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# SPV – USER MANUAL

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User Manual  
Document Version: 1.1

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## 1. Overview

The Special Purpose Vehicle (SPV) administrator is a key platform-level administrator function on the iGOT platform. The document describes how the SPV administrator can:

1. Onboard a central MDO, state
2. Onboard MDO admin, State Admin
3. Onboard other SPV Admin
4. Deactivate and Activate the SPV Admin

## 2. Audience

This user manual has been created to enable SPV Admin to leverage the SPV portal on the iGOT platform to create and manage MDO's and States.

## 3. Key actors

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

Actor	Description
SPV Admin	The SPV can onboard and organize the creation of ministries, departments and user flow across different MDO's

## 4. Pre-requisites

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

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

For eg:

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

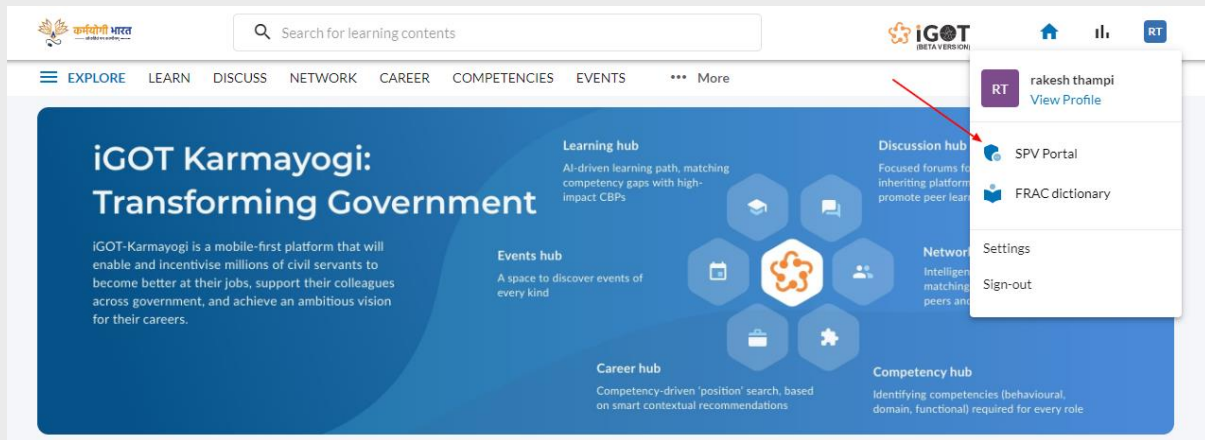
SPV portal: <https://spv.igotkarmayogi.gov.in/>

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, users can see the link and access the various portals like the SPV portal, MDO

portal, CBP portal and the FRAC dictionary based on their roles. When an SPV Administrator login to the portal, they will see the following



## 5. SPV Portal

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

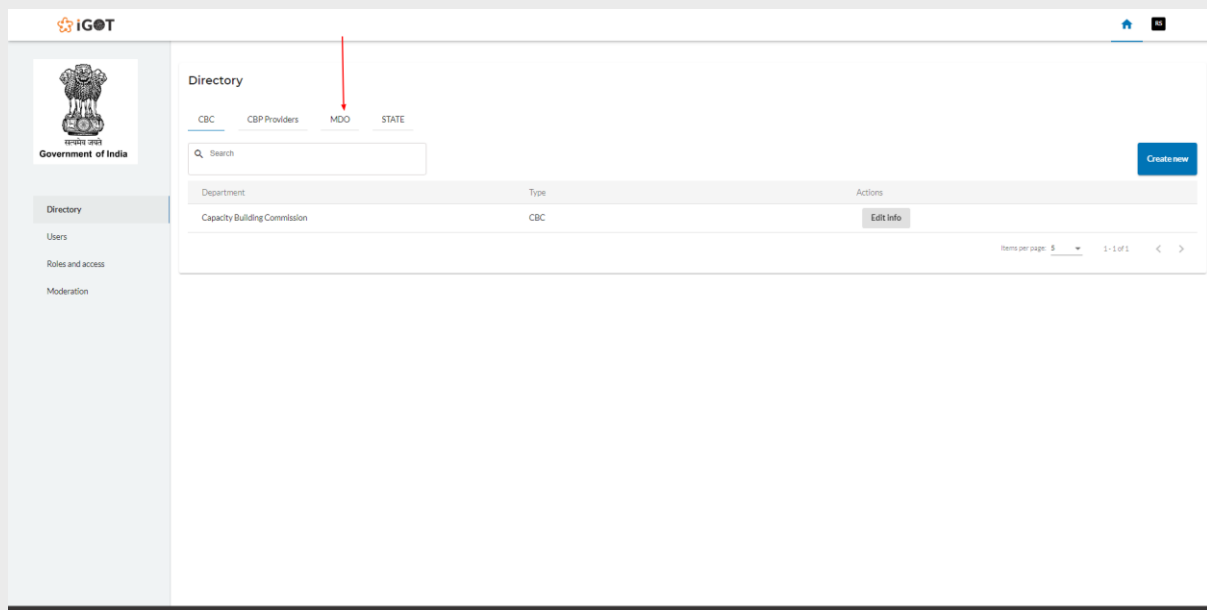
### 5.1 Directory

SPV admin lands on the below screen after login.

