MDO PORTAL
USER MANUAL

User Manual

Document Version: 1.1

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1. Overview

The Ministry Department Organization (MDO) administrator is a Ministry/Department level administrator function on the iGOT platform. The document describes how the MDO administrator can:

1. Onboard officials with different user roles
2. Approve or reject details submitted by the officials
3. Create and publish work orders for officials
4. Create and publish events for the officials

2. Audience

This user manual has been created to enable MDO Admin to leverage the MDO portal on the iGOT platform to create and manage department officials

3. Key actors

The key actors and roles in managing the SPV portal are the following:

Actor	Description
MDO Admin	The MDO Admin can onboard and manage the users in the respective department/organization, they can create work orders and events for the officials
WAT Member	WAT Member are onboard specifically to create work orders for the officials.

4. Pre-requisites

In order to access the features of the MDO portal, the MDO Admin user will need the following:

1. Access to the MDO portal: A link to the appropriate MDO portal is needed.
For eg:
the Karmayogi user portal link stage: https://igotkarmayogi.gov.in/
MDO portal: https://mdo.igotkarmayogi.gov.in/

2. Login credentials with the required roles.
Once the iGOT user account gets created, they will receive an email to reset the password. Users can use the above Karmayogi link to log in to the Karmayogi portal.

After login to the Karmayogi user portal and clicking on the profile image on top right , users can see the link and access the various portals like the SPV portal, MDO portal,

CBP portal and the FRAC dictionary based on their roles. When an MDO Administrator login to the portal, they will see the following
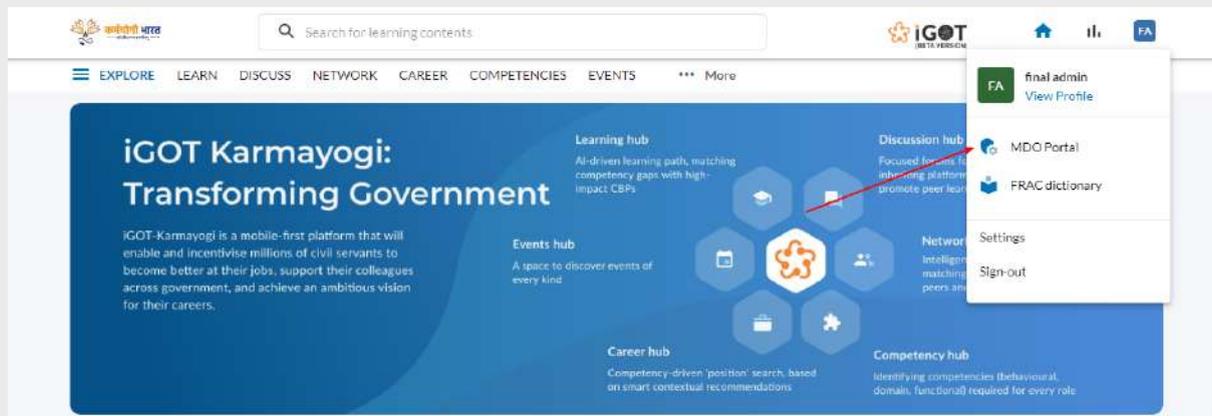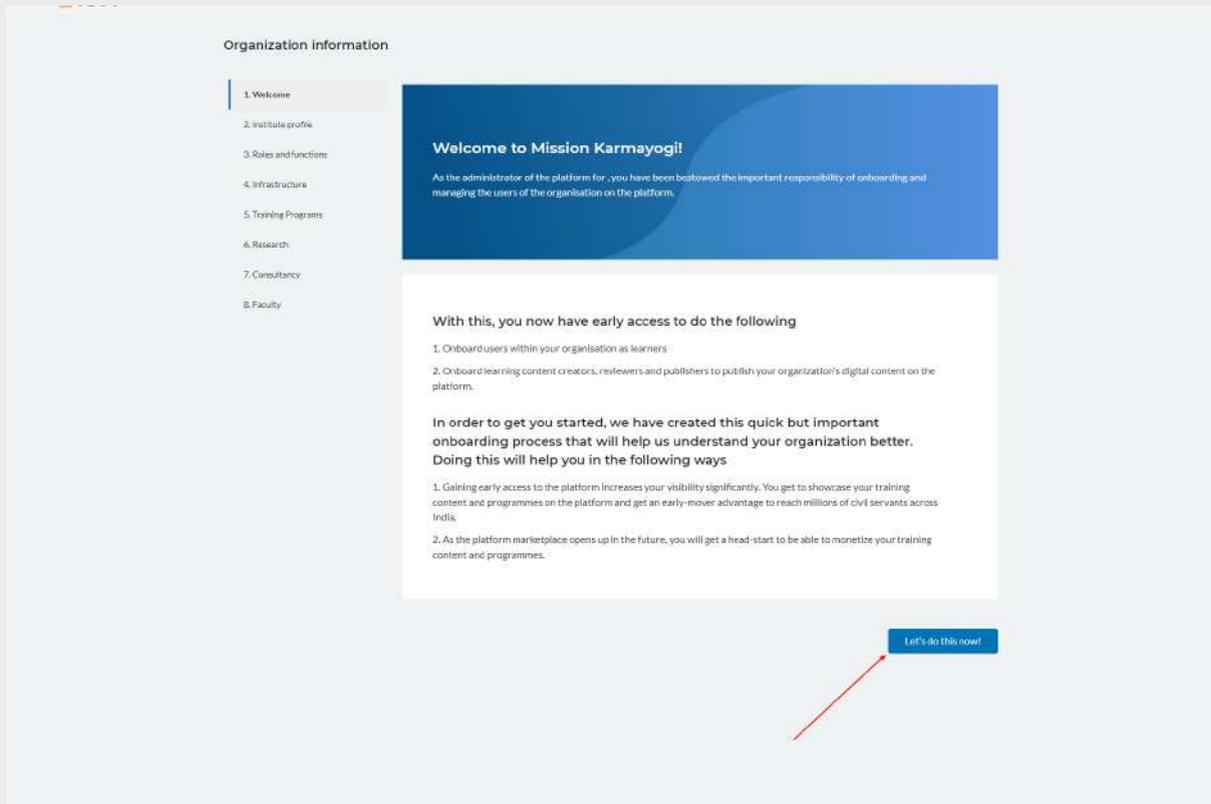

5. MDO Portal

MDO portal is to organize the creation of users flow with approval of professional details for users , allocating work orders for officers and to create events for Events Hub in the iGOT Karmayogi platform. As the user clicks on the "MDO portal" link from the profile drop down in the Karmayogi portal, they will navigate to the MDO portal. Only MDO admin and WAT Members will have access to the MDO portal.

5.1 Home

MDOs that are flagged as "training institutes" require their administrators to complete an "Institute onboarding form" as part of their onboarding. Following are the steps:
1. Login to the MDO portal using MDO Admin credentials
2. Click on "Let's do this now"

Organization information

1. Welcome
2. Institute profile
3. Roles and functions
4. Infrastructure
5. Training Programs
6. Research
7. Consultancy
8. Faculty

Welcome to Mission Karmayogi!

As the administrator of the platform for , you have been bestowed the important responsibility of onboarding and managing the users of the organisation on the platform.

With this, you now have early access to do the following

1. Onboard users within your organisation as learners

2. Onboard learning content creators, reviewers and publishers to publish your organization's digital content on the platform.

In order to get you started, we have created this quick but important onboarding process that will help us understand your organization better. Doing this will help you in the following ways

1. Gaining early access to the platform increases your visibility significantly. You get to showcase your training content and programmes on the platform and get an early-mover advantage to reach millions of civil servants across India.

2. As the platform marketplace opens up in the future, you will get a head-start to be able to monetize your training content and programmes.

Let's do this now!

3. Fill all the mandatory fields of the institute profile and click on "Save and continue"
Note: An information icon is provided in each section. Users can click on the icon to know more about what each section is about and for help on completing that section.

Organization information

Welcome
Institute profile
Roles and functions
Infrastructure
Training Programs
Research
Consultancy
Faculty

Institute details

Name of the institute*

BESCOM

Full address*

31 main KR road , Puducherry

Building number | State* | Pincode*
5512 | Puducherry | 605001

Year of establishment of the training institute*

1985

Contact & website details

Telephone number*   Mobile number.*
+91   1234567892   +91   1234567893

Email address*   Website address*
johanw@vocmail.com   https://bescom.karnataka.gov.in/

Attached training institutes/centres   ⓘ

Add attached training institutes or centers*

Name of the training institute or center

◉ Attached training institute   ○ Attached center

Enter Attached training institute details

0 / 200 characters

Add

Udemy   ✎ Edit   🗑 Delete
Attached training institute
This is a specified training institute that provide training for all officials

Back to Welcome   Save and continue

4. Choose the roles and functions, then click on "Save and continue"

5. Fill all the details of the infrastructure and click on "Save and continue"

6. Based on the roles and functions selected in step 4, fill the details of training program / research / consultancy

If training program is selected in step 4, fill the details of training program and click on "save and continue"

If research is selected in step 4, fill the details of research and click on "save and continue"

If consultancy is selected in step 4, fill the details of consultancy and click on "save and continue"

7. Enter the number of faculty details and click on "Submit"

8. Once MDO administrators submit the institute form ,they can start using other features like onboarding other users to the MDO, creating and publishing work orders for the officials, creating and publishing events for the officials etc.

Note: if MDO administrator wants to edit the organization details, they can click on the "Organization profile" from the left side and make the changes

5.2 Users

As the MDO admin clicks on the 'Users' option in the left side menu, there will be three tabs in the home screen as :
1. Active - users who are active in this MDO with various roles assigned
2. Inactive - users who have been made inactive by the MDO admin
3. Blocked - users who have been blocked from the MDO

MDO admin can create users by clicking on the "Create new" button, then lands on the below screen. As the admin enters details in all the fields and clicks on "Create user", new users will be created under this MDO .
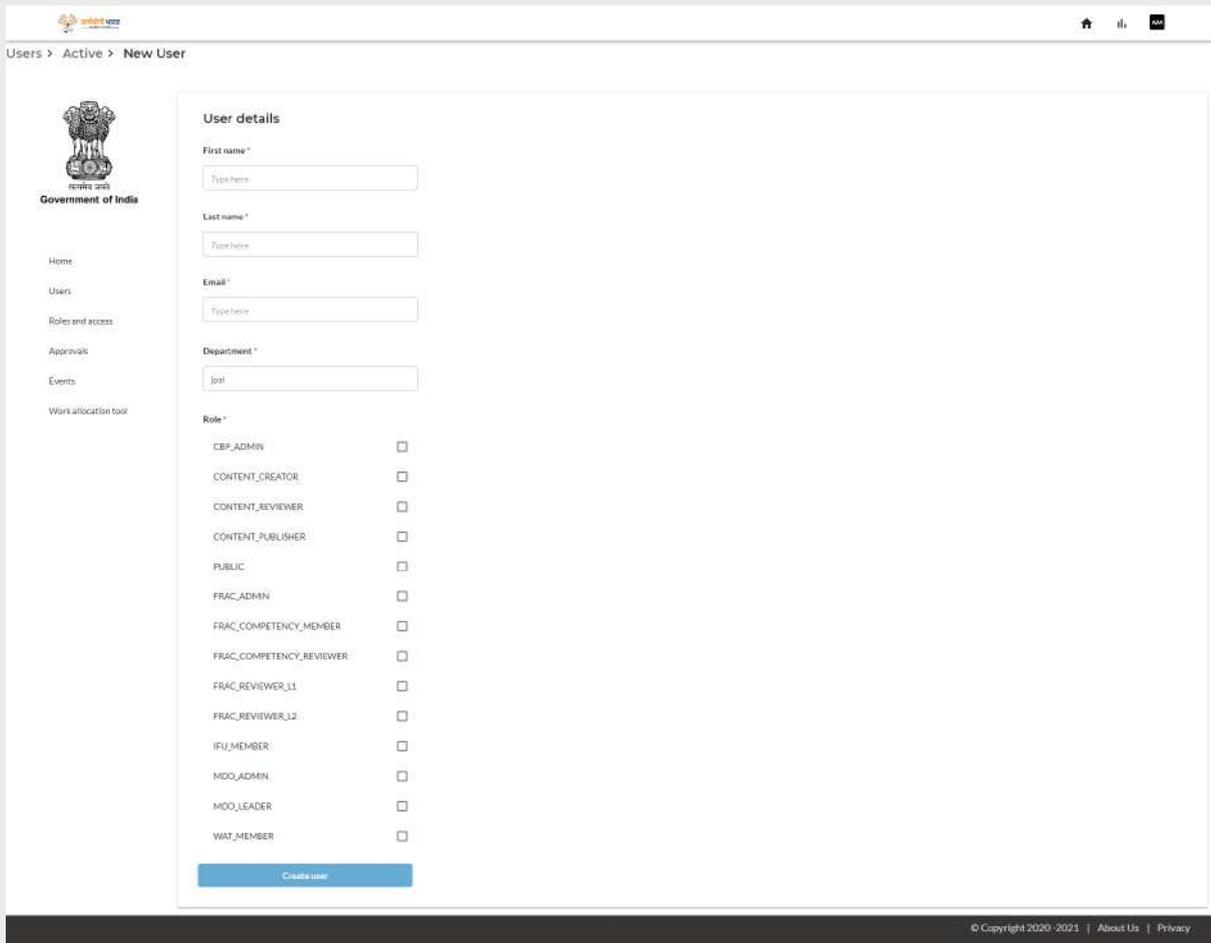
The MDO admin clicks on any of the users in the list and navigates to the profile details screen below, where they will be able to view the details of the user and can update the user role.
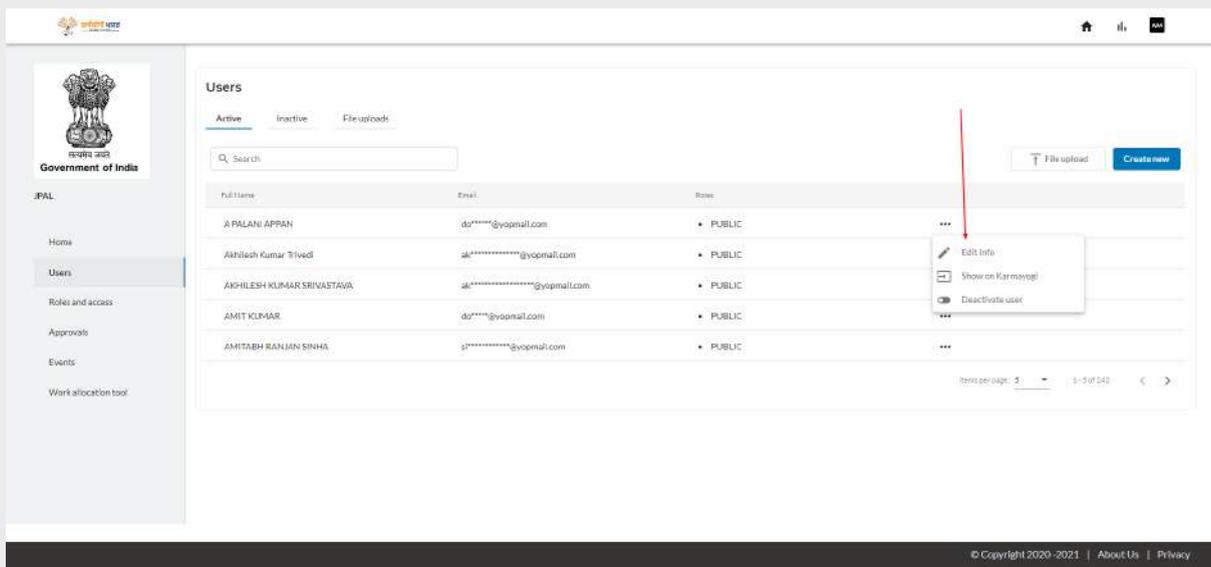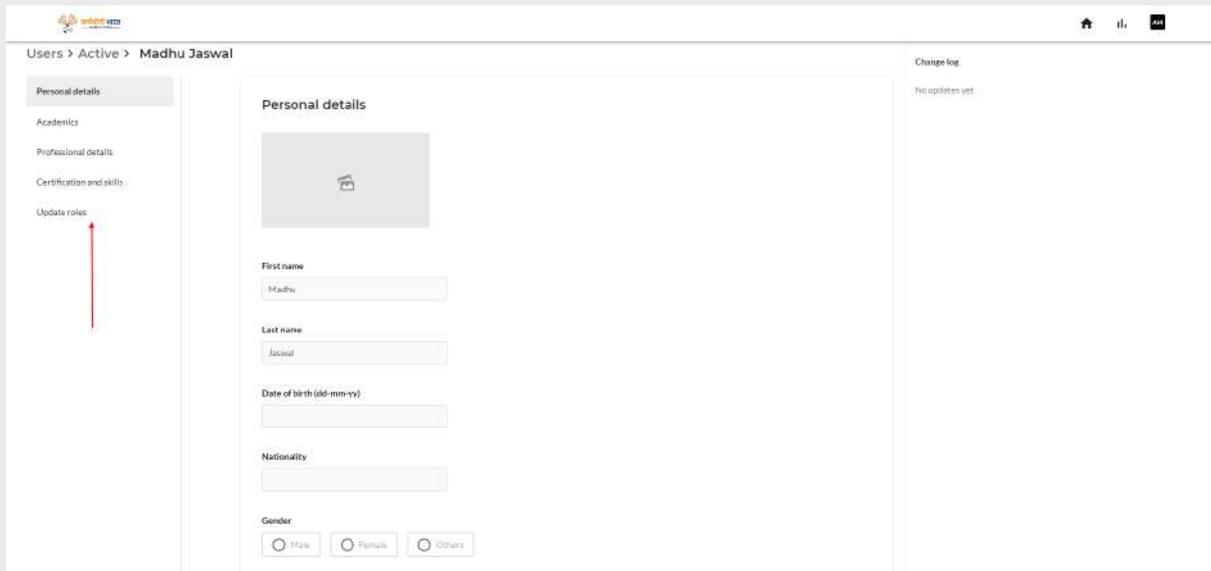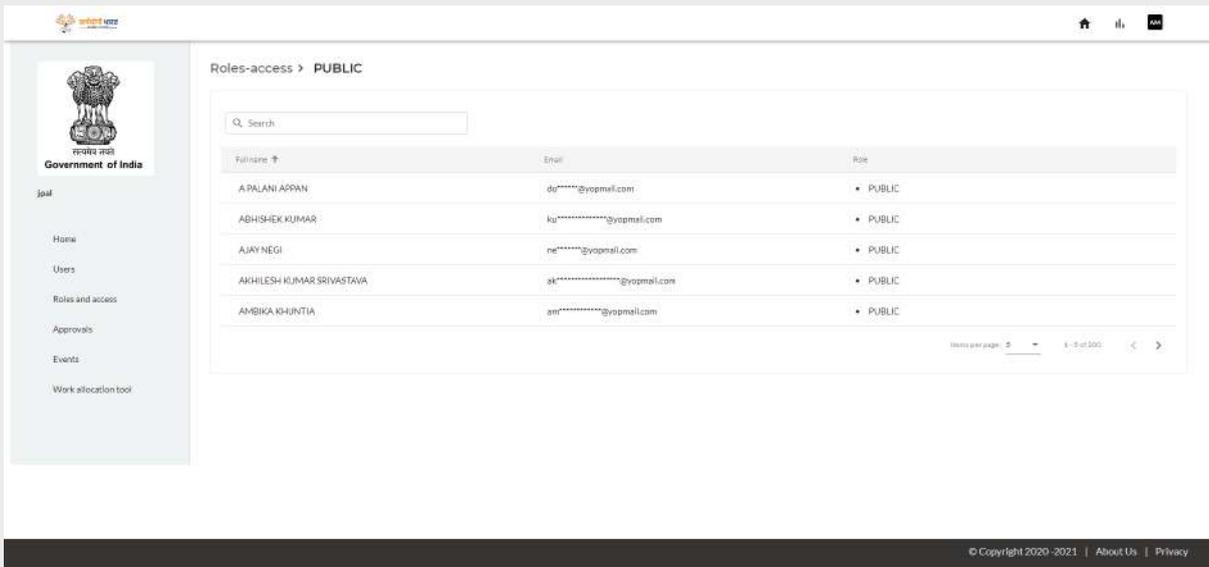
5.3 Roles and access

MDO admin lands on the below screen by clicking on the "Roles and access" menu in the left pane. It displays the list of roles and access for the users under logged in MDO.
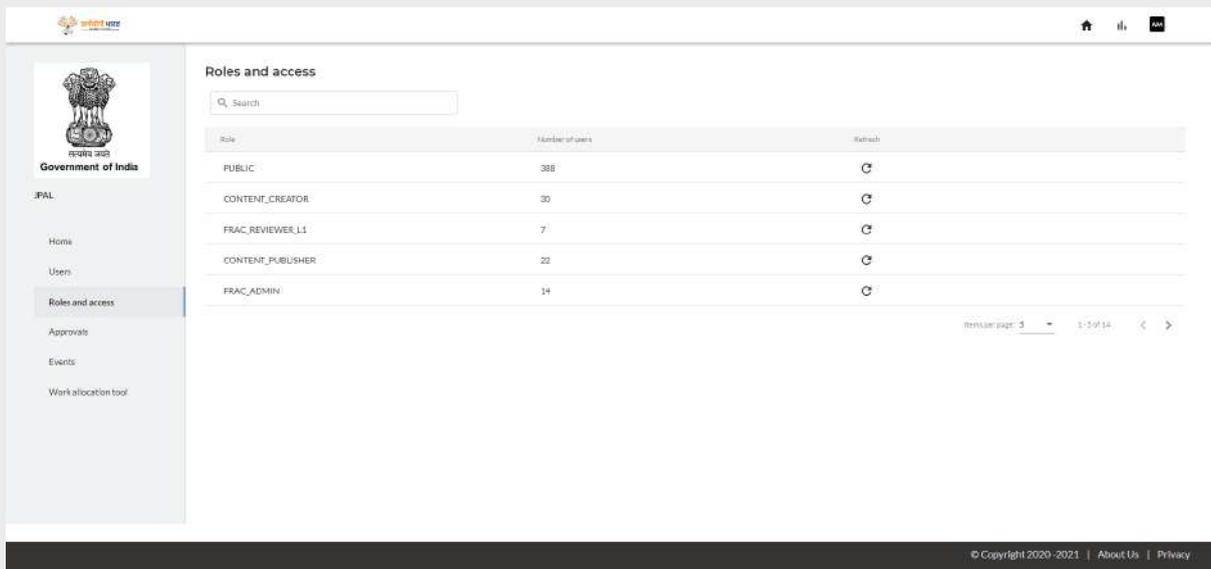

As the user clicks on any role , they will see the users for that particular role from the logged in MDO.

5.4 Approvals

MDO admin lands on the below screen by clicking on the "Approvals " option from the left pane. When a user updates any of their professional details in their Karmayogi portal, a request is sent to the corresponding MDO admin for approval. Professional details approval requested by MDO users will be listed in the below screen.
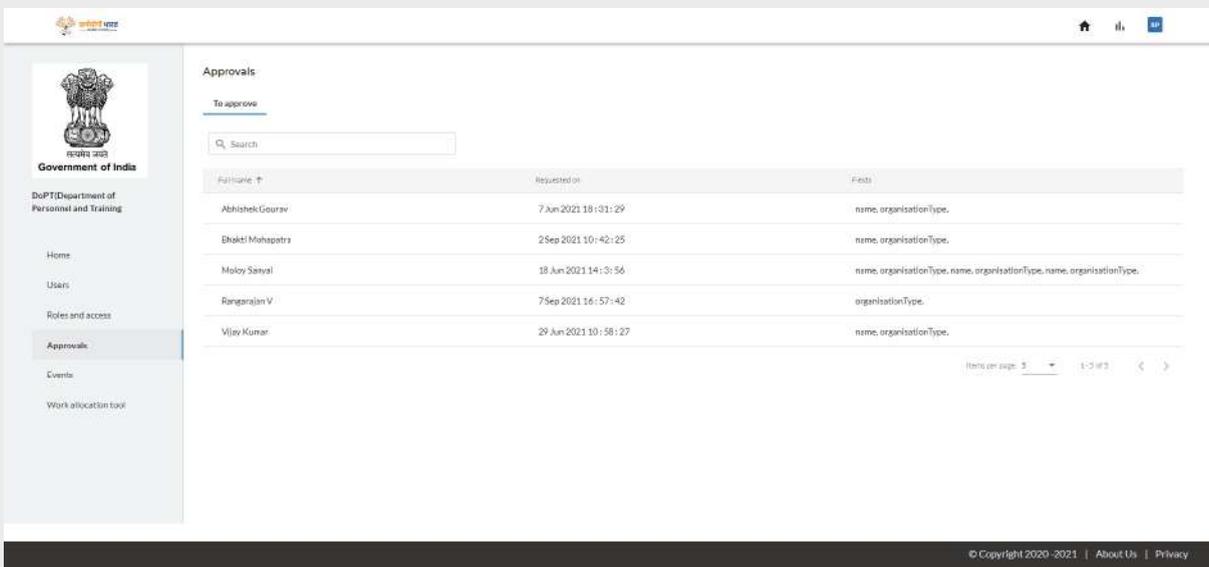
MDO admin clicks on any of the approval requests and navigates to the below screen which displays all the approval requests from the user along with their profile.
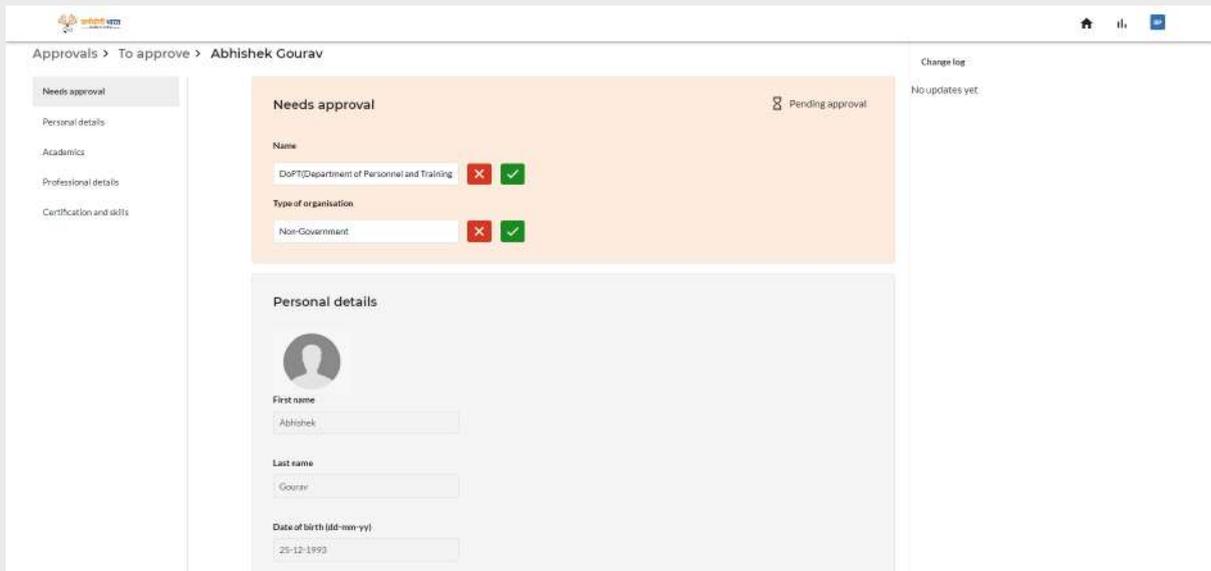
MDO admin can approve the update request by clicking on the "Green tick" icon, then clicking on the "Accept" button in 'Accept request' popup.
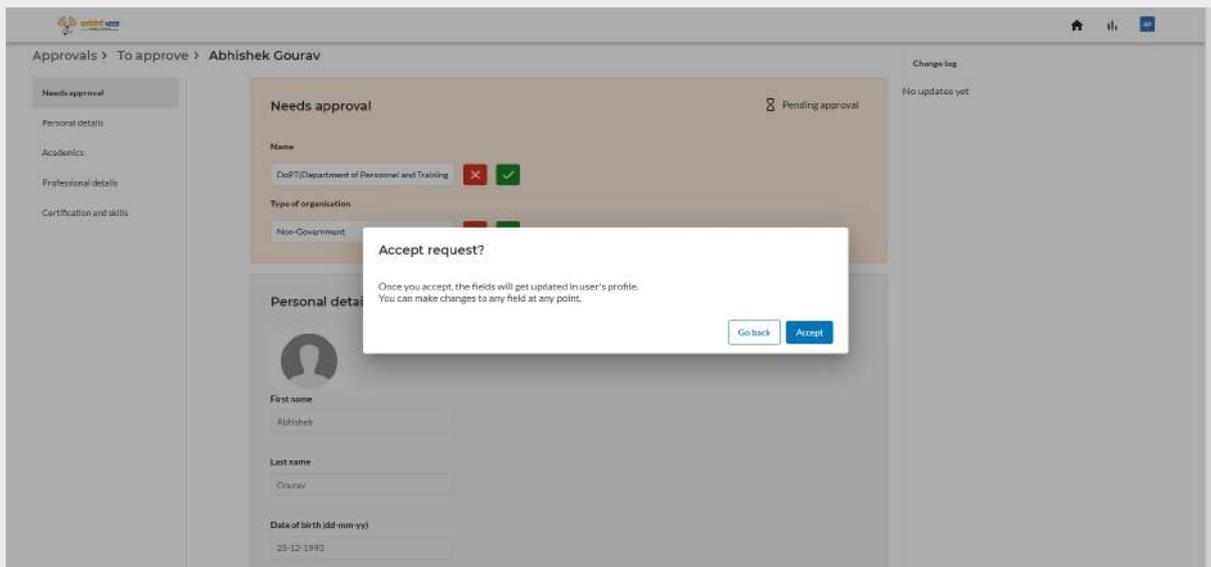
MDO admin can reject any update request by clicking on the "Red Cross " icon, providing a reason to reject in the 'Reject request' popup.
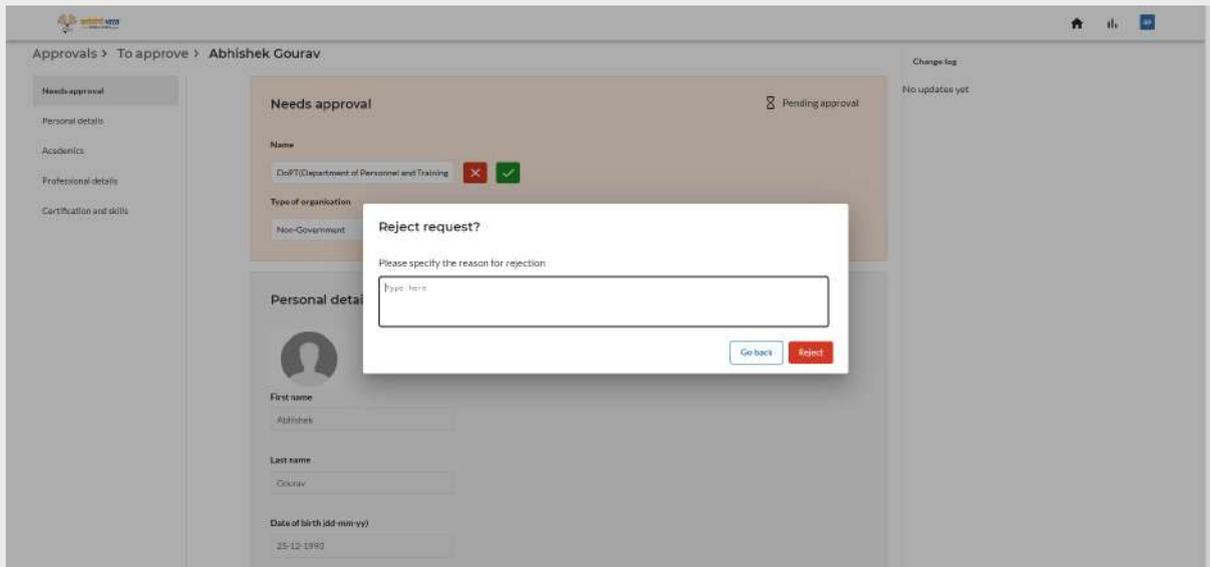
5.5 Work allocation tool

Work allocation orders are documents which formally allocate the roles and accountabilities to every government official, usually upon joining. These are allocated by the supervisor or Head of the MDO, and updated as and when necessary.

