

SOP & USER MANUAL FOR VENDOR

WEB BASED **DGPS WORKFLOW** MANAGEMENT SYSTEM

MARCH

2022



Odisha Space Application Centre (ORSAC)

Dept. of Science & Technology, Govt. of Odisha



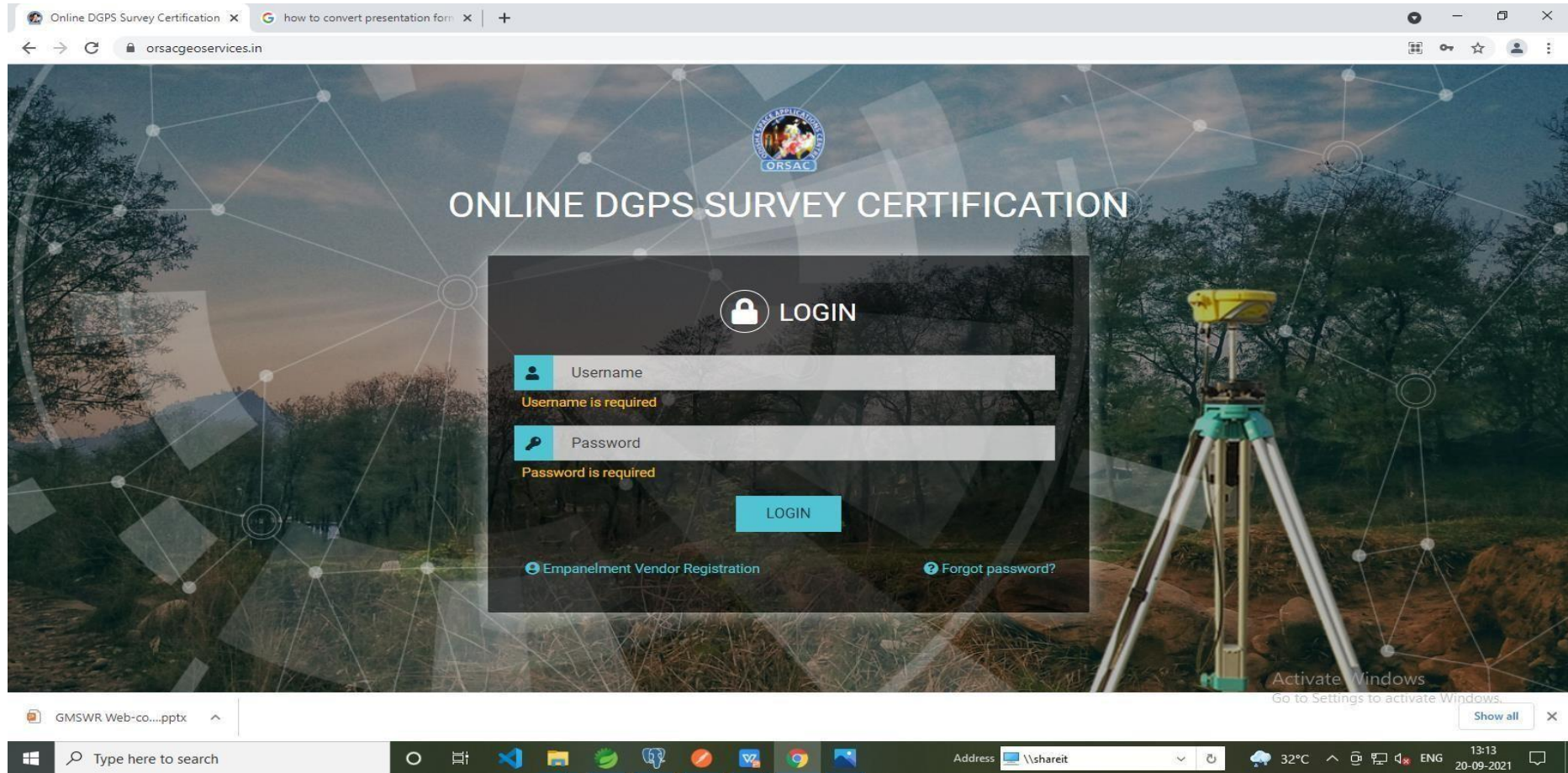
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Chandrasekharpur, Bhubaneswar-751024

Contents

1.0	Landing Page.....	4
1.1	Login.....	5
1.2	EV Registration.....	6
1.3	Forgot Password.....	7
2.0	Application Setting.....	8
2.1	Profile Setting.....	9
2.2	Change Password.....	10
2.3	Logout.....	11
3.0	Empanelment Vendor Login.....	24
3.1	Dashboard.....	25
3.2	Add Project.....	26
3.3	Add User Agency.....	27
3.4	Pending Project.....	28
4.0	Pending Project View.....	29
4.1	Completed Projects.....	30

1.0 Landing Page

- To open DGPS Automation website, Search the given URL “<https://orsageoservices.in>” in your browser.
- User will get a Landing page as shown in image 1(A).

