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Report module hpcl dcms

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It is listed on the Bombay Stock exchange (BSE) and National Stock Exchange (NSE), India. HP Portal - HPCL Classic MyHPCL: MyHPCL Beta (For employees in Service) Significant Features. Mobile Compatible ; MyFavourites for Frequent Accessed links; New Look & Feel with Tiles, Pastel colors Department for Digital, Culture, Media & Sport - GOV.UK The Department for Digital, Culture, Media & Sport (DCMS) helps to drive growth, enrich lives and promote Britain abroad. We protect and promote our cultural and artistic heritage and help ... Explainer HPCL Logo. distributor & consumer management system. hindustan petroleum corporation limited. User Icon. Welcome. Forgot Password? © 2014, HPCL ... IN Top Country Explainer welcome to hindustan petroleum corporation limited. HPCL is a Government of India Enterprise with a Navratna Status, and a Forbes 2000 and Global Fortune ... IN Top Country Explainer HPCL Logo. distributor & consumer management system. hindustan petroleum corporation limited. 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Intended Audience Distributors of HP Gas 4 5 Application LaunchingThis module will explain the user how to open the application and the main screen. 5 6 Application Launching6 7 Login Window Distributor user will login with his/her user id and password. But if HPCL officer needs to log in then, Internet connection should be on. System will accept the credential what they use in Active Directory. 7 8 DCMS Main Screen Tool bar Menu Panel Status Bar 8 9 Menu consists of the followingDistributor Data Consumer Management Order Fulfillment Complaint Management Accounting Replenishment Management Allied Retail Business Stationary Management Loss Management Report Utility 9 10 Distributor Data This module will explain the user on the followings:Area Definition Price and Security Definition Distributor Parameters and other details Staff Creation and modification 10 11 Area Definition The Area Definition application enables to view the list of areas where service has been provided. 11 12 Price Definition You can set prices for different types of cylinder here. If the prices are already set by the sales officers then you can view those prices through this page. If any modification needed, you can modify the price of the items. 12 13 Security Deposit DefinitionThe security deposit for different types of cylinder is set here. If the security deposit is already set by the sales officers then distributor can view those security deposits through this page. If any modification needed, distributor can modify the security deposits of the items. 13 14 Distributor ParametersDistributor can see the parameters set by HPCL in this screen. Some of them can be modified by the distributor, which are editable. Also the stationery for Cash Memo printing should be set. 14 15 Create Staff You can create the entry for a new staff in the database by filling all the details in this screen. Distributor Data **IN** Create Staff 15 16 Consumer Management This module will explain the user on the followings: Consumer Registration, verification and cancellation Allotment List or Wait List Display New Consumer Creation or DBC or Reconnection This module will explain for Domestic and Non Domestic consumers 16 17 Consumer Details All the details of a consumer can be searched through this screen. 17 18 Search Consumer Distributor can search for a consumer by providing the search parameters. 18 19 Consumer RegistrationRegistration for new connection will be done in this screen. 19 20 Registration screen after saveNew Connection Domestic 20 21 Duplicate Check After verification, user should check for Duplicate Entries by clicking the relevant button. This check happens twice – once at distributor level and the next is at Data center level. So request the user to check this twice – once just after Registration and the same in the next day Duplicate Check 21 22 Registration Verification EntryRegistration Verification Entry Verification details can be entered and viewed in this screen. 22 23 Cancel Registration A new registration can be cancelled through this screen. 23 24 Across the Counter and Wait ListDistributors are of 2 Types Across the counter and Wait List **IN** If the Distributor is of Across the counter, then after successful verification of Registration, it will move to allotment list. **IN** If the Distributor is of Wait List type, then only the Wait List screen will be visible. In this case the registration will be available to Wait List just after the registration. 