

IT-Facility System

Step1:- To do the request for it facility first login to the system using userid and password

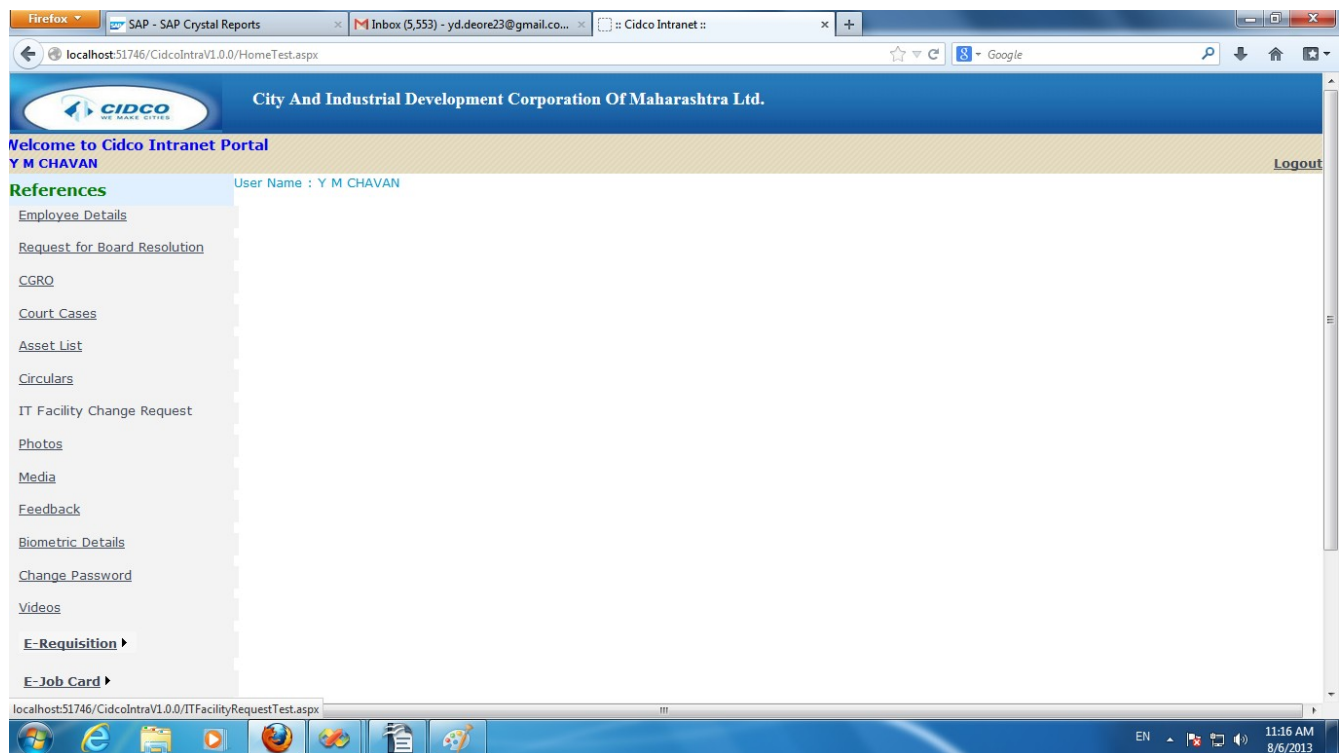
The screenshot displays the CIDCO Intranet Portal in a Firefox browser window. The browser's address bar shows the URL `localhost:51746/CidcoIntraV1.0.0/sitemainpg.aspx`. The page header includes the CIDCO logo and the text "City And Industrial Development Corporation Of Maharashtra Ltd. Welcome to Cidco Intranet Portal". Below the header, there are links for "Contact Us", "Intranet UserManual", "Free SMS", "Admin Login", and "Create New User".

The main content area is divided into several sections:

- IT Transparency Plan - JTMD Messages**: This section contains two links: "Presentation dated (04-07-2013)" and "Circular dated (20-06-2013)". Below these links are three categories: **CFC** (with links for "ESTATE ACTIVITIES" and "ATPO - Complaint Types"), **METADATA** (with links for "ESTATE" and "LANDS"), and **INDEX** (with links for "ESTATE" and "BUILDING PERMISSION").
- Meetings**: This section displays a meeting scheduled for "12-07-2013" at "2:30pm", with the topic "IT meet at 2nd floor conference room."
- Login**: A login form on the right side of the page. It includes fields for "User Name" (containing "31671") and "Password" (masked with dots). A "Login" button is positioned below the password field. A note below the button reads: "Note: Enter Employee No as Username".
- Calendar**: A calendar for August 2013 is located at the bottom right. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 31). The date "6" is highlighted in green.

