



# **USER'S**

# **MANUAL - Force Unit**

*U.P. Police and Armed Forces Sahayata Sansthan*

**Finance Department, Govt. of Uttar Pradesh**

**Revision Sheet**

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# USER'S MANUAL

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## **1.0 GENERAL INFORMATION**

## I.0 GENERAL INFORMATION

### I.1 System Overview

- Major functions performed by the system
  - Force Login/ Sign In for Forces
  - Update Profile
  - Change Password
  - Manage Registration Forms
  - Log Out
  
- Web Based user Panel Can be Accessed Through any web browser
- Graphical User Interface
- Responsible organization
  - Admin Panel will only be used by Sansthan.
- Page Title –User Login
- Operational status: Operational

## **I.2 Points of Contact**

### **I.2.1 Information**

Unit –

Force Hq. –

Sansthan –

NIC -

### **I.2.2 Coordination**

### **I.2.3 Help Desk**

Phone Number: 0522-2213899

E-mail: pafss-up@gov.in

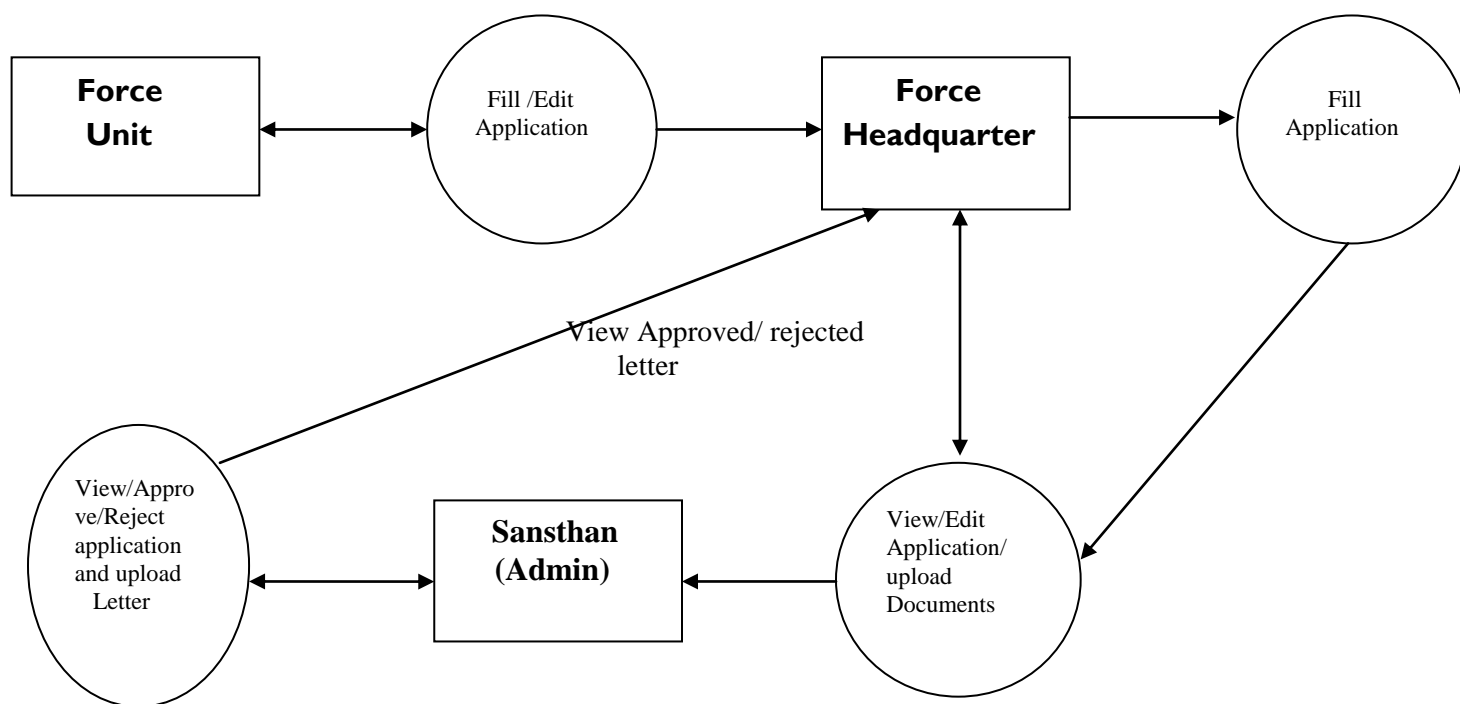
## **2.0 SYSTEM SUMMARY**

## 2.0 SYSTEM SUMMARY

### 2.1 System Configuration

- ✓ Computer System
- ✓ Internet connectivity

### 2.2 Data Flows





## 2.3 User Access Levels

The User of the application are the employees of the UP Police and Armed Forces Sahayta Sansthan and the Employees of UP Police and Armed Forces .