24 25 Allotment List DisplayOnly after successful verification the consumer name will be displayed in the Allotment List. User needs to Generate the Allotment Letter and Print Safety Form 25 26 Response To Allotment Customer needs to respond to the distributor against the allotment letter (for Wait list type distributor). Distributor needs to capture whether the customer has responded within the defined time, mentioned in allotment letter. 26 27 Wait List Display If the distributor is of Wait List type, then the registration will be appeared on Wait List just after the registration process. 27 28 SV – NC/DBC New consumer creation (SV – new connection) can be done with this screen. User can also do the DBC (double bottle connection) from this screen. 28 29 Miscellaneous Information Screen29 30 SV Reconnection-Equipment Decreases 31 CTA Out The distributor can do CTA (Transfer within a city) through this screen. 31 32 TV - Out TV (Termination Voucher) can be generated in this screen. User should choose TV – Out Open Case when the destination distributor code is not known to the source distributor. 32 33 SV - Reconnection The distributor can do reconnection through this screen. Internet connection required 33 34 Block Transfer Out Source Distributor can transfer a block of Consumers through this screen 34 35 Block Transfer In Destination distributor should do Block Transfer In to get the Consumers from the source distributor. Consumer Management **IN** Block Transfer In 35 36 Non Domestic Consumer ManagementNon Domestic consumer (NDNE) can be created in a similar way to Domestic Consumer, i.e. Enrolment, Verification, Allotment, Response to Allotment and SV Generation For ND Exempted (NDE) consumer, an approval from HPCL officer will be needed after Enrolment and verification. The screens for NDNE and NDE are available under Consumer Management **IN** Non Domestic Consumer Management menu option 36 37 ND – Consumer EnrollmentEnrollment for ND consumers will be done in this screen. 37 38 ND - Enrollment Verification EntryVerification details can be entered and viewed in this screen. 38 39 Allotment List DisplayOnly after successful verification the consumer name will be displayed in the Allotment List. User needs to Print Safety Form. 39 40 ND – SV Generation New consumer creation (SV – new connection) can be done with this screen. User can also do the DBC (double bottle connection) from this screen. 40 41 CTA Out The distributor can do CTA (Transfer within a city) through this screen. 42 Order Management This module will explain the user on the followings:Order Booking Allocation (i.e. Cash Memo Generation and Printing) Cash Memo Punching i.e. Delivery Confirmation Cash Memo Cancellation and Reprinting Stock Finalization 42 43 Order Booking This screen is used to book Orders from Consumers. The Consumers are identified by their unique Consumer No and every order booked is assigned an unique Order No. Home Delivery Mode Order No. generated 43 44 Order Booking (Instant & Shop Delivery)In case of Bottleneck situations, where a consumer has an emergency requirement, he may arrive at the distributor counter to meet his requirement by ordering in the Shop/Instant Delivery Mode. In the of Instant Delivery, user need to punch the cash memo, which is not required for Shop delivery. Select Delivery Mode as Instant/Shop 44 45 Allocate the no. of cylinders Click on Generate Cash MemoCash Memo Generation or Allocation (FCFS) There are 4 different types of allocation algorithms: - 1) First come first serve 2) Normal domestic 3) Single / Double 4) Non domestic Allocate the no. of cylinders Select Delivery Man Click on Generate Cash Memo For FCFS, if the user is providing the total number of cylinder and press the Apply button, then system automatically distributes it area wise 45 46 Click on Print Cash MemoAllocation Contd... Click 'Print Cash Memo' button before the cylinder delivery. Click on Print Cash Memo 46 47 Click on Generate Cash Memo Allocate No. of CylindersAllocation (Normal Domestic) Allocation involves assignment of available cylinders to pending Orders. Click on Generate Cash Memo Allocate No. of Cylinders Select Delivery Man For Normal Domestic, user needs to provide area wise cylinder quantities. In this option VIPs are considered, which was not available in FCFS Order Fulfillment **IN** Allocation (Normal Domestic) 47 48 Click on Generate Cash Memo Allocate No. of CylindersAllocation (Single Double) Allocation involves assignment of available cylinders to pending Orders. Click on Generate Cash Memo Allocate No. of Cylinders Select Delivery Man For Single Double approach, user may give importance to single cylinder holders