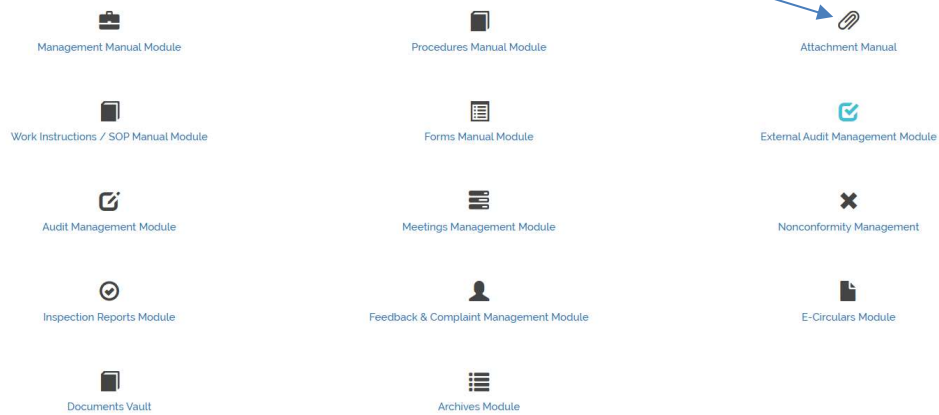


Attachments Manual




1. All documents which are displayed in public shall be stored in this module
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'Attachments Manual' Module.



Module Overview



Attachments Manual Dashboard

1. Upon clicking the "Attachments Manual" the dashboard will open displaying following information.
2. Click on [+Add New Attachment](#) to add the new Attachment.
3. You can view the manual by clicking on the 
4. You can delete the Attachment by clicking on 
5. You can archive the Attachment by clicking on 
6. If you have many attachments data so you can use pagination.
7. You can search here any type of field.







  [Module Overview](#) [Users](#) [User Guide](#) [Support](#) [Settings](#) [Logout/TC/Sanjay Dewan](#)

Attachments Manual

[+Add New Attachment](#)

Search:

Show entries

S. No.	Document No.	Document Title	Rev No.	Rev Month	Rev Year	Location of display	Person responsible for location	Last Inspected	Submitted By	Date	View	Delete	Archive
1	Circular #56/2023	How to behave in office	002	Jun	2023	Palash 1st floor	Ramu	2023-12-20	Pramod Yadav	20-12-2023 16:41:44			
2	2024-25	Singapore List	101	Dec	2023	Delhi India	Delhi India	2023-12-19	Sanjay Dewan	19-12-2023 16:11:11			

Showing 1 to 2 of 2 entries Previous Next

Adding New Attachment Manual


1. You can add the new attachments of the manual by clicking 'Add New Attachment' on the dashboard.
2. Fill up the attachments details.
3. Upload the document by clicking on 'Choose File' and choosing the logo
4. Click on submit.
5. The Attachment will be saved, and all details can be seen in the 'Attachments Manual' dashboard.

[<< Back](#)

Add New Attachment

Document No.	Document Title	
<input type="text"/>	<input type="text"/>	
Revision No.	Revision Month	Revision Year
<input type="text"/>	Dec <input type="text"/>	2023 <input type="text"/>
Display Location	Person responsible for location	Last Inspected
<input type="text"/>	<input type="text"/>	23-12-2023 <input type="text"/>
Upload Document (PDF only/Max. Size : 5MB)		
<input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Submit"/>		

Viewing the Attachments File

1. Click on  at the dashboard to view the attachments manual.
2. This is a sample PDF file and you have to scroll down to see the full PDF file.



[Module Overview](#) [Users](#) [User Guide](#) [Support](#) [Settings](#) [Logout/TC/Sanjay Dewan](#)

[<< Back](#)



Six Sigma Certification Program *White Belt Lesson 1: What is Six Sigma*

There are two ways to define "Six Sigma". The first is as a quality management methodology that uses different theories and tools to improve upon the processes of a certain business. Simply put, this results in near perfect products and services that meet and/or exceed the expectations of customers or end users, while simultaneously reducing the amount of time, money, and resources put in. In other words, with less input, a greater output will be realized.

