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1. Introduction
ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system which provides information on all institutions/ Regional Centres and KVKs under a single roof. This system has reduce the dependence of administration on the use of Institutional, Regional centres and KVKs during cultivation of Institutional data and financial/budgeting data. It also provide information on AICRP project, major achievements, RAC/IRC/IMC/QRT meeting, land assets and RMPs which provides a Master Monitoring system to higher authority or nodal officers to keep an eagle eye on the institute activities as well as the Institutional network and availability of employee on particular institute.

This document provides step by step process (with Screenshots) instructions to users to navigate the functionalities of ICAR Portal.

The system is accessible through URL https://iims.icar.gov.in/.

2. Login

Figure 1: Home Page
2.1 Login Process:

- Access the portal through URL [https://iims.icar.gov.in/](https://iims.icar.gov.in/)
- Click on the login button at top right corner of the home page and login window will appear as shown in figure 2.

![Figure 2: Login Window](image)

- Enter User ID
- Enter the password
- Now click on login.
- Or you can choose **login through LDAP** also as shown in Figure 2 then new screen will appear as shown in figure 2.1.
  - Note – Only those users who have user id like `example@icar.gov.in` can login through LDAP

![Figure 2.1: Login through LDAP](image)

- Figure 2.1: Login through LDAP
- After login user menu window will appear as shown in figure 3.
3. Menu Bar (Nodal Officer Tab)

- In menu bar section there are 5 given options.

Figure 4: Navigation bar (Nodal Officer Tab)

- Click on Nodal Officer tab then given options will appear as shown in Figure 5

Figure 5: Nodal Officer Tab

a. Institute Registration
b. Institute Basic Information
c. Director Information
d. Division/Section Information
e. Administrative Officer Information
f. Finance officer information
g. PME cell In-charge information
h. Extension Activity In-charge information
i. Institutional training program organized.
j. KVK & Farmer outreach
k. Image Upload

3.1. Institute registration-

Figure 6

- Click on the **Institute Registration** option as shows in Figure 6, the institute basic information window will appear as shown in Figure 7.
The basic information will be available. Please check the information if the information is incorrect, you may update the records by clicking on the ‘Update’ tab. After click on the update tab the Figure 8 screen will appear. Now you click on any textbox and edit the existing information.

- Click on **save tab** to save the changes as shown in figure 8.
3.2 Institute Basic Information

Figure 9: Institute Basic Information

- Click on the **Institute Basic Information** as shown in the Figure 9. A new form will appear as shown in figure 10.

Figure 10 : Institute Basic Information (Enter the details)

- Enter the information in respected fields and click on save button as shown in figure 10 and it can also be updated when needed.
3.3. Director/In-charge Information

Figure 11: Select Director Information

- Click on the Director Information as shown in the Figure 12 the new form will be opened to enter the Director detail as shown in figure 13.

Figure 12: Director/In-Charge Information

- Add new director information details and click on save.
- To cancel the entered information click on cancel as shown in figure 13 then a new screen will appear as displayed below in Figure 14.

To edit/update existing director information –
Figure 13 : Director/In-charge Information (Edit)

- Click on **EDIT** button to modify existing information as shown in Figure 14 then new window will appear as figure 15 to update the record.

Figure 14

- Edit the existing information and click on **update** as shown in Figure 15.
- To **DELETE** existing information
Click on DELETE button to delete existing information as shown in figure 16 then the instruction pop up will appear as shown in figure 17 will appear.

- It will ask for permission “Do you want to delete this record?” as shown in Figure 17 click on OK, the record will be deleted.
3.4. Division/Section information –

- Click on the Division/Section Information as shown in the Figure 18 the new form will open as shown in Figure 19.

- Enter the division details in appeared from in Figure 19 and click on save as shown in figure.
- To cancel the entered information click on **cancel**.

**To edit the existing information**

![Division Information](image1)

**Figure 19: Division Information (Editing the record)**

- Click on **EDIT** button as shown in figure 20 then figure 21 will appear.

