



## HELP PAGE OF APPLICATION FORM


Application Form user guide:



**WELCOME**  
**C2IT (CONNECT TO IT)**

GOOD AFTERNOON Hit Ctrl+D to Bookmark

COMPLAINT STATUS			
SYS ADMIN	TODAY'S CALLS		PREVIOUS CALLS
NAME	RESOLVED	PENDING	PENDING
<a href="#">Arun Kumar</a>	0	0	0
<a href="#">Dileep S</a>	0	2	0
<a href="#">Edwin Jose</a>	0	0	0
<a href="#">Kishan Gowda</a>	0	0	0
<a href="#">M S Smithesh</a>	4	0	0
<a href="#">Nilkanth Pawar</a>	0	0	0
<a href="#">Prasanna Shetty</a>	0	0	0
<a href="#">Uday</a>	0	0	0
<a href="#">Vijish M V</a>	0	0	0
<a href="#">Vishnu</a>	0	0	0



form user need to use this link

[SYSTEM ADMIN PAGE](#) [APPROVAL / ADMINISTRATION PAGE](#)

[LOG COMPLAINTS](#) [APPLICATION FORMS](#)

C2IT says : Have a Successful Day

NIPPON EXPRESS (INDIA) PRIVATE LIMITED - GLOBAL LOGISTICS PROVIDER

Enter the Credentials:



**C2IT (CONNECT TO IT)**  
**FORM USER LOGIN**



**FORM USER LOGIN**

**User Login**

Username :

Password :

Login Here



Enter your credentials



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## HELP PAGE OF APPLICATION FORM

To Create New request



**ADMINISTRATOR**  
**CHECK SHEET (CS-SOFT)**

[LOGOUT](#)

Welcome :Raj Mohan Sharma

Resigned employee IT Check List ▶

Domain User Request ▶


Lotus Notes Email Id Request ▶

Issue of Access Card Request ▶


Shared Folder Access Request ▶


Internet/FTP Access Request ▶

Newin's Users Form ▶





[Change Password](#) [Feedback](#)

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Sub Form for Resigned employee: Create , Pending request and view all.



**ADMINISTRATOR**  
**CHECK SHEET (CS-SOFT)**

[LOGOUT](#)

Welcome :Raj Mohan Sharma

Resigned employee IT Check List ▶

Domain User Request ▶

Lotus Notes Email Id Request ▶

Issue of Access Card Request ▶

Shared Folder Access Request ▶


Internet/FTP Access Request ▶

Newin's Users Form ▶


Create


Pending Request

View all / Status



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## HELP PAGE OF APPLICATION FORM

To create new form:

User Details

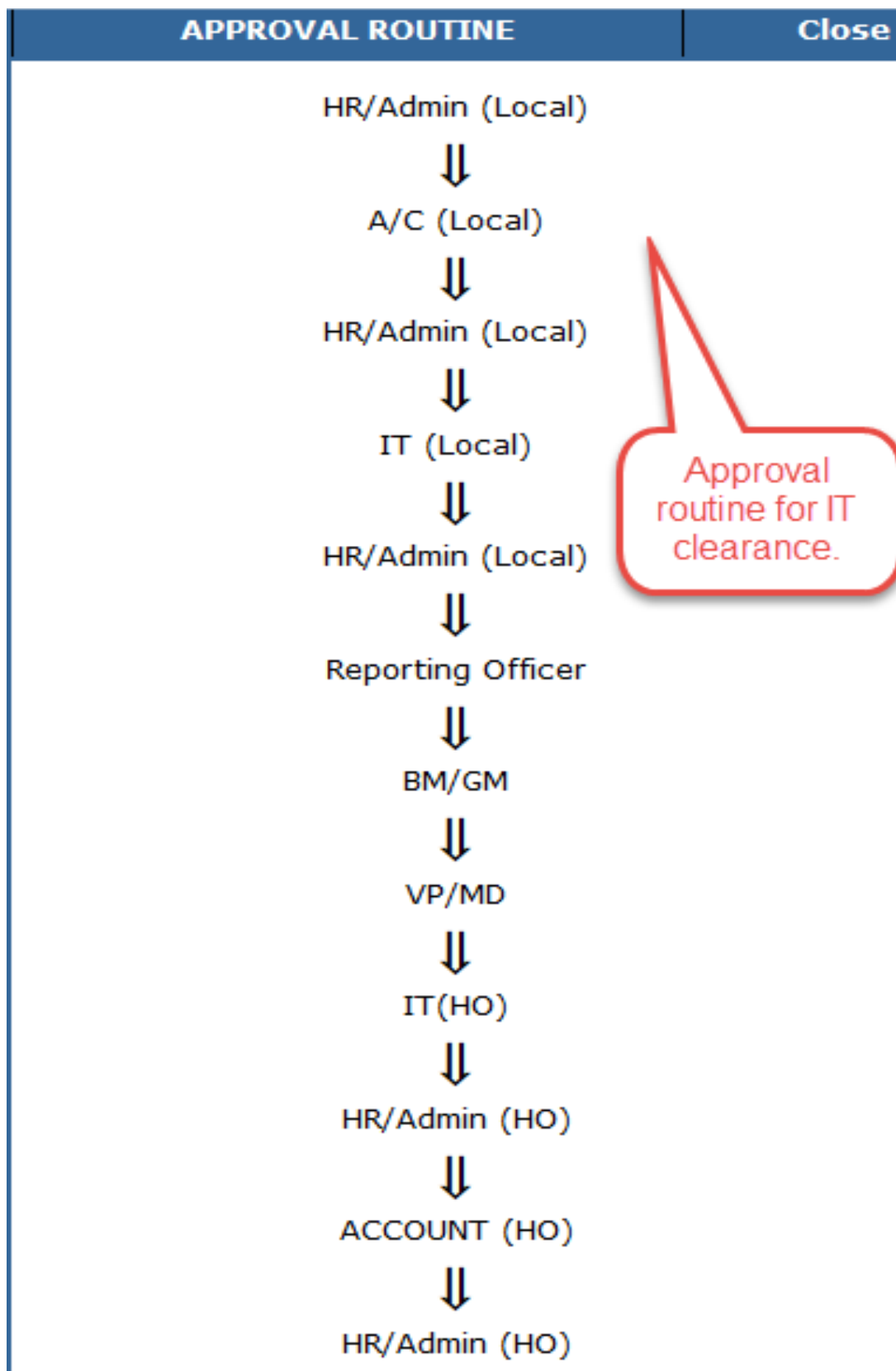
Only HR dept can enter this part of

Only A/C dept can enter this part of form

Only IT dept can enter this part of form

IT CLEARANCE CHECK SHEET FOR RESIGNED EMPLOYEE				
Raj Mohan Sharma		MANAGER		DELHI - 20
01/07/2015				
Branch :	--Select--	Department :	--Select--	
Full Name :		Employee Code :		
Designation :	--Select--	Reporting Officer :	--Select--	
Date Of Resignation :		Date of Relieving / Relieved:		
Date Of Relieving requested by the employee :		Date of Relieving as per co. policy:		
Grade :				
Status Of Employment :	<input type="radio"/> Probationary <input type="radio"/> Confirmation <input type="radio"/> Trainee <input type="radio"/> Contract			
<b>ONLY FOR HR DEPT.</b>				
1	All document taken overby:		Remarks :	
2	Company Car :		Remarks :	
3	Calculators :		Remarks :	
4	Connection surrendered :	Select	Remarks :	
5	Mobile handset :	Select	Remarks :	
6	ID card :	Select	Remarks :	
7	Workstation keys :	Select	Remarks :	
8	Any Other:	Select	Remarks :	
9	Leave card enclosed:	Select	Remarks :	
10	Resignation letter enclosed:	Select	Remarks :	
11	Identity card enclosed:	Select	Remarks :	
<b>ONLY FOR A / C DEPT.</b>				
1	Accounts - Advance / Imprest Balance:		Remarks :	
<b>ONLY FOR IT DEPT. : ASSET PROVIDED</b>				
1	Laptop/Desktop Model :		Remarks :	
1a	Password info passed on to:		Remarks :	
2	Data Card :		Remarks :	
3	Email Id :		Remarks :	
4	Newins Id :		Remarks :	
5	Domain User :		Remarks :	
6	Mobile Phone Model :		Remarks :	
7	Mobile No :		Remarks :	
8	Access Card :		Remarks :	
9	Hard Disk/Pen Drive :		Remarks :	
10	Any Other Asset :		Remarks :	
Remarks(Above Assets Are Handed Over To)				
HR Department Need to send back to Accounts department ( local )				
Send To: <input type="radio"/> thakur.cs@nitsu.co.in				
Note:Date Difference will be calculated Automatically				
<input type="button" value="SEND"/> <input type="button" value="RESET"/> <input type="button" value="APPROVAL ROUTINE"/> <input type="button" value="HELP"/> <input type="button" value="BACK"/>				

## Routine Compulsary:



Help page linked to every form.

