

e-Vidhan

Web Administrator & Super Administrator Module

User Manual Version 1.0

Himachal Pradesh Vidhan Sabha Shimla



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Introduction

The e- Vidhan is a system to automate the processes involved in working of Legislative Assembly and its Secretariat including working of various House Committees and managing respective Constituencies by Hon'ble Members.

Who should use this manual

This manual is specific to the tasks that will be performed by the Vidhan Sabha Staff in Admin and SuperAdmin area module.

Process Overview

In SuperAdmin area there are Master Pages to insert, update and delete the data in master tables.

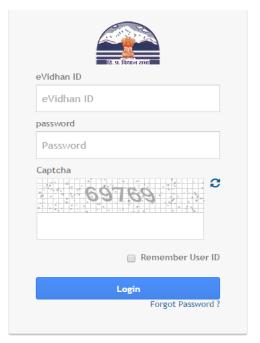
In Admin area there are forms in which we insert, update and delete the data in tables collectively from master tables.

From the dashboard all the information related to this area is available to the Vidhan Sabha Staff.

Logging in to the e- Vidhan Application

To login to the dashboard, the employee of the Vidhan Sabha has to open the e-Vidhan website at web address "https://secure.evidhan.nic.in".

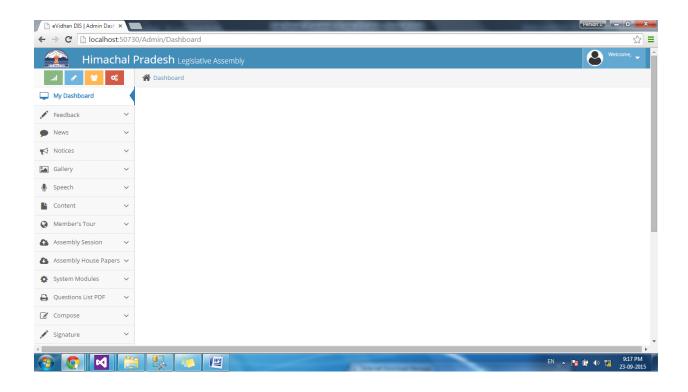
The following login screen appears:



On the login screen the staff login through credentials given. After the login, navigate to the following dashboard.

Process-1 Admin Login

Upon successful Login the following dashboard appears for the user:



From this dashboard user will navigate to any form from the left navigation menu wherever he/she wants. The Create, Read, Update or Delete functionality is same in all given below forms:

Under Feedback-

Feedback

Under News-

News List, News Category

Under Notice-

Notices, Notice Category

Under Gallery-

Album Category, Album Gallery, Gallery List

Under Speech-

Speeches, Speech Category

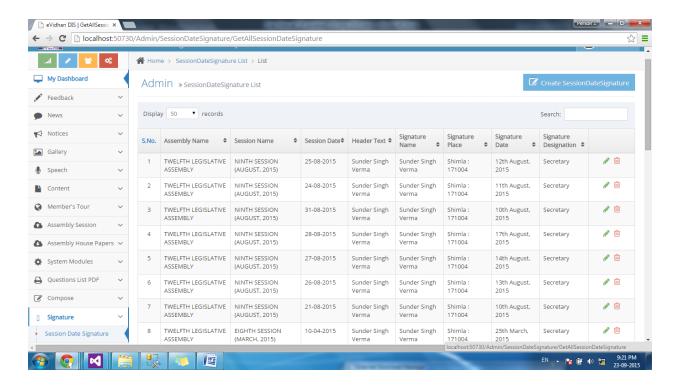
Under Content-

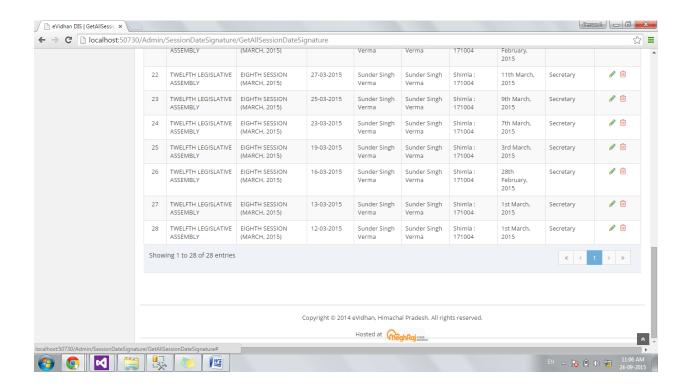
Content, Content Category

Under Assembly Session-Upload Documents, Forms, Footer Public Data Under Signature-Session Date Signature

