

NITI Aayog

National Institution for
Transforming India

GI DASHBOARD

User Manual for
User Management

Version 1.0

Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description

Table of Contents....

1 Introduction	3
1.1 Purpose	3
1.2 Organization Structure	4
1.3 Users & Roles	5
1.4 Key Modules of GI Dashboard	6
2 User Management	7
2.1 High Level Flow	7
3 User Management -Steps	8
3.1 User Registration (Data Entry /View Users).....	8
3.2 User Registration Approvals.....	11
3.3 Create Users by Administrators	14
3.3.1 Create User.....	15

1 Introduction

The Government of India had decided that to measure and monitor India's performance on various social, economic and other parameters through internationally recognized Global Indices.

The goal of this exercise are to use these Indices as tools for self-improvements and bring about reforms in the policies and processes of Government agencies and bring about reforms in the policies and processes of Government agencies and financial institutions while creating a conducive ecosystem for foreign and domestic investment flow.

Goals

Driving reforms at the National and State level by ranking of States

Promoting cooperative and competitive federalism

Enhancing citizen service delivery, ease of living and ease of doing business

About the dashboard:

The dashboard is created to support the Government's decision to leverage the monitoring mechanism of select global indices to drive reforms and growth. The dashboard allows for monitoring of the parameters as per official data as well as the data source used by the publishing agency. The dashboard also allows for monitoring of performance of states and it also inculcates healthy competition among States/UTs through their scoring and ranking on these Indices and Reform Actions.

This manual illustrates the functionality for User Management Module, User Registration for external (Data Entry and View Users), Internal (all LDAP) users' creation, User mapping with Parameters, User Registration Approvals and Role Assignment. Care is taken to explain each function minutely.

1.1 Purpose

The purpose of this user manual is to provide an insight on the operations of User Management Module. This manual serves the requirement of users like Nodal Administrator, State/Line Administrators and Data Entry /View Users at all levels on how to register, create users, approve and map parameters.

As you complete reading this document, you will be able to:

- Register as Data Entry & View Users
- Approve User Registrations with same applied role or with different role
- Create Users, Assign Ministries
- Map Parameters with users

