

Central Drug Standard Control Organization

(CDSCO)

User Manual

For



Guidelines for Creation of Sub-Logins

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Centre for Development of Advanced Computing

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Guidelines for Creation of Sub-Login



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1. Overview

This document details the creation of sub-login credentials of users by the Corporate for the following:-

- Branch Office
- CRO
- Manufacturing Site

Note: The login credentials of the users can be created, only if their details are added in user Profile section in the 'Add Member Details' for manufacturer and CRO login and 'Add Branch Offices' for branch office section of the 'User Profile'.

For creating the sub-login follow the following steps :

1.1. Branch Office Login:



To create Branch Office Login, User has to first register the Branch office details through User Profile Section by clicking on 'Add Branch Offices' link in 'User Profile' Tab, as shown in Figure 1-1



	Director General Of Health Serv Ministry of Health & Family We	ices Mare, Government of India				
	A	dd Branch Office	Detail			
Address Details						
Enter Branch Name						
Branch name						
Address Line 1		Address	Line 2			
Address Line 1		Addre	ss Line 2			
Country	State		D	istrict		
India	v Sel	ect	*	Select		~
City/Taluka/Mandal/Tehsil		Pie		Pin Code		
City/Taluka/Mandal/Tehsil		0				
Contact No. (Please include STD Code	- Phone Number)					
+91 STD Code - Phone Numb	er					
Multiple Contact Numbers can be adde	d with comma separation					
Fax No. (Please include STD Code - Fa	x Number)					
Multiple Fax Numbers can be added wit	th comma separation					
			-			
	_	-> 🖾 Save 🛛 🍣 Reset				
Branch Details						
Search:						
Sr. No. ♥ Premis	es Name ‡	Address ©		Edit 🕈	Delete ©	

- It is mandatory for the user to fill all the details . After filling all the details, click on the 'Save' button to save all the details (as shown in Figure 1-2), the saved details can be viewed in the 'Branch Details' section. The saved details can be modified or deleted.
- User can now create the Login Credentials for registered Branch Offices by clicking on 'Create Branch Office Login Credentials' under 'Create Sub Login' Tab, as shown in Figure 1-3.

User Profile -	Menu ≡	Welcome Mr. Applicant (Corporate) 🕷	Home <i>こ</i> <u>Change Password</u> 也 Logout
Create Sub Logins -	Centra Director	al Drugs Standard Control Organisation General Of Health Services	
➔ Create CRO Login Credentials	Ministry	y of Health & Family Welfare, Government of India	
➔ Create Branch Offices Login Credentials	🗖 Dashboard		Switch Role 👻
➔ Create Manufacturer Login Credentials			+ Expand All
Permissions Owned -	Juser Guidelines	Corporate Manual	
Application Submission -	<u></u>		
Online Payment -	User Profile	Your Profile is ready for application submission. <u>Submit Application</u>	+
	Submitted Applications	O Applications <u>View</u> Most recent : Form12 (File No : BABE/Form12/TL/2016/5504) Modified Date:23-Sep-2016	+
	Saved (Draft) Applications	8 Applications View Most recent : Form44 (File No : GCT/Form44/FF/2016/471) Modified Date:18-Oct-2016	+
	Approved Applications	O Applications View Most recent : No Application Found	+
	Rejected Applications	O Applications View Most recent : No Application Found	+

Figure 1-3: Create Branch Office Login

The Registered Branch Office details will be shown in branch office dropdown, as shown in Figure 1-4



