



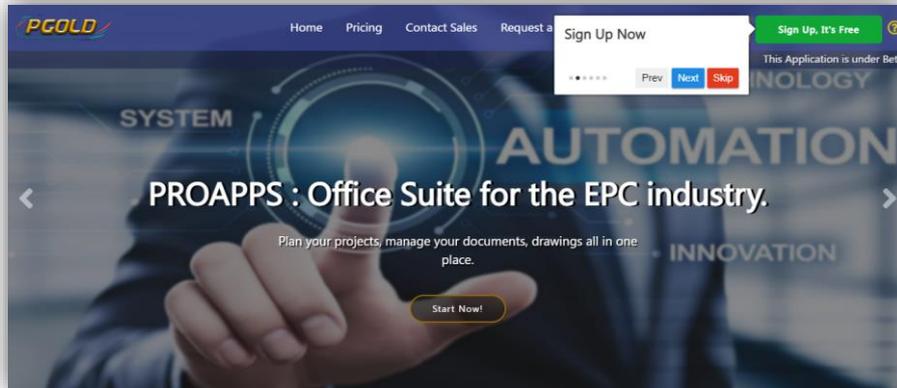
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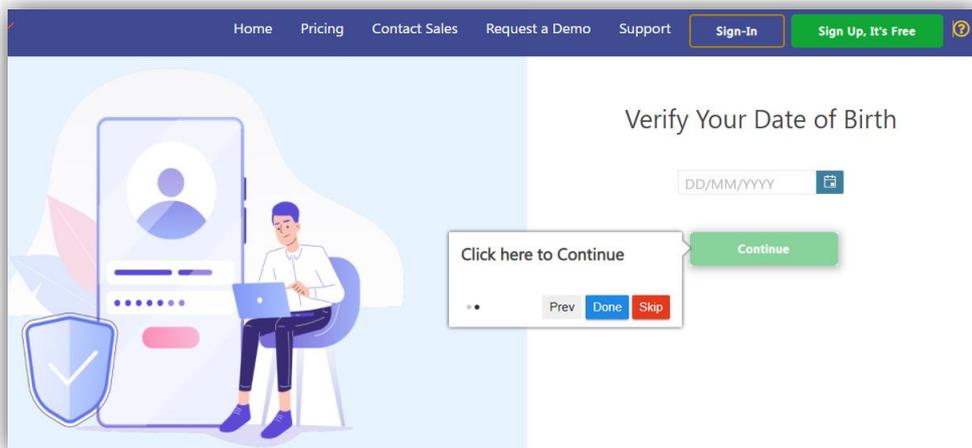
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Sign Up At PGOLD

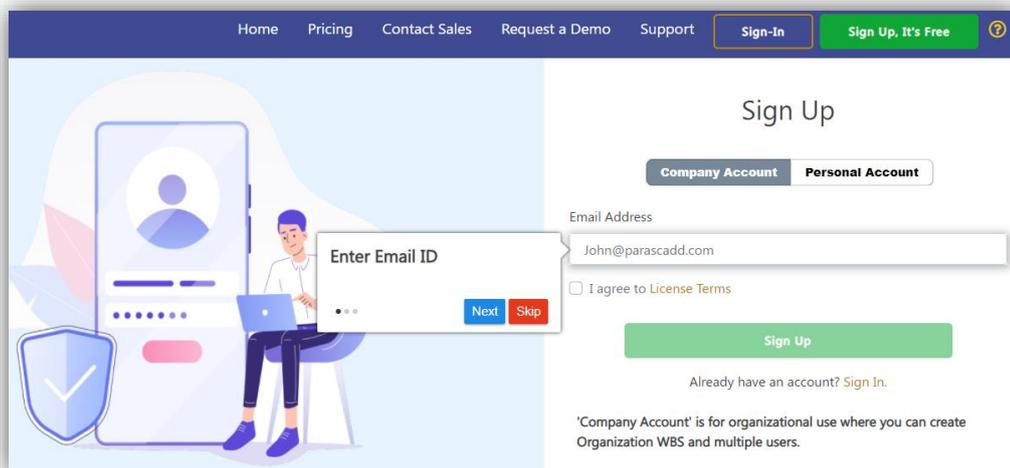
Step I. Go to the portal <https://parascaddgold.com/> and click on **Sign Up**.



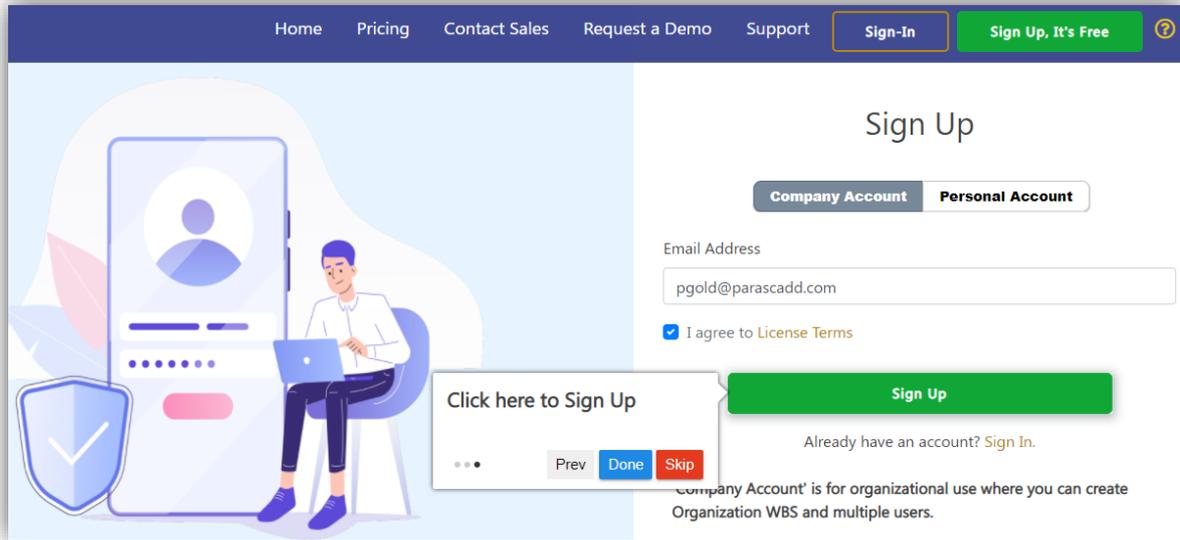
Step II. Select **Date of Birth** from calendar & click on Continue.



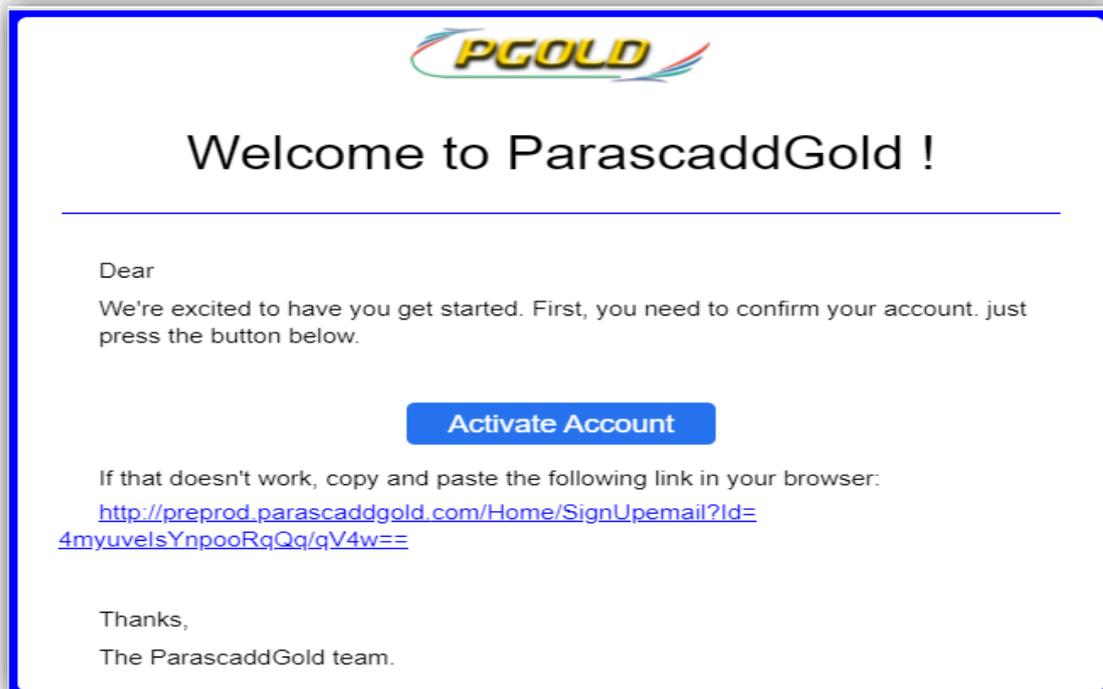
Step III. Choose Account type accordingly, enter email ID & give **license Terms** approval in check box.



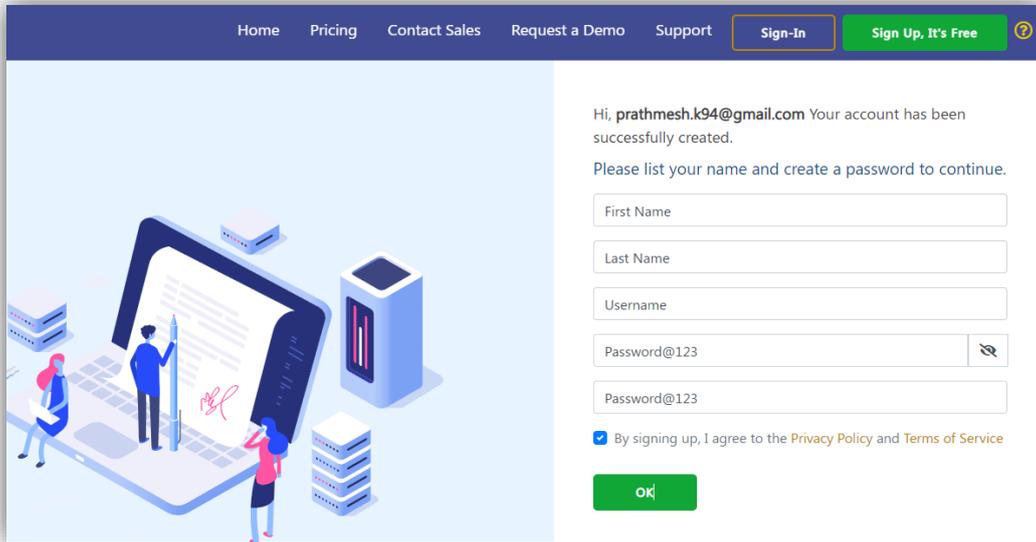
Step IV. Click on **Sign Up**



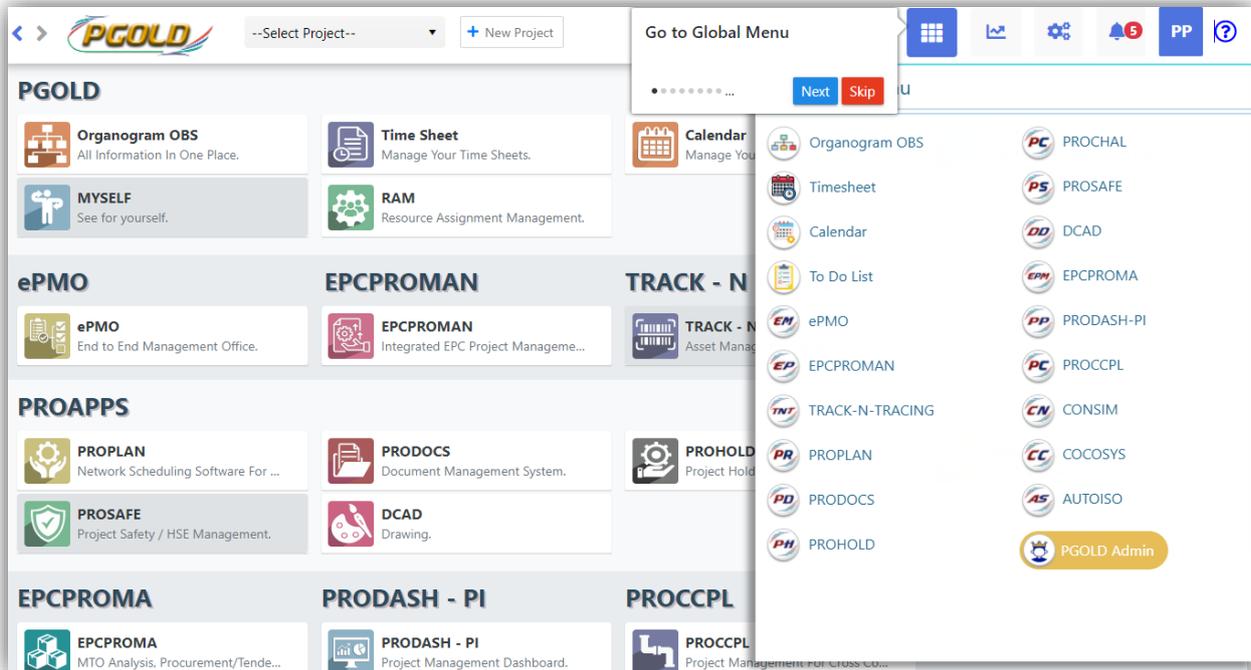
Step V. Activation link will be sent on your email ID, Click on **Activate Account**



