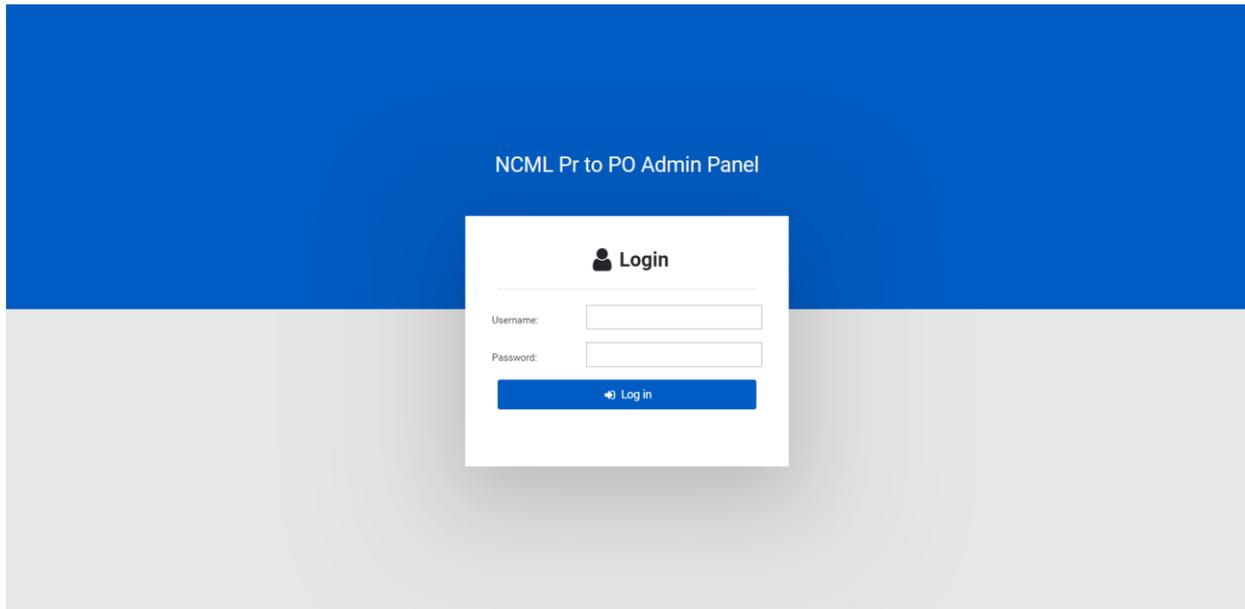


Steps to change status of PR

1. Go to below URL

<http://prtopo.ncml.com/admin>

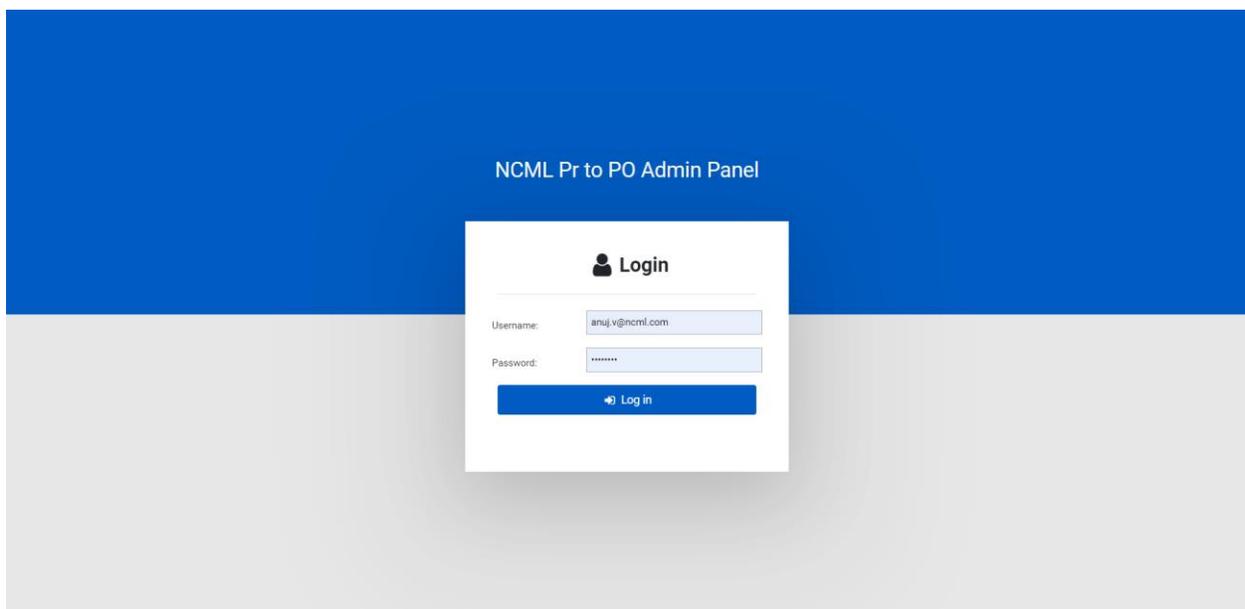


The screenshot shows the login page for the NCML Pr to PO Admin Panel. The page has a blue header with the text "NCML Pr to PO Admin Panel" and a white login form in the center. The form is titled "Login" and contains two input fields: "Username:" and "Password:". Below the fields is a blue button with a white arrow and the text "Log in".

2. Enter username & password

Username : anuj.v@ncml.com

Password : ncml@123



The screenshot shows the login page for the NCML Pr to PO Admin Panel with the credentials entered. The page has a blue header with the text "NCML Pr to PO Admin Panel" and a white login form in the center. The form is titled "Login" and contains two input fields: "Username:" and "Password:". The "Username:" field contains the text "anuj.v@ncml.com" and the "Password:" field contains a series of asterisks. Below the fields is a blue button with a white arrow and the text "Log in".

After login you will get below dashboard screen

The dashboard displays the following statistics:

- Total Users: 8
- Total Items/Products: 385
- Departments: 1
- Total PR (All): 14
- PR (Created): 5
- PR (Approved by HOD): 3
- PR (Approved by PO): 2

The sidebar menu includes: Dashboard, Accounts, Administration, Authentication, Dynamic Email S, Enquiry_Order, Generic_Links, PR to PO, Python Social A, and Taggit.

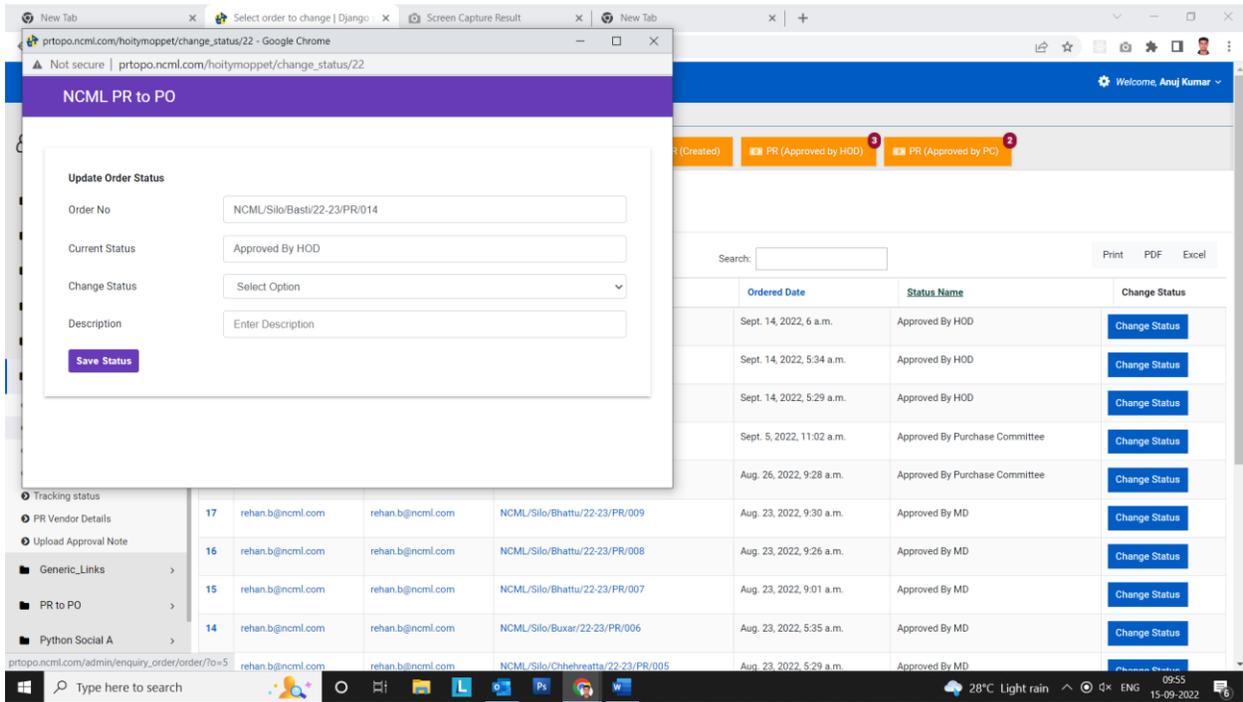
4. Then click on menu name Total PR (All) top

The dashboard shows the following table of orders:

ID	User	Profile	Order Id	Ordered Date	Status Name	Change Status
22	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Basti/22-23/PR/014	Sept. 14, 2022, 6 a.m.	Approved By HOD	Change Status
21	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Batala/22-23/PR/013	Sept. 14, 2022, 5:34 a.m.	Approved By HOD	Change Status
20	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Chhehreaata/22-23/PR/012	Sept. 14, 2022, 5:29 a.m.	Approved By HOD	Change Status
19	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Jalalabad/22-23/PR/011	Sept. 5, 2022, 11:02 a.m.	Approved By Purchase Committee	Change Status
18	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Batala/22-23/PR/010	Aug. 26, 2022, 9:28 a.m.	Approved By Purchase Committee	Change Status
17	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/009	Aug. 23, 2022, 9:30 a.m.	Approved By MD	Change Status
16	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/008	Aug. 23, 2022, 9:26 a.m.	Approved By MD	Change Status
15	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Bhattu/22-23/PR/007	Aug. 23, 2022, 9:01 a.m.	Approved By MD	Change Status
14	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Buxar/22-23/PR/006	Aug. 23, 2022, 5:35 a.m.	Approved By MD	Change Status
13	rehan.b@ncml.com	rehan.b@ncml.com	NCML/Silo/Chhehreaata/22-23/PR/005	Aug. 23, 2022, 5:29 a.m.	Approved By MD	Change Status

Showing 1 to 10 of 14 entries. Page 1 of 2.

5. For change status of PR click on “Change Status” button on list view, then you will get below screen



6. Then select status on dropdown and enter your description / remarks / comments on below screen

