



MDO PORTAL USER MANUAL

User Manual
Document Version: 1.1

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1. Overview

The Ministry Department Organization (MDO) administrator is a Ministry/Department level administrator function on the iGOT platform. The document describes how the MDO administrator can:

1. Onboard officials with different user roles
2. Approve or reject details submitted by the officials
3. Create and publish work orders for officials
4. Create and publish events for the officials

2. Audience

This user manual has been created to enable MDO Admin to leverage the MDO portal on the iGOT platform to create and manage department officials

3. Key actors

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

Actor	Description
MDO 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
WAT Member	WAT Member are onboard specifically to create work orders for the officials.

4. Pre-requisites

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

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

For eg:

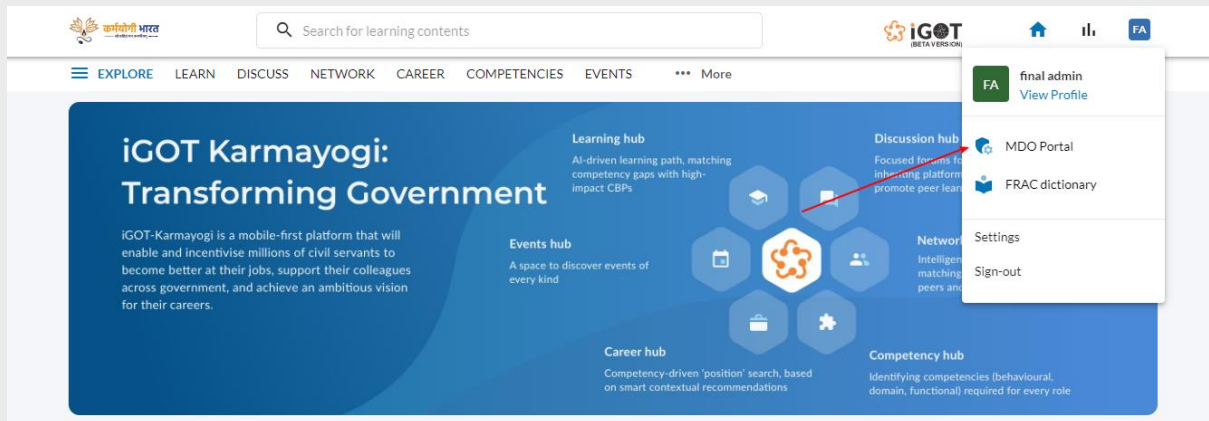
Karmayogi user portal link stage: <https://igotkarmayogi.gov.in/>

MDO portal: <https://mdo.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 MDO Administrator login to the portal, they will see the following



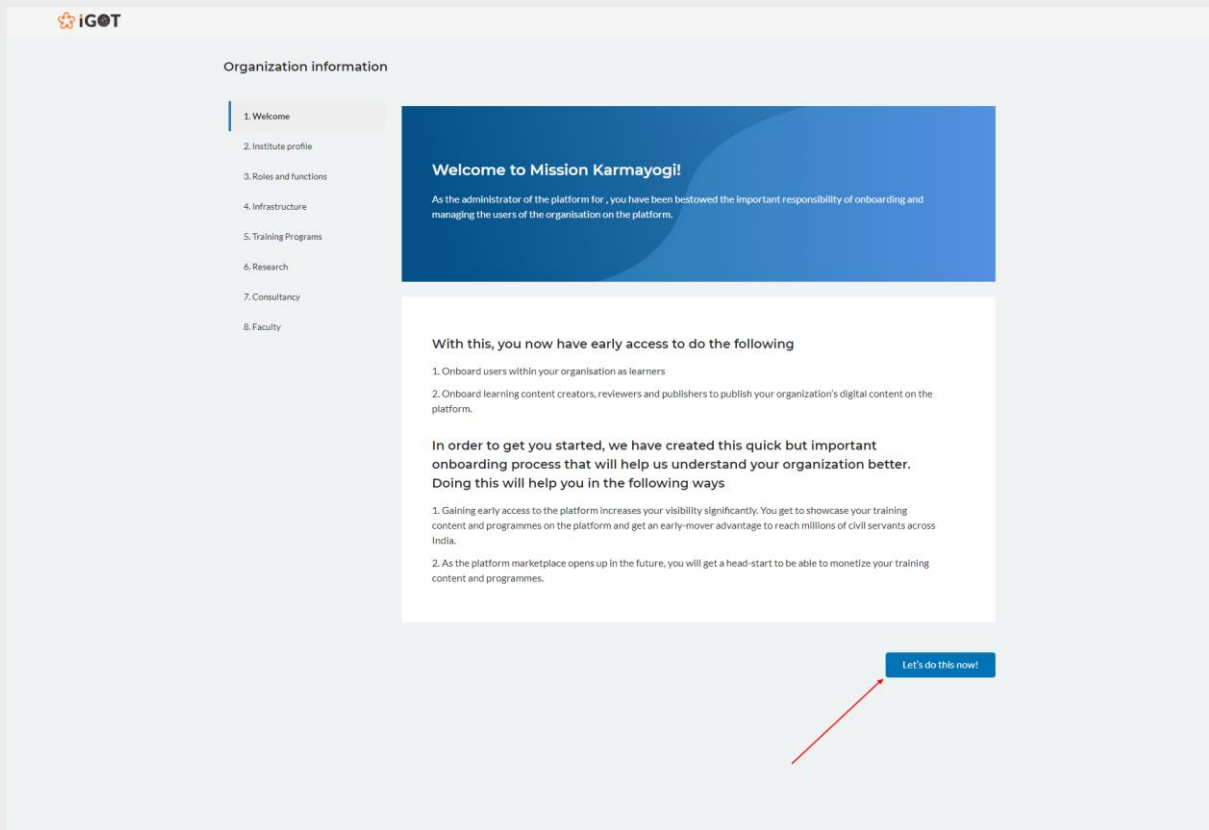
5. MDO Portal

MDO portal is to organize the creation of users flow with approval of professional details for users , allocating work orders for officers and to create events for Events Hub in the iGOT Karmayogi platform. As the user clicks on the “MDO portal” link from the profile drop down in the Karmayogi portal, they will navigate to the MDO portal. Only MDO admin and WAT Members will have access to the MDO portal.

5.1 Home

MDOs that are flagged as “training institutes” require their administrators to complete an “Institute onboarding form” as part of their onboarding. Following are the steps:

1. Login to the MDO portal using MDO Admin credentials
2. Click on “Let's do this now”



3. Fill all the mandatory fields of the institute profile and click on “Save and continue”

Note: An information icon is provided in each section. Users can click on the icon to know more about what each section is about and for help on completing that section.

igot

Organization information

- Welcome
- Institute profile**
- Roles and functions
- Infrastructure
- Training Programs
- Research
- Consultancy
- Faculty

Institute details

Name of the institute*

Full address*

Building number State* Pincode*

Year of establishment of the training institute*

Contact & website details

Telephone number* Mobile number*

Email address* Website address*

Attached training institutes/centres

Add attached training institutes or centers*

Attached training Institute Attached center

Enter Attached training Institute details

0 / 200 characters

Udemy

Attached training Institute

This is a specified training institute that provide training for all officials

4. Choose the roles and functions, then click on “Save and continue”

igOT

Organization information

- Welcome
- Institute profile
- Roles and functions**
- Infrastructure
- Training Programs
- Research
- Consultancy
- Faculty

Select the roles and functions of the training institute

Select the roles and functions of the training institute (you can select more than one option)*

Training

Research

Consultancy

Publication

Other

[Back to institute profile](#) [Save and continue](#)

5. Fill all the details of the infrastructure and click on “Save and continue”

igOT

Organization information

- Welcome
- Institute profile
- Roles and functions
- Infrastructure**
- Training Programs
- Research
- Consultancy
- Faculty

Infrastructure

Enter the infrastructure details here. If you do not have the exact numbers, it is ok to fill in approximate numbers.*

Built up area (in acres)

Area for academic purpose (in acres)

Area for hostels (in acres)

Area for computer labs (in acres)

Number of computer systems

Library

Total collection (number of books)

Number of periodicals subscribed

Latitude and longitude GPS coordinates*

[Back to Roles and functions](#) [Save and continue](#)

6. Based on the roles and functions selected in step 4, fill the details of training program / research / consultancy

If training program is selected in step 4, fill the details of training program and click on “save and continue”

The screenshot shows the 'iGOT' interface with a sidebar on the left containing menu items: Welcome, Institute profile, Roles and functions, Infrastructure, Training Programs (highlighted), Research, Consultancy, and Faculty. The main content area is titled 'Organization information' and contains a 'Training Programs' form. The form includes the following fields and options:

- Add the subjects on which the institute imparts training:** A text input field with the placeholder 'Enter subject and press Enter' and a note 'Type the subject name and click on Enter to add'.
- Does the institute conduct Digital Programs?:** Radio buttons for 'Yes' (selected) and 'No'.
- Does the institute prepare digital content?:** Radio buttons for 'Yes' (selected) and 'No'.
- Number of videos:** A text input field with the placeholder 'Enter approximate number'.
- Number of slide decks (like Powerpoints or ppts):** A text input field with the placeholder 'Enter approximate number'.
- Number of online reading materials (like case studies, pdfs etc.):** A text input field with the placeholder 'Enter approximate number'.
- Others (Add information on any other types of digital content that the institute prepares):** A large text area with the placeholder 'Type here' and a character count '0/200 characters'.

At the bottom of the form, there are two buttons: 'Back to Infrastructure' on the left and 'Save and continue' on the right. A red arrow points to the 'Save and continue' button.

If research is selected in step 4, fill the details of research and click on “save and continue”

Organization information

Welcome

Institute profile

Roles and functions

Infrastructure

Training Programs

Research

Consultancy

Faculty

Research

Add project name*

Name of the project

Status*

Ongoing Completed

Type of sponsorship*

Industry sponsored Government sponsored Others

Enter project details

0/200 characters

Add

Research papers published by faculty*

Name of the research paper

Enter Research paper details

0/200 characters

Add

Back to Training Programs

If consultancy is selected in step 4, fill the details of consultancy and click on “save and continue”

Organization information

Welcome

Institute profile

Roles and functions

Infrastructure

Training Programs

Research

Consultancy

Faculty

Consultancy

Add project name*

Enter project name

Status*

Ongoing Completed

Type of sponsorship*

Industry sponsored Government sponsored Others

Enter project details

0/200 characters

Add

sample project one

Ongoing Industry sponsored

sample project description of consultancy

Edit Delete

Back to Research

Save and continue

7. Enter the number of faculty details and click on “Submit”

Organization information

Welcome

Institute profile

Roles and functions

Infrastructure

Training Programs

Research

Consultancy

Faculty

Enter the number of faculty members in your institute

Regular*	Adhoc*	Guest*	Others (research staff etc)
4	5	1	Enter number

Back to Consultancy

Submit

8. Once MDO administrators submit the institute form ,they can start using other features like onboarding other users to the MDO, creating and publishing work orders for the officials, creating and publishing events for the officials etc.

Note: if MDO administrator wants to edit the organization details, they can click on the “Organization profile” from the left side and make the changes

iGOT

Government of India

ATI PUDUCHERRY

Home

Users

Roles and access

Approvals

Events

Work allocation tool

Organisation profile

MDO information

Leadership details

Staff details

Budget allocation details

Go to dashboard →

At a glance

Metric	Value
Number of users	2321
Number of live courses	256
Number of departments	531
Number of courses completed	576
Users onboarded (in a year)	653
Users onboarded (monthly average)	54

Total Number of courses added (in a year)

225

Number of Courses by MDOs

Comparison on the MDOs on the number of courses offered

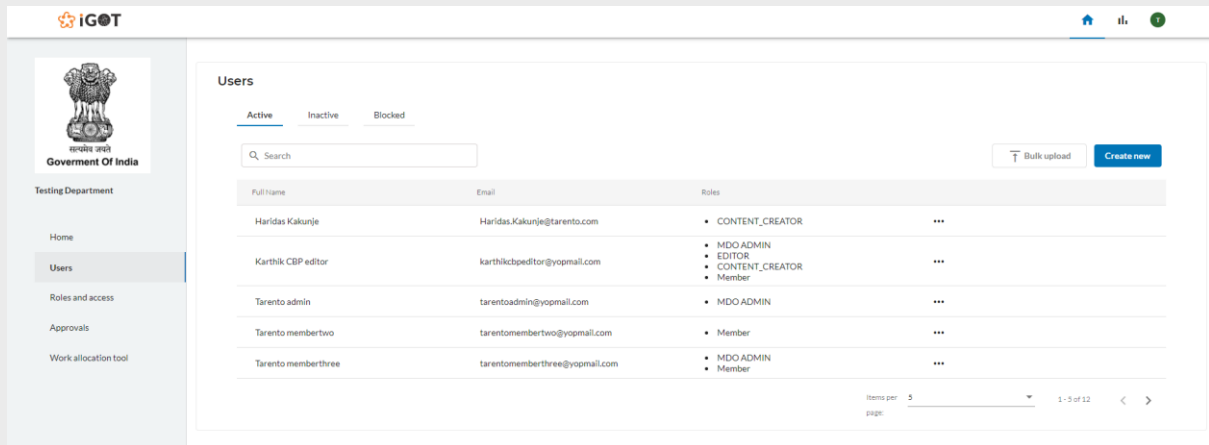
Number of Users by MDOs

Comparison among MDOs on Number of Users

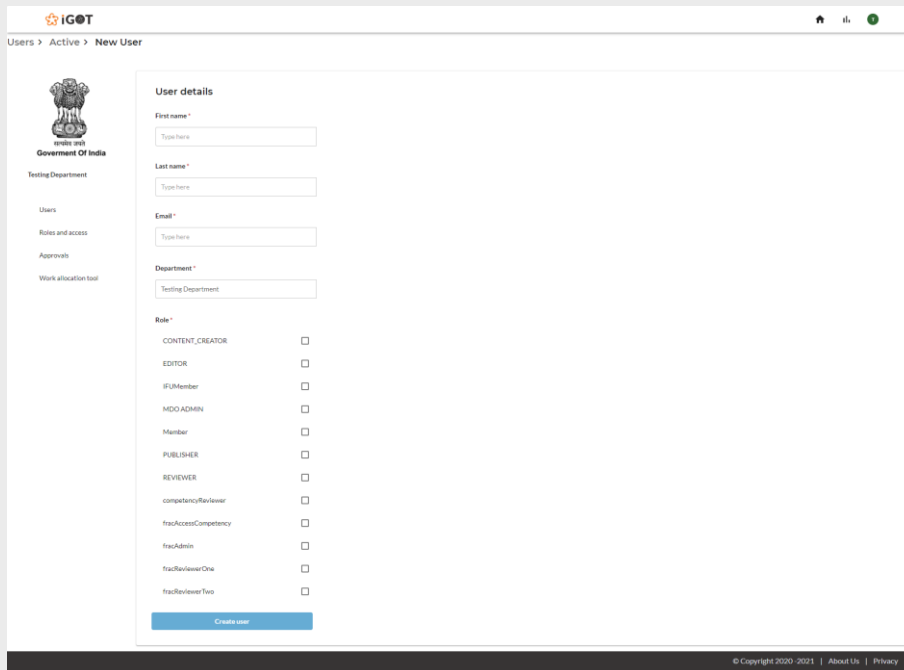
5.2 Users

As the MDO admin clicks on the 'Users' option in the left side menu, there will be three tabs in the home screen as :

