User manual for MANAK Online for BIS

Introduction: Bureau of Indian Standards (BIS) is the National Standards body of India, functioning under the aegis of Ministry of Consumer Affairs and Public Distribution, Government of India. BIS has published more than 20000 Indian Standards (IS) and Priced Publications (PP) to ensure the quality of products, more than 400 new standards and 400 amendments are published.

The e-Governance solution brings new revolution in the workflow of BIS. The web-based system allows the applicants to apply online for Grant of License. This is a role-based system having the functionality for online scrutiny of application. This will reduce the paper work and manual effort. The system is having the feature for the automatic selection of inspection officer and date to reduce biasness. It provides extensive monitoring, reporting and audit trails facilitated with e-Communication using SMS, emails and efficient query management for applicants.

The applicants applying for multiple licenses will get the concession automatically based on the terms and condition of respective scheme. This portal contains all the schemes running under BIS. Other than Grant of License, applicants and BIS users will have the online facility for license renewal, cancellation, suspension and surveillance process. Individual user can apply as an auditor also in this portal for respective schemes based on the guidelines and qualification. This portal also generates various MIS reports for the monitoring done by higher management.

The system supports following processes:

- Online Application Submission for Grant of License for Product Certification, Hallmarking and Management System Certification (MSCD) and Foreign Manufacture Scheme
- Automatic BIS officer selection based on the workload in respective branch and discipline for submitted applications
- Automatic scrutiny of application based on checklist
- Online Payment option at various stages
- Return file option based on product manufacturing
- Surveillance process
- Inspection plan with tour log of BIS officers
- Dynamic mapping of schemes based of BIS officer's rights
- Consumer Affairs Department (CAD)module for handling customer grievances
- LAB module for testing of product samples
- Online provision for renewal of license
- Online provision for declaring of Stop Marking and Resumption of Marking during license period
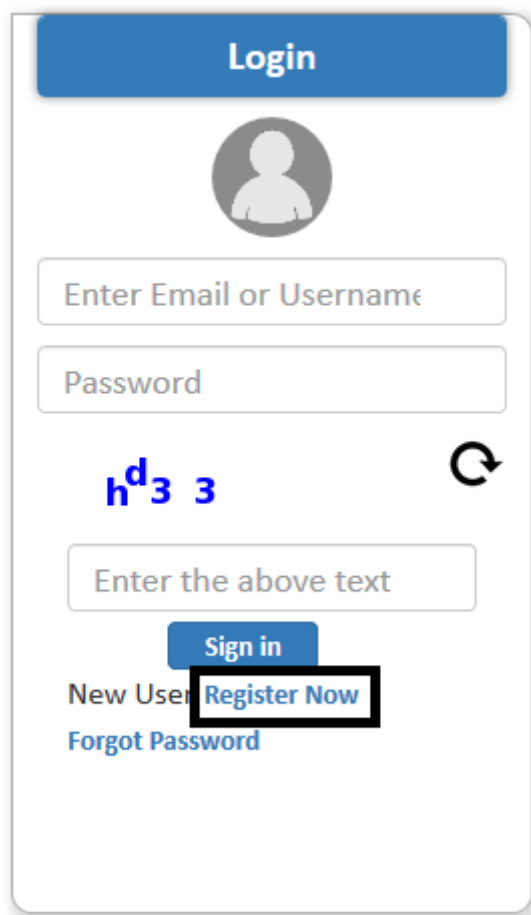- Inclusion, cancellation, suspension of license

Benefits of the System:

This system reduces the paper work and manual effort. The system has the feature for the automatic selection of inspection officer and date of inspection to reduce biasness. It provides extensive monitoring, reporting and audit trails facilitated with e-Communication using SMS, emails and efficient query management for applicants. The applicants applying for licenses gets the concession automatically based on the terms and condition of respective scheme.

New User Registration Process:-

Note: - If a User is new then follow following steps:-

- Click on 'Register Now'

Figure Registration Process

- User is redirected to 'Registration Form'.

Figure : Registration form

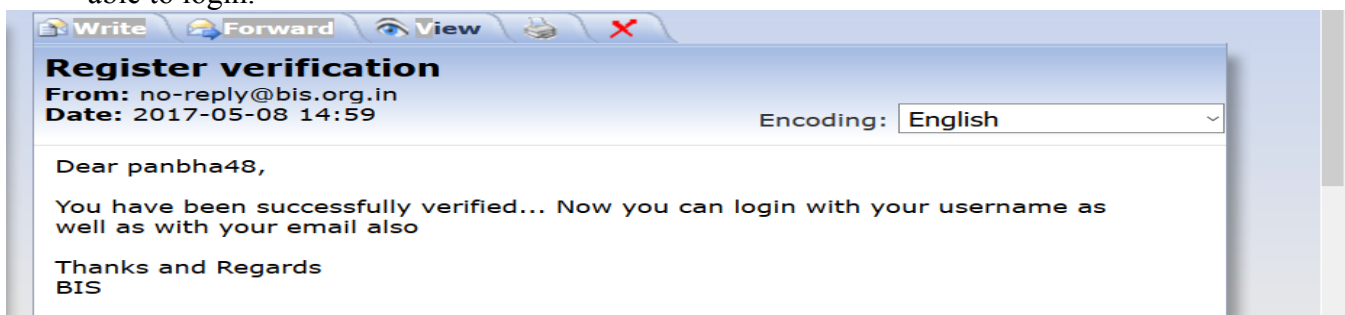- After filling all the Details Click on 'Submit'