Step VI. Enter details of First name, Last name, Username, Password, confirm password, Check Privacy Policy and terms & Click on **Ok**



Step VII. After Sign Up you will directly redirect on **Sign in** Screen, Enter **Username & password** & click on **Sign in**

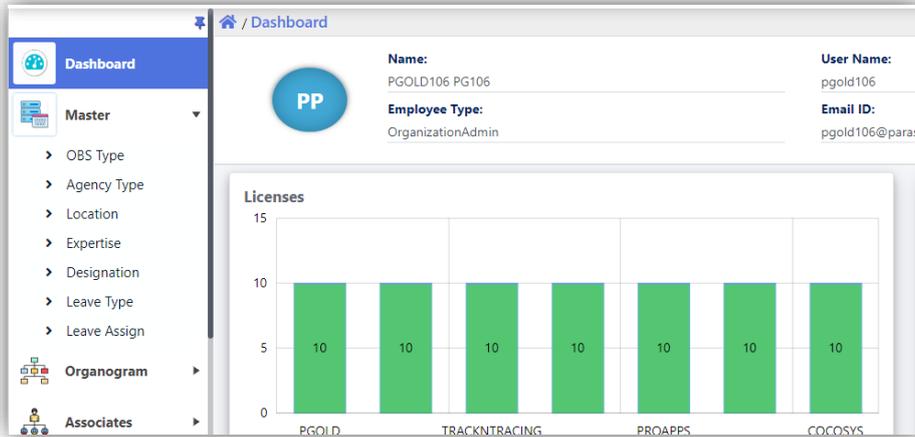


Step VIII. Proceed in **PGOLD Admin** for primary **Masters, Organisation, Associates & Project Definition.**

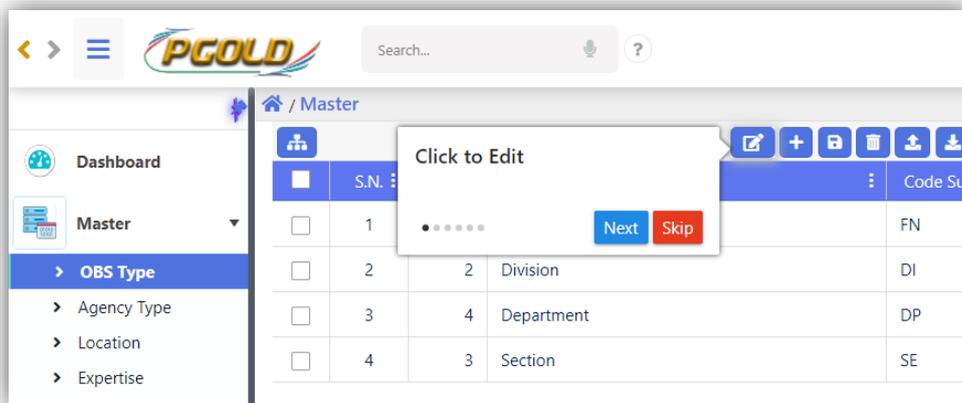
Master

To proceed in master, Click on **PGOLD Admin** & click on **Master** tab from **Master Menu**

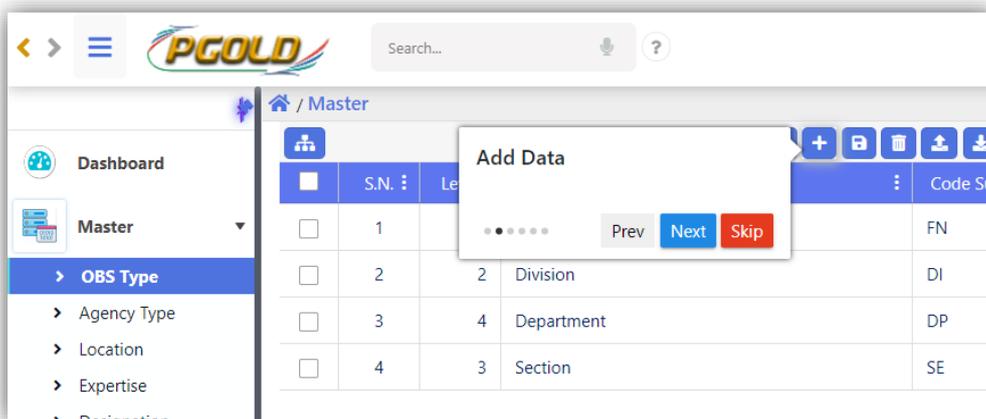
1. Entry Mode- Key In



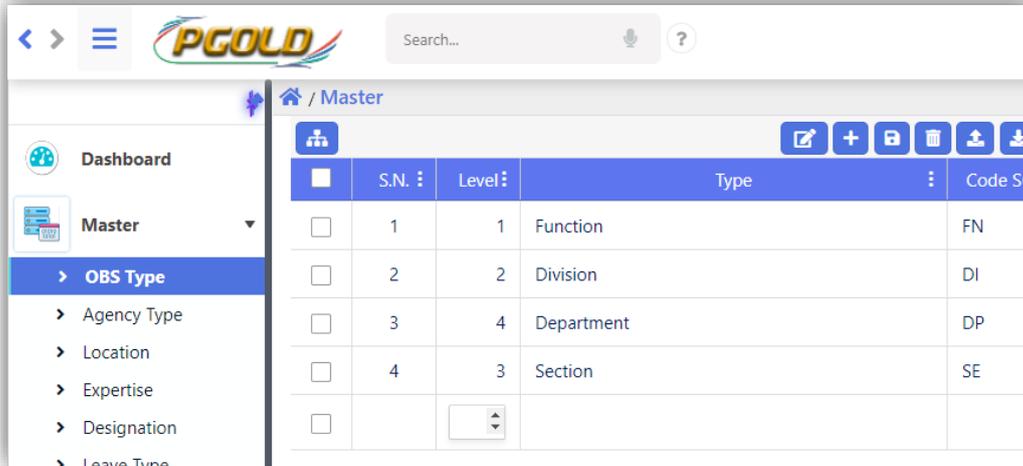
Step I. Unlock the screen by clicking **Edit Lock**



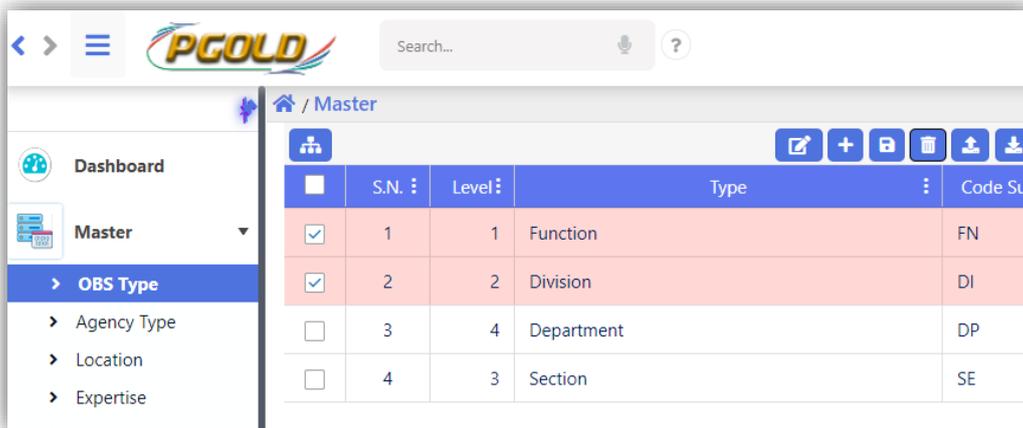
Step II. Click on **Add (+)** button for add new row



Step III. Enter data according as per requirement in newly added **Rows** & click on Save button.



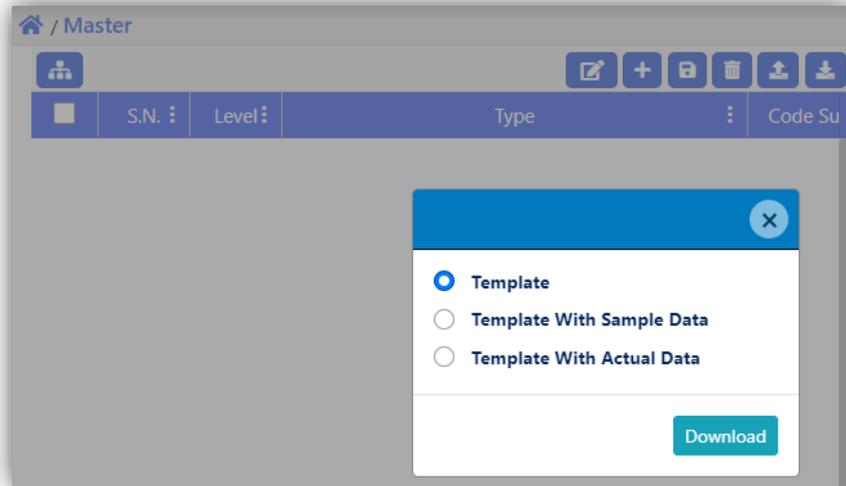
Step IV. To Delete records, select record by check box & click on Delete button. (Deleted records will be removed permanently)



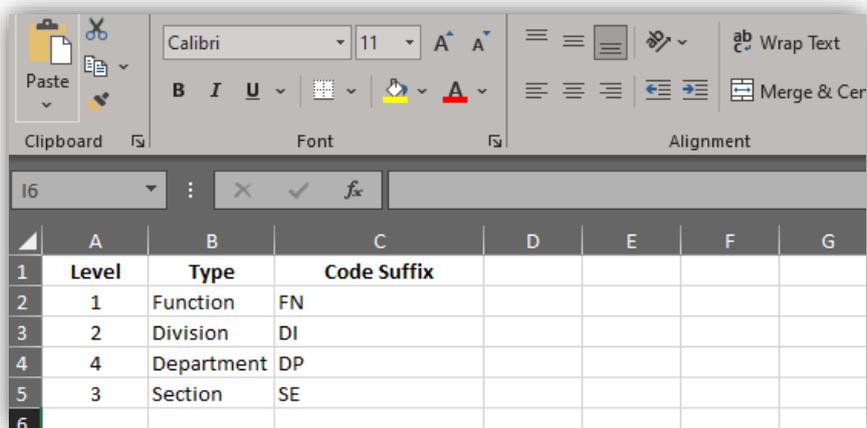
Step V. Repeat **Step I to III** for add data in all masters i.e **OBS Type, Agency Type, Location, Expertise, Designation, leave Type.**

2. Entry Mode- Excel Upload

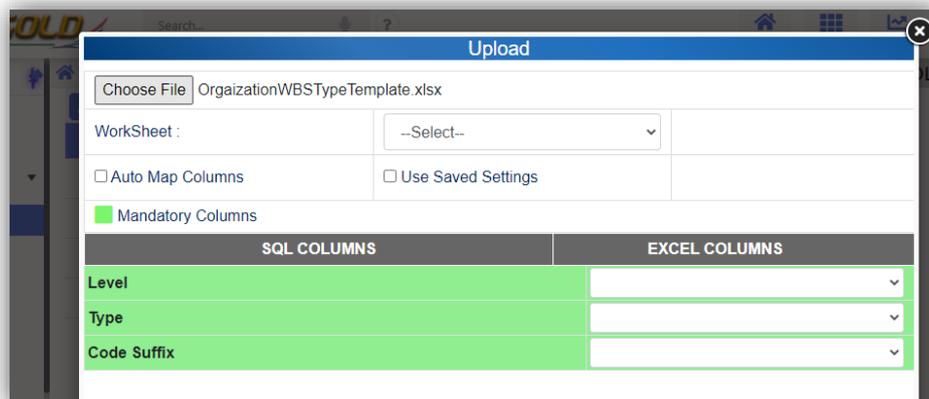
Step I. Click in Edit lock to unlock screen & click on **Download icon**, then select **Template** to download **Empty Template**.



