User-manual

Of

Assistant Executive Officer (AEO)

For

Telangana Scheduled Castes Co-Operative Development Corporation Ltd (TSCCDCL)

Government of Telangana

Submitted by:

	Road No. 25, Dr. MCR HRD Institute Campus, Jubilee Hills, Hyderabad 500033, Telangana (India). Ph: +91 40 2354 1907 / 09, Fax: +91 40 2354 1953

Centre for Good Governance	CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	E-Gov – 013 V1.0
QA Testing Request for Change Request		W. E. F. 01/29/2018

Contents

Documentation Process:

	Prepared By	Reviewed By	Approved By
Name :	Rajesh.G	Sunitha.B	Purushottam.M
Designation :	Project Associate	Project Leader	Project Manager
Date:	20-06-2019		

Version History:

Version No.	Date	Changed By	Changes made to Sections
0.1	20-06-2019	Rajesh (PA)	Initial Draft

Overview:

The main objective of this Program is to improve um employed youth (SC & BC-C - Communities in the state of telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.
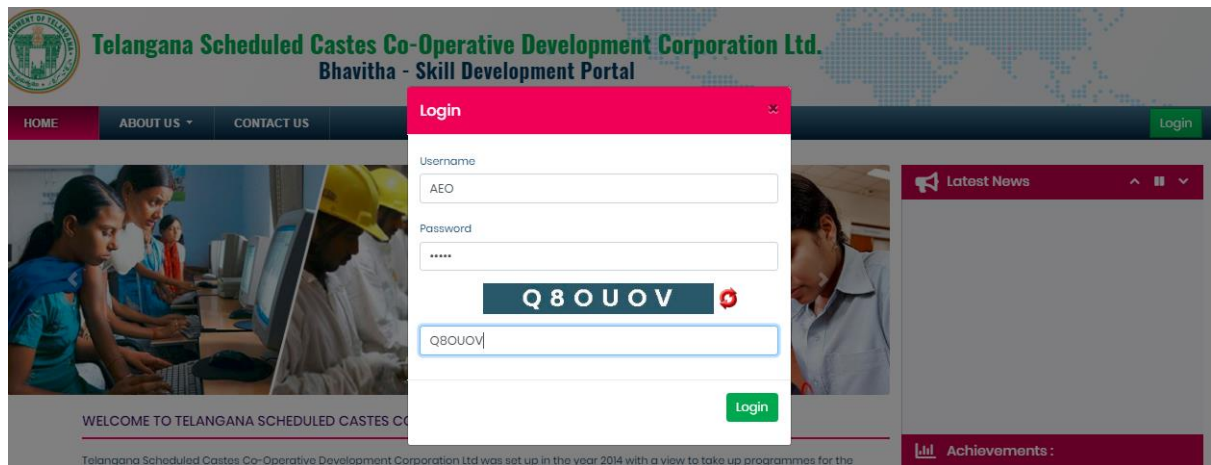
Web site address: http://tsscbhavitha.cgg.gov.in/

1) Manual Attendance Verification
2) Placement Details Verification

TSCCDCL User manual for AEO

AEO Login:

Click on "Login" button as shown in below figure.

Step1: Enter "**Username**" as shown in above figure.

Step2: Enter "**Password**" as shown in above figure.

Step3: Enter "**Security Captcha**" as shown in above figure.

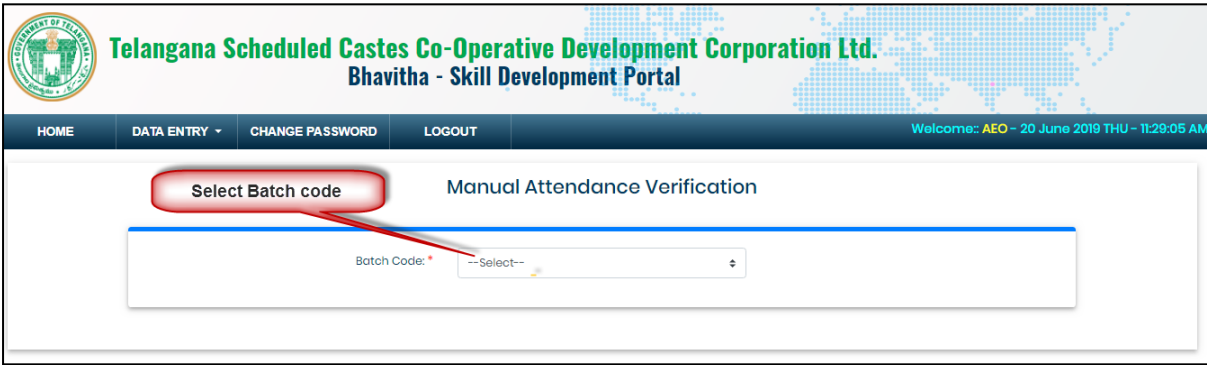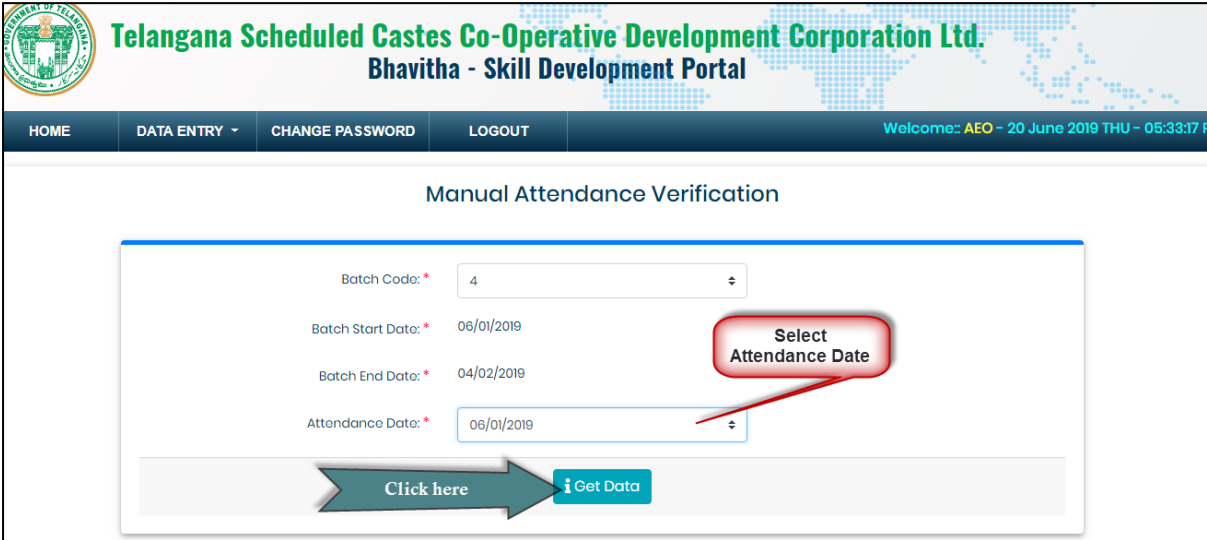Step4: Then click on "Login" button as shown in above figure.

