

HELP MANUAL FOR POH SHOP

CRIS

Contents

1. Roles	4-6
2. Staff.....	7-9
3. User.....	10-14
4. Loco incoming.....	15
5. Loco scheduling.....	16
6. Shop floor.....	17-18
7. Loco dispatch.....	19

❖ Steps to bring a POH shop into SLAM scope

1. Login with location admin credentials

1. Roles

2. Staff

3. User

4. Loco incoming

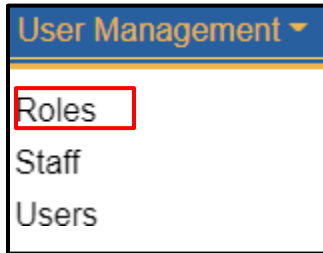
5. Add loco scheduling

6. Shop floor (Add loco inventory & loco commissioning certificate)

7. Loco Dispatch

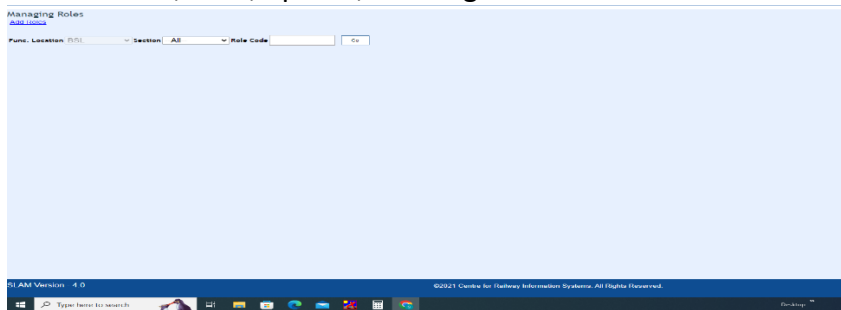
1. ROLES- User Management

User management is used to manage all the users modifications such as Roles, Users, Staff. User-interlinked changes can be done here.



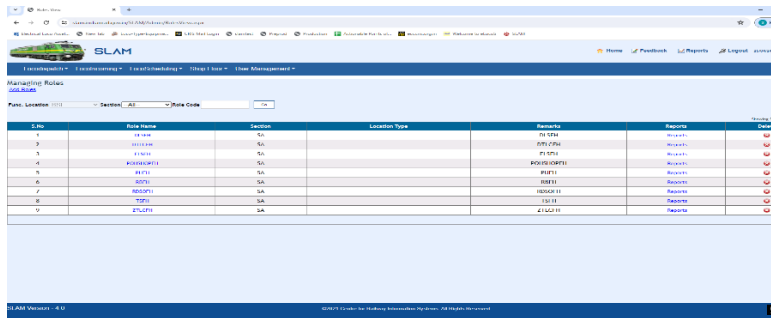
Roles:

In Roles we can add, view, update, deleting of a module can be done using roles.



View Roles

- Click on Roles under User management Module.
- Managing Roles page displays.
- Select Func. Location, Section.
- Click on 'Go' Option.

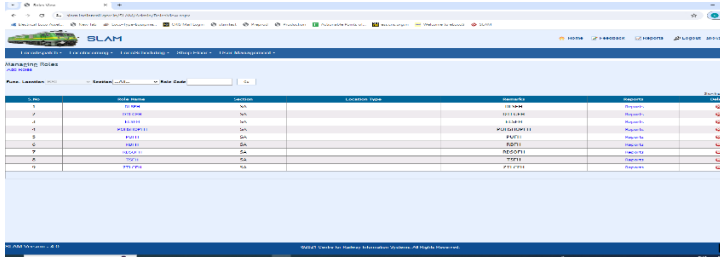


A screenshot of the 'Managing Roles' page showing a table of roles. The table has columns for S.No, Role Name, Section, Location Type, Reports, and Delete. The data is as follows:

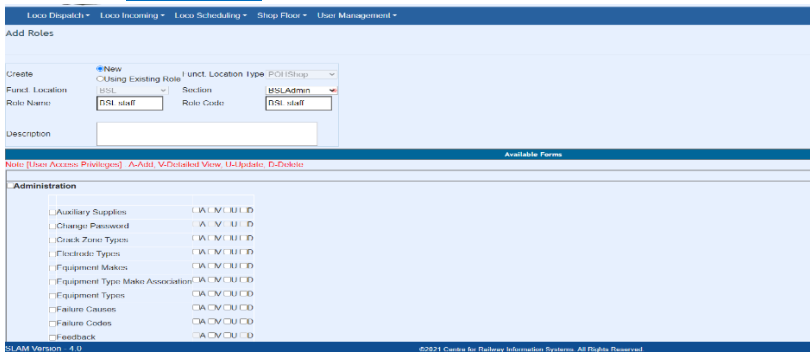
S.No	Role Name	Section	Location Type	Reports	Delete
1	STATION	SA		STATION	
2	STATION	SA		STATION	
3	STATION	SA		STATION	
4	STATION	SA		STATION	
5	STATION	SA		STATION	
6	STATION	SA		STATION	
7	STATION	SA		STATION	
8	STATION	SA		STATION	
9	STATION	SA		STATION	

Add Roles:

- Click on Roles under User management Module.
- Managing Roles page displays.



- Click on [Add Role](#) Link to add Roles.



