GOVERNMENT OF INDIA

MINISTRY OF PORTS, SHIPPING AND WATERWAYS

DIRECTORATE GENERAL OF MARITIME ADMINISTRATION

Naukosh User Manual

Indian Shipbuilding and Repair Industry Portal

Prepared for: Directorate General of Maritime Administration, Mumbai, Maharashtra

Submitted by

CMS Computers India Private Ltd

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1. About this manual

This manual is written as an end-user guide. It explains what each major portal area is for, how to reach it, what users can do there, and what to expect after an action.

The screenshots in this manual illustrate the portal interface and the user actions described in the corresponding sections. Counts, listings, URLs and other live content can change.

2. Portal at a glance

Naukosh is presented as a comprehensive digital portal for India's shipbuilding and ship-repair ecosystem. The supplied screens show a central navigation bar plus modules covering industry capability, collaboration, training, finance, regulation and directories.

2.1 Primary modules visible in the portal

- Capability Insights Module – Provides an overview of registered stakeholders and their industry capabilities, including shipyard and company capacity information where available.
- Collaboration Hub Module - Admin-approved closed groups for research/design/shipbuilding-related discussions.
- Training & Certification Module – Provides information on registered training institutes and the training programmes/courses available for the shipbuilding and ship-repair industry.
- Innovation Centre Module – Provides information on innovation, research and development initiatives and related project information available on the portal.
- Finance & Insurance Module – Provides information on financial institutions, financial products, insurers and insurance products relevant to the shipbuilding and ship-repair sector
- Technical Library Module – Provides a centralized repository of technical documents, standards, guidelines and other industry resources.
- Regulatory & Compliance Module – Provides access to Acts, Rules, Policies, Guidelines, DGMA orders, State maritime-body information and other regulatory resources. A Classification Documents link provides access to relevant classification documents available in the Technical Library Module.
- Industry Directory Module – Provides a centralized, searchable repository of stakeholders associated with the shipbuilding and ship-repair industry.

2.2 Typical end-user journey

- Open the portal Home page from the URL:- https://naukosh.dgma.gov.in
- Use the main navigation or a module card to open the information area you need. The portal provides information and facilitates access to relevant resources; it does not itself provide the underlying commercial, regulatory or other external service.
- Use search, category filters or directory links where available.
- Open a detailed profile, product, course or external website when more information is needed.
- Log in or register when an action requires an authenticated account.

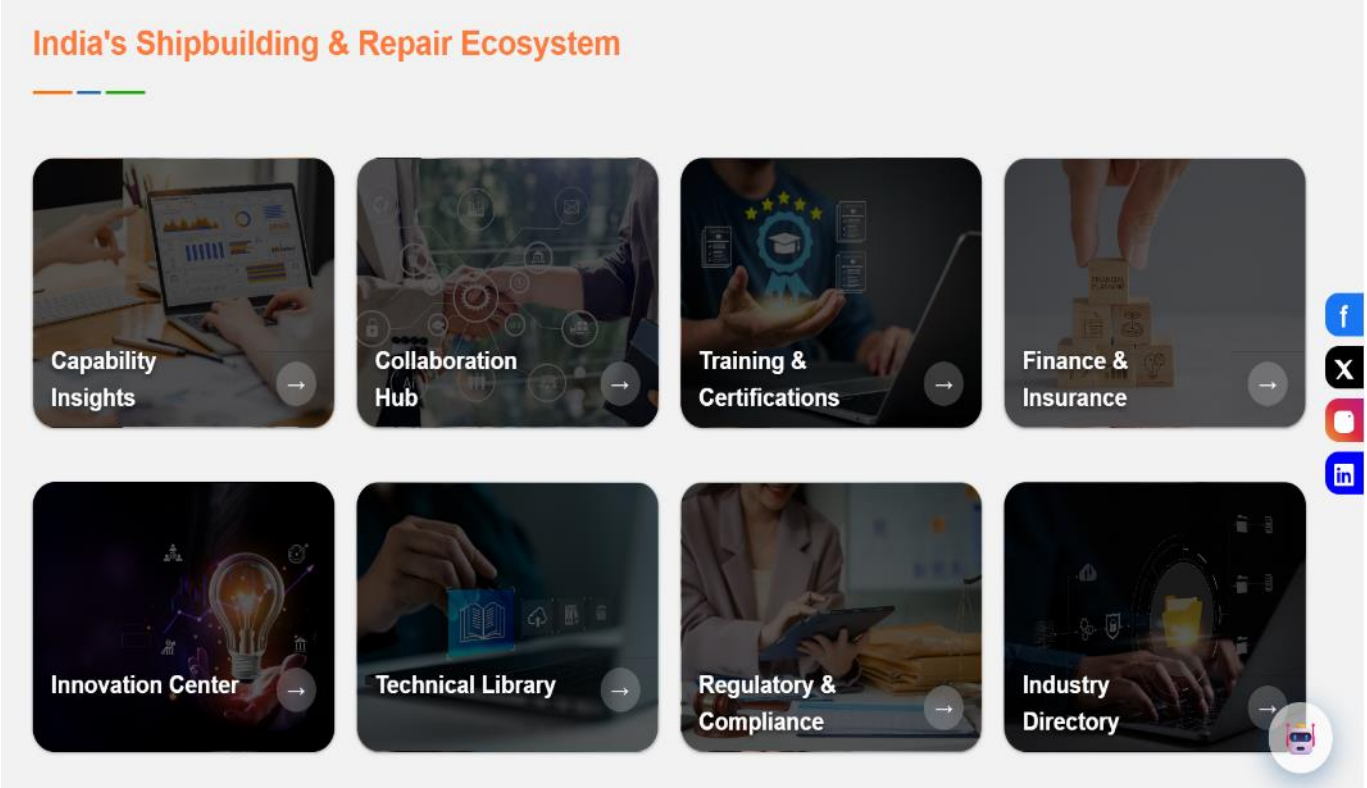


Figure 1. Home page module cards. Focus: the main module cards used to navigate the portal

3. Getting started

3.1 Open the portal

Open the Naukosh portal in a supported web browser (like Google Chrome, Microsoft Edge, Mozilla Firefox, Apple Safari). Browser support may vary with the deployed portal version. The home page screen show the portal running in a desktop browser with the main navigation available across the top.

3.2 Understanding about the top control on Home Page

- Search – use the search field available in the portal header/module to find relevant information in the currently opened portal area. Search availability and scope may vary by module.
- Login – Select Login to sign in to your account.
- Register – Select Register to create a new account on the portal.
- EN / HI – Select EN for English or HI for Hindi to change the language of the portal, where available.
- A– / A / A+ – Use these options to decrease, reset, or increase the text size according to your preference.
- Theme/Display Control – Use the display control in the top utility bar to adjust the portal's display settings.

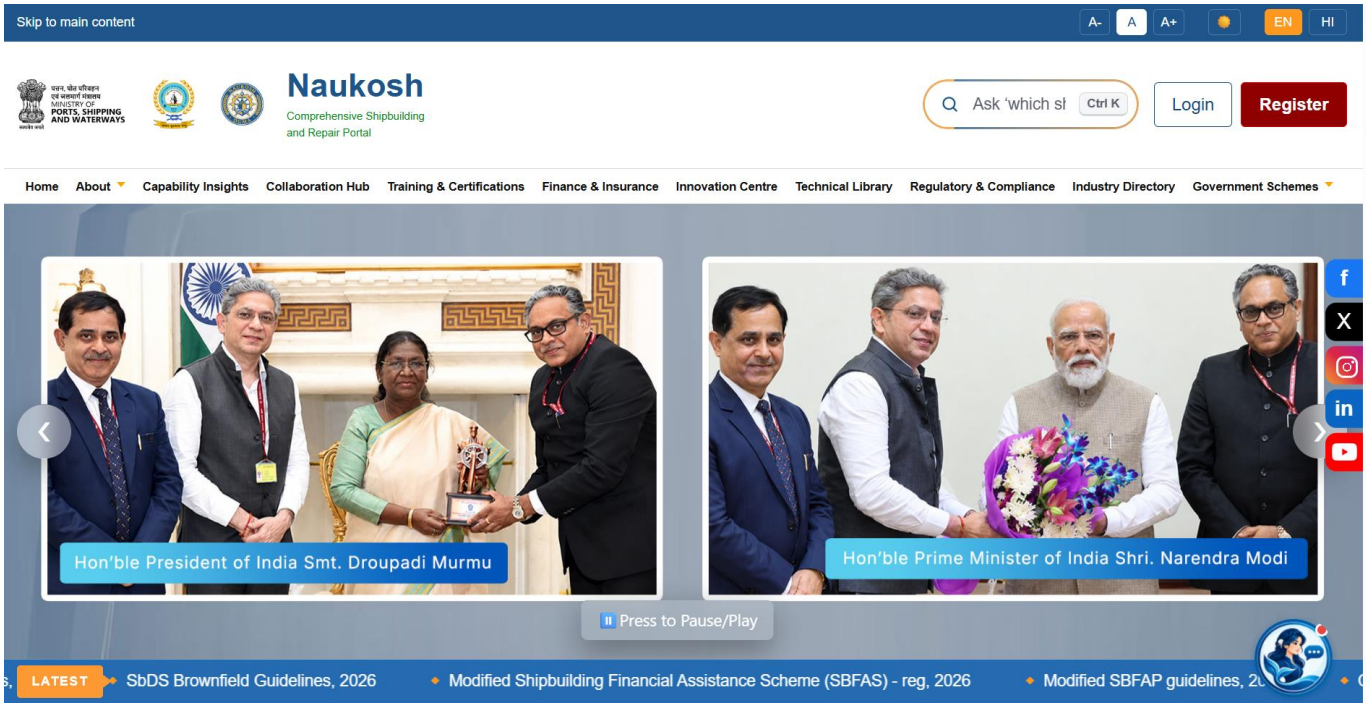


Figure 2. Portal header and top controls. Focus: search, language, accessibility/display and account controls .

3.3 First-time users

- Browse the Home page to understand the available modules.
- Use About to read the portal background and purpose.
- Use Capability Insights to learn about the capabilities, capacities, and profiles of stakeholders.
- Use Collaboration Hub to discover collaboration opportunities and connect with relevant stakeholders and organisations.
- Use Innovation Centre to discover R&D projects in the industry.
- Use Technical Library to access technical documents, publications and other useful resources.

- Use the Industry Directory to easily find organisations and their contact details.
- Use Training & Certifications for courses and institutes providing trainings for shipbuilding and repair industry
- Use Finance & Insurance for financing and insurance-related information.
- Use Regulatory & Compliance to find relevant regulations, standards, guidelines, and compliance-related information.
- Register or log in when a feature explicitly requires authentication.

4.Login

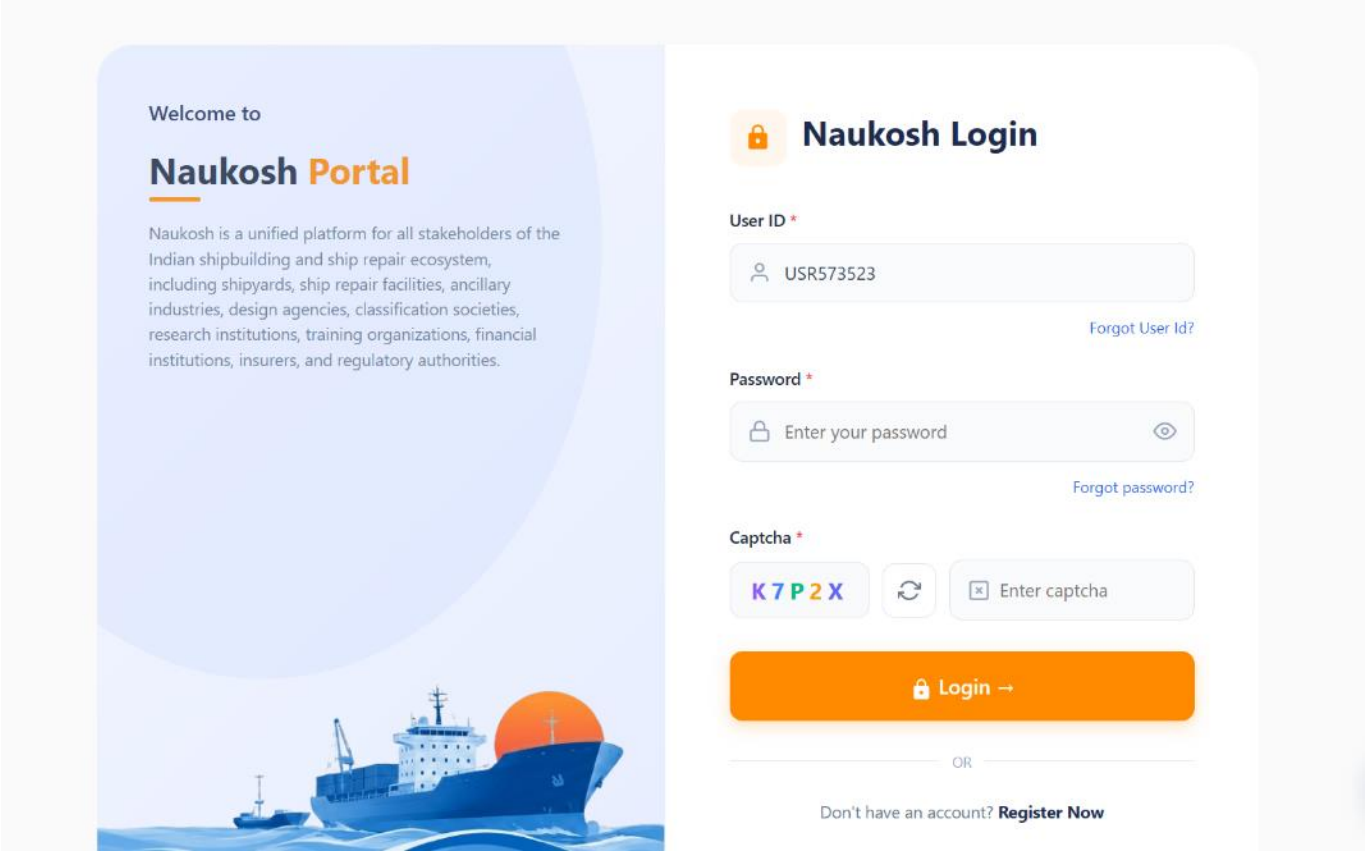
4.1 Purpose

The **Login** page allows registered Naukosh Portal users to securely access their account and portal features that require authentication.

