

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

superadmin User Manual (1.0)

Table of Content

What is CGA?	3
Website Home Page	3
How to login to HRMS website?	4
HRMS Dashboard.....	6
How to login to CGA.....	8
CGA Dashboard	9
Add user.....	10
User List	11
Logout	15

What is CGA?

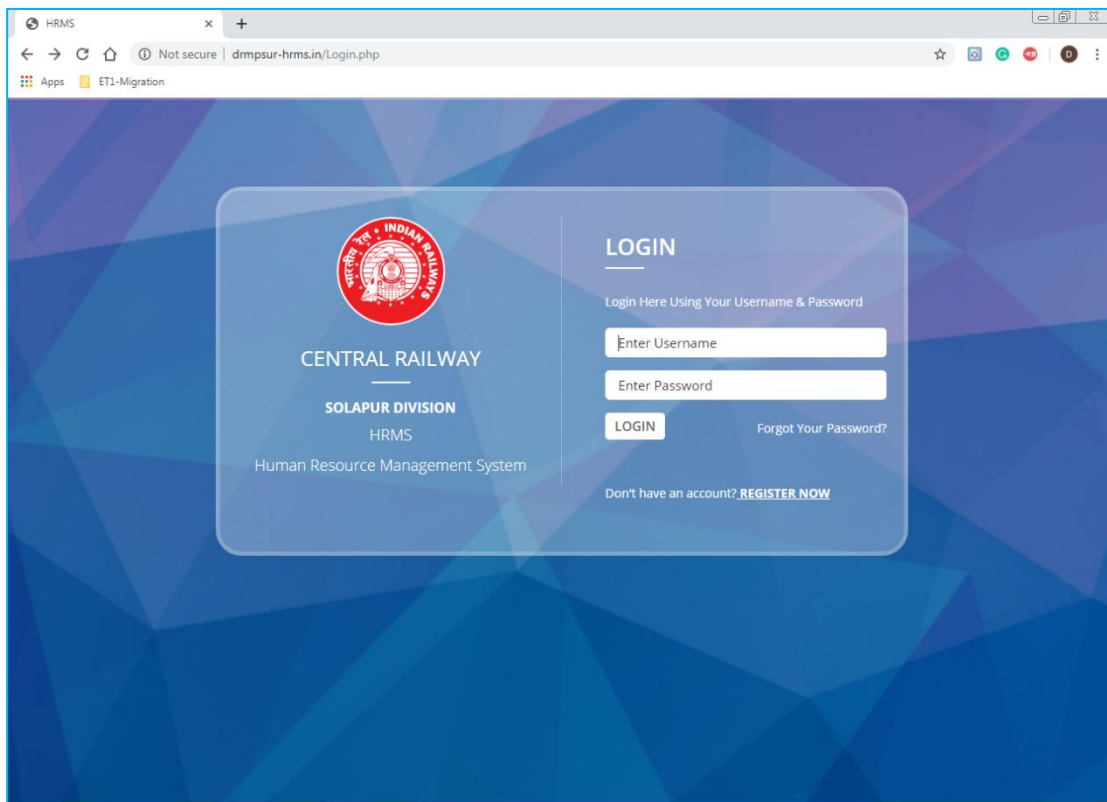
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

Links:

Website: <http://drmps-sur-hrms.in>

Website Home Page:

On visiting the site **drmps-sur-hrms.in** the user will see the login page of  HRMS.



How to login to HRMS?

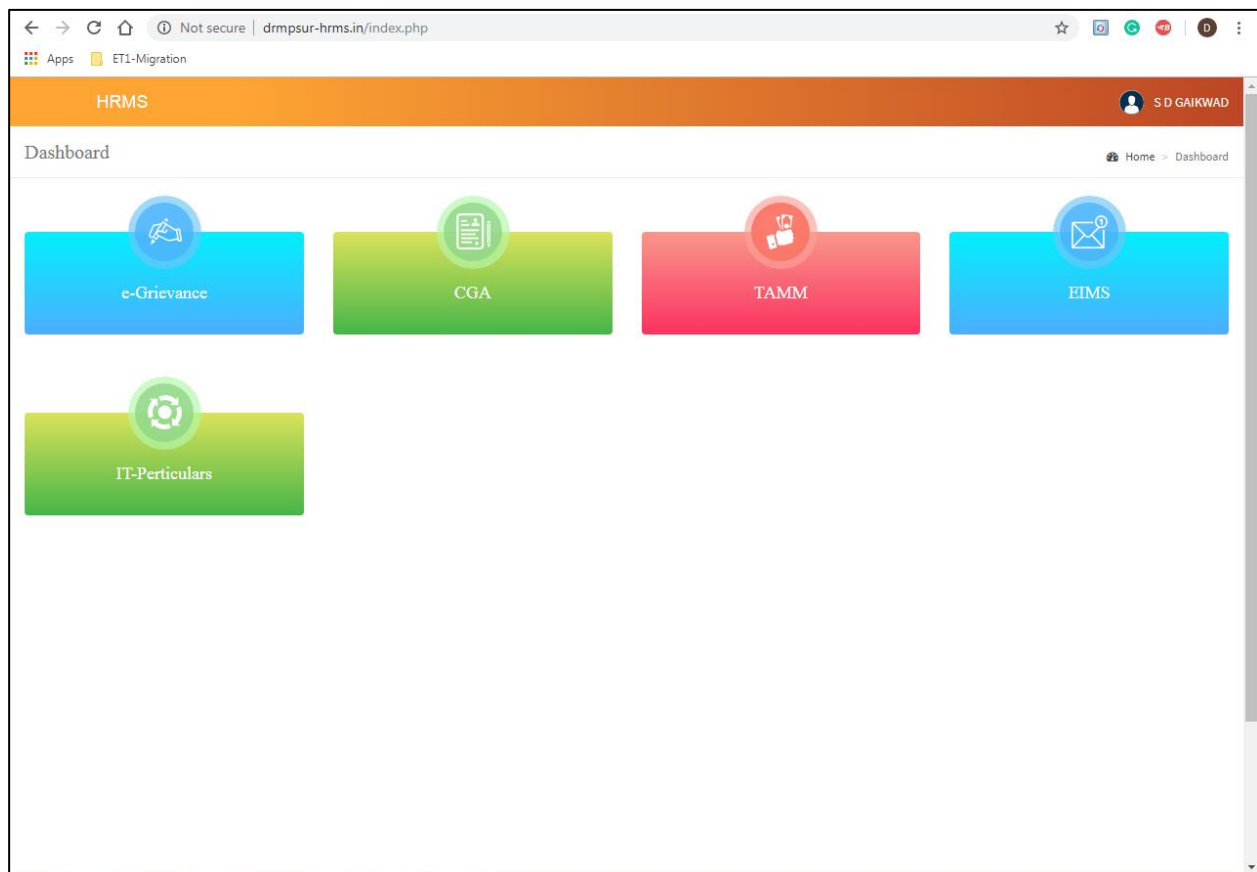
1. On visiting **drmps-sur-hrms.in** the user will see the login page of HRMS. To login user have to enter his/her PF No. as a Username and password will be Date of Birth of that employee by default (see fig-1.1).
E.g. Username: 00505283024, Password: DDMMYYYY
2. Click on login button.

