सत्यमेव जयते

Department of Land Resources,
Ministry of Rural Development

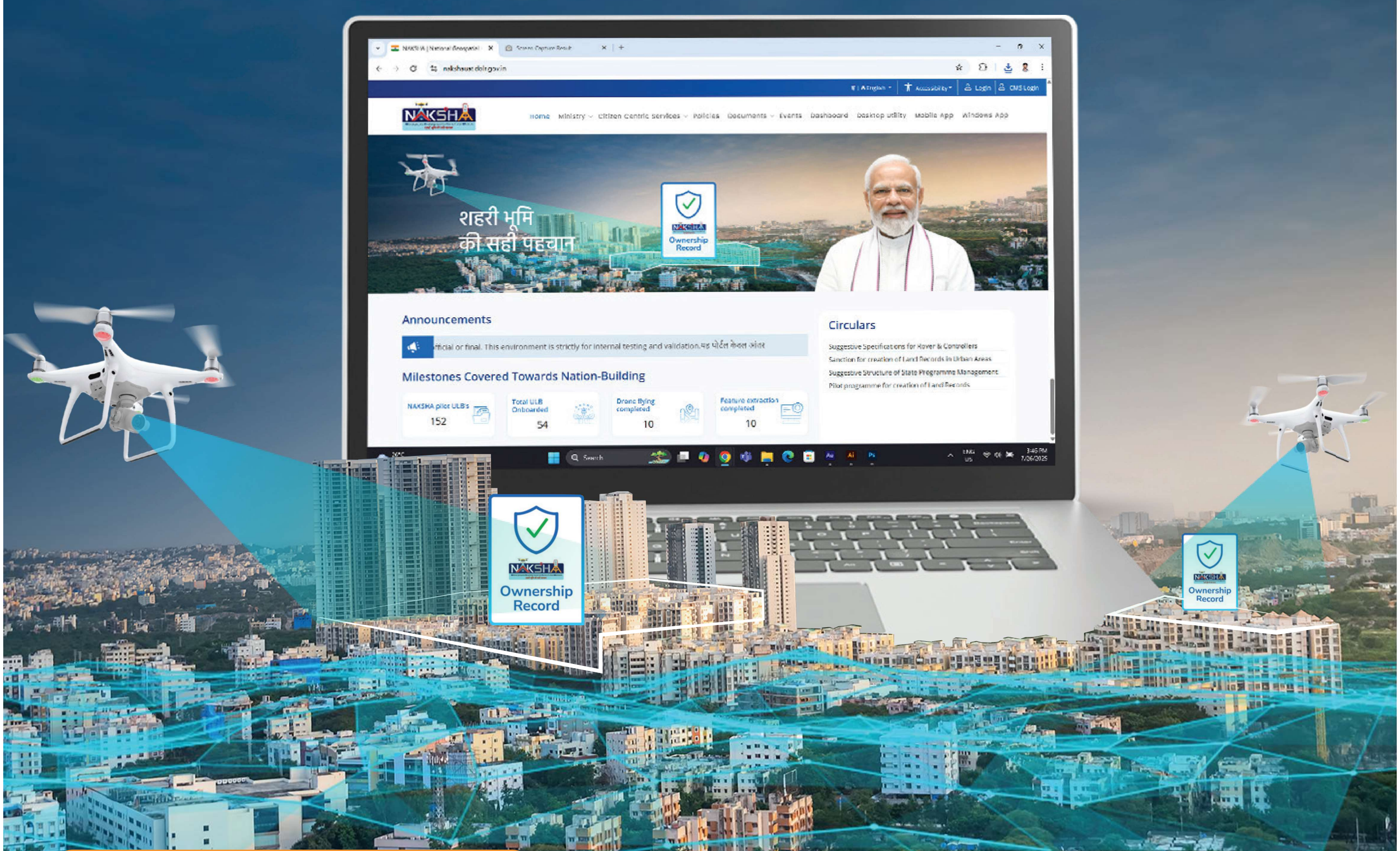
NAKSHA

NAtional geospatial Knowledge-based land Survey of urban HAbitations

शहरी भूमि की सही पहचान

NAKSHA Web Portal

User Manual of District Admin



Designed and Developed by

Madhya Pradesh State Electronics Development
Corporation Ltd (Department of Science and Technology, GoMP)

Phone: +91-755-2518300,
Fax: +91-755-2579824
URL: www.mpsedc.gov.in,
Email: info@mpsedc.gov.in

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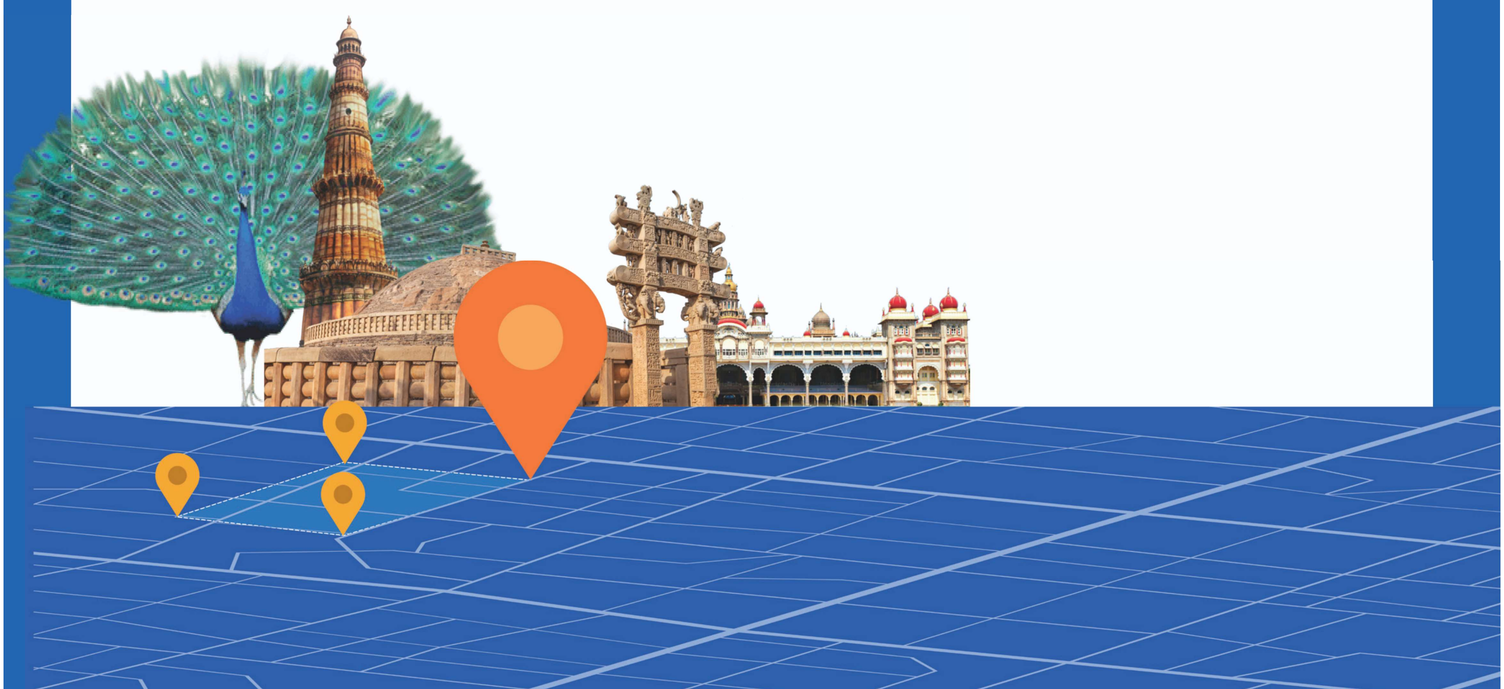


