E-PRADAN
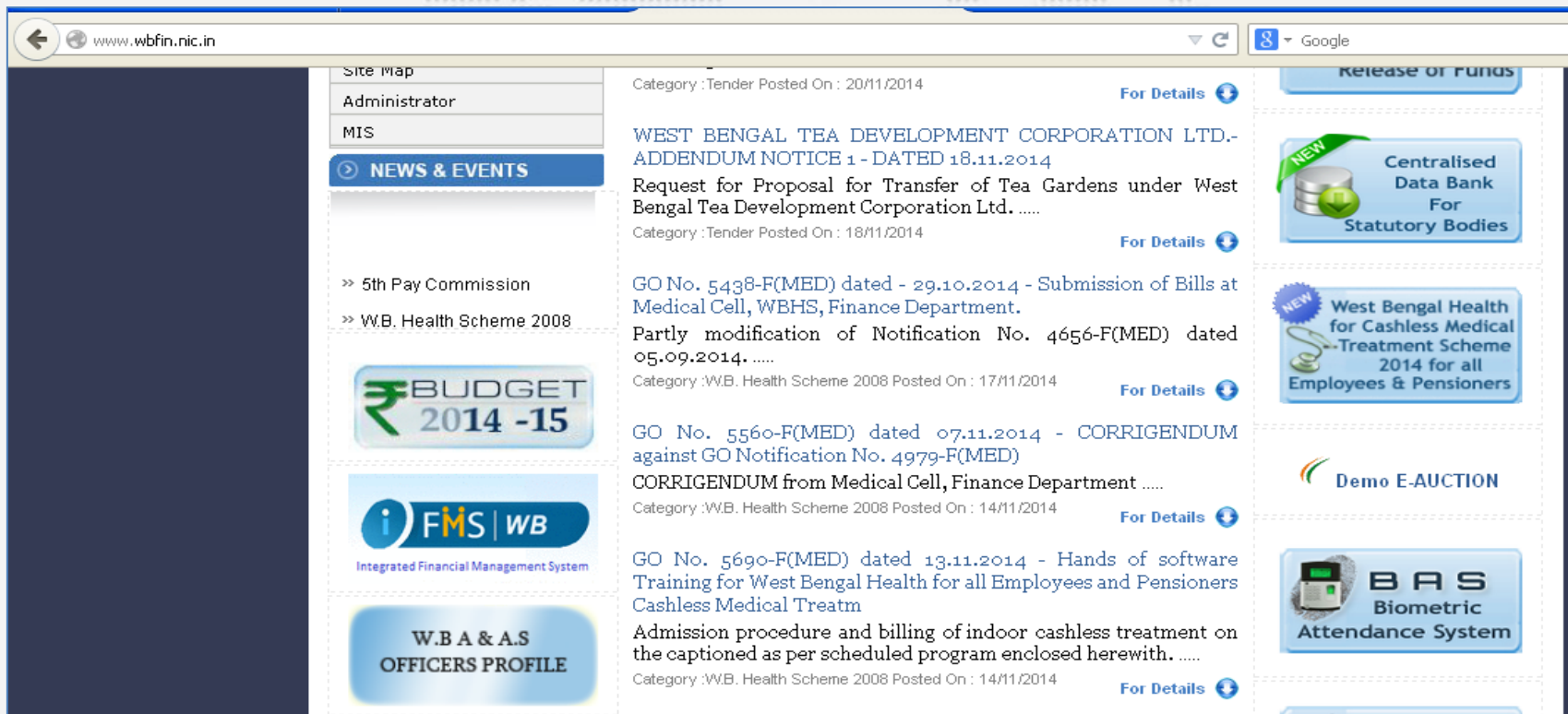## User Administration for DDO

User Administration – In General

Following steps are involved to manage the User Administration Module by the Treasury Officer:

❖ DDO will receive a user "Administrator cum Approver" login and password in their mobile number from AD-WBIFMS/VM-WBIFMS/TD-WBIFMS.

❖ After receiving the user Id and login open the website www.wbfin.nic.in. The User can also directly go to the IFMS Portal using http://www.wbifms.gov.in and skip Step 2.

User Administration – In General

❖ Once entering WBIFMS Portal, click on the User Administration/e-Pradan under e-Services.

❖ Enter your user id and login in the respective fields given. The Users should note that the Login ID given is in proper case as it is case sensitive (It is advisable to use all in lower case) and it should be exactly the same as received in the SMS.

User Administration – In General

❖ Change Password once redirected to the relevant page.

❖ The Password will be changed provided that the User gives correct Current Password.

❖ The New Password contains at least
  ❖ one character
  ❖ one special character
  ❖ one upper case letter
  ❖ one number

❖ It should contain at least 8 characters. The account will be locked if Current password is wrong for 5 consecutive times.

A dialog box will appear **" Your password has been changed successfully. Please login after 1-2 minutes".**

User Administration – In General

❖ Log in again with new password. The user will be redirected to iFMS Login Application.

❖ Click on User Administration link from the application list.

❖ Click on the User Management menu from the left hand menu tree as shown in the image.

❖ Click on the Add New User button.

❖ Basic Details popup window opens as shown beside.

❖ Select **Own Office** radio button since the DDO Approver creating "Operator" for his own office.

❖ Make sure to provide the values for fields marked with star (*).

❖ Enter a Login Id to be used by the user. A message will appear just beside the login id field that "**Login Id is available, Proceed....**'' or '' **Login Id already in use. Choose a different Id**''

❖ Choose current date from the calendar in the **Effective From** field.

❖ The **Expires On** field displays the expiry date automatically.

❖ Click on **Save**.

❖ Click on **Add/Update Role** button. **User Access Details** popup appears.

❖ Select "Own Office User" and provide the values as shown in the image.

❖ Click on **Save** and the user will be able to access the e_pradan Module as "Operator".

❖ Repeat the same process to create login for all other operators.

Basic Details

○ Own Office   ○ Other Office

User Name *	
Designation *	
Login Id *	
Mobile Number *	
e-mail Id	
Effective From *		Expires On	
Active	☑

Note : * Marked fields are mandatory.

Save   Back   Add/Update Role

[X]

User Access Details

◉ Own Office User

Subsystem *	5	🔍	e-Pradan
Module *	2	🔍	e-Pradan
User Type *	6		DDO
Role *	19	🔍	e-Pradan Operator
Sub-Alloting/Treasury/DDO Code *	HGDHMA0		S.D.O. CGR
Privileged	☑		

Note : * Marked fields are mandatory.

Save