



FRAC Toolkit User Manual

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1. Overview

The FRACing process enables government MDOs to build an accurate picture of the relationships and the full list of positions, roles, activities, competencies and knowledge resources relevant to them.

MDOs can assign roles related to FRAC to the users on the iGOT platform. While onboarding new users , MDO Admin needs to choose the user roles.

2. Audience

This user manual has been created to enable FRAC users to leverage the FRAC portal on the iGOT platform to create, review and manage roles, activities, competencies , positions and knowledge resources

3. Key actors

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

Actor	Description
FRAC Admin	Administor who can create, review and manage the FRAC portal
IFU Member	Creates positions, roles, activities, competencies and knowledge resources that needs to be added into the dictionary
L1 reviewer	Reviews the position, roles, activities , competencies and knowledge resources and sent it to L2 reviewer for final review
L2 reviewer	Reviews the position, roles, activities , competencies and knowledge resources and publish it to FRAC dictionary

4. Pre-requisites

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

1. Access to FRAC portal: A link to the appropriate FRAC portal is needed.

For eg:

Karmayogi user portal link: <https://igotkarmayogi.gov.in/>

FRAC portal: <https://frac.igotkarmayogi.gov.in/>

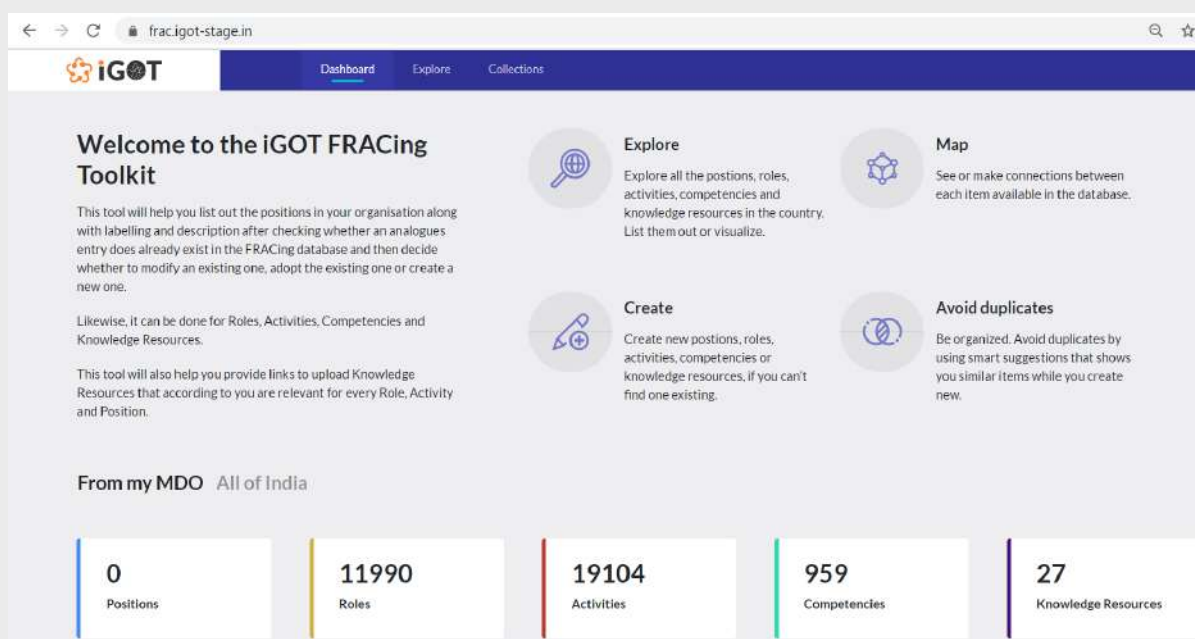
2. Login credentials with the required roles.

5. FRAC Portal

FRAC portal is used to create , review and manage position, roles, activities, competencies and knowledge resources.

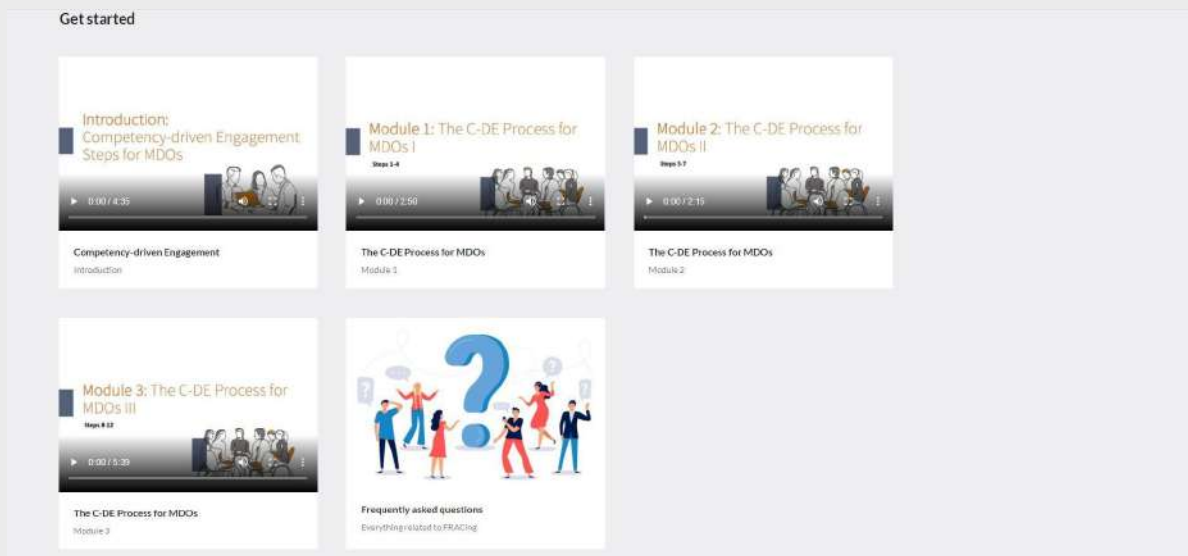
5.1 Dashboard

The Dashboard is the first page the user will land upon after successfully logging in. Here the users will be provided with the overall count of all positions, roles, activities, competencies, and knowledge resources that are currently available on the platform via the Tool.

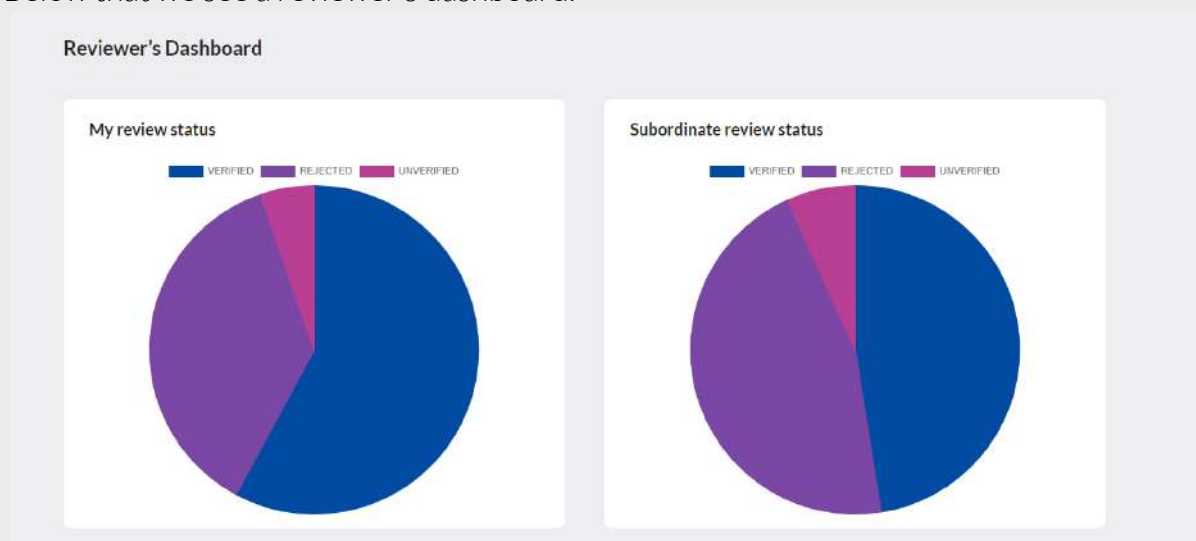


Upon clicking on the displayed tiles, users can navigate through the various pages (e.g., clicking on “Positions” will lead you to the page below).

There is a section below the Position, Roles, Activities, Competencies and Knowledge resources title which has a list of videos and FAQs to help users do FRAC better.

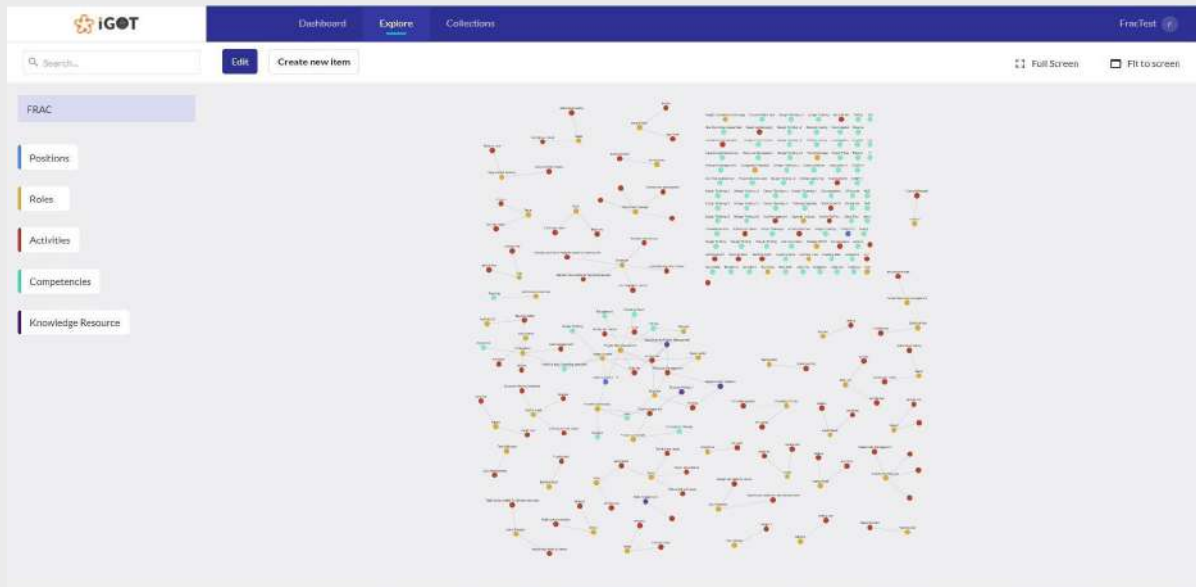


Below that we see a reviewer's dashboard.



5.2 Explore

The Explore page shows the users a graphical network of all positions, roles, activities, competencies, and knowledge resources. Users are also able to use the search bar to look for a specific component that has been mapped and is available on the system.



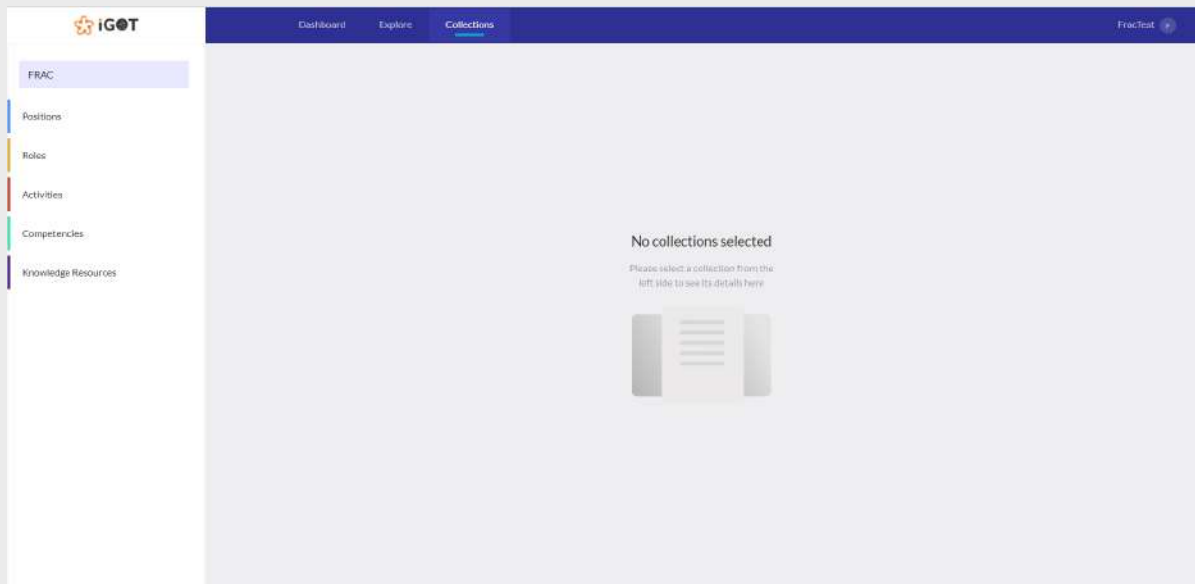
IFU Member, L1 reviewer , L2 reviewer and FRAC Admin will be able to edit or create a new position, role, activity, competency and knowledge resources

Note: This is an experimental feature, and will undergo many changes before it is fully usable.

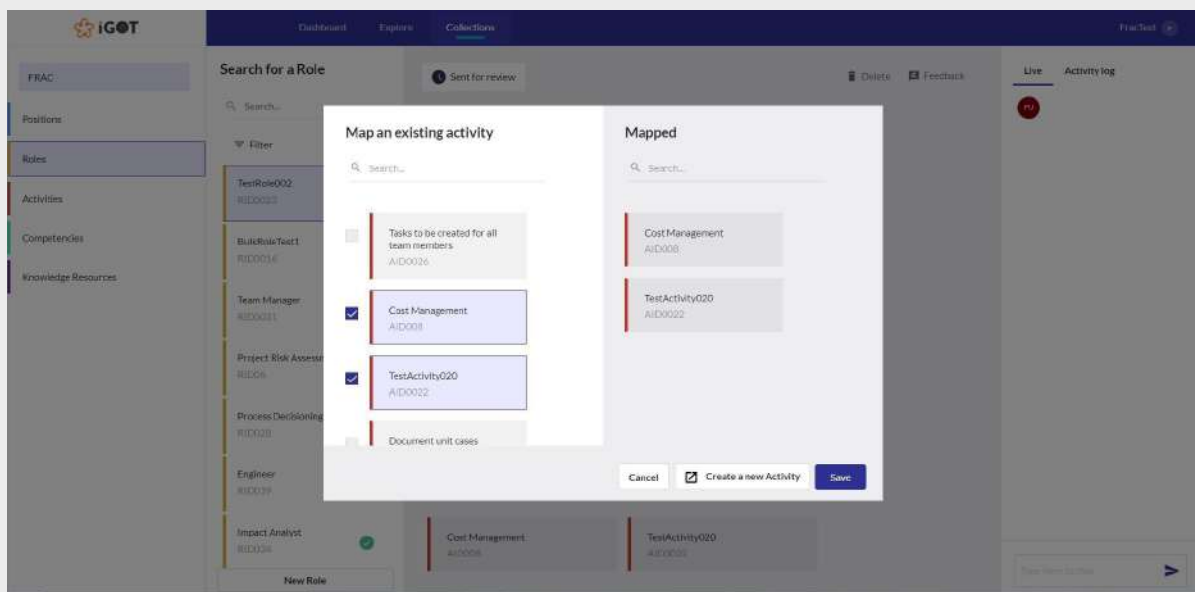
5.3 Collections

The Collections page allows users(IFU Member, L1 reviewer, L2 reviewer, FRAC Admin) to create new positions, roles, activities, competencies, and knowledge resources as well as map these components to each other.

Users can select any of the menu items (displayed on the right-side pane) in any order as they choose (i.e., you do not have to create a new role to add a new activity etc.).



Additionally, all components can be added or be mapped together. For example: positions, roles, activities, competencies, and knowledge resources can also be added individually, or; multiple roles can be added to a single position, or; multiple knowledge resources can be mapped to a single activity, and so on and so forth. Any combination of the components is possible.

