SOP on User Management in SCM Portal

Purpose:

To establish a standardized process for authorized user-based login, secure use of login credentials, and management of employee details in the Supply Chain Management (SCM) Portal. This ensures traceability of changes made by users, delegation of tasks, and restricted access to menus based on employee roles.

Scope:

This SOP applies to all officials using the SCM Portal and covers the following processes:

A. Employee Registration
B. User Creation
C. Edit/Map Employee or Menu
D. Additional Charge Assignment

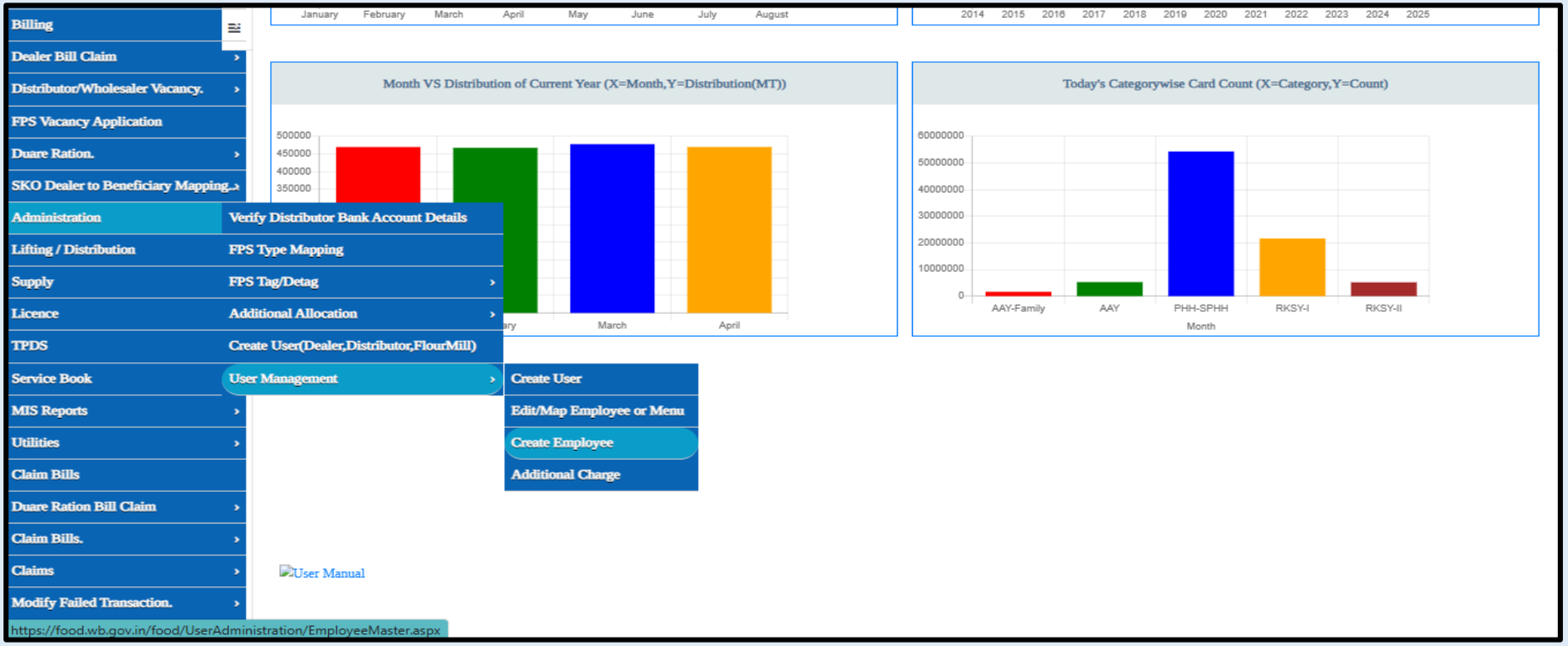
Step by step description of every Part of User management is given below: -

Login of all Officials' of Supply Chain Portal

Part-A Employee Creation

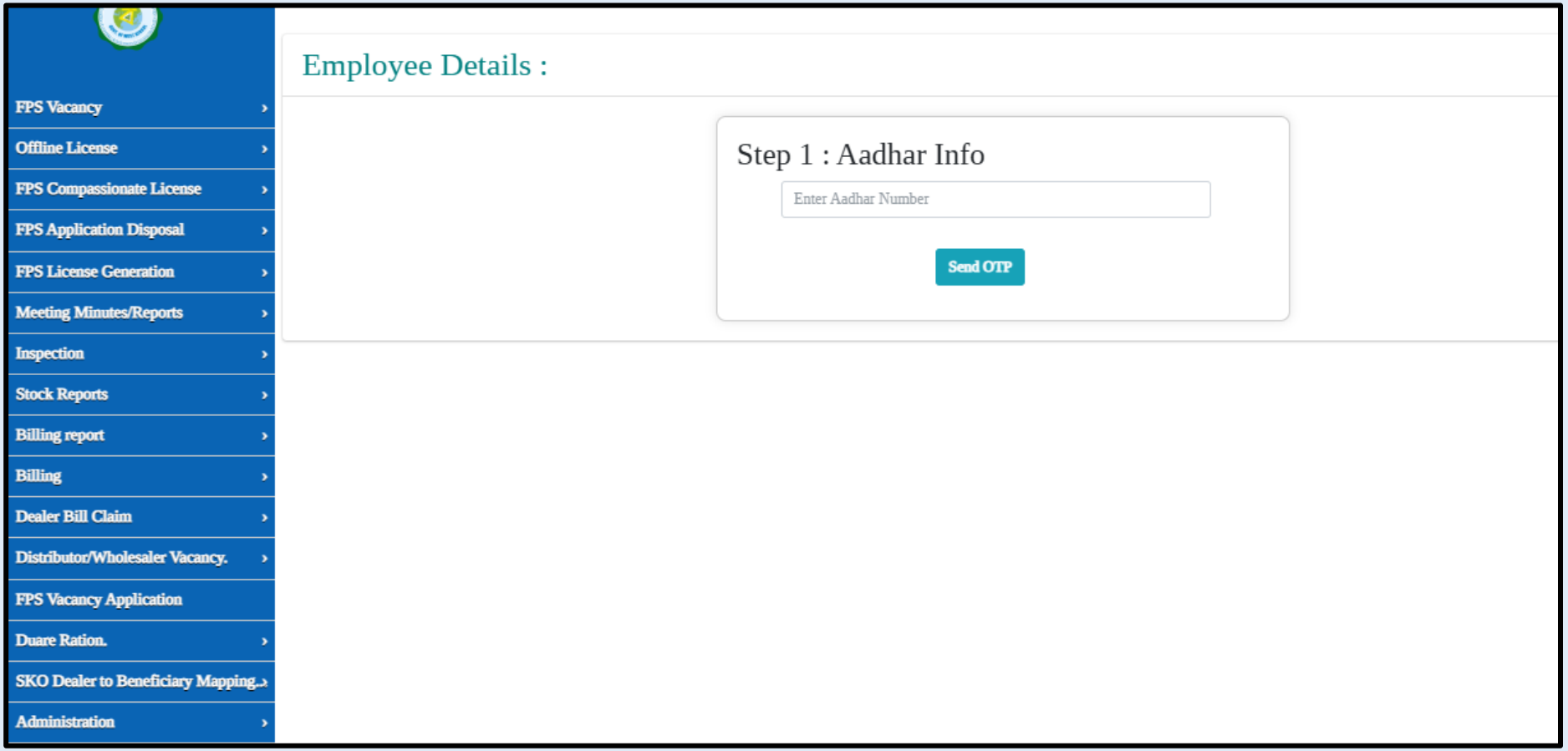
Step 1: Login and Navigation

- Log in to the SCM Portal using your credentials.
- Navigate to: Administration > Use Management > Create Employee



