User Manual for

KRIIS

(Kerala Responsible Industries Incentive Scheme)

Ver. 1.0

Format ID: KITBG/SWG/FM/23, Ver. 1.0

Contents

1.Introduction

Kerala State Industrial Development Corporation (KSIDC) is the premier agency of the Government of Kerala, mandated to for industrial and investment promotion in Kerala. Formed in 1961, KSIDC's primary objective was to promote, facilitate and finance large and medium-scale industries and catalyze the development of physical and social infrastructure required for industrial growth in the state. The one-stop-shop for any investment in Kerala, KSIDC offers a comprehensive set of services that an investor needs to set up an enterprise in the State.

2. Intended Readership

This manual is intended for clerk users.

3. System Overview

Online application for 18 schemes in the landing page of website with registration, login and summary of applications. Public portal for registration / login / application submission. Registration: the user can register with OTP confirmation. Application entry (auto save/edit/submission of application). User/password management password recovery using OTP. Send clarification/edit application on return. SMS/EMAIL alerts & communications. Status of applications. Admin portal for management of schemes & applications. Automatic identification of office/user for submission of application based on scheme parameter & rules. Configurable work flow based on scheme rules Verification of application/return facility at each stage from previous stage. Updation of status at each stage of verification/sanction along with decision upload. State & District level committee for verification and status inclusion of state and district committee coordinators in the workflow.

4. Installation

The software can be access through web browser by giving the IP address or domain name.

5. Hardware requirements

- Laptop/Desktop with internet connection

6. Software requirements

- Operating System - Windows/Ubuntu

- Web browser – Firefox /Chrome

7. Prerequisites

Choose upgraded versions of Web browsers of Firefox/Chrome.

8. Procedure

To open the KRIIS application in System, Launch web browser (Firefox/Chrome) and enter the URL https://kriis.kerala.gov.in/index.php/launch to login .

9. Uninstallation

Nil

10. System Configuration

Nil

12. System operations

Using the link https://kriis.kerala.gov.in/index.php/launch to login into the KRIIS website. It will lead to the login page of KRIIS,

- In the login form, Fill the PAN Number and Mobile Number.

- Then enter the OTP and click the Login button.

