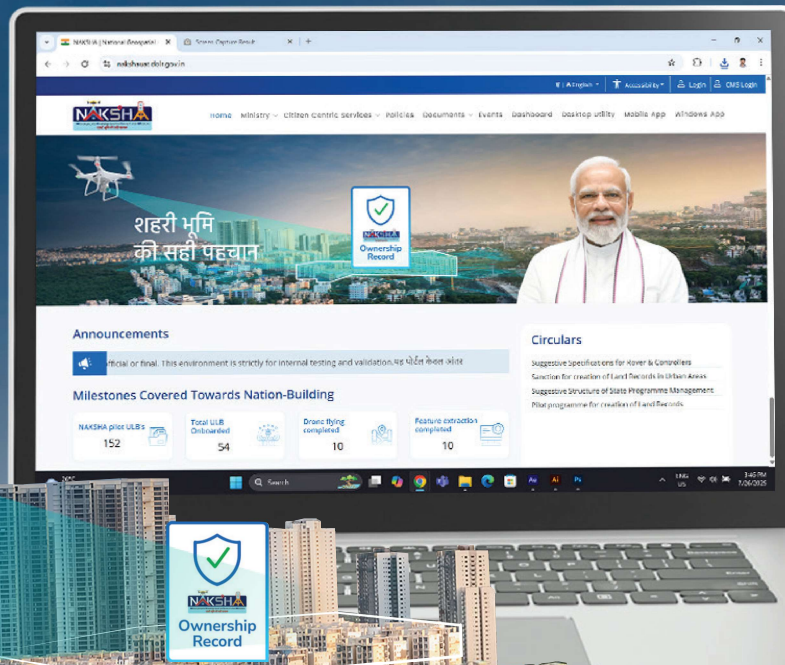




सत्यमेव जयते  
Department of Land Resources,  
Ministry of Rural Development



# NAKSHA Web Portal User Manual of State Admin



Designed and Developed by

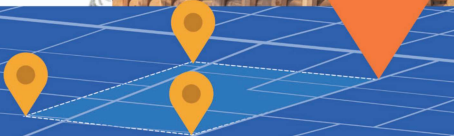


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## 1. Overview

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.

## 2. 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.

The portal also includes robust RoR Tagging & Ownership Mapping, allowing linkage of land parcels with property IDs and citizen datasets to establish verified ownership. The Survey Data Publication Module supports multiple stages—first publication, provisional publication, final publication, and a claim/redressal mechanism. Citizens can raise claims through the portal, receive a ticket number, and track the status of their submissions transparently.

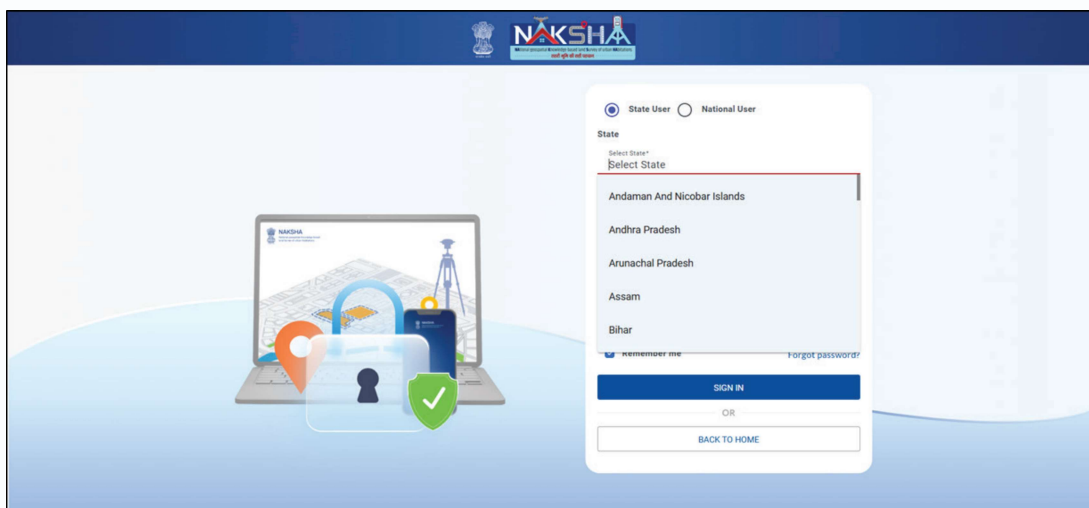
To ensure project oversight, a Monitoring Dashboard offers real-time insights into data status, progress across ULBs, and overall implementation. Finally, the Training & Go-Live Support module provides users with onboarding materials, user guides, and training sessions to enable smooth adoption and effective 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.

