



User Manual
Of
Department of Personnel
———— Government of Rajasthan ————

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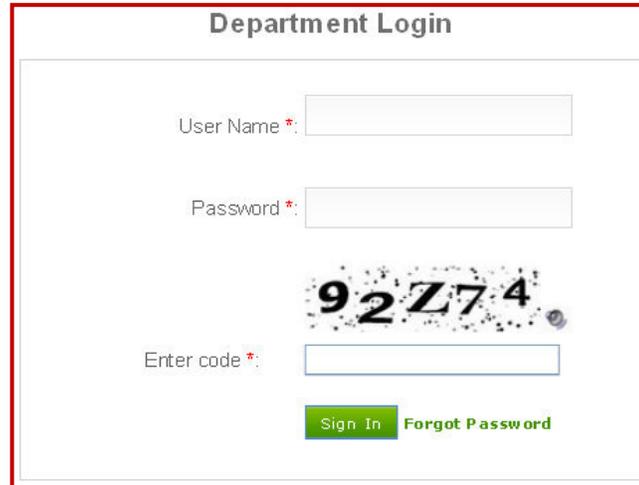
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Note:-Admin will create department with username and password. These credentials will be used for Departmental login.

2 LOGIN PROCEDURE

- 1) Open Internet Explorer
- 2) Type URL: <http://dop.rajasthan.gov.in>
- 3) This will show Admin Panel Screen.



The screenshot shows the 'Department Login' page. It features a white background with a red border. At the top, the title 'Department Login' is centered. Below the title, there are three input fields: 'User Name *:', 'Password *:', and 'Enter code *:'. The 'Enter code *:' field contains a Captcha image with the code '92Z74'. At the bottom of the form, there are two buttons: a green 'Sign In' button and a green 'Forgot Password' button.

- 4) In this window, User can do following:
 - 4.1. Enter Username of the Employee as assigned.
 - 4.2. Enter the unique Password as assigned.
 - 4.3. Enter the displayed code/ Captcha code.
 - 4.4. Then click on Sign In button.
- 5) On Login, the information submitted here will be matched with the data stored in the database.
 - 5.1. If Username and Password didn't match, then a message will be displayed as shown below.



The screenshot shows the 'Department Login' page with an error message. The title 'Department Login' is centered at the top. Below the title, there is a red-bordered box containing the text 'Invalid Username or Password.'. Below this message, there are three input fields: 'User Name *:', 'Password *:', and 'Enter code *:'. The 'Enter code *:' field contains a Captcha image with the code 'XLFDU'. At the bottom of the form, there are two buttons: a green 'Sign In' button and a green 'Forgot Password' button.

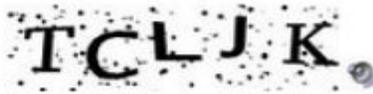
5.2. If Username and Password gets matched, but Captcha Code didn't match then the message will be displayed as "Code is not matched. Please try again."

Department Login

Code is not matched. Please try again.

User Name *:

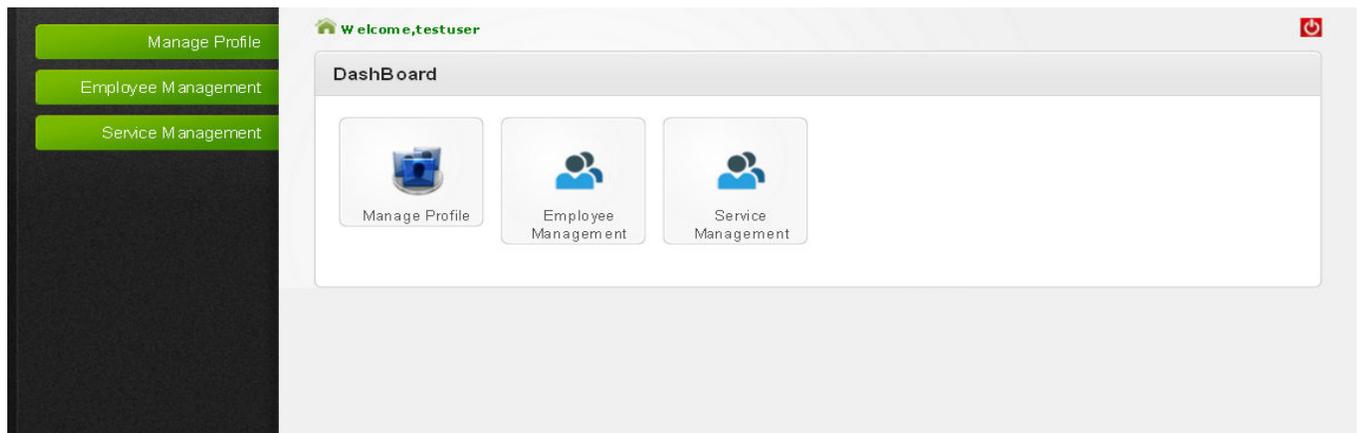
Password *:



Enter code *:

[Sign In](#) [Forgot Password](#)

5.3. If All the fields such as Username, Password and Captcha gets matched , then user will be redirect to a window shown as below:-



5.4. In above window user can do following things:

- 5.4.1. Manage Profile
 -  View Profile
 -  Change Password
- 5.4.2. Employee Management
 -  Employee Detail
 -  Employee Report
- 5.4.3. Service Mangement
 -  Service Details

6) Forgot Password

If user forgot his login password then user can generate new password by clicking on “**Forgot Password**” button as shown below screen.

Department Login

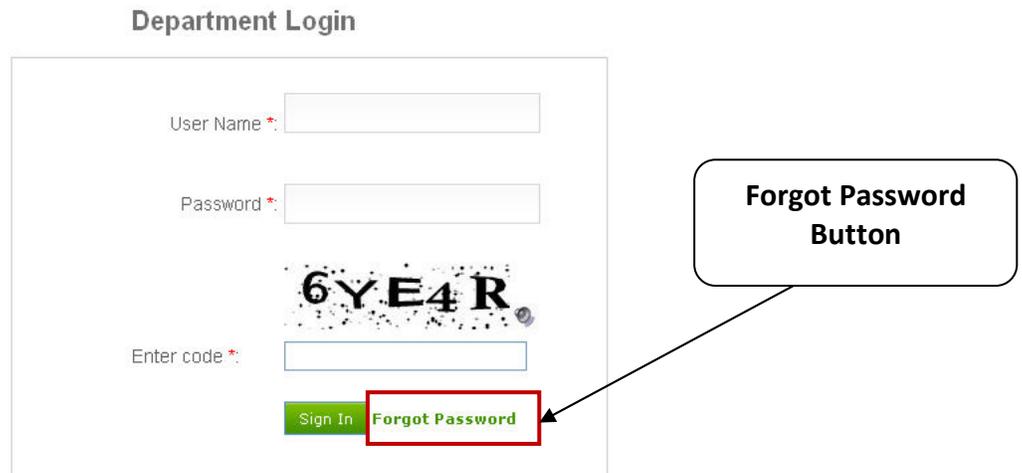
User Name *:

Password *:

6Y E4 R

Enter code *:

Forgot Password Button



After clicking on “Forgot Password” button user will be able to see DOP Forgot Password option which requires your Email-Id and User Name for a new password. When the user enters the required details and clicks on “Submit” button, the DOP will send a link to the user's email-id. The user must click on this link and follow it to get a new password.

DOP Forgot Password

Email Id *:

Enter Email-id

OR

User Name *:

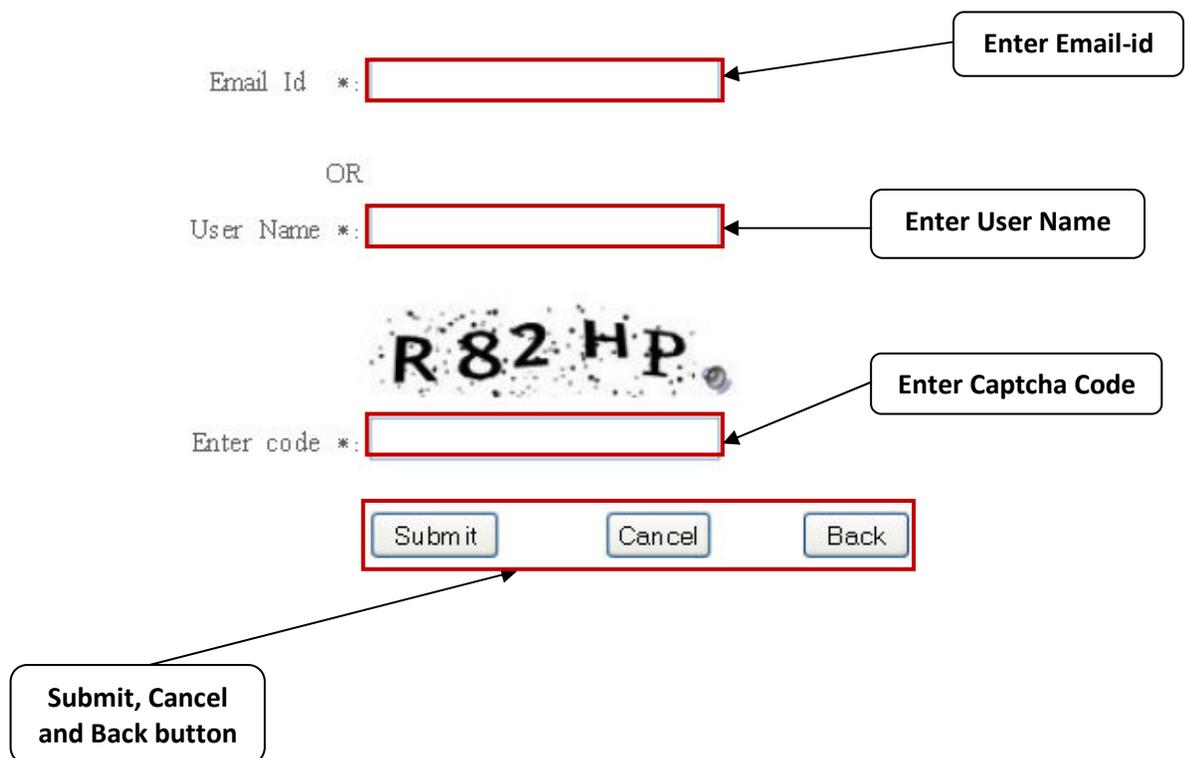
Enter User Name

R 82 H P

Enter code *:

Enter Captcha Code

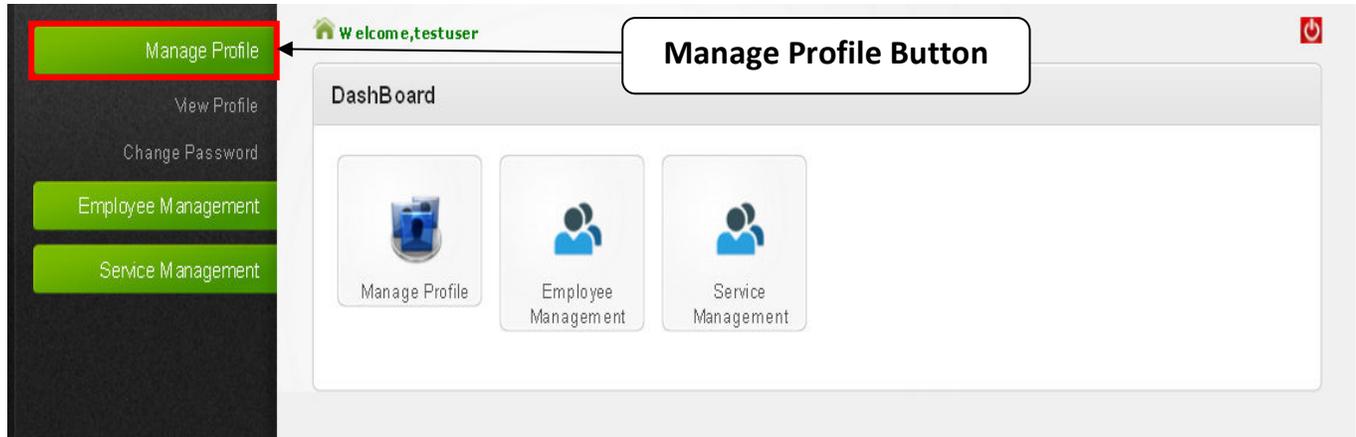
Submit, Cancel and Back button



3 EMPLOYEE AND SERVICE MANAGEMENT

3.1 MANAGE PROFILE

1. For Manage Profile user will click on “**Manage Profile**” button as shown below:-



2. In this section user can do following things:

- 🔧 User can View Profile and Update Profile detail in Department CMS
- 🔧 User can Change Password

3. View Profile

For View and Update Profile user will be click on “**View Profile**” button, after clicking on view profile button user will see and Update the profile.

