User Manual

of

Demand Incentive of Delivery Mechanism

(DIDM)
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1. **INTRODUCTION:**

This document is the User Manual for the Admin Panel of “DIDM” web application. The Proposed system is an interactive database driven web application that will manage its members with an admin Panel. The proposed system is a fully automated, database driven web application which will primarily include secured role based access, Content management, User management etc. Based on the requirements from “DIDM” the web application will have the following functionalities:

*This document will explain the work flow of following modules/features:*

- Manage Profile (Edit Profile, Change Password, Dashboard & Logout)
- Role
- NAB User
- Menu
- Banner
- OEM
- Testing Agencies
- Claim
- Reports
- What’s New
- Notification
- Login Audit
2. PURPOSE OF DOCUMENT:

The purpose of this document is to help in understanding the features of Admin Panel and operating for editing/updating/deleting the web application features. This document may also be helpful for authorized users of various departments / sections for timely input / query / monitoring of web application workflow.

3. OBJECTIVE:

The objective of this user manual is to explain the features available in admin section of DIDM portal. Detailed step by step instructions are also provided to perform various administrative tasks to manage users, roles, Acts, Rules, Regulations, Notifications, feedback and general content of the portal.
### 4. PRE-REQUISITE

<table>
<thead>
<tr>
<th>Developed Environment</th>
</tr>
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<tbody>
<tr>
<td>- The portal has been designed and developed using Photoshop, MS Visual Studio 2010 and MS SQL Server 2012.</td>
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<tr>
<td>- During development the website was hosted on IIS 7.5 server and SQL Server Database.</td>
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<tr>
<td>- The site is compatible with all browsers [including major versions of Internet explorer (version 8.0 &amp; above), Mozilla Firefox and Google chrome].</td>
</tr>
</tbody>
</table>

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<tr>
<td>- Internet Information Services (IIS) 7.5</td>
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<tr>
<td>- MS SQL Server 2012</td>
</tr>
</tbody>
</table>
5. LOGIN PROCEDURE:

1. Open Web Browser
2. Type URL [http://203.110.84.88/didm/nab/NabUserLogin.aspx](http://203.110.84.88/didm/nab/NabUserLogin.aspx)
3. This will show Admin Panel Screen.

4. In above window, User can do following:
   - Enter Username of the Employee as assigned.
   - Enter the unique Password as assigned.
   - Enter the displayed code/ Captcha code, if user has problem to see Captcha code than user can refresh the Captcha code by clicking on Refresh button.
   - Then click on Sign In button.
5. If all the fields such as Username, Password and Captcha gets matched, then user will be redirected to a window shown as below:

6. If incorrect Captcha Code is entered, the screen with an appropriate error message will be displayed as below:
6. FORGET PASSWORD

1. If users forget his password, then user should click on “Forget Password” link as shown below screen.

![NAB User Login]

2. After clicking on “Forget Password” link user can see following screen:-

![NAB Forget Password]

3. In above screen user should do following thing for get new password:-
   - User should enter his assigned user name
   - Enter Captcha Code
   - Click on “Submit” button.
Update Profile

1. User can manage his profile by Clicking on “Update Profile” Link.

![Dashboard Image]

2. After clicking on “Update Profile” link user can see following screen:

![Update Profile Screen]

- **Submit and Reset** Button
3. To update user profile user should do following things:

- Enter user name
- Enter designation
- Enter address
- Select state
- Enter city
- Enter area pin code
- Enter email-id
- Enter contact no.
- Enter mobile no.
- Click on “Submit” button
- If user want to reset all fields click on “Reset” button.
CHANGE PASSWORD:

1. User has the option to change his respective password after filling all the information required, to change password click on “Change Password” link as shown below:-

2. After clicking on “Change Password” link user will see following scree:-

3. To change password user should enter following details in above form:-
   - Enter Old Password
   - Enter New Password
   - Confirm New Password
Click on “Save” button

7. ADMIN

Add What’s New

1. Add what’s New: User can add what’s new using this link after filling all the information required.
2. To add new what’s new user should do following things:-
   - Enter Title
   - Enter start date and end date
   - Enter detailed description
   - Click on “Save” button.
   - To reset all fields click on “Reset” button.
View What’s New

1. To View What’s New content click on “View What’s New” link and select status of content.

2. After selecting published from status user can see the approved content of what’s new, here user can View/Edit and Delete the what’s new content.

