



# USER MANAGEMENT MANUAL

V1.1

## INTRODUCTION

This document is mainly for the User Management and contains the module navigation menu and process flow pages. Each process flow or operation is described with page layout with steps of operation for each data element.

## -CRIS TEAM

User manual for User Management



By

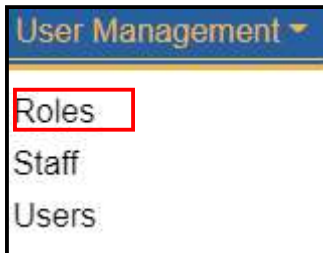
**CRIS**

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## User Management

User management is used to manage all the users modifications such as Roles, Users, Staff. User-interlinked changes can be done here.



### 1.Roles:

In Roles we can add, view, update, deleting of a module can be done using roles.

### View Roles

- Click on Roles under User management Module.
- Managing Roles page displays.
- Select Func.Location, Section .
- Click on Go Option.

S.No	Role Name	Section	Location Type	Remarks	Reports	Delete
1	admin	TKDAdmin	ELS	admin	Reports	
2	Computer	Comp	ELS	Computer Section	Reports	
3	CUST STORE	CS	ELS	CUST STORE	Reports	
4	DFCCIL	PPIO	ELS		Reports	

Showing 20 Records Out of 44

### Add Roles:

- Click on Roles under User management Module.
- Managing Roles page displays.

Managing Roles  
[Add Roles](#)

Func. Location  Section  Role Code

Showing 20 Records Out of 44

S.No	Role Name	Section	Location Type	Remarks	Reports	Delete
1	admin	TKDAdmin	ELS	admin	Reports	
2	Computer	Comp	ELS	Computer Section	Reports	
3	CUST STORE	CS	ELS	CUST STORE	Reports	
4	DFCCIL	PPIO	ELS		Reports	

➤ Click on [Add Role](#) Link to add Roles.

Add Roles

Create  New  Using Existing Role

Func. Location Type

Func. Location  Section

Role Name  Role Code

Description

Available Forms

Note [User Access Privileges] : A-Add, V-Detailed View, U-Update, D-Delete

Administration

<input type="checkbox"/> Add Failure Codes	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Add Feedback	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Authorization	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Change Password	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Condi. Moni. Templates	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Designation Wise Cost	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D

- Select the details from Drop down menu and enter the details required.
- Click on the check boxes which are needed.
- Click on Save option.

**Update Roles:**

- Click on Roles under User management Module.
- Managing Roles page displays
- Click on Role name Link to update the Roles.

Managing Roles  
[Add Roles](#)

Func. Location  Section  Role Code

Showing 20 Records Out of 44

S.No	Role Name	Section	Location Type	Remarks	Reports	Delete
1	admin	TKDAdmin	ELS	admin	Reports	
2	Computer	Comp	ELS	Computer Section	Reports	
3	CUST STORE	CS	ELS	CUST STORE	Reports	
4	DFCCIL	PPIO	ELS		Reports	

- Select the details from Drop down menu and enter the details required.
- Click on the check boxes which are needed.
- Click on Save option.

**Update Roles**

Create  New  Using Existing Role    Funct. Location Type: ELS

Funct. Location: TKD    Section: TKDAdmin

Role Name: admin    Role Code: admin

Description: admin

---



Available Forms

Note [User Access Privileges] : A-Add, V-Detailed View, U-Update, D-Delete

Administration

<input checked="" type="checkbox"/> Add Failure Codes	<input checked="" type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Add Feedback	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Authorization	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Change Password	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Condi. Moni. Templates	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> D
<input checked="" type="checkbox"/> Designation Wise Cost	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> D






**Delete Roles:**

- Click on  button in "Managing Roles" page to delete the records.
- Confirmation message is displayed, click on  button to delete the record.

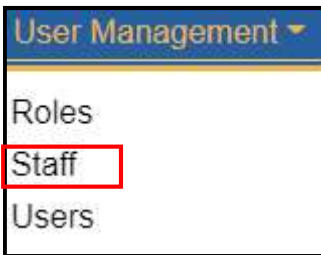
**Managing Users**  
[Add User](#)

Location: TKD/ELS    Section: M1HR    Login ID:    

Showing 11 Records Out of 11

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	arunk	M1HR	ELS/TKD	M1HR	JE	Arun Kumar Sahoo	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	asverma	M1HR-HEAD	ELS/TKD	M1HR	SSE	Amar Singh Verma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	etieu	M1HR	ELS/TKD	M1HR	JE	Etie Upadhyay	<a href="#">Reset Password</a>	<a href="#">Active</a>	
4	ksharma	M8HR	ELS/TKD	M1HR	JE-II	K C Sharma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
5	LalitKumarSingh	M1HR-HEAD	ELS/TKD	M1HR	APP. TECH	Lalit Kumar Singh	<a href="#">Reset Password</a>	<a href="#">Active</a>	

User management is used to manage all the users' modifications such as Staff. User-interlinked changes can be done here.