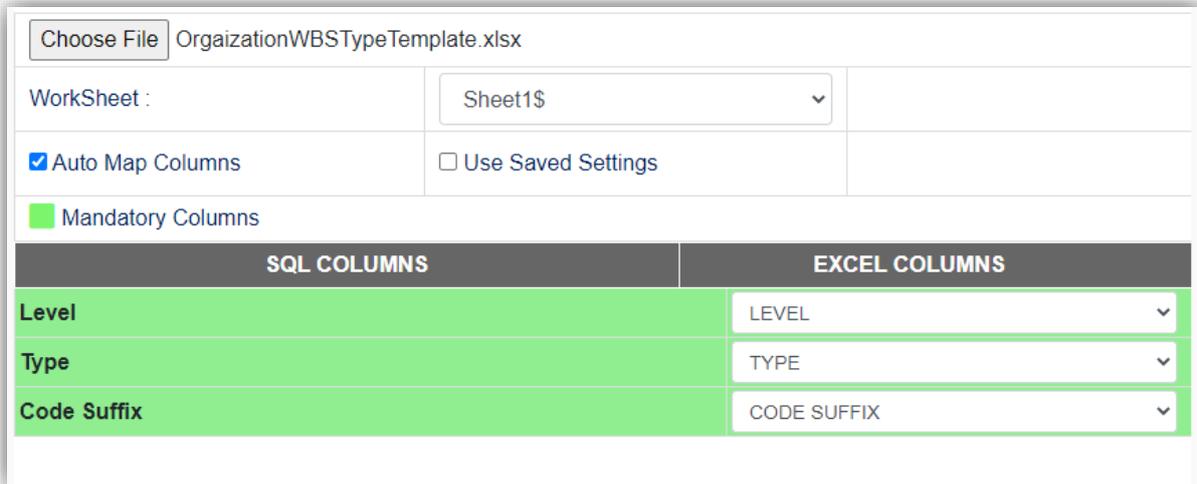
Step II. Open Downloaded Excel & enter data



Step III. Choose Excel file which to be upload.



Step IV. Select **Worksheet** on which data is prepared & check in for **Auto Map Columns** (if Column names of Excel & Software is similar)



Choose File OrgaizationWBSTypeTemplate.xlsx

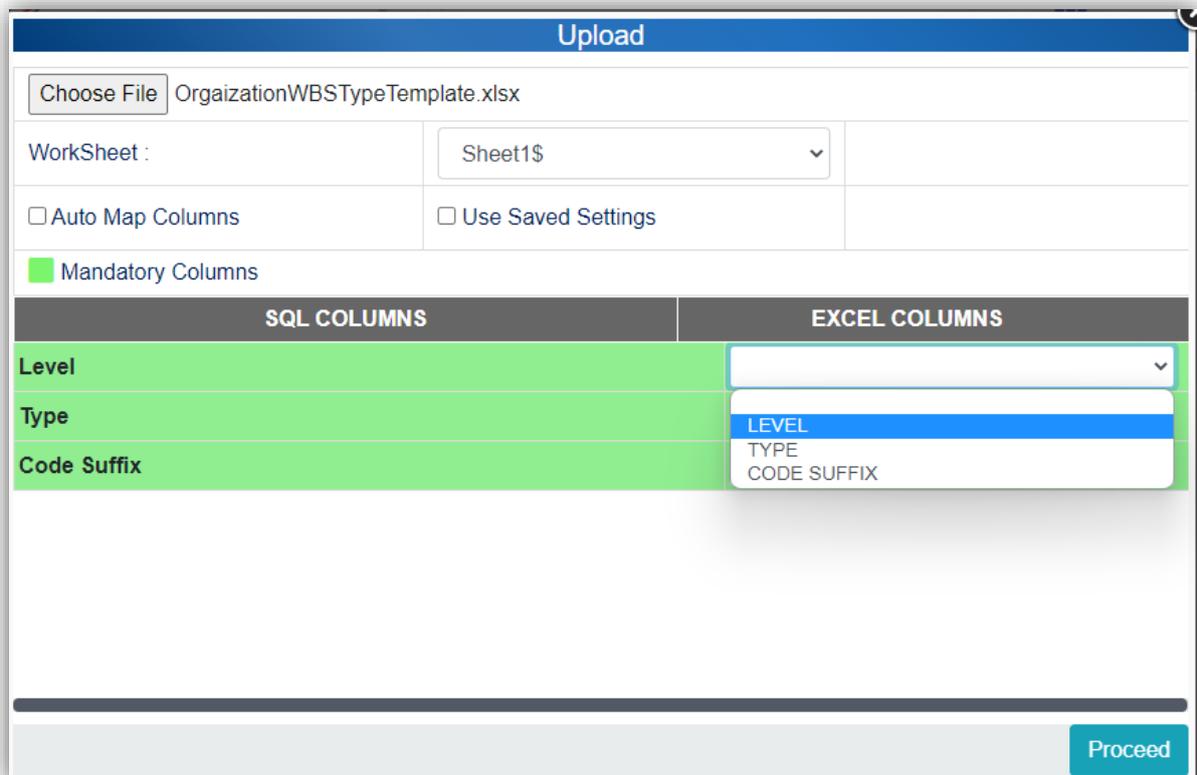
WorkSheet : Sheet1\$

Auto Map Columns Use Saved Settings

Mandatory Columns

| SQL COLUMNS | EXCEL COLUMNS |
|-------------|---------------|
| Level | LEVEL |
| Type | TYPE |
| Code Suffix | CODE SUFFIX |

Step V. If Column names in Excel & Software is not same, then Select columns from **Excel Columns Drop-down** selection.



Upload

Choose File OrgaizationWBSTypeTemplate.xlsx

WorkSheet : Sheet1\$

Auto Map Columns Use Saved Settings

Mandatory Columns

| SQL COLUMNS | EXCEL COLUMNS |
|-------------|---------------|
| Level | LEVEL |
| Type | TYPE |
| Code Suffix | CODE SUFFIX |

Proceed

Step VI. After completion of above steps click on Proceed

Step VII. Repeat **Step I to VI** for add data in all masters i.e **OBS Type, Agency Type, Location, Expertise, Designation, leave Type.**

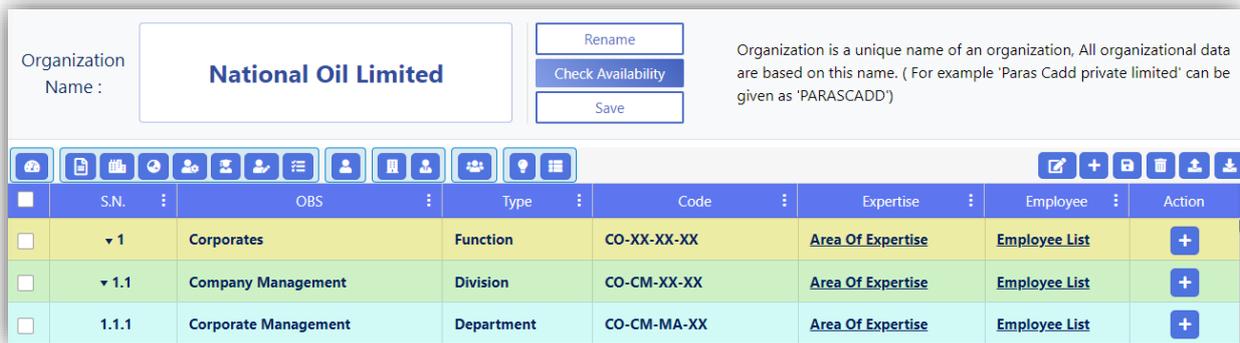
Organogram

1. OBS

Select **Organogram** → **OBS** from **Master Menu** to proceed in OBS

Entry Mode: Key in

Step I. To define Organisation name, click on Rename button, enter new name & Check Availability & Save.



Organization Name : **National Oil Limited**

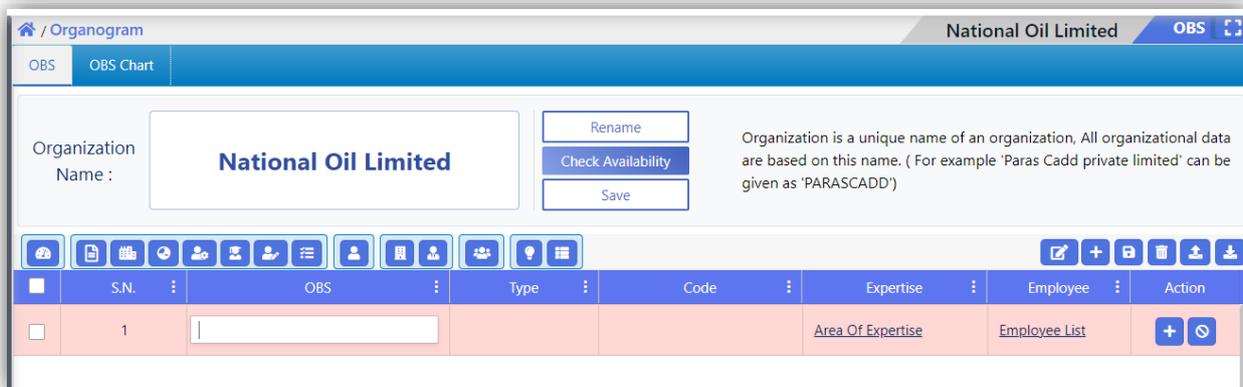
Rename
Check Availability
Save

Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

| S.N. | OBS | Type | Code | Expertise | Employee | Action |
|-------|----------------------|------------|-------------|-------------------|---------------|--------|
| 1 | Corporates | Function | CO-XX-XX-XX | Area Of Expertise | Employee List | + |
| 1.1 | Company Management | Division | CO-CM-XX-XX | Area Of Expertise | Employee List | + |
| 1.1.1 | Corporate Management | Department | CO-CM-MA-XX | Area Of Expertise | Employee List | + |

Step II. Unlock the screen by clicking **Edit Lock**

Step III. Click on **Add (+)** button for add new row



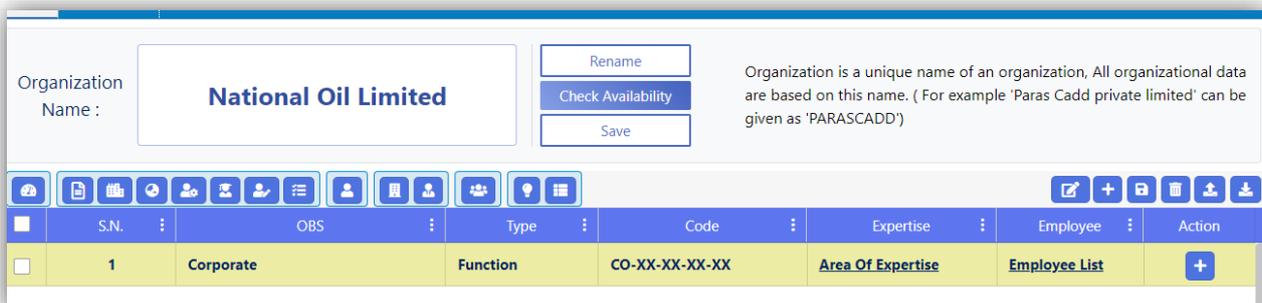
Organization Name : **National Oil Limited**

Rename
Check Availability
Save

Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

| S.N. | OBS | Type | Code | Expertise | Employee | Action |
|------|-----|------|------|-------------------|---------------|--------|
| 1 | | | | Area Of Expertise | Employee List | + 🔒 |

Step IV. Enter **OBS, OBS Type & Code** according to knowledge & requirements in newly added Rows & click on **Save** button.