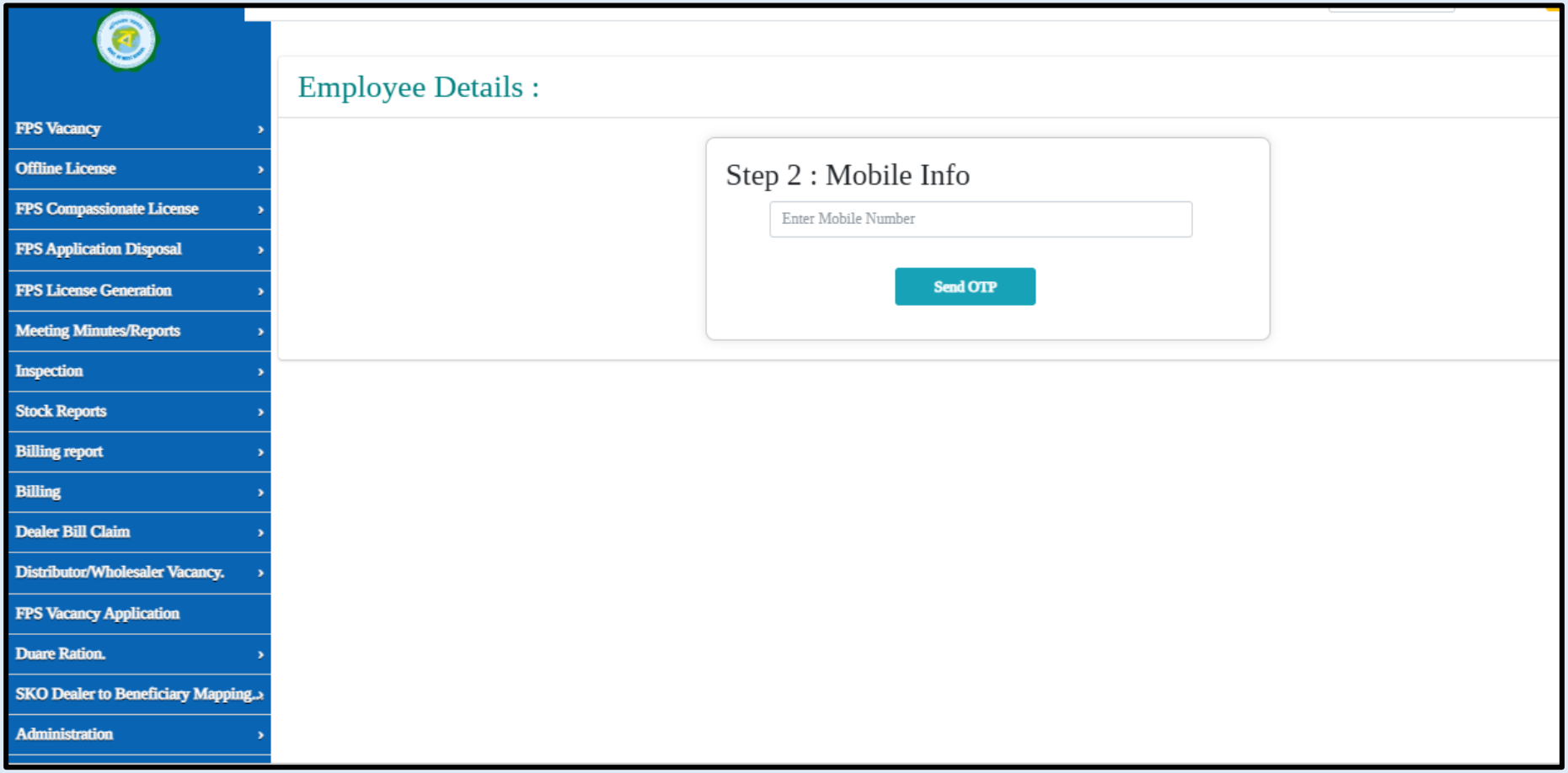
Step 2: Employee Details:

- Enter the Aadhaar number for OTP verification.
- Submit the OTP received on the registered mobile number.



