

Introduction

Keltron developed Web Based Id card management software for register your ID Card application. You can use this application for uploading data including Photo & Signature. You can view a preview of the same after saving the data. Edit option is available if any corrections needed. The Saved application is pending for approval; you can crosscheck the application before approval.

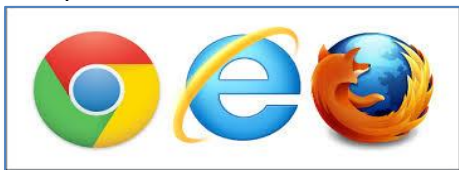
Apply \implies Approve \implies Forward (For Printing)

General Instructions

1. Name Should be CAPITAL Letter
2. Address – In Sentence Case

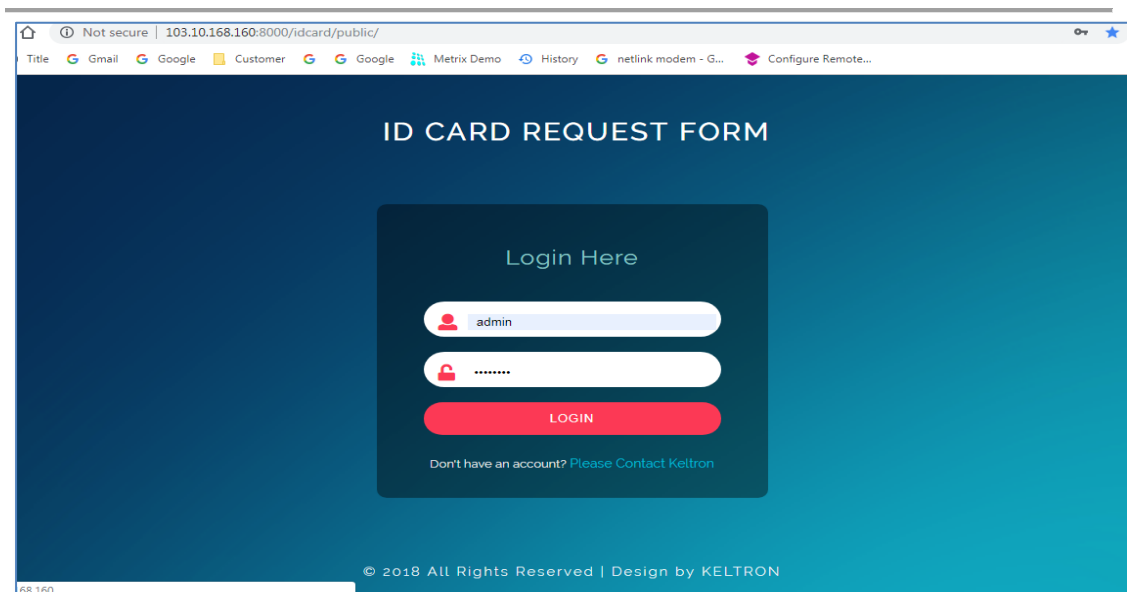
Step by step procedure for data uploading

🚦 Open Web Browser



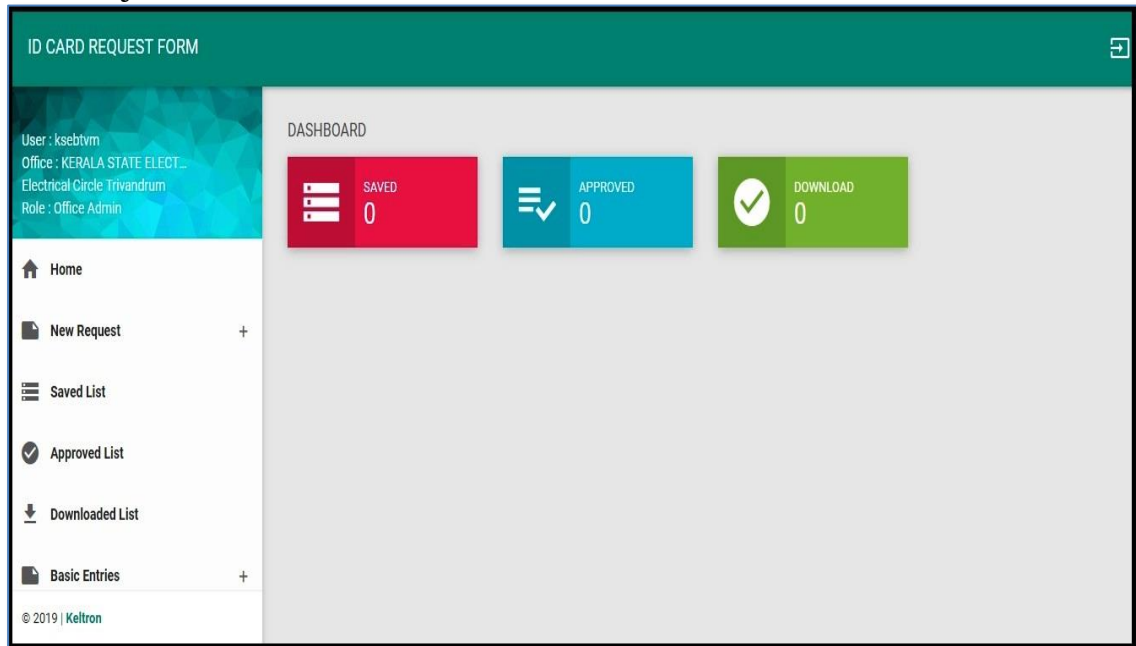
🚦 Enter URL : 103.10.168.160:8000/idcard/public

