

[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

Administration Module

Version 1.0

Welcome to IR-WCMS

After typing of above mentioned URL in the address bar of Web Browser, the IRWCMS main screen appears as:



After logging into the application by existing user credentials, the user is taken to Home Page as shown below:

1.1. Administration Menu on Home Page of IRWCMS

The home page of the IRWCMS coordinator appears as follows:

The screenshot shows the IR-WCMS Home Page. At the top, there is a navigation bar with the following items: Home, Contract, Billing, New Item, Contract Variation, Zonal Work Order, Correspondence, Miscellaneous, Report, and Administration. The Administration menu is open, showing options: Change Password (highlighted with a red circle), Edit Profile (Self), Create User, and Edit Users (Others). Below the navigation bar, there are several sections: Notifications (with 10 items), LOA Statistics (a bar chart showing counts for LoA Ported, PG Submitted, Agreement Prepared, and Billing Started), LOA(s) (a table with 2 rows), and Correspondence(s) (a table with 1 row).

Category	Count
LoA Ported	45
PG Submitted	38
Agreement Prepared	20
Billing Started	10

#	LOA No.	LOA Date	Name of Work
1	10124370005041	14/08/2019	STRIPPING, MODIFICATION AND FITMENT OF LAVATORY DOORS AND RETRO FITMENT OF AIR EXHAUSTER (VENTURI) IN LAVATORY SIDE WALL OF NO... + Show more
2	999999999	20/11/2019	making building

#	LOA No.	Correspondence No.
1	00843310001414	SWR/SBC/Civil/2019/0022/CD-002

User need to click upon link “Administration” and click on the sub-menu “Change Password”. A new screen opens namely “Change Password” as:

1.2. Change Password Screen

This screen is used to change the user password. User might need to enter “Old Password”, “New Password” and “Confirm Password” then tap save button.

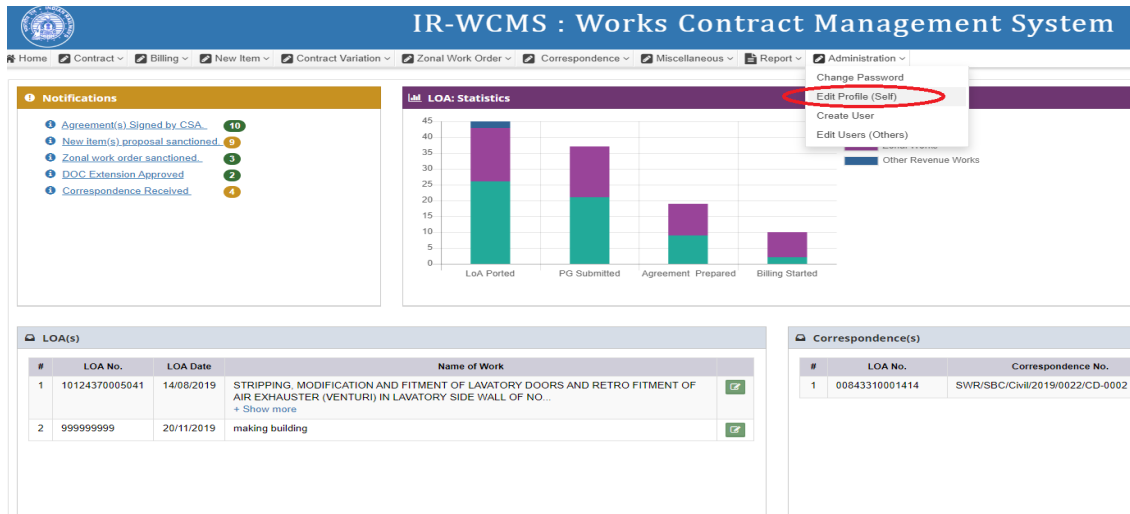
The screenshot shows the IR-WCMS Change Password screen. The page title is "Administration > Change Password". Under "User Basic Details", there are input fields for Login Id (sdencsbc), User Name (R.K.Singh), Designation (Sr. DEN (Co)SBC), Railway (South Western Railway), and Division (SBC). Below these fields, there are three password input fields: Old Password, New Password, and Confirm Password. A Save button is located at the bottom left.

