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USER MANAGEMENT TOOLKIT VERSION 1.1

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1. Introduction

UIDAI product roadmap includes a Self-service portal for Registrars and Enrolment Agencies. This portal will help Registrars and Enrolment Agencies to manage their users; manage users includes registrations of the users with UIDAI.

Certain representatives from registrars and enrolment agencies will be provided access to portions of the self service portal. These representatives will have to be registered as users on the portal, so that they can be identified as such, and perform certain operations.

However this Self-Service portal is not yet built. Till such time this toolkit will help the Registrars/Enrolment Agency administrators to manage their users.

After filling in the import excel (as applicable), the excel sheets have to be emailed to techsupport@uidai.gov.in

2. Objective of this document

Facilitate the Registrars/Enrolment Agency administrators to manage their users.

3. User Management

Import of Users into the UIDAI System shall be managed by consolidating the Information specific to Enrolment Agencies & Registrars via excel sheets of which formats are attached as below.

Users may be broadly classified as Introducers and non-introducers. Non-Introducers comprise of

- Registrar administrators
- Enrolment agency administrators
- Enrolment agency Supervisors
- Enrolment agency Operators
- UIDAI users.

3.1 Users

Enrolment agency administrators are required to fill in data pertaining to –

- Enrolment agency administrators
- Enrolment agency Supervisors
- Enrolment agency Operators

Registrar administrators are required to fill in data pertaining to-

- Registrar Administrators

3.1.1 Data Import Format

The attached spreadsheet provides a template to be used for providing user data. Instructions to fill in the details in the below excel is in User Import Rules Table.



User_Import_Format
.xls

1User Import Rules Table

Column	Max Length	Instructions
user_code	40	This is a unique code to be assigned to each user by the Organization (Registrar /Enrolment Agency)
user_org_code	30	Organization Code of the Enrolment Agency or Registrar (Available from UIDAI) as applicable
user_type_code	30	<ul style="list-style-type: none"> • “UT_OPERATOR “ for Operator • “UT_SUPERVISOR” for

Column	Max Length	Instructions
		Supervisor <ul style="list-style-type: none"> • UT_ENROL_AGENCY_ADMIN for Enrolment Agency Administrator • "UT_REGISTRAR_ADMIN" for Registrar Administrator
user_name	99	Name of the User
user_uid	12	UID of the User
user_enrol_id	36	Enrolment ID of the user is mandatory if UID is not available
user_status	1	Enter the value '1' if new user Enter value '0' if you want a existing user to be deactivated
user_telephone 1	16	Telephone Number owned by the User
user_telephone 2	16	2 nd Telephone Number of the User if available
user_fax	16	Any fax number accessible for the user. Not mandatory
user_email_id1	60	Email Address of the User. This is mandatory for Enrolment Agency Administrator
user_email_id2	60	Email Address of the User.

Please ignore the columns user_vtc, user_district, user_sub_district, user_state and user_pincode.

4. Introducer Management

Registrar administrators & UIDAI users are required to fill in data pertaining to Introducers and also Region mapping of Introducers.

Introducer Data Import Format

The attached spreadsheet provides a template to be used for providing user data. Instructions to fill in the details in the below excel is in Introducer Import Rules Table.



Introducer_Import_Format.xls

2Introducer Import Rules Table

Column	Max Length	Instructions
user_code	40	This is a unique code assigned by the Registrar for the Introducer
user_org_code	30	Organization Code of Registrar (Available from UIDAI)
user_type_code	30	UT_INTRODUCER
user_name	99	Name of the Introducer
user_uid	12	UID of the Introducer is mandatory
user_status	1	Enter the value '1' for new introducer Enter value '0' if you want the existing introducer has to be made inactive
user_telephone 1	16	One Telephone Number owned by the Introducer
user_telephone 2	16	2 nd Telephone Number of the Introducer if available
user_fax	16	Any fax number accessible for the Introducer. Not mandatory
user_email_id1	60	Email Address of the Introducer
user_email_id2	60	2 nd Email address of the Introducer

4.1.1 Introducer Region mapping format

For filling up Region Codes for the Introducer (the regions for which he can act as introducer) , the state region codes which can be used are as below.

If the region type is district, sub-district or v/t/c, the region codes have to be input based on region codes published on UIDAI Website. If the Registrar wants to assign multiple regions to the Introducer, repeat the Introducer code and assign the next region in the next row of the attached excel file.

Instructions to fill in the details in the below excel is in Introducer Region mapping Import Rules Table.



Introducer_Region_Import_Format.xls

3Introducer Region mapping Import Rules Table

Column	Max length	Instructions										
Introducer_code	40	This is a unique code to be assigned by the Registrar for each Introducer. Provided in the Excel 1 which provides the Profile of the Introducer										
Introducer_org_code	30	Registrar Code entered in the Introducer Import format excel										
Assigned Region Type	1	<table border="1"> <thead> <tr> <th>Region Type Code</th> <th>Region Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>State</td> </tr> <tr> <td>2</td> <td>District</td> </tr> <tr> <td>3</td> <td>Sub-district</td> </tr> <tr> <td>4</td> <td>VTC</td> </tr> </tbody> </table>	Region Type Code	Region Type	1	State	2	District	3	Sub-district	4	VTC
Region Type Code	Region Type											
1	State											
2	District											
3	Sub-district											
4	VTC											
Region_code	20	Region Codes of Regions to be assigned to the Introducer based on the region codes Published by UIDAI. If multiple regions have to be assigned to a particular introducer, add a new row with all the details above, choose the Region type code and the new region code . If the Region Type is 1, the Region codes for state are provided in Appendix-A										
Pincode	6	Pincode is applicable for Region Type code 4 only.										
Region_association_Status	1	If the region association has to be activated when the Introducer is imported into the system.										

5. Appendix A

State codes are listed in the table below.

Code	State Name
1	Jammu and Kashmir
2	Himachal Pradesh
3	Punjab
4	Chandigarh
5	Uttaranchal
6	Haryana
7	Delhi
8	Rajasthan
9	Uttar Pradesh
10	Bihar
11	Sikkim
12	Arunachal Pradesh
13	Nagaland
14	Manipur
15	Mizoram
16	Tripura
17	Meghalaya
18	Assam
19	West Bengal
20	Jharkhand
21	Orissa
22	Chhatisgarh
23	Madhya Pradesh
24	Gujarat
25	Daman & Diu
26	Dadra & Nagar Haveli
27	Maharashtra
28	Andhra Pradesh
29	Karnataka
30	Goa
31	Lakshadweep
32	Kerala
33	Tamil Nadu
34	Puducherry
35	Andaman & Nicobar Islands