# Introduction

Following document provides a detailed description of the functionalities in the MOD portal. The screenshots and explanation shall help and assist various users who are using MOD Protal.

Following are the users identified for this systems-

- 1. AO Uploader (Accounts Office Uploader)
- 2. AO (Accounts Officer)
- 3. CMP (SBI Cash Management Product Centre User)
- 4. CDA ()
- 5. CGDA ()
- 6. Viewer User
- 7. GOVTADMIN and SUPERAMIN

Link to connect to the portal is - <u>https://www.sbicmp.co.in/MOD</u>

Layout of Home Page of MOD Portal for e-Payment use hosted by SBI-CMP



Layout of the Login Page where User-ID and password need to be input is as under



## Normal Usage as per the Roles -

## AO (Accounts Officer)

1. The Accounts Officer/s (AO) will login to the system with the Login Credentials provided to them

2. After successful login AO user shall see the Landing page - Pending by AO

## 3. AO User - Upload Certificate:

This link is explained in digital signature section.

For any help please refer Digital Signature -> AO user point -3

## 4. AO User - Pending By AO:

AO User clicks on the "Pending by AO" to view all the 'pending' & 'pending second authorization' files whose CDA code & Sub-Office code are same as in user to authorize.

• AO User can view all the pending files matches cda and sub office code of user to authorize.

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- AO user can click on file name to view file records.
- Check the 'I agree' checkbox user can see two options 'Authorize' & 'Reject'.
  - If the status of file is 'pending' and user clicks on 'Authorize' button first authorization is done then status of the file is 'Pending second Authorization' and user can view the file in 'Pending by AO' link to other AO user whose CDA code & Sub-Office code are same.
  - If the status of file is 'pending second authorization' and user clicks on 'Authorize' button second authorization is done then status of the file is authorized & user can see the file in 'View Authorized File'.
  - AO user can reject the file by clicking 'Reject' button with rejection reason. User can view rejected files in 'View Rejected Bill Files' link.

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## 5. AO User - View Authorized Files:

AO User clicks on the "View Authorized Files" to view all the authorized files whose CDA code & Sub-Office code are same as in user.

- AO user can select the date 'Upload Date' and then clicks on 'Search Data' button to see the authorized files uploaded on selected date.
- By default, AO user can see all the authorized files.

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## 6. AO User - Scroll data Availability:

AO User clicks on the "Scroll Data Availability" to view the scroll data of status 01 & 09 whose CDA code & Sub-Office code are same as in the AO user.

- AO user can select the 'Settlement Date' range from 'Start Date' and 'End Date' or enter the file name (to search the scroll data based on the FILENAME) and then clicks on 'Search Data' button to see the scroll data of settlement date.
- For eg. If the user selects the date range as 20/09/2013 to 30/09/2013 and clicks on search scroll availability each day shows separately for the total amount and total no of records and a provision to download the scroll.
- AO user can send the request to download scroll data of status 01 & 09 date wise.
- AO user can download data in three different file types i.e. txt, csv, pdf.
- AO user can send one or multiple request to download scroll data.

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## 7. AO User - DMS Report:

AO User clicks on the "DMS Report" to view the Reconciliation report of matching CDA & Sub-office code with AO user.

 AO user can select the date range from 'Start Date' and 'End Date' between 90 days and then clicks on 'Search Data' button to see the total amount of success transaction(01 status) and failed transaction(09 status) of scroll and settlement and difference between them.

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• AO user can export dms data in pdf file format.

## 8. AO User - Minus Debit Link:

AO User clicks on the "Minus Debit Link" to view the scroll data of status 09 whose CDA & Sub-office codes are same as in AO user.

- AO user can select the 'Settlement Date' range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to see the scroll data of status 09 for given settlement date.
- AO user can send the request to download scroll data of status 09 date.
- AO user can download data in pdf file.
- AO user can send one or multiple request to download scroll data.

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## 9. AO User - Download Requested Scroll Data:

AO User clicks on the "Download Requested Scroll data" Link to view & download requested scroll data of status 01 & 09 whose CDA & Sub-office codes are same as in AO user.

• AO user can view all the requests raised by logged user.

- AO user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to see the status of requested scroll data.
- AO user can search requested data by reference no.
- AO user clicks on the "Download" button to download scroll data.

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Change Password 26/11/2013-DF00002200900101-447 Processed 26/11/2013 26/11/2013	Download

## 10. AO User – Enquiry Module:

AO User clicks on the "Enquiry Module" Link to view scroll data of status 01 & 09 whose CDA & Sub-office codes are same as in AO user.

- AO user can select the date range from 'Start Date' and 'End Date' between 7 days and then clicks on 'Search Data' button to view scroll data of status 01 & 09.
- AO user enters amount or account number to search the scroll data based on the amount/account no.

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## 11. AO User – Update Failed Transaction Data:

AO User clicks on the "Update Failed Transaction Data" Link to view failed transaction records whose CDA & Sub-office codes are same as in logged user.

- AO user can select the 'Upload Date' range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view failed transactions.
- AO user enters amount to search the failed transactions based on the amount.
- AO user can select one or multiple records and clicks 'Download Selected Records' button to download them.
- AO user can download all failed transaction records by clicking 'Download All Files'.
- AO user can Update/Reject failed transaction records.
- Double authorization is required to authorize failed transaction records.
- If one AO user Update/reject records then records are available to other user of same CDA and Sub-Office Code to Authorize/Reject.

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## 12. AO User - Authorize Failed Transaction:

AO User clicks on the "Authorize Failed Transaction" Link to Authorize/Reject failed transaction records whose CDA & Sub-office codes are same as in logged user.

- AO user can select the 'Upload Date' range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view failed transactions.
- AO user enters amount to search the failed transactions based on the amount.
- AO user can select one or multiple records to Authorize/Reject.
- If the status of the record is updated and user is authorizing that record then status of the record becomes 'Authorize'.
- If the status of the record is updated and user is rejecting that record then status of the record becomes 'Pending' and record is available to update in 'Update Failed Transaction Data' link.
- If the status of the record is rejected and user is authorizing that record then record will expire.
- If the status of the record is rejected and user is rejecting that record then status of the record becomes 'Pending' and record is available to update in 'Update Failed Transaction Data' link.

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## 13. AO User – Expired Failed Transaction Records:

AO User clicks on the 'Expired Failed Transaction Records' Link to view expired failed transaction data whose CDA & Sub-office codes are same as in logged user.

- AO user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view expired failed transaction data.
- If failed transaction records are not authorized/updated then those records will expire after 12 days.

