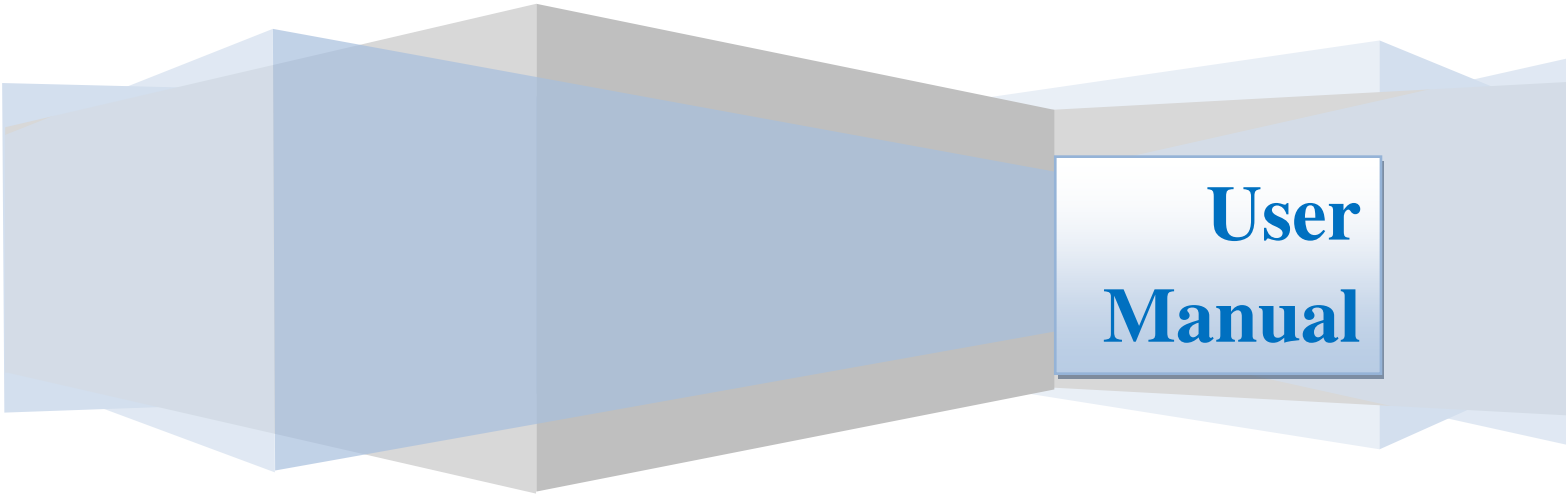
Department Of Roads

Contract Monitoring System

Version 2.0



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PREFACE

This user manual has been prepared to provide guidance to the users of Contract Monitoring System (CMS) in operating the system. This manual will instruct you on the functionalities of DoR- CMS that can be used to perform the desired task using the system.

HELPFUL HINTS

1. Use "**Tab**" key to move to the field you'd like to add information in the form.
2. The asterisk (*) sign seen with the label in any form indicates that the fields for it cannot be left blank (i.e. mandatory fields).
3. If the information provided in the text field is invalid or is mandatory the "Error Message" will display on the page.

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1 GETTING STARTED

Welcome to Department of Road- Contract Monitoring System (CMS) user guide! This user manual will assist you in working with the modules of DoR-CMS. Before you begin please make sure that you have your **Username**, **Password** and **Office Code** to log into system.

1.1 Logging In

To Log into the DoR – CMS

1. Open any browser as per your convenience and type the following URL in the address bar of your browser: http://localhost/cms/
2. After entering the URL. It will display the Login interface of the application as shown below:

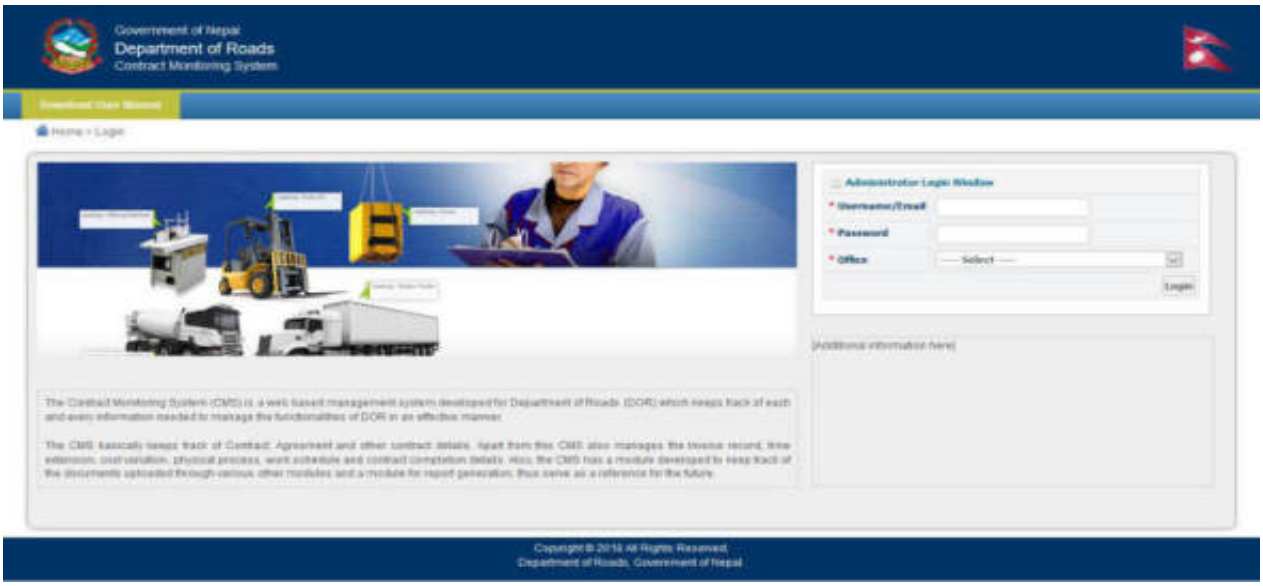


Figure 1: Login page

3. Provide your Username, Password and Office Code.
4. Click on button to enter into DoR-CMS.

   Note: Password is **case sensitive**.

5. After successfully login to system, Click

from **Dashboard** as shown below

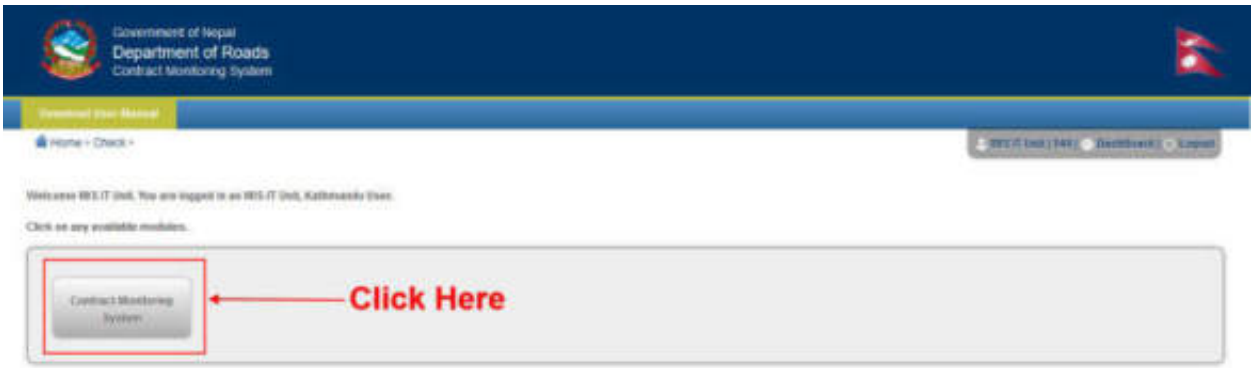


Figure 2: Dashboard with Available Module

1.2 The CMS Application Super Admin Homepage

The CMS basically keeps track of Procurement plan, Contract, Agreement and other contract details. Apart from this CMS also manages the Invoice record, time extension, cost variation, physical process, work schedule and contract completion details. Also, the CMS has a module developed to keep track of the documents uploaded through various other modules and a module for report generation, thus serve as a reference for the future.

Once you have successfully logged into the system, you are presented with CMS Homepage which is the main interface to access different modules of CMS. At the top panel, you can see the **Navigation menu** bar containing the task that you can perform. At the top right corner there is an option for **Logout, Dashboard and Configuration.**

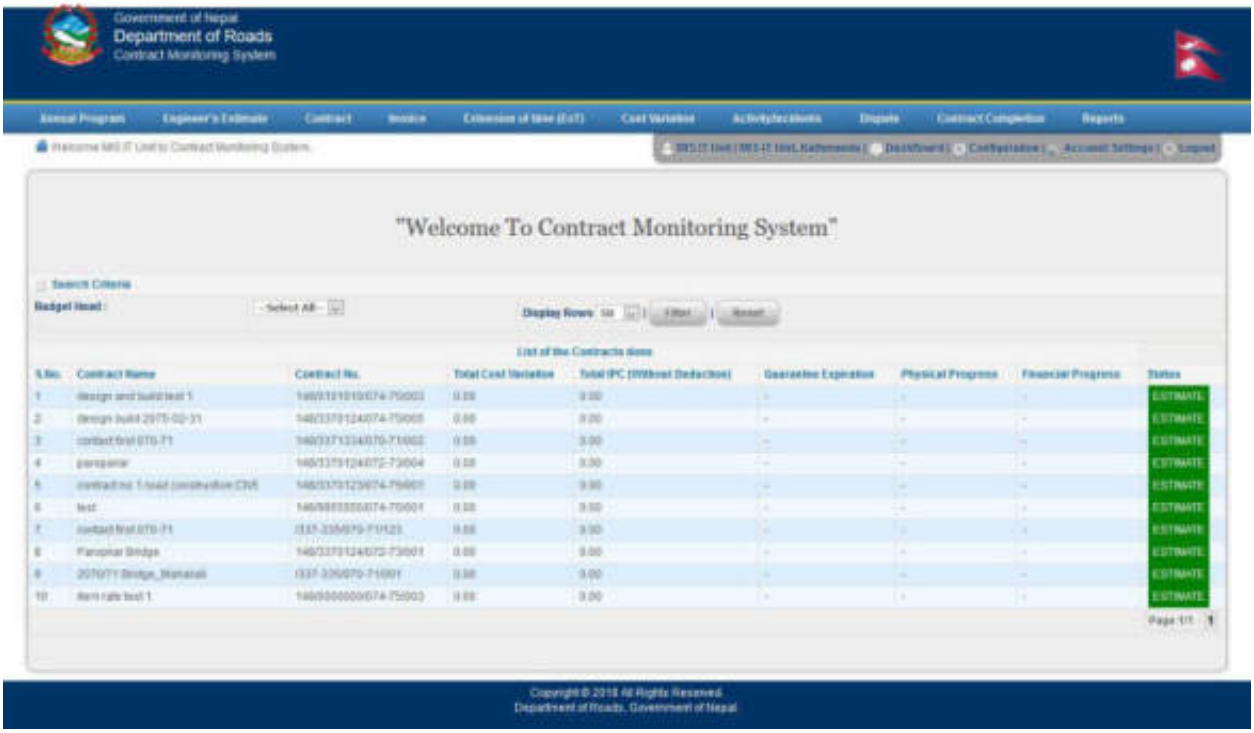


Figure 3: CMS Admin Homepage

1.3 List of Modules

The CMS application consists of the following modules, listed as:

- Annual Program
- Engineer's Estimate
- Contract
- Invoice
- Extension of Time
- Cost Variation

- Activity/Incidents
- Dispute
- Contract Completion
- Reports
- Configurations

1.4 Change password

1. Click on "Account Settings" from the homepage
2. Change password form will be displayed
3. Enter the required information
4. Click "Change password" button
5. New password will be saved.

Figure 4: Change Password

2 Configuration

In "**Configuration**" you can add, edit, view and search data. All **Form Component(i.e. dropdown box data)** of the application are define here with data, if additional data is required in **Dropdown Box** you can add data via "**Configuration**" , different configuration list provide to system are as follow.

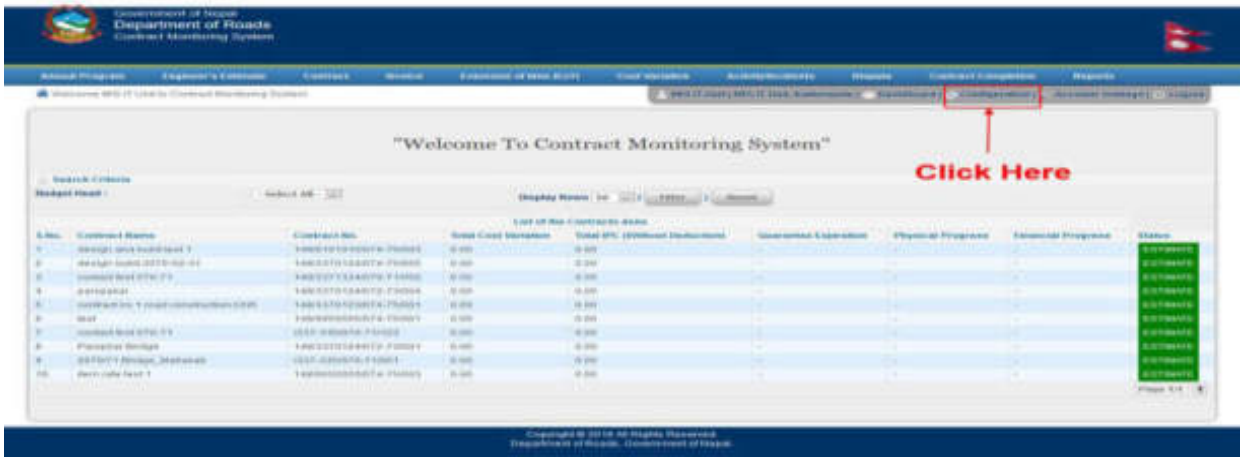


Figure 5: Configuration

- Country Setup
- Ministry Setup
- Fiscal Year Setup
- District Setup
- Region Setup
- Zone Setup
- Insurance Company Setup
- Currency Setup
- Contract Type Setup
- Office Type Setup
- Office Setup
- Department Setup
- Supplier Setup
- Supplier Category Setup
- Supplier Type Setup
- Vat Setup
- BOQ Setup
- Adjustment Setup
- Completion Type Setup
- Bank Setup
- Bank Guarantee Type Setup
- Donor Organization Setup

Click on

and the list page of configuration will be display.

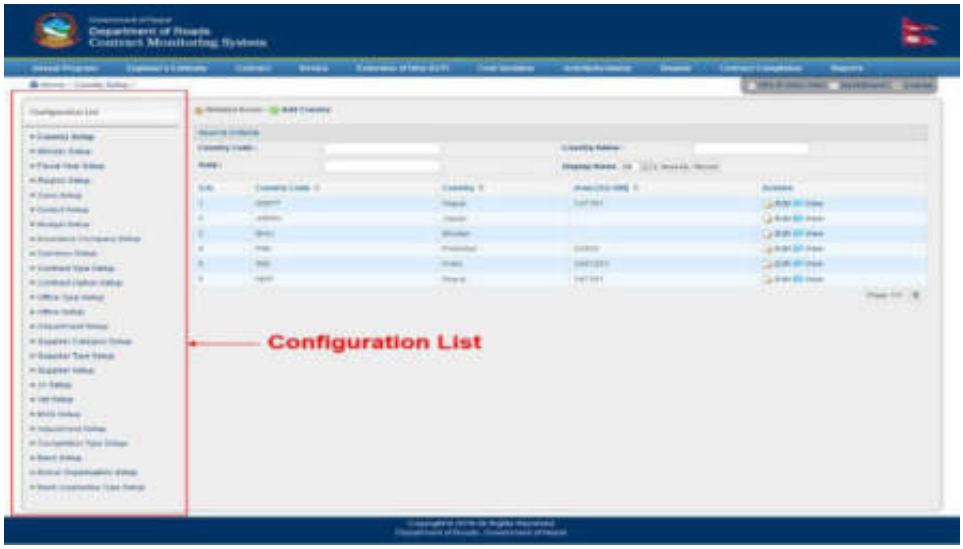


Figure 6: Configuration List

2.1 Country Setup

In county setup you can add, edit, view and search county, that is required in CMS. Click on "**Country Setup**" from **Configuration List**, view list page will display, as shown below.

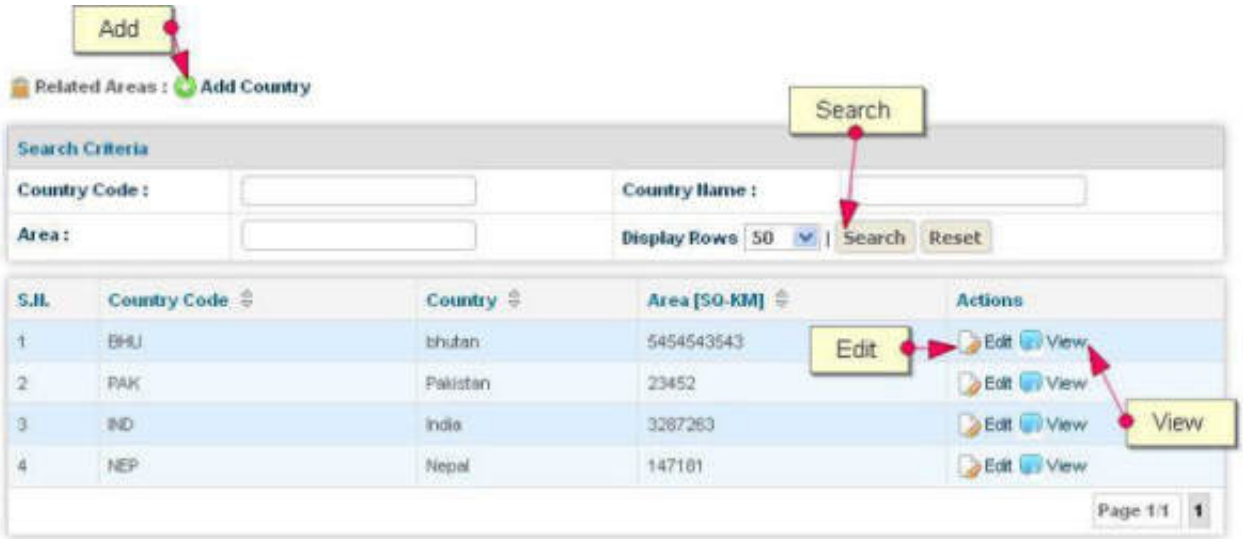


Figure 7: Country View List

2.1.1 Add Country

1. Click on Add Country .
2. A form will be display, as shown below.

Figure 8: Add New Country

3. Enter required data.
4. Click on Save button to save, newly added country.

5. If you want to cancel the process, then click Cancel button.

2.1.2 Edit Country

1. Click on Edit button from View List of County.
2. A form will be display with previously entered data in it, as shown below.

Figure 9: Edit Country

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click Cancel button to cancel, edit process.

2.1.3 View Country

1. Click on View.
2. Form with data is display as shown below.

Figure 10: View County Information

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.1.4 Search Country

To search you must insert valid data in **"Search Text Box"** as shown below

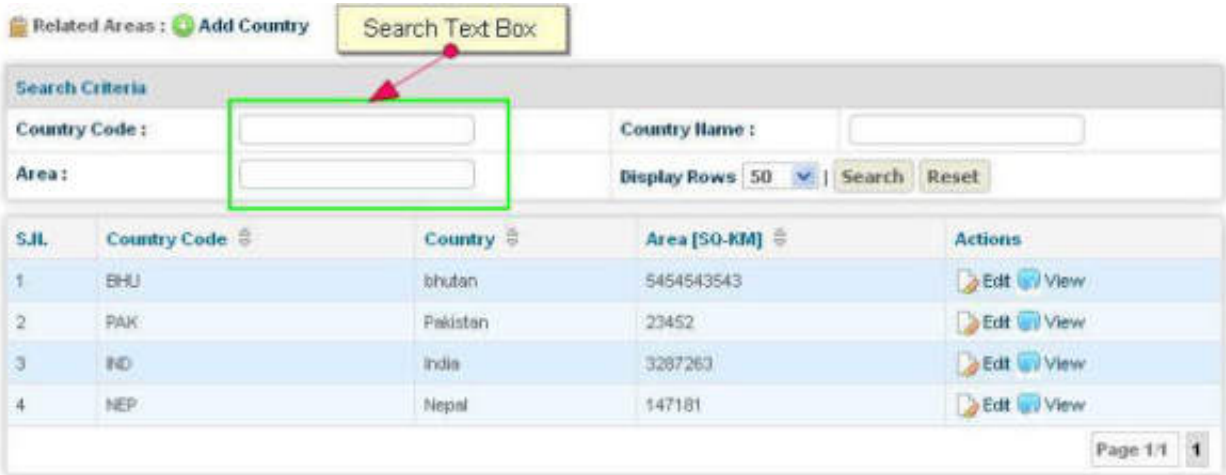


Figure 11: Search Country

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 12: Search Result

2.2 Ministry Setup

In Ministry Setup you can add, edit, view and search the ministry name. Click on "Ministry Setup" from **Configuration List**, view list page will display, as shown below.

Figure 13: Ministry View List

2.2.1 Add Ministry

1. Click on Add ministry .
2. A form will be display, as shown below.

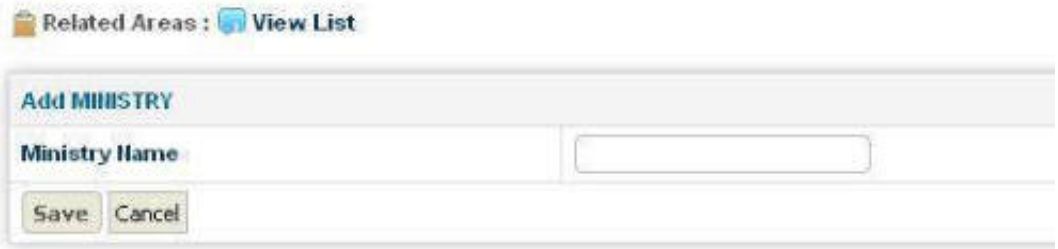


Figure 14: Add New Ministry

3. Enter required data.
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.2.2 Edit Ministry

1. Click on Edit button from View List of Ministry.
2. A form will be display with previously entered data in it, as shown below.

Figure 15: Edit Ministry

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. If you want to cancel the process, then click Cancel button.

2.2.3 View Ministry

1. Click on View.
2. Form with data is display as shown below.

Figure 16: View Ministry Information

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.2.4 Search Ministry

To search you must insert valid data in "Search Text Box" as shown below

Figure 17: Search Ministry

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 18: Search Result

2.3 Fiscal Year Setup

In "Fiscal Year Setup" you can add, edit, view and search fiscal year. Click on **Fiscal Year Setup** from **Configuration List**, view list page is display, as shown below.

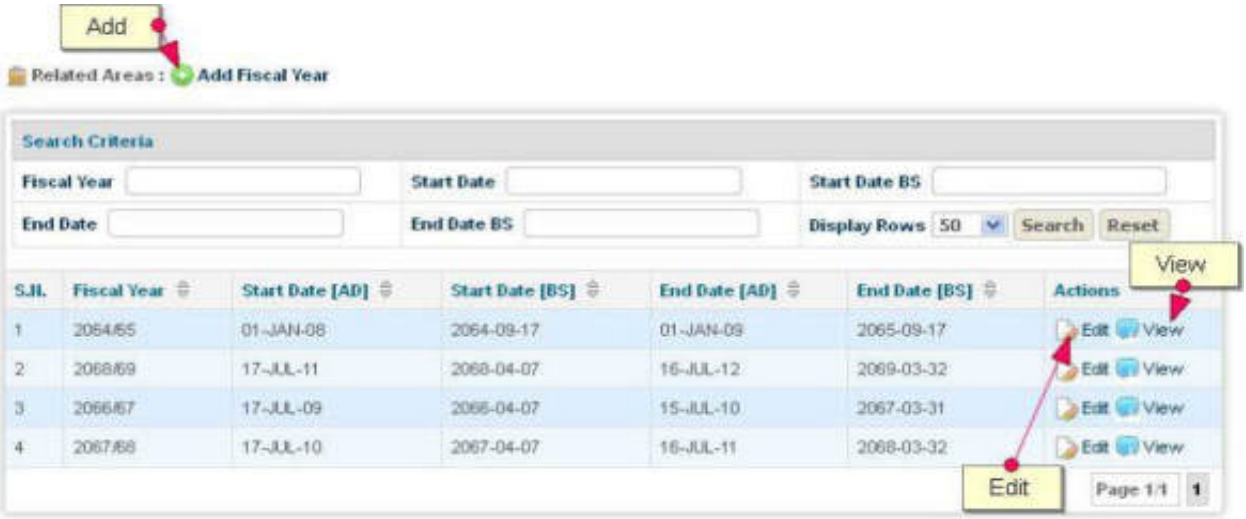


Figure 19: Fiscal Year View List

2.3.1 Add Fiscal Year

1. Click on Add Fiscal Year.
2. A form will be display, as shown below.

Figure 20: Add Fiscal Year

3. Enter required data.
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.3.2 Edit Fiscal Year

1. Click on Edit button from View List of Fiscal Year.
2. A form will be display with previously entered data in it, as shown below.

Figure 21: Edit Fiscal Year

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click Cancel button to cancel the edit process or go back to previous page.

2.3.3 View Fiscal Year

1. Click on View.
2. Form with data is display as shown below.

Figure 22: View Fiscal Year

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.3.4 Search Fiscal Year

To search you must insert valid data in "Search Text Box" as shown below

Figure 23: Search Fiscal Year

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

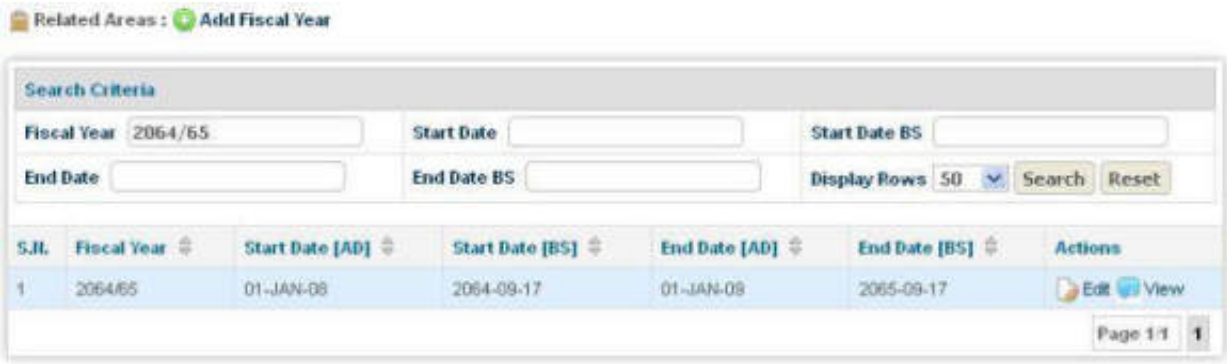


Figure 24: Search Result

2.4 Region Setup

In "Region Setup" you can add, edit, view and search the Development Region. Click on "Region Setup" from **Configuration List**, view list page is display, as shown below.

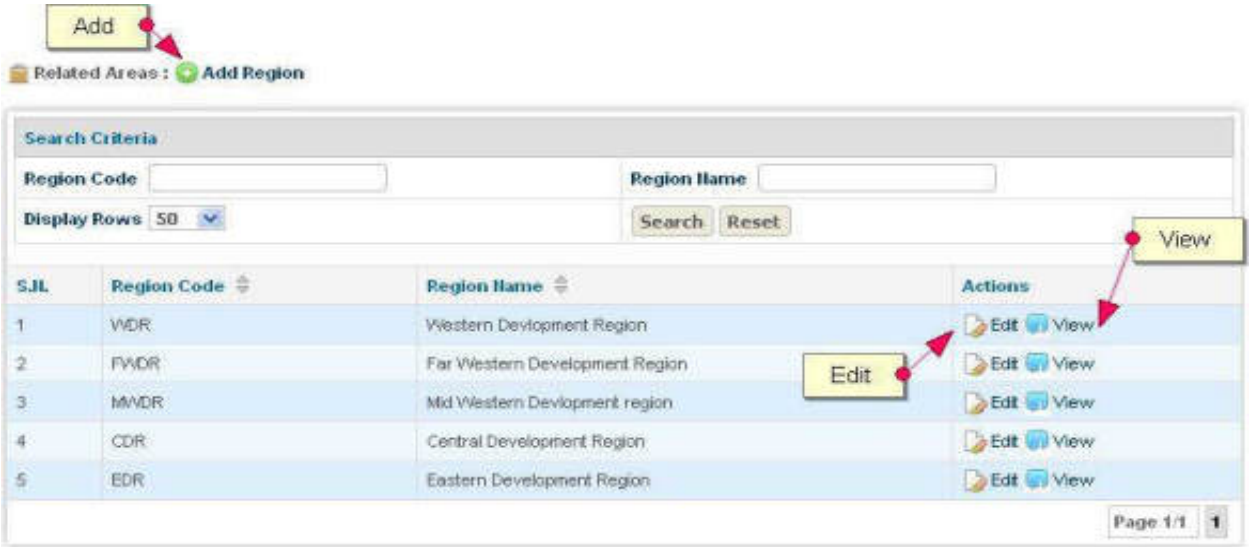


Figure 25: Region View List

2.4.1 Add Region

1. Click on Add Region.
2. A form will be display, as shown below.

Figure 26: Add Region

3. Enter required data.
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.4.2 Edit Region

1. Click on Edit button from View List of Region.
2. A form will be display with previously entered data in it, as shown below.

Figure 27: Edit Region

3. Make necessary changes in data.
4. Click on Save button to save.
5. Click Cancel button to cancel the edit process or go back to previous page.

2.4.3 View Region

1. Click on View.
2. Form with data is display as shown below.

Figure 28: View Region

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.4.4 Search Region

To search you must insert valid data in "Search Text Box" as shown below.

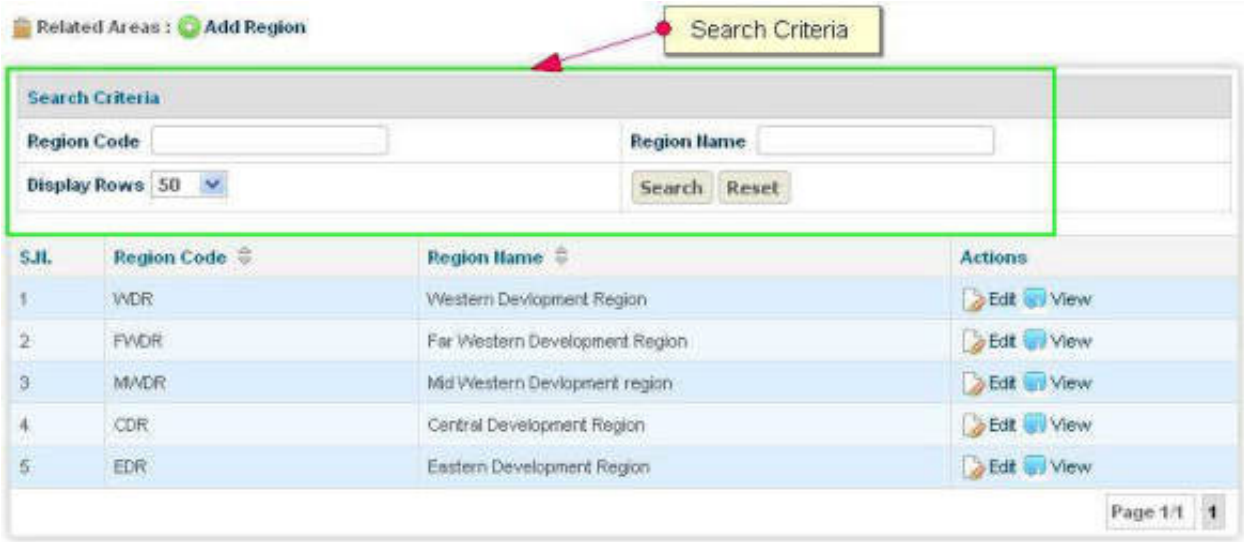


Figure 29: Search Region

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

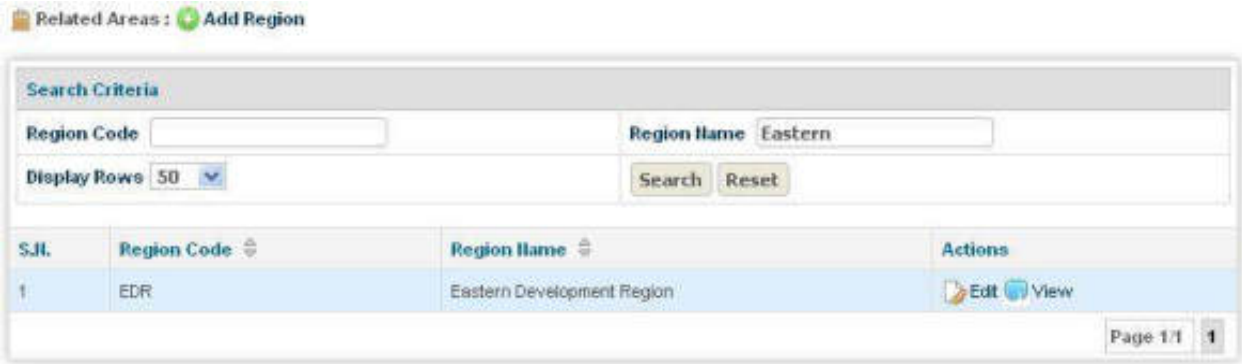


Figure 30: Search Result

2.5 Zone Setup

In "Zone Setup" you can add, edit, view and search the Zone. Click on "Zone Setup" from **Configuration List**, view list page is display, as shown below.

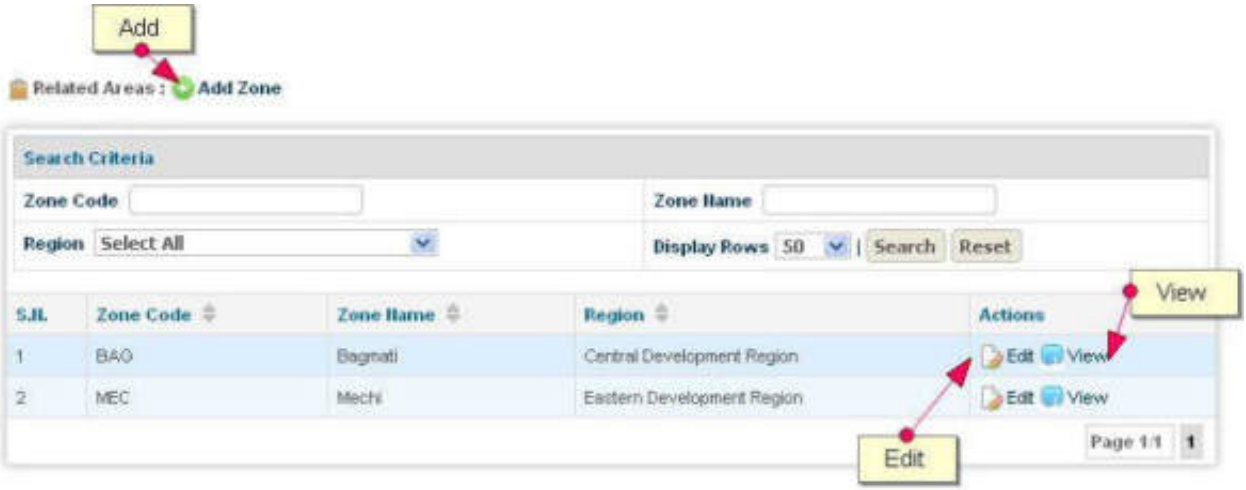


Figure 31: Zone View List

2.5.1 Add Zone

1. Click on Add Zone .
2. A form will be display, as shown below.

Figure 32: Add Zone

3. Enter the required data; you can add other **Region** in Region **Dropdown box** via "Region setup" from **Configuration list.**
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.5.2 Edit Zone

1. Click on Edit button from View List of Zone.
2. A form will be display with previously entered data in it, as shown below.

Figure 33: Edit Zone

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click Cancel button to cancel the edit process or go back to previous page.

2.5.3 View Zone

1. Click on View.
2. Form with data is display as shown below.

Figure 34: View Zone

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.5.4 Search Zone

To search you must insert valid data in "Search Text Box" as shown below

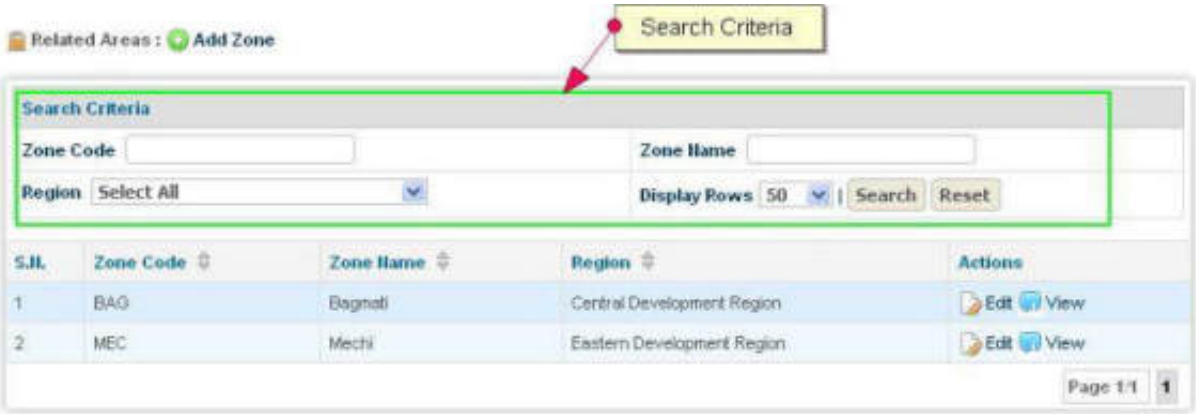


Figure 35: Search Zone

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 36: Search Result

2.6 District Setup

In "District Setup" you can add, edit, view and search the District. Click on "District Setup" from **Configuration List**, view list page is display, as shown below.

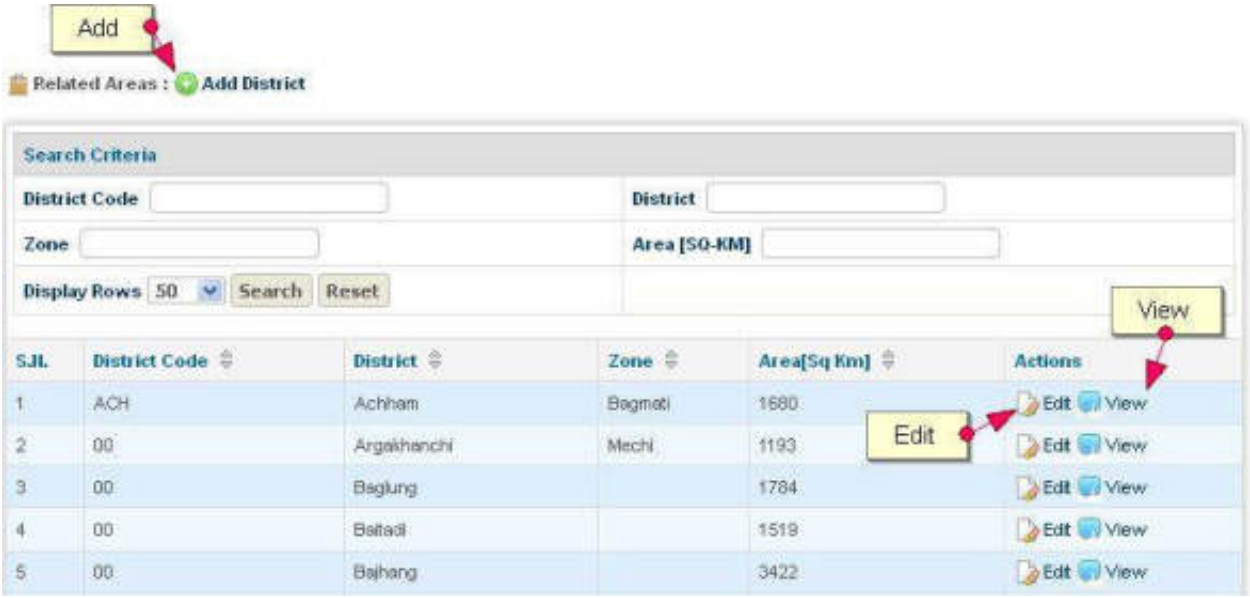


Figure 37: District View List

2.6.1 Add District

1. Click on **Add District** .
2. A form will be display, as shown below.

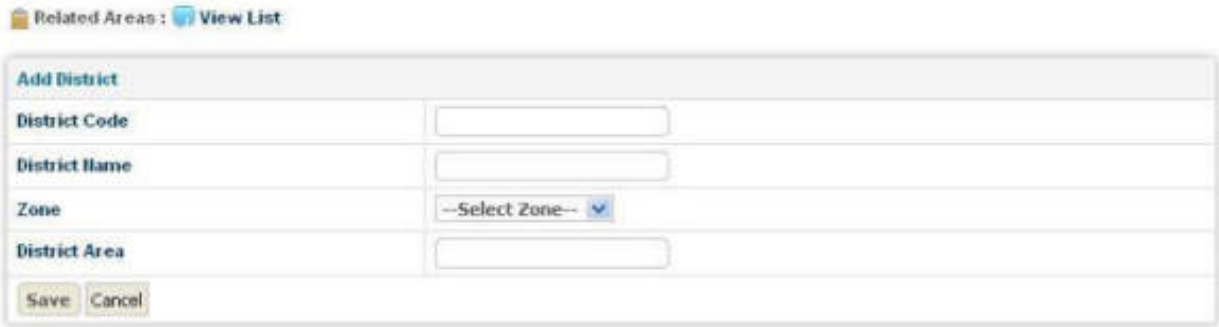


Figure 38: Add District

3. Enter the required data.

4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.6.2 Edit District

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 39: Edit District

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click Cancel button to cancel the edit process or go back to previous page.

2.6.3 View District

1. Click on View.
2. Form with data is display as shown below.

Figure 40: View District

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.6.4 Search District

To search you must insert valid data in "Search Text Box" as shown below

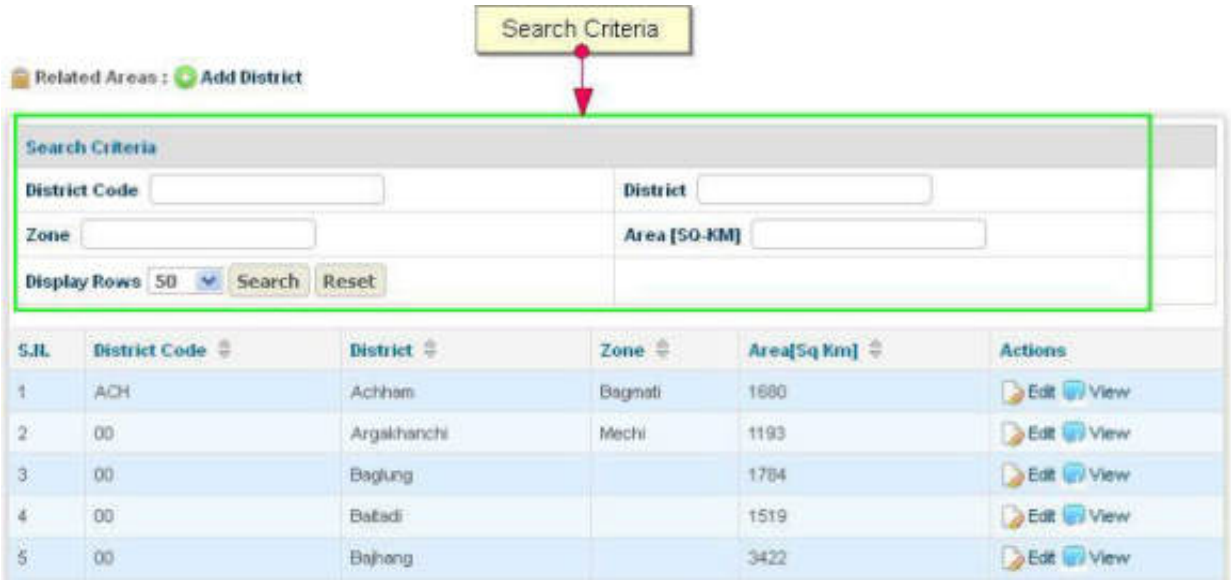


Figure 41: Search District

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 42: Search Result

2.7 Budget Setup

In "Budget Setup" you can add, edit, view and search the budget. Click on "Budget Setup" from **Configuration List**, view list page is display, as shown below.

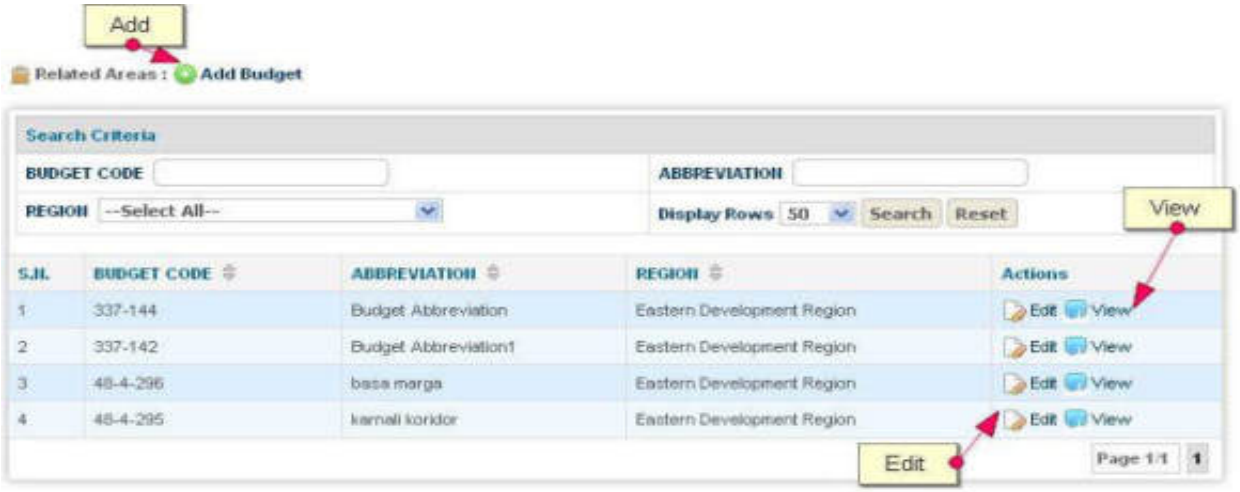


Figure 43: Budget View List

2.7.1 Add Budget

1. Click on Add Budget.
2. A form will be display, as shown below.

Figure 44: Add Budget

3. Enter the required data.
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.7.2 Edit Budget

1. Click on Edit button from View List of Budget
2. A form will be display with previously entered data in it, as shown below.