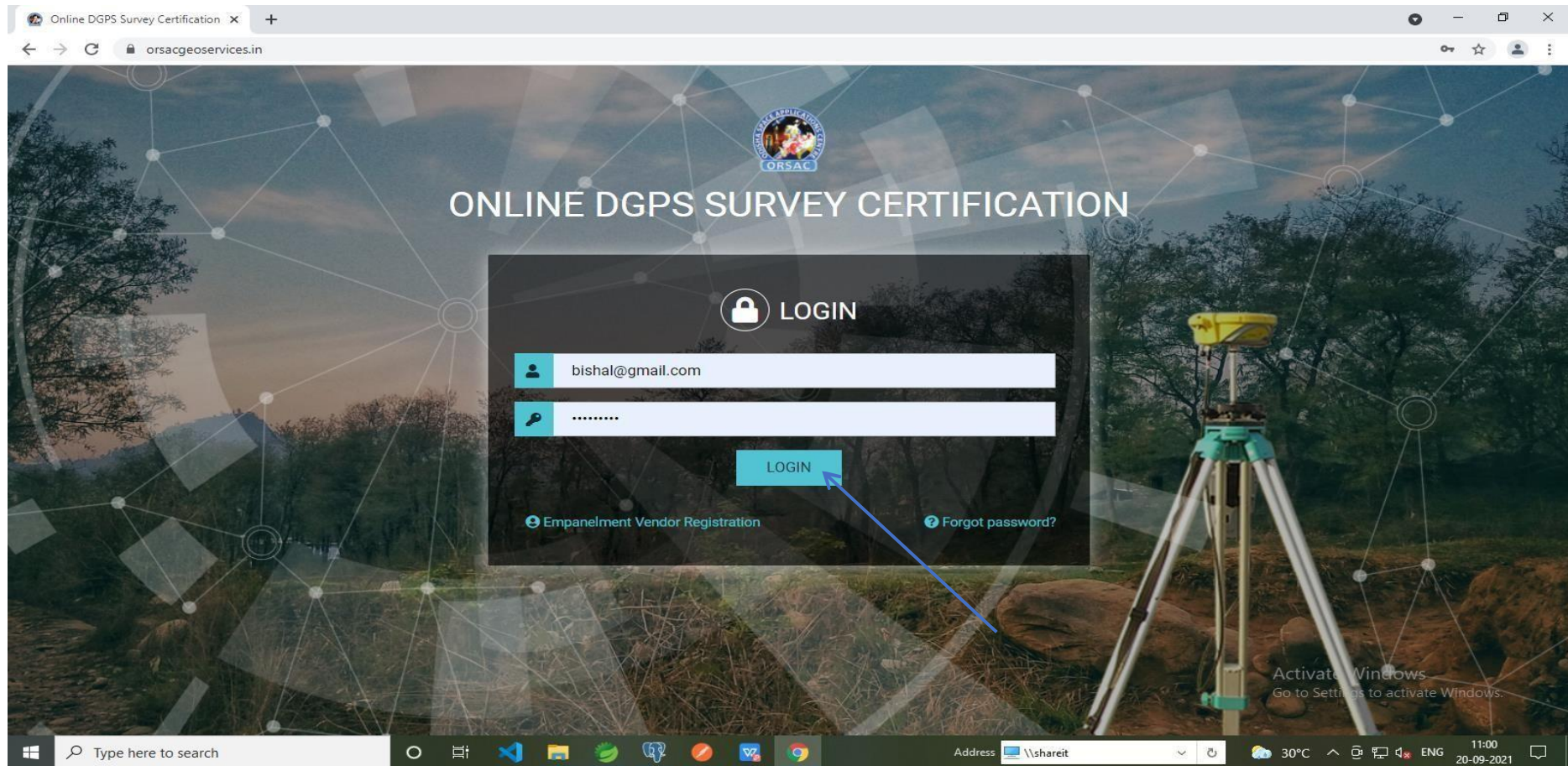


1(A)

WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

1.1 Login

- To Sign In into the application click on the “**Log In**” option in the Login page. Enter **Email Id** and **Password** to login.
- Either the user will get into the application on the successful login credential or will get an error message of invalid entry.

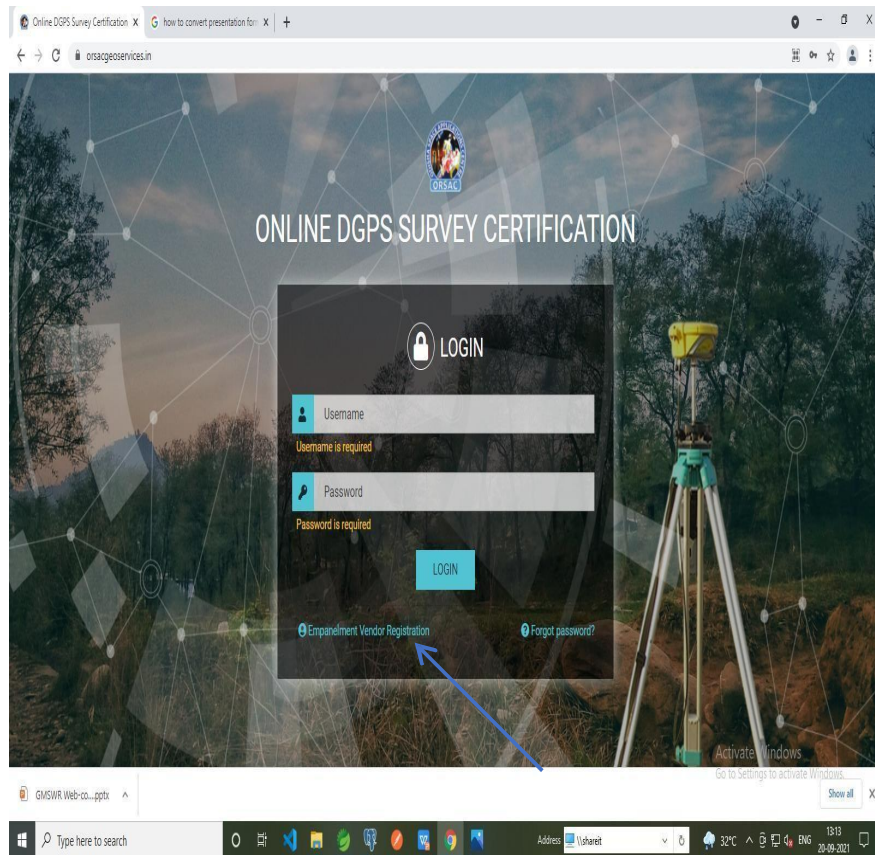


1(B)

WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

1.2 EV Registration

- In Landing Page, click on “**EV Registration**”. The user will be redirected to EV Registration Page screen as shown in picture 1(C). In EV Registration Page, user need to fill all the requirement fields in this page then user should validate the authorized person email id as shown in picture 1(C). “**Submit**”.



1(B)

1(C)

WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

- After click on **“VALIDATE EMAIL ID”** system will send a OTP to authorized person email id which is entered as shown in picture 1(D). After entered OTP and click on **“Submit”** button the email will verify successfully and give a alert as shown in picture 1(E), then click on **“Submit”** button to submit the form.

ONLINE DGPS SURVEY CERTIFICATION

EV REGISTRATION

Organization Name *

Address *

Head of the Organization

Name * Mobile Number * Email ID *

Name * Mobile No. * Email ID *

Authorised Person

Name * Mobile Number * Email ID *

Name * Mobile No. * padhy4444@gmail.com

Enter OTP SUBMIT

ORSAC Empanement Letter No. * Valid Till * GST No. *

ORSAC Empanement Letter No. * dd-mm-yyyy * GST No. *

Back to Login

1(D)

