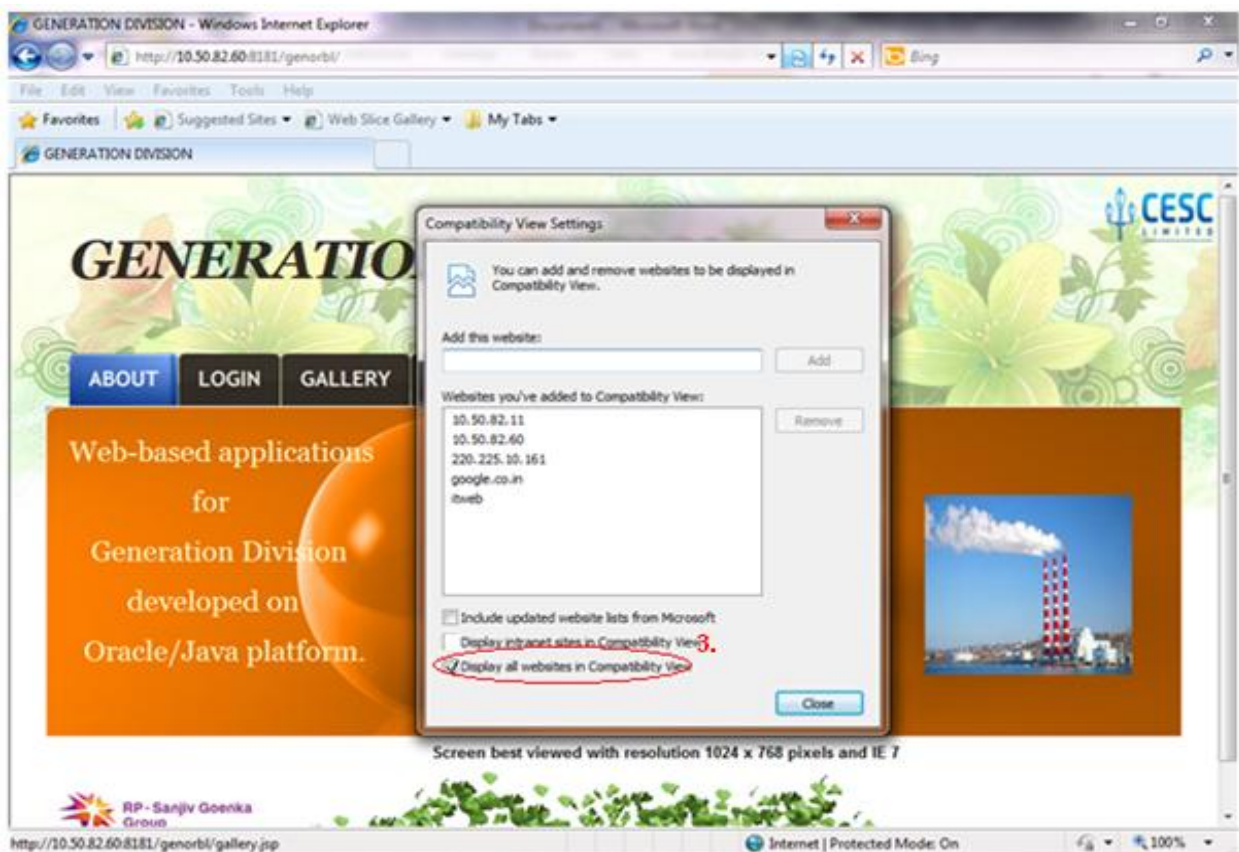
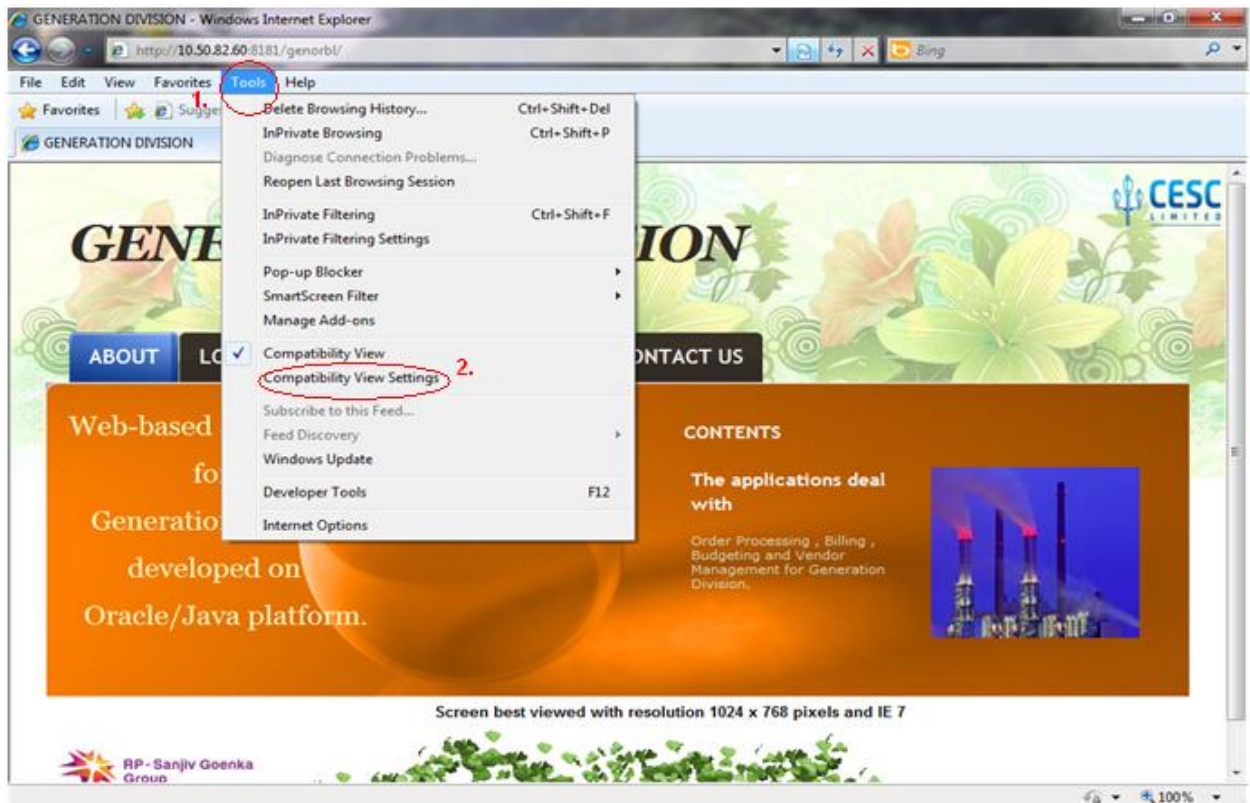


