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# User Manual

For

User Management Module

Version 1.0

**Bundelkhand University, Jhansi**

Submitted By :

The logo for updesco, featuring the word 'updesco' in a stylized font. The 'u' and 'p' are blue, 'd' is red, 'e' is blue, 's' is red, and 'c' and 'o' are blue.

Designed & Developed By:

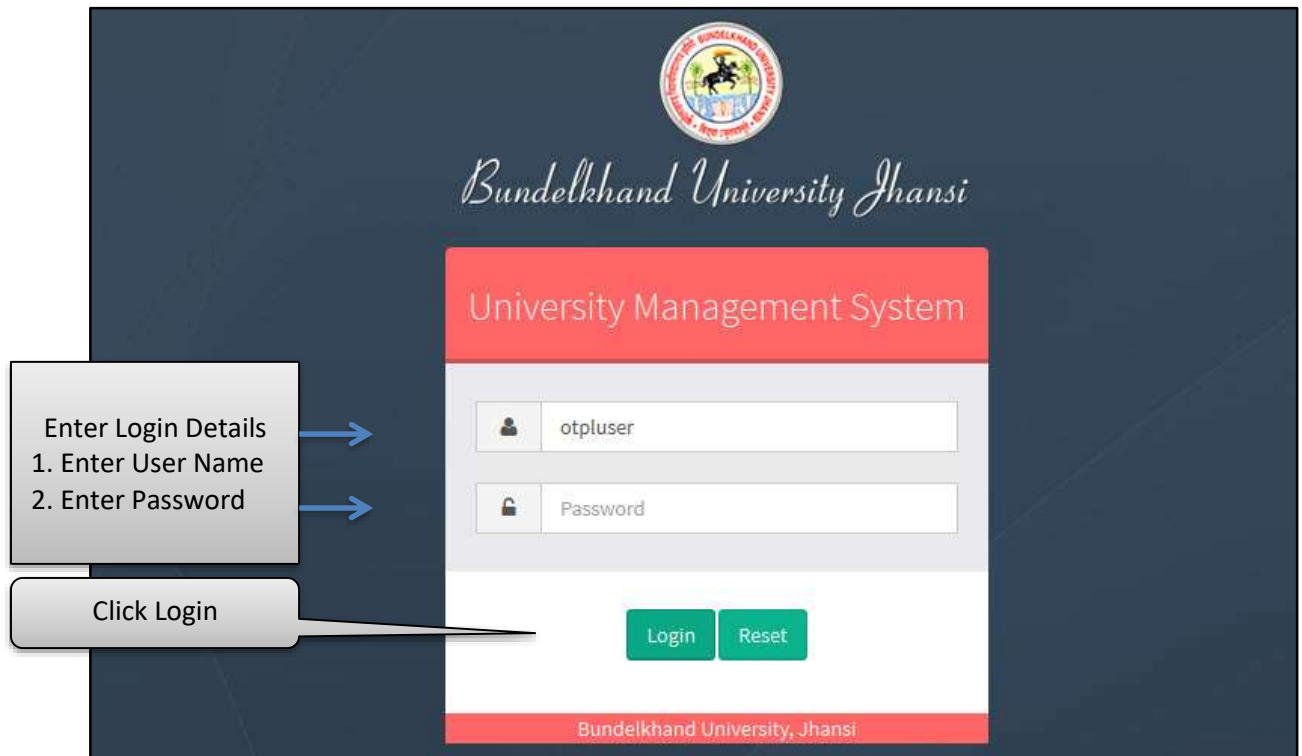
The logo for omni-NET TECHNOLOGIES (P) LIMITED. It features the word 'omni-NET' in a stylized font, with 'omni' in red and 'NET' in blue. Below it, 'TECHNOLOGIES (P) LIMITED' is written in a smaller font, and 'ISO 9001:2008 Certified' is written at the bottom.

