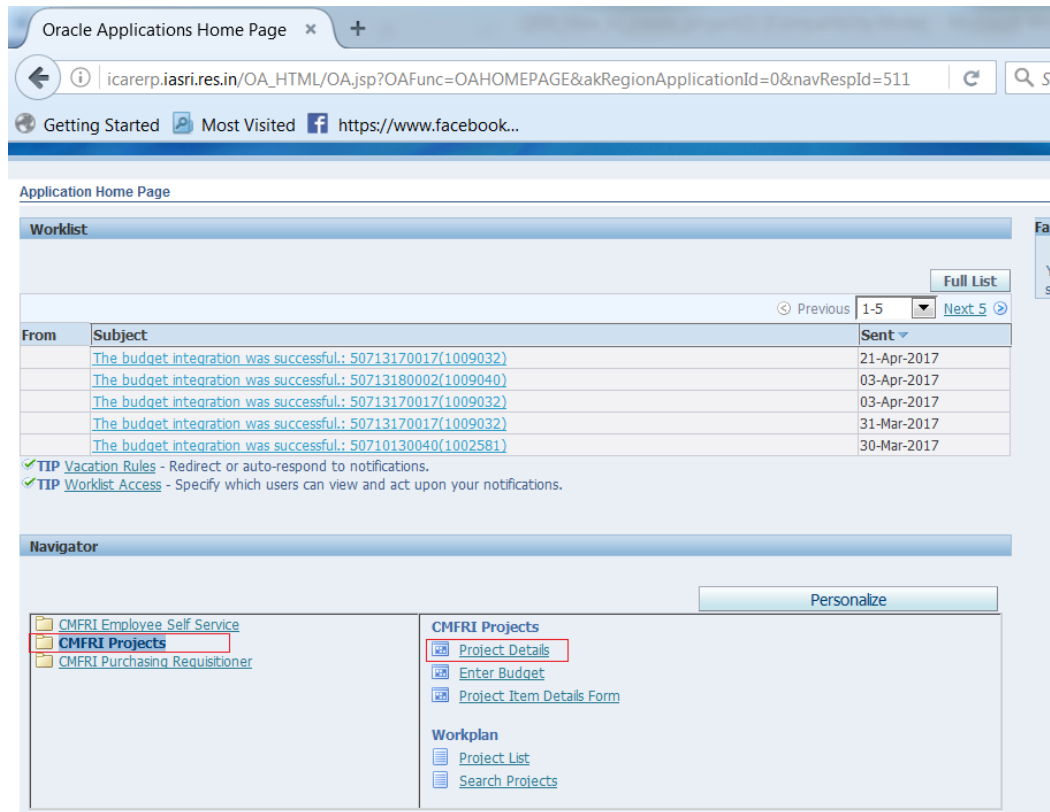