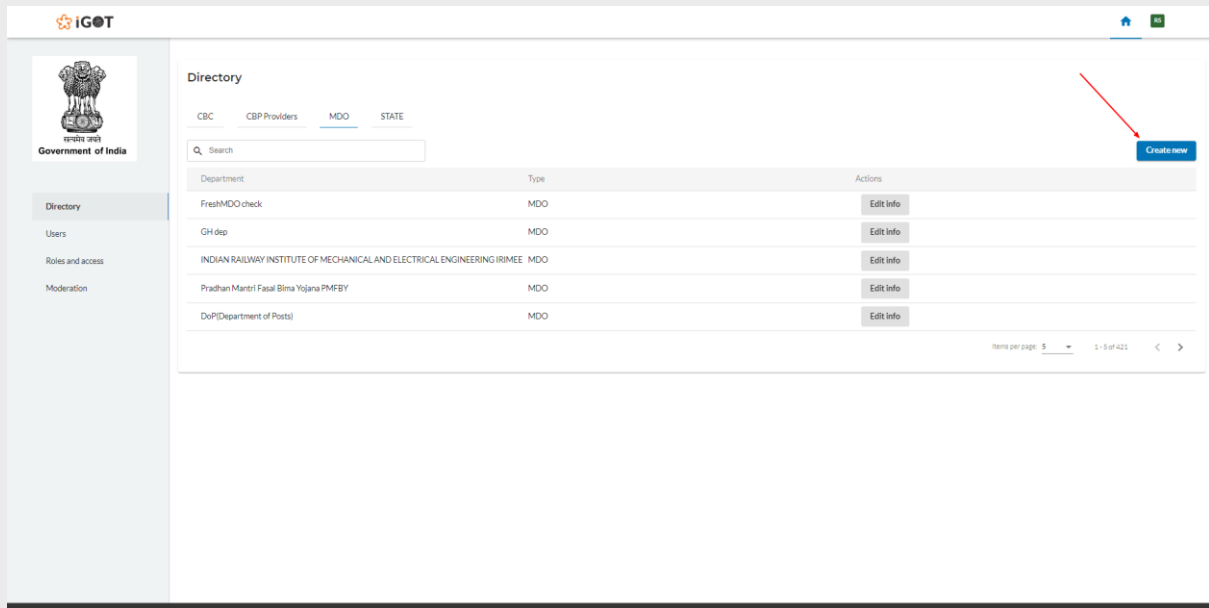
#### 5.1.1 SPV admin: Onboarding a central MDO

Follow the below steps to onboard an MDO

1. Click on the MDO tab



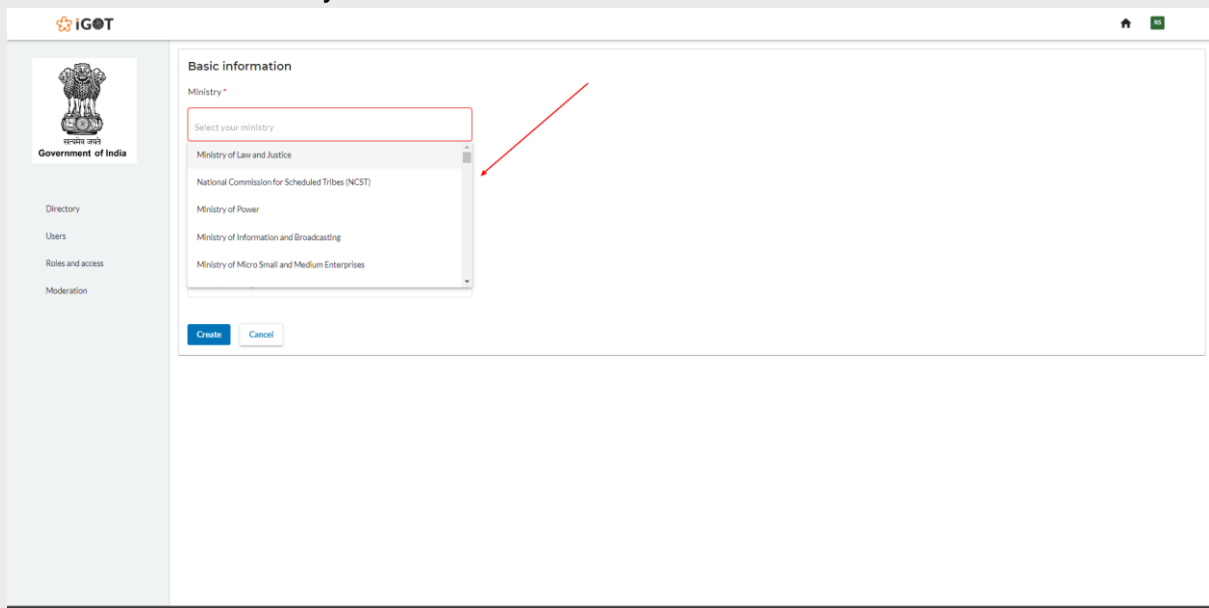
## 2. Click on "Create new"



The screenshot shows the IGOT Directory page. The left sidebar contains the Government of India logo and navigation links for Directory, Users, Roles and access, and Moderation. The main content area is titled "Directory" and has tabs for CBC, CBP Providers, MDO, and STATE. A search bar is present. Below it is a table with columns for Department, Type, and Actions. The table lists several departments, all of which are of type "MDO". A red arrow points to a "Create new" button in the top right corner of the table area.

Department	Type	Actions
FreshMDO check	MDO	Edit info
GH dep	MDO	Edit info
INDIAN RAILWAY INSTITUTE OF MECHANICAL AND ELECTRICAL ENGINEERING IRIMEE	MDO	Edit info
Pradhan Mantri Fasal Bima Yojana PMFBY	MDO	Edit info
DoP(Department of Posts)	MDO	Edit info

## 3. Choose the Ministry from the list



The screenshot shows the IGOT Basic information form. The left sidebar is the same as in the previous screenshot. The main content area is titled "Basic information" and has a "Ministry" field. A dropdown menu is open, showing a list of ministries. A red arrow points to the "Ministry of Law and Justice" option in the list. Below the dropdown are "Create" and "Cancel" buttons.

