User Manual

For

Right to Information Module

Version 1.0

Bundelkhand University, Jhansi

Submitted By :   **Designed & Developed By:**

Table of Contents

1.   RTI User Registration

- Open https://www.bujhansi.org/frmuserregistrationrti.aspx in a browser in your computer

Step **1:**   User will submit its details and get registered to apply for RTI

Step **2:**   Fill the following entries as required to Personal Details

Step **3:**   After filling all the entries click on the "Save" button save details. A confirmation message will be displayed before save, select Yes/No to save the details.

Step **4:**   After successful registration, user will receive Username and password

2.   User Login

Step **1:**   Login form for the user is shown in Fig 2.0

Fig 2.0

Step 2:   User will login with the received username and password.

3.   R.T.I. Request

Step 1:   After successful registration, Fig 3.0 will be displayed as below:

Fig 3.0

Step 2:   Fill the following entries as required to R.T.I. Request

Step 3:   After selecting all entries click on the "Submit" button to submit detail.

Step 4:   After submitting RTI request, there will be information appeared in the grid shown in Fig 3.0, there will be an option of **Proceed** will appear in the

section payment. If User will not submit the payment then the request will be pending and will not visible to admin.

Step 5: After Submitting the payment, admin will receive the request and user will be able to see the response under the section **RTI Response** by clicking on **view**.

4.   Admin Login

Type the URL **https://ums.bujhansi.org/BUJhansi_LMS** in browser

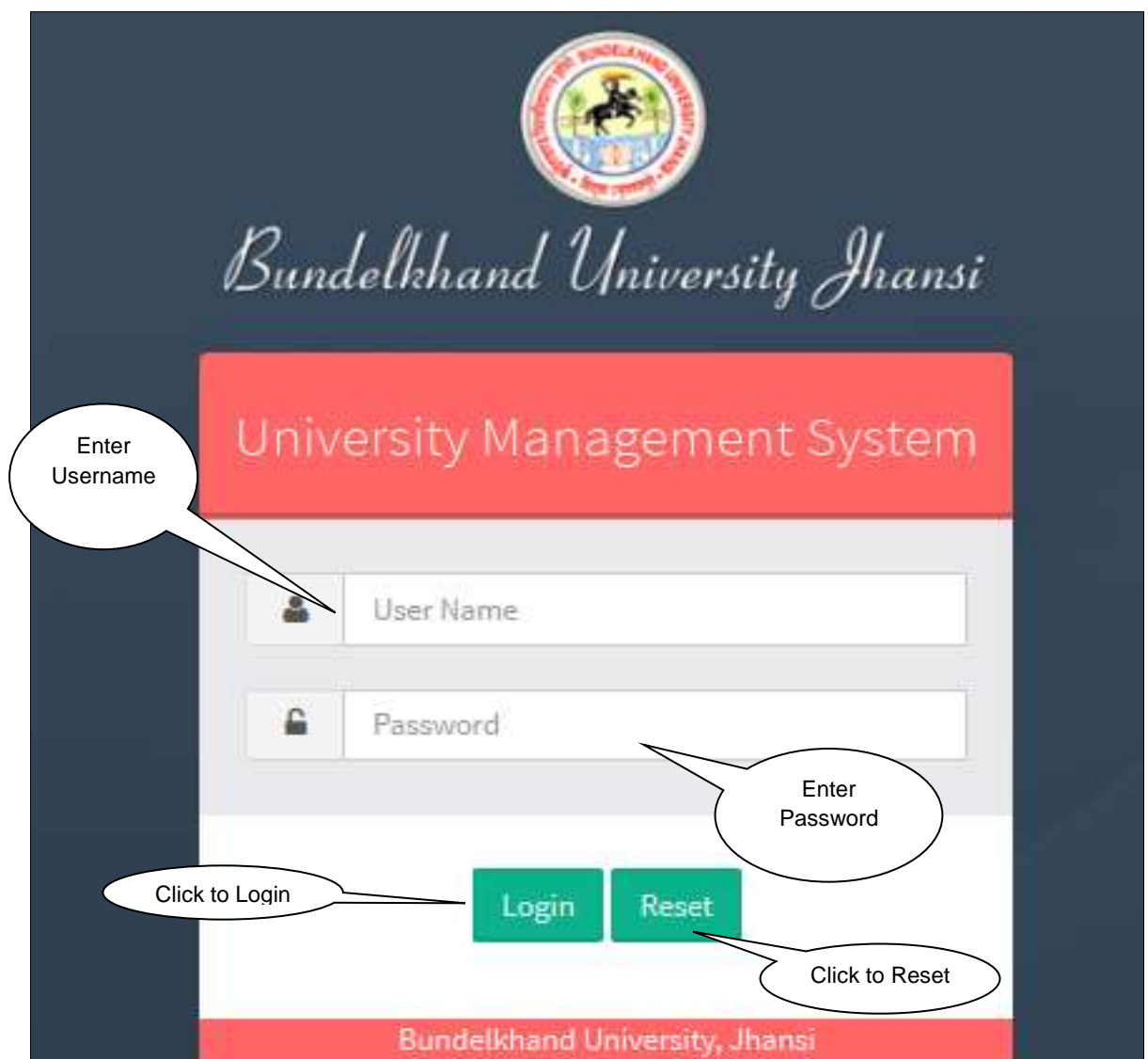After entering above URL following screen will get displayed as in figure 4.0

