iPortman PORTAL Application

Railway Handling Agent User Manual

Revision History

Version	Author	Revision Date	Description of Changes	Modifier	Approver	Baseline Date
1.0	Imran Ishaque Shaikh	02/05/2024	Initial Version			

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman PORTAL Application	TMP/UMG/V.1.0	

Contents

ABOUT DOCUMENT

1. DOCUMENT VERSIONING

Document Amendment Record

***I-Initial, *A-Added, M-Modified, D-Deleted**

Version No.	Date	I/A/M/D*	Section No.	Description of Change
V1.0	19/06/2022	I		

2. PURPOSE

This document is prepared to help the users who access the application to enter the new records and also to manage the existing records with in the access control configured

This helps user to understand the description of the application/business form and how to operate it.

3. TARGET AUDIENCE

The following are target audience of this document

a. Business Users who uses iPortman PORTAL application
b. User who access the iPortman PORTAL application to learn

4. DISCLAIMER CLAUSE

NA

I. ABBREVIATION

Following Abbreviations are related to Railway - Inward & Outward Functions

Note: Some of remaining for the below table will update it later because of SDD revamping points incorporating is going on.

Sr.No.	Abbreviation	Description
1	FOIS	Freight Operation Information System
2		
2	VCN	Vessel Call Number
3	CHA	Customs House Agent

5	IEC	Import Export Code
6	EDI	Electronic Data Interchange
7	CARGO TYPE	
	I. C	Containerized
	II. P	Packaged
	III. LB	Liquid Bulk
	IV. DB	Dry Bulk
	V. CP	Part of the consignment is containerized and remaining is packaged but not containerized
8	Item Type Code	
	I. GC	Govt Cargo
	II. OT	Other Cargo
	III. UB	Unaccompanied Cargo
9	HSS	High Sea Sales
10	IEC Code	Importer & Exporter Code
14	UOM CODE	Unit Of Measurement Code
15	ETA	Estimated Time of Arrival
16	ETD	Estimated Time of Departure
17	RFID	Radio Frequency Identification

II.   ERROR MESSAGESCODES AND DESCRIPTION:-

#	Error Code	Full Name / Description	Steps to Solve / Who to contact

III.   SYMBOLS AND ICONS

SR No.	Symbol / Icon	Purpose / Usage
1	Port Name: Deendayal Port Trust ▼	Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2		Notification Bell it will alert user for pending action items
3		Weather Forecast
4		This icon is for user profile, from where user can access following items. 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LIST OF FAVOURITIRES ITEMS 4. LOGOUT BUTTON
5		Menu button – To display the list of processes
6		Search box – To search the processes
7		Check List Button
8		New button – To create a new record

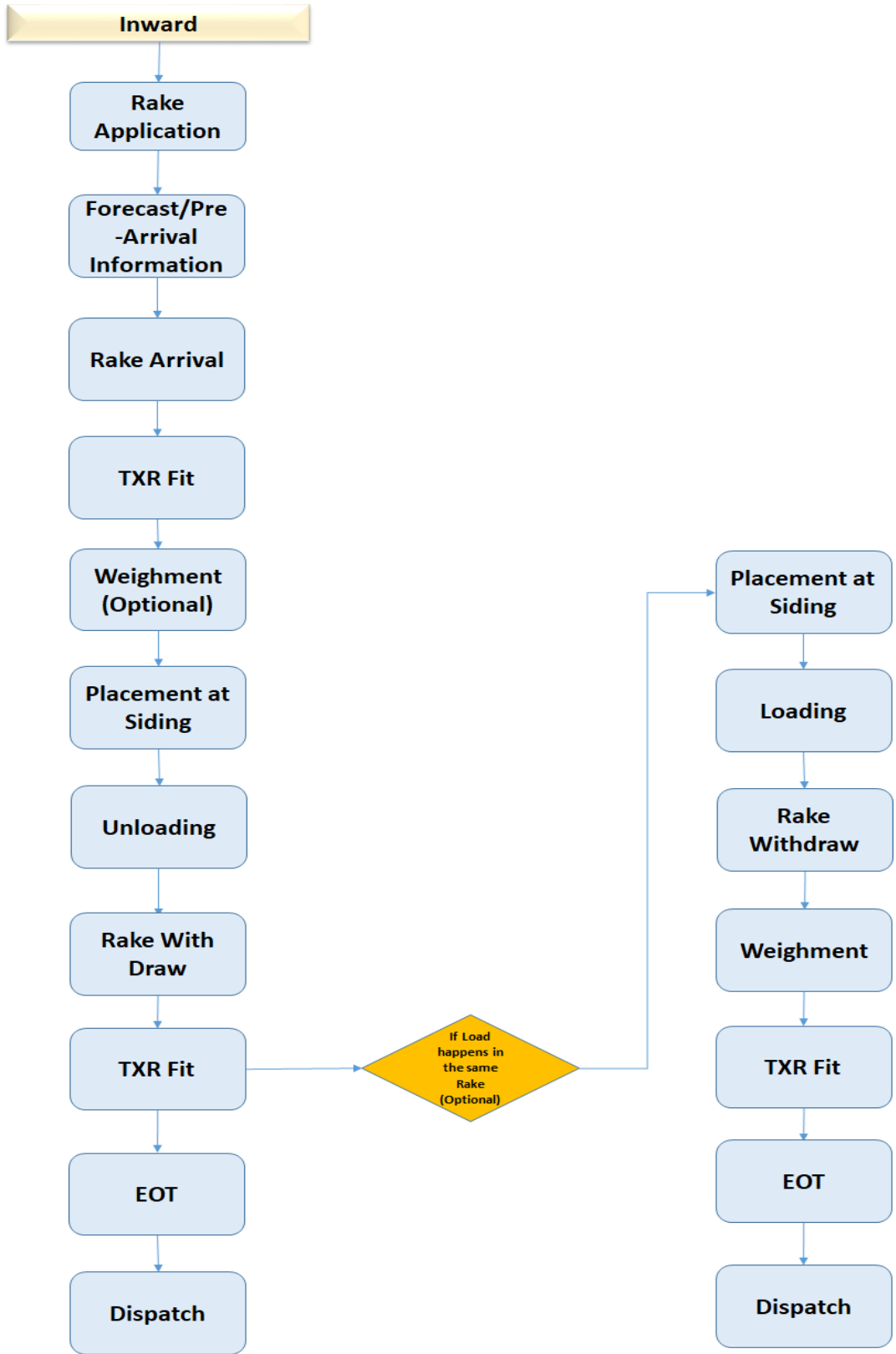| 9		Save button – To save a record
10		Cancel button – To cancel a record
11		Extension button – To extend a record
12		Workflow button – To Approve/Reject a record
13	List Data	List Data – To render a list of records(draft/wfapp/approved/rejected/cancelled)
14		Clear Filter – To clear the searched records
15		Advanced Search – To search a record with multiple search criteria
16	⊕ Add Row	Add Row button - Is to add multiple line items
17		This icon is to close each line item
18	Next	Next button – To Navigate next screen
19	Back	Back link – To Navigate previous screen
20	>	This icon is to expand the line item
21	▲	This icon is to Collapse the section within the function/page
22	▼	This icon is to expand the particular section within the function/page
23	<	Left Pagination button – To see previous results
24	>	Right Pagination button – To see next results
25	✔ Record saved	This is popup icon displayed only once data is saved successfully
26		This icon is for sending the data for approval to the authorized person
29		This icon is to approve the data after verification

30	Accept Decline	These icons are used to Accept or Decline the request
33		This icon is used to Import the data
34		This icon is used to Upload a document
35		This icon is used to Download a document

IV.   BUSINESS FLOW DIAGRAM FOR TRAFFICRAILWAY

Following business flow diagram is for Traffic Railway

OUTWARD/ INWARD:-

Outward

Rake Application
→ Rake Application is the Separate Step. Rake Application No. will tag at Placement to Siding. In the Outward process Empty Train has filing in the Rake Application.

Forecast/Pre-Arrival Information
→ Pre-Arrival Information/Forecast Step will use to find out the status of the Train. User can know, On which station train has arrived and on which time train will reach at our destination.

Rake Diverted (If Required)
→ Rake Diverted will happens sometime. If suppose track is not clear or climate effect or other any incident happens in the coming route then Rake Diverted will choose.

Rake Arrival
→ Rake Diverted will happens sometime. If suppose track is not clear or climate effect or other any incident happens in the coming route then Rake Diverted will choose.

TXR Fit
→ TXR Fit/Unfit Examination happens at Port Railway Station/Railway Yard by the Indian Railway (IR) Employees. Port Employee will give TXR Advice and then IR employee will start the examination.

Placement at Siding
→ If TXR Fit/Unfit Examination done then Train will move to the Port Siding that we can called as Placement at Siding. Port Train Engine will attach to the Rake for moving from Port Railway Station/Railway Yard to the Port Siding. Rake Application No. will tag at the time of Placement at siding.

Loading
→ At Port Siding Empty Train will load with the cargo. Loading operation will happens

Rake Withdraw
→ After loaded the train then Rake withdraw. It means train will move from Port Siding to Port Railway Station/Port Railway Yard

Weighment
→ While coming from Port Siding to Port Railway Station/Port Railway Yard in between Weighment will happens.

TXR Fit
→ Before Departure the train Indian Railway (IR) Employee will examine the train and Cargo loaded. That we can called as TXR Fit

EOT
→ EOT (Engine On Train) means. Indian Railway Engine will attach to the train while departure.

Dispatch
→ Dispatch mean Departure the train. Indian Railway Engine will attach and move the train from Port Station.

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Inward

Rake Application
↓
Forecast/Pre-Arrival Information
↓
Rake Arrival
↓
TXR Fit
↓
Weighment (Optional)
↓
Placement at Siding
↓
Unloading
↓
Rake With Draw
↓
TXR Fit → **If Load happens in the same Rake (Optional)** → **Placement at Siding**
↓ ↓
EOT **Loading**
↓ ↓
Dispatch **Rake Withdraw**
↓
Weighment
↓
TXR Fit
↓
EOT
↓
Dispatch

1. BUSINESS FUNCTION NAME: RAKE APPLICATION (RA)

1.1 DEFINITION

Rake Application (RA) purpose is to Consignee/Consignor/Railway handling agent (RHA) will request to bring cargo inside the port or will request for cargo delivery through rail.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the agent is unable to file the Rake Application (RA) via the portal, then he can file the RA at the port designated counter.

1.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar →Railways→ Rake Application→ Click on **Add New**

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

1.3 PREREQUISITES – MASTERS:

S. No	Master List
1.	Station
2.	Cargo
3.	UOM
4.	Owning Railway
5.	Wagon Type
6.	Yard
7.	Handling Method
8.	Agent

1.4 SCREENSHOT

Following screenshot from Rake Application

Once entered into the Functional Form – Rake Application, list page will appear

List Page:

User Interface Image 1-Rake Application- 1.5.1

➢ To enter into the Rake Application New Page, click on Add New button from tool bar

1.4.1 Rake Application Form Details - Inward

Header Details:

Step 1 -Once clicked on Add New button from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 1-Rake Application Header Details- 1.5.1.1

➢ Select Application Type from drop down list, whether it is Inward or Outward
➢ Select cargo related to from drop down list whether it is import cargo, domestic cargo ,newly build wagon

➢ Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
If Application Type as **"Inward"** and Load Type Require as **"Train Load or Wagon Load"** then following details will appear to enter:

➢ Select From Station from Look-up button
➢ Select To Station from Look-up button
➢ Select Via Station from Look-up button, but it is not mandatory to select
➢ Select Consignee from Look-up button
➢ Select Consignor from Look-up button
➢ Select Railway Handling Agent from Look-up button
➢ Select Billing Agent from Look-up button
➢ Select Inward Receipt Type from drop down list, whether it is Railway Receipt or Indemnity Bond or none.
  o If User select Inward Receipt Type as "Railway Receipt", then system shows the fields as Railway Receipt No. and Railway Receipt Date for entering

  o If User select Inward Receipt Type as Indemnity Bond, then system shows the fields as Indemnity Bond No. and Indemnity Bond Date for entering

Inward Receipt Type*

[Indemnity Bond ▾] ✕

Indemnity Bond No*

[   ]

Indemnity Bond Date*

[📅] ✕

Demand Type*

Step 2 – Once all the necessary fields are filled, click [Next] button from the bottom of the page. Then vessel /Cargo Details page redirected as like below

Click on ⊕ Add Row to begin with data entrry
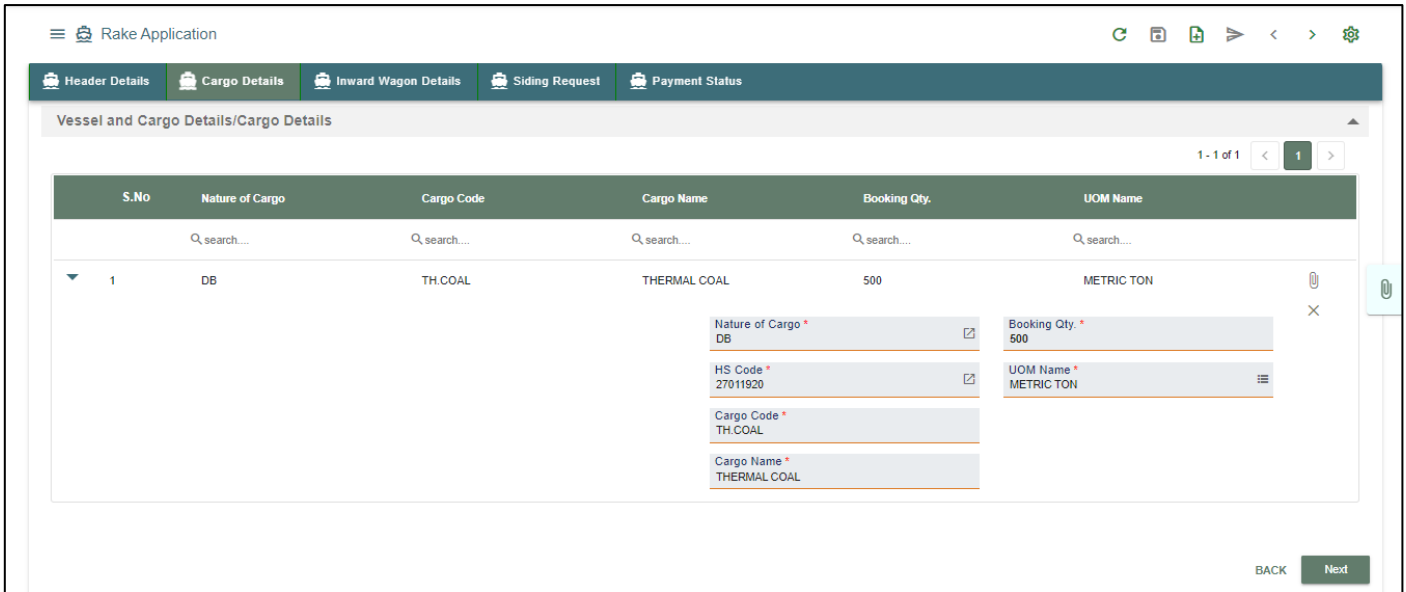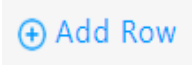
User Interface Image 2-Rake Application Cargo details - 1.5.1.2

Step 3 – Once ⊕ Add Row is selected, then following vessel/Cargo Details line item fields will be populated to enter
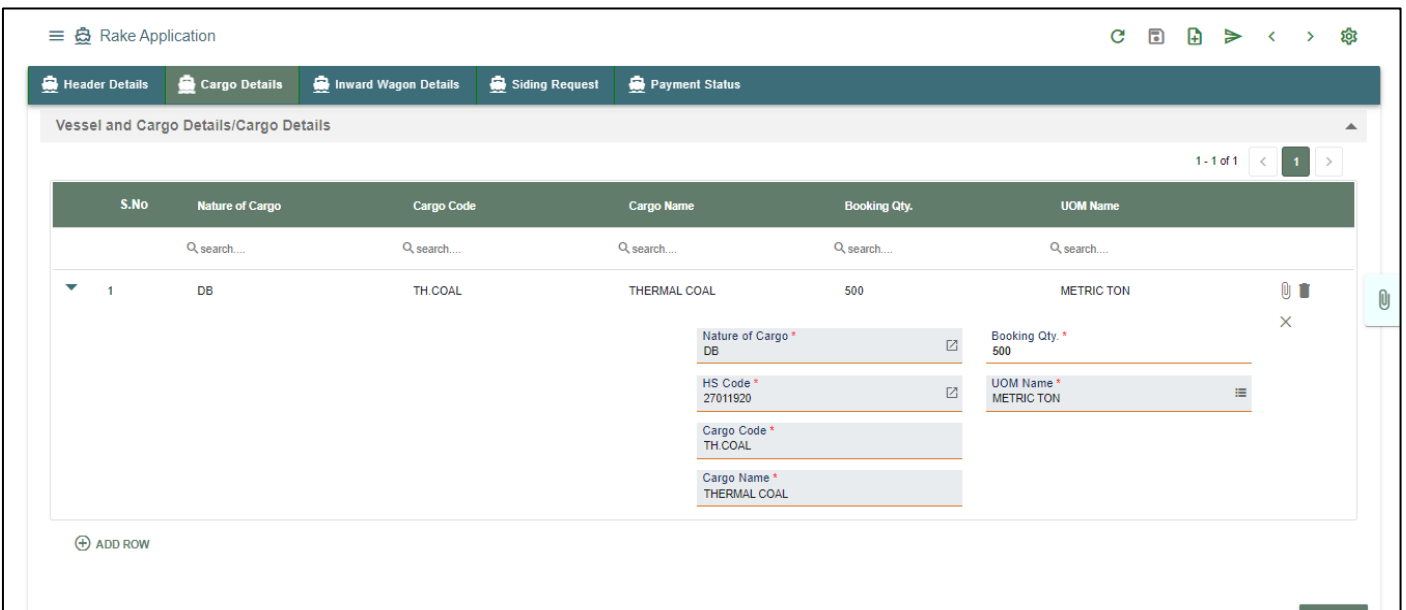
User Interface Image 3-Rake Application Cargo details - 1.5.1.3
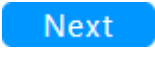
➢ Once fields are populated, select the Nature of Cargo and from Lookup button
➢ Select HS code from Lookup button
➢ Once Selected HS Code, Description will be populated by the system
➢ Cargo code , cargo name are both re mandatory fields
➢ Enter Booking Quantity of cargo.
➢ System shown by default UOM will be Metric Ton. If want to change, then select from Lookup button
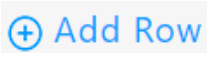
Step 4 - Once data is filled in Line item Details, click on save button to save the cargo details record and click on ⊕ Add Row if need to add multiple Row's or else click on button to save the complete Rake Application entered details