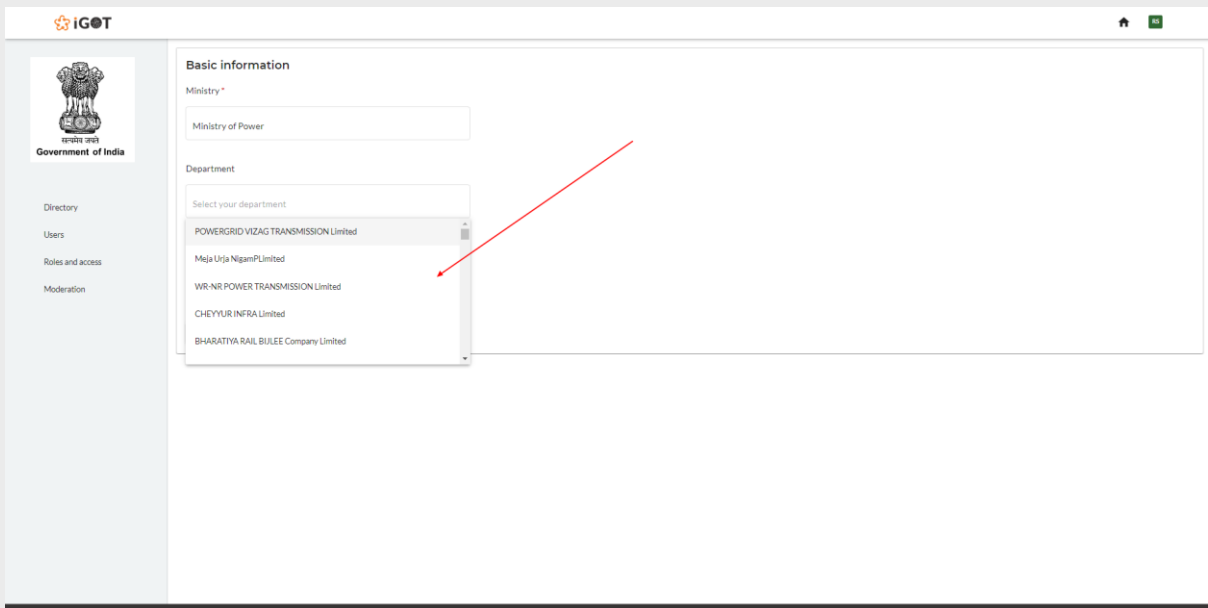
Ministry \*

Select your ministry

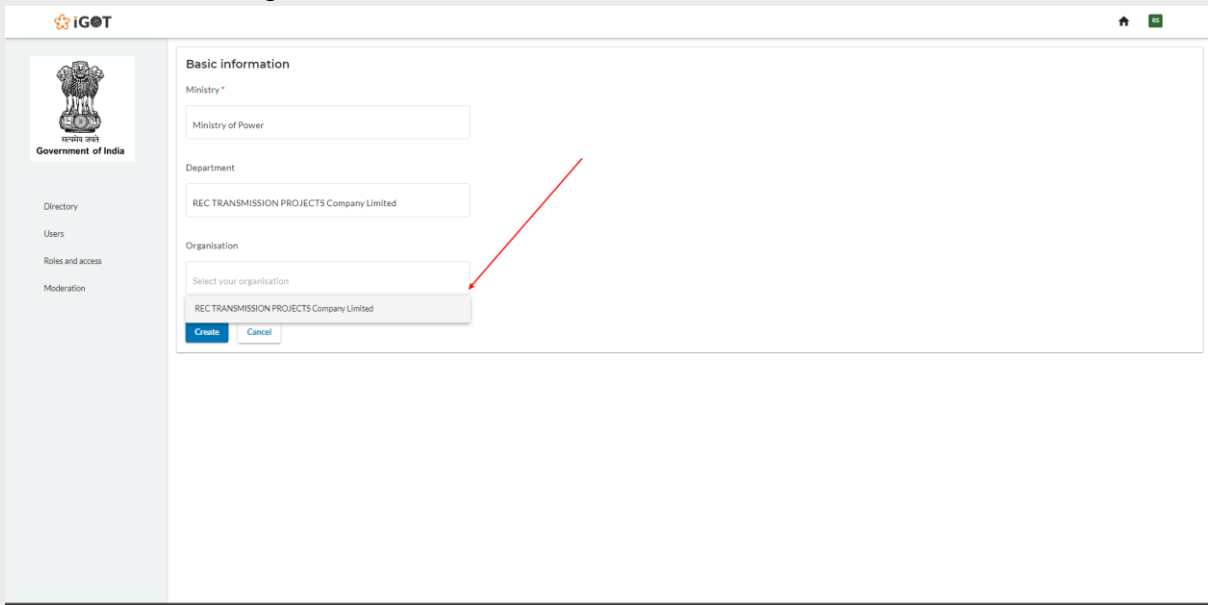
- Ministry of Law and Justice
- National Commission for Scheduled Tribes (NCST)
- Ministry of Power
- Ministry of Information and Broadcasting
- Ministry of Micro Small and Medium Enterprises