separately Order Fulfillment **IN** Allocation (Single Double) 48 49 Click on Generate Cash Memo Allocate No. of CylindersAllocation (Non Domestic) This allocation type is used only for Non Domestic consumers Click on Generate Cash Memo Allocate No. of Cylinders Select Delivery Man Order Fulfillment **IN** Allocation 49 50 Pending SV (PSV) OrdersUser may choose the mentioned cash memo allocation screen for allocating the Pending SV Orders (PSV) or user may choose the following screen. It is suggested to use the 1st option for the PSV Orders 50 51 Cash Memo CancellationCash Memo Cancellation screen enables us to cancel a generated Cash Memo. This might be required in case of mistakes in Cash Memo generation or due to various technical or organizational requirements. 51 52 Reprint Cash Memo The system provides an option to reprint cash memos in case of loss of cash memos or requirement of duplicates of the same. 52 53 Delivery Confirmation (Punching)This is the actual confirmation of the delivery of the Cylinder, very commonly known as Punching. Allocation pertains to allocation of cylinders to the pending requests Click on Add Row Enter Cash Memo No. and press Enter Click Save Multiple Rows can be Added before Saving Click on Delete Row to remove a Row 53 54 Item Receipt (Invoice Entry)This screen should be used for receiving Items coming from Plant. 54 55 Item Receipt (EMR Entry)This screen should be used for receiving Items coming from Plant. User should select Proper EMR Reason Code to get the proper impact in the Stock. 55 56 Item Return This screen should be used for sending Items to the Plant.56 57 Stock Finalization (Day-End)User need to put physical stock for good and defective cylinder quantities and then press 'Final Day End' button. This operation should be done for all the days including holidays. If the user has not finished his all the transaction for the day, then user may do Provision Day End by providing the stock and clicking the respective button 57 58 Weekly Report User generates Weekly Report from this screen. User should save and Submit before sending it to HPCL. 58 59 Database Back Up Distributor can take back up of all the operation in this screen. User should take a daily back up and keep it in external drives. The backup folder name should be defined in Distributor Parameters screen. Absorbing Tomo Gas Data or uploading CTA/TV data are done periodically and automatically. Still there is an option to run manually 59 60 Block/Unblock ConsumerThe distributor may block a consumer on various predetermined grounds determined by the HPCL authorities. The Block/Unblock Consumer screen serves this purpose. 60 61 Defective DeclarationRegistration of defective items is done in this screen. 61 62 Complaint & Inspection ManagementThis module will explain the user on the followings: Registering a Complaint Allocating a mechanic and Resolve the Complain and close Taking a request for Inspection Do the necessary inspection and close 62 63 Complaint RegistrationAll the operations involved in processing a complaint request can be done in Complaint Registration screen. 63 64 Complaint Life Cycle For one particular complaint, there are 5 steps to complete Open – After capturing the Complaint information the status will be Save Allocation – A mechanic should be allocated. Take a print out for that complaint. Mechanic should go to attend. Resolve – After attending, Complaint should be resolved Closed – At the last complaint should be closed. 64 65 Inspection ManagementAll the operation involved in Inspection Request Processing can be done in this screen. Inspection Request information also follows similar life cycle like Complaint. 65 66 Accounting ManagementThis module will explain the user on the followings: Generating a Miscellaneous Cash Memo 66 67 Miscellaneous Cash Memo67 68 Loss Management This module will explain the user on the followings:Reporting for Loss of Document Reporting Loss of Equipment by Consumer Reporting Loss of Equipment by Distributor 68 69 Loss of Document To report the loss of document, user will use this screen. 69 70 Loss of Equipment To report the loss of equipment, user will use this screen. 70 71 Reports This module will explain the user on the followings reports:Weekly Report Stock Register EMR Register Refill Booking Register 71 72 Refill Sales Register Refill sales register report can be viewed in this screen. 72 73 Stock Register Stock register report can be viewed in this screen. 73 74 EMR Register EMR register report can be viewed in this screen. 74 75 Refill Backlog RegisterRefill backlog register report can be viewed in this screen. 