User can update following things in Profile:-

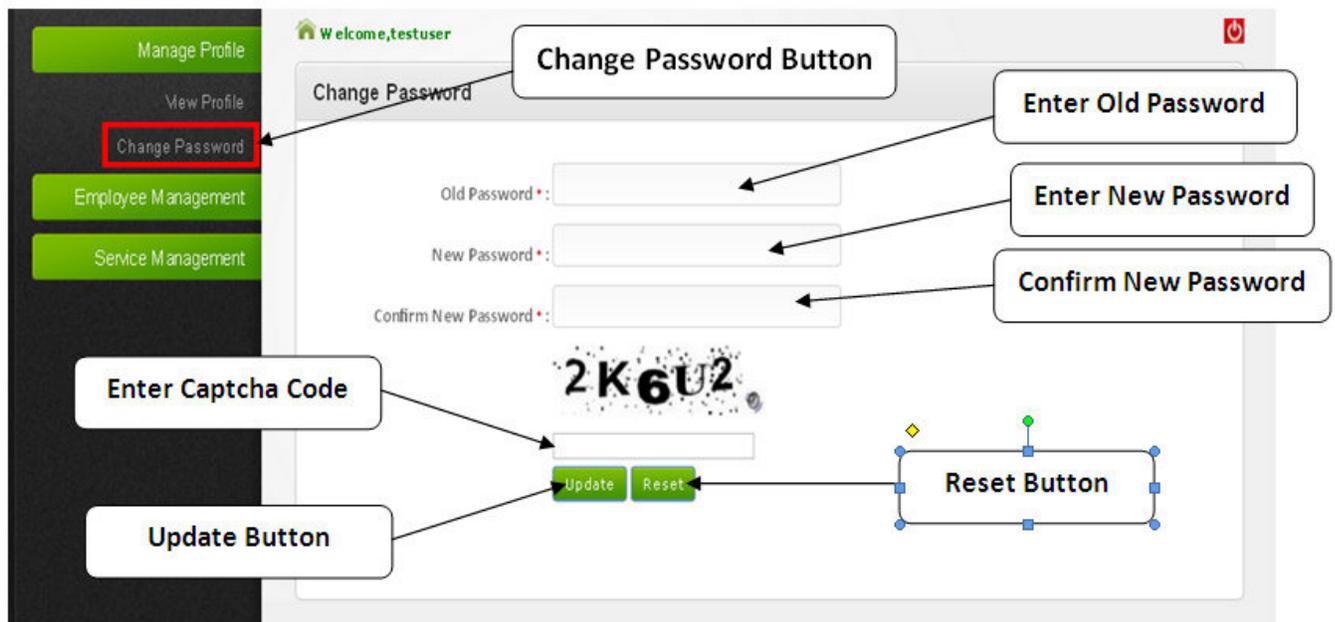
- 🔧 User can change Nodal Officer Name
- 🔧 User can change Designation of Nodal Officer
- 🔧 User can change Mobile no.
- 🔧 User can change Phone Number(O)*
- 🔧 User can change Phone Number(R)
- 🔧 User can change Office Address*
- 🔧 User can change Email

After all changes click on “**Update**” button for update admin details, as shown below screen.

4. Change Password

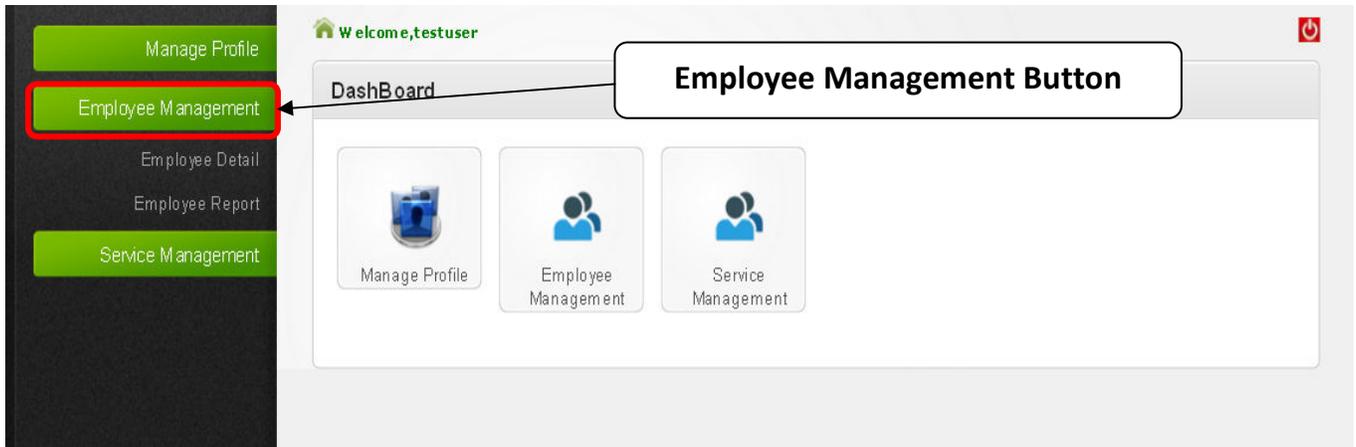
For change password Steps to follow:-

- ✚ User will click on “**Change Password**” button as shown below screen shot
- ✚ Enter old password in first box
- ✚ Enter new password in second box
- ✚ Confirm new password in third box
- ✚ On a click of update Button, password will get updated.
- ✚ If you reset form click on reset Button.



3.2 EMPLOYEE MANAGEMENT

For manage employee details user will click on “**Employee Management**” button as shown below window.

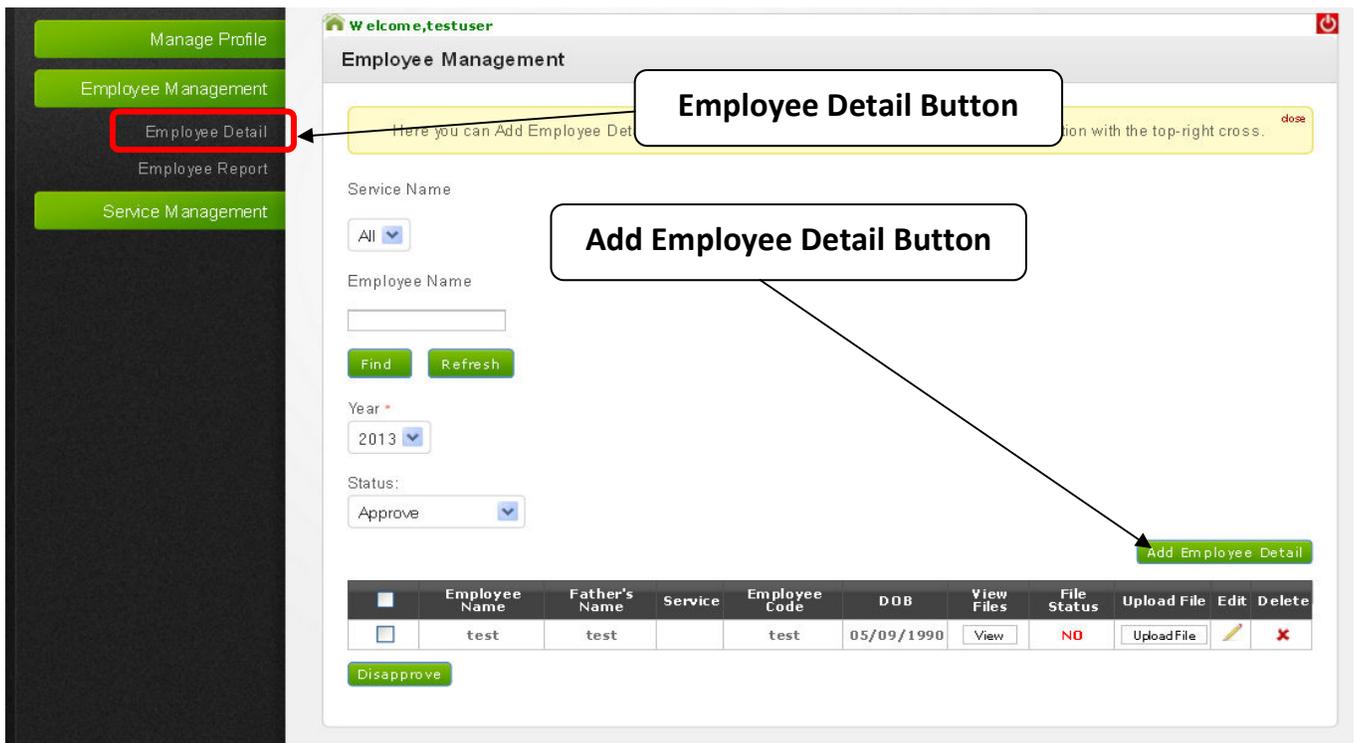


In this section user will following things:-

- Employee Detail
- Employee Report

1. Employee Detail

For manage employee detail user will click on “**Employee Detail**” button as shown below screen.



In **Employee Detail** section user will be able to do the following below things:-

- ✚ In this section user can add employee details
- ✚ User can upload employee details file
- ✚ User can View file
- ✚ User can edit employee detail by click on “Edit” button. ✎
- ✚ User can delete employee details by click on “Delete” button ✖

Add Employee Details

- For add new employee details user will click on “Add Employee Detail” button as shown above, after clicking on this button, user will see a add employee details form as shown below:-

Manage Profile

Employee Management

Service Management

Welcome, testuser

Add CCA Detail

Here you can Add CCADetail.you can close this notification with the top-right cross. close

Service Name *

Employee Name

Father's Name

Employee Code

DOB

DOR

Mobile No

Email ID

Submit Cancel Back

Submit Button

Cancel Button

Back Button

- In screen user has to do following things for add new employee detail:-

Steps to follow:

- Select Service Name
- Enter Employee Name
- Enter Employee Father's Name
- Enter Employee Code
- Enter Employee Date of Birth
- Enter Employee DOR
- Enter Employee Mobile No.
- Enter Employee Email-Id

After entering all detail click on “ **Submit** ” button for save all details in data base of DOP, if user want to cancel then click on “**Cancel**” button, if user want to go previous page then click on “**Back**” button as shown in above screen.

