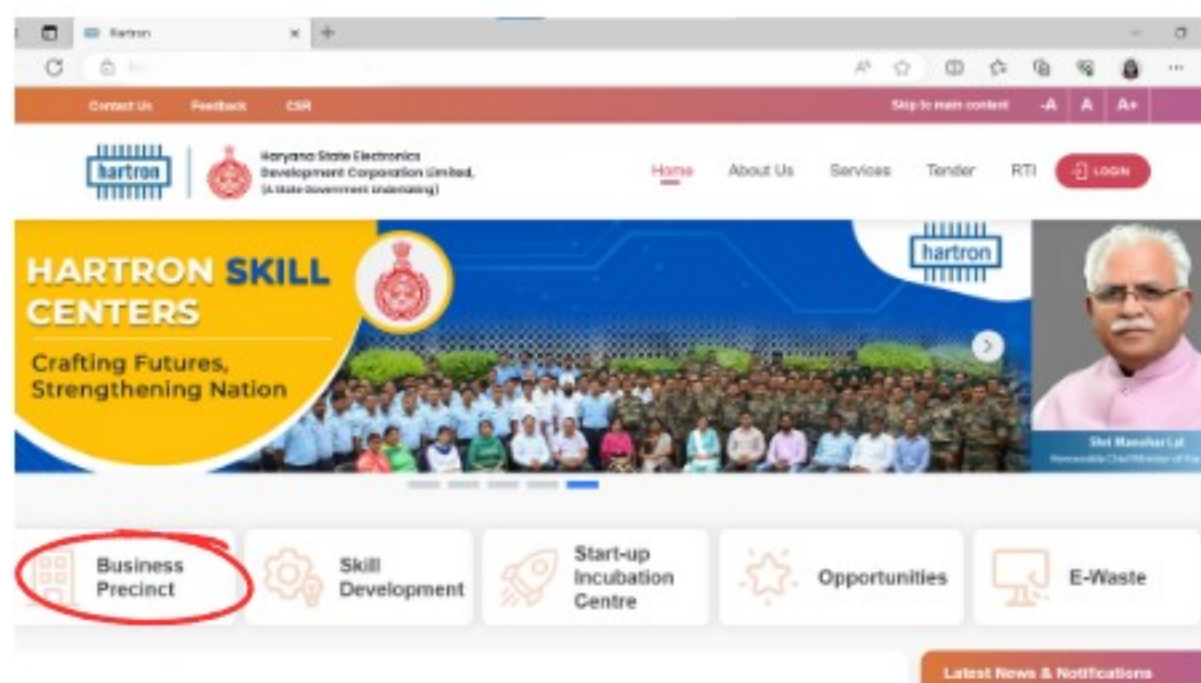


USER DOCUMENT

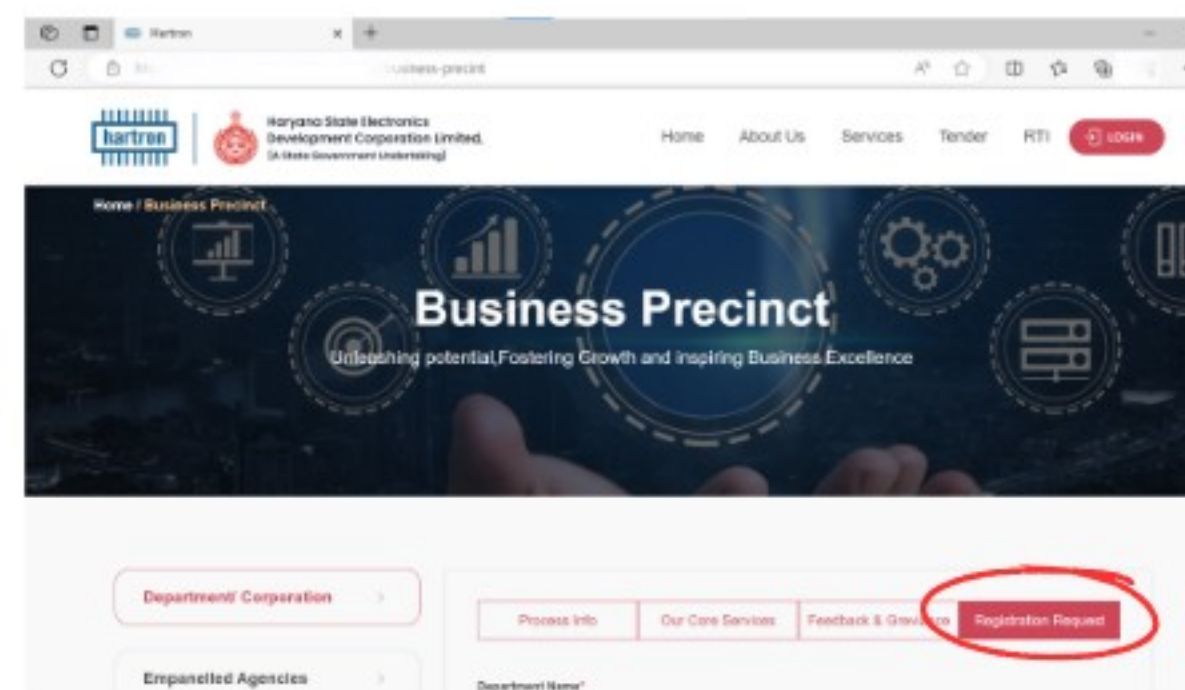
REGISTRATION

01> To register a department or