



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:

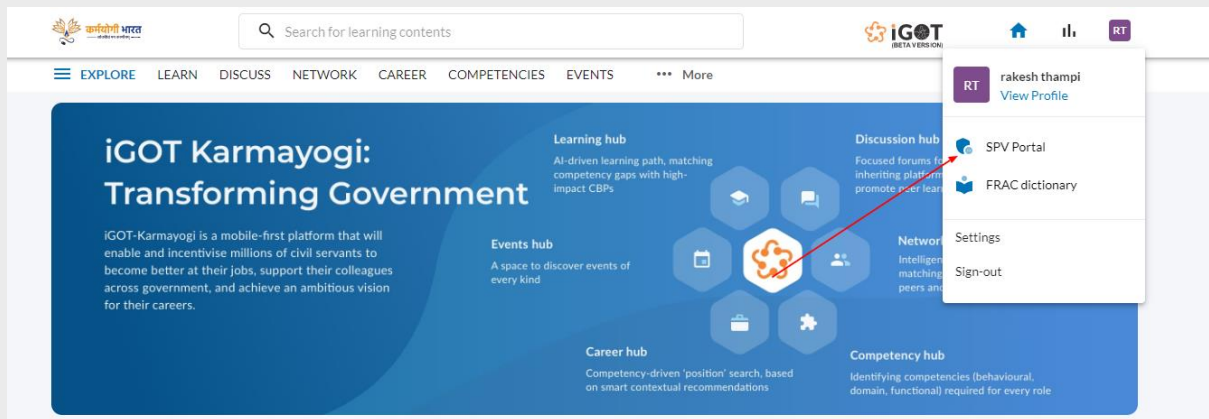
Karmayogi user portal link: <https://igotkarmayogi.gov.in/>

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.

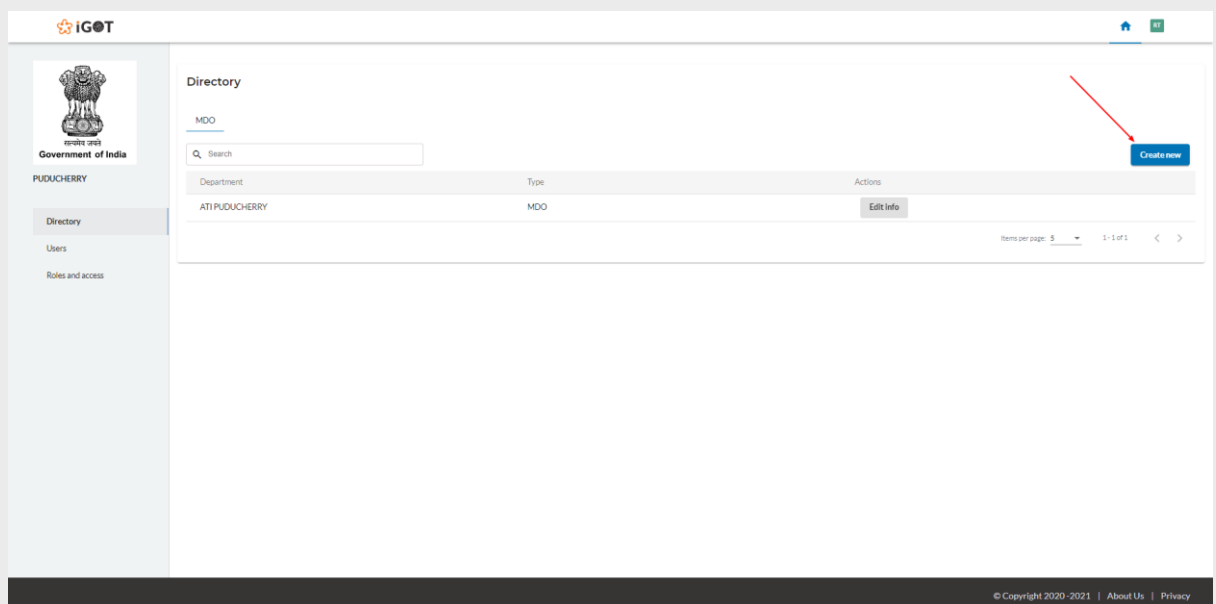
5.1.1 State admin: Onboarding MDOs under a state

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 the 'Basic information' form in the iGOT system. The form is titled 'Basic information' and contains the following fields:

- State name: PUDUCHERRY
- Department: Select your department (indicated by a red arrow)
- Organisation: Select your organisation (indicated by a red arrow)

At the bottom of the form, there are two buttons: 'Create' (highlighted in blue) and 'Cancel'.

