



# **SOP & User manual for Re- verification of GP and Ward user profiles post 90 days**

Developed by

**Madhya Pradesh State Electronics Development Corporation**

## Objective:

To enhance security and ensure the validity of user profiles, a new system for user profile re-verification will be implemented for GP and ward users. This process will disable user profiles after being active 90 days, requiring re-verification by the respective Local Body (LB). This enhancement will ensure that the concerned user-profile is not misused in the absence of the user.

## Prerequisites:

- Aadhaar e-KYC Verified Samagra ID.
- User-profile registered on SPR portal.
- Active Mobile number registered with the SPR user-profile.
- Biometric device for biometric authentication.

## Process Steps:

### 1. Deactivation of SPR Employee Profile:

- 1.1. A registered SPR user, will be marked as “activate” when it is mapped to a Ward/GP.
- 1.2. An “active” user will be deactivated, once this user profile has been active for more than 90 days.
- 1.3. On deactivation, a message will be displayed to the SPR user (on SPR Portal Login), requesting him/her to approach their local body for reactivating their user profile.
- 1.4. Simultaneously a request will be displayed on the respective local body’s profile for user re-activation.

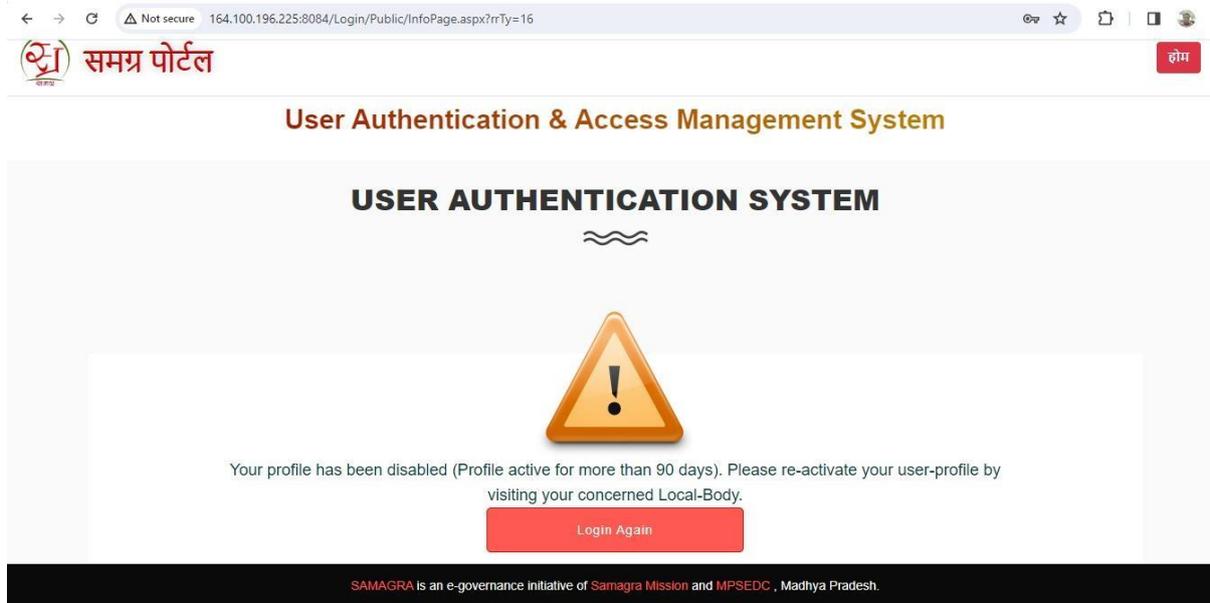
### 2. Reactivation of User profile:

- 2.1. The SPR user will approach his/her respective local body for re-verification.
- 2.2. The local body’s officer will approve the respective request and activate the SPR user’s profile by performing Aadhaar e-auth.
- 2.3. Once activated, the user profile will be active for the next 90 days.

## User Manual - English

### 1. Deactivation of SPR Employee Profile:

When an employee's user profile has been deactivated, he/she will get the following message on the SPR portal



The screenshot shows a web browser window with the URL [164.100.196.225:8084/Login/Public/InfoPage.aspx?rrTy=16](http://164.100.196.225:8084/Login/Public/InfoPage.aspx?rrTy=16). The page title is "समग्र पोर्टल" (Samagra Portal) and the main heading is "User Authentication & Access Management System". The central message reads: "USER AUTHENTICATION SYSTEM" followed by a warning icon and the text: "Your profile has been disabled (Profile active for more than 90 days). Please re-activate your user-profile by visiting your concerned Local-Body." Below this message is a red button labeled "Login Again". At the bottom of the page, a footer states: "SAMAGRA is an e-governance initiative of Samagra Mission and MPSEDC, Madhya Pradesh."

## 2. Reverification by Local Body:

2.1. Login into SPR portal using the following link:

Link: <https://spr.samagra.gov.in/Login/Public/sLogin.aspx>

2.1.1 Enter Username and Password

2.1.2. Enter Captcha

2.1.3. Click “Login” button

2.2. Go to Employee profile re-activation page

2.2.1. On Menu bar click on “Employee Management”

2.2.2. Under sub-menu click on “Employee profile re-activation”

## 2.3. View list of pending requests

### 2.3.1. Click on “Re-activate” button to re-activate the employee’s profile

The screenshot shows the 'कर्मचारी प्रबंधन (Employees Administration)' interface. A table lists employee details. A green callout box points to the 'Re-Activate' button in the 'Action' column of the first row.

S.No	User Name	Name	Div...	Re-Activate	
1	KD15827	Kamlesh Dhakad	Shri Khyalram Dhakad	05/08/1985	Re-Activate

## 2.4. Confirm Employee Details

### 2.4.1. If the details of the employee are correct , click on “Re-activate” to verify employee using Aadhaar e-auth

The screenshot shows the 'Re-Verification Request' form and the 'Ward/Gp Mapping List'. A green callout box points to the 'Re-Activate' button at the bottom of the mapping list.