Fig 4.0

After entering username, password and successful login following screen will get displayed as in figure 4.1

Fig 4.1

Admin will click on **Right to Information**, and then screen 5.1 will be displayed as below
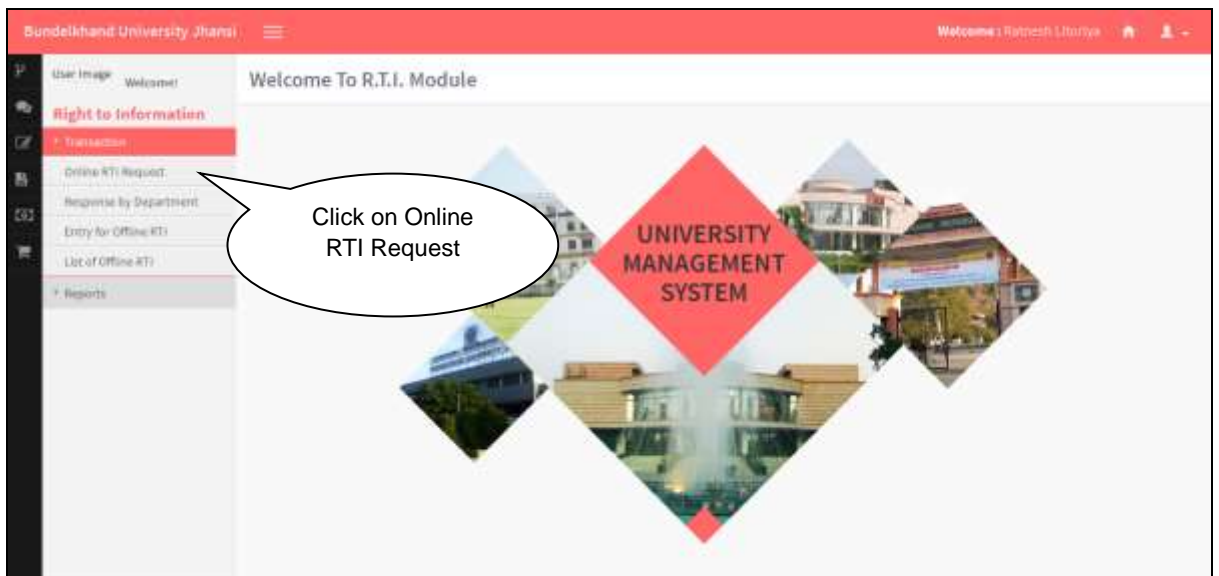
5.   Right to Information Module

Fig 5.0

6. Online RTI Request

Step 1: Admin will click on Online RTI Request Tab for By Admin, and then screen 6.0 will be displayed as below:

Fig 6.0

Step 2: Admin will be able to see all the responses and will be able to see the **RTI Query Document** will be submitted by clicking on the **View** button under **RTI Query Document** section.

Step 3: Admin will be able to see the all detail of the RTI Request and Applicant by clicking on the **View** button under **View All Details** Section.

Step 4: Admin will be able to see payment details by clicking on the **View** button under **Payment Status** Section.

Step 5: Admin will be able to send the request to department by clicking ion the button in Sent to department Section.

7. Department Response

Step 1: Admin will click on Response By Department, and then screen 7.0 will be displayed as below:

Fig 7.0

Step 2: Admin will be able to see the all detail of the RTI Request and Applicant by clicking on the **View** button under **View All Details** Section.

