Central Drug Standard Control Organization (CDSCO)
User Manual
For

Guidelines for Creation of Sub-Logins
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1. Overview

This document details the creation of sub-login credentials of users by the Corporate for the following:

- Branch Office
- CRO
- Manufacturing Site

**Note:** The login credentials of the users can be created, only if their details are added in user Profile section in the ‘Add Member Details’ for manufacturer and CRO login and ‘Add Branch Offices’ for branch office section of the ‘User Profile’.

For creating the sub-login follow the following steps:

1.1. Branch Office Login:

- To create Branch Office Login, User has to first register the Branch office details through User Profile Section by clicking on ‘Add Branch Offices’ link in ‘User Profile’ Tab, as shown in Figure 1-1.
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- It is mandatory for the user to fill all the details. After filling all the details, click on the ‘Save’ button to save all the details (as shown in Figure 1-2), the saved details can be viewed in the ‘Branch Details’ section. The saved details can be modified or deleted.

- User can now create the Login Credentials for registered Branch Offices by clicking on ‘Create Branch Office Login Credentials’ under ‘Create Sub Login’ Tab, as shown in Figure 1-3.

- The Registered Branch Office details will be shown in branch office dropdown, as shown in Figure 1-4.
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- It is mandatory for the user to fill all the details of the branch office. Once the details are saved, the login credentials for that particular branch office is created and user can now login using that credentials.

- NOTE: It is also mandatory to upload the duly signed undertaking (as per the template provided in undertaking section)

1.2. CRO Login Credentials:
To create CRO Login, User has to first register the CRO Premises details through user profile by clicking on 'Add Wholesale/Manufacturing Licenses Details' link in 'User Profile' Tab, as shown in Figure 1-6.

It is mandatory for the user to fill all the details. Once the details have been saved, the same can be viewed details in table format at the bottom of the page. The saved details can be modified or deleted.

User can now create the Login Credentials for registered CRO Premises by clicking on 'Create CRO Login Credentials' under 'Create Sub Login' Tab, as shown in Figure 1-7.
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- The Registered CRO Unit details will be shown in CRO Unit dropdown, as shown in Figure 1-8.

![Figure 1-8: CRO Login Credential](image)

- It is mandatory for the user to fill all the details.
- **NOTE:** It is also mandatory to upload the duly signed undertaking (as per the template provided in undertaking section).
- Once the details are saved, the login credentials for that particular CRO Unit is created and user can now login using that credentials.

1.3. **Manufacturing Login Credentials:**

![Figure 1-9: User Profile - Manufacturer Login](image)
To create Manufacturing Login, User has to first register the Manufacturing Premises details by clicking on 'Add Wholesale/Manufacturing Licenses Details' link in ‘User Profile’ Tab, as shown in Figure 1-10.

![Figure 1-10: Manufacturer Login](image1)

**Note-**
- It is mandatory for the user to fill all the details. Once the details have been saved, the same can be viewed in table format at the bottom of the page. The saved details can be modified or deleted.
- User can now create the Login Credentials for registered manufacturing Premises by clicking on ‘Create manufacturing Login Credentials’ under ‘Create Sub Login’ Tab, as shown in Figure 1-11.

![Figure 1-11: Create Manufacturer Login](image2)
The Registered manufacturing Unit details will be shown in manufacturing Unit dropdown, as shown in Figure 1-12.

![Figure 1-12: Manufacturer Login Credentials](image)

**Note**-
- It is mandatory for the user to fill all the details. Once the details are saved, the login credentials for that particular manufacturing Unit is created and user can now login using that credentials.

**NOTE**: It is also mandatory to upload the duly signed undertaking (as per the template provided in undertaking section)