**Re-Verification Request**

Samagra Id:	1001
User Name:	KD15827
Creation Date:	29/04/2014

**Ward/Gp Mapping List**

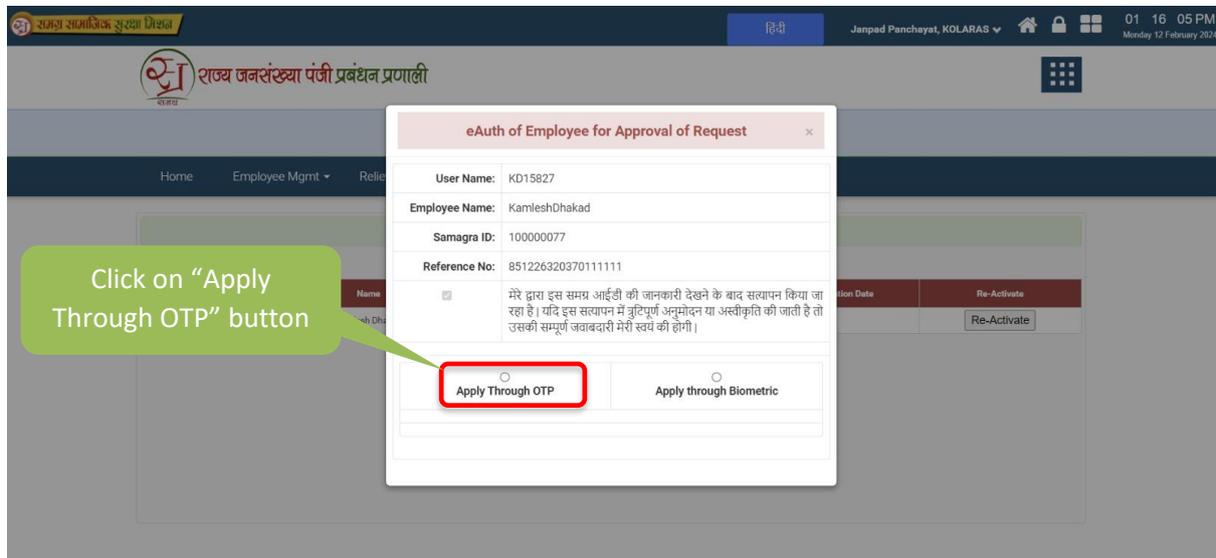
Ward/Gp Name	District Name	Mapping Date	Last verification Date
SHIVPURI		11/4/2019 11:56:56 AM	2/7/2024 12:50:31 PM

## 2.5. Verify user using Aadhaar e-Auth

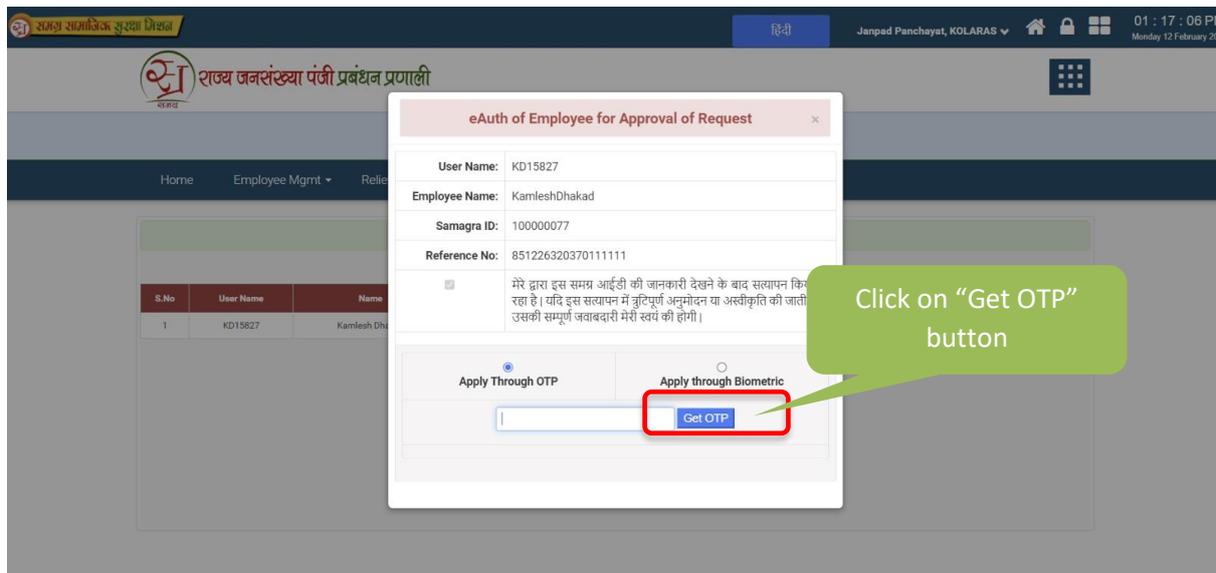
### 2.5.1. Select Mode of e-Auth

#### 2.5.1.1. Verify through OTP

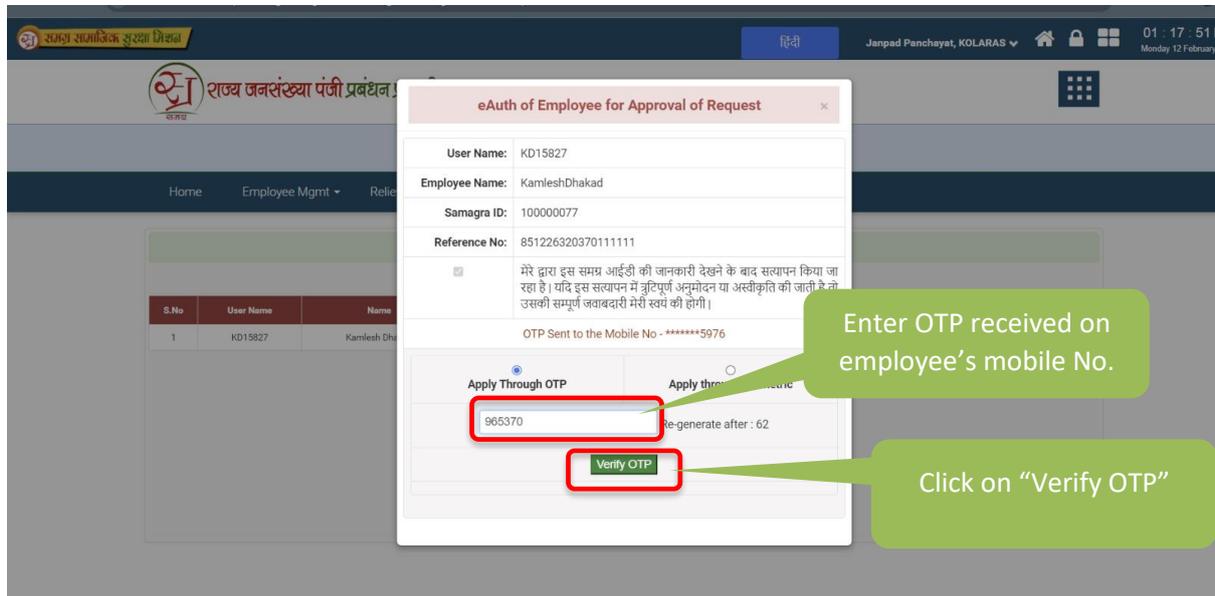
2.5.1.1.1. To verify employee via OTP Click on “Apply Through OTP” button



