

- [How to View](#)
- [Access License Dashboard](#)
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- [Add License](#)
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- [Edit License](#)
- [Amend License](#)
- [Surrender License](#)

There are two ways of viewing /
accessing the License Management
(LM) Module

- 1) After logging into WeProcess
- 2) From another Module



After logging into WeProcess

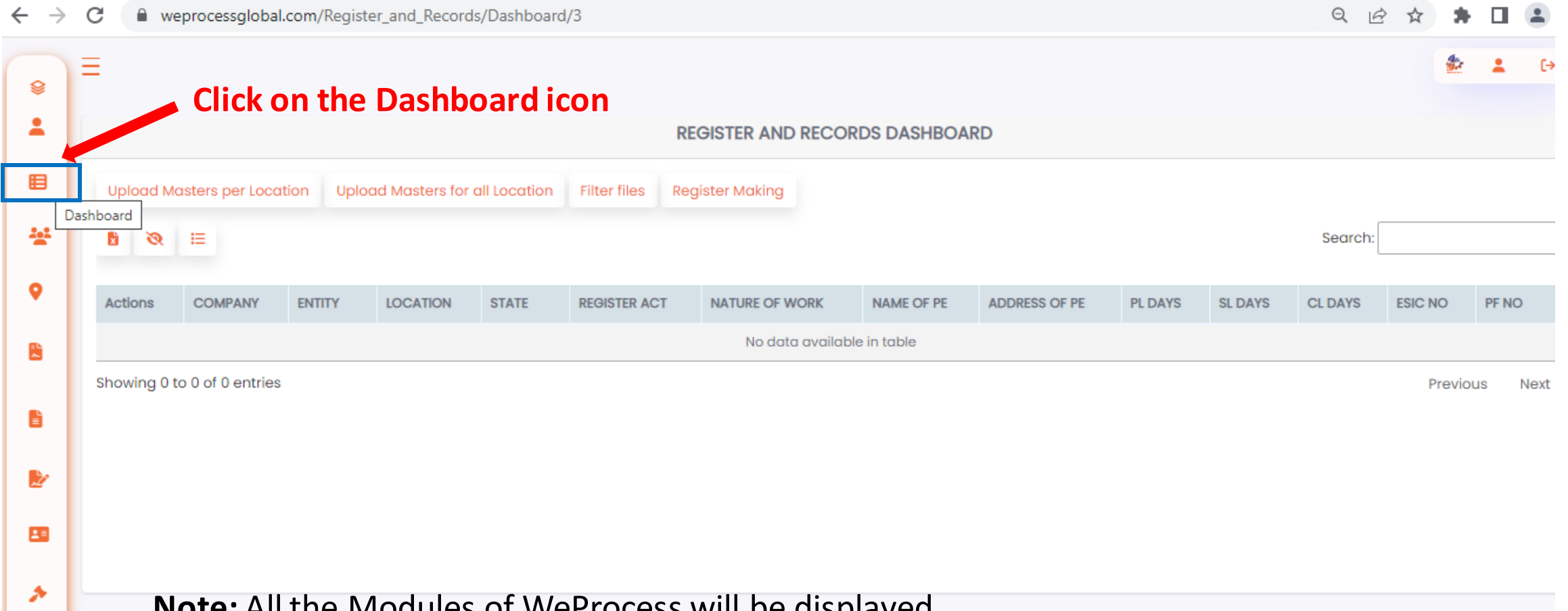


Follow the **How to Login** steps in WeProcess to view and access the LM Management (LM) Module.

Note: All the Modules of WeProcess will be displayed.