There are three User of the application :

1. Admin (UP Police and Armed Forces Sahayta Sansthan)
2. Force Head Quarter
3. Force Unit

The roles and responsibility of each user is different. unit is can only able to fill the application forms and submit it to its respective force headquarter.

## 3.0 GETTING STARTED

### 3.0 GETTING STARTED

Open any internet browser (i.e. Internet Explorer, Firefox, etc.) and type in the following URL <http://uppafss.up.nic.in> on the browser's address bar. And then clicked on the Login tab

U.P. Police & Armed Forces Sahayata Sansthan  
उ०प्र० पुलिस एवं आर्म्ड फोर्सिज सहायता संस्थान

HOME उद्देश्य / Aim सहायता की दरें Committee of Management प्रबन्ध समिति आवेदन-पत्र Check List **Log In**

Login Option For Force headquarter and Unit

Welcome To U.P. Police and Armed Forces Sahayata Sansthan

संस्थान का उद्देश्य भारत-चीन सीमा पर अथवा किसी अन्य बाह्य आक्रमण के समय अथवा बाह्य तत्वों के द्वारा प्रेरित इन्सुरजेन्सी/अतंकवाद की घटनाओं

## 3.1 User Login Page

The screenshot shows the 'User Login/Sign in' page. At the top left is the U.P. Police & Armed Forces Sahayata Sansthan logo. To the right, the text reads 'U.P. Police & Armed Forces Sahayata Sansthan' and 'उपरो पुलिस एवं आर्म्ड फोर्स सहायता संस्थान'. Below this is a green bar with 'Back To HOME' on the left. The main form is titled 'User Login/Sign in' and contains the following fields: 'User Type\*' (a dropdown menu with 'Force Unit/Records(Army)' selected and circled), 'User-ID\*', 'Password \*', and 'Captcha \*'. There are 'Forgot password?' and 'Submit' buttons at the bottom of the form. A disclaimer is visible at the bottom of the page.

### To Login As Force Unit :

Select **User Type** : Force Unit / Records(Army)

Enter **User ID**

Enter **Password**.

and then click **Submit**

### Forgotten Passwords

If a user forgets his or her password, he or she can reset their password by clicking on "[Forget Password!](#)" link. it will send a Reset Password link on the authorized email id.