Figure 45: Edit Budget

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click Cancel button to cancel the edit process or go back to previous page.

2.7.3 View Budget

1. Click on View.
2. Form with data is display as shown below.

Figure 46: View Budget

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.7.4 Search Budget

To search you must insert valid data in "Search Text Box" as shown below

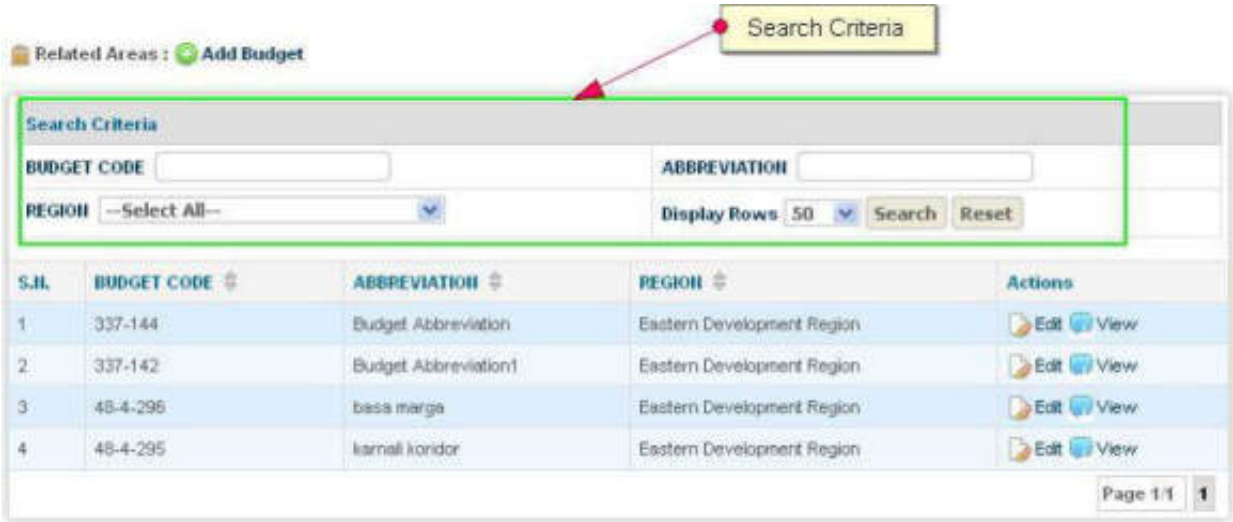


Figure 47: Search Budget

3. Enter valid data in search text box.
4. Click on Search button to view search result. If data found data will be display.

Figure 48: Search Result

2.8 Insurance Company Setup

In "Insurance Company Setup" you can add, edit, view and search the Insurance Company. Click on "Insurance Company" from **Configuration List**, view list page is display, as shown below.

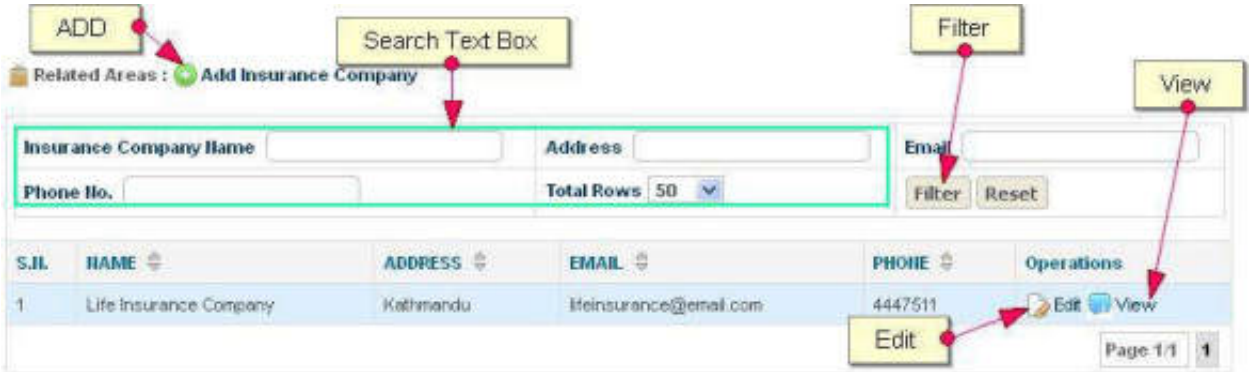


Figure 49: Insurance Company View List

2.8.1 Add Insurance Company

1. Click on **Add Insurance Company**.
2. A form will be display, as shown below.

Figure 50: Add Insurance Company

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.8.2 Edit Insurance Company

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 51: Edit Insurance Company

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.8.3 View Insurance Company

1. Click on View.
2. Form with data is display as shown below.

Figure 52: View Insurance Company

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.8.4 Search Insurance Company

To search you must insert valid data in "Search Text Box" as shown below

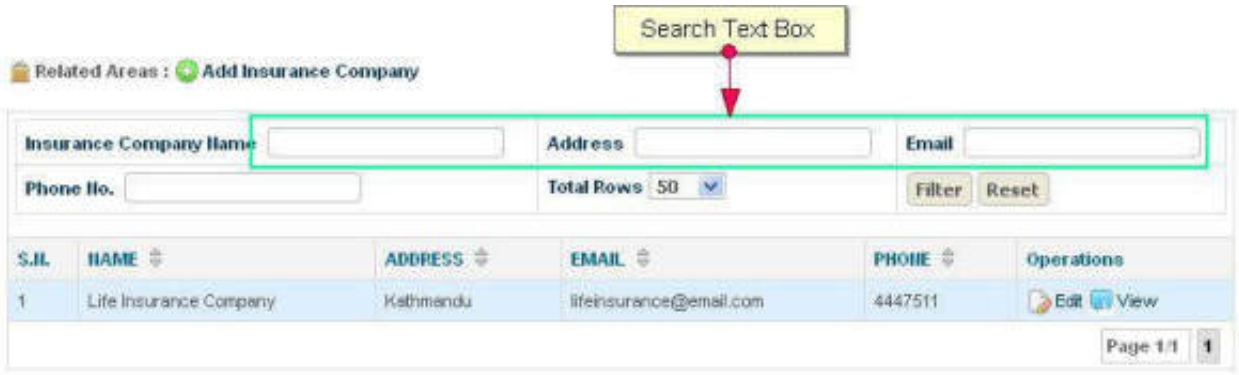


Figure 53: Search Insurance Company

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

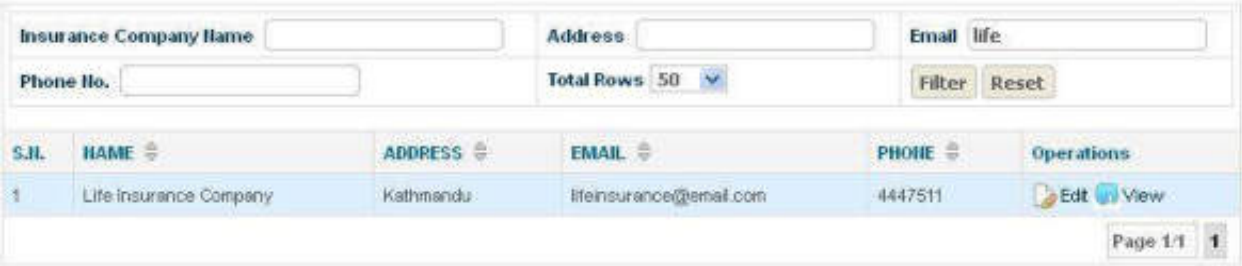


Figure 54: Search Result

2.9 Currency Setup

In "Currency Setup" you can add, edit, view and search the Currency. Click on "Currency Setup" from **Configuration List**, view list page is display, as shown below.

Figure 55: Currency View List

2.9.1 Add Currency

1. Click on Add Currency.
2. A form will be display, as shown below.

Figure 56: Add Currency

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.9.2 Edit Currency

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 57: Edit Currency

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.9.3 View Currency

1. Click on View.
2. Form with data is display as shown below.

Figure 58: View Currency

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.9.4 Search Currency

To search you must insert valid data in "Search Text Box" as shown below

Figure 59: Search Currency

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 60: Search Result

2.10 Contract Type Setup

In "Contract Type Setup" you can add, edit, view and search the Contract Type. Click on "Contract Type Setup" from **Configuration List**, view list page is display, as shown below.

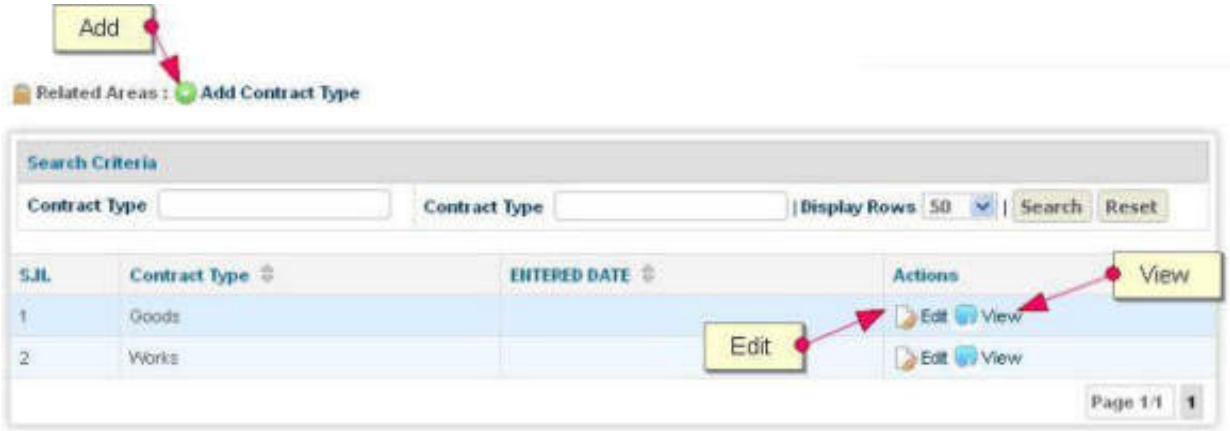


Figure 61: Contract Type View List

2.10.1 Add Contract Type

1. Click on **Add Contract Type**.
2. A form will be display, as shown below.

Figure 62: Add Contract Type

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.10.2 Edit Contract Type

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 63: Edit Contract Type

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.10.3 View Contract Type

1. Click on View.
2. Form with data is display as shown below.

Figure 64: View Contract Type

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.10.4 Search Contract Type

To search you must insert valid data in “Search Text Box” as shown below

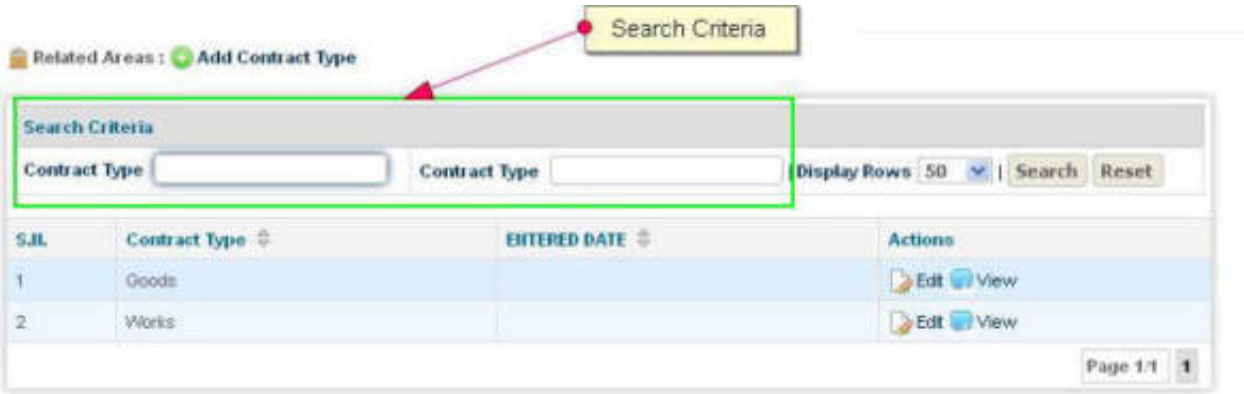


Figure 65: Search Contract Type

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Figure 66: Search Result

2.11 Office Type Setup

In "Office Type Setup" you can add, edit, view and search the Office Type. Click on "Office Type Setup" from **Configuration List**, view list page is display, as shown below.

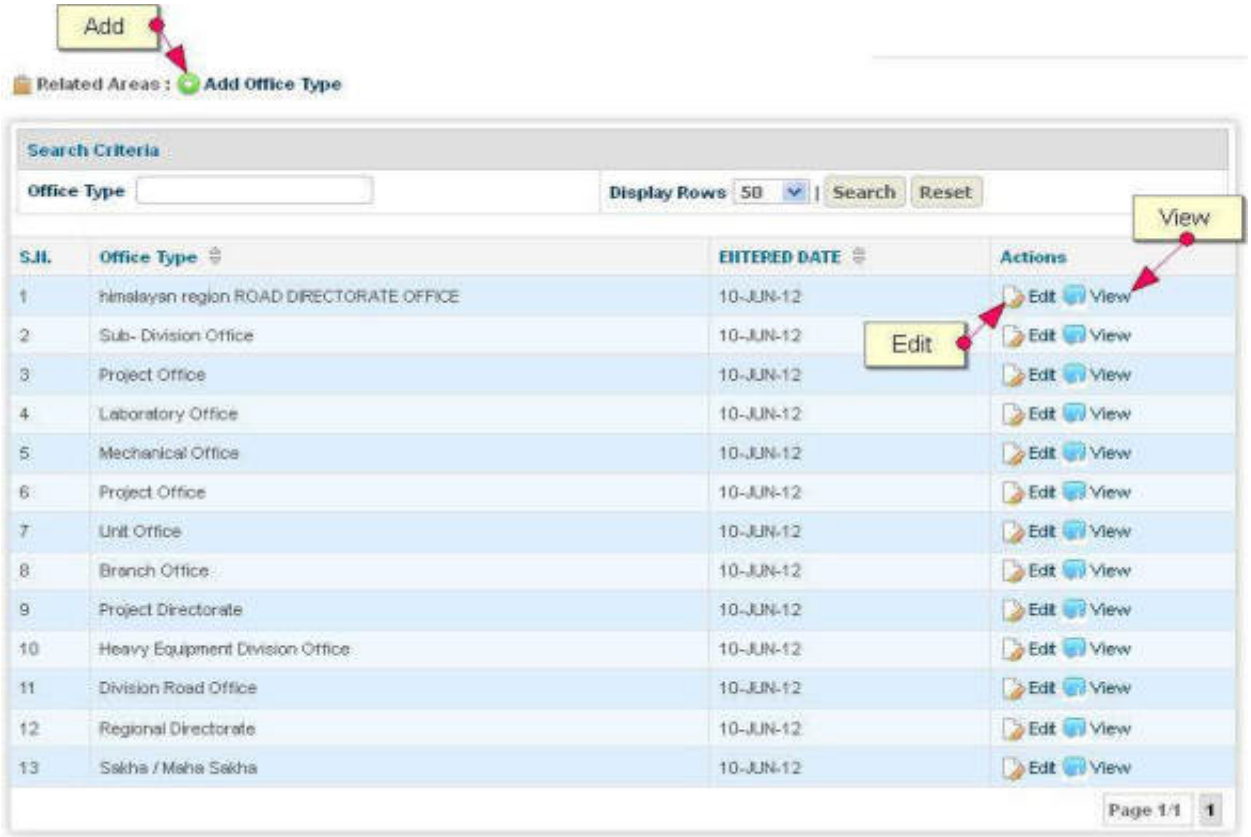


Figure 67: Office Type View List

2.11.1 Add Office Type

1. Click on **Add Office Type**.
2. A form will be display, as shown below.

Figure 68: Add Office Type

3. Enter required data.

4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.11.2 Edit Office Type

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 69: Edit Office Type

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.11.3 View Office Type

1. Click on View.
2. Form with data is display as shown below.

Figure 70: View Office Type

3. Click on Edit to change data.

4. Click on Cancel to cancel process or go back to view list.

2.11.4 Search Office Type

To search you must insert valid data in "Search Text Box" as shown below

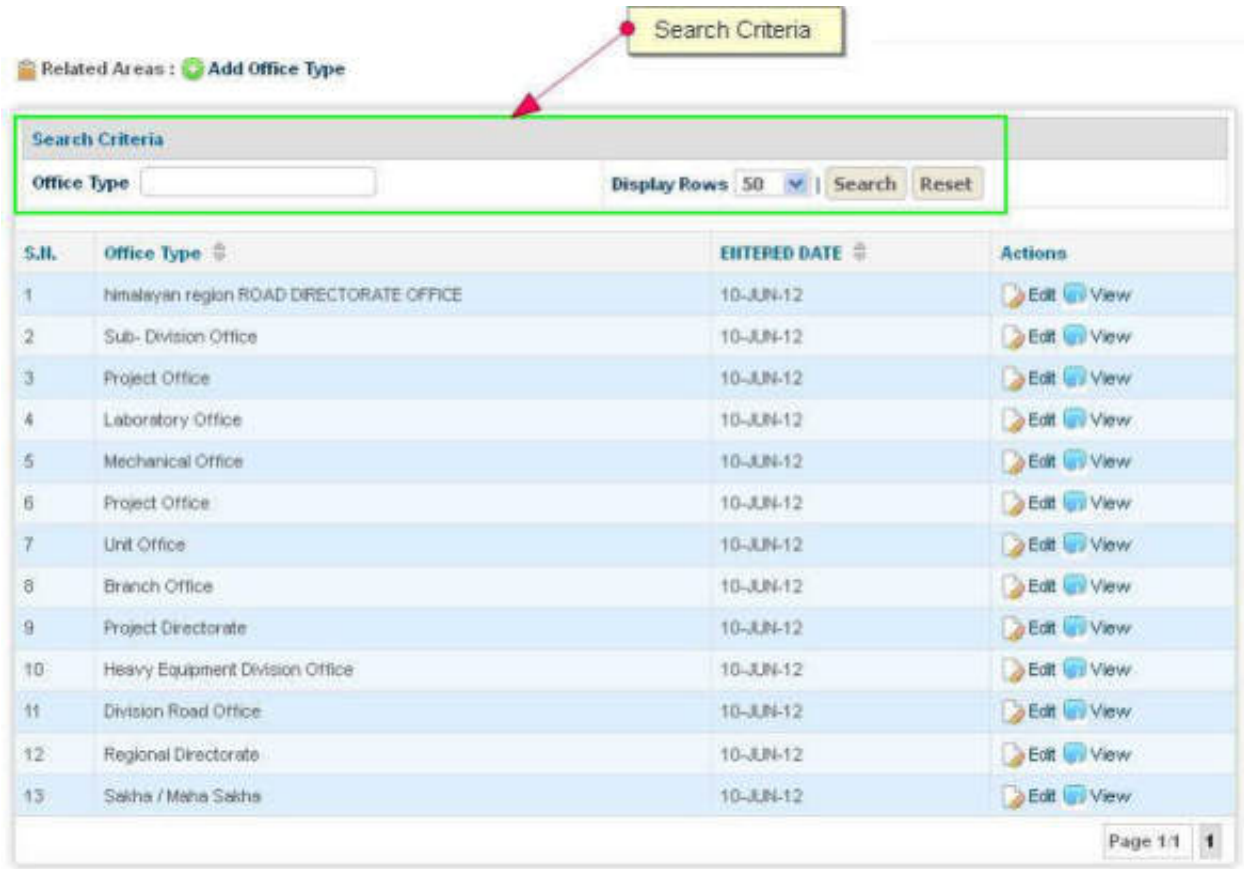


Figure 71: Search Office Type

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.12 Office Setup

In "Office Setup" you can add, edit, view and search the Office. Click on "Office Setup" from **Configuration List**, view list page is display, as shown below.

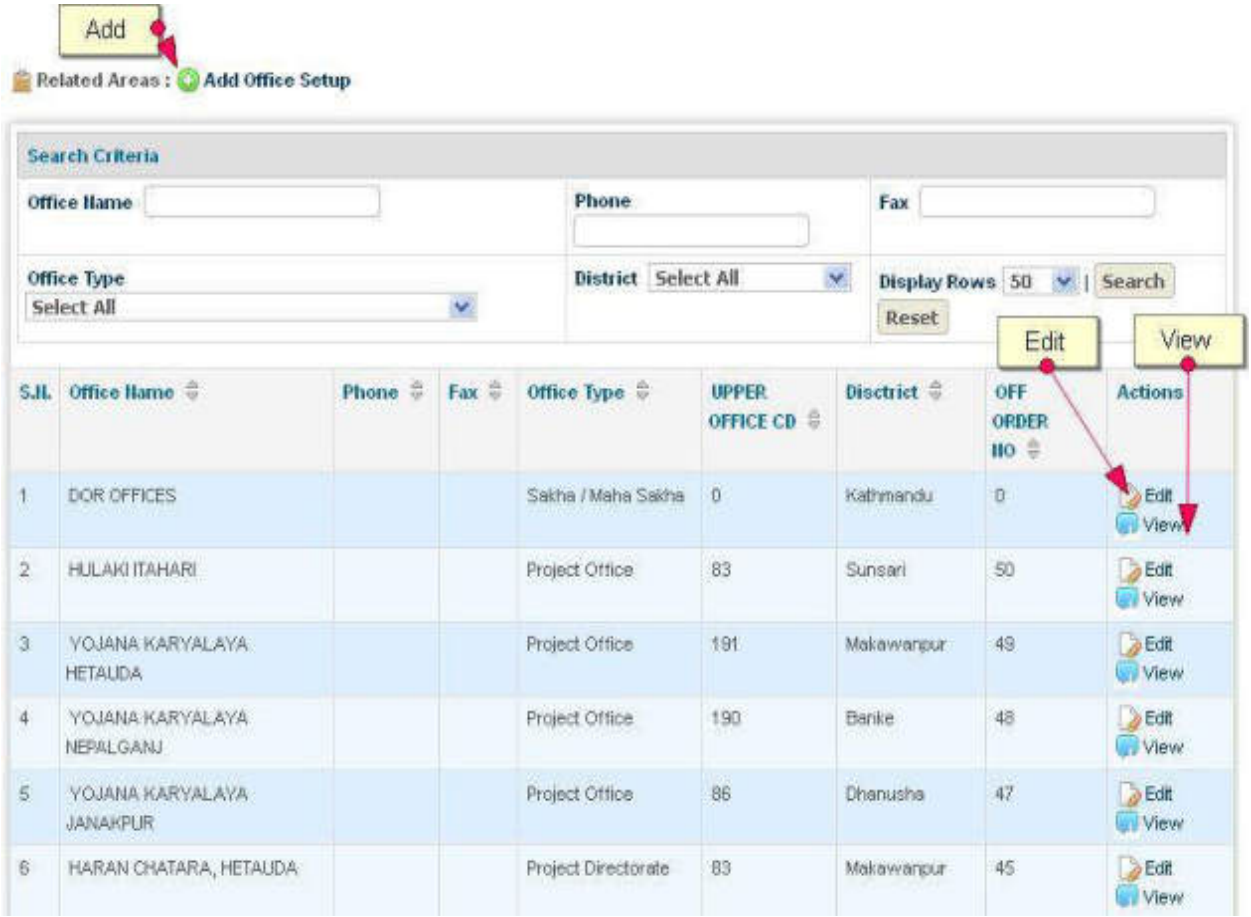


Figure 72: Office View List

2.12.1 Add Office

1. Click on Add Office Setup.
2. A form will be display, as shown below.

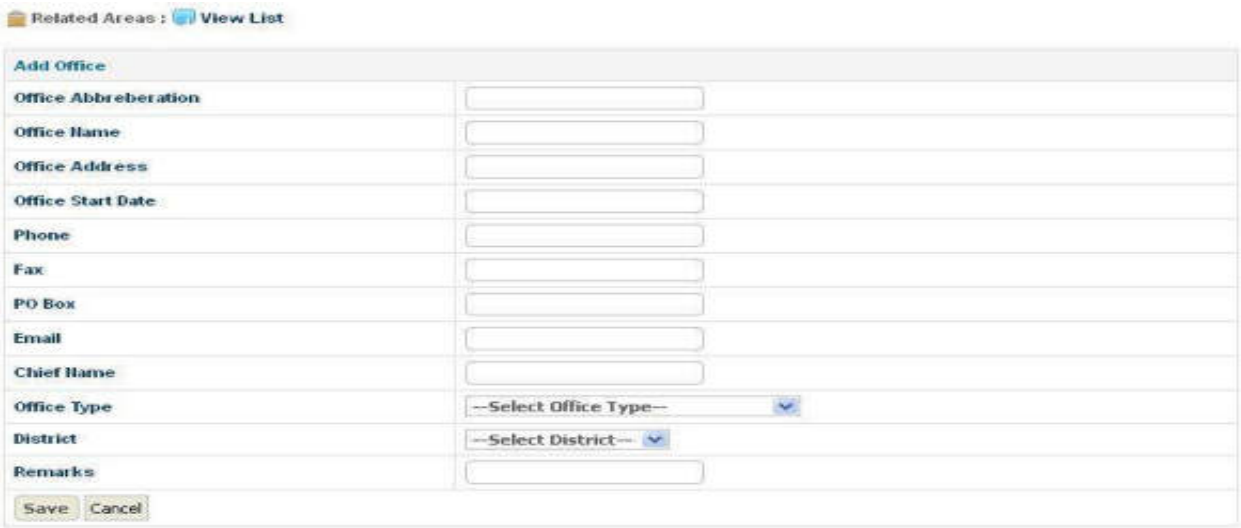


Figure 73: Add Office

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.12.2 Edit Office

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

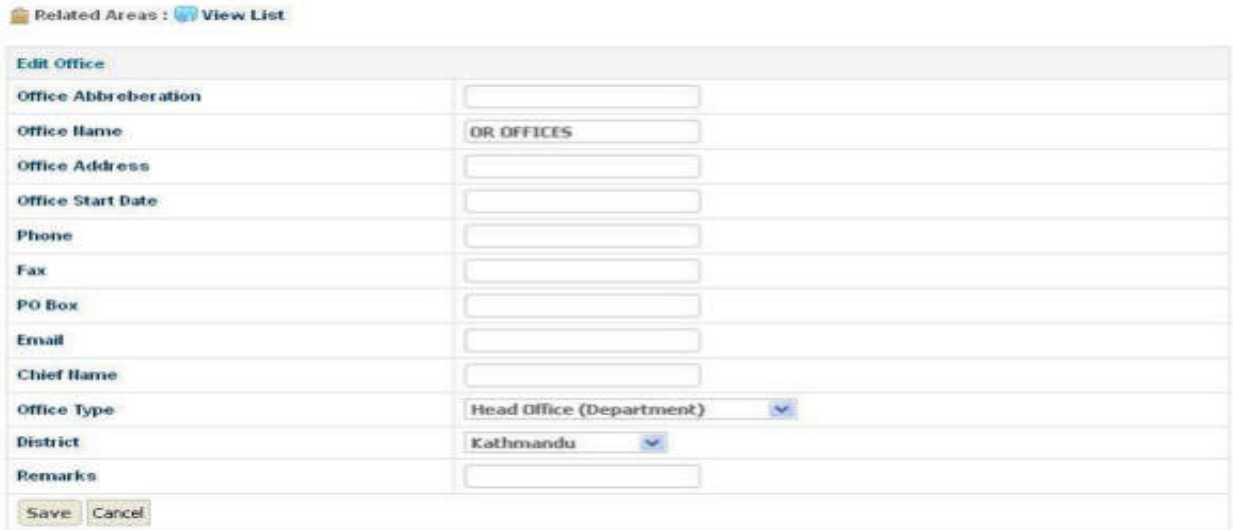


Figure 74: Edit Office

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.12.3 View Office

1. Click on View.
2. Form with data is display as shown below.

Related Areas : View List

Office Details	
Office Abbreviation	
Office Name	DOR OFFICES
Office Address	
Office Start Date	01-JAN-70
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	Sakha / Maha Sakha
UPPER OFFICE CD	0
District	Kathmandu
Remarks	

Edit Cancel

Figure 75: View Office

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.12.4 Search Office

To search you must insert valid data in "Search Text Box" as shown below

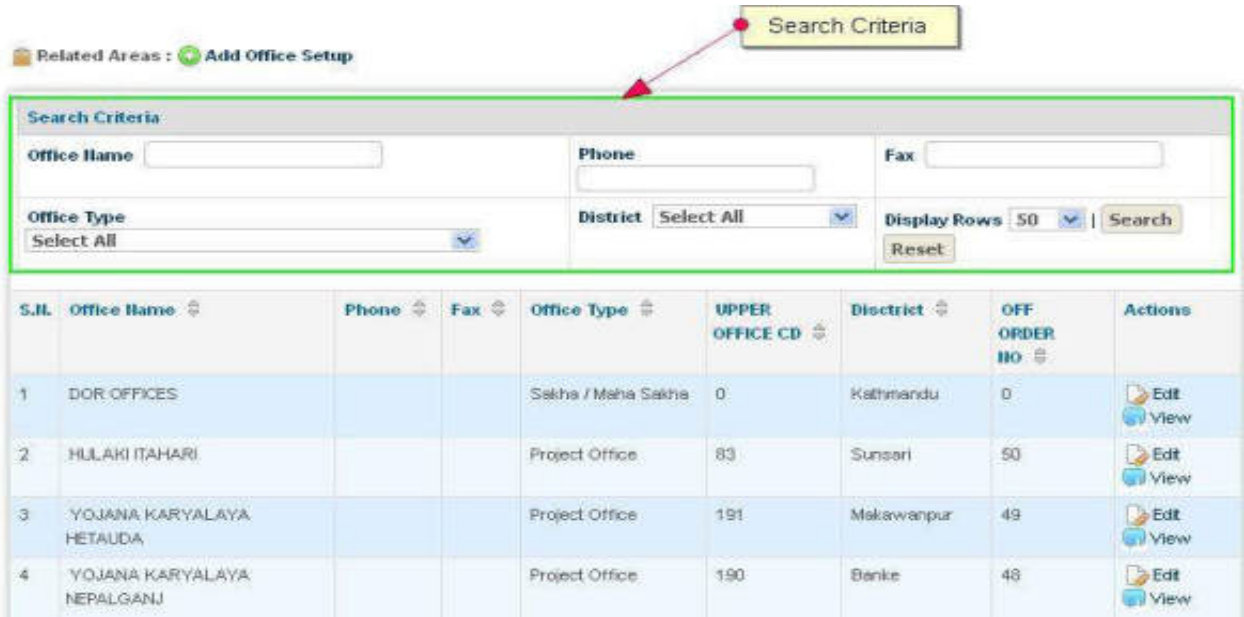


Figure 76: Search Office

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.13 Department Setup

In "Department Setup" you can add, edit, view and search the Department. Click on "Department Setup" from **Configuration List**, view list page is display, as shown below.

Figure 77: Department View List

2.13.1 Add Department

1. Click on Add Department.
2. A form will be display, as shown below.

Figure 78: Add Department

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.13.2 Edit Department

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 79: Edit Department

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.13.3 View Department

1. Click on View.
2. Form with data is display as shown below.

Figure 80: View Department

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.13.4 Search Department

To search you must insert valid data in "Search Text Box" as shown below

Figure 81: Search Department

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.14 Supplier Category Setup

In "Supplier category Setup" you can add, edit, view and search the Supplier. Click on "Supplier category Setup" from **Configuration List**, view list page is display, as shown below.

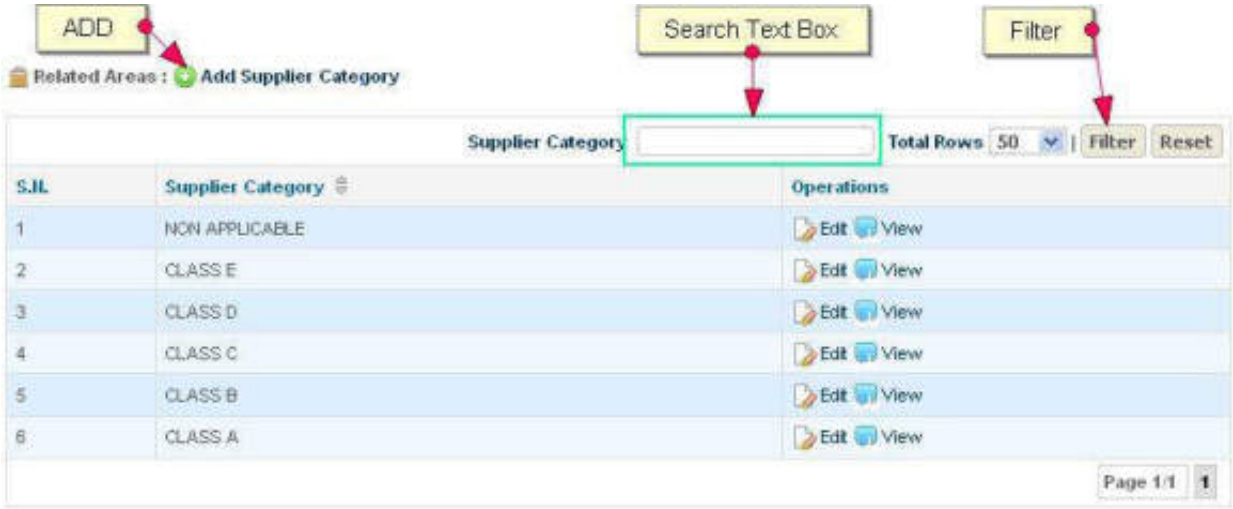


Figure 82: Supplier Category View List

2.14.1 Add Supplier Category

1. Click on Add Supplier Category.
2. A form will be display, as shown below.

Figure 83: Add Supplier Category

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.14.2 Edit Supplier Category

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 84: Edit Supplier

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.14.3 View Supplier Category

1. Click on View.
2. Form with data is display as shown below.

Figure 85: View Supplier Category

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.14.4 Search Supplier Category

To search you must insert valid data in "Search Text Box" as shown below

Figure 86: Search Supplier Category

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.15 Supplier Type Setup

In "Supplier Type Setup" you can add, edit, view and search the Supplier Type. Click on "Supplier Type Setup" from **Configuration List**, view list page is display, as shown below.

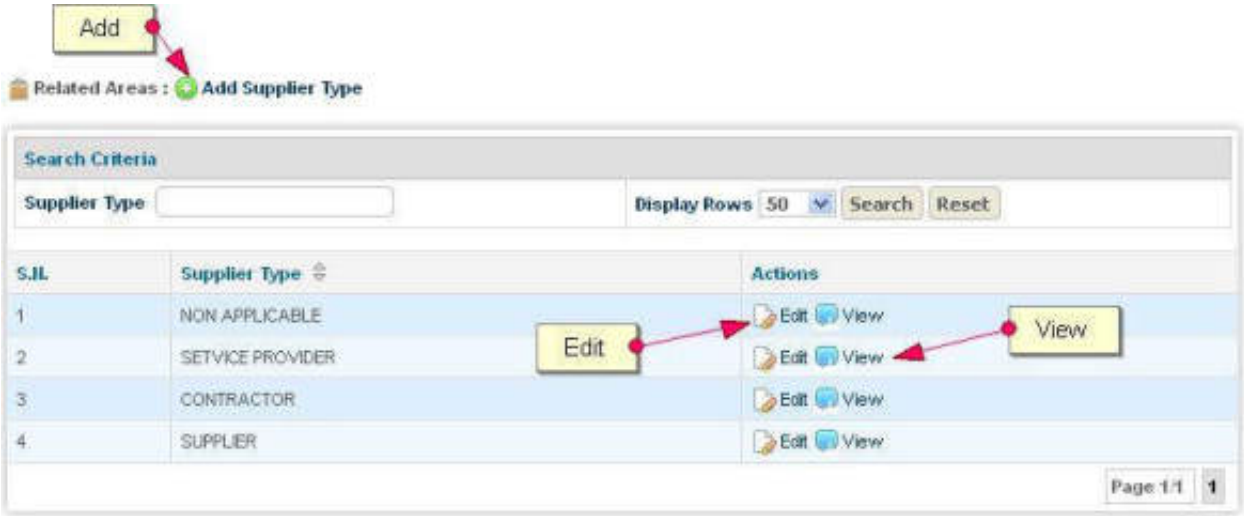


Figure 87: Supplier Type View List

2.15.1 Add Supplier Type

1. Click on Add Supplier Type .
2. A form will be display, as shown below.

Figure 88: Add Supplier Type

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.15.2 Edit Supplier Type

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 89: Edit Supplier Type

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.15.3 View Supplier Type

1. Click on View.
2. Form with data is display as shown below.

Figure 90: View Supplier Type

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.15.4 Search Supplier Type

To search you must insert valid data in “Search Text Box” as shown below

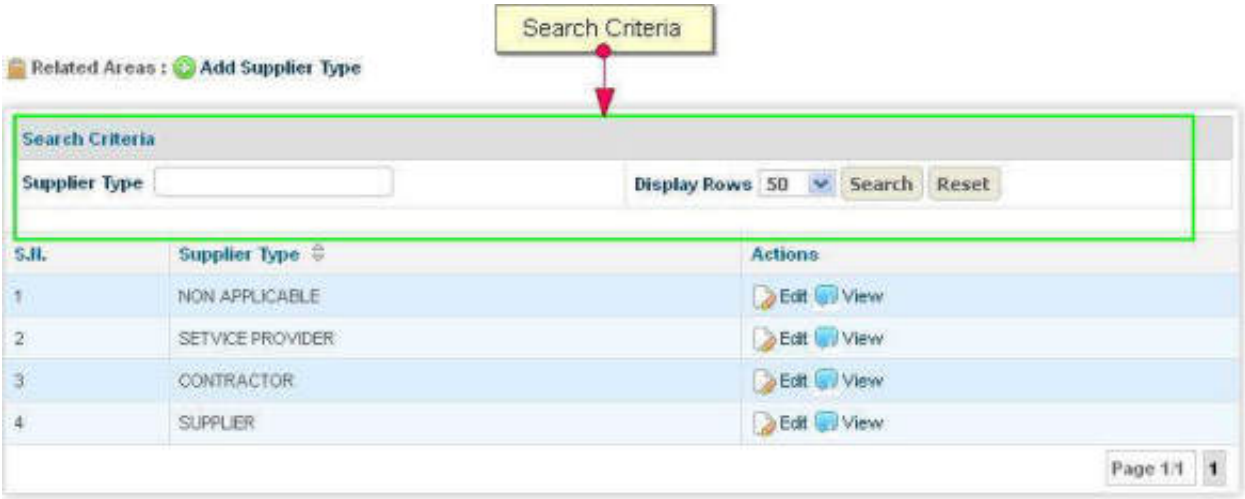


Figure 91: Search Supplier Type

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.16 Supplier Setup

In "Supplier Setup" you can add, edit, view and search the Supplier. Click on "Supplier Setup" from **Configuration List**, view list page is display, as shown below.

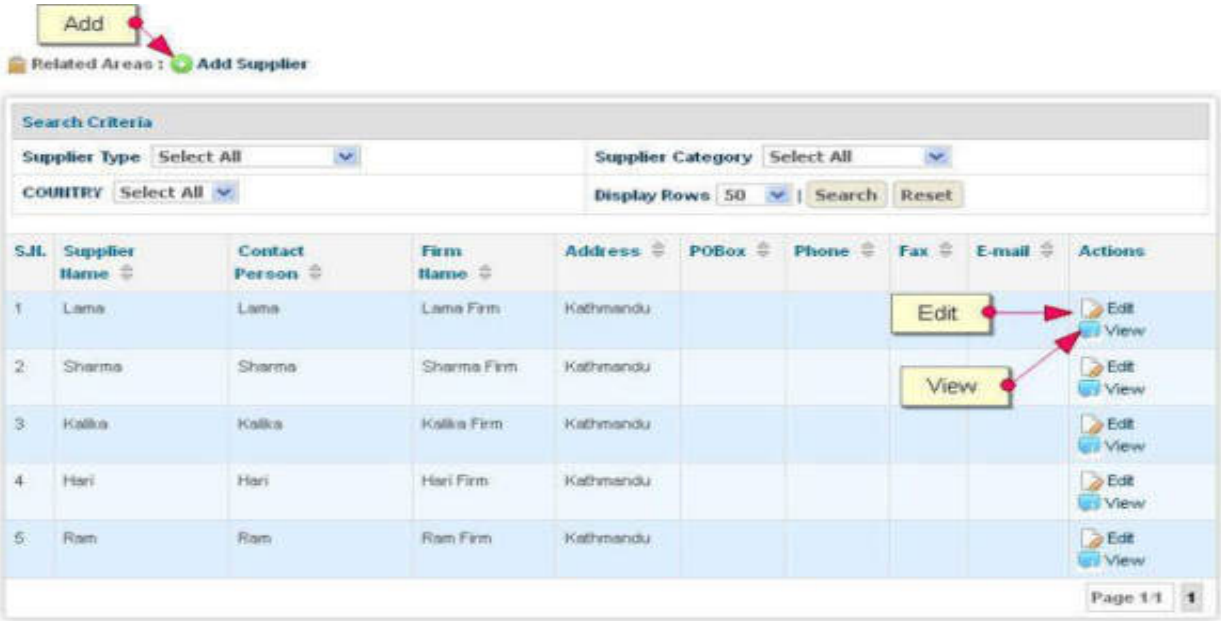


Figure 92: Supplier View List

2.16.1 Add Supplier

1. Click on Add Supplier.
2. A form will be display, as shown below.

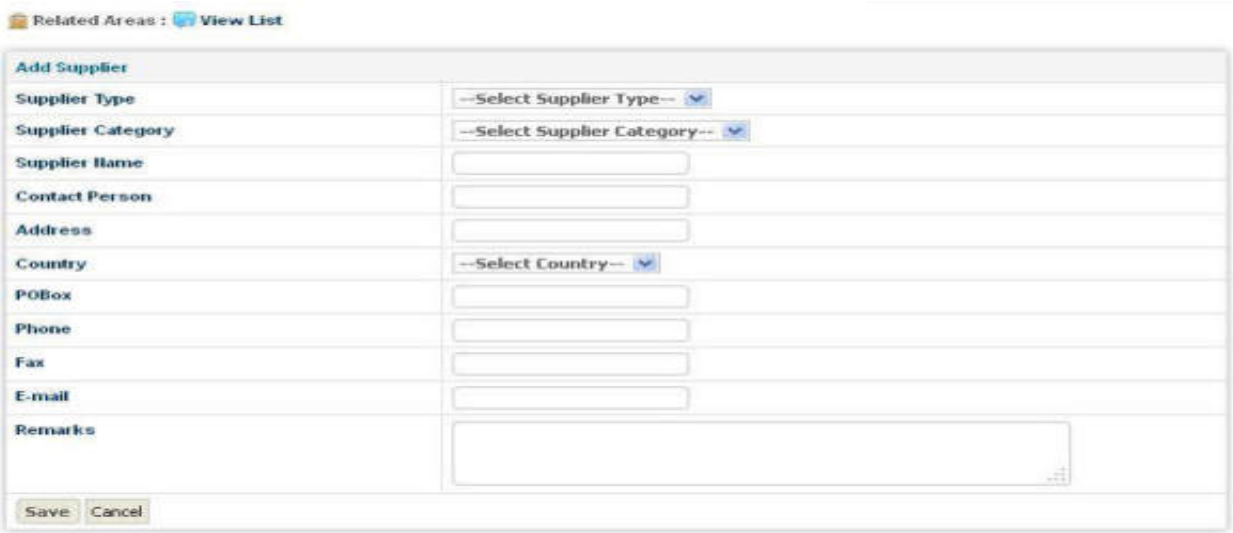


Figure 93: Add Supplier

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.16.2 Edit Supplier

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

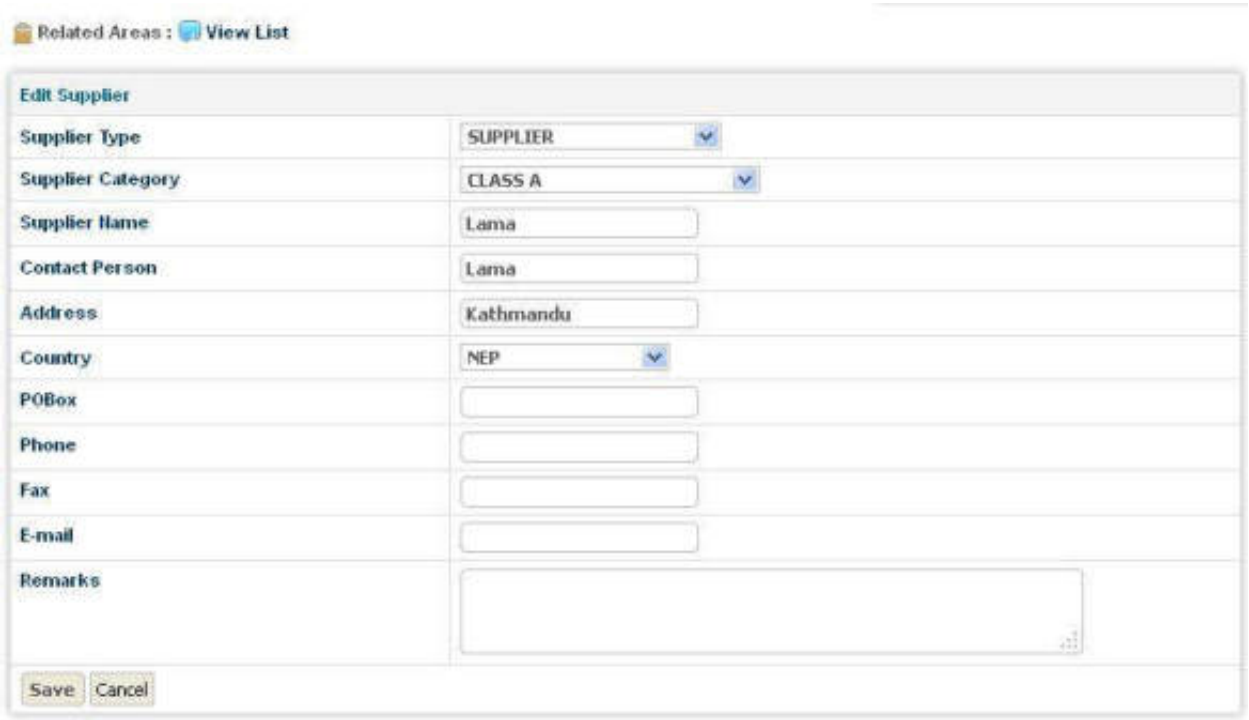


Figure 94: Edit Supplier

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.16.3 View Supplier

1. Click on View.
2. Form with data is display as shown below.

Related Areas : List

Supplier Details	
SUPPLIER NAME	Lama
SUPPLIER TYPE	SUPPLIER
SUPPLIER CATEGORY	CLASS A
CONTACT PERSON	Lama
ADDRESS	Kathmandu
COUNTRY	Nepal
PO BOX	
PHONE	
FAX	
EMAIL	
REMARKS	

Edit Cancel

Figure 95: View Supplier

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.16.4 Search Supplier

To search you must insert valid data in "Search Text Box" as shown below

Figure 96: Search Supplier

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.17 VAT Setup

In "VAT Setup" you can add, edit, view and search the VAT. Click on "VAT" from **Configuration List**, view list page is display, as shown below.