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## 14. AO User - View Rejected Bill Files:

AO User clicks on the 'View Rejected Bill Files' Link to view/download rejected bill files whose CDA & Sub-office codes are same as in logged user.

- AO user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view rejected bill files.
- AO user can select one or multiple bill files and clicks 'Download Selected Files' button to download them.

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## 15. AO User - User Profile:

AO User clicks on "User Profile" to update his/her profile as shown below.



## 16. AO User - Download Sign-In Utility:

This link is explained in digital signature section.

For any help please refer **Digital Signature -> AO user point -5** 

## 17. AO User – Change Password:

AO User clicks on "change Password" to change the Password.

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Expired failed transaction Records			
View Rejected Bill Files			
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## AO Uploader (Accounts Officer Uploader)

1. The Accounts Officer/s uploader (AO Uploader) will login to the system with the Login Credentials provided to them

- 2. After successful login AO uploader user shall see the Landing page Upload File
- 3. AO Uploader- Upload File:
  - AO Uploader clicks on the "Upload Files" where the user can browse, select and upload the Bill file.
  - Check the status of uploaded bill file in "Uploaded File Status" link.
  - AO Uploader can upload a bill file whose CDA & Sub-office codes are same as logged user.

## 4. AO Uploader – View Bill Authorization Status:

AO Uploader clicks on the "View Bill Authorization Status" to view the status of bill files whose CDA & Sub-office codes are same as logged user.

- AO Uploader user can select the date and then clicks on 'Search Data' button to view the status of bill files on that date.
- AO Uploader can select one or multiple files and clicks 'Download Selected Files button to download them.

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## 5. AO Uploader – Scroll data Availability:

This link is same as AO user scroll data availability.

For any help please refer **AO user point -6** 

## 6. AO Uploader – DMS Report:

This link is same as AO user scroll data availability.

For any help please refer **AO user point -7** 

## 7. AO Uploader – Minus Debit Link:

This link is same as AO user minus debit link.

For any help please refer **AO user point -8** 

# 8. AO Uploader – **Download Requested Scroll Data:**This link is same as AO user download requested scroll data. For any help please refer **AO user point -9**

# 9. AO Uploader – Enquiry Module: This link is same as AO user enquiry module. For any help please refer AO user point -10

## 10. AO Uploader - View Failed Transaction Data:

AO Uploader clicks on the 'View Failed Transaction' Link to view un-edited failed transaction data whose CDA & Sub-office codes are same as logged user.

- AO Uploader can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view failed transaction data.
- AO Uploader can search failed transaction data by amount.
- AO Uploader can select one or multiple failed transaction records and clicks 'Download Selected Records' button to download them.
- AO Uploader can download all failed transaction records by clicking 'Download All Records'.

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11. AO Uploader – Expired Failed Transaction Records:

This link is same as AO user expired failed transaction records.

For any help please refer AO user point -13

## 12. AO Uploader - View Rejected Bill Files:

This link is same as AO user view rejected bill files. For any help please refer **AO user point -14** 

## 13. AO Uploader – View Uploaded File Status:

AO Uploader clicks on "Uploaded File Status" to check the status uploaded file.

• CMP user can select the date 'Upload Date' & File Type 'BILL and then clicks on 'Search Data' button to see the status bill file for given date.

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14. AO Uploader – Change Password:

This link is same as AO user change password.

For any help please refer AO user point -17

## CMP User

1. CMP User logs in to the system with the Credentials provided to them

2. After Successful Login – CMP user shall view the "**Authorized files**" on the lading page

- CMP user displays all the authorized files i.e. all CDA & Sub-office Code combination files.
- CMP User Clicks on the file to view all the records in the file
- CMP user can select one or multiple files and clicks `Download Selected
   Files' button to download them.
- CMP user can download all authorized files by clicking 'Download All Files'.

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#### 3. CMP User - View Downloaded Files:

CMP User clicks on the "View Downloaded Files" to view all the downloaded files i.e. i.e. all CDA & Sub-office Code combination files.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to see all the downloaded files in that date range
- CMP user can download downloaded files.
- CMP user can select one or multiple files and clicks 'Download Selected
   Files' button to download them.
- CMP user can export display data in txt or pdf file format.

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- 4. CMP User Upload Files:
  - CMP User clicks on the "Upload Files" where the user can browse, select and upload the Scroll or Settlement file.
  - After selecting file user will see two options in file type i.e. 'Scroll File' and 'Settlement File'.
  - Choose appropriate file type and start uploading scroll/settlement files.
  - Check the status of uploaded scroll/settlement file in "Uploaded File Status" link.



## 5. CMP User – Upload Failed Transaction:

• CMP User clicks on the "Upload Failed Transaction" where the user can browse, select and upload the failed transaction file.



## 6. CMP User - View Bill Authorization Status:

CMP User clicks on the "View Bill Authorization Status" to view status of all the bill files i.e. all CDA & Sub-office Code combination files.

• CMP user can select the date and then clicks on 'Search Data' button to see the status of all the bill files.

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## 7. CMP User – Scroll Data Availability:

CMP User clicks on the "Scroll Data Availability" to view the scroll data of status 01 & 09.

- CMP user can select the date 'Settlement Date' or enter the file name (to search the scroll data based on the FILENAME) and then clicks on 'Search Data' button to see the scroll data of settlement date.
- For eg. If the user selects the date range as 20/09/2013 to 30/09/2013 and clicks on search scroll availability each day shows separately for the total amount and total no of records and a provision to download the scroll.
- CMP user can send the request to download scroll data of status 01 & 09 date wise.
- CMP user can download data in three different file types i.e. txt, csv, pdf.
- CMP user can send one or multiple request to download scroll data.

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## 8. CMP User – DMS Report:

CMP User clicks on the "DMS Report" to view the Reconciliation report.

- CMP user can select the date range from 'Start Date' and 'End Date' between 90 days and then clicks on 'Search Data' button to see the total amount of success transaction(01 status) and failed transaction(09 status) of scroll and settlement and difference between them.
- CMP user can export dms data in pdf file format.

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## 9. CMP User - Minus Debit Link:

CMP User clicks on the "Minus Debit Link" to view the scroll data of status 09.

- CMP user can select the date 'Settlement Date' and then clicks on 'Search Data' button to see the scroll data of status 09 for given settlement date.
- CMP user can download scroll data of 09 status.

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## 10. CMP User – Download Requested Scroll data:

CMP User clicks on the "Download Requested Scroll data" Link to download requested scroll data of status 01 & 09.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to see the status of requested scroll data.
- CMP user can search requested data by reference no.
- CMP user clicks on the "Download" button to download scroll data.
- CMP user can view all the requests raised by logged user.

