



User Manual Document (User Management Module)

User Manual of User Management Module




User Manual Document (User Management Module)

1. General Information

1.1 Acronyms and Abbreviations:

<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	CAU	Central Agricultural University
2	DDO	Drawing & Disbursing Officer
3	HQ	Head Quarter

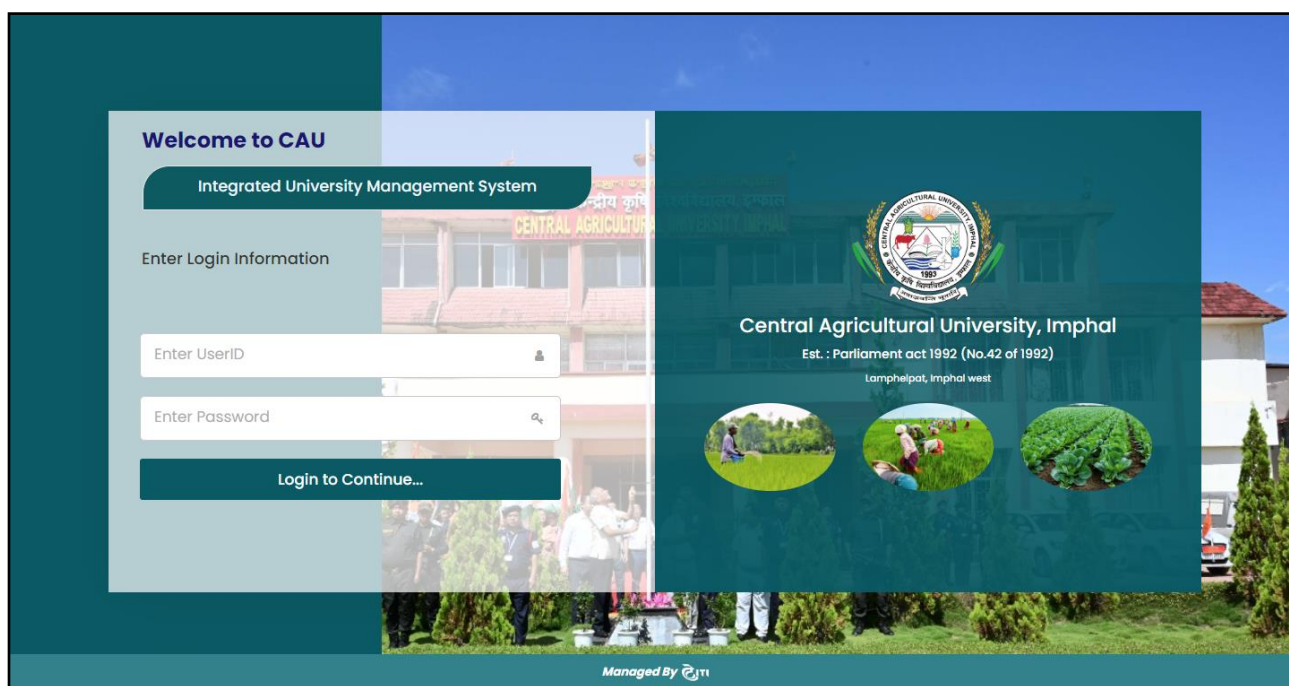
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Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome ) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

