



Central Procurement Technical Unit

IMED, MINISTRY OF PLANNING, GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

e-GP System User Manual for C&AG Admin

(<http://eprocure.gov.bd>)



Central Procurement Technical Unit (CPTU)

IMED, Ministry of Planning
Government of the People's Republic of Bangladesh
CPTU Bhaban, Sher-e-Bangla Nagar
Dhaka-1207, Bangladesh

Phone: +880-2-9144 252-3 | **Fax:** +880-2-9180968

Email: info@cptu.gov.bd | **Web:** www.cptu.gov.bd

Help Desk: 16575, +8809609112233

Date: December 5, 2022

Table of Contents

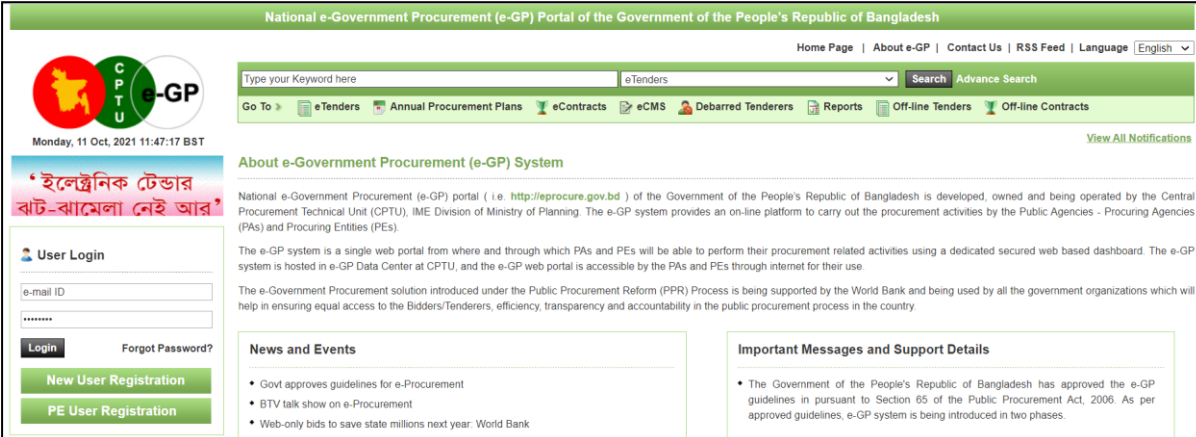
1. Login to e-GP Portal.....	3
2. Message Box	9
3. Manage Users.....	18
3.1 Designation	18
3.2 DG Office	21
3.3 DG Admin	27
3.4 Audit Office	33
3.5 Audit User	36
4. Audit Team.....	45
4.2 Map Tender.....	47
4.3 Finalize Mapping	54
4.4 Time Extension	55
5. My Account	57

1. Login to e-GP Portal

In e-GP there are three types of C&AG User, e.g., C&AG Admin, DG Admin & Audit User. **C&AG Admin account is created by e-GP Admin in the e-GP Portal.** C&AG Admin will create DG Admin & Audit User. The moment user account is created on e-GP; They will get a system generated e-Mail message in his registered e-Mail ID which contains the necessary information pertaining to User Login details along with Username & Password. With the help of this Username & Password, user can start working on e-GP Portal.

Steps for Login to the system

- 1.1. C&AG Admin will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the “**Security & Integrity**” on e-GP Portal, system by default leads to “**Change Password**” screen will come wherein user has to give the details which are asked.



The screenshot displays the homepage of the National e-Government Procurement (e-GP) Portal. At the top, there is a header with the portal's name and navigation links. Below the header, a search bar is present with a dropdown menu set to 'eTenders'. A navigation menu includes links for 'eTenders', 'Annual Procurement Plans', 'eContracts', 'eCMS', 'Debarred Tenderers', 'Reports', 'Off-line Tenders', and 'Off-line Contracts'. The main content area features a 'User Login' section with input fields for 'e-mail ID' and a password, and buttons for 'Login', 'New User Registration', and 'PE User Registration'. There are also sections for 'News and Events' and 'Important Messages and Support Details'.

Screen-A1

- 1.2. In this Change Password page, all fields are mandatory. Therefore, C&AG Admin has to give a response on each & every field. If any of the field skipped by C&AG Admin, then system won't allow him to process further on the e-GP Portal.
- 1.3. Once all the inputs are given by the C&AG Admin after that, C&AG Admin has to click on “**Submit**” button which would be available at bottom of the page. (As shown in **Screen-A2**)

Change Password

Fields marked with (*) are mandatory.

Current Password : * Valid password

New Password : *
(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *

Hint Question : *

Hint Answer : *

Screen-A2

1.4. Once details are given by C&AG Admin and clicking on “**Submit**” button, system will show message on User screen i.e., “**Password Changed successfully**” then C&AG Admin will be redirected to home page. (As shown in **Screen-A3**)

The screenshot shows the e-GP system home page. At the top left, there is a logo for CPTU e-GP and a timestamp: Tuesday, 15 Mar, 2011 12:01:42 BST. A green notification box at the top left displays a checkmark and the text "Password changed successfully". Below this is a "User Login" section with input fields for "e-mail ID" and a password, a "Login" button, and a "Forgot Password?" link. A "New User Registration" button is also present. The main content area features a search bar with "Tenders" selected, a navigation menu with "Tenders", "Annual Procurement Plans", "Awarded Contracts", and "Debarred Tenderers", and a section titled "About e-Government Procurement (e-GP) System" with descriptive text and a "Read More >>" link.

Screen-A3

1.5. Then enter the e-mail ID and the changed password in login box & finally click on “**Login**” button.

1.6. On successfully matched the credential, system will allow user to login to the system.

1.7. After logged in to the system, if email address and mobile number is already verified, then system will redirect you to the e-GP dashboard. Otherwise, a page will be displayed where you can verify your NID and Mobile Number. (As shown in **Screen-A4**).


Fields marked with (*) are mandatory.

NID Verification

You have total 3 attempts to verify National ID.

National ID : *

Date of Birth :

Captcha : * 

Mobile Number Verification

Mobile Number : *

(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-A4

1.8. NID & Mobile No verification can be skipped by clicking on “**Update Later**” button. But the screen will be appeared again every time after login, until it is verified.

1.9. To verify NID, enter your National ID Number, Date of Birth & write the text in text box showed in captcha. You can change captcha text by clicking on reload icon beside the captcha image. After that click on “**Verify NID**” button. (As shown in **Screen-A4**).

1.10. A warning message is displayed in pop up showing that how many attempts you have left for NID verification. Generally, every user gets a total of 3 chances to verify his NID. If he fails to verify within this attempts, then the process will be locked by system.

1.11. Click on “**Yes**” to continue. (As shown in **Screen-A5**).


Fields marked with (*) are mandatory.

NID Verification

You have total 3 attempts to verify National ID.

National ID : *

Date of Birth : *

Captcha : * 

Mobile Number Verification

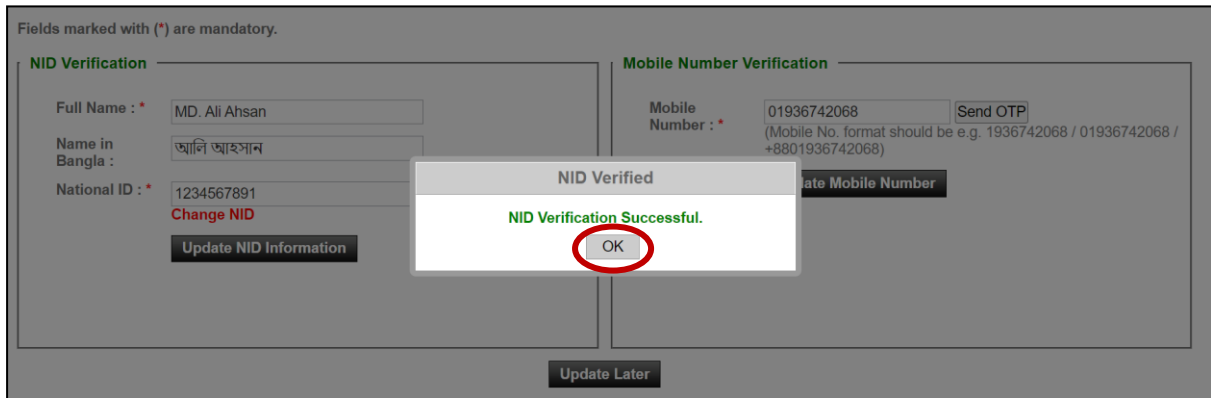
Mobile Number : *

(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-A5

1.12. After clicking on “**Yes**” button, system will verify the data to the NID server.

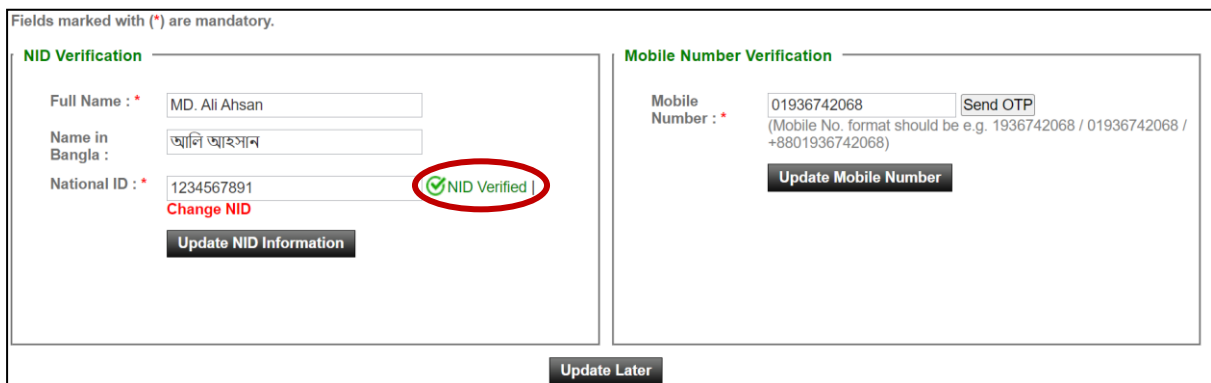
1.13. On successfully verification of NID, system will fetch name of the user and name in bangla from server. A success message is also displayed in pop-up that “**NID Verification Successful.**” (As shown in **Screen-A6**).



The screenshot shows a web form with two main sections: "NID Verification" and "Mobile Number Verification". The "NID Verification" section contains fields for "Full Name" (MD. Ali Ahsan), "Name in Bangla" (আলি আহসান), and "National ID" (1234567891). The "Mobile Number Verification" section contains a "Mobile Number" field (01936742068) and a "Send OTP" button. A pop-up dialog box is centered over the form, titled "NID Verified", with the message "NID Verification Successful." and an "OK" button. The "Update Later" button is visible at the bottom of the form.

Screen-A6

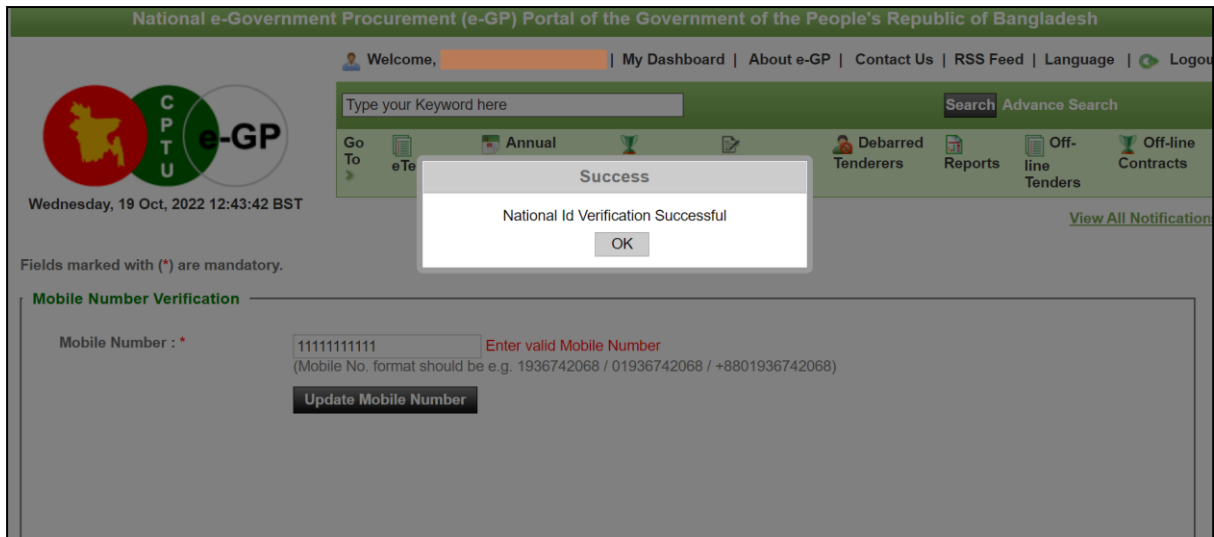
1.14. Once NID is verified in NID server, “**✓NID Verified**” status is showed beside the National ID that it is verified. (As shown in **Screen-A7**).



The screenshot shows the same web form as in Screen-A6, but the pop-up message is gone. The "National ID" field now displays "1234567891" with a green checkmark and the text "NID Verified" next to it. The "Update Later" button is still visible at the bottom.

Screen-A7

1.15. Click on “**Update NID Information**” button & then National Id Verification is done successfully. (As shown in **Screen-A8**).



Screen-A8

1.16. After successfully verification of NID, in next time, after login to the system, NID verification screen is not displayed. If the mobile number is not verified yet, you will only get mobile number verification block. (As shown in **Screen-A9**).

1.17. To verify Mobile Number, enter your mobile phone number and then click “**Send OTP**” button. A onetime password will be sent to that mobile no. (As shown in **Screen-A9**).



Screen-A8

1.18. Enter the OTP before it is expired and then click on “**Verify OTP**” button. (As shown in **Screen-A10**).

Fields marked with (*) are mandatory.

Mobile Number Verification

Mobile Number : * OTP OTP will be expired in : 04:57
(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-A10

1.19. If the OTP is verified, then “ OTP Verified” status is showed by the system. (As shown in **Screen-A10**).

Fields marked with (*) are mandatory.

Mobile Number Verification

Mobile Number : * OTP Verified
(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-A10

1.20. Normally the validity of an OTP is 5minutes since it is sent. If the OTP gets expired then click on “**Try Again**” link for a new OTP. (As shown in **Screen-A11**).

Fields marked with (*) are mandatory.

Mobile Number Verification

Mobile Number : * OTP has been expired. [Try Again](#)
(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-A11

1.21. After OTP is verified, click on “**Update Mobile Number**” button.

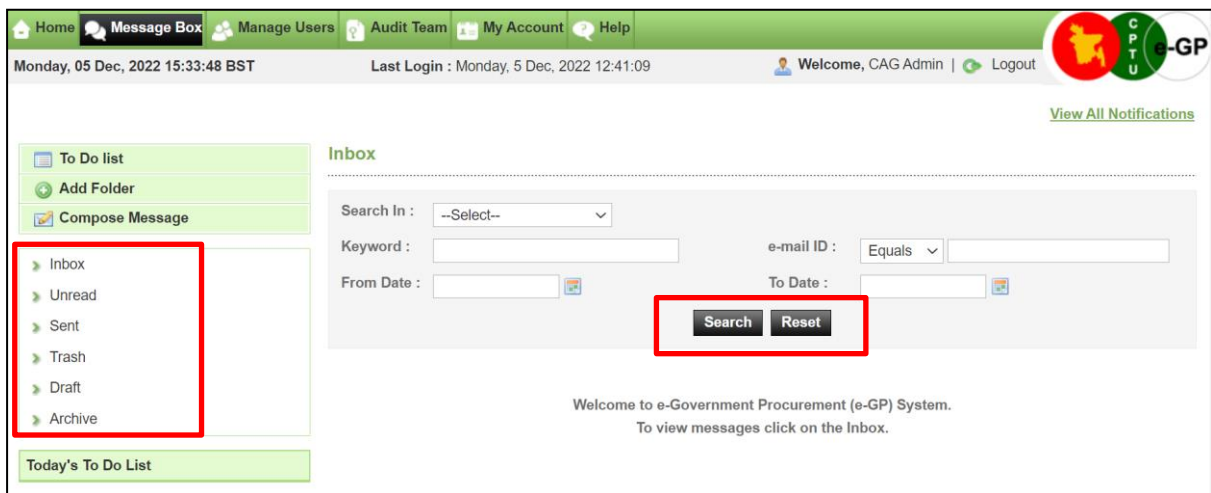
1.22. Once mobile number is updated & verified, mobile number verification block will not be displayed after C&AG Admin logged in to the system.

2. Message Box

2.1 C&AG Admin will login to e-GP Portal along with User name & Password.

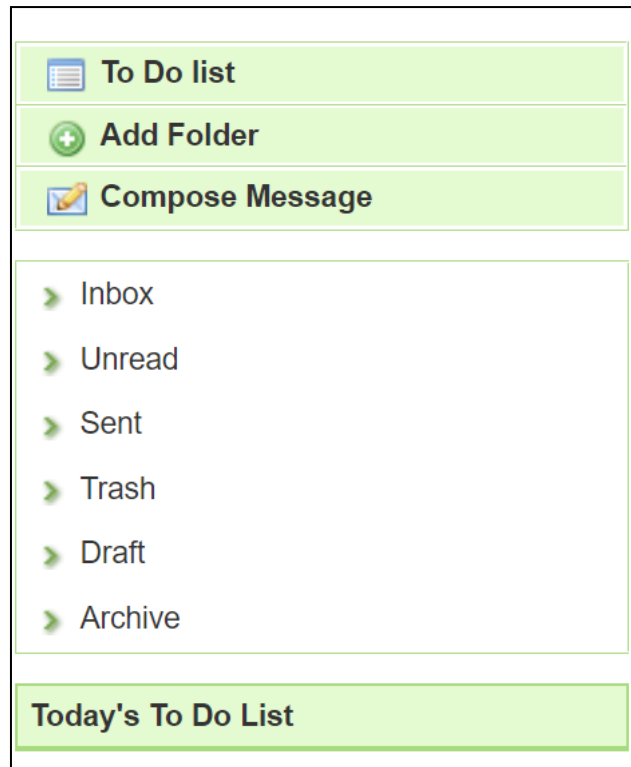
2.2 After login into system, C&AG Admin will be able to see the Message box menu (As shown in **Screen-B1**)

2.3 C&AG Admin has to click on **Inbox** to view message. (As shown in **Screen-B1**)



Screen-B1

2.3.1 Left Menu will show below mentioned links (As shown in **Screen-B2**)



Screen-B2

2.3.2 **To Do List** → User can add new tasks, view existing tasks and can search for the task details.

2.3.3 **Add Folder** → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.

2.3.4 **Compose Message** → User can Compose messages using this functionality.

2.3.5 **Inbox** → All the mails which are received by user will be available in this folder.

2.3.6 **Unread** → Mail which are not read till now by the user will be available in this folder.

2.3.7 **Sent** → Mails which user sent through compose message will be available in this folder.

2.3.8 **Trash** → Deleted messages will be in this folder.

2.3.9 **Draft** → Saved messages will be in this folder.

2.3.10 **Archive** → User can archive selected mail from inbox and unread folder.

2.4 Message Box >> To Do List

2.4.1 To Do List functionality is used so that User can manage their tasks / activities on regular basis.

2.4.2 **View Task Details**→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

View All Notifications

View Task Details

Date From: Date To:

Status : Pending

Search Reset

Add NewTask

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data

Screen-B3

2.4.3 **Search Task**→User is given Search criteria, through which user can search by giving required parameters (i.e. From Date – To Date, Status) through which user can get quick result. (As shown in **Screen – B4**)

View All Notifications

View Task Details

Date From: Date To:

Status : Pending

Search Reset

Add NewTask



S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found


Screen-B4

2.4.4 **Add New Task**→ User can create new task by click on the link (As shown in **Screen – B5**) and add in their respective To Do list. Once New Task page gets opened, it will list down the input values (Task Brief, Task Details, Priority of Task, Start Date and End Date) which user will fill and click on Submit button. (As shown in **Screen – B6**)

[View All Notifications](#)

View Task Details

Date From:  Date To: 

Status : 

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found

Screen-B5


Add New Task


Task Brief : *


Task Details : *

Document Upload for Tender id : 105

1. Company Incorporation Certificate (in case of Company) OR Registration Document
2. Trade License
3. Valid Tax Identification Number (TIN) Certificate
4. Valid Value Added Tax (VAT) Certificate
5. Authorization letter from the Owner for the Firm/Company's Admin
6. National ID or Passport of Authorized Person (First 2 pages of passport)
7. e-GP Registration Fee Payment Slip
8. One Passport Size Photo of Authorized Person

Priority : 

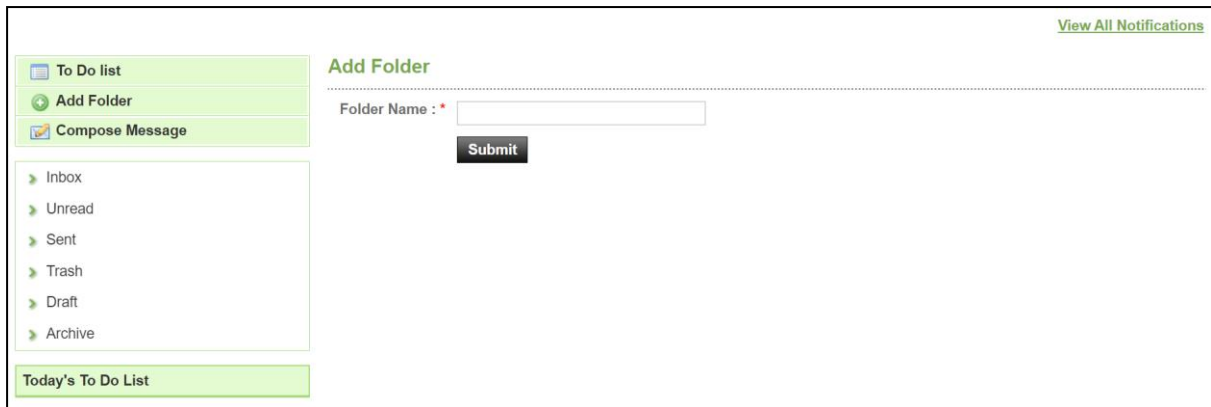
Start Date : * 

End Date : * 

Screen-B6

2.5 Message Box >> Add Folder

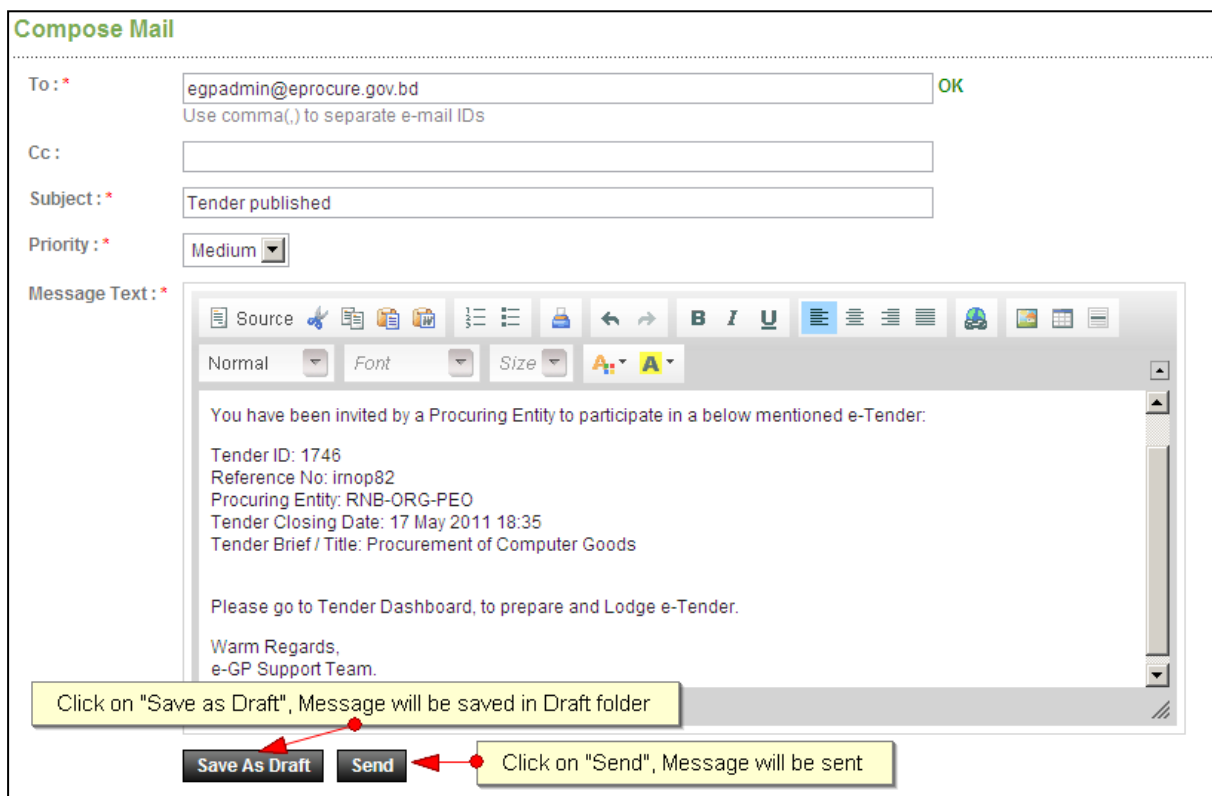
2.5.1 **“Add Folder”** link will be shown in left panel (As shown in **Screen – B7**)→Add Folder page will be shown, once user enter the folder name and clicking on **“Submit”** button, system will display a validation message as **“Folder created successfully”** and the created folder name will be shown on the left panel.



Screen-B7

2.6 Message Box >> Compose Message

2.6.1 **Compose Message**→User can compose message using this functionality (As shown in **Screen –B8**). Lots of features like font, colour, styles are available for better appeal. Set priority to your messages as well.



Screen–B8

2.6.2 Message can be created in “**Rich Text Area**” as shown. Priority of message can be set for the message by selecting “**Low, Medium, High**”. After composing of message, User can either “**Send**” the message or “**Save as Draft**”.

2.6.3 Once the message is Sent, system will prompt message “**Message Sent Successfully**” and the mail will be available in “**Sent Folder**”.

2.7 Message Box >> Inbox

2.7.1 Inbox basically is the storage of messages which User will receive from another User. User will be able to View, Open and Search messages.

2.7.2 **View Message**→ User can see all messages in Inbox in the grid table (From, Subject, Priority, Date and Time). (As shown in **Screen –B9**)

Messages				
S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.com	APP ID: 895 APP Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

Page 1 of 2

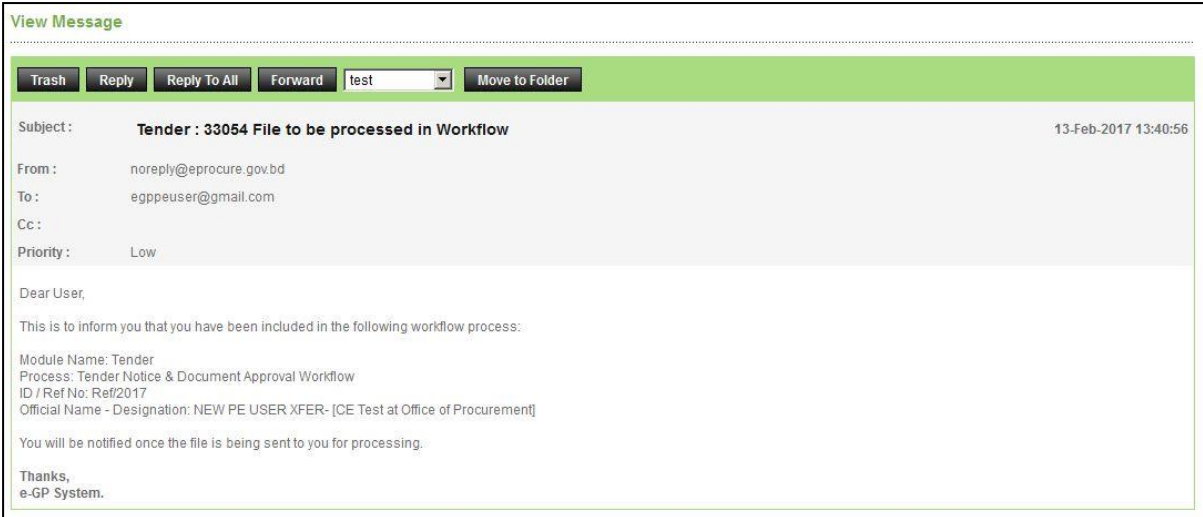
Screen–B9

2.7.3 **Open Message**→User can select & click on the link to open message and view the message with values (Subject, From, To, Cc, Priority, Message body) with some more functionality mentioned in below table (As shown in **Screen – B10&Screen - B11**)

Messages				
S.No	From	Subject	Priority	Date and Time
1	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:40:56
2	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:40:56
3	noreply@eprocure.gov.bd	e-GP: Completion of Evaluation Process	Low	13-Feb-2017 13:34:55
4	egphopeuser12@gmail.com	Tender ID : 33054 File Approved by Approver	High	13-Feb-2017 13:34:12
5	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:33:04
6	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:26:16
7	noreply@eprocure.gov.bd	Tender : 33054 File to be processed in Workflow	Low	13-Feb-2017 13:26:16
8	noreply@eprocure.gov.bd	e-GP System: PE has sent TOR/POR Report to you	Low	13-Feb-2017 13:19:47
9	egpppeuser@gmail.com	e-GP: TOR / POR is sent by Opening Committee Chairperson	Low	13-Feb-2017 13:08:33
10	noreply@eprocure.gov.bd	APP Code : App/123444 File to be processed in Workflow	Low	13-Feb-2017 13:02:01

Page 1 of 1489

Screen–B10



Screen-B11

Trash	When User View Message, on top User can click on “Trash”, to remove the message from Inbox. Once message can then be found in Trash Folder.
Reply	When User View Message, on top User can click on “Reply”, User can revert back to “From” eMail ID(s).
Reply To All	When User View Message, on top User can click on “Reply to All ”, User can revert back to all i.e. “From” & “Cc” eMail ID(s).
Forward	When User View Message, on top User can click on “Forward”, User can forward the message to other User and input the values “From” & “Cc” e-Mail ID(s).
Move To Folder	When User View Message, on top User can select from combo box folder and click on “Move to Folder”, in return message will be moved to specific folder from Inbox.

