

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

e-District Users' Application Manual

Product

Assam State Wide Roll out e-District Project

Document Title

User Manual

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Company Information

Medhassu e Solutions (India) Private Limited is a software technology concern providing end-to-end cost effective turnkey software solutions to its customers. Since its inception in 2002, Medhassu e Solutions (India) Private Limited has established itself as a prime player in e-governance having rich experience in implementing right, scalable and multi-user solutions to small, large and government organizations using open-source technologies.

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DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

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Table of Contents

1	ASSAM E-DISTRICT OVERVIEW	4
1.1	Overview of e-governance & NeGP	4
1.2	Overview of SP & SSDG	4
1.3	Functions of State Portal	4
1.4	State Service Delivery Gateway (SSDG)	5
1.5	Functions of SSDG	6
1.6	Services offered by SSDG	6
1.7	Services considered under SP & SSDG project.....	7
2	Purpose & Scope.....	8
3	District Admin Roles and Responsibilities:	8
3.1	Create a user:	8
3.2	Update a user:.....	13
3.3	Service-Role Revocation and Transfer services	16
3.4	Deactivate a user:.....	20
3.5	Define Service workflow	21
3.6	Service-wise certificate output language configuration	24
3.7	Update Asset Management Module:.....	26
3.8	Reports and MIS	28
3.8.1	MIS Report	29
3.8.2	Summary Report	29
3.8.3	Deity Report	29
3.8.4	Officials Report	29



DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam



DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

1 ASSAM E-DISTRICT OVERVIEW

1.1 Overview of e-governance & NeGP

National E-Governance Plan in India is taking initiatives to introduce E-Governance system across the country. This is the application of information and communication technology (ICT) for delivering government services, exchange of information, communication, transactions and integration of various stand-alone systems and services between Government-to-Citizens (G2C), Government-to-Business (G2B), Government-to-Government (G2G) as well as back office processes and interactions within the entire government frame work. Though government services will be made available to the citizens in a convenient, efficient and transparent manner, a large-scale digitization of records is going down to enable simple, reliable access over the internet. The main objective of this plan is to bring public services closer to the citizens. E-governance has the potential to get multi-dimensional changes and a fruitful effect which will be beneficial for everybody including industry and citizens.

1.2 Overview of SP & SSDG

To fulfill the vision of providing an easy and convenient services to the citizens through remote access primarily through Common Service Centre (CSCs)/PFCs, Assam e-District project is created under the National e-Governance Plan (NeGP). The main objective of developing State Portal (SP) along with Assam e-District is to provide all citizens with outlets where they can access the services under a single interface mechanism in the form of the Portal.

The basic components of the Facilitating Services through CSC's/PFCs is enabling Implementation of State Portal & e-Forms, project are as follows:

- State Portal including Applications & electronic – forms
- Training and Manpower for Assam e-District, State Portal
- Gap Infrastructure at the destination offices including gaps in connectivity

1.3 Functions of State Portal

- Information Dissemination: The portal will provide information about Government departments, line ministries, and web links of these departments. It will provide information about Government structure in the state, service key notifications to the offerings and business and citizen community. Content Architecture of the Portal shall be in accordance with State Portal Framework (SPF).

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

- Shall be accessible from a variety of channels: The portal can be accessed via a variety of established channels, including Common Service Centers, Government Service delivery counters, PFCs etc.
- Shall exchange information & services seamlessly across State Government departments. This exchange should be in accordance with SPF.
- The State Portal shall also host all the electronic forms for various Government Services accessible to citizens in the State. A citizen will be able fill the form electronically through internet services including Common Service Centre (CSCs) outlets and submit his/her application electronically. A citizen will be able to track the status of his/her application request at any point of time.

1.4 State Service Delivery Gateway (SSDG)

The National e-Governance Plan (NeGP) aims to make all Government services accessible to the common man in his locality, through common service delivery channels and ensure effectiveness, lucidity & reliability of such services at affordable costs to realize the basic needs of a common man. One of the goals of the Government to meet this vision is the need to cooperate, collaborate and integrate information systems characterized by islands of legacy systems using heterogeneous platforms and technologies and spread across diverse geographical locations, in varying state of automation, make this task very challenging. The State e-Governance Service Delivery Gateway (SSDG), a core component in e-Governance infrastructure under the NeGP, can simplify this task by acting as a standards-based messaging switch and providing seamless interoperability and exchange of data across different departments in the Centre, States and Local Government. Government

SSDG will:

- Act as center for all the interactions between service seekers (the citizen and businesses) and various service providers (Government Departments) and even among Government Departments.
- Handle large number of transactions across the entire network.
- Provide flawless interoperability and exchange of data across the departments.
- Managing and coordinating inter departmental working, tracking all transactions of the Government etc.
- Be a messaging middleware between State Portal (acting as service access provider (SAP))and State Department Services (State Department acting as Service Provider (SP)).

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

1.5 Functions of SSDG

- Audit Management & Time Stamping: Results in better tracking (auditing) and security of each transaction.
- Web enabling of Legacy Applications: With Gateway Server, legacy applications can be Internet enabled as Gateway server can act as a web layer around them so Government Departments need to put least effort for web enabling of their legacy applications.
- Interoperability: The gateway as the middleware will facilitate easy inter-departmental data exchange.
- Departmental Workflow: The Gateway will also help the Departments backend workflow evolve gradually as the Gateway acts as a middleware de-linking the backend from the front end. This means that even the Departments, which do not have the complete automation or work flow at the back, can still deliver e-Service to the citizens in a limited manner.
- Seamless availability of information
- Necessary connectors to interface with the applications developed at the State level.