The work orders for officials are created through the Work allocation tool that resides inside the MDO portal.

The work order consists of the following details:
1. Official's name and position
2. Roles that the official needs to perform as part of their position
3. Activities defined for each role
4. Submitted to and Submission from of the work order

5.5.1 WAT landing page

As the MDO admin clicks on the 'Work allocation tool' option in the left side menu, there will be three tabs in the home screen as :
1. Draft - work orders which are in progress and have not been completed yet.
2. Published - work orders which have been approved by the authority and is published
3. Archived - work orders which are no longer valid

For MDO admins who do not have any work order created will be landed on the below screen.
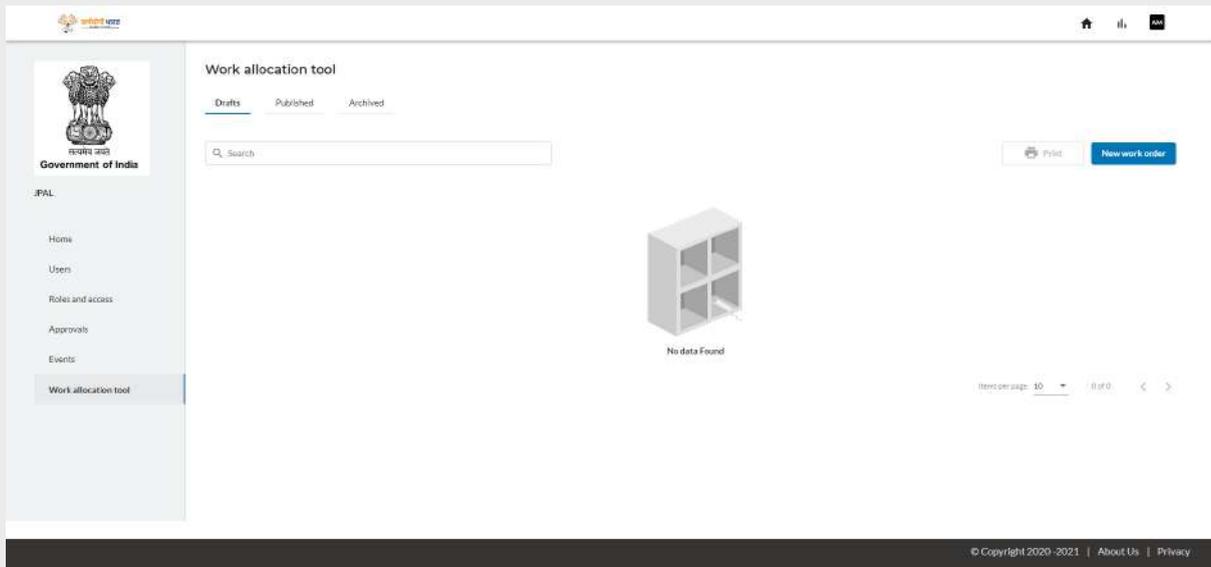
For MDO admins who have at least one work order created will land on the below screen.
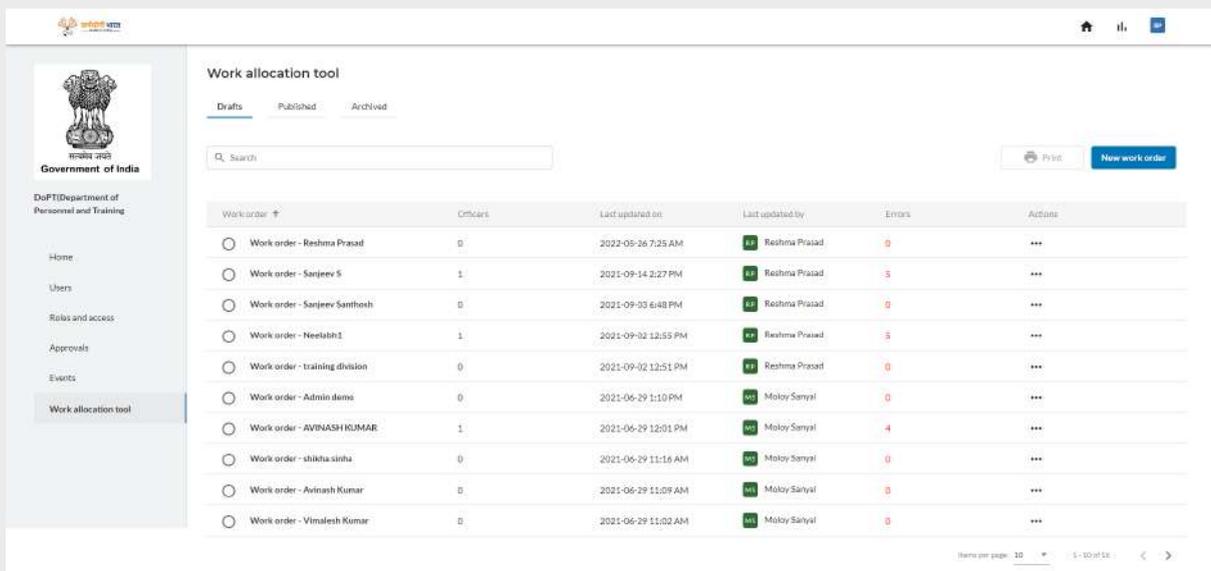
5.5.2 Creating a new work order

To create a new work order, MDO admin clicks on the "New work order" button and a popup will appear as shown below.

a) MDO admins who are creating work orders for the first time need to enter the work order name and click on the "Create new work order" button.
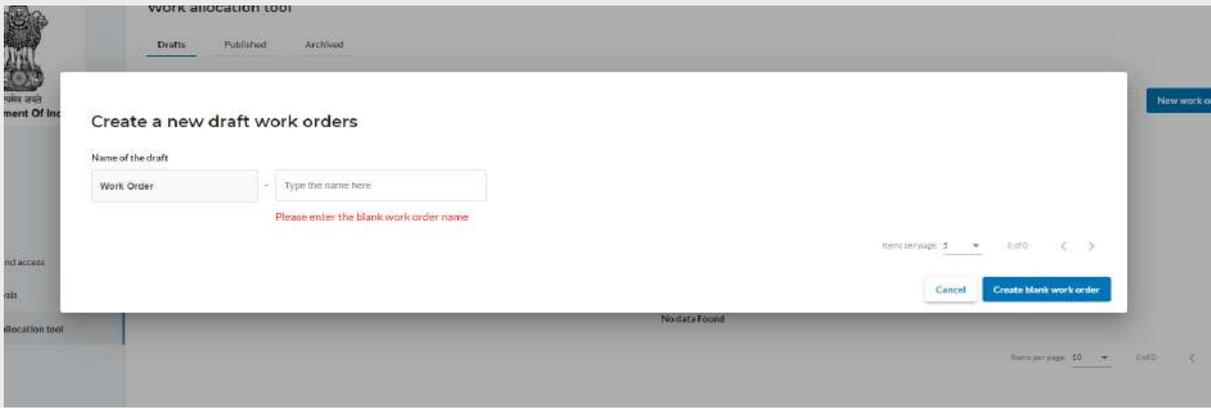
b) MDO admins who have already published work orders, can either copy an existing work order by selecting the work order from the list and click on "Create copy work order" or can create a new work order by clicking on "Create new work order"
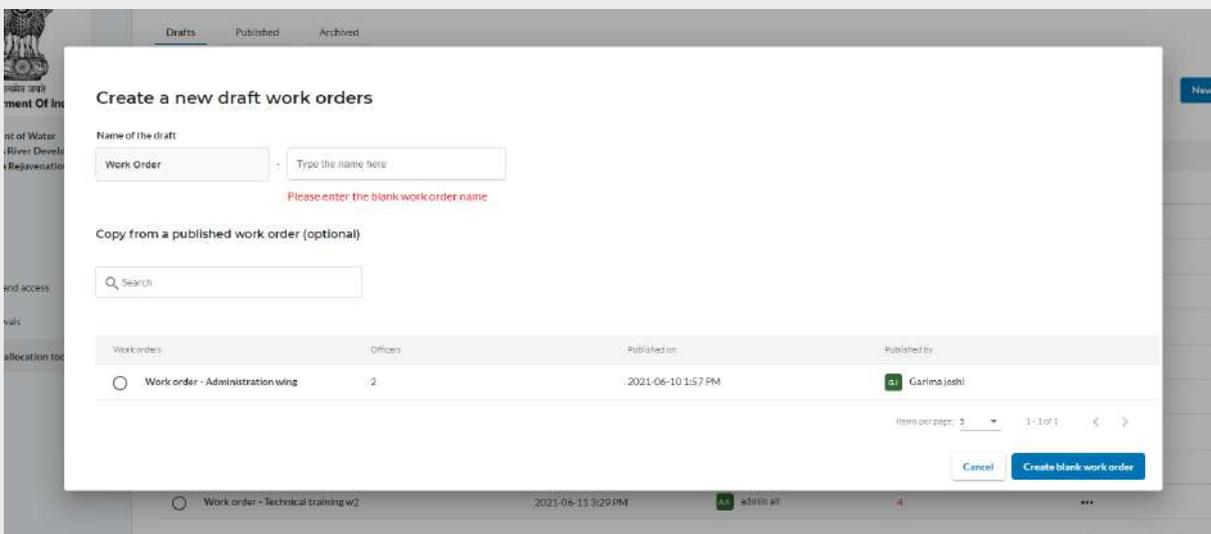
5.5.3 Adding officers and publishing work orders

To allocate officers with roles, activities and competencies, MDO admin clicks on the "New officer" button. MDO admins can add officers either to a new work order or an existing work order.

a) For a newly created work order, the admin will land on the below screen
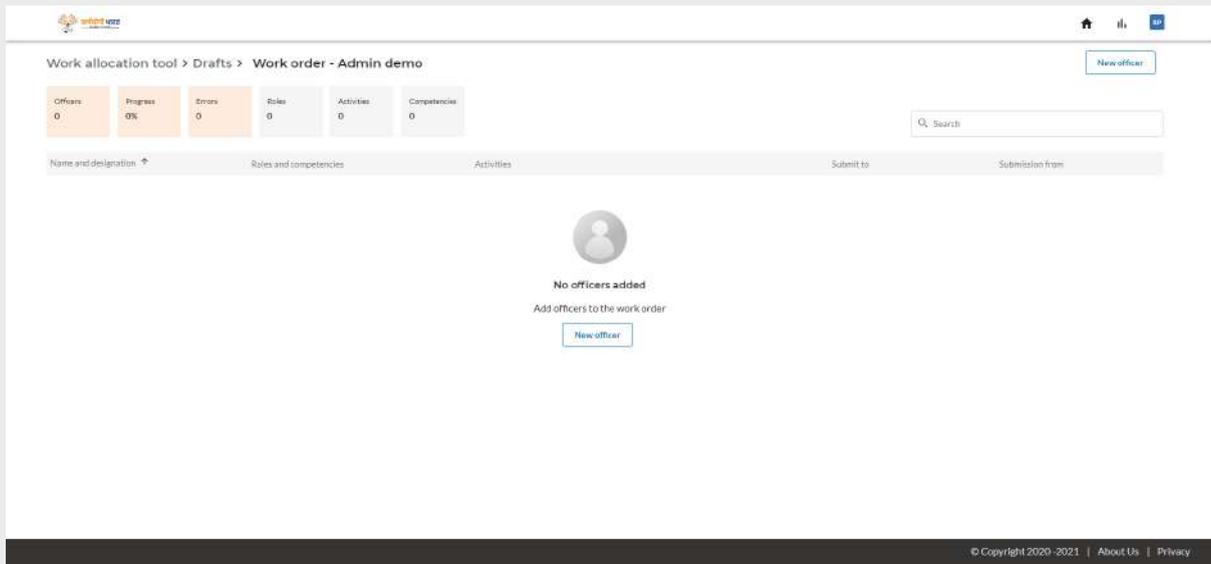
b) As the admin selects an existing work order from draft, they will land on the below screen
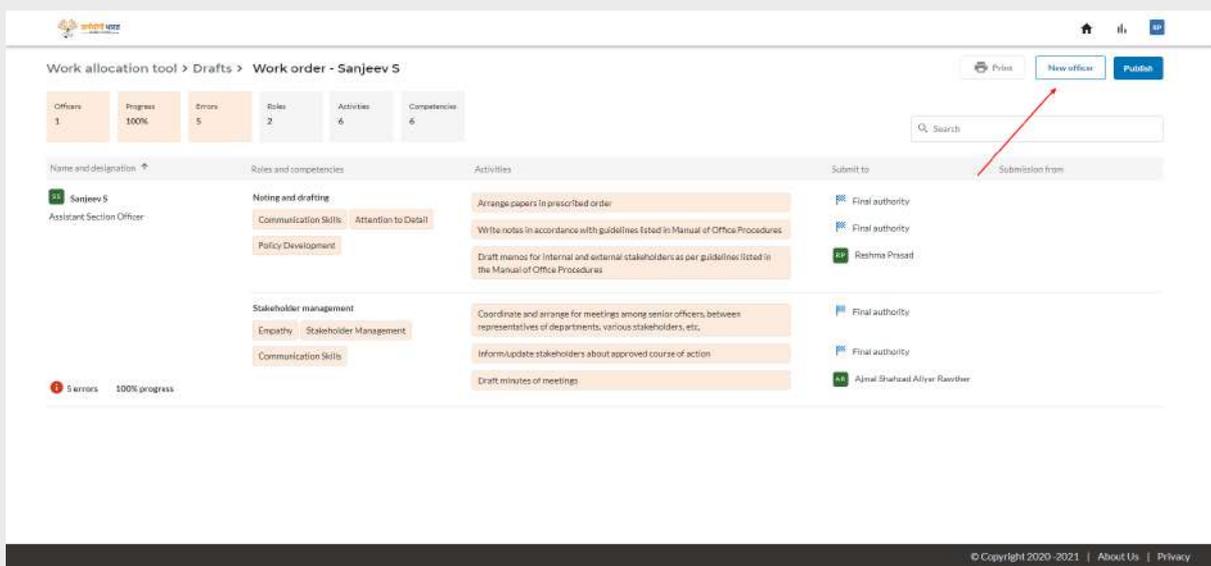
As the admin clicks on the 'New officer' button, there will be four tabs in the guest screen as :

1. Officers: MDO admin can search for the officers from the Karmayogi portal and add them.
2. Roles & Activities: MDO admin will be able to assign activities and roles to the added officer.
3. Competency: MDO admin will be able to add competency to the added role and activities.
4. Competency details: This will provide more details like the level , type and competency area of the added competency
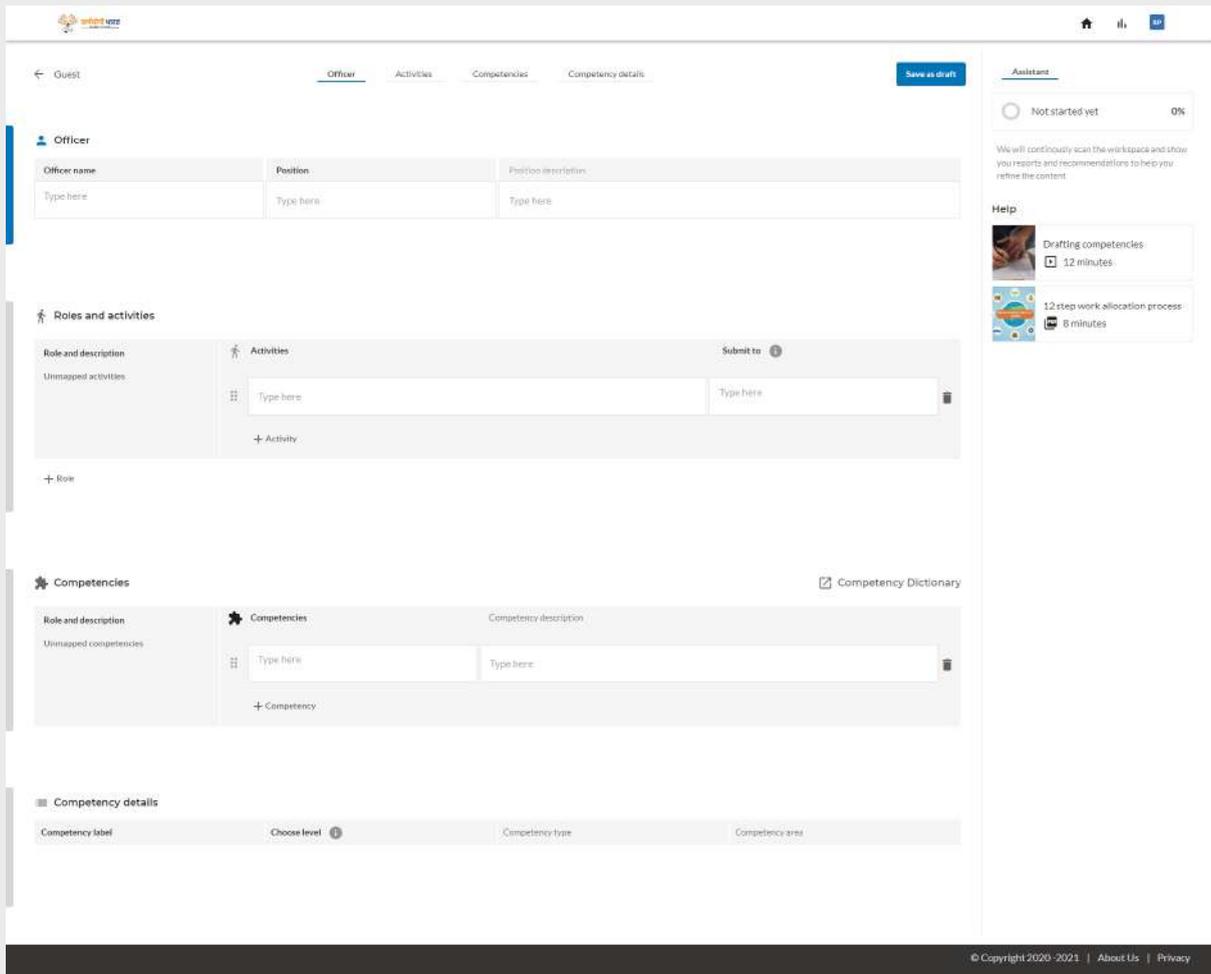
MDO admin will be able to search for officers from the Karmayogi portal.
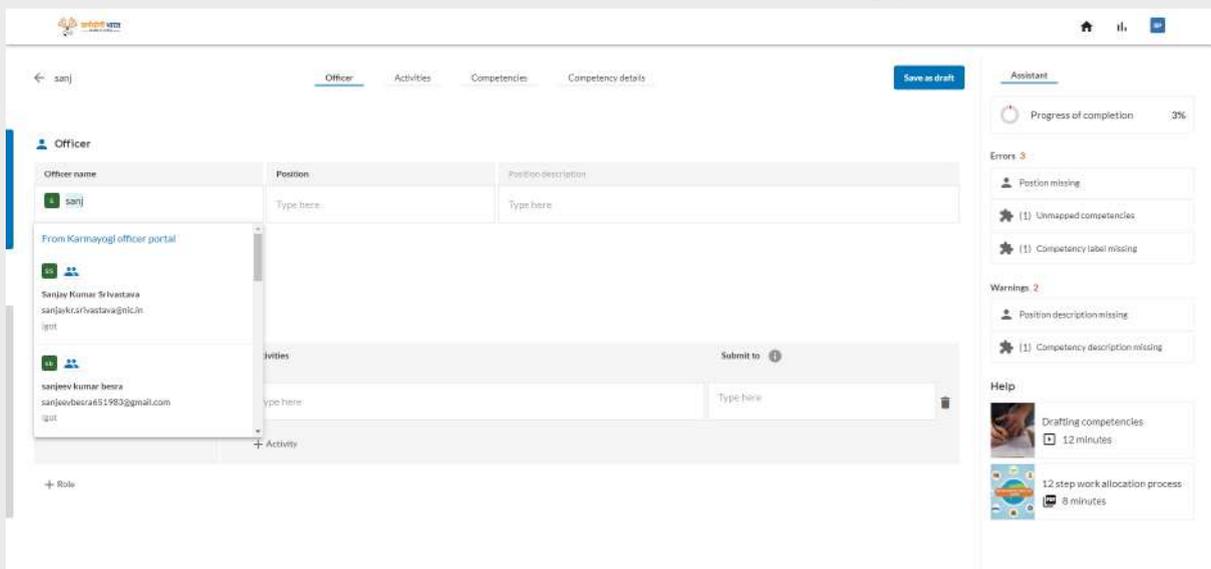
Once the officer is selected, the next step is to assign a position to the officer. MDO admin can either select the position from the 'Position dictionary' or manually enter the position.
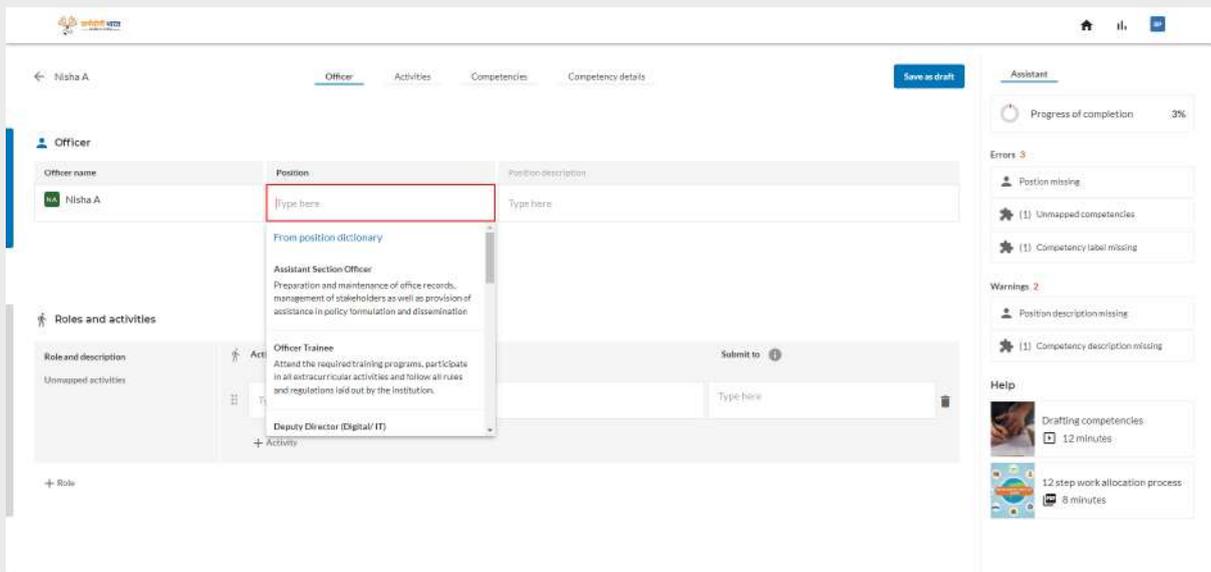
To allocate Roles and Activities to the position, MDO admin can either select an activity from the 'Activity dictionary' or manually enter the activity.
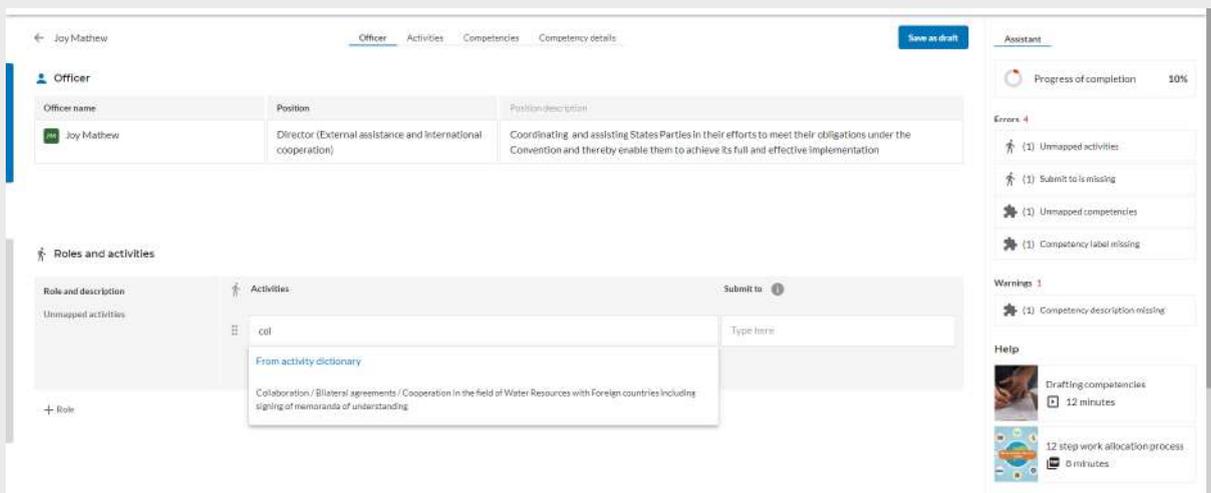
Once activity is selected, MDO admin can assign whom to submit it by searching the officers from the Karmayogi portal.
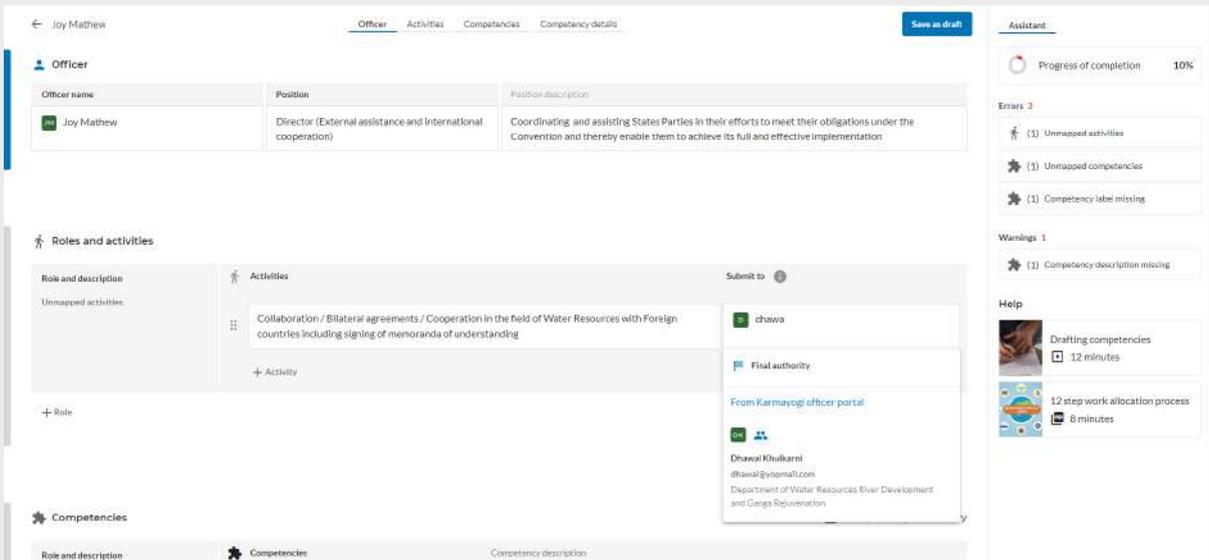