ONLINE DGPS SURVEY CERTIFICATION

EV REGISTRATION Success message Email id validated successfully

Organization Name *

Address *

Head of the Organization

Name * Mobile Number * Email ID *

Name * Mobile No. * Email ID *

Authorised Person

Name * Mobile Number * Email ID *

Name * Mobile No. * padhy4444@gmail.com

ORSAC Empanement Letter No. * Valid Till * GST No. *

ORSAC Empanement Letter No. * dd-mm-yyyy * GST No. *

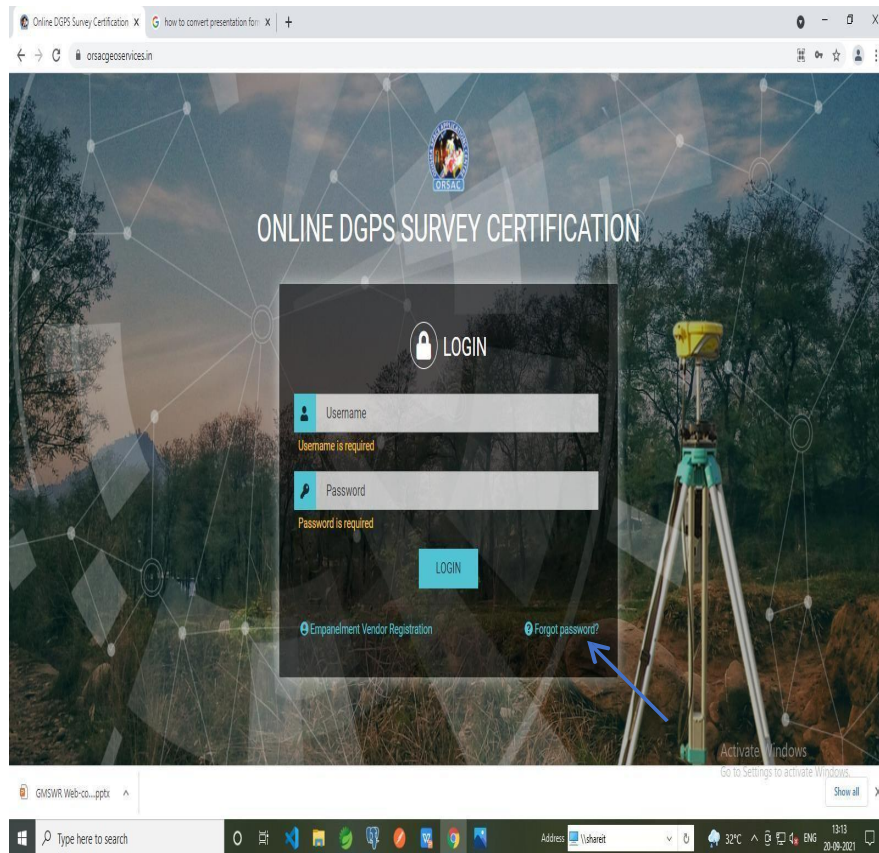
SUBMIT

Back to Login

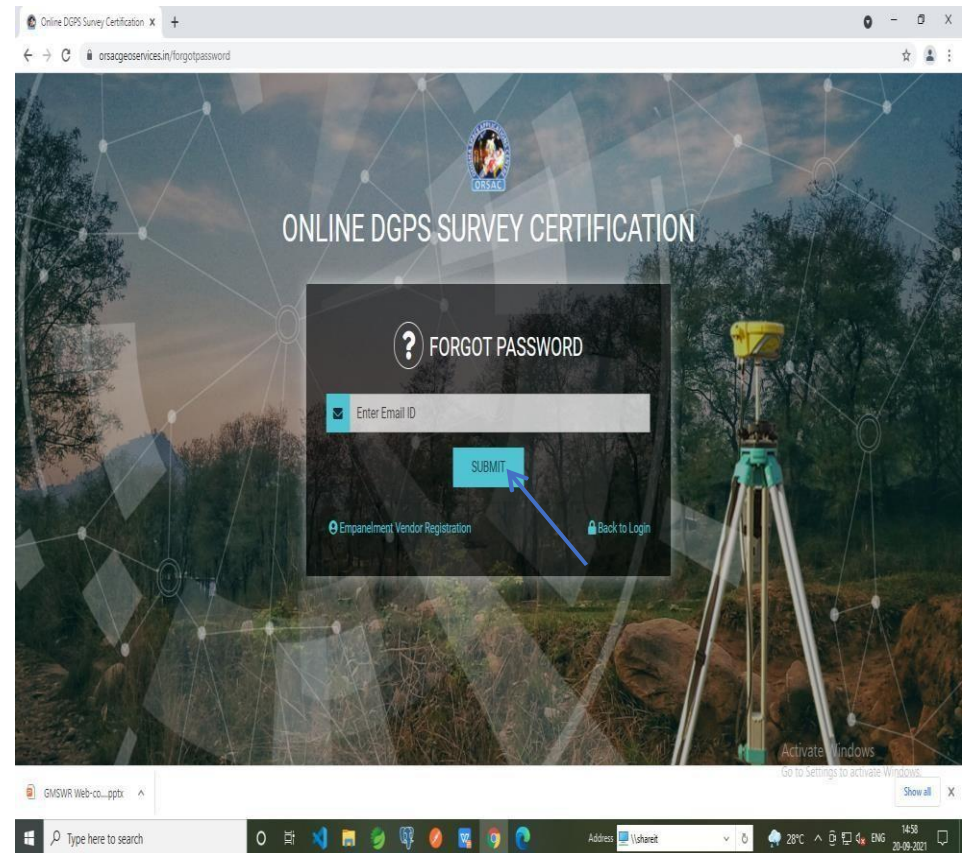
1(E)

1.3 Forgot Password

- In Landing Page, click on **“Forgot Password”**. The user will be redirected to Forgot Password Page screen as shown in picture 1(D). In Forgot Password Page, user need to put a valid Email Id then click on **“Submit”**. An OTP will be sent to that registered Email Id, after verifying the OTP the password will change.



1(A)



1(D)

2.0 Application Console

- In “Application Setting” Page, click on the username. After clicking on the user, it will show three options Profile Setting, Change Password and Logout as shown in picture 2(A).

The screenshot displays the 'Online DGPS Survey Certification' dashboard. The top navigation bar includes a menu icon, the system name, and a user profile dropdown for 'Bishal B Swain SystemAdmin'. The dropdown menu shows options: 'Profile Settings', 'Change Password', and 'Logout'. The dashboard is divided into three main sections: 'User Management' (blue), 'Role Management' (green), and 'Vendor' (orange). Below these are two large panels: 'Total Vendor Registered' and 'Total User Agency Registered'. The 'Total Vendor Registered' panel lists one entry: 'SPARC Pvt. Ltd'. The 'Total User Agency Registered' panel lists three entries: 'East Cost Railway Const-2', 'East Co Railway Const-1', and 'Mayurbhanj Investigation Division'. On the right side, there are six role-based access cards, each showing a count of '1': 'System Admin', 'Chief Executive', 'Nodal Officer', 'Engineering Cell', 'GIS Cell', and 'Accounts Cell'. The footer contains copyright information and a Windows taskbar at the bottom.

Online DGPS Survey Certification

orsacgeoservices.in/dashboard

ONLINE DGPS SURVEY CERTIFICATION

Bishal B Swain SystemAdmin

Profile Settings

Change Password

Logout

User Management

Role Management

Vendor

Total Vendor Registered

1. SPARC Pvt. Ltd

Total User Agency Registered

1. East Cost Railway Const-2

2. East Co Railway Const-1

3. Mayurbhanj Investigation Division

1 System Admin

1 Chief Executive

1 Nodal Officer

1 Engineering Cell

1 GIS Cell

1 Accounts Cell

Activate Windows
Go to Settings to activate Windows.

