



MCL INTRANET

User Manual & SOP



Systems Department

Background:

Sharing of important decisions taken in Company Headquarter is a vital activity for effective implementation and accomplishment of major goals. At present this is being accomplished through various channels such as e-mails, WhatsApp and MCL website. Each of these channels has certain limitations.

- Information placed on website cannot be kept private.
- Information shared through e-mail requires more time to reach all the employees.
- Information sent through WhatsApp has limitation in terms of requirement of multiple transmission and extent of data/documents that can be uploaded.

Apart from this, various decisions taken at Company HQ should be made available to the entire company officials in a structured and chronological manner.

MCL Intranet is a significant step in this direction. This is an internal portal which is meant to be accessed by through User ID & Password. This portal is meant for sharing all the Circulars/Manuals, directives, office orders intended for viewing by internal employees only. The intranet portal will be comprehensively developed as Knowledge Management Portal by adding new feature such as e-journal, discussion forum, books, manuals, photographs, videos of important events etc.

This is a very important event in terms of creating a new forum for internal communication and knowledge sharing. It is believed that this will plug the information gap among company officials and at the same time avoid spread of unwanted information to outsiders.

Though the Intranet portal was launched in March'2020, and lot of communications were made for using the portal, it is observed that only few departments are using the portal for sharing information. As a result, due to unavailability of information in the portal, users are not visiting the portal regularly for searching the desired information. It is high time to use this portal extensively by all.

The Intranet portal can be accessed through MCL's corporate website, or using direct URL <https://www.mahanadicoal.in/intranet/> as explained hereafter.

