

## Introduction

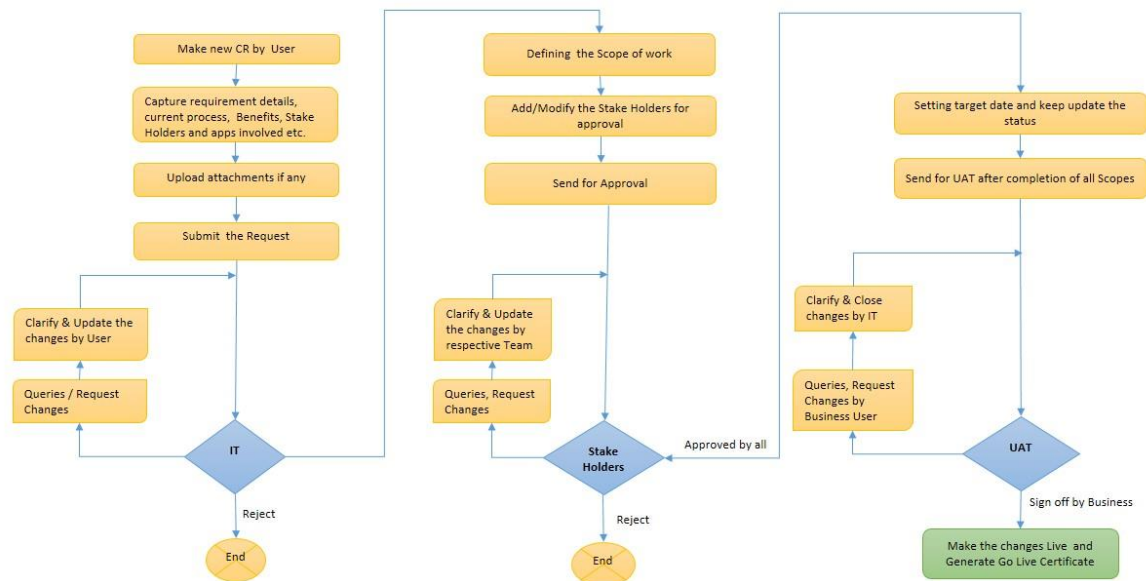
This is the portal to automate the process of all the changes requests made in applications in Sterling.

## Link:

<https://cr.sterlingholidays.com/>

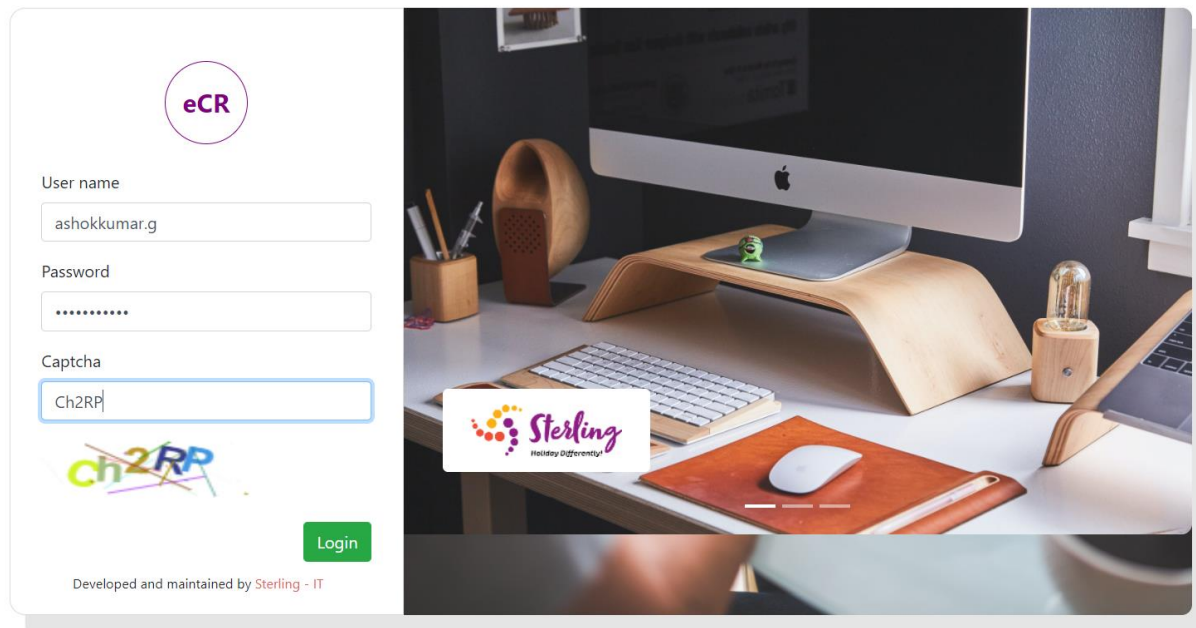
## Process flow

eCR Process flow



## Login

Provide the HRMS/Mail credentials and captcha



The image shows a login form on the left and a desktop background on the right. The login form has a purple circular logo with 'eCR' inside. It contains fields for 'User name' (filled with 'ashokkumar.g'), 'Password' (filled with dots), and 'Captcha' (filled with 'Ch2RP'). Below the captcha field is a small image of the captcha text 'Ch2RP' with colorful lines. A green 'Login' button is at the bottom right of the form. Below the button, it says 'Developed and maintained by Sterling - IT'. The desktop background shows a wooden desk with a white Apple iMac, a keyboard, a mouse on an orange pad, and a small wooden lamp. A 'Sterling' logo is overlaid on the desk.