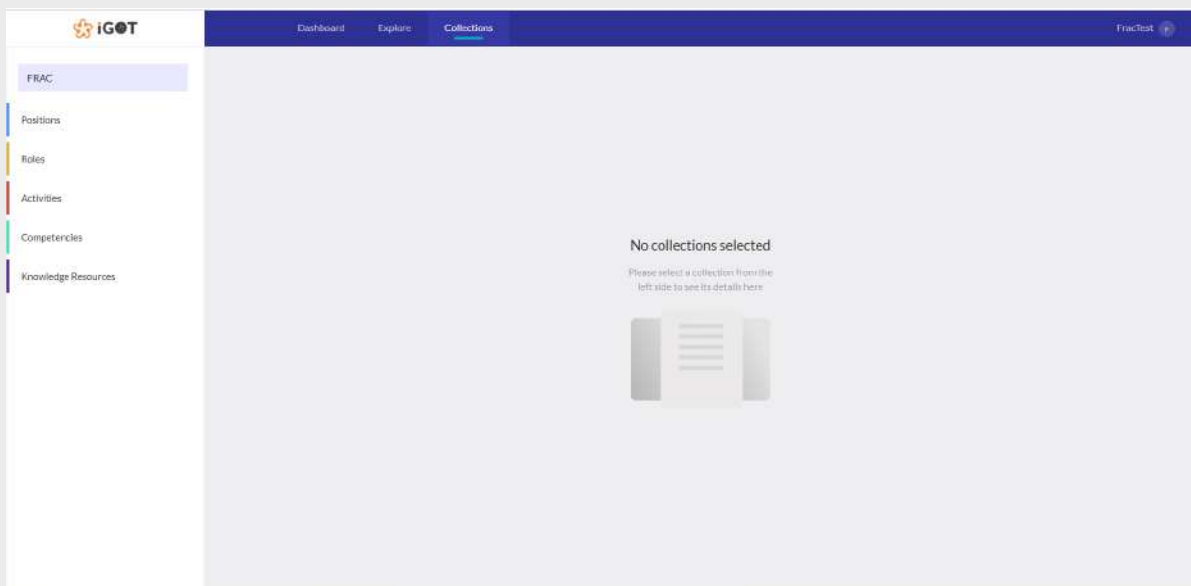


5.3.1 Positions

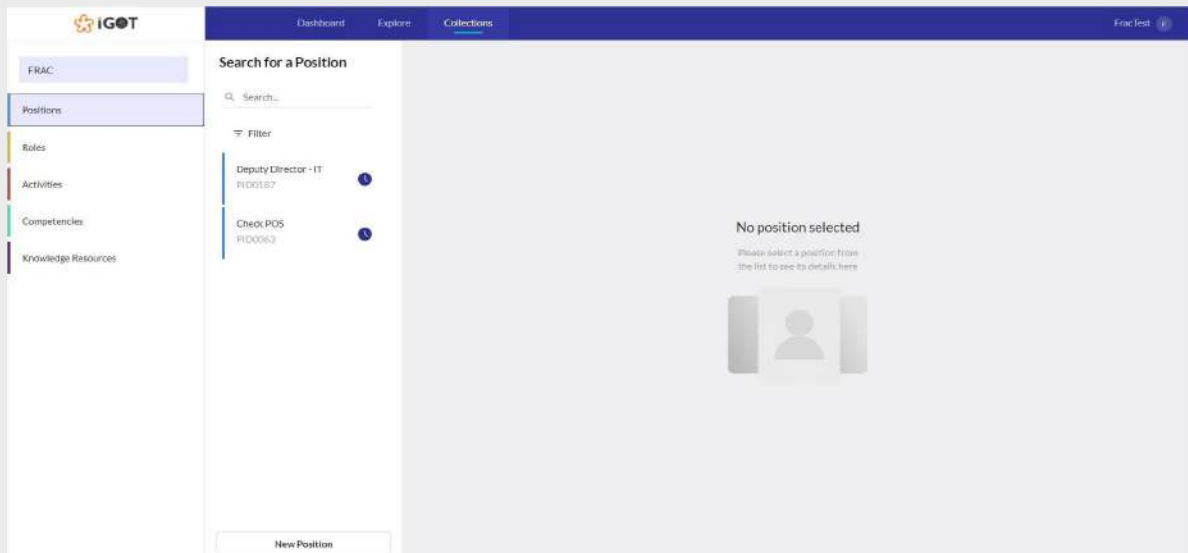
The position label is defined as the place in which an individual is located in an organization, entrusted with a set of roles and activities to be carried out.

5.3.1.1 Create new position

1. After you login, you will land on the Dashboard.
2. On the navigation bar, click “Collections”.

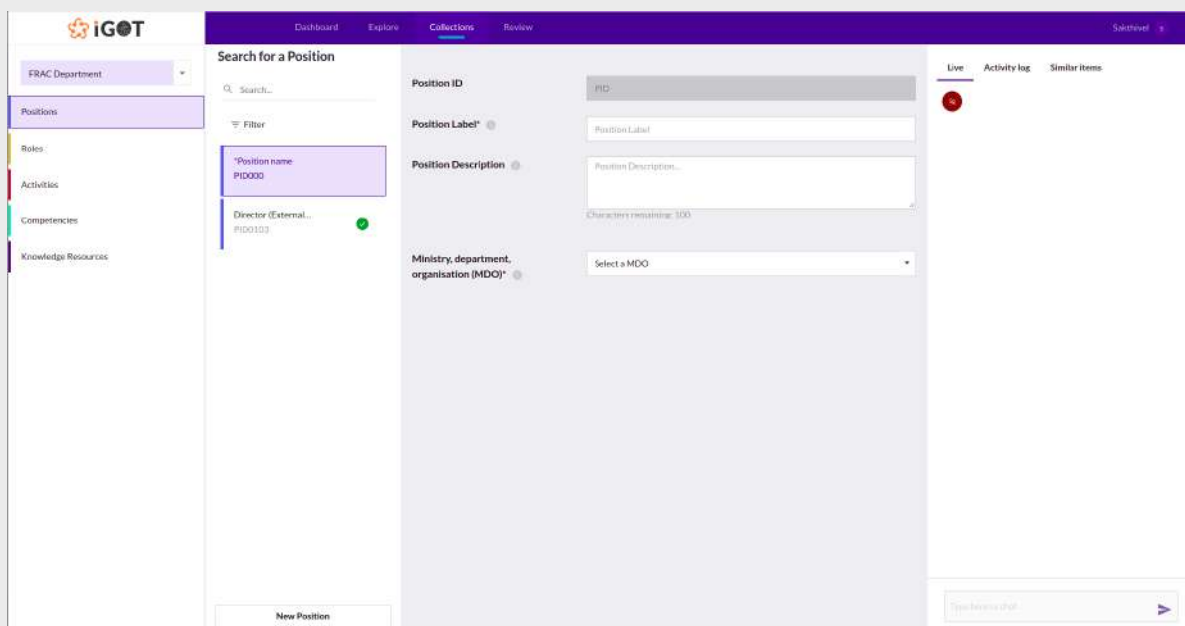


3. To view the list of existing positions, click on “Positions” on the left pane of the Collections.



4. Click on “New Position” to add a new position (alternatively, if you wish to either adopt or modify an existing position, the search feature will allow you to do so). While the Position ID will be generated automatically, you must add the Position Label and Position Description

The MDO will be automatically filled as per the MDO of the logged in user; if the user is a member of the FRAC review board, the user will be able to manually add the name of the MDO.



The screenshot shows the 'Search for a Position' interface in the iGOT system. The main form area contains the following fields and values:

- Position ID:** PID000
- Position Label:** Deputy Director (Acc)
- Position Description:** description
- Ministry, department, organisation (MDO):** NTIPRIT

At the top right of the form, there are buttons for 'Discard changes', 'Send for review', and 'Save as draft'. On the left sidebar, the 'Positions' section is selected. On the right sidebar, under 'Similar positions', there are two entries: 'Deputy Director (Accounts) PID0111' and 'Deputy Director (Accounts) PID030'.

5. Click on “Send for review” to complete the process. Clicking on the “Save as draft” button will save the Position but not submit for review. Content filled in fields can also be discarded.

6. Information about any update made to the position will be displayed in the “Activity log” in the right pane of the position.

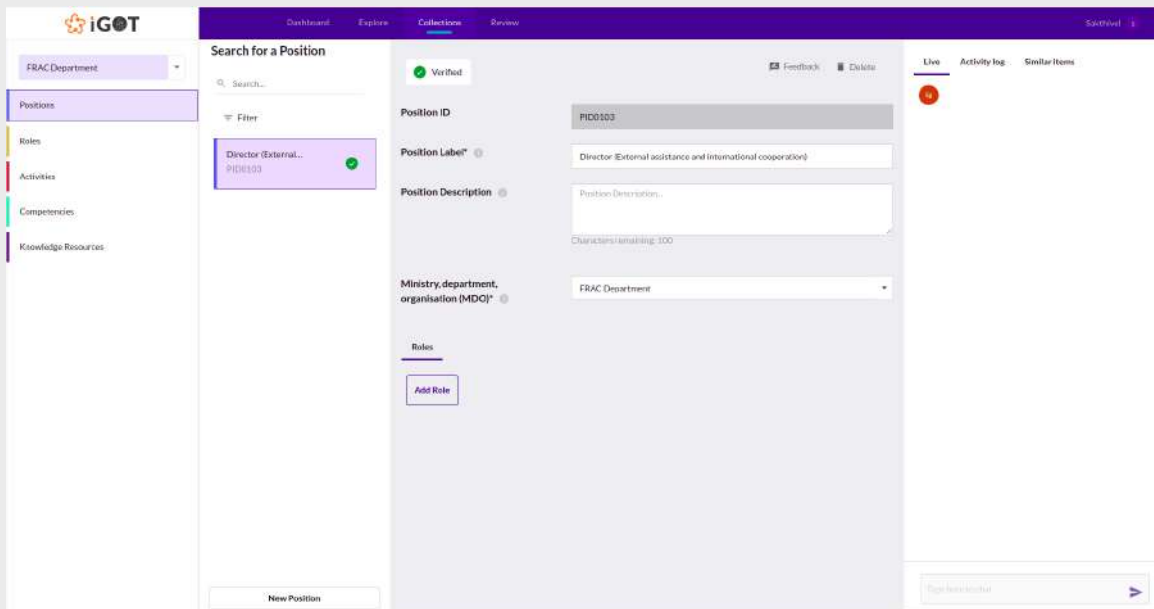
The screenshot shows the 'Search for a Position' interface in the iGOT system with the position 'Director (External assistance and international cooperation) PID0103' selected. The main form area contains the following fields and values:

- Position ID:** PID0103
- Position Label:** Director (External assistance and international cooperation)
- Position Description:** Position Description...
- Ministry, department, organisation (MDO):** FRAC Department

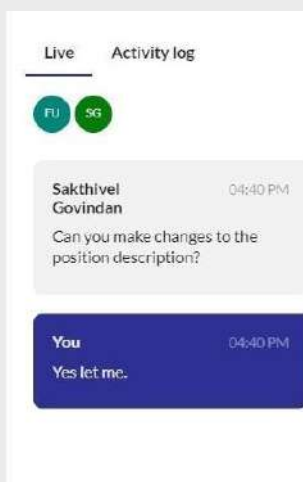
At the top right of the form, there are buttons for 'Feedback' and 'Delete'. On the left sidebar, the 'Positions' section is selected. On the right sidebar, under 'Activity log', there are four entries: 'Sakshi Reviewer Two', 'Review board', 'Technical Review', and 'Publish'.

5.3.1.2 Edit Position

1. Click on the Position which needs edit/change.



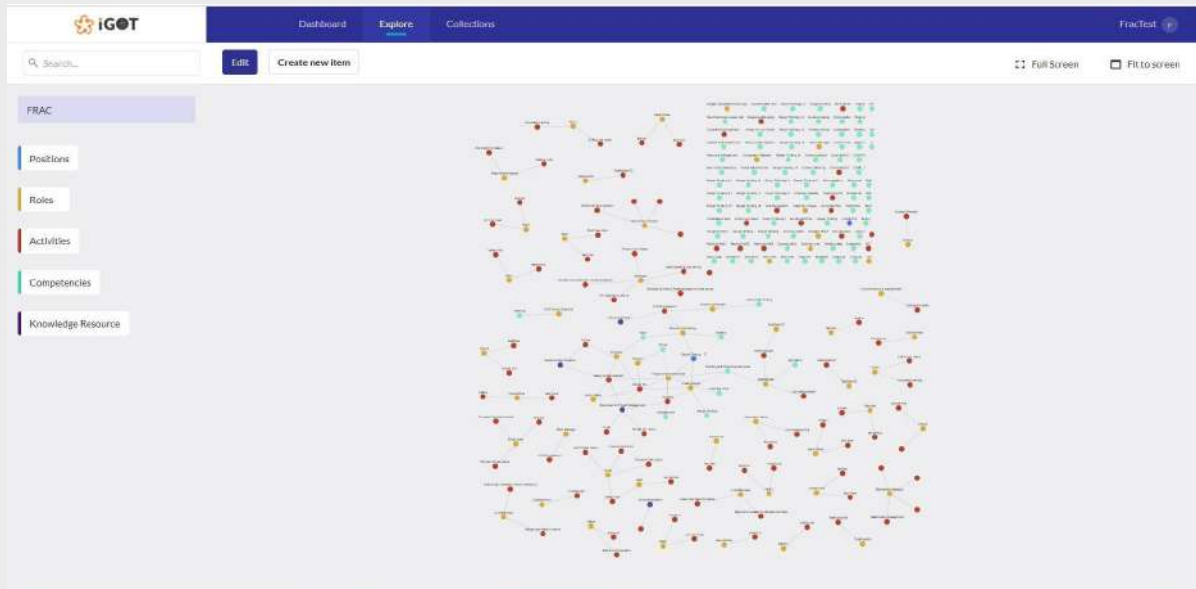
2. To make the changes through collaboration, write the details in the chat window and click on the “Send” button.



3. Make the required changes and click on “Send for review” to submit or “Save as draft” to save it to make changes later before submitting.

5.3.1.3 From Explore

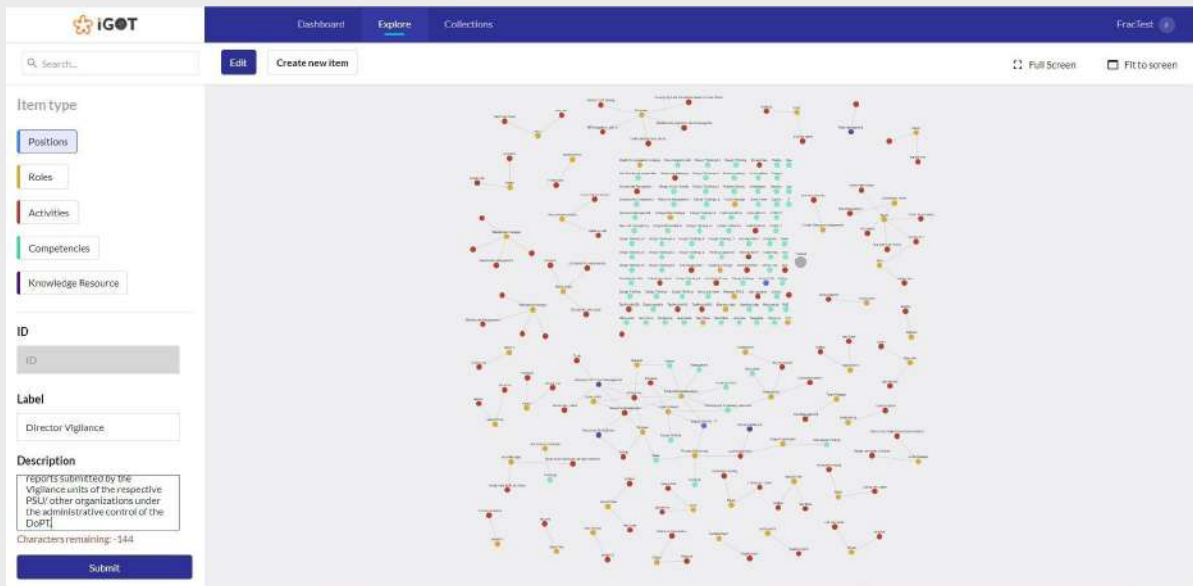
1. Click on the “Explore” menu on the top bar.



2. Here, click on “Create new item” and select the item type “Positions” from the left side menu.



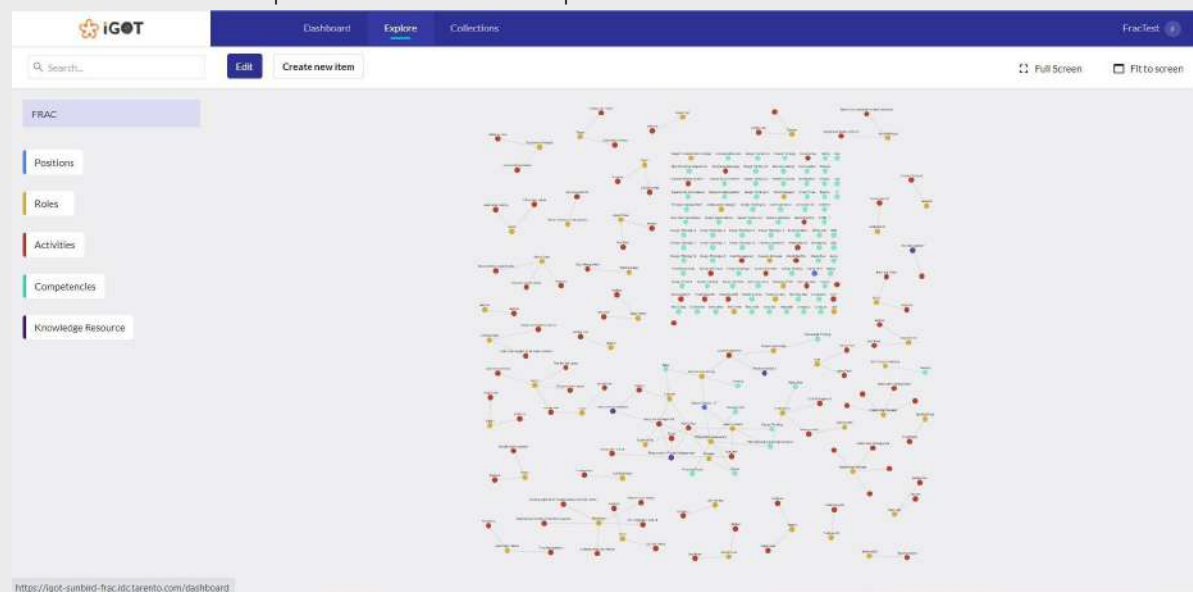
3. While the Position ID will be generated automatically, you must add the Position Label and Position Description.



