



## **User Manual :Multiple Office Mapping**



## Table of Contents

1 Introduction.....	3
1.1 Purpose.....	3
2 Access of FMDSS Application.....	3
3 Multiple Office Mapping.....	4
3.1.1 Getting Started with Multiple Office Mapping.....	4
3.1.2 Getting Start with Remove Dual Office Mapping.....	9
4. Do's and Don'ts.....	14
4.1 DO 's.....	14
4.2 Don 'ts.....	14
5.HelpDesk.....	15



## 1 Introduction

### 1.1 Purpose

This Help Document guides and helps the department user to Map Multiple Office and complete the respective requirements.

## 2 Access of FMDSS Application

1. User will type URL address of FMDSS application (<http://fmdss.forest.rajasthan.gov.in/>) in address bar of web browser.
2. Then click on “SSO” login.
3. Enter "SSO ID", "Password" and 6 digit captcha code and click on login to access FMDSS application

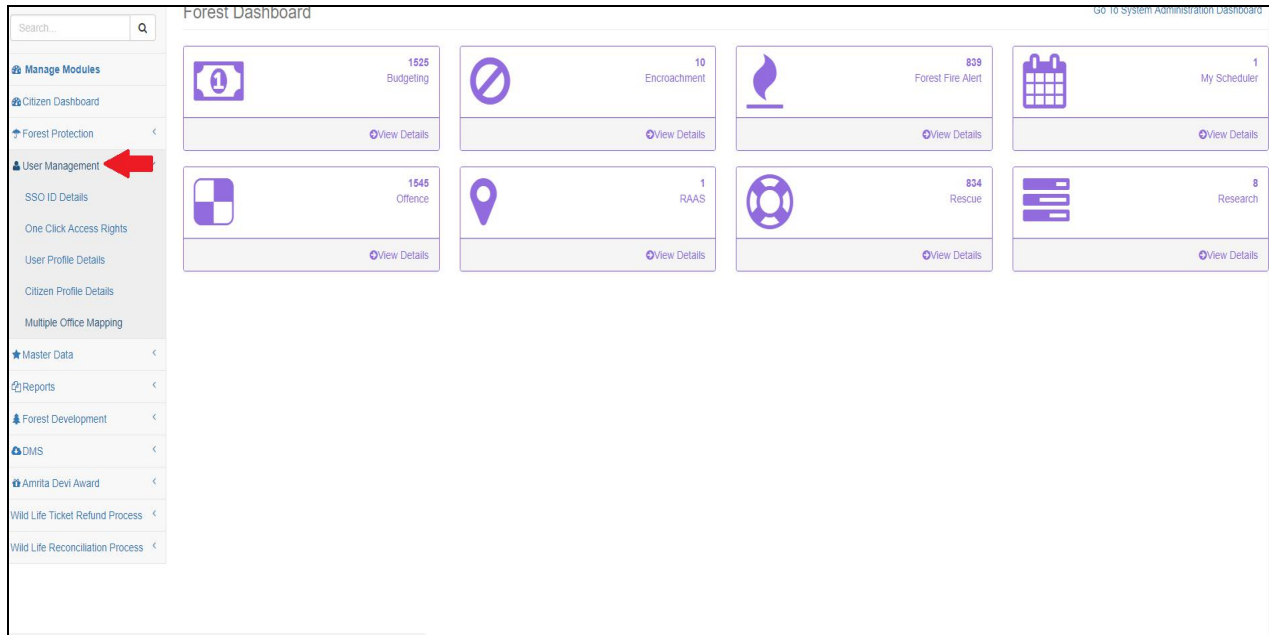
4. If any user does not have "SSO ID", then he/she may create his/her "SSO ID" through “New Users Registration”.