🚦 Login with your User name 👤 and Password 🔒

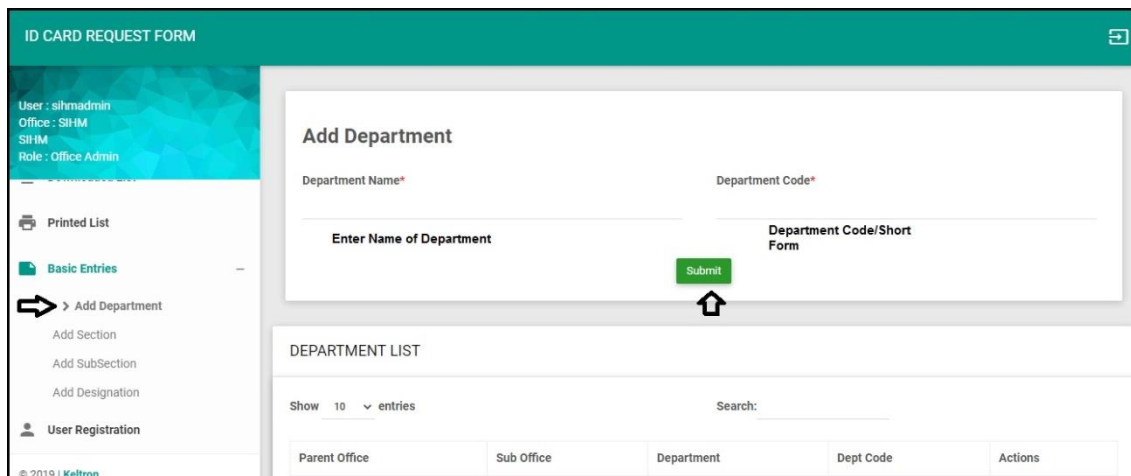


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Now you are in Home screen



Go to Basic Entries > Add Department



Same step for adding the Section, Designation and Subsection.

Note: Department, Section & Designation is mandatory for applying Card

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✚ For Applying New Card:

Go to New Request > Direct Office, Fill all the required fields

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You will get a preview of Application form before saving, it allows you to make changes if any or else click **SAVE**. Your Application is pending for Approval now.

Preview

Employee Code: 123
Employee Name: Mr.Test
Gender: M
DOB: 12-12-1980
Address: 123, 123, 123, Malappuram
Pincode: 123456
Mobile Number: 1234569877
Land Line Number:
Designation: Technical Assistant
Department: ssg
Sub Section:
Blood Group: A-
Date of Joining: 12-12-2012
Date of Retirement: 12-12-2048
Validity:
Aadhaar: 123456789632
Voters ID:
PAN:
Driving License:
Employee category: Ministerial
Photo & Sign: 

SAVE **EDIT**

✚ **To edit before Approving** – Go to *New Request > Direct Office* search with name or ID. Click *Edit*


SAVED LIST


Show 10 entries Search:

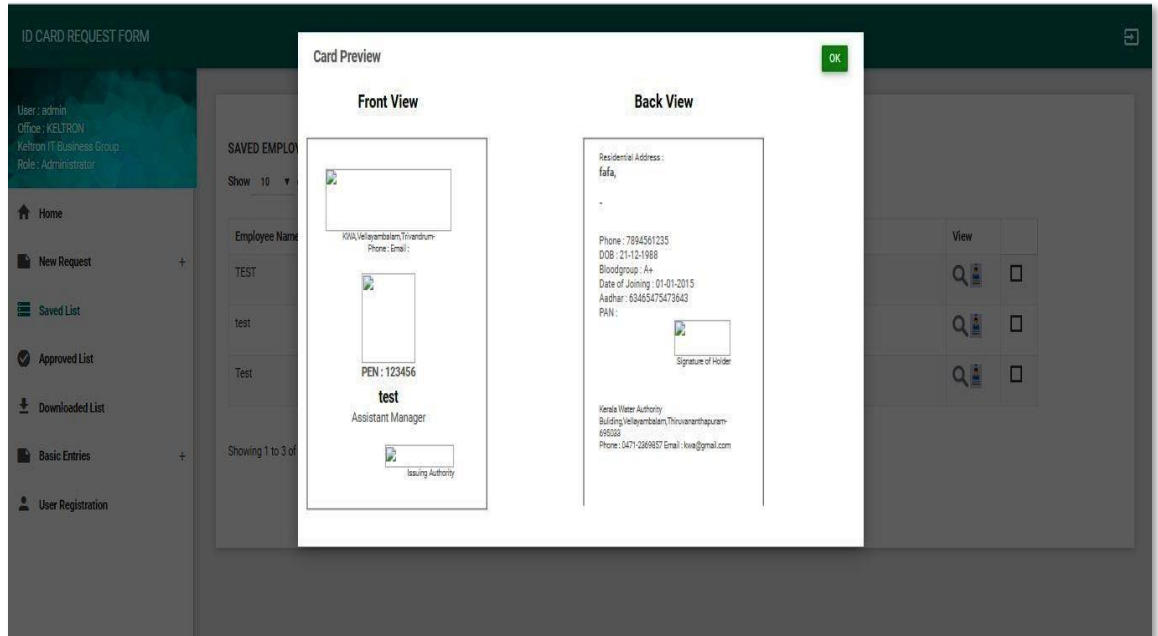
Employee Name	Employee Code	Office	Department	Designation	Actions
Test	123	Keltron IT Business Group	ssg	Technical Assistant	Edit Del

