

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: 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


(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