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.

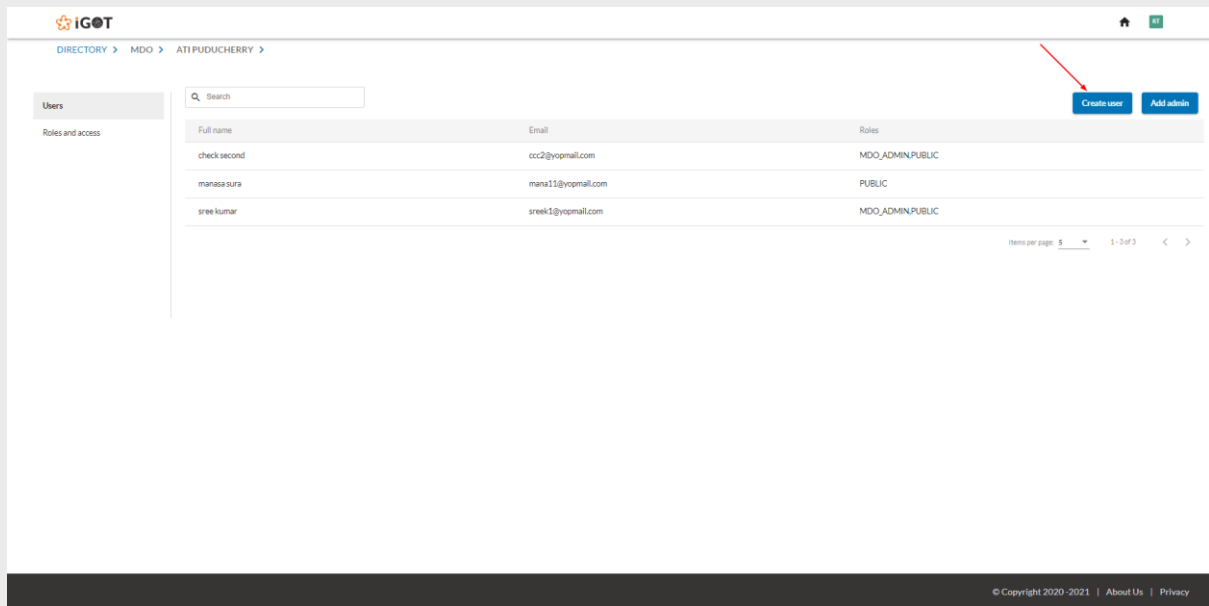
2. Click on the MDO name.

The screenshot shows the 'Directory' page in the iGOT system. The page is titled 'Directory' and contains a table of MDOs. The table has the following columns: Department, Type, and Actions. The table contains one entry:

Department	Type	Actions
ATI PUDUCHERRY	MDO	Edit info

A red arrow points to the 'ATI PUDUCHERRY' entry in the Department column. The 'Create new' button is visible in the top right corner of the table area.

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.



