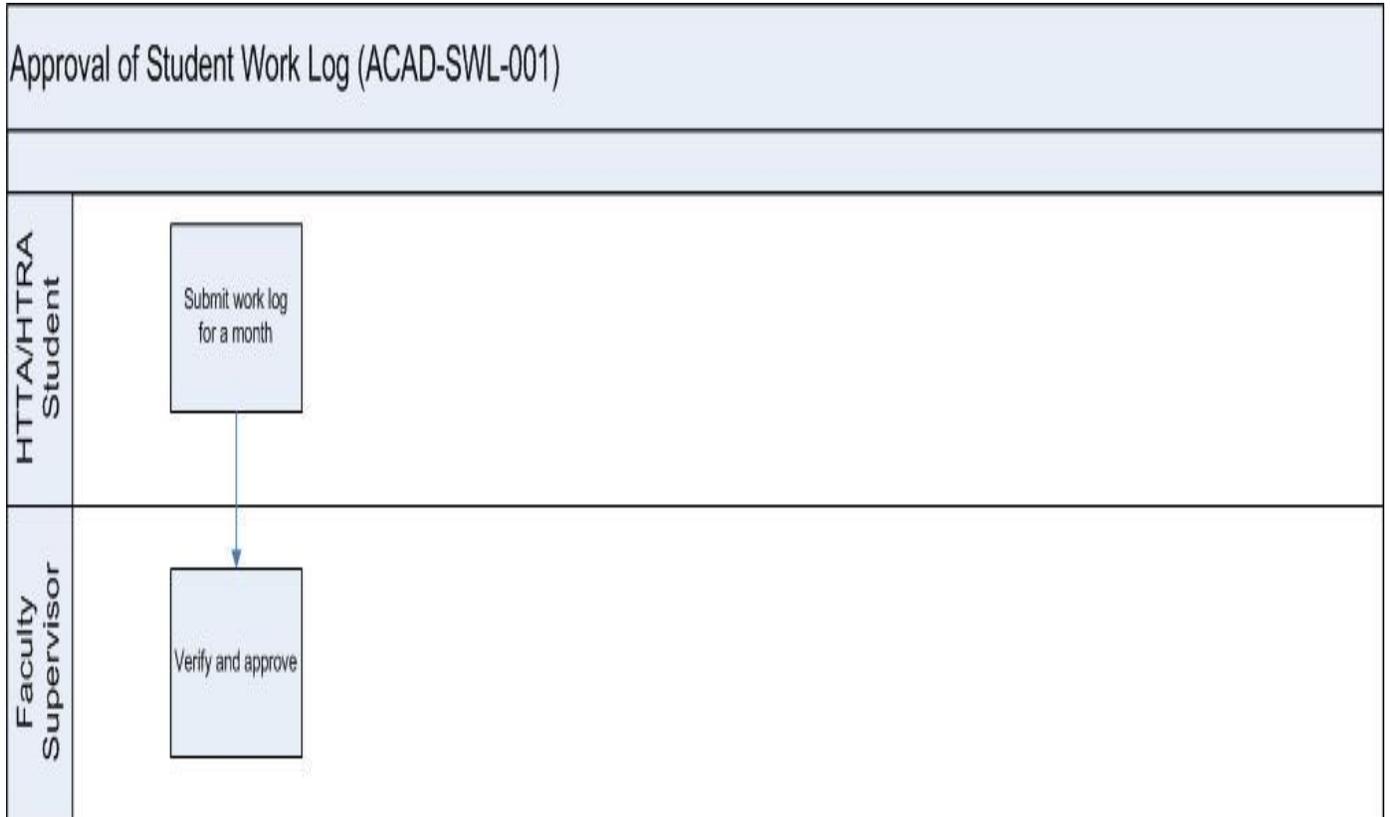


# **Help Document for Scholar Work log approval**

## Process Flow Diagram:



## User Roles:

Employee	Role
TA supervisor /Guide :	Scholar work log approval

## For Department Office Staff:

### Step 1:

Login proof at: <https://workflow.iitm.ac.in/employee/>

Choose, the “Approvals -> Worklog ” Submenu from “Academics” Menu after Login.