➢ If any want to update the previous cargo details line item which is already saved then click on expansion button ⌄ to update the details and click on save button . If want to delete the particular record line item then click on Delete button 🗑
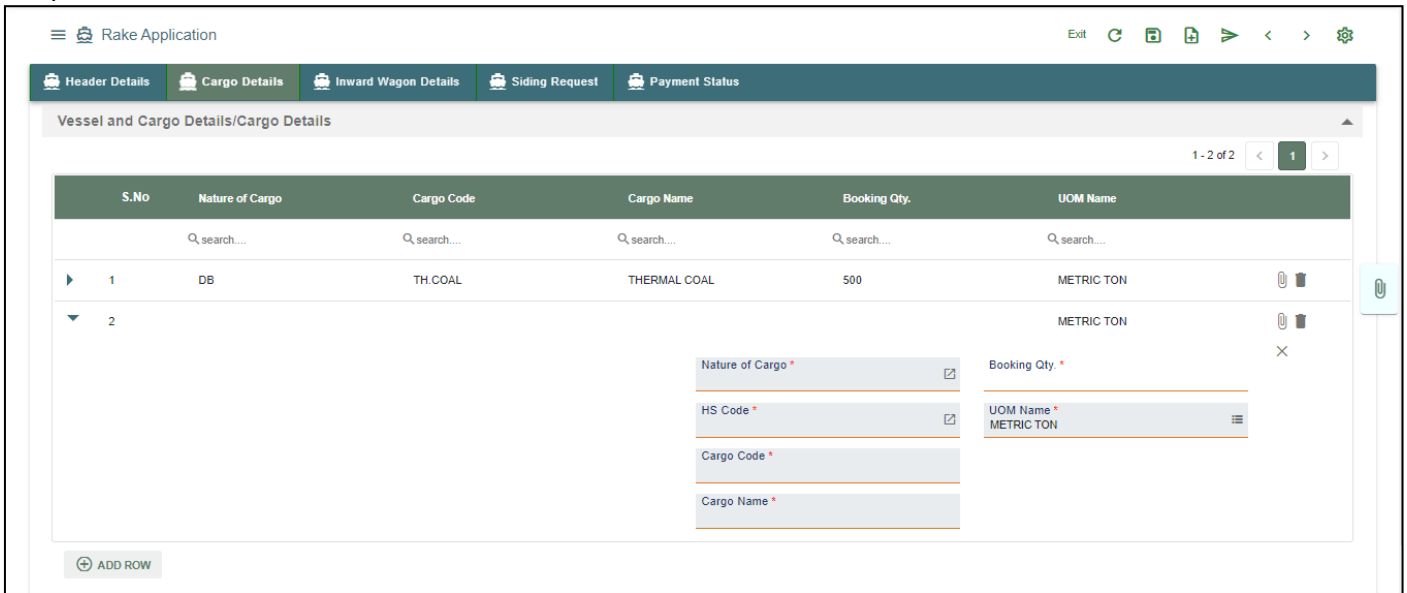
User Interface Image 4 - Rake Application Cargo details-1.5.1.4

Step 5 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Inward Wagon Details page redirected as like below

Click on ⊕ Add Row to begin with data entry

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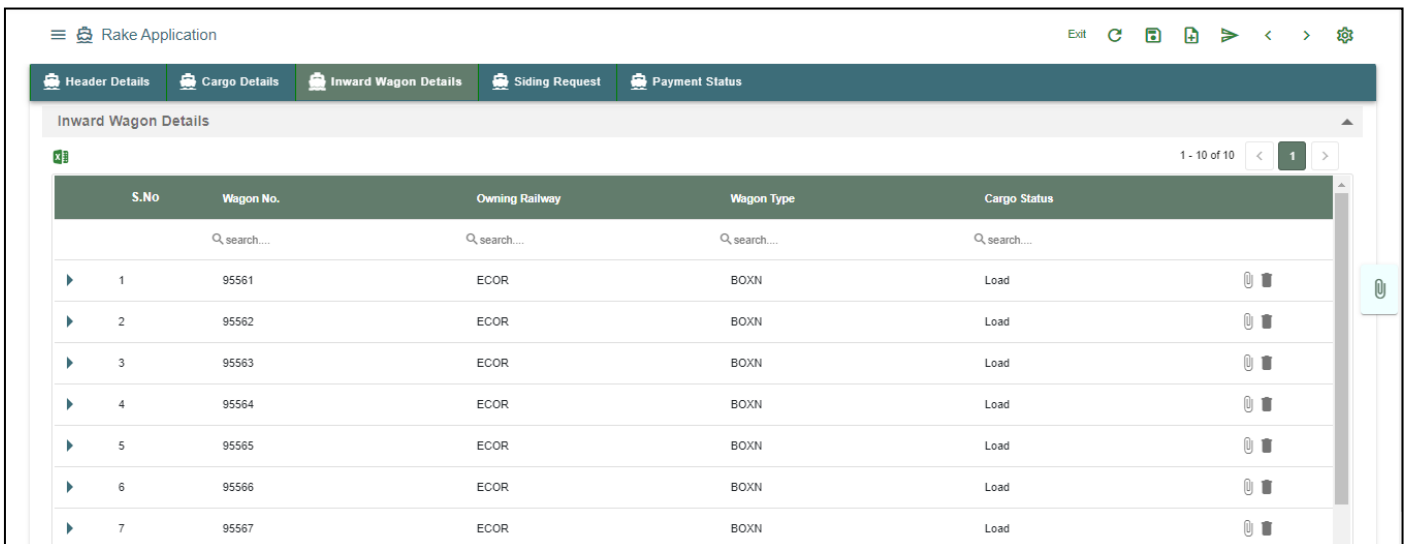
User Interface Image 5- Rake Application Inward wagon details -1.5.1.5

Step 6 – Once ⊕ Add Row is selected, and then following Inward Wagon Details line item fields will be populated to enter
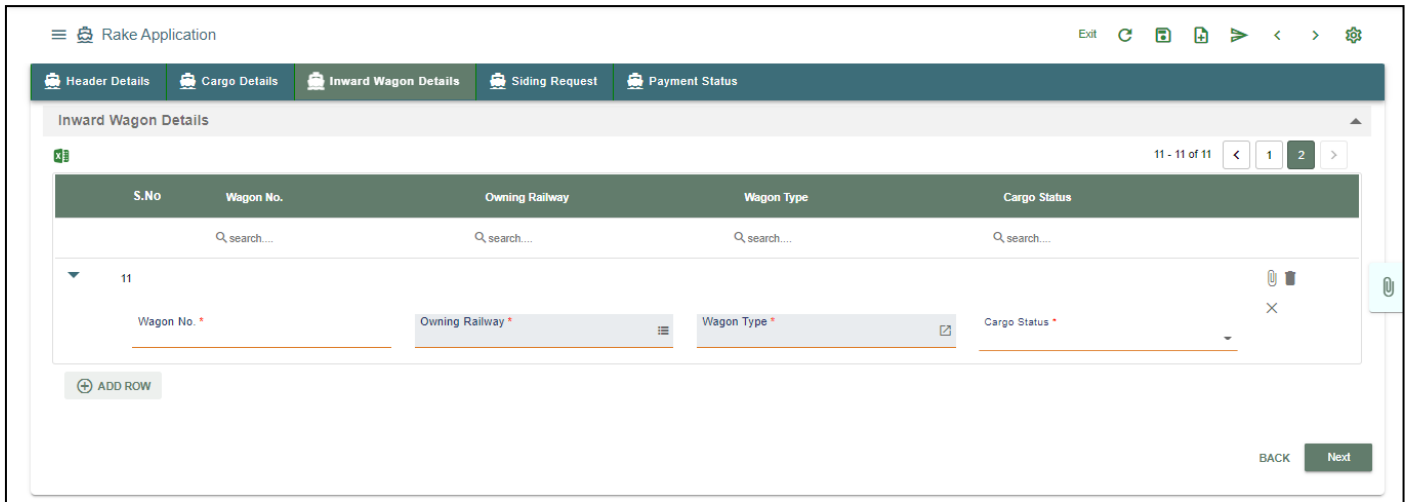
User Interface Image 6- Rake Application Inward wagon details -1.5.1.6

➢ If it integrated with FOIS, then system will auto populate all Inward Wagon Details in the line.
➢ Enter Inward Wagon Number at Wagon Number field.
➢ Select Owning Railway from Lookup button
➢ Select Wagon Type from Lookup button
➢ Select cargo status an mandatory filed drop down list choose load or empty
➢ System have option for wagons upload. If want to upload the inward wagon details, then click on

upload button [Data upload] to select the destination file

Step 7 - Once data is filled in Line item Details, click on save button to save the inward wagon details record and click on ⊕ Add Row if need to add multiple Row's or else click on button to save the complete Rake Application entered details

➢ If any want to update the previous inward wagon details line item which is already saved then click on expansion button ⌄ to update the details and click on save button . If want to delete the particular record line item then click on Delete button 🗑
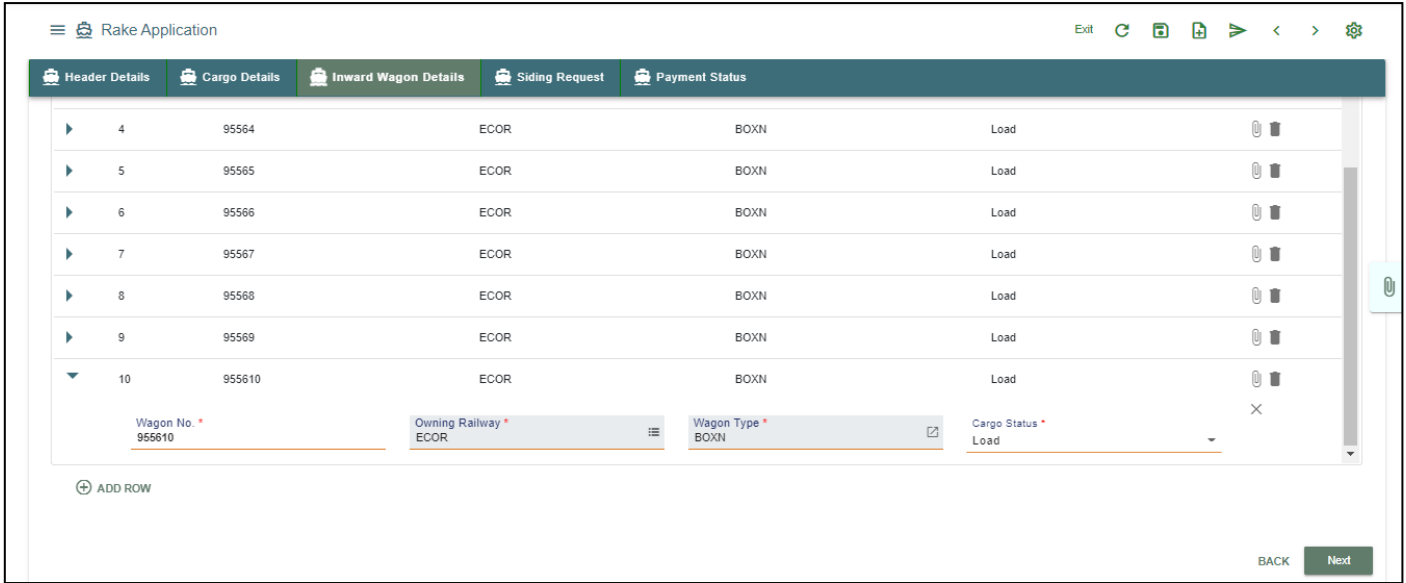
User Interface Image 7- Rake Application Inward wagon details-1.5.1.7

Step 8 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then siding request - page redirected as like below
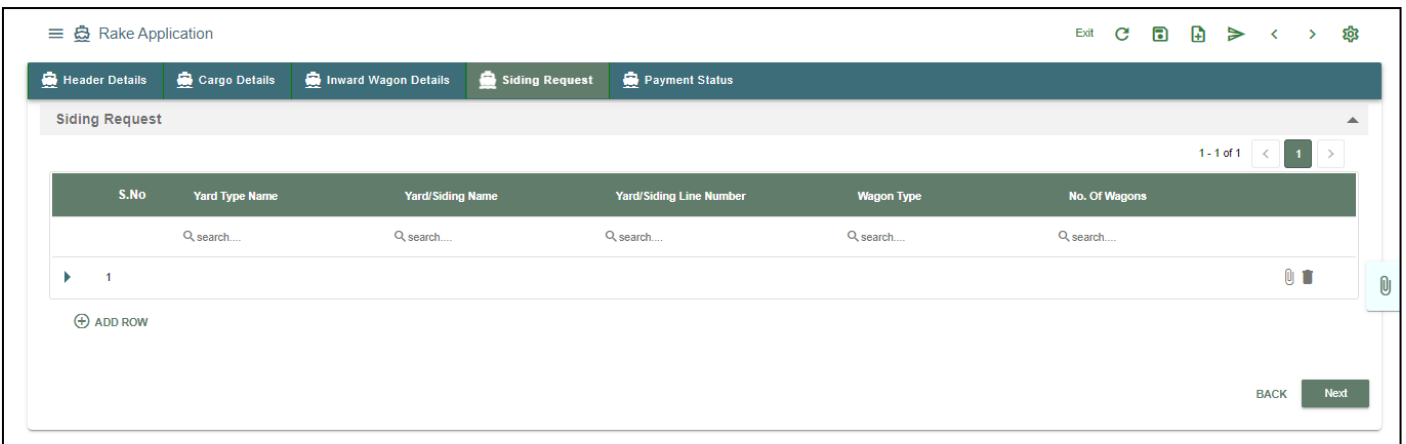
User Interface Image 8- Rake Application siding request-1.5.1.8

➢ Click on ⊕ Add Row to begin with data entry
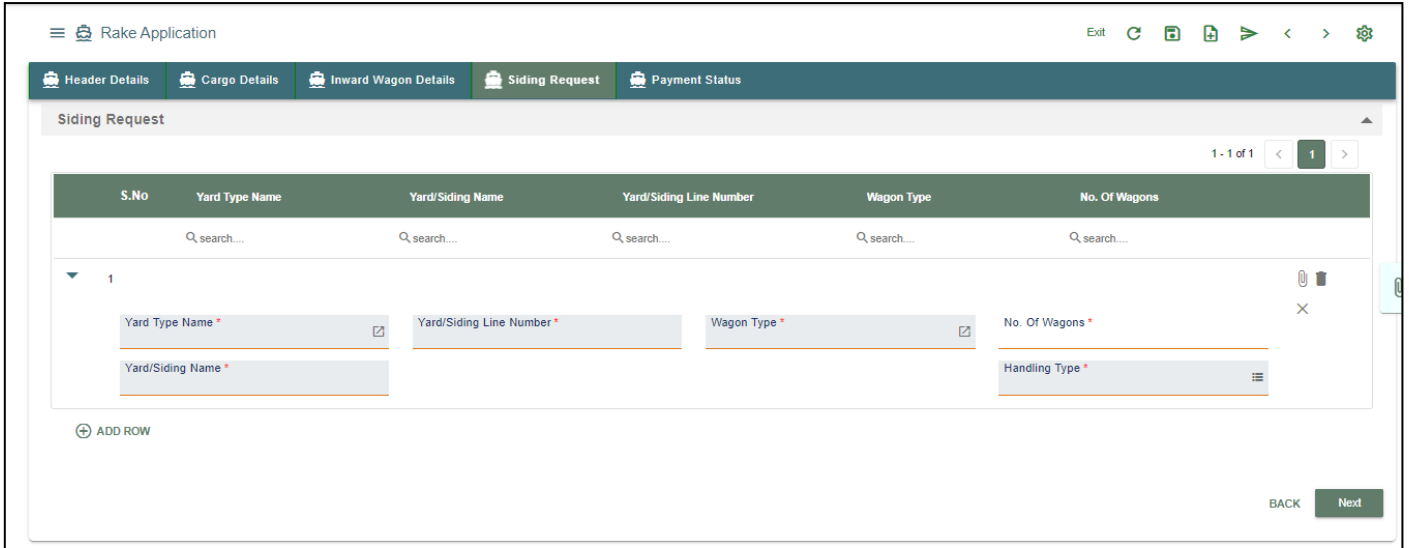
User Interface Image 9- Rake Application siding request-1.5.1.9

- ➢ Select the Yard Type Name from Lookup button
- ➢ System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- ➢ Select Wagon Type from Lookup button
- ➢ Enter No. of Wagons which wants to bring at particular selected siding details.
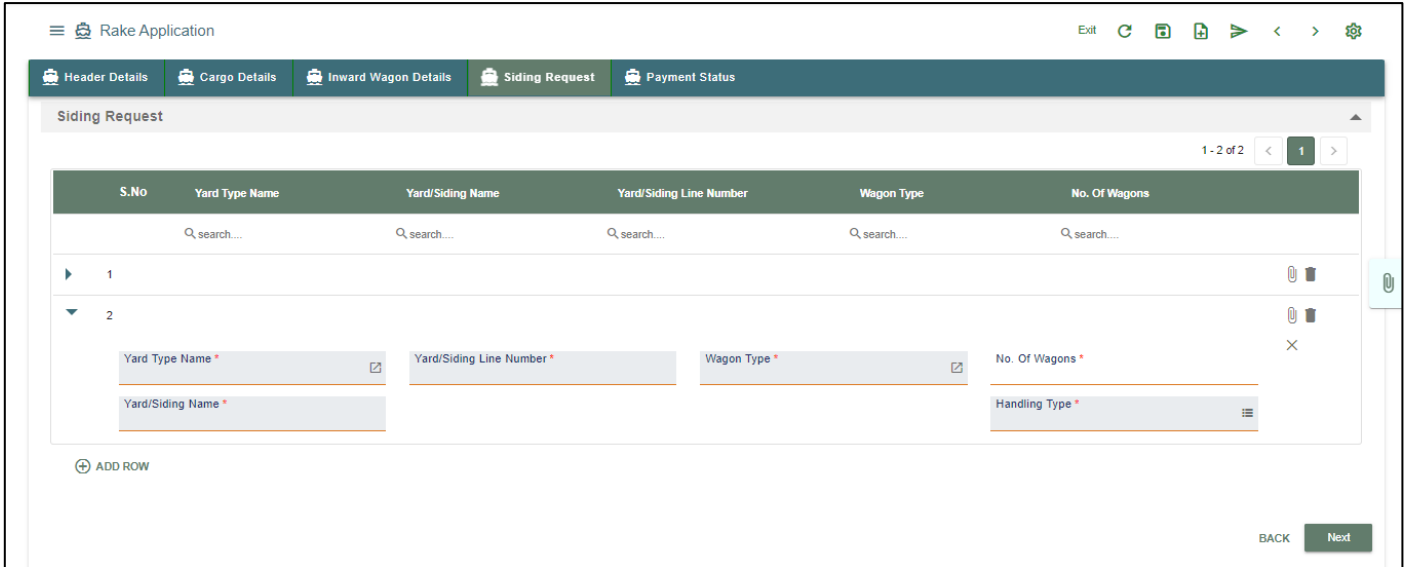
User Interface Image 10- Rake Application siding request-1.5.1.10

Step 9: Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –
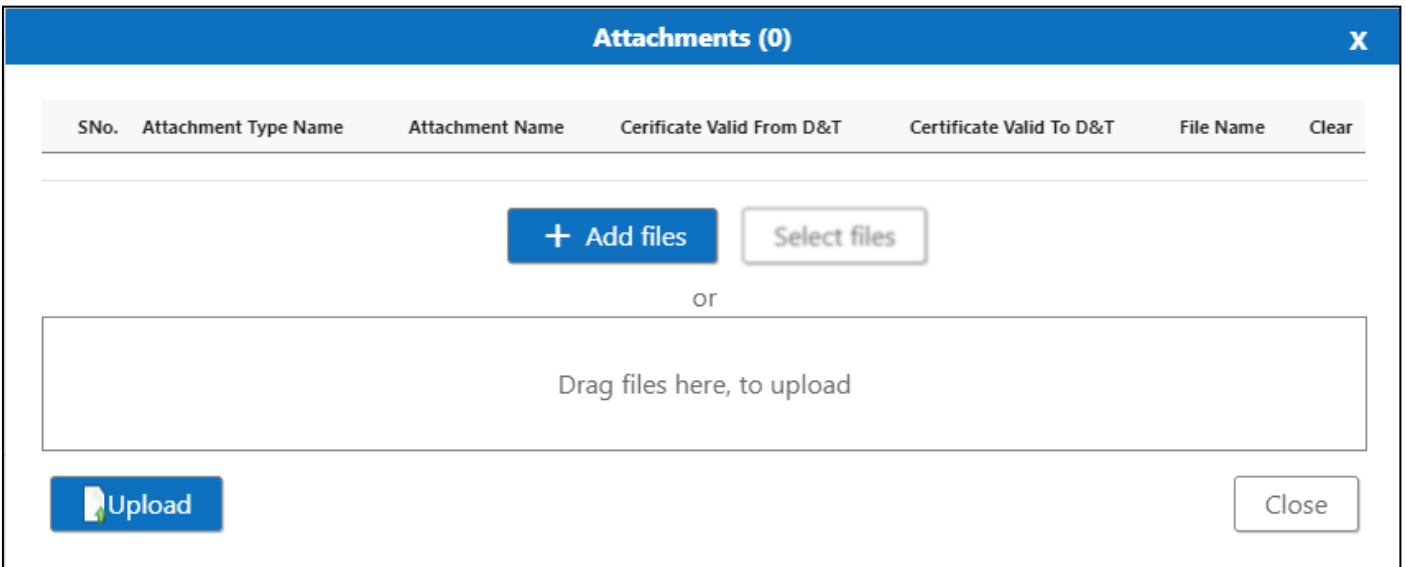
User Interface Image 11-Rake Application (Attachments) 1.5.11

Step 10: Click on **+ Add files** button/ Drag Files here, to upload , Go to respective file location and click on it.File will be attached under file name with respective filename.extension.

