







NITI Aayog

National Institution for Transforming India

Nodal Approver

User Manual Version 1.0







Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description







Table of Contents....

1	Int	roduction	4
2	Int	ended Audience	5
3	Log	şin	6
4		shboard	
5		er Management	
	5.1	User List	14
6	Ind	l <mark>ex Definition</mark>	<mark>17</mark>
	6.1	Mapping	17
	6.1.1	Map India Index With Nodal Admin	17
	6.2	Data Definition Approval	19
	6.2.1	Pending Approvals	19
	6.2.2	Approval Checklist	21
7	Apj	proval Request	<mark>23</mark>
	7.1	Approval Index Freeze / Unfreeze	23
	7.1.1		
8	Rei	port	25
	_	Compliance Report	
	8.1.1	Global Index Data Entry Compliance Report	
	8.1.2	India Index DE Compliance Report	
	8.1.3	India Index - Formula Compliance Report	
	8.1.4	India Index - Reform Action Compliance Report	
	8.1.5	Reform Data Entry Compliance Report	
	8.1.6	User Approval Compliance Report	35
	8.1.7	Index Config Compliance Report	37
	8.1.8	Reform Area/Action Compliance Report	38
	8.2	Progress Report	39
	8.2.1	India Index Progress Report	40
	8.2.2	Statewise Aggregate Reform Score Report	41







	8.2.3	Detailed Reform Actions Report – Statewise	42
	8.2.4	Global Index Progress Report	43
	8.2.5	Global Index Progress Report – Comparative	44
9	Aud	lit Report	45
10	Use	r Manual	46
1	l0.1	PPT User Manual List	. 47
1	10.2	Doc User Manual List	. 48
1	10.3	Videos	. 49
11	Cor	itact Support	50
12	Sur	port Ticket	51







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.







2 Intended Audience

This User Help Guide is exclusively developed for the use of nodal approver. It explains the process of managing India Index with nodal admin, data definition approval, freeze/unfreeze index, generating reports, viewing user manuals, contact support, and support ticket. Care is taken to explain each function in detail!







3 Login

Enter GI Dashboard URL in the web browser address bar and press Enter key.

Login screen will be displayed.



Figure 3-1

Enter following details:

- Email ID: Enter email ID
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click Login button to logon to the GI Dashboard
- Click Forgot Password? link in case of forgotten password. Reset password link will be forwarded to your registered email id
- If you are a Non-LDAP user, you need to register through Registration page. Click Register
 link on Login screen. User Registration page will be displayed. Fill the registration form and
 submit. After successful submission and authentication, you can login using registered
 email id as Non-LDAP user.

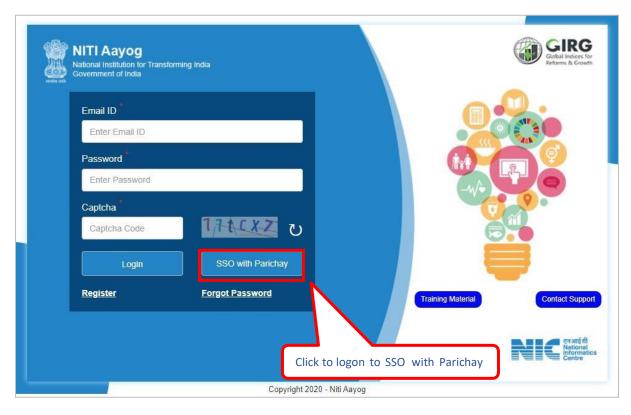






- Click Training Material to view training material
- Click Contact Support to view contact support

For **Registration Through Parichay**, below process will have to be followed.



- Click
 SSO with Parichay
 to logon to SSO with Parichay
- Provide NIC email id (.nic/.gov) and passowrd in the below screen.









Figure 3-2

Enter following details:

- Enter Username
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click button to logon with SSO Parichay







4 Dashboard

> Index Hyperlink Details-

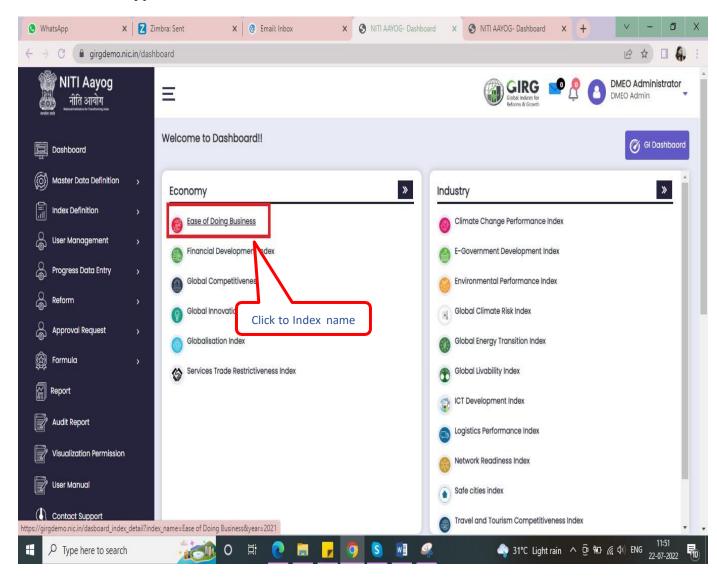


Figure 4-1







> Click to Index name to check Index Details for India Index as well as Global Index-