The login screen displays the Naukosh Portal branding and describes Naukosh as a unified platform for stakeholders of the Indian shipbuilding and ship-repair ecosystem.

4.2 Accessing the Login Page

A user can access the Login page by selecting the **Login** button available in the top-right corner of the Naukosh Portal.



4.3 Login Page Fields

The Login page contains the following fields:

Field	Description	Mandatory
User ID	Enter the User ID generated/provided during registration	Yes
Password	Enter the account password	Yes
Captcha	Enter the characters displayed in the CAPTCHA image	Yes

The page also provides:

- Forgot User Id
- Forgot password
- CAPTCHA refresh button
- Password visibility icon
- Login button

4.4 How to Login

- Enter User ID

Enter the registered **User ID** in the User ID field.

Example**:** USR573523

Use your own User ID. The User ID shown in the screenshot is only an example.

- Enter Password

Enter the password associated with the User ID.

The **eye icon** on the right side of the password field can be used to display or hide the entered password.

- Enter CAPTCHA

Read the characters displayed in the CAPTCHA image and enter them in the **Enter captcha** field.

- Refresh CAPTCHA if Required

If the CAPTCHA is difficult to read, click the **refresh icon** beside the CAPTCHA.

A new CAPTCHA will be generated.

- Login

Click the **Login →** button.

The system will validate the entered credentials and, if successful, provide access to the authenticated user area.

4.4 Phone/Email OTP Verification – Login Process

OTP-Based Login: The portal uses One-Time Password (OTP) verification as an additional security measure during the login process. After the user enters valid login credentials, an OTP is sent to both the registered mobile number and registered email address.

The user must retrieve the OTP received on the registered communication channels and enter it in the designated verification field. Upon successful OTP verification, the user will be authenticated and granted access to the portal.

5. Registration

5.1 Purpose

The Registration facility allows a new organisation/company to create an account on the Naukosh Portal.

The registration process begins by asking the user to select the applicable registration type:

- **Company based in India**
- **Company based out of India**

The user should select the option applicable to the organisation being registered.

5.2 Registration Type

The first screen displays:

Choose your registration type

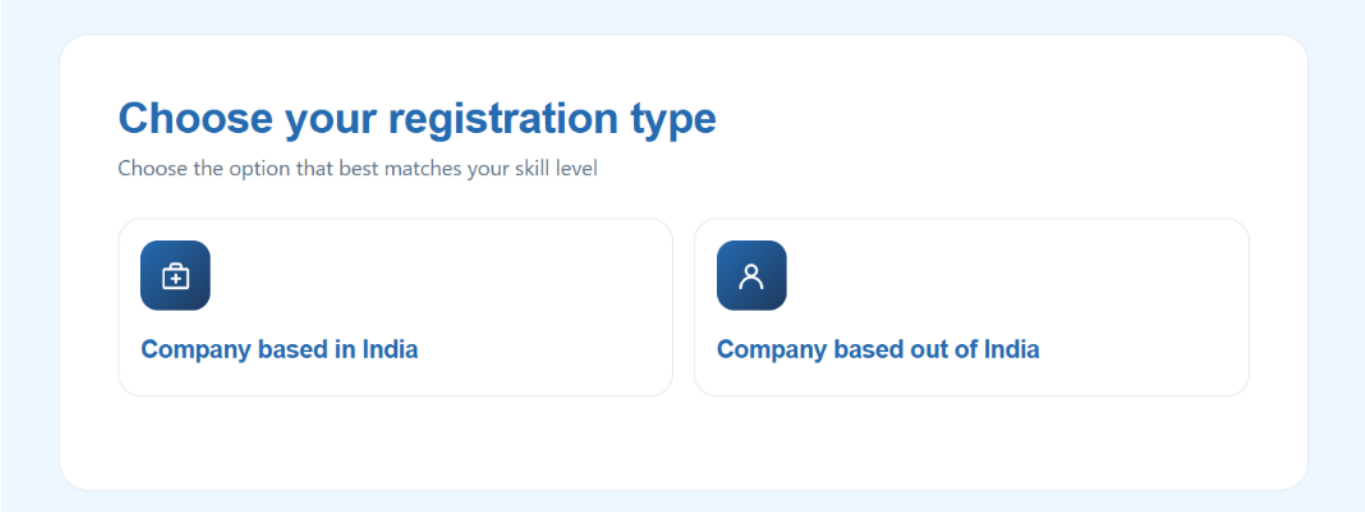
Choose the registration type that matches your organisation's location.

A. Company based in India

Select this option if the company/organisation is based in India.

B. Company based out of India

Select this option if the company/organisation is based outside India.



5.3 Company Based In India

After selecting **Company based in India**, the registration form is displayed.

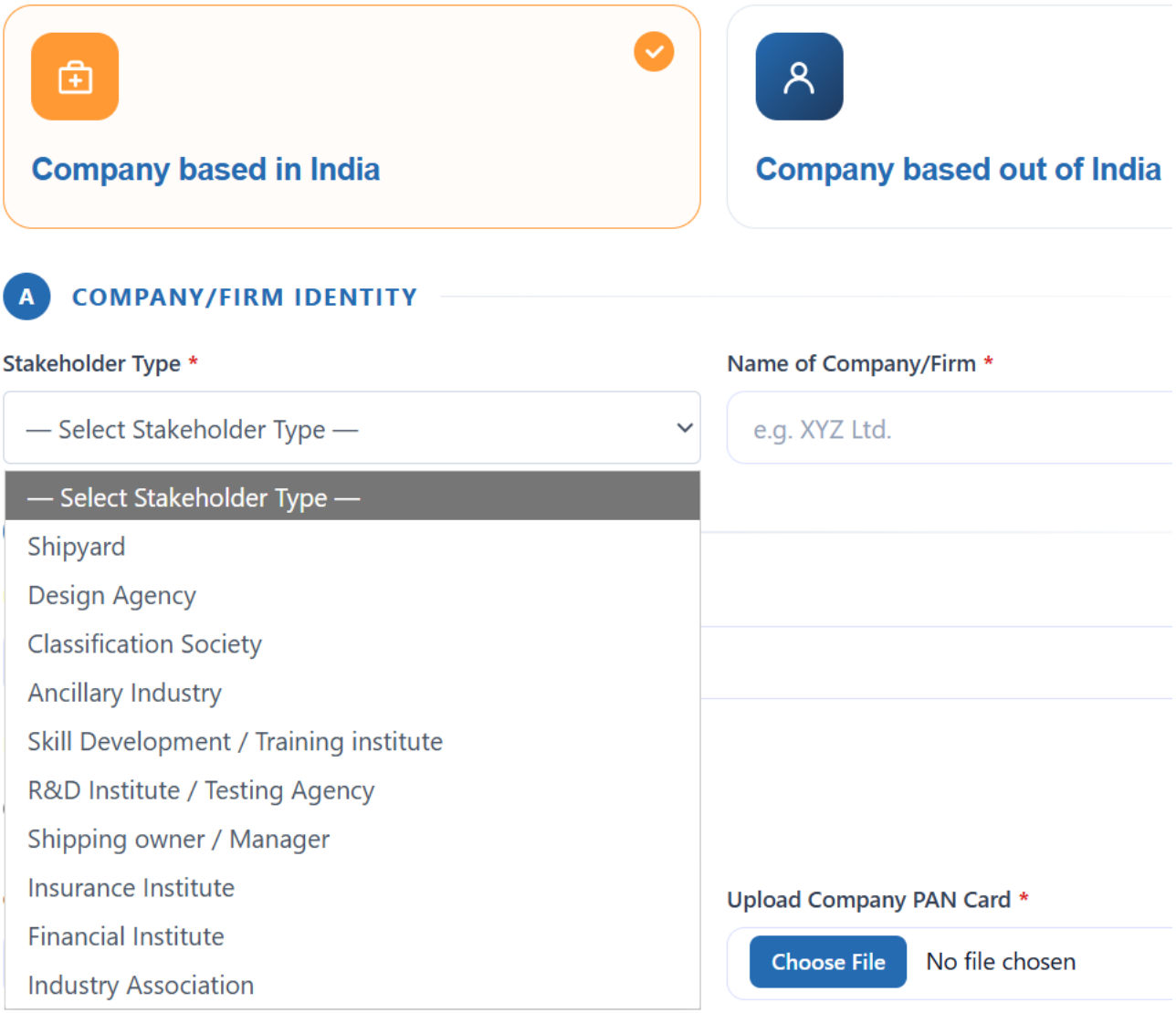
The form is divided into sections identified by letters:

- **A – Company/Firm Identity**
- **B – Company Details / Supporting Information**
- **C – Registered Address**
- **D – Contact Details**
- **E – Security Verification**

The exact fields visible can vary according to the registration type selected.

5.4 Section A – Company/Firm Identity

The **Company/Firm Identity** section captures the basic identity of the organisation.



Stakeholder Type

The user must select the appropriate stakeholder category.

The dropdown shown in screenshot contains:

1. **Shipyard**
2. **Design Agency**
3. **Classification Society**
4. **Ancillary Industry**
5. **Skill Development / Training institute**
6. **R&D Institute / Testing Agency**
7. **Shipping owner / Manager**
8. **Insurance Institute**
9. **Financial Institute**
10. **Industry Association**

How to select

1. Click the **Stakeholder Type** dropdown.
2. Review the available categories.
3. Select the category that best represents the organisation.

Name of Company/Firm

Enter the registered name of the company or organisation in:

Name of Company/Firm *

Example shown by the portal:

XYZ Ltd.

The organisation name should be entered accurately as applicable to the registration documents.

Company PAN Details

For the India-based company registration, the form provides company PAN-related information.

The screenshot shows:

- **Enter 10-digit PAN**
- **Upload Company PAN Card ***

Enter 10-digit PAN

Enter the company's valid **10-digit PAN** in the specified field.

Upload Company PAN Card

- Click **Choose File**.
- Select the company PAN card file from the computer.
- Confirm that the file has been selected.
- Continue to the next section.

The asterisk (*) indicates that the field is mandatory.

5.5 Registered Address

Purpose

The **Registered Address** section captures the official address of the company/organisation.

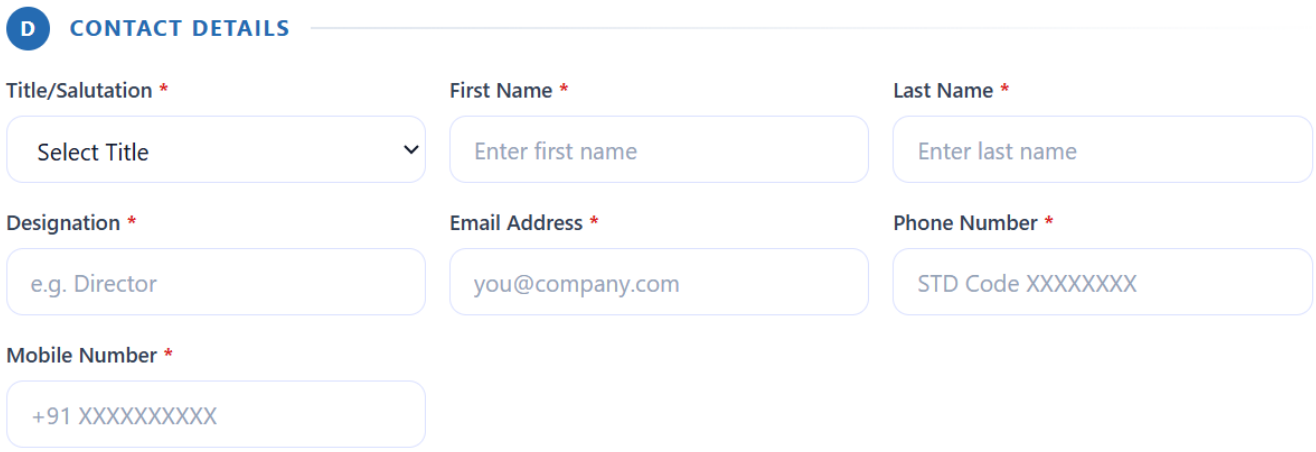
The fields shown are:

Field	Description	Mandatory
Address Line 1	Building, street or locality	Yes
Address Line 2	Area/locality details	Yes
Country	Country of registration/address	Yes
State	State/region	Yes
City	City	Yes
Pin Code	Postal PIN code	Yes

5.6 Contact Details

Purpose

The **Contact Details** section captures the details of the authorised/contact person associated with the registration.



The fields shown are:

- Title/Salutation *
- First Name *
- Last Name *
- Designation *
- Email Address *
- Phone Number *

- Mobile Number *

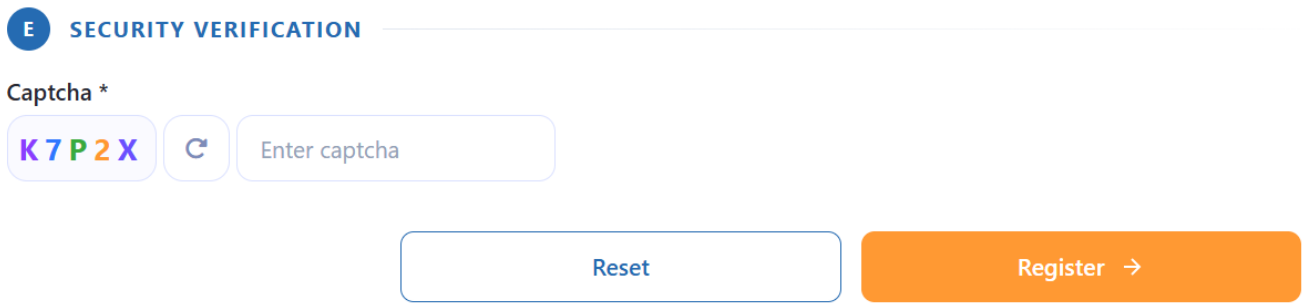
5.7 Security Verification

CAPTCHA

The final section of the registration form is:

E – Security Verification

It contains a **Captcha *** field.



How to complete CAPTCHA

- Read the characters displayed in the CAPTCHA image.
- Enter the characters into the **Enter captcha** field.
- If the CAPTCHA is difficult to read, click the refresh icon.
- Enter the newly generated CAPTCHA.

