

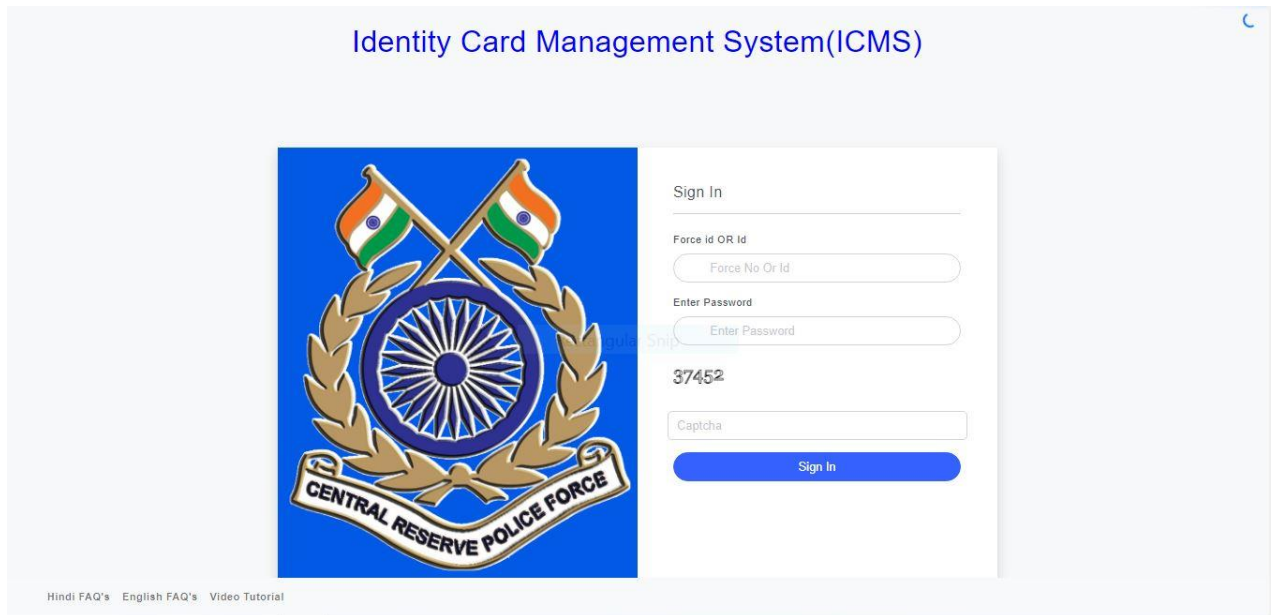


**HELP FILE FOR**

**IDENTITY CARD MANAGEMENT SYSTEM**

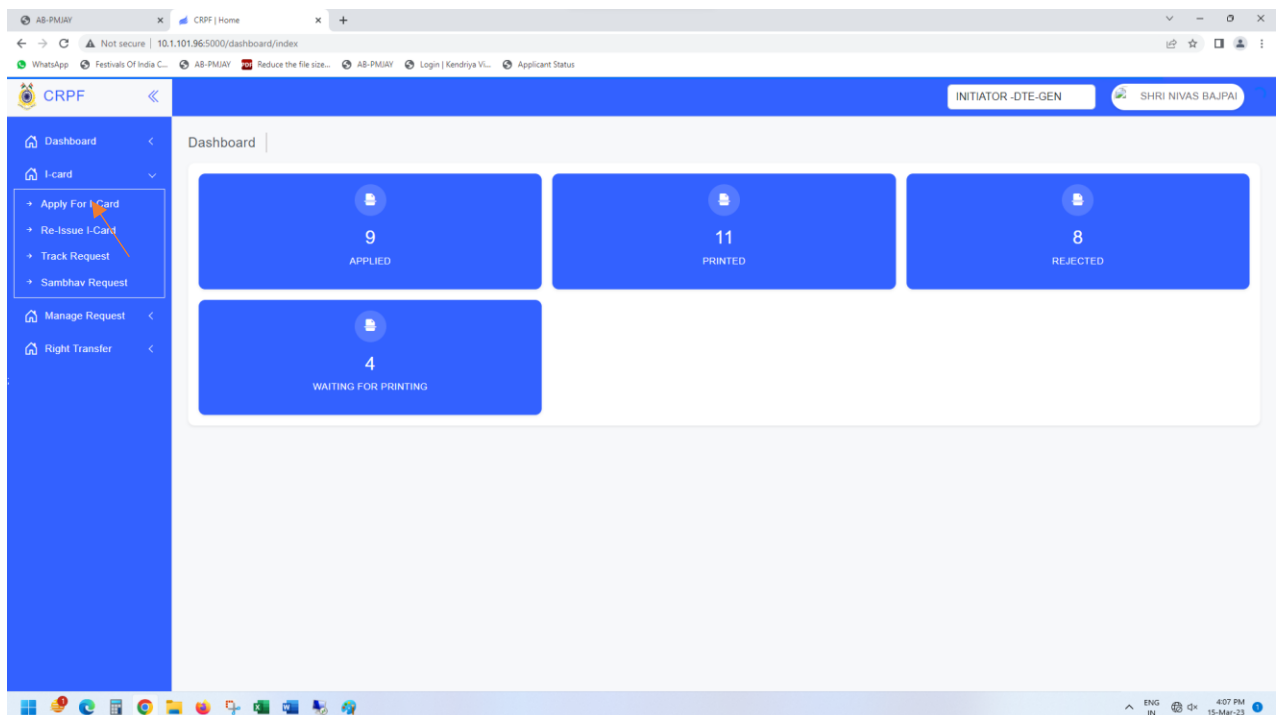
**(ICMS)**

Go to the ICMS staging server log in page URL : <http://ICard.Selo.Local> and type the username and password (use Selo ID and password) .