Create Cancel

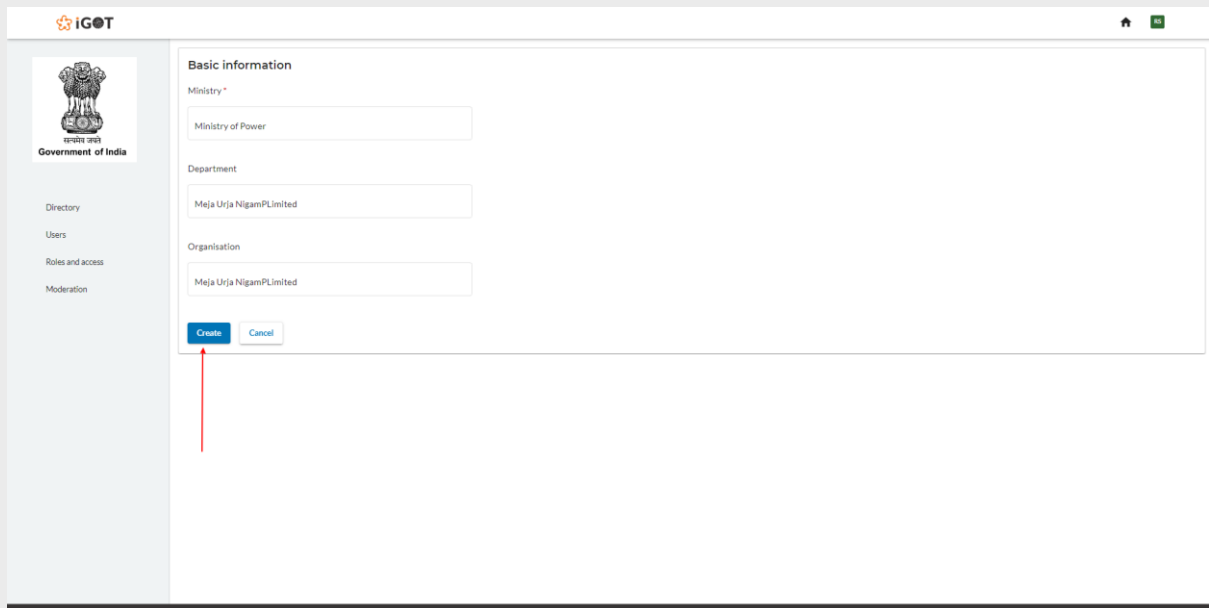
## 4. Choose the Department from the list



## 5. Choose the Organization from the list



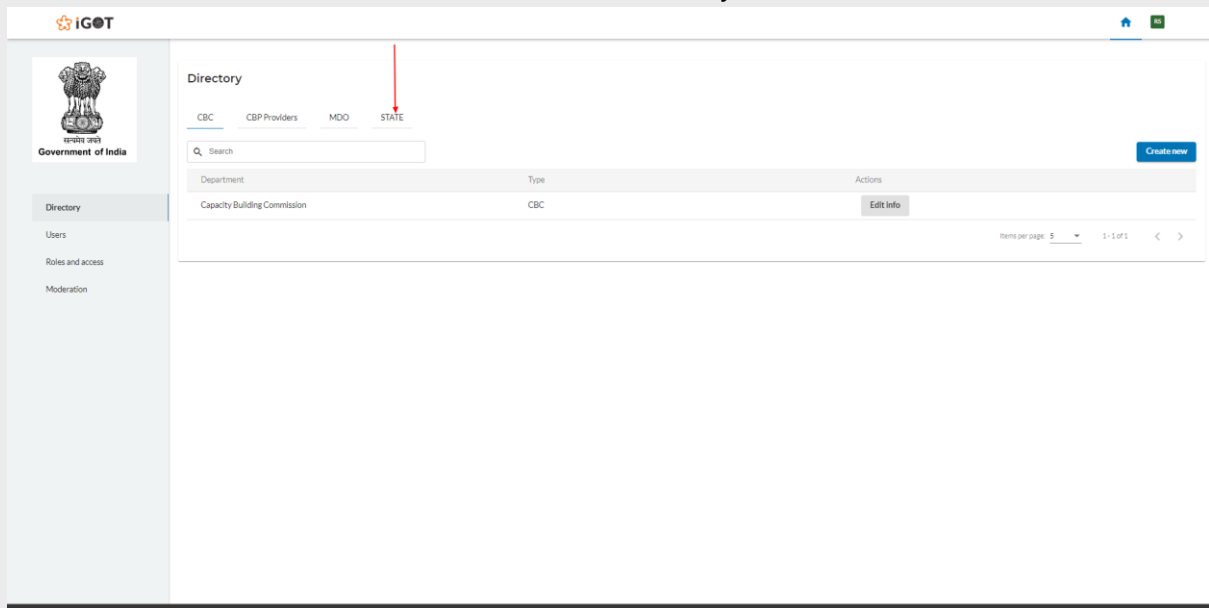
## 6. Click on create



### 5.1.2 SPV admin: Onboarding a state

This section covers the steps involved in onboarding a state and state administrator.

1. Login to the SPV portal.
2. Click on the State tab. Through this tab, the SPV administrator can onboard states, and edit/view the states that are already onboarded.



3. Click on "Create new" to create a new state/union territory.

The screenshot shows the iGOT Directory page. The header includes the iGOT logo and navigation icons. The left sidebar contains the Government of India logo and a menu with 'Directory', 'Users', 'Roles and access', and 'Moderation'. The main content area is titled 'Directory' and has tabs for 'CBC', 'CBP Providers', 'MDO', and 'STATE'. Below the tabs is a search bar and a 'Create new' button, which is highlighted with a red arrow. A table lists states with columns for 'Department', 'Type', and 'Actions'. The table contains five rows: DADRA & NAGAR HAVELI, TELANGANA, PUNJAB, BIHAR, and MADHYA PRADESH, each with an 'Edit info' button. At the bottom right of the table, it shows 'Items per page: 5' and '1 - 5 of 22'.

