
User Manual

For

Right to Information

Module

Version 1.0

Bundelkhand University, Jhansi

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Table of Contents

1. RTI User Registration	3
2. User Login.....	3
3. R.T.I. Request.....	4
4. Admin Login.....	5
5. Right to Information Module.....	6
6. Online RTI Request	7
7. Department Response	7
8. Entry for offline RTI by Admin	8
9. Offline RTI	9
10. Status (User)	9
11. Appeal Request (User).....	10
12. Manage Profile (User).....	11

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

The screenshot shows the registration form for Bundelkhand University Jhansi. The form includes the following fields and callouts:

- Select Country
- Select State
- Select District
- Enter Email ID
- Enter Confirm Email ID
- Select Area Status
- Enter Educational Status
- Select User Type
- Enter Name
- Enter Address
- Enter Pin Code
- Enter Mobile No.
- Click to Reset all Fields
- Click to save User Details

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

The screenshot shows the login form for Bundelkhand University Jhansi. The form includes the following fields and callouts:

- Enter User Name
- Enter Password
- Click to Login

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:

The screenshot shows the 'R.T.I. Request' page for Bundelkhand University Jhansi. The page is divided into several sections:

- Personal Details of RTI Applicant:** Fields for Name, Gender, Address, District, Pincode, Country, State, Status, Educational Status, Mobile Number, and Email-ID.
- Request Details:** Fields for Department, Citizenship, and a checkbox for 'Warrant Below Poverty Line?'. A text box for 'RTI Query' is present.
- RTI Query Document (only pdf upto 1 MB):** A 'Browse' button to select a file and an 'Upload' button.
- Security Code:** A box displaying a security code (e.g., 8UJ5Fb) and 'Submit' and 'Reset' buttons.
- Request List Table:** A table with columns: S.No., Request ID, Ministry / Department, Other Details, RTI Query, RTI Query Documents, and Status. It lists various requests with 'View' and 'Done' buttons.

Callouts on the screenshot provide the following instructions:

- Select Department
- Citizenship
- Enter RTI Query
- Click on Browse to Browse Document
- Click upload to Upload Document
- Enter the Security Code Shown in the Box
- Click to Submit RTI
- Click to Reset the Filled Details
- Click to View the Uploaded RTI Query Document
- Click to Proceed for Payment
- Click to View the Response from the Department

