



CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - KEY MANAGEMENT

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KEY MANAGEMENT

The warehouses open and close the compartments/stacks on a daily basis for various purposes that can include transaction, aeration, fumigation, etc. To record such opening/closing of a compartment/stack, the key management module is utilized.

(User – WHM)

1. Key allocation

- a. The very first step in key allocation is to create a bunch by entering the details of the keys in the system. The user can follow the below-mentioned steps to create a bunch:

Key Management >> Key Allocation >> Create Key Allocation

	Lock Serial Number	Number of Copies	
1	<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Add More"/>
2	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
3	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
4	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

- b. The WHM will land on the key allocation screen. Here the user will enter the following information:
 - i. Select Type (Godown, Gate, Office block, stores, weighbridge, and spare locks)
 1. Clicking on each option will ask for additional information from the user.
 - ii. Lock serial number
 - iii. Number of copies
 - iv. Add more button – To create additional rows for data input. The user can remove the row by clicking on the remove

button also.

- c. Once done, the user will click on the save button to create the bunch.

Deposit

Reset Search Withdrawal Keys Create Key Allocation

Key allocation Saved

Showing 1-1 of 1 item.

Godown/Block Name	Compartment Name	Type	Total Keys	Bunch Number	Action
11	11A	Godown	4	11A-BUNCH	Delete Add/Replace

Deposit Date: 20/10/2021 Bank Name: Deposit in Bank

- d. The system will redirect the user to the list screen where they can view the list of bunches created in the system.
- e. The user can click on the ‘Delete’ button to delete the bunch.
Note: The user can only delete the bunch until it is not deposited in the bank.
- f. The user can click on the ‘Add/Replace’ button to add or replace any details entered in the bunch.

ADD/REPLACE KEY Back

Godown/Block Name: 11 Compartment Name: 11A

S.no	Lock Serial Number	No. of Key Copies	Replace Key Number	+ ADD KEY
1	38a1	3		
2	39a2	3		
3	39a3	3		
4	38a2	3		

Reason: Submit

- g. The user can either enter the ‘Replace key number’ or click on the ‘Add Key’ button to add additional lock information.
- h. Clicking on the submit button will update the records entered.
- i. The user can deposit the bunch created to a bank by selecting the date, bank name, and click on the ‘Deposit in bank’ button to complete the action.

- j. The user can also withdraw the keys from the bank incase of lost or breakage by clicking on the ‘Withdraw from Bank’ button.

Withdrawal Reset Search Deposit Keys Create Key Allocation

Showing 1-6 of 6 items.

Box Number	Total Keys	Register Date	Withdrawal Reason
<input type="text"/>			
KEYBOX/041021/0001	5	04-10-2021	Inspection
KEYBOX/041021/0002	1	04-10-2021	Inspection
KEYBOX/110821/0001	2	11-08-2021	Inspection
KEYBOX/110920/0002	6	11-09-2020	Inspection
KEYBOX/210920/0001	11	21-09-2020	Inspection
KEYBOX/301220/0002	4	30-12-2020	Inspection

Withdrawal Date: 20/10/2021 Withdrawal

- k. The system will display the list of all the bunches submitted in the bank. The user can select the reason for withdrawal, date of withdrawal and click on the ‘Withdrawal’ button.

Withdrawal Reset Search Deposit Keys Create Key Allocation

Box Number	Total Keys	Register Date	Withdrawal Reason
<input type="text"/>			

No results found.

Withdrawal Date: 20/10/2021 Withdrawal

- l. Once done, the user can deposit the bunches back in the bank by clicking on the ‘Deposit in Bank’ button.

Deposit

Reset Search Withdrawal Keys Create Key Allocation

Showing 1-9 of 9 items

Godown/Block Name	Compartment Name	Type	Total Keys	Bunch Number	Action
<input type="text"/>	<input type="text"/>			<input type="text"/>	
11	11A	Godown	4	11A-BUNCH	Delete Add/Replace
10	10A	Godown	1	10A-BUNCH	Delete Add/Replace
310	310C	Godown	2	310C-BUNCH	Delete Add/Replace
310	310B	Godown	2	310B-BUNCH	Delete Add/Replace
310	310A	Godown	5	310A-BUNCH	Delete Add/Replace
1	1A	Godown	5	1A-BUNCH	Delete Add/Replace
30	30A	Godown	3	30A-BUNCH	Delete Add/Replace
7890	7890C	Godown	2	7890C-BUNCH	Delete Add/Replace
320	320A	Godown	2	320A-BUNCH	Delete Add/Replace

Deposit Date: 20/10/2021 Bank Name: Deposit in Bank

- m. The user can perform the following functions on the screen:
- Click on the 'Delete' button will delete the row.
 - Click on the 'Add/Replace' button to make changes in the key bunch.
 - Enter the deposit date and bank name to deposit the bunches back in the bank.
- n. All the entries made in the Key allocation screen are registered in the Key allocation register.

