

User Manual for Search- Rajasthan Laws

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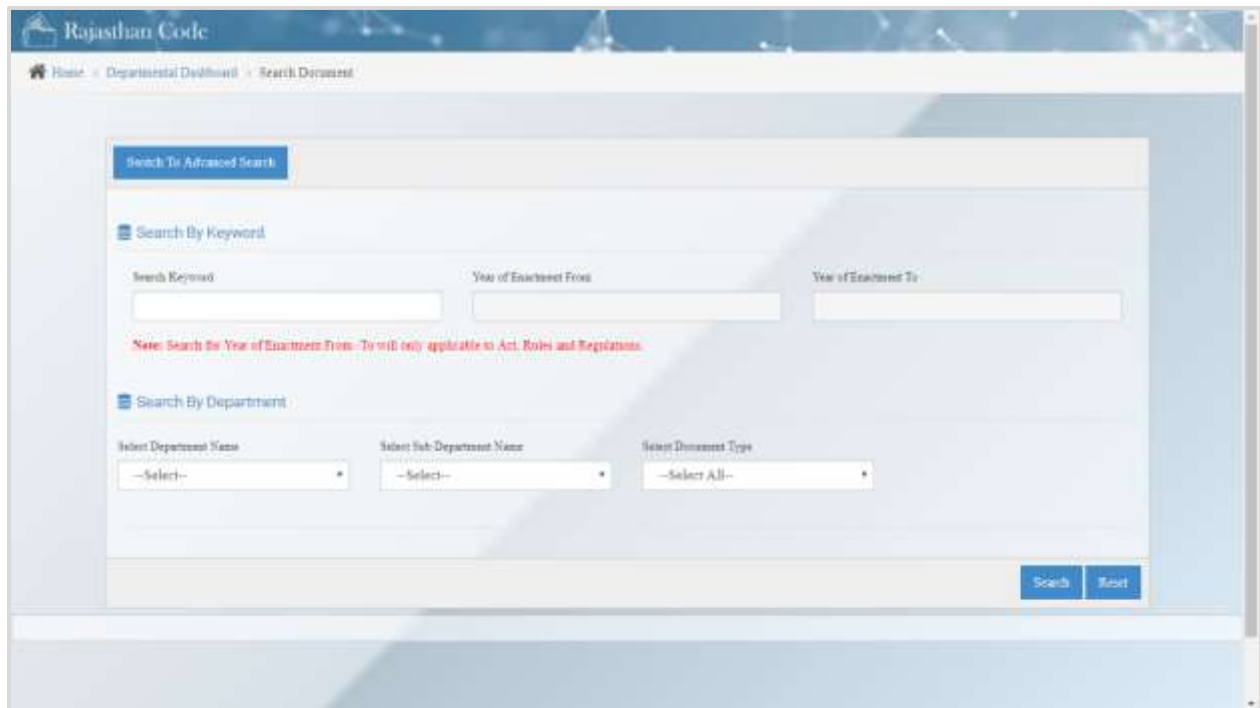
1. Introduction

This manual is the primary reference for searching of the document with metadata or using keyword under Rajasthan Laws. The purpose of this manual is to introduce the system to the citizen and to provide sufficient details so that as citizen progress through the manual they gain a full understanding of the document searching of any department with metadata.

2. Document Search

Basic Search

1. To Search, any Document, click on Document Search option.
2. For content searching or Year of Enactment based searching, Type any keyword or select any range from the year picker from keyword searching section.
3. Click on search button.



