



GSFC
UNIVERSITY
EDUCATION RE-ENVISIONED

***Standard Operating Procedure for using
Instruction Management System - Version 1.0***

[Doc. No.: GSFCU/SoP_IMS/v 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.

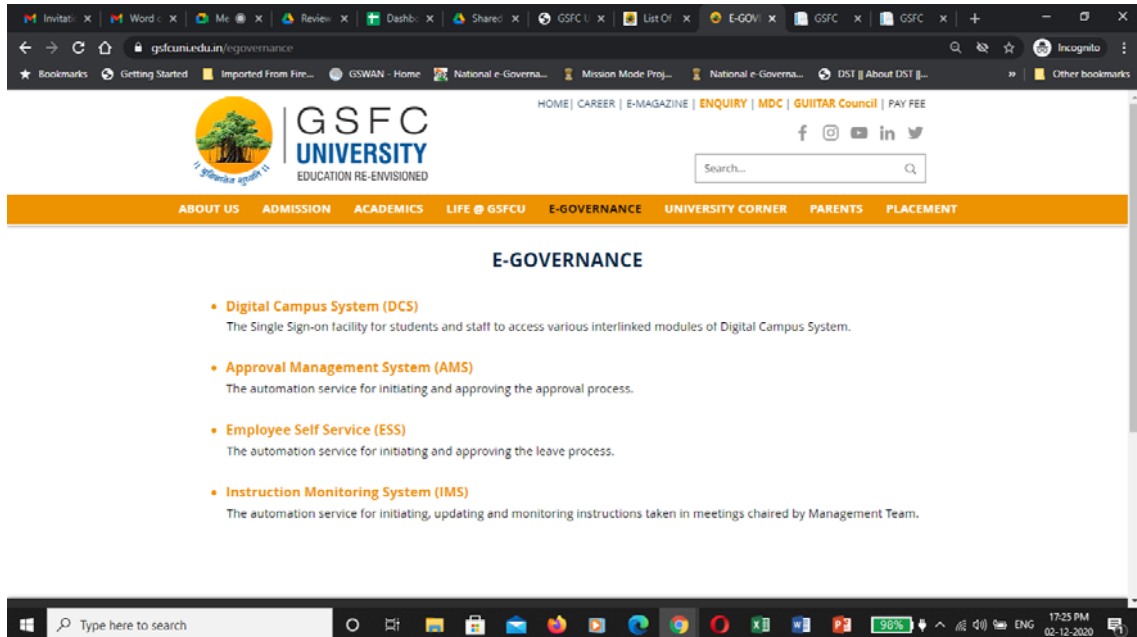
2. Login Process

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

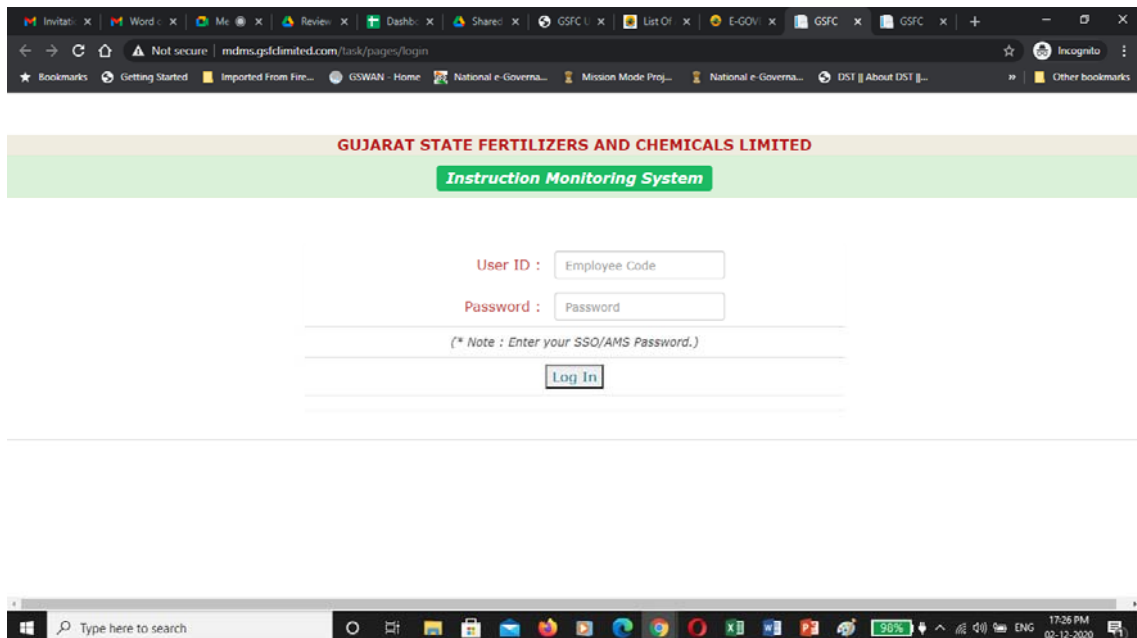
URL: <http://mdms.gsfclimited.com/task/pages/login> Or

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.

