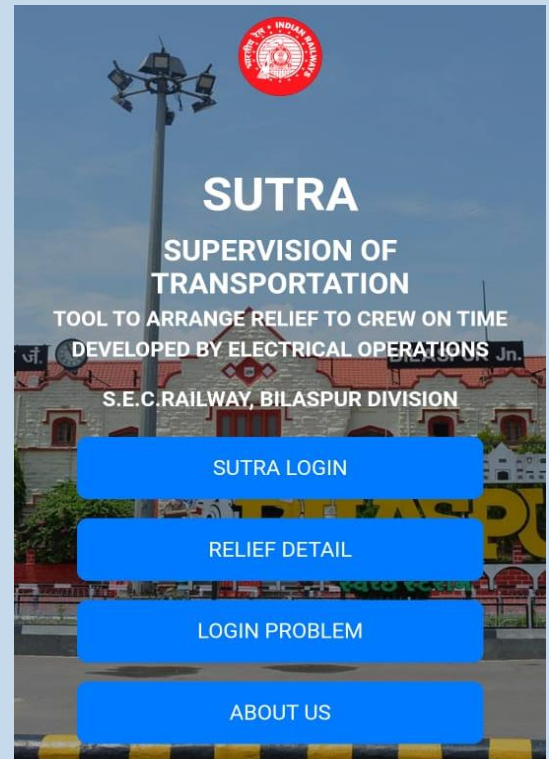


SUTRA System User Manual

1. Accessing the SUTRA System

1. Open the Link:

- Click on the following link to access the SUTRA system: <https://secrailway.github.io/sutra>.
- The homepage will load, displaying four options: **SUTRA LOGIN, RELIEF DETAIL, LOGIN PROBLEM**, and **ABOUT US**.



2. Logging into SUTRA

1. Navigate to the Login Page:

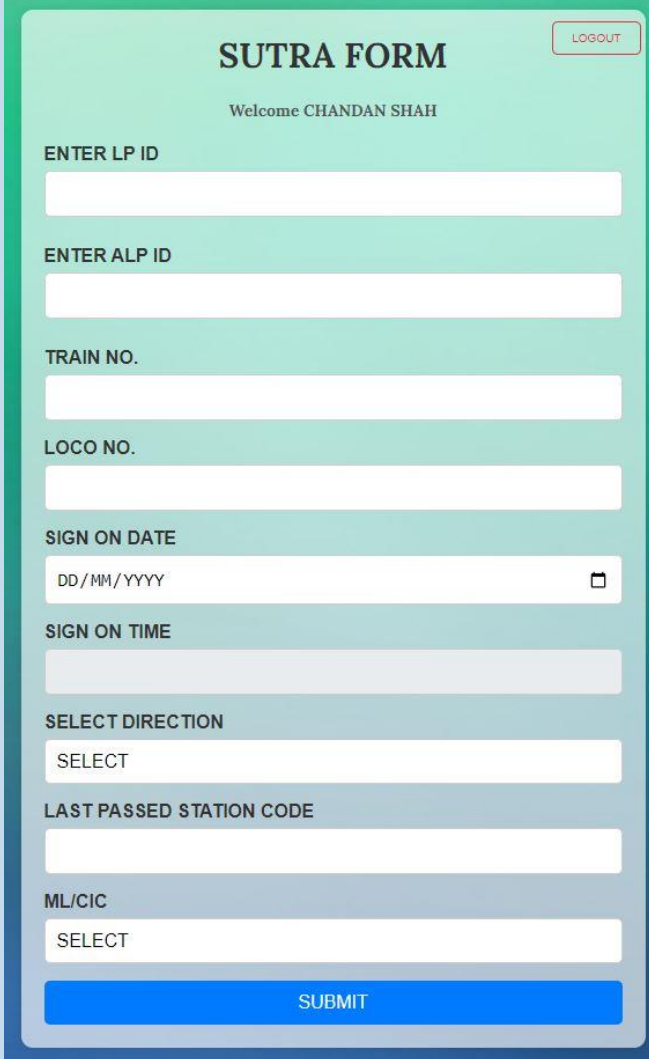
- Click on the **SUTRA LOGIN** option on the homepage.
- You will be redirected to the login page.

2. Enter Login Details:

- In the **Login ID** field, type your CMS ID.
- Enter your password in the **Password** field.
(Default password is 123)
- Click on the **Login** button.