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Enquiry Module	13122013-cmp1-551	Processed	13/12/2013	13/12/2013	Download
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## 11. CMP User – Enquiry Module:

CMP User clicks on the "Enquiry Module" Link to view scroll data of status 01 & 09.

- CMP user can select the date range from 'Start Date' and 'End Date' between
   7 days and then clicks on 'Search Data' button to view scroll data of status
   01 & 09.
- CMP user enters amount or account number to search the scroll data based on the amount/account no.

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## 12. CMP User - View Failed Transaction:

CMP User clicks on the 'View Failed Transaction' Link to view failed transaction data.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view failed transaction data.
- CMP user can search failed transaction data by amount/ status.
- Status :
  - 1. Un-Edited: CMP User can view unedited failed transactions.
  - 2. Edited:
    - CMP User can view authorized failed transactions means updated by two AO users.
    - CMP user can select one or multiple failed transaction records and clicks 'Download Selected Records' button to download them.

- CMP user can download all failed transaction records by clicking 'Download All Records'.
- 3. Updated: CMP User can view updated failed transactions means updated by one AO User.

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## 13. CMP User – Expired Failed Transaction Records:

CMP User clicks on the 'Expired Failed Transaction Records' Link to view expired failed transaction data.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view expired failed transaction data.
- If failed transaction records are not authorized/updated then those records will expire after 12 days.

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User Profile	7	PCDA(CC) LUCKNOW	00000000010890744166	SBIN0001132	000000000ffghjkloiuyt	trews 100	00 CMP	FAILED	00	22/4/2014
View Uploaded File Status     Change Message	8	PCDA(CC) LUCKNOW	00000000010890744166	SBIN0001132	000000000ffghjkloiuyt	trews 100	00 CMP	FAILED	00	22/4/2014

## 14. CMP User – Downloaded Failed Transaction:

CMP User clicks on the 'Downloaded Expired Failed Transactions' Link to view/download downloaded failed transaction data.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view downloaded failed transaction data.
- CMP user can select one or multiple failed transaction records and clicks 'Download Selected Records' button to download them.
- CMP user can download all downloaded failed transaction records by clicking 'Download All Records'.

भारतीय स्टेट बैंक State Bank of India	Control <sub>Mini</sub>	ler General of	of Defence Acco	ounts				Welcome <b>k</b> Last Login	avita \$   CMP Use
With you - all the way	1.111							Last on succession Login	Logout
Upload Files	De 🔊	ownloaded Fa	iled Transaction						
<ul> <li>Upload Failed Transaction</li> <li>View Authorized Files</li> </ul>	File Uplo	ad Date	End Date 2:		Amount :		Searc	n Data	
View Downloaded Files									
View Bill Authorization Status	1								
Scroll Data Availability		Name of Reneficiary	Account Number	TESC Code	File Name	Amount	CMP Reference	Reason Of Rejection	Payment
DMS Report	Select	\$	\$	\$	0	٥	No.	\$	Reference No.
Minus Debit Link		IMRAN GKJGBJ	02642000010890744166		008000000	890010000	CMP	FAILED	00588
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TransaCUUIIS		DFG1(CC) LUCKNOW	0000000010890744166		000000000	2000	CMP	Failed transaction	4423232325
View Rejected Bill Files		DFG1(CC) LUCKNOW	0000000010890744166		000000000	2000	CMP	Failed transaction	4423232325
Dashboard Report	and so a								

## 15. CMP User - View Rejected Bill Files:

CMP User clicks on the 'View Rejected Bill Files' Link to view/download rejected bill files.

- CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view rejected bill files.
- CMP user can select one or multiple bill files and clicks 'Download Selected Files' button to download them.

CMP - Internet Explorer, optimized fo	or Bing and	I MSN							
Http://localhost:9000/SBI-MOD/rej	jected-file.htm	n?token=-1830649107	4193623888star	tDate=&endDate=&amoun	=&files_lengt	h=108selecte	dRecordIds=8	stoken=	Search the web (Babylon)
orites 🏉 SBI-CMP									
भारतीय स्टेट बैंक State Bank of India With you - all the way	Contra <sup>Mir</sup>	oller Gene Distry of Defe	r <mark>al of E</mark> nce, Gove	Defence Acc	ounts	ĺ.			Welcome <b>kavita \$</b>   CMP User Last Login: 2014-05-16 11:55 Last Unsuccessful Login: 2014-07-24 04:57 Loguit
Upload Files	R	lejected F	les						
<ul> <li>Upload Failed Transaction</li> <li>View Authorized Files</li> <li>View Downloaded Files</li> </ul>	File Rej Start D	iection Date ate <sup>*</sup> : 01/12/2013		End Date <sup>*</sup> : 16/05/20	14		Sear	ch Data	l.
View Bill Authorization Status									
<ul> <li>Scroll Data Availability</li> <li>DMS Report</li> </ul>	Select	File Name	Date of File Entry	Uploader \$	Rejected By	Total Amount	# Records	Date of Rejection	Reason Of Rejection
Minus Debit Link		BI#15111411.txt	29/10/2013	DF000022009001u01	kavita patel	1.01	2	6/12/2013	jkj]jkjj
Download Requested Scroll Data	Showin	g 1 to 1 of 1 entrie	5		pacer				First Previous 1 Next Last
<ul> <li>Enquiry Module</li> <li>View Failed Transaction</li> </ul>	Do	ownload Selecter	l Files						
Expired failed transaction Records									
Downloaded Failed Transactions									
View Rejected Bill Files									
Dashboard Report									
🕽 User Profile									
O View Uploaded File Status									
Change Message									

## 16. CMP User – Dashboard Report:

CMP User clicks on the 'Dashboard Report' Link to view count of files are uploaded, Approved at first level, Authorized at second level and downloaded bill files.

• CMP user can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button each date shows count of files are uploaded, Approved at first level, Authorized at second level and downloaded bill files.

