







NITI Aayog

National Institution for Transforming India

State Administrator

User Manual Version 1.0







Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description







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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 state administrator. It explains the process of managing master data definition, users, approval request, progress data entry, generating report, 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.

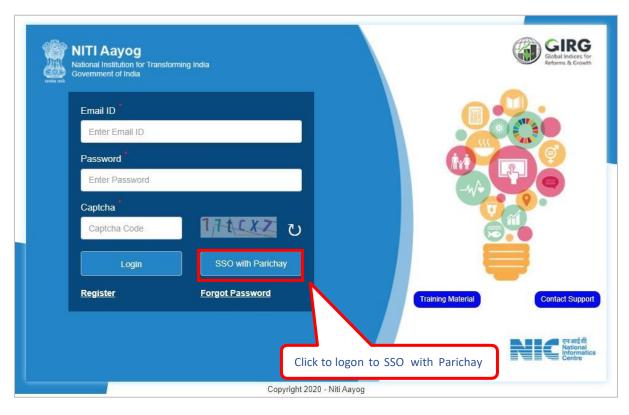






- Click Training Material to view training material
- Click Contact Support to view contact support

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-

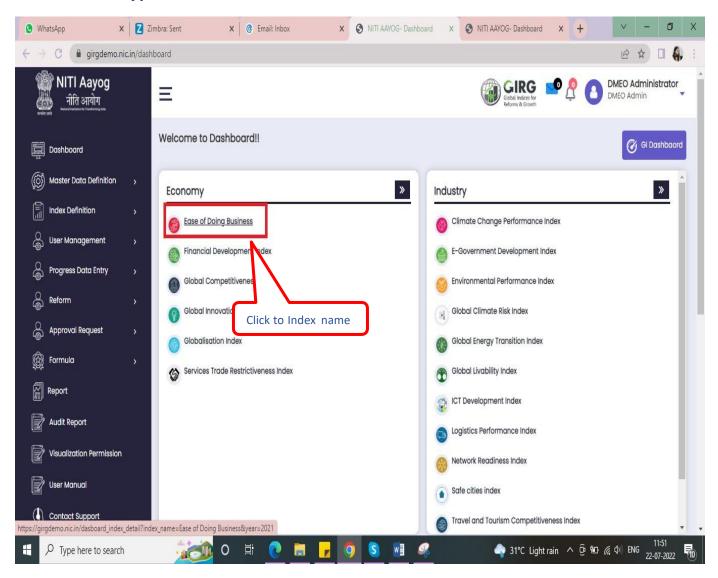


Figure 4-1







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

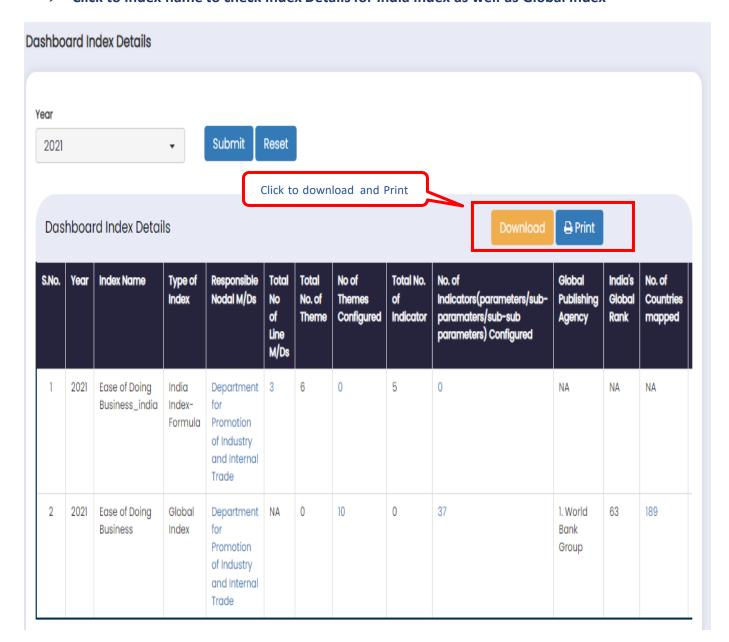


Figure 4-2







> Click GI Dashboard to view GI Dashboard.



