V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P. CENTRE

DEPARTMENTAL HANDBOOK

GIVING ACCESS AUTHENTICATION TO USERS

(HAND BOOK NO : QEDP003)

ISO 9001:2015

Issue No.1   Date: 02.01.2018

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INTEGRATED MANAGEMENT SYSTEM

V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)

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(DOCUMENT CODE : QEDP003)

I N D E X

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LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

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(DOCUMENT CODE : QEDP003)

REVISION SHEET

Document Name **:** **Departmental Manual - Hand Book**
Code **:** **QEDP003**

I. Issue Status :

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

II. Revision Status of Issue No.1 dated : 02.01.2018

Sl.No.	Page No.	Section	Revision		Remarks
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GIVING ACCESS AUTHENTICATION TO USERS

(DOCUMENT CODE : QEDP003)		
ABBREVIATIONS		
SAP		Systems, Applications and Products

GIVING ACCESS AUTHENTICATION TO USERS

Procedure	:	This procedure details how different access rights are given to the users while using online system.
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DPO(MV)

GENERAL:

System Administration is the module available in the SAP System which gives authentication to a particular user for using the different modules available in the online system.

Every authorized user is given a network user name and pass word for logging into the network system. The network user name and pass word is created in the SAP Server. The user name is not case sensitive. Initially the password given will be 'welcome'. But password can be changed by the user on subsequent logins. Once the user logins to the computer with his network user name and password, he becomes a user in the network and he can access online systems and mail facilities available in the network.

When a new user is to be given rights to login to the network and use online systems

- Double click the SAP logon icon available on the desktop.
- Double click on VOC ECC on the SAP logon pad.
- Create network user id & password
- Requests for allotting Functional Ids to users are received from the nodal officers of each department through the form designed for that (specimen form in Page No:4).
- The user must be given the rights in different modules available in the online systems based on his nature of work

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Features in System Administration Module

- Additional new rights can also be allotted in the same way for existing user
- During transfer or promotion of employees, role rights can be added or deleted according to the nature of there work
- Separate roles can be created for specific functional IDs
- Users login history can be viewed.
- Number of hits on particular transaction can be viewed.