

VIP References Dashboard

Ministry of Environment, Forest and Climate Change

Step-by-Step User Manual

Document Type	User Operating Guide
Application	VIP References Dashboard
Scope	Login, Dashboard, Entry Form, Reports, Profile and Logout
Version	1.0
Prepared	September 22, 2026

Scope note: This User Manual is intentionally limited to normal end-user operations. Administrative functions such as user management, roles, designations, divisions, permissions, bulk import and administrative deletion are outside this document.

1. Purpose and Scope

This User Manual explains how an authorized user operates the VIP References application for day-to-day work. It covers secure login, dashboard review, creation and maintenance of VIP reference records, report generation, profile/password management, and secure logout.

1.1 User Functions Covered

-  Login using Email/Username, Password and Captcha.
-  Review the VIP References dashboard and status summary.
-  Open the Entry Form list and add a new VIP reference.
-  Edit an existing reference when the user's assigned permission allows it.
-  Download VIP reference data to Excel.
-  Generate Custom Reports and open Analytical Reports.
-  Update permitted profile information and change password.
-  Logout securely after completing work.

1.2 Before You Start

Use an authorized account issued for the application.

Keep the correct VIP reference/DO letter details ready before data entry.

Keep the VIP reference document ready in PDF format. The application specifies a maximum file size of 5 MB.

Use accurate dates, division, divisional head, status, remarks and keywords because these fields affect reporting.

Important: Fields marked with a red asterisk (*) are mandatory. If validation fails, correct the highlighted field and submit again.

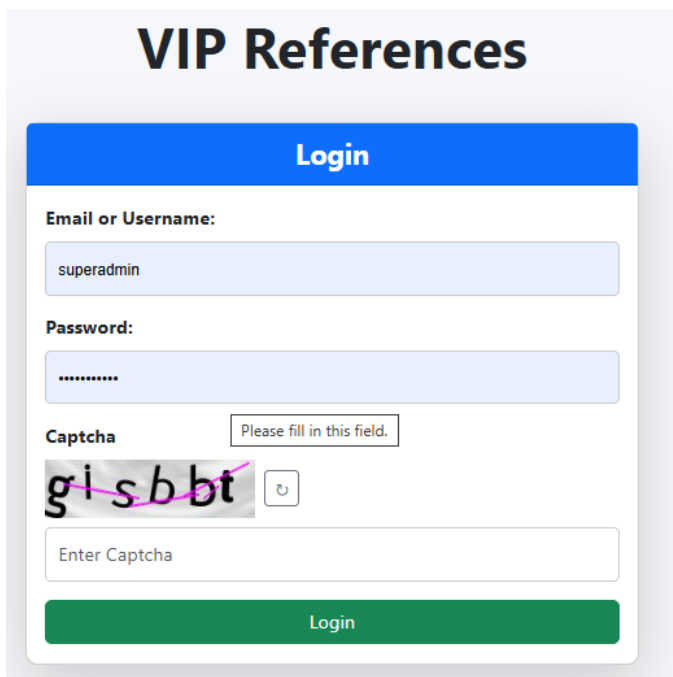
Please follow the steps in this guide in sequence.

2. To see the status of VIP References follow the procedure given below:

-  Open <https://portals.moef.gov.in/>
-  Select **VIP Reference Dashboard**

3. User Login Credentials

-  Sign in window will appear



The screenshot shows the 'VIP References' login interface. At the top, the title 'VIP References' is displayed in large, bold, black font. Below it is a blue header bar with the word 'Login' in white. The login form contains the following fields:

- Email or Username:** A text input field containing 'superadmin'.
- Password:** A password input field with masked characters '*****'.
- Captcha:** A section with a 'Please fill in this field.' placeholder, a captcha image showing the text 'gisbtt' with a pink line, a refresh icon, and a text input field labeled 'Enter Captcha'.

At the bottom of the form is a green 'Login' button.

4. Login to VIP References

-  **Step 1: Enter Email or Username** - In the “Email or Username” field, enter the credential assigned to you.
-  **Step 2: Enter Password** - Enter your password in the Password field.
-  **Step 3: Complete Captcha** - Read the Captcha image and type the displayed value in the “Enter Captcha” field. If it is unclear, use the refresh (↺) button to generate a new Captcha.
-  **Step 4: Sign in** - Select Login. After successful authentication, the system opens the authenticated application area.

Login security: Do not share your password or Captcha with another person. Repeated unsuccessful login attempts may be restricted by the application.