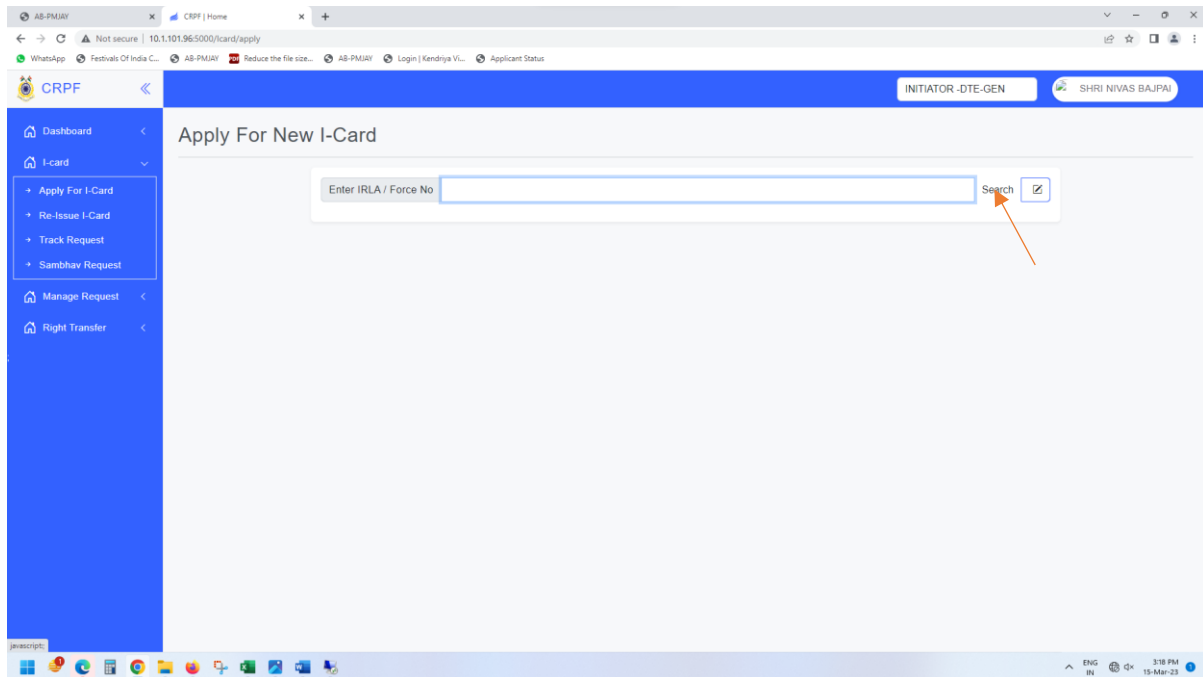


## 1. Apply For New I-Card

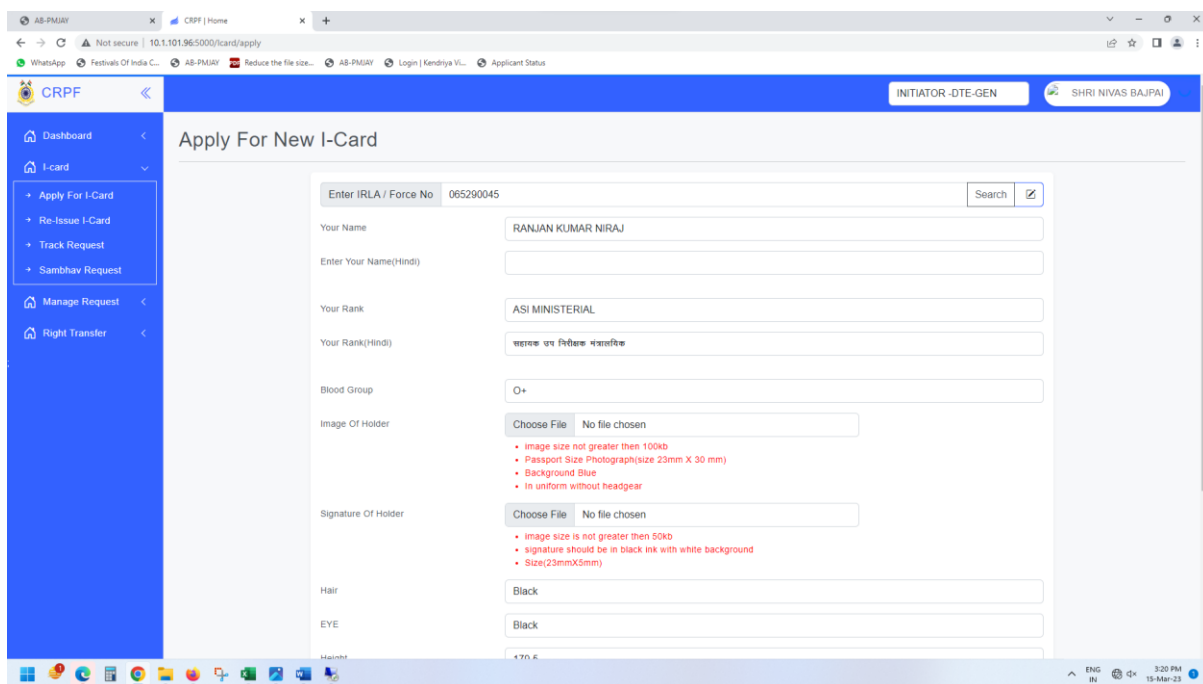
**Step 1:** Go to the **I-CARD** menu option and click on the **Apply For I-card** in drop down menu.



**Step 2: Enter IRLA/Force No of an individual and then Click on Search button.**



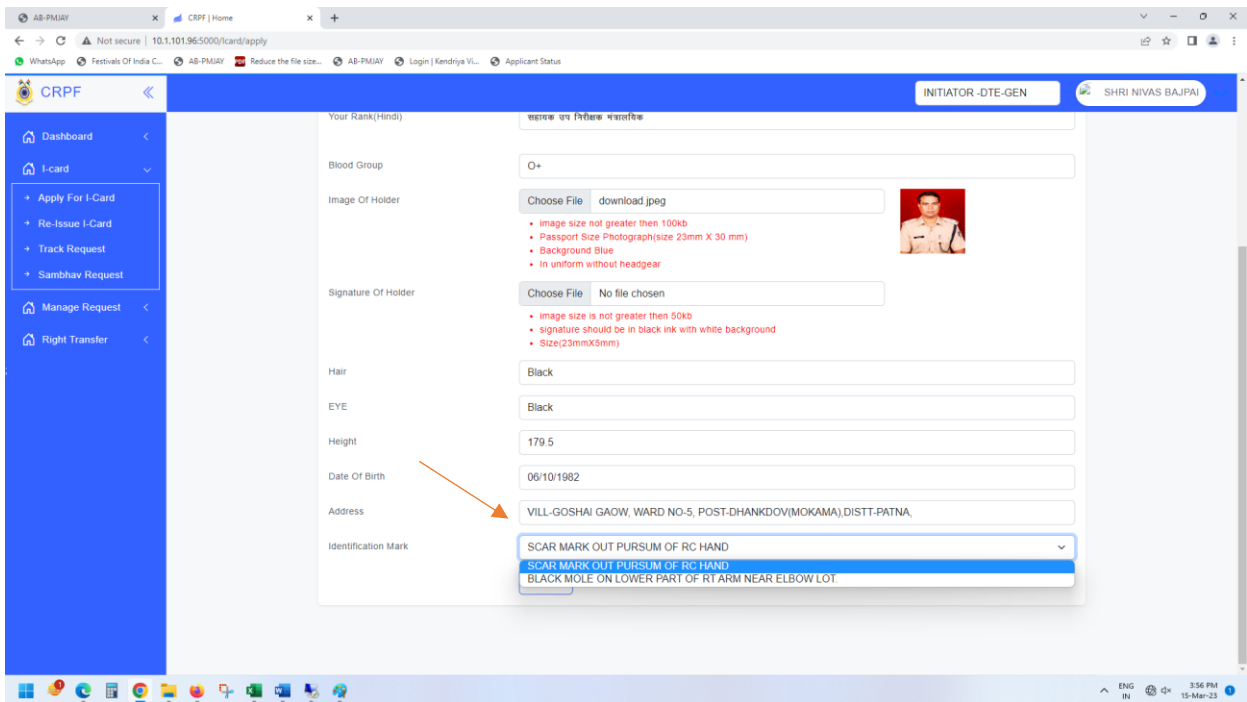
**Step 3 : Following window will be opened in r/o the concerned officer/individual.**



