







NITI Aayog

National Institution for Transforming India

CabSec View User

User Manual Version 1.0







Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description







Table of Contents....

1	I Introduction	4
2	2 Intended Audience	5
3	B Login	6
4		
5		
	5.1 Coordination Committee	
	5.1.1 Coordination Committee List	15
	5.1.2 Add Coordination Committee	16
	5.2 Manage India Index	17
	5.2.1 View India Index	19
	5.3 Manage Global Index	20
	5.3.1 Search Global Index	20
	5.3.2 Copy Global Index	22
6	6 Reform	<mark>23</mark>
	6.1 Manage Reform Area and Action	23
	6.1.1 Search Manage Reform Area and Action	23
	6.1.2 India Index List	24
	6.1.3 Reform Area List	26
7	Progress Data Entry	<mark>27</mark>
	7.1 Global Index Data Entry	27
	7.1.1 Create Theme Data	29
	7.2 India Index Progress Data Entry - Formula	32
	7.2.1 View Theme Progress Data Entry	
	7.3 Index Progress Data Entry Manual	
	7.4 Reform Progress Data Entry	
	7.4.1 View Reform Area	
8		
	8.1 Compliance Report	







	8.1.1	Global Index Data Entry Compliance Report	41
	8.1.2	India Index DE Compliance Report	43
	8.1.3	India Index - Formula Compliance Report	44
	8.1.4	India Index - Reform Action Compliance Report	46
	8.1.5	Reform Data Entry Compliance Report	48
	8.1.6	User Approval Compliance Report	50
	8.1.7	Index Config Compliance Report	51
	8.1.8	Reform Area/Action Compliance Report	53
;	8.2	Progress Report	53
	8.2.1	India Index Progress Report	53
	8.2.2	Statewise Aggregate Reform Score Report	55
	8.2.3	Detailed Reform Actions Report – Statewise	56
	8.2.4	Global Index Progress Report	58
	8.2.5	Global Index Progress Report – Comparative	60
9	Use	er Manual	62
(9.1	PPT User Manual List	62
(9.2	Doc User Manual List	63
(9.3	Videos	64
10	Coı	ntact Support	65
11	Sim	pport Ticket	66
	Jul		UU







1 Introduction

The Government of India had decided that to measure and monitor India's performance on various social, economic and other parameters through internationally recognized Global Indices. The goal of this exercise are to use these Indices as tools for self-improvements and bring about reforms in the policies and processes of Government agencies and bring about reforms in the policies and processes of Government agencies and financial institutions while creating a conducive ecosystem for foreign and domestic investment flow.

Goals

- Driving reforms at the National and State level by ranking of States
- Promoting cooperative and competitive federalism
- Enhancing citizen service delivery, ease of living and ease of doing business

About the dashboard:

The dashboard is created to support the Government's decision to leverage the monitoring mechanism of select global indices to drive reforms and growth. The dashboard allows for monitoring of the parameters as per official data as well as the data source used by the publishing agency. The dashboard also allows for monitoring of performance of states and it also inculcates healthy competition among States/UTs through their scoring and ranking on these Indices and Reform Actions.







2 Intended Audience

This User Help Guide is exclusively developed for the use of CabSec view user. It explains the process of viewing and adding coordination committee, manage India index, manage global index, reform, progress data entry, generating reports, viewing user manuals, contact support, and support ticket. Care is taken to explain each function in detail!







3 Login

Enter GI Dashboard URL in the web browser address bar and press Enter key.

Login screen will be displayed.



Figure 3-1

Enter following details:

- Email ID: Enter email ID
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click Login button to logon to the GI Dashboard
- Click Forgot Password? link in case of forgotten password. Reset password link will be forwarded to your registered email id
- If you are a Non-LDAP user, you need to register through Registration page. Click Register
 link on Login screen. User Registration page will be displayed. Fill the registration form and
 submit. After successful submission and authentication, you can login using registered
 email id as Non-LDAP user.

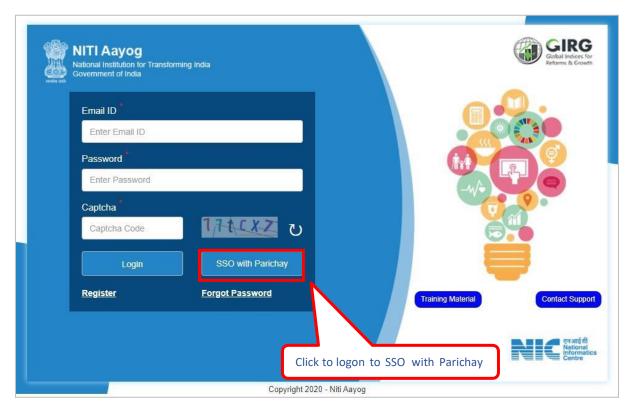






- Click Training Material to view training material
- Click Contact Support to view contact support

For **Registration Through Parichay**, below process will have to be followed.



- Click
 SSO with Parichay
 to logon to SSO with Parichay
- Provide NIC email id (.nic/.gov) and passowrd in the below screen.







Figure 3-2

Enter following details:

- Enter Username
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click button to logon with SSO Parichay







4 Dashboard

> Index Hyperlink Details-

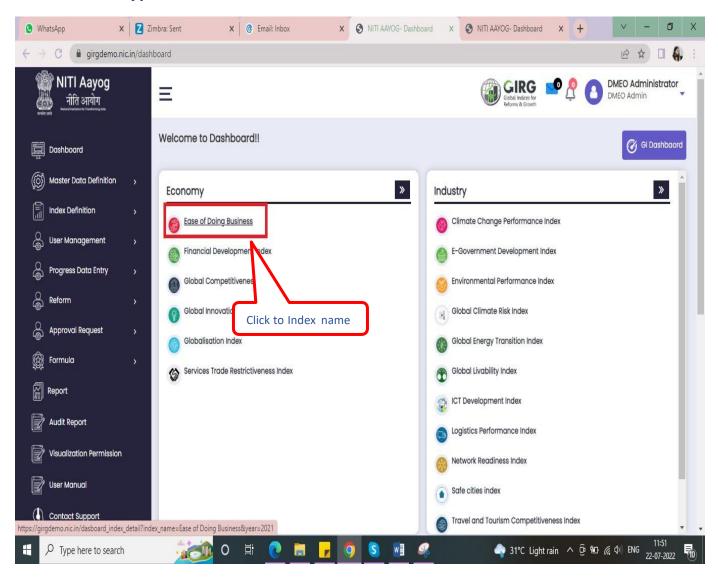


Figure 4-1







> Click to Index name to check Index Details for India Index as well as Global Index-

