

## User Manual

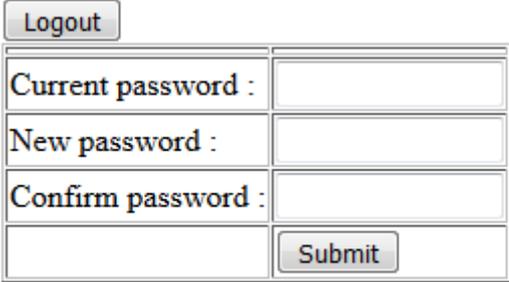
On accessing the website of Telephone directory, a webpage as shown in the Figure 1 gets displayed. Please enter the userid given to your department and password and the characters as shown in the image and click on Submit.



<b>Government of Tamil Nadu</b> Telephone Department	
Login Id	<input type="text"/>
Password	<input type="password"/>
	Enter as given in image <input type="text"/> <a href="#">Reload Image</a>
<input type="submit" value="Submit"/>	

**Figure 1**

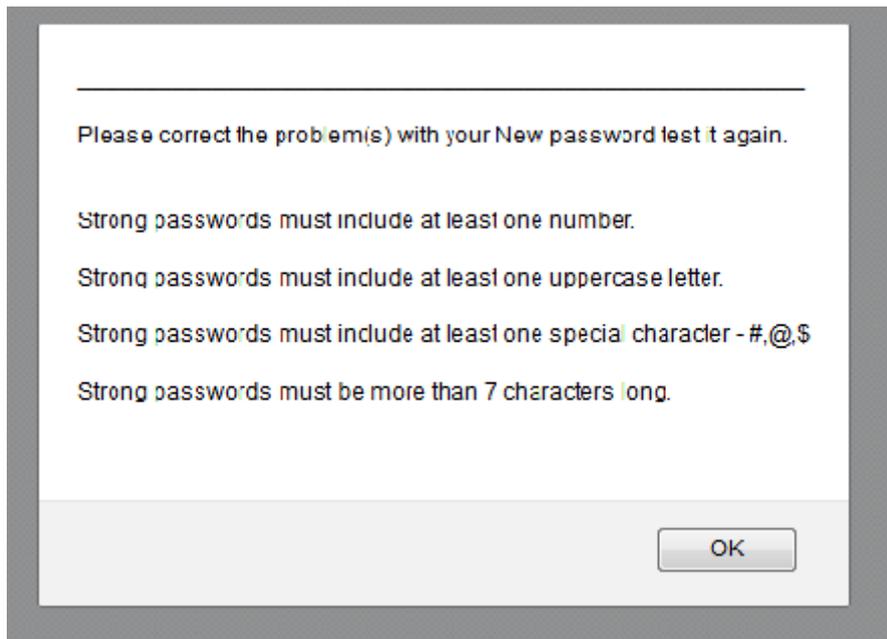
On successful login, the following webpage as in the Figure 2 is shown. Password needs to be changed on successfully logging for the first time. Please enter the current password. Enter the new password and enter it again for confirmation. New password should have at least one Capital letter, one special character from one of the following characters : #, @, \$ and at least one number and it should be minimum eight characters long as shown in the Figure 3. If the



<input type="button" value="Logout"/>	
Current password :	<input type="password"/>
New password :	<input type="password"/>
Confirm password :	<input type="password"/>
<input type="button" value="Submit"/>	

**Figure 2**

password satisfies the above condition, password gets changed as shown in the Figure 4.