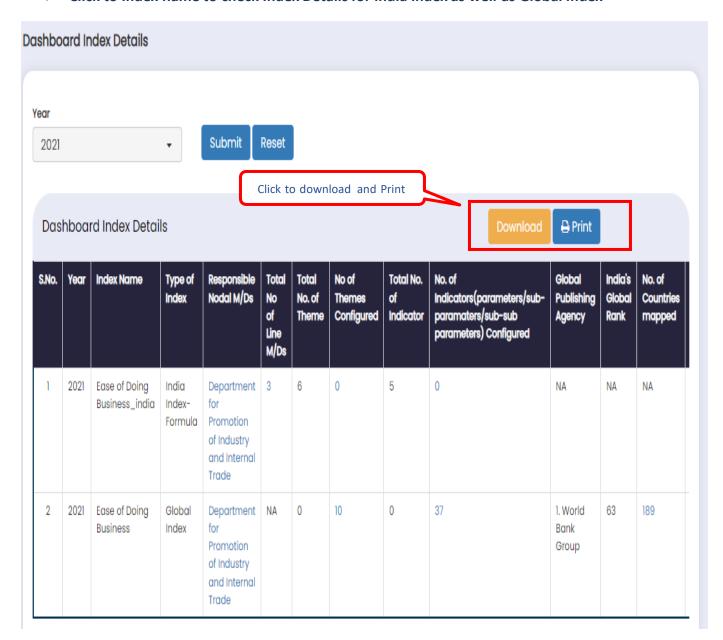


Figure 4-2







> Click GI Dashboard to view GI Dashboard.

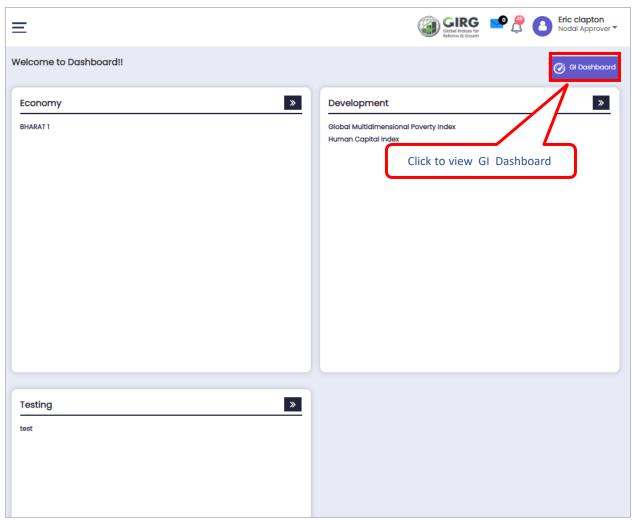


Figure 4-1







Dashboard screen will be displayed;



Figure 4-2







1	Click to switch to Geography and Ministry/Departments
2	Nodal approver can search data by category, indices, world, year and or download to generate graph and table view of governance, development, testing, and economy.
3	 Click to view reforms Click to see tree view Click to view 5 year trend analysis
4	Click to switch to graph view and table view
5	Displays graph for governance; Clic Global Terrorism Index to view global terrorism index Click Manual Index to view manual index
6	Displays graph for development; Click Human Development Index to view human development index
7	Displays graph for testing; • Click Testing_Index to view testing index
8	Displays graph for economy; • Click BHARAT 1 to view global index







5 User Management

Nodal Approver can manage users.

5.1 User List

Path: User Management >> User List

5.1.1.1 Search User



Figure 5-1

You can search the user records by name, email, organization type, organization name, role and or status.

- Enter search criteria and click button to fetch specific record.
- Click Reset to discard action.
- o Click to download user list in CSV file.
- o By default, all user records will be displayed in list mode with following column headings;





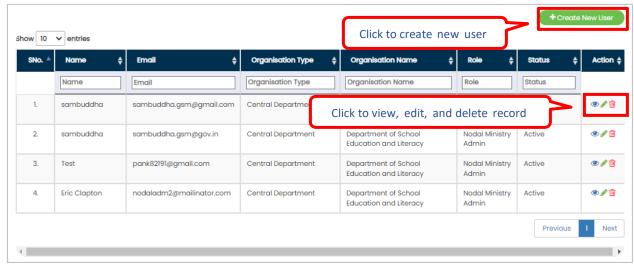


Figure 5-2

- 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







5.1.1.2 Create



Create User screen will be displayed;