Sepercula					
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controller Genera Ministry of Defence	al of Defence Acco e, Government of India	unts	Last I	Welcome <b>kavita §</b>   CMP Use Last Login: 2014-05-16 11:5: Jnsuccessful Login: 2014-07-24 04:5; Logou
O Upload Files	Dashboard R	eport			
<ul> <li>Upload Failed Transaction</li> <li>View Authorized Files</li> </ul>	Start Date :	End Date :	Search Data		
<b>O</b> View Downloaded Files					
O View Bill Authorization Status					
🗿 Scroll Data Availability	Date	# Files Uploaded	# Files Approved at first level	# Files Approved at second level	# Files Downloaded
DMS Report	1/11/2013	7	0	0	5
O Minus Debit Link	2/12/2013	1	0	0	0
Download Requested Scroll Data	5/11/2013	1	0	0	0
S Enquiry Module	6/11/2013	1	0	0	0
	10/10/2013	10	0	1	3
View Failed Transaction	10/11/2013	4	0	0	3
Expired failed transaction	11/10/2013	7	0	2	2
Records	2/4/2014	1	0	1	1
Downloaded Failed Transactions	14/10/2013	5	U	0	0
View Rejected Bill Files	3/3/2014	2	U	0	2
Dashboard Report	Showing 1 to 10 of 32 entries			First Pr	evicus 1 2 3 4 Next Last

## 17. CMP User – **User Profile**:

CMP User clicks on "User Profile" to update his/her profile as shown below.

Welcome <b>kavita \$</b>   CMP User Last Login: 2014-05-16 11:55 Last Unsuccessful Login: 2014-07-24 04:57
Welcome <b>kavita \$</b>   CMP User Last Logn: 2014-05-16 11:55 Last Unsuccessful Logn: 2014-07-24 04:57
Logout

#### 18. CMP User – Uploaded File Status:

CMP User clicks on "Uploaded File Status" to check the status uploaded file.

- CMP user can select the date 'Upload Date' & File Type 'SCROLL' and then clicks on 'Search Data' button to see the status scroll file for given date.
- If the scroll is not successfully processed then status of file is rejected and user can download log file by clicking 'Download' button in Log file column.
- CMP user can select the date 'Upload Date' & File Type 'SETTLEMENT' and then clicks on 'Search Data' button to see the status settlement file for given date.
- CMP user can select the date 'Upload Date' & File Type 'REJECTED' and then clicks on 'Search Data' button to see the status rejected file for given date.

Http://localhost:9000/SBI-MOD/upl	oaded-file-status.htm?token=349623.	2496841548363				~	14 × 25	earch the web (Babyk	m)
orites 🏉 SBI-CMP									
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controller Gener Ministry of Defend	al of D ce, Govern	efence nment of I	Accounts	5		Las	Welcome Last Logi t Unsuccessful Logi	kavita \$   CMP User n: 2014-05-16 11:55 n: 2014-07-24 04:57 Logout
Upload Files	Uploaded Fil	e Statu	s						
O Upload Failed Transaction			ā						
View Authorized Files	The United Determine 00/04/2014		The Trace	CODOLL		Dine			
View Downloaded Files	File Opioau Date : 02/04/2014		poor rie Type :	SCROLL	Cealor				
View Bill Authorization Status				REJECTED					
Scroll Data Availability	File Name	File Type	File Size	Uploaded By	Status	Validation Msg	INSTS	UPDTS	Log File
DMS Report	*	*	~	*	*	Y	*	*	
O Minus Debit Link						File with name			
Download Requested Scroll Data	Scroll_20140402.txt	SCROLL	1128	cmp1	Rejected	'Bill_24012013.txt' (as mentioned in remarks field of	2/4/2014	2/4/2014	Download
3 Enquiry Module						scroll) does not exist.			
View Failed Transaction	Scroll 20140402 tyt	SCROLL	1128	cmn1	Rejected	Total Amount of scroll does not match with the settlement	2/4/2014	2/4/2014	Download
Expired failed transaction		Schole	1120	c.p.	ingettee	amount.	cj ij cor i		
Records	Scroll 20140402 byt	SCROLL	1128	cmn1	Rejected	Total Amount of scroll does not	2/4/2014	2/4/2014	Download
Downloaded Failed Transactions	Scolectronococc	JUNULL	1120	chipi	Nejecceu	amount.	2) 1/2011	2) 1/2011	[ Download
View Rejected Bill Files	C 20140402 b.t	CCDOLL	1100		0.1.4.4	Total Amount of scroll does not	2/4/2014	2/4/2014	(Developed)
Dashboard Report	Scrol_20140402.txt	SCRULL	1128	Cmb 1	Kejected	amount.	2/4/2014	2/4/2014	Download
User Profile	settlement 20140402.txt	SCROLI	40	cmp1	Rejected	Length of record no.1 is less	2/4/2014	2/4/2014	Download
COMPANY OF AN ANALYSIS OF A						than 563 characters.		-, ,,	

## 19. CMP User – Change Message:

CMP User clicks on "change Message" to update message scrolling on home page.

🕥 🗢 🙋 http://localhost:9000/581-MOD/cl	ange-message.htm?token=-6377290905924601358dateId=02%2F04%2F20148uploadType=SCROLL&fbSearch=&files_length=10	💽 🏍 🔀 👂 Search the web (Babylon)
orites 🏾 🏀 SBI-CMP		
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controller General of Defence Accounts Ministry of Defence, Government of India	Welcome <b>kavita \$</b>   CMP User Last Login: 2014-05-16 11:55 Last Unsuccessful Login: 2014-07-24 04:57 Logout
O Upload Files	Change Message	
O Upload Failed Transaction		
O View Authorized Files	Message : Change Me	essage
View Downloaded Files		
View Bill Authorization Status		
Scroll Data Availability		
DMS Report		
O Minus Debit Link		
O Download Requested Scroll Data		
S Enquiry Module		
View Failed Transaction		
<ul> <li>Expired failed transaction Records</li> </ul>		
O Downloaded Failed Transactions		
View Rejected Bill Files		
Dashboard Report		
O User Profile		
View Uploaded File Status		
Change Message		

## 20. CMP User – Change Password:

CMP User clicks on "change Password" to change the Password.

31-CMP - Internet Explorer, optim	ized for Bing and MSN	
🕥 🗢 🙋 http://localhost:9000/SBI-	MOD/change-password.hkm?token=-24602592129383907588/message=	Search the web (Babylon)
avorites		
भारतीय स्टेट बैंक State Bank of In With you - all the	Controller General of Defence Accounts Ministry of Defence, Government of India	Welcome <b>kavita \$</b>   CMP User Last Login: 2014-05-16 11:55 Last Unsuccessful Login: 2014-07-24 04:57 Logout
O Upload Files	Change Password	
<ul> <li>Upload Failed Transaction</li> <li>View Authorized Files</li> </ul>	Current Password"	
View Downloaded Files	New Password	
View Bill Authorization Status		
Scroll Data Availability	Confirm Password	
O DMS Report	Change Password	
Minus Debit Link		
O Download Requested Scroll D	ta	
S Enquiry Module		
View Failed Transaction		
Expired failed transaction Records		
O Downloaded Failed Transactio	15	
View Rejected Bill Files		
Dashboard Report		
User Profile		
View Uploaded File Status		
Change Message		

## CDA ()

1. The CDA () will login to the system with the Login Credentials provided to them

2. After successful login CDA user shall see the Landing page – Scroll Data Availability

## 3. CDA User - View Bill Authorization Status:

CDA User can view the status of bill files whose CDA code is same as logged user.

