

RESOURCE MANAGEMENT MODULE

USER DOCUMENTATION

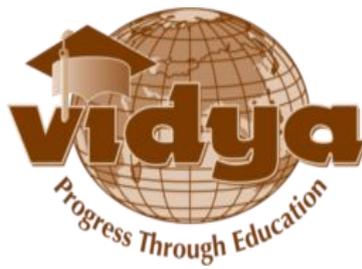


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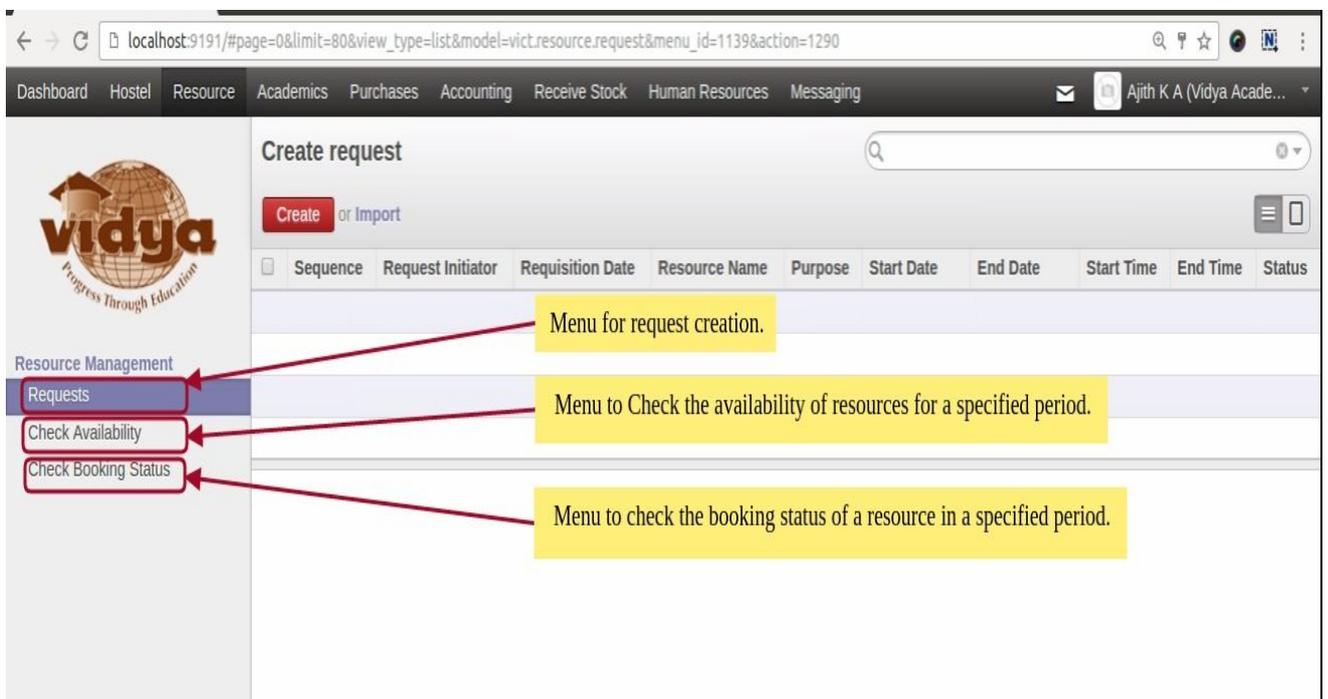
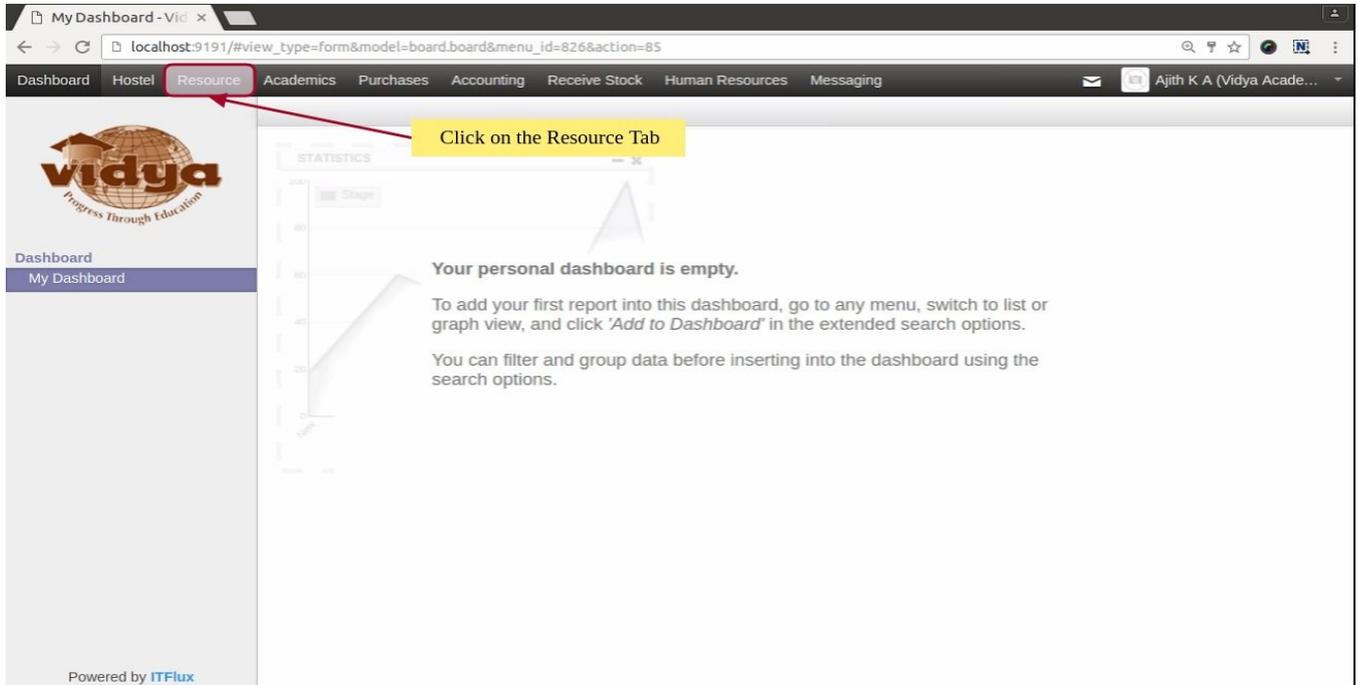
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I. Request Initiator