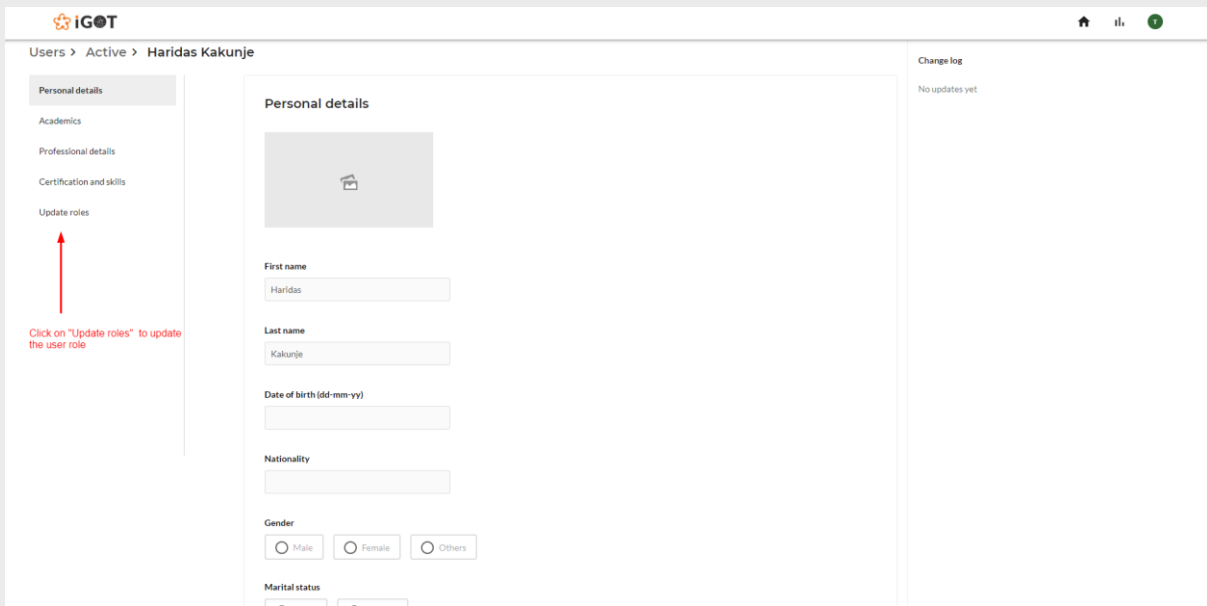
1. Active - users who are active in this MDO with various roles assigned
2. Inactive - users who have been made inactive by the MDO admin
3. Blocked - users who have been blocked from the MDO



MDO admin can create users 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", new users will be created under this MDO .

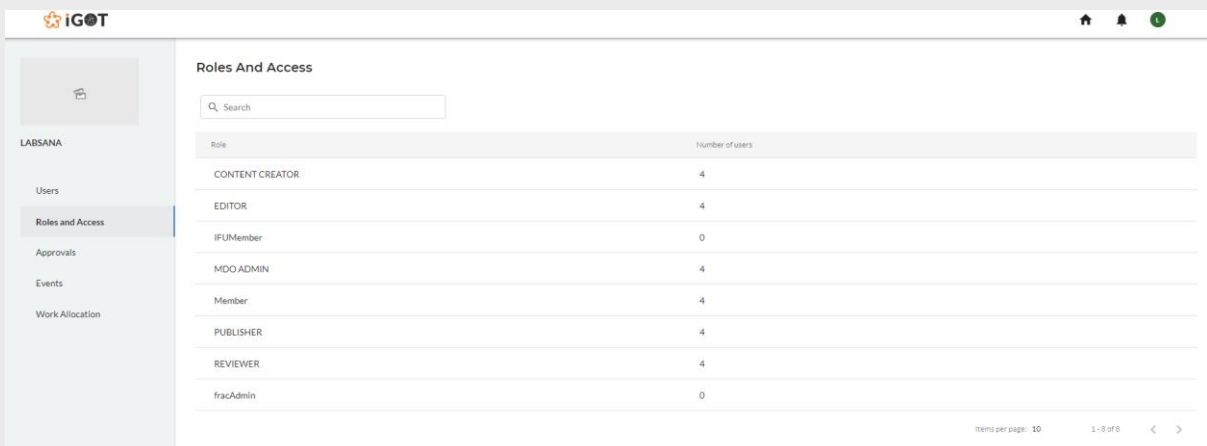


The MDO admin clicks on any of the users in the list and navigates to the profile details screen below, where they will be able to view the details of the user and can update the user role.

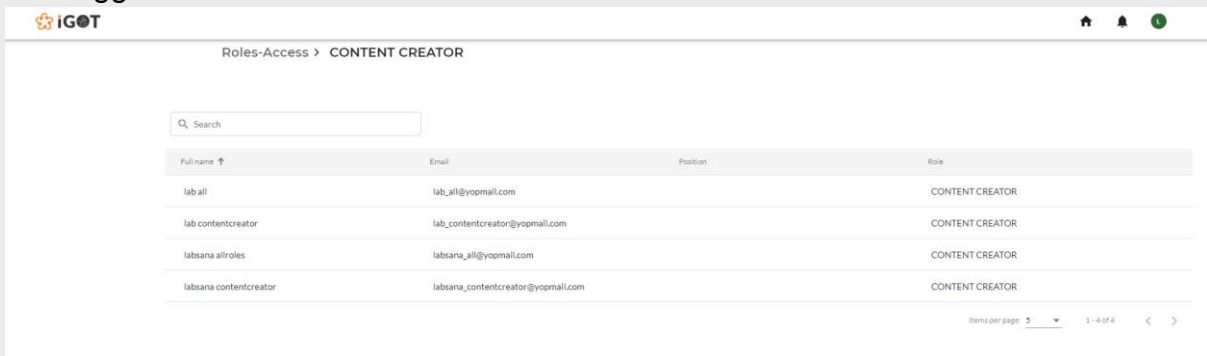


5.3 Roles and access

MDO 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 MDO.

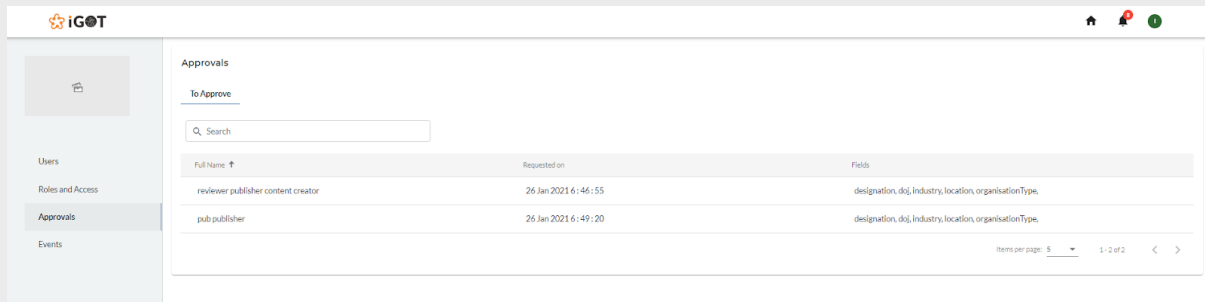


As the user clicks on any role , they will see the users for that particular role from the logged in MDO.

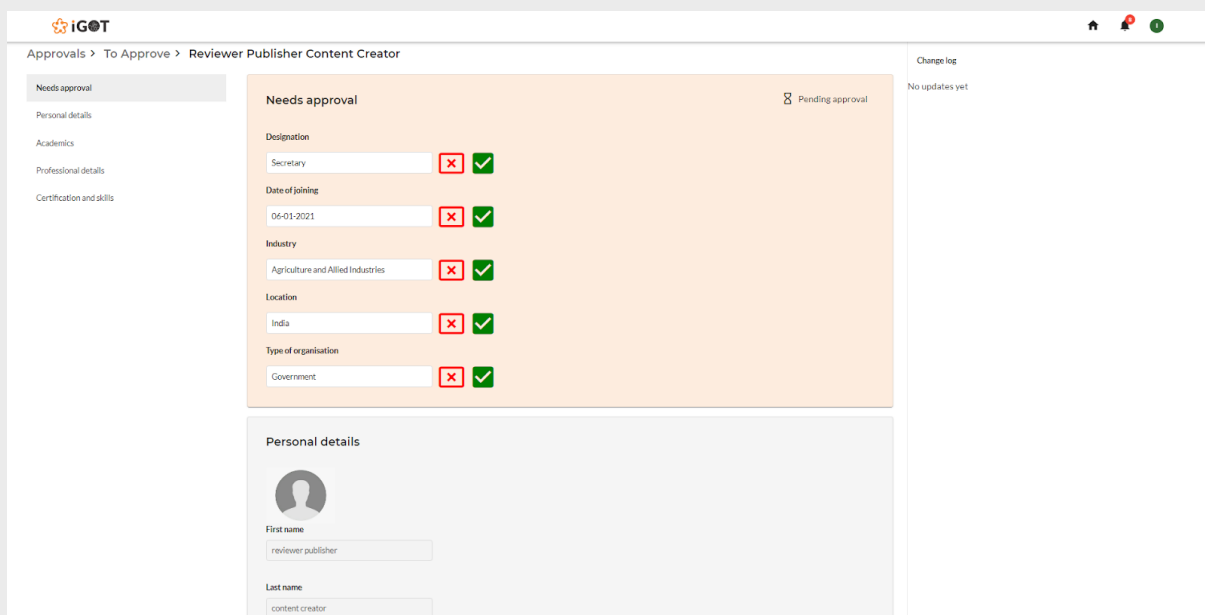


5.4 Approvals

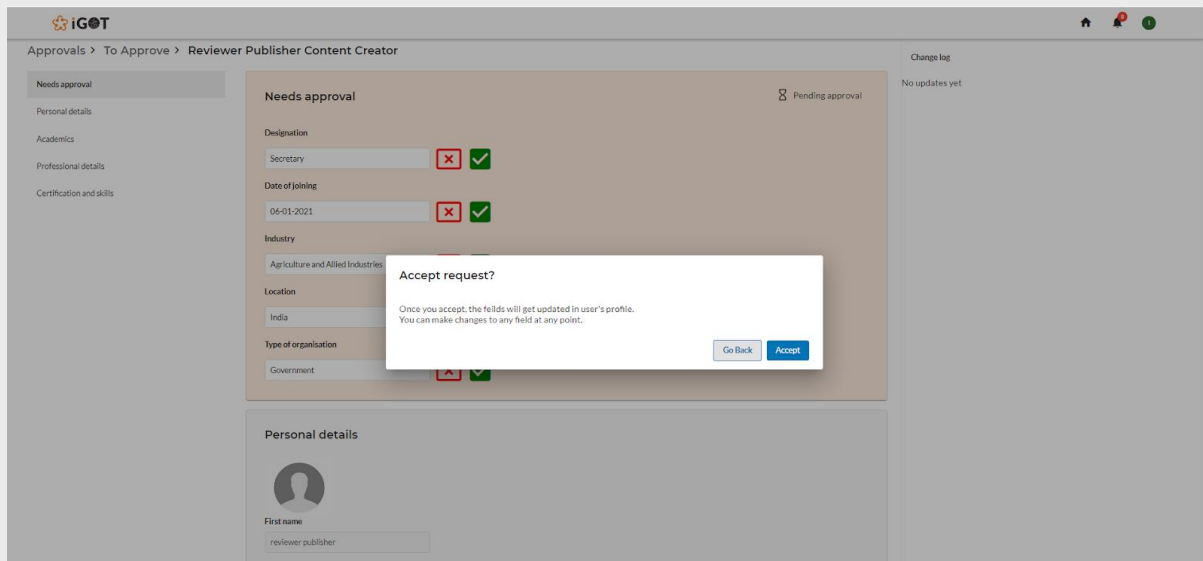
MDO admin lands on the below screen by clicking on the “Approvals “ option from the left pane. When a user updates any of their professional details in their Karmayogi portal, a request is sent to the corresponding MDO admin for approval. Professional details approval requested by MDO users will be listed in the below screen.



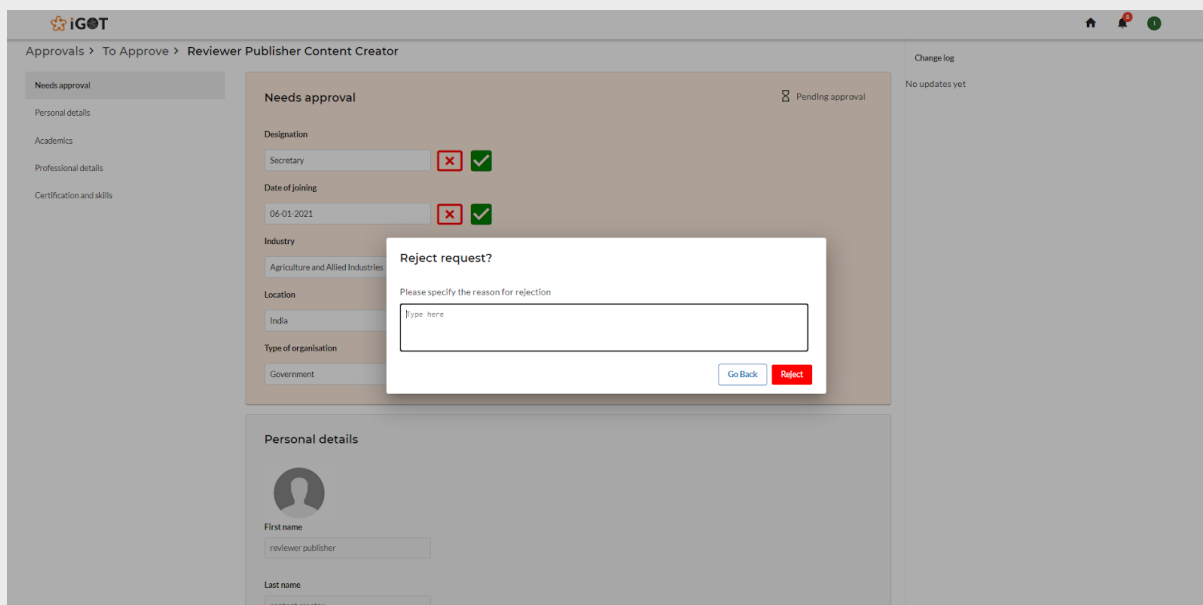
MDO admin clicks on any of the approval requests and navigates to the below screen which displays all the approval requests from the user along with their profile.



MDO admin can approve the update request by clicking on the “Green tick” icon, then clicking on the “Accept” button in ‘Accept request’ popup.



MDO admin can reject any update request by clicking on the “Red Cross “ icon, providing a reason to reject in the ‘Reject request’ popup.



5.5 Work allocation tool

Work allocation orders are documents which formally allocate the roles and accountabilities to every government official, usually upon joining. These are allocated by the supervisor or Head of the MDO, and updated as and when necessary.

The work orders for officials are created through the Work allocation tool that resides inside the MDO portal.

