Standard Operating Procedure for using
Instruction Management System - Version 1.0

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Release Details:

GSFC University Standard Operation Procedure for using Instruction
Management System.

Sr. No	Version Number	Revision Date	Revision Details	Prepared by GSFCU IT	Approved by management
1	1.0	02/12/2020	First Release	Mr. Mital Naik, SM-IT, GSFCU	Dy. Director Administration

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1.1 Introduction

1.2 Purpose:

Instruction Management System is an automated service for initiating, updating, monitoring and tracking instructions captured during meetings chaired by Management Team.

1.2 Features of IMS:

- It can be used to record and assign the Instructions during the meeting Chaired by Management & senior person of any department or division.
- To keep track of the Instructions – tasks by Sr. Management
- Email alerts are received to concerns user's login once instruction is assign.
- Assignees will get all the Instructions assigned from concern IMS login.
- Assignees can update the actions taken.
- Assignees can delegate the Task / Instructions.
- Authority can view the Updates – Pending Status of instruction etc.
- Authority - Chair Person can only close the task.
- Meeting wise & Instruction wise - updates can be viewed.
- Different Types of Meetings / Locations with Dates can be categorized.

2. Login Process

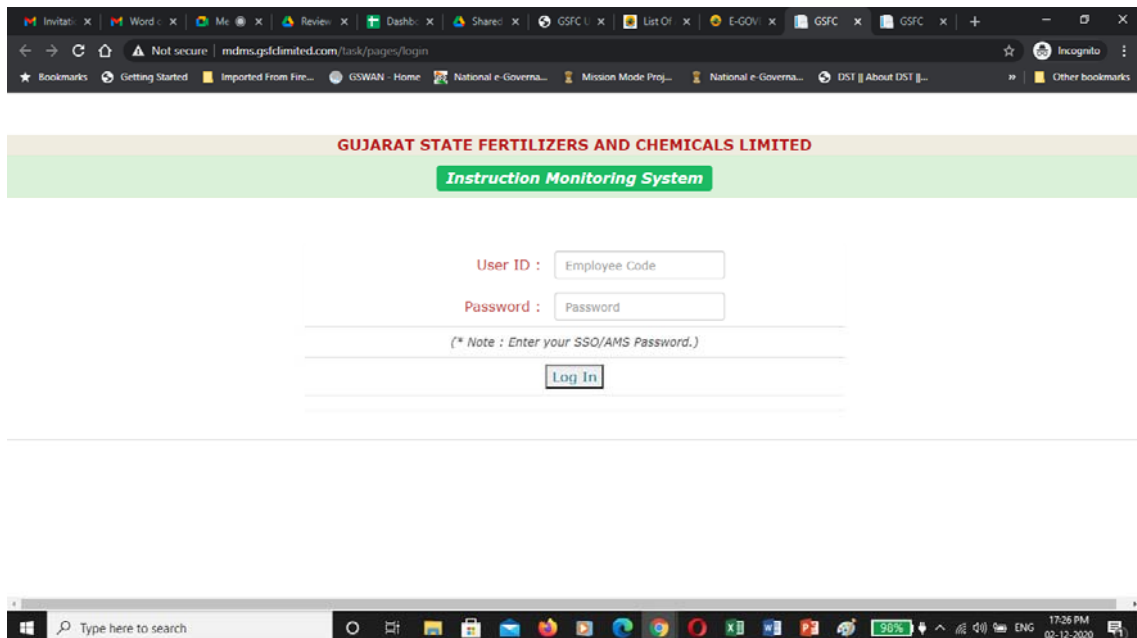1. **Instruction Management System (IMS) can be accessed through following way:**

   URL: http://mdms.gsfclimited.com/task/pages/login   **Or**

   Go to University's website (From Internet): GSFC University Website -> E Governance -> Instruction Management System (AMS)