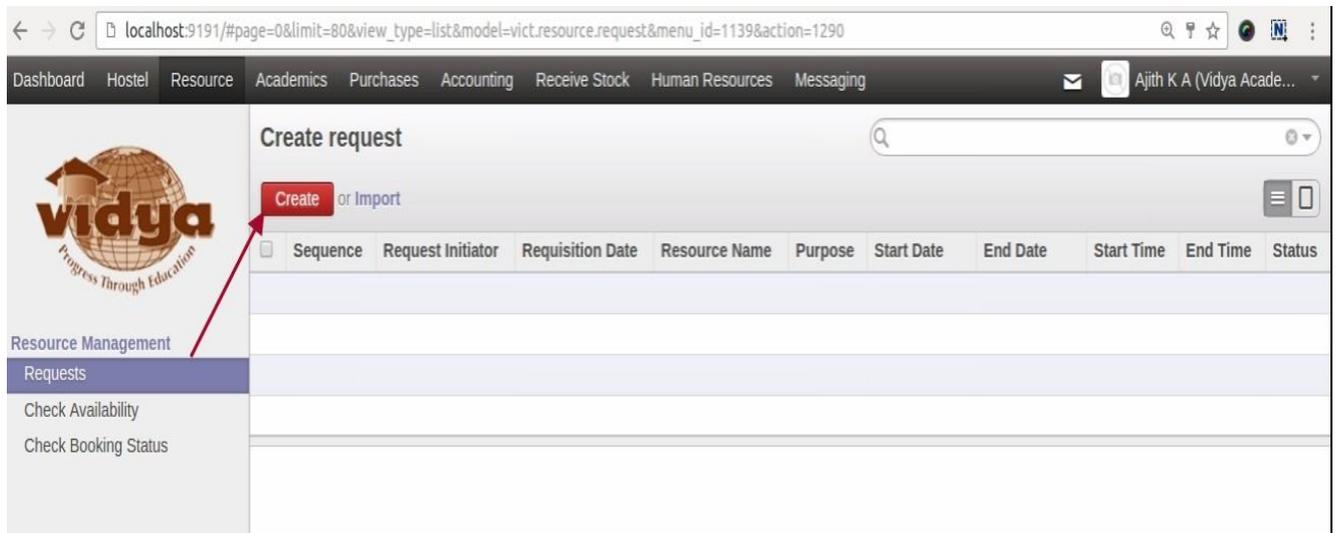
1.1. How can I Use Resource Management Module?

Step 1 : Select the Resource Tab, as shown below.