1.6 Services offered by SSDG

SSDG offers the following services:

- Ensures the interoperability among the various departmental applications
- Help protect the legacy investments in software and hardware by easily integrating them with other technology platforms and software implementation.
- De-link the back-end departments/ Service Providers (SP) from the front-end Service Access Providers (SAP) thereby ensuring separation of concerns of service access from the service implementation i.e. separates the Portal, CSC, Kiosks etc. from the government services which reside in the backend departments.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

- Encouraging competition at the front-end by allowing independent service access providers to provide services with varying levels of complexity, cost and service quality levels.
- Reduce the cost of e-Governance Projects by rationalizing, distributing and optimizing the services framework.
- Use of PKI infrastructure for secure transactions. Provision exists for encryption of department payload to ensure confidentiality of the department data. SSDG provides digital signature and certificates to all stakeholders interacting with the gateway for identification, authentication and authorization. Transaction and audit logs help track government data.
- Enable transaction logging and time stamping for tracking of transactions and centralized control.
- Help the Departments backend workflow evolve .The Gateway acts gradually as middleware de-linking the backend as a means that from the front end. This even the Departments which do not have complete automation or work flow at the back can still deliver e-Service to the citizens in a limited manner through the Gateway.

1.7 Services considered under SP & SSDG project

- Providing easy, anywhere and anytime access to Government Services (both Informational & Transactional)
- Reducing number of visits of citizens to a Government office / department for availing the services
- Reducing administrative burden and service fulfilment time & costs for the Government, Citizens & Businesses.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

- Enhancing perception & image of the Government and its constituent Departments
- Promotion of uniform web interfaces across Government and build in synergies with the National Portal of India (NPI) using the National Service Delivery Gateway
- Delivery of services through Common Service Centres leveraging the common (CSCs) by infrastructure (SWAN, SDC etc.) and development of the applications and infrastructure required for deployment of State Portal and State Service Delivery Gateway (SSDG) for the State.
- Publishing the static data and all information of the State departments in line with guidelines for necessary integration with NPI.

2 Purpose & Scope

Aim of e-District portal is to create an integrated IT platform for District Administration and its subordinate offices, to use IT primarily to increase information quality, improve overall efficiency and effectiveness in the Government processes, along with convenience in operations.

3 District Admin Roles and Responsibilities:

Following are the roles and responsibilities of District Admin:

- Create a user
- Update a user
- Service role revocation and transfer services
- Deactivate a user
- Define service workflow
- Service wise certificate output language configuration
- Update asset management module
- Reports and MIS

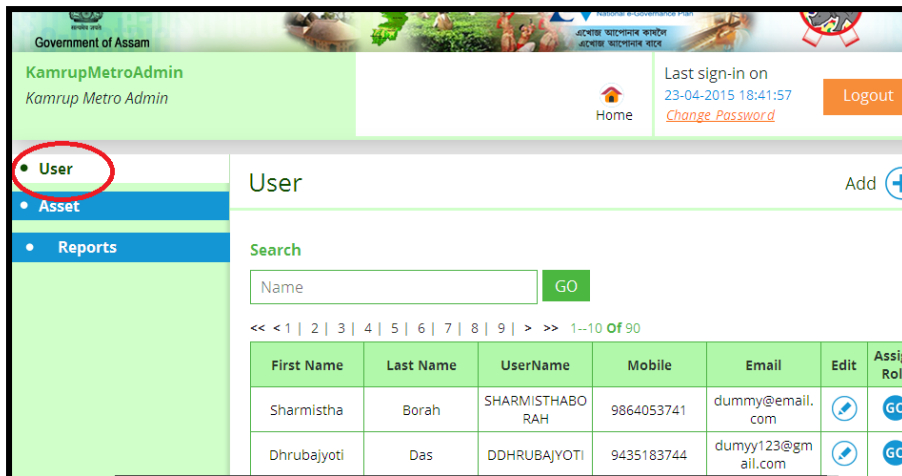
3.1 Create a User:

District Admin needs to enter the correct username and password, after successful login home page will appear.

Click on Link “User”

DISTRICT ADMINISTRATOR USER MANUAL

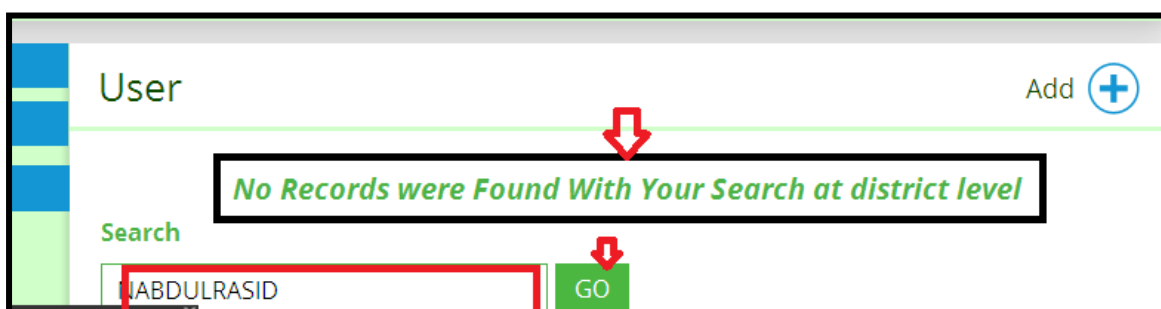
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Example: To create a user with Name "M Abdul Rasid", please follow the below steps:

District Admin has to search with the first name that is "M Abdul", if record does not come District Admin has to check with the Last name example "Rasid". Sometimes result will not come though we put last name or first name then District Admin has to use partial name example "M" or "Abdul" or "Rasid". If user is not present then only **create a new user**

