Atal Nagar Smart City System

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User Manual: General Workflow

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1.0	11- April-2018	Diwakar Mishra	NA
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✓ **Document Approval/ Authorization**

S.No.	Role	Name	Signature	Date
1	Prepared By/Updated By	Diwakar Mishra		11- April-2018
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Statement Of Confidentiality

Observation / Review Comments

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1 Module Description

General workflow module shall facilitate recording of inward receipt and creation of noting/comments, processing of inward receipt, issuance of letter etc. This module will be the common module for NRDA to deal with various general process of NRDA and provides ease in day to day activity of department office procedure

This module shall facilitate following key functions such as;

- File Creation
- File Movement (Forward/Backward etc.)
- Entry of comments/note as being done in other modules for processing of files
- Linking of correspondence with files or notes
- Metadata tagging with letter receipt
- Tracking of File movement
- Issuance of letter
- Maintenance of records (Document Management)
- Status tracking
- All incoming/Outgoing Letters/ Communication coming from other government departments/ Offices

2   System Navigation

To open the "Smart City Application" user has to follow below mentioned steps:

- Click on icon of internet browser

- Enter the Smart City Application URL and then click enter button
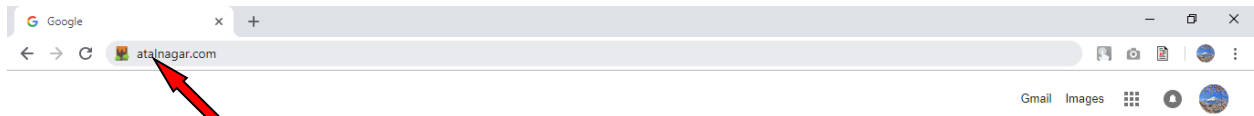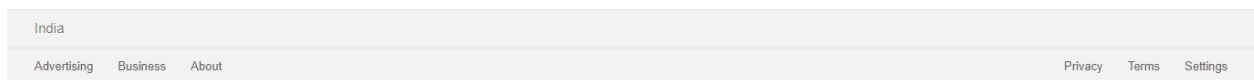
- User will be navigated to Smart City Application home page ,user has to click on "Login" button