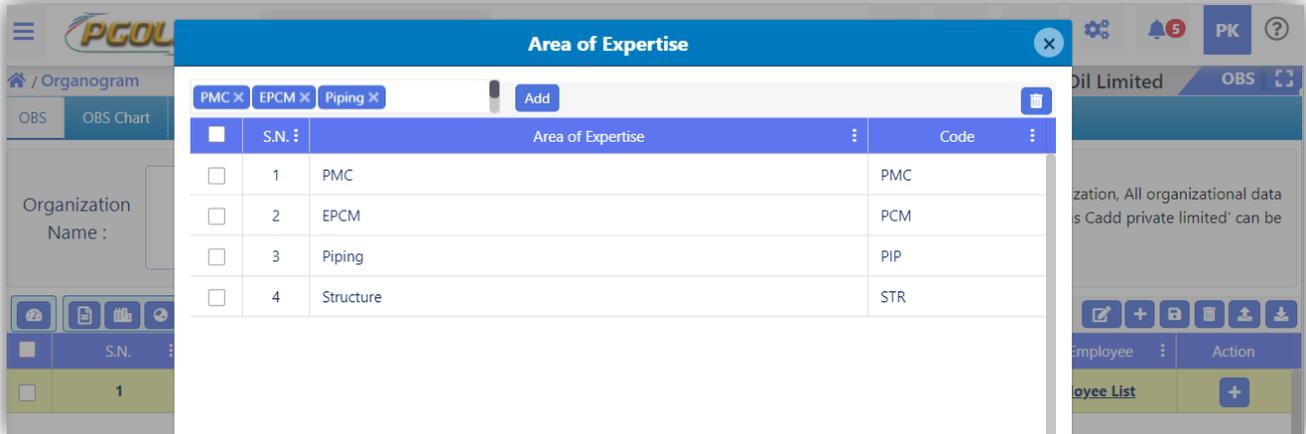
Organization Name : **National Oil Limited**

Rename
Check Availability
Save

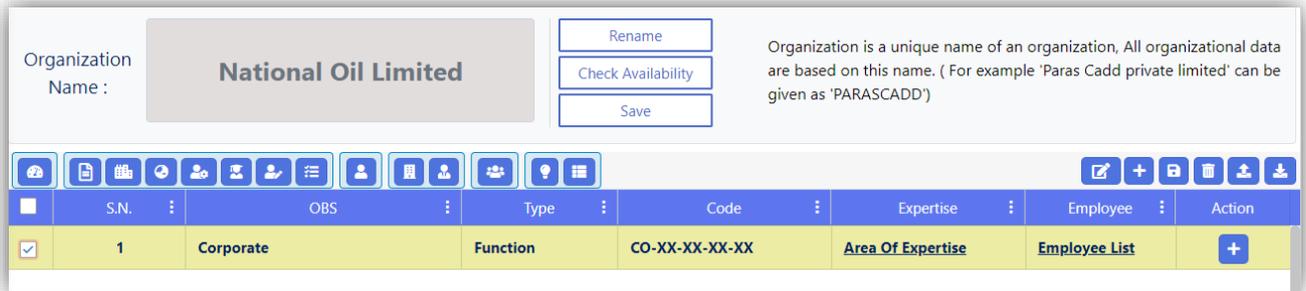
Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

| S.N. | OBS | Type | Code | Expertise | Employee | Action |
|------|-----------|----------|----------------|-------------------|---------------|--------|
| 1 | Corporate | Function | CO-XX-XX-XX-XX | Area Of Expertise | Employee List | + |

Step V. Click in **Expertise** against OBS, select expertise (Added in Expertise Mater) & click on **Add**.



Step VI. To Delete records, select record by **check box** & click on **Delete** button. (Deleted records will be removed permanently).

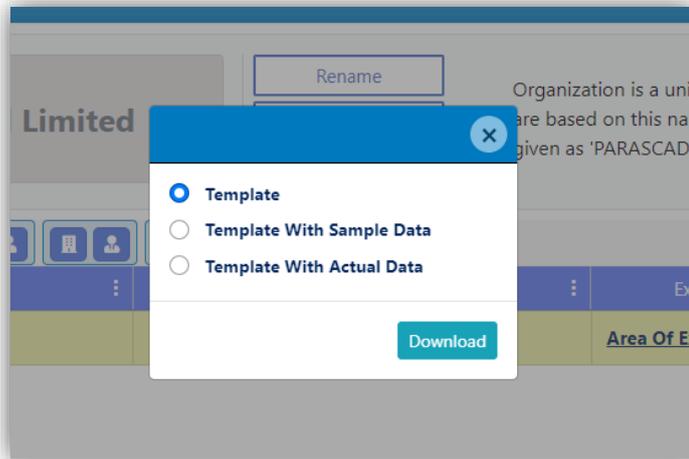


Step VII. To add hierarchy, click on **Add (+)** button from **Action** Column against OBS

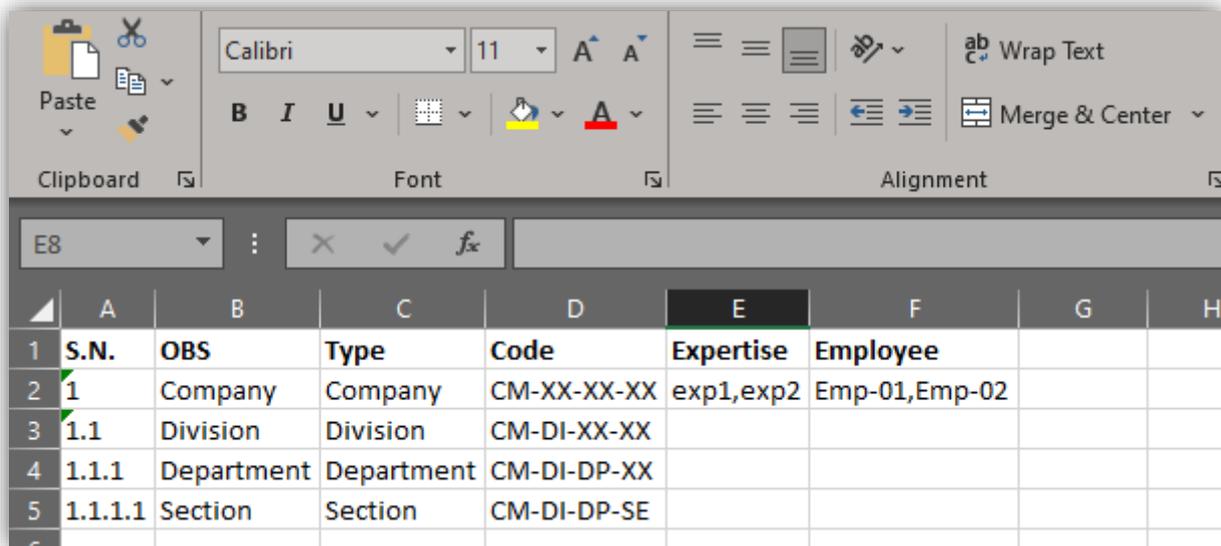


Entry Mode: Excel Upload

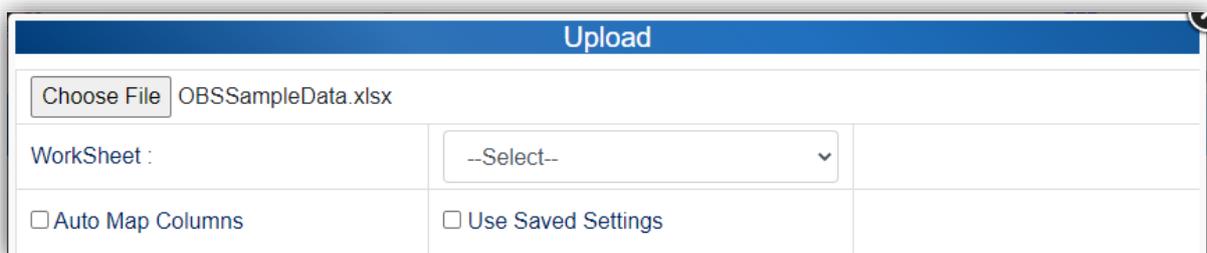
Step I. Click in Edit lock to unlock screen & click on **Download icon**, then select Template to download Empty [Template](#).



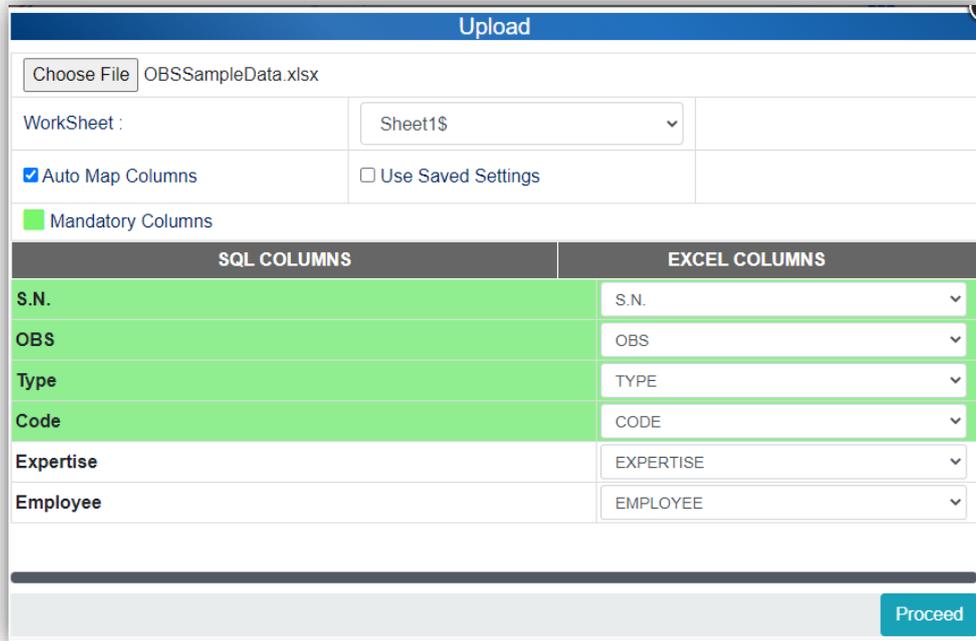
Step II. Open Downloaded Excel & enter data



Step III. Choose Excel file which to be upload.



Step IV. Select Worksheet on which data is prepared & check in for Auto Map Columns (if Column names of Excel & Software is similar)



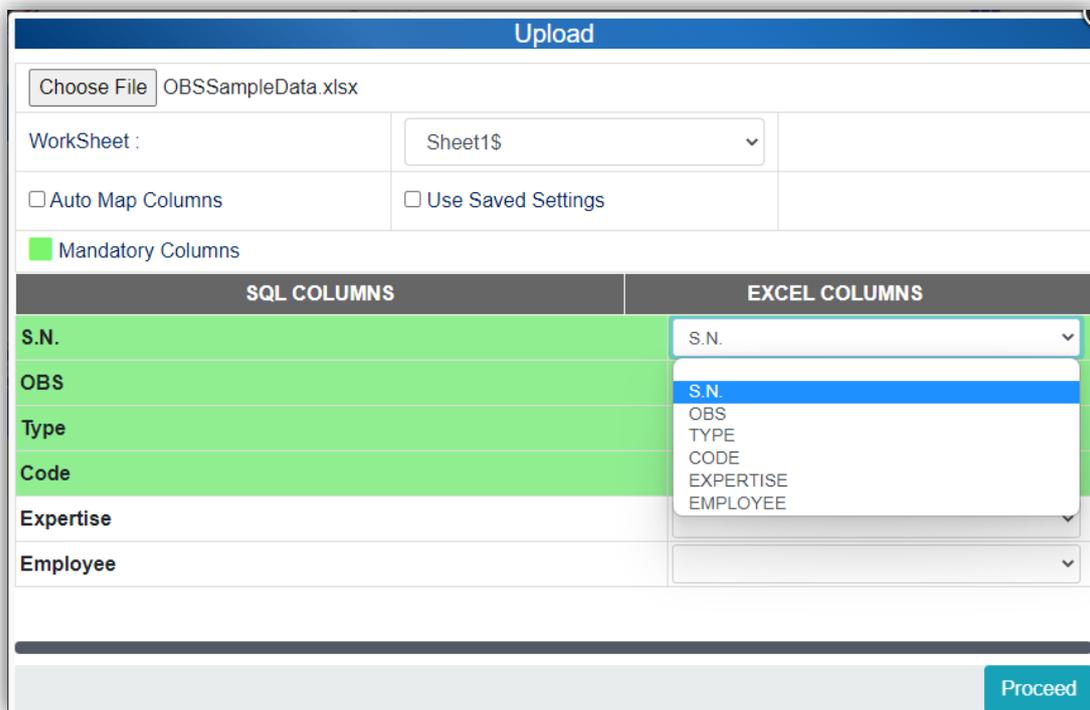
The screenshot shows the 'Upload' dialog box with the following settings:

- Choose File: OBSSampleData.xlsx
- WorkSheet: Sheet1\$
- Auto Map Columns
- Use Saved Settings
- Mandatory Columns

| SQL COLUMNS | EXCEL COLUMNS |
|-------------|---------------|
| S.N. | S.N. |
| OBS | OBS |
| Type | TYPE |
| Code | CODE |
| Expertise | EXPERTISE |
| Employee | EMPLOYEE |

Proceed

Step V. If Column names in Excel & Software is not same, then Select columns from Excel Columns Drop-down selection.



