

User Manual

Caseworker Login Creation in

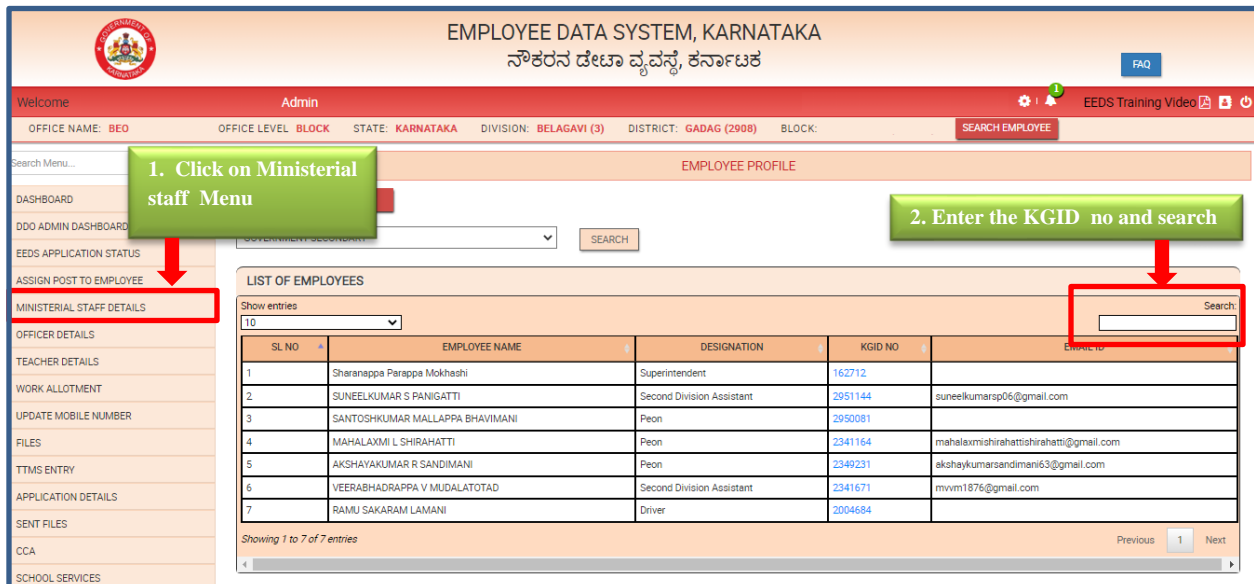
Admin login

Developed By

- ❖ If admin want's to forward the online application to caseworker but while forwarding the online application if caseworker name dropdown is not displaying just follow 3 steps

How to create the caseworker login credentials in Admin login

- User can open the Admin login
- Then user can check the caseworker KGID No Mapping with present working School/Office or not
- Go to Ministerial staff menu if Caseworker name was there then user can create caseworker login

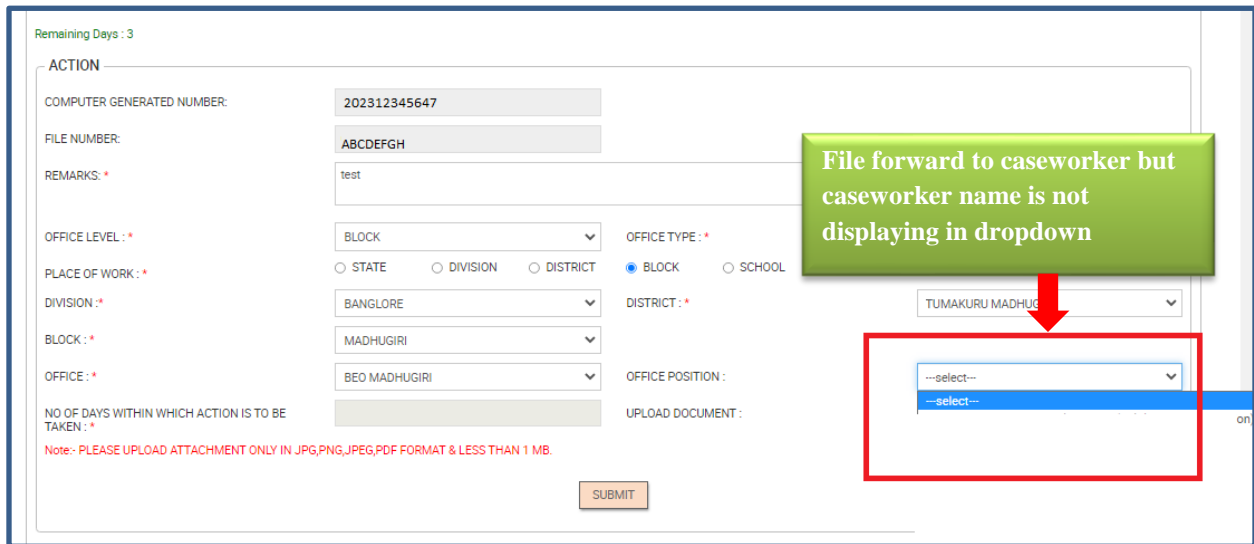


The screenshot shows the 'EMPLOYEE DATA SYSTEM, KARNATAKA' interface. The header includes the state name in Kannada and English, and the user role 'Admin'. The left sidebar contains a menu with 'MINISTERIAL STAFF DETAILS' highlighted. A green callout box points to this menu item with the text '1. Click on Ministerial staff Menu'. The main content area shows the 'LIST OF EMPLOYEES' table. A search box is highlighted with a red box and a green callout box with the text '2. Enter the KGID no and search'.