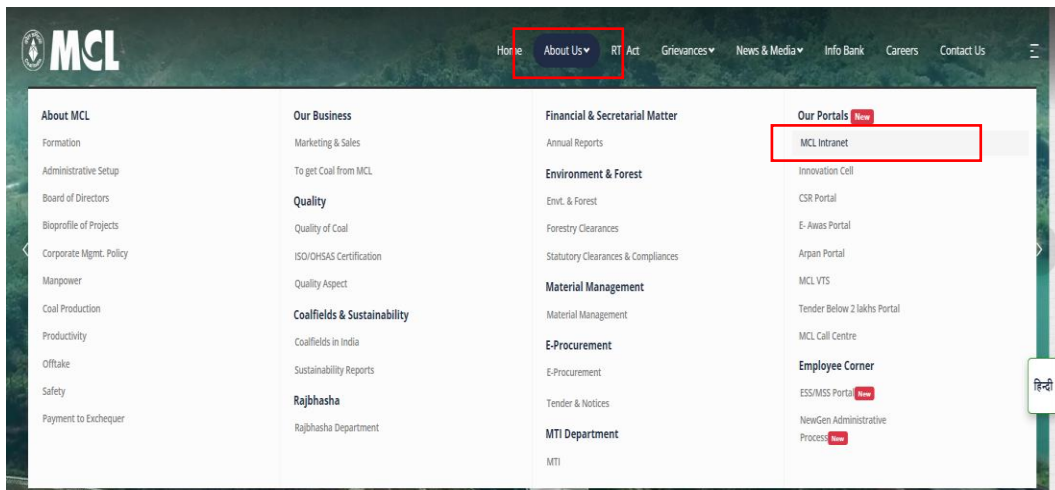
User Manual for MCL Intranet

1. Login:

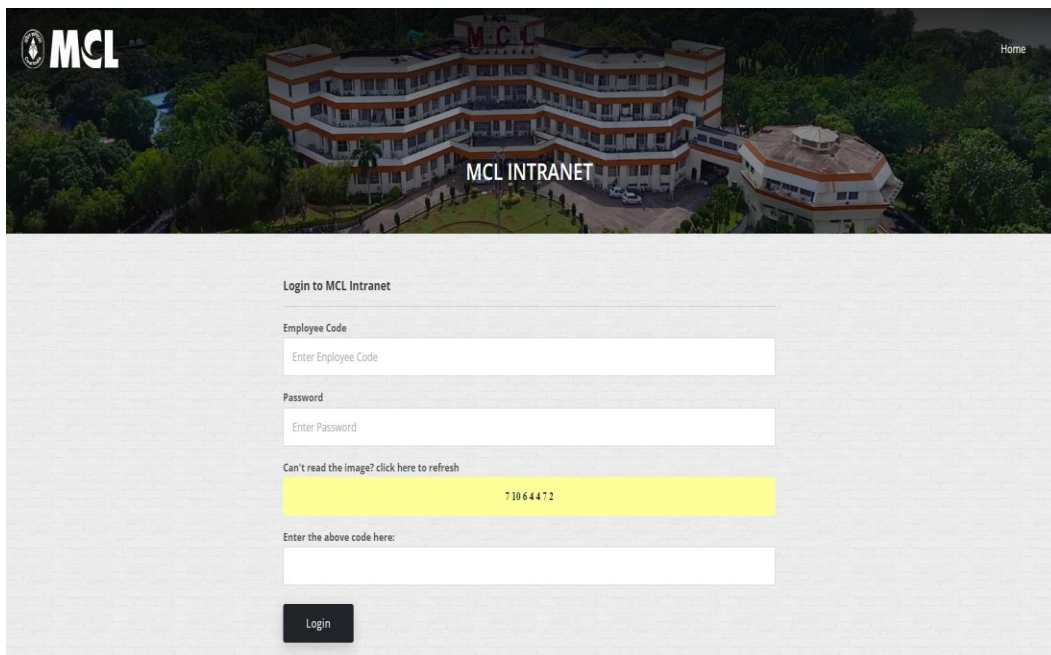
User can directly go to URL : www.mahanadicoal.in/intranet

OR

- Visit MCL Official Site: www.mahanadicoal.in
- Navigate **About Us** section on MCL Home Page
- Navigate **Our Portals** and click on **MCL INTRANET**

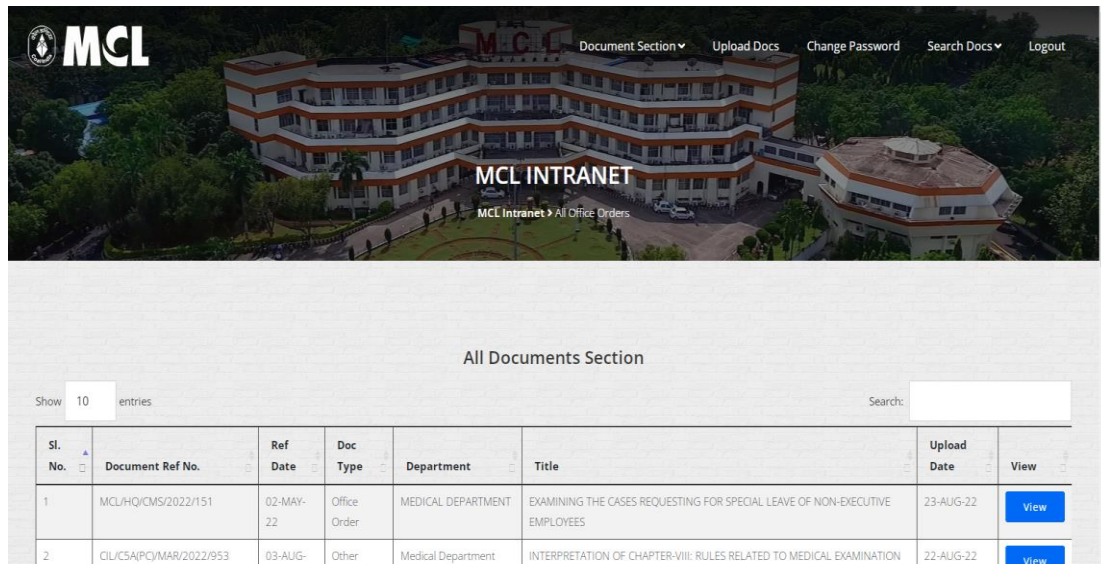


- Following screen will appear after click on **MCL INTRANET**
- Enter your employee code and password (your biometric id last eight digit of Aadhar no.)