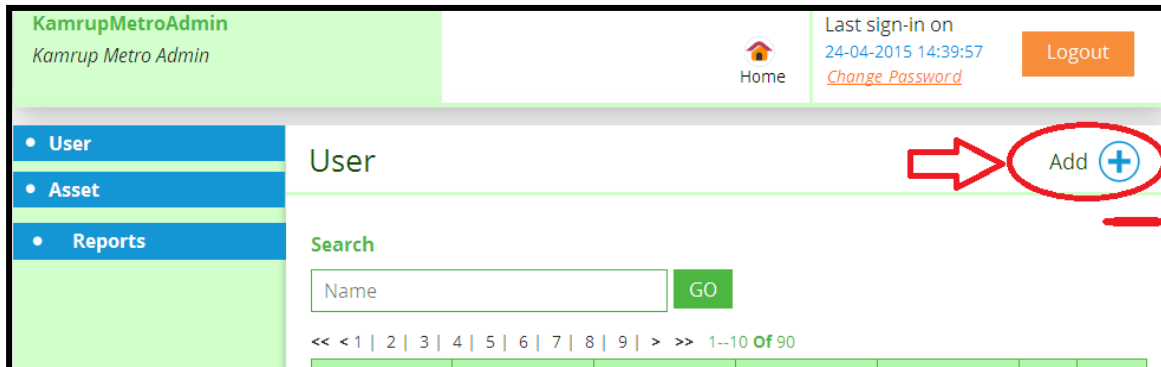
Before entering details, District admin has to create userID .Example for user "M Abdul Rasid", User-Id will be "MABDULRASID" (firstname+lastname) ,if userID is not present then only use this userID. If this user ID is present it means another user already uses this ID, in this case admin has to create a new userID as "ABDULRASID" or "ABDULRASIDM"



DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Click on "Add"



District Admin has to fill the fields .FYI User Type should be "**Official**". If email-Id data is not with District Admin, District Admin has to fill with "**dummy@email.com**", Display name will be first name and last name for example display name will be for this user is **M Abdul Rasid**

A screenshot of the 'Add User' form in the e-District Project application. The form is titled 'Add User' and has a 'Publish' checkbox. It contains several fields: 'Title*' (a dropdown menu with '--Select One--'), 'Gender*' (radio buttons for 'Female' and 'Male'), 'First Name*' (a text input field), 'Last Name*' (a text input field), 'Mobile No *' (a text input field with a '+91' prefix), 'Email*' (a text input field), 'Select District*' (a dropdown menu with '--Select--'), 'Select UserType*' (a dropdown menu with '--Select--'), 'Select Designation*' (a dropdown menu with '--Select--'), 'UserName*' (a text input field), 'Password*' (a text input field), and 'Confirm Password*' (a text input field). The form is displayed in a web browser window with the address bar showing 'uat.medhassu.in:9080/eDistrict/admin_UserReg_add.html'. The browser's taskbar at the bottom shows various application icons and the system clock indicating '4:07 PM 4/24/2015'.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Set Biometric and Dongle Enabled as "NO"

The screenshot shows a web browser window with the URL `uat.medhassu.in:9080/eDistrict/admin_UserReg_add.html`. The form contains the following fields and options:

- Select Designation***: A dropdown menu with "--Select--" selected.
- UserName***: A text input field.
- Password***: A text input field.
- Confirm Password***: A text input field.
- Display Name***: A text input field.
- Biometric Enabled**: Radio buttons for "Yes" and "No", with "No" selected.
- Dongle Enabled**: Radio buttons for "Yes" and "No", with "No" selected.
- Submit** and **Cancel** buttons at the bottom.

Click on "Submit"

To assign service,role,office type ,office:

Search the user ->click on go under assign column

The screenshot shows the "User" management interface. It includes a search bar with the text "MABDULRASID" and a "GO" button. Below the search bar, there is a table with the following columns: First Name, Last Name, UserName, Mobile, Email, Edit, and Assign Role. The table contains one row of data for user "M Abdul Rasid". The "Assign Role" column has a "GO" button highlighted with a red box and a red arrow pointing to it.

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
M Abdul	Rasid	MABDULRASID A	9707605400	dummy@gmail.com		

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

After clicking Go,the below window appears.District Admin has to select service,role,office type and office step by step.

Mobile Number	9859991199	Email	dummy@gmail.com
Designation	Designated Public Servant		
1		2	
Select Service *		Select Role *	
--Select-- ▼		--Select-- ▼	
3		4	
Select OfficeType *		Select Office *	
--Select-- ▼		--Select-- ▼	

Click on **Submit**.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

3.2 Update a user:

District Admin needs to enter the correct username and password, After successful login home page will appear.

Go to User

The screenshot displays the District Administrator User Manual interface. The top header shows the Government of Assam logo and the user's name, KamrupMetroAdmin. The sidebar on the left contains three main menu items: 'User' (highlighted with a red circle), 'Asset', and 'Reports'. The main content area is titled 'User' and includes a search bar with a 'GO' button. Below the search bar, there is a table of users with columns for First Name, Last Name, UserName, Mobile, Email, Edit, and Assign Role. The table lists two users: Sharmistha Borah and Dhruvajyoti Das. The 'Edit' column contains a pencil icon, and the 'Assign Role' column contains a 'GO' button.