Edit What’s New

1. To edit in what’s new user should click on “edit” link.
2. After clicking on edit link user can see edit what’s new page, like below screen:

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3. User can edit what’s new form those fields user want to change and click on “save” button.
4. If users want to reset all fields then user can click on “Reset” button.
Delete What’s New

1. To delete what’s new user should click on “delete button.
2. After clicking on delete button user see a confirmation dialog box whos asking to user that if user confirm to delete this record then click on “OK” button otherwise cancel.
Add Banner

1. To add banner click on “Add Banner” link
2. After clicking on “Add Banner” link user can see following screen:-

![Add Banner Screen]

3. In above add banner form user should enter following details to add new banner:-
   - Enter Title
   - Enter Alt tag
   - Upload image
   - Click on “Submit” button.
   - If user want reset all fields then click on “Reset” button.
1. To View Banner click on “View Banner” link and select status of content.

2. After selecting published from status user can see the approved content of banner, here user can View/Edit and Delete the banner.

**Edit Banner**

2. To edit banners user should click on “ Edit link.”
3. User can edit banner those fields user want to change and click on “save” button.

4. If users want to reset all fields then user can click on “Reset” button.

Delete Banner

1. To delete Banner user should click on “ delete button.
2. After clicking on delete button user see a confirmation dialog box who asking to user that if user confirm to delete this record then click on “OK” button otherwise cancel.
1. To add menu user should click on “Add Menu” link.
2. After clicking on “Add Menu” link user can see following screen:-
3. To add new menu, user should enter following details in above form:
   - Enter Menu Name
   - Enter page title
   - Enter browser title
   - Enter meta keyword
   - Enter meta description
   - Enter page description
   - After entering all details user should click on “Save” button.
   - If users want to reset all fields then user can click on “Reset” button.

View/Edit Menu

1. To view and edit the menu, user should click on “View/Edit Menu” link and select status of content.

2. After selecting published from status user can see the approved menus list, here user can View/Edit and Delete the menus.
1. To edit in menus user should click on "edit link.

2. User can edit in menus details those fields user want to change and click on “save” button.

3. If users want to reset all fields then user can click on “Reset” button.
Delete Menus

1. To delete menu user should click on “X” delete button.
2. After clicking on delete button user see a confirmation dialog box whos asking to user that if user confirm to delete this record then click on “OK” button otherwise cancel.
1. **Add Notification**: Using this link user can add notification after filling all the information required.
View/Edit Notification

1. View Notification: Using this link user can edit/delete/view notification.
8. NAB USER

Add New User

1. To add new user, user should click on “Add New User” link as shown below.
2. After clicking on “Add New User” link, user can see following screen:-
3. To add new user, user enter following details in above screen:-
   - Enter username
   - Enter password for user
   - Confirm password
   - Enter new user name
   - Enter new user designation
   - Enter new user address
   - Select state
   - Enter city
   - Enter area pincode of new user
   - Enter email-id of new user
   - Enter contact number
   - Enter mobile number
   - Select role id for new user from dropdown
   - After entering all details user should click on “Save” button.
   - If users want to reset all fields then user can click on “Reset” button.
View Users

1. To view users click on “View Users” link, after clicking user can see following screen:-

2. In above screen user can do following things:-
   - User can see new added users details by clicking on User name
   - User can change status of user
   - User can edit in user details by clicking on “ ✓ ” edit link.
   - User can delete user by clicking on “ ✗ ” delete link.
Add Role

1. Using this link user can add role as per permission for assigning to user.

Steps to Add Role
1. Add role name
2. Select role module
3. Click on Add Role button.
View Role

1. Using this link user can edit and view all ready added roles.

2. In above screen user can do following things:-
   - User can see new added role name, permissions.
   - User can edit in user details by clicking on “✓” edit link.
   - User can delete user by clicking on “✗” delete link.
9. OEM

View OEM

1. By using this link Nab user can see new registration request of OEM after verifying the information user can active /reject the OEM.

2. To inactivate an active OEM’s user should select the OEM then click on “Inactive” button.
Steps Inactive to Active:
1. Select Status inactive
2. Select OEM whose user want to active, then click on Active button.

View Dealers

1. Using this link user can see registered dealer OEM wise.
1. By using this link user can see registered model, pending for test agencies approval, approved by test agencies or approved by NAB.
10. TESTING AGENCY

Add Test Agencies

1. Using this link user can registered new test agencies in this system after filling all mandatory information.
2. To add new agency user should enter following details in above form:
   - Enter Name of Test Agency
   - Enter agency code
   - Enter registered office address
   - Enter authorized person details
   - After entering all details click on “Save” button.
   - To reset click on “Reset” button.

