

Administrator functions in Present CMS:

- I. **Employee Profile Master:** Contains Fields to be selected in the dropdown menu of employee profile. Ex: Designation options can be added/Removed such as DGM(P), etc..
- II. **Approve users:** Access provision to CMS portal/module, also deactivate users, reject application, etc.
- III. **Update User Details:** Below mentioned field of users can be update.
 - I. Name:
 - II. CPF No:
 - III. Designation:
 - IV. Gender:
 - V. DOB:
 - VI. Department:
 - VII. Mobile No:
 - VIII. Extn. No.
 - IX. ONGC Mail ID:
 - X. Email ID 2:
 - XI. Blood Group:
 - XII. Work Location:
 - XIII. Address Line 1:
 - XIV. Address Line 2:
 - XV. City:
 - XVI. State:
 - XVII. Pin Code:
 - XVIII. Office Phone No:
 - XIX. Residence No.:
 - XX. GSM Phone No:
 - XXI. IS Phone No:
 - XXII. Controlling Officer Name:
- IV. **Authorization of various modules** to various users: User with access to roles of modules and export of reports.
 - **Near Miss Incident Management:**
 - I. Masters
 - II. Near Miss/Incident Reporting
 - III. Detailed Reports
 - **Complaint Management:**
 - I. Register Complaint
 - II. Complaint Closure(Telephone)
 - III. Complaint Closure(Electrical-AC)
 - IV. Complaint Closure(Civil)
 - V. Complaint Closure(House Keeping)
 - VI. Complaint Closure(Mechanical)
 - VII. Complaint Closure(PA Paging)
 - **Women Connect:**
 - I. Manager- Women connect.

Functionalities of Modules in Uran Online Reporting System

1. Near Miss Incident Management:

4 Nos. of fields are available for reporting.

- I. Location
- II. Safety
- III. Incident Type
- IV. Category

A. Incident Master:

Please select type

LOCATION SAFETY INCIDENT TYPE CATEGORY

Please select an option

Has an option to maintain master data of 4 fields required for Reporting: Location, Safety, Incident Type, and Category.

B. Incident Reporting:

Incident Details

NEAR MISS INCIDENT P I REPORT D O REPORT CLOSED

Date 20-10-2023 GO

Sr.No	Name	Designation	Type	Date	Time	Description
1	Laxman Bolake	SE (P)	NEARMISS	19-10-2023	23.00	During draining of IH-B 1st stage separator, observed Oil leakage from OWS line near BPCL Compressor. Draining stopped. Spillage oil was going to nearby Storm water channel was stopped by pouring Soil.
2	Sachin R. Ambedkar	SR EA (ELEX)	NEARMISS	19-10-2023	05.00	Test
3	KAMLESH L. SAHARE	AT (P)	NEARMISS	19-10-2023	01.46	1) CONDENSATE LEAKAGE AT v-118. Todys I found a condensate leakage at 1 1/2 " line tapping on 8" bid line goes to V-118 and immediately inform to my GPG head Shri. Venkatesh sir and also my controller
4	RAVINDRA M GULWE	SE (P)	NEARMISS	17-10-2023	16.45	One 24 meter (12m ~ 12m) 48" dia pipe slipped from support at Bay no-6 during erection activity of slug catcher revamp Project at 16.45 hrs on 17.10.2023. No injury or operational damage occurred, scaffolding
5	admin	CE (E)	NEARMISS	16-10-2023	10.17	test

Near Miss and Incident Reporting options are only used the Incident reporting module (categorized based on hospitalization).

These are two types of reporting in Incident Reporting.