- Select the details from Drop down menu and enter the details required.
- Click on the check boxes which are needed.
- Click on Save option.

Update Roles:

- Click on Roles under User management Module.
- Managing Roles page displays
- Click on Role name Link to update the Roles.

- Select the details from Drop down menu and enter the details required.
- Click on the check boxes which are needed.
- Click on Save option.

Delete Roles –

Click on cross button in “Managing Roles” page to delete the records. Confirmation message is displayed , click on ok button to delete the records

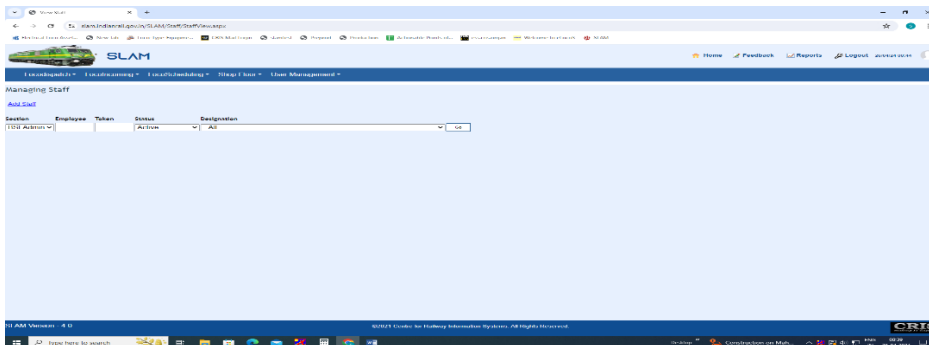
S.No	Role Name	Section	Location Type	Role Code	Role Name	Role Code	Delete
1	1P 000	SA		1P 000	1P 000	1P 000	
2	1P 001	SA		1P 001	1P 001	1P 001	
3	1P 002	SA		1P 002	1P 002	1P 002	
4	1P 003	SA		1P 003	1P 003	1P 003	
5	1P 004	SA		1P 004	1P 004	1P 004	
6	1P 005	SA		1P 005	1P 005	1P 005	
7	1P 006	SA		1P 006	1P 006	1P 006	
8	1P 007	SA		1P 007	1P 007	1P 007	
9	1P 008	SA		1P 008	1P 008	1P 008	

- ❖ Following is navigation steps with screens of above activities.

User Manual –User Management

1 STAFF

In Staff we can add, view, update and deleting of a staff details.



View Staff

- Click on Staff under User management Module.
- Managing staff page displays.
- Select Section, Employee, Token, Status, Designation from drop down.
- Click on Go Option.

Add Staff

- Click on Staff under User management Module.
- Managing Staff page displays.
- Fill HRMS ID
- Click on get 'HRMS detail button, the updated details of employee will be fetched and auto filled.
- OTP will be sent to the registered mobile number of employee.
- Fill balanced details and verify by clicking 'Verify OTP' Button.
- Then Staff will be added and verified in SLAM.

View Staff:

- Go to staff sub menu and press GO Button to view staff

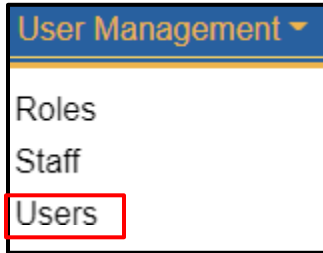
Section	Employee	Status	Designation	PF Number/HRMS ID	Mobile No	Blood Group	Present Address
Ravi Kumar	Ravi Kumar	Active	Jr. Clerk	1234567890	9876543210	A+	1234567890

Update Staff

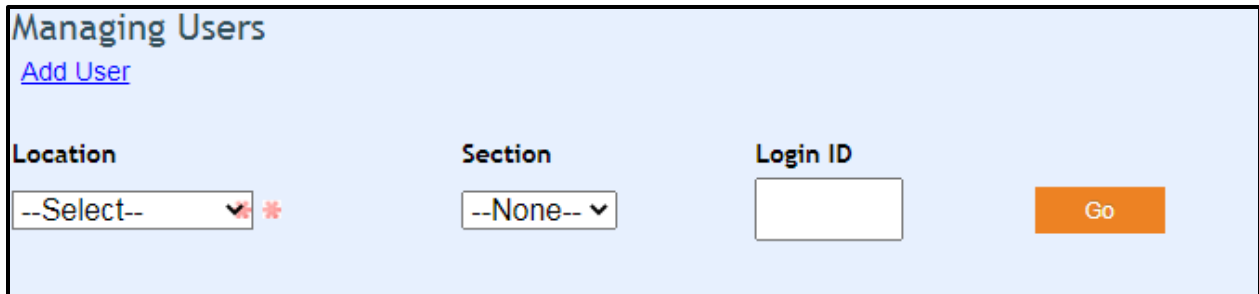
- Click on Staff under User management Module.
- Managing Staff page displays
- Click on Employee name Link to update the staff details.

- If employee is verified in SLAM then add balanced details and click save/update button.
- If Employee is not verified then enter HRMS ID and get updated details.
- An OTP will be sent to employee registered number.
- Fill the balanced employee details.
- OTP will be sent to the registered mobile number of employee.
- Click Verify by clicking 'Verify OTP' Button.
- Then Save button will be visible and press it
- Staff will be updated and a verified In SLAM.