## 3.2 System Menu

### 3.2.1 Unit Panel Dashboard

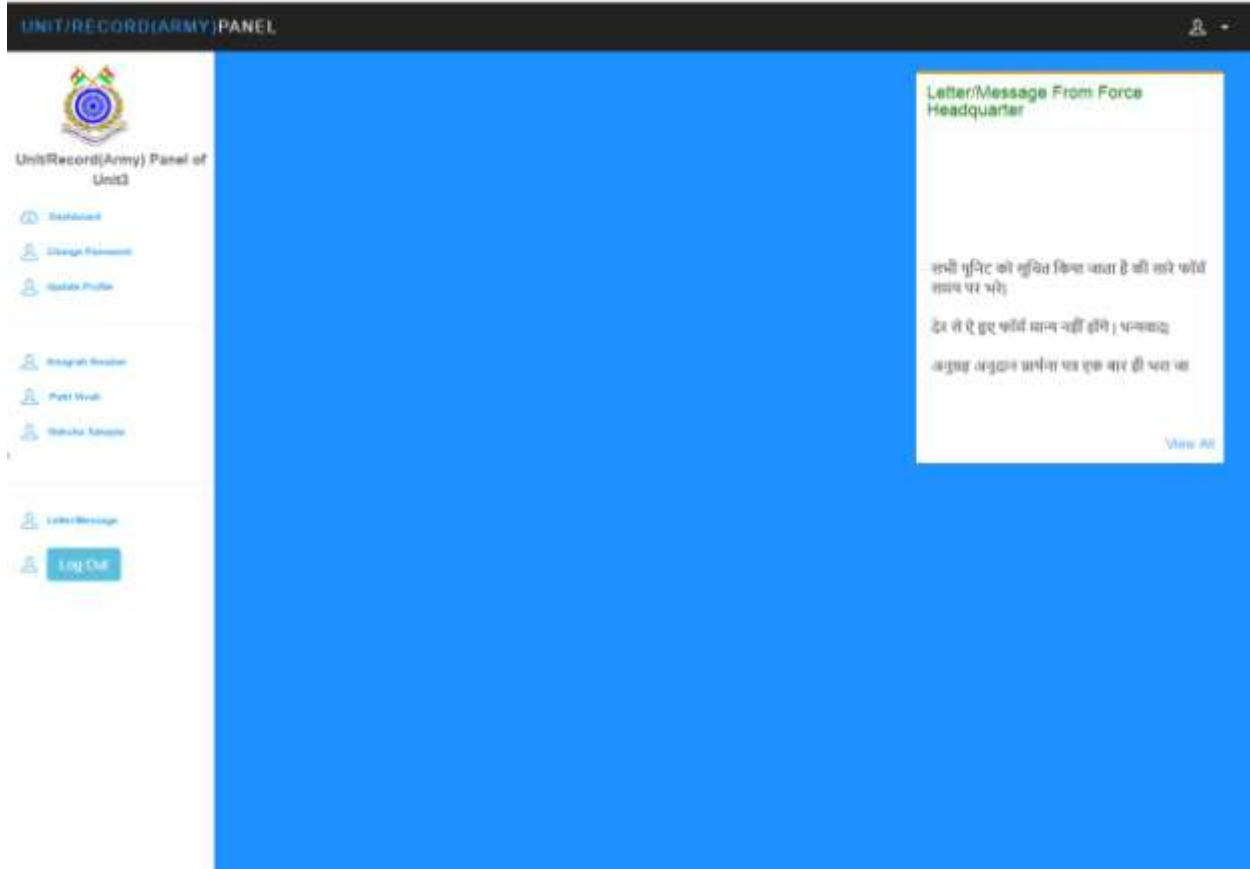


fig: Unit Panel Dashboard

All the Unit can view letter/Message coming from respective force headquarter .

### 3.2.2 Change Password:

The screenshot shows a web interface for changing a password. The page title is 'CHANGE PASSWORD'. The main heading is 'Kindly Enter the Following Details'. The form contains the following fields:

- Old Password: [Text Input]
- New Password: [Text Input]
- Re-Enter New Password: [Text Input]
- Captcha: [Image of Captcha 'D6XNJB']

Below the form, there is a 'Note' section with the following rules:

1. Password should be between 8 to 15 alpha numeric.
2. 1st Character should not be numeric value.
3. Only underscore( \_ ), @, #, \$ will be allowed.
4. Password should include 1 upper case, 1 lower case, 1 numeric and 1 special Character

At the bottom right of the form, there are two buttons: 'Submit' (orange) and 'Cancel' (grey).

Users can Change its password by filling the Required Field given in the Above Figure.

#### We impose the following password rules:

- Password should be between 8 to 15 alpha numeric
- 1st Character should not be numeric value
- Must contain at least one lower case letter,
- one upper case letter,
- one digit.
- and one of these special characters ~!@#%&\*()\_+

### 3.2.3 VIEW AND EDIT PROFILE DETAILS:

The screenshot shows a web application interface for editing unit profile details. The page title is 'EDIT UNIT PROFILE'. The form contains the following fields:

Field	Value
Unit Number *	CRPLK09876
Unit Name *	UNIT3
Unit Address *	Kanpur
Unit District *	POST JUNGLE LAKHPUR
Unit Contact No *	818881241
Unit Contact Email *	sonel.nature@gmail.com

Below the form is a Captcha image showing the text 'M2UvH'. At the bottom right of the form are two buttons: 'Update' and 'Clear'.

Headquarter user can easily update their profile details by "Update Profile" option.

