



Central Drug Standard Control Organization (CDSCO)

User Manual

For



Guidelines for Creation of Sub-Logins

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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:

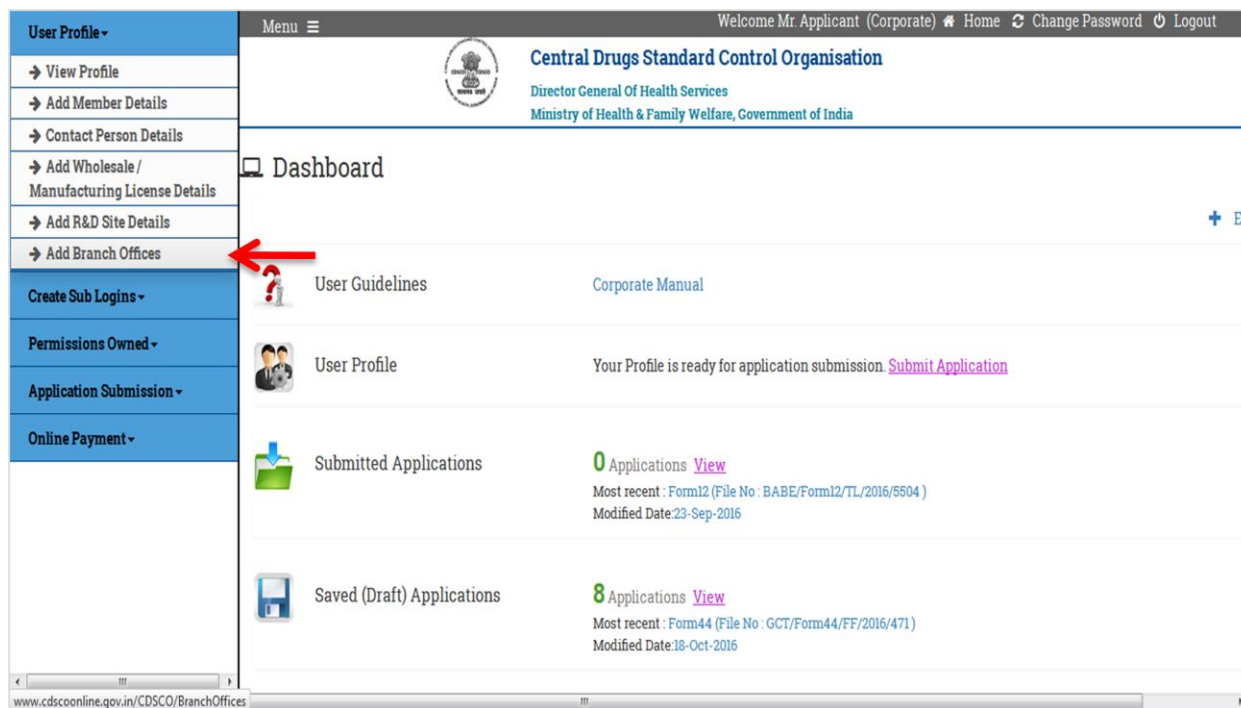


Figure 1-1: User Profile

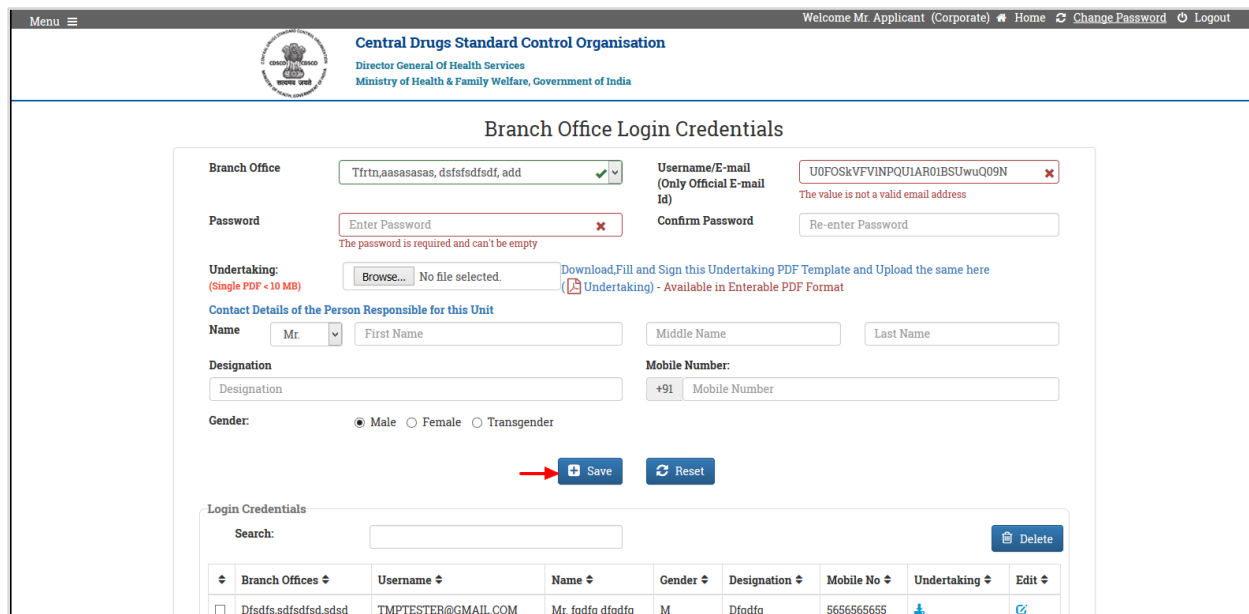
- To create Branch Office Login , User has to first register the Branch office details through User Profile Section by clicking on '**Add Branch Offices**' link in '**User Profile**' Tab, as shown in Figure 1-1

Figure 1-2: Add Branch Office Details

- 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.

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