After clicking save button, a prompt message **"Are you sure to change the password"** will be displayed, after clicking Ok button password will be changed.

User will receive "Password changed successfully" message ("New Password" and "Confirm Password" must be same)

1.3. Edit Profile (Self) Screen

User need to click upon link "Administration" and click on the sub-menu "Edit Profile (Self)". This screen is used to update user profile.



A new screen opens namely "Edit Profile (Self)" as:

Administration > Edit Profile(Self)

User Basic Details :

Login Id: User Name: Designation:
 Railway: Division:

Edit User Details :

DoB: Mobile No.: Email Id:
 Department* Rank* Post*
 Controlling Officer: IPAS ID: TMS ID:
 IRPSM ID:
 I have IREPS Login Id. ([uncheck if not applicable](#))
 IREPS Login-Id:* User Name: Designation: Department:

This module has two parts:

- **User Basic Details:** The information in User Basic Details cannot be changed.
- **Edit User Details :** In this part user can update his Date of Birth, Mobile No, Email Id, Department, Rank, Post, Controlling Officer etc.

If an user check **I have IREPS Login Id check box** then he has to enter **IREPS login Id** and after clicking **Verify Id from IREPS** button his user id will be validated and User Name, Designation , Department field will be automatically populated.

If user doesn't have an IREPS Login Id then deselects the option of 'I have IREPS Login Id'.

After clicking Confirm button his **Profile** will be updated.

Note: All field with (*) is mandatory and cannot be left blank.

1.4. Create User Screen

User need to click upon link “Administration” and click on the sub-menu “Create User”.

The screenshot shows the IR-WCMS Administration menu. The 'Create User' option is highlighted with a red circle. Below the menu, there are two tables: 'LOA(s)' and 'Correspondence(s)'. The 'LOA(s)' table has one row with LOA No. 10124370005041, LOA Date 14/08/2019, and Name of Work STRIPPING, MODIFICATION AND FITMENT OF LAVATORY. The 'Correspondence(s)' table is empty.

#	LOA No.	LOA Date	Name of Work
1	10124370005041	14/08/2019	STRIPPING, MODIFICATION AND FITMENT OF LAVATORY

#	LOA No.	Correspondence No.	Correspondence Date
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A new screen opens namely “Create User” as under:

This module is used to create new user. New User Id may be created by selecting existing IRPSM Use Id and details.

IR-WCMS : Works Contract Management System

Home Contract Billing New Item Contract Variation Zonal Work Order Correspondence Miscellaneous Report Administration

Administration > Create User

User Basic Details :

[Choose Login ID from IRPSM](#)
[View Existing Ids in IR-WCMS](#)

[Show Guidelines](#)

User Other Details :

I have IREPS Login Id. ([uncheck if not applicable](#))

[Verify Id from IREPS](#)

While creating new User (Login Id) , we may select existing user details from IRPSM database by clicking **"Choose Login Id from IRPSM "** button, in new pop window all available Login Ids will be visible as shown in given figure:

x

Search Login Id from IRPSM

Show entries
 Search:

#	LoginId	Designation	Division	Select
1	aden1sbc	ADEN1/SBC	SBC	<input type="checkbox"/>
2	aden2sbc	ADEN 2/SBC	SBC	<input type="checkbox"/>
3	aden3sbc	ADEN 3/SBC	SBC	<input type="checkbox"/>
4	aden4sbc	ADEN 4/SBC	SBC	<input type="checkbox"/>
5	adenbwt	ADEN BWT	SBC	<input type="checkbox"/>
6	adencsbc	ADEN C SBC	SBC	<input type="checkbox"/>
7	adenctr	ADEN CTR	SBC	<input checked="" type="checkbox"/>
8	adendpj	ADEN DPJ	SBC	<input type="checkbox"/>
9	adengen	ADEN GEN	SBC	<input type="checkbox"/>
10	adenhup	ADEN HUP	SBC	<input type="checkbox"/>

Showing 1 to 10 of 83 entries

Previous
1
2
3
4
5
...
9
Next

If we choose existing Ids from IRPSM rest of fields of (including password) form will automatically populated and can be edited as per requirement.

