

USER MANUAL

User Management on Teams

Nanaji Deshmukh Krushi Sanjivani Prakalp (NDKSP)
Department of Agriculture, Government of Maharashtra



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Introduction

Purpose of the Document:

The purpose of this User Manual document is to provide clear, concise, and comprehensive guidance on management of users on Teams for the following activities.

A) For creation of the user account for project staff reporting to them – Applicable for below officers

- Joint Director Agri (JDA),
- District Superintending Agriculture Officer (DSAO),
- Sub Divisional Agriculture Officer (SDAO),
- Taluka Agriculture Officer TAO)

B) For verification of the user account and password management – Applicable for all project staff other than users created by PMU.

NOTE: Process mentioned in the document is same for all above officers



User Login

Login

Navigate to following URL (team-ndksp.mahapocra.gov.in) to login into Teams Portal. Enter login credentials as received, enter captcha and click on 'Get OTP' button.

https://team-ndksp.mahapocra.gov.in

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Teams Login

Username

Password

Enter captcha
761

[Get OTP](#)

[Forget Password](#)

[Forget Username](#)

Enter 'OTP' received on the registered mobile number and click on 'Sign In' button in the below screen.

https://team-ndksp.mahapocra.gov.in/login-get-otp

Teams Login

Username

Password

Enter captcha
520 520

Enter OTP

[Sign In](#)

[Forget Password](#)

[Forget Username](#)



Below dashboard will displayed with list of officials reporting to the respective officer.

The screenshot shows a web dashboard for 'Pocra officials'. At the top, there is a navigation bar with 'Home', 'Jurisdiction', 'Search Username', 'Reports', and 'Account'. Below this, the dashboard is titled 'My dashboard' and 'Pocra officials'. It features three summary cards: 'Total Posts' (8), 'Filled Posts' (1), and 'Vacant Posts' (7). Below these cards is a table with the following data:

SR. NO.	POST NAME	LEVEL	TOTAL POSTS	FILLED POSTS	VACANT POSTS	VIEW LIST	ADD POST
1	Joint Director Agri (JDA)	Division	1	1	0	List	Add
2	Nodal officer (NDO)	Division	1	0	1	List	Add
3	Project Officer (PO)	Division	1	0	1	List	Add
4	Account Assistant (ACA)	Division	1	0	1	List	Add

Following details will be displayed in the 'My Dashboard' page of the respective officer.

Related to project officials reporting to respective officer

- Number of Total Posts
- Number of Filled Posts
- Number of Vacant Posts

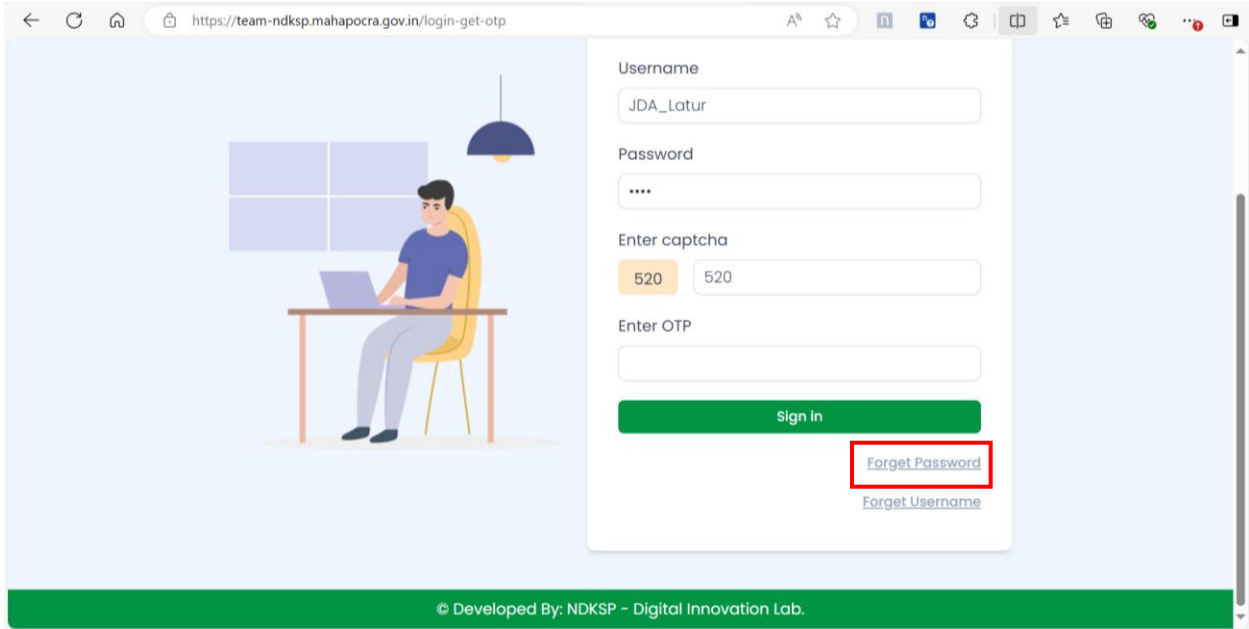
Details of each post in tabular manner with following fields

- Post Name
- Level of the post
- Number of Total posts of respective post name
- Number of Filled posts of respective post name
- Number of Vacant posts of respective post name
- List of filled posts and respective official details
- For adding new user details