The screenshot shows the home page of the Instruction Monitoring System. The page has a green header with the system name and the user's name, Mr. Mital Naik. Below the header, there are three tabs: 'Meeting', 'Task / Instruction Report', and 'Draft'. The 'Meeting' tab is active, and it displays a table with the following data:

No	Meeting detail	Particulars of Meeting	Total	Pending	Updated	Closed / FI	Chaired by	Meeting Status	View	Pending
1	28/11/2020 IMC / Review Conference Room - SOT	review meeting	1	0	0	0	Mr. Mital Naik - System Manager	REVIEW	View All	View Pending
2	28/11/2020 IMC / Review Conference Room - SOS- GF	Review meeting	2	1	1	0	Mr Atul Dhotakia - Deputy Director	PENDING	View All	View Pending
3	04/11/2020 Other Other	meeting related to IMS system	3	1	0	2	Mr. Mital Naik - System Manager	PENDING	View All	View Pending

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:

The screenshot shows the 'Instruction Monitoring System' dashboard. At the top, there are navigation tabs: Home, Create, and Draft. A callout box with a blue background and white text says 'Click on Create Button to go to Creation Page', with an arrow pointing to the 'Create' tab. Below the navigation, there is a 'Meeting' tab and a 'Task / Instruction Report' tab. A search bar and a 'Show 10 entries' dropdown are visible. The main content is a table with the following data:

Meeting detail	Particulars of Meeting	Total	Pending	Updated	Closed	Chaired by	Meeting Status	Action
16/04/2020 BRM Meeting Boardroom	Meeting Details	7	4	3	0	CMD	PENDING	SELECT
24/04/2020 BRM Meeting Boardroom	Details	4	4	0	0	CMD	PENDING	SELECT

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' buttons.

- **Creating Instruction:**

The screenshot shows the 'Create Instruction' form. At the top, there are navigation tabs: Home, Create, and Draft. The form has the following fields and callouts:

- Date:** 27-04-2020 (Callout: Date of Meeting)
- Meeting Type:** --Select-- (Callout: Select Meeting Type & Location)
- Location/Office:** --Select-- (Callout: Select Meeting Type & Location)
- Particulars:** (Callout: Particulars of meeting)
- Table:** A table with columns: Sr No., Task Detail, Responsible, DeadLine Date, For Info, Action. The 'Add' button is highlighted in green.
- Buttons:** Send for Review, Save Draft, Save & Assign, Cancel, Print, Discard & Delete.

- Enter Instructions Details (Task Details)

Create Instruction

Date: 27-04-2020 Meeting Type: --Select-- Location/City: --Select-- Instruction By: --Select--

Particulars

Sr No.	Task Detail	Department	Officer Responsible	Deadline Date	For Info	Action
				Deadline D	<input type="checkbox"/>	X
New Task ->				Deadline D	<input type="checkbox"/>	Add

Buttons: Send for Review, Save Draft, Save & Assign, Cancel, Print, Discard & Delete

- 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

Meeting detail	Particulars of Meeting	Total	Pending	Updated	Closed	Chaired by	Meeting Status	Action
16/04/2020 BRM Meeting Boardroom	Meeting Details	7	4	3	0	CMD	PENDING	SELECT
24/04/2020 BRM Meeting Boardroom	Details	4	4	0	0	CMD	PENDING	SELECT