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User Interface Image 12-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on **Upload** button. System will display **File uploaded** status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using 📎 icon system will display respective section name.

If the Attachment's are configured, System will display like below when we click on 📎 icon .

Respective Form Name, Section name will display to attach the documents*File Required.

Now click on the Check boxes accordingly, and then Select files button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on **Upload** button. System will display the status **File uploaded** on the screen.

Click On Close Button

Step 11: Click on the Save button ![save icon] from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display ![Record saved] message.

Step 12: Once the record is saved then the document status will be as 'Draft' and then click on Submit Button

![submit icon]

Step 13: Once the record is saved then the document status will be as 'Draft' and then click on workflow button ![workflow icon] .

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 14: Once the workflow is initiated click on the icon.System will be display

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User WF Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

Successfully Status changed to WFAPP

Step 15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

If user rejects the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 16: Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

Successfully Status changed to APPROVED

Step 17: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 18: While if there is any changes or error we can cancel the record by clicking the icon shown.
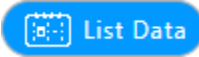
After clicking the icon system will display **Confirmation required** with below alert ok and Back
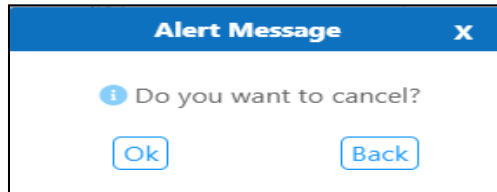
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.
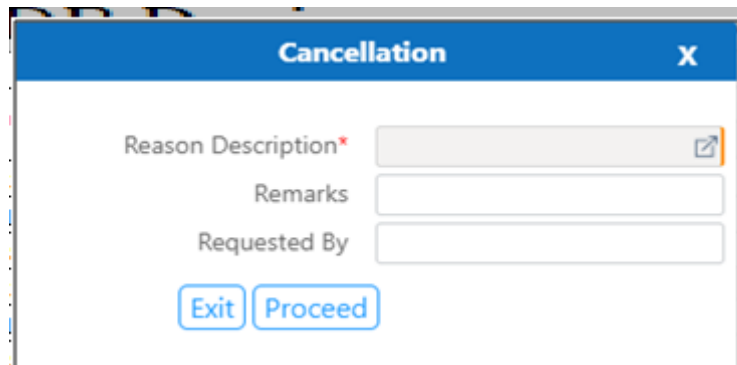
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in **List Data** as Draft/Approved/Rejected/Cancel Status respectively
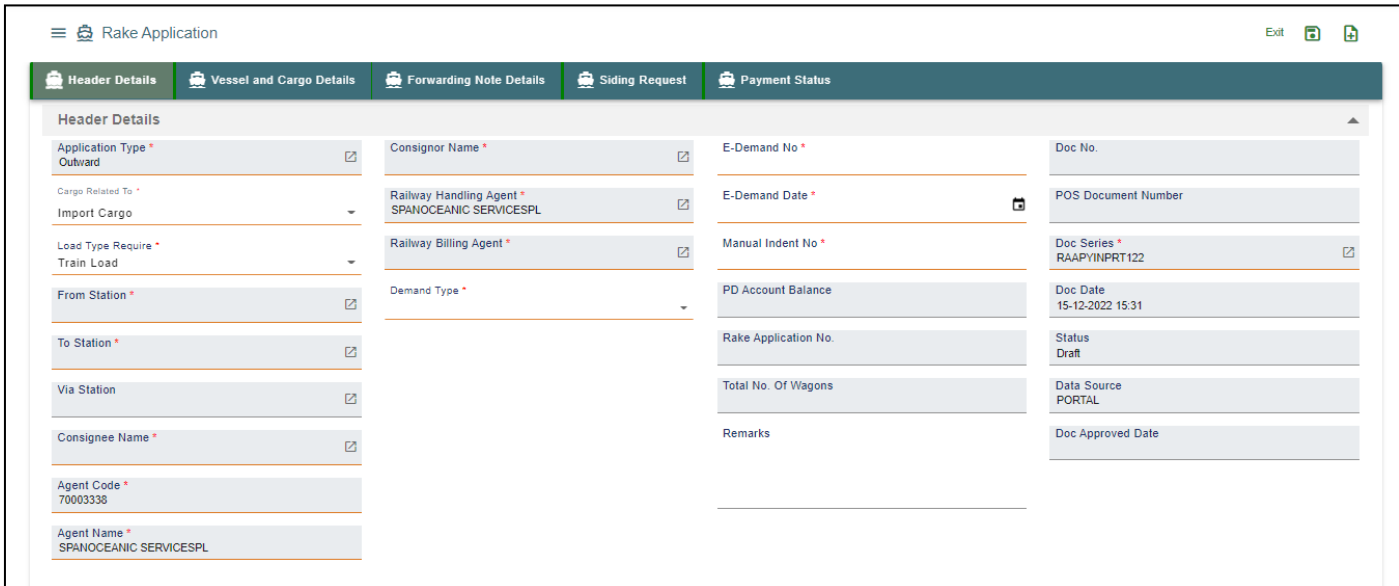
Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name	Consignor Name	R
search....	search....	search....	search....	search....	search....	search....	search....	search....	search....	s
INMAA120210109	Approved	Outward	IND/2021/0050	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210108	Approved	Inward	PER/2021/0065		Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210107	Approved	Inward	PER/2021/0064		Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210106	Approved	Outward	IND/2021/0049	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210105	Approved	Outward	IND/2021/0048	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210104	Approved	Inward	PER/2021/0063		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGISTICS LTD	BHARAT HEAVY ELECTRICALS LTD	B
INMAA120210103	Approved	Inward	PER/2021/0062		Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	Chennai Port Trust	BHARAT HEAVY ELECTRICALS LTD	M
INMAA120210102	Approved	Outward	IND/2021/0047	Import Cargo	Train Load	CHENNAI PORT	AMMASANDRA	SAATU STEEL AND SERVICES	TRIMEX INDUSTRIES PVT LTD	R
INMAA120210101	Approved	Inward	PER/2021/0061		Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	TRIMEX INDUSTRIES PVT LTD	TRIMEX INDUSTRIES PVT LTD	M
INMAA120210100	Approved	Inward	PER/2021/0060		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	BHARAT HEAVY ELECTRICALS LTD	BHARAT HEAVY ELECTRICALS LTD	T

User Interface Image 14-Rake Application (List Data) 1.5.13

1.4.2 Rake Application Form Details - Outward

Header Details:

Step 1 - Once clicked on Add New button [icon] from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 14-Rake Application-1.5.2.1

➢ Select Application Type from drop down list, whether it is Inward or Outward
➢ Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
If Application Type as **"Outward",** Cargo related to as **"Import Cargo/domestic cargo/newly build wagon"** and Load Type Require as **"Train Load or Wagon Load"** then following details will appear to enter:

➢ Select From Station from Look-up button
➢ Select To Station from Look-up button
➢ Select Via Station from Look-up button, but it is not mandatory to select
➢ Select Consignee from Look-up button
➢ Select Consignor from Look-up button
➢ Select Railway Handling Agent from Look-up button
➢ Select wagon covering and choose (yes / no)
➢ Select Billing Agent from Look-up button
➢ Select Demand Type from drop down list, whether it is E-Demand or Manual Demand
  o If User select Demand Type as "E-Demand", then system shows the fields as E-Demand No. and E-Demand Date for entering

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- o If User select Demand Type as "Manual Demand", then system shows the fields as Manual Demand No. and Manual Demand Date for entering

- ➤ Enter Wagon Registration Fee Amount if any. It is not mandatory field to enter
- ➤ Select Shore Handling Charges Paid from drop down button, whether charges paid "Yes or No". But it is not mandatory field to enter
- ➤ Select Wagon Covering Required from drop down button, whether it is "Yes or No".
- ➤ The field "Rake Application No" which will be auto populated after approval of the form
- ➤ Doc No., Doc Series, Doc Date, Status code, Doc Approved Date, and Source fields are auto populated by the system
- ➤ Enter the Remarks if any.

Step 2 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Vessel and Cargo Details page redirected as like below
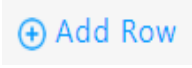
Click on ⊕ Add Row to begin with data entry

User Interface Image 15- Rake Application-1.5.2.2

Step 3 – Once ⊕ Add Row is selected, then following Vessel and Cargo Details line item fields will be populated to enter
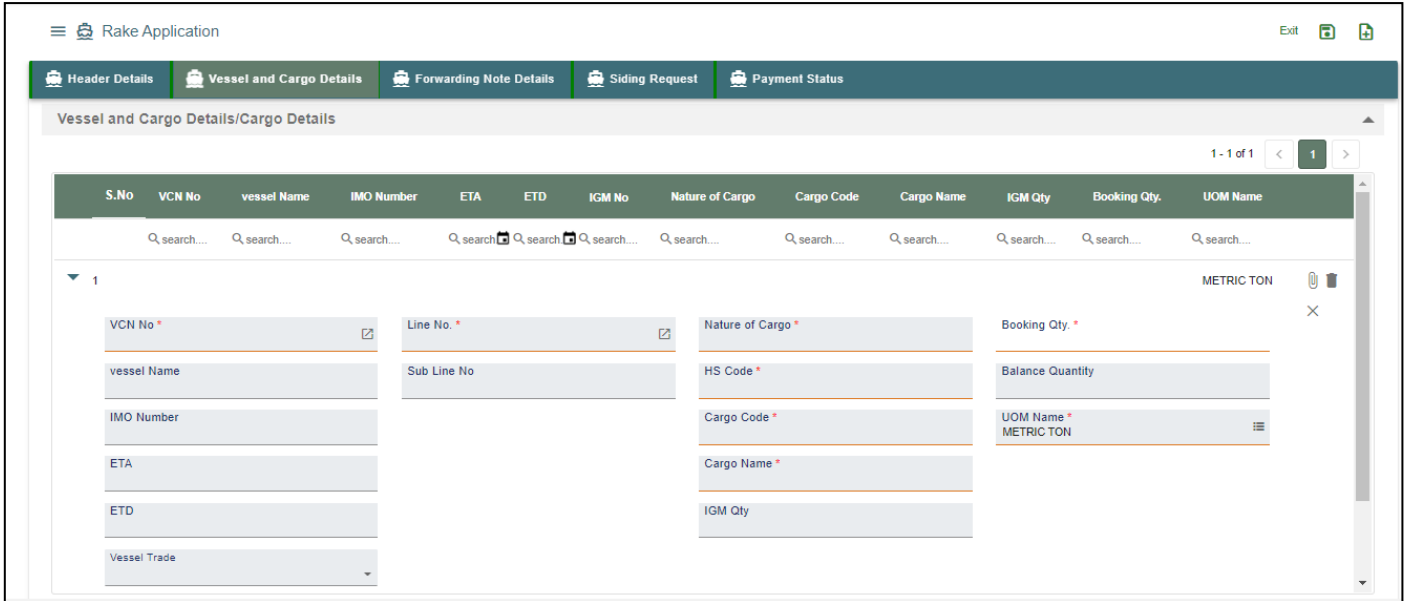
User Interface Image 16- Rake Application-1.5.2.3

- ➢ Once fields are populated, select the VCN from Lookup button
- ➢ Based on the selection of VCN, the fields Vessel Name, IMO Number, ETA and ETD will be auto populated
- ➢ Select Bill of Entry (BE) No from Lookup button
- ➢ Based on the selection of BE No, the fields Out of charge (OOC) No, Out of charge (OOC) quantity and Nature of cargo will be auto populated
- ➢ Select Cargo Code from Lookup button
- ➢ Based on the selection of Cargo Code, the field Cargo Description will be auto populated
- ➢ Enter Booking Quantity based on Out of charge (OOC) quantity
- ➢ System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

Step 4 - Once data is filled in Line item Details, click on save button to save the cargo details record and click on if need to add multiple Row's or else click on button to save the complete Rake Application entered details

- ➢ If any want to update the previous cargo details line item which is already saved then click on expansion button to update the details and click on save button . If want to delete the particular record line item then click on Delete button
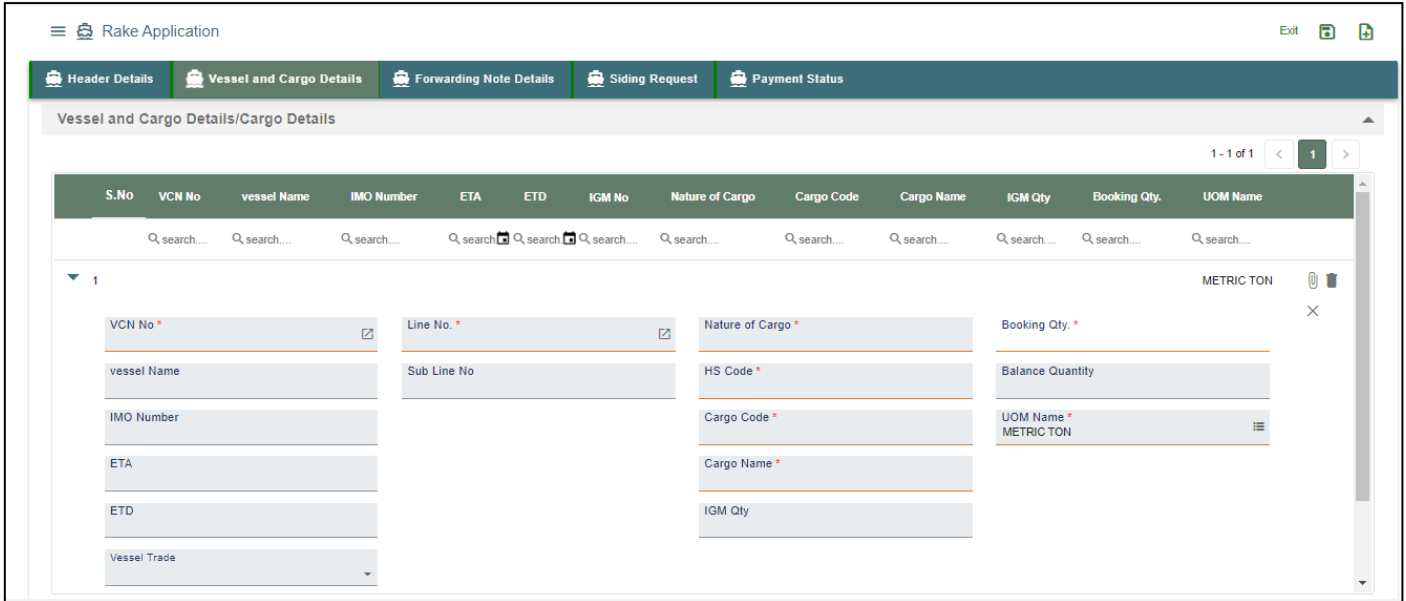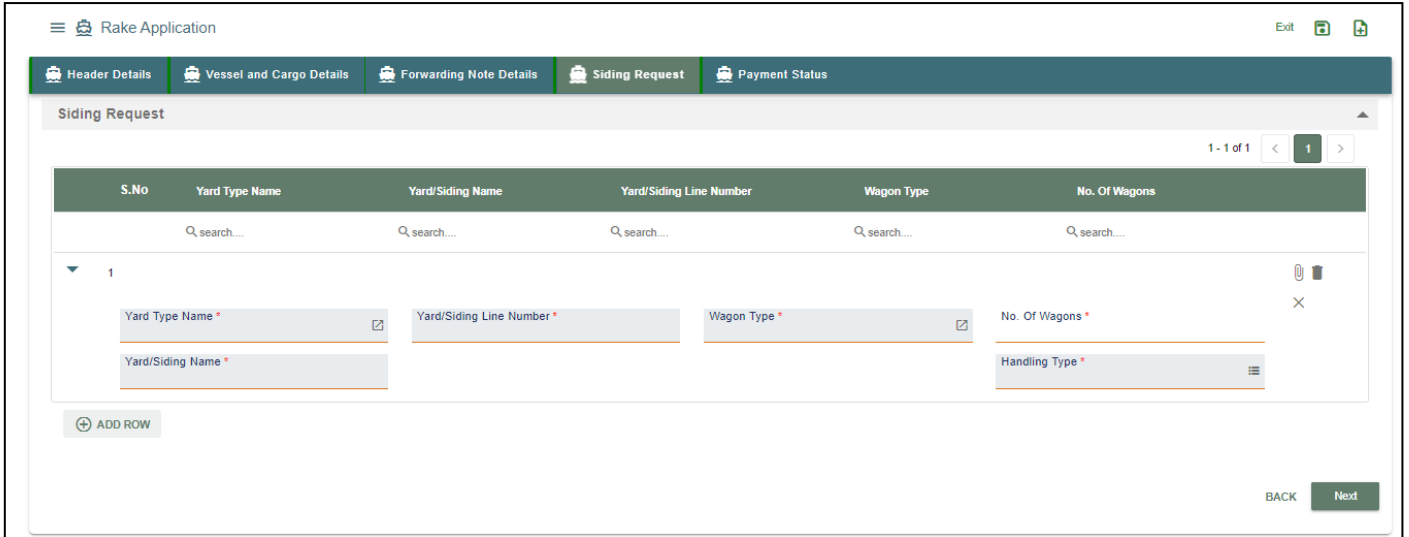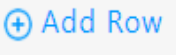
User Interface Image 17- Rake Application-1.5.2.4