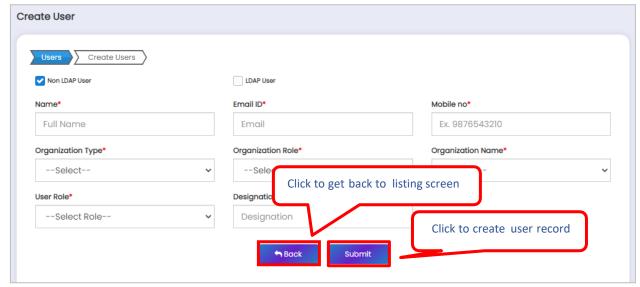


Figure 5-3

Enter following details:

- Non LDAP User
 Check the checkbox to mark the user as non LDAP user
- LDAP User Check the checkbox to mark the user as non LDAP user
- Name*: Enter name
- Email ID*: Enter email id
- Mobile no*: Enter mobile number
- Organization Type*: Select organization type from dropdown list
- Organization Role*: Select organization role from dropdown list
- Organization Name*: Select organization name from dropdown list
- User Role*: Select user role from dropdown list
- Designation*: Enter designation
- Click Submit to create User Record
- Click to get back to listing screen

Note: Nodal approver can create non-LDAP users, but non-LDAP users should <u>register</u> from the registration link provided on <u>Login</u> Screen.







6 Index Definition

Nodal approver can manage index definition, mapping, import export index hierarchy target and reform target completion date, copy index, freeze/unfreeze index, extend index data entry date, and approve data definition.

6.1 Mapping

6.1.1 Map India Index With Nodal Admin

Path: Index Definition >> Map India Index With Nodal Admin

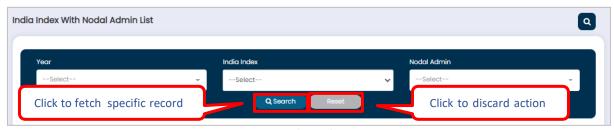


Figure 6-1

Search Map India Index With Nodal Admin by year, India Index and nodal admin.

Specify search criteria and click Q Search button. Search result will be displayed with following column headings:

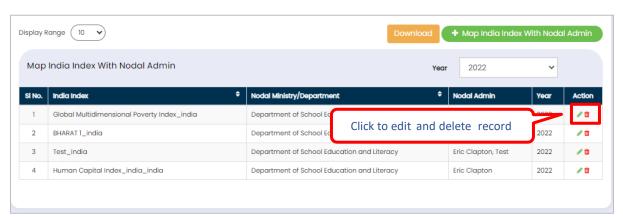


Figure 6-2

- SI No.
- India Index
- Nodal Ministry/Department
- Nodal Admin
- Year
- Action
 - Click (edit) icon to edit the record
 - Click idelete) icon to delete record







6.1.1.1 Map India Index With Nodal Admin

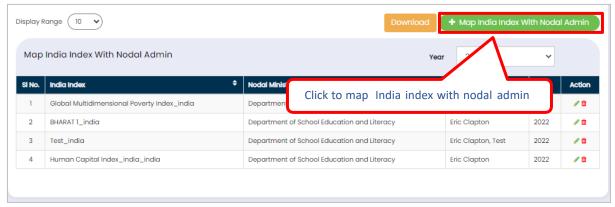


Figure 6-3

Click • Map India Index With Nodal Admin to map India index with nodal admin

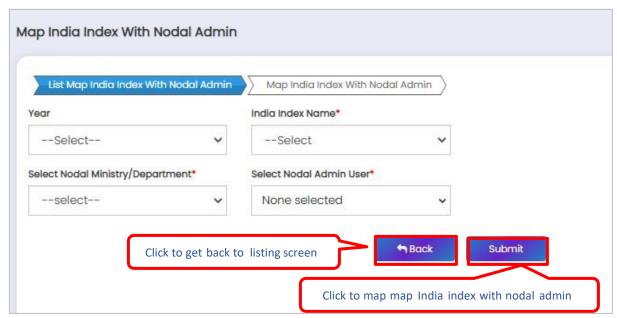


Figure 6-4

Enter following details:

- Year: Select year from dropdown list
- India index Name: Select index name from dropdown list
- Select Nodal Ministry/Department*: Select nodal ministry/department from dropdown list
- Select Nodal Admin User*: Select nodal admin userfrom dropdown list
- Click Submit to map India index with nodal admin
- Click to get back to listing screen







6.2 Data Definition Approval

6.2.1 Pending Approvals

Path: Index Definition >> Data Definition Approval >> Pending Approvals

6.2.1.1 Pending Approvals

Click on top right corner of Pending Approval listing screen to expand search window;



Figure 6-5

- o You can search pending approvals by Year, India Index Title, Category and Status
- o Enter search criteria and click Q Search button to fetch specific record.
- Click Reset to discard action.