Figure: Successful Registration

- Verification link is sent to applicant
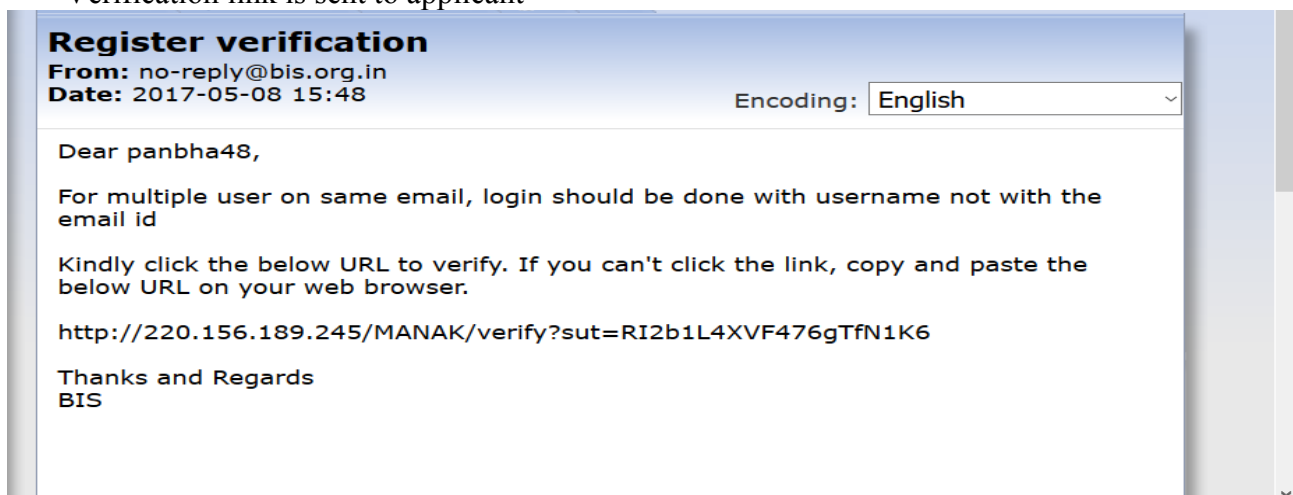
Figure: Register Verification

- After Verification, Username is sent to your registered Email id. Using username, applicant will be able to login.
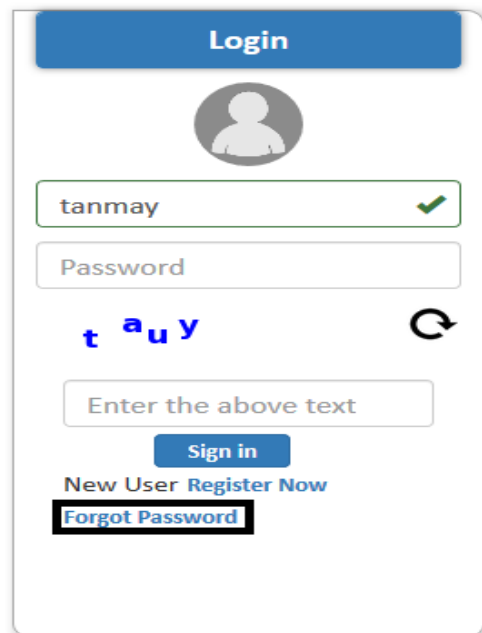

Figure: Successful Verification

Forgot Password:-

All the Users of Bureau of Indian Standard (BIS) have been allotted user name and Password. User name is a name, which will enable the user to log on to the BIS. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Whenever a user saves a crucial record into the database, his user name is also attached to the record. At any given point later the System administrator can find out who saved the record into the database. So if someone knows your Password he will log on to the system using it and add anything into the database and you could be held responsible for it later. Never disclose your Password to anyone and do not keep your name, family member's names or anything that can be guessed by people around you as Password.

Note: - If forgot your password then follow following steps:-
- Click on 'Forgot Password'

Figure: Forget Password

Note: - Reset your password in two way
    a) Search by Email
    b) Search by Username

- When we click on Forgot the password link the window appear in following figure. Enter **Email, Date of Birth and Captcha** in respective field.

Figure: Forgot password form

- -If we don't know the username then enter **email and date of birth** in respected field and click on the **get username**button to know username. When we know the username then select it and enter the captcha and click on the Reset My Password button.

Figure: Forgot password form

- If we know the username then directly enter the username and date of birth as well as captcha and click on Reset My Password button.

Figure: Forgot password form

- After Applicant verified the forget password link, password will reset.