

USER MANUAL

IDMS- One Time Registration (For Factory/Boiler Owners)

1. Prerequisites for OneTime Registration

Before Applying Online,Factory/Boilers owners should have a scanned copy of thier :-

- 1.Photograph(Recent Passport Size photo must be 20-50 KB in file size and 4.5 cm X 3.5 cm in dimensions).
- 2.Signature(Signature must be in 10-20 Kb in size and 4.5cm X 3,5 cm in dimensions).
- 3.Identity Card(Aadhar,Passport,Driving License,Election ID),File size must be 100-200 Kb in Size.

* Scanned images must be in .jpg/.jpeg format only.

Have Valid Personal e-mail ID : IDMS may send login credentials , other information etc through registered e-mail ID.In case a factory owner does not have a valid e-mail ID he/she should create his/her new e mail ID before applying on line and must maintain that e mail account.


Have a valid mobile number : IDMS may send login credentials, various alerts, other information etc. through the registered mobile number.

2. User Login

Integrated Department Monitoring System

Username Password

[\[New Registration\]](#) [\[Forgot Password\]](#)



for Department of Factories & Boilers, Kerala

Integrated Department Monitoring System

Integrated Department Monitoring System (IDMS) is intended to provide Online facility for the Factory owners and to facilitate efficient and faster processing of the requests received. The beneficiaries will be able to interface with the Directorate through the Internet. This will include submission of applications, online payment facility, SMS integration etc. It also provides facility to the users for making payments through Friends / Akshaya counters. Other possibility is to publish the relevant information like status of various requests made by the users through the Friends / Akshaya centres.

The IDMS will facilitate the senior officers of the department and the minister to view the current status of Inspection/ Factory Information / Boiler Information / Legal Information / Finance etc. Decisions can be taken effectively and swiftly with the availability of right information on demand. Further it automates the core Functional, HR, Financial and Administrative areas of the Directorate and all its sub offices, including the public interfacing of the functional activities which will result in significant improvements in efficiency and reduction of workload of the organization. In the present era of transparent and accountable Governance, the Public interfacing of the Department is a major aspect. For the Directorate this is an important factor as all the Factories operating in the state, needs to regularly submit information, provide clarifications, effect payments, renew licenses etc.

Notifications

• [Click here to download user manual for One Time Registration](#)

Users can access the public user website in the browser screen using the url <https://idms.fabkerala.gov.in/fabnet/UserLogin.do> as shown above.

Registered users can login to the application using their Username(registered E mail id) and Password. New users have to click [\[New Registration\]](#) link to request for login credentials.