Developed and maintained by Sterling - IT

## Home Screen

Here we can see the summary of requirements in which we are the part of that.

<div>eCR</div> <div>Home</div> <div>New Request</div> <div>All Requests</div> <div>My Requests</div> <div>Applications</div> <div>Log out</div>		
Open Requirements	Open Queries	Open Scopes
1	0	0
Target in 3 Days	Target in 7 Days	Overdues
1	1	0
Waiting IT Acceptance	Waiting Business Approval	In UAT
0	0	0

## New Request

Provide requirement details and submit

eCR

Home

New Request

All Requests

My Requests

Applications

Log out

Subject

Type

☐ New ☐ Change

Priority

☐ High ☐ Medium ☐ Low

Business Spoc(s)

Approver(s)

IT Spoc(s)

Applications Involved

Effectuated/Target users to be benefited

How long required solution will be used ?

Requirement in detail

How the work is being managed currently?

Business Benefits

Upload process flow and supporting documents

Choose Files

No file chosen

Submit

## All Request / My Requests

Here we can view all the requirements details. Under My Requests, we can view only requirement in which we are involved.

eCR

Home

New Request

All Requests

My Requests

Applications

Log out

Home / All Requests

Subject

Status

-- All --

Search

CR00000001 - CAPTCHA - Implementation in inhouse developed applications


Sent for Business Approval

Type : **New** | Priority : **Medium** | 0 Attachments


Ashok Kumar G | Sudesh Agarwal | Ashok Kumar G

## View Requirement details

Here we can see the full details of requirements and add/modify any details whenever required

 Home New Request All Requests My Requests Applications Log out

Home / All Requests / More Details

CR00000001	Type	Priority	From Date	To Date	Status	
CAPTCHA - Implementation in Inhouse developed applications	New	Medium	21 Jun 21	29 Jun 21	Sent for Business Approval	

Requirement Queries & Clarifications Scopes & Approvals Users (3) Documents (0) Activity Logs Go-Live

**Requirement in detail**  
CAPTCHA to be enabled in all the in-house developed applications. Without captcha, the system does not allow login.  
**Existing process**  
No captcha exists in any of the applications  
**Business benefits**  
It will avoid misuse of login to the application by any automated system process.  
**How long the required solution will be used**  
All the time  
**Target Users**  
Sterling Employees  
**Applications Involved**  
Reports Portal | Mobile App | User Request Portal | Training Tracker | CR Form portal

Edit RequirementNew QueryNew ScopeNew Spoc / ApproverUpload Documents

## Queries and Clarifications

Any queries can be raised by IT/Business team and get it clarified and close here. It will be useful for future reference if any dispute happens.

Requirement Queries & Clarifications Scopes & Approvals Users (4) Documents (3) Activity Logs Go-Live

**1 - Test Query** Ashok Kumar G 28 Jun 21 08:40 PM  

Ashok Kumar G 28 Jun 21 08:40 PM  
Yes. Fine

Ashok Kumar G 28 Jun 21 08:41 PM  
Test

Ashok Kumar G 29 Jun 21 10:13 AM  
test

ReplyMark as Complete

**2 - Please share a list of interaction status** Ashok Kumar G 29 Jun 21 10:12 AM  

Interaction status has been mailed to Ashok

SendCancel

## Scope and Approvals

Scope can be defined by IT any time and send for business approval.

[Requirement](#) [Queries & Clarifications](#) [Scopes & Approvals](#) [Users \(5\)](#) [Documents \(3\)](#) [Activity Logs](#) [Go-Live](#)

Ashok Kumar G 28 Jun 21 08:41 PM  
This is test scope 1

Waiting Rajamohan U ,Ashok Kumar G ,Rajamohan U

[Approve](#) [Reject](#)

Ashok Kumar G 28 Jun 21 08:41 PM  
This is test scope 2

Waiting Rajamohan U ,Ashok Kumar G ,Rajamohan U

[Approve](#) [Reject](#)

[Edit Requirement](#) [Send for Approval](#) [Reject Requirement](#) [New Query](#) [New Scope](#) [New Spoc / Approver](#) [Upload Documents](#)