2.7.4 Search Message → User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.



Screen-B12

2.8 Message Box >> Sent Folder

2.8.1 User when send messages to any other user, message will be saved in “**Sent**” folder (As shown in **Screen – B13**). User can select any specific message to view again message.

Sent

Search In :
 Keyword : e-mail ID :
 From Date : To Date :

Messages

S.No	To	Subject	Priority	Date and Time
1	egphopeuser12@gmail.com	Tender ID : 33054 File to be processed in Workflow	High	13-Feb-2017 13:33:30
2	egppeuser@gmail.com	e-GP: TOR / POR is sent by Opening Committee Chairperson	Low	13-Feb-2017 13:08:33
3	egphopeuser12@gmail.com	APP Code : App/1234 File to be processed in Workflow	High	12-Feb-2017 13:07:21
4	egphopeuser12@gmail.com	Tender ID : 33050 File to be processed in Workflow	High	09-Feb-2017 16:05:15
5	egptenderer2@gmail.com	e-GP: PE has Configured Contract Commencement Date and Contract End Date	Low	09-Feb-2017 15:55:54
6	egphopeuser12@gmail.com	e-GP: Notification of Award (NOA)	Low	09-Feb-2017 15:47:18
7	egptenderer2@gmail.com	e-GP: Notification of Award (NOA)	Low	09-Feb-2017 15:47:18
8	egphopeuser12@gmail.com	Tender ID : 33050 File to be processed in Workflow	High	09-Feb-2017 15:44:01
9	egppeuser@gmail.com	e-GP: TOR / POR is sent by Opening Committee Chairperson	Low	09-Feb-2017 15:18:44
10	egppeuser@gmail.com	e-GP: TOR / POR is sent by Opening Committee Chairperson	Low	08-Feb-2017 16:40:53

Page 1 of 302

Screen-B13

2.9 Message Box >> Trash Folder

2.9.1 Message which are deleted / removed by the User are shown in “**Trash**” folder. (As shown in **Screen – B14**)

2.9.2 All Trash Messages gets displayed in grid table (From, Subject, Priority, Date and Time).

2.9.3 User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, e-Mail ID [Equals, Contains], From Date - To Date).

Trash

Search In :
 Keyword : e-mail ID :
 From Date : To Date :

Messages

S.No	From	Subject	Priority	Date and Time
1	egppeuser@gmail.com	Tender : 2358 File to be processed in Workflow	Low	22-Sep-2015 13:18:57
2	egppeuser@gmail.com	eGP System: Team Evaluation - Your consent is required	Low	22-Sep-2015 10:33:52
3	egppeuser@gmail.com	APP Code : tst File to be processed in Workflow	Low	29-Aug-2012 12:30:02
4	egppeuser@gmail.com	e-GP: Payment details has been configured by Accounts Officer	Low	28-Aug-2012 11:12:52
5	egppeuser@gmail.com	APP Code : jack7 File to be processed in Workflow	Low	27-Aug-2012 15:02:39
6	egppeuser@gmail.com	Approval of Evaluation Report	Low	27-Dec-2011 16:10:32
7	egppeuser@gmail.com	APP Code : Goods OTM 121 File to be processed in Workflow	Low	27-Dec-2011 16:02:55
8	egppeuser@gmail.com	APP Code : Goods OTM 121 File to be processed in Workflow	Low	27-Dec-2011 15:10:38

Page 1 of 1

Screen-B14

2.10 Message Box >> Draft Folder

2.10.1 When User save the message, Message is moved to “**Draft**” folder. On Click on “**Draft**” link, message saved by user will be shown in the grid (As shown in **Screen - B15**). If User wants to send message from Draft, then User has to click on “**Edit**” link > Open **Message**> If any update in the message, user can update and Click on “**Send**” button.

The screenshot shows the 'Draft' folder interface. At the top, there are search filters: 'Search In' (dropdown), 'Keyword' (text input), 'From Date' (date input), 'e-mail ID' (dropdown), and 'To Date' (date input). Below these are 'Search' and 'Reset' buttons. The main area is a table titled 'Messages' with the following data:

S.No	From/To	Subject	Priority	Date and Time	Action
1	manish.ashar@abcprocure.com	testing of SD	Low	28-Dec-2011 11:00:03	Edit

At the bottom, there is a pagination control showing 'Page 1 of 1'.

Screen-B15

2.11 Message Box >> Archive

2.11.1 When User archive a message, Message is moved to “**Archive**” folder. User can archive selected mail from inbox and unread folder.

The screenshot shows the 'Archive' folder interface. It has the same search filters as Screen-B15: 'Search In' (dropdown), 'Keyword' (text input), 'From Date' (date input), 'e-mail ID' (dropdown), and 'To Date' (date input), with 'Search' and 'Reset' buttons. The main area is a table titled 'Messages' with the following data:

S.No	From	Subject	Priority	Date and Time
1	egptocuser@gmail.com	Tender ID : 9231 File to be processed in Workflow	High	10-Oct-2021 15:03:21

At the bottom, there is a pagination control showing 'Page 1 of 1'.

Screen-B16

3. Manage Users

3.1 Designation

3.1.1 Comptroller & Auditor General > Create Designations

3.1.2 C&AG Admin can create designation for comptroller & auditor general module in e-GP system.

3.1.3 To create designation, at first go to the “**Manager Users**” menu & then click on “*Designation > **Create Designation***” link. (As shown in **Screen – C1**).

3.1.4 Once click on “**Create Designation**” link, **Screen – C1** will appear on screen.

The screenshot shows a web interface for creating a designation. On the left is a green sidebar menu with a 'Collapse' button at the top. The menu items are: 'Comptroller & Auditor General', 'Designation', '>> Create Designation' (highlighted with a red box), '>> View Designation', '+ DG Office', '+ DG Admin', '+ Audit Office', and '+ Audit User'. The main content area is titled 'Create Designation' and includes a note: 'Fields marked with (*) are mandatory.' Below this are three mandatory fields: 'Select DG Office : *' (a dropdown menu showing '-Select-'), 'Designation : *' (a text input field), and 'Class - Grade : *' (a dropdown menu showing '-- Select Grade --'). At the bottom of the form are two buttons: 'Submit' and 'Reset'.

Screen–C1

3.1.5 In the create designation form, select DG Office from dropdown list, enter designation and finally select Class - Grade. After all the required fields are filled up click on “**Submit**” button.

3.1.6 Designation will be created, and system will display message “**Designation created successfully**” and system will display the values entered.

Screen-C2

3.1.7 Click on “**OK**” button for successful completion of Designation. (As shown in **Screen – C2**).

3.1.8 If you want to modify the details entered, then click on “**Edit**” button. Page will be displayed in editing mode so that you can do required changes. (As shown in **Screen – C3**)

Screen-C3

3.1.9 **Comptroller & Auditor General > View Designations**

3.1.10 Click on “**View Designations**” link (As shown in **Screen – C1**) to view all the designations created by you. (As shown in **Screen – C4**)

View Designations Save as PDF

To sort click on the relevant column header

Manage Designation Data				
S. No.	Designation	Department	Grade	Action
1	Director	Test Audit Department TDW-2	Class 1 - 5	Edit View
2	asd E	DG Office for Mapping	Class 1 - 3	Edit View
3	Des DG E	DG Office Test N EE2 2	Class 1 - 1	Edit View
4	Des E	DG Office Test N4E2	Class 3 - 7	Edit View
5	Des n2 E23	DG Office Test N2 10	Class 1 - 2	Edit View
6	Des 3	DG Office Test 3	Class 1 - 3	Edit View
7	Designation 1112	DG Office Test	Class 2 - 9	Edit View
8	Designation asdf Editt	DG Office Test 4	Class 1 - 5	Edit View
9	Designation 1112	DG Office Test N EE2 2	Class 1 - 1	Edit View
10	Designation 112	DG Office Test N EE2 2	Class 1 - 1	Edit View

Page 1 of 3

Screen-C4

3.1.11 You can **“Edit”** | **“View”** – Designations from action column.

3.1.12 If you click on **“View”** link, then the specific designation details will be displayed. (As shown in **Screen – C5**).

View Designation Details

DG : Test Audit Department TDW-2

Designation : Director

Class - Grade : Class 1-5

Screen-C5

3.1.13 If you click on **“Edit”** link, then designations will be displayed in editable mode and you can modify the designation if required. (As shown in **Screen – C6**)

Edit Designation Details

Fields marked with (*) are mandatory.

DG : Test Audit Department TDW-2

Designation : *

Class-Grade :

Screen-C6

3.1.14 System will display message “**Designation updated successfully**” and system will update the record also. (As shown in **Screen – C7**).

The screenshot shows a notification box titled "View Designation Details" with a green header and a "View All Notifications" link. A green message bar contains a checkmark icon and the text "Designation updated successfully". Below this, the following details are listed: DG : DG Office, Designation : Manager, and Class - Grade : Class 2-9. At the bottom, there are "Ok" and "Edit" buttons.

Screen–C7

3.2 DG Office

3.2.1 **Comptroller & Auditor General > Create DG Office**

3.2.2 To create DG Office, click on “**Comptroller & Auditor General > Create DG Office**” link from sidebar. (As shown in **Screen – C1**)

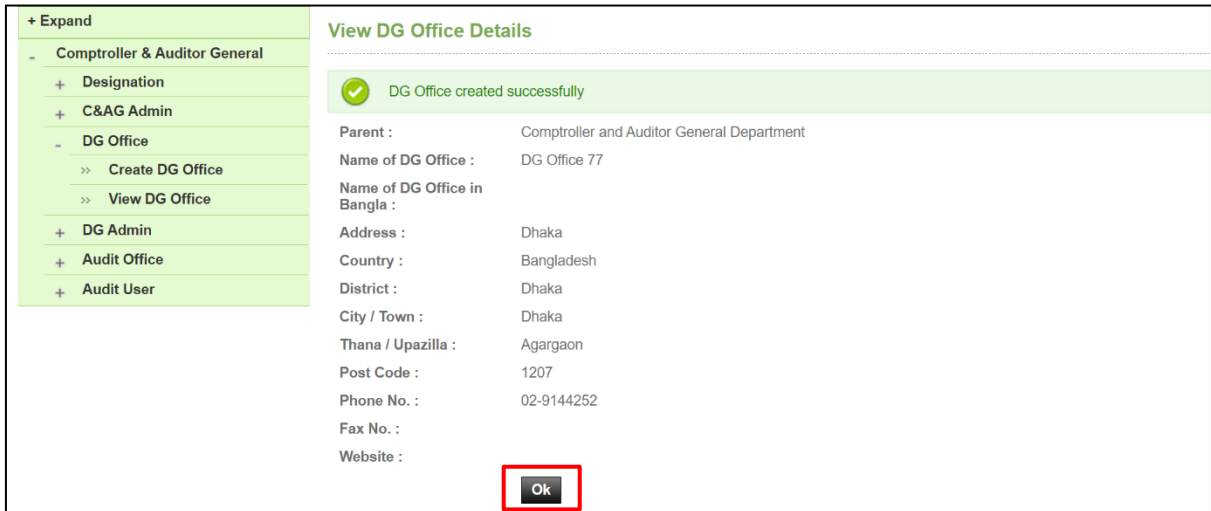
3.2.3 Once click on “**Create DG Office**”, **Screen – C8** will appear on screen.

The screenshot shows the "Create DG Office" form. On the left is a sidebar menu with the following items: - Collapse, - Comptroller & Auditor General, + Designation, - DG Office (with a red box around "Create DG Office"), >> View DG Office, + DG Admin, + Audit Office, and + Audit User. The main form area has a title "Create DG Office" and a note "Fields marked with (*) are mandatory". The form fields are: Name of DG Office : * (text input), Name of DG Office in Bangla : (text input), Address : * (text area), Country : Bangladesh (dropdown), District : * Dhaka (dropdown), City / Town : * (text input), Thana / Upazilla : * (text input), Post code : * (text input), Phone No. : (text input) with "(Area Code - Phone No. e.g. 02-9144252)" as a hint, Fax No. : (text input) with "(Area Code - Fax No. e.g. 02-9144252)" as a hint, and Website : (text input) with "(Enter the Website name without 'http://' e.g. eprocure.gov.bd)" as a hint. A "Submit" button is at the bottom, highlighted with a red box.

.Screen–C8

3.2.4 To create DG Office, fill up all the fields in create DG office form. Enter Name of DG Office, Name of DG Office in Bangla, Address, District, City/Town, Thana / Upazilla, Postcode, Phone No, Fax No & Website (As shown in **Screen – D8**). After filling up all the mandatory information click on “**Submit**” button.

3.2.5 DG Office will be created & system will display message “**DG Office created successfully**”. (As shown in **Screen – C9**).



The screenshot displays a web interface with a left-hand navigation menu and a main content area. The navigation menu is expanded to show 'DG Office' with sub-options 'Create DG Office' and 'View DG Office'. The main content area is titled 'View DG Office Details' and features a green success message: 'DG Office created successfully'. Below the message, the following details are listed:

Parent :	Comptroller and Auditor General Department
Name of DG Office :	DG Office 77
Name of DG Office in Bangla :	
Address :	Dhaka
Country :	Bangladesh
District :	Dhaka
City / Town :	Dhaka
Thana / Upazilla :	Agargaon
Post Code :	1207
Phone No. :	02-9144252
Fax No. :	
Website :	

An 'Ok' button is highlighted with a red box at the bottom center of the main content area.

