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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](image)

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. More...
2.1 Login Process:

- Access the portal through URL 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

- 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

- After login user menu window will appear as shown in figure 3.
3. Menu Bar (Works Tab)

- In menu bar section there are 5 given options.

- Click on **Works tab** then given options will appear as shown in Figure 5
a. Land Assets  
b. Works & Equipment

3.1 Land Assets –

Figure 6: Land Assets Option

- Click on the **Works** and choose **Land Assets** as shown in the Figure 6 then new form will appear as shown in Figure 7.

Figure 8 : Land Assets form screen

- Enter the Land Assets details in respected fields as shows in Figure 8 and click on save 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.

### 3.2 – Works & Equipments

![Image of Works & Equipments option](image1)

**Figure 9**: Works & Equipments option

- Click on the **Works** and choose **Works & Equipments** as shown in the Figure 9 then new form will appear as shown in Figure 10.

![Image of Works & Equipments form screen](image2)

**Figure 10**: Works & Equipments form screen

- Enter the Works & Equipments details in respected fields as shows in Figure 10 and click on save 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.