USER MANUAL

for

OUTSOURCED PERSON PORTAL

UP Power Corporation Limited

Developed by

Sheela Group
ISO 9001 Certified

Sheela Foam Limited

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Engineer In Contract

Login

1. On entering the URL, you will be taken to the following page where you can login/ Sign In as the Engineer In Contract by entering the Username/ Email Id and the correct password
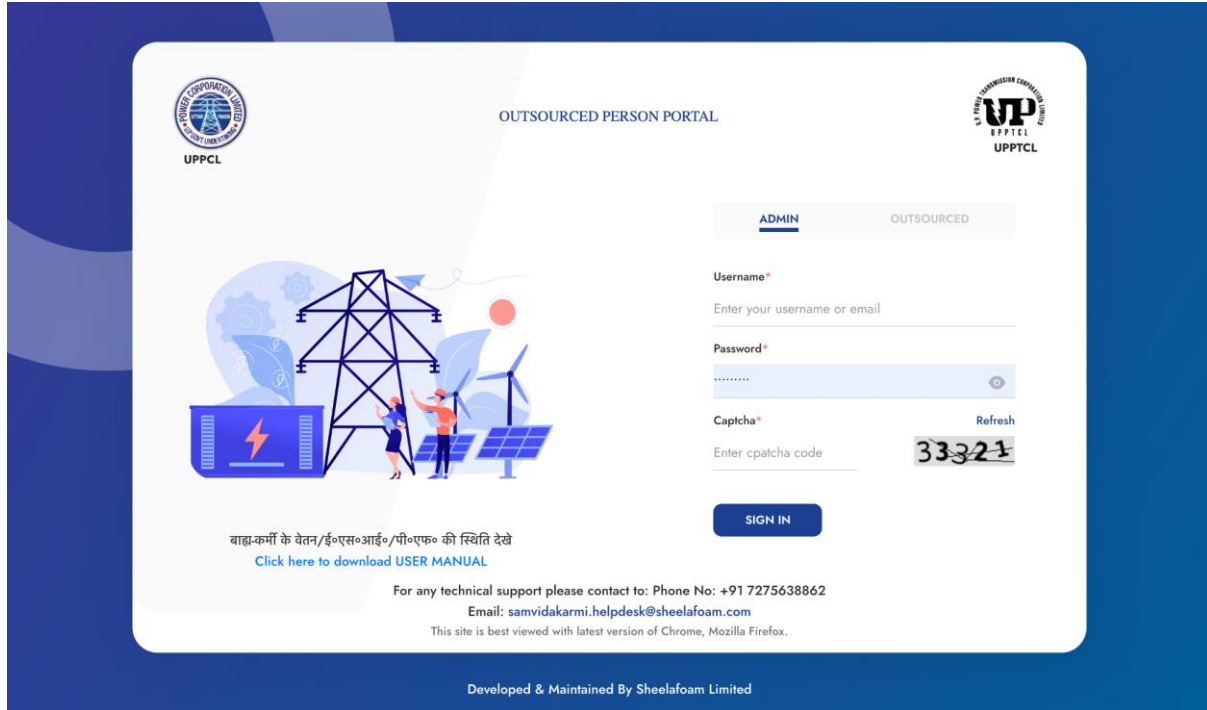

2. On entering the correct Username and Password the following screen will be displayed, this is the dashboard for Engineer In Contract where they can access Dashboard, Masters Management, Engineer in Contract, Contractor Management, Report
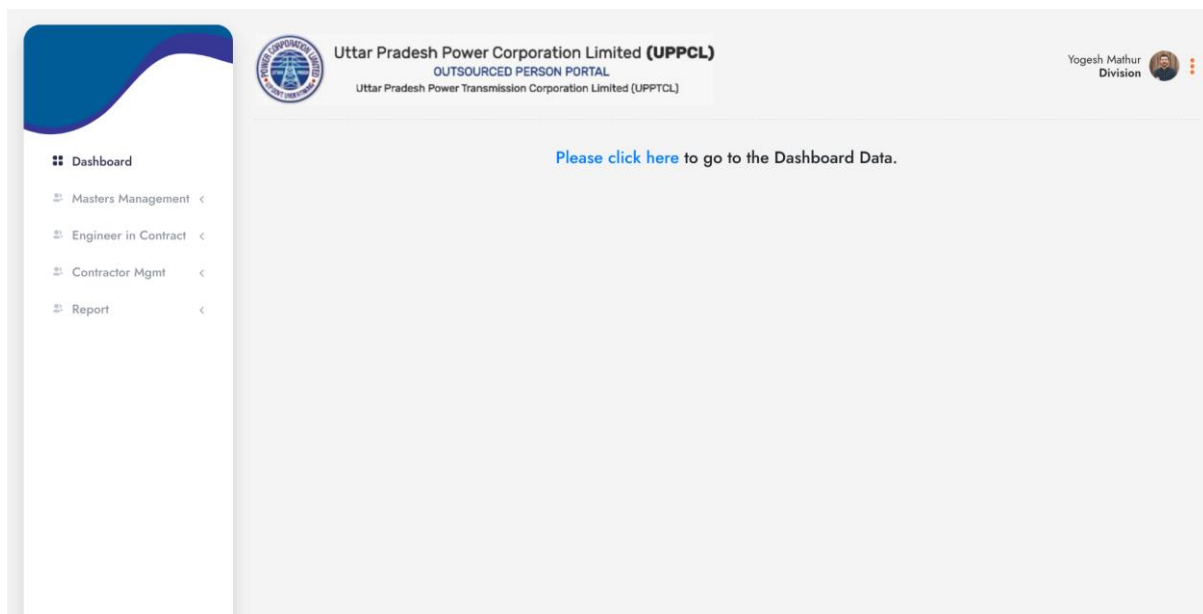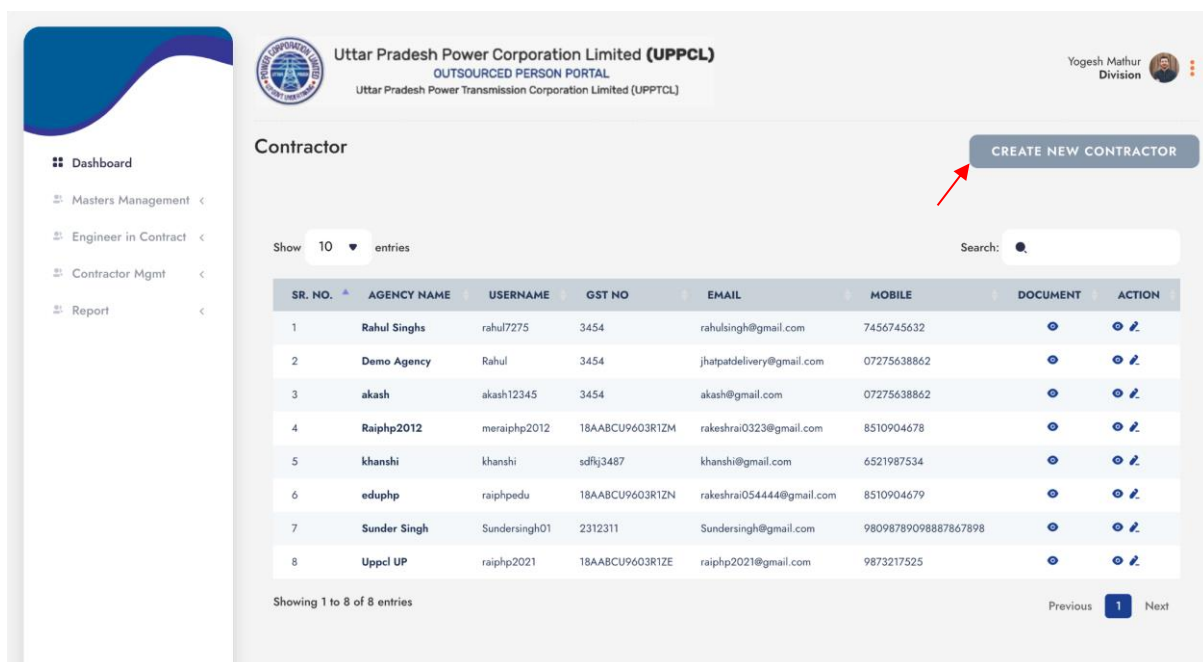
Incorporation of a New Contractor

3. **For Incorporation of a new Contractor**, select Contractor in the Engineer In Contract on the side menu
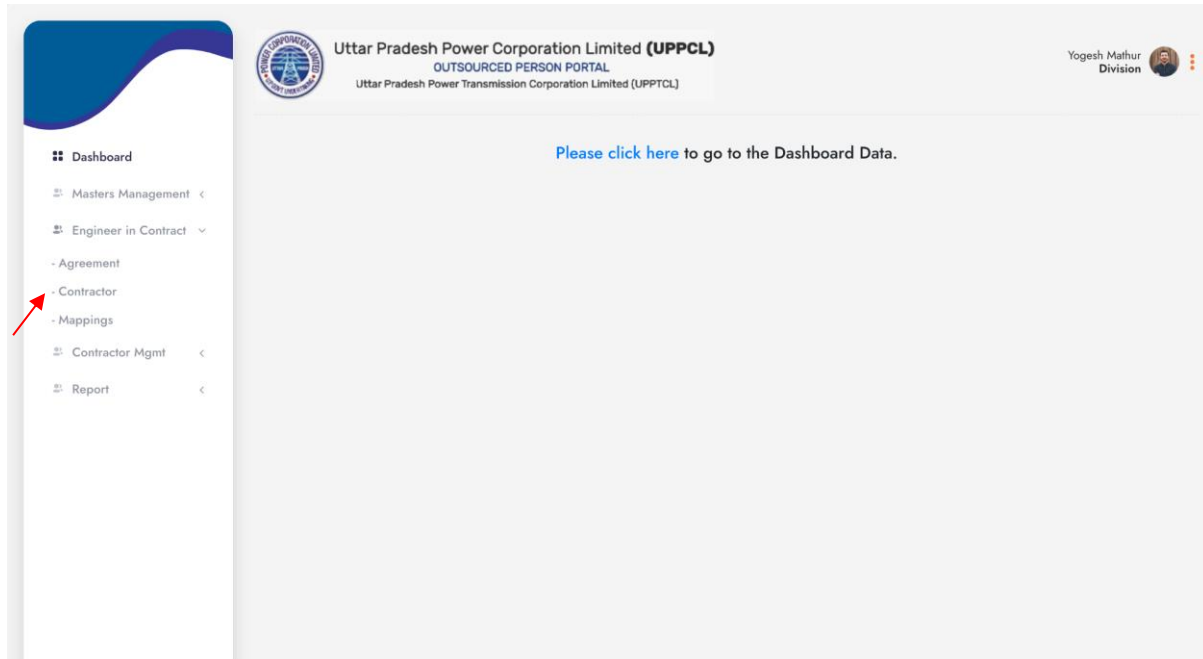
4. The following screen will be displayed, where you can view all the existing Contractors and their details as well as select 'Create New Contractor' for the creation of a new contractor

Contractor

CREATE NEW CONTRACTOR

Show 10 entries   Search:

SR. NO.	AGENCY NAME	USERNAME	GST NO	EMAIL	MOBILE	DOCUMENT	ACTION
1	Rahul Singhs	rahul7275	3454	rahulsingh@gmail.com	7456745632	👁	👁 ✏
2	Demo Agency	Rahul	3454	jhatpatdelivery@gmail.com	07275638862	👁	👁 ✏
3	akash	akash12345	3454	akash@gmail.com	07275638862	👁	👁 ✏
4	Raiphp2012	meraiphp2012	18AABCU9603R1ZM	rakeshrai0323@gmail.com	8510904678	👁	👁 ✏
5	khanshi	khanshi	sdfkj3487	khanshi@gmail.com	6521987534	👁	👁 ✏
6	eduphp	raiphpedu	18AABCU9603R1ZN	rakeshrai054444@gmail.com	8510904679	👁	👁 ✏
7	Sunder Singh	Sundersingh01	2312311	Sundersingh@gmail.com	98098789098887867898	👁	👁 ✏
8	Uppcl UP	raiphp2021	18AABCU9603R1ZE	raiphp2021@gmail.com	9873217525	👁	👁 ✏

Showing 1 to 8 of 8 entries   Previous 1 Next

5. On selecting 'Create New Contractor' the following screen will be displayed where you can fill all the required details of a New Contractor and proceed to Save

6. On successful creation of a New Contractor the following screen will be displayed
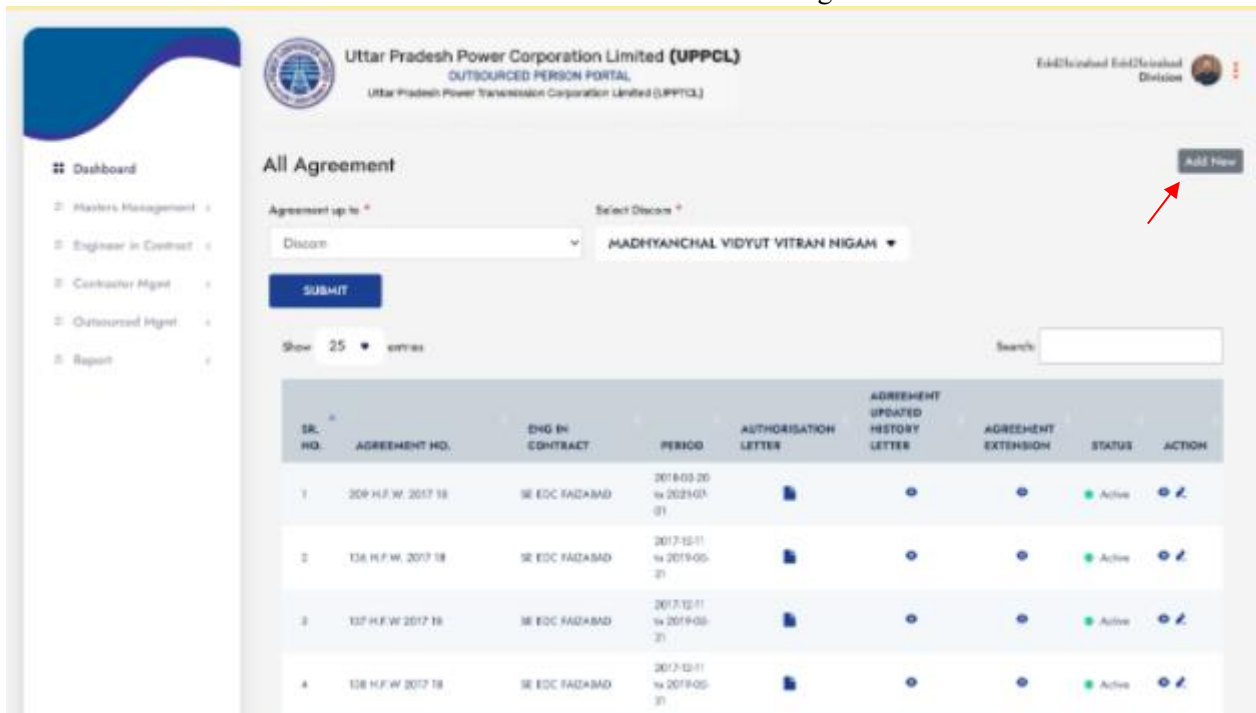
Addition of a New Agreement

7. For addition of a New Agreement, select Agreement in Engineer In Contract on the side menu
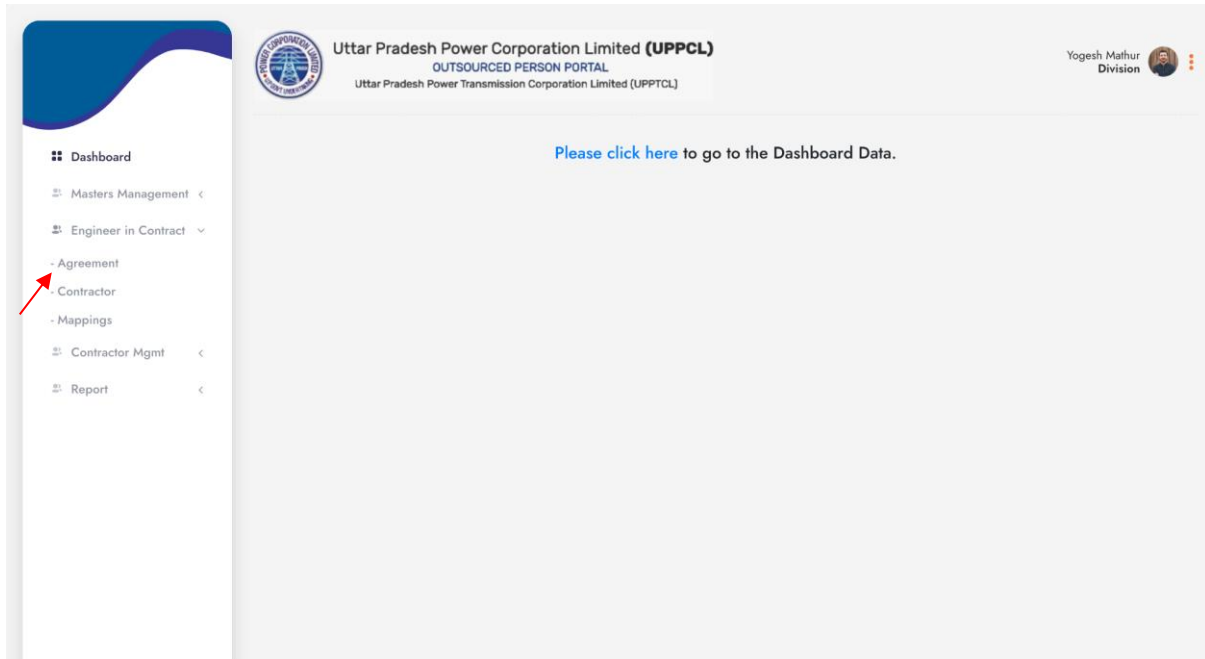
8. The following screen will be displayed, where you can view all the existing agreements and their details as well as click on 'Add New' for the creation of a new Agreement

9. On selecting Add New, the following screen will be displayed where you can enter all the required details for the addition of a New Agreement and click on 'Save'.

10. On Successful addition of a New Agreement the following screen will be displayed

11. To update the Agreement history letter click on the "Agreement Update history letter" view button for a specific agreement on the All agreement list.
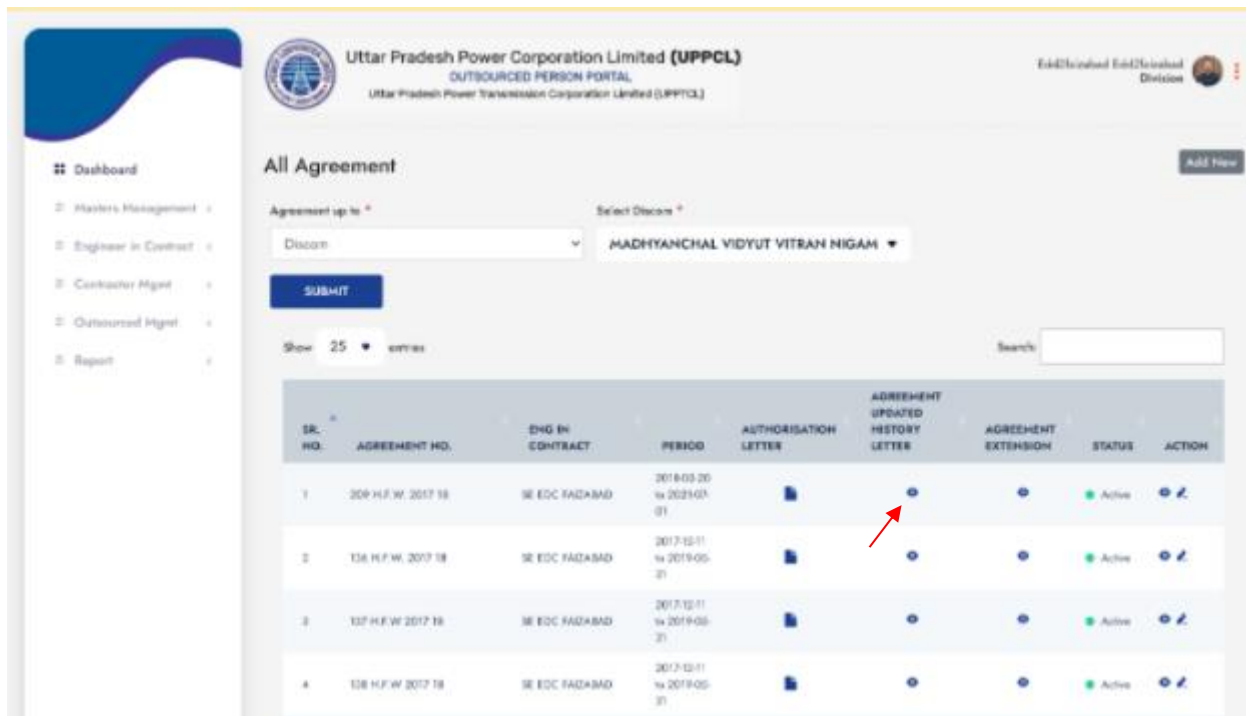
12. The following screen will be displayed
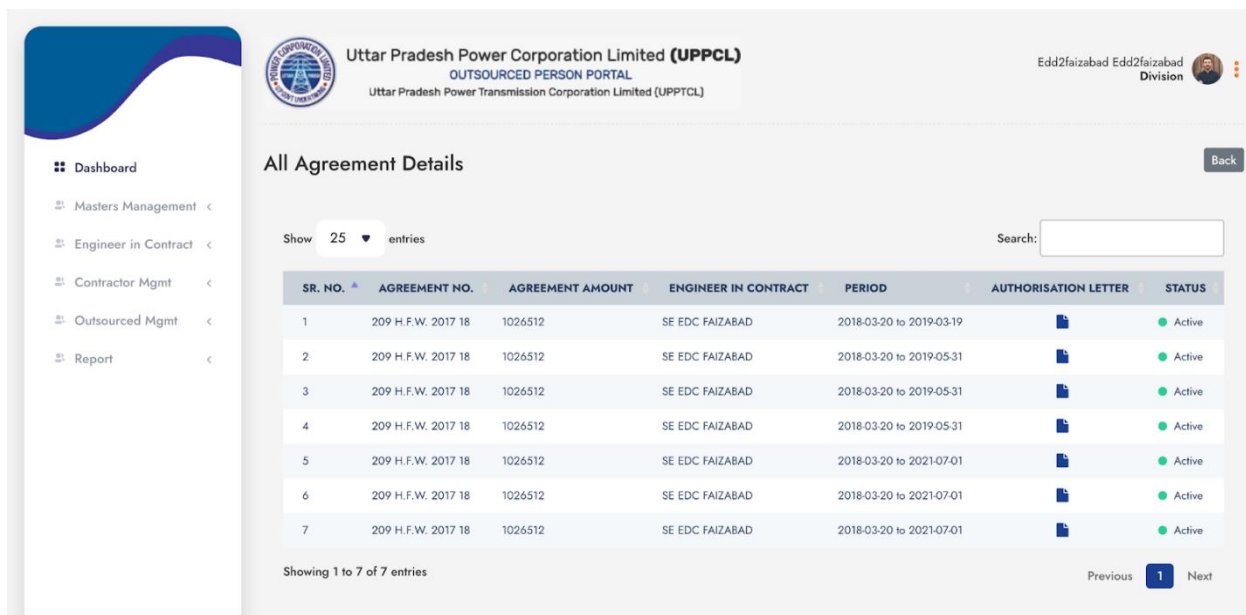
13. For extension of an agreement click on the "Agreement Extension" view button for a specific agreement on the All agreement list

14. The following screen will be displayed

Agreement Mapping

15. **For Agreement Mapping**, select Mappings in Engineer In Contract on the side menu

16. The following screen will be displayed, where you can map an agreement with the location and click on 'Submit' button to save it.
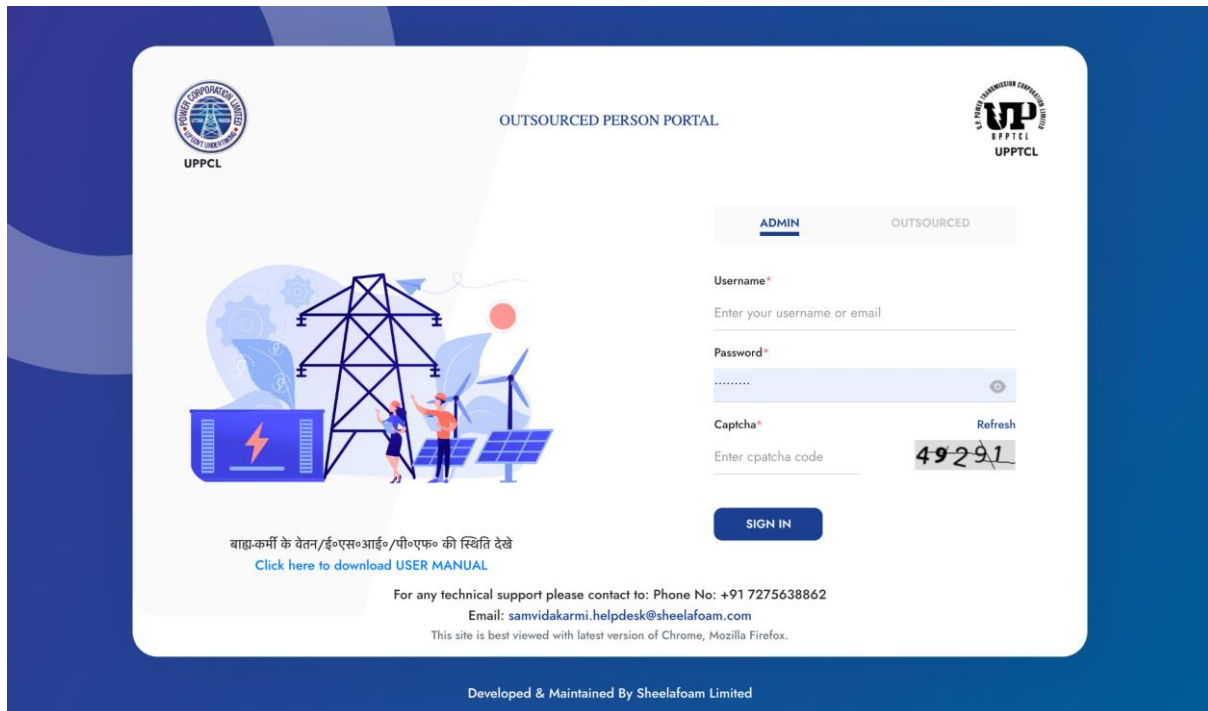

17. On successful Mapping of the Agreement, the following screen will be displayed.

Contractor

Login

1. On entering the URL, you will be taken to the following page where you can login/ Sign In as the Contractor by entering the Username/ Email Id and the correct password


2. On entering the correct Username and Password the following screen will be displayed, this is the dashboard for Contractor where they can access Dashboard, Engineer in Contract, Contractor Management, Outsourced Management
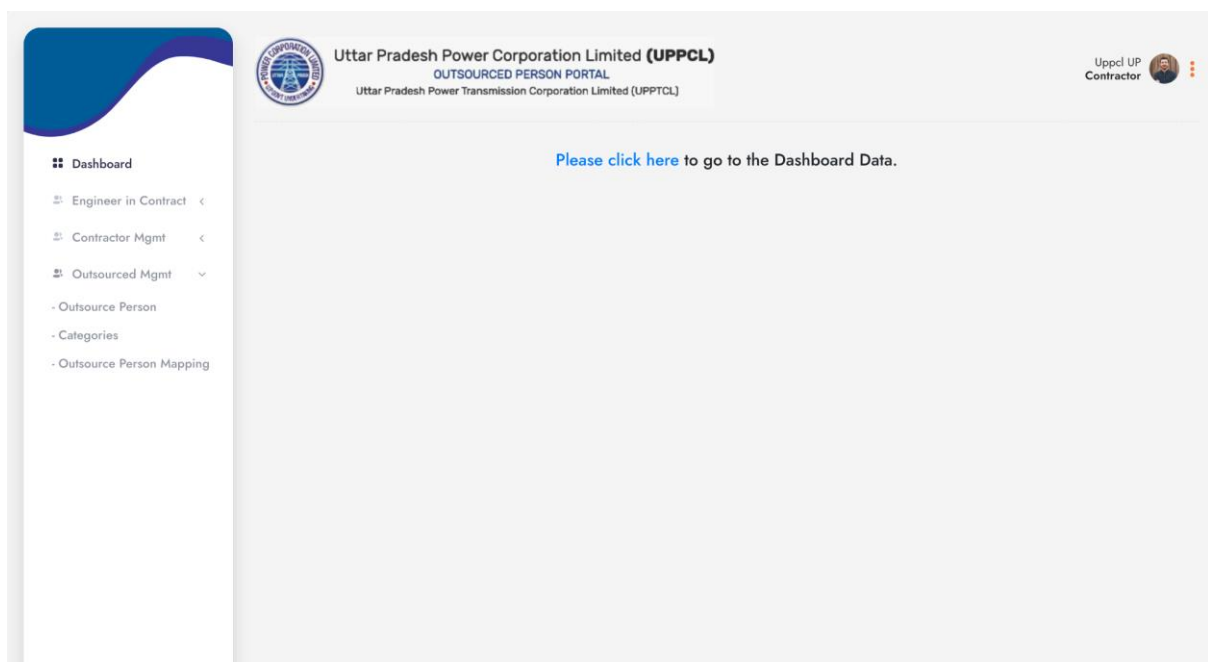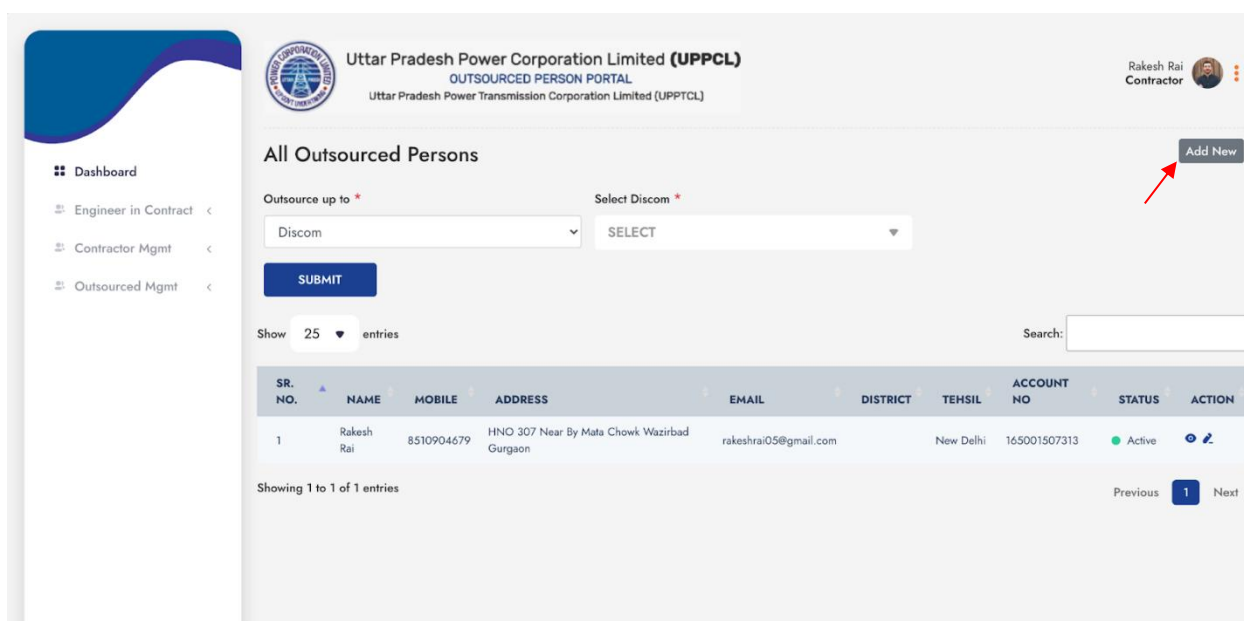
Addition of an Outsourced Person

3. **For Addition of an Outsourced Person**, click on the Outsource Person in the Outsource Management on the side menu
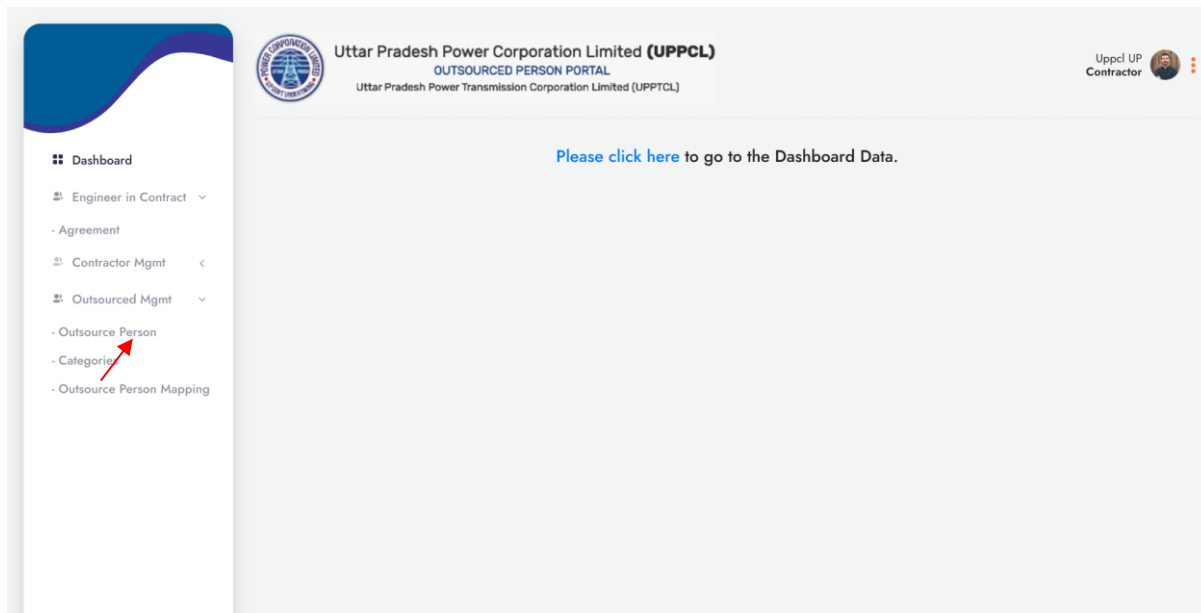
4. The following screen will be displayed, where you can view the details of all the Outsourced persons and click on 'Add New' for the addition of a New Outsourced Person

5. On selecting Add New, the following screen will be displayed where you can enter all the required details for the addition of a New Outsourced Person and click on 'Save'
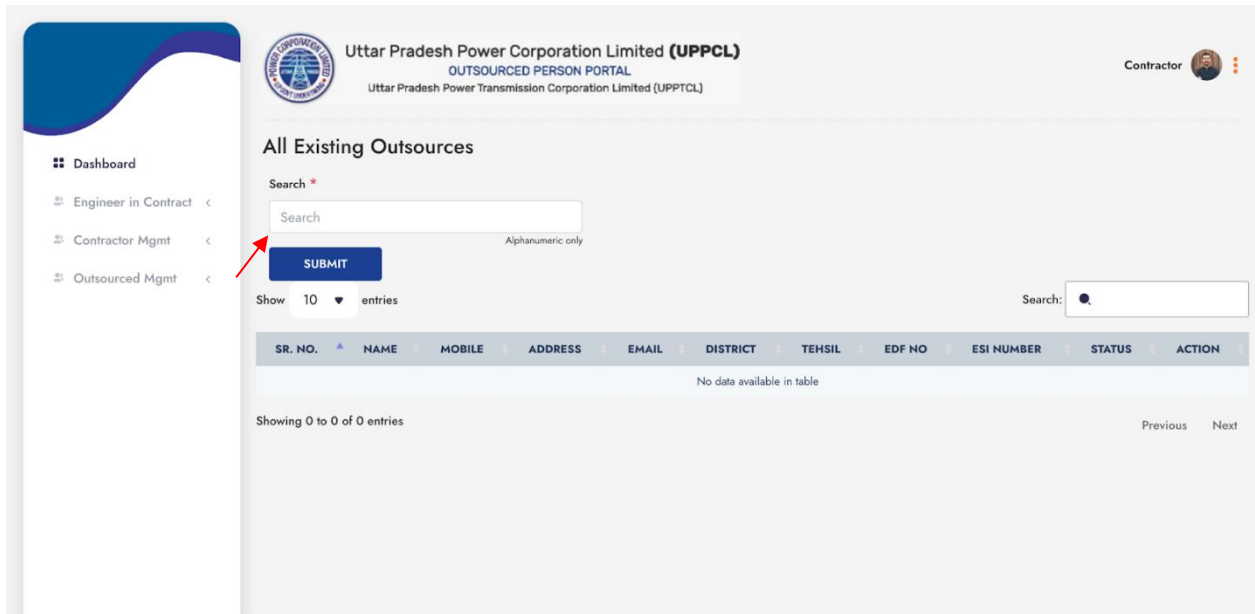
Addition of Existing Outsourced Person

4. **For Addition of an Existing Outsourced Person**, click on the Add Existing Outsource in the Outsource Management on the side menu
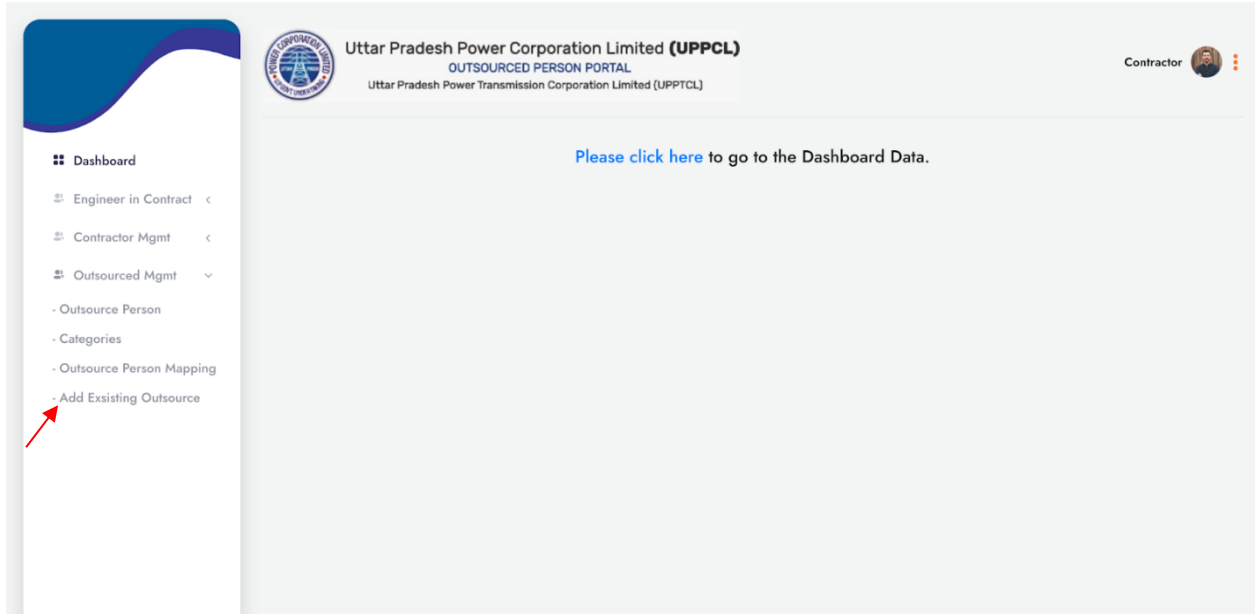
5. The following screen will be displayed, where you can search the Outsourced Person by entering their Mobile number or EPF number.

6. The following screen is displayed on searching via Mobile Phone number. On clicking on the 'Eye button' you can view all the details of the selected Outsourced Person.

7. The following page is displayed on clicking the Eye button

8. On clicking on the 'Plus button', the Outsourced Person is added to the logged in contractor.

9. The following screen will be displayed on clicking the 'Plus button'.

Deployment of an Outsourced Person

10. **For deployment of an Outsourced Person on the location**, select Outsource Person Mapping in the Outsourced Management on the side menu.
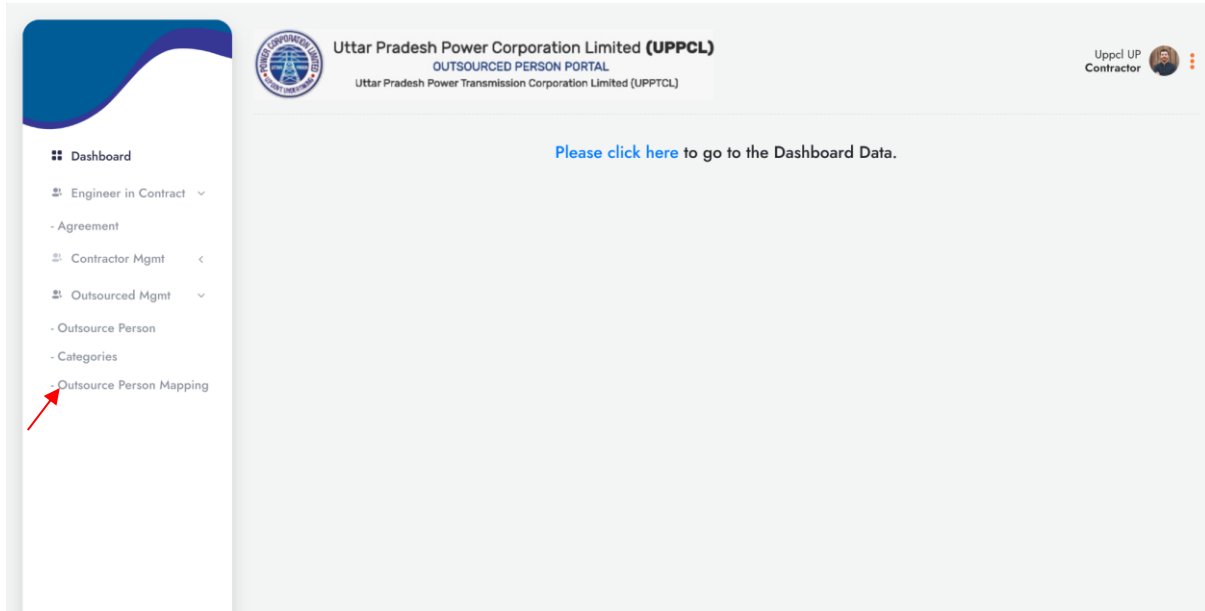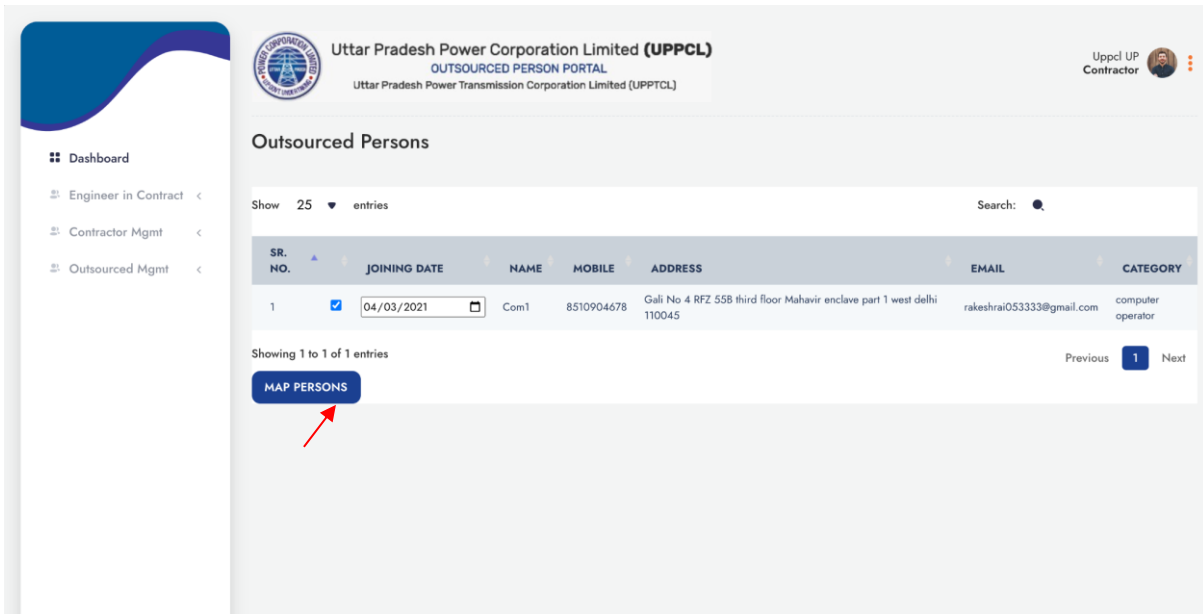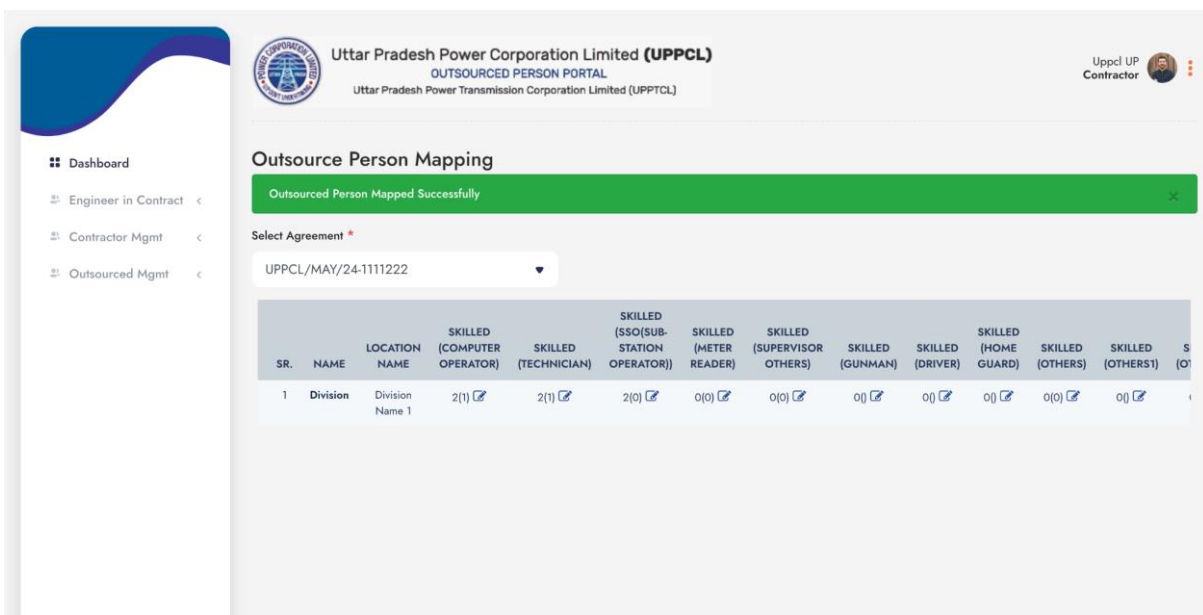

11. The following screen will be displayed, where you select the Agreement from the drop - down menu for which the outsourced person are to be mapped.
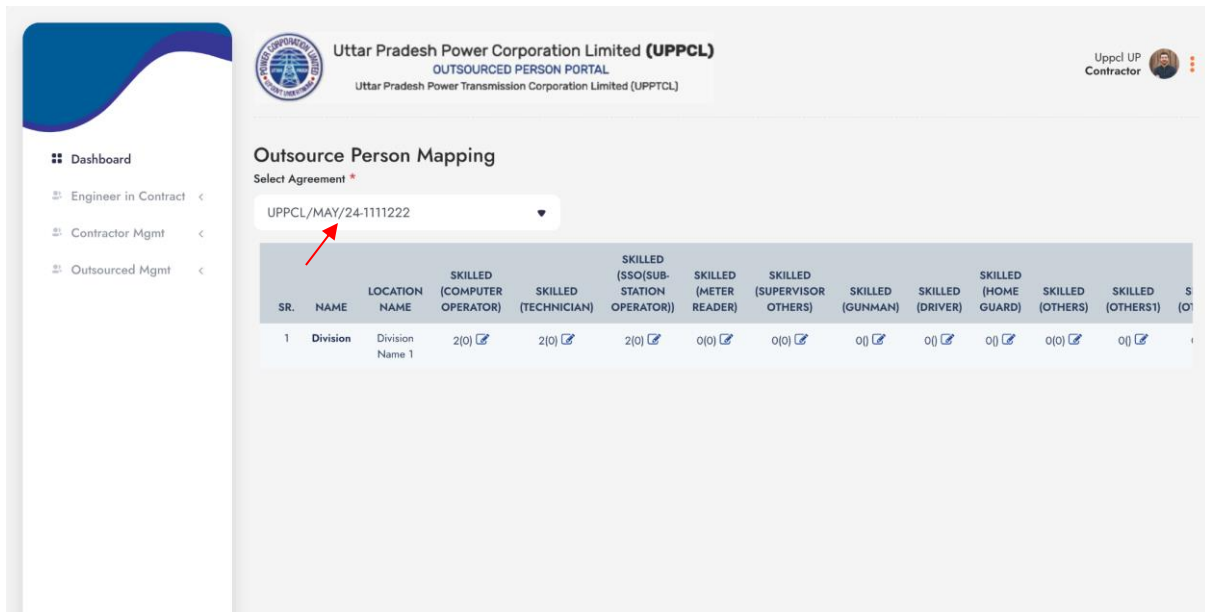
12. The next screen will allow you to map individual outsource person to the location by entering all the required details and on clicking the 'Map Persons' the mapping will be completed.
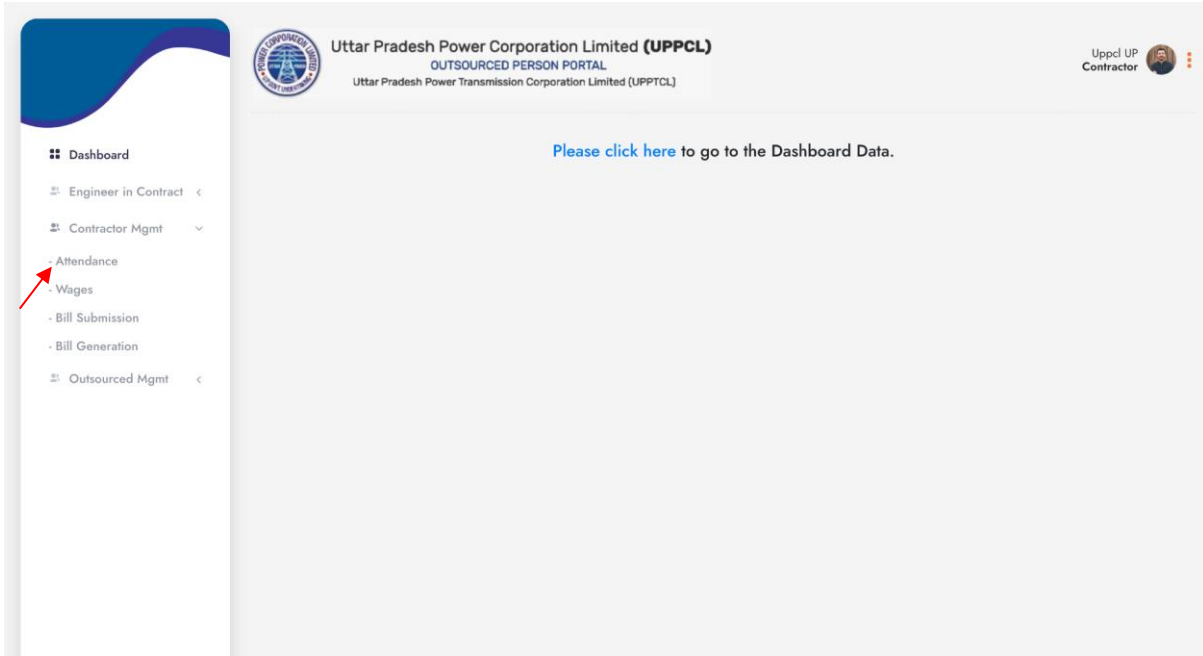

13. The following screen will display the successful Mapping of an outsourced person.
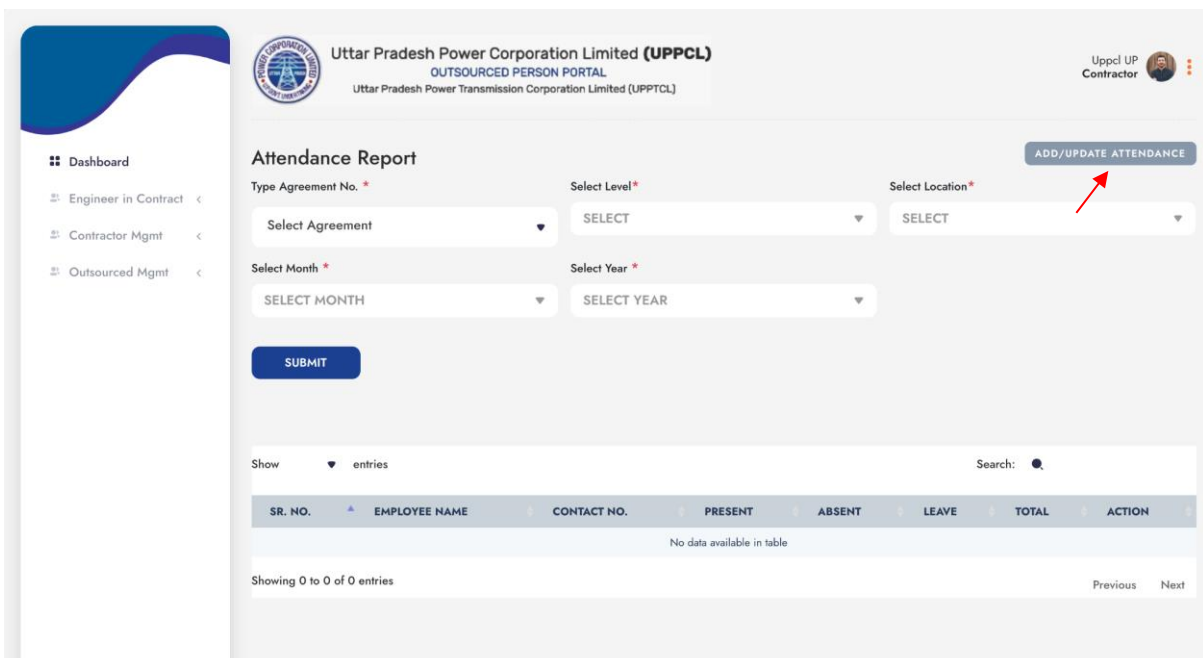
14. **For Marking the attendance of an Outsourced Person**, select Attendance in the Contractor management on the side menu

15. The following screen will be displayed, where you can click on 'Add/ Update Attendance'.

16. The next screen will allow you to update and enter the attendance details of the outsourced people. On clicking the 'Submit' button it will enter the details of attendance to the system.
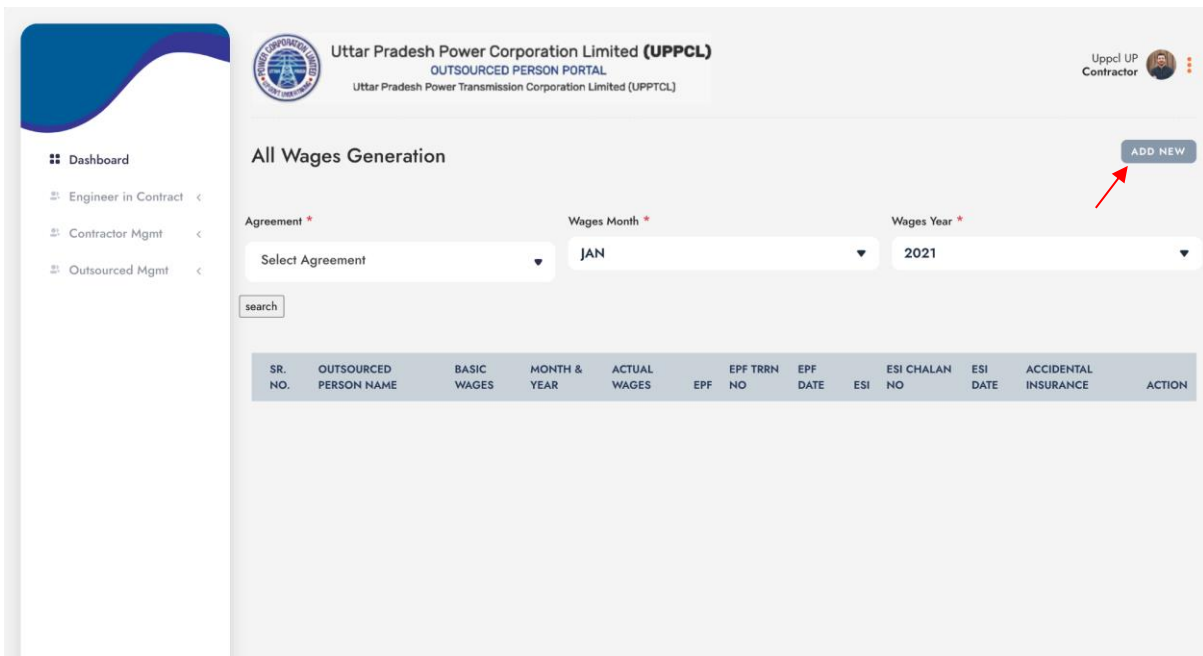
Wage Generation

17. For wage generation of Outsourced Person, select wages in the Contractor management on the side menu.
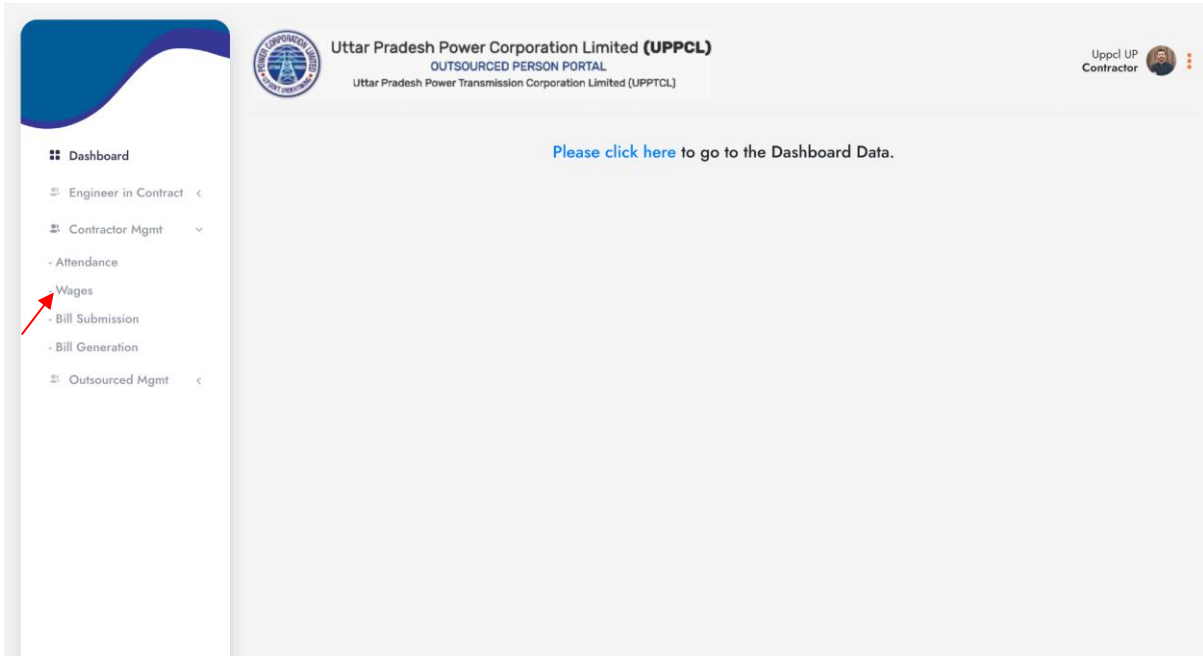
18. On the following screen, select the 'Add New' button for wage generation.

19. The following screen will be displayed where you can enter all the required details and click on 'Submit' button.

Bill Submission

20. **For Bill Submission,** select the Bill submission in the Contractor Management on the side menu.
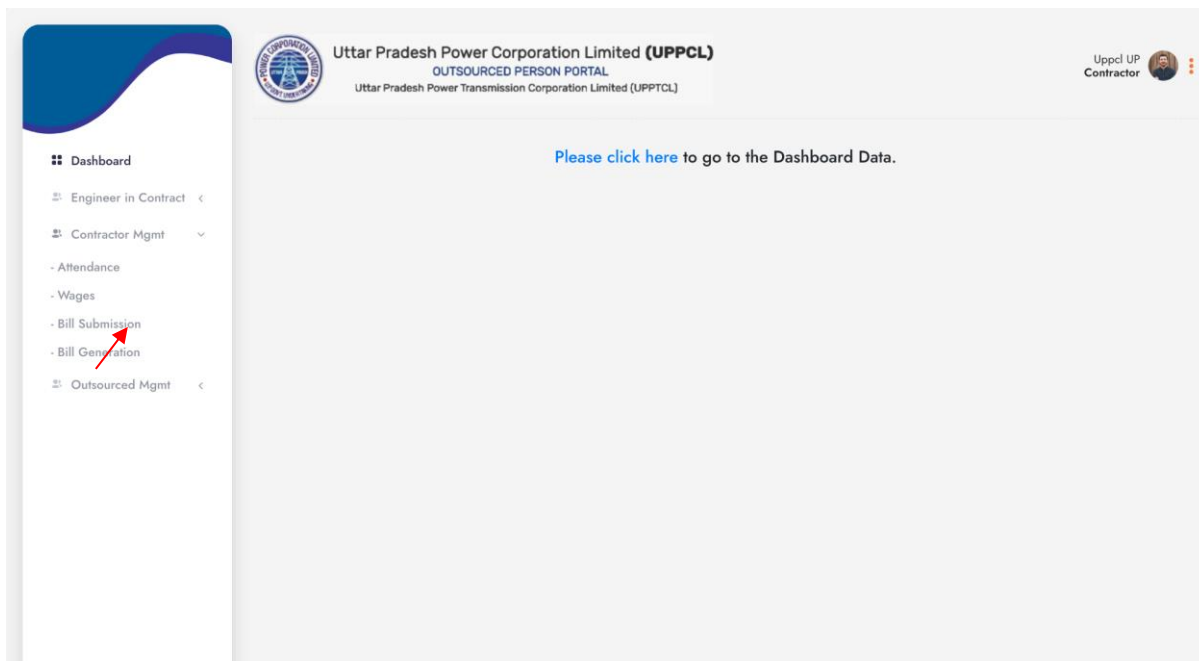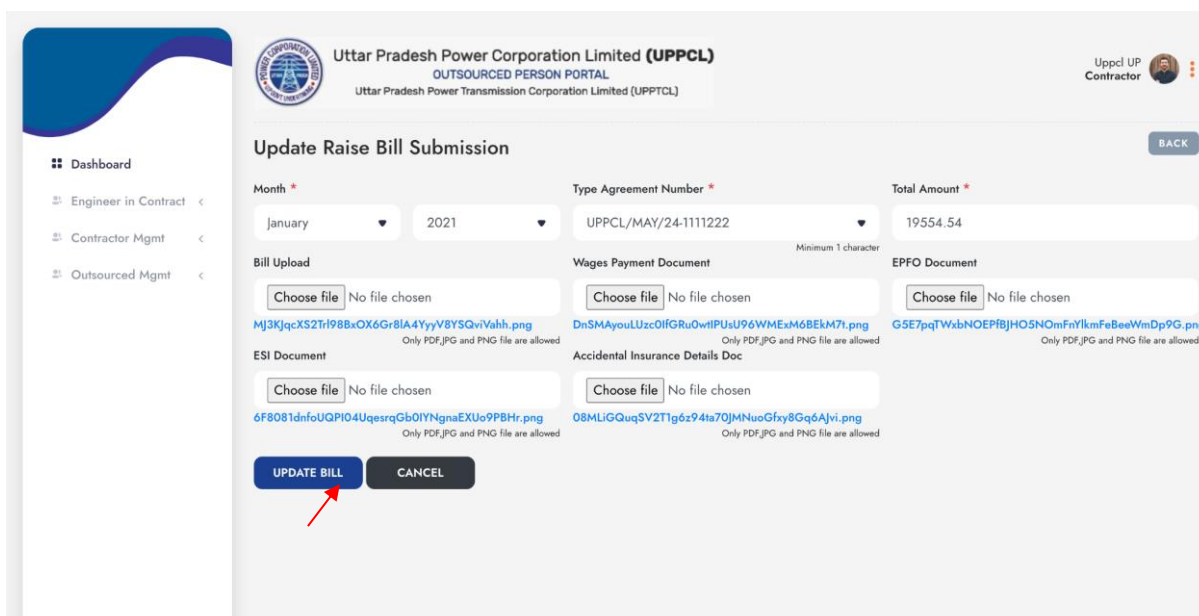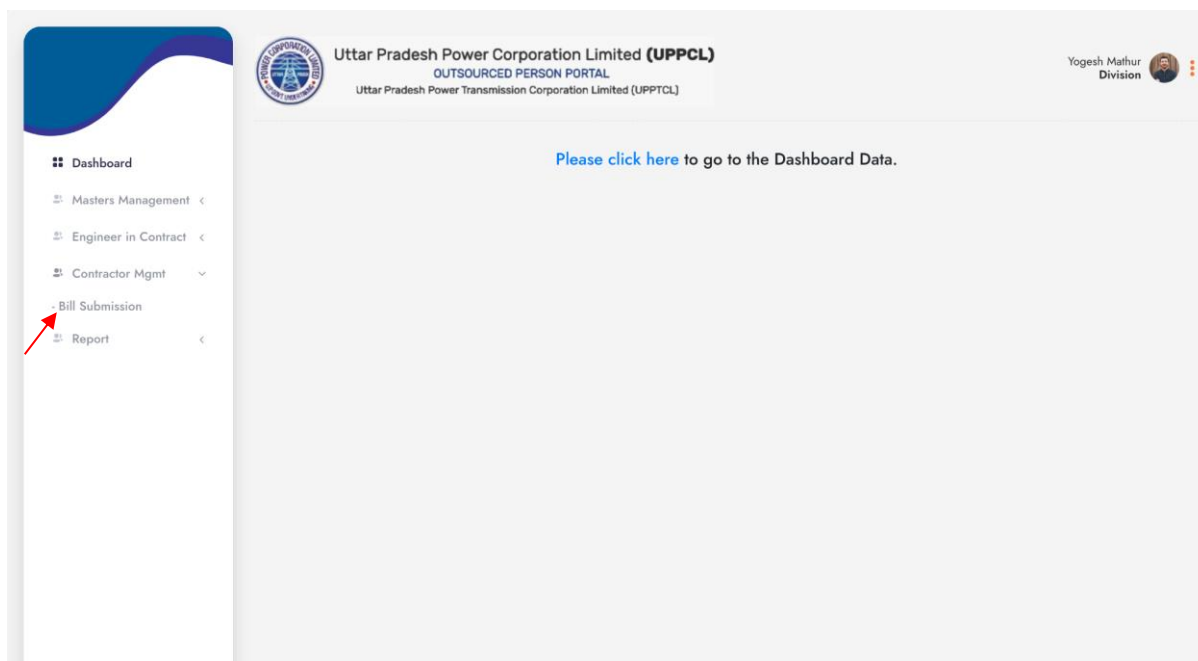