The screenshot shows the 'Upload' dialog box with the following settings:

- Choose File: OBSSampleData.xlsx
- WorkSheet: Sheet1\$
- Auto Map Columns
- Use Saved Settings
- Mandatory Columns

| SQL COLUMNS | EXCEL COLUMNS |
|-------------|--|
| S.N. | S.N. |
| OBS | S.N. OBS TYPE CODE EXPERTISE EMPLOYEE |
| Type | |
| Code | |
| Expertise | |
| Employee | |

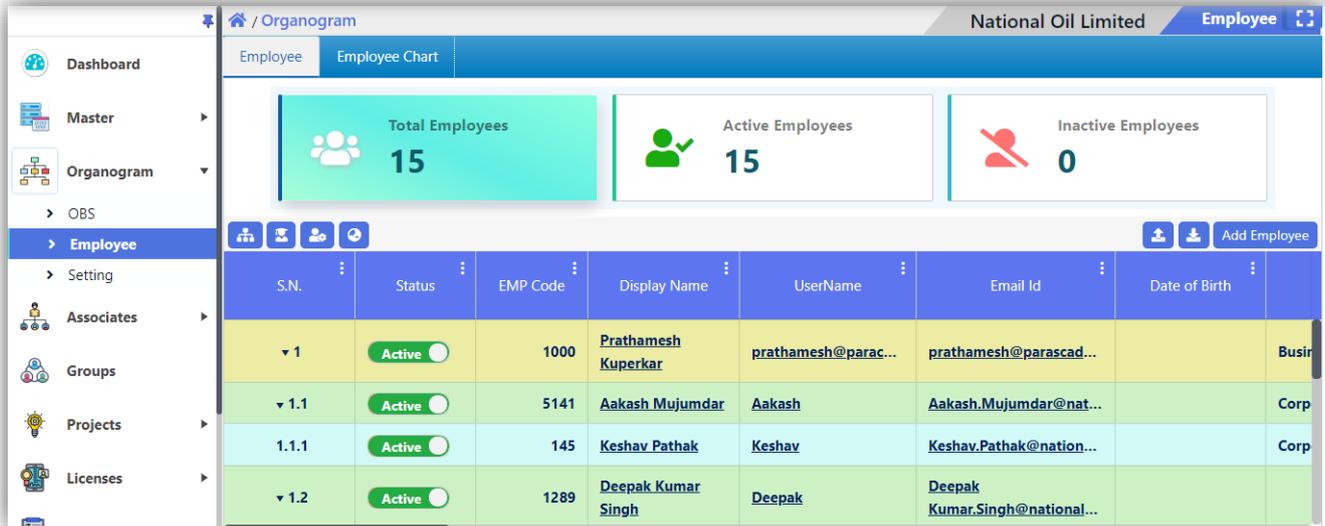
Proceed

Step VI. After completion of above steps click on Proceed

2. Employee

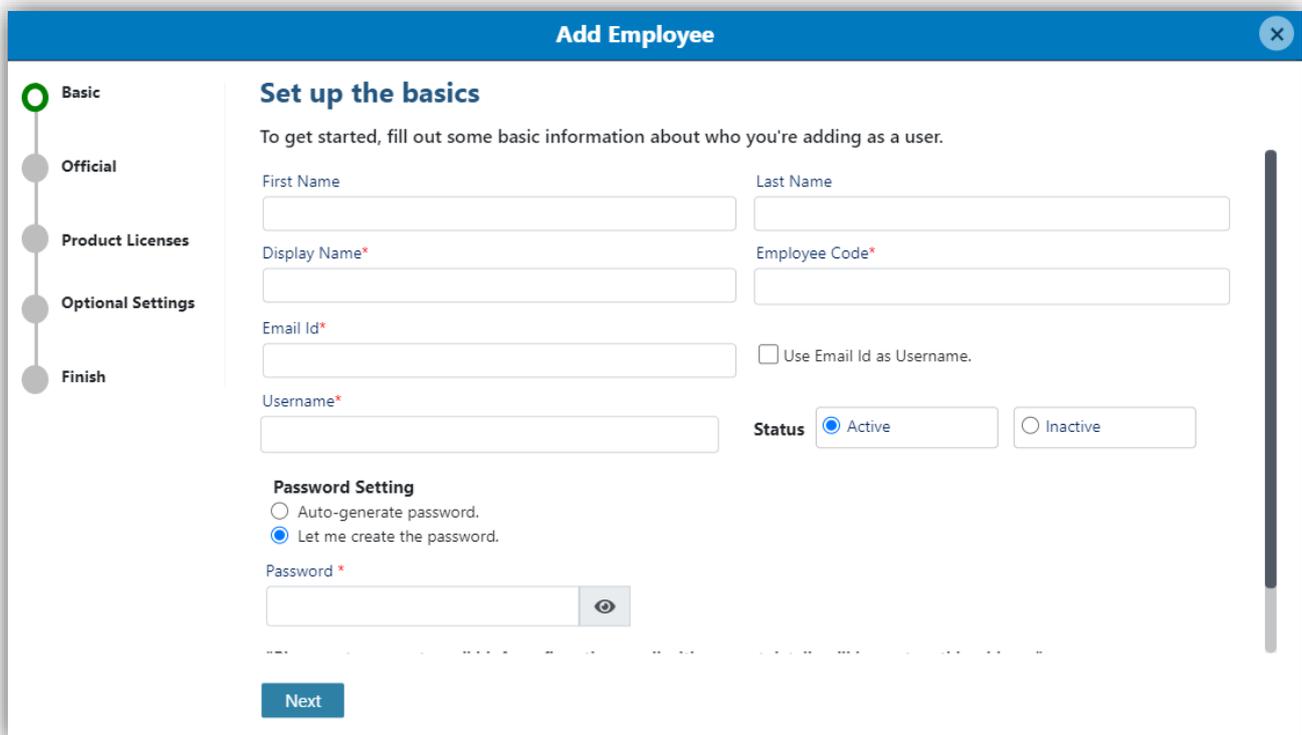
To proceed in Employees, follow path **Organogram** → **Employees**

Step I. Click on **Add Employees**



| S.N. | Status | EMP Code | Display Name | UserName | Email Id | Date of Birth |
|-------|--------|----------|---------------------|---------------------|--------------------------------|---------------|
| 1 | Active | 1000 | Prathamesh Kuperkar | prathamesh@parac... | prathamesh@parascad... | Busin |
| 1.1 | Active | 5141 | Aakash Mujumdar | Aakash | Aakash.Mujumdar@nat... | Corp |
| 1.1.1 | Active | 145 | Keshav Pathak | Keshav | Keshav.Pathak@nation... | Corp |
| 1.2 | Active | 1289 | Deepak Kumar Singh | Deepak | Deepak Kumar.Singh@national... | |

Step II. Fill Mandatory (*) & Optional information of user From **Basic** to **Finish** node.



Add Employee

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First Name
 Last Name

Display Name*
 Employee Code*

Email Id*
 Use Email Id as Username.

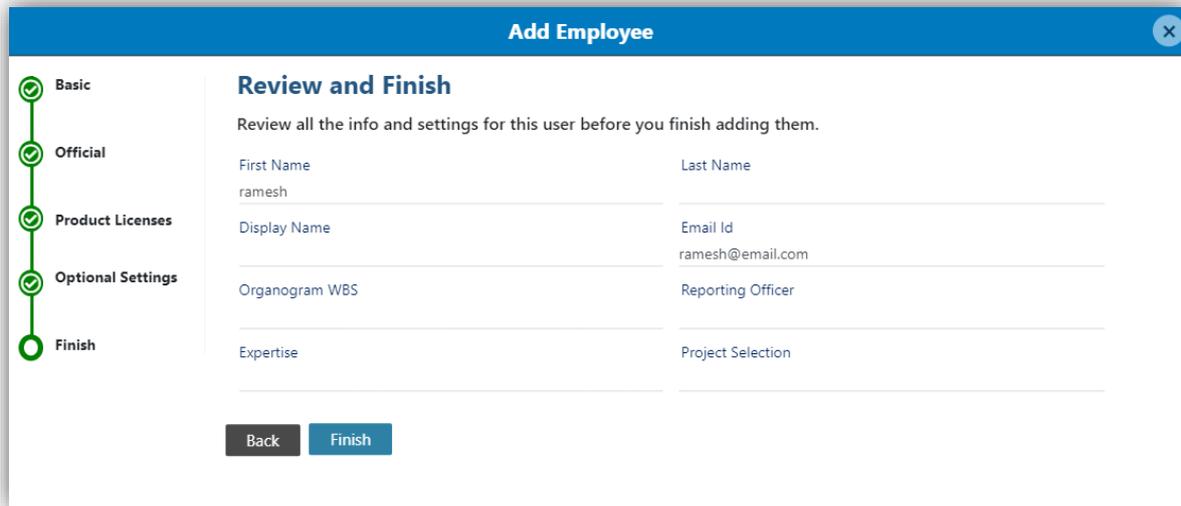
Username*
 Status: Active Inactive

Password Setting
 Auto-generate password.
 Let me create the password.

Password*

Next

Step III. Review Added information & Click on Finish button



The screenshot shows a web application window titled "Add Employee" with a close button in the top right corner. On the left side, there is a vertical progress indicator with five steps: "Basic", "Official", "Product Licenses", "Optional Settings", and "Finish". The "Basic", "Official", "Product Licenses", and "Optional Settings" steps are marked with green checkmarks, while the "Finish" step is marked with a white circle. The main content area is titled "Review and Finish" and contains the text "Review all the info and settings for this user before you finish adding them." Below this text are several input fields arranged in two columns. The first column contains "First Name" (with the value "ramesh"), "Display Name", "Organogram WBS", and "Expertise". The second column contains "Last Name", "Email Id" (with the value "ramesh@email.com"), "Reporting Officer", and "Project Selection". At the bottom of the form, there are two buttons: "Back" and "Finish".

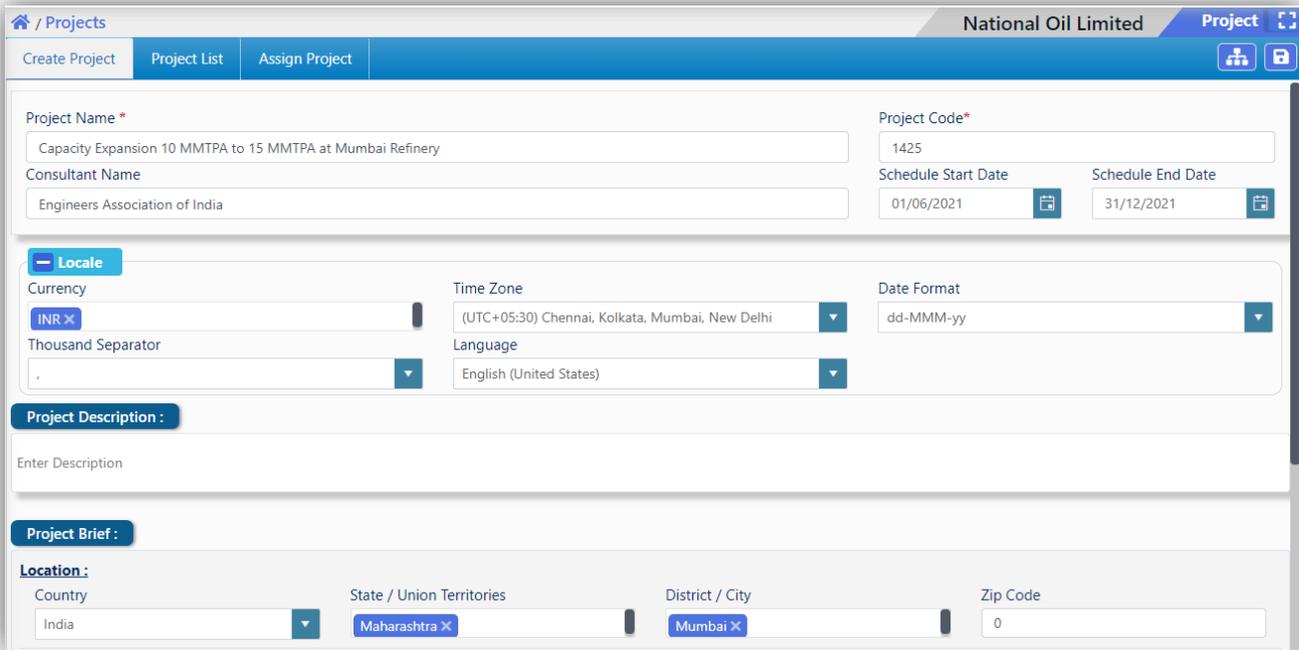
(Note: **Upload Excel** provision is also available for **Employee Creation** same as described in previous modules by downloading the sample [Template](#))

Projects

1. Project

To proceed in project, follow path Projects → Project

Step I. To create project, Click on Create **Project Tab** and Key in date in **Project Name & Code** as Mandatory fields (*), Also Non mandatory fields i.e **Local, Project Description, Project Brief & Remarks.**