Screen–C9

3.2.6 **Comptroller & Auditor General >> View DG Office**

3.2.7 Click on “**View DG Office**” link (As shown in **Screen – D1**) to view all the DG Offices created by you. (As shown in **Screen – C10**).

View DG Office Save as PDF

To sort click on the relevant column header

DG Details		
S. No.	DG Office Name	Action
1	Test Audit Department TDW-2	Edit View Map Ministries
2	DG Office Test N2 122 E	Edit View Map Ministries
3	DG Office Test N2 A2	Edit View Map Ministries
4	DG Office Test N2333	Edit View Map Ministries
5	DG Office Test N2 10	Edit View Map Ministries
6	DG Office Test 112	Edit View Map Ministries
7	DG Office Test N EEd2 2	Edit View Map Ministries
8	DG Office Test N4E2	Edit View Map Ministries
9	DG Office	Edit View Map Ministries

Page 1 of 2 10

Screen-C10

3.2.8 Under action column there will be three option **“Edit”** | **“View”** | **“Map Ministries”**. Using these link, you can be able to Edit, View or Map DG Office into ministries.

3.2.9 Clicks on **“View”** link to see DG Office details. (As shown in **Screen – C11**)

View DG Office Details

Parent Department : Comptroller and Auditor General Department

Name of DG Office : DG Office - Security

Name of DG Office in Bangla :

Address : dhaka

Country : Bangladesh

District : Dhaka

City / Town : Dhaka

Thana / Upazilla : Dhaka

Post Code : 1213

Phone No. :

Fax No. :

Website :

Ok

Screen-C11

3.2.10 If you click on “**Edit**” link, then fields will be displayed in editable mode and you can do required changes. Click on “**Update**” button after information are modified. (As shown in **Screen – C12**).

Fields marked with (*) are mandatory


Parent Office :	Comptroller and Auditor General
Name of DG Office : *	<input type="text" value="Test Audit Department TDW-2"/> OK
Name of DG in Bangla :	<input type="text"/>
Address : *	<input type="text" value="Dhaka"/>
Country :	Bangladesh
District : *	<input type="text" value="Dhaka"/>
City / Town : *	<input type="text" value="Dhaka"/>
Thana / Upazilla : *	<input type="text" value="Adabar"/>
Post Code : *	<input type="text" value="1207"/>
Phone No. :	<input type="text"/> STD-Phone No. i.e. 02-9144252
Fax No. :	<input type="text"/> STD-Fax No. i.e. 02-9144252
Website :	<input type="text"/> (Enter the Website name without 'http://' e.g. eprocure.gov.bd)

Screen–C12

3.2.11 After the changes has been made, system will display “**DG Office updated successfully**” message.

3.2.12 Click on “**OK**” button to go back to DG Office page (As shown in **Screen – C13**).

View DG Office Details

 DG Office updated successfully

Parent : Comptroller and Auditor General
Name of DG Office : Test Audit Department TDW-2
Name of DG Office in Bangla :
Address : Dhaka
Country : Bangladesh
District : Dhaka
City / Town : Dhaka
Thana / Upazilla : Adabar
Post Code : 1207
Phone No. :
Fax No. :
Website :

Screen-C13

3.2.13 Map DG Office

3.2.14 To Map DG Office into Ministries, click on “**Map Ministries**” link (As shown in **Screen-C14**).

3.2.15 After clicking on “**Map Ministries**” link, all ministries will be displayed in a table with “**Add**” link in action column. (As shown in **Screen-C14**)

Map DG Office to Ministries

DG Office Information	
Name of DG Office :	Test Audit Department TDW-2
Name of DG Office in Bangla :	
Address :	Dhaka

Mapped Ministries	Action

Other Ministries	Action
Agriculture Ministry	Add
Planning Ministry	Add
Ministry of Public Administration	Add
LGED	Add
BWDB	Add
Department of Telecommunication	Add
Department of Testing	Add
GSS TESTING	Add
GSS_Ministry	Add
Local Government Engineering Division	Add
MH Ministry of Planning	Add
Min. of R & B	Add
Ministry of A	Add
Ministry of B	Add

Screen-C14

3.2.16 Click on “**Add**” link to map a DG office into ministry. You can map multiple ministry into one DG Office. After a ministry is mapped, mapped ministry is shown in Mapped Ministries Table as shown in **Screen-C15**.

Note: When ministries are mapped into DG office, DG admin of that office will find the mapped ministries in the dropdown while mapping tender to Audit Team. This will be discussed below.

Map DG Office to Ministries

DG Office Information	
Name of DG Office :	Test Audit Department TDW-2
Name of DG Office in Bangla :	
Address :	Dhaka

Mapped Ministries	Action
Ministry of Commerce	Remove
Local Government Engineering Division	Remove

Other Ministries	Action
A1 Ministry	Add
A1 Ministry	Add
AERO TEST	Add
AERO TEST	Add
AP IT Ministry	Add
AP Ministry	Add
CPTU	Add
Department of Telecommunication	Add

Screen-C15

3.2.17 To remove a mapped ministry, click on “**Remove**” link from action column. (As shown in **Screen-C15**)

3.3 DG Admin

3.3.1 Create DG Admin

3.3.2 To create DG Admin, click on “*Comptroller & Auditor General > **Create DG Admin***” link.

3.3.3 Once click on “**Create DG Admin**”, **Screen – C16** will appear on screen.


3.3.4 At first enter a unique email ID. The email ID must be official and make sure that the user has access on it. Then click on “**Submit**” button. (As shown in **Screen – C16**).

Screen-C16

3.3.5 If your entered e-Mail ID is already exists, then try with another email ID. Until your entered email ID is unique, system will not allow you to proceed. (As shown in **Screen – C17**).

Screen-C17

3.3.6 After entering a unique email ID click on “**Submit**” button & then NID verification section will be displayed. As shown in **Screen – C18**.

3.3.7 Next, enter National ID, Date of Birth and text shown in captcha in the NID verification block. If the captcha text is fuzzy then click “” icon for a new captcha text.

3.3.8 Finally, click on “**Verify NID**” button. As shown in **Screen – C18**.

Create DG Admin

Fields marked with (*) are mandatory.

Email ID


e-mail ID : *

NID Verification

You have total 3 attempts to verify National ID for this user.

National ID : *

Date of Birth : *

Captcha : * 

Screen-C18

3.3.9 A pop-up will be displayed informing that, how many attempts you have left. You will get total three attempts to verify a NID. Click “**Yes**” to proceed.

Create DG Admin

Fields marked with (*) are mandatory.


Email ID

NID Verification

You have total 3 attempts to verify National ID for this user.
Are you sure to verify NID with given information?

National ID : *

Date of Birth : *


Captcha : * 

Screen-C19

3.3.10 If the NID is verified from the NID server, then a successful message “**NID Verification Successful**” is displayed. Click “**OK**” button.

The screenshot shows a web form titled "Create DG Admin". At the top, it states "Fields marked with (*) are mandatory." Below this is a section for "Personal Information" with several input fields: "Select Audit Department" (a dropdown menu), "e-mail ID", "Full Name", and "National ID". To the right of the "National ID" field, there is a green checkmark icon and the text "NID Verified | Change NID". Below the form fields are two text input boxes for "Phone No. : *" and "Mobile No. : *", with instructions for their formats. A "Submit" button is located at the bottom of the form. A modal dialog box is overlaid on the form, displaying the message "NID Verified" at the top, "NID Verification Successful." in green text in the center, and an "OK" button at the bottom.

Screen-C20

3.3.11 On successful verification, system fetch full name of user from server & “ **NID Verified**” icon will be shown beside National ID. You can change NID also by clicking on “**Change NID**”. As shown in **Screen – C21**.

3.3.12 After NID is verified, you will get the options to enter personal information. Select DG Office, Full Name, National ID, Phone No & Mobile No in the personal information form. Full name option is non-editable as it is fetched from NID server. As shown in **Screen – C21**.

3.3.13 After entering all the required information click on “**Submit**” button. As shown in **Screen – C21**.

Create DG Admin

Fields marked with (*) are mandatory.

Personal Information

Select Audit Department : *

e-mail ID : *

Full Name : *


National ID : * ✔ NID Verified | [Change NID](#)

Phone No. : * (Area Code - Phone No. e.g. 02-9144252)

Mobile No. : * (Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-C21

3.3.14 DG Admin will be created and system will display a success message as shown in **Screen – C22**.

 DG Admin User created successfully. Password has been sent to created user's registered email.

View DG Admin

Department Name : DG Office - Security

e-mail ID : tdw-audit-user2@yopmail.com

Full Name : MD. Ali Ahsan

National ID : 1234567891

Phone No. : 02-9144252

Mobile No. : 01674871096

Screen-C22

3.3.15 Click on “**OK**” button, for successful completion of creating DG Admin.

3.3.16 **View DG Admin**

3.3.17 Click on “**View DG Admin**” link to view the list of DG Admin.

View DG Admins Save as PDF

To sort click on the relevant column header

Admin Users				
S. No.	DG Office	e-mail ID	Full Name	Action
1	DG Office Test N2 10	AuditN210@yopmail.com	Audit N2 10	Edit View
2	DG Office Test N EEd2 2	dgAdminTest3@yopmail.com	DG Admin Test 3 E	Edit View
3	DG Office	dgooffice@yopmail.com	DG Office Edit2 34	Edit View
4	DG Office Test 5	AuditAdmin@yopmail.com	Audit Admin	Edit View
5	DG Office Test 4	dgAdminTest2@yopmail.com	DG Admin Test 2 Edit	Edit View
6	Comptroller and Auditor General	dcag4@yopmail.com	Deputy C&AG 4	Edit View
7	Directorate 01	dgat4@yopmail.com	DG Admin Test 4	Edit View

Page 1 of 1 10

Screen-C23

3.3.18 C&AG Admin can see Action links “**Edit**” | “**View**”. (As shown in **Screen – C23**).

3.3.19 If C&AG Admin clicks on “**View**” link, then DG Admin details will be displayed by the system in a new page. (As shown in **Screen – C24**).

View DG Admin

Department Name :	TDW DG OFFICE 24-11
e-mail ID :	tdw-dg-admin@yopmail.com
Full Name :	MD. Ali Ahsan
National ID :	1234567891
Phone No. :	02-9144252
Mobile No. :	1936742068

Screen-C24

3.3.20 If C&AG Admin clicks on “**Edit**” link, then fields will be displayed in editable mode and C&AG Admin can do required changes and clicks on “**Update**” button (As shown in **Screen – C25**).

[View All Notifications](#)

DG Office Name : Comptroller and Auditor General

e-mail ID: AuditN210@yopmail.com

Full Name : *


National ID :

Phone Number : * STD-Phone No. i.e. 02-9144252

Mobile Number : *
 (Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-C25

3.3.21 After the changes has been made, system will display “**Audit Admin updated successfully**” message. (As shown in **Screen – C26**).

 Profile updated successfully

View DG Admin

Department Name : TDW DG OFFICE 24-11

e-mail ID : tdw-dg-admin@yopmail.com

Full Name : MD. Ali Ahsan

National ID : 1234567891

Phone No. : 02-9144252

Mobile No. : 1936742068

Screen-C26

3.4 Audit Office

3.4.1 Create Audit Office

3.4.2 To create audit office, click on “Comptroller & Auditor General > Audit Office > **Create Audit Office**” from sidebar.

3.4.3 Once click on “**Create Audit Office**”, **Screen – C27** will appear on screen.

Create Audit Office

Fields marked with (*) are mandatory

Select DG Office : *

Audit Office Name : *

Office Name in Bangla :

Address : *

Country : Bangladesh

District : *

City / Town : *

Thana / Upazilla : *

Postcode : *

Phone No. : * (Area Code - Phone No. e.g. 02-9144252)

Fax No. : (Area Code - Fax No. e.g. 02-9144252)

Submit

Screen-C27

3.4.4 At first you have to select DG Office from the dropdown. As shown in **Screen – C28**.

Create Audit Office

Fields marked with (*) are mandatory

Select DG Office : *

Audit Office Name : *

Office Name in Bangla :

Address : *

Country :

District : *

City / Town : *

Thana / Upazilla : *

Postcode : *

DG Office 1

DG Office 14

DG Office 15

DG Office 16

DG Office 77

DG Office 777

DG Office for Mapping

DG Office Newest

DG Office Test

DG Office Test 112

DG Office Test 3

DG Office Test 4

DG Office Test 5

DG Office Test N EEd2 2e e

DG Office Test N2 10

DG Office Test N2 122 E

DG Office Test N2 A2

DG Office Test N2333

DG-ICT

Screen-C28

3.4.5 After selecting DG office, enter Audit Office Name, Office Name in Bangla, Address, Country, District, City / Town, Thana / Upazilla, Postcode, Phone No & Fax No (As shown in **Screen – C27**). After filling up all the mandatory information, click on “**Submit**” button.

3.4.6 Audit Office will be created & system will display message “**Audit Office created successfully**”.

3.4.7 View Audit Offices

3.4.8 Click on “**View Audit Offices**” link to view the audit offices. (As shown in **Screen – C29**).

S. No.	DG Office Name	Office Name	Action
1	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Edit View
2	Asif DG	Asif Audit	Edit View
3	DG Asif2	Audit Asif	Edit View
4	DG Asif	Audit Asif	Edit View
5	DG Office 1	Audit Office 1 (DG Office 1)	Edit View
6	DG Office 77	sss19	Edit View
7	DG Office - Shamim 7	Audit Office 1 (DG Office - Shamim 7)	Edit View
8	sakersectest	sss10	Edit View
9	Test Office - 6132022	Test Audit Office - 63 Edit	Edit View
10	Test Office - 6132022	Test Audit Office - 161	Edit View

Screen–C29

3.4.9 You can edit and view an audit office from “**Edit**” | “**View**” links in action column. (As shown in **Screen – C29**)

3.4.10 Click on “**View**” link to view Audit Office details. (As shown in **Screen – C30**).

Audit Office Details

Audit Office Name : TDW DG OFFICE 24-11

Office Name : TDW AUDIT OFFICE 24-11

Office Name in Bangla :

Address : Dhaka

City / Town : Dhaka

Thana / Upazilla : Sher-e-Bangla

Post Code : 1207

Phone No. : 02-9144252

Fax No. :

Screen–C30

3.4.11 By clicking on “**Edit**” link from action column, audit office information will be displayed in editable mode. Click on “**Update**” button after modifying the fields. (As shown in **Screen – C31**).