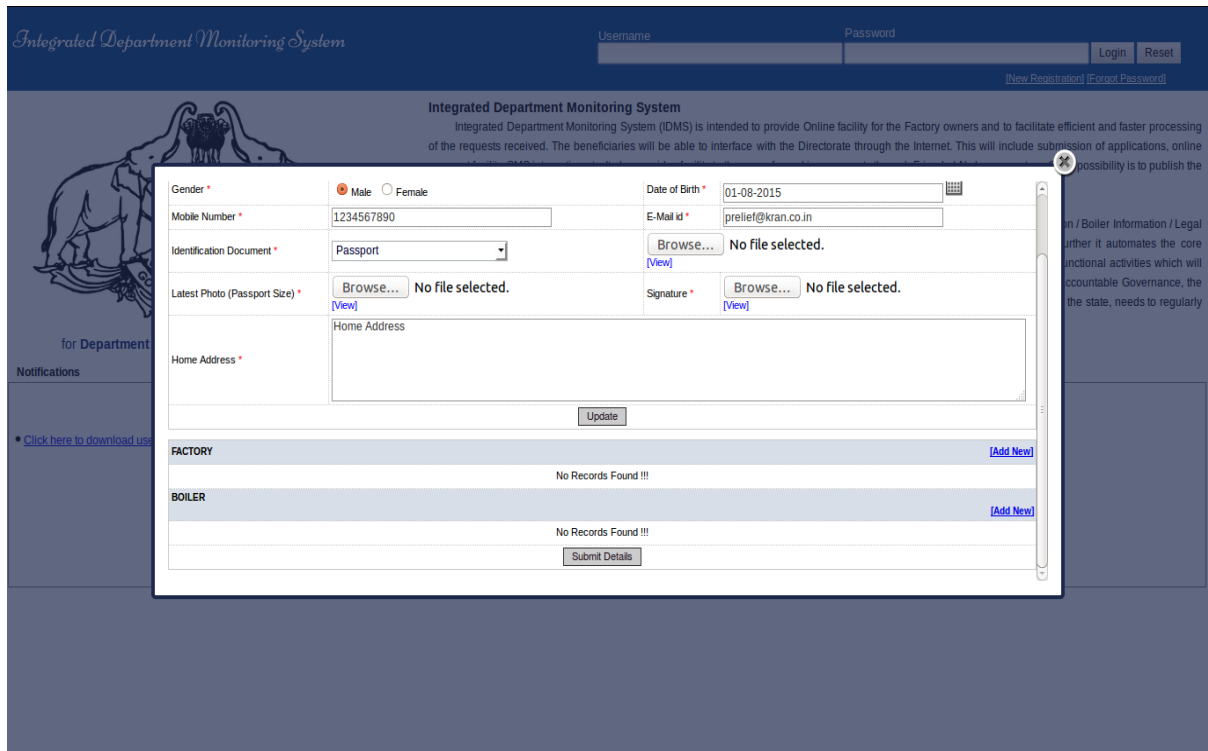
3. New Registration

The screenshot shows the 'Integrated Department Monitoring System' (IDMS) user registration page. The page has a dark blue header with the system name and a login section with 'Username' and 'Password' fields, and 'Login' and 'Reset' buttons. Below the header, there is a navigation bar with links for 'New Registration' and 'Forgot Password'. The main content area is a white box titled 'User Registration' containing the following fields:

- First name * (text input)
- Last name * (text input)
- Gender * (radio buttons for Male and Female)
- Date of Birth * (calendar icon)
- Mobile Number * (text input)
- E-Mail id * (text input)
- Identification Document * (dropdown menu with "--Select--")
- Latest Photo (Passport Size) * (Browse... button, No file selected.)
- Signature * (Browse... button, No file selected.)
- Home Address * (text area)

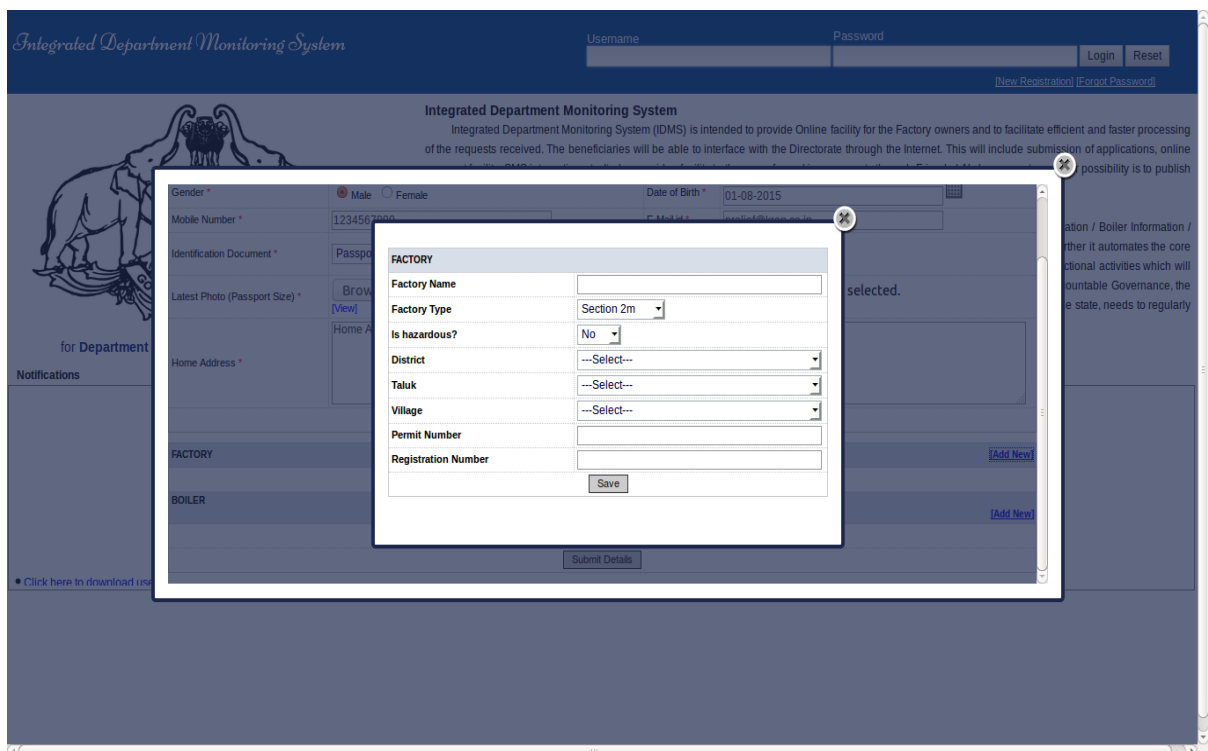
At the bottom of the form are 'Save' and 'Reset' buttons.