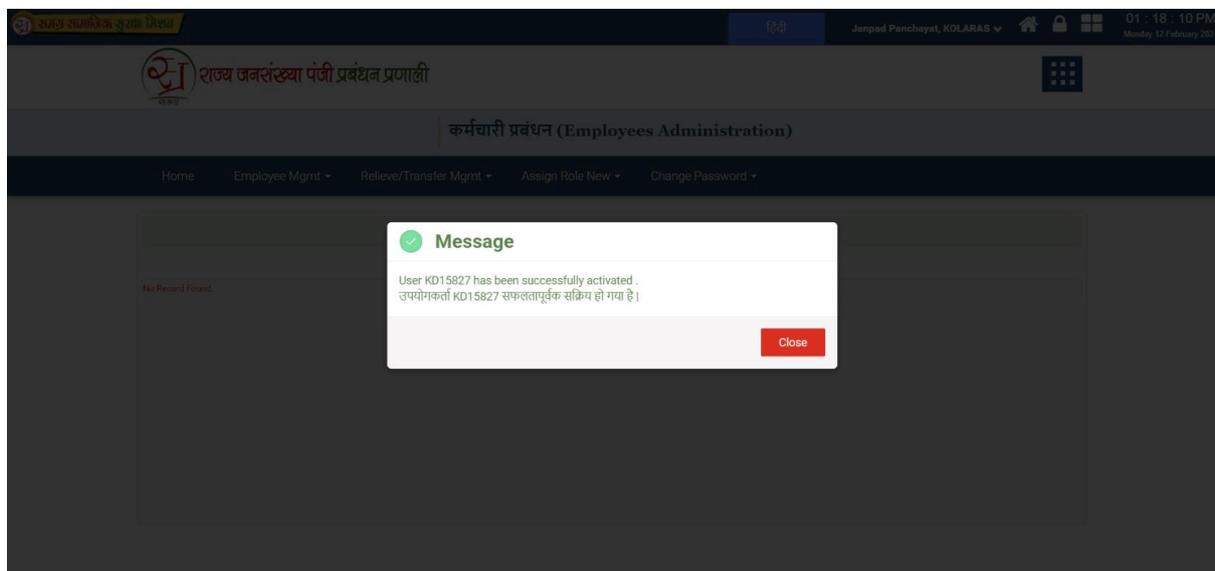
2.5.1.1.2. Click on “Get OTP” button to receive OTP on Employee’s Aadhaar linked mobile number



- 2.5.1.1.3. Enter OTP received on employee’s mobile No. (from Aadhaar) in the text box
- 2.5.1.1.4. Click on “Verify OTP” to enter verify employee’s Aadhaar number



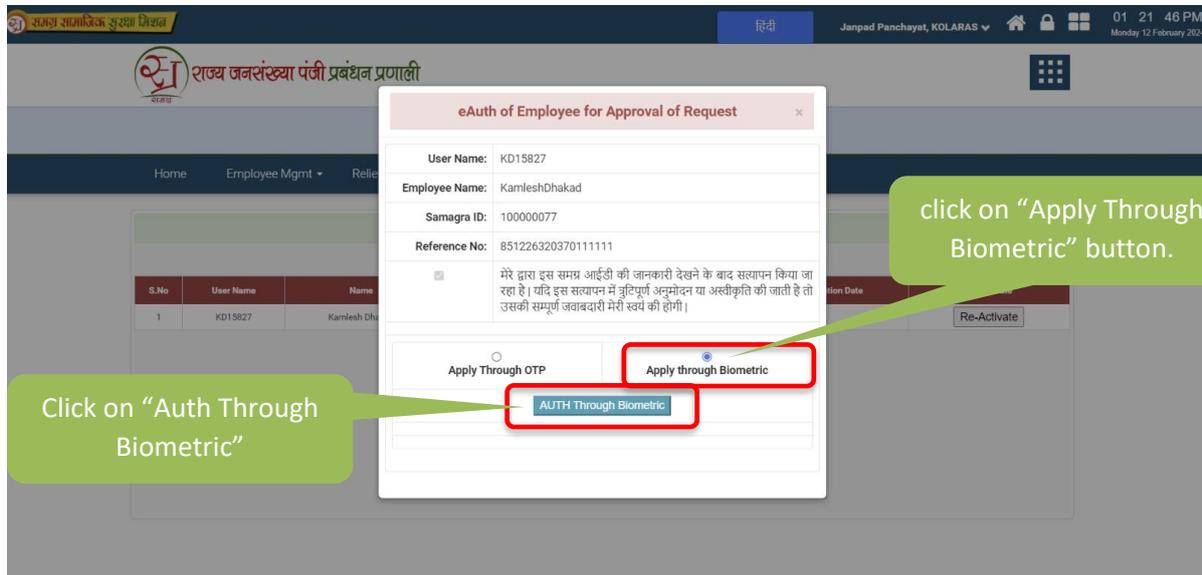
- 2.5.1.1.5. Success Message will be displayed on successful activation of Employee profile.



### 2.5.1.2. Verify Through Biometric

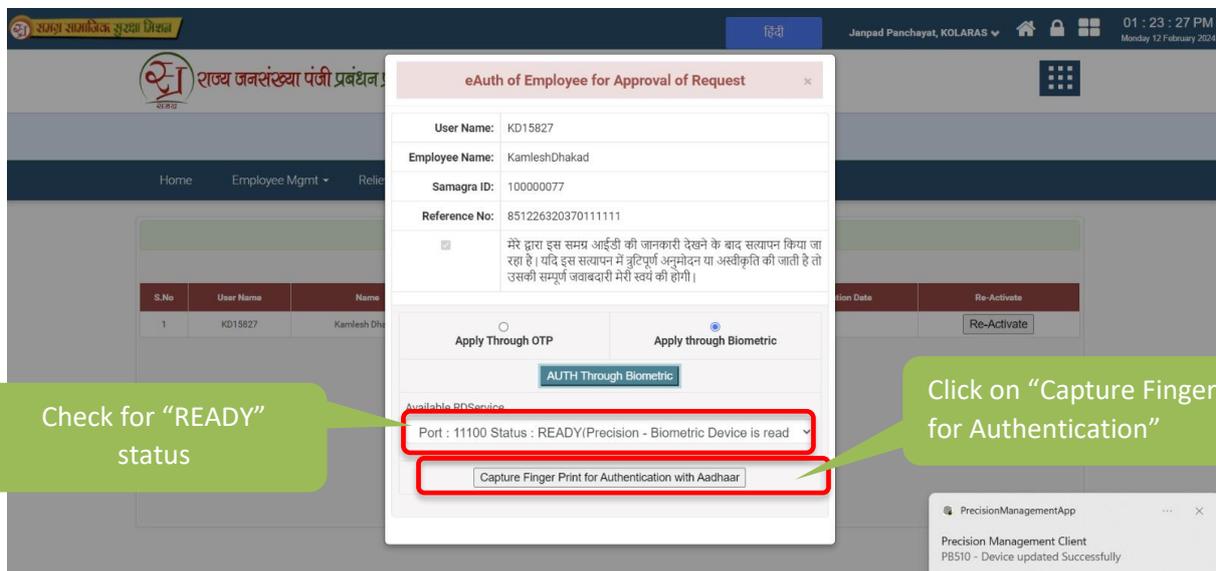
2.5.1.2.1. To verify employee via Biometric click on “Apply Through Biometric” button