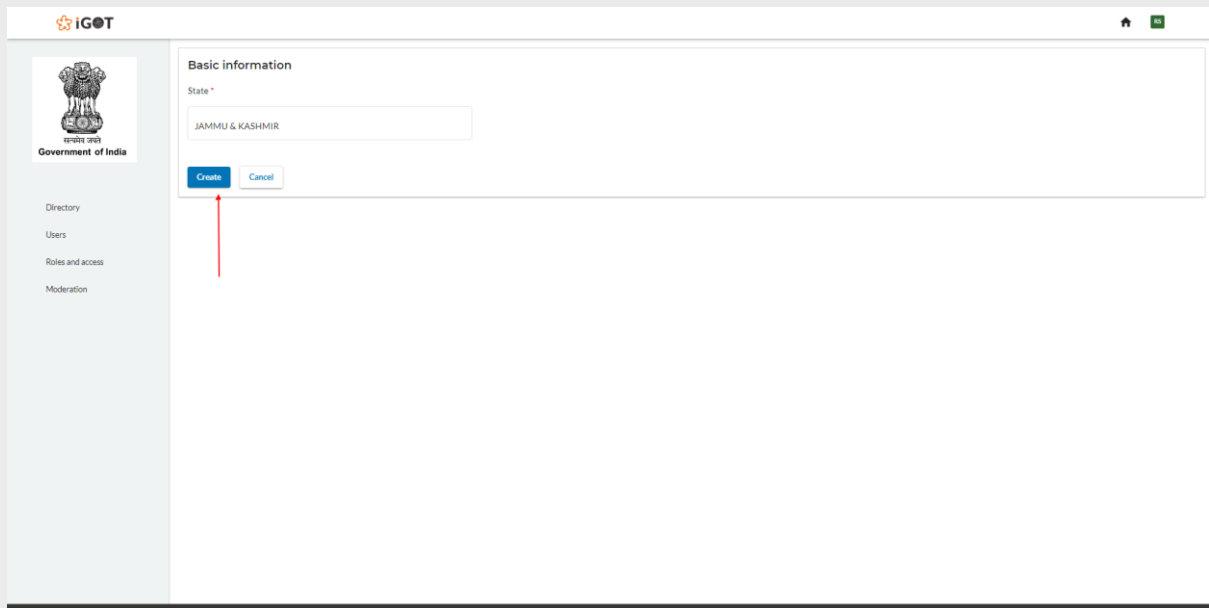
Department	Type	Actions
DADRA & NAGAR HAVELI	STATE	Edit info
TELANGANA	STATE	Edit info
PUNJAB	STATE	Edit info
BIHAR	STATE	Edit info
MADHYA PRADESH	STATE	Edit info

4. Choose the state from the dropdown list.

The screenshot shows the iGOT Basic information page. The header includes the iGOT logo and navigation icons. The left sidebar contains the Government of India logo and a menu with 'Directory', 'Users', 'Roles and access', and 'Moderation'. The main content area is titled 'Basic information' and has a 'State' field with a dropdown menu. The dropdown menu is open, showing a list of states: 'UTTAR PRADESH', 'JAMMU & KASHMIR', 'TRIPURA', 'LADAKH', and 'MEGHALAYA'. A red arrow points to the dropdown menu.

