

Guideline/instruction for using 'MatAnalytiX: the Online Portal for utilization of various Testing & Analytical facilities of CSIR-CGCRI

How to access the MatAnalytiX : the online portal for test booking for the Testing & Analysis facilities of CSIR-CGCRI

Process Flow:

User Registration → Profile Update → Filling & Submission of Test Requisition by user → Intimation on confirmation on possibility of Test(s) thus desired → Request for Proforma Invoice (on possible test(s) → Submission of Proforma invoice (PI) → making payment as per PI → uploading the proof of payment and submission of Sample(s) → intimation on receipt of payment and receipt of Sample(s) → Conduction of Test(s) → Submission of Test report (through email thus provided during filling the Test Requisition Form.

Step-1: Registration/ Login

User registration is mandatorily for all the users of MatAnalytiX: the online portal for test booking for the Testing & Analysis facilities of CSIR-CGCRI. For registration, click/open the link, <https://matanalytix.cgcric.res.in:44300/> → Click '**Register**' → fill respective fields.

- 1.1) If new user, then click on **Register** icon → Fill your name, email ID, create password and confirm password → click **Register**



The image shows a registration form with the following fields: Name, Email, Password, and Confirm Password. Below the fields is a link that says "Already registered?" and a dark button labeled "REGISTER".

- 1.2) **Email verification:** go to your email inbox, click on **verify my email address** link → click on  icon → go to '**My Profile**' → Fill your designation, 10-digit mobile no. in respective field → upload your organization ID /Authorization (in official letterhead) [in JPEG /PDF format]
- 1.3) Fill name of your institute /organization, and Billing address → Select category of your institute /organization → fill name of your State, PIN Code (6-digit) and GST No. (15 character) and Office telephone no. → Click **SAVE CHANGES**
- 1.4) **Login:** If already registered, then click **login** icon → enter your email ID and password → **login**
- 1.5) **Password change:** If anyone want to change password, then click on  icon → go to '**Change password**' → enter current password, enter new password, Confirm new password → click **SAVE**.

Step-2: How to Book Test (s) through MatAnalytiX

- 2.1) Logging to <https://matanalytix.cgcri.res.in:44300/> using your registered email and password
- 2.2) Click **Active** ion → Click **Create Requisition** or **Create New Requisition** → Provide sample information pertaining to the tests you desire.
- 2.3) Write the email ID for delivery of Test Report or click **save as profile** (if user wants to get test report in the same email ID).
- 2.4) Select Test Sl. No. and test name from the drop-down list of 288 tests and provide sample/test related information pertaining to your test /sample (pl. note that all the field are mandatory and user must fill with accurate information in respective field and the click **submit requisition**. Click **Cancel**, if user do not want to submit his requisition at this stage.

Sample Information

Email for Report Delivery * Same as Profile

Details of Testing / Analysis Required

Test #1

Test Serial Number and its Name
--Select--

Nature of Sample
☐ Non-Toxic ☐ Toxic

Test Material
☐ Glasses ☐ Ceramics ☐ Metals ☐ Polymers ☐ Other

Requirement as per Standards (ASTM / BIS / DIN / NIST etc)?
☐ No ☐ Yes

Number of Samples Sample Identification Code

Expert Opinion Required?
☐ Yes ☐ No

Brief description of the Test(s) / Test specimen(s) for respective tests desire for *

Special instructions to operator (if any) related to handling of sample(s) and/or testing *

- 2.5) Click Add test if more test(s) for same sample / different sample(s) and follow the instruction as mentioned under Point no. 4 above.
- 2.6) Once Submitted, an unique Test ID will be generated and user must refer / mention the Test ID in all commissions.

Pl. note that once the Test Requisition is submitted, user cannot make any change on the said test Requisition Form.

Step-3: Interaction & Communication between user & Facility coordinator on the Test(s) user thus booked.

- 3.1) Once user submit test requisition /booked test, portal will generate unique Test ID and it automatically will go to the facility coordinator (FC) of CSIR-CGCRI
- 3.2) FC/CSIR-CGCRI will review/check the Requisition and intimate user through portal about the possibilities of Test thus booked (either full or in part) and may enquire clarification about test /sample (if any)

- 3.3) User must review the comments of FC, if satisfied user must submit request for proforma invoice (PI) for the test(s) for possible test(s) only against said Test ID.
- 3.4) Once PI request is received, FC will upload PI with bank details for making payment and address for submission of sample(s) in the portal itself.
- 3.5) Once user received PI from FC, User must make payment of requisite test charges (as per PI) and upload the proof of payment in the portal and also submit sample(s) for conducting desired test(s)
- 3.6) Upon receipt of proof of payment, FC will verify and intimate/confirm the same in the portal. Similarly, FC also intimate/confirm the receipt of sample through portal
- 3.7) Upon receipt of both (testing charges & samples), FC will pass the sample(s) to respective Facility in-charge (FI)/Testing personal (TP) for conducting the desired Test(s). FC will provide Test Report through registered email (or email thus indicated in test requisition, exclusively indicated for report delivery) upon completion of test(s).
- 3.8) All to-n-from communications /comments in c/w respective Test ID will be recorded and available in the portal for both User and FC, which enable both user & FC to see the Testing status for respective test ID.

Please provide feedback/suggestions on further improvement and/or facing any difficulties in accessing the Portal to.

Mrs. Ruma Chakraborty

Sr. Technical Officer (2), Testing & Characterization Cell (TCC), CSIR-CGCRI

Email: ruma.cgcri@csir.res.in, or testingcell.cgcri@csir.res.in

Tel: +91 33 2322 3205