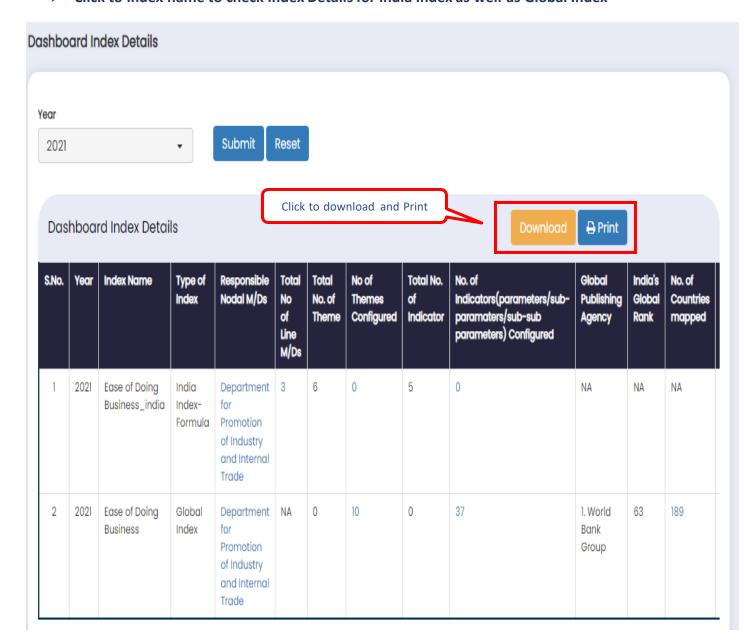


Figure 4-2





> Click to view GI Dashboard.

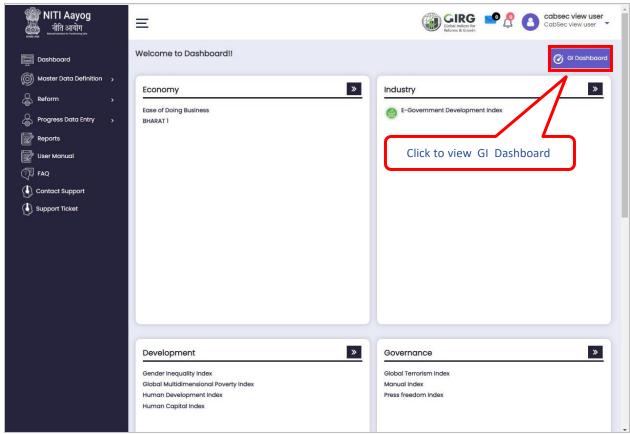


Figure 4-1







Dashboard screen will be displayed;



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Figure 4-2







1	Click to switch to Geography and Ministry/Departments
2	CabSec view user can search data by category, indices, world, year and or download to generate graph and table view of governance, development, testing, and economy.
3	 Click to view reforms Click to see tree view Click to view 5 year trend analysis
4	Click to switch to graph view and table view
5	Displays graph for governance; Clic Global Terrorism Index to view global terrorism index Click Manual Index to view manual index
6	Displays graph for development; Click Human Development Index to view human development index
7	Displays graph for testing; Click Testing_Index to view testing index
8	Displays graph for economy; • Click BHARAT1 to view global index







5 Master Data Definition

CabSec view user can manage coordination committee, India index, and global index.

5.1 Coordination Committee

Path: Master Data Definition>> Coordination Committee

Click on top right corner of Coordination Committee listing screen to expand search window;

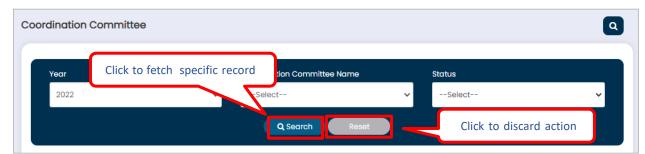


Figure 5-1

- You can search coordination committee records by year, coordination committee name, and or status
- o Enter search criteria and click Q Search button to fetch specific record.
- Click Reset to discard action.







5.1.1 Coordination Committee List

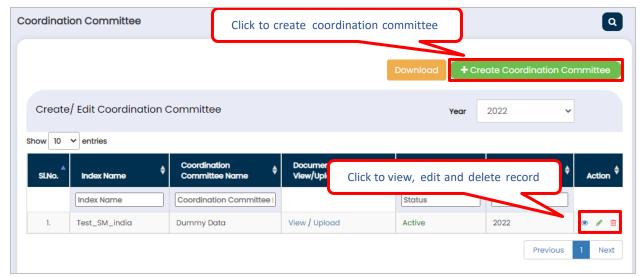


Figure 5-2

Coordination Committee records will be displayed with following column headings;

- Sl. No.
- Index Name
- Coordination Committee Name
- Document View/Upload/Edit
- Status
- Year
- Action
 - Click (edit) icon to edit the record
 - o Click ^(*)(view) icon to view the record
 - Click (delete) icon to delete record







5.1.2 Add Coordination Committee

Select + Create Coordination Committee on Coordination Committee listing screen;

Add State/UT/City screen will be displayed;

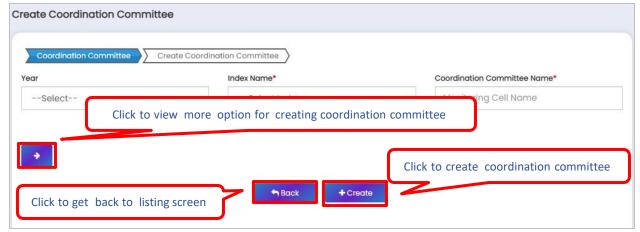


Figure 5-3

Enter following details:

- Year: Select Year from dropdown list
- Index Name*: Select Index Name from dropdown list
- Coordination Committee Name*: Enter Coordination Committee Name
- Category: Select category from dropdown list
- Click to view more option for creating coordination committee

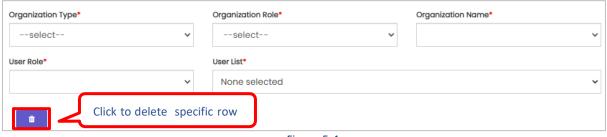


Figure 5-4

Enter following details:

- Organization Type*: Enter Organization Type from dropdown list
- Organization Role*: Select Organization Role from dropdown list
- Organization Name*: Select Organization Name from dropdown list
- User Role*: Select user role from dropdown list
- User List*: Select User List from dropdown list

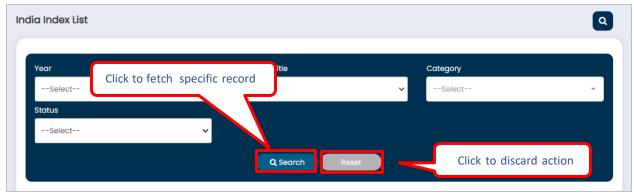






- Click to delete specific row
 Click to create Index Monitoring Cell
 Click to get back to listing screen
- 5.2 Manage India Index

Path: master Data Definition >> Manage India Index



- o You can search India Indices by year, India index title, category, and or status
- Enter search criteria and click button to fetch specific record.
- o Click Reset to discard action.







Search result will be displayed with following column headings:

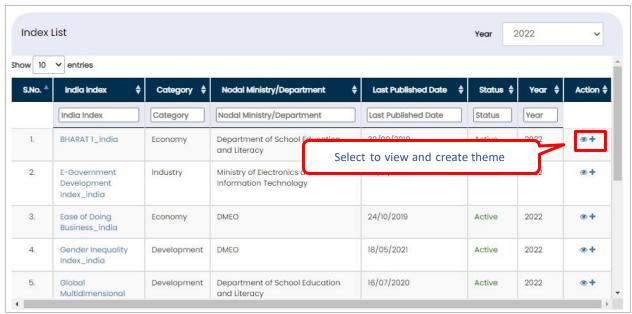


Figure 5-5

- S. No.
- Index Title
- Category
- Nodal Ministry/Department
- Last Published Date
- Status
- Year
- Action
 - o Click (♥(view) icon to view the record
 - Click + (create theme) icon to create theme







5.2.1 View India Index

o Click (view) icon on India Indices listing screen to view the record

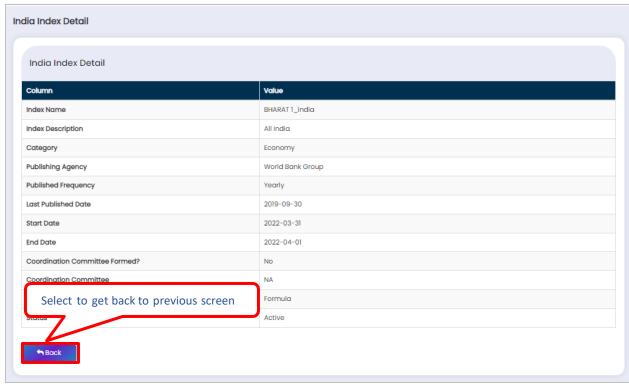


Figure 5-6

- India Index information will be displayed in view mode.
- Click to get back to previous screen (listing screen).







5.3 Manage Global Index

Path: Master Data Definition >> Manage Global Index

5.3.1 Search Global Index

Click on top right corner of global index listing screen to expand search window;

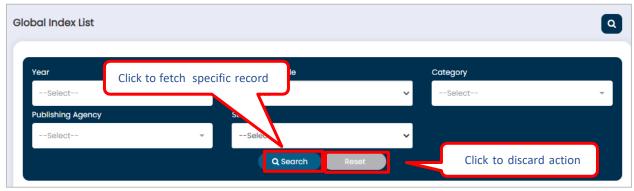


Figure 5-7

- You can search Global Index by year, global index title, category, publishing agency and/ status
- Enter search criteria and click button to fetch specific record.
- o Click Reset to discard action.





Search result will be displayed with following column headings:

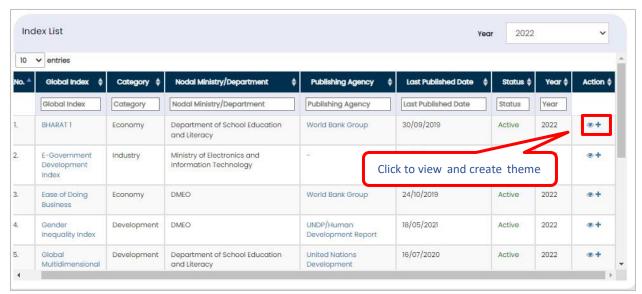


Figure 5-8

- Sl. No.
- Global Index
- Category
- Nodal
- Ministry/Department
- Publishing Agency
- Last Published Date
- Status
- Year
- Action
 - o Click ●(view) icon to view the record
 - Click * (create) icon to create theme







5.3.2 Copy Global Index

Select + Copy Global Index to copy global index.

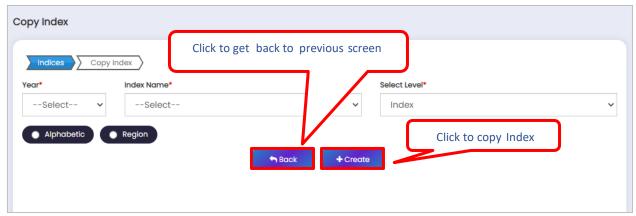


Figure 5-9

- Year*: Select Year from dropdown list
- Index Name*: Select Index Name from dropdown list
- Select Level*: Select level from dropdown list
- Click Alphabetic to select country displayed in alphabetical order
- Click to select country displayed in region wise
- Click + Create to Copy Index
- Click to get back to listing screen







6 Reform

CabSec view user can manage reform area and action and map reform action to index hierarchy.

