

Pre-requisites for rollout of Depot Online Application

A number of pre-requisites are required to be checked before online operation at a particular depot can start. *General Managers (Region)* are to ensure that these pre-requisites are met for depots under their jurisdiction by coordinating with District offices, Depots, Ricoh, PwC and FCI HQ team.

1) Site Readiness

Ensure site readiness on following parameters for each depot and update the online checklist.

- a) *Space and power at Gate/Depot office/LWB* - Space and power points should be arranged based on the quantity of desktop UPS and printers allocated to the depot. The depots, where no proper gate exist, the gate entry operation has to be shifted to the LWB.
- b) *24x7 power back up* - Generator or inverter based backups to be arranged immediately in case power outage is more than 30-40 minutes.

2) Manpower deployment

It is important that Ricoh manpower, for handholding support, is present at the depot for providing necessary support during the rollout. The manpower would guide the depot staff for (a) capturing depot migration data for uploading in the application; (b) to install and commission the hardware at the depot as per the Bill of Quantity (BoQ) approved by FCI HQ, (c) assist depot staff in running the application and (d) liaising with LWB vendor for integration of LWB

3) Training

A number of training sessions have been arranged and scheduled at ZO, RO and DO level. The trainings would give them an overview of the *Depot Online System* and help them to carry out transactions using the application. . *Master trainers* and *Nodal officers* are also requested to attend these trainings. Depot personnel, under the jurisdiction of these ROs/DOs, are to attend these trainings to get accustomed to the Depot Online Application. Depot Manager needs to ensure that all depot staff expected to work on the application must be trained adequately

Training manuals have also been prepared by Ricoh, covering various modules and details of role based access for *Area Manager, Depot Manager, Mandi, Miller, Gate, LWB, QC Shed* operators. Training videos are available at <https://www.youtube.com/channel/UCuFtbl6d3zQFfxIKzfyVMgQ> (*FCI's Youtube Channel*)

4) Hardware Installation and Asset Register update

Once hardware is installed and commissioned at the depot, the Depot Manager is required to:

- a) Ensure that the hardware is installed as per the BoQ approved by FCI HQs
- b) Forward a copy of the hardware installation checklist jointly signed by Depot Manager and representative of System Integrator to FCI HQs
- c) Update the physical asset register at the depot with details of Hardware received, installed and commissioned
- d) Update the online asset register with make, model and serial no. of each item available at the following link : <https://docs.google.com/spreadsheets/d/1ycww4v8-K2l6rKISLd3uPTyONgDTEtoD9bymNYk5QmQ/edit?pli=1#gid=0>

5) **LWB Integration**

It is important that LWB integration at every depot is carried out to automatically capture the weight of the truck during inward and outward movement. While LWB of make *Leotronics* and *Caliber* have been successfully tested and integrated, integration efforts for other makes are underway by Ricoh team to ensure automatic capture of weight in the application during weighment. Depot staff is required to provide necessary support and ensure completion of weighbridge integration at their respective depots.

6) **Creation of depot and RO / DO login credentials**

It is important that all users that are required to work on the application at different levels, i.e. Depot/DO/RO, have credentials created to enable them access the application. Relevant template has been sent in this regard for creation of user credential. It is also important that passwords are changed on the first login to avoid misuse.

7) **Network connectivity at depot**

Network connectivity is being provided by IDEA. Dongles for desktops and SIM for tablets are being provided. These dongles and SIM are whitelisted to access only *FCI website* (<https://fci.gov.in>) and *Depot Online Application* (<https://www.depotonline.gov.in>). It is required that APN solution is properly configured on the tablets and sufficient speed (2G/3G) is available to access the application and carry out operations online.

8) **Data Migration**

Templates have been designed to capture depot specific data that needs to be migrated to the system automatically. Concerned Managers (Depot) are required to *sign-off* on the depot data and provide it to the Ricoh Manpower before the rollout of the application.

The data consists of two types (required to be provided in the relevant templates):

- a) *Static Data* – pertaining to the information about depot for eg no. of sheds, stacks, platforms, temporary stacks ,operating time, depot staff details, type of labour etc..
- b) *Dynamic Data* – pertaining to the stock position in depot, gang and labor personnel names in the depot, Dead Stock Account, Mandi and Miller Mapping, Transporter info etc.