### 3 Multiple Office Mapping

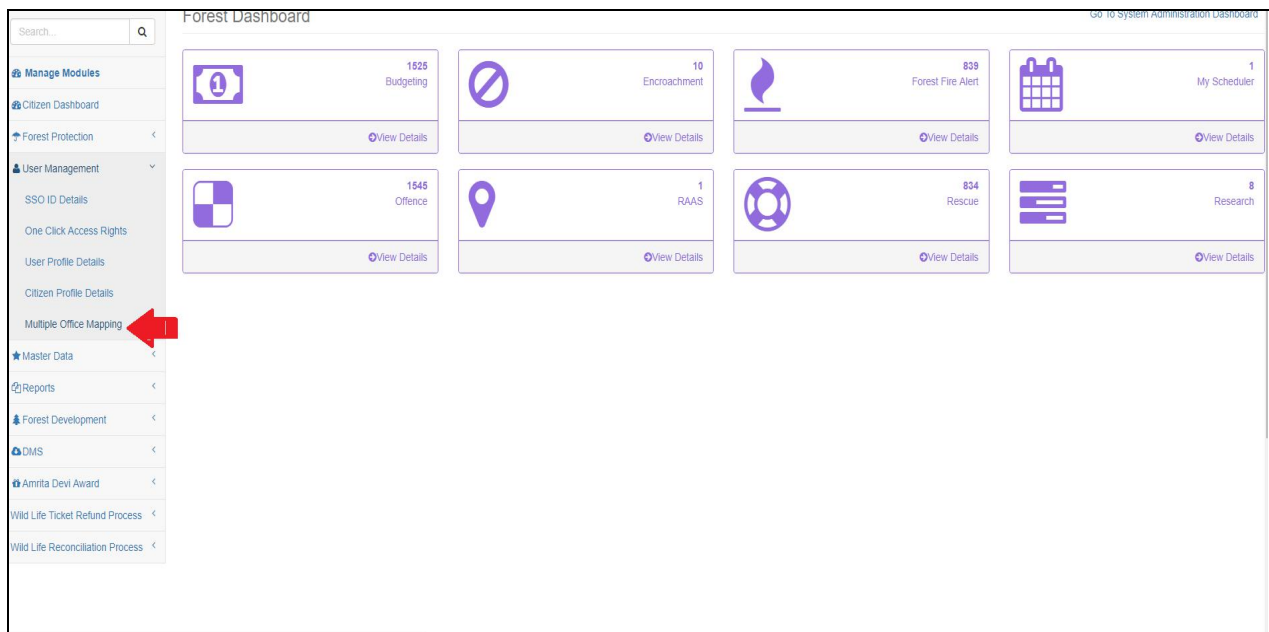
**User Management->Multiple Office Mapping->SSO ID Details**

#### 3.1.1 Getting Started with Multiple Office Mapping

1.Click on “User Management ” left side of dashboard.



2.After Clicking on User Management,Click on “Multiple Office Mapping”.



3.After Clicking on “Multiple Office Mapping”.,”SSO ID Details” form will open.

(Note: Entered SSO ID should be valid, do not add space in between the characters)



Forest Department, Government of Rajasthan

Back To SSO | Welcome FMD

Search...

SSO ID Details

SsoId \*

View

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

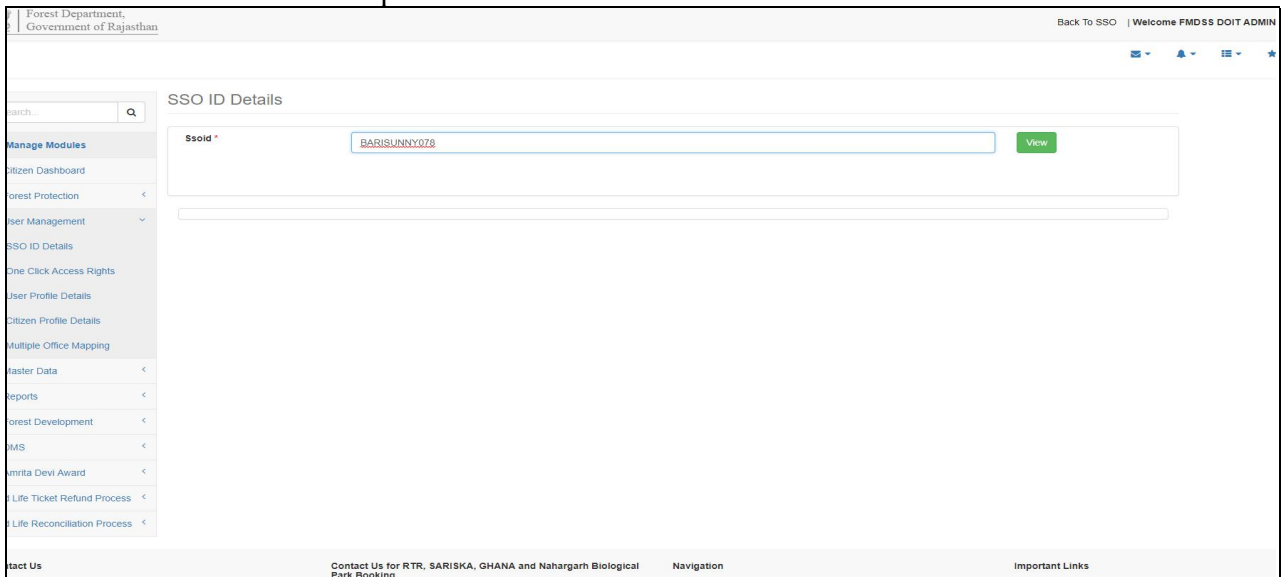
DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