corporation, please visit our website: <https://www.hartron.org.in>.

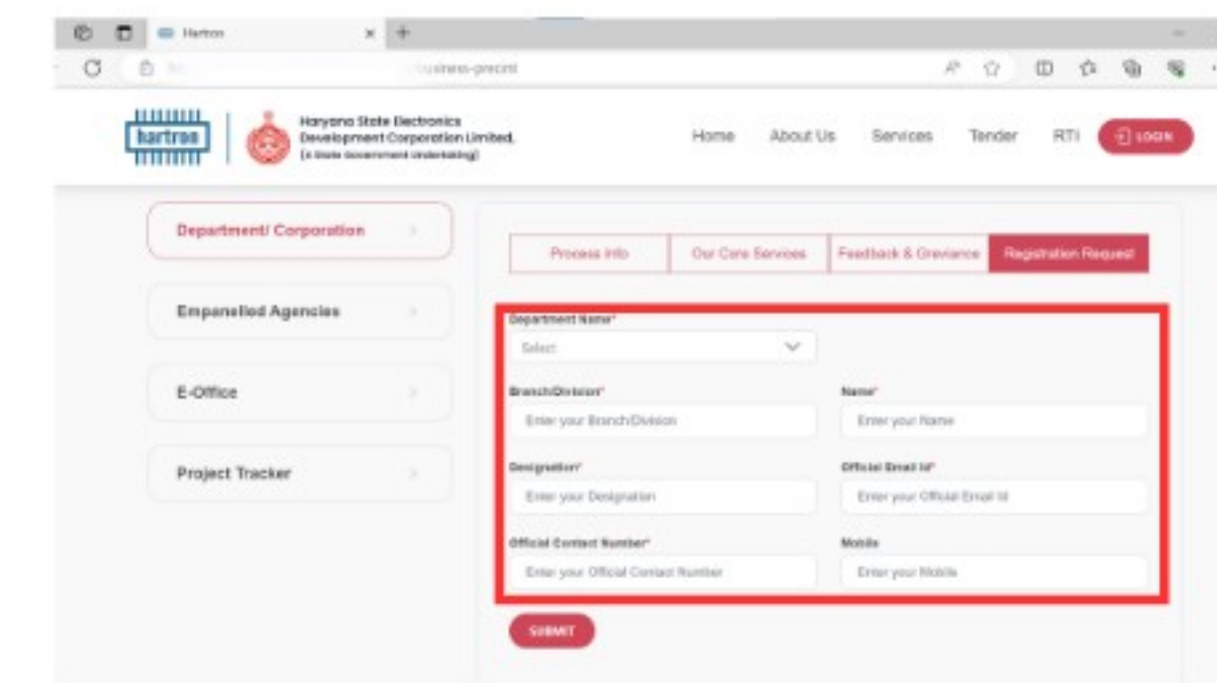
Navigate to 'Business Precinct' from the Homepage.