Contents


NAKSHA
National geospatial Knowledge-based
land Survey of urban Habitations

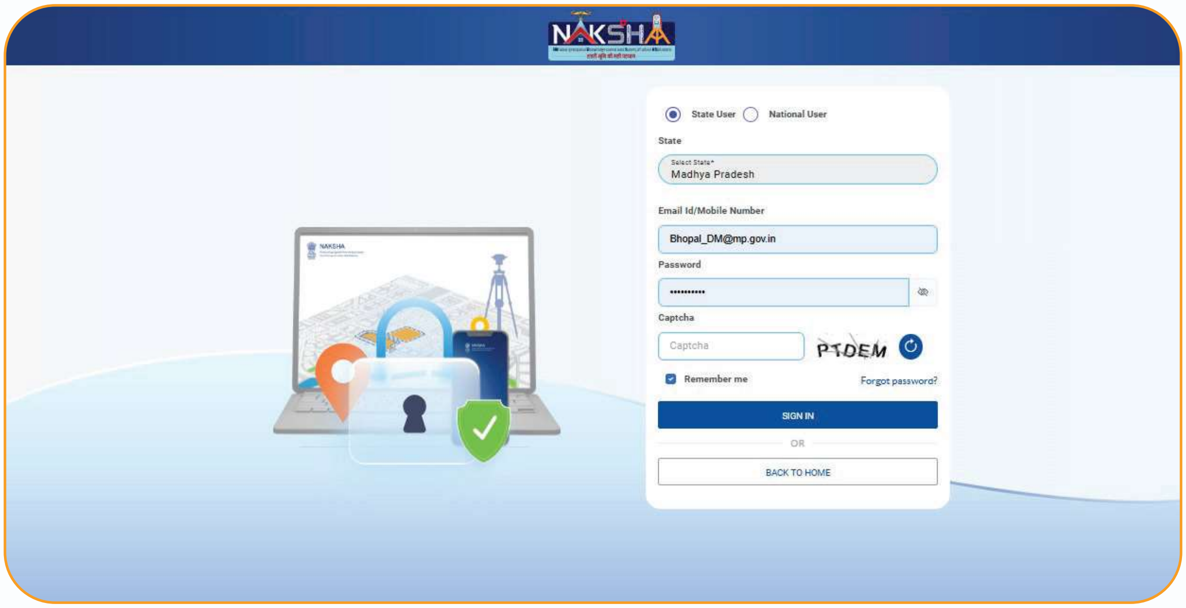
1. Overview

The Madhya Pradesh State Electronics Development Corporation (MPSEDC) has been entrusted with the development of the NAKSHA Project as its technology partner. Launched by the Department of Land Resources (DoLR), NAKSHA is an initiative to modernize urban land records in 152 cities across India. By integrating existing land records with new survey data through advanced geospatial technologies like aerial and satellite mapping, the project aims to improve urban governance, streamline property ownership records, and reduce land disputes. Additionally, NAKSHA supports better infrastructure planning, fair property taxation, and transparent land management, ensuring real-time data access and seamless integration with state land records while maintaining secure, role-based access for different stakeholders.

1.1 About Web Application

The NAKSHA Web Portal is a robust, GIS-enabled land management system developed by MPSEDC. The portal enables interactive map visualization, attribute querying, and layer management, empowering stakeholders to manage land records spatially and accurately. It supports role-based access control to ensure secure, structured user interaction across Super Admins, State and District Authorities, ULB Admins, and Field Surveyors. The NAKSHA Web Portal offers a comprehensive suite of functionalities tailored for efficient, GIS enabled urban land record management. It begins with State & User Onboarding, which facilitates the registration of states, districts, ULBs, and survey users through web forms, along with role permission management and area assignment. The Survey Data Upload Utility enables agencies like Survey of India and drone operators to upload Original Raster Images (.tpk) and feature-extracted vector maps (.gdb), with automatic schema and geometry validation. The Download & Synchronization Module provides secure, role-based access to RoR data, raster images, and vector files for both web and mobile platforms. For on-ground validation, the Ground Truthing & Field Verification module allows field users to verify parcels using GIS tools, add field remarks, and capture updates in real time. A powerful set of Advanced Polygon Management Tools enhances spatial editing capabilities. Users can merge or split polygons, manage nested polygons (polygon within polygon), and create new plots using base maps and survey layers. Polygon editing tools support vertex movement, boundary adjustment, and reshaping, while integrated measurement tools help calculate area, distance, and perimeter. Additionally, the portal supports CORS data upload in GeoJSON or CSV formats for precise spatial corrections. To ensure project oversight, a Monitoring Dashboard offers real-time insights into data status, progress across ULBs, and overall implementation. Finally, the Training & Go-Live Support module provides users with onboarding materials, user guides, and training sessions to enable smooth adoption and effective use of the system. The NAKSHA Portal brings together geospatial intelligence, field-level verification, and land administration workflows into a single digital ecosystem. It promotes accuracy, accountability, and legal clarity, serving as a critical foundation for urban planning, property taxation, infrastructure development, and dispute resolution across India's urban landscape.

2. Login Page



Navigation Path:
Access the NAKSHA Portal via a web browser.

Purpose:
The Login page enables secure access to the NAKSHA Portal for Users. It ensures role-based authentication by requiring user type, state, and credentials, redirecting to the dashboard upon successful login.

Steps:

Step 1. Accessing the Application

- o Open your preferred web browser (Chrome, Edge, Firefox, etc.).
- o Enter the Naksha application URL in the address bar.
- o The login page will appear with two user options:
  - State User
  - National User

Step 2. Selecting the User Type and State

- o Choose the appropriate user type by selecting either State User or National User.
- o If you select State User, the State dropdown will be enabled.
- o Click on the State dropdown menu and choose the appropriate state from the list.

3. Entering Login Credentials

o After selecting the state, enter your login credentials:
- Username/Email ID/Mobile Number
- Password
- Captcha (Enter the exact characters shown in the Captcha field.)

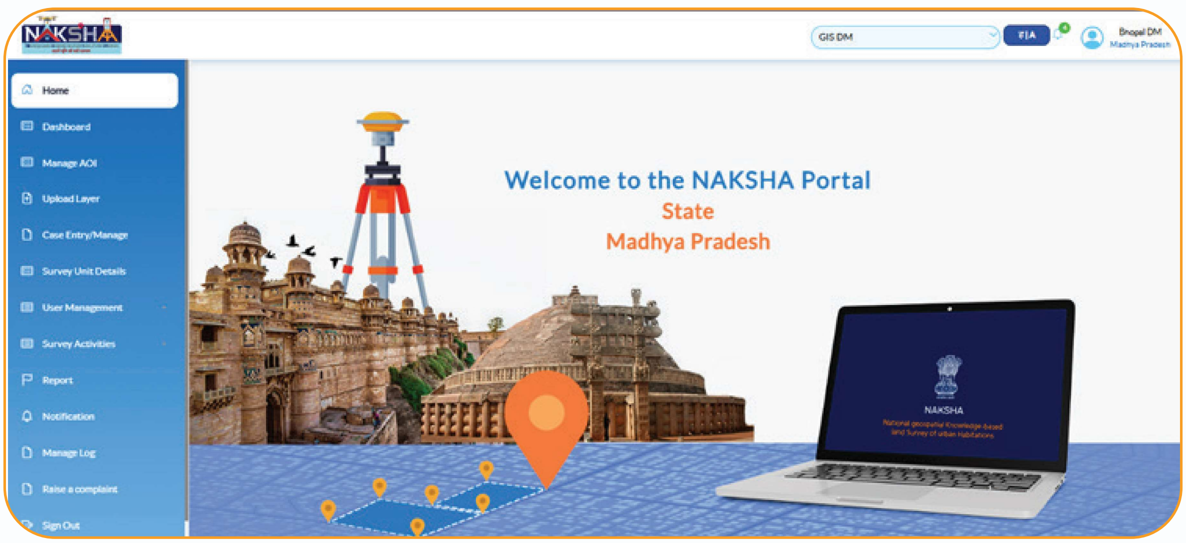
4. Signing In

o If required, check the "Remember me" option to save login details for future sessions.
o Click the "Sign In" button.
o If the credentials are correct, you will be redirected to the application's homepage.
o If the credentials are incorrect, an error message will be displayed.

5. Password Recovery

o If you forget your password, click on the "Forgot Password?" link.
o Follow the instructions to reset your password.

3. Home Page



Navigation Path:

The Home Page loads automatically as the landing page after login.

Purpose:

The Home Page serves as a welcome page and quick access to key modules. It offers an overview of recent activities, such as pending claims and survey statuses, for efficient navigation.

Steps:

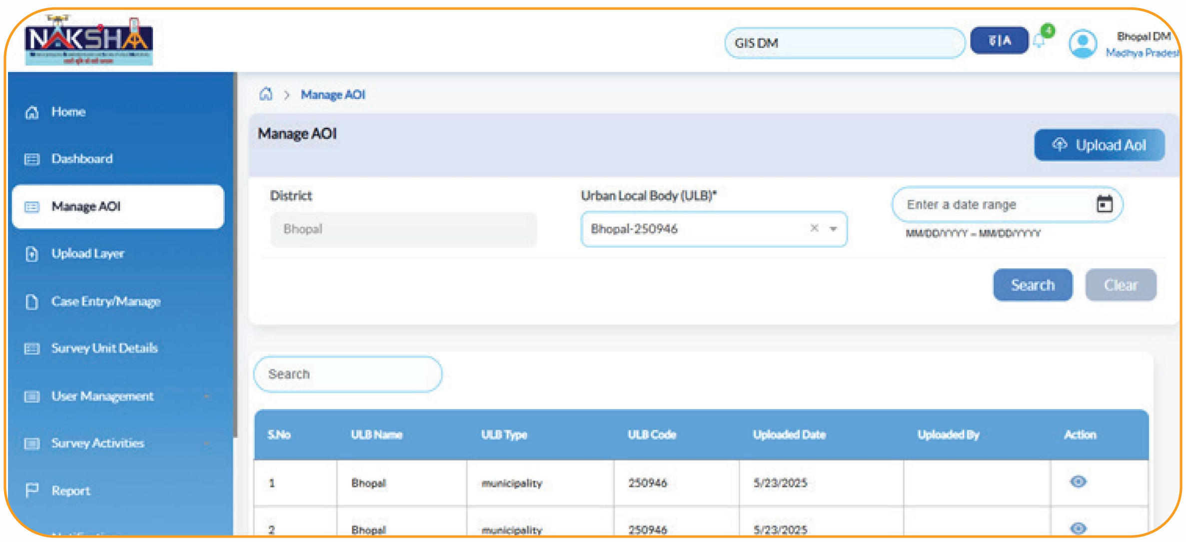
1. Access the Landing Page

o After a successful login, the Home Page greets ADMIN with a welcome message.
o You can view the sidebar with a navigation menu from here with various modules.

like:

a) Home
b) Manage AOI
c) Upload Layer
d) Case Entry/Manage
e) Survey Unit Details
f) User Management
g) Survey Activities
h) Sign Out

4. Manage AOI



Navigation Path:
Click " Manage AOI" below "Dashboard" on the left sidebar.