SL NO	EMPLOYEE NAME	DESIGNATION	KGID NO	EMAIL ID
1	Sharanappa Parappa Mokhashi	Superintendent	162712	
2	SUNEELKUMAR S PANIGATTI	Second Division Assistant	2951144	suneekumarsp06@gmail.com
3	SANTOSHKUMAR MALLAPPA BHAVIMANI	Peon	2050081	
4	MAHALAXMI L SHIRAHATTI	Peon	2341164	mahalaxmishirahattishirahatti@gmail.com
5	AKSHAYAKUMAR R SANDIMANI	Peon	2349231	akshaykumarsandimani63@gmail.com
6	VEERABHADRAPPA V MUDALATOTAD	Second Division Assistant	2341671	mvvm1876@gmail.com
7	RAMU SAKARAM LAMANI	Driver	2004684	

- If not there in present Office/school admin login then follow the Transfer In – Out procedure.

Example: Forward to caseworker but in dropdown not displaying the caseworker name



Remaining Days : 3

ACTION

COMPUTER GENERATED NUMBER: 202312345647

FILE NUMBER: ABCDEFGH

REMARKS: * test

OFFICE LEVEL: * BLOCK

OFFICE TYPE: * BLOCK SCHOOL

PLACE OF WORK: * STATE DIVISION DISTRICT

DIVISION: * BANGLORE

DISTRICT: * TUMAKURU MADHUGIRI

BLOCK: * MADHUGIRI

OFFICE: * BEO MADHUGIRI

OFFICE POSITION: *

NO. OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN: *

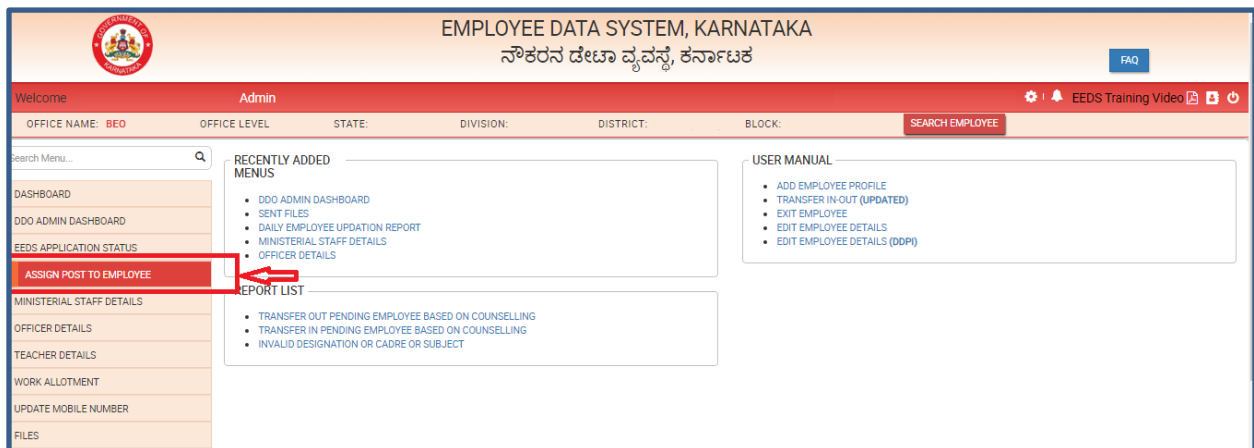
Note: - PLEASE UPLOAD ATTACHMENT ONLY IN JPG,PNG,JPEG,PDF FORMAT & LESS THAN 1 MB.

SUBMIT

Please follow the below mentioned 3 steps

1. Assign Post to Employee
2. Work Allotment
3. Reset Password

Step 1: Click on “Assign Post to Employee” menu



EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome Admin

OFFICE NAME: BEO OFFICE LEVEL: STATE: DIVISION: DISTRICT: BLOCK: SEARCH EMPLOYEE

Search Menu...

