THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
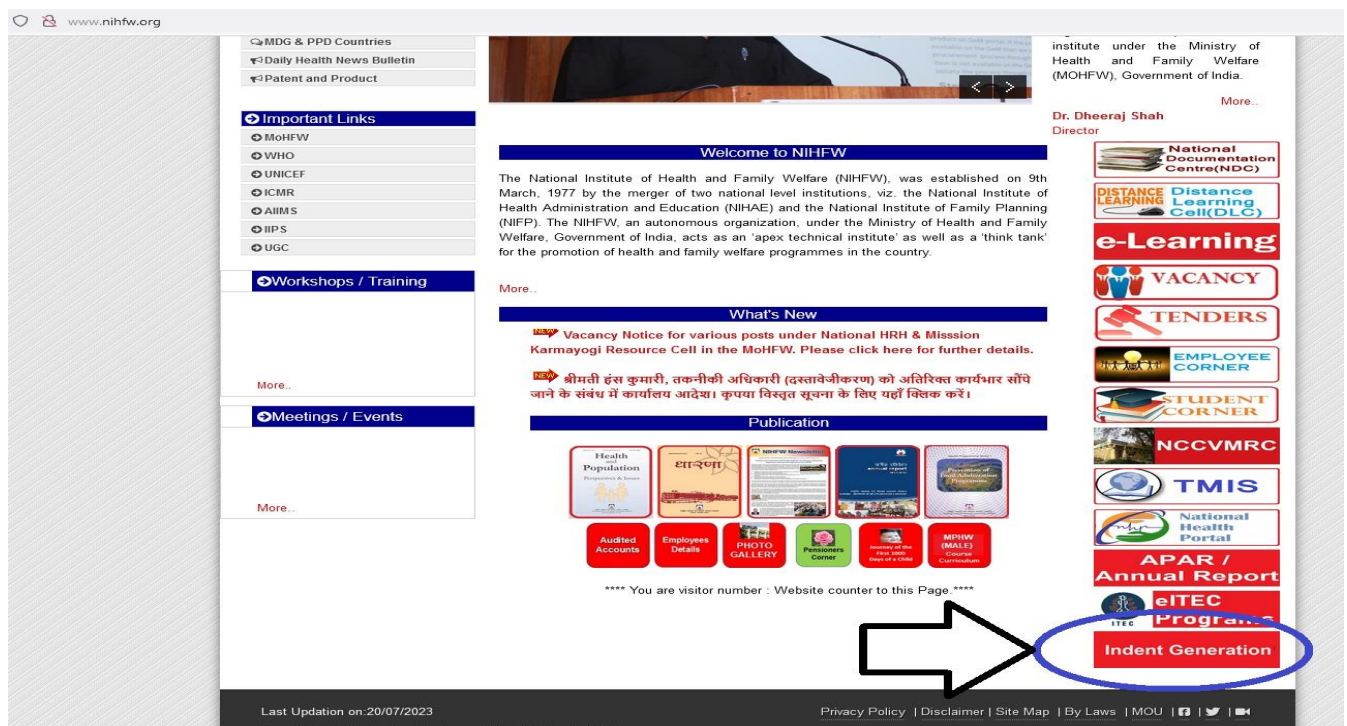## Computer Centre

Date: 29-01-2024

CIRCULAR

Subject: Hosting of Store Module in the NIHFW website.

The store module has been hosted in the institute website and is functional. It can be accessed by clicking on the link "Indent Generation" from the homepage of the institute website (www.nihfw.org). The login credentials are in the following format:

Email ID : **<employee code>@nihfw.org** (for eg. 2089@nihfw.org)

Password: **123456** (default password can be changed after the initial login)

(Pankaj Gautam)
In-Charge, Computer Centre

LOCATION OF LINK ON OLD WEBSITE

LOCATION OF LINK ON NEW WEBSITE

1. Login
   - Link will be made available in the Institute website to access the Module:
   - Temporarily the service is now available from the following URL:
   192.168.2.14/internal.nihfw.org
   - Credentials: **Email: EmployeeCode@nihfw.org (ex:2088@nihfw.org)**
   Password: 123456 (kindly change password after login)