6.1 Manage Reform Area and Action

Path: Reform >> Manage Reform Area and Action

- 6.1.1 Search Manage Reform Area and Action
- Click on top right corner of Manage Reform Area and Action listing screen to expand search window;



Figure 6-1

- o You can search year and India Index by year, index title, category and or status
- Enter search criteria and click button to fetch specific record
- o Click to discard action.
- By default, all Manage Reform Area and Action records will be displayed in list mode with following column headings;







6.1.2 India Index List

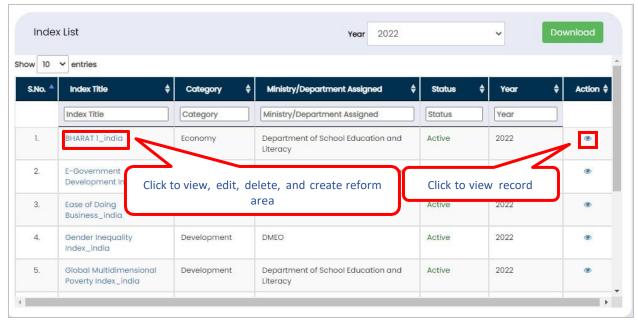


Figure 6-2

State/UT/City records will be displayed with following column headings;

- S. No.
- Index Title
 - O Click index title to view, edit and create reform area
- Category
- Ministry/Department Assigned
- Status
- Year
- Action
 - Click (view) icon to view the record







6.1.2.1 Reform Area List

6.1.2.1.1 Search Reform Area

Click on top right corner of Reform Area listing screen to expand search window;

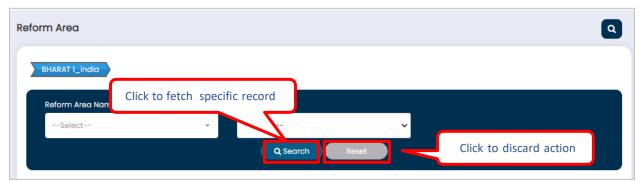


Figure 6-3

- O You can search Reform Area records by reform area name and or status.
- o Enter search criteria and click Q Search button to fetch specific record.
- Click Reset to discard action.
- By default, all Reform Area records will be displayed in list mode with following column headings;





6.1.3 Reform Area List

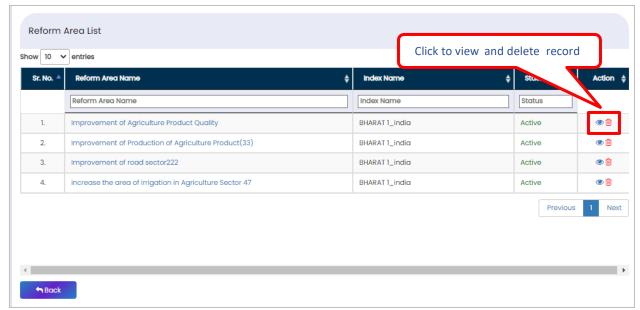


Figure 6-4

Reform Area records will be displayed with following column headings;

- Sr. No.
- Reform Area Name
- Index Name
- Status
- Action
 - o Click **(view)** icon to view the record
 - Click (delete) icon to delete record







7 Progress Data Entry

CabSec view user can manage global index data entry, India index progress data entry – formula, India index progress data entry – manual, and reform progress data entry.

7.1 Global Index Data Entry

Path: Progress Data Entry >> Global Index Data Entry

CabSec view user can view global index data entry and view theme progress data entry



Figure 7-1

- o You can search Index Progress Data Entry records by year, index, and or publishing agency
- Enter search criteria and click button to fetch specific record.
- Click Reset to discard action.





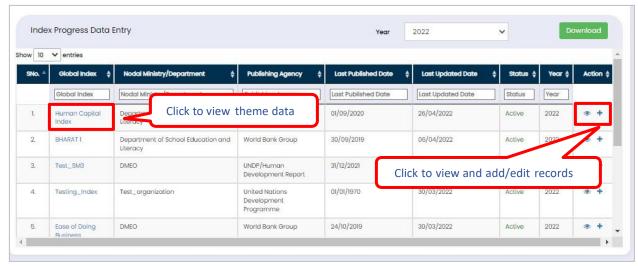


Figure 7-2

Global Indices are displayed with following column headings:

- SNo.
- Global Index
- Nodal Ministry/Department
- Publishing Agency
- Last Published Date
- Last Updated Date
- Status
- Year
- Action
 - Click (view) icon to view the record
 - Click * (add/edit) icon to add/edit the record







7.1.1 Create Theme Data

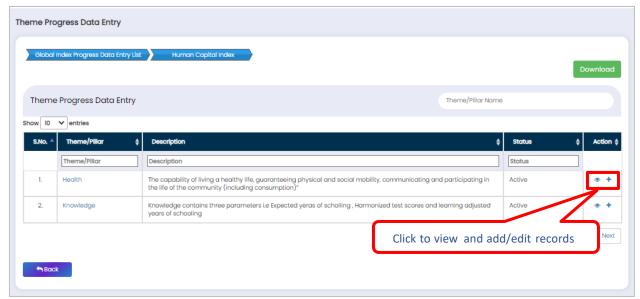


Figure 7-3

Theme Progress Data Entry listing will be displayed with following column headings:

- S.No.
- Theme/Pillar
- Description
- Status
- Action
 - Click (view) icon to view the record
 - Click * (add/edit) icon to add/edit the record