ASSIGN POST TO EMPLOYEE

RECENTLY ADDED MENUS

- DDO ADMIN DASHBOARD
- SENT FILES
- DAILY EMPLOYEE UPDATION REPORT
- MINISTERIAL STAFF DETAILS
- OFFICER DETAILS

REPORT LIST

- TRANSFER OUT PENDING EMPLOYEE BASED ON COUNSELLING
- TRANSFER IN PENDING EMPLOYEE BASED ON COUNSELLING
- INVALID DESIGNATION OR CADRE OR SUBJECT

USER MANUAL

- ADD EMPLOYEE PROFILE
- TRANSFER IN-OUT (UPDATED)
- EXIT EMPLOYEE
- EDIT EMPLOYEE DETAILS
- EDIT EMPLOYEE DETAILS (DDPI)

- Once clicking in the menu, it will display the below mentioned screen.
- In that screen showing the Assign Post to employees list.

EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome **Admin** EEDS Training Video

OFFICE NAME: BEO OFFICE LEVEL: STATE: DIVISION: DISTRICT: BLOCK: SEARCH EMPLOYEE

ASSIGN POST TO EMPLOYEE

OFFICE

OFFICE LEVEL: * BLOCK: OFFICE TYPE: * BEO Office(9)

PLACE OF WORK: * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION: * MYSORE(2)

DISTRICT: * UDUPI(2916) BLOCK: * KARKALA (291601)

OFFICE NAME: * BEO KARKALA(2234)

EXPORT TO EXCEL EXPORT TO PDF

OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Admin (BEO291601)	Admin	1533150	CHANDRAIAH G	Office Section	REGULAR	BEO291601	
Gazetted Manager (GM291)	Gazetted Manager	997089	SHOBHA N	Office Section	REGULAR	GM291601	✖
Superintendent (SP129160)	Superintendent	2131194	NITHIN KUMAR	Office Section	REGULAR	SP1291601	✖
Superintendent (SP291601)	Superintendent	2465178	SAIA KUMAR B F	Office Section	REGULAR	SP291601	✖

Assign Post to Employee List

- User can scroll down the button and click on **ADD** button

UPDATE MOBILE NUMBER

FILES

TTMS ENTRY

APPLICATION DETAILS

SENT FILES

CCA

SCHOOL SERVICES

LEAVE

REPORT

SCHOOL / OFFICE INSPECTION REPORT

TIME BOUND INCREMENT

PROBATIONARY PERIOD DECLARATION

TRANSFER IN OUT

DYNAMIC REPORT DOWNLOAD

EXIT EMPLOYEE

CHANGE PASSWORD

TAPAL

DEPUTATION

RESET PASSWORD

EXPORT TO EXCEL EXPORT TO PDF

OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Admin (BEO291802)	Admin	1132179	SOMASHEKAR N	--Select--	REGULAR		
Gazetted Manager (GM291)	Gazetted Manager	1130130	RAMESH H N	--Select--	REGULAR		✖
Superintendent (SP229180)	Superintendent	1852383	SUDARSHAN D C	--Select--	REGULAR		✖
Superintendent (SP129180)	Superintendent	1415031	PRAKASHA T	--Select--	REGULAR		✖
Case Worker (CW7291802)	Case Worker	4003314	VINOD RAJ M N	--Select--	REGULAR		✖
Case Worker (CW6291802)	Case Worker	2684931	LAKSHMIKANTH K B	--Select--	REGULAR		✖
Case Worker ()	Case Worker	1854682	HARISHKUMAR T S	--Select--	REGULAR		✖
Case Worker (CW4291802)	Case Worker	2913628	VINAY K V	--Select--	REGULAR		✖
Case Worker (CW3291802)	Case Worker	3142099	MAMATHA L M	--Select--	REGULAR		✖
Case Worker (CW1291802)	Case Worker	2385680	UMESH N	--Select--	REGULAR		✖

ADD

SUBMIT

- Select the Office Position & enter KGID No

UPDATE MOBILE NUMBER

FILES

TTMS ENTRY

APPLICATION DETAILS

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EXIT EMPLOYEE

CHANGE PASSWORD

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RESET PASSWORD

EXPORT TO EXCEL EXPORT TO PDF

OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Admin (BE0291802)	Admin	1132179	SOMASHEKAR N	--Select--	REGULAR	BE0291802	
Gazetted Manager (GM29)	Gazetted Manager	1130130	RAMESH H N	--Select--	REGULAR	GM291802	✗
Superintendent (SP2291802)	Superintendent	1852383	SUDARSHAN D C	--Select--	REGULAR	SP2291802	✗
Superintendent (SP1291802)	Superintendent	1415031	PRAKASHA T	--Select--	REGULAR	SP1291802	✗
Case Worker (CW7291802)	Case Worker		VINOD RAJ M N	--Select--	REGULAR	CW7291802	✗
Case Worker	Case Worker		LAKSHMIKANTH K E	--Select--	REGULAR	CW6291802	✗
Case Worker	Case Worker		HARISHKUMAR T S	--Select--	REGULAR		✗
Case Worker	Case Worker		VINAY K V	--Select--	REGULAR	CW4291802	✗
Case Worker	Case Worker	3142099	MAMATHA L M	--Select--	REGULAR	CW3291802	✗
Case Worker	Case Worker	2385680	UMESH N	--Select--	REGULAR	CW1291802	✗
Case Worker	Case Worker			--Select--	REGULAR		✗