To access specific or all License follow '**Access License Dashboard**' process

From another Module



← → ↻ weprocessglobal.com/Register_and_Records/Dashboard/3 🔍 📄 ☆ ⚙️ 🗑️ 👤

🏠 👤 ↔️

Click on the Dashboard icon

REGISTER AND RECORDS DASHBOARD

Upload Masters per Location Upload Masters for all Location Filter files Register Making

Dashboard

Search:

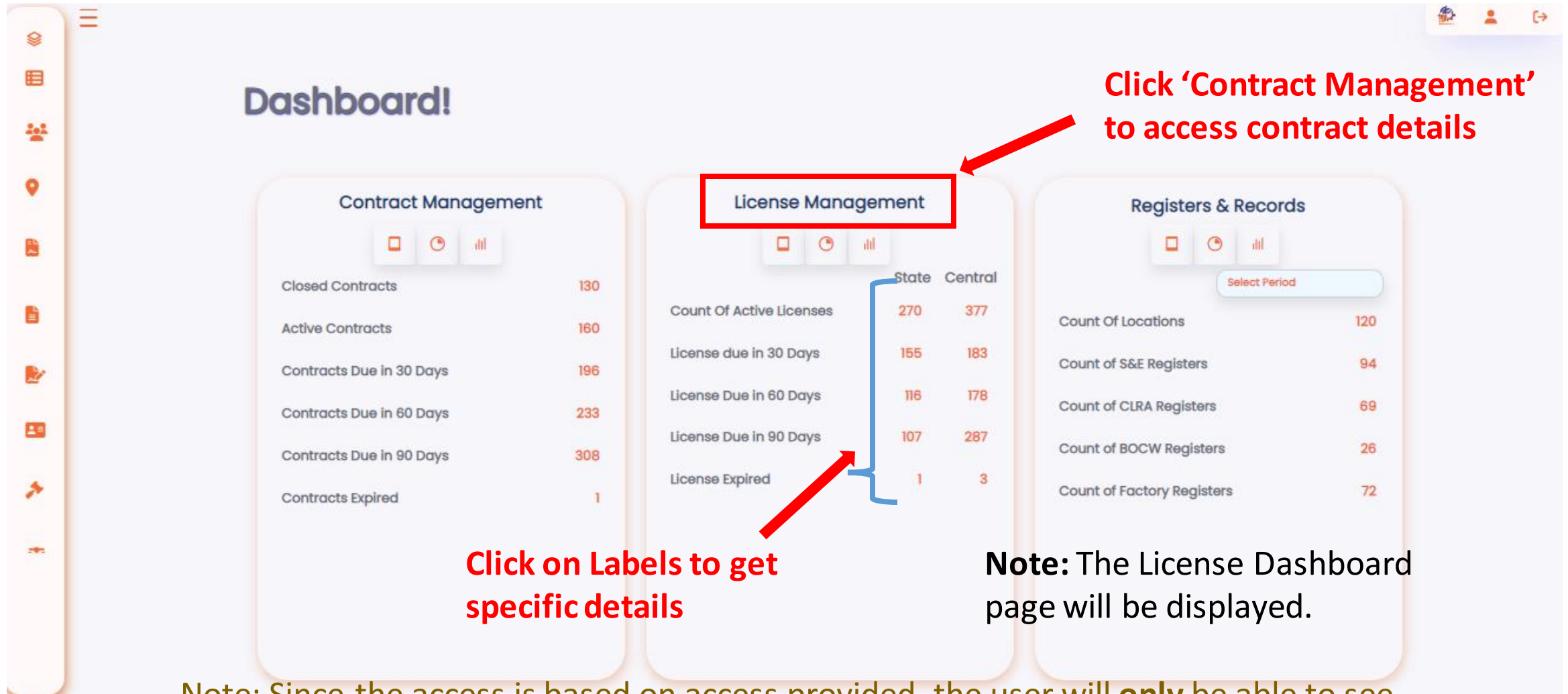
Actions	COMPANY	ENTITY	LOCATION	STATE	REGISTER ACT	NATURE OF WORK	NAME OF PE	ADDRESS OF PE	PL DAYS	SL DAYS	CL DAYS	ESIC NO	PF NO
No data available in table													

Showing 0 to 0 of 0 entries Previous Next

Note: All the Modules of WeProcess will be displayed.

To access specific or all contracts follow **'Access License Dashboard'** process

Access License Dashboard



Dashboard!