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Type here to search

Address \\shareit

27°C

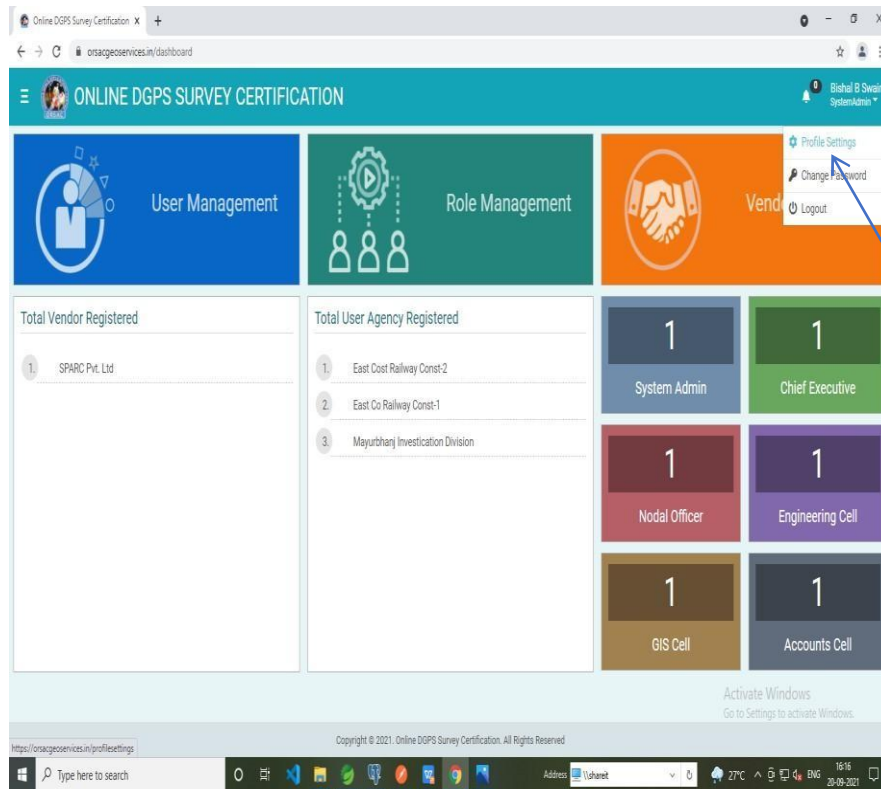
ENG

16:52
20-09-2021

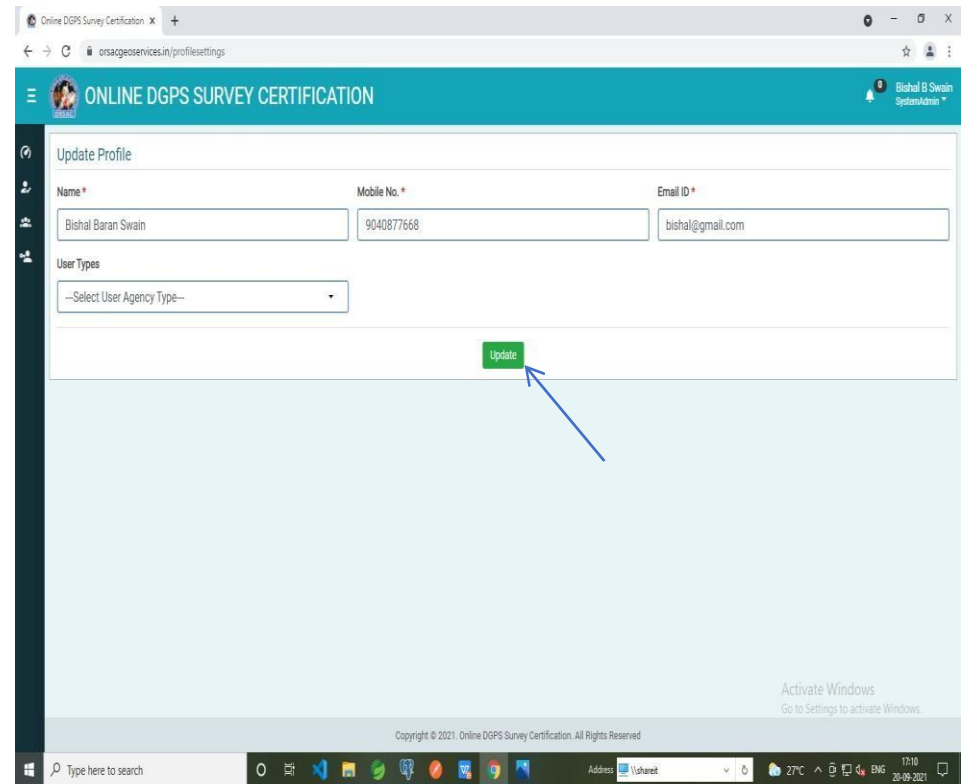
2(A)

2.1 Profile Setting

- After clicking on the username, click on the **“Profile Setting”** as shown in picture 2(B). After clicking on Profile Setting, it will be redirected to **“Update Profile”** page as shown in picture 2(C). In Update Profile page, user need to fill all the requirement fields then click on **“Update”**.



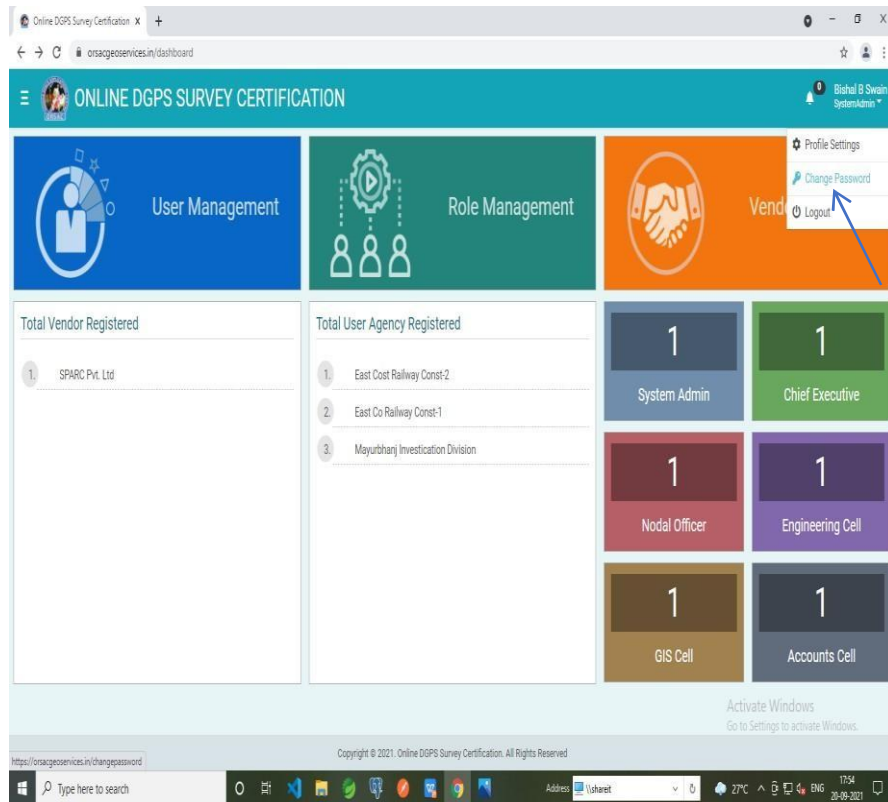
2(B)



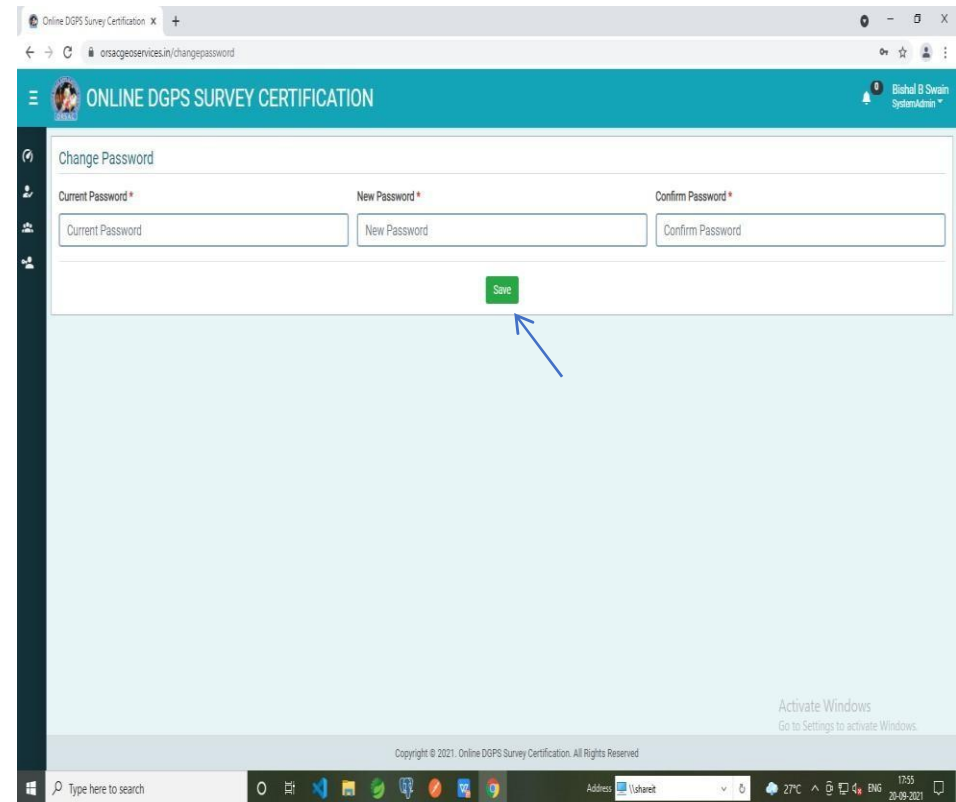
2(C)

