

Critical Path – User Manual

How to login to the system?

1. Click on below link.

System Login: <http://192.168.1.44:8122/CPS/>

2. Enter the username & password.

Username: your official email address

Password: same password as the transport system.

A. How filter my own pending works?

You can filter related tasks on PO wise.

1

2

3

4

5

6

1. Select the PO number from here.
2. Select the task status from here. (Pending / Completed / All)
3. Click on “Load Mine”
4. All your tasks will be loaded in here.
5. You can export all tasks to an excel sheet.

B. How filter Critical Path tasks related to a specific PO?

1. Select the PO number from here.
2. Select the task status from here. (Pending / Completed / All)
6. Click on “Load All”
3. All tasks will be appearing in here.

C. How to update /Mark as completed / add comments?

CP Details

Excel

Search:

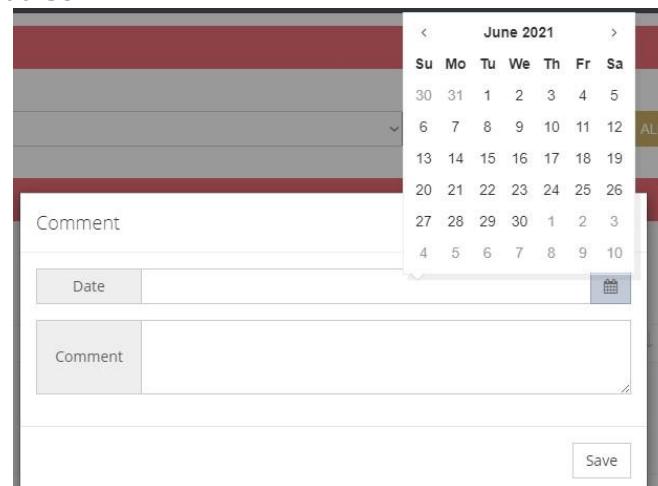
#	Task	Responsible	Planned Date	Completed Date	User	Comments	Update
1	Shipment nomination (sending invoice and packing list to customer for forwarder nomination)	RSC-Tech/PD	2021-09-10		Shamilam		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> </div>
2	INSPECTION DATE	RSC-Tech/PD	2021-09-15		Shamilam		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> </div>
3	Garment Ex-Factory	MERCHANDIZING	2021-09-17		Shamilam		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> <div style="text-align: center;"> Comment Complete Update </div> </div>

Showing 1 to 3 of 3 entries

Previous 1 Next

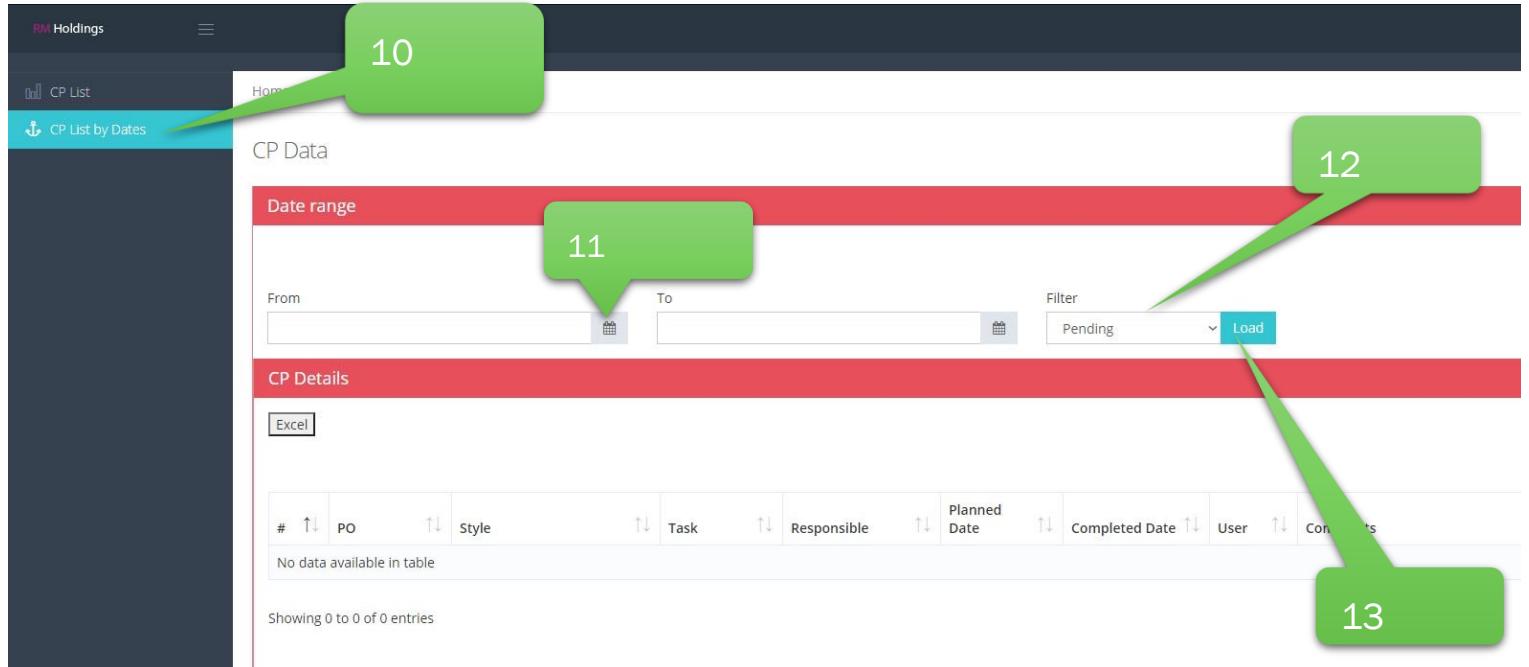
7. You can add comments to a specific task.
8. After completing a task, Click on “Complete”.

Then select the actual task completed date and save. If you want, you can add a comment also.



9. When you have added comments, you can change it from “update” button.

D. How to find tasks on a specific date range?



10. Click on the “CP list by date”.

11. Select a date range

12. Filter as Pending / Completed / All

13. Click on “load.”

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