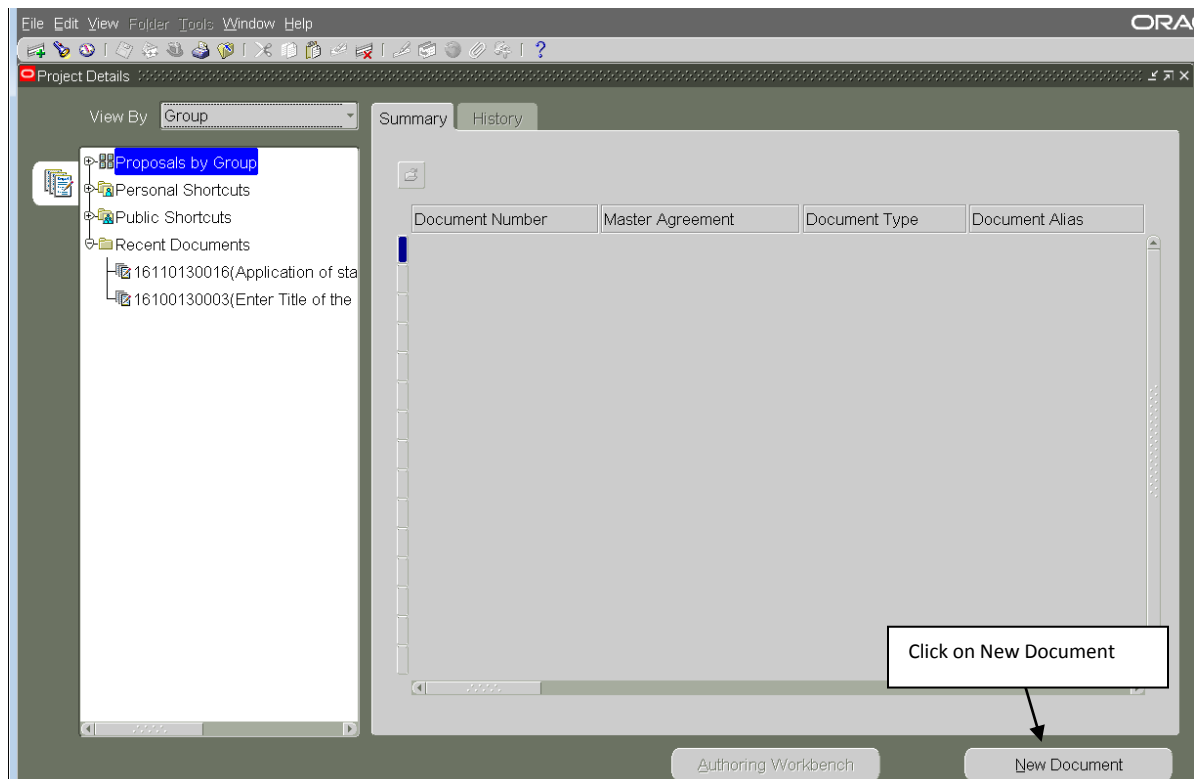


