



User Manual for ACR/APAR Application of CRWC

March 2018

This manual is for the users of the internal system.

The ACR/APAR application can be found at:-

<https://eapar.crw.com/>

Version 1.0



Document Control

Customer	Central Railside Warehouse Company Limited
Project Title	ACR/APAR application
Document Name	User Manual
Version	1.0

➤ Purpose of the Document

The purpose of this document is to describe the functionality and give assistance to the user of the ACR/APAR system. This user manual has been developed to help better understand the usability and features that apply to the system by providing user with a simple, easy-to-use reference that will help them navigate through the system. This manual is intended to make the modules more accessible and their associated sub modules more understandable to the user of the system.

➤ CRWC – Central Railside Warehouse Company Limited, New Delhi

The Central Railside Warehouse Company Ltd. (CRWC) is a public sector enterprise Mini-Ratna company under Ministry of Consumer Affairs, food and public distribution. Its vision is "To provide Multi Modal Logistics to the trade and support Indian economy in reducing logistics cost." and the mission is "To provide efficient rail based total logistics solutions, leveraging economy of scale to the advantage of all stakeholders". Its corporate office is located Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001.

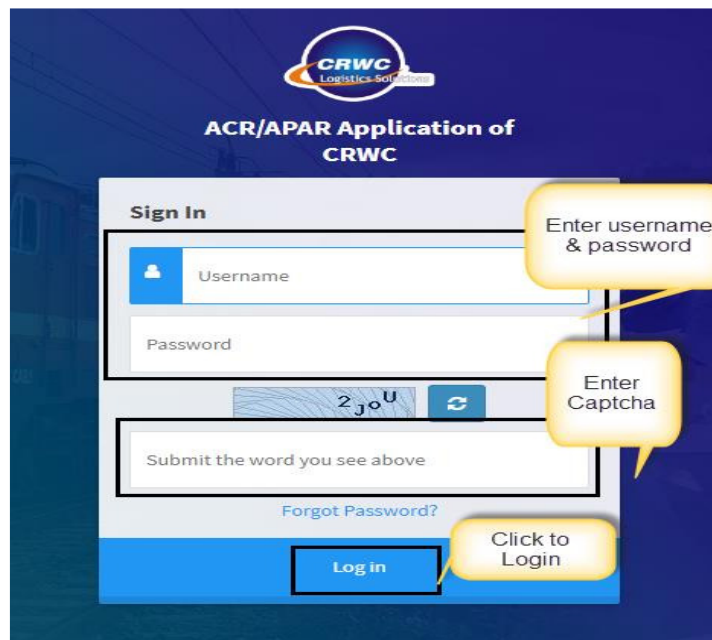
Central Railside Warehouse Company (CRWC) developed a warehousing facility of Railway land along a Railway siding as a Pilot Project at Whitefield Goods Terminal at Bangalore after entering into an agreement with Indian Railway. This project started operation since February 2002 and resulted in attracting additional traffic to the Railways, improvement in customer's service and an increase in the volumes of cargo handled by CRWC. The success of this project led CWC to consider developing Rail side Warehousing Complexes at other centers also throughout near identified Rail Terminals.

Ministry of Railway also in the meantime had identified land near various Railway Terminals for development of warehousing complexes with handling facilities in order to improve the utilization of the Railway facilities in the country and to give a boost to the transportation for meeting the logistics requirements of its customers with a view to improve the service.

➤ Pre-requisites for opening the ACR/APAR application

1. **OS Compatibility:** Compatibility with multiple platforms viz., Microsoft Windows, Linux/Unix or Mac
2. **Browser compatibility:** Compatibility with multiple browsers like IE, Mozilla, Google Chrome, etc
3. **Minimum System Requirements:** ACR/APAR application can be accessed through a Browser Interface; the system would be best viewed using 1024*768 pixel resolution setting

