



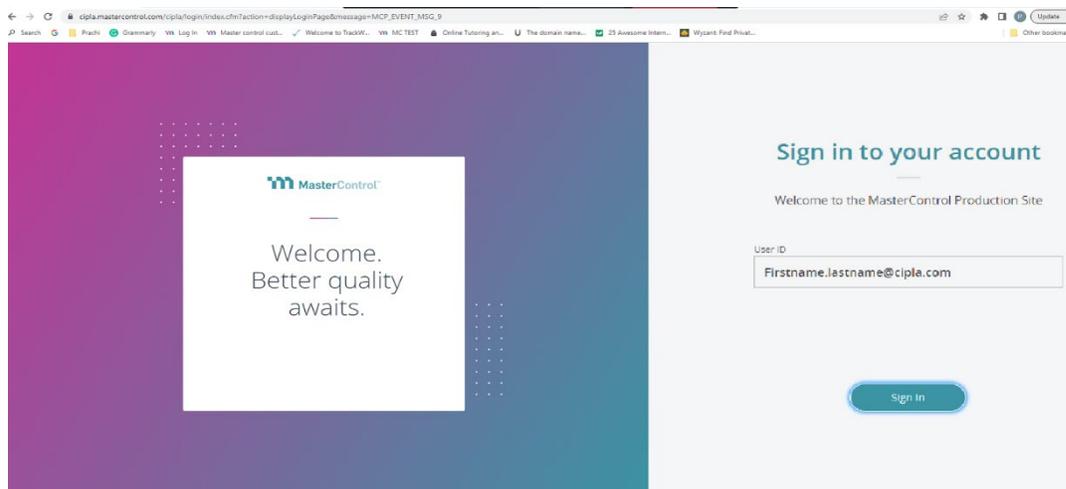
## **USER GUIDE for MasterControl – Log in, Logout and set up of the electronic signature Procedure.**

### **1.0 PROCEDURE:**

1.1 Follow the below-mentioned steps to log in and Logout of the MasterControl.

1.1.1 Type the <https://cipla.mastercontrol.com/cipla/login> URL in the Google Chrome browser to open the MasterControl Login Page.

1.1.2 Enter the Cipla user ID and Click Sign-in Button



Note: InvaGen Uses single sign-on (SSO). No password is required to log in.

1.1.3 If you are logging in for the first time; you may be asked to change your password and/or electronic Signature.

1.1.4 If you are logging in for the first time, you will be asked to answer security questions.

### **2.1 Set up an electronic Signature.**

2.1.1 InvaGen has set up the electronic Signature. A popup Screen will be provided when the user First, Log into the System.



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2.1.2 On this screen, you will be required to answer at least three security questions that will be utilized when you need help remembering your electronic signature. You can answer more than three if you want.

A screenshot of a web application interface titled 'Update Security Questions'. At the top, a teal banner contains the text 'Answer at least 3 of the following questions'. Below this, there are ten text input fields, each preceded by a question: 'What was the color of your first car?', 'In what town was your first job?', 'What was your favorite place to visit as a child?', 'What is the country of your ultimate dream vacation?', 'What was your dream job as a child?', 'Who was your childhood hero?', 'What is your preferred musical genre?', and 'In what city and country do you want to retire?'. A vertical scrollbar is visible on the right side of the form area.

**Note: Everyone must remember their electronic signature as they will be required to sign off on all **training** and complete other tasks in MasterControl. If Users forget the electronic signature, they must reset the security questions to set up a new one.**

