

Help menu for BHEL users

	Description	Status			
	Inspection request	-	Not approved: Draft stage (not submitted)	Open: Call submitted.	
	Call allocation	Open: not yet allocated	Not approved: Allocation not yet finalized	Allocated; Call allocated	
	CQIR:	Open: Not yet started making report.	Not approved: Draft stage (subject to modification)	Closed: Final: not modifiable	
1.	Feed in Login ID & Password				
2.	Submit	Do not use any regular button on top of the screen except print	Always logout after completion	Keep 'Pop up' button ON	
3.	Click on Transactions				
4.		Click on: Inspn. Requests/ Call allocation	Search criteria The search menu provides options for search single or multiple. But the data has to be typed in as punched by the supplier Select Purchasing Unit Select CQ Centre (include PDIL centres) Type Project Type P.O. Select Call status Type IR File no. From date / To date		
5.			Click on search		
6.			To see an Inspn.call letter/ Call allocation Select the row by clicking on the small circle on the left of the row		
7.			Click view		
8.			Click 'docs'	Shows docs. available with supplier for inspn.	
9.			After viewing click close		
10.	From IR File no.	To get and overview of all calls/ allocations/ print form of CQIR: against an IR File no.	Click on search		
11.			Click on the IR File no.	Window opens with headings: <ul style="list-style-type: none"> • Inspection call • Call Allocation • CQIR 	

				<ul style="list-style-type: none"> • Feedback by DE • Feedback by Supplier
12.			Inspection request: click on the Call no.	The Inspn. call letter opens
13.			Call allocation: Click on call no.	The Inspn. call & allocation opens
14.			Print form of CQIR: Click on call no.	The print form of CQIR opens. If more than one page, click on page no. for viewing each page.
15.				Click on 'docs used as annexure' to view documents used for insp. (Print can be taken using 'right click of the mouse')
16.			Click close	Click close
17.			To see feedback by DE: Click on call no.	Feedback by DE opens for the call no.
18.			Feedback by supplier: Click on call no.	Feedback by supplier opens for the call.
19.		You can also select Feedback by DE, Feedback by supplier from Transaction menu	Use the search criteria and 'click on search'	
20.		For giving feedback on inspections; Click on 'Feedback by unit' on Transaction menu	Select IRfile no.	Click 'Add' Type out your Feedback
21.				Save
22.				Search
23.				Select the feedback using the small circle
24.				Modify if reqd.
25.				Search
26.				Select the feedback using the small circle
27.				Approve