OUM

# DO.070USERGUIDE

## PSPCL ERP Implementation Disciplinary Process

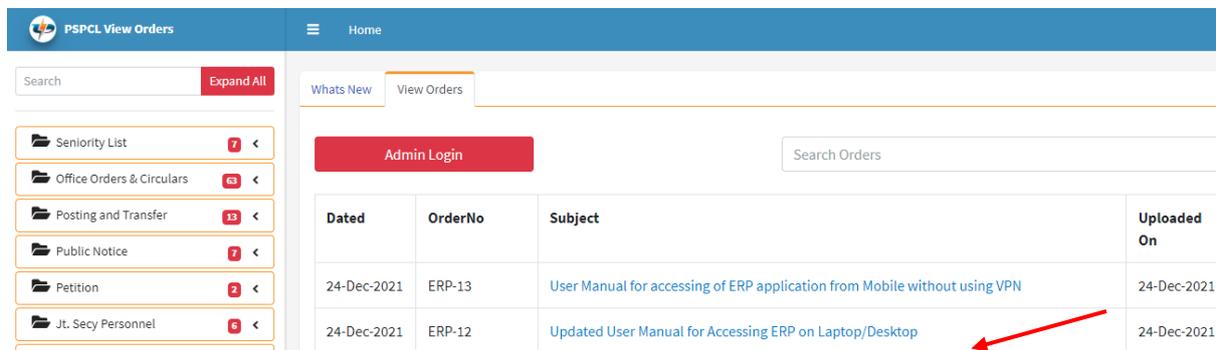| | |
|---|---|
| Author: | Yameen Ansari |
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| Version: | V2.0 |

**Approvals:**

<Approver 1> _____

<Approver 2> _____

**ORACLE**

Accessing of Oracle ERP

Open Internet Explorer/Mozilla Firefox and enter the URL:

https://erpappssit.pspcl.in/OA_HTML/AppsLocalLogin.jsp

Downloading of Required Software:

You may get the required software from oracle or from the below link

https://drive.google.com/drive/folders/1DFJF3n16j-fUhf4wXatW2ZvlhmlHDZ_N

**ORACLE**

User Name

techm_hrms

Password

•••••••

[ Log In ]   Cancel

Login Assistance

Register Here

Accessibility

None

Language

English

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## Navigator

Personalize "Navigator"
Personalize Table Layout: (headerTable)

[ Personalize ]

▶ 📁 Application Developer
▶ 📁 Application Diagnostics
▶ 📁 Approvals Management Administrator
▶ 📁 Approvals Management Business Analyst
▶ 📁 Functional Administrator
▶ 📁 PSPCL Cadre Manager
▶ 📁 PSPCL Disciplinary Manager
▶ 📁 PSPCL Employee Self Service
▶ 📁 PSPCL HRMS - View Only
▶ 📁 PSPCL HRMS Manager
▶ 📁 PSPCL Learning Administrator
▶ 📁 PSPCL Manager Self Service
▶ 📁 PSPCL Payables Super User_TS
▶ 📁 System Administration
▶ 📁 System Administrator
▶ 📁 Workflow Administrator
▶ 📁 XML Publisher Administrator

## Worklist

Personalize "Notifications Worklist Function"

[ Full List ]

Personalize "Notification List"

| From | Type | Subject | Sent | Due |
|------|------|---------|------|-----|
| There are no notifications in this view. | | | | |