After submitting this employee form user has to be approve this from disapprove section as shown below.

Steps to follow:

- Select Disapprove option from Status
- Click on check box of new added employee then click on “ **Approve** ” button

The screenshot shows a web application interface for managing employee details. It includes a search section with fields for Service Name (dropdown), Employee Name (text input), and Year (dropdown). Below these are 'Find' and 'Refresh' buttons. A 'Status' dropdown is set to 'Disapprove'. A table lists employee records with columns: Employee Name, Father's Name, Service, Employee Code, DOB, View Files, File Status, Upload File, Edit, and Delete. The first row shows 'test' for Employee Name, 'test' for Father's Name, 'test' for Employee Code, and '05/09/1990' for DOB. The 'File Status' is 'NO'. A green 'Approve' button is located below the table. A green 'Add Employee Detail' button is in the top right. Red arrows and callout boxes provide instructions: '2. Select here Disapprove' points to the 'Disapprove' option in the status dropdown; '3. Then click on this check box' points to the checkbox in the first row of the table; '4. Click on this button for approve the data' points to the 'Approve' button; and 'Upload File Button' points to the 'Upload File' button in the table's 'Upload File' column.

| <input type="checkbox"/> | Employee Name | Father's Name | Service | Employee Code | DOB | View Files | File Status | Upload File | Edit | Delete |
|--------------------------|---------------|---------------|---------|---------------|------------|------------|-------------|-------------|------|--------|
| <input type="checkbox"/> | test | test | | test | 05/09/1990 | View | NO | Upload File | | |

Upload File

After adding new employee details user will be able to upload file of employee detail by click on “Upload File” button as shown above.

After clicking on upload button user will be able see browse option as shown below screen

Steps to follow:

- 1. Select Year
- 2. Click on Browse button and choose the file then click on submit button
- 3. Then click on Submit Button, which will update the admin information.
- 4. If you Cancel form click on “Cancel” Button.

Manage Profile
Employee Management
Service Management

Welcome, testuser

Add Employee File

Here you can Add Employee File. you can close this notification with the top-right cross. close

Employee Name *
test

Year *
2013

Please Upload Pdf

(File size maximum limit should be 100 kb.)

Browse Button

2. Employee Report

Here user can download Employee yearly report in pdf format.

Manage Profile
Employee Management
Employee Detail
Employee Report
Service Management

Welcome, testuser

Employee Detail

Year *
2013

Service
All

IPR Submitted Status :
 Yes No

Data not found

Employee Report Button

For download select year, select service if any, click on IPR Submitted status between “Yes” or “No” then click on “[Download Pdf](#)” button.

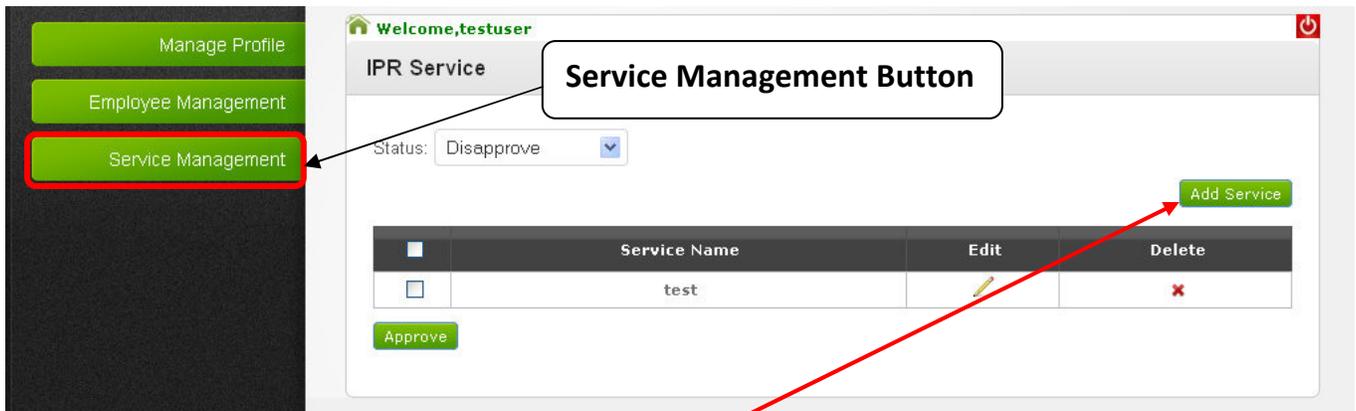
The screenshot shows a web form titled "Employee Detail". It contains the following elements:

- Year:** A dropdown menu currently showing "2013". An arrow points from a box labeled "Select Year" to this dropdown.
- Service:** A dropdown menu currently showing "All". An arrow points from a box labeled "Select Service" to this dropdown.
- IPR Submitted Status:** Two radio buttons labeled "Yes" and "No". The "Yes" button is selected and highlighted with a red box. An arrow points from a box labeled "Select IPR Submitted Status" to this section.
- Download Pdf:** A green button with the text "Download Pdf". An arrow points from a box labeled "Download PDF button" to this button.