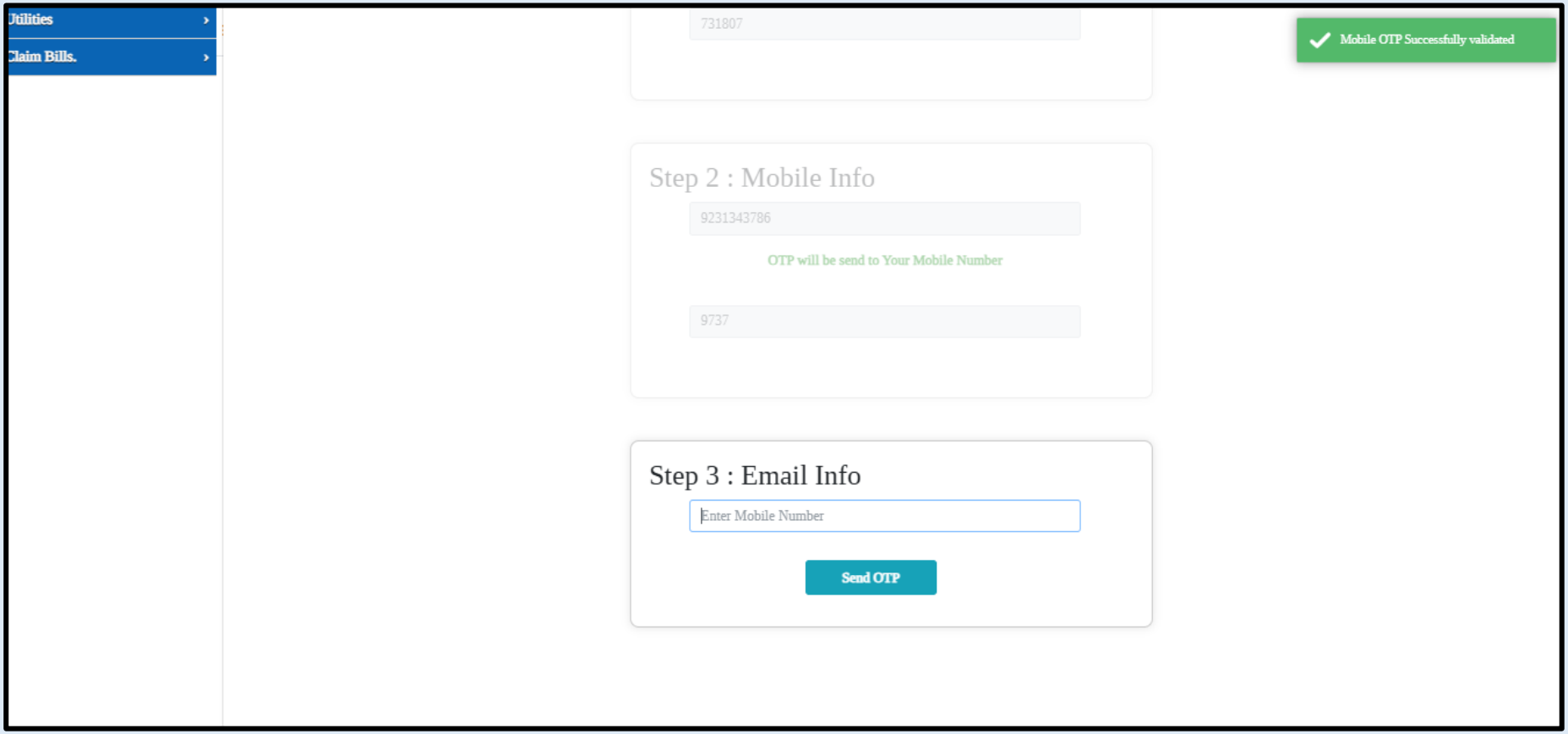
Step 3: Contact Details

- Enter mobile number
- Submit the OTP received on the registered mobile number.



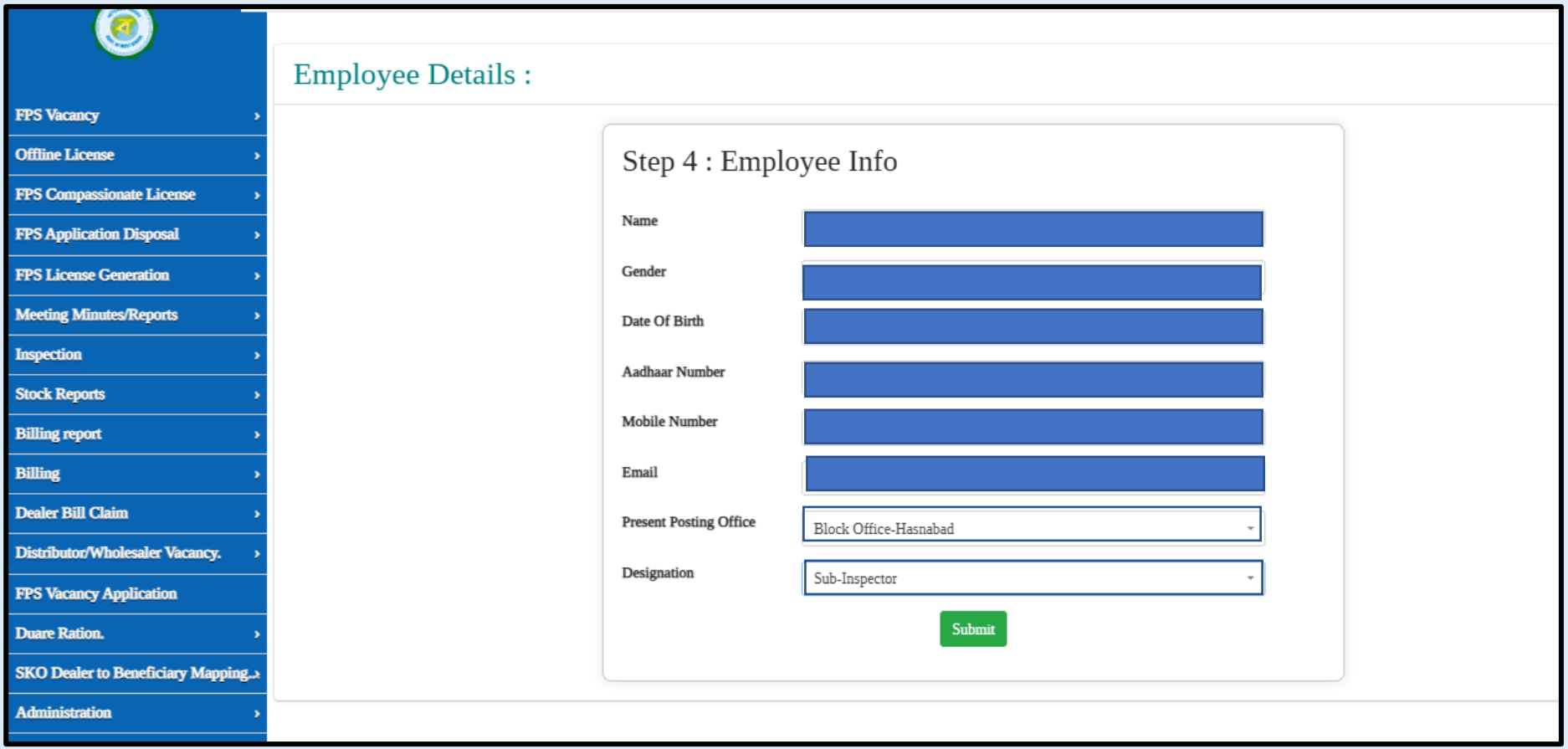
Step 4: Contact Details

- Enter email.
- Submit the OTP received on the registered email.