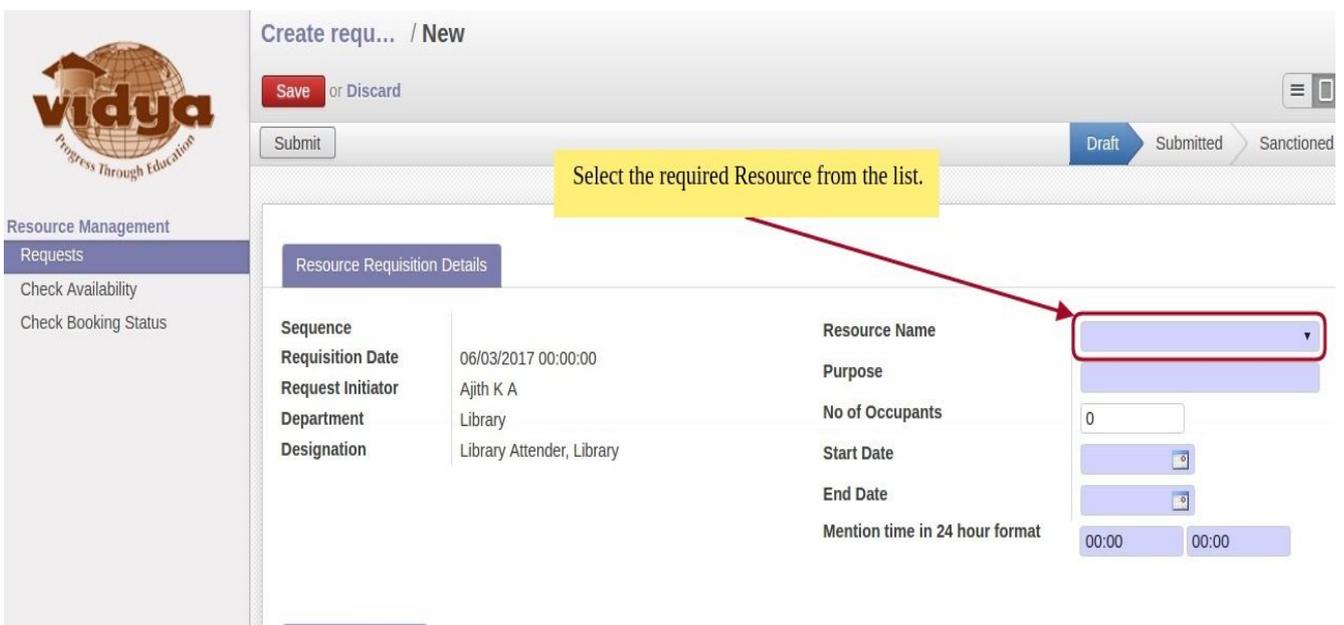


1.2. How can I create a request for a resource ?

Step 1 : Click on Requests , then click Create.



Step 2 : Select Required Resource.



Step 3 : Add the details and add Facilities using the 'Add an item' link under the 'Request Facilities'.

vidya
Progress Through Education

Resource Management
Requests
Check Availability
Check Booking Status

Create requ... / New

Save or Discard

Submit Draft Submitted Sanctioned

Resource Requisition Details

Sequence
Requisition Date: 06/03/2017 00:00:00
Request Initiator: Ajith K A
Department: Library
Designation: Library Attender, Library

Resource Name
Purpose
No of Occupants: 0
Start Date
End Date
Mention time in 24 hour format: 00:00 00:00

Request Facilities

| Facility | Description | Available Quantity | Requested Quantity |
|-----------------------------|-------------|--------------------|--------------------|
| Add an item | | | |

Fill These Details

Click here to request facilities of the selected resource.

Step 4 : Select Facility, and add details.

Resource Management
Requests
Check Availability
Check Booking Status

Resource Requisition Details

Sequence
Requisition Date: 06/03/2017 00:00:00
Request Initiator: Ajith K A
Department: Library
Designation: Library Attender, Library

Resource Name: Advanced Computer Lab
Purpose
No of Occupants: 0
Start Date
End Date
Mention time in 24 hour format: 00:00 00:00
Name of Guest

Request Facilities

| Facility | Description | Available Quantity | Requested Quantity |
|--|-------------|--------------------|--------------------|
| <div style="border: 1px solid black; padding: 2px;"> Add the facilities from the list. </div> <div style="border: 1px solid black; padding: 2px;"> Mike Projector color mike laptop chair </div> | | 0 | 0 |

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Step 5 : Submit the request.

Create request / 0000141

Save or Discard Submit

Click on Save Button and then Submit

Draft Submitted Sanctioned

Resource Requisition Details

| | | | |
|-------------------|---------------------------|--------------------------------|-----------------------|
| Sequence | 0000141 | Resource Name | Advanced Computer Lab |
| Requisition Date | 06/03/2017 05:30:00 | Purpose | test |
| Request Initiator | Ajith K A | No of Occupants | 50 |
| Department | Library | Start Date | 17/04/2017 |
| Designation | Library Attender, Library | End Date | 17/04/2017 |
| | | Mention time in 24 hour format | 10:00 12:00 |
| | | Name of Guest | |

Request Facilities

| Facility | Description | Available Quantity | Requested Quantity |
|----------|-------------|--------------------|--------------------|
| | | | |

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1.3. How can I know the status of my request?

