QA Testing Request for Change Request



E-Gov-013 V1.0

W. E. F. 01/29/2018

## User-manual

# Of

# Executive Officer (EO)

# For

# Telangana Scheduled Castes Co-Operative Development Corporation Ltd (TSCCDCL)

Government of Telangana

# Submitted by:



CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People Road No. 25, Dr. MCR HRD Institute Campus, Jubilee Hills, Hyderabad 500033, Telangana (India). Ph: +91 40 2354 1907 / 09, Fax: +91 40 2354 1953

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#### **Documentation Process:**

	Prepared By	Reviewed By	Approved By
Name :	Rajesh.G	Sunitha.B	Purushottam.M
Designation :	Project Associate	Project Leader	Project Manager
Date:	20-06-2019		

Version History:

Version No.	Date	Changed By	Changes made to Sections
0.1	20-06-2019	Rajesh (PA)	Initial Draft

#### **Overview:**

The main objective of this Program is to improve um employed youth (SC & BC-C - Communities in the state of Telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.

Web site address: <a href="http://tsscbhavitha.cgg.gov.in/">http://tsscbhavitha.cgg.gov.in/</a>

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- 1) 1<sup>st</sup> Bill Proforma Invoice
- 2) 1<sup>st</sup> Bill Proceedings
- 3) 2<sup>nd</sup> Bill Proforma Invoice
- 4) 2<sup>nd</sup> Bill Proceedings

## **EO Login:**

Click on "Login" button as shown in below figure.



	Telangana S	cheduled	Castes C Login	o-Anerative	e Nevelor	nment Co ×	rporatio	on Ltd.	
HOME	ABOUT US 🝷	CONTACT US	Username						Logir
	ELCOME TO TELANG		EO Password	B 8 Q I		S Login	D.	Latest News	
pro	arammes for the Econo	mic Development	of Scheduled C	aste families in the St	ate read more			110	

Step1: Enter "Username" as shown in above figure.

Step2: Enter "Password" as shown in above figure.

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Step3: Enter "Security Captcha" as shown in above figure.

Step4: Then click on "Login" button as shown in above figure.

## Approval for 1st Bill:

Data Entry → Approvals → 1<sup>st</sup> Bill

	Telangana S Corporation	Ltd.		tive Developmer oment Portal	it .	
HOME	DATA ENTRY -	CHANGE PASSWORD	LOGOUT		Welcome:: EO	- 18 June 2019 TUE - 06:48:16 PM
	Approvals +	2nd bill proceedings 1st bill proceeding 1st bill 2nd bill	Velcome Click 1st E	on		

Click on "1<sup>st</sup> Bill" as shown in above figure.

HOME	DATA		CHANGE PASS		.OGOUT						Welcome:: I	EO - 18 June 2019 TUE - 06
						Approve	d Batche	es			Click	
									Search:			
†↓ SI.No.	¶ District	î∔ Batch Code	¶ Training Center	1↓ Course	î↓ Start Date	î↓ End Date	Training Start Time	¶ Training End Time	Training Center Owned by	N Planned Strength	Reported Youth	u nu Vienr
1	RANGA REDDY	3	NAC-RANGA REDDY- IZZATHNAGAR	Finishing School Programme for Civil Engineering Graduates	18/06/2019	30/06/2019	10:00	17:00	Training Partner	30	3	View

Click on "<u>VIEW</u>" as shown in above figure.

