Resolution of certain reported issues on e-mail and Help-desk raised in VC on 3 Sept 2014

In pursuance to Video Conference held on 3rd Sept 2014, following resolutions are offered to some of the issues projected by users. <u>CsIT and CsIT(CO) are requested to circulate amongst users under their</u> jurisdictions

E-mail Solution

- 1. User ID of email
- Users using domain name incometaxindia.gov.in will now use domain name incometax.gov.in ie your email which was abc@incometaxindia.gov.in will now be abc@incometax.gov.in
- Existing lotus notes users. There is no change in email ID
- 2. Password for e-mail (without sending mail at Helpdesk)

To get first Password, send your request through CIT or CIT (CO) to DIT(S)-III at Fax No 0120-2770108 with the details of Name, Designation, email-ID, Mobile No of user. Helpdesk will inform the concerned user.

Password for e-mail (By sending e- mail at Helpdesk) For first password request can also be send to wadhwa.lokesh@tcs.com specifying the following

Name, Designation, Current Mail ID, Office address, Mobile number

3. How to reach email?

On browser type: webmail.incometax.gov.in

It is available both on Internet as well as intranet (TAXNET)

Help-desk

4. How to reach helpdesk

On browser type: itbahelpdesk.incometax.net

5. User ID and password for Help –desk

User ID is same as ITD login ID. For logging for the first time the password is same as User ID. Please change your password immediately.

6. First action after logging in

Please update your profile through icon on Home Page. Ensure your mobile nos and email IDs are updated.

7. Which complaints to log-in at Help-desk

The new Helpdesk would cater to complaints of ITD application, Sevottam, iTaxnet, RSA token, Email Solution & Anti-Virus (excluding desktop related issues.) For any hardware related complaints/ local complaints/network related complaints, the **Co-Desk will continue to operate as per past practice** and its toll free number would be 1800110015.

8. Phone Call timings at Help-desk

The helpdesk will take calls from 8:30 AM to 6:00 PM

9. Closure of Complaints

The complaints will be closed after connecting user. User can also re-open the complaint, if not satisfied.

10. Display Help Nos, email id on Home page

Changes being done on Login Screens

11. Hierarchy matrix in case of any difficulty in reaching Helpdesk

From Service provider (TCS)

Sandeep Girdhar (09971556265) Sunil Kumar Singh (09911443904) Kuldeep (07042119745) Owais (08447669772) Lokesh Kumar (09953720991) - For ITD related issues

For ITD related issues

For RSA related issues

- For Citrix related issues
- For e-mail related issues

From Department Side

E-mail		Helpdesk			
Officer	Mobile #	Officer	Mobile		
Sh. D.S. Chawla -	9013850505	Sh. D.S. Chawla, DIT(S)-	9013850505		
DIT(S)-III		III			
Sh. Prasanth V.K -	9013853054	Sh. Pradeep Kumar	9013850326		
JDIT(S)-III(5)		Meel, Addl DIT(S)-III(6)			
Sh. Ajay Bhende	9968626373	Sh. Ajay K Bhende,	9968626373		
AD(S)-III(2)		AD(S)-III(2)			
Sh. Rajendra Kumar	9968626462	Sh. Rajendra Kumar,	9968626462		
AD(S)-III(3)		AD(S)-III(3)			

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12. Presentation for Users

The same are attached

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Oracle Messaging Deployment

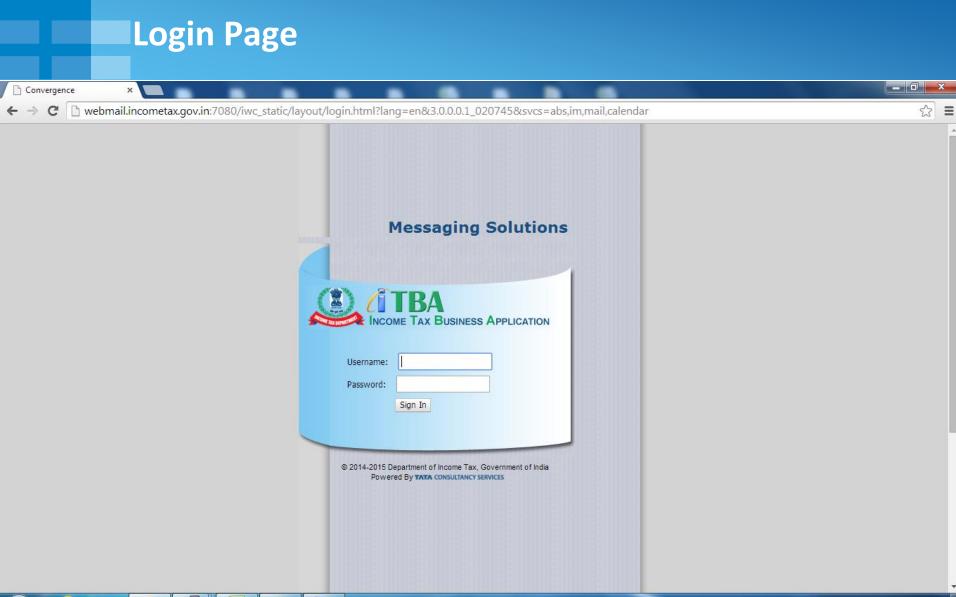
Project Name: Income Tax Business Applications (ITBA)