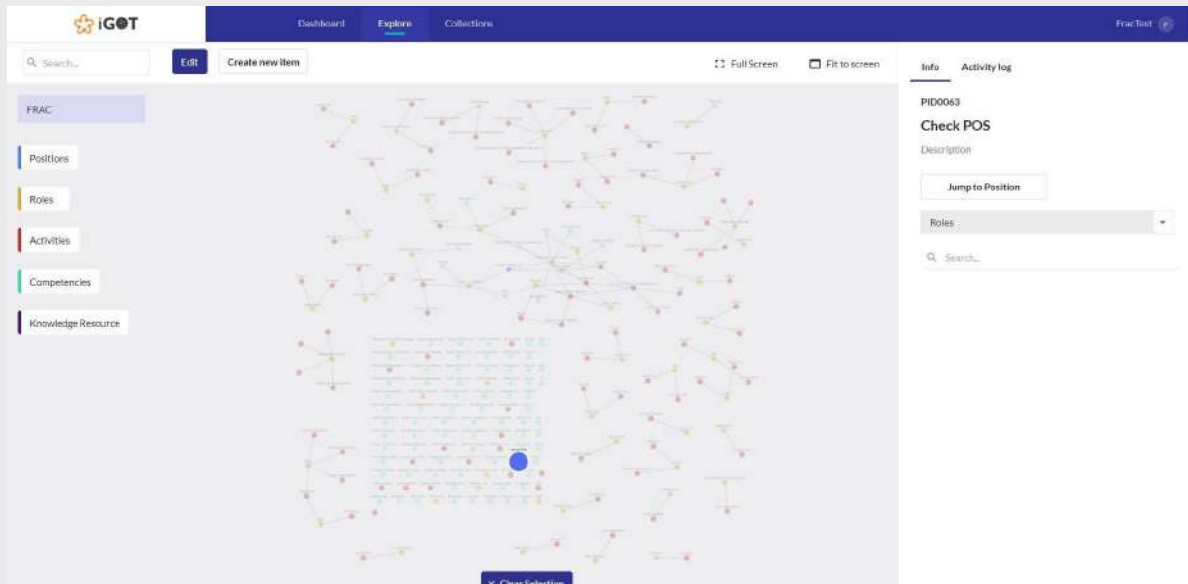
4. Click on “Submit” to complete the process.

5.3.1.4 Edit From Explore

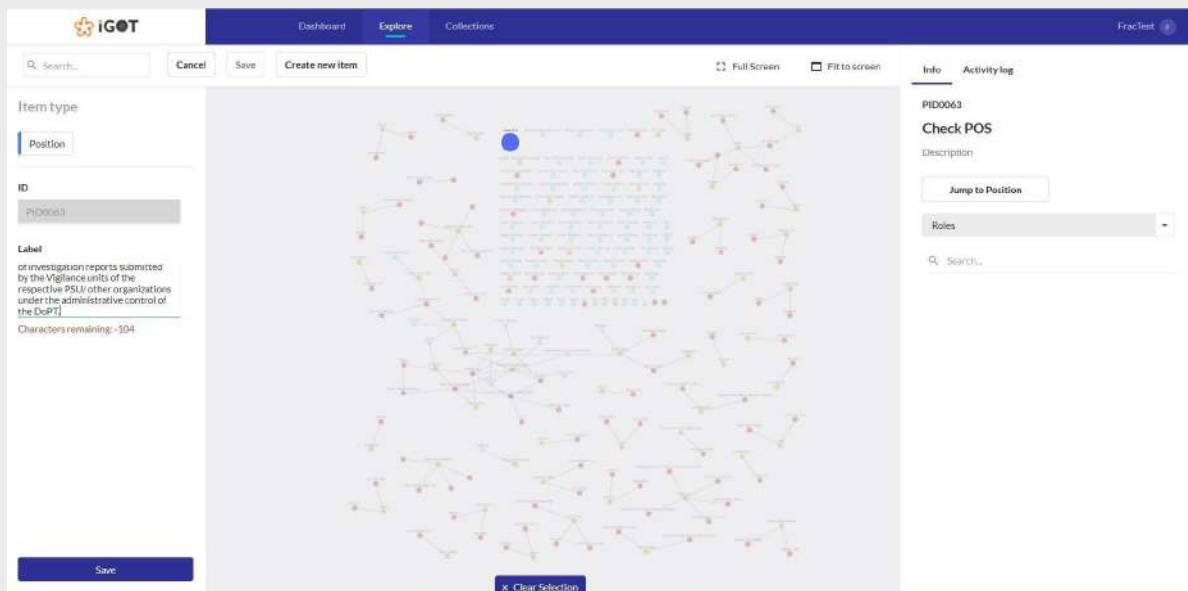
1. Click on the “Explore” menu on the top bar.



2. Click on the Position node (coloured dot) which you want to edit.



3. Click on the “Edit” button.



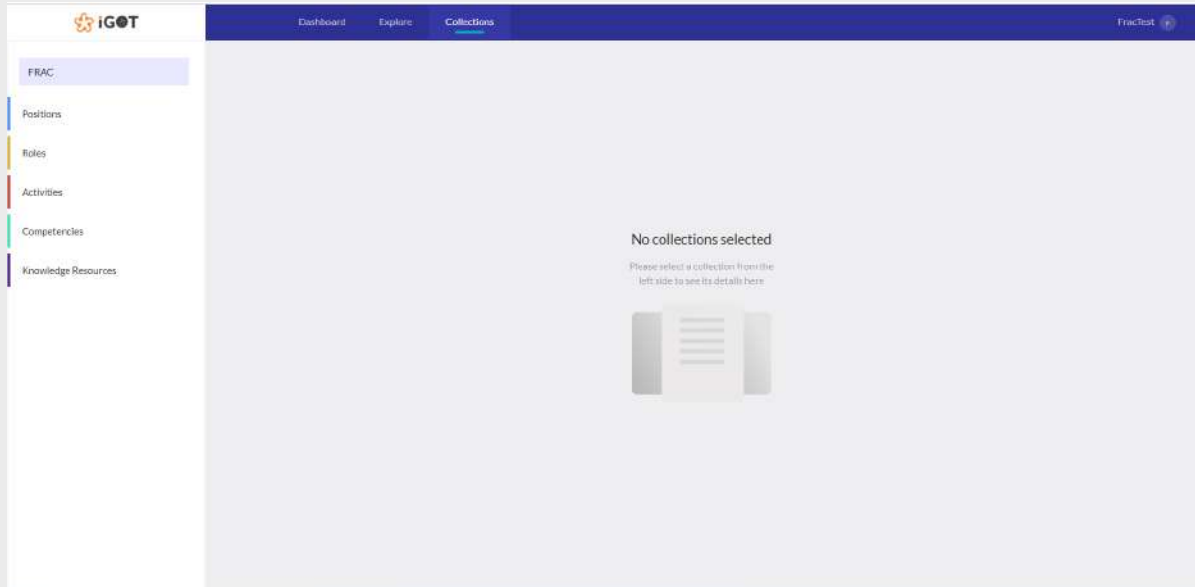
4. Make the edit and click on “Save” to complete the process.

5.3.2 Roles

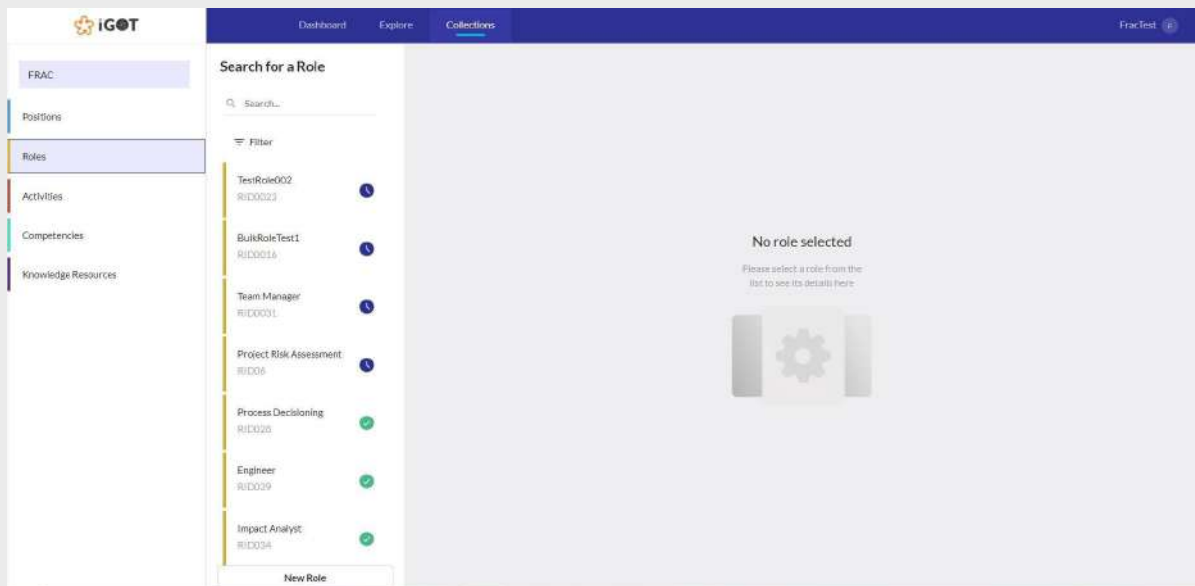
Roles describe the overall objective of a group of activities and how they contribute to the position.

5.3.2.1 Creating a new role

1. After you login, you will land on the Dashboard.



2. On the navigation bar, click “Collections”.
3. To view the list of existing roles, click on “Roles” on the left pane of the Collections.

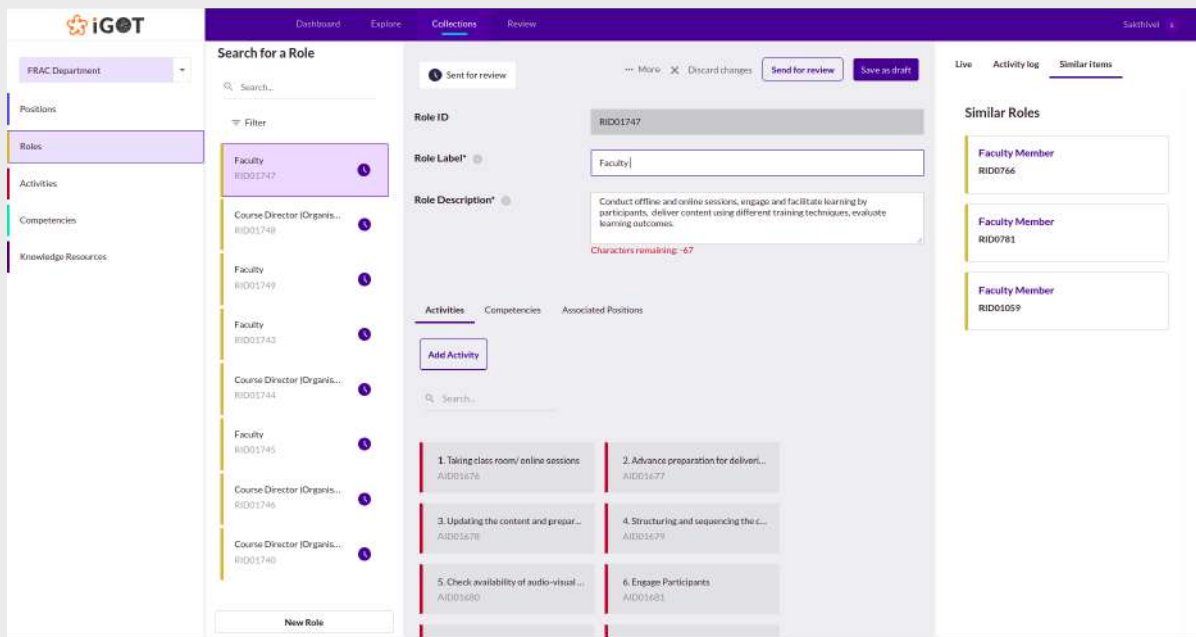


- Click on “New Role” to add a new role (alternatively, if you wish to either adopt or modify an existing role, the search feature will allow you to do so). While the Role ID will be generated automatically, you must add the Role Label and Role Description.

The screenshot shows the iGOT interface for creating a new role. On the left, a sidebar lists navigation options: Positions, Roles (selected), Activities, Competencies, and Knowledge Resources. The main content area is titled 'Search for a Role' and includes a search bar, a filter dropdown, and a list of roles. The right pane shows the 'New Role' form with fields for Role ID, Role Label, and Role Description. The Role ID is auto-generated as RID000. The Role Label and Role Description fields are empty. The bottom right has a 'Send for review' button.

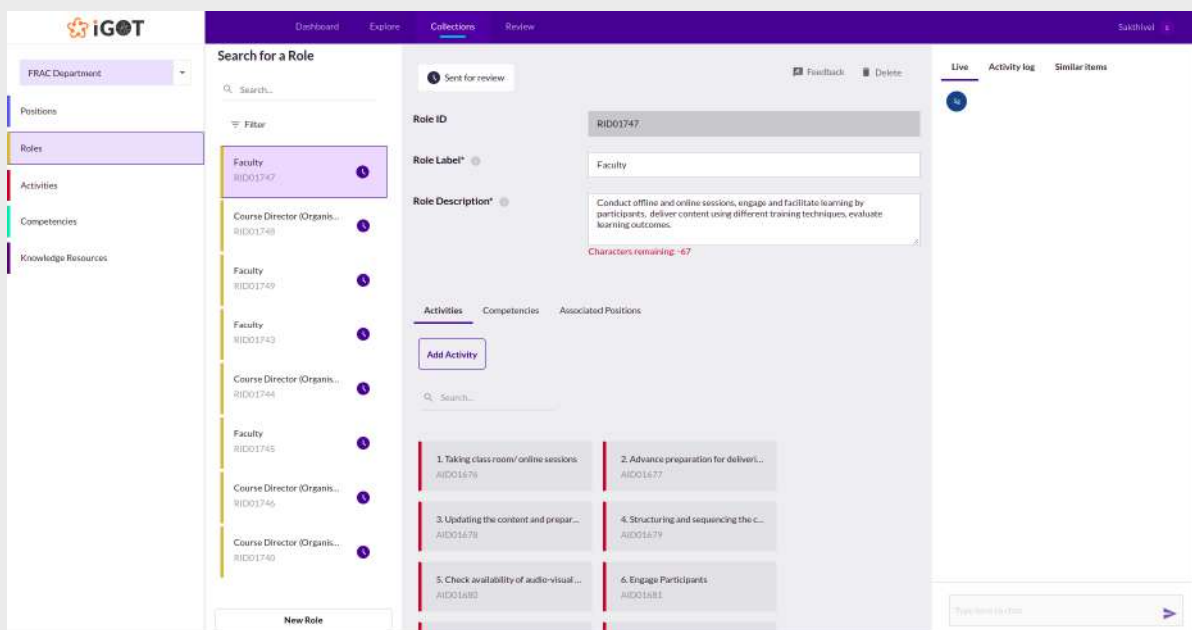
- Click on “Send for review” to complete the process. Clicking on the “Save as draft” button will save the Role but not submit for review.
- Information about any update made to the role will be displayed in the “Activity log” in the right pane of the role.

The screenshot shows the iGOT interface for viewing a role. On the left, a sidebar lists navigation options: Positions, Roles (selected), Activities, Competencies, and Knowledge Resources. The main content area shows the details of a role with Role ID RID01747. The Role Label is 'Faculty' and the Role Description is 'Conduct offline and online sessions; engage and facilitate learning by participants, deliver content using different training techniques, evaluate learning outcomes.' The bottom right shows the 'Activity log' with a list of activities.

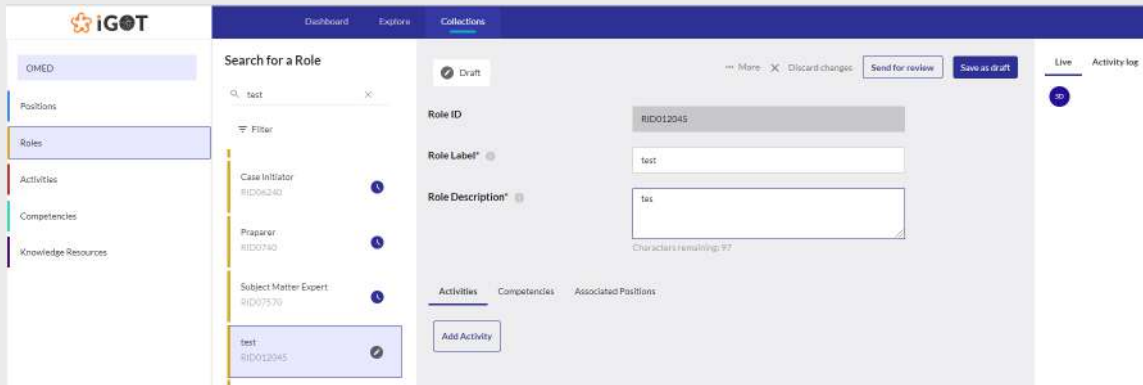


5.3.2.2 Edit Role

1. Click on the Role which needs edit/change



2. To make the changes through collaboration, write the details in the chat window and click on the “Send” button.



3. Make the required changes and click on “Send for review” to submit or “Save as draft” to save it to make changes later before submitting

5.3.2.3 From Explore

1. Click on the “Explore” menu on the top bar.



2. Click on the “Create new item” and select the item type “Roles” from the left side menu.

The screenshot shows the iGOT web application interface. The top navigation bar includes 'Dashboard', 'Explore', and 'Collections'. The left sidebar contains an 'Item type' menu with options: Positions, Roles (selected), Activities, Competencies, and Knowledge Resource. Below this is a form for creating a new item. The 'ID' field is empty. The 'Label' field is empty. The 'Description' field is empty, with a character count of 100. A 'Submit' button is at the bottom of the form. The main content area displays a complex network diagram with numerous nodes and connecting lines.