1. Login



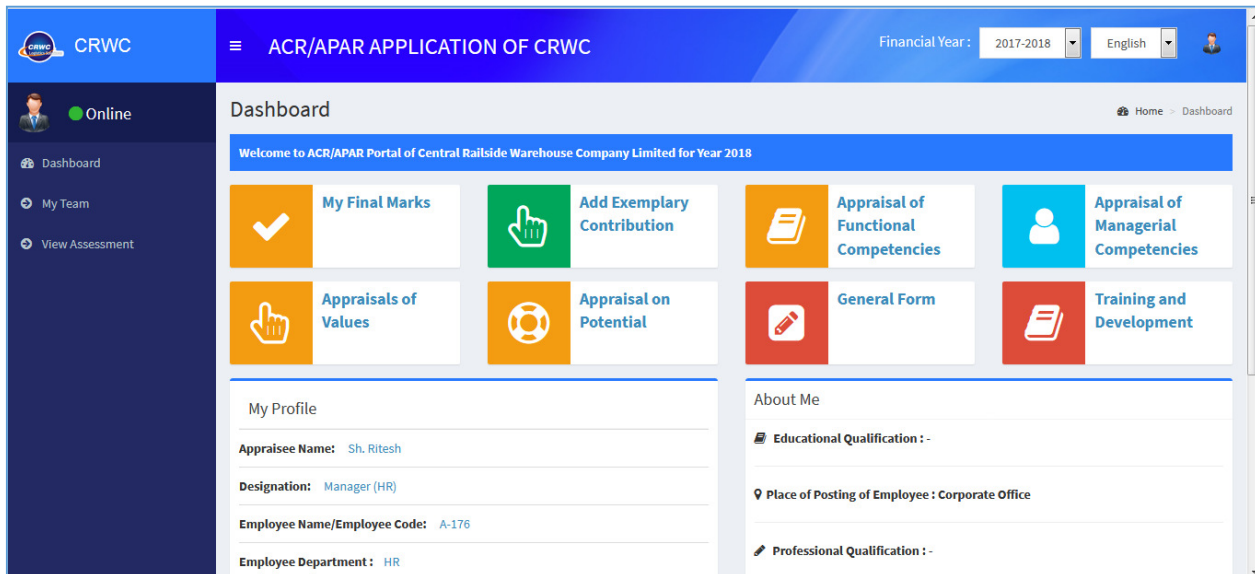
Screen 1: User Login

Reference to screen 1	
Step 1	Enter Login URL in the address bar of browser
Step 2	Enter username & password
Step 3	Click on the Log in to access the portal
Reference to screen 2	
Result	After successful Login user will be able to access system dashboard