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Sharmistha	Borah	SHARMISTHABO RAH	9864053741	dummy@email. com		GO
Dhruvajyoti	Das	DDHRUBAJYOTI	9435183744	dummy123@gm ail.com		GO

To update a user, please find the below steps

Example: To update a user "Mukul Kathar"

Admin has to search with the first name that is "Mukul", if record doesn't come Admin has to check with the Last name example "Kathar". Sometimes result will not come though we put last name or first name then Admin has to use partial name example "Mu" (from first name Mukul) or "Kat" (from last name Kathar)

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

<< < 1 | > >> 1--7 Of 7

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Mukul	Hussain	MUKULHUSSAIN		dummy@email.com		<input type="button" value="GO"/>
Mukul	Deka	MUKULDEKA	9508156696	dummy@email.com		<input type="button" value="GO"/>
Mukulchandra	Borah	BMUKULCHANDRA		dummy@email.com		<input type="button" value="GO"/>
MukulCh	Borah	MUKULCHBORAH	9435388447	dummy@email.com		<input type="button" value="GO"/>
Mukul	Deka	MUKULDEKA59		dummy@email.com		<input type="button" value="GO"/>
Mukul	Saikia	ADCMSAIKIA	9435081149	mukul.1056@rediffmail.com		<input type="button" value="GO"/>
Mukul	Kathar	MUKULKATHAR	9859991199	dummy@gmail.com		<input type="button" value="GO"/>

To update any personal information of any user, go to "Edit" ->update information->click on Update

Above record is showing that user is already present in the application.If any user is already present in the application, Admin has to update his profile by adding the new service.

If we want to add one more service to them

Admin has to click on "GO" under the column "Assign role"

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

MUKUL

GO

<< < 1 | > >> 1--7 Of 7

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Mukul	Hussain	MUKULHUSSAIN		dummy@email.com		GO
Mukul	Deka	MUKULDEKA	9508156696	dummy@email.com		GO
Mukulchandra	Borah	BMUKULCHANDRA		dummy@email.com		GO
MukulCh	Borah	MUKULCHBORAH	9435388447	dummy@email.com		GO
Mukul	Deka	MUKULDEKA59		dummy@email.com		GO
Mukul	Saikia	ADCMSAIKIA	9435081149	mukul.1056@rediffmail.com		GO
Mukul	Kathar	MUKULKATHAR	9859991199	dummy@gmail.com		GO

After clicking Go, the below window appears. Admin has to select service, role, office type ,office step by step.

Mobile Number	9859991199	Email	dummy@gmail.com
Designation	Designated Public Servant		
<div>1</div> <div>Select Service *</div> <div>--Select--</div>		<div>2</div> <div>Select Role *</div> <div>--Select--</div>	
<div>3</div> <div>Select OfficeType *</div> <div>--Select--</div>		<div>4</div> <div>Select Office *</div> <div>--Select--</div>	

Admin has to fill the fields with required data.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Mobile Number 9859991199 **Email** dummy@gmail.com

Designation Designated Public Servant

Select Service * Bakijai Clearance Certificate

Select OfficeType * DC Office

Select Role * Approving Authority

Select Office * DC Office Kamrup Metropolitan

Here Mukul Kathar is as DPS and he approves the certificate, please select Approving authority

Admin has to click on "Submit"

Designation Designated Public Servant

Select Service * Bakijai Clearance Certificate

Select OfficeType * DC Office

Select Role * Approving Authority

Select Office * DC Office Kamrup Metropolitan

Submit **Cancel**

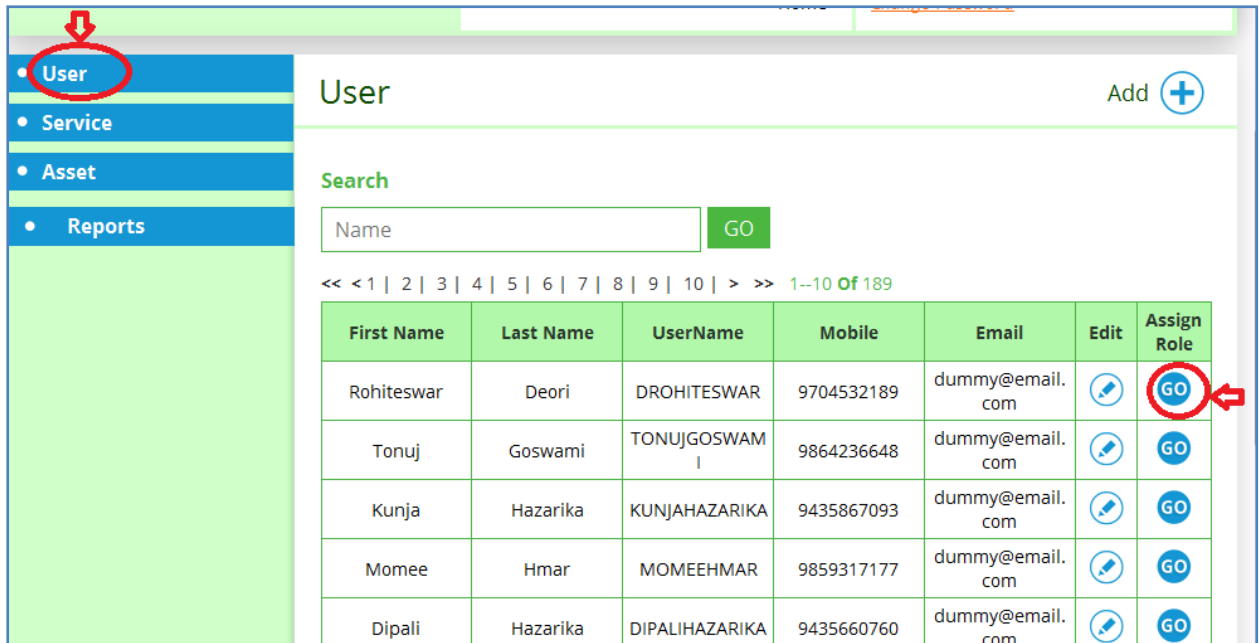
3.3 Service-Role Revocation and Transfer services

District Admin needs to enter the correct username and password, After successful login home page will appear.