September 3, 2014

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http://webmail.incometax.gov.in

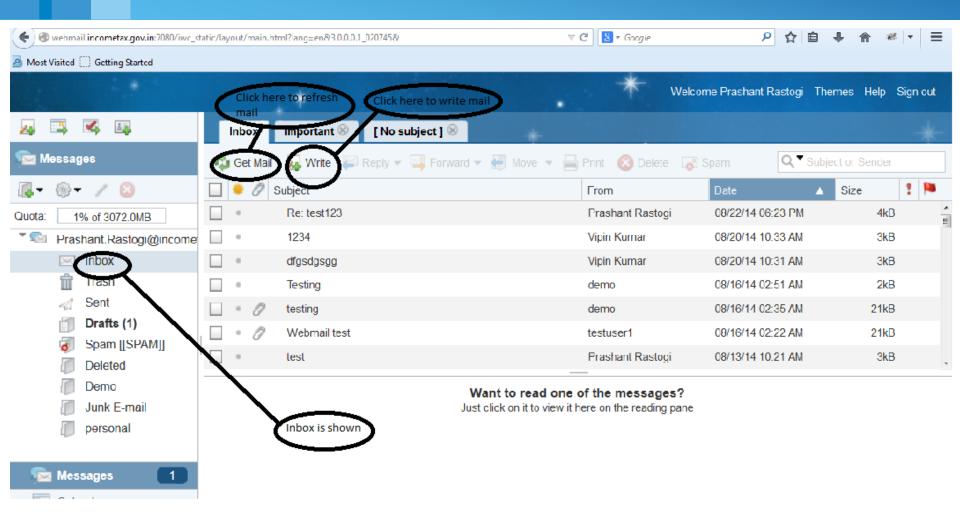




▲ 🎼 🕎 🗐 3:09 PM 8/26/2014

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After Login Page



Messaging Solution Features

1 Messaging:

The Messaging component enables you to perform the following tasks:

- Sending Messages
- Receiving Messages
- Searching Messages
- Managing Messages
- Attaching Files to Messages (attachment size limit is 10 MB which is composite(attachment + mail body))
- Sorting Messages
- Managing Folders

Sending Messages (TO)

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Sending Messages (Adding Attachment)

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Sending Messages (File is attached)

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Sending Messages (Save as Draft)

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Sending Messages (Setting Priority)

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Sending Messages (Spell Check)

