National

eDistrict Portal

Functional Specification

Manual

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A. Purpose of the Document

This document contains detailed description of the functionalities of National eDistrict Portal with the intention to assist user in utilizing the portal. The first section describes the functionalities and content present on the home page which is accessible to all users without login.

The next section details the functionalities and content that is available to restricted group of users who can access the same after logging in.

B.   About National eDistrict Portal

National eDistrict Portal has been conceptualized for enabling sharing of extensive experience and expertise that has been developed during eDistrict MMP pilot implementation for faster and effective roll out of eDistrict MMP. National eDistrict Portal will act as a single source of all information related to eDistrict MMP. It will be a repository of all eDistrict related documents like Model MoUs, BPR, DPR, Guidelines and Advisories, Minutes of Meetings etc. Also all events, updates and information regarding eDistrict MMP will be made available here. The Content Management Structure for the portal has been so designed that will enable creation, uploading, reviewing and editing of all eDistrict MMP related content.

In addition to this National eDistrict portal will also provide a medium for sharing of eDistrict applications and artifacts between the States which have already developed eDistrict applications during pilots referred to as "Giver States" and the States which are yet to develop an eDistrict application of their own and are willing to adopt existing eDistrict applications developed by other State. These States are referred to as "Seeker States". The portal will have collection of the Demo portals of all eDistrict applications at a single place and will enable users to access the demo portals, resolve related queries and provide feedback on the same.

National eDistrict Portal will ensure better coordination among states for effective & faster roll out of eDistrict MMP by:

- Providing a facility to States and DeitY to upload and update documents like model MoUs, FAQs, Guidelines & Advisories, Minutes of Meeting, DPRs, BPRs, FRS etc.
- Act as a single source for all eDistrict related material/ content
- Providing a forum to discuss common issues related to eDistrict and to facilitate Giver and Seeker States to connect
- Facilitating States in adopting the standardized eDistrict applications by providing details of each NIC developed eDistrict application with objective of assisting Seeker States to identify suitable application for their States

- Providing State wise and Category wise listing of eDistrict services being delivered in various states
- Providing a repository of generic modules/applications related to e-District MMP which can be used by other state units
- Providing a gateway to the Demo site/ Url of existing modules /applications for the user to get a hands-on experience of the application/module
- A collation of best practices for the benefit of Seeker States
- Portal shall contain a dashboard depicting charts and graphs representing physical, financial and transactional progress of eDistrict MMP

C.   Roles and Responsibilities

The National eDistrict Portal Home Page and its content can be accessed by any person/ citizen with out login.

The login page material can only be accessed by logging to the portal through LDAP. The accessibility or authorization will depend on the role to which the login credentials have been mapped. Following are the key roles:

1. **Contributor**
2. **Reviewer**
3. **Super Contributor**
4. **Super Reviewer**

A "Contributor" role can enter content related to applications, services and documents through various forms. A "Super Contributor" can enter content related to only documents. The details contributed/ entered will not be visible on the portal till they have been reviewed and published.

A "Reviewer" or "Super Reviewer" role has rights to review the content and if found appropriate, to publish it so that it is visible to on the portal. Till the content has been approved/ published by a "Reviewer" or "Super Reviewer" it remains in draft state.

The detailed role wise mapping of responsibilities is being given below:

1. <u>Contributor</u>

A "Contributor" role can perform following activities:

Application	Service	Document
Create a new application details form in case any other application does not exist for his /her state and submit for publishing	Create a new service for his/ her own state for an existing service category	Create a new document for his/her own state with exception of document types- Model MoU, Guidelines and Advisories , Admin Approval and Sanctions

Edit details of an existing application of own state before publishing it	Edit details of an existing service of own state before publishing it	Edit details of an existing document before publishing it
Edit details of an existing application of own state after it has been published and send it to "Reviewer" for publishing the editions/ changes made. Changes made by the "Contributor" to an already published application will be reflected on the portal only after they are again published by the "Reviewer"	Edit and delete an existing service of own state and send it to "Reviewer" for publishing the editions/ changes made	Cannot edit a published document

A snap shot view of "Contributor" role authorizations is given below:

Contributor Role Authorizations						
Content Type	Create	Edit Un Published	Publish	Reject	Un-Publish	Edit/ Delete Published
Application (For own State)	√	√	x	x	x	√ (Only Edit)
Service (For own State)	√	√	x	x	x	√
Documents (For own State)	√	√	x	x	x	x

2. Reviewer

A "Reviewer" role can perform following activities:

Application	Service	Document

Edit or Publish application details submitted by "Contributor" of his own state.	Edit or Publish a new service for his/ her own state for an existing service category	Edit/Reject/Publish documents submitted by "Contributor" of his/her own state
Cannot edit a published application details. Can only approve/publish/edit the changes made by the "Contributor" to the published application details	Can only approve/publish/edit a change made to a published service by "Contributor". Cannot edit published service	Cannot Edit/Reject a published document Can only approve editions made to published document by "Contributor"
Cannot Un-publish an application created	A published service deleted by "Contributor" can be approved by Reviewer which shall delete the service from the portal/public view	Can un-publish a published document of own state, after which the document will be permanently deleted from the repository

A snap shot view of "Reviewer" role authorizations is given below:

Reviewer Role Authorizations						
Content Type	Create	Edit	Publish	Reject	Un-Publish	Edit/ Delete Published
Application (For own State)	x	x	√	x	x	x
Service (For own State)	x	x	√	x	x	x
Documents (For own State)	x	x	√	√	√	x

3. Super Contributor

A "Super Contributor" role can perform following activities:

Application	Service	Document

No Role	No Role	Create a new document for any State or centrally for DeitY
		Edit an existing document before publishing it
		Cannot edit published documents

A snap shot view of "Super Contributor" role authorizations is given below:

Super Contributor Role Authorizations						
Content Type	**Create**	**Edit**	**Publish**	**Reject**	**Un-Publish**	**Edit/ Delete Published**
Application	X	X	X	X	X	X
Service	X	X	X	X	X	X
Documents (For all States)	√	√	X	X	X	X

4. <u>Super Reviewer</u>

A "Super Reviewer" role can perform following activities:

Application	Service	Document
No Role	No Role	Edit/Reject/Publish documents submitted by "Super Contributor" or "Contributor "
		Cannot Edit/Reject a published document
		Can un-publish a published document of any state or DeitY, after which the document will be permanently deleted from the

	repository.

A snap shot view of "Super Reviewer" role authorizations is given below:

Super Reviewer Role Authorizations						
Content Type	Create	Edit	Publish	Reject	Un-Publish	Edit/ Delete Published
Application	x	x	x	x	x	x
Service	x	x	x	x	x	x
Documents (For all States)	x	x	√	√	√	x

D. eDistrict Portal Home Page Content

User can access the following functionalities/content through the tabs present on the Home page

1. About eDistrict MMP

This section contains information about the eDistrict MMP, its objectives and purpose with which it was launched by the Government of India. The section will also throw a light on the current status of the eDistrict MMP implementation in nation. This section can be accessed through a tab present on the Home Page.

2. About Us

DeitY is the implementation agency for eDistrict MMP at the center. About Us section gives introduction of the organization and the role played by it in roll out of eDistrict MMP. This section can be accessed through a tab present on the Home Page

3. eDistrict Services

This section can be accessed through the menu bar on the Home page and contains two sub-sections namely a) eDistrict Services which provides the details of the mandatory and non mandatory services that can be covered under eDistrict MMP, b) State wise Services sub section provides a glimpse of the services names along with categories which are being delivered at various states.

4. Dashboard

On clicking of the Dashboard tab from the menu bar on the home page, graphs depicting the financial, physical and transactional progress of eDistrict MMP will be displayed

5. Important Links

This section lists all the important links with respect to eDistrict MMP like links of eDistrict portals of various States, (Project Management Information System) PMIS, Guidelines & Advisories etc. This section can be accessed through a tab on the menu bar on the home page and a scroll bar at the bottom of the home page.

6. Updates/ Events

These sections can be accessed through the tabs present on extreme right of the home page and contain details of events and updates related to eDistrict MMP

7. Documents

This section allows user to access various public documents related to eDistrict MMP that are uploaded by Center and States. These documents are:

- BPR/FRS
- Guidelines & Advisories
- Minutes of Meeting
- Government Orders
- eDistrict Presentations
- Model Documents
- Miscellaneous Documents
- Admin Approvals for Projects
- Best Practices
- DPR
- Events
- Sanction orders
- Updates

8. Search – Search option can be accessed from the home page through a search icon on top right of home page. Content to be searched can be entered in the space made available next to search icon. Search functionality can also be accessed through login page.

9. Website Policies – All policies related to National eDistrict Portal content, design, use and ownership like copyright policy, hyper linking policy, terms and conditions etc are listed at bottom of the home page.

E. eDistrict Portal Login Page Content/ Functionalities

Authorized users can login to the National eDistrict Portal through LDAP authentication. Up on successful authentication of User Name and Password the user will be directed to the login page.