Step-5: Confirmation & Submit

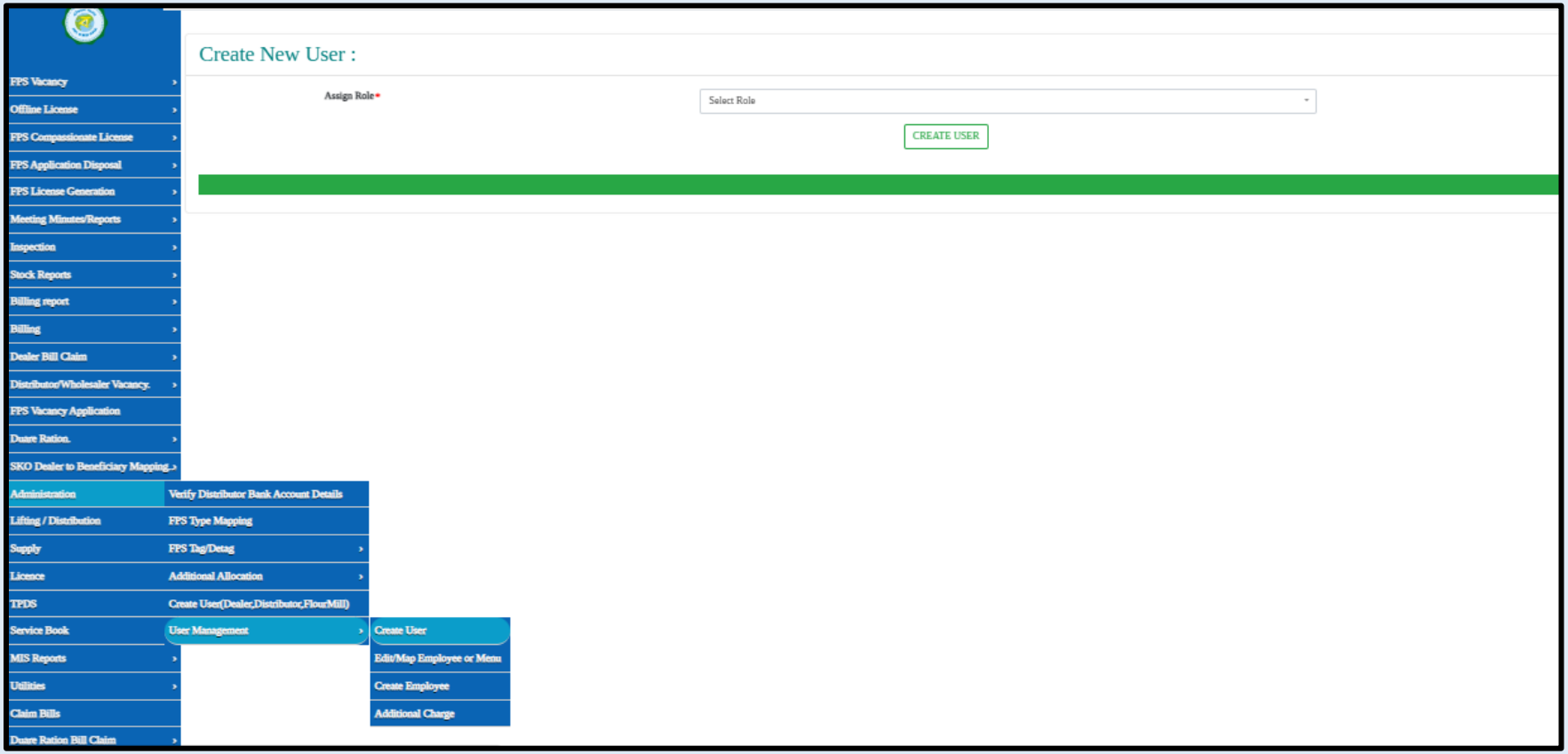
- Verify all entered details.
- Select the Present Posting Office (e.g., Block Office Hasnabad).
- Select the Designation (e.g., Sub-Inspector).
- Click Submit to complete registration.



Part-B User Creation

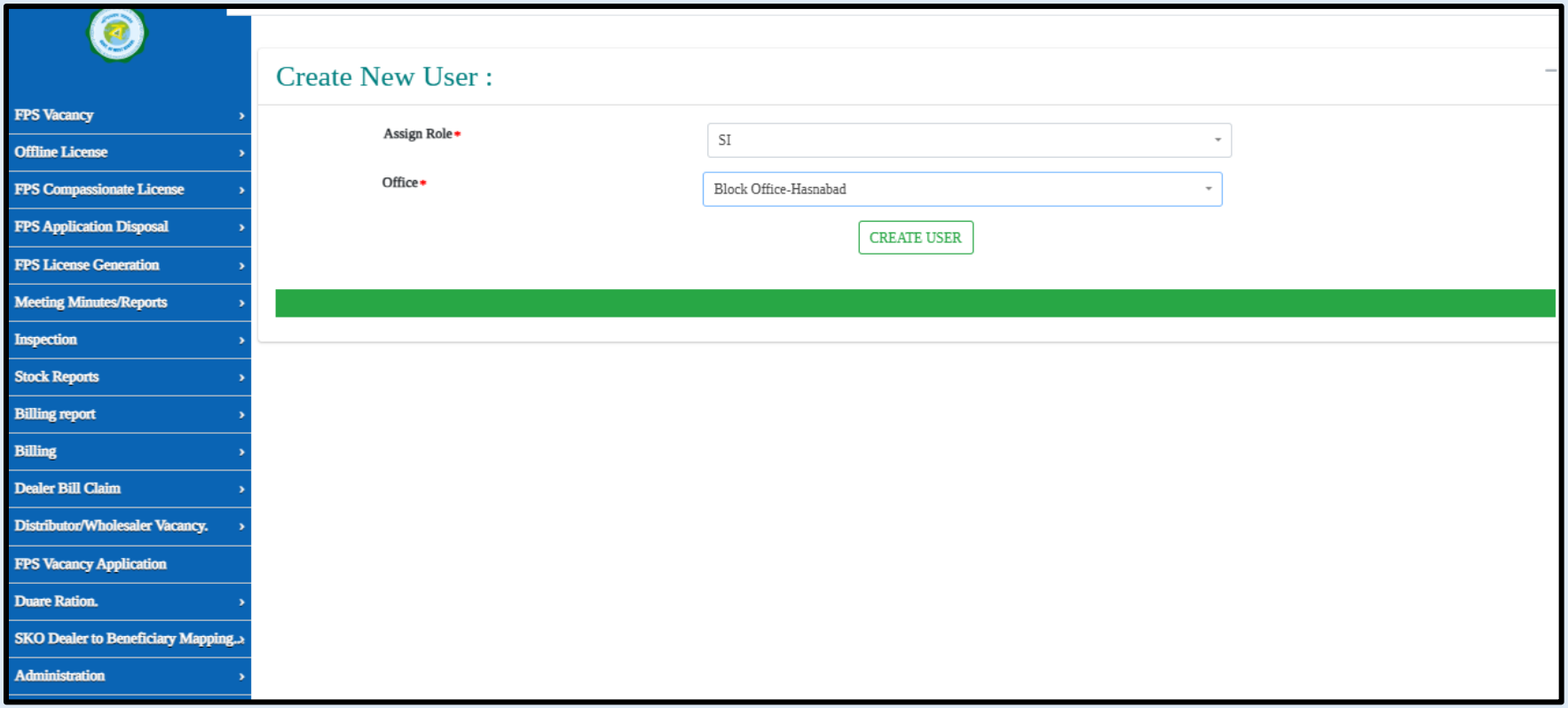
Step 1: Login and Navigation

- Log in to the SCM Portal using your credentials.
- Navigate to: Administration > Use Management > Create User