2 Users

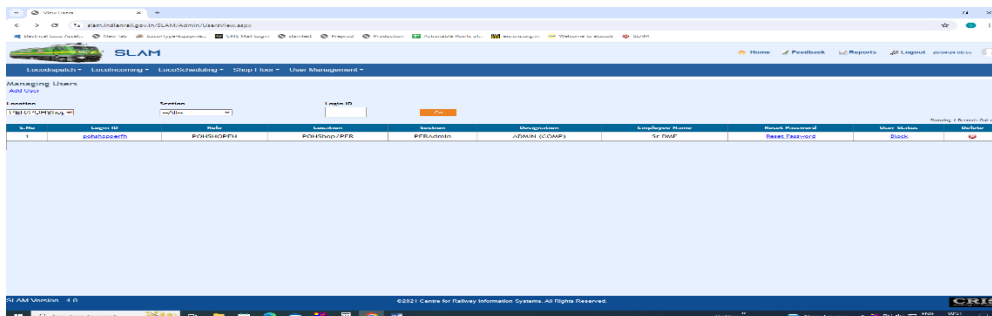


In user we can add, view, update and deleting of a user details.



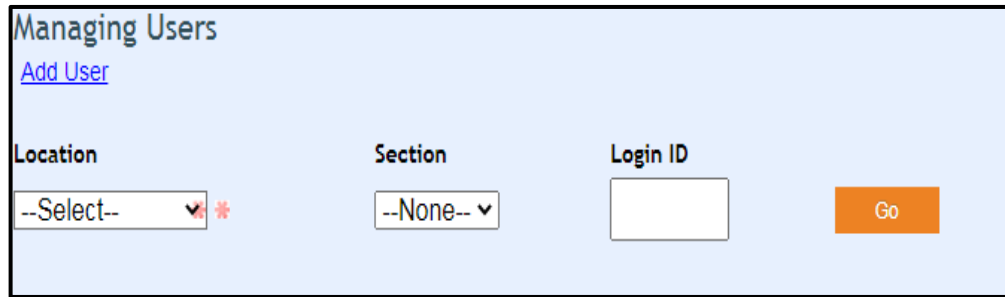
View users

- Click on users under User management Module.
- Managing Users page displays.
- Select Location , Section from drop down menu and enter Login ID(optional) .
- Click on Go Option.



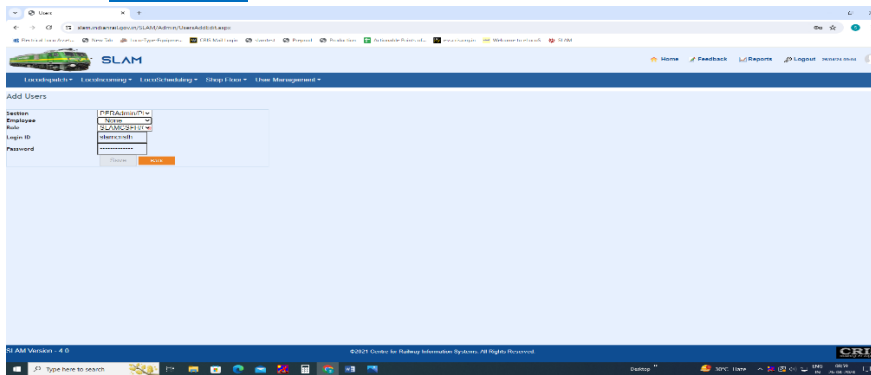
Add User

- Click on Users under User management Module.
- Managing users page displays.



The screenshot shows the 'Managing Users' interface. At the top left, there is a link for 'Add User'. Below this, there are three input fields: 'Location' with a dropdown menu showing '--Select--', 'Section' with a dropdown menu showing '--None--', and 'Login ID' with a text input field. To the right of these fields is an orange 'Go' button.

- Click on [Add User](#) Link to add New user Details.

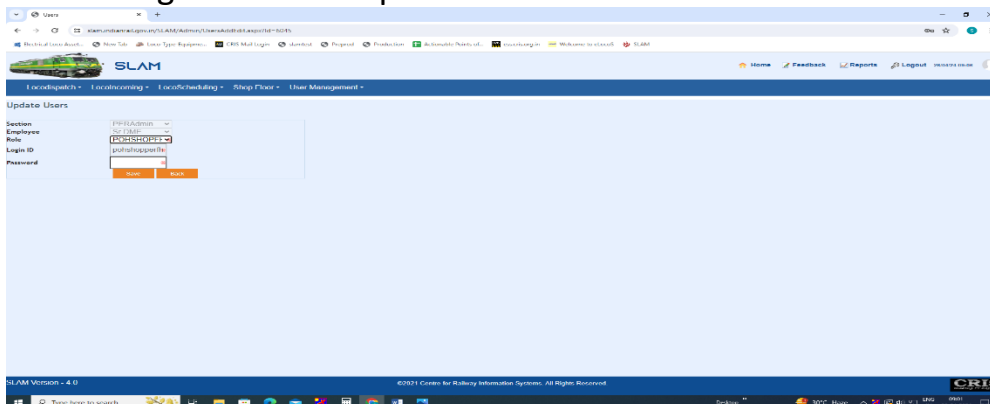


The screenshot shows the 'Add Users' form in the SLAM system. The form includes fields for 'Section' (set to 'PAPA/Station'), 'Employee' (set to '1000000000'), 'Role' (set to 'PAPA/Station'), 'Login ID' (set to '1000000000'), and 'Password' (with a 'Show' button). There is also a 'Save' button.