Branch Office Login Credentials

Branch Office: Tlrtn,aasasasas, dsfsdfsdf, add ✓

Password: Enter Password ✗
The password is required and can't be empty

Username/E-mail (Only Official E-mail Id): UOFOSkVFVINPQUIAR0IBSuwuQ09N ✗
The value is not a valid email address

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](#)
(Undertaking) - Available in Enterable PDF Format

Contact Details of the Person Responsible for this Unit

Name: Mr. First Name Middle Name Last Name

Designation: Designation Mobile Number: +91 Mobile Number

Gender: ☒ Male ☐ Female ☐ Transgender

[Save](#) [Reset](#)

Login Credentials

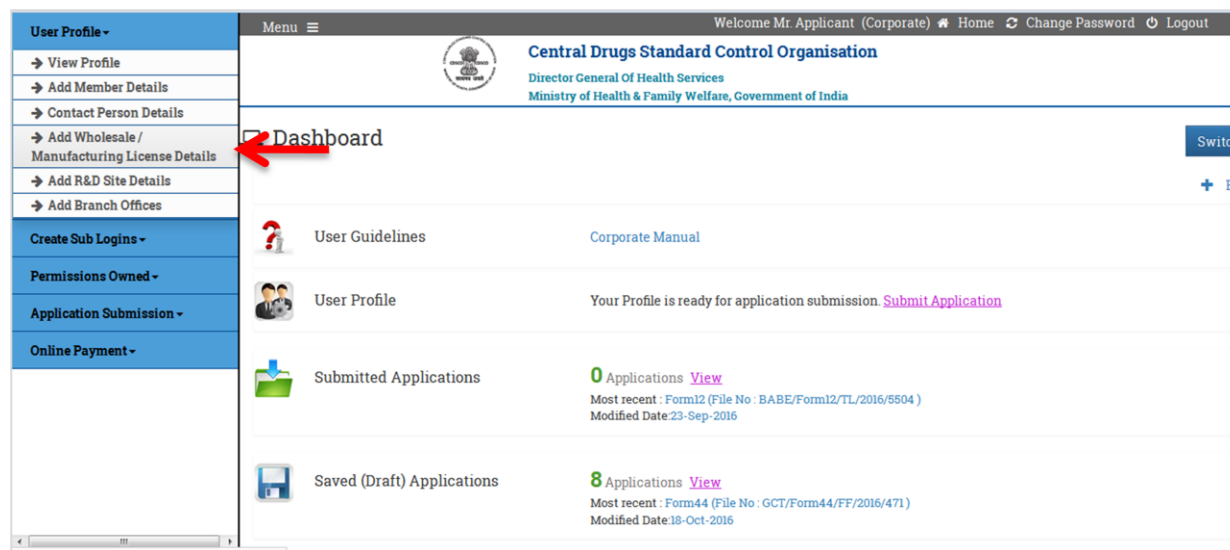
Search: [Delete](#)