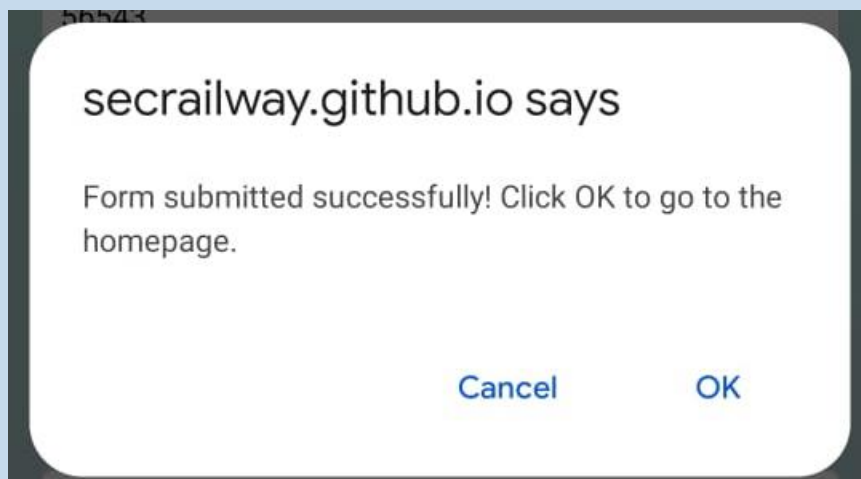
3. Access the SUTRA Form:

- Upon successful login, the SUTRA Form will be displayed.
- Fill in the required fields: **LP ID, ALP ID, TRAIN No., Loco No., Sign-on Date, Sign-on Time, Direction, Last Passed Station Code, and ML/CIC.**



4. Submit the Form:

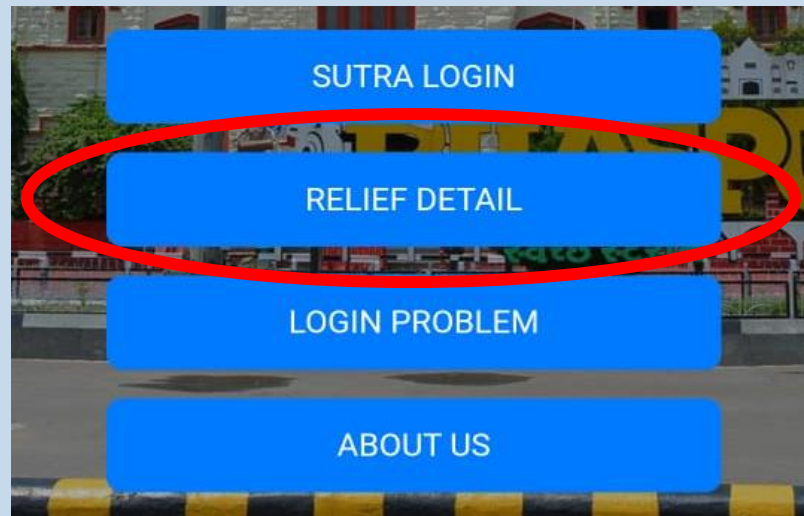
- After completing the form, click on the **Submit** button.
- Wait for 5-6 seconds for the data to be submitted. A "Submitted Successfully" popup will appear.



3. Submitting Relief Details

1. **Access the Relief Form:**

- Click on **RELIEF DETAIL** on the homepage.
- You will be redirected to the Relief Form page.

