USER MANUAL

Version 1.0 (For Users)

For

MESSAGE BOARD

DEVELOPED

FOR

Rajya Krishi Utpadan Mandi Parishad
Uttar Pradesh

Submitted By :

Designed & Developed By:

omni-NET
TECHNOLOGIES (P) LIMITED
ISO 9001:2008 Certified

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1. Introduction

This web based **Message Board** Application has been developed for establishing a communication system between employees of **Rajya Krishi Utpadan Mandi Parishad** through a closed group system. It will be an Internal Communication based on messages and files. This communication can be one-to-one, one-to-selected or one-to-all.

The solution comprise of following:-

a. Each user will have its own individual login and password which will be provided by the administrator.
b. Application can be accessed by any normal Internet connection through a normal PC from anywhere.
c. Once the user is logged in he/she can do the following:
    i. View any message posted by other user.
    ii. Post a new message to any individual, selected or all users.
    iii. Attach any file to any message sent.
    iv. The file format supported will be of all MS Office types, Graphics and PDF.
d. The user will get option to send messages to selected users with option to re-check the selected users.
e. The users can only view the messages and cannot edit or delete them.
f. All messages and answers posted will start displaying immediately (Real time).
g. User Logins will be traced and recorded to generate the audit trail as and when the users have logged in and what action has been taken by them.
h. Date & Time when the messages were read by the user will also be recorded to generate reports for higher authorities.

2. How to Login

The Message Board will be used by two types of users' namely **Normal User** who sends and receives messages and the **Admin User**, who can send and receive messages and also create/manage user groups, create/manage users, activate/deactivate users, reset password, generate last login report, generate viewed message report and sent and received statistics.

Steps for Login :

i) To Login as a User into the Mandi Prishad MESSAGE BOARD enter the URL http://www.mpmb.in on your internet browser.

ii) Now click on the **Message Board** link. When you click on the link a Login page as shown in Fig 2.0 will appear.

iii) Select the Group (e.g. Director, Additional Director etc.)

iv) Now select the User Name (e.g. DIR, ADA etc.)

v) Enter your password as provided by the Administrator.

Fig 2.0

3. Change Password

a. User can change their password by clicking on the Change Password link.

b. To change the password first enter the old and then new password as shown in Fig 3.0.

c. When you type the password it will show the strength of password, if the password is less than 6 characters it will be a weak password. It is recommended to use a combination of alphabet, special character (!, @, #, $ etc.) and digit to create a secure and strong password.

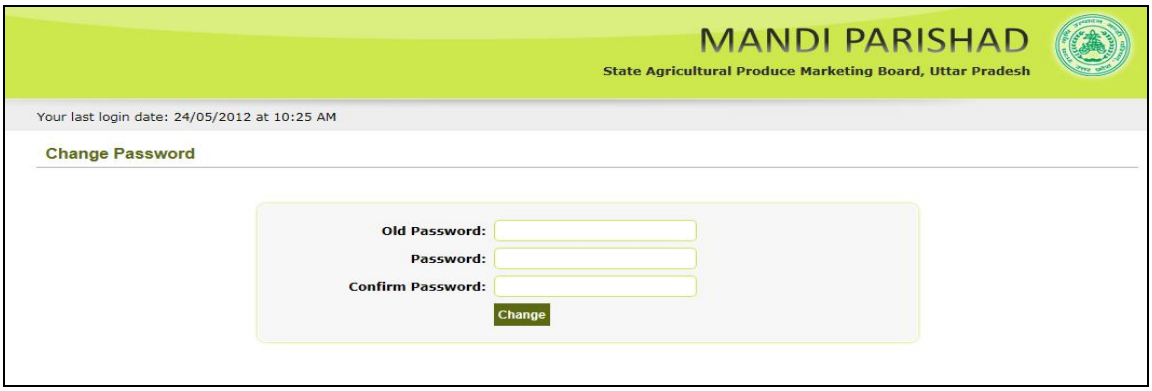


Fig 3.0

4. Inbox

a. When the User Logs-In the Inbox is the first page displayed as shown in Fig 4.1.

b. Here the User will get a list of all the messages received from other Users and Admin.

c. To read the full message the User will have to click on the Subject. The message will open in full view as shown in Fig 4.2.

d. There is a facility to search a message by subject, by remark, by date, by office, by urgent message (Urgent message is tagged with URG).

e. There is Column for Priority when denotes the Priority marked on the message sent by the User.

f. The User will not have the permission to delete any message.

g. The user can also send Inbox message to the archive after selection and vice-versa as shown in fig 4.1 and fig 4.3.