Step 5– Once all the necessary fields are filled, click [Next] button from the bottom of the page. Then forwarding note details page redirected as like below
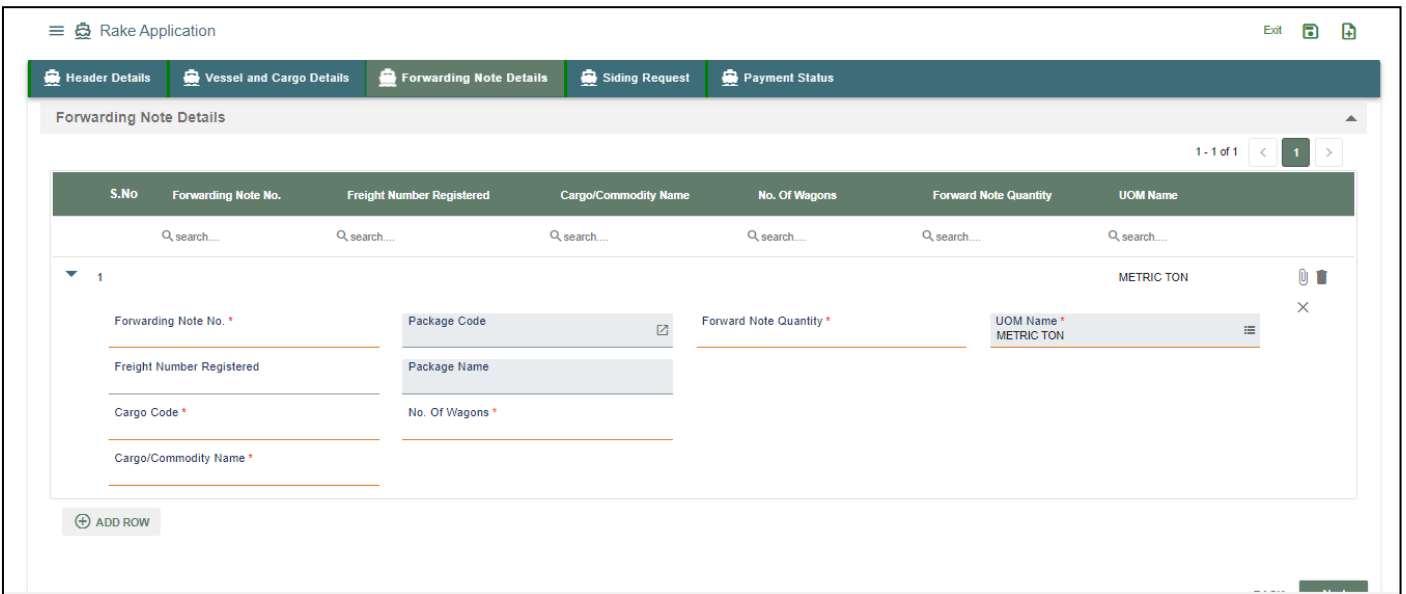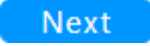

User Interface Image 18- Rake Application-1.5.2.5

Click on [⊕ Add Row] to begin with data entry
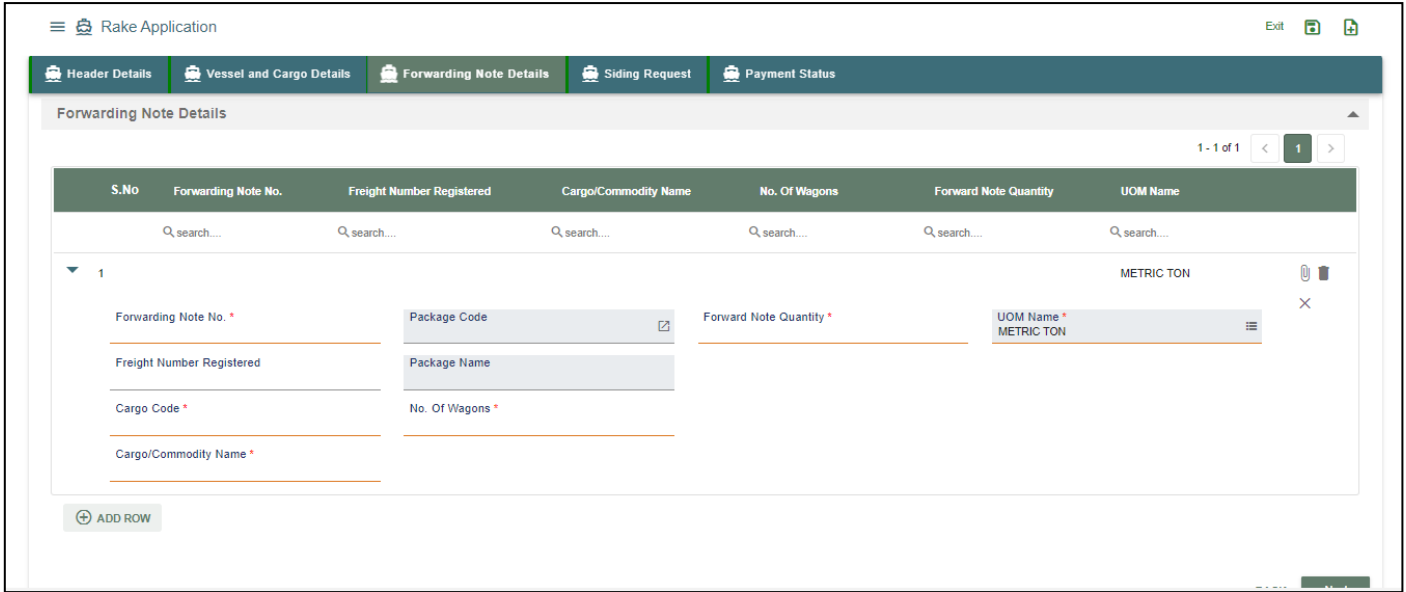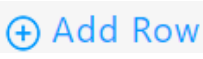
User Interface Image 19- Rake Application-1.5.2.6

➢ Once fields are populated, Enter Forwarding Note No
➢ Enter Freight Number Registered. But it is not mandatory field to enter
➢ Select Cargo/Commodity Name from Lookup button
➢ Enter No. of wagons which is categorized against Forwarding Note No entered
➢ Enter Quantity which is categorized against Forwarding Note No entered
➢ System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

Step 6 - Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Siding Request details page redirected as like below
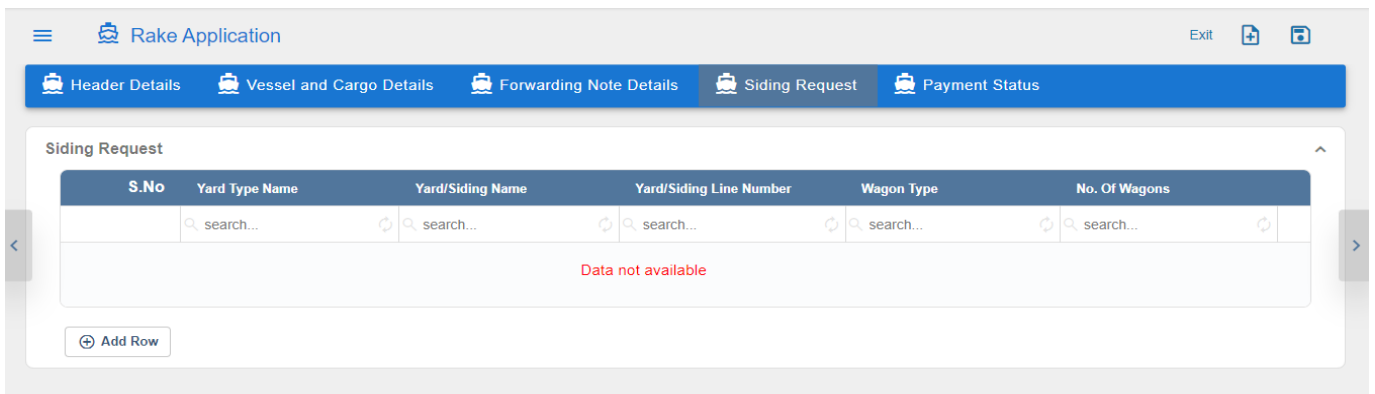
User Interface Image 19- Rake Application-1.5.2.7

Click on **⊕ Add Row** to begin with data entry
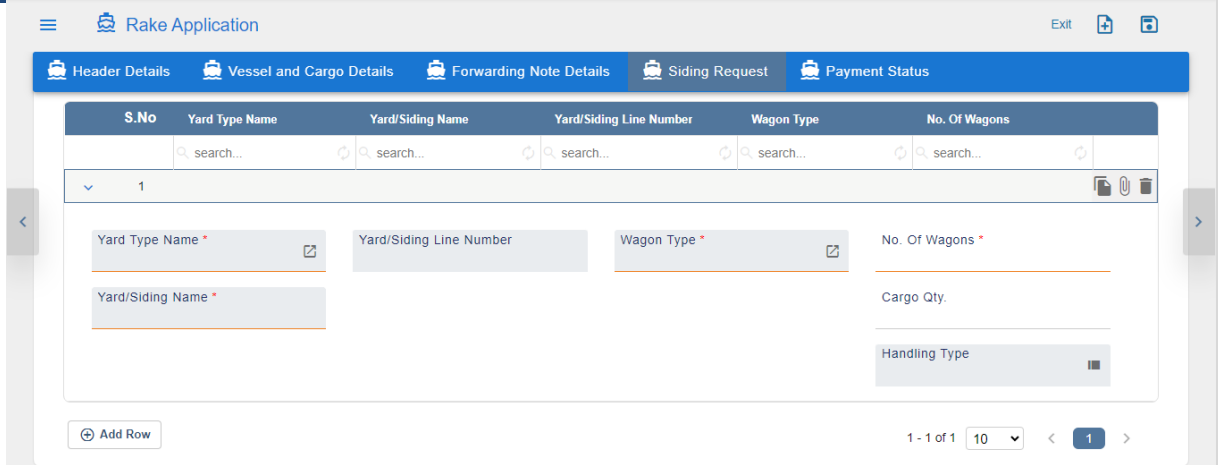
User Interface Image 19- Rake Application-1.5.2.8

Fill the fields as given in the siding request

Step 7 - Once data is filled in Line item Details, click on save button   to save the Forwarding Note

details record and click on ⊕ Add Row if need to add multiple Row's or else click on 💾 button to save
the complete Rake Application entered details

After saving the record click on Submit to Submit the record

➢   If any want to update the previous Forwarding Note details line item which is already saved then click

on expansion button ⌄ to update the details and click on save button   . If want to delete the

particular record line item then click on Delete button 🗑
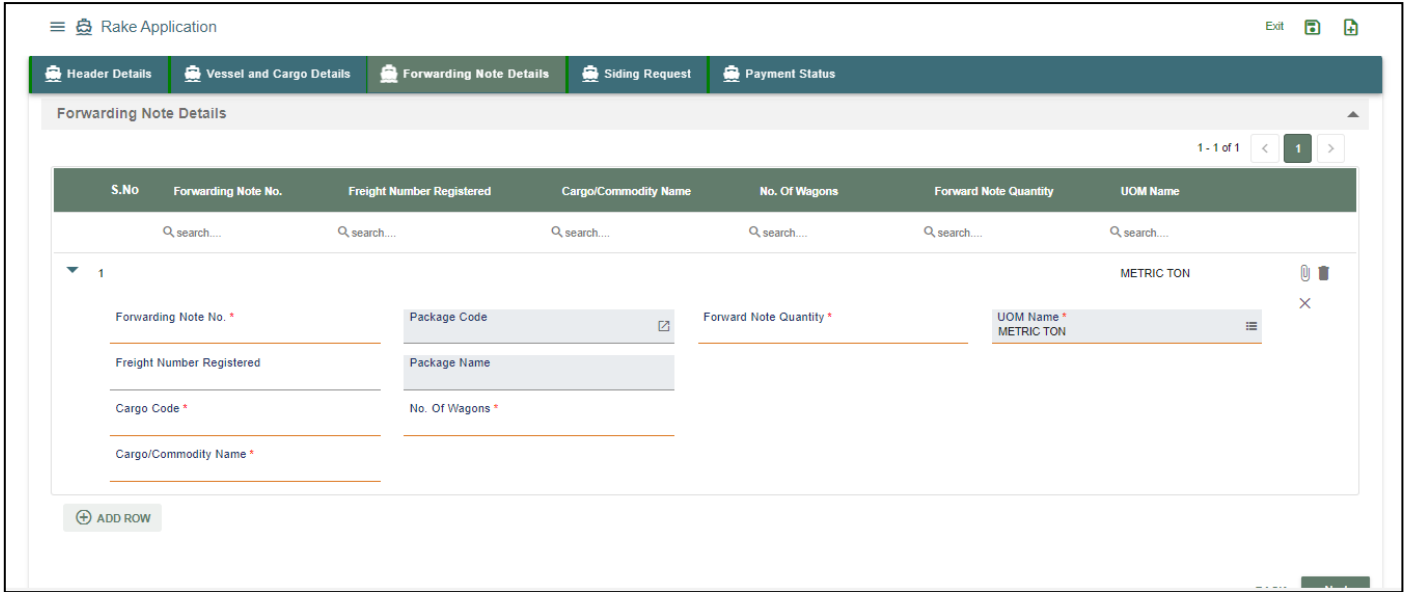
User Interface Image 20- Rake Application-1.5.2.7

Step 8 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then sliding request - page redirected as like below
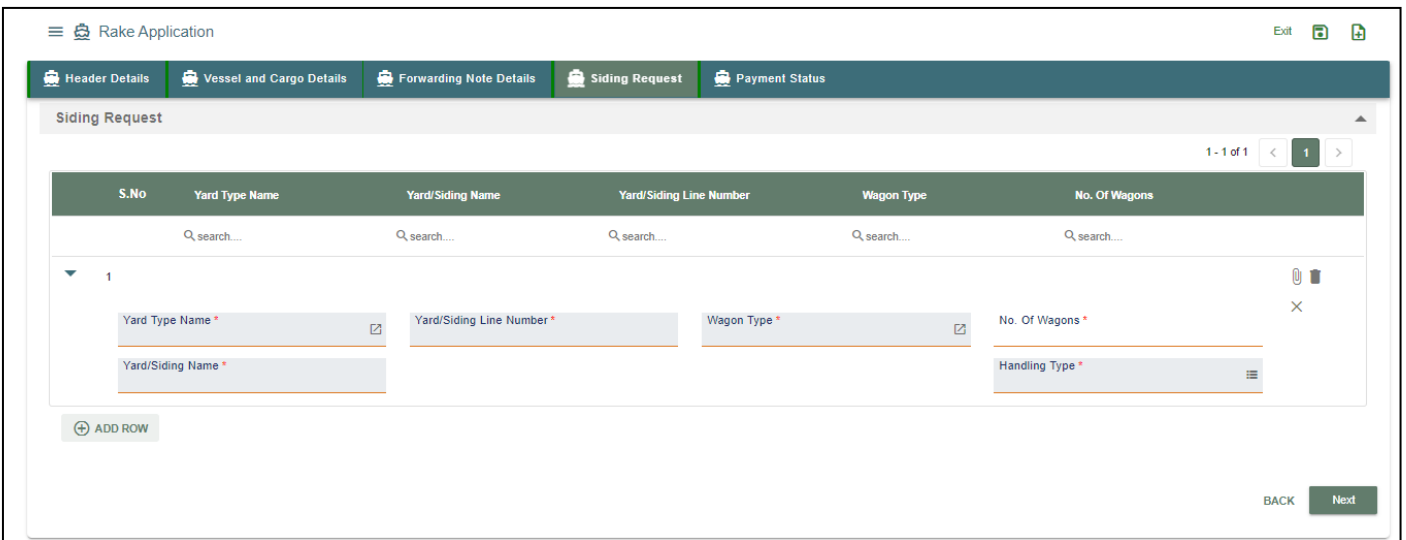
User Interface Image 21- Rake Application siding request-1.5.2.8

➢ Click on **⊕ Add Row** to begin with data entry

User Interface Image 22- Rake Application siding request-1.5.2.9

➢ Select the Yard Type Name from Lookup button
➢ System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
➢ Select Wagon Type from Lookup button
➢ Enter No. of Wagons which wants to bring at particular selected siding details.
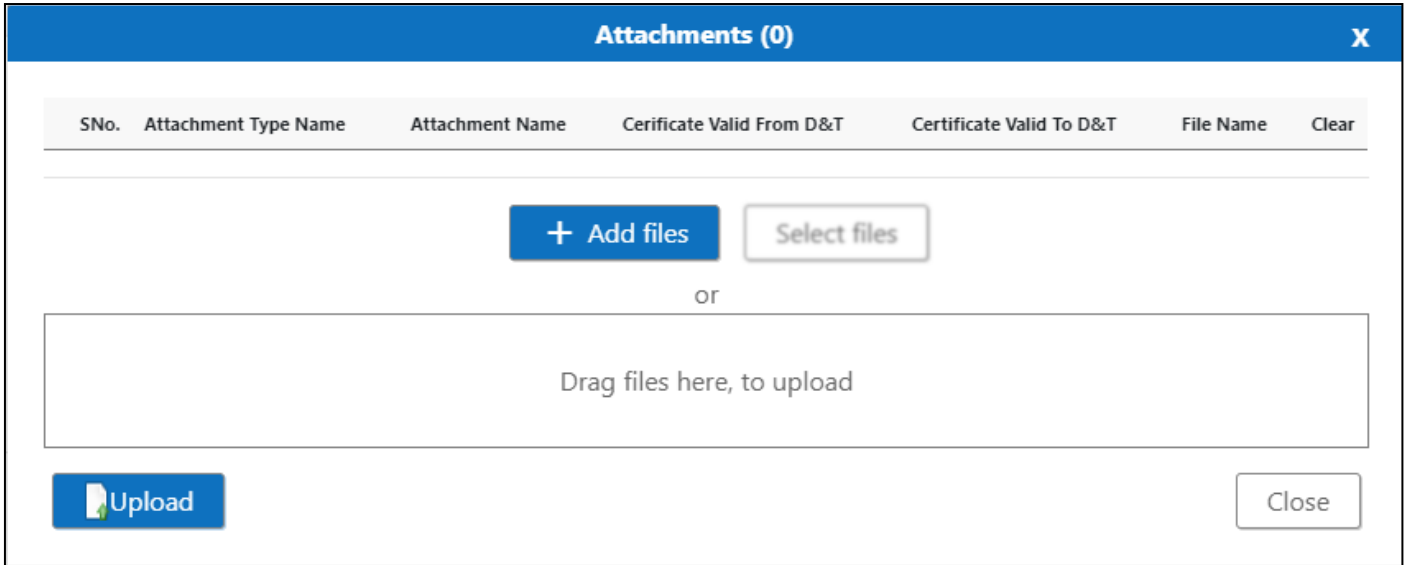
Step 11 - Once data is filled in Line item Details, click on save button to save the forwarding note details record and click on ⊕ Add Row if need to add multiple Row's or else click on 🗗 button to save the complete Rake Application entered details