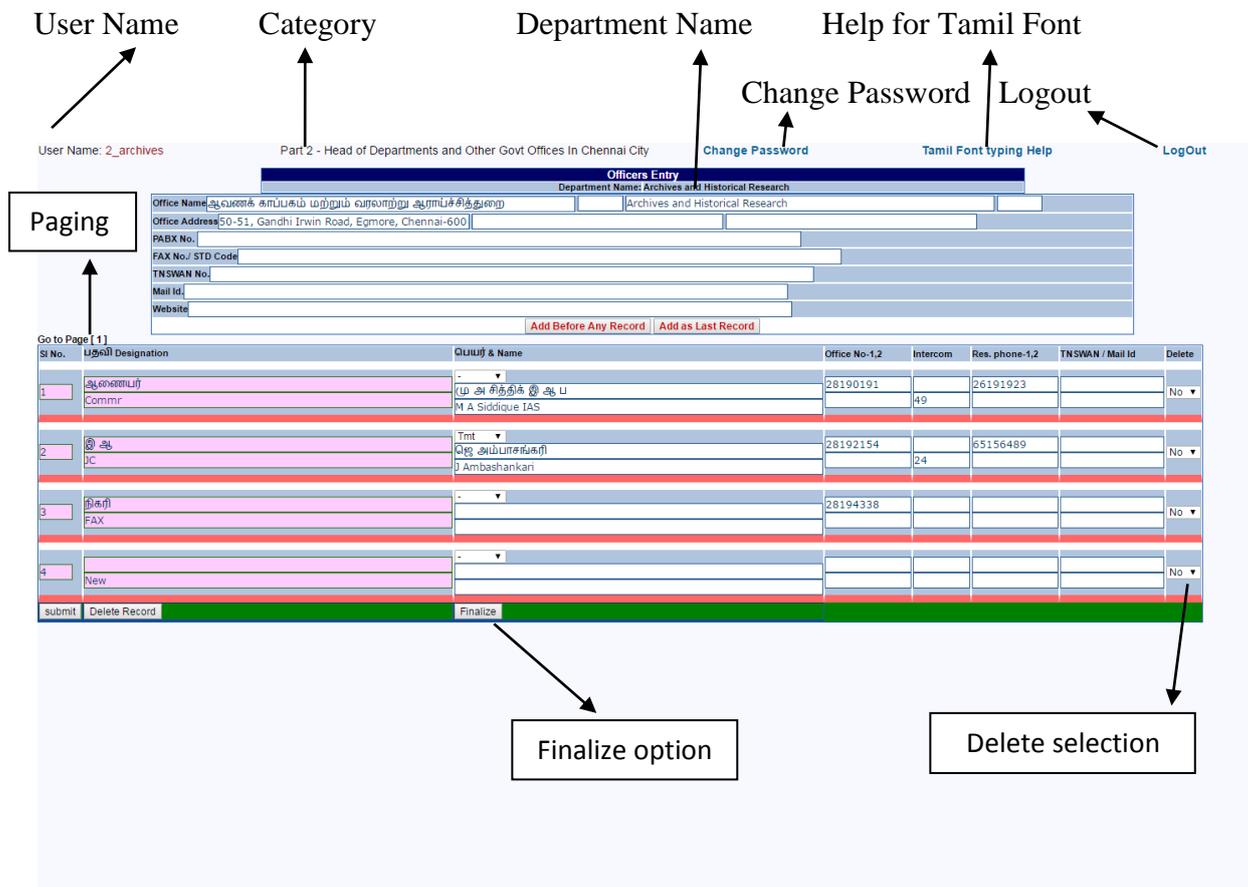
**Figure 3**

<input type="button" value="Logout"/>	
Current password :	●●●●●●●●●●
New password :	●●●●●●●●●●
Confirm password :	●●●●●●●●●●
	<input type="button" value="Submit"/>

updated password

**Figure 4**

Now click on Logout and login into the telephone directory application using the given userid and new password. On successful login, it shows the screen “Officers Entry” as shown in the Figure 5.



**Figure 5**

As shown in Figure 5, the user id is shown in the left corner of the screen, followed by Category under which the Department appears in the Telephone directory, a link for changing password, a link for Tamil font typing and a link for Logout. If there are more than ten entries under that department, then the first ten entries appear in the first page and the remaining entries can be seen by clicking on Page number or through arrow keys as shown in Paging on the left side of the Figure 5.

Some already entered details are shown in the screen as in Figure 6 such as Department Name in Tamil and English, Office Address and the details of the Officers & their designations in Tamil and English, their Office phone no., Intercom No., TNSWAN No., their mail address, Residence phone No. etc. Details such as PABX No., Fax No. along with STD code, TNSWAN No., Mail address and website address of the department can also be entered if available.

User Name: 2\_archives Part 2 - Head of Departments and Other Govt Offices Change Password Tamil Font typing Help LogOut  
In Chennai City

**Officers Entry**  
Department Name: Archives and Historical Research

Office Name: ஆவணக் காப்பகம் மற்றும் வரலாற்று ஆராய்ச்சித்துறை Archives and Historical Research  
Office Address: 50-51, Gandhi Irwin Road, Egmore, Chennai  
PABX No.:  
FAX No./ STD Code:  
TNSWAN No.:  
Mail Id.:  
Website:

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Sl No.	பதவி Designation	பெயர் & Name	Office No-1,2	Intercom	Res.
1	ஆணையர் Commr	- மு அ சித்திக் இ ஆ ப M A Siddique IAS	28190191	49	261
2	இ ஆ JC	Tmt ஜெ அம்பாசங்கரி J Ambashankari	28192154	24	651
3	நிகரி FAX	-	28194338		
4					