- CDA user can search files by sub-office code.
- This link is same as AO Uploader bill authorization status.

For any help please refer **AO Uploader point -4** 

## 4. CDA User - Scroll data Availability:

CDA User can view the scroll data of status 01 & 09 whose CDA code is same as logged user.

This link is same as CMP user scroll data availability.

For any help please refer CMP user point -7

## 5. CDA User - DMS Report:

CDA User can view the Reconciliation report whose CDA code is same as logged user.

This link is same as AO user DMS report.

For any help please refer AO user point -7

## 6. CDA User – Minus Debit Link:

CDA User can scroll data of status 09 whose CDA code is same as logged user.

This link is same as CMP user minus debit link.

For any help please refer CMP User point -9

## 7. CDA User – Download Requested Scroll Data:

CDA User can download requested scroll data of status 01 & 09. This link is same as AO User bill authorization status.

For any help please refer **AO User point -9** 

#### 8. CDA User – Enquiry Module:

CDA User can view the scroll data of status 01 & 09 whose CDA code is same as logged user.

This link is same as AO user enquiry module.

For any help please refer **AO user point -10** 

#### 9. CDA User - View Failed Transaction Data:

CDA User clicks on the 'View Failed Transaction' Link to view un-edited failed transaction data whose CDA code is same as logged user.

- CDA User can select the date range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to view failed transaction data.
- CDA User can search failed transaction data by amount.

Edit View Favorites Tools Help	1	SBI-CMP	x					<u>∆</u> • ⊡	- 🖃 🍓 • B	age 🔹 Safety 🔹	T <u>o</u> ols <del>+</del> (
भारतीय स्टेट बैंक State Bank of India With you - all the way	Contr M	oller Ge	eneral of Defe Defence, Governmen	nce Acco nt of India	ounts				Welcon Last Last Unsuccessfu	ne <b>DF000022  </b> : Login: 2014-06   Login: 2013-12	CDA User i-04 07:08 1-13 02:40 Logout
View Bill Authorization Status		Failed T	ransactions								
<ul> <li>Scroll Data Availability</li> <li>DMS Report</li> <li>Minus Debit Link</li> </ul>	File U Start	Jpload Date Date :	End D	ate :	A	nount :		Searc	h Data		
Download Requested Scroll Data											
<ul> <li>Enquiry Module</li> <li>View Failed Transaction</li> </ul>	Sr. No.	Name of Beneficiary	Account Number	IFSC Code ¢	File Name	Amount \$	CMP Reference No.	Reason Of Rejection	Payment Reference No.	Date of Expiry ≎	Status ≎
) User Profile	1	PCDA(CC) LUCKNOW	00000000010890744166	SBIN0001132	000000000ffghjkloiuytrews	10000	cmprefno1212	FAILED	00	17/6/2014	Pending
Change Password	2	PCDA(CC) LUCKNOW	0000000010890744166	SBIN0001132	000000000ffghjkloiuytrews	10000	cmprefno1211	FAILED	00	17/6/2014	Pending
	3	PCDA(CC) LUCKNOW	0000000010890744166	SBIN0001132	000000000ffghjkloiuytrews	10000	cmprefno1235	FAILED	00	8/6/2014	Pending
	Show	ing 1 to 3 of 3	entries						First Pre	evious 1 Next	t Last

#### 10. CDA User - User Profile:

This link is same as AO user user profile link. For any help please refer **AO user point -15** 

11. CDA User - Change Password:This link is same as AO user change password.For any help please refer AO user point -17

## CGDA ()

1. The CGDA () will login to the system with the Login Credentials provided to them

2. After successful login CGDA user shall see the Landing page – Scroll Data Availability

## 3. CGDA User - View Bill Authorization Status:

CGDA User can view the status of bill.

- CGDA user can search files by cda & sub-office code.
- This link is same as AO Uploader bill authorization status.

For any help please refer AO Uploader point -4

## 4. CGDA User - Scroll data Availability:

CGDA User can view the scroll data of status 01 & 09.

- CGDA user can search scroll data by cda code.
- This link is same as CMP user scroll data availability.

For any help please refer CMP user point -7

## 5. CGDA User - DMS Report:

CGDA User can view the Reconciliation report.

- CGDA user can search reconciliation report by cda code.
- This link is same as AO user DMS report.

For any help please refer AO user point -7

## 6. CGDA User – Minus Debit Link:

CGDA User clicks on the "Minus Debit Link" to view the scroll data of status 09.

- CGDA user can select the 'Settlement Date' range from 'Start Date' and 'End Date' and then clicks on 'Search Data' button to see the scroll data of status 09 for given settlement date.
- CGDA user can search scroll data by cda code.
- CGDA user can send the request to download scroll data of status 09 date.
- CGDA user can download data in pdf file.

• CGDA user can send one or multiple request to download scroll data.

<ul> <li>http://localhost:9000/SBI-MOD/min</li> </ul>	nus-debit.htm	token=-18719503638083355	608startD	ate=&endDate=&c	dausers=all&fil	es_length=1	0)			~	*• 🗙 🕽	🤉 Search t	he web (Bab	iylon)	
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Download Requested Scroll Data								Carole	Common	ancequeor	-				
Enquiry Module     View Failed Transaction     User Profile     Change Password	CDA Code ≎	Account NO.	Scroll Number ¢	CMP Ref No.	Remarks	CDA Name ≎	Sub Office Code	Sub Office Name E	Name of the Seneficiary	IFSC Code	MICR Code \$	Account Type ¢	Amount	Payment Reference Number ¢	Pay by Date (Not Pay Before) ≎
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## 7. CGDA User - Download Requested Scroll Data:

This link is same as AO user download requested scroll data. For any help please refer **AO user point -9** 

#### 8. CGDA User - Enquiry Module:

This link is same as CMP user scroll data availability. For any help please refer **CMP user point -11** 

#### 9. CGDA User – View Failed Transaction Data:

This link is same as CDA user view failed transaction data. For any help please refer **CDA user point -9** 

#### 10. CGDA User – **User Profile:**

This link is same as AO user user profile link. For any help please refer **AO user point -15** 