- Enter all the required fields .
- Click on Save option.

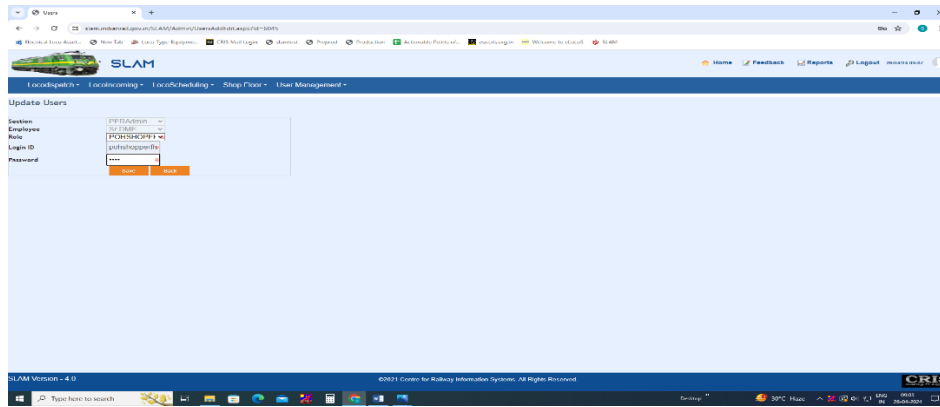
Update Users

- Click on Users under User management Module.
- Managing users page displays
- Click on Login ID Link to update the User.



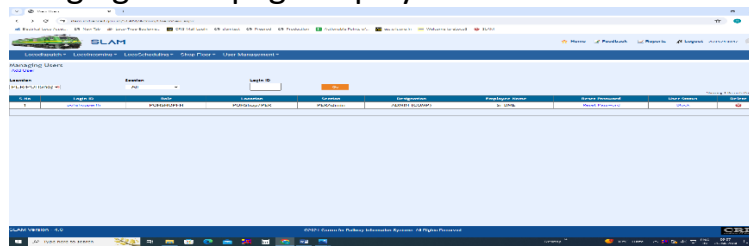
The screenshot shows the 'Update Users' form in the SLAM system. The form includes fields for 'Section' (set to 'PAPA/Station'), 'Employee' (set to '1000000000'), 'Role' (set to 'PAPA/Station'), 'Login ID' (set to '1000000000'), and 'Password' (with a 'Show' button). There are 'Save' and 'Rollback' buttons.

- Enter all the fields (role, password).
- Click on 'Save' option.

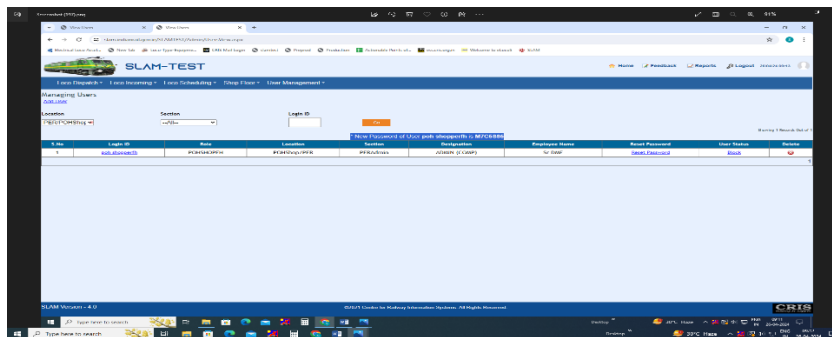


Reset Password

- Click on Users under User management Module.
- Managing users page displays



- Click On [Reset Password](#) link to re-set the password if we have forgot.
- On clicking on Reset Password we will get a new password of user in bold letters.



- Again login with the new password code given in the above.

Please Login

Please enter your credentials to access the system

Login ID

 *

Password

 *

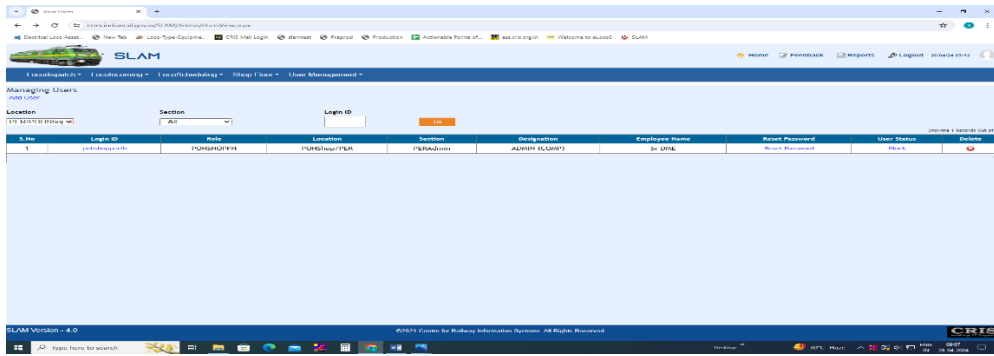
- Click on Change password under Administration .
- Enter the new password and confirm the new password.
- Click on Save Option.