As the admin clicks on the "+ Role" button , a new role section will be displayed. MDO admin can either enter the role and description manually or they can choose from the 'Role dictionary'.
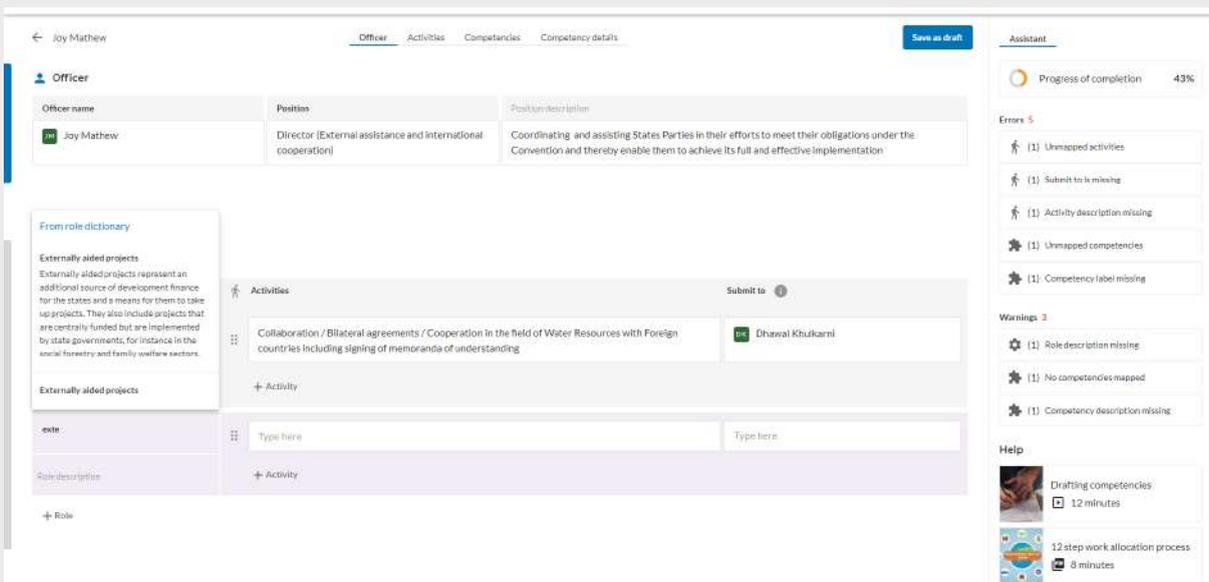
As the MDO admin selects a role from the 'Role dictionary' , they will land on the below popup. To remove any particular activity from the list they need to click on the particular activity and uncheck it.
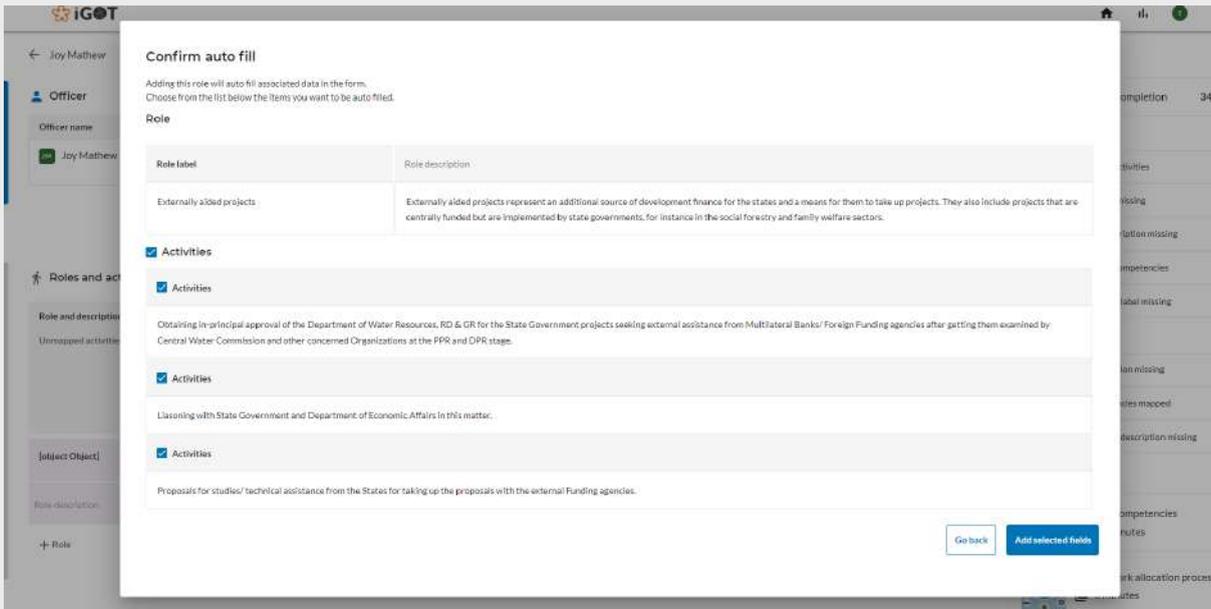
The MDO admin clicks on the "Add selected fields" button and lands on the below screen where the selected activities are added to that role . Here, the MDO admin can assign whom to submit it by searching for the officers from the Karmayogi portal.
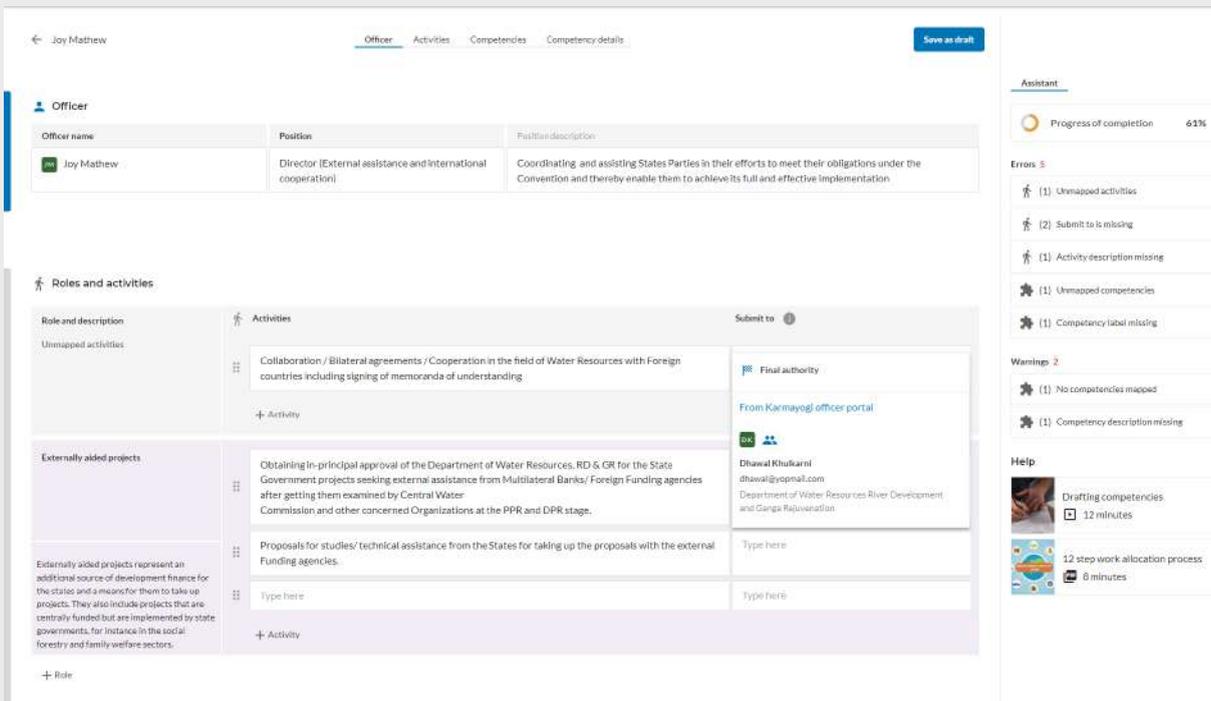
The MDO admin can drag and drop the unmapped activities under any particular role as shown below.
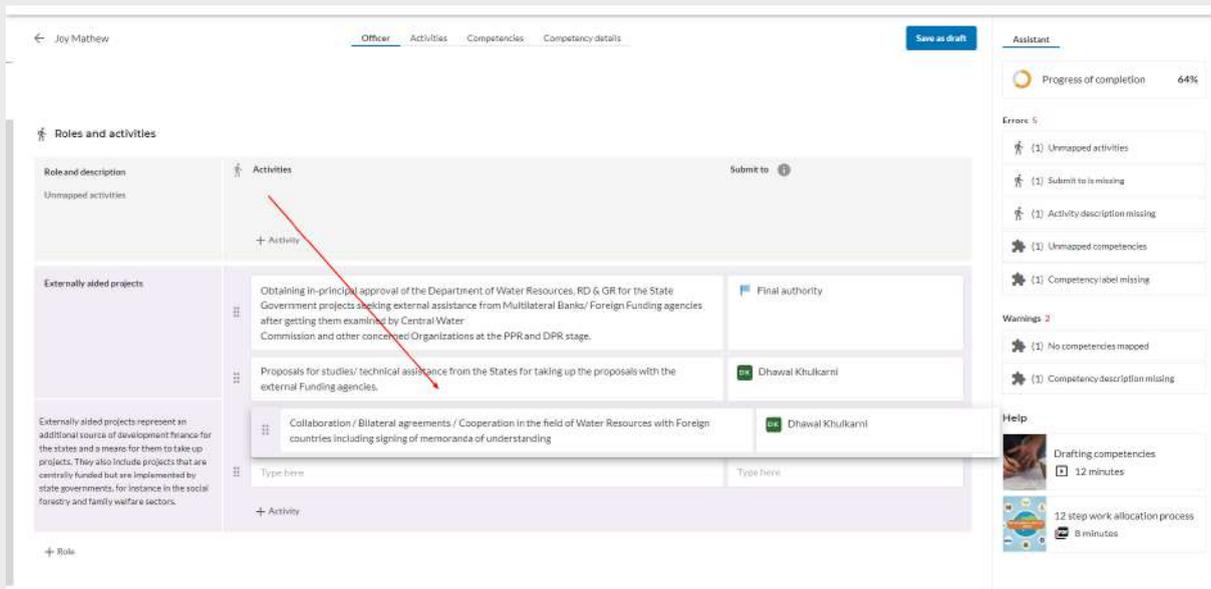
Once the role and activities are added, users can map competencies to the role. MDO admin can either choose to add the competency manually or select it from the 'Competency dictionary'.
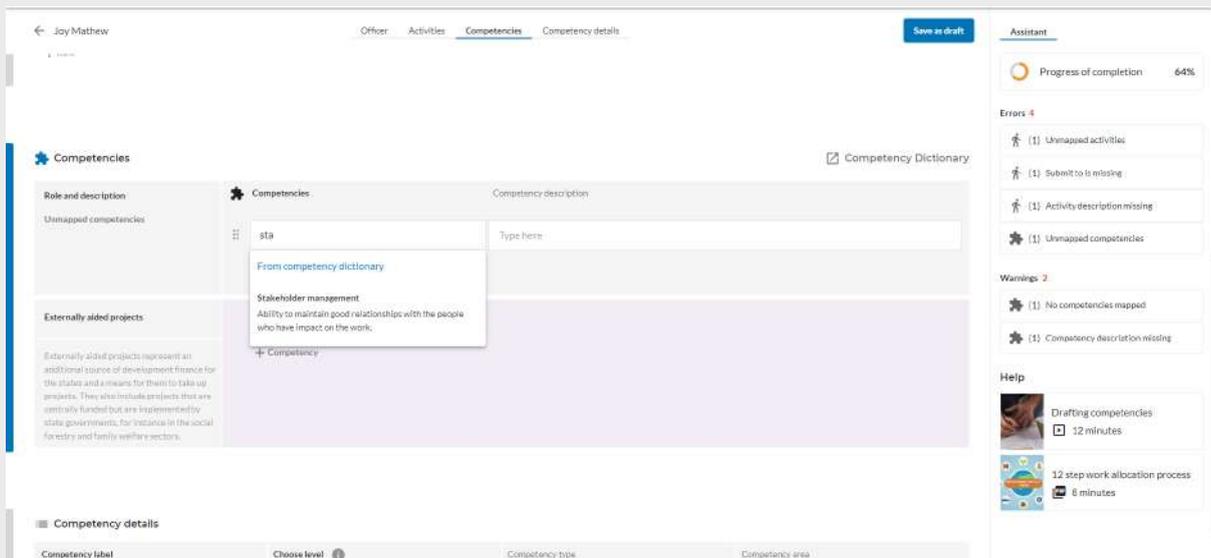
