CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

Forms

employee User Manual (1.0)

Table of Content

What is Forms?

It is Web based application to view the forms and download as well as remove the forms and also add the forms in add file section for a Railway Employees.
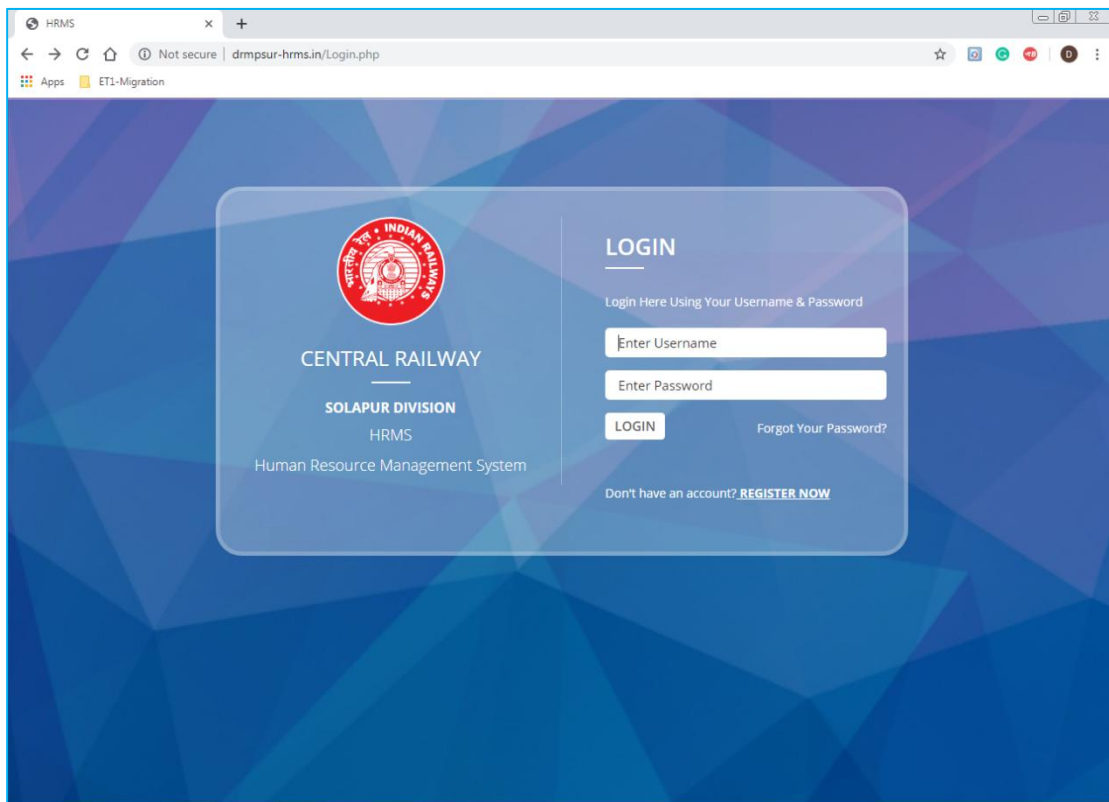
Links:

Website: http://drmpsur-hrms.in

Website Home Page:

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

How to login to HRMS?

