

# USER MANUAL

## Awards Management (Department User)



*Submitted to*



Department of Factories & Boilers  
Government of Kerala

*Submitted by*

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# 1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	01 – 01 – 2025	Sareena Saji	Sanjay Sanil	Rejani Mol P R

## 2 INTRODUCTION

Department of Factories and boilers issues Safety Awards every year to the best performing factories with regard to safety. This module is to help the factory occupiers for Safety Award online along with relevant documents to prove their eligibility. It helps the department user to process the application and publish the result.

## 3 ACCESSING AWARDS MANAGEMENT

### 3.1 ACCESSING LOGIN MODULE

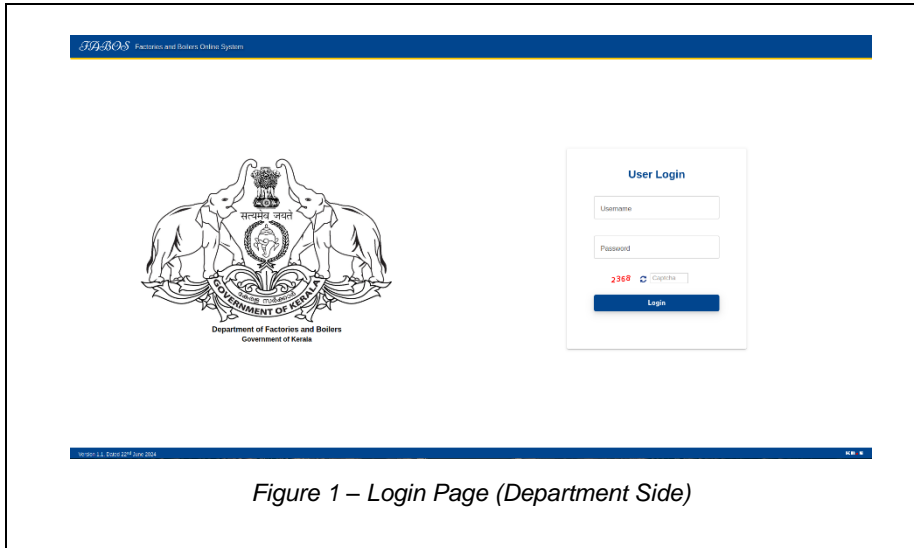


Figure 1 – Login Page (Department Side)