2.2 Change Password

- After clicking on the username, click on the **“Change Password”** as shown in picture 2(D). After clicking on Change Password, it will be redirected to **“Change Password”** page as shown in picture 2(E). In Change Password page, user need to fill all the requirement fields then click on **“Save”**.



2(D)



2(E)

2.3 Logout

- After clicking on the username, click on the “Logout” as shown in picture 2(F). It will be logged out the page.

The screenshot displays the 'Online DGPS Survey Certification' dashboard. The top navigation bar includes the system name and the user's name 'Bishal B Swain SystemAdmin'. A dropdown menu is open, showing options: 'Profile Settings', 'Change Password', and 'Logout'. A blue arrow points to the 'Logout' option. The dashboard features three main sections: 'User Management' (blue), 'Role Management' (green), and 'Vendor Management' (orange). Below these are two tables: 'Total Vendor Registered' (listing SPARC Pvt. Ltd) and 'Total User Agency Registered' (listing East Cost Railway Const-2, East Co Railway Const-1, and Mayurbhanj Investigation Division). On the right, a grid shows counts for various roles: System Admin (1), Chief Executive (1), Nodal Officer (1), Engineering Cell (1), GIS Cell (1), and Accounts Cell (1). The footer contains copyright information and a Windows taskbar with the date 20-09-2021.

Online DGPS Survey Certification

orsacgeoservices.in/dashboard

ONLINE DGPS SURVEY CERTIFICATION

Bishal B Swain SystemAdmin

Profile Settings

Change Password

Logout

User Management

Role Management

Vendor Management

Total Vendor Registered

1. SPARC Pvt. Ltd

Total User Agency Registered

1. East Cost Railway Const-2

2. East Co Railway Const-1

3. Mayurbhanj Investigation Division

1 System Admin

1 Chief Executive

1 Nodal Officer

1 Engineering Cell

1 GIS Cell

1 Accounts Cell

Activate Windows
Go to Settings to activate Windows.

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Type here to search

Address \\shareit

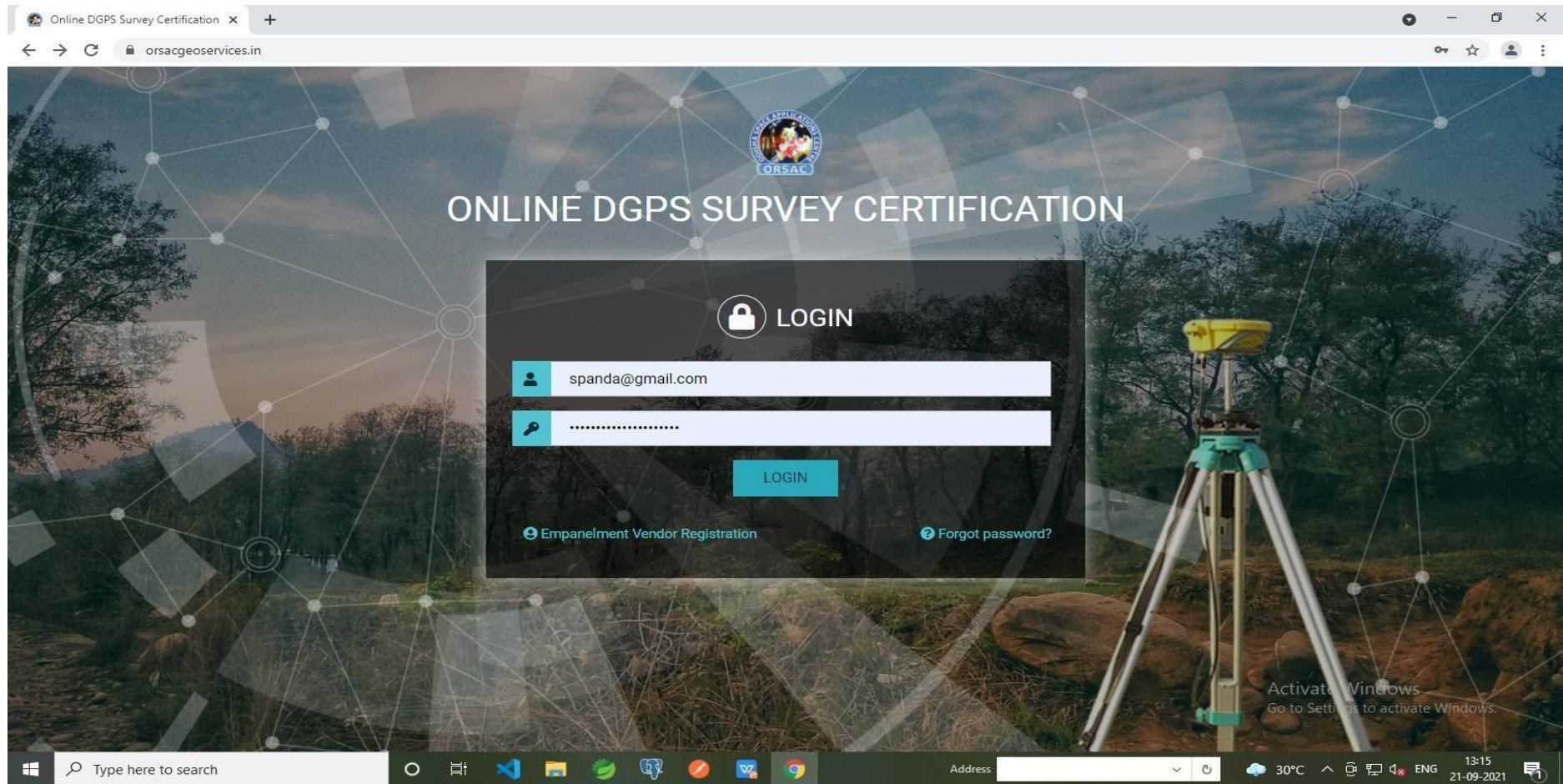
27°C

16:19
20-09-2021

2(F)

3.0 Empanelment Vendor Login

- In **Empanelment Vendor** Login, user need to enter valid Email Id and Password to login Empanelment Vendor as shown in picture 4(A). It will be redirected to Empanelment Vendor page.



4(A)

3.1 Dashboard

- There are KP Requests Details, Base Point Request, DGPS Authentication, All Project Details in “**Empanelment Vendor Dashboard**” page as shown in picture 4(B).