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## 1. Login Page

- Open <http://ums.bujhansi.org> in a browser in your computer
- Follow instruction as mentioned in the image :



*Image: Login Page*

## 2. Dashboard

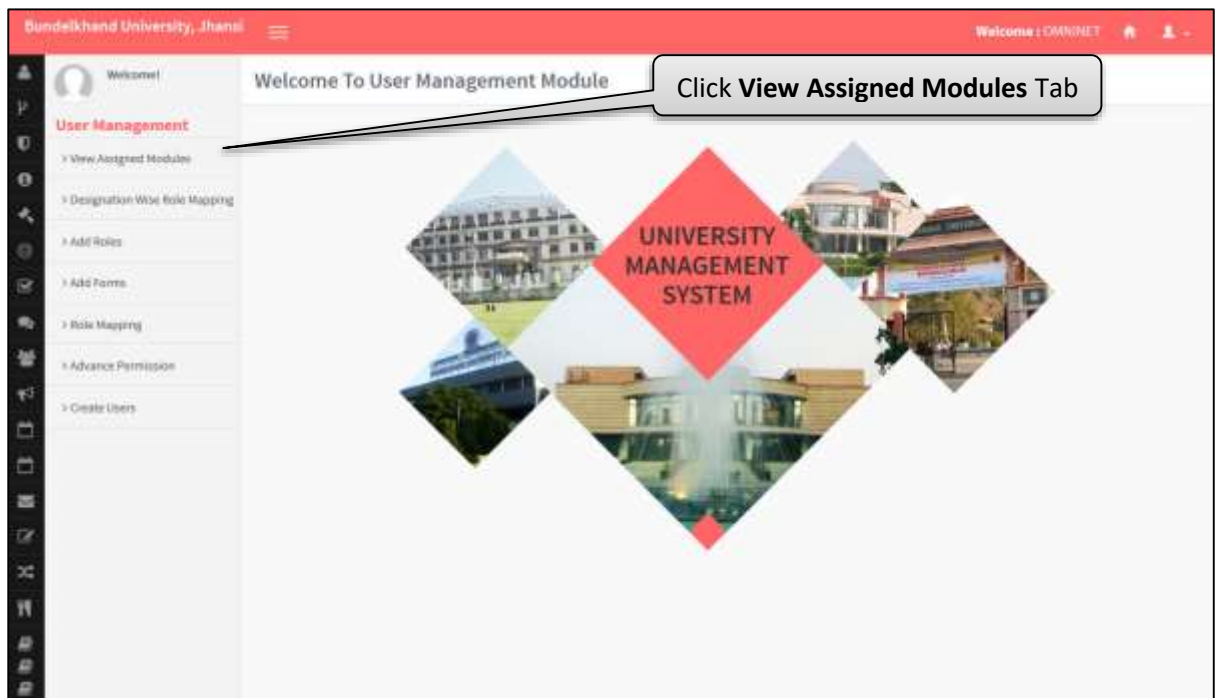
- Follow instruction as mentioned in the image :



*Image: Dashboard*

### 3. Welcome Page

- Follow instruction as mentioned in the image :



*Image: Welcome Page*

### 4. Assigned Modules

- Follow instruction as mentioned in the image :