11. CGDA User - Change Password:This link is same as AO user change password.For any help please refer AO user point -17

## Viewer User

1. The viewer user will login to the system with the Login Credentials provided to them

2. After successful login viewer user shall see the Landing page – Scroll Data Availability

3. AO User - View Bill Authorization Status:
This link is same as AO Uploader change password.
For any help please refer AO uploader point -4

4. AO User – Scroll data Availability:This link is same as AO user scroll data availability.

For any help please refer AO user point -6

## 5. AO User – **DMS Report:**

This link is same as AO user dms report. For any help please refer **AO user point -7** 

## 6. AO User – Minus Debit Link:

This link is same as AO user minus debit link. For any help please refer **AO user point -8** 

## 7. AO User - Download Requested Scroll Data:

This link is same as AO user download requested scroll data. For any help please refer **AO user point -9** 

8. AO User - Enquiry Module:
This link is same as AO user enquiry module.
For any help please refer AO user point -10

9. AO User - View Failed Transaction Data:
This link is same as AO uploader view failed transaction data.
For any help please refer AO uploader point -10

#### 10. AO User - User Profile:

This link is same as AO user 'User profile'. For any help please refer **AO user point -15** 

## 11. AO User – Change Password:

This link is same as AO user change password. For any help please refer **AO user point -17** 

## Govadmin

1. The govadmin user will login to the system with the Login Credentials provided to them

2. After successful login govadmin user shall see the Landing page – User Management

## 3. Govadmin User – User Management:

Govadmin User clicks on the "User management" where Govadmin user can browse, select and upload the user creation file (.csv file).

- Govadmin user creates AO user and AO Uploader users.
- Govadmin can search users by role, cda code, sub-office code, user id.
- Govadmin user clicks on 'Reset Password' button to reset the user password.
- Govadmin user clicks on 'Suspend' button to suspend user (disable user).
- Govadmin user clicks on 'Activate button to activate user
- If the user is newly created status is 'New'.
- If the status of user is 'New'. Application forces users to change the password. If user changed the password then status of that user is 'Registered'. If user login to the system with new password, application forces user to fill user profile once it is done user is able to see all the link and status of that user is 'Active'.

🕽 🗢 👩 http://localhost:9000/58I-MOD/u	iser-management.htm?t	token=8963616491571227626			Search the web (Babylon)	
ites 6 SBI-CMP						
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User Management Change Password	<b>Den</b>	M			Upload users:	Jery
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• User can click on user Id to view profile.

+ E http://localhost:9800/581-MOD/user-mana	gement.htm?token=-829555404	10878610443#			🗑 🄄 🗙 👂 Search the web (Babylon)	
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State Bank of India			User Details		Last Login: 2014-06-04 Last Unsuccessful Login: 2014-06-04	07:13 07:13
*	User ID :	DF00002200900101	9			
User Management	First Name :	kavita			5	
Change Password	Last Name :	patel			Browse	dery
	Email :	kavita@gmail.com				
	Alias :	alias				
4	Address :	baner road pune			arch	
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	6 DF000		AØ	Active	Suspend Reset Password	
	owing 1 to 6 of 6 entries					

4. AO User – Change Password:

This link is same as AO user change password.

For any help please refer **AO user point -17** 

## SuperAdmin

1. The superadmin user () will login to the system with the Login Credentials provided to them

2. After successful login superadmin user shall see the Landing page – User Management

3. Superadmin User – User Management:

Superadmin user creates CMP, CDA, CGDA, GOVADMIN and VIEWER users. This link is same as Govadmin user 'user managememt'. For any help please refer **AO user point -17** 

4. Superadmin User - Change Password:
This link is same as AO user change password.
For any help please refer AO user point -17

## Digital Signature:

Following document provides a detailed description of the digital signature functionality in the MOD portal. The screenshots and explanation shall help and assist AO and AO Uploader users who are using the Digital Signature. Following are the users used for the Digital Signature–

- 1. AO Uploader (Accounts Office Uploader)
- 2. AO (Accounts Officer)

Link to connect to the portal is - <u>https://www.sbicmp.co.in/MOD</u> Layout of Home Page of MoD Portal for e-Payment use hosted by SBI-CMP





Layout of the Login Page where User-ID and password need to be input is as under

jie Edit View History Bookmarks Tools Help Welcome to SBI-CMP × Microsoft W	Vord - SBI CMP_MOD_U × +			
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भारतीय स्टेट बैंक State Bank of India	ntroller General of Defen Ministry of Defence, Government	ce Accounts of India		
Enter Username	2 3 4 5 6 7 8 9 0 - =	Bksp		
Login/	x         x         x         x         x         y         c           s         d         f         g         h         j         k         t         '         Em           ft         z         x         c         v         b         n         m         ,         .         /	ver Shift		
	Accept Cancel			

# Normal Usage as per the Roles -

## AO (Accounts Officer)

1. The Accounts Officer/s (AO) will login to the system with the Login Credentials provided to them

2. After successful login AO user shall see the Landing page – Pending by AO

## 3. Upload Certificate:

AO User clicks on the "Upload Certificate" where AO user can browse, select and upload the Certificate file (.cer file).

localhost:9000/SBI-MOD/user-certificate-Det	alls.htm?token=1	25448764083916	55798format=18fileName=	🤍 😋 [ 🐰 * Goog	le		<u></u>	3 🔛 🤎 🔻 🔯	•••
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controll Minis	er Gene try of Defe	eral of Defence Acc ence, Government of India	counts			Last Unsu	Welcome <b>kavita pa</b> Last Login: 2014-05-2 ccessful Login: 2014-05-1	tel   AO 7 04:18 4 12:32 Logout
Upload Certificate     Pending by AO     View Authorized Files     Scroll Data Availability	<u>ں</u>	File Upload Look in: My Recent Documents	download     195_1.txt     195_1_enc.txt     195_1_enc.txt     195_1_enc.txt     195_1_enc.txt	<u>▼</u> 0\$₽≣	-		Upload Certificate: Browse No file selecte	ed. Submit (	Juery
DMS Report     Minus Debit Link     Download Requested Scroll Data	Sr. Ne	Desktop	atanvi.kavlekar@uniken.com.pfx				Insts	Status	
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Authorize Failed Transaction	2					0:03 AM	May 26, 2014 2:15:11 PM	Deactive	
Expired failed transaction Records View Rejected Bill Files User Profile Download Sign-In Utility Change Password	Showing	My Computer	File name:     I       Files of type:     All Files		Open Cancel		Pa	rst Previous 1 Next	Last

4. AO user can see the uploaded certificate details like serial number, activation date, expiry date, INSTS, status.

The status of latest uploaded certificate is "**Active**" and all others are in "**Deactive**" state.