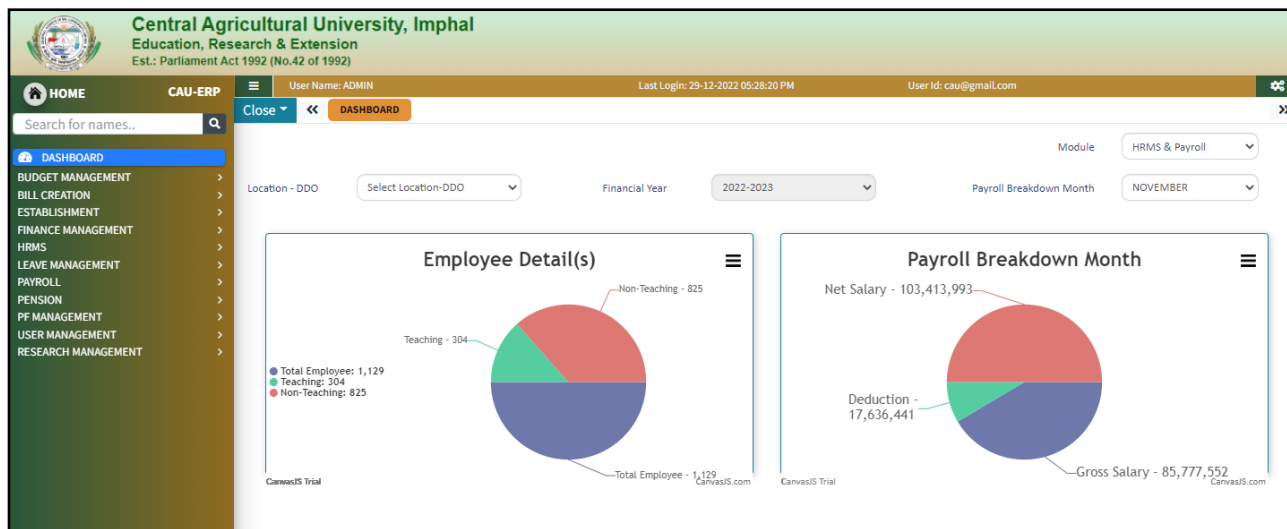
User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':



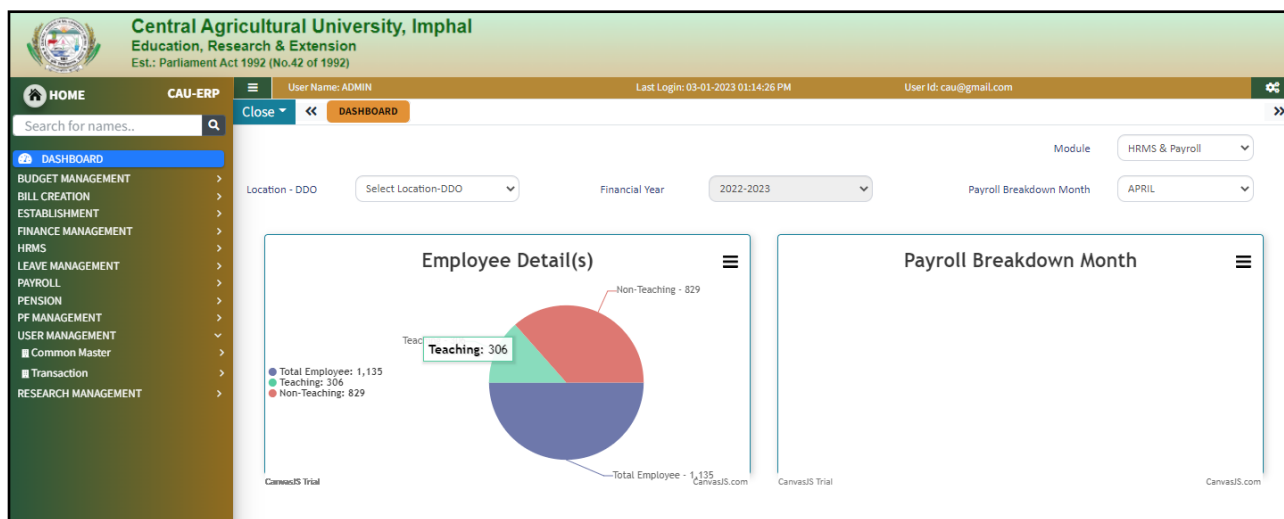
Enter the valid 'User ID' and 'Password',

For Example: User ID- cau@gmail.com and password-**cau@123** then click on 'Login to Continue...' button to navigate to 'Module Home Page' as shown below:

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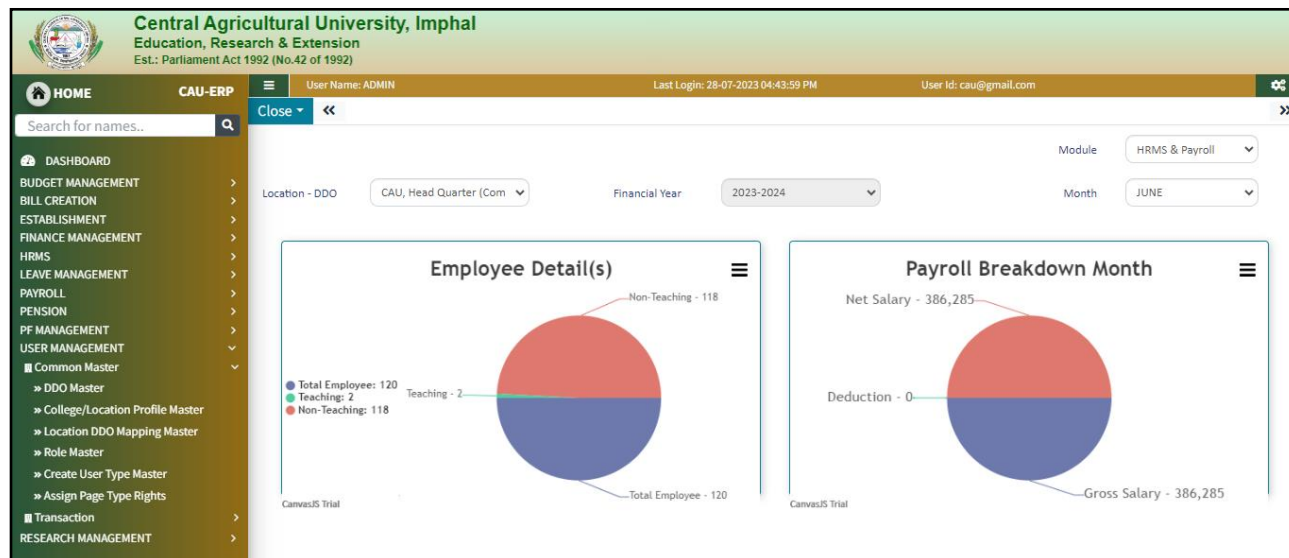


- Click on 'User Management' menu from left side, then sub menu list will be displayed as 'Common Master' & 'Transaction' as shown below:



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- Click on '**Common Master**' menu , then sub menu list will be displayed as shown below:





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• Common Master

1. DDO Master:

Using this page, Admin user can create various DDOs; Created DDOs will be used on 'Location DDO Mapping Master' page to create mapping with location/college.

- Click on '**DDO Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

DDO Master

Advance Search

New Record

DDO Name *

DDO Name

DDO Code *

DDO Code

Remarks

Remarks

Save

Reset

List of DDO(s)

Run Date : 18-01-2023 17:26:38

Download

Show 10 entries

S.No.	DDO Name	DDO Code	Remarks	Edit	Delete
1	Comptroller Office, CAU HQ, Imphal	CPGAS			
2	College of Agriculture, CAU, Iroiseba, Imphal	COAI			
3	Directorate of Instruction, CAU HQ, Imphal	INST			
4	Directorate of Research, CAU HQ, Imphal	DORI			
5	Directorate of Extension Education, CAU HQ, Imphal	EXT			
6	VC Office, CAU HQ, Imphal	VCO			
7	Registrar Office, CAU HQ, Imphal	REG			
8	College of Fisheries, Lembucherra, Tripura	COF			
9	College of Community Science, Tura, Meghalaya	COCS			
10	College of Horticulture, Bermiok, Sikkim	COHS			

Showing 1 to 10 of 21 entries

Previous 1 2 3 Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of DDO(s)**' table.
- On page load, it will display all saved DDOs in '**List of DDO(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created DDO by clicking on '**Edit**' button from saved DDOs in '**List of DDO(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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2. College/Location Profile Master:

Using this page, Admin user can create various locations/colleges; Created locations/colleges will be used on 'Location DDO Mapping Master' page to create mapping with DDO.

- Click on 'College/Location Profile Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

College/Location Profile Master

Advance Search

New Record

College/Location Code *

College/Location Code

College/Location Name *

College/Location Name

Is HeadQuarter ?