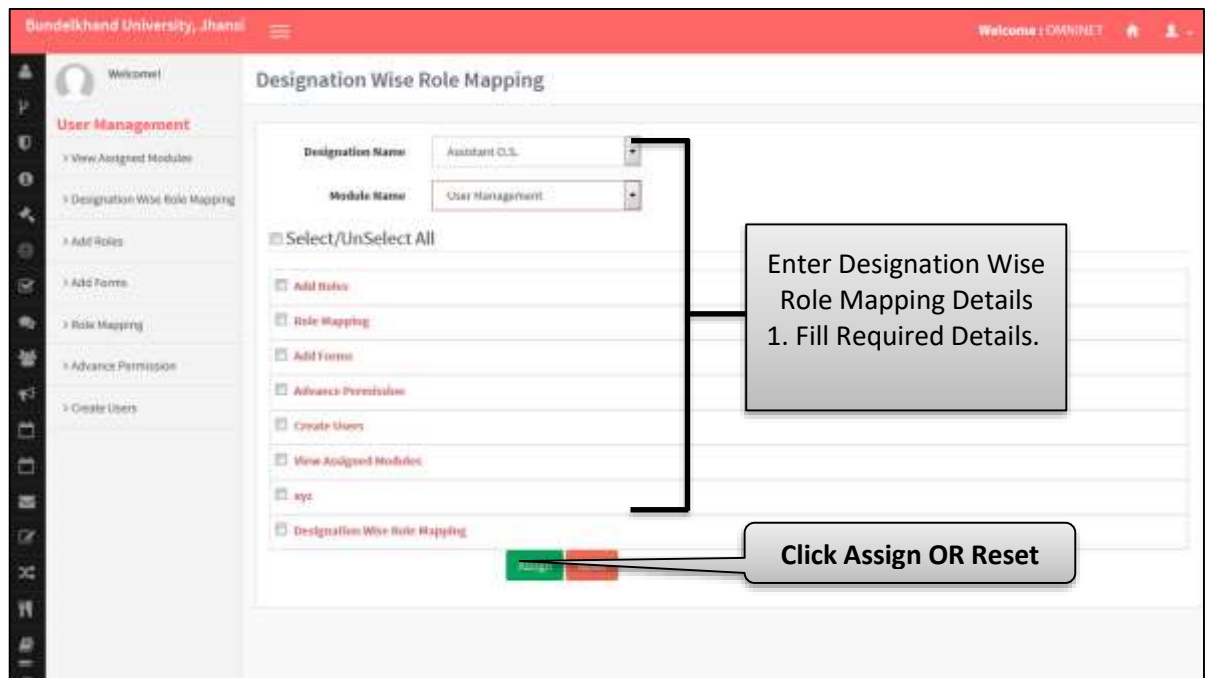
Click **Designation Wise Role Mapping** Tab

S. No.	Employee Code	Employee Name	Department	Designation	Module Name	Assigned Permission
1	BU_N_R_0001	Om Prakash	VICE CHANCELLOR OFFICE	R.G.C.	Letter File Tracking	Letter File Tracking , Legal and Court Cases
2	BU_N_R_0004	Vinod Kumar Shrivastava	ACADEMIC SECTION	Senior Assistant	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
3	BU_N_R_0008	Adarsh Kumari	ACCOUNTS SECTION	R.G.C.	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
4	BU_N_R_0007	ARVIND KUMAR VERMA	ACCOUNTS SECTION	Senior Assistant	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
5	BU_N_R_000E	Ashok Kumar Yadav	EXAMINATION SECTION	Junior Assistant	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
6	BU_N_R_000F	Ashutosh Nigam	ACCOUNTS SECTION	R.G.C.	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
7	BU_N_R_0010	DR. DEEPAK UPADHAYAY	ACCOUNTS SECTION	R.G.C.	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
8	BU_N_R_0012	DINESH KUMAR	ACCOUNTS SECTION	Assistant Accountant	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
9	BU_N_R_0013	GHANENDRA SINGH	ACCOUNTS SECTION	Assistant Accountant	Letter File Tracking , Communication , Payroll , Purchase & Store	Not Assigned
10	BU_N_R_0014	Kamlesh Kumar Gupta	VICE CHANCELLOR OFFICE	R.G.C.	Letter File Tracking	Not Assigned

*Image: Assigned Modules*

## 5. Designation Wise Roll Mapping

- Follow instruction as mentioned in the image :



*Image: Designation wise Roll Mapping*

### 5.1 Add Roles

- Follow instruction as mentioned in the image :



*Image: Add Roles*

## 5.2 Edit Role

- Follow instruction as mentioned in the image :