3. While the Role ID will be generated automatically, you must add the Role Label and Role Description.

The screenshot shows the iGOT web application interface with the 'Create new item' form for 'Roles' filled out. The 'ID' field is empty. The 'Label' field contains the text 'Project risk assessment'. The 'Description' field contains the text 'Identify risks for each specific functional area'. The character count for the description is 52. A 'Submit' button is at the bottom of the form. The main content area displays the same complex network diagram as in the previous screenshot.

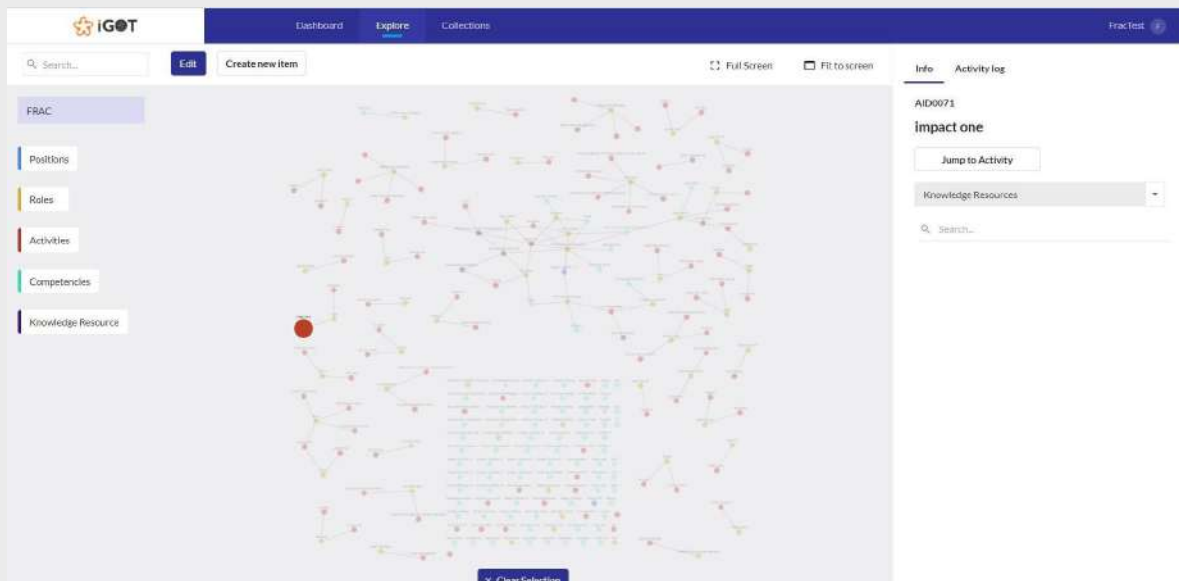
4. Click on “Submit” to complete the process.

5.3.2.4 Edit From Explore

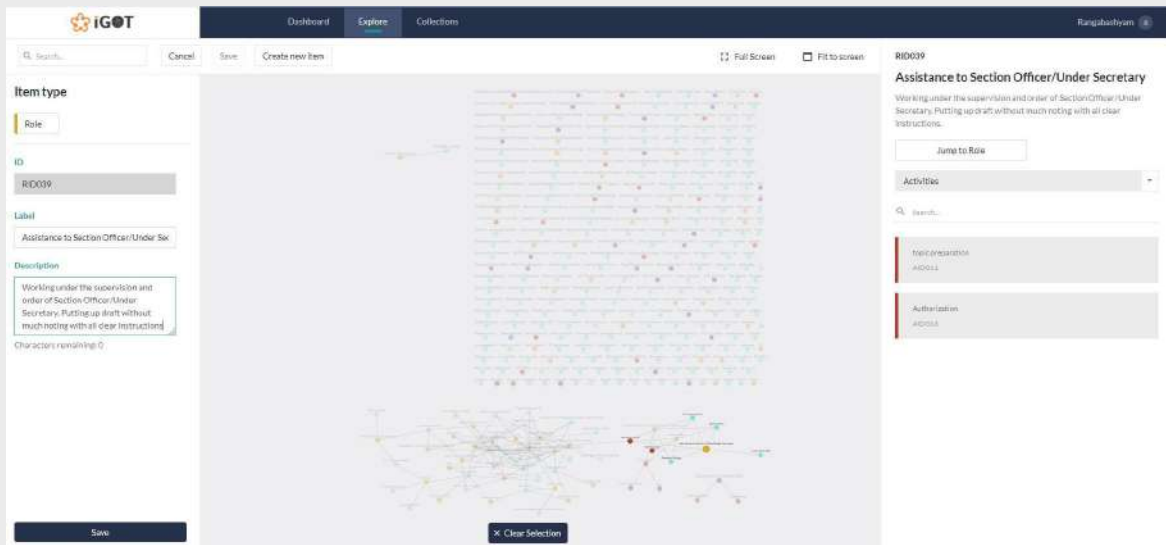
1. Click on the “Explore” menu on the top bar.



2. Click on the Role node (coloured dot) which needs to be edited.



- Click on the “Edit” button.



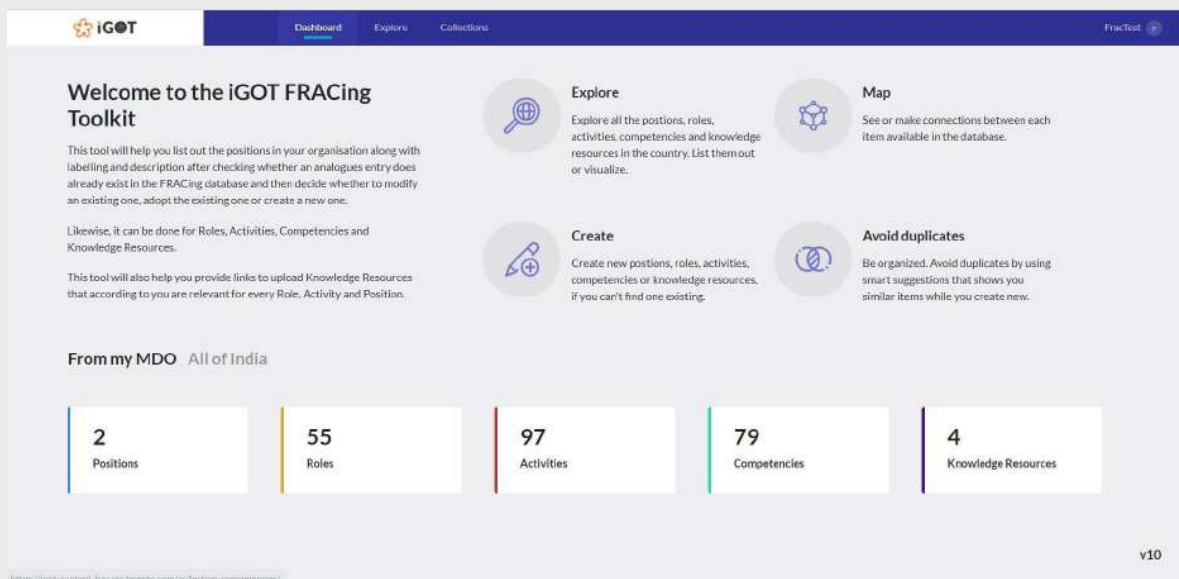
- Make the edit and click on “Save” to complete the process

5.3.3 Roles

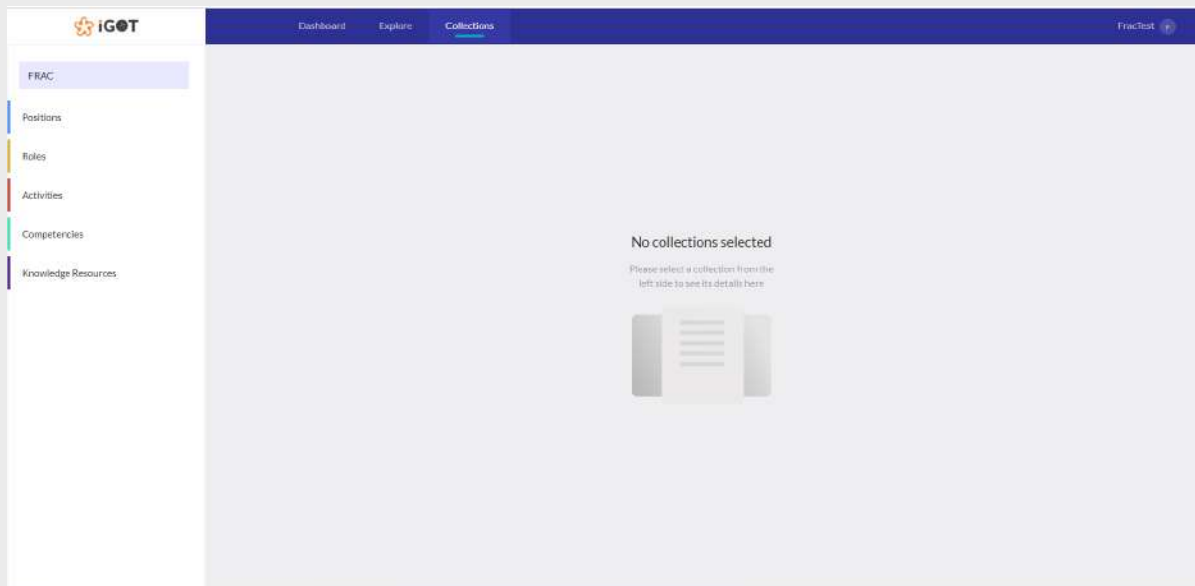
Roles describe the overall objective of a group of activities and how they contribute to the position. Roles help understand the mandate of a position. There could be similar positions across the government, but differentiated by the roles they form. Roles help articulate these distinctions by highlighting why the position exists and how it works towards larger organizational goals and priorities.

5.3.3.1 Create new Role

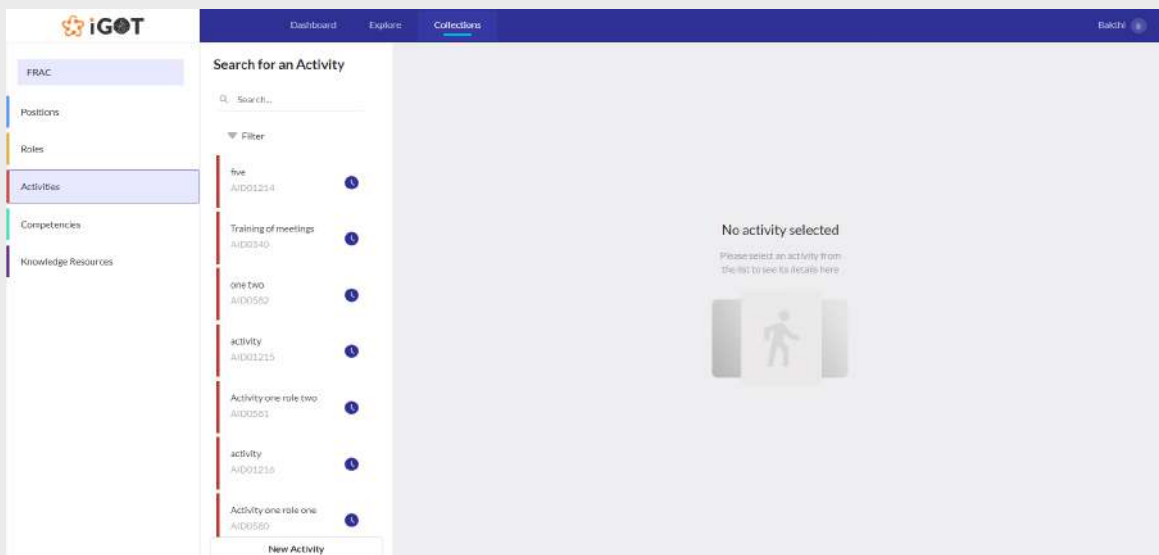
- After you login, you will land on the Dashboard.



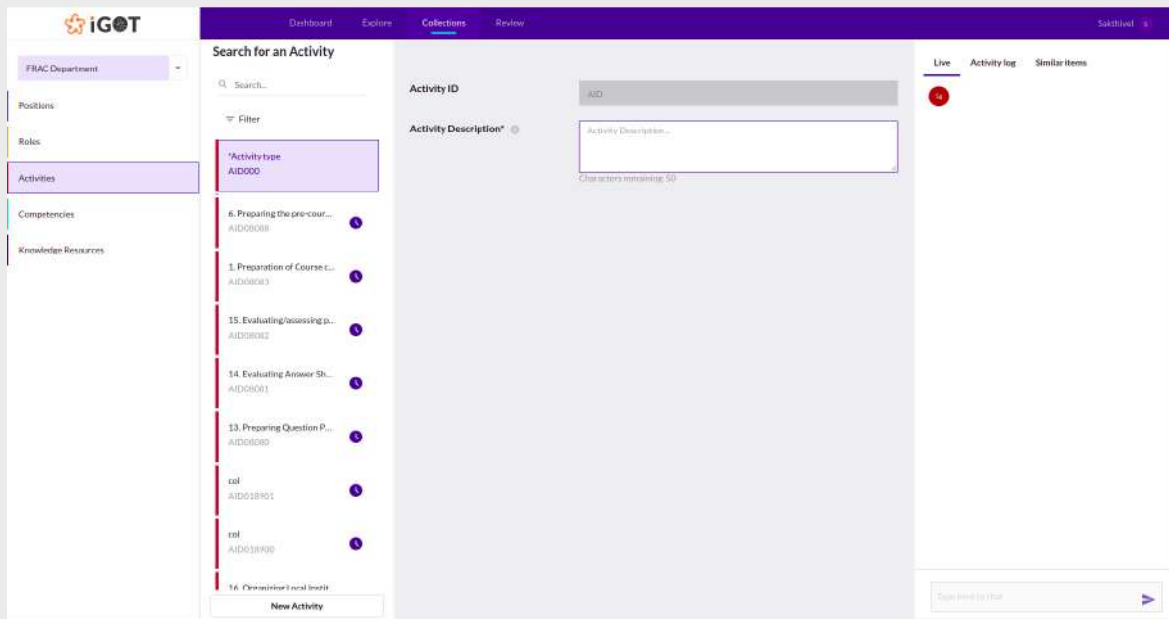
- On the navigation bar, click “Collections”



3. To view the list of existing activities, click on “Activities” on the left pane of the Collections.



4. Click on “New Activity” to add a new activity (alternatively, if you wish to either adopt or modify an existing activity, the search feature will allow you to do so). While the Activity ID will be generated automatically, you must add the Activity Type and Activity Description.



5. Click on “Send for review” to complete the process.
6. Information about any update made to the activity will be displayed in the “Activity log” in the right pane of the activity.

5.3.3.2 Edit Activity

1. Click on the Activity which needs edit/change.

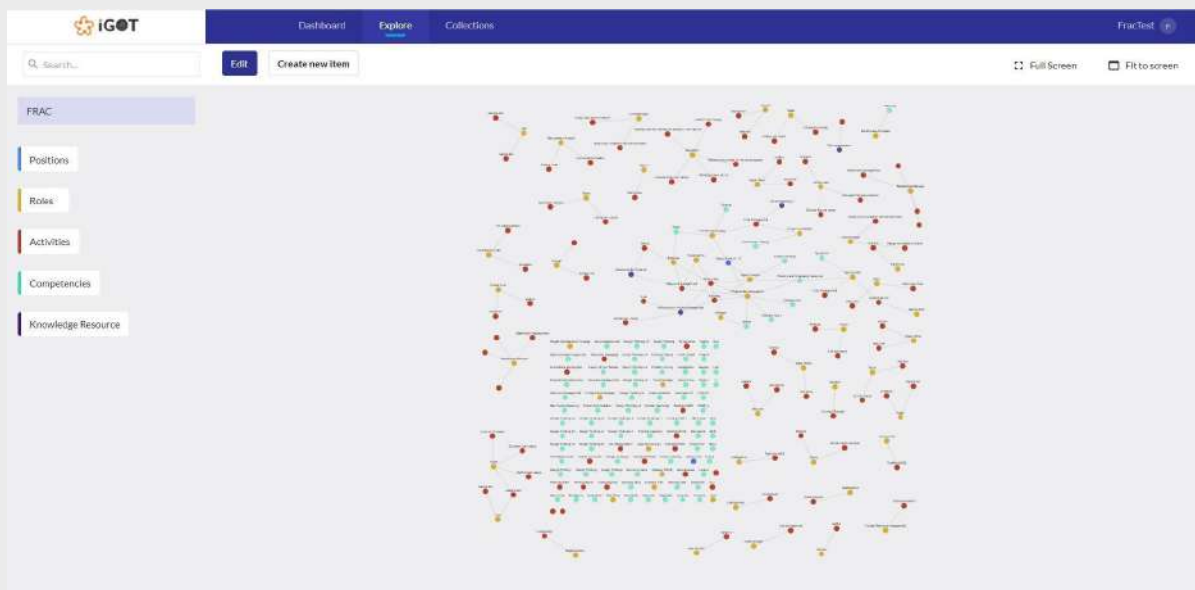
The screenshot shows the iGOT system interface for editing an activity. The left sidebar contains a navigation menu with 'Activities' selected. The main area is titled 'Search for an Activity' and shows a list of activities. The selected activity is '7. Identifying resource persons' (AID08089). The activity description is '7. Identifying resource persons (In-house/Guest Speaker) and brief them'. The 'Knowledge Resources' section is empty, and the 'Associated Roles' section is also empty. The 'Live' tab is active, and the 'Activity log' and 'Similar items' tabs are visible on the right.