2. After Logon:

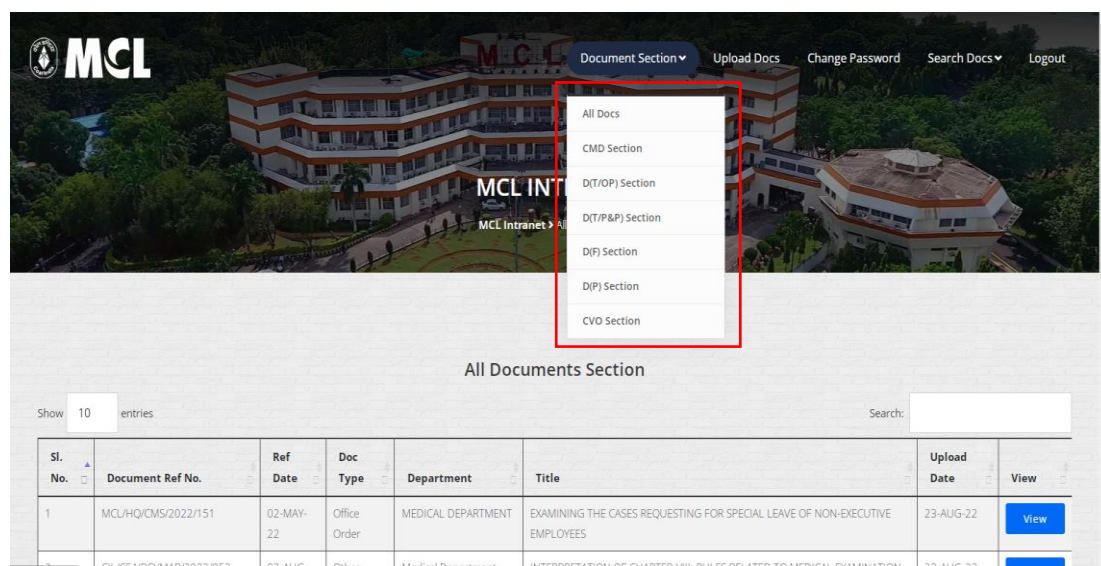
Once you logon all uploaded document will appear as shown below:



The screenshot displays the MCL Intranet interface. At the top, there is a navigation bar with the MCL logo, a 'Document Section' dropdown menu, and links for 'Upload Docs', 'Change Password', 'Search Docs', and 'Logout'. Below the navigation bar is a banner image of the MCL building with the text 'MCL INTRANET' and 'MCL Intranet > All Office Orders'. The main content area is titled 'All Documents Section' and includes a search bar and a 'Show 10 entries' indicator. A table lists the documents with columns for Sl. No., Document Ref No., Ref Date, Doc Type, Department, Title, Upload Date, and View.

Sl. No.	Document Ref No.	Ref Date	Doc Type	Department	Title	Upload Date	View
1	MCL/HQ/CMS/2022/151	02-MAY-22	Office Order	MEDICAL DEPARTMENT	EXAMINING THE CASES REQUESTING FOR SPECIAL LEAVE OF NON-EXECUTIVE EMPLOYEES	23-AUG-22	View
2	CI/C5A/PC/MAR/2022/953	03-AUG-	Other	Medical Department	INTERPRETATION OF CHAPTER-VIII: RULES RELATED TO MEDICAL EXAMINATION	22-AUG-22	View