Click on "Go" under "Assign Role"

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam













User

Add 

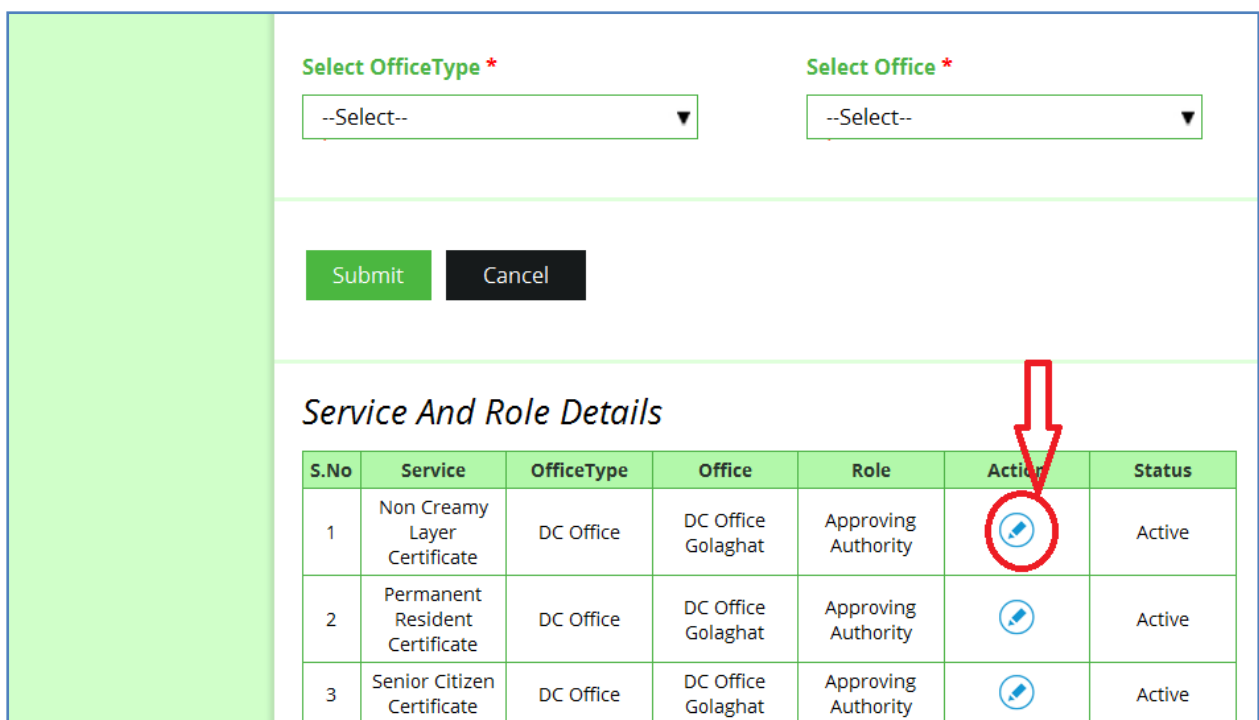
Search

Name


<< < 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | > >> 1--10 Of 189

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Rohiteswar	Deori	DROHITESWAR	9704532189	dummy@email.com		
Tonuj	Goswami	TONUJGOSWAMI	9864236648	dummy@email.com		
Kunja	Hazarika	KUNJAHAZARIKA	9435867093	dummy@email.com		
Momee	Hmar	MOMEEHMAR	9859317177	dummy@email.com		
Dipali	Hazarika	DIPALHAZARIKA	9435660760	dummy@email.com		


Click on Edit






Select OfficeType *

--Select-- 

Select Office *

--Select-- 

Service And Role Details

S.No	Service	OfficeType	Office	Role	Action	Status
1	Non Creamy Layer Certificate	DC Office	DC Office Golaghat	Approving Authority		Active
2	Permanent Resident Certificate	DC Office	DC Office Golaghat	Approving Authority		Active
3	Senior Citizen Certificate	DC Office	DC Office Golaghat	Approving Authority		Active

Uncheck "Publish button" and click on Update.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Mobile Number	9704532189	Email	dummy@email.com
Designation	Designated Public Servant		
<input type="checkbox"/> Published			
Select Service*	<input type="text" value="Non Creamy Layer Certificate"/>	Select Role*	<input type="text" value="--Select--"/>
Select OfficeType *	<input type="text" value="DC Office"/>	Select Office *	<input type="text" value="DC Office Golaghat"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

If user has pending application under that service, a message will appear.

All pending applications need to be assigned to another user.

For that click on "Submit " button

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Official Details

First Name	Rohiteswar	Last Name	Deori
Mobile Number	9704532189	Email	dummy@email.com
Designation	Designated Public Servant		

☒ Published

This user has application assigned. Please click submit to reassign the application to another user

[Submit](#)

Select Service*

Permanent Resident Certificate ▼

Select Role*

Approving Authority ▼

Select OfficeType *

Select Office *

Click on service

Reassignment

ReAssign Applications

[Permanent Resident Certificate](#)

Cancel

Select application and select a user, enter remarks and reassign that application to another user.

Note: For this, another user should be present who delivers the particular service; otherwise dropdown menu will not show any user's list.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

S.No	Application No	Applied Date	SLA Date	Select All
1	2306-2015-0000-3328	23-06-2015 17:00:09	25-06-2015 17:00:09	<input checked="" type="checkbox"/>

Select User *

--Select--

Remarks *

Please Enter Remarks

ReAssign Cancel

3.4 Deactivate a user:

To deactivate a user-> Service-Role Revocation and Transfer all assigned services to another user(please refer point 2.3)

District Admin needs to enter the correct username and password, After successful login home page will appear.