Figure 4-1







Dashboard screen will be displayed;

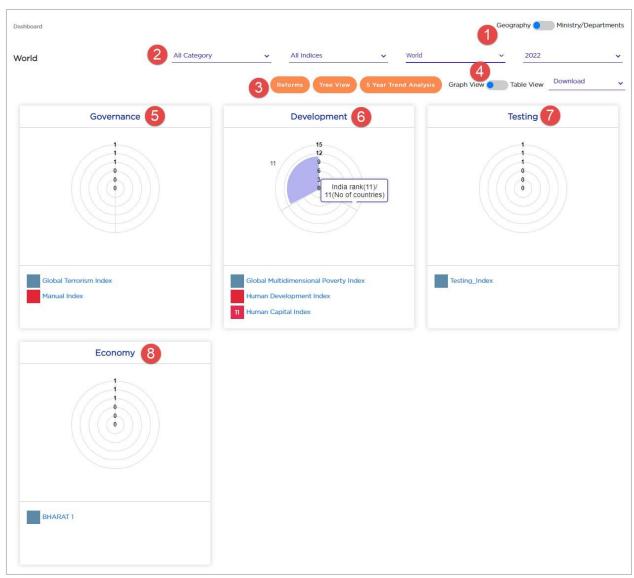


Figure 4-2







1	Click to switch to Geography and Ministry/Departments
2	State administrator 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 Master Data Definition

State Administrator can manage coordination committee.

5.1 Coordination Committee

Path: Master Data Definition>> Coordination Committee

Click on top right corner of coordination committee listing screen to expand search window;

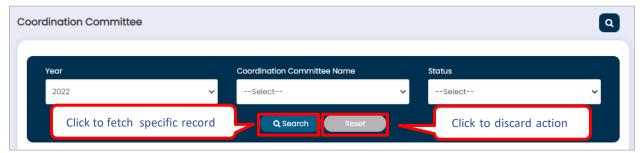


Figure 5-1

- You can search coordination committee records by year, coordination committee name and or status.
- o Enter search criteria and click Q Search button to fetch specific record.
- o Click Reset to discard action.
- By default, all Coordination Committee records will be displayed in list mode with following column headings;







5.1.1 Coordination Committee List

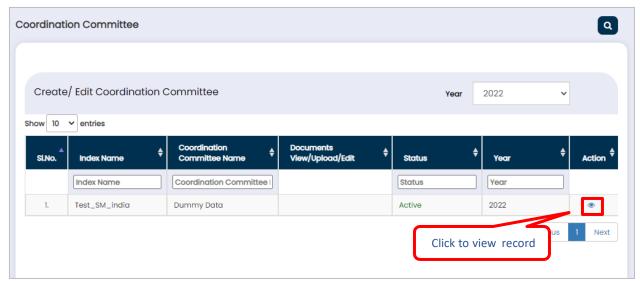


Figure 5-2

Coordination committee records will be displayed with following column headings:

- Sl. No.
- Index Name
- Coordination Committee Name
- Documents View/Upload/Edit
- Status
- Year
- Action
 - o Click (view) icon to view the record







5.1.1.1 View Coordination Committee

Coordination Committee details will be displayed with following column headings:



Figure 5-3

- Index Name
- Coordination
- Committee Name
- Sl.No.
- Organization Type
- Organization Type
- Organization Name
- User Role
- User Detail







6 User Management

State Administrator can manage users.

6.1 User List

Path: User Management >> User List

6.1.1.1 Search User

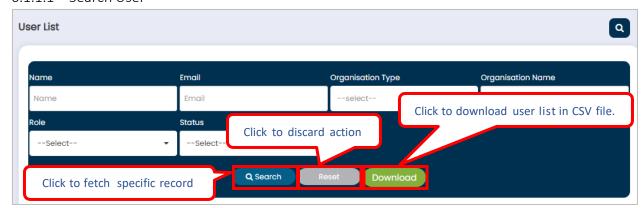


Figure 6-1

You can search 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;





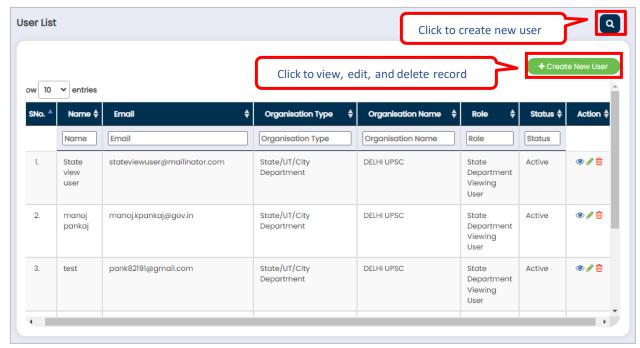


Figure 6-2

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







6.1.1.2 Create



Create User screen will be displayed;