The screenshot displays the Academics menu with the 'Approvals' submenu open. The 'Worklog' option is highlighted in blue. Below the menu, a table shows the worklog entries for two users (BT150).

Roll No	Role	Month	Wk4	Wk5	Tot Hrs	Approve	Remarks
BT150	Research Scholar	JAN	0.00	0.00	0.00	<input type="checkbox"/>	
BT150	Reports	JAN	0.00	0.00	0.00	<input type="checkbox"/>	

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Approve check box would be auto checked for those which has valid work log hours.

The screenshot shows the 'Work Log' section of the IIT Madras portal. It features a table with the following data:

Roll No	Name	Year	Month	Wk1	Wk2	Wk3	Wk4	Wk5	Tot Hrs	Approve	Remarks
MS16D009	SWAMINATHAN RAM	2020	JAN	8.00	8.00	8.00	0.00	0.00	24.0	<input checked="" type="checkbox"/>	fine
MS18S003	AYUSHI DUBEY	2020	JAN	0.00	0.00	0.00	0.00	0.00	0.0	<input type="checkbox"/>	ok

Click on name to view the work log details entered by the students.

The screenshot shows the 'Student WorkLog Details' for SWAMINATHAN RAMMOHAN. The details are as follows:

Weeks	Hours	Remarks
Week 1	8 Hrs	Sangam
Week 2	8 Hrs	Sangam
Week 3	8 Hrs	Sangam

Once verified the entered details click the approve button and enter the remarks by clicking the edit button and save the details.

The screenshot displays the 'Approve Work Log' interface. At the top, a navigation menu includes 'Tasks', 'Views', 'Academics', 'ICSR', 'Human Resources', 'Main Stores', 'Main Accounts', 'Memberships', 'General', and 'Task Status'. The main heading is 'Work Log'. Below it, a table lists work log entries:

Roll No	Name	Year	Month	Wk1	Wk2	Wk3	Wk4	Wk5	Tot Hrs	Approve	Remarks
BT15D042	MUTHU D	2020	JAN	0.00	0.00	0.00	0.00	0.00	0.0	<input checked="" type="checkbox"/>	
BT15D303	SOUMALYA	2020	JAN	0.00	0.00	0.00	0.00	0.00	0.0	<input type="checkbox"/>	

A 'Remarks' dialog box is open over the SOUMALYA entry, containing the text 'ok' and 'Cancel' and 'OK' buttons. The page footer indicates 'Page 1/1'.

**Step 1 :**

After Submit the process. The Task Status will be shown in task status - > initiated - > Completed

The screenshot displays the 'Completed Tasks' section of a software interface. A dropdown menu is open, showing task status options: 'Initiated', 'On-going', 'Participated', 'Completed', 'Tapal Details', and 'Deleted'. The 'Completed' option is highlighted in blue. Below the dropdown, a table lists various tasks with their completion dates.

Process Name	Completed On	Completed Task Details
<a href="#">Work Log</a>	Jan 9 2020 11:54AM	
<a href="#">Grade Approval</a>	May 2 2019 5:13PM	
<a href="#">Casual Leave</a>	Apr 27 2019 8:35AM	
<a href="#">Work Log</a>	Apr 22 2019 10:25AM	
<a href="#">Consultancy Project Amendment</a>	Apr 12 2019 3:03PM	
<a href="#">Consultancy Project Amendment</a>	Apr 15 2019 11:22AM	
<a href="#">Consultancy Project</a>	Apr 8 2019 12:05PM	
<a href="#">Consultancy Project</a>	Apr 5 2019 9:36AM	
<a href="#">Casual Leave</a>	Mar 21 2019 9:00AM	
<a href="#">Submission of Immovable Property Ret</a>	Jan 31 2019 2:57PM	
<a href="#">Submission of Immovable Property Ret</a>	Jan 31 2019 2:55PM	
<a href="#">Leave Application</a>	Feb 6 2019 4:40PM	
<a href="#">Work Log</a>	Jan 21 2019 10:37AM	
<a href="#">Leave Application</a>	Jan 25 2019 9:31AM	
<a href="#">Leave Application</a>	Jan 16 2019 1:24PM	
<a href="#">Casual Leave</a>	Dec 1 2018 7:06PM	
<a href="#">Grade Certificate</a>	Nov 27 2018 11:05PM	