5. Click on create

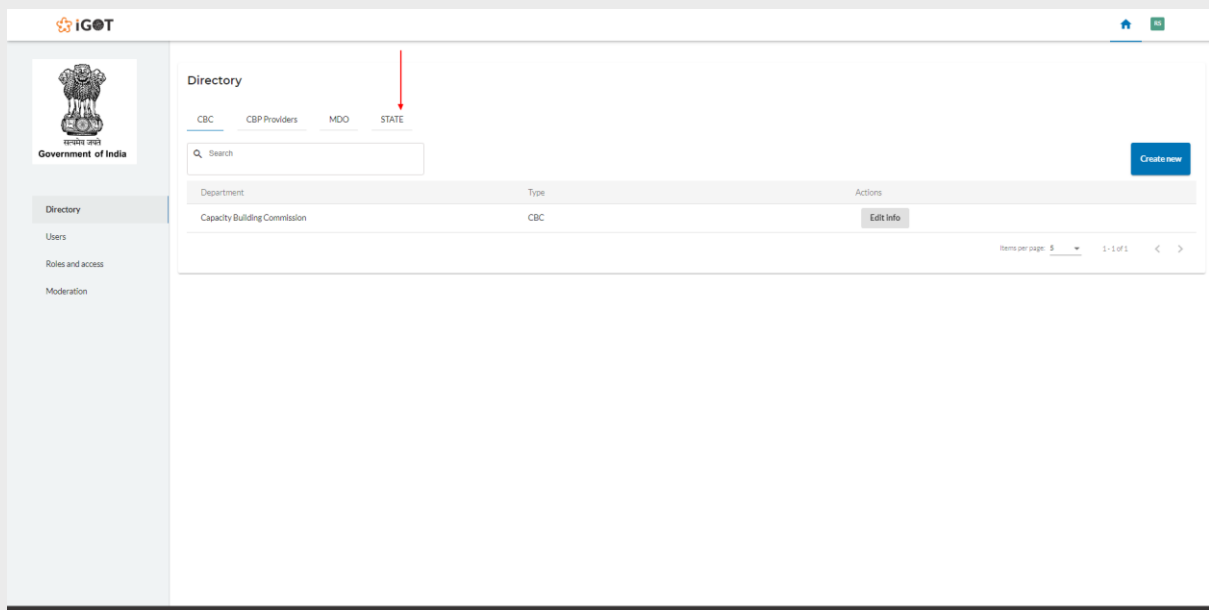




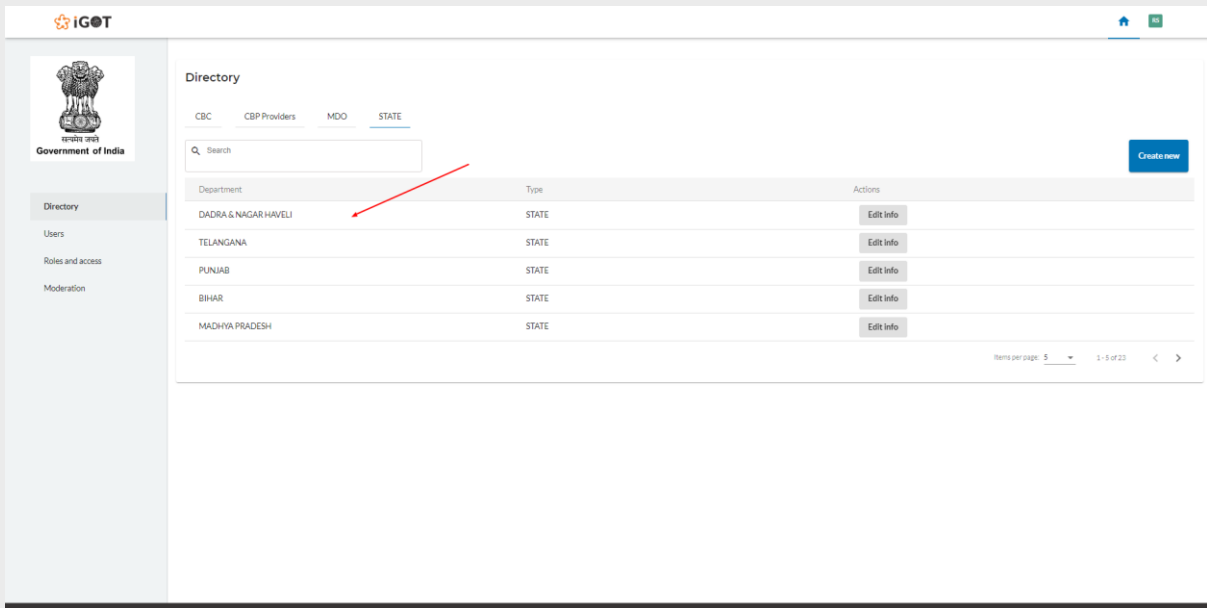
### 5.1.3 SPV admin: Onboarding a state admin

Once a state is created, the SPV administrator can onboard a state administrator for that state.

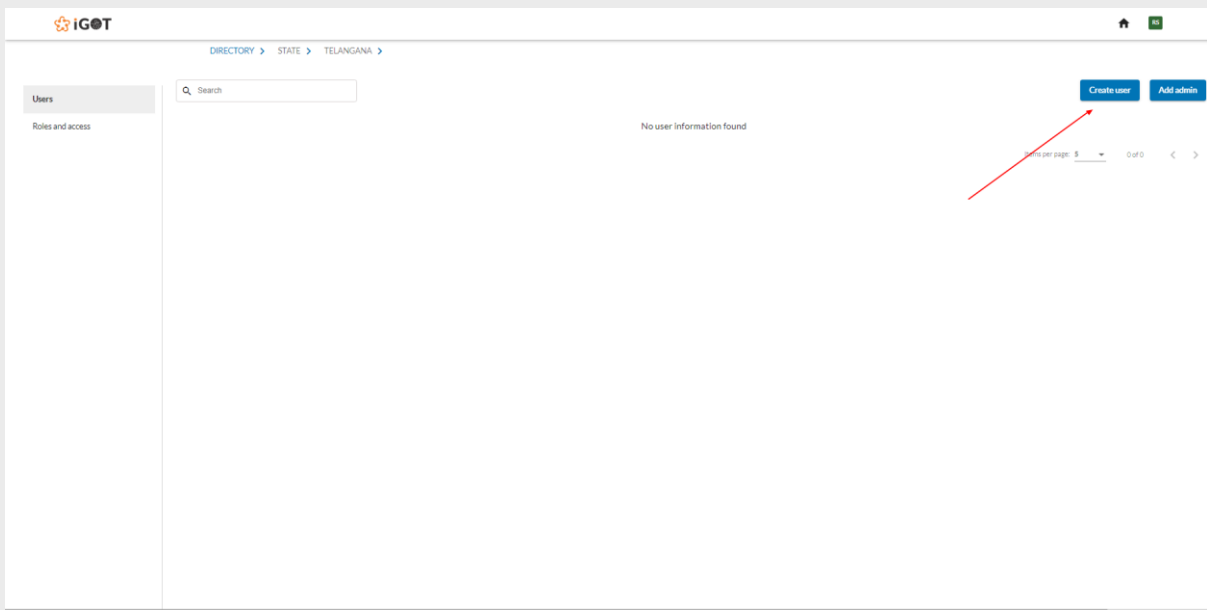
1. Login to the SPV portal
2. Click on the state tab



