\*\*\* Login function (3 access levels)

\*\*\*Users will be able to reset their own password.

\*\*\* Users will be able to unlock their own user lD.

\*\*\*Able to archive documents

\*\*\*Able to send notifications through registered e-mail.

\*\*\*Separate HR module

**Role**:

1. Application admin user (IT) or Admin user(IT)
2. User admin (IT)
3. Admin user (Operations)
4. HR admin user (HRD)
5. Sub-user of PBL (Branches and Division)
6. Master user (External)
7. Sub-user (External)
8. Application admin user (IT): Create and managed by user admin (IT) of PBL.
9. User admin (IT) : Create and managed by user admin (IT).
10. Admin user (Operations): Create and managed by user admin (IT).
11. HR admin user (HRD): Create and managed by user admin (IT).
12. Sub user (Branches and Division): Create and managed by user admin (IT).
13. Master user (External): Create and managed by admin user (Operations).
14. Sub-user (External): Create and managed by admin user (Operations).

Facility

1. Application admin user:
2. Duel entry system i.e. Maker and Check6r
3. Able to extend field according to "Change Request' subject to approval from Senior Management.
4. Content available for future use whether developed by delegation/ group.

NOTE: Any exception will be executed Subject to approval from Senior Management/Head of HF/COO,

1. Admin user (Operations):
2. Duel entry system Le. Maker and Checker.
3. Able to manage all fields’ otsignalur6 management.
4. Able to scan image of signature.
5. Able to pass entry.
6. Able to archive service request form/e-mail/request letter/ Court Order.
7. Able to generate/ download/ print all reports, images of signature, whole signature book and supply the same to stakeholders/ external/ Authority.
8. Able to archive user request (e-mail and documents archiving /upload facility for unlocking user ld, reset password, whole signature booklet, image of single signature).
9. Able to bulk upload facilely to upload images of signatures and other documents.
10. Able to €dil6pecimen signature/ information under the application.
11. Able to view and download history of signature/ inactive signature/canceled signature.
12. Types of event & content of notification whether Admin user (Operations) of PBL will pass entry as active/ inactive/ cancel/ updated in signature management module and checker authorized the same: 67 to Definitions, Acronyms and Abbreviations.
13. Search option of image of signature :85 of Definitions, Acronyms and Abbreviations,

NOTE: Any exception will be executed Subject to approval from Senior Management/Head of HF/COO,

1. User admin (IT):
2. View only.
3. HR admin user (HRD):
4. View only.
5. Sub-user
6. View only.
7. Master user
8. View only.
9. Sub-user
10. View only.

Table signature:

1. Name,
2. signature,
3. Slatus and
4. Designation

HR module automatic sync

Choose answer from the dropdown

1.5

Olhers (Any Gor't inlihnhB, Reguhory euttFrity end .ny ottEr inltluilons, sdiecl to approvalftom S€nior rnaneg.m

**\*\*\*Free Text**

1. General notice for all user.
2. Instructions from managing director.
3. General terms and conditions for users.