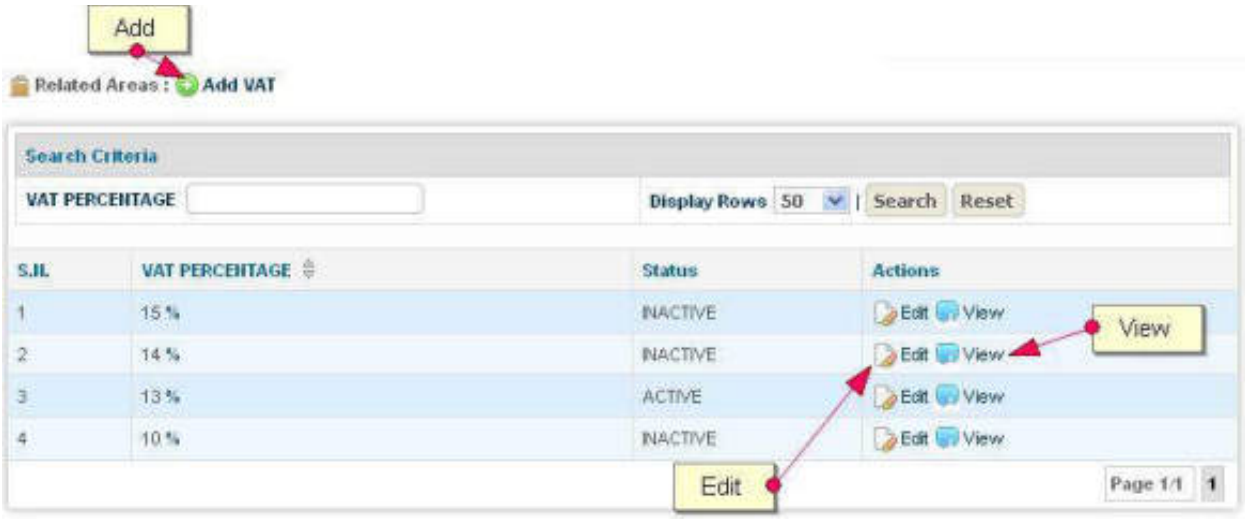


Figure 97: VAT View List

2.17.1 Add VAT

1. Click on Add VAT.
2. A form will be display, as shown below.

Figure 98: Add VAT

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.17.2 Edit VAT

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

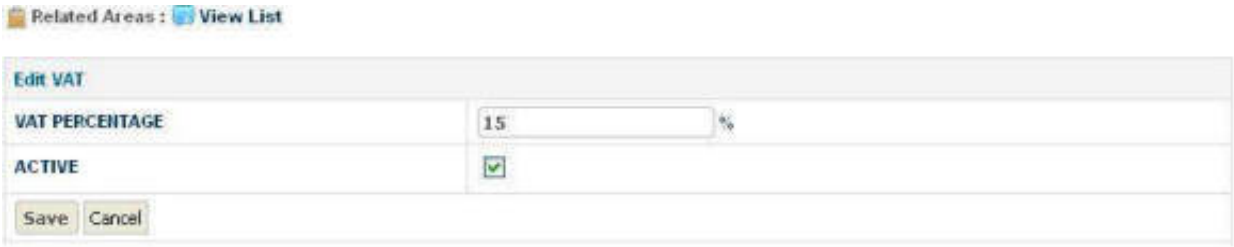


Figure 99: Edit VAT

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.17.3 View VAT

1. Click on View.
2. Form with data is display as shown below.

Figure 100: View VAT

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.17.4 Search VAT

To search you must insert valid data in “Search Text Box” as shown below

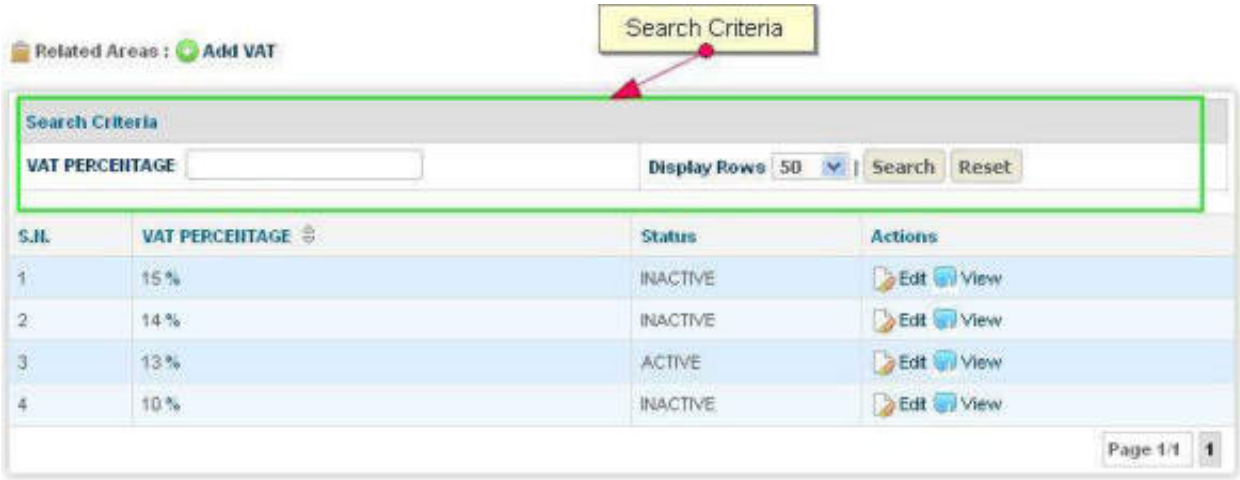


Figure 101: Search VAT

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.18 BOQ Setup

In "BOQ Setup" you can add, edit, view and search the BOQ Click on "**BOQ Setup**" from **Configuration List**, view list page is display, as shown below.

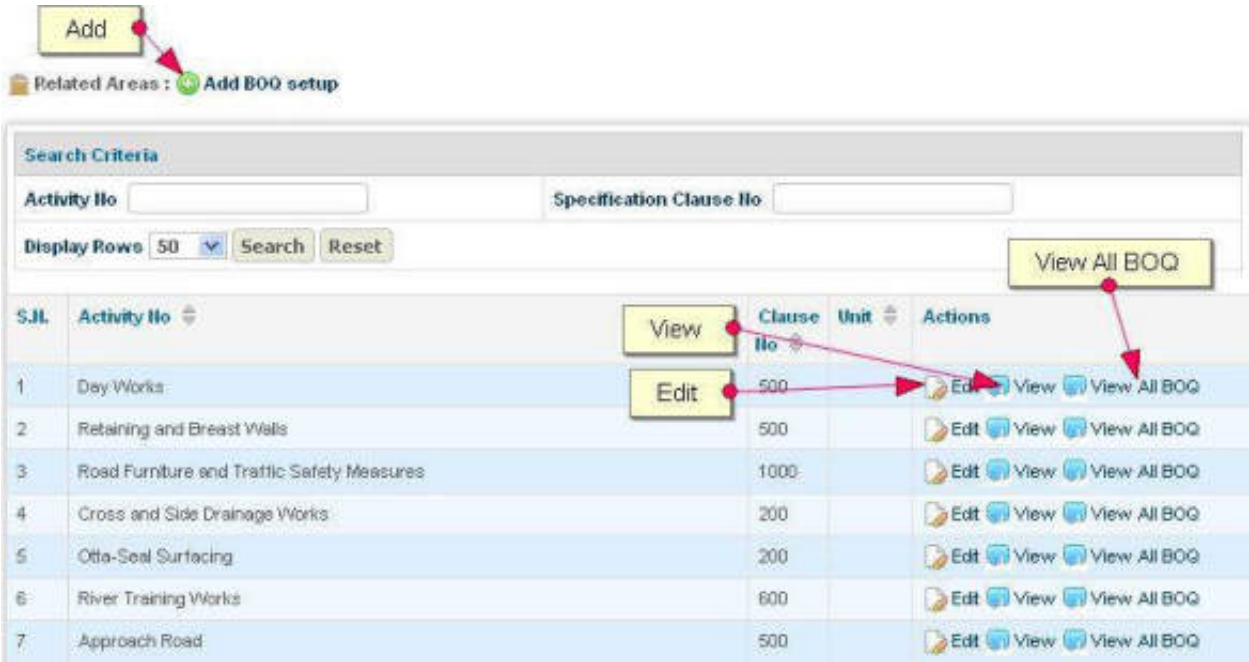


Figure 102: BOQ View List

2.18.1 Add BOQ Heading

1. Click on **Add BOQ setup**.
2. A form will be display, as shown below.

Figure 103: Add BOQ

3. Enter the required data.
4. Click on Save button to save.
5. If you want to cancel the process, then click Cancel button.

2.18.1.1 Add BOQ Sub heading

To add subheading under particular heading or **Activity No**

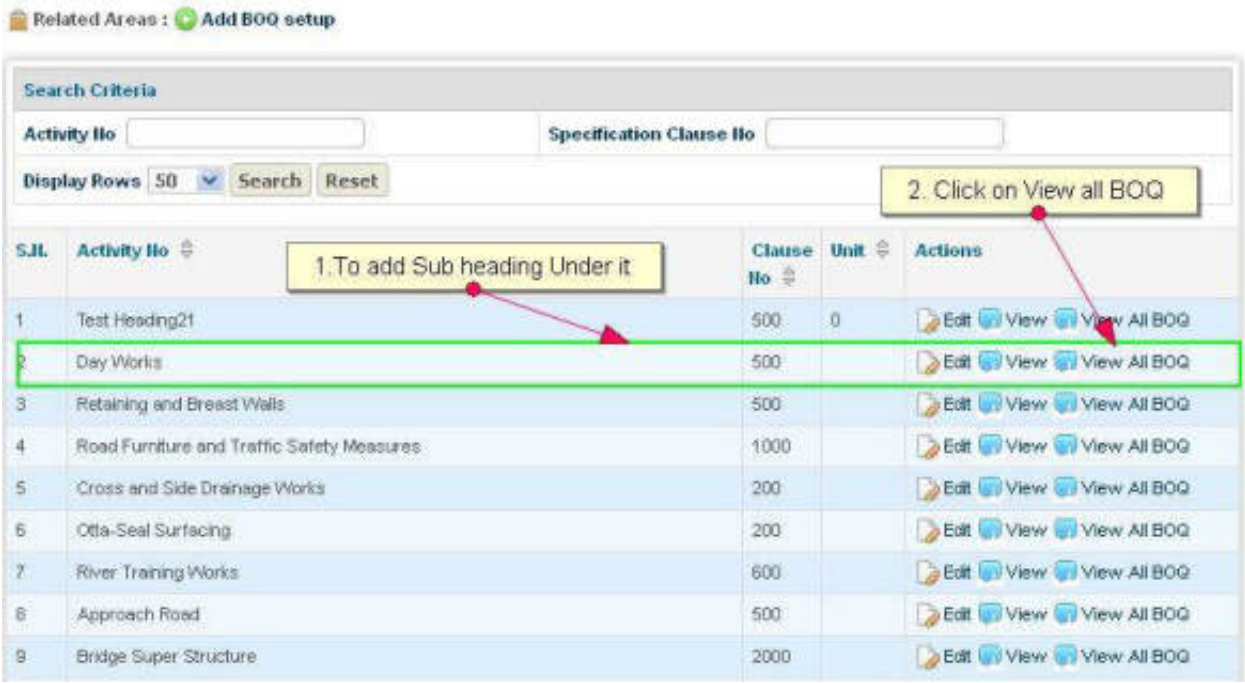


Figure 104: BOQ View List

1. Click on

.
2. A page will display as shown below,

Figure 105: Sub Heading view list

3. Click on

.
4. A form will be display, as shown below.

Figure 106: Add Sub Heading

5. Enter required data.
6. Click on Save button to save.
7. If you want to cancel the process, then click Cancel button.

2.18.1.2 Edit BOQ Sub heading

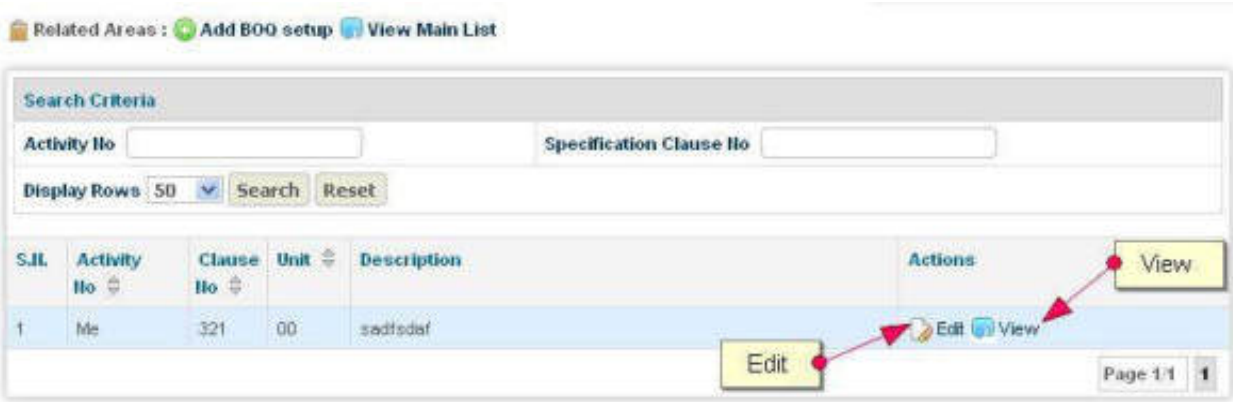


Figure 107: View Sub List

1. Click on Edit button from view sub list.
2. A form will be display with the previously entered data in it, as shown below.

Figure 108: Edit Sub heading

2.18.1.3 View BOQ Sub Heading

1. Click on View.
2. Form with data is display as shown below.

Figure 109: View BOQ Heading

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.18.2 Edit BOQ Heading

1. Click on Edit button from View List of BOQ.
2. A form will be display with previously entered data in it, as shown below.

Figure 110: Edit BOQ

3. Make necessary changes in data.
4. Click on Save button to save the new data.
5. Click Cancel button to cancel the edit process.

2.18.3 View Heading

1. Click on View.
2. Form with data is display as shown below.

Figure 111: View BOQ Heading

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.18.4 Search BOQ

To search you must insert valid data in "Search Text Box" as shown below

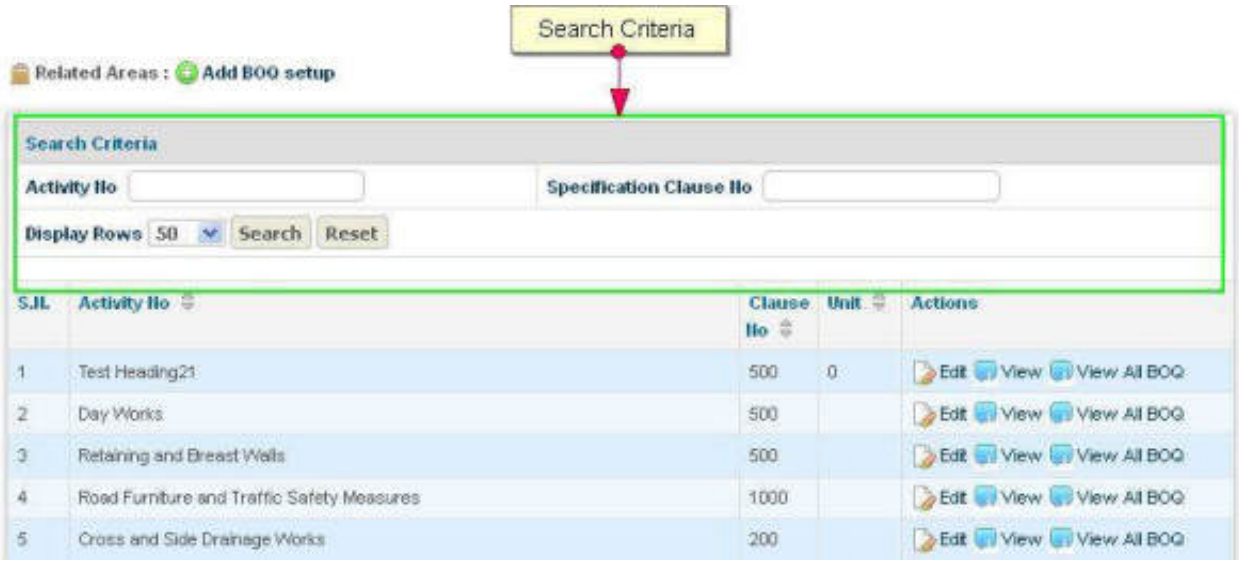


Figure 112: Search BOQ Heading

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.19 Adjustment Setup

In "Adjustment Setup" you can add, edit, view and search the Adjustment. Click on "Adjustment Setup" from **Configuration List**, view list page is display, as shown below.

Figure 113: Adjustment View List

2.19.1 Add Adjustment

1. Click on Add Adjustment.
2. A form will be display, as shown below.

Figure 114: Add Adjustment

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.19.2 Edit Adjustment

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 115: Edit Adjustment

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.19.3 View Adjustment

1. Click on View.
2. Form with data is display as shown below.

Figure 116: View Adjustment

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.19.4 Search Adjustment

To search you must insert valid data in “Search Text Box” as shown below

Figure 117: Search Adjustment

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.20 Completion Type Setup

In "Completion Type Setup" you can add, edit and view the Completion Type. Click on "Completion Type Setup" from **Configuration List**, view list page is display, as shown below.

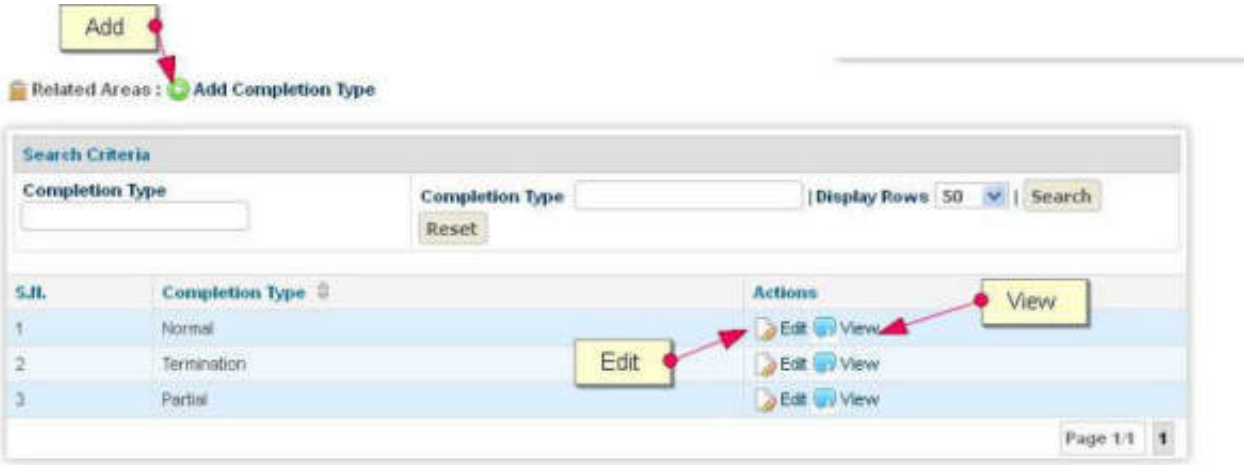


Figure 118: Completion Type View List

2.20.1 Add Completion Type

1. Click on Add Completion Type.
2. A form will be display, as shown below.

Figure 119: Add Completion Type

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.20.2 Edit Completion Type

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 120: Edit Completion Type

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.20.3 View Completion Type

1. Click on View.
2. Form with data is display as shown below.

Figure 121: View Completion Type

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.20.4 Search Completion Type

To search you must insert valid data in “Search Text Box” as shown below

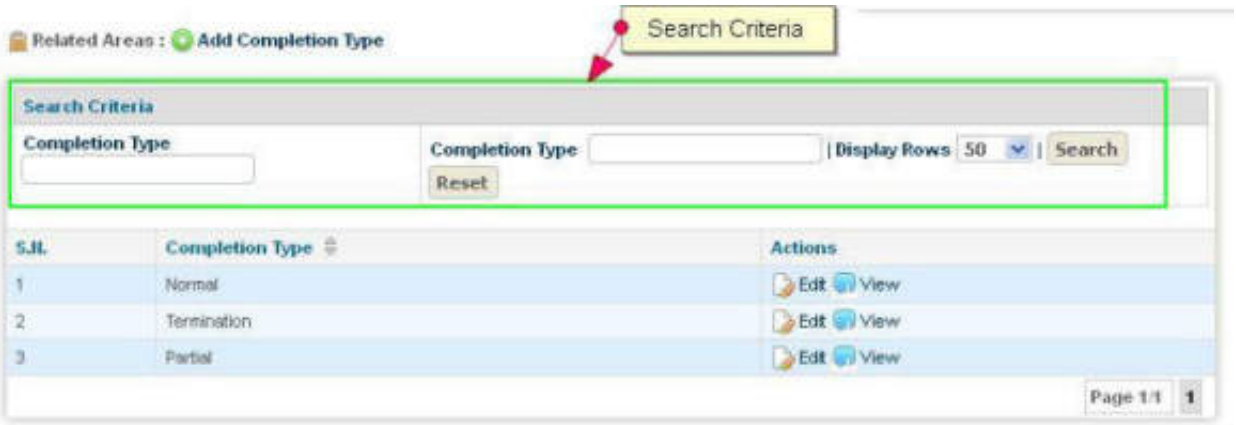


Figure 122: Search Adjustment

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.21 Bank Setup

In "Bank Setup" you can add, edit and view the Bank. Click on "Bank Setup" from **Configuration List**, view list page is display, as shown below.

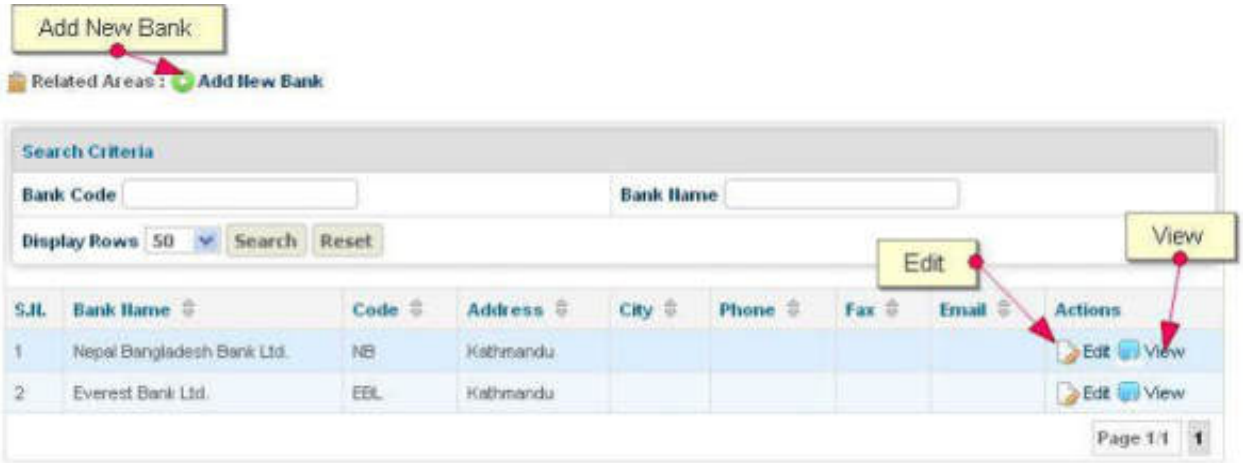


Figure 123: Bank View List

2.21.1 Add New Bank

1. Click on Add New Bank
2. A form will be display, as shown below.

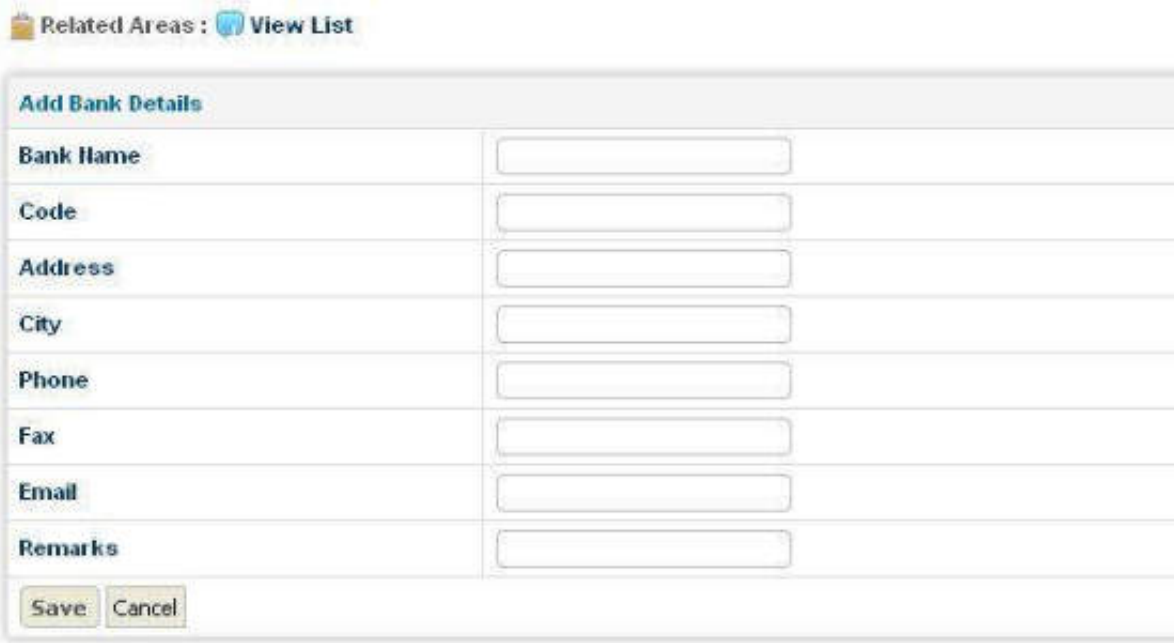


Figure 124: Add Bank

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.21.2 Edit Bank

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

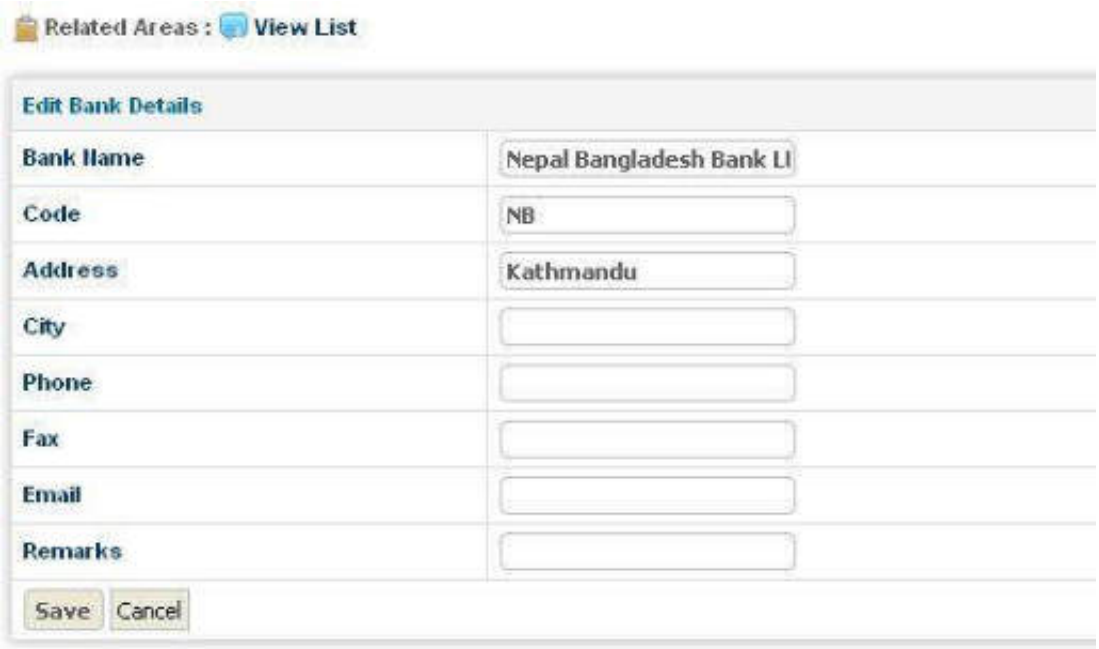


Figure 125: Edit Bank

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.21.3 View Bank

1. Click on View.
2. Form with data is display as shown below.

Figure 126: View Bank

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.21.4 Search Bank

To search you must insert valid data in "Search Text Box" as shown below

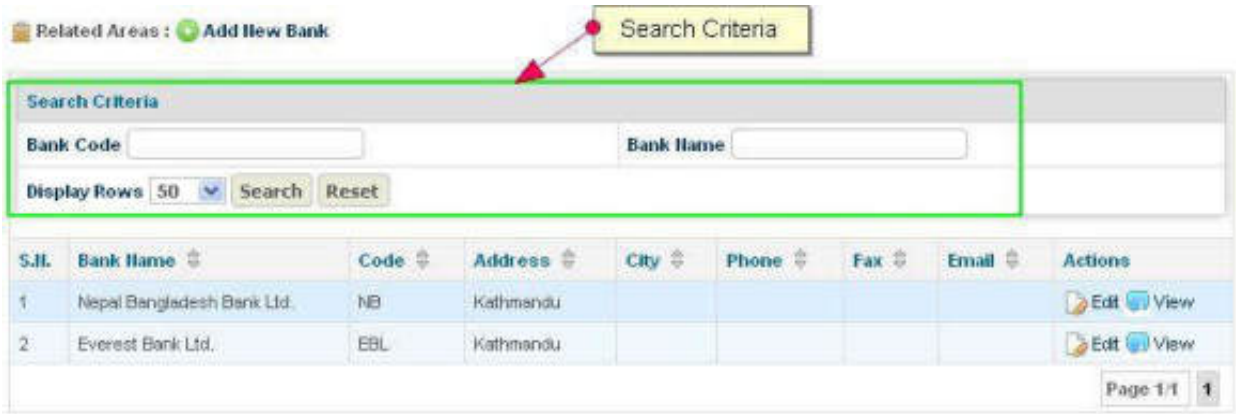


Figure 127: Search Bank

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.22 Donor Organization Setup

In "Donor Organization Setup" you can add, edit and view the Donor Organization. Click on "Donor Organization Setup" from **Configuration List**, view list page is display, as shown below.

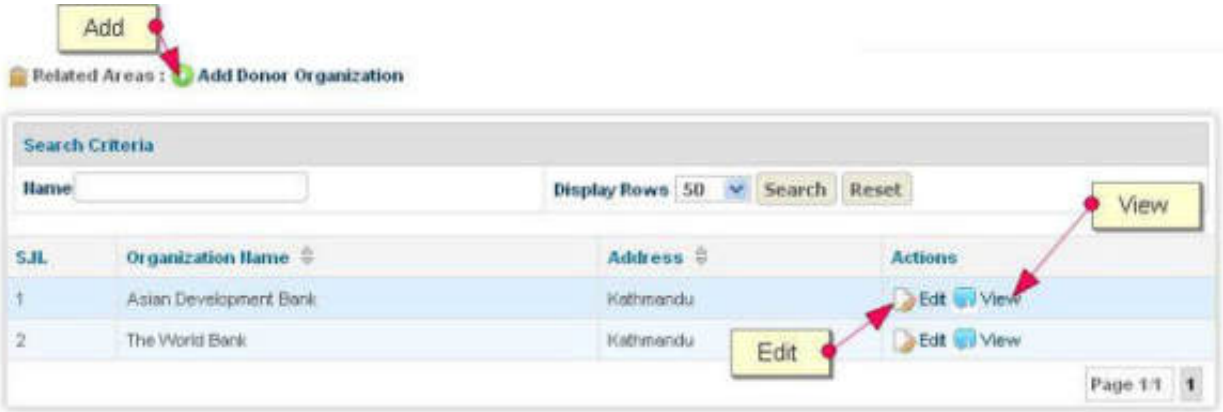


Figure 128: Donor Organization View List

2.22.1 Add Donor Organization

1. Click on Add Donor Organization
2. A form will be display, as shown below.

Figure 129: Add Donor Organization

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.22.2 Edit Donor Organization

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

Figure 130: Edit Donor Organization

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.22.3 View Donor Organization

1. Click on View.
2. Form with data is display as shown below.

Figure 131: View Donor Organization

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.22.4 Search Donor Organization

To search you must insert valid data in "Search Text Box" as shown below

Figure 132: Search Donor Organization

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

2.23 Bank Guarantee type Setup

In "Bank Guarantee type Setup" you can add, edit and view the Donor Organization. Click on "Bank Guarantee type Setup" from **Configuration List**, view list page is display, as shown below.

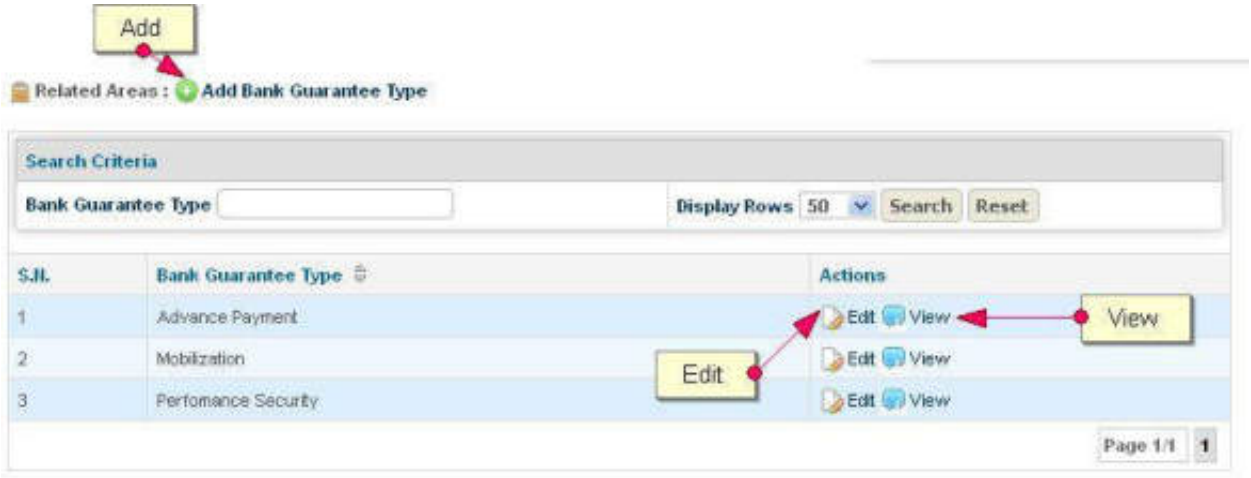


Figure 133: Bank Guarantee Type View List

2.23.1 Add Bank Guarantee Type

1. Click on **Add Bank Guarantee Type**
2. A form will be display, as shown below.

Figure 134: Add Bank Guarantee Type

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.23.2 Edit Bank Guarantee Type

1. Click on Edit button.
2. A form will be display with previously entered data in it, as shown below.

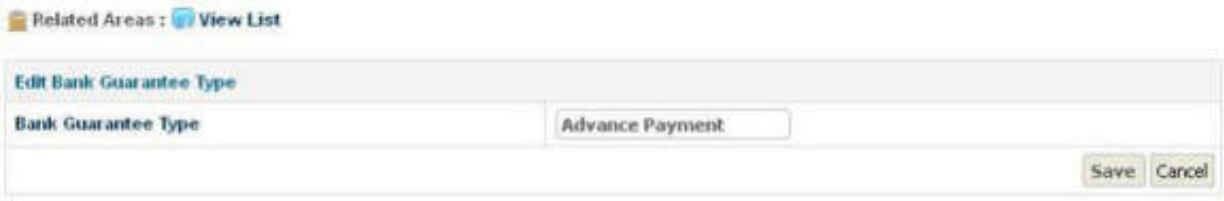


Figure 135: Edit Bank Guarantee Type

3. Make necessary changes in data.
4. Click on Save button to save, new data.
5. Click on Cancel to cancel process or go back to view list.

2.23.3 View Bank Guarantee Type

1. Click on View.
2. Form with data is display as shown below.

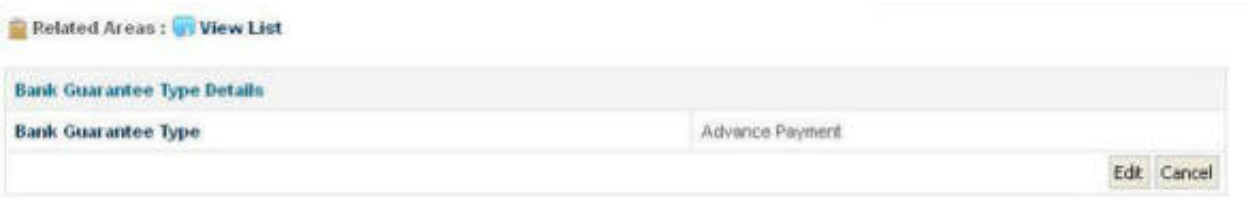


Figure 136: View Bank Guarantee Type

3. Click on Edit to change data.
4. Click on Cancel to cancel process or go back to view list.

2.23.4 Search Bank Guarantee Type

To search you must insert valid data in "Search Text Box" as shown below

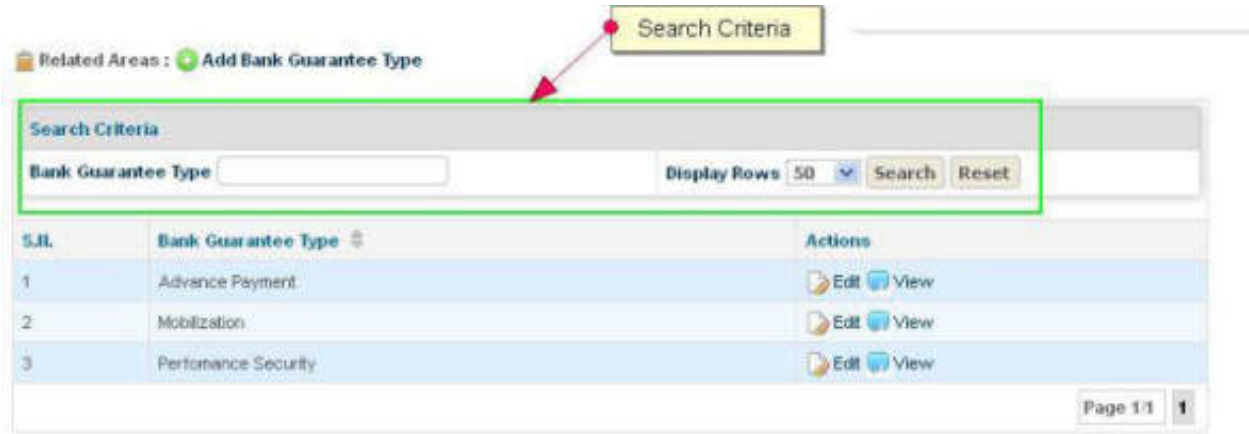
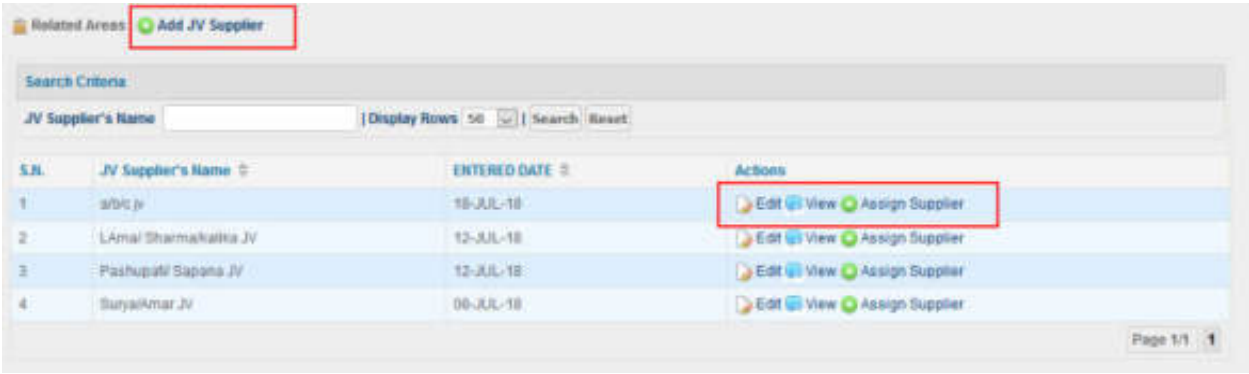


Figure 137: Search Bank Guarantee Type

3. Enter valid data in search text box.
4. Click on Search button to view search result. If data found data will be display.

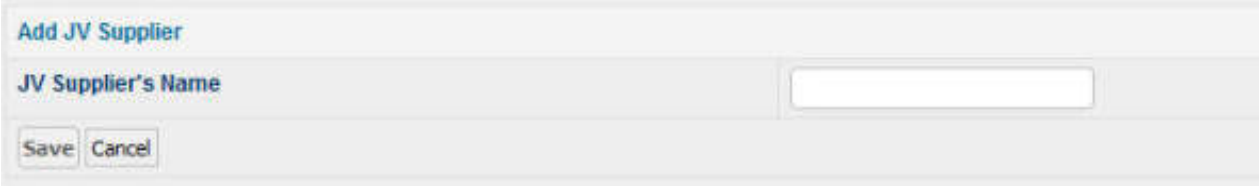
2.24 JV Setup

In JV Setup you can add Joint Venture (JV) contractors and assign suppliers to JV. Click on "JV Setup" from **Configuration List**, view list page is display, as shown below.



2.24.1 Add JV Supplier

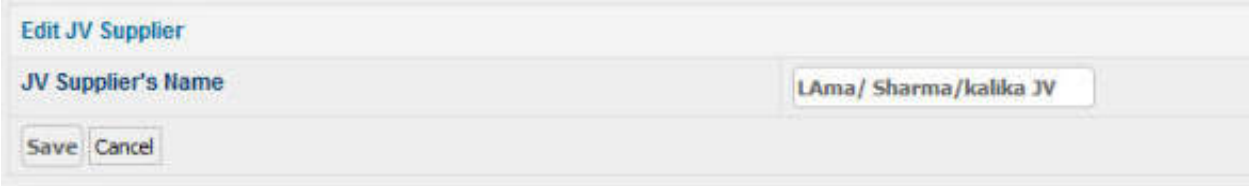
1. Click on Add JV Supplier
2. A form will be displayed as shown below:



3. Enter required data
4. Click on Save Button to save
5. Click on Cancel to cancel process or go back to view list

2.24.2 Edit JV Supplier

- Click on Edit button
- A form will be displayed with previously entered data in it as shown below

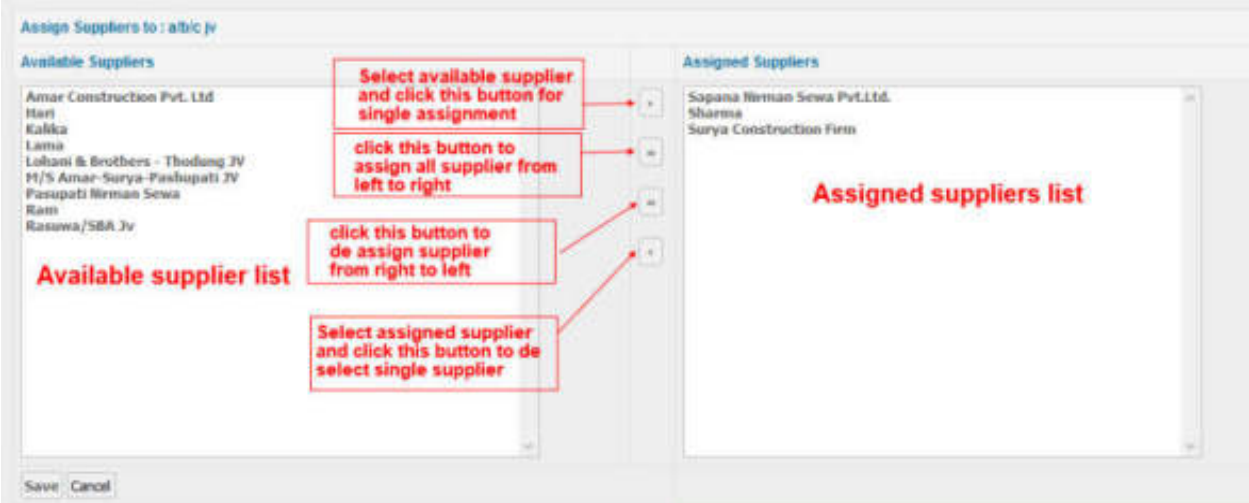


- Make necessary changes in data
- Click on Save button to save new data
- Click on Cancel to cancel process or go back to view list

2.24.3 Assign Suppliers to JV

- Click on

- A form will be displayed as shown below



- Assign your required supplier from left to right side

- Click on Save button to save new data
- Click on Cancel to cancel process or go back to view list

3 Annual Program

In "Annual Program" you can add, edit, view and search Program. All the initial details of the program are store via "Annual Program". Click on "Annual Program", View list page will be display as show below.