सर्वेभ्यो ज्ञानेभ्यो
Government of India

Directory

Users

Roles and access

User details

First name *

Last name *

Email *

Department *

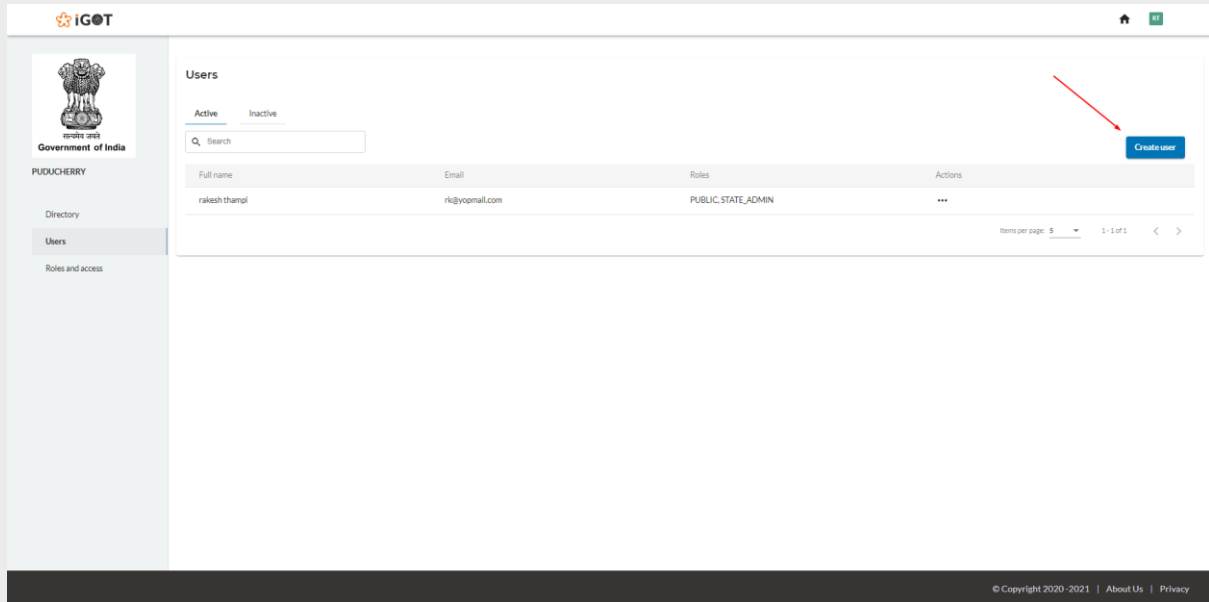
Roles *

- CBP_ADMIN
- CONTENT_CREATOR
- CONTENT_REVIEWER
- CONTENT_PUBLISHER
- FRAC_ADMIN
- FRAC_COMPETENCY_MEMBER
- FRAC_COMPETENCY_REVIEWER
- FRAC_REVIEWER_L1
- FRAC_REVIEWER_L2
- IFU_MEMBER
- MDO_ADMIN
- MDO_LEADER
- PUBLIC
- WAT_MEMBER

