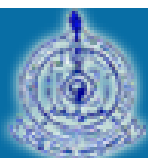


# Click Path Manual for Estate Module

## NIMS

(Financial Management System)



e-Sushrut *9-5*

*An Advanced Hospital Management Information System*

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## Estate Module

### Click Path

#### 1.0 Room

#### 1.1 Room Allotment

Estate→Services→Room→Room Allotment

Note All fields marked as\*\* are mandatory

Room Allotment Detail Form

- Select→Building name from drop down list
- Select→Block Name from drop down list
- Select→Floor Name from drop down list
- Select→Room No. from drop down list
- Select→Allotment Type, Allotment to Employee/Allotment to Department
- Write Rent

Click on save, Room allotted with reference no. message will appear.

#### **Save – Cancel buttons**

- Save → By clicking the button data will be save
- Cancel → Screen will be close.

## 1.2 Modify Room Allotment

Estate→Services→Room→Modify Room Allotment

Note All fields marked as\*\* are mandatory

- Click on search button, to find out allottee reference no.
- Select Allottee reference no. from the list.
- Room Allotment Data Form and Allottee Details & Allotment Details form will appear
- Modify as per requirement
- Save

### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete→ Data will be delete.
- Cancel → Screen will be close.

## 1.3 Room Vacation

Estate→Services→Room→Room Vacation

Note All fields marked as\*\*are mandatory

- Click on search button to find out Allotee Reference No.
- Select Allotee Reference No.
- Click on OK
- Room vacation detail form, Allotee Details & Allotment Details and Dues Clearance form will appear
- Check Dues Clearance e.g. Room Rent, Electricity Related, Water Related and Electrical Related
- Select Effective Date
- Save
- The Room Allotee wit Reference No. successfully vacated message will appear.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.

## 1.4 Modify Room Vacation

Estate→Services→Room→Modify Room Vacation

Note All fields marked as\*\*are mandatory

Click on search button

- Click on search button to find out Allotte reference no.
- Select Allotte, click on ok
- Modify Room Vacation Data Form, Allotee Details & Allotment Details and Dues Clearance form will appear
- Modify as per requirement
- Save

### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete→ Data will be delete.
- Cancel → Screen will be close.

## 2.0 Shop

### 2.1 Shop/Revenue Allotment

Estate→Services→Shop→Shop/Revenue Allotment

Note All fields marked as\*\*are mandatory

#### 2.1.1 Shop Allotment

- Click on Shop/Revenue Allotment
- Select Type Shop Allotment
- Fill Allotee details Name, Address and Mobile No.
- Fill allotment details
- Save
- Allotte Reference No. will be generated.

#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.



## 2.1.2 Revenue Allotment

- Click on Shop/Revenue Allotment
- Select Type, Revenue Allotment
- Fill Allotee details Name, Address and Mobile No.
- Fill allotment details
- Save
- Allotte Reference No. will be generated.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.

## 2.2 Modify Shop/Revenue Allotment

Estate → Services → Shop → Modify Shop/Revenue Allotment

Note All fields marked as\*\* are mandatory

- Click on search button to find out Allotment reference no.
- Select Allotment, click on ok
- Shop Allotment Modification Form, Allottee Details, Allotment Details, Extension Details, Penalty Imposed, Electricity Meter and Water Meter form will appear
- Modify as per requirement
- Save
- Shop/Revenue Allotment Record Modified, message will appear.

### Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.

## 2.3 Shop Vacation

Estate→Services→Shop→Shop Vacation

Note All fields marked as\*\*are mandatory

- Click on shop vacation
- Click on search button to find out Allottee Reference No.
- Select Allottee Reference No.
- Click on OK
- Shop Revenue Vacation Details form, Allotment Details, Dues Clearance and Item Check form will appear
- Check Dues Clearance e.g. Rent, Electricity Related, Civil Related, Electrical Related, and Water Related.
- Item Check: Item Category, Item Name and Item ID
- Select Effective Date
- Save

The Shop is vacated message will appear.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.

## 2.4 Modify Shop Vacation

Estate→Services→Shop→Modify Shop Vacation

Note All fields marked as\*\*are mandatory

- Click on Modify Shop Vacation
- Click on search button to find out Allotte reference no.
- Select Allotte, click on ok
- Shop Allotment Modification Form, Allotee Details, Allotment Details, Extension Details, Penalty Imposed, Electricity Meter and Water Meter form will appear
- Modify as per requirement
- Save
- Shop/Revenue Allotment Record Modified, message will appear.

### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.