**How To Work On ITClearance**

IT Clearance No.,date,Initiator Name,Initiator Designation will be captured my system.

Enter the details of Resigning employee.

Date of Resignation - Date of Relieved will be calculated accordingly with respect to status of employee

HR / Admin (Local)can enter only HR details of employee.

HR / Admin (Local) need to Send request to Account department.

Accounts department local can enter only there part of field and need to Send back to HR / Admin (Local) department.

Accounts department local should have Application form id and pwd to approve.Should use Application form hyper link and select pending request.

**According to approval routine**

Initiator can send only to same location Account department

From Initiator till Reporting officer have to use Form application.Should have form application user id and pwd.

Apart from Initiator, User should approve/not by selecting pending request from APPLICATION FORMS link.

**CANCEL**

Note:Date Difference will be calculated Automatically

**SEND** **RESET** **APPROVAL ROUTINE** **HELP** **BACK**

Help page for IT Clearance

## HELP PAGE OF APPLICATION FORM

If you received any request , select pending request button.



ADMINISTRATOR  
CHECK SHEET (CS-SOFT)

LOGOUT

Welcome :CHITRA B

Resigned employee IT Check List	Create
Domain User Request	Pending Request
Lotus Notes Email Id Request	View all / Status
Issue of Access Card Request	
Shared Folder Access Request	
Internet/FTP Access Request	
Newin's Users Form	

[Change Password](#) [Feedback](#)



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If any pending request click this link

Form number will appear if you got any request , Select the form number



NEIN C2IT  
IT CLEARANCE FORM

NAME :CHITRA B DESG :HR/ADMIN

SELECT IT CLEARNACE FORM NUMBER

SELECT FORM NUMBER

NUMBER: SELECT

SUBMIT

If any request sent to you , will be shown here with Form no.

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## HELP PAGE OF APPLICATION FORM

### Request Response :

Enter remarks , Approval request and mail id : mail id will be of next approver , if its not present concern to IT support.

4	Newins Id :	<input type="text"/>	Remarks :	<input type="text"/>
5	Domain User :	<input type="text"/>	Remarks :	<input type="text"/>
6	Mobile Phone Model :	<input type="text"/>	Remarks :	<input type="text"/>
7	Mobile No :	<input type="text"/>	Remarks :	<input type="text"/>
8	Access Card :	<input type="text"/>	Remarks :	<input type="text"/>
9	Hard Disk/Pen Drive :	<input type="text"/>	Remarks :	<input type="text"/>
10	Any Other Asset :	<input type="text"/>	Remarks :	<input type="text"/>

NAME	DESIGNATION	STATUS	REMARKS	DATE	RESND
CHITRA B	HR/ADMIN	<input type="text" value="Initiator"/>	adasdadad	2015-06-26	
Mohan hyderabad	GENERAL MANAGER	<input type="text" value="Approved"/>	asd asad sad	2015-06-26	
CHITRA B	HR/ADMIN	<input type="text" value="Pending"/>	Pending	2015-06-26	

Enter Your Remarks

Am Initiator

HR Department Need to send back to IT local department

☐ Approved ☐ Not Approved

Send to : ☐ farooq.s@nittsu.co.in

☒ Chec box SUBMIT 1
RESET
APPROVAL ROUTINE
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Previous all status can be seen here.

Enter remarks , approval and send to

### Summary:

1. Mail will be sent to respective approver.
2. Mail id will be of next approver, if it's not present concern to IT support.
3. Approval routine will be strictly followed for IT clearance.
4. Concern department can enter in their fields.
5. Difference in date will calculates at backend.
6. User can see the entire approval request.
7. Pending request will be viewed only by concern approver.
8. Users can see all form respect to their location.