

User Manual for E-Archival

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1. Introduction

This manual is the primary reference for uploading of the document with metadata under E-Archival System. The purpose of this manual is to introduce the system to the department user and to provide sufficient details so that as users progress through the manual they gain a full understanding of the document uploading of any department with metadata.

2. How to Login?

1. The user will type URL address of ReAMS application (https://sso.rajasthan.gov.in/sso) in the address bar of web browser.
2. Then click on SSO login.
3. Enter SSO ID, password, and 6 digit captcha code and click on login to access ReAMS application.
4. The User will log in with three option on his/her dashboard:
 - a. Document Search
 - i. Basic Search
 - ii. Advanced Search
 - b. File Upload
 - c. Reports

Note: If any user's dashboard not showing any of the above options then he/she should contact to his reporting officer of his department or helpline number available in Section 6 of this document.

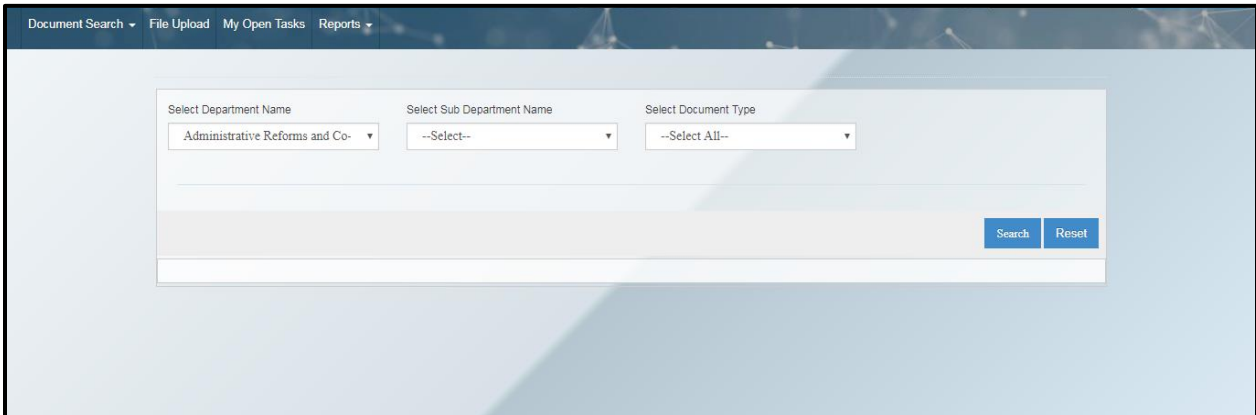
3. Document Upload

There will be two type of document that user will upload.

The user will first upload the main document and then upload amendments if any amendments available against the main document. For this functionality user will follow following steps:

I. Upload Main Document

1. To upload Main Document, click on File upload option from the top menu.



The screenshot displays the ReAMS application interface. At the top, there is a navigation bar with the following menu items: "Document Search", "File Upload", "My Open Tasks", and "Reports". Below the navigation bar, there is a form for document upload. The form contains three dropdown menus: "Select Department Name" (with "Administrative Reforms and Co-" selected), "Select Sub Department Name" (with "--Select--" selected), and "Select Document Type" (with "--Select All--" selected). Below these dropdowns, there is a large empty text area for entering document details. At the bottom right of the form, there are two buttons: "Search" and "Reset".

2. Select Document Type from the given drop-down named "Select Document Type".
3. After selecting document type metadata field will show the selected document type.

The screenshot shows the 'Document Upload' form. At the top, there are three dropdown menus: 'Select Department Name' (Administrative Reforms and Co-), 'Select Sub Department Name' (Administrative Reforms and Co-), and 'Select Document Type' (Act). Below these is an 'Add Meta-Data' section. It contains several fields: 'Type of Act*' (dropdown), 'Year of Enactment*' (text), 'Name of Act (Long Title)' (text), 'Act Number*' (text), 'Name of Act (Short Title)*' (text), 'Date of Enforcement Available*' (dropdown), 'Select File:' (with a 'Browse' button and a note: '(Max upload file size allowed is 20(MB). Allowed file type is doc/pdf only)'), 'Discount Applicable' (checkbox), 'Charge Amount' (text), and 'Select Group' (dropdown). There are three checked checkboxes: 'Allow Preview', 'Allow Move', and 'Allow Download'. A blue 'Upload' button is located at the bottom right of the form.