The work order consists of the following details:

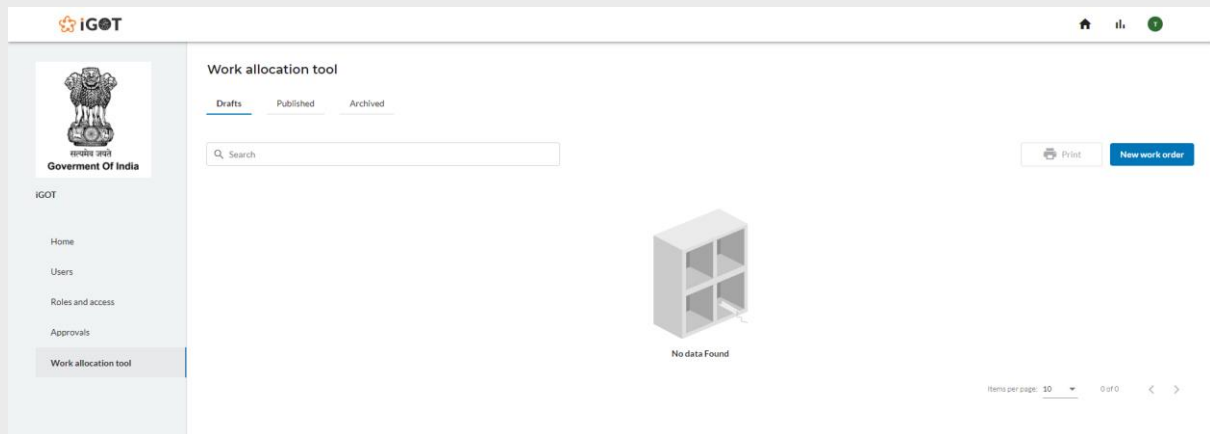
1. Official's name and position
2. Roles that the official needs to perform as part of their position
3. Activities defined for each role
4. Submitted to and Submission from of the work order

5.5.1 WAT landing page

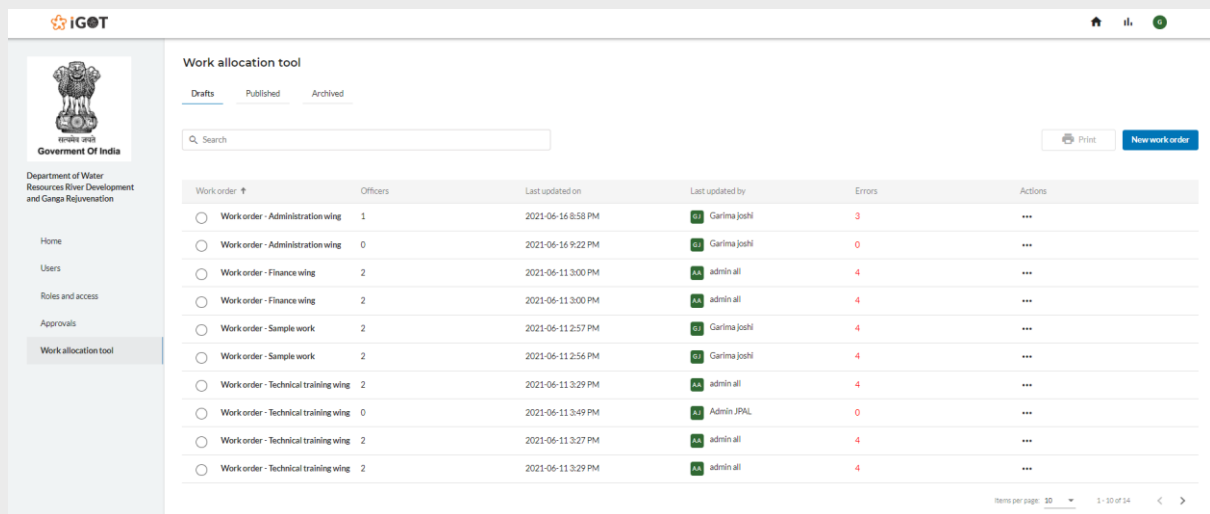
As the MDO admin clicks on the 'Work allocation tool' option in the left side menu, there will be three tabs in the home screen as :

1. Draft - work orders which are in progress and have not been completed yet.
2. Published - work orders which have been approved by the authority and is published
3. Archived - work orders which are no longer valid

For MDO admins who do not have any work order created will be landed on the below screen.



For MDO admins who have at least one work order created will land on the below screen.



5.5.2 Creating a new work order

To create a new work order, MDO admin clicks on the “New work order” button and a popup will appear as shown below.

- a) MDO admins who are creating work orders for the first time need to enter the work order name and click on the “Create new work order” button.

work allocation tool

Drafts Published Archived

Create a new draft work orders

Name of the draft

Work Order - Type the name here

Please enter the blank work order name

Items per page: 5 0 of 0

Cancel Create blank work order

No data Found

Items per page: 10 0 of 0

- b) MDO admins who have already published work orders, can either copy an existing work order by selecting the work order from the list and click on “Create copy work order” or can create a new work order by clicking on “Create new work order”

work allocation tool

Drafts Published Archived

Create a new draft work orders

Name of the draft

Work Order - Type the name here

Please enter the blank work order name

Copy from a published work order (optional)

Search

Work orders	Officers	Published on	Published by
Work order - Administration wing	2	2021-06-10 1:57 PM	Garima Joshi

Items per page: 5 1 - 1 of 1

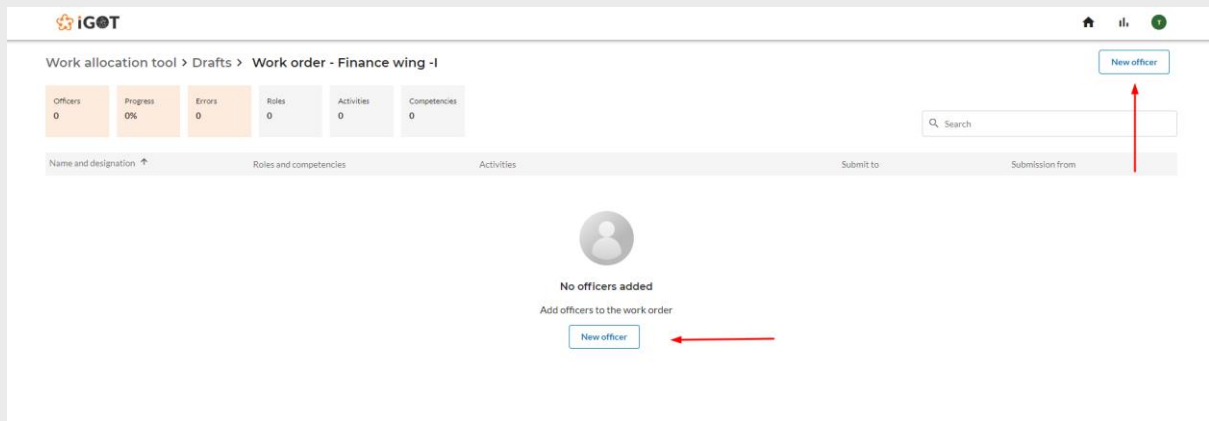
Cancel Create blank work order

Work order - Technical training w2 2021-06-11 3:29 PM admin all 4

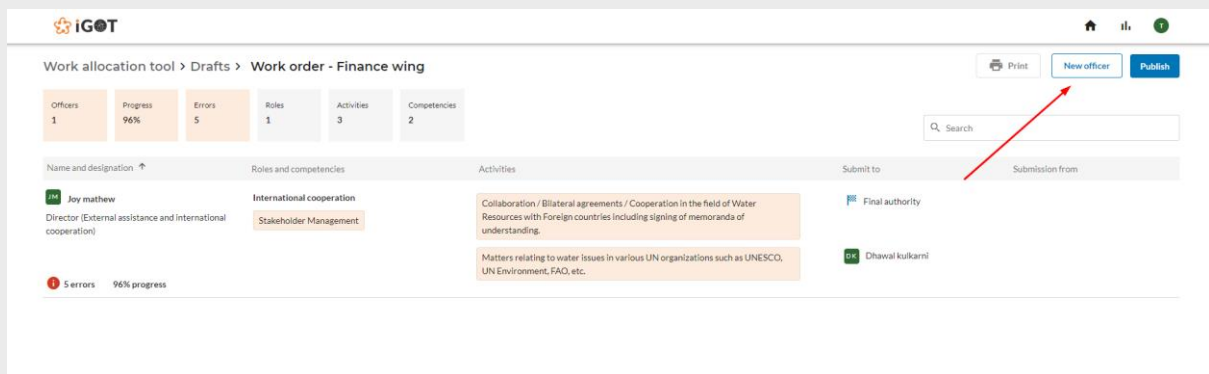
5.5.3 Adding officers and publishing work orders

To allocate officers with roles, activities and competencies, MDO admin clicks on the “New officer” button. MDO admins can add officers either to a new work order or an existing work order.

- a) For a newly created work order, the admin will land on the below screen

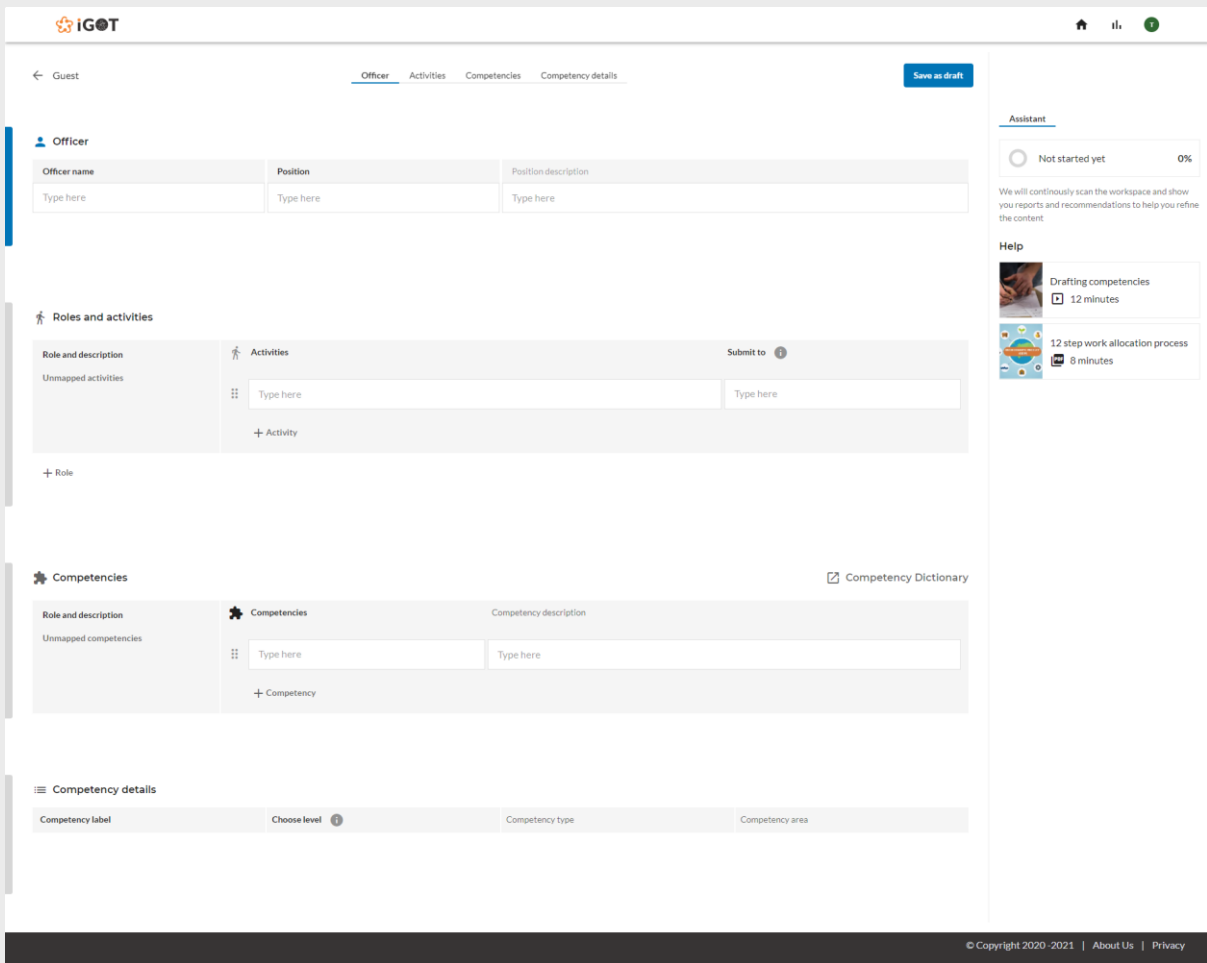


b) As the admin selects an existing work order from draft, they will land on the below screen

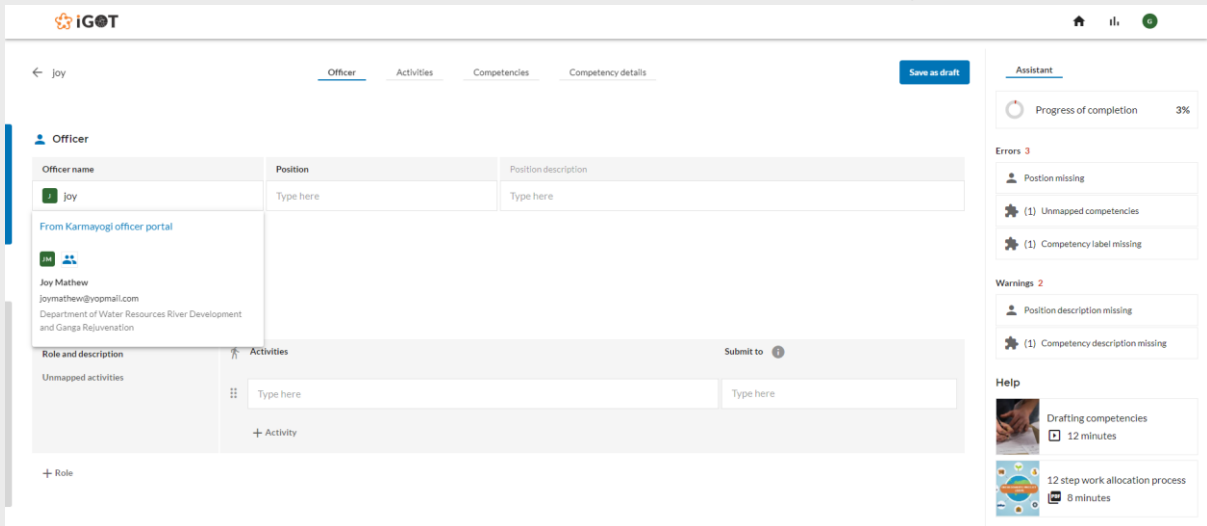


As the admin clicks on the 'New officer' button, there will be four tabs in the guest screen as :