2. To make the changes through collaboration, write the details in the chat window and click on the “Send” button.
3. Make the required changes and click on “Send for review” to submit or “Save as draft” to save it to make changes later before submitting.

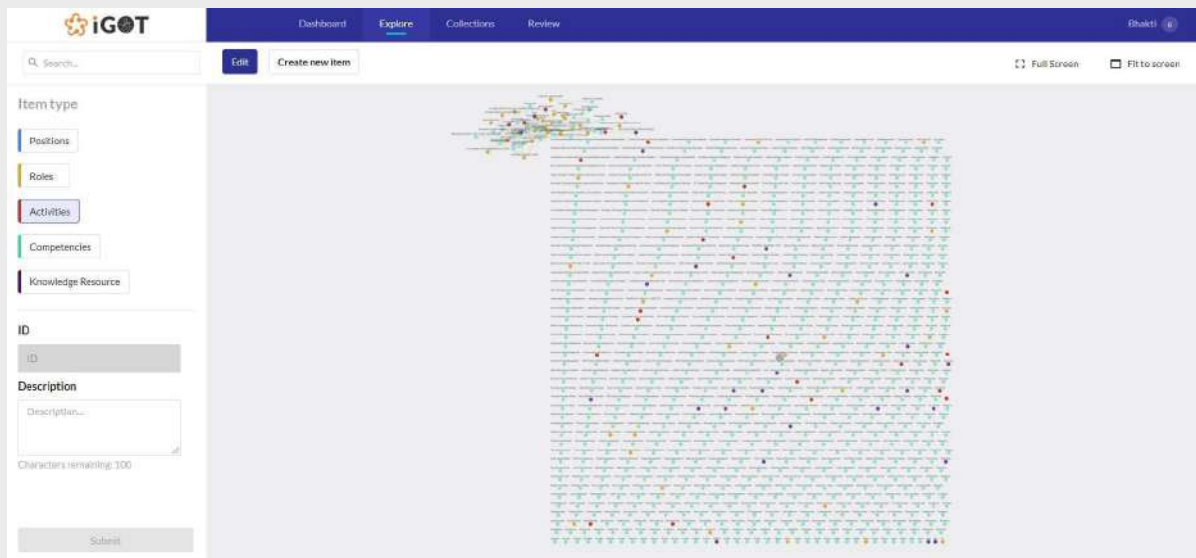
The screenshot shows the iGOT system interface for editing an activity. The left sidebar contains a navigation menu with 'Activities' selected. The main area is titled 'Search for an Activity' and shows a list of activities. The selected activity is '6. Preparing the pre-course activities' (AID08088). The activity description is '6. Preparing the pre-course activities'. The 'Knowledge Resources' section is empty, and the 'Associated Roles' section is also empty. The 'Live' tab is active, and the 'Activity log' and 'Similar items' tabs are visible on the right.

5.3.3.3 From Explore

1. Click on the “Explore” menu on the top bar.



2. Click on the “Create new item” and select the item type “Activities” from the left side menu.



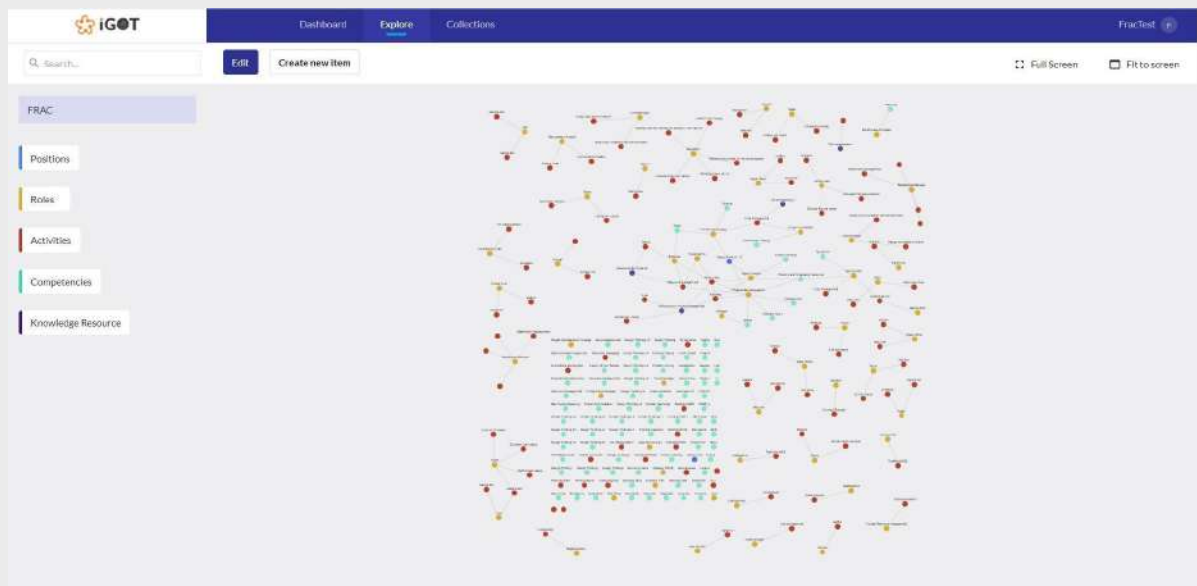
3. While the Activity ID will be generated automatically, you must add the Activity Description.

The screenshot shows the iGOT interface. On the left, there's a sidebar with a search bar, 'Item type' filters (Positions, Roles, Activities, Competencies, Knowledge Resource), and an 'ID' field. The 'Description' field contains the text 'Manage participation'. The main area displays a large, complex network diagram with many nodes and connections. The bottom of the sidebar has a 'Submit' button.

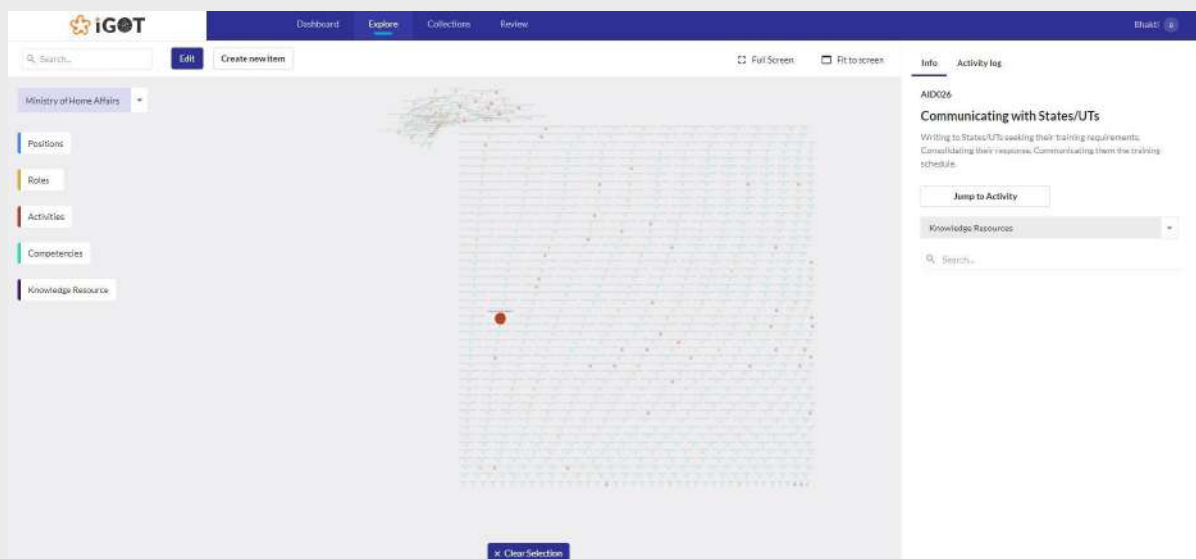
4. Click on “Submit” to complete the process.

5.3.3.4 Edit From Explore

1. Click on the “Explore” menu on the top bar.



2. Click on the Activity node (coloured dot) which needs to be edited.



3. Click on the “Edit” button.

4. Make the edit and click on “Save” to complete the process.

5.3.4 Competency

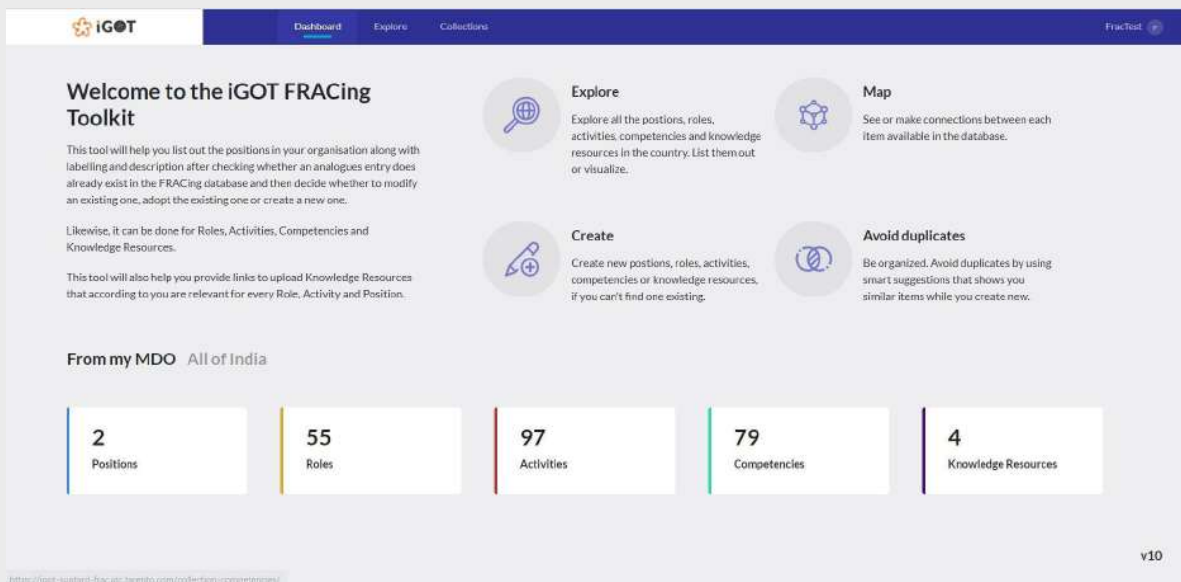
Competencies are a combination of attitudes, skills, and knowledge that enable an individual to perform a task or activity successfully in a given job and roles are the starting point for arriving at them.

Competencies help with:

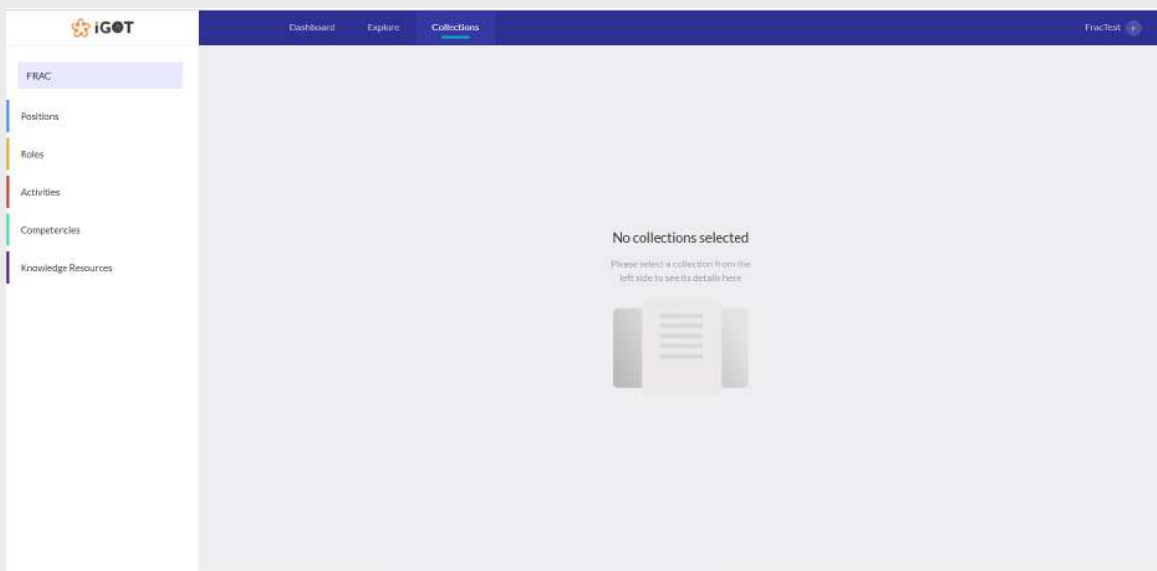
1. Providing information on individual requirements from a role
2. Identifying learning and development needs for government officials
3. Streamlining the recruitment process

5.3.4.1 Creating a new competency

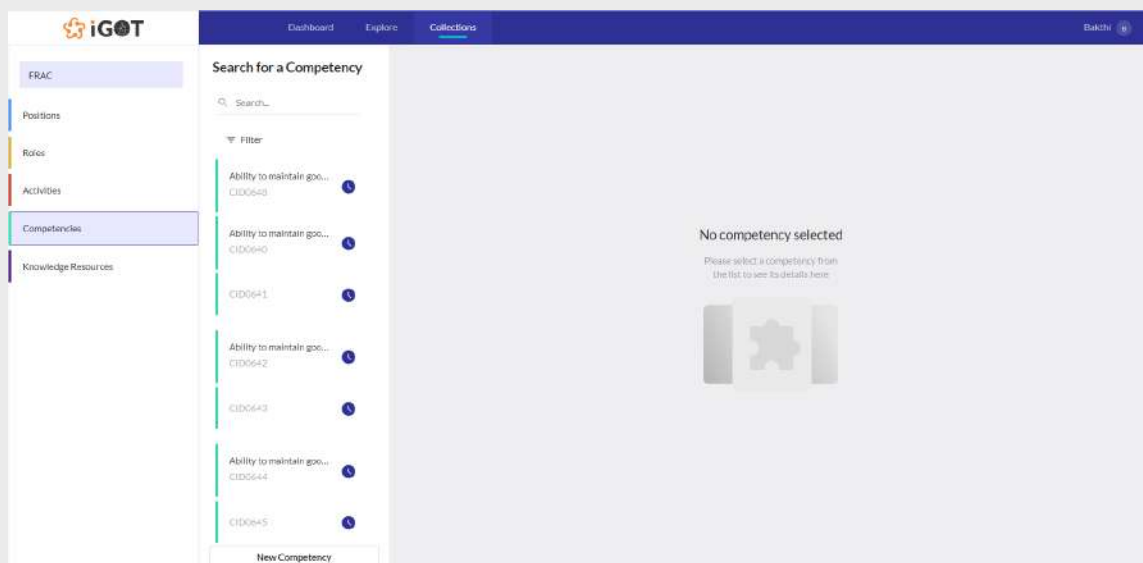
1. After you login, you will land on the Dashboard.



2. On the navigation bar, click “Collections”.



3. To view the list of existing competencies, click on “Competencies” on the left pane of the Collections.



- Click on “New Competency” to add a new competency (alternatively, if you wish to either adopt or modify an existing competency, the search feature will allow you to do so). While the Competency ID will be generated automatically, you must add the Competency Label, Competency Description, Competency Type, Competency Area, Competency Level, Competency Level Label (optional) and Competency Level Description for each level added.

The screenshot shows the 'Search for a Competency' interface in the iGOT system. The left sidebar contains navigation links for Positions, Roles, Activities, Competencies (selected), and Knowledge Resources. The main area is divided into a search results list and a detailed form for a selected competency.

Search Results:

- Competency label: CID000
- Budget Analysis (CID0863) - Green checkmark
- Project Quality... (CID0864) - Green checkmark
- Project Resource Planning (CID0865) - Green checkmark
- Project Scoping (CID0866) - Green checkmark
- Project Scheduling (CID0867) - Green checkmark
- Project After Action... (CID0868) - Purple circle with 'V'
- Stakeholder Management (CID0871) - Green checkmark
- Project Administration - Red minus sign

Form Fields:

- Competency ID:** CID
- Competency Label:** Competency Label
- Competency Description:** Competency Description... (Characters remaining: 100)
- Competency Type:** Behavioural, Domain, Functional (radio buttons)
- COD:** Select a MDO (dropdown)
- Competency Area:** Competency Area
- Competency Levels:** 5 levels (selected), 4 levels, 3 levels
- Level 1:** Basic, Level description
- Level 2:** Proficient, Level description

Buttons at the top right: Discard changes, Save as draft, Live, Activity log, Similar items.