- You can navigate different section of directorate for different documents

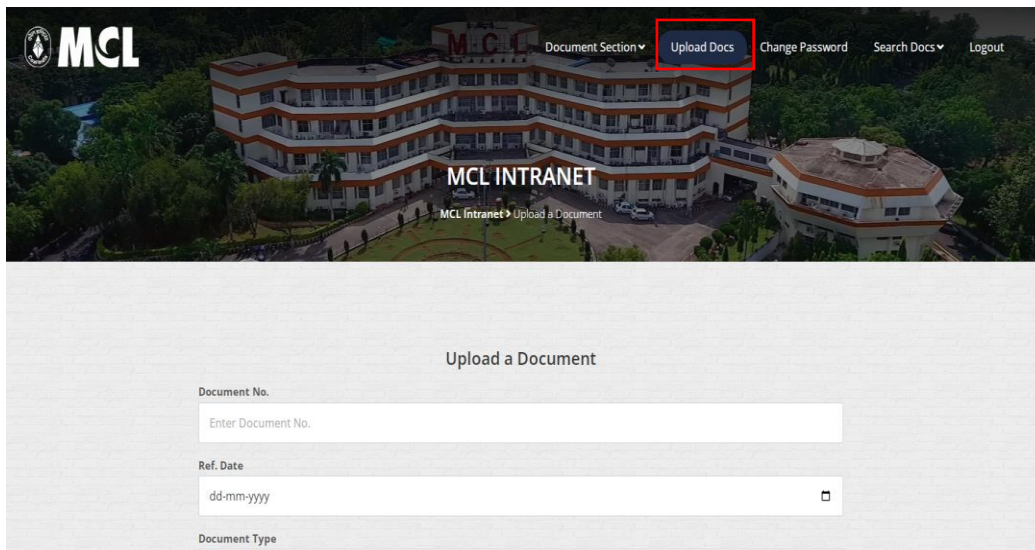


This screenshot shows the same MCL Intranet interface as the previous one, but with the 'Document Section' dropdown menu open. The dropdown menu is highlighted with a red box and lists the following sections: All Docs, CMD Section, D(T/OP) Section, D(T/P&P) Section, D(F) Section, D(P) Section, and CVO Section. The table below the dropdown menu shows the same list of documents as in the previous screenshot.

Sl. No.	Document Ref No.	Ref Date	Doc Type	Department	Title	Upload Date	View
1	MCL/HQ/CMS/2022/151	02-MAY-22	Office Order	MEDICAL DEPARTMENT	EXAMINING THE CASES REQUESTING FOR SPECIAL LEAVE OF NON-EXECUTIVE EMPLOYEES	23-AUG-22	View
2	CI/C5A/PC/MAR/2022/953	03-AUG-	Other	Medical Department	INTERPRETATION OF CHAPTER-VIII: RULES RELATED TO MEDICAL EXAMINATION	22-AUG-22	View

3. Uploading A document:

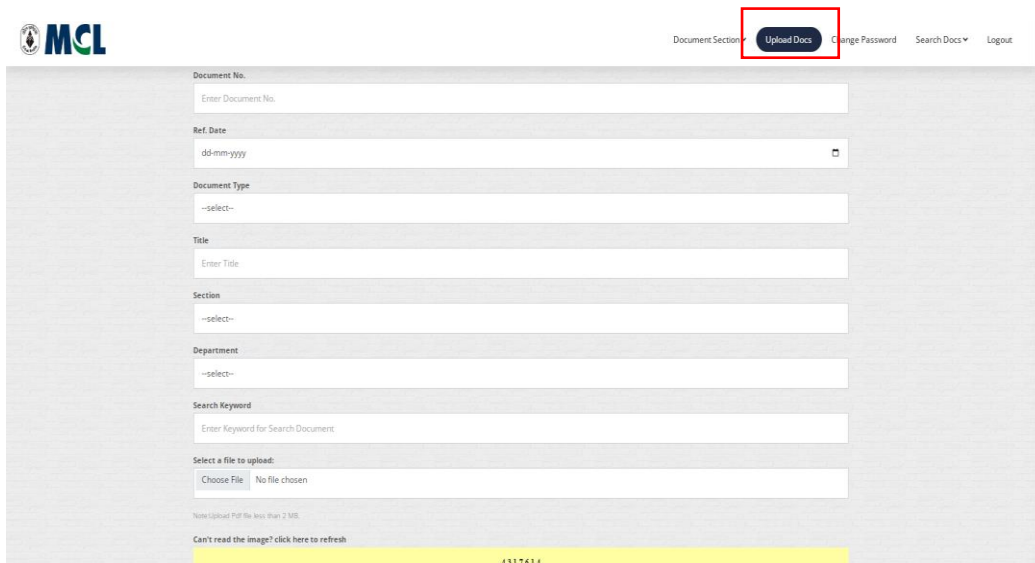
For uploading a document navigate the **Upload Docs** menu



The screenshot shows the MCL Intranet interface. At the top, there is a navigation bar with the MCL logo on the left and several menu items on the right: 'Document Section', 'Upload Docs' (highlighted with a red box), 'Change Password', 'Search Docs', and 'Logout'. Below the navigation bar, the main heading reads 'MCL INTRANET' and 'MCL Intranet > Upload a Document'. The central content area is titled 'Upload a Document' and contains a form with the following fields:

- Document No.:** A text input field with the placeholder 'Enter Document No.'.
- Ref. Date:** A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon.
- Document Type:** A dropdown menu.