## 3.0 Official Purpose

### 3.1 Official Purpose Common Area Allotment

Estate→Services→Official Purpose→Official Purpose Common Area Allotment

Note All fields marked as\*\*are mandatory

- Click on Official Purpose Common Area Allotment
- Official Purpose Common Area Details, Allottee Details and Allotment Details form will appear.
- **Official Purpose Common Area Details:** Type and ID No.
- **Allottee Details:** Name, Department and Designation.
- **Allotment Details:** Allotment Date, Allotment Time, Vacation Date, Vacation Time, Amount Paid and Purpose of Allotment.
- Select Effective Date
- Save.

Allottee Reference No. will be generated.

#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 3.2 Modify Official Purpose Common Area Allotment

Estate→Services→Official Purpose→Modify Official Purpose Common Area Allotment

Note All fields marked as\*\*are mandatory

- Click on Modify Official Purpose Common Area Allotment
- Click on search button to find out Allotte reference no.
- Select Allotte, click on ok
- Official Purpose Common Area Allotment Modify/Vacation Details, Allotee Details and Allotment Details Form will appear
- **Allotee Details:** Name, Department and Designation
- **Allotment Details:** Allotment Details, Allotment Time, Vacation Date, Vacation Time, Amount Paid, Purpose of Allotment Effective Date and Status.
- Modify as per requirement
- Save

Allotee Reference No. Successfully Updated, Message will appear

### Save – Delete buttons


- Save → By clicking the button data will be save
- Delete → Data will be deleted.

## 4.0 Guest House

### 4.1 Guest House Allotment

Estate→Services→Guest House→Guest House Allotment

Note All fields marked as\*\*are mandatory

- Click on Guest House Allotment
- Screen with Guest House Allotment Details Form, Allotte Details, Allotment Details and Item Mapping will appear.
- **Guest House Allotment Details Form:** Select Guest House ID No., Floor, Room and Bed
- **Allotte Details:** Fill Allotte Name, Department and Designation
- **Allotment Details:** Fill Allotment Order No., Allotment Date, Possession Date/Vacation Date, Advance Paid, Rent Per Day Basis and Effective Date.
- **Item Mapping:** Various Item provided in Guest House can be added by clicking   
Fill Item No., Item Name and Description
- Save
- Message will appear with Allotee Reference No.


#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 4.2 Modify Guest House Allotment

Estate→Services→Guest House→Modify Guest House Allotment

Note All fields marked as\*\* are mandatory

- Click on modify Guest House Allotment
- Click on Search Button 
- Select Guest House Reference No., Click on OK
- Modify As Per Requirement
- Save
- Successfully Allotte Reference No. Updation Message Will Appear

### Save – Delete – Cancel buttons


- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.



## 4.3 Guest House Vacation

Estate→Services→Guest House→Guest House Vacation

Note All fields marked as\*\*are mandatory

- Click on Guest House Vacation
- Click on Search Button 
- Select Allotee Reference No. from the list, Click on OK.
- Select Final Vacation Date in Allotee Details Tab.
- Payment Details: Write Room Rent and Other Dues.
- Click on Items in Item Check List.
- Save
- Guest House with Reference No. Successfully Vacated Message Will Appear.


### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 4.4 Modify Guest House Vacation

Estate→Services→Guest House→Modify Guest House Vacation

Note All fields marked as\*\*are mandatory

- Click on Modify Guest House Vacation
- Click on Search Button 
- Select Allottee Reference No. from the list, Click on OK.
- **Payment Details Tab:** Modify As Per Requirement
- Save
- Record Belongs to Reference ID No. Successfully updated, Message will appear.

### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.

## 5.0 Complaint & Security Management

### 5.1 Internal Complaint Registration

Estate→Services→Complaint & Security Management→Internal Complaint Registration

Note All fields marked as\*\*are mandatory

- Click on Internal Complaint Registration
- Complaint Registration Form will appear.
- Select Complaint Category, Complaint Sub-Category,
- Date, Time, Complaint Details, Complainer Name, Department and Designation,
- Reminder Time, Reminder Date and Effective Date.
- Save
- Complaint with Registration No, Message will appear.


#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 5.2 Modify Internal Complaint Registration

Estate→Services→Complaint & Security Management→Modify Internal Complaint Registration

Note All fields marked as\*\*are mandatory

- Click on Modify Internal Complaint Details
- Click on search button 
- Select Complaint From the List, Click on OK
- Complaint Registration Form Will Appear,
- Modify As Per Requirement
- Save
- Complaint Details Successfully Modified, Message Will Appear.

### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.