4.1 If Login Fails

Situation	User Action
Incorrect Email/Username or Password	Re-enter the credentials carefully. Confirm Caps Lock is not affecting the password.
Captcha error	Refresh the Captcha, enter the new value and retry.
Validation message displayed	Read the message, correct the relevant field and submit again.
Access still unavailable	Contact the designated application administrator/support team; do not attempt to bypass access controls.

5. Dashboard

After login, use the Dashboard to review the overall VIP References position. The current dashboard presents the following summary information:

-  Total No. of VIP References – total references received.
-  Disposed Off – references marked as disposed.

-  Pending – references currently pending.
-  Monthly VIP References Summary – monthly chart showing total, disposed and pending references for the displayed financial year.

Good practice: Use the dashboard as a quick monitoring view. For record-level details or date/column-based analysis, use Entry Form or Reports.

6. Entry Form – View and Manage References

Select “Entry Form” from the left navigation menu. The list displays existing VIP reference records with key fields including:

-  Sl. No., DO Letter No, DO Letter Date, Received from, VIP Designation, Subject, Division, Status, Date of Updation, Action.

6.1 Available User Actions

Action	Purpose
Add	Open a blank VIP References form to create a new record.
Edit	Open an existing record for correction/update when your account has edit permission.
Download Excel	Export VIP reference data to an Excel file.
Rows per page	Choose 50, 100 or 200 records per page and use pagination to navigate.

Permission note: Some buttons are permission-based. If an expected action is not visible, your account may not have that permission. Administrative delete and bulk Excel import are not part of this end-user SOP.

7. Create a New VIP Reference

-  **Step 1: Open the form** - Go to Entry Form and select Add. The “Create VIP References Form” page opens.
-  **Step 2: Enter DO letter details** - Enter the DO Letter No and DO Letter Date.

-  **Step 3: Enter VIP details** - Select Appellation (Shri/Smt/Dr.), enter Received from, VIP Designation and State of VIP.
-  **Step 4: Enter subject and routing details** - Enter Subject, select Division and select the Name of Divisional Head.
-  **Step 5: Set current status** - Select the appropriate Status: Pending, Disposed off, or Action Not Required.
-  **Step 6: Enter reply/remarks information** - Enter Date of Reply Sent and Remarks as applicable to the record and according to your office process.
-  **Step 7: Enter reference metadata** - Enter Type of Reference and Keywords. Date of Upload is populated by the application and is read-only.
-  **Step 8: Attach the VIP reference** - Choose the VIP References Upload File. The interface accepts PDF files and states a maximum size of 5 MB.
-  **Step 9: Submit** - Review all information, then select Submit. Use Cancel if you do not want to save the entry.

7.1 Data Entry Field Guide

Field	What to Enter	User Check
DO Letter No	Official DO/reference letter number	Match the source document exactly.
DO Letter Date	Date shown on the DO letter	Verify day/month/year.
Appellation	Shri, Smt or Dr.	Select the correct title.
Received from	Name of the VIP/sender	Check spelling.
VIP Designation	Official designation	Use the current/official designation on the reference.
State of VIP	Relevant state	Enter the correct state.
Subject	Subject of the reference	Keep it clear and meaningful.
Division	Responsible division	Select the correct division.
Divisional Head	Responsible divisional head	Select the correct person.
Status	Pending / Disposed off / Action Not Required	Choose the actual current status.

Date of Reply Sent	Reply date	Enter the applicable date accurately.
Remarks	Operational remarks	Keep remarks factual and concise.
Type of Reference	Reference classification/type	Use the office-approved wording.
Keywords	Search/reporting keywords	Use relevant terms.
VIP Reference File	PDF, maximum 5 MB as shown in the UI	Open/check the PDF before uploading.

8. Edit an Existing VIP Reference

-  **Step 1: Locate the record** - Open Entry Form and find the required reference in the list.
-  **Step 2: Select Edit** - If your account has edit permission, select Edit in the Action column.
-  **Step 3: Review existing values** - The “Edit VIP References Form” opens with the saved information.
-  **Step 4: Make only required changes** - Correct or update the relevant fields. Avoid changing unrelated information.
-  **Step 5: Attach reply PDF when applicable** - During edit, the form provides a Reply Upload File option. The interface accepts PDF files and states a maximum size of 5 MB.
-  **Step 6: Review existing files** - Existing uploaded files are shown below the form. Confirm that the correct documents remain associated with the reference.
-  **Step 7: Save** - Select Update to save changes, or Cancel to return without saving.