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

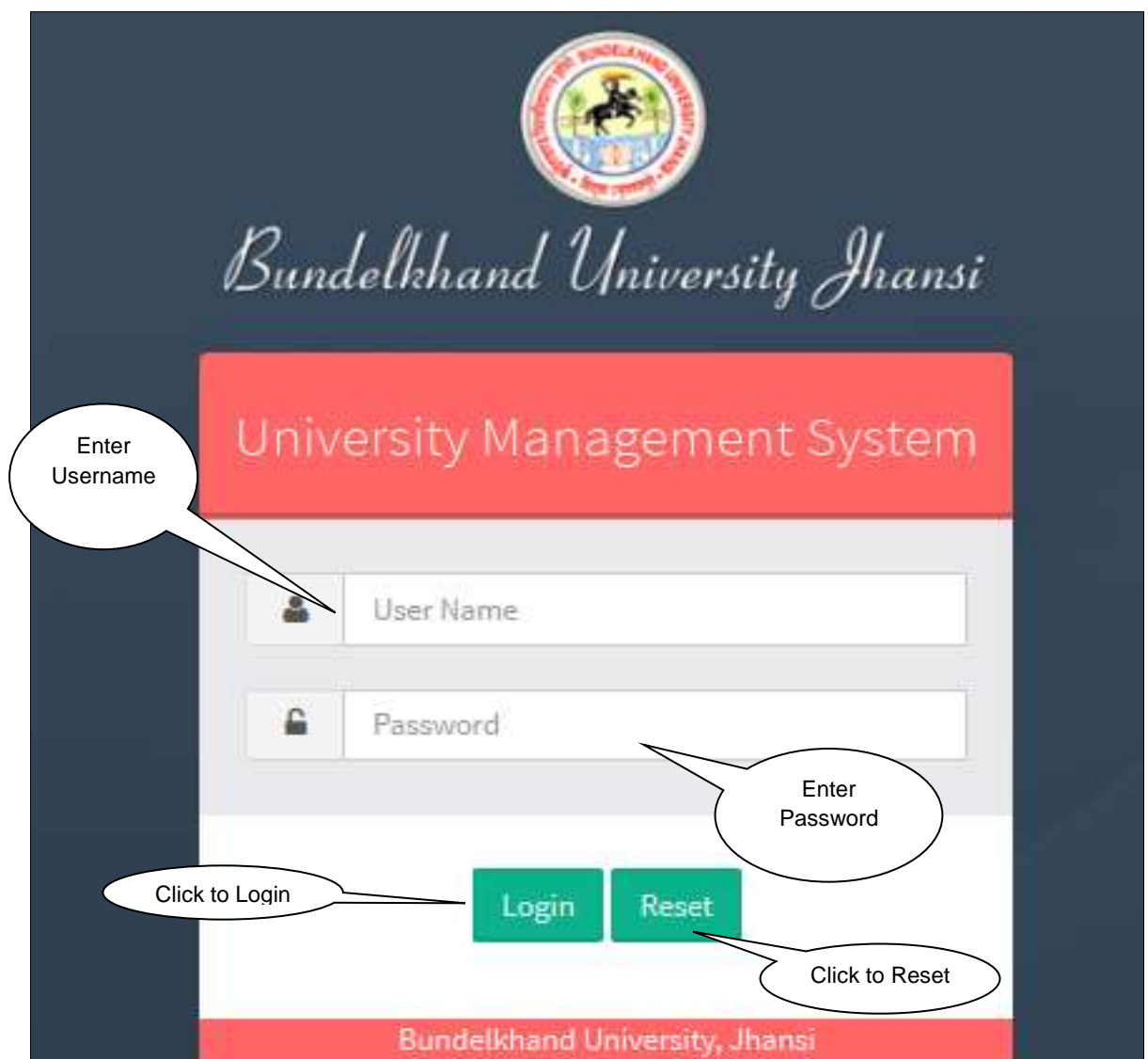


Fig 4.0

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

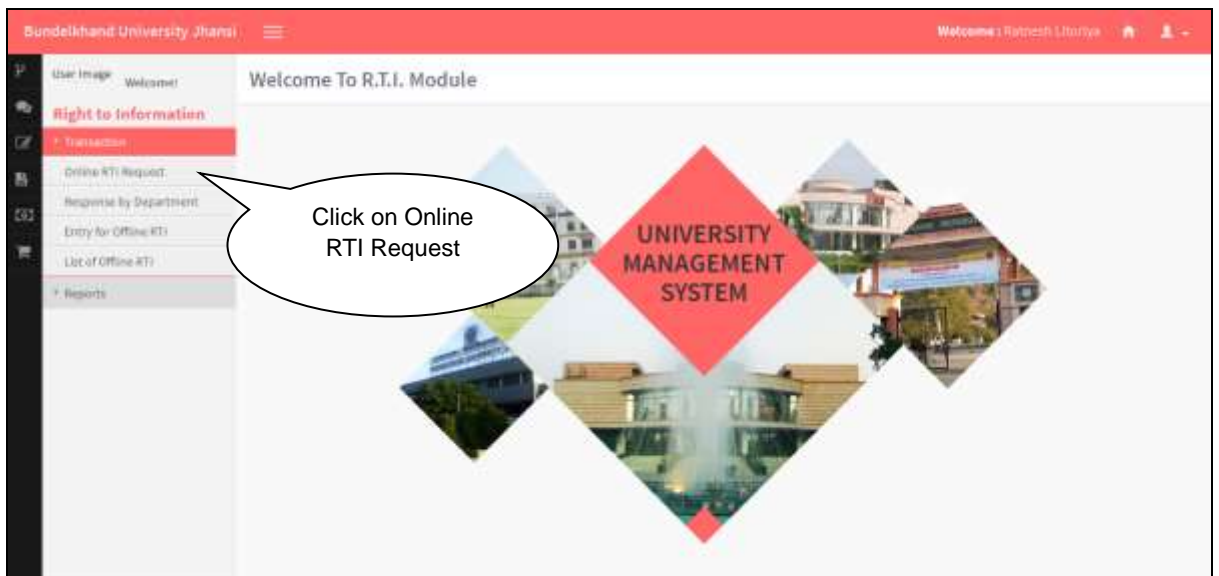


Fig 5.0

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:

The screenshot shows a web form titled "Entry for offline RTI By Admin" from "Bundelkhand University, Jhansi". The form contains the following fields and callouts:

- User Type:** A dropdown menu with a callout "Select user Type".
- Name:** A text input field with a callout "Enter Name".
- Country:** A dropdown menu with a callout "Select Country".
- State:** A dropdown menu with a callout "Select State".
- District:** A dropdown menu with a callout "Select Area".
- Address:** A text input field with a callout "Enter Address".
- Pin Code:** A text input field with a callout "Enter Pin Code".
- Phone No.:** A text input field with a callout "Enter Phone no.". Below it is a callout "Enter Mobile No." pointing to the "Mobile No." field.
- Mobile No.:** A text input field.
- Email:** A text input field with a callout "Enter Email.". Below it is a callout "Enter Confirm Email." pointing to the "Confirm Email" field.
- Confirm Email:** A text input field.
- Area:** A dropdown menu with a callout "Select Area".
- Educational Status:** A dropdown menu with a callout "Select Educational Status".
- Buttons:** A green "Register" button and a red "Reset" button. A callout "Click to Register Offline RTI" points to the Register button, and another callout "Click to Reset" points to the Reset button.

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:

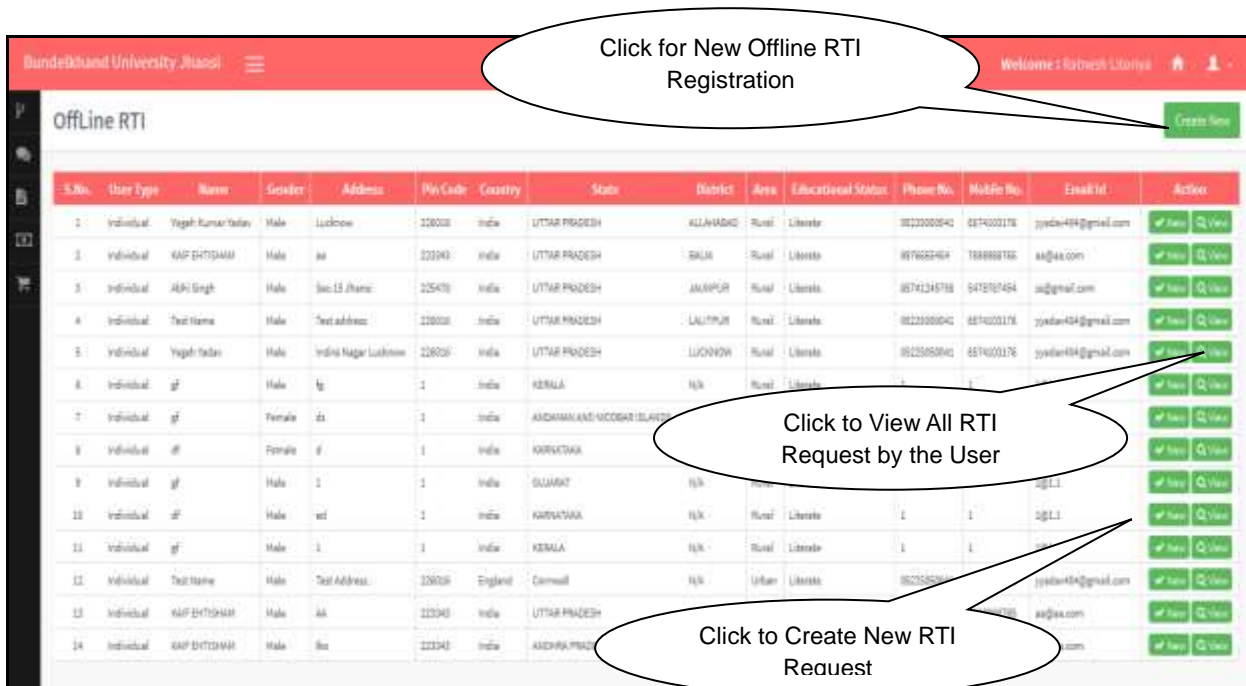


Fig 9.0

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.