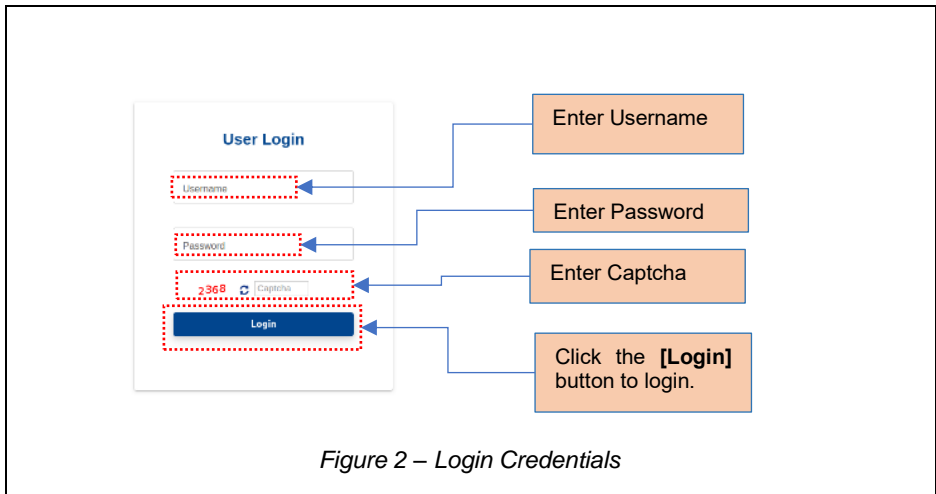


Figure 2 – Login Credentials

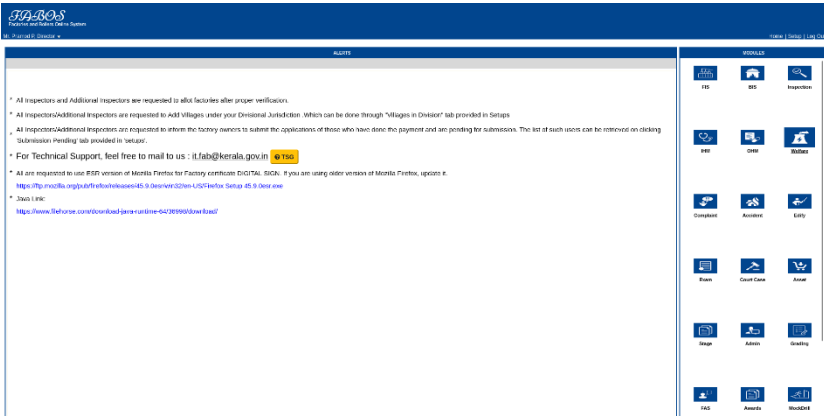


Figure 3 – Home Page



Select the **Awards** module from the modules list.

Figure 4 – Alerts & Modules Listing Page



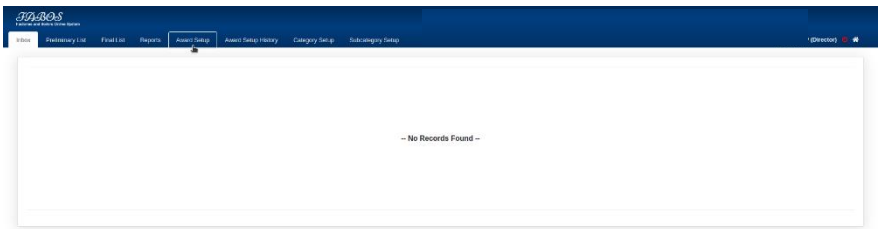


Figure 5 – Inbox

### 3.2 AWARD SETUP

To initiate an award for a specific year, the initial step is to complete the setup first. Only the Director has the authority to initiate the award setup.

Enter the award setup details, then click the **[Save]** button to save the entered details.

Figure 6 – Add Award Setup Details

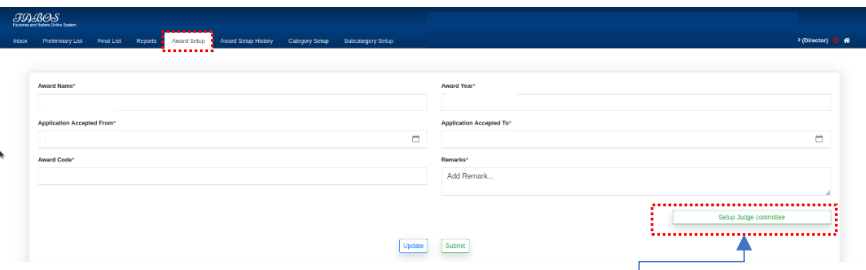


Upload the required documents for award setup, then click the **[Upload]** button to upload the documents.

Figure 7 – Upload Document

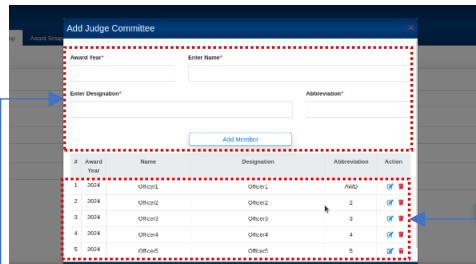
#	Attachment	Attached On	Action
1	Preliminary Checklist	19 12 2024 10:25 AM	▲ ▼
2	Final Checklist	19 12 2024 10:25 AM	▲ ▼

Figure 8 – View Uploaded Documents



Click the **[Setup Judge Committee]** button to set up the judge committee.

Figure 9 – Setup Judge Committee



Enter the judge committee details, then click the **[Add Member]** button to add a member to the committee.

List of members of the judge committee added.