1. On visiting **drmpsur-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)

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

(Fig-1.2)
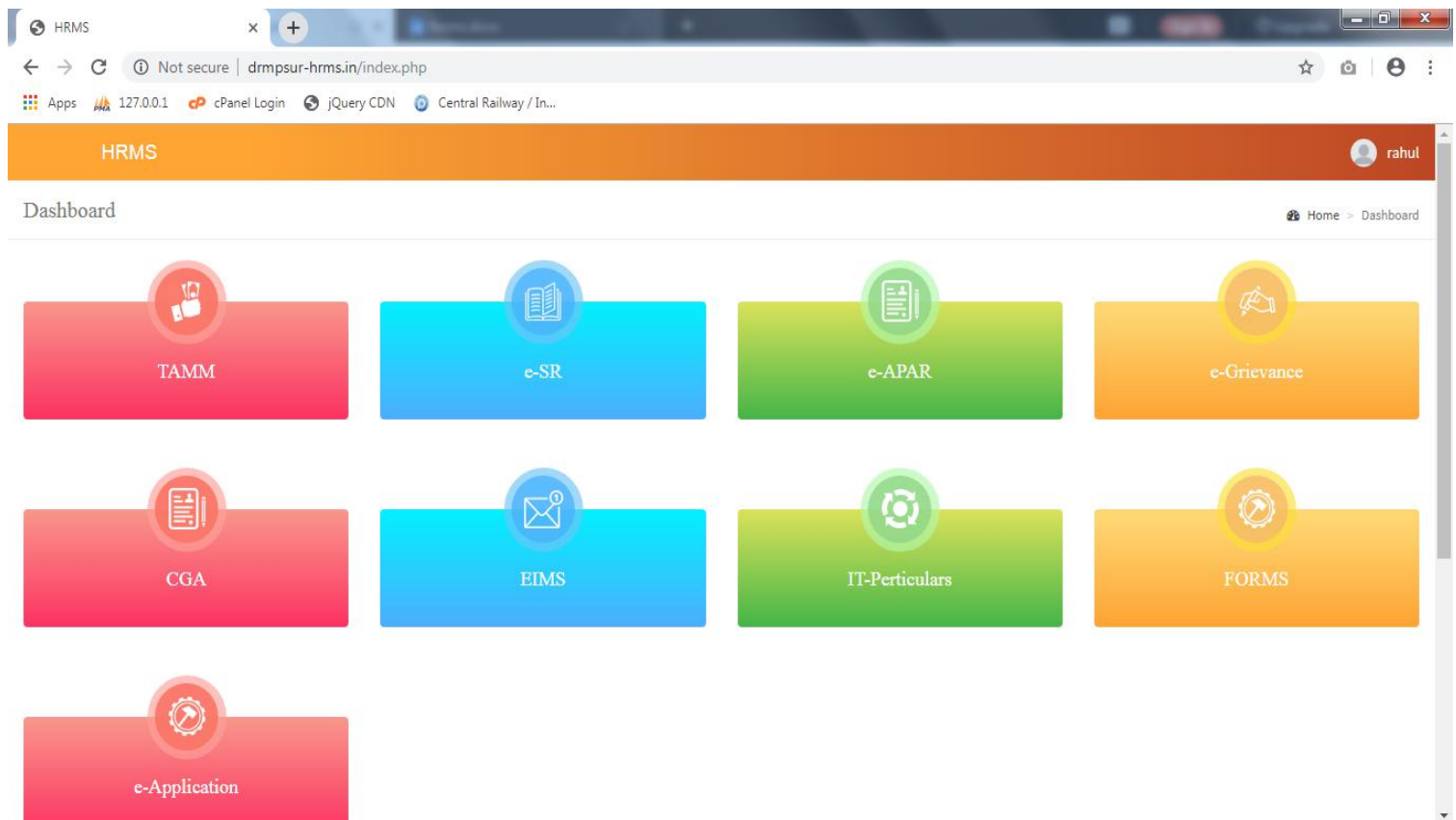
HRMS Dashboard:

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)
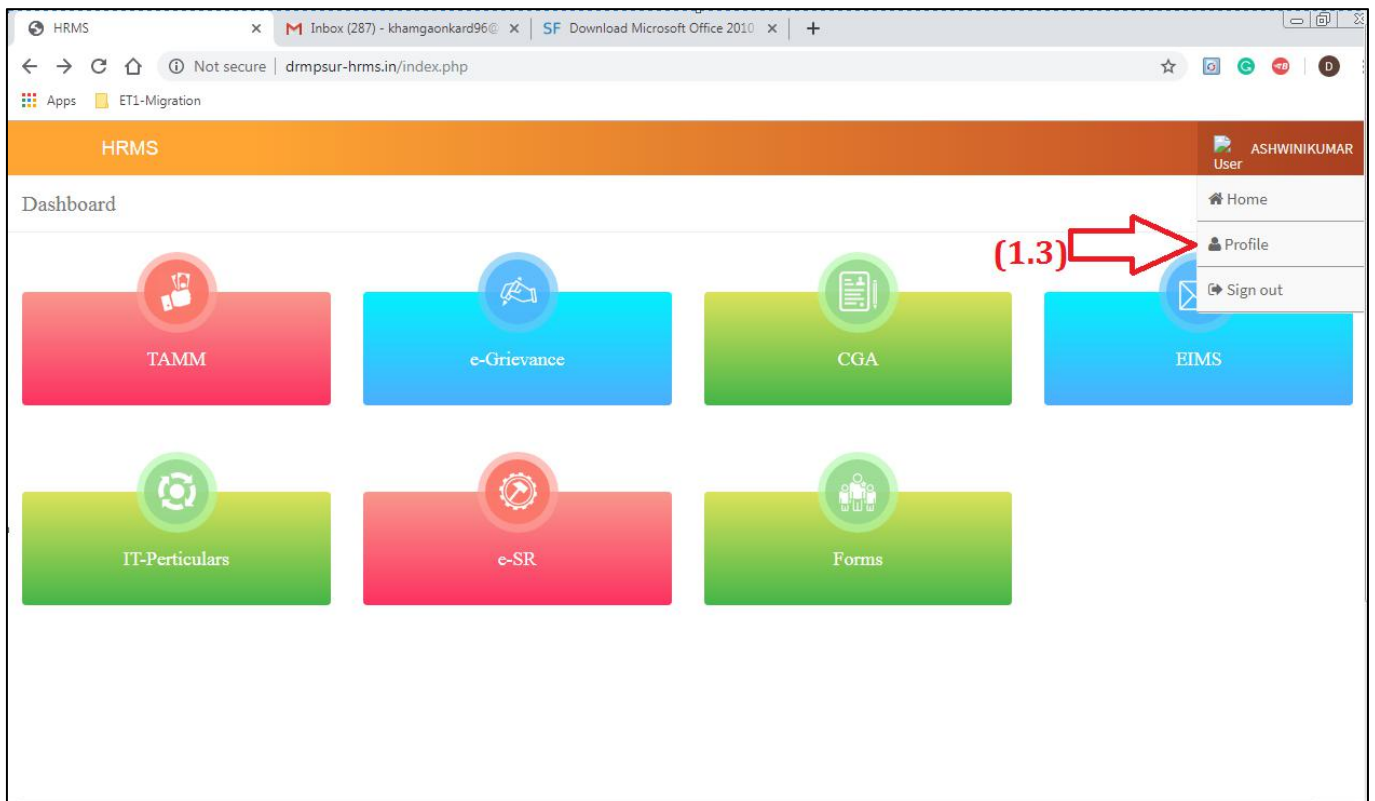
(Fig-1.3)

