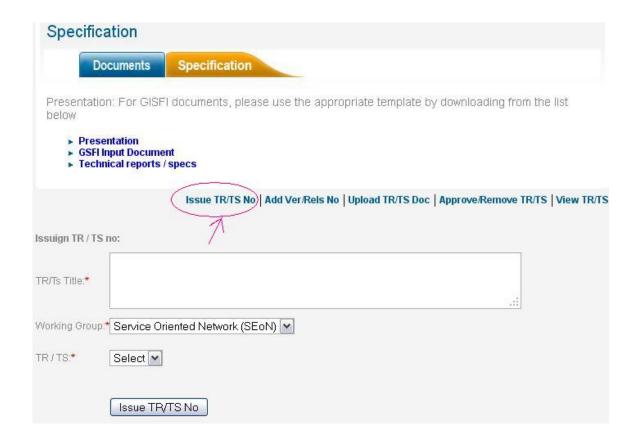
Step 1 After logging in, click on to the working group. Under working group click on specification, now go to the menu Issue TR/TS No as specified by the arrowed circle in the below screenshot and complete the mandatory fields. Click the tab at the end of the form to Issue TR/TS No.

Screenshot



Step 2 This will generate a TR/TS No and the following message will be displayed:

Thank you. A TR number has been issued successfully. Please note the TR no: GISFI TR SeON.0030. A mail has been sent to you with details. Now you can add Version No and Release No

The following screenshot will appear to show the next step. Complete the mandatory fields and save it.

Screenshot

Thank you. A TR number has been issued successfully. Please note the TR no: GISFI TR SeON.0030. A mail has been sent to you with details. Now you can add Version No and Release No

TR/TS No:	GISFI TR SeON.0030	
	Example	
Title:		
TR/TS:	TR	
Workig Group	SeON	
Version No:*		
Release No:*		
Author Name:		
Organisation:		
Date:*	24	
Fields marked with	a * are mandatory	

Step 3 By saving it, this will add the version no: & release no: and the following message will be displayed:

Thank you, You have successfully added the version no & release no. Now you can upload file

Now you are ready to upload a file. Browse the selected file from the location and save it. See the screenshot below for your reference.

Screenshot



Step 4 After successful uploading of the file the following screenshot will appear:



Now to approve the TR/TS click on under Status. If you want to remove it click on under Remove.