- It will redirect to the dashboard, which is accessible to the applicant.
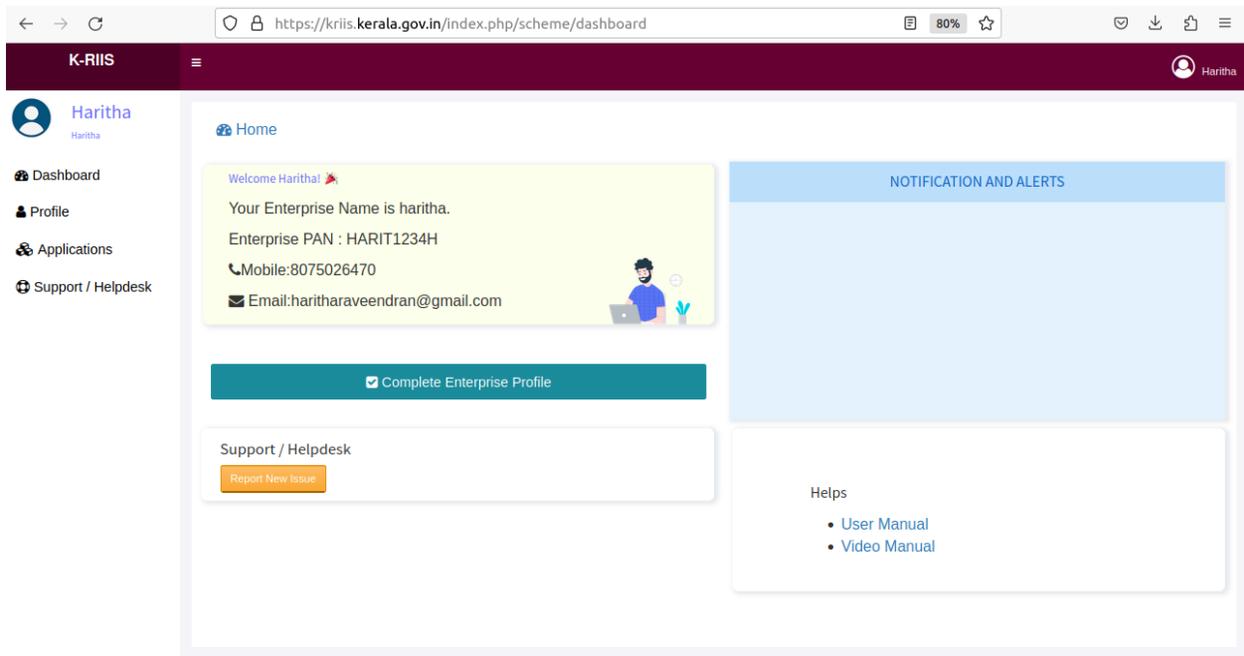
- Click the button in the top right pane to sign out.
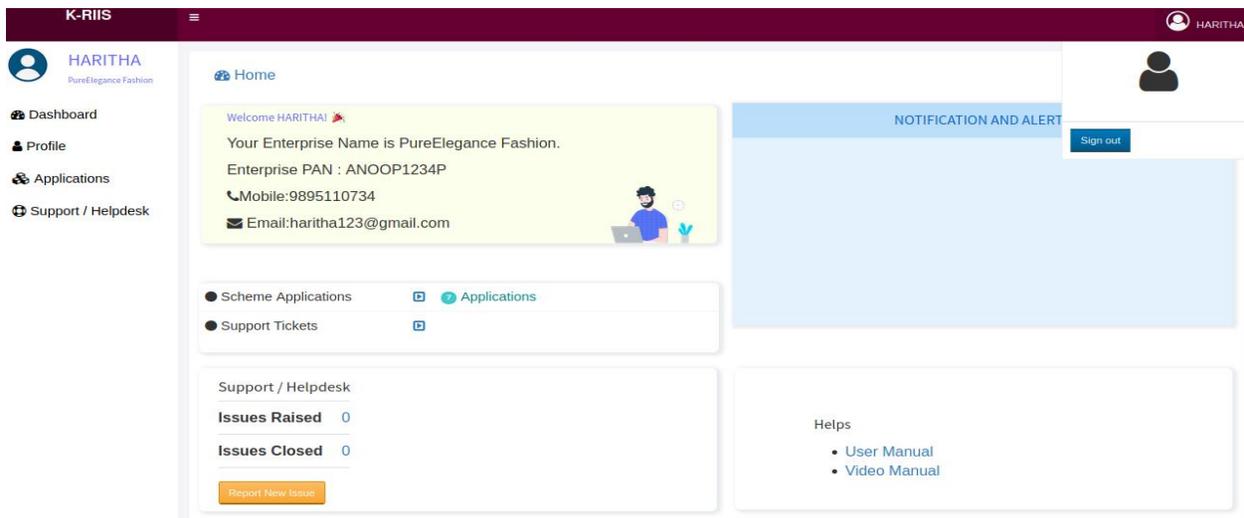
The dashboard is divided into two panes, the left pane lists the available menu, right pane list actions against the selected menu.

➢ Click the complete Enterprise Profile

➢ profile business unit also can be added against a company profile. The applications will be done for any of the business unit of the company.

ENTERPRISE PROFILE

Company Particulars   PAN : HARIT1234H

Applicant Details *

Name of the Applicant *	Name of Unit *	Gender *
Haritha		--Select Gender--

Category of Applicant *	Special Category *	Phone
--Select Category--	--Select Category--	8075026470

Aadhar No. *	Whatsapp No. *	

Company Details *

GST No *	Constitution of the unit *	CIN
	--Select Constitution--	

KSEB Consumer No. *	Email *	Nature of Activity *
	haritharaveendran@gmail.com	--Select Nature--

Name of Activity	Status of the unit *	Category of Enterprise *
	--Select status--	--Select Category--

Sectors *	Date of Commencement *	Period of Delay (in months)
--Select sector--	dd / mm / yyyy	

Category of Workers *

		Male	Female	Transgender	Total
Localworkers :					
Migrantworkers :					

Address of Unit *   **Address for Communication ***   ☐ Same address

➢ Click the profile menu

Click the change Email

➢ Click the change Email button to change the email.

It will open to the following form,

✓ Fill in the Old email, and the new email.