Purpose:
The Manage AOI module enables Users to define and manage specific geographic areas for survey and mapping activities. It allows admins to upload & view uploaded Areas of Interest (AOI).

Steps:

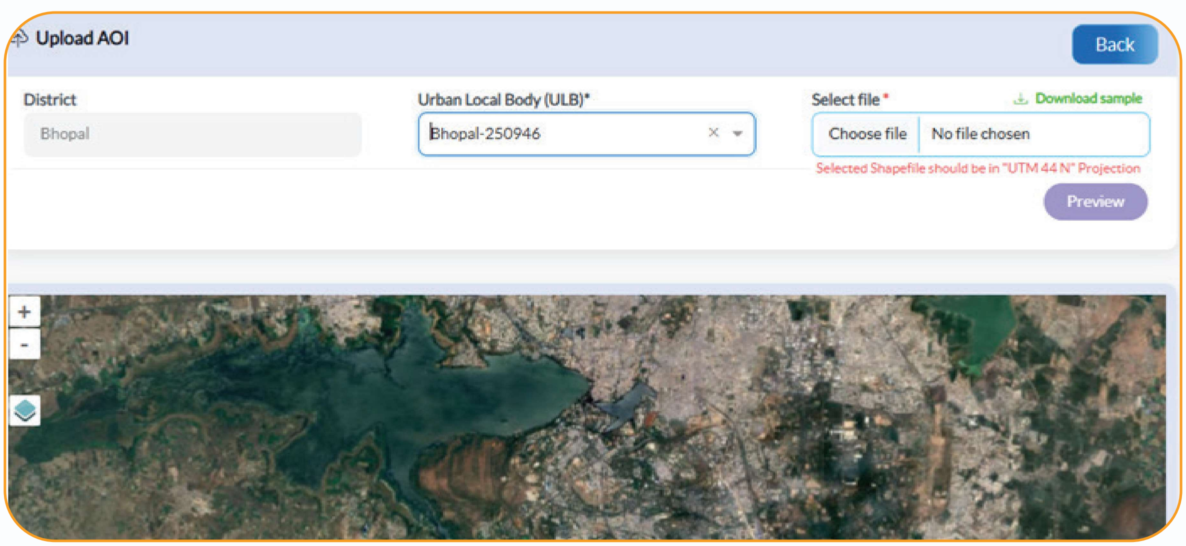
1. View District and ULB Information
o Displays the logged-in user's assigned district.
o The Urban Local Body (ULB) field is searchable; clear the selection using the "X" button if needed.

2. Apply Date Range Filter
o Enter a date range in the "MM/DD/YYYY – MM/DD/YYYY" field or use the calendar picker to select dates.

3. Search or Clear Filters
o Search: Fetches records based on selected filters.
o Clear: Resets all fields to default values.

4. Viewing Uploaded AOIs (Table Section)
o Below the search filters, a data table displays previously uploaded AOIs with columns:
- Sr. No – Serial number of the record.
- ULB Name – Name of the Urban Local Body.
- ULB Type – Type of ULB
- ULB Code – Unique identifier for the ULB.
- Uploaded Date – Date when the AOI file was uploaded.
- Created By – Name of the user who uploaded the file.
- Action – Viewing, editing, or deleting an AOI file.

4.1 Upload AOI



Click the "Upload AOI" button to open the upload form for adding new AOI data.

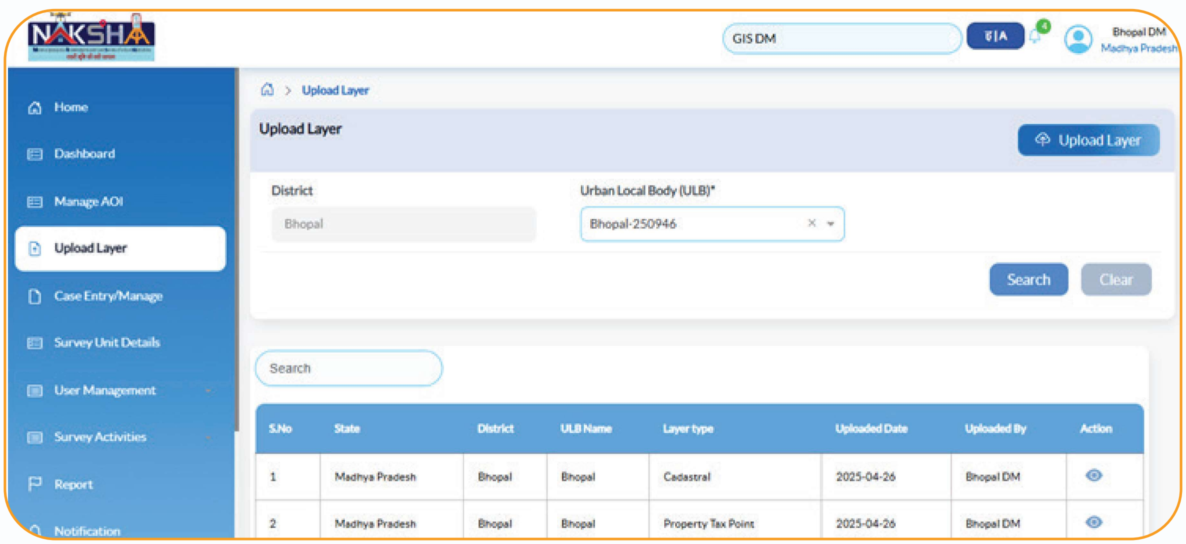
1) View District and ULB Information
a) Displays the logged-in user’s assigned district
b) Select or search for the ULB in the editable field; clear using the "X" button if needed.

2) Upload a File
a) Click the "CHOOSE FILE" button to select a geospatial file.
b) Ensure the shapefile uses the UTM 44N projection system.
c) (Optional) Click "Download sample" to download a reference shapefile.

3) Preview the File
a) Once a file is selected, click the "PREVIEW" button to view the shapefile on the map.

4) Submit or Cancel
a) Chosen file will be automatically saved once validated successfully.
b) Click the "Back" button to return to the "Manage AOI" page without saving.

5. Upload Layer



Navigation Path:
Click "Upload Layer" below "Manage AOI” on the left sidebar.

Purpose:
The Upload Layer module facilitates the addition of geospatial data layers, such as property boundaries, in UTM 44N projection format. It supports integrating spatial data into the NAKSHA Portal, enhancing visualization and analysis for survey accuracy.

Steps:

1. View District and ULB Information

o Displays the logged-in user's assigned district

o Select or search for a ULB in the editable field; clear using the "X" button if needed.

2. Search for Layers

o Search: Fetches records based on selected filters.

o Clear: Resets all fields to default values.

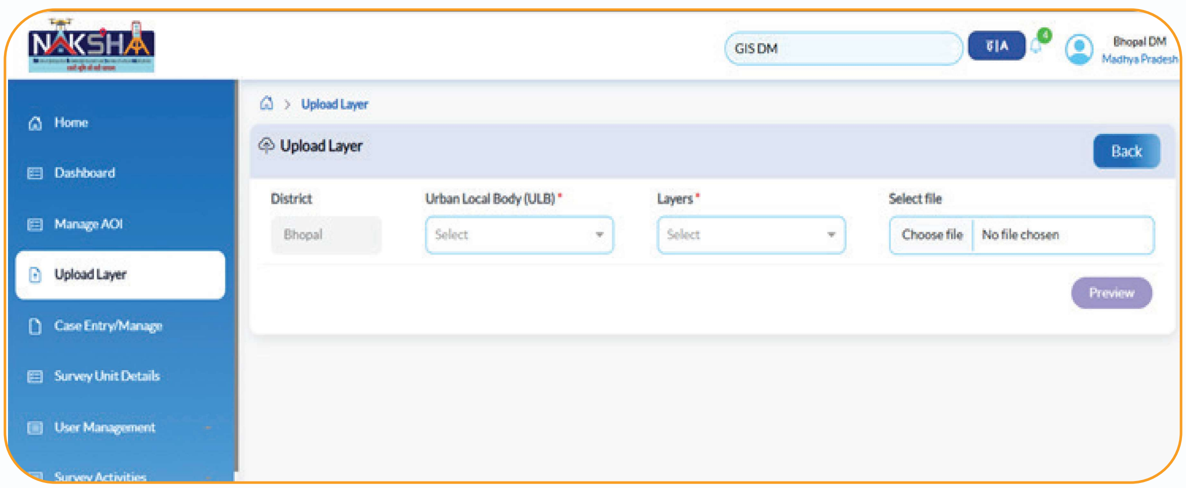
3. Review Layer Data Table

o The table displays layer records with the following columns:

- S.No: Serial number.
- District: District name.
- ULB Name: Name of the ULB.
- ULB Type: Type of ULB.
- Upload Date: Date uploaded.
- Uploaded By: User who uploaded.
- Action: Options to manage the layer.