### 3.2.4 All Anugrah Anudan Forms details:

UNIT/RECORD(ARMY) PANEL

All Application Forms of Anugrah Anudan filled by Unit3

Force Code: CRPLKO  
Unit Number: CRPLK00675

Smp	Registration Number	Name	Father Name	Mother Name	Submitted To	Submission Date	Status	Action
1	CRPLK020177	asdad	asdad	asdad	CRPF	27/7/2017 12:00:00 AM	saved as Draft	View Edit
2	CRPLK020178	asdad	asdad	asdad	CRPF	27/7/2017 12:00:00 AM	submitted to Force	View Edit

Note:  
All the applicant allowed to edit details if the file is saved as Draft. Once you submit the details you are not able to edit documents again.

अनुग्रह अनुदान हेतु आवेदन-पत्र

For New Application

This form contains a brief details of all Anugrah Anudan application forms filled by Unit. Unit can view the status of each forms :

- Application details colored with green color shows forms that has been submitted to Sansthan.
- Application details colored with Sky blue color shows forms that has been Approved by Sansthan
- Application details colored with red color shows forms that has been Rejected by Sansthan.
- Application details colored with Navy blue color shows forms that has been filled but not submitted to Sansthan and pending at headquarter level.
- Application details colored with orange color shows forms that has been Filled but saved as draft means not submitted to force headquarter. unit can edit forms that are saved as draft.


#### Unit can perform following action:

- ✓ **New Application:** Unit can also able to Fill the application form on the behalf of applicant by clicking on the link given below in the forms as shown in the figure.
- ✓ **View:** User can view application form.
- ✓ **Edit:** User can also able to edit the application form if the application form is saved as draft. Once the application submitted to headquarter user cant edit the application details.



New Application:

UNIT/RECORD(ARMY) PANEL
👤



Unit/Record(Army) Panel of Unit

- [Dashboard](#)
- [Change Password](#)
- [Pending Profile](#)
- [Request Profile](#)
- [Public View](#)
- [Withdraw Request](#)
- [Letter/Message](#)
- [Log Out](#)

## अनुग्रह अनुदान हेतु आवेदन-पत्र

Kindly Fill the Following Details

1. अर्धी का नाम \*
 

संबन्ध No \*

ई-मेल आईडी नं०


अर्धी का आवेदन संख्या
2. कैम्प/अर्धी का स्थान \*
3. अर्धी का कैम्प/अर्धी में सम्बन्ध \*
4. (म) राष्ट्रीय अर्धी के पास का नाम (पिन 15-07-13 से निर्धारित की गयी प्रक्रिया के अनुसार) \*  
 (न) राष्ट्रीय अर्धी के पास का नाम (पिन 15-07-13 से निर्धारित की गयी प्रक्रिया के अनुसार) \*
5. आवेदन की तारीख दिनांक \* Pick Date
6. पुरा नाम (स्थानी) \*  
 पिन संख्या  
 क्या कोई अतिरिक्त पहचान है? Select
7. अर्धी की संख्या \* Pick Date
8. (म) कैम्प/अर्धी का नाम \*  
 (न) कैम्प/अर्धी का पिन \*  
 (प) कैम्प/अर्धी का स्थिति \*
9. Apply For \* Select
- (म) कैम्प/अर्धी का दिनांक \* Pick Date  
 (न) कैम्प/अर्धी का स्थान \*
10. (म) संस्था का नाम  
 (न) संस्था का आवेदन पत्र  
 (प) आवेदनपत्र के विवरण, यदि कोई हो  
 (र) सरणीक नाम
11. अर्धी द्वारा प्राप्त की जा रही किल का पूर्ण विवरण किल संख्याई क्या, अन्य क्या अर्धी \*
12. क्या अर्धी को पहले पूर्व भी संस्थान या अन्य प्रयोग में कोई संस्थान प्राप्त हुई है? \* Select
13. अर्धी का वर्तमान अवस्था \*  
UNCAPA

Cancel
Save as Draft
Apply

Save as Draft Option

**View:** Unit can view application form details.

UNIT/RECORD(ARMY) PANEL 👤



Unit/Record(Army) Panel of Unit3

- [Dashboard](#)
- [Change Password](#)
- [Update Profile](#)
- [Employee Register](#)
- [Public View](#)
- [Military Subjects](#)
- [Letter/Message](#)
- [Log Out](#)