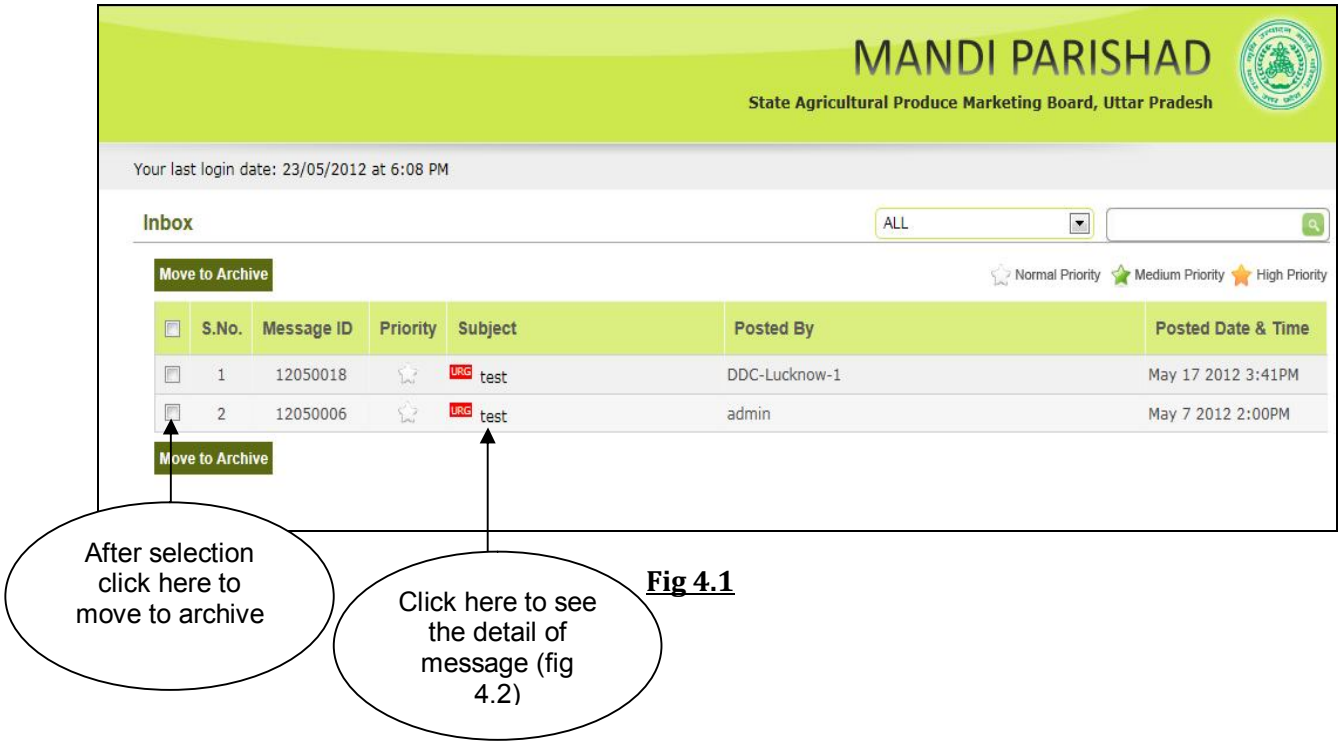

MANDI PARISHAD
State Agricultural Produce Marketing Board, Uttar Pradesh
Your last login date: 23/05/2012 at 6:08 PM
Inbox
ALL
Move to Archive
Normal Priority
Medium Priority
High Priority
S.No.
Message ID
Priority
Subject
Posted By
Posted Date & Time
1
12050018
URG
test
DDC-Lucknow-1
May 17 2012 3:41PM
2
12050006
URG
test
admin
May 7 2012 2:00PM
Move to Archive
After selection click here to move to archive
Click here to see the detail of message (fig 4.2)

Fig 4.1

MANDI PARISHAD
State Agricultural Produce Marketing Board, Uttar Pradesh
Your last login date: 23/05/2012 at 6:09 PM
Message View
Posted By : admin
Posted On : May 7 2012 2:00PM
Subject : test
Priority : Normal
Is Urgent : Yes
Message : test message
Attachment 1 : 1_test.docx
Attachment 2 :
Attachment 3 :
Attachment 4 :
Attachment 5 :

Fig 4.2

After selection click here to move messages to inbox

Fig 4.3

5. Compose Message

a. To send a new message to any User click on the **Compose Message** link. A page as shown in Fig 5.0 will be displayed.

b. Change the Priority as per your need.

c. SMS alert can also be sent to the receiver's mobile no by selecting the numbers
(Not selecting the Mobile No. will not send the SMS alert)

d. Select the User Group (e.g. Director, Additional Director etc.)

e. Once the User selects the User Type a List of users will be displayed. The User has to select the Users to whom the message has to be sent.

f. Enter the Subject

g. Type your Message in the Message Column (Max 500 characters)

h. The User can also attach 5 files (max 5 MB size) with the message

i. Now Click on the send button to send the message to the selected users.