ADD

SUBMIT

Select the Office Position

Enter the KGID No

- Assign post for "Regular"
- Then click on Submit Button

UPDATE MOBILE NUMBER

FILES

TTMS ENTRY

APPLICATION DETAILS

SENT FILES

CCA

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OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Admin (BE0291802)	Admin	1132179	SOMASHEKAR N	--Select--	REGULAR	BE0291802	
Gazetted Manager (GM29)	Gazetted Manager	1130130	RAMESH H N	--Select--	REGULAR	GM291802	✗
Superintendent (SP2291802)	Superintendent	1852383	SUDARSHAN D C	--Select--	REGULAR	SP2291802	✗
Superintendent (SP1291802)	Superintendent	1415031	PRAKASHA T	--Select--	REGULAR	SP1291802	✗
Case Worker (CW7291802)	Case Worker	4003314	VINOD RAJ M N	--Select--	REGULAR	CW7291802	✗
Case Worker (CW6291802)	Case Worker	2684931	LAKSHMIKANTH K E	--Select--	REGULAR	CW6291802	✗
Case Worker ()	Case Worker	1854682	HARISHKUMAR T S	--Select--	REGULAR		✗
Case Worker (CW4291802)	Case Worker	2913628	VINAY K V	--Select--	REGULAR	CW4291802	✗
Case Worker (CW3291802)	Case Worker	3142099	MAMATHA L M	--Select--	REGULAR	CW3291802	✗
Case Worker (CW1291802)	Case Worker	2385680	UMESH N	--Select--	REGULAR	CW1291802	✗
Case Worker	Case Worker			--Select--	REGULAR		✗

ADD

SUBMIT

Assign the Post here

- Then user can enter the login name

For Example: CW12345, CW54321, CW291111, CW2111, CW29080059012

- Then click on Submit button

UPDATE MOBILE NUMBER

FILES

TTMS ENTRY

APPLICATION DETAILS

SENT FILES

CCA

SCHOOL SERVICES

LEAVE +

REPORT +

SCHOOL / OFFICE INSPECTION REPORT

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EXIT EMPLOYEE

CHANGE PASSWORD

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DEPUTATION +

RESET PASSWORD +

EXPORT TO EXCEL EXPORT TO PDF

OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Admin (BE0291802)	Admin	1132179	SOMASHEKAR N	--Select--	REGULAR		
Gazetted Manager (GM291)	Gazetted Manager	1130130	RAMESH H N	--Select--	REGULAR		✗
Superintendent (SP229180)	Superintendent	1852383	SUDARSHAN D C	--Select--	REGULAR		✗
Superintendent (SP129180)	Superintendent	1415031	PRAKASHA T	--Select--	REGULAR		✗
Case Worker (CW7291802)	Case Worker	4003314	VINOD RAJ M N	--Select--	REGULAR		✗
Case Worker (CW6291802)	Case Worker	2684931	LAKSHMIKANTH K B	--Select--	REGULAR		✗
Case Worker ()	Case Worker	1854682	HARISHKUMAR T S	--Select--	REGULAR		✗
Case Worker (CW4291802)	Case Worker	2913628	VINAY K V	--Select--	REGULAR		✗
Case Worker (CW3291802)	Case Worker	3142099	MAMATHA L M	--Select--	REGULAR		✗
Case Worker (CW1291802)	Case Worker	2385680	UMESH N	--Select--	REGULAR		✗

ADD

Enter the login Name

SUBMIT

- After clicking on the Submit button, it will save the Assign post to employee details and popup the message box in right side corner.

EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome Admin

OFFICE NAME: BEO OFFICE LEVEL: BLOCK STATE: DIVISION: DISTRICT: BLOCK: SEARCH EMPLOYEE

ASSIGN POST TO EMPLOYEE

OFFICE

OFFICE LEVEL : * BLOCK: BEO Office(9)

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION : * BANGLORE(1)

DISTRICT : * TUMAKURU(2018) BLOCK : * GUBBI (201802)

OFFICE NAME : * BEO GUBBI (2131)

Assign Employee to Office Position Added Successfully.

ASSIGN POST TO EMPLOYEE

OFFICE

OFFICE LEVEL : * BLOCK OFFICE TYPE : * BEO Office(9)

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION : * BANGLORE(1)

DISTRICT : * TUMAKURU(2918) BLOCK : * GUBBI (291802)

OFFICE NAME : * BEO GUBBI(2131)

[EXPORT TO EXCEL](#) [EXPORT TO PDF](#)

OFFICE POSITION

OFFICE POSITION	ALIAS NAME	KGID NO	EMPLOYEE NAME	SECTION	ASSIGN POST	LOGIN NAME	ACTION
Case Worker (CW1291802) <input type="text"/>	Case Worker	2385680	UMESH N	--Select--	REGULAR <input type="text"/>	CW1291802	<input type="button" value="X"/>

Step 2: Work Allotment for Caseworkers

- User can click on “Work Allotment” menu

sts.karnataka.gov.in/EEDS/leave/loadAssignCaseWorker.htm

EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome Admin EEDS Training Video

OFFICE NAME: BEO OFFICE LEVEL: STATE: DIVISION: DISTRICT: BLOCK:

Search Menu...