2.5.1.2.2. Click on “AUTH Through Biometric”

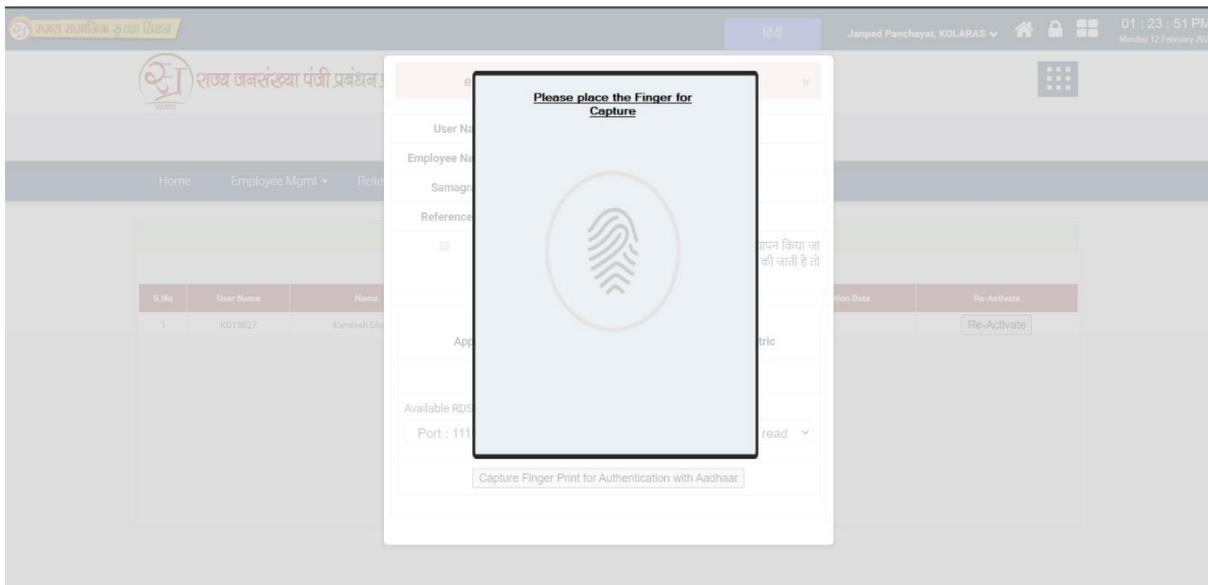


2.5.1.2.3. Check for ready status of your biometric device

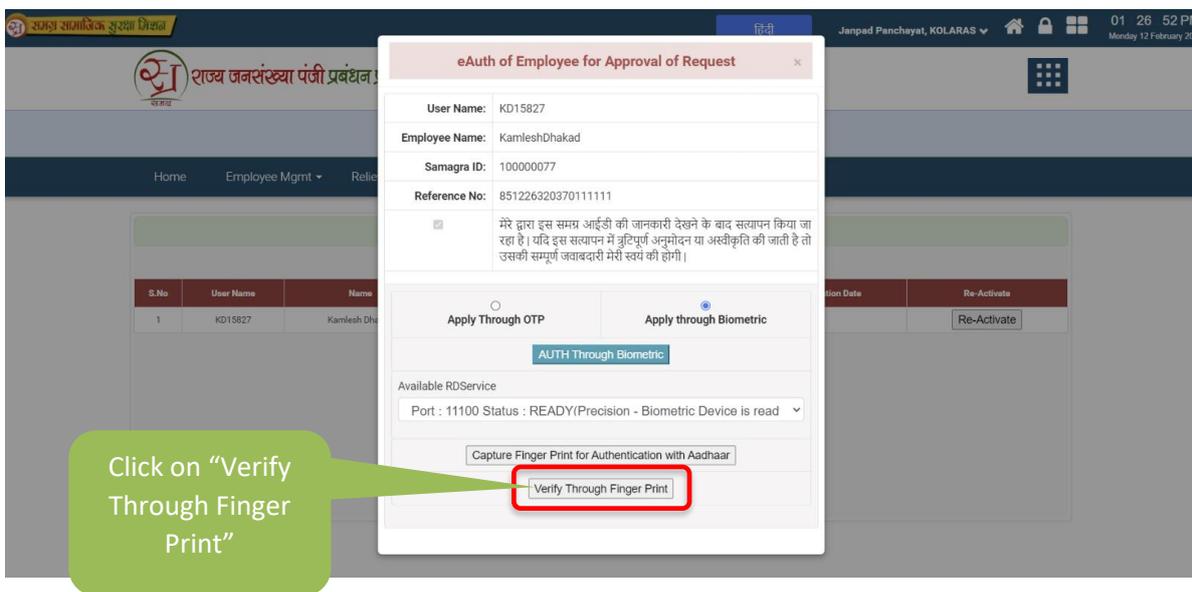
2.5.1.2.4. Click on “Capture Finger Print for Authentication”



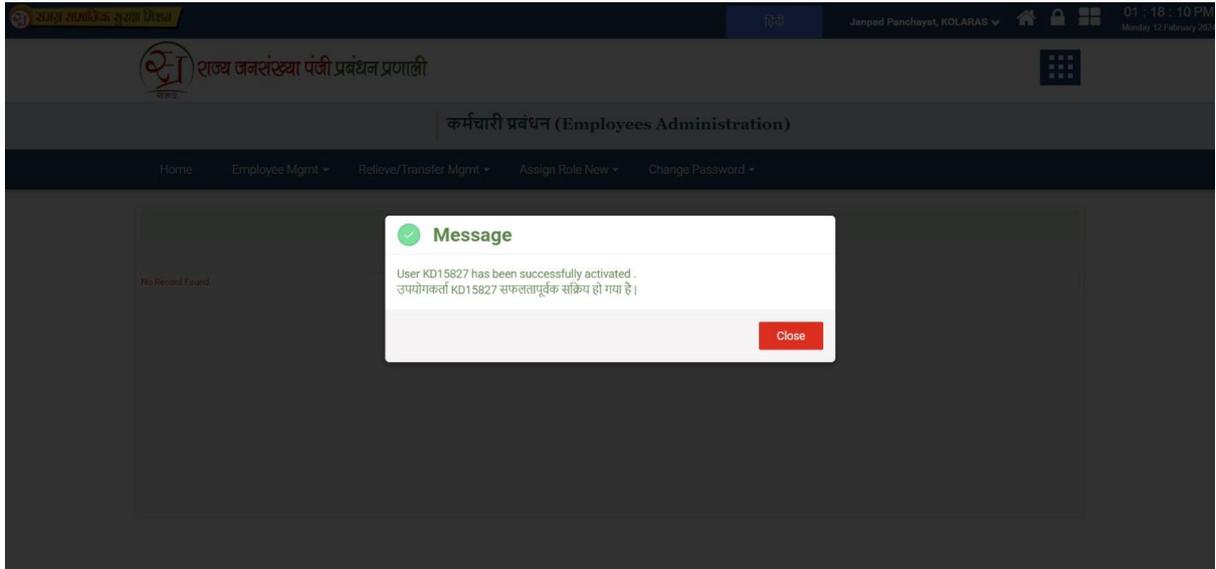
### 2.5.1.2.5. Capture Finger print on device