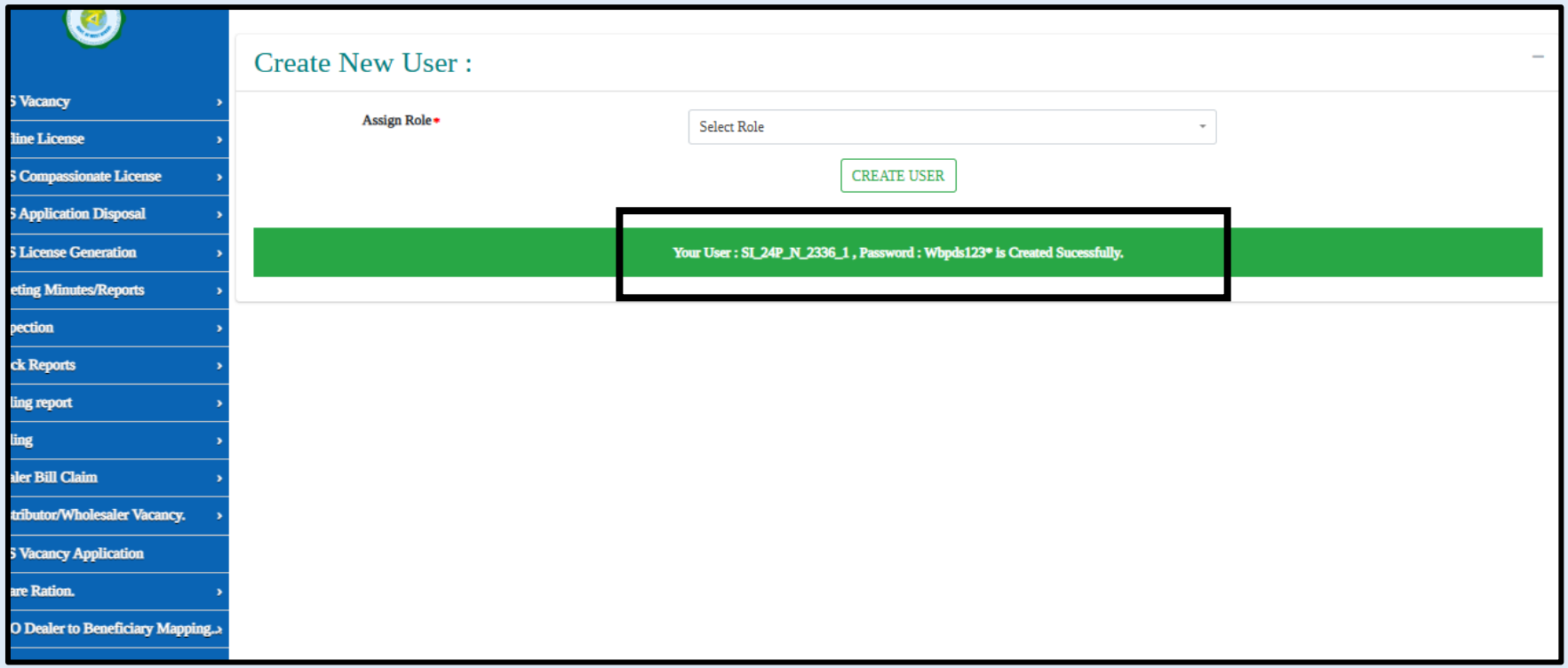
Step 2: Assign Role & Office

- Select the Assign Role (e.g., Sub-Inspector).
- Select the Office where the user will be assigned.



Step 3: Create User

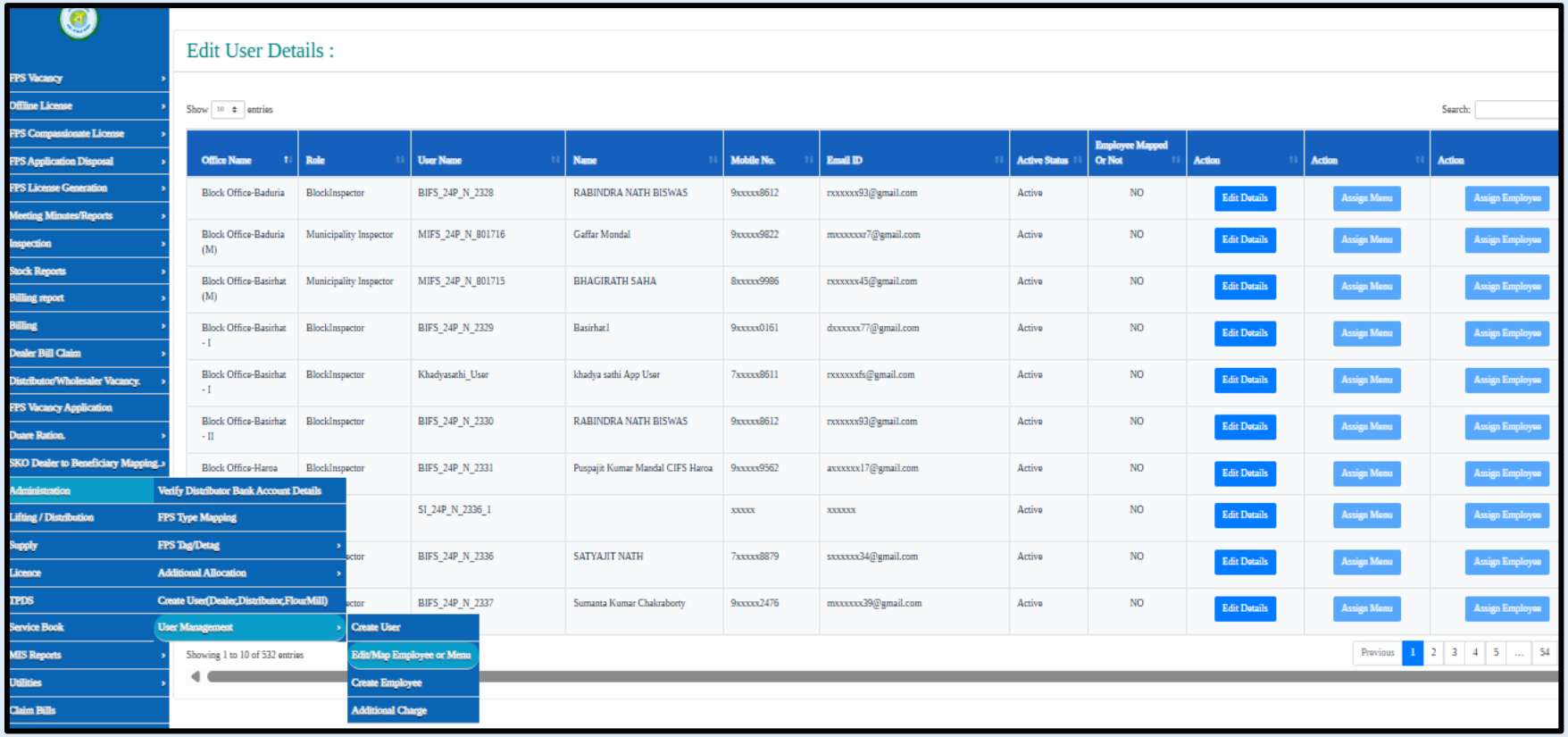
- Click Create User. The system generates a username (e.g., SI_24P_N_2336_1) and a default password.
- The user must change the password upon first login.