(Fig-1.1)

The screenshot displays the HRMS login interface. On the left, the Central Railway Solapur Division logo and text are visible. On the right, the 'LOGIN' section contains a prompt to 'Login Here Using Your Username & Password'. Below this, there are two input fields: the first contains the username '00505283024' and the second contains masked characters '*****'. A red circle highlights the 'LOGIN' button. To the right of the button is a link for 'Forgot Your Password?'. At the bottom of the login section, there is a link for 'Don't have an account? REGISTER NOW'.

3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)

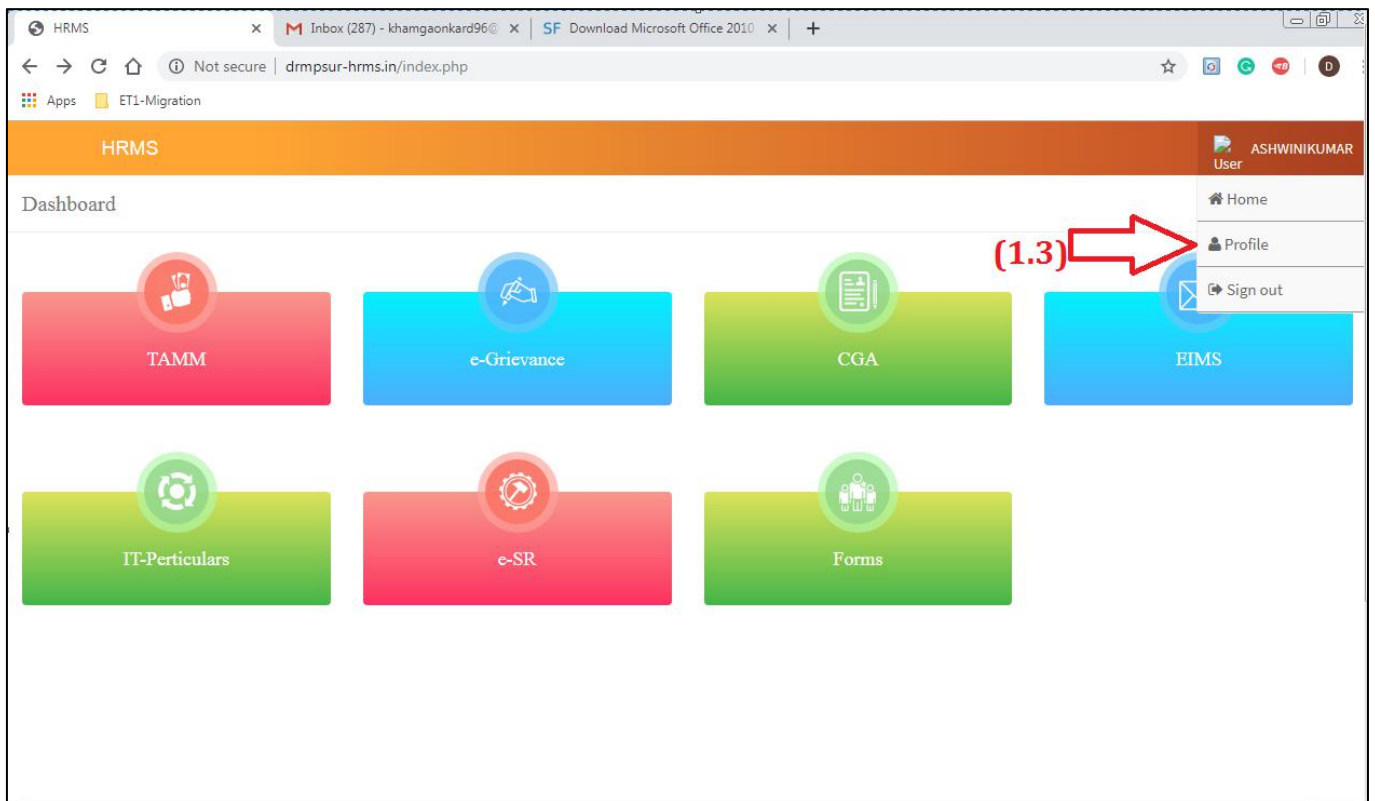
(Fig-1.2)