If an user check **I have IREPS Login Id check box** then he has to enter **IREPS login Id** and after clicking **Verify Id from IREPS** button his user id will be validated and User Name, Designation , Department field will be automatically populated.

After clicking on save button system will check availability of Login Id if it is available then new user will be created otherwise Login Id needs to be changed. All available Users (Login Ids may be viewed on clicking ("**View existing Ids in IR-WCMS**") button as shown in given figure :

The screenshot shows a dialog box titled "Existing LoginId(s) in IR-WCMS". Inside the dialog, there is a section labeled "Existing Login Details :" followed by a table with 5 columns: Sr.No., LoginId, Designation, Department, and Division. The table lists 11 rows of user data.

Sr.No.	LoginId	Designation	Department	Division
1	abcdef	abcde	Electrical (G)	SBC
2	aden098765	aden	Civil	SBC
3	aden123456	aden	Electrical (TRD)	SBC
4	aden12345697	aden	Mechanical	SBC
5	aden1234sbc	aden	Medical	SBC
6	aden1sbc	ADEN1/SBC		SBC
7	aden2sbc	ADEN 2/SBC		SBC
8	aden3sbc	ADEN 3/SBC		SBC
9	aden4sbc	ADEN 4/SBC		SBC
10	aden4sbc1	ADEN 4/SBC	Civil	SBC
11	adenbwt	ADEN BWT		SBC

A "Close" button is located at the bottom right of the dialog box.

Note: All field with (*) is mandatory and cannot be left blank

1.5. Edit Users (Others) Screen

This module is used to update details of existing user by authorized personnel. We can use this module by using Administrator -----> Edit Users (Others) link button path as shown in given figure:

IR-WCMS : Works Contract Management System

Contract | Billing | New Item | Contract Variation | Zonal Work Order | Correspondence | Miscellaneous | Report | Administration

Notifications

- Agreement(s) Signed by CSA: 10
- New Item(s) proposal sanctioned: 9
- Zonal work order sanctioned: 3
- DOC Extension Approved: 2
- Correspondence Received: 4

LOA: Statistics

Administration

- Change Password
- Edit Profile (Self)
- Create User
- Edit Users (Others)**

LOA(s)

LOA No.	LOA Date	Name of Work
10124370005041	14/08/2019	STRIPPING, MODIFICATION AND FITMENT OF LAVATORY DOORS AND RETRO FITMENT OF AIR EXHAUSTER (VENTURI) IN LAVATORY SIDE WALL OF NO...
999999999	20/11/2019	making building

Correspondence(s)

#	LOA No.	Corresp
1	00843310001414	SWR/SBC/Civil/201

Users need supply value of Railway, Division and Login Ids parameters before clicking on Go button. After clicking Go button he will get desired user's details as shown in figure:

IR-WCMS : Works Contract Management System

Home | Contract | Billing | New Item | Contract Variation | Zonal Work Order | Correspondence | Miscellaneous | Report | Administration

Administration > Edit User(All)

Railway: South Western Railway | **Division:** Bangalore | **Login ID:** Select one- | **GO**