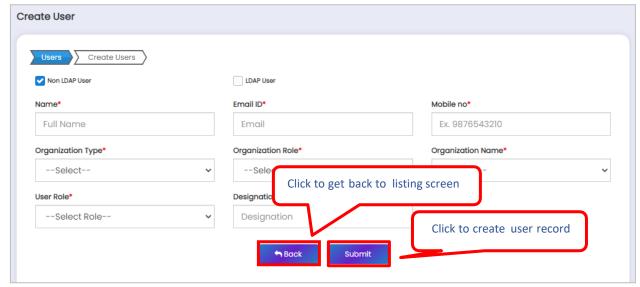


Figure 6-3

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

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







6.1.1.3 Edit User

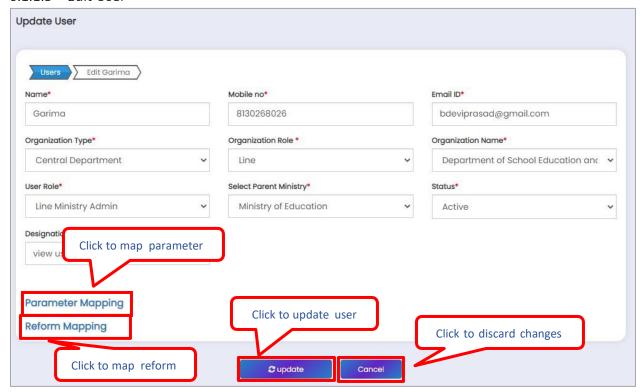


Figure 6-4

Make needed changes;



6.1.1.3.1 Parameter Mapping

Click Parameter Mapping to make parameter





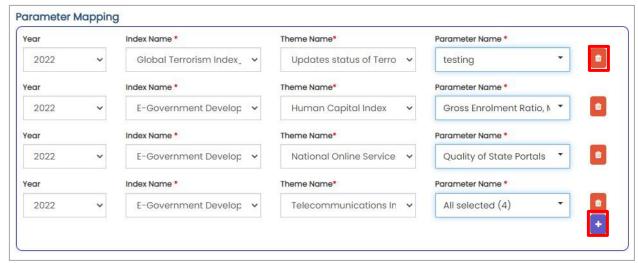


Figure 6-5



Click to add more parameter mapping details







Enter following details:

- Year: Select year from dropdown list
- Index Name: Select index name from dropdown list
- Theme Name: Select theme name from dropdown list
- Parameter Name: Select parameter name from dropdown list
- Click to delete parameter mapping
- Click to add more parameter mapping details

6.1.1.3.2 Reform Mapping



Figure 6-6

Enter following details:

- Year: Select year from dropdown list
- Index Name: Select index name from dropdown list
- Reform Area Name: Select reform area name from dropdown list
- Reform Action Name: Select reform action name from dropdown list
- Click to delete reform mapping
- Click to add more reform mapping details







7 Approval Request

State Administrator can manage approval request.

7.1 Approval for User Registration

Path: Approval Request >> Approval for User Registration

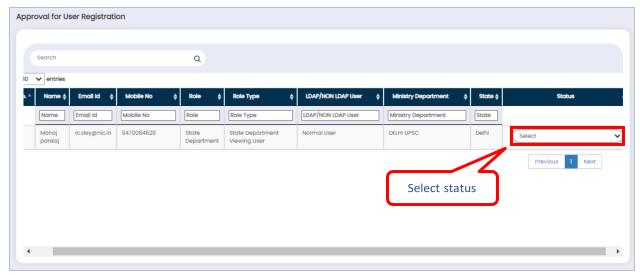


Figure 7-1

Approval for User Registration records will be displayed with following column headings:

- Sl.No.
- Name
- Email ID
- Mobile No
- Role
- Role Type
- LDAP/NON LDAP User
- Ministry Department
- State
- Status
 - Select status from dropdown list

Note: State Administrator can either approve user with the same role type, reject, or approve with different role type.