4. Upload New Layer

o Click the "Upload Layer" button to open the upload form for adding a new layer.



Steps:

1. Select Urban Local Body (ULB)

o Choose the appropriate ULB from the Urban Local Body (ULB) dropdown menu.

2. Select Layer

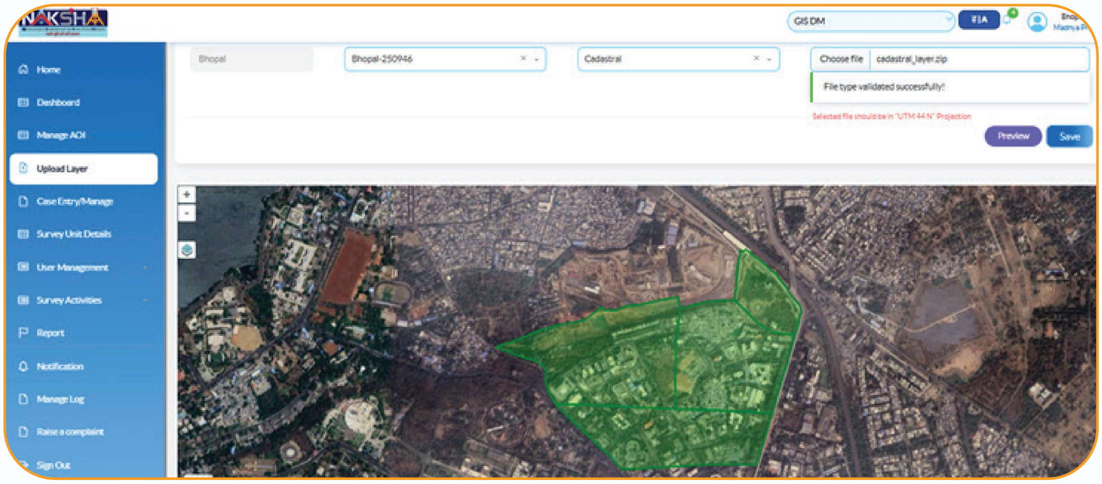
o In the Layers dropdown, select the specific layer you wish to upload. Options may include:

- Castral
- Property Tax Point
- Property Tax Polygon
- Building Footprint
- Layout Plan

3. Choose File

o Click on the Choose File button to select the geospatial file you want to upload.

o The current status will show "No file chosen" until a file is selected.



4. Preview Layer

o Once a file is selected, the Preview button will be enabled.

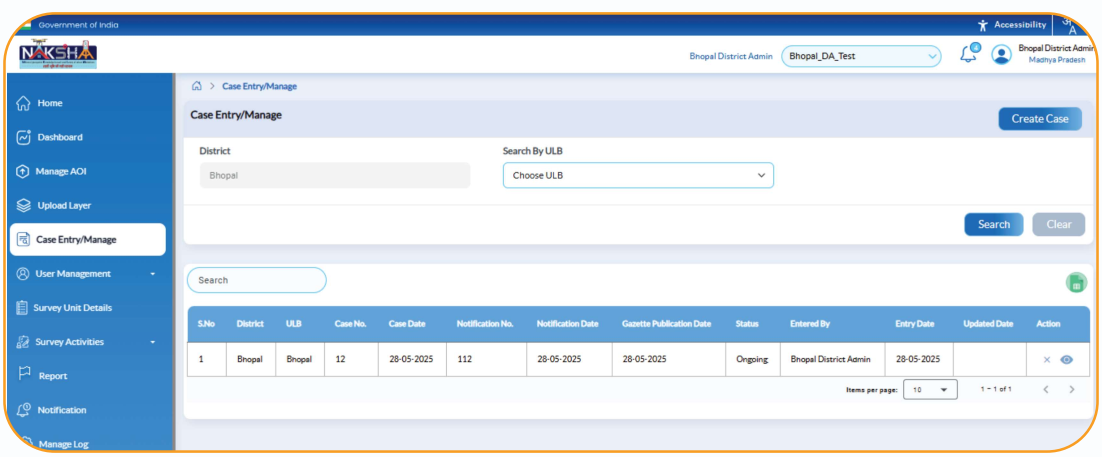
o Click Preview to see a map view of the uploaded layer before final submission.

o Uploaded file will be submitted automatically.

5. Navigation Options

o If you want to return to the previous page without making changes, click the Back button at the top-right.

6. Case Entry/Manage



Navigation Path:
Click " Case Entry/Manage" below " Upload Layer" on the left sidebar.

Purpose:
The Case Entry/Manage module allows user to create, track, and close survey-related cases. It supports documenting case details, uploading supporting files, and updating case statuses,
ensuring efficient case management for urban land record accuracy.

Steps:

1. Access the Case Entry/Manage Page
o Navigate to the Case Entry/Manage section from the main menu on the NAKSHA Portal.

2. Select District
o Displays the logged-in user's assigned district.

3. Select Urban Local Body (ULB)
o In the ULB dropdown, choose the appropriate ULB for which you want to manage cases.

4. Search for Cases
o Search: Fetches records based on selected filters.
o Clear: Resets all fields to default values.

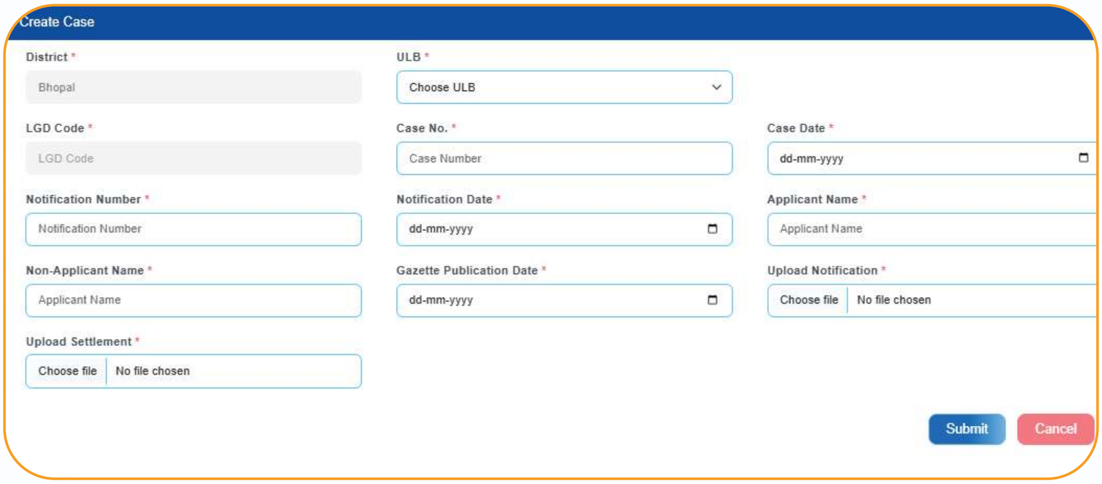
5. Export Data
o At the top-right of the table, there are two icons:
- PDF Icon: Click this to export the list as a PDF file.
- Excel Icon: Click this to export the list as an Excel file.

6. View Case Data Table
o The table below will display the relevant case records with the following columns:

- S.No: Serial number of the records.
- District: The district name.
- ULB: The name of the Urban Local Body.
- Case No: Unique identifier for the case.
- Notification No: Notification number related to the case.
- Gazette Publication Date: Date the case was published in the gazette.
- Entry Date: Date the case entry was made.
- Status: Current status of the case.
- Action: Options to close and view each case record

6.1 Create New Case:

To create a new case, click the Create Case button at the top-right of the page. Follow the prompts to fill in the necessary details for the new case.



1. Access the Create Case Page
o Navigate to the Case Entry/Manage section and click the Create Case button.

2. Select District
o Confirm that the selected district is displayed.

3. Select Urban Local Body (ULB)
o Use the Choose ULB dropdown to select the relevant Urban Local Body for the case.

4. Enter Case Details
o Case Number: Input the unique identifier for the case in the designated field.
o Case Date: Enter the date associated with the case in the format dd-mm-yyyy.

5. Fill Notification Details
o Notification Number: Provide the relevant notification number in the field.
o Notification Date: Enter the date of the notification in the format dd-mm-yyyy.

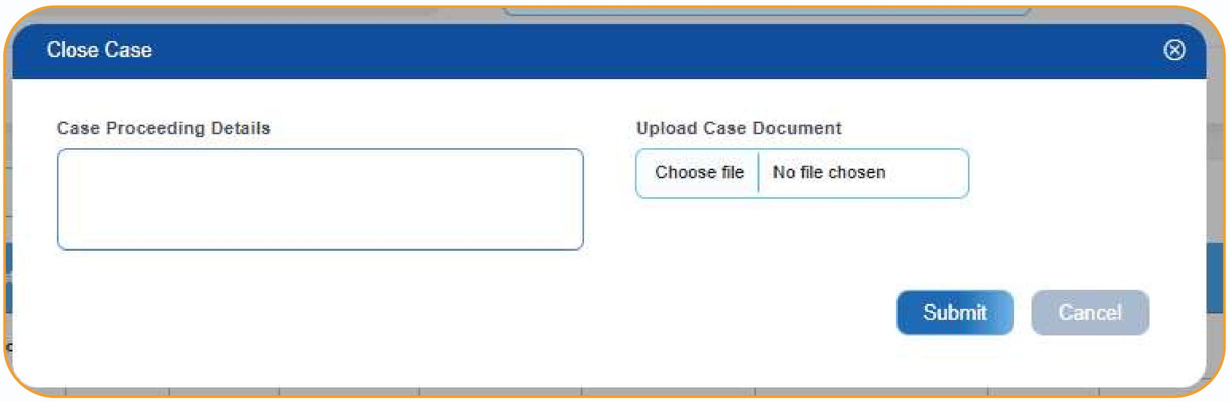
6. Applicant Information
o Non-Applicant Name: Fill in the name of any non-applicant, if applicable.
o Applicant Name: Enter the name of the applicant in the designated field.

