

Roles and Authorization portal User Manual

1. Go to url <http://apex.coalindia.in:8080/ords/f?p=131> & Click on Register.
2. After approval from CILHQ, Username will be EIS No & Default password will be CIL.

New SAP ID Creation:

User:

- After Login, Click on SAP Id Creation tab → Click on Create → Enter the details → Click on Save Changes. Status column will indicate the Level at which the approval is pending.
- New SAP Id will be visible in the 'Allocated SAP ID Column' & Status will be SAPID created.
- Approval or Updation Levels: Area Nodal officer → Subsidiary SME → Subsidiary Security Incharge → CIL Security Incharge → CIL SME → Consultant SAP Updation.

Area Nodal Officers Approval:

- Click on Area Nodal Officer Approval tab present in SAPID Creation tab → Click on Checkbox (That record will be marked tick) → select Approval (Approve or Reject) & Mention comments if any → Click on update

Subsidiary SME Approval:

- Click on Subsidiary SME Approval tab present in SAPID Creation tab → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

Subsidiary Security Incharge Approval:

- Click on Subsidiary Security Incharge Approval tab present in SAPID Creation tab → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

CIL Security Incharge Approval:

- Click on CIL Security Incharge Approval tab present in SAPID Creation tab → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

CIL SME Approval:

- Click on CIL SME Approval tab present in SAPID Creation tab → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

Consultant Status Updation:

- Click on Consultant Status Updation tab present in SAPID Creation tab → Click on Pencil(Left side of every record) → Select status from drop down & Enter New SAP Id → Click on Apply Changes

Authorization Requisition Form:

User:

- After Login, Click on Authorization → Click on Authorization Requisition Form tab → Click on Create → Enter the details(Can upload doc if any) → Click on Save Changes. Status column will indicate the Level at which the approval is pending.
- Approval or Updation Levels: Area Nodal officer → Subsidiary SME → Subsidiary Security Incharge → CIL SME → Consultant SAP Updation.

Area Nodal Officers Approval:

- Click on Authorization Area Nodal Officer Approval tab present in Authorization → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

Subsidiary SME Approval:

- Click on Authorization Subsidiary SME Approval tab present in Authorization → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

Subsidiary Security Incharge Approval:

- Click on Authorization Subsidiary Security Incharge Approval tab present in Authorization → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

CIL SME Approval:

- Click on CIL SME Approval tab present in Authorization → Click on Checkbox(That record will be marked tick) → select Approval(Approve or Reject) & Mention comments if any → Click on update

Consultant Authorization Updation:

- Click on Consultant Authorization Updation tab present in Authorization → Click on Checkbox(That record will be marked tick) → select status from drop down & Mention comments if any → Click on update

General Issues:

Example: Change Password

User: Click on create → Fill up the details → Click on Save Changes

Approver:(Anybody from this roles can approve i.e Consultant, CIL SME, Subsidiary Security Incharge, CIL Security Incharge):

Click on General Issues → General Issues Approval → Click on Checkbox(That record will be marked tick) → select status from drop down & Mention comments if any → Click on update