Roles and Authorization portal User Manual

1. Go to url http://apex.coalindia.in:8080/ords/f?p=131 & Click on Register (Only Area Nodal Officers should register).

   Rest users i.e SME's , Subsidiary Security has already been created at CIL. Username will be EIS No & Default password will be CIL.

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.

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.

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 appove 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