1.2 Organization Structure

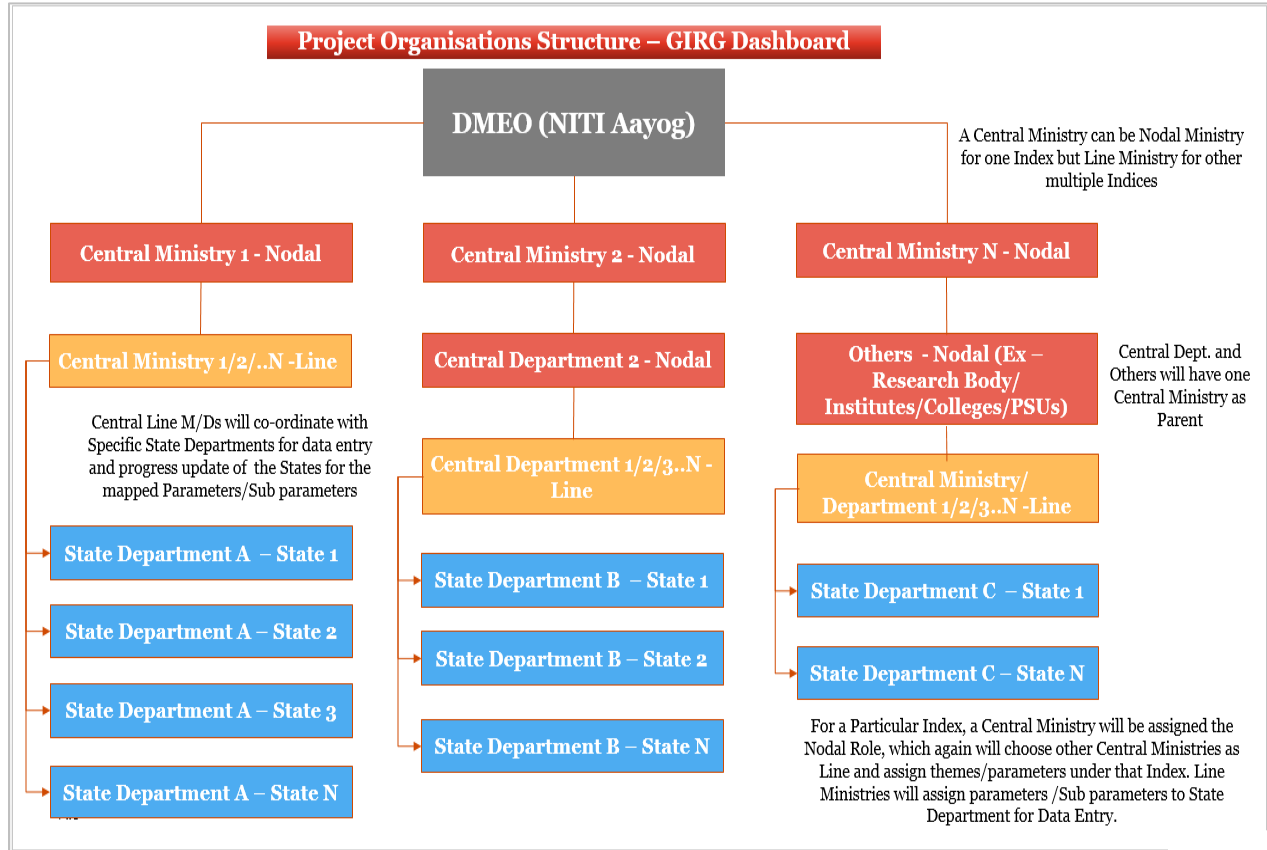


Figure 1-1

1.3 Users & Roles

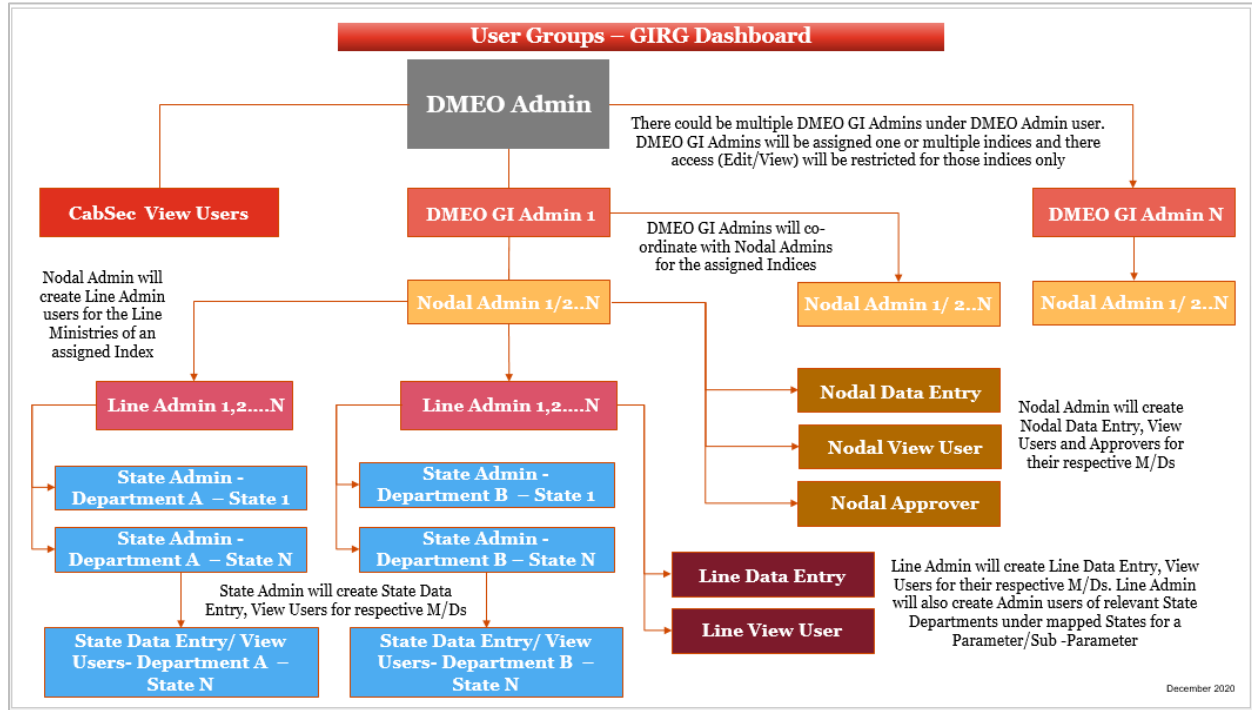


Figure 1-2

1.4 Key Modules of GI Dashboard

Following are the key modules of GI Dashboard;