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).
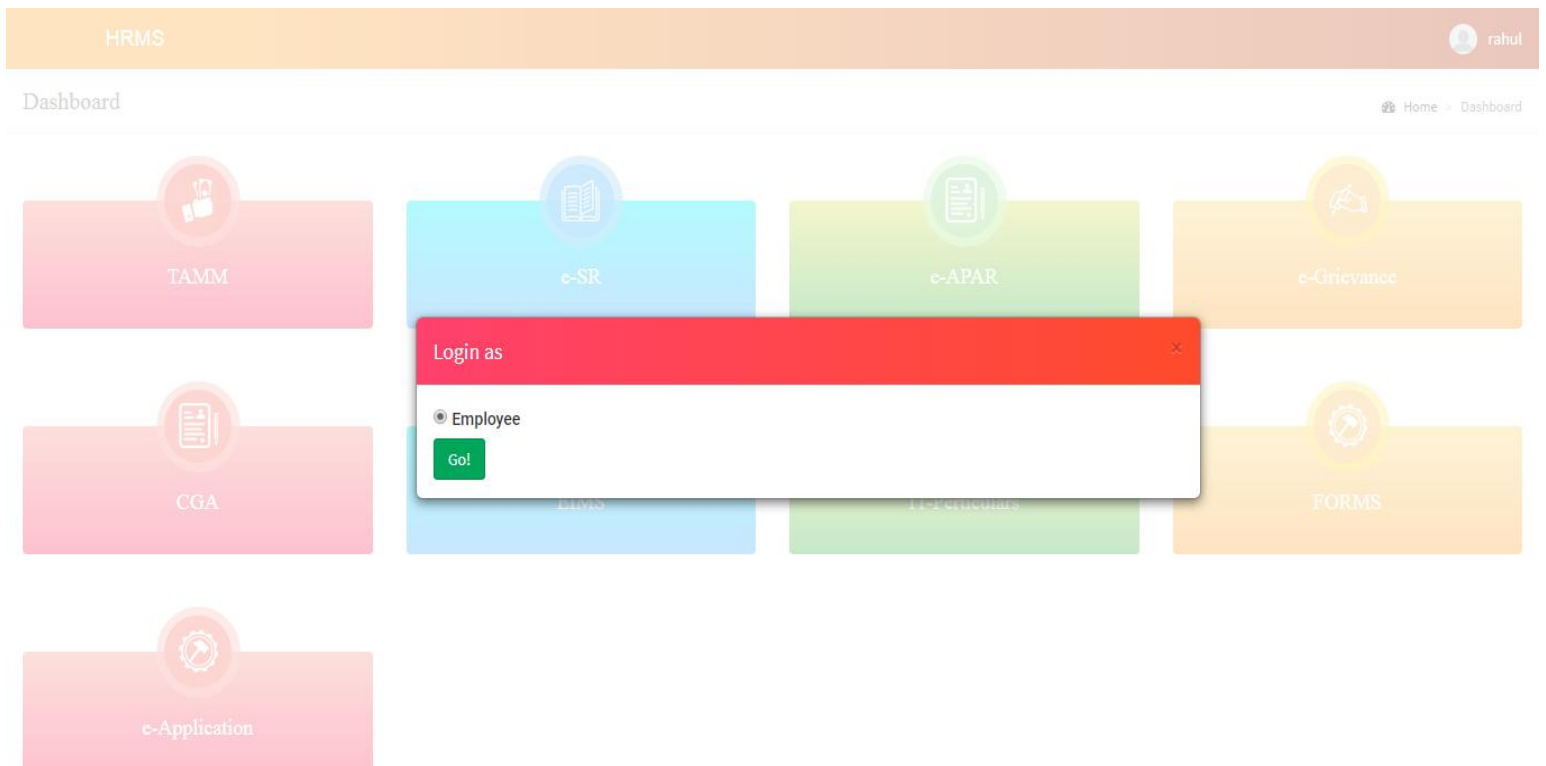
