

North Central Railway

Office of Chief Manager(IT)
HQ office, Subedarganj,
Allahabad
Dt.05.07.2016

CMIT/Misc

All P/CHODs,
All DRMs,
NCR

Sub: Inspection Monitoring & Management System

General Manager, NCR has launched a new application named as "**Inspection Monitoring & Management System**" on 04.07.2016 at NCR HQ. The main function of this application is as under-


Officers conduct inspections every day. But the outcome and follow-up of the inspection note is a big challenge. With this application, inspection note shall be generated, forwarded, replied back, monitored and closed online.

GM has directed that every department and division should start using the application. Copy of Inspection note should come to him on the application itself. The user manual is enclosed for ready assistance.

Please feel free to contact for any assistance and suggest any modification/correction.

Helpline- Sri Manish Rungta- 9450405669, 7388965669

DA: As Above


(Ashish Kumar Agarwal)
Chief Manager (IT)

C/- Secy to GM – for kind information of GM please.

Steps to use the Inspection Monitoring & Management System

For Inspecting officer

1. Open web browser (Chrome)
2. Write **NCR RAILNET** website url as <http://10.102.2.19>
3. Click on Application Menu > **Inspection Monitoring & Management System** & you will get the login Page
4. Please fill the **User Name & Password** (User Id- your designation in lower case, PW- same) & click on Submit button
5. Now you will get the working page of **Inspection Monitoring & Management System**
6. **Entry of Inspection Note** : click on this link you will get the entry page of Inspection Note ,
 - a. fill date by clicking on date textbox,
 - b. write observations during Inspection on text area,
 - c. if you have document file / pdf file or other file to upload then click on choose file button & select file
 - d. now you have to allocate the Inspection Note to the Action taking officer for that you just have to select the officer name (if the officer name is not in the list then click on CREATION OF ACTION TAKEN USER & fill the form
 - e. now you have to select the grades of inspection
 - f. finally click on submit button, you will get the confirmation message also, now click on back button
7. **Reports**: click on report link to view the Inspection Note
 - a. if we click on view all we will get all Inspection Note & click on submit button
 - b. if we click on view by date then by clicking on textbox we can select date & get all Inspection Note of specific date only & click on submit button
 - c. if we want to view Inspection Note that has been posted by specific officer then click on view by officer & select office name & click on submit button
 - d. if you want to view all pending inspection notes then click on view all pending inspection note & click on submit button
 - e. if you want to view all inspection notes that reply has been made by the action taking officer then just click on View Inspection Notes Replied by Look After Officer & click on submit button
 - f. if you want to view all closed inspection notes then click on view all closed inspection notes option & click on submit button
8. **Change Password**: If login user wants to change the password then click on change password & write new password two times & click on submit button

For Action Taking

1. Open web browser (Chrome)
2. Write **NCR RAILNET** website url as <http://10.102.2.19>
3. Click on Application Menu > **Inspection Monitoring & Management System** & you will get the login Page
4. Please create the User Name & Password you want to give (Pl follow the same policy i.e. User Id- your designation in lower case, PW- same) & click on Submit button
5. Now you will get the working page of Inspection Monitoring & Management System
6. **Reports:** click on report link to view the Inspection Note
 - a. if we click on view all we will get all Inspection Note & click on submit button
 - b. if we click on view by date then by clicking on textbox we can select date & get all Inspection Note of specific date only & click on submit button
 - c. if you want to view all pending inspection notes then click on view all pending inspection note & click on submit button
 - d. if you want to view all inspection notes that reply has been made then click on View all Replied Inspection Notes option & click on submit button
 - e. if you want to view all closed inspection notes then click on view all closed inspection notes option & click on submit button
7. **Now click on Reply Button** : you will get window for Report (for Grades D,E,F,G) you have to click on reply button
 - a. select reply date, reply message & if we have reply document in file then click on select file button & click on submit button & then back to the working page

Note: in the Report Segment there is Status Column that shows you the working status of Inspection Note as,

If grade A,B,C then it shows FOR INFORMATION ONLY, you can see it only, you do not have to reply it

If you made reply of Inspection note then the status is Replied by action taking officer

Re-forwarding of Inspection Note by inspecting officer to other officer at next Level

Same as step 1-7 as above for inspecting officer.

1. **Now click on Re-forward Button** : if the officer get the reply of inspection note at first level & wants to send it at next officer & then click on Re-forward & choose the date of forward & select officer & click on submit button.

Note: for any kind of assistance Please contact to following :-
Sri Manish Rungta- 9450405669, 7388965669

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Sub: Daily Highlights System.

General Manager, NCR has launched a new application named as "**Daily Highlights System**" on 04.07.2016 at NCR HQ. The main function of this application is as under-

CPRO is supposed to send atleast one highlight every day to Railway Board. At present his office collects daily highlights by chasing all departments. With this application all the departments will feed their highlights and CPRO will send appropriate highlight to Railway Board through sms/ email.

GM desires that every department and division should start using the application. The user manual is enclosed for ready assistance.

Please feel free to contact for any assistance and suggest any modification/correction.

Helpline- Sri Manish Rungta- 9450405669, 7388965669

DA: As Above

M
5-7-16
(Ashish Kumar Agarwal)
Chief Manager (IT)

C/- Secy to GM – for kind information of GM please.

Steps for to use the Highlights Management System

1. Open web browser (Chrome)
2. Write **NCR RAILNET** website url as <http://10.102.2.19>
3. Click on Application Menu > Highlights Management System & you will get the login Page
4. Please fill the **User Name & Password** as already given to you & click on Submit button
5. Now you will get the working page of **Highlights Management System**
6. **Entry of Highlights** : click on this link you will find the entry page of highlights,
 - a. fill date by clicking on date textbox,
 - b. write achievements/ highlights etc on text area,
 - c. if you want to share the image or other file click on select file to upload
 - d. if you want to upload the video then click on upload video, c&d buttons are optional
 - e. finally click on submit button, you will get the confirmation message also, now click on back button
7. **Reports**: click on report link to view the highlights
 - a. if we click on view all we will get all the highlights
 - b. if we click on view by date then by clicking on textbox we can select date & get all highlights of specific date only
 - c. if we want to view highlights that has been posted by specific officer then click on view by officer & select office name & click on submit button
8. **Change Password**: If login user wants to change the password then click on change password & write new password two times & click on submit button

For Reporting to the Board (only for GM, CPRO, Secy to GM, DyGM(G)):

Same as all above to go for reports and do as following:-

1. **Now click on Reply Button** :
 - a. fill report date & if you want to send SMS then click on Send as Text SMS & write the Mobile Numbers (multiple mobile numbers can be separated by comma) & click on Send SMS Button (This facility shall be effective from 11.07.2016)
 - b. if you want to send email then click on Send as Email button & write the mail id (multiple email ids can be separated by semicolon) & click on send mail button

Note: for any kind of assistance Please contact to following :-
Sri Manish Rungta- 9450405669, 7388965669