

Users

An employee can be assigned with a specific Role, Section, login Id and password, and in this Screen. Besides Password can be reset and the user status can be updated.

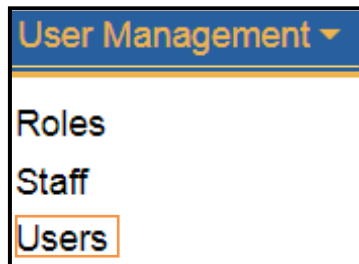


Image - 1

a. Add Users:

- Click on "Users" sub menu under "User Management" side menu.
- "Managing Users" screen is displayed along with ["Add User"](#) link.

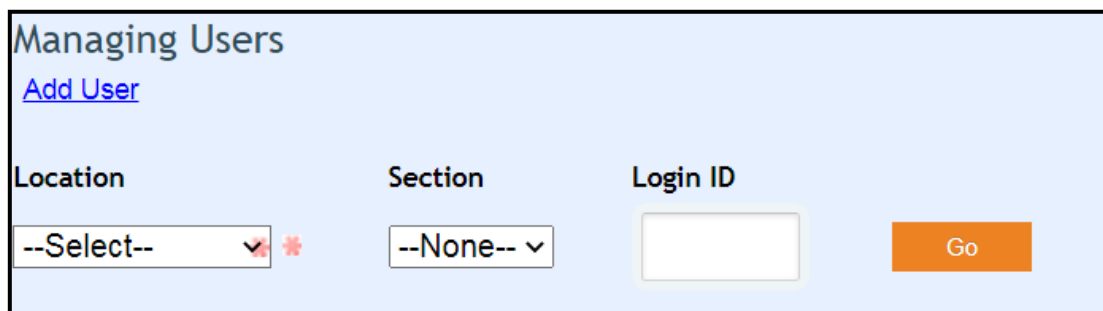

A screenshot of the "Managing Users" screen. At the top left, it says "Managing Users" and below it is a blue link "Add User". Below the link are three input fields: "Location" with a dropdown menu showing "--Select--" and a red asterisk icon, "Section" with a dropdown menu showing "--None--", and "Login ID" with a text input field. To the right of these fields is an orange "Go" button.

Image - 2

- Click on ["Add User"](#) link, "Add Users" screen is displayed.
- Select the Section, Employee, Role and enter the Login Id as well as the Password.
- Later click on [Save](#) button to save the details.
- The Employee will be assigned with a particular Role and Section along with login credentials.

Image - 3

b. View Users:

- Click on "Users" sub menu under "User Management" side menu.
- "Managing Users" screen is displayed.
- On providing the filter options like Location and Section, click on  button.
- The details of the Users will be generated in a tabular format.

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	Delete
1	manishjain	CONTROL	DTLC/NDLS	CONTROL	TLC/Mail	Manish Jain	Reset Password	
2	MITHILESH	CONTROL	DTLC/NDLS	CONTROL	TLC/Computer	Mithilesh Kumar	Reset Password	
3	narenderpaul	CONTROL	DTLC/NDLS	CONTROL	CTLC	Narender Paul	Reset Password	
4	ndlstlc	REPORT	DTLC/NDLS	CONTROL	ADMIN (COMP)	REPORT USESR	Reset Password	
5	shivendra	CONTROL	DTLC/NDLS	CONTROL	TLC/Computer	Shivendra Sriwastav	Reset Password	
6	subhashchand	CONTROL	DTLC/NDLS	CONTROL	TLC/Mail	Subhash Chand	Reset Password	

Image - 4

C. Update Users:


- By clicking on the Login ID link in "Managing Users" screen, "Update Users" page is displayed.
- User can update the Role and Password.
- Now click on  button to save the details.
- Hence the Role and Password of the employee will be changed accordingly.

Image - 5

d. Reset Password:

- By clicking on the "Reset Password" link in "Managing Users" screen, a new password will be generated for the Employee as shown in below image.

Managing Users
[Add User](#)

Location: Section: Login ID:

Showing 11 Records Out of 11

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	Delete
1	manishjain	CONTROL	DTLC/NDLS	CONTROL	TLC/Mail	Manish Jain	Reset Password	<input type="button" value="✖"/>
2	MITHILESH	CONTROL	DTLC/NDLS	CONTROL	TLC/Computer	Mithilesh Kumar	Reset Password	<input type="button" value="✖"/>
3	narenderpaul	CONTROL	DTLC/NDLS	CONTROL	CTLC	Narender Paul	Reset Password	<input type="button" value="✖"/>
4	ndlstlc	REPORT	DTLC/NDLS	CONTROL	ADMIN (COMP)	REPORT USESR	Reset Password	<input type="button" value="✖"/>
5	shivendra	CONTROL	DTLC/NDLS	CONTROL	TLC/Computer	Shivendra Sriwastav	Reset Password	<input type="button" value="✖"/>

Image - 6

e. Update User Status:

- By clicking on the "Block" link in "Managing Users" screen, the Employee will be blocked and will not be able to access the application.
- By clicking on the "Active" link in "Managing Users" screen, the Employee is made active and will be allowed to access the application.