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock indicating "11:12 AM 8/6/2013".

step 2:- select the IT Facility Change Request Link



step3 :-Choose appropriate option whether u want temporary or permanent access and type the url in url textbox and save record.

(If the Employee is not HOD or SM the record is Displayed in while color,If it is HOD record display in yellowish shade,If Employee is SM record Display in orange shade and FM saved Records Displayed in Red color)

References

- Employee Details
- Request for Board Resolution
- CGRO
- Court Cases
- Asset List
- Circulars
- IT Facility Change Request
- Photos
- Media
- Feedback
- Biometric Details
- Change Password
- Videos
- E-Requisition
- E-Job Card
- Personal Details
- Law
- Cashless Mediclaim

IT Facility Request

Request No: [auto] Date: 06/08/2013

Department: T-C Section: SE(TEL)

HOD: MR. N. P. DESHPANDE

Access Rights	Temporary Access	Permanent Access	Reason
External Storage	<input type="radio"/>	<input type="radio"/>	
Executable Files	<input type="radio"/>	<input type="radio"/>	
Download	<input type="radio"/>	<input type="radio"/>	

Url Access:

Save Cancel

Search By: ---SelectField--- GO

Note: 'N' - No 'T' - Temporary 'P' - Permanent

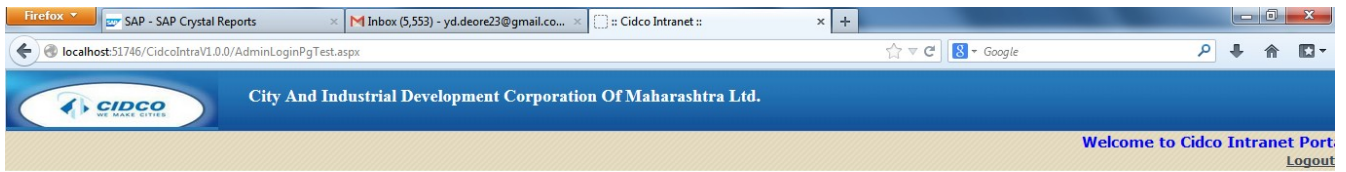
Total Records: 1

Request No	Date	Emp No	Employee	UrlAccess	External Storage	Executable Files	Downloads	ExtStorage
Delete 13	01/08/2013	31671	Y M CHAVAN		P	N	N	please give right

HOD Approve:

SM Approve:

step 4:-Now the record saved By Employee it must be approved by respective HOD of the Department and in order to approve record HOD must have to login into Admin login and click on IT FacilityHOD Menu



Admin Login

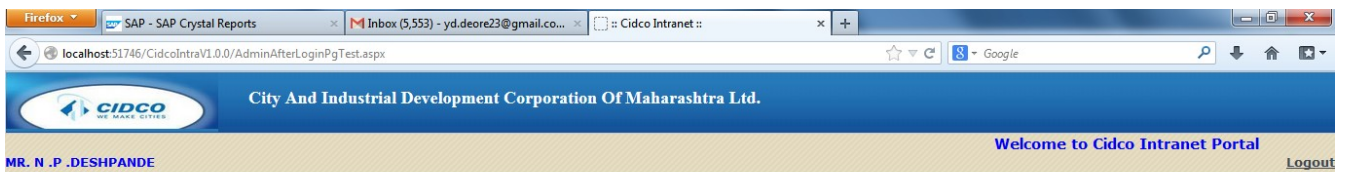
Login

User Name: 32549

Password: ••••

Login

Note: Enter Employee No as Username



[Click on the link the you want to update...](#)

Circulars	News & Updates	Biometric Details	Apply Profile	Add Thought of the Day	Add Information Details	ITFacilityHOD
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step 5:-HOD has to choose record from grid in order to Approve or reject once HOD is approves record is pending for SM Approval