➢ If any want to update the previous Siding Request details line item which is already saved then click on expansion button ∨ to update the details and click on save button . If want to delete the particular record line item then click on Delete button 🗑
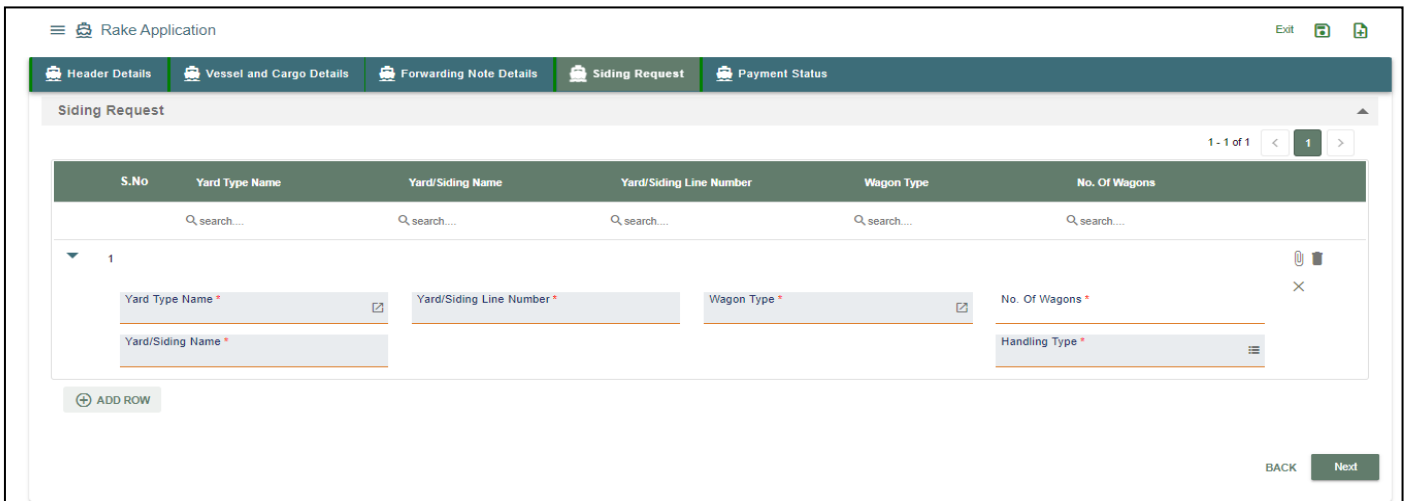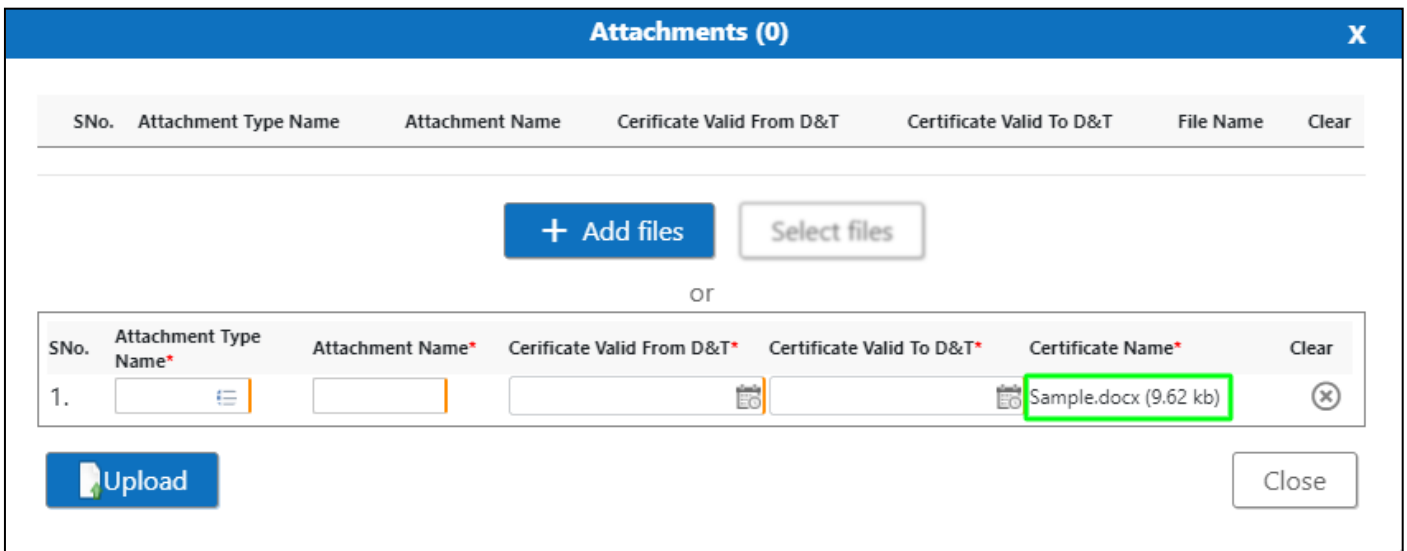
User Interface Image 23- Rake Application siding request-1.5.2.10

Step 11: Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

User Interface Image 24-Rake Application (Attachments) 1.5.2.11

Step 12: Click on Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

User Interface Image 25-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using [paperclip] icon system will display respective section name.

Attachments (1)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request							
☐	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	📄 Sample.docx	🗑

           + Add files   Select files

or

Drag files here, to upload

Upload   Close

If the Attachment's are configured, System will display like below when we click on [paperclip] icon .

Respective Form Name, Section name will display to attach the documents*File Required.

Attachments (2)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

           + Add files   Select files

or

Drag files here, to upload

Upload   Close

Now click on the Check boxes accordingly, and then [Select files] button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on [Upload] button. System will display the status [File uploaded] on the screen.

Attachments (2)

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   Select files

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.					Sample (2).docx (9.62 kb)	⊗

Upload   Close

Click On Close Button

Attachments (4)

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
☐	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	__Sample__2_.doc	🗑

+ Add files   Select files

or

Drag files here, to upload

Upload   Close

Step 13: Click on the Save button from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display message.

Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .
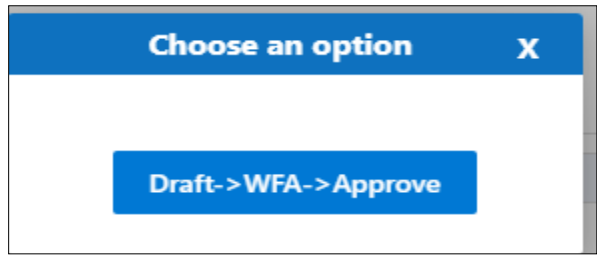
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Step 15: Once the workflow is initiated click on the icon. System will be display with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).
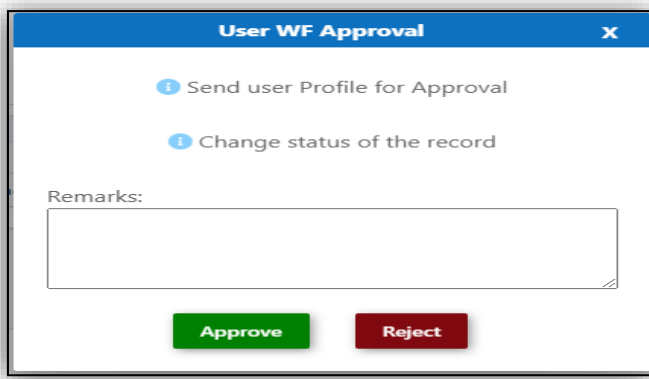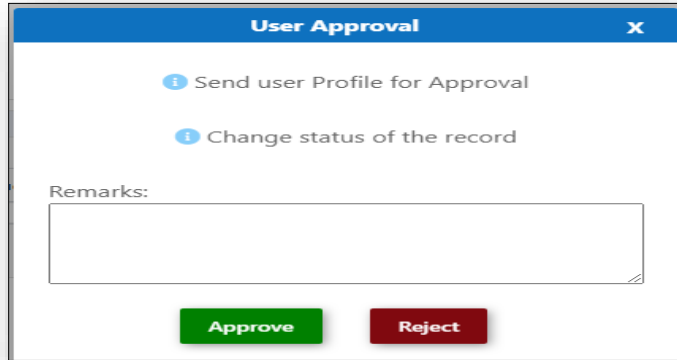
Step 16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

If user rejects the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step 17: Once the workflow is in WFAPP. Click on [icon] the icon. System will be displaying
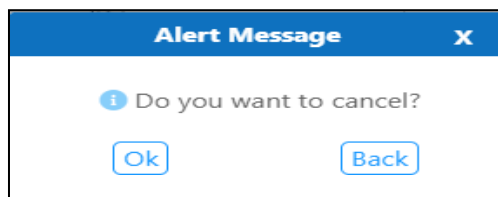
Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval x

ℹ️ Send user Profile for Approval

ℹ️ Change status of the record

Remarks:

Approve   **Reject**

Step 18: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.
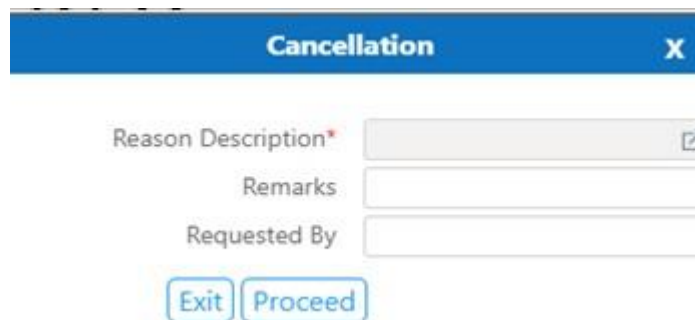
Step 19: While if there is any changes or error we can cancel the record by clicking the [icon] icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back

Alert Message x

ℹ️ Do you want to cancel?

[Ok]   [Back]

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

Cancellation X

Reason Description* [   ] 🔲

Remarks [   ]

Requested By [   ]

[Exit] [Proceed]

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in List Data as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee N
search....	search....	search....	search....	search....	search....	search....	search....	search....
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER (
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIST
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIST
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARG
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEAV
NMAA120220006	Approved	Outward	IND/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEAV
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEAV
10068	Draft	Inward			Train Load			

User Interface Image 26-Rake Application (List Data) 1.5.2.13

1.4.3 Rake Application Form Details - Newly Build Wagon

Header Details:

Step 1 - Once clicked on Add New button from top of the tool bar, Rake Application Header Details screen will appear like below

User Interface Image 27- Rake Application-1.5.3.1

If Application Type as **"Outward",** Cargo Related To as **"Newly Build Wagon"** then following details will appear for entering:

➢ Select Billing Agent from Lookup Button
➢ The field "Rake Application No" which will be auto populated after approval of the form
➢ Enter the Remarks if any
➢ Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

Step 2 – Once all the necessary fields are filled, click [Next] button from the bottom of the page. Then Forwarding Note page redirected as like below

Click on [Add Row] to begin with data entry

User Interface Image 28- Rake Application-1.5.3.2

Step 3 – Once ⊕ Add Row is selected, and then following Forwarding Note Details line item fields will be populated to enter

User Interface Image 29- Rake Application-1.5.3.3

➢ Enter Forwarding Note No.
➢ Enter No. of wagons which is categorized against Forwarding Note No. entered

Step 4– Once ⊕ Add Row is selected, then following siding request fields will be populated to enter
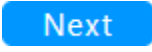
➢ Select yard type name mandatory field
➢ Then yard type siding name and yard siding line number will be automatically filled
➢ Select wagon type and number of wagons

Step 5 - Once data is filled in Line item Details, click on save button to save the siding request record and click on ⊕ Add Row if need to add multiple Row's or else click on button to save the complete Rake Application entered details

➢ If any want to update the previous siding request line item which is already saved then click on expansion button ∨ to update the details and click on save button . If want to delete the particular record line item then click on Delete button 🗑
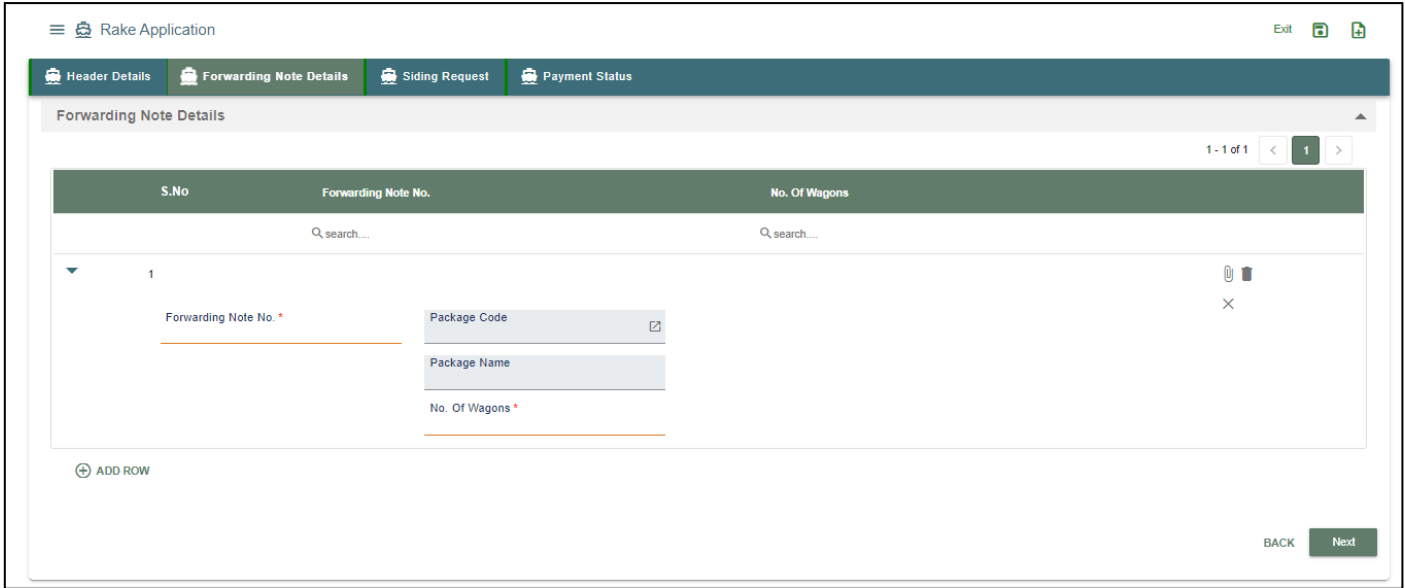
User Interface Image 30- Rake Application-1.5.3.4

Step 5 – Once all the necessary fields are filled, click [Next] button from the bottom of the page. Then sliding request - page redirected as like below
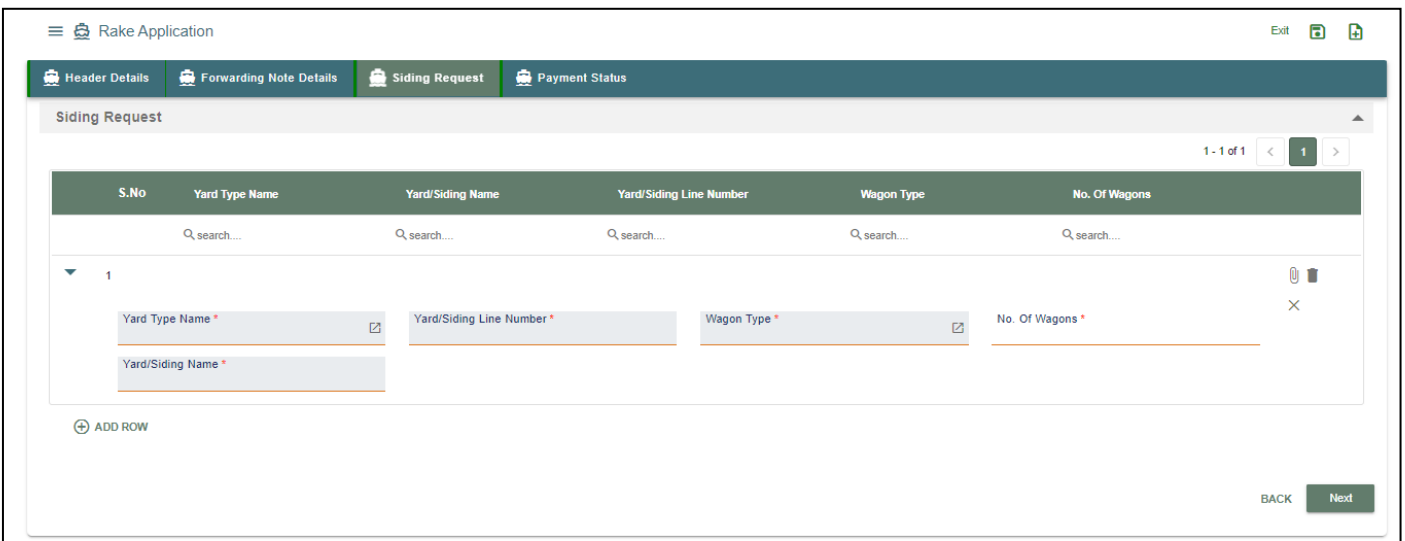
User Interface Image 31- Rake Application siding request-1.5.3.5
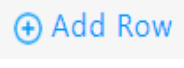
➢ Click on [⊕ Add Row] to begin with data entry
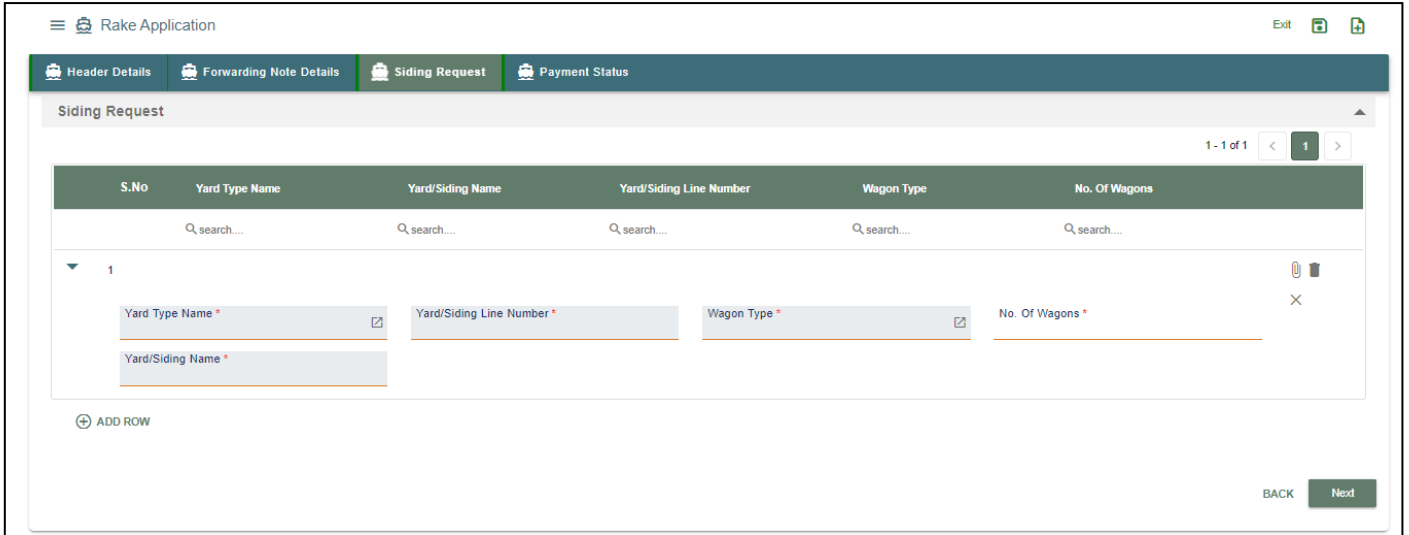
User Interface Image 32- Rake Application siding request-1.5.3.6

- ➢ Select the Yard Type Name from Lookup button
- ➢ System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- ➢ Select Wagon Type from Lookup button
- ➢ Enter No. of Wagons which wants to bring at particular selected siding details.