HRMS Dashboard:

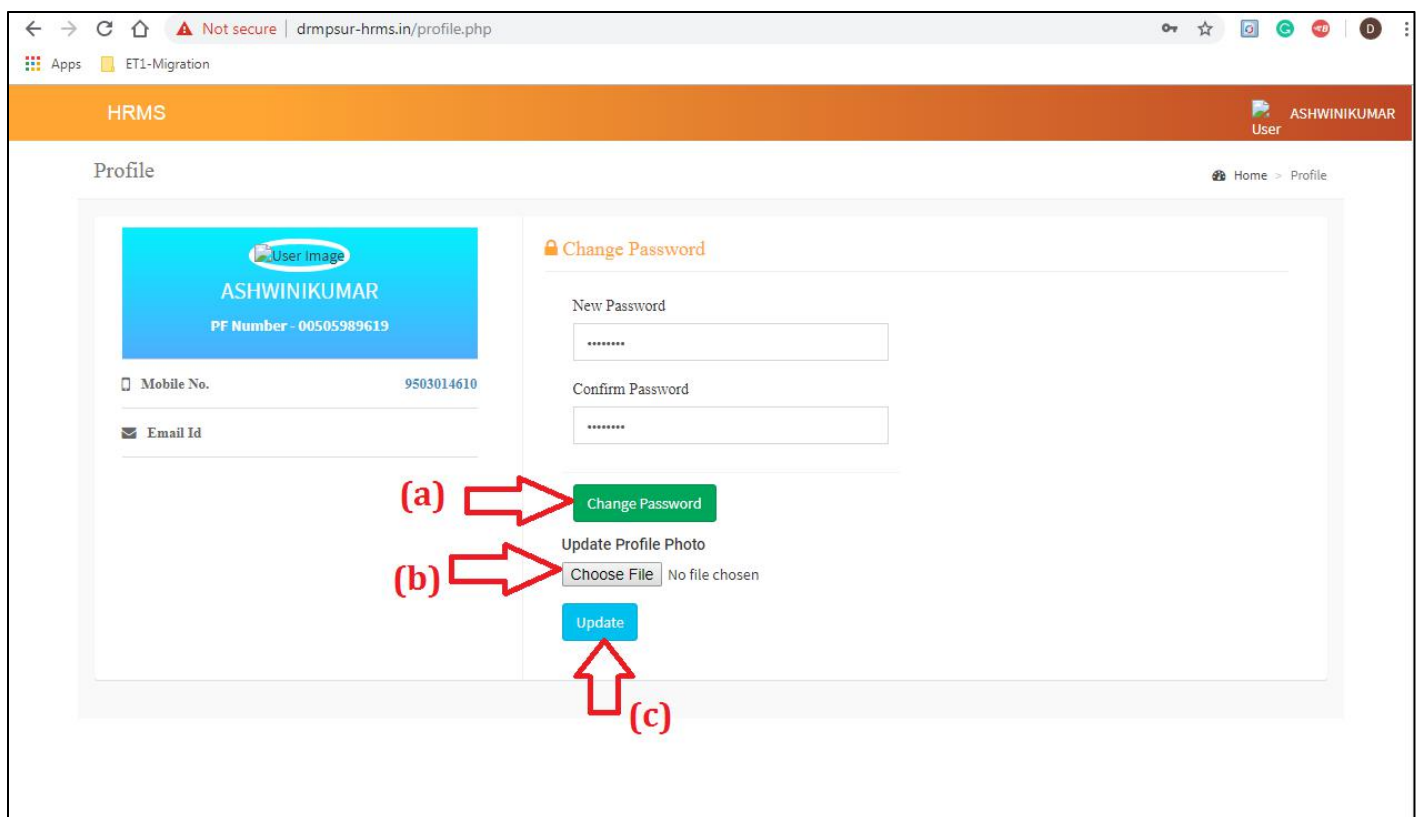
1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Two popup will get displayed on screen. Click on 'Profile' .(fig-1.3)

(Fig-1.3)



5. New page will get opened. On that page enter your new password and confirm password (same as new password). (Fig-1.4)
6. Click on **Change Password (a)** to change the password.
7. To update your profile picture click on choose file (b), upload the file and click on **update** button (c).