SEARCH WORK ALLOTMENT

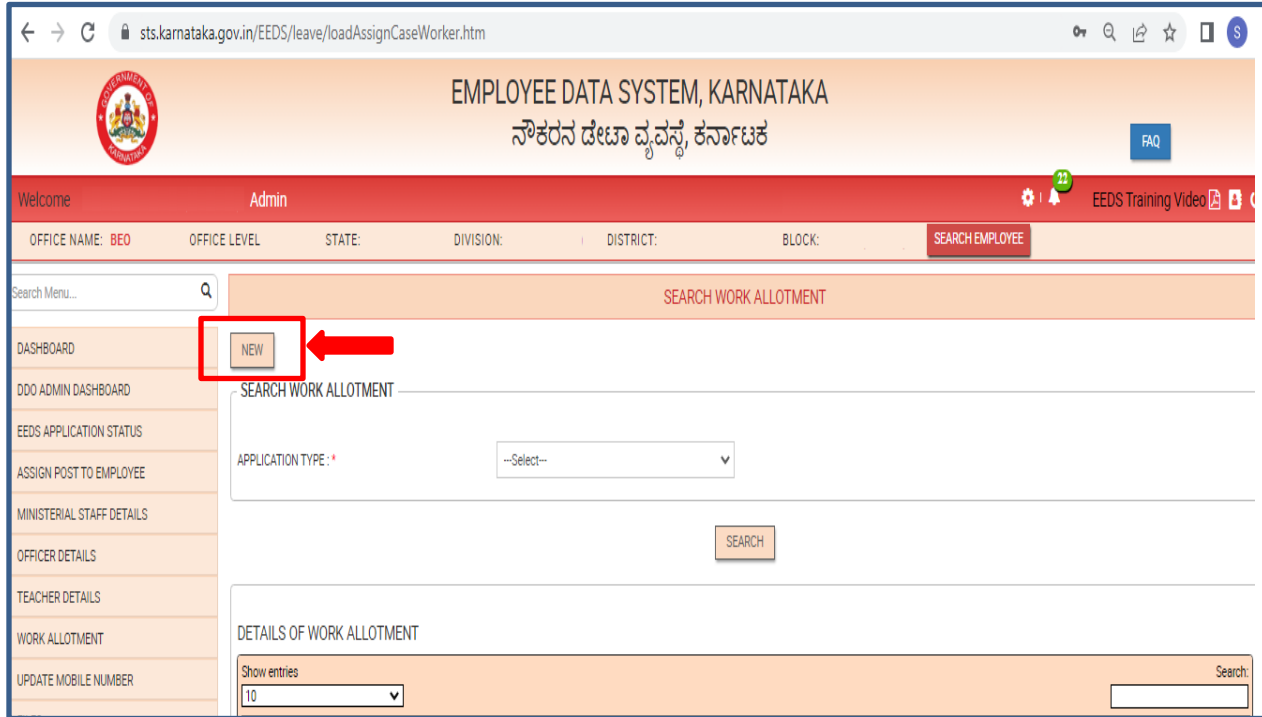
SEARCH WORK ALLOTMENT

APPLICATION TYPE : *

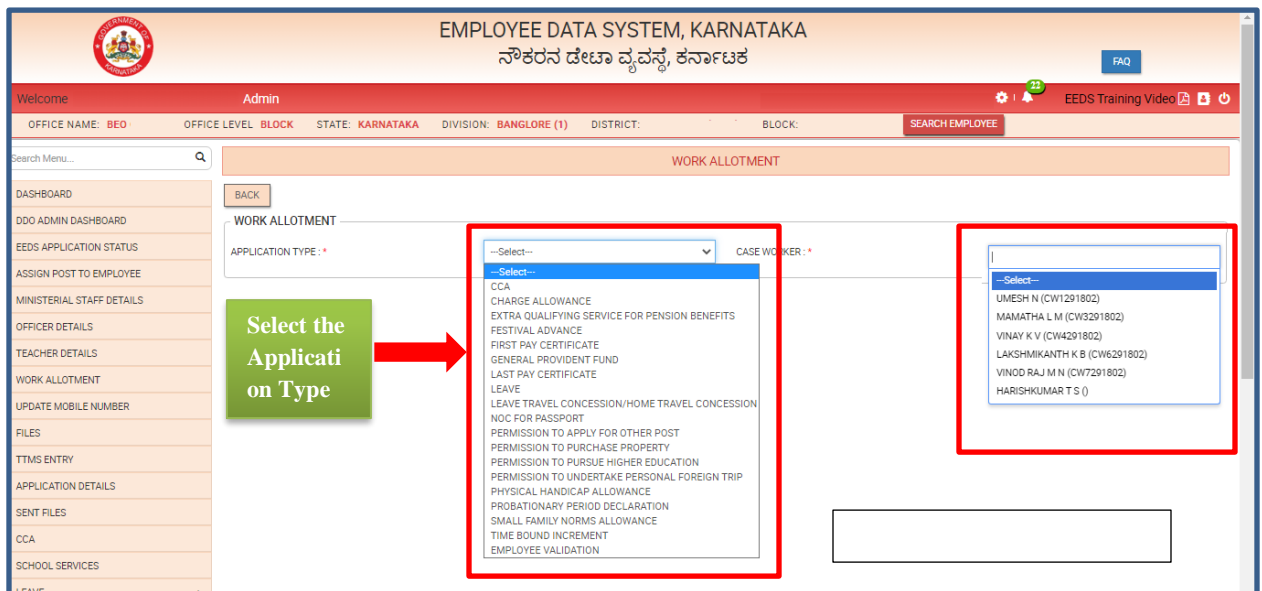
WORK ALLOTMENT

Show entries

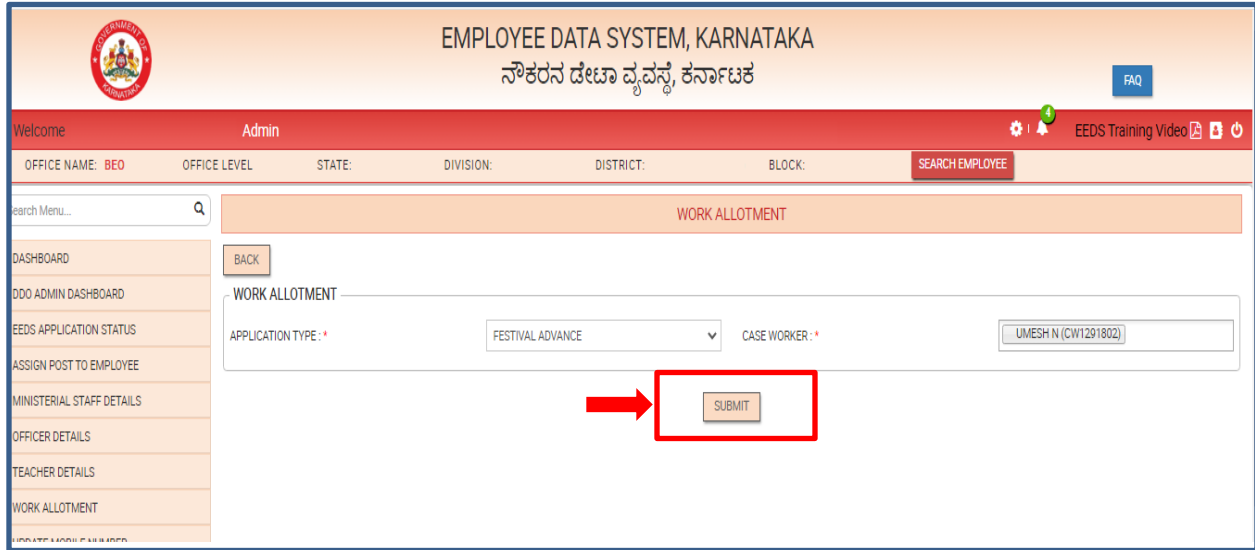
- Then user can click on New button



- User can select the Application Type and Caseworker Name



- Then click on Submit button



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Welcome Admin