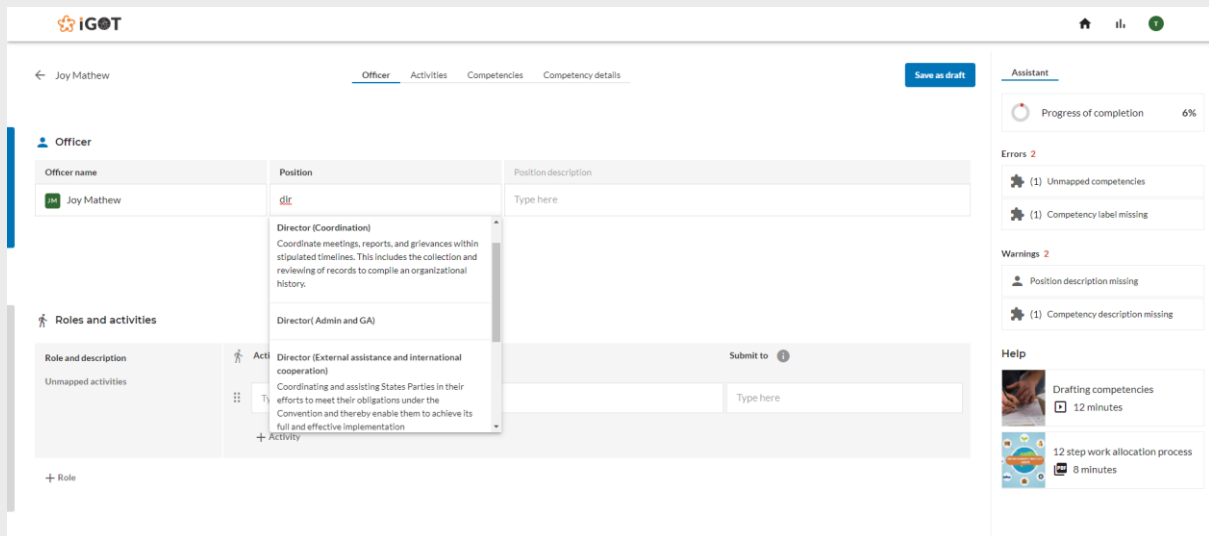
1. Officers: MDO admin can search for the officers from the Karmayogi portal and add them.
2. Roles & Activities: MDO admin will be able to assign activities and roles to the added officer.
3. Competency: MDO admin will be able to add competency to the added role and activities.
4. Competency details: This will provide more details like the level, type and competency area of the added competency



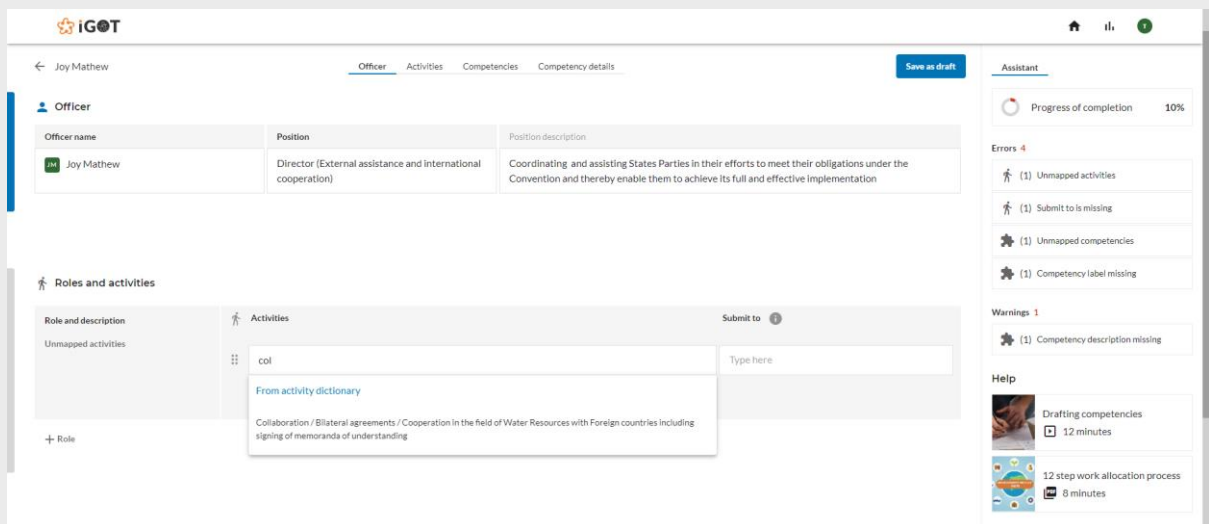
MDO admin will be able to search for officers from the Karmayogi portal.



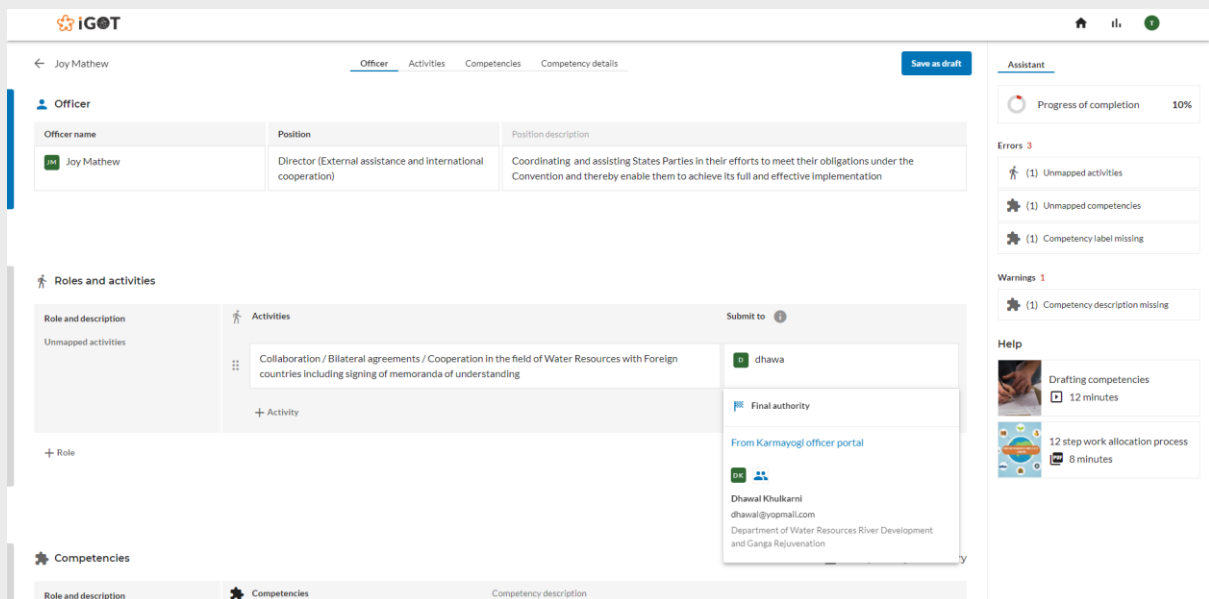
Once the officer is selected, the next step is to assign a position to the officer. MDO admin can either select the position from the 'Position dictionary' or manually enter the position.



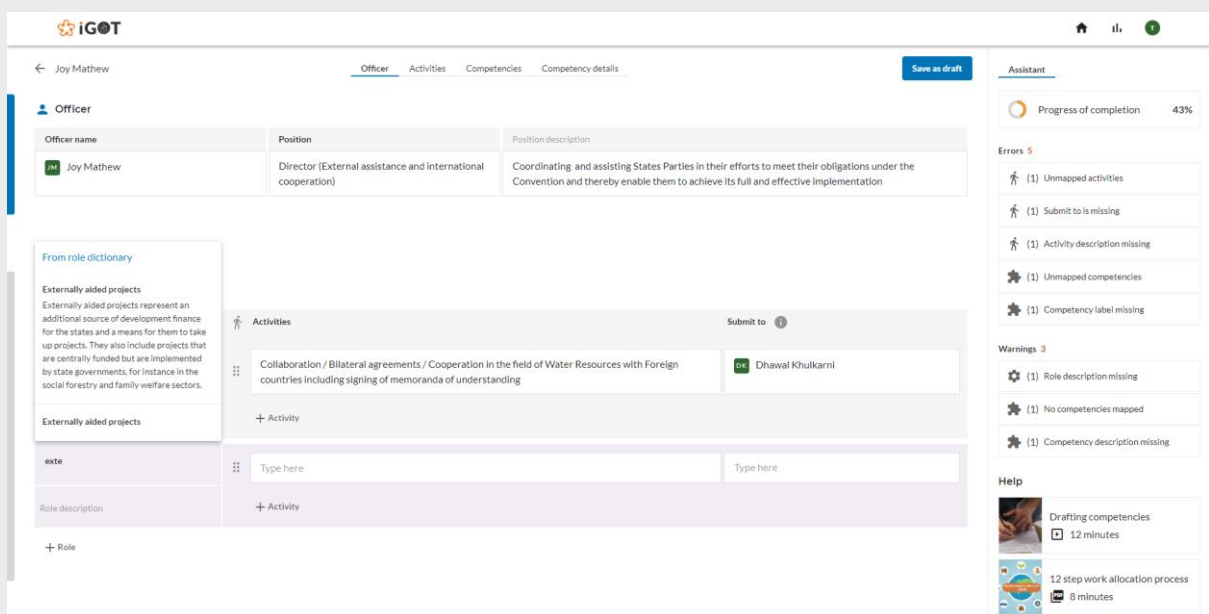
To allocate Roles and Activities to the position, MDO admin can either select an activity from the 'Activity dictionary' or manually enter the activity.



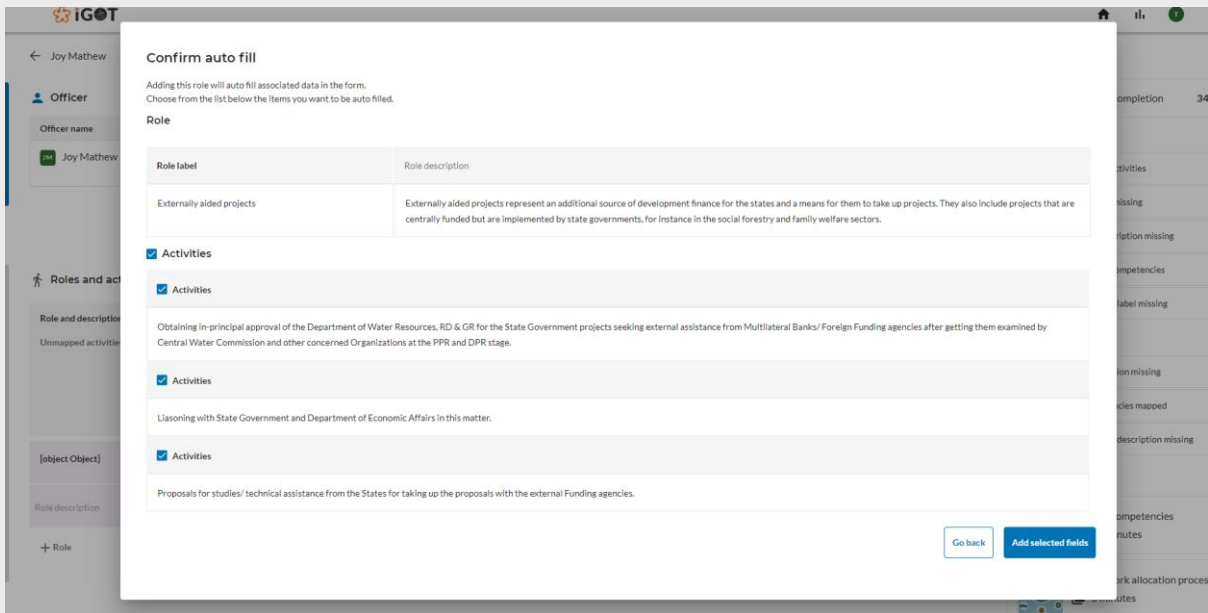
Once activity is selected, MDO admin can assign whom to submit it by searching the officers from the Karmayogi portal.



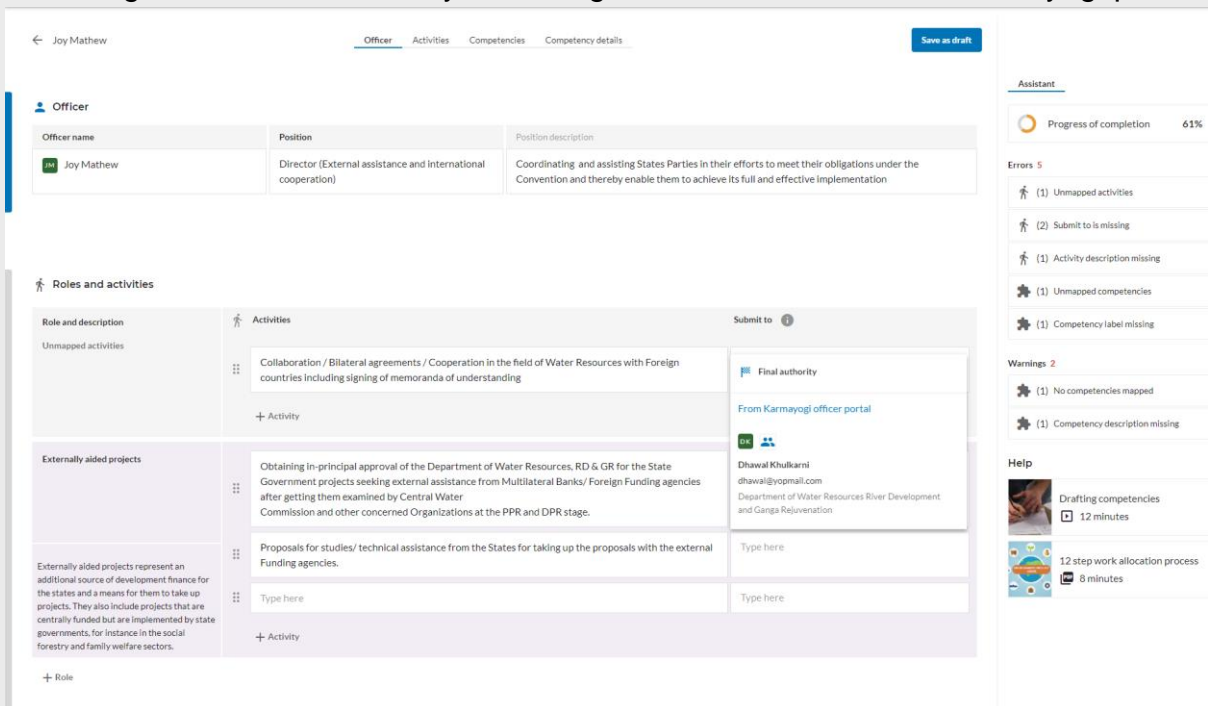
As the admin clicks on the “+ Role” button , a new role section will be displayed. MDO admin can either enter the role and description manually or they can choose from the ‘Role dictionary’.



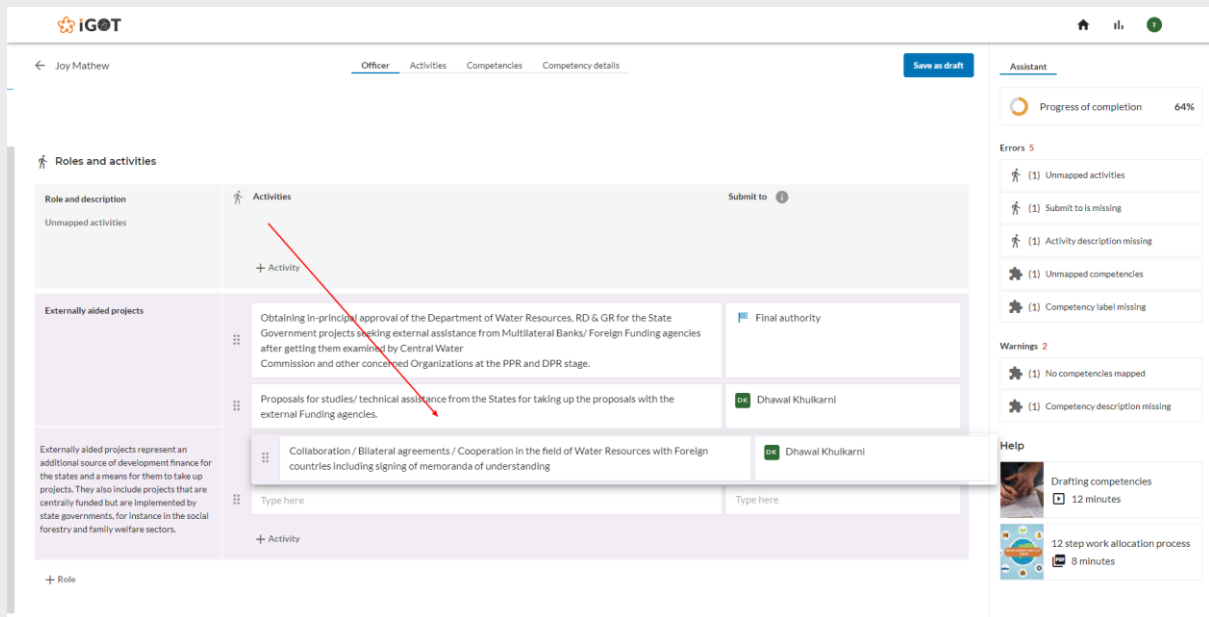
As the MDO admin selects a role from the ‘Role dictionary’ , they will land on the below popup. To remove any particular activity from the list they need to click on the particular activity and uncheck it.



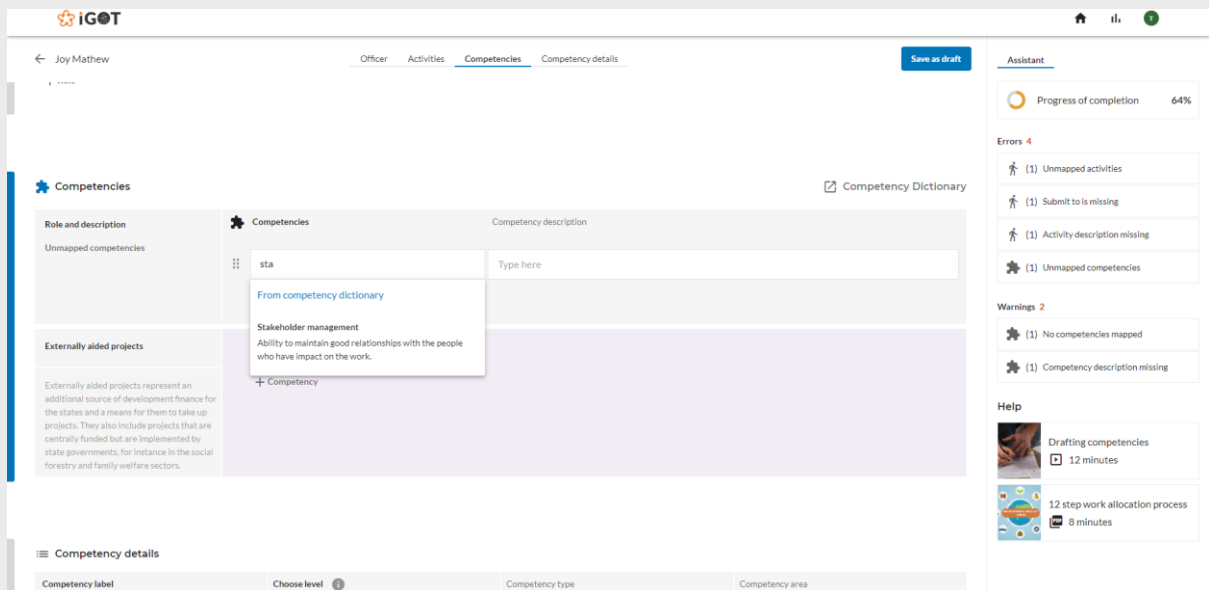
The MDO admin clicks on the “Add selected fields” button and lands on the below screen where the selected activities are added to that role. Here, the MDO admin can assign whom to submit it by searching for the officers from the Karmayogi portal.



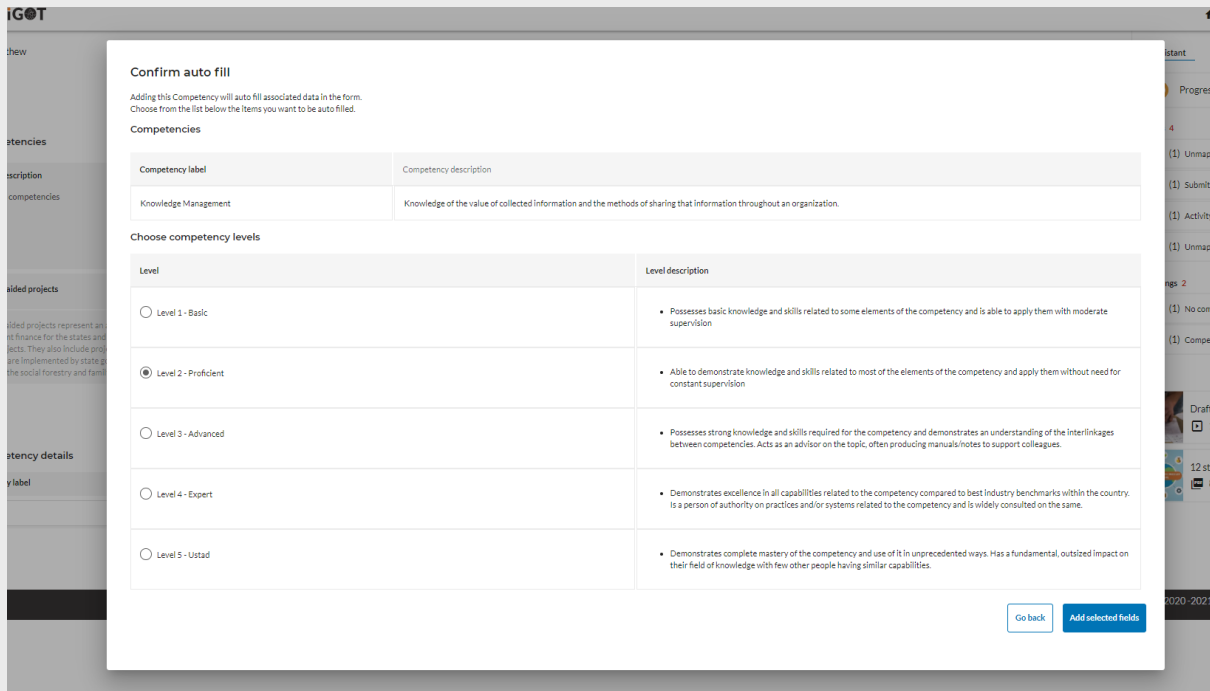
The MDO admin can drag and drop the unmapped activities under any particular role as shown below.



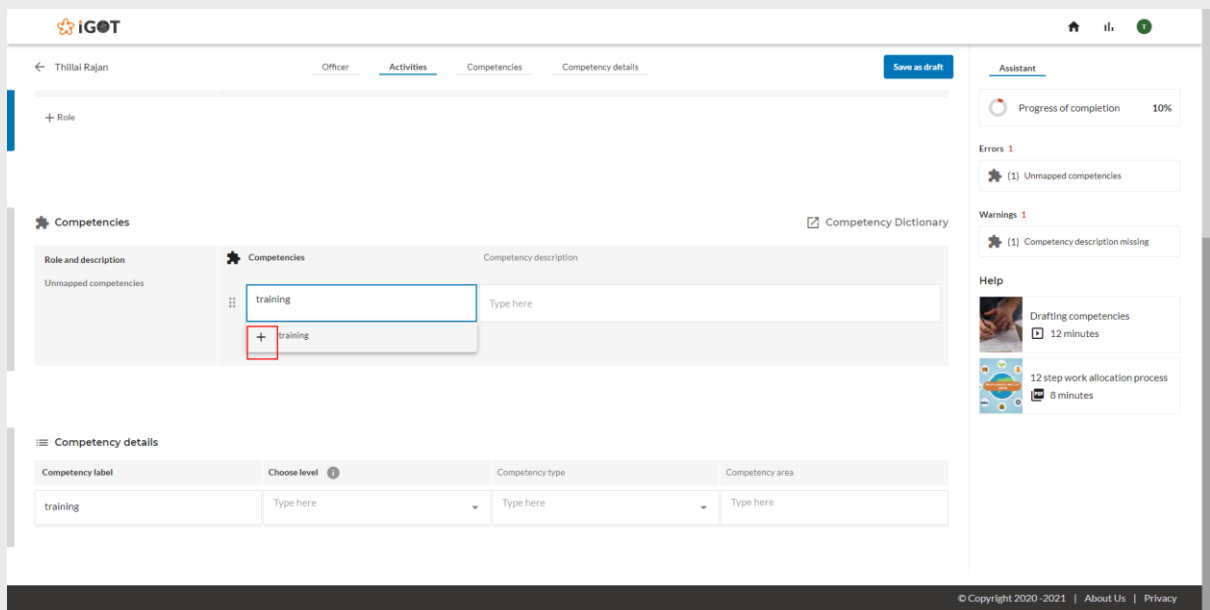
Once the role and activities are added, users can map competencies to the role. MDO admin can either choose to add the competency manually or select it from the 'Competency dictionary'.



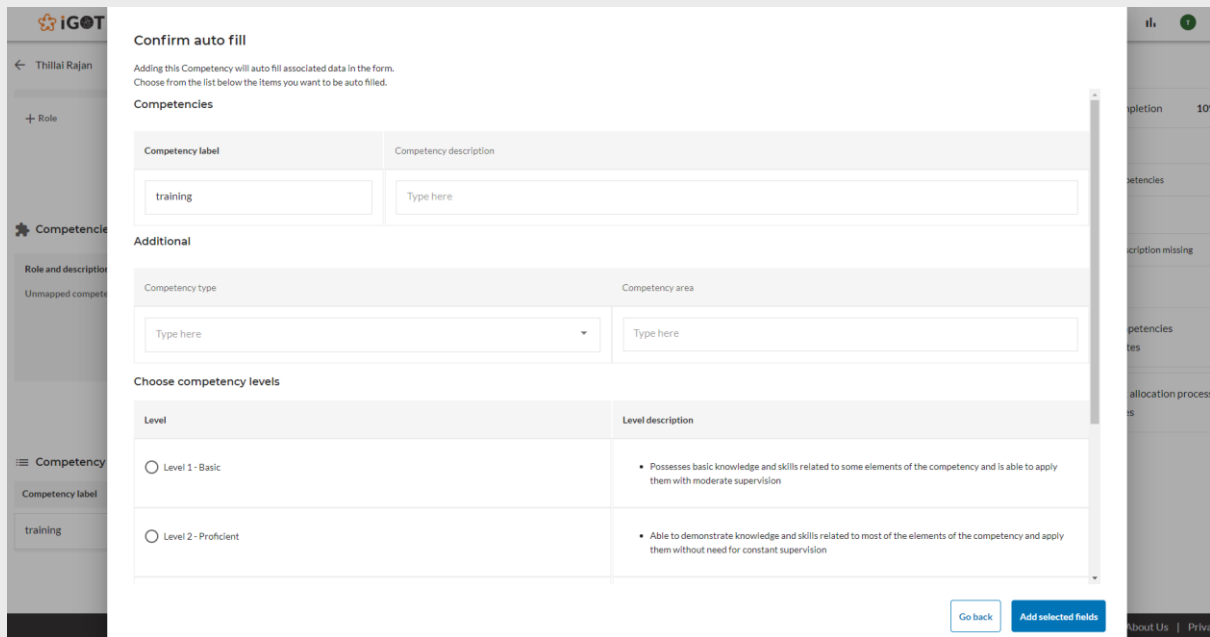
The MDO admin after selecting the competency from the 'Competency dictionary' will land on the below popup where they will be able to select the Competency level.



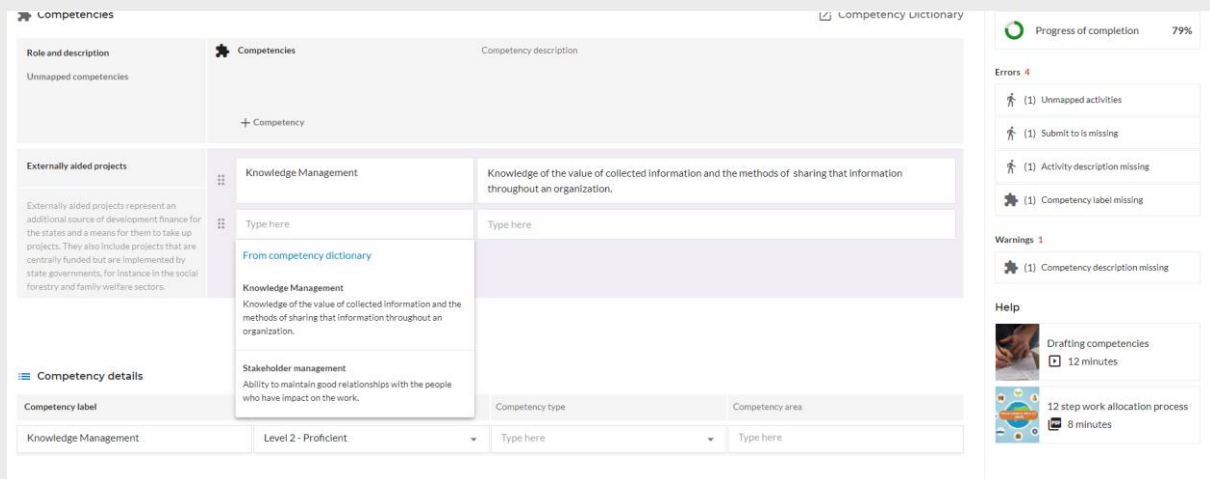
For adding competency manually, the admin needs to type the competency and click on “+” button as shown below .