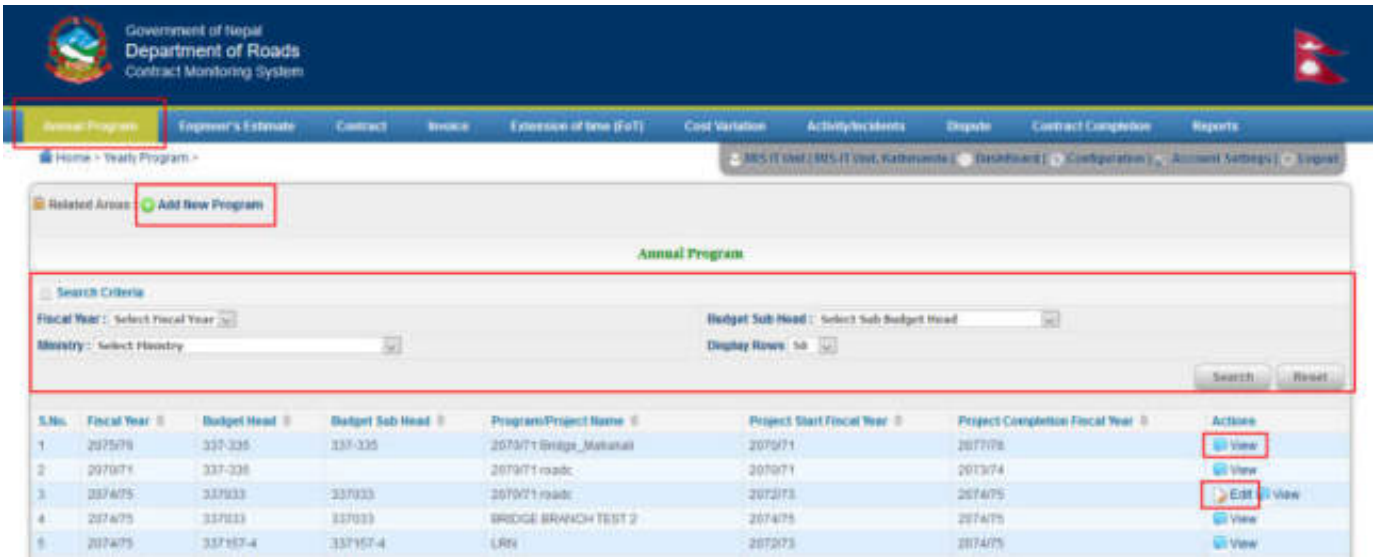


Figure 138: Annual Program menu with View List

In **Form component** as shown below, Data are added via **"Configuration List".** Select respective from Configuration List and add data as suggest above in title Configuration.

Figure 139: Different Form Component

3.1 Add Annual Program

1. Click on Add New Program.
2. A form will be display, as shown below.

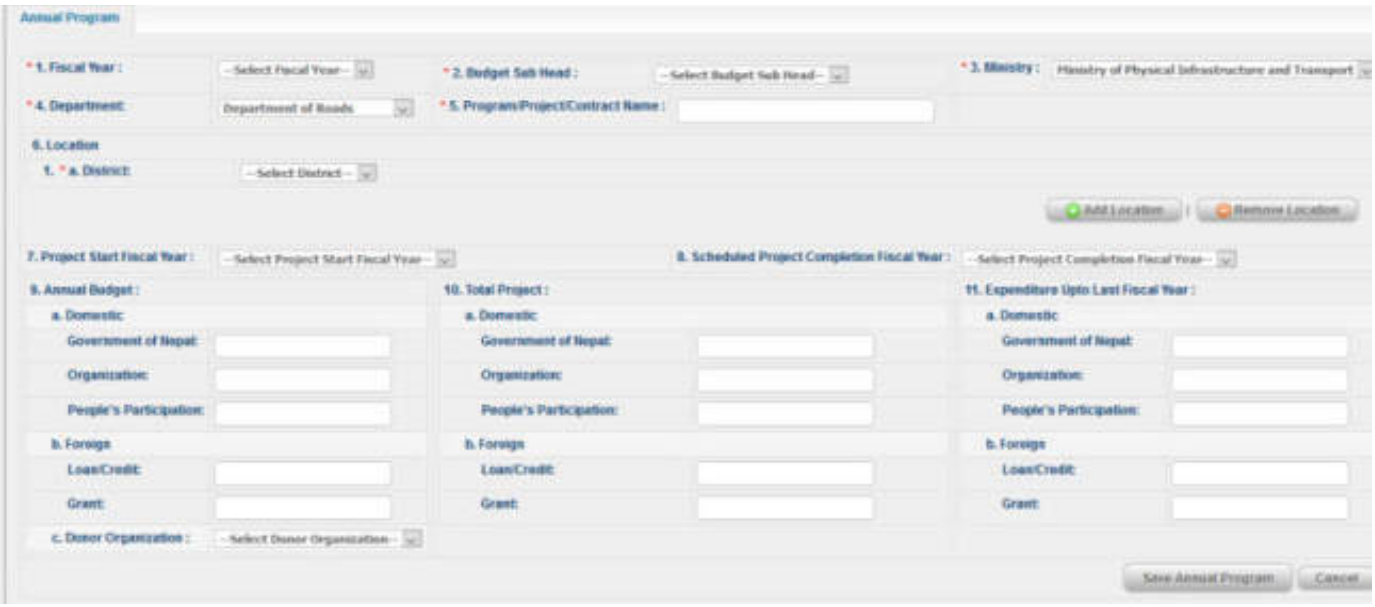


Figure 140: Add Annual Program

3. Enter the required data.
4. Click on Save Annual Program button to save. A Dialog box will display with Save Conformation message as shown below.

Figure 141: Conformation Message

5. Select List Page if you want to go back to view list after successfully save data. And click OK
6. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
7. If you want to cancel the process, then click Cancel button.

3.2 Edit Annual Program

1. Click on Edit button from View Annual Program.
2. A form will be display with previously entered data in it, as shown below.

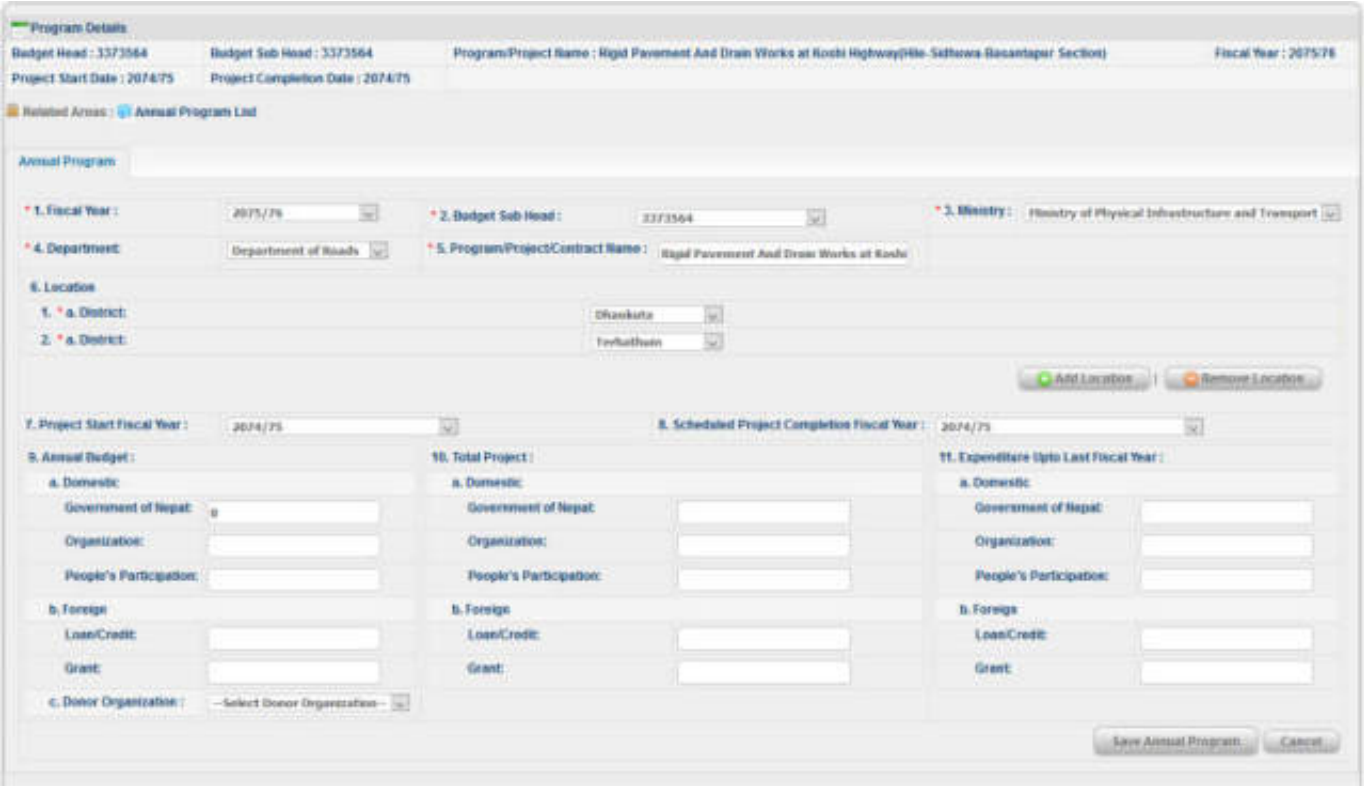
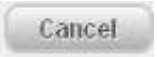


Figure 142: Edit Annual Program

3. Make the necessary changes in data.
4. Click on button to save. A Dialog box will display with Save Conformation message as shown below,

Figure 143: Conformation Message

5. Select if you want to go back to view list after successfully save data. And click
6. Or Select if you want to stay on same page after successfully save data. And click
7. If you want to cancel the process, then click  button.

3.3 View Annual Program

1. Click on .
2. Form with data is display as shown below.

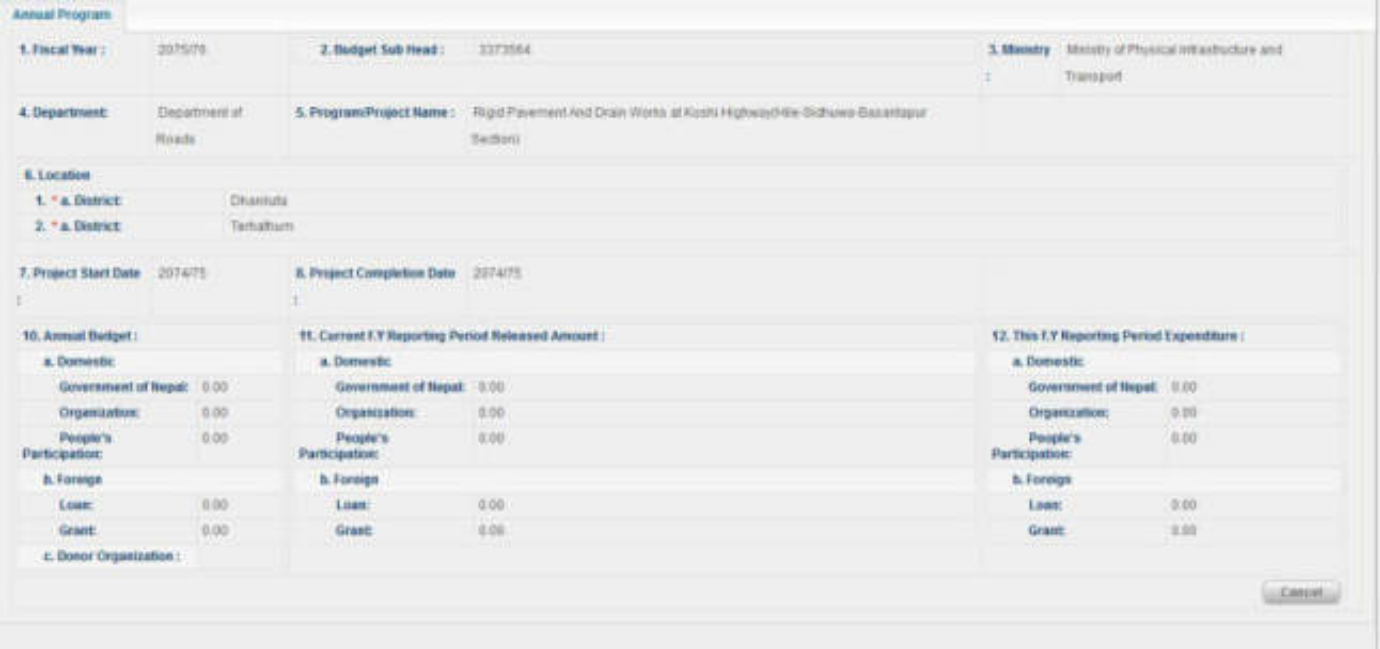


Figure 144: View Annual Program

3. Click on

form will open with data edit data and, Click on

.
4. Click on

to cancel process or go back to view list.

3.4 Search Annual Program

To search you must choose valid data from “Search Criteria” as shown below

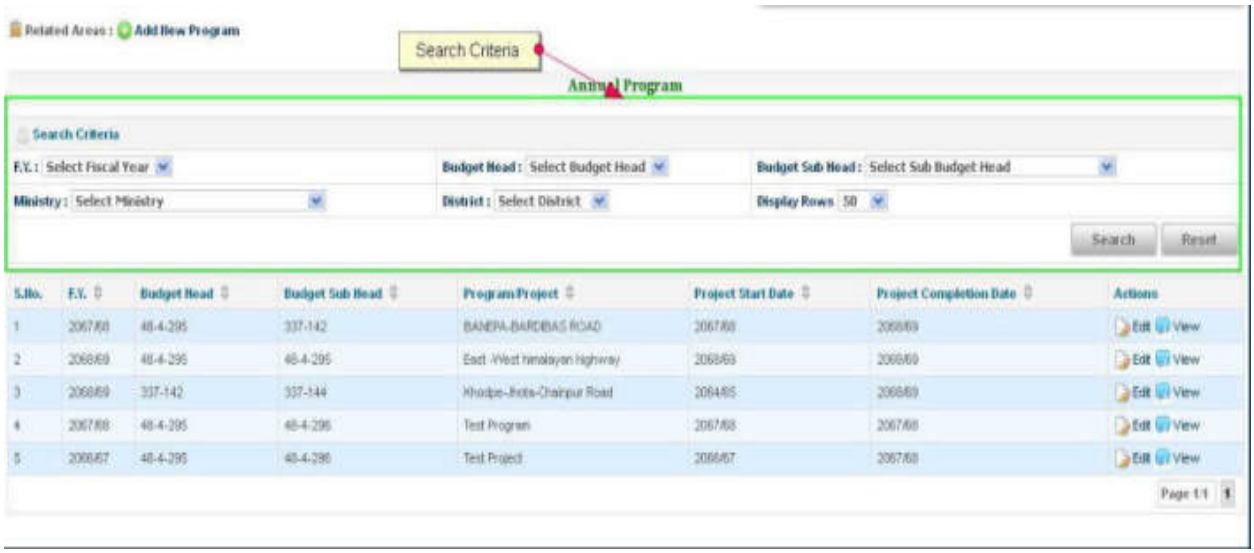
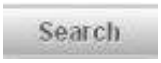


Figure 145: Search Annual Program

1. Select any one "Search Criteria" from dropdown box.
2. Click on  button to view search result. If data found data will be display.

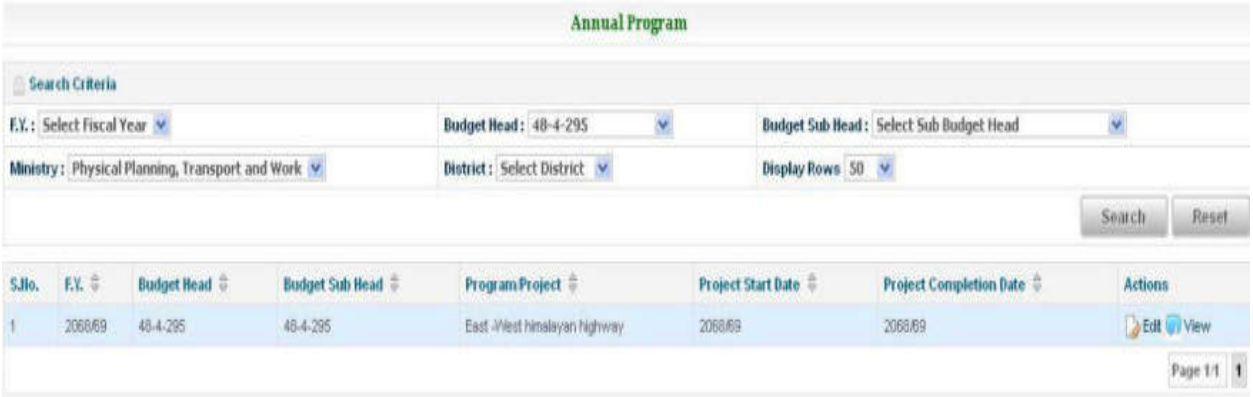


Figure 146: Search Result

4 Engineer's Estimate

Engineer's estimate followed by the general operations as: Add Edit, View and Search. In engineer's estimate menu you can add further details of Program that is added in "Annual Program". First select the Project from Engineer's Estimate view list as shown follow.

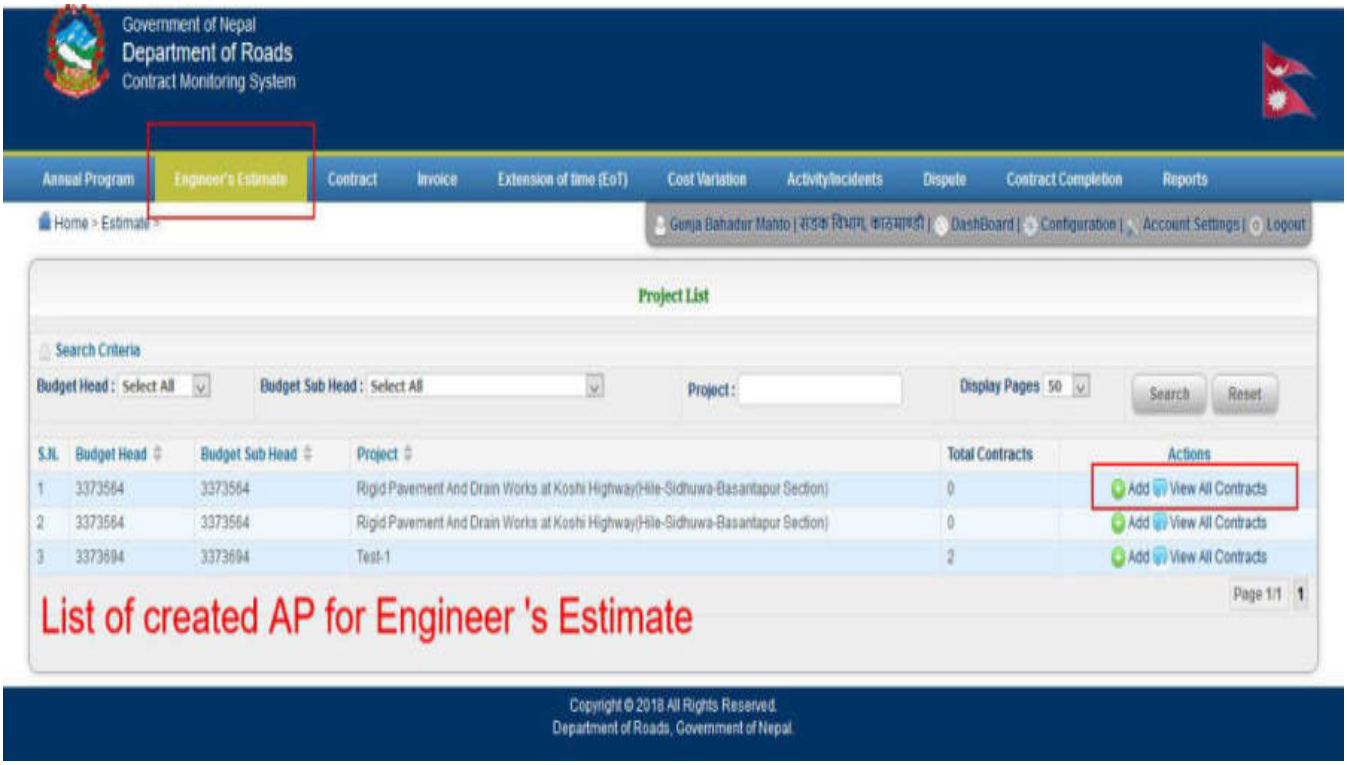


Figure 147: Engineer's Estimate View List

4.1 Add Engineer's Estimate

1. Click on Add.

4.1.1 Estimate Summary

4.1.1.1 Add Estimated Summary

2. Estimate Summary tab will display in form as shown below.

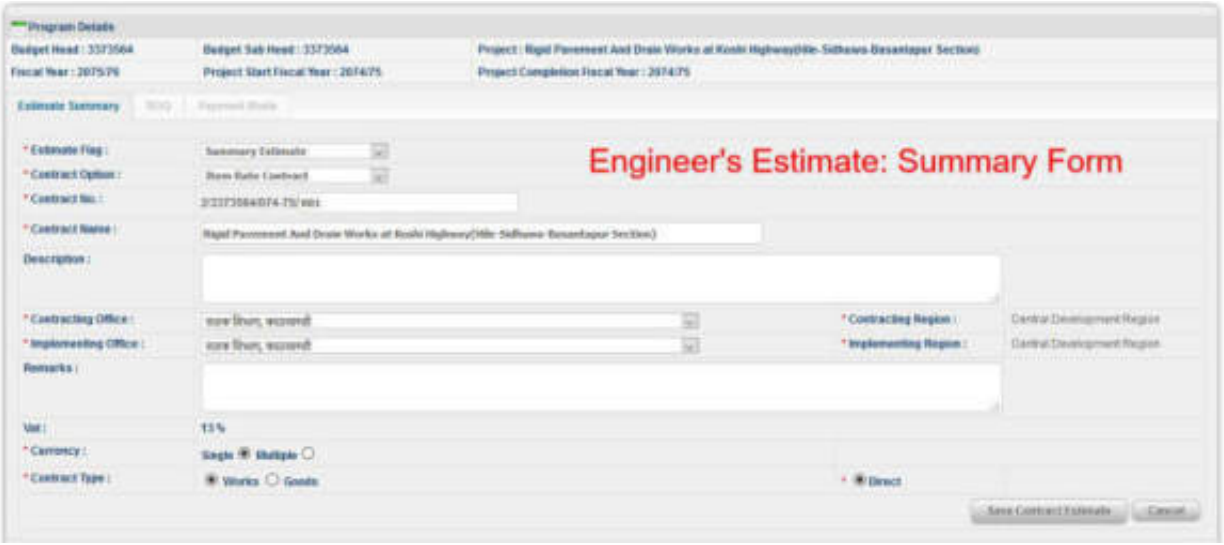


Figure 148: Add Engineering Estimate

3. Enter required data: You can choose Summary Estimate or Detail Estimate in Estimate Flag option.
    a. Summary Estimate: Choose this option if you want to insert estimate in summary with only one summarized BoQ.
    b. Detail Estimate: Choose this option if you want to insert item wise estimate with item wise BoQ.
4. Contract Option:
    a. Item Rate Contract: Choose this option for item rate contract estimation.
    b. Design and Build: Choose this option for design and build contract estimation.
5. To Change Vat percentage; you can easily change via **Configuration list** "VAT Setup".
6. Select the Currency Single or Multiple ; Single for single currency type and Multiple for select Multiple Currency type

Figure 149: List of Multiple Currency Type

7. Select Currencies from Check Box.
8. Click on

button to save. A Dialog box will display with Save Conformation message as shown below,

Figure 150: Conformation Message

9. Select List Page if you want to go back to view list after successfully save data. And click OK
10. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
11. If you want to cancel the process, then click Cancel button.

4.1.2 BOQ

4.1.2.1 Add BOQ

After successfully added in **"Estimate Summary Tab"** BOQ Tab Will auto generate as shown below,

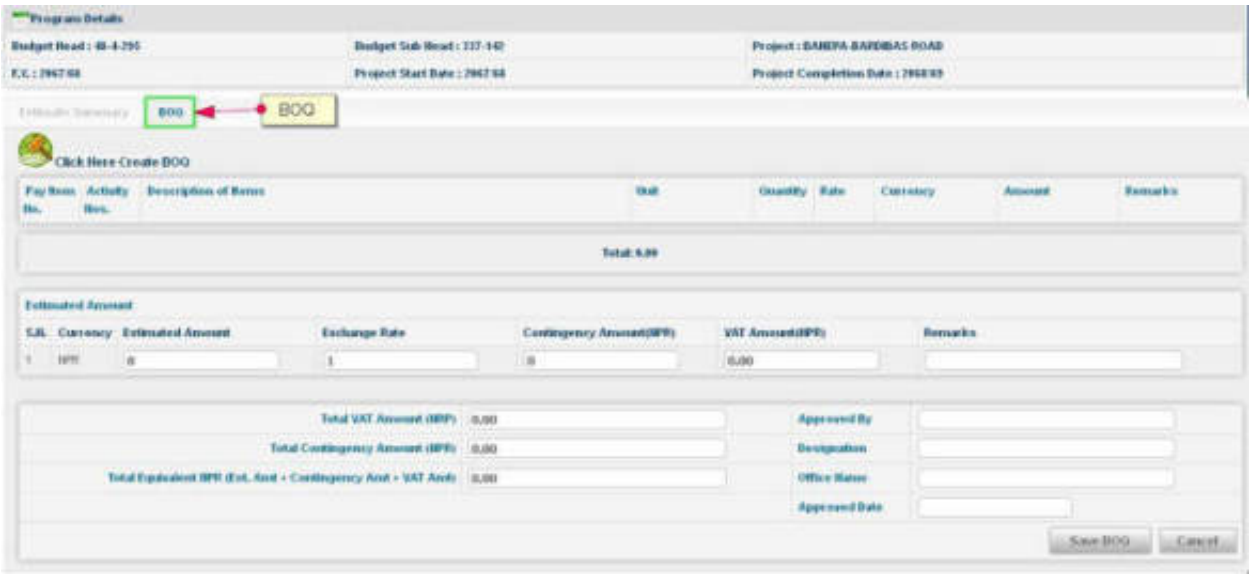


Figure 151: BOQ Tab

1. Click on BOQ.
2. Click on Click Here Create BOQ. A Dialog Box will Display as shown below.

Figure 152: BOQ Heading Dialog Box

3. Choose a Heading for BOQ, Description of BOQ heading will display as shown below.

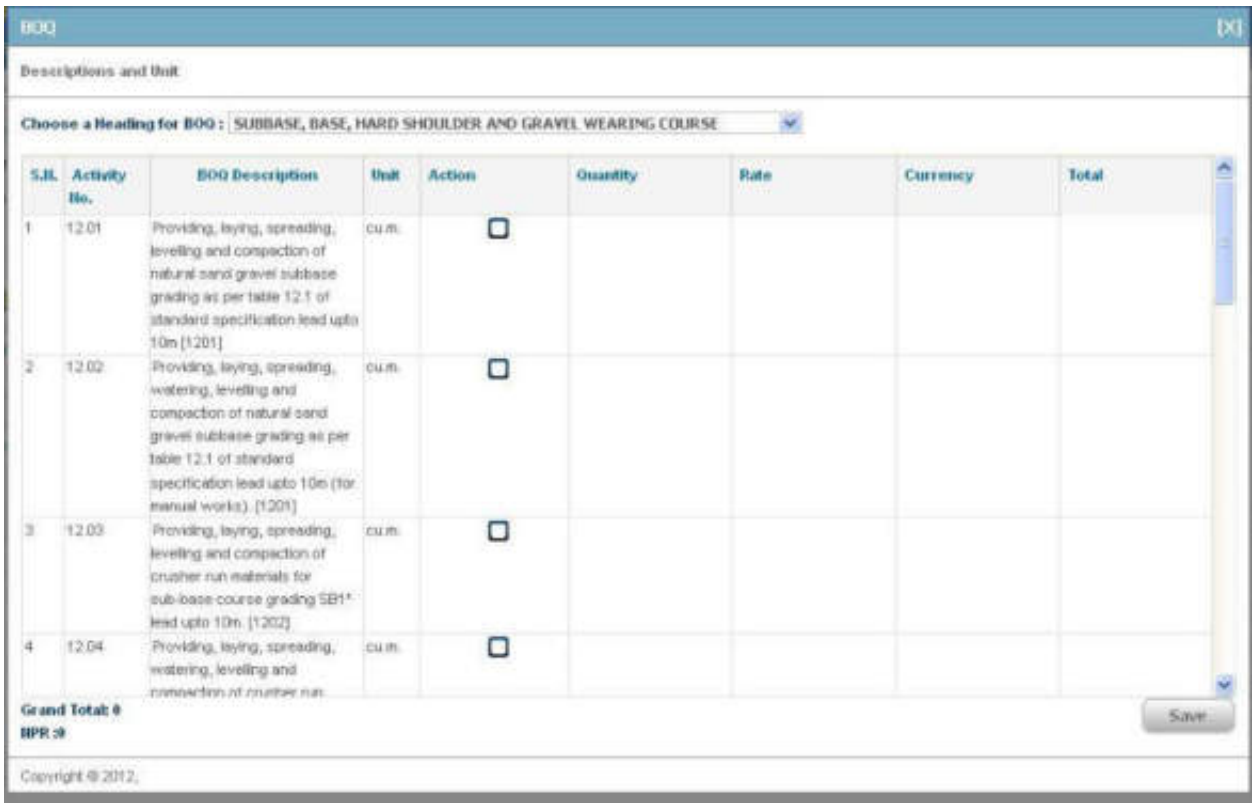


Figure 153: Description of BOQ

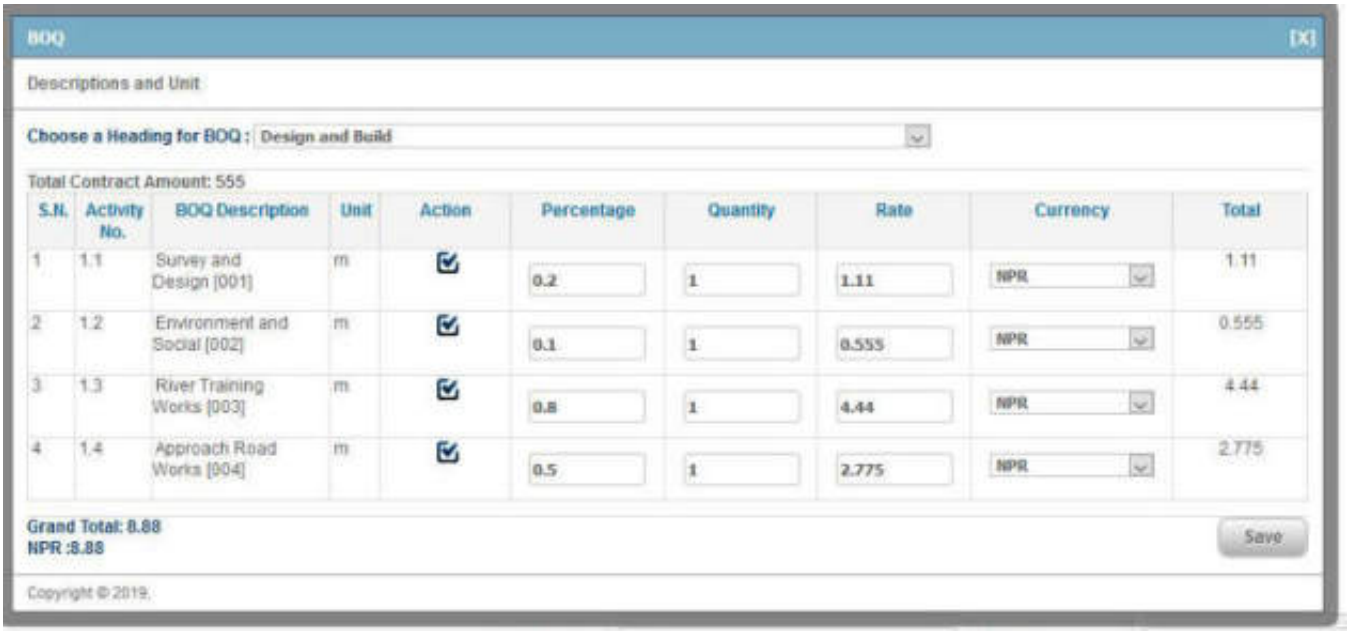


Fig 153.1: BoQ for Design and Build Contract

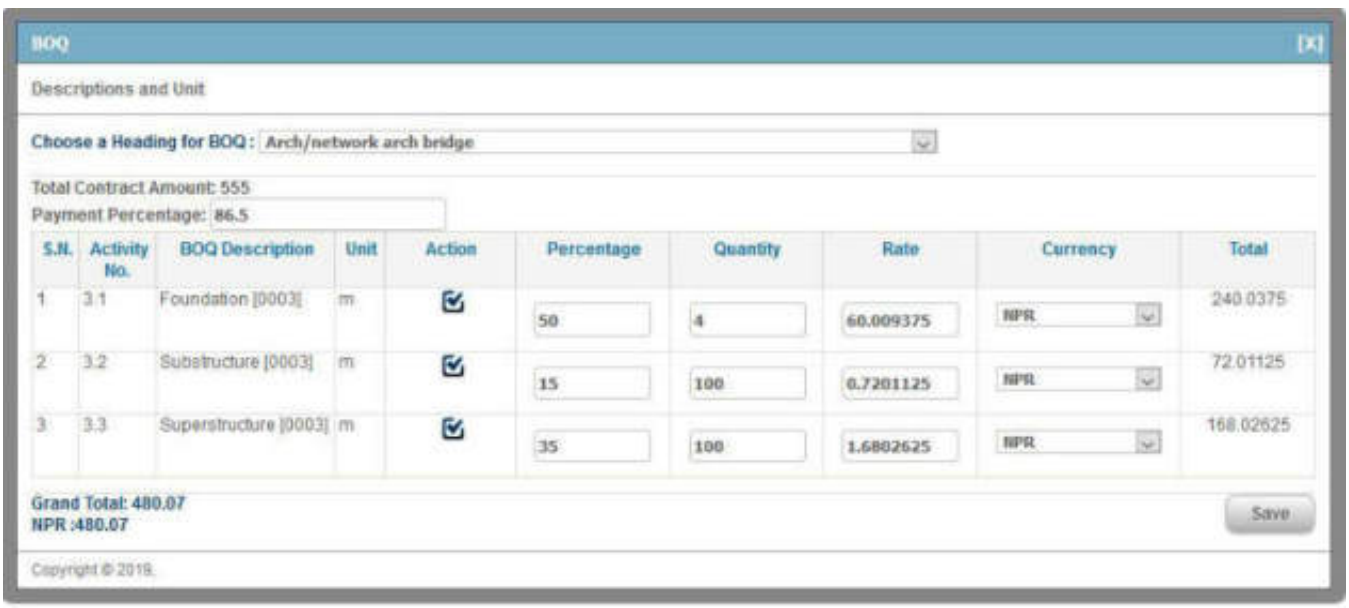


Fig: 153.2: BoQ for Design and Build Contract

4. Select **Action** and add **quantity, Rate, Currency** and Click **save.** Form will load with BOQ Description as shown below.
5. For summary estimation just set the **Quantity** as ***1*** and ***total project estimated amount*** in **Rate** section.

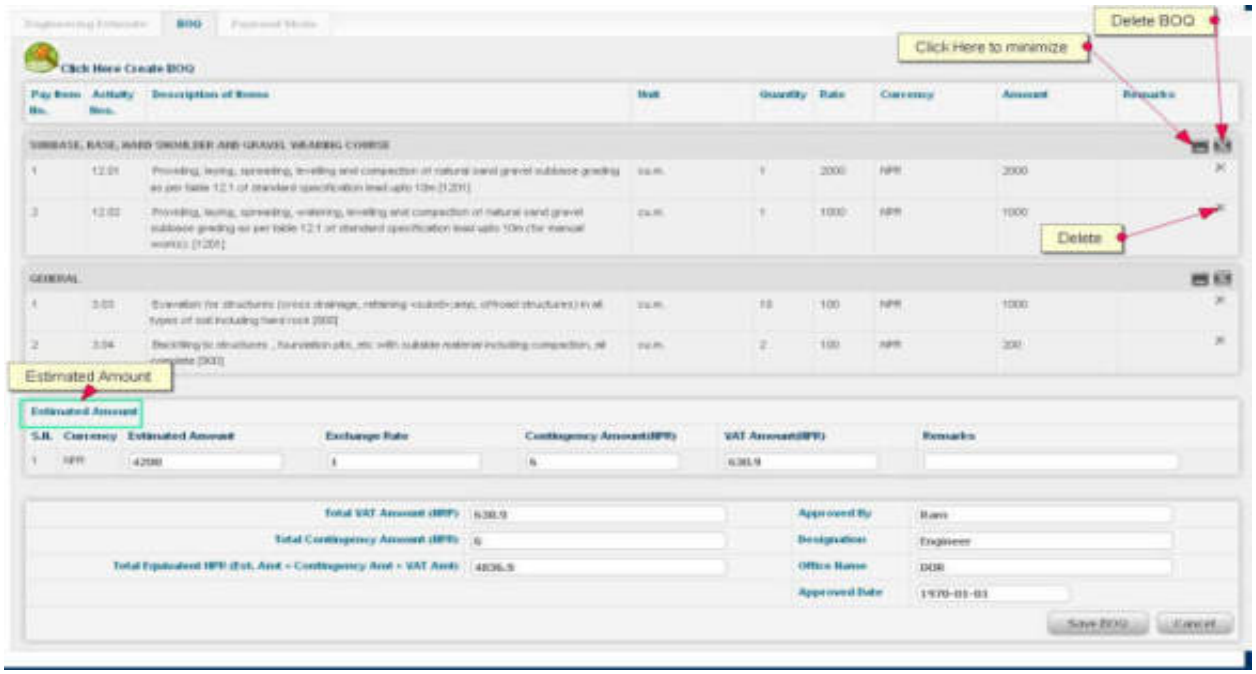


Figure 154: BOQ Heading Listing

6. Add Data in Estimated Amount like exchange rate, contingency amount and vat and all required data.
7. Click on Save BOQ to save. A Dialog box will display with Save Conformation message as shown below,

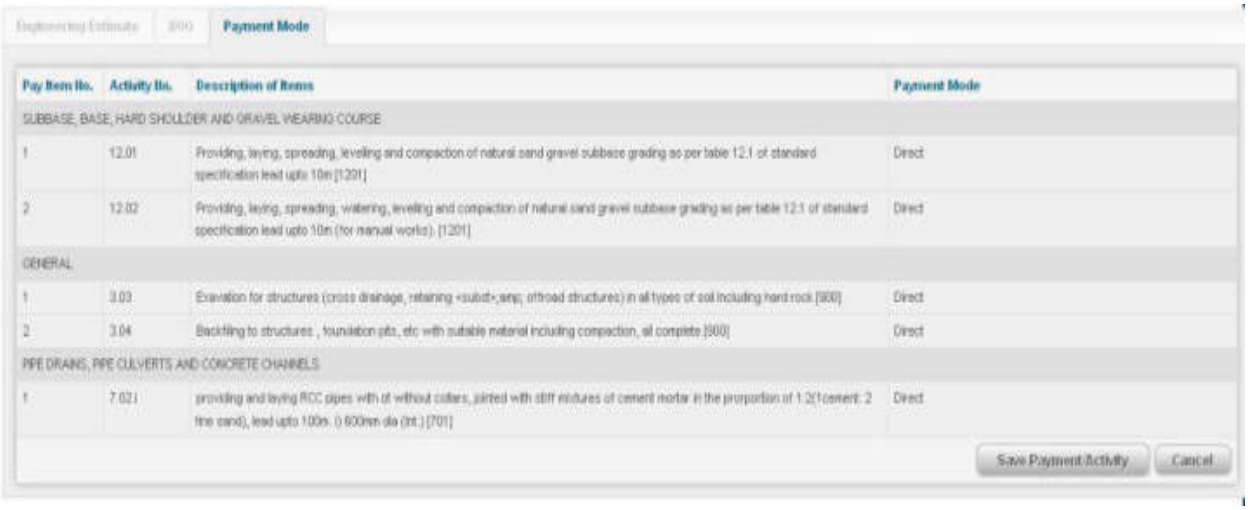
Figure 155: Conformation Message

8. Select List Page if you want to go back to view list after successfully save data. And click OK
9. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
10. If you want to cancel the process, then click Cancel button.

Note: To adds more BOQ Heading Click on Click Here Create BOQ and add data as above.

4.1.3 Payment Mode

After successfully adds BOQ, **Payment Mode Tab** will auto generated as shown below.



Engineering Estimate | BOQ | Payment Mode

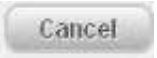
Pay Item No.	Activity No.	Description of Items	Payment Mode
SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE			
1	12.01	Providing, laying, spreading, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	Direct
2	12.02	Providing, laying, spreading, watering, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	Direct
GENERAL			
1	3.03	Excavation for structures (cross drainage, retaining <subst>;amp; offroad structures) in all types of soil including hard rock [900]	Direct
2	3.04	Backfilling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	Direct
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS			
1	7.02 i	providing and laying RCC pipes with (if without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:2(1cement: 2 fine sand), lead upto 100m. () 600mm dia (int.) [701]	Direct

Save Payment/Activity | Cancel

Figure 156: Payment Mode View List

1. Click on . A Dialog box will display with Save Conformation message as shown below,

Figure 157: Conformation Message

2. Select if you want to go back to view list after successfully save data. And click
3. Or Select if you want to stay on same page after successfully save data. And click
4. If you want to cancel the process, then click  button.

Note: **You can add Multiple Contracts in Same Project, the process to add more Contract under same project is same as above.**

4.2 View All Contracts

In view contracts link you have option to **Add More Contract Estimate** Under same project, **Edit the Contract Estimate and View Contract Estimate** that is listed under it.

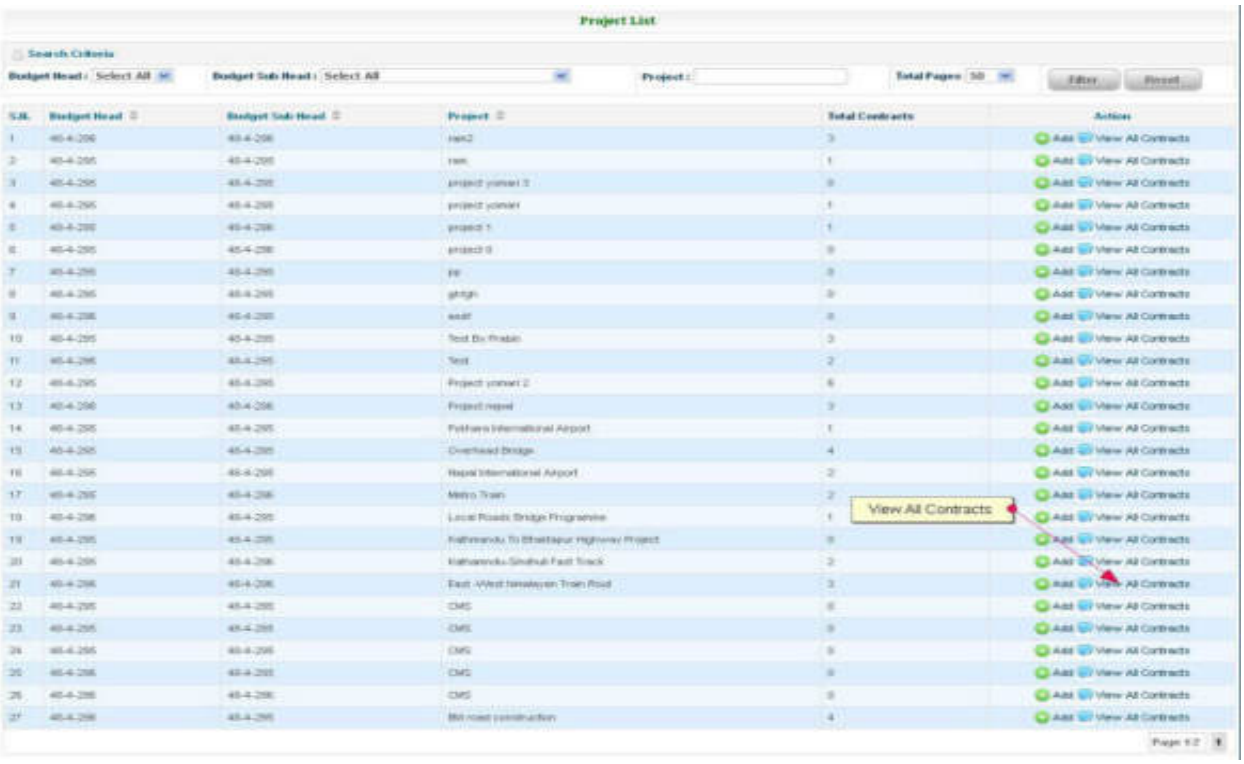


Figure 158: View List of Project

1. Click on View All Contracts.
2. Page will display as shown below.

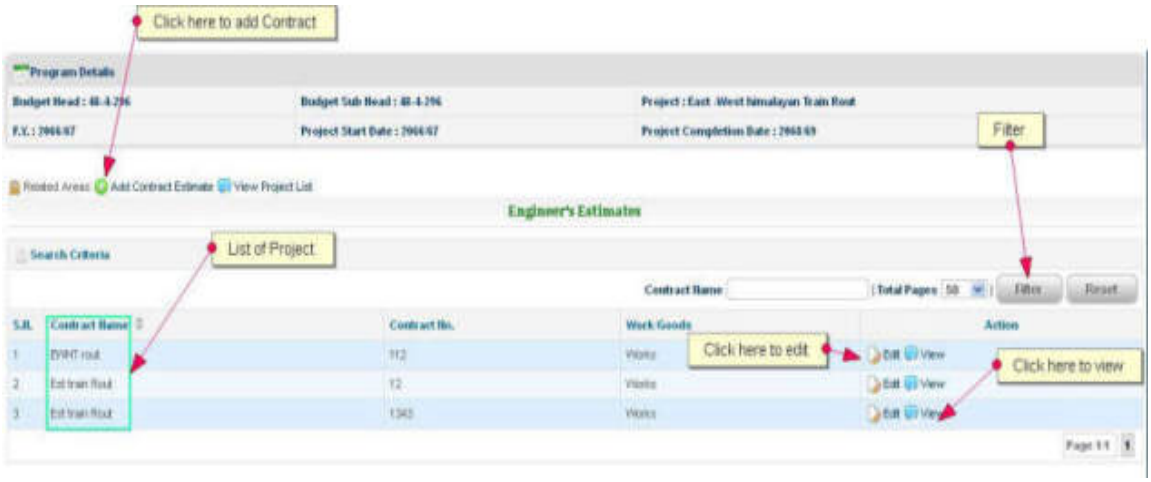


Figure 159: View List of Contract

4.2.1 Edit Contract Estimate

1. Click on

button
2. A form will be display with previously entered data in it, as shown below.

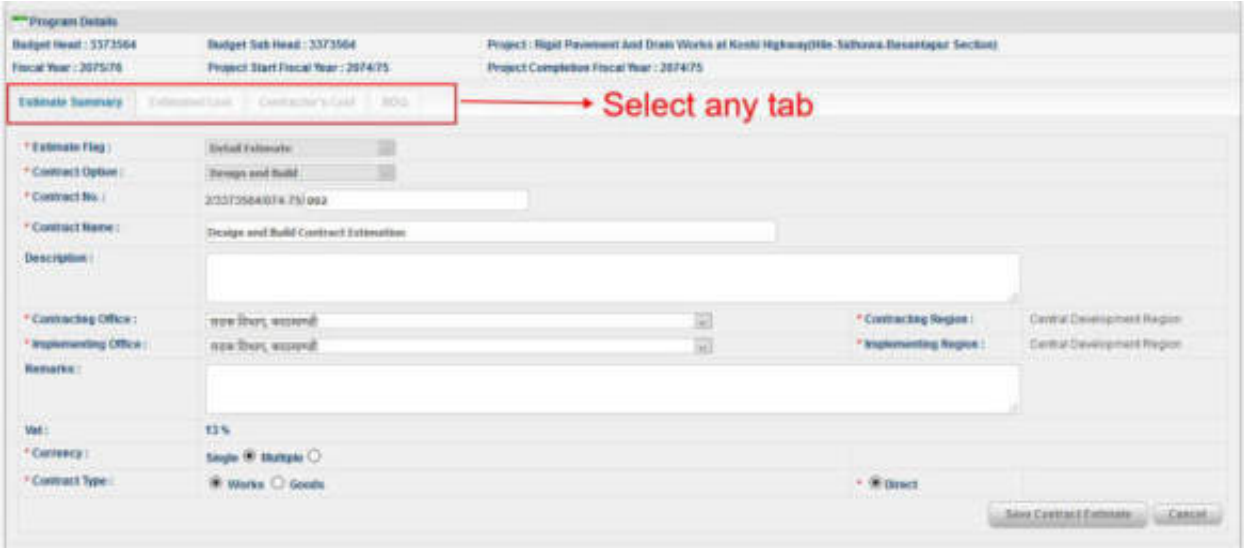


Figure 160: Edit Contract Estimated

3. Select Tab Under which you want to edit data.

4. Make the necessary changes in data.

5. Click on

button to save. A Dialog box will display with Save Conformation message as shown below,

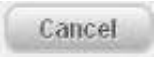
Figure 161: Conformation Message

6. Select

if you want to go back to view list after successfully save data. And click

7. Or Select

if you want to stay on same page after successfully save data. And click

8. If you want to cancel the process, then click 

button.

4.2.2 View Contract Estimated

1. Click on .
2. Form with data is display as shown below.

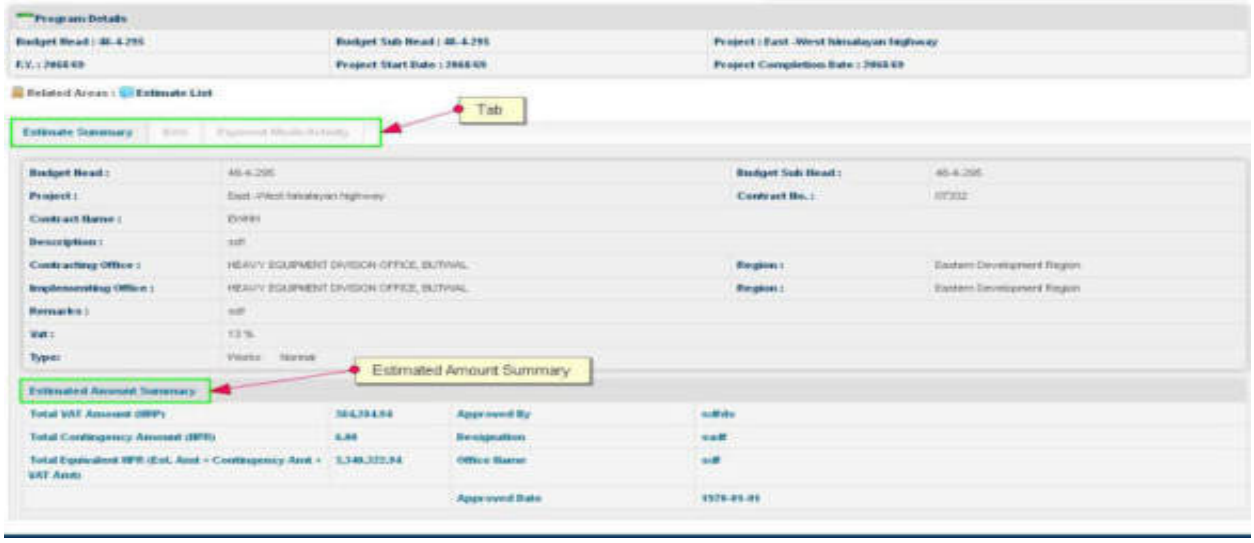


Figure 162: View Contract Estimated

Note: Estimated Amount Summary; data are taken from BOQ tab.

4.3 Search Engineer's Estimate

To search Engineer's Estimate.

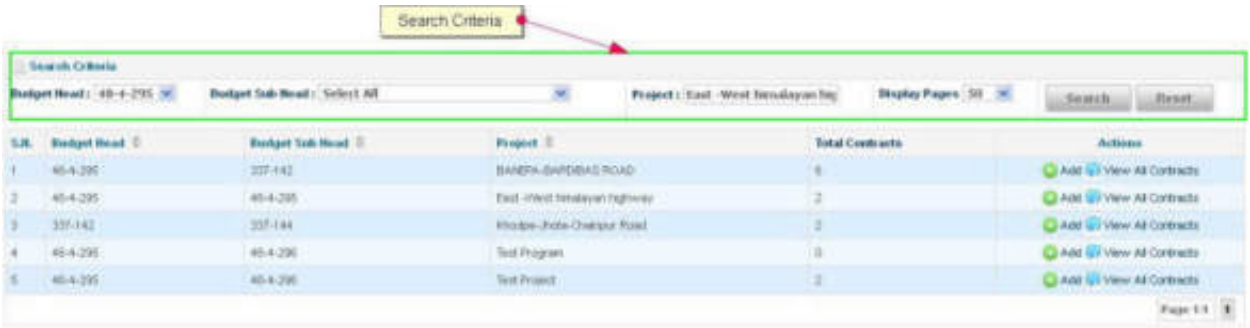


Figure 163: Engineer's Estimate Search Form

1. Select the valid data from dropdown.
2. And click on if data found data will display on form.

5 Contract

In "Contract" the list of Contract according to project, contract, agreement date, actual start date and est. completion date followed by Edit, Delete and Search operations.

After successfully completion entry in **Annual Program** and **Engineering Estimate** of project, the Contract under project is listed in view list. Click on "Contract" menu. View list page will display, as shown below.

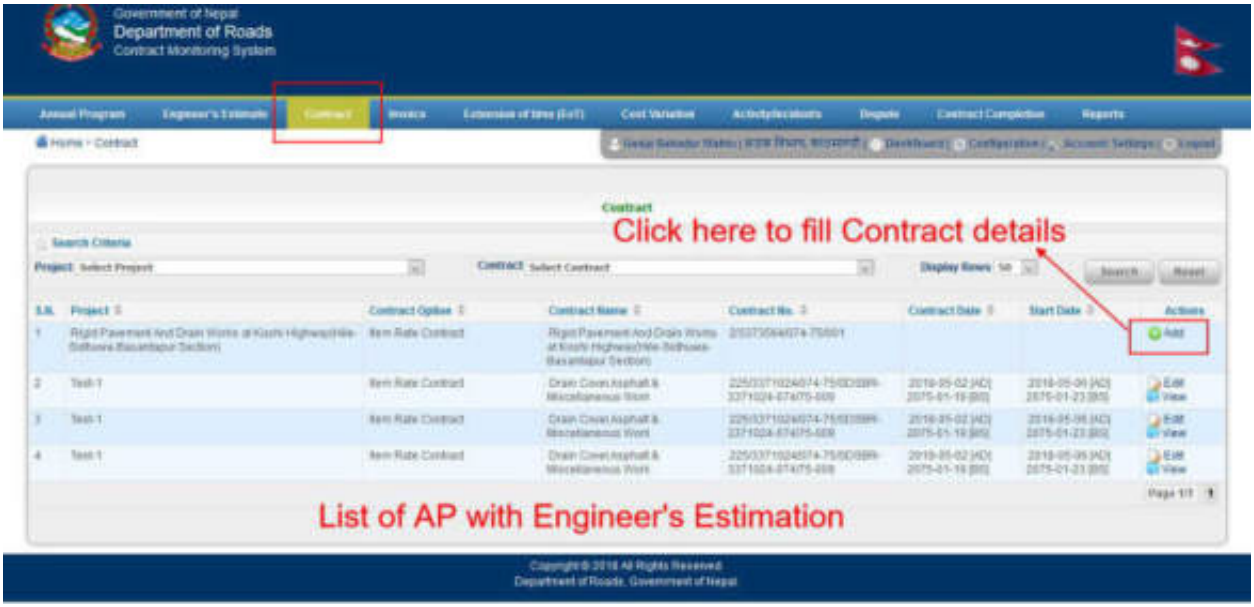


Figure 164: Contract Menu with View list

5.1 Add Contract

To add contact, further information Click on of respective Contract Name, a new form will display as shown below with Contract Tab as shown below.

5.1.1 Contract Summary Tab

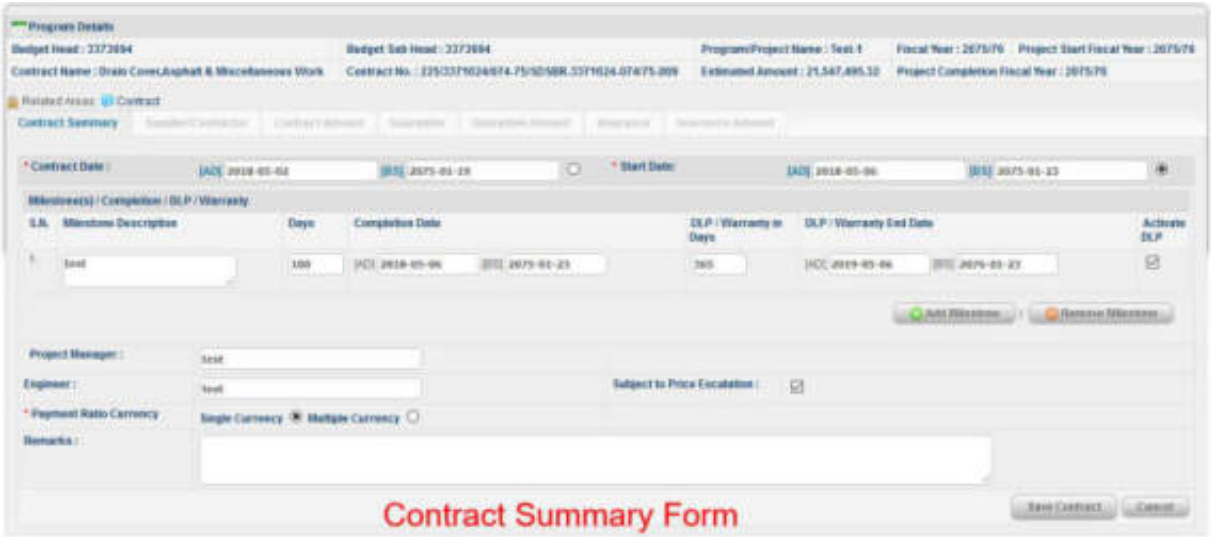


Figure 165: Add in Contract Tab

1. Enter required data.
   (Competition Date is automatically filled by adding start/Effective date and Days; you can also activate and deactivate DLP by click on check box)
2. Click on Save Contract button to save. A Dialog box will display with Save Conformation message as shown below,

Figure 166: Conformation Message

3. Select List Page if you want to go back to view list after successfully save data. And click OK
4. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
5. If you want to cancel the process, then click Cancel button.

5.1.2 Parties

In parties tab the information about supplier are stored as shown below.

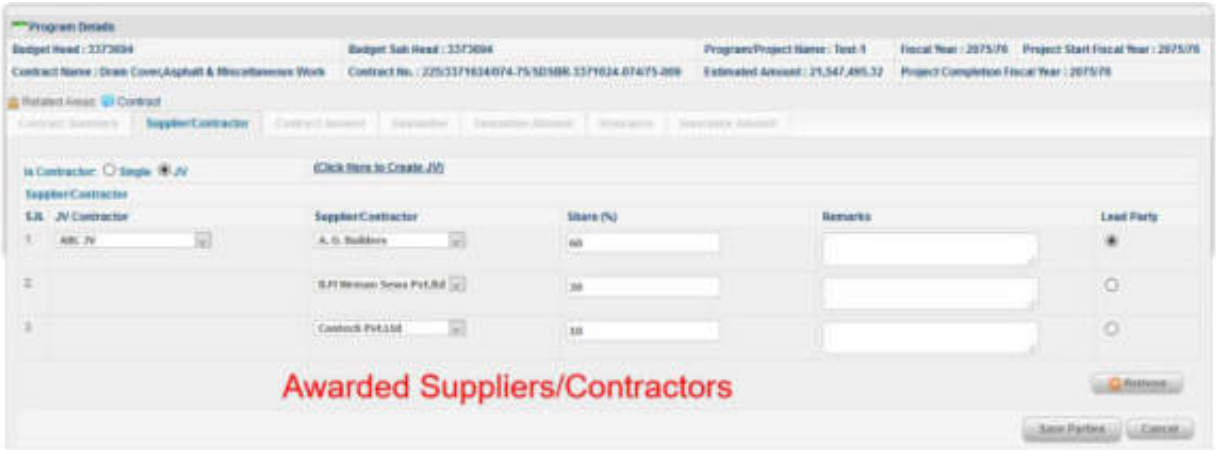


Figure 167: Parties Tab

1. Select Supplier/Contractor from dropdown box.

   Note: To add New Supplier in Dropdown list, you can add in via **Configuration list** and click on Supplier setup and add.

2. To add more parties click on

.

3. To Remove add Parties Click on

.

4. Click on

button to save. A Dialog box will display with Save Conformation message as shown below,

Figure 168: Conformation Message

5. Select

if you want to go back to view list after successfully save data. And click

6. Or Select

if you want to stay on same page after successfully save data. And click

5.1.3 Price Schedule

In Price Schedule the list of BOQ Sub heading are displayed which were entered under the Engineer's Estimate, here you have option to change the estimated rate by agreed rate.

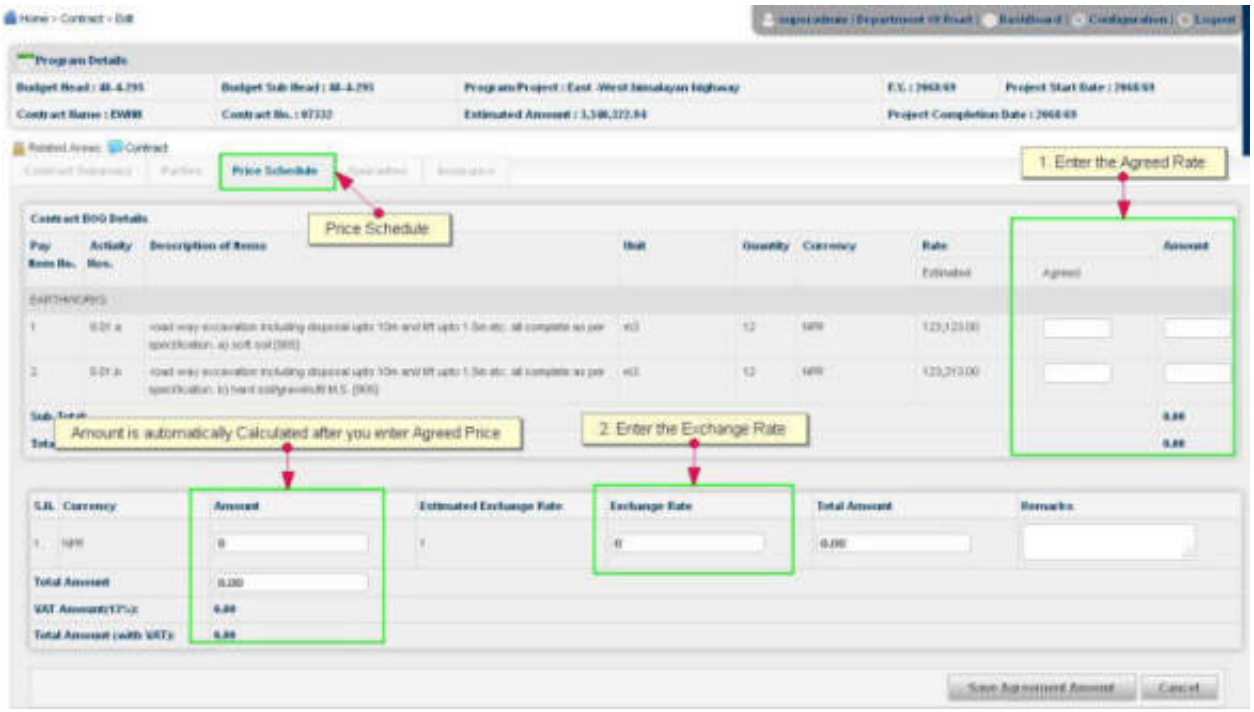


Figure 169: Price Schedule Tab

1. Enter required data.
2. Click on Save Agreement Amount button to save. A Dialog box will display with Save Conformation message as shown below,

Figure 170: Conformation Message

3. Select List Page if you want to go back to view list after successfully save data. And click OK
4. Or Select Same Page if you want to stay on same page after successfully save data. And click OK

5.1.4 Guarantee Tab

In guarantee tab you can store the guarantee information like guarantee Type, Bank name, Guarantee No etc. Click on "Guarantee tab", form will display as shown below.

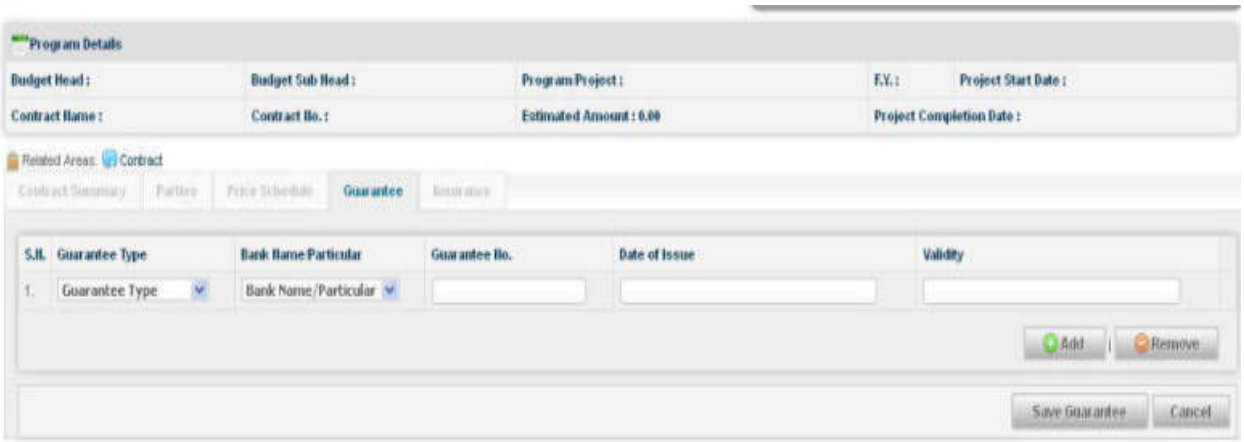


Figure 171: Guarantee Tab

1. Enter required data
2. Click on to save.
3. After successfully save of guarantee information new tab will generate as Guarantee Amount as shown below

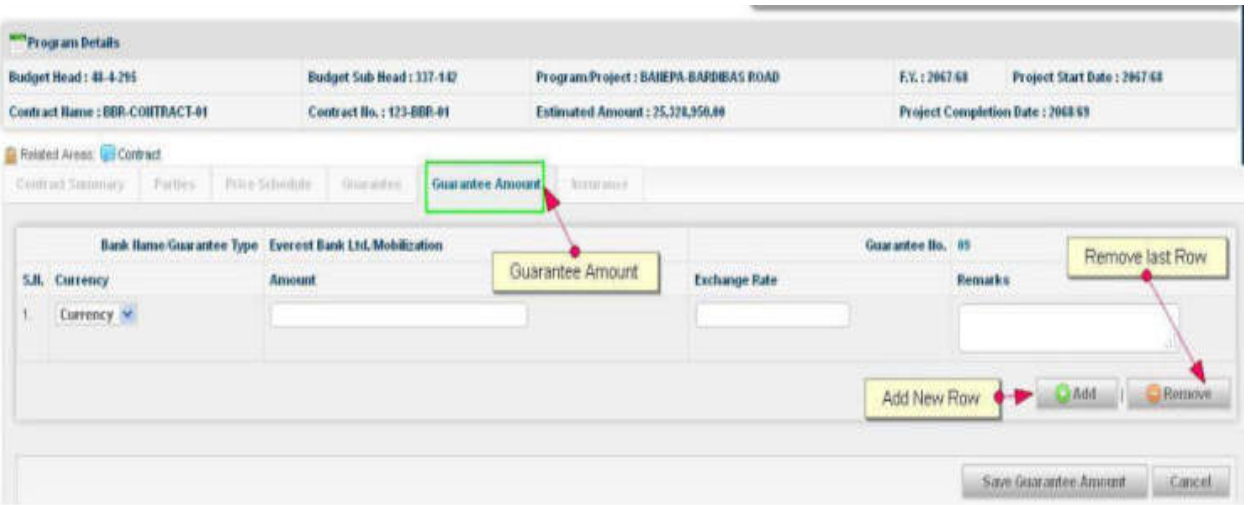


Figure 172: Guarantee Amount Form

4. Enter required data.
5. Click on .

5.1.5 Insurance Tab

In insurance Tab you can add insurance information like insurance Type, Insurance Company Policy No etc .Click on insurance tab, form will display as shown below

Figure 173: Insurance form

1. Enter required data.
2. Click on to save. A Dialog box will display with Save Conformation message as shown below,

Figure 174: Conformation Message

3. Select if you want to go back to view list after successfully save data. And click
4. Or Select if you want to stay on same page after successfully save data. And click
5. After successfully save **Insurance** information new tab will generate as **Insurance information** as shown below

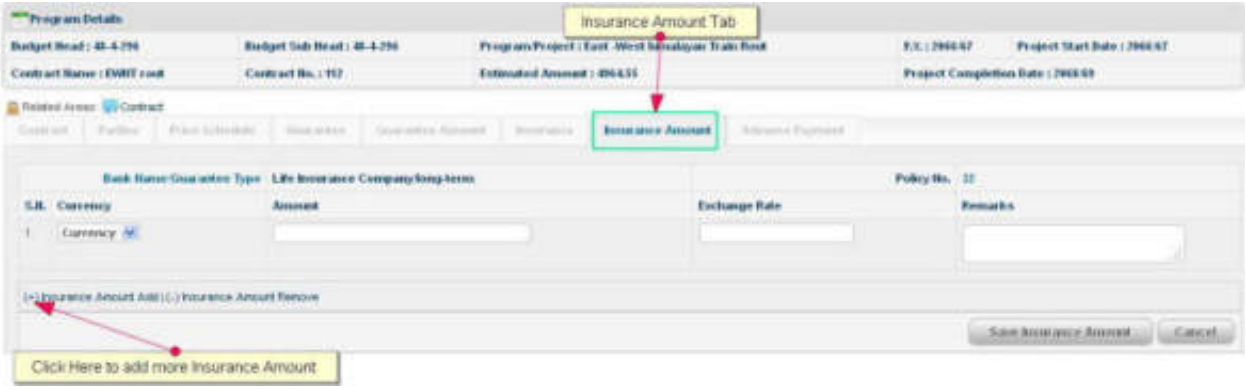


Figure 175: Insurance Amount form

5.1.6 Advance Payment

The **Advance Payment** Tab will generate, only when you select **Advance Payment** from **Guarantee Type Dropdown** which is in **Guarantee Tab** as shown below.

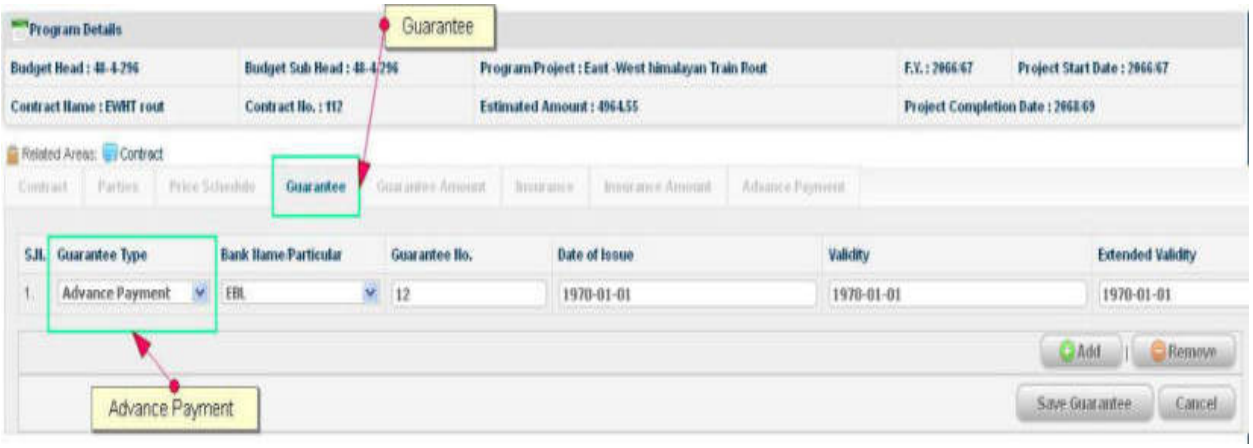


Figure 176: Select Guarantee Type

1. Click on Advance Payment Tab, form will display as shown below.

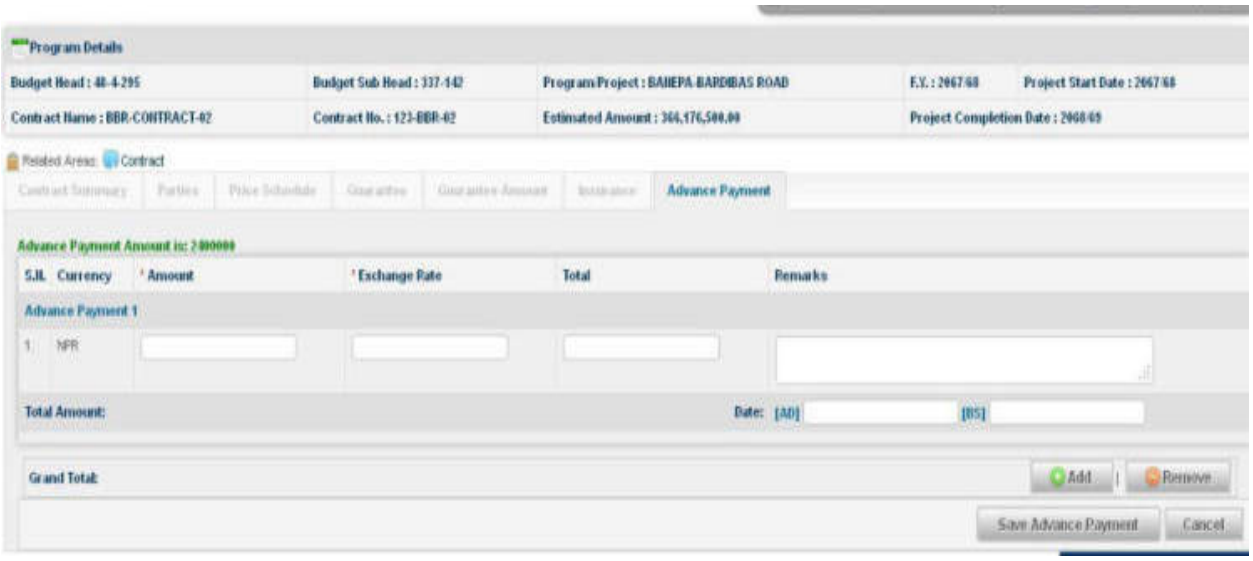


Figure 177: Advance Payment

2. Enter required data.
3. Click to save. A Dialog box will display with Save Conformation message as shown below,

Figure 178: Conformation Message

4. Select if you want to go back to view list after successfully save data. And click
5. Or Select if you want to stay on same page after successfully save data. And click

5.2 Edit Contract

To edit contract that is previously entered in system.

Figure 179: Contract View List

1. Click on

.
2. A form will display will previously stored data with edit mode as shown below

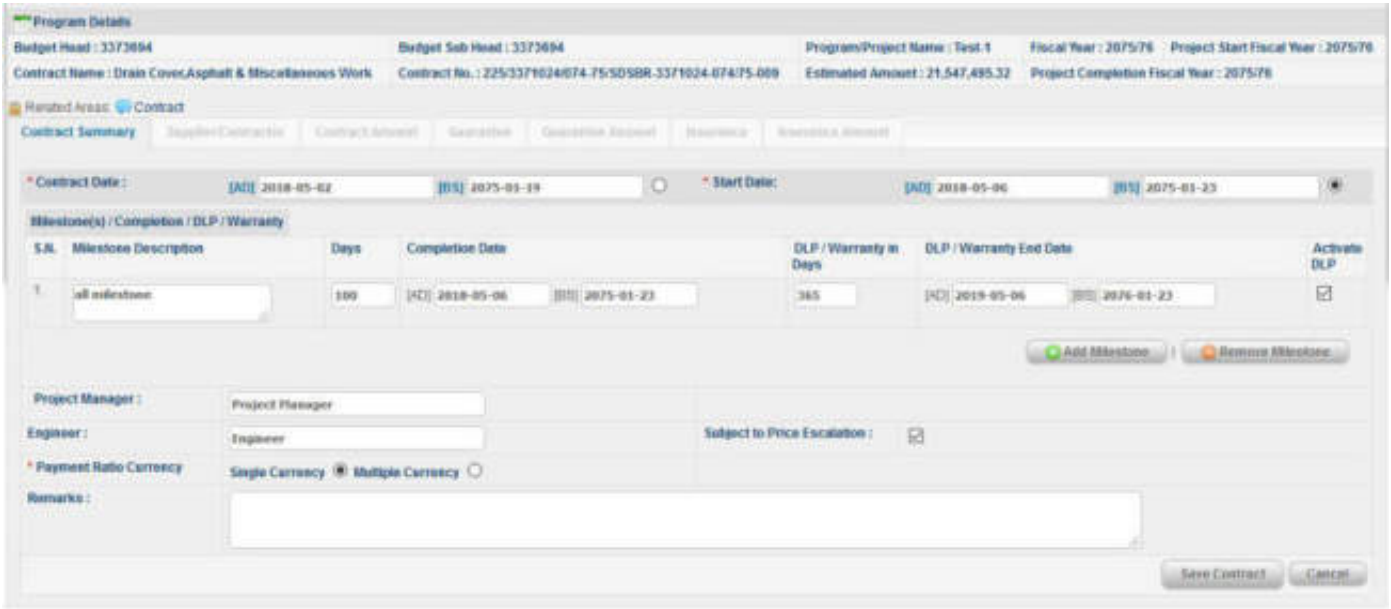


Figure 180: Edit Contract

3. Make necessary Change in Respective Tab.
4. Click "**Save button"** of Respective Tab. A Dialog box will display with Save Conformation message as shown below.

Figure 181: Conformation Message

5. Select List Page if you want to go back to view list after successfully save data. And click OK
6. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
7. If you want to cancel the process, then click Cancel button.

5.3 View Contract

1. Click on View
2. A form will display with view mode as shown below.

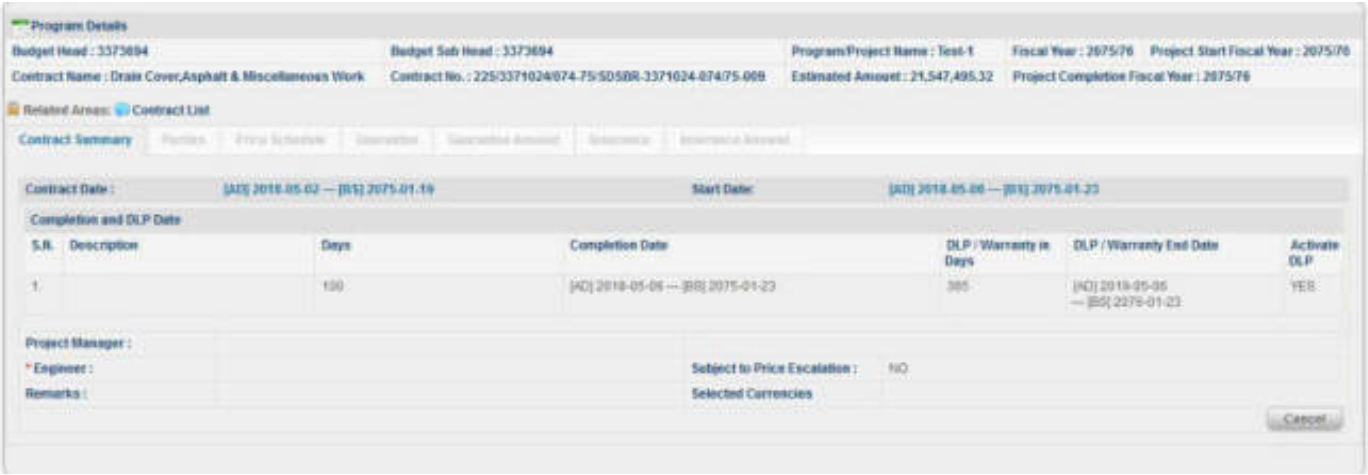


Figure 182: View Contract

3. You Can Edit Agreement from this page also by Click on Edit Agreement.
4. Form will display with data, Change data and Click save button.

5.4 Search Contact

To search you must choose valid data from "Search Criteria" Dropdown Box as shown below

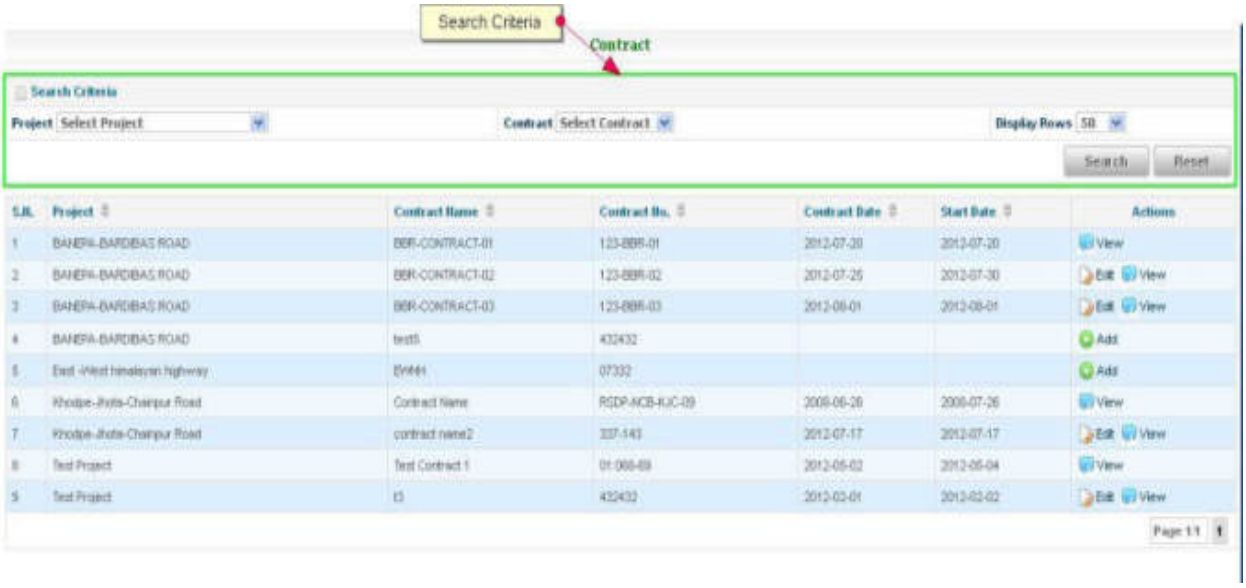


Figure 183: Search Contract

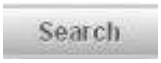
1. Choose data from Search Criteria Dropdown Box.
2. Click on  button to view search result. If data found data will be display.

Figure 184: Search Result

6 Invoice

After successfully completion of project contract, the contract is listed in Invoice menu View list. You can add Multiple IPC for single contract, the number of IPC is display on **NO. Of IPC** column. Here you can add, edit, view and search. Click on "**invoice**", form will display as shown below.

You can add Invoice detail and Payment ratio in Invoice menu for Contract.

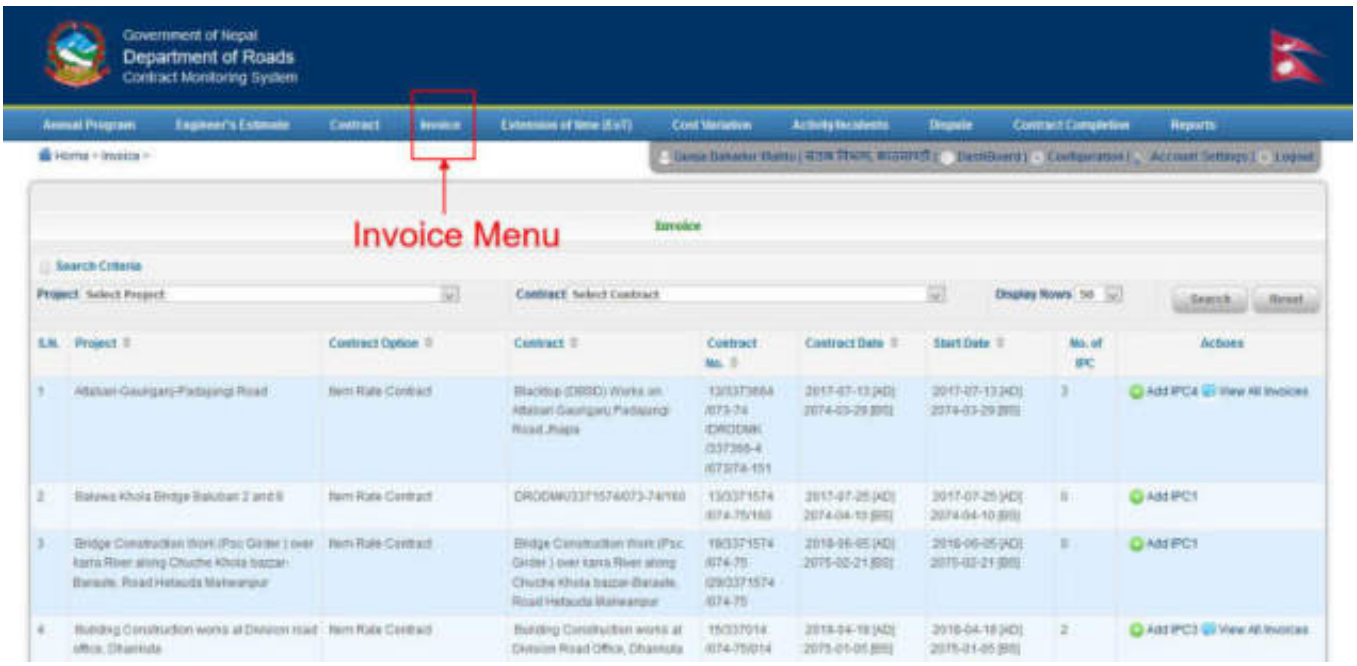


Figure 185: Invoice Menu and list of Project

6.1 Add Invoice

1. Click on Add IPC1.

   Note: You can add Multiple IPC on same contract.

2. A form will display as shown below.

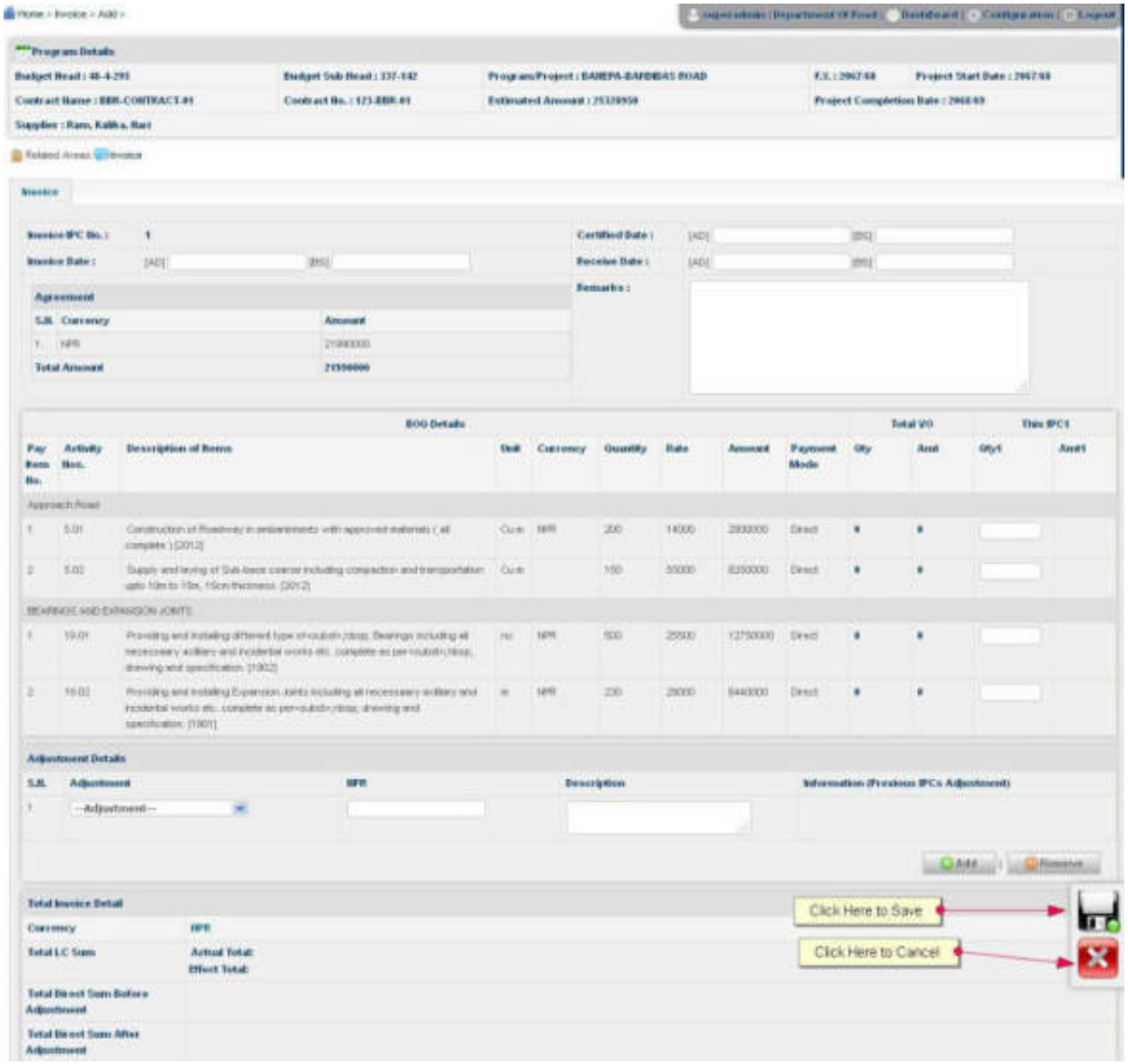


Figure 186: Add Invoice Form

3. Enter required Data.

   Note: In Qty1 value should not be greater than Quantity.

