User Manual for NDRI Staff:


Type username and password you got the screen

Security based Login:- Only authorized staff can login by writing their username and password.

My Profile Section: Scientist can see their profile by clicking on hyperlink “My Profile”.


Staff Section:

There are so many hyperlinks through which a teacher/Lecturer can input information regarding him like

Basic Details:

By clicking on this hyperlink a staff can edit their basic details like their title, name, Address, Email ID, Date of joining, brief description etc. On clicking SAVE button he/she can save their information and if he/she doesn't want to save/change their information he/she can click on CANCEL button.
By clicking this hyperlink a staff can provide the information regarding the awards he/she has taken. He/She can add, edit, delete and can export their information in excel file.
After clicking New button in awards he/she can add awards and can save or cancel their information by pressing appropriate buttons.

Publications:

By clicking this hyperlink a staff can write about their publications of their articles, books etc. He/She can add, edit, delete and export their information in excel file.

By clicking on new button in publications he can add more information and can save or cancel the record by pressing appropriate buttons.
There is an Edit button to edit the record and also an icon is provided in front of each record to edit the record.

Patents:

By clicking this hyperlink a staff can write their patents. He can add, edit, delete, or can export their information in excel file.
By clicking on new button he/she can add their patents and can save it by pressing save button.

Qualifications:

By clicking this hyperlink a staff can enter information regarding his qualification. He/She can add, edit, delete or can export their information in excel file.

By clicking New button in Qualifications he/she can add their qualification and can save the information by pressing save button.
By clicking **Edit button in Qualification a staff can edit their information**

**Training:**

By clicking this hyperlink a staff can edit his trainings.
Settings Section:

Change Picture:

By clicking this hyperlink staff can change their image. He/She will click on browse button to select the location of the image and can save the image by pressing save button.

Change Password:

By clicking this hyperlink a staff can change their password. He/She has to first write their old password and then enter the new one two times to confirm.
Change EmailID:
By clicking this hyperlink a staff can change their Email ID

Log out:
By clicking this hyperlink a staff can come out of the application.