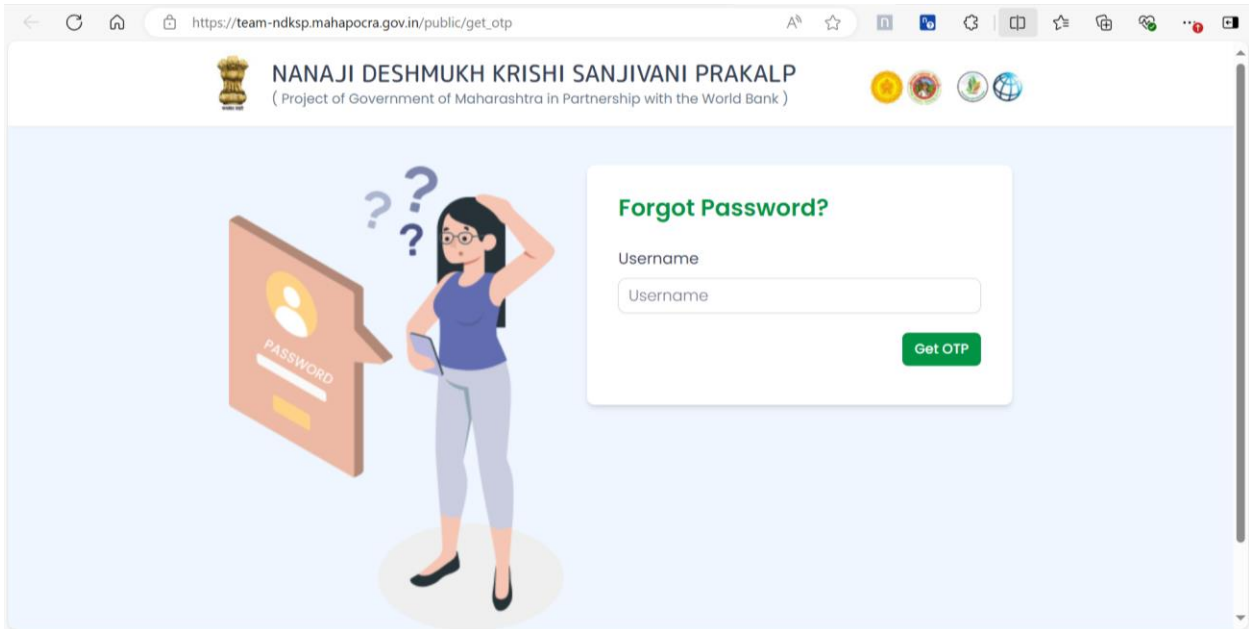


Forgot Password

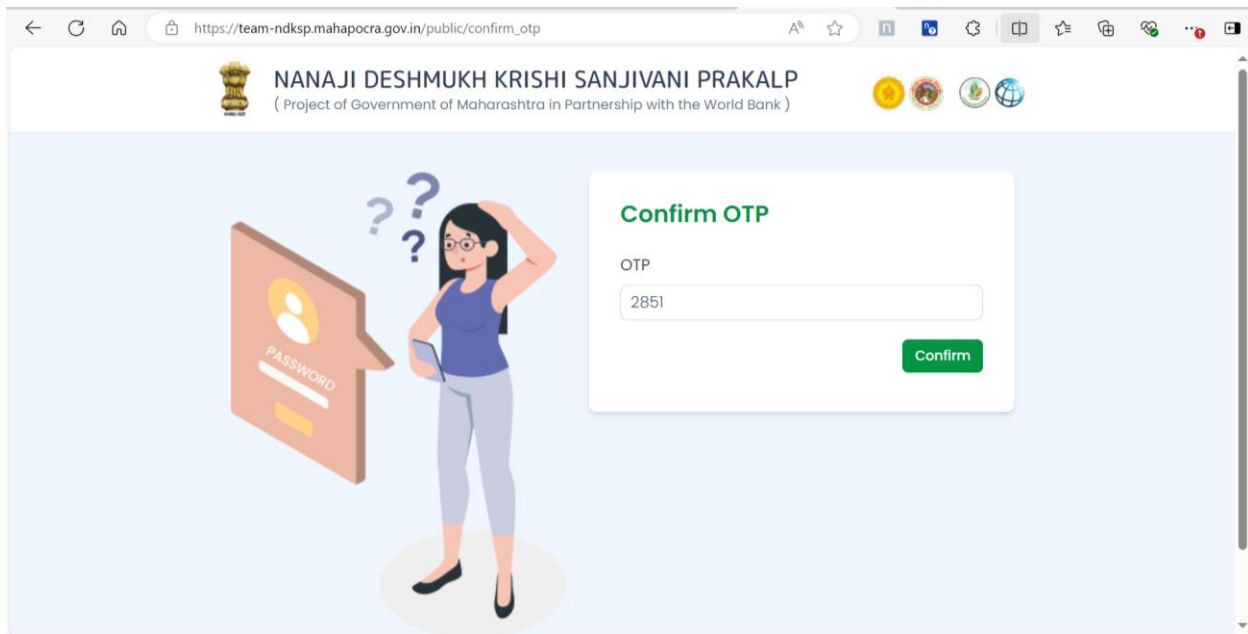
If user has to reset his/her password, the click on 'Forgot Password' link in the below screen.



Enter 'Username' and click on 'Get OTP' in the below screen.



Enter 'OTP' received on the registered mobile number and click on 'confirm' button.



https://team-ndksp.mahapocra.gov.in/public/confirm_otp

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Confirm OTP

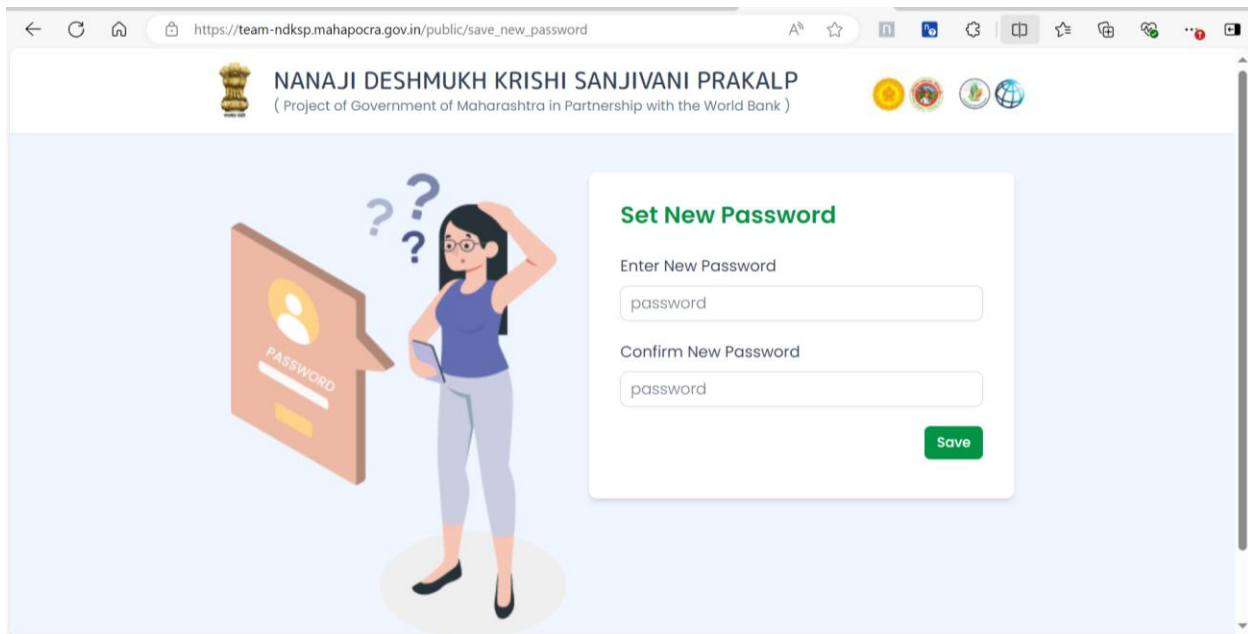
OTP

2851

Confirm

In the below, enter details in 'Enter New Password' and 'Confirm New Password' for resetting the password. Then, click on 'Save' button. Password entered in two above fields should match.

(NOTE: Password should be at least eight characters with at least one capital letter, one special character, one number)



