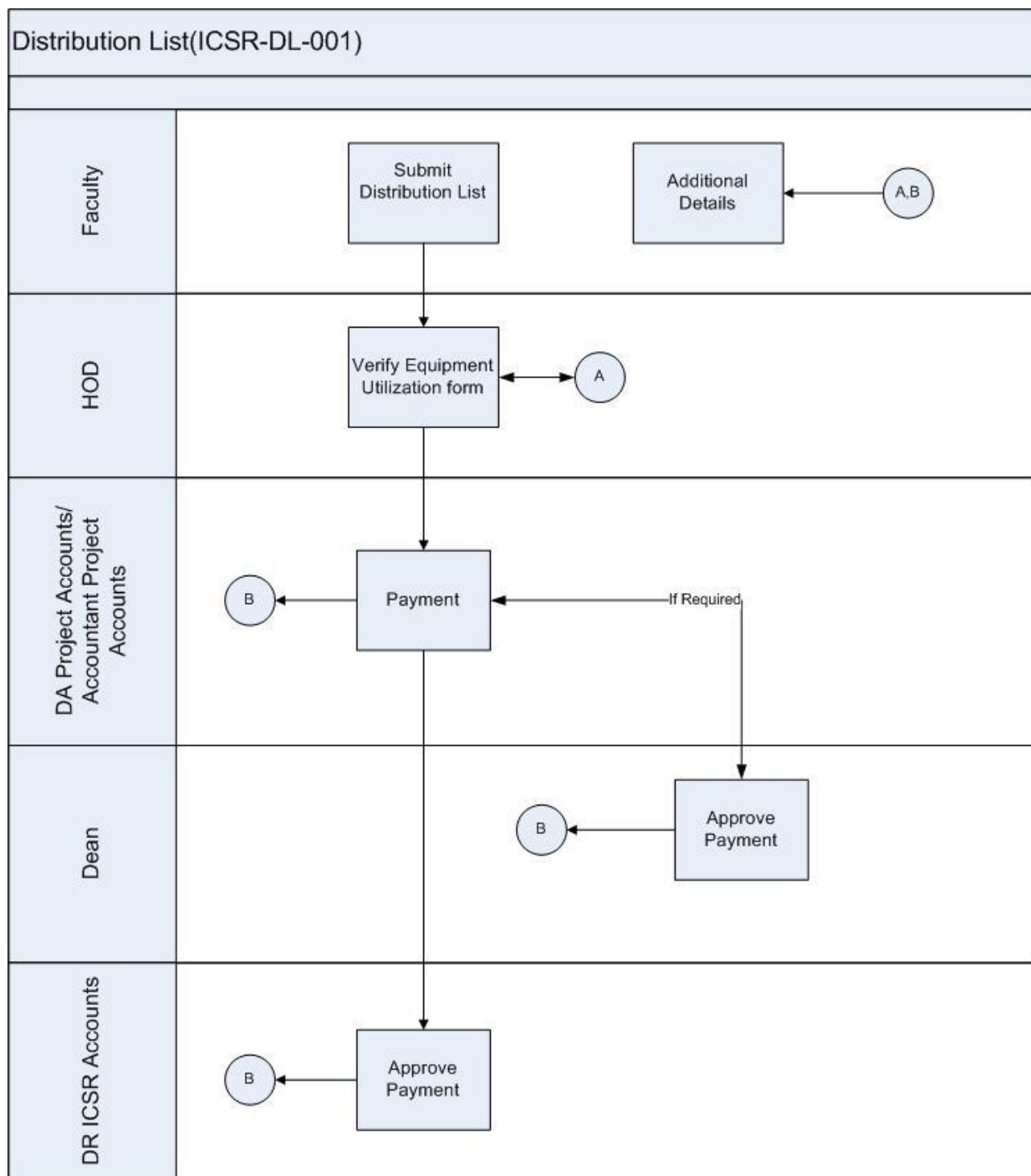


Help Document for Distribution List

Process Flow Diagram:

User Roles:

Employee	Role
Faculty:	Submits Distribution Lists
HOD:	Verify Equipment Utilization Form
DA Project Account:	Sanction payment
Dean:	Approving authority
DR Project Account:	Final Approving authority

For Faculty:

Step 1:

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

Choose the “Distribution Lists” menu from ICSR menu after Login. Fill the necessary and mandatory field present in form and click form to submit it.