4. Fill Meta Data in their respective fields.
5. Select Group for Maker – Checker Flow.
6. If Any Charge Applicable the enter charge amount.
7. Choose the related file.

Note: ReAMS only accept pdf file upto 20 MB.

8. Click on “Upload” button.
9. The user will see “Document Uploaded successfully” message on his dashboard if the document is submitted successfully.

The screenshot shows the 'Document Upload' form after a successful upload. A green banner at the top of the form area displays the message 'Document Uploaded Successfully'. Below this banner, there are two buttons: 'UploadAmendment' and 'View Document'.

II. Upload Amendments

1. Click on upload amendment button after uploading main document.

Document Upload

Select Department Name: Administrative Reforms and Co-
Select Sub Department Name: Administrative Reforms and Co-
Select Document Type: Act

Add Meta-Data

Amendment to which section of Act*
Name of Amendment Act*
Commencement date of Amendment*
Select File : Browse
(Max upload file size allowed is 20(MB). Allowed file type is pdf only.)

Allow Preview
 Allow Move
 Allow Download

Discount Applicable Charge Amount: 0

Upload **Exit**

2. Enter Metadata fields.
3. Choose the file for Amendment.
4. Select amendment file.

Note: ReAMS only accept pdf file upto 20 MB.

5. Click on “Upload” button.
6. The user will see “Amendment Uploaded successfully” message on his dashboard if the document is submitted successfully.
7. To view uploaded amendment click on view button.

Document Upload

Amendment Uploaded Successfully

Upload Amendment **View Document**

8. Continue the process till all amendment are attached.

4. Document Search













1. To Search, any Document, click on Document Search option from the top menu and select searching option “Basic Search” or “Advanced Search”.

Rajasthan E-Archival Management System

Document Search | File Upload | My Open Tasks | Reports

Select Department Name: Administrative Reforms and Co-
Select Sub Department Name: Administrative Reforms and Co-
Select Document Type: Act

Search | Reset

srNo	Act Number	Date of Enforcement	Name of Act (Long Title)	Name of Act (Short Title)	Type of Act	Year of Enactment	File Size	Action
1	dsfsf	05-07-2018		sdf	Central	2018	File Size : 1721 kb	  
2	dsfsf	05-07-2018		sdf	Central	2018	File Size : 1721 kb	    
3	251	21-06-2005	Right To Information Act, 2005	RTI Act, 2005	Central	2005	File Size : 1kb	   









2. Select Department and Sub Department Name from the given drop-down.
3. Select Document Type which you want to explore from the drop-down list.
4. Enter searching parameter.

Document Search | File Upload | My Open Tasks | Reports

Select Department Name: Administrative Reforms and Co-
Select Sub Department Name: Administrative Reforms and Co-
Select Document Type: Act













Type of Act: Central
Date of Enforcement Available: --Select--
Reason: --Select--
Year of Enactment:
Act Number:
Name of Act (Long Title):
Date of Enforcement:
Name of Act (Short Title):

Search | Reset

srNo	Act Number	Date of Enforcement	Name of Act (Long Title)	Name of Act (Short Title)	Type of Act	Year of Enactment	Action
1	dsfsf	05-07-2018		sdf	Central	2018	  
2	dsfsf	05-07-2018		sdf	Central	2018	    

5. Click on Search Button.

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srNo	Act Number	Date of Enforcement	Name of Act (Long Title)	Name of Act (Short Title)	Type of Act	Year of Enactment	Action
1	dsfsf	05-07-2018		sdf	Central	2018	  
2	dsfsf	05-07-2018		sdf	Central	2018	    
3	251	21-06-2005	Right To Information Act, 2005	RTI Act, 2005	Central	2005	   

Showing 3 of 3 Records

First Previous 1 Next Last

6. In the results area, you'll see all items that match your search criteria. The default number of results displayed is limited to 10. You can increase the maximum number in Show entries option.
7. At the rightmost side of the results area, there are will show 5 options for the main document without amendments and 5 options for the main document with attachment.
8. Click on the "Preview" button to preview the main document.
9. Click on "Download" button to download the main document.
10. The user can attach an amendment to the main document from Searching grid also. Click on "Amendment" button to attach amendment. The future process is same as described in Section 3.II.
11. To preview amendment those are uploaded against the main document click on "View Amendment" button.
12. Cilck on "Delete" button to delete uploaded document permanently.
13. Click on "Update" button to update uploaded document.

Note: If you update sub department name or document type of any uploaded document then your complete document details will delete and then you will be able to update information.