On clicking the [\[New Registration\]](#) link new user registration page will be displayed. Fill up the details given in the page. Mandatory fields are marked using *. Select the name of Identification document from the list and attach the document by clicking Browse button. Also attach the Photograph and Signature.



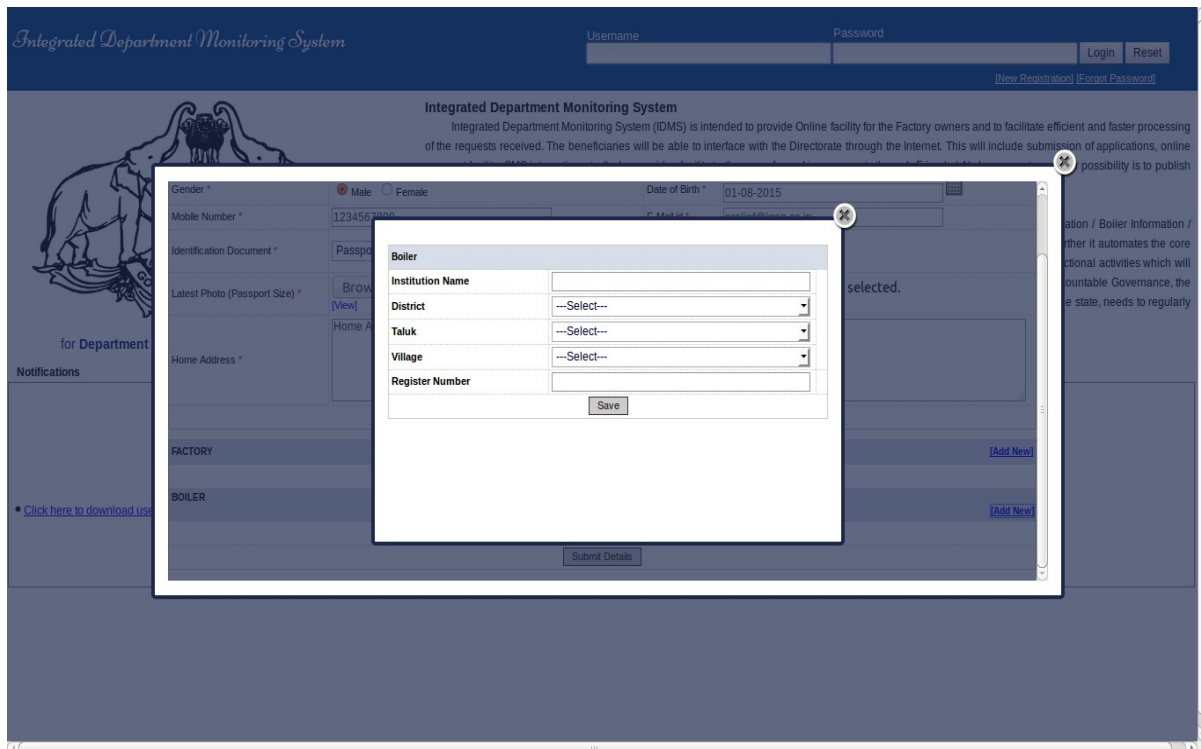
Once the basic details are saved, provision for entering Factory Details and Boiler Details will be shown there. New and existing factory/boiler details can be entered here.

