

एमटीसीटीईउपयोगकर्ताअनुदेश

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MTCTE CAB USER INSTRUCTIONS No.:

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एमटीसीटीईपोर्टलकाउपयोगकरनेहेतुप्रयोगशालाउपयोगकर्ताअनुदेश

संस्करण-1.0

CAB USER INSTRUCTION FOR USING MTCTE PORTAL

VERSION-1.0

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भारतसरकार

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USER INSTRUCTIONS FOR LAB

1. Lab User Dashboard

In the Lab User Dashboard, various applications that come for testing can be seen. In the top space, Number of Applications pending for Acceptance is visible and the Number of Applications pending for testing/report upload is also visible.

Here the lab user can select a particular application and download the applicant's details. After going through the applicant's details, the lab user can either accept an application for testing or he can reject an application for testing.

MTCTE Portal

Welcome Tarang Lab (CAB Testing Officer)

Logout

Dashboard

Edit Lab Facilities

Lab Facility

View All Applications

Help Desk Section

Dashboard

Number of Applications Pending for Acceptance: 2

Number of Applications Pending for Testing/Report Upload: 0

Pending Action Items for Testing Officer

Show 10 entries

Search:

App ID	Testing Req ID	Registration ID	Applicant Company	Product Variant	Application Received Date	Status	Application Type
1533	1533_2019-07-09_1	1533_Private Automatic Branch Exchange_2019-07-09	CDOT	Private Automatic Branch Exchange	2019-07-09	PEND CAB TEST	GCS
1539	1539_2019-07-10_1	1539_ISDN Customer Premises Equipment_2019-07-09	CDOT	Multipoint Conferencing Server	2019-07-10	PEND CAB TEST	SCS

Showing 1 to 2 of 2 entries

Previous 1 Next

Reject Testing Request

Download Applicant Details

Accept Application for Testing

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Fig 1 – Lab User Dashboard

2. Uploading Test Reports

If the lab user accepts an application for testing, then the applicant would be required to submit his sample to the lab for testing. After the testing is done, then the lab user has to upload the test reports. For this he will select “Proceed to upload test reports”. After selecting “Proceed to upload test reports”, the lab user will upload test reports corresponding to the parameters mentioned.

Figure 2: Acceptance of Test request

MTCTE Portal | Welcome Tarang Lab (CAB Testing Officer) | Logout

Dashboard | Edit Lab Facilities | Lab Facility | View All Applications | Help Desk Section

Dashboard

Number of Applications Pending for Acceptance: 1 | Number of Applications Pending for Testing/Report Upload: 1

Pending Action Items for Testing Officer

Show 10 entries | Search:

App ID	Testing Req ID	Registration ID	Applicant Company	Product Variant	Application Received Date	Status	Application Type
1533	1533_2019-07-09_1	1533_Private Automatic Branch Exchange_2019-07-09	CDOT	Private Automatic Branch Exchange	2019-07-09	PEND TEST LAB	GCS
1539	1539_2019-07-10_1	1539_ISDN Customer Premises Equipment_2019-07-09	CDOT	Multipoint Conferencing Server	2019-07-10	PEND CAB TEST	SCS

Showing 1 to 2 of 2 entries | Previous | 1 | Next

Reject Testing Request | Download Applicant Details | Proceed to Upload Test Results

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MTCTE Portal | Welcome Tarang Lab (CAB Testing Officer) | Logout

Dashboard | Edit Lab Facilities | Lab Facility | View All Applications | Help Desk Section

Upload Reports

Parameters List

Search:

ID	Parameter Name	Parameter Group	Standard	Reference Report*
R2007	Immunity to AC Voltage Dips and Short Interruptions	EMI/EMC	TEC EMI EMC Standard, EN/IEC61000-4-11, Annex-B	

Showing 1 to 1 of 1 entries

Upload test report | View/Delete my uploaded files | Submit Reports

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Figure 3: Uploading of Test reports

3. Edit Lab Facilities

In the Edit Lab Facilities, various details about the lab like Lab Contact Number, Lab E-Mail, Lab Address are mentioned.

