Subject: **PPM Data Correction System.**

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As you aware of the fact that the plot files transaction are handled through PPM application throughout the state in online mode. During the process of handling the files various errors are noticed in the historical data & the current data due to which the entire processing of data stops. All such issues are sent through e-mail by the Estate officer's id at the Head office for the correction of the data. At times multiple mails for the same request comes which becomes very difficult to track. Also at times due to oversight some of the issues get skipped & matter remains unresolved. To address all such issues & to expedite the process of correction of data new software has been developed & hosted on a link in PPM application with the name **"PPM Data Correction System"**. This link will open from the **ID of the Estate officer only** from where all such errors will be raised & shall be corrected at Head office. A brief about the existing error & proposed recommendations are to be added in the software. **This will be the official link** for raising such issues from the user ID of the concerned Estate officer. All such corrections shall be assumed to have been raised by the concerned Estate officer. This will also helps in tracking the complete history of the case and various reports regarding pendency of the issue at field offices & Head office. All such data correction leads to financial implication and legal repercussions. Hence forth the Estate officer concerned and IT professional at H.Q. will be responsible for all such changes in the data. No other mode of communication may be entertained in future.

User-manual for the same is also placed below. In case of any help DBA (dbahuda@gmail.com) shall be contacted.

-sd-
D.P.S. Nagal, IAS,
Chief Administrator ,
HUDA.

Dated- 2-7-2012

# Haryana Urban Development Authority (HUDA)

# PPM DATA CORRECTION SYSTEM
## USER MANUAL
### *Version 1.0*

## DOCUMENT RELEASE NOTICE

**Notice No.:** 01
**Customer:** Haryana Urban Development Authority
**Project:** Haryana Urban Development Authority (HUDA)

**Document Details:**

| Name | Version No. | Description |
|---|---|---|
| HUDA User Manual | 1.0 | User manual for the Haryana Urban Development Authority (HUDA) application. |

**Revision Details:**

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# PREFACE

## Purpose of the Document

This user manual aims to familiarize you with the workflow of the PPM Data Correction System application.

## Intended Audience

The document is intended for estate officers of HUDA. It will enable them to understand all aspects of the application in detail.

## Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

| Abbreviation | Description |
|---|---|
| FAS | Financial Accounting System |
| HUDA | Haryana Urban Development Authority |
| PPM | Plot and Property Management |

## Introduction:

The PPM Data Correction system is an application for logging and tracking of issues that arise in ehuda application (PPM). The PPM Data Correction system can be accessed by Estate Officers or IT coordinators with the same ID that they use in ehuda application. To log into this system, the user must first be logged into the ehuda application. Click on the link named "PPM Data Correction system" to access it.

## Workflow:

The workflow of this application is as follows:

1. Estate Officer and IT coordinators can access the PPM Data Correction system. To access the application, click on the link as shown below:
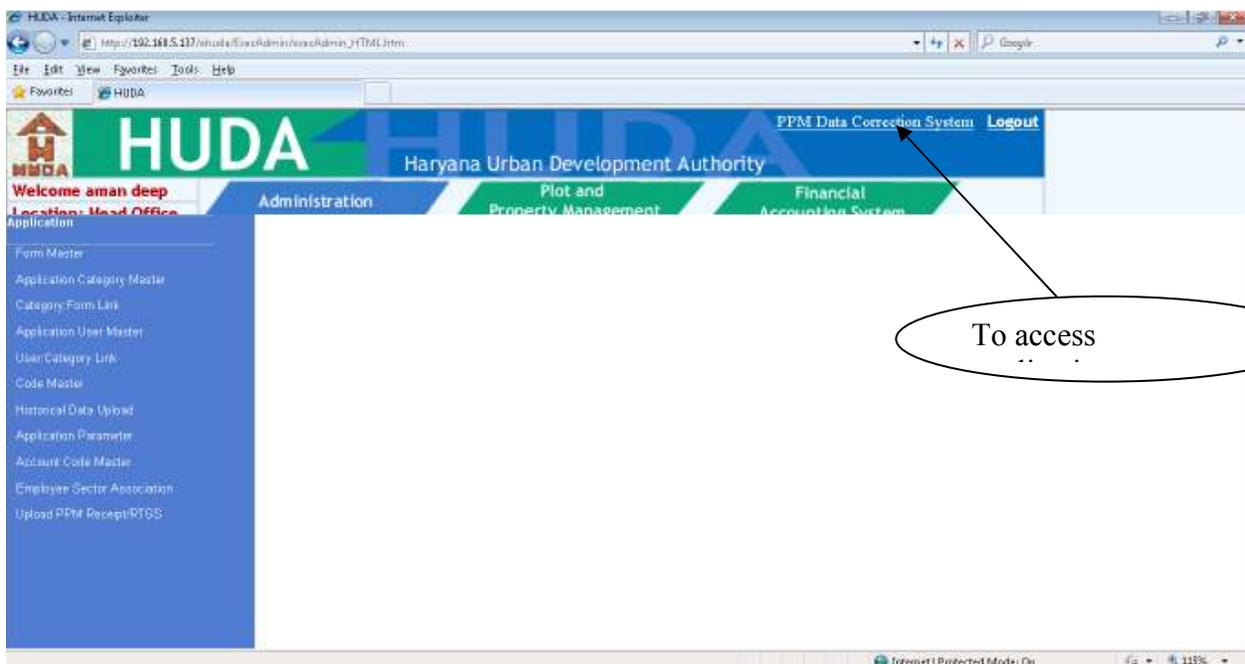