Edit Audit Office Details

Fields marked with (*) are mandatory

DG Office Name : DG Office Test 3

Office Name : *

Office Name in Bangla :

Address : *

Country : Bangladesh

District : *

City / Town : *

Thana / Upazilla : *

Post Code : *

Phone No. : * STD-Phone No. i.e. 02-9144252

Fax No. : STD-Fax No. i.e. 02-9144252

Screen-C31

3.4.12 System will display message “**Audit Office updated successfully**” and system will update the record also.

3.5 Audit User

In e-GP system, Audit User is a completely new type of user who can perform the audit operation. Audit team is formed with these audit users.

3.5.1 Create Audit User

3.5.2 To create audit user, click on “Comptroller & Auditor General > Audit User > **Create Audit User**” link from sidebar.

3.5.3 Once click on “**Create Audit User**” link, **Screen – C32** will appear on screen.

Create Audit User

Audit User Infomation >> Employee Office Information

Fields marked with (*) are mandatory.

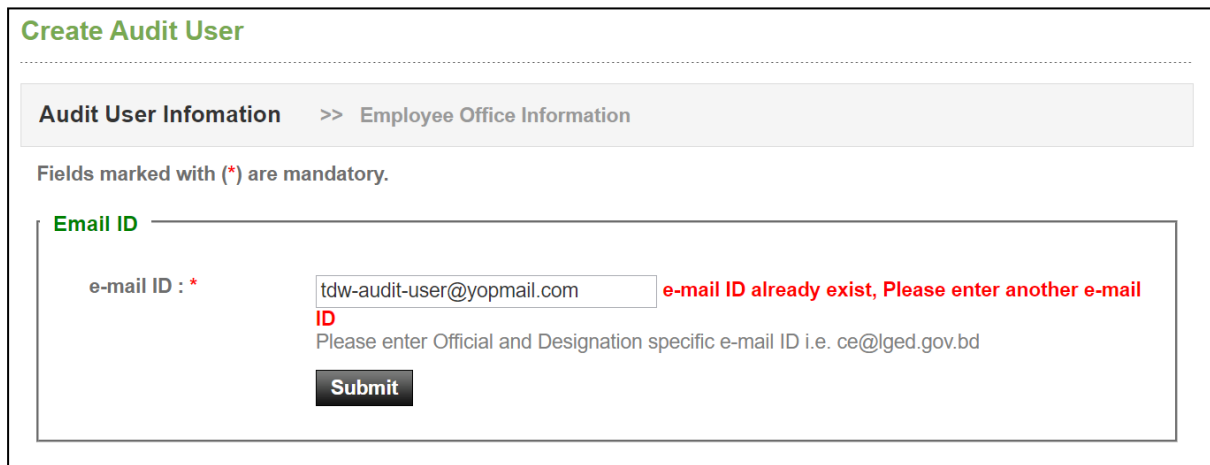
Email ID

e-mail ID : *

Please enter Official and Designation specific e-mail ID i.e. ce@lged.gov.bd


Screen-C32

- 3.5.4 At first enter a unique email ID. The email ID must be official and make sure that the user has access on it. Then click on “**Submit**” button. (As shown in **Screen – C32**).
- 3.5.5 If your entered e-Mail ID is already exists, then try with another email ID. Until your entered email ID is unique, system will not allow you to proceed. (As shown in **Screen – C33**).



The screenshot shows a web form titled "Create Audit User". At the top, there are two tabs: "Audit User Information" (selected) and "Employee Office Information". Below the tabs, a note states "Fields marked with (*) are mandatory." The form contains a section for "Email ID" with a label "e-mail ID : *". The input field contains the text "tdw-audit-user@yopmail.com". To the right of the input field, a red error message reads: "e-mail ID already exist, Please enter another e-mail ID". Below the input field, there is a sub-note: "Please enter Official and Designation specific e-mail ID i.e. ce@lged.gov.bd". At the bottom of the form, there is a "Submit" button.

Screen-C33

- 3.5.6 After entering a unique email ID click on “**Submit**” button & then NID verification section will be displayed. As shown in **Screen – C33**.
- 3.5.7 Next, enter National ID, Date of Birth and text shown in captcha in the NID verification block. If the captcha text is fuzzy then click “” icon for a new captcha text.
- 3.5.8 Finally, click on “**Verify NID**” button. As shown in **Screen – C33**.

Create Audit User

Audit User Information >> Employee Office Information

Fields marked with (*) are mandatory.

Email ID


e-mail ID : *

NID Verification

You have total 3 attempts to verify National ID for this user.

National ID : *

Date of Birth : *

Captcha : * 

Screen-C34

3.5.9 A pop-up will be displayed informing that, how many attempts you have left. You will get total three attempts to verify a NID. Click “**Yes**” to proceed.

Create Audit User

Audit User Information >> Employee Office Information

Fields marked with (*) are mandatory.

Em

NID Verification


You have total 3 attempts to verify National ID for this user.
Are you sure to verify NID with given information?

NID

You have total 3 attempts to verify National ID for this user.

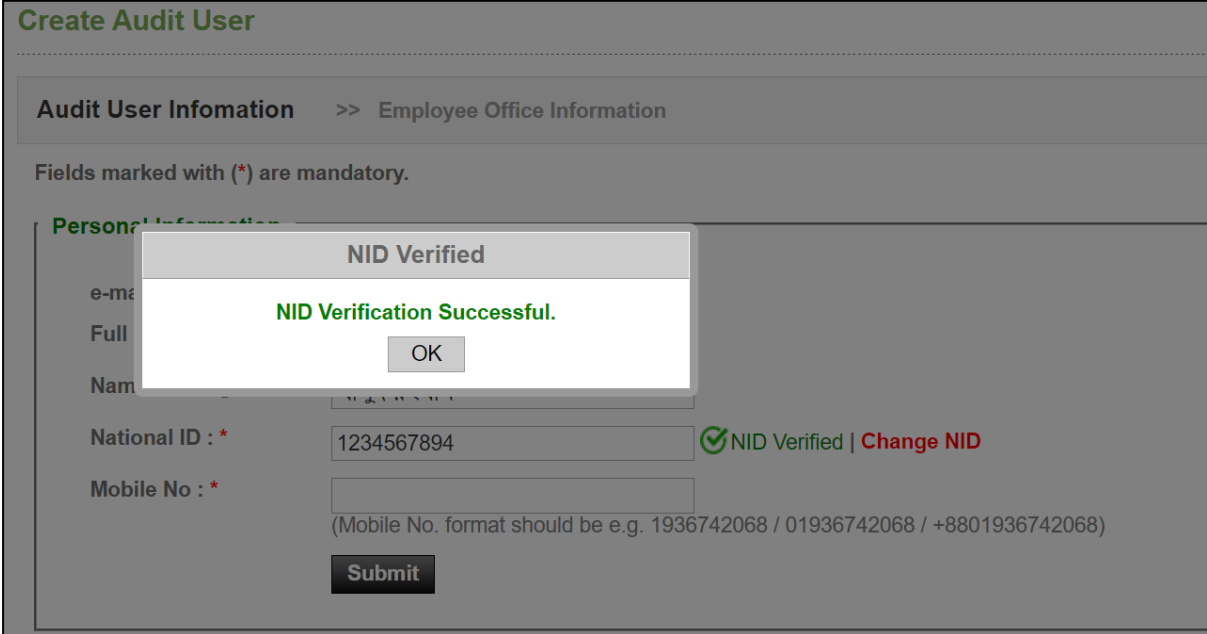
National ID : *

Date of Birth : *

Captcha : * 


Screen–C35

3.5.10 If the NID is verified from the NID server, then a successful message “**NID Verification Successful**” is displayed. Click “**OK**” button.



The screenshot shows a web form titled "Create Audit User". At the top, there are two tabs: "Audit User Information" and "Employee Office Information". Below the tabs, a note states "Fields marked with (*) are mandatory." The form is divided into sections, with "Personal Information" being the active section. A modal dialog box is displayed in the center, titled "NID Verified" and containing the message "NID Verification Successful." with an "OK" button. In the background, the "National ID" field contains the value "1234567894" and is accompanied by a green checkmark icon and the text "NID Verified | Change NID". The "Mobile No" field is empty, with a note below it stating "(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)". A "Submit" button is located at the bottom of the form.

Screen–C36

3.5.11 On successful verification, system fetch full name of user from server & “ **NID Verified**” icon will be shown beside National ID. You can change NID also by clicking on “**Change NID**”. As shown in **Screen – C37**.

3.5.12 After NID is verified, you will get the options to enter personal information. Full name option is non-editable as it is fetched from NID server. As shown in **Screen – C37**.

3.5.13 Enter phone no & click on “**Submit**” button. As shown in **Screen – C37**.

Audit User Information >> Employee Office Information

Fields marked with (*) are mandatory.

Personal Information

e-mail ID : * tdw-audit-user3@yopmail.com

Full Name : *

Name in Bangla :

National ID : * ✔ NID Verified | Change NID

Mobile No : *
(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

Screen-C37

3.5.14 After NID is verified, you can be able to enter audit office information of the user.

3.5.15 In the audit office information section select audit department, its sub-ordinate office and designation. As shown in **Screen – C38**.

Select Audit User's Office

Audit User Information >> **Audit Office Information**

Fields marked with (*) are mandatory.

Employee Name : MD. Masud Rahman

Select Audit Department : *

Select Office : *

Select Designation : *

Employee Name	e-mail ID	Ministry/ Division/ Organization	Office	Designation	Procurement Role	Office
Record Not Found.						

Screen-C38

3.5.16 After all the required field are filled up, click on “**Add Audit Office**” button.

3.5.17 Next, confirm the registration by clicking on “**Complete Registration**” button. (As shown in **Screen – C39**).

View Profile

Audit User Name	Audit Department Name	Audit Office	Designation
MD. Masud Rahman	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Manager

e-mail ID : tdw-audit-user3@yopmail.com
 Full Name : MD. Masud Rahman
 Name in Bangla : মাসুদ রহমান
 National ID : 1234567894
 Mobile No : 01674871091

Complete Registration

Screen-C39

3.5.18 Audit User will be created and system will display message “**Audit User created successfully**”. (As shown in **Screen – C40**).

View Audit Users Save as PDF

Audit User created successfully. Password has been sent to created user's registered email.

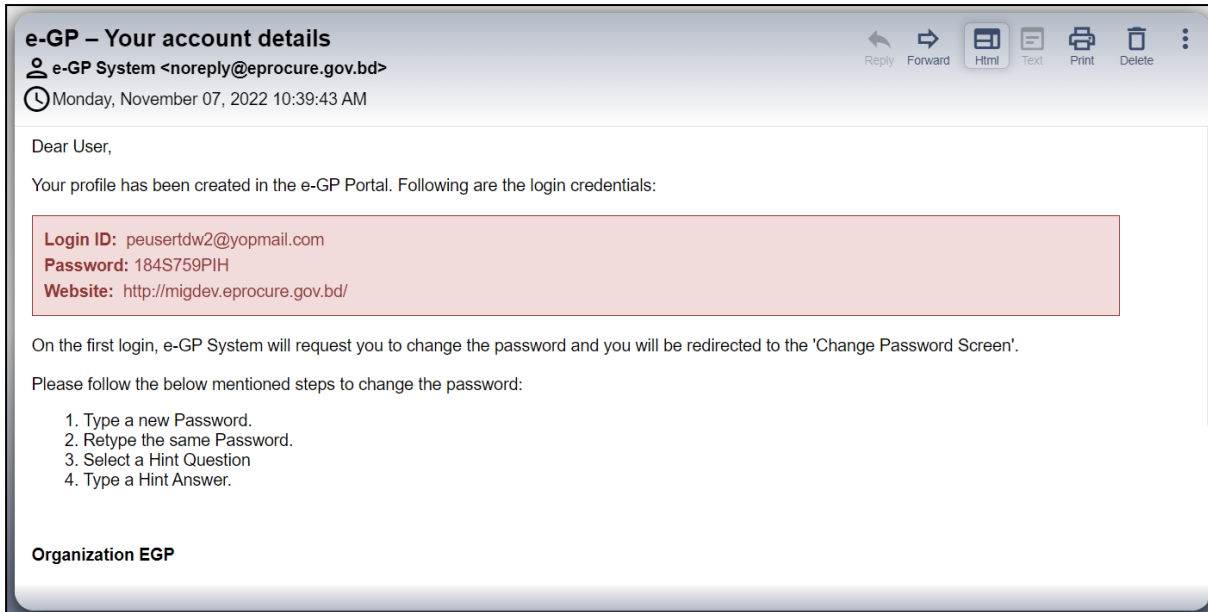
To sort click on the relevant column header

Audit User Details						
S. No.	Full Name	DG Office Name	e-mail ID	Date	Status	Action
1	MD. Masud Rahman	TDW DG OFFICE 24-11	tdw-audit-user3@yopmail.com	01-Dec-2022	Complete	Edit View Deactiv
2	MD. Fahim Faysal	DG Office Test	egppeuser711@gmail.com	24-Nov-2022	Incomplete	Edit View Compl
3	Subrata Sarkar		tdw-audit-user2@yopmail.com	24-Nov-2022	Incomplete	Edit View Compl

Screen-C40

3.5.19 Once a user is registered, an auto generated password will be sent to the created user's registered email. (As shown in **Screen – C41**).

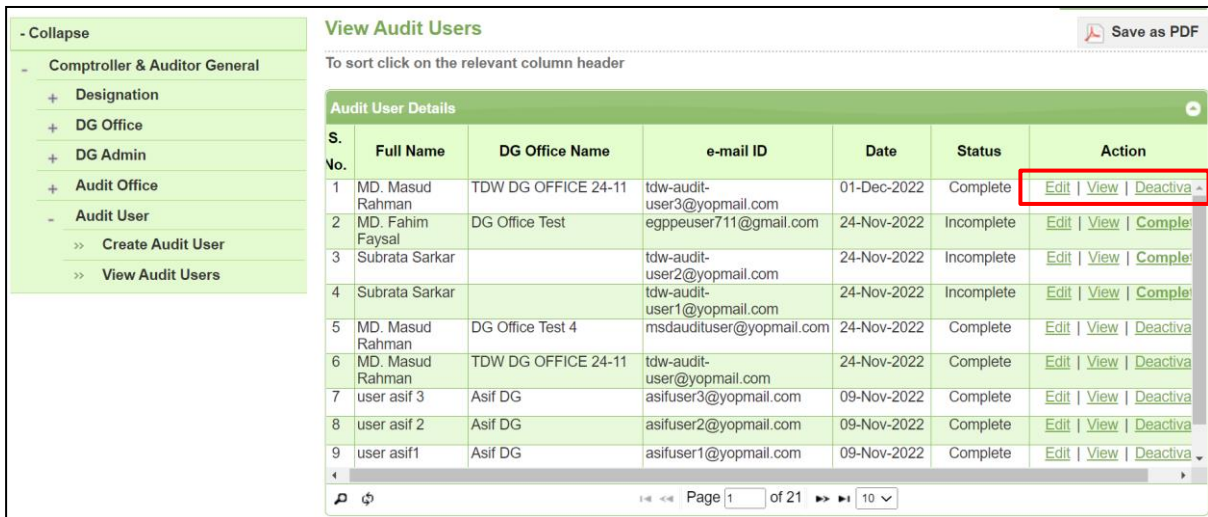
3.5.20 In the first-time login, user will use this password. Then after logged in, system will force user to change his password.



