



# **E-PRADAN**

## **User Administration**

# User Administration – In General

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

- ❖ Treasury Officer will receive a user administrator 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](http://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 homepage of the West Bengal Financial Management System (WBIFMS) portal. The browser address bar shows [www.wbfin.nic.in](http://www.wbfin.nic.in). The page layout includes a left sidebar with navigation links: Site Map, Administrator, MIS, and a prominent 'NEWS & EVENTS' section. The main content area features several news items, each with a category, title, date, and a 'For Details' link. These include tender notices for West Bengal Tea Development Corporation Ltd. and health scheme updates from the Medical Cell, Finance Department. The right sidebar contains promotional banners for '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', and 'BAS Biometric Attendance System'. The bottom of the page features logos for CMC Limited and TATA Enterprise.

Category :Tender Posted On : 20/11/2014  
**For Details**

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  
**For Details**

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  
**For Details**

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  
**For Details**

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  
**For Details**

Site Map  
Administrator  
MIS  
**NEWS & EVENTS**  
» 5th Pay Commission  
» WB. Health Scheme 2008  
**BUDGET 2014 -15**  
**IFMS 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/CTS under e-Services.



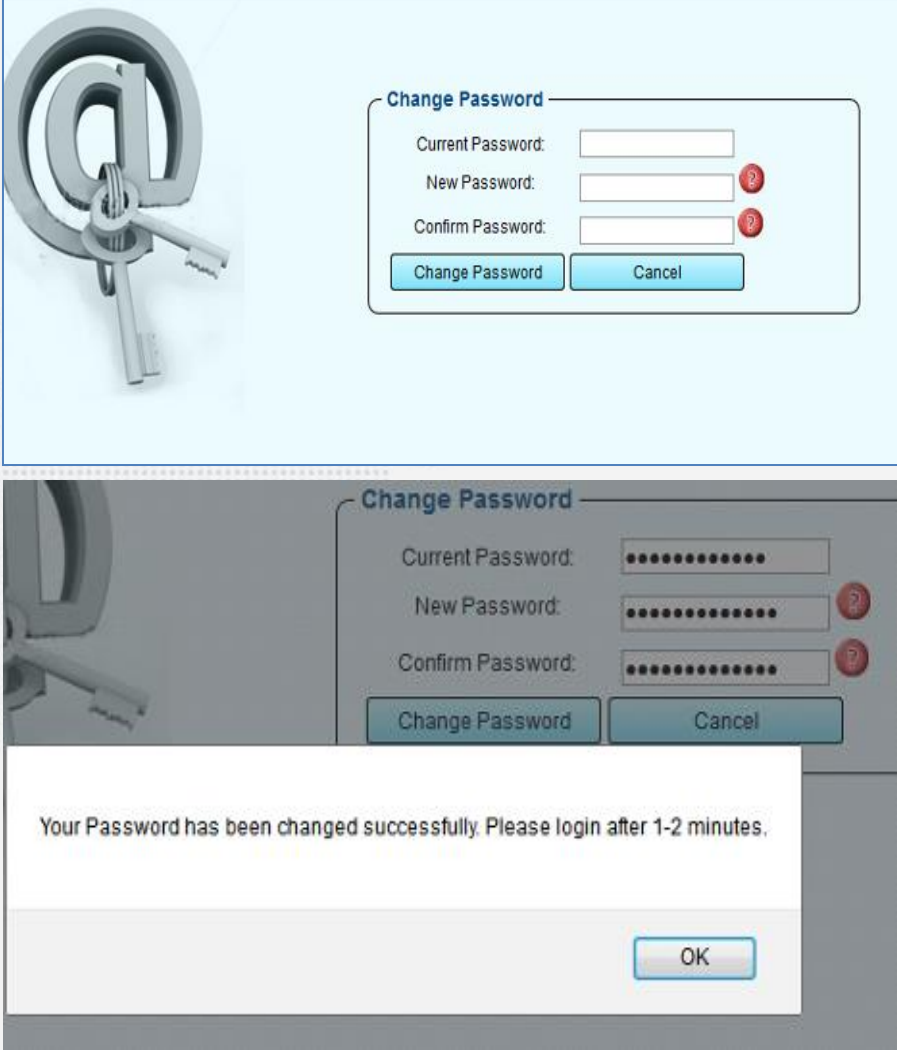
- ❖ Enter your user id and login in the respective fields given. The Users should note that the Login ID given is in proper case as it is case sensitive (It is advisable to use all in lower case) and it should be exactly the same as received in the SMS.



# 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' with a search bar and 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 buttons for '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
3062	abcdf	abodf	TO	17/05/2015	Yes
3005	abcfg	tr_ab	DDO	14/05/2015	Yes
2833	abhi	abhi@td	QAZ	07/05/2015	Yes
2936	abhi	dept_trn	DEPARTMENT	11/05/2015	Yes

Showing 1 to 10 of 223 entries

First Previous 1 2 3 4 5 Next Last

Add New User Update User Refresh Reset Password Unlock Account



# User Administration – In General

- ❖ Basic Details popup window opens as shown beside.
- ❖ Select **Own Office** radio button since the Treasury Officer is creating Cheque Writer or Dealing Assistant etc. for his own Treasury.
- ❖ 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 Treasury Module as Cheque Writer.
- ❖ Repeat the same process to create login for all other users.

**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 *	3	CTS
Module *	3	Treasury Accounts
User Type *	7	Treasury
Role *	9	Cheque Writer
Sub-Alloting Code/Treasury Code *	NPG	Bidhannagar

Privileged ☒

Note : \* Marked fields are mandatory.

Save

# User Administration – e-Pradan

- ❖ The Treasury Officer needs to choose “Other Office” before TO creates a DDO “Administrator” cum “Approver”.
- ❖ The mandatory fields marked with “\*” need to be filled.
- ❖ Once the User is created please click on **Add/Update Role** to create the role.
- ❖ Select Administrator and Supervisor radio button while giving Beneficiary management access since the DDO is not only going to work in e-Pradan system but also will be creating the DDO operators.
- ❖ You can also update user, reset password or unlock account from User Management as and when required.

Basic Details

Other Office

User Name \*AG\_DDO

Designation \*AG\_DDO

Login Id \*AG\_DDO

Mobile Number \*9378092631

e-mail Id

Effective From \*12/11/2014Expires On12/05/2015

Active☒

Note : \* Marked fields are mandatory.

SaveBackAdd/Update Role

[X]

User Access Details

AdministratorAdministrator and Superuser

Subsystem \*5e-Pradan

Module \*2e-Pradan

User Type \*6DDO

Role \*20e-Pradan Approver

Sub-Alloting/Treasury/DDO Code \*MIFAHV004BLOCK LIVESTOCK DEV.OFFICER KESHI

Privileged☒

Note : \* Marked fields are mandatory.

Save

# User Administration –DDO for e-Pradan

- ☐ DDO will receive a user administrator login id and password in their mobile number from AD-WBIFMS/VM-WBIFMS/TD-WBIFMS.
- ☐ The DDO Administrator cum Approver user logs into iFMS portal using the received user Id and password.
- ☐ Change Password once redirected to the relevant page.
- ☐ 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.
- ☐ Click on the Add New User button. Fill in the fields in the Basic Details popup window.
- ☐ Click on the Add/Update Role button to create the role.



# User Administration – e-Pradan

For the DDO Approver to create its own operator, the user needs to go to User List page and click on ADD NEW USER and choose Own Office as shown in Step 9. Then the user needs to click Add/Update Role and give All access to Beneficiary Management as shown below.

[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

