

Pass Module- User Manual for Unit Admin and Pass Admin

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Unit Admin

A. Pass Admin user creation

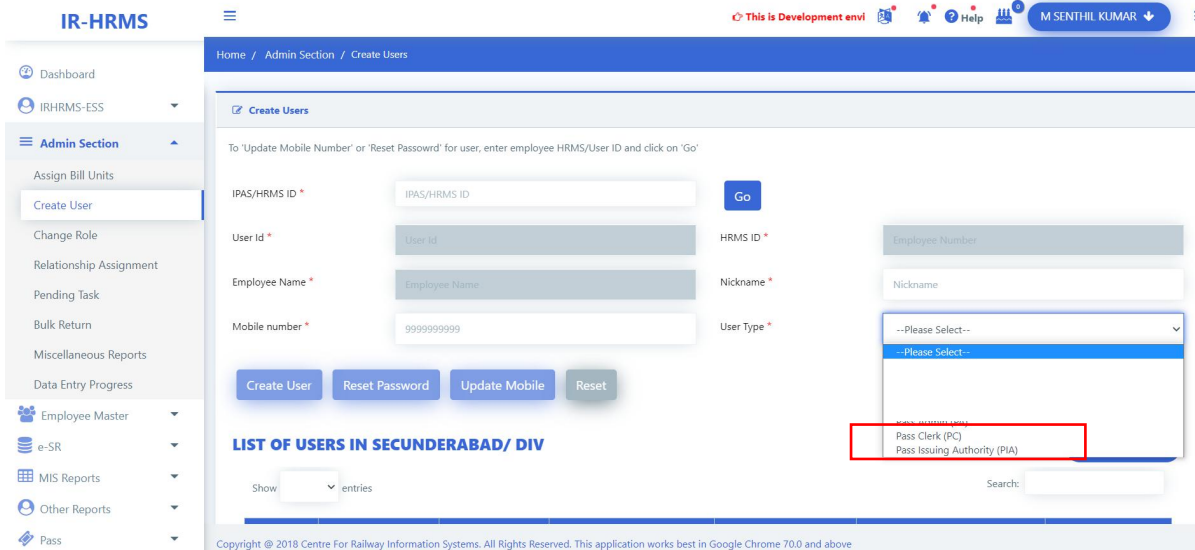
1. Login To HRMS application with Unit Admin's ID
2. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
3. Enter the *IPAS ID/ HRMS ID* of the user and click on 'Go' button
4. Enter the mobile number of the employee and select user type as 'Pass Admin' from the drop-down and click on 'Create User'.
5. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
6. Add role of 'Pass Admin' to user.

The screenshot shows the 'Create Users' interface in the IR-HRMS system. The form is titled 'Create Users' and contains several input fields: 'IPAS/HRMS ID *', 'User id *', 'Employee Name *', 'Mobile number *', 'HRMS ID *', 'Employee Number', 'Nickname *', and 'User Type *'. The 'User Type *' dropdown menu is open, displaying a list of roles: '--Please Select--', '--Please Select--', Dealing Clerk (DC), Verification Authority (VA), Acceptance Authority (AA), Employee (E), Pass Admin (PA), Pass Clerk (PC), and Pass Issuing Authority (PIA). The 'Pass Admin (PA)' option is highlighted with a red rectangular box. Below the form, there are buttons for 'Create User', 'Reset Password', 'Update Mobile', and 'Reset'. A section titled 'LIST OF USERS IN SECUNDERABAD/ DIV' is visible at the bottom, featuring a search bar and a 'Show' dropdown menu. The footer of the page contains copyright information: 'Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above'.