Filling all details properly is very essential for us, as it will save work of other Project Employee.

Prepare Distribution List

Project Details

Project Number * Date Of Approval

Agency Name

Principal Investigator Code Principal Investigator Name

Starting Date Closing Date

Total Available Balance Partial Distribution Amount *

Distribution of Honorarium to Staff

Expenditure:

a) Amount Transferred To Lab Code	<input type="text" value="0"/>	EUCO	<input type="text" value="0"/>	Lab Code	<input type="text" value="0"/>
Stores Consumed	<input type="text" value="0"/>	Central Facilities	<input type="text" value="0"/>		
Others	<input type="text" value="0"/>				
b) Amount Transferred To IIT AC	<input type="text" value="0"/>	Sub Total (A+B)	<input type="text" value="0"/>		
Balance	<input type="text" value="0"/>	(Partial Distribution Amount-SubTotal)			

Institute Overhead:

Institute Overhead	<input type="text" value="0"/>	Corpus	<input type="text" value="0"/>
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Save and Hold Submit Cancel

Mozilla Firefox
File Edit View History Bookmarks Tools Help
10.93.1.43/itmsite/PageManager.aspx
Signed In As ANIL PRABHAKAR Sign Out
Home ICSR Human Resources Academics Main Stores Main Accounts Estate Memberships General Task Status Reports Report Explorer Document Explorer

Distribution List

Expenditure:

A) Amount Transferred To Lab Code	<input type="text" value="2000"/>	EUCO	<input type="text" value="20"/> Lab Code	<input type="text" value="35"/>
Stores Consumed	<input type="text" value="1000"/>	Central Facilities	<input type="text" value="0"/>	
Others	<input type="text" value="500"/>			
B) Amount Transferred To IIT AC	<input type="text" value="4500"/>	Sub Total (A+B)	<input type="text" value="8020"/>	
Balance	<input type="text" value="21980"/> (Partial Distribution Amount-SubTotal)			

Institute Overhead:

Institute Overhead	<input type="text" value="4396"/>	Corpus	<input type="text" value="440"/>
Department	<input type="text" value="220"/>	ICSR	<input type="text" value="176"/>
Central Administration	<input type="text" value="44"/>		

*Institute Overhead(20% of Balance)=(Corpus 10%;Dept 5%;ICSR 4%;Central Administration 1%)

Amount Available for Distribution

*Amount Available for Distribution=Balance-Institute Overhead

Staff Honorarium Distribution *

Department *	Employee Id *	Employee Name	Designation	Amount *
AERONAUTICS	008294	SUNETRA SARKAR	Project Officer (P.O)	5,900.00

Save and Hold Submit Cancel

Submit

11:17 AM
7/15/2013

Step 2:

During filling of form verify the Amount spent in various procedures of project and staff members.

The partial Distribution Amount must be equal to PCF, Staff Honorarium, Instrument cost, institute Overhead and other expenditure.

Check the “submit Distribution Lists “ to finalize the list and click submit.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

10.93.1.43/itmsite/PageManager.aspx

Signed In As ANIL PRABHAKAR Sign Out

Home ICSR Human Resources Academics Main Stores Main Accounts Estate Memberships General Task Status Reports Report Explorer Document Explorer

Distribution List

Flow Chart

000081	Prem	2,000.00
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Get Amount Distribution

Total Staff Honorarium	5900.00	Total Project Staff Honorarium	3000.00
Total PCF Share	2000	Net Amount Available for Distribution	17584

*Net Amount Available for Distribution=Amount Available for Distribution-Total PCF share