localhost:9000/581-MOD/user-certificate-Det	alls.htm?token=125448	76408391655798format=18fileName=	▼ C	Soogle	<u>∕</u>	3 🔜 🕫 - 🔟 💷 -
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controller Ministry o	General of Defenc	e Accounts f India		Last Unsuc	Welcome <b>kavita pate</b>   AC Last Login: 2014-05-27 04:18 ccessful Login: 2014-05-14 12:32 Logout
Upload Certificate Pending by AO View Authorized Files Scroll Data Availability	De Uploa	d Certificate			Upload Certificate: Browse No file selecte	ed. Submit Query
DMS Report						
<ul> <li>Download Requested Scroll Data</li> <li>Enquiry Module</li> </ul>	Sr. No.	Serial Number	Activation Date	Expiry Date	Insts	Status
Update Failed Transaction Data	1	20047632369969349201 20479891243534871563	May 26, 2014 1:12:05 PM May 21, 2014 11:00:03 AM	Jun 25, 2014 1:12:05 PM Jun 20, 2014 11:00:03 AM	May 27, 2014 4:20:13 PM May 26, 2014 2:15:11 PM	Active Deactive
<ul> <li>Expired failed transaction Records</li> </ul>	Showing 1 to 2 (	of 2 entries			Fit	st Previous 1 Next Last
View Rejected Bill Files						
User Profile						
Download Sign-In Utility						
Character Deserved						

## 5. Download Sign-In Utility

AO User download signature utility jar to generate signed bill file.

Edit View Eavoriter Tools Web	ser-certificate-Details.htm	?token=393689700715	44889248Format=18fileName=		Search th	ie web (Babylon)
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View Authorized Files			)o you want to open or save this file?			10
Scroll Data Availability	Uploa	d Certifi	Name: SignatureUtility.jar			
DMS Report			Type: Executable Jar File, 30.7KB			
O Minus Debit Link	1					
Download Requested Scroll Data			Open Save Cancel			
Enquiry Module	Sr. No.	¢ Se		ate	insts	\$
O Update Failed Transaction Data	1	200476	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or	12:05 PM	May 27, 2014 4:20:13 PM	Active
Authorize Failed Transaction	2	2047989	save this hie. What's the risk?	1:00:03 AM	May 26, 2014 2:15:11 PM	Deactive
<ul> <li>Expired failed transaction Records</li> </ul>	Showing 1 to 2 d	of 2 entries			Fit	st Previous 1 Next Last
View Rejected Bill Files						
User Profile						
A Described Class To Links						
O DOMINION SIGN-TH OFIEW						

## AO Uploader (Accounts Office Uploader)

1. AO Uploader will be logging to the system with the Login Credentials provided to them

2. Once the AO Uploader logs in successfully – user can now browse, select and upload the Bill file.

• If AO user upload bill file then he can see AO users list. Select AO user from dropdown for which you want to upload bill file.

刘 🔻 🙋 http://localhost:9000/SBI-MOD/up	oadfile;htm?token=6680779299570640211	Search the web (Babylon)
Edit View Favorites Tools Help		🏠 + 🔊 - 🗆 🎰 + Page + Safety + Tools + 🥡
भारतीय स्टेट बैंक State Bank of India With you - all the way	Controller General of Defence Accounts Ministry of Defence, Government of India	Welcome <b>DF000022009001u01</b>   AO Uploader Last Login: 2014-05-27 05:59 Last Unsuccessful Login: 2014-05-27 12:44 Logout
Upload File View Bil Authorization Status Scroil Data Availability DMS Report Minus Debit Link	Upload Bill Files  Add fikes O Start upload Cancel upload  t95.zip O Start	Ø Cancel
<ul> <li>Download Requested Scroll Data</li> <li>Enquiry Module</li> <li>View Failed Transaction</li> <li>Expired failed transaction Records</li> <li>View Rejected Bill Files</li> <li>View Uploaded File Status</li> <li>Change Password</li> </ul>	A0 Users: DF00002200900103 DF00002200900104 DF00002200900105 DF00002200900105 DF00002200900102 DF00002200900110	File Type: Plain File

If the certificate is shared by the selected AO user then user will see only two options in file type i.e 'Zip With Plain & Signature' & 'Zip with Encrypt & Signature'.

-	oadfile.htm?token=6680779299570640211	😽 🍫 🔎 Search the web (Babylon)
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wites 🏼 🏀 SBI-CMP		🏠 + 🖾 - 🖃 👼 + Page + Safety + Tools + 🔞
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Upload File	OUpload Bill Files	
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O View Failed Transaction	DF00002200900101	Zip With Plain & Signature File
<ul> <li>Expired failed transaction Records</li> </ul>		
View Rejected Bill Files		
View Uploaded File Status		
Change Password		

If the certificate is not shared by the selected AO user then user will see four options in file type i.e 'Plain File', 'Encrypt File', 'Zip With Plain' & 'Zip with Encrypt '.

🖉 🔻 🙋 http://localhost:9000/SBI-MOD/upl	adfile.htm?token=6680779299570640211	Search the web (Babylon)
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भारतीय स्टेट बैंक State Bank of India With yow - all the woy	Controller General of Defence Accounts Ministry of Defence, Government of India	Welcome <b>DF000022009001u01</b>   AO Uploader Last Login: 2014-05-27 05:59 Last Unsuccessful Login: 2014-05-27 12:44 Logout
O Upload File	OUpload Bill Files	
View Bill Authorization Status	Add files     O Start upload     O Cancel upload	
Scroll Data Availability	- Add mes O Start upload	
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Enquiry Module	AO Users:	File: Type:
View Failed Transaction	DF00002200900105	Plain File
Expired failed transaction Records		Encrypt File Zip With plain File Zip With Encrypt File
View Rejected Bill Files		
View Uploaded File Status		
Change Password		

- Choose appropriate file type and start uploading bill files.
- Check the status of uploaded bill file in "Uploaded File Status" link.



## **Digital Signature User Manual**

Following are the pre-requisite to use the digital signature:

- 1. USB Token or PFX file for signing data
- 2. User's Public Key
- 3. Signature Utility

Following steps needs to perform in-order to use the digital signature for signing the data:

- 1. Extract the public key of AO User
- 2. Upload the Public Key of AO user
- 3. Download the Signature Utility
- 4. Generate the signature file

It is assumed that USB token is properly installed on the machine from which signature files needs to be generated. Kindly perform the below steps one by one:

#### 1. Extract the public key of AO user:

- Connect the USB token to the machine.
- Open the internet explorer
- Go to Internet Options from Tool

2). A		
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		Add site to Start menu View downloads Ctrl+J Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings
		Report website problems
		Internet options
		About Internet Explorer
	Discover other sites you might like	Hide sites
	Reopen closed tabs *   Reopen lact session   Start InPrivate Browsing	
		▲ 12:12 PM ● 04-Mar-15

• Go to **Content** tab and click on **Certificates** button to open the list of certificates pop up window.

