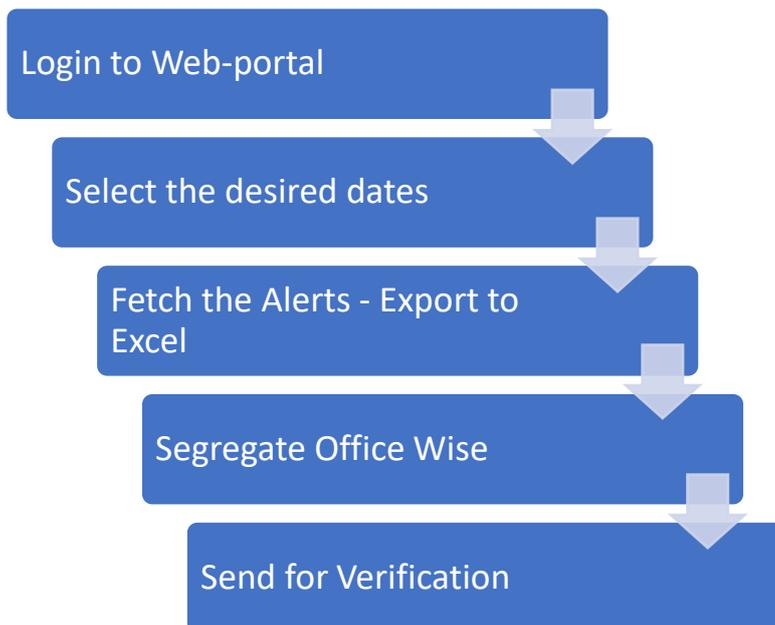


USER GUIDE FOR FRMU PORTAL_DIVISIONAL SPOCS

Annexure - IV

User guide for Divisional SPOCs:

1. Visit <http://cept.gov.in/frmu/> and log-in using the user ID and password supplied by Regional FRMU.
2. After first login, the Divisional SPOCs shall invariably change their default password.
3. Every day alerts will be assigned to Divisions. Divisions should devise a mechanism in consultation with the Region FRMU to periodically send these alerts to field units for verification. The process flow while sending the alerts to field units is as follows:

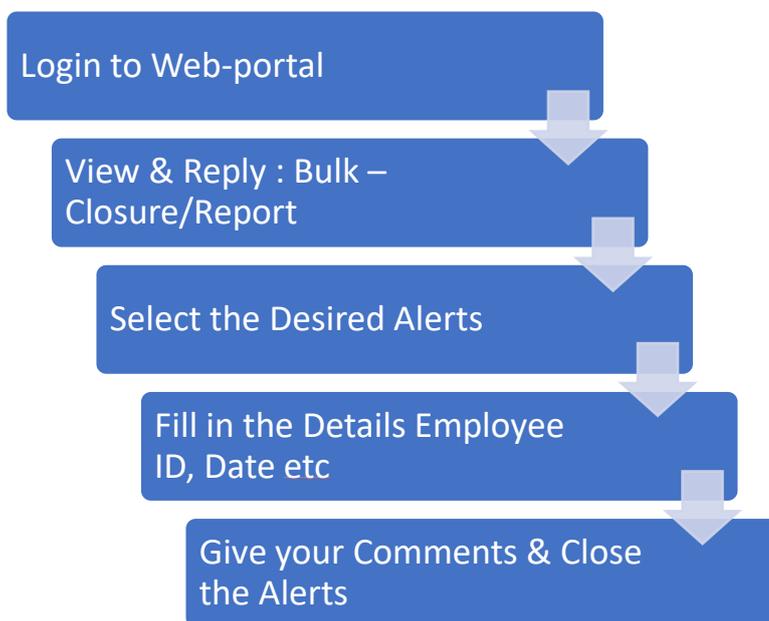


4. Closure: After receiving the verification report for alerts from field offices, the alerts shall be 'Closed/Reported to Investigation' accordingly in the Web-portal. The alerts can be closed in 3 ways.
 - a. Individually closing the alerts :- login to FRMU portal -> go to 'View & reply' -> Select 'Assigned Alerts' -> Select Date Range -> Select Report Type -> Fetch Report -> Find the Alert -> Click on the eye at the right side of table -> Enter the comments -> Enter the Employee ID of the official verified the alert -> Enter the Employee ID of the official closing the Alert -> Close/Report to Investigation
 - b. Bulk Closure of alerts :- login to FRMU portal -> go to 'View & reply' -> Select 'Bulk – close/report Alerts' -> Select Date Range -> Select Report Type -> Fetch Report -> Select multiple alerts via 'check box' provided at the first column -> Enter the comments -> Enter the Employee ID of the official verified the alert -> Enter the Employee ID of the official closing the Alert -> Close/Report to Investigation.

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- c. Search and Bulk Close :- login to FRMU portal -> go to 'search Alerts' -> Select Date Range -> Select 'Search by' from the drop down menu -> Put the value in 'Search Input' String -> Fetch Report -> Select multiple alerts via 'check box' provided at the first column -> Enter the comments -> Enter the Employee ID of the official verified the alert -> Enter the Employee ID of the official closing the Alert -> Close/Report to Investigation.

It shall be noted here that while closing the alert the 'Investigation done by Employee ID' must be of the **field officer verifying the alert** and 'Closed By Employee ID' must be of the **official closing the alert at Divisional Office**. The process flow of closing the alert is as below:



PI refers the Web portal user guide (Annexure – I) for detailed explanation.

DATE: 20-05-2019