Record integrity: Before updating status to “Disposed off” or “Action Not Required”, verify that the supporting office action and remarks are correct.

9. Reports

Select “Reports” from the left navigation. The reporting area provides Custom Reports and Analytical Reports.

9.1 Generate a Custom Report

-  **Step 1: Choose Custom Reports** - Keep/select the Custom Reports option.
-  **Step 2: Select date range** - Enter From Date and To Date for the reporting period.
-  **Step 3: Choose columns** - Select the fields/columns required in the report. Use Select All when all available columns are needed, or Reset to clear the selection.
-  **Step 4: Submit** - Select Submit to generate the report.
-  **Step 5: Review results** - Verify the returned records and columns before using the output.
-  **Step 6: Export when needed** - Use the available Excel download control to export the generated report.

9.2 Analytical Reports

Select the “Analytical Reports” option to open the analytical reporting view. Use it for summarized/analytical presentation rather than record-by-record data entry. The analytical Report involves the following steps:

-  **Step 1: Choose From Date** – Select the From Date using date picker calendar.
-  **Step 2: Choose To Date** – Select the To Date using date picker calendar.
-  **Step 3: Choose Status** - Select the Status (All/Pending/Disposed Off/Action Not Required).
-  **Step 4: Submit** - Select Submit to generate the Analytical Report.
-  **Step 5: Report** – Click the number Analytical Report Table to see the details.

Reporting accuracy: A report is only as accurate as the underlying entries. Correct source records through the Entry Form before relying on exported data.

10. Profile and Password

Open the user menu from the top-right profile/avatar area and select Profile.

10.1 Profile Information

The profile page displays account information such as Appellation, Name, Email, Phone, Designation, Division and Role. Some identity/organizational fields are read-only.

-  **Step 1: Open Profile** - Select your avatar/profile menu, then select Profile.
-  **Step 2: Update permitted information** - Update the editable profile information, such as phone number or profile image, where available.
-  **Step 3: Save** - Select Update to save permitted changes.

10.2 Change Password

-  **Step 1: Enter Current Password** - Type your existing password in Current Password.
-  **Step 2: Enter New Password** - Type the new password in New Password.
-  **Step 3: Confirm New Password** - Re-enter the same password in Confirm Password. The two values must match.
-  **Step 4: Update** - Select Update. If you do not want to change the password, leave the new-password fields blank.

Password safety: Use a strong, unique password and do not reuse or share it. Always confirm you are using the official application before entering credentials.

11. Logout

-  **Step 1: Open the user menu** - Select the profile/avatar area at the top-right.
-  **Step 2: Select Logout** - Choose Logout from the dropdown menu.
-  **Step 3: Confirm session has ended** - On a shared or office workstation, ensure the authenticated screen is no longer accessible before leaving the system.

Security requirement: Always logout when work is complete, especially on shared systems. Do not rely only on closing the browser tab.

12. End-User Operating Checklist

-  Logged in using my own authorized account.

-  Verified DO Letter No and DO Letter Date against the source document.
-  Entered the correct VIP name/source, designation and state.
-  Selected the correct division and divisional head.
-  Selected the correct current status.
-  Entered reply date and remarks accurately.
-  Added useful keywords/type of reference.
-  Verified the uploaded PDF is correct and within the displayed 5 MB limit.
-  Reviewed the record before Submit/Update.
-  Used Reports/Excel export only after checking the source data.
-  Logged out after completing work.

13. Quick Troubleshooting

Issue	Likely User-Level Cause	Action
Cannot login	Credential or Captcha mismatch	Re-enter credentials; refresh Captcha; contact support if the issue persists.
Submit/Update does not complete	Mandatory/validation field missing or invalid	Read the validation message and correct the highlighted field.
PDF upload rejected	Wrong format or file exceeds displayed limit	Use a PDF and keep it within 5 MB.
Edit button not visible	Account does not have edit permission	Contact the application administrator if edit access is required for your role.
Report does not show expected data	Date range/columns or source record may be incorrect	Check report filters and verify the underlying Entry Form record.
Profile field cannot be changed	Field is read-only for end users	Request an authorized administrator to correct controlled account data.

14. User Do's and Don'ts

Do	Don't
Verify data against the official reference before saving.	Do not create duplicate or guessed records.

Use factual remarks and meaningful keywords.	Do not enter unnecessary personal or unrelated information.
Upload the correct supporting PDF.	Do not upload unrelated files.
Use your own authorized account.	Do not share credentials.
Logout after work is complete.	Do not leave an authenticated session unattended.