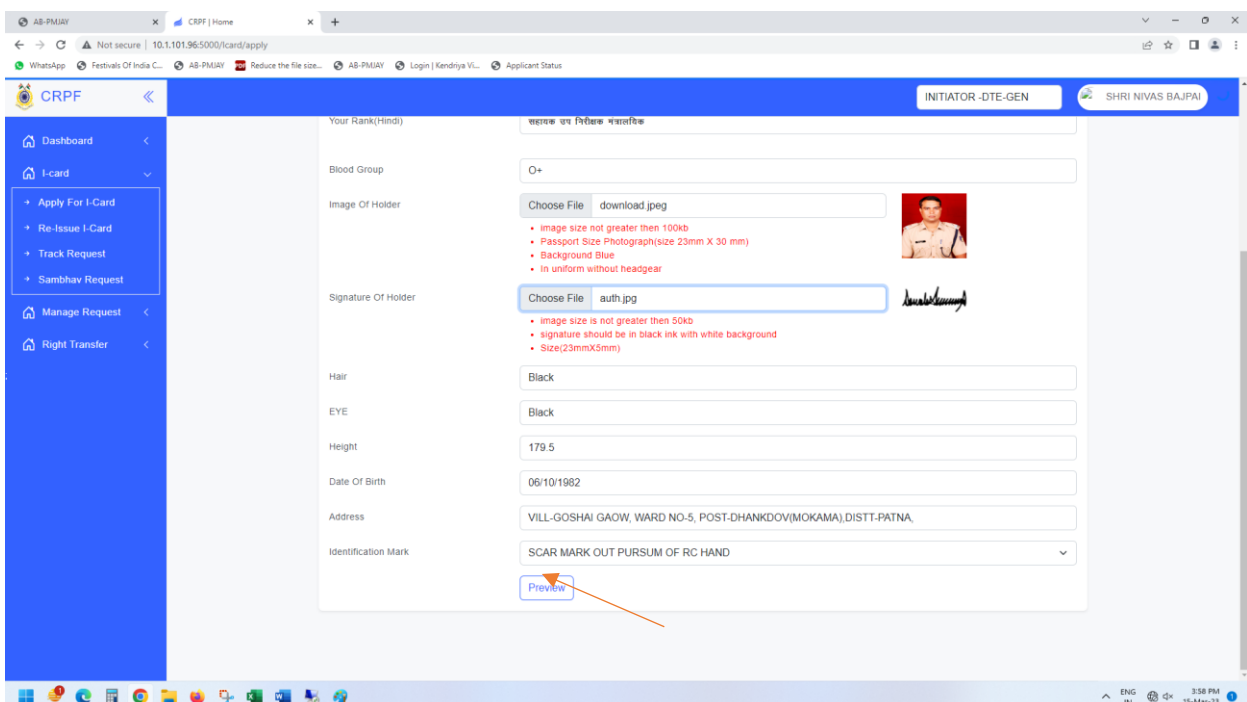
- All the faded data appeared in above window screen are fetched from PIS module of SELO. Thus, if any correction/updation is required in above data, then the respective office DA may approach to the concerned office at their end where **PIS data** rights for updation are been given.
- If no updation is required than DA will type **name of officer/individual in hindi font i.e kruti dev** which will automatically read by the software.
- Now upload officer/individual **photograph in following format:**
  - **Photo size should be less then 100 kb.**
  - **Photo should be in passport size 23mm x 30 mm.**
  - **Photo should be in jpg or jpeg format**
  - **Photo must be clicked by the Digital Camera. (Photos clicked by mobile will not be acceptable)**
  - **Photograph background should be in blue color i.e RGB Color Code is r=19,g=163,b=236.**

- Now upload **signature** in following format:
  - **Signature size should be less then 50 kb.**
  - **Signature size should be 23 mm x 5 mm.**
  - **Signature should be in jpg or jpeg format.**
  - **Signature background should be in white with signature in Black ink.**
  - **Signature should be in horizontal shape.**
  - **Scan the signature through the scanner and upload above window of ICMS.**

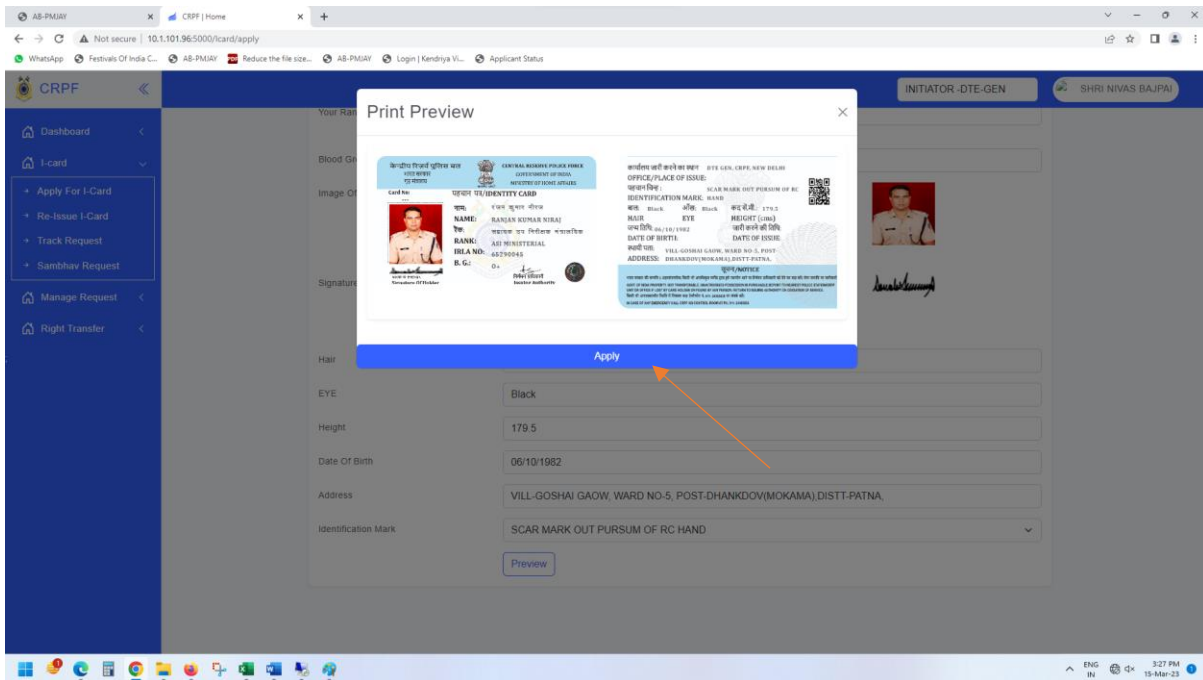
**Step 4 :** Select appropriate identification mark available in drop down menu for printing in ICard