Pass Admin

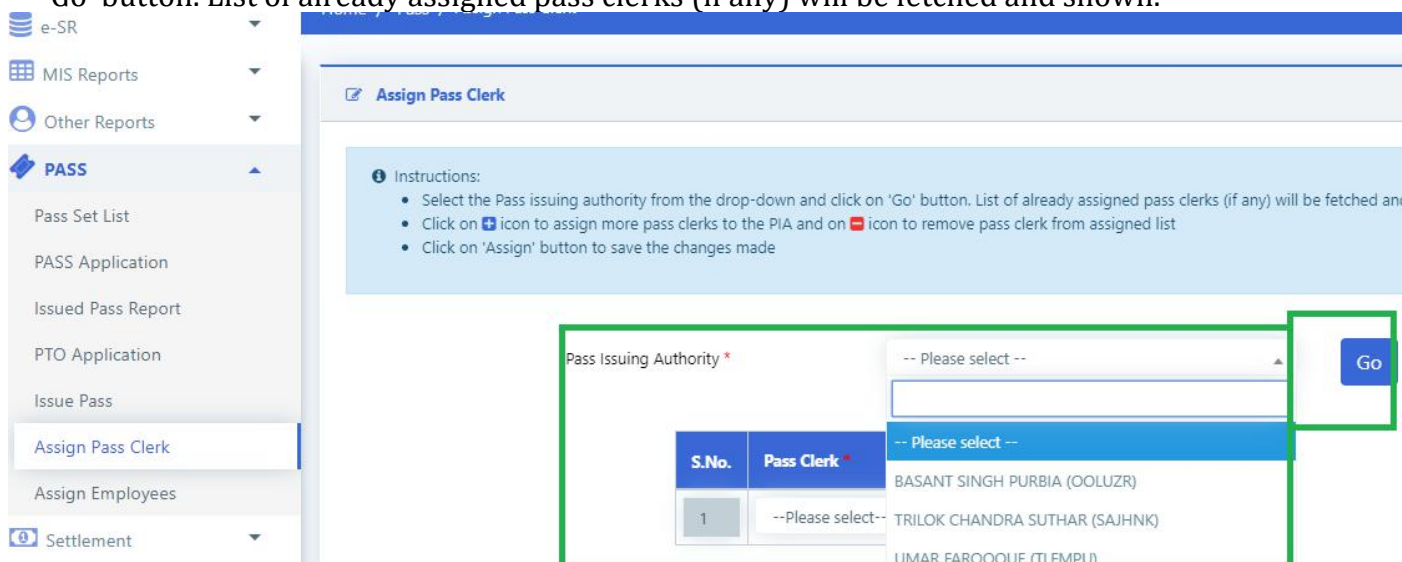
B. Pass clerk & Pass Issuing Authority creation

7. Login To HRMS application with Pass Admin's ID
8. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
9. Enter the *IPAS ID/ HRMS ID* of the user and click on 'Go' button
10. Enter the mobile number of the employee and select user type as 'Pass Clerk'/'PIA' from the drop-down and click on 'Create User'.
11. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
12. Add role of 'Pass Clerk'/'PIA' to user.

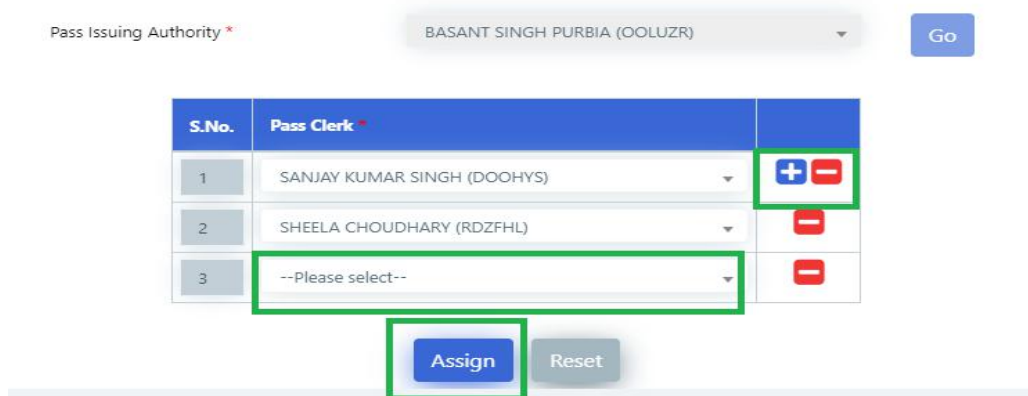


C. Pass clerk Assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass > Assign Pass clerk*
3. Select Pass issuing Authority from the list to which pass clerks needs to be assigned and click on 'Go' button. List of already assigned pass clerks (if any) will be fetched and shown.