2. An issue can be raised only by an Estate Officer. To raise the issue, click on raise issue.

To create new
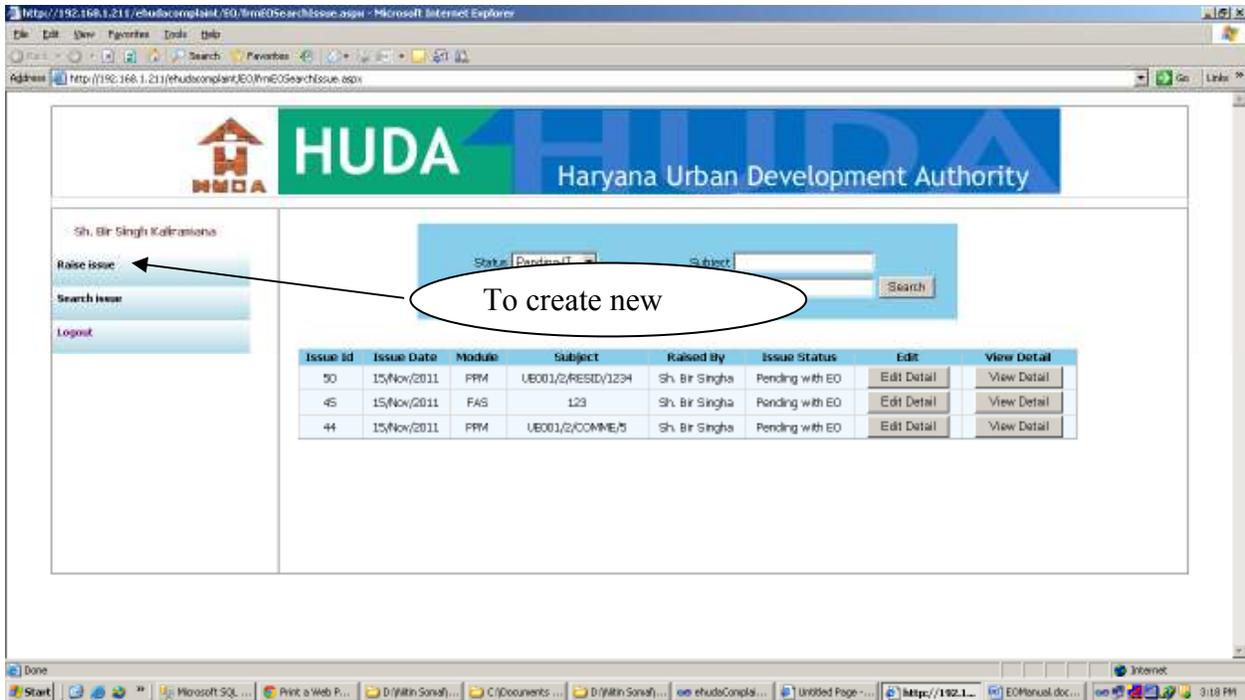
3. A new screen opens for raising the issue. Enter the details of the issue in the screen.
