

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 features the CIDCO logo and the text "City And Industrial Development Corporation Of Maharashtra Ltd." Below this, a navigation bar includes links for "Contact Us", "Intranet UserManual", "Free SMS", "Admin Login", and "Create New User".

The main content area is divided into several sections:

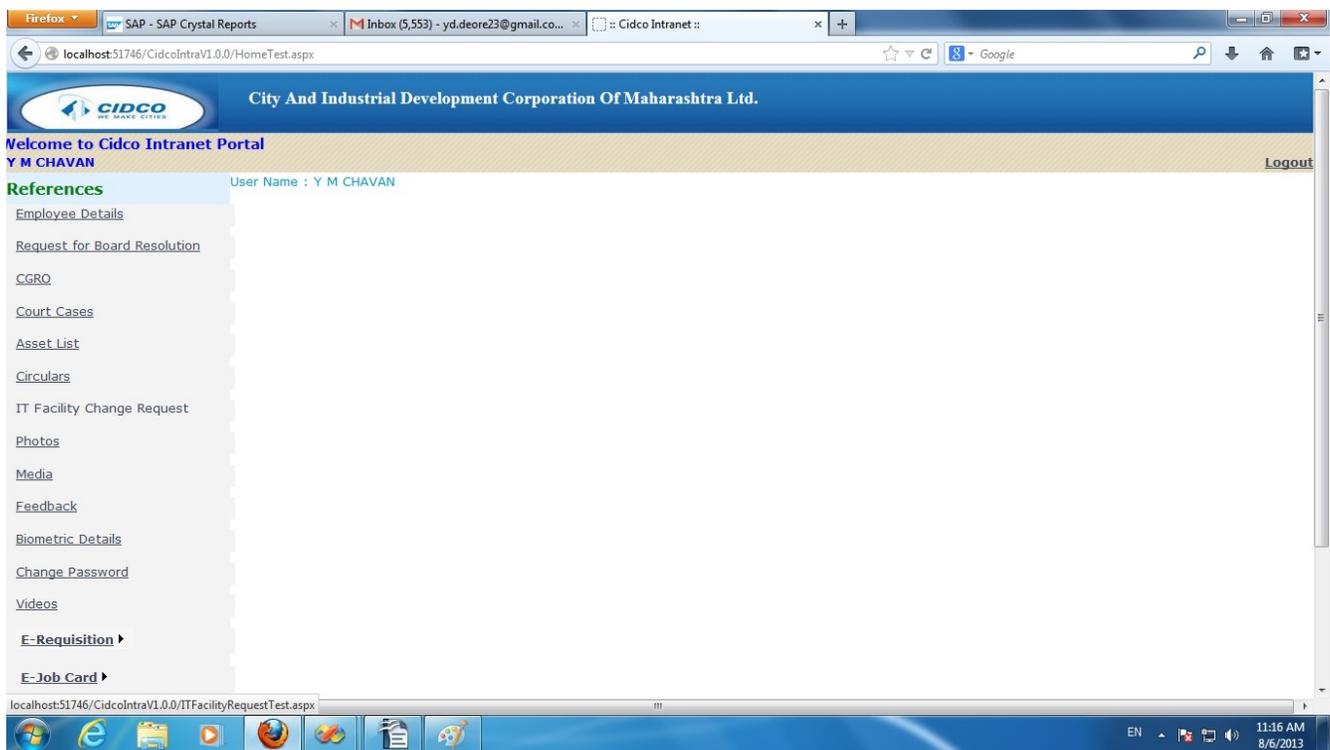
- IT Transparency Plan - JTMD Messages**: This section contains two links: "Presentation dated (04-07-2013)" and "Circular dated (20-06-2013)".
- CFC**: A sub-section with links for "ESTATE ACTIVITIES" and "ATPO - Complaint Types".
- METADATA**: A sub-section with links for "ESTATE" and "LANDS".
- INDEX**: A sub-section with links for "ESTATE" and "BUILDING PERMISSION".
- Meetings**: A table listing a meeting on 12-07-2013 at 2:30pm, titled "IT meet at 2nd floor conference room."

On the right side of the page, there is a "Login" form with the following fields:

- User Name: 31671
- Password: [masked]
- Login button

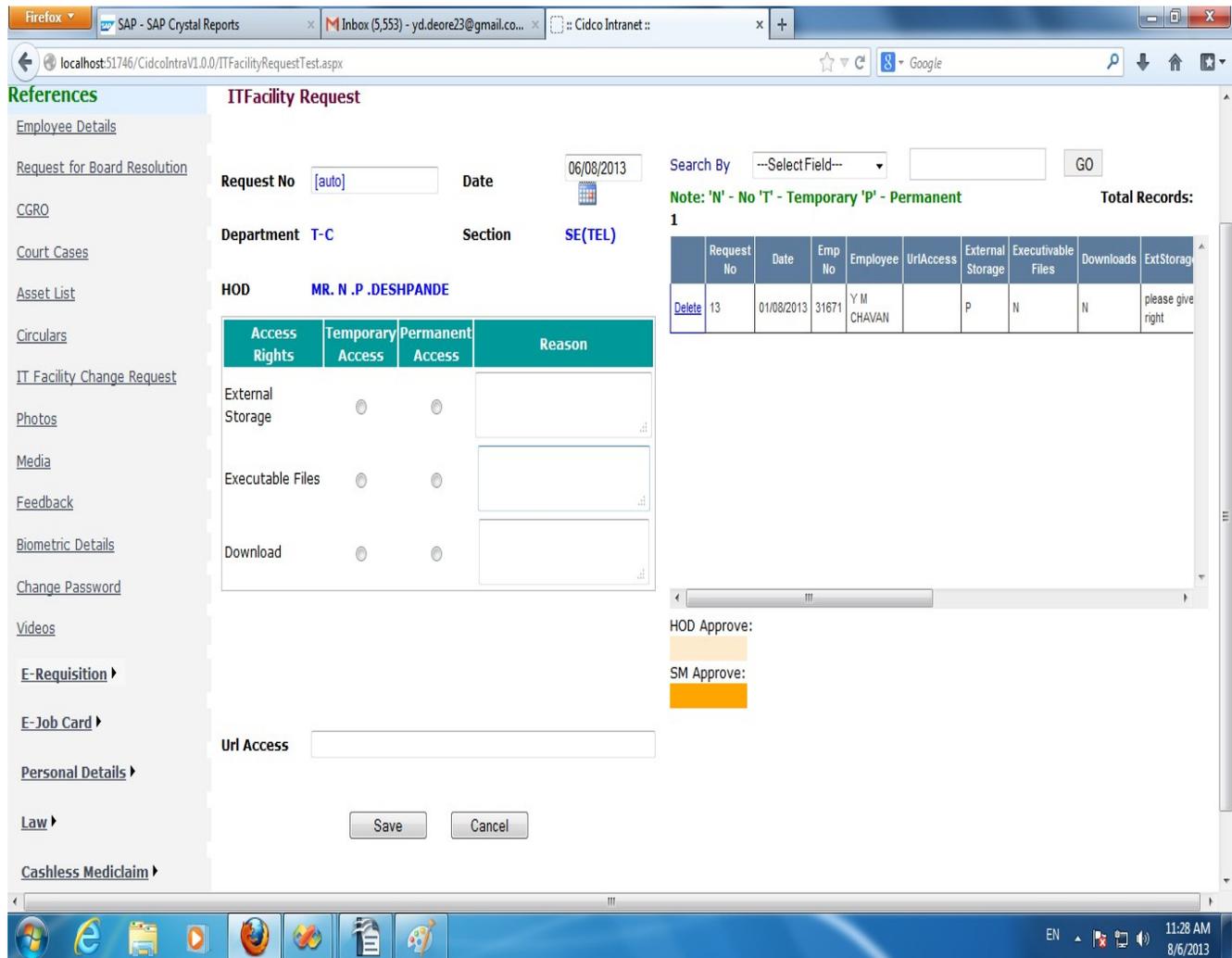
Below the login form is a calendar for August 2013, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 1 to 31. The current date, 11:12 AM on 8/6/2013, is displayed at the bottom right of the browser window.

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)



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

Firefox | SAP - SAP Crystal Reports | Inbox (5,553) - yd.deore23@gmail.co... | Cidco Intranet ::

localhost:51746/CidcolntraV1.0.0/AdminLoginPgTest.aspx

 City And Industrial Development Corporation Of Maharashtra Ltd.

Welcome to Cidco Intranet Port [Logout](#)

Admin Login

Login

User Name:

Password:

Note: Enter Employee No as Username

EN 11:35 AM 8/6/2013

Firefox | SAP - SAP Crystal Reports | Inbox (5,553) - yd.deore23@gmail.co... | Cidco Intranet ::

localhost:51746/CidcolntraV1.0.0/AdminAfterLoginPgTest.aspx

 City And Industrial Development Corporation Of Maharashtra Ltd.

MR. N .P .DESHPANDE Welcome to Cidco Intranet Portal [Logout](#)

[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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EN 11:36 AM 8/6/2013

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

The screenshot shows a web browser window with the following elements:

- Page Title:** IT Facility HOD Approval
- Form Fields:**
 - Request No: 13
 - Date: 06/08/2013
 - Department: T-C
 - Section: T-C
- Search:** Search By: ---SelectField--- GO
- Note:** 'N' - No 'T' - Temporary 'P' - Permanent Total Records: 1
- Grid:**

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

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:**
- Actions:** Approve Reject
 Save Cancel

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

ITFacility SM Approval

Request No: Date:

Department: **T-C** Section: **COMPUTER**

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: --SelectField-- 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	<input type="checkbox"/>	
3	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM Viewed Request	<input checked="" type="checkbox"/>	
2	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM approval is pending	<input type="checkbox"/>	
1	25/07/2013	34023	PRADEEP RANJAN RATH	ADMIN		SM approval is pending	<input type="checkbox"/>	
13	01/08/2013	31671	Y M CHAVAN	T-C		SM approval is pending	<input type="checkbox"/>	

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/CidcolntraV1.0.0/ITFacilityRequestTest.aspx

FM - Helpdesk

ITFacility Request

Request No: 13 Date: 06/08/2013 Search By: ---SelectField--- GO

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

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"/>	

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

HOD Approve: _____

SM Approve: _____

Url Access: _____

FM Comment: _____

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/CidcolntraV1.0.0/ITFacilityRequestTest.aspx

FM - Helpdesk

Welcome to Cidco Intranet Portal

ITFacility Request

Request No: [auto] Date: 06/08/2013 Search By: ---SelectField--- GO

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

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"/>	

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

HOD Approve: _____

SM Approve: _____

Url Access: _____

FM Comment: _____

12:02 PM 8/6/2013

END