

## Assurance Module

As shown in the right side of the screen, **select Language** as **ENGLISH** from the dropdown list. Enter **User-Id** and **Password** then click on the **Login** Button.



fig(1)

After Logging, Fig (2) appears. It shows the statistics of, Files and Letters Pending for acknowledge, and Letters acknowledged both within the Department as well as from Outside the Department(s).

To enter **Assurance** details Go to **Others** Menu Choose **Assurances** and Click on **Entry** as shown in fig(2)

The screenshot shows the Directorate of Technical Education web portal. The header includes the logo of the Government of Karnataka, the text 'Directorate of Technical Education', and the National Informatics Centre (NIC) logo. The breadcrumb trail is '23/05/2015 > Directorate of Technical Education > Inward > FDA'. The user is logged in as 'Mr./Mrs. abc (858585)' and the version is '1.1'. The navigation menu includes 'Administrator', 'Letters', 'Files', 'Queries', 'Reports', 'Dash Board', 'Others', 'CS Dash Board', and 'ODGC'. The 'Others' menu is expanded, showing options like 'CCMS', 'DMS', 'DECMS', 'Meeting/Note/Task', and 'Assurances'. The 'Assurances' option is selected, and a sub-menu is open with 'Entry' highlighted. Below the navigation, the 'SELECTED POST' is 'Directorate of Technical Education/Inward/FDA'. There are radio buttons for 'Present Post' and 'Incharge Post', and another set for 'Letters' and 'Files'. A table displays statistics for letters within and outside the office, and Sakala letters.

Statistics & Shortcut	Letters within the Office			Letters from Outside the Office			Sakala Letters			Ackd
	Pend for ack	Ackd	Total	Pend for Ack	Ackd	Total	Pend for Ack	Ackd	Total	
Today	0	0	0	0	0	0	0	0	0	0
Till Yesterday	0	4	4	0	0	0	0	0	0	0
Total	0	4	4	0	0	0	0	0	0	0

fig(2)

When you Click on **Entry** the following page appears as shown in fig(3). Enter the Assurance No, Name of the member source, Subject and Assurance given. If you want create New File click on click file or else if it is an existing file click on Existing File

The screenshot shows the 'Assurance Entry' form. The header is the same as in fig(2). The form fields are: 'Assurance No' (text box with '1'), 'Name of the Member Source' (text box with 'Enter the Member Name'), 'Date:' (text box with '23/05/2015' and a calendar icon), 'Subject:' (text area with 'Enter the Subject'), 'Assurance Given:' (text area with 'Enter the Assurance Given'), and 'Assurance File:' (radio buttons for 'New File' and 'Existing File').

fig(3)

As you Click on **New File** the following page appears as shown in fig(4) Here File Category and Sub File category is been choosed automatically as Assurance choose the Tri index from the dropdown list and enter the subject and Click on Save a computer no is generated as shown in the figure.

**Directorate of Technical Education**  
Higher Education Department  
23/05/2015 Directorate of Technical Education>Inward>FDA Mr./Mrs. abc (858585) **SignOut** **Version:1.1**

Administrator > Letters > Files > Queries > Reports > Dash Board > Others > CS Dash Board > ODGC >

**Create File**

Main File  Part File  Sakala File

File Category Assurance  
Sub File Category Assurance  
File No DTE INW 60 2015-16  
Urgent File ?  Yes  No  Time Bound  
Subject Enter the Subject

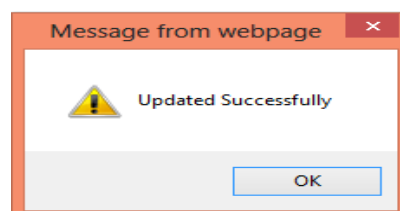
Save Cancel

Message from webpage  
File Created! Comp.No : 78,DTE-60-INW-2015-16  
OK

fig(4)

To do action on created Assurance File Go to **Others** Menu Choose **Assurances** and Click on **For Action** the following page appears as shown in fig(5)

Enter the computer no or Assurance Comp no and click on Search then click on **Action** Button Select status Intermediate or Final Reply, enter the Reply details and Click on update,entered details are updated. You can enter enter multiple replies by clicking on Replies button and enter the details in Reply and click on Update ,entered details are updated



fig(5)

To get the details of the entered Assurances Go to **Others** Menu Choose **Assurances** and Click on **Query** the following page appears as shown in fig(6)

fig(6)

As you enter computer no the following page appears as shown in fig(7) and when you click on Replies button details are listed below as shown in fig(7)

Directorate of Technical Education  
Higher Education Department

23/05/2015 Directorate of Technical Education>Inward>FDA Mr./Mrs. abc (858585) SignOut Version:1.1

Administrator Letters Files Queries Reports Dash Board Others CS Dash Board ODGC

Query

Assurance Comp No  File Comp No

File Comp No	Ass Comp No	Assurance No	Name of the member Source & Date	Subject	Assurance Given	Status	Action Taken
78	6	1	Enter the Member Name , 23/05/2015	Enter the Subject	Enter the Assurance Given	Intermediate	Replies

Reply No	Replies	Reply Date	Intermediate/Final Reply
1	Enter the Reply	23/05/2015	Intermediate

fig(7)

To View reports of Assurance Go to **Others** Menu Choose **Assurances** and Click on **Reports** the following page appears as shown in fig(8) Click on **Replied Assurance/Pending Assurance**,choose the category from dropdown list and enter the date range and click on View Report button to view the report.

Directorate of Technical Education  
Higher Education Department

23/05/2015 Directorate of Technical Education>Inward>FDA Mr./Mrs. abc (858585) SignOut Version:1.1

Administrator Letters Files Queries Reports Dash Board Others CS Dash Board ODGC

Assurance Report

Replied Assurance Pending Assurance

Select File Category : Assurance

Select Date Range

From Date To Date

23/5/2015 23/5/2015 View Report

fig(8)