The screenshot displays the 'Online DGPS Survey Certification' dashboard. The top navigation bar includes the system name and the user's name, Santosh Panda, an Empanelment Vendor. The dashboard is divided into three main sections: KP REQUEST, BASE POINT REQUEST, and DGPS AUTHENTICATION. Each section contains a table of status counts. Below these sections is a 'My Projects' section with a search bar and a table of project details.

KP REQUEST		
Applied	In Progress	Finalised
2	0	0

BASE POINT REQUEST		
Applied	In Progress	Finalised
3	3	0

DGPS AUTHENTICATION					
Applied	Engg Cell	GIS Cell	Approval	Payment	Certification
0	0	0	0	0	0

My Projects

Show 10 entries Search:

Sl. No.	User Agency	Project Name	Current Status	Assigned to	Since
1	East Co Railway Const-1	Project 18	Payment success for Base point	Thakur Das, Nodal Officer	09-09-2021
2	East Co Railway Const-1	Project orsac	Payment success for Base point	Thakur Das, Nodal Officer	16-09-2021
3	East Co Railway Const-1	Project dgps	New Project	Chif Executive	09-09-2021
4	East Co Railway Const-1	Project dgps_auto	New Project	Chif Executive	14-09-2021
5	East Co Railway Const-1	Project dgps_auto	PCP data processed fail	Vendor	21-09-2021

Showing 1 to 5 of 5 entries Previous 1 Next

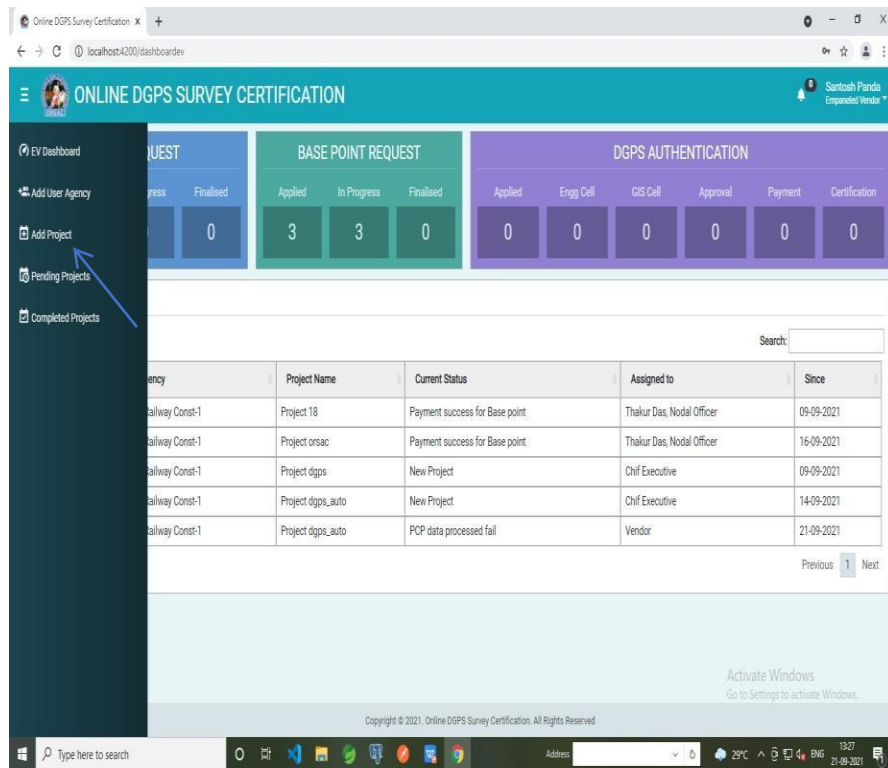
Activate Windows
Go to Settings to activate Windows.

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4(B)

3.2 Add Project

- Click on “**Add Project**” on Dashboard of EV page as shown in picture 4(C). It will be redirected to Add Project page then user need to fill the required fields and upload KML file as shown in picture 4(D).



4(C)

4(D)

WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

- After upload KML file, it will display that KML file on map as shown in picture 4(E). User should click on KML file on map as shown in picture 4(F). It will show the nearest points and user should choose two nearest point which will form a acute angle triangle then “Submit”.

Enter Base point(In degree decimal)

Latitude:

Longitude:

You have selected

Division :	
District :	
Tehsil :	

Select Known Point (Pillar No)(Distance(mtr))

Note :

1. Only two known points can be chosen.
2. Points in red dot is your given point.
3. Choose point accordingly so that it will create acute angle triangle.

4(E)

Enter Base point(In degree decimal)

Latitude:

Longitude:

You have selected

Division :	
District :	
Tehsil :	

Select Known Point (Pillar No)(Distance(mtr))

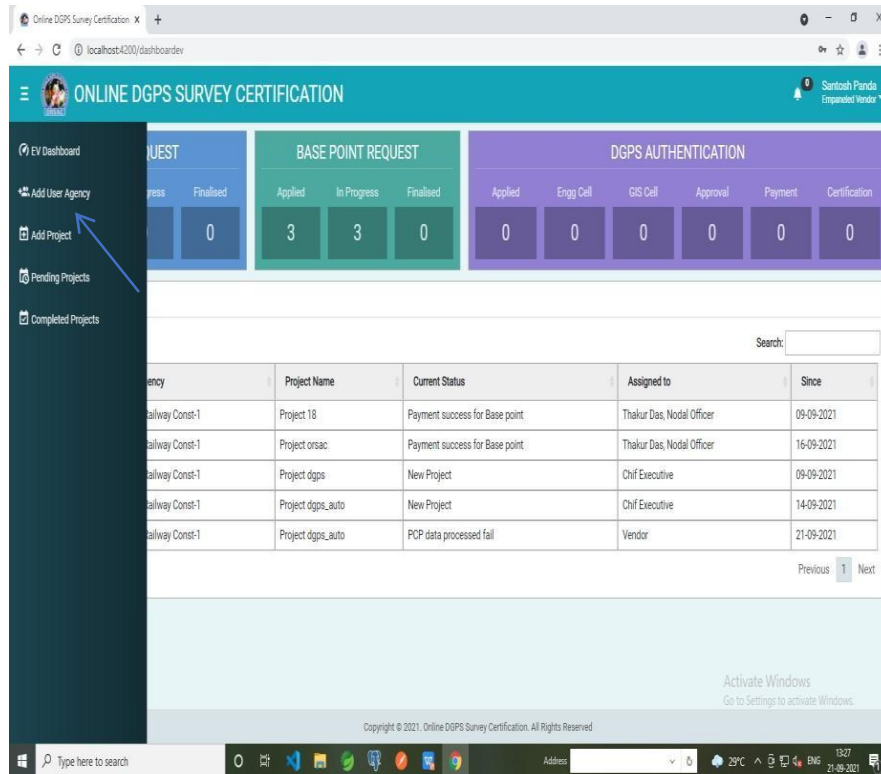
Note :

1. Only two known points can be chosen.
2. Points in red dot is your given point.
3. Choose point accordingly so that it will create acute angle triangle.

4(F)

3.3 Add User Agency

- Click on **"Add User Agency"** on EV page as shown in picture 4(C). It will be redirected to Add User Agency page then user need to fill all the requirement fields after then click on **"Submit"** as shown in picture 4(E).



4(C)

Add User Agency

Organization Name * Office Landline No. User Agency Type

Organization Name Office Landline No. -Select User Agency Type-

Address *

Address

Head of the Organization

Name * Email ID * Mobile No. *

Name Email ID Mobile No.

