ADMINISTRATION

As the Administration is the important and secured task, the Tahsildar/ concerned authority should not give their Digital Signature Tokens or Passwords to the operators or anyone.

Digital Signature, Change Password, Activate and deactivate user and Revoke Digital Signature are the administrative tasks.

Activate and deactivate user option works only in DIO (Level-o) user.

Remaining options works under Tahsildar user with digital sign token.

1.1 Digital Signature

Digital sign option works only for Tahsildar users. Digital token presence is necessary for digital signing the records.

This option is used to digitally sign the records. To digital sign the records click on

Administration → Digital Signature

The following screen would appear.
“Show All Pending records” displays all the pending or unsigned records.
“Show only Revoked records” displays all the revoked records.
Here select the village name and survey number; it will display all the records of the village to be digitally signed. For single/Multiple records check the concerned records. For selecting all the records in that page, check “select all” check box.
Note: Records Entered in Dispute register are not listed for digital signing.
Click on “Bulk Sign Digitally” button to sign the records digitally.

Note: Check at least one checkbox to digitally sign the record. Digital signing of a record can’t be done without selecting at least single record.

The above alert box indicates the minimal selection of records by displaying an error message as “Check at least one checkbox to digitally sign”.

Here Select Device Type from the pop – up window

Select device type and .dll file
Here enter the Password which is given with the digital token
Here, select your digital certificate to digitally sign files and click OK.

The following screen shows the digitally signed statement.
1.2. CHANGE PASSWORD

User has to change the password frequently for security reasons. To change the password, click on

Administration ➔ Change Password

After selecting, the below screen would appear.

Enter all the details like User ID, Old password, New password, Confirm password and click on OK button to change the password.
Note: While changing the password, User has to specify the password with the maximum of 9 characters length and at least one numeric in that.

By clicking OK, it gives an alert message as Your Password is altered...
After successful change of password, you will get the following message.

Congrats! Password is changed...

The password has been changed successfully.
1.3. ACTIVATE / DEACTIVATE USER

This option is used to Activate / Deactivate User.

Only the DIO's or the Nodal officers have the permission to Activate / Deactivate User with Zero level permission.

Activate/Deactivate user: Contains 4 options as described below:-

All 4 options require User-id and Password of the affected user and user id and password of the master user. After performing all the operations, the module resets the current password of the affected user to his user-id. On next login user will be prompted to change his password.
1.3.1. UPDATE DIGITAL TOKEN

Whenever token number changed for a tahsildar of a particular mandal, the new token number should be updated for digital signing of the records. Enter Digital Token serial number against Token, select Mandal name from the given list and enter the tahsildar userid of the given token, enter dio userid and password as the user ID and the password of user logged in. After entering all the details and submitting the form, digital token serial number will be altered for that user. Takes effect from the next login. After performing the above operation, the module resets the current password of the affected user to his user-id.

(*) indicates mandatory fields.

To update digital token, click on

Administration ➔ Activate / Deactivate User ➔ Update Digital Token
1.3.2. UPDATE EXPIRY DATE

Each user has an effective expiry date given at the time of user creation. After expiry date User ID will be expired and will not be able to login into WEBLAND application. If that user requested DIO to extend the expiry date to extend the login period. The application login expiry date is different from Digital Token expiry date. User can be deactivated to using expiry date also.

To update expiry date, click on

Administration → Activate / Deactivate User → Update Expiry Date.

Enter User expiry date as expiry date, select Mandal name from the given list and enter the user ID, password of the user to be extended/decreased expiry date, enter DIO user ID ,password as user ID and password of user logged in and click on SUBMIT to extend/decrease the expire date of the user.
1.3.3. UNLOCK USER

If user enters wrong password repeatedly for 3 times, his login account will be locked for security reasons. Such locked users will be unlocked using this option. In case if you don’t know the present password of the user, change the current password by using the “Change password” option and unlock the user. After unlocking the user the password will be reset again.

To unlock user, click on

**Administration → Activate / Deactivate User → Unlock User.**

Select Mandal name from the given list; enter User ID, Password to be changed. Enter DIO user ID, Password as User ID, Password of user logged in and click on SUBMIT to unlock the user.
1.3.4. DEACTIVATE USER

This option deactivates the user from the Webland system. The user will not be deleted but will be prevented from further login. After deactivating the user the same user can be reactivated by unlocking the user and updating the expiry date.

To deactivate the user, click on

Administration ➔ Activate / Deactivate User ➔ Deactivate User.

Select Mandal name from the given list, Enter User ID, Password of user to be deactivated. Enter DIO user ID and password for User ID, password of user logged in and click on SUBMIT button to deactivate the user.
1.4. REVOKE DIGITAL SIGNATURE

Revoke Digital signature is same as digital signing the records. It is a process of canceling the digital signature from the signed records. It is useful for wrongly signed records. After revoking, separate history is maintained by the system. Insertion of Digital Signature Key is a must to revoke signed record(s).

To revoke digitally signed records, click on

Administration → Revoke Digital Signature.

The below screen would appear.
Here select the village name from the given list, check the checkbox of the particular record for which the digital signature has to be revoked and write the reason in the Reasons for Revocation box and click on Revoke Digital Signature button.

**Note:** Enter Non Blank data in Reason for Revocation.
Note: Check at least one Checkbox to Revoke Digital Signature

Here enter the password (pin number of the Digital signature key)
Select your digital certificate to revoke digitally signed files.

The following screen shows the digital signature revoked statement.

Digital signature revoked.