At the bottom of the form, there is a message box that says "Data not found".

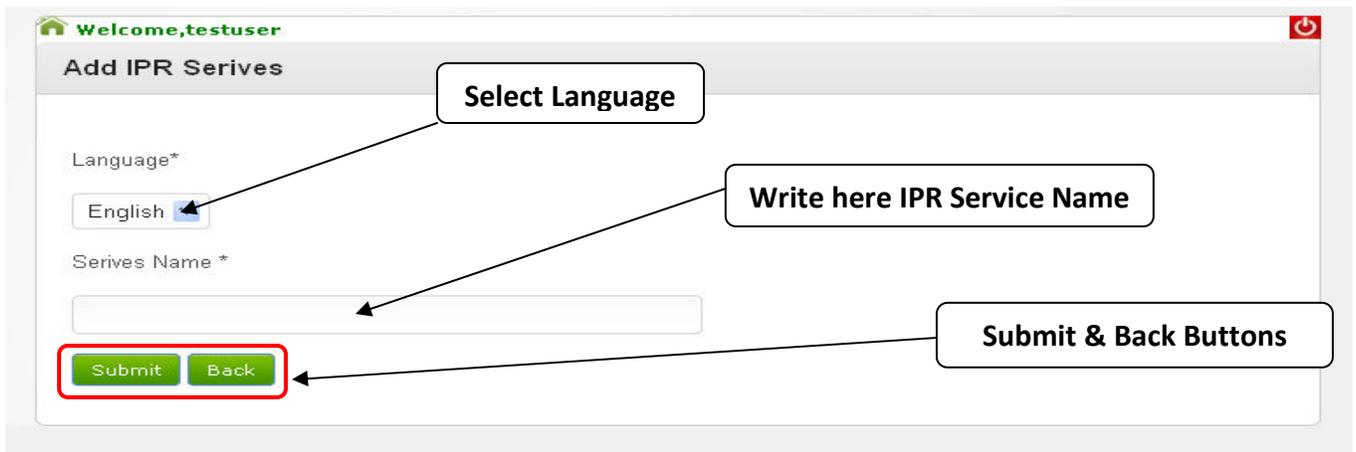
3.3 SERVICE MANAGEMENT

Here user can add IPR Services, Edit & update Service and Delete the Service.



Add IPR Services

For add new Service user will click on “ **Add Service** ” button as shown above, after clicking on this button, user will see a add Service form as shown below:-



3. In above screen user has to do following things for add IPR Service:-

Steps to follow:

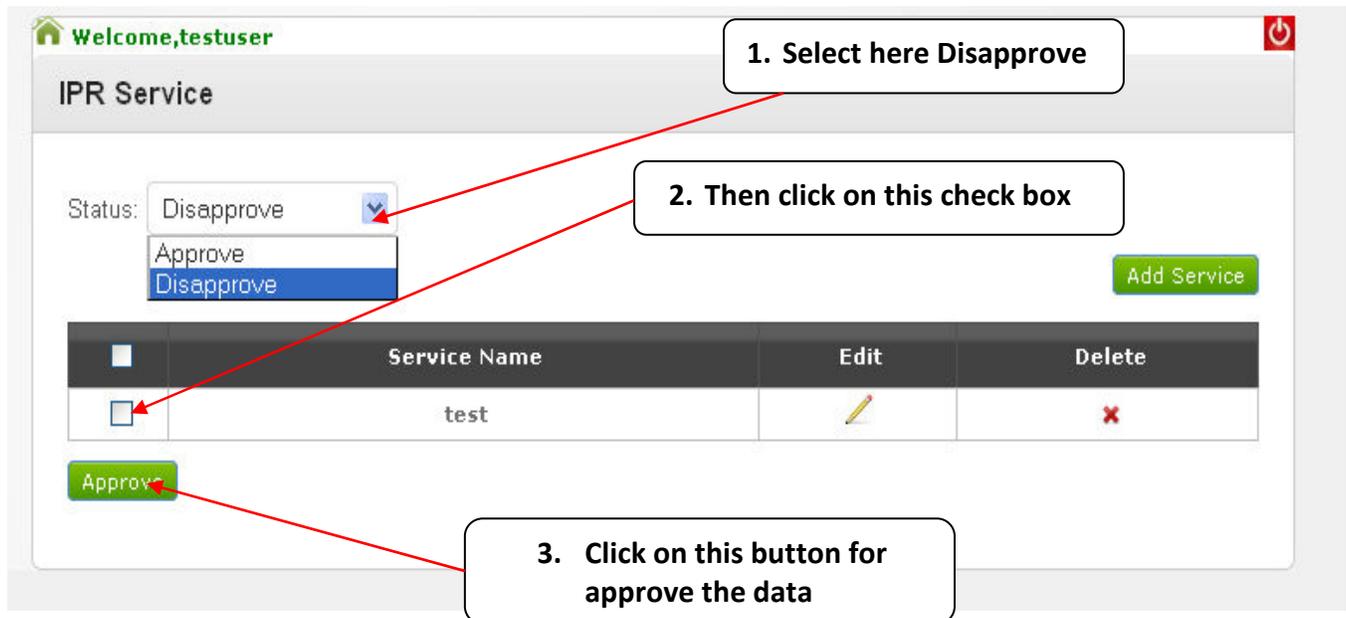
- Select Language between English & Hindi
- Enter IPR Service Name