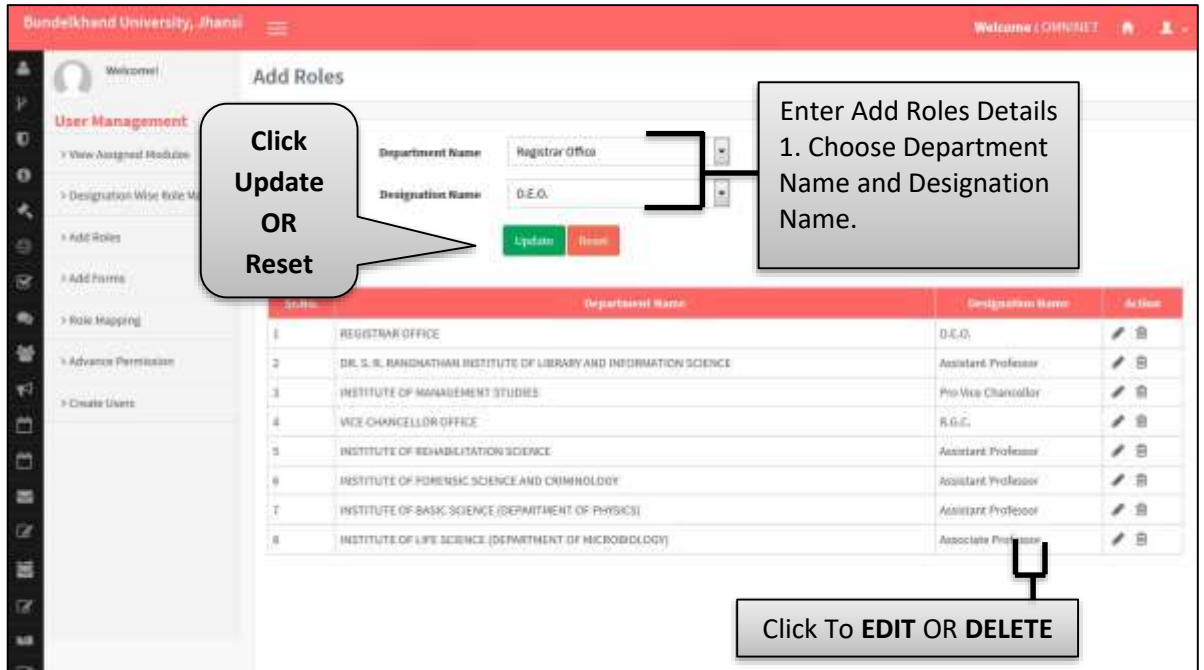


Image: Add Roles.

## 5.3 Delete Role

- Follow instruction as mentioned in the image :



Image: Add Roles.

## 6. Add Forms

- Follow instruction as mentioned in the image :

**Enter Add Forms Details 2. Enter Form Name and Form Path.**

**Enter Add Forms Details 1. Choose Module Name and Parent Menu.**

**Click Create OR Reset Tab**

Form ID	Form Name	Module Name	Form Path	Parent Menu	Is Visible in Menu	Action
1711	Dashboard	Grievances	~/Admin/Grievance/frmDashboard.aspx		True	[Edit] [Delete]
1710	View Secret Grievance	Grievances	~/Admin/Grievance/frmViewSecretGrievance.aspx	Secret Grievance	True	[Edit] [Delete]
1709	Secret Grievance	Grievances			True	[Edit] [Delete]
1708	Track Open Grievance	Grievances	~/Admin/Grievance/frmTrackOpenGrievance.aspx	Open Grievance	True	[Edit] [Delete]
1707	Track Campus Grievance	Grievances	~/Admin/Grievance/frmTrackGrievance.aspx	Campus Grievance	True	[Edit] [Delete]
1706	Applicant Type Master	Grievances	~/Admin/Grievance/frmApplicantType.aspx	Master	True	[Edit] [Delete]
1705	Master	Grievances			True	[Edit] [Delete]
1704	Receive Open Grievance	Grievances	~/Admin/Grievance/frmReceiveOpenGrievance.aspx	Open Grievance	True	[Edit] [Delete]
1703	View Open Grievance	Grievances	~/Admin/Grievance/frmOpenGrievanceView.aspx	Open Grievance	True	[Edit] [Delete]