7.2 Approval for India Reform Progress Data Entry

Path: Approval Request >> Approval for India Reform Progress Data Entry

Click on top right corner of Approval for India Reform Progress Data Entry screen to expand search window;

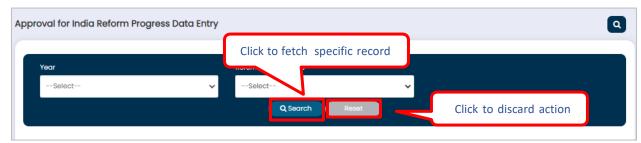


Figure 7-2

- You can search year, reform action name and or name.
- Enter search criteria and click button to fetch specific record.
- o Click Reset to discard action.
- By default, all Approval for India Reform Progress Data Entry records will be displayed in list mode with following column headings;





7.2.1 Approval for India Reform Progress Data Entry Listing

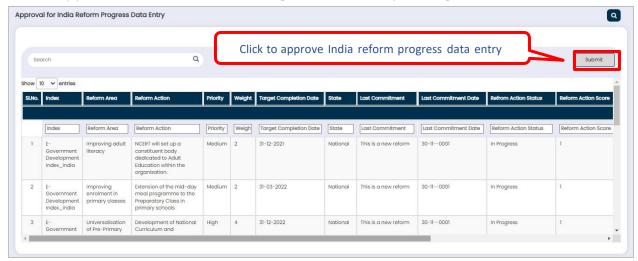


Figure 7-3

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

- Sl.No.
- Index
- Reform Area
- Reform Action
- Priority
- Weight
- Target Completion Date
- State
- Last Commitment
- Last Commitment Date
- Reform Action Status
- Reform Action Score
- Year
- Actions
 - Click checkbox to approve reject or take no action to approval for India reform progress data entry
- Remarks
 - Enter remarks

Click to save approval for approval for India reform progress data entry







7.3 Approval for India Index(Formula) Progress Data Entry Path: Approval Request >> Approval for India Index(Formula) Progress Data Entry

Click on top right corner of Approval for Approval for India Index(Formula) Progress Data Entry screen to expand search window;

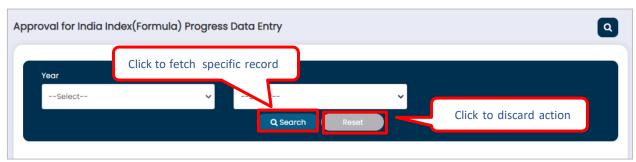


Figure 7-4

- o You can search year and or index name.
- o Enter search criteria and click Q Search button to fetch specific record.
- o Click to discard action.
- By default, all Approval for India Index(Formula) Progress Data Entry records will be displayed in list mode with following column headings;



7.3.1 Approval for India Index(Formula) Progress Data Entry Listing



Figure 7-5

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

- SI No.
- India Index
- Parent Tree
- Approval For
- Measurement Type
- Baseline Period
- Baseline Value
- Target
- State
- Progress YTD
- Approval Period
- Progress Value
- Action
- Remarks
- Actions
 - Click checkbox to approve reject or take no action to approval for India reform progress data entry
- Remarks
 - o Enter remarks

Click submit to save approval for India reform progress data entry







8 Progress Data Entry

State Administrator can manage India index progress data entry – formula and reform progress data entry.

8.1 India Index Progress Data Entry - Formula

Path: Progress Data Entry >> India Index Progress Data Entry - Formula

State Administrator can view India Index Progress Data Entry – Formula.

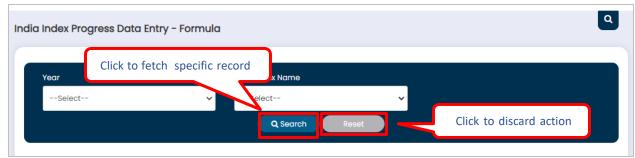


Figure 8-1

- You can search India Index Progress Data Entry Formula by year and or index name.
- Enter search criteria and click button to fetch specific record.
- o Click to discard action.