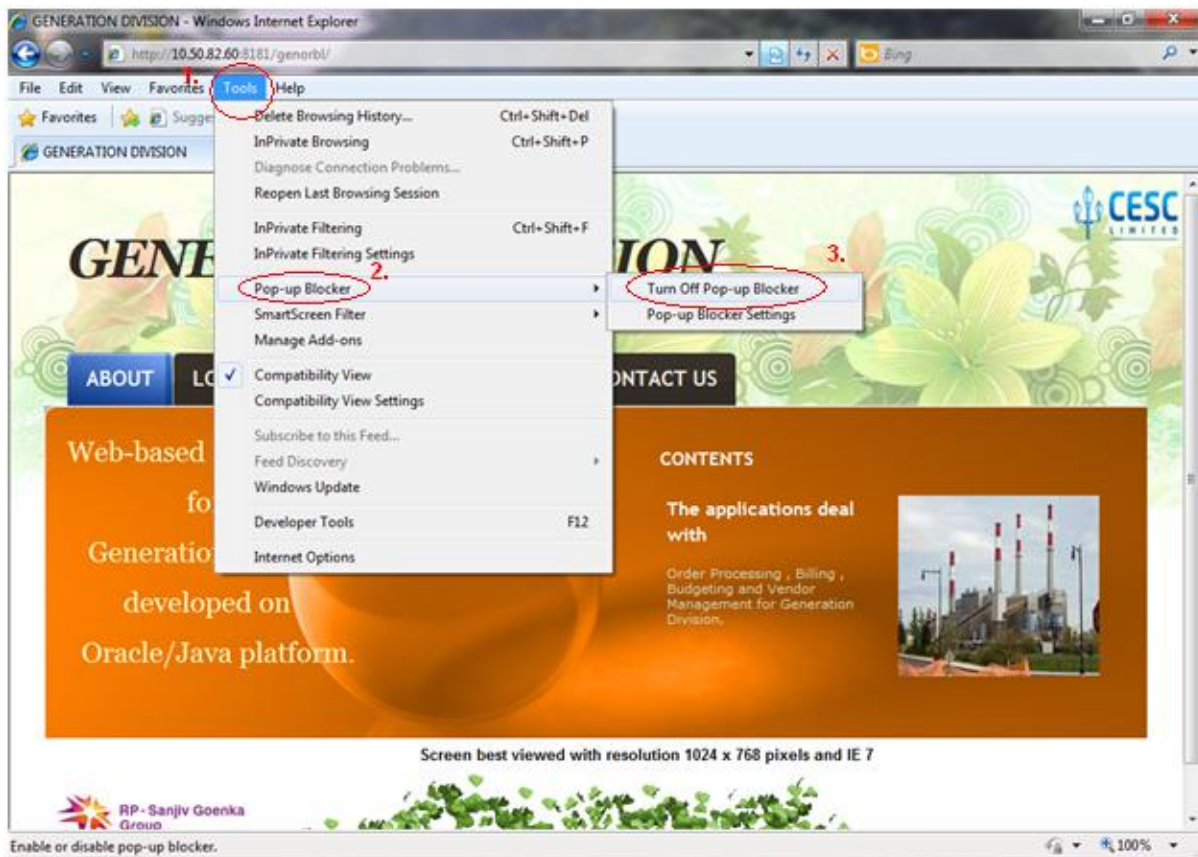
## **Guidelines and pre-requisites for using the system**