Create request / 0000141

Edit Create More

Cancel

Shows status of the request, Once sanctioned, You can avail the Resource.

Draft Submitted Sanctioned

Resource Requisition Details

| | | | |
|-------------------|---------------------------|--------------------------------|-----------------------|
| Sequence | 0000141 | Resource Name | Advanced Computer Lab |
| Requisition Date | 06/03/2017 05:30:00 | Purpose | test |
| Request Initiator | Ajith K A | No of Occupants | 50 |
| Department | Library | Start Date | 17/04/2017 |
| Designation | Library Attender, Library | End Date | 17/04/2017 |
| | | Mention time in 24 hour format | 10:00 12:00 |
| | | Name of Guest | |

Request Facilities

| Facility | Description | Available Quantity | Requested Quantity |
|-----------|-------------|--------------------|--------------------|
| Projector | | 1 | 1 |

The states are as follows

Draft : This request is editable and yet to be submitted.

Submitted : The request is submitted to first approval authority.

Forwarded: The request is forwarded by the first approval authority.

Second Approval : The request is forwarded by the second approval authority.

Third Approval : The request is forwarded by the third approval authority.

Fourth Approval : The request is forwarded by the fourth approval authority.

Approved : The request is waiting for Director Approval.

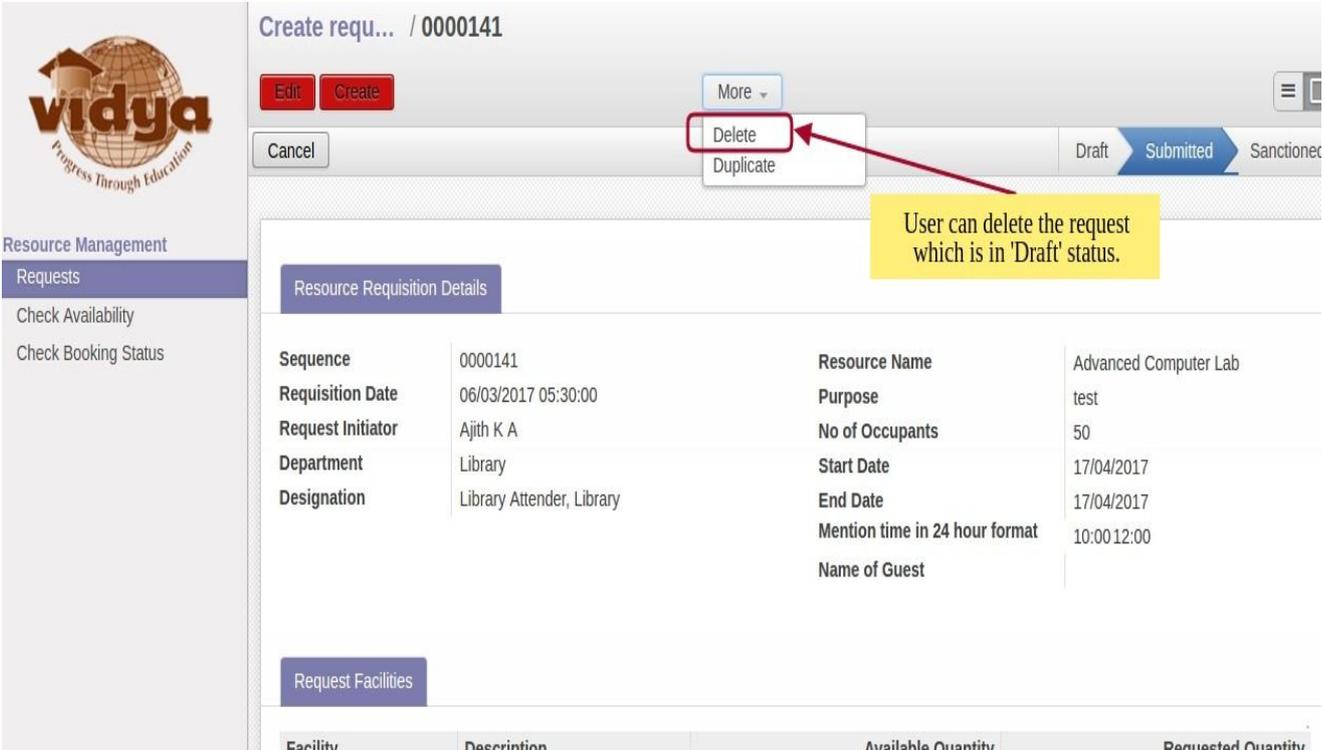
Rejected : The request is rejected.

Sanctioned : The requested resource is sanctioned.