https://team-ndksp.mahapocra.gov.in/public/save_new_password

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Set New Password

Enter New Password

password

Confirm New Password

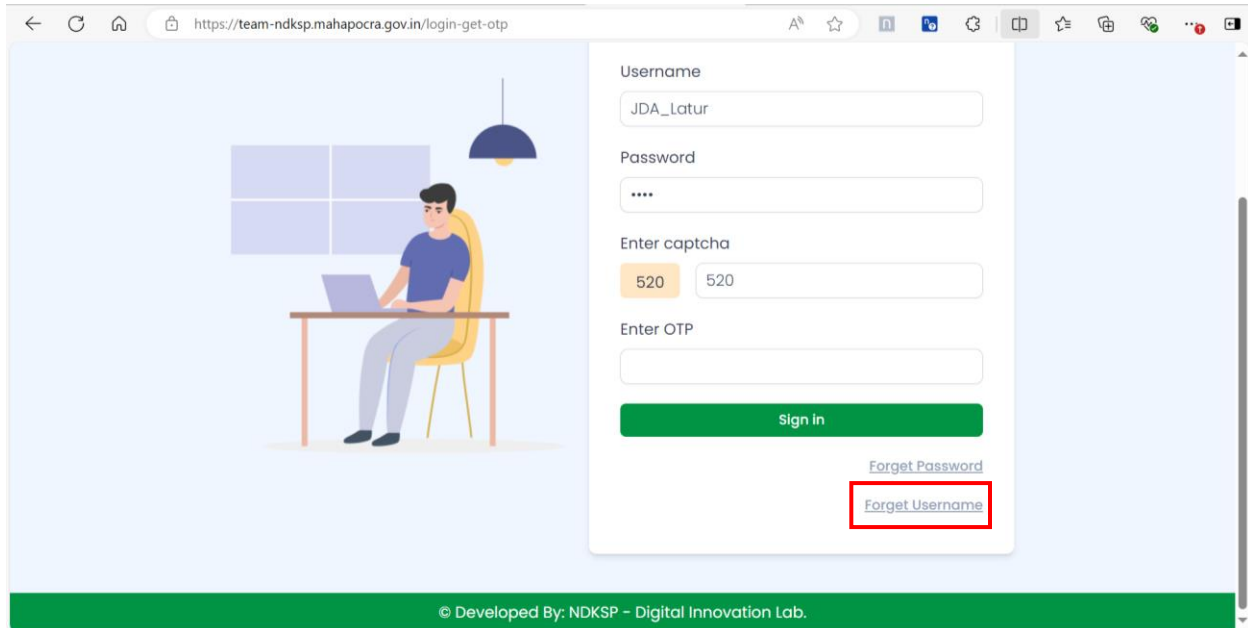
password

Save



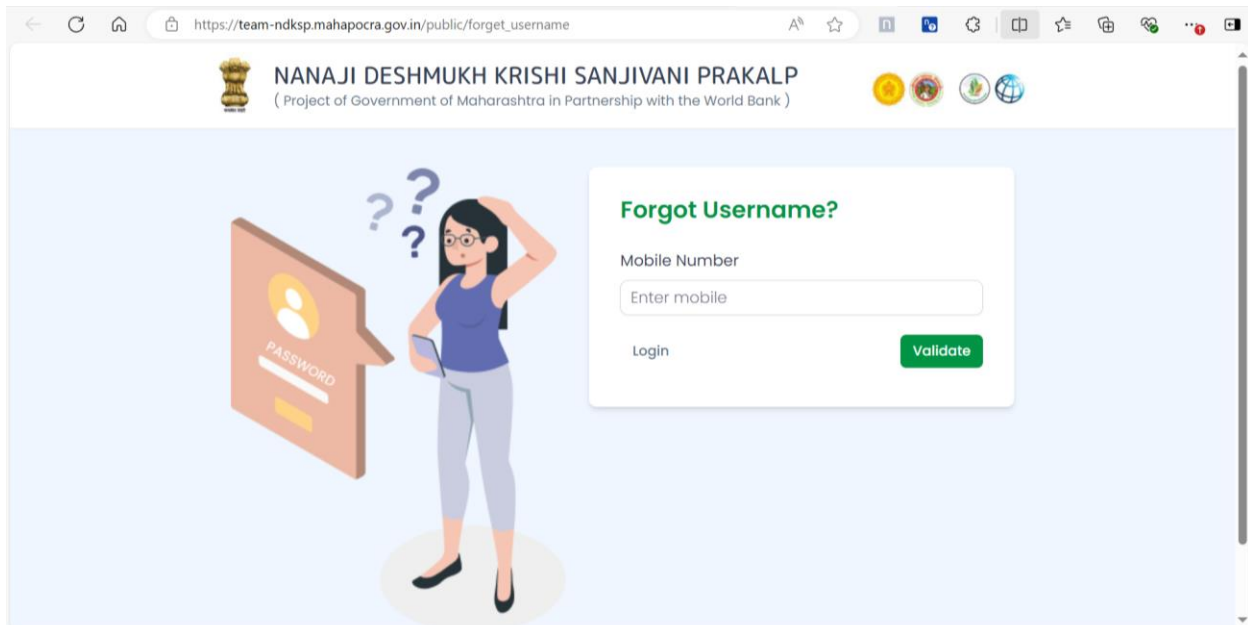
Forgot Username

If user has forgot username, the click on 'Forgot Username' link in the below screen.



The screenshot shows a web browser window with the URL <https://team-ndksp.mahapocra.gov.in/login-get-otp>. The page features a login form with the following fields: Username (containing 'JDA_Latur'), Password (masked with dots), Enter captcha (with '520' in a yellow box and '520' in the input field), and Enter OTP (empty). A green 'Sign in' button is located below the form. Two links are present at the bottom of the form: 'Forgot Password' and 'Forgot Username', with the latter highlighted by a red rectangular box. An illustration of a person sitting at a desk with a laptop is on the left side of the page. The footer contains the text '© Developed By: NDKSP - Digital Innovation Lab.'

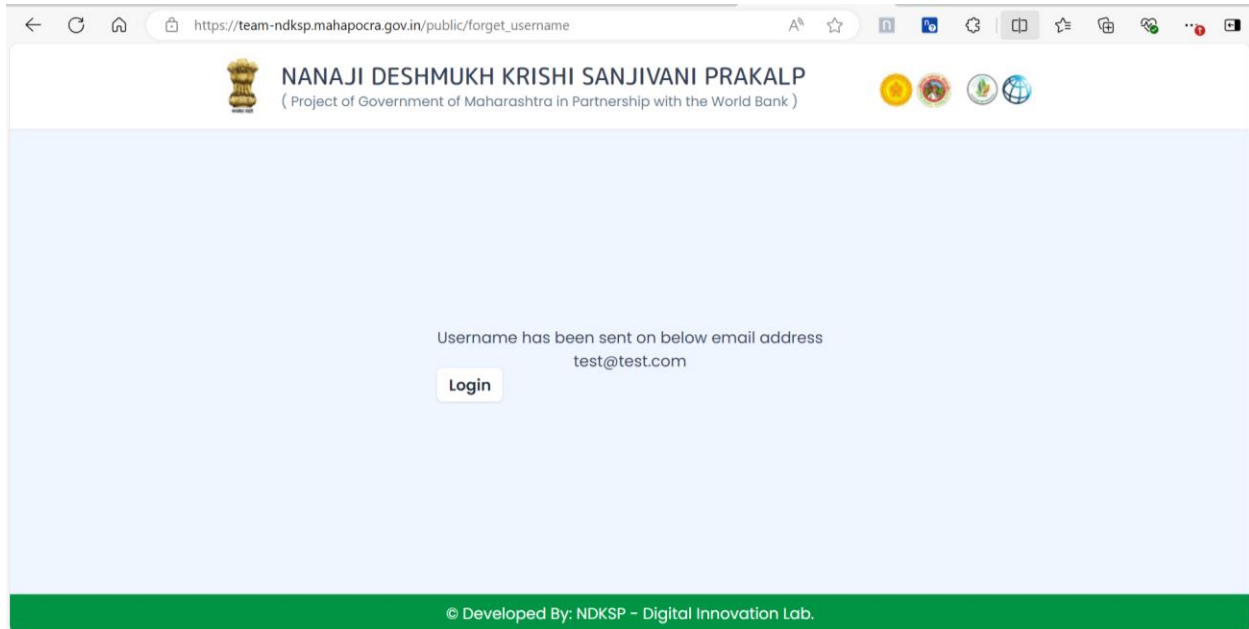
Enter registered mobile number and then click on 'Validate' button in the below screen.



The screenshot shows a web browser window with the URL https://team-ndksp.mahapocra.gov.in/public/forgot_username. The page header includes the logo of the Government of Maharashtra and the text 'NANAJI DESHMUKH KRISHI SANJIVANI PRAKALP (Project of Government of Maharashtra in Partnership with the World Bank)'. The main content area features an illustration of a woman looking confused with question marks above her head, standing next to a large arrow-shaped sign that says 'PASSWORD'. To the right of the illustration is a form titled 'Forgot Username?' with a 'Mobile Number' field containing the placeholder text 'Enter mobile' and a green 'Validate' button. The footer contains the text '© Developed By: NDKSP - Digital Innovation Lab.'

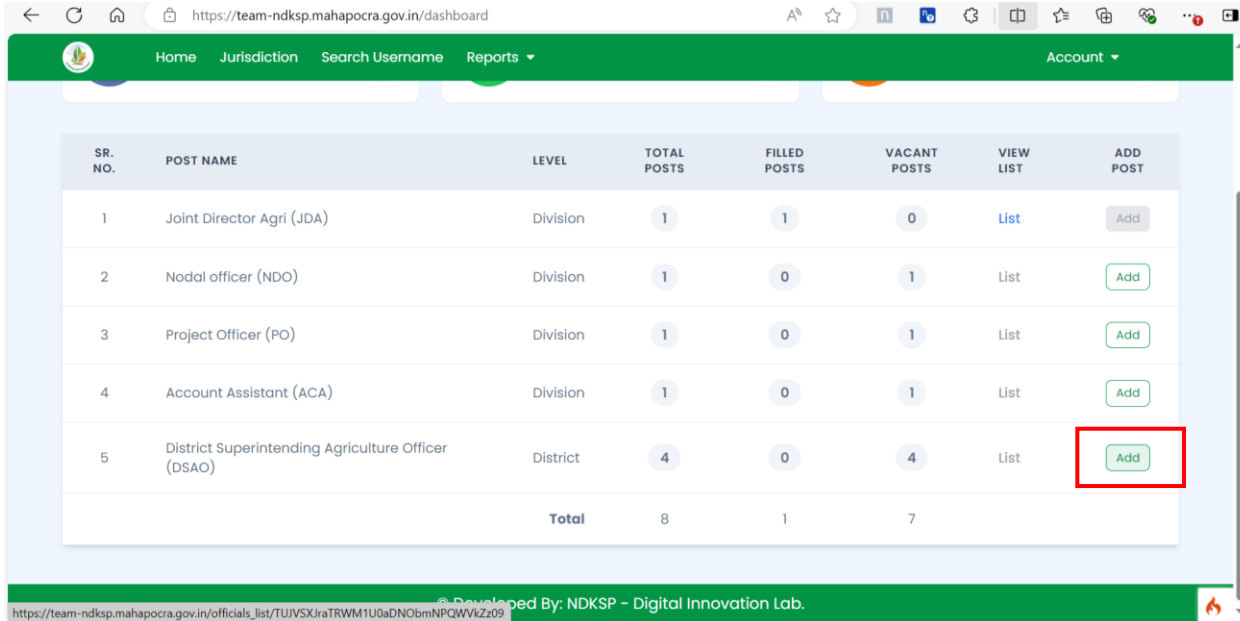


Below screen will be displayed when user click on 'Validate' button in the above screen.