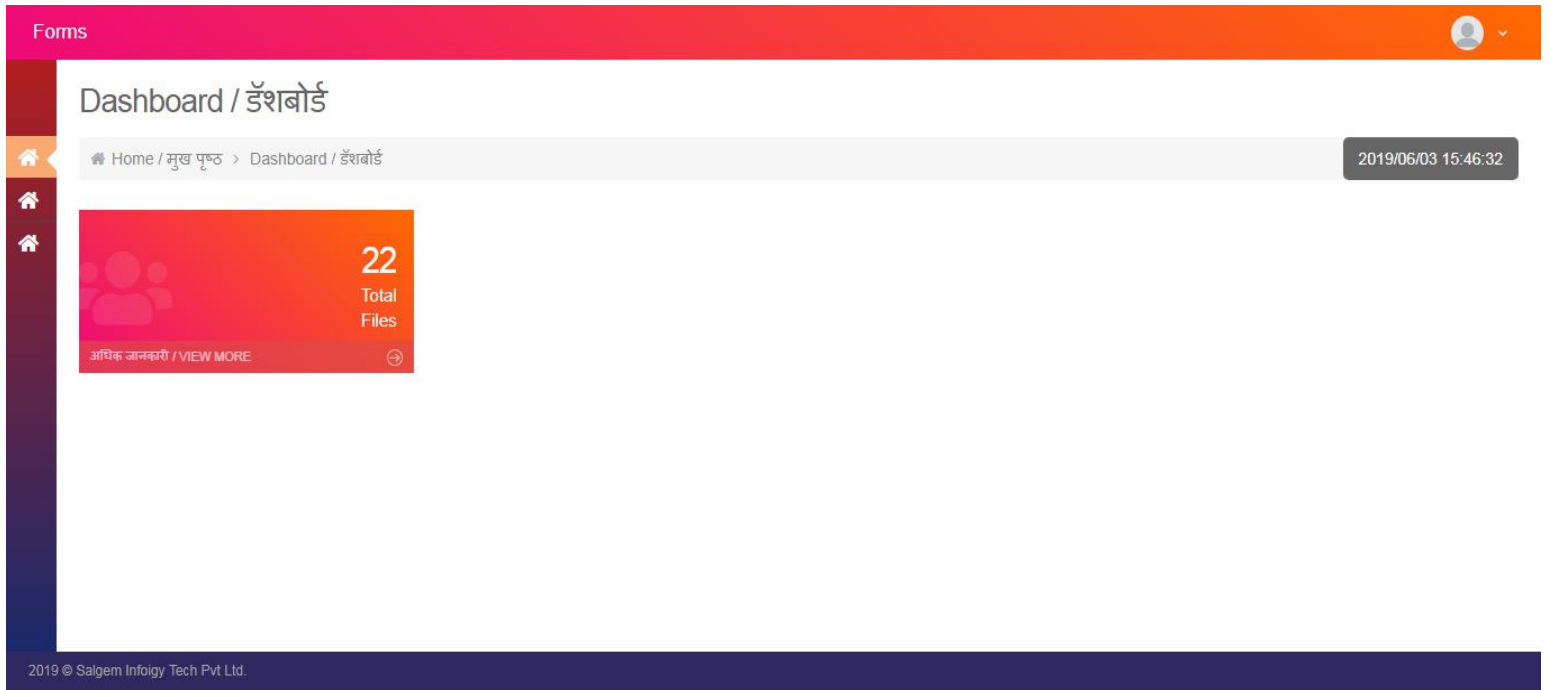(Fig-1.4)
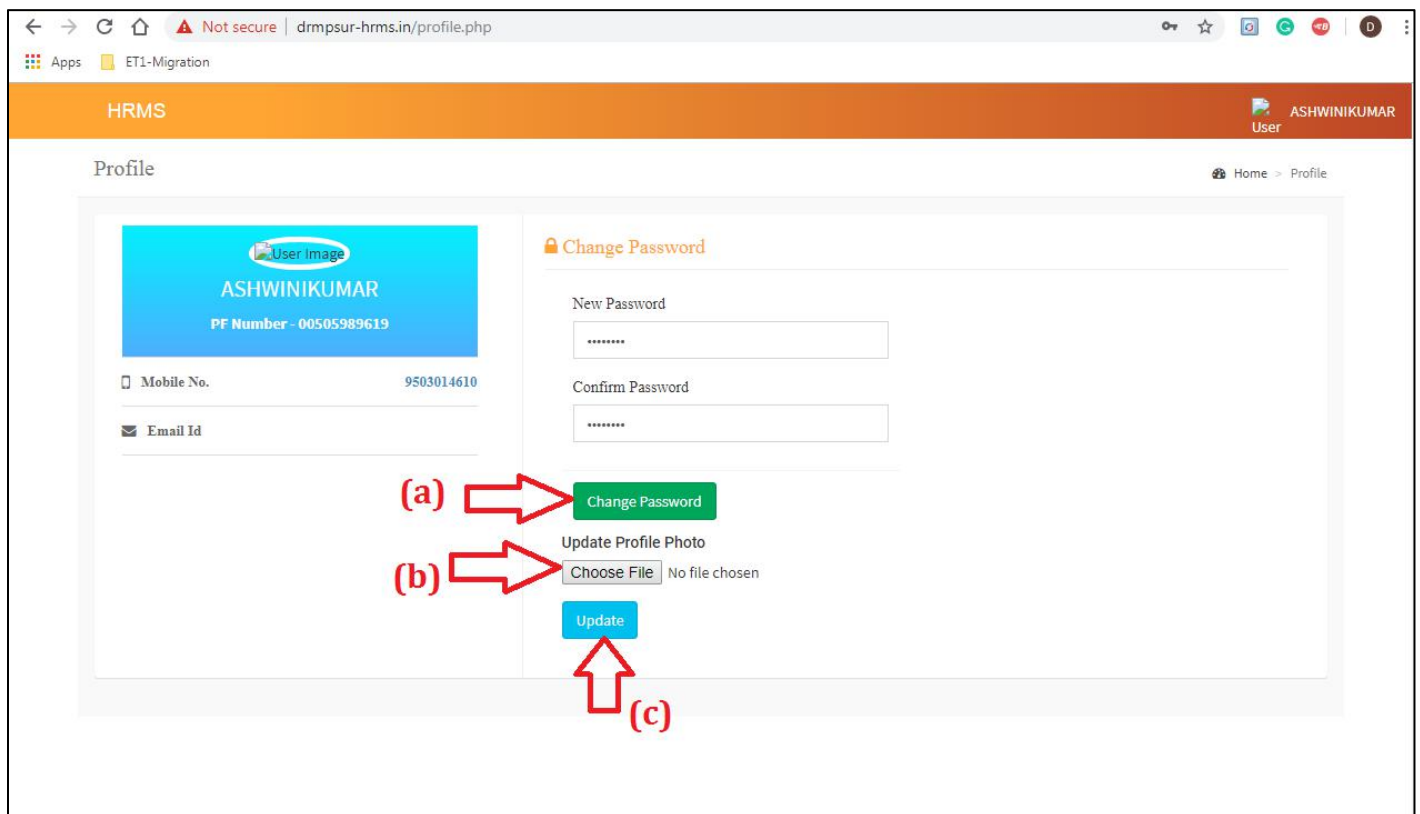
How to login to forms?