### 3. Login Page

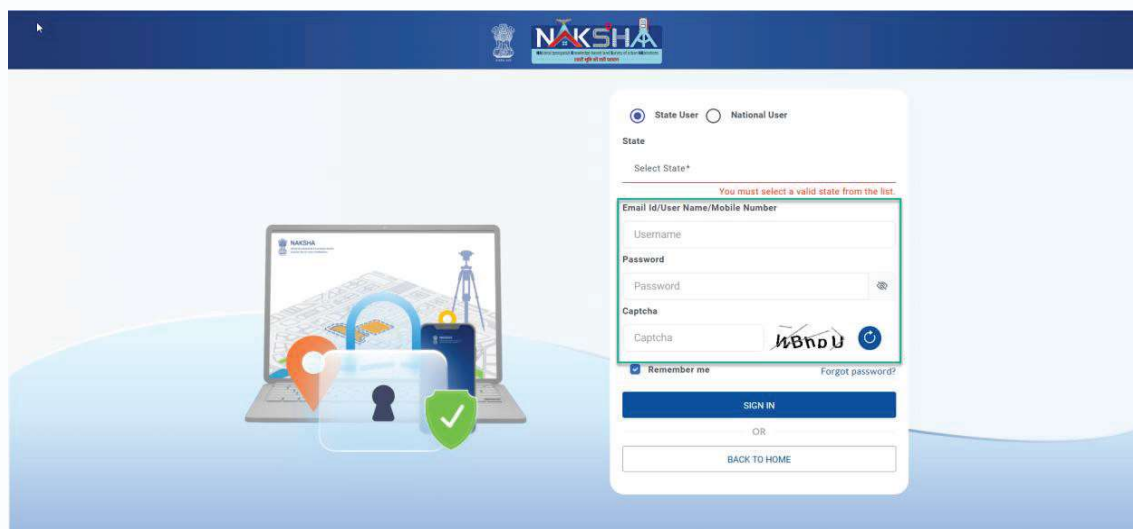
#### 1. Accessing the Application

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



#### 2. Selecting the User Type and State

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



#### 3. Entering Login Credentials

After selecting the state, enter your login credentials:

- Username/Email ID/Mobile Number
- Password
- Captcha (Enter the exact characters shown in the Captcha field.)

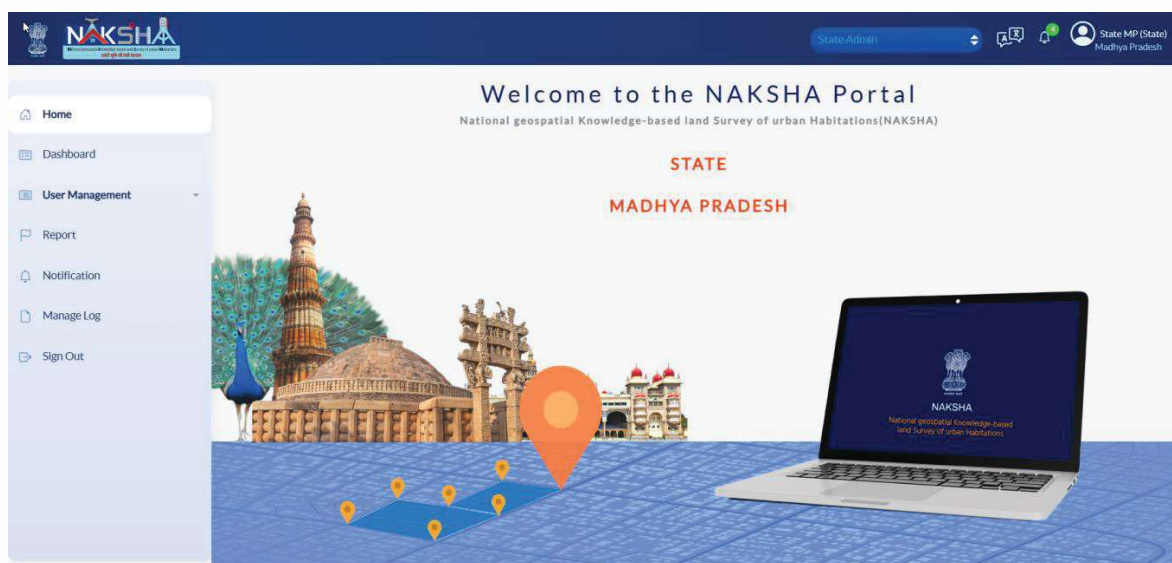
#### 4. Signing In

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

#### 5. Password Recovery

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

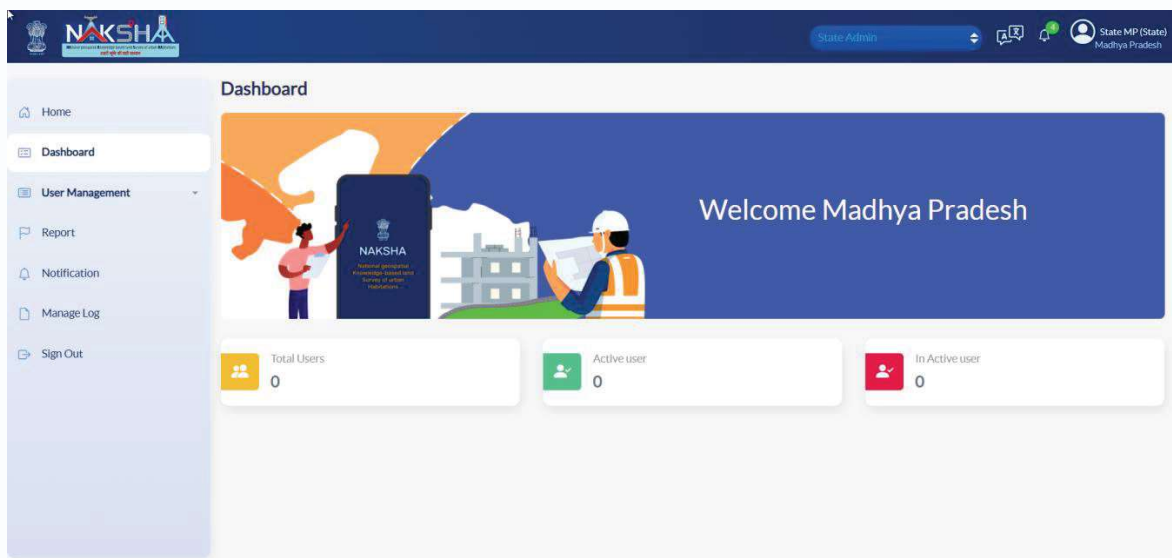
## 4. Home Page



#### Home Page Options

- The Home Page serves as the landing page after a successful login.
- It provides a welcome message along with the selected state name (e.g., Madhya Pradesh).
- A navigation menu is present on the left side, allowing users to access different modules:
  - Home
  - Dashboard
  - User Management
  - Report
  - Notification
  - Manage Log
  - Sign Out