Change Password

Employee Name	asverma
Login Name	asverma
Current Password	<input type="password" value="..."/>
New Password	<input type="password" value="..."/>
Confirm New Password	<input type="password" value="..."/>


Block user

- Click on Users under User management Module.
- Managing users page displays

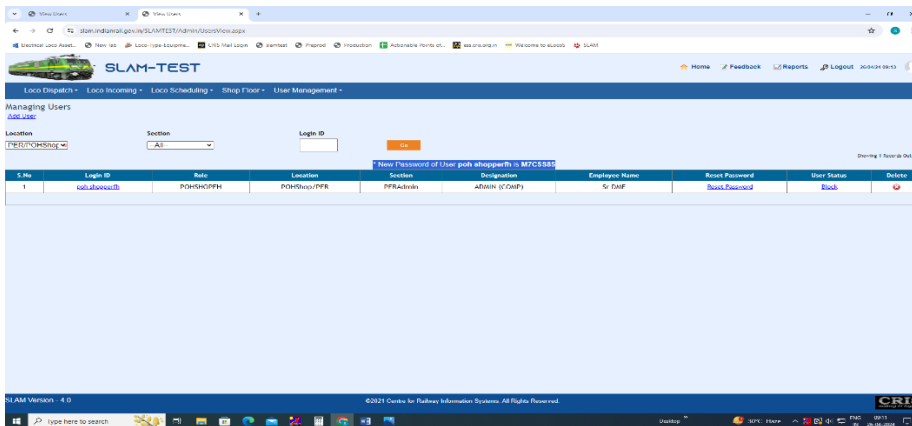
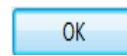


- Click On Block link to block the user .
- On clicking block or active the user status will be changed.

Delete Users

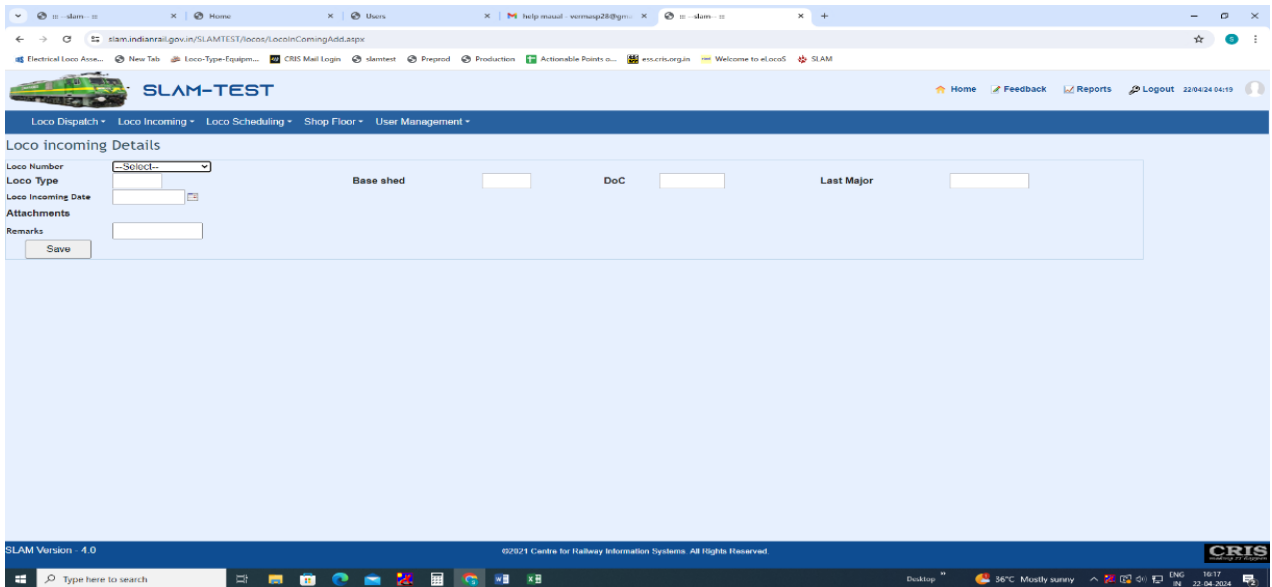
- Click  button in "Managing Users" page to delete the records.

- Confirmation message is displayed, click on button to delete the record.



4. Loco Incoming

1. Login from credential and click loco incoming : *Locos marked by respective sheds will be displayed in drop down.*

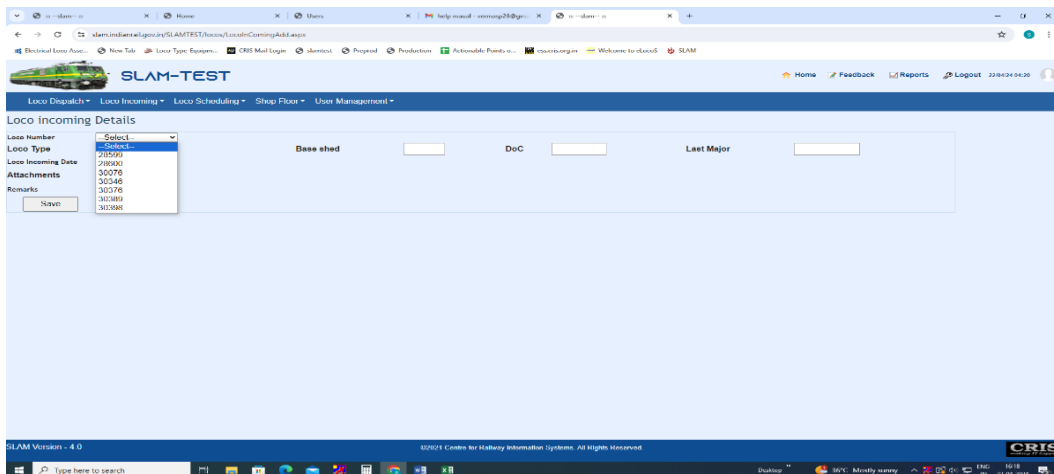


The screenshot shows the 'Loco Incoming Details' form in the SLAM-TEST application. The form has the following fields:

- Loco Number: A dropdown menu with a list of loco numbers (218593, 218600, 300776, 300546, 300776, 301889, 301368) displayed.
- Base shed: A text input field.
- DoC: A text input field.
- Last Major: A text input field.
- Loco Incoming Date: A date picker.
- Attachments: A text input field.
- Remarks: A text input field.
- A 'Save' button is located below the Remarks field.

2. Select loco and Enter data & save

(NOTE:- Loco will be displayed in drop down when loco is sent by Loco shed for POH)

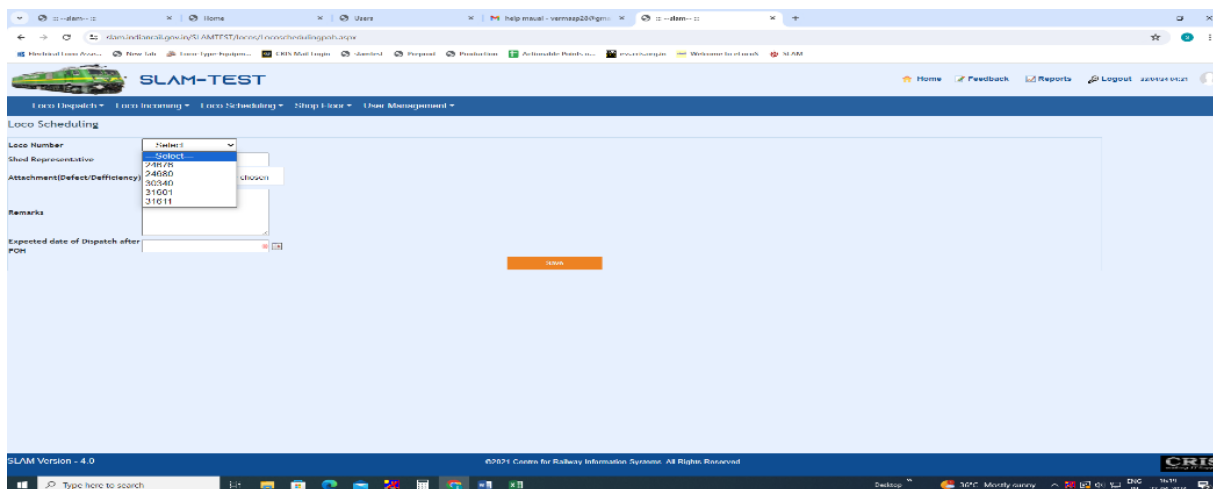


The screenshot shows the 'Loco Incoming Details' form in the SLAM-TEST application. The form has the following fields:

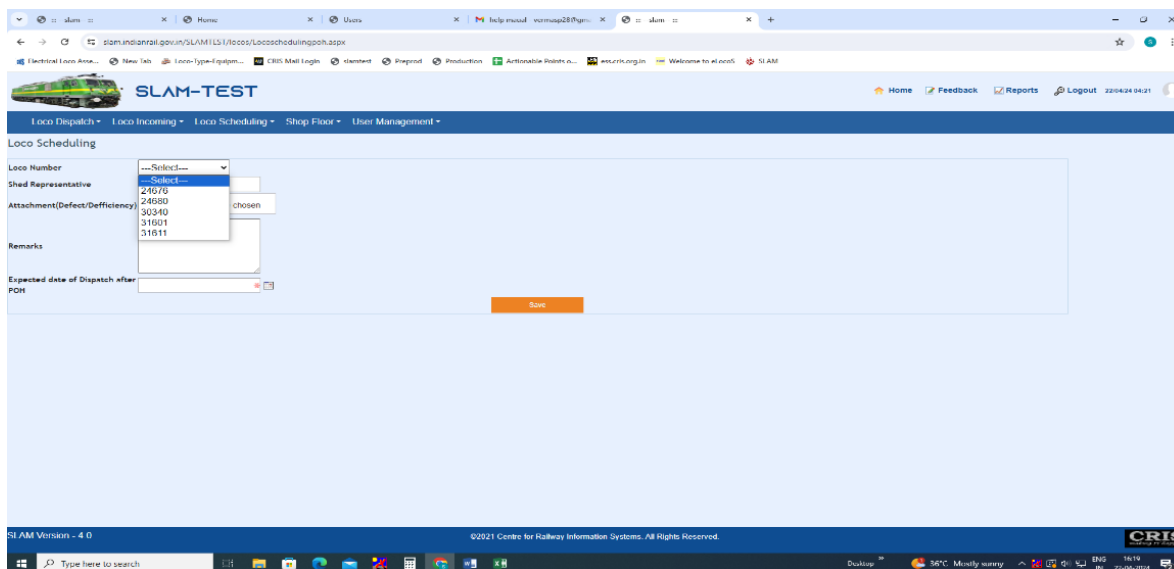
- Loco Number: A dropdown menu with a list of loco numbers (218593, 218600, 300776, 300546, 300776, 301889, 301368) displayed.
- Base shed: A text input field.
- DoC: A text input field.
- Last Major: A text input field.
- Loco Incoming Date: A date picker.
- Attachments: A text input field.
- Remarks: A text input field.
- A 'Save' button is located below the Remarks field.