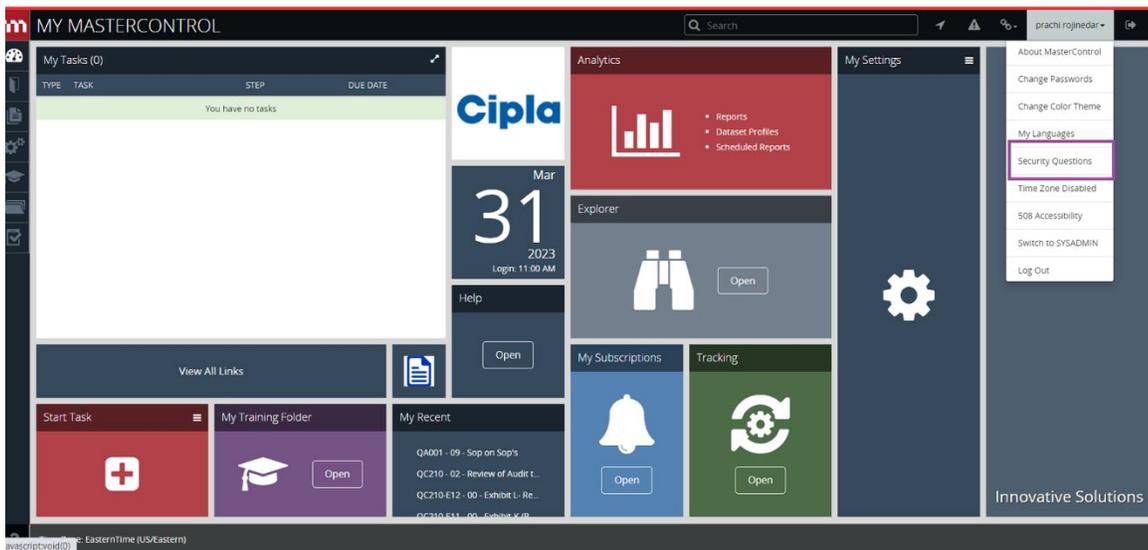


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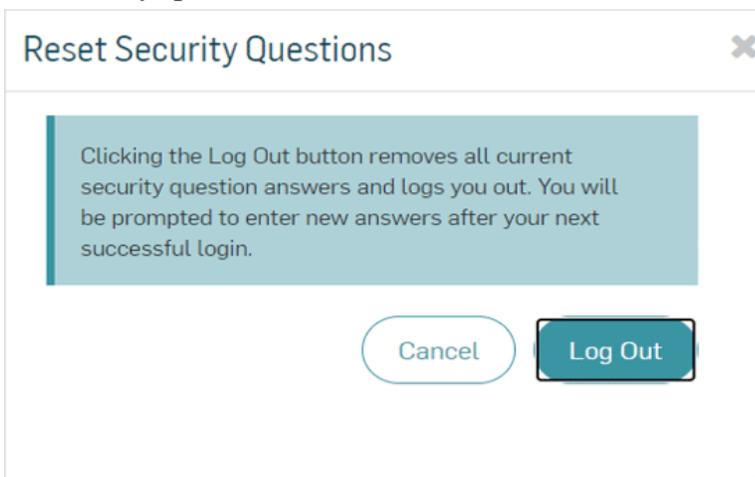
### 2.2 Reset a Security Question.

2.2.1 To reset security questions, select your name from the upper right-hand corner of the screen. There will be a drop-down list of Options.

2.2.2 From the drop-Down List, select Security Questions.



2.2.3 A pop-up box will display. Select the Log Out button. This will wipe out all your security questions.





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2.3.4 User will be required to provide new answers to the security questions at the next login.

2.3.5 The resetting of an e-signature is only possible during a sign-off from any tasks.

2.3.6 To reset your e-signature, click “Forgot your electronic Signature” option on any task i.e., training task sign-off page.

A screenshot of a web application interface titled 'DN-Course'. The page has a header 'DN-Course' with a close button (X) on the right. Below the header is a section titled 'Sign Off: Trainee Step'. It contains a 'Comments' text area, a '\* User ID' text input field, and a '\* Electronic Signature' text input field. A link labeled 'Forgot your electronic signature?' is positioned below the signature field. At the bottom of the form is a green button labeled 'Course Completed'. At the very bottom of the page are two buttons: 'Cancel' and 'Sign Off'.

2.3.7 Users will be requested to answer the security questions which they answered in the prior step (2.3.4).



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A screenshot of a web dialog box titled 'Electronic Signature Assistance'. The main heading is 'Security Questions'. Below it, there are two text input fields. The first is labeled 'What was the color of your first car?' and the second is labeled 'What is your preferred musical genre?'. At the bottom center is a teal 'Submit' button.

2.3.8 Click submit after confirming your security questions.

2.3.9 The user will be prompted to enter a new e-signature.

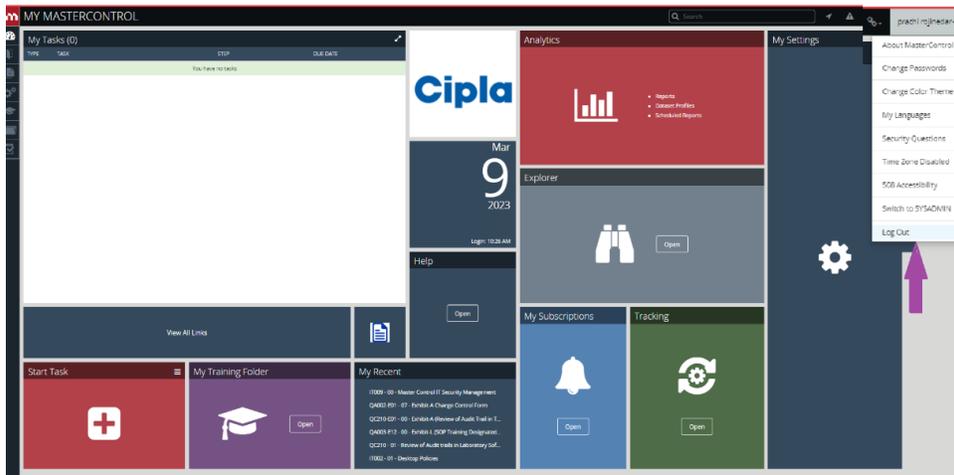
A screenshot of a web dialog box titled 'Change Electronic Signature'. It features a teal information box stating: 'You must change your Electronic Signature before continuing. Minimum length is 1 characters and will expire after 999 days.' Below this are two text input fields: '\* New Electronic Signature (Minimum Length 1)' and '\* Confirm Electronic Signature'. At the bottom are 'Cancel' and 'Submit' buttons.

### 2.3 Log Out of the Master Control

2.4.1 To Log out of the MasterControl, Select the Logout Icon on the toolbar or from your Username Dropdown.



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**Note:** Cipla is configured to connect to MasterControl with the SSO application. The logout URL will redirect all SSO users to a logout page after logging out of MasterControl. The design feature ensures that the user's SSO session is terminated before the following user attempts to log in. Session termination prevents logging data to the wrong active user, like those using shared devices in manufacturing lines. Contact the system administrator if you encounter a problem with your login and Logout.