Firefox | SAP - SAP Crystal Reports | Cidco Intranet :: | +

localhost:51746/CidcoIntraV1.0.0/AdminITFacilityHod.aspx

ITFacility HOD Approval

Request No **Date** **Search By**

Department **Section**

Note: 'N' - No 'T' - Temporary 'P' - Permanent **Total Records: 1**

Request No	Date	Emp No	Employee	External Storage	Executable Files	Downloads	Approve
13	01/08/2013	31671	Y M CHAVAN	P	N	N	

HOD

Access Rights	Temporary Access	Permanent Access	Reason
External Storage	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="please give admin right"/>
Executable Files	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Download	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Url Access

☐ Approve ☐ Reject

EN 11:39 AM 8/6/2013

step 6:- SM Should also have to Follow same step to approve or reject the request once SM approves record it will display in orange color

Firefox - SAP - SAP Crystal Reports - Cidco Intranet ::

localhost:51746/CidcoIntraV1.0.0/AdminSM_ITFacility.aspx

ITFacility SM Approval

Request No: Date:

Department: Section:

HOD

Access Rights	Temporary Access	Permanent Access	Reason
External Storage	<input type="radio"/>	<input checked="" type="radio"/>	please give admin right
Executable Files	<input type="radio"/>	<input checked="" type="radio"/>	
Download	<input type="radio"/>	<input checked="" type="radio"/>	

Url Access:

SM Comment:

☐ Approve ☐ Reject

Search By: GO ☐ Show All

Note: 'N' - No 'T' - Temporary 'P' - Permanent Total Records: 13

Request No	Date	Emp No	Employee	Department	SM Reason	Current Status	Approve	MailTo
4	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM approval is pending		
3	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM Viewed Request		
2	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM approval is pending		
1	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM approval is pending		
13	01/08/2013	31671	Y M CHAVAN	T-C		SM approval is pending		

1 2

EN 11:48 AM 8/6/2013

step7:-After SM Approves Request it should be fullfill by FM team with special login on cidcoIntra net portal

Firefox - SAP - SAP Crystal Reports - Cidco Intranet ::

localhost:51746/CidcoIntraV1.0.0/ITFacilityRequestTest.aspx

FM - Helpdesk

References

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- Personal Details
- Law

ITFacility Request

Request No Date

Department **COMPUTER** Section **DATA CENTER**

HOD

Access Rights	Temporary Access	Permanent Access	Reason
External Storage	<input type="radio"/>	<input checked="" type="radio"/>	please give admin right
Executable Files	<input type="radio"/>	<input checked="" type="radio"/>	
Download	<input type="radio"/>	<input checked="" type="radio"/>	

Search By

Note: 'N' - No 'T' - Temporary 'P' - Permanent

Total Records: 13

Delete									
4	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
3	25/07/2013	34023	PRADEEP RANJAN RATH	P	P	P	P	satre	
2	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
1	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
13	01/08/2013	31671	Y M CHAVAN	P	P	P	P	please give right	

1 2

HOD Approve:

SM Approve:

Url Access

FM Comment

EN 11:55 AM 8/6/2013

FM can also add Its own comment in terms of technical difficulty once FM saves the record color of that record become red means the request is fulfilled

Firefox - SAP - SAP Crystal Reports - Cidco Intranet ::

localhost:51746/CidcoIntraV1.0.0/ITFacilityRequestTest.aspx

FM - Helpdesk

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- Personal Details

ITFacility Request

Request No Date

Department **COMPUTER** Section **DATA CENTER**

HOD

Access Rights	Temporary Access	Permanent Access	Reason
External Storage	<input type="radio"/>	<input checked="" type="radio"/>	
Executable Files	<input type="radio"/>	<input checked="" type="radio"/>	
Download	<input type="radio"/>	<input checked="" type="radio"/>	

Search By

Note: 'N' - No 'T' - Temporary 'P' - Permanent

Total Records: 13

Delete									
4	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
3	25/07/2013	34023	PRADEEP RANJAN RATH	P	P	P	P	satre	
2	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
1	25/07/2013	34023	PRADEEP RANJAN RATH	P	N	N	N	satre	
13	01/08/2013	31671	Y M CHAVAN	P	P	P	P	please give right	

1 2

HOD Approve:

SM Approve:

Url Access

FM

EN 12:02 PM 8/6/2013

END