5.8 Reset Button

The registration page contains a **Reset** button.

Purpose

The Reset button can be used to clear/reset the information entered into the registration form.

To reset the form

- Review the information entered.
- If you need to clear the form, click **Reset**.
- Re-enter the required information.

Use the Reset option carefully because information already entered may be cleared.

5.9 Register Button

After completing all mandatory registration fields:

- Verify the company information.
- Verify the registered address.
- Verify the contact person's details.
- Confirm that required documents have been uploaded.
- Complete the CAPTCHA.
- Click **Register →**.

The system will process the registration request.

5.10 OTP Verification

The registration screen explicitly states:

“Two separate OTPs will be sent to the email address and mobile number provided above.”

Therefore, the user should ensure that:

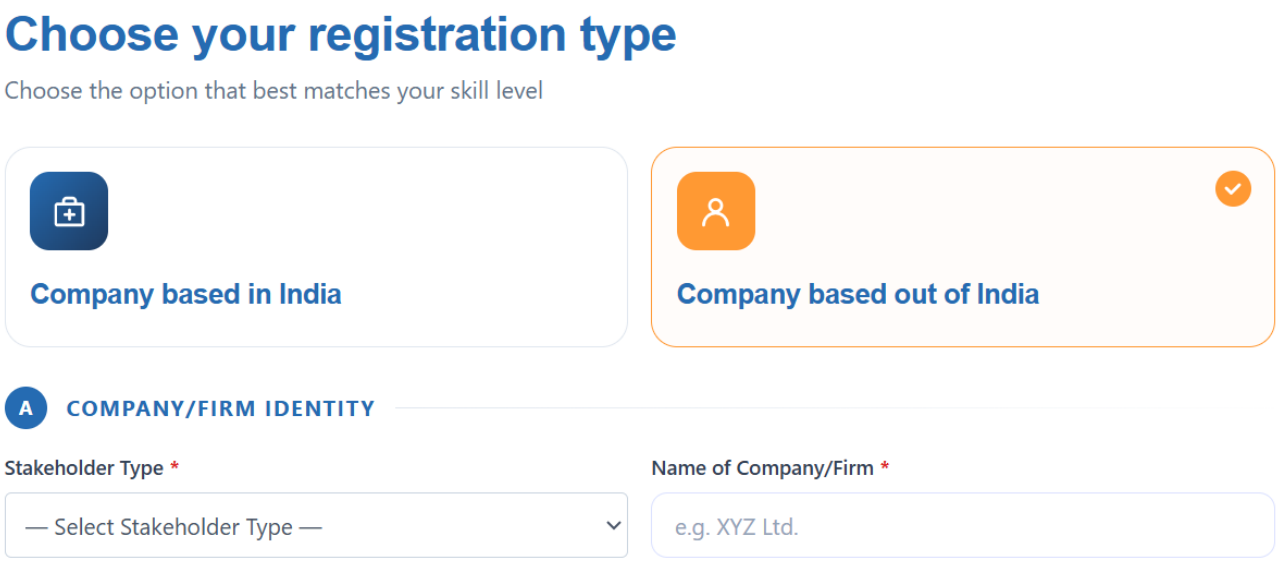
- The email address is correct.
- The mobile number is correct.
- Both are active and accessible.
- The user can receive OTP messages on both channels.

After selecting **Register**, the user should follow the OTP verification process displayed by the portal.

6. Company Based Out Of India

The registration page also provides the option:

Company based out of India



Select this option when the organisation is based outside India.

The registration form then captures the organisation's identity, supporting registration information, address and contact information.

Company/Firm Identity

The same stakeholder classification mechanism is displayed.

The user must select the applicable **Stakeholder Type** from the dropdown.

Certificate of Registration/Incorporation

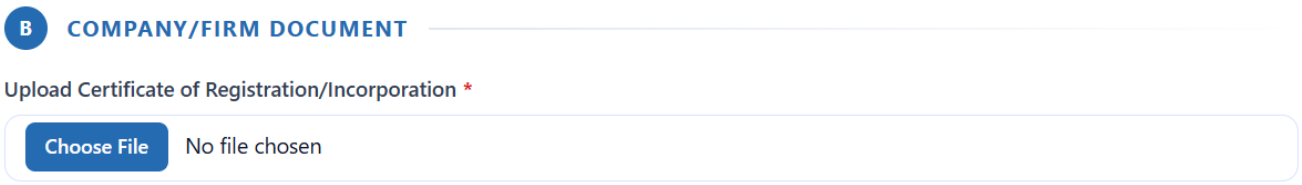
For the registration screen shown for the organisation's incorporation details, the portal provides:

Upload Certificate of Registration/Incorporation *

Procedure

- Click **Choose File**.
- Locate the organisation's Certificate of Registration/Incorporation.
- Select the document.
- Confirm that the file has been attached.
- Continue with the remaining registration fields.

This document field is marked with an asterisk and therefore is mandatory on the displayed form.

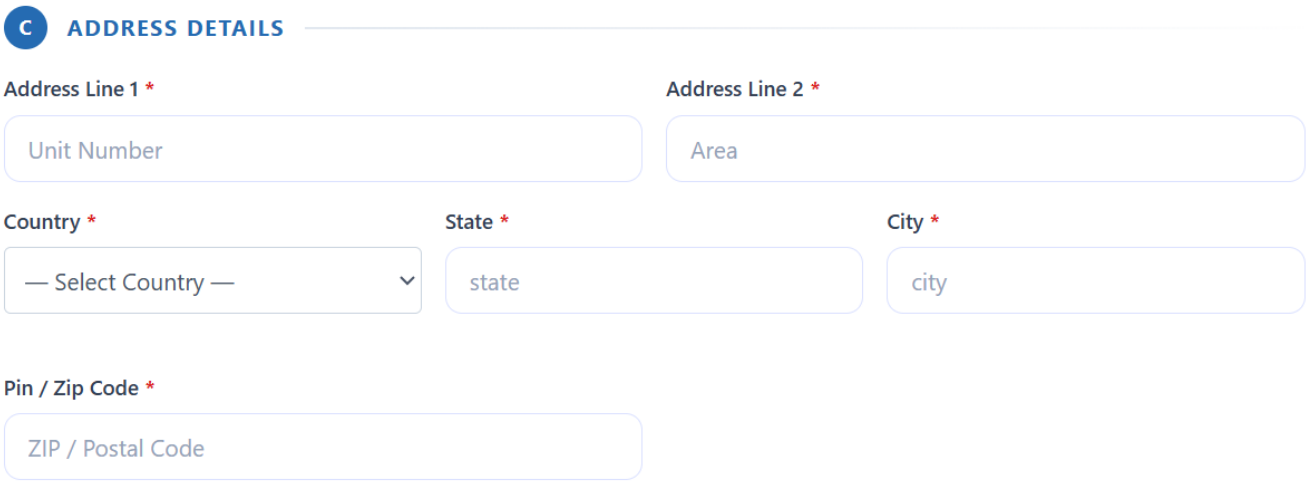


ADDRESS DETAILS

The registration form captures the organisation's address.

The screenshot shows:

- **Address Line 1 ***
- **Address Line 2 ***
- **Country ***
- **State ***
- **City ***
- **Pin / Zip Code ***

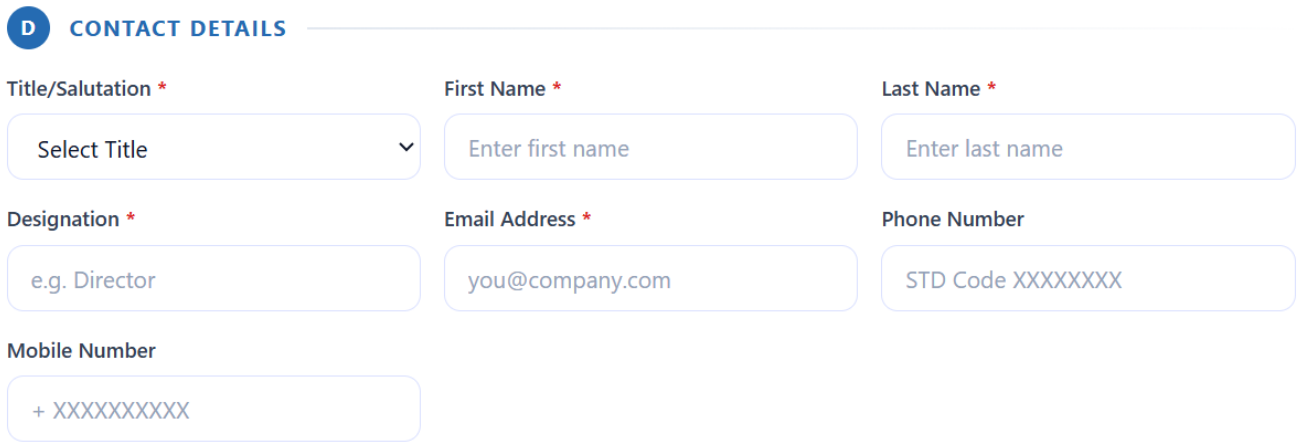


CONTACT DETAILS – FOREIGN COMPANY

The contact details section captures:

- **Title/Salutation ***
- **First Name ***
- **Last Name ***
- **Designation ***
- **Email Address ***
- **Phone Number**
- **Mobile Number**

The user should provide the details of the authorised contact person responsible for the registration



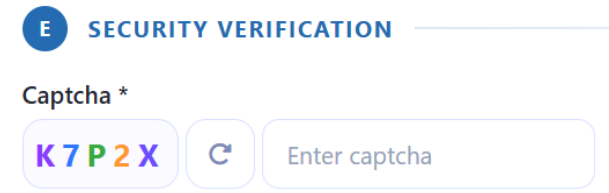
SECURITY VERIFICATION – FOREIGN COMPANY

The registration process also includes the Security Verification section.

CAPTCHA

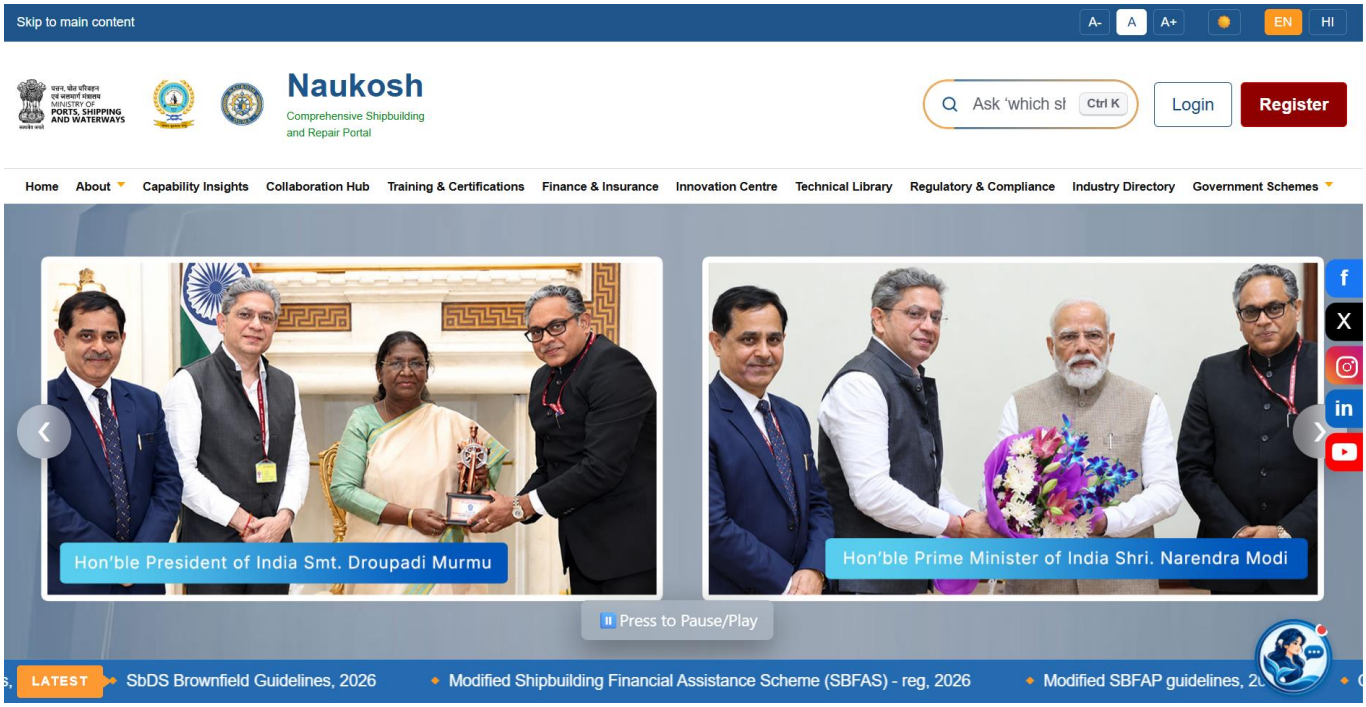
- Read the displayed CAPTCHA.
- Enter it into the CAPTCHA field.

- Refresh it if required.
- Complete the registration process.



7. Home page and global navigation

The Home page is the starting point for the portal. It presents the main introduction, latest-information updates, module cards, ecosystem statistics and portal/footer links.



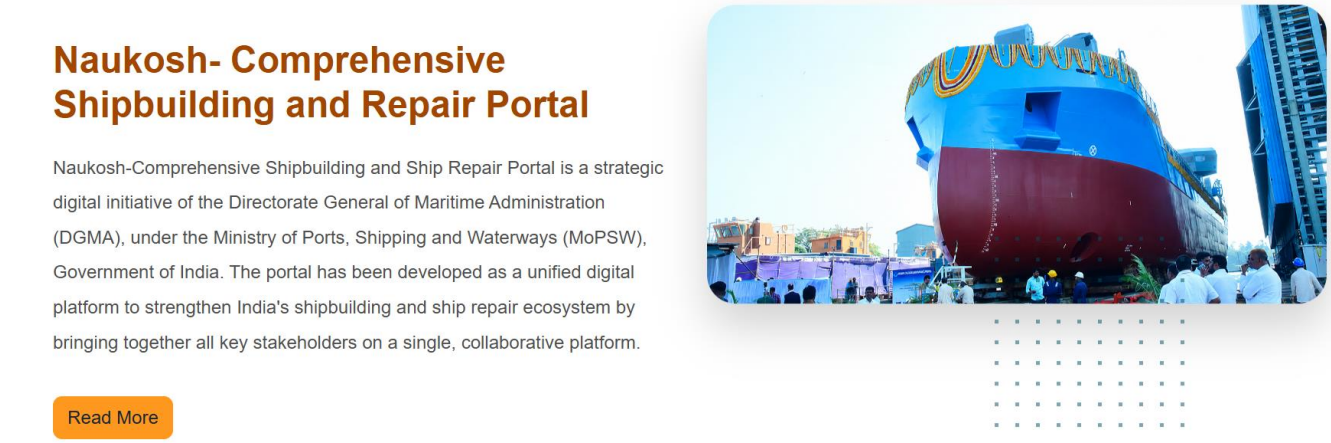


Figure 3. Home page. Focus: main introduction and navigation areas.