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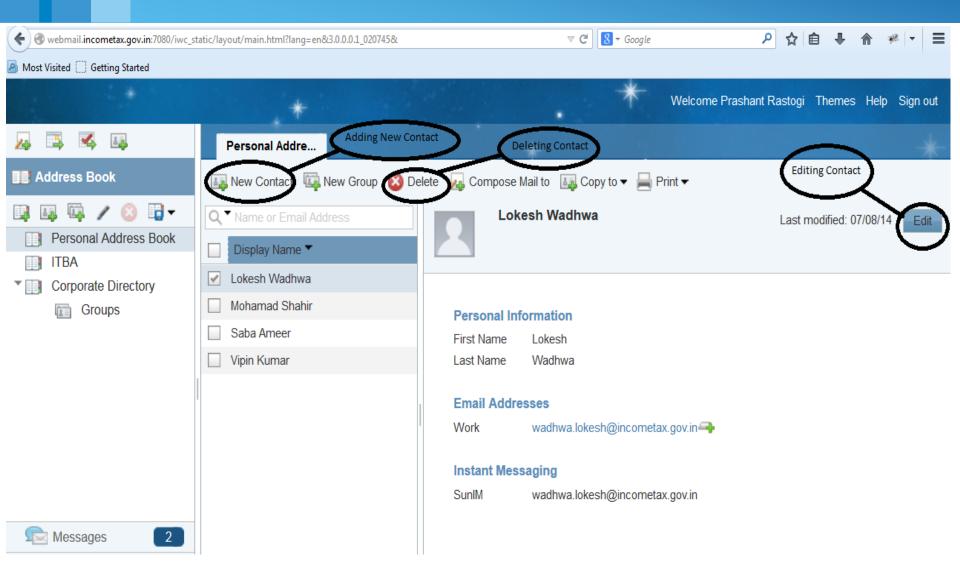
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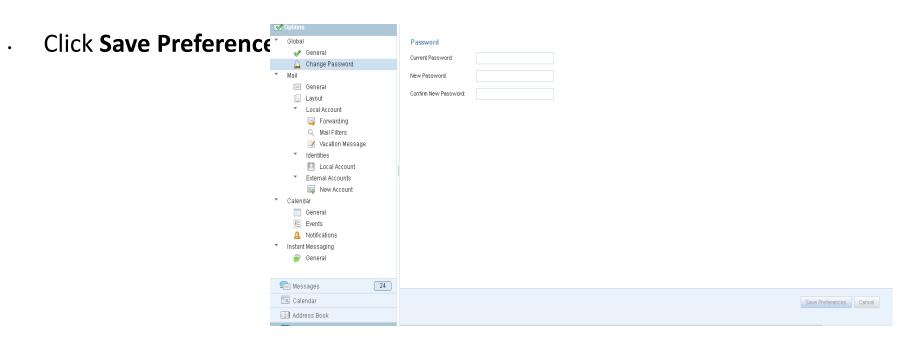


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Changing Password

- Click **Change Password**. The Password tab appears in the central panel.
- Enter the old password in the Current Password field.
- Enter the new password in the **New Password** and **Confirm New Password** field.



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Users are requested to change their default password through change it through options menu as explained above when they login first time.

User can use default password till 15th September after that following password policy will apply:

- Users must reset the password the first time they login to the application
- Minimum password length should be of eight characters
- Password should contain at least one number and one special character
- Password should be changed in every 90 days
- Users can change the password within the application as and when required.
- Account lockout after 10 incorrect logins
- Users should not use 3 old passwords

Supported Browsers

BROWSERS	WINDOWS 7	WINDOWS XP	MAC OS 10.x
Google Chrome	Version 29 or above	Version 29 or above	Not Applicable
Mozilla Firefox	Version 23 or above	Version 23 or above	Not Applicable
Internet Explorer	Version 8 or above	Version 8 or above	Not Applicable
Safari	Not Applicable	Not Applicable	Version 5.1.9 or above



For any messaging issues helpdesk can be reached at: 0120-2772828

Or

helpdesk_messaging@incometax.gov.in

Below features will be explained in the Advanced Presention After Deployment:

- 1. Calendar.
- 2. Instant Messaging.
- 3. Other Options.

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Thank You

Promise what we deliver. Deliver what we promise. That's

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ITBA Helpdesk Service



Accessing ITBA Helpdesk

http://itbahelpdesk.incometax.net

Helpdesk Number – (0120) - 2772828

Enter the details as follows

→User Name: USER_ID
→Password :USER_ID

USER_ID will be ITD APPLICATION USER ID i.e. U150003

Accessing ITBA Helpdesk (Contd..)

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Update Profile

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For all FMS & Network related services.please log tickets in Co-Desk	Announcements 08/07/2014 11:44 am 15-Aug-14 will be a non working day for CALL CENTER (Show All Announcements)

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Top Solutions

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Summary: Correction on challans having challan deposit date before 1st April, 2006 are not allowed.	Subscribe
Problem:	Rate & Comment
Correction on challans which are deposited prior to 1st April, 2006 are not allowed.	New Incident
Parent Document: Related Documents:	• New Incident based on this Document
	User Friendly Version Be the first to rate this document!
Attachments:	
Related Categories: TOP>ITD KNOWLEDGE CATEGORIES	
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843	Assigned	08/21/2014 06:45 pm	4	Lev-0 Group	Prakash, Shiv		
841	Assigned	08/21/2014 06:12 pm	4	Lev-0 Group	Bhardwaj, Bhavya		
838	Assigned	08/21/2014 05:24 pm	4	Lev-0 Group	Ali, Nazim		
837	Assigned	08/21/2014 05:07 pm	4	Lev-0 Group	Kaul, Luv		
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Reopen Incident