To Cancel : This request is to be cancelled.

Cancelled : The request is cancelled.

1.4. Can I delete my request?



The screenshot displays the 'Create request' interface for request ID 0000141. The status is 'Draft'. A 'More' dropdown menu is open, showing 'Delete' and 'Duplicate' options. A yellow callout box points to the 'Delete' option with the text: 'User can delete the request which is in 'Draft' status.'

Resource Requisition Details

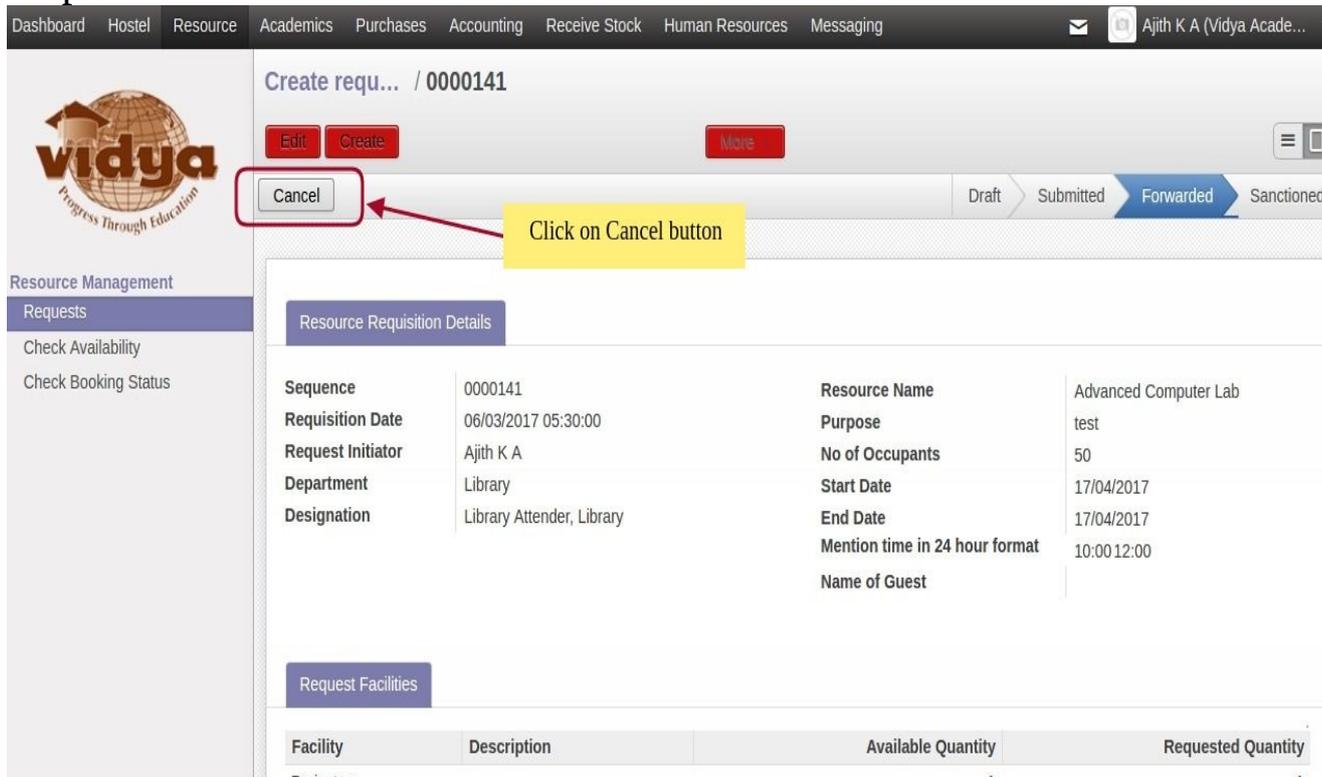
| | | | |
|-------------------|---------------------------|--------------------------------|-----------------------|
| Sequence | 0000141 | Resource Name | Advanced Computer Lab |
| Requisition Date | 06/03/2017 05:30:00 | Purpose | test |
| Request Initiator | Ajith K A | No of Occupants | 50 |
| Department | Library | Start Date | 17/04/2017 |
| Designation | Library Attender, Library | End Date | 17/04/2017 |
| | | Mention time in 24 hour format | 10:00 12:00 |
| | | Name of Guest | |