2. Godown Opening/Closing

- a. The warehouse users opens/closes a compartment/stack on daily basis to carry out various activities in the warehouse. The user can follow the below-mentioned steps to enter the same in the system:

Key Management >> godown Opening/Closing

Godown Opening Closing Reset Search

Showing 1-9 of 9 items.

Godown/Block Name	Compartment Name	Total Keys	Bunch Number	Action
11	11A	4	11A-BUNCH	Handover
10	10A	1	10A-BUNCH	Handover
310	310C	2	310C-BUNCH	Return
310	310B	2	310B-BUNCH	Return
310	310A	5	310A-BUNCH	Handover
1	1A	5	1A-BUNCH	Handover
30	30A	3	30A-BUNCH	Handover
7890	7890C	2	7890C-BUNCH	Handover
320	320A	2	320A-BUNCH	Handover

- b. The user will be redirected on the above provided screen where the user can view the list of bunches created in the system.
- c. The user can click on the 'Handover' button to enter the details of the employee who took the bunch for daily transaction.

Handover Key Bunch Back

Date: 20/10/2021 Time: 3:05 PM Godown/Block Name: 11

Compartment: 11A Handing Over to Person Name: nehasharma No of Key Taken: 4

Reset Cancel Save

- d. The user will select the name of the employee to whom the keys were handed over.
- e. Once done, the user can click on the 'Save' button to save the entry.

Godown Opening Closing Reset Search

Record Has Been Saved Successfully

Showing 1-9 of 9 items.

	Godown/Block Name	Compartment Name	Total Keys	Bunch Number	Action
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	11	11A	4	11A-BUNCH	<input type="button" value="Opening"/>
<input type="checkbox"/>	10	10A	1	10A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	310	310C	2	310C-BUNCH	<input type="button" value="Return"/>
<input type="checkbox"/>	310	310B	2	310B-BUNCH	<input type="button" value="Return"/>
<input type="checkbox"/>	310	310A	5	310A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	1	1A	5	1A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	30	30A	3	30A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	7890	7890C	2	7890C-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	320	320A	2	320A-BUNCH	<input type="button" value="Handover"/>

- f. Once the handover is complete, the user can click on the ‘Opening’ button to make an opening entry in the system.

Opening Godown Back

Date: 20/10/2021 Time: 3:25 PM Godown/Block Name: 11

Compartment: 11A Chowkidar/Guard Name: userestone Total No of Keys: 4

Purpose of Opening: For Transaction Number of Locks Opened: 4 Remarks:

- g. In the ‘Opening godown’ screen the user will enter the appropriate details to complete the godown opening entry and save the same by clicking on the ‘Save’ button.

Godown Opening Closing Reset Search

Record Has Been Saved Successfully

Showing 1-9 of 9 items.

	Godown/Block Name	Compartment Name	Total Keys	Bunch Number	Action
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	11	11A	4	11A-BUNCH	Closing Edit Opening
<input type="checkbox"/>	10	10A	1	10A-BUNCH	Handover
<input type="checkbox"/>	310	310C	2	310C-BUNCH	Return
<input type="checkbox"/>	310	310B	2	310B-BUNCH	Return
<input type="checkbox"/>	310	310A	5	310A-BUNCH	Handover
<input type="checkbox"/>	1	1A	5	1A-BUNCH	Handover
<input type="checkbox"/>	30	30A	3	30A-BUNCH	Handover
<input type="checkbox"/>	7890	7890C	2	7890C-BUNCH	Handover
<input type="checkbox"/>	320	320A	2	320A-BUNCH	Handover

- h. After the opening entry is complete, the user can either make a closing entry or edit the opening entry (update the number of locks opened).
- i. The user will click on the ‘Closing’ button to enter a closing entry in the system.

