Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for Driver"







LOGIN PAGE

- Use link : https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC to access HRMS
- Login securely using your User ID and Password
- Click on "Forgot Password" link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times
- For any related queries, you may contact IT Helpdesk at 011-46067717 between 10 AM to 6 PM



HOME PAGE

- At the home page, you can view and modify the following modules:
 - 1. Profile

2. Leave

3. PMS

- 4. Payroll
- 5. Medical

- 6. Request Manager
- 7. Helpdesk 8. Policies & Forms
- 9. Tools
- 10. User Manual
- Change password of your account using the link provided at the top right corner of the screen
- For each day, birthdays, service and wedding anniversary will appear on right side of the screen

1. Authorization Role – "Appraiser"

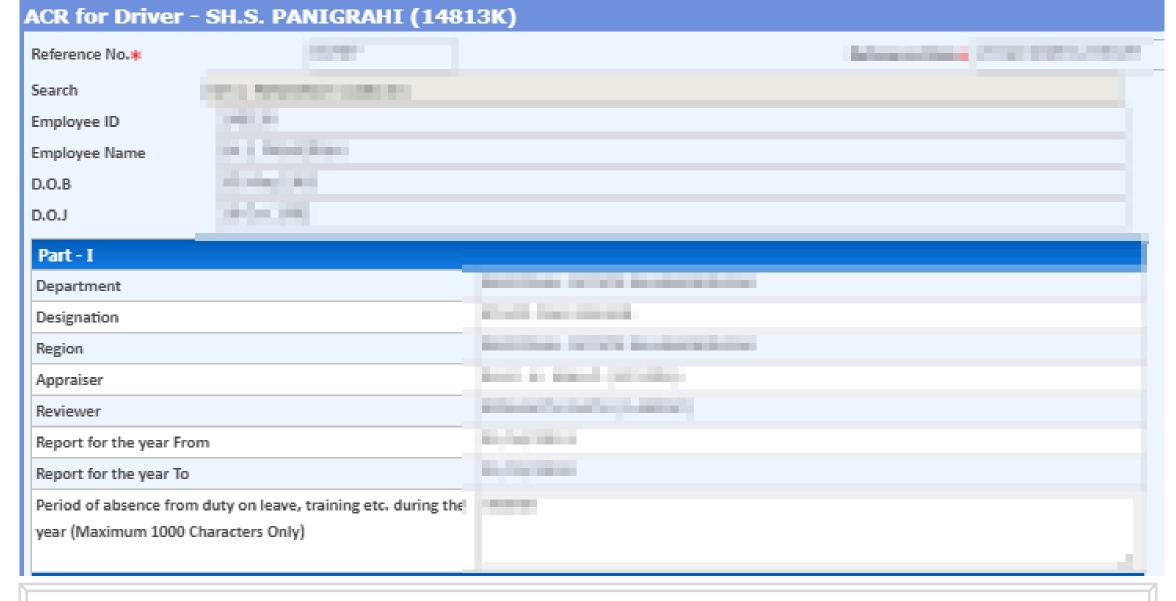






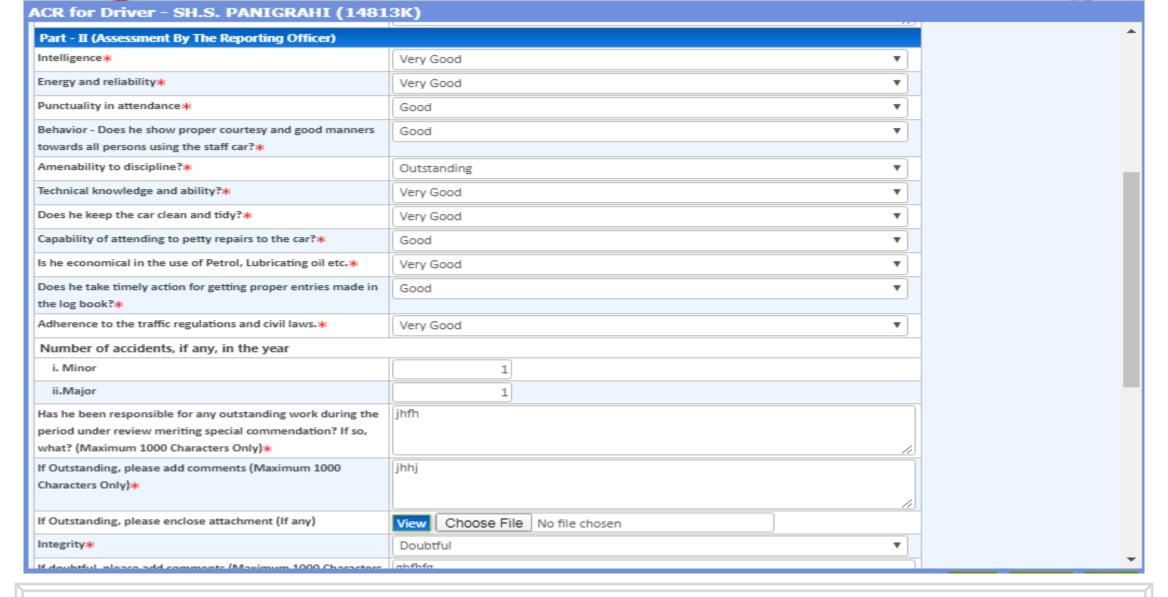
e-ACR FOR Driver

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as "Appraiser" from drop-down option available at top left
- As an Appraiser, click on: $PMS \rightarrow e-ACR \rightarrow Appraiser \rightarrow e-ACR$ for Driver