Sr.No.	Railway	Division	Login-Id	User Name	User Designation	Department	Rank	Post	Controlling Officer	Edit
1	SWR	SBC	abcdef	abcde abcde	abcde	Electrical (G)	SSE	SSE	ADEN BWT,ADEN CTR	
2	SWR	SBC	aden098765	aden09876 aden	aden	Electrical (TRD)	Senior Scale (DEN)	ADEN	ADEN 4/SBC,ADEN CTR	
3	SWR	SBC	aden123456	aden sbc	aden	Electrical (TRD)	SSE	ADME	ADEN 4/SBC,ADEN CTR	
4	SWR	SBC	aden12345697	aden aden	aden	Mechanical	Section Officer (SO)	ADEN	ADEN 4/SBC,ADEN BWT	
5	SWR	SBC	aden1234sbc	aden1234 dff	aden	Medical	Junior Scale (AEN)	ADFM	ADEN DPJ,ADEN GEN	
6	SWR	SBC	aden1sbc	aden1sbc	ADEN1/SBC	Civil	Junior Scale (AEN)	ADEN	ADEN 4/SBC,aden	
7	SWR	SBC	aden2sbc	aden2sbc	ADEN 2/SBC	Civil	Junior Scale (AEN)	FA&CAO	ADEN 2/SBC,ADEN 4/SBC	
8	SWR	SBC	aden3sbc	aden3sbc	ADEN 3/SBC	Mechanical	Junior Scale (AEN)	ADEN		
9	SWR	SBC	aden4sbc	aden4sbc	ADEN 4/SBC	Civil	Junior Scale (AEN)	ADEN		
10	SWR	SBC	aden4sbc1	aden4sbc wqqweq	ADEN 4/SBC	Civil	Junior Scale (AEN)	ADEN		
11	SWR	SBC	adenbwt	Satyajeet Harne	ADEN BWT					
12	SWR	SBC	adenbwt123	Satyajeet Harne 213	ADEN BWT	Civil	JAG/Selection Grade (SDENIDYCE)			
13	SWR	SBC	adencsbc	Srinivasulu	ADEN C SBC	Personnel	Section Officer (SO)	ADEE	ADEN 4/SBC,ADEN BWT	

After clicking on Edit button (in green color) a new pop window as shown in figure will be displayed. This form has three parts:

- **User Basic Details:** The information in User Basic Details cannot be changed.
- **Edit User Details :** In this part user can update his Date of Birth, Mobile No, Email Id, Department, Rank, Post, Controlling Officer etc.

If an user check **I have IREPS Login Id check box** then he has to enter **IREPS login Id** and after clicking **Verify Id from IREPS** button his user id will be validated and User Name, Designation , Department field will be automatically populated as shown in figure given below:

If password needs to be changed then user has to check Change Password Check box and provide new Password & Confirm Password in respect textbox. (New & Confirm Password must be same).

After clicking Save & Confirm button user's details will be updated.

User Basic Details :

Login Id:	<input type="text" value="aden4sbc1"/>	User Name:	<input type="text" value="aden4sbc wqqweq"/>
Designation:	<input type="text" value="ADEN 4/SBC"/>		
Railway:	<input type="text" value="South Western Railway"/>	Division:	<input type="text" value="SBC"/>

Edit User Details :

DoB:	<input type="text" value="05/11/2019"/>	Mobile No.:	<input type="text"/>
Email Id:	<input type="text"/>	Department*:	<input type="text" value="Civil"/>
Rank*:	<input type="text" value="Junior Scale (AEN)"/>	Post*:	<input type="text" value="ADEN"/>
Controlling Officer:	<input type="text"/>		
TMS ID:	<input type="text"/>		
<input checked="" type="checkbox"/> I have IREPS Login Id. (uncheck if not applicable)		<input type="text" value="aden4sbc"/> Verify Id from IREPS	
IREPS Login-Id*:	<input type="text"/>		
User Name:	<input type="text"/>	Designation:	<input type="text"/>
<input checked="" type="checkbox"/> Change Password (uncheck if not applicable)		Department: <input type="text"/>	
New Password*:	<input type="text"/>		
Confirm Password*:	<input type="text"/>		

Note:- 1. Only * fields are mandatory.
 2. Confirmation of data is necessary for mapping of IREPS Id.
 3. If any correction required, after Confirmation of data then same can be done through login of -
 ▶ SrDEN coordination- For Divisional users
 ▶ CEPD - For HQ users

Note: All field with (*) is mandatory and cannot be left blank.