Step 3: Under the response status, admin will be able to see the response by the user. There will be three responses by the department, if the request is completed and user has made all payments then the department will provide the response, if user have not filled all the details then the department will send the response of incomplete details and if the applicant need to provide more payment then the response will be more fund required.

8.   Entry for offline RTI by Admin

Step 1: Admin will click on Entry for Offline RTI By Admin, and then screen 8.0 will be displayed as below:

Fig 8.0

Step 2: Fill the following entries as required to Entry for Offline RTI By Admin

Step 3: After filling all the entries click on the "Register" button register details.

9.   Offline RTI

Step 1: Admin will click on Offline RTI, and then screen 9.0 will be displayed as below:

Fig 9.0

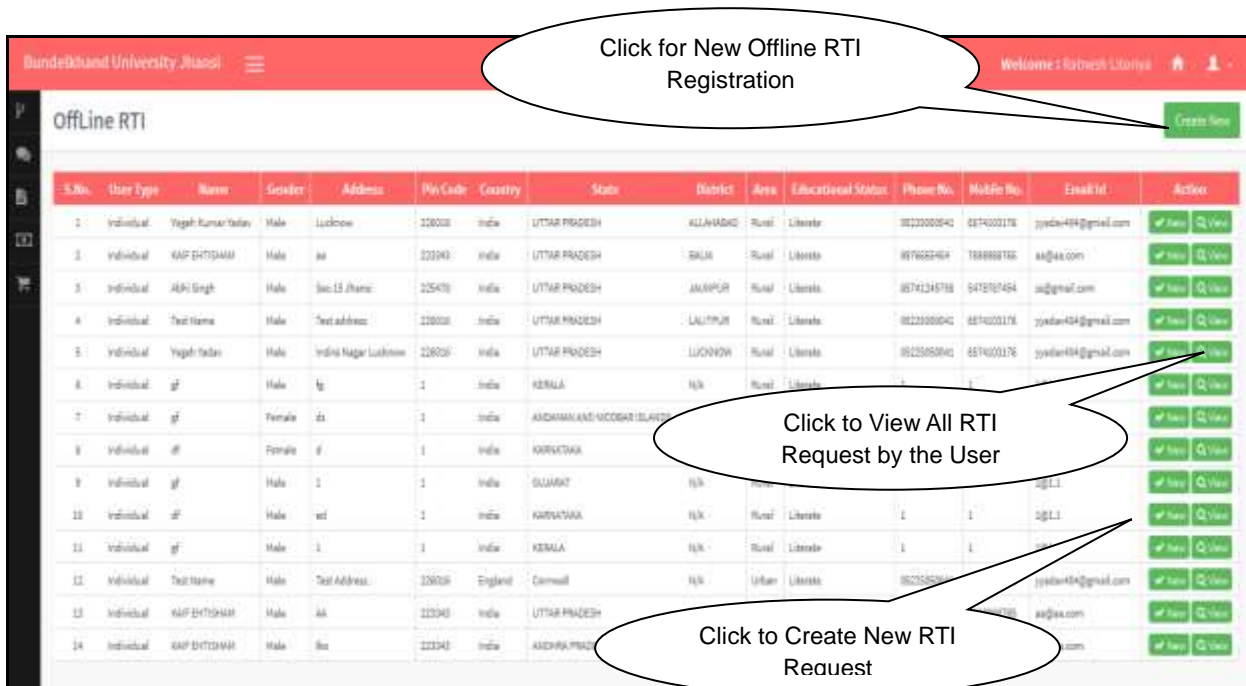**Step 2:** Admin will be able to launch new RTI Request by clicking on the new button for the offline Requests.

Step 3: Admin will be able to see all the requests by the offline mode.

10.   Status (User)

Step 1: User will click on Status, and then screen 10.0 will be displayed as below:

Fig 10.0

Step 2: User will be able to see the status of register request and appeal Request

11. **Appeal Request (User)**

Step 1: User will click on First Appeal, and then screen 11.0 will be displayed as below:

Fig 11.0

Step 2: User will launch an appeal, if he will not receive the response within 30 days, then he will select the request no., if Request no. will be valid then the button submit and reset will be visible as shown in Fig. 11.1

Fig 11.1

Step 3: User will fill RTI Requested Application and remarks and will click on submit and will submit the details.

Step 4: Click on Reset button to reset the details

12. Manage Profile (User)

Step 1: User will click on Manage Profile, and then screen 12.0 will be displayed as below:

Fig 12.0

Step 2: Click on save button to save the updated detail by the user.

Step 3: Click on Reset button to reset the updated detail by the user to reset.