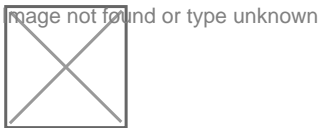


Accessing the IMIS

When accessing the IMIS web application through a browser, users are directed to the landing page, which provides a general overview of IMIS. To proceed, users can click on the 'SIGN IN' button, triggering a pop-up where they are prompted to enter their login credentials. The IMIS web application is compatible with all major browsers.

2.1 Navigation to IMIS Home Page

- Open any browser to access the **IMIS Web Application**. (For better user experience **Chrome Browser** is recommended)
- Enter the provided IMIS URL to navigate to the Home Page.



Overview:

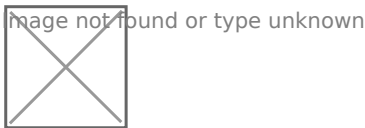


Figure 2- 1 IMIS landing Page

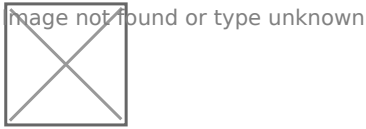
The Home Page of IMIS has the following sections:

- **Home** - The “Home” provides the diagrammatic representation of the functional modules of IMIS and serves as the starting point where the website loads.
- **About** - The “About” contains the short synopsis on IMIS.
- **CWIS** - The “CWIS” (Citywide Inclusive Sanitation) section provides the brief on what CWIS is, its approach and the CWIS.
- **Features** - The “Features” section showcases the key functionalities of IMIS
- **Functional Modules** - The “Functional Modules” highlights the features and functions of each module.
- **Contact** - The “Contact” provides direct contact with the technical partner of the IMIS

- LOG IN – The “LOG IN” section is a login portal for registered users or members.

2.2 Log In to IMIS

- Click on the **“LOG IN”** button



- Enter the valid username or email and a password provided, then click on the **Log In** button.

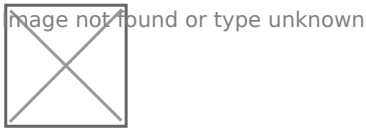


Figure 2- 2 Login Prompt

Overview:

- After successfully logging in, the user is redirected to the IMIS Dashboard.

If the user wants to stay logged in, check the “Remember Me” option (refer to section 2.4 Remember Password

2.3 Resetting Password

- The user can reset their password by Clicking on the **Forgot Your Password?** hyperlink.
- The Reset Password Page is displayed where the user is prompted to fill in the user’s correct email ID and select the **Send Password Reset Link**.
- A link to reset the user’s password is sent to the corresponding email ID.
- The user needs to follow that link and reset their password.

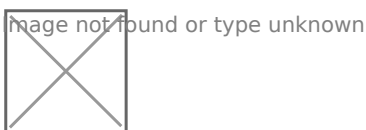
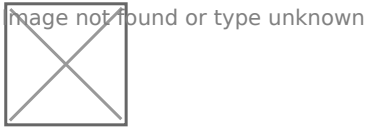


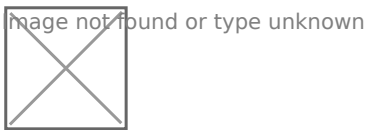
Figure 2- 3 Reset Password Prompt

2.4 Remember Password

- Instead of entering the password repeatedly, the user can save it for convenience.
- The user can check the **“Remember Me”** checkbox which is available on the SIGN IN form.



- The password will be saved in the user’s browser.
- The save password prompt is displayed after the user checks the **“Remember Me”** checkbox and signs in.



Revision #3

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