4.Enter valid “SSO ID” of department user in SSO ID text box.



Forest Department, Government of Rajasthan

Back To SSO | Welcome FMD\$5 DOIT ADMIN

Search...

SSO ID Details

SsoId \*

View

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

Contact Us for RTR, SARISKA, GHANA and Nahargarh Biological Park Booking

Navigation

Important Links

5.After entering valid “SSO ID” of department user,Click on “View” button.



Forest Department, Government of Rajasthan

Back To SSO | Welcome FMD

Search...

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

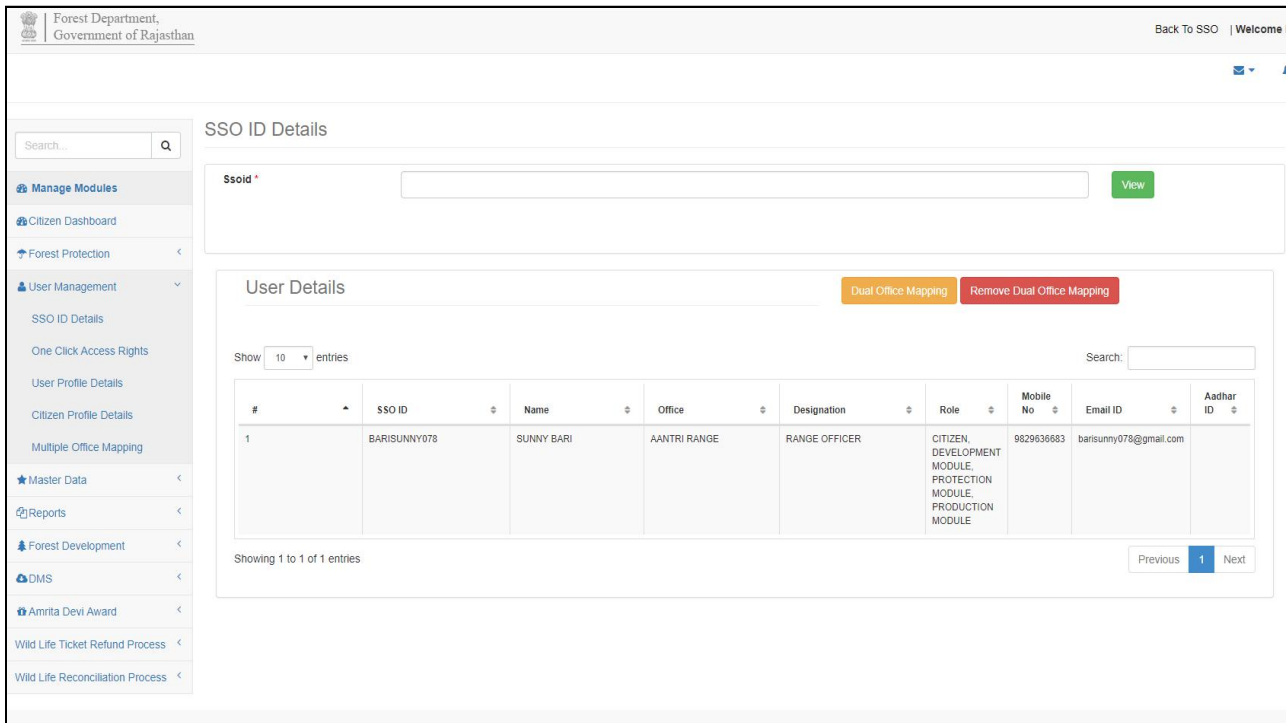
SSO ID Details

Ssoid \*

View

(Note: Do Not Entered SSO ID of citizen ,Multiple office mapping is only for departmet user)

6.After Clicking on “View Button”,User Details grid will open .



Forest Department, Government of Rajasthan

Back To SSO | Welcome FMD

Search...

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

SSO ID Details

Ssoid \*

View

User Details

Dual Office Mapping

Remove Dual Office Mapping

Show 10 entries

Search:

#	SSO ID	Name	Office	Designation	Role	Mobile No	Email ID	Aadhar ID
1	BARISUNNY078	SUNNY BARI	AANTRI RANGE	RANGE OFFICER	CITIZEN, DEVELOPMENT MODULE, PROTECTION MODULE, PRODUCTION MODULE	9829636683	barisunny078@gmail.com	

Showing 1 to 1 of 1 entries

Previous 1 Next

7.In User Details grid ,Department user can view entered “SSO ID” roles

mapped ,Designation,Name,Office,Role,Mobile No,Email Id and other information.

8.In User Details grid ,Department user can map multiple officer by clicking on “Dual Office Mapping” button.

9.After clicking on “Dual Office Mapping” button.“Mapping with Multiple Office ”form will open .



10.In Mapping with Multiple Office ”form,Select “Office Level” from drop down menu .