Branch Offices	Username	Name	Gender	Designation	Mobile No	Undertaking	Edit
<input type="checkbox"/> Dfsdfs,sdfsdfsdf,sdssd	TMPTESTER@GMAIL.COM	Mr. fgdfg dfgdfg	M	Dfgdfg	5656565655	Download	Edit

Figure 1-4: Branch Office Login

- 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 - Add Wholesale/Manufacturing License Details

Menu [View Profile](#) [Add Member Details](#) [Contact Person Details](#) [Add Wholesale / Manufacturing License Details](#) [Add R&D Site Details](#) [Add Branch Offices](#) [Create Sub Logins](#) [Permissions Owned](#) [Application Submission](#) [Online Payment](#)

Welcome Mr. Applicant (Corporate) [Home](#) [Change Password](#) [Logout](#)

Central Drugs Standard Control Organisation
Director General Of Health Services
Ministry of Health & Family Welfare, Government of India

[Dashboard](#) [Switch](#) [+ Ex](#)

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User Profile Your Profile is ready for application submission. [Submit Application](#)

Submitted Applications 0 Applications [View](#)
Most recent : Form12 (File No : BAE/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

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.

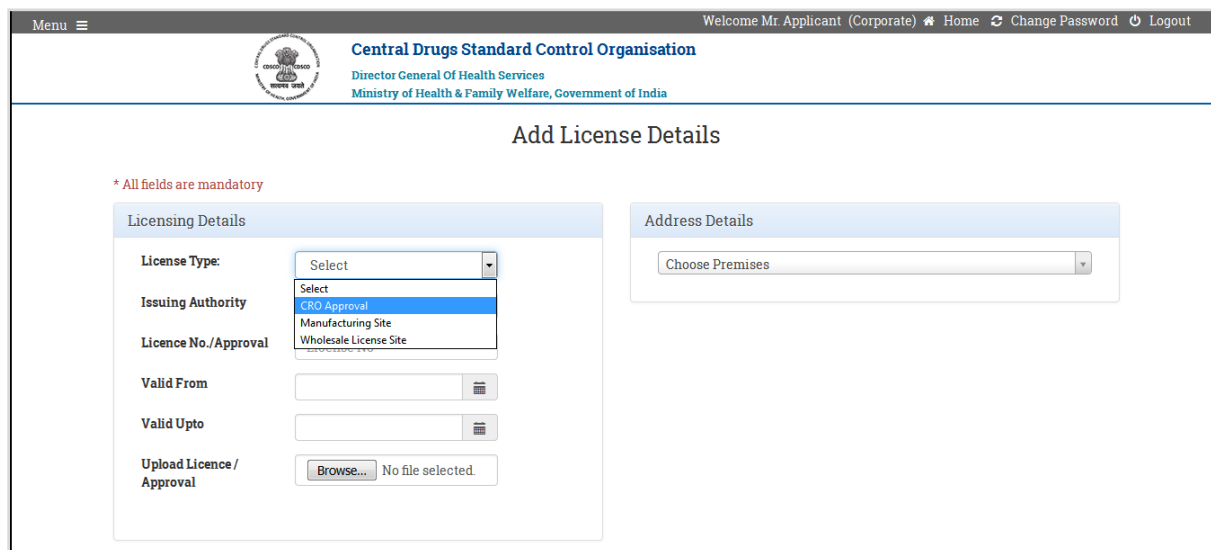


Figure 1-6: Add CRO details

- 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.