3. Click on the state for which the administrator needs to be onboarded.

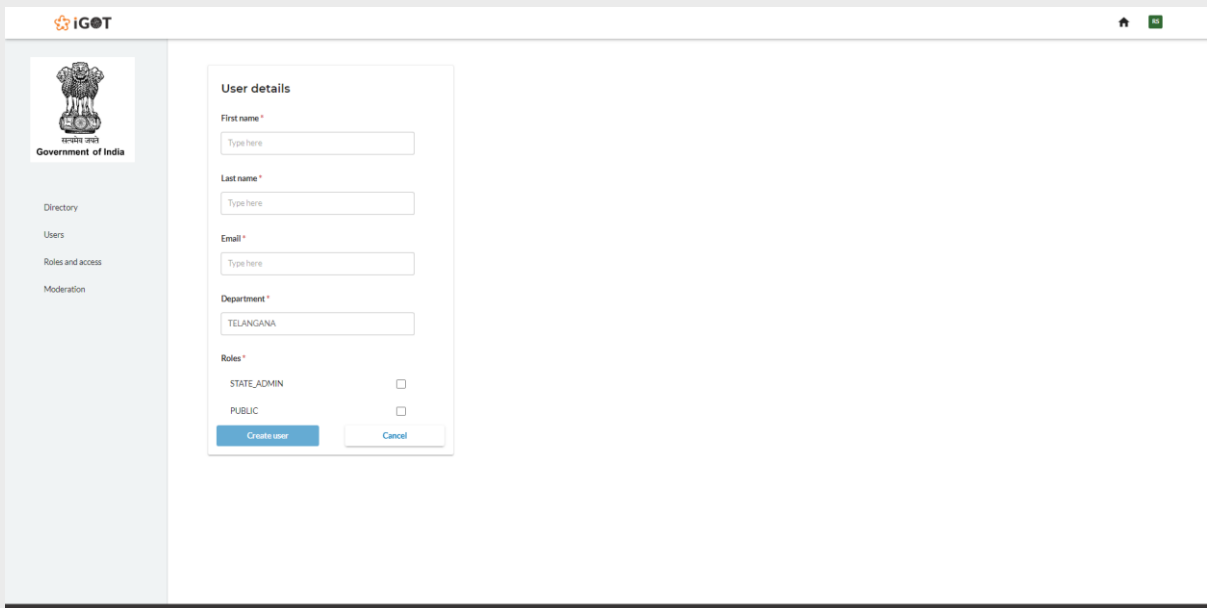


4. Click on "Create user"

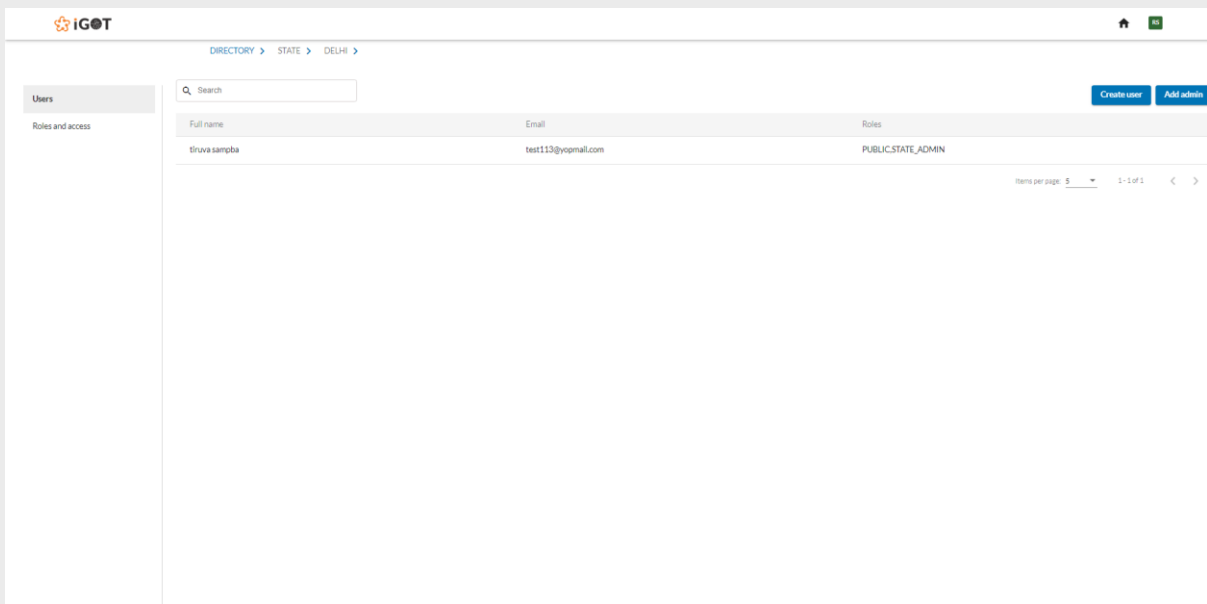


5. Enter the mandatory fields and choose the role(s).

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



## 6. Click on “Create user”

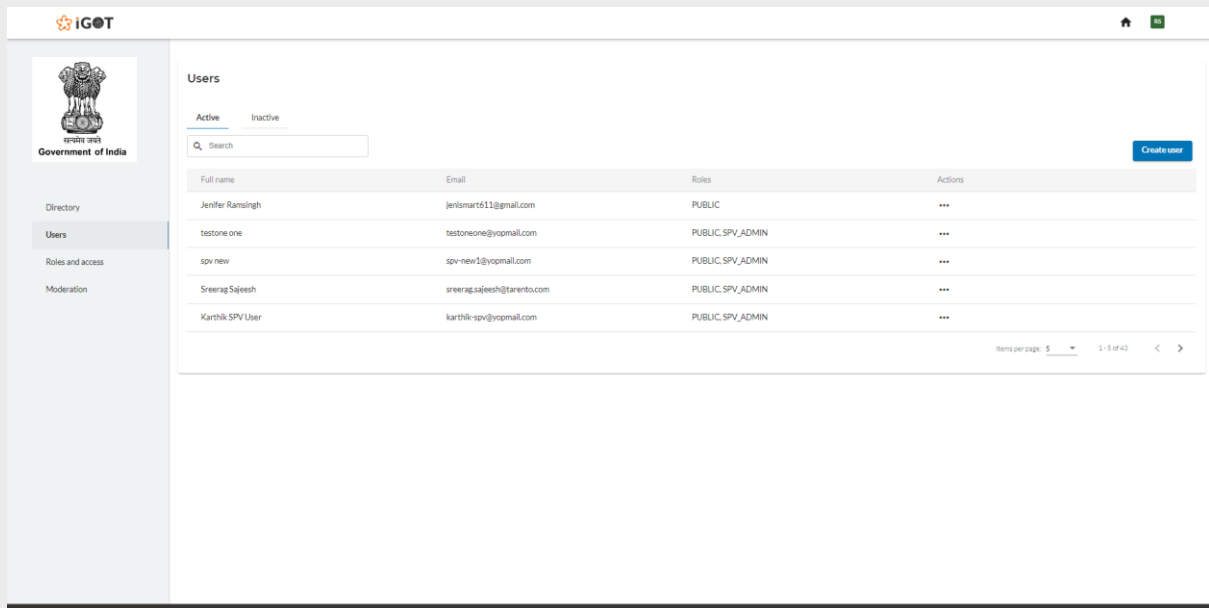


Note: Since state administrators enjoy administrative privileges and responsibilities, it is critical that they are trained and informed about their onboarding, portal/platform usage and their responsibilities on the platform.

