

Usage instructions for TMS

TMS is an online task delegation and management tool to manage all your company related tasks and delegations along with its related MIS derivatives in a single easy to use online solution.

It's easy to use online solution, where you'll be able to delegate & monitor tasks given by you to others and also see their & department wise MIS reports.

URL - <https://tms.jsaonline.in/>

Please follow, these steps to create your account-

1. Click on "Sign up as member"
2. Create your member account.
3. You'll receive an email with your credentials (check spam folder as well)
4. And you'll be logged into the system as member automatically.

Once you login with these login credentials to start using the system -

1. As a member you can create 10 users (this can be increased, if required), right now, for your company by clicking on "User" and selecting "Add User".
2. You as the 'Admin' user will have access to every one and all departments reports. 3. You should add department to the users to see overall departmental MIS reports 4. Users can be of 3 type:
 - a. Regular - to whom task can be given but they cannot create tasks for others.
 - b. Sub-admin - are those who can be given tasks as well as they too can give tasks to yours created by you. This is usually used for EA
 - c. Department Head – this user can add & monitor users under his department and see all tasks given by him under his ID. Department heads can also give tasks to each other as well as any task given to the department head can be forwarded by him to the Regular users which are under his department.
5. Every User you create like this will get an email informing them of their Login credentials.
6. After creating users, you can assign tasks to them, by clicking on "Task" menu item and selecting "Add task"
7. The add task screen is very intuitive and will be easy to follow.
8. Once you save a task, the selected user for whom the task was created will get an email, informing him of the task.
9. The user will login to the system and mark the task as completed "yes or no"
10. If its marked yes, you as admin will get an email informing you that task has been done.
11. It will show as completed on your dashboard, until such time that go & view task and verify it as finished.
12. If you feel that the task is not finished, you can re-assign the task to the user as well.
13. In a regular user had not completed his task in designated time, he get an option to have that task recreated by the Department Head/Admin or Sub-Admin who had given that task to the user. His MIS for this task goes into Negative as it was not done on time.

Please Note: Kindly check your spam folder for emails coming from <http://tms.jsaonline.in/> as sometimes its marked as spam by mail providers. Do inform this to your created users as well.

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