View Test Agencies

1. After adding testing agencies user can view/update/active/inactive agencies using this link.

   ![View Test Agencies link]

2. In above screen user can do following things:
   - User can view details of new added test agencies by clicking on agency name.
   - User can edit in user details by clicking on “edit” link.

11. REPORT
12. CLAIM

View Claim

Using this link user can view claim requested by OEM, assign claim to another user approve claim when all assigned user will approve claim once claim is approved user can make payment for approved claim.

Assign Claim:
Budget Position

By using this option user can add, edit and view Budget Position.

Add Budget
Edit Budget

By clicking on select button detail will open in edit mode and user can edit detail.

View & Delete:
Funds Entry

By using this option user can add edit view funds Position.

Add funds

Edit funds:

By clicking on select button detail will open in edit mode and user can edit detail.
View & Delete Funds
**Fund Transfer**

By using this user can enter fund transfer entry filling transfer detail form.

**Edit Detail**

By clicking on select button detail will open in edit mode and user can edit detail.
View & Delete:

All the detail is displaying in tabular format and by using delete button user can delete the wrong entry.
13. LOGIN AUDITS

By using this link user can see the login time of all user by selecting option from drop down.
OEM’s

By click on register link and filling below form user can register as OEM.
OEM Login: On entering username and password OEM should be able to logged in as a OEM.

OEM Dashboard: OEM can Add Plants, Add model, Create Dealer, Upload Production data, Creates claim.
14. PLANTS

Add Plants

1. To add plants user should click on “Add Plants” link, after clicking add link user can see following screen:

2. In above form user should enter following details for add new plants:-
   - Select state
   - Select district
   - Enter pincode
   - Enter address
   - Enter phone no.
   - Enter email-id
   - Enter Fax no.
   - Click on “Save” button, to reset click on “Reset” button.
1. To view plants user should click on “View Plants” link, after clicking user can see following screen:-

2. In above screen user can view plants details.

3. User can edit the plants details by clicking on “Edit link.”
15. MODELS

Add Model

1. To add model user should click on “Add Model” link, after clicking on “add model” link user can see following screen:-

2. In below form user need to fill all required details and click on “Save” button.
1. OEM Can view created model through View Model Link

![View Model Link Image]
16. DEALERS

Create Dealer

1. OEM can Create dealer by submitting this form.
1. OEM Can view dealers by category

Upload Dealer Data:

1. OEM can upload dealers data by clicking this link
17. PRODUCTION DATA

Upload Production Data

1. OEM can uploads production data with a proper format excel sheet.
Add Vehicle

1. OEM can add vehicle by filling below form.
View Vehicle

1. User can view vehicle by selecting between sold or unsold.
18. CLAIM

Create Claim

1. OEM Can create and view claim with create claim and view claim link
1. OEM can check status of claims by searching Dealer.
**Dealer Login**

1. Dealers can login with his username and password, to login dealer should click on “Dealers login” links as shown below:-

![Dealers Login link](image1)

2. After clicking “Dealers Login” link user can following login screen:-

![Login screen](image2)
19. DEALER PROFILE UPDATE

1. Dealer can update his profile, change password view notification from the link on dashboard
20. ADD BUYER DETAILS

1. Dealer can add buyer details through this link, to add buyer details user should click on “Add Buyer Details” link, after clicking user can see following screen:-

2. To add buyer details user need to fill above form with required details and click on “Save” button.
21. VIEW BUYER DETAILS

1. Dealer can view buyer details with searching category.

2. User can edit buyer details by clicking on “✓” edit link.
22. TESTING AGENCY

1. Test agency can login to the module by entering the valid user id and Password, to login from testing agencies, user should click on “Testing Agency Login” links as shown below:-

![Testing Agency login link](image1)

2. After clicking “Testing Agency Login” link user can following login screen:-

![Login Screen](image2)
Test Agency Update Profile

1. After login User can updates the details of test agency.
Model Testing Request

1. Models pending for test agency can show in this module. User can search models for approval by selecting OEM’s and Models.
1. To Logout user should click on “Logout” link as shown below:-

![Logout Link](image1)

2. After clicking on “Logout” link user redirect test agency login screen:-

![Test Agency Login](image2)
Thank You