✓ Then click the save button to change email.
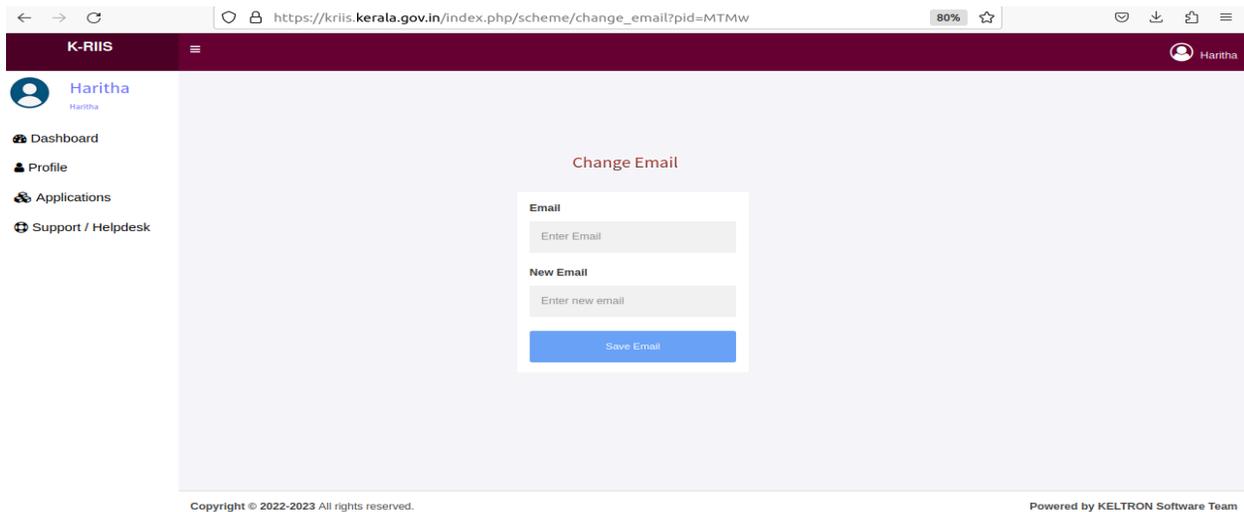
Click the change Mobile Number

➢ Click the change Mobile Number button to change the Mobile Number.

It will open to the following form,

✓ Fill in the Old Mobile Number, and the new Mobile Number.

✓ Then click the save button to change Mobile Number.
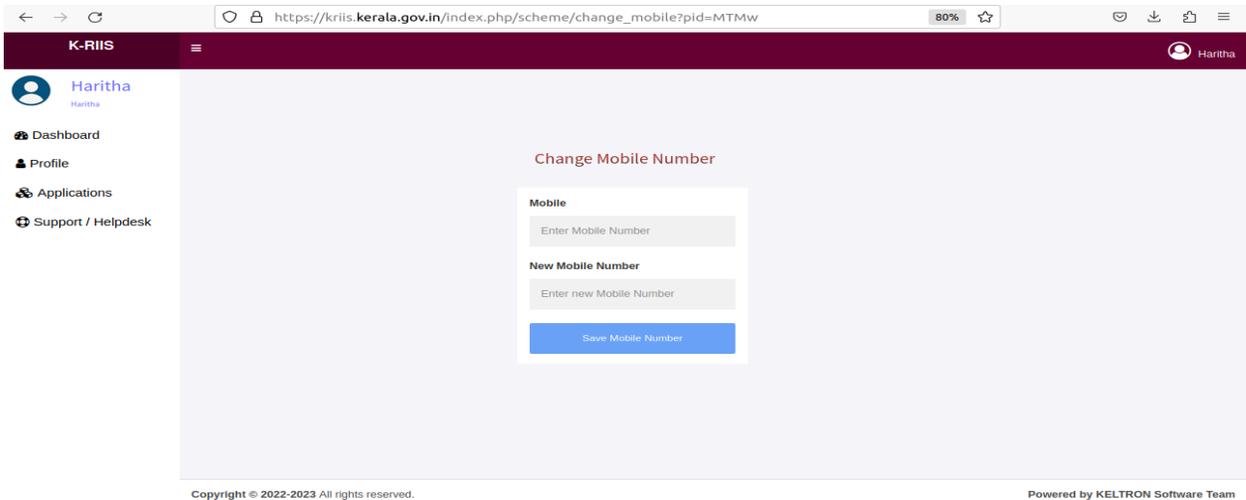
Complete the enterprise profile

➢ click complete profile button shown here.