Step 6 - Once data is filled in Line item Details, click on save button to save the forwarding note details record and click on ⊕ Add Row if need to add multiple Row's or else click on button to save the complete Rake Application entered details
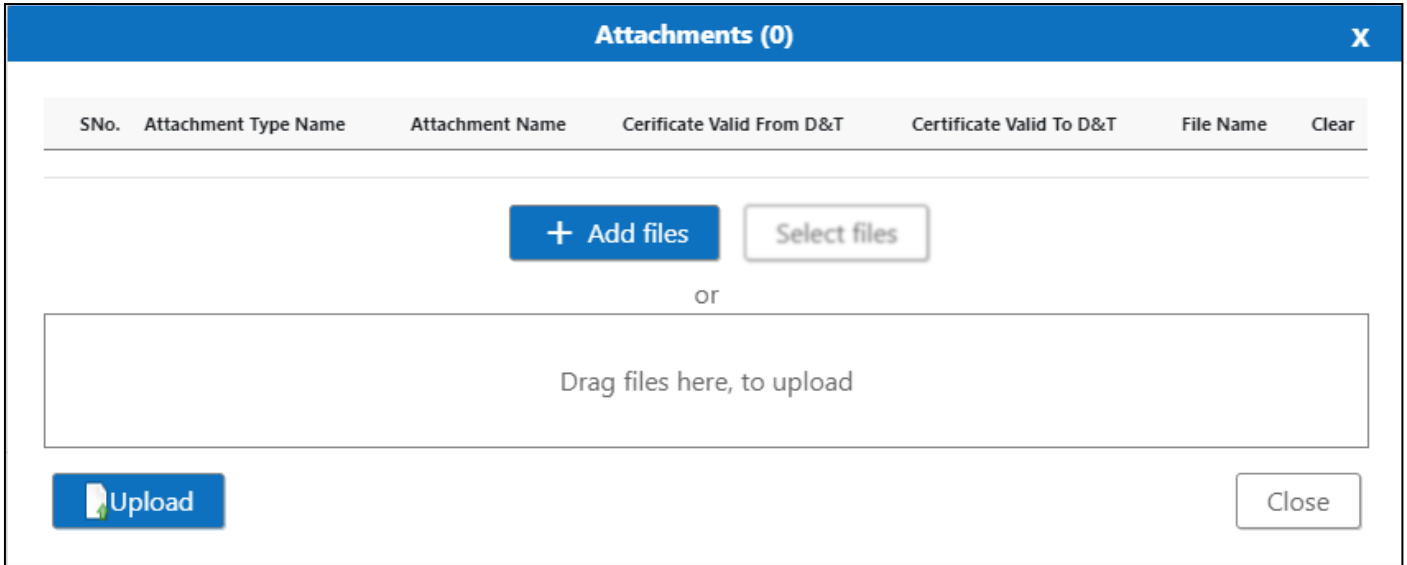
- ➢ If any want to update the previous Siding Request details line item which is already saved then click on expansion button to update the details and click on save button . If want to delete the particular record line item then click on Delete button
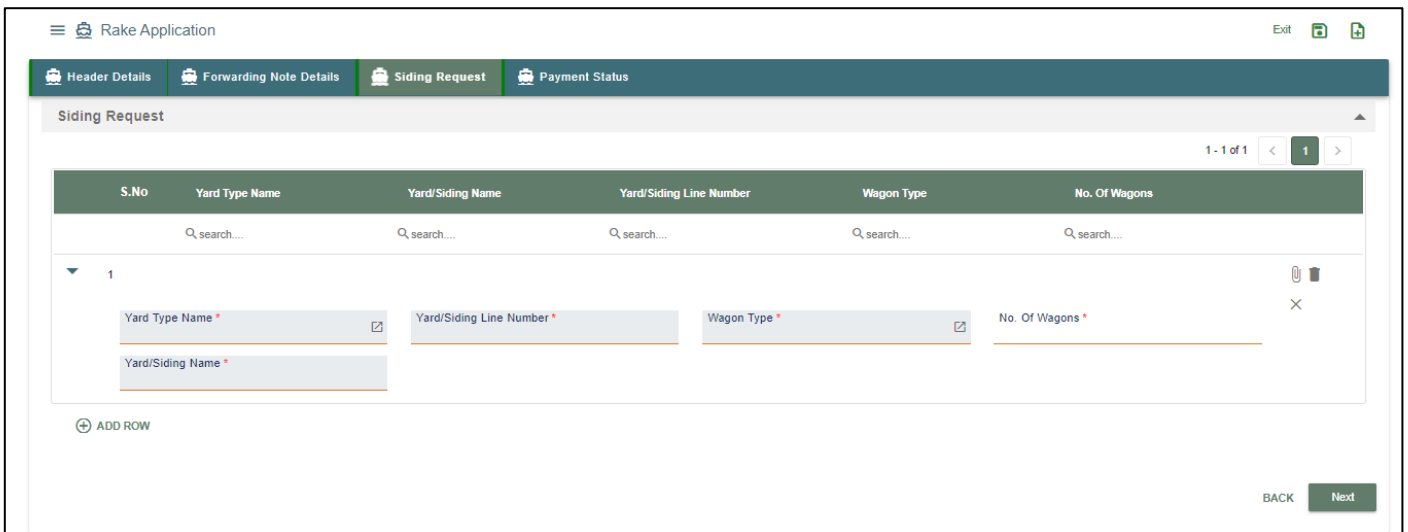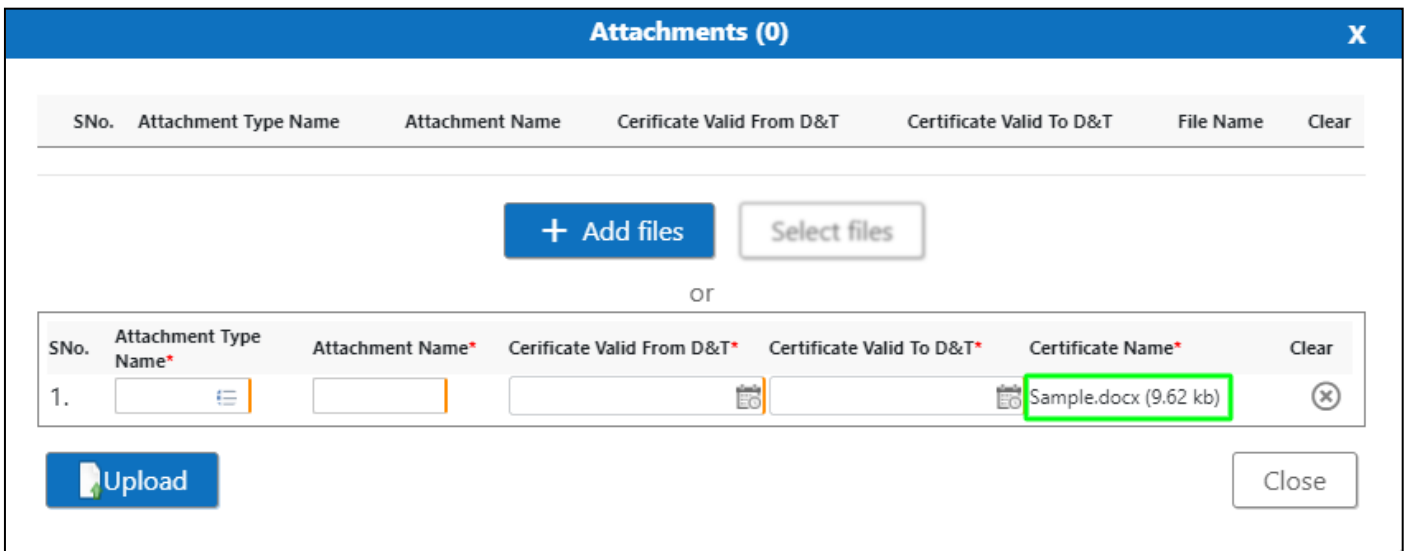
User Interface Image 33- Rake Application siding request-1.5.3.7

Step 7: Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

User Interface Image 34-Rake Application (Attachments) 1.5.3.8

Step 9: Click on button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

User Interface Image 35-Rake Application (Attachments Documents) 1.5.3.9

Once all the mandatory and required fields are filled then Click on button. System will display status on the screen. Respective Form Name, Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using ⌀ icon system will display respective section name.

Attachments (1)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request							
☐	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	📄 Sample.docx	🗑

+ Add files   Select files

or

Drag files here, to upload

📄Upload   Close

If the Attachment's are configured, System will display like below when we click on ⌀ icon.

Respective Form Name, Section name will display to attach the documents*File Required.

Attachments (2)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files   Select files

or

Drag files here, to upload

📄Upload   Close

48

Now click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on Upload button. System will' display the status File uploaded on the screen.

Click On Close Button

Step 10: Click on the Save button [save icon] from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display [Record saved] message.

Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button [workflow icon] .

Choose an option X

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 12: Once the workflow is initiated click on [icon] the icon. System will be display

[Send user Profile for Approval] with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]
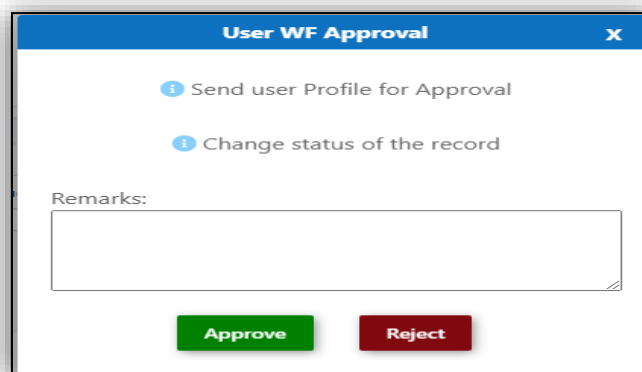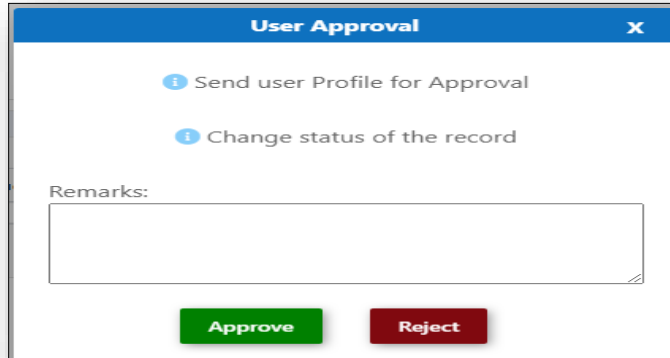
Approve   **Reject**

Successfully Status changed to WFAPP

Step 13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 14: Once the workflow is in WFAPP. click on [icon] the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).
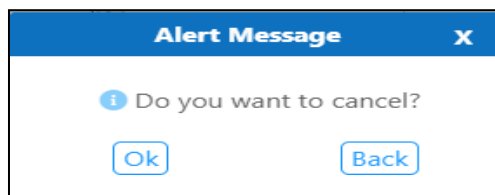
User Approval

ℹ Send user Profile for Approval

ℹ Change status of the record

Remarks:

[Approve] [Reject]

Step15: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.
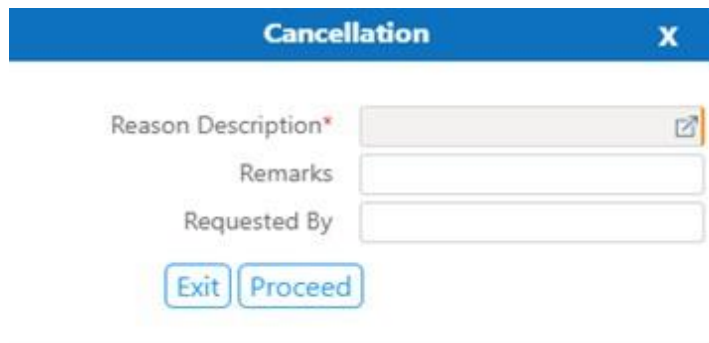
Step 16: While if there is any changes or error we can cancel the record by clicking the [icon] icon shown. After clicking the icon system will display **Confirmation required** with below alert ok and Back

Alert Message   X

ℹ Do you want to cancel?

[Ok]   [Back]

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

Cancellation   X

Reason Description* [   ]

Remarks [   ]

Requested By [   ]

[Exit] [Proceed]

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in List Data as Draft/Approved/Rejected/Cancel Status respectively

User Interface Image 36-Rake Application (List Data) 1.5.3.10

1.5 FIELD INFORMATION

Field Name	Mandatory	Field Type
RA No.	No	Text Box
Application Type	Yes	Drop Down
Cargo Related To	Yes	Drop Down
Load Type Require	Yes	Drop Down
From Station	Yes	Look Up (LOV)
To Station	Yes	Look Up (LOV)
Via Station	No	Look Up (LOV)
Consignee Name	Yes	Look Up (LOV)
Consignor Name	Yes	Look Up (LOV)
Railway Handling Agent	Yes	Look Up (LOV)
Billing Agent	Yes	Look Up (LOV)
Inward Receipt Type	Yes	Drop Down
RR/Indemnity Bond No.	Yes	Text Box
RR/Indemnity Bond Date and Time	Yes	Calendar
Demand Type	Yes	Drop Down
E-Demand/Manual Demand No.	Yes	Text Box
E-Demand/Manual Demand Date and Time	Yes	Calendar

WRF Amount	No	Text Box
Shore Handling Charges paid	No	Drop Down
Wagon Covering Required	Yes	Drop Down
Remarks	No	Text Box
VCN	Yes	Look Up (LOV)
Vessel Name	No	Text Box
IMO Number	No	Text Box
Vessel Trade(Foreign/Coastal)	No	Text Box
ETA	No	Calendar
ETD	No	Calendar
BE No.	Yes	Look Up (LOV)
BE Quantity	No	Text Box
Out of Charge No.*	No	Text Box
Out Of Charge Quantity	No	Text Box
Nature of Cargo	Yes	Look Up (LOV)
Cargo Code	Yes	Look Up (LOV)
Cargo Description	Yes	Text Box
Booking Qty of Cargo	Yes	Text Box
UOM	No	Look Up (LOV)
Forwarding Note No.	Yes	Text Box
FNR No.	No	Text Box
Cargo/Commodity Name	Yes	Look Up (LOV)
No. of Wagons	Yes	Text Box
Quantity	Yes	Text Box
Wagon No.	Yes	Text Box
Wagon Type	Yes	Look Up (LOV)
Owning Railway	Yes	Look Up (LOV)
Yard Type	Yes	Look Up (LOV)
Yard Name	Yes	Text Box
Yard Line Number	Yes	Text Box
No. of Wagons	Yes	Text Box

2. BUSINESS FUNCTION NAME: DECLARATION OF LOADING AND UNLOADING

2.1 DEFINITION:

Declaration of Loading and Unloading will be submitted by the Agent through the portal. After completion of loading or unloading operation agents will declare the operation completion, the same can be entered through Web application by the port officials.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the user is unable to submit the details via the portal, the user declares the operations at the port designated counter.