7. Gazette Publication Details
o Gazette Publication Date: Input the date when the case was published in the gazette in the format dd-mm-yyyy.

8. Upload Settlement Document
o Upload Settlement: Click the Choose File button to upload any necessary settlement documents. The current status will show "No file chosen" until a file is selected.

9. Submit the Case
o After filling in all required fields, click the Submit button to create the case.
o If you wish to cancel the action, click the Cancel button.

6.2 Close a Case



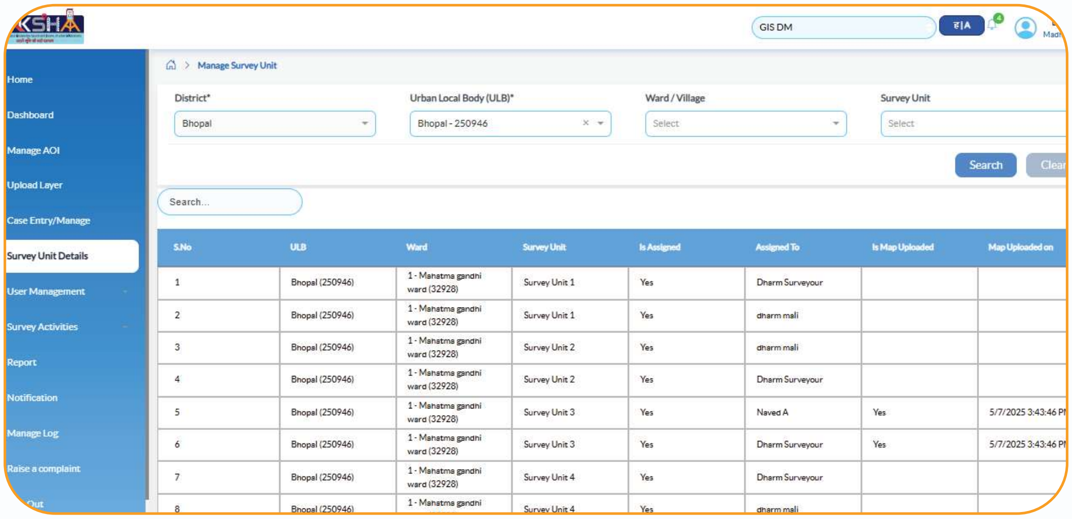
1. Access the Close Case Page
o From the Case Entry/Manage section, select the case you wish to close and click the Close button.

2. Enter Case Proceeding Details
o In the Case Proceeding Details field, provide a summary or notes regarding the case proceedings before closing.

3. Upload Case Document
o Click the Choose File button to upload any relevant documents related to the case closure.
o The current status will show "No file chosen" until a file is selected.

4. Submit the Closure
o After filling in the case proceeding details and uploading the necessary document, click the Submit button to close the case.
o If you wish to cancel the action, click the Cancel button.

7. Survey Unit Details



Navigation Path:
Click "Survey Unit Details" below "Case Entry/Manage” on the left sidebar.

Purpose:
This module provides detailed insights into survey units, including assignment status and map uploads. It helps user monitor survey progress and verify data accuracy for effective land record management.

Steps:

1. Use the Table

o Use the dropdown menus to select the ULB, Ward/Village, and Survey Unit.
o Click the "Search" button to filter the table based on your selections.
o To reset filters, click the "Clear" button.

o View Survey Unit Details: The main section displays a table listing all survey units with the following columns:

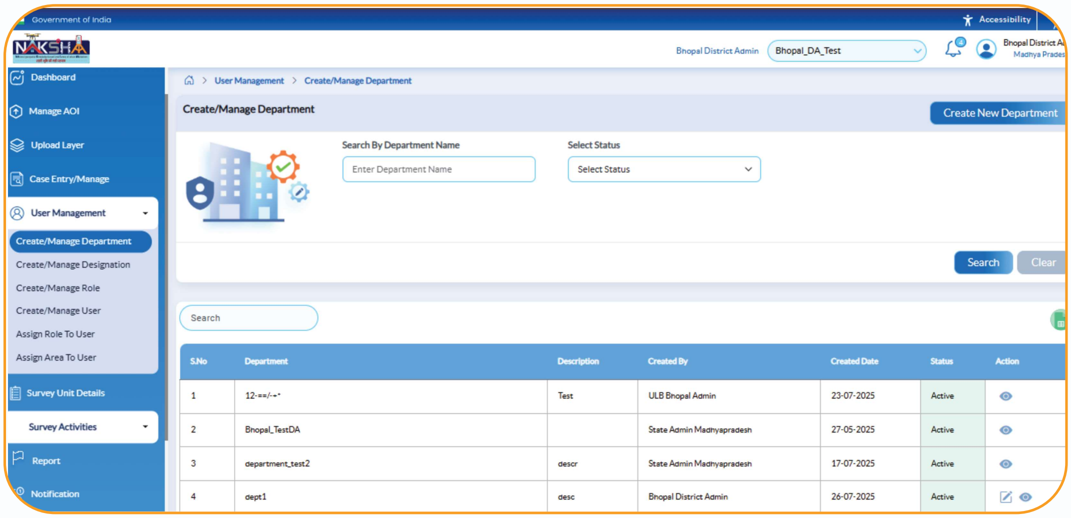
- S.No: Serial number of the survey unit.
- ULB: Urban Local Body name with ID.
- Ward: Ward name with ID.
- Survey Unit: Survey unit name.
- Is Assigned: Indicates if the unit is assigned.
- Assigned To: Name of the assignee.
- Is Map Uploaded: Indicates if a map is uploaded.
- Map Uploaded On: Date and time of map upload.

Filters:

o District Dropdown: Pre-selected.
o ULB Dropdown: Select an ULB.
o Ward/Village Dropdown: Select a ward or village.
o Search Bar (Top Left): Text field to search across all table columns.

8. User Management

8.1. Create/Manage Department



Navigation Path:
On the left sidebar, locate "User Management."
Click "Create/Manage Department" to access the module.

Purpose:
This module enables Users to create and manage departments for organizational users. It supports
defining department roles to ensure proper administrative structure for survey-related tasks.

Steps:

1. Access the Create/Manage Department Section

o Ensure you are in the "Create/Manage Department" section of the application (as shown in the interface).

2. Search for a Department

o Locate the " Department Name" field at the top of the interface.

o Enter the name (or part of the name) of the department you want to find in the "Enter Department Name" text box.

o In the "Select Status" dropdown next to the search field, choose a status.

o Click the Search button to display matching departments in the table below.

o To clear the search filters and reset the table, click the Clear button.

3. View Department Details

o The table above shows the search section displays a list of departments with the following columns:

- S.No: Serial number of the department entry.
- Department: Name of the department.
- Description: A brief description of the department.
- Created By: The user who created the department
- Created On: The date the department was created.
- Status: The current status of the department.
- Action: Options to view or edit the department (represented by icons).

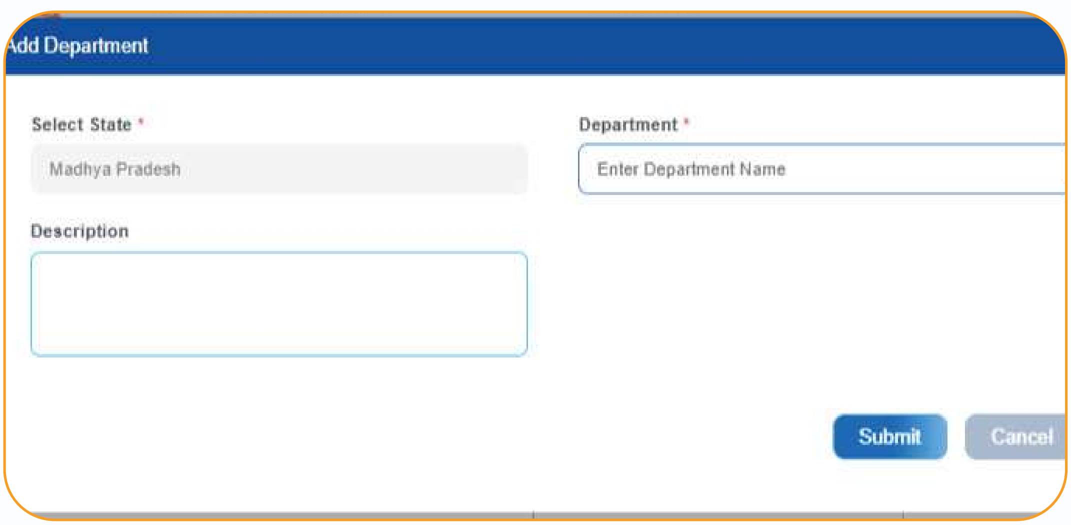
o Scroll through the table to view all departments if the list is long.