Various facilities available in the lab are also mentioned. These facilities include available parameters and blocked parameters. The available parameters show the list of parameters which can be tested in the lab and blocked parameters show the list of parameters that have been blocked.

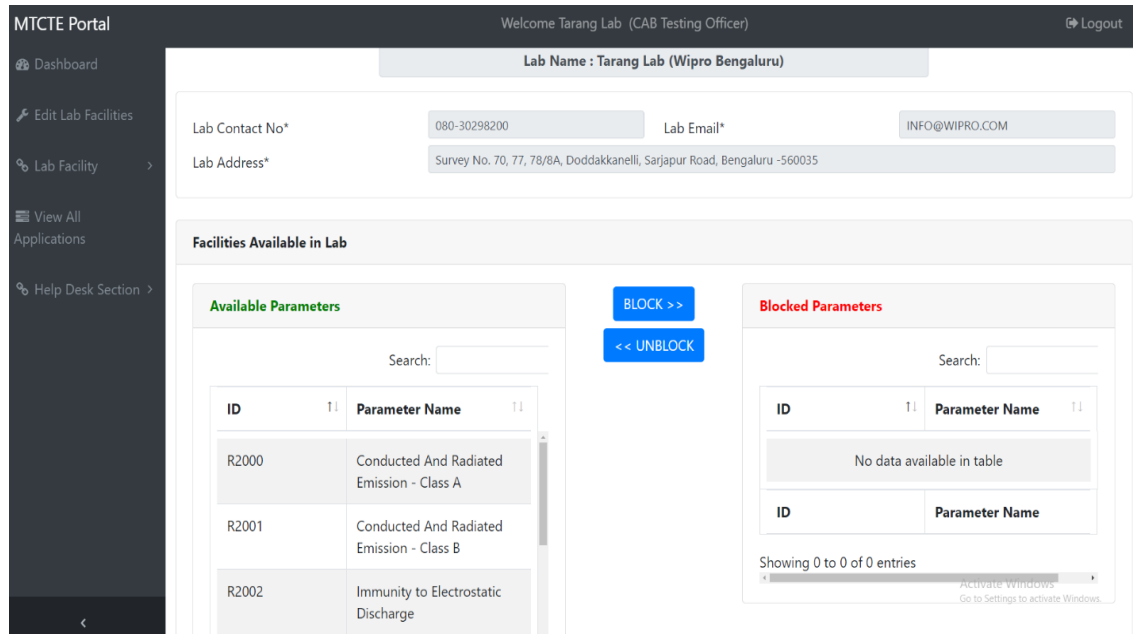


Figure 4: Editing Lab Facilities

The Lab user can unblock/block a parameter from list of approved Lab parameters. For e.g. If the EMI Radiated Emission testing equipment is not working currently in a Lab, then it can block that parameter until the time that testing equipment is available.