**Step 5:** Click on Preview Button

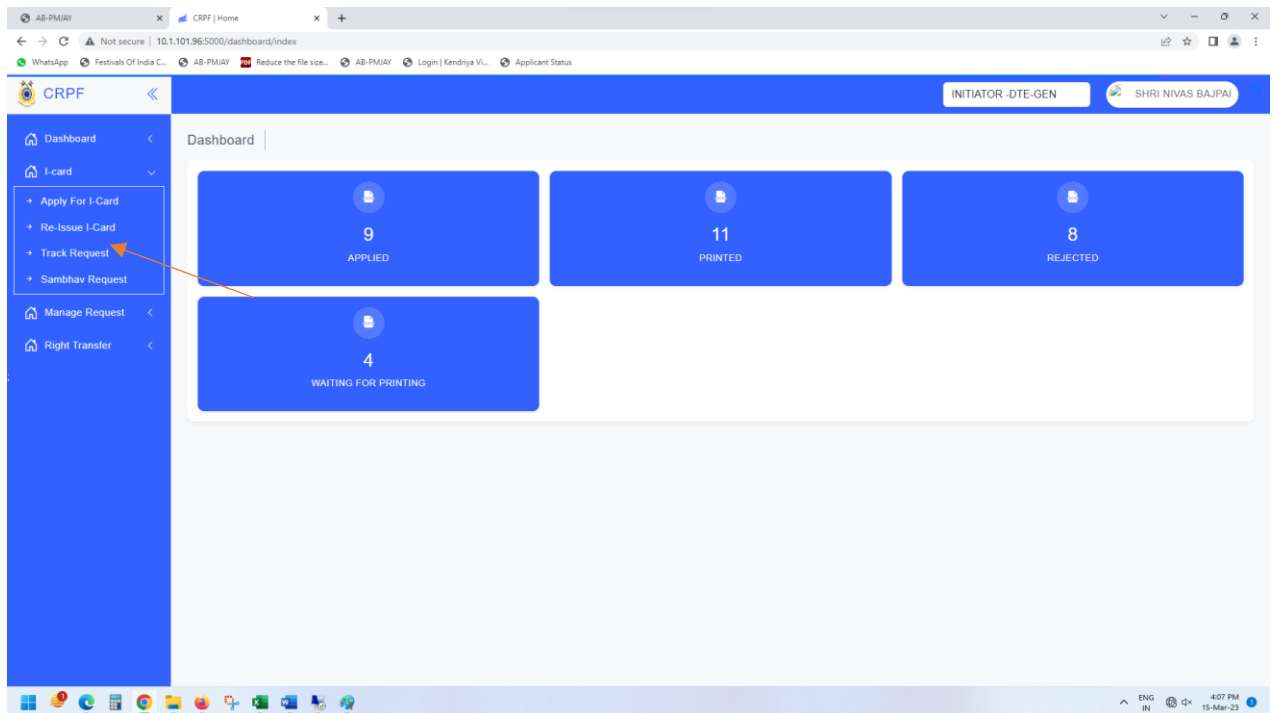


Preview will appear in your Screen as under and select **Apply** button if all fields found correct for further approval by HOO.

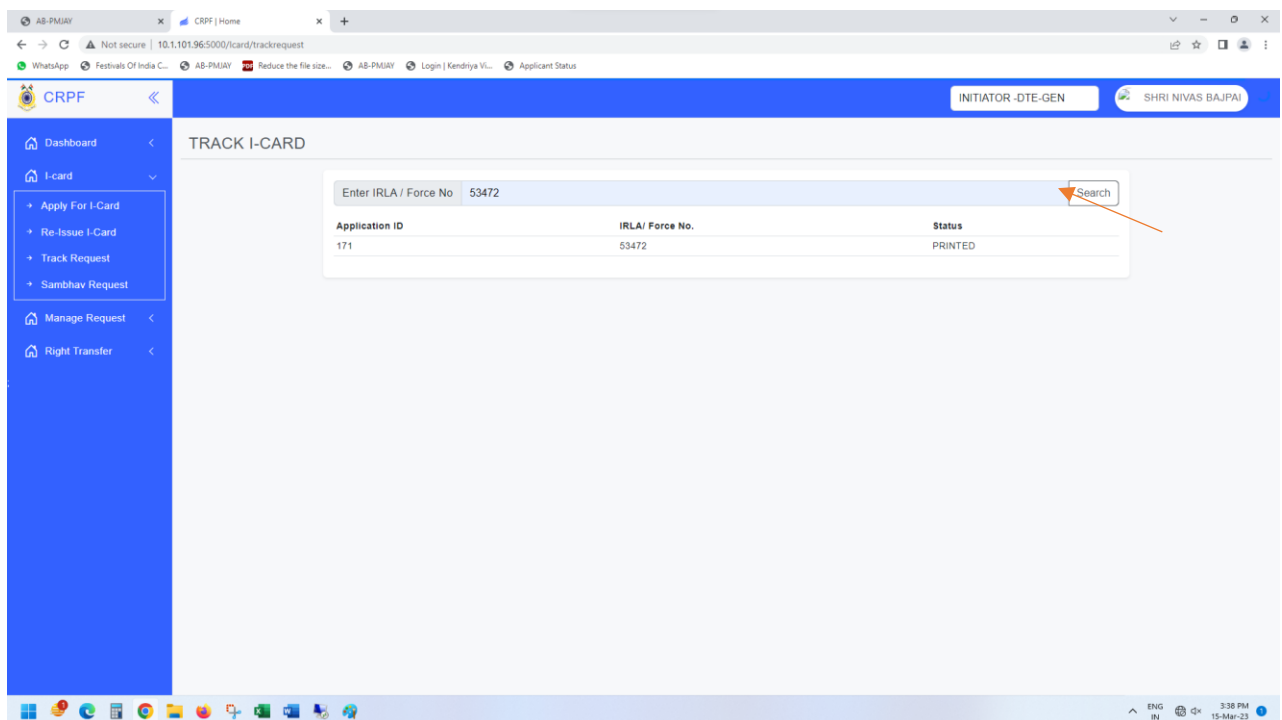


## 2. Track Request sub menu :

Step 1 : To Track Applied I-Card go to the **I-CARD** menu and click on the **Track Request** in drop down menu.