☐

Affiliation Type *

Select Affiliation Type

College/Location Type *

Select College/Location Type

College/Location Category *

Select College/Location Category

Contact Person

Contact Person

Mobile No

Mobile Number

Phone No

Phone Number

Email

Email

Address

Address

Website

Website

Tehsil

Tehsil

Block

Block

Capacity

Capacity

Display Name

Display Name

Place

Place

District

District

Is Government ?

☐

Active ?

☐

Education Type

☒ Co-educational ☐ Girls Only

Save

Reset

List of College Profile(s)

Run Date : 18-01-2023 17:56:02

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Show 10 entries

S.No.	College Type	College Code	College Name	Capacity	Is Active	Edit	Delete
1	Affiliated	HQ	CAU, Head Quarter		Yes	Edit	Delete
2	Affiliated	COHS	College of Horticulture, Bermiok, Sikkim		Yes	Edit	Delete
3	Affiliated	COVAH	College of Veterinary and Animal Husbandry, Jalukie, Nagaland		Yes	Edit	Delete
4	Affiliated	COAM	College of Agriculture, Kyrdemkulai, Meghalaya		Yes	Edit	Delete
5	Affiliated	COHM	College of Horticulture, Thenzawl, Mizoram		Yes	Edit	Delete
6	Affiliated	COFTM	College of Food Technology, Lamphelpat, Manipur		Yes	Edit	Delete
7	Affiliated	COVSAHM	College of Veterinary Sciences and Animal Husbandry, Selesih, Aizawl, Mizoram		Yes	Edit	Delete



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8	Affiliated	COAA	College of Agriculture, Pasighat, Arunachal Pradesh		Yes	Edit	Delete
9	Affiliated	COHFA	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh		Yes	Edit	Delete
10	Affiliated	CAEPHT	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim		Yes	Edit	Delete

Showing 1 to 10 of 21 entries

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⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of College Profile(s)'** table.
- On page load, it will display all saved locations/colleges in **'List of College Profile(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created location/college by clicking on **'Edit'** button from saved locations/colleges in **'List of College Profile(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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3. Location DDO Mapping Master:

Using this page, Admin user can map location with multiple DDOs; Created mapping will be displayed in all the required modules.

- Click on 'Location DDO Mapping Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Location DDO Mapping Master

Advance Search

New Record

Location *

Select Location

DDO *

Save

Reset

List of Location DDO (s)

Run Date : 18-01-2023 17:55:27

Download

Show 10 entries

S.No.	Location	DDO Name(s)	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal		
2	College of Horticulture, Bermiok, Sikkim	College of Horticulture, Bermiok, Sikkim		
3	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	College of Veterinary Science and Animal Husbandry, Jalukie, Peren, Nagaland		
4	College of Agriculture, Kyrdemkulai, Meghalaya	College of Agriculture, Kyrdemkulai, Meghalaya		
5	College of Horticulture, Thenzawl, Mizoram	College of Horticulture, Thenzawl, Mizoram		
6	College of Food Technology, Lamphepat, Manipur	COFT, Imphal, Manipur		
7	College of Veterinary Sciences and Animal Husbandry, Selesih, Aizawl, Mizoram	College of Veterinary Sciences & AH, Selesih, Aizawl, Mizoram		
8	College of Agriculture, Pasighat, Arunachal Pradesh	College of Agriculture, Pasighat, Arunachal Pradesh		
9	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh		
10	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim		

Showing 1 to 10 of 17 entries

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⇒ Steps to Create New Record:

- Select location form drop down and select DDOs.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Location DDO(s)' table.
- On page load, it will display all saved mapping in 'List of Location DDO(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.

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- User can Edit/Update any created mapping by clicking on '**Edit**' button from saved mapping in '**List of Location DDO(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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4. Role Master:

Using this page, Admin user can create various roles like Admin, Faculty, User etc.; Created roles will be displayed on 'Assign Page Type Rights' & transaction pages.

- Click on '**Role Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Role MasterAdvance Search Q

Role Name *

Role Name

Mapped Alias *

Mapped Alias

Role Level *

Select Role Level

Remarks

Remarks

Is Admin Role ?

