



STATE - USER MANUAL

User Manual

Document Version: 1.1

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1. Overview

The iGOT platform is intended to provide a de-siloed environment for all government officials across the center, state and union territories to learn and interact. This document describes the how the state administrators can:

1. Onboard department and organization in their state
2. Onboard another state administrator

2. Audience

This user manual has been created to enable State Admin to leverage the State portal on the iGOT platform to create and manage department and user flow.

3. Key actors

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

Actor	Description
State 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

4. Pre-requisites

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

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

For eg:

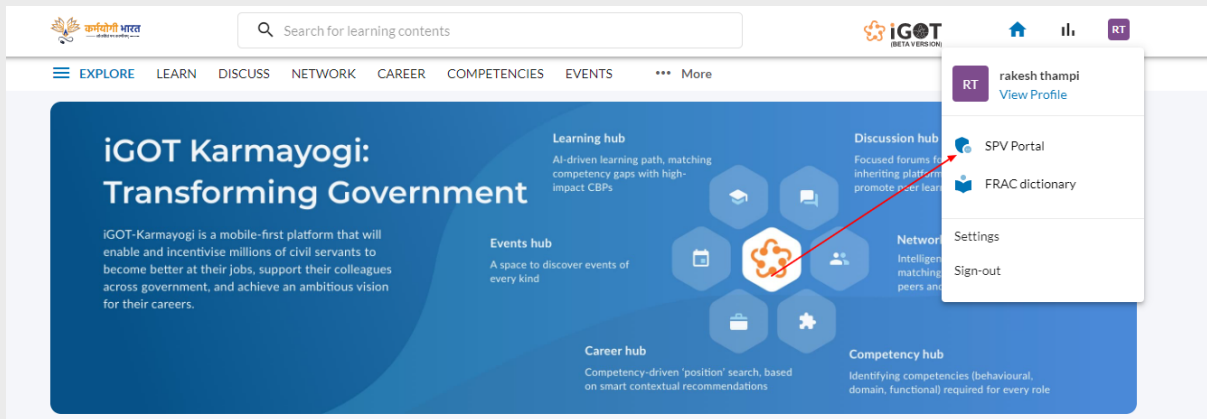
Karmayogi user portal link: <https://igotkarmayogi.gov.in/>

State portal: <https://spv.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 login to the Karmayogi portal.

After login to the Karmayogi user portal and clicking on the profile image on top right, the State Admin can see the other portal links accessible to them.



5. State Portal

State portal is to organize the creation of ministries, departments and user flow within a state. When the State Admin clicks on the “SPV portal” link from the profile drop down in the Karmayogi portal, they will navigate to the state portal. Only State Admin will have access to the State portal.