**Click To EDIT OR DELETE**

Image: Add Forms

### 6.1 Edit Forms

- Follow instruction as mentioned in the image :

**Enter Add Forms Details 2. Enter Form Name and Form Path.**

**Enter Add Forms Details 1. Choose Module Name and Parent Menu.**

**Click Update OR Reset**

Form ID	Form Name	Module Name	Form Path	Parent Menu	Is Visible in Menu	Action
1711	Dashboard	Grievances	~/Admin/Grievance/frmDashboard.aspx		True	[Edit] [Delete]
1710	View Secret Grievance	Grievances	~/Admin/Grievance/frmViewSecretGrievance.aspx	Secret Grievance	True	[Edit] [Delete]
1709	Secret Grievance	Grievances			True	[Edit] [Delete]
1708	Track Open Grievance	Grievances	~/Admin/Grievance/frmTrackOpenGrievance.aspx	Open Grievance	True	[Edit] [Delete]

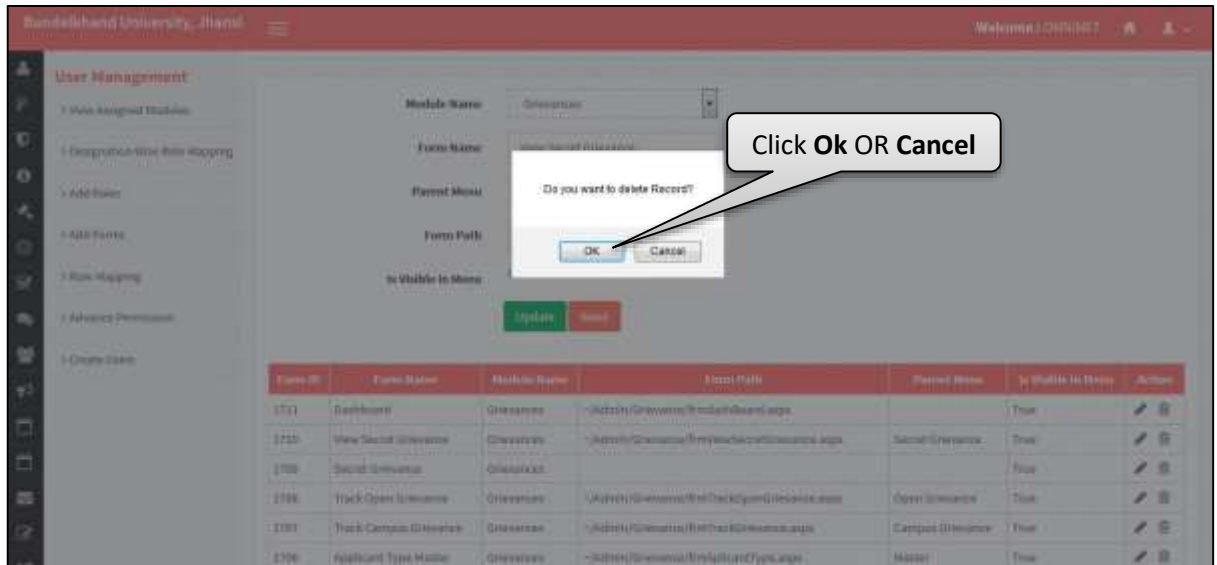
**Click To EDIT OR DELETE**

Image: Add Forms



## 6.2 Delete Forms

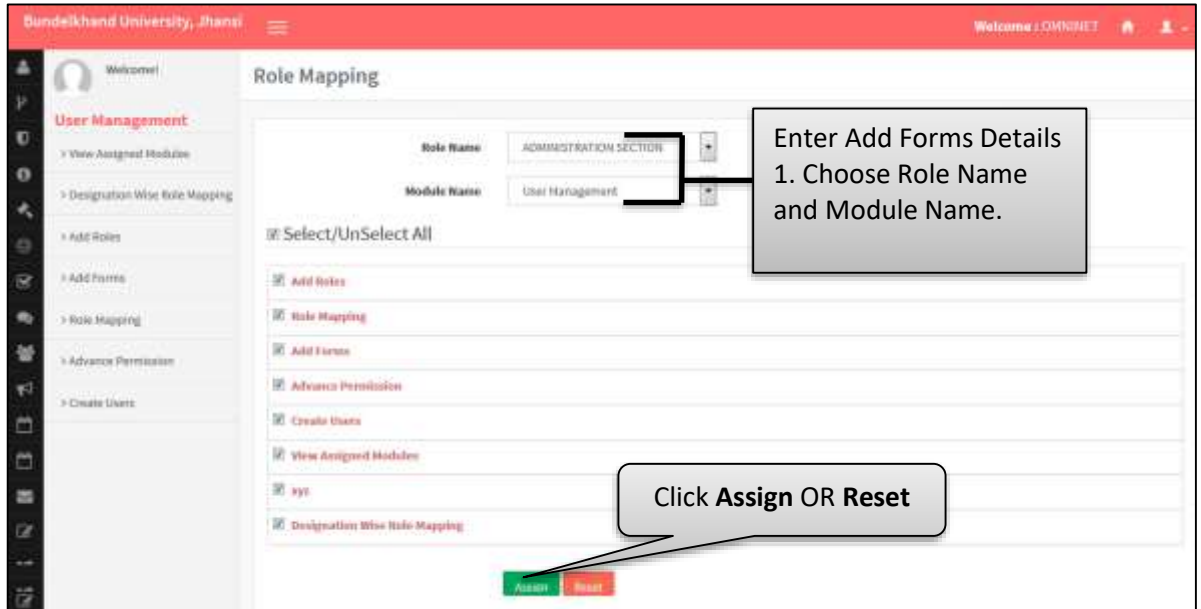
- Follow instruction as mentioned in the image :



*Image: Delete Forms*

## 7. Role Mapping

- Follow instruction as mentioned in the image :