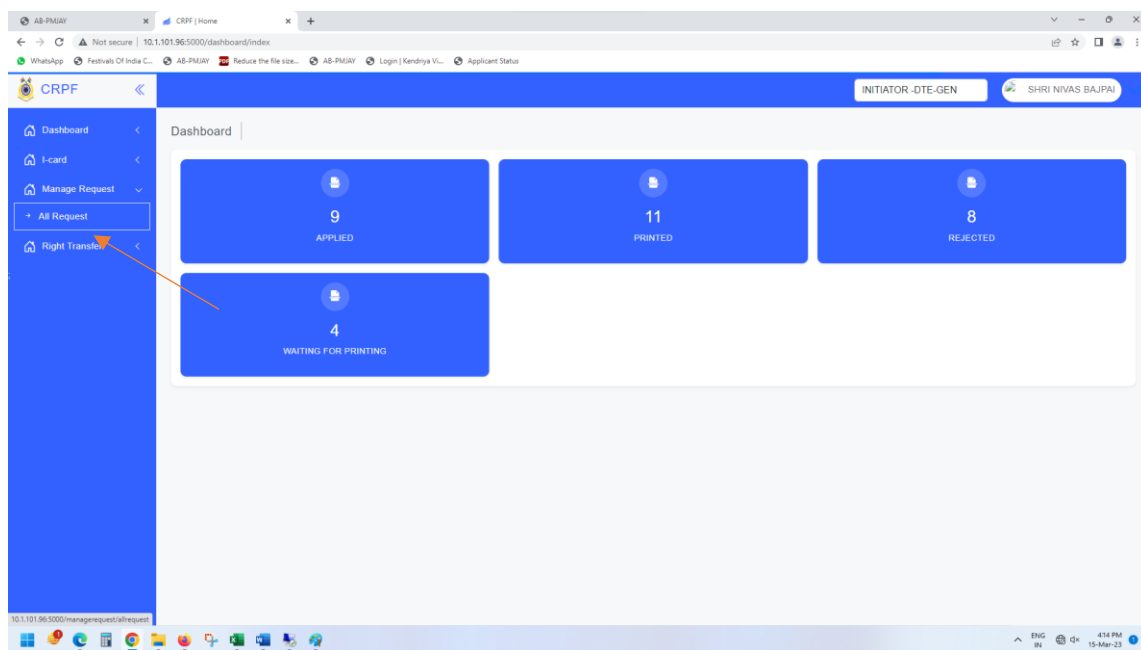


Step 2 : Enter **IRLA No. / Force No. of officer/individual** and click on **Search** button to know the current status.

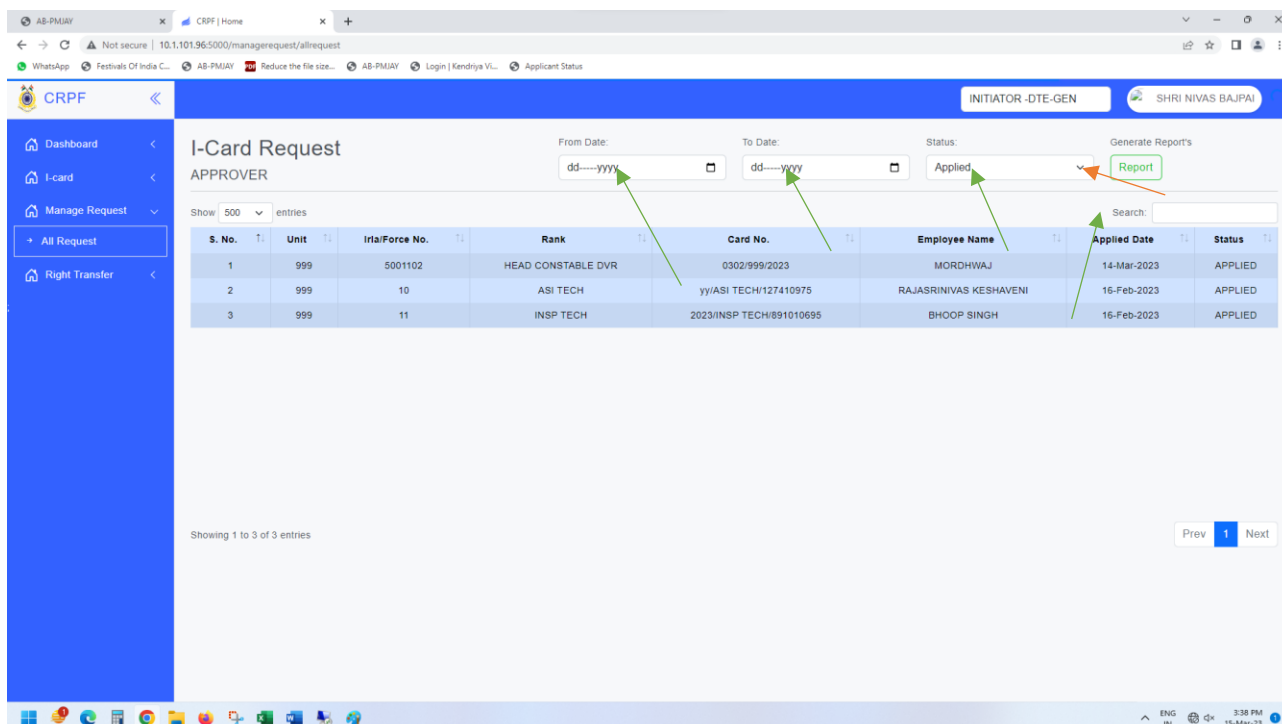


### 3. Manage Request menu :

Step 1 :To track number of I-Cards applied so far by the concerned office and you know the complete status go to **Manage Request Menu** and click on **All Request** Option under drop down menu.

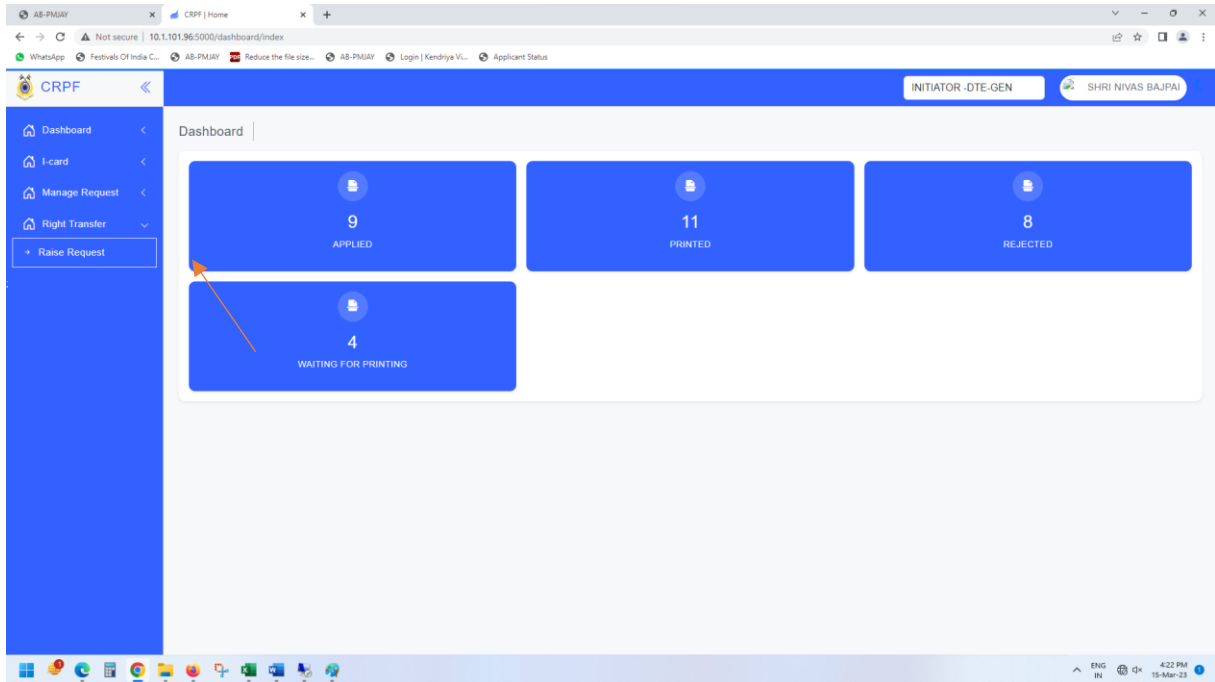


Step 2: Under **All Request** sub menu complete filter list is available. In which DA/Approver can check the present status at a glance between various dates/status and also generate reports.