## 5.3 Internal Complaint Listing

Estate→Services→Complaint & Security Management→Internal Complaint Listing

Note All fields marked as\*\*are mandatory

- Click on Internal Complaint Listing
- Select Complaint, Click on View
- Status of Complaint Can be seen here
- Status of Complaint can be update here.
- Save
- Record has been modified, message will appear.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 5.4 New External Complaint

Estate→Services→Complaint & Security Management→New External Complaint

Note All fields marked as\*\*are mandatory

- Click on New External Complaint
- External Complaint Details, Actual Indicate Details, Action Details and Final Details Tab will appear on Screen
- **External Complaint Details:** Select Complaint By Employee/Others
- Fill Name, Address, Contact No., Complaint Ref. No., Complaint Detail, Complaint Receiving and Complaint Receiving Time
- **Actual Indicate Details:** Fill Date, Time, and Place
- **Action Details:** Fill Remarks, Complaint Status Process Closed/Forward Ahead.
- **Final Result:** Write Order No., Conclusion and Effective Date.
- Save
- Complaint Successfully Raised, Message Will Appear.


### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 5.5 Modify External Complaint

Estate→Services→Complaint & Security Management→Modify External Complaint

Note All fields marked as\*\*are mandatory

- Click on Modify External Complaint
- Click on Search Button 
- Select Complaint From The List, Click on OK
- Modify External Detail, Complaint Receiving Detail, Actual Indicate Detail, Action Detail, Police Detail, Court Details, Court Proceeding and Final Result Tab Will Appear.
- Modify As Per Requirement
- Save
- External Complaint Modified, Message Will Appear.


### Save – Delete – Cancel buttons

- Save → By clicking the button data will be save
- Delete → Data will be deleted.
- Cancel → Search window will close.

## 5.6 Security Personal Entry

Estate→Services→Complaint & Security Management→Security Personal Entry

Note All fields marked as\*\* are mandatory

- Click on Security Personal Entry
- Click On Add New 
- Select Category, Designation, Write Name, Father's Name
- Fill Contact Details Correspondence Address, Permanent Address, Resi. Phone No., Office Phone No., Mobile, Upload Photograph, Effective From-To Remarks and Status.
- Save
- Record Save Successfully, Message Will Appear.

### Save –Clear--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Clear→Data will be erased



## 5.7 Security Personal Verification

Estate→Services→Complaint & Security Management→Security Personal Verification

Note All fields marked as\*\*are mandatory

- Click on Security Personal Verification
- List Of Security Personal Record Will Appear
- Select Record From the List
- Click On View
- Select Appropriate Option for Police Verification Status
  - ✓ Verified and Accepted
  - ✓ Rejected by police
  - ✓ Verification Pending
- Write Remark and Save.
- Record Has Been Verified, Message Will Appear.

### Save – Cancel buttons


- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 6.0 Quarter

### 6.1 Application Request

Estate→Services→Quarter→Application Request

Note All fields marked as\*\*are mandatory

- Click On Application Request
- Click On Search Button 
- Select Employee From the List
- Fill **House Allotment Detail Form**
- Select Year, Category, Quarter and Consent For Lower Category
- Select Application Receiving Date
- Write Remarks If Any
- Save
- Record Save Successfully With Application No., Message Will Appear.


#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 6.2 Modify Application Request

Estate→Services→Quarter→Modify Application Request

Note All fields marked as\*\*are mandatory

- Click On Modify Application Request
- Click On Search Button 
- Select Application Request ID, Click On OK
- Modify Application Request Form, As Per Requirement
- Record Updated Successfully For The Message No. Will Appear.

### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 6.3 Application Accept/Reject List for Higher Authority

Estate→Services→Quarter→Application Accept/Reject List for Higher Authority

Note All fields marked as\*\*are mandatory

- Click On Modify Application Accept/Reject List for Higher Authority
- Select From-To Date
- Click on Show
- List Of Application No. with Applicant Name Will Appear
- Select Record, Select Accepted/Rejected From Application Status.
- Write Remark, Save
- Record Save Successfully Message Will Appear.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 6.4 Generate Priority List

Estate→Services→Quarter→Generate Priority List

Note All fields marked as\*\* are mandatory

- Click On Generate Priority List
- Priority List Generation Form Will Appear
- Select Quarter Type, Year and Status
- Click on Generate.
- List Of Selected Option Will Appear.
- Print Out Of List Can Be Taken Out.