Authorised Person

Name * Email ID * Mobile No. * Alternative Mobile No.

Name Email ID Mobile No. Alternative Mobile No.

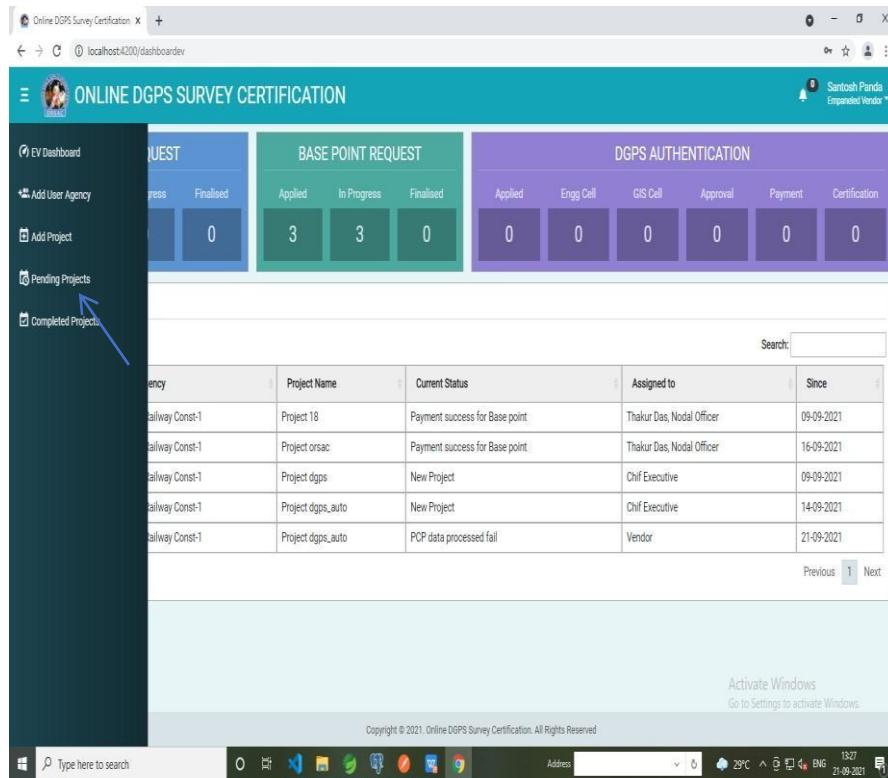
Submit

4(E)

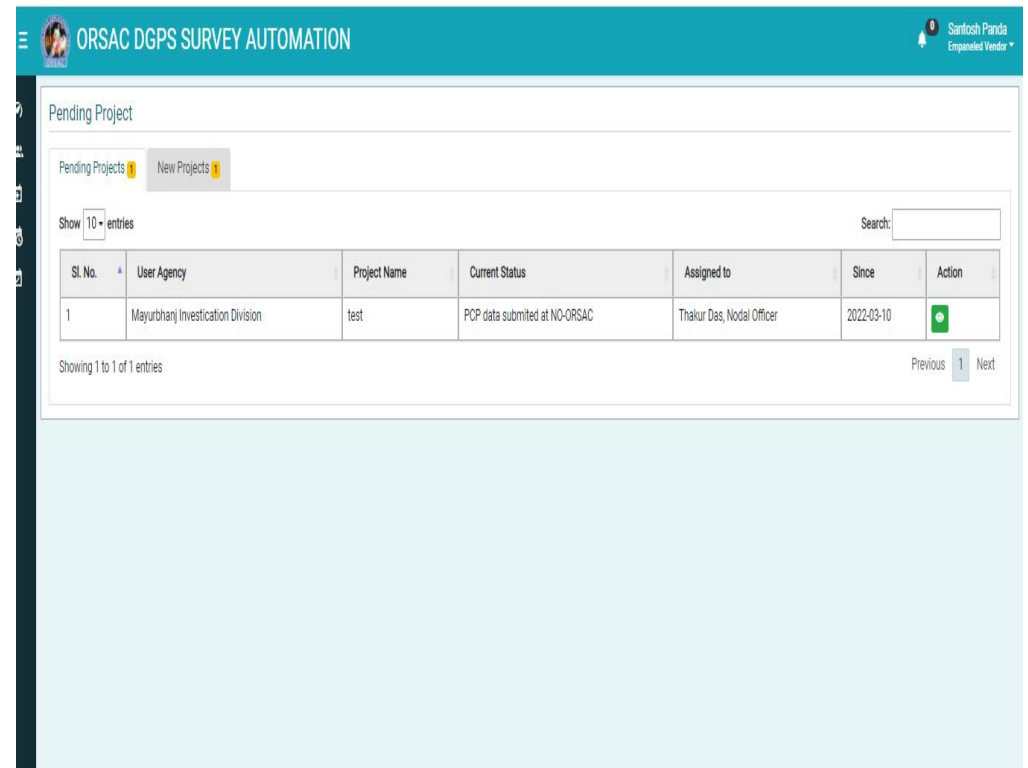
WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

3.4 Pending Project

- Click on “**Pending Project**” on EV page as shown in picture 4(C). It will be redirected to Pending Project page then it as shown in picture 4(F).



4(C)

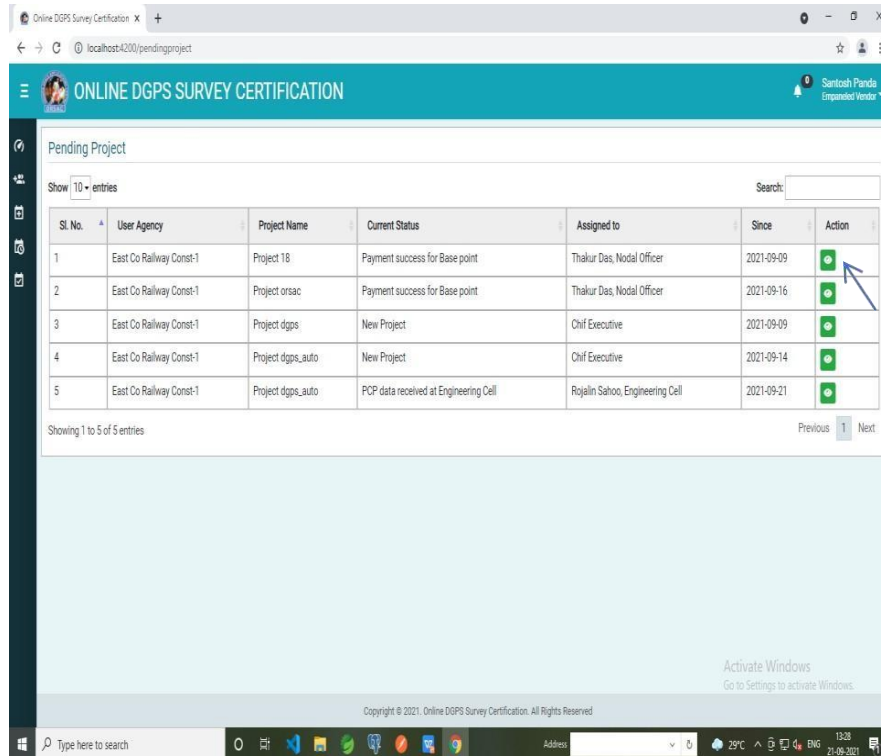


4(F)

