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1. OPENING THE APPLICATION USING INTERNET

- Open Internet Explorer
- Type www.nielit.gov.in in the address bar of Internet Explorer
- Click on ‘NIELIT Online Services’ [1]
Click on 'Activity Information Services (AIMS)' [2]

Login Page will open
Enter the Login Details.
- Select the respective centre
- Enter user id
- Enter password
- Click on login button, if credentials are correct menu will be displayed.

NOTE:
In case the browser used is Google Chrome and you are unable to login even after entering the correct credentials, kindly clear the cache of the browser.

Step 1: Go to ‘Customize and Control Google Chrome’ [3] button on the top right corner of the Chrome browser.
Step 2: Select ‘Setting’ option in the menu.

Step 3: Click on ‘Show Advanced Settings’ [4]
Step 4: Click ‘Clear Browsing Data’ [5] under ‘Privacy’ option

Step 5: Select ‘The beginning of time’ option in Obliterate the following items from . Make sure that ‘Empty the Cache’ and ‘Clear Saved passwords’ options are checked.

Step 6: Click on ‘Clear Browsing Data’ to clear the cache.
Step 7: re-open the browser and open the website and try again.
Introduction

1.1. About Document Sharing System:
Document Sharing System provides an online interface to NIELIT Centres as well as Headquarters to enter the details of any document like proposal, presentation etc, and upload the corresponding document. A User ID and Password is provided to all registered users on their mobile for logging into the system.

1.2. Features Available:
- Entry of details of Document to be shared.
- Uploading of Document.
- Report of shared documents of the logged in Centre/ HQ.
- Report of all shared documents.
- Search shared documents.
F01 - Login Page
The form is used for user authentication. It has three level of security i.e. Stakeholder (Centre), User Id, Password.

Working:
1. Select Stakeholder/ Centre
2. Enter User ID
3. Login Button will be activated only on entry of the correct User ID for the selected Centre.
4. Once the Login Button is enabled, enter the Password
5. Click on Login

Output - F02.
F02 – User Menu

Working:
1. Displays the menu associated with the logged in User
2. Click on a link and it will navigate to the corresponding form.
3. Clicking on Logout icon, the user will be logged out.
4. Clicking on Help icon, User Manual will be displayed.
F03 – Change Password

Working:
1. Type the old Password
2. Enter new password of minimum length 8 and having atleast 1 special character & 1 digit.
3. Re-type the new password
4. Click on ‘Submit’
5. If all details are valid, the User password will be updated.

Output – F02
F09 – Reset Password

Form for entering verification OTP code

**Working:**

1. Enter the User Id and submit, OTP will be sent on user mobile and the next form will be displayed.
2. Enter the code received on mobile and click on ‘Verify’.
3. Only if the OTP entered is correct, the User will be able to reset password.
**FD01 – Document Details Entry**

Details of Document to be uploaded are entered using FD01.

**Working:**

1. Details of document to be uploaded are entered like Type, Category, Subject, etc. The mandatory fields are marked with ‘*’.  
2. Enter a brief description of document contents.  
3. Click on ‘Submit’  
4. List of recently shared documents by the logged-in stakeholder is displayed below.  
5. If any incorrect document has been shared by mistake, user may remove the document from sharing by clicking on the ‘REMOVE’ button within THREE days.

OUTPUT: OD01
OD01 – Acknowledgement

Working:

1. Click on ‘Proceed to Document Uploading’ to upload corresponding document.
FD02 – Upload Document

The form will be used for uploading document.

PART-I

Working:
1. Click on ‘Browse’ to select required document to upload in PART-I.
2. Click on ‘Upload’.
3. Upon successfully uploading the document, PART-II displays the name of the document uploaded. Click on the document name to check if the correct file has been uploaded.
4. If ok, click on ‘Confirm’ else click on ‘Browse’ and select the correct file to be uploaded.

Output: RD01.
List of Available Documents

<table>
<thead>
<tr>
<th>S.No</th>
<th>NIELIT Centre</th>
<th>Document Type</th>
<th>Category</th>
<th>Subject</th>
<th>Description</th>
<th>Uploaded On</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIELIT Head Quarter</td>
<td>Miscellaneous Document</td>
<td>Test Document Entry</td>
<td>Test Description Entry</td>
<td>01/12/2014</td>
<td>System Administrator</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Miscellaneous Document</td>
<td>Other Misc</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>01/12/2014</td>
<td>System Administrator</td>
</tr>
<tr>
<td>3</td>
<td>Proposal</td>
<td>Other Misc</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>01/12/2014</td>
<td>System Administrator</td>
</tr>
<tr>
<td>4</td>
<td>Proposal</td>
<td>IT</td>
<td>test proposal upload</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>01/12/2014</td>
<td>System Administrator</td>
</tr>
<tr>
<td>5</td>
<td>Proposal</td>
<td>Other Misc</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>dtdgby giff</td>
<td>28/11/2014</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

Working:

1. List of all documents **shared by the Centre** are listed.
2. Click on the ‘гал’ to view the document.
3. If the document details were entered by the logged-in User but the document was not uploaded previously, click on ‘гал’ to upload the document.
4. In case the document details were not entered by the logged-in user and the document has not been uploaded, ‘гал’ is displayed.
5. Click on ‘Print’ to print the list.
6. Click on ‘Menu’ to go to user Menu.
RD02 - List of All Shared Documents

**Working:**

1. List of all shared documents is listed.
2. Click on the ‘-icon’ to view the document.
3. If the document details were entered by the logged-in User but the document was not uploaded previously, click on ‘-icon’ to upload the document.
4. In case the document details were not entered by the logged-in user and the document has not been uploaded, ‘-icon’ is displayed.
5. Click on ‘Print’ to print the list.
6. Click on ‘Menu’ to go to user Menu.
FD03 – Search Document

The form is used to search document based on any or all of the displayed criteria.

Working:

1. Select/ Enter criteria required for searching shared document(s).

Output: OD02.

NOTE:- If no criteria is selected/ entered, all shared documents will be listed.
Working:

1. Click on the ‘ ’ to view the document.
2. If the document details were entered by the logged-in User but the document was not uploaded previously, click on ‘ ’ to upload the document.
3. In case the document details were not entered by the logged-in user and the document has not been uploaded, ‘ ’ is displayed.
4. Click on ‘Print’ to take a print out of the report.
5. Click on ‘Back’ to return to Search page.

****************************************************************************** End of User Manual ********************************************************************************