- Following screen will appear after clicking:
- Enter all details related to the document as label mentioned



This screenshot shows the same MCL Intranet interface as the previous one, but with the 'Upload Docs' menu item highlighted. The form is more complete, including the following fields:

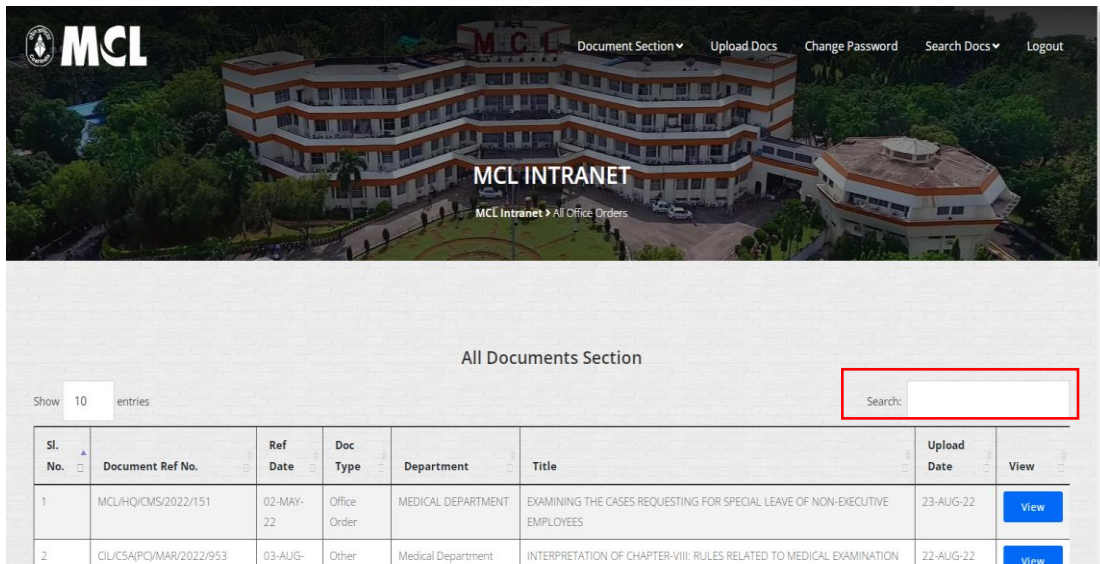
- Document No.:** Text input field.
- Ref. Date:** Date input field.
- Document Type:** Dropdown menu.
- Title:** Text input field with placeholder 'Enter Title'.
- Section:** Dropdown menu.
- Department:** Dropdown menu.
- Search Keyword:** Text input field with placeholder 'Enter Keyword for Search Document'.
- Select a file to upload:** A section with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the form, there is a note: 'Note Upload PDF file less than 2 MB.' and a link: 'Can't read the image? click here to refresh'. A yellow footer bar contains the number '4317614'.

- After Entering all details and pdf file click on save button.

4. Searching Document:

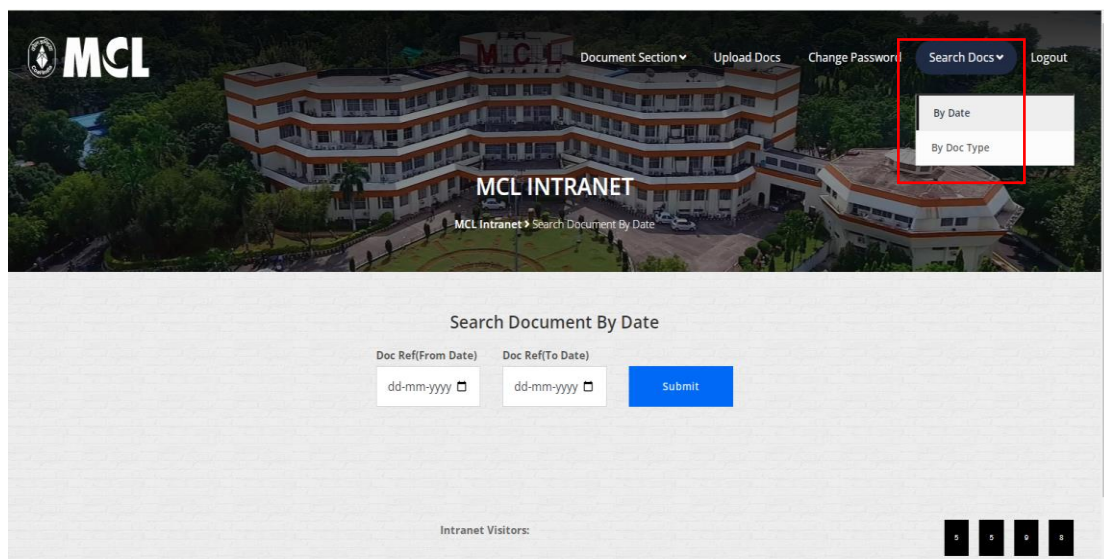
User can search a document by providing a related title string to the given search input