Pending approval listing will be displayed with following column headings:

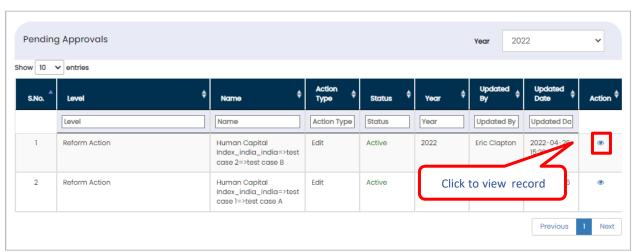


Figure 6-6

- S.No.
- Level
- Name







- Action Type
- Status
- Year
- Updated By
- Updated Date
- Action
 - o Click **(view)** icon to view the record







6.2.2 Approval Checklist

Path: Index Definition >> Data Definition Approval >> Approval Checklist

Click on top right corner of Approval Checklist listing screen to expand search window;

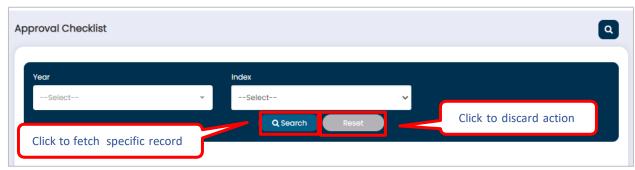


Figure 6-7

- You can search pending approvals by Year and Index
- Enter search criteria and click button to fetch specific record.
- o Click to discard action.

Approval checklist listing will be displayed with following column headings:

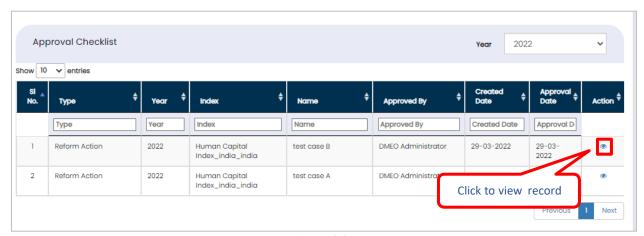


Figure 6-8

- SI No.
- Type
- Year
- Index
- Name
- Approved By
- Created Date
- Approval Date







- Action
 - Click **(view)** icon to view the record







7 Approval Request

Nodal approver can manage approval request.

7.1 Approval Index Freeze / Unfreeze

Path: Approval Request >> Approval Index Freeze / Unfreeze

Click on top right Approval Index Freeze / Unfreeze screen to expand search window;

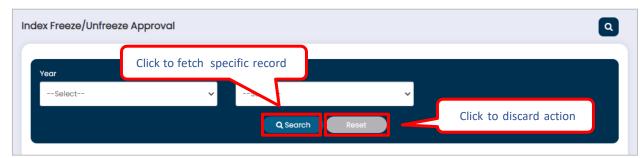


Figure 7-1

- o You can search year and or index name
- o Enter search criteria and click Q Search button to fetch specific record.
- Click Reset to discard action.
- By default, all Approval for Approval Index Freeze / Unfreeze records will be displayed in list mode with following column headings;





7.1.1 Approval Index Freeze / Unfreeze

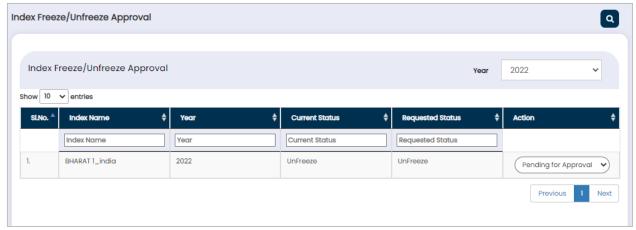


Figure 7-2

Approval for India Reform Progress Data Entry records will be displayed with following column headings;

- Sl.No.
- Index Name
- Year
- Current Status
- Requested Status
- Action
 - o Select Approve/Reject from pending for approval dropdown list

Popup will be displayed;

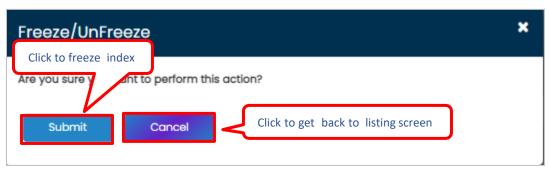


Figure 7-3

Click to submit your request
 Click to get back to listing screen

Note: Nodal approver can view index freeze/unfreeze data only if nodal ministry admin freeze/unfreeze index.







8 Report

Nodal approver can view compliance report and progress report.