4. Export Data

o At the top-right of the table, there are two icons:

- PDF Icon: Click this to export the list as a PDF file.
- Excel Icon: Click this to export the list as an Excel file.

5. Create a New Department



o To add a new department, click the Create New button located at the top-right corner of the interface.

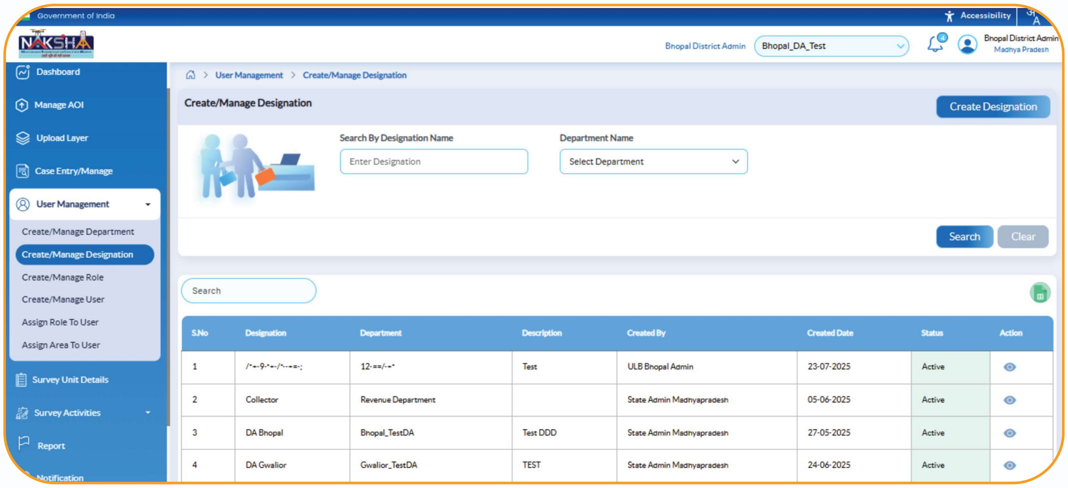
o A form will appear where you can enter details such as:

- Department name.
- Description.

o Click the "Submit" button to create the designation.

o If you want to discard changes, click "Cancel".

8.2. Create/Manage Designation



Navigation Path:

o From the left sidebar, select "User Management."

o Click "Create/Manage Designation" below "Create/Manage Department."

Purpose:

The Create/Manage Designation module allows admins to define and manage user designations within departments. It ensures users are assigned appropriate roles for survey and administrative duties.

Steps:

1. Search for a Designation

o Enter the name of the designation you want to find in the "Enter Designation" text box.

2. View Designation Table

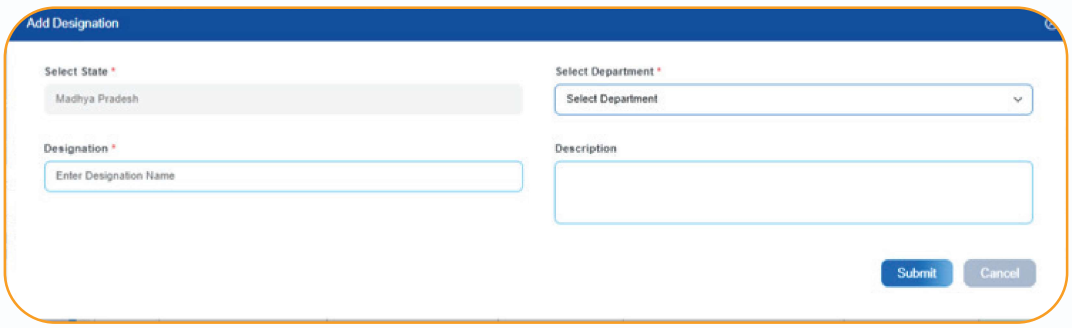
o The table below the search section displays a list of designations with the following columns:

- S.No: Serial number of the designation entry.
- Designation: Name of the designation.
- Department: The department associated with the designation.
- Description: A brief description of the designation.
- Created By: The user who created the designation.
- Created Date: The date the designation was created.
- Status: The current status of the designation.
- Action: Options to view or edit the designation (represented by icons).

3. Export Designation Data

o At the top-right of the table, there are two icons:
- PDF Icon: Click this to export the designation list as a PDF file.
- Excel Icon: Click this to export the designation list as an Excel file.

Add Designation



1. Open the Add Designation Form
o From the "Create/Manage Designation" section, click the Create Designation button to open the "Add Designation" form.

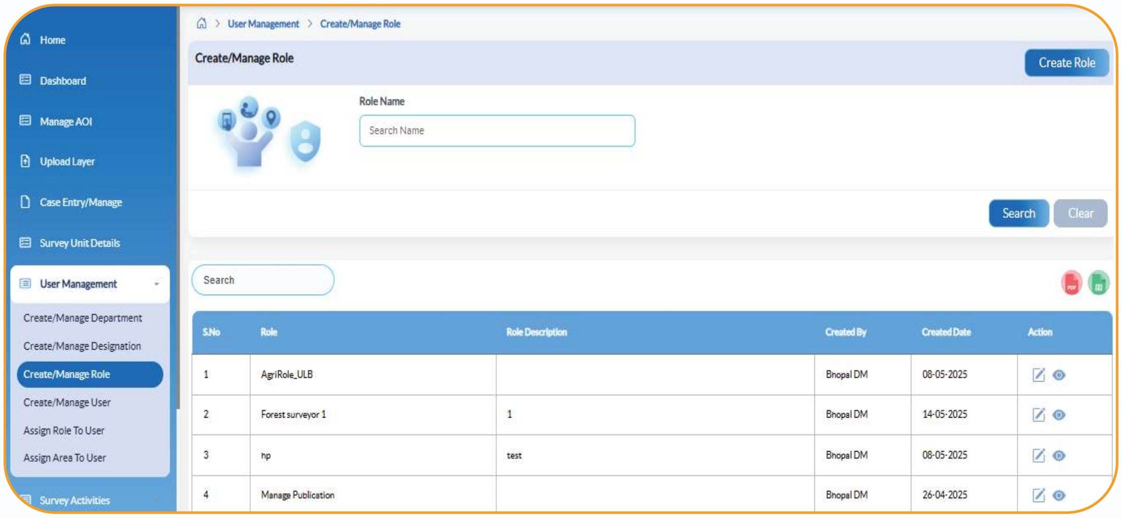
2. Select the Department
o In the "Select Department" choose the department for the designation.

3. Enter the Designation Name
o Type the name of the new designation.

4.Add a Description (Optional)
o Provide a brief description of the designation. This field is optional.

5.Save the Designation
o Click the "Submit" button to create the designation.
o If you want to discard changes, click "Cancel".

8.3. Create/Manage Role



Navigation Path:
Navigate to the left sidebar from the Home Page.
Click "Create/Manage Role" below "Create/Manage Designation."

Purpose:
This module facilitates creating and managing roles with specific permissions for NAKSHA Portal users. It ensures secure, role-based access to features like survey tracking and user management.

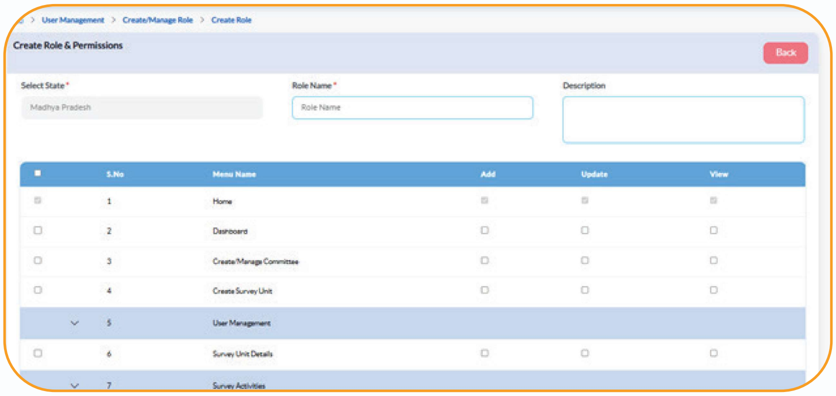
Steps:

1. Search for a Role
o Enter the role name in the " Role Name" field.
o Click the "Search" button to filter roles.
o Click the "Clear" button to reset the filter.

2. Review Role Details
o The table displays:

- S.No: Serial number
- Role Name: Name
- Created By: User
- Created Date: Date
- Action: Options to view or edit

3. Create a New Role



1. Role Details Input Fields:
o **Select State:** Pre-filled field
o **Role Name:** A mandatory field for entering the new role name.
o **Description:** An optional field for adding details about the role.