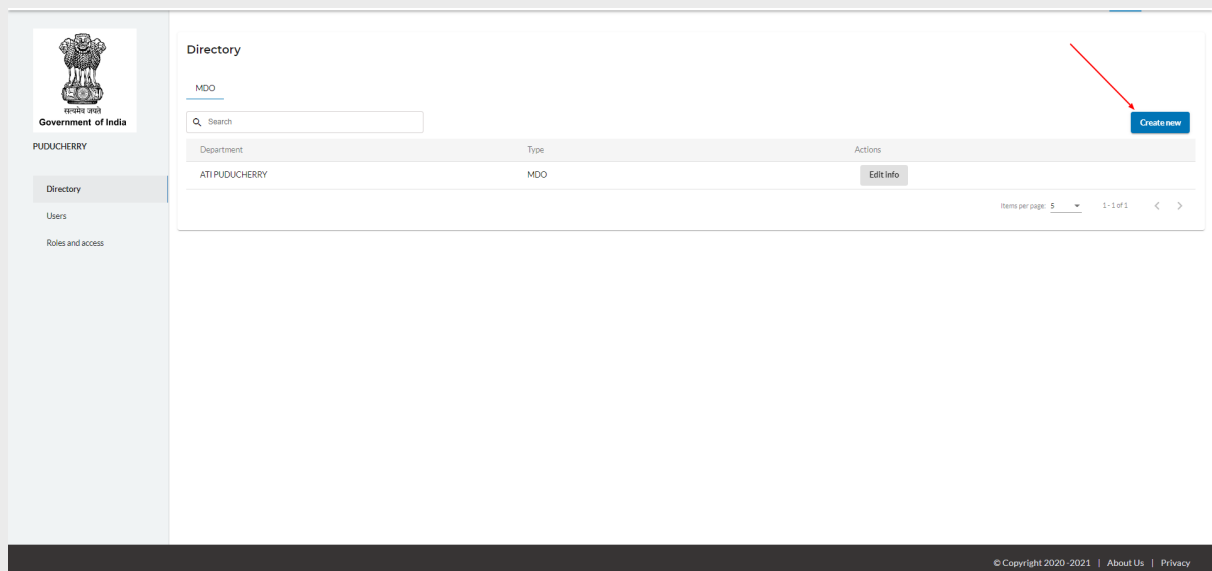
5.1 Directory

State admin lands on the below screen after login.

5.1.1 State admin: Onboarding MDOs under a state

Once a state administrator is onboarded, they can onboard MDOs under their state.

1. Login to SPV portal as a state admin (i.e. by using the state admin login credentials).
Note: As state administrators, they can create organizations only within their state and do not enjoy full privileges of the SPV administrative portal.
2. Click on “Create new”



3. Choose the department from the department drop down (eg: ATI Delhi). Leave the organization field empty to onboard a department.

Note: To onboard an organization under an already onboarded department, select the organization from the organization dropdown after selecting the department.

The screenshot shows a web interface for onboarding an organization. On the left is a sidebar with the Government of India logo and navigation links: PUDUCHERRY, Directory, Users, and Roles and access. The main content area is titled 'Basic information' and contains three dropdown menus: 'State name' (pre-filled with 'PUDUCHERRY'), 'Department' (with the text 'Select your department'), and 'Organisation' (with the text 'Select your organisation'). Two red arrows point to the 'Department' and 'Organisation' dropdowns. At the bottom of the form are 'Create' and 'Cancel' buttons. A footer at the bottom right contains the text '© Copyright 2020 -2021 | About Us | Privacy'.

4. Click on “Create”

5.1.2 State admin: Onboarding an MDO admin

Once an MDO is created under the state, a state administrator can onboard MDO administrators with the following steps:

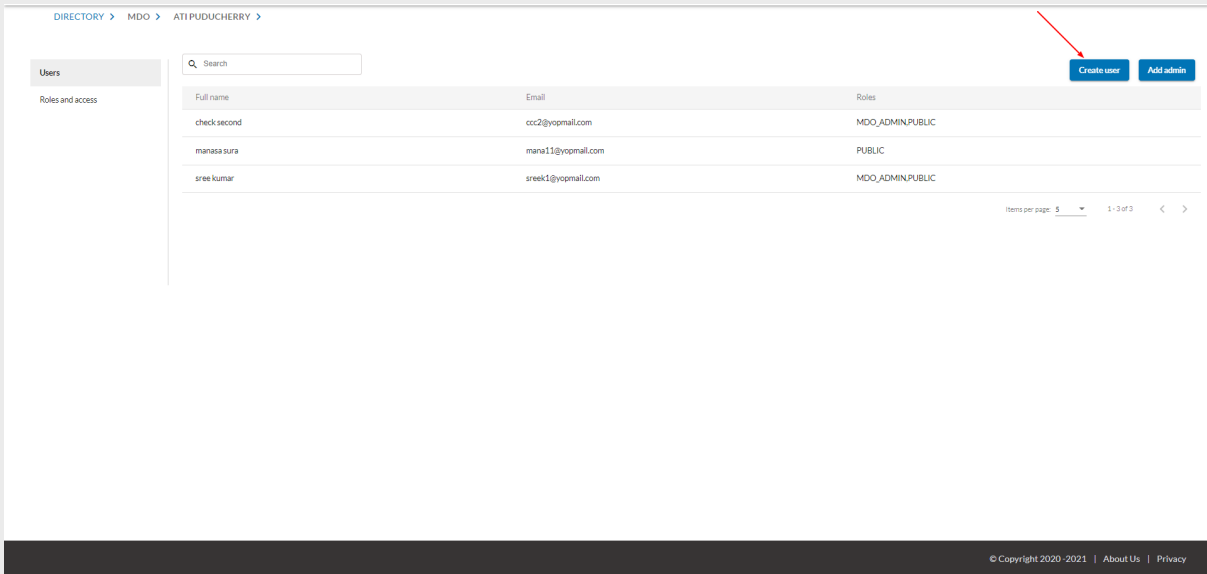
1. Login to SPV portal as a state admin. (i.e. by using the state admin login credentials).
Note: As state administrators, they can create organizations only within their state and do not enjoy full privileges of the SPV administrative portal.
2. Click on the MDO name.