(Fig-1.4)



The screenshot shows a web browser window with the URL `drmpsur-hrms.in/profile.php`. The page has an orange header with "HRMS" on the left and a user profile "ASHWINIKUMAR" on the right. The main content area is titled "Profile" and contains two sections:

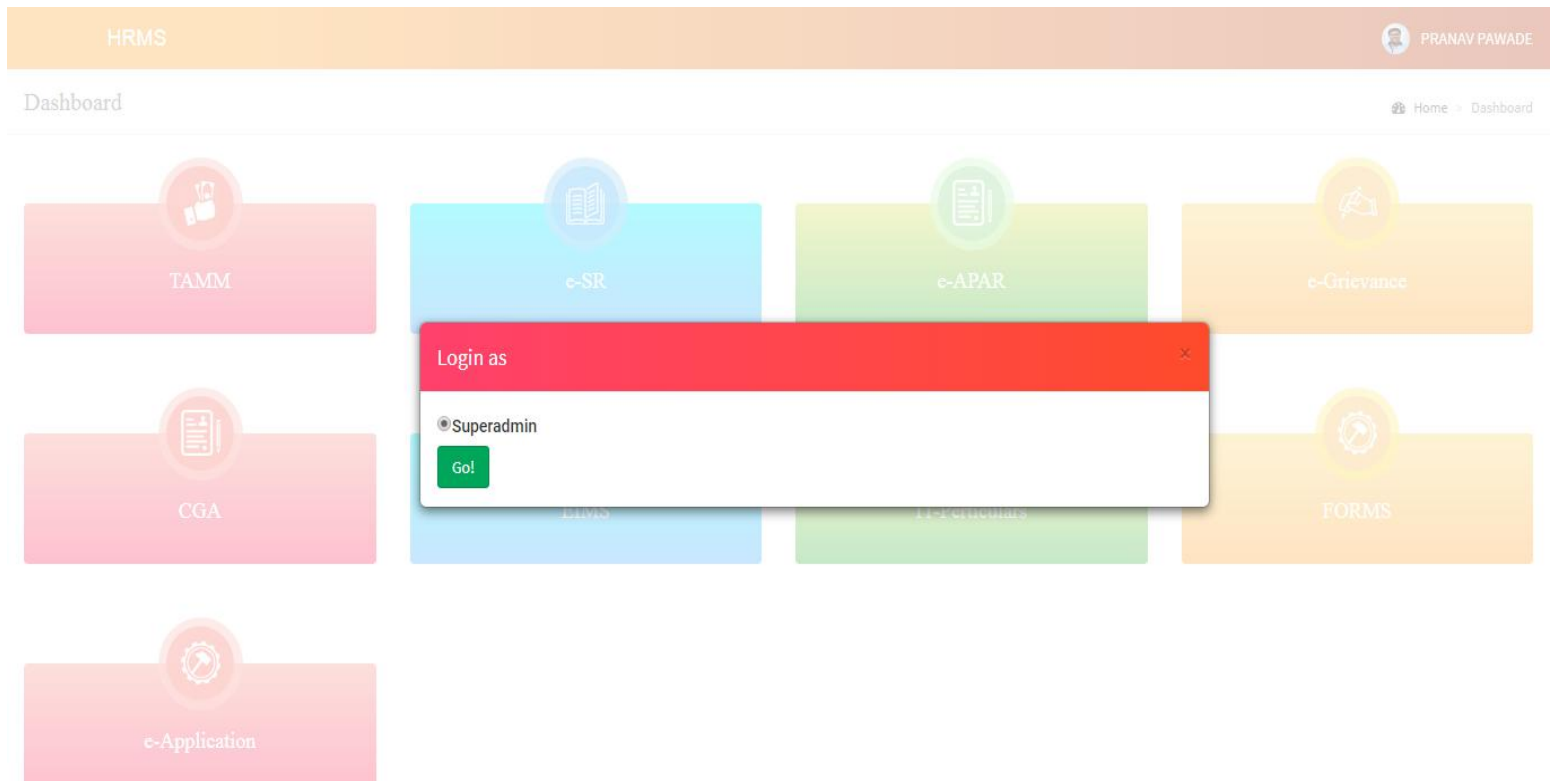
- Change Password:** This section has two input fields for "New Password" and "Confirm Password", both masked with asterisks. Below these fields is a green button labeled "Change Password", which is pointed to by a red arrow labeled (a).
- Update Profile Photo:** This section has a "Choose File" button (disabled, with "No file chosen" text) and a blue "Update" button below it. A red arrow labeled (b) points to the "Choose File" button, and another red arrow labeled (c) points to the "Update" button.

On the left side of the profile section, there is a blue box with a "User Image" placeholder, the name "ASHWINIKUMAR", and the "PF Number - 00505989619". Below this, there are input fields for "Mobile No." (with the value "9503014610") and "Email Id".

