eoffice		Smart Performance	Appraisal Report Recording Online	9 Window (SPARROW)		About + Help + Mr. SONU KUMA
APAR - (ESIC) +	@ Home					
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9 PAR 👻	Select Assesment year	2024-2025			View Dathboard Details	
BEND	Organization View More Details>>		Total PAR Transaction		Transactions on Weekly Basis	
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Step 1: Login into sparrow and click on EMD (Fig 1.0).

(Fig 1.0)

Step 2: The following page would appear (Fig 2.0). Click on Advanced Employee Parameter.

rate New Employe her Account Tacing her Feedback Status wheet Transfer ym: Now Ref Transfer Des Des Des Des Des Des Des Des Des Des	Search Employee		SEARCH USER	
Hill Basic Employee Parameters Seer Account Tracing Seer Feedback Status Neet Transfer ync Now Mode 1- User's data will reflect in the eOffice Applications after 30 minutes where data synchronization has been implemented. 2-Elifter* Primary Organisation of Service is required SEARCH CLEAR	Create New Eventeeree	Basic Employee Parameters Advance	d Employee Parameters	
Iser Facedback Status Organisation Unit Iser Facedback Status Organisation Control Iser Facedback Status Organisation Unit Iser Facedback Status Organisation or Service Is a sequence Iser Facedback Status Iser Facedback Status Organisation or Service Is a required Iser Facedback Status Iser Facedback Status Iser Facedback Status Organisation or Service Is a required Iser Facedback Status Iser Facedback Status <	Create New Employee	III Basic Employee Parameters	the second se	
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wheet Transfer Select an option Select an option Select an option Select an option Image: Select an option<	User Feedback Status	Organisation Unit	Service *	
Cade Select an option Selec	Pirect Transfer	orgunaaton one	Select an option	Select an option
Note 1- User's data will reflect in the eOffice Applications after 30 minutes where data synchronization has been implemented. 2-Either Primary Organisation or Service is required SEARCH CLEAR Previous Next	ync Now	Cadre	Select an option	Select an option
		Note 1- User's data will reflect in the eOffi 2- Either Primary Organisation or S SEARCH CLEAR	ce Applications after 30 minutes where data synchronization has been implemented.	Previous Next

(Fig 2.0)

Step 3: The following would appear **(Fig 3.0)**. Fill the credentials i.e. Primary Organisation or Service along with Employee Code of officials/officers who are facing the issue and search for the same.

rch Employee					SEARCI	IUSER			
to Many Frankriste	Basic Employee Parameters	Advanced Employee Para	meters						
te New Employee	III Advanced Employee Paran	neters							
r Account Tracing	Primary Organisation*	+	Select an option		*	Wrapper Organisation (Global)	+	Select an option	*
Feedback Status	Organisation Unit		(1200	Service*		[
t Transfer		+	Select an option		*		*	Select an option	*
Now	Cadre	+	Select an option		-	Designation	ŧ	Select an option	Ŧ
	Employee Code	Т				Employee Name	Т		
	Email ID	Т				Login ID	Т		
	Mobile Number	т				From Date(DOB)			
	To Date(DOB)				1				
	Note 1- User's data will refle	ct in the eOffice Applications a	fter 30 minutes where d	ata synchron	ization h	s been implemented.			
	2- Either 'Primary Orga	inisation or Service' is required	1						
	SEARCH CLEAR								
									Previou



Step 4: The details of the officer/official would appear as shown in Fig 4.0 and click on arrow.

n Employee			+	EMPLOYEES	STATE INSUR.	× ×		A.2.2.2	+	Select a	n option	
New Employee	Organisation Unit		+	Select an op	tion	- Servic	•*		4	Select a	n option	*
account Tracing	Cadre		+	Select an op	tion	- Desig	nation		4	Select a	n option	*
eedback Status	Employee Code		Т	173140		Emplo	yee Name		Т			
Transfer	Email ID		T			Login	ID		I			
łow	Mobile Number		T			From	Date(DOB)					•
	To Date(DOB) Note 1- User's data 2- Either 'Prir SEARCH	will reflect in the eOffi nary Organisation or S LEAR	ce Applications a ervice' is required	ter 30 minutes v	where data sync	fronization has been in	plemented.					
	To Date(DOB) Note 1- User's data 2- Either 'Prin SEARCH C III Search User	will reflect in the eOffi nary Organisation or S LEAR	ce Applications a ervice' is required	iter 30 minutes v	where data sync	aronization has been in	nplemented.					
	To Date(DOB) Note 1- User's data 2- Either 'Prir SEARCH C III Search User Show 10 → entries	will reflect in the eOff nary Organisation or S LEAR per page	ce Applications at ervice' is required	ter 30 minutes v	vhere data sync	ironization has been in	nplemented.			Sea	ırch:	
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	To Date(DOB) Note 1- User's data 2- Either 'Prir SEARCH C ⊞ Search User Show 10	will reflect in the eOffinancy Organisation or S LEAR per page DE EMPLOYEE NAME SONU KU	ce Applications a ervice' is required DESIGNATION ASSISTANT	ter 30 minutes v SERVICE ESIC	where data sync CADRE NON-ME	PRIMARY ORGANISATION EMPLOY	WRAPPER ORGANISATION ESIC -HE	ORGANISATION UNIT ESTABLI	LOGIN ID sokum	Sea EMAIL ID sonu	MOBILE NUMBER	ACTION