Closing Godown Back

Date: 20/10/2021 Time: 3:35 PM Godown/Block Name: 11

Compartment: 11A Closing Person Name: userlestone Number of Locks Closed: 4

Additional Purpose of Opening: FOR TRANSACTION, AIRATION, CLEANING Closing Remarks:

Reset Cancel Save

- j. Here the user will enter the closing details like the closing person name, number of locks closed and any additional purposes for opening the godown.
- k. Once the user clicks on the ‘Save’ button, the system will redirect the user to the list screen.

Godown Opening Closing					Reset Search
Showing 1-9 of 9 items.					
	Godown/Block Name	Compartment Name	Total Keys	Bunch Number	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	11	11A	4	11A-BUNCH	<input type="button" value="Return"/>
<input type="checkbox"/>	10	10A	1	10A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	310	310C	2	310C-BUNCH	<input type="button" value="Return"/>
<input type="checkbox"/>	310	310B	2	310B-BUNCH	<input type="button" value="Return"/>
<input type="checkbox"/>	310	310A	5	310A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	1	1A	5	1A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	30	30A	3	30A-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	7890	7890C	2	7890C-BUNCH	<input type="button" value="Handover"/>
<input type="checkbox"/>	320	320A	2	320A-BUNCH	<input type="button" value="Handover"/>

1. The user will click on the 'Return' button, and enter the details requested. This step is mandatory to complete the opening closing as the keys are to be returned to the warehouse manager at the end of the day.

Return Keys				Back
Date	Time	Godown/Block Name		
<input type="text" value="20/10/2021"/>	<input type="text" value="3:45 PM"/>	<input type="text" value="11"/>		
Compartment	Returned Person Name	Number of Keys Deposited		
<input type="text" value="11A"/>	<input type="text" value="ASSETC"/>	<input type="text" value="4"/>		
Remarks	<input type="text"/>			
				<input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>

- m. Once the user saves the data entered, the opening and closing entry is complete and same is reflected in the godown opening/closing register.

3. Key Allocation Register

The warehouse users can view the key allocation register by following the below-mentioned steps:

Key Management >> Key allocation register

Key Allocation Register

Start Date * 20/10/2021 End Date * 20/10/2021 Transaction Type Select Transaction Type

Filter

Showing 1-10 of 33 items [Print PDF](#)

	Godown/Block Name	Compartment Name	Block Type	Bunch Number	No of Keys	Deposit location/Bank name	Status	Date
<input type="checkbox"/>								
<input type="checkbox"/>	1	1A	Godown	1A-BUNCH	5	icici	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	320	320A	Godown	320A-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	310	310A	Godown	310A-BUNCH	5	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	310	310B	Godown	310B-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	310	310C	Godown	310C-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	30	30A	Godown	30A-BUNCH	3	State Bank of India, Saket	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	1	1A	Godown	1A-BUNCH	5	State Bank of India, Saket	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	7890	7890C	Godown	7890C-BUNCH	2	DEUSCHE BANK	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	10	10A	Godown	10A-BUNCH	1	SBI	Withdrawal from Bank	20-10-2021
<input type="checkbox"/>	1	1A	Godown	1A-BUNCH	5	ICICI	Withdrawal from Bank	20-10-2021

< 1 2 3 4 >

- The user can perform a specific search by entering the start date, end date, and the transaction type.
- The user can also print the report in PDF format.

4. Godown Opening/Closing Register

The warehouse user can access the godown opening/closing register by taking the below-mentioned steps:

Key Management >> Godown Opening/closing register

Warehouse * ASSETC Date * Today [View Report](#) [Download Pdf](#)

Central Warehousing Corporation
 केंद्रीय भंडारण निगम
 A Unit of State Warehousing

Godown Opening Closing
 RO ASSET:ASSETC (20/10/2021 To 20/10/2021)

Sl.No	Date	Time Of Opening	Office/Godown No.	Purpose of opening	No. of key taken	No. of locks opened	Signature of chowkidar/Name	Signature of Godown clerk/IC/caretaker/Name	Closing Date	Time of closing	No. of locks closed	No. of keys deposited	Signature of chowkidar/Name	Signature of Godown clerk/IC/caretaker/Name	Signature of warehouse Manager/Head Admin	Opening/ Remu
1	20/10/2021	03:25 PM	11A	FORTTRANSACTION, FORTTRANSACTION, AIRRATION, CLEANING	4	4			20/10/2021	03:35 PM	4	4				/

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- The user can perform a specific search selecting the date, i.e., this month, this year, specific date, and today.
- The user can also print the report in PDF format.