एमटीसीटीईउपयोगकर्ताअनुदे**श**

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एमटीसीटीईपोर्टलकाउपयोगकरनेहेत्प्रयोगशालाउपयोगकर्ताअन्देश

संस्करण-1.0

CAB USER INSTRUCTION FOR USING MTCTE PORTAL

VERSION-1.0

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भारतसरकार

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Table of Contents

1.	LAB User Dashboard	3
2.	Uploading Test Reports	.3
3.	Edit LAB facilities.	.4
4.	Lab Facilities	.5
5.	Lab User :- View Applications	.6
6.	Lab User Helpdesk	.7
7.	Steps to follow after receiving MTCTE login credentials	.8

USER INSTRUCTIONS FOR LAB

1. Lab User Dashboard

In the Lab User Dashboard, various applications that come for testing can be seen. In the top space, Number of Applications pending for Acceptance is visible and the Number of Applications pending for testing/report upload is also visible.

Here the lab user can select a particular application and download the applicant's details. After going through the applicant's details, the lab user can either accept an application for testing or he can reject an application for testing.

MTCTE Portal						We	lcome Tarang Lab (CAB Tes	ting Officer)			🕞 Logout
B Dashboard	C	ashboard	board								
📕 Edit Lab Facilities											
${}^{0}_{\mathbf{b}}$ Lab Facility $\qquad \rightarrow$		Number of Application	s Pen	ding for Acceptance:			2 N	umber of Applications Pending f	or Testing/Report Upload:		0
E View All Applications		Pending Action Items for Testing Officer									
% Help Desk Section →	-	ihow 10 ϕ entries								Se	earch:
		App ID	ţ	Testing Req ID	Registration ID		Applicant Company	Product Variant	Application Received Date 11	Status 14	Application Type
		1533		1533_2019-07-09_1	1533_Private Automatic Branch Exchange_2019-07-09		CDOT	Private Automatic Branch Exchange	2019-07-09	PEND CAB TEST	GCS
		1539		1539_2019-07-10_1	1539_ISDN Customer Premises Equipment_2019-07-09		CDOT	Multipoint Conferencing Server	2019-07-10	PEND CAB TEST	SCS
		App ID		Testing Req ID	Registration ID		Applicant Company	Product Variant	Application Received Date	Status	Application Type
	-	howing 1 to 2 of 2 ent	ries								Previous 1 Next
			Rej	ect Testing Request			Download Applicant	t Details	I	Accept Application for Tes	ting
<							Powered By C-	DOT			

Fig 1 – Lab User Dashboard

2. Uploading Test Reports

If the lab user accepts an application for testing, then the applicant would be required to submit his sample to the lab for testing. After the testing is done, then the lab user has to upload the test reports. For this he will select "Proceed to upload test reports". After selecting "Proceed to upload test reports", the lab user will upload test reports corresponding to the parameters mentioned.

MTCTE Portal			Welcome Tarang Lab (CAB Te	Testing Officer)			€ Logout			
🍘 Dashboard	Dashboard									
🖋 Edit Lab Facilities										
% Lab Facility →	Number of Applications Pending for Acceptan	Immoer or Applications Perlang for Acceptance:								
View All Applications	Pending Action Items for Testing Officer									
∿ Help Desk Section →	Show 10 ¢ entries						Search:			
	App ID 11 Testing Req I	D 11 Registration ID 11 App	olicant Company 斗 Prod	duct Variant 斗	Application Received Date 11	Status 1	Application Type 11			
	1533 1533_2019-07	09_1 1533_Private Automatic CDC Branch Exchange_2019- 07-09	DT Priva Excha	ate Automatic Branch hange	2019-07-09	PEND TEST LAB	GCS			
	1539 1539_2019-07	-10_1 1539_ISDN Customer CD0 Premises Equipment_2019-07-09	DT Multi Serve	Itipoint Conferencing ver	2019-07-10	PEND CAB TEST	SCS			
	App ID Testing Req I	Registration ID App	plicant Company Prod	duct Variant	Application Received Date	Status	Application Type			
	Showing 1 to 2 of 2 entries						Previous 1 Next			
	Reject Testing Reque	st.	Download Applicar	ant Details		Proceed to Upload Test	Results			
<			Powered By C	C-DOT						
MTCTE Portal			Welcome Tarang Lab (CAB Te	festing Officer)			🕒 Logout			
B Dashboard	Upload Reports									
🗲 Edit Lab Facilities	Parameters List									
∾ Lab Facility >							Search:			
View All Applications	ID	Parameter Name	Parameter Group		Standard	11 Reference Rep	ort* 11			
₩ Help Desk Section >	R2007	Immunity to AC Voltage Dips and Short Interruptions	EMI/EMC		TEC EMI EMC Standard, EN/IEC:6100 Annex-B	10-4-11.				
	ID	Parameter Name	Parameter Group		Standard	Reference Rep	ort*			
	Showing 1 to 1 of 1 entries									
	Upload test repo	t	View/Delete my up	uploaded files		Submit Repor	ts			
<			Powered By C	C-DOT						