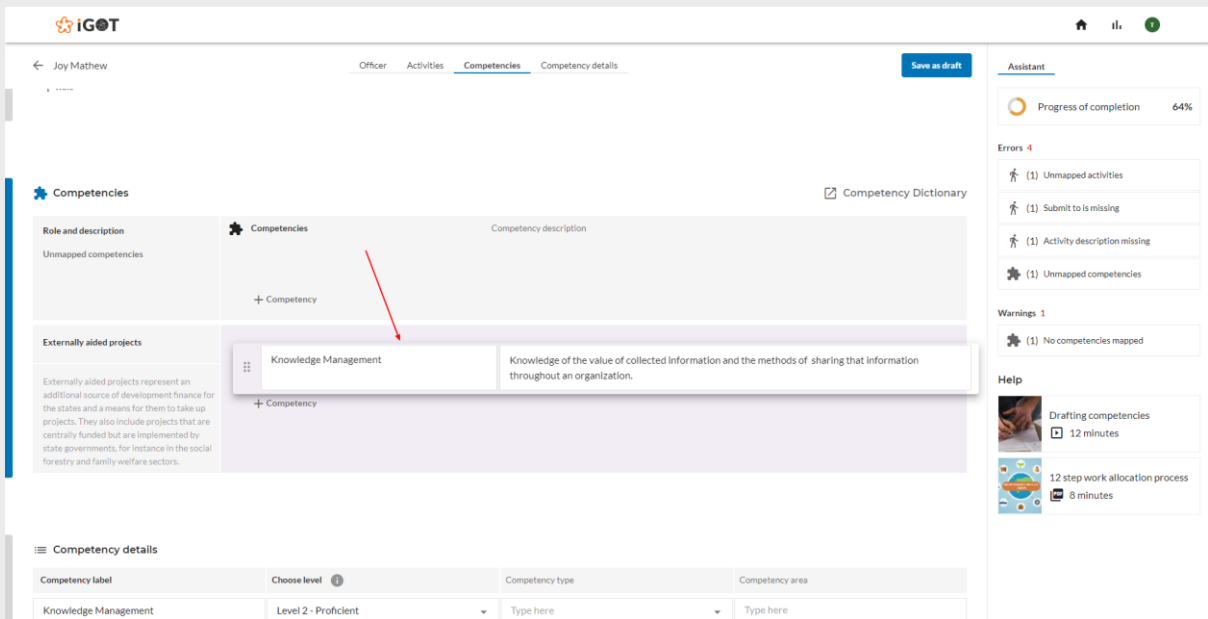
As the admin clicks on “+”, they will land on the below popup where they can fill in the details of the competency.



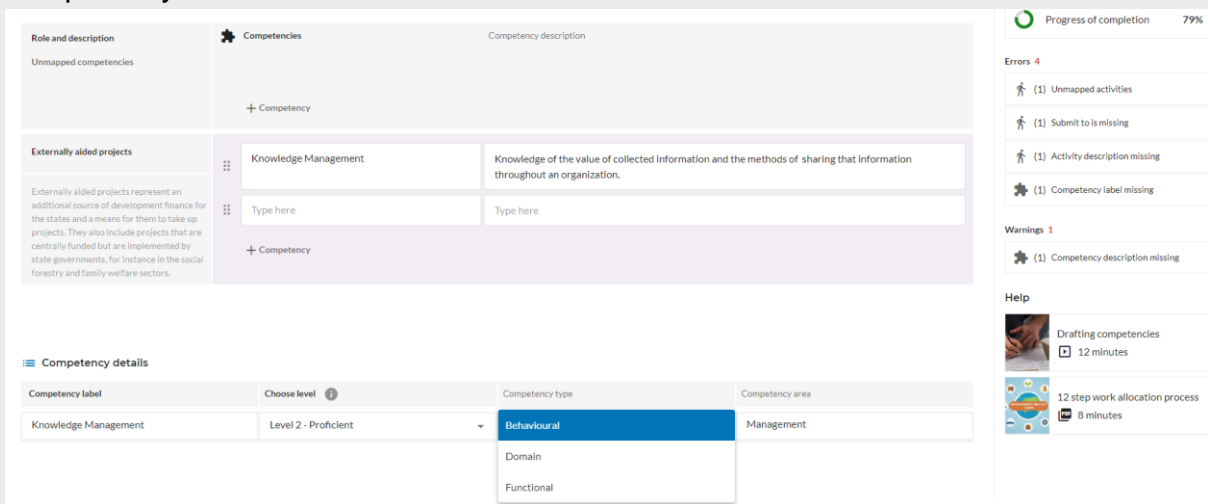
As the admin clicks on the “Add selected fields” , competency will be added.



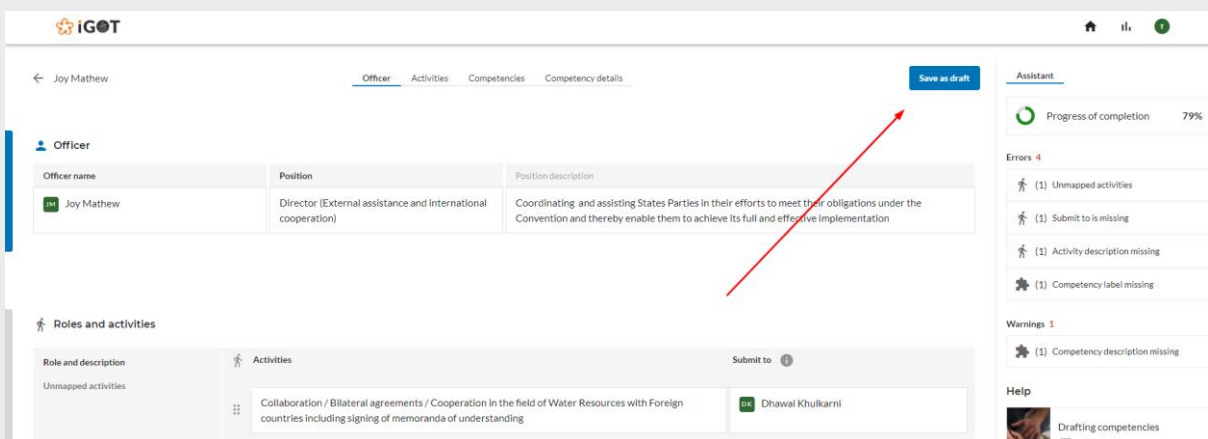
The MDO admin can drag and drop the unmapped competencies to any role as shown below.



Once the competency is added , admin will be able to add the competency type and competency area if needed.



Once all details are filled, the admin can click on the “Save as draft” button as shown below.

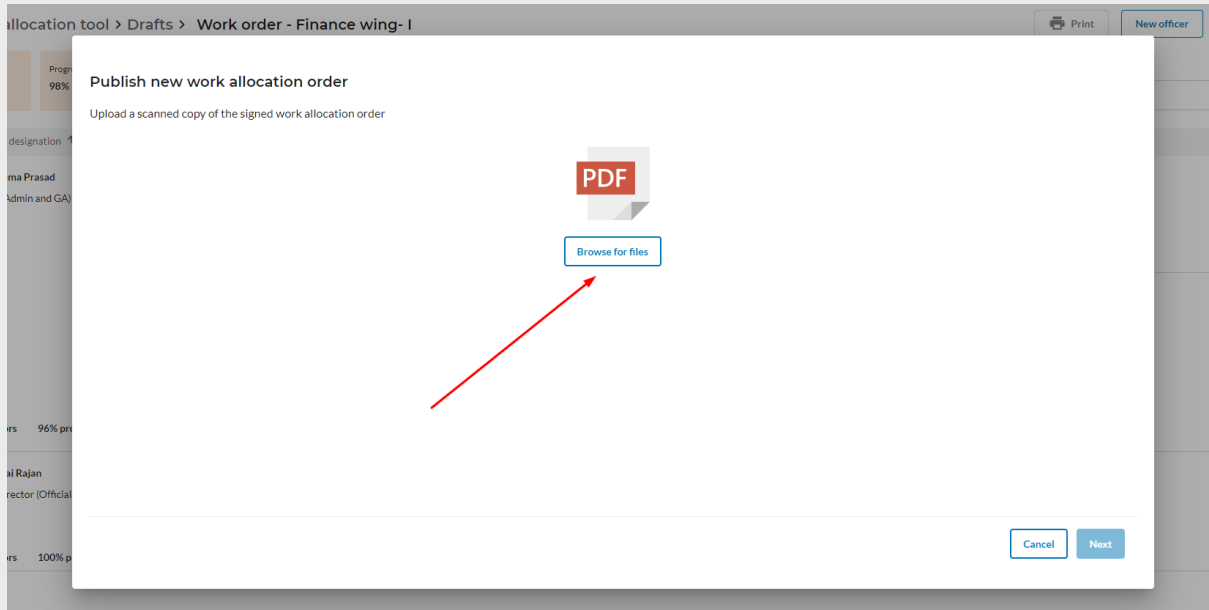


As the admin clicks on the “Save as draft” button , they will land on the below screen.

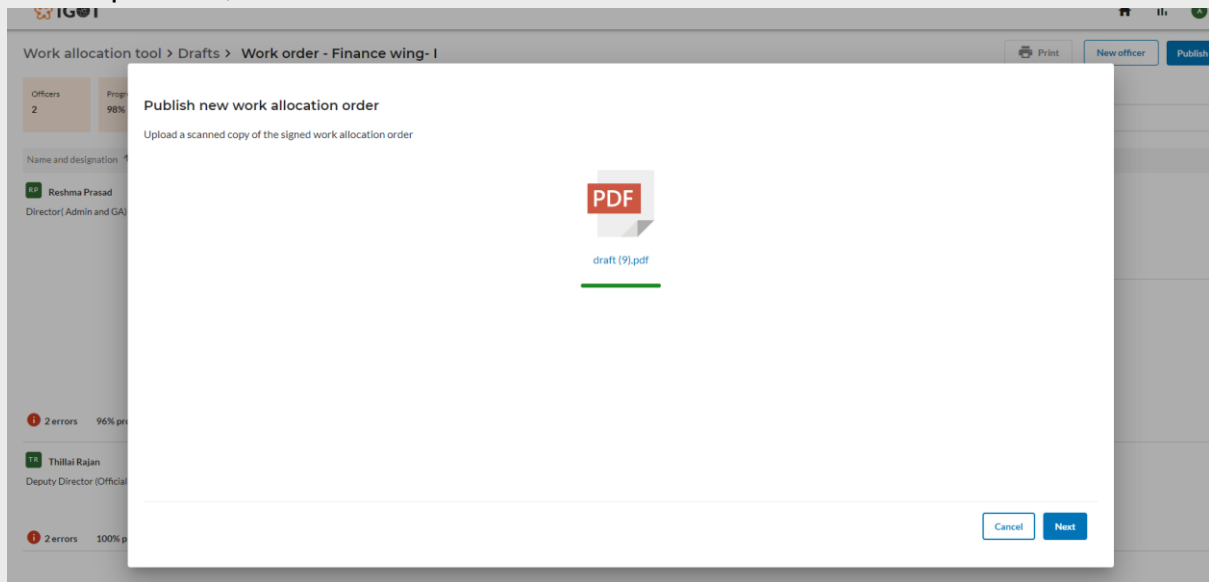
MDO admins can do either of the following:

1. Add a new officer to this existing work order on click of the “New officer” button
2. Download and print the draft work order on click of the “Print” button
3. Publish the work order on click of the “Publish” button

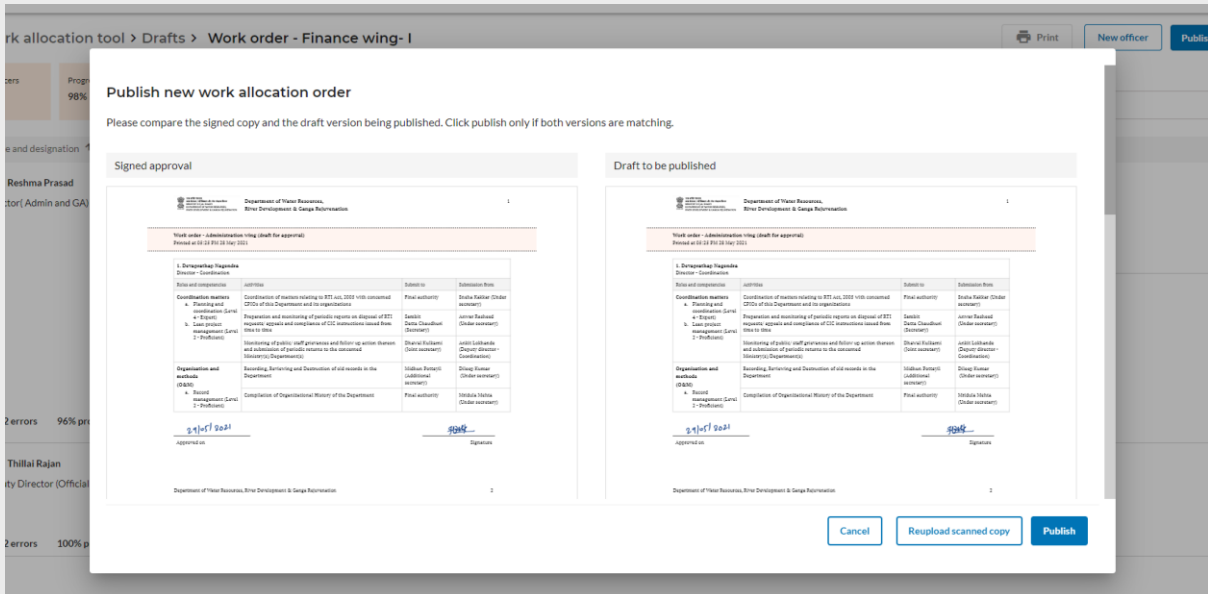
As the admin clicks on the “Publish” button, they will land on the below screen. The MDO admin can browse the work order from the system signed by the designated authority responsible for verifying a work order before publishing it.



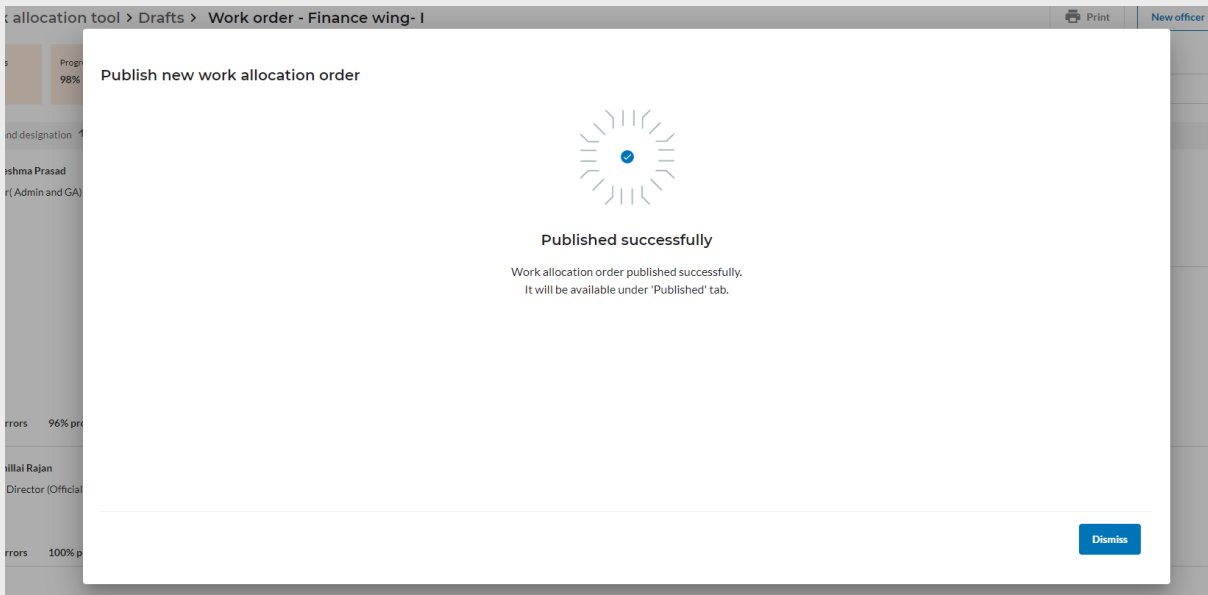
Once uploaded, the admin clicks on the “Next” button .