Recommended Actions

Submit Distribution List ☒

Remarks * complete my request

Max 500 Characters

Save and Hold Submit Cancel

11:15 AM 7/15/2013

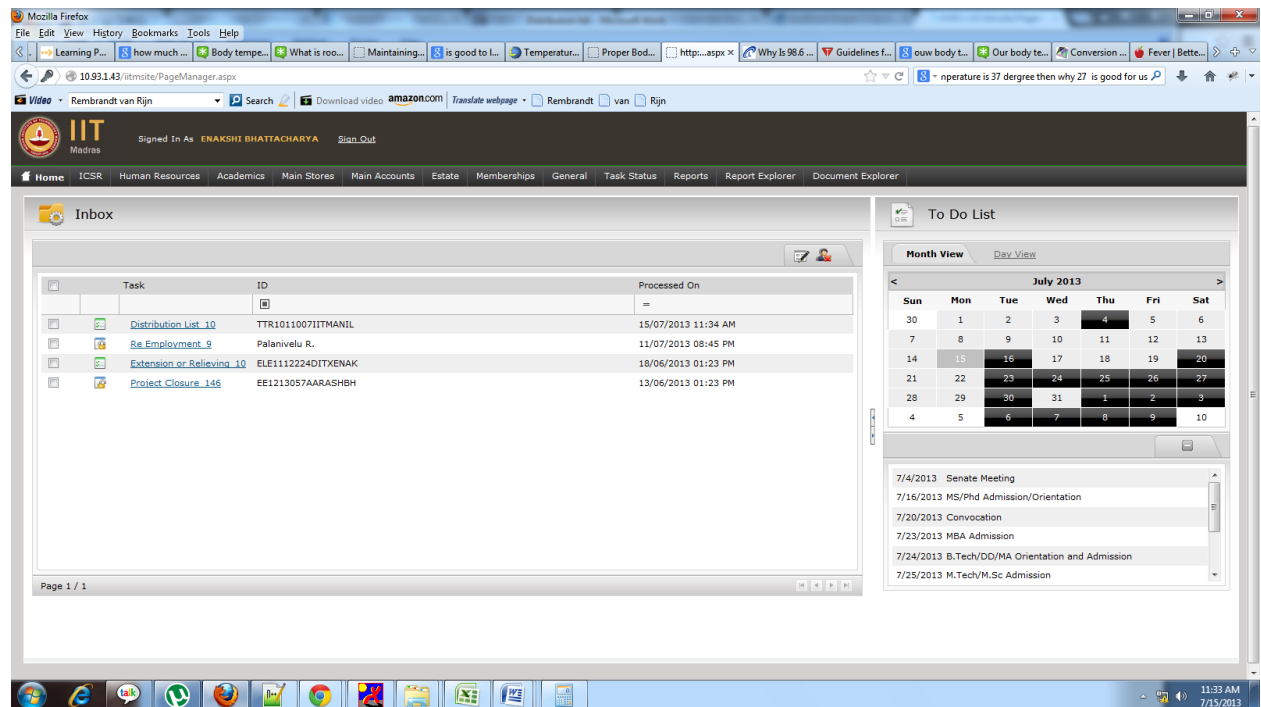
For HOD:

Step 1:

HOD of the department, can click on his message to open his message.

The main task of HOD is to verify “Equipment utilization Form” that is part of the form.

There is two check box “Verify” or “incomplete data”. User can click upon anyone to forward or reject the form.



Step 2:

The user can submit the form by giving some remarks, which is forwarded to DA Project Account.

The screenshot shows the IIT Madras ICSR web application interface. The user is logged in as ENAKSHI BHATTACHARYA. The main menu includes Home, ICSR, Human Resources, Academics, Main Stores, Main Accounts, Estate, Memberships, General, Task Status, Reports, Report Explorer, and Document Explorer. The 'Distribution List' section is active, showing a 'Verify Equipments Utilization' form. The form has a 'Recommended Actions' section with a 'Verify' checkbox (checked) and an 'Incomplete Data' checkbox (unchecked). The 'Remarks' field contains the text 'forwarded'. Below this is a 'Remarks Summary' table with the following data:

Activity Name	Remarkd By	Remarks	Date of Remarks
Prepare Distribution List	ANIL PRABHAKAR	complete my distribution	15/07/2013 05:54:09

The bottom of the form has a 'Project Details' section and buttons for 'Save and Hold', 'Submit', and 'Cancel'. The system clock at the bottom right shows 11:34 AM on 7/15/2013.

For DA Project Account:

Step 1:

DA Project account, can click on his message to open his message.

DA Project Account is mainly responsible for verifying Payment related issue in the form.

There is two check box “Payment Issued” or “incomplete data”. User can click upon anyone to forward or reject the form.

The screenshot displays the IIT Madras ICSR portal interface. The main content area shows a table titled "Distribution List" with columns for Task, ID, and Processed On. The table lists several tasks related to reimbursement, communication, and payment entry reversals, each with a unique ID and a timestamp.

Task	ID	Processed On
Distribution List_10	TTR1011007IITMANIL	15/07/2013 11:39 AM
Reimbursement of Expenses_2	REI/008074/00,00,279	12/07/2013 07:00 PM
Communication Service Claim_4	COM/008074/00,00,081	11/07/2013 09:35 PM
Project Receipt_4	AM1213008DRDOAPBA	08/07/2013 11:33 AM
Extension or Relieving_6	ICAE12130013IINHNM	06/07/2013 12:18 PM
Imprest Sanction_2	ELE1213200DSTXANIL	06/07/2013 12:17 PM
Receipt Entry Reversal_13	IC08090EC098DCWLSASA	24/06/2013 12:04 PM
Receipt Entry Reversal_10	AE1213003ABANHSNM	21/06/2013 07:52 PM
Payment Entry Reversal_5	ASE1112113ARDBHSNM	21/06/2013 06:07 PM
Payment Entry Reversal_3	ASE1112113ARDBHSNM	21/06/2013 06:00 PM

The right sidebar contains a "To Do List" section with a calendar view for July 2013. The calendar shows dates from Sunday to Saturday, with the 4th of July highlighted. Below the calendar, a list of upcoming events is displayed, including Senate Meeting, MS/Phd Admission/Orientation, Convocation, MBA Admission, B.Tech/DD/MA Orientation and Admission, and M.Tech/M.Sc Admission.

Step 2:

If DA needs Distribution Lists approval from Dean, then it can be reverted back to Dean for Clearing and approving the form.

After Submitting the form DA can wait for reply from Dean.

Distribution List

Payment Details

Recommended Actions

Payment Issued ☐ Dean Approval Required ☒ Incomplete Data ☐

Remarks *

Max 500 characters

Remarks Summary

Activity Name	Remarkd By	Remarks	Date of Remarks
Verify Equipment Utiliz...	ENAKSHI BHATTACHAR...	forwarded	15/07/2013 06:08:31
Prepare Distribution List	ANIL PRABHAKAR	complete my distribution	15/07/2013 05:54:09