Figure 10 – Add Judge Committee

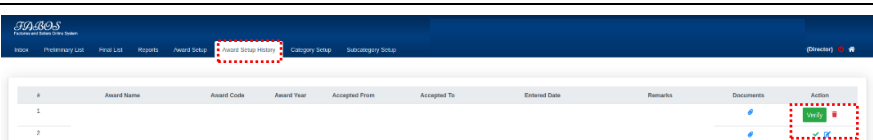
**Note:** The judging committee should consist of no fewer than 5 members and no more than 7.



Click the **[Update]** button to update the award setup details, and the **[Submit]** button to submit the award setup details.

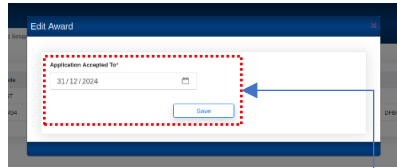
Figure 11 – Submit Award Setup Details

### 3.3 AWARD SETUP HISTORY



Click the **[Verify]** button to verify the award, the **[Delete]** icon to delete it, and the **[Edit]** icon to edit the award.

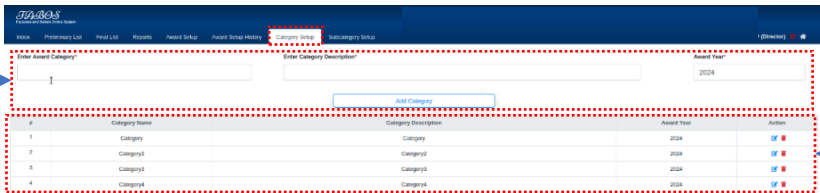
Figure 12 – Award Setup History



Enter the last date of application submission, then click the **[Save]** button to save the entered date.

Figure 13 – Edit Award

### 3.4 CATEGORY SETUP



Enter the award category, category description, and award year, then click the **[Add Category]** button to save the entered details.

In this table, the Director can view, edit, and delete the entered award category details.

Figure 14 – Category Setup

Select the category from the drop-down list, select the form from the drop-down list, enter the subcategory, and enter the description of the subcategory. Then, click the **[Add Subcategory]** button to save the subcategory details.

Figure 15 – Add Subcategory

#	Subcategory	Subcategory Description	Award Form	Action
1	MSL	MSL	Safety Award Form	<a href="#">✎</a> <a href="#">✖</a>
2	MSL	MSL	Individual Award Form	<a href="#">✎</a> <a href="#">✖</a>

Figure 16 – View the Added Subcategories

**Note:** Once the setup is completed, factory users can start applying for awards based on the application acceptance date.

### 3.5 INBOX

After the application is submitted by the applicant, it will be available in the corresponding Division Inspector's *Inbox* tab.