## 5. Dashboard



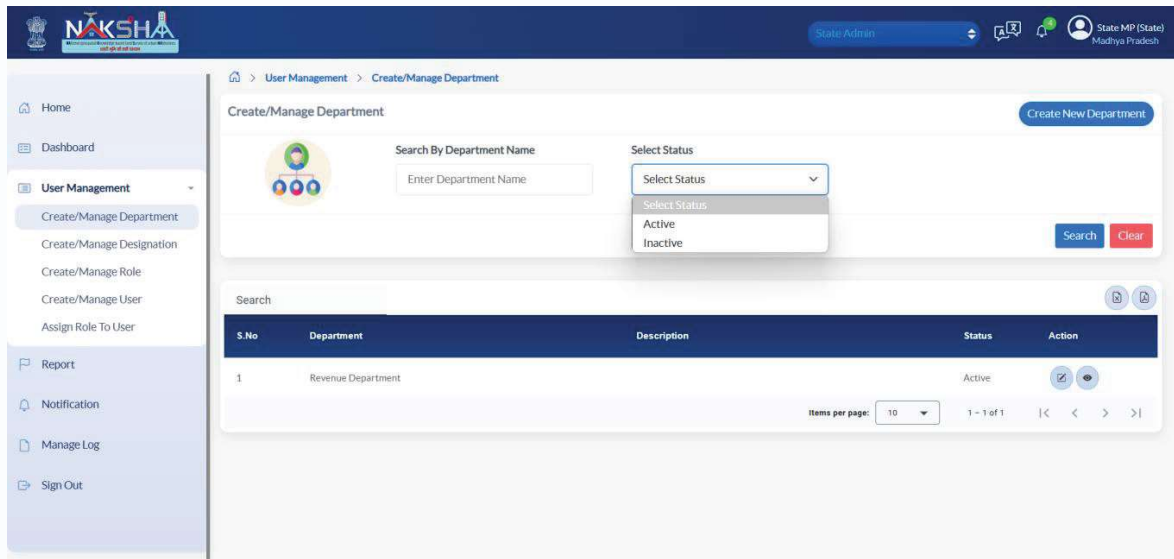
### Dashboard

1. The Dashboard provides an overview of user activity and system usage.
2. Key user statistics are displayed in separate-coloured cards:
  - Total Users – Shows the total number of users registered.
  - Active Users – Displays the count of users currently active.
  - Inactive Users – Shows the count of users who are not active.
3. The left-side navigation menu remains accessible for seamless movement between different sections.

## 6. User Management

The User Management, in the left-side menu allows administrators to manage departments, designations, roles, and users efficiently. The available options are:

1. **Create/Manage Department**
  - Used to add, edit, and manage different departments in the system.
  - Administrators can search for a department and filter by status (Active/Inactive).
2. **Create/Manage Designation**
  - Used to define and manage designations within each department.
  - Users can search for designations and associate them with a department.
3. **Create/Manage Role**
  - Allows the admin to define user roles based on responsibilities.
  - Roles can be assigned specific permissions.



#### 4. Create/Manage User

- Used to create and manage users in the system.
- Users can be assigned departments, designations, and roles.

#### 5. Assign Role to User

- This section allows the admin to assign specific roles to users.
- Ensures users have access to relevant functionalities based on their roles.

### 6.1. Create/Manage Department

- 1. Search by Department Name:** Users can search for a department by entering the name.
- 2. Select Status:** A dropdown allows filtering departments based on Active or Inactive status. **Search and Clear Buttons:**
  - Search: Fetches records based on search criteria.
  - Clear: Resets the filters.
- 3. Department List Table:** Displays all departments along with their:
  - Department Name
  - Description
  - Status (Active/Inactive)
  - Actions (Edit/Delete)



**4. Create New Department Button: Allows adding a new department by following process below:**

- Click on "Create New Department"
- A pop-up window will open.
- Fill in the Required Fields
- State (Auto-Populated): This field is automatically filled based on the logged-in user's assigned state.
- Department (Mandatory): Enter the name of the department that you want to create.
- Description (Optional): You can enter additional details about the department if required.
- Save the Department
- Click the "Submit" button to create the department.
- If you want to discard changes, click "Cancel".

## 6.2. Create/Manage Designations

S.No	Designation	Department	Description	Status	Action
1	DM	Revenue Department		Active	
2	Patwari	Revenue Department		Active	
3	Tehsildar	Revenue Department		Active	

- 1. Search by Designation Name:** Users can enter a designation to search.
- 2. Department Name Dropdown:** Allows filtering by selecting a specific department.
- 3. Search and Clear Buttons:**
  - a. Search: Fetches designation records.
  - b. Clear: Resets search filters.
- 4. Designation List Table:** Displays all designations along with their:
  - a. Designation Name
  - b. Associated Department
  - c. Description
  - d. Status (Active/Inactive)
  - e. Actions (Update)

## 5. Create Designation Button: To add a new designation, follow these steps:

- **Click on "Create Designation"**
  - A pop-up window will open.
- **Fill in the Required Fields**
  - State (Auto-Populated & Mandatory): This field is automatically filled based on the logged-in user's assigned state.
  - Department (Dropdown & Mandatory): Select the department from the dropdown list. The list contains all departments created by the state user.
  - Designation (Mandatory): Enter the name of the designation you want to create.
  - Description (Optional): User can add additional details about the designation.
- **Save the Designation**
  - Click the "Submit" button to create the designation.
  - If you want to discard changes, click "Cancel".