7.1.1.1 Add/Edit Theme Progress Data Entry

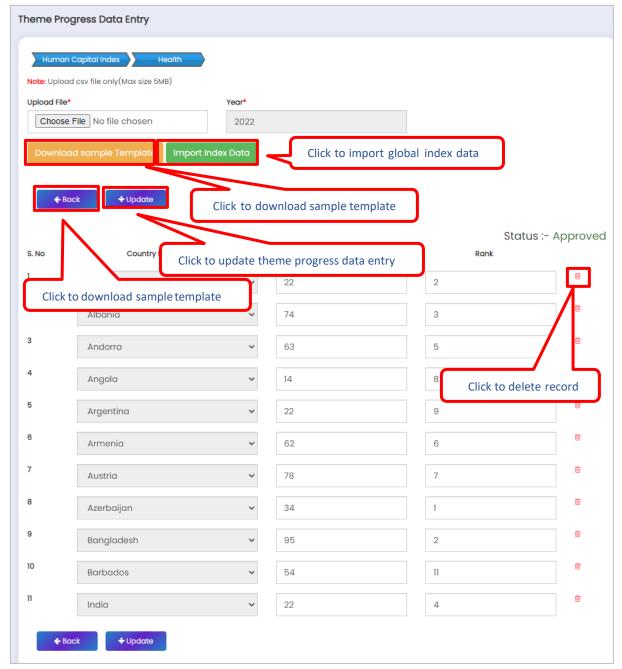


Figure 7-4

Enter following details:

- Click
 Download sample Template
 To download sample template
- Year*: Year will be displayed automatically





- Click
 Import Global Index Data
 to import global index data
- Click to update theme progress data entry
- Click to get back to listing screen
- Status: Status will be displayed automatically

Following records will be displayed:

- S. No
- Country Name: Country name will be displayed automatically
- Score: Enter score
- Rank: Enter rank
- Click into delete record







7.2 India Index Progress Data Entry - Formula Path: Progress Data Entry -> India Index Progress Data Entry - Formula

CabSec view user can view India Index Progress Data Entry – Formula.

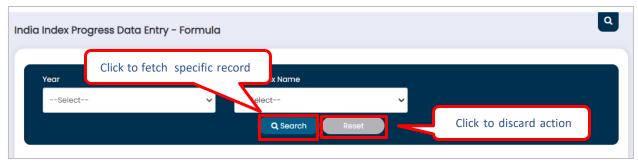


Figure 7-5

- o You can search India Index Progress Data Entry Formula by year and or index name
- o Enter search criteria and click Q Search button to fetch specific record.
- Click Reset to discard action.





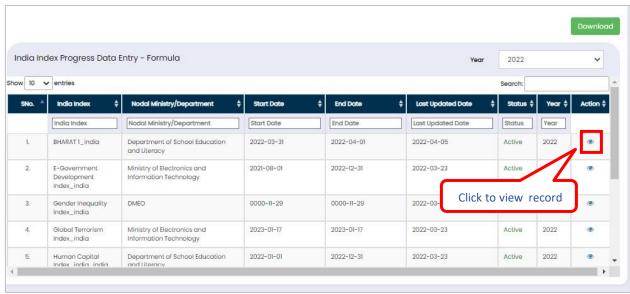


Figure 7-6

Global Indices are displayed with following column headings:

- SNo.
- India Index
- Nodal Ministry/Department
- Start Date
- End Date
- Last Updated Date
- Status
- Year
- Action
 - Click (view) icon to view the record







7.2.1 View Theme Progress Data Entry

○ Click (view) icon to view the record

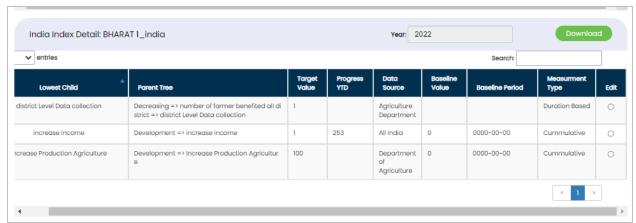


Figure 7-7

India Index Detail will be displayed with following column headings:

- Lowest Child
- Parent Tree
- Target Value
- Progress YTD
- Data Source
- Baseline Value
- Baseline Period
- Measurement Type
- Edit







7.3 Index Progress Data Entry Manual

Path: Progress Data Entry >> Index Progress Data Entry Manual

CabSec view user can view Index Progress Data Entry.

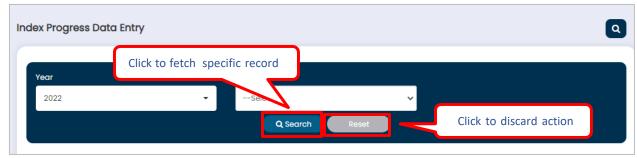


Figure 7-8

- o You can search Index Progress Data Entry by year and or index title
- o Enter search criteria and click Q Search button to fetch specific record.
- Click to discard action.





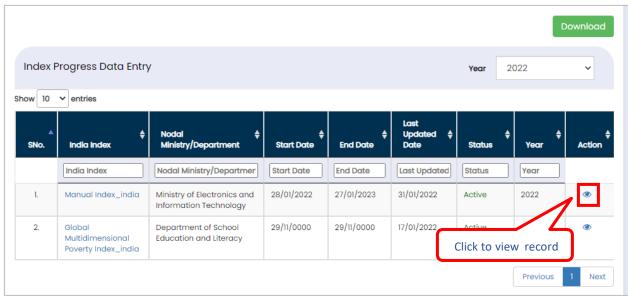


Figure 7-9

Global Indices are displayed with following column headings:

- SNo.
- India Index
- Nodal Ministry/Department
- Start Date
- End Date
- Last Updated Date
- Status
- Year
- Action
 - Click (view) icon to view the record







7.4 Reform Progress Data Entry

Path: Progress Data Entry >> Reform Action Progress Data Entry

CabSec view user can view Reform Action Progress Data Entry

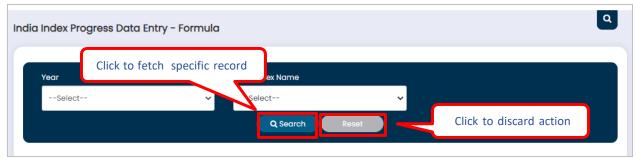


Figure 7-10

- o You can search Reform Action Progress Data Entry by year and or index name
- Enter search criteria and click button to fetch specific record.
- o Click to discard action.