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

(Fig-1.5)

FORMS Dashboard:

(Fig-1.6)

Dashboard contents :(Fig-1.6)
  1. Total Files of Forms.

View File(Fig-1.7)

1. Select on sidebar View File. And then shows the list of the Forms.

2. In the above figure shows the list of forms in that there is two buttons view and remove.

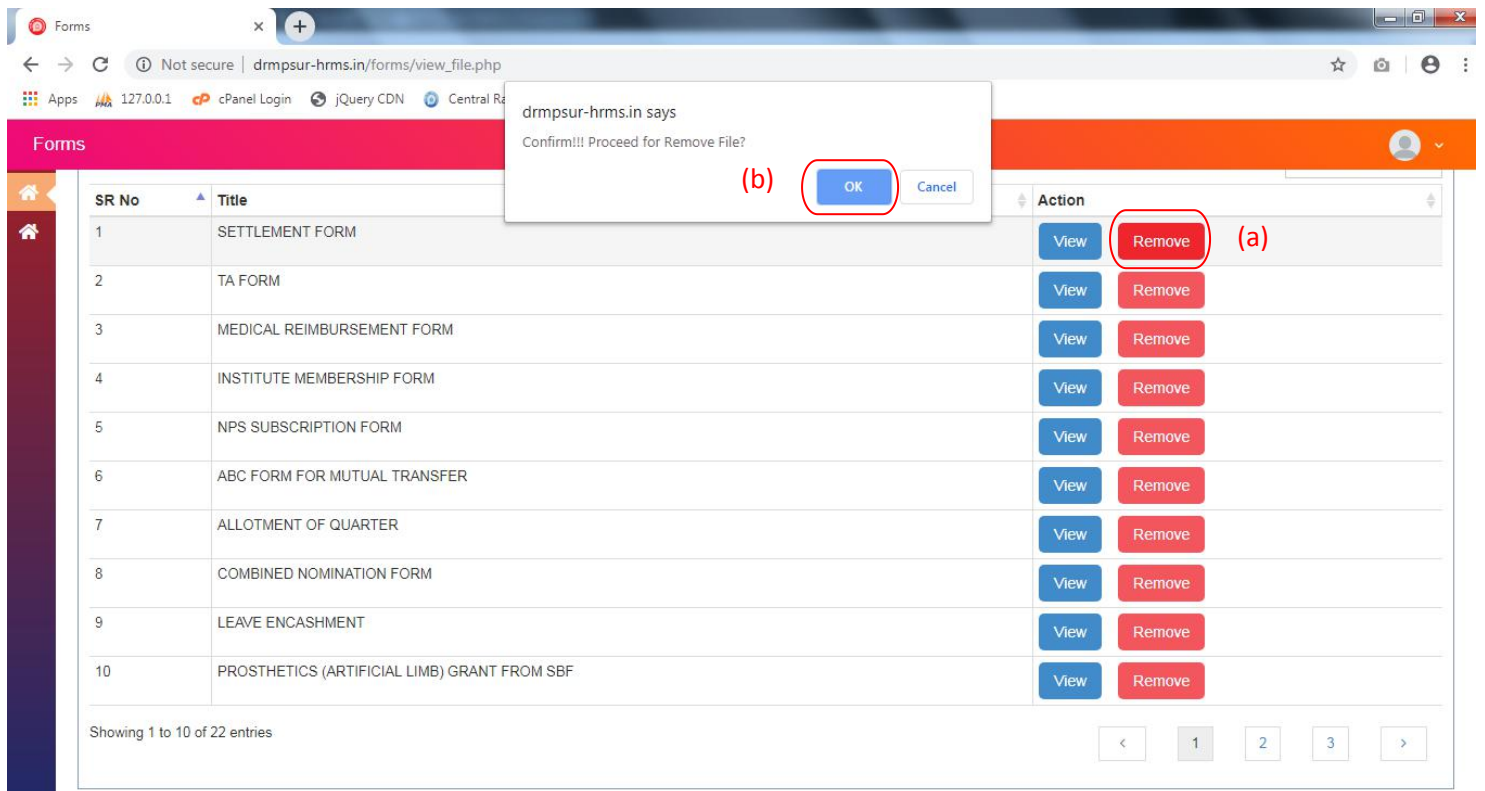3. On click view button then it show the that file on another tab.