5. Add Competency Label, Competency Description and Competency Type.

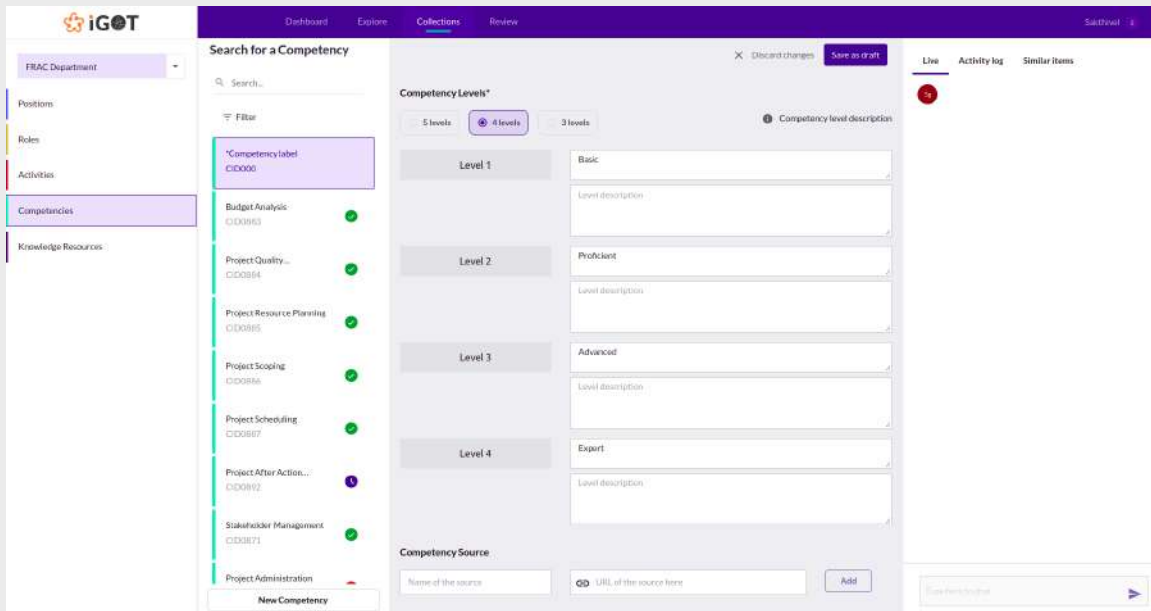
The screenshot shows the 'Add Competency' form in the iGOT system. The form is divided into several sections:

- Search for a Competency:** A search bar and a list of competencies with checkboxes. The 'Competency label' is highlighted with a red circle.
- Competency ID:** A text field containing 'CID'.
- Competency Label:** A text field containing 'Project Management'.
- Competency Description:** A text area containing 'Description'.
- Competency Type:** A dropdown menu with options: Behavioural, Domain, and Functional. 'Behavioural' is selected.
- COD:** A dropdown menu with the option 'Select a MDO'.
- Competency Area:** A text field containing 'Competency Area'.
- Competency Levels:** A section with three tabs: 5 levels, 4 levels, and 3 levels. The '5 levels' tab is selected. Below the tabs are two text areas for 'Level 1' and 'Level 2' descriptions.

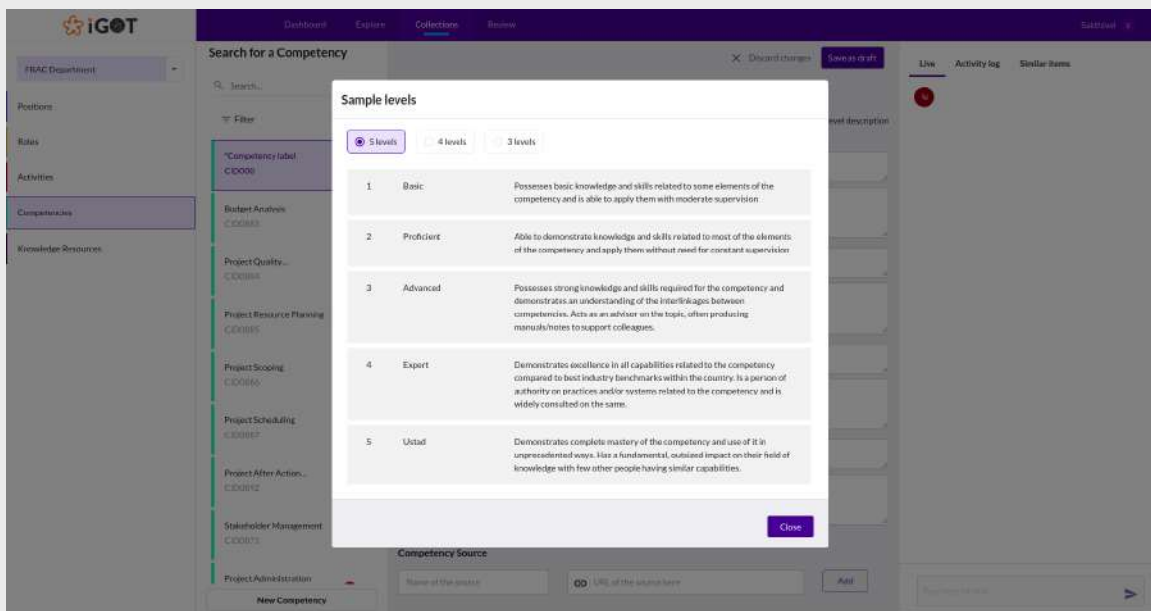
6. Add Competency Area.

The screenshot shows the 'Add Competency Area' dialog box in the iGOT system. The dialog box has a search bar and a list of areas. The 'No area selected' message is displayed. The dialog box also includes a 'Cancel' button and a 'Create new area' button.

7. Add Competency Level. Bullet points will automatically appear when drafting the Competency 'Level Description. Additionally, competency source and its url needs to be added and also the associated roles can be mapped.



8. Selecting the “i” level description icon gives generic information on all the levels.



9. Click on “Send for review” to complete the process.

Information about any update made to the competency will be displayed in the “Activity log” in the right pane of the competency.

Search for a Competency

Search...

Filter

- Budget Analysis CID0883
- Project Quality... CID0884
- Project Resource Planning CID0885
- Project Scoping CID0886
- Project Scheduling CID0887
- Project After Action... CID0892
- Stakeholder Management CID0871
- Project Administration CID0872

New Competency

Competency ID CID0883

Competency Label* Budget Analysis

Competency Description* Read, interpret, and evaluate budget documents to understand and evaluate the underlying intent of a budgetary policy. Characters remaining: -19

Competency Type* Behavioural Domain **Functional**

COD Select a MDO

Competency Area Public Finance Remove

Competency Levels* 5 levels **4 levels** 3 levels Competency level description

Level 1 Lists key budget documents

- Comprehends the budgetary cycle in India, including its constitutional provisions under Article 112
- Lists key budget documents at the central, state, and local level
- Understands the institution specific budget form, terminology, and definitions of line items and columns
- Aware of the official Union Budget website and the documents it contains

Live Activity log Similar items

Review board Item VERIFIED 03/08/2021 00:09

Technical Review Item VERIFIED 10/07/2021 18:42

Publish Item published 05/07/2021 15:16

5.3.4.2 Edit Competency

1. Click on the Competency which needs edit/change.

Search for a Competency

Search...

Filter

- Budget Analysis CID0883
- Project Quality... CID0884
- Project Resource Planning CID0885
- Project Scoping CID0886
- Project Scheduling CID0887
- Project After Action... CID0892
- Stakeholder Management CID0871
- Project Administration CID0872

New Competency

Competency ID CID0883

Competency Label* Budget Analysis

Competency Description* Read, interpret, and evaluate budget documents to understand and evaluate the underlying intent of a budgetary policy. Characters remaining: -20

Competency Type* Behavioural Domain **Functional**

COD Select a MDO

Competency Area Public Finance Remove

Competency Levels* 5 levels **4 levels** 3 levels Competency level description

Level 1 Lists key budget documents

- Comprehends the budgetary cycle in India, including its constitutional provisions under Article 112
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- Aware of the official Union Budget website and the documents it contains

Live Activity log Similar items

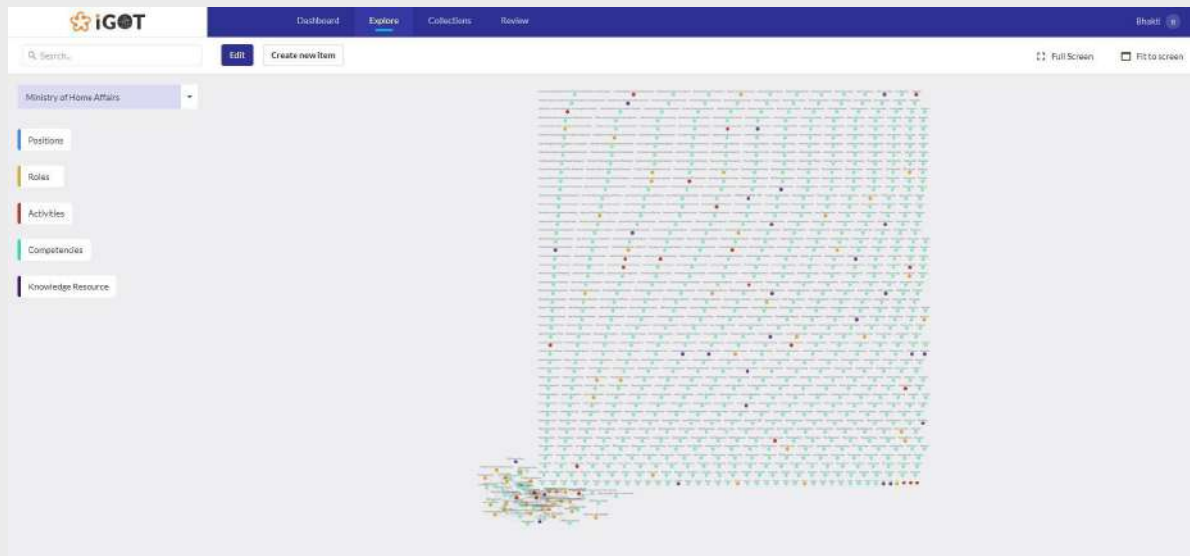
Similar Competencies No Similar items found...

More Discard changes Send for review Save as draft

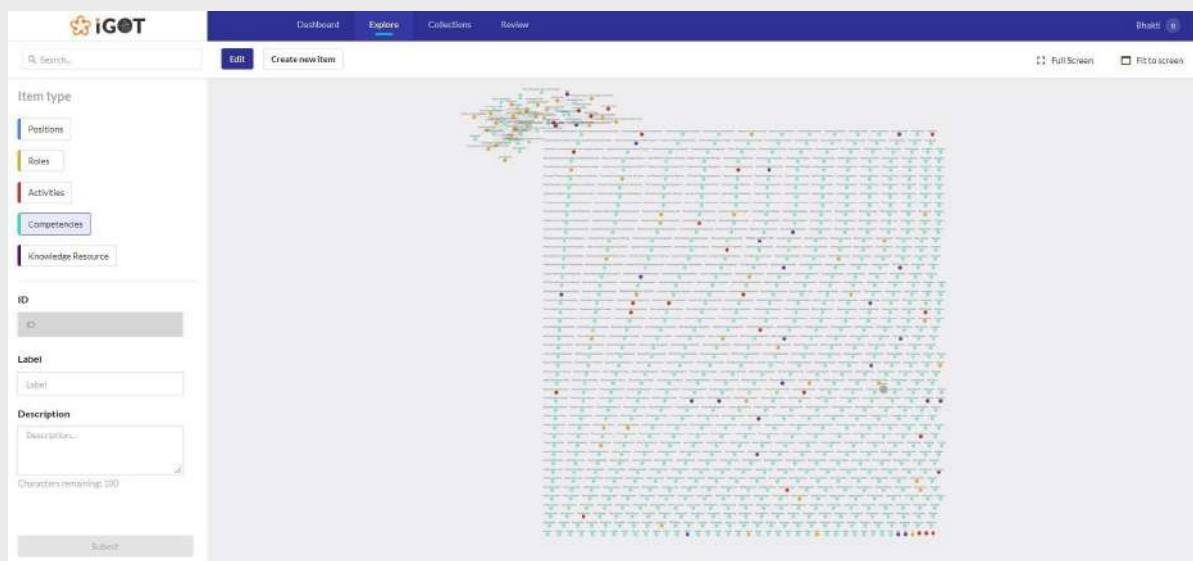
2. To make the changes through collaboration, write the details in the chat window and click on the "Send" button.
3. Make the required changes and click on "Send for review" to submit or "Save as draft" to save it to make changes later before it is submitted.

5.3.4.3 From Explore

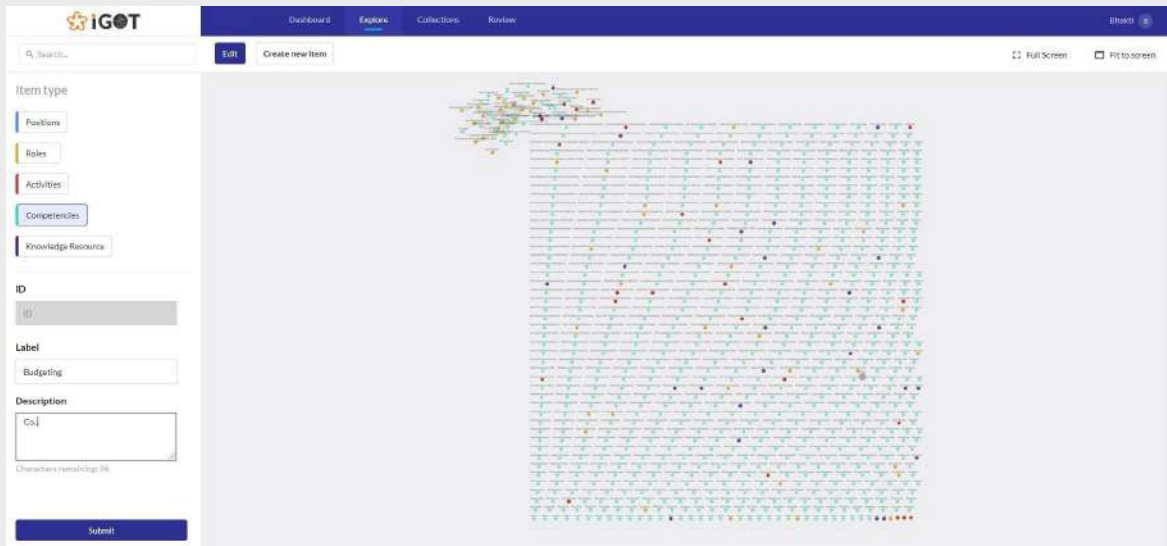
1. Click on the “Explore” menu on the top bar.



2. Click on the “Create new item” and select the item type “Competencies” from the left side menu.



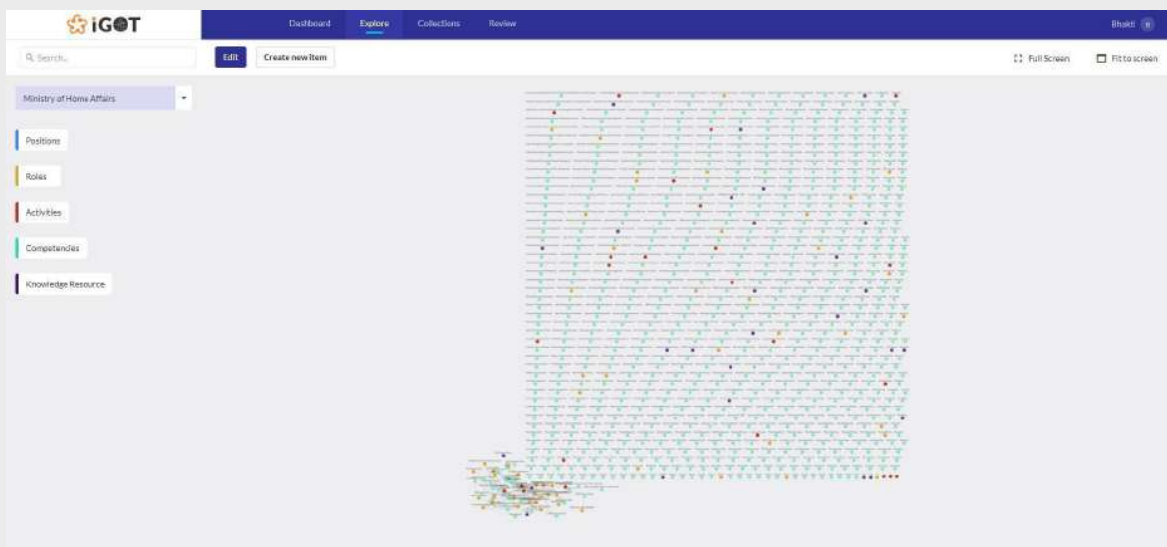
3. While the Competency ID will be generated automatically, you must add the Competency Label, Competency Description, Competency Type, Competency Area, Competency Level, Competency Level Label (optional) and Competency Level Description.



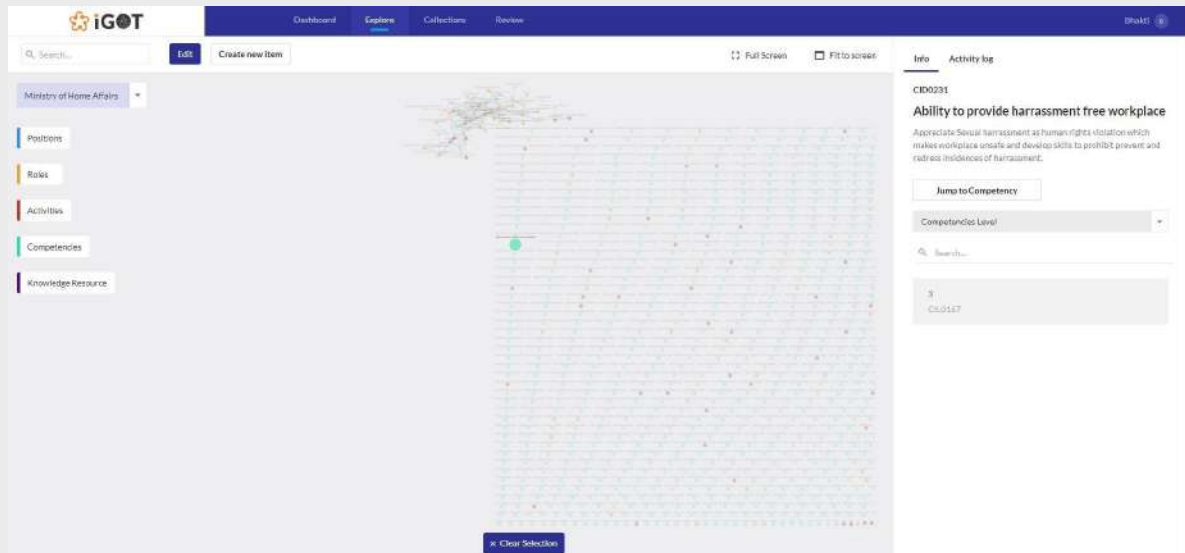
4. Click on “Submit” to complete the process.