- A) **User Id** : Your 6 digit employee code
- B) **Password** : The initial password is set to a default value. Please change your password before logging in to the system.
- C) **Password policy** : The password should contain both alphabets and numbers and is case-sensitive. The password must be 6 to 8 characters in length.
- D) **Web Browser** : This system has been tested to work with Internet Explorer.
- E) **Internet Explorer settings** : The following settings need to be done/checked for proper functioning of the software.

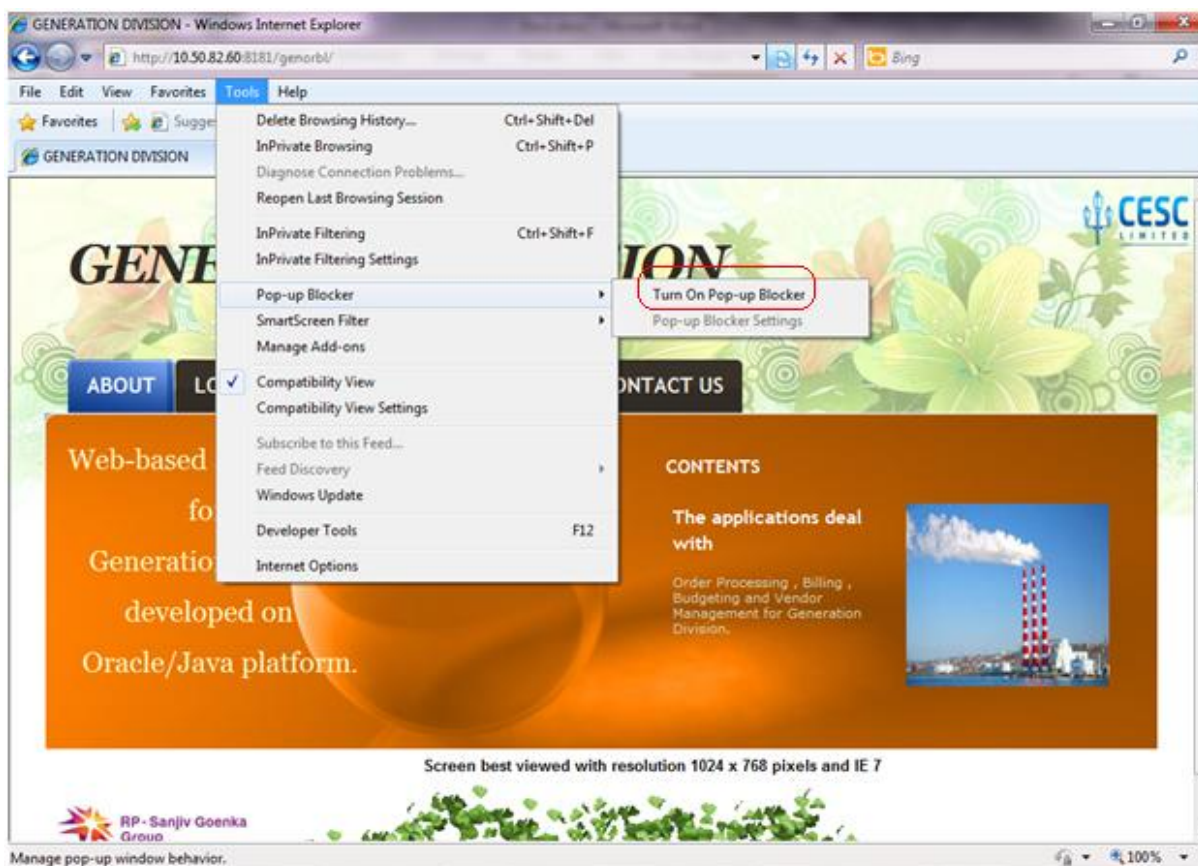
- i) **Complativity View setting for IE 8** : From the Internet Explorer page, please select Tools → Complativity View Settings → Display all websites in Compatibility View