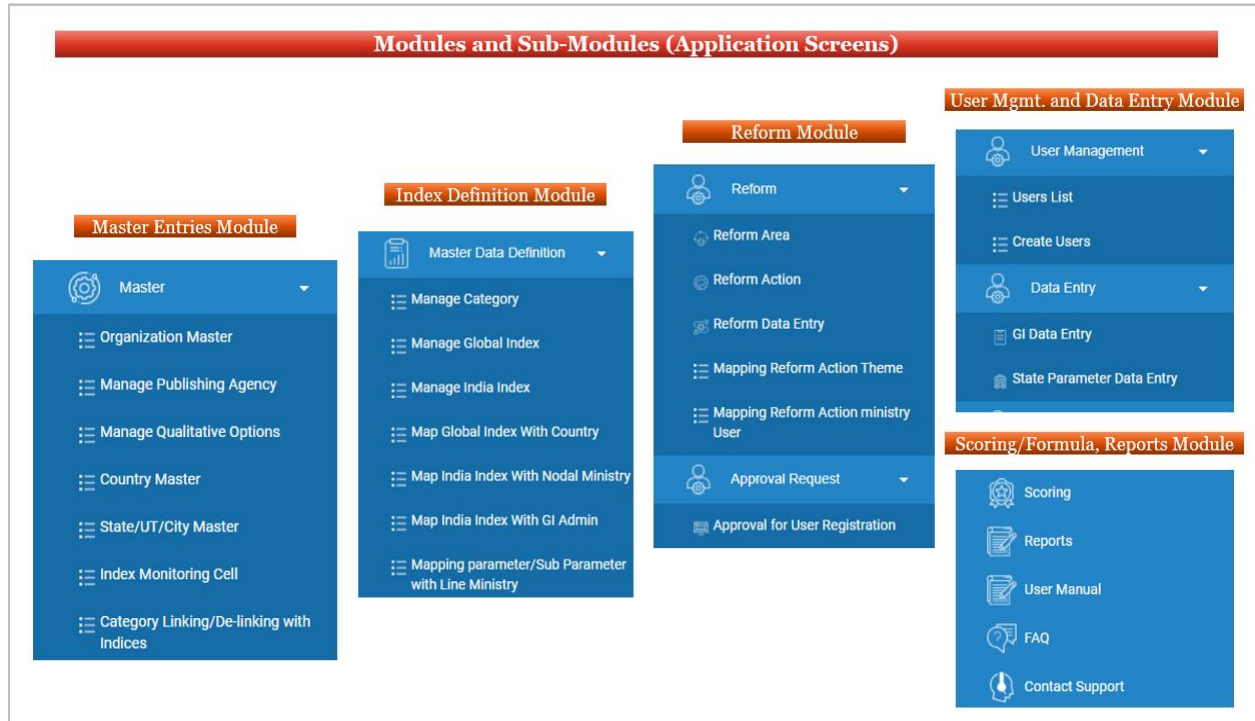


Figure 1-3

2 User Management

2.1 High Level Flow

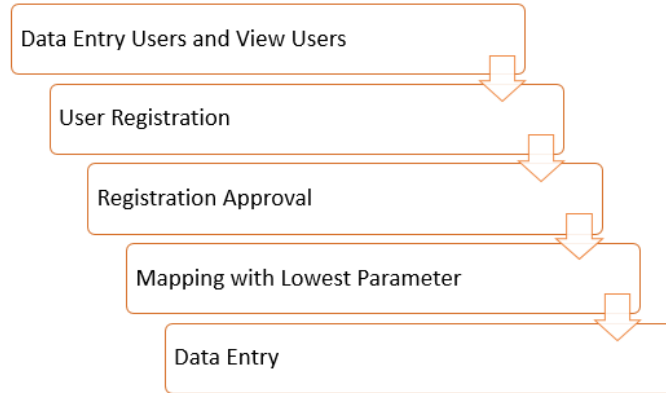


Figure 2-1

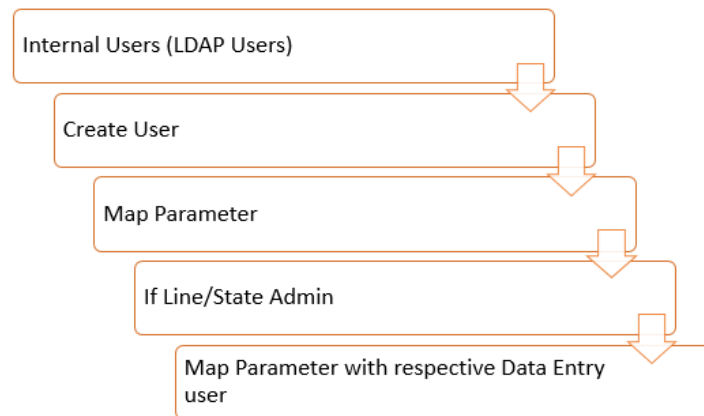


Figure 2-2

3 User Management -Steps

- 1) [User Registration \(Data Entry /View Users\)](#)
- 2) [User Registration Approvals](#)
- 3) [Create Users by Administrators](#)

3.1 User Registration (Data Entry /View Users)

Two types of users can login and access the GI Dashboard, viz. LDAP users and Non-LDAP users. LDAP users are the users other than administrators and possess authenticated email id from GIRG Portal. Whereas the Non-LDAP users, are the users within the ministry, who register themselves with Portal and get registration approvals from respective Nodal, Line/State admins to access the portal.