☐

Save

Reset

List of Role(s)

Run Date : 03-01-2023 15:27:42

Download

Show

All

entries

Showing 1 to 4 of 4 entries

Previous

1

Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Role(s)**' table.
- On page load, it will display all saved roles in '**List of Role(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created role by clicking on '**Edit**' button from saved roles in '**List of Role(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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5. Create User Type Master:

Using this page, Admin user can create multiple external user type like Guest Faculty, Temporary Employee, etc. (Who is not part of 'Employee Master' page); Created user type will be user in transaction pages to create & manage user credentials and their roles/responsibility for any particular time period.

- Click on 'Create User Type Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Create User Type Master

Advance Search

New Record

User Type *
Select User Type

User/Employee Code *
User/Employee Code

User/Employee Name *
User/Employee Name

Father Name
Father Name

Department *
Select Department

Designation *
Designation

Email *
Email

Is-Active
☐

SaveReset

List of User Type(s)

Run Date : 03-01-2023 15:32:05

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Show All entries

S.No.	User Type	Employee/User Name	Department	Designation	Status	Edit	Delete
1	Module Admin	Chandam Bikram Chandra [HQ/CPG-002]	Comptroller Office	Accountant	Yes	Edit	Delete

Showing 1 to 1 of 1 entries

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⇒ Steps to Create New Record:

- Enter the data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of User Type(s)' table.
- On page load, it will display all saved user types in 'List of User Type(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created user type by clicking on 'Edit' button from saved user types in 'List of User Type(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

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6. Assign Page Type Rights:

Using this page, Admin user can create & manage page/module rights for any role, during user creation from '**User Master**' page, roles will be used and user will get page/module rights automatically as per assigned roles.

- Click on '**Assign Page Type Rights**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Assign Page Type RightsNew Record

Roles *

Select Role

Module *

Select Module

- Select value from '**Roles**' and '**Module**' drop down, page will be opened as shown below; accordingly user can manage page rights.

S.No.	Menu	Select All <input type="checkbox"/>
1	PF Interest Percentage	<input type="checkbox"/>
2	Yearly PF Process	<input type="checkbox"/>
3	National Pension System Report	<input type="checkbox"/>
4	GPF Recovery Schedule Report	<input type="checkbox"/>
5	Yearly GPF Detail Report	<input type="checkbox"/>
6	Employee wise GPF Detail Report	<input type="checkbox"/>

Save

Reset

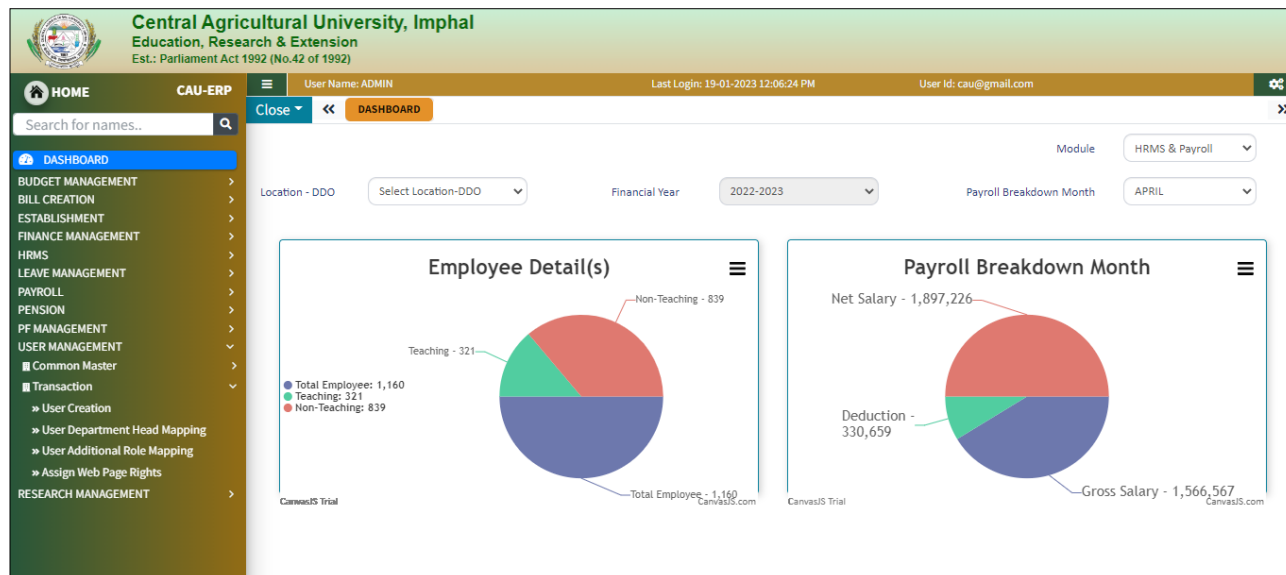
⇒ Steps to Assign Page Types:

- Select value from '**Roles**' and '**Module**' drop down and select check boxes from above page.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and page will be assigned for selected role.
- User can Edit/Update any mapped pages for any role by selecting value from '**Roles**' & '**Module**' drop downs on page load.



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- Click on 'Transaction' menu, then sub menu list will be displayed as shown below:





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• Transaction

1. User Creation:

Using this page, Admin user create multiple users & manage the login credentials and assigned their roles with expiry date; Created users will be displayed in 'User Department Head Mapping', 'User Additional Role Mapping' and 'Assign Web Page Rights'.

- Click on 'User Creation' menu link, under 'Transaction' sub menu, then page will be opened as shown below:

User Creation

Advance Search

New Record

User Type *
Employee

Employee *
Select Employee Code

location-DDO(s) *
Select Location-DDO

Employee Code *

Employee Name
Employee Name

Department
Department

Father Name
Father Name

Designation
Designation

Email
Email

Login Id *
Login Id

Password *
Password

Expiry Date *
Expiry Date

Role *
Select Roles

Is-Active
☐

Is Employee Portal Access
☐

SaveReset

List of User(s)

Run Date : 19-01-2023 14:22:33

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Show 10 entries

S.No.	Employee Code	User Name	User Id	Status	Expiry Date	Department	Role	Edit
1	HQ/CPG-0001	K.Anantha Shayanam [HQ/CPG-0001]	comptcau@yahoo.com	Active	31/12/2023	Comptroller Office	Module User	Edit
2	CPGAS/HQ-0026	CAU test Approval [CPGAS/HQ-0026]	cautest	Active	31/12/2023	Academic Section	Module User	Edit
3	CPGAS/COPG-0028	Mahesh Bhimashankar Tengli [CPGAS/COPG-0028]	agmbt20@gmail.com	Active	31/12/2023	Dean's Office	Module User	Edit
4	CPGAS/COPG-0012	Sanjay Swami [CPGAS/COPG-0012]	nrmcssa2017@gmail.com	Active	31/12/2023	Dean's Office	Finance Test Role	Edit
5	HQ/CPG-0005	R. P. Pandey [HQ/CPG-0005]	rppandey07@yahoo.co.in	Active	31/12/2023	Comptroller Office	Finance Test Role	Edit
6	HQ/VCO-0001	Anupam Mishra [HQ/VCO-0001]	vcofficecau@yahoo.in	Active	31/12/2023	VC Office	Module User	Edit
7	HQ/CPG-0020	Chandam Bikram Chandra [HQ/CPG-0020]	bikramchandam@gmail.com	Active	31/12/2023	Comptroller Office	Module User	Edit
8	HQ/CPG-0024	Dr. H. Chaoba Singh [HQ/CPG-0024]	hchaobasingh@gmail.com	Active	31/12/2023	Comptroller Office	Finance Test Role	Edit
9	1234	CAU Test GPF [1234]	testgpf@gmail.com	Active	27/12/2023	Academic Section	Module User	Edit
10	CPGAS/COPG-0039	Milliancy M. Syiem [CPGAS/COPG-0039]	milli2482@gmail.com	Active	31/12/2023	Dean's Office	Module User	Edit

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⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of User(s)'** table.
- On page load, it will display all saved users in **'List of User(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created user by clicking on **'Edit'** button from saved users in **List of User(s)'** table.



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2. User Department Head Mapping:

Using this page, Admin user can map created user(s) with department head for any particular time period; Created user rights will be considered as 'Department Head', according he/she can use application/roles.

