Procedure for Registration and Setup the Flow by Nodal Officer

Step: As you open the site, you’ll get this login page. Click on “New User” to register yourself.

As click on the “New User” the screen given below will open in the browser. Give an email address then click on “Submit” button. If you don’t receive an email then you can click on “RESEND MAIL” button.
An email will be sent to the registered (given) email address to set the password. The screen given below show the message to check the mail.

Click on the URL given in the mail to set password.
It will show the screen given below to set password.

Enter the password you want to set for login.
Step: Give the credentials in the login form and click on “Submit”

Step: After successful login the screen given below will open.
Step: Nodal officer if following work flow then can perform the operations as showing in image.

Step: If you click on any “View Act Details” of any corresponding act, its complete detail page will be open as screen given below. Here you 7 buttons “Rules, “Notifications”, “Regulations” etc. are given to see related details.
Let’s click on “Rules”.

Step: If no rule available then it will show the following message. Here if you click on “GOTO Home” then you will reach to home page, or if you click on back button then it will go to previous screen.
Step: Nodal officer can do the following operations as showing in menu, User Operations, Pending Task.

Step: If “Add/Edit Rules” clicked then the screen given below will show using that you can perform rules related operations like “Add Rule”, “Update No. of Rules”, “Upload” (upload file), “Edit”, “Delete”. The following screen shows the all related operations for rules.
To increase the number of rules to enter click on “Update No. of Rules”. 

Fill the details, “Title” and “YYYY” in date is mandatory. After enter the data click on “Add Rule”.
To upload related file click on “Upload” button. Click on “Choose” button to select file.

Select pdf file.
Selected File name will display here. Click on “Upload” to upload file

A pdf file icon will be visible in “Show File” column, by on click on that you can see the file. If wrong file uploaded then re-upload the file.
Click “Edit” button edit mode will be enabled and now you can edit/modify the data then click on “Update Act Rule Info” if you are sure with modifications otherwise click on “Cancel Update” button.

If you want to delete rule then click on “Delete” button. Before to delete it will ask for confirmation.
Click on “Final Submit” will finalize the content of corresponding record. As you update next time e.g. Upload new File or Edit any data then must do “Final Submit”

Step: Same as previous step we can perform the operations for “Notifications”, “Regulations”, etc.
Ordinance User Interface

Ordinance
Add No. of Ordinances to be Uploaded
Total Ordinances: 0
Enter the maximum number of ordinances that the act "The Rani Lakshmi Bai Central Agricultural University Act, 2014" can have and then click the update button.
Uploaded: 0
Select Act: The Rani Lakshmi Bai Central Agricultural University Act, 2014
Title
Date: YYYY / MM / DD (Format: YYYY/MM/DD)
Description

Statutes User Interface

Statutes
Add No. of Statutes to be Uploaded
Total Statutes: 0
Enter the maximum number of statutes that the act "The Rani Lakshmi Bai Central Agricultural University Act, 2014" can have and then click the update button.
Uploaded: 0
Select Act: The Rani Lakshmi Bai Central Agricultural University Act, 2014
Title
Date: YYYY / MM / DD (Format: YYYY/MM/DD)
Description
Circulars User Interface

Regulations User Interface
Notifications User Interface

Step: As you click on “Logout” it will logout you then forward on login page.
Steps for the mapping of sections with sub-ordinate Legislative

Step: click on Section Link option in User Operation as shown the image given below.

Next Step: Select the Act.
Next Step: As you select the Act, all Section of selected Act will be shown in the drop-down as shown in the image below (highlighted with blue arrow). Select the section from drop-down.

Next Step: Expend rule (or any other subordinate which you want to map) area on both side.
Step: All Rules (all subordinate legislation) will be shown in the assigned left hand side areas. To map the Rule, double click on the Rule title then it will be mapped with the selected section Rule and show (map) in the right hand side Rules area.

Mapped Rule is showing on the right hand side rules area as shown in image given below.
Note: for deletion/unmapped of any subordinate legislation than double click on respective subordinate shown on the right hand side.

Next Step: It will ask for confirmation for deletion of mapping of subordinate pressed “OK” to continue and pressed “Cancel” to cancel the unmapping.