02> Next, please click on 'Registration Request'.



03> Please fill in your details in the form and then click on the 'Submit' button

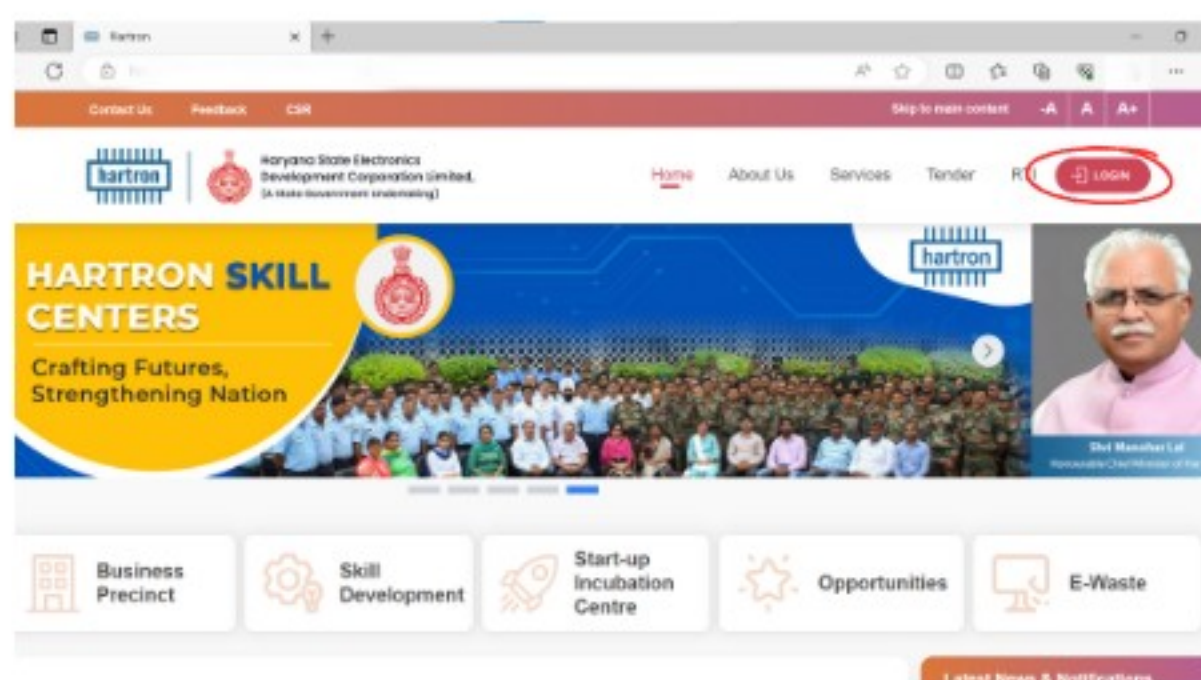


Registration Request	
Department/Corporation	Select
Branch/Division	Name
E-Office	Designation
Project Tracker	Official Email ID
	Mobile
SUBMIT	