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General Security Privacy Content Connections Programs Advanced	tab × û S2 (
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Certificates	
Use certificates for encrypted connections and identification.	intendeo purpose:
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• Select the appropriate certificate from the list shown in pop up window and click on **Export** button to export the public key.

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Family Safety		
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AutoComplete stores previous entries Settings	store to your disk.	a certamone
for you.	A certificate, which is issued by a certifi a confirmation of your identity and cont	cation authority, is ains information
Feeds and Web Slices	used to protect data or to establish sec connections. A certificate store is the sy	ure network /stem area where
content from websites that can be read in Internet Explorer and other	certificates are kept.	
programs.	To continue, dick Next.	
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• Click on next button, select the option as **"No, do not export the private key"** from new pop up window.

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Feeds and Web Slices provide updated Settings		
read In Internet Explorer and other programs.	Note: Ine associated private key is marked as not exportable. Unly the certificate can be exported.	
OK Cancel Apply	Learn more about <u>exporting private keys</u>	
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Discover other sites you mig	ht like Hide sites	
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• Click on next button, select the option as **"DER encoded binary X.509 (.CER)"** from new pop up window.

Internet Options	A CONTRACTOR OF	
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General Security Privacy Content Connections Programs Advanced		
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Control the Internet content that can Bramily Safety be viewed.	Certificate Export Wizard	
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programs.	Indude all certificates in the certification path if possible	
	Delete the private key if the export is successful	
	Export all extended properties	
	Microsoft Serialized Certificate Store (.SST)	
	Learn more about <u>certificate file formats</u>	
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• Click on next button, enter the path and name for the file to be exported.

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General Security Privacy Content Connections Programs Advanced		
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Control the Internet content that can SFamily Safety be viewed.	Certificate Export Wizard	
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Use certificates for encrypted connections and identification.	Specify the name of the file you want to export	
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• Click on next button, and then click on **Finish** button to finish the public key exporting.

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Control the Internet content that can Bramily Safety be viewed.	Certificate Export Wizard	
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for you.	Export Keys No	
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Above is one time process only.

#### 2. Upload the Public Key of AO User:

- Login to MOD portal using AO user's credentials.
- Click on link **Upload Certificate** to go the page for uploading public key of user.

State Bank of India	ONTFOII Minis	er General try of Defence,	OF Defence A Government of In	dia			Last Login: 2	015-03-04 03:24 Logou
O Upload Certificate							Upload Certificate:	
View Downloaded Files     Pending by AO     Scroll Data Availability	💽 Up	load Certific	ate				Choose File No file chosen	Submit
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<ul> <li>Expired failed transaction Records</li> </ul>								
View Rejected Bill Files								
User Profile								
Download Sign-In Utility								
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- Select the public key of user by clicking on **Choose File** button.
- Click on Submit button to upload the public key of user.

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<ul> <li>Download Requested Scroll Data</li> <li>Enquiry Module</li> </ul>	Sr. No.	Serial Number	Activation Date	Expiry Date	Insts	Status	Action
Update Failed Transaction Data	1	420529018117691928111720	4/3/2013	5/3/2015	4/3/2015	Active	Disable
Authorize Failed Transaction	Showing 1	1 to 1 of 1 entries					First Previous 1 Next Last
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View Rejected Bill Files							
User Profile							
Download Sign-In Utility							
Change Password							

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- Once certificate is successfully uploaded, you can see success message and general information regarding the uploaded certificate like serial number, activation date, expiry date, status etc.
- User can deactivate the current certificate by clicking on **Disable** button.
- If AO user has uploaded the public key then up-loader for that CDA and Sub Office Code has to use the digitally signed files for uploading on portal. Other option will not be available to that user.
- Above is one time process only.

#### 3. Download the Signature Utility:

- Login to MOD portal using AO credentials.
- Click on Download Sign-In Utility for downloading signature utility.

Vith you - all the way	Ministry of Defence, C	Government of India				Last Lo	ogin: 2015-03-04 03:24 Logou
O Upload Certificate	Pending Files						
<ul> <li>View Downloaded Files</li> <li>Pending by AO</li> <li>Scroll Data Availability</li> </ul>	* Data older than Date:'01/0 • View Non Archived Data • View	<b>02/2014' is archived.</b> v Archived Data					
DMS Report	File Name	Date of File Entry	Number of Records	Status	Total Amount	Uploaded by	First Authorizer
Download Requested Scroll Data	0	\$	0	\$	٥	\$	0
Enquiry Module			No data available	in table			
Update Failed Transaction Data	Showing 0 to 0 of 0 entries					First	Previous Next Last
Authorize Failed Transaction							
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View Rejected Bill Files							
User Profile							
Download Sign-In Utility							
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• Once user clicks on link, browser will ask user to save the utility.

#### 4. Generate the Signature File:

Follow below mention steps to digitally sign the plain or encrypted file which needs to be uploaded on portal.

- If user has USB token for signing the file, then connect the USB token to the machine on which token is installed.
- Now, run the signature utility which was downloaded in earlier step by double clicking on it.

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Select Certificate Type *	xen .		
Select file *	Browse		
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Select certificate(.pfx)*	Browse		
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- Select the appropriate certificate type by selecting radio button. If user has PFX file for signing then select Pfx file as option else Hardware Token.
- Select the file which needs to be digitally signed by by clicking on Browse button.
- Select the path for storing the signature file by by clicking on Browse button. By default it will take the path where plain/encrypted file is stored.
- If user has selected the Pfx file as certificate type, then user has to select the Pfx file by clicking on browse button. In case of hardware token, use won't see Select Certificate option.

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	Select Certificate Type *	O Pfx File			
	Select file *	jects\SBI\Document\MOD\Digital Signing\DII reading\	mod.txt Browse		
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- Enter the password of private key.
- Click on **Generate** button to generate the digitally signed file.

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Enter Password *	Message			
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- After clicking on Generate button, user can see success message after successfully generating digitally signed file.
- By above process, digitally signed zip file will be generated at destination path, which will be password protected so that nobody can modify the content of files inside the zip.

AO Up-loader will upload the generated zip file on MOD portal for further processing of file.