Contract Management

Closed Contracts	130
Active Contracts	160
Contracts Due in 30 Days	196
Contracts Due in 60 Days	233
Contracts Due in 90 Days	308
Contracts Expired	1

License Management

	State	Central
Count Of Active Licenses	270	377
License due in 30 Days	155	183
License Due in 60 Days	116	178
License Due in 90 Days	107	287
License Expired	1	3

Registers & Records

Select Period

Count Of Locations	120
Count of S&E Registers	94
Count of CLRA Registers	69
Count of BOCW Registers	26
Count of Factory Registers	72

Click 'Contract Management' to access contract details

Click on Labels to get specific details

Note: The License Dashboard page will be displayed.

Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

Access License Dashboard

License Dashboard

All License Amended License Surrendered License

Search:

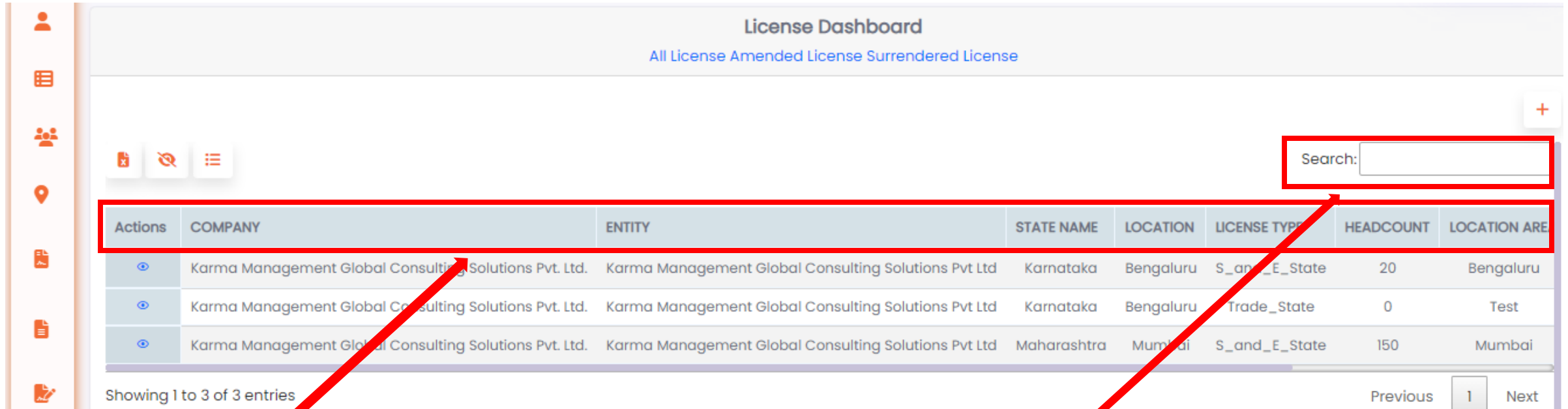
Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

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Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

Filter and Search for License



The screenshot shows the 'License Dashboard' with a search bar and a table of license entries. The search bar is highlighted with a red box and labeled 'Individual search'. The table header is highlighted with a red box and labeled 'Group search'. The table contains three entries with columns: Actions, COMPANY, ENTITY, STATE NAME, LOCATION, LICENSE TYPE, HEADCOUNT, and LOCATION ARE.

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION ARE
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