2. **Enter User ID and password for signing to be used same as AMS ID and pass.**
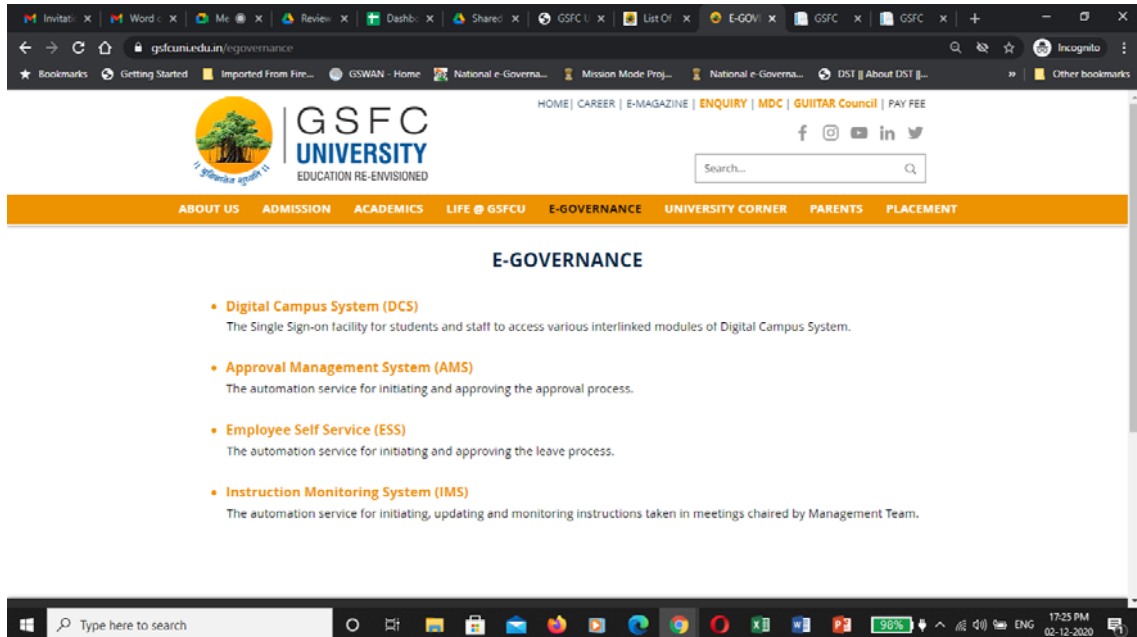
- **Login Page of IMS – login can be done with user id and password of Approval management system [AMS ID and pass]**

- **Home Page after logging into the system.**

Use of above mentioned buttons:

1) **Home**: In home page you will see items pending for action
2) **Create**: For creating new meeting action items
3) **Draft:** For viewing saved meeting action items which is not assigned

3. Creating New Instruction:

- **Creating Instruction:**

- **Enter Instructions Details (Task Details)**

- **Actions to can be taken after entering the instructions [details about button]**

1) **Send for review**: It will be sent to Chair person for review
2) **Save Draft**: It will be saved in Draft
3) **Save & Assign**: All the Instructions will be forwarded to respective officer responsible's work item
4) **Cancel:** Go to home page without saving any changes
5) **Print:** Pdf will be downloaded for the meeting details
6) **Discard & Delete**: Entered details will be deleted permanently

- **Status of any Meeting details can be viewed from homepage**

Click here for viewing instruction details

- **Various filter and selections are also available on homepage-> Task /Instruction Report**


Click here for various selection

- **Final Closing of any Instruction/Task can only be done by Chair Person.**
- **Until the final closing of all Instruction/Task of the meeting is closed, the meeting status will be in Pending Stage.**