Global Indices are displayed with following column headings:

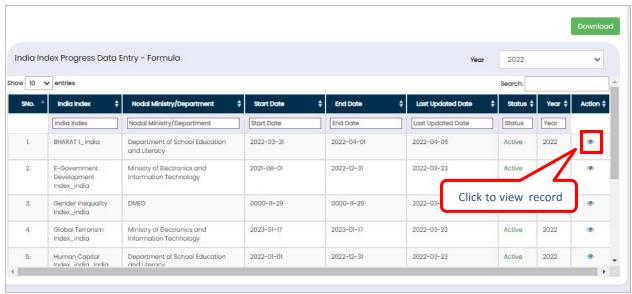


Figure 8-2

- SNo.
- India Index
- Nodal Ministry/Department
- Start Date
- End Date
- Last Updated Date
- Status
- Year
- Action
 - Click (view) icon to view the record







8.1.1 View India Index Progress Data Entry - Formula

○ Click (view) icon to view the record

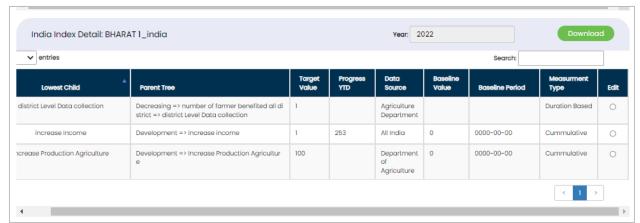


Figure 8-3

India Index Detail will be displayed with following column headings:

- Lowest Child
- Parent Tree
- Target Value
- Progress YTD
- Data Source
- Baseline Value
- Baseline Period
- Measurement Type
- Edit







8.2 Reform Progress Data Entry

Path: Progress Data Entry >> Reform Progress Data Entry

State Administrator can view reform progress data entry

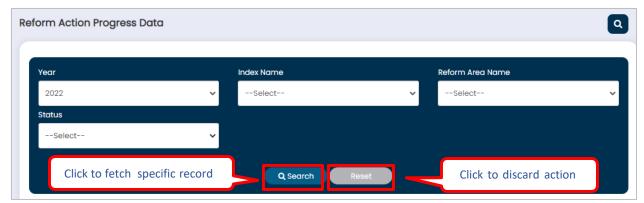


Figure 8-4

- You can search Reform Progress Data Entry by Year, Index Name, Reform Area Name and or status.
- o Enter search criteria and click Q Search button to fetch specific record.
- o Click to discard action.





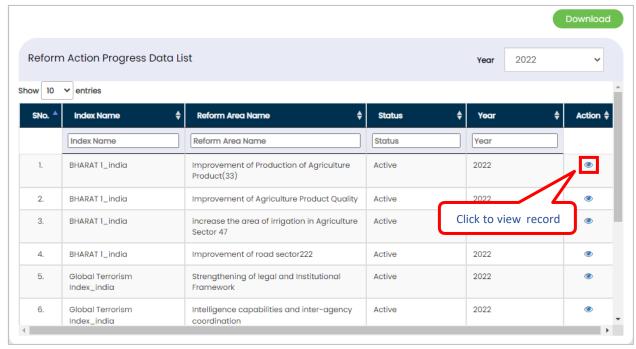


Figure 8-5

Reform action progress data will be displayed with following column headings:

- SNo.
- India Index
- Nodal Ministry/Department
- Start Date
- End Date
- Last Updated Date
- Status
- Year
- Action
 - Click **(view)** icon to view the record







8.2.1 View Reform Area



Figure 8-6

- Sr. No.
- Reform Action Name
- Target Completion Date
- Priority
- Reform Weight
- State/UT
 - Select state/UT from dropdown list
- Edit
 - Click radio button to edit reform area

Following screen will be displayed with progress data and year with Status

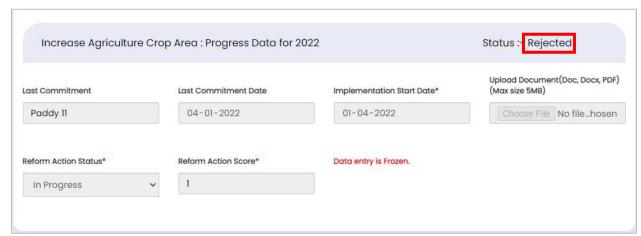


Figure 8-7







9 Reports

State Administrator can view compliance report and progress report.

9.1 Compliance Report

9.1.1 Global Index Data Entry Compliance Report

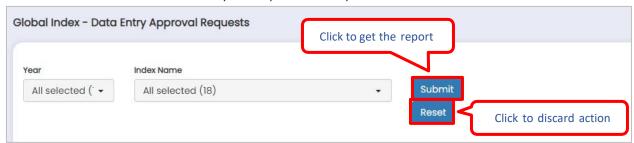


Figure 9-1

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







Report will be displayed with following column headings:



Figure 9-2

- 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







9.1.2 India Index DE Compliance Report

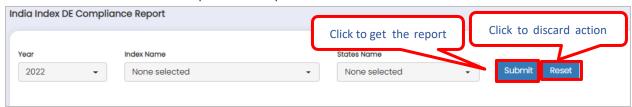


Figure 9-3

- 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.