Part-C Edit/Map Employee or Menu

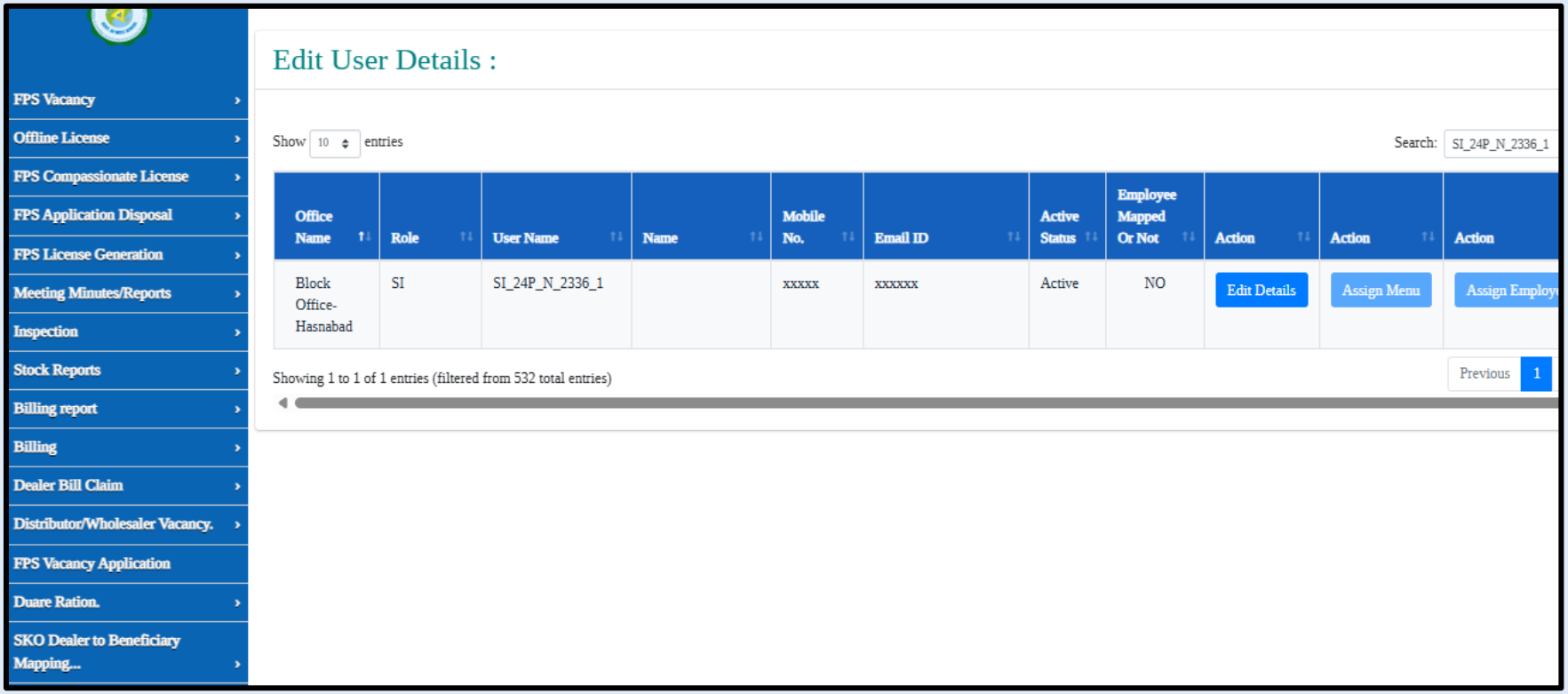
Step 1: Login and Navigation

- Log in to the SCM Portal using your credentials.
- Navigate to: Administration > Use Management > Edit/Map Employee or Menu



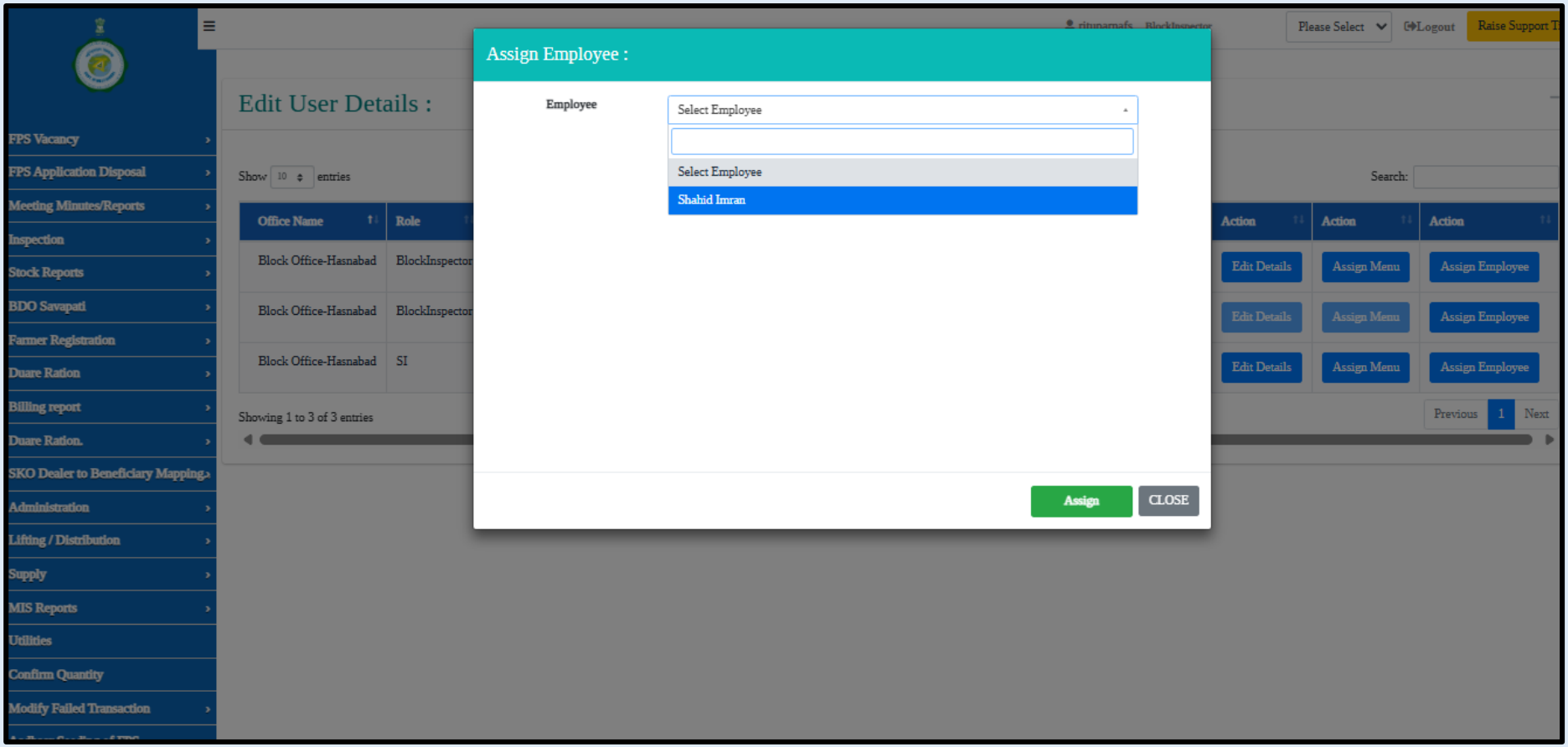
Step 2: Search User

- Enter the system-generated username in the search box.
- Verify the displayed details (e.g., Name, Mobile, Email).