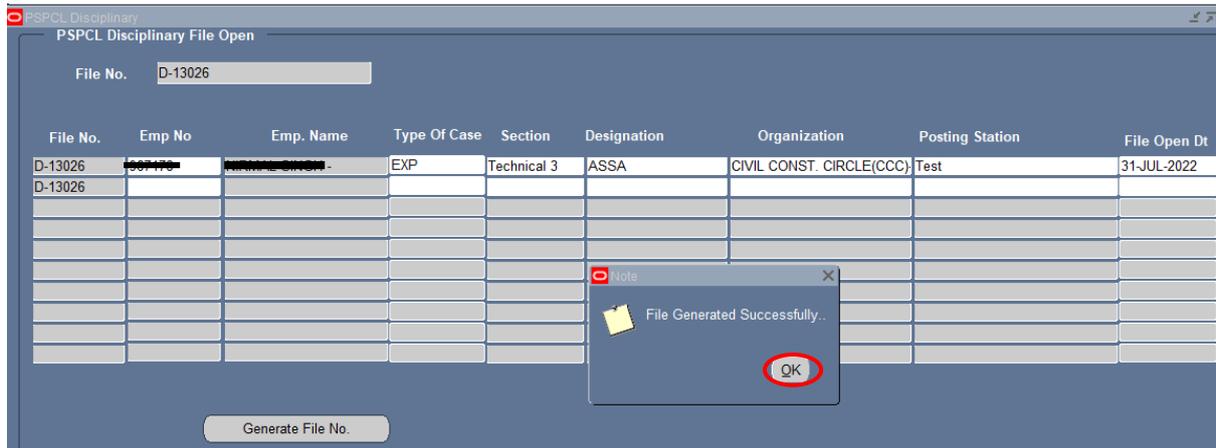☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

[ Table Diagnostics ]