Figure 9-4

- 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 Download to download report in Excels
- Click to print report







9.1.3 India Index - Formula Compliance Report

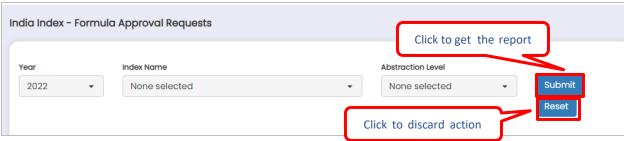


Figure 9-5

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







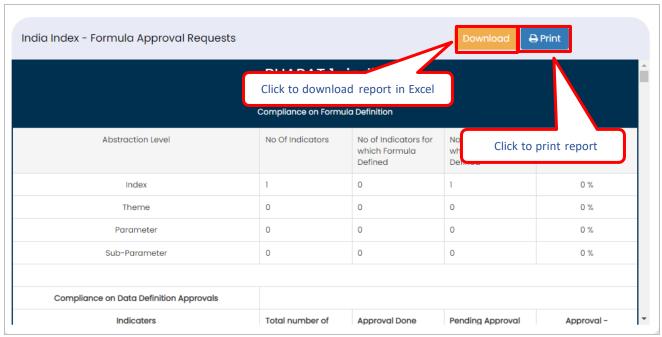


Figure 9-6

- 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







9.1.4 India Index - Reform Action Compliance Report

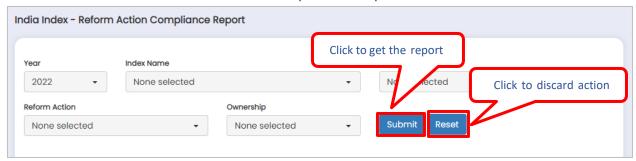


Figure 9-7

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







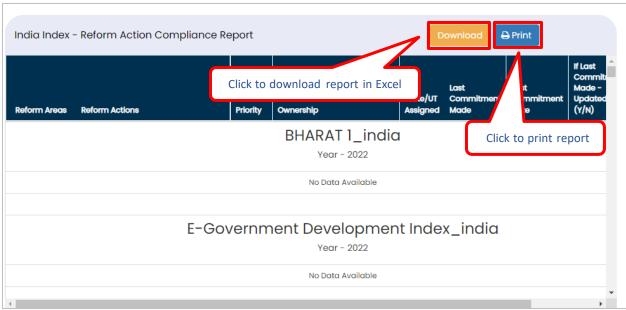


Figure 9-8

- 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







9.1.5 Reform Data Entry Compliance Report



Figure 9-9

- You can get Reform Data Entry Compliance Report by year, index name and or 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.

9.1.6 User Approval Compliance Report

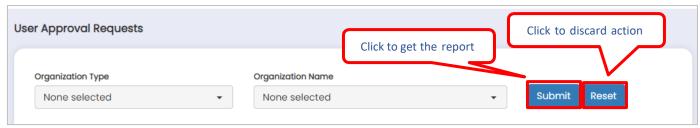


Figure 9-10

- 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.







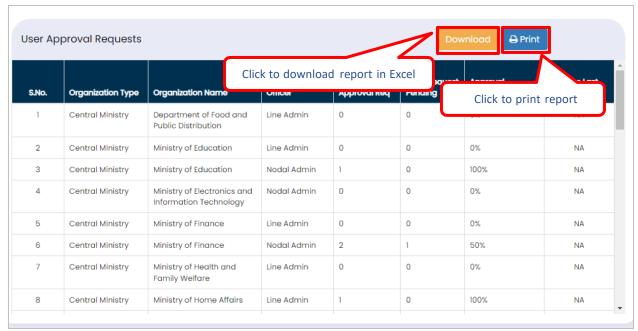


Figure 9-11

- 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 download report in Excels
- Click to print report