4. Lab Facilities

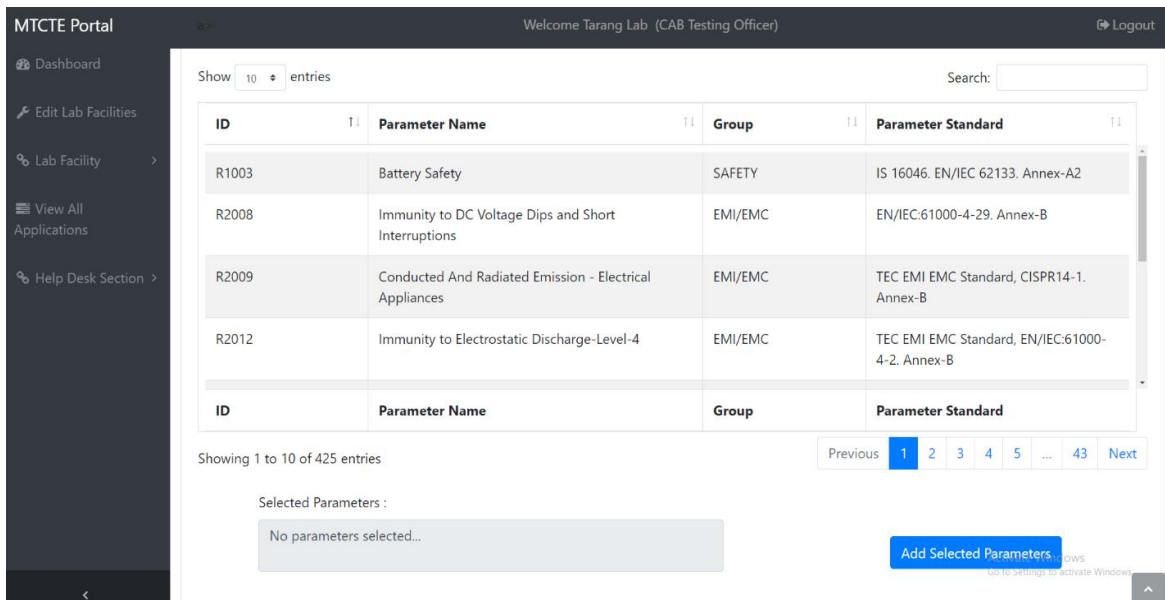


Figure 5: Adding selected Parameters to the Lab

In the lab facility tab, the list of parameters not present in the lab are mentioned. The lab user can select a particular parameter that is not tested in the lab and can add the

selected parameter to the lab facility. Once the lab user selects a parameter to be added, that will be approved by administrator and the lab user can check the status of the particular parameter.

MTCTE Portal

Welcome Tarang Lab

Logout

Dashboard

Edit Lab Facilities

Lab Facility

View All Applications

Help Desk Section

View Approved, Rejected & Pending Parameters

Parameters Pending for Approval

Show 10 entries

Search:

Parameter Name	Parameter ID	Parameter Group	Standard	Apply Date
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Approved Parameters

Show 10 entries

Search:

Parameter Name	Parameter ID	Parameter Group	Standard	Apply Date	Approve Date
No data available in table					

Figure 6: Parameter Status

5. Lab User – View Applications

The lab user can view applications and check the status of the applications. This includes those applications for which CAB Testing is pending and also those applications for which testing is complete.

App ID	Testing Req ID	Registration ID	Applicant Company	Product Variant	Application Received Date	Status
1544	1544_2019-07-06_1	1544_G3 Fax Machine_2019-07-06	CDEW	FAX machine with handset	2019-07-06	PEND CAB TEST
1687	1687_2019-07-08_1	1687_ISDN Customer Premises Equipment_2019-07-08	CDEW	ISDN Terminal Adapter	2019-07-08	COMPL TEST

Figure 7: Lab User- View Applications

6. Lab User Helpdesk

In the Helpdesk section, the Lab User can raise query, list query and track query status. In the raise query section, the Lab user can select the issue type and describe the query.

In the list query section, the queries submitted by user are visible with details like Lab user details, query raised etc.

In the Track query section, the lab user can enter the ticket number and check status of the query.

