User Manual

Of

Department of Personnel

Government of Rajasthan
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Note:-Admin will create department with username and password. These credentials will be used for Departmental login.
2 LOGIN PROCEDURE

1) Open Internet Explorer
2) Type URL: http://dop.rajasthan.gov.in
3) This will show Admin Panel Screen.

4) In this window, User can do following:
   4.1. Enter Username of the Employee as assigned.
   4.2. Enter the unique Password as assigned.
   4.3. Enter the displayed code/ Captcha code.
   4.4. Then click on Sign In button.

5) On Login, the information submitted here will be matched with the data stored in the database.
   5.1. If Username and Password didn’t match, then a message will be displayed as shown below.
5.2. If Username and Password gets matched, but Captcha Code didn’t match then the message will be displayed as “Code is not matched. Please try again.”

Department Login

If Username and Password gets matched, but Captcha Code didn’t match then the message will be displayed as “Code is not matched. Please try again.”

User Name *

Password *

Enter code *

Sign In  Forgot Password

5.3. If All the fields such as Username, Password and Captcha gets matched, then user will be redirect to a window shown as below:-

5.4. In above window user can do following things:

5.4.1. Manage Profile
   - View Profile
   - Change Password

5.4.2. Employee Management
   - Employee Detail
   - Employee Report

5.4.3. Service Management
   - Service Details
6) **Forgot Password**

If user forgot his login password then user can generate new password by clicking on **"Forgot Password"** button as shown below screen.

After clicking on **"Forgot Password"** button user will be able see DOP Forgot Password option who requires your Email-Id and User Name for new password. When user enter required details and click on **"Submit"** button then DOP send a link on his email-id, user have to be click on this link and follow this link for new password.

**DOP Forgot Password**

- Enter Email-id
- Enter User Name
- Enter Captcha Code

Submit, Cancel and Back button
3 EMPLOYEE AND SERVICE MANAGEMENT

3.1 MANAGE PROFILE

1. For Manage Profile user will click on “Manage Profile” button as shown below:

![Manage Profile Button](image)

2. In this section user can do following things:
   - User can View Profile and Update Profile detail in Department CMS
   - User can Change Password

3. View Profile

For View and Update Profile user will be click on “View Profile” button, after clicking on view profile button user will see and Update the profile.

User can update following things in Profile:-

- User can change Nodal Officer Name
- User can change Designation of Nodal Officer
- User can change Mobile no.
- User can change Phone Number(O)*
- User can change Phone Number(R)
- User can change Office Address*
- User can change Email

After all changes click on “Update” button for update admin details, as shown below screen.
4. **Change Password**

For change password Steps to follow:-

- User will click on “**Change Password**” button as shown below screen shot
- Enter old password in first box
- Enter new password in second box
- Confirm new password in third box
- On a click of update Button, password will get updated.
- If you reset form click on reset Button.
3.2 EMPLOYEE MANAGEMENT

For manage employee details user will click on “Employee Management” button as shown below window.

In this section user will following things:-

- Employee Detail
- Employee Report

1. Employee Detail

For manage employee detail user will click on “Employee Detail” button as shown below screen.

In Employee Detail section user will be able to do the following below things:-
In this section user can add employee details

- User can upload employee details file
- User can View file
- User can edit employee detail by click on “Edit” button.
- User can delete employee details by click on “Delete” button

Add Employee Details

1. For add new employee details user will click on “Add Employee Detail” button as shown above, after clicking on this button, user will see a add employee details form as shown below:

![Employee Details Form]

2. In screen user has to do following things for add new employee detail:-

![Employee Details Form Details]
Steps to follow:
- Select Service Name
- Enter Employee Name
- Enter Employee Father’s Name
- Enter Employee Code
- Enter Employee Date of Birth
- Enter Employee DOR
- Enter Employee Mobile No.
- Enter Employee Email-Id

After entering all details click on “Submit” button for save all details in database of DOP, if user want to cancel then click on “Cancel” button, if user want to go previous page then click on “Back” button as shown in above screen.

After submitting this employee form user has to approve this from disapprove section as shown below.
Steps to follow:
- Select Disapprove option from Status
- Click on check box of new added employee then click on “Approve” button
Upload File

After adding new employee details user will be able to upload file of employee detail by click on “Upload File” button as shown above.

After clicking on upload button user will be able see browse option as shown below screen

Steps to follow:
- Select Year
- Click on Browse button and choose the file then click on submit button
- Then click on Submit Button, which will update the admin information.
- If you Cancel form click on “Cancel” Button.

![Image of Upload File Page]

2. Employee Report

Here user can download Employee yearly report in pdf format.

![Image of Employee Report Page]
For download select year, select service if any, click on IPR Submitted status between “Yes” or “No” then click on “Download PDF” button.
3.3 SERVICE MANAGEMENT

Here user can add IPR Services, Edit & update Service and Delete the Service.

Add IPR Services
For add new Service user will click on “Add Service” button as shown above, after clicking on this button, user will see a add Service form as shown below:-

3. In above screen user has to do following things for add IPR Service:-

Steps to follow:
- Select Language between English & Hindi
- Enter IPR Service Name

After entering all detail click on “Submit” button for save all details in data base of DOP, if user want to go previous page then click on “Back” button as shown in above screen.
After submitting this IPR Service form user has to approve this from disapprove section as shown below.

**Steps to follow:**
- Select Disapprove option from Status
- Click on check box of new added employee then click on “Approve” button
- User can Edit IPR Services by clicking on “Edit” button.
- User can Delete IPR Service by clicking on “Delete” button.
For get out from IPR employee login, click on "Logout" button as shown below.

After clicking on “Logout” button user redirect on Login page.

Department Login

User Name:* 

Password:* 

Enter code:* 

Sign In  Forgot Password