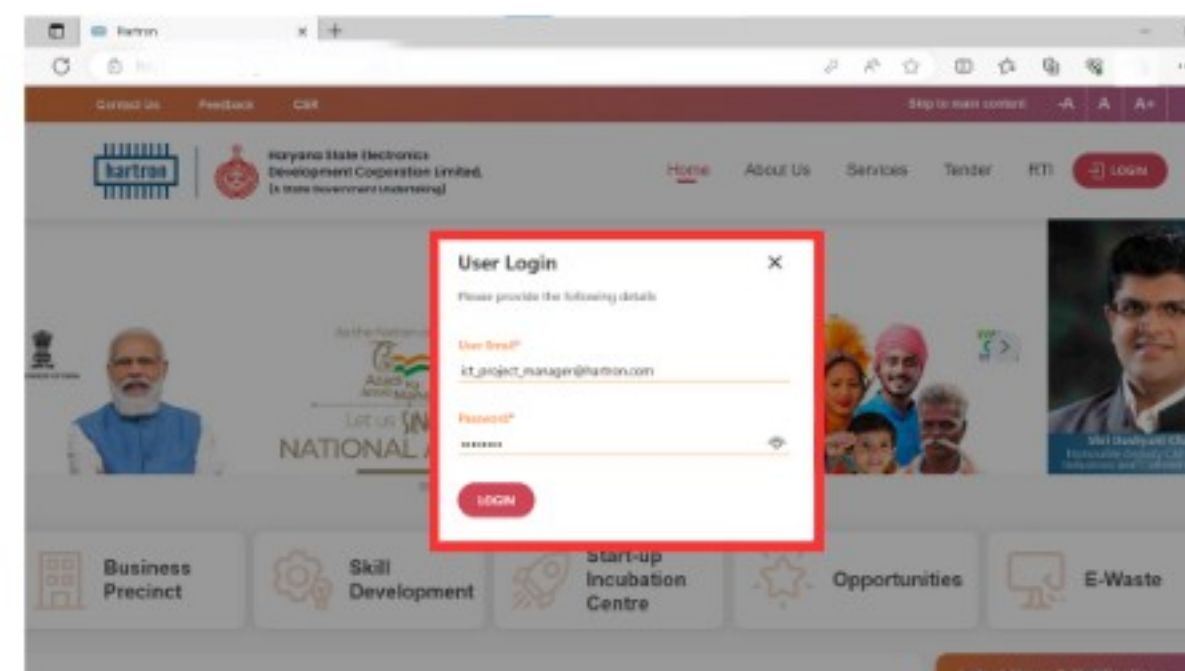
Upon submitting the request, you will receive an acknowledgement email. After your request is approved, you will receive user credentials through a separate email.

USER LOGIN

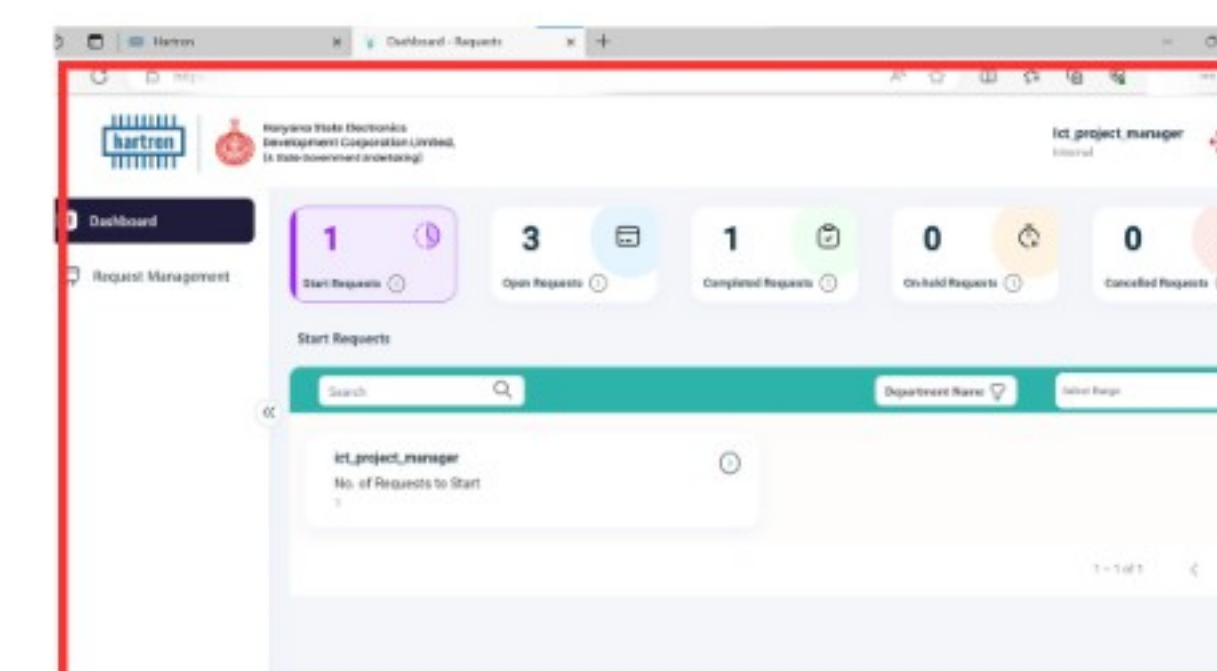
01> Please visit the Hartron website and kindly click on the 'Login' button located in the top right corner.