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HOME	DATA EN	TRY - CHANG	E PASSWORD	LOGOUT			Welcom	ne:: <mark>EO</mark> - 18 June 20	019 TUE - 06:5
		6							÷
				Approved Batches					
					Search:				
î↓						Date			Youth
SI.No.	Candidate ID	Candidate Name	Father Name	Address	District	of Birth	Gender	Qualification	Contact No
1	20151568155	Barla Eliya	Barla Sammaiah	12-15-581,MANIKESHWARI NAGAR,MUSHEERABAD,Musheerabad,HYDERABA,9963789193	HYDERABAD	1996- 02-27	Male	LTJ	996378919
2	20151568157	Mekala Priyadarshini	M Hanumandlu	1- 40,AREPET,Chowlamaddi,Metpalli,JAGITHYAL,505325,9440364937	JAGITHYAL	1995- 04-03	Male	I.T.I	630913793
3	20151568167	Mathangi Kavyasri	M Rajamouli	15-2-140,RANGAMPET,Hanamkonda,Hanamkonda,WARANGAL URBAN, 8106263181	WARANGAL URBAN	1992- 06-30	Female	LTJ	800891627

Click on "Generate e-Bill" button as shown in above figure.

100 · 800		Telanga	ına Schedu	le Cou	se Fee Details				-					
	Section 1					Fee	e Account	l	nstallmen	its				
				SI.No.	Head of Account	Agency Center	Department Center	1st%	2nd%	3rd%		Wolcom	<b>10</b> - 19, huno 20	19 TUE - 06:53:31 PM
	HOME	DATA EN	TRY - CHANG	E PA 1	Training Fee	2300	0	50	25	25		Welcome	a 20 - 18 Julie 20	19 TUE - 06.55.51 PK
ſ	Ť.	ť	ti.		Click he	$\leq$	nfirm Fee Info	†↓	C	cancel	11	11	fi	← Back
	SI.No.		Candidate Name	Father Name							ate i irth			Youth Contact No
	1	20151568155	Barla Eliya	Barla Sammaiah	12-15-581,MANIKE NAGAR,MUSHEER		d,HYDERABA,9963789193	3	HYDERAI		96- 2-27	Male	LTJ	9963789193
	2	20151568157	Mekala	м	1-				JAGITHY	'AL 19	95-	Male	I.T.I	6309137937

Click on "Confirm Fee Info" button as shown in above figure.

Then system generates "**PROFORMA INVOICE**" as shown in below figure.

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Knowledge	<ul> <li>Technology</li> </ul>	<ul> <li>People</li> </ul>

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۲ k	DATA ENTRY * CHANGE PASSWORD LOG	оит						Welcome:	EO - 18	June 2019
1	onal Academy of Construction v:36AAAAN0794MIZ8	NAC Camp	ous, Kothagi	uda Po	<u>INVOICE</u> st, Izzathi y 500084				ax: 04	ORIGINA 8444334 02311199 ac.edu.i
	mer Name: VC & MANAGING DIRECTOR	Your Order No.		Lr.No./P3	/307TSC/20	18	1	NVOICE No.	SC/N	AC/30 /3/1
	jana Scheduled Castes Cooperative Developmer ration Ltd.	Date		06/01/20	)17			Date	03/07	/2022
	) Tank, Hyderabad-500028, Telangana Code:36	Order Acceptan	ce No.	KSEDC-I	HYD/SCCDC	x/TS/19-20/0	2 0	Challan No.		
		Terms of Payme		Dt.13.12.2	10U Payme 1017, lum Dt.18.04		Ň	/endor Code No.	NAC	
SI NO.	Product Distribution		HSN/SAC cod	е оту	Rate(Rs.)	Value(Rs.)	25% of Value	Taxable Value	GST	Amount
1	Finishing School Programme for Civil Engineerin Training bill ist installment(50) Total Cost per Student Center-NAC-RANGA REDDY-IZZATHNAGAR-6 Stud	-		6	2300	13800	6900.0	6900.0	18%	1242.0
	Tol	al				13800	6900.0	6900.0		1242.0
2. Plea a) Bar	sale is subjected to terms and conditions stated use refer below mentioned details for making pay 1k Name & Branch Name: SBI & SSSS : No.:21345324563456		ance				Total Taxable	e Value and GST		6900.0
3 Inter 4. All c	nk IFSC Code: SBIN067885 rest at 20% per annum will be charged on overdu rheques and remittance to be made payable to ) anics Development Corporation Limited's a/c. On	erala State lythe firms receipt v					Grand Total			6900.0
	Invoice In Words(Rupees): Fi	ve Thousand Six Hu	ndred and Fift	y Eight			Net Amount	Payable		5658.0
	Click here to							THE AUTHORITY IGNATION & TRAINI	NG PAR	TNER NAM

Click on "VERIFY" button as shown in above figure.