11.In Mapping with Multiple Office ”form,Select “Boundary” from drop down menu on the basis of selected “Office Level” .



### Mapping With Multiple Office

HQ Level ▾

--Select Boundary-- ▾  
--Select Boundary--  
State HQ

--Select Office-- ▾

Mapping Role For Page Access : \*

SUPER ADMIN [ DOIT ADMIN ]  
ADMIN [ FOREST ADMIN ]  
Incharge-WildLifeOnlineBooking [ ONLINE WILDLIFE REPORTS RIGHTS ]  
Incharge-ZooOnlineBooking [ ONLINE ZOO REPORTS RIGHTS ]  
DEPTKIOSK - WILDLIFE [ DEPARTMENT KIOSK WILDLIFE COUNTER BOOKING ]  
KIOSK [ EMITRA KIOSK WINDOWS ]  
FORESTER [ FOREST DEPT EMPLOYEE ]  
CITIZEN [ CITIZEN USER ]  
DEVELOPMENT MODULE [ DEVELOPMENT MODULE ]  
PROTECTION MODULE [ PROTECTION MODULE ]  
PRODUCTION MODULE [ PRODUCTION MODULE ]  
DEVELOPMENT HQ MODULE [ DEVELOPMENT HQ MODULE ]  
BSR UPDATE ROLE [ BSR UPDATE ROLE ]  
DEPTKIOSK - ZOO [ DEPARTMENT KIOSK ZOO COUNTER BOOKING ]  
PROTECTION ADMIN [ PROTECTION MASTERS ADD UPDATE RIGHTS ]  
PRODUCTION ADMIN [ PRODUCTION MASTERS ADD UPDATE RIGHTS ]  
USER MANAGEMENT ROLE [ USER MANAGEMENT ROLE ]  
MIS Development Reports [ MIS Development Reports ]  
MIS Protection Reports [ MIS Protection Reports ]  
MIS Production Reports [ MIS Production Reports ]  
Social Auditor [ DEPOT INCHARGE ]  
Social Auditor [ Social Auditor ]  
Emitra Kiosk Reports [ Emitra Kiosk Reports ]  
WildLife Refund Process [ WildLife Refund Process ]  
WildLife Reconciliation Process [ WildLife Reconciliation Process ]  
Encroachment Assigner Module [ Encroachment Assigner Module ]  
Encroachment Reviewer Module [ Encroachment Reviewer Module ]  
System Admin [ System Admin ]  
ELEPHANT MODULE [ ELEPHANT MODULE ]

✓ Submit

○ Reset

12.In Mapping with Multiple Office ”form,Select “Office” from drop down menu ,On the basis of selected “Boundary” ,“Office Level”.