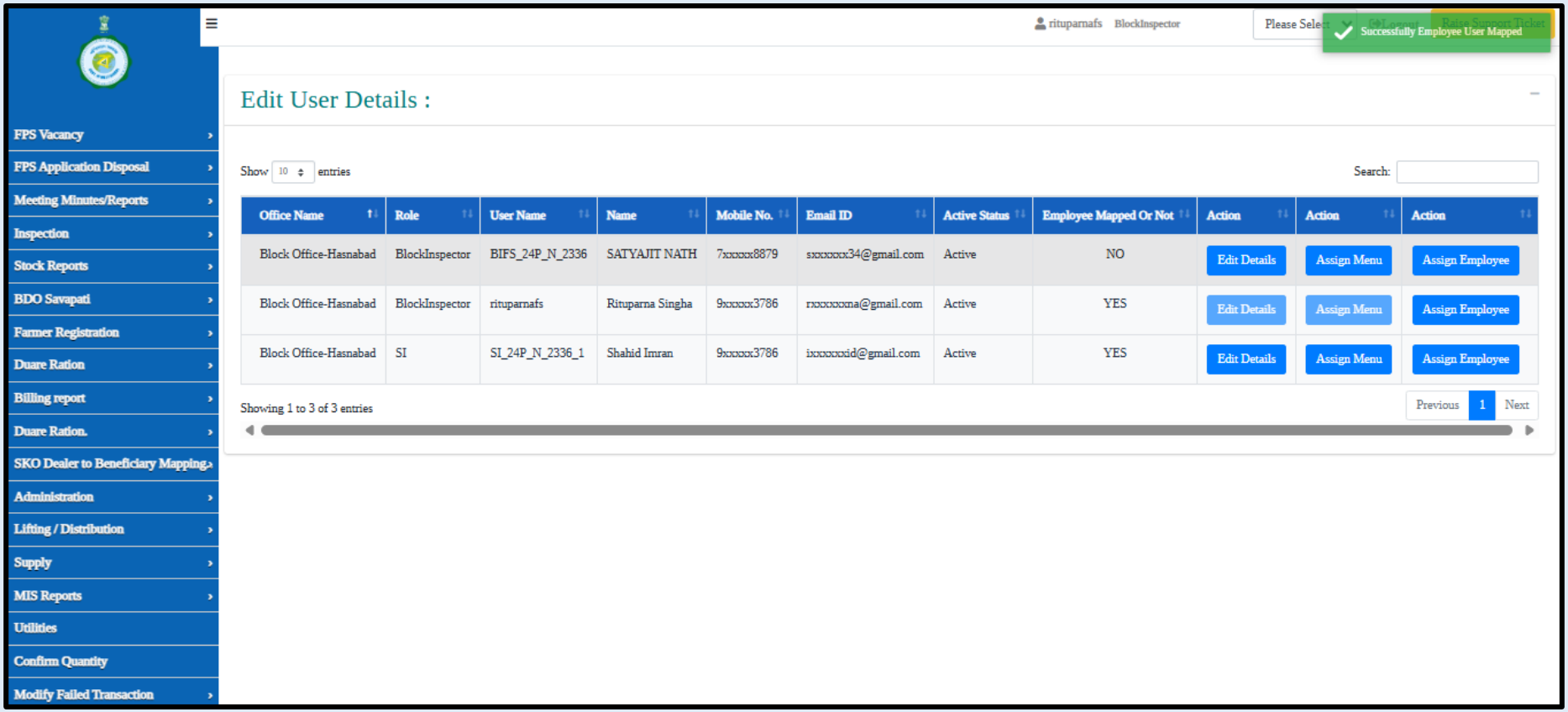
Step 3: Assign Employee

By clicking on the assign employee button in the login of the office where the employee is created, completed the mapping with user.



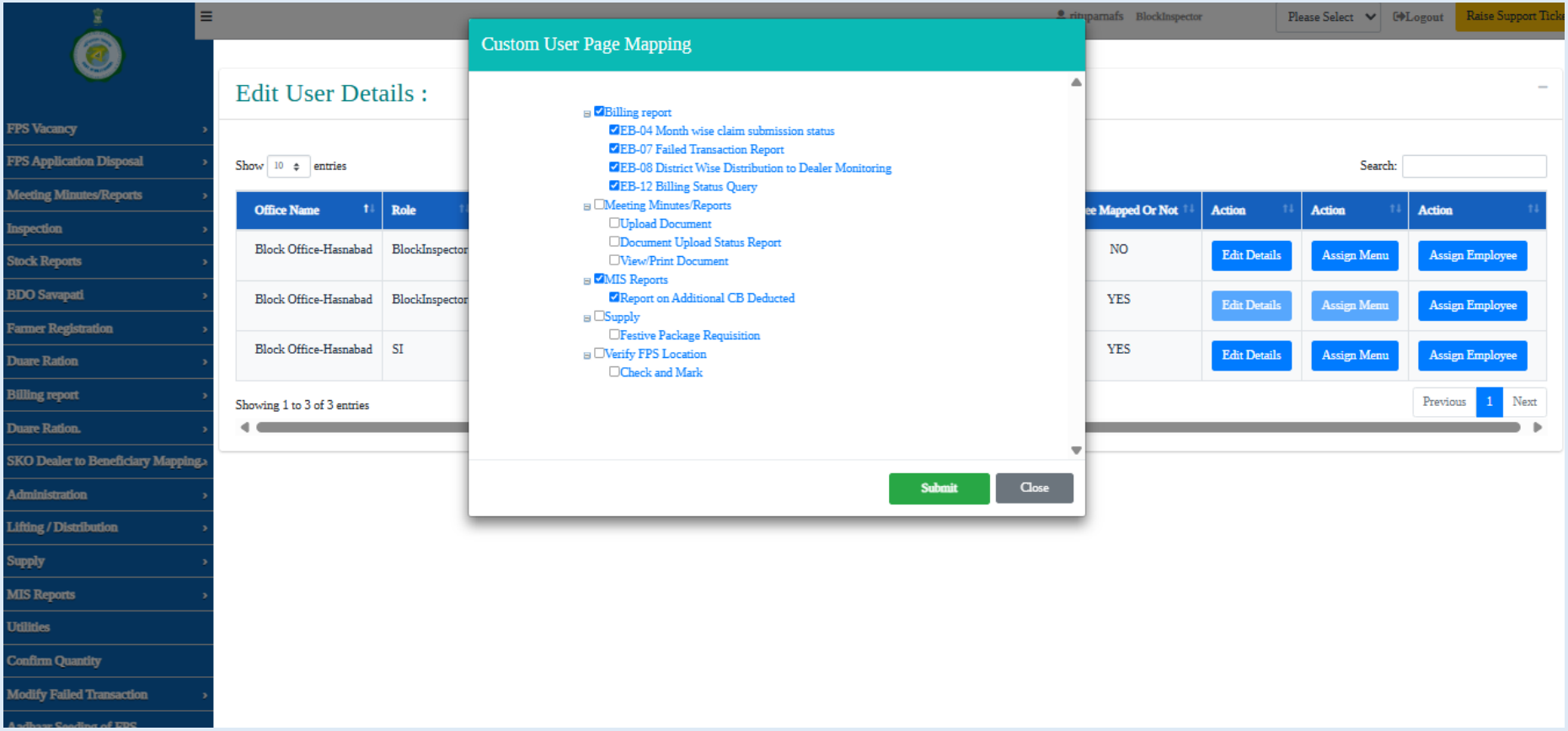
Step 4: Employee User Mapping

Now it can be seen below that the employee is mapped successfully with the user name:



Step 5: Assign Menu

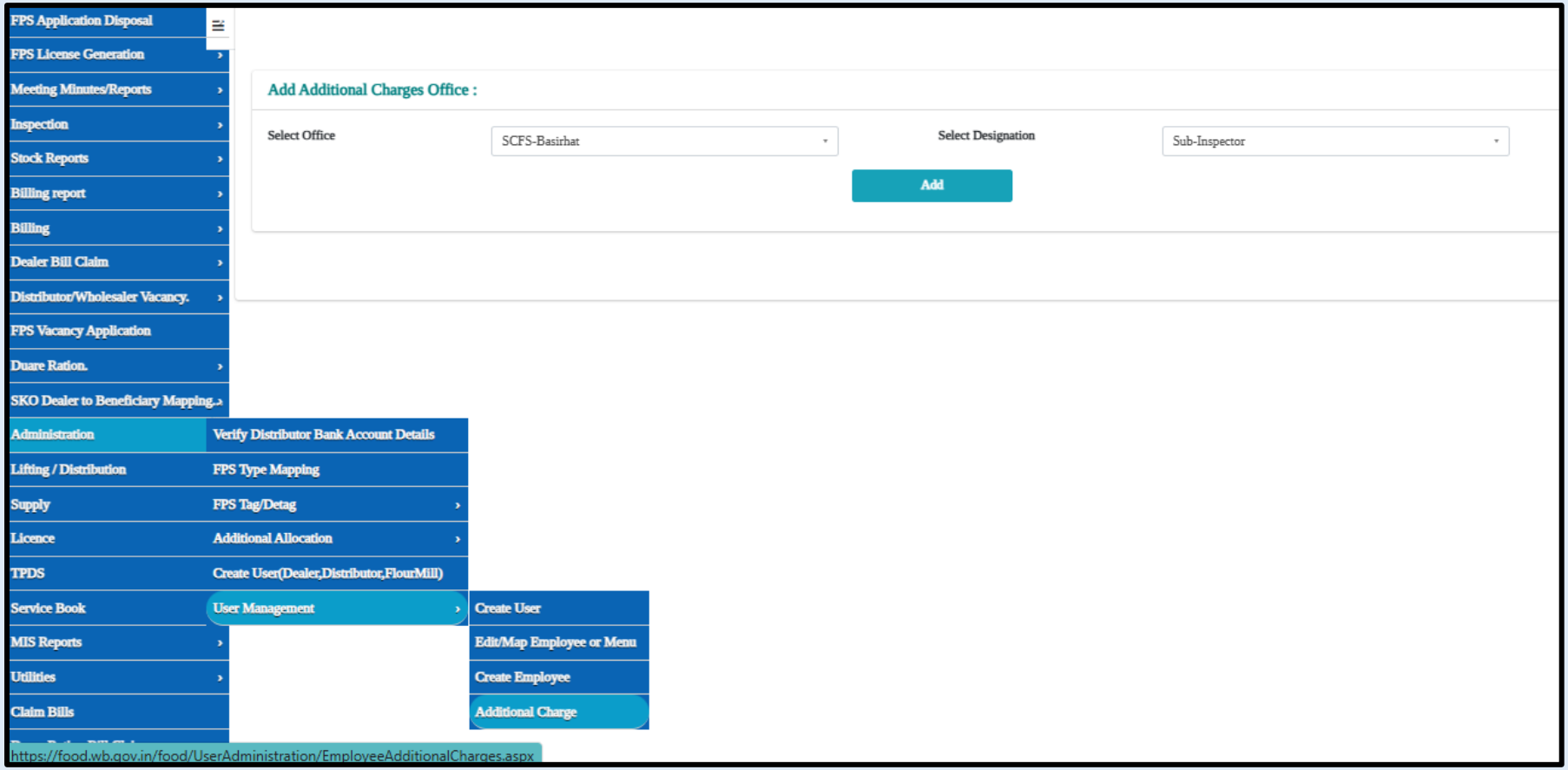
Now the user may be assigned the menu(s) as and when required by clicking on the assign menu button



Part-D Additional Charge

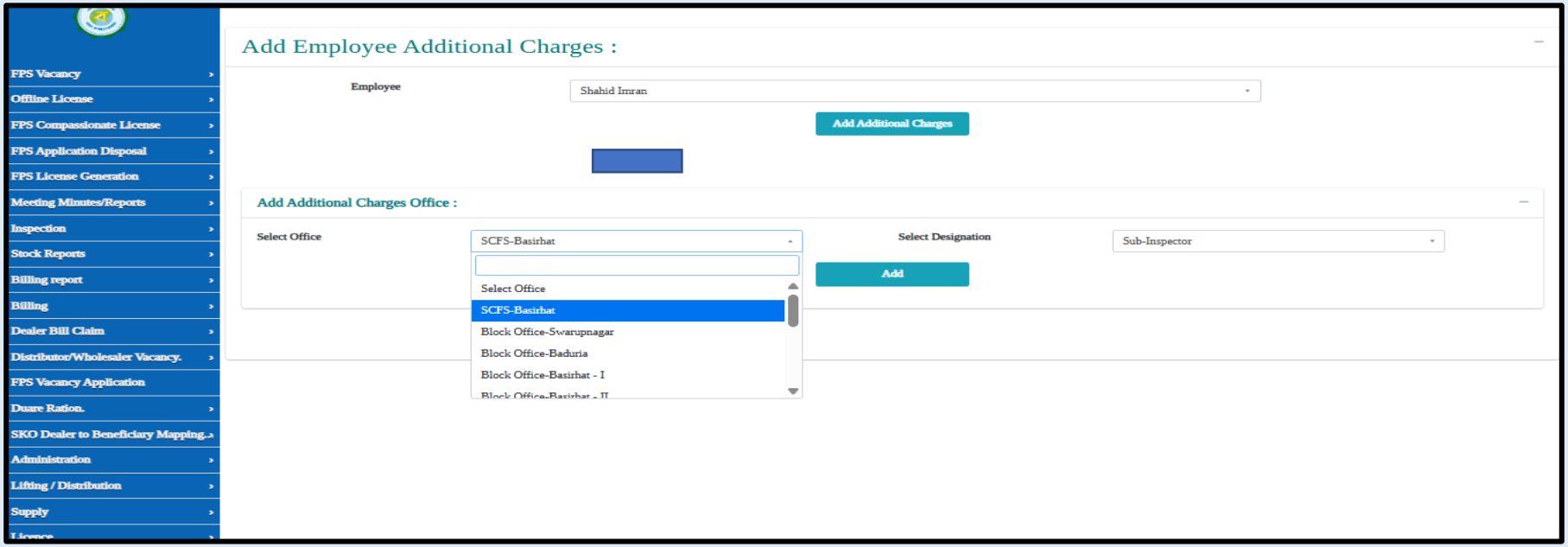
Step 1: Login and Navigation

- Log in to the SCM Portal using your credentials.
- Navigate to: Administration > User Management > Additional Charge



Step 2: **Add Employee with Additional Charges**

- Select the employee
- Click on the Add additional Charge button
- In this case add the additional charge to the office of SCFS Basirhat.



Compliance:

- All users must adhere to the password policy (change default password on first login).
- Officials must ensure accurate mapping of **roles** and **offices**.

----------Thank You ----------