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+ 783 (SLA Violation)	Assigned	08/21/2014 09:47 am	4	Lev-0 Group	Ali, Nazim		
+ 782	Resolved	08/21/2014 12:22 am	4	Lev-0 Group	Ali, Nazim	08/21/2014 12:26 am	
+ 781	Assigned	08/20/2014 08:09 pm	4	Lev-0 Group	Kaul, Luv		
+ 774 (SLA Violation)	Assigned	08/20/2014 07:38 pm	4	Lev-0 Group	Saraswat , Amit		
+ 771	Assigned	08/20/2014 05:30 pm	4	Lev-0 Group	Prakash, Shiv		
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	Santra , Samir	08/21/2014 12:		Initial	Contact: Santra, Samir Phone: 9821421672 Email: pawan7.s@tcs.com							
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Open Date/Time 08/21/2014 12:22 am Status (required) Resolved Closed Reopen Resolved incident Summary test Incident Description test Add Comment	User ID 170358 Mobile Number (required) 9821421672 Current Severity (required) 4	User Name Santra, Samir Phone Number Incident Category Infra Related.Citrix Server	PAN Number Email Id Call Back Date/Time		Assessment Year <empty> v Location (required) NASIK v Satisfaction Rating <empty> v</empty></empty>	
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Ali, Nazim	08/21/2014 12:2	5 am	Update Status	Status changed from 'Open' to 'Assigned'						
Santra , Samir	08/21/2014 12:2	2 am	Initial	Contact: Santra, Samir Phone: 9821421672 Email: pawan7.s@tcs.com						
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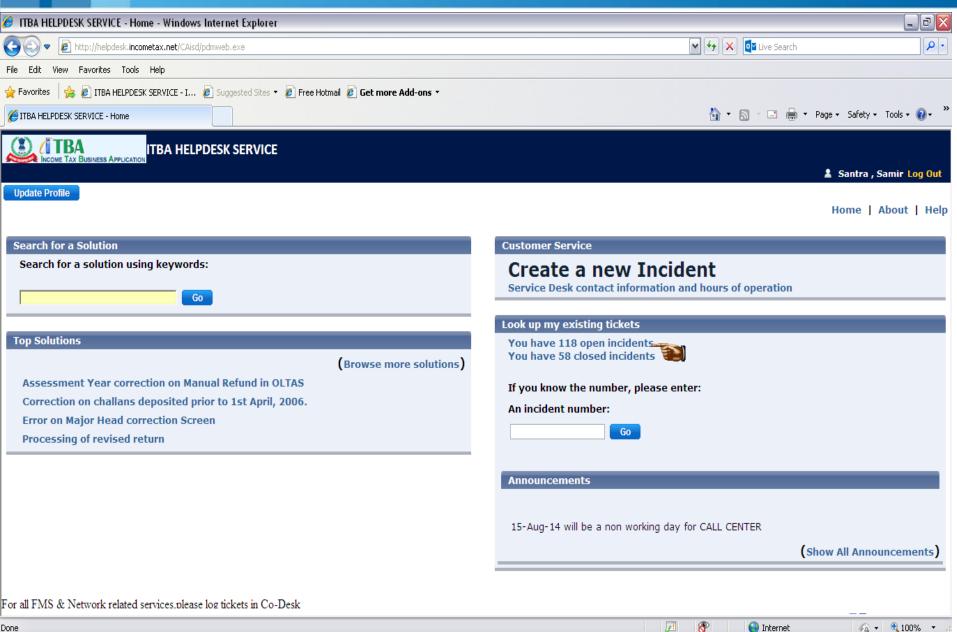
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832	Assigned	08/21/2014 03:51 pm	4	Lev-0 Group	Kaul, Luv		
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824	Assigned	08/21/2014 01:57 pm	4	Lev-0 Group	Prakash, Shiv		
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800	Assigned	08/21/2014 11:41 am	4	Lev-0 Group	Ali, Nazim		
790 (SLA Violation)	Assigned	08/21/2014 11:23 am	3	Lev-0 Group	Kaul, Luv		
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783 (SLA Violation)	Assigned	08/21/2014 09:47 am	4	Lev-0 Group	Ali, Nazim		
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781	Assigned	08/20/2014 08:09 pm	4	Lev-0 Group	Kaul, Luv		
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Close Incident