The second way to define "Six Sigma" is the statistical way. 'Sigma' (σ) is a Greek letter used to represent the statistical term 'standard deviation' which measures the deviations from average in a particular business process. With more 'deviation' from normal, comes defective products and services that do not fulfill customer needs and wants. These 'defects' end up being returned or requiring resolution, which costs businesses increased time, money and resources in the long run. A Six Sigma business process

Delete Attachments Manual

1. Click on 'Delete' at the attachments manual dashboard.
2. Then an alert box will show up. Click 'OK' to delete attachment otherwise you can clicking cancel.

The screenshot displays the 'Paperless Management System states' interface. A modal dialog box is open, asking 'Do you really want to delete attachment?' with 'OK' and 'Cancel' buttons. Below the dialog is a table of attachments. The 'Delete' column for the first row has a blue 'x' icon, which is highlighted by a blue arrow from the second step of the instructions. Another blue arrow points from the first step to the 'Delete' column header. A 'New Attachment' button is visible in the top right. At the bottom, there are pagination controls: 'Showing 1 to 2 of 2 entries', 'Previous', '1', and 'Next'.

S. No.	Document No.	Document Title	Rev No.	Rev Month	Rev Year	Location of display	Person responsible for location	Last Inspected	Submitted By	Date	View	Delete	Archive
1	Circular 456/2023	How to behave in office	002	Jun	2023	Palash 1st floor	Ramu	2023-12-20	Pramod Yadav	20-12-2023 16:41:44			
2	2024-25	Singapore List	101	Dec	2023	Delhi India	Delhi India	2023-12-19	Sanjay Dewan	19-12-2023 16:11:11			

Archived Dashboard

1. Here you can view the all archived attachment manual.
2. Click on 'Archive' at the dashboard.
3. Then an alert box will show up. Click 'OK' to display archive attachments otherwise you can clicking cancel.

The screenshot shows the 'Paperless Management System states' interface. A modal alert box is displayed with the text 'Do you really want to archive attachment?' and two buttons: 'OK' and 'Cancel'. Below the alert box, there is a '+Add New Attachment' button, a search bar, and a table of attachments. The table has columns for S. No., Document No., Document Title, Rev No., Rev Month, Rev Year, Location of display, Person responsible for location, Last Inspected, Submitted By, Date, View, Delete, and Archive. Two entries are visible in the table. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

S. No.	Document No.	Document Title	Rev No.	Rev Month	Rev Year	Location of display	Person responsible for location	Last Inspected	Submitted By	Date	View	Delete	Archive
1	Circular 456/2023	How to behave in office	002	Jun	2023	Palash 1st floor	Ramu	2023-12-20	Pramod Yadav	20-12-2023 16:41:44			
2	2024-25	Singapore List	101	Dec	2023	Delhi India	Delhi India	2023-12-19	Sanjay Dewan	19-12-2023 16:11:11			

4. If you click on OK button, you will see the archive dashboard showing the collected data if the data has been sent to the archive.

The footer contains the 'Paperless Make Life Simple' logo, the 'HeroFinCorp.' logo, and a navigation menu with links: 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'.

Attachments Manual

ARCHIVED STATUS

The screenshot shows the 'Attachments Manual ARCHIVED STATUS' page. At the top right, there is a '<< Back' button. Below it is a table with columns: S. No., Document No., Document Title, Rev. No., Month, Year, Location of display, Person responsible for location, Last Inspected, Submitted By, Initial Date, Deleted By, Deleted Date, Archived By, Archived Date, and View. The table content is empty, and a message 'Records Not Found.' is displayed at the bottom of the table.

S. No.	Document No.	Document Title	Rev. No.	Month	Year	Location of display	Person responsible for location	Last Inspected	Submitted By	Initial Date	Deleted By	Deleted Date	Archived By	Archived Date	View
Records Not Found.															