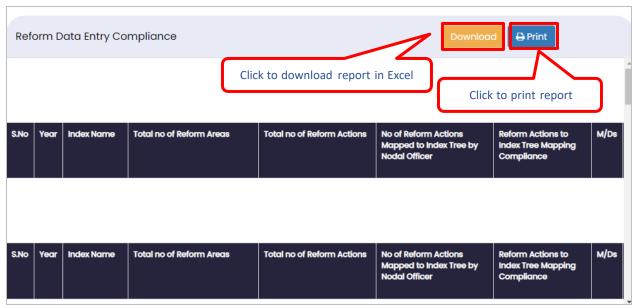


Figure 9-12

- 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
- Click to download report in Excels



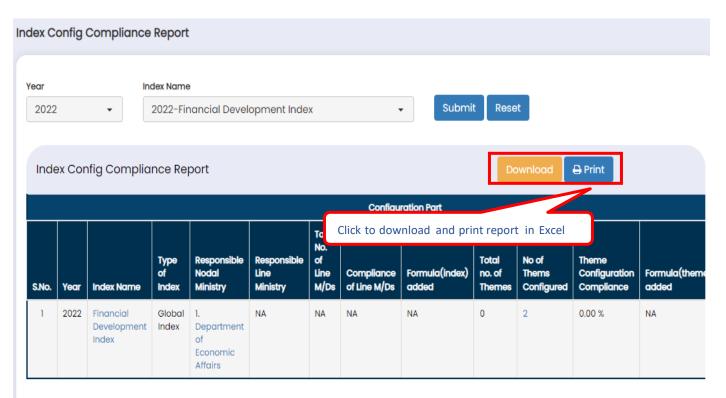




9.1.7 Index Config Compliance Report



- 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.

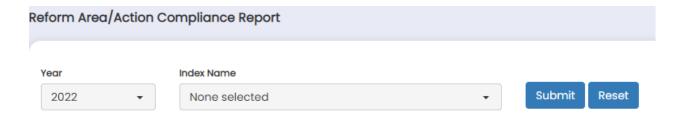




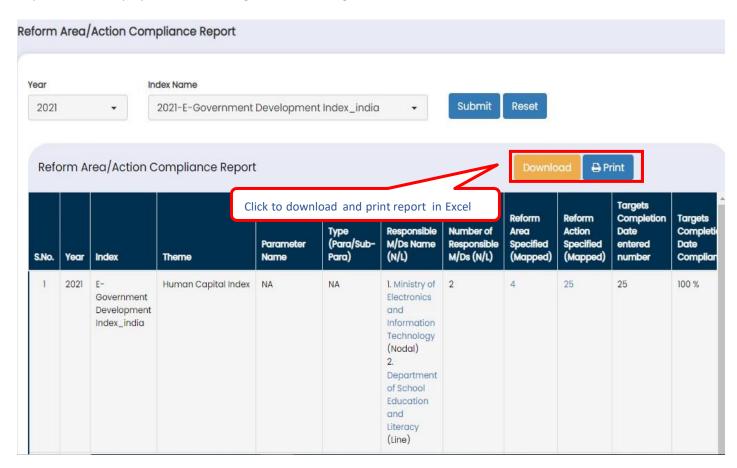




9.1.8 Reform Area/Action Compliance Report



- 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.