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

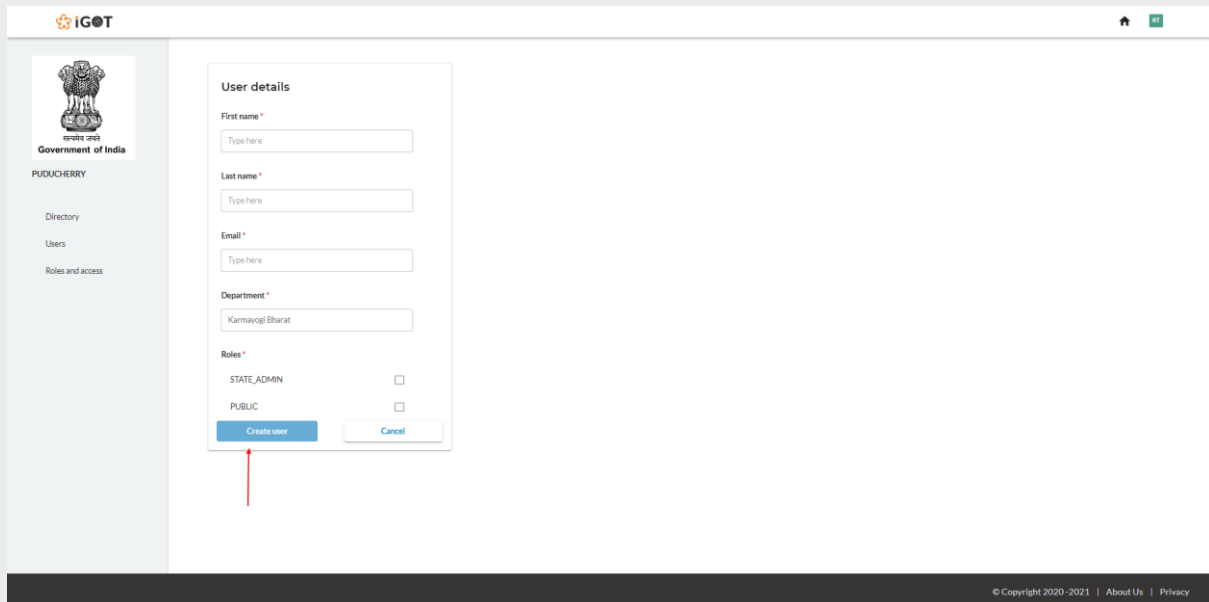


The screenshot shows the IGOT 'Users' management interface. On the left is a sidebar with the Government of India logo, 'PUDUCHERRY', and a menu with 'Users' selected. The main area has 'Active' and 'Inactive' tabs, a search bar, and a 'Create user' button (indicated by a red arrow). Below is a table with one user entry:

Full name	Email	Roles	Actions
rakesh thampal	rk@yopmail.com	PUBLIC, STATE_ADMIN	***

At the bottom right of the table, it says 'Items per page: 5' and '1 - 1 of 1'.

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.



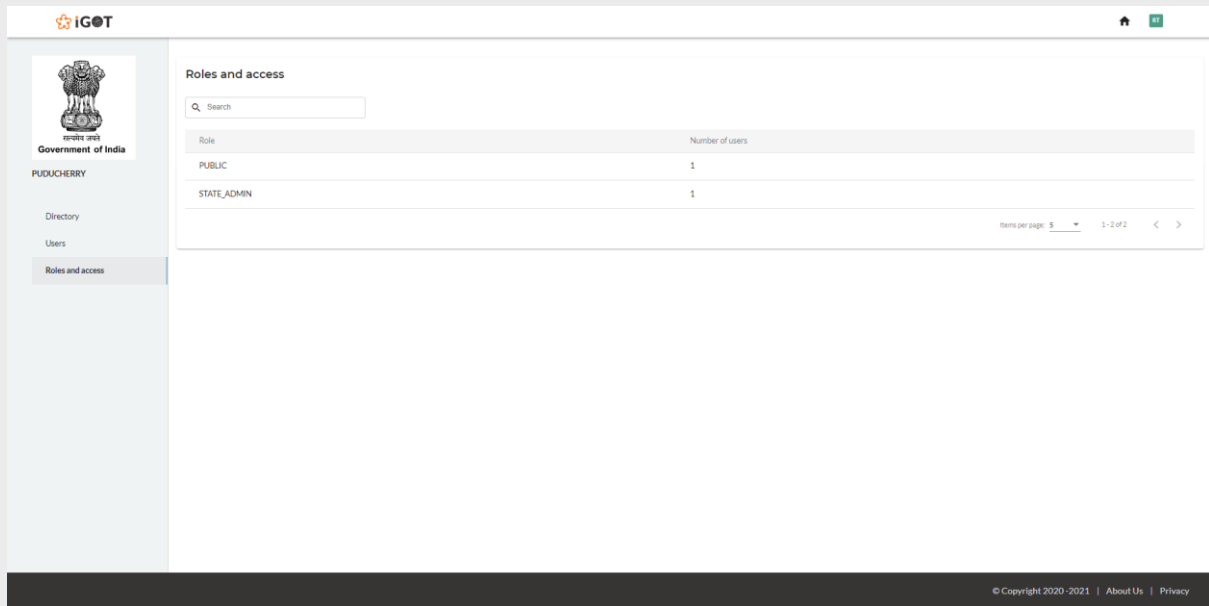
The screenshot shows the 'User details' form in the IGOT system. The form includes the following fields:

- First name * (Type here)
- Last name * (Type here)
- Email * (Type here)
- Department * (Dropdown menu with 'Karnavogal Bharat' selected)
- Roles * (Checkboxes for STATE_ADMIN and PUBLIC)

At the bottom of the form are 'Create user' and 'Cancel' buttons. A red arrow points to the 'Create user' button.

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.