4. Below figure (Fig-1.7.1) shows the that form and also download that file.
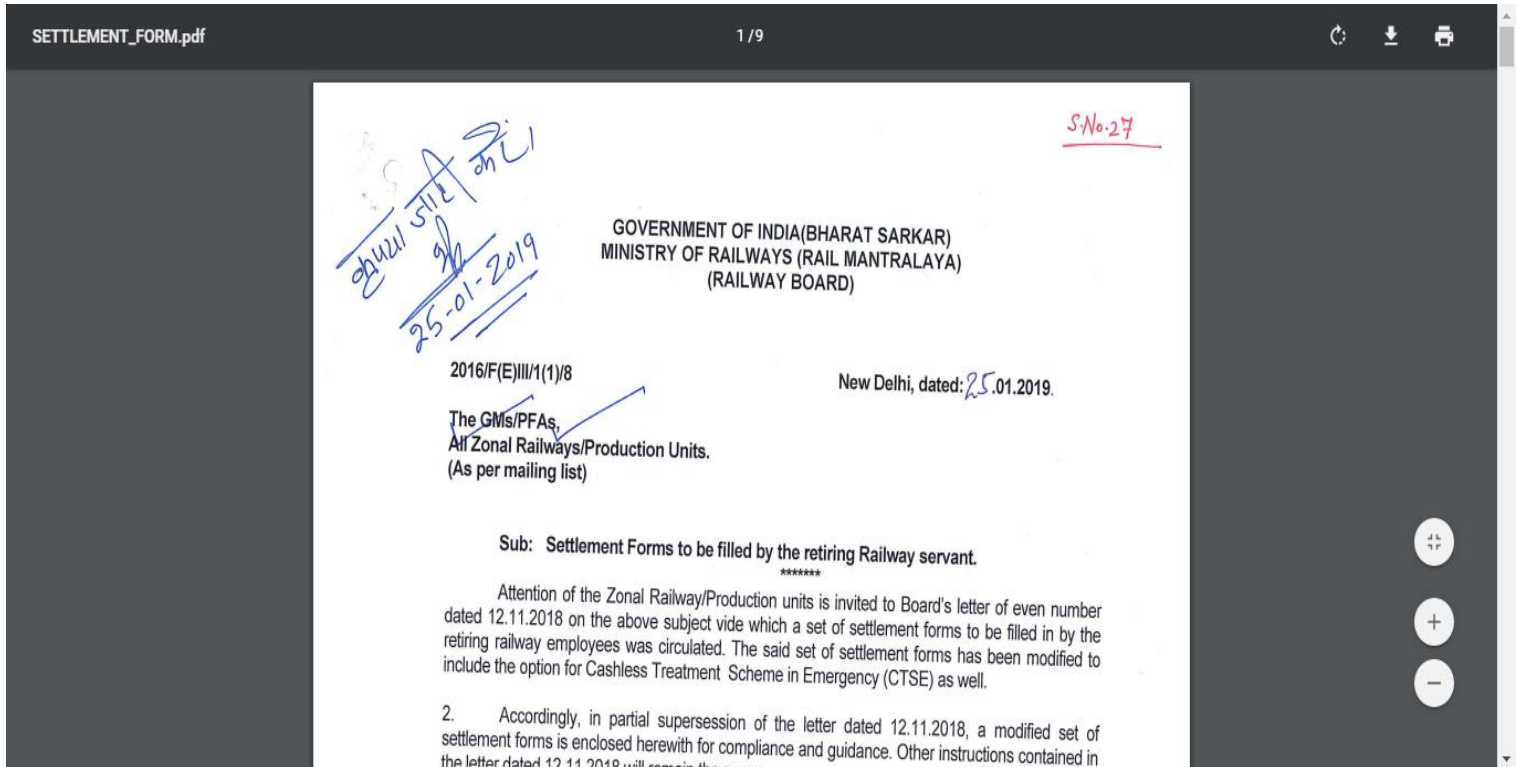
(Fig-1.7.1)

