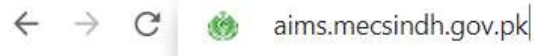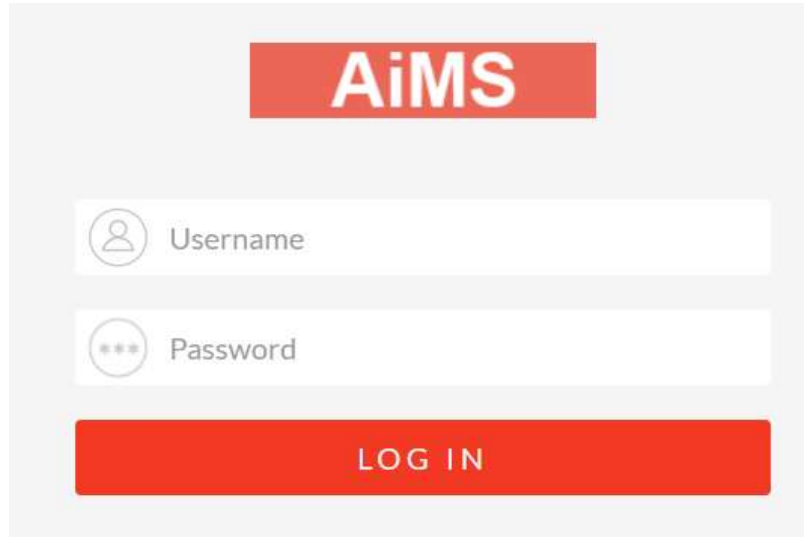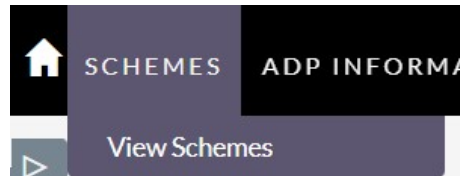# STEPS TO FOLLOW FOR UPLOAD WORKING PAPER ON AIMS

Step1 -> Open any web browser recommended Chrome and type aims.mecsindh.gov.pk

Step2 -> Enter your User ID and Password and press Log In button

Step3 -> Go the scheme module and press "VIEW SCHEMES"

Here you saw the list of schemes associated with your section (if any scheme is not appeared or any scheme appear is not pretend to your section) please contact MIS Directorate, following are the screen you saw

Step4-> Filter the scheme with the ADP number by pressing the following button

Used to Filter the list   Used to Clear the Filter List

Note: Please use "%" sign just before entering the ADP Number and press "SEARCH BUTTON"

Step5-> Following are the filtered screen appear with the required ADP Number, please select SCHEME ID to open the detail of scheme

SCHEMES

Scheme ID	Project Type	ADP (Year&NO)	ADP Status	Scheme Name	Departments	PC-I Status	Date of Approval	Target Date (Completion)	Project Cost
									(1 - 1 of 1)
ENDTC-PP-22-1250	ADP	2022-2581	New	Security & Surveillance System for Thar Lodge (SDG # 9)	Thar Coal Infrastructure Development	Un-Approved		30/06/2023	35.000
									(1 - 1 of 1)

Step6-> Once scheme detail is open scroll down and check its **NOTES** detail either its correct or not i.e. When PC-I is received, When TCM held, When WP is uploaded or Meeting Minutes Issued and etc.

NOTES

	Subject	Event Date	Process	Category	Category Status	Status	
Create							(1 - 1 of 1)
	Import-(PC-I 1st Ver. Received)	23/09/2021	New Scheme Process	PC-I (1st Version)		Active	Edit

NOTES

	Subject	Event Date	Process	Category	Category Status	Status	
Create							(1 - 1 of 1)
	Import-(PC-I 1st Ver. Received)	23/09/2021	New Scheme Process	PC-I (1st Version)		Active	Edit

Note: Press **Edit** Button if you required to edit existing record

Step 7-> Click on **Create** button of the Notes Panel to Upload related document of the Scheme

Below screen will appear after pressing Create Button

Step 8-> Enter the Subject, Select the attachment (Working Paper / Meeting Minutes and etc), Select the process "New Scheme Process" for new schemes, "Revision Process" for on-going revised scheme, Enter the Event Date (when the event occurred), Select the Category i.e. Working Paper TCM / PDWP / DDWP and etc. after it SAVE the button

Note: you can enter as many as working paper/meeting minutes and decision of the forum i.e. TCM/PDWP/PDWP as HISTORY where as our report only select the latest event occurred against each scheme