User Manual
For
Official Website of Hindustan Copper Ltd.
(www.hindustancopper.com)
# USER'S MANUAL

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1.0 GENERAL INFORMATION

The purpose of this User Manual System built for HCL is to improve aesthetics and increase functionality of their website. New features include basic Administrator functionalities for the HCL coordinator as well as the webmaster. A login feature for both Administrator and key Officials have also been implemented that will allow users to post and edit tenders, notice etc.

1.1 System Overview

- As the administrator for the HCL Website, the Administrator shall be able to access all of the functionalities of the improved site, including adding or removing Official accounts, tenders, notice, important news and events etc.
- As a Official user, the specific Official will have limited access to the site. Official users only have privileges to login, as well as creating and editing content of the site. The Official users will also have access to adding pictures to specified pages
- The website also has public user viz. Vendors of the Hindustan Copper Ltd. for accessing tender etc.
- The website and all its functionalities including the database for the HCL hosted on the HCL server.
- The website itself is a graphical user interface.
- This Content Management System was created for total management of the content of the website system.
- Created using C# MVC framework incorporating languages including HTML, CSS, JQuery, Bootstrap and Java Script. The backend database is MSSQL Server
- System category:
  - Admin Module: Only the administration can create users
  - Website: The normal user can access the content of the website of HCL.
- Operational status:
  - Operational
- General description
  The HCL website with Content Management System will allow a Official to upload their own photos, articles, posts, important news and events.
1.2 Project References

Hindustan Copper Ltd.
Tamra Bhaban, Kolkata

1.3 Authorized Use Permission

Only Official s associated with the HCL will have the ability to admin login and use the system functionalities of the site. Access to the database backend can only be accessed by the authorized administrator.

1.4 Points of Contact

1.4.1 Information

Provide a list of the points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes. Include type of contact, contact name, department, telephone number, and e-mail address (if applicable). Points of contact may include, but are not limited to, help desk POC, development/maintenance POC, and operations POC.

Hindustan Copper Ltd.
Tamra Bhaban, Kolkata

1.4.2 Contact Us

Provide a list of contacts of different branches

1.5 Organization of the Manual

1.0: General Information
This section contains general information about the website with all menus and submenus
2.0 SYSTEM SUMMARY

2.1 System Overview

The website is a completely secured web based portal can be accessed independently of browser. The website provides a complete functionality for G2G and G2C user. The Vendor Management System and the Recruitment Management System are micro sites within the portal of the HCL. The site has content management system for secured control of the content of the website. The content management system is exclusively accessible to the Administrator of the website. Also some of the uploaded public documents have restricted view to the user as per the policy of the HCL authority.

2.2 User Access Levels

Administrator: The administrator for the HCL shall be able to have access to the website backend. Here, the administrator can remove or add different tenders, news, events and photos. The administrator even cancelled the various items a per condition.

Each individual Official is assigned to general user level. This means that they can upload photos to a specific album. They can also add and edit posts, articles, and calendar events. They will not be able to log into the website backend server or have their posts and articles published right away.
3.0 GETTING STARTED

3.1 Home Page

The Home page or the landing page of the HCL opens when the site is open. It is bilingual website developed and designed in accordance with GIGW guidelines. It is also a secured layered website and also has payment gateway facilities for Online Recruitment Management System.

The Home page has following main menus:
- About
- Business
- Financial
- Product
- Tender
- Investor Relations
- Notice
- Newsroom
- Vigilance Info

It also has some menus at top
- Career
- Ex Employees Corner
- Feedback
- Contact Us
3.2 Other Menu

When a visitor first appears on the HCL main page, there will be a top header menu (that will appears on all pages) containing menu links that appear also on the footer of the page.
3.2.1 Home

This link will redirect the user back to the HCL main page.

3.2.2 About HCL

This link has a number of submenus that takes the user to different information about HCL that describes to the user a brief history of the HCL, Structures and its various branches.

The sub menus are

Company Profile
Minister & Secretary
Board
Management Philosophy
Management Key Executives
Plants
Sales Office
Vision & Mission
Employee Section
Achievements
3.2.3 Business Menu

This link has sub menus as follows:
Office & Godown
Price Circular
Spot Booking
Feedback & Business
Marketing Policy
3.2.4 Financial

The Submenus under Financial

- 10 year at a Glance
- Sales Volume
- Sales Revenue
- Production Report

3.2.5 Product

The sub menus are
- Continuous Cast Copper Rod
- Copper Cathode
- Copper Concentrate
- Copper Sulphate
- Sulphuric Acid
- Reverts
- Anode Slime
- Nickell Cathode
5.0 Future Enhancements

3.2.6 Tender

The sub menus are
- Tender List
- LME Tender List
- Bill Services
- Bill Purchase
- Vendor Registration
- Contracts Purchase
- Annual Procurement Plan for MSE’s
3.2.7 Investors Relation

This link will take the user to a page in which they can download information like Chairman’s Addresses, Policy, Annual Report, Quarterly Result, Business Responsible Report etc.

3.2.8 Notice Menu

This menu has three sub menus
- Investors
- Legal
- Others

3.2.9 Newsroom

The sub menus are
- MOU with GOI
- Press Release
- Copper Commune
- House Journals
- Ad Gallery
- Photo Gallery
- Announcement
5.0 Future Enhancements

3.2.10 Vigilance Info
This link will take the user to the HCL Vigilance Info Page. It has guidelines for loading complaint and other menus like Lodge Compliant etc.

3.2.11 Side Menu
Each main menu has different side menu options e.g. Company Profile has below side menus
3.3 Footer Menu

After a user has visit into the site, on the bottom of every page, there are footer which has following links

Important Links

- Public Grievance
- Jansankhya Sthirata Kosh
- National Voters’ Service Portal
- R.T.I
- HCL Forum
- House Journal
- CSR
- Swachh Bharat Abhiyan
- Environment
- Photo Gallery

Copper Pricing

- Booking Options
- Premium
- Discounts
- LME Copper Price
- Real Time LME Copper Price

Social Links
Facebook
Twitter
Linkedin
Youtube

3.4 Vendor Login

On the frontend, a user can find a link which is Vendor Log in which is for login into Vendor’s own profile page. A vendor earlier registered can login into his profile page after successful login.
5.0 Future Enhancements
4.0  ADMIN LOGIN

4.1  Admin Login
This menu is exclusively for Admin and Super Admin. This has strictly restricted user. Uploading different documents, Controlling various messages, user creation can be done using this login. Also it has the access of Content Management System which is developed to control the content of the system dynamically. The data are database driven data with secured login authentication can be accessed by restricted user only.

4.1.1  [Administrator Backend Login]
The administrator needs to go to the backend of the website, where they will be met with the admin administration login form. There, the administrator will be able to enter their username and password in the specified fields, and click the login button.

4.4  [Career]

4.4.1  [Online Recruitment]
Clicking ‘Career’ link on the top page the user moves to Career page basically which has different notices about recruitment and link for applying online recruitment under various categories. The application facility is time depended and after particular date and time the application facility is closed.
4.4.2  Tender

The tender link has number of submenus. The Tender list link displays all the active tenders of HCL. Tenders are accessible branch officewise. Vendors with specific registration can access tenders.

Any corrigendum and addendum is also available in this page.

4.5  Screen Reader Access

4.5.1  The Screen Reader Access page has utility links for the PWD,