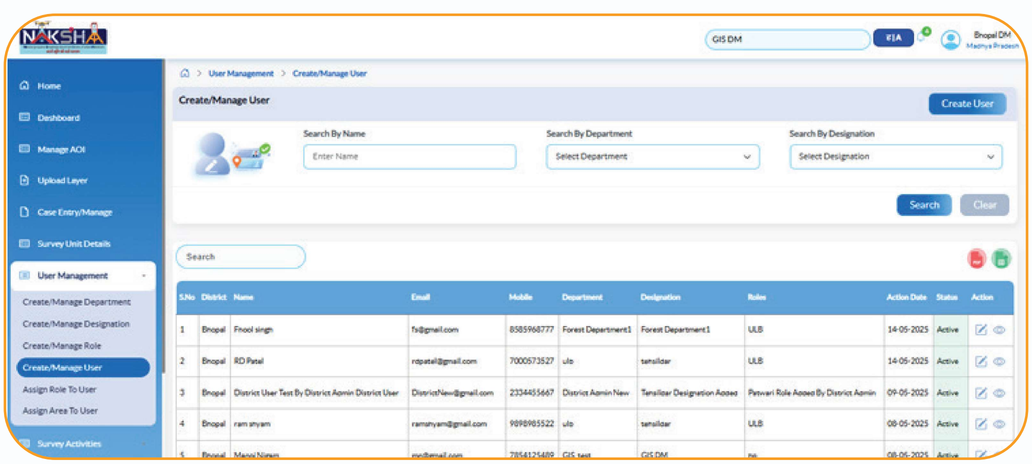
2. Permissions Assignment Table:
o A list of menu options is displayed, where the user can assign permissions for different sections of the system.
o Columns in the table:

- S.No (Serial Number)
- Menu Name (Name of the module)
- Add (Checkbox for allowing adding permissions)
- Update (Checkbox for allowing update permissions)
- View (Checkbox for allowing view permissions)
- The user can check the respective boxes to grant specific permissions.

3. Action Buttons:

o Back Button: Allows returning to the previous page without saving changes.
o Submit Button: Saves the role with assigned permissions.

8.4. Create/Manage User



Navigation Path:
On the left sidebar, find "User Management."
Click "Create/Manage User" below "Create/Manage Role."

Purpose:
The Create/Manage User module enables admins to add and manage users, assigning them departments, designations, and roles. It ensures the right personnel are onboarded for survey and administrative tasks.

Steps:

1. Access the View All Users Page
o From the Home page, navigate to User Management > Create/Manage User.
o You'll see a table listing all users with columns: S.No, District, Name, Email, Mobile, Department, Designation, Roles, Action Date, Status, and Action.

2. Search for Users
o Use the search fields at the top to filter users:

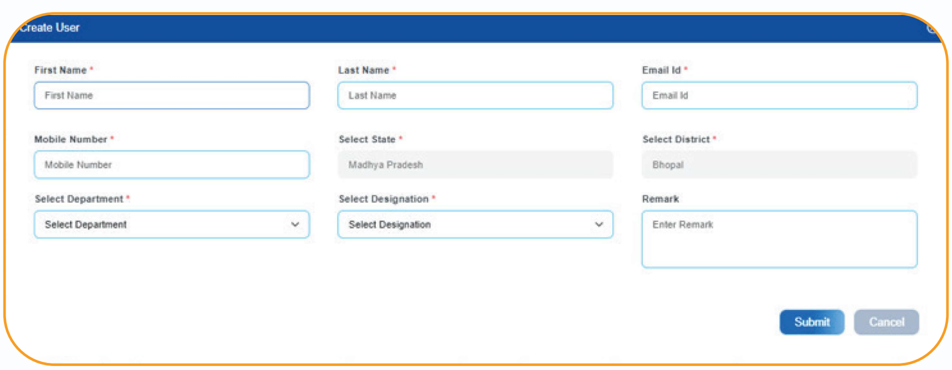
- Name: Type a name in the "Enter Name" field.
- Department: Select a department from the "Select Department" dropdown.
- Designation: Select a designation from the "Select Designation" dropdown.
- o Click the Search button to filter the table.

o To reset the table, click the Clear button.

3. View a User
o Find the user in the table.
o In the Action column, click the eye icon to view the user's details (this takes you to the View User Page).

4. Edit a User
o Find the user in the table.
o In the Action column, click the pencil icon to edit the user's details (this takes you to the Edit User Page).

5. Create a New User



Steps:

1. Access the Create User form

o From the "Create/Manage User" page, click the Create User button (top right corner).

o The "Create User" form will appear.

2. Enter User Details

o Fill in the required fields (marked with a red asterisk *):

- First Name: Enter the user's first name.
- Last Name: Enter the user's last name.
- Email Id: Enter the user's email .
- Mobile Number: Enter the user's mobile number.
- Select Department: Choose a department from the dropdown.
- Select Designation: Choose a designation from the dropdown
- Remark: Add any additional notes about the user.

3. Save the User

o Click the Submit button to create the new user.

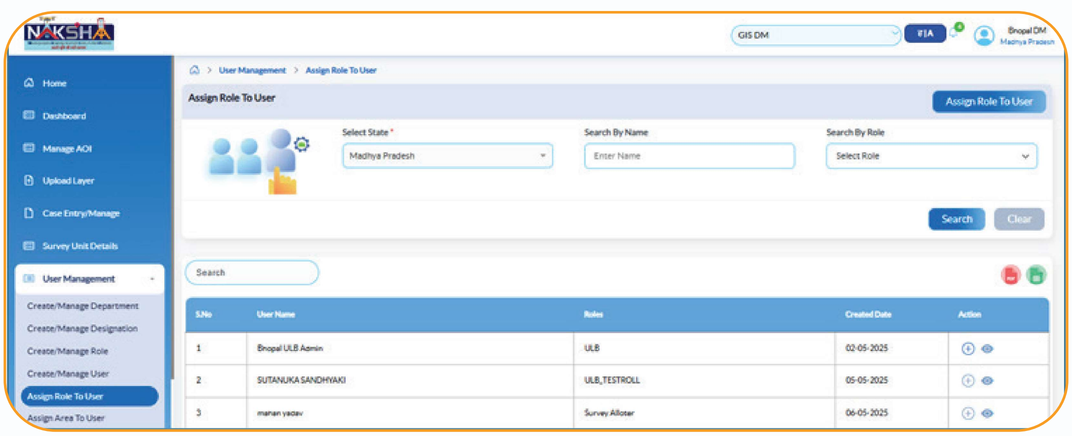
o The user will be added to the system, and you'll be redirected to the "Create/Manage User" page, where the new user will appear in the table.

4. Action Buttons:

o Back Button: Allows returning to the previous page without saving changes.

o Submit Button: Saves the role with assigned permissions

8.5. Assign Role to User



Navigation Path:

o On the left sidebar, find "User Management."

o Click "Assign Role to User" below "Create/Manage User."

Purpose:
This module allows district Admins to assign or update roles for users, ensuring they have appropriate permissions. It supports flexible role management for survey and administrative responsibilities

Steps:

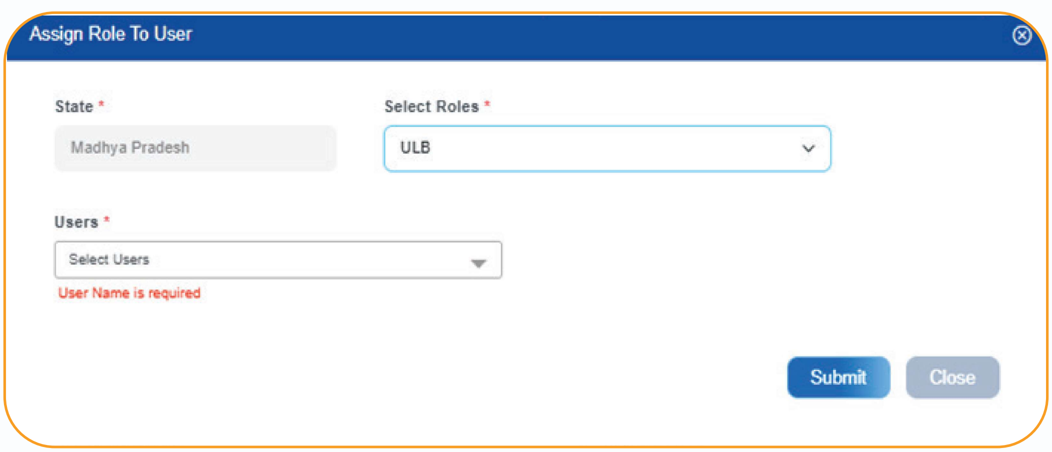
o Select the state from the "Select State" dropdown.
o Enter the user’s name in the " Name" field.
o Select a role from the " Role" dropdown.
o Click the "Search" button to display the user list.

2. Review User Role Details
o The table displays:

- S.No: Serial number
- User Name
- Roles
- Created Date
- Action

3. Create a New Role Assignment:
o Click the "Assign Role" button (if available) to assign a new role (form shown in Create Page).