7.1 Using the module cards

- Scroll to the “India’s Shipbuilding & Repair Ecosystem” section.
- Select the module that matches your task.
- Use the arrow on a card or select the card itself to enter the module.

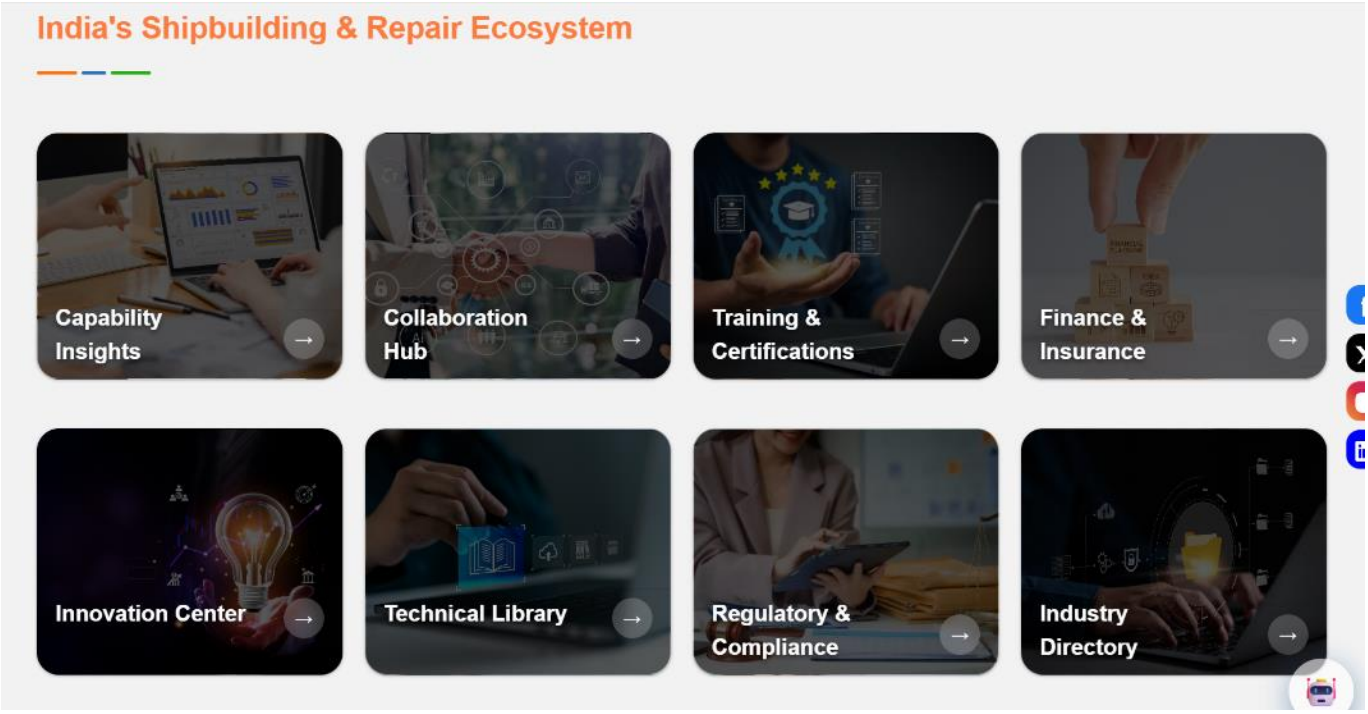


Figure 4. Major portal module cards. Focus: selecting a module.

7.2 Understanding ecosystem statistics

The Home page presents high-level counts of registered stakeholders across categories such as shipyards, ancillary organisations, shipping owners/managers, design agencies, skill-development institutes, classification societies, R&D/testing institutes and finance/insurance entities. These counts are updated as stakeholders register and portal data changes.



Figure 5. Ecosystem statistics. Focus: registered-stakeholder counts.

8. About the portal

The About menu provides access to About Portal, About DGMA and About Naval Architecture wing. The supplied About Portal screen describes the portal as a digital platform intended to support transparency, innovation, stakeholder collaboration, industry capability visibility, funding and training.

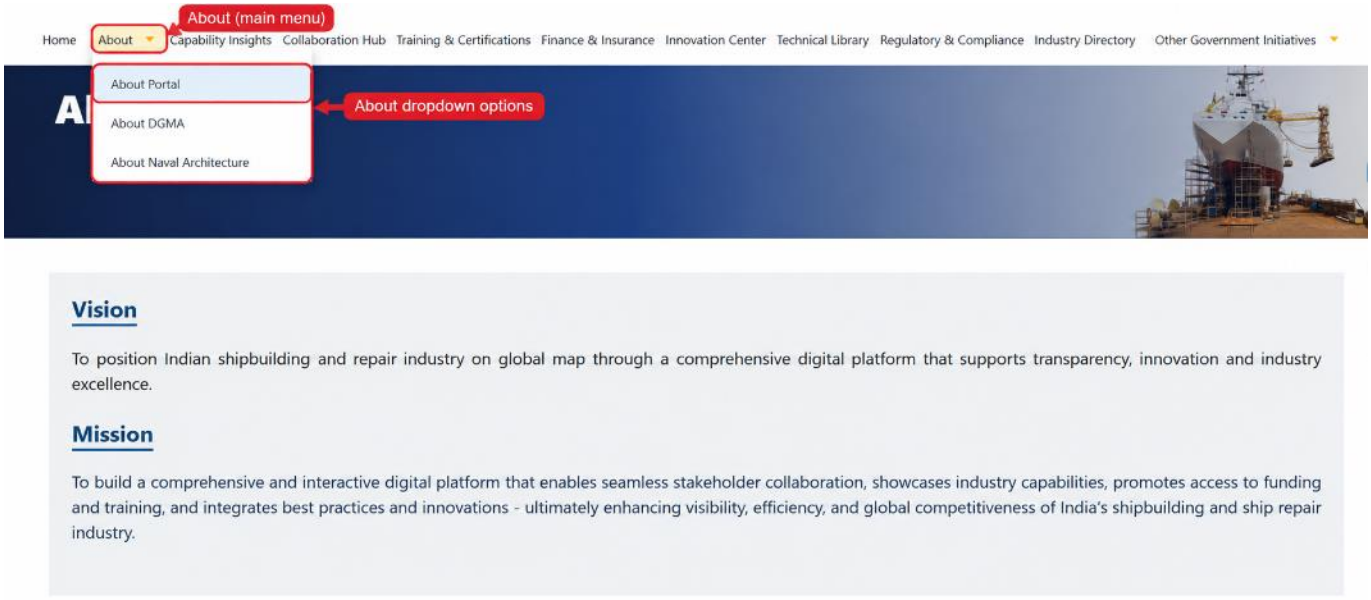


Figure 6. About menu and About Portal content. Focus: About navigation.

8.1 How to use the About area

- Select About from the main navigation.
- Choose About Portal, About DGMA or About Naval Architecture.
- Read the relevant overview and use the browser Back button or portal navigation to return.

9. Capability Insights Module

Capability Insights is designed to help users understand India’s shipbuilding strength through mapped stakeholder categories. The screen below begins with a “Registered Stakeholders” map and then provides category cards. The interactive map provides a state-wise overview of industry stakeholders across India. Hover over a state on the map to view the number of shipyards, ancillary companies, and design agencies registered in that state. This allows users to quickly understand the distribution of key industry stakeholders across different states.

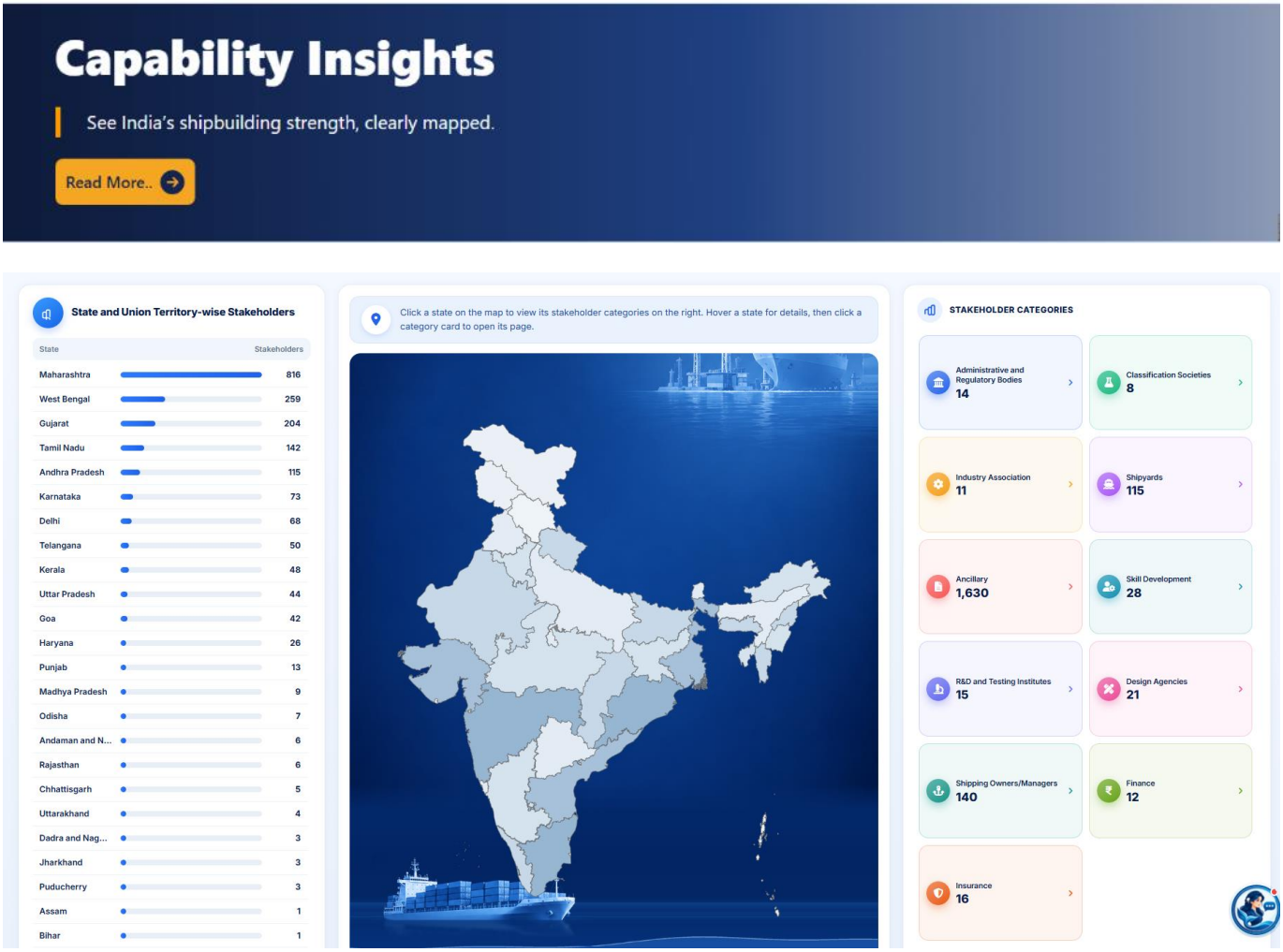


Figure 8. Capability Insights – interactive registered-stakeholder map. Focus: map and stakeholder category navigation.

9.1 Stakeholder categories

The supplied category screen shows Regulatory Bodies, Classification Societies, Industry Association, Shipyards, Ancillary, Skill Development, R&D and Testing Institutes, Design Agencies, Shipping Owners/Managers, Finance and Insurance.

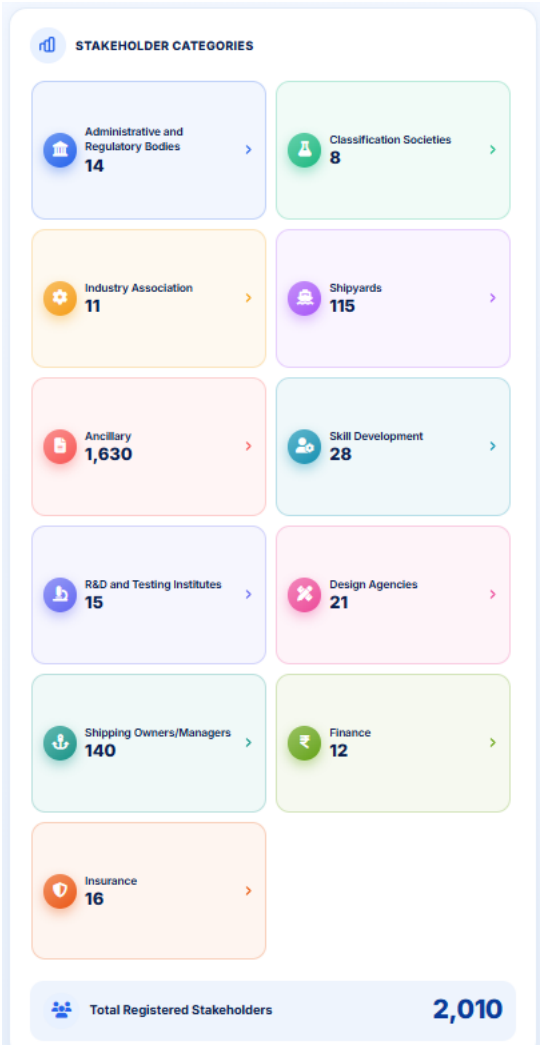


Figure 9. Capability Insights – stakeholder category cards. Focus: selecting a stakeholder category.