![Division Information](image2)

**Figure 20: Division/In-charge information (Update screen)**

- Edit the existing information and click on **update** as shown in Figure 21.
To DELETE existing information –

Figure 21: Division Information (Delete)

- Click on DELETE button to delete existing information as shown in figure 21 then the instruction pop up will appear as shown in figure 22.
Figure 22: Division Information (Pop up screen)

- It will ask for permission “Do you want to delete this record?” as shown in Figure 22 click on OK, the record will be deleted.

3.5. Administrative Officer Information

Figure 23: Select Administrative officer information

- Click on the Administrative Officer Information as shown in the Figure 23 the new form will appear as shown in Figure 24.

Figure 24: Administrative Officer information (Fill details)

- Enter the Head of Office/Administrative Officer Information details in respected fields as shows in Figure 24 and click on save button.
- Click on cancel button to cancel the process.
To Edit existing information –

Figure 25: Administrative Officer Information (Edit)

- Click on **EDIT** button to modify existing information as shown in Figure 25 then new window will appear as in figure 26 to update the record.

Figure 26: Administrative Officer Information (Update the information)

- Edit the existing information and click on **update** as shown in Figure 26.
To Delete existing information –

- Click on **Delete** button to delete the record as shown in Figure 27 then instruction popup will appear as shown in Figure 28.

- It will ask for permission “**Do you want to delete this record?**” as shown in Figure 28 click on **OK**, the record will be deleted.
3.6 Finance Officer Information

Figure 29: Finance Officer Option.

- Click on **Finance Officer Option** as shown in figure 29 then the new screen will appear as shown in figure 30.

Figure 30: Finance Officer information (Enter information)

- Enter the Finance Officer information details in respected fields as shows in Figure 30 and click on save button.
- Click on cancel button to cancel the process.
To Edit existing information –

Figure 31: Finance Officer Information (Edit)

- Click on **EDIT** button to modify existing information as shown in Figure 31 then new window will appear as in figure 32 to update the record.

Figure 32: Finance Officer Information (Update the information)

- Edit the existing information and click on **update** as shown in Figure 32.
To Delete existing information –

- Click on **Delete** button to delete the record as shown in Figure 33 then instruction popup will appear as shown in Figure 34.

**Figure 33: Finance Officer Information (Delete)**

- It will ask for permission “**Do you want to delete this record?**” as shown in Figure 34 click on **OK**, the record will be deleted.

**Figure 34: Finance Officer Information (Pop up screen)**
3.7. PME Cell In-Charge information –

Figure 35: PME Cell In-Charge information Tab

- Click on the **PME Cell In-Charge Information** option as shown in the Figure 35 the new form will open as shown in Figure 36.

Figure 36 : PME Cell In-Charge information (add information)

- Enter the PME Cell In-Charge details in appeared from in Figure 36 and click on **save** as shown in figure.
- To cancel the entered information click on **cancel**.
To edit the existing information

Figure 37: PME Cell In-Charge Information (Editing the record)

- Click on **EDIT** button as shown in figure 37 then new screen will appear as shown in figure 38.

Figure 38 : PME Cell In-Charge information (Update screen)

- Edit the existing information and click on **update** as shown in Figure 21.
To DELETE existing information –

Figure 39: PME Cell In-Charge Information (Delete)

- Click on **DELETE** button to delete existing information as shown in figure 39 then the instruction pop up will appear as shown in figure 40.

Figure 40: PME Cell In-Charge Information (Pop up screen)

- It will ask for permission “**Do you want to delete this record?**” as shown in Figure 23 click on **OK**, the record will be deleted.
3.8 Extension Activity In-charge Information

- Click on the Extension Activity In-charge Information as shown in the Figure 41 then the new form will open as shown in Figure 42.