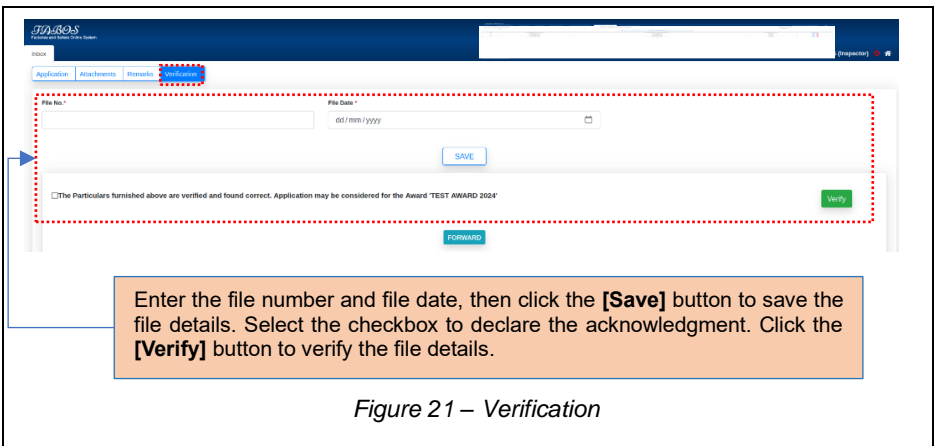
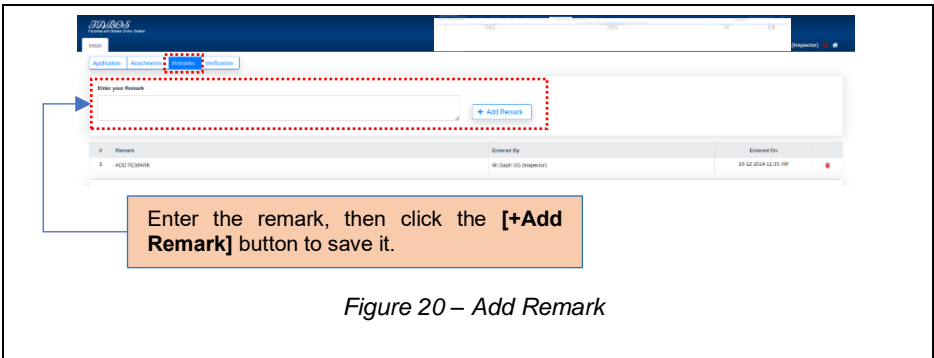
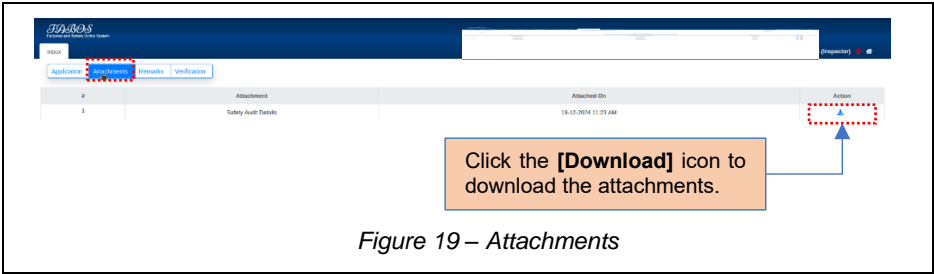
Enter the award category and subcategory to view applications categorized by category and subcategory.

Click the **[Reset]** button to clear all entries. The inspector can reset the fields. Then, click the **[View]** button to view the application.

*Figure 17 – Inspector's Inbox*

The officer can update the category and subcategory by clicking the **[Update]** button.

*Figure 18 – View the Application*



✓ The Particulars furnished above are verified and found correct. Application may be considered for the Award TEST AWARD 2024

FORWARD

Click the **[Forward]** button to forward the application to the relevant officer if needed.

Figure 22 – Forward the Application

Select the checkbox for the relevant officer to forward the application, then click the **[Forward]** button to send it.

Figure 23 – Forward the Application

### 3.6 APPROVE THE APPLICATION

To approve the application, it should be forwarded to the Director. Once forwarded, it will be available in the Director's *Inbox* tab.



