

Requirements for using the System :

Date : 21/04/2010

- First user should have better speed internet connection. The program runs even on dial-up internet of 56 Kbps but somewhat slow.
- Second user needs to install Oracle Jinitiator 1.3.1.22 ( jinit.exe, 8 MB) and Acrobat Reader Version 8.1.3 (adbeRdr812\_en\_US.exe 23 MB) on user's PC. Link is provided on 'www.mahadiscom.in' under 'Employee Portal' and 'Pension Application System'. The Acrobat Reader can be downloaded by searching in 'www.google.com'. These installable files are large in size. Hence it is advised to collect it from your nearest I.T. centre. Also, the system may not work for Internet Explorer Version 7 and above. After downloading, double click on the downloaded files. Then user may need to download and install Mozilla Firefox browser by searching on the [www.google.co.in](http://www.google.co.in) site. They will get installed just by clicking Next. M.S. E. Distribution Com. Offices need not install anything as these may have already been installed for MIS Phase 2 – Payroll System usage.
- Submit CPF Number and contact no. of the person through E.E./S.E. at your division to CPF section who will give password for the user. Letter Format is uploaded. Once, the user is given password, it is advised change the password immediately.
- Enter '[www.mahadiscom.in](http://www.mahadiscom.in)' in internet browser. Then select the link 'Miscellaneous' and then click on 'Pension System'. Click on 'Pension System' to start using the system.
- Right Click on Desktop Window. Select 'Properties'. Then select 'Settings'. Set Screen Resolution to at least '1024 by 768' for viewing the full screen of the system.
- When user runs the program, the internet browser may give message under address bar that the pop-ups are blocked. Right click on the message and select 'Enable pop-ups from this site' or 'Enable pop-ups temporarily'.
- Remove the Address bar and Standard buttons toolbars by selecting View-> Toolbars -> Address Bar and View-> Toolbars -> Standard Buttons from Web browser Menu. This will further allow user to view full screen of the System Window. See that black bar appears below System window which displays messages while entering forms and running reports. Messages and errors in operating the program will also be displayed here.
- Give User Name as CPF Number. Once the password is received from CPF section, change the password and login again with new password. After every 30 days, the system will ask user to change password. Until user changes password, the system will not allow user to proceed.
- If any user got transferred from the division, letter should be given mentioning, new user CPF No. and designation. Old user CPF No. should also be mentioned to remove access.

References :

- a) Original Guidelines attached with Form 10D.
- b) List of requirements as circulated from time to time.
- c) Instructions & Guidelines in the Menu of Pension System, if any.