Figure 8: Lab User Helpdesk: Raise Query

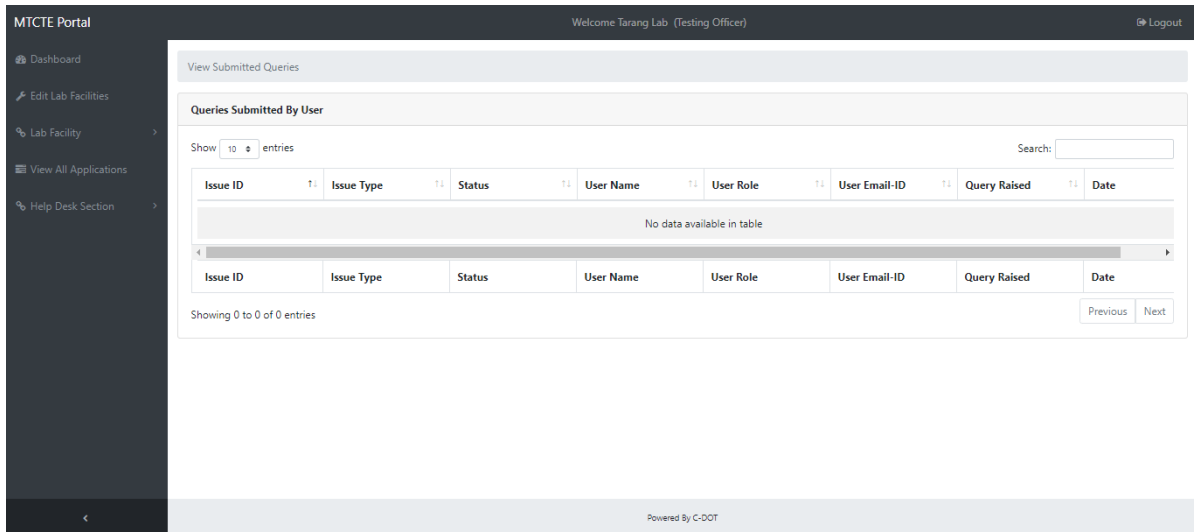


Figure 9: Lab User Helpdesk: List Query

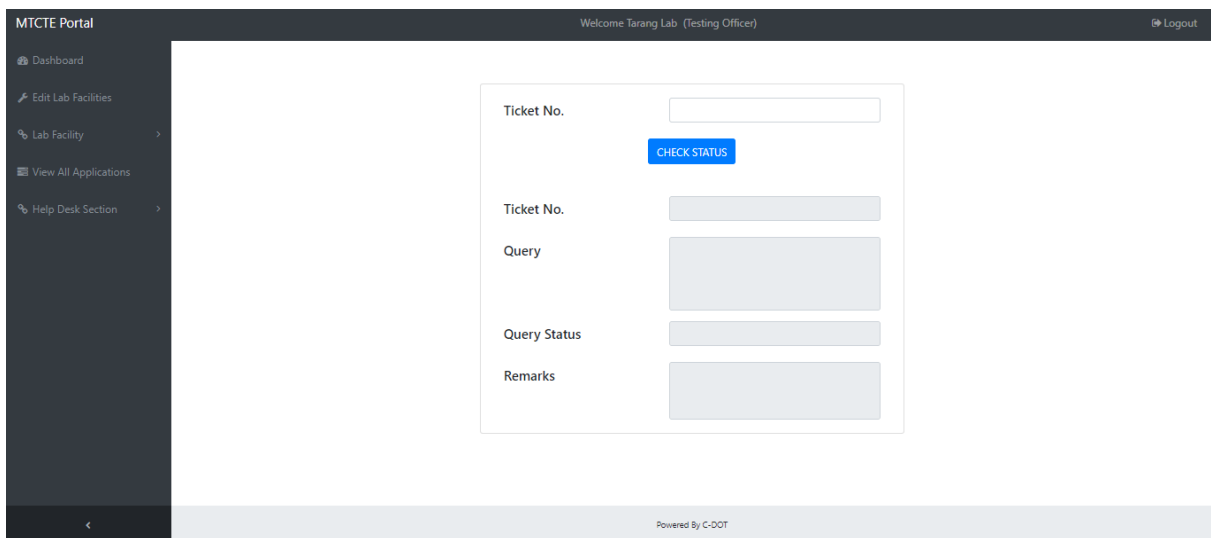


Figure 10: Lab User Helpdesk: Track Query

7. Steps to follow receiving MTCTE login credentials

- a) Please login and change your password.

On MTCTE portal login page, Click on “Forgot Passowrd”link.