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Project Details

Save and Hold Submit Cancel

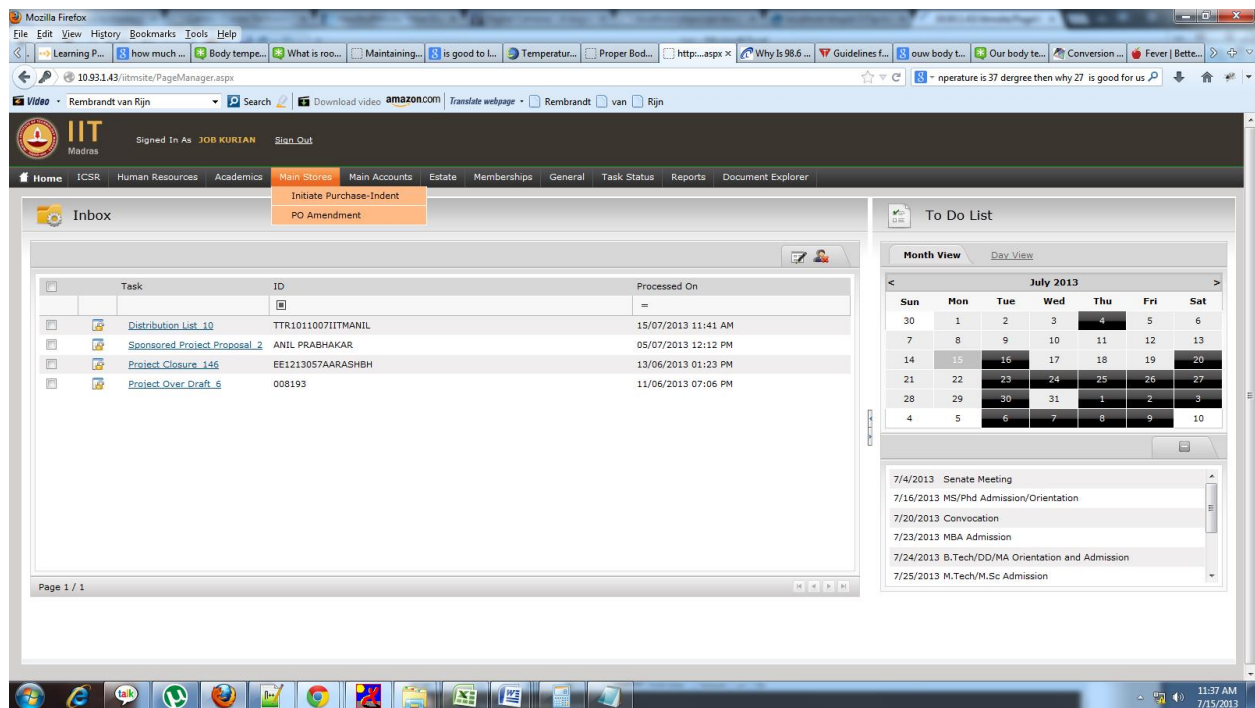
For Dean:

Step 1:

Dean, can click on his message to open his message.

Dean can recheck the form, if needed and suggest possible changes by putting remarks as well.

There is two check box “Approve” or “incomplete data”. User can click upon anyone to forward or reject the form.



The screenshot shows the IIT Madras ICSR Distribution List web application. The browser is Mozilla Firefox, and the URL is 10.93.1.43/itmsite/PageManager.aspx. The user is signed in as JOB KURIAN. The application has a navigation menu with options: Home, ICSR, Human Resources, Academics, Main Stores, Main Accounts, Estate, Memberships, General, Task Status, Reports, and Document Explorer. The main content area is titled "Distribution List" and includes a "Flow Chart" button. Below this is the "Approval Distribution List" section, which contains a "Recommended Actions" form. The form has a checkbox for "Approve" (checked), a text area for "Remarks" (containing "process complete"), and a checkbox for "Incomplete Data". Below the form is a "Remarks Summary" table with columns: Activity Name, Remarkd By, Remarks, and Date of Remarks. The table contains three rows of data. At the bottom of the form is a "Project Details" section. The bottom of the page has buttons for "Save and Hold", "Submit", and "Cancel".

Approval Distribution List

Recommended Actions

Approve ☒ Incomplete Data ☐

Remarks * process complete

Max 500 characters

Remarks Summary

Activity Name	Remarkd By	Remarks	Date of Remarks
Payment	VIJAYALATHA M	forwarded to dean	15/07/2013 06:10:34
Verify Equipment Utiliz...	ENAKSHI BHATTACHAR...	forwarded	15/07/2013 06:08:31
Prepare Distribution List	ANIL PRABHAKAR	complete my distribution	15/07/2013 05:54:09

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Project Details

Save and Hold Submit Cancel

If dean approval required was sent previously.

For DA Project Account:

Step 1:

DA Project account, can click on his message to open his message.

There are two check box “approve” or “incomplete data”. User can click upon anyone to forward or reject the form.