5. Loco scheduling

1. Login from credential



2. Select loco no. and add all details & save



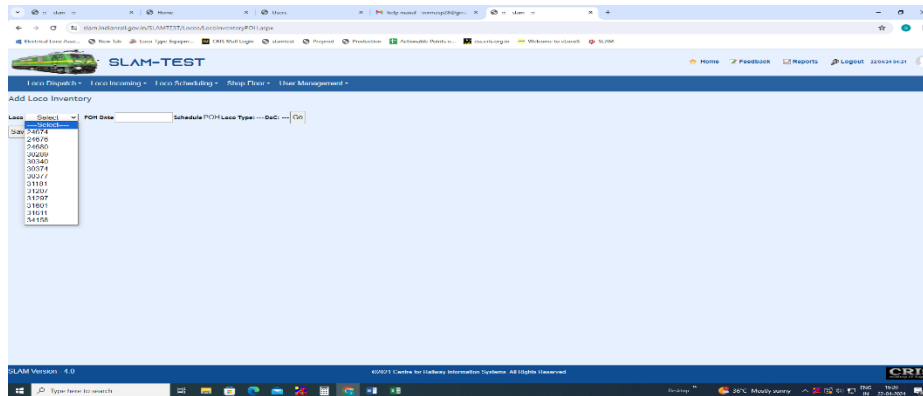
(NOTE:- Pre-testing sheet may be uploaded)