02> Please enter your user email and password, and then click on the 'Login' button.



03> Once you've successfully logged in, you'll be directed to the user dashboard.



USER DASHBOARD OVERVIEW



Haryana State Electronics
Development Corporation Limited
(A State Government Undertaking)

The user has the permission to perform the these actions:

1. Create requests

2. View requests and the workflows

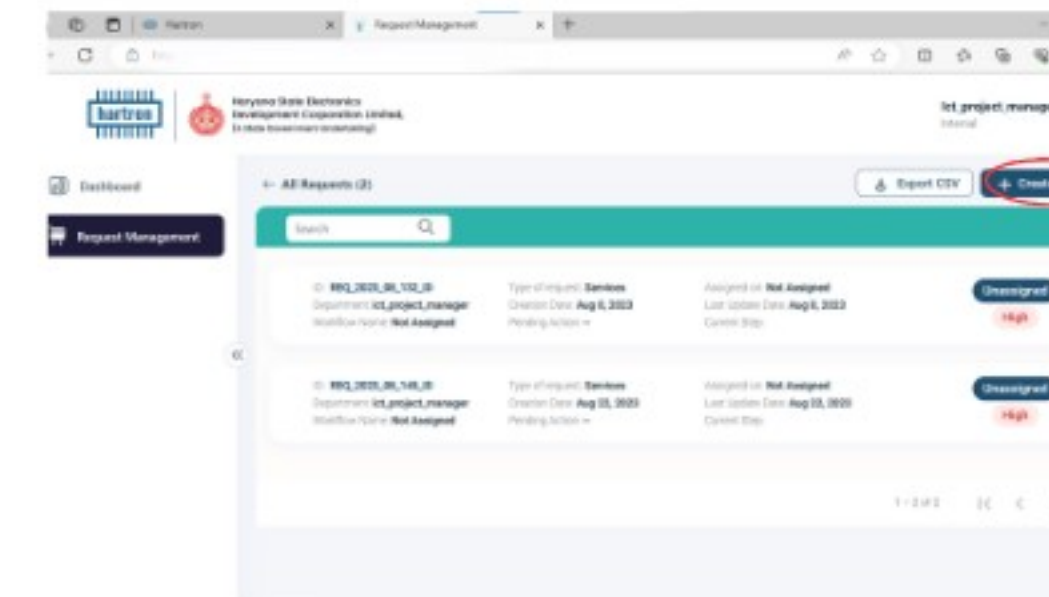
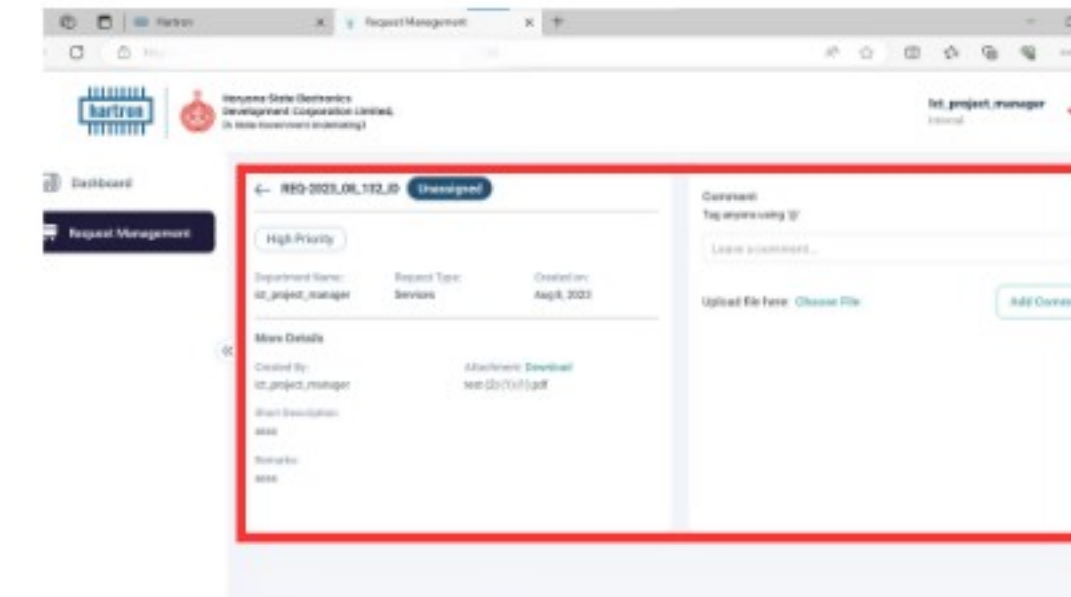
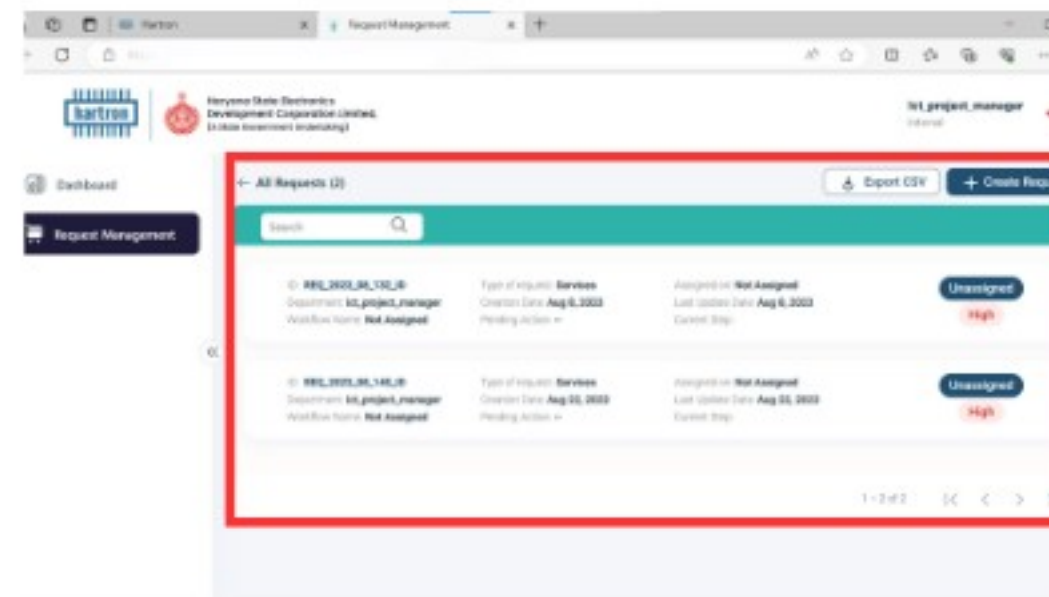
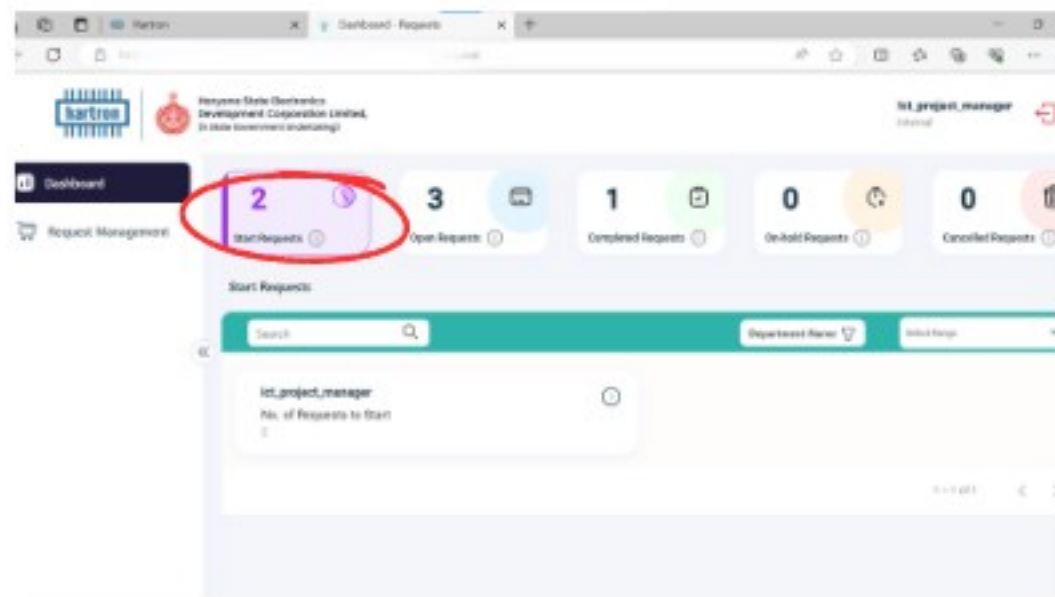
3. Insert comment on the raised requests