The screenshot shows the MCL Intranet interface. At the top, there is a navigation bar with the MCL logo, 'Document Section', 'Upload Docs', 'Change Password', 'Search Docs', and 'Logout'. Below the navigation bar is a banner image of the MCL building with the text 'MCL INTRANET' and 'MCL Intranet > All Office Orders'. The main content area is titled 'All Documents Section' and features a search bar with the text 'Search:' and a dropdown menu for 'Show 10 entries'. Below the search bar is a table with the following data:

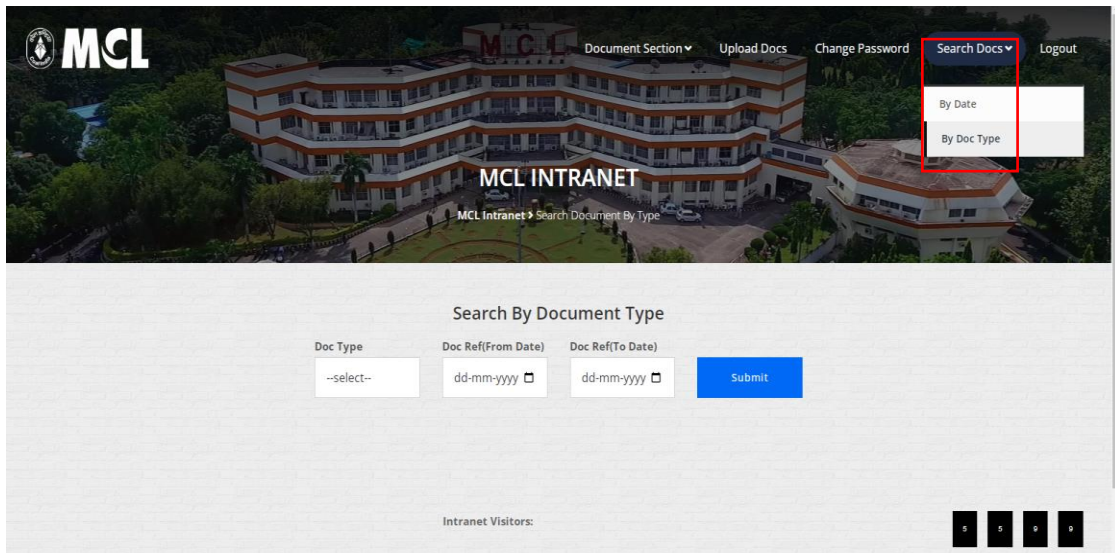
Sl. No.	Document Ref No.	Ref Date	Doc Type	Department	Title	Upload Date	View
1	MCL/HQ/CMS/2022/151	02-MAY-22	Office Order	MEDICAL DEPARTMENT	EXAMINING THE CASES REQUESTING FOR SPECIAL LEAVE OF NON-EXECUTIVE EMPLOYEES	23-AUG-22	View
2	CL/C5A/IPC/MAR/2022/953	03-AUG-	Other	Medical Department	INTERPRETATION OF CHAPTER-VIII: RULES RELATED TO MEDICAL EXAMINATION	22-AUG-22	View

- Also user can search document by document type filtering / uploading date filtering etc.
- For document search through uploading date filtering, user can navigate menu [Search Docs-> By Date](#)