Enter website Login URL and click ENTRY KEY, Login screen will be displayed;

The screenshot shows the NITI Aayog login interface. At the top left is the NITI Aayog logo and name. Below it are fields for 'Email ID*' and 'Password*'. The 'Email ID*' field contains 'Enter Email ID' and the 'Password*' field contains 'Enter Password'. Below the password field is a CAPTCHA image with the characters 'd p b f' and a red button with a white 'x'. A blue 'Login' button is positioned below the CAPTCHA. At the bottom left, there is a red-bordered box around the 'Register' link. At the bottom right, there is a blue-bordered box around the 'Login Screen' text. Other elements include a 'Forgot Password?' link and a copyright notice 'Copyright © 2020 - NITI Aayog'.

Figure 3-1

Select [Register](#) link to register as Data Entry/View Users. Registration screen will be displayed.

USER REGISTRATION

Registration Screen

Name

Email ID

Mobile No.

OTP Verification

Password

Confirm Password

Organization Type*

Organization Role*

Organization Name*

User Role*

Designation*

Figure 3-2

Enter following details:

- Name: Enter Full name
- Mobile No.: Enter Your Mobile No
- Password: Enter password
- Confirm Password: Re-enter password to confirm password
- Organization Type*: Select organization type from dropdown list
- Organization Name*: Select organization name
- Designation*: Enter Designation
- Organization Role: Select organization type from dropdown list

Organization Role*

Nodal

--Select--

Nodal

Line

State

- Organization Role*: Select role from dropdown list

User Role*

--select--

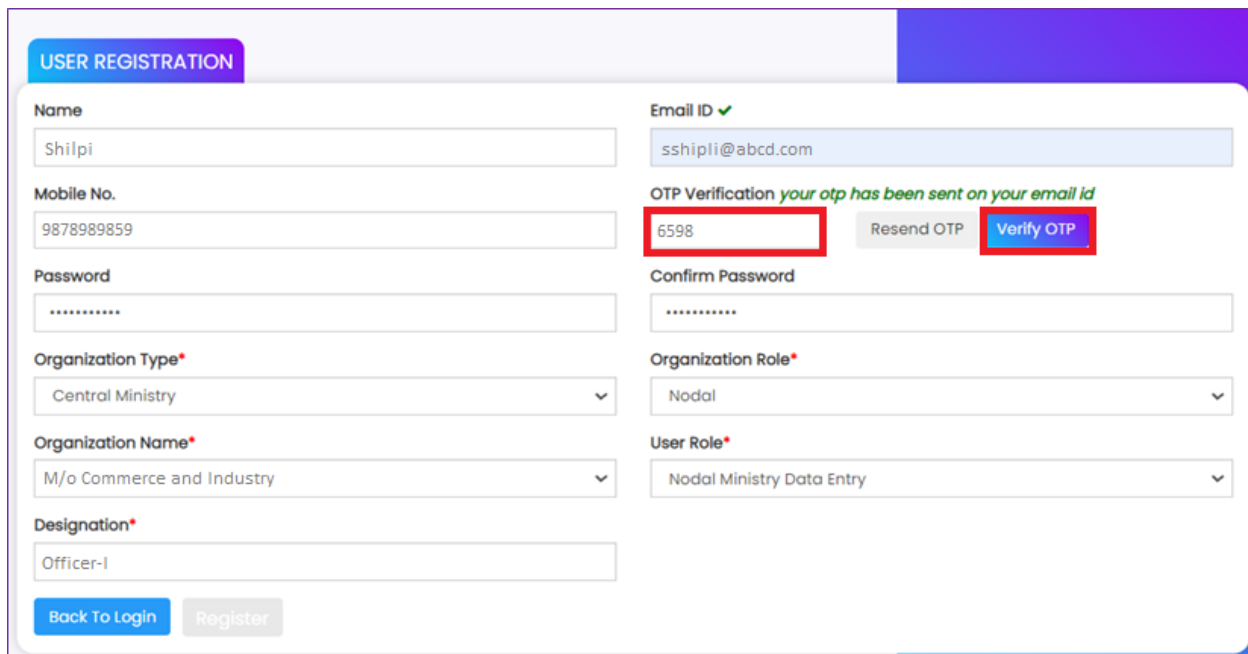
--select--

Nodal Ministry Data Entry

Nodal Ministry Viewing User

Note: You can register as Data Entry or View Users

- Email ID: Enter Your Email id
- OTP Verification: Click **Send OTP** to receive OTP in your mail box, i.e., your registered mail id
- System displays message as” *your otp has been sent on your email id* ”
- Enter OTP and click **Verify OTP** button



USER REGISTRATION

Name: Shilpi

Mobile No.: 9878989859

Password:

Organization Type*: Central Ministry

Organization Name*: M/o Commerce and Industry

Designation*: Officer-I

Email ID ✓: sshipli@abcd.com

OTP Verification *your otp has been sent on your email id*: 6598

Confirm Password:

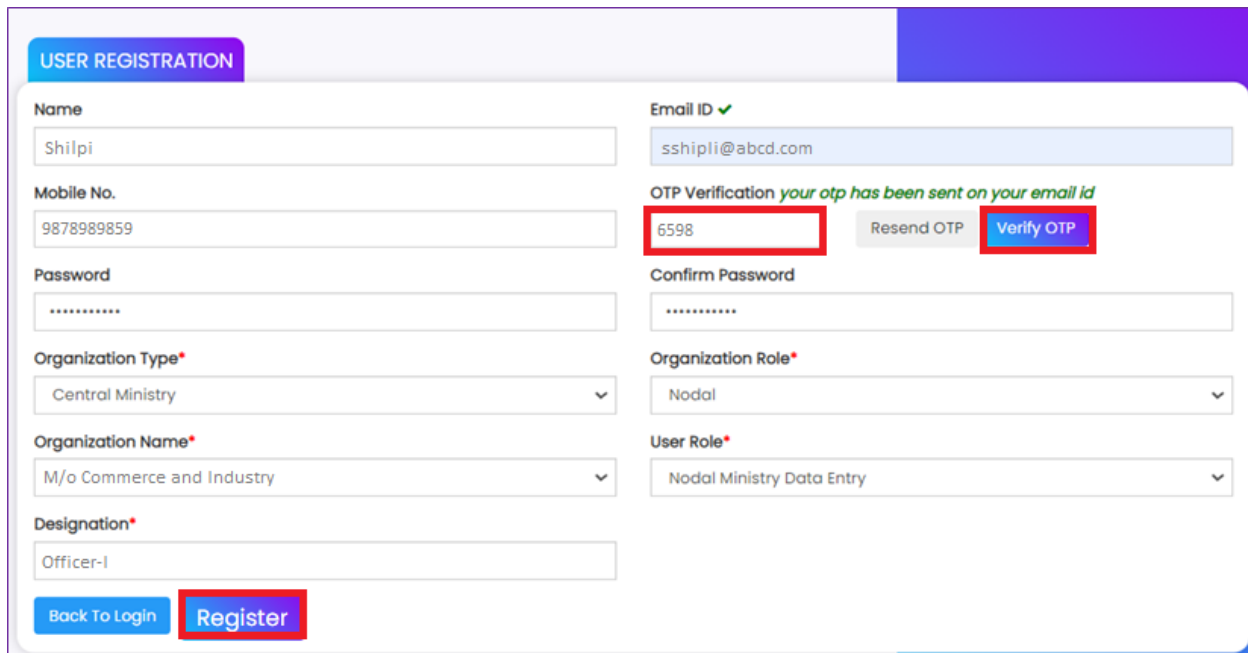
Organization Role*: Nodal

User Role*: Nodal Ministry Data Entry

Buttons: Back To Login, Register (disabled), Resend OTP, Verify OTP

Figure 3-3

- System displays ✓ icon next to email id and OTP verification, after successful verification and **Register** button will be enabled.



USER REGISTRATION

Name: Shilpi

Mobile No.: 9878989859

Password:

Organization Type*: Central Ministry

Organization Name*: M/o Commerce and Industry

Designation*: Officer-I

Email ID ✓: sshipli@abcd.com

OTP Verification *your otp has been sent on your email id*: 6598

Confirm Password:

Organization Role*: Nodal

User Role*: Nodal Ministry Data Entry

Buttons: Back To Login, Register, Resend OTP, Verify OTP

Figure 3-4

- Click **Register** to register as Non-LDAP user
- Click **Back To Login** to get back to the login screen.

After successful registration, registered information is validated, then GIRG portal will allow registered to login in the portal with the created credentials.

3.2 User Registration Approvals

DMEO or respective Nodal Administrators can approve the registrations;

After Successful Registration, the user record will be sent for Approval.

Select **Approval Request >> Approval for User Registration** from left menu;

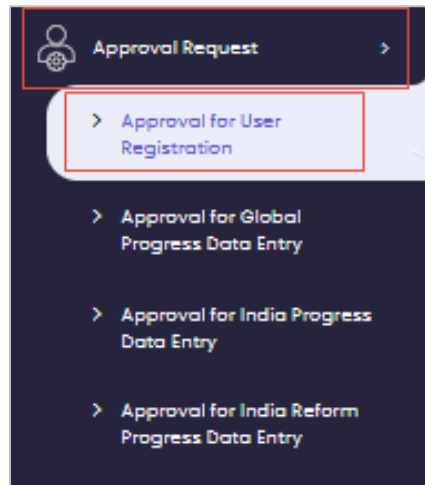


Figure 3-5

User registrations list will be displayed with following column headings;