User Creation

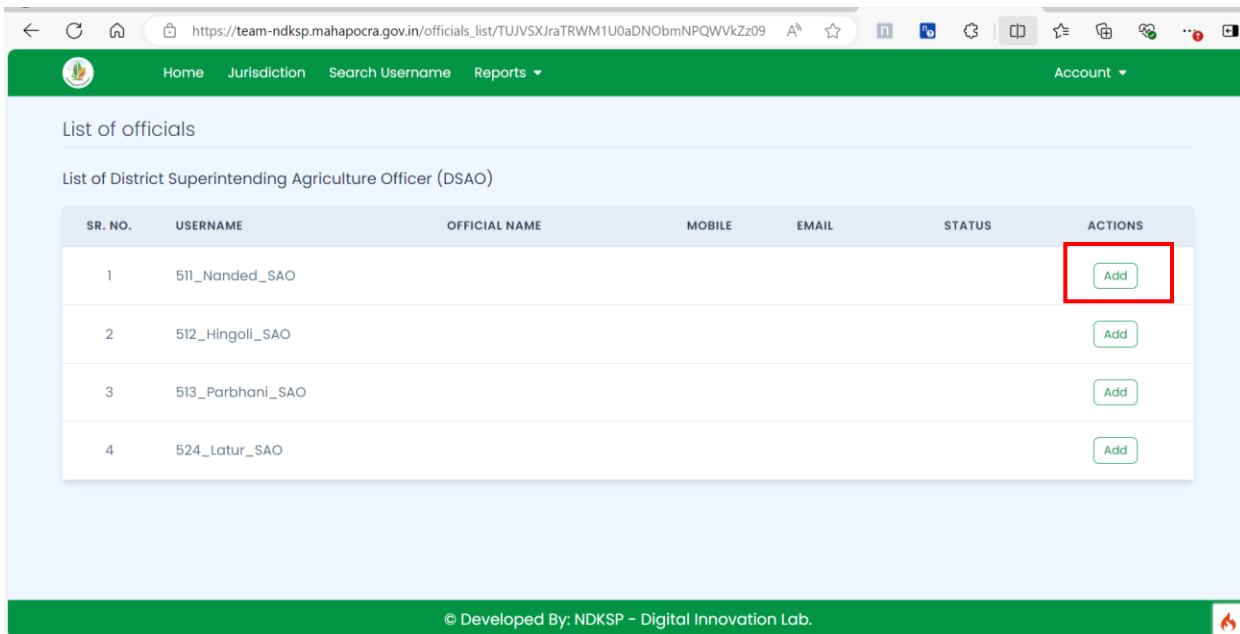
In the below screen, click on 'Add' button against any post name. (Ex: 'District Superintending Agriculture Officer (DSAO)') for creation of new user account.



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SR. NO.	POST NAME	LEVEL	TOTAL POSTS	FILLED POSTS	VACANT POSTS	VIEW LIST	ADD POST
1	Joint Director Agri (JDA)	Division	1	1	0	List	Add
2	Nodal officer (NDO)	Division	1	0	1	List	Add
3	Project Officer (PO)	Division	1	0	1	List	Add
4	Account Assistant (ACA)	Division	1	0	1	List	Add
5	District Superintending Agriculture Officer (DSAO)	District	4	0	4	List	Add
Total			8	1	7		

List of officials with respective post name should be displayed. Click on 'Add' button against any 'Username'. (Ex: 511_Nanded_SAO) for creating new user account.



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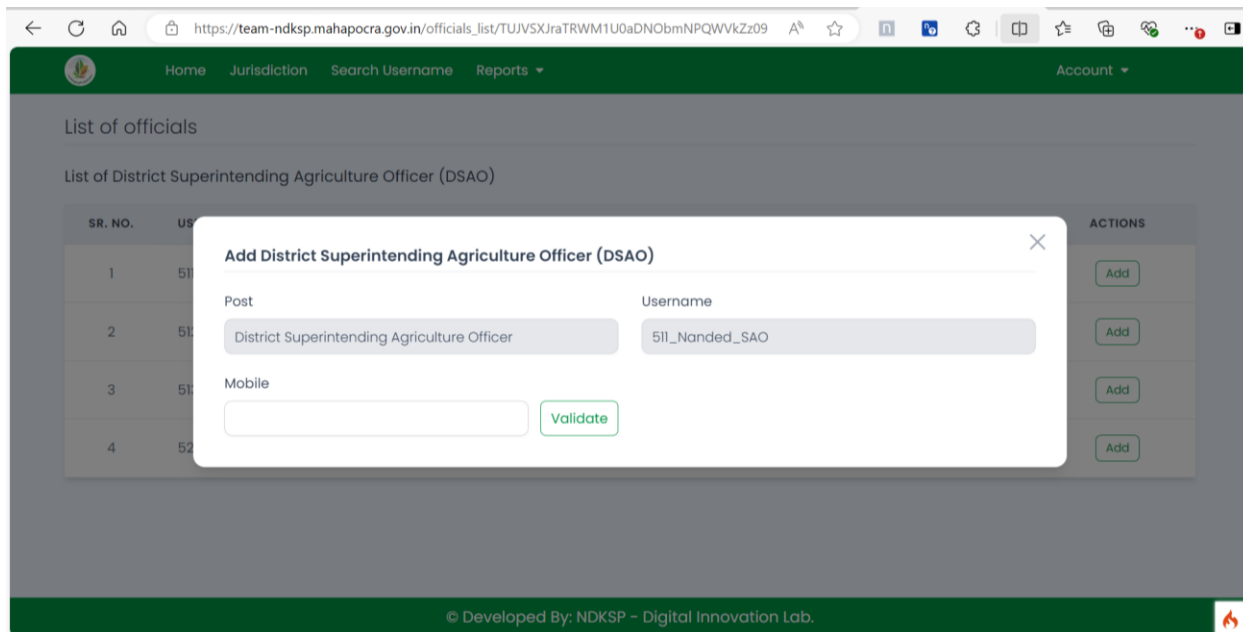
List of officials

List of District Superintending Agriculture Officer (DSAO)

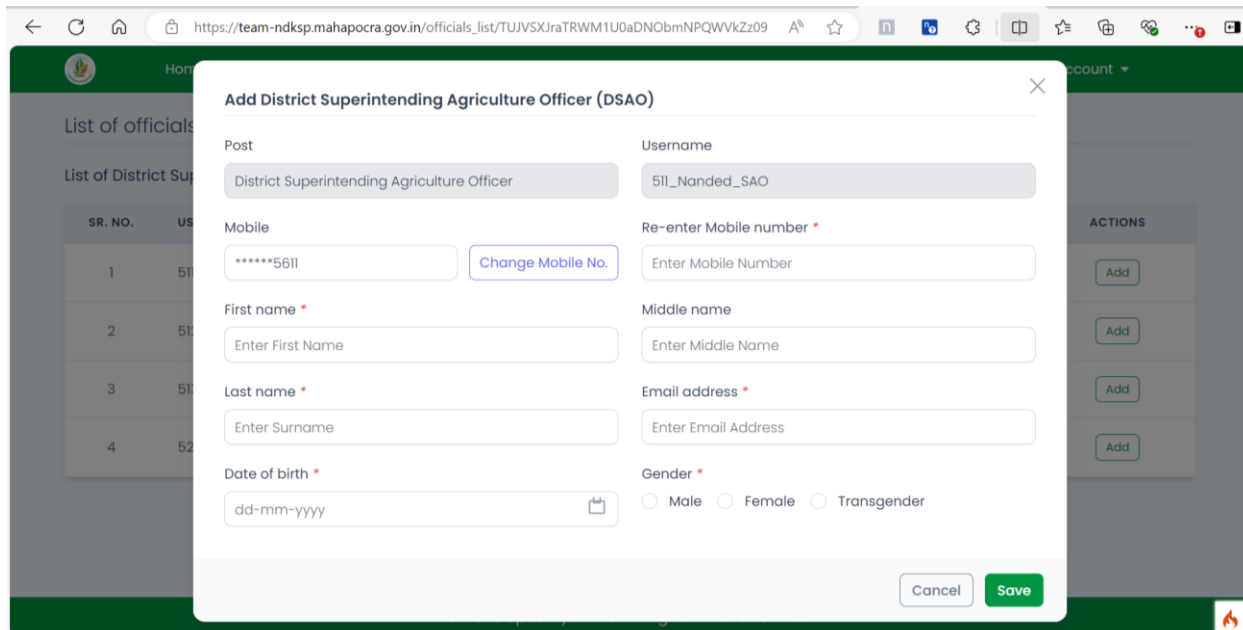
SR. NO.	USERNAME	OFFICIAL NAME	MOBILE	EMAIL	STATUS	ACTIONS
1	511_Nanded_SAO					Add
2	512_Hingoli_SAO					Add
3	513_Parbhani_SAO					Add
4	524_Latur_SAO					Add



