

Appeal Management System- Help on appeal processing

Here the process in nut shell is

1. The verifier records his recommendation (Edit jobseeker and include in SL, close, reject etc) through a note and submits it to Approver.
2. Approver gets this note and give direction (allow editing and include in SL, Close, Reject etc) on what to do to verifier. If the appeal need not be considered or can be rejected, then no need to use 'Approve note' option, use either 'close' or 'reject' button appropriately.
3. If approver gives the note to include jobseeker in SL, the verifier do necessary editing in his record(if needed) and submits to approver for approval
4. Approver approves the actions by verifier and the appeal gets closed.
5. If an appeal is rejected by approver Permission of Exchange Admin is needed.

1.First Role- Verifer

A jobseeker or official submits an appeal as per the help menu posted earlier in this site.

This appeal placed and listed in the Verifier mode menu item "Appeal Management System" under the 'LIST' menu in VERIFIER mode

Seniority List - Appeal Management System

-- Select List --


| SL.Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|---|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGERATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal ProcessNote |

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Here 'View Jobseeker', 'View Appeal' and 'Process Note' buttons are present. The Process note button is used to start the processing of the appeal. Also before that the verifier should inspect the appeal and Jobseeker record using the former buttons.

When clicking on the Process note button a window for typing in a note is shown. (Note Preparation procedure is available in the Help menu). In this note the **verifier should type which is the recommended way of processing of this appeal and why. Selecting a seat and sending the note is NOT required, it automatically gets done.**

SUSHAMA M B
Verifier Remarks : Migration Data
 Approver Remarks : Migration Data



P 76-89/W1587 - TEE Irinjalakkuda
Renewal Due From 11/2019

[Link Other Registration](#)

[ID Card](#)

This profile is open for verification and approval till **11-12-2017**.

end Note to **Select a seat** [Lock](#) [Send](#)

notings Auto Scroll [Add/Edit Note](#) [View Notes](#)

[Correspondence Files](#)

[New Draft](#)

Outgoing Documents

Supplementary Documents [Upload](#)

Seniority List

| List ID | Seniority List Name | Status | PublishedDate |
|---------|------------------------|--------|---------------|
| 2468 | PART TIME GENERAL | Draft | 05-12-2017 |
| 2590 | GRADUATE CLERK GENERAL | Draft | 18-11-2017 |
| 2806 | HSE GENERAL | Draft | 05-12-2017 |
| 3363 | MATRIC GENERAL | Draft | 23-11-2017 |

Seniority List Appeals

| List ID | Seniority List Name | PublishedDate |
|---------|------------------------|---------------|
| 2590 | GRADUATE CLERK GENERAL | 18-11-2017 |

[Close](#)

After saving note the verifier again clicks in the 'LIST' menu and 'Appeal management' menu under it. (At present here automatic redirection is not enabled).

The screenshot shows a web browser window with the URL www.test.employment.kerala.gov.in/note/create/ffe46e59-048c-11e7-abcfc-80c16e657bea. The page header includes the logo for 'EEE - Testing' and 'TEE Irinjalakkuda'. A navigation bar contains various menu items like 'Verify', 'Operations', 'Additions', etc. The main content area displays a user profile for 'LIVIN L' with a 'P' icon and ID '76-07/4787'. A dropdown menu is open, listing options such as 'Generate Draft', 'Process Draft List', and 'Seniority List - Appeal Management System'. The 'Seniority List - Appeal Management System' option is highlighted. Below the profile, there are buttons for 'Add/Edit Note' and 'View Notes'. The URL at the bottom of the browser is www.test.employment.kerala.gov.in/pro/sls/appeal.

When returned to in the Appeal management screen the Process Note Button is changed as 'View note' and a new button is

introduced i.e 'Submit Note'. The 'View jobseeker' and 'View appeal button remains the same.

Seniority List - Appeal Management System -- Select List --

| SL Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|---|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGERATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal View Note Submit Note |

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If the verifier clicks on 'View Note' Again the Note window will be seen. If the verifier clicks on 'Submit Note' button the Note is moved to Appeal management window in approver mode and the 'Submit Note' button will be changed as a label 'Note Submitted'. Other buttons remains the same.

Seniority List - Appeal Management System -- Select List --

| SL Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|--|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGERATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal View Note Note Submitted |

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2. Approver -Approve the Note

After note is submitted by the verifier the approver's ' appeal management system' menu will show the appeal submitted by the verifier.

Seniority List - Appeal Management System -- Select List --

| Sl.Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|--|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGARATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal View Note ApproveNote Close Reject |

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Here 'View appeal', 'View jobseeker', 'View Note', 'Approve Note', 'close' and 'Reject button is present. The approver can by viewing the appeal and jobseeker record take a decision and allow to do the updation as per in the verifier note or Close or 'Reject' the appeal. In case of rejection the approval of admin is needed.