In addition to the tabs on the Home page, the login page shall contain following additional tabs/ options:

1. Generic Modules Repository

This tab shall contain listing of all the generic modules of eDistrict applications. On clicking on the application name, the user will be directed to the relevant details on eGov App Store. This section can be accessed through the tab on the menu bar on login page as well as through a block on the login page named "Generic Modules Repository"

2. Demo Portals

This tab shall contain the repository of all State specific eDistrict demo portals for user to get a feel of the portal flow and design. The tab will list down the names of the State eDistrict applications, on clicking which the following details of the application and demo URL can be accessed. User name and password to the demo portal will be mailed to the user on request.

- Application Details
- Contact Details of ADA
- Demo Url
- Compliance to Integrated Framework
- STQC Certification Status
- Other Features

This section can be accessed through the tab on the menu bar on login page as well as through a block on the login page named "Demo Portals"

3. Adopt Existing Application

This section can be accessed through the tab on the menu bar of login page. For user to understand the work flow for adopting an existing eDistrict application a flow diagram along with description will be provided in this section. It will have all details of which forms have to be filled for what purpose and when.

4. Key Forms & Templates

This section can be accessed through the tab on the menu bar on login page as well as through a block on the login page named "Key Forms & Templates". Each sub menu item shall contain an online form which can be filled and submitted. Following are the sub menus on clicking which an online form will open:

- Query Form – User can inquire about the application from the owner/ADA of the concerned application through this form.
- Customization Request Form - Once the Seeker State has decided to adopt an existing application from a Giver State, it may note the customizations that are required for adoption and send the same to the Giver State which may either accept or reject request with appropriate reasons
- Post Implementation Feedback Form – Once the Seeker State has successfully adopted an existing eDistrict application, it may record the experience of application sharing in this form for benefit of rest of the seeker States

5. Useful Documents

This section shall contain content which can only be accessed by authorized users after login. These are:

- Signed MoUs
- Released RFPs
- Miscellaneous Documents
- SRS
- User Manual

6. Chat Session

This tab shall enable organizing a Chat session between Giver and Seeker States.

7. My Space

My Space section shall exist on the login page with 3 clickable icons/ options as given below. All these options shall also be available on top menu bar on the login page. Add Content option shall only be available for Contributor IDs.

a. My Services

A click on this option displays the State Specific Service Categories and Service Names for Contributor and Reviewer roles. For Super Contributor and Super Reviewer roles a click on this option shall display State wise Service Report having list of Service Categories and Service Names for all States, similar to one being displayed on Home Page under Services tab

b. Add Content

Through this option content can be added by a "Contributor" and "Super Contributor" only hence this option shall be disabled for "Reviewer" and "Super Reviewer" roles. "Super Contributor" cannot add details related to application and services where as "Contributor" can add **content related all 3 types – document, application and services.** In addition to the Documents a "Super Contributor" can add **Chart & Graph Data** as well for generation of graphs in Dashboard section and Home page display window.

c. Manage Content

A click on this option shall display list of content that is pending review with the "Reviewer" or "Super Reviewer" and those that have been rejected or un-published by the "Reviewer" or "Super Reviewer" in form of various reports.

As per the authorization assigned to each role, following reports will be made available for them under Manage content option

Role wise Sub – functionalities Under Manage Content Option			
Contributor	Reviewer	Super Contributor	Super Reviewer

My Contents – A click on this tab shall display list of Content available in published, draft, rejected or unpublished status for a particular State to which the "Contributor" belongs. The "Contributor" shall have option to **View** content	My Contents - A click on this tab shall display list of Content available in published, draft, rejected or unpublished status for a particular State to which "Reviewer" belongs. The "Reviewer" shall have option to **View** the content here	My Contents - A click on this tab shall display list of Content available in published, draft, rejected or unpublished status only for DeitY. The "Super Contributor" shall have option to **View** the content here	My Contents - A click on this shall tab display list of Content available in published, draft, rejected or unpublished status for all States & DeitY. The "Super Reviewer" shall have option to **View** the content here
	Review Contents – This tab shall display content that has been submitted as draft by "Contributor" and is pending review by the "Reviewer". A "Reviewer" can *"Publish/ Edit/ Reject/ View"* the content listed if the content type is Documents. If the content type is Application or Services, "Reviewer" can only *Publish/View/Edit* it.	**View All State Contents-** A click on this shall tab display list of Content available in published, draft, rejected or unpublished Status for all States. The "Super Contributor" shall have an option to **View** the content here	**Review Contents –** This tab shall display content in draft state for DeitY and all States that is pending review. A "Super Reviewer" can *"Publish/Reject /View"* the content listed if the content type is document. The "Super Reviewer" will only be able to view the list of applications and services but will be unable to review the same
	Un-publish Contents – A click on		**Un-publish Content –** A click on this tab