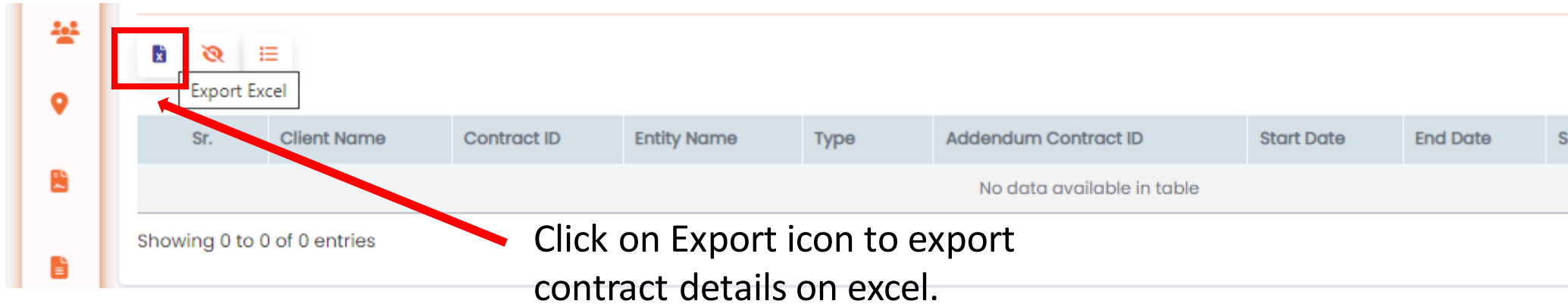
Previous 1 Next

Group search: Filter by different heads to display on dashboard.

Individual search: Type specific contract details to display on dashboard.

Note: The user can scroll and view all the License and corresponding details.

Export License details



Export Excel

Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	S
No data available in table								

Showing 0 to 0 of 0 entries

Click on Export icon to export contract details on excel.

Note: Based on details filtered, user will be able to export details on excel.

Export License details

License Dashboard
All License Amended License Surrendered License

Search:

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

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Note: Based on system setting, the exported file will appear as a download at the bottom of the screen or in the downloads folder of the user's system.



Open file and access contract details

Show all

Add License

License Dashboard
All License Amended License Surrendered License

Click on + <Add button>

Search:

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

Previous Next

Add Licen

Note: The Input fields screen will be displayed.

Who can Add License? The Client, Key Account Owner and the Center of Excellence team.

Add License

Add License

LOCATION:

LICENSE:

S_and_E_State
S_and_E_Central
Factory_State
CLRA_Reg_State
CLRA_Reg_Central

(Please Select One.)

Submit

Input the details as per the input field requirements.

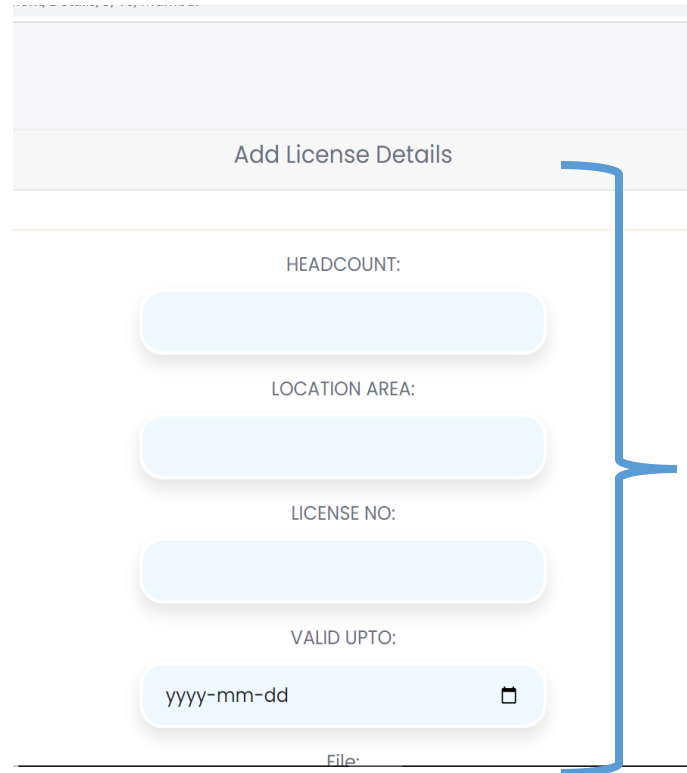
Click on **Submit Form**

Note: User needs to ensure that the location is present in the list.

If Location is present: Add the **License Type** and **Submit**.

If Location is not present: Add the Location first and then follow **Add License** process.

Add License



Input the details as per the input field requirements.

Click on **Submit**

Note: User needs to ensure that the location is present in the list.

If Location is present: Add the **License Type** and **Submit**.

If Location is not present: Add the Location first and then follow **Add License** process.

Bulk uploading of licenses can also be completed after downloading the list of locations and adding the license details.