OFFICE NAME: BEO OFFICE LEVEL STATE: DIVISION: DISTRICT: BLOCK: SEARCH EMPLOYEE

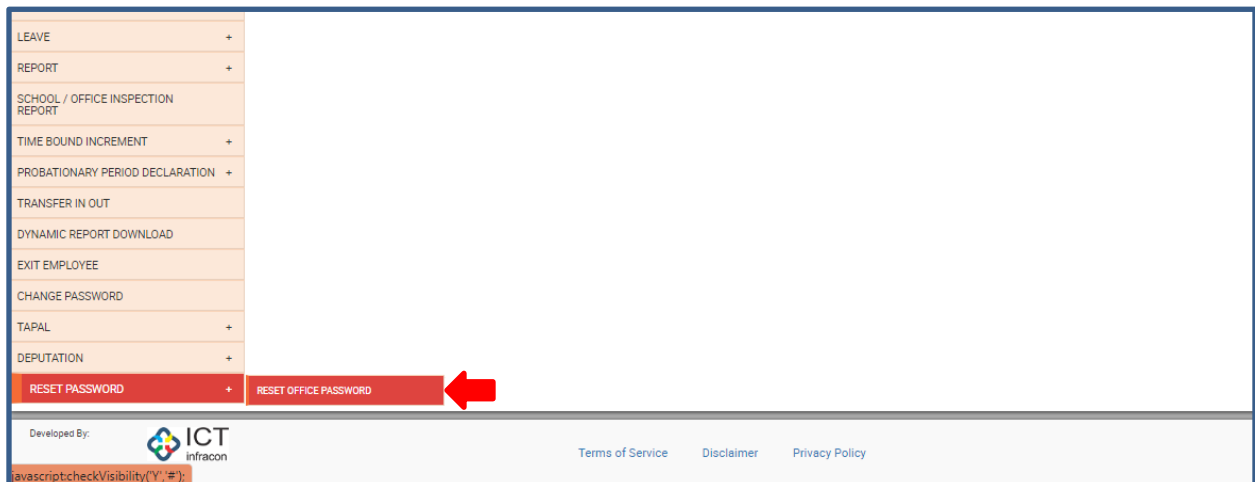
WORK ALLOTMENT

APPLICATION TYPE: FESTIVAL ADVANCE CASE WORKER: UMESH N (CW1291802)

SUBMIT

Step 3: Reset the Caseworker Password

- User click on the Reset Password menu



LEAVE +

REPORT +

SCHOOL / OFFICE INSPECTION REPORT

TIME BOUND INCREMENT +