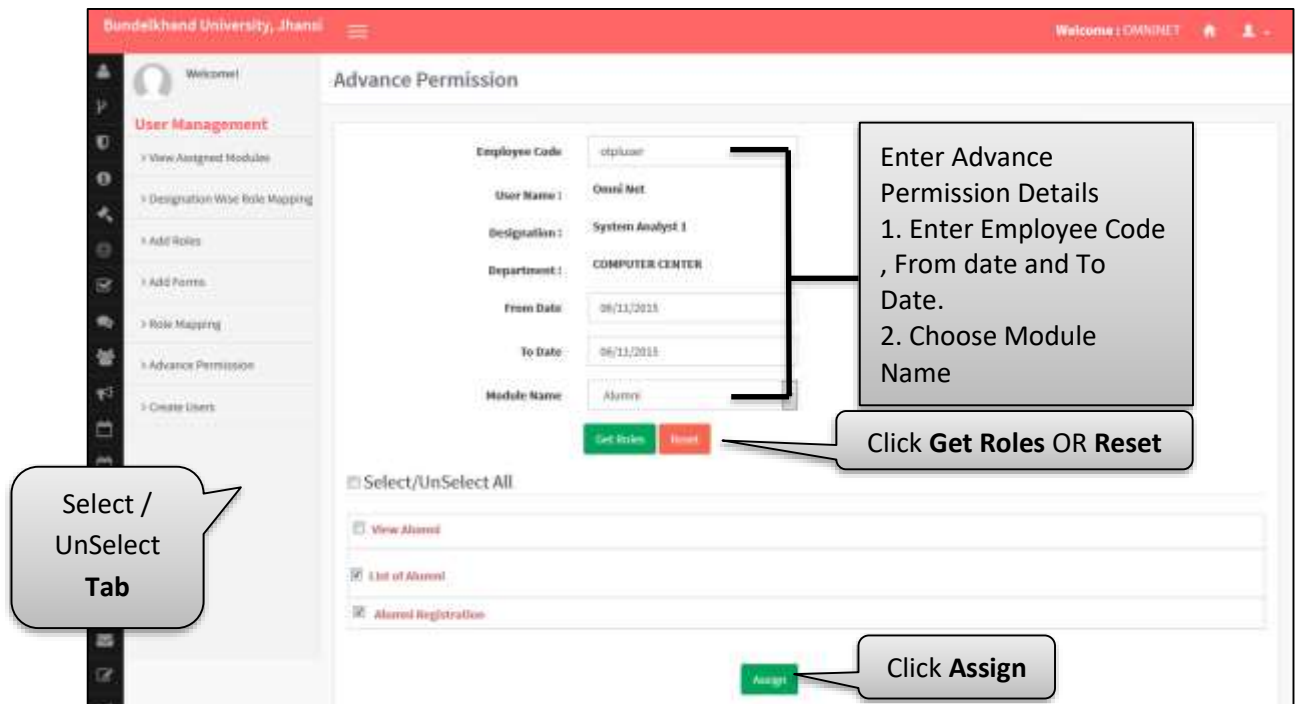


*Image: Role Mapping*



## 8. Advance Permission

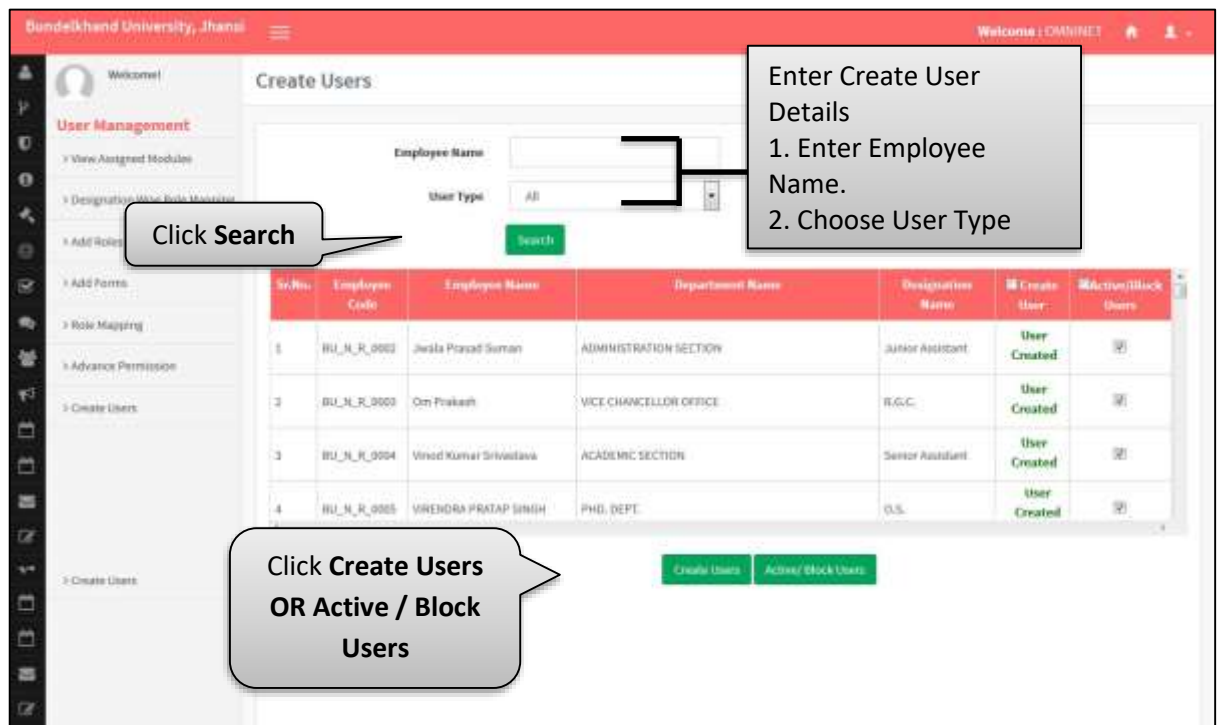
- Follow instruction as mentioned in the image :



*Image: Advance Permission*

## 9. Create User

- Follow instruction as mentioned in the image :



*Image: Create User*