Screen-C41

3.5.21 View Audit User

3.5.22 To view audit user list, click on “**View Audit Users**” link. (As shown in **Screen – C42**).



Screen-C42


3.5.23 You can see action links “**Edit**” | “**View**” | “**Deactivate / Activate**”.

3.5.24 If you click on “**View**” link, then audit user details will be displayed in a new page. (As shown in **Screen – C43**).

View Profile			
Audit User Name	Audit Department Name	Audit Office	Designation
MD. Masud Rahman	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Manager
e-mail ID :	tdw-audit-user3@yopmail.com		
Full Name :	MD. Masud Rahman		
Name in Bangla :	মাসুদ রহমান		
National ID :	1234567894		
Mobile No :	01674871091		

Screen-C43

3.5.25 To modify the details of an audit user, click on “**Edit**” link. Page will be displayed in editing mode so that you can be able to do required modification in the fields. Click on “**Update**” button to submit the changes. (As shown in **Screen – C44**).

Audit User Information	
Fields marked with (*) are mandatory.	
Personal Information	
e-mail ID : *	tdw-audit-user3@yopmail.com
Full Name : *	<input type="text" value="MD. Masud Rahman"/>
Name in Bangla :	<input type="text" value="মাসুদ রহমান"/>
National ID : *	<input type="text" value="1234567894"/>  NID Verified
Mobile No : *	<input type="text" value="01674871091"/> <small>(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)</small>
	<input type="button" value="Update"/>

Screen-C44

3.5.26 System will display message “**Audit User updated successfully**” and system will update the record also.

3.5.27 If you want to deactivate an audit user, click on “**Deactivate**” link.

3.5.28 After clicking on deactivate link, mention comments and click on “**Deactivate**” button. System will ask for confirmation, click “**Yes**”. As shown in **Screen – H14**.

Audit User - Deactivate User

Audit User Name	Audit Department Name	Audit Office	Designation
MD. Masud Rahman	TDW DG OFFICE 24-11	TDW AUDIT OFFICE 24-11	Manager

e-mail ID : tdw-audit-user3@yopmail.com
Full Name : MD. Masud Rahman
National ID : 1234567894
Mobile No : 01674871091
Status : Approved
Comments : *

Deactivate

Screen-C45

3.5.29 Selected audit user will be deactivated in e-GP system and can't be able to login until the account is activated.

3.5.30 In future, if you want to activate the audit user again, then click on "**Activate**" link and follow the same process.

3.5.31 If Deactivated user again logs in to system, then system will display message "**Your account is deactivated. Please contact your Admin user**".

✘ Your account is deactivated. Please contact your Admin user

'Electronic Tender
বর' Makes Procurement Si

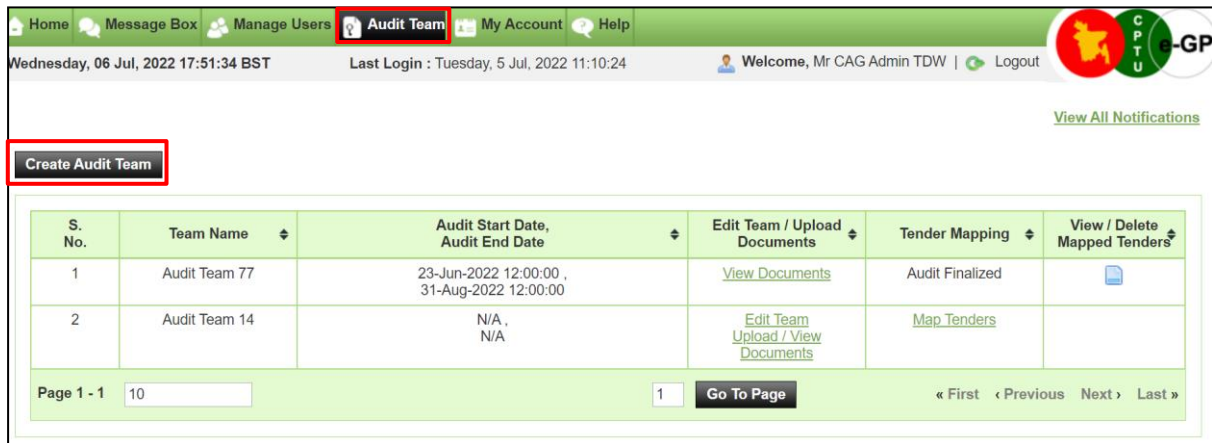
👤**User Login**

Login[Forgot Password?](#)

Screen-C46

4. Audit Team

4.1.1 Click on “**Audit Team**” from the menu to manage audit team. (As shown in **Screen – C47**).



S. No.	Team Name	Audit Start Date, Audit End Date	Edit Team / Upload Documents	Tender Mapping	View / Delete Mapped Tenders
1	Audit Team 77	23-Jun-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents	Audit Finalized	
2	Audit Team 14	N/A , N/A	Edit Team Upload / View Documents	Map Tenders	

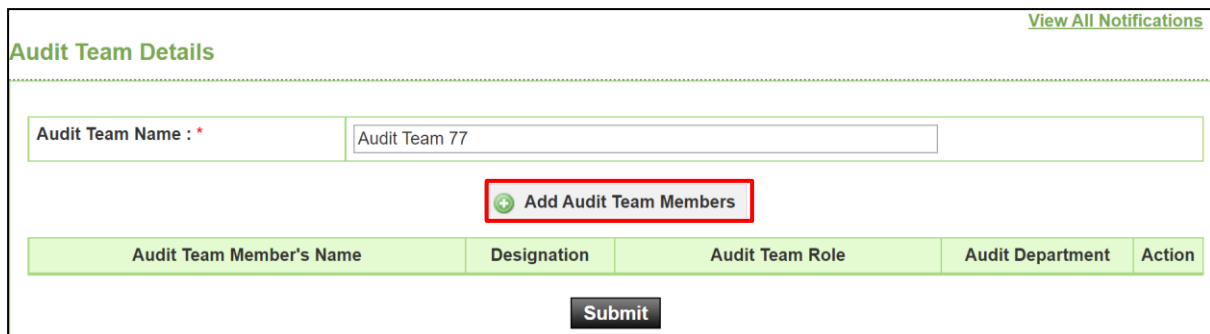
Page 1 - 1 [Go To Page](#) « First < Previous Next > Last »

Screen–C47

4.1.2 You can see all the formed audit team in the table. (As shown in **Screen – C47**)

4.1.3 To create audit team, click on “**Create Audit Team**” button. (As shown in **Screen – C47**).

4.1.4 Then enter audit team name & add members in the team by clicking on “**Add Audit Team Members**” button. (As shown in **Screen – C48**).



Audit Team Details [View All Notifications](#)

Audit Team Name : *

[Add Audit Team Members](#)

Audit Team Member's Name	Designation	Audit Team Role	Audit Department	Action
--------------------------	-------------	-----------------	------------------	--------

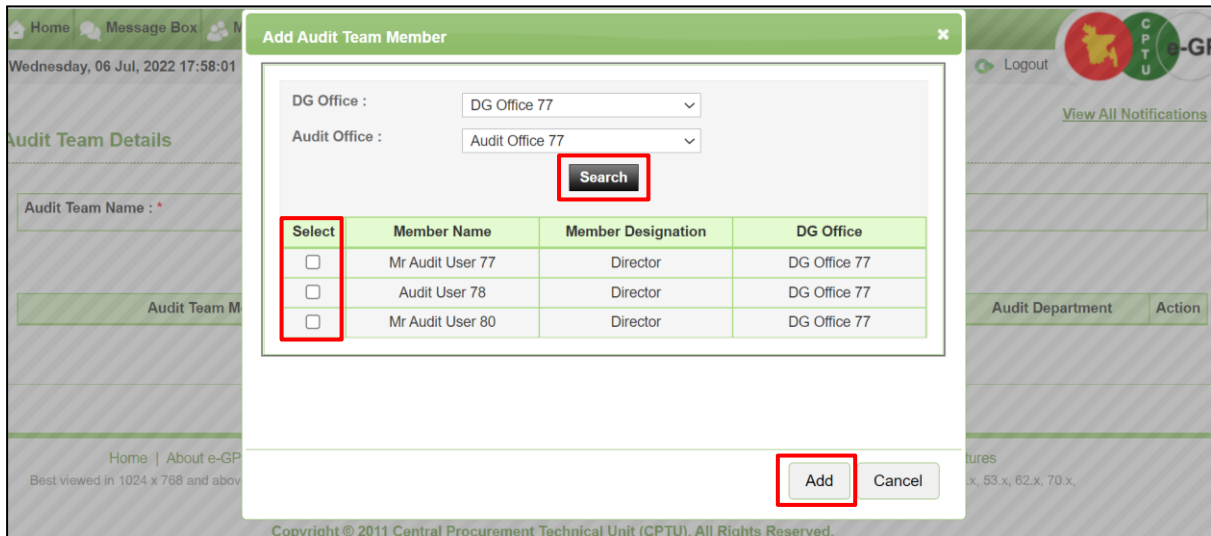
[Submit](#)

Screen–C48

4.1.5 After clicking on “**Add Audit Team Members**” button, a pop-up will be displayed from where you have to select DG Office and its sub-ordinates Audit Office.

4.1.6 After selecting DG office and Audit office, click on “**Search**” button. As shown in **Screen – C49**.

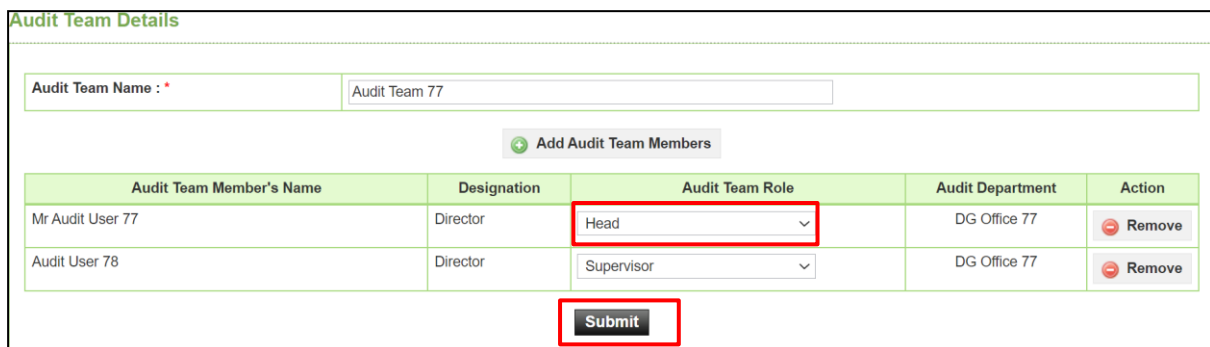
4.1.7 Then audit users of the selected office will be shown in list. Select the members from the list and then click on “**Add**” button to add members in team. (As shown in **Screen – C49**).



Screen–C49

4.1.8 After members are added in audit team, you have to assign team member role. As shown in **Screen – C50**.

4.1.9 Audit team role can be Head, Supervisor & Member. Each audit team must have at least one member. No team can be formed without the head role where the head role can be given to only one member. Any two members in a team also can't be given the supervisor role.



Screen–C50

4.1.10 After assigning the role of team, click on “**Submit**” button.

4.1.11 You can edit a team by clicking on “**Edit Team**” link. This action can only be done before finalize mapping. (As shown in **Screen – C51**).

Create Audit Team						
S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders	
1	Audit Team 12-04/2022	13-Nov-2022 12:00:00 , 09-Nov-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping		
2	TEST TEAM 31/10	25-Sep-2022 12:00:00 , 12-Mar-2023 00:00:00	View Documents Time Extension	Audit Finalized		
3	CAG Team edit	N/A , N/A	Edit Team Upload / View Documents	Map Tenders		
4	CAG Audit Team E	14-Aug-2022 12:00:00 , 01-Sep-2024 00:00:00	View Documents Time Extension	Audit Finalized		
5	CAG Audit Team 2	20-Jul-2022 12:00:00 , 26-Jul-2023 12:00:00	View Documents Time Extension	Audit Finalized		

Page 1 - 2 10 1 Go To Page « First < Previous Next > Last »

Screen-C51

4.2 Map Tender

4.2.1 C&AG admin can be able to map tenders into audit team for auditing purpose. To map tender into audit team, click on “**Map Tenders**” link of a specific tender. (As shown in **Screen – C52**).


Create Audit Team						
S. No.	Team Name	Audit Start Date, Audit End Date	Edit Team / Upload Documents	Tender Mapping	View / Delete Mapped Tenders	
1	Audit Team 78	N/A , N/A	Edit Team Upload / View Documents	Map Tenders		
2	Audit Team 77	23-Jun-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents	Audit Finalized		
3	Audit Team 14	03-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping		

Page 1 - 1 10 1 Go To Page « First < Previous Next > Last »

Screen-C52

4.2.2 On click of “**Map Tenders**” link, system will redirect you in a page where you can map tender in team and able to set the time limit for team to access those mapped tender for audit purpose. (As shown in **Screen – C53**).


4.2.3 Before mapping tender, you have to filter the tender first. You can filter tender by several parameter present in the search section, such as auditee department, its sub-ordinate auditee office, procurement nature, procurement type, method, tender ID, reference no and contract sign date. (As shown in **Screen – C53**).

4.2.4 Use the department tree “” icon to select auditee department. If you want to map all the tender of an auditee office, then only select department and office from the search box. (As shown in **Screen – C53**).

Audit Team Name :		ATM	
-------------------	--	-----	--

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2


- Collapse

Select Auditee Department : * 

Procurement Nature :

Procurement Method :

Tender/Proposal ID :


Contract Signing Date On or After : 

Select Auditee Office :

Procurement Type :


Reference No :


Financial Year :

Contract Signing Date Before or On : 

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date
Page 1 - 10 <input type="text" value="10"/> <input type="text" value="1"/> <input type="button" value="Go To Page"/> « First ‹ Previous Next › Last »					

Audit Name : *

Audit Start Date : * 

Audit End Date : * 

Screen–C53

4.2.5 After selecting the search criteria click on “**Search**” button and search result will be shown in table. (As shown in **Screen – C54**).