5.3.4.4 Edit From Explore

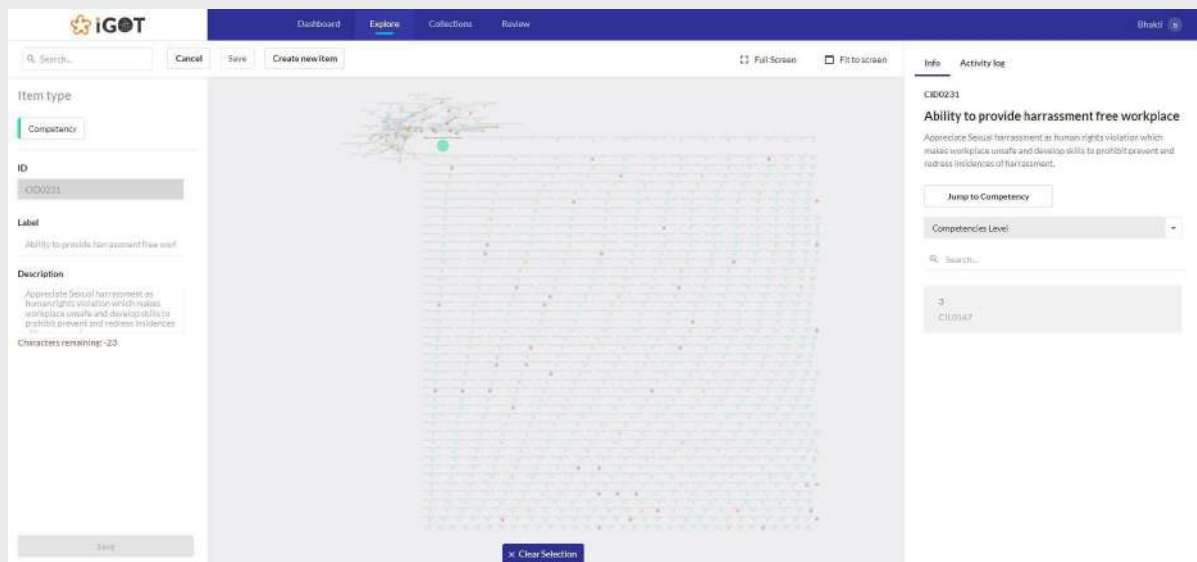
1. Click on the “Explore” menu on the top bar.



2. Click on the Competency node (coloured dot) which needs to be edited.



3. Click on the “Edit” button.

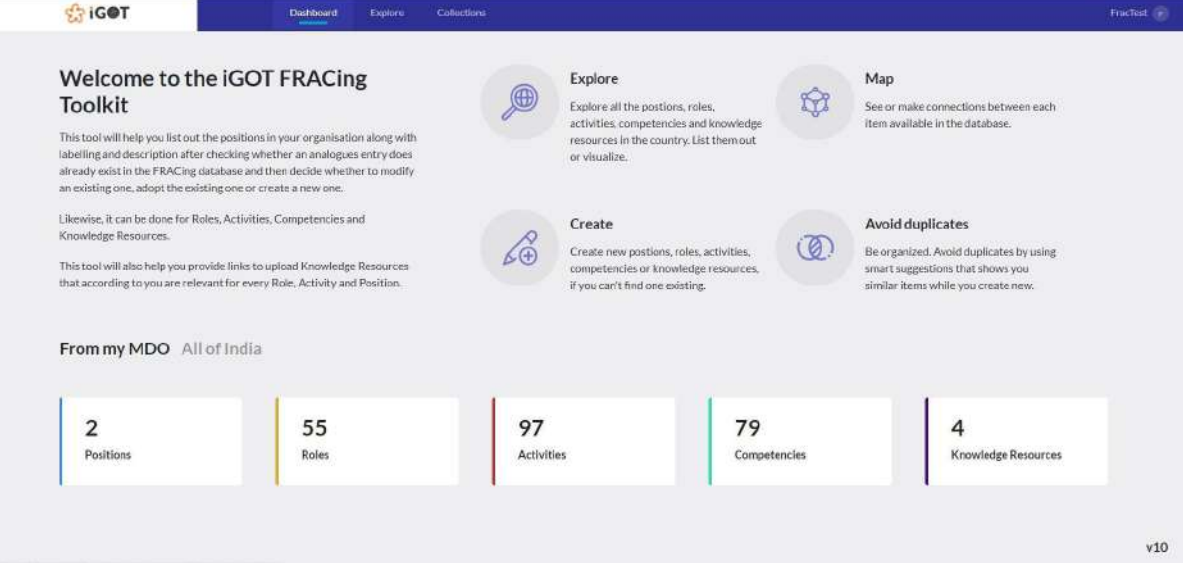


4. Make the edit and click on “Save” to complete the process.

5.3.5 Knowledge Resources

5.3.5.1 Creating a new knowledge resource

1. After you login, you will land on the Dashboard.



The screenshot shows the iGOT FRACing Toolkit Dashboard. At the top is a navigation bar with 'Dashboard' (active), 'Explore', and 'Collections'. The main content area is titled 'Welcome to the iGOT FRACing Toolkit' and includes instructions on how to use the tool. Below this are four circular icons with text: 'Explore' (magnifying glass), 'Map' (network diagram), 'Create' (pencil), and 'Avoid duplicates' (two overlapping circles). At the bottom, there's a section 'From my MDO All of India' with five cards showing counts: 2 Positions, 55 Roles, 97 Activities, 79 Competencies, and 4 Knowledge Resources. The URL 'https://got-sustard-fracing.bereho.com/collections/competencies/' is at the bottom left, and 'v10' is at the bottom right.

Welcome to the iGOT FRACing Toolkit

This tool will help you list out the positions in your organisation along with labelling and description after checking whether an analogous entry does already exist in the FRACing database and then decide whether to modify an existing one, adopt the existing one or create a new one.

Likewise, it can be done for Roles, Activities, Competencies and Knowledge Resources.

This tool will also help you provide links to upload Knowledge Resources that according to you are relevant for every Role, Activity and Position.

Explore
Explore all the positions, roles, activities, competencies and knowledge resources in the country. List them out or visualize.

Map
See or make connections between each item available in the database.

Create
Create new positions, roles, activities, competencies or knowledge resources, if you can't find one existing.

Avoid duplicates
Be organized. Avoid duplicates by using smart suggestions that shows you similar items while you create new.

From my MDO All of India

Category	Count
Positions	2
Roles	55
Activities	97
Competencies	79
Knowledge Resources	4

<https://got-sustard-fracing.bereho.com/collections/competencies/>

v10

2. On the navigation bar, click "Collections".

3. To view the list of existing knowledge resources, click on “Knowledge Resources” on the left pane of the Collections

The screenshot shows the iGOT interface with the 'Collections' tab selected. On the left sidebar, 'Knowledge Resources' is highlighted. The main content area displays the details for a specific knowledge resource, 'Record Retention Schedule' (KRI0032). The form includes fields for 'Knowledge Resource ID', 'Knowledge Resource Label', 'Knowledge Resource Description', 'Knowledge Resource URL', and 'Knowledge Resource Upload'. The 'Knowledge Resource Description' field contains the text: 'A schedule issued by DARPG specifying the time period for retention of different types/categories of documents'. The 'Knowledge Resource URL' field has a placeholder 'Knowledge Resource URL' and an 'ADD' button. The 'Knowledge Resource Upload' field has a 'Browse for files' button and an 'UPLOAD' button. The 'Associated activities' section shows 'No associated activities'. The right sidebar shows 'Live' status with a green circle and 'Activity log' and 'Similar items' links.

4. Click on “New Knowledge Resource” to add a new knowledge resource (alternatively, if you wish to either adopt or modify an existing knowledge resource, the search feature will allow you to do so). While the Knowledge Resource ID will be generated automatically, you must add the Knowledge Resource Label, Knowledge Resource Description, Knowledge Resource URL and/or upload Knowledge Resource files.

The screenshot shows the iGOT interface with the 'Collections' tab selected. On the left sidebar, 'Knowledge Resources' is highlighted. The main content area displays the 'New Knowledge Resource' form. The form includes fields for 'Knowledge Resource ID', 'Knowledge Resource Label', 'Knowledge Resource Description', 'Knowledge Resource URL', and 'Knowledge Resource Upload'. The 'Knowledge Resource ID' field contains 'KID'. The 'Knowledge Resource Label' field contains 'Knowledge Resource Label'. The 'Knowledge Resource Description' field contains 'Knowledge Resource Description...'. The 'Knowledge Resource URL' field has a placeholder 'Knowledge Resource URL' and an 'ADD' button. The 'Knowledge Resource Upload' field has a 'Browse for files' button and an 'UPLOAD' button. The right sidebar shows 'Live' status with a pink circle and 'Activity log' and 'Similar items' links.

- Click on “Send for review” to complete the process. Information about any update made to the knowledge resource will be displayed in the “Activity log” in the right pane of the knowledge resource.

The screenshot shows the iGOT Knowledge Resource creation interface. On the left, a sidebar lists navigation options: Positions, Roles, Activities, Competencies, and Knowledge Resources (selected). The main area is titled 'Search for a Knowledge Resources' and contains a search bar. Below the search bar is a list of knowledge resources, including 'Manual on Office...', 'Record Retention Schedule', 'CVC Manual', 'High', 'CCS Pension Rules', 'Establishment Rules', 'ISTM Handbook for...', and 'General Financial Rules'. The 'High' resource is selected. The right pane shows the details for the selected resource, including fields for Knowledge Resource ID, Knowledge Resource Label, Knowledge Resource Description, Knowledge Resource URL, and Knowledge Resource Upload. The 'Send for review' button is visible at the top right.

5.3.5.2 Edit Knowledge resource

- Click on the Competency which needs edit/change.

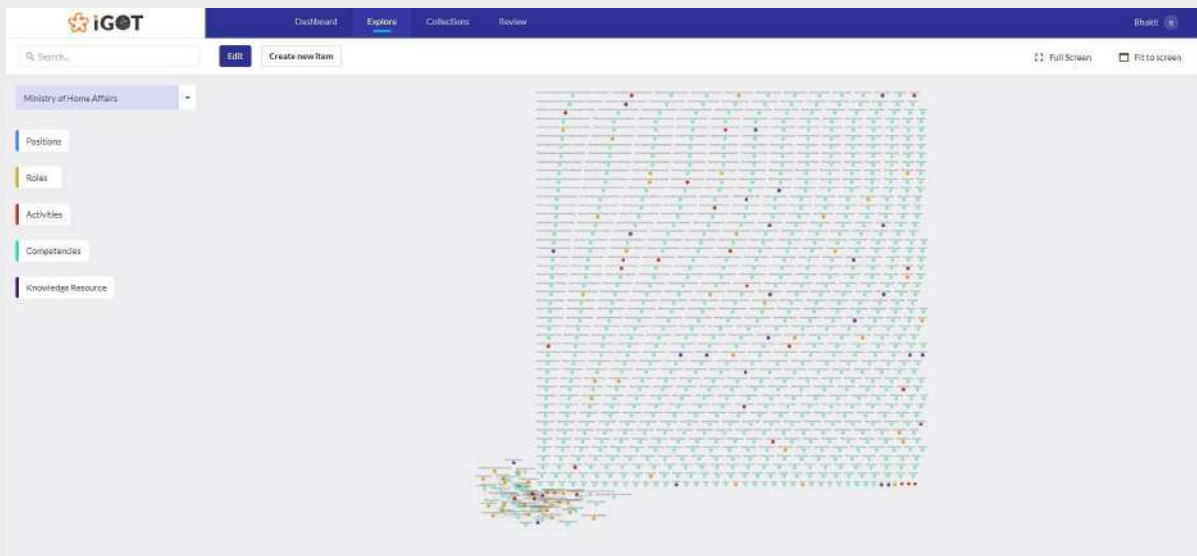
The screenshot shows the iGOT Knowledge Resource edit interface. The left sidebar is the same as in the previous screenshot. The main area is titled 'Search for a Knowledge Resources' and contains a search bar. Below the search bar is a list of knowledge resources, including 'Manual on Office...', 'Record Retention Schedule', 'CVC Manual', 'High', 'CCS Pension Rules', 'Establishment Rules', 'ISTM Handbook for...', and 'General Financial Rules'. The 'High' resource is selected. The right pane shows the details for the selected resource, including fields for Knowledge Resource ID, Knowledge Resource Label, Knowledge Resource Description, Knowledge Resource URL, and Knowledge Resource Upload. The 'Send for review' button is visible at the top right. The 'Associated activities' section is also visible at the bottom of the right pane.

- To make the changes through collaboration, write the details in the chat window and click on the “Send” button.
- Make the required changes and click on “Send for review” to submit or “Save as draft”

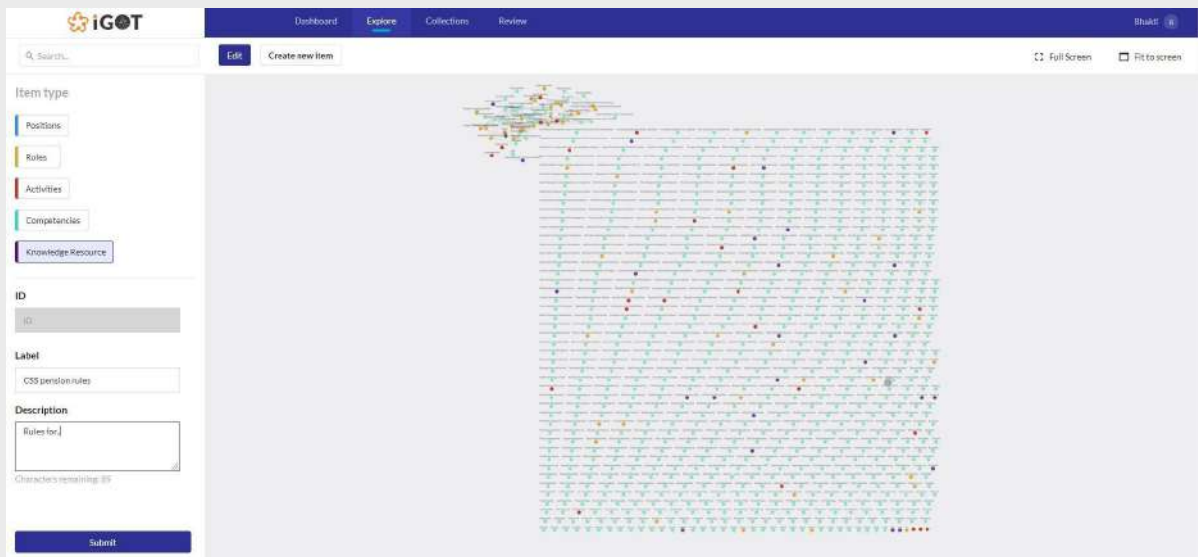
to save it to make changes later before submitting.

5.3.5.3 From Explore

1. Click on the “Explore” menu on the top bar.



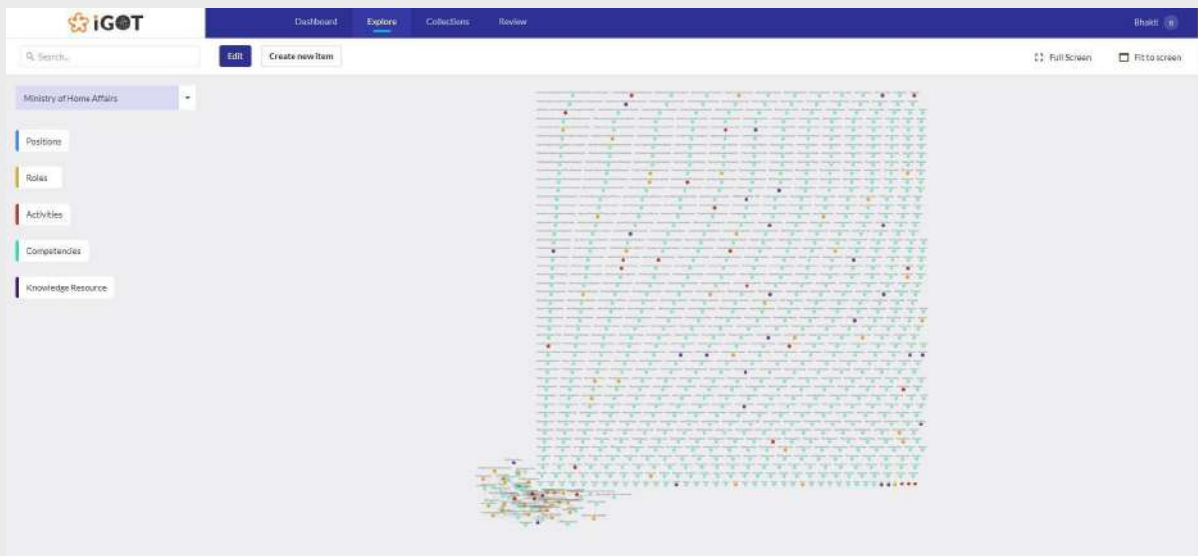
2. Click on the “Create new item” and select the item type “Knowledge Resource” from the left side menu.
3. While the Knowledge Resource ID will be generated automatically, you must add the Knowledge Resource Label, Knowledge Resource Description and a Knowledge Resource file and/or URL.