- Click on '**User Department Head Mapping**' menu link, under '**Transaction**' sub menu, then page will be opened as shown below:

User Department Head Mapping

Advance Search

New Record

Location *

Select Location

DDO *

Select DDO

User Name *

Select User

Department Head Name *

Select Department Head Name

Depart Head Assign Date *

Assing Date

Release Date

Save

Reset

List of User(s)

Run Date : 19-01-2023 14:36:19

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Show All entries

S.No.	User Name	Department Head Name	Department Head Assign Date	Department Head Release Date	Edit
1	Krishna	N/A	01/10/2022	20/10/2022	

Showing 1 to 9 of 9 entries

Previous

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Next

⇒ Steps to Create New Record:

- Enter the data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of User(s)**' table.
- On page load, it will display all saved users in '**List of User(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created user by clicking on '**Edit**' button from saved users in **List of User(s)**' table.



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3. User Additional Role Mapping:

Using this page, Admin user can create & manage additional roles to user for any Location & DDO; as per additional role user will be able to login and manage their roles & responsibility.

- Click on 'User Additional Role Mapping' menu link, under 'Transaction' sub menu, then page will be opened as shown below:

User Additional Role Mapping

Advance Search

New Record

location-DDO(s) *
Select Location - DDO

User's Department *
Select User's Department

User *
Select User

Department-Role Details

location-DDO(s) *
Select Location - DDO

Department *
Select Department

Roles *

☐ Module User

☐ Finance Test Role

☐ Test Role

Add New

List of User Department-Role

S.No.	Location-DDO	User	Department	Role	Edit	Delete
1	CAU, Head Quarter~Comptroller Office, CAU HQ, Imphal	CAU Test GPF [1234]	VC Office	Finance Test Role	Edit	Delete

Save

Reset

List of User Additional Role Mapping(s)

Run Date : 03-01-2023 16:19:03

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Show All entries

S.No.	User's Department	User	Edit	Delete
1	Academic Section	Test Ranjan Sharma [COAI/COA-0132]	Edit	Delete
2	Academic Section	TestRajkumar [COAI/COA-0133]	Edit	Delete
3	Academic Section	New1 [CPGAS/HQ-0075]	Edit	Delete
4	Academic Section	Test Rakesh Kumar [COCs/COCs-0087]	Edit	Delete
5	Academic Section	Test Shayam [COAI/COA-0138]	Edit	Delete

Showing 1 to 5 of 5 entries

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⇒ Steps to manage Additional Role:

- Select parent '**Location-DDO**' & '**Department**' for any user.
- Select Additional '**Location-DDO**', '**Department**' and '**Roles**' for selected user.
- Click on '**Add New**' button, if selected user having multiple role in various locations & DDOs.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of User Additional Role Mapping(s)**' table.
- On page load, it will display all saved roles in '**List of User Additional Role Mapping(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created role by clicking on '**Edit**' button from saved roles in '**List of User Additional Role Mapping(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

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4. Assign Web Page Rights:

Using this page, Admin user can create & manage page/module rights for any user, all the role wise pages rights will be updated as per this page and accordingly user can access the rights.

- Click on 'Assign Web Page Rights' menu link, under 'Transaction' sub menu, then page will be opened as shown below:

Assign Web Page RightsNew Record

College/Location *

Select College/Location

DDO *

Select DDO

User's Department *

Select User's Department

User *

Select User [User Name]

Department *

Select Department

Role *

Select Role

Module *

Select Module

view

Reset

- Enter data in all mandatory fields.
- Click on 'View' button, then page will be opened as shown below:

S.No.	Menu	Select All <input type="checkbox"/>
1	PF Interest Percentage	<input type="checkbox"/>
2	Yearly PF Process	<input type="checkbox"/>
3	National Pension System Report	<input type="checkbox"/>
4	GPF Recovery Schedule Report	<input type="checkbox"/>
5	Yearly GPF Detail Report	<input type="checkbox"/>
6	Employee wise GPF Detail Report	<input type="checkbox"/>

Save

Reset

⇒ Steps to Assign Page Rights:

- Select value from required drop down and click on 'View' button and select check boxes from above page.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and page will be assigned for selected user.
- User can Edit/Update any mapped pages for any user by selecting required value above screens.