2.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU [≡] SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

Menu Path	Menu Bar →Railways→ Declaration of Loading and Unloading → Click on **Add New**

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA [🔍] AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

2.3 PREREQUISITES – MASTERS

S.No.	Maters List
1	Activity Type
2	Handling Type
3	Port Loco Master
4	Party Master
5	Rejected Type
6	Loading Completed
7	Delay

2.4 SCREENSHOT

Following screenshot from Declaration of Loading and Unloading

List Page:

Once entered into the Functional Form – Declaration of Loading and Unloading, list page will appear
To enter into the Declaration of Loading and Unloading New Page, click on Add New button from top of the tool bar

User Interface Image 107: Declaration of Loading and Unloading – 7.5.1

2.4.1   Declaration of Loading and Unloading –(Unloading)

Header Details:

Step 1 - Once clicked on Add New button ![icon] from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

User Interface Image 108: Declaration of Loading and Unloading – 7.5.1.1
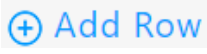
➢ Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is after **Unloading** then following details required to enter:

➢ Select Arrival Rake Number from Lookup button
➢ Permission Number (RA No), Placement Number, Rake Id, Set Rake Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
➢ Enter Operation Commencement Date and Time from date picker
➢ Enter Completion Date and Time from date picker

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- Select Handling Type from Lookup button
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

Step 2 – Onceallthe necessary fields are filled, click [Next] button from the bottom of the page. Then Wagon Details page redirected as like below
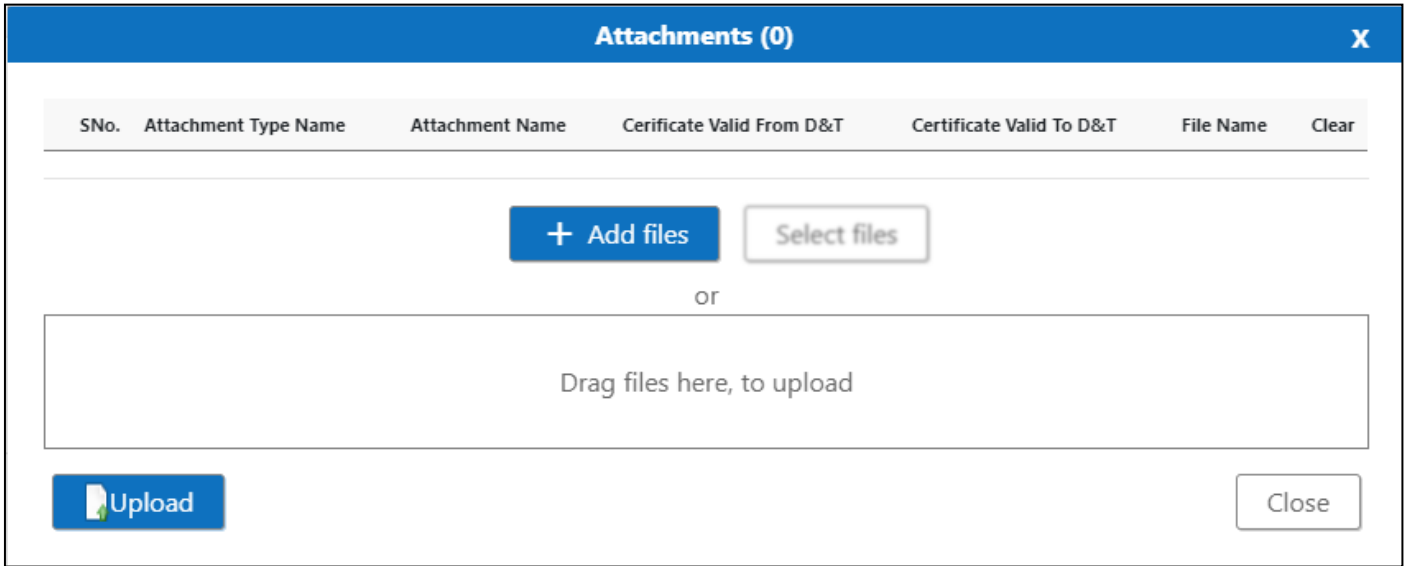
Click on ⊕ Add Row to begin with data entry
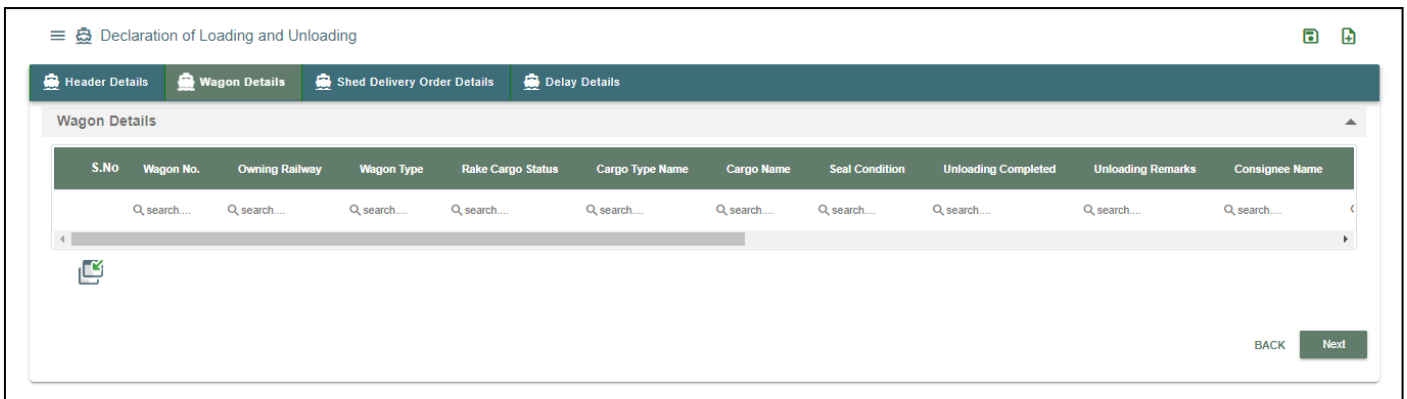
User Interface Image 109: Declaration of Loading and Unloading – 7.5.1.2

Step 3 – Once ⊕ Add Row is selected, then following Wagon Details line item fields will be populated to enter
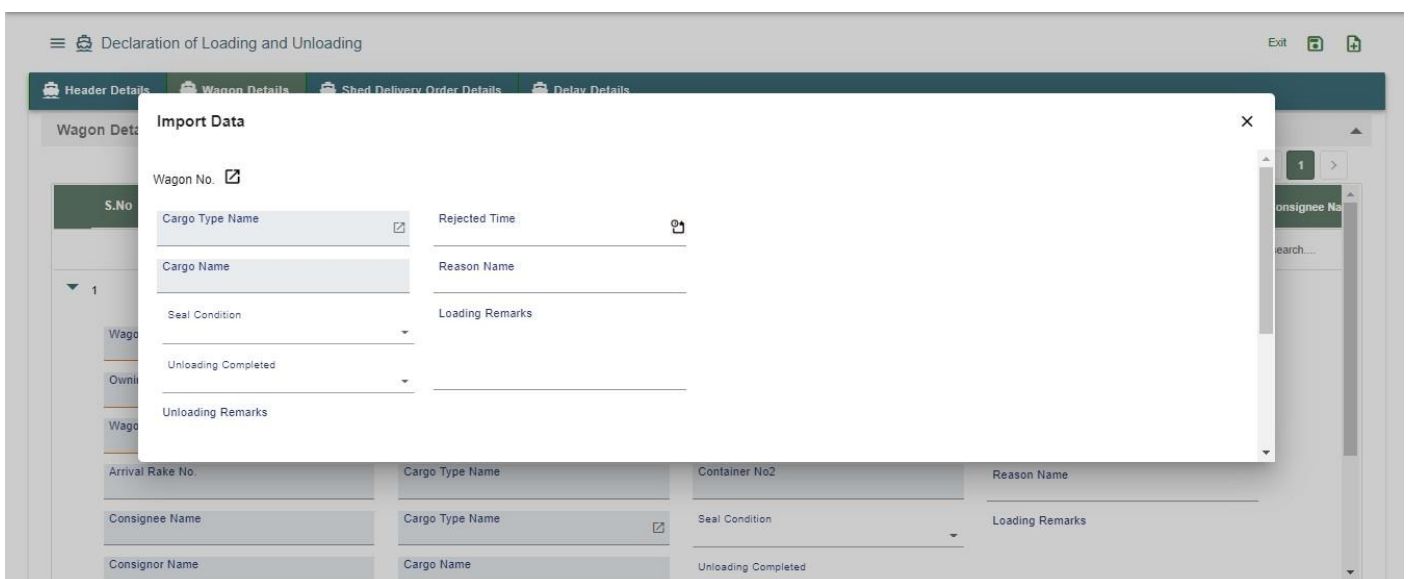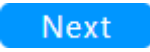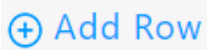
User Interface Image 110: Declaration of Loading and Unloading – 7.5.1.3
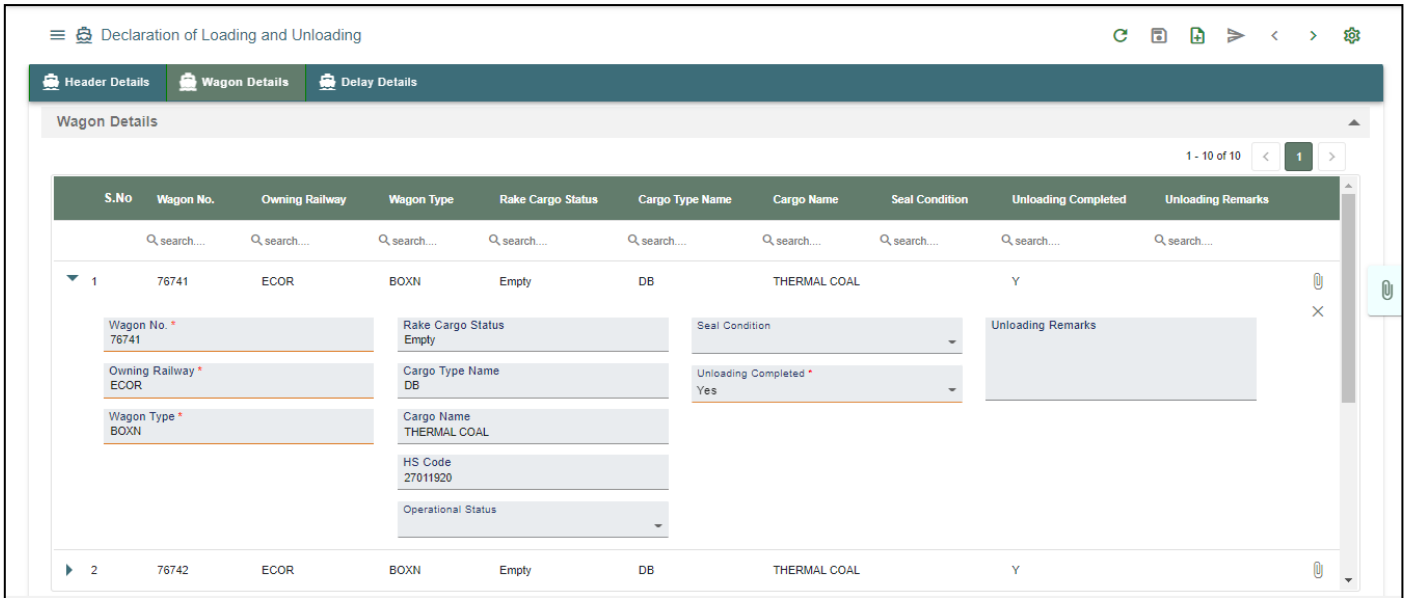
User Interface Image 111: Declaration of Loading and Unloading – 7.5.1.4

➢ Select Wagon Number from Lookup button
➢ Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
➢ Select Seal Condition from drop down button either it is Yes or No
➢ Select Unloading Completed from drop down button either it is Yes or No
➢ Enter Tippling Start Date and Time. It is not mandatory field to enter
➢ Enter Tippling End Date and Time. It is not mandatory field to enter
➢ Enter Unloading Remarks if any

Step 4– Onceallthe necessary fields are filled, click [Next] button from the bottom of the page. Then delay lines page redirected as like below

Click on [⊕ Add Row] to begin with data entry
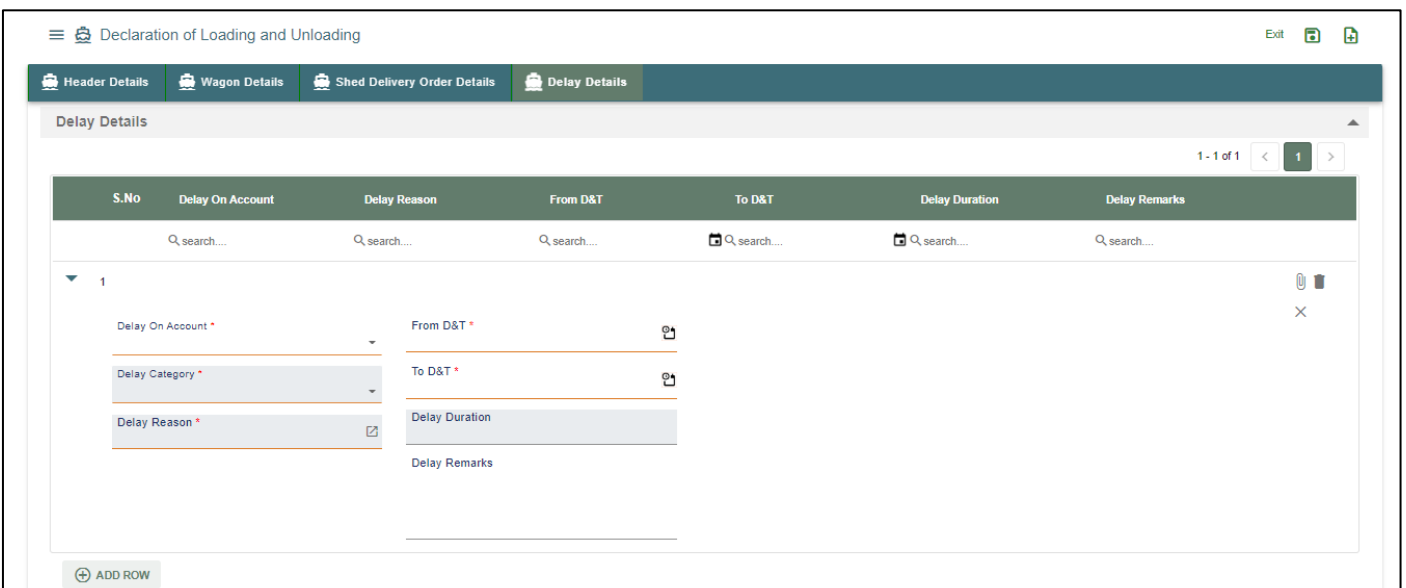
User Interface Image 112: Declaration of Loading and Unloading – 7.5.1.5
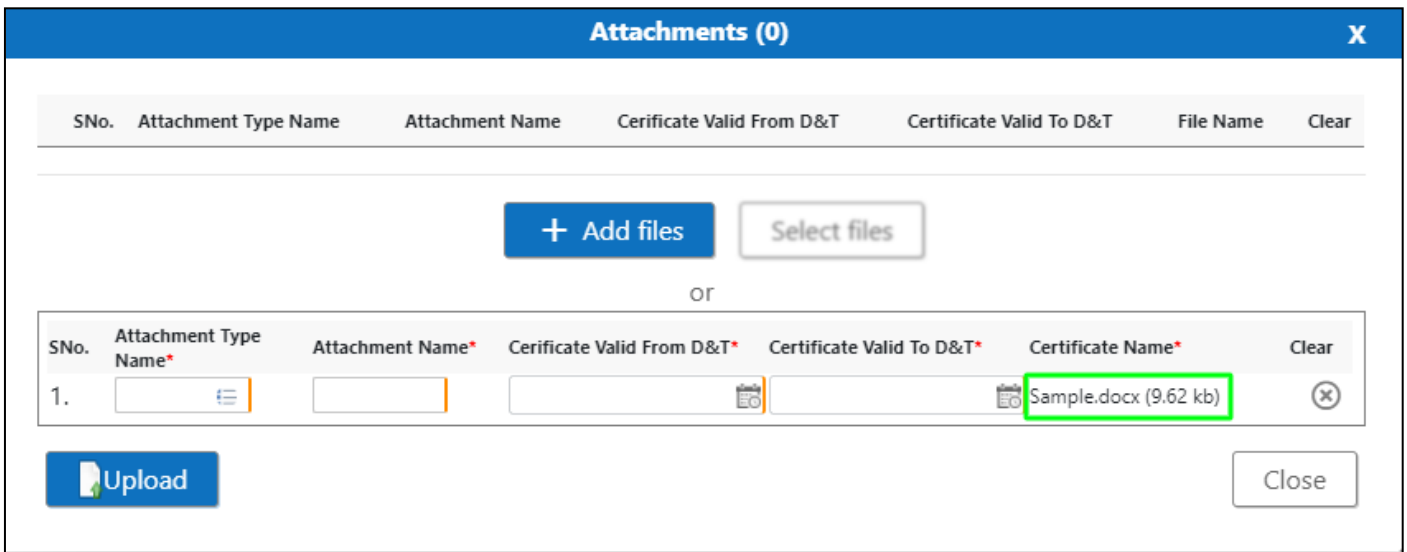
➢ Select on account drop down (port / railway/party)
➢ Select delay reason code fro look up
➢ Select from and to (date and time)

Step 5: Adding the files manually Once the record got saved, Click on the ![paperclip icon]icon. Then the user will be redirected to the popup window as below –

User Interface Image 113-Declaration of loading & Unloading (Attachments) 7.5.1.6

Step 6: Click on **+ Add files** button/ Drag Files here, to upload , Go to respective file location and click on it.File will be attached under file name with respective filename.extension.

User Interface Image 114-Declaration of loading & Unloading (Attachments Documents) 7.1.5.7

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Once all the mandatory and required fields are filled then Click on **Upload** button. System will display **File uploaded** status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using ⌀ icon system will display respective section name.

If the Attachment's are configured, System will display like below when we click on ⌀ icon .

Respective Form Name , Section name will display to attach the documents*File Required.

Now Click on the Check boxes accordingly, then [Select files] button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on [Upload] button. System will display the status [File uploaded] on the screen.

Click On Close Button

Step 7: Click on the Save button [💾] from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display

✅ **Record saved** message.

After Saving the record please click on Submit Button to submit the record for Approval

Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow button [⬦] .

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

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Step 9: Once the workflow is initiated click on ⬦ the icon.System will be display

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User WF Approval   x

ⓘ Send user Profile for Approval

ⓘ Change status of the record
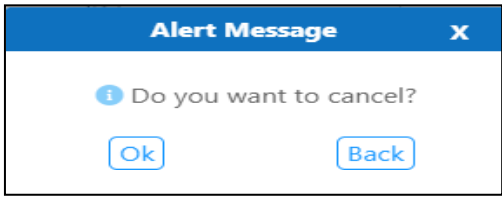
Remarks:

Approve   **Reject**

Successfully Status changed to WFAPP

Step 10: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .
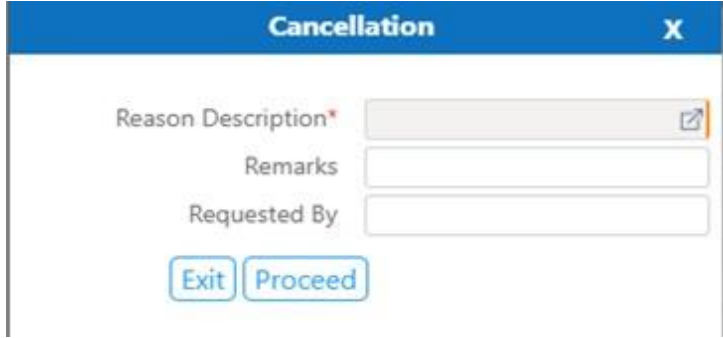
If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 11: Once the workflow is in WFAPP. click on ⬦ the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval   x

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

Successfully Status changed to APPROVED

Step 12: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back

Alert Message X

ⓘ Do you want to cancel?