Search the user->Click on Edit->

GolaghatAdmin
GolaghatAdmin

Home

Last sign-in on
08-06-2015 17:14:25
[Change Password](#)

Logout

User

Add

Search

Name

GO

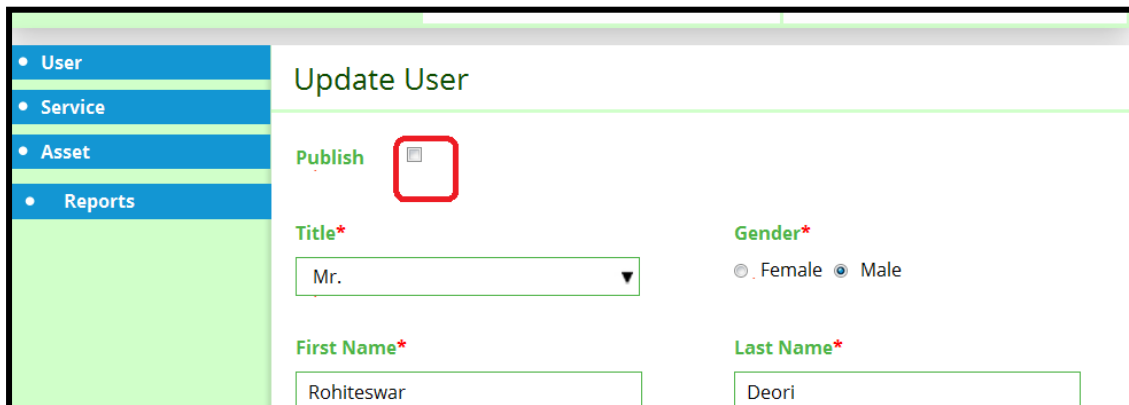
<< < 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | > >> 1--10 of 189

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Rohiteswar	Deori	DROHITESWAR	9704532189	dummy@email.com	<input checked="" type="checkbox"/>	GO
Tonuj	Goswami	TONUJGOSWAM	9864236648	dummy@email.com	<input type="checkbox"/>	GO

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Uncheck the “Publish button ”



Update User

Publish ☐

Title*
Mr.

Gender*
☐ Female ☒ Male

First Name*
Rohiteswar

Last Name*
Deori

Click on Update

3.5 Define Service workflow

District Admin needs to enter the correct username and password, After successful login home page will appear. Click on Services

For some services Different districts follow different workflows. District admin has rights to add workflow as per their District .

If any District admin wants to create any workflow of any particular services, Admin has to follow two steps:

1. Assign Roles in respective Service and 2. Configure Workflow steps

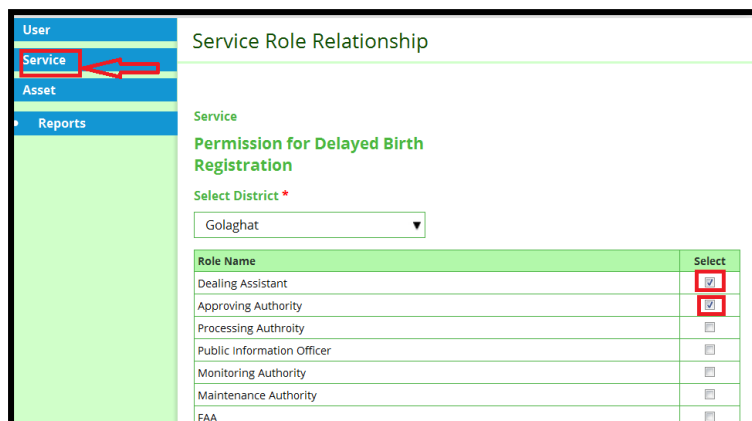


S.No	Service Category	Service Name	Prefix	Assign Role	Configure Workflow Steps
1	Certificates	Permanent Resident Certificate	PRC	<input checked="" type="checkbox"/>	GO
2	Permissions	Permission for Delayed Birth Registration	PDBR	<input checked="" type="checkbox"/>	GO
3	Permissions	Permission for Delayed Death Registration	PDDR	<input checked="" type="checkbox"/>	GO
4	Certificates	Non Creamy Layer Certificate	NCL	<input checked="" type="checkbox"/>	GO
5	Certificates	Next of Kin Certificate	NOK	<input checked="" type="checkbox"/>	GO
6	Certificates	Land Valuation Certificate	LVC	<input checked="" type="checkbox"/>	GO
7	Certificates	Income certificate	INC	<input checked="" type="checkbox"/>	GO

- 1.To assign any role->click on Assign Role->select required roles->click on “Update”

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam



Role Name	Select
Dealing Assistant	<input checked="" type="checkbox"/>
Approving Authority	<input checked="" type="checkbox"/>
Processing Authority	<input type="checkbox"/>
Public Information Officer	<input type="checkbox"/>
Monitoring Authority	<input type="checkbox"/>
Maintenance Authority	<input type="checkbox"/>
FAA	<input type="checkbox"/>

2. Configure Workflow Steps: To configure any workflow Admin should understand the application process stages .Depending on access rights of officials admin can define the step actions to official.

When to select “Forward”:

- Respective departmental user can view the application details as well as the attached supporting documents; by clicking forward action one official can forward the any application to another official to take necessary action. Every official has this access right.

When to select “Approve”

- Only Approving authority can “Approve ” any application, If verification reports OK then DPS approves and digitally sign the certificate.

When to select “Revert”

- Only approving authority can Revert any application , If application is not complete in all aspects DPS reverts back the application to SSDG for necessary correction/modification.

When to Select “Reject”

- Only approving authority can Reject any application. If verification reports are not OK then DPS rejects the application with Justification and the intimation is given to the applicant via SMS.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Steps for Sending Back the application

- There is an option to Send Back an application to the previous user in the workflow for further information is required, by default this feature will be added to every official.

District Admin has to select Action Button as per process flow.

