

Click Path Manual for Loan & Advances Module

NIMS



e-Sushrut 4-5
An Advanced Hospital Management Information System

Index

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Loan & Advances Module

Click Path

1. Advance Specification

Click on Loan & Advances → Services → Advance Specification

Enter the Fields.

Note All fields marked as**are mandatory

- Advance Name → Select Advance type from drop down master.
- Criterion → Select criterion employee wise or category wise.
- Eligibility → Select Eligibility type (Office:, Group:, Type:, Class:)
- Employee Details → Select Employee from the list or Select Category wise.
- Click on Save Button.

Save – Clear – Cancel Button

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → It will cancel all the data and bring back to screen.

2. Advance Specification Modify

Click on Loan & Advances → Services → Advance Specification Modify

Enter the Fields.

Note All fields marked as**are mandatory

- Employee No. → Select Employee from the list.
- Advance Details → Change as per requirement

Update

Update – Clear – Button

- Update → By clicking the button data will be saved with updated data
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → It will cancel all the data and bring back to screen.

3. Advance Specification Demand Generation

Click on Loan & Advances → Services → Advance Specification Demand Generation

Enter the Fields.

Note All fields marked as**are mandatory

- Advance Name → Select Advance Name from the list.
- Category List → Select Category from the list and transfer the category from left hand box to Right hand box.
- Sub Category List → Corresponding sub category will appear against Category, transfer the sub category from left hand box to right hand box.
- Get List → Click on get list, list of employee will appear.
- Generate → Select employee(s) from list, and click on generate or click on club all the advance details and generate clubbed demand no.

Click on Generate Button.

Generate – Cancel – Button

- Generate → By clicking the demand list will appear.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → It will cancel all the data and bring back to screen.

4. Advance Approval List for DDO

Click on Loan & Advances → Services → Advance Approval List for DDO

Enter the Fields.

Note All fields marked as**are mandatory

- Click on view
- Approve the demand
- If DDO wants to reject the demand he/she can reject the demand with remarks.

Approve–Cancel–Reject–Button

- Approve → By clicking the button the demand will be approved by DDO
- Reject → By clicking reject button, demand will be rejected.
- Cancel → It will cancel all the data and bring back to screen.

5. Advance Approval List for AR (Assistant Registrar)

Click on Loan & Advances → Services → Advance Approval List for AR

Enter the Fields.

Note All fields marked as**are mandatory

- Click on view
- Approve the demand
- If AR wants to reject the demand he/she can reject the demand with remarks.
- He/she can view the approval details of HOD

Approve–Cancel–Reject–Button

- Approve → By clicking the button the demand will be approved by AR
- Reject → By clicking reject button, demand will be rejected.
- Cancel →It will cancel all the data and bring back to screen.

6. Advance Approval List for DR (Deputy Registrar)

Click on Loan & Advances → Services → Advance Approval List for DR

Enter the Fields.

Note All fields marked as**are mandatory

- Click on view
- Approve the demand
- If DR wants to reject the demand he/she can reject the demand with remarks.
- He/she can view the approval details of AR and HOD

Approve–Cancel–Reject–Button

- Approve → By clicking the button the demand will be approved by DR
- Reject → By clicking reject button, demand will be rejected.
- Cancel → It will cancel all the data and bring back to screen.

7. Advance Approval List for ER (Executive Registrar)

Click on Loan & Advances → Services → Advance Approval List for ER

Enter the Fields.

Note All fields marked as**are mandatory

- Click on view
- Approve the demand
- If ER wants to reject the demand he/she can reject the demand with remarks.
- He/she can view the approval details of DR, AR and HOD

Approve–Cancel–Reject–Button

- Approve → By clicking the button the demand will be approved by ER
- Reject → By clicking reject button, demand will be rejected.
- Cancel → It will cancel all the data and bring back to screen.