### 2.5.1.2.6. Click on “Verify Through Finger Print” to verify employee via Biometric



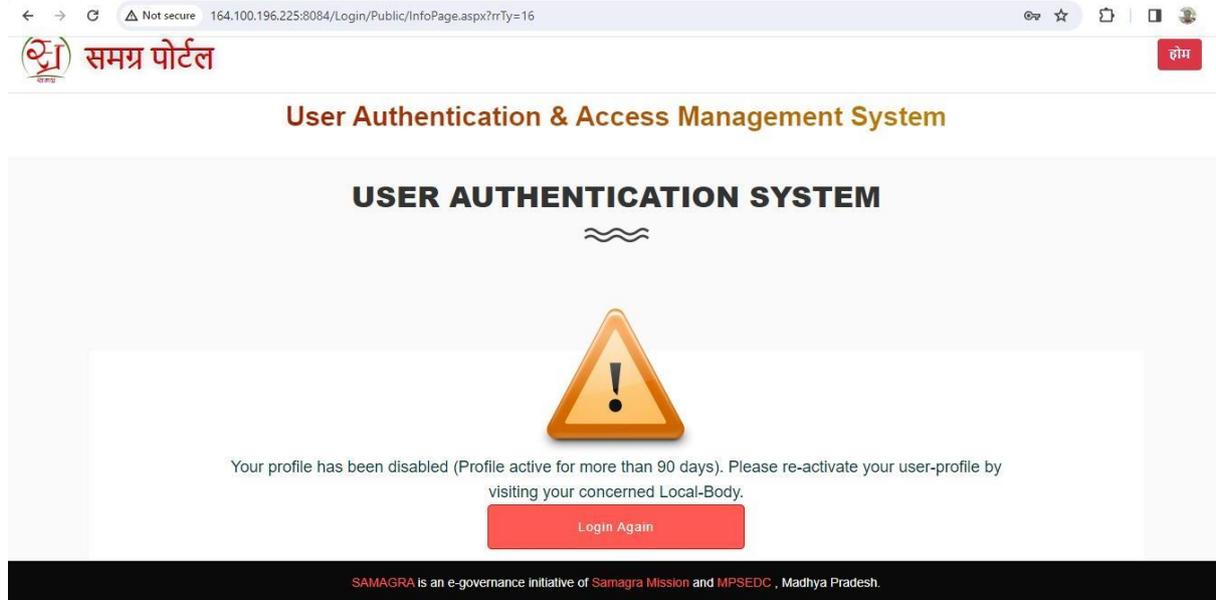
2.5.1.2.7. Success Message will be displayed on successful activation of Employee profile



## User Manual - Hindi

### 1. SPR कर्मचारी प्रोफाइल को निष्क्रिय करना:

जब किसी कर्मचारी की उपयोगकर्ता प्रोफाइल निष्क्रिय कर दी गई है, तो उसे एसपीआर पोर्टल पर निम्नलिखित संदेश मिलेगा



The screenshot shows a web browser window with the URL [164.100.196.225:8084/Login/Public/InfoPage.aspx?rrTy=16](http://164.100.196.225:8084/Login/Public/InfoPage.aspx?rrTy=16). The page title is "समग्र पोर्टल" (Samagra Portal) and the main heading is "User Authentication & Access Management System". The central message reads: "USER AUTHENTICATION SYSTEM" followed by a warning icon (a yellow triangle with a black exclamation mark) and the text: "Your profile has been disabled (Profile active for more than 90 days). Please re-activate your user-profile by visiting your concerned Local-Body." Below this message is a red button labeled "Login Again". At the bottom of the page, a footer states: "SAMAGRA is an e-governance Initiative of Samagra Mission and MPSEDC, Madhya Pradesh."

## 2. Reverification by Local Body:

2.1. निम्नलिखित लिंक का उपयोग करके एसपीआर पोर्टल में लॉग इन करें:

लिंक: <https://spr.samagra.gov.in/Login/Public/sLogin.aspx>

2.1.1 यूजरनेम और पासवर्ड दर्ज करें

2.1.2. केप्चा भरे

2.1.3. "लॉगिन" बटन पर क्लिक करें

2.2. कर्मचारी प्रोफाइल पुनः सक्रियण पृष्ठ पर जाएँ

2.2.1. मेनू बार पर "कर्मचारी प्रबंधन" पर क्लिक करें

2.2.2. उप-मेनू के अंतर्गत उप-मेनू के अंतर्गत "कर्मचारी प्रोफाइल पुनः सक्रिय करें" पर क्लिक करें

## 2.3. लंबित अनुरोधों की सूची देखें

- 2.3.1. कर्मचारी की प्रोफाइल को पुनः सक्रिय करने के लिए " Re-activate" बटन पर क्लिक करें

The screenshot shows the 'कर्मचारी प्रबंधन (Employees Administration)' interface. A table lists employees with columns for S.No, User Name, Name, and Registration Date. A 'Re-Activate' button is visible for the first employee, Kamlesh Dhakad. A green callout box points to this button with the text: "Re-activate" बटन पर क्लिक करें

S.No	User Name	Name	Registration Date	Re-Activate
1	KD15827	Kamlesh Dhakad	05/08/1985	Re-Activate

## 2.4. कर्मचारी विवरण की पुष्टि करें

- 2.4.1. यदि कर्मचारी का विवरण सही है, तो आधार e Auth का उपयोग करके कर्मचारी को सत्यापित करने के लिए "re -activate " पर क्लिक करें।

The screenshot shows the 'Re-Verification Request' form and the 'Ward/Gp Mapping List'. A green callout box points to the 'Re-Activate' button in the mapping list with the text: "re -activate " पर क्लिक करें।