➢ Enter the remaining details and save the profile.
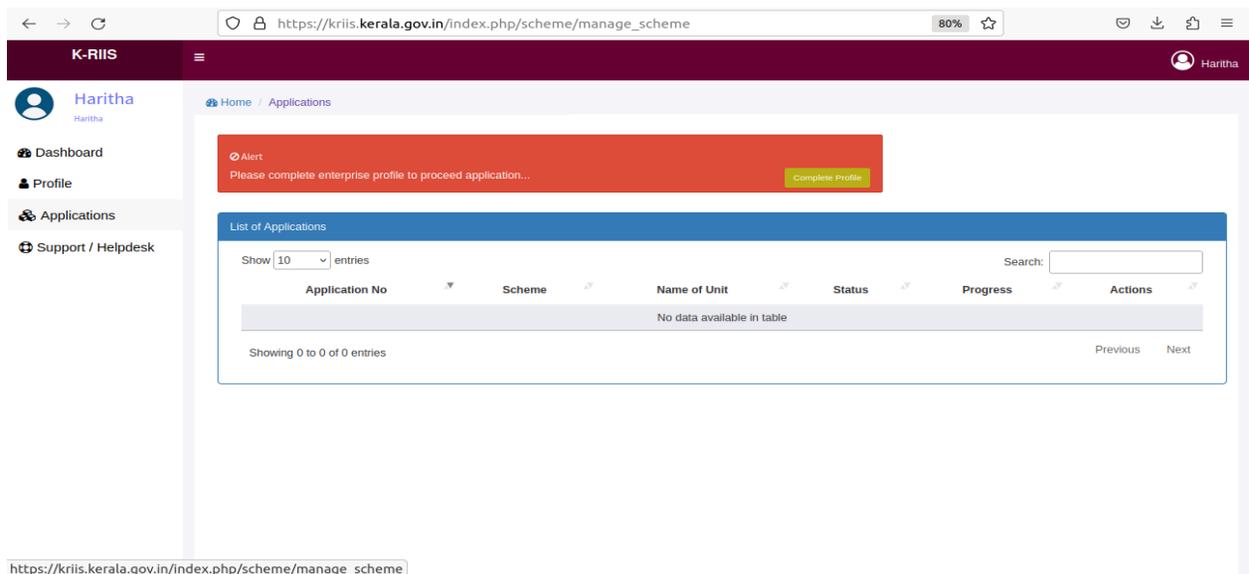
➢ After Entering the profile it is listed in the list of Enterprise Profile.

➢ To create new Enterprise Profile click Add New Enterprise Profile button.

➢ For editing the Profile click edit button from the list of Enterprise Profile.

➢ For viewing the profile click view button from the list of Enterprise Profile.
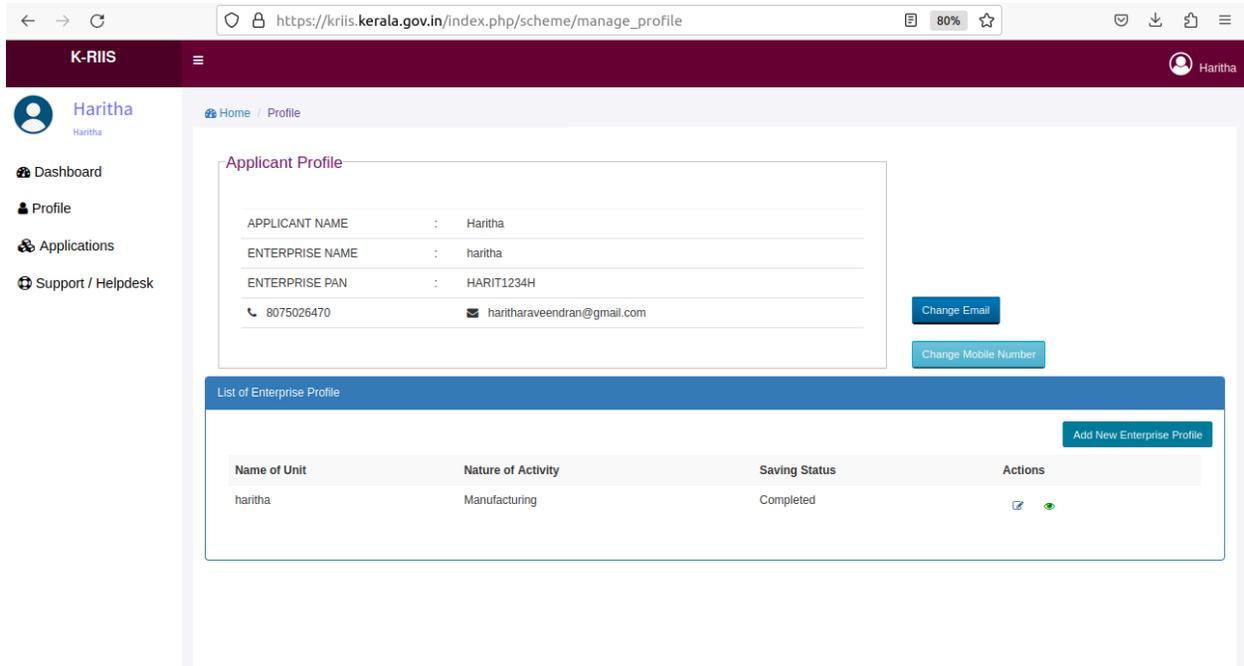
- ➢ For applying a scheme click Applications from menu. Start Filling New Application button.