I. Near Miss Form: (category: Rushed to Hospital: No)

23	23:00	During draining of IH-B 1st stage separator, observed Oil leakage from OWS line near BPCL Compressor. Draining stopped. Spillage controlled.	
23	05:00	Test	
<h3>Report New Near Miss</h3> <p>* Mandatory Fields</p> <p>Reporter Name <input type="text" value="admin"/> CPF No <input type="text" value="admin"/></p> <p>Desig <input type="text" value="CE (E&T)"/></p> <p>Rushed to Hospital <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Current Date* <input type="text" value="20-10-2023"/> Current Time* <input type="text" value="17:1:37"/></p> <p>Near Miss Date & Time(24-hour)* <input type="text"/> <input type="text"/></p> <p>Area* <input type="text"/> Location* <input type="text"/></p> <p>Near Miss Description* <input type="text"/></p> <p style="text-align: right;">SAVE CLOSE</p>			

II. Incident Form: (category: Rushed to Hospital: Yes)

<h3>Report New Incident</h3> <p>* Mandatory Fields</p> <p>Reporter Name <input type="text" value="admin"/> CPF No <input type="text" value="admin"/></p> <p>Desig <input type="text" value="CE (E&T)"/></p> <p>Rushed to Hospital <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Current Date* <input type="text" value="20-10-2023"/> Current Time* <input type="text" value="17:2:35"/></p> <p>Incident Date and Time(24-hour)* <input type="text"/> <input type="text"/></p> <p>Area* <input type="text"/> Location* <input type="text"/></p> <p>Type of Damage Property <input type="text"/> Process <input type="text"/> Environment <input type="text"/> Personal Injury <input type="text"/></p> <p>Brief Description of the Accident* <input type="text"/></p> <p>Apparent Cause of the Accident* <input type="text"/></p> <p>Immediate Remedial Action <input type="text"/></p> <p>Detail of Injured Person(s)*</p> <table border="1"> <thead> <tr> <th>Name of Person</th> <th>Designation</th> <th>CPF No</th> <th>Nature of Injury</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">ADD +</p> <p style="text-align: right;">SAVE CLOSE</p>				Name of Person	Designation	CPF No	Nature of Injury	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Person	Designation	CPF No	Nature of Injury								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Upon submission of forms, the data will be available for export in Detailed Reports.

III. Reports

Incident Report

From Date: 03-10-2023 To Date: 23-10-2023

Generate Export To Excel

Upon selection of date and submission, Below screen appears and Export to excel option appears.

#	Incidence No	Incident Category	Incident Type	Incident Location	Incident Area	Reporting Engineer Name	Engineer Designation	Engineer CPF No.	Incident Description
1	2203	OTHERS	Near Miss	LPG 1 OWS PIT	LPG - I	admin	CE (E)	admin	testing the module
2	2199			near v-118 bid vessel	LPG I	KAMLESH L. SAHARE	AT (P)	126282	1) CONDENSATE LEAKAGE AT v-118. Today I found a condensate leakage of 1 1/2 " line tapping GPG head and my controlling officers also inform to CR room for checking all plant IG and Kindly
3	2200			IHI	IHI OFF GAS COMPRESSOR	Laxman Bolake	SE (P)	105436	During draining of IHI-B 1st stage separator, observed Oil leakage from OWS line near BPCL Com
4	2201	OTHERS	Near Miss	SOUTH GATE STORM WATER CHANNEL	SATELITE EARTH STATION	Sachin R. Ambadkar	SR EA (ELEX)	124837	Test
5	2198			SLUG CATCHER	SLUG CATCHER AREA	RAVINDRAM GULWE	SE (P)	123715	One 24 meter (12m + 12m) 48" dia pipe slipped from support at Bay no-6 during erection activity o

2. Complaint Management:

i. Registration:

Complaint Registration System

Select Complaint Department: Select Complaint Department

Applicant Name: admin Designation: CE(E&T)

CPF No.: admin Location: SATELLITE EARTH STATION

Phone Ex. no.: A1234 Mobile No.: 9528506341

Type Of Complaint:

Mention Room No (if Any): Problem Description:

REGISTER COMPLAINT

Complaint Registration System

Select Complaint Department: Select Complaint Department

Applicant Name: Designation:

CPF No.: Location:

Phone Ex. no.: Mobile No.:

Type Of Complaint:

Mention Room No (if Any): Problem Description:

REGISTER COMPLAINT

Select Complaint Department

- Civil
- Electrical (AC)
- Electrical (Maintenance)
- House Keeping
- Telephone
- CANTEEN
- PA Paging System

ii. Complaint Manager (Telephone): Same is the format for all other modules.