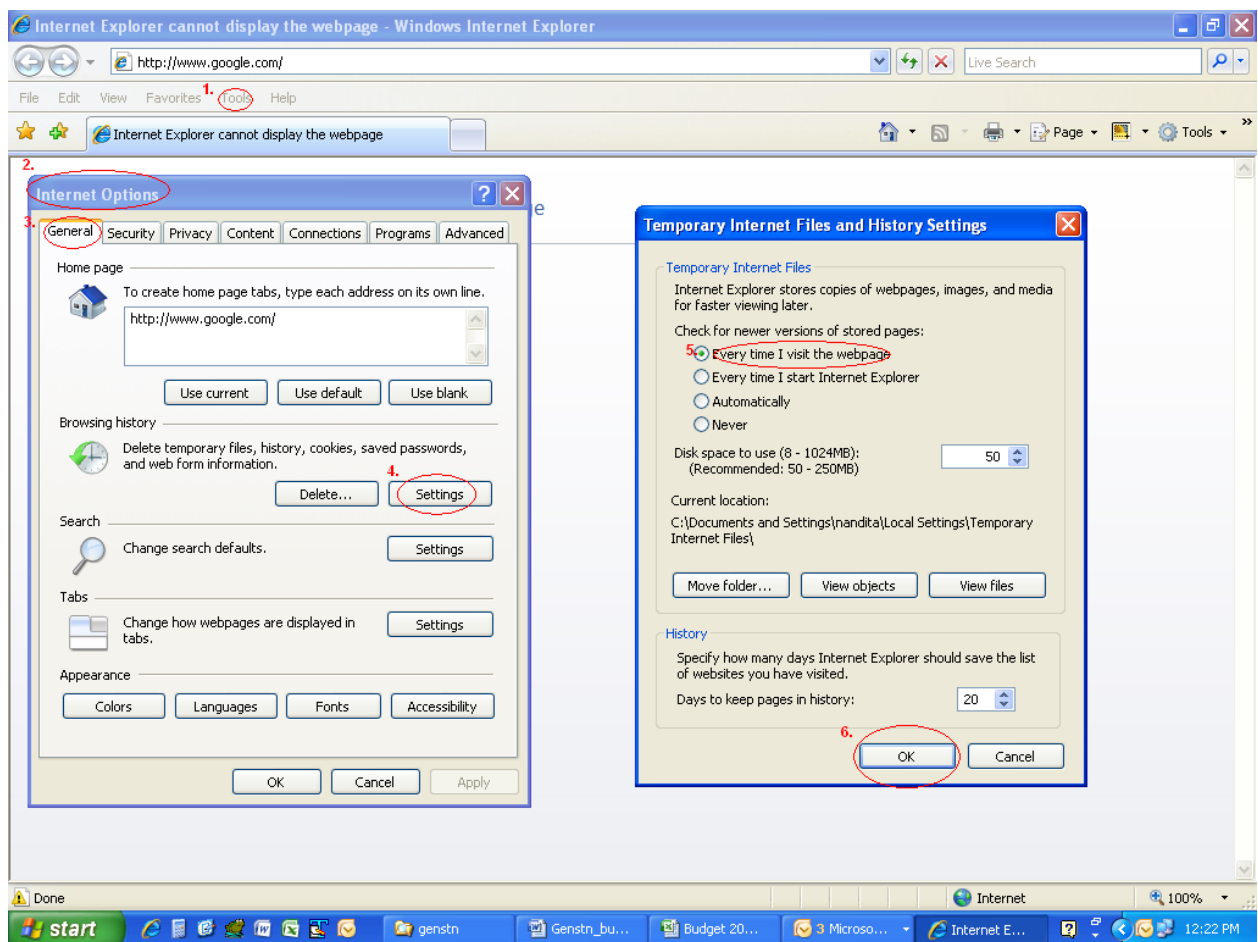
- ii) Steps to turn-off pop-up blocker : From the Internet Explorer page, please select Tools → Pop-up Blocker → please click on “Turn-Off Pop-up Blocker”