PROBATIONARY PERIOD DECLARATION +

TRANSFER IN OUT

DYNAMIC REPORT DOWNLOAD

EXIT EMPLOYEE

CHANGE PASSWORD

TAPAL +

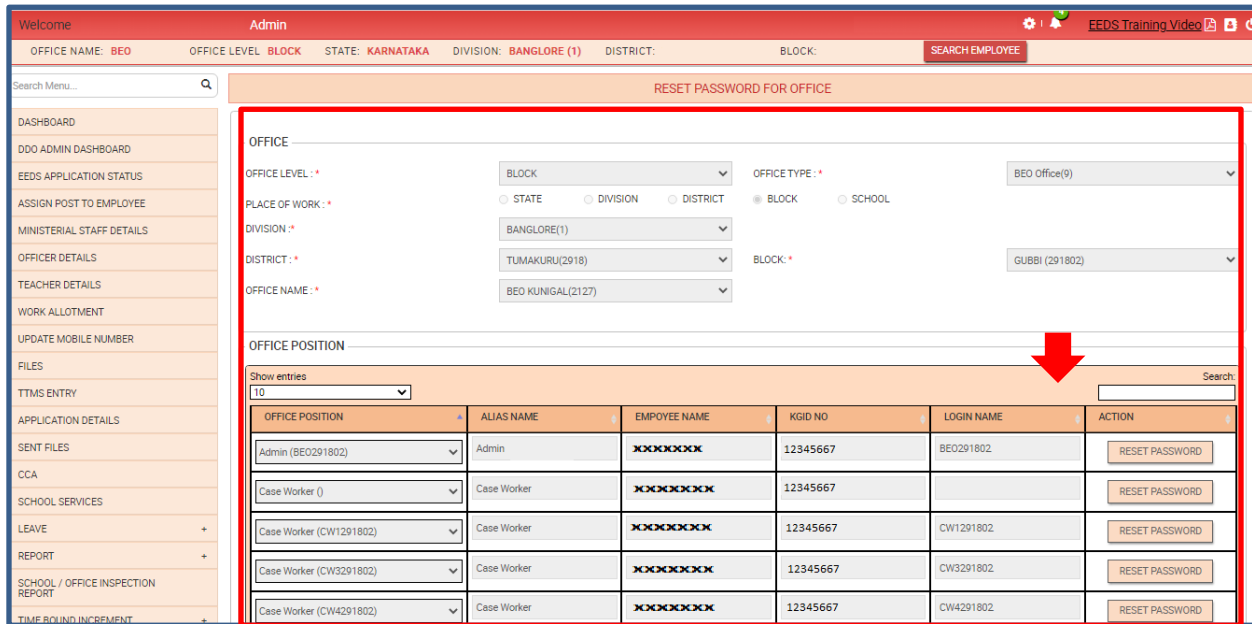
DEPUTATION +

RESET PASSWORD + RESET OFFICE PASSWORD

Developed By: ICT infracon

Terms of Service Disclaimer Privacy Policy

- After click on the Reset password menu, it will show the admin / office position and login name details.