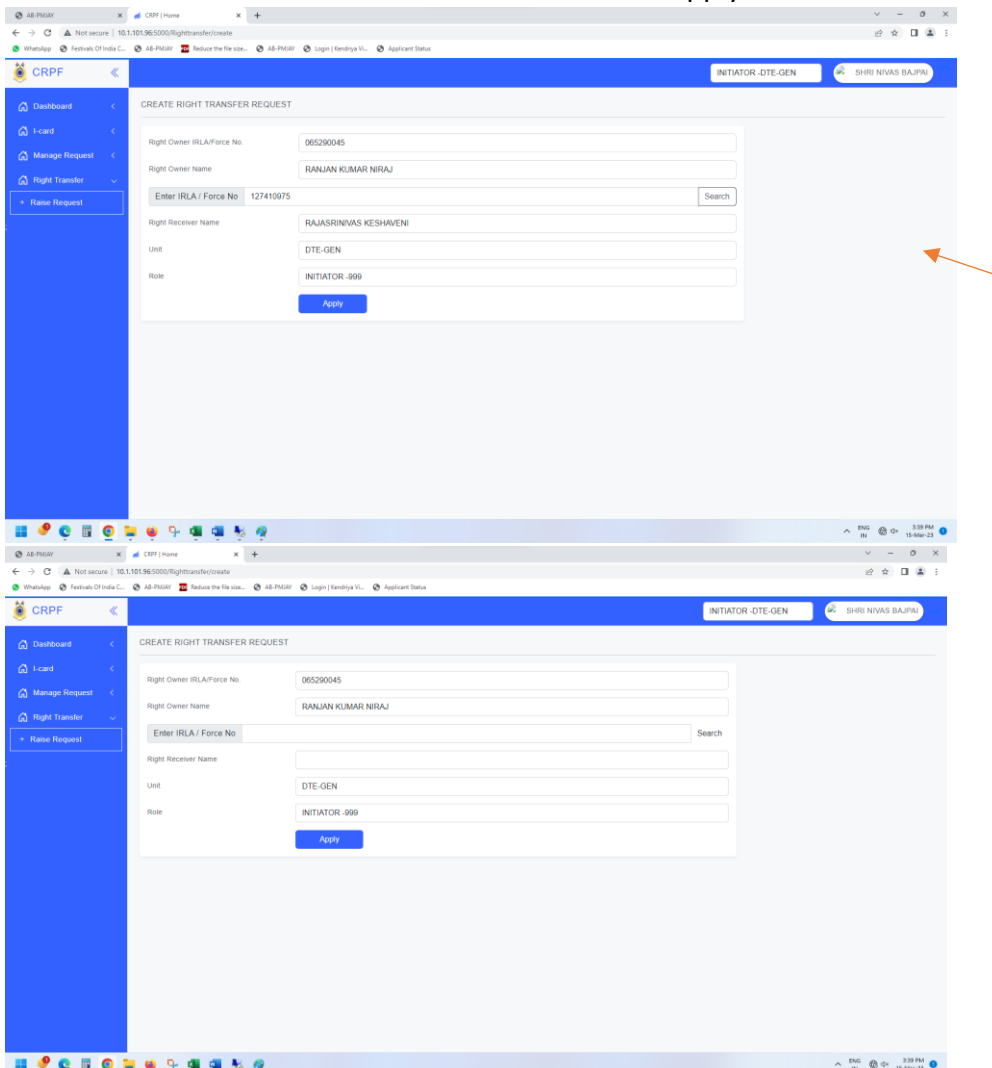


#### 4. Right Transfer:

**Step 1 :** Go to **Right Transfer** menu and select **Raise Request** under drop down menu to give rights to another Approver/DA whenever required.



**Step 2:** To create right transfer request enter **IRLA/Force No of Approver/DA** and click on search Button. Confirm details and click on apply button to raise transfer request.



Super Admin will delete previous rights and assign right to the new posted Approver/DA.



## 5. Multi Role :

Super Admin can assign Multi Role to the DA on request. DA's can select his assigned multi role from drop down menu marked by red arrow.

The screenshot displays the 'CREATE RIGHT TRANSFER REQUEST' form in the CRPF system. The form includes the following fields and values:

- Right Owner IRLA/Force No.: 065290045
- Right Owner Name: RANJAN KUMAR NIRAJ
- Enter IRLA / Force No.: 127410975
- Right Receiver Name: RAJASRINIVAS KESHAVENI
- Unit: DTE-GEN
- Role: INITIATOR -999

A dropdown menu is open for the 'Role' field, showing the following options:

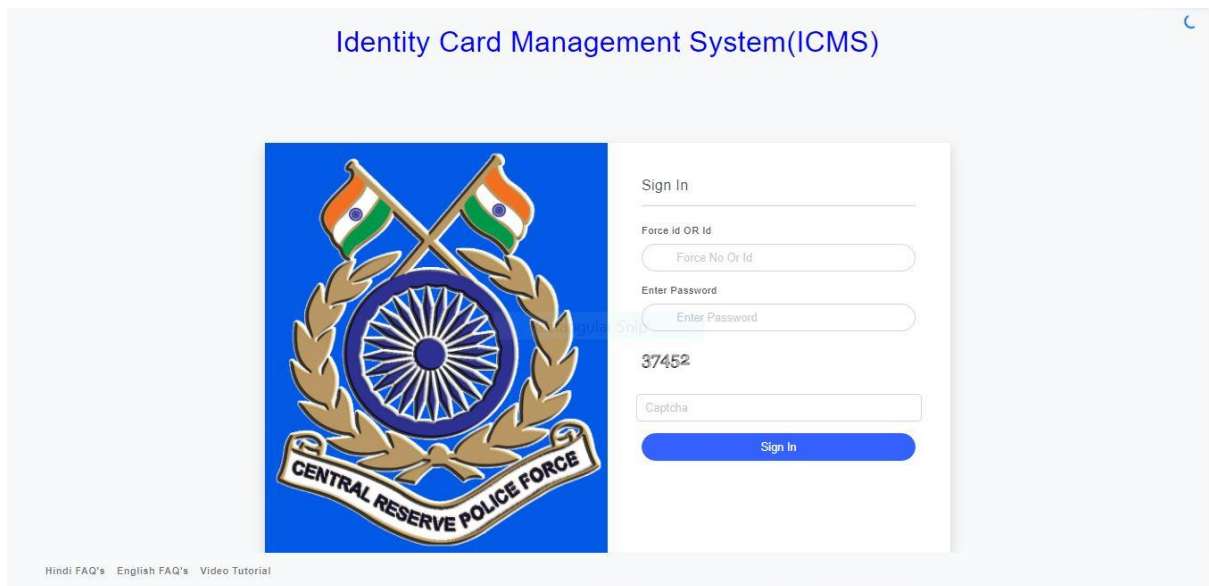
- INITIATOR -DTE-GEN
- APPROVER -1SIG-BN
- SUPERADMIN -DTE-GEN
- APPROVER -DTE-GEN
- INITIATOR -DTE-GEN
- INITIATOR -Gos -DTE-GEN

A red arrow points to the 'INITIATOR -DTE-GEN' option in the dropdown menu.