- The above shown screen will appear on your browser window. Draft e-ACR will appear by default.
- Click on "Edit" button to start filling e-ACR. e-ACR can also be printed using "Print" button.
- A new pop-up window will appear on screen to fill, save and submit a particular e-ACR



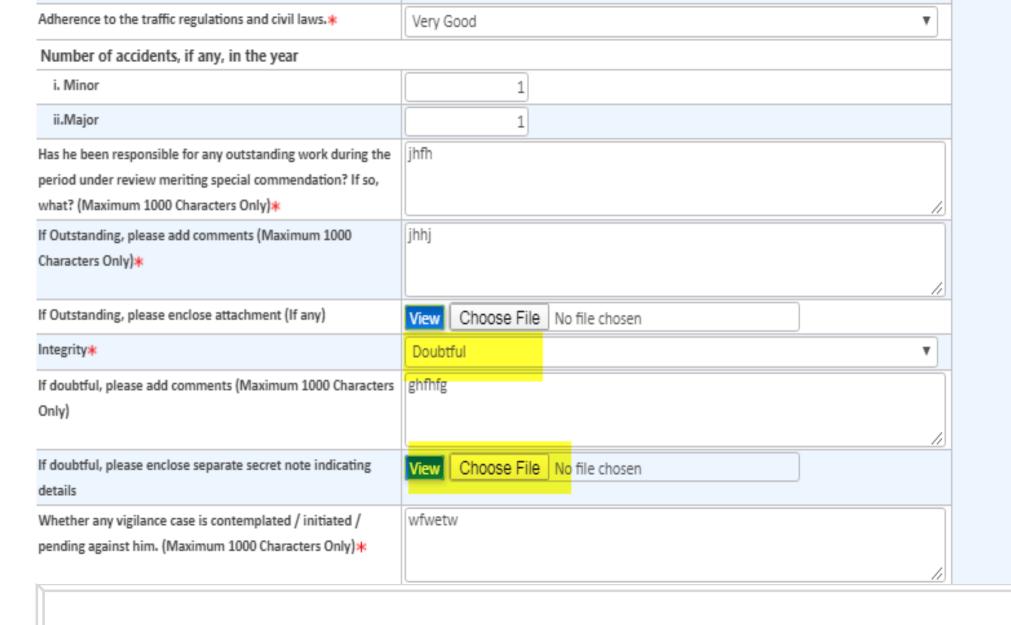
PART - I

- Once you click on the "Edit" button, above shown e-ACR format will appear on screen
- You have to fill the e-ACR from top to bottom as explained in the next few slides
- Employee's personal data such as Employee ID, Employee Name, D.O.B, D.O.J, Designation, Department etc, will appear by default on the screen
- Verify that the From and To dates are mentioned correctly as "Report for the year"



PART – II (TO BE FILLED BY REPORTING OFFICER)

- This part is designed to be filled by Reporting Officer
- For each point, you have to select an indicative pointer from the drop-down menu as:
- Outstanding
- Very Good
- Good
- Average & Poor



PART – II (TO BE FILLED BY REPORTING OFFICER)

If Integrity section data would be selected as doubtful then a supporting document as an attachment should be Compulsory added with e-ACR form as highlighted in above screenshot.

Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*

wfwetw

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	SH.P. K. KALLO	13.Apr.2020 12:39:13	Submitted By Appraiser	
2.	Reviewer	SIDHARTH RATH	14.Apr.2020 11:17:34	Returned by Reviewer	returning
3.	Appraiser	SH.P. K. KALLO	17.Apr.2020 15:22:32	Submitted By Appraiser	
4.	Reviewer	SIDHARTH RATH	17.Apr.2020 15:24:53	Returned by Reviewer	test
5.	Appraiser	SH.P. K. KALLO	17.Apr.2020 15:29:13	Submitted By Appraiser	
6.	Reviewer	SIDHARTH RATH	17.Apr.2020 17:50:53	Returned by Reviewer	test
7.	Appraiser	SH.P. K. KALLO	18.Apr.2020 00:35:36	Submitted By Appraiser	
8.	Reviewer	SIDHARTH RATH	18.Apr.2020 09:42:08	Returned by Reviewer	returning
9.	Appraiser	SH.P. K. KALLO	18.Apr.2020 09:45:16	Submitted By Appraiser	
10.	Reviewer	SIDHARTH RATH	18.Apr.2020 09:46:26	Returned by Reviewer	returning
11.	Appraiser	SH.P. K. KALLO	20.Apr.2020 00:33:21	Submitted By Appraiser	
12.	Reviewer	SIDHARTH RATH	20.Apr.2020 00:34:46	Returned by Reviewer	test
13.	Appraiser	SH.P. K. KALLO	23.Apr.2020 12:36:30	Submitted By Appraiser	
14.	Reviewer	SIDHARTH RATH	28.Apr.2020 10:02:59	Returned by Reviewer	returning
15.	Appraiser	SH.P. K. KALLO		Pending with Appraiser	

If Integrity is selected as doubtful then it is mandatory to justify with proper reason and attach supporting document, if required.

However, there is no need to write anything in this column if integrity is selected as "Beyond Doubt" as it will become contradictory in nature.

Save

Submit

Close

PART – II (TO BE FILLED BY REPORTING OFFICER)

 There is action history displaying on the bottom of the form and if form is returned from next approver level then Return Remarks will display in Remarks section as shown in screenshot.

Number of accidents, if any, in the year				
i. Minor	1			
ii.Major	1			
Has he been responsible for any outstanding work during the	jhfh			
period under review meriting special commendation? If so,				
what? (Maximum 1000 Characters Only)*				
If Outstanding, please add comments (Maximum 1000	jhhj			
Characters Only)*				
If Outstanding, please enclose attachment (If any)	View Choose File No file chosen			
Integrity*	Doubtful ▼			
If doubtful, please add comments (Maximum 1000 Characters	ghfhfg			
Only)				
If doubtful, please enclose separate secret note indicating	View Choose File No file chosen			
details				
Whether any vigilance case is contemplated / initiated /	wfwetw			
pending against him. (Maximum 1000 Characters Only)*				
		Save	Submit	Close