Approval for User Registration

Display Range: 10

Search

SlNo.	Name	Email Id	Mobile No	Role	Role Type	LDAP/NON LDAP User	Ministry Department	State	Status
1	Somnath	anayat5@mailinator.com	9051219339	State Department	State Data Entry User	Normal User	DELHI UPSC	Delhi	<input type="button" value="Select"/> <ul style="list-style-type: none"> <input type="button" value="Select"/> <input type="button" value="Approve with same Role Type"/> <input type="button" value="Reject"/> <input type="button" value="Approve with different Role Type"/>
2	Mayank Rai	mayankraira1786@gmail.com	9415411683	Nodal Ministry	Nodal Ministry Data Entry	Normal User	NITI Aayog	N/A	<input type="button" value="Select"/>
3	Gunjans	gunjans@mailinator.com	8943754983	Nodal Ministry	Nodal Ministry Viewing User	Normal User	Department of School Education and Literacy	N/A	<input type="button" value="Select"/>
4	Dr. Ashok A Sankusare	a.sankusare@nic.in	9818508987	Nodal Ministry	Nodal Ministry Viewing User	Normal User	NITI Aayog	N/A	<input type="button" value="Select"/>
5	Gunjan Saini	gunjansaini@nic.in	9711485351	Nodal Ministry	Nodal Ministry Data Entry	Normal User	NITI Aayog	Delhi	<input type="button" value="Select"/>

Figure 3-6

- Sl. No.
- Name
- Email Id
- Mobile No
- Role
- Role Type
- LDAP/NON LDAP User
- Ministry Department

- State

Note: You can select the role at the time of approval. Select role from dropdown under Status column. Options are Approve with Same Role Type, Approve with Different Role Type, or Reject.

- Status – Select status from dropdown list
 - Approve with same role type
 - Reject
 - Approve with different role type
- If selected status is "**Approve with Different Role Type**" then a pop up window opens to select Role.

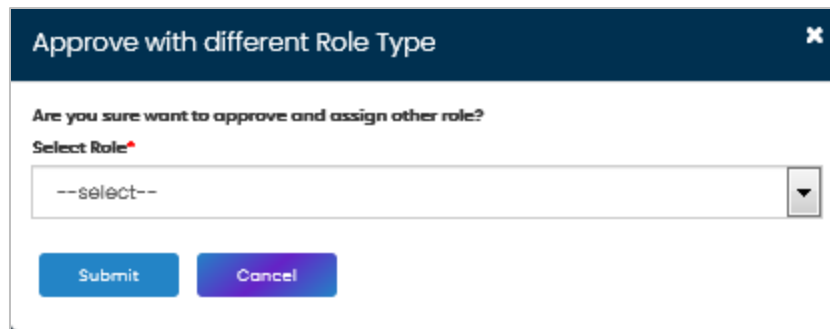
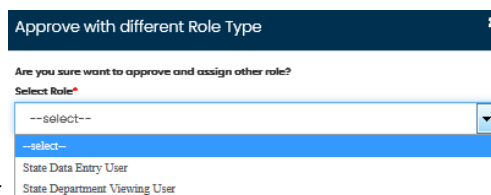


Figure 3-7



- Select role from dropdown list
- AS you select role, System displays message as;

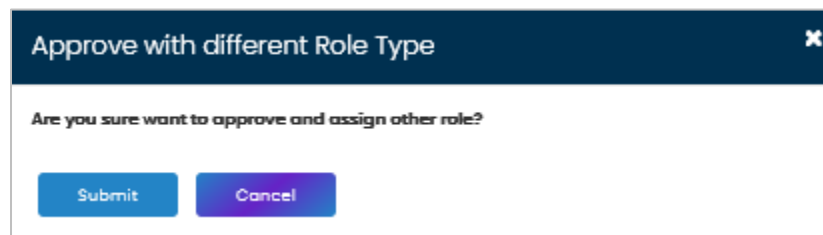



Figure 3-8

- Select  to approve the user with different role than that of applied role.

Note: Approved users can login to the portal and perform the tasks as assigned: Data Entry users can enter scores and data to the mapped ministries.

3.3 Create Users by Administrators

Login with DMEO /Nodal Administrator’s credentials:

Select **User Management** >> **User List** from left menu;

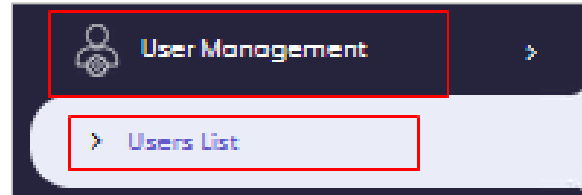


Figure 3-9

Existing LDAP users list will be displayed with following column headings;



The screenshot shows the 'User List' interface. At the top right, there is a search icon. Below it, there is a 'Display Range' dropdown set to '10'. A green button labeled '+ Create New User' is highlighted with a red box. Below the button is a table with the following columns: SNo., Name, Email, Organisation Type, Organisation Name, Role, Status, and Action. The table contains four rows of user data.