[Ok]   [Back]

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

Cancellation X

Reason Description*   [   ]
Remarks   [   ]
Requested By   [   ]

[Exit] [Proceed]

By Clicking on Exit we can go to the previous screen. By clicking Proceedsystem will display **Ok** and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in **List Data** as Draft/Approved/Rejected/Cancel Status respectively

User Interface Image 115-Declaration of loading & Unloading (List Data) 7.5.1.8

2.4.2   Declaration of Loading and Unloading –(Loading)

Header Details:

Step 1 - Once clicked on Add New button from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

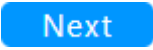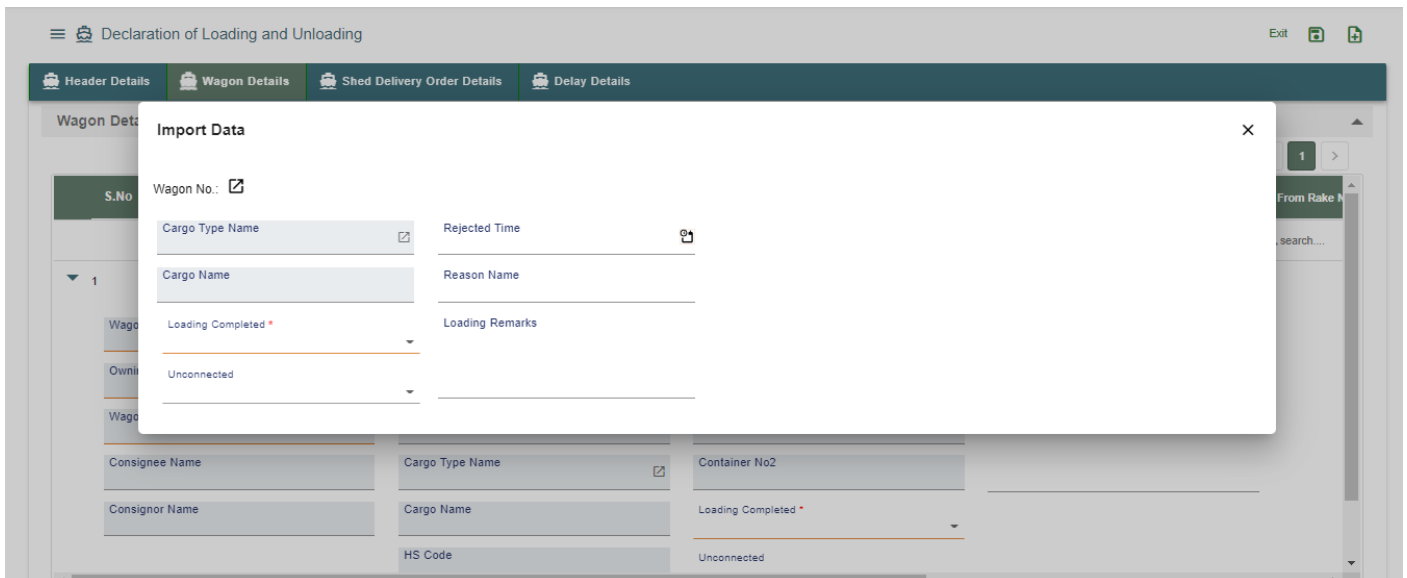*User Interface Image 116: Declaration of Loading and Unloading – 7.5.2.1*

➤ Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:

➤ Select Indent Number (RA No) from Lookup button
➤ Placement Number, Forwarding Note Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
➤ Enter Operation Commencement Date and Time from date picker
➤ Enter Operation Completion Date and Time from date picker
➤ Select Handling Type from Lookup button
➤ Enter Tarpaulin Covering Start Date and Time from date picker. It is not mandatory to enter
➤ Enter Tarpaulin Covering End Date and Time from date picker. It is not mandatory to enter
➤ Enter Declaration Date and Time from date picker
➤ Enter the Remarks if any
➤ Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system
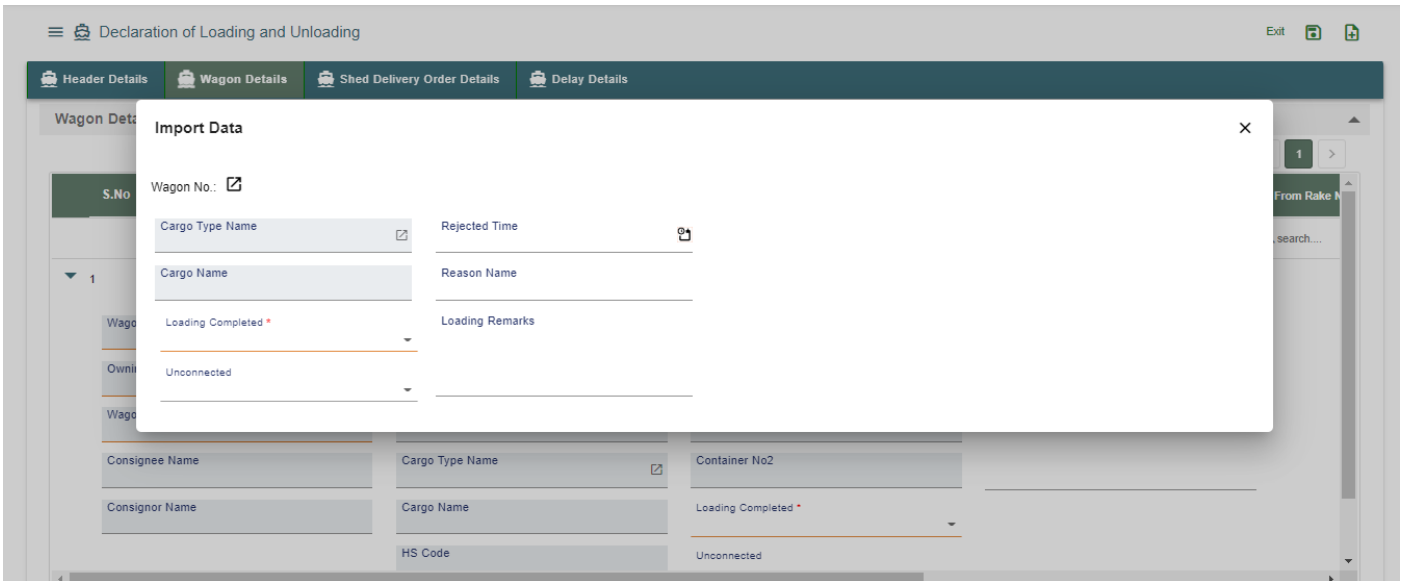
Step 2 – Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then Wagon Details page redirected as like below
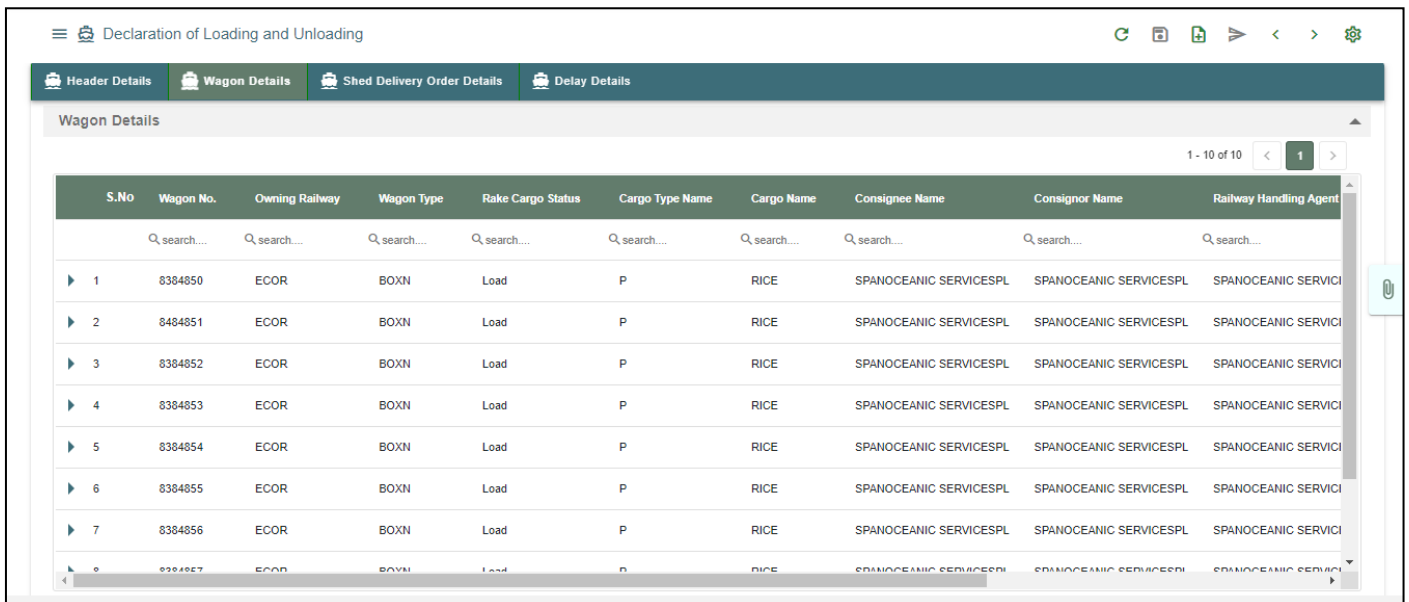
Click on **⊕ Add Row** to begin with data entry

User Interface Image 117: Declaration of Loading and Unloading – 7.5.2.2

Step 3 – Once **⊕ Add Row** is selected, then following Wagon Details line item fields will be populated to enter

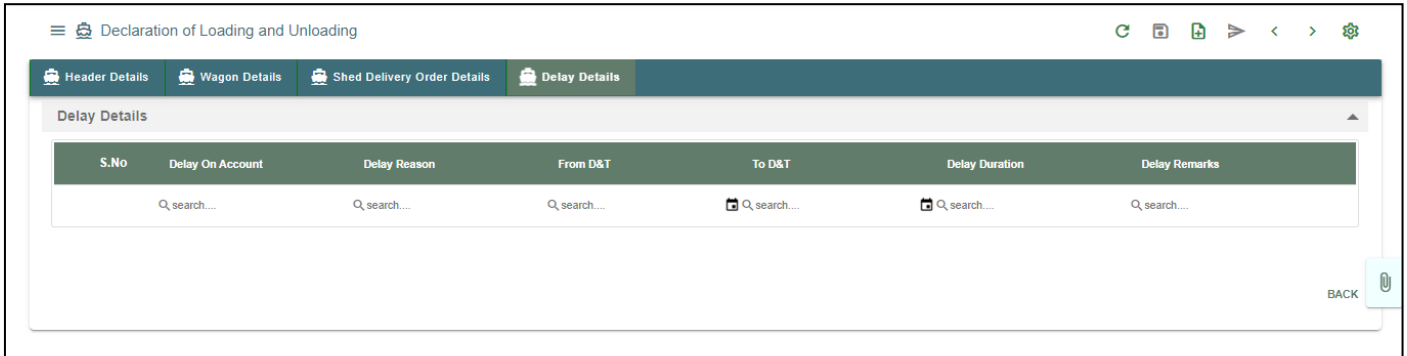User Interface Image 118: Declaration of Loading and Unloading – 7.5.2.3

User Interface Image 119: Declaration of Loading and Unloading – 7.5.2.4

- ➢ Select Wagon Number from Lookup button
- ➢ Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- ➢ Select Seal Condition from drop down button either it is Yes or No
- ➢ Select Unloading Completed from drop down button either it is Yes or No
- ➢ Enter Tippling Start Date and Time. It is not mandatory field to enter
- ➢ Enter Tippling End Date and Time. It is not mandatory field to enter
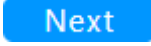- ➢ Enter Unloading Remarks if any

Step 4– Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then delay lines page redirected as like below

Click on ⊕ Add Row to begin with data entry

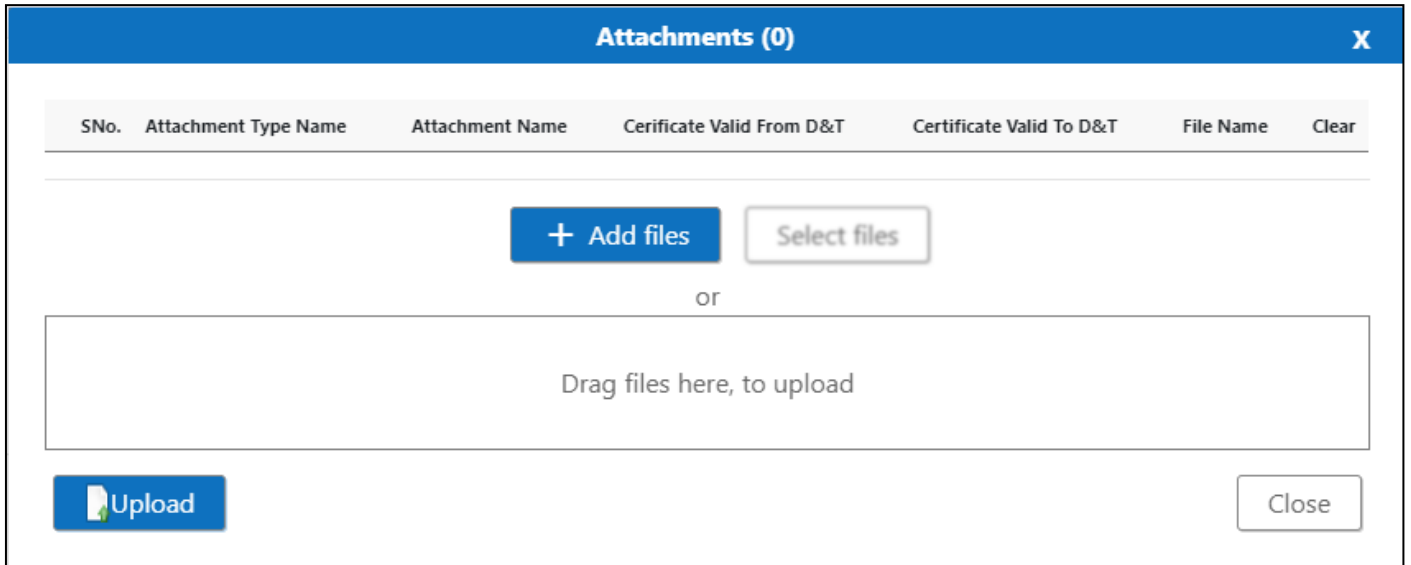User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.5

➢ Select on account drop down (port / railway/party)
➢ Select delay reason code fro look up
➢ Select from and to (date and time)

Step 5– Once all the necessary fields are filled, click Next button from the bottom of the page. Then shed delivery details page redirected as like below
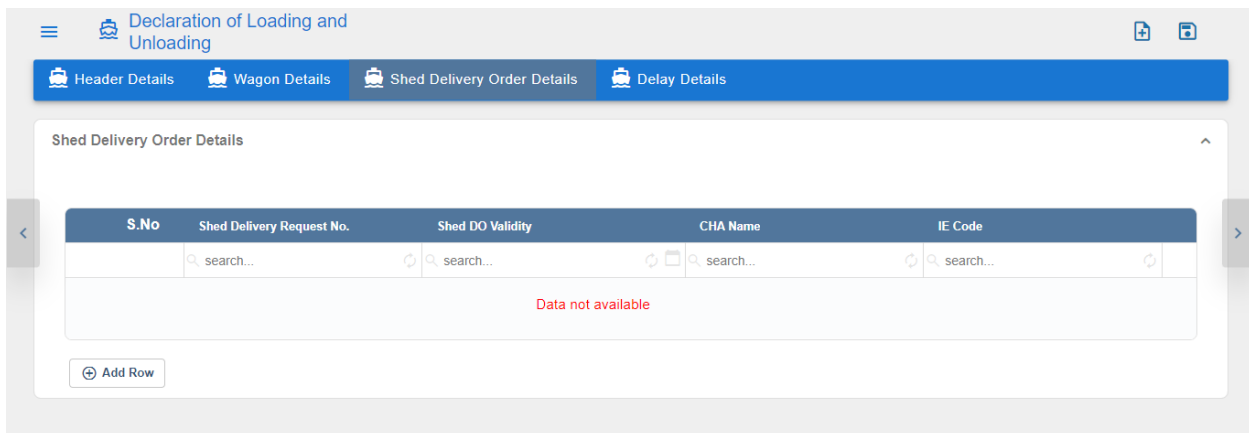
User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.6

Step 5: Adding the files manually Once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

User Interface Image 121-Declaration of loading & Unloading (Attachments) 7.5.2.6

Step 6: Click on button/ Drag Files here, to upload , Go to respective file location and click on it.File will be attached under file name with respective filename.extension.

User Interface Image 122-Declaration of loading & Unloading (Attachments Documents) 7.5.2.7

Once all the mandatory and required fields are filled then Click on [Upload] button. System will display [File uploaded] status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using icon system will display respective section name.

If the Attachment's are configured, System will display like below when we click on icon .

Respective Form Name , Section name will display to attach the documents*File Required.

Attachments (2)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files   **Select files**

or

Drag files here, to upload

Upload   **Close**

Now Click on the Check boxes accordingly, then **Select files** button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☑	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☑	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files   Select files

or

Drag files here, to upload

Upload   Close

Attachments (2)

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☑	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☑	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files   Select files

or

Drag files here, to upload

Upload   Close

Once all the mandatory and required fields are filled then Click on button. System will display the status on the screen.

Click On Close Button

Step 7: Click on the Save button from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display

 message.

Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .
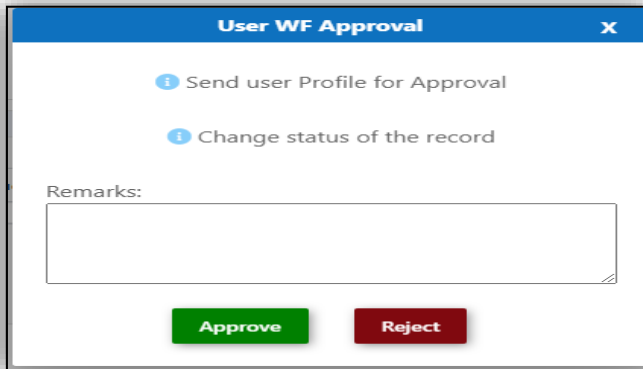

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Step 9: Once the workflow is initiated click on the icon.System will be display

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

Step 10: Once the user Approve the request the following **Successfully Status changed to WFAPP** status will be shown on the screen and the document status will be changed as 'WFAPP'. .

If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 11: Once the workflow is in WFAPP. click on the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

Step 12: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in **List Data** as Draft/Approved/Rejected/Cancel Status respectively

User Interface Image 123-Declaration of loading & Unloading (List Data) 7.5.2.8

2.5 FIELD INFORMATION

For unloading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Permission Number(RA No)	No	Auto Populated
Placement Number	No	Drop Down List
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time

Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Tippler Name	No	Auto Populated
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Seal Condition	No	Auto Populated or Drop down
Unloading Completed	Yes	Drop Down List
Unloading Remarks	No	Manual Entry
Tippling Start Date and Time	Yes	Date and Time
Tippling End Date and Time	Yes	Date and Time
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

For loading:-

Indent Number (RA No)	Yes	Look Up
Placement Number	No	Auto Populated
Forwarding Note Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated

Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Covering Tarpaulin Start Date and Time	No	Date and Time
Covering Tarpaulin End Date and Time	No	Date and Time
Tarpaulin Covering Agent	No	Text Box
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
No of Wagons Rejected	No	Auto Populated
Sr.No	No	Text Box
Person Name	Yes	Text Box
Gate Pass Number	Yes	Text Box
Company Name	Yes	Text Box
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
From Rake Number	No	Auto Populated
Loading Completed	Yes	Drop Down List
Rejected Type (Old Cancel Type)	No	Drop Down List
Reason	No	Text Box
Rejected Time (Old Cancelled Time)	No	Date aand Time
Remarks	No	Text Box
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box