Manual Attendance approval:

Data Entry ➔ Approvals ➔ Manual Attendance

TSCCDCL User manual for AEO

Click on "**Manual Attendance**" sub menu item as shown in above figure.
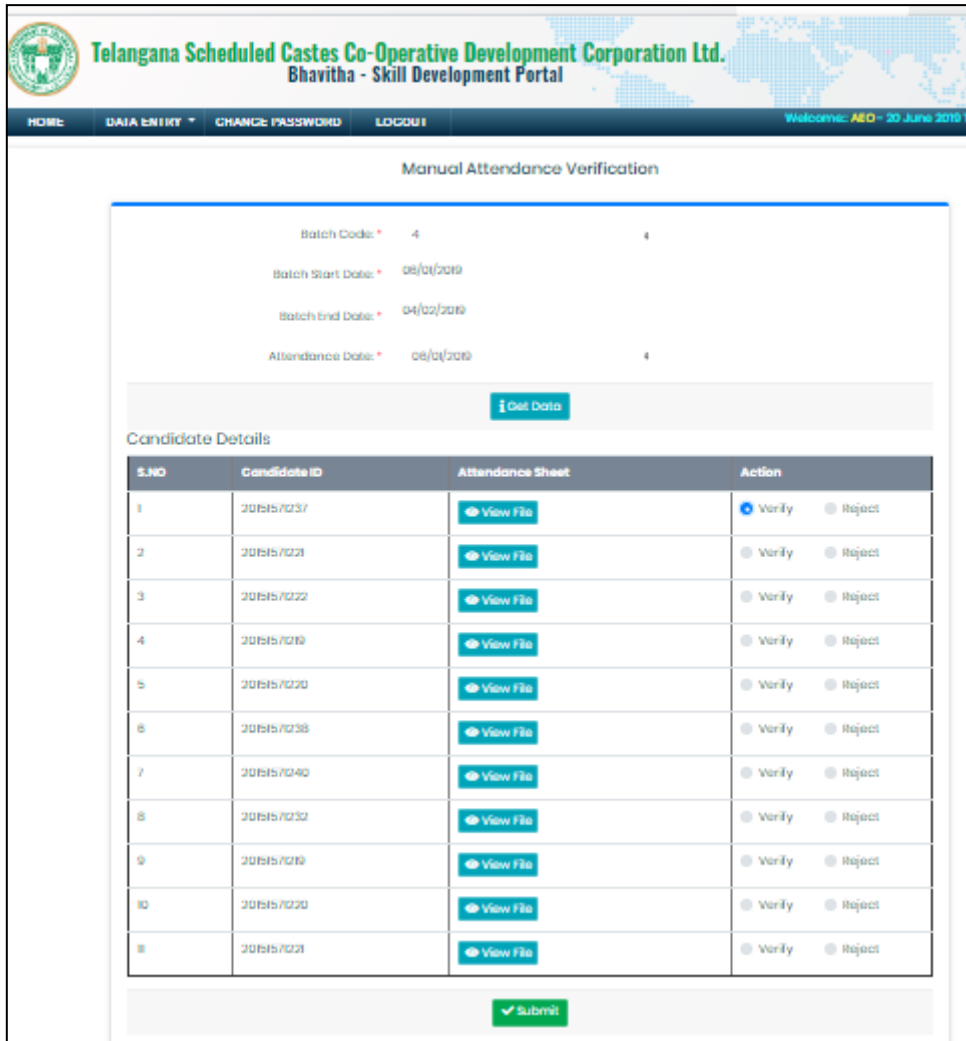
Select "**Batch code**" from the drop-down box.

Then system display batch duration as shown in below figure.

Enter Attendance Date then click on "Get Data" button as shown in above figure.

Then system display TP send data as shown in below figure.

TSCCDCL User manual for AEO

Verify the attendance details then click on Submit button.

Placement Details Verification

TSCCDCL User manual for AEO