The MDO admin after selecting the competency from the 'Competency dictionary' will land on the below popup where they will be able to select the Competency level.
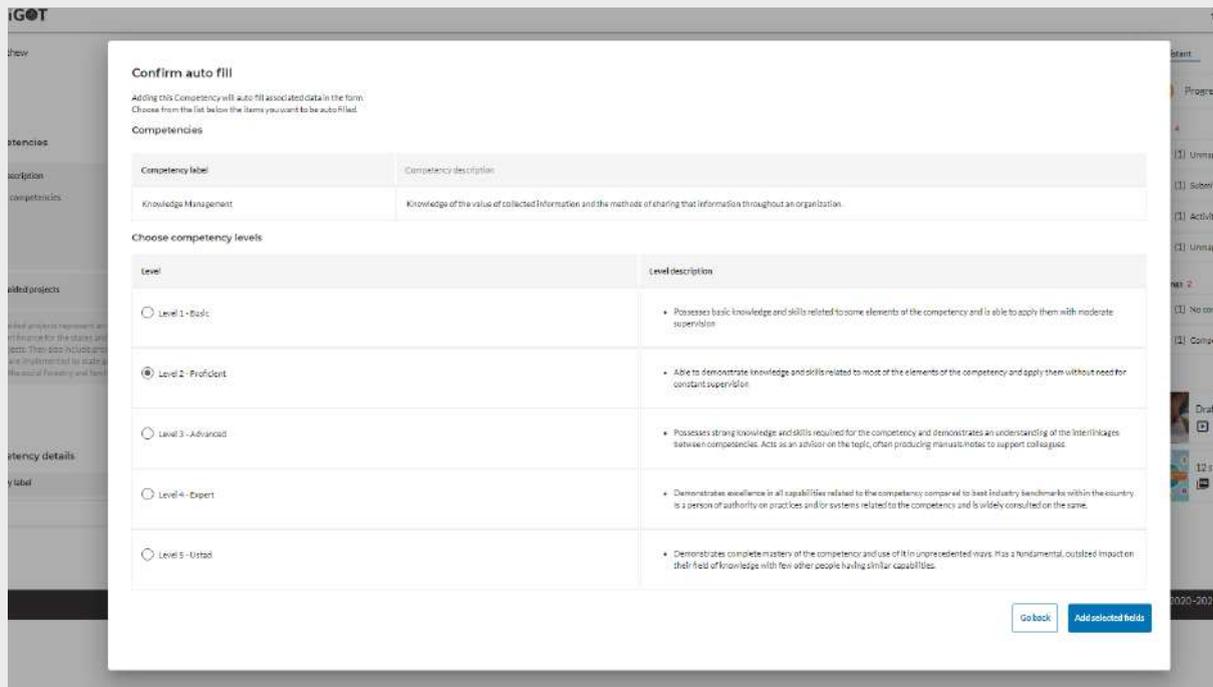
For adding competency manually, the admin needs to type the competency and click on "+" button as shown below .
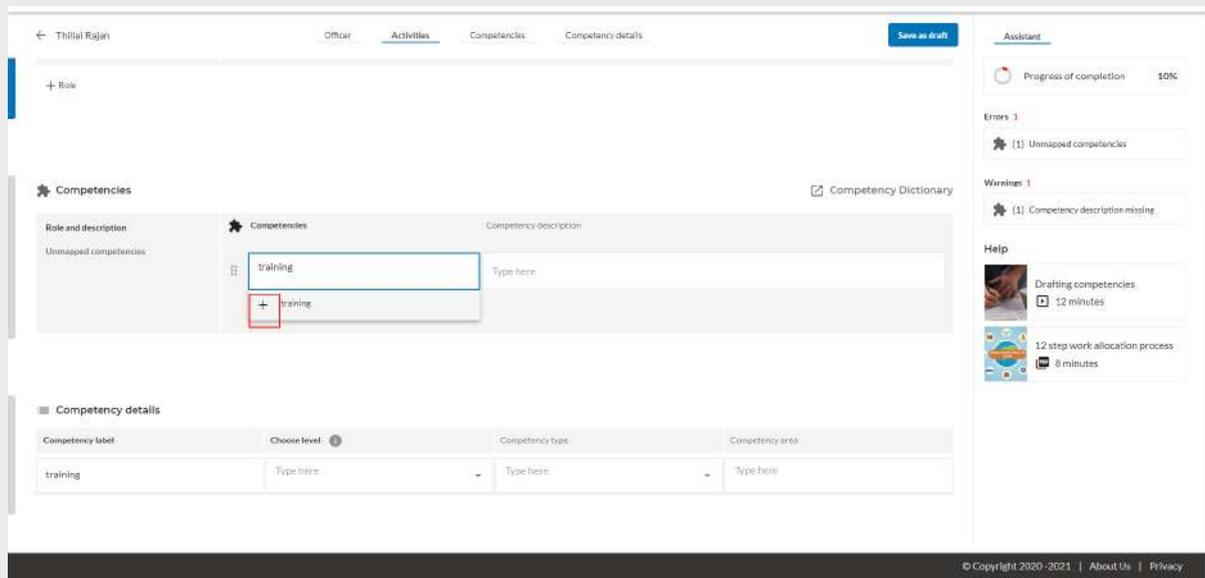
As the admin clicks on "+", they will land on the below popup where they can fill in the details of the competency.
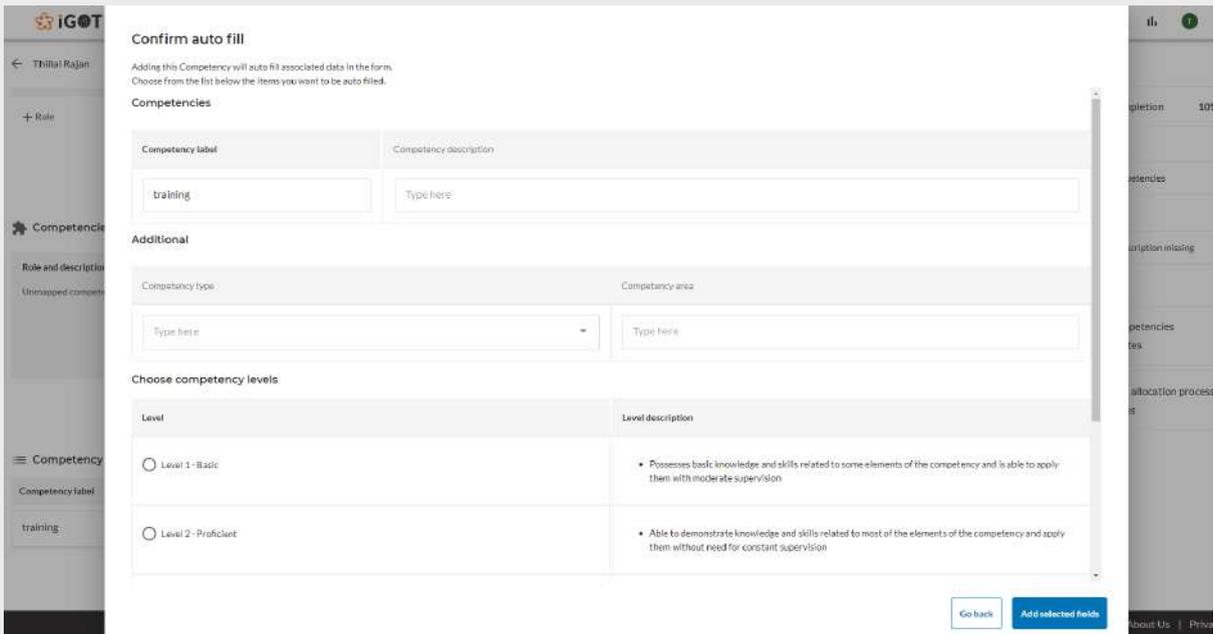
As the admin clicks on the "Add selected fields" , competency will be added.
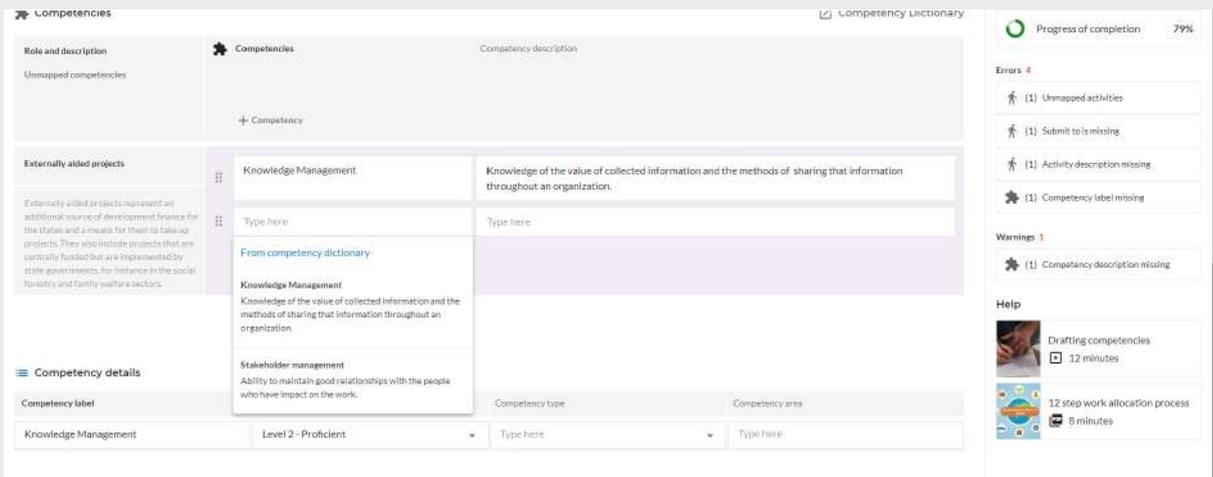
The MDO admin can drag and drop the unmapped competencies to any role as shown below.
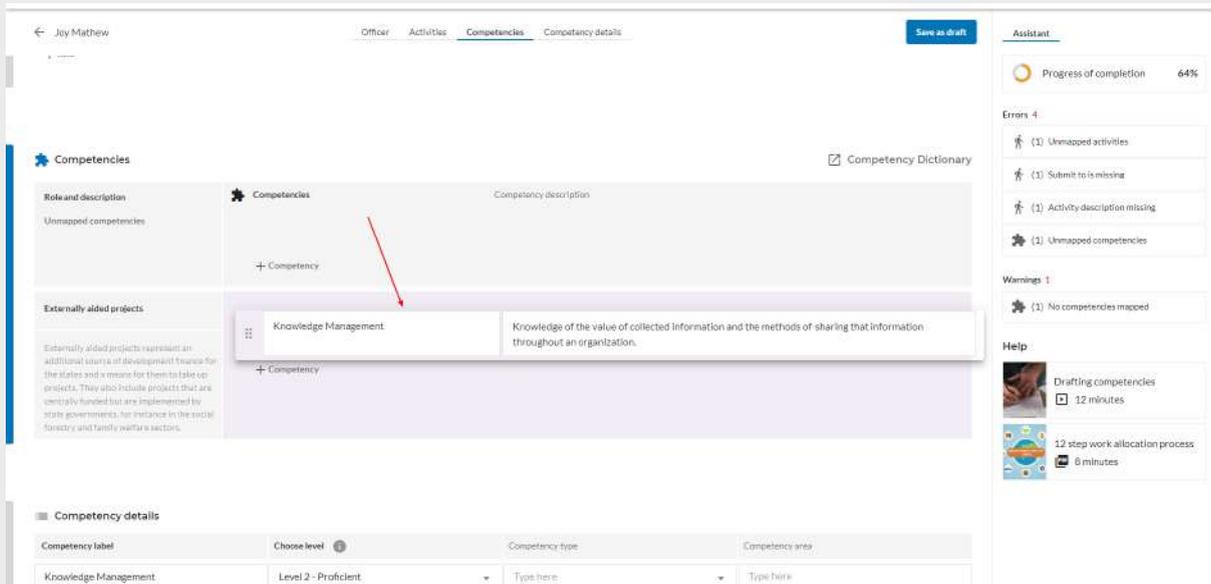
Once the competency is added , admin will be able to add the competency type and competency area if needed.
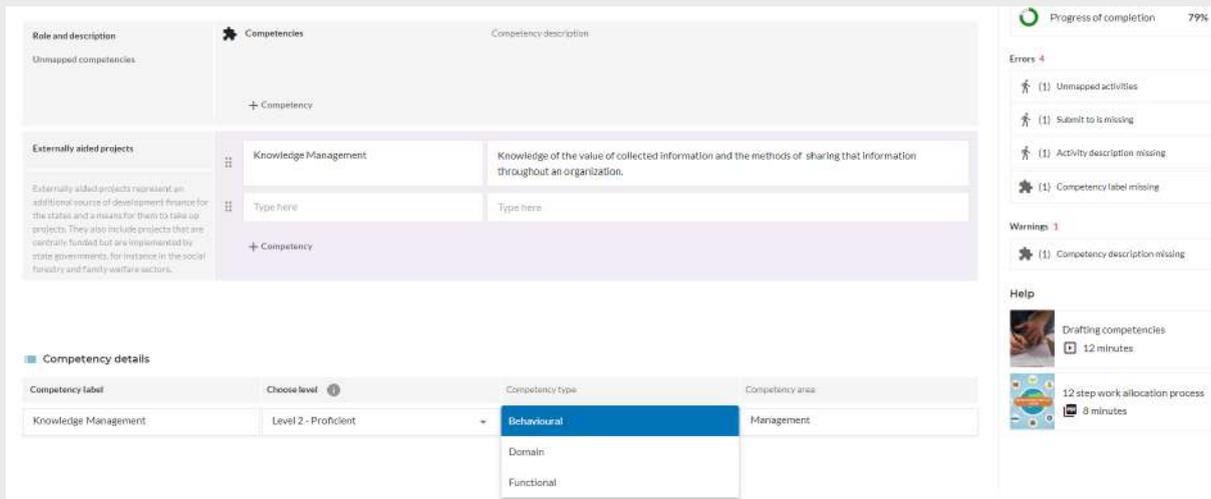
Once all details are filled, the admin can click on the "Save as draft" button as shown below.
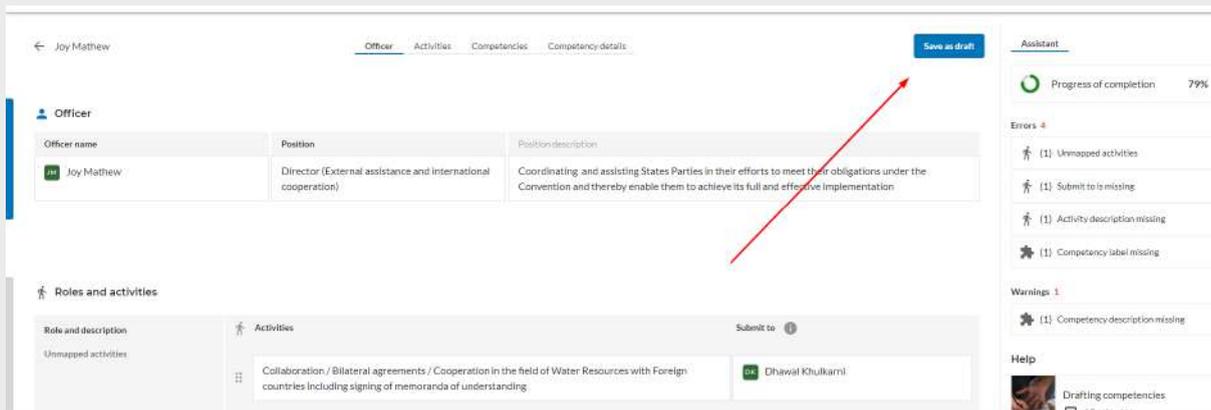
As the admin clicks on the "Save as draft" button , they will land on the below screen.
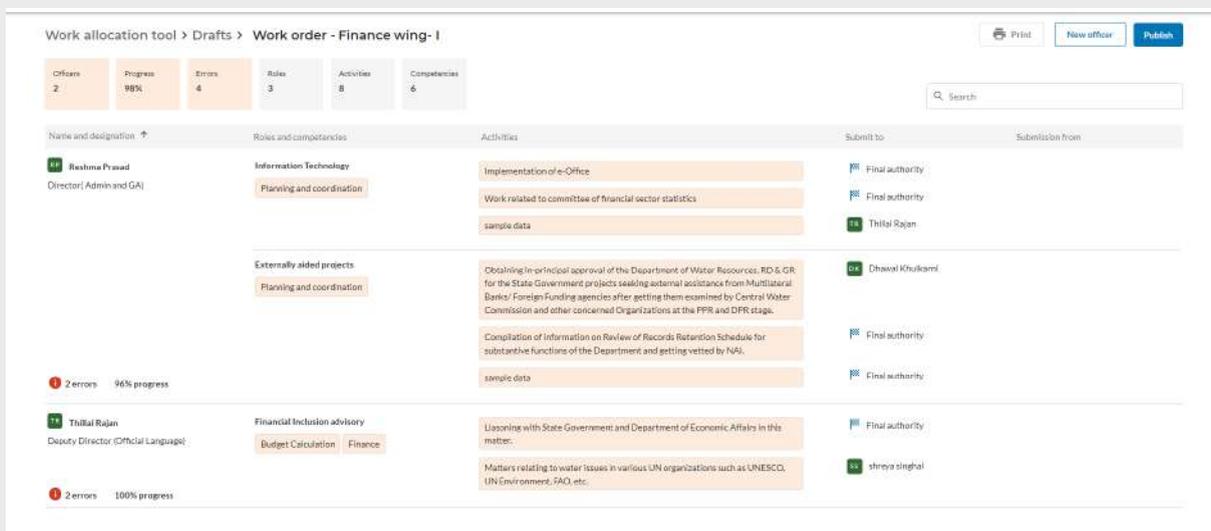
MDO admins can do either of the following:

1. Add a new officer to this existing work order on click of the "New officer" button
2. Download and print the draft work order on click of the "Print" button
3. Publish the work order on click of the "Publish" button
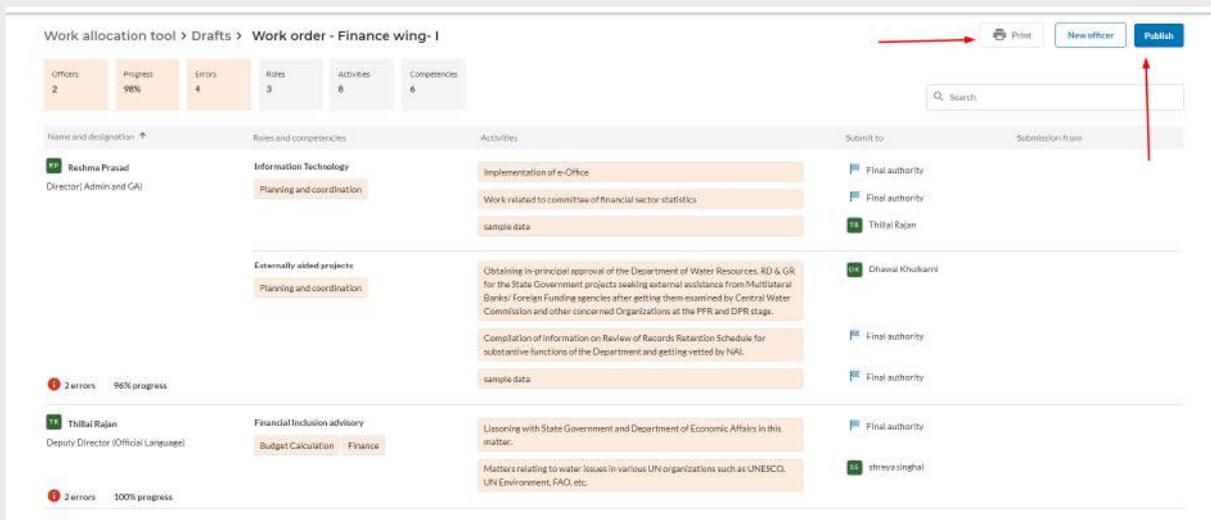
As the admin clicks on the "Publish" button, they will land on the below screen. The MDO admin can browse the work order from the system signed by the designated authority responsible for verifying a work order before publishing it.
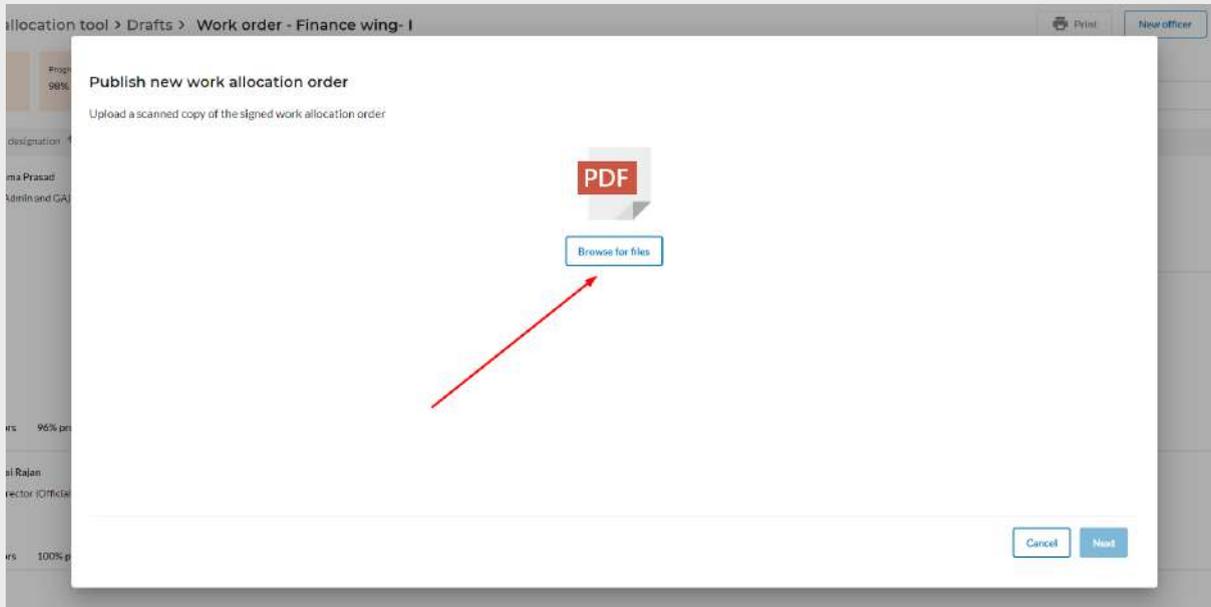
Once uploaded, the admin clicks on the "Next" button .
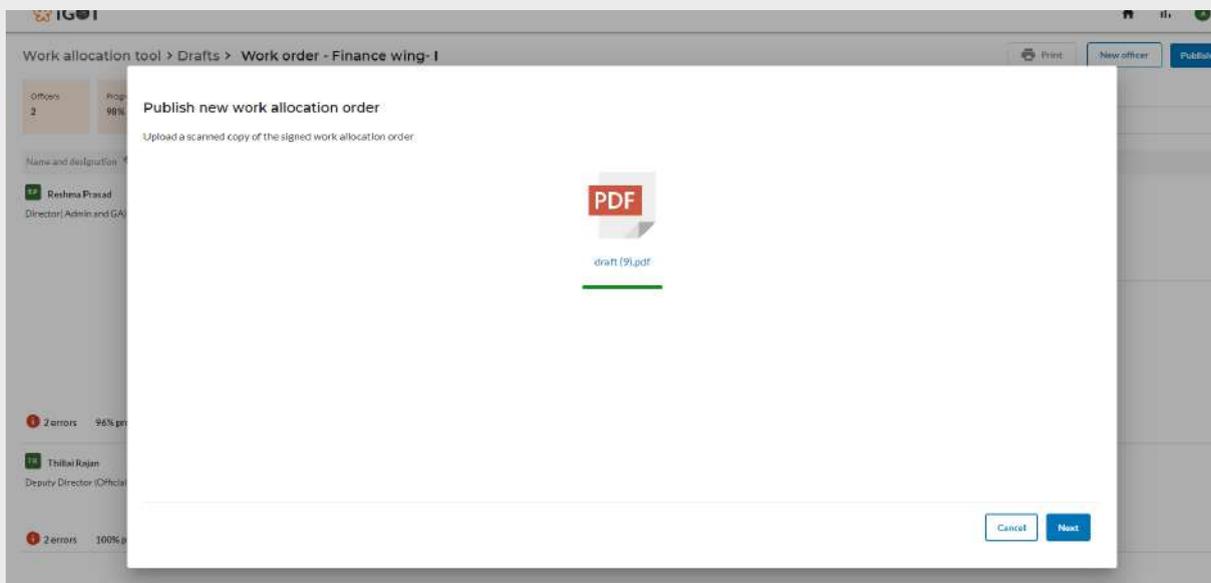
As the admin clicks on the "Next" button they will be able to view the uploaded signed copy and the draft copy of the work order as shown below. MDO admin can reupload the signed copy of the work order on click of "Reupload scanned copy" button.
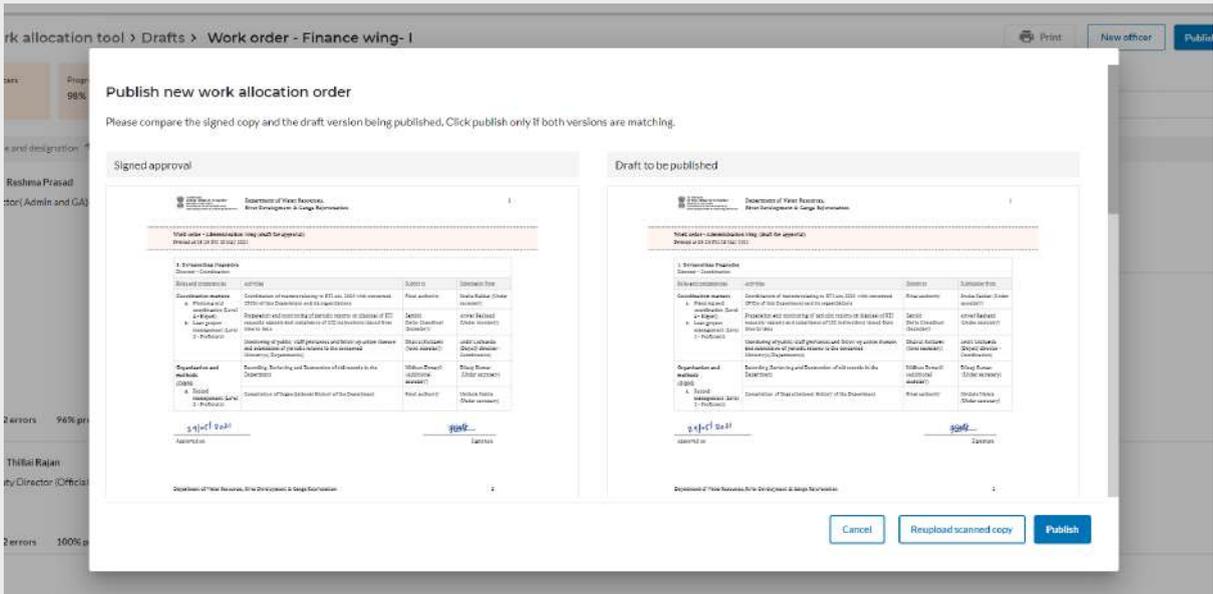
The MDO admin clicks on the "Publish" button to land on the below screen.
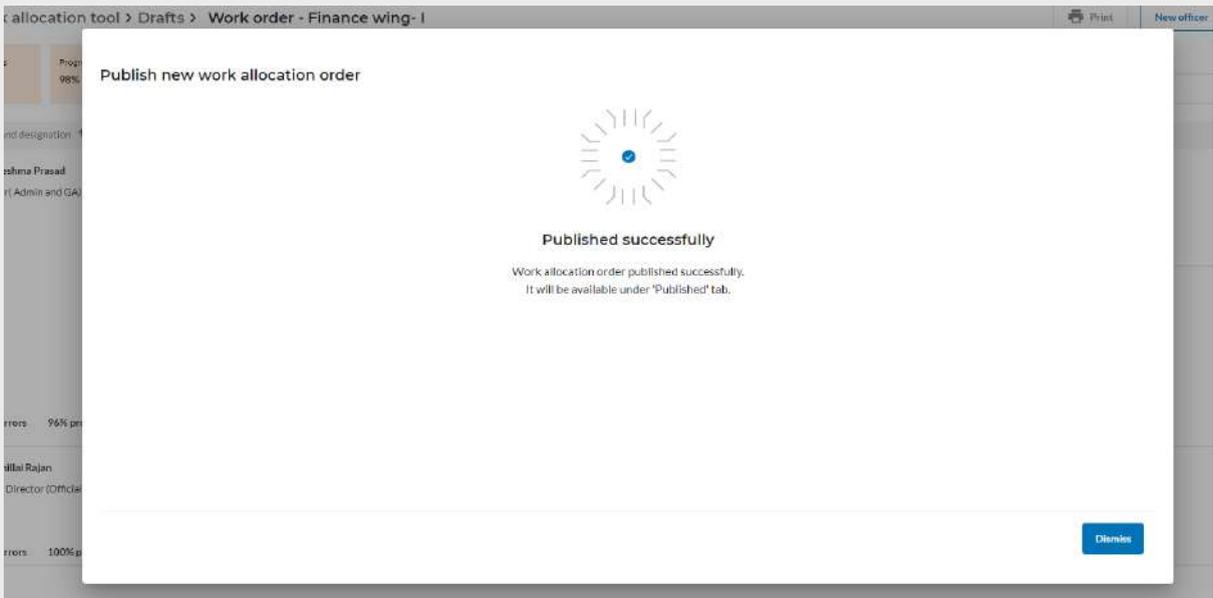
The MDO admin can click on the "Published" tab to see all the published work order.
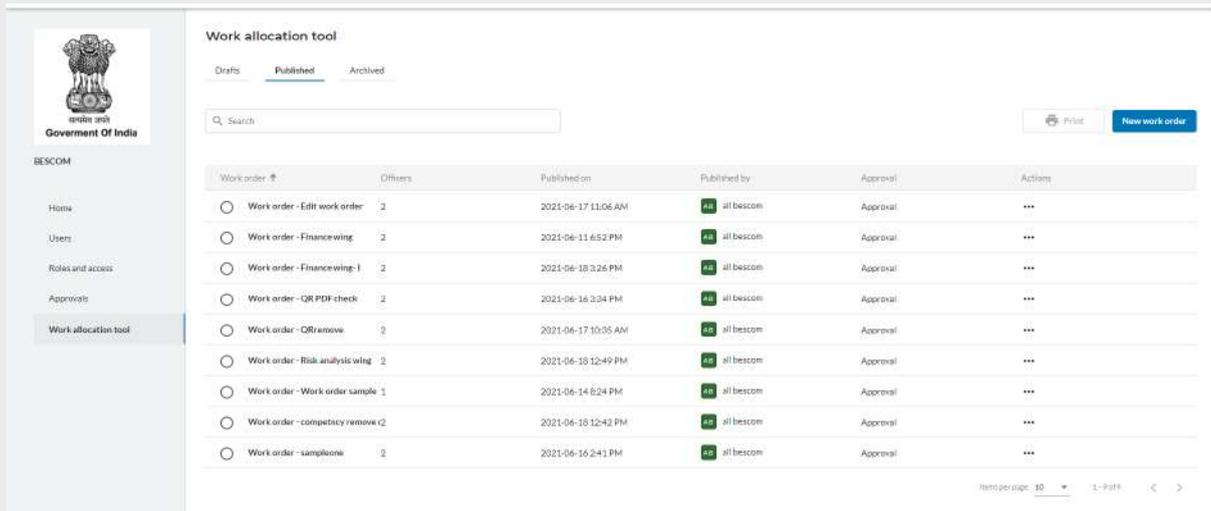
As the admin clicks on any work order from the published list , they will land on the below screen. Users can either view the signed copy (the uploaded file) on click of the "View signed approval" or click on the "Print" button to get a digital copy of the work order.
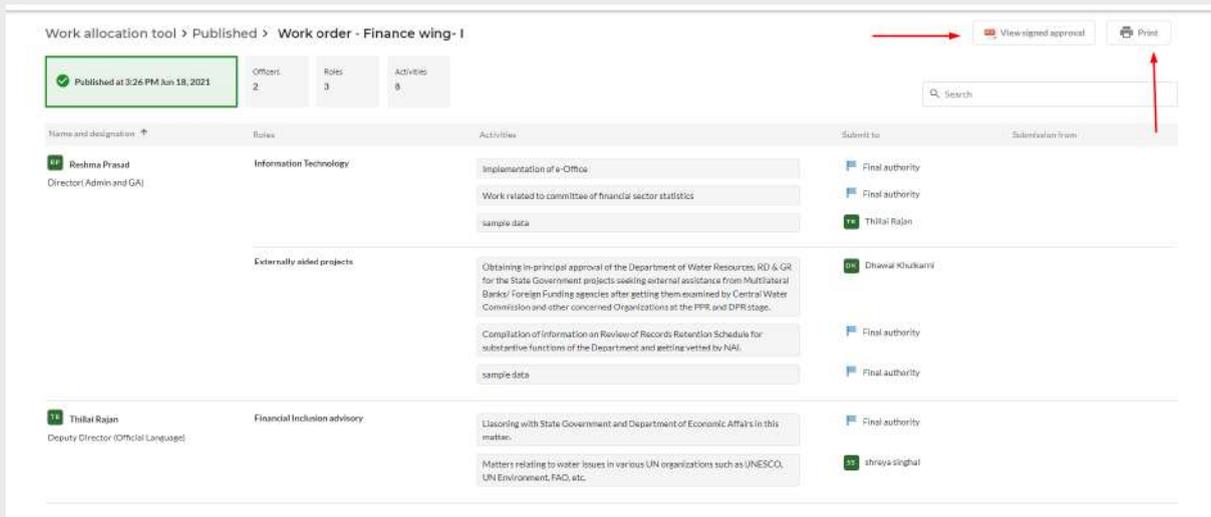
Admin can click on "..." and select "Print" from the list of published work orders as shown below.
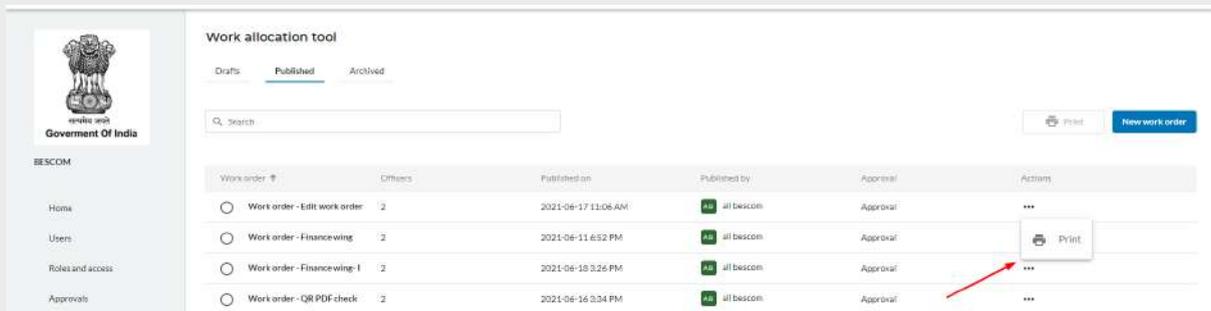
The MDO admin can also select any work order and can click on the "Print" button as shown below to print any work orders.

