

# Vetanika

## User Manual for DDO

### Document history

Version	Date	Drafter	Receiver	Description
1.0	13-07-2016	Swati Acharekar	Employee	How to use 'Employee Login'

**Step 1:** For Employee login, Click on '*Employee Login*' menu as mentioned below.

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Now Employee will see login window, Enter Username and Password which he has already given. And click on '**Login**' Button.



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Home | Track Your Service Book | Vetanika User Login | DDO Login | Field Dept Login | **Employee Login** | Track Your Complaint

**Login:**  
Username   
Password

**Step 2:**After successful login employee will see homepage after logged in with different menus at left side and welcome message at right side and other Employee details.



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Update Mobile Number | **Welcome To VETANIKA**

LOG-OUT | Employee Name: RANJIT RAGHUJI KAWADASE  
Employee Code: DATRRKM6801  
DDO Code: 4601003276

Welcome RANJIT RAGHUJI KAWADASE

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**Step 3:** Employee can update mobile number, Click on Update Mobile Number.  
Enter Mobile number and Email address and click save.

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**DAT**  
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Welcome RANJIT RAGHUJI KAWADASE

**Update Mobile Number**

**Update Employee Information** Screen No:2.6.1

**LOG-OUT**

Sevaarth Employee Id :	DATRRKM6801
Service Book Id :	04027053
DDO Code:	4601003276
Office name:	ASSISTANT DIRECTOR, LOCAL FUND AUDIT NAGPUR
Employee Name	RANJIT RAGHUJI KAWADASE
Designation	SENIOR AUDITOR
Retirement Date	30-06-2026
Employee Mobile Number	
Employee Email Id	

Save

## Important Notes

- ❖ Please read above all steps carefully and then follow it properly.
- ❖ **'Print'** button is available for all reports and necessary pages, to get print of a page, click on **'print'** button.
- ❖ Service book id and Token Number are important to keep track of books.