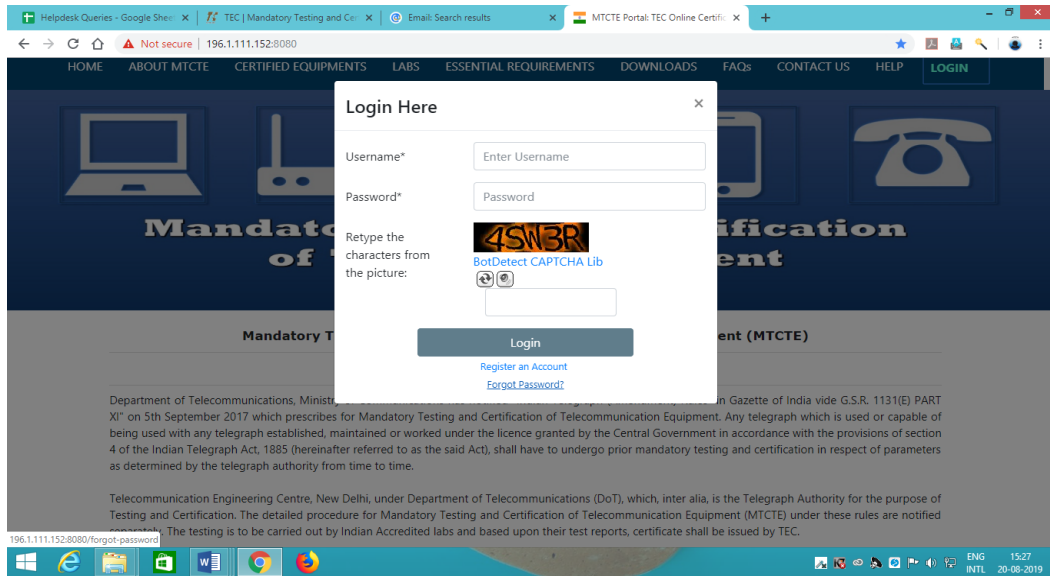


Figure 11: Forgot Password Page

On next screen, enter your username and captcha and proceed next.

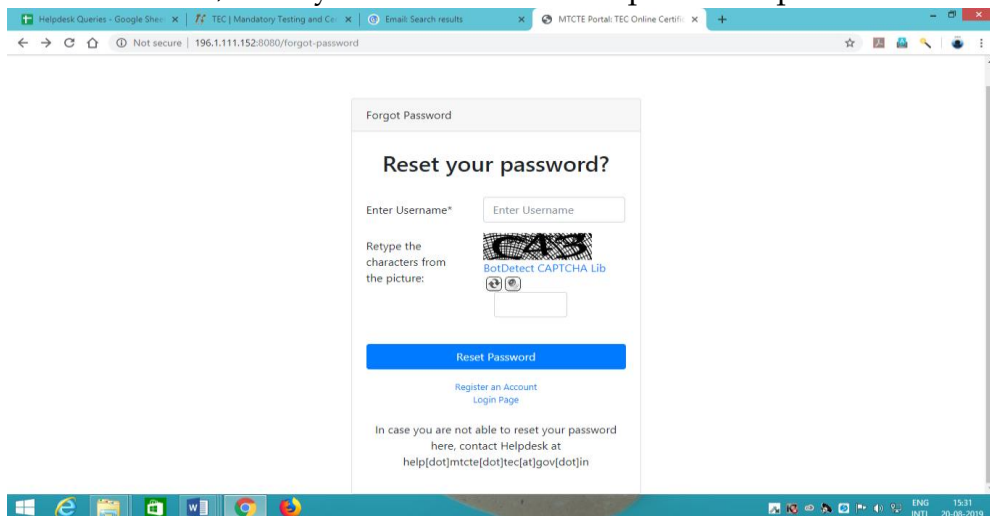


Figure 12: Forgot Password : Enter Username

Next, you will be asked to enter OTP (received on registered e-mail with MTCTE CAB user account) and New Password. Enter the details and re-login with new password.

Create a new Password

Enter OTP*

New Password*

Confirm New password*

[Login Page](#)
[Register an Account](#)

**Kindly do not refresh and do not press the back button.
Re-send OTP button will be enabled after 7 minutes once previous
OTP get expired.**

Figure 13: Forgot Password: Enter OTP and New Password

- b) Please check CAB profile (Contact details and address) and if any updation is required, and then intimate the same to dir.ta.tec@gov.in with copy to ddg.tc.tec@gov.in.
- c) Please check and confirm that the test parameters shown in your profile match with parameters for which you have been designated.
- d) Please inform helpdesk at help.mtcte.tec@gov.in or put a query on MTCTE portal through your account in case of any issues/query.