- User will have to enter valid login credentials & Captcha, once Captcha is verified , user has to click on "Submit" button to login into system
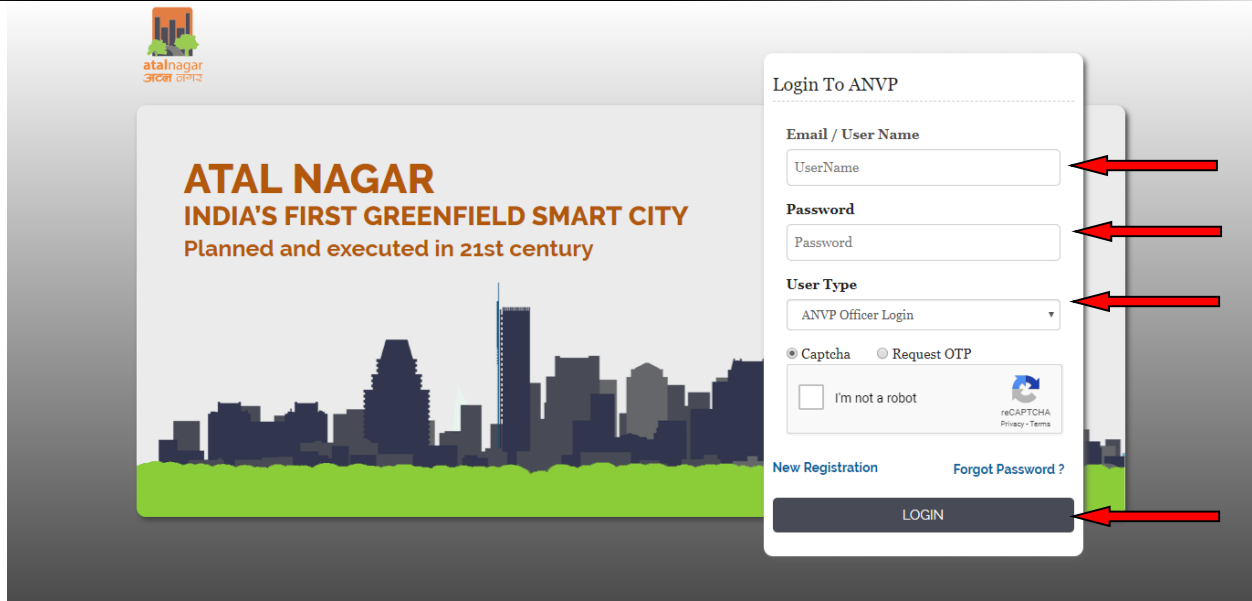
- Once user will get logged in, user has to click on "Online Services" to get the details of application for further   action
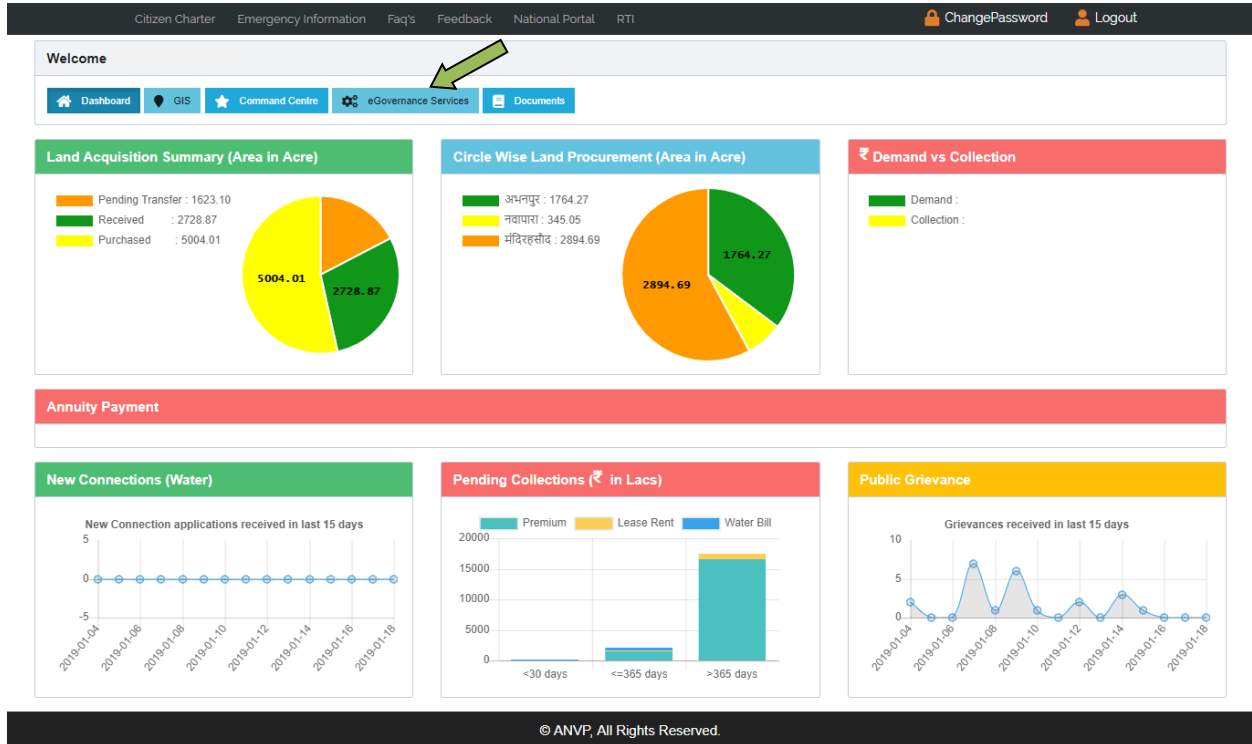
- After click on Online Services , user will get navigated to dashboard

3 Inward

3.1 Letter Initiation

- User has to click on "Administration" menu as shown below

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- After click on "Administration", user has to click on "Inward" sub menu as shown below

- Once after click on "Inward" ,user can view the multiple menu to perform different tasks

- To notify the receiving of physical letter user has to click on "Receive" file menu as shown below

- User has to fill all the details related to letter received in text boxes/drop down provided

- Once after filling the letter details , user the can mark the letter to concerned officer and click on "Submit" button as shown below

3.2 Letter review and approval

- Once entering valid login credential user can the view the details available on the dashboard