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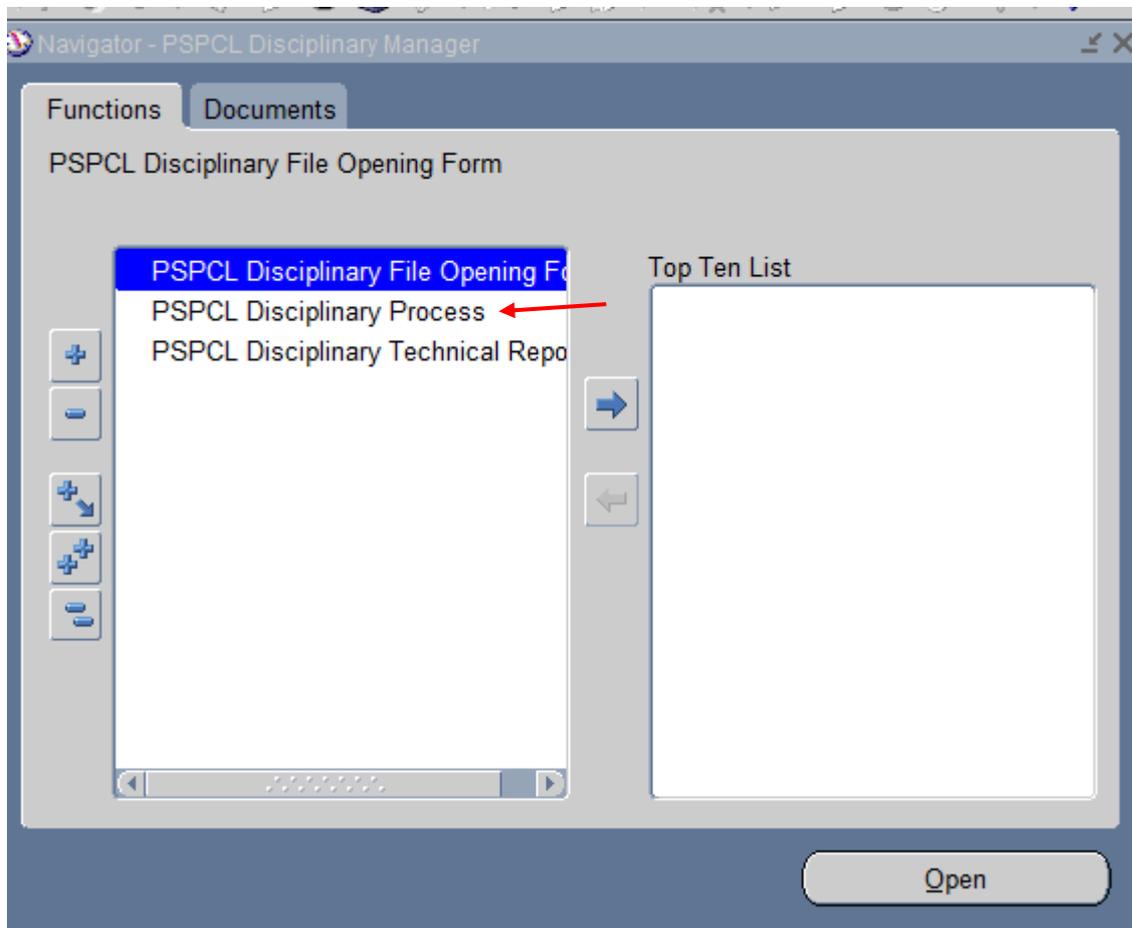