Request Facilities

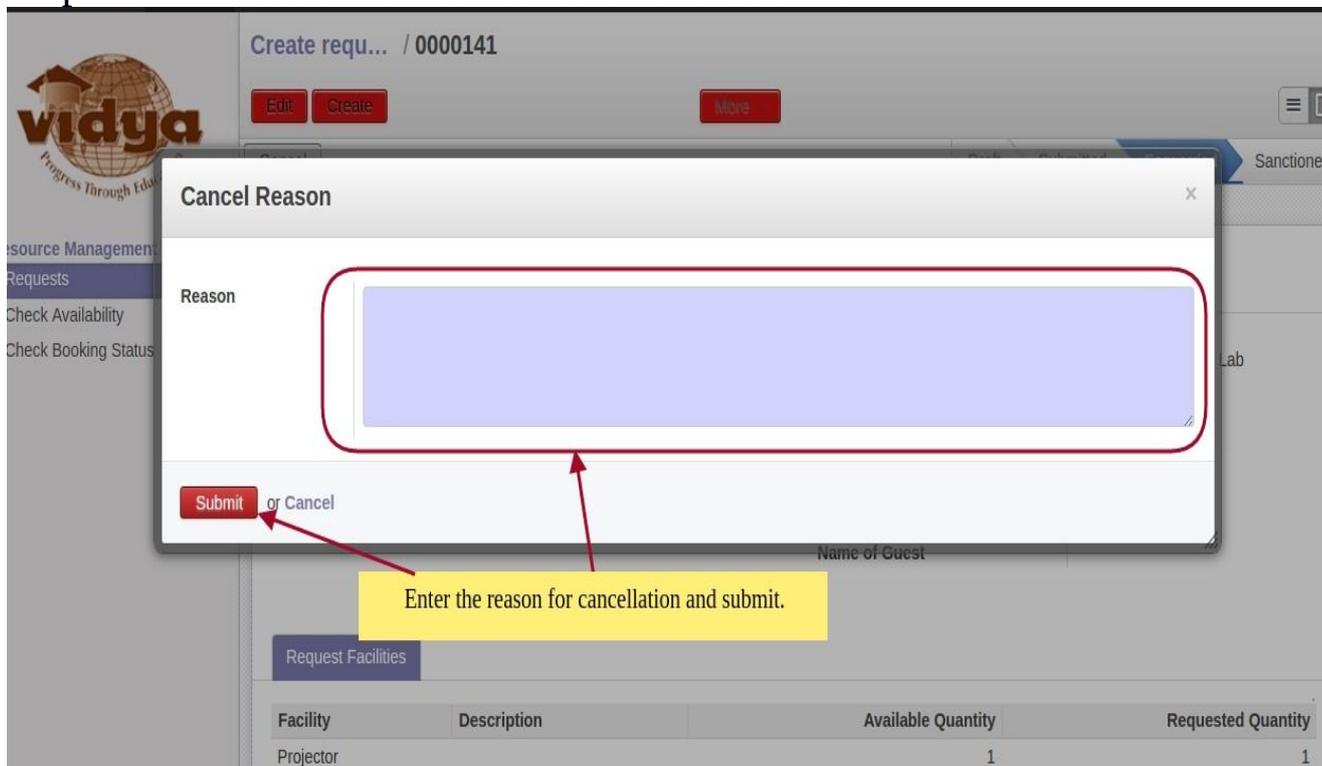
| Facility | Description | Available Quantity | Requested Quantity |
|----------|-------------|--------------------|--------------------|
| | | | |

1.5. Can I cancel an existing request ?

Step 1: Click on the cancel button.



Step 2: Enter reason for Cancellation and Submit.



1.6. How can I know which resources are available for a period?

Step1: Click on the 'Check Availability' menu on the left side.

Step 2: Enter Details and click on the 'Check' button.

The screenshot shows the 'Check Availability' form in the Vidya ERP system. The form is titled 'New' and includes a 'Save' button and a 'Check' button. The 'Check' button is highlighted with a red arrow. The form fields include 'Start Date' (13/03/2017), 'End Date' (15/03/2017), and 'Mention time in 24 hour format' (10:00 to 16:00). A yellow callout box says 'Fill the Details and Click on Check button.'

1.7. How can I know the booking status of the resources?

Step1: Click on the 'Check Booking Status' menu on the left side.

Step 2: Select a resource from the list.

The screenshot shows the 'Check Booking Status' form in the Vidya ERP system. The form is titled 'New' and includes a 'Save' button and a 'Check' button. The 'Check' button is highlighted with a red arrow. The form fields include 'Resource Name' (Advanced Computer Lab), 'Start Date', and 'End Date'. A yellow callout box says 'Select a resource from the list'.

Step 3 : Enter Details and click on the 'Check' button.

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Progress Through Education

Resource Management
Requests
Check Availability
Check Booking Status

New

Save or Discard

Enter Details and Click 'Check' Button

Check

Resource Name

Start Date

End Date

Booking Status

| Start Date | End Date | Start Time | End Time | Status |
|------------|----------|------------|----------|--------|
| | | | | |
| | | | | |
| | | | | |

II. First Approval Authority

2.1. How can I add new facilities to the resource ?

Step1: Click on the ' Resource Facilities ' menu on the left side and select the resource that you want to alter the facilities.