After entering all detail click on “ **Submit** ” button for save all details in data base of DOP, if user want to go previous page then click on “**Back**” button as shown in above screen.

After submitting this IPR Service form user has to be approve this from disapprove section as shown below.

Steps to follow:

- ✚ Select Disapprove option from Status
- ✚ Click on check box of new added employee then click on “ Approve ” button

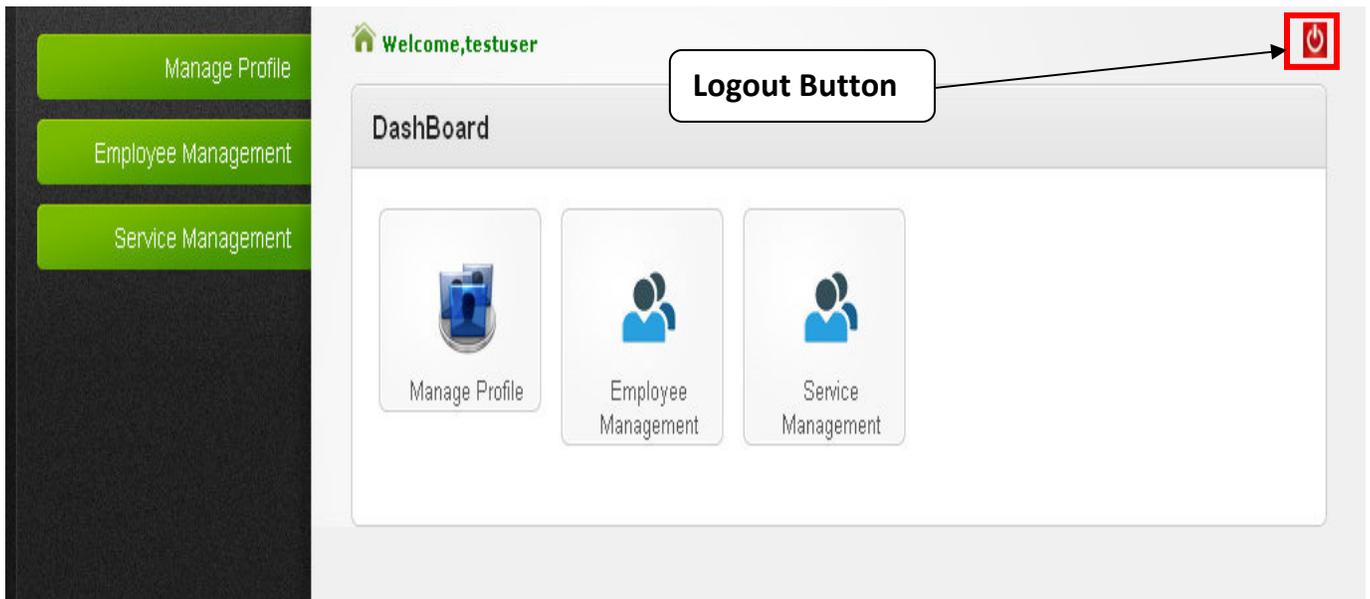


*User can Edit IPR Services by clicking on “ ”button.

*User can Delete IPR Service by clicking on “ ”button.

4 LOGOUT

For get out from IPR employee login, click on “”button as shown below



After clicking on “Logout” button user redirect on Login page.

Department Login

User Name *:

Password *:



Enter code *:

[Sign In](#) [Forgot Password](#)