9.2 How to find a category

- Open Capability Insights from the main navigation.
- Scroll to the Registered Stakeholders/category area.
- Identify the stakeholder type relevant to your need.
- Select View All on the appropriate card.
- Use the resulting directory page to search, review entries and open detailed profiles where available.

10. Shipyards

The Shipyard section presents registered shipyard profiles, including available infrastructure, capabilities and project information. Users can search the repository and open detailed profiles.

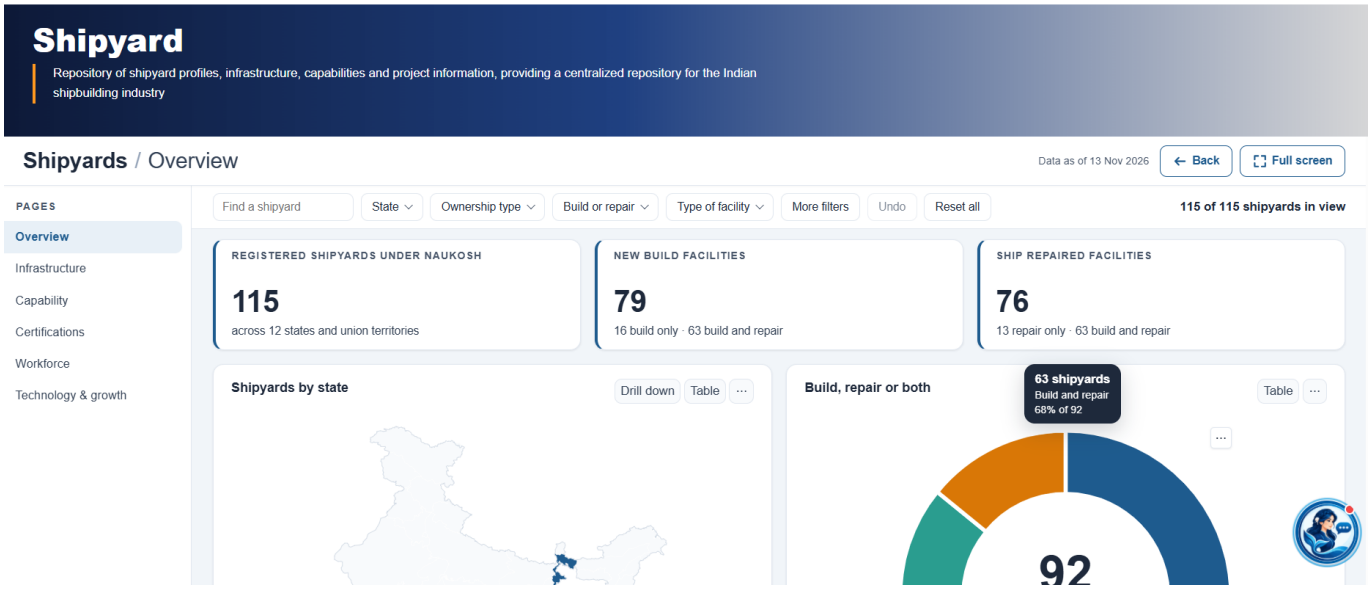


Figure 11. Shipyard directory with search and Detailed Profile links.

- Enter a shipyard name or keyword in Search.
- Select Search.
- View the matching shipyard records and locations.
- Select Detailed Profile to view the shipyard's portal record, or use its website link where provided.

Note: The Shipyard category is used here as an example to demonstrate how to access and view information. The same steps can be followed to access other stakeholder categories available through the Capability Insights.

11. Collaboration Hub Module

The Collaboration Hub is presented as the area where industry participants can connect, collaborate and participate in groups. The screen displays count for groups, members and recent discussion posts.

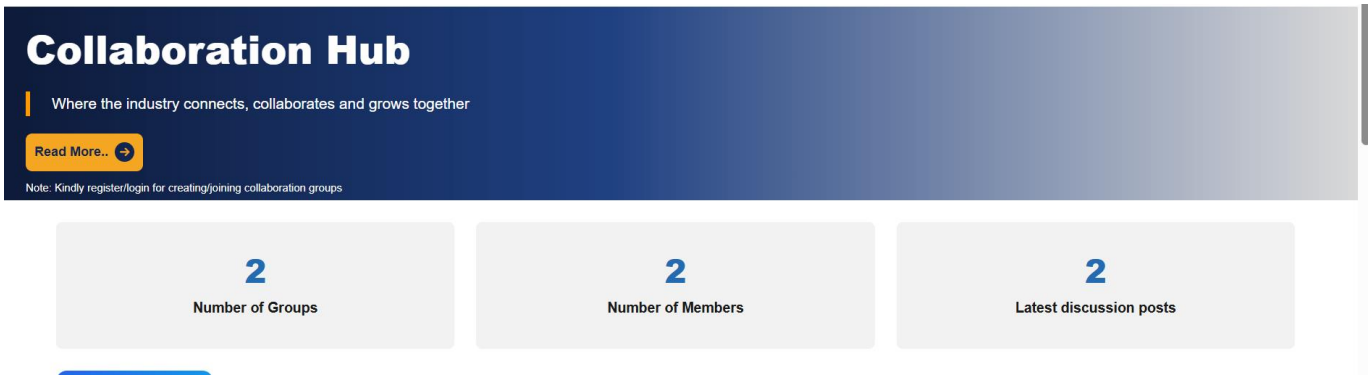


Figure 12. Collaboration Hub overview.

11.1 Browse collaboration groups

- Open Collaboration Hub.
- Review the overall group/member/post statistics.
- Scroll to the group categories.
- Select View All for the category that matches your interest.
- Review the available groups and their information.

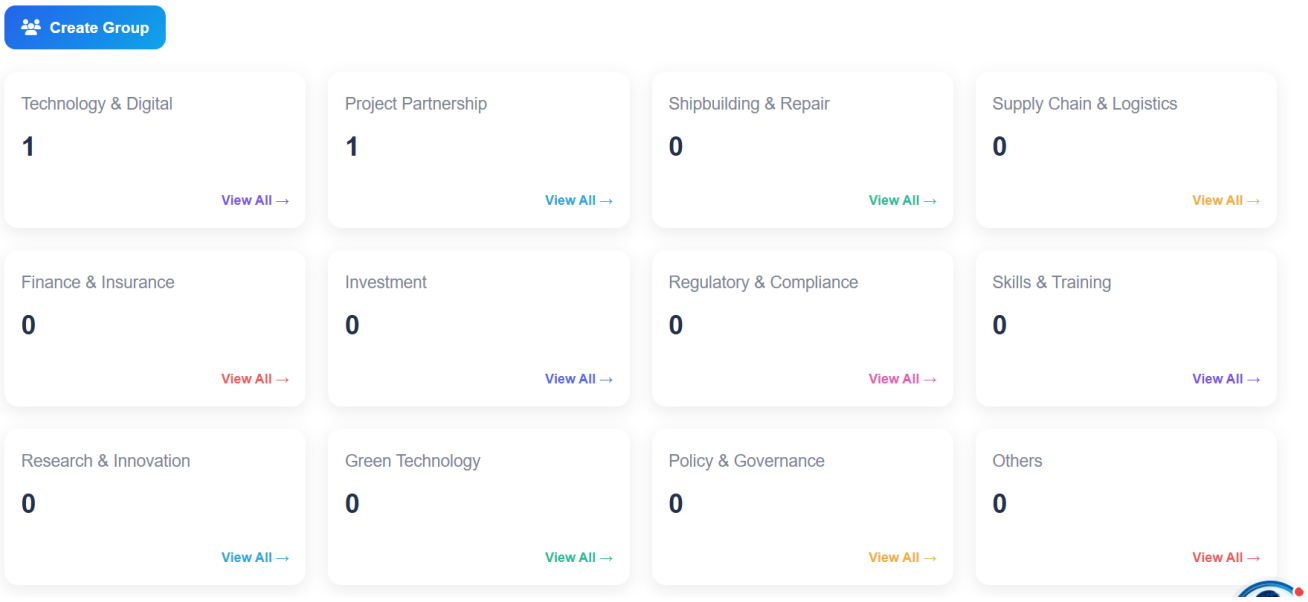


Figure 13. Collaboration Hub category cards.

11.2 Create a group

The Fig 14 interface explicitly indicates that registration/login is required to create or join collaboration groups.

- The user selects the appropriate category for the group creation from the available categories shown in the above screenshot
- Select Create Group.
- If you are not authenticated, the portal displays an Authentication Required message.
- Select Log In and complete the sign-in process.
- Return to Collaboration Hub and start the group-creation process.
- Once the user submits the group, an Admin approval workflow is initiated.

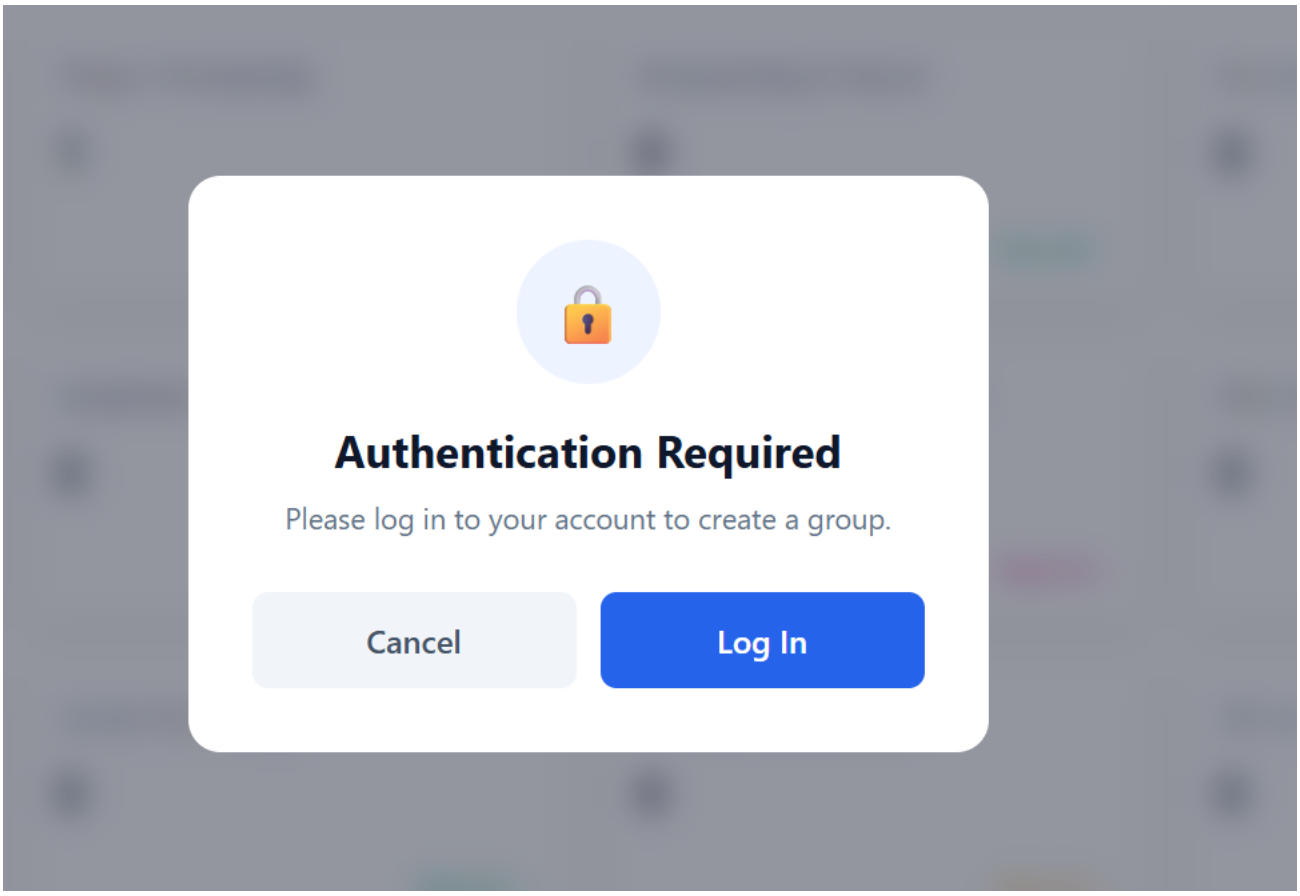


Figure 14. Authentication prompt shown when group creation requires login.

12. Training & Certifications Module

The Training & Certifications module provides access to training institutes and training courses/certifications. The supplied screen shows counts for institutes and courses/certifications, plus search and category filtering.

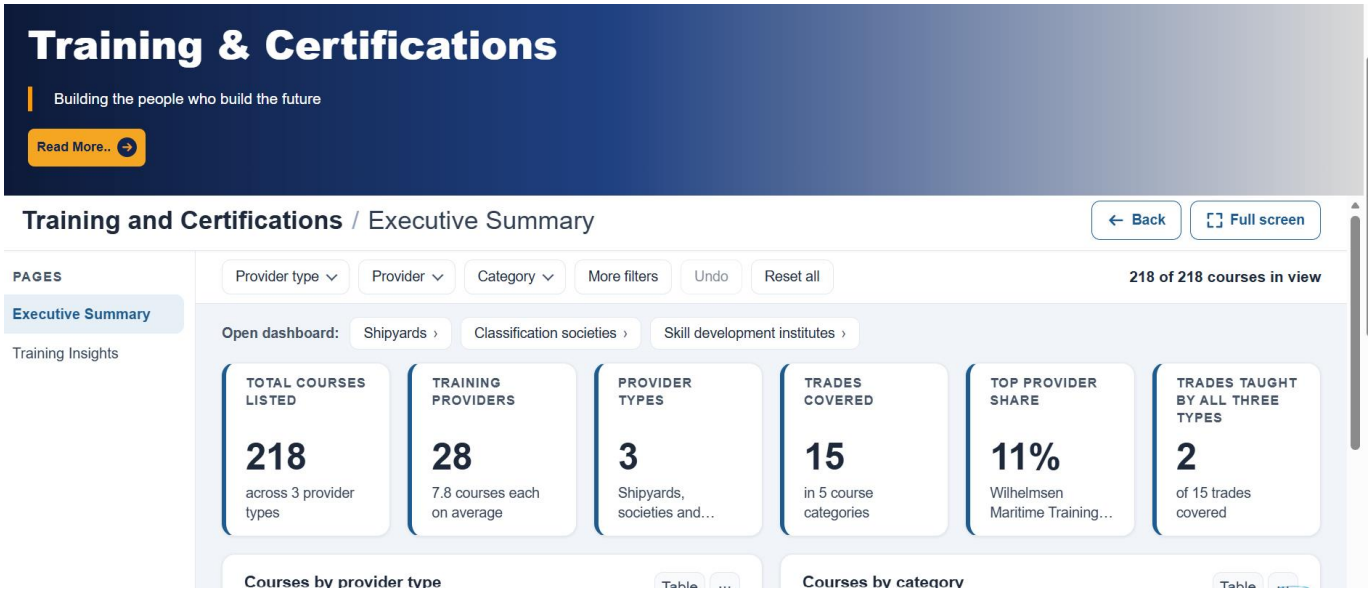


Figure 15. Training & Certifications landing page.