Audit Team Name : ATM

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

- Collapse

Select Auditee Department : * Organization of Procurement

Procurement Nature : -- Select Nature --

Procurement Method : - Select Procurement Method -

Tender/Proposal ID : 10440

Contract Signing Date On or After :

Select Auditee Office : Office of Procurement

Procurement Type : -- Select Type --

Reference No :

Financial Year : -- Select Financial Year --

Contract Signing Date Before or On :

Search **Reset**

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00

Page 1 - 1 **Go To Page** « First ‹ Previous Next › Last »

Audit Name : *

Audit Start Date : *

Audit End Date : *

Map Tenders

Screen-C54

4.2.6 After that, enter audit name, audit start & end date. Finally click on “**Map Tenders**” button. (As shown in **Screen – C55**).

Audit Name : * TDW Audit

Audit Start Date : * 04/12/2022

Audit End Date : * 04/12/2023

Map Tenders

Screen-C55

4.2.7 On successfully submitted, tenders will be mapped in team & system will show all the mapped tender in list.

4.2.8 Mapped tender can be removed by clicking on remove “**X**” icon, as shown in **Screen – C56**.

Note: Mapped tender can only be removed if you have not finalized the mapping.

Audit Team to Tender Mapping Go Back

Audit Team Name : ATM

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

S. No.	Tender/Proposal ID, Reference No. & Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00	✘

Page 1 - 1 10 1 Go To Page « First < Previous Next > Last »

Screen-C56

4.2.9 After clicking on remove icon, a pop-up is displayed for confirmation of removal of tender from mapped list. Click “Yes” & tender will be removed from the mapped list. (As shown in **Screen – C57**).

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Mr Audit User 77	Director	Head	DG Office 77
Audit User 78	Director	Supervisor	DG Office 77
Mr Audit User 80			DG Office 77

Tender Mapping

Are You Sure You want to Remove Tender ID : 10487 from Mapped List.

S. No.	Tender/Proposal ID, Reference No. & Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10543, e-DPG Tender/Hasan	Goods, Purchase of grocery items	Ministry of Procurement, Organization of Procurement, Office of Procurement	ICT, OTM	05-Jul-2022 17:55:00 , 07-Jul-2022 11:02:00	✘
2	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 20000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✘
3	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 20000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✘

Screen-C57

4.2.10 Once mapped you can map more tenders if you want but before finalizing. To do this, click on “**Map More Tenders**” link. (As shown in **Screen – C58**).

Create Audit Team					
S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
1	TDW AUDIT TEAM 24-11	24-Nov-2022 12:00:00 , 29-Dec-2022 12:00:00	View Documents Time Extension	Audit Finalized	
2	new	N/A , N/A	Edit Team Upload / View Documents	Map Tenders	
3	ATM	04-Dec-2022 12:00:00 , 04-Dec-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	
4	SA	13-Nov-2022 12:00:00 , 09-Nov-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	
5	TEST TEAM 31/10	25-Sep-2022 12:00:00 , 12-Mar-2023 00:00:00	View Documents Time Extension	Audit Finalized	

Page 1 - 2 10 1 **Go To Page** « First ‹ Previous Next › Last »

Screen-C58

4.2.11 After clicking on “**Map More Tenders**” link, you can be able also to remove previously mapped tender and map new tender. There are search option to filter tender. Follow the same process described previously for mapping tender. (As shown in **Screen – C59**).

Audit Team Name :		ATM	
-------------------	--	-----	--

Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Asif Mahamud	QAS3	Member	DG Asif
Asif User2	QAS	Head	DG Asif2

Mapped Tenders:

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00	

Page 1 - 10 1 **Go To Page** « First < Previous Next > Last »

Map More Tenders:

- Collapse

Select Auditee Department : *

Procurement Nature :

Procurement Method :

Tender/Proposal ID :

Contract Signing Date On or After :

Select Auditee Office :

Procurement Type :

Reference No :

Financial Year :

Contract Signing Date Before or On :

Search **Reset**

S. No.	Tender/Proposal ID, Reference No., Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00

Page 1 - 10 1 **Go To Page** « First < Previous Next > Last »

Audit Name : *

Audit Start Date : *

Audit End Date : *

Map Tenders

Screen-C59

4.2.12 By clicking on “” icon you can view the mapped tender. (As shown in **Screen – C60 & C61**).

S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
5	ATM	04-Dec-2022 12:00:00 , 04-Dec-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	

Screen-C60

Audit Team Member's Name				Designation	Audit Team Role	Audit Department
Asif Mahamud				QAS3	Member	DG Asif
Asif User2				QAS	Head	DG Asif2

S. No.	Tender/Proposal ID, Reference No.# Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10440, ePW3D Tender OTM	Works, OTM - ePW3D - 40000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	22-Jun-2022 09:49:00 , 23-Jun-2022 10:13:00	✘

Page 1 - 1 10 1 Go To Page « First < Previous Next > Last »

Screen-C61

4.2.13 You can also be able to upload and view uploaded document by clicking on **“Upload/View Documents”** link of a specific audit team. (As shown in **Screen – C60**).

4.2.14 After clicking on **“Upload/View Documents”**, click on **“Choose File”** options to select document from your device and enter description. Finally click on **“Upload”** button. (As shown in **Screen – C61**).

Audit Team's Document Upload/View/Remove					
Fields marked with (*) are mandatory.					
Document : *	<input type="button" value="Choose File"/>	No file chosen			
Description : *	<input type="text"/>				
	<input type="button" value="Upload"/>				
Audit Team's Document(s)					
Instructions					
Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.					
Acceptable File Types jpeg, jpg, png, bmp, gif, xls, xlsx, doc, docx, zip, rar, pdf					
A file path may contain any below given special characters: (Space, -, _ , \)					
S. No.	File Name	File Description	Uploaded By	File Size (in KB)	Action
No records found.					

Screen-C61

4.2.15 On successfully uploaded the reference document, system will display message **“File Uploaded Successfully”** and uploaded file will be shown in list. (As shown in **Screen – C62**).

Audit Team's Document Upload/View/Remove [Go Back](#)

File Uploaded Successfully

Fields marked with (*) are mandatory.

Document : * No file chosen

Description : *

Audit Team's Document(s)

Instructions					
Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.					
Acceptable File Types jpeg , jpg , png , bmp , gif , xls , xlsx , doc , docx , zip , rar , pdf					
A file path may contain any below given special characters: (Space, -, _ , \)					

S. No.	File Name	File Description	Uploaded By	File Size (in KB)	Action
1	a1.png	Ref. Doc	CAG Admin	76	

Screen-C62

4.2.16 Click on “” icon to remove a document and “” icon to download the document. (As shown in **Screen – C62**).

4.2.17 After document is uploaded, click on “**Go Back**” button to go back the audit team page. (As shown in **Screen – C62**).

4.3 Finalize Mapping

4.3.1 Once tender mapping is done, you can be able to finalize the mapping by clicking on “**Finalize Mapping**” link. Before finalizing the mapping, audit team member cannot be able to access the mapped tenders for audit purpose. (As shown in **Screen – C63**).

Note: After the mapping is finalized, you cannot be able to remove or map any more tender from team. Audit team edit option is also available before mapping is finalized.

Create Audit Team

S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
1	ATM	04-Dec-2022 12:00:00 , 04-Dec-2023 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	

Screen-C63

4.3.2 After clicking on “**Finalize Mapping**” link, you can see audit team members, mapped tenders in a new page. You can also remove a tender from this page before finalize mapping by clicking on “” icon. (As shown in **Screen – C64**).

4.3.3 Click on “**Finalize Mapping**” button ss shown in **Screen – C64**.

Audit Team Name :		Audit Team 14	
Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Audit 39	Test - 6132022	Head	DG Office Test
Audit 40	Designation 07	Supervisor	DG Office Test
Audit User 01	Designation 08	Member	DG Office Test

S. No.	Tender/Proposal ID, Reference No. Tender/Proposal Status	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✘
2	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✘
3	10488, ePG2 Tender OTM	Goods, OTM - ePG2 - 2000000	Ministry of Procurement, Organization of Procurement, Office of Procurement	NCT, OTM	29-Jun-2022 13:47:00 , 30-Jun-2022 14:02:00	✘

Page 1 - 96 10 1 Go To Page « First ‹ Previous Next › Last »

Finalize Mapping

Screen–C64

4.3.4 Once successfully finalized, an SMS/email will be sent to the PE of mapped tenders informing them about auditing. Status is also changed as “Audit Finalized” as shown in **Screen – C65**.

S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
1	Audit Team 98	26-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	
2	Audit Team 19th July	19-Jul-2022 12:00:00 , 26-Jul-2022 00:00:00	View Documents Time Extension	Audit Finalized	
3	Audit Team 78	07-Jul-2022 12:00:00 , 29-Sep-2022 12:00:00	View Documents Time Extension	Audit Finalized	
4	Audit Team 77	23-Jun-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	
5	Audit Team 14	03-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	

Page 1 - 1 10 1 Go To Page « First ‹ Previous Next › Last »

Screen–C65

4.4 Time Extension

4.4.1 C&AG Admin can be able to extend audit end date if the audit is not completed within the stipulated time. Audit Team don't get accesses in the mapped tender until the time is extended if the audit time lapses. Time Extension link is generated only for the teams who have finalized their mapping.

4.4.2 To extend time click on, "**Time Extension**" link. (As shown in **Screen – C66**).

The screenshot shows the C&AG Admin dashboard. At the top, there are navigation links: Home, Message Box, Manage Users, **Audit Team**, My Account, and Help. The user is logged in as 'Mr CAG Admin TDW'. Below the navigation, there is a 'Create Audit Team' button and a table listing audit teams. The table has columns for S. No., Team Name, Audit Start Date, Audit End Date, Team Configuration, Tender Mapping, and View / Delete Mapped Tenders. The 'Time Extension' link in the 'Team Configuration' column for the first team is highlighted with a red box.

S. No.	Team Name	Audit Start Date, Audit End Date	Team Configuration	Tender Mapping	View / Delete Mapped Tenders
1	Audit Team 19th July	19-Jul-2022 12:00:00 , 31-Jul-2022 00:00:00	View Documents Time Extension	Audit Finalized	
2	Audit Team 78	07-Jul-2022 12:00:00 , 29-Sep-2022 12:00:00	Edit Team Upload / View Documents	Map More Tenders / Finalize Mapping	
3	Audit Team 77	23-Jun-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	
4	Audit Team 14	03-Jul-2022 12:00:00 , 31-Aug-2022 12:00:00	View Documents Time Extension	Audit Finalized	

Screen–C66

4.4.3 After clicking on "**Time Extension**" link, enter the audit end date & remarks. Then click on "**Extend Time**" button & on successfully submitted audit time will be extended. (As shown in **Screen – C67**).

The screenshot shows the 'Audit Time Extension' form. At the top, there is a field for 'Audit Team Name' with the value 'Audit Team 19th July'. Below this is a table with columns: Audit Team Member's Name, Designation, Audit Team Role, and Audit Department. The table contains three rows of data. Below the table, there are fields for 'Audit Name' (Audit Team New July 19), 'Audit Start Date' (19/07/2022), 'Audit End Date' (31/07/2022), and 'Remarks' (Time is extended). The 'Extend Time' button is highlighted with a red box.

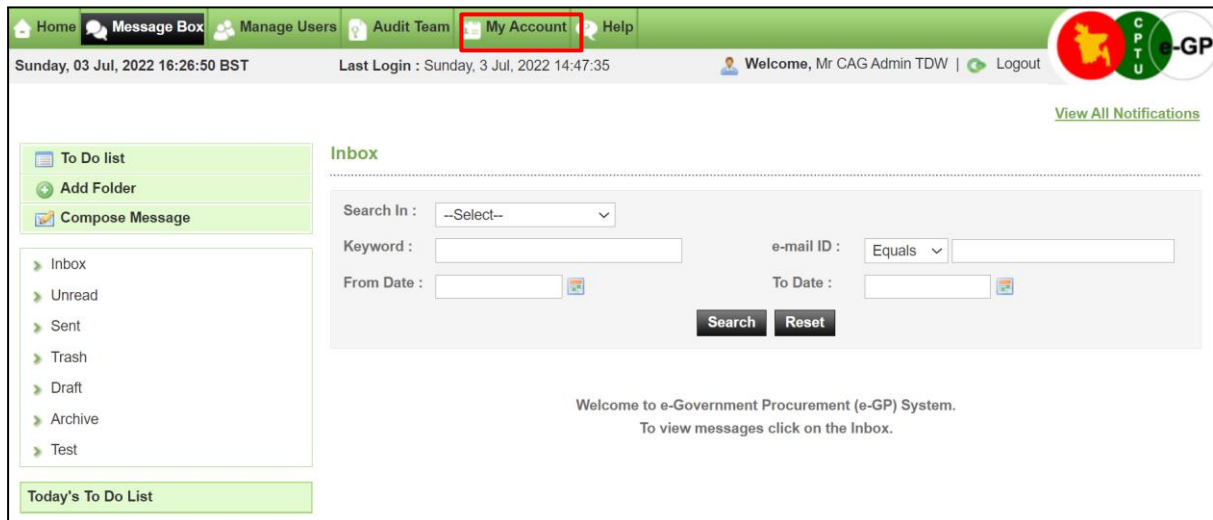
Audit Team Member's Name	Designation	Audit Team Role	Audit Department
Mr Audit User 1	Director	Head	Test Audit Department TDW-2
Audit User 44	Director	Supervisor	Test Audit Department TDW-2
Badruddin Ahmed	Test - 6132022	Member	Test Audit Department TDW-2