01> In the "Start Requests" section, users can search for raised requests using the provided filters.

02> When you click on any request, an expanded view will appear, allowing you to search through requests, export data as a CSV file, and even create new requests. Clicking on a specific request again opens a detailed view with more information.

03> In this view, you have the option to add a comment and upload a file.

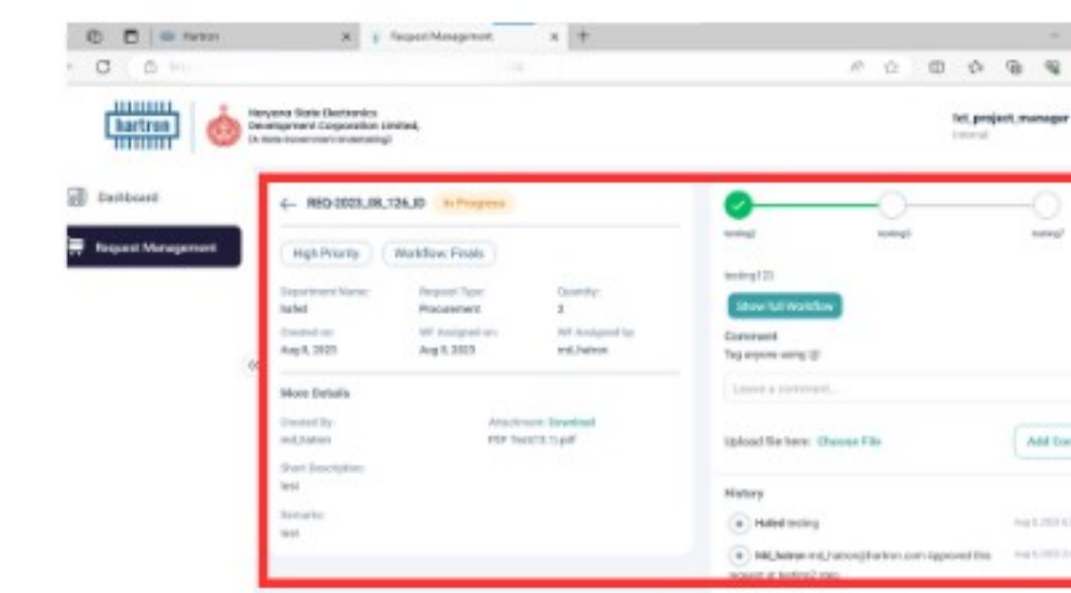
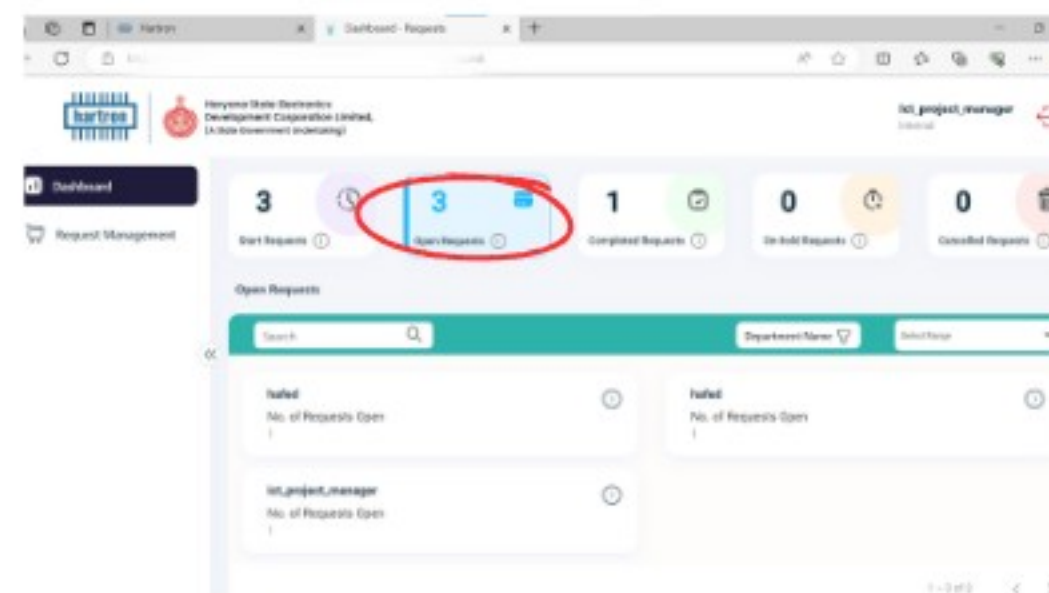
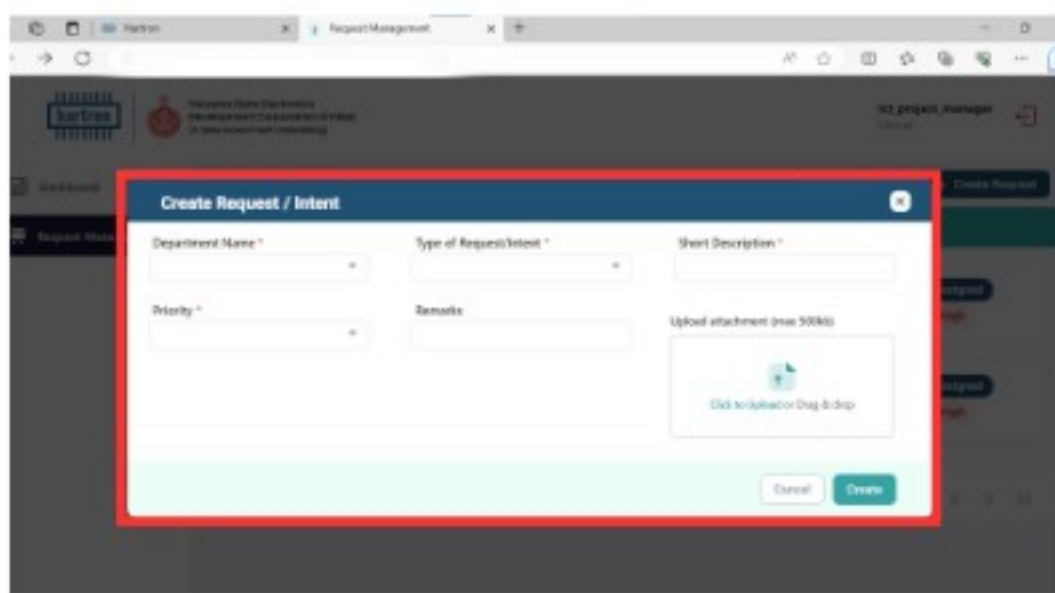
04> If you wish to submit a new request, simply navigate back and select 'Create Request'.



05> Please provide all the necessary information and then click on the 'Create' button.

06> The "Open Requests" section displays all the requests that are currently in progress.

07> In the detailed 'Open Requests' view, you can track progress, view the workflow, add comments, upload files, and review request history.



Similarly,

- **"Completed Requests"** shows all the requests that are complete. The user here can perform the same actions as under "Open Requests".
- **"On-Hold Requests"** displays requests that are currently paused
- **"Cancelled Requests"** includes all requests that have been canceled.