8.1 Compliance Report

8.1.1 Global Index Data Entry Compliance Report

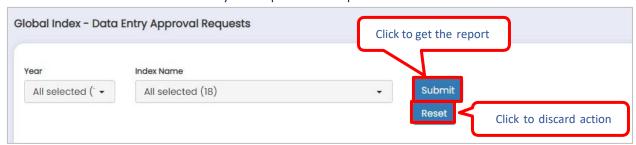


Figure 8-1

- You can get Global Index Data Entry Compliance Report by year and index name
- Enter criteria and click
 Submit button to get report.
- Click to discard action.







Report will be displayed with following column headings:



Figure 8-2

- Abstraction Level
- No Of Indicators
- Data Entry Done
- Data Entry Not Done
- Data Entry -Compliance
- Approval Done by Nodal Officer
- Pending Approval with Nodal Officer
- Approval Compliance
- Comment
- Click Download to download report in Excels







8.1.2 India Index DE Compliance Report

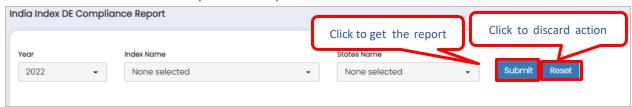


Figure 8-3

- You can get India Index DE Compliance Report by year, index name, and states name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.







Report will be displayed with following column headings:



Figure 8-4

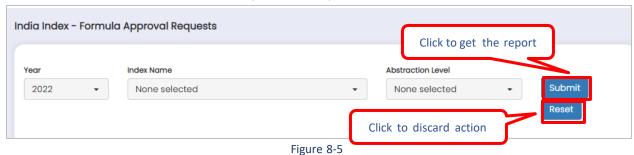
- State/UT
- No of Lowest Child Mapped to State/UT
- No of Lowest Child where User Mapping done to Line/State Admin
- User Responsible for Mapping lowest child to Line /State Admin
- No of Lowest Child where User Mapping done to Line/State Data Entry
- User Responsible for Mapping lowest child to Line /State Data Entry User
- Click Print to print report







8.1.3 India Index - Formula Compliance Report



- You can get India Index Formula Compliance Report by year, index name, and abstraction name
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.







Report will be displayed with following column headings:

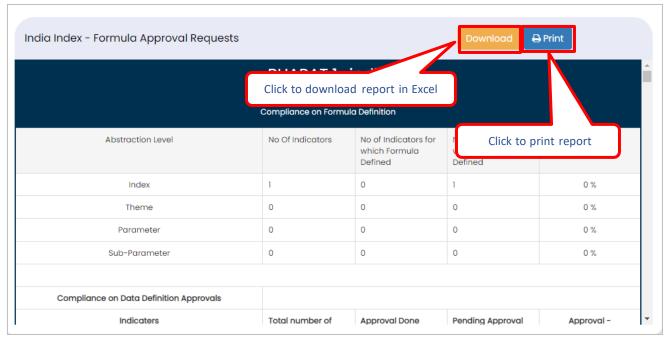


Figure 8-6

- Abstraction Level
- No Of Indicators
- No of Indicators for which Formula Defined
- No of Indicators for which Formula not Defined
- Formula Compliance
- Click Download to download report in Excels
- Click to print report







8.1.4 India Index - Reform Action Compliance Report

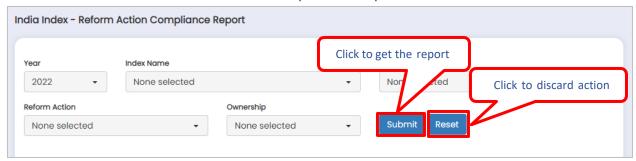


Figure 8-7

- You can get India Index Reform Action Compliance Report by year, index name, reform area, reform action, and ownership
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







Report will be displayed with following column headings:



Figure 8-8

- Reform Areas
- Reform Actions
- Priority
- Ownership
- State/UT Assigned
- Last Commitment Made
- Last Commitment Date
- If Last Commitment Made Updated (Y/N) Comment
- Click to print report







8.1.5 Reform Data Entry Compliance Report



Figure 8-9

- You can get Reform Data Entry Compliance Report by year, index name, and ownership; If you select ownership as Nodal/Line, you need to select Ministry; If you select ownership as State, you need to select State Name;
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.







Report will be displayed with following column headings:

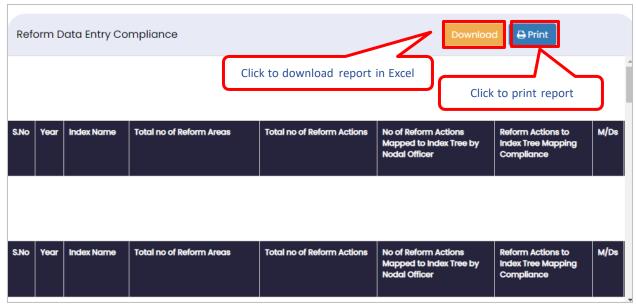


Figure 8-10

- S.No
- Year
- Index Name
- Total no of Reform Areas
- Total no of Reform Actions
- No of Reform Actions Mapped to Index Tree by Nodal Officer
- Reform Actions to Index Tree Mapping Compliance
- M/Ds
- Number of Reform Actions Assigned
- No. of Reform Actions mapped to Nodal/Line Data Entry User
- User Responsible for Mapping
- Reform Actions Mapping to Data Entry User Compliance
- Total number of Data Entry to be done (No. of RAs x No of States/UT Mapped to each RAs)
- Progress Update Done
- Progress Update Pending
- Data Entry –Compliance
- Approval Done by Admin
- Pending Approval with Admin
- Approval Compliance
- Click to download report in Excels
- Click to print report







8.1.6 User Approval Compliance Report

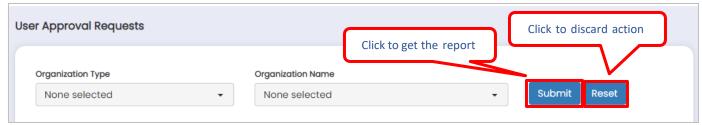


Figure 8-11

- You can get User Approval Compliance Report by organization type and organization name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







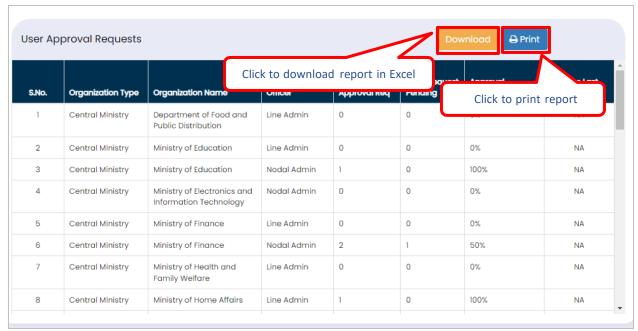


Figure 8-12

- S.No.
- Organization Type
- Organization Name
- Approving Officer
- Number of Total User Approval Req
- No of Request Pending
- Approval Compliance
- Since Last Approved
- Click to print report



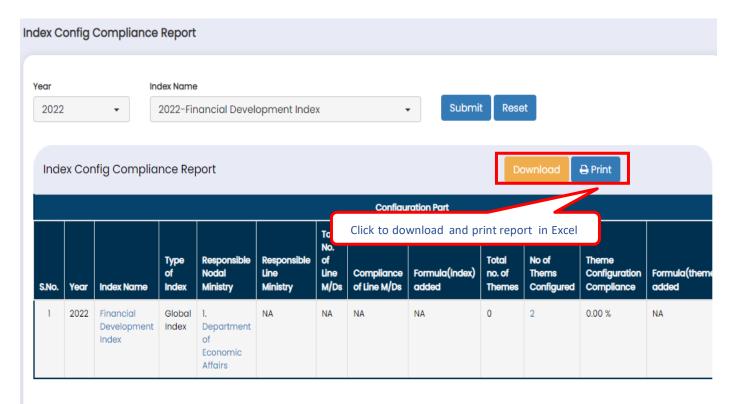




8.1.7 Index Config Compliance Report



- You can get Index Config Compliance Report by organization type and organization name
- Enter criteria and click Submit button to get report.
- Click
 Reset to discard action.

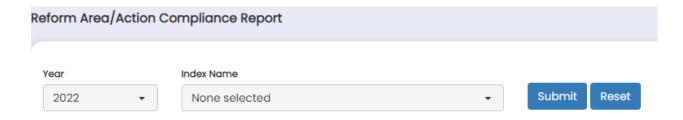




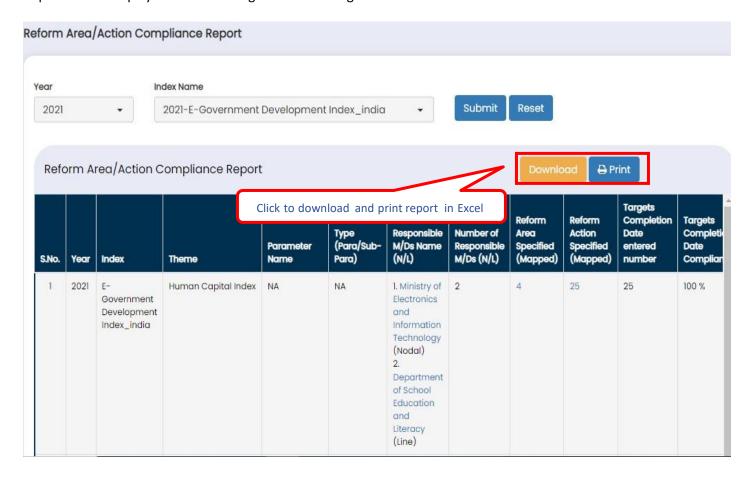




8.1.8 Reform Area/Action Compliance Report



- You can Reform Area/Action Compliance Report by organization type and organization name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.