(Fig 4.0)

Linpioyee	No		SEARCH USER						SONU KUMAR	*)		
	Basic Employee Parame	eters Advance	ed Employee Parar	meters						_		
lew Employee	III Advanced Employe	ee Parameters										
count Tracing	Primary Organisatio	in*	+	EMPLOYEES	STATE INSUR ×	Wrappe	r Organisation (Glo	ibal)	+	Select an	1 option	Ŧ
edback Status	Organisation Unit					Sarvica						
ransfer	organisation one		ŧ	Select an opti	on	* ounde			+	Select an	n option	*
w	Cadre		ŧ	Select an opti	on	v Designa	ation		ŧ	Select an	n option	*
	Employee Code		T	173140		Employ	ee Name		T			
	Email ID		T			Login II	D		T			
	Mobile Number		Т			From D	ate(DOB)					â
	To Date(DOB)				=	1						
	To Date(DOB) Note 1- User's data v 2- Either 'Prim	will reflect in the eOff ary Organisation or §	ice Applications at Service' is required	fter 30 minutes w I	here data synchror	ization has been imp	plemented.					
	To Date(DOB) Note 1- User's data 2- Either 'Prim SEARCH CL	will reflect in the eOff ary Organisation or § EAR	ice Applications at Service' is required	fter 30 minutes w I	here data synchror	ization has been imp	plemented.					
	To Date(DOB) Note 1- User's data v 2- Either 'Prim SEARCH CL IIII Search User	will reflect in the eOff ary Organisation or S EAR	ice Applications at Service' is required	fter 30 minutes w I	here data synchron	ization has been imp	plemented.					
	To Date(DOB) Note 1- User's data v 2- Either 'Prim SEARCH CL III Search User Show 10 - entries p	will reflect in the eOff ary Organisation or S EAR	ice Applications at Service' is required	fter 30 minutes w I	here data synchror	ization has been imp	olemented.			Sea	rch:	
	To Date(DOB) Note 1: User's data 2: Etither 'Prim SEARCH CL III Search User Show 10 v entries p	will reflect in the eOff ary Organisation or S EAR Der page	Tice Applications at Service' is required	fter 30 minutes w	E I I	PRIMARY ORGANISATION	WRAPPER ORGANISATION	ORGANISATION	LOGIN ID	Sea EMAIL ID	nch: MOBILE NUMBER	Астю
	To Date(DOB) Note 1- User's data 2- Either 'Prim SEARCH CL III Search User Show 10 ~ entries p S.NO EMPLOYEE COD 1 173140	will reflect in the eOff ary Organisation of S EAR Der page EEMPLOYEE NAME SONU KU	Ce Applications at Service' is required DESIGNATION ASSISTANT	ter 30 minutes w SERVICE ESIC	CADRE	RIMARY ORGANISATION EMPLOY	WRAPPER ORGANISATION ESIC -HE	ORGANISATION UNIT ESTABLI	LOGIN ID sokum	Sea EMAIL ID Sonu	MOBILE NUMBER 7503885615	АСТЮ

Step 5: Details would appear in next tab as shown in Fig (5.0). Click on that tab.

(Fig 5.0)

Step 6: The following page would appear **(Fig 6.0)**. Click on Employee Account and then Update login ID.

A Personal Info +		SEARCH USER		SONU KUMAR 🗶				
	III Employee Basic	c Information						
Employee Account		Name: SONU KUMAR	DOB: 02/01/1991	Gender: MALE	Employee Code (For current organisation): 173140			
Θ	~1 >	Designation: ASSISTANT	Login ID: sokum					

(Fig 6.0)

Step 7:	The following page would appear (Fig 7.0).	

Personal Info +	SEARCH U	SER		SONU KUMAR 🗙
Employee Account	III Employee Basic Information			
✓Update Login ID ✓Update User Type	Name: SONU KUMAR	DOB: 02/01/1991	Gender: MALE	Employee Code (For current organisation): 173140
	Designation: ASSISTANT	Login ID: sokum		
	III Update Login Information			DATA INFORMATION
	Login Type*) Temporary Login ID 💿 NIC/Gov-LDAP ID 🔘 Ot	her Local LDAP	
	Existing Login-Id	I to	Existing Ldap-Id	T
	New Login-Id*	T	New Ldap-Id*	T
	Creator Remarks	I	Modifier Remarks	I
	UPDATE			
. 16. 정도 전도 문제				

(Fig 7.0)

Step 8: Enter the Login-Id in New Login-Id. The login ID/UID of the official concerned can be obtained as mentioned (copy attached) and update the same and advise the individual to login after 24 hours.

Note : Login Type should be NIC/Gov-LDAP ID