13.After Selecting “Office ” from the drop down menu.Select “Mapping Roles” from Mapping Roles for Page Access grid.

(Note:Department user can map multiple office at a time )





## Mapping With Multiple Office

HQ Level

--Select Boundary--

--Select Office--

### Mapping Role For Page Access : \*

SUPER ADMIN [ DOIT ADMIN ]  
ADMIN [ FOREST ADMIN ]  
Incharge-WildLifeOnlineBooking [ ONLINE WILDLIFE REPORTS RIGHTS ]  
Incharge-ZooOnlineBooking [ ONLINE ZOO REPORTS RIGHTS ]  
DEPTKIOSK - WILDLIFE [ DEPARTMENT KIOSK WILDLIFE COUNTER BOOKING ]  
KIOSK [ EMITRA KIOSK WINDOWS ]  
FORESTER [ FOREST DEPT EMPLOYEE ]  
CITIZEN [ CITIZEN USER ]  
DEVELOPMENT MODULE [ DEVELOPMENT MODULE ]  
PROTECTION MODULE [ PROTECTION MODULE ]  
PRODUCTION MODULE [ PRODUCTION MODULE ]  
DEVELOPMENT HQ MODULE [ DEVELOPMENT HQ MODULE ]  
BSR UPDATE ROLE [ BSR UPDATE ROLE ]  
DEPTKIOSK - ZOO [ DEPARTMENT KIOSK ZOO COUNTER BOOKING ]  
PROTECTION ADMIN [ PROTECTION MASTERS ADD UPDATE RIGHTS ]  
PRODUCTION ADMIN [ PRODUCTION MASTERS ADD UPDATE RIGHTS ]  
USER MANAGEMENT ROLE [ USER MANAGEMENT ROLE ]  
MIS Development Reports [ MIS Development Reports ]  
MIS Protection Reports [ MIS Protection Reports ]  
MIS Production Reports [ MIS Production Reports ]  
Social Auditor [ DEPOT INCHARGE ]  
Social Auditor [ Social Auditor ]  
Emitra Kiosk Reports [ Emitra Kiosk Reports ]  
WildLife Refund Process [ WildLife Refund Process ]  
WildLife Reconciliation Process [ WildLife Reconciliation Process ]  
Encroachment Assigner Module [ Encroachment Assigner Module ]  
Encroachment Reviewer Module [ Encroachment Reviewer Module ]  
System Admin [ System Admin ]  
ELEPHANT MODULE [ ELEPHANT MODULE ]

Submit

Reset

14. After successfully Selecting “Mapping Role For Page Access”, Click on “Submit” button .

15. If department user wants to “Reset”, Click on “Reset” button.

16. After Successfully clicking on “Submit” button, User will re-direct to “SSO ID Details” page and message will displayed “Multiple Office has been mapped for SSO ID : .....”