12.1 Find a course or institute

- Open Training & Certifications.
- Enter a course, institute or keyword in Search.
- Optionally select a Course Category.
- Select Search.
- Review the results table.
- Use the Course URL or Institute Homepage URL to visit the relevant external site.

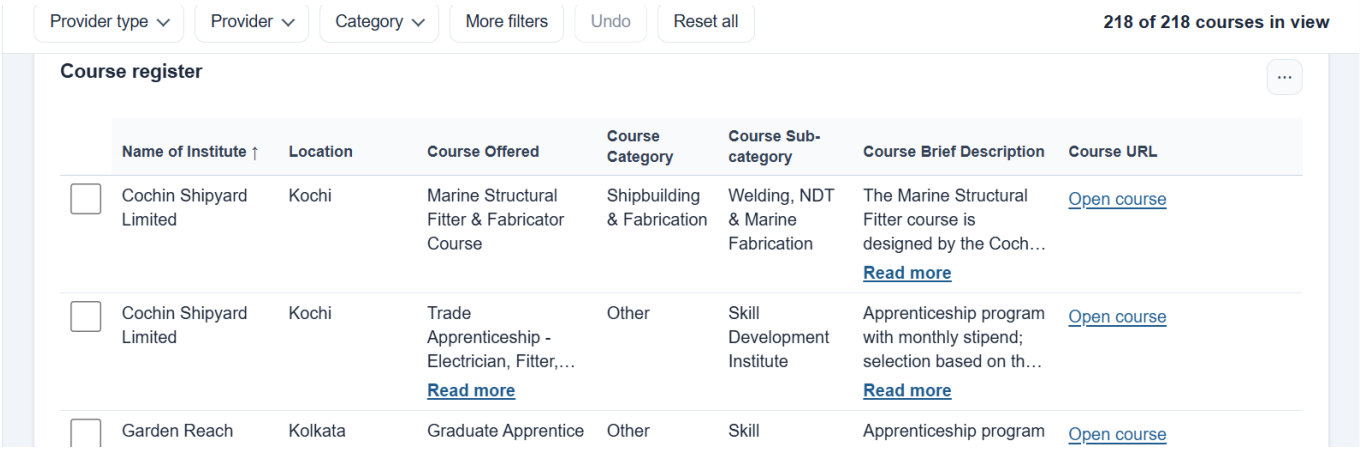


Figure 16. Training and certification search results.

12.2 Information available

- Name of institute
- Location
- Course offered

- Course category
- Course brief description
- Course URL
- Institute homepage URL

13. Finance & Insurance Module

The Finance & Insurance module groups financial and insurance information relevant to shipbuilding. The landing page presents counts for registered financial institutions, financial products, registered insurance companies and insurance products.



Figure 17. Finance & Insurance landing page.

13.1 Financial products

The Finance area is an informational listing of financial products relevant to shipbuilding. The supplied financial-product page includes organisation name, scheme/financial product, brief details, direct web URL and brochure/download actions where available.

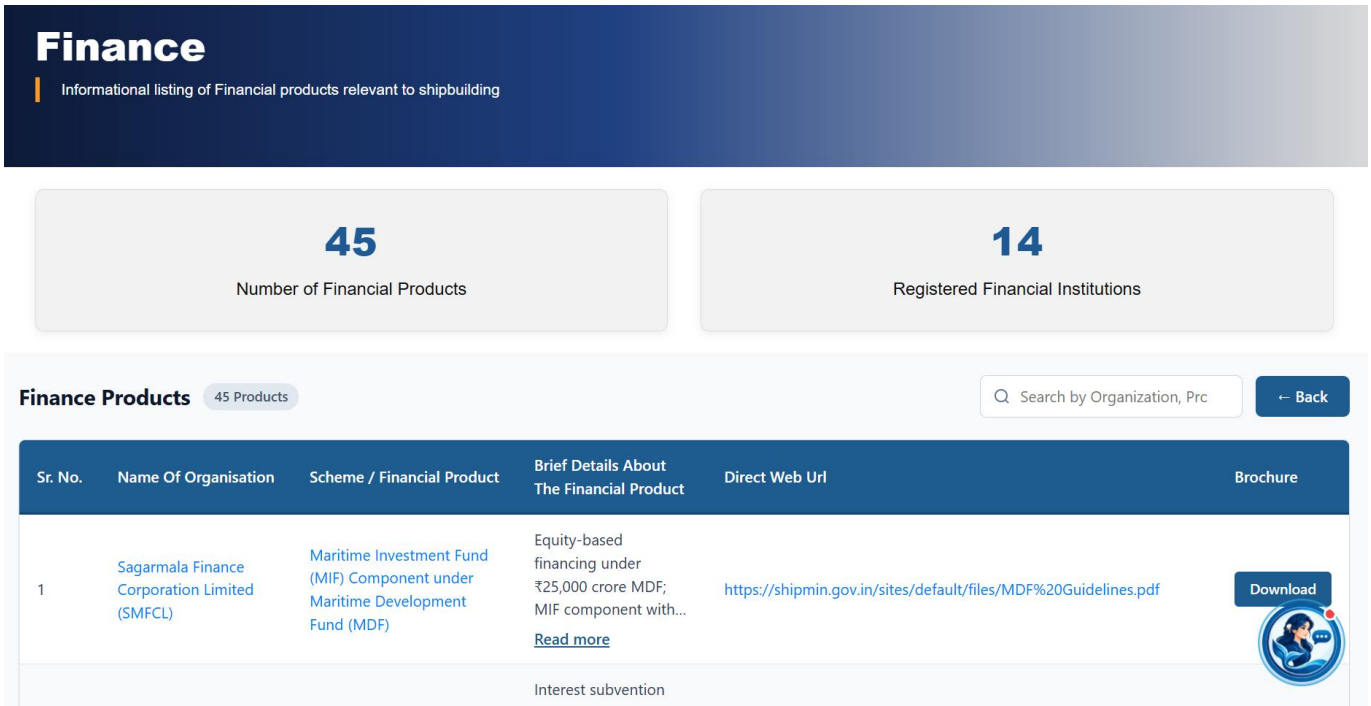


Figure 18. Finance product listing.

- Open Finance & Insurance.
- Select Finance / Financial Products.

- Use Search if you want to find a specific organisation, scheme or keyword.
- Read the brief product details.
- Open the Direct Web URL for the provider's website.
- Select Download when a brochure is available.

13.2 Insurance products

The Insurance area groups insurance resources into categories. The below screen shows International Group (IG) of P&I Clubs, DGMA Approved Non-IG Insurance Companies and P&I Clubs, and Other Insurance Product.

- International Group (IG) of P&I Clubs – This category provides information on the International Group of Protection and Indemnity (P&I) Clubs. P&I insurance is primarily associated with maritime liabilities and provides shipowners and operators with cover for various third-party risks arising from the operation of vessels, such as certain liabilities to crew, cargo, passengers, and other parties.
- DGMA Approved Non-IG Insurance Companies and P&I Clubs – This category lists insurance companies and P&I Clubs that are approved by DGMA but are not part of the International Group. Users can refer to this section to find information about other approved insurance providers available to support maritime-related insurance requirements.
- Other Insurance Products – This category covers other insurance products that may be relevant to the maritime and shipbuilding sector. These may include different types of coverage or insurance resources beyond P&I insurance, helping users explore additional options based on their specific requirements.

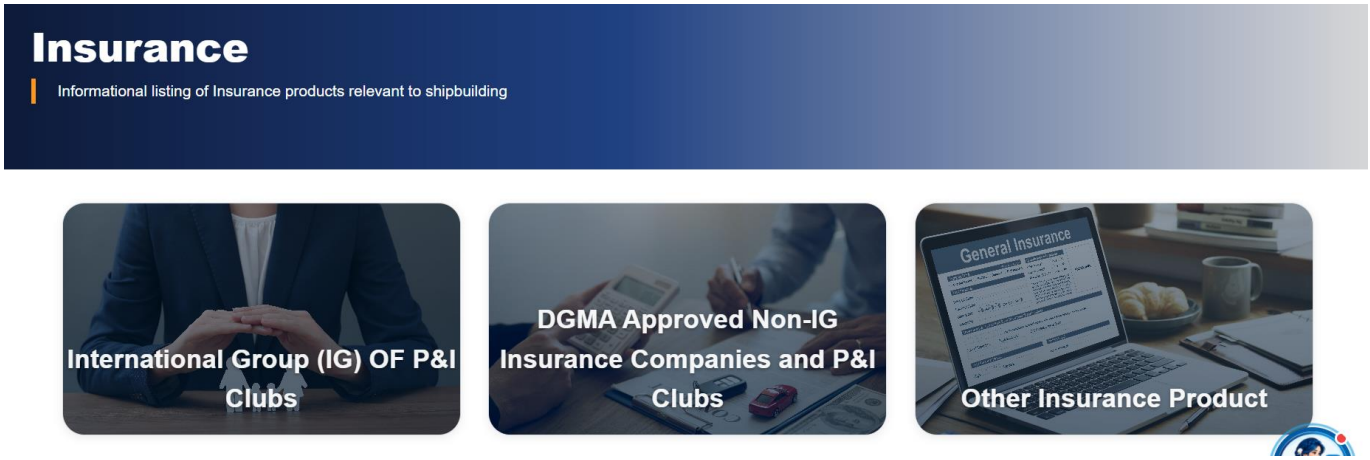


Figure 19. Insurance product categories.

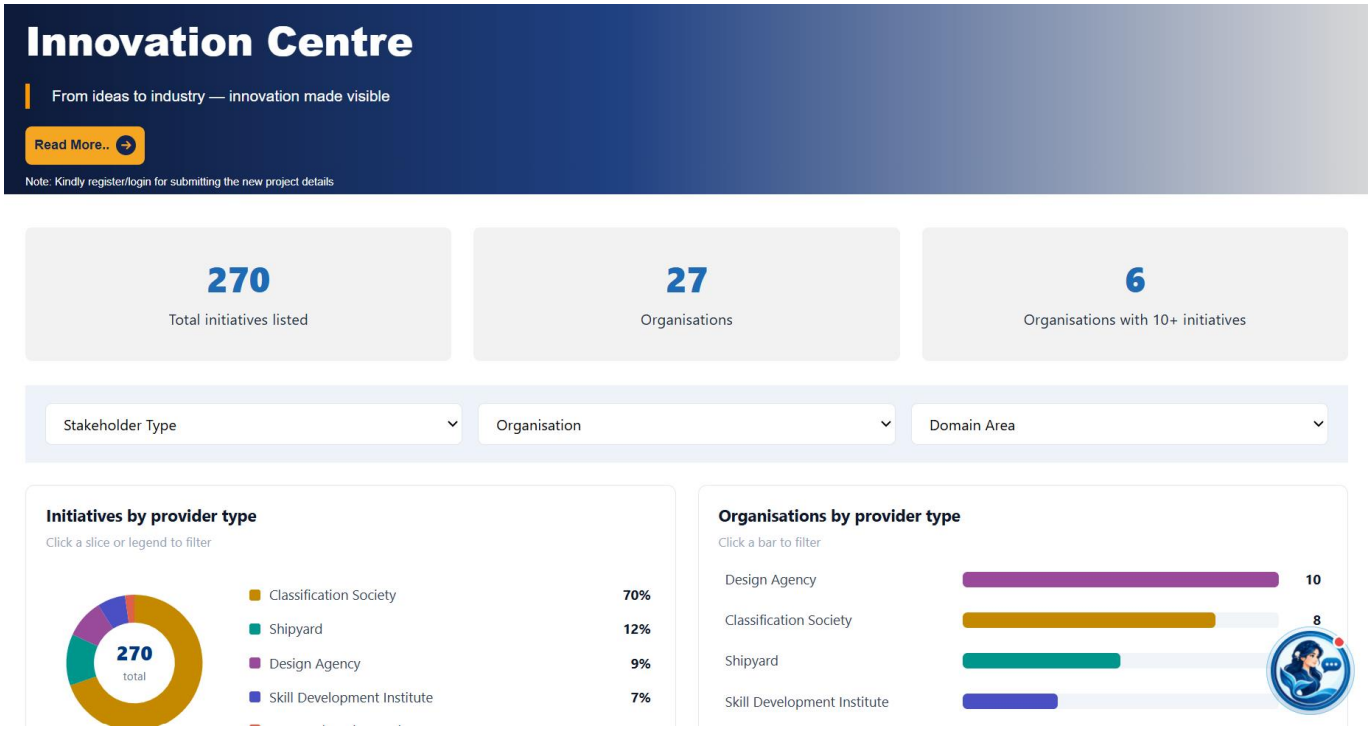
- Open Finance & Insurance.
- Select Insurance.
- Choose the category relevant to your requirement.
- Review the available insurance information and follow the supplied links where applicable.

14. Innovation Centre Module

14.1 Overview

The **Innovation Centre** is a dedicated module of the Naukosh Portal for showcasing innovation, research and development related to the Indian shipbuilding and ship-repair sector.

- Open the Naukosh Portal.
- From the main navigation menu, select: Innovation Centre
- The Innovation Centre landing page will be displayed.