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For ID card Preview.

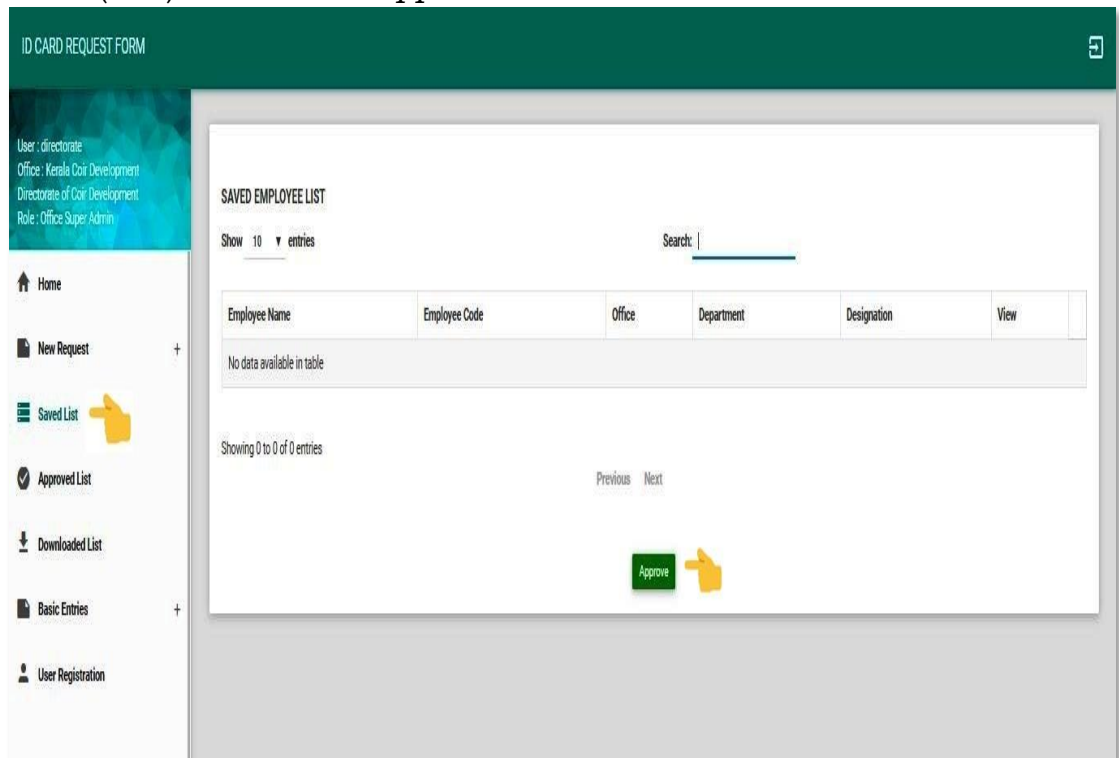
Go to *Saved List* > Search with name or ID. Click  for Card Preview.

Click  for data preview



To Approve Saved ID card Application

Go to *Saved List* > Select the application by clicking the Check Box (). Then Click *Approve*



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- ✚ **To Forward the Approved Application for Printing -**
Go to *Approved list* > Select the application by clicking the Check Box (). Then Click *Forward*

The screenshot shows a web application interface for 'ID CARD REQUEST FORM'. On the left, a sidebar contains navigation options: 'Saved List', 'Approved List' (highlighted with a yellow hand icon), 'Downloaded List', 'Basic Entries', and 'User Registration'. The main content area is titled 'APPROVED EMPLOYEE LIST' and features a search bar and a table with columns: 'Employee Name', 'Emp Code', 'Sub Office', 'Department', 'Designation', and 'Status'. The table currently displays 'No data available in table'. Below the table, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' navigation links. A green 'Forward to Print' button is located at the bottom right of the main content area, also highlighted with a yellow hand icon.

THANK YOU

If Any Clarifications Please Contact,

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