Admin has to define forward as well as backward processes to in workflow.

example:For PRC ,

Forward process : Approving Authority->Dealing assistant->Circle Officer->SK->Lot Mondal

Backward process : SK-> Circle Officer ->Dealing assistant-> Approving Authority

Same way Admin has to define this in workflow steps:

Role*	SLA Minutes*		Step Actions *					Manual Forward	Action
	Warning	Escalation	Forward	Approve	Reject	Revert			
Approving Authority ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Circle Officer ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
SK ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Lot Mandal ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
SK ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Circle Officer ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>
Approving Authority ▼	2880	2880	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="X"/>

Please don't select Revert action for any officials

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

For Birth Certificate,

Forward process : Approving Authority->Dealing Assistant

Backward process : Dealing Assistant-> Approving Authority

Workflow Details

Service Name: Permission for Delayed Birth Registration

Select District*: Golaghat

Steps

Role*	SLA Minutes*		Step Actions*							Action
	Warning	Escalation	Forward	Approve	Reject	Revert	Manual Forward			
Approving Authority ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approving Authority ▼	2880	2880	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click on Submit

Submit Cancel

Don't select Revert action for any official

Click on Submit

3.6 Servicewise certificate output language configuration


District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on Service

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

GolaghatAdmin

 Home

30-06-2015 12:05:22
[Change Password](#)

Logout

- User
- Service**
- Asset

Welcome

e - District State Wide Rollout Project

Click on Service Certificate Language











User

Service

Asset

Reports

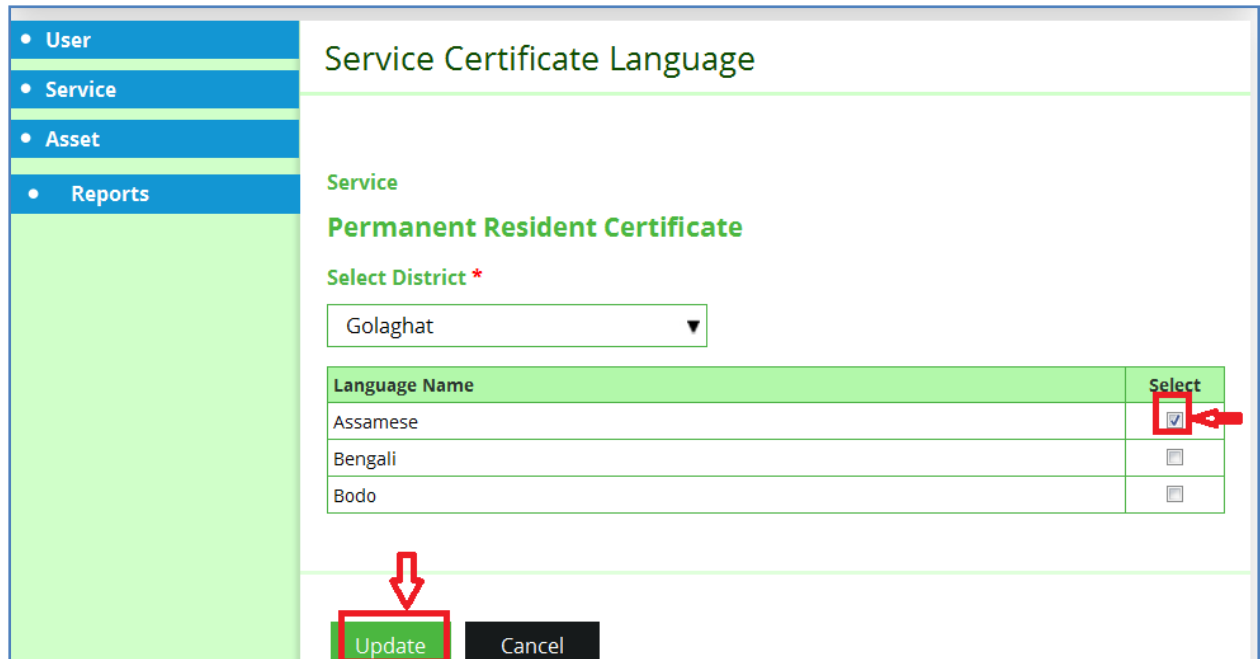
Service

S.No	Service Category	Service Name	Prefix	Assign Role	Configure WorkFlow Steps	Service Certificate Language
1	Certificates	Permanent Resident Certificate	PRC		GO	
2	Permissions	Permission for Delayed Birth Registration	PDBR		GO	
3	Permissions	Permission for Delayed Death Registration	PDDR		GO	
4	Certificates	Non Creamy Layer Certificate	NCL		GO	
		Next of Kin				

Select required Service and click on Update

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam



Service Certificate Language

Service

Permanent Resident Certificate

Select District *

Golaghat ▼

Language Name	Select
Assamese	<input checked="" type="checkbox"/>
Bengali	<input type="checkbox"/>
Bodo	<input type="checkbox"/>

Update **Cancel**

3.7 Update Asset Management Module:

District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on Asset Link: By using filter Admin can search Asset.

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

Assets Add +

Select District ↓
Golaghat ▼

Select OfficeType ↓
--ALL-- ▼

Select Office ↓
--ALL-- ▼

Select AssetType ↓
--ALL-- ▼

Search Upload File Cancel

To add an Asset, click on upload file

Assets Add +

Select District ↓
Golaghat ▼

Select OfficeType ↓
--ALL-- ▼

Select Office ↓
--ALL-- ▼

Select AssetType ↓
--ALL-- ▼

Search Upload File Cancel

Click on browse and select the file, after selecting the file ->click on upload button.