### Save –Clear--Cancel buttons

- Generate → By clicking the button list will be generated.
- Print→ By clicking this button, the print out of list will be generated.
- Clear→Data will be erased

## 6.5 Quarter Allotment

Estate→Services→Quarter→Quarter Allotment

Note All fields marked as\*\*are mandatory

- Click On Quarter Allotment
- Quarter Allotment Form, Allotte Details and Allotment Details Form Will Appear
- **Quarter Allotment Form:** Select Building, Block, Floor, Quarter Type, Quarter No. and Category Type.
- **Allotte Details:** Select Employee No., Name, Designation, Pay Scale and Basic Pay.
- **Allotment Details:** Allotment Date, License Fee, Electricity Amount, Water Amount, Possession Date and Maximum Possession Date
- Select Type Of Allotment
- Save
- Quarter Allotted With Reference No. Message Will Appear.


### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 6.6 Modify Quarter Allotment

Estate→Services→Quarter→Modify Quarter Allotment

Note All fields marked as\*\*are mandatory

- Click On Modify Quarter Allotment
- Click on Search Button 
- Select Allotment No., Click On OK
- Modify In Allotment Details Tab As Per Requirement.
- Save
- Allotte Reference No. Modified, Message Will Appear.


### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 6.7 Quarter Vacation

Estate→Services→Quarter→Quarter Vacation

Note All fields marked as\*\* are mandatory

- Click On Quarter Vacation
- Click on Search Button 
- Select Allotment No., Click On OK
- **Quarter Vacation Detail Form** With **Allotment Details, Allotte Details, Retirement Details** and **Dues Clearance**
- **Retirement Details:** For Possession after Retirement, Click on Check Box, Select Possession Start & End Date.
- **Dues Clearance:** Click on Check Box of Dues of Civil, Electricity, Electrical, Water and License Fee
- Write Remark if any
- Save
- Record save successfully, message will appear.

### Save – Cancel buttons


- Save → By clicking the button data will be save
- Cancel → Search window will close.



## 6.8 Modify Quarter Vacation

Estate→Services→Quarter→Modify Quarter Vacation

Note All fields marked as\*\* are mandatory

- Click On Modify Quarter Vacation
- Click on Search Button 
- Select Allotment No., Click On OK
- Modify As Per Requirement.
- Save
- Allotte reference no. will be modified, message will appear

### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 7.0 Estate Maintenance

### 7.1 Civil Change Request Form

Estate→Services→Estate Maintenance→Civil Change Request Form

Note All fields marked as\*\*are mandatory

- Click On Civil Change Request Form
- Civil Change Request Form Tab and Actual Expenditure Tab Will Appear
- **Civil Change Request Form:** Select Request/Application Date, Request/Application Category, Request/Application Sub Category, Writing To Whom, Estimated Amount, Estimated Date Of Completion, Submission Date and Sanction Order No.
- **Actual Expenditure:** Fill Civil Related, Electrical Related, Cross Checked By, Status and Effective Date.
- Save
- Request raised successfully, message will appear.


#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 7.2 Modify Civil Change Request Form

Estate→Services→Estate Maintenance→Modify Civil Change Request Form

Note All fields marked as\*\* are mandatory

- Click On Modify Civil Change Request
- Click on Search Button 
- Select Request ID
- Click On OK
- Request Data Form and Actual Expenditure Tab Will Appear
- Modify As Per Requirement
- Save
- Civil Change Request Modified, Message Will Appear.


### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 7.3 Guest House Maintenance Allotment

Estate→Services→Estate Maintenance→Guest House Maintenance Allotment

Note All fields marked as\*\*are mandatory

- Click On Guest House Maintenance Allotment
- Select Guest House ID
- Fill **Maintenance Service Agency details**: Agency Type, Agency Name, Tender Details, Order No., Order Date, Allotment Date and Effective Date
- \*\* Note If More Than One Agencies Are Involved, Their Record Can Be Also Captured By Clicking 
- Save
- The Guest House maintenance is allotted, message will appear


### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 7.4 Modify Guest House Maintenance Allotment

Estate→Services→Estate Maintenance→Modify Guest House Maintenance Allotment

Note All fields marked as\*\* are mandatory

- Click On Modify Guest House Maintenance Allotment
- Click On Search Button 
- Select Guest House ID
- Modify As Per Requirement
- \*\* Note Allotment Can Be Cancel As Per Requirement.
- Save
- Guest house maintenance allotment modified successfully, message will appear.


### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 7.5 Guest House Maintenance Status

Estate→Services→Estate Maintenance→Guest House Maintenance Status

Note All fields marked as\*\*are mandatory

- Click On Guest House Maintenance Status
- Select Guest House ID
- Maintenance Service Agency Details: Fill Service Agency Details, Name, Maintenance Description From-To Date and Status etc.
- \*\* Note If More than One Service Agencies are Deployed, Their Details Can Be Also Captured By Clicking 
- Save.
- Guest house maintenance status details saved successfully, Message Will Appear.


### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 7.6 Modify Guest House Maintenance Status

Estate→Services→Estate Maintenance→Modify Guest House Maintenance Status

Note All fields marked as\*\* are mandatory

- Click On Modify Guest House Maintenance Allotment
- Click On Search Button 
- Select Guest House ID
- Modify As Per Requirement
- Save
- Guest House Maintenance Status Details Successfully Modified, Message Will Appear.


### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 7.7 Hospital Block Common Area Maintenance Allotment

Estate→Services→Estate Maintenance→Hospital Block Common Area Maintenance Allotment

Note All fields marked as\*\* are mandatory

- Click On Hospital Block Common Area Maintenance Allotment
- Select Guest House ID
- **Hospital Block Common Area Maintenance Details Tab:** Select Block Name, Area Name, ID/No., and Area in Sqr. Meter.
- **Agency Details Tab:** Agency Type, Agency Name and Description (*If There are More Than One Agency, Their Information Can Be Also Captured By Clicking *)
- **Allotment Details Tab:** Fill Tender Details, Order No., Order Date, Allotment Date and Effective Date.
- Save
- Block Common Area Maintenance is Allotted, Message Will Appear.

### Save – Cancel buttons


- Save → By clicking the button data will be save
- Cancel → Search window will close.



## 7.8 Modify Hospital Block Common Area Maintenance Allotment

Estate→Services→Estate Maintenance→Modify Hospital Block Common Area Maintenance Allotment

Note All fields marked as\*\* are mandatory

- Click On Modify Hospital Block Common Area Maintenance Allotment
- Click On Search Button 
- Select Allotte Reference No.
- Select Area Name
- Modify As Per Requirement
- Save
- Hospital Block Common Area Maintenance Has Been Updated, Message Will Appear.

### Save –Delete--Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Screen will be close.
- Delete→Data will be erased

## 8.0 Bill & Revenue

### 8.1 Hospital Bill Generation

Estate→Services→Bill & Revenue→Hospital Bill Generation

Note All fields marked as\*\*are mandatory

- Click On Hospital Bill Generation
- **Hospital Bill Generation Tab:** Select Nature Of Bill, Bill Number and Expenditure Head
- **Bill Details:** Payment Date, Bill from Date, Bill to Date, Due Date, Amount, Effective Date etc.
- Save
- Bill With Reference No. Will Be Generated

#### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 8.2 Hospital Bill Payment Details

Estate→Services→Bill & Revenue→Hospital Bill Payment Details

Note All fields marked as\*\* are mandatory

- Click On Hospital Bill Payment Details
- List of Paid Bill with Reference No. Will Appear
- Select Desired Bill
- Click On Modify
- Select Instrument type, Cheque/Cash/DD etc.
- **Hospital Bill Payment Details:** Instrument Type (Cheque/Cash/DD) Details: Instrument Type, Bill Date, Instrument No., Instrument Date, Bank Details, Instrument Dispatch Date and Amount Paid.
- Save

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 8.3 Shop/Revenue/Rent Bill Generation

Estate→Services→Bill & Revenue→Shop/Revenue/Rent Bill Generation

Note All fields marked as\*\*are mandatory

- Click On Shop/Revenue/Rent Bill Generation
- Select Bill Generation Date
- Bill For The Month, Year
- Select Bill For Shop/Revenue Generation Services
- **Shop:→**
- List Of Shops With Shop No. and Its Rent and Rent Due Date Will Appear
- Select Rent Due Date
- Save
- **Revenue Generation Services:→**
- List Of Revenue Category Type With Category ID, Rent and Rent Due Date Will Appear.
- Select Rent Due Date
- Save
- Bill Generated Successfully Message Will Appear

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.

## 8.4 Shop/Revenue/Rent Payment Details

Estate→Services→Bill & Revenue→Shop/Revenue/Rent Payment Details

Note All fields marked as\*\* are mandatory

- Click On Shop/Revenue/Rent Payment Details
- From Shop/Revenue Rent Paying Listing, select a record.

### Modify – Cancel buttons

- Modify → By clicking the button, entered data can be changed/modified.
- Cancel → Search window will close.
  - Modify the values in Instrument Type Drop Down menu.
  - Modify Instrument receiving Date from the calendar.
  - Modify Amount Paid in the space provided.

### Save – Cancel buttons

- Save → By clicking the button data will be save
- Cancel → Search window will close.