## 2.Staff:

In Staff we can add, view, update, deleting of a staff details can be done using Staff.

The image shows the 'Managing Staff' form. It has a header 'Managing Staff' and a link 'Add Staff'. Below the header, there are five input fields: 'Section' (with a dropdown menu showing 'TKDAdmin'), 'Employee' (empty), 'Token' (empty), 'Status' (with a dropdown menu showing 'Active'), and 'Designation' (with a dropdown menu showing '--All--'). A 'Go' button is located to the right of the Designation field.

### View Staff

- Click on Staff under User management Module.
- Managing staff page displays.
- Select Section, Employee, Token, Status ,Designation from drop down menu .
- Click on Go Option.

The image shows the 'Managing Staff' page with a table of staff records. The table has columns for S.No, Token, Employee Name, Section, Designation, PF Number, Mobile No, Blood Group, Status, and DoJ. The table contains 5 records. The text 'Showing 16 Records Out of 1' is visible at the bottom right of the table area.

S.No	Token	Employee Name	Section	Designation	PF Number	Mobile No	Blood Group	Status	DoJ
1	--	<a href="#">Adiya Legha</a>	TKDAdmin	ADEE	--	9717647728	B+	Active	01/01/2014
2	1115	<a href="#">Chhotu R</a>	TKDAdmin	KH	85706345	--	NA	Active	25/10/1985
3		<a href="#">ED ME Transformation</a>	TKDAdmin	ADMIN (COMP)			A+	Active	01/11/1988
4	--	<a href="#">ELS TKD Admin</a>	TKDAdmin	ADMIN (COMP)	--	--	NA	Active	--
5	--	<a href="#">Gaurav Sarivastava</a>	TKDAdmin	DEE	--		B+	Active	15/10/2014

### Add Staff

- Click on Staff under User management Module.
- Managing Staff page displays.

**Managing Staff**

[Add Staff](#)

Section: TKDAdmin Employee: [ ] Token: [ ] Status: Active Designation: --All-- Go

- Click on [Add Staff](#) Link to add New staff Details.

**Add Staff**

First Name: vijay Middle Name: [ ]  
 Last Name: d DoB: 18/02/1983  
 Gender: Mr Blood Group: AB+  
 Qualification: Graduate PF Number: [ ]  
 PAN Number: [ ] Aadhar No: [ ]  
 RU Id: [ ] Mobile Number: (+91) 74125896  
 Phone Number: [ ] Phone Number(Alternate): [ ]  
 Token: [ ] Email ID: [ ]  
 DoJ: [ ] Section: M3HR  
 Category: Others Designation: TECH.II  
 Access Type: Card Status: Active  
 Present Address: hyderabad  
 Click here for same Address  
 Permanent Address: hyderabad  
 Description: New joining on 01/08/2022

Save Back

- Enter all the required and mandatory fields .
- Click on Save option.

**Update Staff**

- Click on Staff under User management Module.
- Managing Staff page displays
- Click on Employee name Link to update the staff details.

**Managing Staff**

[Add Staff](#)

Section: M3HR Employee: vijay Token: [ ] Status: Active Designation: --All-- Go

Showing 2 Records Out of 2

S.No	Token	Employee Name	Section	Designation	PF Number	Mobile No	Blood Group	Status	DoJ
1		<a href="#">vijay_d</a>	M3HR	TECH.II		7412589630	AB+	Active	--
2	769	<a href="#">vijay_Slobh</a>	M3HR	TECH.III	15703083	--	NA	Active	21/05/1984

- Enter all the required details.

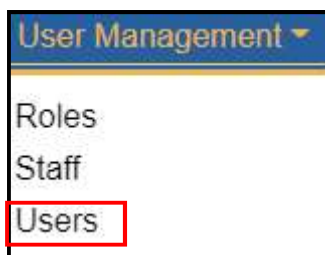
- If needed upload the photo .
- Click on Save option.

**Update Staff**

First Name	<input type="text" value="vijay"/>	Middle Name	<input type="text"/>	
Last Name	<input type="text" value="d"/>	DoB	<input type="text" value="18/02/1983"/>	
Gender	<input type="text" value="Mr"/>	Blood Group	<input type="text" value="AB+"/>	
Qualification	<input type="text" value="Graduate"/>	PF Number	<input type="text"/>	
PAN Number	<input type="text"/>	Aadhar No	<input type="text"/>	
RU Id	<input type="text"/>	Mobile Number	<input type="text" value="(+91) 74125896"/>	
Phone Number	<input type="text"/>	Phone Number(Alternate)	<input type="text"/>	
Token	<input type="text"/>	Email ID	<input type="text"/>	
DoJ	<input type="text" value="--"/>	Section	<input type="text" value="M3HR"/>	
Category	<input type="text" value="Others"/>	Designation	<input type="text" value="TECH.II"/>	
Access Type	<input type="text" value="Card"/>	Status	<input type="text" value="Active"/>	<input type="button" value="Choose File"/> No fi...osen
Present Address	<input type="text" value="hyderabad"/>			<input type="button" value="Upload"/>
Click here for same Address	<input type="checkbox"/>			
Permanent Address	<input type="text" value="hyderabad"/>			
Description	<input type="text" value="New joining on 01/08/2022"/>			
		<input type="button" value="Save"/> <input type="button" value="Back"/>		

### 3. USERS

User management is used to manage all the users modifications such as Users . User-interlinked changes can be done here.