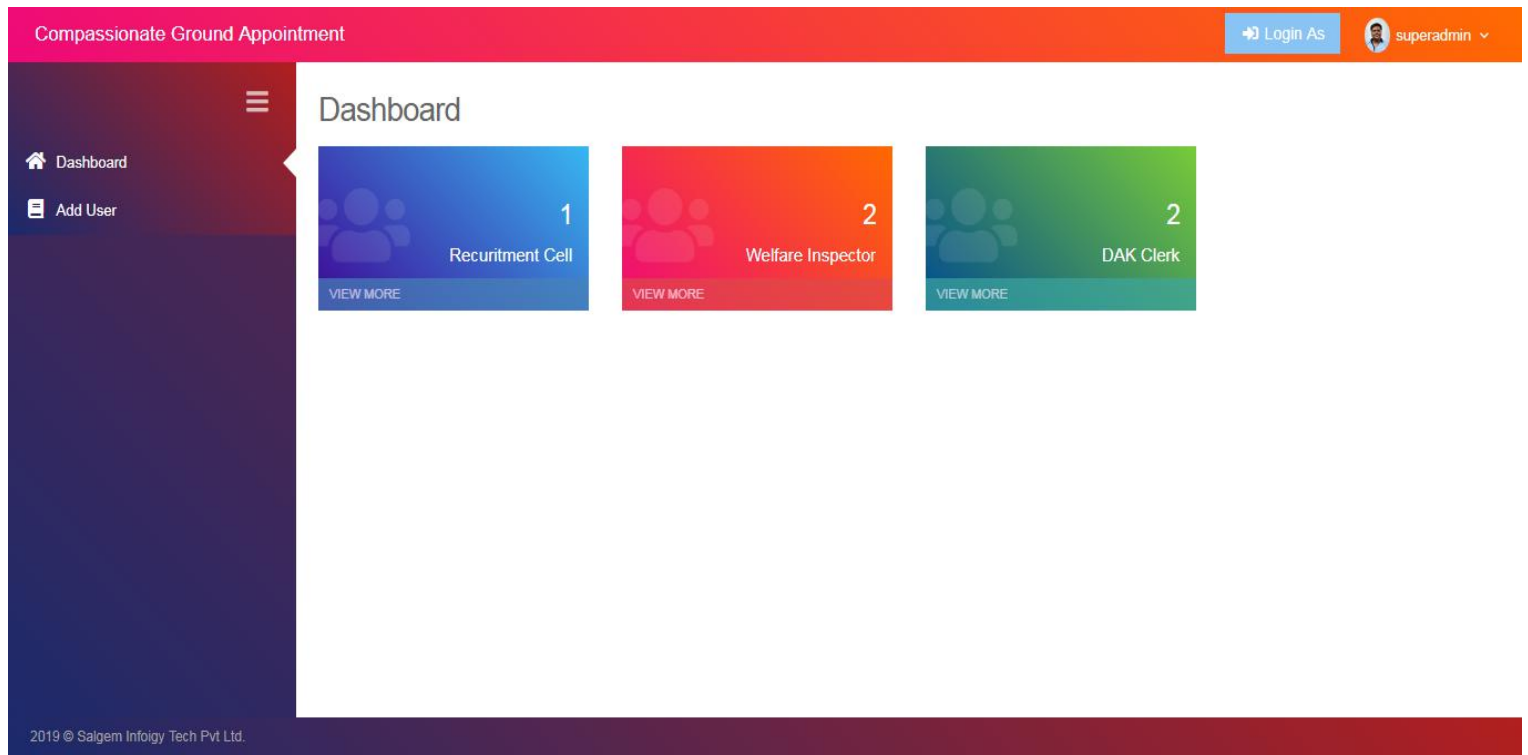
How to login to CGA?

1. After logging in to HRMS website, from the dashboard click on CGA.
2. Popup will appear on screen. On that popup select your role (superadmin) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(Fig-1.5)



CGA Dashboard:



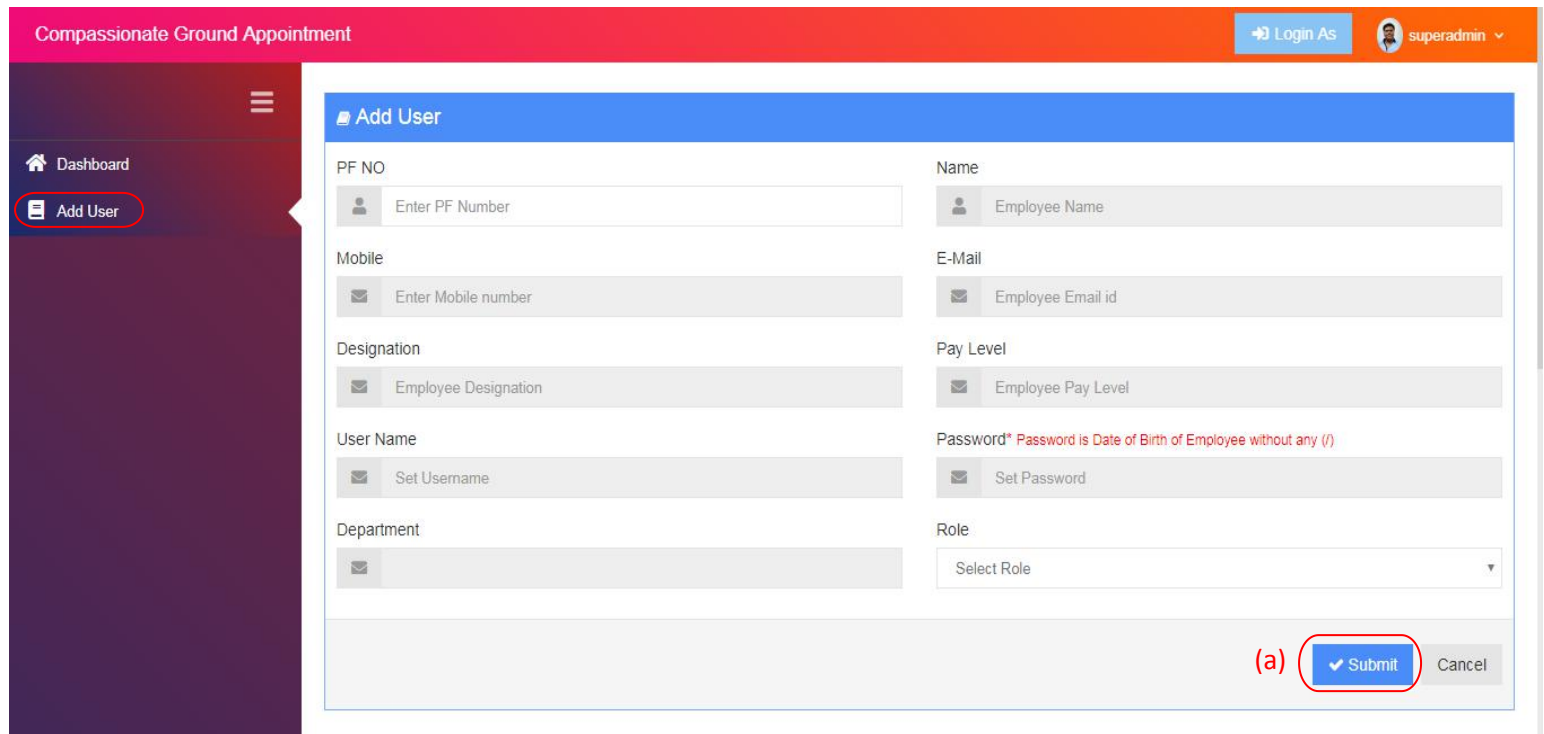
(Fig-1.6)