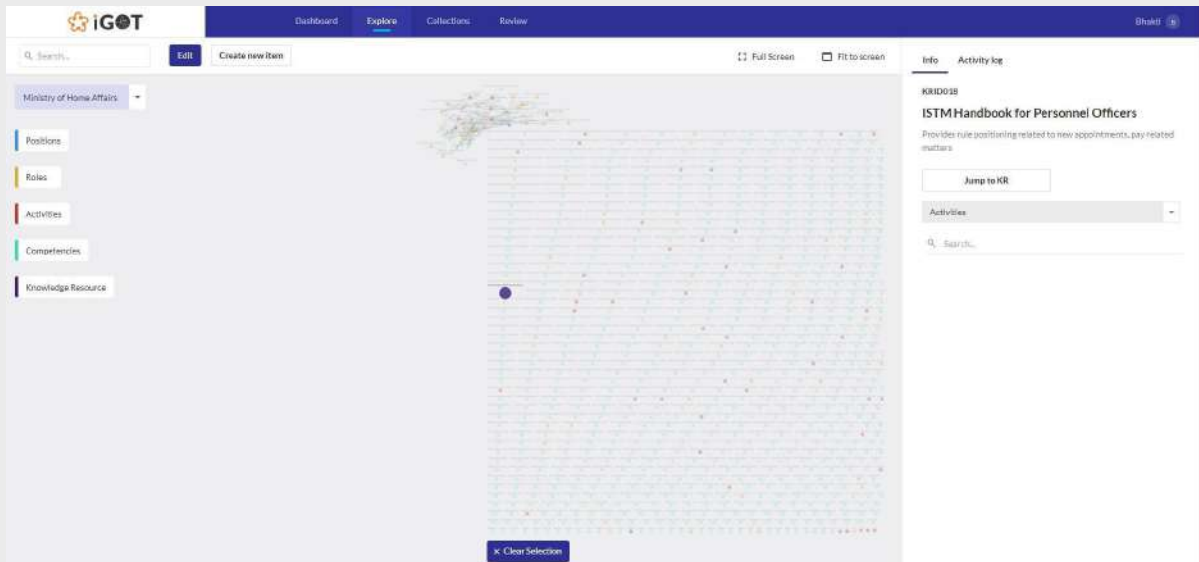
4. Click on “Submit” to complete the process.

5.3.5.4 Edit From Explore

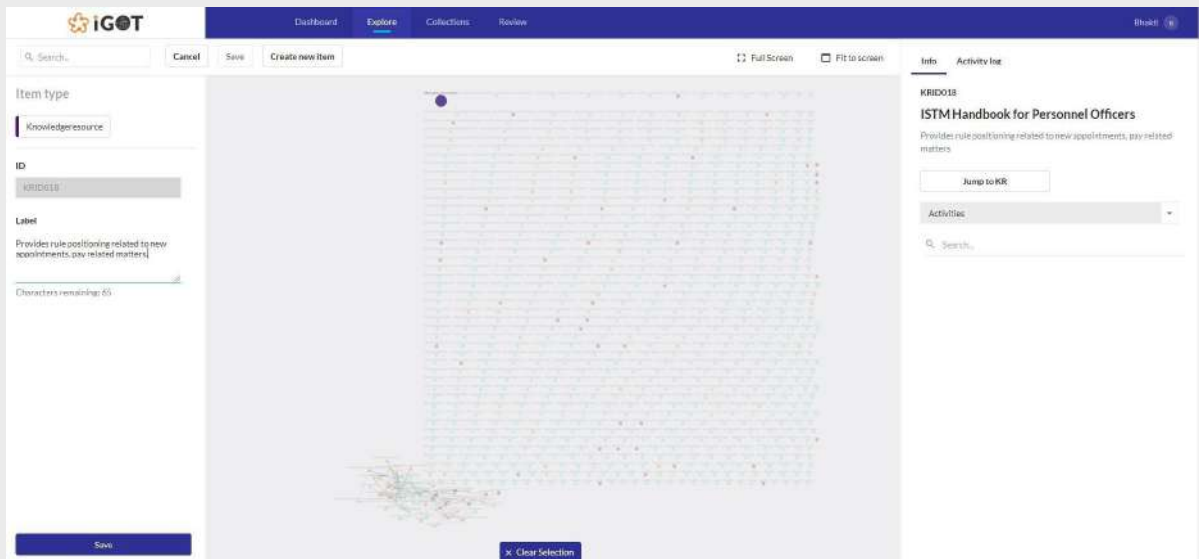
1. Click on the “Explore” menu on the top bar.



2. Click on the Knowledge Resource node (coloured dot) which needs to be edited.



3. Click on the “Edit” button.



4. Make the edit and click on “Save” to complete the process.

5.4 Review (FRAC L1 reviewer) and Review & Accept board (FRAC L2 reviewer))

The Review page is only accessible to the FRAC review board where members of the review board (L1 technical check members and L2 review and accept board members) can review the positions, roles, activities, and competencies that are added to the platform by various stakeholders (namely, by MDO representatives, individual officials, or CBP providers).

The FRAC review board goes through each of the added positions, roles, activities, and competencies and decides whether it needs to be approved, or rejected. It is mandatory for the FRAC review board to add a comment as to why they have rejected it. The review board can also make changes to the positions, roles, activities, and competencies themselves as required.

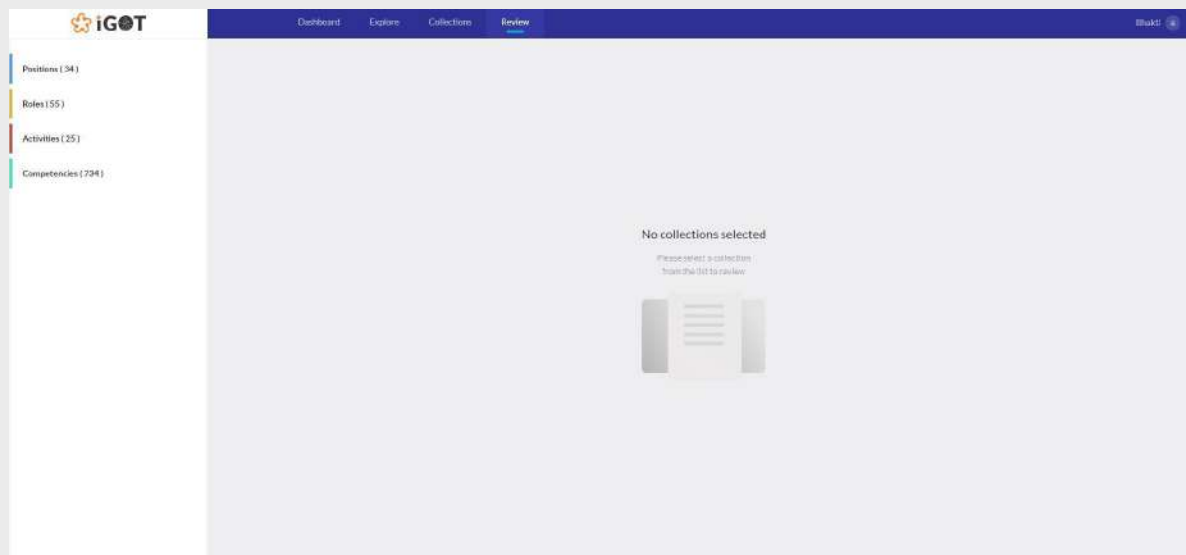
In the latest workflow of FRAC, we have added a 3-step review process:

1. *Scrubbing (IFU Member)* - Where multiple members collaborate, scrub and draft the items
2. *Technical check (FRAC REVIEWER L1)*- All the items submitted from the scrubbing level undergo a technical check. These reviewers can edit or reject the item with a rejection note that goes to the creator.
3. *Review board (FRAC REVIEWER L2)* - All the approved items from technical check reviewers come here and upon approval, the items get added to the FRAC dictionary. Upon rejection with a note, the item goes back to the creator.

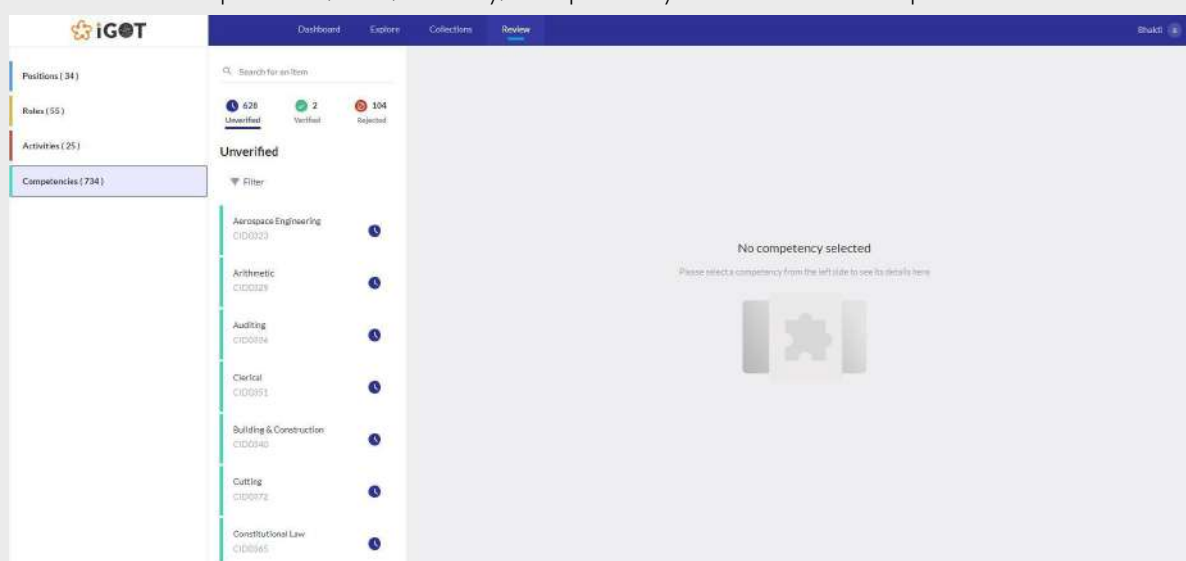
Note: As of now, the review process for knowledge resources is not available

To review, follow the below steps

1. Click on the “Review” menu on the top bar. L1 access members can view positions, roles, activities and competencies sent for review from the scrubber while L2 access members can view the same which are sent for review from the L1 members and not the scrubber.



2. Click on the position/role/activity/competency menu on the left pane to see the list.



iGOT Dashboard Explore Collections **Review** Bhakti

Search for an item

628 Unverified 2 Verified 104 Rejected

Verified

Filter

- Drafting of charge sheet CID0804
- Data Storytelling and Visualization CID0769

No competency selected
Please select a competency from the left side to see its details here.

iGOT Dashboard Explore Collections **Review** Bhakti

Search for an item

628 Unverified 2 Verified 104 Rejected

Rejected

Filter

- Manage projects CID078
- Listening Skills CID0334
- Handling Public Grievances CID0391
- Demonstrate CID098
- Sympathy CID0801
- developing others CID0198
- Achieve Desired Results CID0186

No competency selected
Please select a competency from the left side to see its details here.

3. Verify the details of the position/role/activity/competency, make changes if necessary and take action whether to approve or reject.

The screenshot shows the iGOT Review page for the 'Reading of Judgement' competency (CID01191). The left sidebar lists various categories: Positions (104), Roles (12142), Activities (19119), and Competencies (1526). The main content area displays the competency details, including the ID, label, description, type, COD, area, and levels. The 'Competency Levels' section shows two levels: Level 1 (Awareness) and Level 2 (Expertise). The 'Add note' section on the right allows the reviewer to add a note, with buttons for 'Reject' and 'Verify'.

1. Chat with other reviewers while reviewing a Position/Role/Activity/Competency.

This screenshot is identical to the one above, but with a chat window open on the right side of the page. The chat window shows a message from another reviewer, indicating that the reviewer can chat with others while reviewing the competency.

2. If rejecting, add a rejection note.

The screenshot shows the iGOT Review interface. On the left, a sidebar lists categories: Positions (104), Roles (12150), Activities (19119), and Competencies (1526). The main area is titled 'Unverified' and shows a list of items. The 'Reading of Judgement' item (CID01191) is selected. The right panel shows the details for this item, including its ID, label, description, type, COD, area, and levels. The 'Competency Description' field contains the text: 'Knows how to prepare a case note on the basis of reading a judgement, including a lengthy and complicated one, following a prescribed list of do's and donot's'. The 'Competency Type' is set to 'Functional'. The 'COD' is 'Select a MDO'. The 'Competency Area' is '1'. The 'Competency Levels' are 'Level 1' and 'Level 2'. The 'Level 1' description is 'Awareness' and the 'Level 2' description is 'Expertise'. The 'Add note' field contains the text: 'Rejecting duplicated item'. The 'Review' button is highlighted.

3. On approving, you will see this.

The screenshot shows the iGOT Review interface after approval. The 'Reading of Judgement' item (CID01191) is still selected. The 'Add note' field now contains the text: 'Type the note here'. The 'Review' button is highlighted.


4. An approved item is published to the public dictionary.

Competency rejection from FRAC tool

idc-eagle@tarento.com

to me

Thu, Aug 5, 2021, 1:52 PM



Competency rejected

The competency **Economic Planning (CID068)** you created has been rejected.

Comment from reviewer is "What is economic planning? A very large area, can be a competency area under which there should be many competencies, can remove this. Levels missing, area missing".

Please log in to your FRACing tool to view the details:

View competency

Reply

Forward

6. FRAC Dictionary

50

The Level 2 reviewed competencies will automatically be listed in the public FRAC dictionary.

Overview

Positions7

Roles13

Activities18

Competencies1079

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FRAC Dictionary

Competencies

Search

COD | All

Type | All

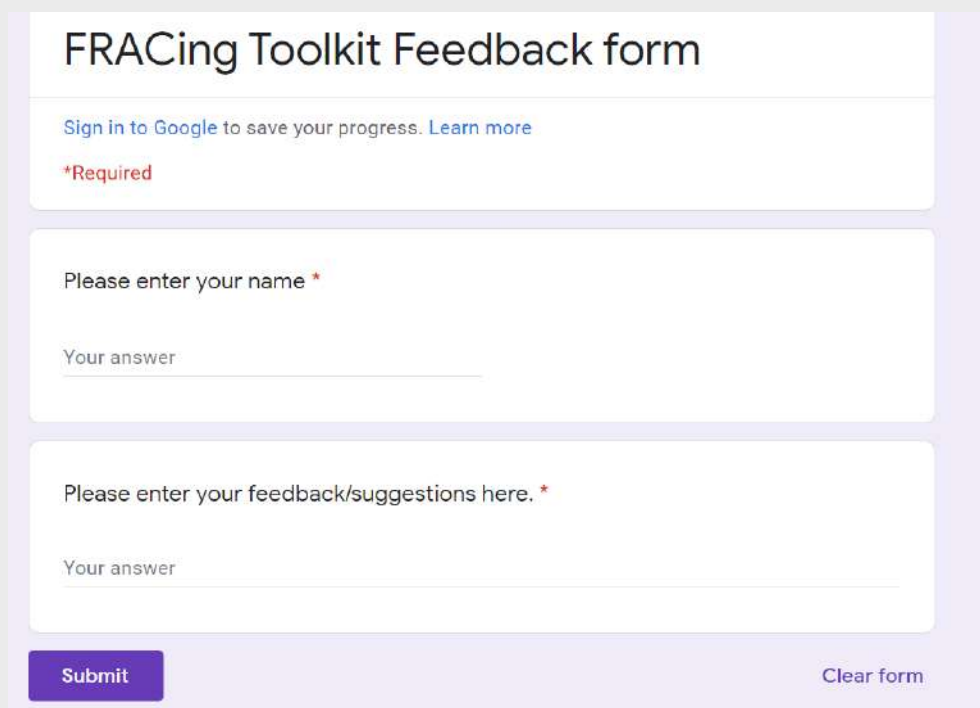
Area | All

1093 Items

CID0883 Budget Analysis Functional	Read, interpret, and evaluate budget documents to understand and evaluate the underlying intent of a budgetary policy.
CID0884 Project Quality Management Functional	Understand and apply the three processes of project quality management (quality planning, assurance, and control) in monitoring project metrics against goals, to ensure continuous improvements.
CID0885 Project Resource Planning Functional	Develop and assess project resource plans to ensure optimal resource utilisation.
CID0886 Project Scoping Functional	Develop project scope statements that include key activities, resource, timelines, and deliverables, to ensure the project is accomplished in a timely manner.

7.1 Feedback

Feedback and Rating for position, roles, activities, competencies and knowledge resources can be given from their respective screens. This feature is available for all the FRAC users.



The screenshot shows a web form titled "FRACing Toolkit Feedback form". At the top, there is a link "Sign in to Google to save your progress. Learn more" and a red asterisk indicating required fields. Below this, there are two text input fields. The first is labeled "Please enter your name *" and the second is labeled "Please enter your feedback/suggestions here. *". Both fields have "Your answer" placeholder text. At the bottom, there is a purple "Submit" button and a "Clear form" link.

This form can be accessed from the dashboard profile icon dropdown. You can send us your feedback/suggestions or any changes you would like to see in the FRACing Tool using the link below:

<https://forms.gle/2DxEhBYL2J6B6wCj6>

7.2 Walkthrough

The profile icon dropdown also has walkthrough option and selecting the same will lead to a page with video of the FRAC tool

FRACing toolkit walkthrough

Last updated on 02/03/2021 as per v9



7.3 What's New

The 'What's new' option of the same dropdown upon selection opens up the page with version details along with the changes.