Enter 'Mobile Number' of the respective user (Ex: 511_Nanded_SAO) and then click on 'validate' button.



Enter all required details in the below screen (fields with * are mandatory). Then, click on 'Save' button.



In the below screen, details against respective 'Username' are added and status of the user is displayed as 'Not Activated'.

The screenshot shows a web application interface for the NDKSP portal. At the top, there is a navigation bar with 'Home', 'Jurisdiction', 'Search Username', and 'Reports'. Below this, the page title is 'List of officials'. A sub-header reads 'List of District Superintending Agriculture Officer (DSAO)'. A green notification banner states 'User added successfully.'. Below the banner is a table with the following data:

SR. NO.	USERNAME	OFFICIAL NAME	MOBILE	EMAIL	STATUS	ACTIONS
1	511_Nanded_SAO	Kumar Nikhil	8919445611	test1@test.com	Not Activated	
2	512_Hingoli_SAO					
3	513_Parbhani_SAO					
4	524_Latur_SAO					

At the bottom of the page, it says '© Developed By: NDKSP - Digital Innovation Lab.' and there is a small flame icon.

SMS with below information will be sent to registered mobile number of the user added. (Ex:511_Nanded_SAO).

The screenshot shows an SMS message with the following text:

Dear Nikhil Kumar,
Your NDKSP Portal login for District Superintending Agriculture Officer is created.
Login ID: 511_Nanded_SAO
Password: 1234
Click here to access: <https://team-ndksp.mahapocra.gov.in>
Please log in and change your password. For support, contact Helpline: [022-22163352](tel:022-22163352).
NDKSP Team. Po

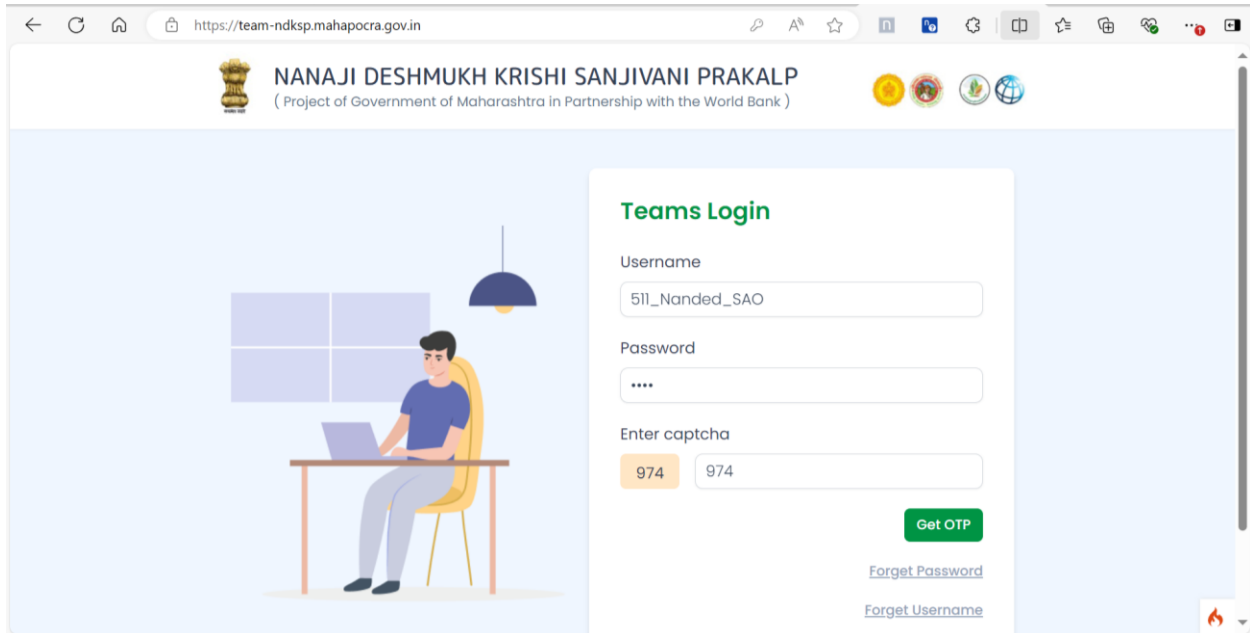
At the bottom of the message, there is a 'View all' link with a right arrow and the time '3:25 PM'.

NOTE: Password received in the SMS is a default password. User has to change the password at first login.



User Verification and Password Management

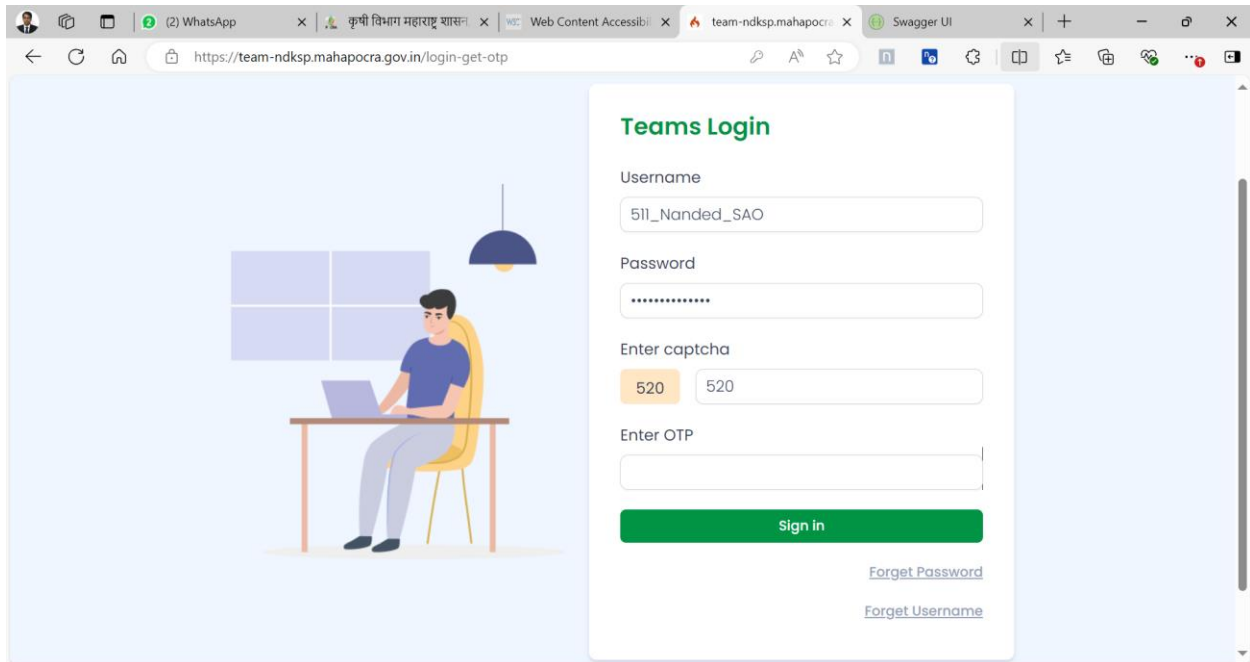
Enter login credentials as received on SMS, enter captcha and click on 'Get OTP' button.