2. The store module has the following flow

```
                    ┌─────────────────┐
                    │  Raise Indent   │
                    └─────────────────┘
                             ↘
┌──────────────────┐   ┌──────────────┐   ┌─────────────────────────┐
│ Create Indent    │ → │  Add Items   │ → │  1.  Add Item           │
│      List        │   │              │   │  2.  Select Approval    │
└──────────────────┘   └──────────────┘   │      Authority          │
                                           │  3.  Submit             │
                                           └─────────────────────────┘
                                                        │
                                                        ↓
   ┌──────────────────┐          ┌─────────────────────────────┐
   │  Approve / Reject │  ←────── │  Approval Authority Login   │
   └──────────────────┘          └─────────────────────────────┘
            │
            ↓
   ┌──────────────────┐          ┌─────────────────────────────┐
   │  Issue / Reject   │ ───────→ │        Store Login          │
   └──────────────────┘          └─────────────────────────────┘
```
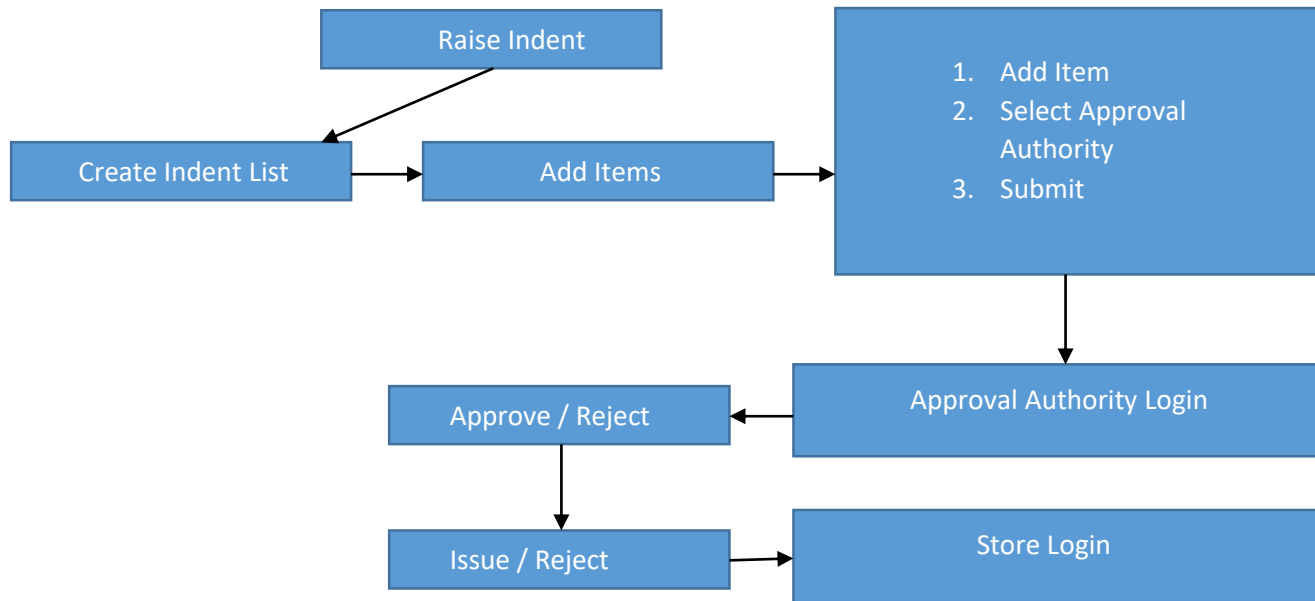
3. Raise Indent:
   -Click on the Raise Indent Option Displayed on the Right Side-Panel
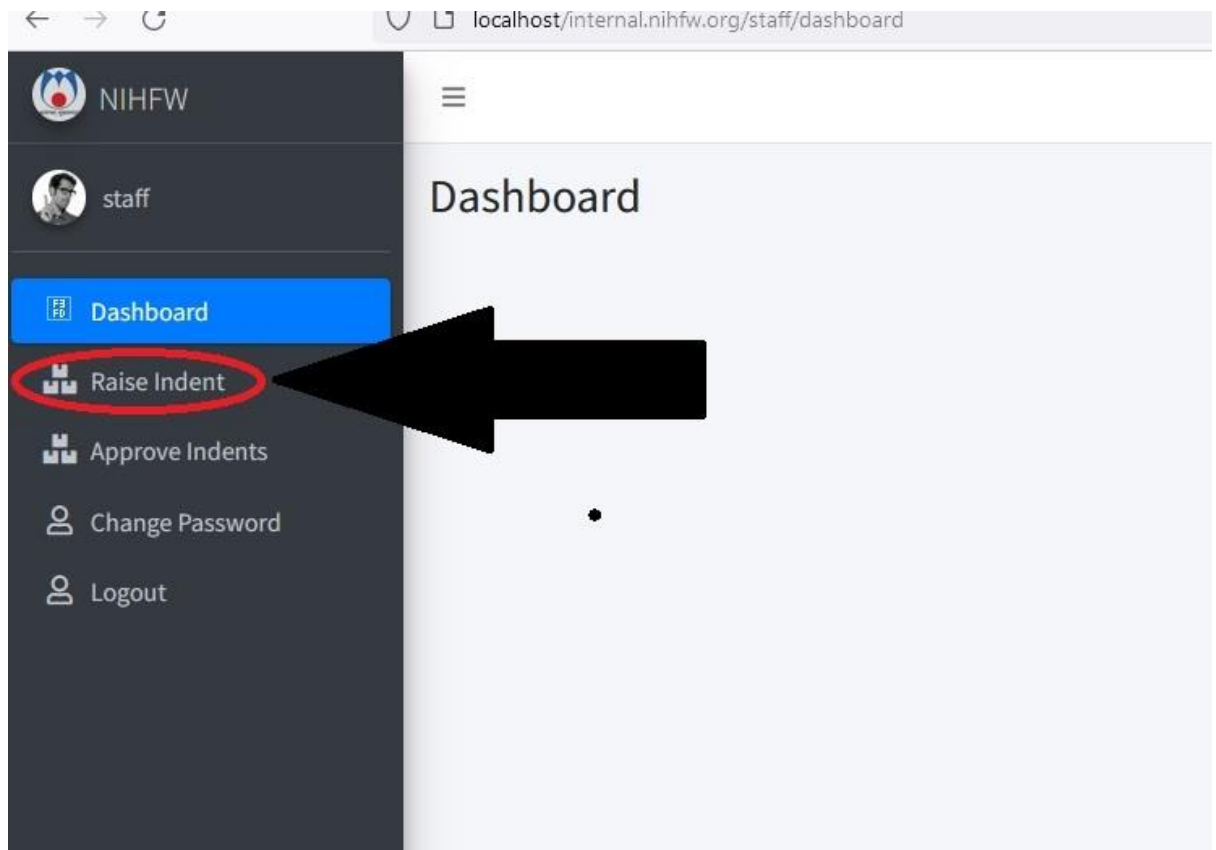
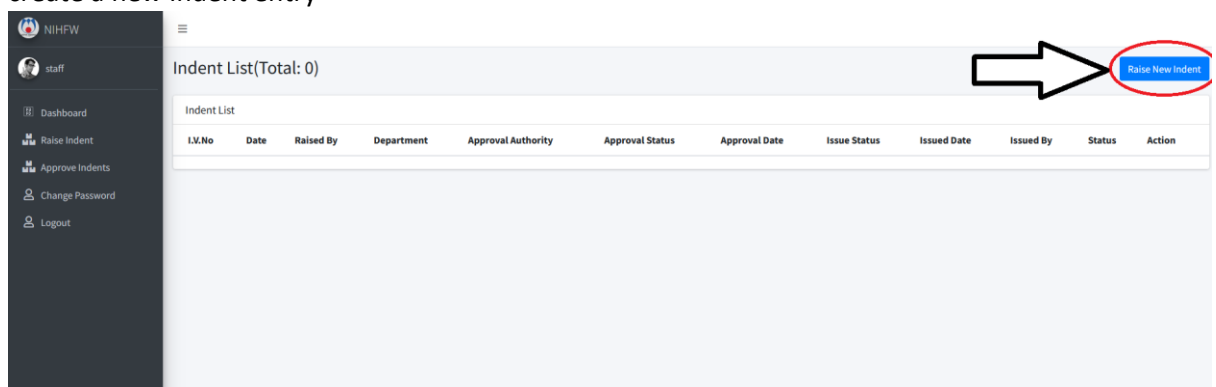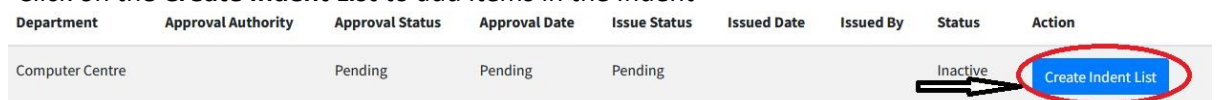-List of Indents created by the user will be displayed

-Click on the **Raise New Indent** button available on the top right hand side of the page to create a new Indent entry

-Click on the **Create Indent List** to add Items in the Indent

4. Create Indent List
   - Select Billing type
   - Select the Item and enter the quantity
   - Click on the Add Item to add more items in the list
   - Select Approval Authority and Submit

5. Approve Indent
   - Click on the **Approve Indents** button on the left side panel
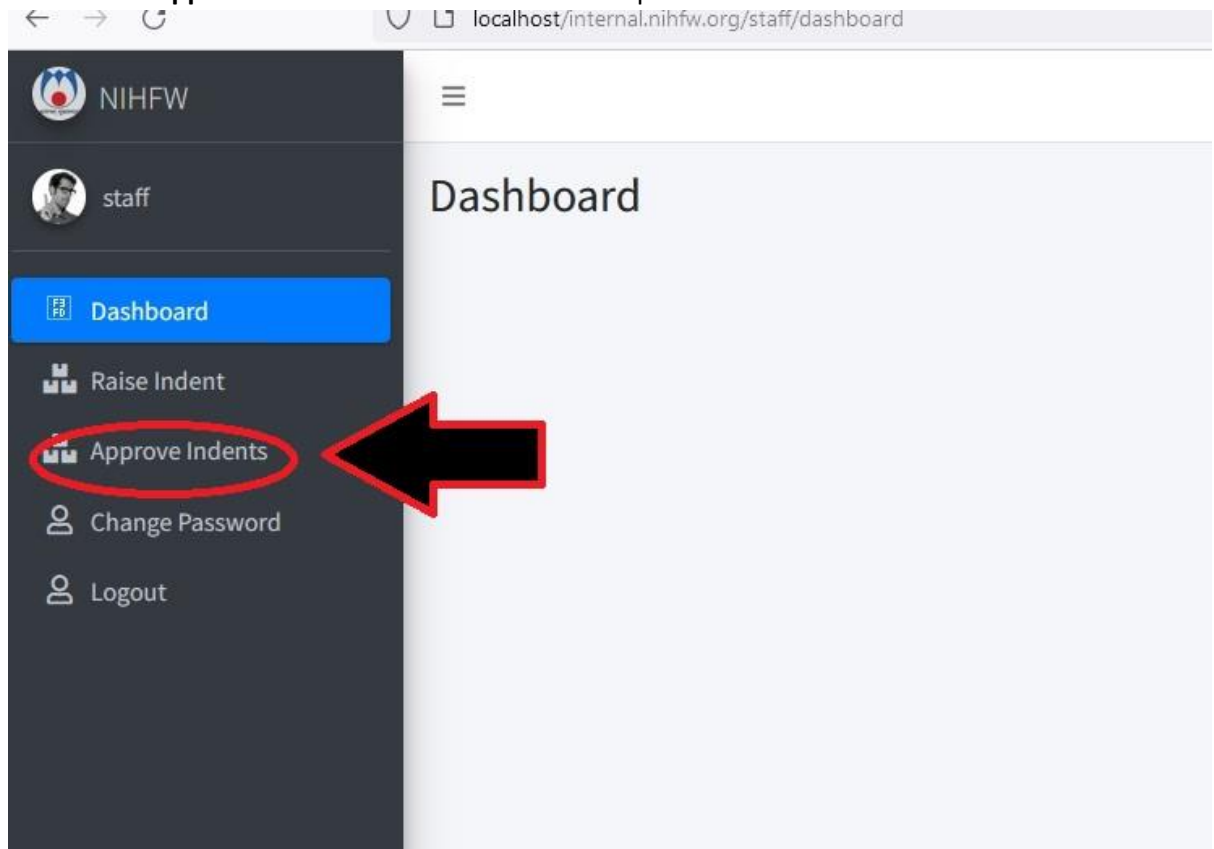
   - List of Indents for approval will be displayed

I.V.No	Date	Raised By	Department	Approval Authority	Approval Status	Approval Date	Issue Status	Issued Date	Issued By	Status	Action
01/2024/7	10-01-2024	Dinesh R	Computer Centre	Pankaj Gautam	Pending	Pending	Pending			Active	View Indent

- Click on **View Indent** of respective Indent to view, edit (if required) and approve/reject the Indent.

≡

Raise Indent

I.V.No

01/2024/7

Billing Type

Non Billing

| Item	Quantity	
	Attendance Register	1
	Badges	1

Approval Authority

Dinesh

Certified that the stock of items previously issued has been completely exhausted and there has not been any wastage or misuse thereof.

Approve Reject Back

6. Once approved, the Stores Section will make neccessary entries and issue the items. The indent form will be auto-generated at store's end and should be signed by the receiver of the items while receiving the items.