The proper setting will be as follows :

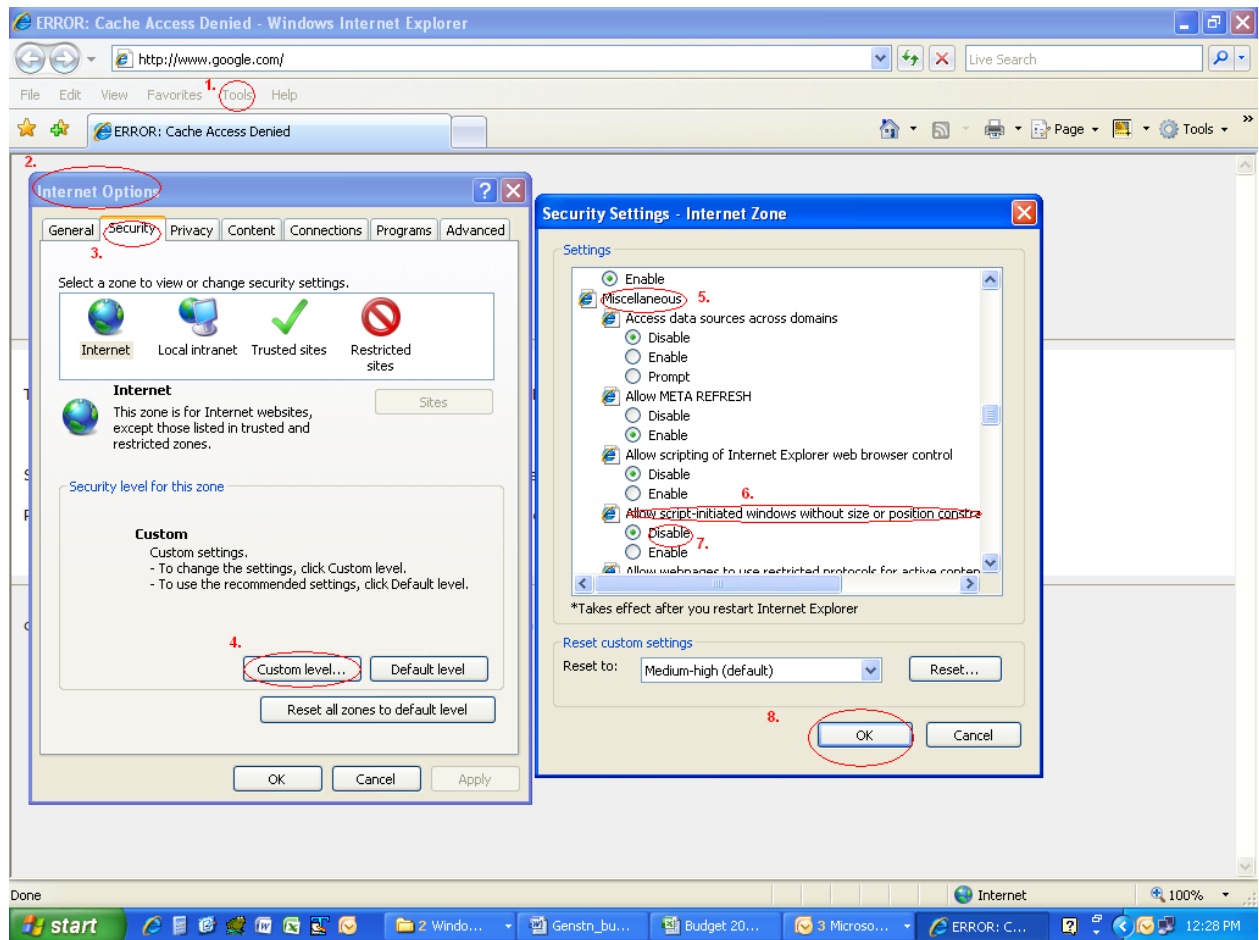


- iii) **Browser history settings** : From the Internet Explorer page, please select Tools → Internet Options → under the “General” tab, please click on the “Settings” tab for Browsing History → please select “Every time I visit the webpage option” in ‘*Check for newer versions of stored pages*’ under **Temporary Internet Files** (Please click on the OK button to save the changes)