21. The following screen will be displayed, where you can submit all the required details against a bill and update the required Bill by clicking on the 'Update Bill' button.
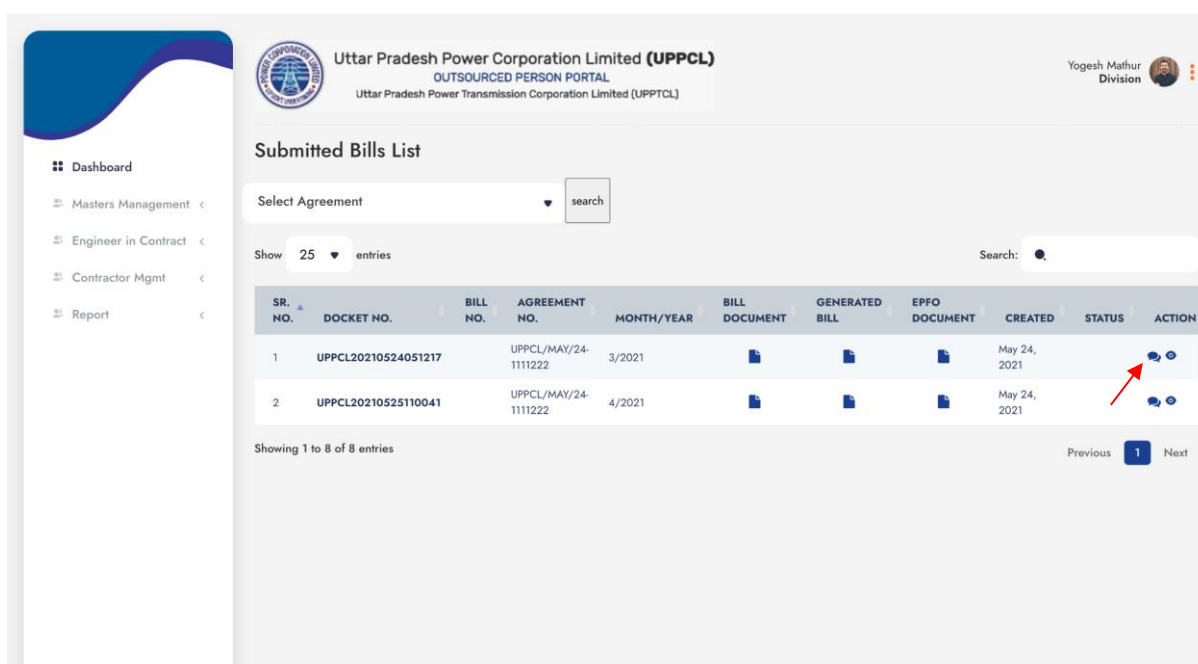
Bill Process by Engineer in Contract

1. The Engineer In Contract needs to select the 'Bill Submission' option in the Contractor Management on the side menu.

2. The following screen will be displayed, where you can update the status of a particular bill by clicking the chat icon on the right end.

3. The following dialog box will pop up for you to update the status of the bill by clicking the 'Submit' button.
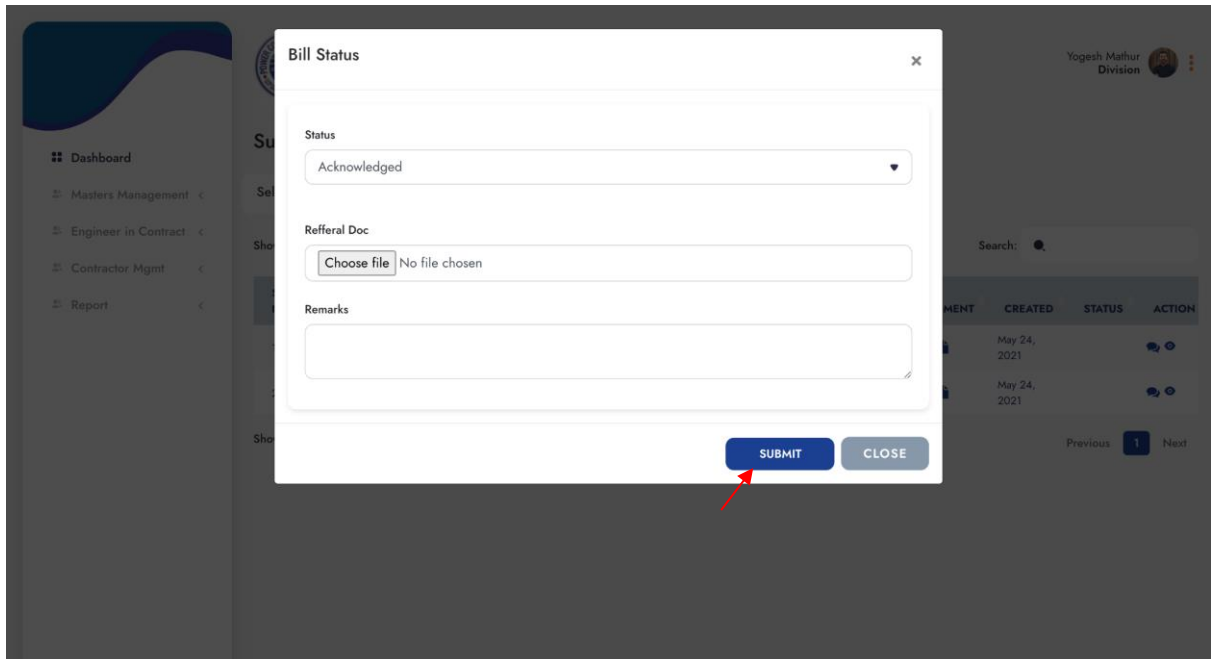
Help Desk Details

For any assistance, please connect :

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