RESET PASSWORD FOR OFFICE

OFFICE

OFFICE LEVEL : * BLOCK OFFICE TYPE : * BEO Office(9)

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION : * BANGLORE(1)

DISTRICT : * TUMAKURU(2918) BLOCK : * GUBBI (291802)

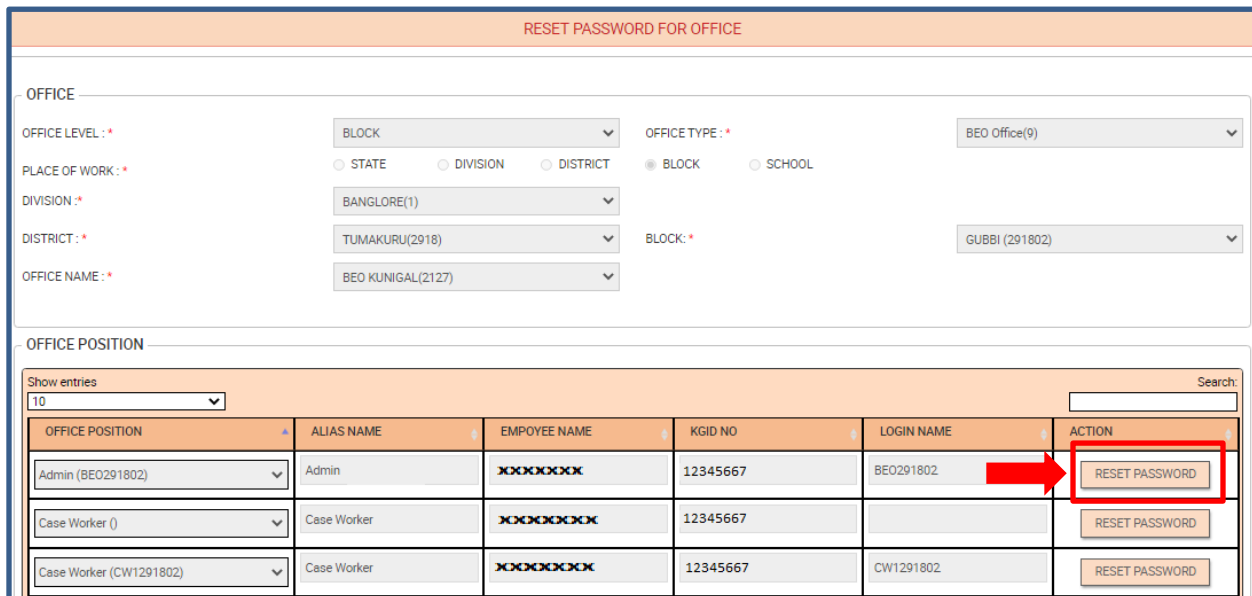
OFFICE NAME : * BEO KUNIGAL(2127)

OFFICE POSITION

Show entries 10 Search:

OFFICE POSITION	ALIAS NAME	EMPLOYEE NAME	KGID NO	LOGIN NAME	ACTION
Admin (BEO291802)	Admin	XXXXXXXX	12345667	BEO291802	RESET PASSWORD
Case Worker ()	Case Worker	XXXXXXXX	12345667		RESET PASSWORD
Case Worker (CW1291802)	Case Worker	XXXXXXXX	12345667	CW1291802	RESET PASSWORD
Case Worker (CW3291802)	Case Worker	XXXXXXXX	12345667	CW3291802	RESET PASSWORD
Case Worker (CW4291802)	Case Worker	XXXXXXXX	12345667	CW4291802	RESET PASSWORD

- User can click the “Reset Password” Button



RESET PASSWORD FOR OFFICE

OFFICE

OFFICE LEVEL : * BLOCK OFFICE TYPE : * BEO Office(9)

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION : * BANGLORE(1)

DISTRICT : * TUMAKURU(2918) BLOCK : * GUBBI (291802)

OFFICE NAME : * BEO KUNIGAL(2127)

OFFICE POSITION

Show entries 10 Search:

OFFICE POSITION	ALIAS NAME	EMPLOYEE NAME	KGID NO	LOGIN NAME	ACTION
Admin (BEO291802)	Admin	XXXXXXXX	12345667	BEO291802	RESET PASSWORD
Case Worker ()	Case Worker	XXXXXXXX	12345667		RESET PASSWORD
Case Worker (CW1291802)	Case Worker	XXXXXXXX	12345667	CW1291802	RESET PASSWORD

- After click on the reset password button, it will pop up the message box in right side corner.
- The password is reset, User ID and Password will be same.

sts.karnataka.gov.in/EEDS/leave/resetPasswordOffice.htm

EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome Admin

OFFICE NAME: BEO OFFICE LEVEL: BLOCK STATE: KARNATAKA DIVISION: BANGLORE (1) DISTRICT: BLOCK: SEARCH EMPLOYEE

Search Menu...

RESET PASSWORD FOR OFFICE

OFFICE

OFFICE LEVEL : * BLOCK OFFICE TYPE : * BEO Office(9)

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK SCHOOL

DIVISION : * BANGLORE(1)

DISTRICT : * TUMAKURU(2918) BLOCK : * GUBBI (291802)

OFFICE NAME : * BEO KUNINGAL(2127)

OFFICE POSITION

Show entries 10 Search:

OFFICE POSITION	ALIAS NAME	EMPLOYEE NAME	KGID NO	LOGIN NAME	ACTION
Admin (BEO291802)	Admin	SOMASHEKAR N	1132179	BEO291802	RESET PASSWORD

Notification: Password reset successfully for Login name : CW1291802