Central Drugs Standard Control Organisation Director General Of Health Services Ministry of Health & Family Welfare, Government of India Branch Office Director General Of Health & Family Welfare, Government of India Branch Office Tifttn,aasasasas, dsfsfsdfsdf, add Viername/E-mail (Only Official E-mail Id) Password Enter Password The password The password The password Browee No file selected. Download, Fill and Sign this Undertaking PDF Template and Upload the same here (Engle PDF + 10 MB) Browee No file selected. Download, Fill and Sign this Undertaking PDF Template and Upload the same here (Engle PDF + 10 MB) Browee Name Mr. First Name Mobile Number: Designation H91						N	elcome Mr. Appli	cant (Corporate) 👫	Home
Branch Office Login Credentials Branch Office Trtn.,assasasa, dsfsfdsfd, add Vername/F-mail (na) UderOskVFVINPQUIARDIESUwuQ09N X Password Enter Password Confirm Password Re-enter P	(Central Drugs Standard Co Director General Of Health Services Ministry of Health & Family Welfare,	ontrol Organisat	ion				
Branch Office Tfrtn,aasasasas, dsfsfsdfsdf, add Username/E-mail (Only Official E-mail (Only Official E-mail (d) UDFOSKVFVINPQUIARDIESUwuQQ9N * Password Enter Password The value is not a valid email address Password Enter Password Re-enter Password The password is required and can't be empty Confirm Password Re-enter Password Undertaking: (Single PDF 10 MB) Browse No file selected. Download,Fill and Sign this Undertaking PDF Template and Upload the same here Contact Details of the Person Responsible for this Unit Middle Name Last Name Name Mr. First Name Mobile Number: Designation 1491 Mobile Number			Brand	ch Office Lo	gin Cred	entials			
Inter Password The value is not a valid email address Password Enter Password The password Re-enter Password The password Re-enter Password Undertaking: Download, Fill and Sign this Undertaking PDF Template and Upload the same here (Single PDF - 10 MB) Browse Name Mr. Mr. First Name Designation Mobile Number: Designation +91	Branch Offic	ce 📑	l'frtn,aasasasas, dsfsfsdfsdf, add	৵ ∨	Username/E	-mail	U0FOSkVFV1NPQ	U1AR01BSUwuQ09N	x
Password Enter Password Confirm Password Re-enter Password The password is required and can't be empty The password is required and can't be empty Re-enter Password Undertaking: Browse No file selected. Download,Fill and Sign this Undertaking PDF Template and Upload the same here (Single PDF - 10 MB) Browse No file selected. Download,Fill and Sign this Undertaking PDF Femplate and Upload the same here Contact Details of the Person Responsible for this Unit Middle Name Last Name Mr. First Name Mobile Number: Designation +91 Mobile Number					Id)	Th	e value is not a valid	email address	
The password is required and can't be empty Undertaking: Browse No file selected. (Single PDF + 10 MB) Browse No file selected. (Contact Details of the Person Responsible for this Unit Middle Name Name Mr. Person Responsible for this Unit Mobile Number: Designation +91	Password	E	inter Password	×	Confirm Pas	sword	Re-enter Passwor	d	
	(Single PDF < Contact Det Name Designatior	ails of the Person Mr.	Browse No file selected.		aking) - Available in Enterable PDF Format Middle Name Last Name +91 Mobile Number				
	Designati Gender:		◉ Male ⊖ Female ⊖ Transger	nder + Save	2 Reset				
Login Credentials	Designati Gender:	entials	● Male ○ Female ○ Transger	nder 🕂 🔂 Save	2 Reset				
Login Credentials Search:	Designati Gender: Login Crede Search	entials :	Male () Female () Transger	nder 🛨 Save	2 Reset			ť	Delete
Login Credentials Search: Comparison Delete Branch Offices Username Mame Gender Designation Mobile No Undertaking 	Designati Gender: Login Crede Search \$ Brance	entials ∴ h Offices \$	 Male () Female () Transger Username \$ 	nder Save Name	€ Reset Gender ≑	Designation 🗢	Mobile No 🗢	€ Undertaking ≑	i Delete Edit ≑

- It is mandatory for the user to fill all the details of the branch office. Once the details are saved, the login credentials for that particular branch office is created and user can now login using that credentials.
- > NOTE : It is also mandatory to upload the duly signed undertaking (as per the template provided in undertaking section)