Dashboard contents :(Fig-1.6)

1. Total Recruitment cell clerk.
2. Total Welfare inspectors.
3. Total Dak clerks

Add User (Fig-1.7)

1. Select on sidebar Add user .



The screenshot shows the 'Add User' form in the 'Compassionate Ground Appointment' system. The sidebar on the left contains 'Dashboard' and 'Add User' (highlighted with a red circle). The main form has the following fields:

- PF NO: Enter PF Number
- Name: Employee Name
- Mobile: Enter Mobile number
- E-Mail: Employee Email id
- Designation: Employee Designation
- Pay Level: Employee Pay Level
- User Name: Set Username
- Password*: Password is Date of Birth of Employee without any (/)
- Department: Select Role

The 'Submit' button is highlighted with a red circle and labeled (a).

(Fig-1.7.1)

2. Shows the add user panel and also shows the list of users.
3. First enter pf number and then press tab button in keyboard.
4. Display the details of that particular employee on basis of pf number.
5. And then select the role then click on submit button(a).
6. After clicking submit button popup window is opened for shows the successfully added user message.

user list:

1. Select Add user in sidebar (a) . (Fig-1.8)
2. Shows the Register users panel in below.

Compassionate Ground Appointment

Login As superadmin

Register Users

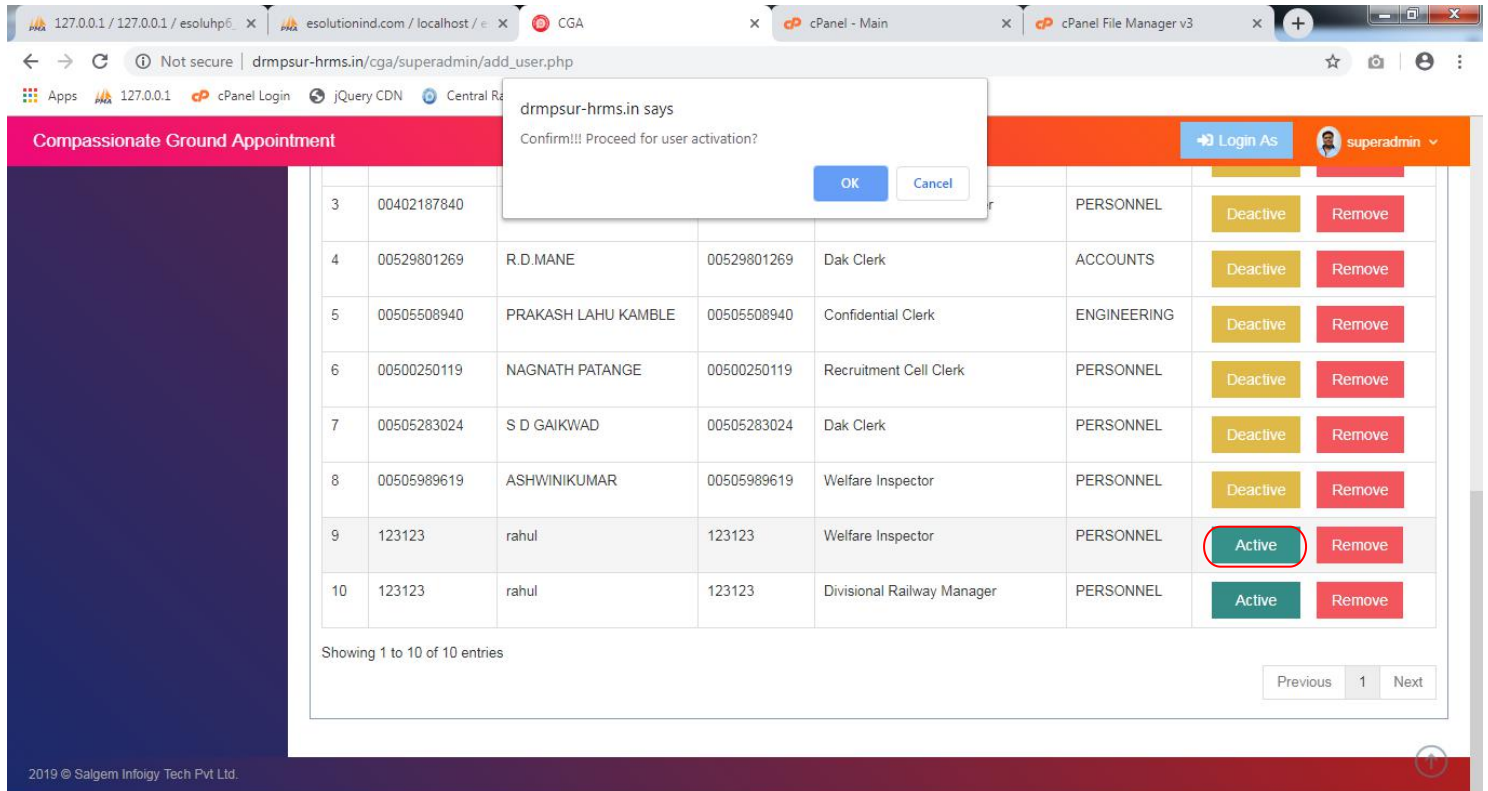
Copy Excel CSV PDF

Search:

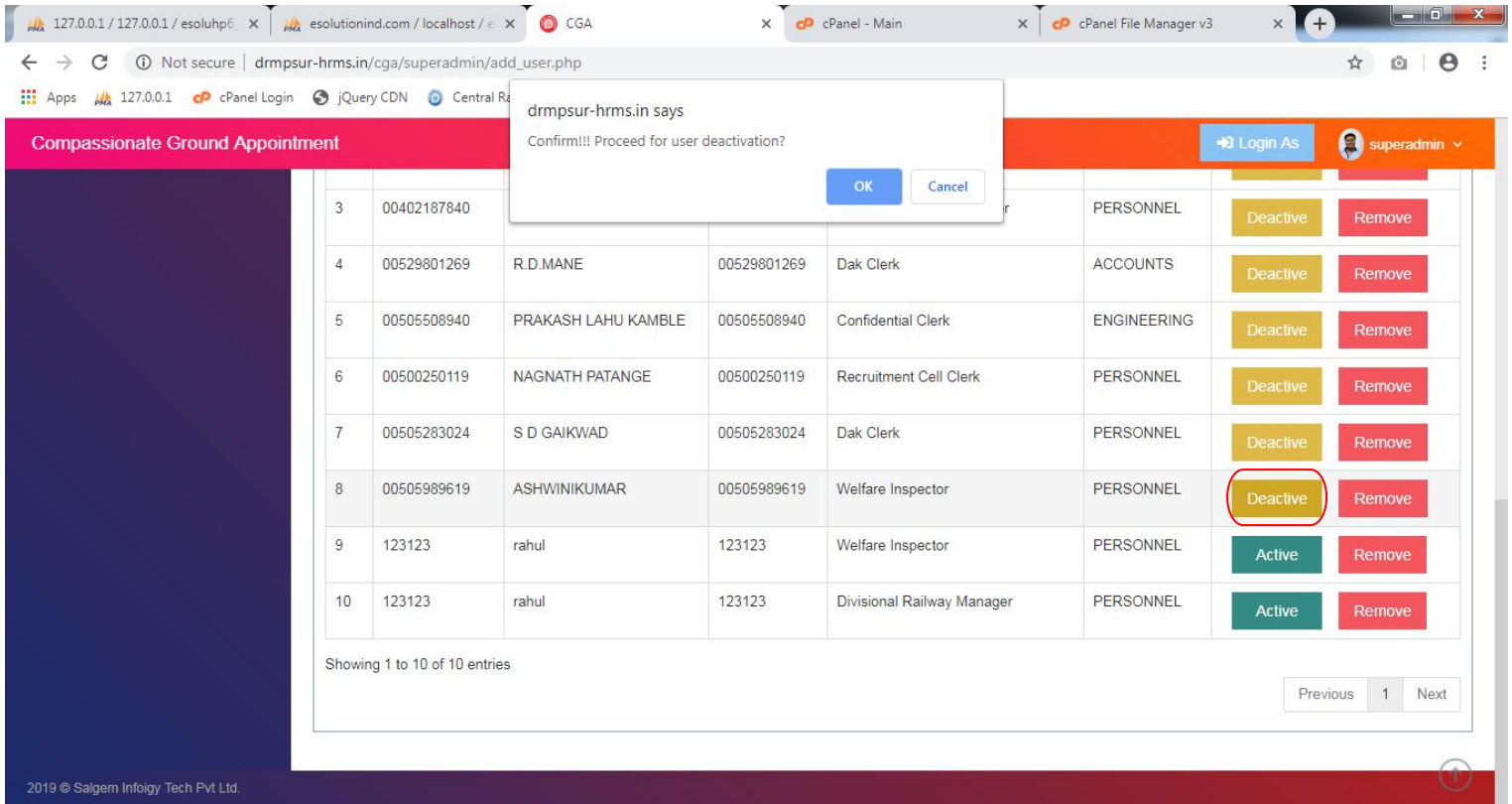
ID	Employee ID	Name	User Name	ROLE	Department	Action
1	00529801233	P.P.JADHAV	00529801233	Divisional Railway Manager	PERSONNEL	<button>Deactive</button> <button>Remove</button>
2	00529802190	JALINDAR TUPE	00529802190	Senior Divisional Personnel Officer	PERSONNEL	<button>Deactive</button> <button>Remove</button>
3	00402187840	RAMESH RIYER	00402187840	Divisional Personnel Officer	PERSONNEL	<button>Deactive</button> <button>Remove</button>
4	00529801269	R.D.MANE	00529801269	Dak Clerk	ACCOUNTS	<button>Deactive</button> <button>Remove</button>
5	00505508940	PRAKASH LAHU KAMBLE	00505508940	Confidential Clerk	ENGINEERING	<button>Deactive</button> <button>Remove</button>
6	00500250119	NAGNATH PATANGE	00500250119	Recruitment Cell Clerk	PERSONNEL	<button>Deactive</button> <button>Remove</button>
7	00505283024	S D GAIKWAD	00505283024	Dak Clerk	PERSONNEL	<button>Deactive</button> <button>Remove</button>
8	00505989619	ASHWINIKUMAR	00505989619	Welfare Inspector	PERSONNEL	<button>Deactive</button> <button>Remove</button>
9	123432	akul	123432	Welfare Inspector	PERSONNEL	<button>Deactive</button> <button>Remove</button>