4. Click on to save. A Dialog box will display with Save Conformation message as shown below.

Figure 187: Conformation Message

5. Select List Page if you want to go back to view list after successfully save data. And click OK
6. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
7. If you want to cancel the process, then click Cancel button.

6.2 View All Invoice

In view all invoice you can see the list of invoice, and you can edit and view invoice details and payment ratio from here.

1. Click on View All Invoices.
2. A form will display as shown as below

Figure 188: View List of Invoice IPC

6.2.1 Edit Invoice

1. Click on Edit.
2. A form will display will previously stored data with edit mode as shown below

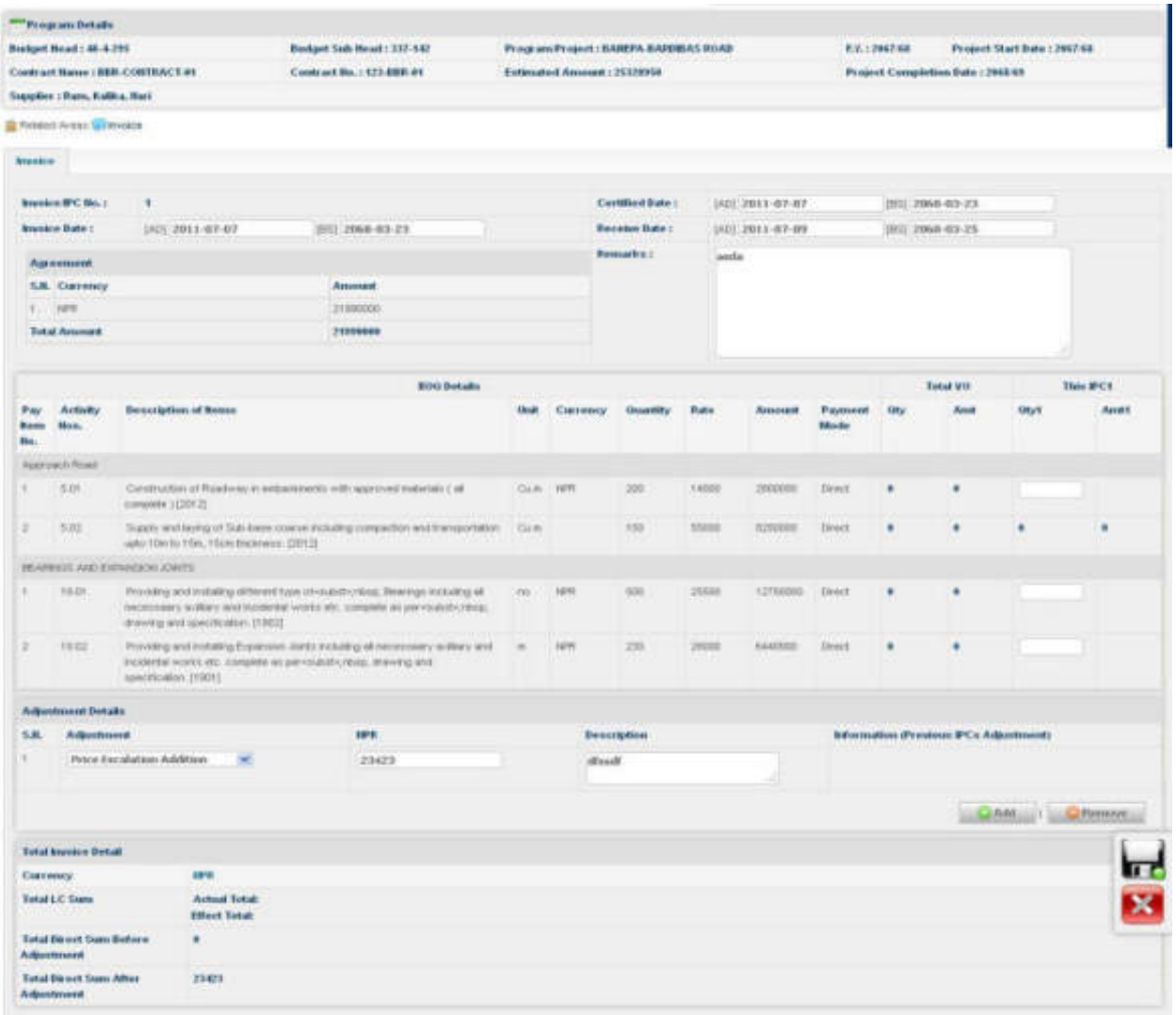


Figure 189: Edit Invoice

3. Make necessary Change.

4. Click on to save. A Dialog box will display with Save Conformation message as shown below.

Figure 190: Conformation Message

5. Select List Page if you want to go back to view list after successfully save data. And click OK
6. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
7. If you want to cancel the process, then click Cancel button.

6.3 View Invoice

1. Click on View
2. A form will display with view mode as shown below.

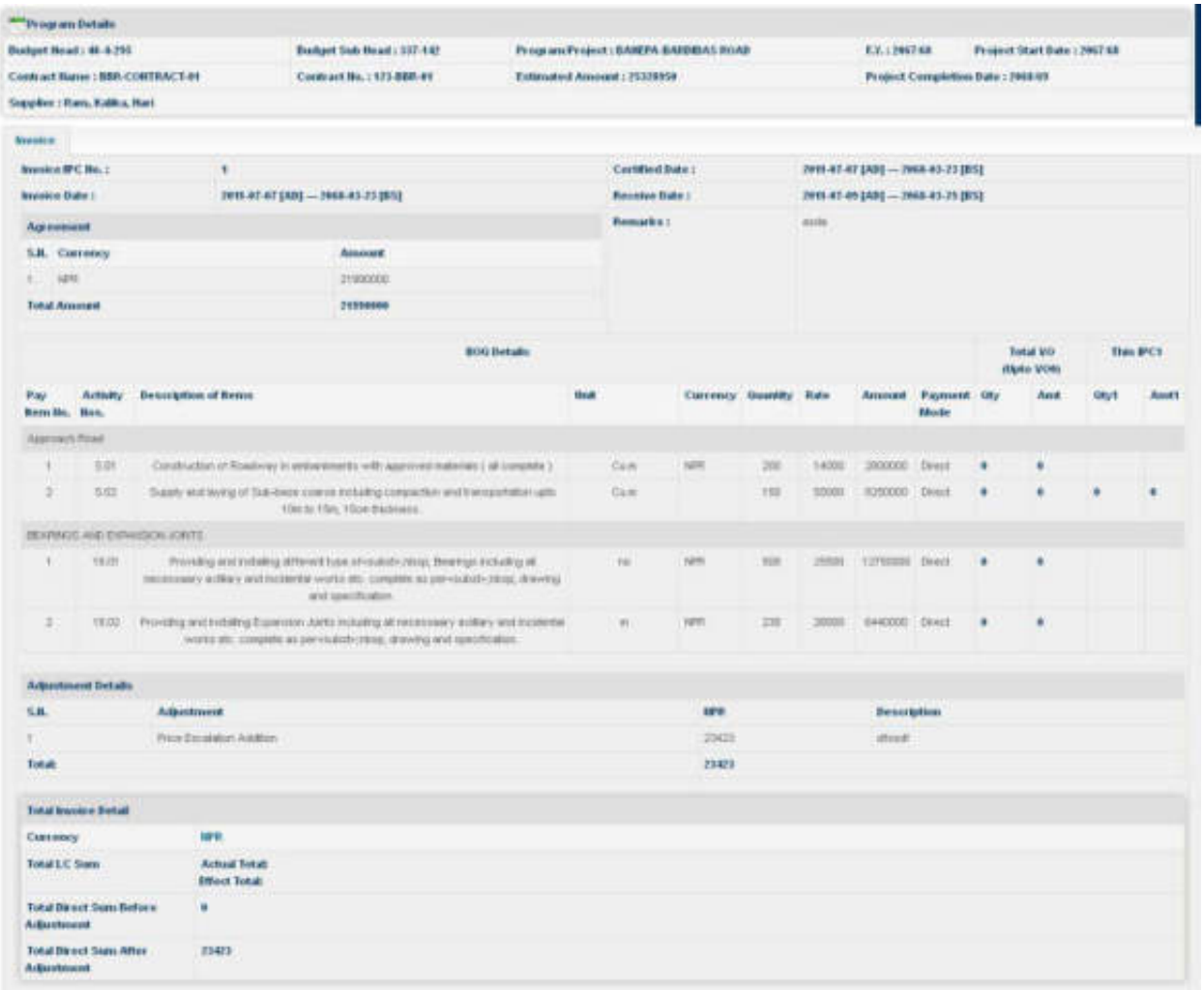


Figure 191: View Invoice

6.4 Search Invoice

To search you must choose valid data from "Search Criteria" Dropdown Box as shown below.

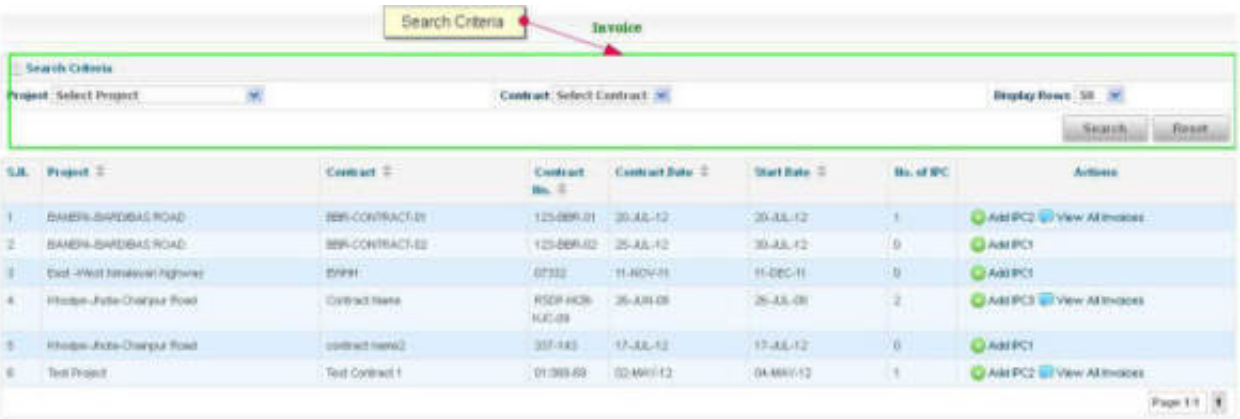


Figure 192: Search Invoice

1. Choose data from Search Criteria Dropdown Box.
2. Click on

button to view search result. If data found data will be display.

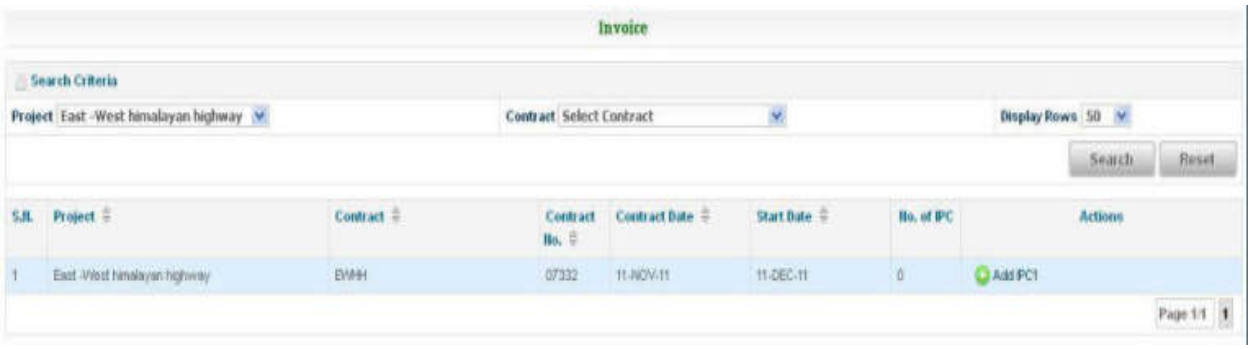


Figure 193: Search Result

7 Extension of Time (EOT)

It basically deals with the extension of time for each contract type and displays the list of it along with the general operations as: Add Edit, Delete and Search.

Click on "Extension of Time (EOT)", form will display as shown below.

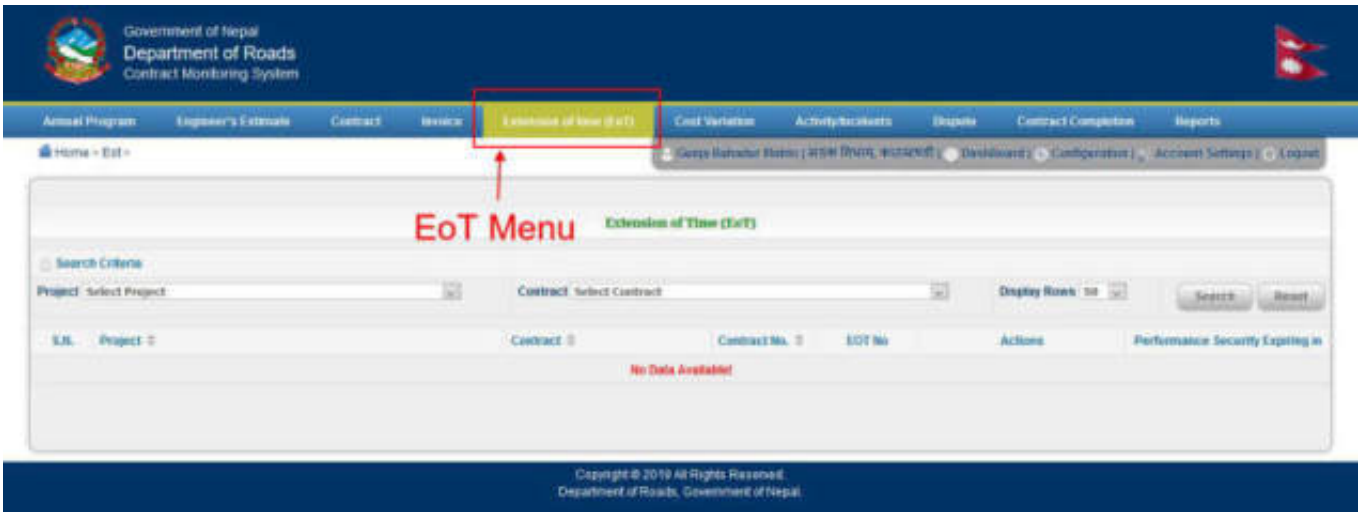


Figure 194: Extension of Time Menu with view List

7.1 Add Extension of Time

1. Click on Add EOT1.

   Note: You can add Multiple EOT, if EOT is already added on contract EOT number is increase in Add links as Add EOT2

2. A form will be display, as shown below.

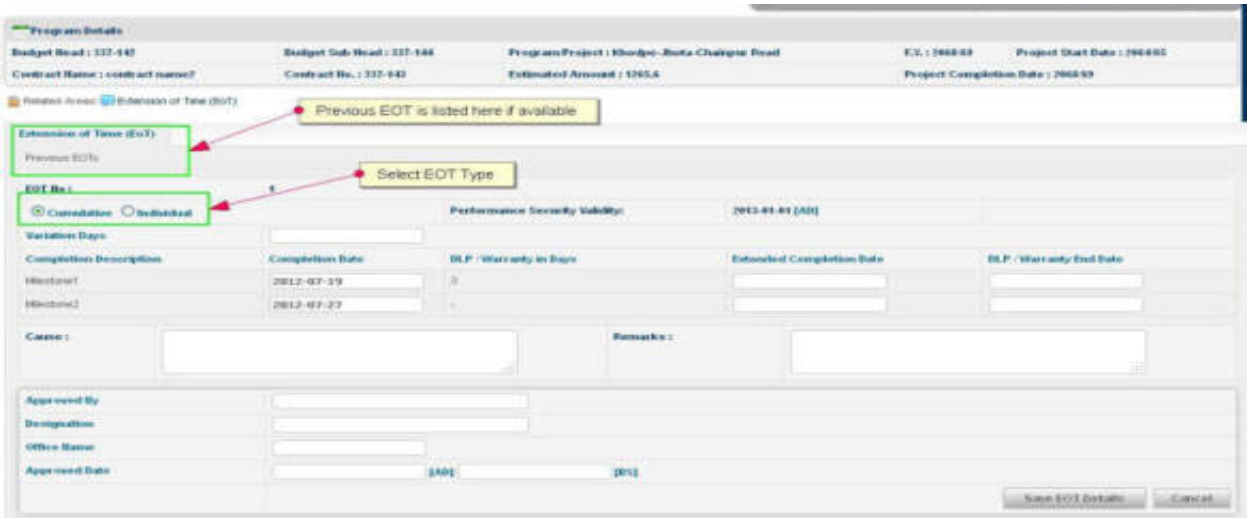


Figure 195: Add Extension of Time

3. Enter the required data.
4. Click on Save EOT Details button to save.
5. If you want to cancel the process, then click Cancel button.

   Note: You can add multiple extension time, as same above process.

7.2 View All EOT

1. Click on View All EOT.
2. Form will display as shown below.

Figure 196: View List of EOT

7.2.1 Edit Extension of Time

1. Click on Edit button.
2. A form will be display with the previously entered data in it, as shown below.

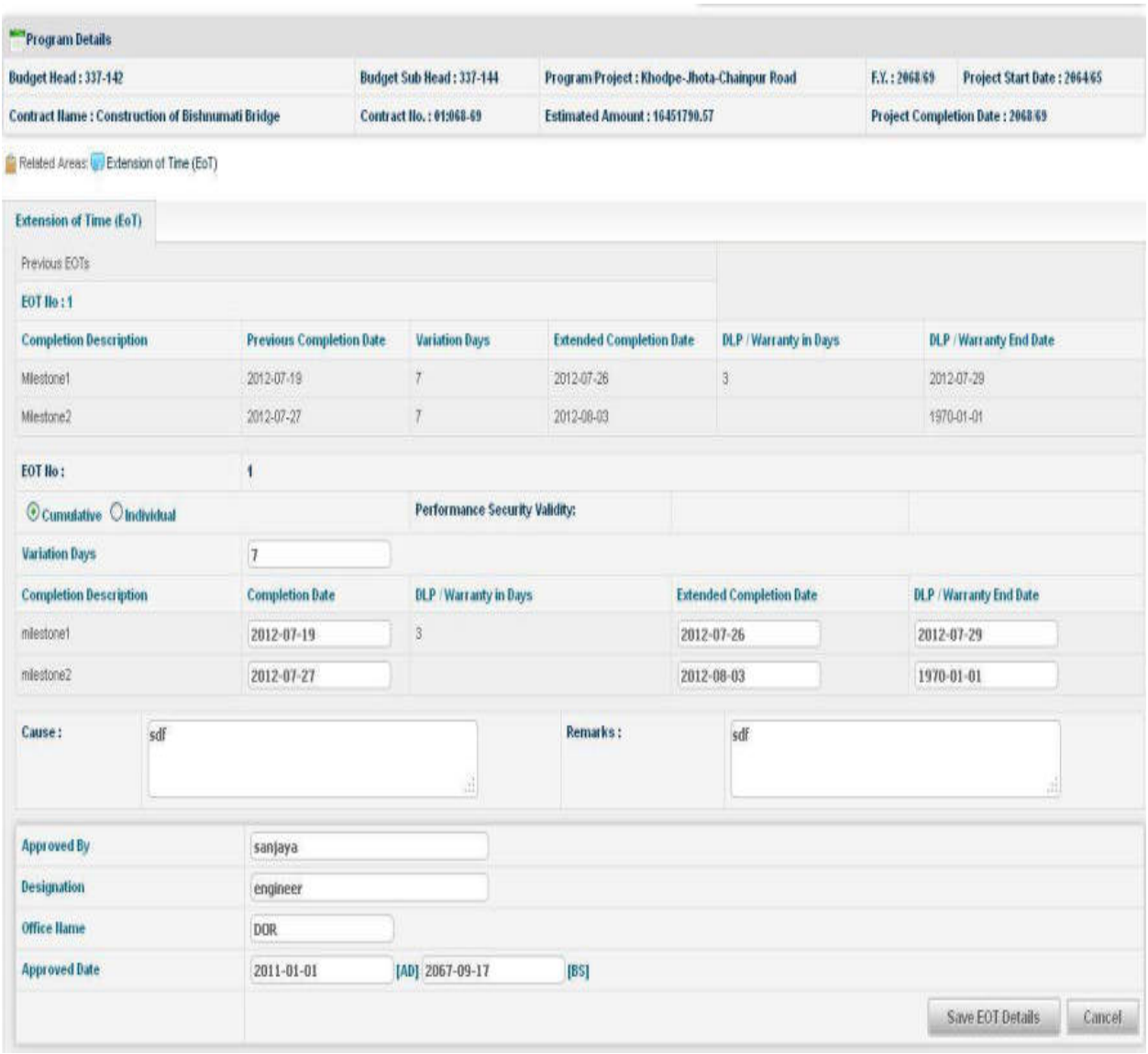


Figure 197: Edit Extension of Time

3. Make the necessary changes in data.
4. Click on button to save the new data.
5. Click button to cancel the edit process.

7.2.2 View Extension of Time

1. Click on View.
2. Form with data is display as shown below.

Figure 198: View Extension of Time

7.2.3 Search Extension of Time

To search you must choose valid data from "Search Criteria" as shown below.

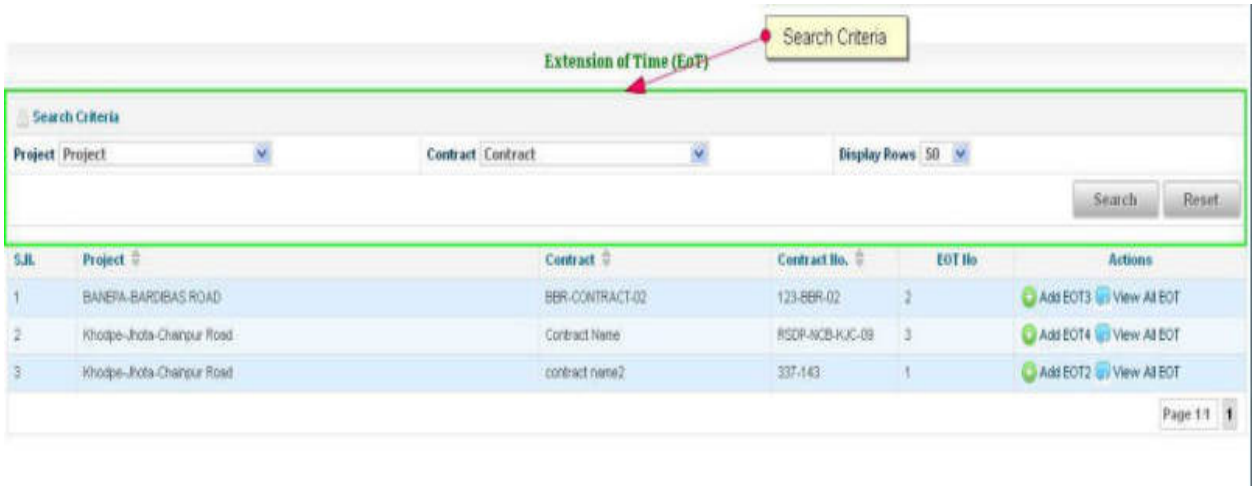


Figure 199: Search Extension of Time

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

8 Cost Variation

It basically deals with the cost variation of the contract and displays the list of it along with the general operations as: Add Edit and Search.

Click on **"Cost Variation"**, form will display as shown below.

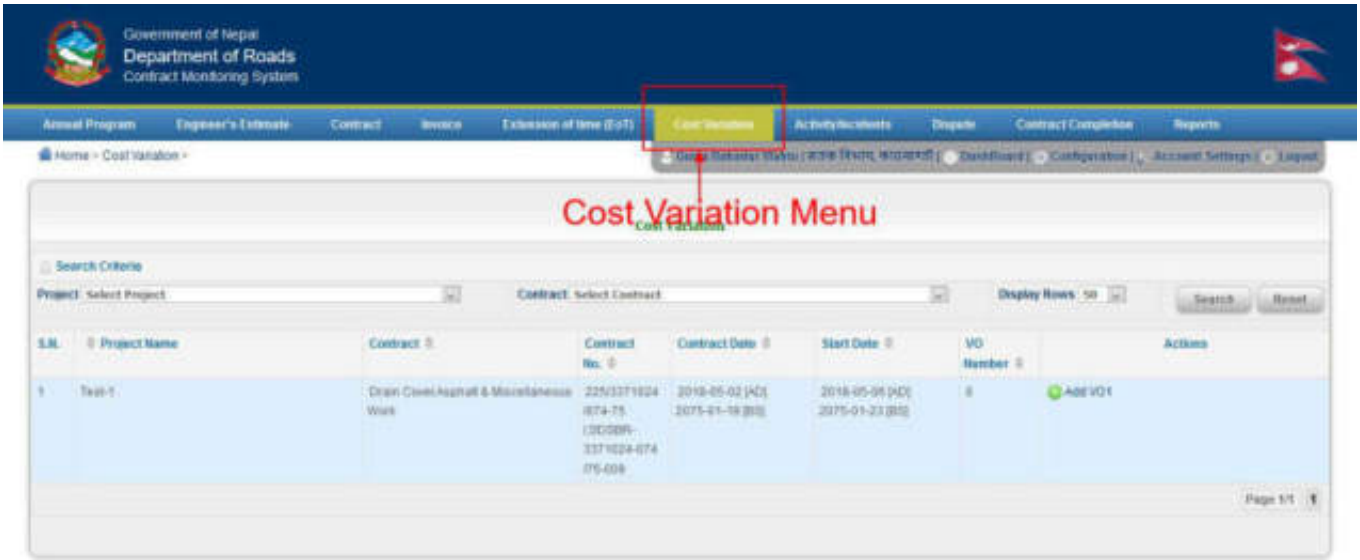


Figure 200: Cost Variation Menu with View list

8.1 Add Cost Variation

1. Click on Add VO1.
2. A form will be display, as shown below.

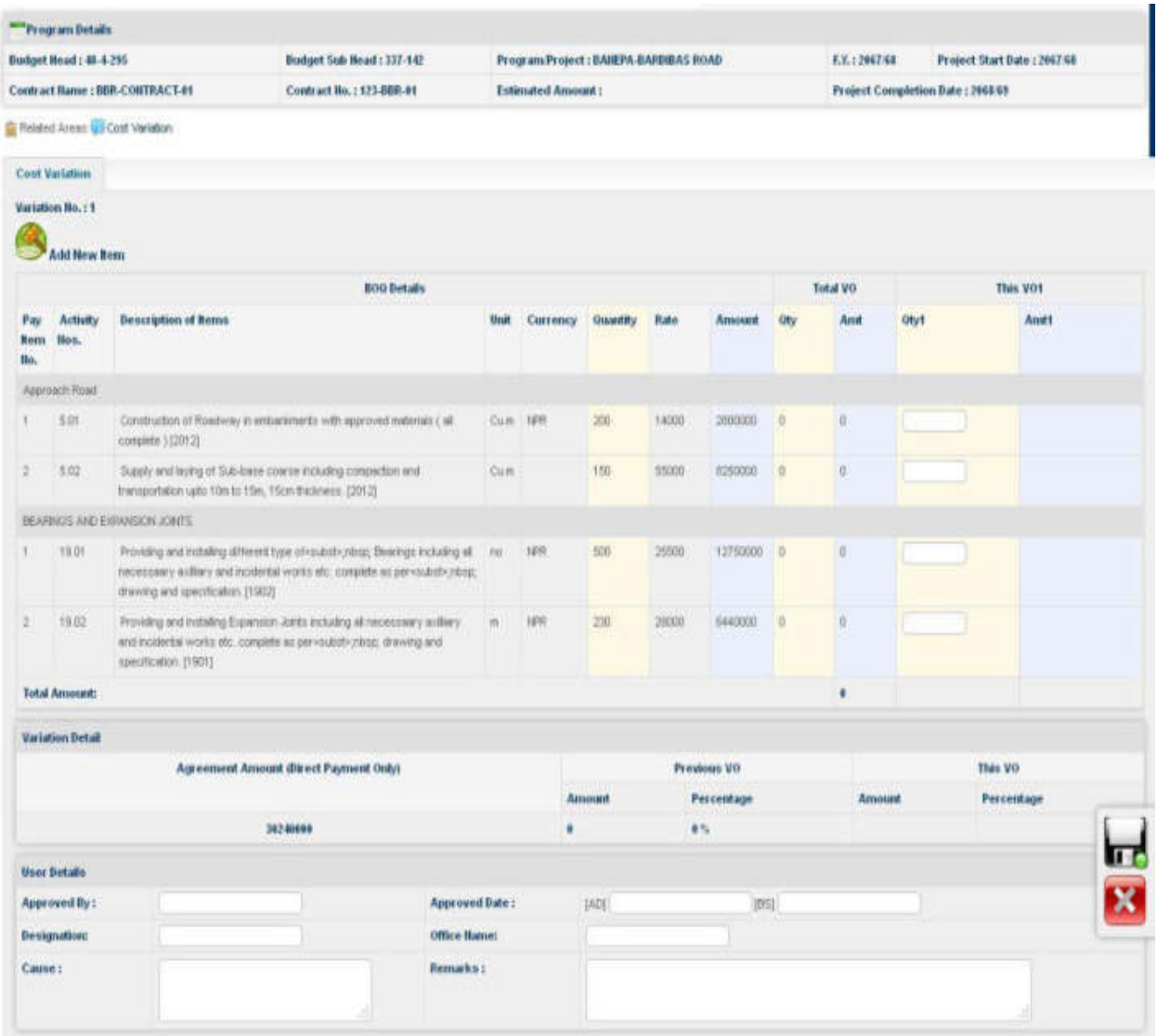


Figure 201: Add Cost Variation

3. Enter the required data.
4. Click on button to save.
5. If you want to cancel the process, then click button.

   Note: You can add multiple extension time, as same above process.

8.2 View All Cost Variation

1. Click on View All Cost Variation.
2. Form will display as shown below.

Figure 202: View List Cost Variation

8.2.1 Edit Cost Variation

1. Click on Edit button.
2. A form will be display with the previously entered data in it, as shown below.

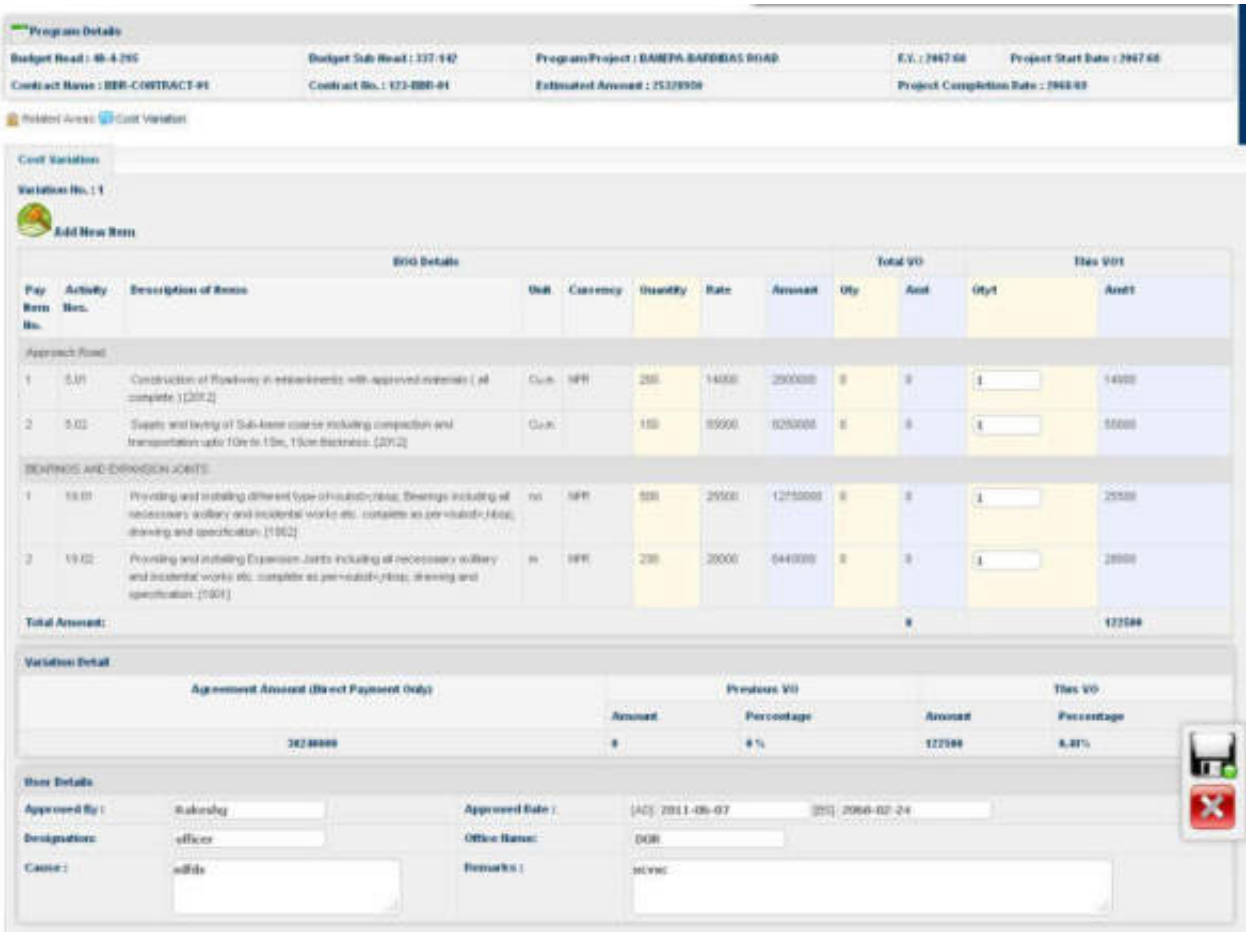
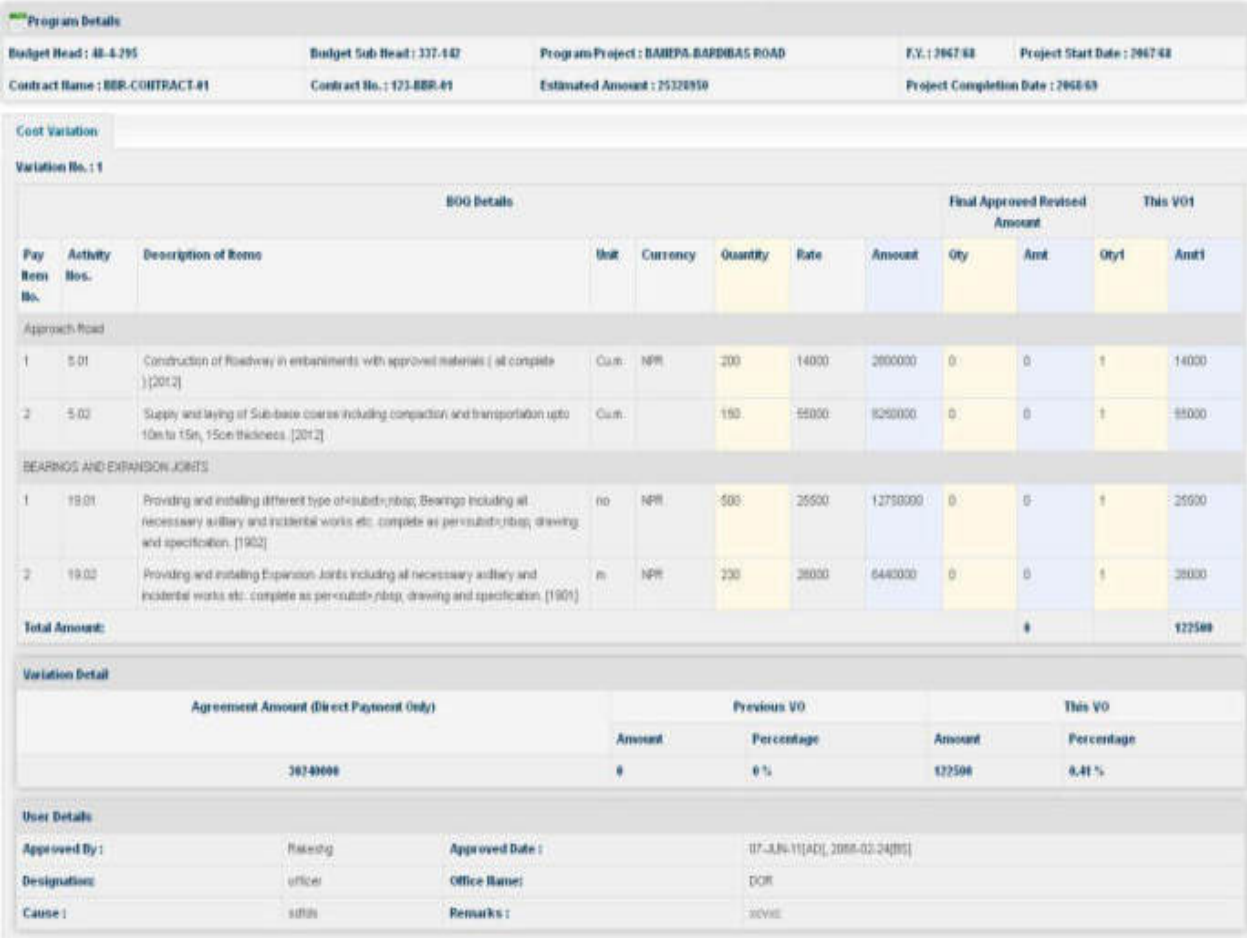


Figure 203: Edit Cost Variation

3. Make the necessary changes in data.
4. Click on button to save the new data.
5. Click button to cancel the edit process.

8.2.2 View Cost Variation

1. Click on .
2. Form with data is display as shown below.



Program Details

Budget Head : 48-4-295	Budget Sub Head : 337-142	Program/Project : BAHEPA-BARDIBAS ROAD	F.Y. : 2067/68	Project Start Date : 2067/68
Contract Name : BBR-CONTRACT-01	Contract No. : 123-BBR-01	Estimated Amount : 25320950		Project Completion Date : 2068/69

Cost Variation

Variation No. : 1

BOQ Details								Final Approved Revised Amount		This VO1	
Pay Item No.	Activity Nos.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Qty	Amt	Qty1	Amt1
Approach Road											
1	5.01	Construction of Roadway in embankments with approved materials (all complete) [2012]	Cum	NPR	200	14000	2800000	0	0	1	14000
2	5.02	Supply and laying of Sub-base coarse including compaction and transportation upto 10m to 15m, 15cm thickness. [2012]	Cum		150	55000	8250000	0	0	1	55000
BEARINGS AND EXPANSION JOINTS											
1	19.01	Providing and installing different type of<subst>;nbsp; Bearings including all necessary ailiary and incidental works etc. complete as per<subst>;nbsp; drawing and specification. [1902]	no	NPR	500	25500	12750000	0	0	1	25500
2	19.02	Providing and installing Expansion Joints including all necessary ailiary and incidental works etc. complete as per<subst>;nbsp; drawing and specification. [1901]	m	NPR	230	28000	6440000	0	0	1	28000
Total Amount:									0		122500

Variation Detail

Agreement Amount (Direct Payment Only)	Previous VO		This VO	
	Amount	Percentage	Amount	Percentage
30240000	0	0 %	122500	0.41 %

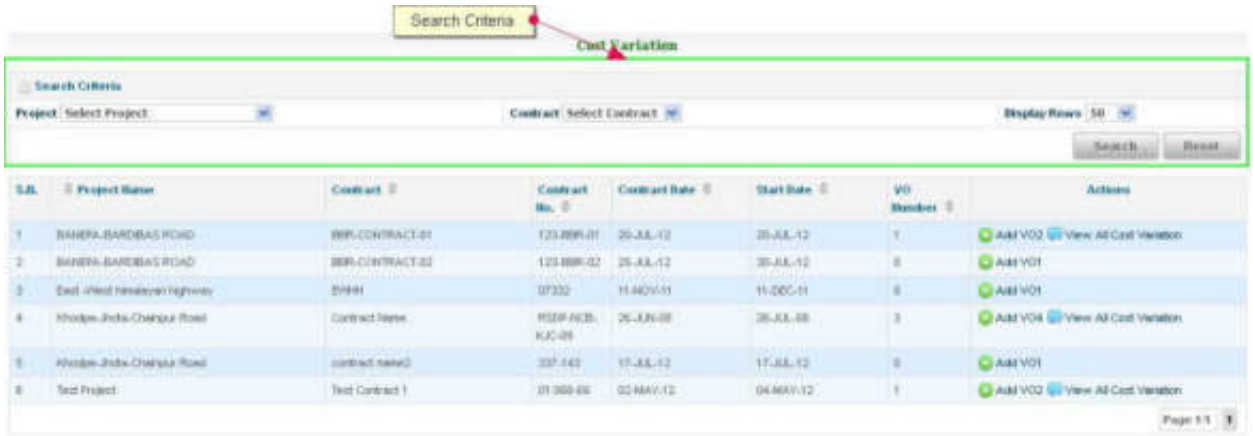
User Details

Approved By :	Rakesh	Approved Date :	07-JUN-11[AD], 2068-02-24[BS]
Designation:	officer	Office Name:	DOR
Cause :	sdfdfs	Remarks :	xcvxc

Figure 204: View Cost Variation

8.3 Search Cost variation

To search Project under cost variation module,



1. Select the Project from drop down box.
2. Click on button, if data found data will display on form.

9 Activity/Incident

It basically deals with the Activity/incident of the contract it is generally used to store document and activity related to contract and displays the list of it along with the general operations as: Add Edit and Search.

Click on **"Activity/Incident",** form will display as shown below.

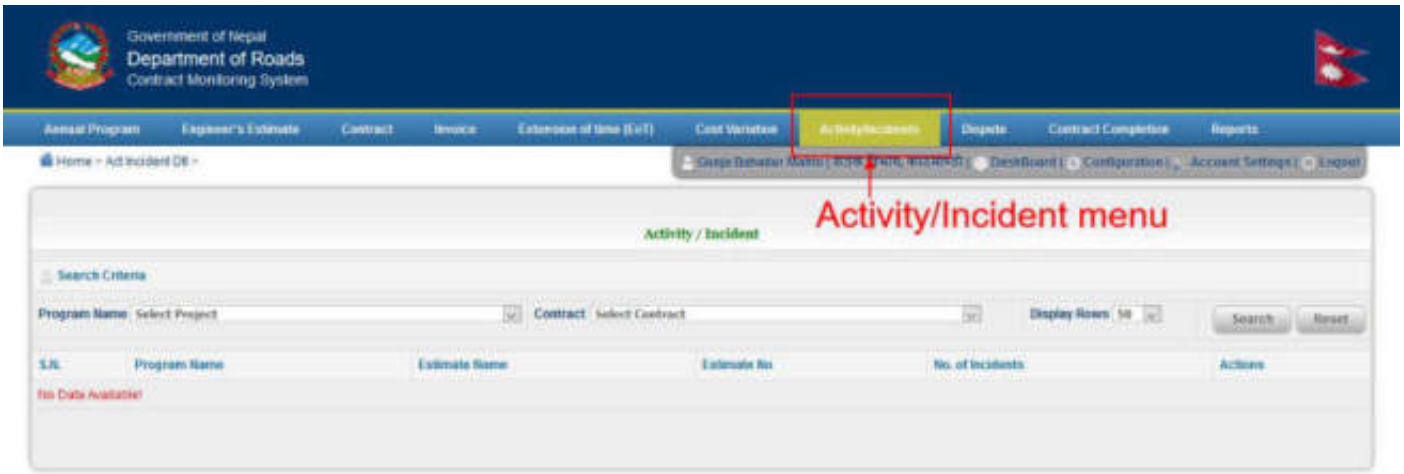


Figure 205: Activity/Incident Menu with View list

9.1 Add Activity/Incident

1. Click on

.
2. A form will be display, as shown below.

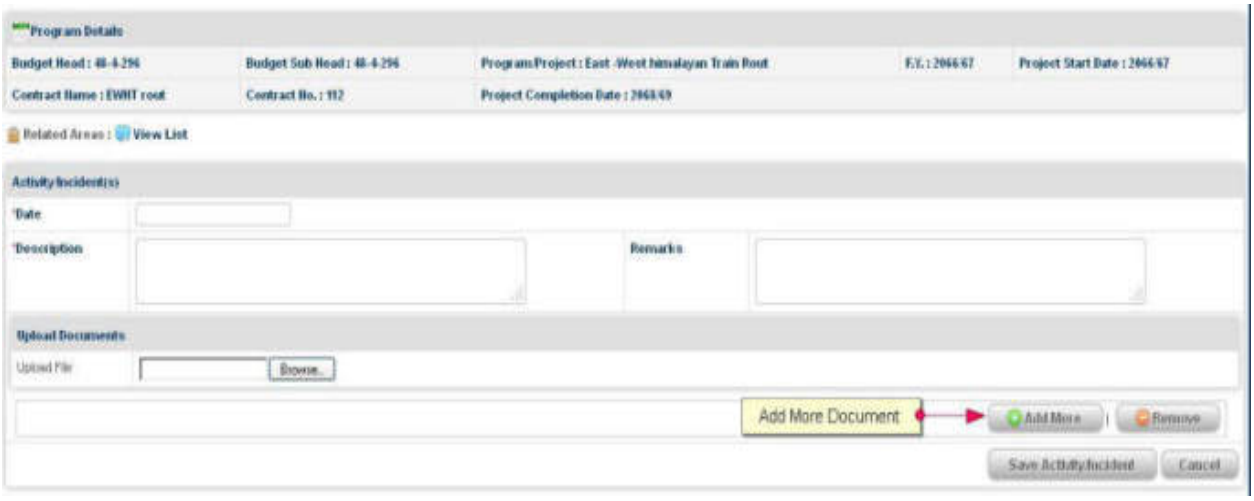


Figure 206: Add Activity/Incident

3. Enter the required data.

4. Click on Save Activity/Incident button to save.
5. If you want to cancel the process, then click Cancel button.

   Note: You can add multiple Activity/Incident, as same above process.