## II. Approver Role

Initially **Role of Approver** will be assigned by the Super Admin (i.e. IT Dte).

**Step 1 : Go to the ICMS staging server log in page URL : <http://ICard.Selo.Local> and type the username and password (use Selo ID and password to login) .**



Identity Card Management System(ICMS)

Sign In

Force Id OR Id

Enter Password

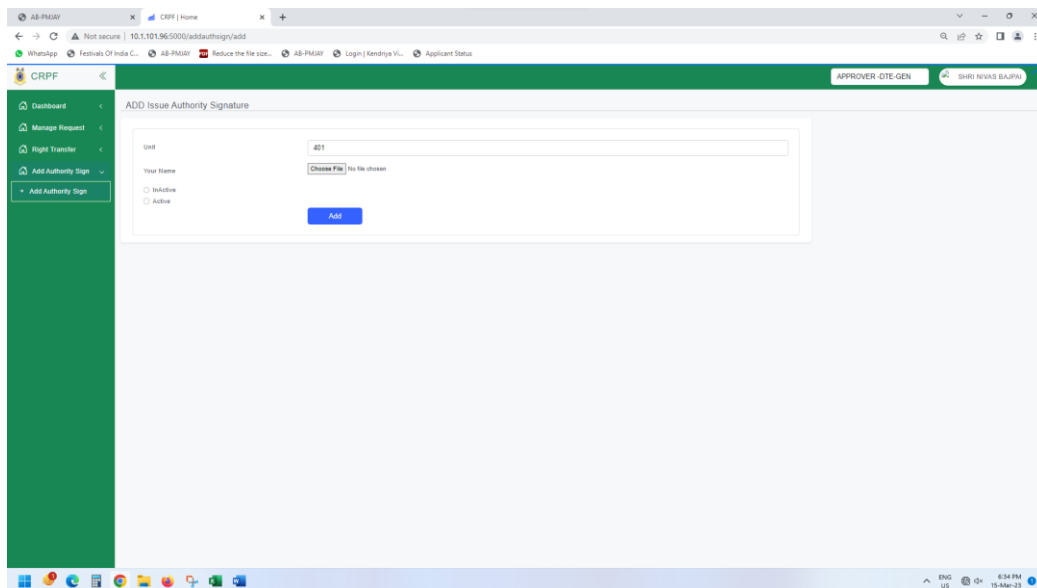
37452

Captcha

Sign In

Hindi FAQ's English FAQ's Video Tutorial

**Step 2 : Add issue Authority Signature (Initially following Screen will appear for one time)**



CRPF

APPROVER-DTE-GEN

SHRI NIVAS BAUPHA

ADD Issue Authority Signature

Unit: 003

Your Name: Choose File (No file chosen)

Inactive

Active

Add

Approver will upload his signature in **Add issue Authority Signature** in above screen, if signature is not available.

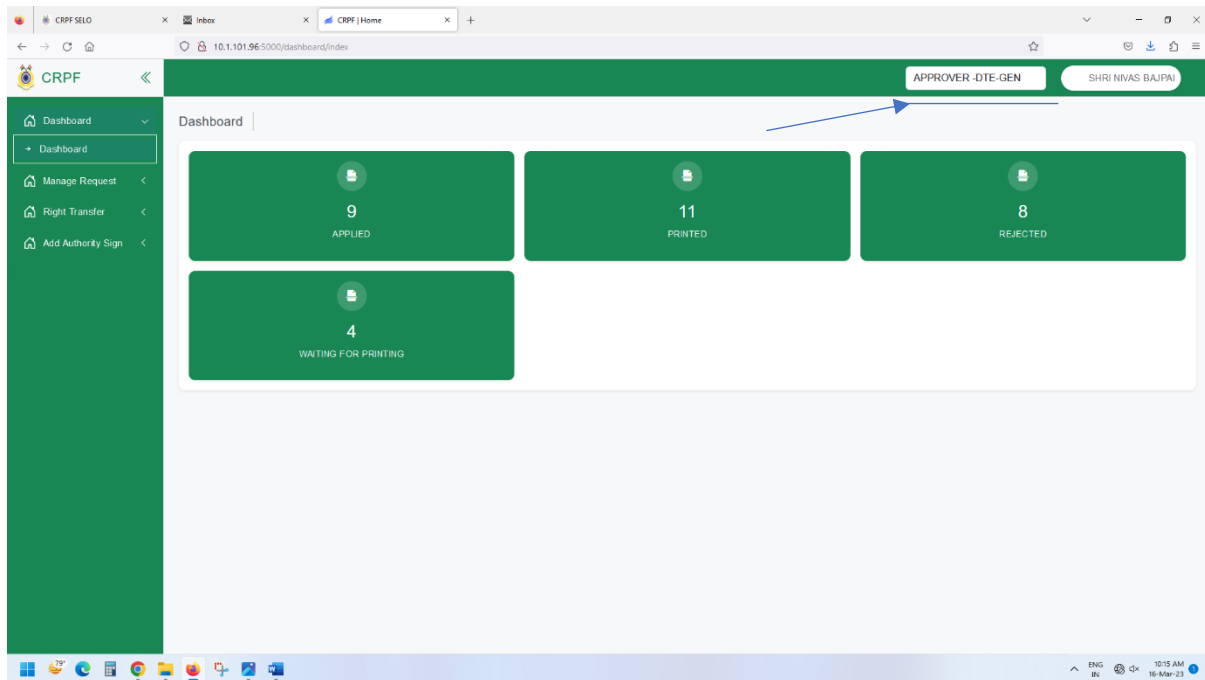
Approver will select **active** option after uploading his signature and click on **Add** button. After this process approver will move to the next Screen i.e. Dashboard of ICMS.