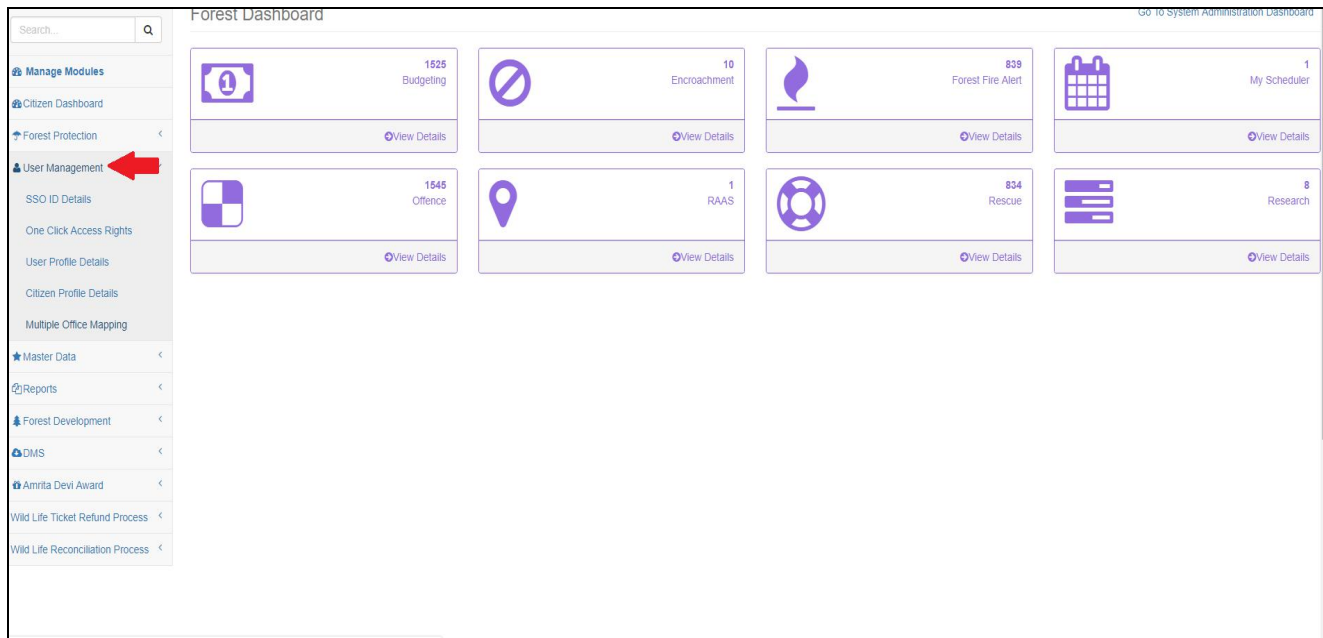
17. User can check mapped Role’s which user had mapped by entering “SSO ID” in SSO ID text box and Clicking on view button .

User Details									
Show 10 entries									
Search:									
#	SSO ID	Name	Office	Designation	Role	Mobile No	Email ID	Aadhar ID	
1	BARISUNNY078	SUNNY BARI	AANTRI RANGE	RANGE OFFICER	CITIZEN, DEVELOPMENT MODULE, PROTECTION MODULE, PRODUCTION MODULE	9829636683	barisunny078@gmail.com		
2	BARISUNNY078	SUNNY BARI	JAIPUR - PCCF HOFF JAIPUR	RANGE OFFICER	SUPER ADMIN, ADMIN, Incharge-WildLifeOnlineBooking, Incharge-ZooOnlineBooking, DEPTKIOSK - WILDLIFE, KIOSK, FORESTER, CITIZEN, DEVELOPMENT MODULE, PROTECTION MODULE, PRODUCTION MODULE, DEVELOPMENT HQ MODULE, BSR UPDATE ROLE, DEPTKIOSK - ZOO, PROTECTION ADMIN, PRODUCTION ADMIN, USER MANAGEMENT ROLE	9829636683	barisunny078@gmail.com		
Showing 1 to 2 of 2 entries									
Previous 1 Next									