9.2 View Activity/Incident

1. Click on View All Incidents.
2. Form will display as shown below.

Figure 207: View List Activity/Incident

9.2.1 View Activity/Incident

1. Click on View.
2. Form with data is display as shown below.

Figure 208: View Activity/Incident

9.2.2 Delete Activity/Incident

1. Click on Delete .

2. Dialog Box display ,click OK , to delete.

9.3 Search Activity/Incident

To search you must insert valid data in "Search Text Box" as shown below

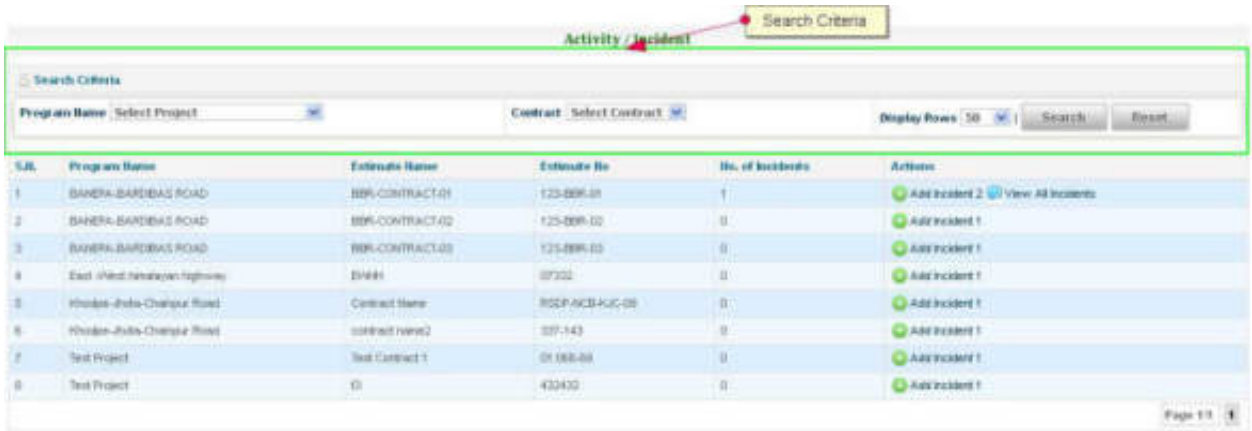


Figure 209: Search Extension of Time

1. Choose Data from Search Criteria.
2. Click on Search button to view search result. If data found data will be display.

10 Dispute

In case some argument arises regarding the project in the project period it is entered in this module. You can add, edit, search and delete the dispute information like images, documents, videos related to corresponding contract in this module.

Click on "**Dispute**" from the menu, following form will be displayed:

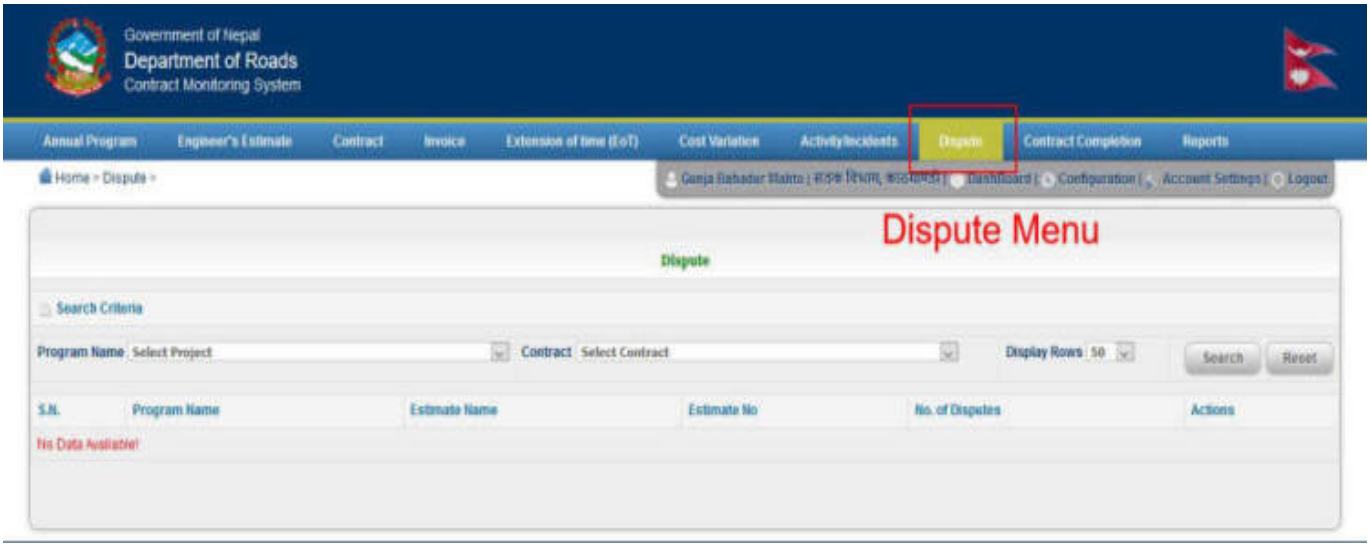


Figure 210: Dispute menu

10.1 Add Dispute

1. From the list page click on "Add dispute" for the particular program name
2. Following form will be displayed

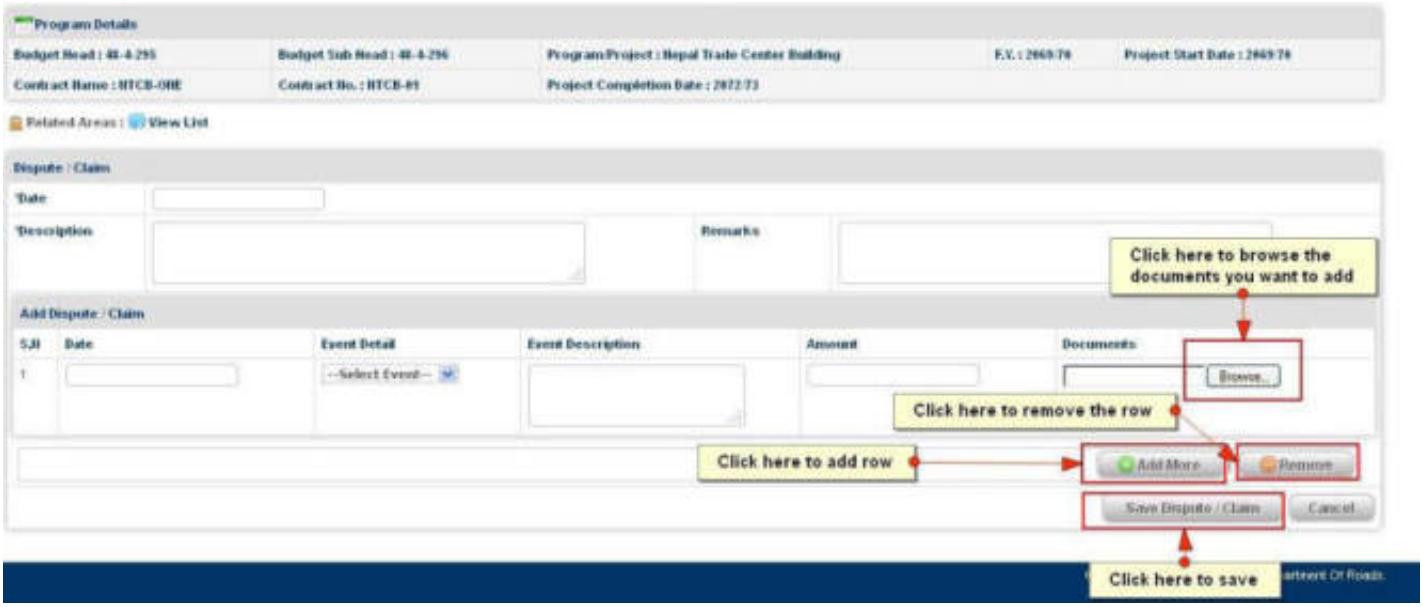


Figure 211: Add dispute

3. Enter the required information
4. You can upload the documents by clicking on browse button and selecting the required document.
5. Click on “Add more” to add new row
6. Click “Remove” button to remove the row
7. After providing the entire necessary information click on “Save” button. The dispute will be saved.
8. Click on “Cancel” button to cancel the add process.

10.2 View disputes

1. Click on “View dispute” from the list page for the particular program name.
2. The disputes will be listed as shown below
3. You can view/delete the particular dispute by clicking on the respective link.

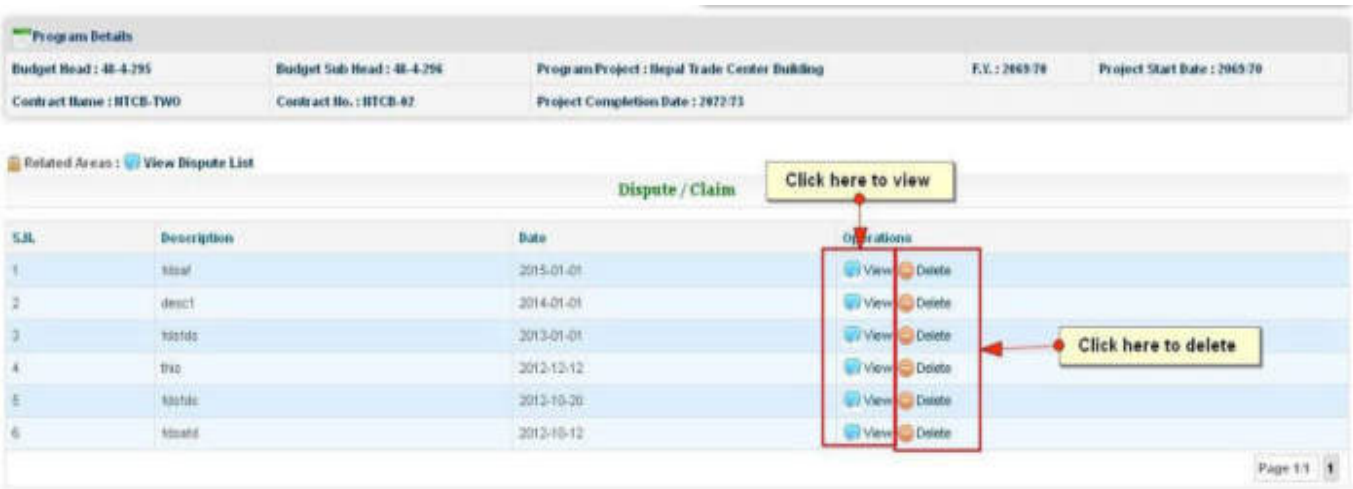


Figure 212: View Disputes

10.3 Search Dispute

1. Enter the search criteria in the list page
2. Click on “Search” button
3. The required dispute will be listed in the list page.

Figure 213: Search Dispute

11 Contract completion

It basically deals with the Contract completion of the contract it is generally used to store completion date, Contractor evaluation title, and Actual completion date, Completion certificate issue date, Termination cause, Letter of release date, Remarks and activity related to contract completion and displays the list of it along with the general operations as: Add Edit and Search.

Click on "**Contract completion**", form will display as shown below.

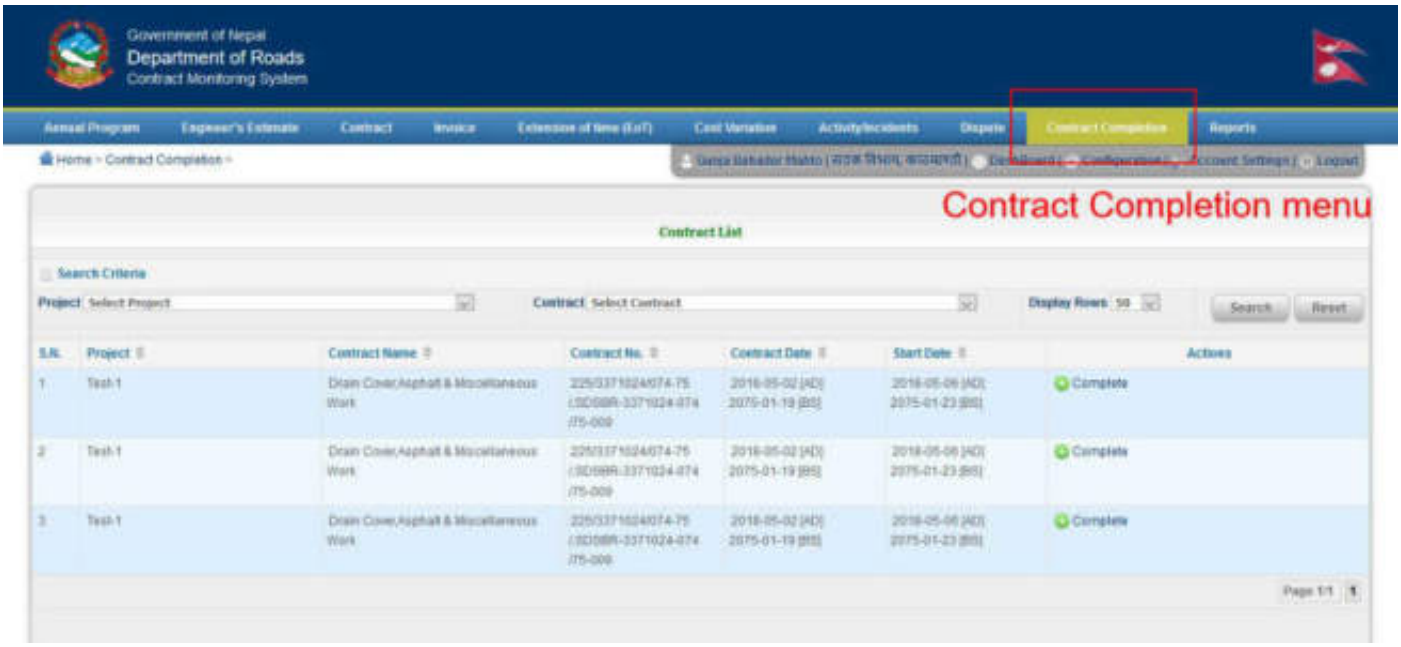


Figure 214: Contract completion Menu with view list

11.1 Add Contract completion

1. Click on .
2. A form will be display, as shown below.

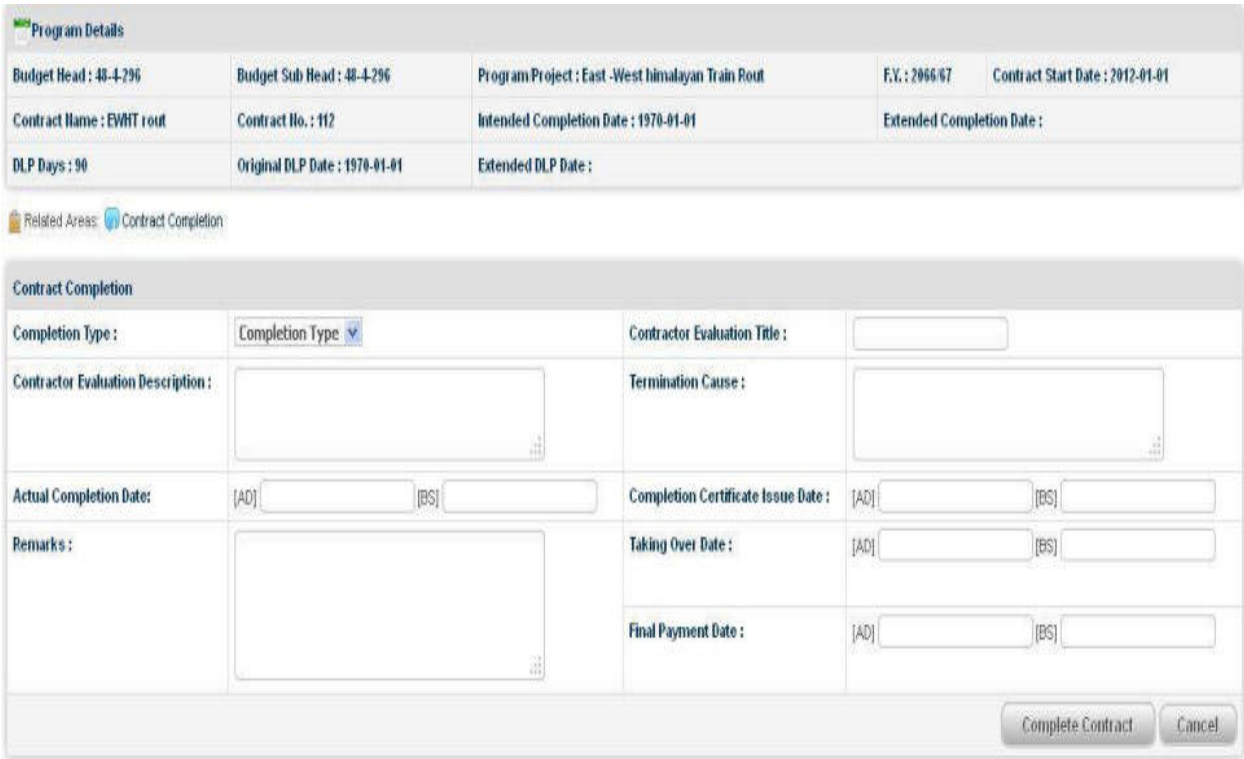


Figure 215: Add Contract Completion

3. Enter the required data.
4. Click on button to save.
5. If you want to cancel the process, then click button.

11.2 Edit Contract completion

1. Click on button.
2. A form will be display with the previously entered data in it, as shown below.

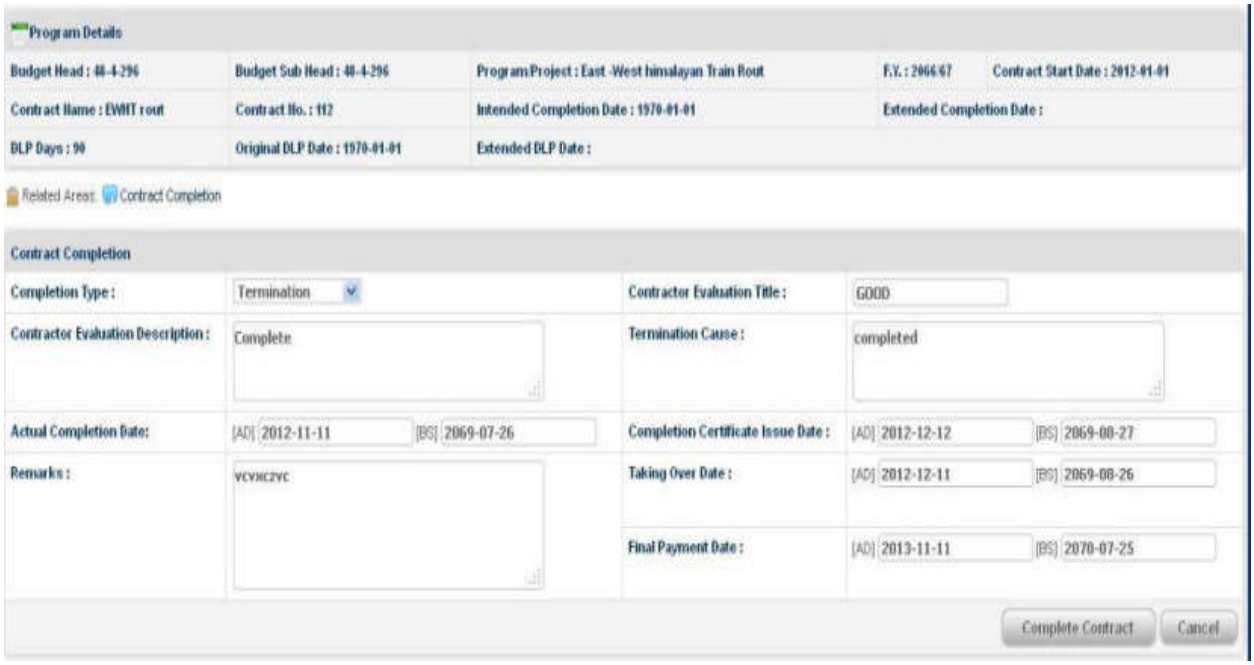


Figure 216: Edit Contract completion

3. Make the necessary changes in data.
4. Click on button to save the new data.
5. Click button to cancel the edit process.

11.3 Create Completion Letter

After Completion of Contract, you have an option to generate contract completion letter. The letter template is already created via "**Configuration List"** Template manger.

1. Click on .
2. Completion letter is generated. As shown below.

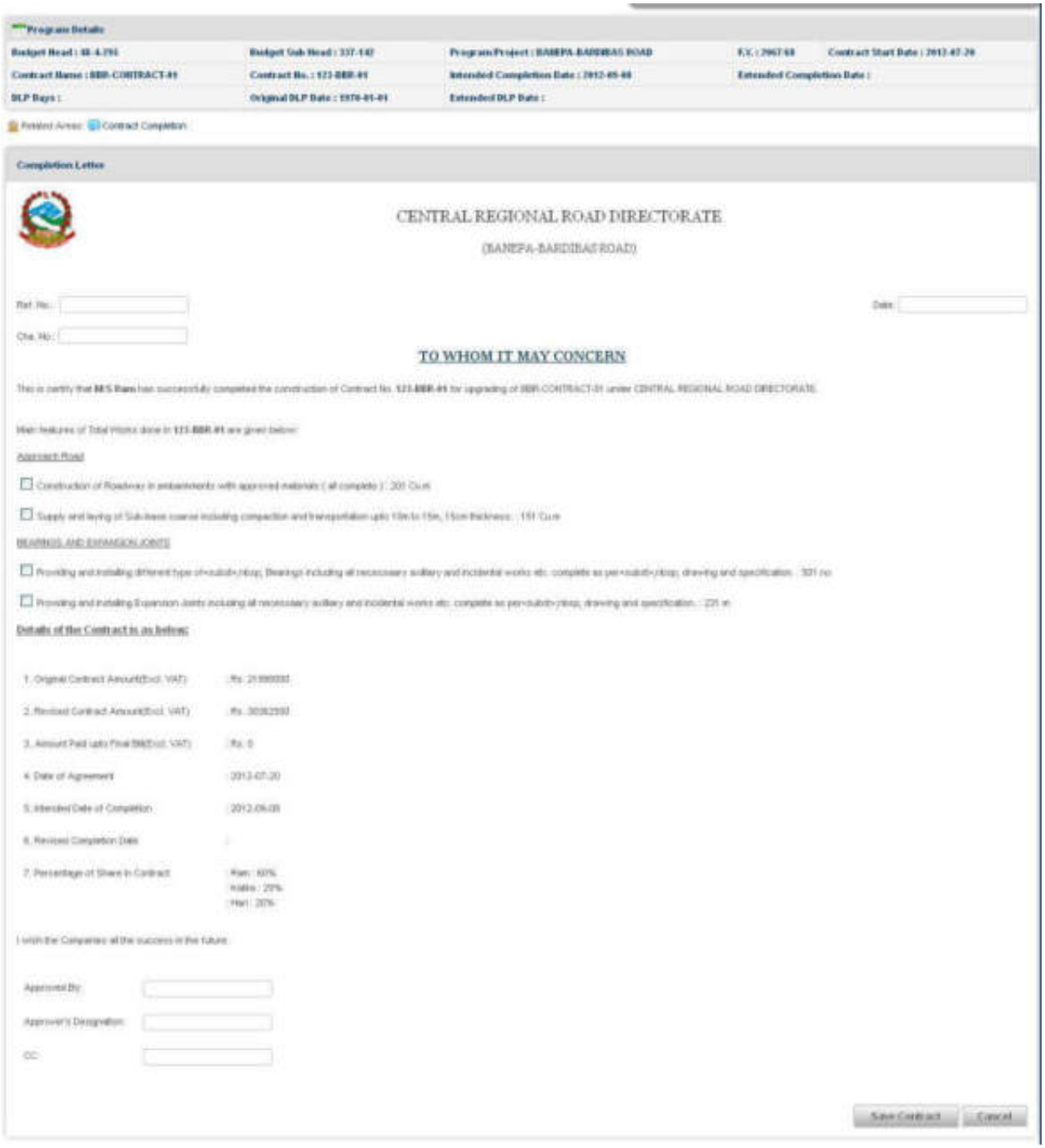


Figure 217: Template of Completion Letter

3. Enter required data.
4. Click on

A Dialog box will display with Save Conformation message as shown below.

Figure 218: Conformation Message

5. Select List Page if you want to go back to view list after successfully save data. And click OK
6. Or Select Same Page if you want to stay on same page after successfully save data. And click OK
7. If you want to cancel the process, then click Cancel button.

11.4 Generate Completion Letter

1. Click on Generate Completion Letter.
2. Dialog box will open as shown below.

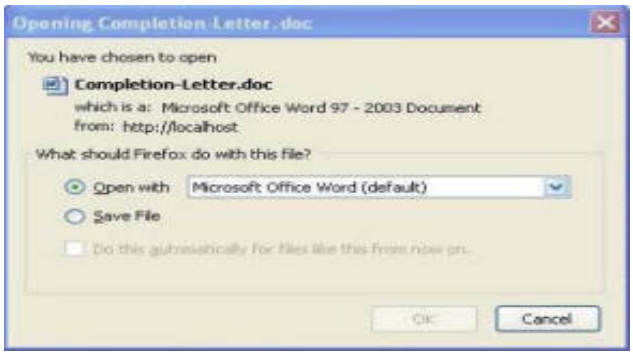
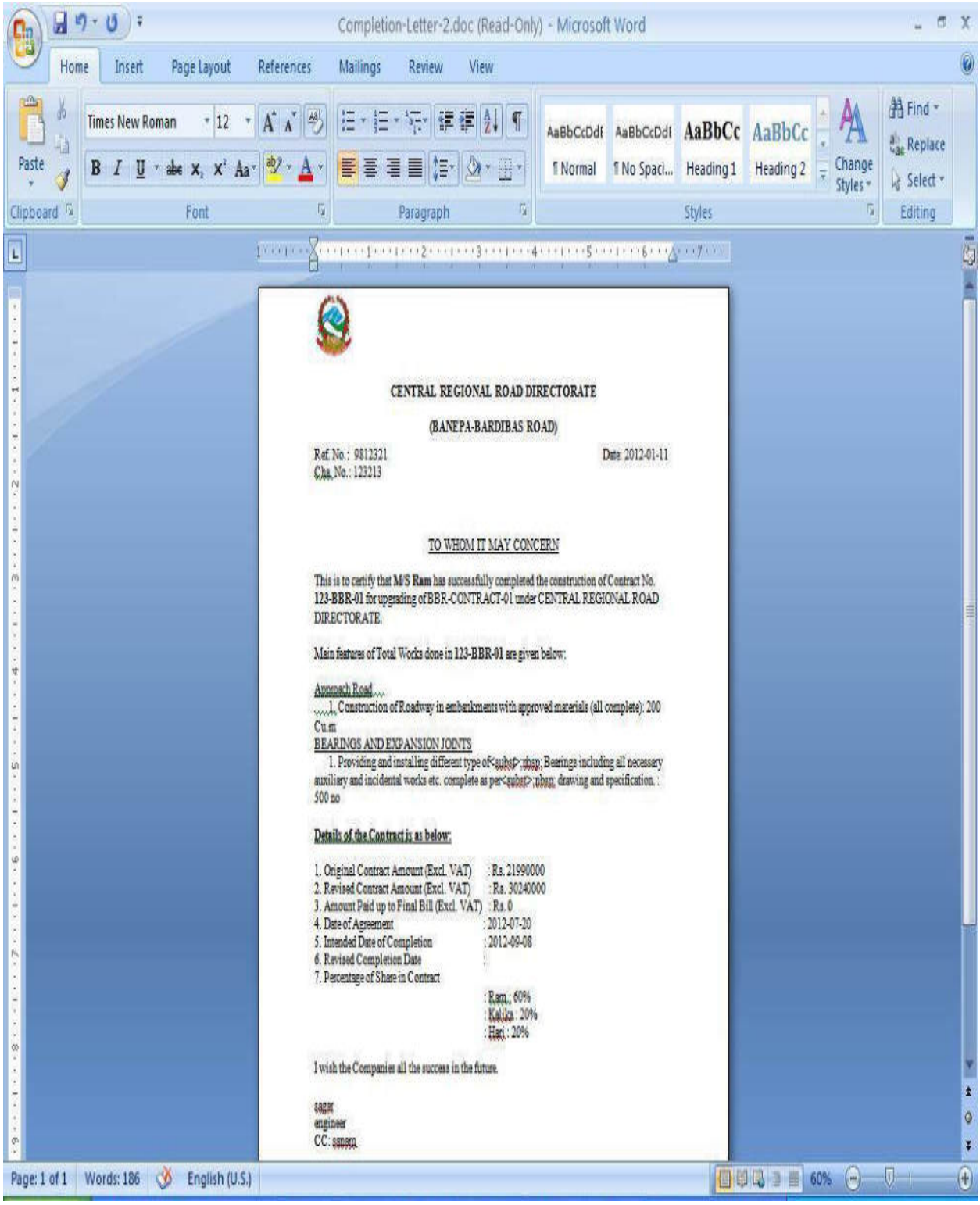


Figure 219: Dialog Box

3. Click on **Save File Radio button** to save in your Local Disk.
4. Click on **Open with Radio button to** Open letter in Microsoft Word. as shown below



CENTRAL REGIONAL ROAD DIRECTORATE

(BANEPA-BARDIBAS ROAD)

Ref. No.: 9812321 Date: 2012-01-11
Cha. No.: 123213

TO WHOM IT MAY CONCERN

This is to certify that **M/S Ram** has successfully completed the construction of Contract No. **123-BBR-01** for upgrading of BBR-CONTRACT-01 under CENTRAL REGIONAL ROAD DIRECTORATE.

Main features of Total Works done in **123-BBR-01** are given below:

Approach Road

1. Construction of Roadway in embankments with approved materials (all complete): 200 Cu.m

BEARINGS AND EXPANSION JOINTS

1. Providing and installing different type of<subst>:nbsp; Bearings including all necessary auxiliary and incidental works etc. complete as per<subst>:nbsp; drawing and specification. : 500 no

Details of the Contract is as below:

1. Original Contract Amount (Excl. VAT) : Rs. 21990000
2. Revised Contract Amount (Excl. VAT) : Rs. 30240000
3. Amount Paid up to Final Bill (Excl. VAT) : Rs. 0
4. Date of Agreement : 2012-07-20
5. Intended Date of Completion : 2012-09-08
6. Revised Completion Date :
7. Percentage of Share in Contract
   : Ram : 60%
   : Kalika : 20%
   : Hari : 20%

I wish the Companies all the success in the future.

sagar
engineer
CC: sanam

Page: 1 of 1 Words: 186 English (U.S.) 60%

Figure 220: Generate Contract Completion Letter

11.5 Search Contract completion

To search you must choose valid data from "Search Criteria" as shown below.

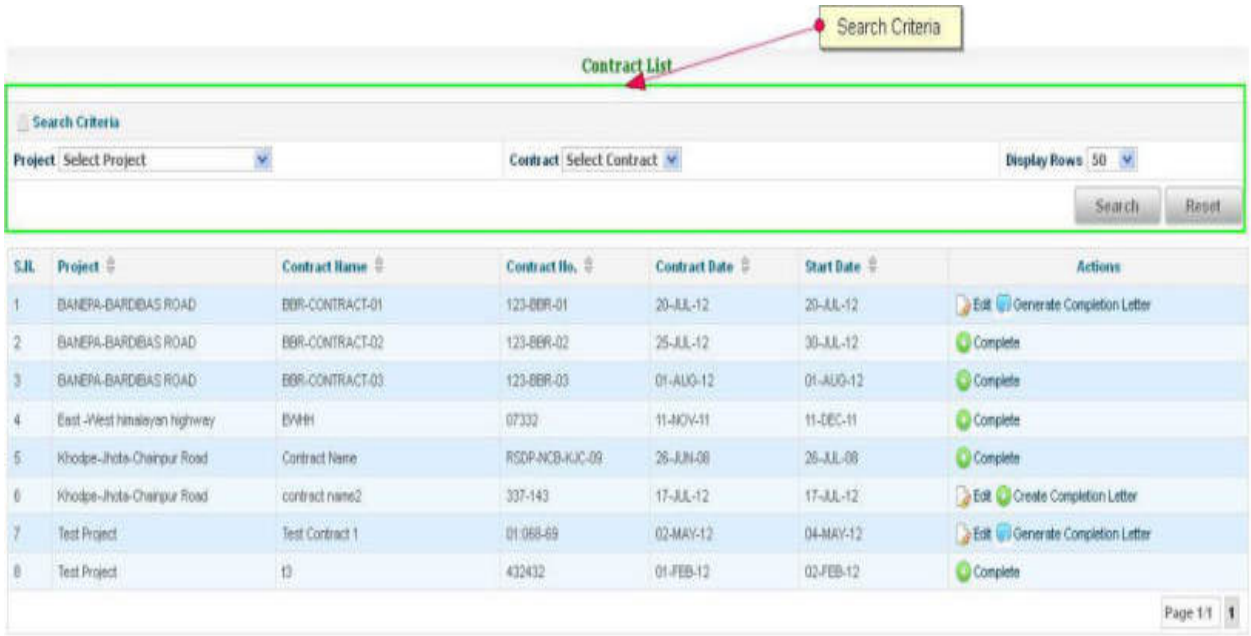


Figure 221: Search Contract Completion

1. Choose Data from Search Criteria.
2. Click on Search button to view search result. If data found data will display.

Figure 222: Search Result

12 Reports

Put Cursor on "**Report Menu**", Report sub menu will display as shown below. Click on any particular sub menu to generate report.

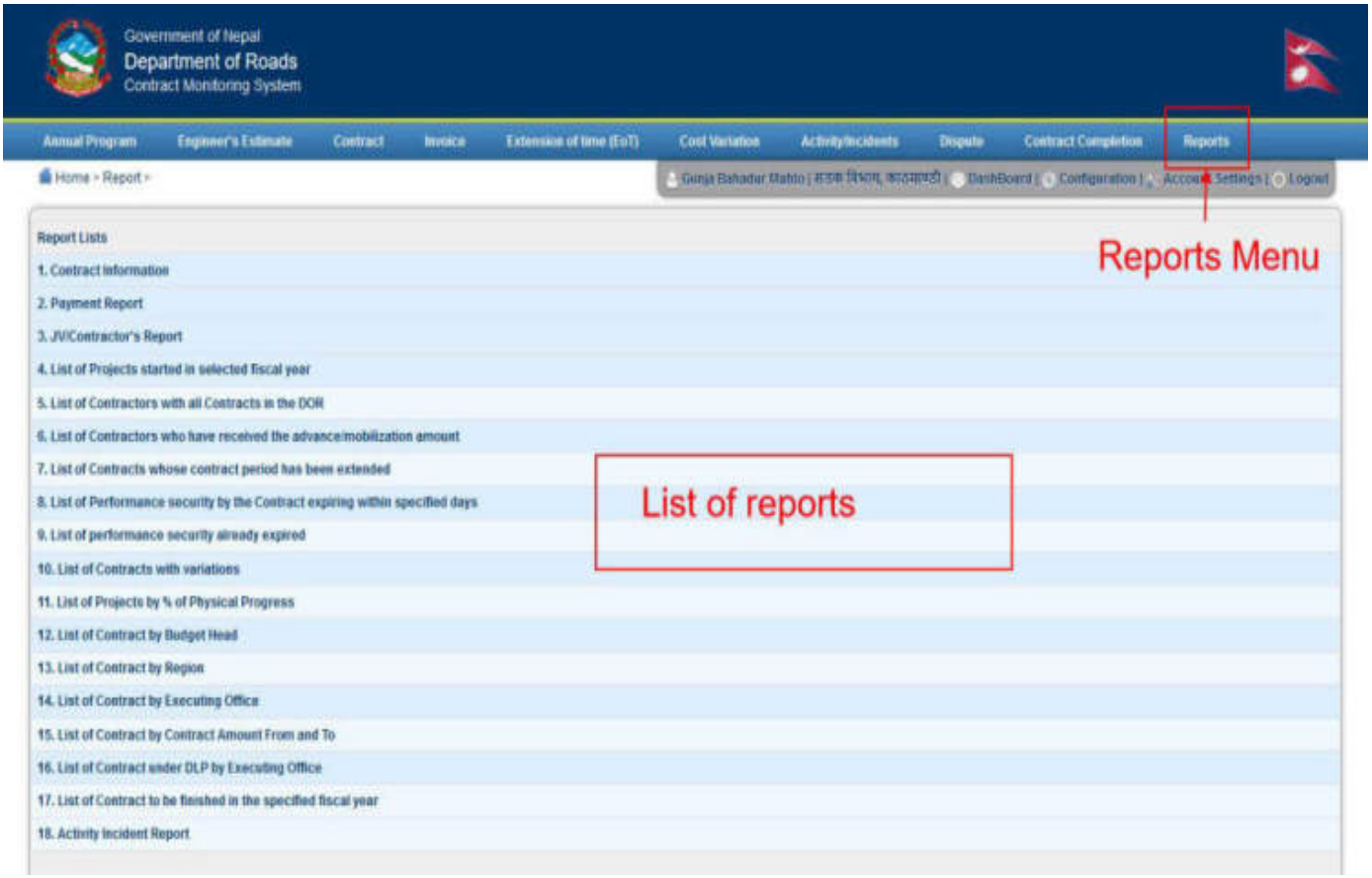
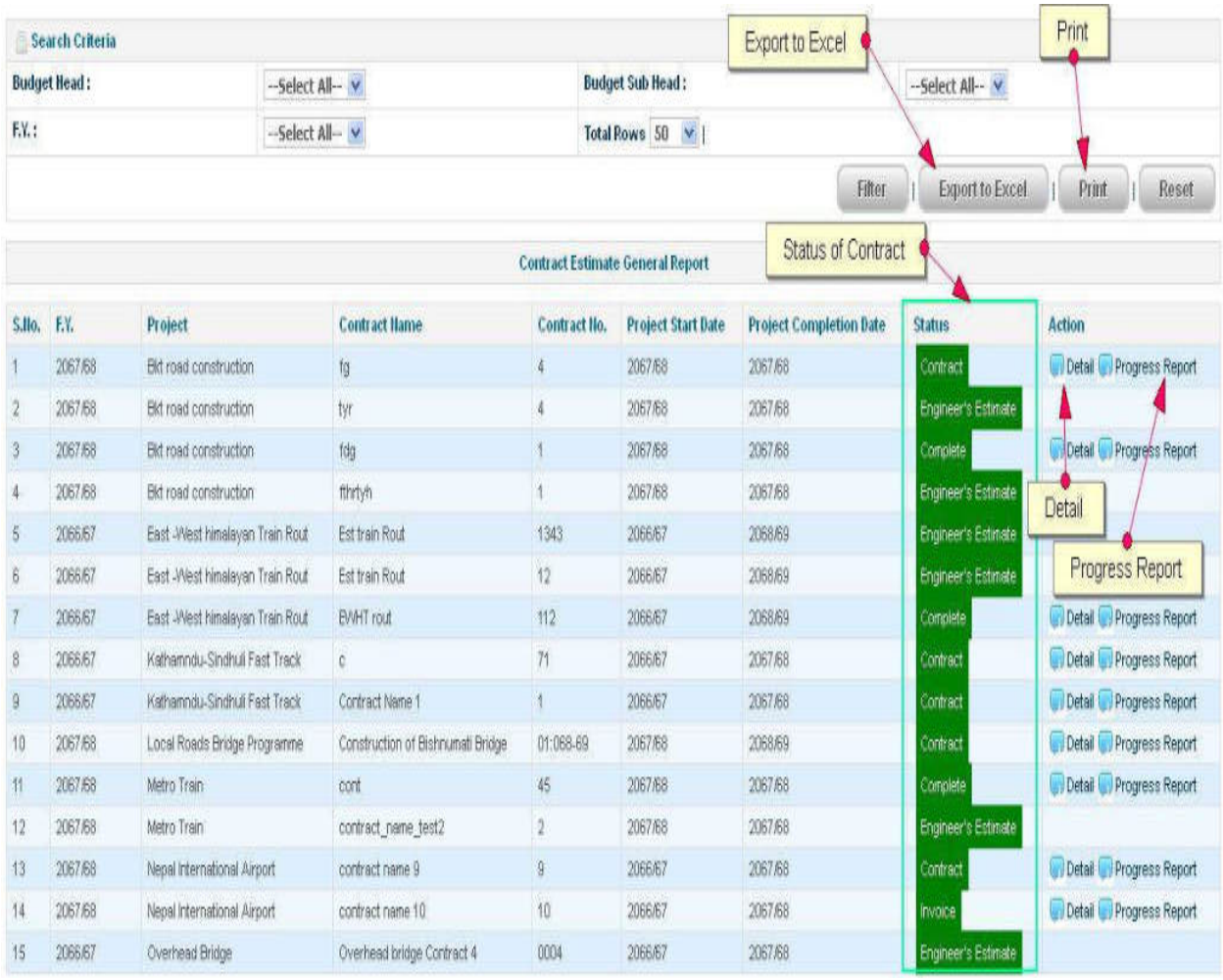


Figure 223: Report Menu with List

12.1 Contract Information (General Report)

It is generally used to surveillance and reporting the status of Project and Contract. Here you can view Progress report of individual contract i.e. financial progress and physical progress, along with Details of Contract, BOQ Details and Payment Details. Progress report and Details of Contract can only view when the project status is in Contract, Complete and Invoice Stage. And it displays the View list of Contract along with the general operations as: Add, View, Search, Print and Export report to excel.

Click on "**General Report"**, form will display as shown below.



S.No.	F.Y.	Project	Contract Name	Contract No.	Project Start Date	Project Completion Date	Status	Action
1	2067/68	Bkt road construction	fg	4	2067/68	2067/68	Contract	Detail Progress Report
2	2067/68	Bkt road construction	tyr	4	2067/68	2067/68	Engineer's Estimate	
3	2067/68	Bkt road construction	fdg	1	2067/68	2067/68	Complete	Detail Progress Report
4	2067/68	Bkt road construction	fthrtyh	1	2067/68	2067/68	Engineer's Estimate	
5	2066/67	East -West himalayan Train Rout	Est train Rout	1343	2066/67	2068/69	Engineer's Estimate	
6	2066/67	East -West himalayan Train Rout	Est train Rout	12	2066/67	2068/69	Engineer's Estimate	
7	2066/67	East -West himalayan Train Rout	EWHT rout	112	2066/67	2068/69	Complete	Detail Progress Report
8	2066/67	Kathamndu-Sindhuli Fast Track	c	71	2066/67	2067/68	Contract	Detail Progress Report
9	2066/67	Kathamndu-Sindhuli Fast Track	Contract Name 1	1	2066/67	2067/68	Contract	Detail Progress Report
10	2067/68	Local Roads Bridge Programme	Construction of Bishnumati Bridge	01:068-69	2067/68	2068/69	Contract	Detail Progress Report
11	2067/68	Metro Train	cont	45	2067/68	2067/68	Complete	Detail Progress Report
12	2067/68	Metro Train	contract_name_test2	2	2067/68	2067/68	Engineer's Estimate	
13	2067/68	Nepal International Airport	contract name 9	9	2066/67	2067/68	Contract	Detail Progress Report
14	2067/68	Nepal International Airport	contract name 10	10	2066/67	2067/68	Invoice	Detail Progress Report
15	2066/67	Overhead Bridge	Overhead bridge Contract 4	0004	2066/67	2067/68	Engineer's Estimate	

Figure 224: View List of Report

Note: You can view the status of project via **Status Column**

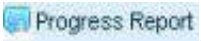
1. To Print Click on

button.
2. To Export Click on

button.

12.1.1 Progress Report

In progress report of contract you can view the progress of contract, as finance wise and physical wise.

1. Click on 

.
2. A form will display as show below.

Figure 225: Financial Progress

1. To Export Click on

button or

button.

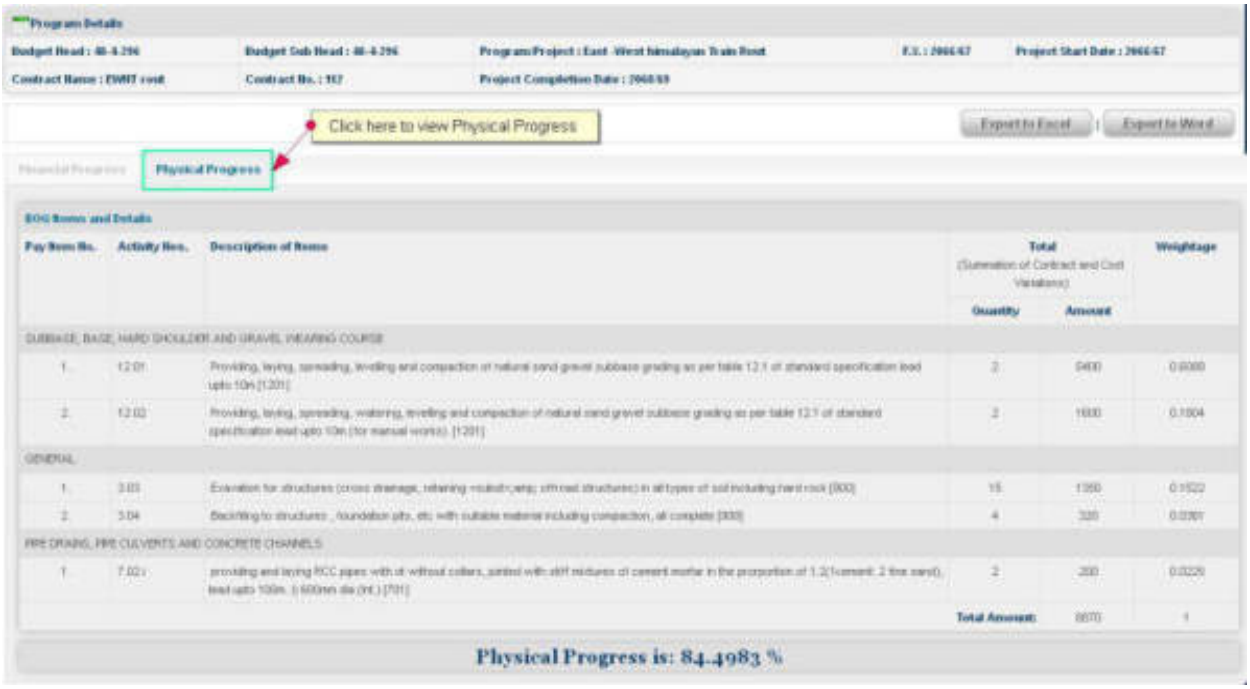


Figure 226: Physical Progress

1. To Export Click on Export to Excel button or Export to Word button.

12.1.2 Details

In Details you can view the details of contract, BOQ Details and Payment Details.