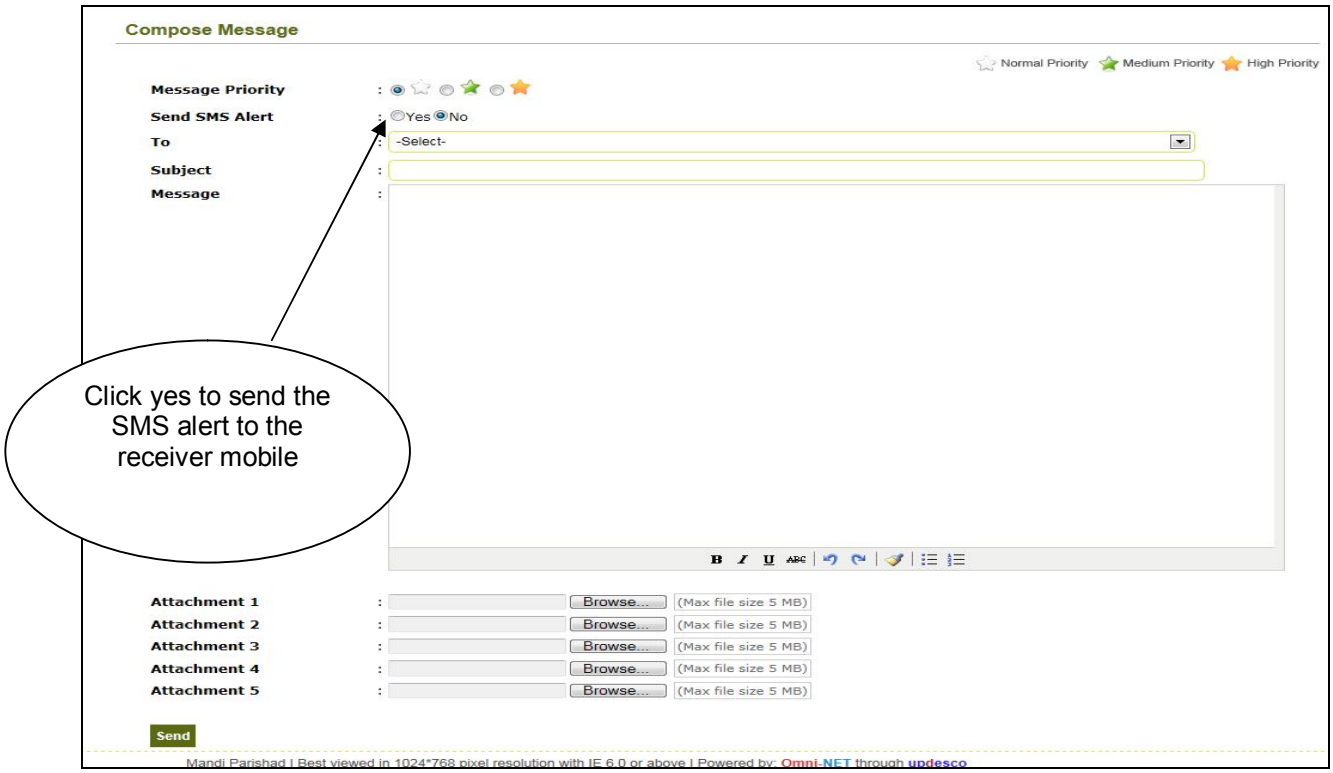


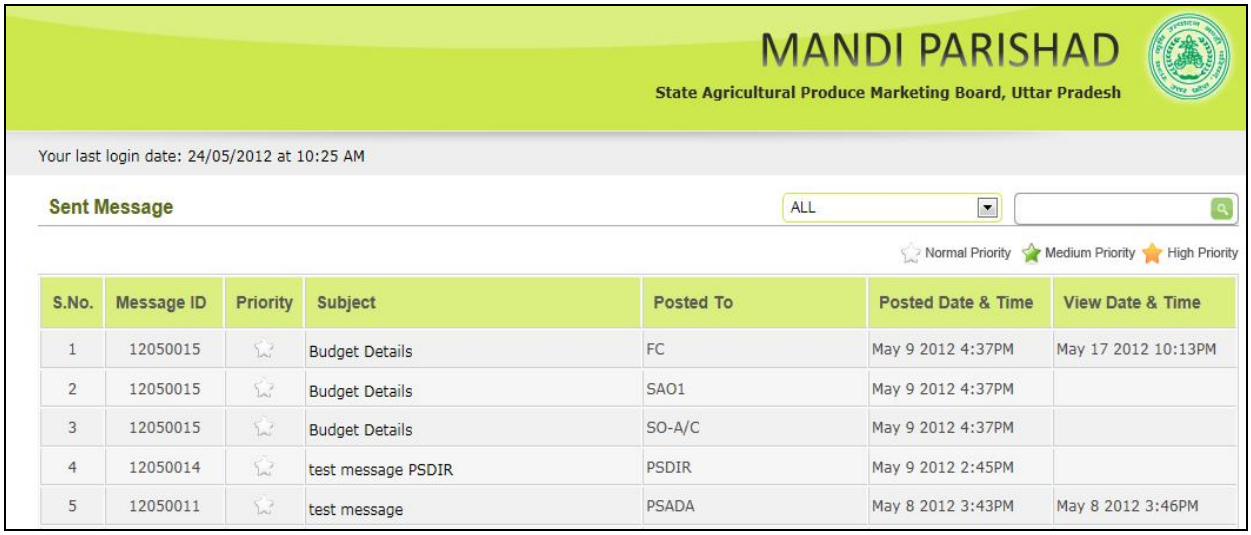
Fig 5.0

6. Sent Message

a. All the messages sent by a User will be displayed in the Sent Message Link (fig 6.0).

b. There is a View Date & Time Column in which the User can check whether recipient has viewed the message or not.

c. Full message can be viewed by clicking on the message subject.



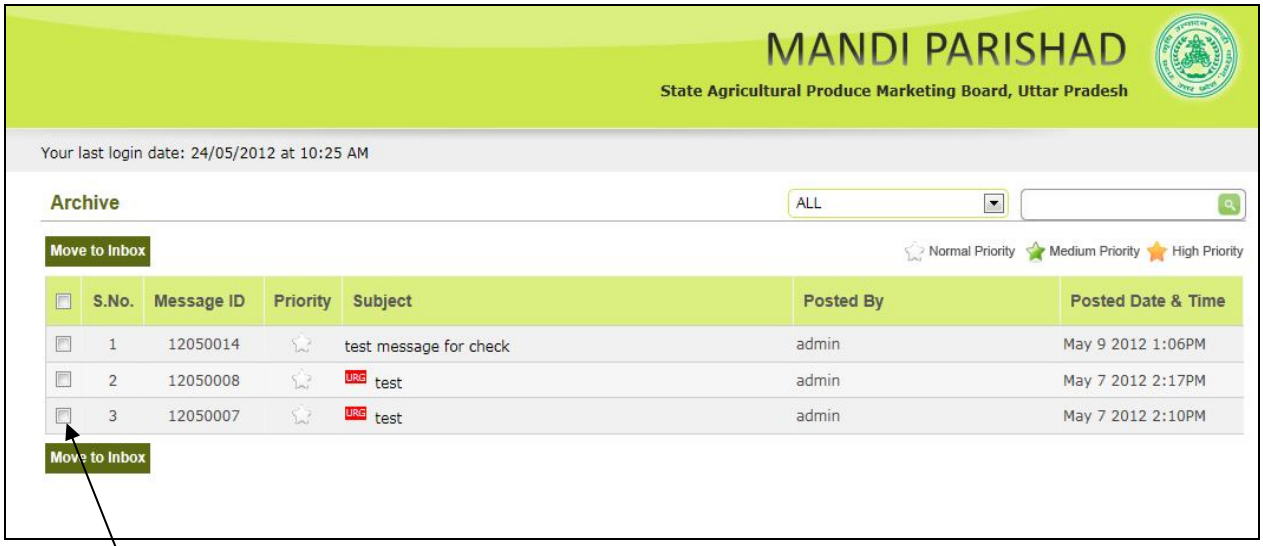
S.No.	Message ID	Priority	Subject	Posted To	Posted Date & Time	View Date & Time
1	12050015		Budget Details	FC	May 9 2012 4:37PM	May 17 2012 10:13PM
2	12050015		Budget Details	SAO1	May 9 2012 4:37PM	
3	12050015		Budget Details	SO-A/C	May 9 2012 4:37PM	
4	12050014		test message PSDIR	PSDIR	May 9 2012 2:45PM	
5	12050011		test message	PSADA	May 8 2012 3:43PM	May 8 2012 3:46PM

Fig 6.0

7. Archive

a. User can also move their archive messages to inbox.

b. To move into inbox, after selection of messages click on move to inbox.



Select and click on "Move to inbox"

Fig 7.0