

# ODLSoft Portal

## Overview

ERP ODLSoft Portal is a one stop place for all ERP users. All the ERP back office functions will be accessible from the single screen.

With the launch of this portal, ALL IGNOU employees at HQ will be able to access ERP functionality accordingly to their security profiles. Also, this will enable on-line access to apply for various self service benefits (Loans, Advances, Expense claims, Leaves, LTC, etc).

## Login Steps

1. Open new Internet Explorer
2. In address bar, type the URL as "http://ims.odlsoft.ac.in"
3. Enter your Employee ID as User ID

A screenshot of the ODLSoft login interface. It shows a 'User ID:' label followed by a text input field containing '1234'. Below that is a 'Password:' label followed by a password input field. A 'Sign in' button is positioned below the password field. At the bottom of the login area, there is a link that reads 'First time users need help?'.

- In case you do not have your ODLSoft Employee ID, then you may search your employee ID by clicking on the link "[First time users need help?](#)" available on login screen. A pdf document will open in new window having list of all IGNOU employees. You may find your Employee ID/User ID by searching on the basis of your Name in the enclosed pdf file/document. You can also go to search window <short key is **Ctrl F**>, and type your name for easy and quick access. Make sure that your name & designation is correct, prior to be sure of your employee id.
4. Enter your Employee ID in the User Id field
  5. Enter your password in the form <dd/mm/yyyy>.
  6. In case you are not able to login; contact Establishment section or Academic Coordination with a copy to ERP section for getting your Date of Birth corrected in ODLSoft system. And after the required correction, please try to login again using your Empl Id and Password.
  7. After logging in ODLSoft ERP system, change your default password, by going on to '[Change My Password](#)' link.

## Portal Details

### a) What does ERP ODLSoft portal contain? How to navigate through various ERP functions?

The Portal comprises of the following details:

- Employee Self Service: (Navigation - ODLSoft Menu, Employee Self Service)

It comprises of details specific to the employee. For e.g. Personal Information Details, Performance Management, LTC, Leave, Assets, Request for Loan, Employee House Request, Medical Request, Book Car etc.

- Manager Self Service: (Navigation - ODLSoft Menu, Manager Self Service).

It comprises of action items for the employee's immediate supervisor. For e.g. Approval of Employee's Leave, Performance Appraisal, Loan etc. Manager can also access the 'Worklist' page to work on the action items assigned on him/her.



- Latest message from IGNOU's Honorable Vice Chancellor in VC's message section
- The latest news/updates can be seen in ODLSoft News & Notices section.
- Messages & updates from TCS project team.
- Launch HCM Application for accessing Human Resource functions. For e.g. Workforce Administration, General Administration, Leave Management, Payroll etc.
- **Launch HCM Application** to access Human Resource Application including Workforce Administration, Position Management, General Administration, Leave Management, Global Payroll - India, Loans & Advances, Provident Fund, Pension, Medical, LTC, Administer Training, Governance, eRecruitment, and ePerformance Modules. In case of any issue regarding access, please feel free to contact TCS team or Computer Division. Details of contacts are provided in 'Escalation Matrix and Contact' link on portal.
- **Launch FSCM Application** to access Finance Application including General Ledger, Budgeting, Project Costing, Investment, Bank Reconciliation, Accounts Payables, Accounts Receivables, Inventory, Purchasing, Asset Management, Maintenance Management, Expenses and Institutional Membership Modules. In case of any issue regarding access, please feel free to contact TCS team or Computer Division. Details of contacts are provided in 'Escalation Matrix and Contact' link on portal.
- You can also participate in Opinion poll.

- > Navigate to various IGNOU external links, like IGNOU email, IGNOU's website or access IGNOU ODLSoft application and Escalation List.
- > Even a calendar is provided, which has entries for holidays/important events of university for next month.

### **Important Employee Specific Navigations**

<b>S.No.</b>	<b>Functionality</b>	<b>Detailed Navigation</b>
1	Personal Information Summary	ODLSoft Menu, Employee Self Service, Personal Information, Personal Information Summary
2	Home and Mailing Address	ODLSoft Menu, Employee Self Service, Personal Information, Home & Mailing Address
3	Phone Numbers	ODLSoft Menu, Employee Self Service, Personal Information, Phone Numbers
4	Email address	ODLSoft Menu, Employee Self Service, Personal Information, Email Addresses
5	Emergency Contacts	ODLSoft Menu, Employee Self Service, Personal Information, Emergency Contacts
6	Dependent Information	ODLSoft Menu, Employee Self Service, Personal Information, Dependent Information
7	Create Performance Documents	ODLSoft Menu, Employee Self Service, Performance Management, My Performance Documents, Create Documents
8	Pending Evaluation Requests	ODLSoft Menu, Employee Self Service, Performance Management, Other's Performance Documents, Pending Evaluation Requests
9	Current Evaluations	ODLSoft Menu, Employee Self Service, Performance Management, Other's Performance Documents, Current Evaluations
10	Historical Evaluation	ODLSoft Menu, Employee Self Service, Performance Management, Other's Performance Documents, Historical Evaluations
11	LTC Advance / Intimation	ODLSoft Menu, Employee Self Service, Leave Travel Concession, LTC Advance / Intimation
12	Claim Application	ODLSoft Menu, Employee Self Service, Leave Travel Concession, LTC Claim Application
13	New Leave Request	ODLSoft Menu, Employee Self Service, Leave Management, Leave Request
14	View Approved Leaves	ODLSoft Menu, Employee Self Service, Leave Management, View Approved Leaves
15	Joining Report	ODLSoft Menu, Employee Self Service, Leave Management, Leave Joining Report
16	Monthly Schedule	ODLSoft Menu, Employee Self Service, Leave Management, Monthly Schedule
17	Leave Request History	ODLSoft Menu, Employee Self Service, Leave Management, Leave Request History
18	Leave Balance	ODLSoft Menu, Employee Self Service, Leave Management, Leave Balances
19	View/Transfer Assets	ODLSoft Menu, Employee Self Service, Assets, View/Transfer Assets
20	Request for Loan	ODLSoft Menu, Employee Self Service, Request for Loan
21	View/update/create House Request	ODLSoft Menu, Employee Self Service, Employee House Request
22	Medical Reimbursement Request	ODLSoft Menu, Employee Self Service, Medical Request
23	Book Car	ODLSoft Menu, Employee Self Service, Book Car
24	Transport to KV schools for wards	Menu, Employee Self Service, Transport for Staff Children
25	Review transactions submitted by you	ODLSoft Menu, Employee Self Service, Review Transactions