Distribution List

Payment Details

Recommended Actions

Payment Issued ☒ Dean Approval Required ☐ Incomplete Data ☐

Remarks *

Max 500 characters

Remarks Summary

Activity Name	Remarkd By	Remarks	Date of Remarks
Dean Approval	JOS KURIAN	process complete	15/07/2013 06:11:52
Payment	VIJAYALATHA M	forwarded to dean	15/07/2013 06:10:34
Verify Equipment Utiliz...	ENAKSHI BHATTACHA...	forwarded	15/07/2013 06:08:31
Prepare Distribution List	ANIL PRABHAKAR	complete my distribution	15/07/2013 05:54:09

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Project Details

Project Number Date Of Approval

Agency Name

Save and Hold **Submit** **Cancel**

For DR Project Account:

Step 1:

DR Project account, can click on his message to open his message.

DR is final approving authority in this process, who issue Payment to Faculty.

There is two check box “Approve Bills” or “incomplete data”. User can click upon anyone to forward or reject the form.

The screenshot displays the IIT Madras web portal interface. The top navigation bar includes links for Home, Human Resources, Main Accounts, Estate, Memberships, General, Task Status, Reports, Document Explorer, Honorarium to Staff, Honorarium to Employees, Distribution Note to Director, Distribution Note to Dean, and Student Profile Report. The user is signed in as PREMA CHAKRAPANI.

The main content area is divided into two sections:

- Inbox:** A table listing tasks with columns for Task, ID, and Processed On.

Task	ID	Processed On
Distribution List_10	TTR1011007IITMANIL	15/07/2013 11:54 AM
Temporary Advance Claim_3	TAC/008074/00,00,054	09/07/2013 11:55 AM
Receipt Entry Reversal_11	APM0910082DITXMANI	21/06/2013 07:51 PM
Receipt Entry Reversal_8	APM0910081ARDBKARU	21/06/2013 07:35 PM
Receipt Entry Reversal_4	PHY1112259OSTXARGA	21/06/2013 06:43 PM
Receipt Entry Reversal_6	AE1213003ABANHSNM	21/06/2013 06:32 PM
- To Do List:** A section showing a calendar for July 2013 and a list of upcoming events.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

 Upcoming Events:
 - 7/4/2013 Senate Meeting
 - 7/15/2013 MS/Phd Admission/Orientation
 - 7/20/2013 Convocation
 - 7/23/2013 MBA Admission
 - 7/24/2013 B.Tech/DD/MA Orientation and Admission
 - 7/25/2013 M.Tech/M.Sc Admission

The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 11:50 AM on 7/15/2013.

The screenshot displays the IIT Madras ICSR Distribution List application. The browser address bar shows the URL `10.93.1.43/iitmsite/PageManager.aspx`. The application header includes the IIT Madras logo, the user name **Signed In As: PREMA CHAKRAPANI**, and a **Sign Out** link. A navigation menu contains the following items: **Home**, **Human Resources**, **Main Accounts**, **Estate**, **Memberships**, **General**, **Task Status**, **Reports**, **Document Explorer**, **Honorarium to Staff**, **Honorarium to Employees**, **Distribution Note to Director**, **Distribution Note to Dean**, and **Student Profile Report**.

The main content area is titled **Distribution List** and includes a **Flow Chart** button. It is divided into three sections:

- Final Approval**: This section contains a **Recommended Actions** table with two columns: **Approve** and **Incomplete Data**. The **Approve** column has a checked checkbox and a text input field containing the word "granted". The **Incomplete Data** column has an unchecked checkbox. Below the table is a large text area with the label "Max 500 characters".
- Project Details**: This section contains two input fields: **Project Number** (with the value `TTR1011007IITMANIL`) and **Date Of Approval** (with the value `15/07/2013`).

At the bottom right of the form, there are three buttons: **Save and Hold**, **Submit**, and **Cancel**. The Windows taskbar at the bottom shows the system clock as 11:50 AM on 7/15/2013.