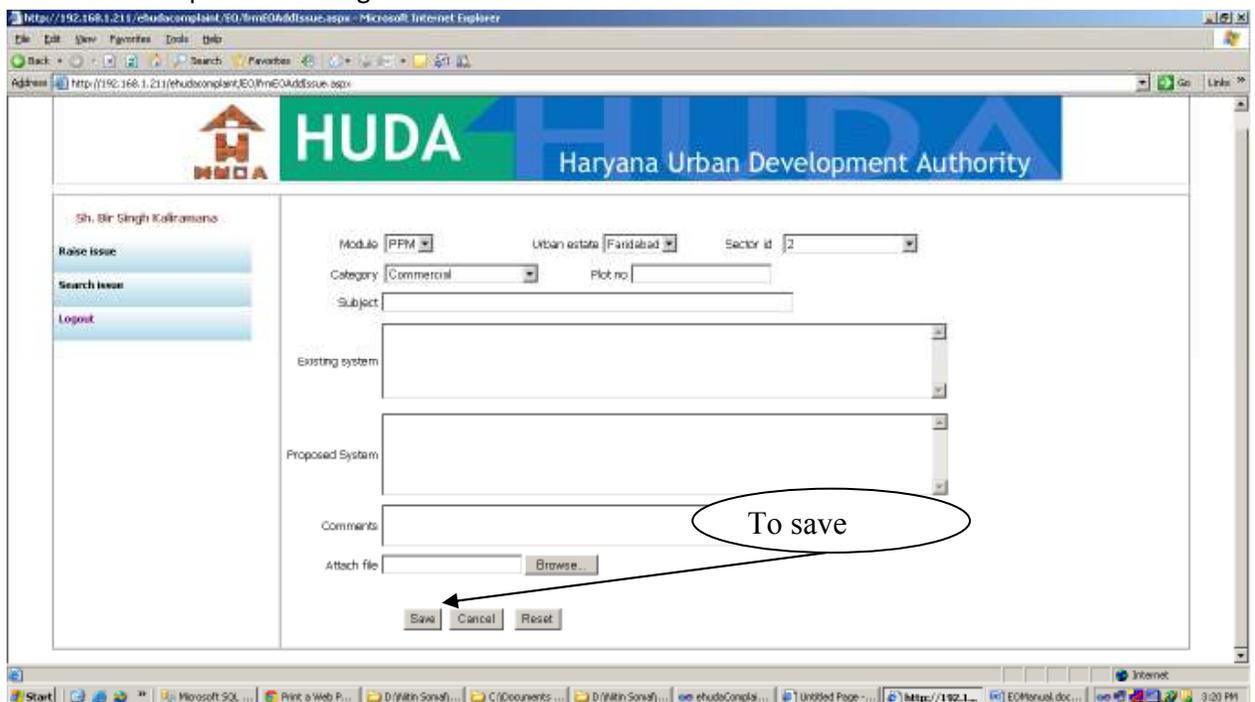


To save

4. To save the issue, click the Save. Once an issue is raised, it goes to the IT coordinator.
5. To view issue detail, attachment and comments against issue:

To view issue
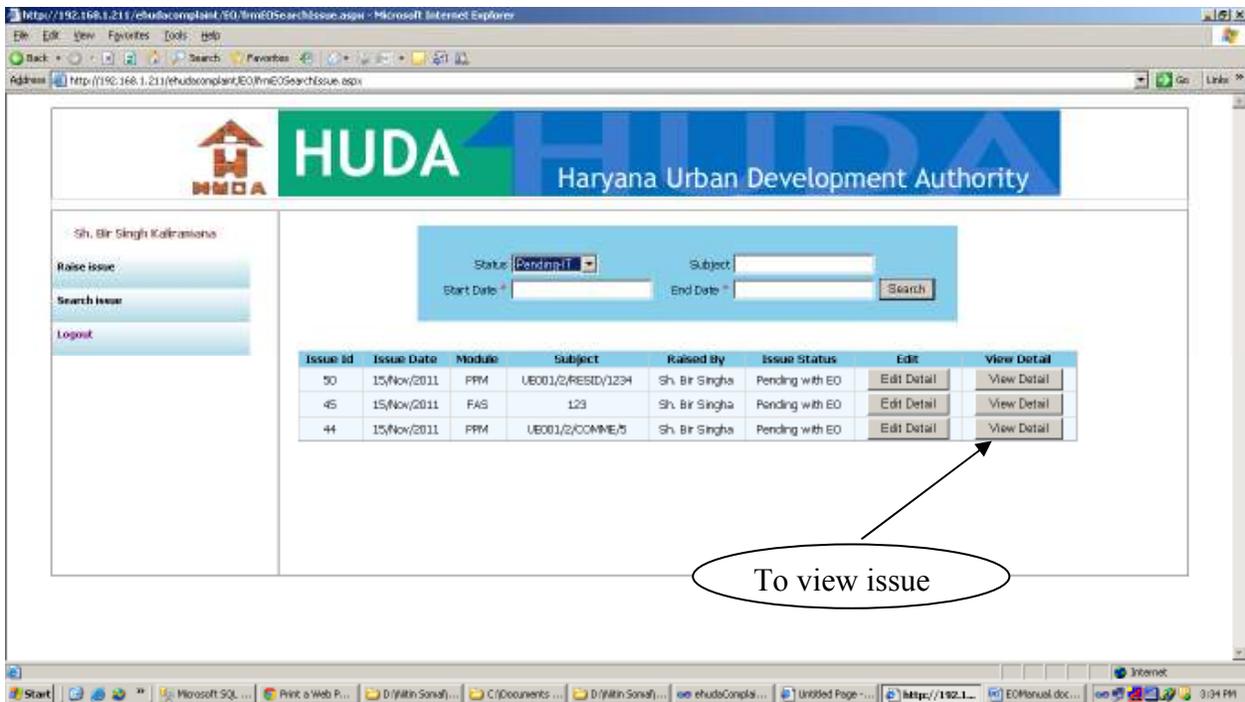
6. If the issue is in IT coordinator account then Estate Officer can only view comment, attachment and issue detail
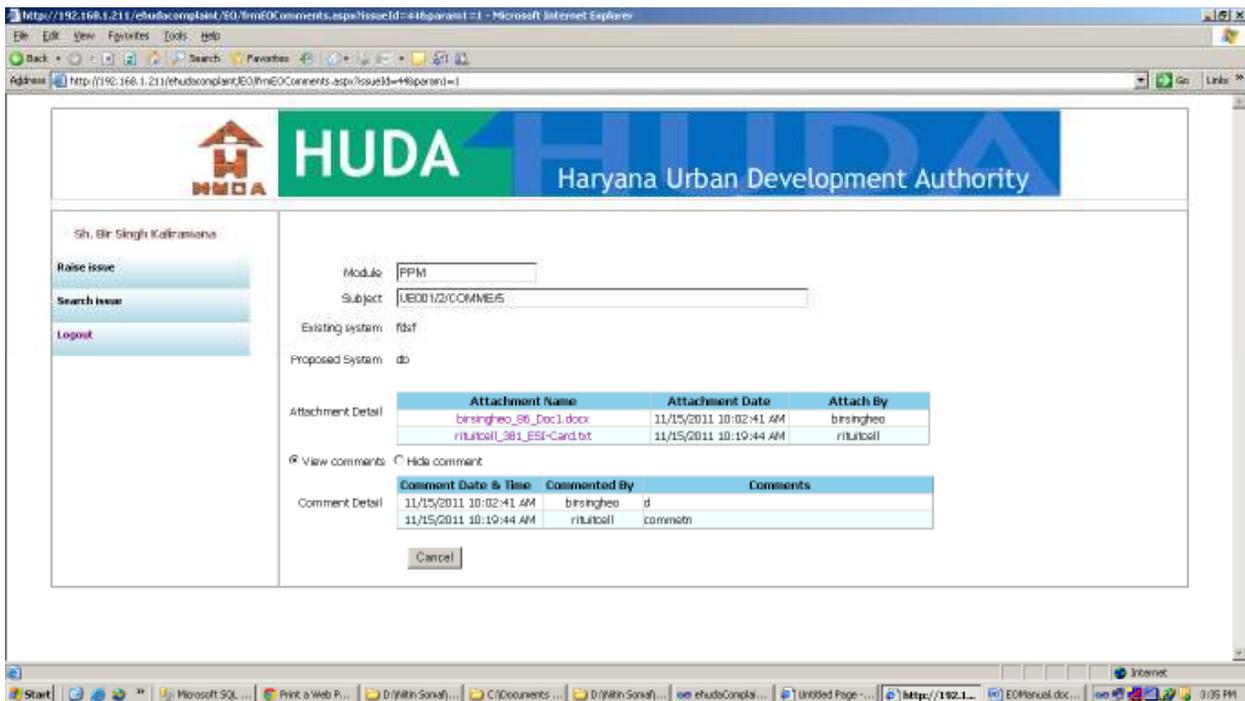