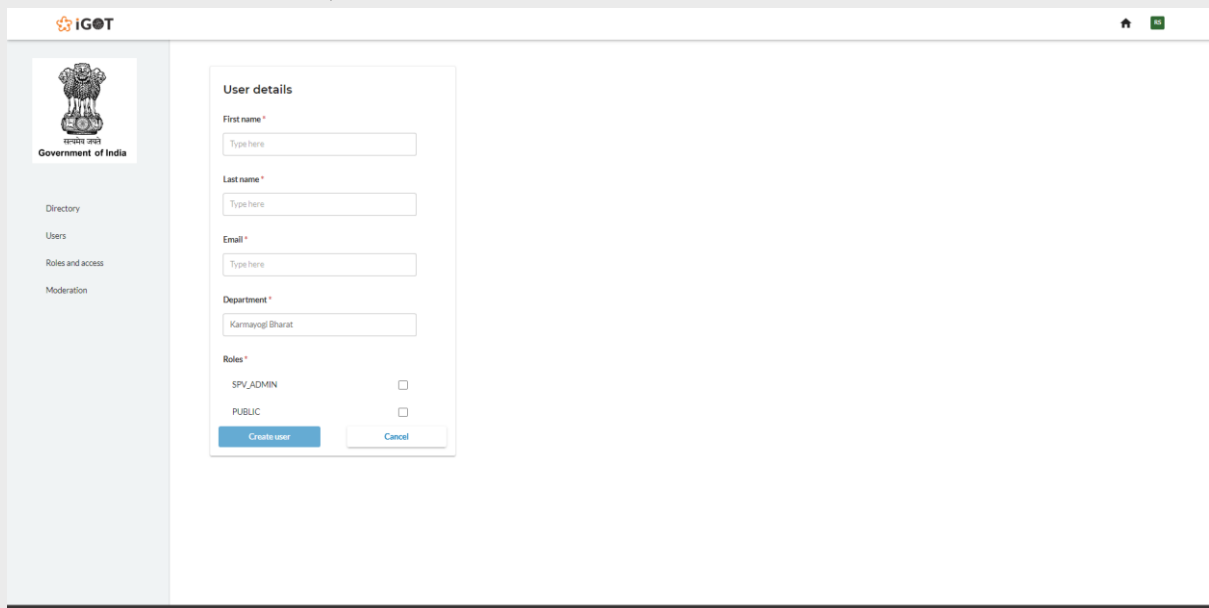
## 5.2 Users

As the SPV admin clicks on the ‘Users’ option in the left side menu, there will be two tabs in the home screen as :

1. Active - SPV admins who are active
2. Inactive - SPV Admins who have been made inactive by the another SPV admin

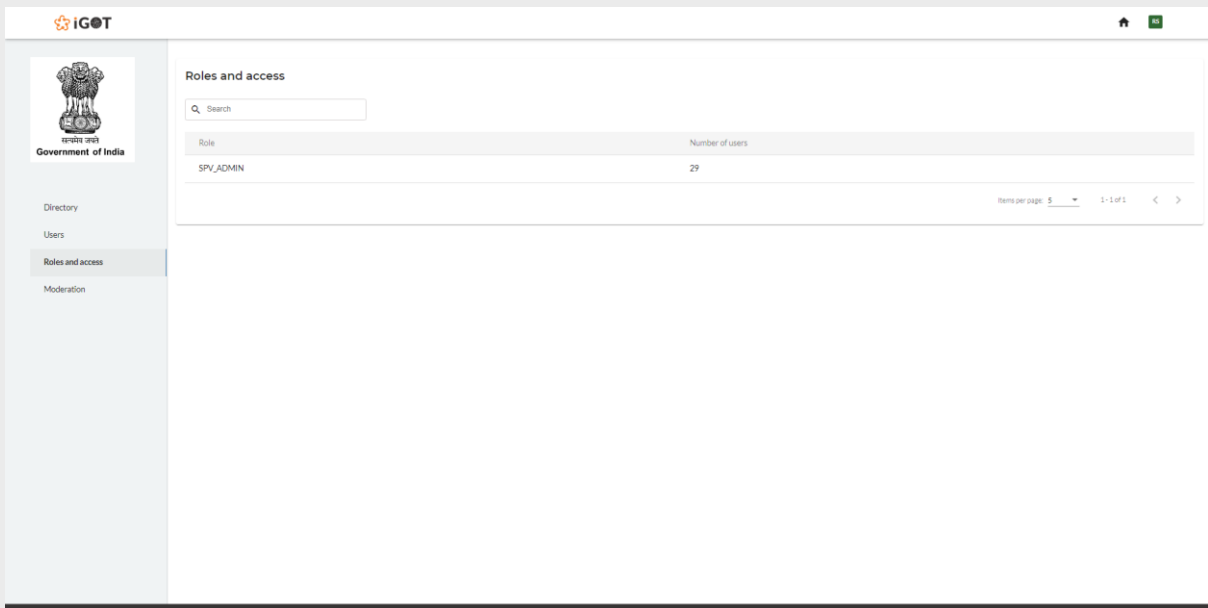


SPV admin can create another SPV Admin by clicking on the “Create new” button, then lands on the below screen. As the admin enters details in all the fields and clicks on “Create user”, a new SPV Admin will be created.



### 5.3 Roles and access

SPV 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 SPV. As the user clicks on SPV\_Admin, they will see the users for that particular role.

