



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN BI MODULE
(HAND BOOK NO. QEDP013)

ISO 9001:2015

Issue No.1

Date: 02.01.2018



**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN BI MODULE
HAND BOOK NO.QEDP013**

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Originated by : Departmental Manual Committee

Issue No. : 1
Date : 02.01.2018

Approved by : Sr.Dy. Director

Page No. : 1 of 1
Revision No : 0
Date : 02.01.2018

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LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

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REVISION SHEET

Document Name : Departmental Manual - Hand Book
Code : QEDP013

I. Issue Status :

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

II. Revision Status of Issue No.1 dated : 02.01.2018

Sl.No.	Page No.	Section	Revision		Remarks
			No.	Date	

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr. Dy. Director	Page No. : 1 of 1 Revision No : 0 Date : 02.01.2018

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PROCESSING WORKS IN BI MODULE

Procedure	:	For Reports Access only
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	All Module Owners

Features in BI

Data are fetched from SAP modules and provide reports for all modules. Both Customized reports (developed based on VOC Port requirements) and Standard reports _can be viewed through Business Intelligence module..

Administration Part

Authorizations are being provided to the required users for viewing reports in BI

User Departments