- User has to click on "Administration" Menu as shown above

- User has to click on Inward as shown below

- User has to click on Put in File menu to put the letter into file as shown below

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- User can click on Search File or Create New File, if user want to attach the letter with existing file then user can search the file or else can create new file by clicking on "Create New File "as shown below:
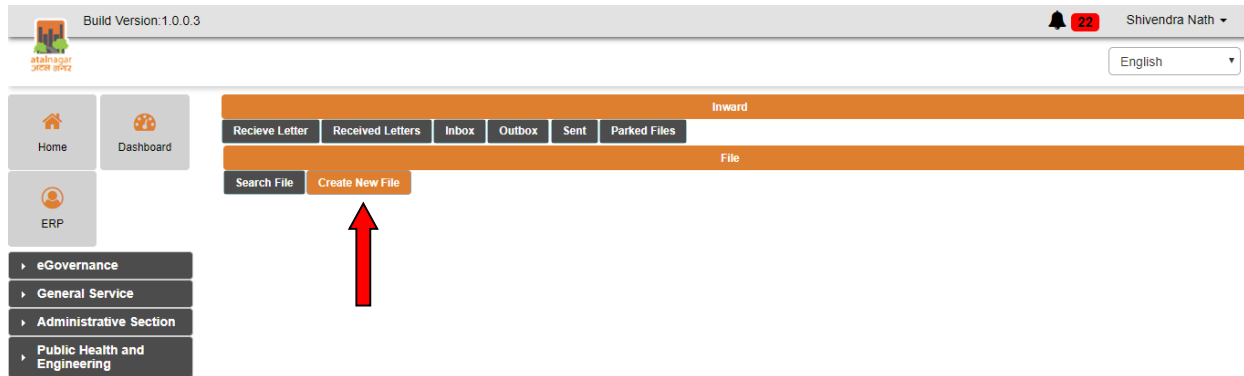
User has to enter all the details in the fields provided as shown below.

- After entering all the fields user can mark the file to relevant user by selecting the department and user name from the dropdown provided

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- Once after entering the valid login credential user will get navigated to dashboard as shown below

- User has to navigate to "Inward" menu as shown below

- User can view the view the file by clicking on "View File" link or user can also edit the permissible value by clicking on Edit icon as shown below

- On Department Head Section User can approve the letter by clicking on Forward/Approve button and then mark the letter for dispatch as shown below.

- After entering the valid login credential, user can view the dashboard as shown below

- User can update the status of dispatch by selecting the Inward/Outward menu under Administration as shown below

- User has to click on edit button to update the status of dispatch

- User can update the dispatch details as shown below

User can view all the dispatched letter as shown below

4.1 Letter Creation

- User has to click on "Daak Management" menu under "Administration" menu and user has to click on Create to enter the details of letter which needs to be sent, below is the screen for entering details

- Once after entering all the details , user can forward the letter to relevant user by selecting the "Department" and the "User" from the drop-down as shown above.

- After entering valid login credential user will get navigated to below shown dashboard

- User has to select "Daak Management" sub menu under "Administration" menu and user can take further action on the file as shown by clicking on edit

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- User can view all the details mentioned in the letter as shown below

- User can either forward the letter for further approval or approve the letter and also, user can click on vehicle icon to send the letter to dispatch as shown above

5 Other function

5.1 Pending task

Pending Task refers to the task which is saved in draft mode and action yet to be taken on it or forwarded to the next level.

5.2 Inbox

Inbox refers to the task which is arrived in the login of user for the action such as View File, Receive File, Park File.

5.3 Outbox

Outbox refers to the task which is sent to another user for action, and the action yet to be taken by other user or yet to be viewed.

5.4 Sent

Sent refers to the task which is sent to another user for action and that user taken the action on it or viewed the file.

5.5 Parked Files

Parked files refers to the action where user can park the files for some time.

5.6 Saving as Draft

This refers to the task, saving file/letter as drafts. User can save file/letters as a draft to be completed and sent at a later time. Draft files/letters are saved in application until you send them or delete them from the application.

5.7 Receiving of file

This refers to the action where user can click to receive the file from other user.

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6   Do's and Don'ts

1   After completing all the activities, always click on "Logout" button

2   Always change the password within 15 days of interval

3   Upload only relevant data into the system

4   Do not shutdown the system without closing all the file and folder s

5   Read the validation/alert messages carefully

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