**Figure 6**

The name of the highest ranking Officer in the Department and his/her details should be entered/ appears as entry No. 1 and the remaining entries in the descending order of rank. The Serial No. appears in Column 1. The designation is entered in Column 2. The designation in Tamil is entered in the first row of Column 2 and the designation in English is entered in the second row of Column 2. The Officer Name in Tamil and English along with his / her title appears in Column 3. Select the title of the Officer and enter Officer Name in Tamil in the first row of Column 3 and enter Officer Name in English in the second row of Column 3. The Office Telephone Number appears in Column 4. A maximum of two landline phone number can be entered in Column 4. Column 5 is for entering Intercom Number and Column 6 is for entering Residential phone number. The first row in Column 7 is for entering TNSWAN Number and second row in Column 7 for entering Mail address. Column 8 is for deleting the particular entry. If Yes is chosen in Column 8, that particular entry will be deleted if “Delete Record” button is clicked. By default, No is chosen in Column 8. Click on Submit if any detail regarding Department or Officer is edited or added. Clicking on Submit refreshes the screen and the added / edited changes can be seen on the screen.

Apart from the existing entries, if any entry needs to be added regarding Officer / Section etc, click on “Add Before Any Record” / “Add as Last Record” accordingly. If an Officer details/ Section details has to appear in between two entries or at the top of the entries, click on “Add Before Any Record”. For data entry purpose, clicking on “Add Before Any Record”, adds a blank entry at the bottom of the screen. In the first column enter the Serial Number of the entry before which, the new entry (the entry being added) should appear as shown in the Figure 7. For example, if the new entry has to appear before Serial No. 2, enter 2 in the “Add Before” text box. After entering all the details, Click on Submit and the new entry will appear in Serial No.2 as shown in Figure 8. Now, the entry which was in Serial Number 2 in Figure 7 becomes Serial Number 3 as in Figure 8 due to new entry.

**Officers Entry**  
Department Name: Archives and Historical Research

Office Name: ஆவணக் காப்பகம் மற்றும் வரலாற்று ஆராய்ச்சித்துறை Archives and Historical Research  
Office Address: 50-51, Gandhi Irwin Road, Egmore, Chennai-600030

PABX No. \_\_\_\_\_  
FAX No./ STD Code \_\_\_\_\_  
TNSWAN No. \_\_\_\_\_  
Mail Id. \_\_\_\_\_  
Website \_\_\_\_\_

[Add Before Any Record](#) [Add as Last Record](#)

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Sl No.	பதவி Designation	பெயர் & Name	Office No-1,2	Intercom	Res. phone-1,2	TNSWAN / Mail Id
1	ஆணையர் Commr	மு. அ. சித்திக் இ. ஆ. ப M A Siddique IAS	28190191	49	26191923	
2	இ. ஆ. JC	Tmt ஜெ. அம்பாசங்கரி J Ambashankari	28192154	24	65156489	
3	நிகரி FAX		28194338			
4	New					
5	இ. ஆ. JC	test data				

submit Delete Record Finalize

Serial No.

New Entry

Figure 7

User Name: 2\_archives Part 2 - Head of Departments and Other Govt Offices In Chennai City [Change Password](#) [Tamil Font typing Help](#) [LogOut](#)

**Officers Entry**  
Department Name: Archives and Historical Research

Office Name: ஆவணக் காப்பகம் மற்றும் வரலாற்று ஆராய்ச்சித்துறை Archives and Historical Research  
Office Address: 50-51, Gandhi Irwin Road, Egmore, Chennai-600030

PABX No. \_\_\_\_\_  
FAX No./ STD Code \_\_\_\_\_  
TNSWAN No. \_\_\_\_\_  
Mail Id. \_\_\_\_\_  
Website \_\_\_\_\_

[Add Before Any Record](#) [Add as Last Record](#)

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Sl No.	பதவி Designation	பெயர் & Name	Office No-1,2	Intercom	Res. phone-1,2	TNSWAN / Mail Id	Del
1	ஆணையர் Commr	மு. அ. சித்திக் இ. ஆ. ப M A Siddique IAS	28190191	49	26191923		Nc
2	இ. ஆ. JC	test data	28192155	25			Nc
3	இ. ஆ. JC	Tmt ஜெ. அம்பாசங்கரி J Ambashankari	28192154	24	65156489		Nc
4	நிகரி FAX		28194338				Nc
5	New						Nc

submit Delete Record Finalize

Figure 8

Clicking on “Add as Last Record” adds the entry at the bottom of the list. There is no need to enter Serial Number since the new entry will be added as the last one. The screen which appears on Clicking “Add as Last Record” is shown in Figure 9. In the Column 1, the text “Last” appear automatically as shown in Figure 9. Enter the details and click on

submit. The new entry gets added at the bottom of the list and the last Serial Number gets added automatically as shown in Figure 10. (Serial Number 6)