Edit resource facilities

Create or Import PDF or Excel 1-2 of 2

| Sequence | Resource Name | Description | Location | Department |
|----------|-----------------------|-----------------------------|---|--------------------------------|
| 0000004 | Advanced Computer Lab | Advanced Computer Lab - CSE | Physical Locations / VAST Thalakkottukara Thrissur / South Block / SB-2-214 | Computer Science & Engineering |
| 0000006 | Seminar Hall | Seminar Hall - CSE | Physical Locations / VAST Thalakkottukara Thrissur / North Block / NB-2-213 | Computer Science & Engineering |

Step2: Click on 'Edit ' button to add/ edit the facilities to the resource.

Edit resource... / Advanced Computer Lab

Edit Create More 1 / 2

Resource Details

Resource Name: Advanced Computer Lab
Department: Computer Science & Engineering

Resource Facilities

| Facility | Quantity | Available Quantity | Description |
|------------|----------|--------------------|-------------|
| Mike | 2 | 2 | cordless |
| Projector | 1 | 1 | infocus |
| color mike | 2 | 1 | |
| laptop | 45 | 40 | |
| chair | 62 | 62 | |

Step 3: Click on 'Add an item ' and add the details of the new facility .

The screenshot shows the 'Resource Management' sidebar on the left with 'Resource Facilities' selected. The main content area is titled 'Resource Details' and shows the following information:

- Resource Name:** Advanced Computer Lab
- Department:** Computer Science & Engineering

Below this is a 'Resource Facilities' section containing a table:

| Facility | Quantity | Available Quantity | Description |
|------------|----------|--------------------|-------------|
| Mike | 2 | 2 | cordless |
| Projector | 1 | 1 | infocus |
| color mike | 2 | 1 | |
| laptop | 45 | 40 | |
| chair | 62 | 62 | |

At the bottom of the table is an 'Add an item' button. A yellow callout box with the text 'Click here to add new Facility to this resource' has a red arrow pointing to the 'Add an item' button.

Step 4: Click on 'Save ' button after entering the details of the new facility .

The screenshot shows the 'Edit resource... / Advanced Computer Lab' page. The sidebar is the same as in Step 3. The main content area shows the same 'Resource Details' and 'Resource Facilities' table as in Step 3. A red box highlights the 'Save' button in the top left corner of the main content area. A yellow callout box with the text 'After Entering the Details Click on 'Save' button.' has a red arrow pointing to the 'Save' button.

2.2. How can I change the available quantity of a facility?

Step1: Click on the ' Resource Facilities ' menu on the left side and select the resource that you want to alter the facilities.

Step2: Click on 'Edit ' button to edit the facilities of the resource.

Step3: Change the required field and save.

2.3. How can I delete facilities from a resource ?

Step1: Click on the ' Resource Facilities ' menu on the left side and select the resource that you want to delete the facilities.

Step2: Click on 'Edit ' button to delete the facilities of the resource.

Step3: Click on the 'Delete' icon to delete the facility line and save the changes.

The screenshot shows the 'Resource Management' interface. On the left, there is a sidebar with 'Resource Facilities' selected. The main area displays 'Resource Details' for 'Advanced Computer Lab' in the 'Computer Science & Engineering' department. Below this is a 'Resource Facilities' table:

| Facility | Quantity | Available Quantity | Description |
|------------|----------|--------------------|-------------|
| Mike | 2 | 2 | cordless |
| Projector | 1 | 1 | infocus |
| color mike | 2 | 1 | |
| laptop | 45 | 40 | |
| chair | 62 | 62 | |
| Mike stand | 1 | 1 | |

A red arrow points from a yellow callout box containing the text 'Click on the delete icon to delete the facility line and save.' to the delete icon (trash can) in the last row of the table. The 'Save' button is also highlighted with a red box at the top left of the main content area.

2.4. How can I forward the request of a resource?

Step1: Click on the ' Approve Requests - First ' menu on the left side and select the resource that you want to forward.

Step2: Click on 'Edit ' button .

Step3: Select 'Recommended' / 'Not Recommended' from the list.

If you select ' Not Recommended' , this request will only be approved at the director level, so you have to fill the reason field for perusal of the director.

Resource Requisition Details

| | | | |
|-------------------|---|-----------------|-----------------------|
| Sequence | 0000106 | Resource Name | Advanced Computer Lab |
| Requisition Date | 14/02/2017 05:30:00 | Purpose | dsc |
| Request Initiator | goutham | No of Occupants | 0 |
| Department | VICT Office | Start Date | 21/04/2017 |
| Designation | Assistant Manager(Students Welfare) , VICT Office | End Date | 21/04/2017 |
| | | Start Time | 10:00 |
| | | End Time | 12:00 |
| | | Name of Guest | |
| | | Approval | Not Recommended |
| | | Reason | |

Reason for Rejection

*Note: You selected Not Recommended...This request is only approved in the Director Level...