8.2 Progress Report

8.2.1 India Index Progress Report



Figure 8-13

- You can get India Index Progress Report by abstraction level, states name, year, and index name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







8.2.2 Statewise Aggregate Reform Score Report

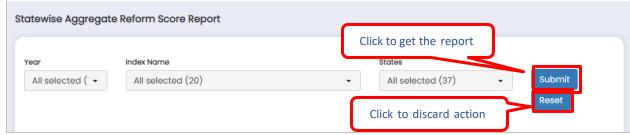


Figure 8-14

- You can get Statewise Aggregate Reform Score Report by year, index name, and states
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.

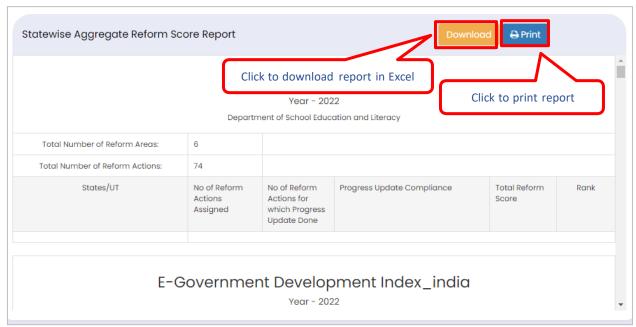


Figure 8-15

- States/UT
- No of Reform Actions Assigned
- No of Reform Actions for which Progress Update Done
- Progress Update Compliance
- Total Reform Score
- Rank
- Click to download report in Excels







• Click to print report

8.2.3 Detailed Reform Actions Report – Statewise

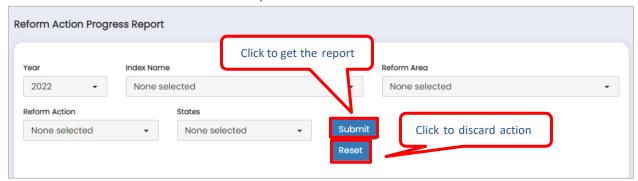


Figure 8-16

- You can get Detailed Reform Actions Report Statewise by year, index name, reform area, reform action, and states
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.









Figure 8-17

- Reform Area
- Reform Actions
- Theme/ Parameter Linked to Reform Action
- Priority
- Target Completion Date
- States/UT
- Reform Action Progress Status
- Comment
- Click Download to download report in Excels
- Click to print report







8.2.4 Global Index Progress Report

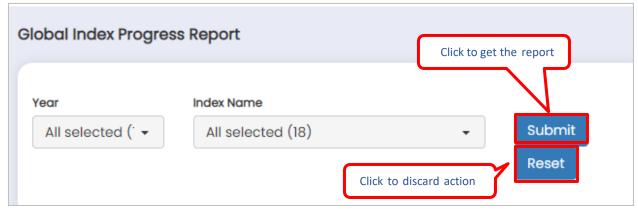


Figure 8-18

- You can get Global Index Progress Report by year and index name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.





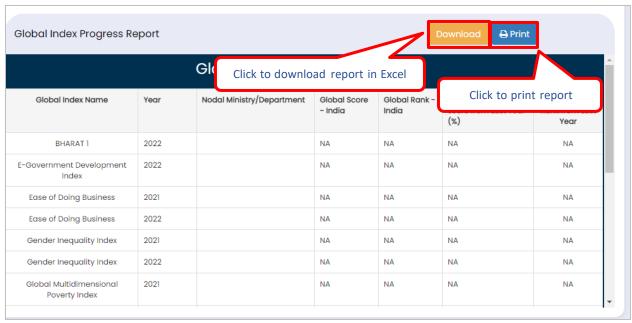


Figure 8-19

- Global Index Name
- Year
- Nodal Ministry/Department
- Global Score India
- Global Rank India
- Improvement in score from Last Year (%)
- Change in Rank from Last Year
- Click to download report in Excels
- Click Print to print report







8.2.5 Global Index Progress Report – Comparative

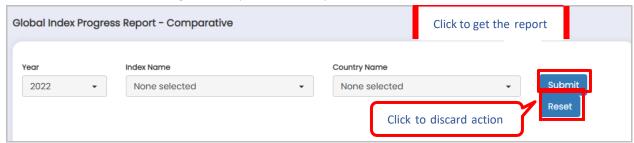


Figure 8-20

- You can get Global Index Progress Report by year, index name, and country name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







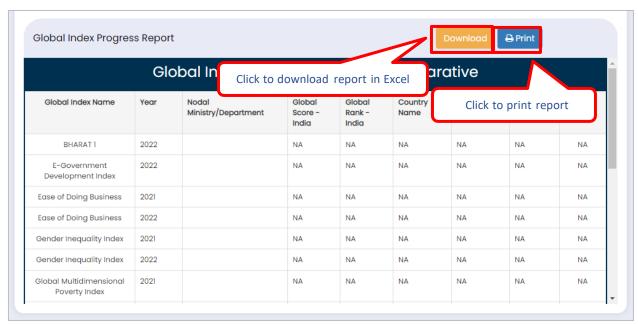


Figure 8-21

- Global Index Name
- Year
- Nodal Ministry/Department
- Global Score India
- Global Rank India
- Country Name
- Country Rank
- Gap In Score
- Click Download to download report in Excels
- Click to print report







9 Audit Report

Nodal approver can view audit report.