## Approval for 1st Bill Proceedings:

Data Entry → Approvals → 1<sup>st</sup> Bill Proceedings

QA Testing Request for Change Request



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	Telangana S	cheduled Caste Bhavitl	s Co-Operati na - Skill Devel	ve Development Corporation Ltd. opment Portal
HOME	DATA ENTRY 🝷	CHANGE PASSWORD	LOGOUT	Welcome:: EO - 18 June 2019 TUE - 06:55:43 Pt
	Approvals •	2nd bill proceedings 1st bill proceeding 1st bill 2nd bill		ne To: EO Click on 1st Bill Proceeding

Click on "1<sup>st</sup> Bill Proceeding" as shown in above figure.

#### To Approve Proceeding:

HOME	DATA	ENTRY -	CHANGE PAS	SWORD	LOGOUT					Weld	come:: EO -	- 19 June 2019 WED - 12
					A	pproved	d Batches		elect the che box to appro		Search:	
†⊧ SI.No.	1) District	1) Batch Code	î. Training Partner	Proceeding number	Proceeding Date	Amount	View Proceeding	View Note File	View Candidates	1≀ Approve	1. Reject	Reject Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	18/06/2019	5658.0	View	View	3			

Step1: Select Approve check box as shown in above figure.

Step2: Click on "Forward to GM" button as shown in above figure.

To Reject Proceeding:

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HOME	DATA		CHANGE PAS	SWORD	LOGOUT					We	lcome:: EO -	- 19 June 2019 WED - 12:09
					A	pprovec	d Batches			ect the ch ox to Reje		
↑. SI.No.	1) District	il Batch Code	1) Training Partner	Proceeding number	Proceeding Date	Amount	View Proceeding	View†↓ Note File	†↓ View Candidates	Approve	1 11 Reject	Reject ↑⊥ Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	18/06/2019	5658.0	View	View	3			Enter Reject 🔶 Remarks

Step1: Select reject check box as shown in above figure.

Step2: Enter remarks as shown in above figure.

Step3: Click on "Reject" button as shown in above figure.

## Approval for 2nd Bill:

Data Entry  $\rightarrow$  Approvals  $\rightarrow$  2<sup>nd</sup> Bill

	Telangana S	cheduled Castes Bhavit	s Co-Opera tha - Skill C	ative Development Corporation Ltd. Development Portal	
HOME	DATA ENTRY 🝷	CHANGE PASSWORD	LOGOUT		Welcome:: EO - 20 June 2019 THU - 12:20:59 PM
	Approvals •	Ist bill Ist bill proceeding 2nd bill 2nd bill proceedings		Welcome To: EO on 2nd	

Click on "2<sup>nd</sup> Bill" as shown in above figure.

QA Testing Request for Change Request



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	Telan	gana S	Scheduled	Castes Bhavith	Co-O a - Ski	perat ill Dev	tive Dev elopment	elopme Portal	nt Corp	oration	Ltd.	
HOME	DATA	ENTRY -	CHANGE PASS	WORD	LOGOL	TL				Welcor	ne:: <mark>EO -</mark> 20 Ju	une 2019 THU - 12:3(
					А	pprov	ed Batcl	nes				
								So	earch:		Click o	n VIEW
†↓ <b>SI.No.</b>	î. District	î↓ Batch Code	¶ Training Center	î↓ Course	î↓ Start Date	î↓ End Date	N Training Start Time	N Training End Time	Training Center Owned by	N Planned Strength	î↓ Reported Youth	î. View
1	RANGA REDDY	4	NAC-RANGA REDDY- IZZATHNAGAR	Finishing School - JAVA and TESTING	2019- 01-06	2019- 01-07	08:00	12:00	Training Partner	30	10	View