The screenshot shows the 'Teams Login' page. The header includes the organization's name and logo. The login form contains the following fields and elements:

- Username:** 511_Nanded_SAO
- Password:** (masked with dots)
- Enter captcha:** 974
- Buttons:** 'Get OTP', 'Forget Password', and 'Forget Username'.

Enter 'OTP' received on the registered mobile number of the user (**Ex:511_Nanded_SAO**) and click on 'Sign In' button.

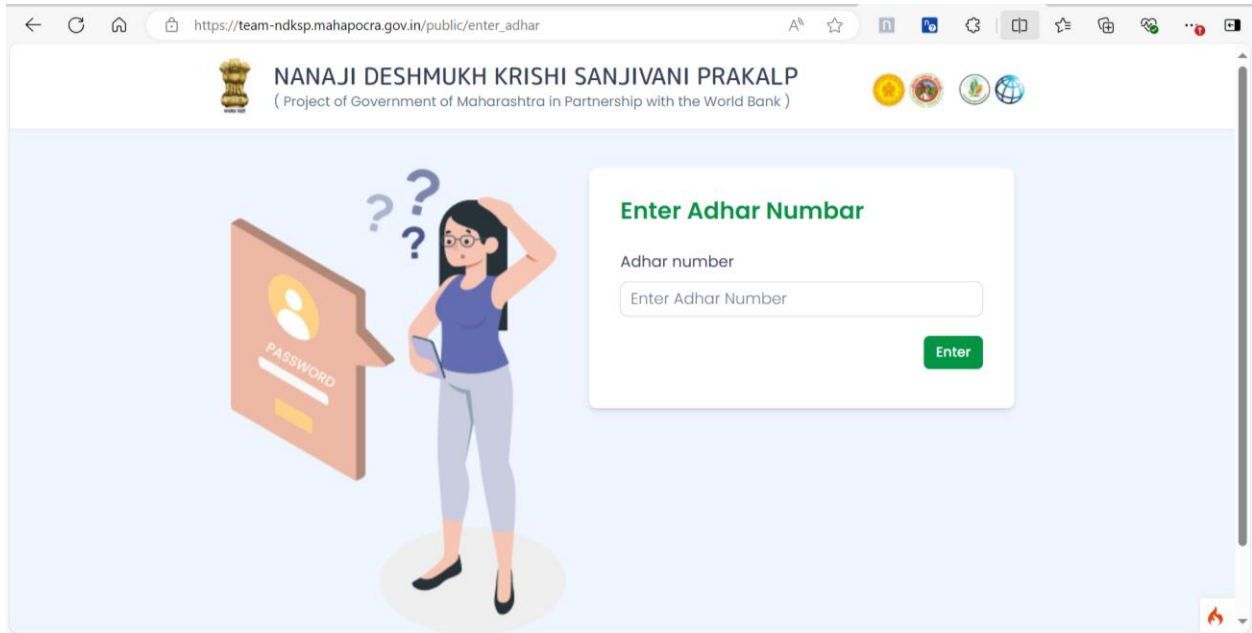


This screenshot shows the same 'Teams Login' page after the user has entered their OTP. The 'Enter OTP' field is now active, and the 'Sign In' button is highlighted in green. The captcha code has changed to 520.

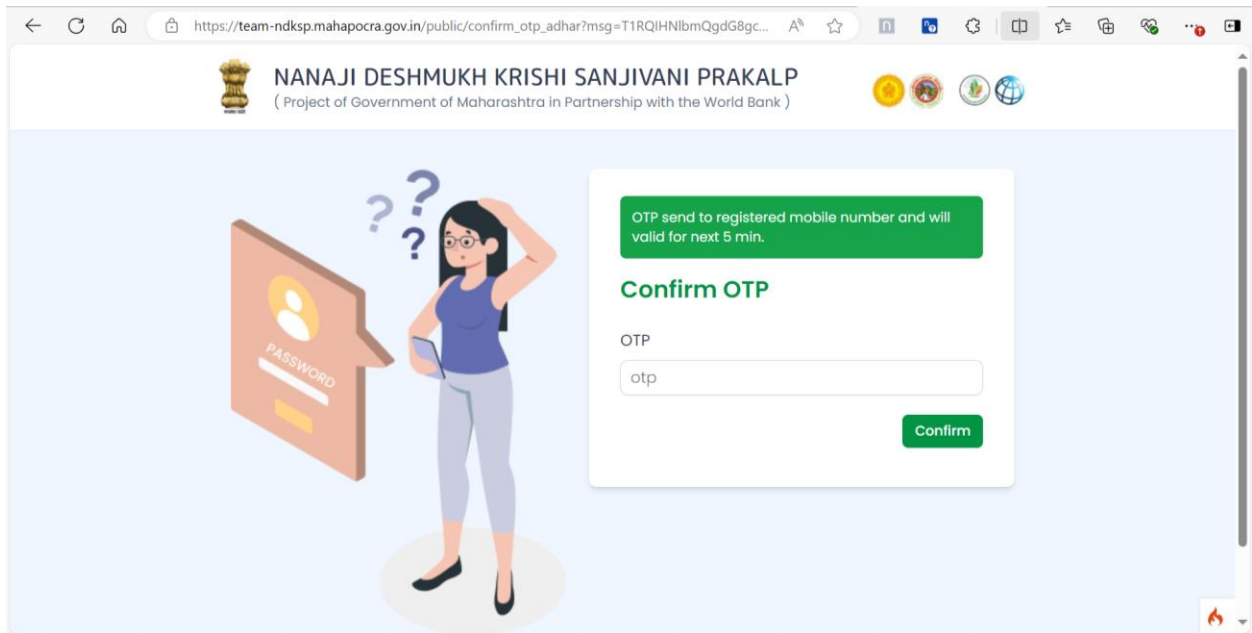
- Username:** 511_Nanded_SAO
- Password:** (masked with dots)
- Enter captcha:** 520
- Enter OTP:** (empty field)
- Buttons:** 'Sign In', 'Forget Password', and 'Forget Username'.



When user login for the first time, then user will be navigated to below screen for User Verification. Enter 'Aadhaar Number' and click on 'Enter' button.

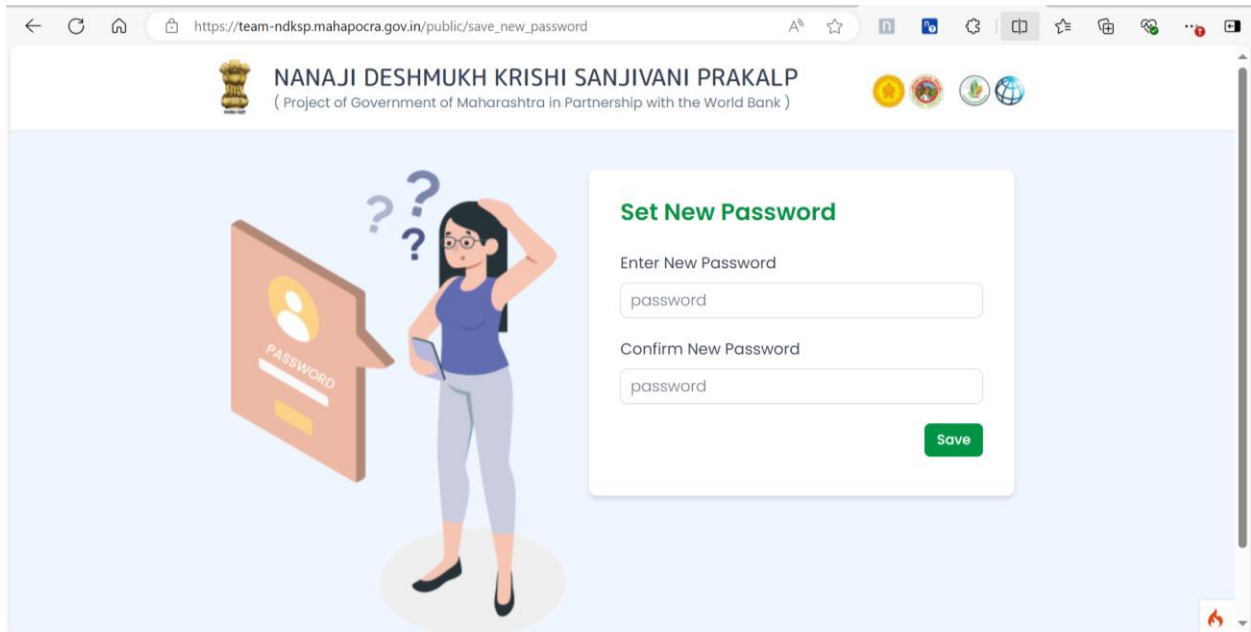


Enter 'OTP' received on the Aadhaar-linked Mobile Number and click on 'Confirm' button.