3. Application Workflow

3.1. Beginning of the Year

3.1.1. Reporting Officer Login (Beginning of the Year – to set the goals)



Screens 1, 2: Reporting Officer Login and Dashboard

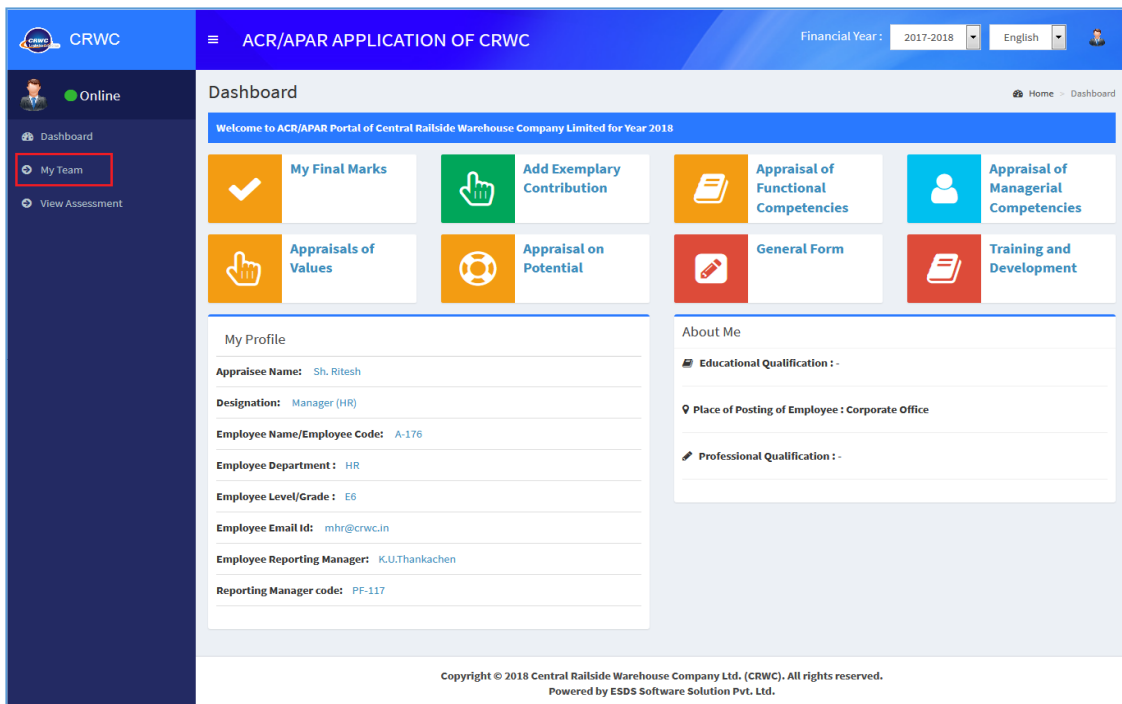
Reference to screen 1, 2

Step 1	Enter Login URL in the address bar of browser
Step 2	Enter username & password
Step 3	Click on the Login to access the portal

Reference to screen 2

Result	After successful Login user will be able to access system dashboard based on the set appraisal period
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3.1.2. Adding of Goals by Reporting Officer (Beginning of the Year)



The screenshot displays the ACR/APAR Application of CRWC dashboard. The top navigation bar includes the CRWC logo, the application title, and the financial year (2017-2018) and language (English) settings. The main dashboard area features a welcome message and several functional tiles: 'My Final Marks', 'Add Exemplary Contribution', 'Appraisal of Functional Competencies', 'Appraisal of Managerial Competencies', 'Appraisals of Values', 'Appraisal on Potential', 'General Form', and 'Training and Development'. A 'My Profile' section is located at the bottom left, displaying user details such as name, designation, employee code, department, level, email, reporting manager, and code. An 'About Me' section is on the right, showing educational and professional qualifications. The footer contains copyright information for Central Railside Warehouse Company Ltd. (CRWC) and ESOS Software Solution Pvt. Ltd.

EAPAR Change Password

CRWC

☰
ACR/APAR APPLICATION OF CRWC

English

● Online

Dashboard

Employee

Masters Management

Department

Designation

Competencies

Grades

Rating

Final Rating

Values

Set Appraisal Period

Legacy Data

Representation

Final Assessment Details (pdf)

Employee

Sr.No.	Employee code	Appraisee Name	Employee Department	Employee Designation	Joining Date in CRWC	
1	Admin	Admin			2018-02-06	
2	A-174	Sh. Nurul Amin	L/O/M	Executive (L/O/M)	2015-11-17	Change Password Sign out
3	A-150	Ms Anju Agrawal	IT	Executive (IT)	2015-09-14	✓ 👤 ✎ 📧
4	A-149	Sh. Debayan Sarkar	IT	Executive (IT)	2015-09-03	✓ 👤 ✎ 📧
5	A-171	Sh. Gautam Kumar Das	IT	Manager (IT)	2015-11-30	✓ 👤 ✎ 📧
6	A-189	Sh. Siddhabattula Anil Kumar	Civil	Executive	2017-10-03	✓ 👤 ✎ 📧
7	A-190	Sh. Javed Khan	Electrical	Executive	2017-10-03	✓ 👤 ✎ 📧
8	A-140	Sh. Dattatrey Bedre	Civil	AM	2015-05-19	✓ 👤 ✎ 📧
9	A-141	Sh. Pankaj Singh	Civil	AM	2015-05-15	✓ 👤 ✎ 📧
10	A-108	Sh. Anil Powar	Electrical	Executive	2014-05-19	✓ 👤 ✎ 📧

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CRWC e-ACR/APAR Portal

Change Password

Back

Submit

EAPAR Forget Password