The screenshot shows the 'Directory' page for MDOs. The sidebar is the same as in the previous screenshot. The main content area is titled 'Directory' and has a sub-tab 'MDO'. It features a search bar, a 'Create new' button, and a table with the following structure:

Department	Type	Actions
ATI PUDUCHERRY	MDO	Edit info

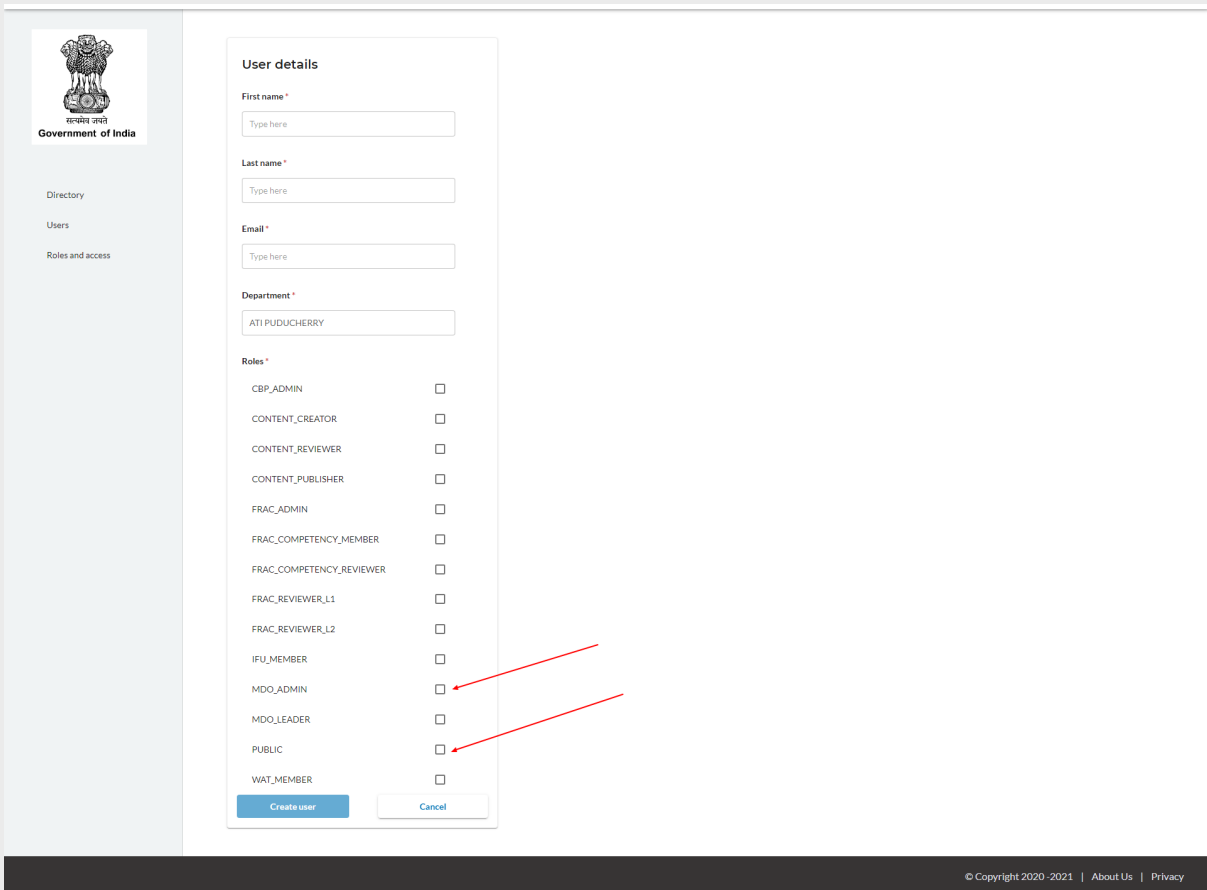
A red arrow points to the 'ATI PUDUCHERRY' text in the Department column. At the bottom right of the table area, there are pagination controls: 'Items per page: 5', '1-1 of 1', and navigation arrows. A footer at the bottom right contains the text '© Copyright 2020 -2021 | About Us | Privacy'.