1.2. CRO Login Credentials:

User Profile -	Menu =	Welcome Mr. Applicant (Corporate) 🐐 Home 🛭 Change Password 🙂 Logout
View Profile		Central Drugs Standard Control Organisation
Add Member Details		Director General Of Health Services
Contact Person Details		Ministry of Health & Family Welfare, Government of India
→ Add Wholesale / Manufacturing License Details	Dashboard	Switch
➔ Add R&D Site Details	-	+ Ex
➔ Add Branch Offices]	
Create Sub Logins -	7 User Guidelines	Corporate Manual
Permissions Owned -	The Decfie	
Application Submission -	User Profile	Your Prome is ready for application submission. <u>Submit Application</u>
Online Payment +	Submitted Applications	O Applications <u>View</u> Most recent : Form12 (File No : BABE/Form12/TL/2016/5504) Modified Date:23-Sep-2016
(<u> </u>	Saved (Draft) Applications	8 Applications View Most recent : Form44 (File No : GCT/Form44/FF/2016/471) Modified Date:18-Oct-2016

Figure 1-5: User Profile - Add Wholesale/Manufacturing License Details



To create CRO Login, User has to first register the CRO Premises details through user profile by clicking on 'Add Wholesale/Manufacturing Licenses Details' link in 'User Profile' Tab, as shown in Figure 1-6.

Menu =		Welcome Mr. Applicant (Corporate) 🏶 Home 🥃 Change Password 也 Logout
(T)	Central Drugs Standard Control C Director General Of Health Services Ministry of Health & Family Welfare, Governm	Organisation ent of India
	Add Lice	nse Details
* All fields are mandatory		
Licensing Details		Address Details
License Type:	Select •	Choose Premises 🔹
Issuing Authority Licence No./Approval	CRO Approval Manufacturing Site Wholesale License Site	
Valid From	Ĩ	
Valid Upto		
Upload Licence / Approval	Browse No file selected.	

Figure 1-6: Add CRO details

- It is mandatory for the user to fill all the details .Once the details have been saved the same can be viewed details in table format at the bottom of the page. The saved details can be modified or deleted.
- User can now create the Login Credentials for registered CRO Premises by clicking on 'Create CRO Login Credentials' under 'Create Sub Login' Tab, as shown in Figure 1-7.



Figure 1-7: Create CRO Login



The Registered CRO Unit details will be shown in CRO Unit dropdown, as shown in Figure 1-8.

Menu =	Welcome Mr. A	upplicant (Corporate) 🖷 Home 😂 Change Password Ů Logout
Central Drugs Standard Co Director General Of Health & Family Welfare,	ntrol Organisation	
CRO I	ogin Credentials	
CRO Unit Select	Username/E-mail (Only Official E-mail Id)	E-mail
Password Test, Tester, Chandigath Enter Password	Confirm Password	Re-enter Password
Undertaking: Browse No file selected.	vnload.Fill and Sign this Undertaking P [Undertaking] - Available in Enterable F	DF Template and Upload the same here /DF Format
Contact Details of the Person Responsible for this Unit		
Name Mr. First Name	Middle Name	Last Name
Designation	Mobile Number:	
Designation	+91 Mobile Number	
Gender: Male Female Transgender	Save 3 Reset	

Figure 1-8: CRO Login Credential

It is mandatory for the user to fill all the details.
 NOTE : It is also mandatory to upload the duly signed undertaking (as per the

template provided in undertaking section).

Once the details are saved, the login credentials for that particular CRO Unit is created and user can now login using that credentials.

1.3. Manufacturing Login Credentials:

User Profile -	Menu ≡			Welcome Mr. Applicant (Corporate) 🏘 Hom	e 🏽 <u>Change Password</u> 🙂 Log
▲ View Profile				Central Drugs Standard Control Organisation	
→ Add Member Details				Director General Of Health Services	
Contact Person Details			No. College	Ministry of Health & Family Welfare, Government of India	
➔ Add Wholesale / Manufacturing License Details	~	⊒ Dashboard			Switch Role 👻
➔ Add R&D Site Details					+ Expand All
➔ Add Branch Offices					
Create Sub Logins -		👔 User Guide	elines	Corporate Manual	
Permissions Owned -					
Application Submission -		User Profil	le	Your Profile is ready for application submission. <u>Submit Application</u>	+
Online Payment -					
		Submitted Submitted	Applications	O Applications <u>View</u> Most recent: Form12 (File No : BABE/Form12/TL/2016/6504) Modified Date 23-Sep-2016	+
		Saved (Dra	aft) Applications	8 Applications View Most recent: Form44 (File No. GCT/Form44/FF/2016/471) Modified Date 13-Oct-2016	+
		Approved	Applications	O Applications <u>View</u> Most recent : No Application Found	+
		Rejected A	applications	O Applications <u>View</u> Most recent : No Application Found	+