User Name: 2\_archives Part 2 - Head of Departments and Other Govt Offices In Chennai City Change Password Tamil Font typing Help LogOut

**Officers Entry**  
Department Name: Archives and Historical Research

Office Name: ஆவணக் காப்பகம் மற்றும் வரலாற்று ஆராய்ச்சித்துறை Archives and Historical Research  
Office Address: 50-51, Gandhi Irwin Road, Egmore, Chennai-60 PABX No. FAX No./ STD Code TNSWAN No. Mail Id. Website

Add Before Any Record Add as Last Record

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Sl No.	பதவி Designation	குடியர் & Name	Office No-1,2	Intercom	Res. phone-1,2	TNSWAN / Mail Id
1	ஆணையர் Commr	மு அ சித்திக் இ ஆ ப M A Siddique IAS	28190191	49	26191923	
2	இ ஆ JC	L test data	28192155	25		
3	இ ஆ JC	Trmt ஜெ அம்பாசங்கரி J Ambashankari	28192154	24	65156489	
4	நிகரி FAX		28194338			
5	New					
Add last last						
submit	Delete Record	Finalze				

Last appears in Column 1.

Figure 9

User Name: 2\_archives Part 2 - Head of Departments and Other Govt Offices In Chennai City Change Password Tamil Font typing Help LogOut

**Officers Entry**  
Department Name: Archives and Historical Research

Office Name: ஆவணக் காப்பகம் மற்றும் வரலாற்று ஆராய்ச்சித்துறை Archives and Historical Research  
Office Address: 50-51, Gandhi Irwin Road, Egmore, Chennai-60 PABX No. FAX No./ STD Code TNSWAN No. Mail Id. Website

Add Before Any Record Add as Last Record

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Sl No.	பதவி Designation	குடியர் & Name	Office No-1,2	Intercom	Res. phone-1,2	TNSWAN / Mail Id
1	ஆணையர் Commr	மு அ சித்திக் இ ஆ ப M A Siddique IAS	28190191	49	26191923	
2	இ ஆ JC	L test data	28192155	25		
3	இ ஆ JC	Trmt ஜெ அம்பாசங்கரி J Ambashankari	28192154	24	65156489	
4	நிகரி FAX		28194338			
5	New					
6	இறுதி Last record	இறுதி last	838493849			
submit	Delete Record	Finalze				

Figure 10

Choosing “Yes” in Column 8, (Delete), and clicking on “Delete Record” deletes that particular entry. By default, this column is made “No”.

If there are more than ten entries, clicking on Page Numbers or arrows, shows the entries in that page. Ten entries are shown in each page. Page Numbers are shown as in Figure 11 as indicated by an arrow on the left side. Click on Page Numbers or click on First, Previous, Next, Last arrows for seeing the entries in various Pages.

SI No.	பதவி Designation	குடியர் & Name	Office No-1,2	Intercom	Res. phone-1,2	TNSWAN / Mail Id
21	சா செ(மி க)-1 US(SC)-1	தே. மகாதேவன் D. Mahadevan	25670372	5098		
22	சா செ(மி க)-2 US(SC)-2	மு வெள்ளைச்சாமி M Vellaichamy	25671073	5982		
23	சா செ (தொலைபேசி) US(Telephones)	சா இராஜ்குட்டி C Rajukutti	25675604	5518		
24	சா செ (மொ வா(ம) பொது 1) US(M V & Genl. I)	க செந்தமிழ்செல்வன் K Senthamil Selvan		5893		
25	சா செ (ச & ஒ-) US(L&O-I)	க பூதலிங்கம் S Boothalingam	25672579	5086		
26	சா செ(ச&ஒ-). US(L&O-II)	எஸ். இரவி S. Ravi	25672579	5086		

**Figure 11**

Once all the edition / addition is done for all the Officers/Sections, Click on “Finalize” to finalise edition/ addition/deletion of entries. Once Finalised, Changes can’t be done to any of the data. So, take care before clicking on “Finalize”.

If at all, any problems are faced while typing in Tamil, please click on the link “Tamil Font typing Help”. This help shows the keys or combination of keys to be used for typing in Tamil.

Clicking on Logout logs the user out of the system.