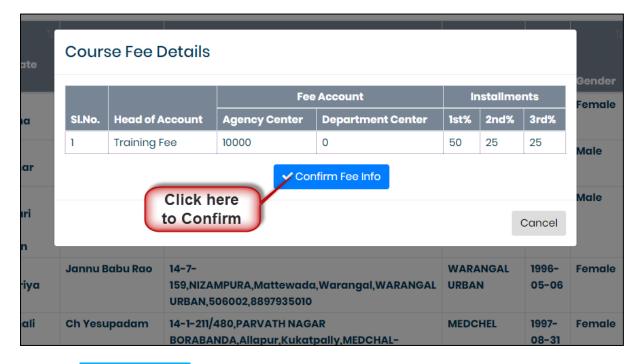
Click on "<u>VIEW</u>" as shown in above figure.

	Telanga	na Schedi	uled Caste Bhav	es Co-Oper itha - Skill I	ative Developme Development Porta	nt Corporation   	Ltd.				
HOME	DATA EN	TRY - CHANG	GE PASSWORD	LOGOUT					Welcom	ne:: EO - 18 June 20	019 TUE - 06:5'
					Approved Batc	hes					←B
						Se	earch:				
†↓ SI.No.	î↓ Candidate ID	î↓ Candidate Name	N Father Name	Address		ţ1	11. District	Date of Birth	ti Gender	¶ Qualification	Youth Contact No
1	20151568155	Barla Eliya	Barla Sammaiah	12-15-581,MANII NAGAR,MUSHEE	KESHWARI RABAD,Musheerabad,HYE	DERABA,9963789193	HYDERABAD	1996- 02-27	Male	LTJ	996378919
2	20151568157	Mekala Priyadarshini	M Hanumandlu	1- 40,AREPET,Chov	wlamaddi,Metpalli,JAGITH	IYAL,505325,9440364937	JAGITHYAL	1995- 04-03	Male	LTJ	630913793
3	20151568167	Mathangi Kavyasri	M Rajamouli	15-2-140,RANGA URBAN, 8106263	AMPET,Hanamkonda,Hanc 3181	amkonda,WARANGAL	WARANGAL URBAN	1992- 06-30	Female	LTJ	800891627
Showing 1	to 3 of 3 entries		erate e <b>-B</b> ill k here								
					enerate e-B)	Selected Candidates					

Click on "Generate e-Bill" button as shown in above figure.

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Click on "Confirm Fee Info" button as shown in above figure.

Then system generates "**PROFORMA INVOICE**" as shown in below figure.

QA Testing Request for Change Request

CENTRE FO	R GOOD GO	VERNANCE
Knowledge	<ul> <li>Technolog</li> </ul>	gy 🔸 People

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UA	IA ENTRY * CHANCE PASSWORD L	00001						Welcome: 80-	20 .8	ine 2019 1
ock	l									
	ol Academy of Construction 36AAAAN0794MIZ8	NAC Co	mpus, Kothog	uda	MA INVOICE Post, Izzoth ddy 500084	nagar, K	(ondapur,		ax 0	ORIGIN (844433 40231119) hoc.edu
	ter Nome: VC & MANACING DIRECTOR	Your Ord	er No.	Lr.N	o/P3/307TSC	2018		INVOICE No.	sc/r	NAC/30/4
Develo	and Scheduled Castes Cooperative oment Corporation Ltd.				01/2017	Date 03/0		07/2022		
	Tank, Hyderabad-500028, elangana Code:38				DC-HYD/SCC	DCI/TS/R	9-20/02	Challan No.		
	·	Terms of	Payment	DU	ser MOU Payr 3.12.2017, lendum DL18		ma	Vendor Code No.	NAC	:
SINO.	Product Distribution		HSN/SAC code	QTY	Course Fee	50% of 0	Course Fee	Taxable Value	GST	Amoun
	Finishing School - JAVA and TESTING Training bill 2nd installment(25) Total Cast per Student			ю	10000	100000		50000.0	18%	9000.0
	Center-NAC-RANGA REDDY-IZZATHNAGAR-10	Students								
	Tota	1				100000		50000.0		90000
2. Piece a) Bani b) A/c 1	ale is subjected to terms and conditions sta le refer below mentioned details for making I: Name & Branch Name: SBI & SSSS No.21345324583458		ler acceptance				Total Taxat	ole Value and CS	т	50000.0
3 Intere 4. All ch	: IFSC Code: SBIND6/885 ist at 20% per annum will be charged on ove leques and remittance to be made payable nice Development Corporation Limited's a/c	to Kerala Sta	ate	reco	gniaed		Grand Tate	i		50000.0
	du(Rup	sees): Forty O	ine Thousand				Net Amour	ntPayable		41000.0
	here to Verify ward to GM						NAME OF TH WITH DESIGN	EAUTHORITY IATION & TRAINING	G PAR	TNER NAM

