

New Intranet Web Portal

Operating Procedure

GM Office Usernames & Passwords :

- ❖ Concerned section Username will be displayed automatically in the username field and a common password **bsnl@123** has to be used for initial testing purposes. Letters may be uploaded after logging in by providing inputs to required fields.(TO , LETTER NO, SUBJECT, FILE)

SDCA Letters :

- ❖ For the purpose of letter movements from outstation SDCA's to GM office, SDCA Letters module was developed, concerned SDCA incharges may upload letters to GM Office by providing inputs to required fields.(FROM, TO, LETTER NO, SUBJECT, FILE)
(Common Password : **bsnl@123**)

SDCA Usernames :

Chandragiri SDCA	:	cdr-sdca@bsnltrp
Srikalahasti SDCA	:	skh-sdca@bsnltrp
Satyavedu SDCA	:	stu-sdca@bsnltrp
Puttur SDCA	:	put-sdca@bsnltrp
Pakala SDCA	:	pak-sdca@bsnltrp
Piler SDCA	:	plr-sdca@bsnltrp
Chittoor SDCA	:	ctr-sdca@bsnltrp
Bangarupalem SDCA	:	bgp-sdca@bsnltrp
Palamaner SDCA	:	pmn-sdca@bsnltrp
Punganur SDCA	:	pgr-sdca@bsnltrp

Madanapalli SDCA : mdp-sdca@bsnltrp
Vayalpadu SDCA : vyp-sdca@bsnltrp
B.Kotha Kota SDCA : bkt-sdca@bsnltrp
Sodum SDCA : sod-sdca@bsnltrp
V.Kota SDCA : vgt-sdca@bsnltrp
Kuppam SDCA : kup-sdca@bsnltrp

Password Resets & Changes :

- ❖ For Password Resets or Password Changes, please contact Veera Raghava JTO, IT-Section, Tirupati.

N/W Monitor : Daily LL , FTTH, WiFi Faults Update

- ❖ LL, FTTH, WiFi Faults Reason Update Facility was given to Field units for updating Pending faults. Concern field officials may UPDATE relevant REMARKS for pending faults more than 3 Days.
- ❖ Status of Exchanges, BB Dslams, BTS and Transmission Systems was provided. Concern incharges may monitor status of systems regularly.

Dashboards :

- ❖ Concern Section officials may update relevant Dashboards on monthly basis after logging in to their section homepage.

HR Dashboard -> AGM Admin (had given privileges)

CFA Dashboard -> AGM OP (had given privileges)

CM Dashboard -> AGM CMM (had given privileges)

EB Dashboard -> AGM EB (had given privileges)

MARKETING Dashboard -> AGM CS (had given privileges)

FINANCE Dashboard -> AO OSP (had given privileges)

Scrolling Messages

- ❖ Scrolling Message facility was given to GM Office Sections, Concern section incharges may type important circulars or announcements as scrolling message after logging into their sections in **Scrolling Message Box**. This Scrolling Messages will scroll in the Intranet Home Page.

For technical issues, please contact Veera Raghava JTO-IT, 9492357777.