	this tab shall display a list of published documents for the State of the Reviewer with an option ***Change to Un-Publish*** for each document		shall display a list of published State and DeitY documents with an option ***Change to Un-Publish*** for each content (only for content type – documents)
			View All State Contents- This option will display list of all the content that has been published, un-published, rejected and in draft status for all States
			Un-Published Content - This option contains list of content that has been unpublished by the "Super Reviewer"

Functionalities on Login page

User can access the following functionaries through the tabs present on the login page

1. Adding Content

Following are the key steps for adding any content (documents, application details, service details) to the portal.

- Content can only be added by a "Contributor" at State level and user having privileges of "Super Contributor" at Center level after login

- A "Contributor" can add any content only specific to his/her state whereas a "Super Contributor" can add content of only document type for any state or DeitY

- After logging in to portal, the user has to click on "Add Content" tab on the menu bar on top of the login page. Content can also be added by clicking on the icon named "Add Content" in the "My Space" block on login page.

- There are 3 sub menu items in "Add Content" tab, these are – **Document, Application and Services.** Depending on the type of content to be added any one of the sub menu item can be selected

- For adding documents to the portal, the "Contributor/ Super Contributor" can select the document type and then enter details in the document form which opens after clicking on the required document type name.

- For adding application details "Contributor" clicks on the application sub menu item. Application details can only be added by a state level "Contributor" and not by a "Super Contributor". A state level "Contributor" can only add details of a single application of his/her state. Once the details are entered they can only be edited/ changed but a new application details cannot be added.

- For entering the service details, the application details entered by the "Contributor" have to be first approved and published by the "Reviewer". After this a "Contributor" can add the service names and corresponding details which he/she may edit later on. Service details also like application details can only be entered by the "Contributor" and "Super Contributor".

- After entering the details regarding a document/ application/ service, a "Contributor" or a "Super Contributor" has to submit it by clicking on the "Submit" button. Till the document details are published by the "Reviewer", they can be edited by the "Contributor" or a "Super Contributor". Details of application and service can also be edited even after publishing these details

- On submission of these details, they are sent to the "Reviewer" or the "Super Reviewer" who approves it for publishing. The functionality to approve details of application and services exists only for a state level "Reviewer" and not the "Super Reviewer" though the documents submitted can be published both by the "Reviewer" and "Super Reviewer"

- To publish content the "Reviewer" or "Super Reviewer" has to click on "Manage Content" tab on the menu bar on top of the login page. Content can also be added by clicking on the icon named "Manage Content" in the "My Space" block on login page. On click of "Manage Content", sub menu items are displayed. In order to publish a content, "Reviewer" shall select "Review Content" option. A "Super Reviewer" can also publish content contributed by "Super Contributor" and "Contributor" through "Review Content" option

- A click on above mentioned sub-menu option opens a list of content that are pending review

- On clicking on the "Review" option in the table displayed, opens the page having details about the content. The "Reviewer" or the "Super Reviewer" can review/ edit the details and then select a suitable drop down from the field named as "Moderation".

- For publishing a content "publish" option from drop down and for rejecting the content, "rejection" option is selected. Rejecting content sends it back to the "Contributor". In case of rejecting a content user has to compulsorily enter the reason for rejection provided. Rejection is only possible for the Content type – Documents and not for the content type -Application and Services.

- Post selecting a suitable moderation option, the "Reviewer" clicks on save button. This either publishes a content to be accessed by all or rejects a content depending on the option selected from the dropdown

2. Editing Content

- Any editing of the content can only be done by Contributor IDs and it has to be approved and published by the Reviewer IDs.

- Application and Services details can be edited through "Add content" tab both before and after publishing but only by a "Contributor". An edited application/ service details are saved and submitted to "Contributor". The editing gets affected i.e. put on the portal only after it has been approved and published by a "Reviewer"

3. Un-Publishing/ Deleting a Content

- Un-Publishing a content permanently removes or deletes the content from the system

- Application details cannot be un-published
- Services can be deleted by the "Contributor" and then send to "Reviewer" for approval
- Documents published can be un-published by both "Reviewer" and "Super Reviewer"