## How to create project

1. Select Responsibility: CMFRI Projects from left side menu and select Project Details from right side sub menu list



2. Click on Project Details. A new window opens with all projects created so far (if any)

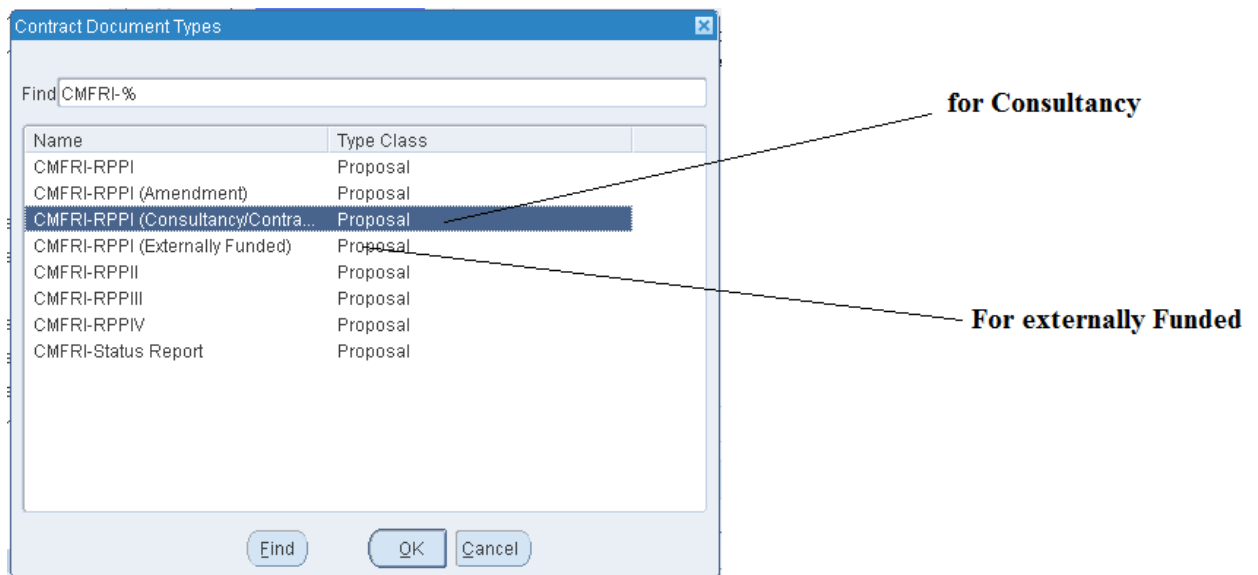


3. Click on New Document to create new project .
4. If it is a Consultancy or externally funded project, then select “Create RPP1 for externally funded project”.

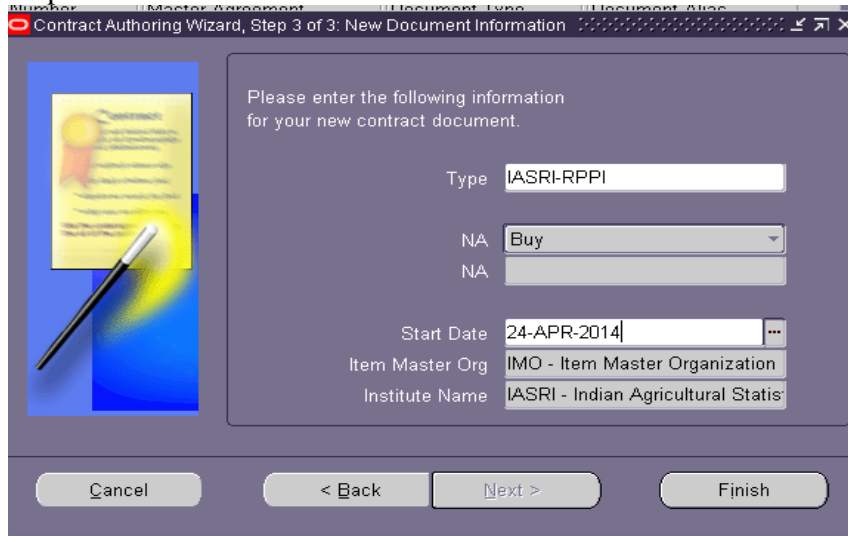
Step 1: Choose relevant option and click on Next.



Step 2: Select Document type from the list and click OK



**Step 3. Enter start date then click on Finish**



Contract Authoring Wizard, Step 3 of 3: New Document Information

Please enter the following information for your new contract document.