75 76 Refill Booking RegisterRefill booking register report can be viewed in this screen. 76 77 Utility This module will explain the user on the followings:Creation of Login Id for showroom staff Changing Password Taking Database Back Up 77 78 Print Affidavit User can take the print out of different affidavit templates using this screen. 78 79 Create User Id for StaffLogin credential for the user can be set in this screen. 79 80 Change Password User can change his/her password in this screen. 80 81 Stationery ManagementThis module will explain the user on the followings: How to Raise Indent for stationery How to Receive Stationery and Synchronize How to view current Stationery Stock Declaring Wrong Stationery 81 82 Raise Indent Distributor can log in the Sales Portal (using their user id and password. After log-in in the sales portal, distributor will find a link to Stationery Management portal. In stationery management portal user can raise an indent through the following screen. Internet connection required Home SMS **IN** Order **IN** Create New Order 82 83 Receive Stationery Distributor can receive the stationery on clicking the receipt link on their home page under the section Pending order details. Internet connection required Home SMS **IN** Receipt Link 83 84 Receive Stationery On clicking the receipt link the following screen will appear. User will fill the fields with relevant details and save the information to receive the stationery. Internet connection required After receiving the stationery user must keep the internet on for minimum 5-6 hours. Data will flow through synchronization to the distributor's end. Once synchronization happens distributor will be able to view the stock received at his end. Home SMS **IN** Receipt Link 84 85 View Current Stock After receiving the stationery user must keep the internet on for minimum 5-6 hours. Data will flow through synchronization to the distributor's end. Once synchronization happens distributor will be able to view the stock received in his current stock at his end through the following screen. Stationery Management **IN** Distributor Controlled Stationery No. 85 86 Declaring Wrong StationeryDistributor can declare a wrong stationery through the following screen. There are three cases for declaring a wrong stationery: Stationery gets damaged during printing. Wrong serial number. Wrong stationery type. User need to select the appropriate select mode from the dropdown list and fill other relevant details. Stationer Management **IN** Wrong Stationery 86 87 Help Desk This module will explain the user on the followings:How to log a new Ticket in Help Desk How to Search for a ticket How to view an already logged ticket 87 88 Log in Help Desk Distributor can log in Help Desk by entering the user id and password. Usually, the user id will be the dealer code and the password is After clicking the Login screen, user should choose Distributor as the role. Internet connection required 88 89 Log a Ticket Distributor will choose the category and type shown in the screen and fill up other fields with the relevant information. Internet connection required 89 90 Click on the hyperlink to view the ticket detailsSearch Ticket Distributor can search tickets and view its status through the following screen. Click on the hyperlink to view the ticket details Internet connection required 90 91 View Solution / Reopen / Update TicketTo reopen a ticket, distributor should enter remarks in User Remarks field and click on Reopen button. If a ticket is currently in Pending status, distributor have to enter remarks in User Remarks field and click on Update button. Enter remarks in this field to reopen and update ticket Solution will be shown here Internet connection required 91 92 Dos Finalize Day End Operation on daily basisVerify the Item Received Quantity and Item Return Quantity before Submission Verify the Indent Quantity and Receive Quantity before Submission in ARB and Stationery Module Generate Refill Cash memos till there is some Stock Check the System Clock is working before entering any data for a day Take Back Up on regular basis and copy the back up on USB drive Update the Virus Cleaner regularly and keep the system Virus Free There are some Cyclic Jobs which runs periodically, so keep your Internet connection on for whole day. Close all the complaints after attending. 92 93 Don'ts Do not Change the System Date of DCMS Server. Once you change it, System will stop working. Do not insert External Drives which are Virus Prone Do not turn off Internet Connection during business operation. Otherwise, the cyclic job will stop working 93 94 Thank You 94

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