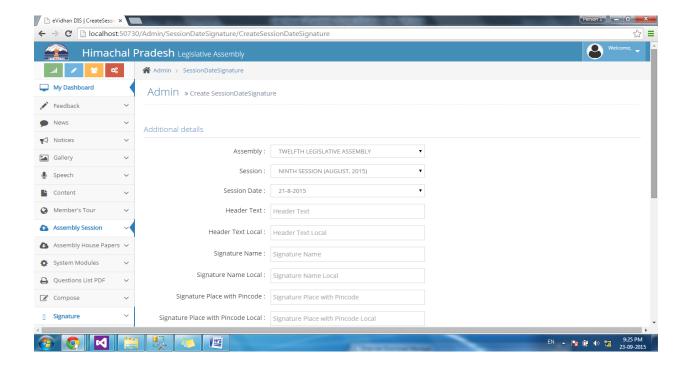
The given below **demo** is for **Session Date Signature** form.

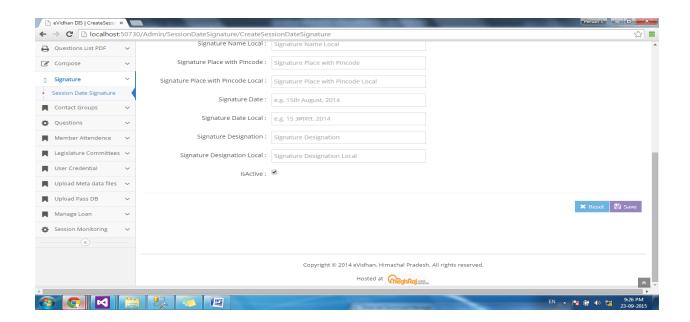
1. When user click on Session Date Signature submenu in Signature menu from left navigation menu the following window appear:



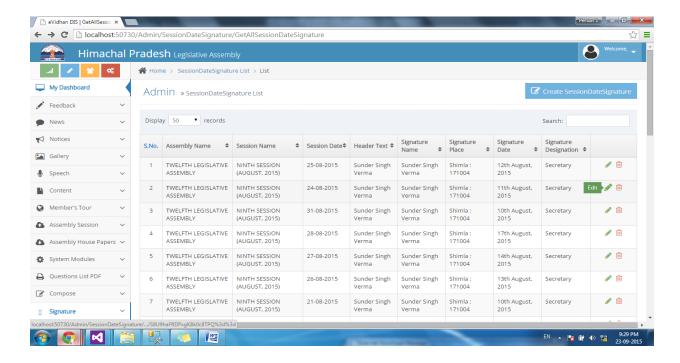


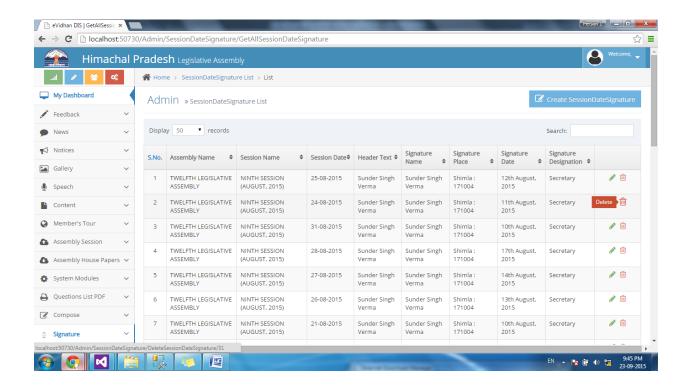
2. When user click on Create Session Date Signature button the following window appear he/she can fill the data and click on Save button to save the form:



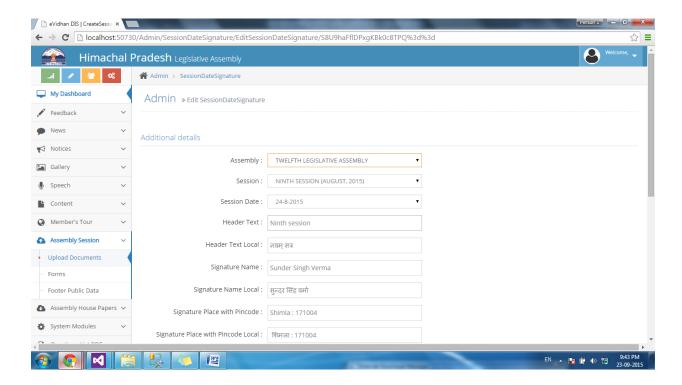


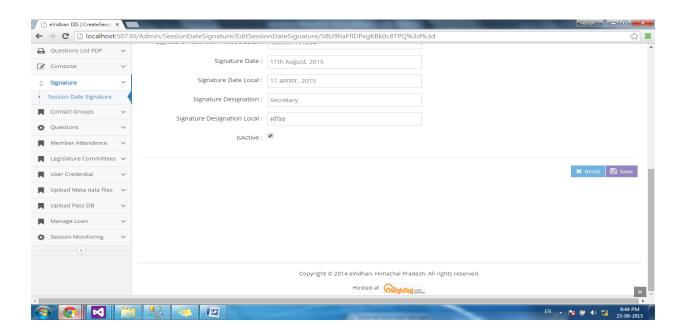
3. There are two options Edit and Delete with which user can edit and delete the data:



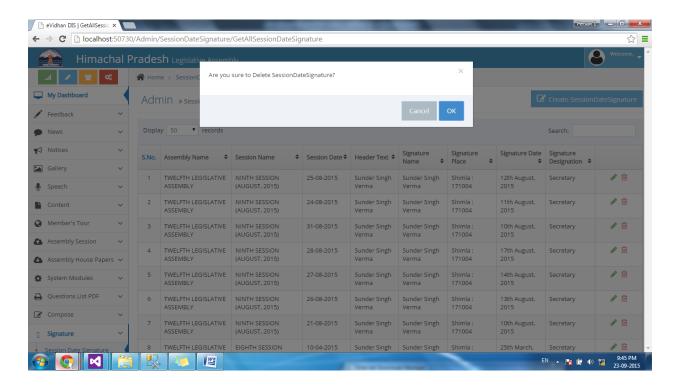


4. When user click on Edit button the following window appear he/she can edit the data and click on Save button to save the form:



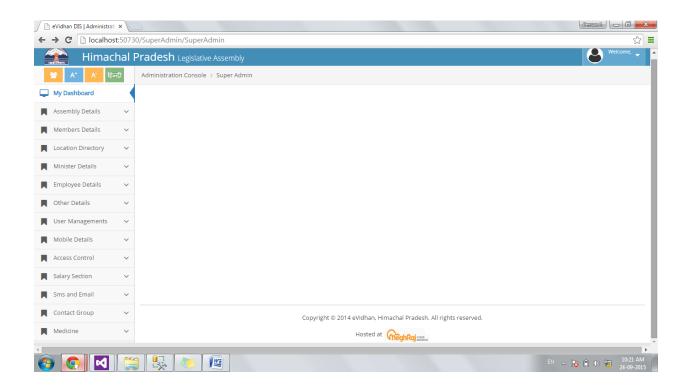


5. When user click on Delete button the following confirmation dialog box window appear, the user can delete the data after confirmation:



Process-2 SuperAdmin Login

Upon successful Login the following dashboard appears for the user:



From this dashboard user will navigate to any form from the left navigation menu wherever he/she wants. The Create, Read, Update, Delete functionality is same in all given below master pages:

Under Assembly Details-

Assembly, Assembly Remarks, Session Type, Session, Session Date, Events, Sub Events

Under Member Details-

Qualifications, Members, Governor, Constituency Category, Member Assembly, Member Assembly Remarks, Member Designation

Under Location Directory-

Party, Constituency, State, District, Panchayat, Village, Panchayat Village Mapping Under Minister Details-

Ministry, Ministry Ministers, Minitry Departments, Rotation of Ministers Under Employee Details-

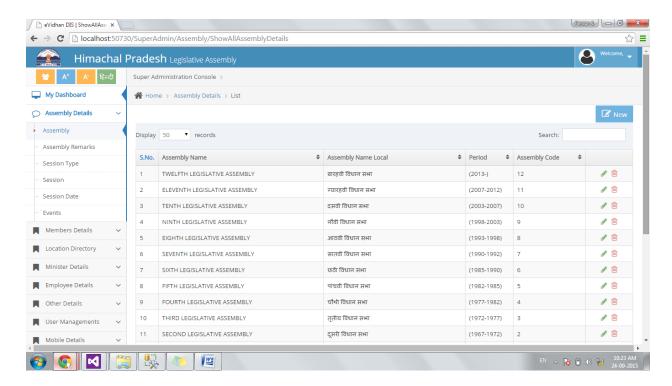
Department, Designation, Employee, Secretary, Secretary Department, Head of Department