Add License

License Dashboard

All License Amended License Surrendered License

Search:

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

Previous Next

User can view the license details by using the filter option..



Delete License



Given the security of the compliance tool, the **Delete** options have been disabled for all users.

Delete Contract

If a user requires any contract to be deleted, the user should write an email to support@weprocess.com and request the invalid contract to be deleted.



Edit License



Given the security of the compliance tool, the **Edit** option has only been granted to the Key Account Owner (KAO) or the Licensing Team (LT).

Edit Contract

If a user requires any contract to be edited, the user can write and email to the responsible KAO or write and email to support@weprocess.com and request the relevant license to be edited.

The KAO / LT can use the edit option to change the details of the license.




Amend License

License Dashboard

All License Amended License Surrendered License

Click on Preview License icon

Search:

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

Previous Next

Note: The complete license details will be displayed.

Amend License

Preview License



License in Detail:

COMPANY: Karma Management Global Consulting Solutions Pvt. Ltd.
ENTITY: Karma Management Global Consulting Solutions Pvt Ltd
STATE NAME: Karnataka
LOCATION: Bengaluru
LICENSE TYPE: S_and_E_State
HEADCOUNT: 20
LOCATION AREA: Bengaluru
LICENSE NO: PleaseAdd
VALID UPTO: Dec. 31, 2022
DAYS REMAINING: -31

License Copy Yet to be Received

Click on **Amend**

Actions


Amend

Surrender

Note: The dialogue box will display.

Amend License

Preview License



License in Detail:
COMPANY: Karma Management Global Consulting So
ENTITY: Karma Management Global Consulting Soluti
STATE NAME: Karnataka
LOCATION: Bengaluru
LICENSE TYPE: S_and_E_State
HEADCOUNT: 20
LOCATION AREA: Bengaluru
LICENSE NO: PleaseAdd
VALID UPTO: Dec. 31, 2022
DAYS REMAINING: -31

Actions
Amend Surrender

Add Comment Form

Amend list:

Enter the exact instructions of the details to be amended in this dialogue box

Submit Form

Click on **Submit Form**

Note: A task will be generated by the system for amending the license. Once the license is amended, the system will update all users concerned. The system will display the amended license details and license copy.




Surrender License

License Dashboard

All License Amended License Surrendered License

Click on Preview License icon

Search:

Actions	COMPANY	ENTITY	STATE NAME	LOCATION	LICENSE TYPE	HEADCOUNT	LOCATION AREA
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	S_and_E_State	20	Bengaluru
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Karnataka	Bengaluru	Trade_State	0	Test
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Maharashtra	Mumbai	S_and_E_State	150	Mumbai

Showing 1 to 3 of 3 entries

Previous Next

Note: The complete license details will be displayed.

Surrender License

Preview License



License in Detail:

COMPANY: Karma Management Global Consulting Solutions Pvt. Ltd.
ENTITY: Karma Management Global Consulting Solutions Pvt Ltd
STATE NAME: Karnataka
LOCATION: Bengaluru
LICENSE TYPE: S_and_E_State
HEADCOUNT: 20
LOCATION AREA: Bengaluru
LICENSE NO: PleaseAdd
VALID UPTO: Dec. 31, 2022
DAYS REMAINING: -31

License Copy Yet to be Received

Click on **Amend**

Actions

Amend

Surrender

Note: The dialogue box will display.

Surrender License

Preview License

License in Detail:
COMPANY: Karma Management Global Consulting So
ENTITY: Karma Management Global Consulting Soluti
STATE NAME: Karnataka
LOCATION: Bengaluru
LICENSE TYPE: S_and_E_State
HEADCOUNT: 20
LOCATION AREA: Bengaluru
LICENSE NO: PleaseAdd
VALID UPTO: Dec. 31, 2022
DAYS REMAINING: -31

Actions
Amend Surrender

Add Comment Form

Surrender list:

Enter the exact instructions for license surrender in this dialogue box

Submit Form

Click on **Submit Form**

Note: A task will be generated by the system for surrendering the license.

Once the license is surrendered, the system will update all users concerned. The system will display the amended license details and license copy.