### 3.1.2 Getting Start with Remove Dual Office Mapping

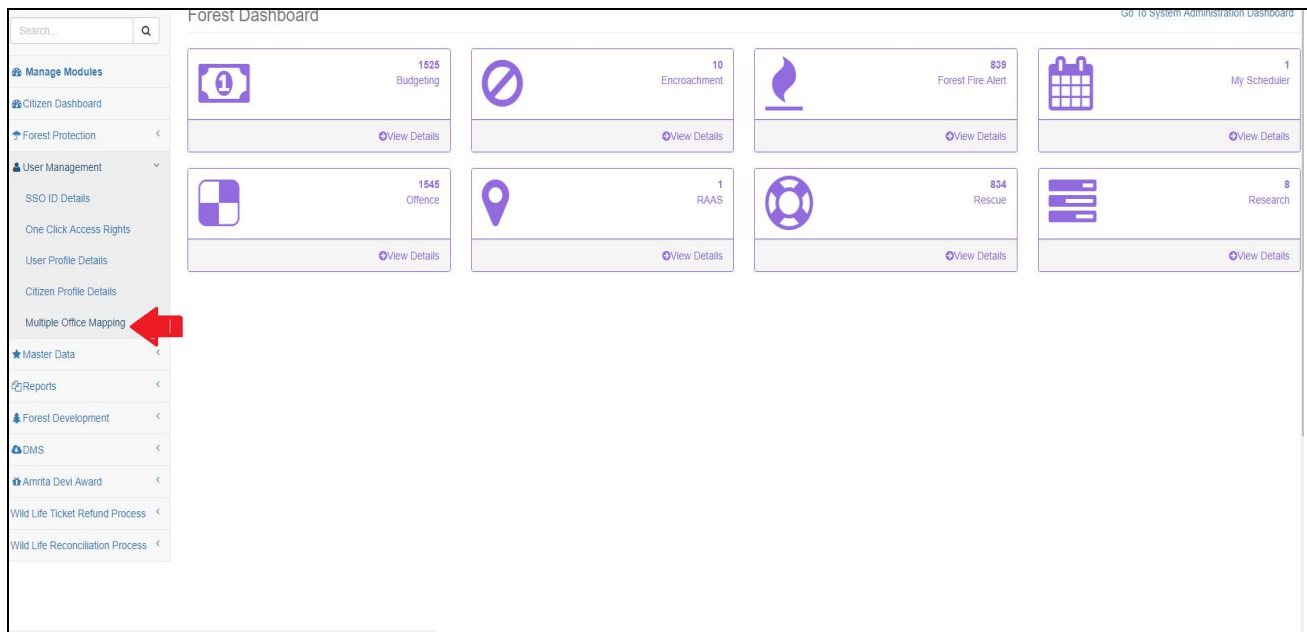
1. Click on “User Management ” left side of dashboard.

Date: 31: January: 2019



The screenshot shows the Forest Dashboard interface. On the left is a sidebar menu with a search bar at the top. The menu items include: Manage Modules, Citizen Dashboard, Forest Protection, User Management (highlighted with a red arrow), SSO ID Details, One Click Access Rights, User Profile Details, Citizen Profile Details, Multiple Office Mapping, Master Data, Reports, Forest Development, DMS, Amrita Devi Award, Wild Life Ticket Refund Process, and Wild Life Reconciliation Process. The main dashboard area displays eight cards with icons and counts: Budgeting (1525), Encroachment (10), Forest Fire Alert (839), My Scheduler (1), Offence (1545), RAAS (1), Rescue (834), and Research (8). Each card has a 'View Details' link at the bottom.

2.After Clicking on User Management,Click on “Multiple Office Mapping”.



This screenshot is similar to the previous one, but the 'Multiple Office Mapping' option in the sidebar menu is highlighted with a red arrow. The main dashboard area remains the same, showing the same eight cards with their respective counts and 'View Details' links.

3.After Clicking on “Multiple Office Mapping”.,”SSO ID Details” form will open.

(Note: Entered SSO ID should be valid, do not add space in between the characters)

Forest Department, Government of Rajasthan Back To SSO | Welcome FMD

Search...

**Manage Modules**

- Citizen Dashboard
- Forest Protection
- User Management
  - SSO ID Details
  - One Click Access Rights
  - User Profile Details
  - Citizen Profile Details
  - Multiple Office Mapping
- Master Data
- Reports
- Forest Development
- DMS
- Amrita Devi Award
- Wild Life Ticket Refund Process
- Wild Life Reconciliation Process

**SSO ID Details**

SsoId \*   View

4.Enter valid “SSO ID” of department user in SSO ID text box.

Forest Department, Government of Rajasthan Back To SSO | Welcome FMD SS DOIT ADMIN

Search...