Project Name *
Capacity Expansion 10 MMTPA to 15 MMTPA at Mumbai Refinery

Project Code*
1425

Consultant Name
Engineers Association of India

Schedule Start Date
01/06/2021

Schedule End Date
31/12/2021

Locale

Currency
INR

Time Zone
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Date Format
dd-MMM-yy

Thousand Separator

Language
English (United States)

Project Description :
Enter Description

Project Brief :

Location :

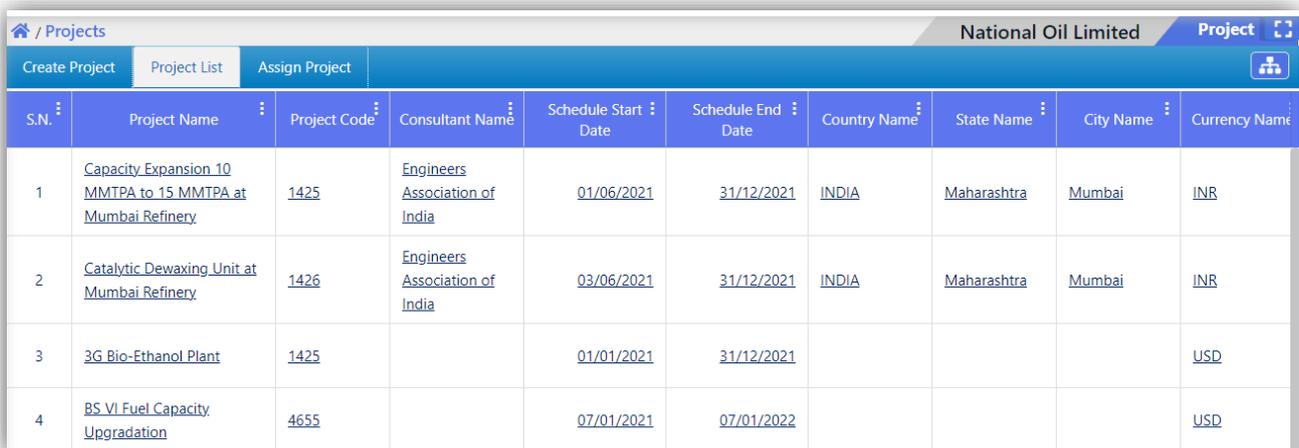
Country
India

State / Union Territories
Maharashtra

District / City
Mumbai

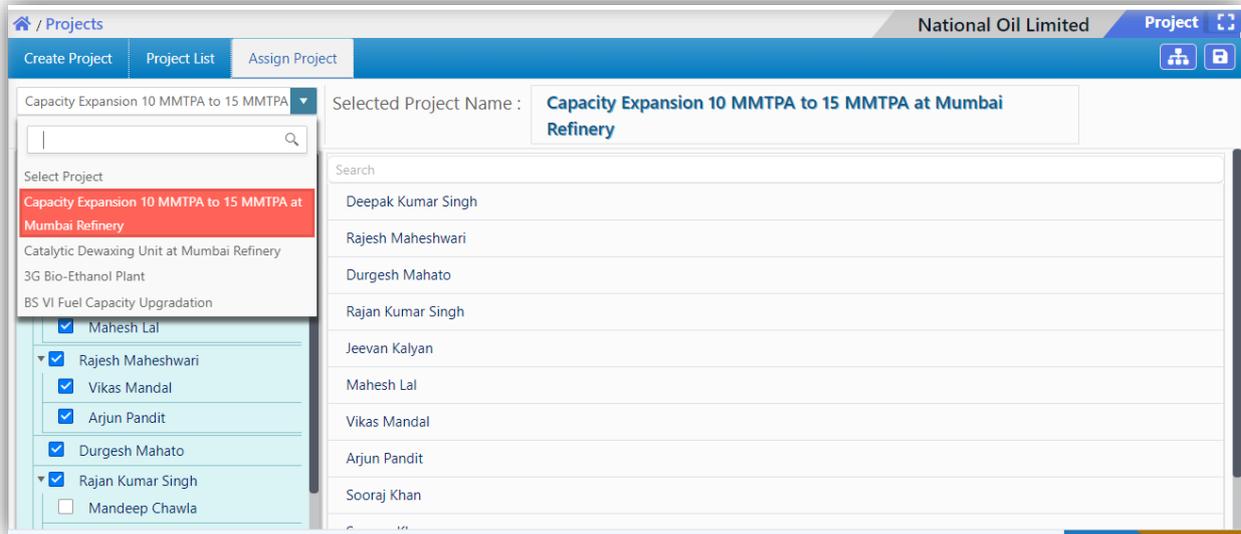
Zip Code
0

Step II. Already added projects are listed in **Project List** Tab & can be edit by clicking on project.



| S.N. | Project Name | Project Code | Consultant Name | Schedule Start Date | Schedule End Date | Country Name | State Name | City Name | Currency Name |
|------|--|--------------|--------------------------------|---------------------|-------------------|--------------|-------------|-----------|---------------|
| 1 | Capacity Expansion 10 MMTPA to 15 MMTPA at Mumbai Refinery | 1425 | Engineers Association of India | 01/06/2021 | 31/12/2021 | INDIA | Maharashtra | Mumbai | INR |
| 2 | Catalytic Dewaxing Unit at Mumbai Refinery | 1426 | Engineers Association of India | 03/06/2021 | 31/12/2021 | INDIA | Maharashtra | Mumbai | INR |
| 3 | 3G Bio-Ethanol Plant | 1425 | | 01/01/2021 | 31/12/2021 | | | | USD |
| 4 | BS VI Fuel Capacity Upgradation | 4655 | | 07/01/2021 | 07/01/2022 | | | | USD |

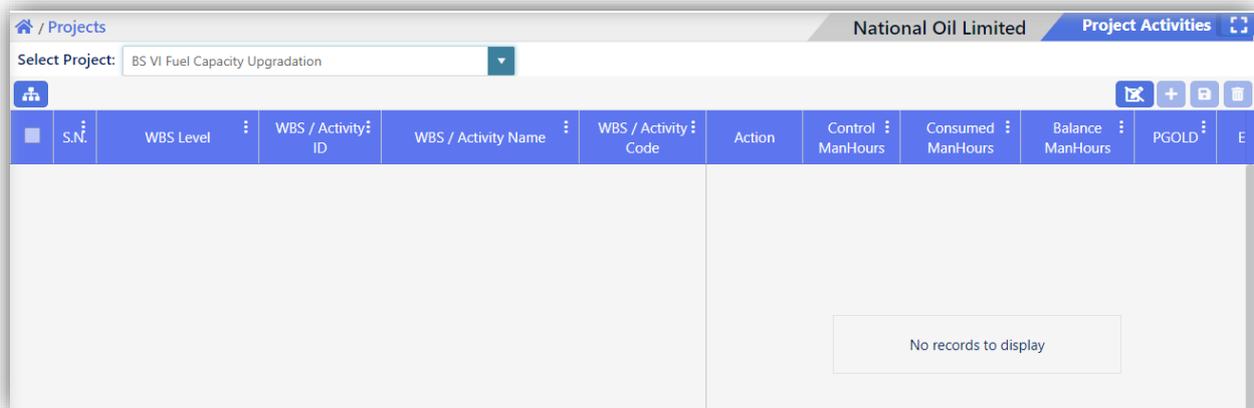
Step III. Already Created project can be assigned to multiple persons from **Assign Project** tab, to assign project **Select Project** from drop-down & make True **Check Box** against employees.



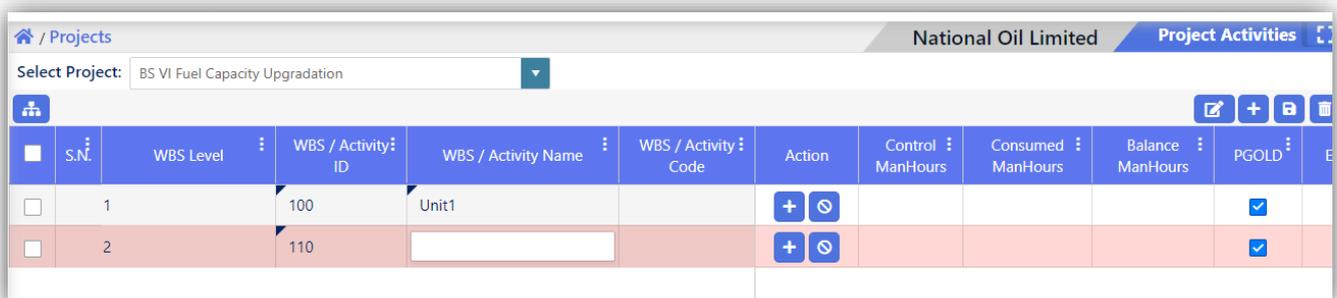
2. Project Activities

To proceed in Project Activities, follow path → Project

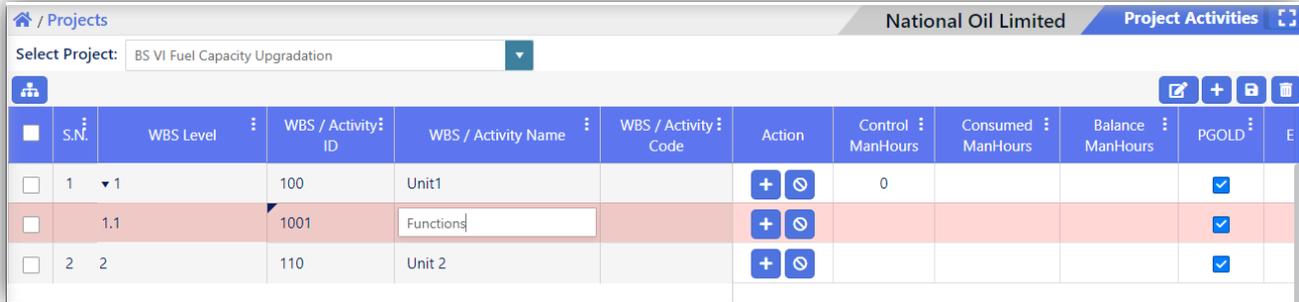
Step I. Select **Project** from **Drop Down** and click on Edit lock to unlock screen.



Step II. Click on **Add (+)** button & Enter Key in **WBS / Activity ID & WBS / Activity Name**

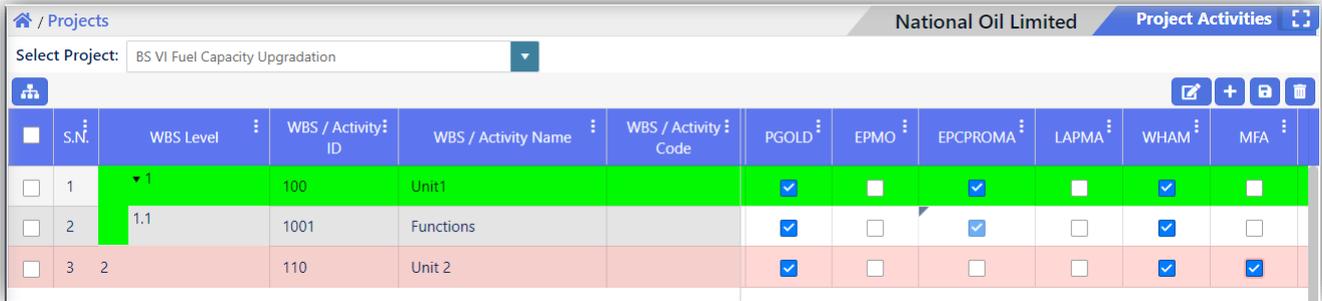


Step III. To add hierarchy, click on **Add (+)** button from **Action column** & key in details of **WBS / Activity ID & WBS / Activity Name**.



| WBS Level | WBS / Activity ID | WBS / Activity Name | Action | Control ManHours | Consumed ManHours | Balance ManHours | PGOLD |
|-----------|-------------------|---------------------|--------|------------------|-------------------|------------------|-------------------------------------|
| 1 | 100 | Unit1 | + ⊖ | 0 | | | <input checked="" type="checkbox"/> |
| 1.1 | 1001 | Function | + ⊖ | | | | <input checked="" type="checkbox"/> |
| 2 | 110 | Unit 2 | + ⊖ | | | | <input checked="" type="checkbox"/> |

Step IV. Scroll to the right side & select WBS / Activities against product to **WBS / Activities** in particular modules i.e **PGOLD, EPMO, EPCPROMA, LAPMA, WHAM, MFA, EPCPROMA, TNT, PROAPPS & COCOSYS**.



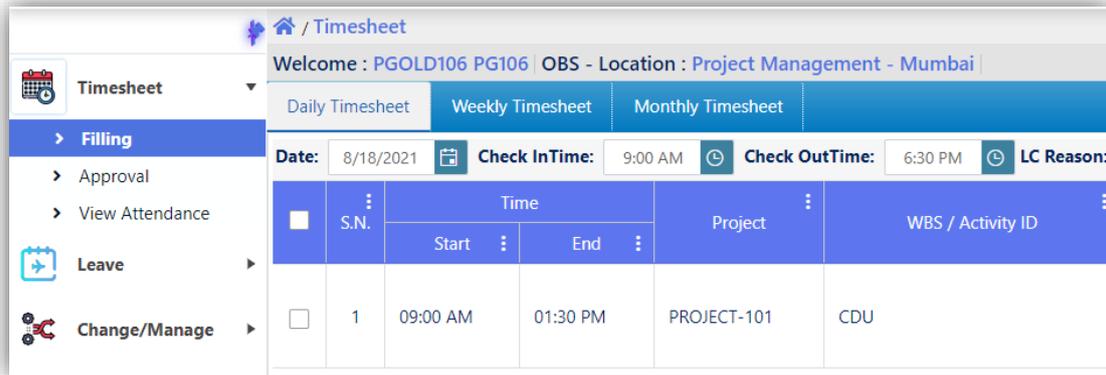
| WBS Level | WBS / Activity ID | WBS / Activity Name | PGOLD | EPMO | EPCPROMA | LAPMA | WHAM | MFA |
|-----------|-------------------|---------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1 | 100 | Unit1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1.1 | 1001 | Function | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | 110 | Unit 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Time Sheet

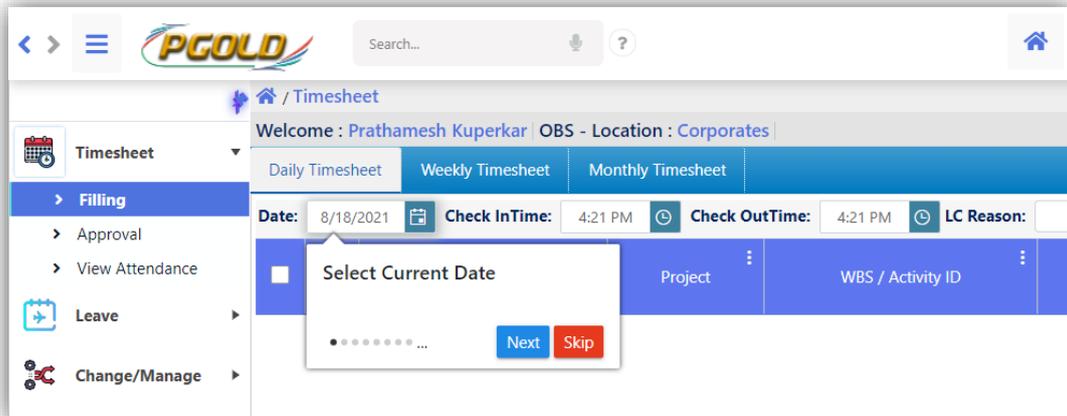
Select time sheet module to proceed.

1. Filing:

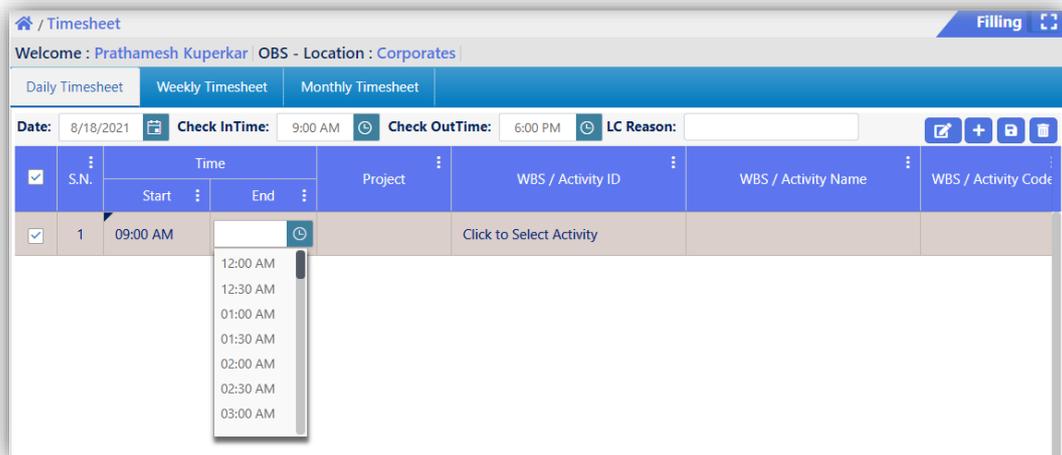
Step I. For filing time sheet select tab **Daily Timesheet**.



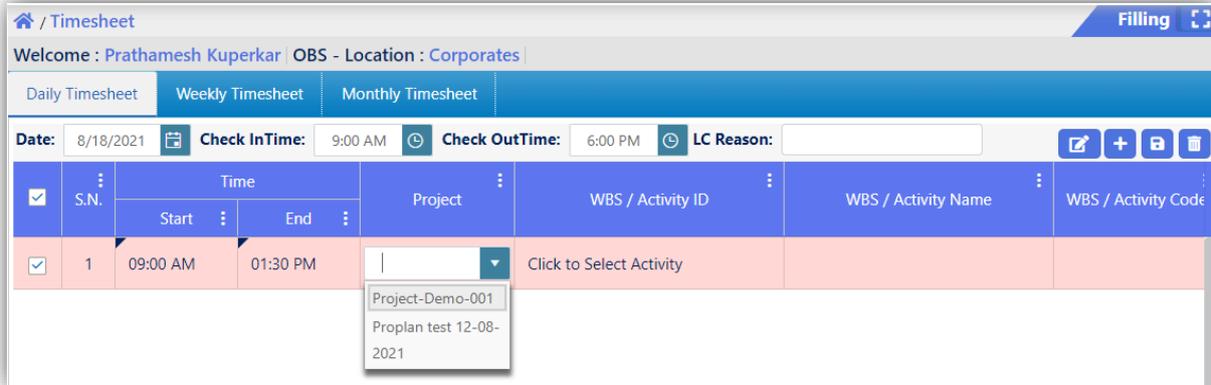
Step II. Select **Date**, **Check-In Time**, **Check-Out Time** & click on **Add (+)** button.



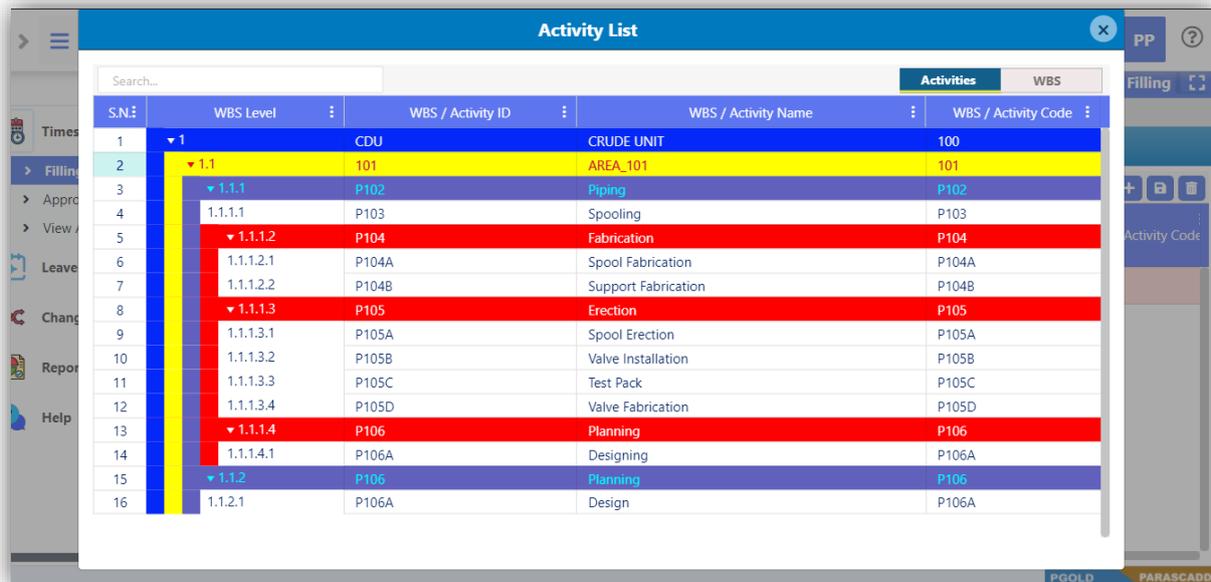
Step III. Select **Start & End Time**.



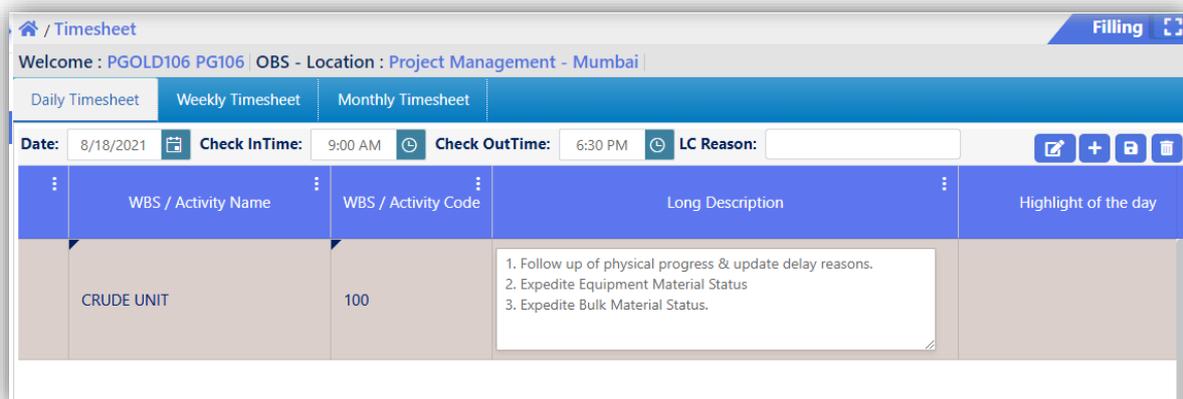
Step IV. Select **Project** from Drop-down.



Step V. Click on **WBS / Activity ID** Column & choose any **WBS or activity** by **double clicking** (Remaining WBS Details will be automatically filled).

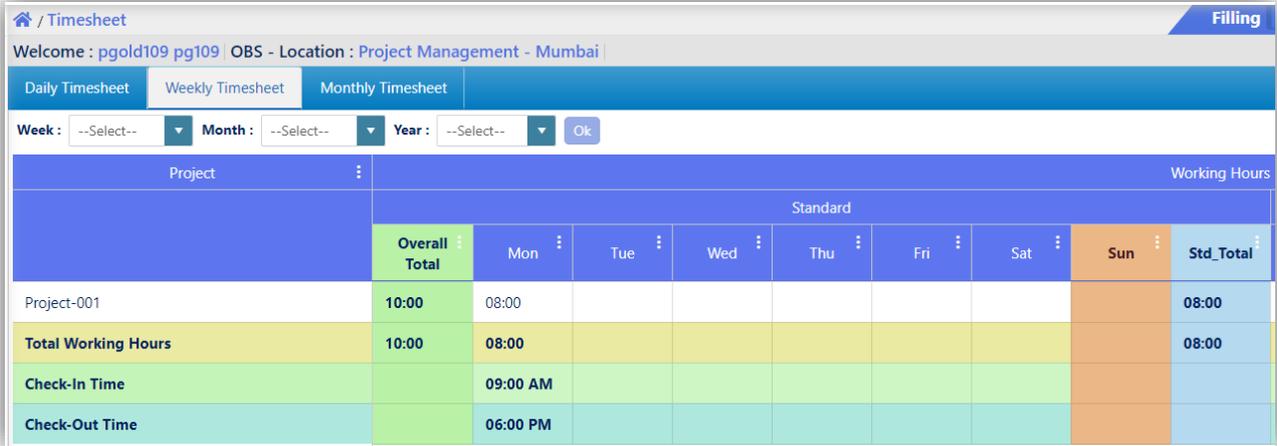


Step VI. Enter necessary details in column **Long Description**, **Highlights of the day** & click on **Save** button.



Step VII. Repeat all previous steps for adding more rows in daily time sheet.

Step VIII. To View All weekly & monthly records of time sheet can be view form **Weekly Timesheet & Monthly Timesheet** Tabs.