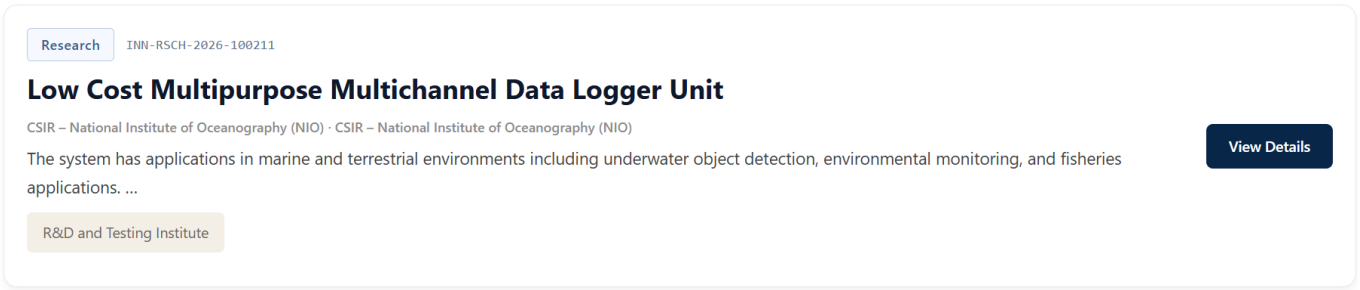


The landing page provides users with access to innovation-related information available on the portal. Users can browse the available innovation/R&D information and select relevant entries to obtain additional details.

14.2 Typical information available includes:

- Innovation/Project Name
- Organisation/Institution
- Technology or Innovation Area
- Project Description
- Research and Development information
- Related website or external link

- Detailed project/profile information

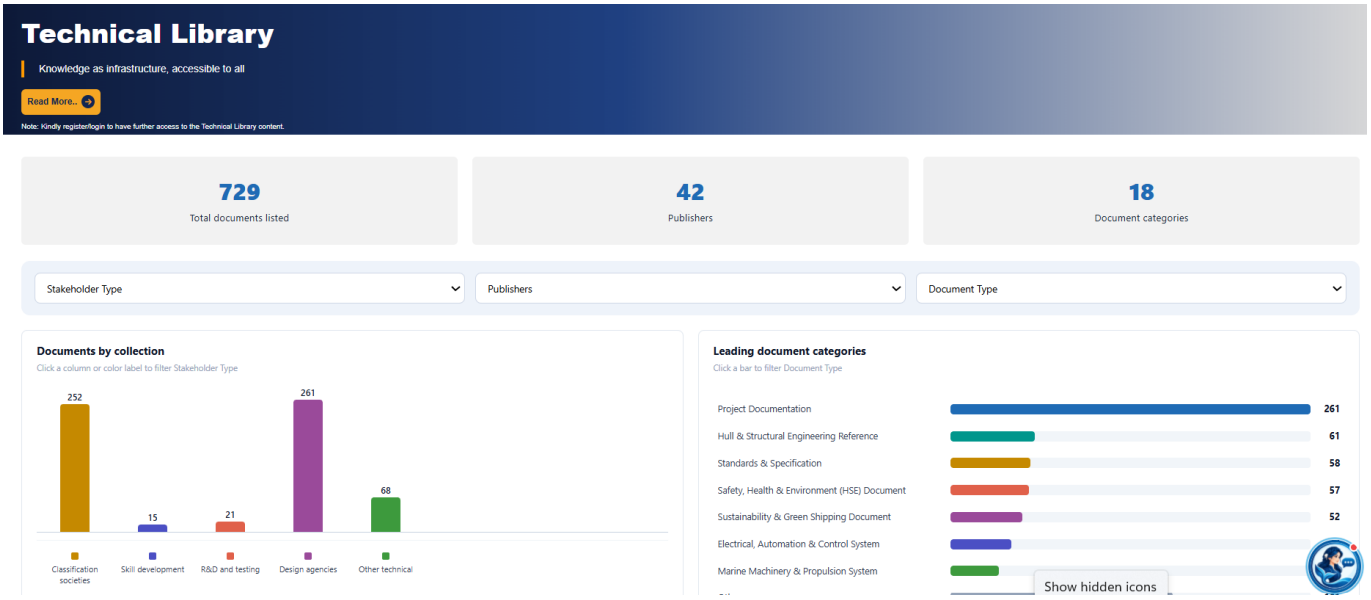


15. Technical Library Module

15.1 Overview

The **Technical Library** provides a centralized repository of technical information relevant to the shipbuilding and ship-repair industry.

- Open the Naukosh Portal.
- From the main navigation menu, select: Technical Library
- The Technical Library page will open.

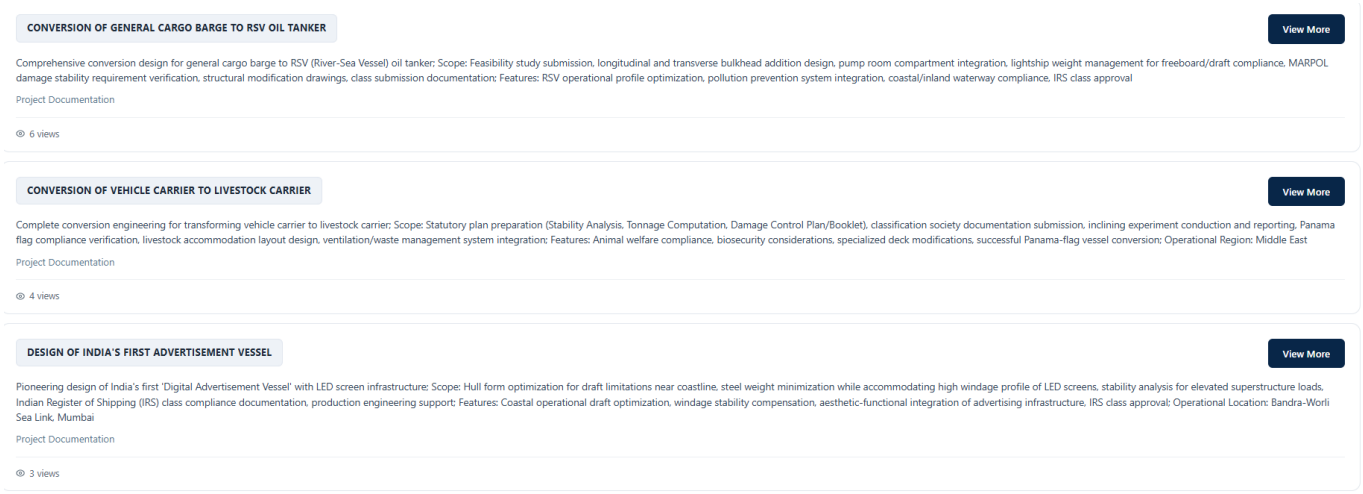


The Technical Library provides access to available technical resources.Users can browse the documents/resources displayed on the page.

Depending on the document, information available includes:

- Document Title

- Document Type
- Category
- Description
- Organisation/Authority
- Publication information
- Document link
- Download/View option



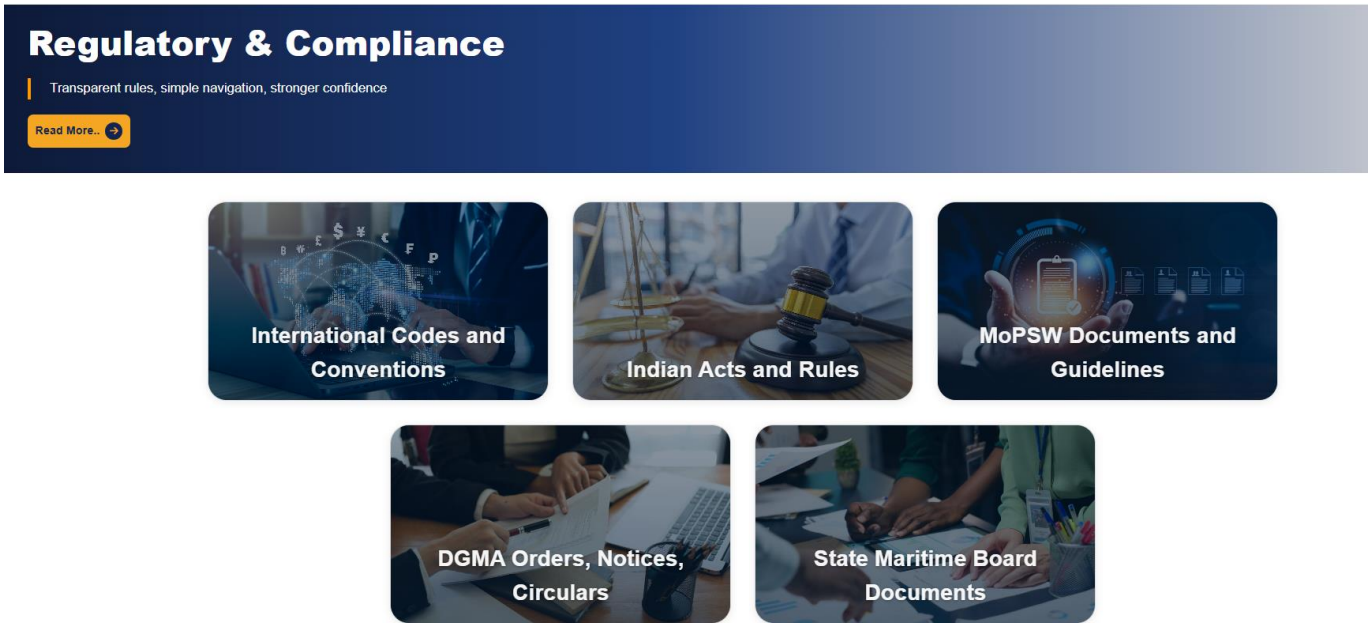
16. Regulatory & Compliance Module

16.1 Overview

- The Regulatory & Compliance module provides structured access to regulatory information relevant to the maritime, shipbuilding and ship-repair sector.

16.2 Open the Regulatory & Compliance module

- Open the Naukosh Portal.
- Select: **Regulatory & Compliance** from the main navigation menu
- The Regulatory & Compliance page will be displayed.



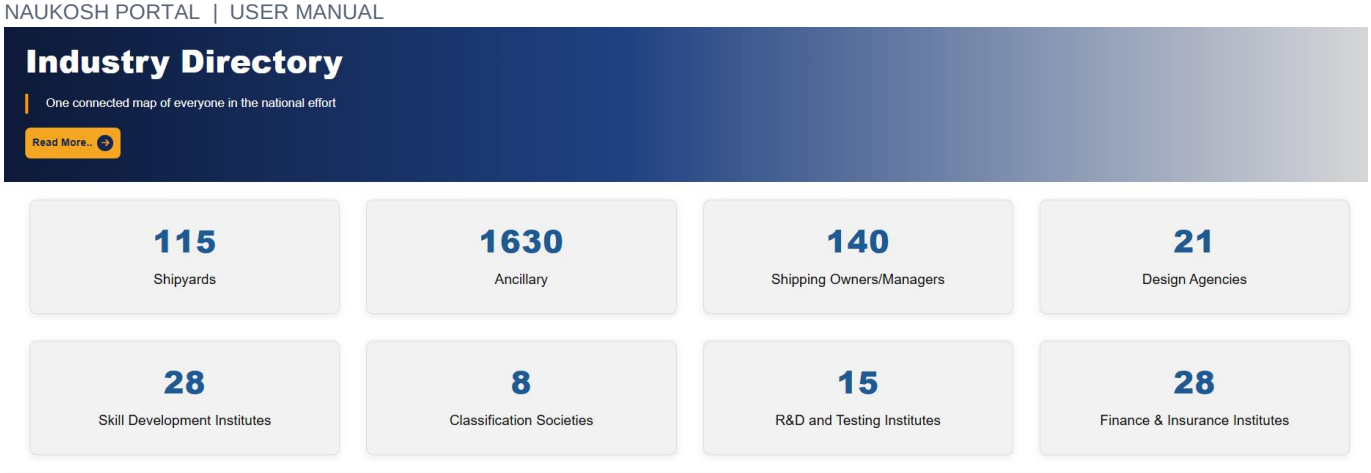
- Use International Codes and Conventions for access to applicable international maritime codes, conventions, standards, and regulatory requirements relevant to shipbuilding
- Use Indian Acts and Rules for legislation and rules applicable within India.
- Use MoPSW Documents and Guidelines for documents and guidance associated with the Ministry of Ports, Shipping and Waterways.
- Use DGMA orders for access to applicable DGMA orders, circulars, notifications, and regulatory updates related to maritime and shipbuilding activities.
- Use State Maritime Board Documents for access to relevant State Maritime Board regulations, guidelines, notifications, and requirements applicable to maritime and shipbuilding activities.

17. Industry Directory Module

The Industry Directory provides sector statistics and a searchable organisation table.

17.1 Open the Industry Directory

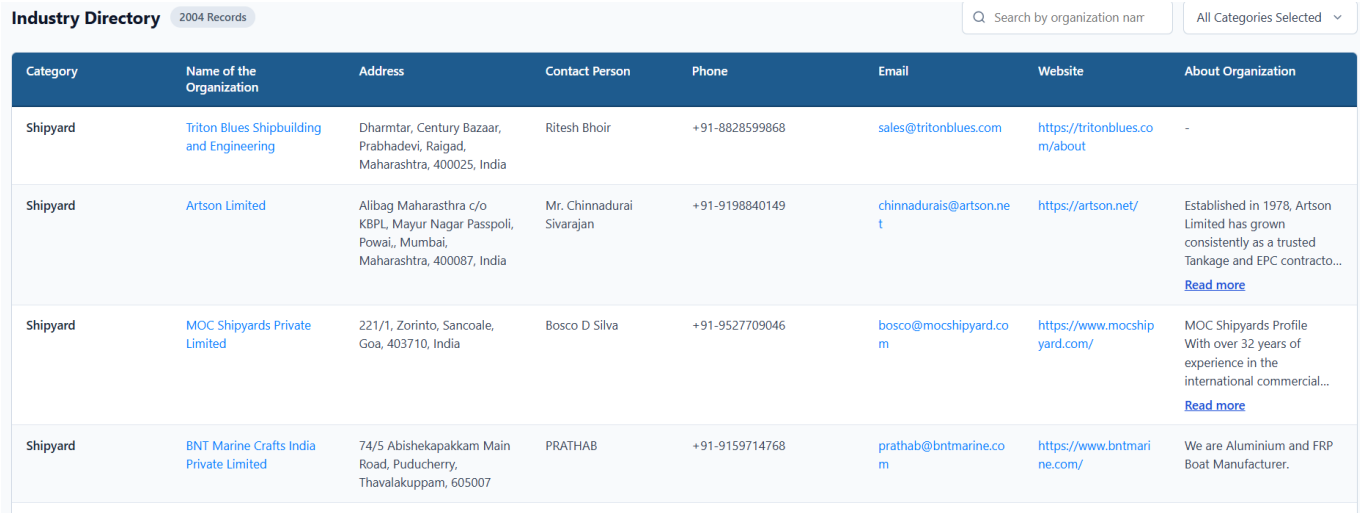
- Select Industry Directory from the navigation bar.
- Review the category summary cards.
- Scroll down to the directory search panel.
- Search by organisation name and/or category.