As the admin clicks on the “Next” button they will be able to view the uploaded signed copy and the draft copy of the work order as shown below. MDO admin can reupload the signed copy of the work order on click of “Reupload scanned copy” button.



The MDO admin clicks on the “Publish” button to land on the below screen.



The MDO admin can click on the “Published” tab to see all the published work order.

The screenshot shows the 'Work allocation tool' interface. At the top, there are tabs for 'Drafts', 'Published', and 'Archived'. Below the tabs is a search bar and a 'Print' button. The main content is a table with the following columns: 'Work order', 'Officers', 'Published on', 'Published by', 'Approval', and 'Actions'. The table lists several work orders, all with 'Approval' status and 'all bescom' as the publisher. A 'New work order' button is located at the top right.

Work order	Officers	Published on	Published by	Approval	Actions
Work order - Edit work order	2	2021-06-17 11:06 AM	all bescom	Approval	...
Work order - Finance wing	2	2021-06-11 6:52 PM	all bescom	Approval	...
Work order - Finance wing- I	2	2021-06-18 3:26 PM	all bescom	Approval	...
Work order - QR PDF check	2	2021-06-16 3:34 PM	all bescom	Approval	...
Work order - QR remove	2	2021-06-17 10:35 AM	all bescom	Approval	...
Work order - Risk analysis wing	2	2021-06-18 12:49 PM	all bescom	Approval	...
Work order - Work order sample 1	1	2021-06-14 8:24 PM	all bescom	Approval	...
Work order - competency remove c2	2	2021-06-18 12:42 PM	all bescom	Approval	...
Work order - sample one	2	2021-06-16 2:41 PM	all bescom	Approval	...

As the admin clicks on any work order from the published list, they will land on the below screen. Users can either view the signed copy (the uploaded file) on click of the "View signed approval" or click on the "Print" button to get a digital copy of the work order.

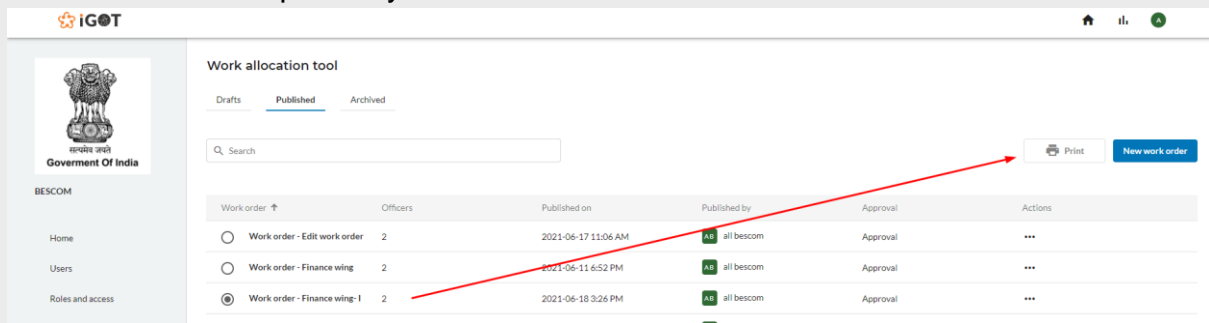
The screenshot shows the 'View signed approval' screen for a work order titled 'Work order - Finance wing- I'. At the top, there are buttons for 'View signed approval' and 'Print'. Below the buttons is a search bar. The main content is a table with the following columns: 'Name and designation', 'Roles', 'Activities', 'Submit to', and 'Submission from'. The table lists several activities and their corresponding submit-to entities.

Name and designation	Roles	Activities	Submit to	Submission from
Reshma Prasad Director (Admin and GA)	Information Technology	Implementation of e-Office Work related to committee of financial sector statistics sample data	Final authority Final authority Thillal Rajan	
	Externally aided projects	Obtaining in-principal approval of the Department of Water Resources, RD & GR for the State Government projects seeking external assistance from Multilateral Banks/ Foreign Funding agencies after getting them examined by Central Water Commission and other concerned Organizations at the PPR and DPR stage. Compilation of Information on Review of Records Retention Schedule for substantive functions of the Department and getting vetted by NAI. sample data	Dhawal Khulkarni Final authority Final authority	
Thillal Rajan Deputy Director (Official Language)	Financial Inclusion advisory	Liasoning with State Government and Department of Economic Affairs in this matter. Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.	Final authority shreya singhal	

Admin can click on "... " and select "Print" from the list of published work orders as shown below.

The screenshot shows the 'Work allocation tool' interface, similar to the first screenshot. A red arrow points to the 'Print' button in the 'Actions' column of the table, indicating that the admin can click on this button to get a digital copy of the work order.

The MDO admin can also select any work order and can click on the “Print” button as shown below to print any work orders.



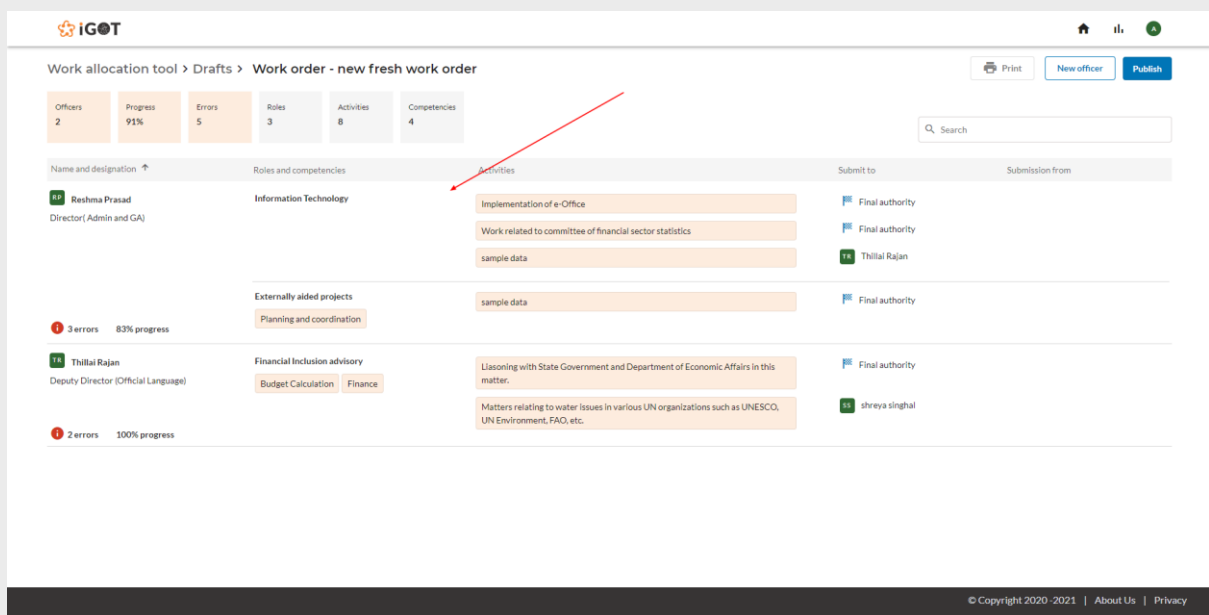
The screenshot shows the 'Work allocation tool' interface. On the left is a navigation menu with the Government of India logo and 'BESCOM' branding. The main area has tabs for 'Drafts', 'Published', and 'Archived'. A search bar is present. Below it is a table of work orders:

Work order	Officers	Published on	Published by	Approval	Actions
<input type="radio"/> Work order - Edit work order	2	2021-06-17 11:06 AM	all bescom	Approval	...
<input type="radio"/> Work order - Finance wing	2	2021-06-11 6:52 PM	all bescom	Approval	...
<input checked="" type="radio"/> Work order - Finance wing-1	2	2021-06-18 3:26 PM	all bescom	Approval	...

A red arrow points from the 'Print' button in the top right corner to the 'Work order - Finance wing-1' row in the table.

5.5.4 Editing a work order

1. Click on the official's name that needs to be edited



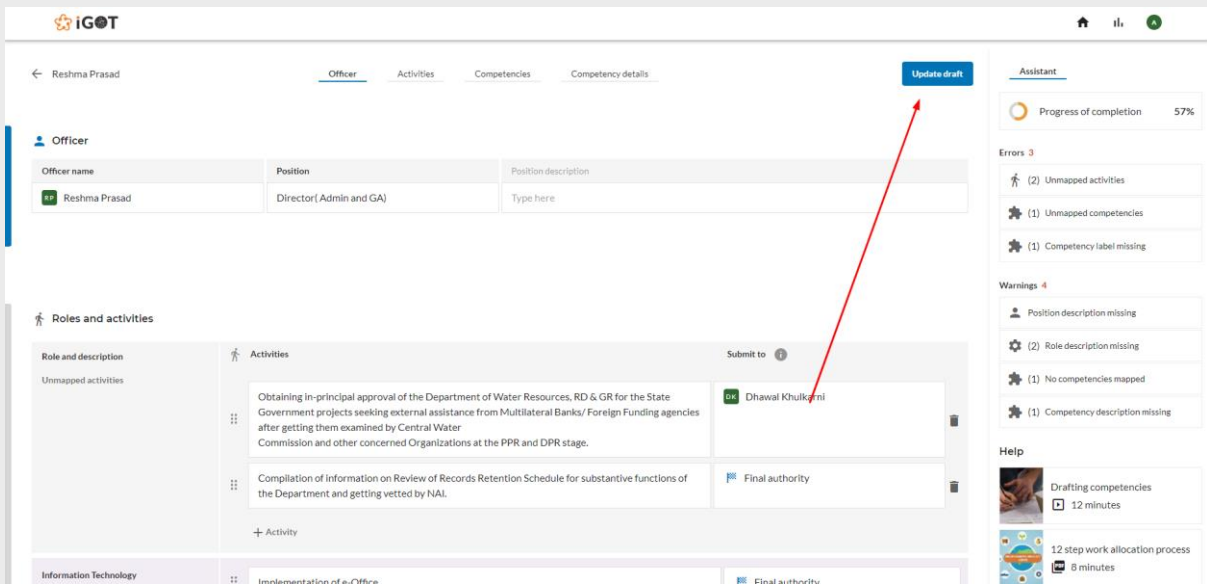
The screenshot shows the 'Work allocation tool > Drafts > Work order - new fresh work order' interface. It features a summary bar with 'Officers: 2', 'Progress: 91%', 'Errors: 5', 'Roles: 3', 'Activities: 8', and 'Competencies: 4'. Below this is a table of work order details:

Name and designation	Roles and competencies	Activities	Submit to	Submission from
Reshma Prasad Director (Admin and GA)	Information Technology	Implementation of e-Office Work related to committee of financial sector statistics sample data	Final authority	Final authority Thillai Rajan
3 errors 83% progress	Externally aided projects Planning and coordination	sample data	Final authority	
Thillai Rajan Deputy Director (Official Language)	Financial Inclusion advisory Budget Calculation Finance	Liaisoning with State Government and Department of Economic Affairs in this matter. Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.	Final authority	shreya singhal
2 errors 100% progress				

A red arrow points from the 'Reshma Prasad' name to the 'Information Technology' role in the first row.

2. Edit any field of your choice

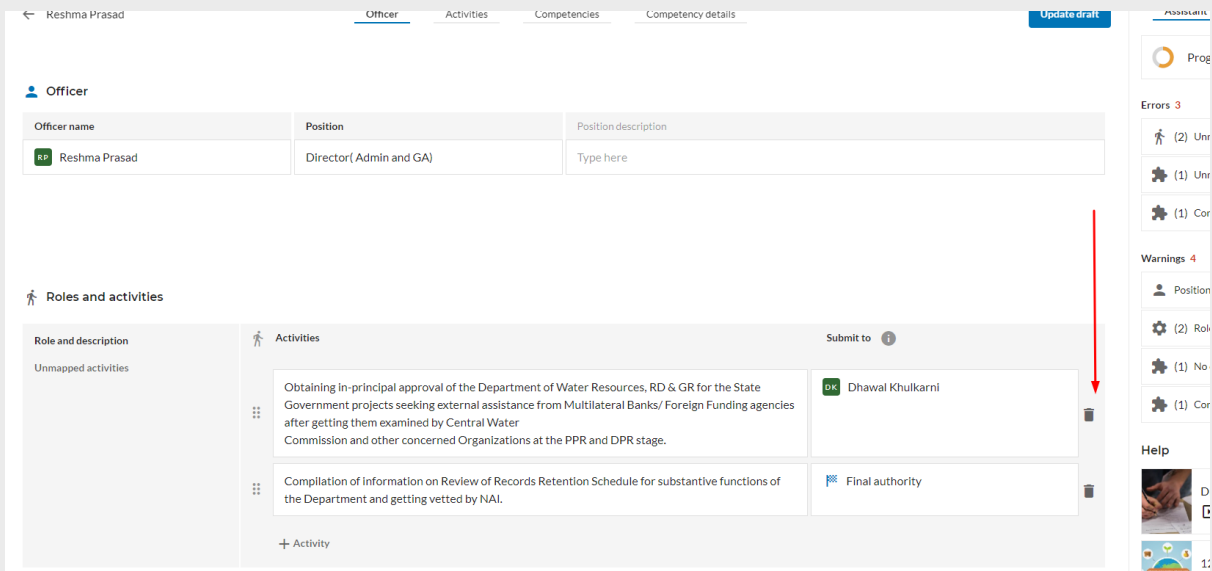
3. Click on the “Update draft” button



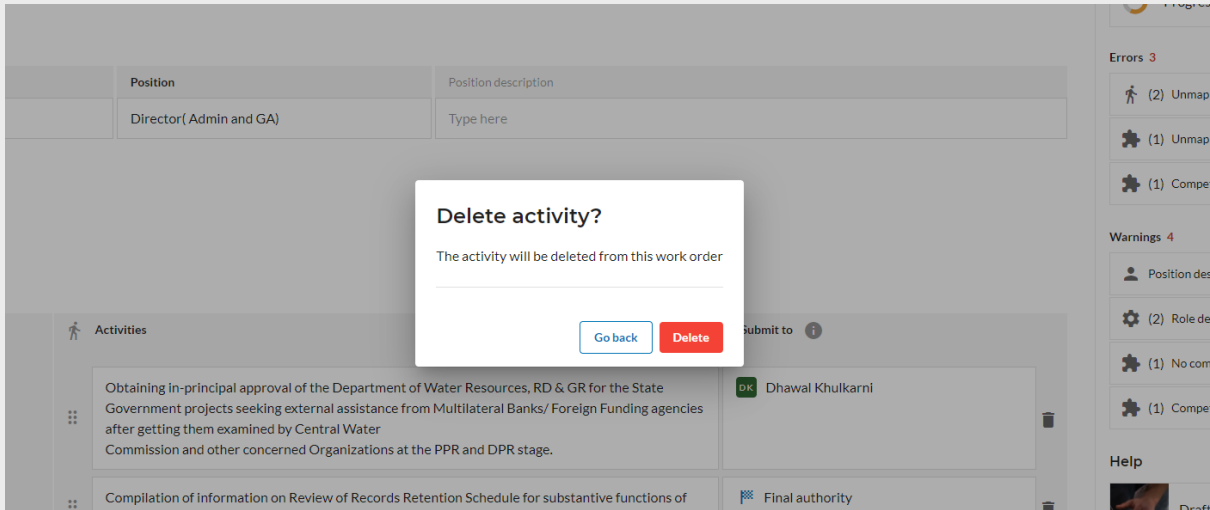
5.5.5 Deleting activities, competencies and role