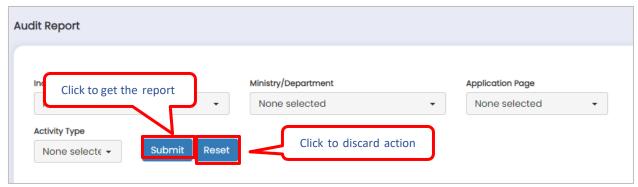


Figure 9-1

- You can get Audit Report by index name, ministry/department, application page, and activity type
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.





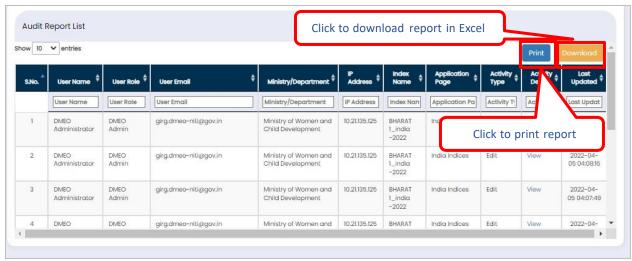


Figure 9-2

- S.No.
- User Name
- User Role User Email
- Ministry/Department
- IP Address
- Index Name
- Application Page
- Activity Type
- Activity Details
- Last Updated
- Click Download to download report in Excels







10 User Manual

Nodal approver can view PPT user manual, doc user manual, and watch videos.

10.1 PPT User Manual List

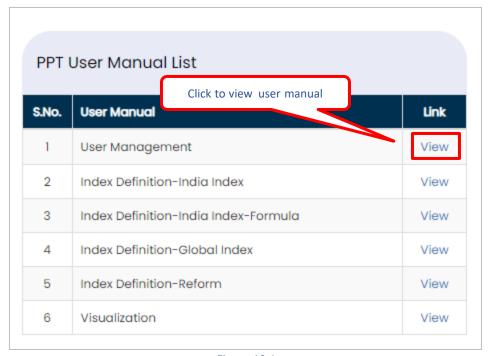


Figure 10-1

PPT User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view user manual







10.2 Doc User Manual List

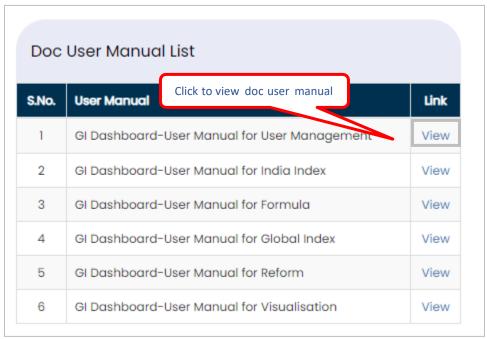


Figure 10-2

Doc User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view doc user manual







10.3 Videos

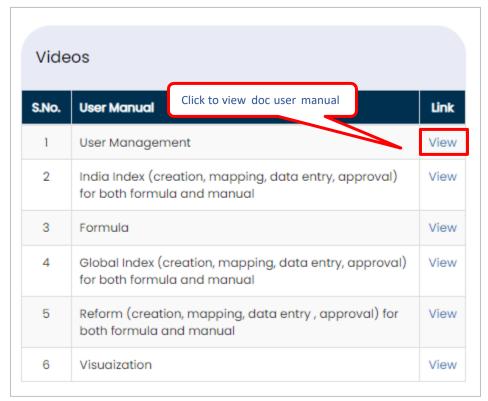


Figure 10-3

Videos List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view user manual video







11 Contact Support

Nodal approver can view helpdesk operation hours and contact details.

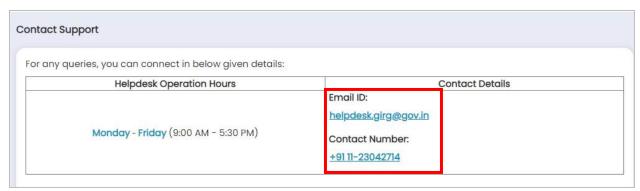


Figure 11-1

For any queries, you can connect to following details:

- Email ID
- Contact Number







12 Support Ticket

Support Ticket will be introducing in GIRG Dashboard soon.