Figure 2: Acceptance of Test request

Figure 3: Uploading of Test reports

3. Edit Lab Facilities

In the Edit Lab Facilities, various details about the lab like Lab Contact Number, Lab E-Mail, Lab Address are mentioned.

Various facilities available in the lab are also mentioned. These facilities include available parameters and blocked parameters. The available parameters show the list of parameters which can be tested in the lab and blocked parameters show the list of parameters that have been blocked.

MTCTE Portal		Welcome	Tarang Lab (CAB Testing Offic	cer)		🕞 Logout
🖚 Dashboard		Lab N	ame : Tarang Lab (Wipro Be	engaluru)		
 Æ Edit Lab Facilities & Lab Facility 	Lab Contact No* Lab Address*	080-30298200 Survey No. 70, 77, 78/84	Lab Email* , Doddakkanelli, Sarjapur Road, B	engaluru -560035	INFO@WIPRO.COM	
View All Applications	Facilities Available in Lab					
∾ Help Desk Section >	Available Parameters		BLOCK >>	Blocked Parame	ters	
		Search:	<< UNBLOCK		Search:	
	ID 11	Parameter Name		ID	11 Parameter Name	ţŢ
	R2000	Conducted And Radiated Emission - Class A		1	No data available in table	
	R2001	Conducted And Radiated Emission - Class B		ID Showing 0 to 0 o	Parameter Name	
<	R2002	Immunity to Electrostatic Discharge			Activate Window: Go to Settings to active	te Windows.

Figure 4: Editing Lab Facilities

The Lab user can unblock/block a parameter from list of approved Lab parameters. For e.g. If the EMI Radiated Emission testing equipment is not working currently in a Lab, then it can block that parameter until the time that testing equipment is available.

4. Lab Facilities

MTCTE Portal	a>	Welcome Tarang Lab (CAB	Testing Officer)		🕞 Logout
🙆 Dashboard	Show 10 + entries			Search:	
📕 Edit Lab Facilities	ID 11	Parameter Name	Group	Parameter Standard	
� Lab Facility →	R1003	Battery Safety	SAFETY	IS 16046. EN/IEC 62133. Anne:	-A2
■ View All Applications	R2008	Immunity to DC Voltage Dips and Short Interruptions	EMI/EMC	EN/IEC:61000-4-29. Annex-B	
∾ Help Desk Section >	R2009	Conducted And Radiated Emission - Electrical Appliances	EMI/EMC	TEC EMI EMC Standard, CISPR Annex-B	14-1.
	R2012	Immunity to Electrostatic Discharge-Level-4	EMI/EMC	TEC EMI EMC Standard, EN/IE 4-2. Annex-B	2:61000-
	ID	Parameter Name	Group	Parameter Standard	
	Showing 1 to 10 of 425 entr	ies		Previous 1 2 3 4 5	43 Next
	Selected Parameter	ers :			
	No parameters	selected		Add Selected Parameters	ows
*				Ga to Settings to	activate Windows

Figure 5: Adding selected Parameters to the Lab

In the lab facility tab, the list of parameters not present in the lab are mentioned. The lab user can select a particular parameter that is not tested in the lab and can add the

selected parameter to the lab facility. Once the lab user selects a parameter to be added, that will be approved by administrator and the lab user can check the status of the particular parameter.

MTCTE Portal				Welcome Taran	g Lab				¢۱	.ogout
🏟 Dashboard	View Approved, Rejected & Pending P	w Approved, Rejected & Pending Parameters								
🗲 Edit Lab Facilities	Parameters Pending for Approval	arameters Pending for Approval								
م Lab Facility >	Show 10 ¢ entries	how 10 e entries Search:								
View All Applications	Parameter Name	11 Parameter ID		Parameter Group		Standard		Appl	y Date	
∿ Help Desk Section >	No data available in table									
	Parameter Name	Parameter ID		Parameter Group		Standard		Appl	y Date	
	Showing 0 to 0 of 0 entries								Previous N	ext
	Approved Parameters									
	Show 10 ¢ entries								Search:	
	Parameter Name 14	Parameter ID 11	Parameter	Group 11	Standard		Apply Date		Approve Date	
		No data available in table								
<	Parameter Name	Parameter ID	Parameter	Group	Standard		Apply Date		Approve Date	

Figure 6: Parameter Status

5. Lab User – View Applications

The lab user can view applications and check the status of the applications. This includes those applications for which CAB Testing is pending and also those applications for which testing is complete.