New Factory Details can be entered by clicking [\[Add New\]](#) provided on the right hand side of Factory Tab.



For a new factory, permit number and license number may be left blank.

New Boiler can be entered by clicking [\[Add New\]](#) provided on the right hand side of Boiler Tab



For a new boiler, Register number may be left blank. User can submit the details by clicking Submit Details button located at the bottom of the page.

After proper verification by the department, your request may be approved or rejected. On approval, you will get an email alert as well as SMS alert regarding the login credentials.

4. Home Page

Integrated Department Monitoring System

VINU CHANDRASEKHARAN, vinu@devidhaanapparels.com ▾ Log Out

My Desktop Work Space Drafts

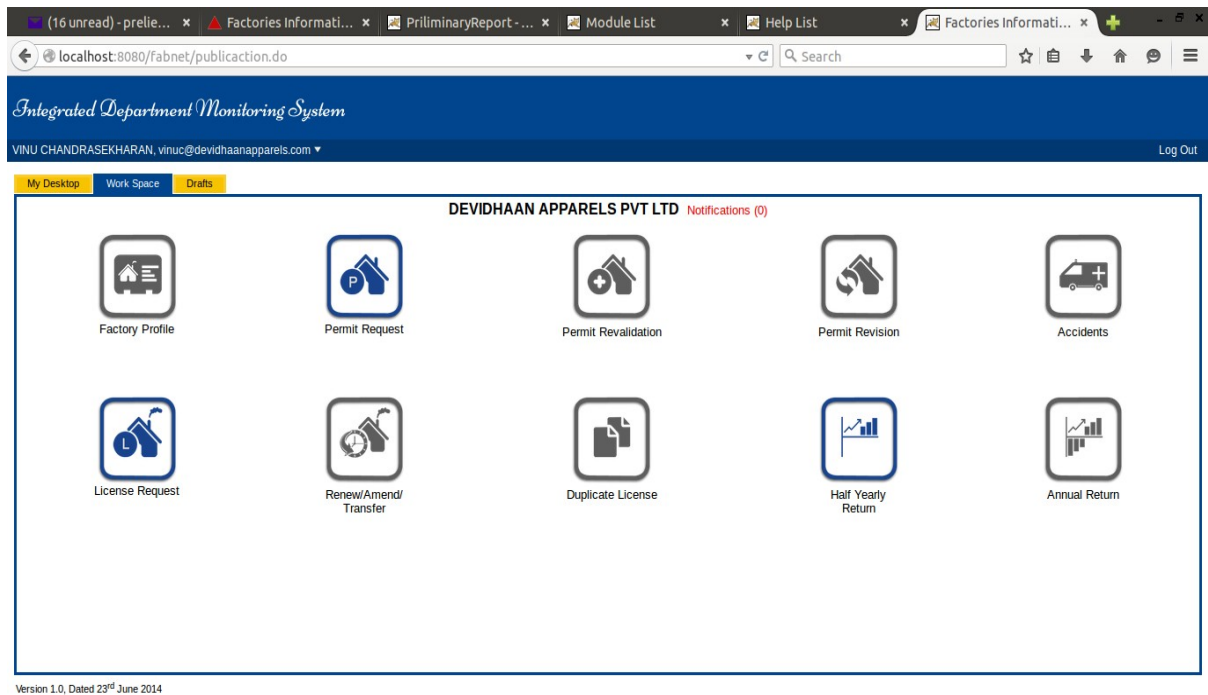
List of factories					[New Factory/Boiler]
Sl No.	Factory Name	Region	Division	Reports	
1	DEVIDHAAN APPARELS PVT LTD	Kollam	Thiruvananthapuram	[Reports]	

Version 1.0, Dated 23rd June 2014

Registered users will be able to view the list of Factories in the home screen. The active Factories will be listed in **Green** and those which are inactive will be listed in **Red**.

On clicking an active factory name user will be able to view the workspace of a particular factory.

5. Work Space



User will be able to use the workspace for applying of New Permit, Permit Revalidation, Permit Revision, New License, Renewal/Amendment/Transfer of License etc.

Requests which are not submitted from the user side will be saved in the **Drafts** tab.