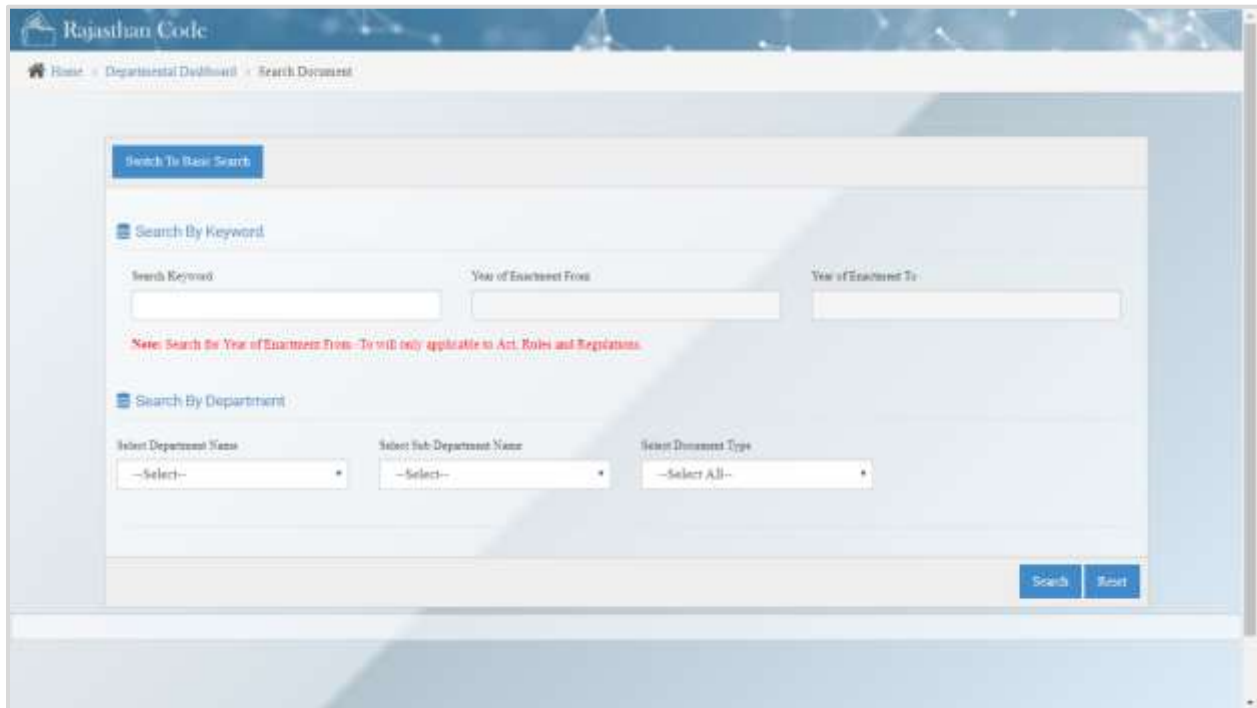
The screenshot displays the 'Rajasthan Code' search interface. At the top, there is a navigation bar with 'Home', 'Departmental Dashboard', and 'Search Document'. Below this, a search form is presented with two main sections: 'Search By Keyword' and 'Search By Department'. The 'Search By Keyword' section includes a 'Search Keyword' text box, a 'Year of Enactment From' year picker, and a 'Year of Enactment To' year picker. A red note below these fields states: 'Note: Search the Year of Enactment From - To will only applicable to Act, Rules and Regulations.' The 'Search By Department' section features three dropdown menus: 'Select Department Name', 'Select Sub-Department Name', and 'Select Document Type'. At the bottom right of the form, there are 'Search' and 'Reset' buttons.

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4. For department based searching select Department and Sub Department Name from the given drop-down then select Document Type which you want to explore from the drop-down list.

Advanced Search

1. For Advanced Search, click on “Switch to Advanced Search” button.
2. For content searching or range based searching use Type any keyword or select any range from the year picker from keyword searching section.
3. Click on search button.
4. For department based searching select Department and Sub Department Name from the given drop-down then select Document Type which you want to explore from the drop-down list.
5. After selection of the above parameters (Department, Sub Department, Doc Type) some meta data fields will show through which you can refine your search.



The screenshot displays the 'Rajasthan Code' search interface. At the top, there is a navigation bar with 'Home', 'Departmental Dashboard', and 'Search Document'. Below this, there are two main search sections: 'Search By Keyword' and 'Search By Department'. The 'Search By Department' section is currently active, showing three dropdown menus: 'Select Department Name', 'Select Sub-Department Name', and 'Select Document Type'. Each dropdown menu has a placeholder text '-Select-'. Below these dropdowns, there are two buttons: 'Search' and 'Reset'. A note in red text states: 'Note: Search By Year of Enactment From- To will only applicable to Act, Rules and Regulations.'

Note: User has to fill at least one meta-data searching parameter which will visible after the selection of the Department, Sub Department, Doc Type parameters.

6. Click on Search Button.

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Department	SubDepartmentName	DocumentType	LastUpdated	Year of Enactment	Action
Administrative Reforms and Co-ordination Department	Administrative Reforms and Co-ordination Department	Act	27-12-2017 11:17:29 AM	2017	+
Administrative Reforms and Co-ordination Department	Administrative Reforms and Co-ordination Department	Act	27-12-2017 11:18:00 AM	2017	+

7. In the results area, you'll see all items that match your search criteria. The default number of results displayed is limited to 10. You can increase the maximum number in Show entries option.
8. At the rightmost side of the search result grid, 2 options will be there one for preview, another one for the download. If there will be any amendment document uploaded against the main document then you will see a third option to view amendments.
9. Click on the "Preview" button to preview the main document.
10. Click on "Download" button to download the main document.
11. To preview amendment those are uploaded against the main document click on "View Amendment" button.

3. Do's and Don't



DO's

1. All fields marked in * are mandatory for document upload.



DONT's

1. Do not try to fill any metadata field randomly, if there is no value from the department.