**Re-Verification Request**

Samagra Id:	1000
User Name:	KD15827
Creation Date:	29/04/2014

**Ward/Gp Mapping List**

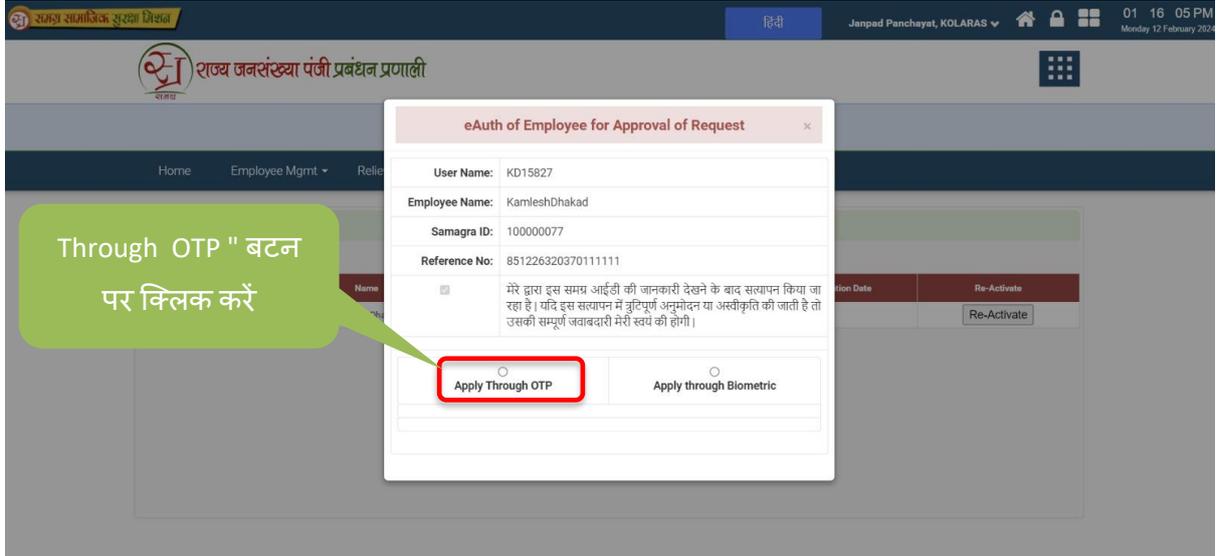
GP Name	District Name	Mapping Date	Last verification Date
SHIVPURI	SHIVPURI	11/4/2019 11:56:56 AM	2/7/2024 12:50:31 PM

## 2.5. आधार eAuth का उपयोग करके उपयोगकर्ता को सत्यापित करें

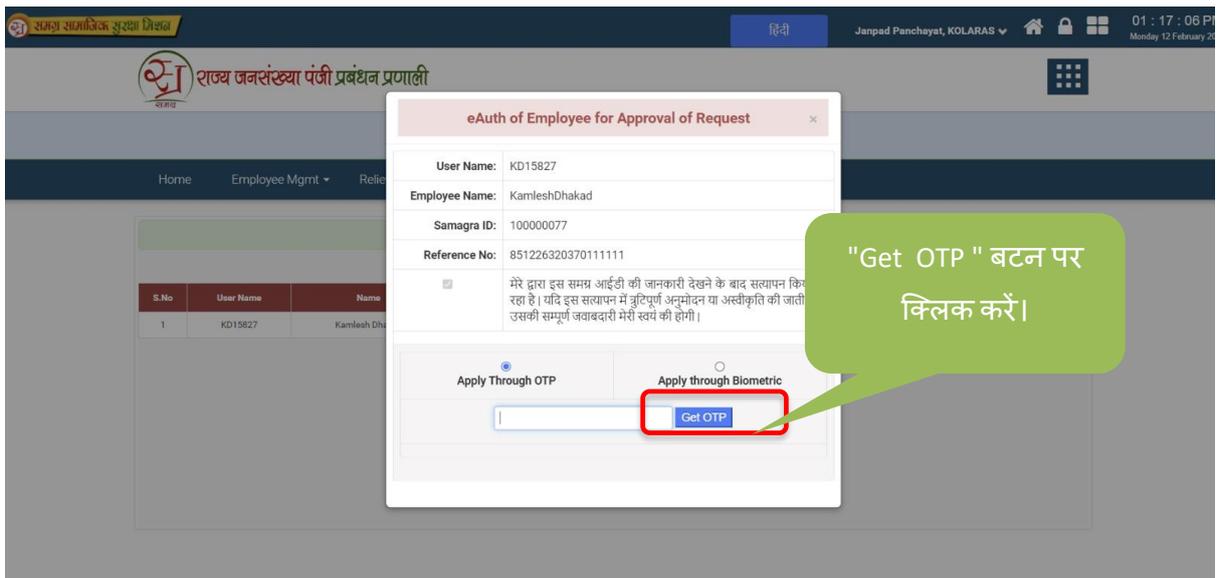
### 2.5.1. eAUTH का मोड चुनें

#### 2.5.1.1. OTP के जरिए वेरिफाई करें

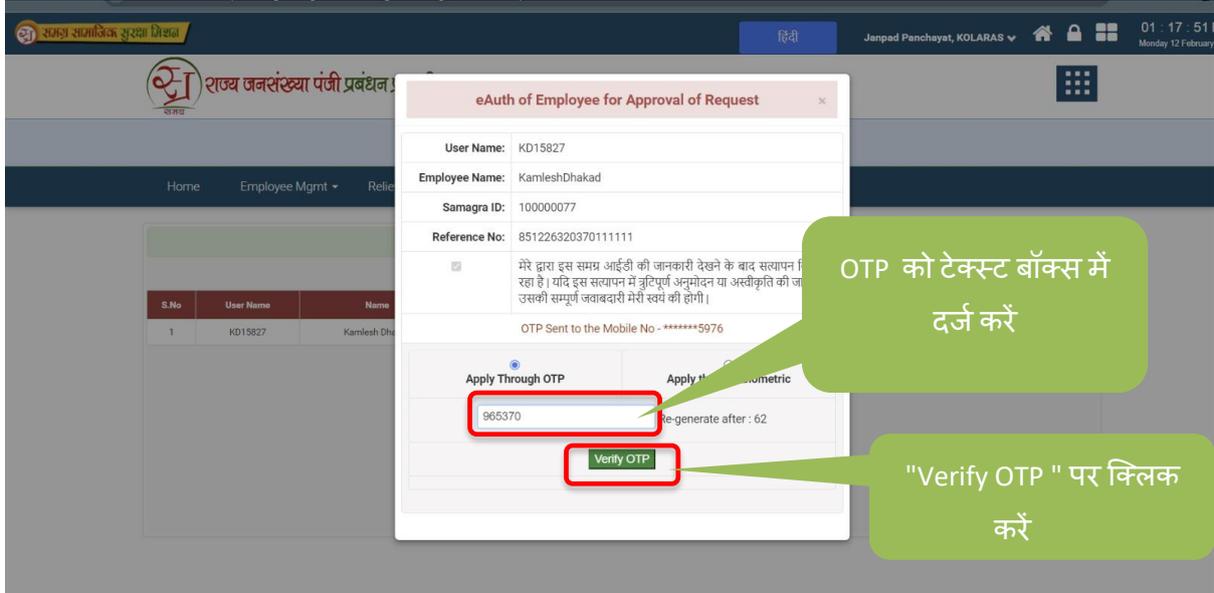
##### 2.5.1.1.1. ओटीपी के माध्यम से कर्मचारी को सत्यापित करने के लिए "Apply Through OTP " बटन पर क्लिक करें