Click here for viewing instruction details

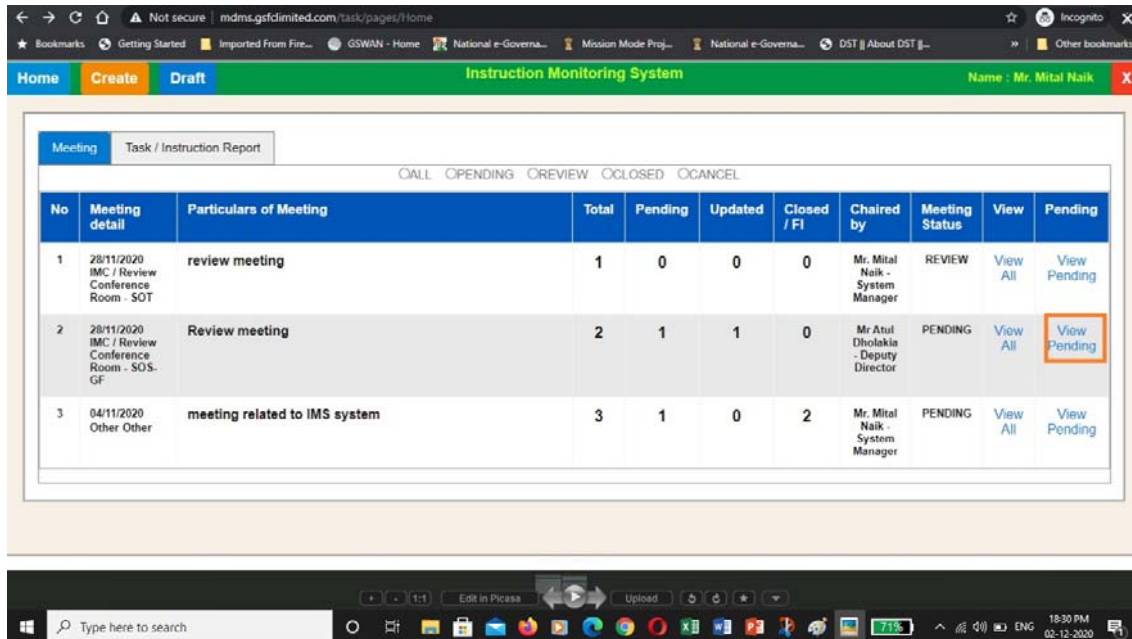
- Various filter and selections are also available on homepage-> Task /Instruction Report

Meeting	Task / Instruction Report	Concern Department	Officer Responsible	Status	View
BRM Meeting Boardroom	for recovery of over dues.	HRM/HRD	-----	CLOSED	View
03/02/2020 BRM Meeting Boardroom		Others	-----	PENDING	View
03/02/2020 BRM Meeting Boardroom		Marketing Fert	MCD EVCTM	PENDING	View

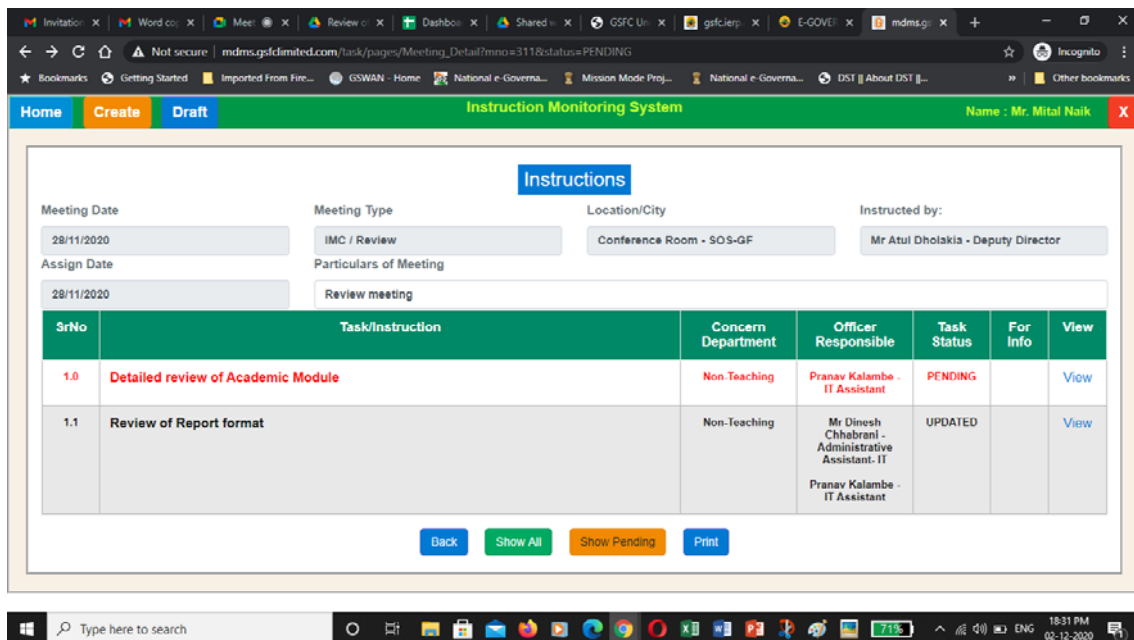
- Final Closing of any Instruction/Task can only be done by Chair Person.
- Until the final closing of all Instruction/Task of the meeting is closed, the meeting status will be in Pending Stage.

- 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.