- Enter the Extension Activity In-charge details in appeared from in Figure 42 and click on save as shown in figure.
- To cancel the entered information click on cancel.
To edit the existing information

Figure 43: Extension Activity In-charge Information (Editing the record)
- Click on **EDIT** button as shown in figure 43 then figure 44 will appear.

Figure 44: Extension Activity In-charge information (Update screen)
- Edit the existing information and click on **update** as shown in Figure 44.
To DELETE existing information –

- Click on DELETE button to delete existing information as shown in figure 45 then the instruction pop up will appear as shown in figure 46.

- It will ask for permission “Do you want to delete this record?” as shown in Figure 23 click on OK, the record will be deleted.
3.9 Institutional Training Program Organized

Figure 47: Institutional Training Program Organized Tab

- Click on the *Institutional Training Program Organized* as shown in the Figure 47 then form will appear as shown in Figure 48.

Figure 48: Institutional Training Program Organized (Add details)

- Enter the institute training program details in appeared form as in Figure 48 and click on save button.
- To cancel the entered details click on **cancel**.
To edit the existing information

Figure 49 : Institute Training Program (Edit information screen)
- To edit the information click on **EDIT** button as shown in Figure 49 then new form screen will appear as shown in Figure 50.

Figure 50 : Institute Training Program (Update Screen)
- Edit the existing information and click on **update** as shown in Figure 50.
To DELETE the existing information

**Figure 51: Institute Training Program (Delete screen)**

- Click on **DELETE** button to delete existing information as shown in figure 51 then the instruction pop up will appear as shown in figure 52.

**Figure 52: Institute Training Program (popup screen)**

- It will ask for permission "**Do you want to delete this record?**" as shown in Figure 52 click on **OK**, the record will be deleted.
3.10. KVK and Farmer Outreach

Figure 53: KVK and Farmer Outreach

- Click on the **KVK and Farmer Outreach** as shown in the Figure 53 then new form screen will appear as shown in Figure 54.

![Figure 53: KVK and Farmer Outreach](image1)

Figure 54: KVK and Farmer Outreach (Add details)

- Enter KVK and Farmer outreach details in form as shown in Figure 54 and click on **save**.
- To cancel the entered details click on **cancel**.
To Edit the existing information

Figure 55: KVK and Farmer outreach (Edit details)
- Click on edit button as shown in Figure 55.

Figure 56: KVK and Farmer outreach (Update details)
- Edit the existing information and click on **update** as shown in Figure 56.
To Delete the existing information

- Click on DELETE button to delete existing information as shown in figure 57 then the instruction pop up will appear as shown in figure 58.

- It will ask for permission “Do you want to delete this record?” as shown in Figure 58 click on OK, the record will be deleted.
3.11. Image Upload

Figure 59: Image Upload tab.

- Click on Image Upload as shown in Figure 59, it shows two options that are given below.

3.11.1. Upload Image Gallery

- Click on upload image gallery then new screen will appear as in Figure 60.

Figure 60: Image Upload (Choose file screen)

- Click on **choose file** option as shown in Figure 60
3.11.2. Upload Institute Image

- A dialogue box will open as shown in Figure 61, select the files to upload and click on open.

- Enter the descriptions of image and click on upload as shows in Figure 62.
Figure 63: Image Upload (Upload Institute Image)

- Click on upload institute image as in figure 63 then new screen will appear as shown in Figure 64.

Figure 64: Upload Institute Image (Choose file)

- Click on **choose file** as shown in Figure 64.
3.12. User Management

- Click on the User Management as shown in the Figure 66 then new form screen will appear as shown in Figure 67.
Figure 67: User management form screen

- To create a new user Enter the User Information details in respected fields as shows in Figure 67 and click on **CREATE** button.
- Click on **CANCEL** button to cancel the process.
- Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
- Click on **DELETE** button to delete the existing record, it will ask for permission **“Do you want to delete this record?”** Click on OK to delete the record.
- Click on **APPROVE** or **DISAPPROVE** button to approve or disapprove user respectively.