## User Manual for exercising Web options (Staff Module) for General Transfers-2025

Staff Module is made available in the following link <u>https://apsbtet.net/transfers/views/login.aspx</u>. This module is intended to exercise the web options by the staff.

- Staff has to enter the CFMS\_id as Username, Password and captcha to enter in to the module for option entry.
- For staff has to get the password from the Principal concerned. The Principal can furnish the password by a click on <Report> at the right side top corner.

		008	~
STUDENT PORTAL AP	TRANSFERS # Principal Module	Home / TRANSFERS	
HOME	List Of Faculty	Report	
IPSGM 2023			
	Teaching / Non Teaching :- *		
₹ REPORTS >	Select	Get	
RESET PASSWORD			
CHANGE PASSWORD			
LOGOUT			
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Click on <Report> and select Teaching/Non Teaching and Select <ALL> in Branch and click on <Get>

			008 ~
STUDENT PORTAL AP	TRANSFERS # Principal Modu	le	Home / TRANSFERS
HOME	Liet Of Faculty		Add Employee Report
IPSGM 2023			The Employee Hepore
	Teaching / Non Teaching :- *	Branch :-	
₹ REPORTS >	Teaching	~ All ~	Get
RESET PASSWORD			
CHANGE PASSWORD			
LOGOUT			
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• The following screen with data will be displayed

STUDENT PORTAL AP	TRANSFERS # Principal Module							/ TRANSFERS	
HOME IPSGM 2023	List	: Of Facult	ty					Add Employee	Back
후 COLLEGE INFORMATION 후 REPORTS > 후 GENERAL TRANSFERS 2025	Down	mload to Excel Teaching / N Teaching	on Teaching :- *					I v	Branch :- All
RESET PASSWORD CHANGE PASSWORD LOGOUT		Sno	CFMS ID	DEFAULT PASSWORD FOR TRANSFERS PORTAL	DESIGNATION	EMPLOYEE NAME	DOB	DATE OF JOING IN CURRENT STATION	YEA

The password will be displayed in <Difault Password for Transfer Portal> against each CFMSID.

Enter the UserID, Password and Captcha to enter into the <Staff Module>

	AP DTE Transfers				
Logi	n with Password				
lsern	ame				
-	Enter username				
assw	ord				
-	Enter password				
sw	ord Enter password				

- Staff can exercise their web options by clicking on <Web Options>which is available in the left side pane.
- After Clicking on <Web Options>, basic details of the staff will be displayed.
- Then staff can select up to 10 preferences by clicking on <Preferences> and selected options will be displayed at the bottom of the screen. Verify the preferences, modify the options if required, after thorough verification click on < Submit Preference> will freeze the options and doesn't allow the user to modify.

me cancies	Employee Prefe	rences #S	Staff Module							
Web Options	Employee Details									
	CFMS ID:	CFMS ID:			Employee Name:		Teaching Type: N/A			
	Designation: LECTURER		Branch: COMPUTE	R ENGINEERIN	IG	Date of Bir 04/05/1978	th:			
	Date of Joining: 13/01/2022	Date of Joining: 13/01/2022			Service in Station: 3 Years 4 Months					
	Select Preferences									
	Preference 1 *		Preference 2		Preference 3		Preference 4			
	Select	~	Select	~	Select	~	Select	~		
	Preference 5		Preference 6		Preference 7		Preference 8			
	Select	~	Select	~	Select	~	Select	~		
	Preference 9		Preference 10							

Staff has to complete the Web options entry on or before 05-06-2025 by 12.00 NOON. For any queries pl. Send a mail to: <u>itcodteap@gmail.com</u> from the Principal mail\_id only.

Sd/- V. PADMA RAO Joint Director

То

The Principals of all Govt. Polytechnics The RJD(TE), AU Region and SVU region 'F' section , O/o CTEAP