5.1 Create Role Assignment



Steps:

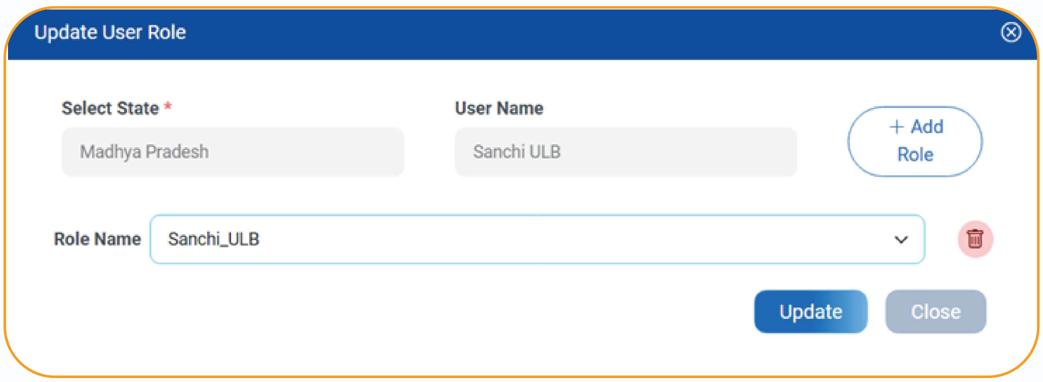
1. Popup Form Elements:
o **State:** Pre-filled with "Madhya Pradesh."
o **Select Roles (*):** A mandatory dropdown where the admin selects the role to be assigned.

o **Users:** A dropdown where the admin selects the user to whom the role will be assigned.
o **Description:** An optional text field for adding remarks about the role assignment.

2. Validation & Required Fields:
o The Select Roles field is mandatory, and an error message appears if it is left empty.

3. Action Buttons:
o Submit: Saves the role assignment.
o Close: Cancels the action without making changes

5.2 Edit Role Assignment Page



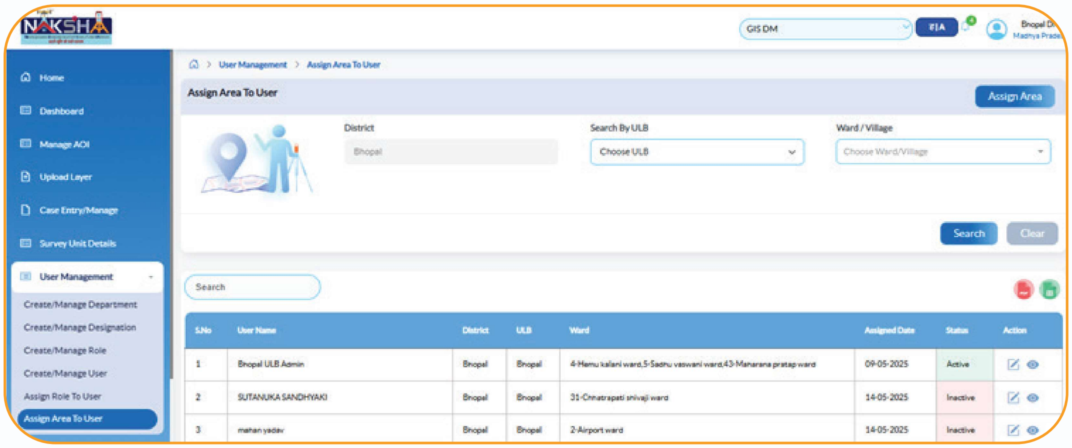
Steps:

1. Access the Edit Role Page
o From the "Assign Role to User" page, locate the user.
o Click the edit icon in the "Action" column to open the "Update User Role" form.

2. Update Role Details
o Add a role by clicking "+ Add Role" and selecting a new role
o Remove a role by clicking the trash icon.

3. Action Buttons:
o Update: Saves the role assignment and updates the user’s role.
o Close: Cancels the action without making changes.

8.6. Assign Area to User



Navigation Path:
On the left sidebar, find "User Management."
Click "Assign Area to User" below "Assign Role to User."

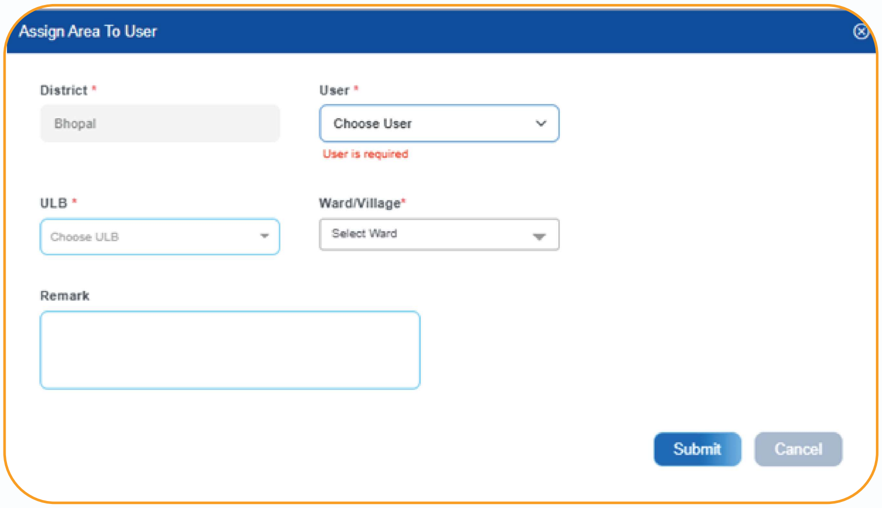
Purpose:
The Assign Area to User module enables admins to allocate specific areas to users for survey tasks.

Steps:

1. Filter and Search Users & Assigned Area
o On the "Assign Area to User" page, select the district from the "District" dropdown.
o Optionally, select a ULB from the " ULB" dropdown.
o Optionally, select a ward/village from the "Ward/Village" dropdown.
o Click the "Search" button to display the user list.

2. View or Edit Assigned Area
o In the table, locate the user.
o To view the user’s assigned area, click the eye icon in the "Action" column.
o To edit the user’s assigned area, click the edit icon in the "Action" column.

3. Assign New Area
o Click the "Assign Area" button to open the "Assign Area to User" form for assigning a new area to a user.



Steps:

1. Assign an Area to the User :

o On the "Assign Area to User" page, select the district from the "District" dropdown.
o Choose the user from the "User" dropdown.
o Select a ULB from the "ULB" dropdown.
o Select a ward/village from the "Ward/Village" dropdown.
o Optionally, add a remark in the "Remark" field.

2. Submit the Assignment

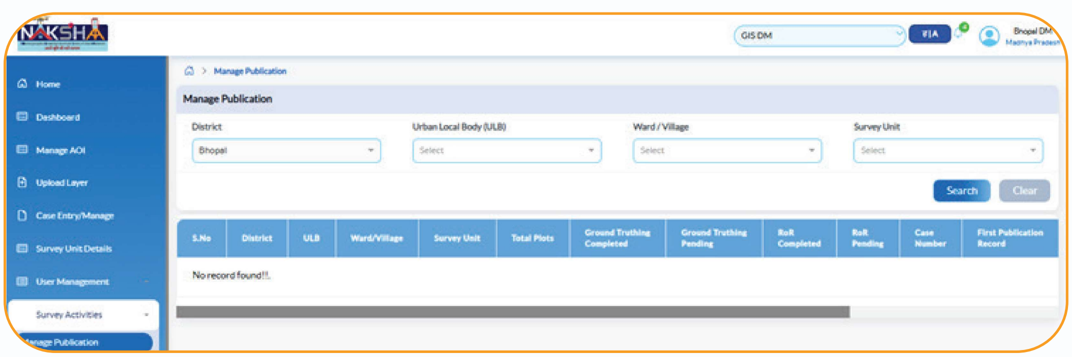
o Click the "Submit" button to assign the area to the user.

3. Action Buttons:

o Submit: Saves the role assignment.
o Close: Cancels the action without making changes..

9. Survey Activities

9.1 Manage Publication



Navigation Path:

From the left sidebar, select ''Manage Publication" under "Survey Activities" below user management.

Purpose:
This module enables users to view and take action on Record of Rights (RoR) publication records
forwarded by the Urban Local Body (ULB) Admin for final publication.

Steps:

1. View All Publications
o On the Publication Module index page, a table displays all publication records by default.

2. View Specific Publication
- o Locate the Record:
  - ▪ Scroll through the table or use filters (e.g., ULB name, district, date) to find the desired publication record.
- o Open Publication Details:
  - ▪ Click the eye icon under the "Action" column for the selected publication.
  - ▪ This opens the Publication Detail View, displaying all relevant RoR and map data.

3. Verify Forwarded Data
- o After the ULB Admin forwards a record for final publication:
  - ▪ Review the displayed RoR details and associated map.
  - ▪ Carefully verify the accuracy of the forwarded data.

4. Take Action Based on Verification
o If Data is Correct – Proceed to Final Publication:
- ▪ Ensure all fields are accurate.
- ▪ Click the "Proceed for Final Publication" button.
- ▪ Complete the following:
  - ▪ OTP Verification: Enter the received OTP.
  - ▪ e-Sign Process: Follow system instructions to complete e-signing.
- ▪ **Outcome:** The Publication Status updates to "Final Published".
  The record is locked and referenced system-wide as the final published version.

o If Data is Incorrect – Reject and Send Back:
- ▪ Click the "Reject" button.
- ▪ Enter a mandatory remark explaining the reason for rejection.
- ▪ Submit the remark.
- ▪ **Outcome:** The record is sent back to the ULB Admin with the remark for reverification and correction.

5. Track Status
o Monitor the status of publication records (e.g., Pending, Rejected, Final Published)
from the publication list page.
o Use available filters to narrow down specific records or statuses.

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