4. Select the pass clerk to be assigned from the drop down list. If more than one Pass clerk needs to be assigned, click on '+' icon to add more Pass clerks. To remove any incorrect assignment click on '-' icon to remove pass clerk



5. Click on 'Assign' button to save the changes made.

D. Employee assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass > Assign Employees*
3. Select Pass issuing Authority from the list to whom Employees needs to be assigned and click on 'Go' button.

PASS

- Pass Set List
- PASS Application
- Issued Pass Report
- PTO Application
- Issue Pass
- Assign Pass Clerk**
- Assign Employees**

Assign Employees

Select the Pass Issuing Authority.

Pass Issuing Authority *

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

4. For bulk assignment, select the billunit, department & designation combination. The count of to be assigned employees and those employees which are already assigned to some PIA will be shown. Add more rows by clicking on '+' and remove rows by clicking on '-' icon

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit : **1678** Total Employees in range for BASANT SINGH PURBIA (OOLUZR) : **24**

Sr. No.	Bill Unit	Department	Designation	To be assigned	Already Assigned to some PIA	
1	3307002	ALL	ALL	5	2 (Click on Count to un-assign)	-
2	3307427	MECHANICAL	ALL	19	0 (Click on Count to un-assign)	-

5. Click on 'Assign Employees' button to assign selected employees to the PIA.
6. For Assignment based on employee ID, click on the icon shown in below image

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

7. Enter the HRMS ID/IPAS Employee ID of the employee and press 'Tab' key

Click to Toggle between Bulk Assignment and One to One assignment

1 to 1

Enter IPAS ID of employee which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If selected employees are already assigned to some other Pass Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit : 1678

Total Employees in range for BASANT SINGH PURBIA (OOLUZR) : 2

Sr. No.	IPAS Employee ID	HRMS ID	Employee Name	Department	Designation	Assigned to PIA	
1	DOOHYS	DOOHYS	SANJAY KUMAR SINGH	PERSONNEL	OFFICE SUPERINTENDENT		 
2	YYKNTI	YYKNTI	OM PRAKASH SHARMA	MECHANICAL	Sr. SEC. ENGINEER(WORKSHOP-CIVIL)	BASANT SINGH PURBIA (OOLUZR)	

Assign Employees Un-Assign Employees

- 8. Add more rows by clicking on '+' and remove rows by clicking on '-' icon.
- 9. Click on 'Assign Employees' button to assign the employees to the selected PIA and 'Unassign Employees' button to unassign employees from the PIA(if any assigned to them).

Note: If employee who is being assigned to a PIA is already assigned to some other PIA, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current PIA and then assign to new PIA.

- 10. To see the list of all employees assigned to PIA, click on 'Load List' button. List of all assigned employees will be fetched.

Assign Employees

Total users assigned to BASANT SINGH PURBIA (OOLUZR) : 184

List of users assigned to Pass Issuing Authority: BASANT SINGH PURBIA (OOLUZR)

Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit
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- 11. To unassign all employees from PIA, click on 'Unassign All'. All the employees will be removed from selected PIA.

Total users assigned to BASANT SINGH PURBIA (OOLUZR) : 184

List of users assigned to Pass Issuing Authority: BASANT SINGH PURBIA (OOLUZR)

Click to un-assign all assigned employees of PIA

Search:

Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit
3307624	53300064415	DBRAUM	ABDUL KAREEM	MECHANICAL	Sr.TECH.(GEN.MECH)	JODHPUR WORKSHOP/ WSH
3307624	53307641886	EWPTTQ	ABDUL SATTAR	MECHANICAL	TECH.(GEN.MECH)-I	JODHPUR WORKSHOP/ WSH
3307624	53307651570	IDMPYK	ABHINESH CHANDRA MATHUR	MECHANICAL	SR.TECH(MECH)	JODHPUR WORKSHOP/ WSH
3307624	53307650383	IMV DNV	ADESH OJHA	MECHANICAL	OFFICE	JODHPUR WORKSHOP/