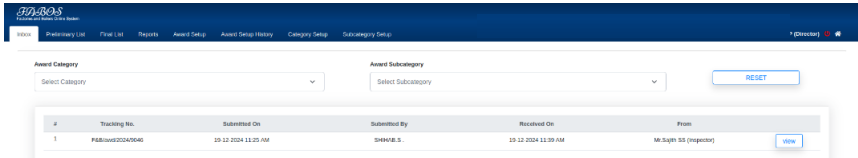


Figure 24 – View Application



Figure 25 – View the Attachments

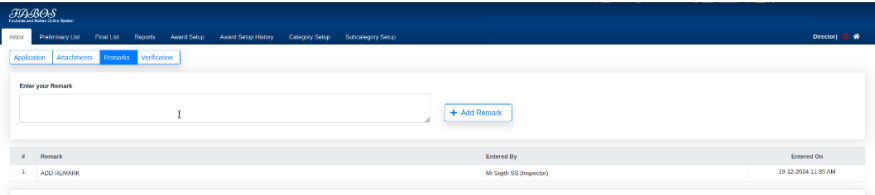


Figure 26 – Remarks

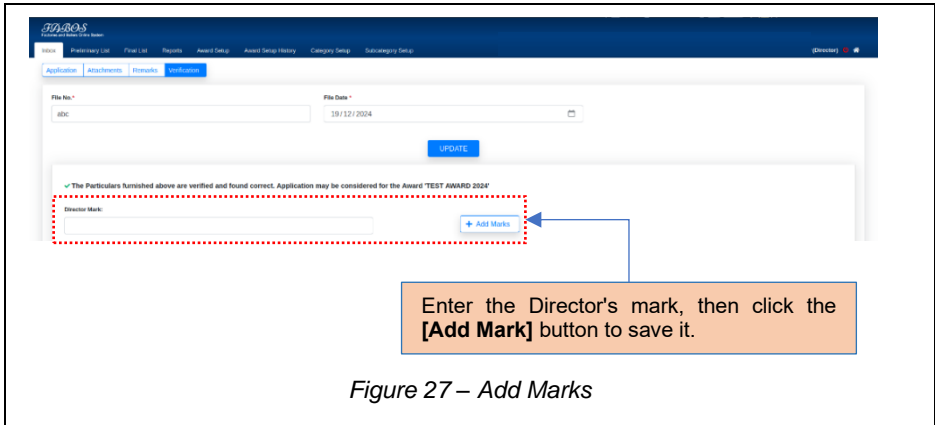


Figure 27 – Add Marks

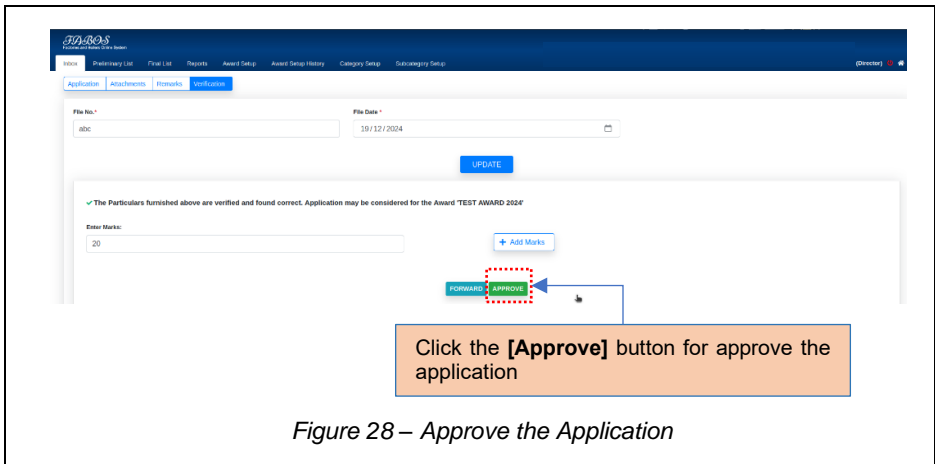
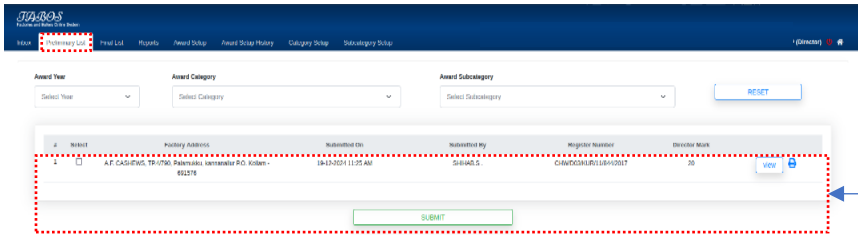


Figure 28 – Approve the Application

### 3.7 PRILIMINARY LIST

After approval, the approved applications will be listed in the *Preliminary List* tab. In the *Preliminary List* tab, the officer can view the approved applications.