1. Click on Detail.
2. A form will display as shown below.

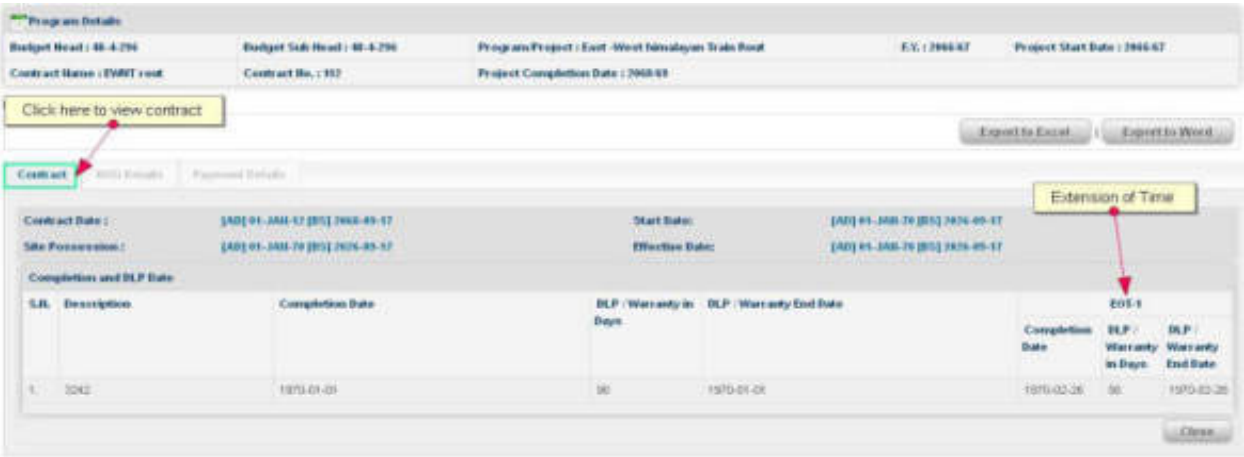
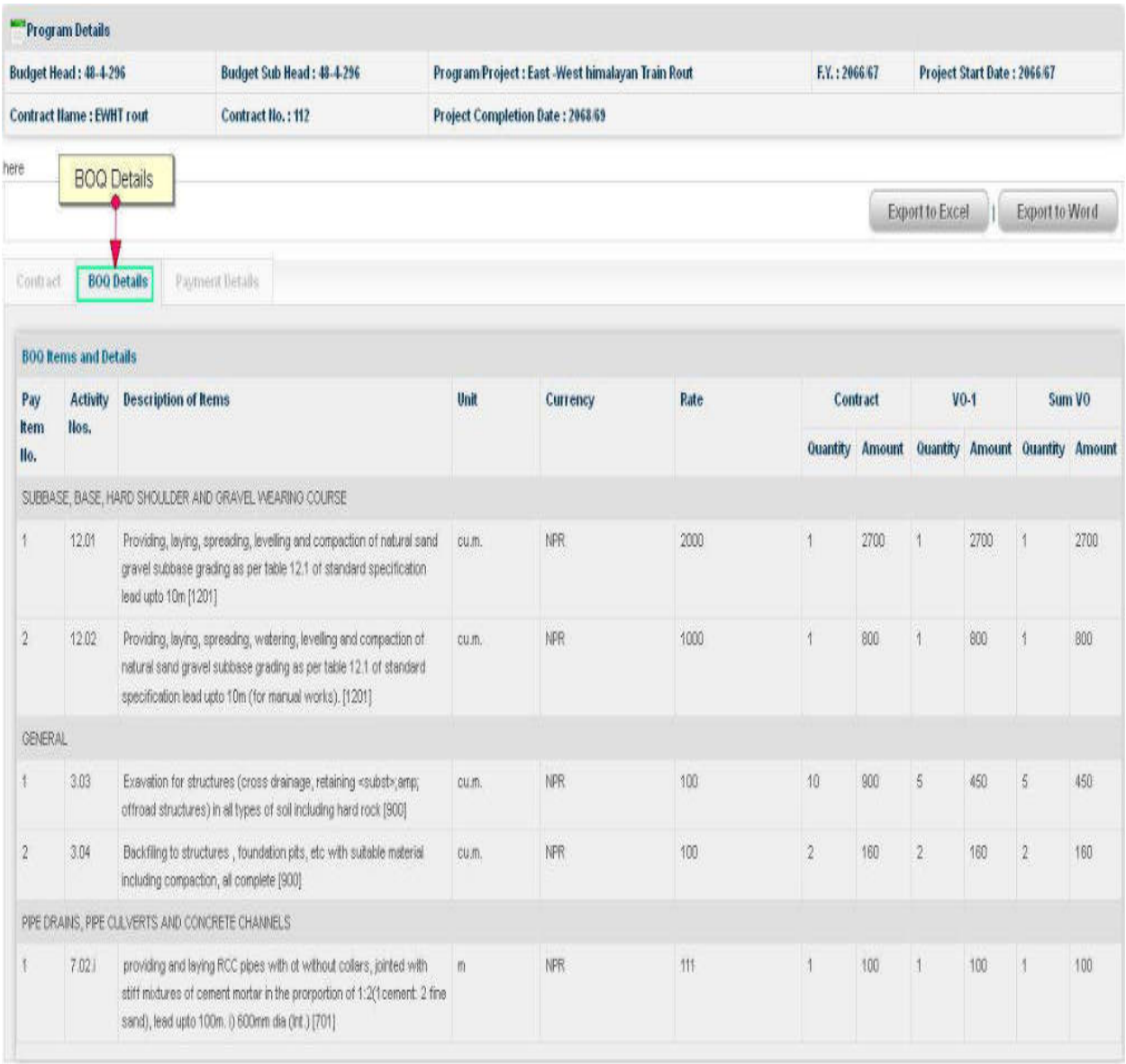


Figure 227: Contract Details

1. To Export Click on Export to Excel button or Export to Word button.



Pay Item No.	Activity Nos.	Description of Items	Unit	Currency	Rate	Contract		VO-1		Sum VO	
						Quantity	Amount	Quantity	Amount	Quantity	Amount
SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE											
1	12.01	Providing, laying, spreading, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	cu.m.	NPR	2000	1	2700	1	2700	1	2700
2	12.02	Providing, laying, spreading, watering, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	cu.m.	NPR	1000	1	800	1	800	1	800
GENERAL											
1	3.03	Excavation for structures (cross drainage, retaining <subst>;amp; offroad structures) in all types of soil including hard rock [900]	cu.m.	NPR	100	10	900	5	450	5	450
2	3.04	Backfiling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	cu.m.	NPR	100	2	160	2	160	2	160
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS											
1	7.02.i	providing and laying RCC pipes with ot without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:2(1cement: 2 fine sand), lead upto 100m. i) 600mm dia (Int.) [701]	m	NPR	111	1	100	1	100	1	100

Figure 228: BOQ Details

1. To Export Click on Export to Excel button or Export to Word button.

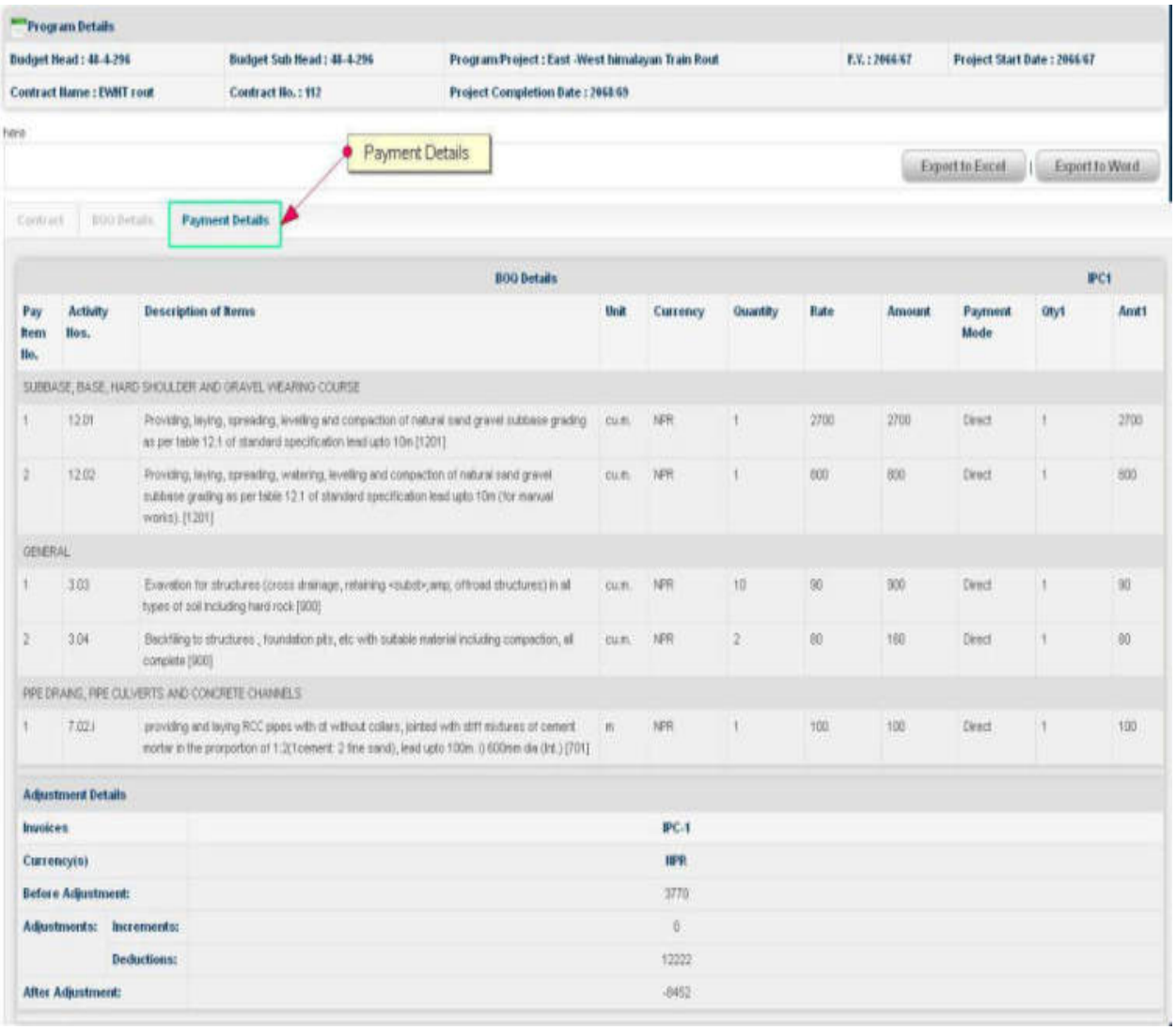


Figure 229: Payment Details

1. To Export Click on

button or

button.

12.1.3 Search Contract

To search you must choose valid data from "Search Criteria" as shown below.

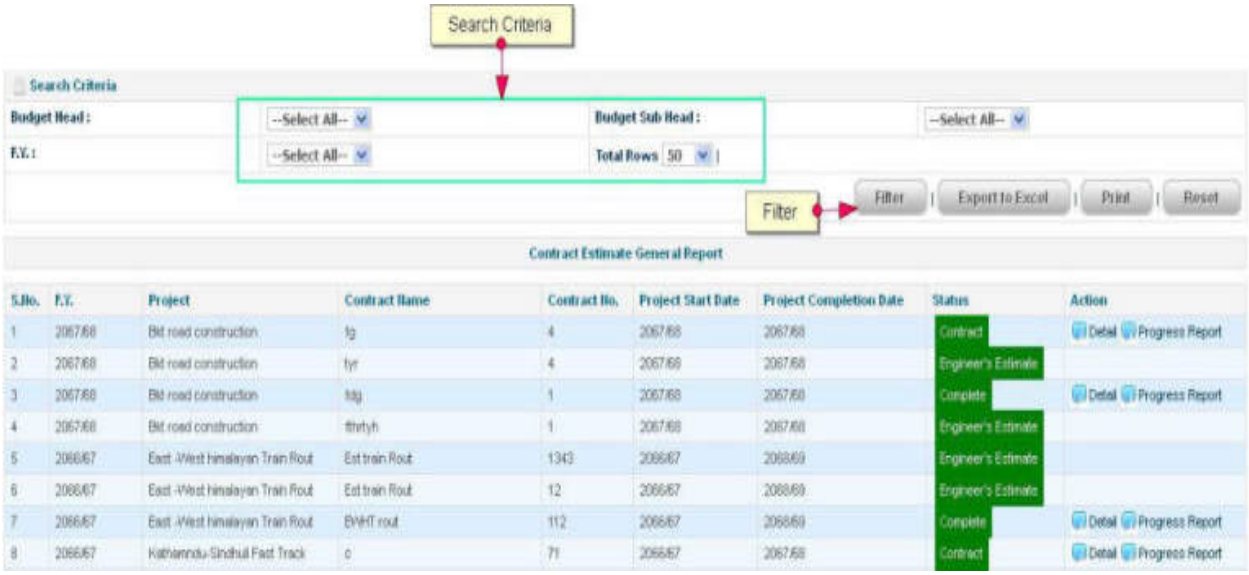


Figure 230: Search Contract

1. Choose Data from Search Criteria.
2. Click on Filter button to view search result. If data found data will display.

Figure 231: Search Result

12.2 Report 1 (List of projects started in selected fiscal year)

Report 1 contains List of project started in fiscal year.

Click on **"Report 1"** form will display as shown as below.

Figure 232: Report 1 Search form

1. Select the Fiscal Year form dropdown box
2. Click on Search , if data available the report will generated as shown below.

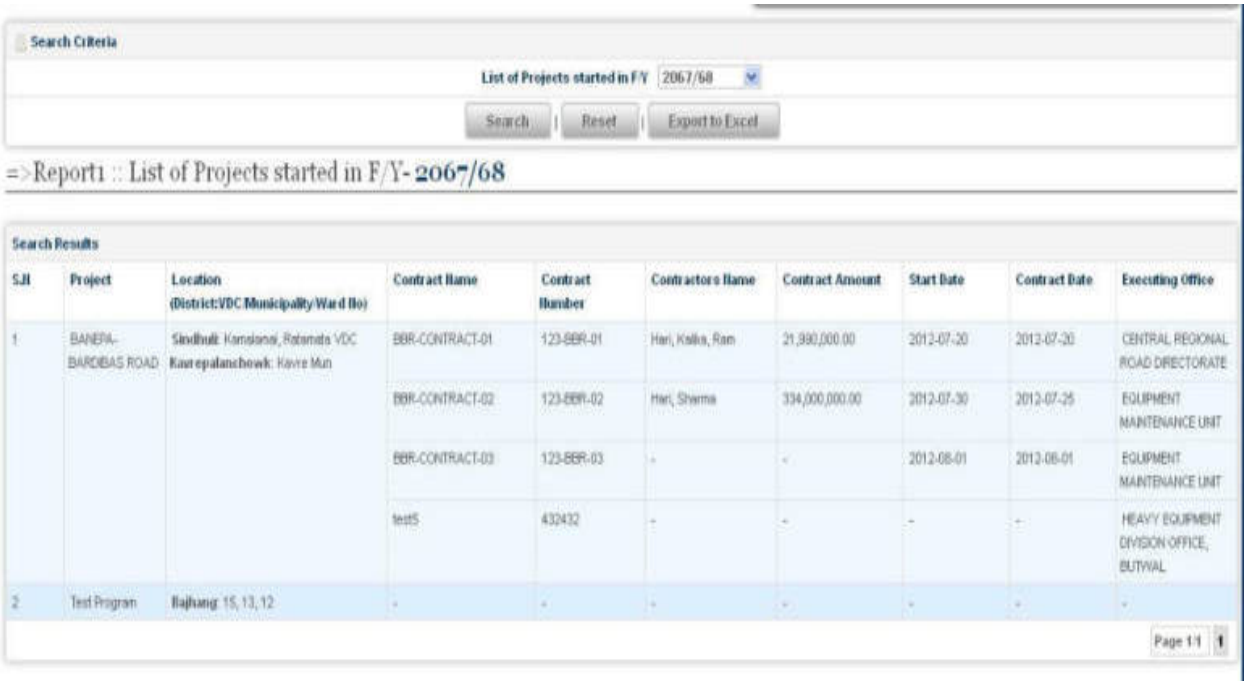


Figure 233: Report 1

3. Click on Export to Excel to generate report in Excel format.

12.3 Report 2 (List of contractors with all contracts in DoR)

Report 2 contain List of contractors with all contracts in the DOR.

Click on **"Report 2"** form will display as shown as below.

=>Report2 :: List of Contractors with all Contracts in the DOR

Export to Excel

Search Results

S.N	Contractor's Name	Contract Name	District	VDC/Municipality/Ward No	Contract Amount (Without VAT in NPR)	Contract Date [AD]	Start Date [AD]	Physical Progress [%]
1.	Hari	BBR-CONTRACT-01	Sindhuli	Kamalamai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		BBR-CONTRACT-02	Sindhuli	Ratamata VDC, Kamalamai	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
2.	Kalika	BBR-CONTRACT-01	Sindhuli	Kamalamai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Bajhang	jojoji	143313765	2008-06-26	2008-07-26	81.07
			Kavrepalanchowk	Kavre Mun				
		contract name2	Bajhang	jojoji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
3.	Lama	Contract Name	Kavrepalanchowk	Kavre Mun	143313765	2008-06-26	2008-07-26	81.07
			Bajhang	jojoji				
4.	Ram	BBR-CONTRACT-01	Sindhuli	Kamalamai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		contract name2	Bajhang	jojoji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
5.	Sharma	BBR-CONTRACT-02	Sindhuli	Kamalamai, Ratamata VDC	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Kavrepalanchowk	Kavre Mun	143313765	2008-06-26	2008-07-26	81.07
			Bajhang	jojoji				

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Figure 234: Report 2

1. Click on Export to Excel to generate report in Excel format.

12.4 Report 3 (List of Contractors who have received the advance/mobilization amount)

Report 3 contains List of Contractors who have received the advance/mobilization amount

Click on "**Report 3"** form will display as shown as below.

=>Report3 :: List of Contractors who have received the advance/mobilization amount

Export to Excel

Search Results

SJI	Contract Name	Contractor's Name	Guarantee Type	Guarantee Amount	Contract Amount (Without VAT in NPR)	Amount Received Date [AD]	Contract Date [AD]	Location (District: VDC/Municipality)
1.	BBR-CONTRACT-02	Hari, Sharma	Mobilization	3,600,000.00	334,000,000.00	2012-07-25	2012-07-25	Sindhuli: Ratamata VDC, Kamalamai Kavrepalanchowk: Kavre Mun
			Advance Payment	2,400,000.00				
2.	contract name2	Kalika, Ram	Mobilization	100,000.00	149.00	2012-07-27	2012-07-17	Bajhang: joioji Kavrepalanchowk: Kavre Mun

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Figure 235: Report 3

1. Click on Export to Excel to generate report in Excel format.

12.5 Report 4 (List of Contracts whose contract period has been extended)

Report 4 contains List of Contracts whose contract period has been extended.

Click on "**Report 4"** form will display as shown as below.

=>Report4 :: List of Contracts whose contract period has been extended

Export to Excel

Search Results

SJI	Contract Name	Contractor's Name	District	VDC/Municipality/Ward No	Original Contract Finish Date [AD]	Contract Period Extention (Days)	Times of Extension	Extended Contract Finish Date [AD]
1.	Contract Name	Kalika, Sharma, Lama	Bajhang	joioji	2009-10-19	3555	3	2010-11-18
			Kavrepalanchowk	Kavre Mun				
2.	BBR-CONTRACT-02	Sharma, Hari	Sindhuli	Ratamata VDC, Kamalamai	2013-02-15	1260	2	2013-07-15
			Kavrepalanchowk	Kavre Mun				

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Figure 236: Report 4

1. Click on Export to Excel to generate report in Excel format.

12.6 Report 5 (List of Performance security by the Contract expiring within specified days)

Report 5 contains List of performance security by the contract expiring within days.

Click on **"Report 5"** form will display as shown as below.

Figure 237: Report 5 Search form

1. Select the Fiscal Year form dropdown box
2. Click on Search , if data available the report will generated as shown below.

Figure 238: Report 5

3. Click on Export to Excel to generate report in Excel format.

12.7 Report 6 (List of performance security already expired)

Report 6 contains List of performance security already expired

Click on "**Report 6**" form will display as shown as below.

=>Report6 :: List of performance security already expired

Export to Excel

Search Results

S.N	Contract Name	Location	Executing Office	Security Amount	Security Validity Date	Expired By Days
1	Contract Name	Bajhang : jokoji Kavrepalanchowk : Kavre Mun	BAGMATI	8100000	2010-12-18	1 years, 7 months, 23 days

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Figure 239: Report 6

1. Click on Export to Excel to generate report in Excel format.

12.8 Report 7 (List of Contracts with variations)

Report 7 contains List of Contracts with variations

Click on "**Report 7**" form will display as shown as below.

=>Report7 :: List of Contracts with variations

Export to Excel

Search Results

S.N	Contract Name	Contractor's Name	Location	Executing Office	Variation No.
1	BBR-CONTRACT-01	Hari Kalika Ram	Sindhuli : Ratamata VDC Kavrepalanchowk : Kavre Mun	CENTRAL REGIONAL ROAD DIRECTORATE	VO 1 View Detail
2	Contract Name	Kalika Lama Sharma	Kavrepalanchowk : Kavre Mun Bajhang : jokoji	BAGMATI	VO 1 View Detail VO 2 View Detail VO 3 View Detail
3	Test Contract 1	Hari Ram	:	BAGMATI	VO 1 View Detail

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Figure 240: Report 7

1. Click on Export to Excel to generate report in Excel format.

12.9 Report 8 (List of Projects by % of Physical Progress)

Click on **"Report 8"** form will display as shown as below.

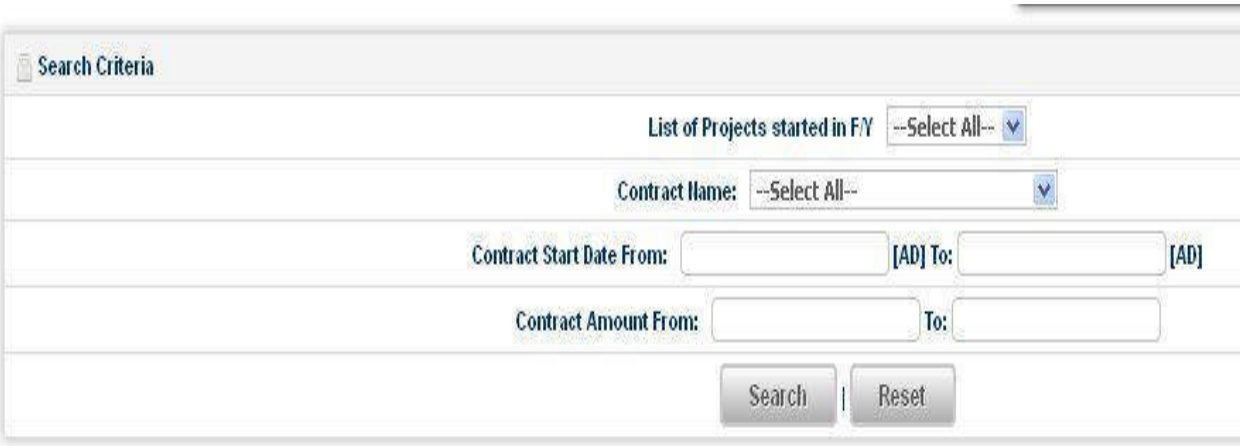

Figure 241: Report 8 Search form

1. Enter the valid data according to search criteria.
2. Click on Search, if data available the report will generated as shown below.

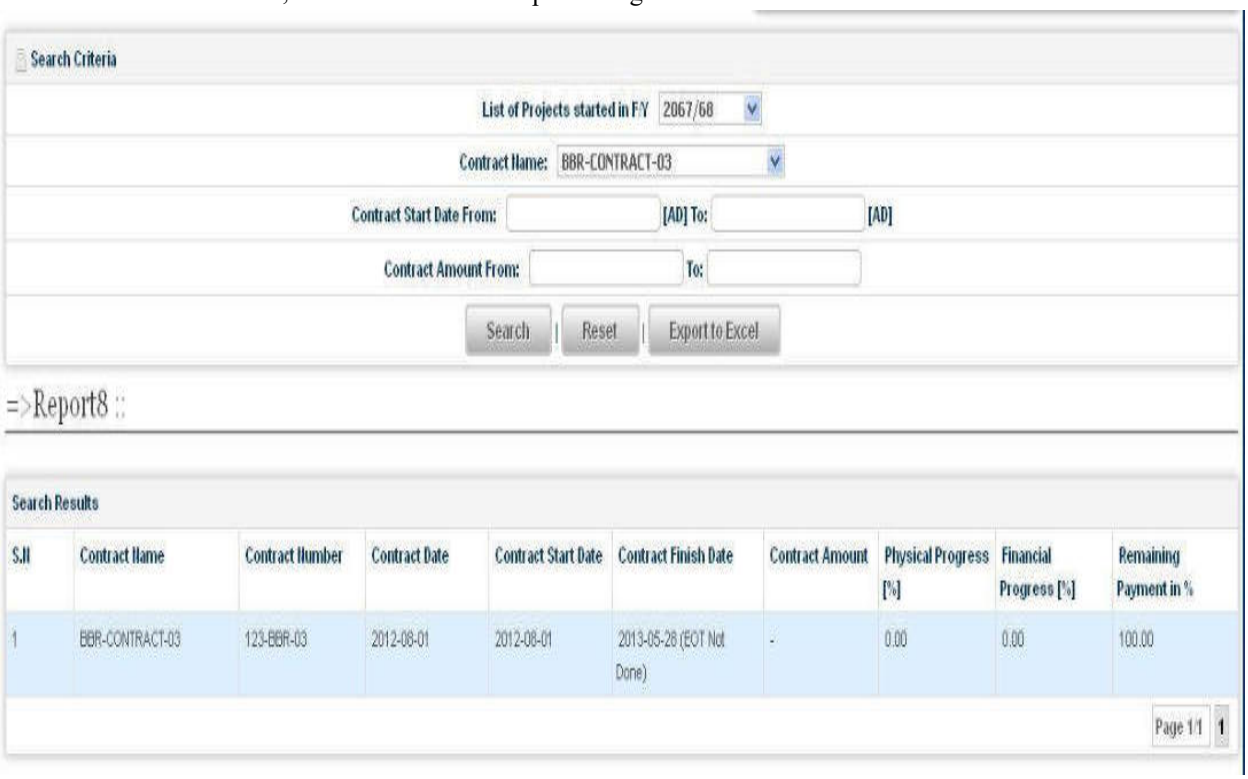

Figure 242: Report 8

3. Click on Export to Excel to generate report in Excel format.

12.10 Report 9 (List of Contract by Budget Head)

Report 9 contains List of Contract by Budget Head.

Click on "**Report 9"** form will display as shown as below.

=>Report9 :: List of Contract by Budget Head

Export to Excel

Search Results

S.N.	Budget Head	Contract Name	Contract Date	Contract Start Date	Contract Finish Date	Physical Progress to Date	Contract Amount	Total Payment received to date by %	Executing Office
1	48-4-295	BBR-CONTRACT-01	2012-07-20	2012-07-20	2012-08-08	View Progress	21990000		CENTRAL REGIONAL ROAD DIRECTORATE
		BBR-CONTRACT-02	2012-07-25	2012-07-30	2013-02-15	View Progress	334000000		EQUIPMENT MAINTENANCE UNIT
		BBR-CONTRACT-03	2012-08-01	2012-08-01	2013-05-28	View Progress			EQUIPMENT MAINTENANCE UNIT
		Test Contract 1	2012-05-02	2012-05-04	2012-06-01	View Progress	402000		BAGMATI
		t3	2012-02-01	2012-02-02	2012-05-12	View Progress			HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL
2	337-142	Contract Name	2008-06-26	2008-07-26	2009-10-19	View Progress	143313765	131651855.05	BAGMATI
		contract name2	2012-07-17	2012-07-17	2012-07-27	View Progress	149		BAGMATI

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Figure 243: Report 9

1. Click on Export to Excel to generate report in Excel format.

12.11 Report 10 (List of Contract by Region)

Report 10 contains List of Contract by Region

Click on **"Report 10"** form will display as shown as below.

Search Criteria

List of Contract by Region : -- Select --

Search | Reset

Figure 244: Report 10 Search form

1. Select region from dropdown.
2. Click on Search, if data available the report will generated as shown below.

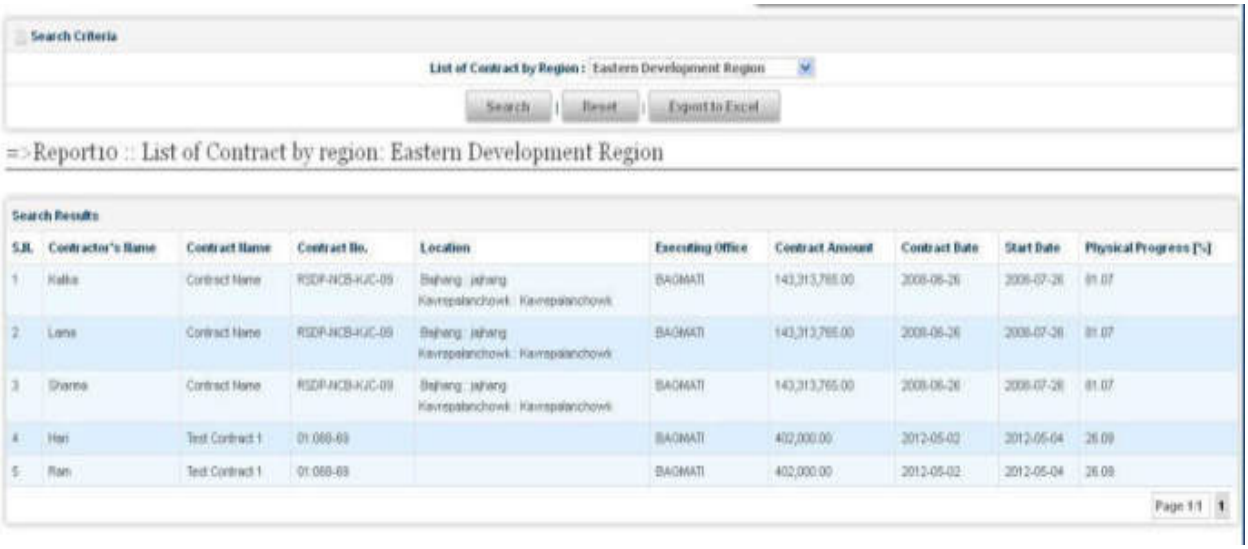


Figure 245: Report 10

3. Click on

to generate report in Excel format.

12.12 Report 11 (List of Contract by Executing Office)

Report 11 contains List of Contract by Executing office.

Click on **"Report 11"** form will display as shown as below.

Figure 246: Report 11 Search form

1. Select Executing office from dropdown.
2. Click on

, if data available the report will generated as shown below.

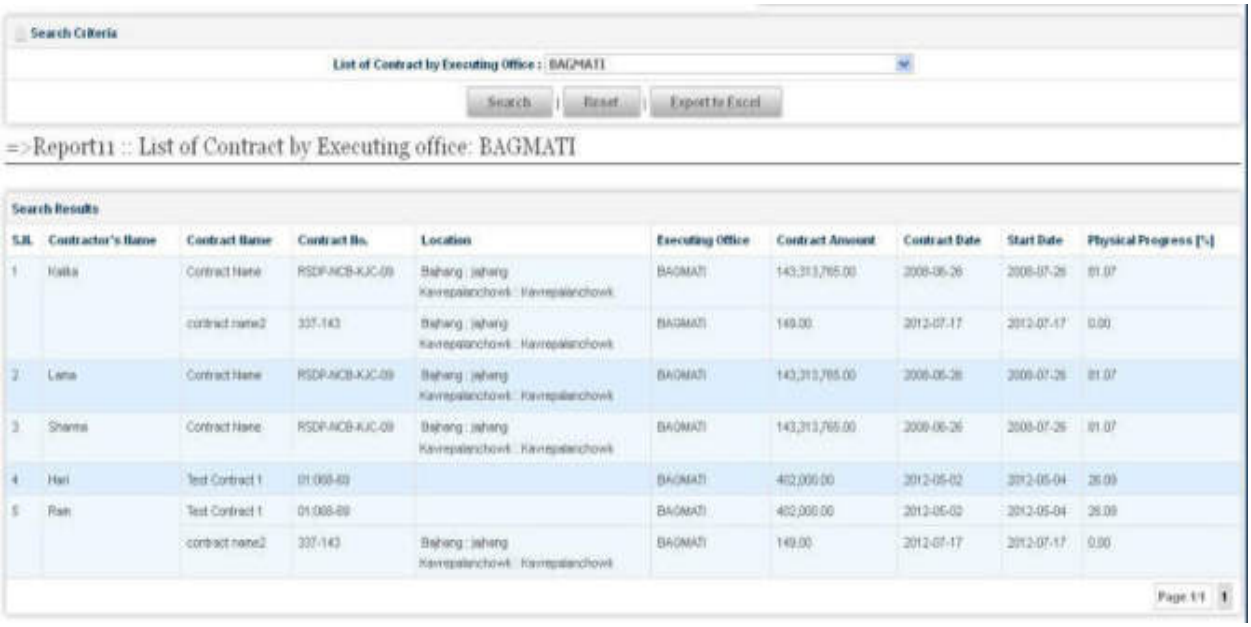


Figure 247: Report 11

3. Click on to generate report in Excel format.

12.13 Report 12 (List of Contract by Contract Amount From and To)

Report 12 contains List of Contract by Contract Amount form.

Click on **"Report 12"** form will display as shown as below.

Figure 248: Report 12 Search form

1. Enter Contract Amount; range in text box.
2. Click on , if data available the report will generated as shown below.

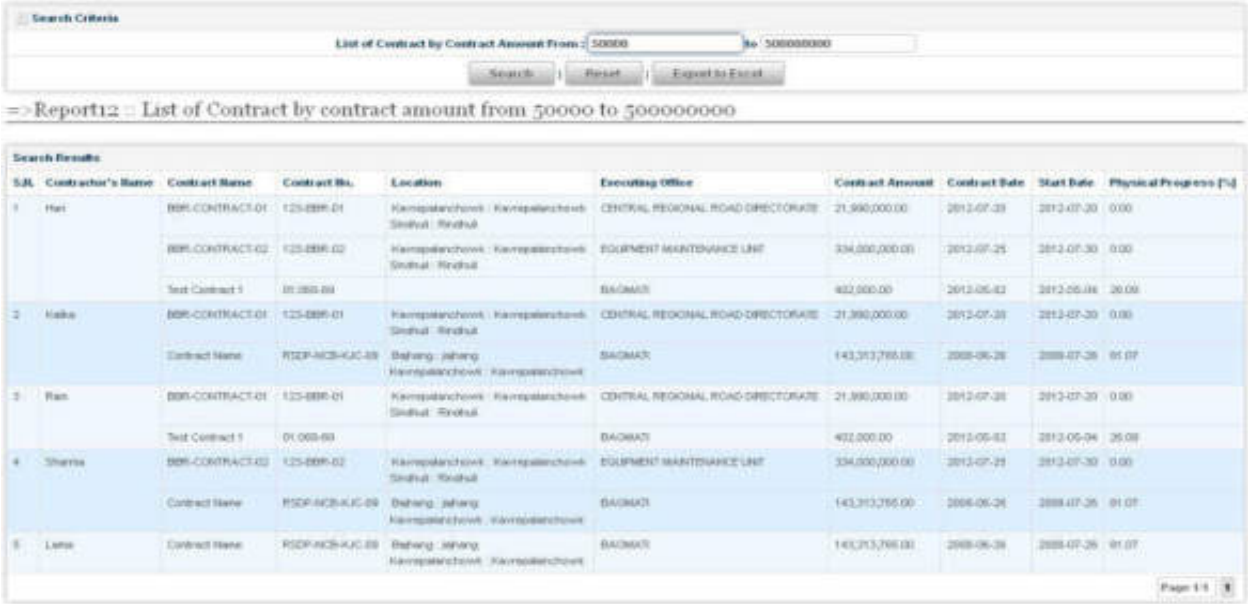


Figure 249: Report 12

3. Click on Export to Excel to generate report in Excel format.

12.14 Report 13 (List of Contract under DLP by Executing Office)

Report 13 contains List of Contract under DLP by Executing Office

Click on "**Report 13"** form will display as shown as below.

Figure 250: Report 13

1. Click on Export to Excel to generate report in Excel format.

12.15 Report 14 (List of Contract to be finished in the specified fiscal year)

Report 14 contains List of Contract to be finished in the fiscal year.

Click on **"Report 14"** form will display as shown as below.

Figure 251: Report 14 Search form

1. Enter fiscal year.
2. Click on

, if data available the report will generated as shown below.

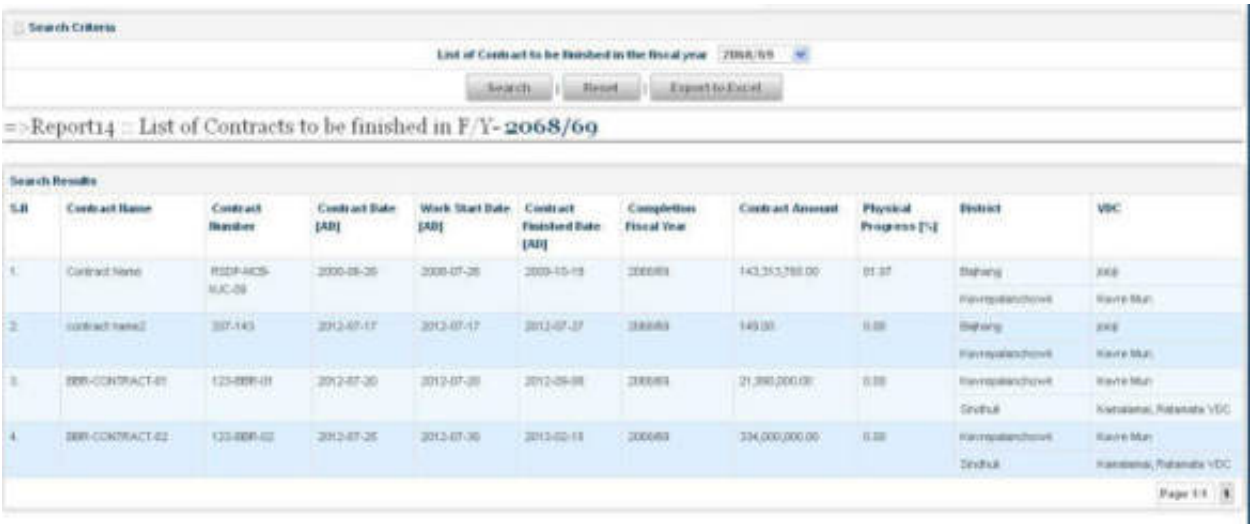


Figure 252: Report 14

3. Click on

to generate report in Excel format.

12.16 Report 15 (Activity Incident Report)

12.17 Payment Report

Click Payment Repot to print the created invoice (IPCs). The following list will be displayed. Click on **View All Invoice** to view the created IPC. And then click on **View IPC Detail** for IPC.

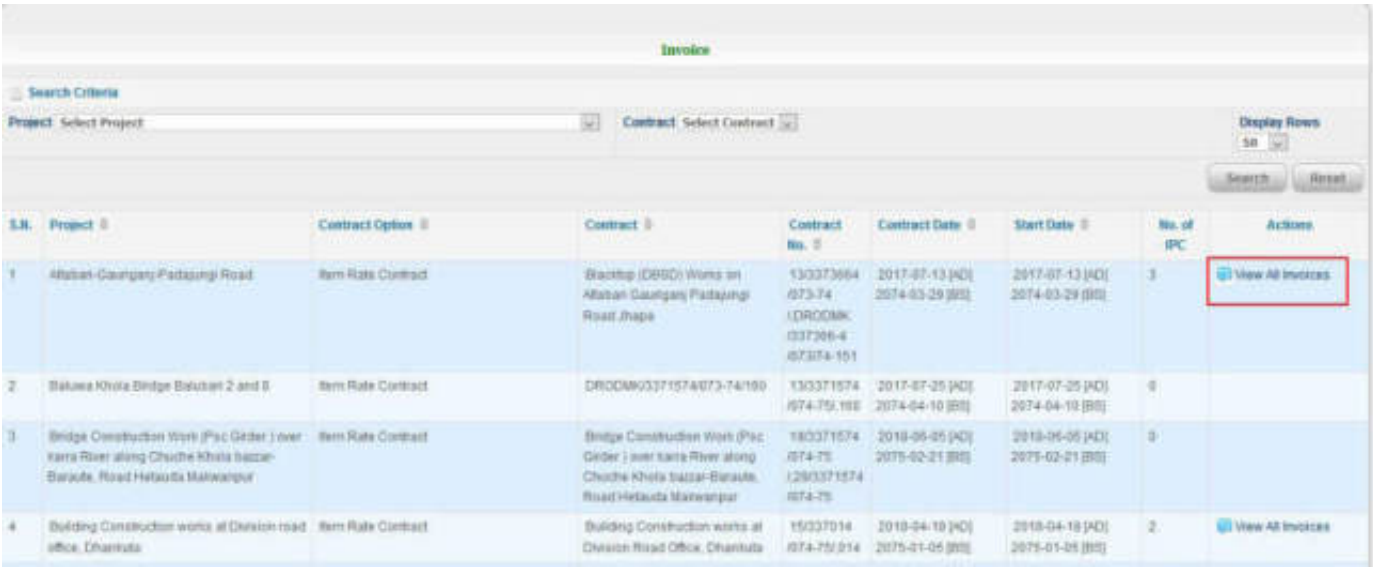


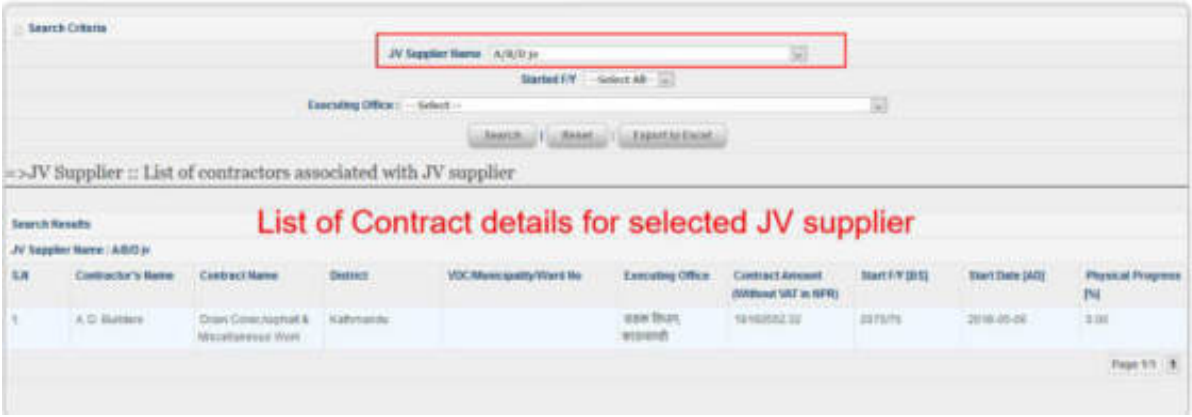
Fig 254: Payment Report-1

Fig 255: List of IPC for a particular contract

Fig 256: IPC format with details

12.18: JV/Contractor's Report

This report gives involvement of JV suppliers in contracts.



13 Logout

Logout link is located at the top left of the page for secure exit from the system. Every user must logout after logging into system. Process for logout is as shown below.

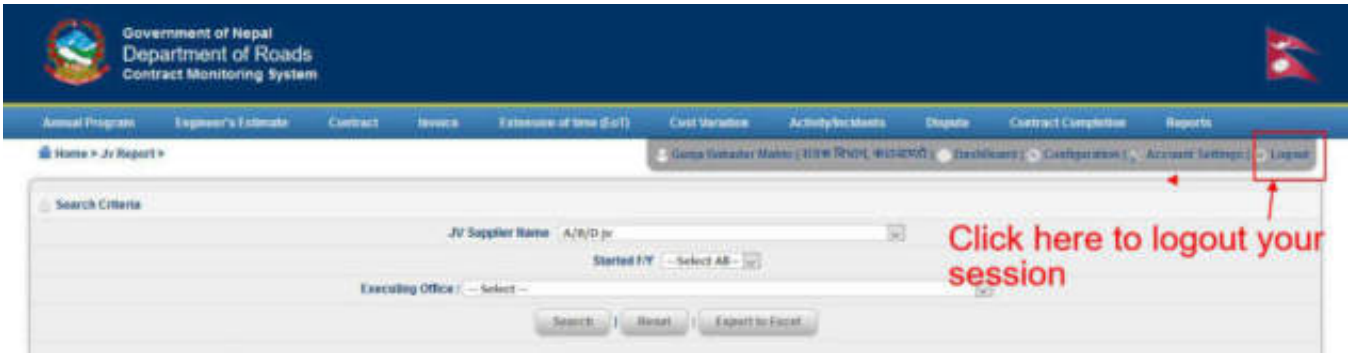


Figure 253: Logout

1. Click on **"Logout" button**, to log out from the application.
2. After you successfully logout from system you will be directed to **CMS Application** log in **page.**