Step4: In the Requested Facility tab for each facility lines, select 'Approved' / 'Rejected' from the list .

If you select ' Approved' , You should mention the 'Approved Quantity'.

Reason for Rejection

**Note: You selected Not Recommended...This request is only approved in the Director Level...*

Request Facilities

| Facility | Description | Available Quantity | Requested Quantity | Approved Quantity | Status |
|----------|-------------|--------------------|--------------------|--------------------------------|-------------------------------|
| Mike | | 2 | 2 | <input type="text" value="0"/> | <input type="text" value=""/> |

Fill the approved Quantity

Select 'Approved'/'Rejected' from the list

Step 5: To forward this request to the next level click on ' Forward ' button .



Approve Re... / 0000106

Save or Discard

2 / 2

Reject Request **Forward** Draft Submitted Sanctioned

Click on 'Forward' Button

Resource Requisition Details

| | | | |
|--------------------------|---|------------------------|-----------------------|
| Sequence | 0000106 | Resource Name | Advanced Computer Lab |
| Requisition Date | 14/02/2017 05:30:00 | Purpose | dsc |
| Request Initiator | goutham | No of Occupants | 0 |
| Department | VICT Office | Start Date | 21/04/2017 |
| Designation | Assistant Manager(Students Welfare) , VICT Office | End Date | 21/04/2017 |
| | | Start Time | 10:00 |
| | | End Time | 12:00 |
| | | Name of Guest | |
| | | Approval | Not Recommended |
| | | Reason | test |

2.5. Can I reject a request?

Step1: Click on the ' Approve Requests - First ' menu on the left side and select the resource that you want to reject.

Step2: Click on 'Edit ' button .

Step3: Fill the reason field for rejection and click on 'Reject Request' Button .

The screenshot displays the Vidya ERP interface for Resource Management. The left sidebar contains a menu with 'Approve Requests - First' selected. The main content area shows 'Resource Requisition Details' for a request with the following information:

| | | | |
|-------------------|--|-----------------|-----------------------|
| Sequence | 0000101 | Resource Name | Advanced Computer Lab |
| Requisition Date | 04/02/2017 05:30:00 | Purpose | |
| Request Initiator | Renuka K V | No of Occupants | 0 |
| Department | Computer Science & Engineering | Start Date | 05/04/2017 |
| Designation | Trade Instructor, Computer Science & Engineering | End Date | 05/04/2017 |
| | | Start Time | 10:00 |
| | | End Time | 12:00 |
| | | Name of Guest | |
| | | Approval | Recommended |

At the top of the interface, there are buttons for 'Save or Discard', 'Reject Request', and 'Forward'. The 'Reject Request' button is highlighted with a red box. Below the details, there is a text area labeled 'Reason for Rejection' with a red box around it. A yellow callout box with a red arrow pointing to the 'Reason for Rejection' field contains the text: 'Enter Reason for Rejection and then click 'Reject Request' Button.'

III. Second/ Third/ Fourth/ Fifth/ Director level Approval Authority

3.1. How can I forward/ approve the request of a resource?

Step1: Click on the corresponding menu for approval on the left side and select the resource request that you want to forward / approve.

3.2. Can I reject a request?

Step1: Click on the corresponding menu for approval on the left side and select the resource request that you want to reject.

Step2: Click on 'Edit ' button .

Step3: Fill the reason field for rejection and click on 'Reject Request' Button.

The screenshot displays the Vidya ERP interface for resource management. On the left, a navigation menu includes 'Approve Requests - First'. The main area shows 'Resource Requisition Details' for a request with the following information:

| | | | |
|-------------------|--|-----------------|-----------------------|
| Sequence | 0000101 | Resource Name | Advanced Computer Lab |
| Requisition Date | 04/02/2017 05:30:00 | Purpose | , |
| Request Initiator | Renuka K V | No of Occupants | 0 |
| Department | Computer Science & Engineering | Start Date | 05/04/2017 |
| Designation | Trade Instructor, Computer Science & Engineering | End Date | 05/04/2017 |
| | | Start Time | 10:00 |
| | | End Time | 12:00 |
| | | Name of Guest | |
| | | Approval | Recommended |

At the top, there are buttons for 'Save or Discard', 'Reject Request', and 'Forward'. The 'Reject Request' button is highlighted with a red box. Below the details, a 'Reason for Rejection' field is shown, also highlighted with a red box. A yellow callout box with an arrow pointing to the 'Reason for Rejection' field contains the text: 'Enter Reason for Rejection and then click 'Reject Request' Button.'