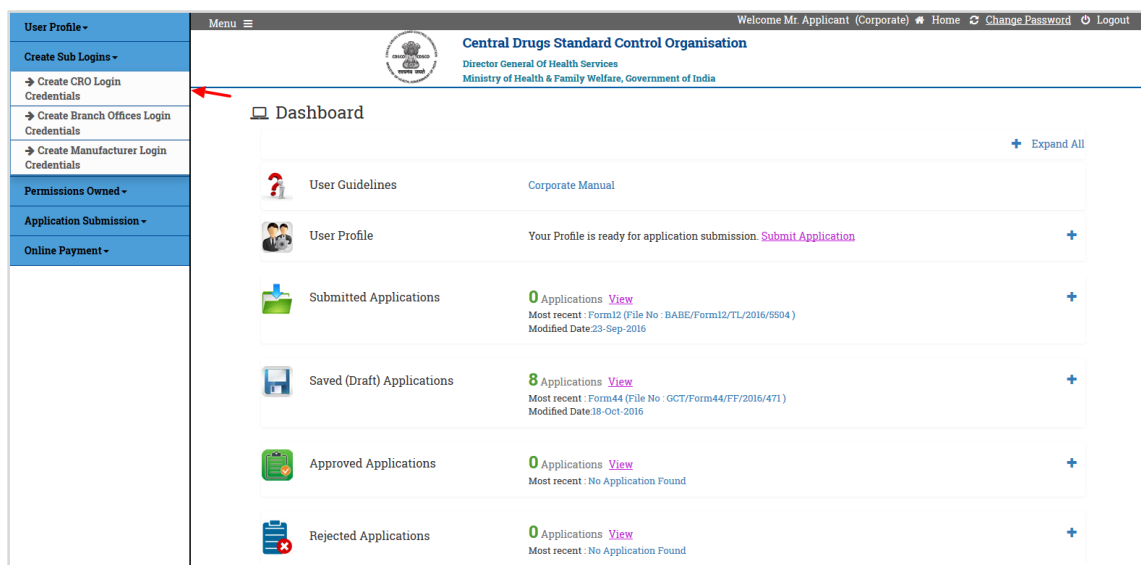


Figure 1-7: Create CRO Login

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

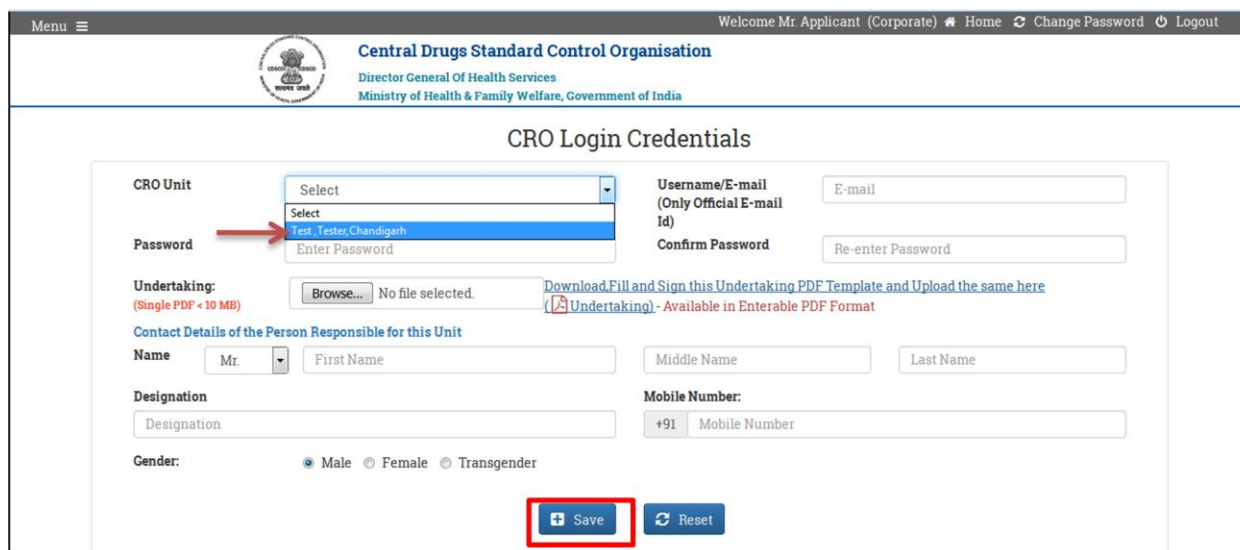


Figure 1-8: CRO Login Credential

- 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:

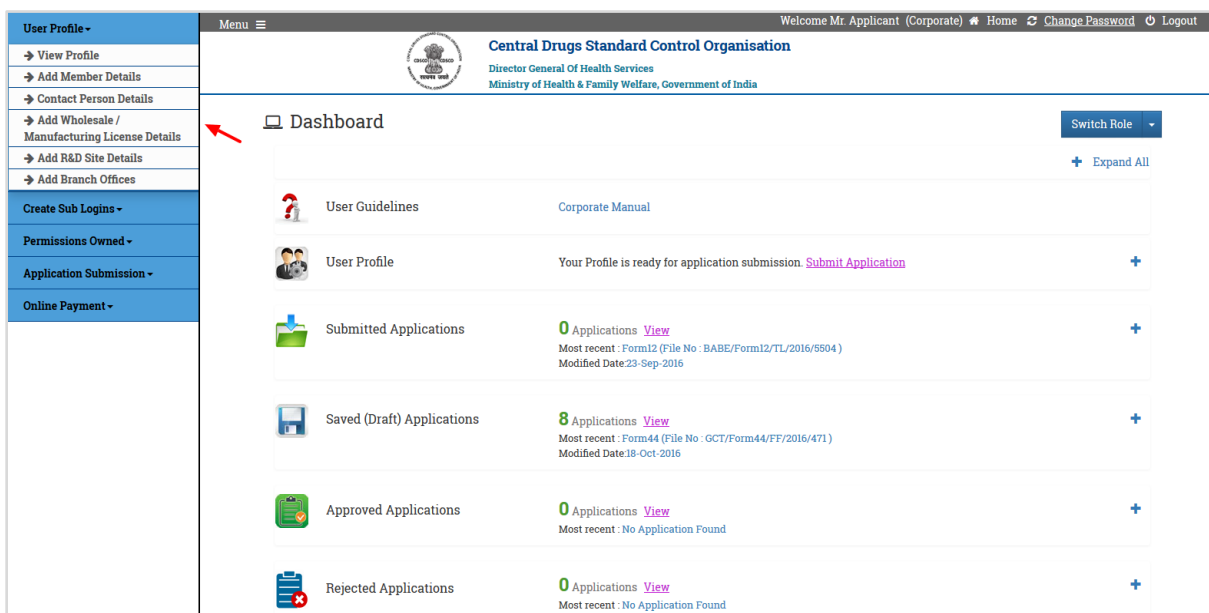


Figure 1-9: User Profile - Manufacturer Login

- 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

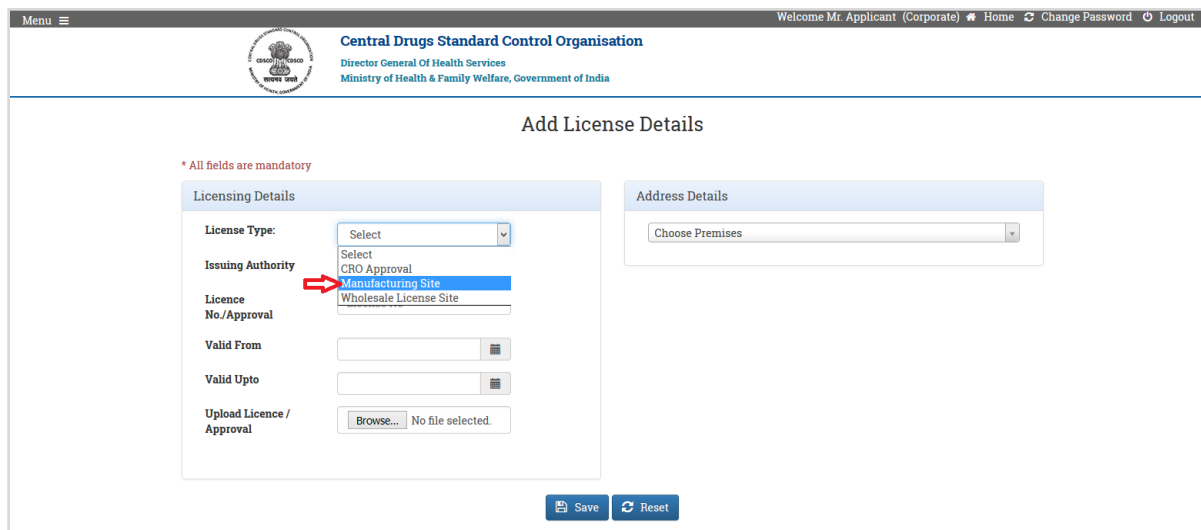


Figure 1-10: Manufacturer Login

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.

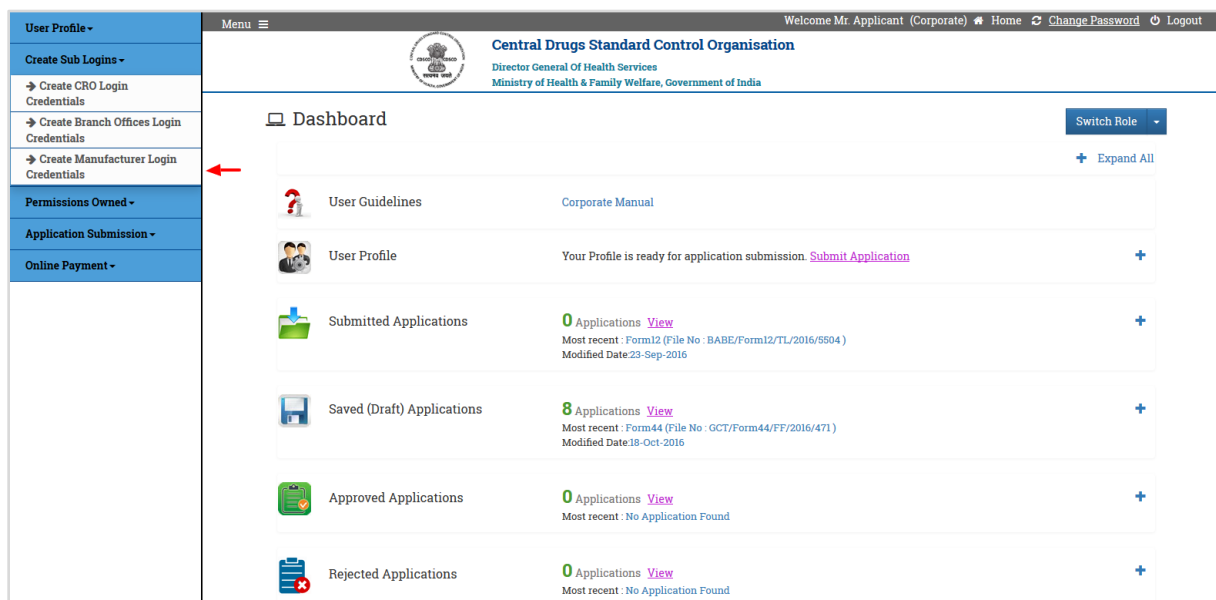


Figure 1-11: Create Manufacturer Login

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

The screenshot shows the 'Manufacturing Unit Login Credentials' form. At the top, there's a header with the Central Drugs Standard Control Organisation logo and navigation links. The form itself has several sections: 'Manufacturing Unit' with a dropdown menu (highlighted by a red arrow), 'Username/E-mail (Only Official E-mail Id)', 'Password', and 'Confirm Password'. Below these is the 'Undertaking' section with a file upload button and a link to download a template. The 'Contact Details of the Person Responsible for this Unit' section includes fields for Name (Mr., First Name, Middle Name, Last Name), Designation, Gender (Male, Female, Transgender), and Mobile Number. At the bottom, there are 'Save' and 'Reset' buttons. The 'Save' button is highlighted with a red box.

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)