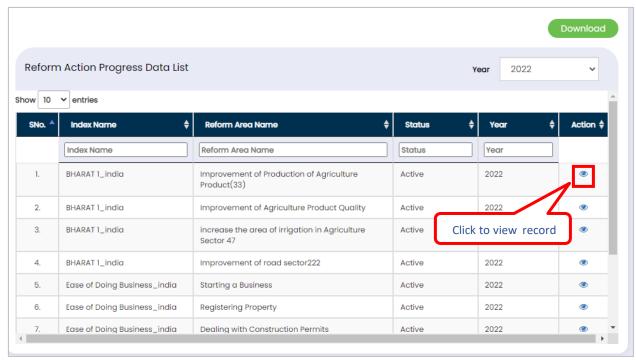


Figure 7-11

Global Indices are displayed with following column headings:

- SNo.
- Index Name
- Reform Area Name
- Status
- Year
- Action
 - Click (view) icon to view the record







7.4.1 View Reform Area

o Click **(view)** icon to view the record



Figure 7-12

Reform Area Listing will be displayed with following column headings:

- Sr. No.
- Reform Action Name
- Target Completion Date
- Priority
- Reform Weight
- State/UT
- Edit
 - Click radio button to edit reform area

Progress Data Screen will be displayed;

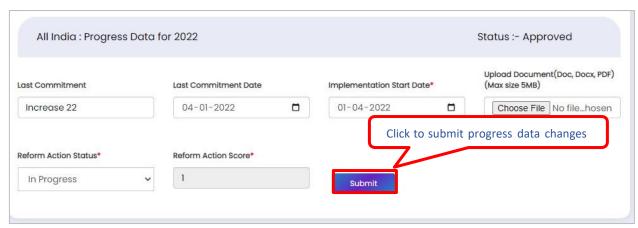


Figure 7-13

Enter following details:

- Last Commitment: Enter last commitment
- Last Commitment Date: Select commitment date from calendar
- Implementation Start Date*: Select implementation start date from calendar
- Upload Document(Doc, Docx, PDF)(Max size 5MB): Click Choose File to upload file







- Reform Action Status*: Select reform action status from dropdown list
- Reform Action Score*: Reform action score* will be displayed automatically
- Click Submit to submit progress data changes







8 Reports

CabSec view user can view compliance report and progress report.

8.1 Compliance Report

8.1.1 Global Index Data Entry Compliance Report



Figure 8-1

- You can get Global Index Data Entry Compliance Report by year and or index name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







Figure 8-2

- Abstraction Level
- No Of Indicators
- Data Entry Done
- Data Entry Not Done
- Data Entry -Compliance
- Approval Done by Nodal Officer
- Pending Approval with Nodal Officer
- Approval Compliance
- Comment
- Click Download to download report in Excels
- Click Print to print report





8.1.2 India Index DE Compliance Report

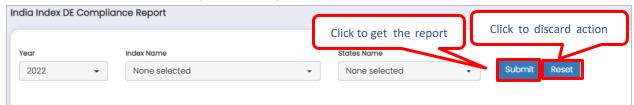


Figure 8-3

- You can get India Index DE Compliance Report by year, index name, and states name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.



Figure 8-4

- State/UT
- No of Lowest Child Mapped to State/UT
- No of Lowest Child where User Mapping done to Line/State Admin
- User Responsible for Mapping lowest child to Line /State Admin
- No of Lowest Child where User Mapping done to Line/State Data Entry
- User Responsible for Mapping lowest child to Line /State Data Entry User
- Click to download report in Excels
- Click to print report







8.1.3 India Index - Formula Compliance Report

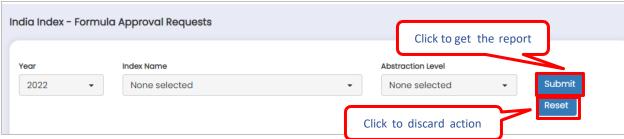


Figure 8-5

- You can get India Index Formula Compliance Report by year, index name, and or abstraction name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.







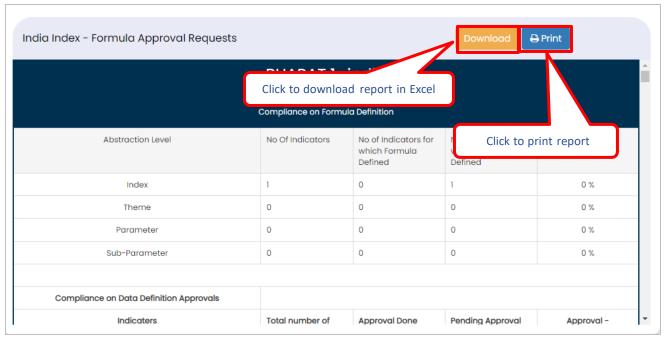


Figure 8-6

- Abstraction Level
- No Of Indicators
- No of Indicators for which Formula Defined
- No of Indicators for which Formula not Defined
- Formula Compliance
- Click Download to download report in Excels
- Click to print report







8.1.4 India Index - Reform Action Compliance Report

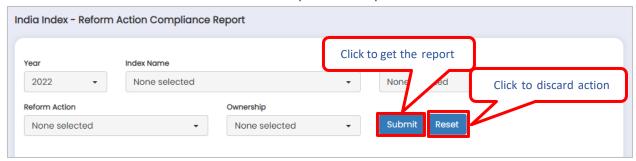


Figure 8-7

- You can get India Index Reform Action Compliance Report by year, index name, reform area, reform action, and or ownership
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.









Figure 8-8

- Reform Areas
- Reform Actions
- Priority
- Ownership
- State/UT Assigned
- Last Commitment Made
- Last Commitment Date
- If Last Commitment Made Updated (Y/N) Comment
- Click to print report







8.1.5 Reform Data Entry Compliance Report



Figure 8-9

- You can get Reform Data Entry Compliance Report by year, index name and or ownership; If you select ownership as Nodal/Line, you need to select Ministry; If you select ownership as State, you need to select State Name;
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.