To use a record:

- Find the required organisation row.
- Verify its category and organisation name.
- Note the concerned person's name and designation.
- Use the listed phone number or email address when appropriate.
- Select the organisation website to visit its site.

Use contact information displayed in the Industry Directory for legitimate organisational communication and handle it in accordance with applicable privacy and organisational policies.

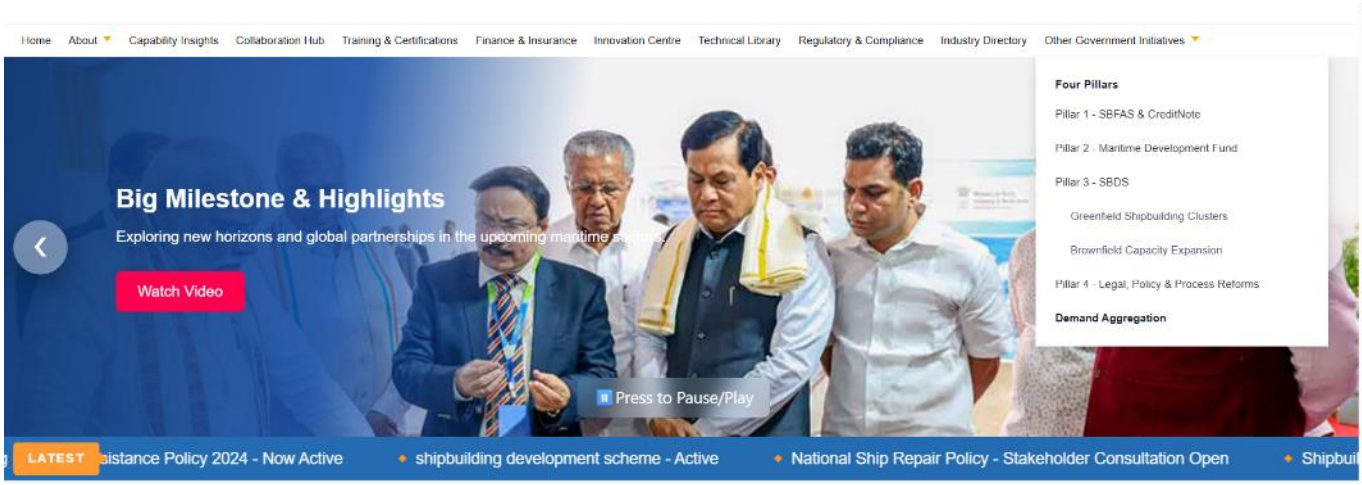


18. Other Government Initiatives Menu

The Other Government Initiatives menu groups government initiatives under menu headings and, where applicable, sub-items.

The first menu level shown contains:

- Four Pillars
- Demand Aggregation



1. **Pillar 1 – SBFA & CreditNote**
   Provides information and resources related to shipbuilding financial assistance and credit-related support, helping stakeholders understand available financial mechanisms and incentives.
2. **Pillar 2 – Maritime Development Fund**
   Covers initiatives and support available through the Maritime Development Fund, aimed at promoting investment, growth, and development in the maritime and shipbuilding sectors.
3. **Pillar 3 – SBDS**
   Provides information on the Shipbuilding Development Support framework, including measures and initiatives designed to strengthen domestic shipbuilding capabilities and competitiveness.
4. **Pillar 4 – Legal, Policy & Process Reforms**
   Provides access to laws, policies, guidelines, and process reforms aimed at simplifying procedures, improving the regulatory environment, and supporting the growth of the shipbuilding industry.

18.1 How to open an initiative under other government initiatives section:

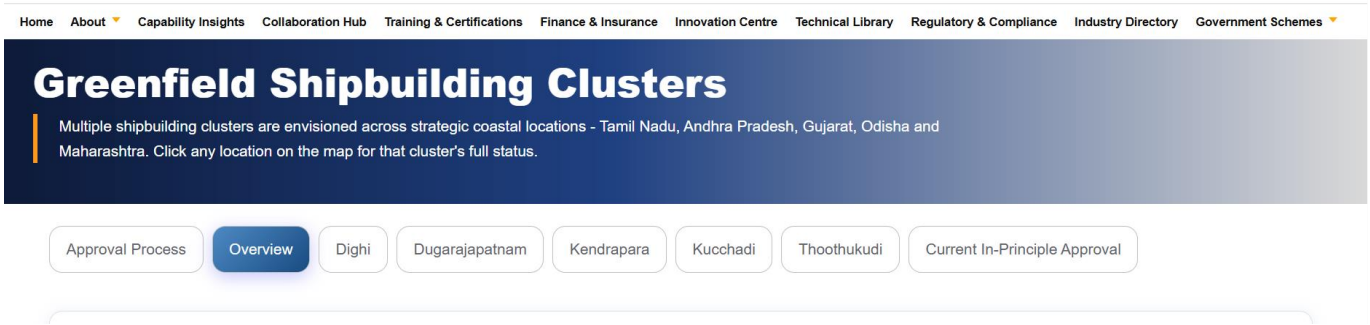
- Point to or select Other Government Initiatives.
- Wait for the first menu panel to appear.
- Select the required initiative.
- If an item contains a nested menu (Contains additional sub-options that can be accessed by clicking or hovering over the main menu item.), move the pointer toward that item rather than away from the menu.
- Select the final destination from the nested panel.

18.2 Open a Four Pillars item

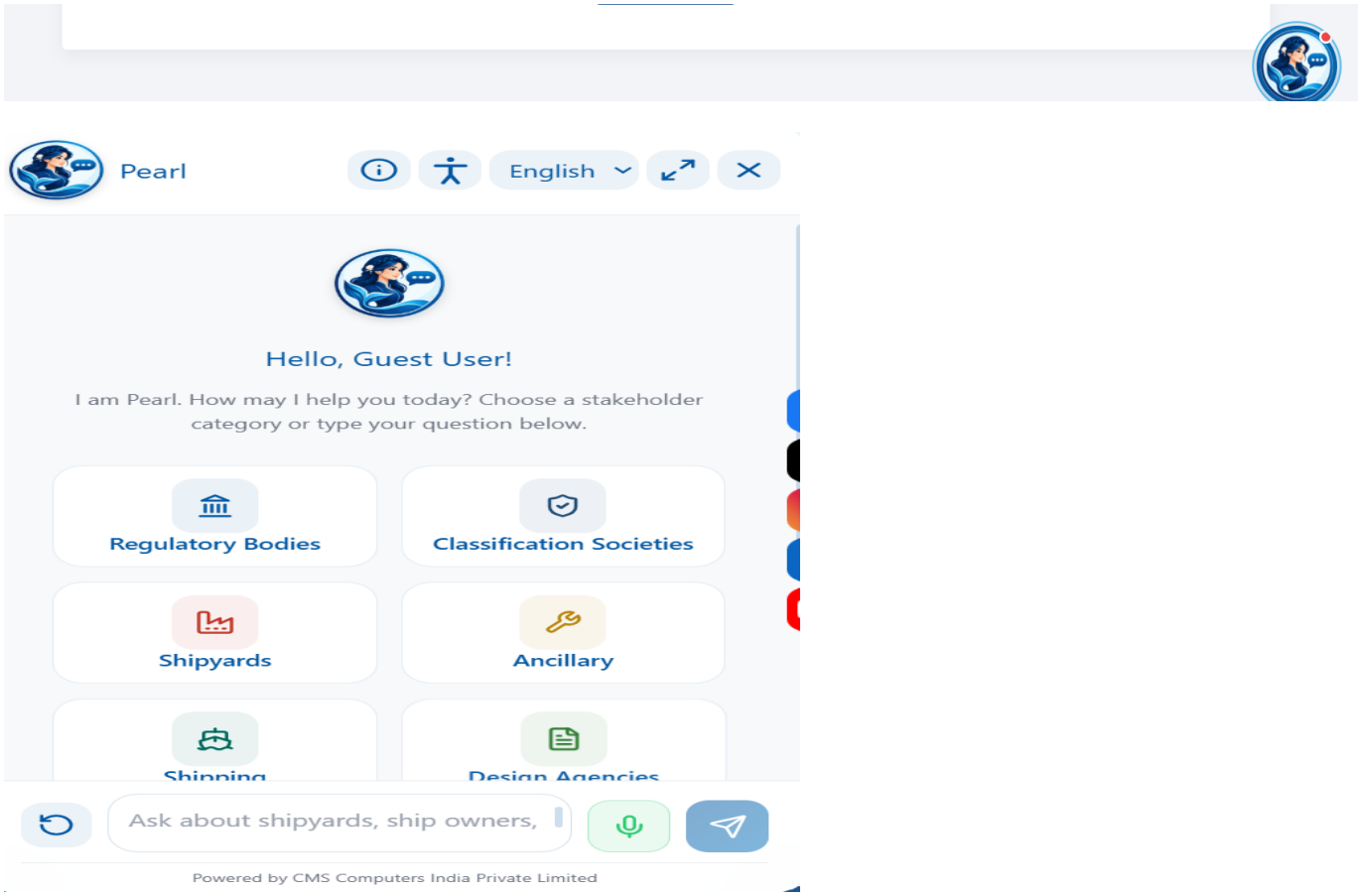
The visible Four Pillars submenu includes:

- SBFAS & Credit Note
- Maritime Development Fund
- SBDS: Greenfield Shipbuilding Clusters, Brownfield Capacity Expansion
- Legal, Policy & Process Reforms

The four items above are presented in the order shown by the portal. This display order is for navigation and does not by itself indicate policy priority.



19. Chatbot



19.1 Overview

The **Chatbot** is an interactive support feature available on the website. The chatbot enables natural-language discovery of designs, documents, projects, and resources, respecting access control.

19.2 How to Open the Chatbot

1. Open the website.
2. Locate the **Chatbot icon** at the right corner of the page.
3. Click the chatbot icon.
4. The chatbot window will open.
5. Enter your requirement in the chat box.

20. Dashboards

Dashboard views provide authenticated users with a consolidated view of relevant portal information, activities and status information available to their role.

- Open the Dashboard option after signing in, where available.
- Review the information and status indicators relevant to your account or stakeholder activities.
- Use available links or actions to open the underlying record or module.

21. Brochure Generation

The Brochure Generation functionality allows users to access and download brochures through two options:

- Individual Stakeholder Brochure: Registered stakeholders can generate and download their individual brochure from their Profile, containing their registered profile and relevant stakeholder information.
- General Brochure: A general brochure containing information about the portal and its key features can be accessed and downloaded through the Brochure link provided in the website footer.

22. Admin Dashboard

22.1 Overview

The Admin Dashboard is the central control area of the Naukosh Portal for monitoring and managing administrative requests. It provides administrators with a consolidated view of requests that require action, requests that have already been approved or rejected, and requests that have exceeded their expected processing time.

The dashboard is designed to help the administrative team efficiently monitor the status of requests and ensure that pending requests are reviewed and processed within the required timeframe.

The dashboard displays key request-status indicators such as:

- Pending Approvals

- Approved
- Rejected
- Overdue

These indicators provide an immediate overview of the current administrative workload and the status of requests submitted through the portal.

22.2 Pending Approvals

The Pending Approvals card displays the number of requests that are currently awaiting administrative review or approval.

These requests require action from the responsible administrator. Depending on the configured workflow, an administrator may review the request and either approve it, reject it, or take the appropriate administrative action.

22.3 Approved

The Approved card displays the number of requests that have successfully completed the approval process

An approved request indicates that the request has been reviewed by the authorized administrator and has received approval.

22.4 Rejected

The Rejected card displays the number of requests that have been rejected by the authorized administrator. A request may be rejected when it does not satisfy the required conditions, contains insufficient or incorrect information, or does not meet the applicable portal rules and approval criteria

23. Making Multiple Stakeholder Profiles for the Same Company

The Naukosh Portal allows a company to be associated with multiple stakeholder categories through a single registration process. This enables the same company to represent its different business roles, activities, or areas of involvement within the portal.

A company can select multiple stakeholder categories at the time of registration. The selected categories may belong to the same type of stakeholder group or to different stakeholder categories, depending on the company's activities and eligibility.

23.1 Approval of Multiple Categories

Selecting multiple categories during registration does not automatically make all the profiles active.The selected categories are subject to the portal's approval process. The Admin/Super Admin reviews the registration and the information provided by the company.

After approval, the selected stakeholder categories are made available to the company in the portal.

Therefore, the workflow can be represented as:

Company Registration → Select Multiple Stakeholder Categories → Submit Registration → Admin/Super Admin Review → Approval → Selected Stakeholder Profiles/Categories Become Available

24. Password Changing Process

- The Change Password option is available in the user dashboard and allows users to securely update their account password.
- When the user selects Change Password, a pop-up window is displayed with the required password fields.
- The pop-up requires the user to enter the Current Password to verify the existing account credentials.
- The user must enter the desired password in the New Password field. The new password should comply with the password requirements defined by the portal.
- The user must re-enter the same password in the Confirm Password field to ensure that the new password has been entered correctly.
- After entering all the required information, the user can submit the request to change the password.
- The system validates the Current Password and checks whether the New Password and Confirm Password match.
- If the details are valid, the password is successfully updated and the user can use the new password for subsequent logins.
- If the current password is incorrect or the new and confirm passwords do not match, the system displays an appropriate validation message and the password is not changed.

25. Search Own Company and Pre-filled Data

Where the portal provides an option to search for an existing company/stakeholder record, a registered user can locate the organisation and use available profile information to pre-fill relevant forms. The user should verify the pre-filled information and update it where the portal permits editing before submitting the form.

26. Messages and Inbox

Registered stakeholders can use the messaging functionality to communicate with other registered stakeholders where the feature is enabled for their account.

- Open the Messages/Inbox option from the authenticated user area.
- Review received messages in the Inbox.
- Open a message to read its details and any available attachments or references.
- Use the available messaging action to send a message to another registered stakeholder, where permitted.
- Use the available options to reply to or otherwise manage a message.