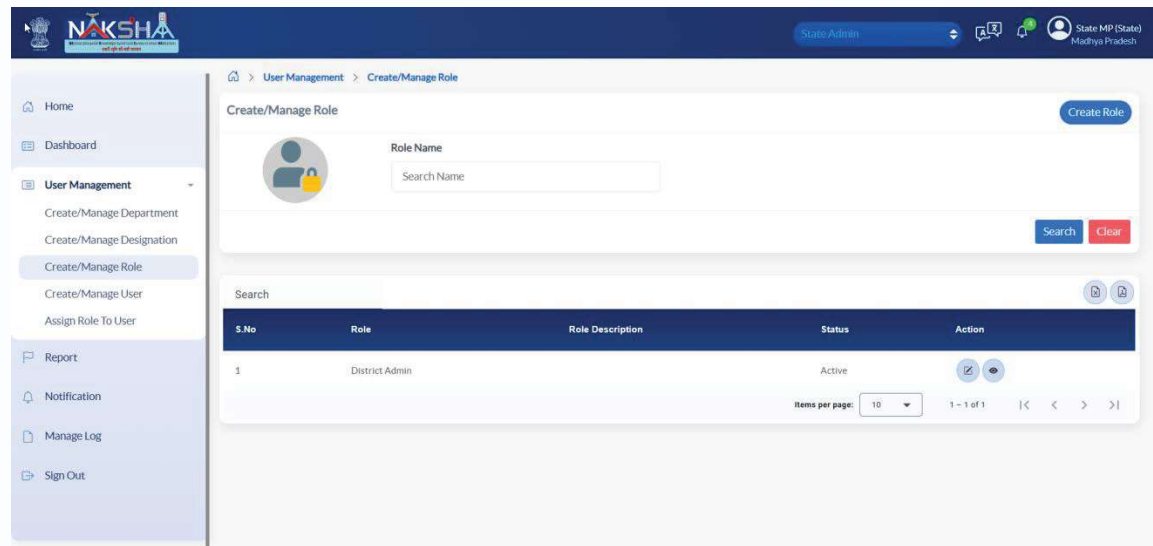
## 6.3. Create/Manage Roles

### 1. Search and Filter Options:

- There is a Role Name search field where users can type to find a specific role.
- Two buttons: Search and Clear for filtering the list.

### 2. Role Listing Table: The table displays existing roles with the following columns:

- S.No (Serial Number)
- Role (Role Name)
- Role Description (Description of the Role)
- Status (Active/Inactive)
- Action (Update access rights)



### 3. Create Role Button:

- The "Create Role" button is present on the top right, allowing users to add new roles. User need to follow below steps to create new roles:

### Add/Create New Roles

#### 1. Role Details Input Fields:

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

#### 2. Permissions Assignment Table:

- A list of menu options is displayed, where the user can assign permissions for different sections of the system.
- 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.

State Admin

State MP (State)  
Madhya Pradesh

> User Management > Create/Manage Role > Create Role

Create Role & Permissions

Back

Select State\*  
Madhya Pradesh

Role Name\*  
Role Name

Description

	S.No	Menu Name	Add	Update	View
<input checked="" type="checkbox"/>	1	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	Upload AOI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	Create/Manage Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5	User Management			
<input type="checkbox"/>	6	Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7	Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8	Manage Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9	Grivance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit

## 6.4. Create/Manage User

### 1. Filters & Search Options:

- State: Auto Filled.
- Search By Name: Allows searching by entering a user's name.
- Search By Department: A dropdown to filter users based on their department.
- Search By Designation: A dropdown to filter users by their designation.
- Search & Clear Buttons: Helps refine search results or reset filters.

### 2. User Listing Table: Displays a list of users with columns:

- S.No (Serial Number)
- Name (User's full name)
- Department (Associated department)
- Designation (User's job title)
- Role (Assigned role, e.g., District Admin)
- Email (User's email address)
- Mobile (Contact number)
- Updated Date (Last update date)
- Status (Active/Inactive)
- District Name (User's assigned district)
- Action (Update details)



The screenshot displays the 'Create/Manage User' interface in the NAKSHA web portal. On the left is a sidebar with navigation links: Home, Dashboard, User Management (expanded), Report, Notification, Manage Log, and Sign Out. The 'User Management' section includes sub-links: Create/Manage Department, Create/Manage Designation, Create/Manage Role, Create/Manage User (selected), and Assign Role To User. The main area is titled 'Create/Manage User' and features a 'Create User' button at the top right. Below this is a form with a user profile icon, a 'Select State' dropdown (set to Madhya Pradesh), and three search filters: 'Search By Name' (text input 'Enter Name'), 'Search By Department' (dropdown 'Select Department'), and 'Search By Designation' (dropdown 'Select Designation'). A 'Search' button and a 'Clear' button are positioned below the filters. Underneath the search section is a table with the following data:

S.No	Name	Department	Designation	Role	Email	Mobile	Updated Date	Status	District Name	Action
1	Indore District Admin	Revenue Department	DM	District Admin	indore_admin@mp.gov.in	7888888888	27-02-2025	Active	Indore	[Edit] [Delete]

At the bottom right of the table, there are pagination controls: 'Items per page: 10' and '1 - 1 of 1'.