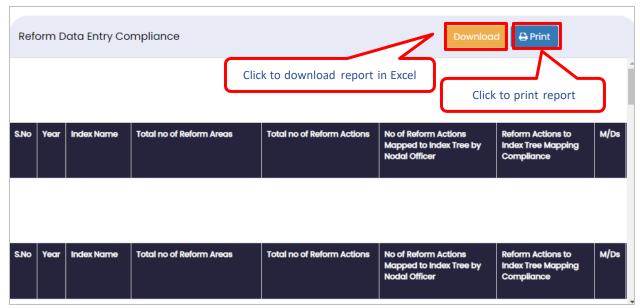


Figure 8-10

- S.No.
- Year
- Index Name
- Total no of Reform Areas
- Total no of Reform Actions
- No of Reform Actions Mapped to Index Tree by Nodal Officer
- Reform Actions to Index Tree Mapping Compliance
- M/Ds
- Number of Reform Actions Assigned
- No. of Reform Actions mapped to Nodal/Line Data Entry User
- User Responsible for Mapping
- Reform Actions Mapping to Data Entry User Compliance
- Total number of Data Entry to be done (No. of RAs x No of States/UT Mapped to each RAs)
- Progress Update Done
- Progress Update Pending
- Data Entry –Compliance
- Approval Done by Admin
- Pending Approval with Admin
- Approval Compliance
- Click Download to download report in Excels
- Click to print report





8.1.6 User Approval Compliance Report

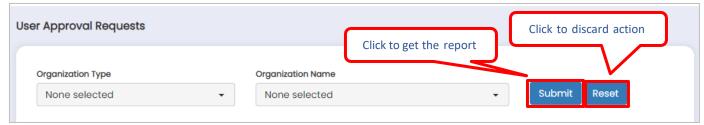


Figure 8-11

- You can get User Approval Compliance Report by organization type and organization name
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.

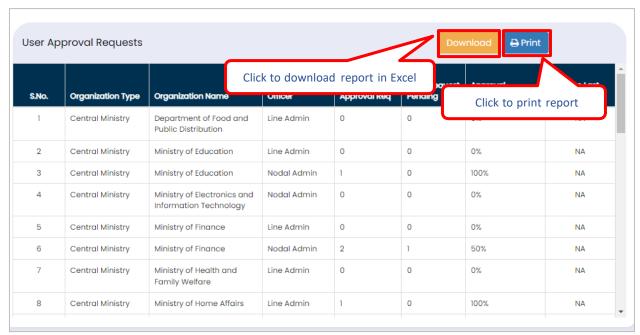


Figure 8-12

- S.No.
- Organization Type
- Organization Name
- Approving Officer
- Number of Total User Approval Req
- No of Request Pending
- Approval Compliance







- Since Last Approved
- Click to print report

8.1.7 Index Config Compliance Report

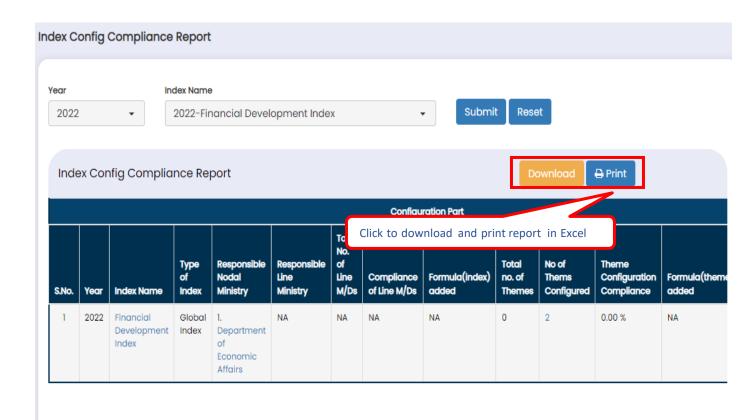


- You can get Index Config Compliance Report by organization type and organization name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.

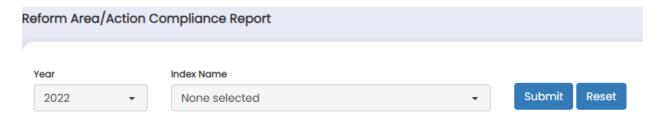








8.1.8 Reform Area/Action Compliance Report

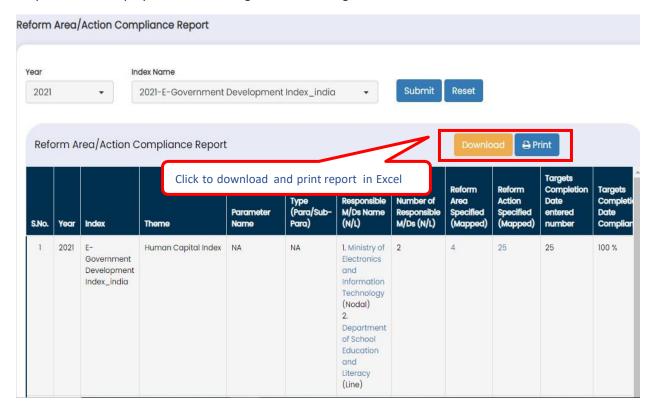


- You can Reform Area/Action Compliance Report by organization type and organization name
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.









8.2 Progress Report

8.2.1 India Index Progress Report



Figure 8-13

- You can get India Index Progress Report by abstraction level, states name, year, and or index name
- Enter criteria and click
 Submit button to get report.







• Click Reset to discard action.







8.2.2 Statewise Aggregate Reform Score Report

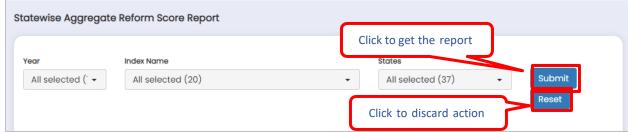


Figure 8-14

- You can get Statewise Aggregate Reform Score Report by year, index name, and or states
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.



