3. **INBOX (file)** -All types of files will reflect in the **Inbox** file of the concern person. The operations are similar as **INBOX (Receipt) – RECEIVE- ASSIGN- UN ASSIGN- CHANGE STATUS.**

4. **DIARY -**



5. **FILE MANAGEMENT**

FILE REGISTRATION

Division can open the files through file registration. There are no need to generate project file through this module. All the files registered by using above and file generated through PIMS will reflect here for receipt attachment.

file Existing-NO

The New file number can be generated as per AED manual.

file Existing-YES

The physically existing file can be enrolled with the same file number

RECEIPT ATTACHEMENT

The receipt which needs to be part of the file , can be attached in the file. The receipt will be the part of the file and file can be processed further.

6. **REPORTS**

The following listed functions are available under Report node:

- ⇒ **Dak Diary-** To display the Dak Diary for the department, which employee belongs
- ⇒ **Time Bound Receipt & File-** To display the Time Bound Receipt & File for the department, which employee belongs.
- ⇒ **Closed Receipt & File -** To display the Closed Receipt & File for the department, which employee belongs.
- ⇒ **Diary Dispatch-** To display the Closed Receipt & File for the department, which employee belongs
- ⇒ **Receipt & File Movement-** To display the Closed Receipt & File for the department, which employee belongs

- ⇒ **Binned Receipt & File-** To display the Bin Receipt & File:
- ⇒ **Internal Diary-** To display the Receipt which has been attached in particular File
- ⇒ **Receipt Attachment-** To display the Receipt which has been attached in particular File:
- ⇒ **Diary Generate** To display the report of Diary No. generation for Receipt or File:
- ⇒ **Dak Sentout-** To display the Dak Receipt which has been Sent Outside
- ⇒ **Online Query-** To display the Receipt & Dispatch Register of Online Query.

Utility

Change password User can change his password time to time for security .

Utility

These are the Masters which are globally defined for the complete application.

- (i) Department**
- (ii) Designation**
- (iii) Employee**
- (iv) Controls**
- (v) Address Book**
- (vi) Diary No. Pattern**
- (vii) Location Update**
- (viii) Listing**
- (ix) Header**
- (x) File No. Pattern**

The physically existing file can be enrolled with the same file number by opting 'YES' on the menu sub heading of 'File Existing'.