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:

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.

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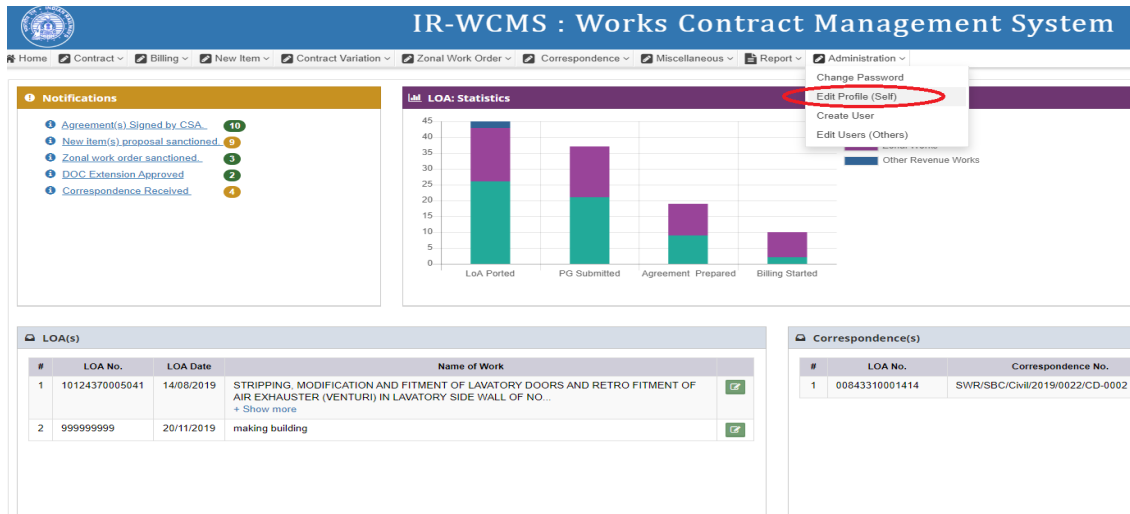
A new screen opens namely "Edit Profile (Self)" as:

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".

 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.

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:

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 :

Existing LoginId(s) in IR-WCMS

Existing Login Details :

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

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:

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:

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.

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