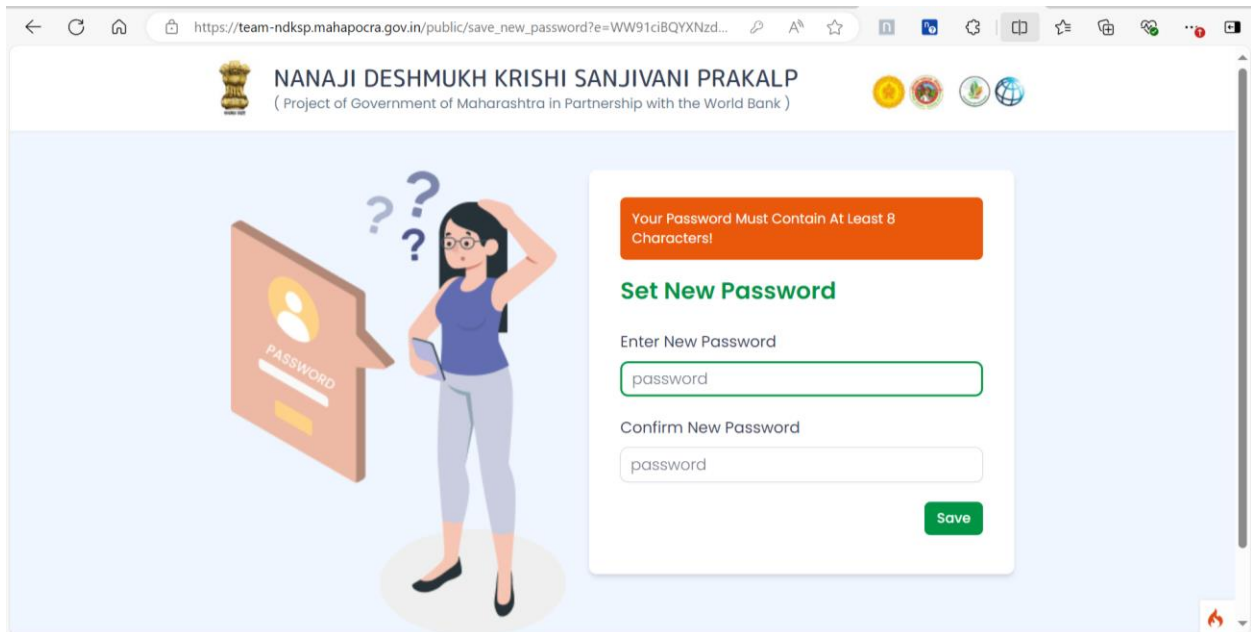


After User Verification, user will be navigated to below screen to set new password. enter details in 'Enter New Password' and 'Confirm New Password' for setting new password. Then, click on 'Save' button. Password entered in two above fields should match.

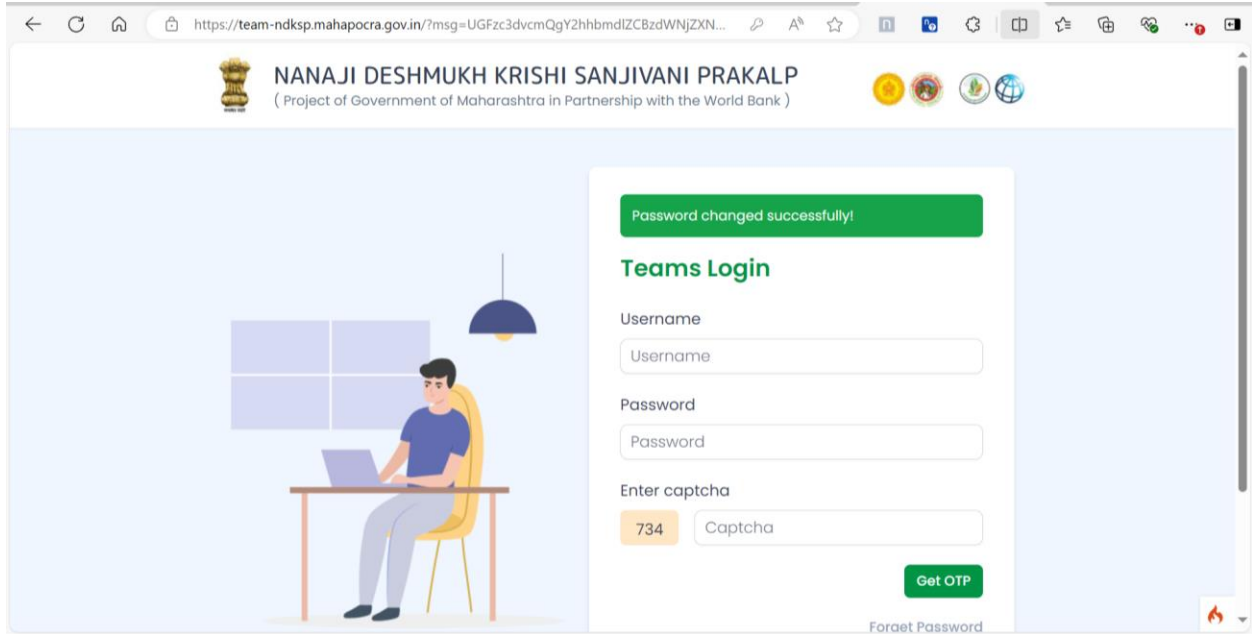
(NOTE: Password should be at least eight characters with at least one capital letter, one special character, one number)



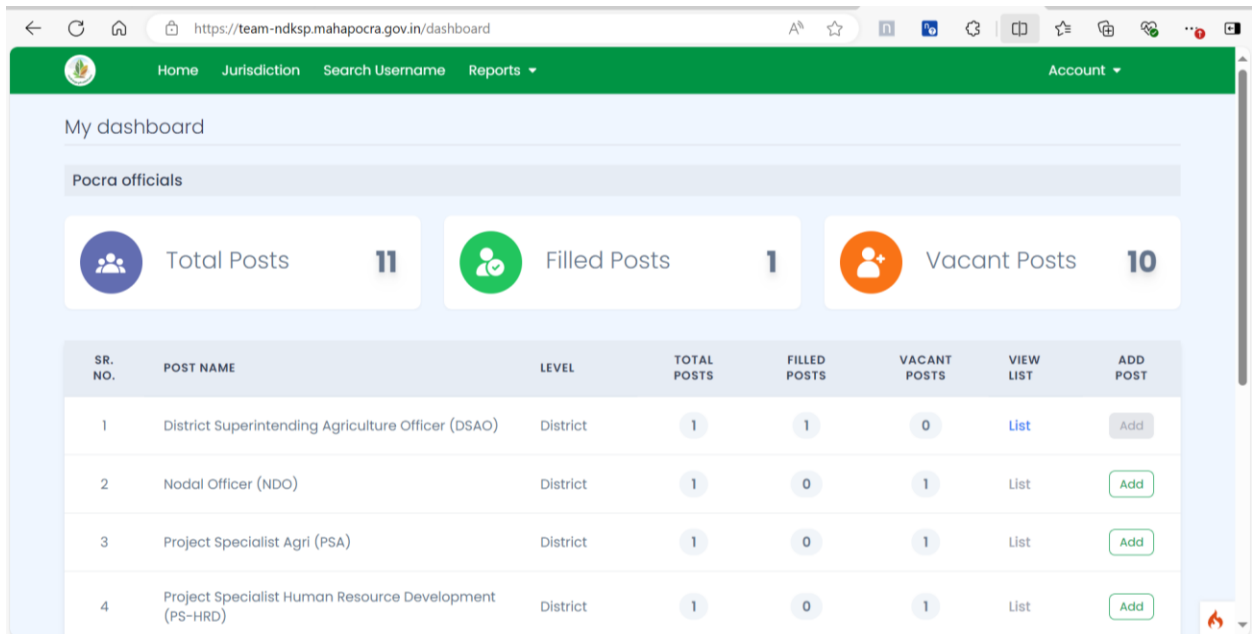
Below screen will be displayed when user entered password that contain less than eight characters.