उ०प्र० पुलिस एवं आर्म्ड फोर्सों सहायता संस्थान,  
कक्ष संख्या-55, नवीन भवन, उ०प्र० सचिवालय, लखनऊ-226001.  
**अनुग्रह अनुदान हेतु आवेदन-पत्र**

1.	प्रार्थी का रजिस्ट्रेशन नंबर	CRPLKO20177			
1.	प्रार्थी का नाम	sonal			
	सोसाइटी नं०:	8188881241			
	ई मेल आई० आई०	sonal.nature@gmail.com			
2. (क)	प्रार्थी का आधार नंबर	213123123123			
	शहीद कर्मों के पिता का नाम (दि० 19.07-13 से निर्धारित की गयी प्रक्रिया के अनुसार)	sdlsdf			
(ख)	शहीद कर्मों के माता का नाम (दि० 19.07-13 से निर्धारित की गयी प्रक्रिया के अनुसार)	sdlsdf			
3.	जन्म तिथि	03/03/1970			
4.	पूरा पता (स्थायी)	sdlsdfsdlsdf			
	पिन	342342			
5.	अशक्तों की संख्या	1			
	<b>क्रमांक</b>	<b>अशक्तों के नाम</b>	<b>केजुअल्टी से सम्बन्ध</b>	<b>जन्म तिथि</b>	<b>आधार नंबर</b>
	1	sdlsdf	sdlsdf	21/11/1990	123456789067
6.	प्रार्थी का केजुअल्टी से सम्बन्ध	hhhh			
7. (क)	केजुअल्टी का नाम	sdlsdf			
(ख)	नम्बर	sdksdf08a7			
(ग)	रैंक	sdlsdf			
(घ)	यूनिट	sdlsdf			
(च)	यूनिट	sdlsdf			
8.	केजुअल्टी का दिनांक	11/03/1974			
	केजुअल्टी का स्थान	sdlsdf			
(अ)	प्रकृति (मृत्युस्थान-अपंगता)	साई रूप से अंग पोषित प्रमर्श में			
(ब)	स्थायी अपंगता का प्रतिबन्ध (प्रमाण पत्र सहित)	34			
(स)	अपंगता के आधार पर सेवानिवृत्त होने की तिथि	04/07/2017			
9. (क)	संरक्षक का नाम	sdlsdf			
(ख)	संरक्षक का स्थायी पता	sdlsdf			
(ग)	अवसाधन का विवरण, यदि कोई हो	sdlsdfsdlsdf			
(घ)	मासिक आय	234234			
10.	प्रार्थी द्वारा प्राप्त की जा रही पेंशन का पूर्ण विवरण (पेंशन मंहागाई भत्ता, अन्य भत्ता आदि)	sdlsdfsd			
11. (क)	क्या प्रार्थी को इससे पूर्व भी संस्थान या अन्य स्रोतों से कोई सहायता प्राप्त हुई है?	Yes			
(ख)	अन्य स्रोतों से प्राप्त सहायता की धनराशि	234234			
(ग)	दिनांक	26/06/2017			
(घ)	उद्देश्य	sdlsdfsd			
12.	आवेदित सहायता धनराशि	542354234			



**3.2.5 Letter /Message From Sansthan:** Unit can view all the letter /message and can download the attached files.

The screenshot displays the 'UnitRecord(Army) Panel of Unit3' interface. The main content area is titled 'Letter/Message From Force Headquarter'. Below this title, there is a table with two columns: 'Notice' and 'Uploaded Files'. The table contains several rows of text, including Hindi and English messages. A 'Download' link is visible next to one of the messages.

Notice	Uploaded Files
सभी दृष्टि को सुविधा किया जाता है की सारे कार्य संचालित हो सके।	
देर से दे हुए कार्य संचालित नहीं हो सके। (बनवाई)	
अनुभव अनुभव प्राप्त है एक बार ही भरा जा सकता है।	
बैंक विवरण ध्यान से भरें। (बनवाई)	
ऐ मैसेज के साथ कुछ संदेश भी भेजा जा सके। (बनवाई)	<a href="#">Download</a>
Hello. this is demo message	
hello this is 17 july message	

**3.3 Exit System:** User can easily exit from the system by clicking on the Logout button given in form as shown below.