7. The IT coordinator can resolve the issue, add the comments and attachment to the issue and forward it to Estate Officer.

8. Once the issue is in Estate Officers' account, then he can either send it back to IT coordinator or can close it.

9. To Forward to IT coordinator, select Forward to IT coordinator and click Save.



To forward again and
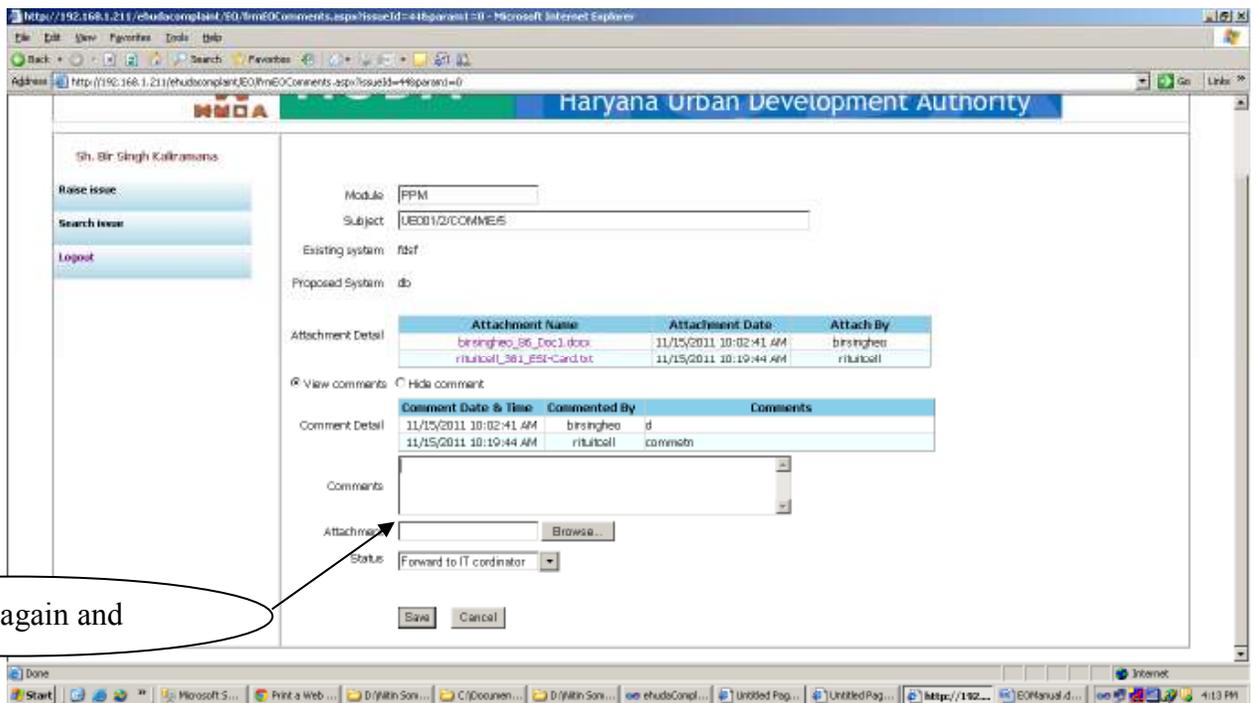
10. To close the issue, select Close and click Save.