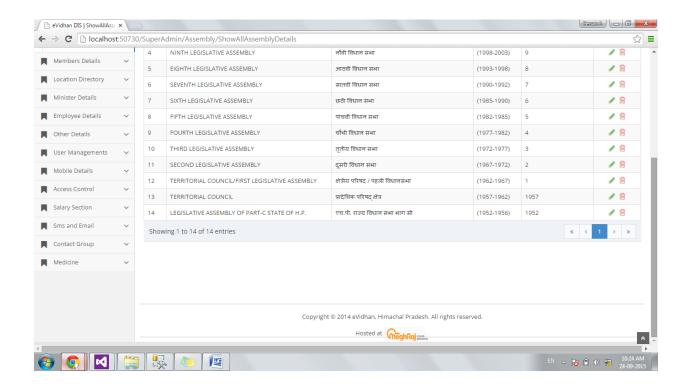
Under Other Details-

Authority, Type of Assembly Documents, Type of Form Documents, Bill Type, Bill Status, Document Type, Languages, Notice Type, Paper Category Type, Pass Categories, Question Rules, SiteSettings, Member SMS Quota AddOn, Cut Motion Demand

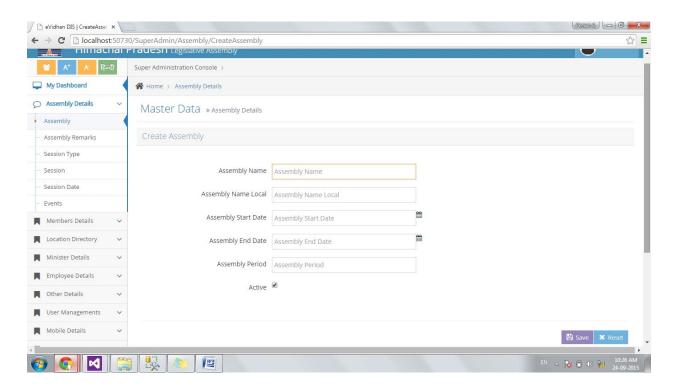
The given below **demo** is for **Assembly** master page.

1. When user click on Assembly submenu in Assembly Details menu from left navigation menu the following window appear:

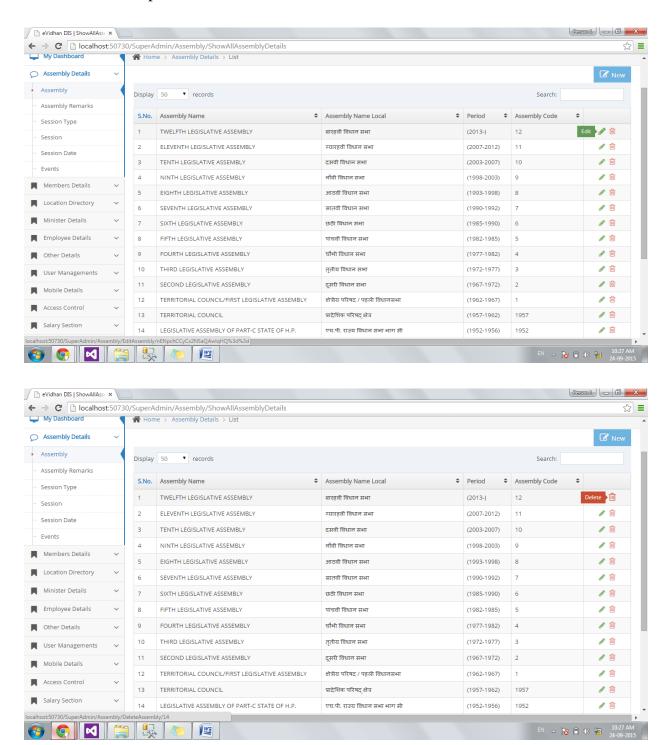




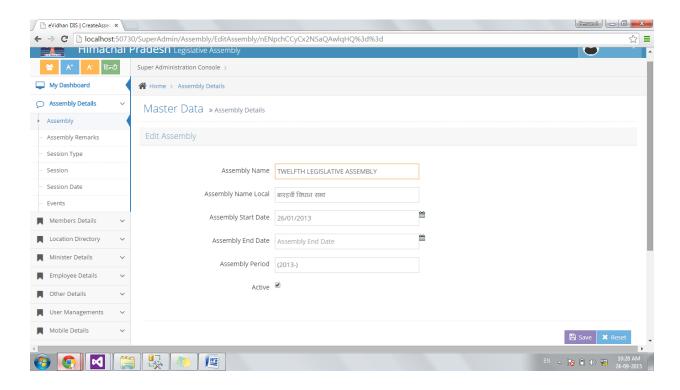
2. When user click on New button the following window appear he/she can fill the data and click on Save button to save the form:



3. There are two options Edit and Delete with which user can edit and delete the data:



4. When user click on Edit button the following window appear he/she can edit the data and click on Save button to save the form:



5. When user click on Delete button the following window appear he/she can delete the data after confirmation, if the data is used anywhere else in other tables then it will display the following popup:

