



APPOINTMENT PORTAL

KARAM – PN INTERNATIONAL

Appointment Portal

- This portal will be used to take appointment from President Technical. Now Slip System will be removed from President Desk .
- Workflow is as shown in next Slides.

WORKFLOW



User Login

Create a Request for Discussion



Assignee Priority

User will assignee the priority of their request & also Mentation the Team Name which will be the part of Discussion



Email Notification

After Submit the Request Email Notification will be Send & User Can View the Status on Dashboard



Action by PDT

PDT will call the Requester for the meeting & after meeting User can fill the Remarks & Complete his Request.

User login :



Log In

Username

PNI_124

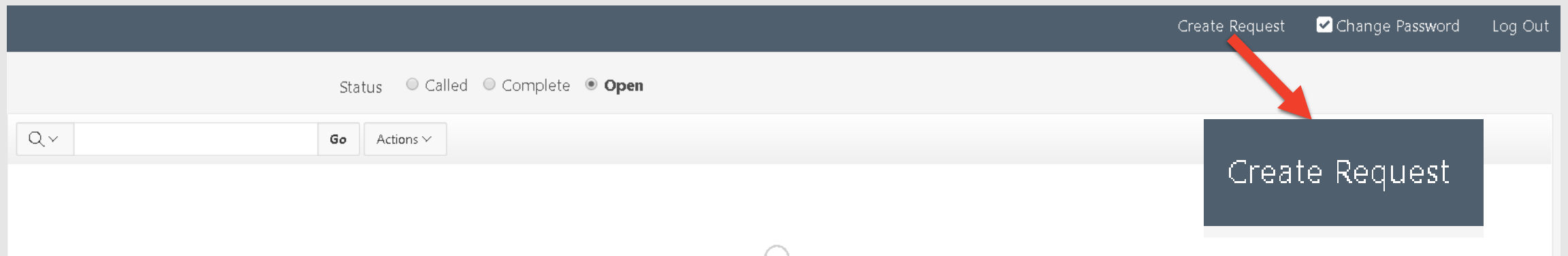
Password

.....

Log In

User can login with his Emp_id and password.

User View



User can create meeting request by clicking on Create Request Button.

User View

Below window will open. User will fill the details and Save the same.

Appointment Request

Reason *

Discussion required on PS Planing

Priority *

High

Member required

Vinay, Munish , Gurpreet, Anil

Meeting With

PDT

Save

User View

After Save, Mail will be sent on PDT Email as well as Login Portal.

[Log Out](#) [Change Password](#) [Create Request](#)

✓ Email Sent ✕

Status ☐ Called ☐ Complete ☒ Open

Q ▾

Go

Actions ▾

Sr num	Reason	Priority	Meeting with	Member required	Status	Remarks	Complete
1	Discussion Required on PS Planning	Low	PDT	Vinay, Munish, Gurpreet, Anil	Open	-	✓

1 - 1

PDT / Management Mail View

Mail Format as Below will come in PDT Login.

Dear Sir,

Please Provide appointment for meeting as suggestes below .

Priority :Low

Subject :Discussion Required on PS Planning

Requested By :SHASHANK@KARAM.IN

Department :Planning



Person required : Vinay, Munish, Gurpreet, Anil



Thanks



This is an auto generated email please do not reply



PDT View / Management View

[Log Out](#) ☒ [Change Password](#)


VINAY@KARAM.IN
TEST



SHASHANK@KARAM.IN
Discussion Required on PS Planning



VINAY@KARAM.IN
TEST



VINAY@KARAM.IN
TEST 1


Colour Coding is also done based on priority rule.

PDT View / Management View

Desktop Version is also
Available to Check the
Appointment List along with
the Mail.

Closure of request can be
done both ways requester
can complete his request
after Meeting.

The screenshot displays a web interface for managing appointments. At the top, there are three purple rectangular cards. The first card is empty. The second card contains the email address 'SHASHANK@KARAM.IN' and the text 'Discussion Required on PS Planning'. The third card contains the email address 'VINAY@KARAM.IN' and the text 'TEST'. Each card has a circular icon with a Wi-Fi symbol at the top and a circular button with a telephone handset icon at the bottom. In the foreground, a 'Call Confirmation' dialog box is open. It has a title bar with a close button (X). Inside the dialog, there is a 'Remarks' label above a large text area containing a hyphen '-'. At the bottom of the dialog, there are three buttons: 'Save', 'Call', and 'Complete'.

Email Address	Remarks	Action
SHASHANK@KARAM.IN	Discussion Required on PS Planning	Call
VINAY@KARAM.IN	TEST	Call

Call Confirmation

Remarks

-

Save Call Complete

Thank You.