(Fig-1.8)

3. In the above figure showing list of registered users.
4. And you want active or deactivate that user by clicking active or deactivate button. Below figure shows the how to active and deactivate the user. showing that figure (Fig-1.8.1)

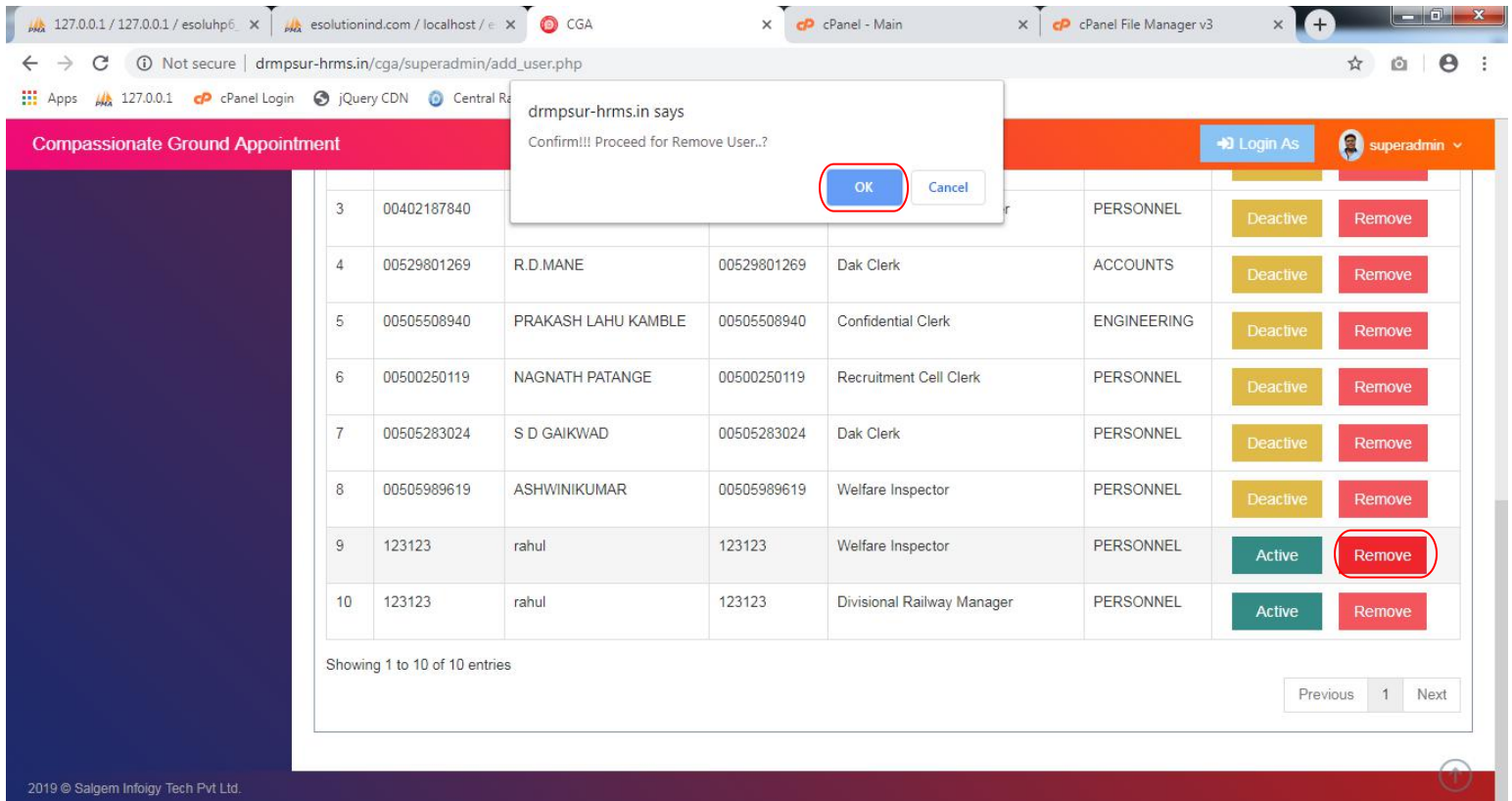


1. In above figure click on active button then popup alert window opened for confirming the active that user for login .
2. If click on ok button then popup alert window opened for successfully activated message.
3. And if clicking on Deactive button then user active same as active user procedure. Below figure shows the deactive user. (Fig-1.8.2)



(Fig-1.8.2)

- And also remove the user by click on remove button on register user panel.
- Below figure shows the how to remove user .(Fig-1.8.3)



(Fig-1.8.2)

In above figure first click on remove button then popup alert window opened for confirming the remove or not if click on ok button then popup alert window opened for successfully removed message.

LOGOUT:

1. To logout click on your name given at the top right corner of the page.
2. From that popup click on logout. ↓