5.5.5.1 Deleting activity

1. Click on the delete icon

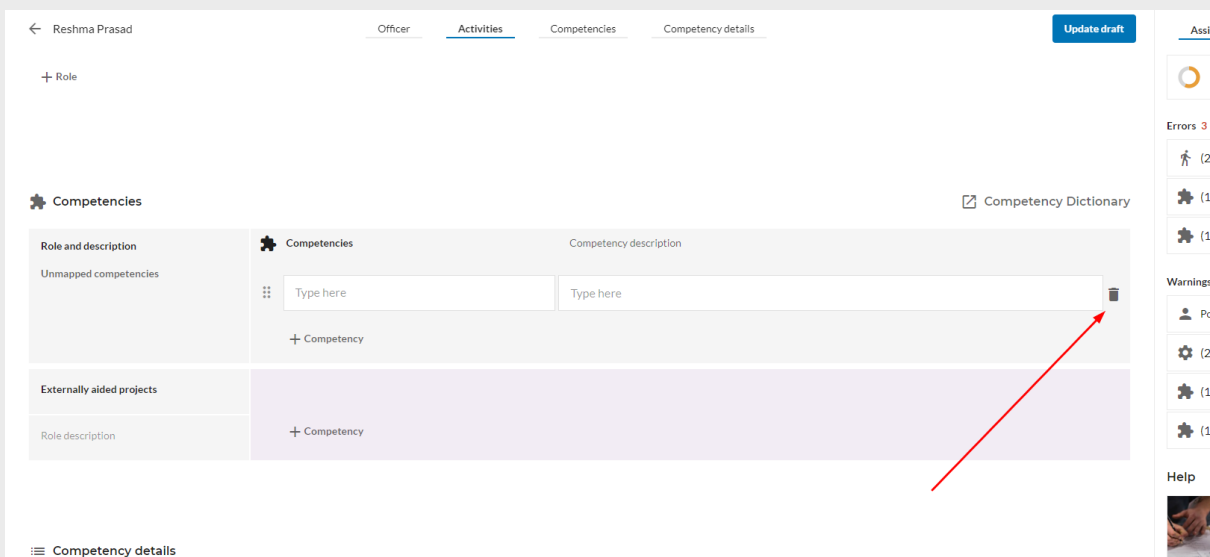


2. Click on “Delete” button to delete the activity or else click on “Go back “ button to cancel the action

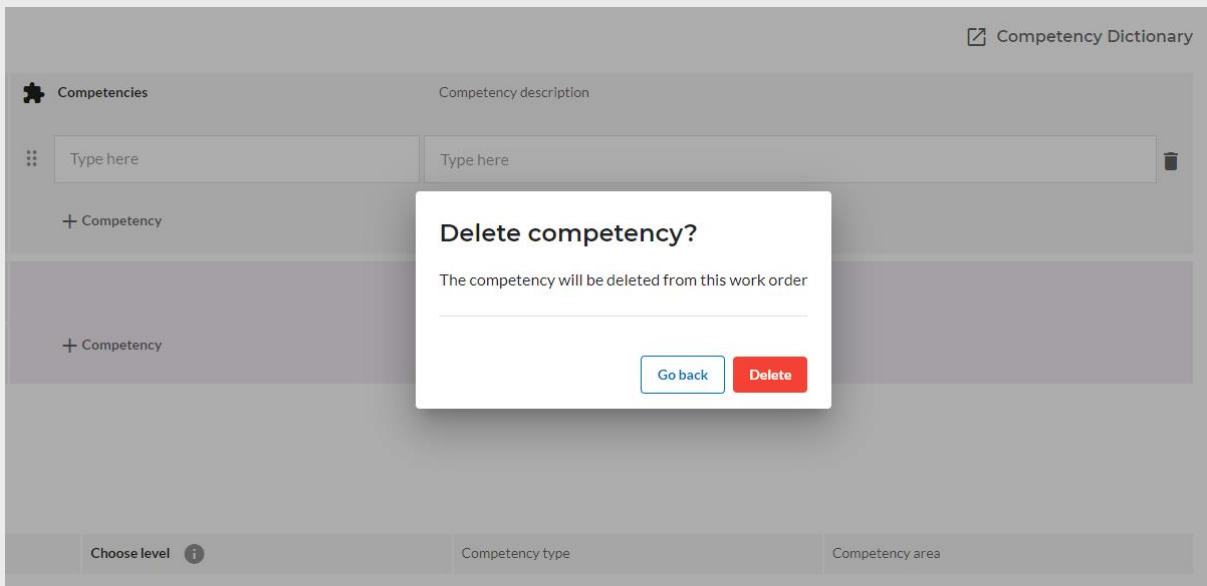


5.5.5.2 Deleting competency

1. Click on the delete icon

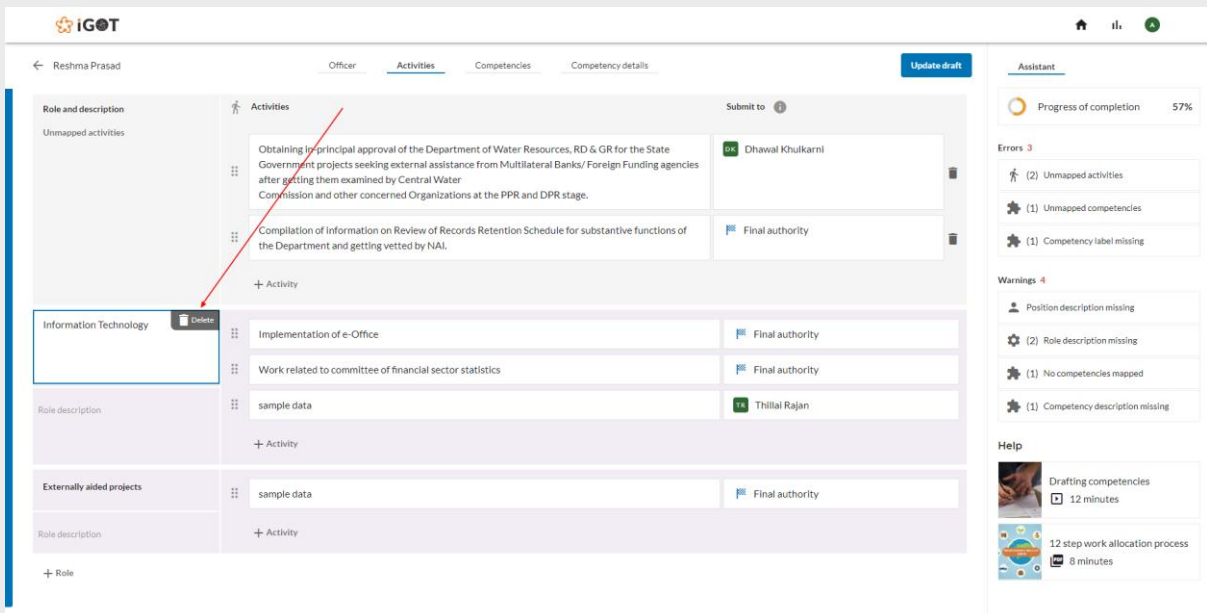


2. Click on “Delete” button to delete the competency or else click on “Go back “ button to cancel the action

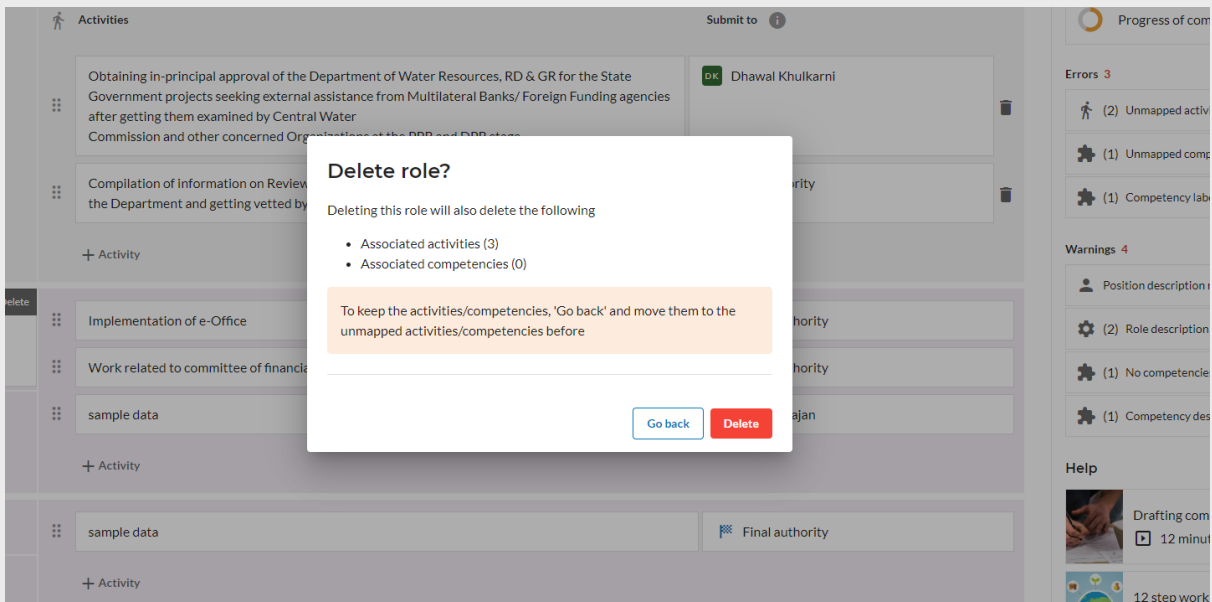


5.5.5.3 Deleting role

1. Select on the role and click on the delete icon



2. Click on “Delete” button to delete the role or else click on “Go back “ button to cancel the action

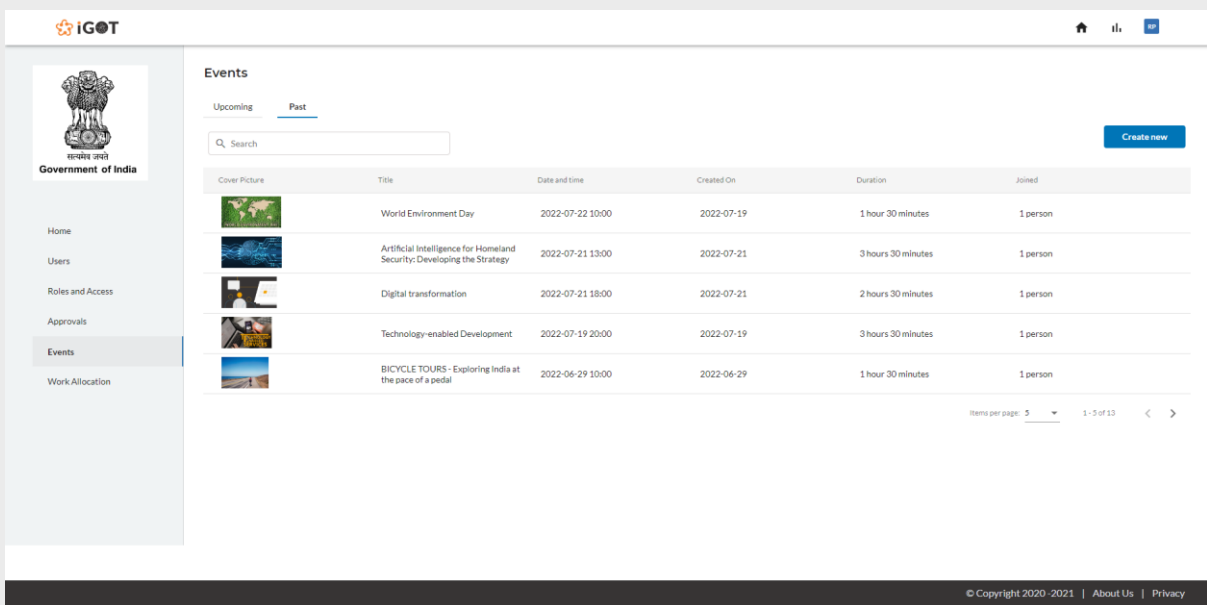


Note: Deleting the role will also delete the associated activities and competencies. To keep the activities/competencies move them to unmapped activities/competencies section before deleting

5.6 Events

As the MDO admin clicks on the “Events ” option in the left side menu, there will be two tabs in the home screen as :

1. Upcoming - Displays the list of events that are going to happen
2. Past - Displays the list of events that are passed the dates



To create a new event , MDO Admin clicks on the “Create new” button.

The screenshot displays the IGOT Events management interface. On the left is a navigation sidebar with the Government of India logo and menu items: Home, Users, Roles and Access, Approvals, Events (selected), and Work Allocation. The main content area is titled 'Events' and has tabs for 'Upcoming' and 'Past'. A search bar is located below the tabs. A blue 'Create new' button is positioned in the top right corner, indicated by a red arrow. Below the search bar is a table listing events:


Cover Picture	Title	Date and time	Created On	Duration	Joined
	World Environment Day	2022-07-22 10:00	2022-07-19	1 hour 30 minutes	1 person
	Artificial Intelligence for Homeland Security: Developing the Strategy	2022-07-21 13:00	2022-07-21	3 hours 30 minutes	1 person
	Digital transformation	2022-07-21 18:00	2022-07-21	2 hours 30 minutes	1 person
	Technology-enabled Development	2022-07-19 20:00	2022-07-19	3 hours 30 minutes	1 person
	BICYCLE TOURS - Exploring India at the pace of a pedal	2022-06-29 10:00	2022-06-29	1 hour 30 minutes	1 person

At the bottom right of the table, there is a pagination control showing 'Items per page: 5' and '1 - 5 of 13'.

MDO Admin needs to fill all the mandatory fields and click on the “Save and publish” button. Once events are published it will be displayed in the karmayogi portal under events hub

- Event details
- Date and time
- Video conferencing
- Presenters

Event details


Cover picture
Upload cover picture here

Event title *
Type here

Summary *
This will appear in the preview card
Type here

Description *
Detailed description about the event. It will appear in the event details page.
Type here

Event agenda *
Type here

Event type
 Webinar
General discussion involving

Date time

Date *
7/27/2022

When *
17:30

Duration Hours * 0 **Duration Minutes *** 30

Video conferencing

Video conferencing link *
Type here

Presenters

Presenters added are displayed in the event details page. *

Add karmayogi user