Screen–C67

5. My Account

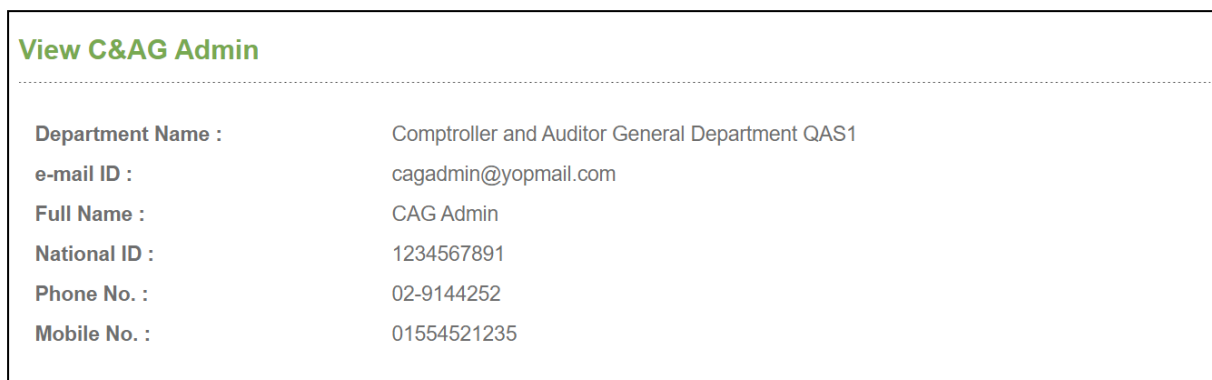
5.1 My Account >> View Profile

5.1.1 If user would like to see his profile, then user has to click on “**My Account >> View Profile**” (As shown in **Screen – D1**)



Screen – D1

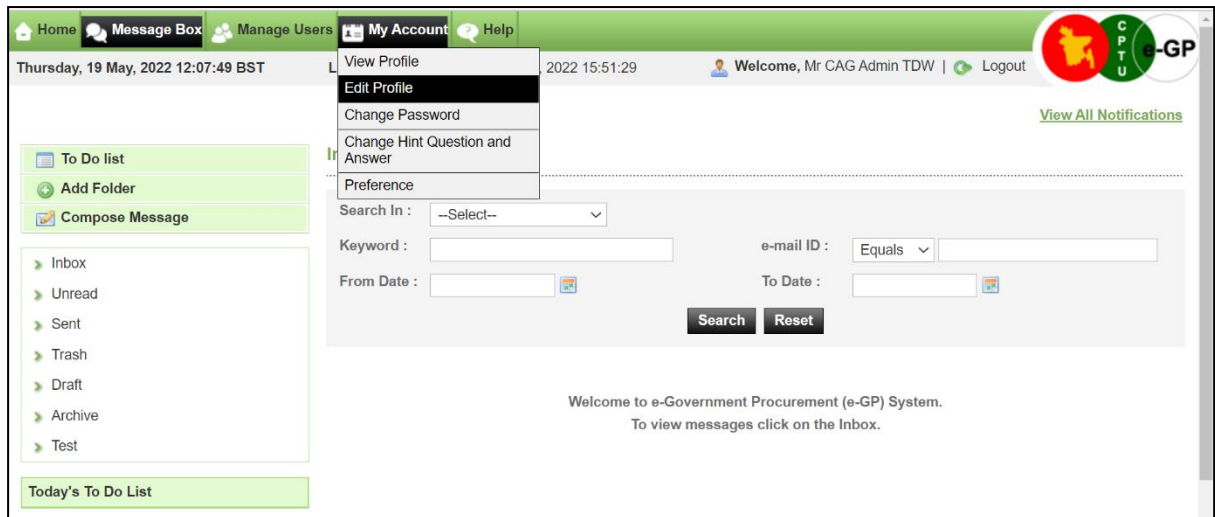
5.1.2 The moment user clicks on “**View Profile**” sub menu, the system will display the Profile of the respective user. (As shown in **Screen – D2**)



Screen –D2

13.2 My Account >> Edit Profile

13.2.1 If user would like to “**Edit**” his profile, then user has to click on “**My Account >> Edit Profile**” (As shown in **Screen – D3**)



Screen – D3

13.2.2 The moment user clicks on “**Edit Profile**” sub menu, system will allow the user to make the necessary changes in his/her profile e.g., **Full Name, National ID and Mobile No.** (As shown in **Screen – D4**)

Edit Profile

DG Office Name : Comptroller and Auditor General Department QAS1

e-mail ID : cagadmin@yopmail.com

Full Name : *

National ID : * ✔ NID Verified

Phone Number : * STD-Phone No. i.e. 02-9144252

Mobile Number : *
(Mobile No. format should be e.g. 1936742068 / 01936742068 / +8801936742068)

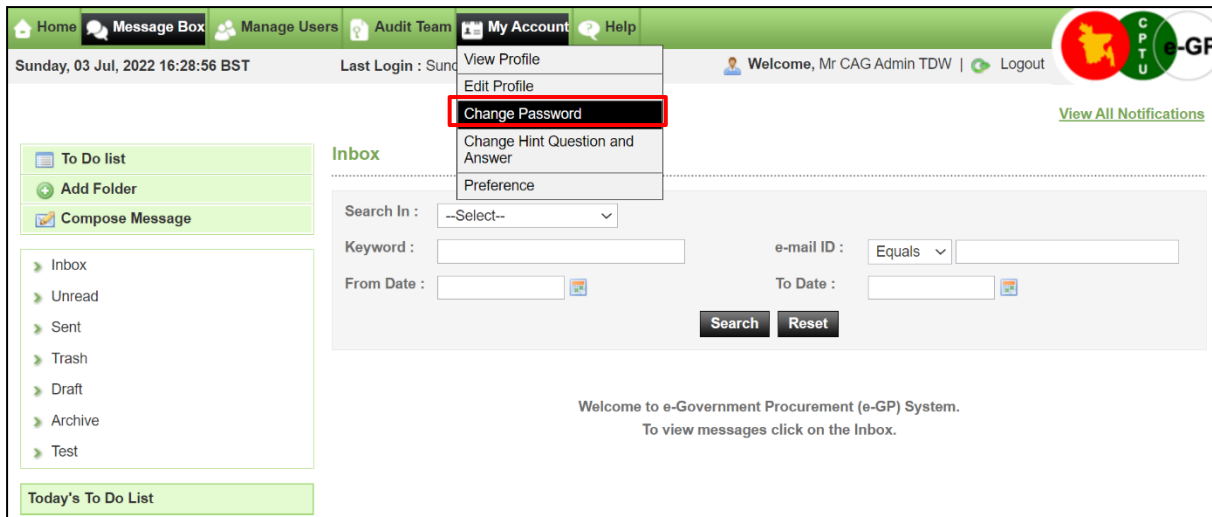
Update

Screen – D4

13.2.3 Once the update is made then user has to click on “**Update**” button, on click on “**Update**” revised/changed information would be updated on the system. (As shown in **Screen – D4**)

13.3 My Account >> Change Password

13.3.1 If user would like to Change his password, then user has to click on “**My Account >> Change Password**” (As shown in **Screen – D5**)



Screen – D5

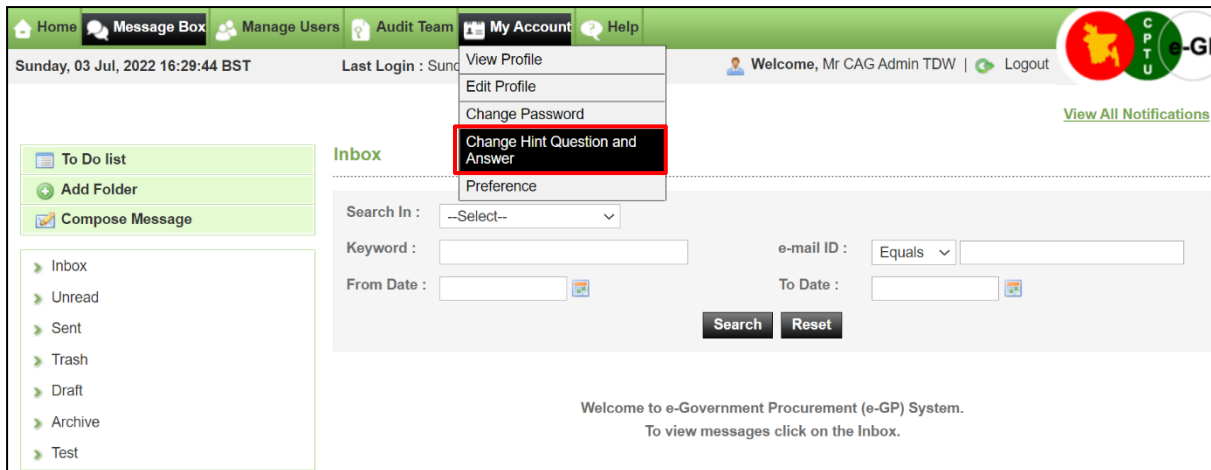
13.3.2 The moment user clicks on “**Change Password**” sub menu, system will allow user to modify/change his/her current password. System will ask the current password of the user and if the current password is matched then only system will allow the user to change his/her current password. User needs to provide the **Current Password >>New Password >> Confirmed Password**. (As shown in **Screen – D6**)

13.3.3 On click on “**Submit**” button, revised/changed password would be updated on the system. (As shown in **Screen – D6**)

Screen – D6

13.4 My Account >> Change Hint Question and Answer

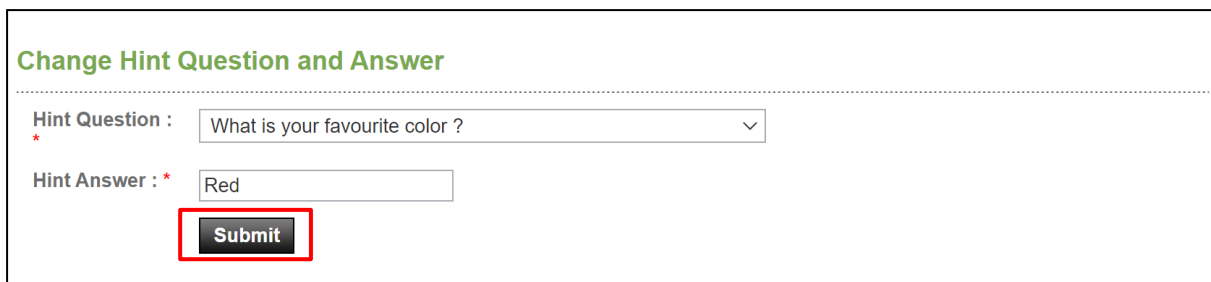
13.4.1 If user would like to Change his/her “**Hint Question and Answer**” then user has to click on “**My Account >> Change Hint Question and Answer**” sub menu (As shown in **Screen – D7**)



Screen – D7

13.4.2 The moment user clicks on “**Change Hint Question and Answer**” sub menu , system will allow user to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field. (As shown in **Screen – D8**)

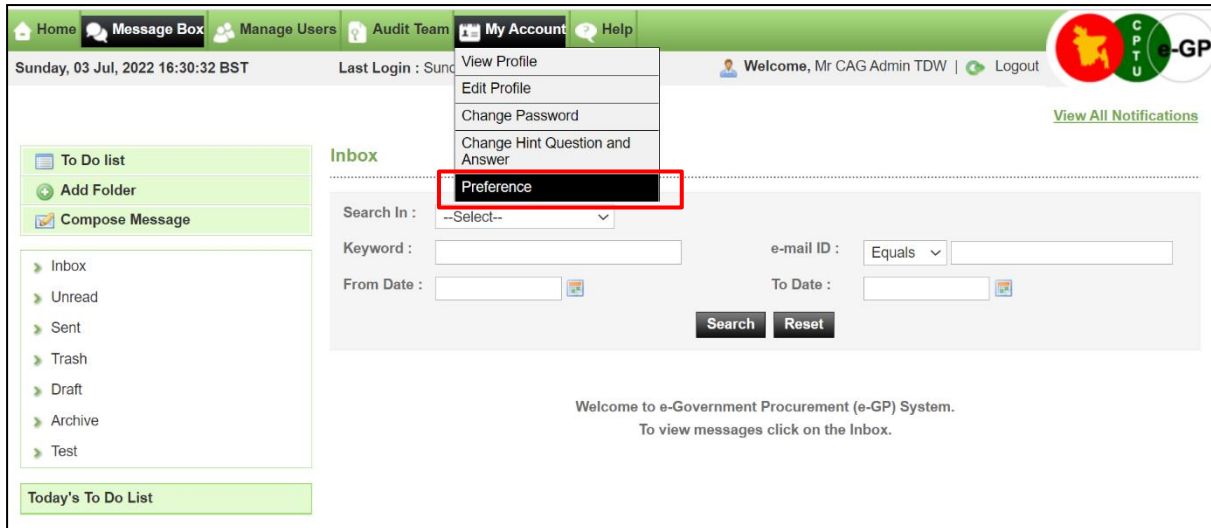
13.4.3 On click on “**Submit**” button, revised/changed password would be updated on the system. (As shown in **Screen – D8**)



Screen – D8

13.5 My Account >> Preference

13.5.1 If user would like to Change his “**Preference**”, then user has to click on “**My Account >> Preference**” (As shown in **Screen – D9**)



Screen – D9

13.5.2 The moment user clicks on “**Preference**” sub menu, system will allow user to modify/change his/her Preference. (As shown in **Screen – D10**)

13.5.3 If the user needs the Email Alert and SMS alert, then user has to opt for the **YES** and if not then **NO**. (As shown in **Screen – D10**)

13.5.4 On click on “**Submit**” button, information gets saved on the system. (As shown in **Screen – D10**)

User Preference

- Email Alerts :
- All
 - Complaint management
 - Repeat order
 - Compensation of performance security or New Performance Security
 - Performance security release
 - Contract termination
 - Work completion certificate
 - Account officer
 - Invoice generation
 - work plan
 - Variation order
 - Attendance sheet
 - Opening committee
 - Evaluation committee
 - Pre tender meeting
 - Workflow
 - NOA
 - Negotiation
 - Tender/Proposal and Security Validity Extension
 - Evaluation process(Debriefing on Tender)

Screen – D10(a)

Sms Alerts : All

- Complaint management
- Compensation of performance security or New Performance Security
- Performance security release
- Contract termination
- Work completion certificate
- Account officer
- Invoice generation
- work plan
- Variation order
- Attendance sheet
- Opening committee
- Evaluation committee
- Pre tender meeting
- Workflow

Screen – D10(b)

13.5.5 User can also Update/Remove/Remove the preferences.(As shown in **Screen-D11**)

- Email Alerts :** All
- Complaint management
 - Repeat order
 - Compensation of performance security or New Performance Security
 - Performance security release
 - Contract termination
 - Work completion certificate
 - Account officer
 - Invoice generation
 - work plan
 - Variation order
 - Attendance sheet
 - Opening committee
 - Evaluation committee
 - Pre tender meeting
 - Workflow
 - NOA
 - Negotiation
 - Tender/Proposal and Security Validity Extension
 - Evaluation process(Debriefing on Tender)

Sms Alerts : All

Screen – D11

- Complaint management
- Compensation of performance security or New Performance Security
- Performance security release
- Contract termination
- Work completion certificate
- Account officer
- Invoice generation
- work plan
- Variation order
- Attendance sheet
- Opening committee
- Evaluation committee
- Pre tender meeting
- Workflow

Update

Screen-D11(b)