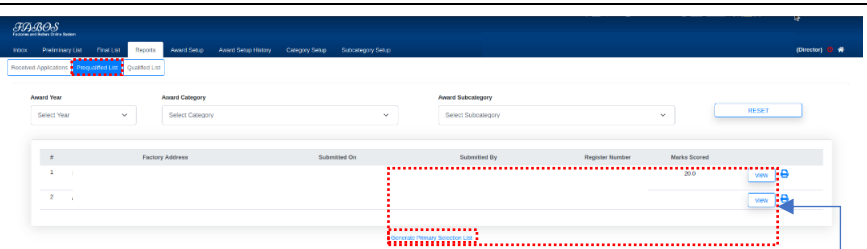


Click the view icon to view the application, then select the checkbox and click the **[Submit]** button to submit the approved application.

Figure 29 – Submit the Application

### 3.8 PREQUALIFIED LIST

Applications submitted from the Preliminary List will be available in the *Prequalified List* sub-tab. In the Prequalified List, the officer can view the submitted applications.



Click here to generate the primary selection list, then click the **[View]** button to view the applications of the prequalified list.

Figure 30 – Generate Primary Selection List

The screenshot shows the 'View the Application' page in the FABOS system. The top navigation bar includes 'Home', 'Preliminary List', 'Final List', 'Receipts', 'Award Setup', 'Award Setup History', 'Category Setup', and 'Subcategory Setup'. Below the navigation, there are tabs for 'Received Applications', 'Proposed List', and 'Qualified List'. The main content area is divided into two sections: 'Factory Details' and 'Accident Details'. The 'Factory Details' section contains several input fields for information such as 'Name of Applicant' (TEST), 'Registration Number of the factory', 'Full Name and Address of factory', 'Manufacturing process' (TEST), 'Number of workers as per License', 'Maximum number of workers employed in the factory', 'Average number of workers employed in the factory', 'Total number of man hours worked', and 'Total number of accidents three man hours worked'. The 'Accident Details' section contains input fields for 'Number of total accidents', 'Number of persons died', 'Number of accidents causing injuries to persons', and 'Number of man days lost due to the above accident'.

Figure 32 – View the Application

The screenshot shows the 'View the Attachments' page in the FABOS system. The top navigation bar is the same as in Figure 32. Below the navigation, there are tabs for 'Received Applications', 'Proposed List', and 'Qualified List'. The main content area shows a table with the following data:

#	Attachment	Attached On	Action
1	Safety Audit Details	13 12 2024 11:23 AM	<a href="#">Download</a>

Figure 33 – View the Attachments

The screenshot shows the 'Remarks' page in the FABOS system. The top navigation bar is the same as in Figure 32. Below the navigation, there are tabs for 'Received Applications', 'Proposed List', and 'Qualified List'. The main content area has a section titled 'Enter your Remark' with a text input field and an '+ Add Remark' button. Below this, there is a table with the following data:

#	Remark	Entered By	Entered On
1			

Figure 34 – Remarks

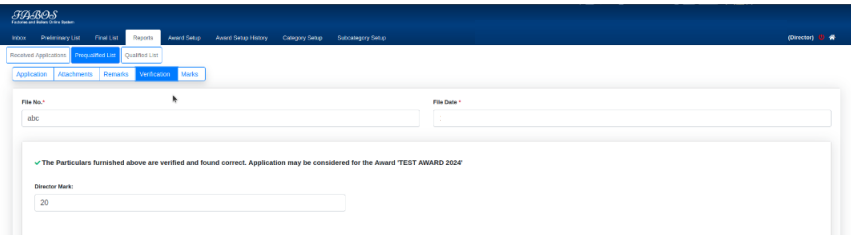
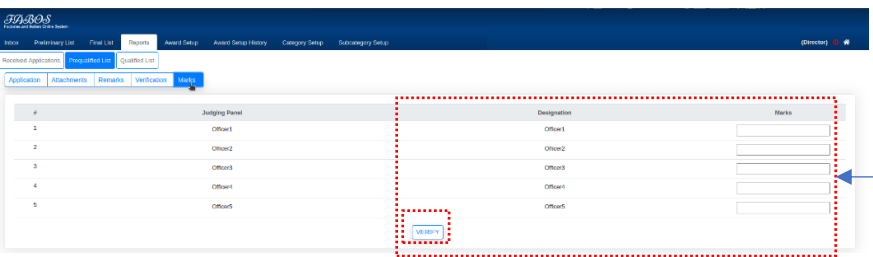


Figure 35 – Verification



Enter the marks, then click the **[Verify]** button to verify them.