- **How to track / monitor instruction which are closed and pending:**

  Go to homepage-> Click on View Pending
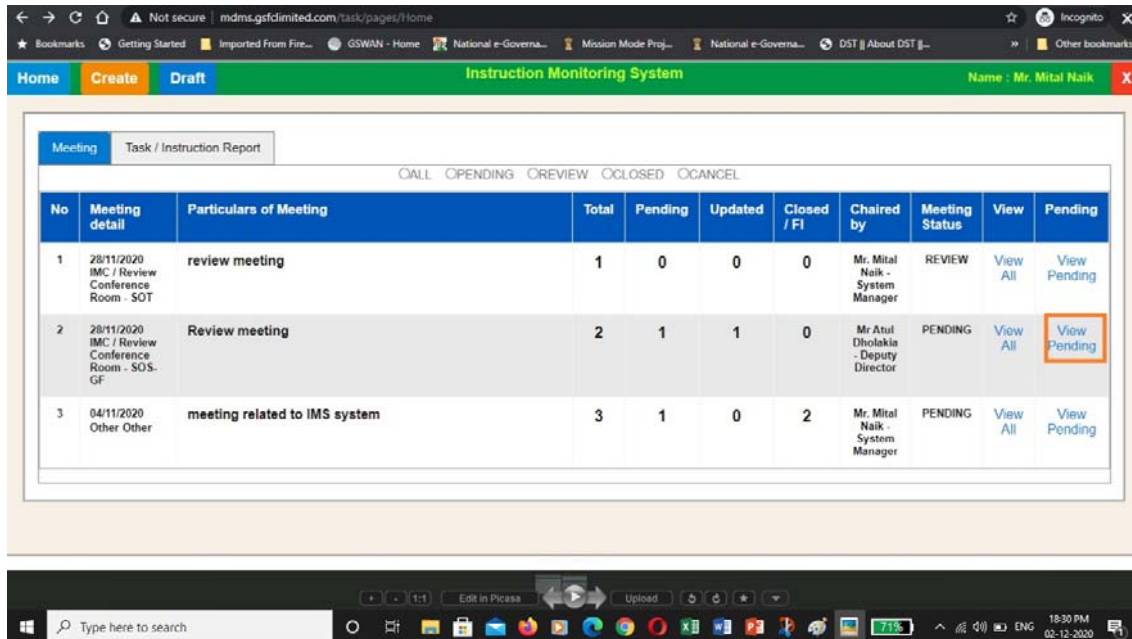
- **Following page will open to view detail status of instruction.**
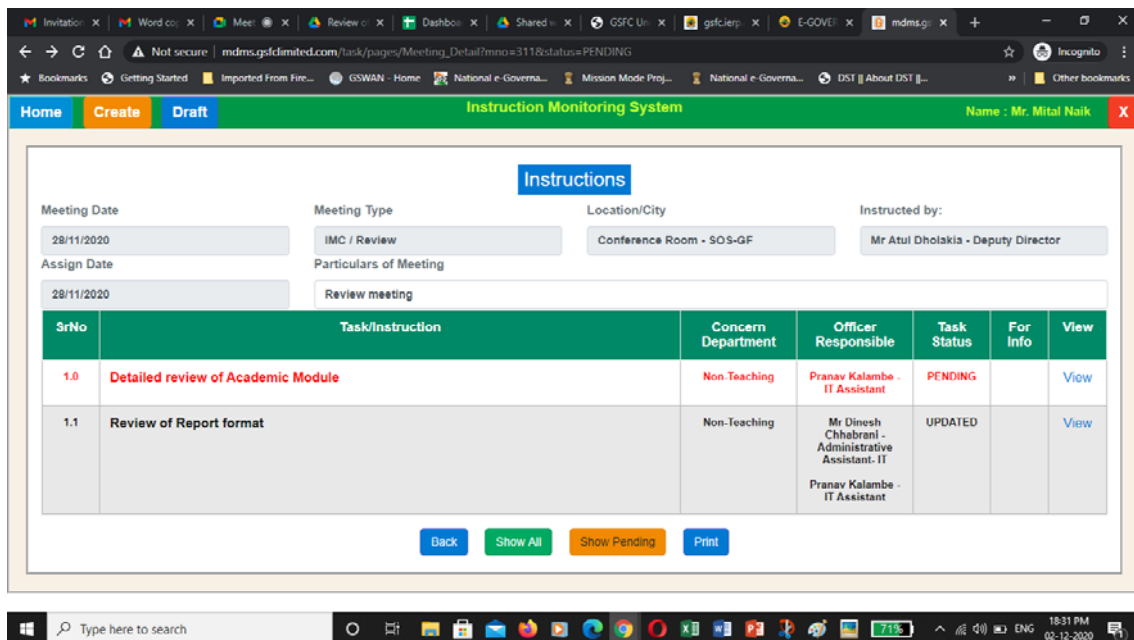
- **To view detailed status of instruction click on view button against Pending and Updated button under Task status – following page will open.**

4. Updating Instruction/tasks by concern assignee

- **Go to Home Page after logging into the system -> Click on view pending**

Use of above mentioned buttons:

4) **Home**: In home page you will see items pending for action
5) **Create**: For creating new meeting action items
6) **Draft:** For viewing saved meeting action items which is not assigned

Click on meeting to view list of action items

- **On click of "Select" button – below page will be open.**
- **Click on "View" to update**

Click on view to add update on selected pending item

- **Select the Task/Instruction to be updated and click on "View". You can add updates to pending as well as updated Task/Instruction.**

- **How to update the action items**

Here Following Actions can be taken

1) **Add Remark/Update/Compliance:** Here you can write update related to work item.
2) **Add File/Attachment/Document**: If required supporting/necessary documents can be uploaded
3) **Delegate**: Also can be delegated to other users.

Note:

- Any Instructions can be closed only by the Chair Person of the meeting and its status will be pending /updated until closed by the Chair Person.
- Any number of updates, Attachments can be added until instruction is closed by Chair Person.