5. And also remove the file by clicking remove button on (Fig-1.7).

6. Following figure shows the removing file.

1. In above figure first cliked on remove button (a).

2. Then a popup window open in that message displayed and also two buttons there in click on ok button (b).

3. After clicking ok button another popup alert is displaying for succesfully removed form.

Add File:

1. Select Add File in sidebar (a) . (Fig-1.8)
2. Shows the Add Forms panel in that enter the input title and also select the file you want to upload that file.
3. After selecting clicking on submit button(b).
4. After clicking submit button popup alert is display for successfully added the file.
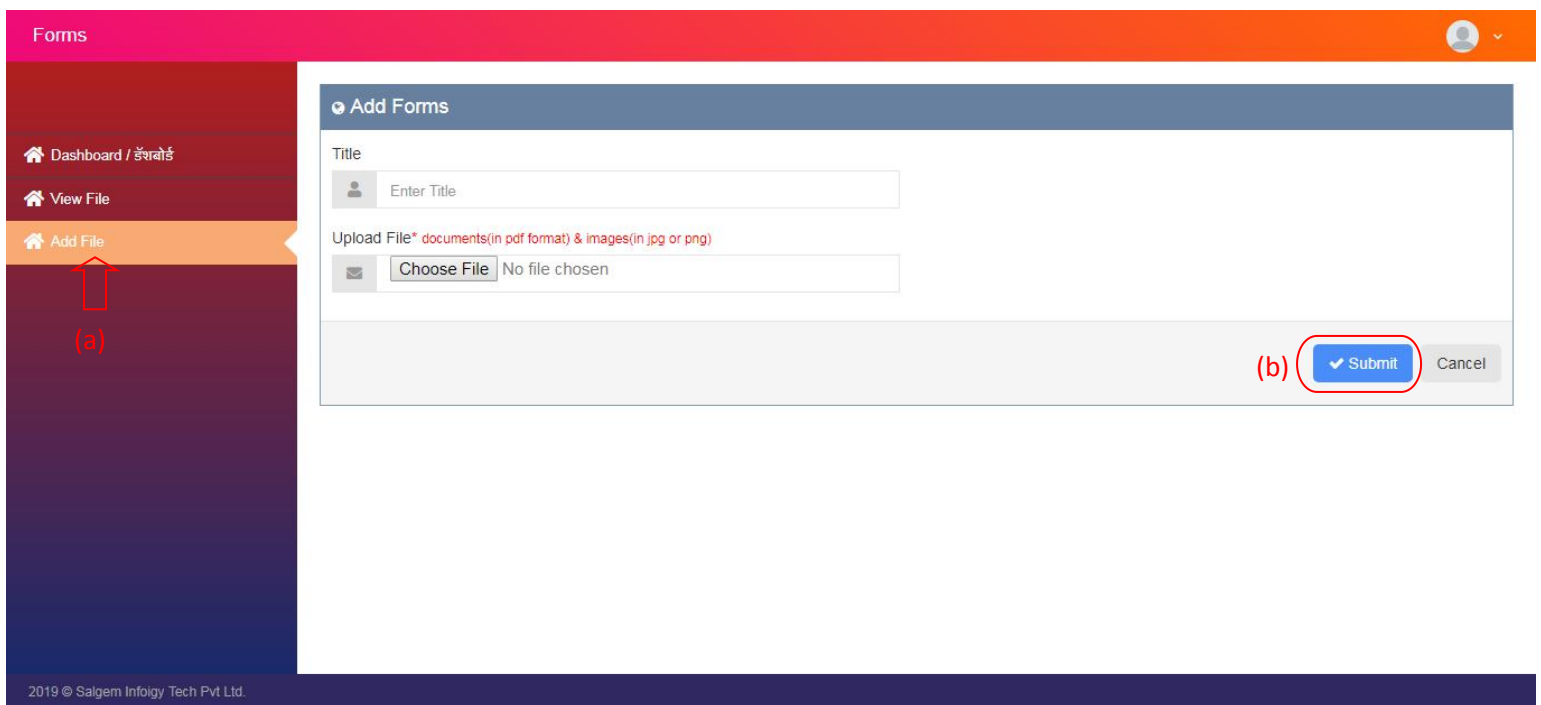
(Fig-1.8)

5. In the above figure showing list click on show button.

6. Then another page opened in that you can print that application.below showing that figure(Fg-1.8.1)

LOGOUT:

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