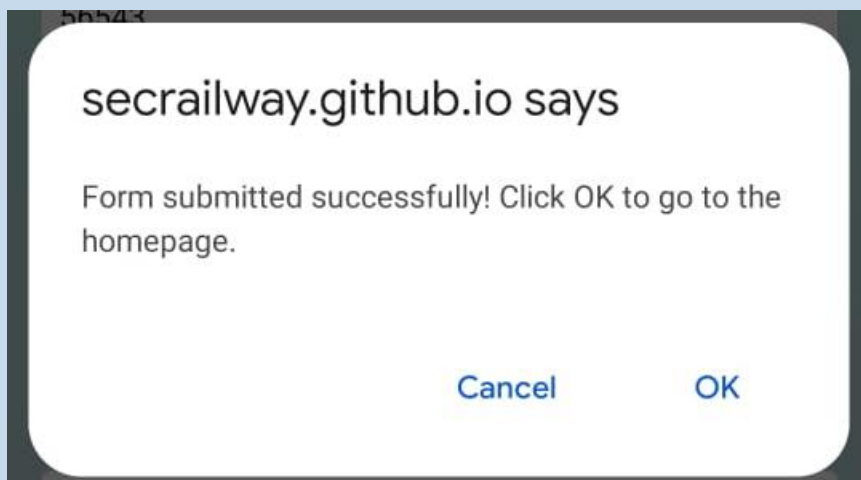


2. **Enter Relief Details:**

- Fill in the following fields: **CMS ID of LP and ALP, Relief Date** (default is the current date), **Relief Time, Relief Station, Relieved from Train No., Loco No., and Nearest Sign Off Station.**

3. **Submit the Form:**

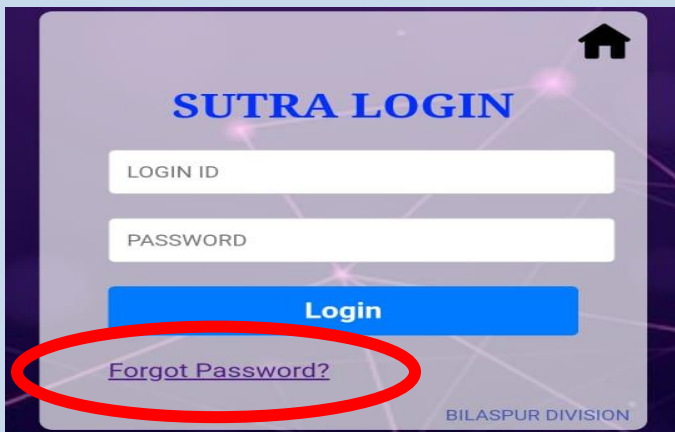
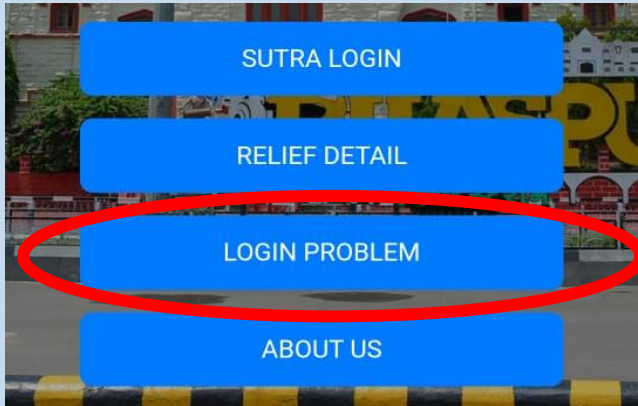
- After filling in the form, click on the **Submit** button.
- Wait for 5-6 seconds for the data to be submitted. A "Submitted Successfully" popup will appear.

A screenshot of the 'Relief Detail' form. The form has a dark blue header with the title 'Relief Detail'. Below the header, there are several input fields: 'LP ID', 'ALP ID', 'RELIEF DATE' (with a date picker showing '20/08/2024'), 'RELIEF TIME', 'RELIEF STATION', 'RELIEVED FROM TRAIN NO.', 'LOCO NO.', and 'NEAREST SIGN OFF STN' (with a dropdown menu showing 'SELECT'). At the bottom of the form is a large blue 'Submit' button.

4. Resolving Login Problems

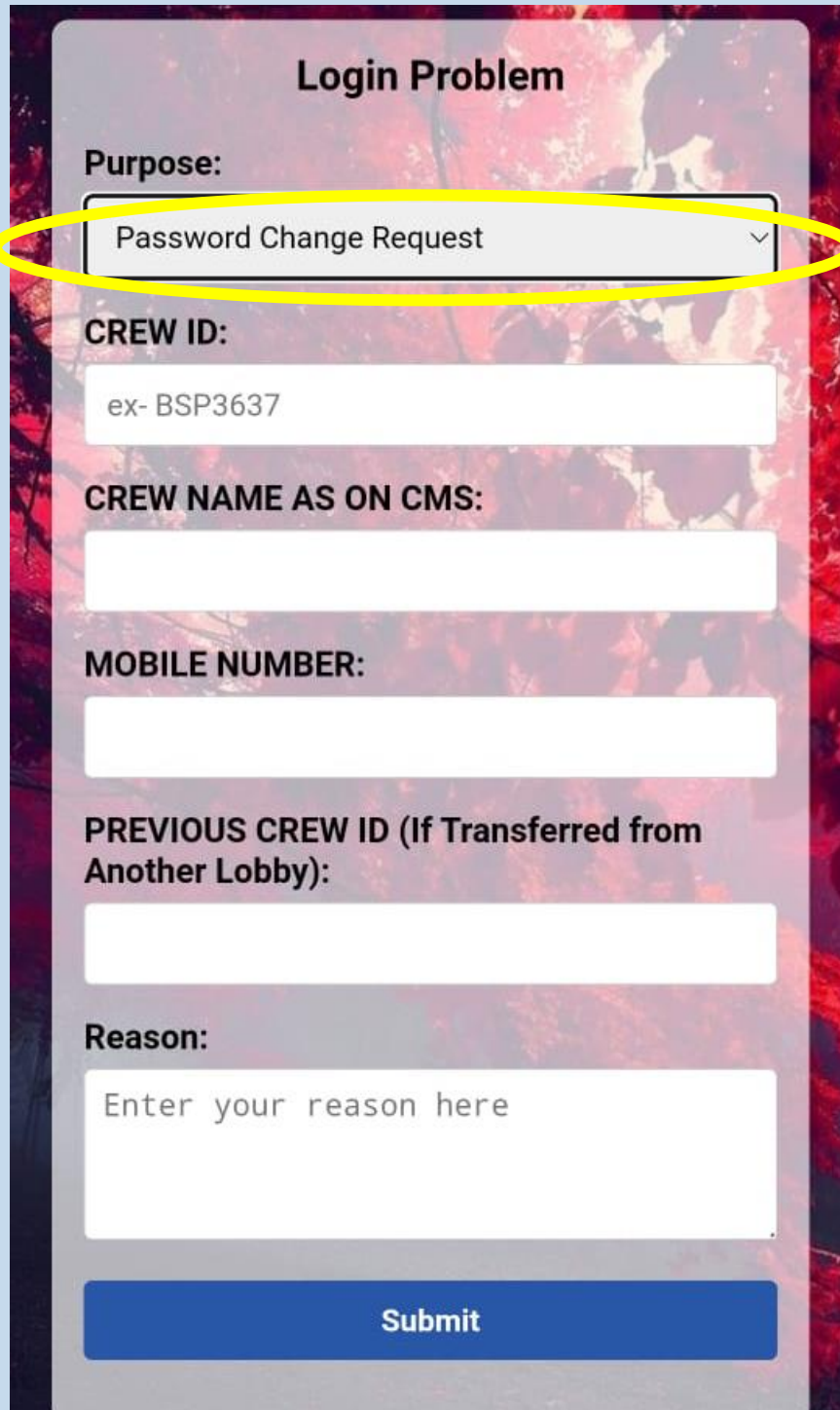
1. Login Problem Resolution:

- If you encounter any issues logging in, click on **LOGIN PROBLEM** on the homepage or the **Forgot Password** link on the SUTRA LOGIN page.
- Fill out the form with the required details to resolve your issue.

A screenshot of the 'Login Problem' resolution form. The form has a blue header with the text 'Login Problem'. It contains several fields: 'Purpose:' with a dropdown menu showing 'Login Problem'; 'CREW ID:' with a text input field showing 'ex- BSP3637'; 'CREW NAME AS ON CMS:' with a text input field; 'MOBILE NUMBER:' with a text input field; 'PREVIOUS CREW ID (If Transferred from Another Lobby):' with a text input field; 'Reason:' with a text input field containing the placeholder 'Enter your reason here'; and a blue 'Submit' button at the bottom.

2. Password Change Request:

- To request a password change, select "Password Change Request" as the purpose on the **LOGIN PROBLEM** page.
- Fill in the necessary details and submit the form.
- Type your new password in reason coloum.



Login Problem

Purpose:

Password Change Request

CREW ID:

ex- BSP3637

CREW NAME AS ON CMS:

MOBILE NUMBER:

PREVIOUS CREW ID (If Transferred from Another Lobby):

Reason:

Enter your reason here

Submit