## Users

Here we can add if any new IT Spoc, Business Spoc and Approver

[Requirement](#) [Queries & Clarifications](#) [Scopes & Approvals](#) [Users \(5\)](#) [Documents \(3\)](#) [Activity Logs](#) [Go-Live](#)

#	Name	Type	Added By	Added On
1	Ashok Kumar G	Business Spoc	Ashok Kumar G	28 Jun 21 08:38 PM
2	Rajamohan U	Approver	Ashok Kumar G	28 Jun 21 08:38 PM
3	Ashok Kumar G	Approver	Ashok Kumar G	28 Jun 21 08:38 PM
4	Rajamohan U	Approver	Ashok Kumar G	29 Jun 21 10:16 AM
5	Ashok Kumar G	IT Spoc	Ashok Kumar G	28 Jun 21 08:38 PM

[Edit Requirement](#) [Send for Approval](#) [Reject Requirement](#) [New Query](#) [New Scope](#) [New Spoc / Approver](#) [Upload Documents](#)

## Documents

Here we can add n number of documents related to the requirements.

[Requirement](#) [Queries & Clarifications](#) [Scopes & Approvals](#) [Users \(3\)](#) **[Documents \(2\)](#)** [Activity Logs](#) [Go-Live](#)

#	File name	Uploaded By	Uploaded On
1	CR00000001_29062021102308_Prologic_Zerosnap_Certification_TestCases.xlsx	Ashok Kumar G	29 Jun 21 10:23 AM
2	CR00000001_29062021102308_Sterling Interfacing Works Update.xlsx	Ashok Kumar G	29 Jun 21 10:23 AM

[Edit Requirement](#) [Send for Approval](#) [Reject Requirement](#) [New Query](#) [New Scope](#) [New Spoc / Approver](#) **[Upload Documents](#)**

## Activity Logs

All activity of the requires are tracked in this systems and can be viewed as below

[Queries & Clarifications](#) [Scopes & Approvals](#) [Users \(3\)](#) [Documents \(0\)](#) **[Activity Logs](#)** [Go-Live](#)

29 Jun 21 03:15 PM

**Scope Approved**  
The scope 'Captcha to be implemented in all in-house developed applications.' has been approved. - Sudesh Agarwal

29 Jun 21 03:05 PM

**Sent for Approval**  
Requirement has been sent for approval by IT - Ashok Kumar G

29 Jun 21 02:27 PM

**Modified**  
Requirement master details has been modified. - Ashok Kumar G

29 Jun 21 02:27 PM

**New Scope**  
New scope has been added. - Ashok Kumar G

29 Jun 21 01:44 PM

**Created**  
Requirement has been created. - Ashok Kumar G

## MAIL ALERTS

### Requirement submission - To IT



Tue 6/29/2021 1:44 PM

Application.Admin

New Requirement has been submitted ! - CR00000001

To Ashokkumar G

Dear Team

New requirement has been submitted by Ashok Kumar G

**CR.No :** CR00000001

**Subject :** CAPTCHA - Implementation in inhouse developed applications

**Requirement :** CAPTCHA to be enabled in all the in-house developed applications. Without captcha, the system does not allow login.

[Click here](#) to view more details

Regards,  
Application Admin

*\*This is auto generated mail. Please do not reply.*

### Send for Approval – To Approver



Tue 6/29/2021 3:05 PM

Application.Admin

Requirement has been accepted by IT ! - CR00000001

To Sudesh Agarwal

Namaste

The requirement has been accepted by IT (Ashok Kumar G). Request you to check and approve the Scope of the work.

**CR.No :** CR00000001

**Subject:** CAPTCHA - Implementation in inhouse developed applications

**Requirement:** CAPTCHA to be enabled in all the in-house developed applications. Without captcha, the system does not allow login.

[Click here](#) to view and Approve.

Regards,  
Application Admin

*\*This is auto generated mail. Please do not reply.*

## Requirement Approval – To Business Users & IT



Tue 6/29/2021 3:15 PM

Application.Admin

Requirement has been approved !- CR00000001

To Ashokkumar G; Ashokkumar G

Dear Team

The below scope has been approved by Sudesh Agarwal

**CR.No :** CR00000001

**Subject:** CAPTCHA - Implementation in inhouse developed applications

**Scope:** Captcha to be implemented in all in-house developed applications.

[Click here](#) to view more details

Regards,  
Application Admin

*\*This is auto generated mail. Please do not reply.*

## Requirement rejection – To Business user & IT



Mon 6/28/2021 5:50 PM

Application.Admin

Requirement has been rejected !- CR00000041

To Ashokkumar G; Ashokkumar G

Dear Team

The below scope has been rejected by

**CR.No :** CR00000041

**Subject:** Flash V 1.2

**Scope:** test 2

[Click here](#) to view more details

Regards,  
Application Admin

*\*This is auto generated mail. Please do not reply.*