Figure 8-15

- States/UT
- No of Reform Actions Assigned
- No of Reform Actions for which Progress Update Done
- Progress Update Compliance
- Total Reform Score
- Rank







- Click to download report in Excels
- Click to print report

8.2.3 Detailed Reform Actions Report – Statewise

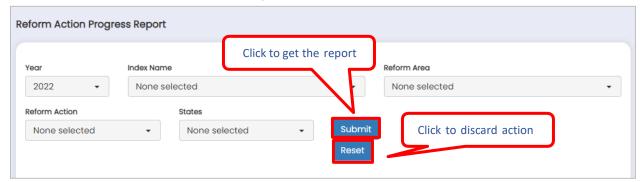


Figure 8-16

- You can get Detailed Reform Actions Report Statewise by year, index name, reform area, reform action, and or states
- Enter criteria and click
 Submit button to get report.
- Click
 Reset to discard action.









Figure 8-17

- Reform Area
- Reform Actions
- Theme/ Parameter Linked to Reform Action
- Priority
- Target Completion Date
- States/UT
- Reform Action Progress Status
- Comment
- Click Download to download report in Excels
- Click to print report







8.2.4 Global Index Progress Report

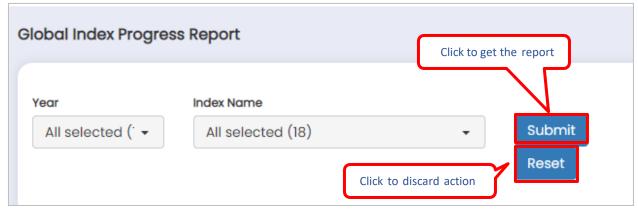


Figure 8-18

- You can get Global Index Progress Report by year and or index name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.







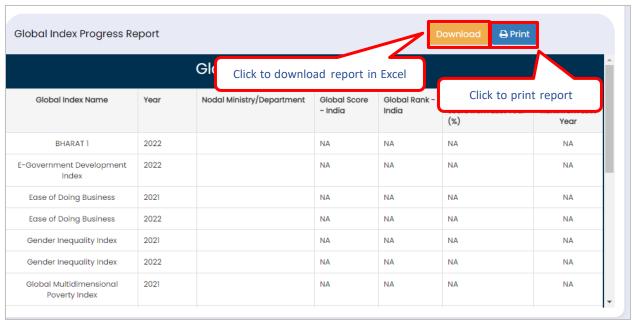


Figure 8-19

- Global Index Name
- Year
- Nodal Ministry/Department
- Global Score India
- Global Rank India
- Improvement in score from Last Year (%)
- Change in Rank from Last Year
- Click to download report in Excels







8.2.5 Global Index Progress Report – Comparative



Figure 8-20

- You can get Global Index Progress Report by year, index name, and country name
- Enter criteria and click
 Submit button to get report.
- Click Reset to discard action.





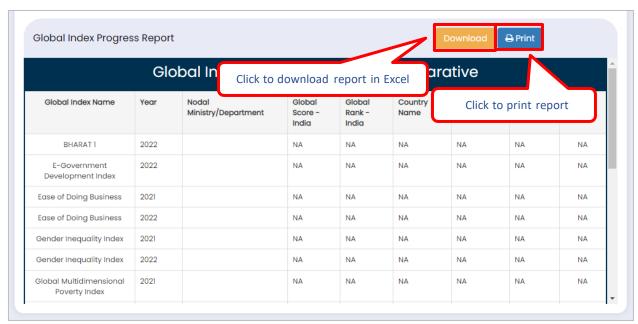


Figure 8-21

- Global Index Name
- Year
- Nodal Ministry/Department
- Global Score India
- Global Rank India
- Country Name
- Country Rank
- Gap In Score
- Click Download to download report in Excels
- Click to print report







9 User Manual

CabSec view user can view PPT user manual, doc user manual, and watch videos.

9.1 PPT User Manual List

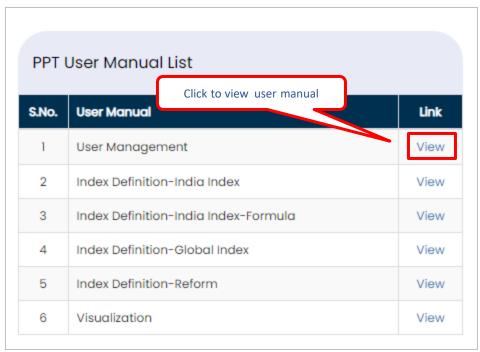


Figure 9-1

PPT User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view user manual







9.2 Doc User Manual List

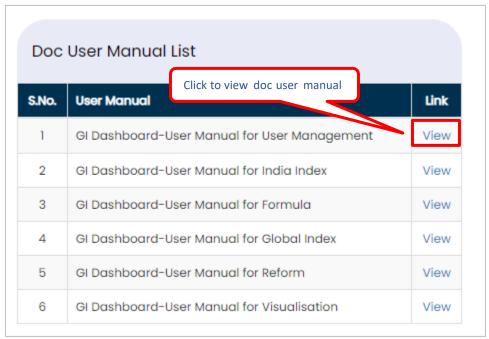


Figure 9-2

Doc User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view doc user manual







9.3 Videos

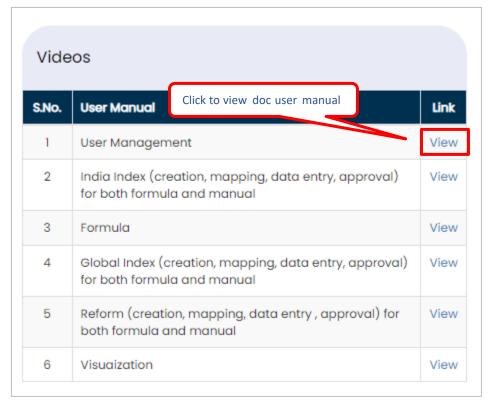


Figure 9-3

Videos List will be displayed with following column headings;

- S.No.
- User Manual
- Link
 - o Click View to view user manual video







10 Contact Support

CanSec view user can view helpdesk operation hours and contact details.



Figure 10-1

For any queries, you can connect to following details:

- Email ID
- Contact Number







11 Support Ticket

Support Ticket will be introducing in GIRG Dashboard soon.