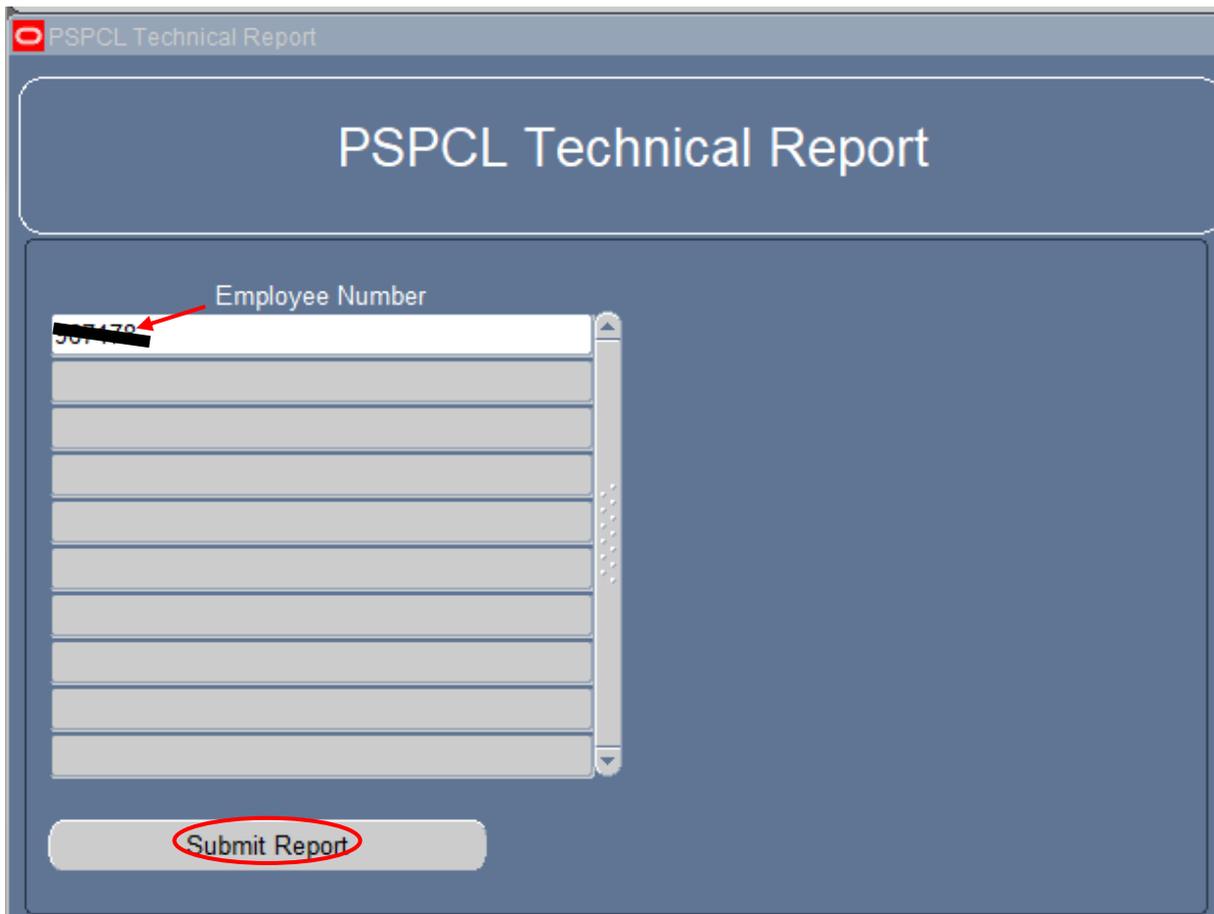
| Steps | Actions |
|-------|---------|
| 1 | Click on PSPCL Disciplinary Manager |