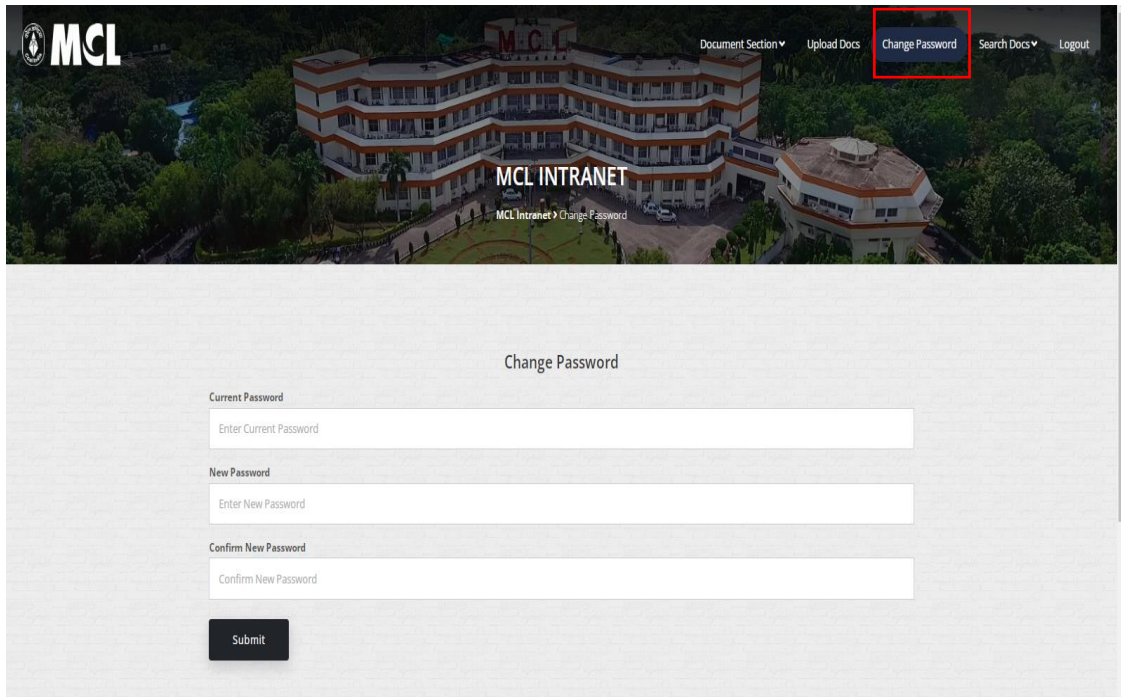
The screenshot shows the MCL Intranet interface with the 'Search Docs' dropdown menu open, highlighting the 'By Date' option. Below the dropdown menu is a form titled 'Search Document By Date' with two date input fields labeled 'Doc Ref(From Date)' and 'Doc Ref(To Date)', both with a date picker icon. A 'Submit' button is located to the right of the input fields. At the bottom of the page, there is a section for 'Intranet Visitors' with a grid of icons representing different user roles.

- For document type filtering user can navigate **search Doc-> By Doc Type**



5. Change Password:

User can change password by providing existing one through **Change Password** Menu:



The screenshot displays the MCL Intranet interface. At the top left is the MCL logo. The top right navigation bar includes 'Document Section', 'Upload Docs', 'Change Password' (highlighted with a red box), 'Search Docs', and 'Logout'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password' (with placeholder 'Enter Current Password'), 'New Password' (with placeholder 'Enter New Password'), and 'Confirm New Password' (with placeholder 'Confirm New Password'). A 'Submit' button is located at the bottom of the form.

SOP FOR UPLOADING DOCUMENTS IN INTRANET PORTAL

1. Information which are meant for public circulation / wide publicity among masses should not be uploaded in MCL Intranet. Such information may be uploaded in MCL's corporate website.
2. Documents / Information, which are meant for restricted use by internal employees are ONLY to be shared / uploaded in MCL Intranet portal
3. Who should upload?
 - a. Documents, that are generated within MCL, and are meant for all internal employees, are to be shared / uploaded ONLY by the authorized person of the department that generates the document. This will avoid sharing / uploading of same documents by multiple departments which otherwise may unnecessarily glut the portal with multiple copies of same documents
 - b. Documents that come from CIL or Central / State Govt. should be shared / uploaded by CMD Secretariat only, if such documents are meant for all internal employees
4. Before uploading any document, it is advisable to first search whether the same document already exists in the Intranet portal or not, using proper search criteria. This will reduce duplicity of uploaded documents
5. HODs should authorize only one person from each department for uploading of documents generated from the department. View permission will be given to all.
6. Sharing / uploading of unnecessary documents should be avoided, which are not meant for all.
7. Document uploading should be done in proper way like considering following points:
 - With Proper subject
 - With Proper Search Keyword for future references
 - With proper resolution and clarity of document
 - Selecting proper Directorate/ Department/ Document Type etc.

This will help in proper sorting and searching of the desired documents without any difficulty.

*****END OF DOCUMENT*****