6. Shop floor

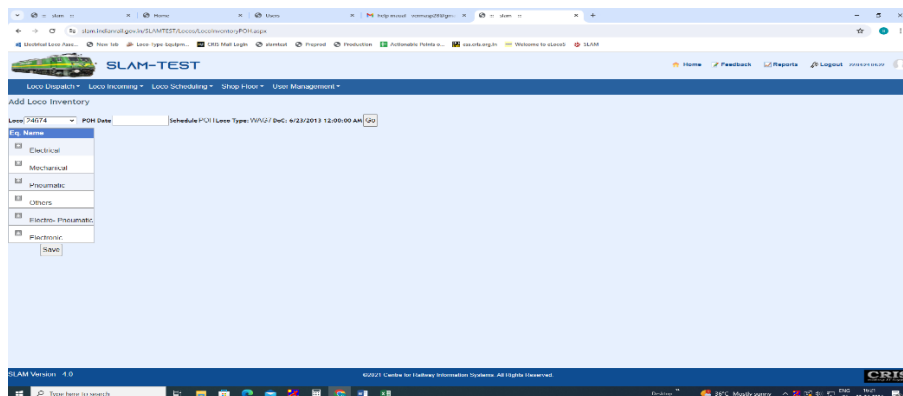
(a) Loco Inventory

1. Click shop floor <<< Loco inventory <<< Add loco inventory

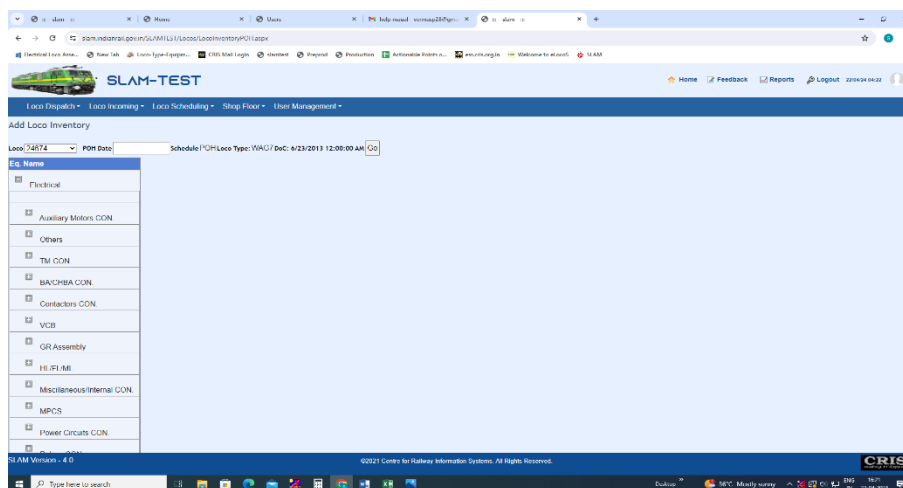
(a) Select loco



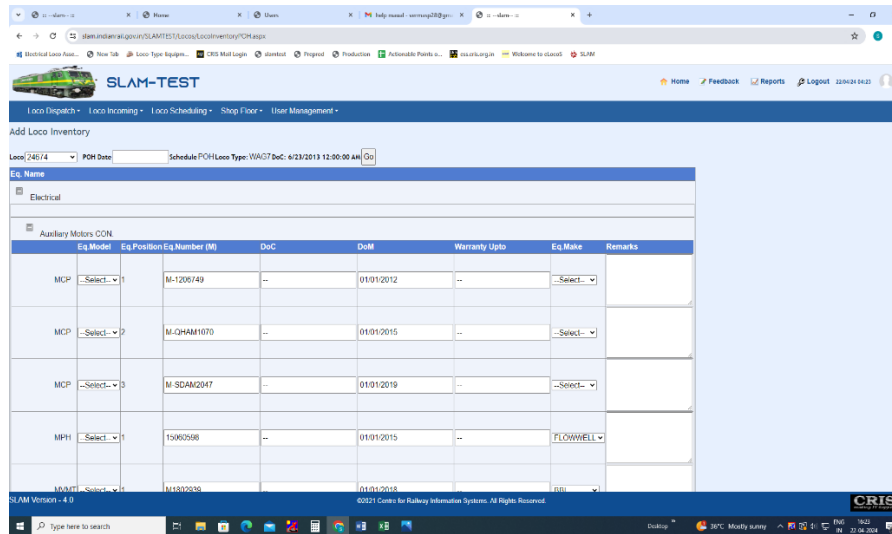
(b) Select Equipment Type



(c) Select Equipment Name



(d) Add all details of the equipment and save

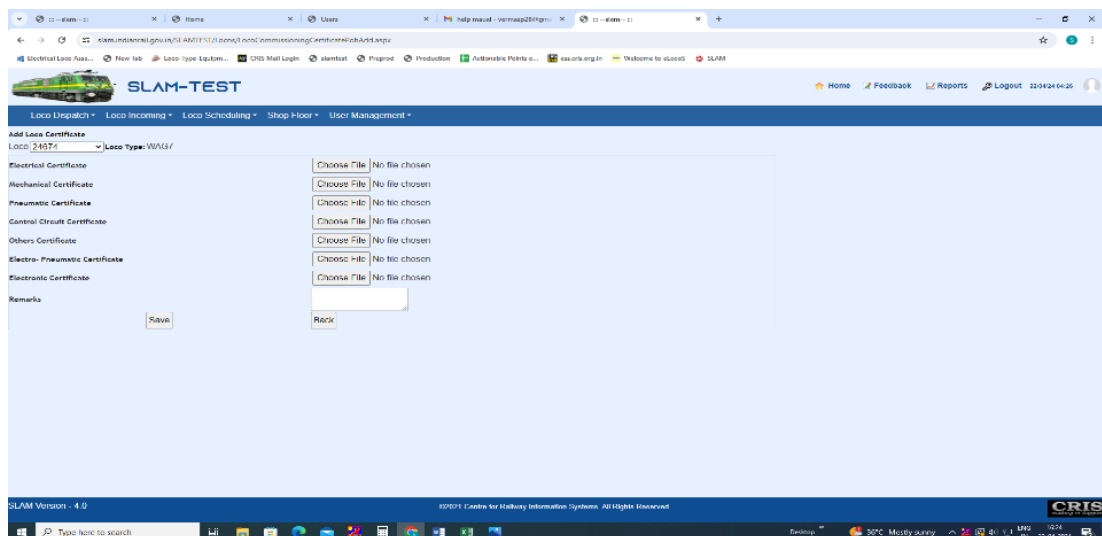


(b). Loco commissioning certificate

(a) Shop floor <<< Loco commissioning certificate

(b) Add loco commissioning certificate

(c) Select loco and upload all types of certificate



8. LOCO DISPATCH

(a) Select loco no., add all details and SAVE.

The screenshot shows the 'SLAM-TEST' web application interface. The 'Loco Dispatch' form is visible, with fields for Dispatch date, Loco Number, Trial Date, Trial Completed by, Loco Out Date, Supervisor Date, Attachment/Quality Check, Remarks, and a Save button. Below the form is a table with the following data:

S.No	Dispatch date	Loco No	Trial Date	Trial Completed by	Loco Out Date	Supervisor Date	Quality Check Doc	Remarks
1	04/04/2024	24674	04/05/2024	gpr	04/05/2024	04/05/2024		trial
2	04/03/2024	24674	04/03/2024	gpc	04/03/2024	04/03/2024		trial
3	04/03/2024	24692	04/03/2024	gpc	04/03/2024	04/03/2024		trial
4	04/03/2024	31287	04/03/2024	gpr	04/03/2024	04/03/2024		trial
5	04/03/2024	31287	04/03/2024	gpc	04/03/2024	04/03/2024		trial
6	04/02/2024	31611	04/02/2024	gpc	04/02/2024	04/02/2024		trial
7	04/01/2024	31601	04/01/2024	gpc	04/01/2024	04/01/2024		trial
8	03/08/2024	30106	03/08/2024	gpc	03/08/2024	03/08/2024		trial
9	03/08/2024	30374	03/08/2024	gpc	03/08/2024	03/08/2024		trial
10	03/01/2024	30489	03/01/2024	gpc	03/01/2024	03/01/2024		trial
11	03/01/2024	30377	03/01/2024	gpc	03/01/2024	03/01/2024		trial
12	03/01/2024	31181	03/01/2024	gpc	03/01/2024	03/01/2024		trial

NOTE:-

1. Quality check/any other relevant document may be uploaded
2. Loco commissioning certificate and other docs can be viewed/downloaded by respective shed.