SNo.	Name	Email	Organisation Type	Organisation Name	Role	Status	Action
1	Somnath	somnathmitra@pwc.com	Central Ministry	Ministry of Women and Child Development	Nodal Ministry Admin	Active	  
2	SomMitra	somnath42@gmail.com	State/UT/City Department	Assam UPSC	State Department Admin	Active	  
3	SMitra	somnath42@gmail.com	Central Ministry	Ministry of Finance	Line Ministry Data Entry	Active	  
4	SxMitra	somnath42@gmail.com	Central Ministry	Ministry of Women and Child Development	Nodal Approver	Active	  

Figure 3-10

- S No.
- Name
- Email
- Organisation Type
- Organisation Name
- Role
- Status
- Action
 - Click  (edit) icon to edit the record
 - Click  (view) icon to view the record
 - Click  (delete) icon to delete record

3.3.1 Create User

Select  on users' list screen to create new internal user.

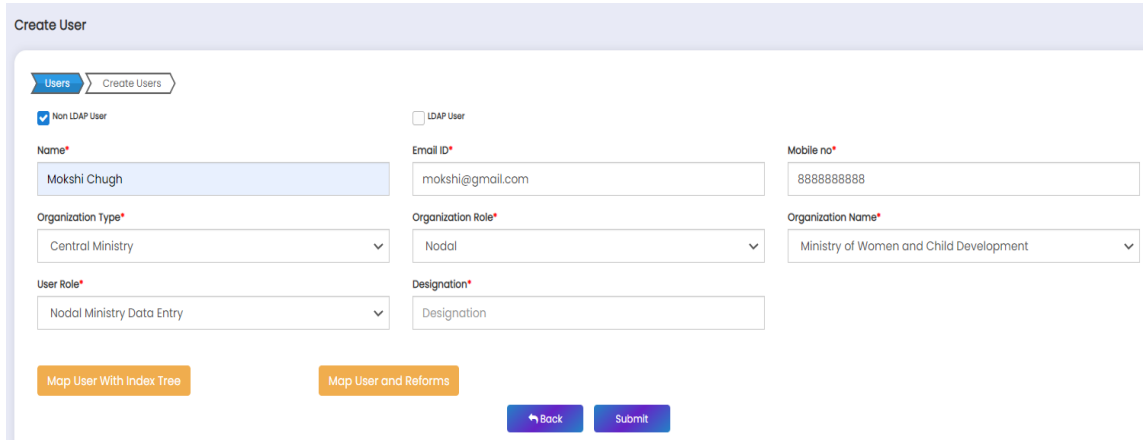


Figure 3-11

Enter following details:

- **Non LDAP User** - tick the checkbox to mark the user as non LDAP user or LDAP user **LDAP User**
- **Name***: Enter name
- **Email ID***: Enter email id
- **Mobile no***: Enter mobile number
- **Organization Type***: Select organization type from dropdown list You can select Nodal or Line
- **Organization Role***: Select organization role from dropdown list
- **Organization Name***: Select organization name from dropdown list
- **User Role***: Select user role from dropdown list: Based on the selection of organization type the values under role will be populated, if you select Nodal, You can select role as “Data Entry User or View User”, if you select “Line Ministry” as organization type, you can only select “Line Admin” as role
- **Designation***: Enter designation

Mapping of Index Lowest Child and Reform Actions with user from Create/Edit user Screen.

There are two type of User Mapping done in the GIRG Dashboard Application –

- Mapping of Users to Index Tree (Lowest Child of Index is mapped to users, once mapping is done, user (Data Entry) can enter data for that node as per the data update frequency (Monthly, Quarterly etc.)
- Mapping of Users to Reform Actions (once mapping is done, user (Data Entry) can update the progress status of the Reform Actions associated with a particular Index)

Now in the User Mapping Flow, Nodal Ministry Admin can Map Index Lowest Childs and Reform Actions to Nodal Data Entry Users/ Line Admin.

Line Admin can further map those Index Nodes and Reform Actions to its Data Entry User/ State Admins (Only applicable states which are mapped to the Index will be available for mapping)

State Admins can map Index Lowest Childs and Reform Actions to its Data Entry Users so that progress data can be updated by the data entry users.

These mappings can be done during user creation from the Create User Page. These Mapping can also be updated by editing the users under the user management tab.

As in the Create User Page, you provide the User Details and select the ministry and role, then option for mapping the user with the Parameters/Sub-Parameters (Lowest Child) and Reform Actions will be available through the below tabs:

Map User With Index Tree
Map User and Reforms



Parameter/Sub Parameter Mapping with user:

- Select Map User With Index Tree to map the parameter.