➤ Upload **signature** in following format:

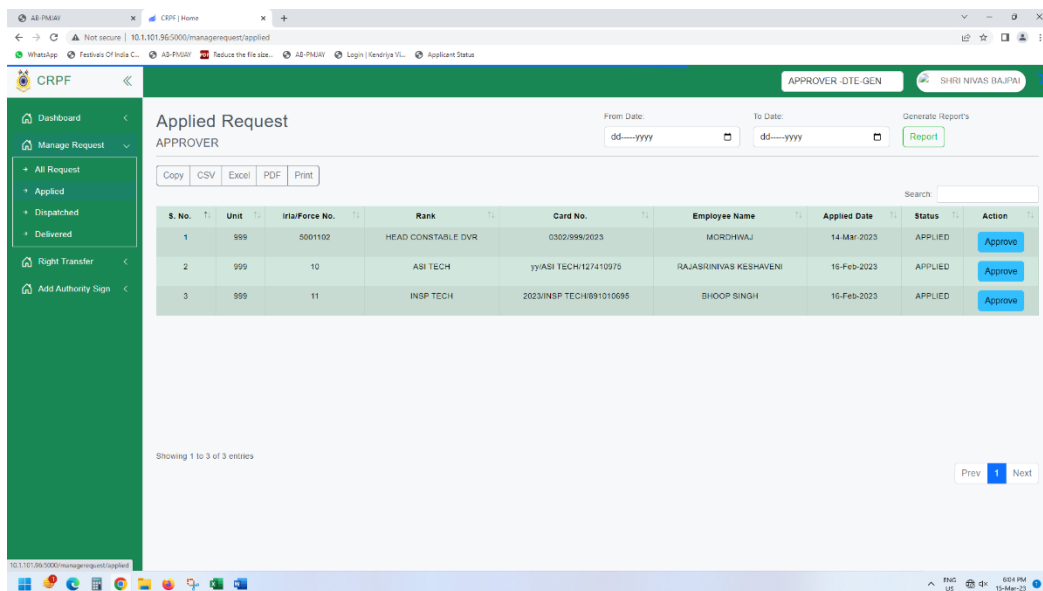
- **Signature size should be less then 50 kb and 23 mm x 5 mm.**
- **Signature should be in jpg or jpeg format.**
- **Signature background should be in white with Black ink and in horizontal shape.**
- **Scan the signature through the scanner and upload.**

## 2. APPROVER WINDOW SCREEN

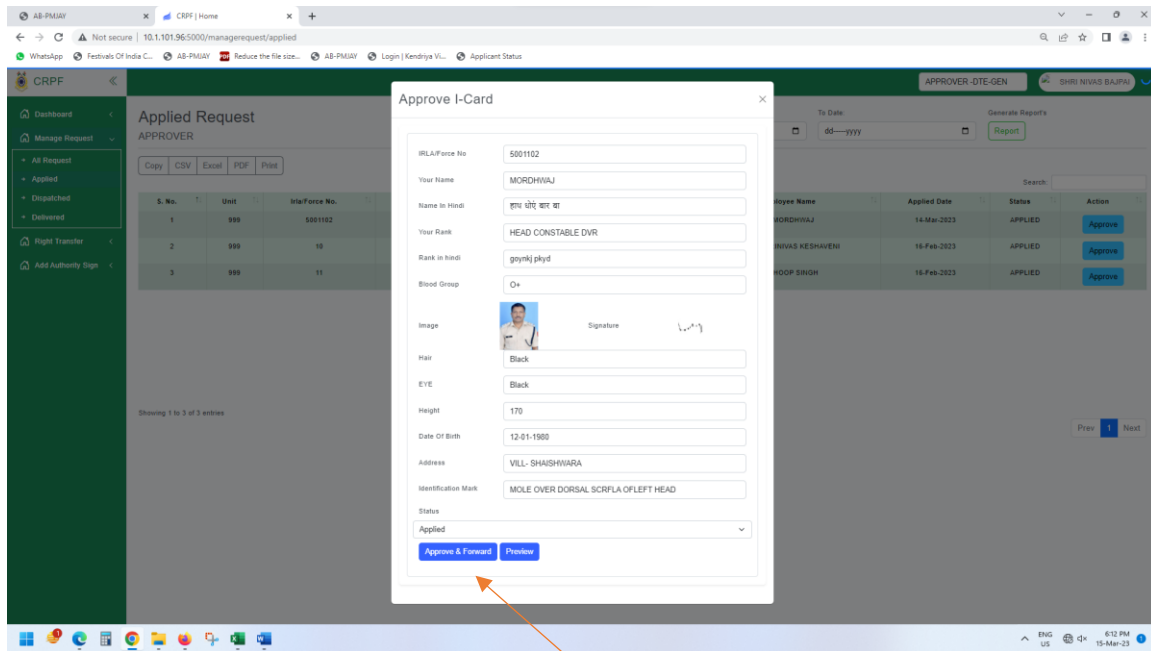
**Step 1:** Approver Dashboard will appear with following links and menus, in which approver can approve the applied I/Card and track their current status and also If approver assigned with Multi Role then he can switch between them.



**Step 2 : Approve I-card :** Go to the **Manage Request** menu option and click on the **Applied** in drop down menu following screen will appear where Approver will select Action button.



### Step 3: Approve I-Card of officer/personnel will appear in following format.



- After checking all the details Approver can select appropriate **Status** drop down menu and then click on **Approve & Forward** button. Click on Approve and forward button for approval. Futer I-Card will automatically sent to the Printing Cell at Dte.
- I-card preview can also be viewed by clicking **Preview** button.
- Incase of any correction/updation in I-Card data/photo/sign etc **Approver** can select **Reject** option through **Status** drop down menu and give his remark then click on **Approve & Forward** button. Rejected card will be return back to the Dealing Assitant.

#### Step : 4 Dispatch :

Go to the **Manage Request** menu option and click on the **Dispatched** drop down menu to know the current dispatch Status of I-Card approved by the Approver in tabular form in below screen.

The screenshot displays the 'Dispatched Request' interface for an Approver. The left-hand navigation menu is visible, with 'Dispatched' selected and highlighted by an orange arrow. The main content area features a table with the following columns: S. No., Unit, Iria/Force No., Rank, Card No., Employee Name, Applied Date, Status, and Action. The table is currently empty, with the message 'No data available in table' displayed. Above the table, there are date filters for 'From Date' and 'To Date' (both set to 'dd----yyyy'), a 'Generate Report's' button, and a search bar. The user is logged in as 'APPROVER -DTE-GEN' and 'SHRI NIVAS BAJPAI'.

#### Step : 5 Delivered :

Go to the **Manage Request** menu option and click on the **Delivered** in drop down menu.

The screenshot displays the 'Delivered Request' interface for an Approver. The left-hand navigation menu is visible, with 'Delivered' selected and highlighted. The main content area features a table with the following columns: S. No., Unit, Iria/Force No., Rank, Card No., Employee Name, Applied Date, and Status. The table is currently empty, with the message 'No data available in table' displayed. Above the table, there are date filters for 'From Date' and 'To Date' (both set to 'dd----yyyy'), a 'Generate Report's' button, and a search bar. The user is logged in as 'APPROVER -DTE-GEN' and 'SHRI NIVAS BAJPAI'.

- Approver can check/view number of I-Cards in r/o his officer delivered in above tabular format.