



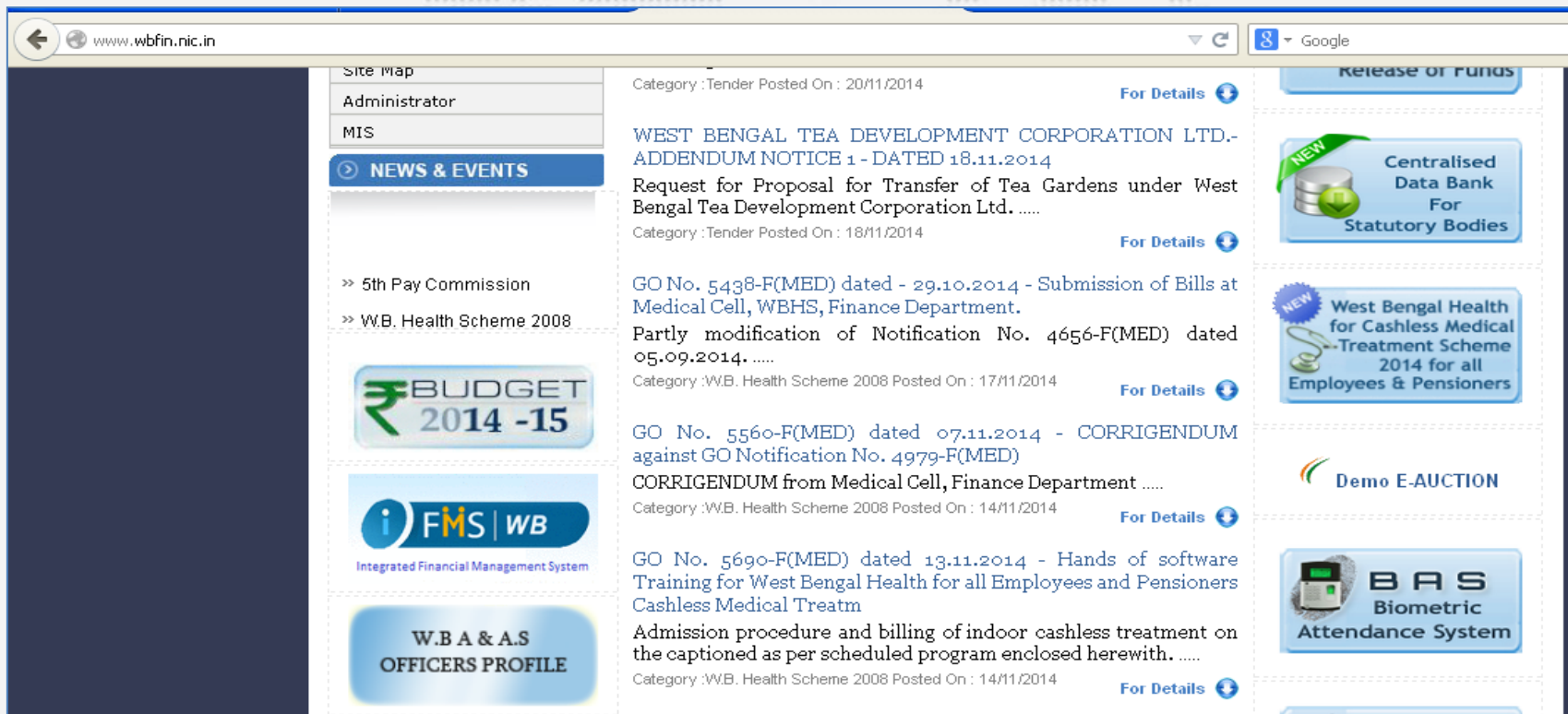
E-PRADAN

User Administration for DDO

User Administration – In General

Following steps are involved to manage the User Administration Module by the Treasury Officer:

- ❖ DDO will receive a user “Administrator cum Approver” login and password in their mobile number from AD-WBIFMS/VM-WBIFMS/TD-WBIFMS.
- ❖ After receiving the user Id and login open the website www.wbfin.nic.in. The User can also directly go to the IFMS Portal using <http://www.wbifms.gov.in> and skip Step 2.



The screenshot displays the website www.wbfin.nic.in. The page features a navigation menu on the left with options like 'Site Map', 'Administrator', and 'MIS'. The main content area is titled 'NEWS & EVENTS' and contains several news items, each with a 'For Details' link. The news items include:

- Category :Tender Posted On : 20/11/2014
WEST BENGAL TEA DEVELOPMENT CORPORATION LTD.-
ADDENDUM NOTICE 1 - DATED 18.11.2014
Request for Proposal for Transfer of Tea Gardens under West Bengal Tea Development Corporation Ltd.
- Category :Tender Posted On : 18/11/2014
GO No. 5438-F(MED) dated - 29.10.2014 - Submission of Bills at Medical Cell, WBHS, Finance Department.
Partly modification of Notification No. 4656-F(MED) dated 05.09.2014.
- Category :WB. Health Scheme 2008 Posted On : 17/11/2014
GO No. 5560-F(MED) dated 07.11.2014 - CORRIGENDUM against GO Notification No. 4979-F(MED)
CORRIGENDUM from Medical Cell, Finance Department
- Category :WB. Health Scheme 2008 Posted On : 14/11/2014
GO No. 5690-F(MED) dated 13.11.2014 - Hands of software Training for West Bengal Health for all Employees and Pensioners
Cashless Medical Treatm
Admission procedure and billing of indoor cashless treatment on the captioned as per scheduled program enclosed herewith.
- Category :WB. Health Scheme 2008 Posted On : 14/11/2014

Additional features and banners on the page include:

- BUDGET 2014 -15
- FMS | WB Integrated Financial Management System
- W.B A & A.S OFFICERS PROFILE
- Release of Funds
- Centralised Data Bank For Statutory Bodies
- West Bengal Health for Cashless Medical Treatment Scheme 2014 for all Employees & Pensioners
- Demo E-AUCTION
- BAS Biometric Attendance System

User Administration – In General

- ❖ Once entering WBIFMS Portal, click on the User Administration/e-Pradan under e-Services.



- ❖ Enter your user id and login in the respective fields given. The Users should note that the Login ID given is in proper case as it is case sensitive (It is advisable to use all in lower case) and it should be exactly the same as received in the SMS.



User Administration – In General

- ❖ Change Password once redirected to the relevant page.
- ❖ The Password will be changed provided that the User gives correct Current Password.
- ❖ The New Password contains at least
 - ❖ one character
 - ❖ one special character
 - ❖ one upper case letter
 - ❖ one number
- ❖ It should contain at least 8 characters. The account will be locked if Current password is wrong for 5 consecutive times.

A dialog box will appear **“ Your password has been changed successfully. Please login after 1-2 minutes”**.



Change Password

Current Password:

New Password: ?

Confirm Password: ?



Change Password

Current Password:

New Password: ?

Confirm Password: ?

Your Password has been changed successfully. Please login after 1-2 minutes.

User Administration – In General

- ❖ Log in again with new password. The user will be redirected to iFMS Login Application.
- ❖ Click on User Administration link from the application list.
- ❖ Click on the User Management menu from the left hand menu tree as shown in the image.
- ❖ Click on the Add New User button.

The screenshot displays the 'User Master' application interface. On the left, a menu tree is visible with 'User Management' highlighted. The main area shows a 'Search Screen' at the top, followed by a table of users. The table has columns for User Id, User Name, Login Id, Designation, Expires on, and Active. Below the table, there are navigation buttons: 'Add New User', 'Update User', 'Refresh', 'Reset Password', and 'Unlock Account'. The 'Add New User' button is highlighted with a red box.

User Id	User Name	Login Id	Designation	Expires on	Active
2995	67u89	7ujk	K	13/05/2015	Yes
2845	AA	abhi1991	AA	10/05/2015	Yes
2863	abc1234	abc1234	TRAINING	10/05/2015	Yes
2829	abcd	abod2	DA	07/05/2015	Yes
2946	ABCDE	TR_DDO	DDO	12/05/2015	Yes
2956	ABCDEFJH	TR_DDO	DDO	12/05/2015	Yes
3052	abcdf	abcdf	TO	17/05/2015	Yes
3005	abcfg	tr_ab	DDO	14/05/2015	Yes
2833	abhi	abhijtd	QAZ	07/05/2015	Yes
2936	abhi	dept_trn	DEPARTMENT	11/05/2015	Yes

User Administration – In General

- ❖ Basic Details popup window opens as shown beside.
- ❖ Select **Own Office** radio button since the DDO Approver creating “Operator” for his own office.
- ❖ Make sure to provide the values for fields marked with star (*).
- ❖ Enter a Login Id to be used by the user. A message will appear just beside the login id field that “**Login Id is available, Proceed....**” or “**Login Id already in use. Choose a different Id**”
- ❖ Choose current date from the calendar in the **Effective From** field.
- ❖ The **Expires On** field displays the expiry date automatically.
- ❖ Click on **Save**.
- ❖ Click on **Add/Update Role** button. **User Access Details** popup appears.
- ❖ Select “Own Office User” and provide the values as shown in the image.
- ❖ Click on **Save** and the user will be able to access the e_pradan Module as “Operator”.
- ❖ Repeat the same process to create login for all other operators.

Basic Details

Own Office Other Office

User Name *

Designation *

Login Id *

Mobile Number *

e-mail Id

Effective From * Expires On

Active

Note : * Marked fields are mandatory.

Save Back Add/Update Role

[X]

User Access Details

Own Office User

Subsystem * 5 e-Pradan

Module * 2 e-Pradan

User Type * 6 DDO

Role * 19 e-Pradan Operator

Sub-Alloting/Treasury/DDO Code * HGDHMA0 S.D.O. CGR

Privileged

Note : * Marked fields are mandatory.

Save



THANK YOU