5. Document Summary/Detail Report

1. To Generate Report, click on Report Tab.

Rajasthan E-Archival Management System

Document Search ▾ Reports ▾

Select Department Name
--Select All-- ▾

Select Sub Department Name
--Select-- ▾

Select Document Type
--Select All-- ▾

Search Reset

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Activate Windows
Go to Settings to activate Windows.

2. Select Sub Department and/or Select Document Type and click on search.

Select Department Name*
--Select All-- ▾

Select Sub Department Name*
Select All ▾

Select Document Type*
Select All ▾

Record Type*
Active ▾

View Document By*
Both ▾

Report By Sub Department

From Date

To Date

Meta Data Detail Report Search

3. If user want to see active document then select 'Active' document from drop down, otherwise select 'Delete' from drop down.
4. Select date range (If required).
5. Click on search.

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Name	Act	Circulars	Notifications	Pre-Constitutional Era Ordinance	Regulations	Rules	Statutory Notification	Statutory Notification /Order	Total
Administrative Reforms and Co-ordination Department	156	75	0	6	9	3	0	9	258
Agriculture Department	18	30	0	0	5	20	0	22	95
Art And Culture	0	0	0	0	0	0	0	0	0
Ayurved and Indian Medicine Department	3	0	0	2	1	11	0	0	17
Command Area Development & Water Utilisation Department	2	0	0	0	0	4	0	0	6
Consumer Affairs Department	2	0	0	0	0	13	0	1	16
Cooperative Department	9	40	0	0	0	3	0	14	66
Department of Energy	2	0	0	0	0	0	0	6	8
Department of Environment	7	1	0	0	1	5	0	27	41
Department of Higher Education	66	0	0	0	0	0	0	9	75
Grand Total	661	1094	0	25	236	700	0	747	3463

Showing 1 to 10 of 65 entries

Previous **1** 2 3 4 5 6 7 Next

6. Click on Number of document to see meta data of documents.

SrNo.	Name	Circular Date	Circular Number	Subject of Circular
1	cir 210301.pdf	21-03-2001	F.3(141)/Regulation/11383-520	Licence
2	cir 310505.pdf	31-05-2005	F.3(141)/By Laws/Regulation/7802-946	Mandi Fee
3	cir 131006.pdf	13-10-2006	DAM/Regulation/F.3(141)/Gr-2/06/24749-898	Licence
4	cir 030507.pdf	03-05-2007	F.6(13)/Agri/Gr-2/2004	Mandi Name
5	cir 280408.pdf	28-04-2008	F.4(77)/Agri/Gr-2/2003	Private Mandi
6	cir 200809.pdf	20-08-2009	F.4(48)/DAM/Regulation/3rd Amend/05/1035-1207	Gousala
7	cir 020909.pdf	02-09-2009	F.4(48)/DAM/Regulation/3rd Amend/05/23547-94	Gousala
8	cir 111109.pdf	11-11-2009	F.3(141)/DAM/Regulation/Direct Purchase/31512-647	Direct Purchase
9	cir 061009.pdf	06-10-2009	F.2(43)/DAM/Regulation/E-Market/09/27051-205	Private Sub E-Mandi
10	cir 250110.pdf	25-01-2010	DAM/Regulation/NCDEX/08/42849-987	Private Sub E-Mandi
11	cir 020210.pdf	02-02-2010	F.4(48)/DAM/Regulation/3rd Amend/05/43952-44126	Gousala

Export

7. Click on export button to download in excel format.

8. For Meta data Detail Report click on 'Meta Data Detail Report' button.

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Document Type Detail Report

--Select--

Download Data

9. Select Document Type.
10. Click on download data. After clicking report will be exported.

6. Do's and Don't



DO's

1. All fields marked in * are mandatory for document upload.
2. Remember to Sign Out/Log Out of the system after completion of your work.
3. Try to upload authentic copy of uploaded document or gazette copy of document.



DONT's

1. Do not try to fill any metadata field randomly, if there is no value from the department.

7. Help Numbers

For any technical issues please Mail at:

oi.c.digitization@rajasthan.gov.in

OR

Please call:

1. Project OIC

Sh. Chetan Prakash Sharma
SA.(Joint Director), DoIT&C
Mobile: +91-9413387322
Email: oic.digitization@rajasthan.gov.in

2. Sh. Nitesh Jangid

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For any legal issues please call:

Rajasthan E-Archival Management System

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