Complaint Closure(TELEPHONE)

Select Status Type ALL

From Date To Date Generate

Sr.No.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Action
1	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently	Guest House Room No 03 (RE(Marketing))	TELEPHONE	19-10-2023	ASSIGNED ▾
2	S SWAMINATHAN	GM(MECH)	4514	NGL GATE	phone dead	1 ST floor	TELEPHONE	18-10-2023	RESOLVED ▾
3	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently	Guest House Room NO- 03	TELEPHONE	17-10-2023	RESOLVED ▾
4	Aparna Kolte		4579	C2-C3 BUILDING	4543 Not working	C2C3 INSTRUMENTATION LAB	TELEPHONE	17-10-2023	RESOLVED ▾
5	RAHUL RAMESH IYER	EE(M)	4540	OLD PM BUILDING	Ph with extn 4510 dead. Location OLD PM bldg.	1	TELEPHONE	17-10-2023	RESOLVED ▾
6	laxman maruti kolekar	JT(P)	4075	OLD CONTROL ROOM	phone sound not clear	old control room,room no-2	TELEPHONE	16-10-2023	ASSIGNED ▾
7	Balaji porkar	AT(CIVIL)	4288	DRONAGIRI BHAVAN	Extension is not working properly. Call gets disconnected midway during conversation.	7(A)	TELEPHONE	13-10-2023	ASSIGNED ▾

Upon selection of status type:

Complaint Closure(TELEPHONE)

Select Status Type ASSIGNED

From Date To Date Generate

Sr.No.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Action
1	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently	Guest House Room No 03 (RE(Marketing))	TELEPHONE	19-10-2023	ASSIGNED ▾
2	laxman maruti kolekar	JT(P)	4075	OLD CONTROL ROOM	phone sound not clear	old control room,room no-2	TELEPHONE	16-10-2023	ASSIGNED ▾
3	Balaji porkar	AT(CIVIL)	4288	DRONAGIRI BHAVAN	Extension is not working properly. Call gets disconnected midway during conversation.	7(A)	TELEPHONE	13-10-2023	ASSIGNED ▾
4	Rishabh Gupta	AEE(P)	4103	C2-C3 BUILDING	4801 and 4812 extension in IHI not working	IHI Area	TELEPHONE	08-10-2023	ASSIGNED ▾
5	ARVIND KUMAR	GM(PRODUCTION)	4112	C2-C3 BUILDING	Bathroom emergency telephone extension not	Room No. 101, Guest House ONC-1 st fl	TELEPHONE	21-09-2023	ASSIGNED ▾

iii. Reports.

Complaint Management Report

Select Type Date wise

From Date 01-10-2023

To Date 23-10-2023

6 New Notifications Last logged in: Friday, October 20, 2023 5:16:41 PM

generate

SR.NO.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Resolved Date	Status
1	Rishabh Khandelwal/136195	AEE(P)	4127	OLD CONTROL ROOM	Grass Cutting required inside dyke area of T-202-E	T-202-E	CIVIL	22-10-2023 01:48:41		NEW
2	Viraj/127950	JUNIORASSISTANT(STENO) 4312		DRONAGIRI BHAVAN	2 out of 3 ACs are not working in Canteen Dining Hall	Canteen AC Hall	ELECTRICAL(AC)	21-10-2023 13:47:11		NEW
3	Mohit Dhobe/137440	AEE(P)	4123	C2-C3 BUILDING	A VENOMOUS SANKE IS HIDING IN THE FLOORING GAP IN LPG AIR COMPRESSOR HOUSE IT HAS MADE THE	LPG-II COMPRESSOR HOUSES	CIVIL	20-10-2023 15:10:47	23-10-2023 12:49:37	RESOLVED

Export To Excel

For Complaint wise:

Complaint Management Report

Select Type Complaint Type TELEPHONE

From Date 01-10-2023

To Date 23-10-2023

generate

SR.NO.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Resolved Date	Status
1	Rishabh Khandelwal/136195	ELECTRICAL(AC) ELECTRICAL(MAINTENANCE) HOUSEKEEPING TELEPHONE Walkie-Talkie PA Paging System	4127	OLD CONTROL ROOM	Grass Cutting required inside dyke area of T-202-E	T-202-E	CIVIL	22-10-2023 01:48:41		NEW
2	Viraj/127950	JUNIORASSISTANT(STENO) 4312		DRONAGIRI BHAVAN	2 out of 3 ACs are not working in Canteen Dining Hall	Canteen AC Hall	ELECTRICAL(AC)	21-10-2023 13:47:11		NEW
3	Mohit Dhobe/137440	AEE(P)	4123	C2-C3 BUILDING	A VENOMOUS SANKE IS HIDING IN THE FLOORING GAP IN LPG AIR COMPRESSOR HOUSE IT HAS MADE THE	LPG-II COMPRESSOR HOUSES	CIVIL	20-10-2023 15:10:47	23-10-2023 12:49:37	RESOLVED

Export To Excel

3. Women Connect

i. Complaint Registration:

The screenshot shows a web-based application for complaint registration. At the top, there are tabs for 'Manager Complain Status' and 'My Request Status'. Below the header, there are input fields for 'Applicant Name' (admin), 'Designation' (CE(E&T)), 'CPF No.' (admin), 'Location' (SATELLITE EARTH STATION), 'Extn. no.' (A1234), and 'Mobile No.' (9528506341). There is also a checkbox for 'Submit as Anonymous' which is unchecked. A large text area labeled 'Problem Description' is present. A green 'SUBMIT' button is at the bottom left. Below the main form, a section titled 'WOMENCONNECT COMPLAINT MANAGER:' lists two users: Shivprasad Patil and Subhrojit Bose, each with a small profile icon.

User can submit as anonymous and they can check the status of their complaint.

Anonymous form:

This screenshot shows the same application interface as above, but with the 'Submit as Anonymous' checkbox checked. The rest of the form fields and layout are identical to the first screenshot.

Only the below managers will able to see the complaints and can take action.

4. Feedback:

User can post their feedbacks in public, no manager will be available.

The screenshot shows a feedback management page. At the top, there are filters for 'Start Date' (2023-10-23), 'End Date' (2023-10-23), 'Category' (Select Category), and a 'Search' button. Below these are four buttons: 'Post Message', 'My Posts', 'View Unreopened Posts', and 'Reset'. A search bar labeled 'Search Keyword' is also present. The main content area displays a table of feedback posts. The table has columns for 'Sr No', 'Post ID', 'Subject', 'Category', 'Created By', 'Last Comment By', and 'No of Replies'. The data in the table is as follows:

Sr No	Post ID	Subject	Category	Created By	Last Comment By	No of Replies
1	6	test	infocom	admin on Aug 30 2023 3:29PM	admin on Aug 30 2023 3:30PM	1
2	5	Damaged Tiffin boxes and leaky food.	Canteen	SUDARSAN SVVV on Jul 28 2023 12:23PM	Sachin R. Ambedkar on Jul 28 2023 1:03PM	1
3	3	About menu	Canteen	Prashant Ramesh Mahajan on Jul 21 2023 12:35PM	Sandeep B Shirke on Jul 21 2023 3:34PM	2

Showing 1 to 3 of 3 entries

Previous 1 Next

Any user can comment:

Last Comments

Prashant Ramesh Mahajan (140472), 2023-07-21 12:35:33
Subject: About menu

Menu for canteen is shuffled not changed.
MEDU VADA IS REPEATED IN TWICE IN A WEEK

1.Hemant Bharat Patil (140265) Commented On:2023-07-21 12:40:17

Comment:
I strongly support this comment about menu and Medu vada issue.
Kindly do the needful.

2.Sandeep B Shirke (121430) Commented On:2023-07-21 15:34:06

[Give your Comment](#) [Close](#)