Type: IASRI-RPPI

NA: Buy

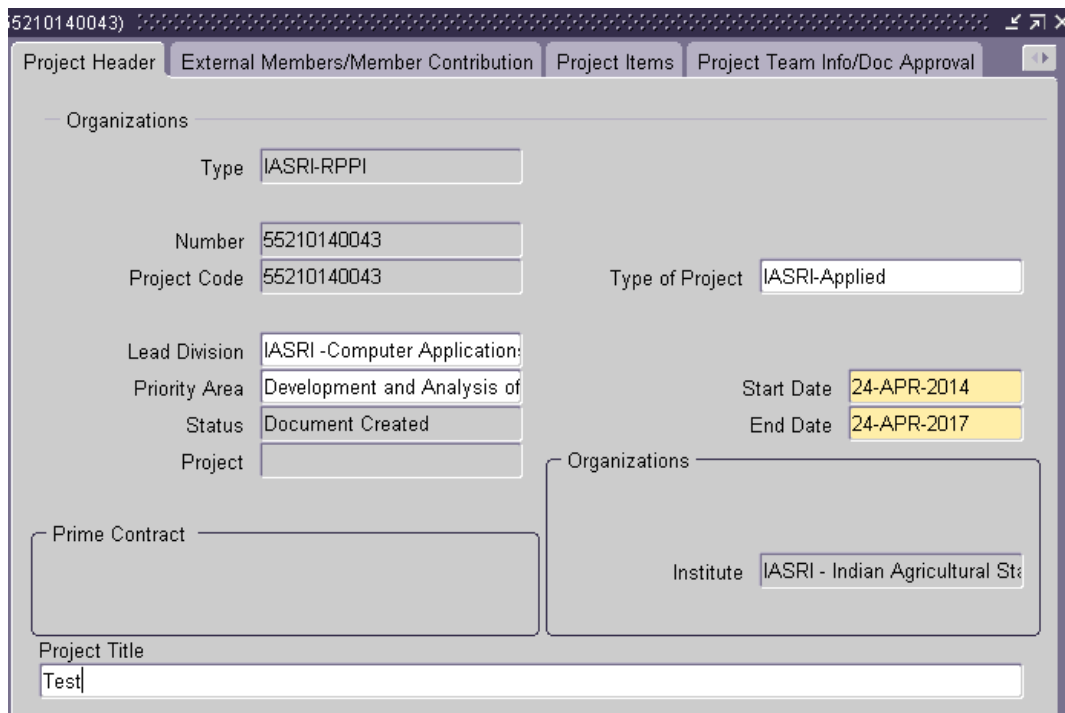
Start Date: 24-APR-2014

Item Master Org: IMO - Item Master Organization

Institute Name: IASRI - Indian Agricultural Statis

Buttons: Cancel, < Back, Next >, Finish

**Step 4: In Project header tab enter start date and end date of project.**



5210140043

Project Header | External Members/Member Contribution | Project Items | Project Team Info/Doc Approval

Organizations

Type: IASRI-RPPI

Number: 55210140043

Project Code: 55210140043

Type of Project: IASRI-Applied

Lead Division: IASRI - Computer Application:

Priority Area: Development and Analysis of

Status: Document Created

Start Date: 24-APR-2014

End Date: 24-APR-2017

Project

Prime Contract

Organizations

Institute: IASRI - Indian Agricultural Statis

Project Title: Test

**Step 5 : Now select Project team info TAB and enter the details**

55210140043)

Project Header External Members/Member Contribution Project Items Project Team Info/Doc Approval

Type	Workflow Name	Process Name
Approve		

Forward

Employee	Role	Start Date	End Date
Dr. Alka Arora	PI	24-APR-2014	

**Step 6:** Click on Project Items Tab and check all standard

Contract Authoring Workbench (CMFRI-RPPI (Externally Funded): 50713170011)

Filters: None

Project Header External Members/Member Contribution Project Items Project Team Info/Doc Approval

50713170011

Standard? Maintain

Standard?	Name	HoD Comments
<input checked="" type="checkbox"/>	1. Key Words	
<input checked="" type="checkbox"/>	2. If Project not already in	
<input checked="" type="checkbox"/>	3(b). Practical Utility	
<input checked="" type="checkbox"/>	4(a). Technical Programr	
<input checked="" type="checkbox"/>	4(b). Technical Programr	
<input checked="" type="checkbox"/>	4(c). Technical Programr	

Article Details

Project Item Detail

Please capture Key Words here:

Team Concurrence Change Document Status

**Step 7 :** Now again click on Project header tab and message will appear click “OK”.  
Project number will generate as indicated in below screenshot.

The screenshot shows a web application window with a title bar containing the text "5210140043)". The window has four tabs: "Project Header", "External Members/Member Contribution", "Project Items", and "Project Team Info/Doc Approval". The "Project Header" tab is active. The form contains the following fields and values:

- Organizations (Section Header)
- Type: IASRI-RPPI
- Number: 55210140043
- Project Code: 55210140043
- Type of Project: IASRI-Applied
- Lead Division: IASRI - Computer Application:
- Priority Area: Development and Analysis of
- Status: Document Created
- Start Date: 24-APR-2014
- End Date: 24-APR-2017
- Project: 1004668 (This field is circled in blue)
- Organizations (Section Header)
- Institute: IASRI - Indian Agricultural Sta
- Prime Contract (Section Header)
- Project Title: Test

Step 7: Note the Project Number for future reference