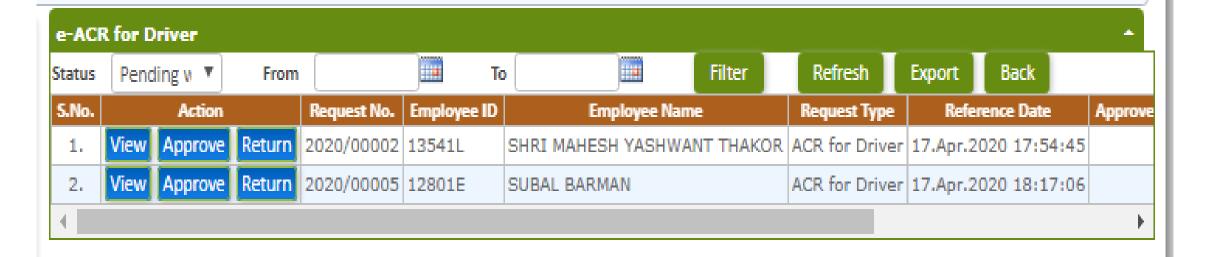
SAVE / SUBMIT e-ACR FOR Driver

- Enter details as mentioned against each field
- Once all details are submitted and you reach at the end of e-ACR, you have the option to Submit
- You can also Save an e-ACR at this point if any changes are required to be done later
- Otherwise, click on "Submit" button to submit e-ACR for further approval
- It is advised to kindly verify that all the details entered by you and check for any discrepancy
- Once you click on "Submit" button, an auto-generated mail will be sent to you and the Reviewer

2. Authorization Role – "Reviewer"

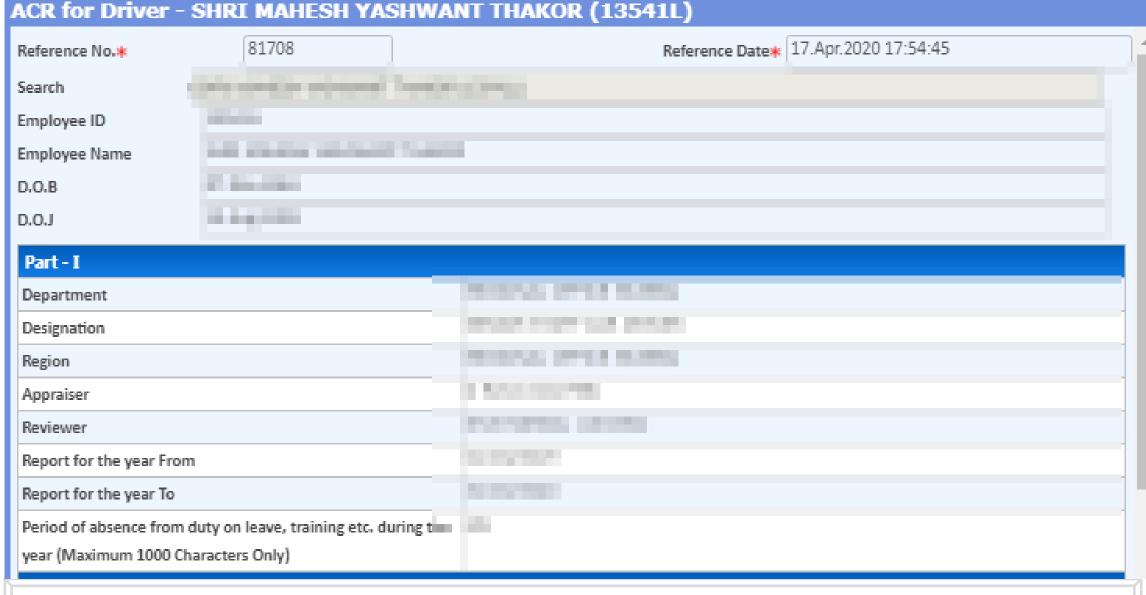






e-ACR FOR Driver

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as "Reviewer" from drop-down option available at top left
- As a Reviewer, click on: PMS \rightarrow e-ACR \rightarrow Reviewer \rightarrow e-ACR for Driver
- List of pending e-ACRs will appear on the screen as shown above
- To approve/return an e-ACR click on "View" button present against that particular e-ACR
- e-ACR as submitted by Appraiser will open on the screen for your review and approval



VIEW e-ACR FOR Driver

- Once you click on "View" button, e-ACR as submitted by Appraiser will appear as shown above
- Review all the details furnished by Appraiser under each head and in each field
- If any change is required to be done, click on "Return" button present at the bottom
- If the details furnished by Appraiser are correct, proceed to the lower part where one detail is to be furnished from your end as well

APPROVE / RETURN e-ACR

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled before proceeding further
- Verify the details furnished by you once again and click on "Approve" or "Return" button
- If you click on "Return" button, the e-ACR will go back to Appraiser for correction at his/her end
- If you click on "Submit" button, an auto-generated mail will be sent to you and form will be