9.2 Progress Report

9.2.1 India Index Progress Report



Figure 9-13

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





9.2.2 Statewise Aggregate Reform Score Report

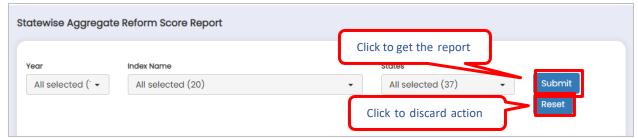


Figure 9-14

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



Figure 9-15

- 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

9.2.3 Detailed Reform Actions Report – Statewise

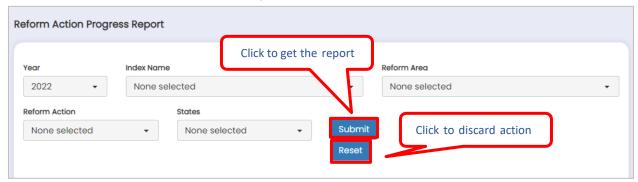


Figure 9-16

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









Figure 9-17

- 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







9.2.4 Global Index Progress Report

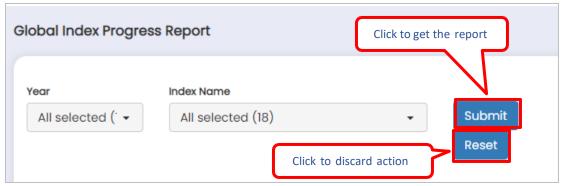


Figure 9-18

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







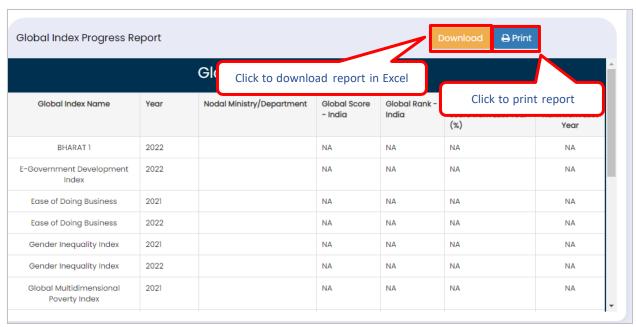


Figure 9-19

- 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







9.2.5 Global Index Progress Report – Comparative



Figure 9-20

- 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.





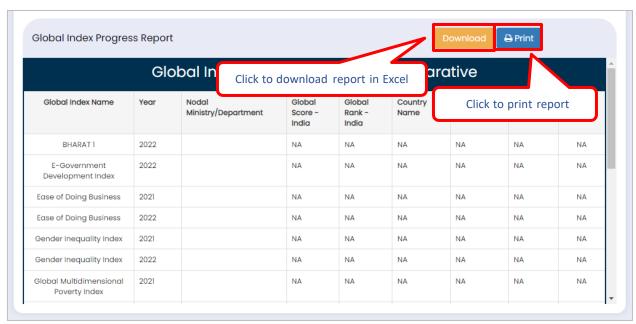


Figure 9-21

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







10 User Manual

State Administer can view PPT user manual, doc user manual, and watch videos.

10.1 PPT User Manual List

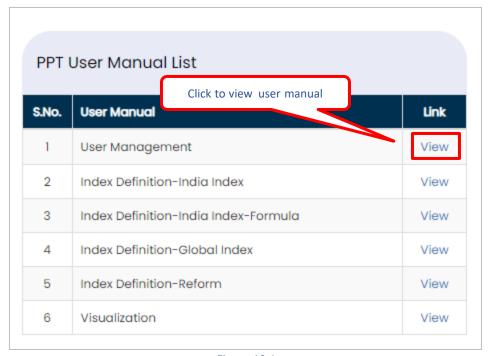


Figure 10-1

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

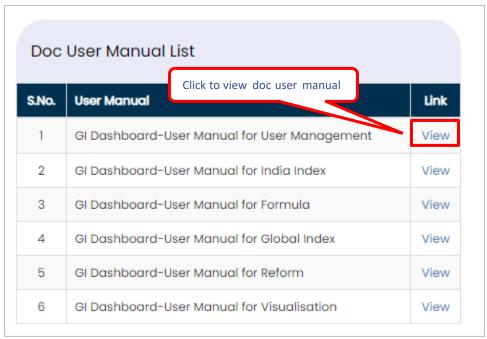


Figure 10-2

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

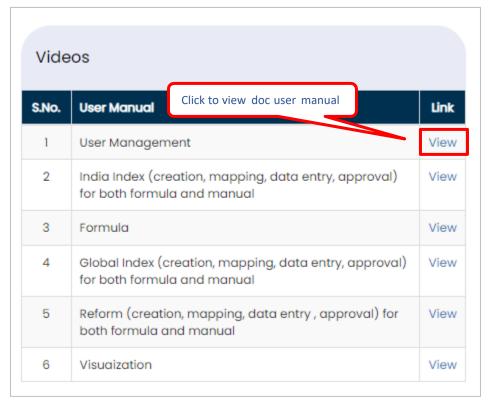


Figure 10-3

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

State Administer can view helpdesk operation hours and contact details.

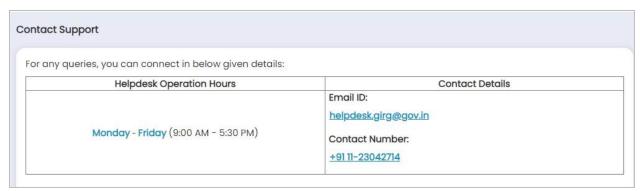


Figure 11-1

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.