5.5.4 Editing a work order

1. Click on the official's name that needs to be edited

2. Edit any field of your choice
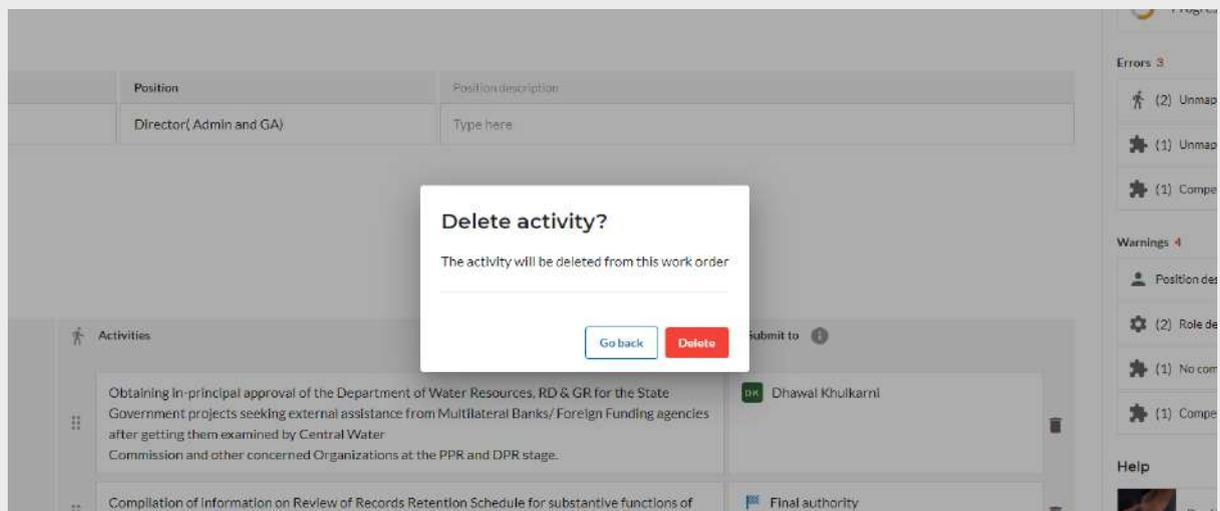3. Click on the "Update draft" button

5.5.5 Deleting activities, competencies and role

5.5.5.1 Deleting activity
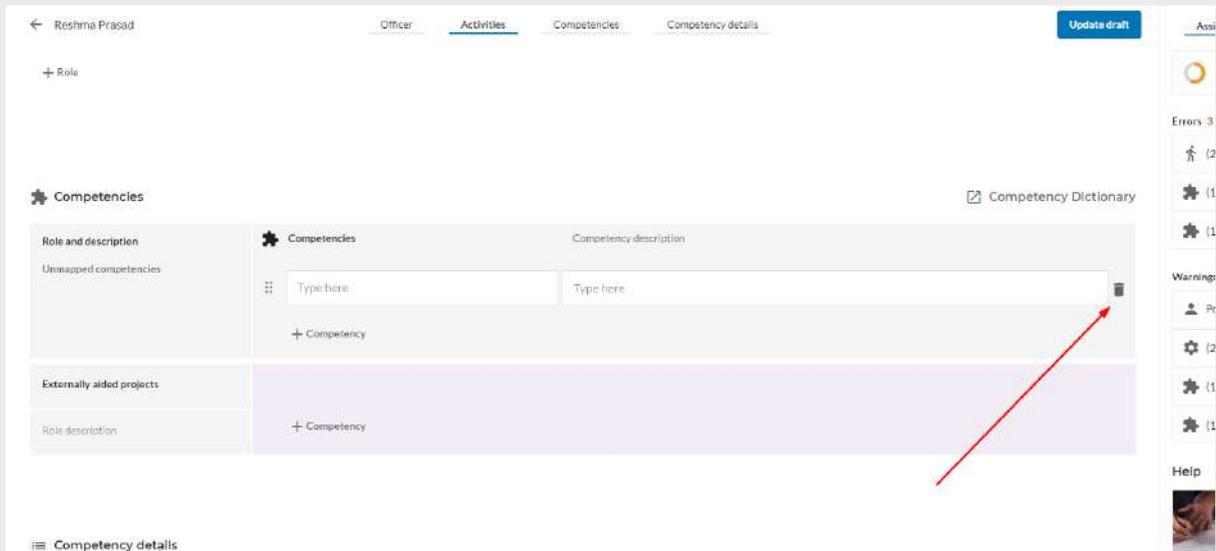
1. Click on the delete icon
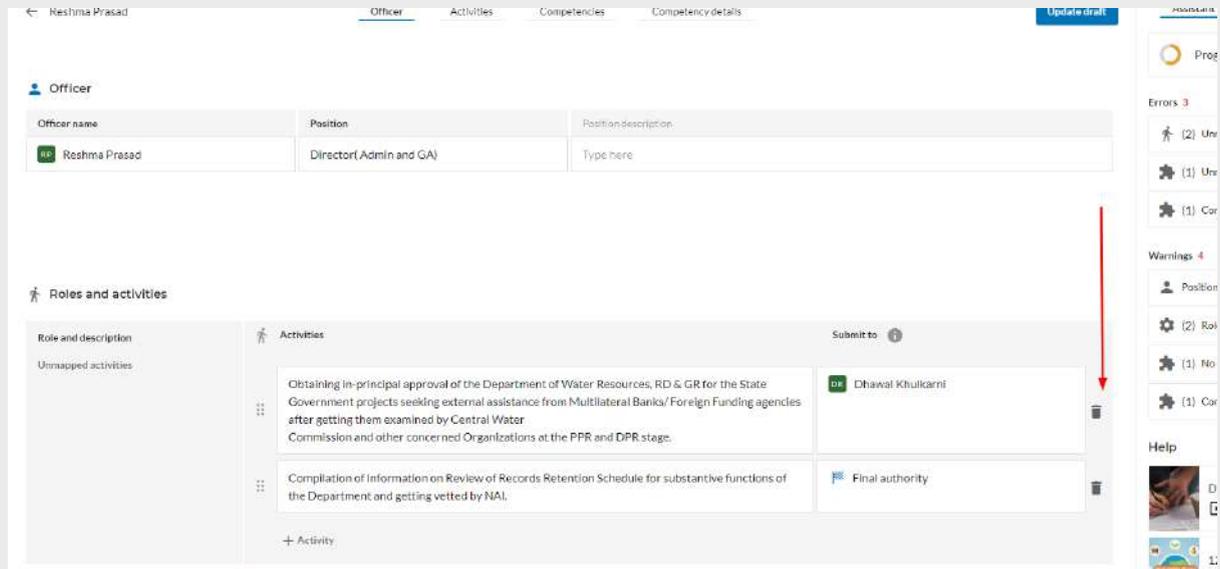
2. Click on "Delete" button to delete the activity or else click on "Go back " button to cancel the action
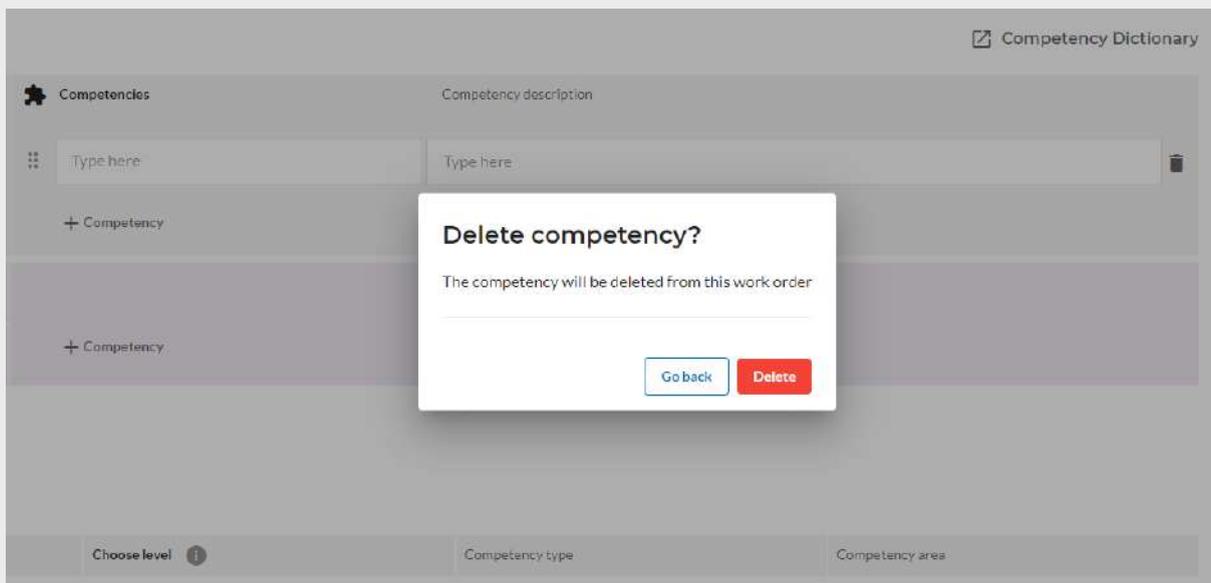

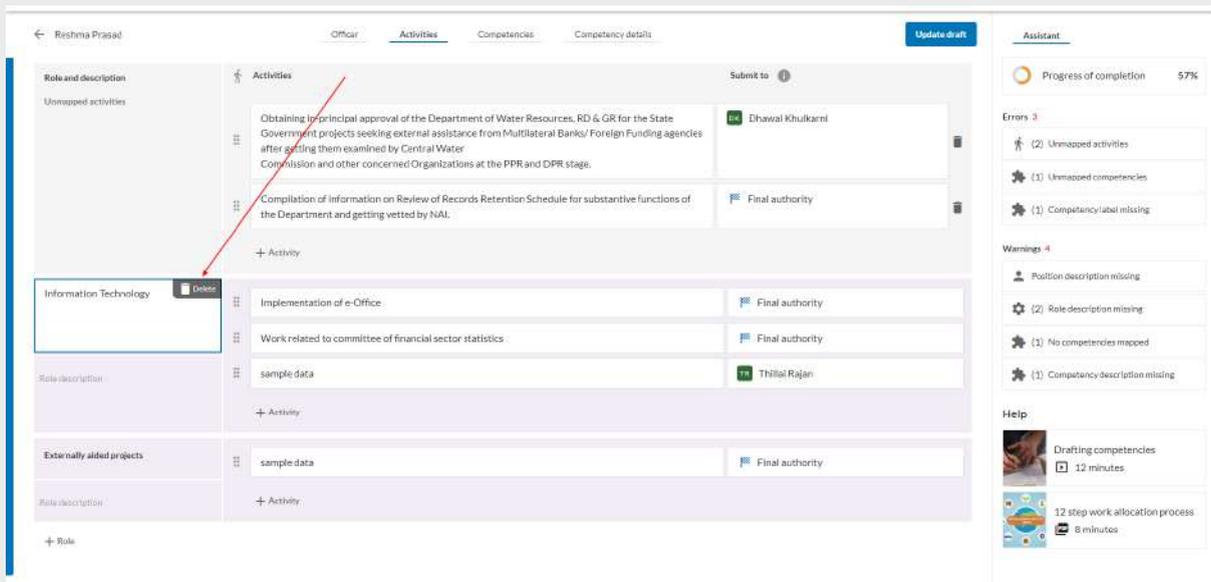### 5.5.5.2 Deleting competency

1. Click on the delete icon

2. Click on "Delete" button to delete the competency or else click on "Go back " button to cancel the action
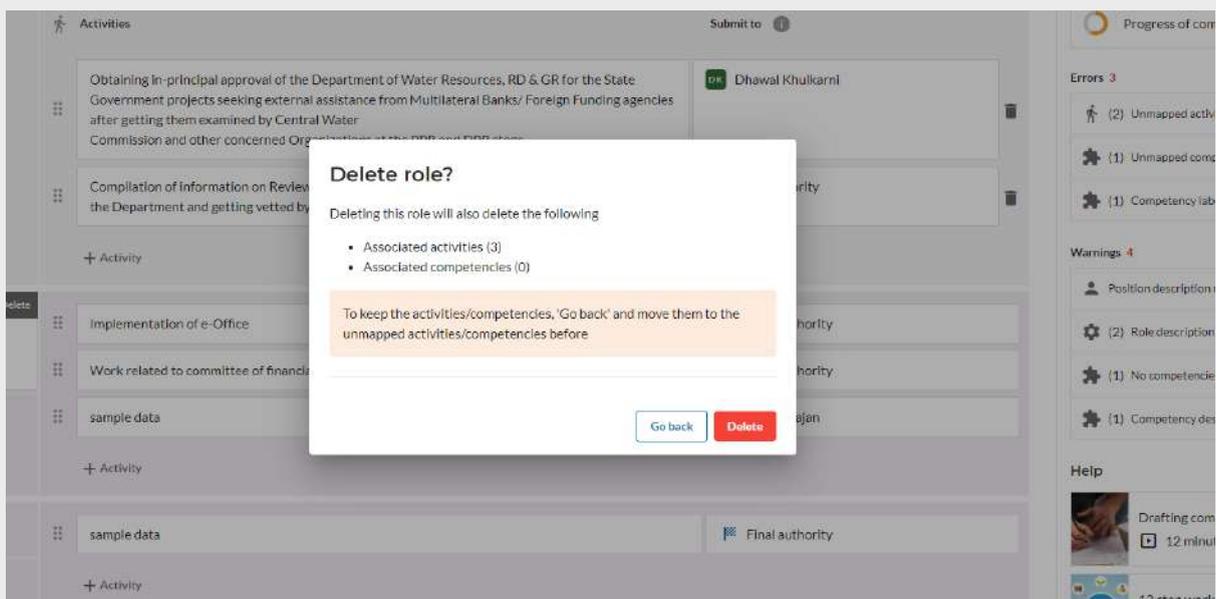

5.5.5.3 Deleting role

1. Select on the role and click on the delete icon

2. Click on "Delete" button to delete the role or else click on "Go back " button to cancel the action


Note: Deleting the role will also delete the associated activities and competencies. To keep the activities/competencies move them to unmapped activities/competencies section before deleting
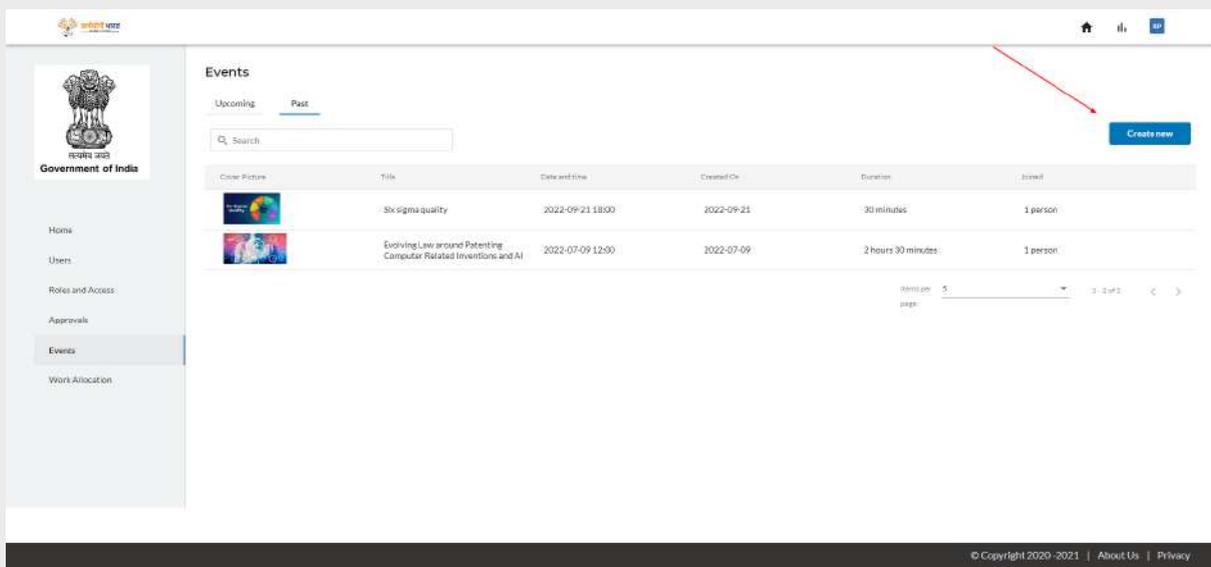
5.6 Events
As the MDO admin clicks on the "Events '' option in the left side menu, there will be two tabs in the home screen as :
1.   Upcoming - Displays the list of events that are going to happen
2.   Past - Displays the list of events that are passed the dates
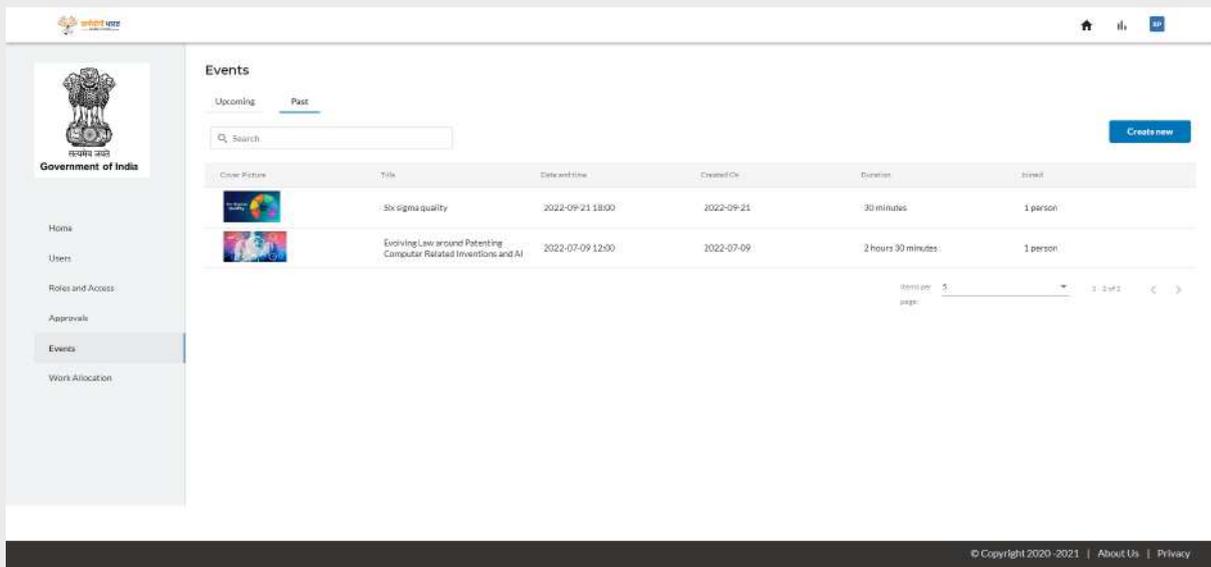
To create a new event , MDO Admin clicks on the "Create new" button.

MDO Admin needs to fill all the mandatory fields and click on the "Save and publish" button. Once events are published it will be displayed in the karmayogi portal under events hub