MTCTE Portal			Welcome Ta	rang Lab (Testing Offi	cer)		🕞 Logout
෯ Dashboard	View All Applications						
🖋 Edit Lab Facilities	Search Results						
∾ Lab Facility >	Show 10 + entries					Search:	
S View All Applications	App ID	Testing Req ID	Registration ID 1	Applicant Company	Product Variant $\hat{1}$	Application Received Date	Status 11
� Help Desk Section >	1544	1544_2019-07- 06_1	1544_G3 Fax Machine_2019-07- 06	CDEW	FAX machine with handset	2019-07-06	PEND CAB TEST
	1687	1687_2019-07- 08_1	1687_ISDN Customer Premises Equipment_2019- 07-08	CDEW	ISDN Terminal Adapter	2019-07-08	COMPL TEST
	Арр ID	Testing Req ID	Registration ID	Applicant Company	Product Variant	Application Received Date	Status ivate Windows
<	Showing 1 to 2 of 2 en	ries				601	Previous 1 Next

Figure 7: Lab User- View Applications

6. Lab User Helpdesk

In the Helpdesk section, the Lab User can raise query, list query and track query status. In the raise query section, the Lab user can select the issue type and describe the query.

In the list query section, the queries submitted by user are visible with details like Lab user details, query raised etc.

In the Track query section, the lab user can enter the ticket number and check status of the query.

MTCTE Portal		Welcome Tarang Lab (Testing Officer)	🕞 Logout
🖚 Dashboard	Helpdesk Page / help		
🖋 Edit Lab Facilities			
∾ Lab Facility >	Mention your query here		
🗃 View All	Issue Type:	Product Related •	
Applications	Description*(500 char)		
∾ Help Desk Section ~			
Raise Query			
List Query		Submit request to TEC	
Track Query Status			
			Activate Windows
<		Powered By C-DOT	

Figure 8: Lab User Helpdesk: Raise Query

MTCTE Portal			١	Welcome Tarang Lab (Testin	ng Officer)			🕒 Logout
a Dashboard	View Submitted Queries							
🗲 Edit Lab Facilities	Queries Submitted By User							
% Lab Facility →	Show 10 ¢ entries						Search:	
View All Applications	Issue ID 1	Issue Type	Status 11	User Name 11	User Role 11	User Email-ID	Query Raised	Date
% Help Desk Section →				No data avai	ilable in table			
	4							•
	Issue ID	Issue Type	Status	User Name	User Role	User Email-ID	Query Raised	Date
	Showing 0 to 0 of 0 entries							Previous Next
<				Powered By C-	DOT			

Figure 9: Lab User Helpdesk: List Query

MTCTE Portal	Welcome Tarang Lab (Testing Officer)	🕩 Logout
🍘 Dashboard		
🗲 Edit Lab Facilities	Ticket No.	
% Lab Facility →		
📾 View All Applications	Sinteine im Nea	
% Help Desk Section →	Ticket No.	
	Query	
	Query Status	
	Remarks	
<	Powered By C-DOT	

Figure 10: Lab User Helpdesk: Track Query

7. Steps to follow receiving MTCTE login credentials

a) Please login and change your password.

On MTCTE portal login page, Click on "Forgot Passowrd"link.



Figure 11: Forgot Password Page



Figure 12: Forgot Password : Enter Username

Next, you will be asked to enter OTP (received on registered e-mail with MTCTE CAB user account) and New Password. Enter the details and re-login with new password.

On next screen, enter your username and captcha and proceed next.

Create a new Password					
Enter OTP*	Check your Email for OTP				
New Password*	Password				
Confirm New password*	Confirm password				
Change Password	Resend OTP				
R	Login Page egister an Account				
Kindly do not refresh and do not press the back button. Re-send OTP button will be enabled after 7 minutes once previous OTP get expired.					

Figure 13: Forgot Password: Enter OTP and New Password

- b) Please check CAB profile (Contact details and address)and if any updation is required, and thenintimate the same to <u>dirta.tec@gov.in</u> with copy to <u>ddgtc.tec@gov.in</u>.
- c) Please check and confirm that the test parameters shown in your profile match with parameters for which you have been designated.
- d) Please inform helpdesk at <u>help.mtcte.tec@gov.in</u> or put a query on MTCTE portal through your account in case of any issues/query.