Below screen will be displayed when user changed password in the previous screen.



After logging in with new password in the above screen, following dashboard will be displayed.

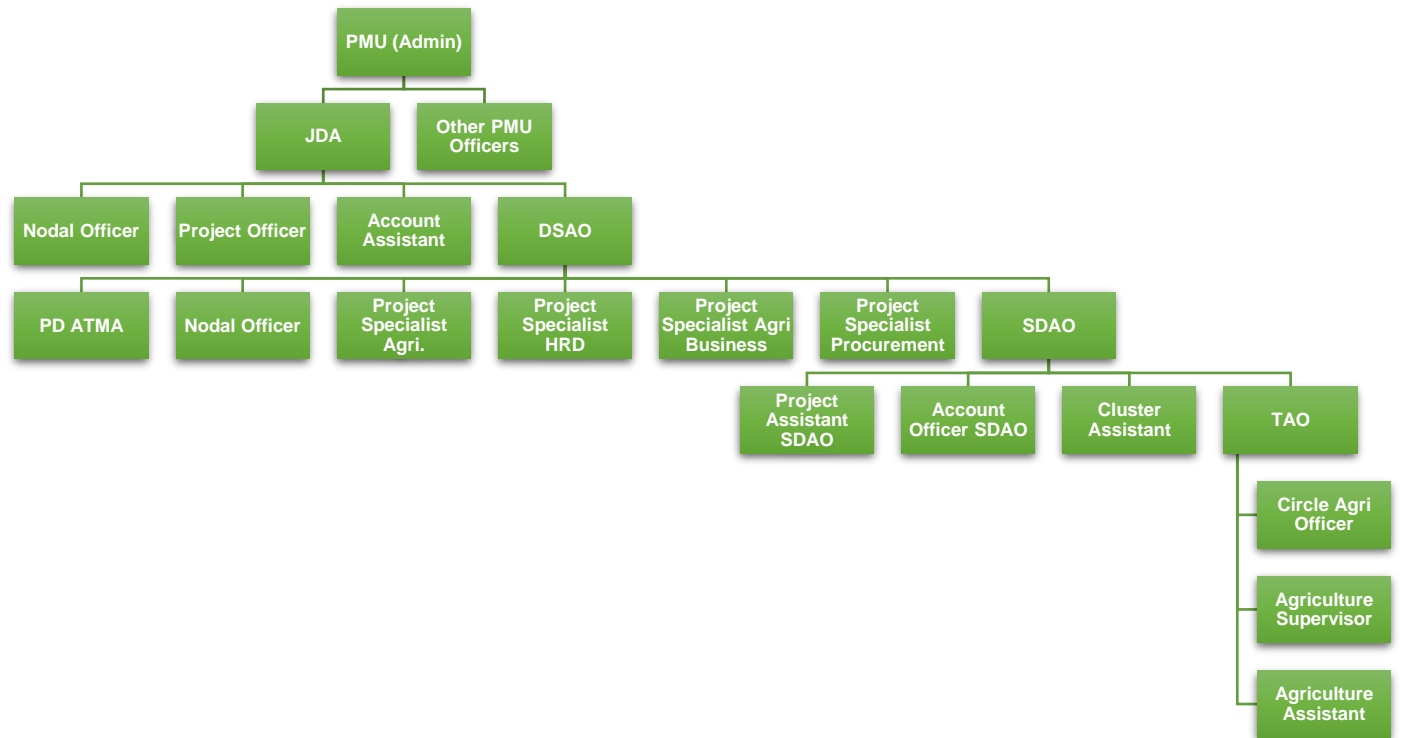


Hierarchy for User Creation

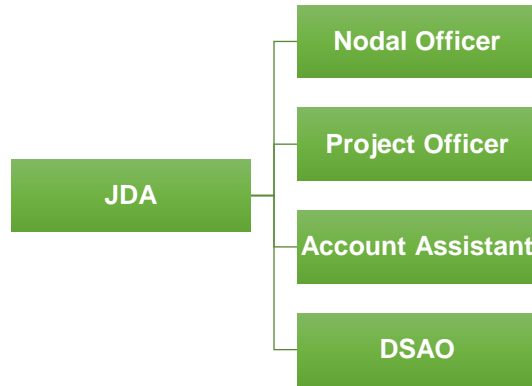
Following user roles are responsible for creating users at each level (State, Division, District, Sub-division, and Taluka).

Sr. No	Level	User Role
1	State Level	Project Management Unit (PMU)
2	Division Level	Joint Direct Agriculture (JDA)
3	District Level	District Superintendent Agriculture Officer (DSAO)
4	Sub-division Level	Sub Divisional Agriculture Officer (SDAO)
5	Taluka Level	Taluka Agriculture Officer (TAO)

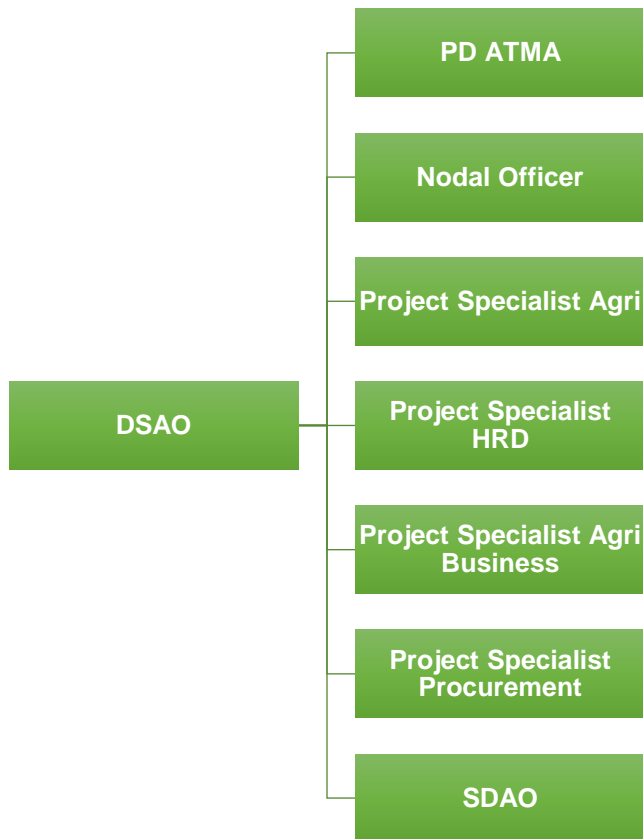
Below organogram highlights the user hierarchy for creating new users on Teams and managing them.



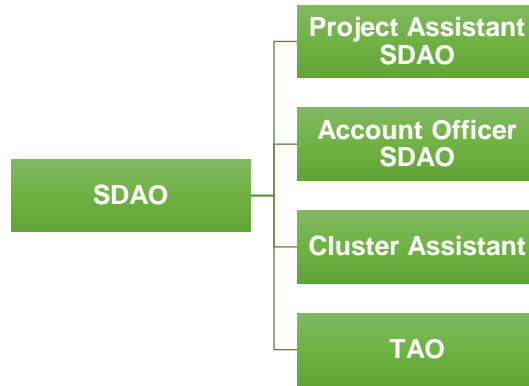
Below structure describes the list of roles for which **Joint Direct Agriculture (JDA)** can create new users within his/her jurisdiction.



Below structure describes the list of roles for which **District Superintendent Agriculture Officer (DSAO)** can create new users within his/her jurisdiction.



Below structure describes the list of roles for which **Sub Divisional Agriculture Officer (SDAO)** can create new users within his/her jurisdiction.



Below structure describes the list of roles for which **Taluka Agriculture Officer (TAO)** can create new users within his/her jurisdiction.