In user we can add, view, update, deleting of a user details.

**Managing Users**  
[Add User](#)

Location:  \*      Section:       Login ID:      

### View users

- Click on users under User management Module.
- Managing Users page displays.
- Select Location , Section from drop down menu and enter Login ID(optional) .
- Click on Go Option.

**Managing Users**  
[Add User](#)

Location:       Section:       Login ID:      

Showing 20 Records Out of 164

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	<a href="#">adeshg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	
5	<a href="#">alokk</a>	RECORD-HEAD	ELS/TKD	RECORD	SR.TECH	Alok Kumar Upadhyay	<a href="#">Reset Password</a>	<a href="#">Block</a>	

### Add User

- Click on Users under User management Module.
- Managing users page displays.

**Managing Users**  
[Add User](#)

Location:  \*      Section:       Login ID:      

- Click on [Add User](#) Link to add New user Details.

**Add Users**

Section: TKDAdmin

Employee: Adiya Legha

Role: admin

Login ID: aditya

Password: ...

Save Back

- Enter all the required and mandatory fields .
- Click on Save option.

### Update Users

- Click on Users under User management Module.
- Managing users page displays
- Click on Login ID Link to update the User.

Managing Users

[Add User](#)

Location: TKD/ELS    Section: --All--    Login ID:    

Showing 20 Records Out of 160

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	<a href="#">adeshg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	

- Enter all the mandatory fields (role, password).
- Click on Save option.

**Update Users**

Section: TKDAdmin

Employee: Gaurav Sarivi

Role: MDCRIS

Login ID: adee

Password: ...

Save Back

### Reset Password

- Click on Users under User management Module.

➤ Managing users page displays

Managing Users  
[Add User](#)

Location: TKD/ELS    Section: --All--    Login ID:    

Showing 20 Records Out of 164

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Kinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	<a href="#">adeshg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	

- Click On [Reset Password](#) link to re-set the password if we have forgot.
- On clicking on Reset Password we will get a new password of user in bold letters.

Managing Users  
[Add User](#)

Location: TKD/ELS    Section: M1HR    Login ID:    

Showing 11 Records Out of 11

\* New Password of User [asverma](#) is **U6.I5E2R**

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">arunk</a>	M1HR	ELS/TKD	M1HR	JE	Arun Kumar Sahoo	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">asverma</a>	M1HR HEAD	ELS/TKD	M1HR	SSE	Amar Singh Verma	<a href="#">Reset Password</a>	<a href="#">Active</a>	

- Again login with the new password code given in the above.

**Please Login**

**Please enter your credentials to access the system**

**Login ID**

\*

**Password**

\*

- Click on Change password under Administration .
- Enter the new password and confirm the new password.
- Click on Save Option.

### Change Password

Employee Name **asverma**

Login Name **asverma**

Current Password

New Password

Confirm New Password

[Save](#)

### Block user

- Click on Users under User management Module.
- Managing users page displays

Managing Users  
[Add User](#)

Location: TKD/ELS    Section: --All--    Login ID:     [Go](#)

Showing 20 Records Out of 160

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	<a href="#">adeshg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	

- Click On [Block](#) link to block the user .
- On clicking block or active the user status will be changed.

### Delete Users

- Click on button in "Managing Users" page to delete the records.
- Confirmation message is displayed, click on [OK](#) button to delete the record.

Managing Users  
[Add User](#)

Location: TKD/ELS    Section: M1HR    Login ID:     [Go](#)

Showing 11 Records Out of 11

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">arunk</a>	M1HR	ELS/TKD	M1HR	JE	Arun Kumar Sahoo	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">asverma</a>	M1HR-HEAD	ELS/TKD	M1HR	SSE	Amar Singh Verma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">etieu</a>	M1HR	ELS/TKD	M1HR	JE	Etie Upadhyay	<a href="#">Reset Password</a>	<a href="#">Active</a>	
4	<a href="#">kcsharma</a>	M8HR	ELS/TKD	M1HR	JE-II	K C Sharma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
5	<a href="#">LalitKumarSingh</a>	M1HR-HEAD	ELS/TKD	M1HR	APP. TECH	Lalit Kumar Singh	<a href="#">Reset Password</a>	<a href="#">Active</a>	