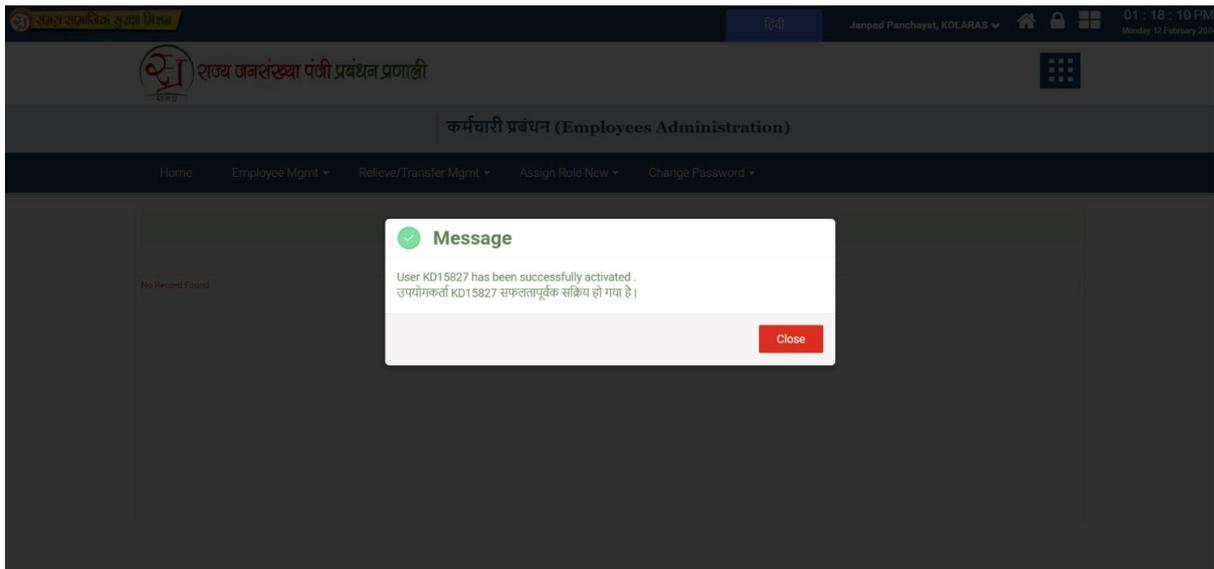
##### 2.5.1.1.2. कर्मचारी के आधार से जुड़े मोबाइल नंबर पर ओटीपी प्राप्त करने के लिए "Get OTP " बटन पर क्लिक करें।



- 2.5.1.1.3. कर्मचारी के मोबाइल नंबर (आधार से लिंकड) पर प्राप्त OTP को टेक्स्ट बॉक्स में दर्ज करें
- 2.5.1.1.4. सत्यापित कर्मचारी का आधार नंबर दर्ज करने के लिए "Verify OTP" पर क्लिक करें



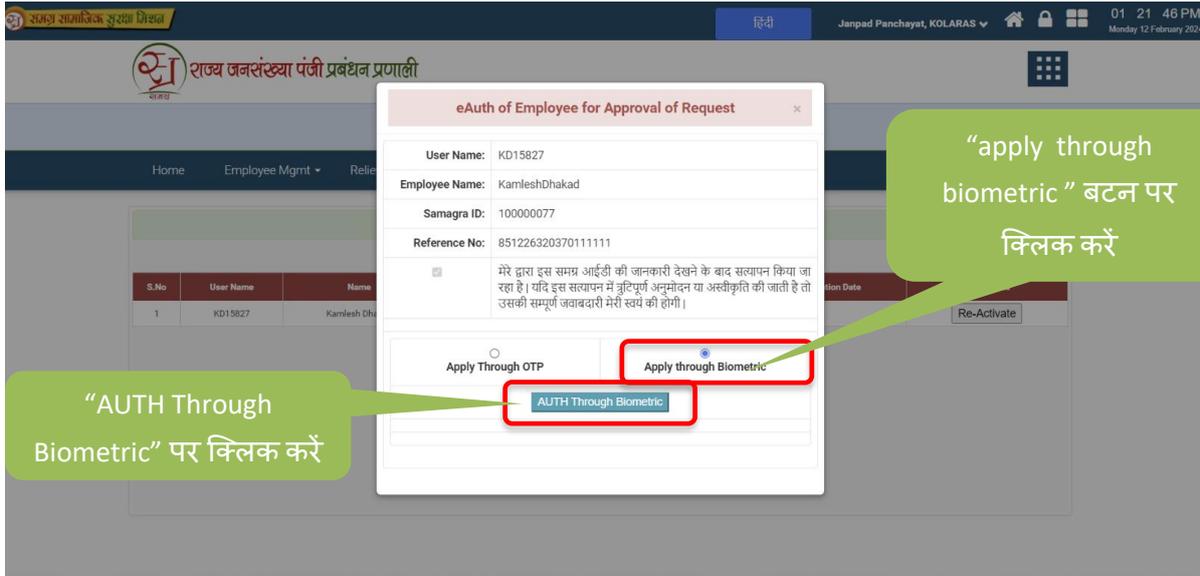
- 2.5.1.1.5. कर्मचारी प्रोफाइल के सफल सक्रियण पर सफलता संदेश प्रदर्शित किया जाएगा.