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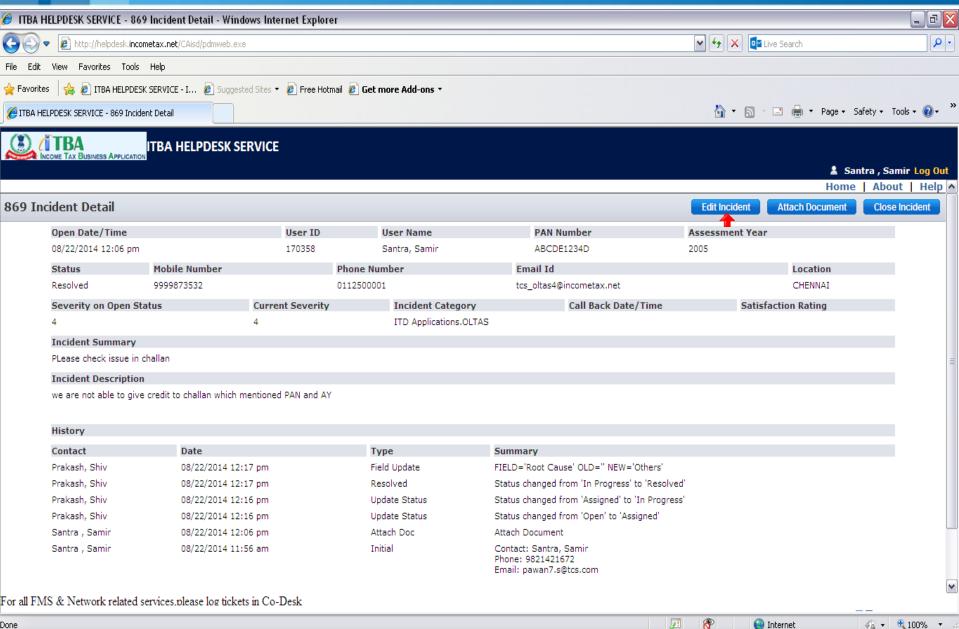
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🔶 869	Resolved	08/22/2014 12:06 pm	4	Lev-0 Group	Prakash, Shiv	08/22/2014 12:17 pm				
+ 847 (SLA Violation)	Open	08/21/2014 08:43 pm	4	Lev-0 Group	Bhardwaj, Bhavya					
+ 846	Assigned	08/21/2014 08:03 pm	4	Lev-0 Group	Ali, Nazim					
+ 845 (SLA Violation)	Open	08/21/2014 07:32 pm	4	Lev-0 Group	Kaul, Luv					
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+ 843	Assigned	08/21/2014 06:45 pm	4	Lev-0 Group	Prakash, Shiv					
+ 841	Assigned	08/21/2014 06:12 pm	4	Lev-0 Group	Bhardwaj, Bhavya					
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+ 790 (SLA Violation)	Assigned	08/21/2014 11:23 am	3	Lev-0 Group	Kaul, Luv					
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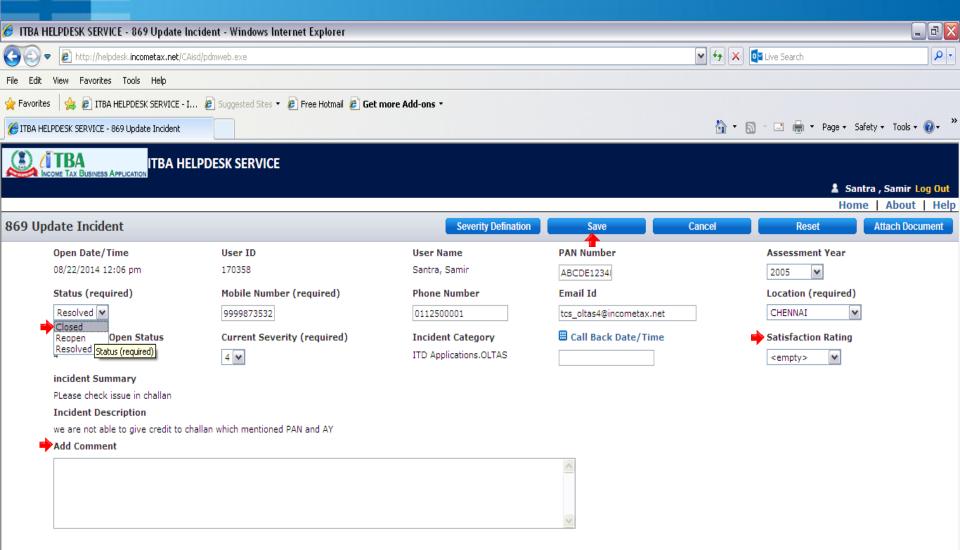
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For all FMS & Network related services.please log tickets in Co-Desk

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	Prakash, Shiv	08/22/2014 12:17	pm	Field Update	FIELD='Root Cause' OLD='' NEW='O	thers'						
	Prakash, Shiv	08/22/2014 12:17	pm	Resolved	Status changed from 'In Progress' to 'Resolve							
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ITBA Helpdesk Support Service





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