### 3. Create User Button:

- Located at the top right, this button is used to add a new user.

### Add/Create New User

#### 1. Popup Form for User Details:

- This is a modal form that appears upon clicking Create User.

#### 2. Mandatory Fields: (Marked with \*)

- First Name: Required field for the user's first name.
- Last Name: Required field for the user's last name.
- Email ID: User's email address.
- Mobile Number: Contact number for verification.
- Select District: Dropdown to assign a district to the user.
- Select Department: Dropdown to choose the user's department.
- Select Designation: Dropdown to select the user's designation.

#### 3. Other Fields:

- Select State: Auto Fetched
- Remark: Optional field to add additional comments.

#### 4. Action Buttons:

- Submit: Saves the user's details.
- Cancel: Closes the form without saving.

## 6.5. Assign Role to User

### 1. Filters & Search Options:

- Select State: Pre-filled with "Madhya Pradesh."
- Search By Name: Allows filtering users by entering their name.
- Search By Role: A dropdown to filter users based on their assigned roles.
- Search & Clear Buttons: Helps refine search results or reset filters.

### 2. User Role Assignment Table:

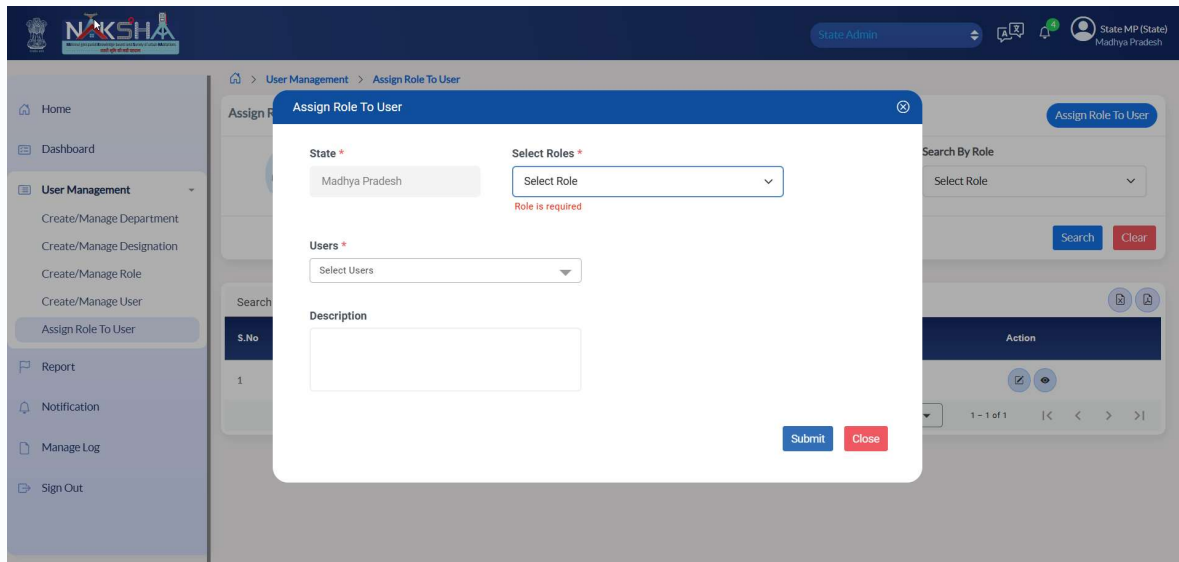
Displays a list of users with assigned roles in a structured format:

- S.No (Serial Number)
- User Name (User's full name)
- Roles (Assigned role, e.g., District Admin)
- Description (Additional role-related information)
- Action (Icons for editing or modifying role assignments)

S.No	User Name	Roles	Description	Action
1	Indore District Admin	District Admin		

### 3. Assign Role to User Button:

- Located at the top right, this button allows the admin to assign new roles to users.



### Assign Role to User

#### 1. Popup Form Elements:

- State: Pre-filled with "Madhya Pradesh."
- Select Roles (\*): A mandatory dropdown where the admin selects the role to be assigned.
- Users: A dropdown where the admin selects the user to whom the role will be assigned.
- Description: An optional text field for adding remarks about the role assignment.

#### 2. Validation & Required Fields:

- The Select Roles field is mandatory, and an error message appears if it is left empty.

#### 3. Action Buttons:

- Submit: Saves the role assignment and updates the user's role.
- Close: Cancels the action without making changes.

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