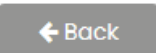
Year	Index Name *	Theme Name*	Parameter Name *
2021	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2021	Gender Inequality Index_indic	Labour Market (LFPR)	All selected (2)
2022	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2022	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2022	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2022	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2023	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2022	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)
2023	Gender Inequality Index_indic	Reproductive Health	Maternal Mortality Ratio (MMR)

Submit
Cancel


Figure 3-12

- Select Year, Index, Theme, and Parameter
- Click  to map more parameters
- You can delete mapped parameter by selecting  icon displayed next to selected parameter row

Note: Map user with lowest child by selecting Index Theme and Parameter - if parameters are mapped to Admin then Admin will further map it to Data Entry Users. If parameters are mapped to data entry Users then data entry users will be able to enter scores, data corresponding to that mapped parameter.

- Click  to create User Record
- Click  to get back to listing screen

Reform Actions Mapping with user:

Select  to map the reform Action with Users

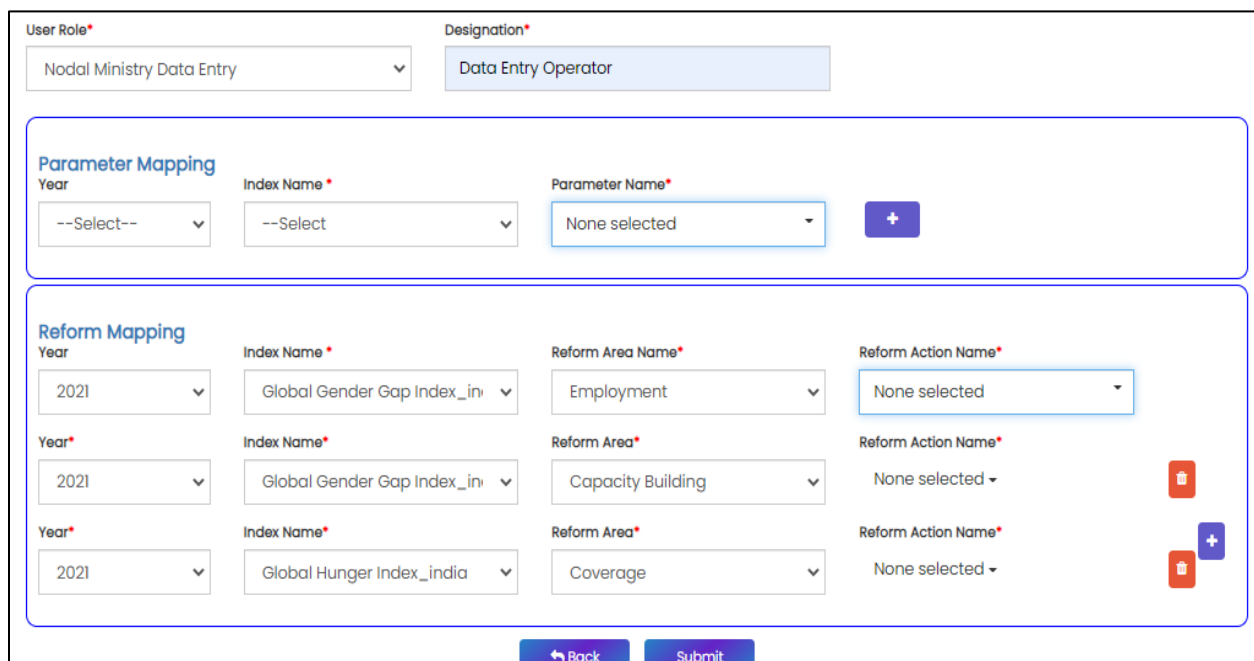




Figure 3-13

- Select Year, Index, Reform Area, and Reform Action
- Click  to map more Reform Actions
- You can delete mapped Reform Action by selecting  icon displayed next to selected row

Note: If Reform actions are mapped to Admin then Admin will further map it to Data Entry Users. If Reform actions are mapped to data entry Users then data entry users will be able to enter data corresponding to that mapped action.

- Click  to create User Mapping
- Click  to get back to listing screen

Please Note that while these mappings can be saved while creating the users from Create User page, when the Admin wants to edit the user then also these mapping can be modified and saved again.

User List 🔍

Display Range 10 + Create New User

SNo.	Name	Email	Organisation Type	Organisation Name	Role	Status	Edit
1	Line Admin	fatimal7090@iitd.ac.in	Central Ministry	Ministry of Women and Child Development	Line Ministry Admin	Active	
2	map user	nodaldataentry@mailinator.com	Central Ministry	Ministry of Women and Child Development	Nodal Ministry Data Entry	Active	
3	Line Admin	fatima.mumtaz94@icloud.com	Central Department	Department of School Education and Literacy	Line Ministry Admin	Active	

Update User

Users > Edit Line Admin

Name* **Mobile no*** **Email ID***

Organization Type* **Organization Role*** **Organization Name***

User Role* **Status*** **Designation***

[Parameter Mapping](#)
[Reform Mapping](#)