To create Manufacturing Login, User has to first register the Manufacturing Premises details by clicking on 'Add Wholesale/Manufacturing Licenses Details' link in 'User Profile' Tab, as shown in Figure 1-10

Menu ≡		Welcome Mr. Applicant (Corporate) 希 Home 🗲 Change Password 🖒 Logout
	Central Drugs Standard Control Organia Director General Of Health Services Ministry of Health & Family Welfare, Government of Indi	ia
	Add Lice	nse Details
* All fields are mandatory		
Licensing Details		Address Details
License Type:	Select 🗸	Choose Premises 🔹
Issuing Authority	Select CRO Approval Manufacturing Site	
Licence No/Approval	Wholesale License Site	
Valid From	iii	
Valid Upto		
Upload Licence / Approval	Browse No file selected.	
	🖺 Save	3 Reset

Figure 1-10: Manufacturer Login

Note-

- It is mandatory for the user to fill all the details .Once the details have been saved, the same can be viewed in table format at the bottom of the page. The saved details can be modified or deleted.
- User can now create the Login Credentials for registered manufacturing Premises by clicking on 'Create manufacturing Login Credentials' under 'Create Sub Login' Tab, as shown in Figure 1-11.

User Profile -	Menu =	Welcome Mr. Applicant (Corporate) 🏶 Home Change Pa	assword ථ Logout
Create Sub Logins -		Central Drugs Standard Control Organisation Director General Of Health Services	
➔ Create CRO Login Credentials		Ministry of Health & Family Welfare, Government of India	
➔ Create Branch Offices Login Credentials	🗖 Dashboard	Swit	ch Role 👻
➔ Create Manufacturer Login Credentials	←	+ 1	Expand All
Permissions Owned -	3 User Guidelines	Corporate Manual	
Application Submission -	User Profile	Your Profile is ready for application submission. Submit Application	+
Online Payment -			
	Submitted Applications	0 Applications <u>View</u> Most recent : Form12 (File No : BABE/Form12/TL/2016/5504) Modified Date 23-Sep-2016	+
	Saved (Draft) Applications	8 Applications View Most recent: Form44 (File No: GCT/Form44/FF/2016/471) Modified Date18-Oct-2016	+
	Approved Applications	O Applications ⊻iew Most recent : No Application Found	+
	Rejected Applications	O Applications View Most recent: No Application Found	+





The Registered manufacturing Unit details will be shown in manufacturing Unit dropdown, as shown in Figure 1-12.

=			Central Drugs Stands Director General Of Health Se Ministry of Health & Family V	Welcome Mr. Applicant (Corporate) * Home <i>C</i> Change Password * Log dard Control Organisation Services Welfare, Government of India
			Manufact	cturing Unit Login Credentials
	Undertakin (Single PDF	1g: ← 10 MB)	Manufacturing Unit Username/E-mail (Only Official E- mail Id) Password Confirm Password Choose file No file chosen	Select Select GHAZIABAD,Test.Test Test Pharmacy,Block No.10, 1st Floor,Pune Enter Password Re-enter Password Download,Fill and Sign this Undertaking PDF Template and Upload the same here (L Undertaking) - Available in Enterable PDF Format
	Name	Mr. •	First Name	Middle Name Last Name
Designation			Mobile Number: +91 Mobile Number	
	Gender:		⊛ Male Female Transgend	Save 2 Reset

Figure 1-12: Manufacturer Login Credentials

Note-

It is mandatory for the user to fill all the details. Once the details are saved, the login credentials for that particular manufacturing Unit is created and user can now login using that credentials.

NOTE : It is also mandatory to upload the duly signed undertaking (as per the template provided in undertaking section)