2.5.1.2. बायोमेट्रिक के माध्यम से सत्यापन करें

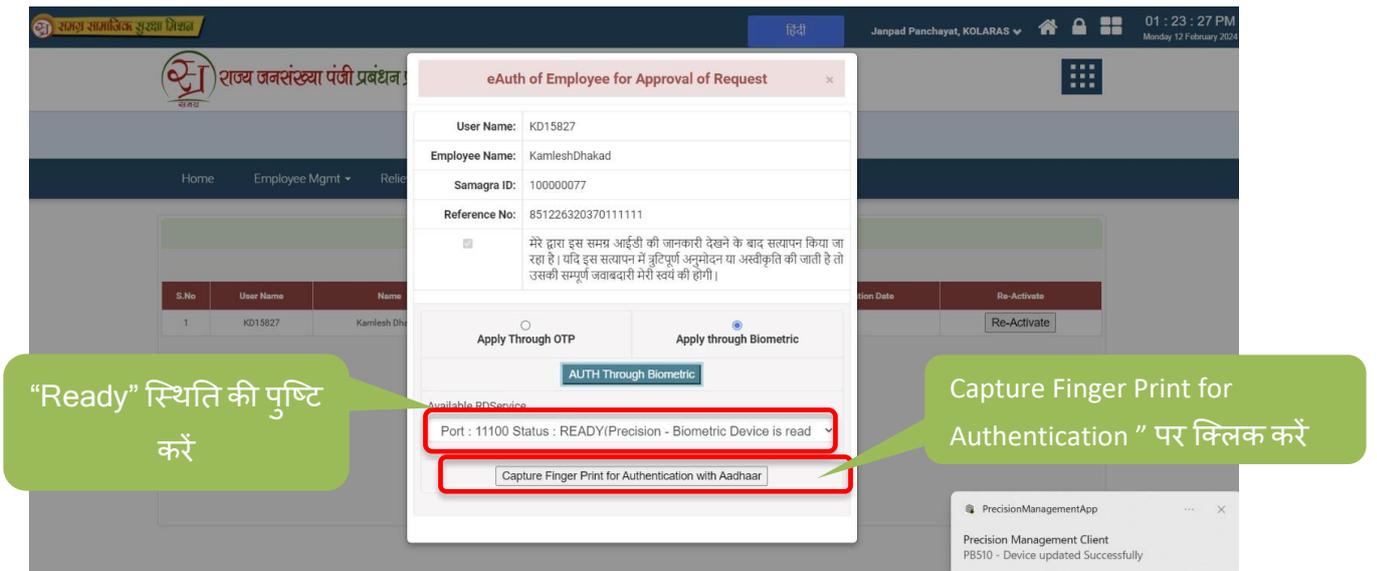
2.5.1.2.1. बायोमेट्रिक के माध्यम से कर्मचारी को सत्यापित करने के लिए “apply through biometric ” बटन पर क्लिक करें

2.5.1.2.2. “AUTH Through Biometric” पर क्लिक करें

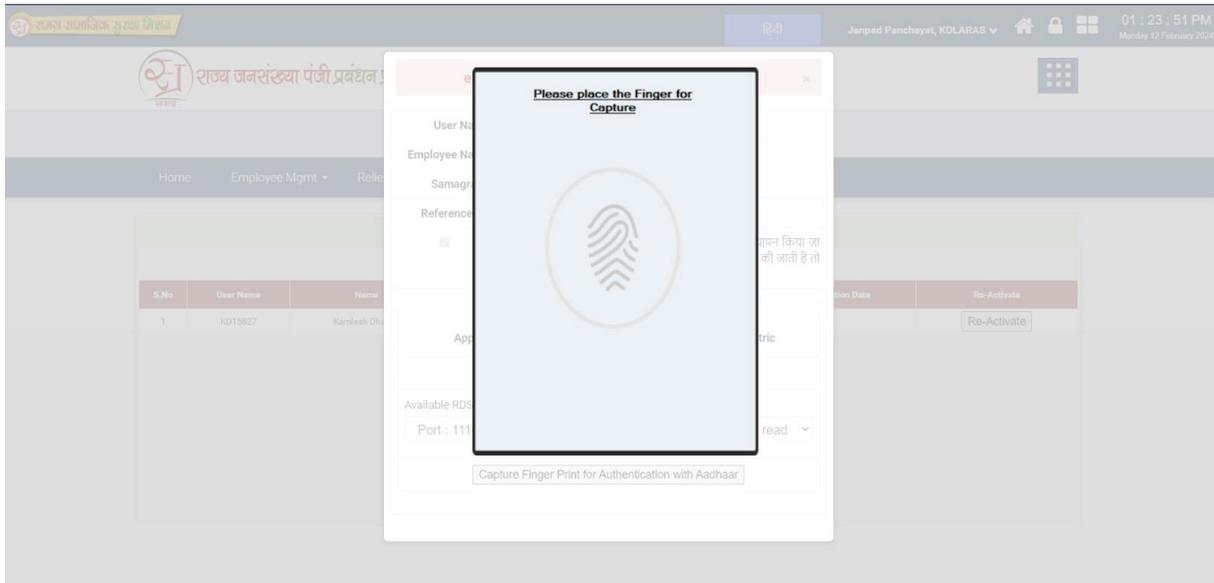


2.5.1.2.3. अपने बायोमेट्रिक डिवाइस की “Ready” स्थिति की पुष्टि करें

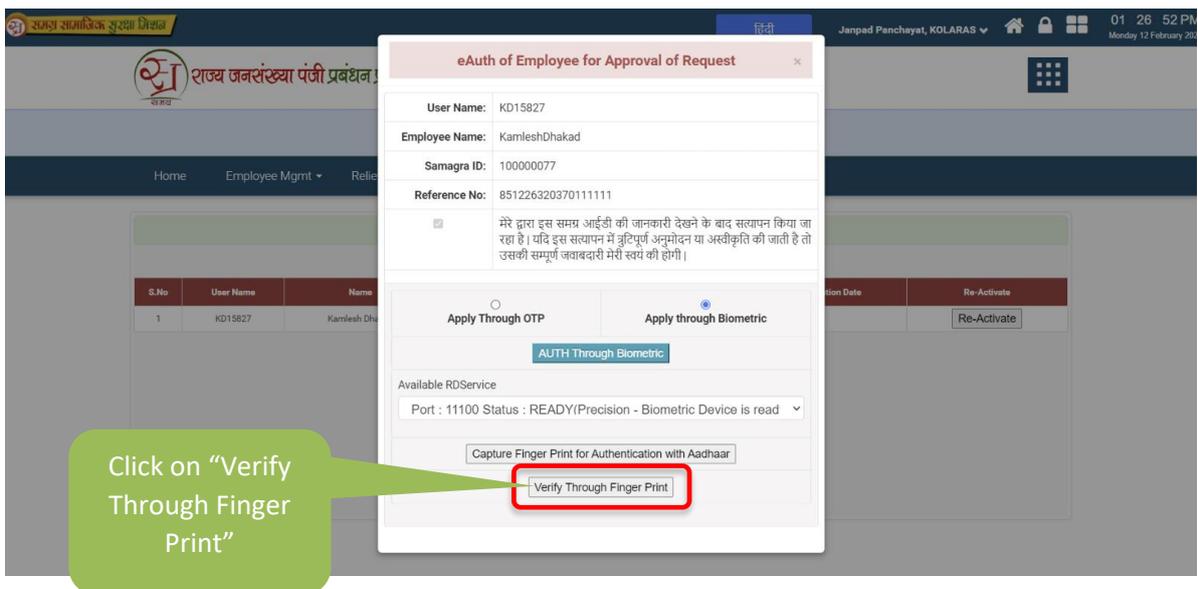
2.5.1.2.4. “Capture Finger Print for Authentication ” पर क्लिक करें



### 2.5.1.2.5. डिवाइस पर फिंगर प्रिंट कैचर करें



### 2.5.1.2.6. बायोमेट्रिक के माध्यम से कर्मचारी को सत्यापित करने के लिए “Verify Through Finger Print” पर क्लिक करें



2.5.1.2.7. कर्मचारी प्रोफाइल के सफल सक्रिय पर सफलता संदेश प्रदर्शित किया जाएगा।