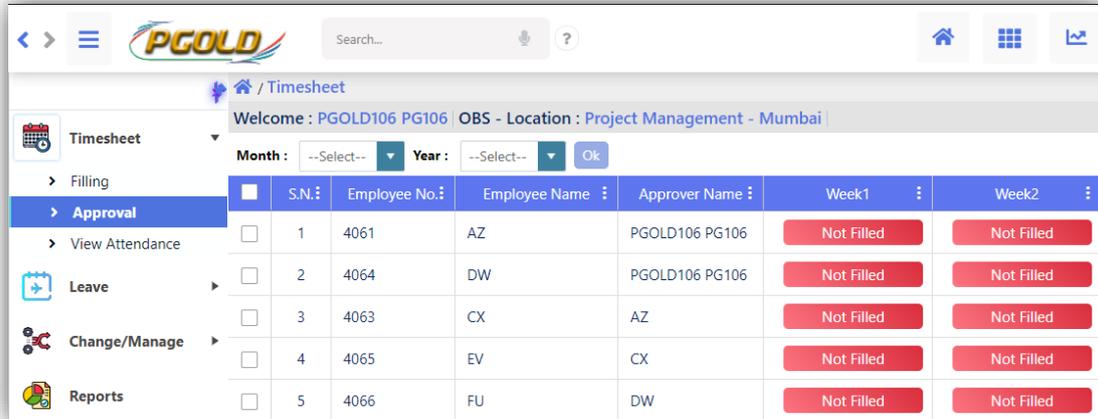
The screenshot shows the 'Timesheet' application interface. At the top, there is a navigation bar with 'Home / Timesheet' and a 'Filling' status indicator. Below this, a welcome message reads 'Welcome : pgold109 pg109 OBS - Location : Project Management - Mumbai'. The interface features three tabs: 'Daily Timesheet', 'Weekly Timesheet', and 'Monthly Timesheet', with 'Weekly Timesheet' currently selected. Below the tabs, there are dropdown menus for 'Week', 'Month', and 'Year', along with an 'Ok' button. The main data area is a table with the following structure:

| Project | Standard | | | | | | | Sun | Std_Total |
|----------------------------|---------------|----------|-----|-----|-----|-----|-----|-----|-----------|
| | Overall Total | Mon | Tue | Wed | Thu | Fri | Sat | | |
| Project-001 | 10:00 | 08:00 | | | | | | | 08:00 |
| Total Working Hours | 10:00 | 08:00 | | | | | | | 08:00 |
| Check-In Time | | 09:00 AM | | | | | | | |
| Check-Out Time | | 06:00 PM | | | | | | | |

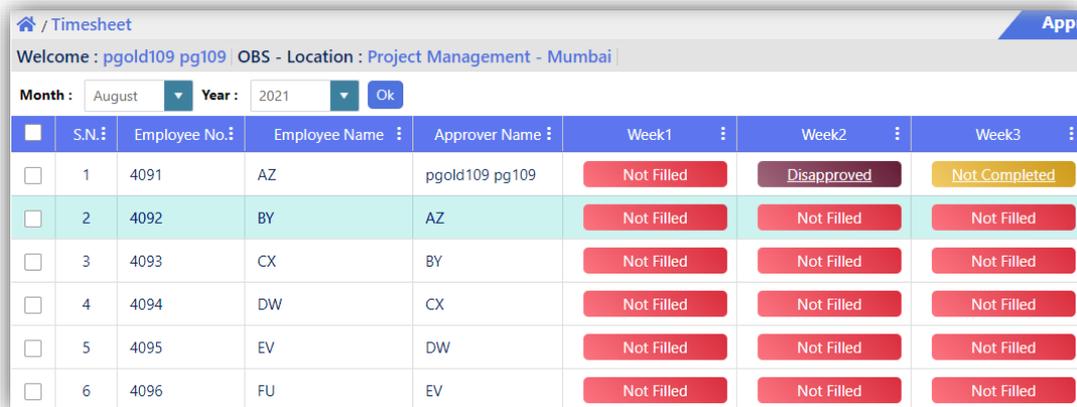
2. Approval:

Step I. Select **Approval** tab from **Master Menu**.

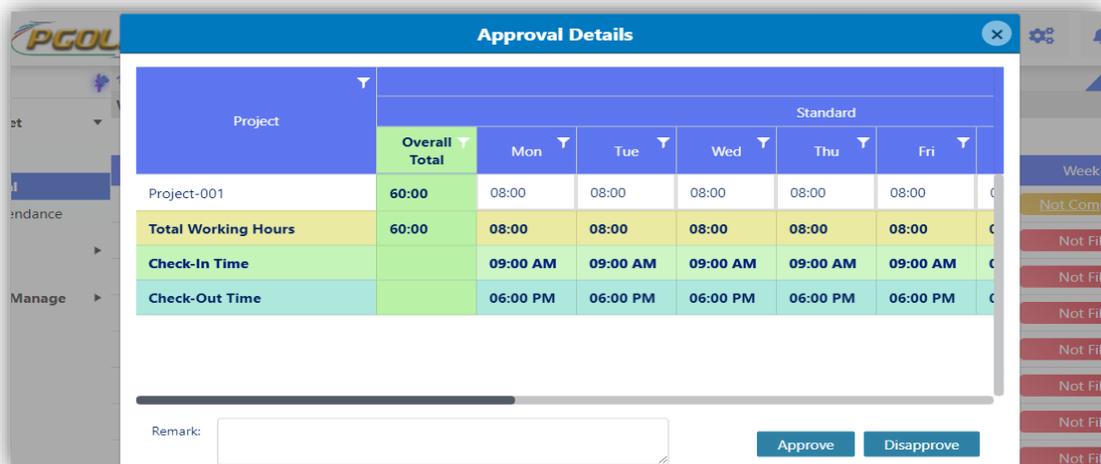
Step II. Select **Month & year** and click on **Ok**



Step III. Click on **Completed** or **Disapproved** weekly timesheet against **Employee Name**



Step IV. Review the Timesheet and mention **Remark** if any, then click on **Approve** or **Disapprove**



Step V. Approved Timesheets will be highlighted with **Green** colour

Home / Timesheet

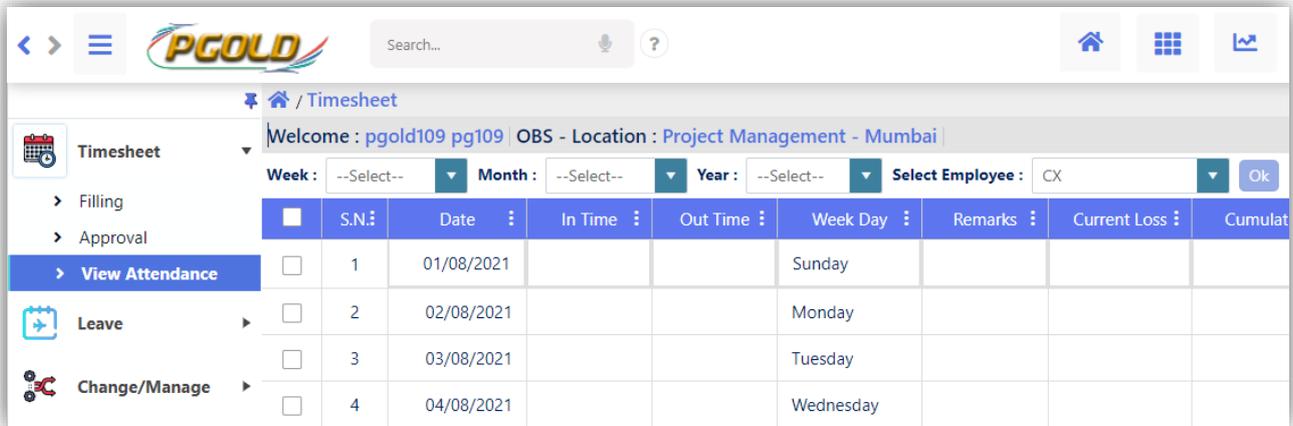
Welcome : pgold109 pg109 OBS - Location : Project Management - Mumbai

Month : --Select-- Year : --Select-- Ok

| <input type="checkbox"/> | S.N. : | Employee No. : | Employee Name : | Approver Name : | Week1 : | Week2 : | Week3 : |
|--------------------------|--------|----------------|-----------------|-----------------|------------|------------|---------------|
| <input type="checkbox"/> | 1 | 4091 | AZ | pgold109 pg109 | Not Filled | Approved | Not Completed |
| <input type="checkbox"/> | 2 | 4092 | BY | AZ | Not Filled | Not Filled | Not Filled |
| <input type="checkbox"/> | 3 | 4093 | CX | BY | Not Filled | Not Filled | Not Filled |
| <input type="checkbox"/> | 4 | 4094 | DW | CX | Not Filled | Not Filled | Not Filled |

3. View Attendance:

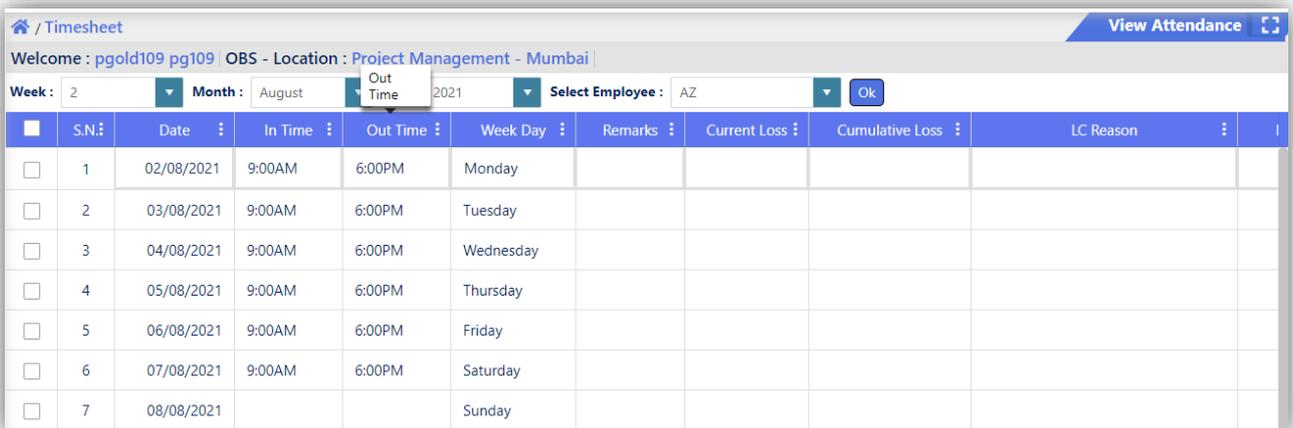
Step I. To proceed in **Attendance** View form, Choose **Attendance** tab from **Master Menu**



The screenshot shows the PGOLD Timesheet application interface. The top navigation bar includes the PGOLD logo, a search bar, and utility icons. The main header displays the user's name (pgold109 pg109) and location (Project Management - Mumbai). Below the header, there are filters for Week, Month, Year, and Employee (CX). The left sidebar menu is expanded to show 'View Attendance' as the selected option. The main content area displays a table with columns for S.N., Date, In Time, Out Time, Week Day, Remarks, Current Loss, and Cumulative Loss. The table shows data for the first four days of August 2021.

| S.N.: | Date | In Time | Out Time | Week Day | Remarks | Current Loss | Cumulative Loss |
|-------|------------|---------|----------|-----------|---------|--------------|-----------------|
| 1 | 01/08/2021 | | | Sunday | | | |
| 2 | 02/08/2021 | | | Monday | | | |
| 3 | 03/08/2021 | | | Tuesday | | | |
| 4 | 04/08/2021 | | | Wednesday | | | |

Step II. Select **Week, Month, Year & Employee** to get attendance record.



The screenshot shows the PGOLD Timesheet application interface with the 'View Attendance' form. The filters are set to Week 2, Month August, Year 2021, and Employee AZ. The main content area displays a table with columns for S.N., Date, In Time, Out Time, Week Day, Remarks, Current Loss, Cumulative Loss, and LC Reason. The table shows data for the first seven days of August 2021, with In Time and Out Time recorded for each day.

| S.N.: | Date | In Time | Out Time | Week Day | Remarks | Current Loss | Cumulative Loss | LC Reason |
|-------|------------|---------|----------|-----------|---------|--------------|-----------------|-----------|
| 1 | 02/08/2021 | 9:00AM | 6:00PM | Monday | | | | |
| 2 | 03/08/2021 | 9:00AM | 6:00PM | Tuesday | | | | |
| 3 | 04/08/2021 | 9:00AM | 6:00PM | Wednesday | | | | |
| 4 | 05/08/2021 | 9:00AM | 6:00PM | Thursday | | | | |
| 5 | 06/08/2021 | 9:00AM | 6:00PM | Friday | | | | |
| 6 | 07/08/2021 | 9:00AM | 6:00PM | Saturday | | | | |
| 7 | 08/08/2021 | | | Sunday | | | | |