Click on "VERIFY (Approve and Forward)" button as shown in above figure.

	Telangana S	cheduled Casto Bhav	es <b>Co-Oper</b> ritha - Skill	ative Development Corporation Ltd. Development Portal	
HOME	DATA ENTRY 🔻	CHANGE PASSWORD	LOGOUT		Welcome:: EO - 20 June 2019 THU - 12:35:56 P
				Invoice Successfully Forwarded Approved Batches	
				Search:	

Then system display success message as shown in above figure.

## Approval for 2nd Bill Proceedings:

Data Entry  $\rightarrow$  Approvals  $\rightarrow$  2<sup>nd</sup> Bill Proceedings

QA Testing Request for Change Request





Click on "2<sup>nd</sup> Bill Proceeding" as shown in above figure.

#### To Approve Proceeding:

HOME	DATA	ENTRY -	CHANGE PASSWORD	LOGOUT				~		Welco	me:: EO - 20 .	June 2019 THU - 12:
					Appro	ved Bata	ches					
									ect the chec			
								bo	x to approve	s s	earch:	
	†↓	tu Batch		Proceeding	1. Proceeding		1↓ View	View Note	View	11		Reject Remarks
SI.No.	District	Code	Training Partner	number	Date	Amount	Proceeding	File	Candidates	Approve	Reject	
1	RANGA REDDY	4	National Academy of Construction	SC/NAC/30/4/2	20/06/2019	41000.0	View	View	10 🤇			

Step1: Select Approve check box as shown in above figure.

Step2: Click on "Forward to GM" button as shown in above figure.

To Reject Proceeding:

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	Telan	gana (	Scheduled		Co-Operat 1a - Skill De			Corpo	oration Lt			
HOME	DATA	ENTRY -	CHANGE PAS	SWORD	LOGOUT	_	_	_	_	We	lcome:: EO -	- 19 June 2019 WED - 12:09
					A	pproved	d Batches			ect the ch ox to Reje		
†. <b>SI.No.</b>	1↓ District	Batch Code	1. Training Partner	Proceeding number	Proceeding Date	1 Amount	View Proceeding	View†↓ Note File	î↓ View Candidates	Approve	1 11 Reject	Reject ↑⊥ Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	18/06/2019	5658.0	View	View	3		۲	Enter Reject 🔶 Remarks
Showing 11	to 1 of 1 entrie	25				Forward TO	GM ZReject		Click here		ter Rema	rks

Step1: Select reject check box as shown in above figure.

Step2: Enter remarks as shown in above figure.

Step3: Click on "Reject" button as shown in above figure.

	Telangana S	cheduled Casto Bhav	es Co-Oper itha - Skill I	ative Development Corporation Ltd. Development Portal	
HOME	DATA ENTRY 🔻	CHANGE PASSWORD	LOGOUT		Welcome:: EO - 20 June 2019 THU - 12:40:38 PM
				Invoice Successfully Forwarded. Approved Batches	
					Search:

Then system display success message as shown in above figure.