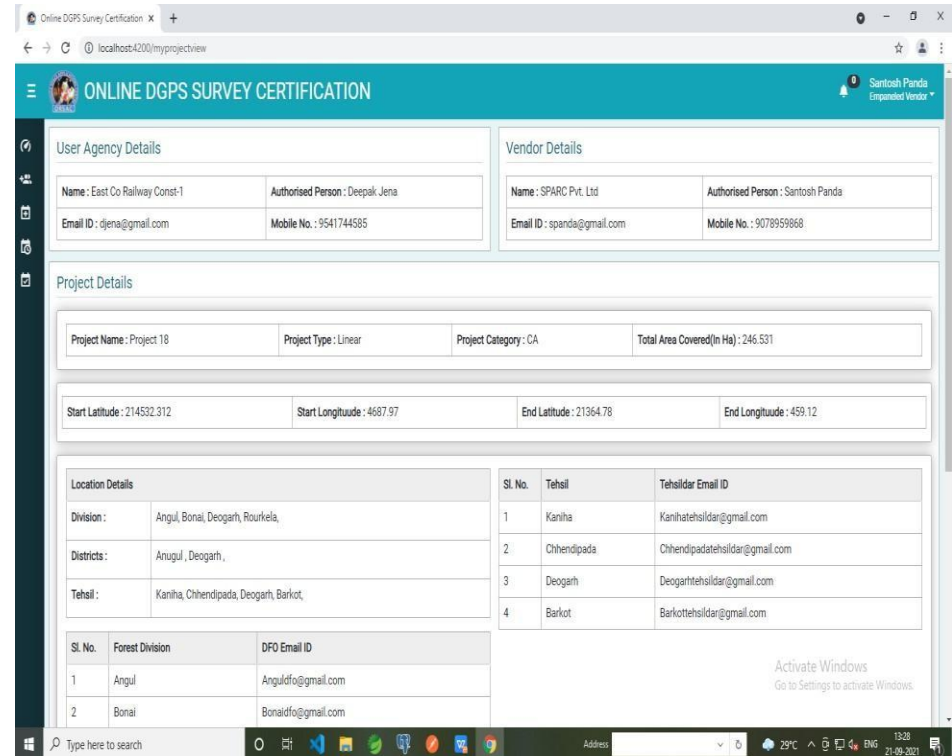
WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

4.0 Pending Project View

- Click on “**View Icon**” on Pending Project page as shown in picture 4(F). It will be redirected to User Agency Details and Project Details to view all details as shown in picture 4(G).



4(F)

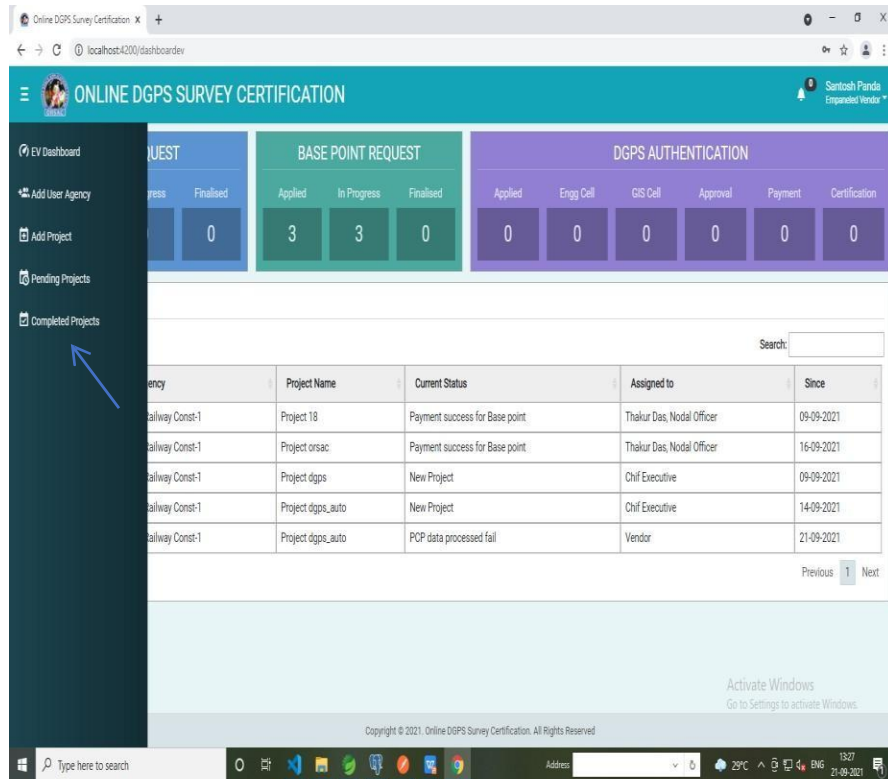


4(G)

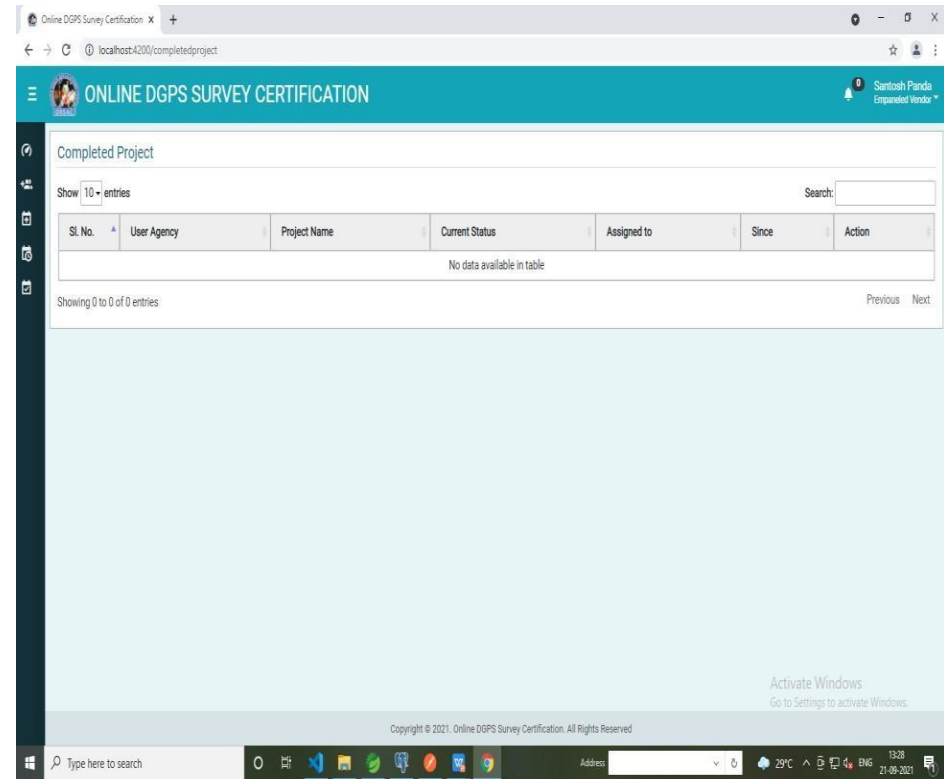
WEB BASED DGPS WORKFLOW MANAGEMENT SYSTEM (USER MANUAL)

4.1 Completed Projects

- Click on “**Completed Project**” on EV page as shown in picture 4(C). It will be redirected to Completed Project as shown in picture 4(H).



4(C)



4(H)