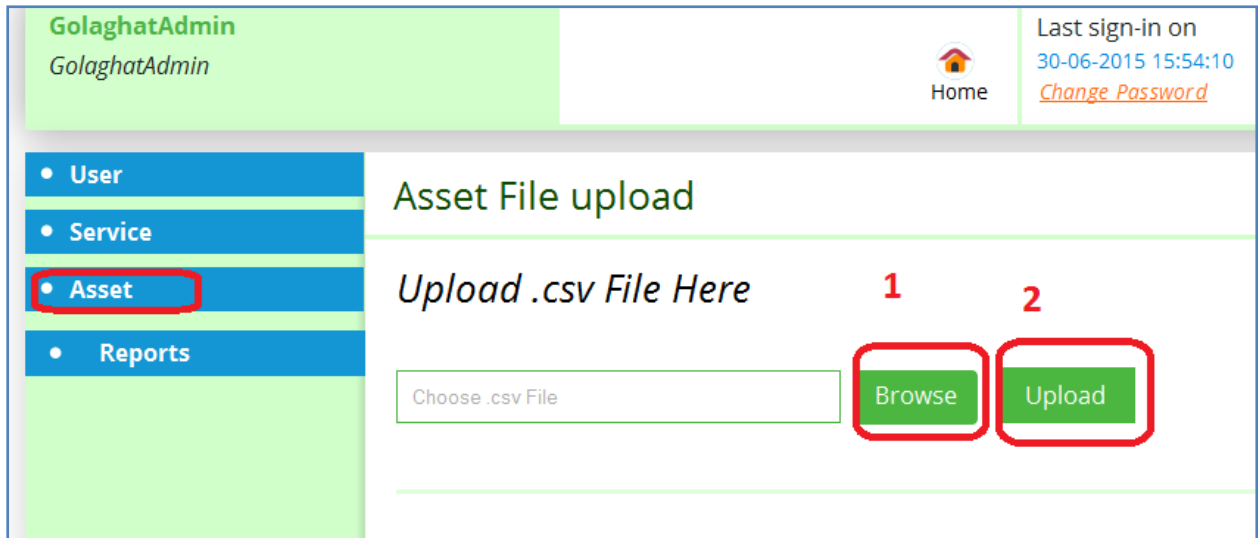
Note: There will be one csv file format which needs to be uploaded.

For your reference, template will be in below format

AssetName	Serial No	Office Type	District Name	Office Name	Model No
desktop	d12378	DC office	Barpeta	Barpeta District Office	
upsd	u12345	DC office	sonitpur	sonitpur district Office	

DISTRICT ADMINISTRATOR USER MANUAL

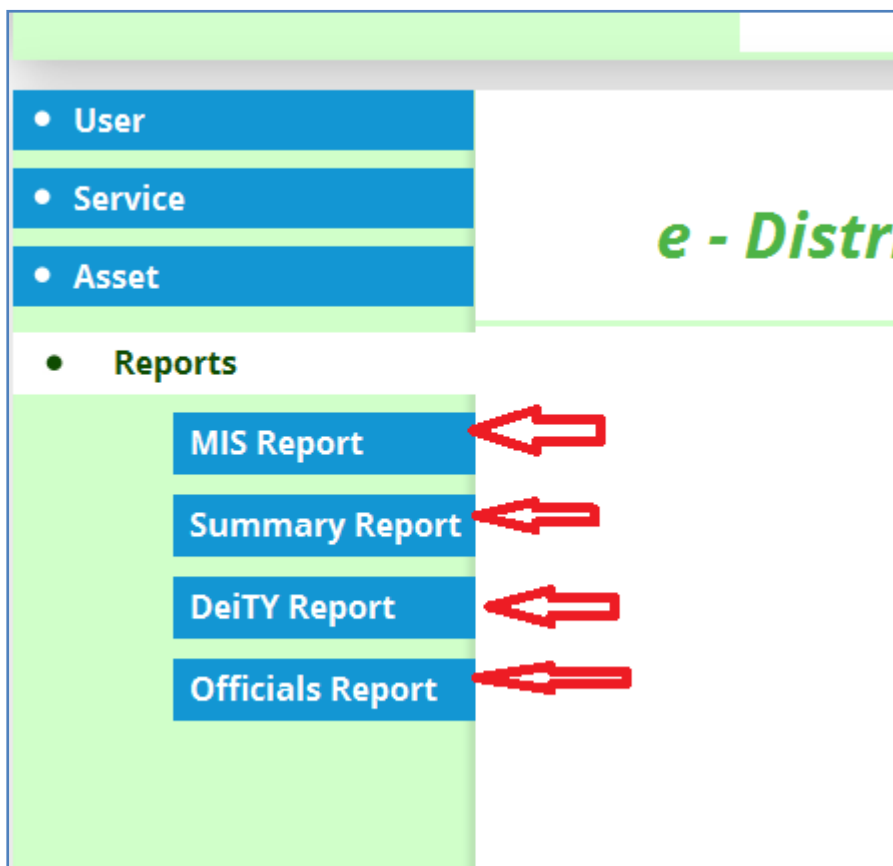
E-District Project, Assam



3.8 Reports and MIS

District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on Reports



Short brief description of the Reports

DISTRICT ADMINISTRATOR USER MANUAL

E-District Project, Assam

3.8.1 MIS Report

It generates reports based on Service Name, District, Office Type and data range. There is also facility to filter application based on the status (In Progress/Approved/Rejected etc.) of an application.

3.8.2 Summary Report

Its a detail report that will describe Total number of application office wise (DC Office/Sub Division office/CO) along with Total approved/Reject based for every service of a given district based on selected date range

3.8.3 Deity Report

It will display the total count of Received/Approved/Rejected etc. for each service of a given district base on selected date range

3.8.4 Officials Report -- It will display the details of district , service, respective office of a specific designation. It will also provide facility to filter officials based on Dongle/Bio-metric devices and gender.

*****End of the document*****