**Manage Modules**

- Citizen Dashboard
- Forest Protection
- User Management
  - SSO ID Details
  - One Click Access Rights
  - User Profile Details
  - Citizen Profile Details
  - Multiple Office Mapping
- Master Data
- Reports
- Forest Development
- DMS
- Amrita Devi Award
- Wild Life Ticket Refund Process
- Wild Life Reconciliation Process

**SSO ID Details**

SsoId \*  View

Contact Us Contact Us for RTR, SARISKA, GHANA and Nahargarh Biological Park Booking Navigation Important Links

5.After entering valid “SSO ID” of department user,Click on “View” button.

 Forest Department,  
Government of Rajasthan

Back To SSO | Welcome FMD

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

SSO ID Details

(Note: Do Not Entered SSO ID Of citizen ,Multiple office mapping is only for departmet user)

6.After Clicking on “View Button”,User Details grid will open .



Forest Department,  
Government of Rajasthan

Back To SSO | Welcome F

Search...

Manage Modules

Citizen Dashboard

Forest Protection

User Management

SSO ID Details

One Click Access Rights

User Profile Details

Citizen Profile Details

Multiple Office Mapping

Master Data

Reports

Forest Development

DMS

Amrita Devi Award

Wild Life Ticket Refund Process

Wild Life Reconciliation Process

SSO ID Details

Ssoid \*

View

User Details

Dual Office Mapping

Remove Dual Office Mapping

Show 10 entries

Search:

#	SSO ID	Name	Office	Designation	Role	Mobile No	Email ID	Aadhar ID
1	BARISUNNY078	SUNNY BARI	AANTRI RANGE	RANGE OFFICER	CITIZEN, DEVELOPMENT MODULE, PROTECTION MODULE, PRODUCTION MODULE	9829636683	barisunny078@gmail.com	

Showing 1 to 1 of 1 entries

Previous 1 Next

7.In User Details grid ,Department user can view entered “SSO ID” roles mapped ,Designation,Name,Office,Role,Mobile No,Email Id and other information.

8.In “User Details” grid,Click on “Remove Dual office Mapping”.

9.After Clicking on “Remove Dual Office Mapping”,Alert Will display “Multiple office has been unmapped”,Click on “Ok” button

SSO ID Details

10.68.128.179 says  
Multiple Office has been Unmapped.

OK

View

Multiple Office has been mapped for SSO ID : BARISUNNY078

User Details

Dual Office Mapping

Remove Dual Office Mapping

Show 10 entries

Search:

#	SSO ID	Name	Office	Designation	Role	Mobile No	Email ID	Aadhar ID
1	BARISUNNY078	SUNNY BARI	AANTRI RANGE	RANGE OFFICER	CITIZEN, DEVELOPMENT MODULE, PROTECTION MODULE, PRODUCTION MODULE	9829636683	barisunny078@gmail.com	
2	BARISUNNY078	SUNNY BARI	JAIPUR - PCCF HOFF JAIPUR	RANGE OFFICER	CITIZEN, DEVELOPMENT HQ MODULE, PRODUCTION ADMIN, Emiltra Kiosk Reports	9829636683	barisunny078@gmail.com	

Showing 1 to 2 of 2 entries

Previous 1 Next

10.After Clicking on “OK” button,Message will display “Multiple Office Mapping has been deleted.”



Search...

Q

Manage Modules

Citizen Dashboard

Forest Protection <

User Management <

Master Data <

Reports <

Forest Development <

DMS <

Amrita Devi Award <

Wild Life Ticket Refund Process <

Wild Life Reconciliation Process <

SSO ID Details

Ssoid \*

View

Multiple Office Mapping has been deleted

## **4. Do's and Don't**

For filling the entire form kindly follow the given Do's and Don'ts of Multiple Mapping:

### **4.1 DO 's**

1. User must login to FMDSS with valid username and password which is registered through SSO.
2. Avoid multiple login using same username and password and booking for other.
3. While entering ID do not put space extra character, which may lead to ghost entry.
4. While Mapping please enter all mandatory fields.
5. Please logout after every usage of Multiple office mapping.

### **4.2 Don 'ts**

1. Do not Enter Citizen "SSO ID", Multiple role mapping is only for forest department users.
2. The registrations with in valid address, email-IDs and mobile numbers are liable to be deactivated.
3. Do not click on back button and refresh while mapping multiple office role.