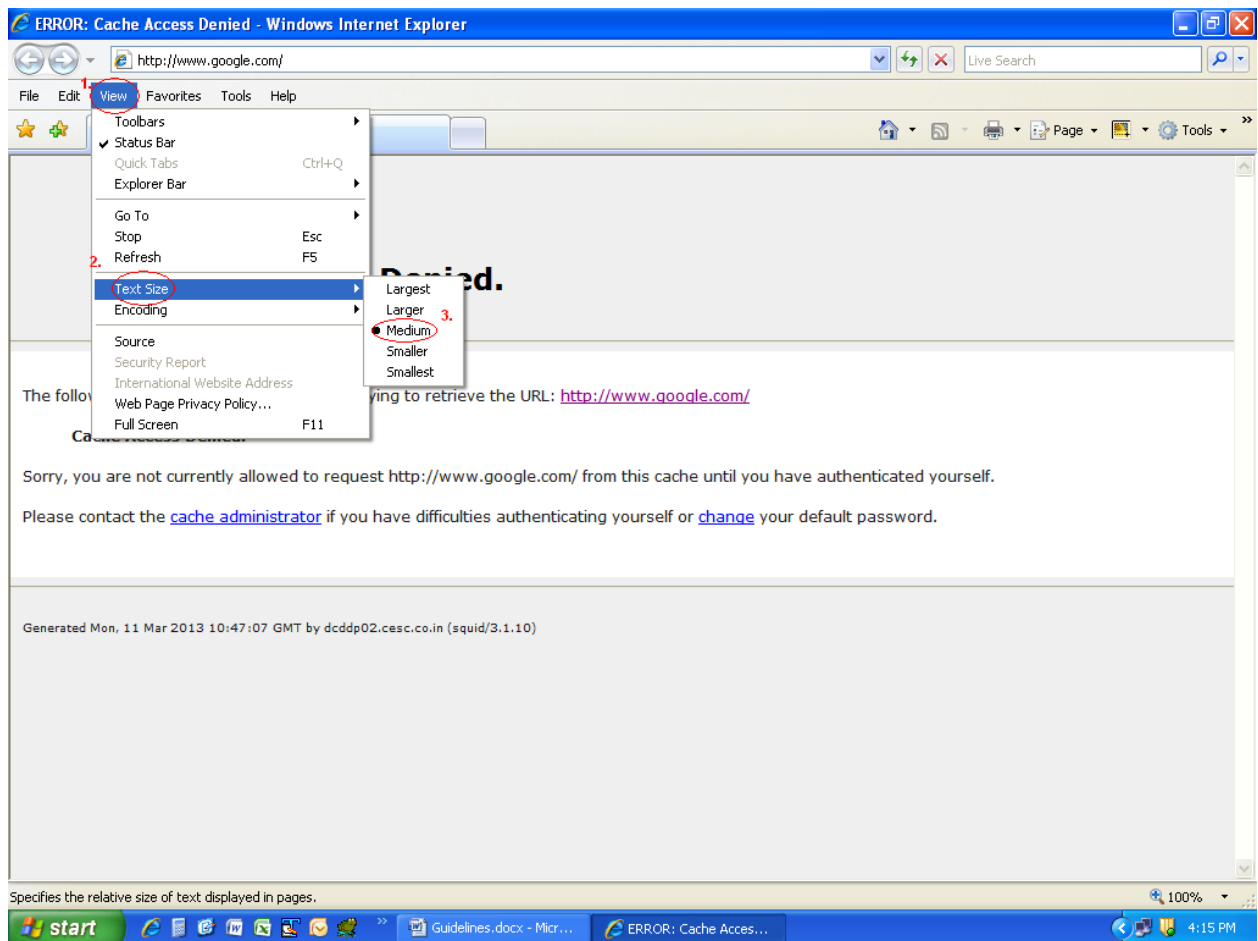




- iv) For proper viewing of the system : From the Internet Explorer page, please select Tools → Internet Options → under the “Security” tab, please click on the “Custom level” button → please select the “disable” option for ‘*Allow script-initiated windows without size or position constraints*’ under “Miscellaneous” (Please click on the OK button to save the changes)



- v) Text size of Internet Explorer : For screen resolution 1024 by 768 pixels, the suggested Text size is “Medium” for viewing the system. However this may be adjusted depending on the requirement.



- vi) Zoom level of Internet Explorer : For screen resolution 1024 by 768 pixels, the suggested zoom level is 100%. However this may be adjusted depending on the requirement.