Figure 36 – Verify Marks

Panel	Officer1	Officer2	Officer3	Officer4	Officer5	Avg Marks
Marks	20	20	20	2	20	16.4

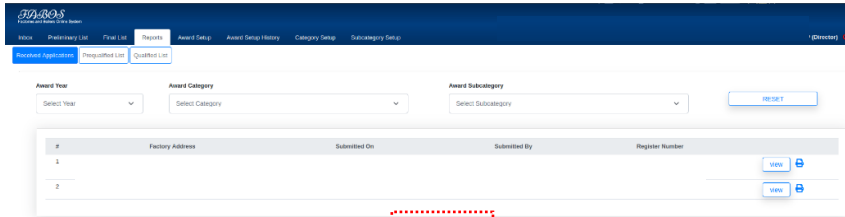
**[Submit to Final List]**

Click the **[Submit to Final List]** button to submit this list as final.

Figure 37 – Submit to Final List

### 3.9 RECEIVED APPLICATIONS LIST

All received applications will be listed in the *Received Applications* sub-tab

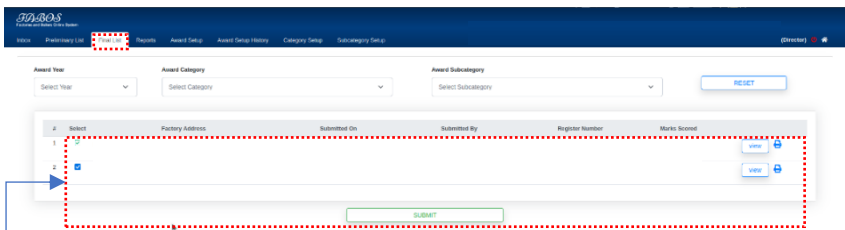


Click here to generate the received applications list.

Figure 38 – Generate Received Applications List

### 3.10 FINAL LIST

In the *Final List* tab, the officer can view the submitted lists from the *Prequalified Lists* tab.



Select the checkbox to choose the factories for the final list, then click the **[Submit]** button to finalize the selected factories. Click the **[View]** button to see the factory details.

Figure 39 – Final List

### 3.11 QUALIFIED LIST

In the *Qualified List* tab, the officer can view the finalized list.

The screenshot shows the FABOS Awards Management System interface. The 'Qualified List' tab is selected in the navigation menu. Below the navigation menu, there are filter options for 'Award Year', 'Award Category', and 'Award Subcategory', along with a 'RESET' button. A table displays the qualified entries with columns for '#', 'Factory Address', 'Submitted On', 'Submitted By', 'Register Number', and 'Marks Scored'. Two buttons, 'Generate Winners List' and 'Generate Final Report', are highlighted with a red dashed box. An arrow points from this box to an instruction box that reads: 'Click these two buttons to generate the winners list and the final report.'

#	Factory Address	Submitted On	Submitted By	Register Number	Marks Scored
1	PSN CONSTRUCTION EQUIPMENT PVT. LTD., 3528 L.F. Cheraspetur P.O., Pinnasalem-602034	18-12-2024 12:22 PM	P.K ANANTHAR NARAYANAN NARAYANAN	DDML/AM/05/2020/050	20.0
2	A.P. CADBURY'S, TTA796, Palanuruko, kannaivadar P.O. Kollam - 602026	18-12-2024 11:55 AM	SHREEL.S.	CHW/02/AM/UR/1184/2017	16.4

Figure 40 – Qualified List

**\*\*End of the Module – Fabos (Awards Management) \*\***

“Thank you for thoroughly exploring the features and information.”