If the approver clicks no 'View Note' as types in his comment and saves the note. He can also click on 'approve note' to allow the verifier to edit the jobseeker. After this approver screen will be like shown below

Seniority List - Appeal Management System -- Select List --

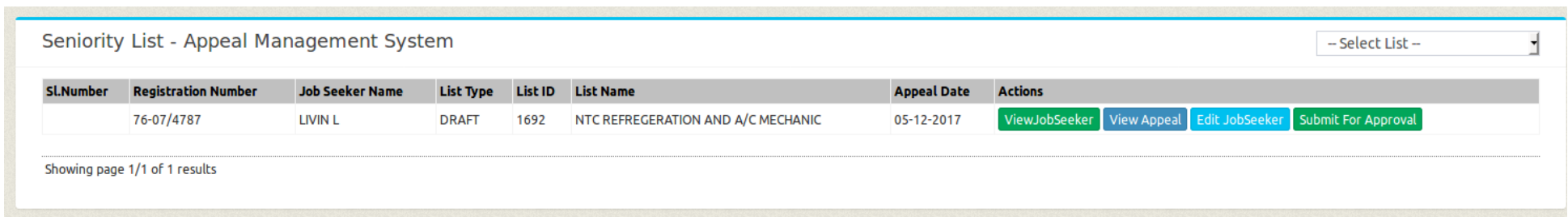
| Sl.Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|---|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGARATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal |

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If the Approver rejected the appeal this appeal will be displayed at the 'appeal management' menu in the Admin Mode. On approval by the admin the appeal will be rejected and status will be shown in approver and verifier mode.

3.Verifer Mode

If the Approver approved the note and sent for editing the verifier window will have a 'Edit jobseeker' button at right side of that appeal.

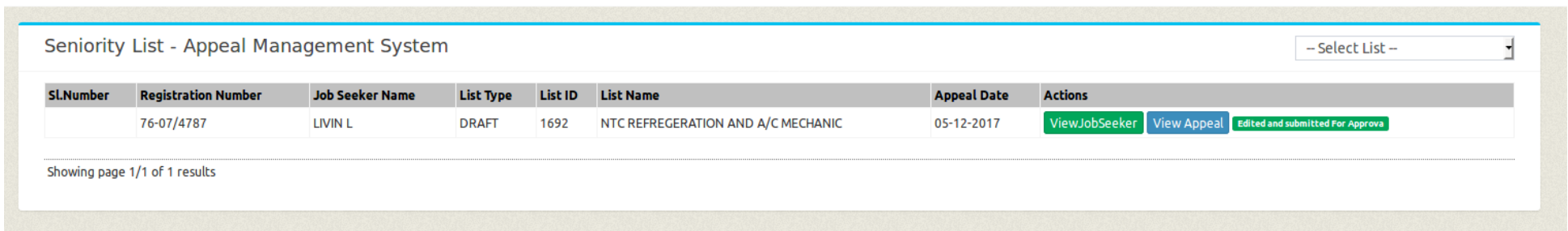


Seniority List - Appeal Management System -- Select List --

| Sl.Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|--|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGERATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal Edit JobSeeker Submit For Approval |

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Here the verifier should do the necessary editing in the records of apealed jobseeker by clicking the 'Edit jobseeker' button newly shown. On clicking the overall approval button (only if an editing is done) the screen returns to the 'Appeal management system' and there will be another button 'Submit for approval'. On clicking this the verifier screen will change like below



Seniority List - Appeal Management System -- Select List --

| Sl.Number | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
|-----------|---------------------|-----------------|-----------|---------|------------------------------------|-------------|---|
| | 76-07/4787 | LIVIN L | DRAFT | 1692 | NTC REFREGERATION AND A/C MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal Edited and submitted For Approval |

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4.Appover Mode

In the approver side the the entry will be changed like shown below

| Seniority List - Appeal Management System | | | | | | | -- Select List -- |
|---|---------------------|-----------------|-----------|---------|--------------------|-------------|--|
| SLNumber | Registration Number | Job Seeker Name | List Type | List ID | List Name | Appeal Date | Actions |
| | 76-00/W2456 | VIDYA V V | DRAFT | 1624 | NTC D'MAN MECHANIC | 05-12-2017 | ViewJobSeeker View Appeal Approve JobSeeker Submit Close |

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Approver can do the approval and overall approval. Then the appeal will be closed. Approver can also click 'submit' button straight away to approve and close the appeal. All the Screen will return to the 'appeal management system' after processing.