- ➢ Click Start Filling New Application button.

- ➢ From the Create Application page select Enterprise Profile & Scheme.

- ➢ Click Create Application button.

- ➢ eligibility conditions of the scheme will be listed below.
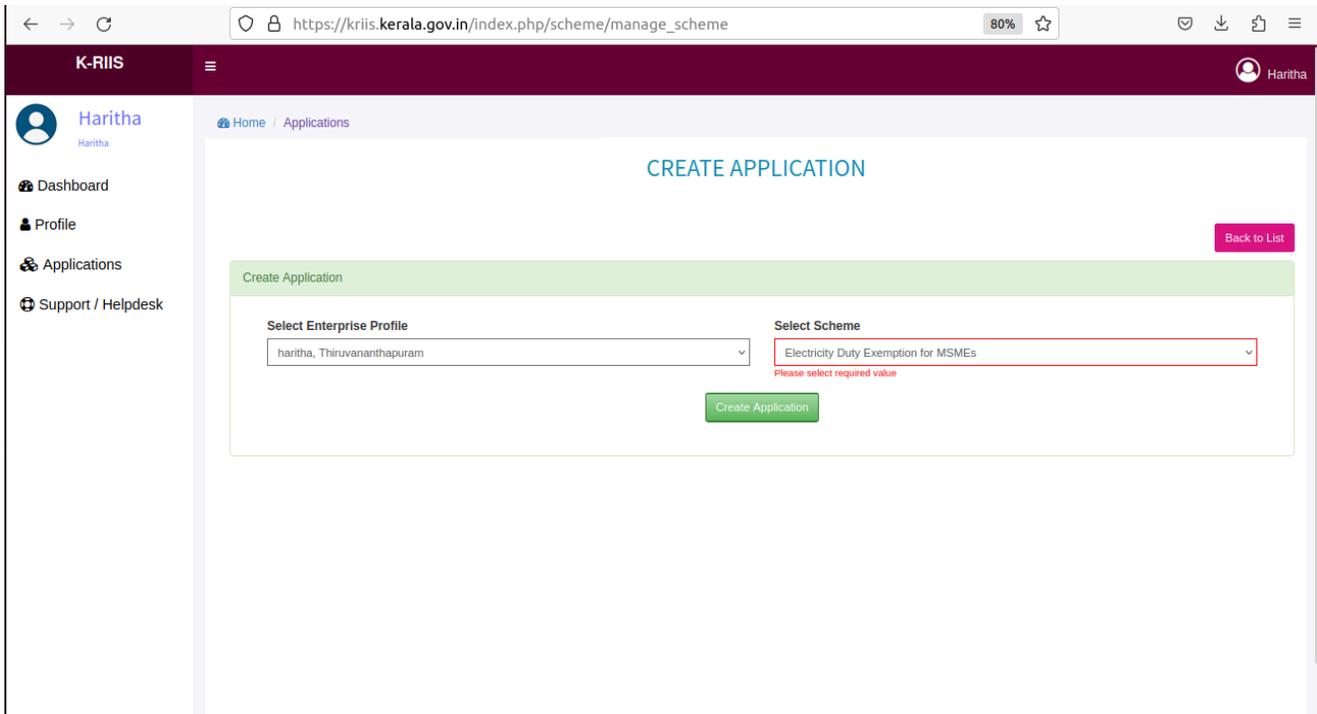
➢ If all the Eligibility condition satisfies mark as yes & click check eligibility button.
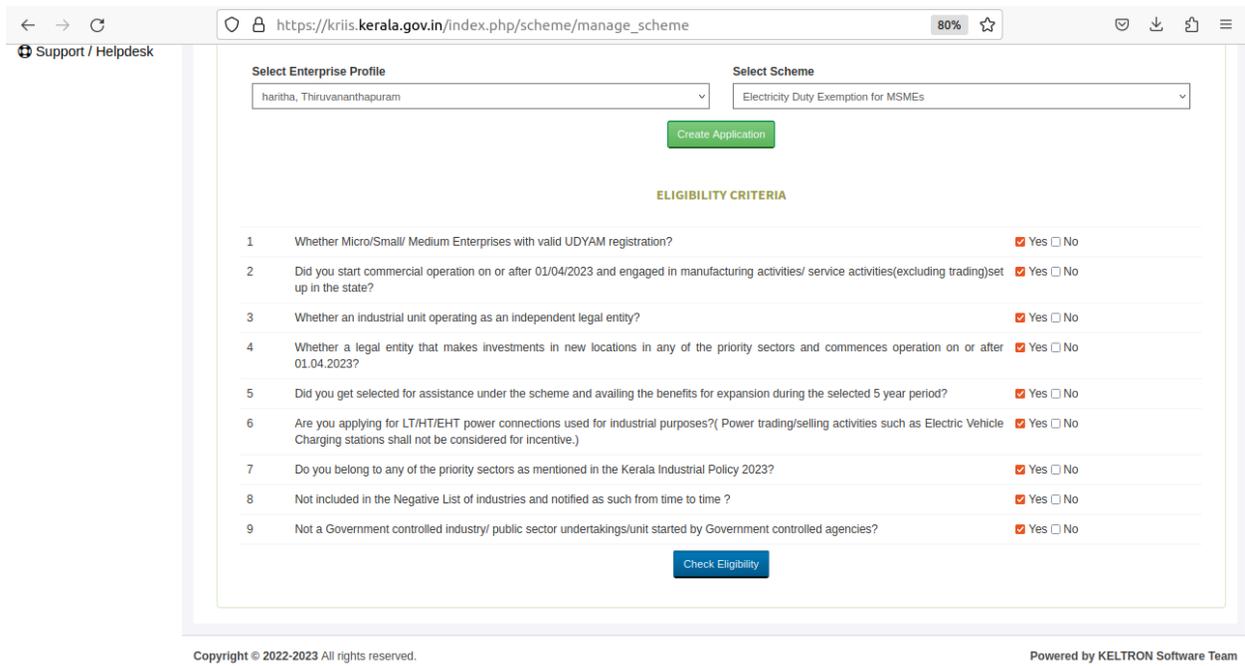
➢ Application form of the selected scheme will appear.