Invitation x Word co. x Mee x Review x Dashbo x Shared x GSFC Un x gsfclerp x E-GOVEI x mdms.g x +

← → ↻ ⚠ Not secure mdms.gsfclimited.com/task/pages/UpdateTask?mno=311&bno=1&subno=0

★ Bookmarks Getting Started Imported From Fir... GSWAN - Home National e-Governan... Mission Mode Proj... National e-Governan... DST | About DST |... Other bookmarks

Home Create Draft **Instruction Monitoring System** Name: Mr. Mitul Naik

Update Instruction / Compliance

Meeting Date: 28/11/2020 Meeting Type: IMC / Review Location/City: Conference Room - S05-GF Chaired by: Mr Atul Dholakia - Deputy Director

Particulars of Meeting: Review meeting Concern Department: Non-Teaching

Instruction: Detailed review of Academic Module Officer Responsible: Pranav Kalambe - IT Assistant

Updates	
Mr. Mitul Naik - GSFC UNIVERSITY still review in detailed	Date:28/11/2020 13:13:05
Pranav Kalambe - GSFC UNIVERSITY Reviewed	Date:28/11/2020 13:11:59
Mr. Mitul Naik - GSFC UNIVERSITY still review in detailed	Date:28/11/2020 13:10:17
Mr. Dinesh Chhabrani - GSFC UNIVERSITY Delegated to Pranav Kalambe - IT Assistant ..	Date:28/11/2020 13:10:03
Mr Dinesh Chhabrani - GSFC UNIVERSITY Academic module test done. This is my side review	Date:28/11/2020 13:08:27
Pranav Kalambe - GSFC UNIVERSITY Review and updated	Date:28/11/2020 13:07:40

Remarks/Updates :
Please write here.

Back Close the Instruction Add Update DELETE

Type here to search 18:36 PM 02-12-2020

4. Updating Instruction/tasks by concern assignee

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

The screenshot shows the 'Home' page of the 'Instruction Monitoring System'. The user is logged in as 'Mr. Mital Naik'. The page features a navigation bar with 'Home', 'Create', and 'Draft' buttons. Below the navigation bar, there are tabs for 'Meeting' and 'Task / Instruction Report'. A filter bar includes options for 'CALL', 'OPENING', 'OREVIEW', 'OCLOSED', and 'OCANCEL'. The main content is a table with the following data:

No	Meeting detail	Particulars of Meeting	Total	Pending	Updated	Closed / FI	Chaired by	Meeting Status	View	Pending
1	28/11/2020 IMC / Review Conference Room - SOT	review meeting	1	0	0	0	Mr. Mital Naik - System Manager	REVIEW	View All	View Pending
2	28/11/2020 IMC / Review Conference Room - SOS-GF	Review meeting	2	1	1	0	Mr Atul Dholakia - Deputy Director	PENDING	View All	View Pending
3	04/11/2020 Other Other	meeting related to IMS system	3	1	0	2	Mr. Mital Naik - System Manager	PENDING	View All	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

The screenshot shows the 'Home' page of the 'Instruction Monitoring System'. The user is logged in as 'AMS'. The page features a navigation bar with 'Home', 'Create', and 'Draft' buttons. Below the navigation bar, there are tabs for 'Meeting' and 'Task / Instruction Report'. A filter bar includes options for 'ALL', 'PENDING', 'REVIEW', 'CLOSED', and 'CANCEL'. The main content is a table with the following data:

Meeting detail	Particulars of Meeting	Total	Pending	Updated	Closed	Chaired by	Meeting Status	Action
16/04/2020 BRM Meeting Boardroom	Meeting Details	7	4	3	0	CMD	PENDING	SELECT
24/04/2020 BRM Meeting Boardroom	Details	4	4	0	0	CMD	PENDING	SELECT

A blue callout box with the text "Click on meeting to view list of action items" points to the 'Action' column of the table.

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

Home Create Draft Instruction Monitoring System Name : AMS X

Instructions

Meeting Date: 16/04/2020 Meeting Type: BRM Meeting Location/City: Boardroom Instructed by: CMD

Particulars of Meeting: Meeting Details

SrNo	Task/Instruction	Concern Department	Officer Responsible	Task Status	View
1.0	Task/Instruction	Operations & Maintenance	MCD	UPDATED	View
2.0	Task/Instruction	Finance	MCD	PENDING	View
3.0	Task/Instruction	Operations & Maintenance	MCD	UPDATED	View
3.1	Task/Instruction	Operations & Maintenance	MCD	PENDING	View
3.2	Task/Instruction	Finance	MCD	UPDATED	View
4.0	Task/Instruction	MM Dept	MCD	PENDING	View
4.1	Task/Instruction	Finance	MCD	PENDING	View

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

Home Create Draft Instruction Monitoring System Name : AMS X

Update Instruction / Compliance

Meeting Date: 10/02/2020 Meeting Type: BRM Meeting Location/City: Boardroom Chaired by: [Name]

Particulars of Meeting: List of instructions given by CMD during BRM dated 10-02-2020

Instruction: test

Concern Department: Operations & Maintenance

Officer Responsible: [Name]

There are no updates!

There are no File / Enclosure / Attachment !

Remarks/Updates :
Please write here

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.