3. Click on “Create user”.



4. Enter all the fields (choose role as MDO_ADMIN & PUBLIC) and click on create user.

Note: Typically, the mdo administrator is expected to be a government official. In such cases, it makes sense to enable the PUBLIC role along with the MDO_ADMIN role. The PUBLIC role gives the government official access to the Karmayogi/learning portal as well.



5.2 Users

As the State Admin clicks on the 'Users' option in the left side menu, there will be two tabs in the home screen as :

1. Active - State Admins who are active
2. Inactive - users who have been made inactive by the State Admin

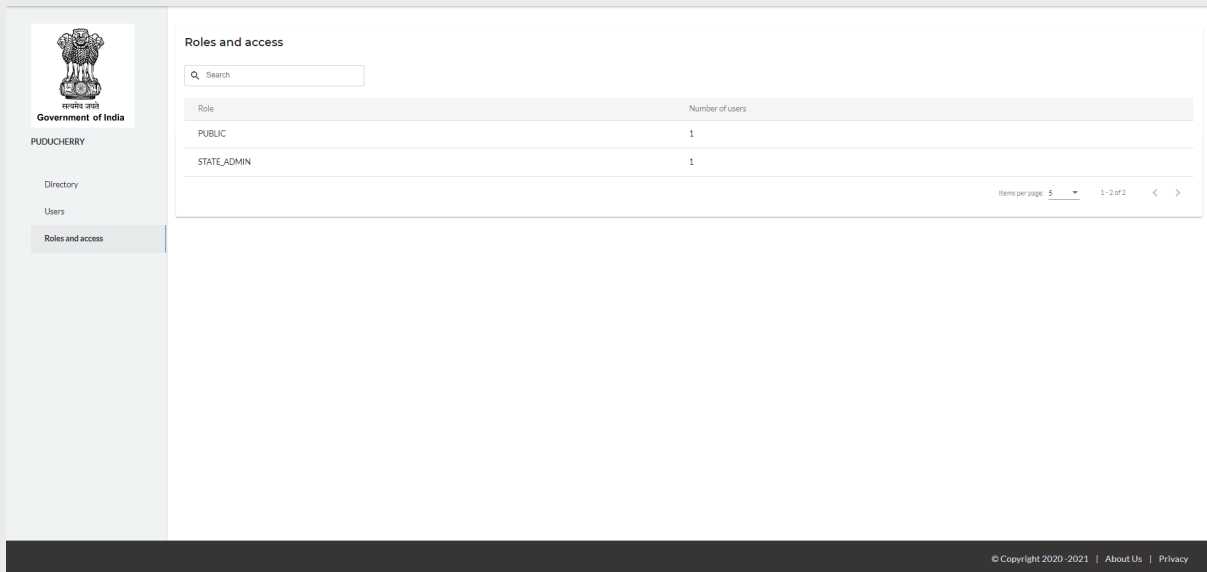
The screenshot displays the 'Users' management page. On the left sidebar, the 'Users' option is highlighted. The main content area has two tabs: 'Active' and 'Inactive'. Below the tabs is a search bar. A table lists users with columns for 'Full name', 'Email', 'Roles', and 'Actions'. One user is listed: 'rakesh thampi' with email 'rk@yopmail.com' and role 'PUBLIC_STATE_ADMIN'. A 'Create user' button is located in the top right corner, indicated by a red arrow. The footer contains copyright information: '© Copyright 2020-2021 | About Us | Privacy'.

State Admin can onboard another state admin 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", a new State Admin will be created.

The screenshot shows the 'User details' form. It contains the following fields: 'First name *' (text input), 'Last name *' (text input), 'Email *' (text input), 'Department *' (text input with 'Karmayogi Bharat' selected), and 'Roles *' (checkboxes for 'STATE_ADMIN' and 'PUBLIC'). At the bottom of the form are two buttons: 'Create user' and 'Cancel'. A red arrow points to the 'Create user' button. The footer contains copyright information: '© Copyright 2020-2021 | About Us | Privacy'.

5.3 Roles and access

State 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 State. As the user clicks on State_Admin, they will see the users for that particular role.