| Steps | Actions |
|-------|---------|
| 2 | Click on PSPCL Disciplinary File Opening Form |



| Steps | Actions |
|-------|---------|
| 3 | Fill the Details |
| 4 | Click on Generate File No. |

| Steps | Actions |
|---|---|
| 5 | Click on Ok |



| Steps | Actions |
|---|---|
| 6 | Click on PSPCL Disciplinary Process |

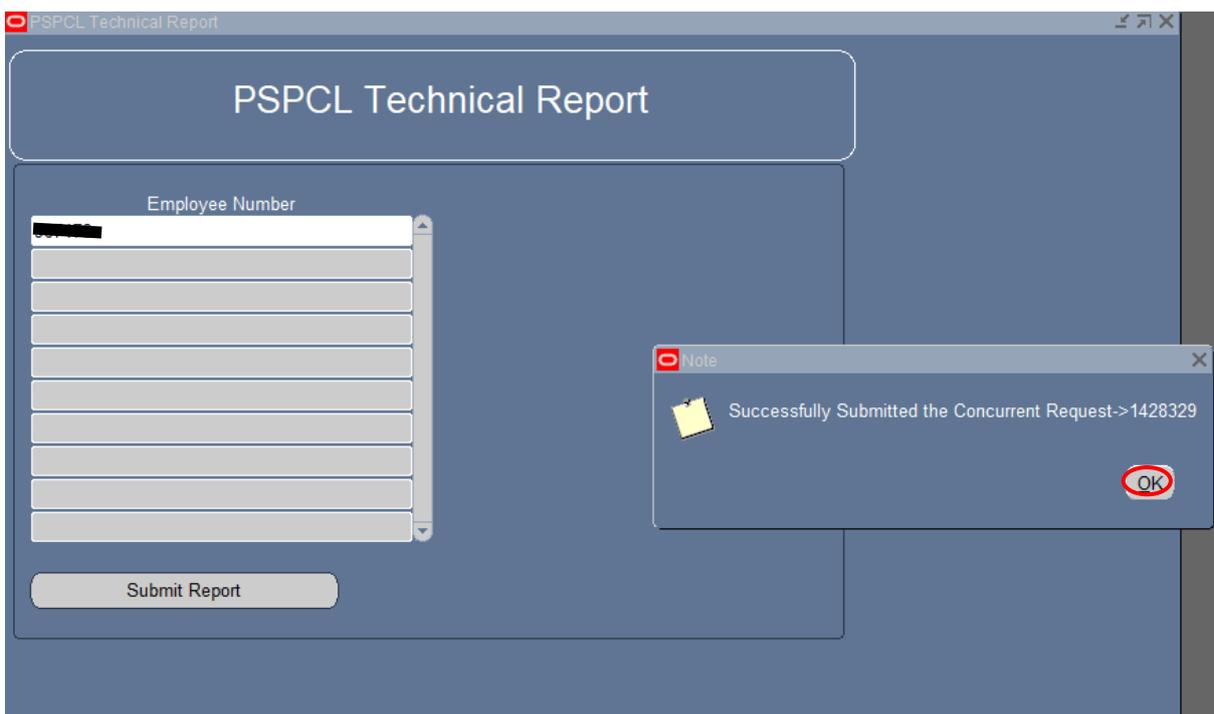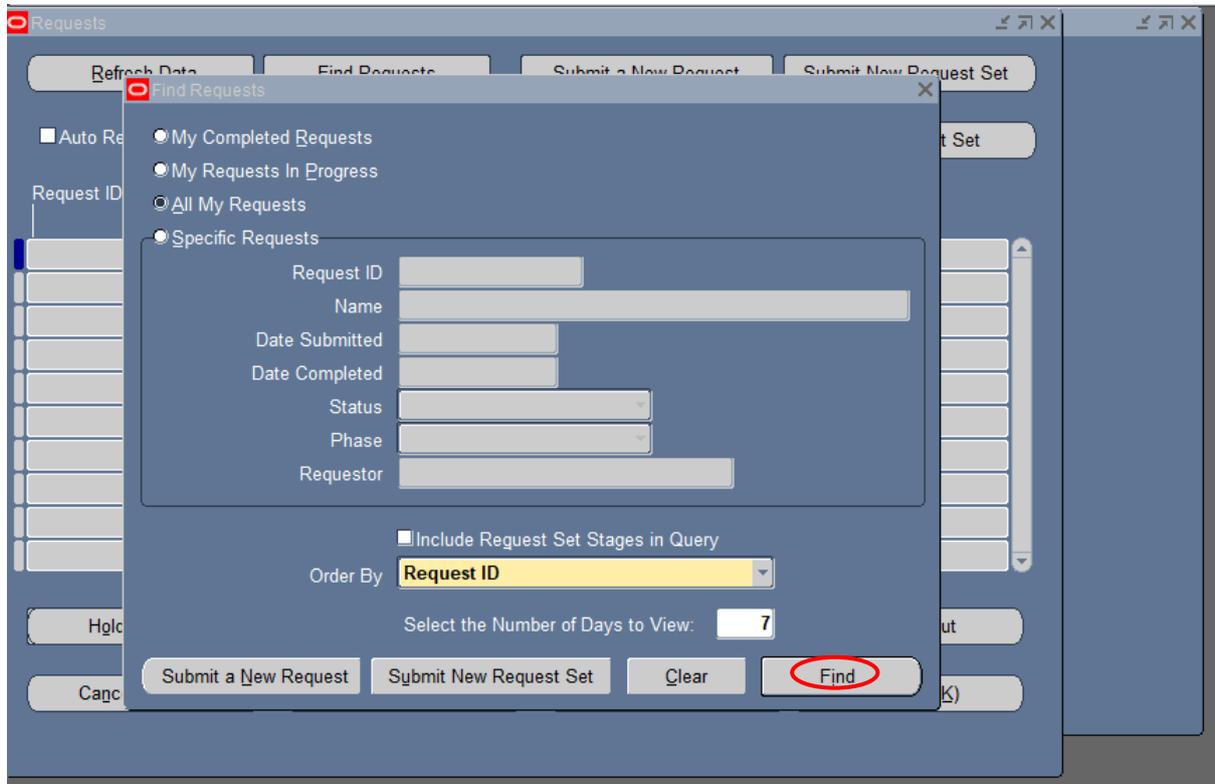| Steps | Actions |
|-------|---------|
| 7 | Press Key F11 |
| 8 | Fill File No. |
| 9 | Press Key Ctrl + F11 |

| Steps | Actions |
|-------|---------|
| 10 | Click on PSPCL Disciplinary Technical Report |

| Steps | Actions |
|-------|---------|
| 11 | Fill Employee No. |
| 12 | Click on Submit Report Button |

| Steps | Actions |
|-------|---------|
| 13 | Click on Ok |



| Steps | Actions |
|-------|---------|
| 14 | Click on Find Button |