➢ Each application form has 4 tabs.

➢ First tab is Application details, fill all the fields &click save&nextbutton.
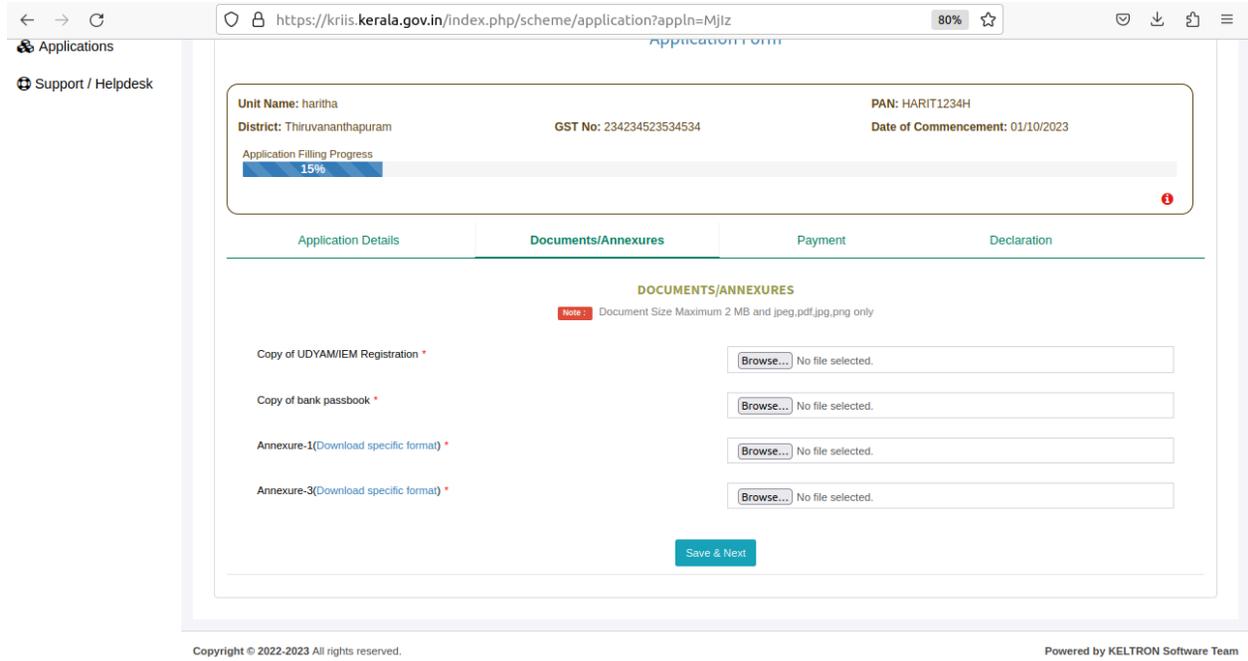
> ➢ Second tab is Documents/Annexures, upload the corresponding documents then click save next button.
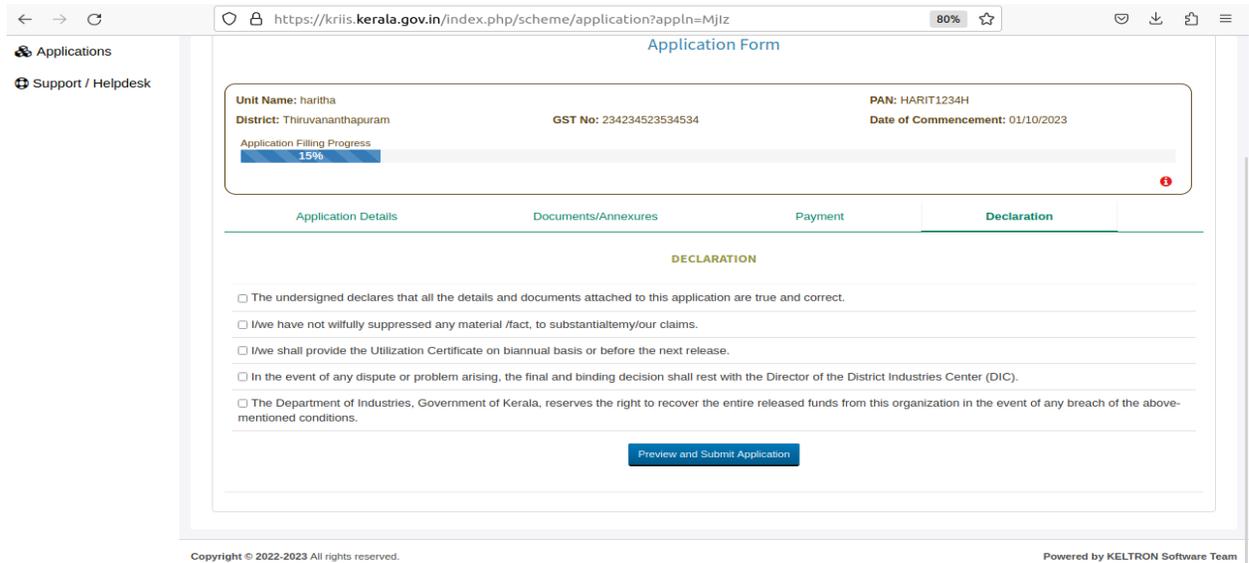
- ➢ Third tab is payment make the payment & click save & next.

- ➢ Fourth tab is declaration tab, select all the declarations click preview & submit application button.

- ➢ Then your application is successfully submitted.

- ➢ If you have any issues click the support/Helpdesk from menu.

- ➢ A screen to report an issue will appear with two tabs.

- ➢ First tab is Report an Issue, here fill the details & click save button now a new issue will be created.

- ➢ In the next tab Issue Reported the generated issue will be listed in that click on the title a new page will appear to post your queries.
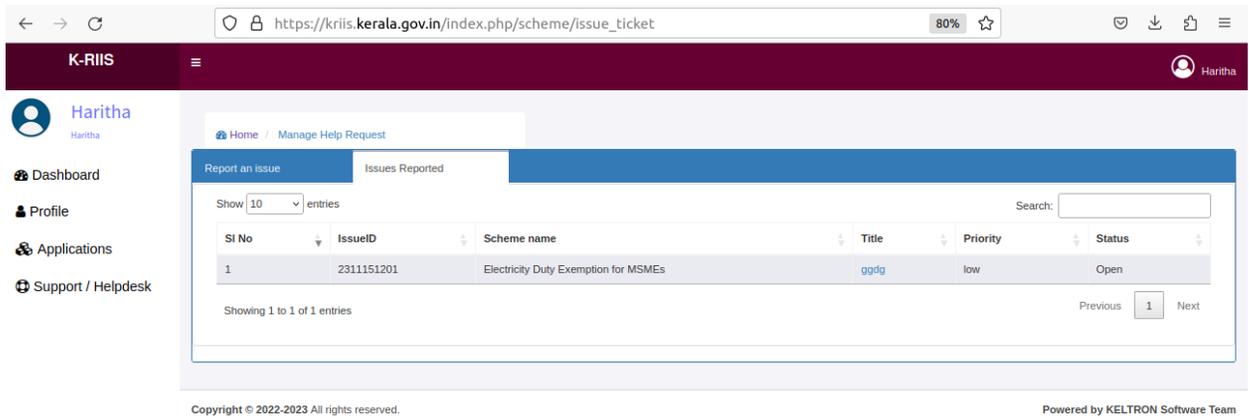
> ➢ Click the Sign out button to sign-out.
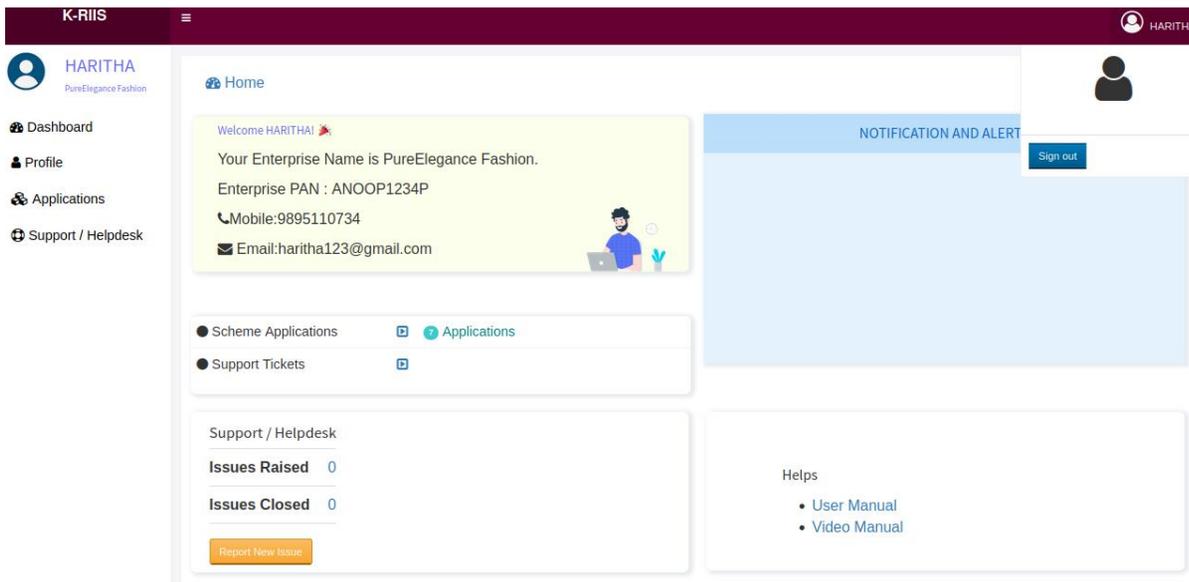
12. Safety and Security

KRIIS have successfully completed security testing and "secure socket layer (ssl)" and HTTP2 configured in it. SSL is the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems

13. Troubleshooting

KRIIS gives the alert messages to the user if there any mistake or wrong data entered by him/her.

14. Help Facilities

For Technical Support Contact Susmitha (Project manager), Email Id: susmitha@keltron.org

, Phone: 0471-4094444-633, Keltron.

Version History

Version No.	Date	Prepared by	Reviewed by	Approved by	Change Description
1.0	8 Nov 23	Haritha Raveendran	Susmitha C S, Athira S, Anju B, Sruthy	Vipin S S	Initial document