

Storage as a Service for the Government of India

User Manual

(End-User)

Submitted by:



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Introduction

This manual contains a stepwise procedure of understanding how to register/login GovDrive using the government SSO platform Parichay.

How to Register/Login on GovDrive

Following is the step-by-step process to register on GovDrive:

Step 1: Go to URL: https://drive.gov.in

Step 2: Click on the "Login" button given at the top-left corner of homepage.

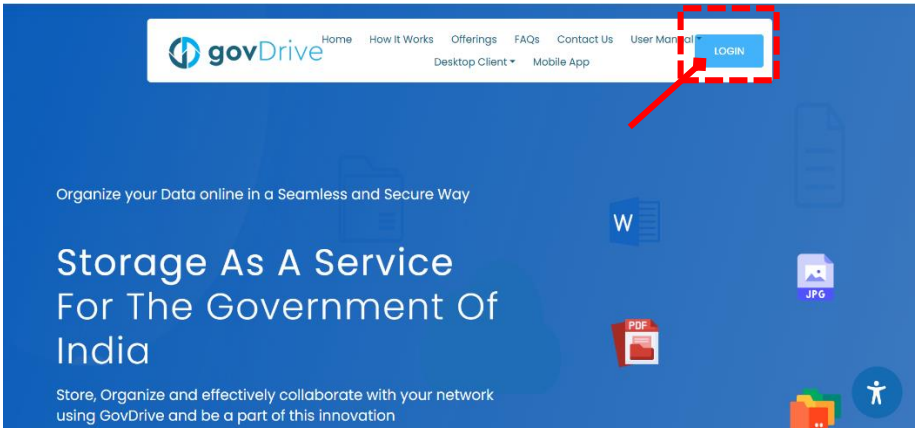


Fig. 1

>>User will be redirected to Parichay Authentication Page.

Step 3: Enter your existing Parichay login credentials in required fields and click the "Next" button to continue.

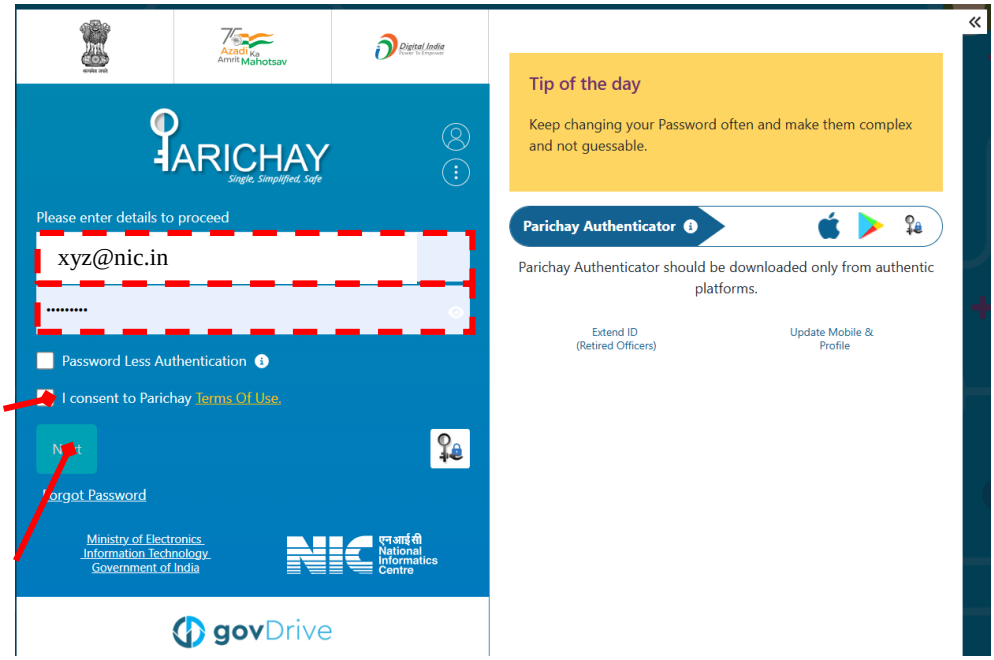


Fig. 2

>>User will be redirected to MFA page. (One can also use Parichay's Password-less Authentication)

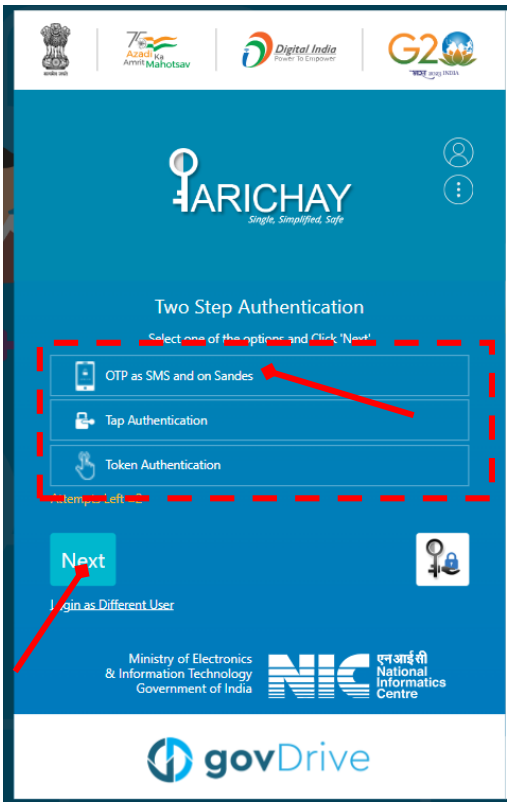


Fig. 3

Step 4: Choose any of the MFA options and click "Next" to continue.

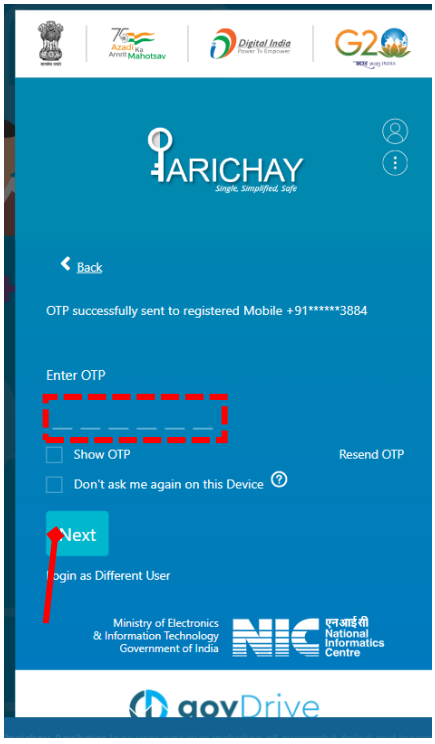


Fig. 4

>> Post successful authentication, user will be redirected to the Registration Page.

Step 5: Choose the “Register” button to continue.

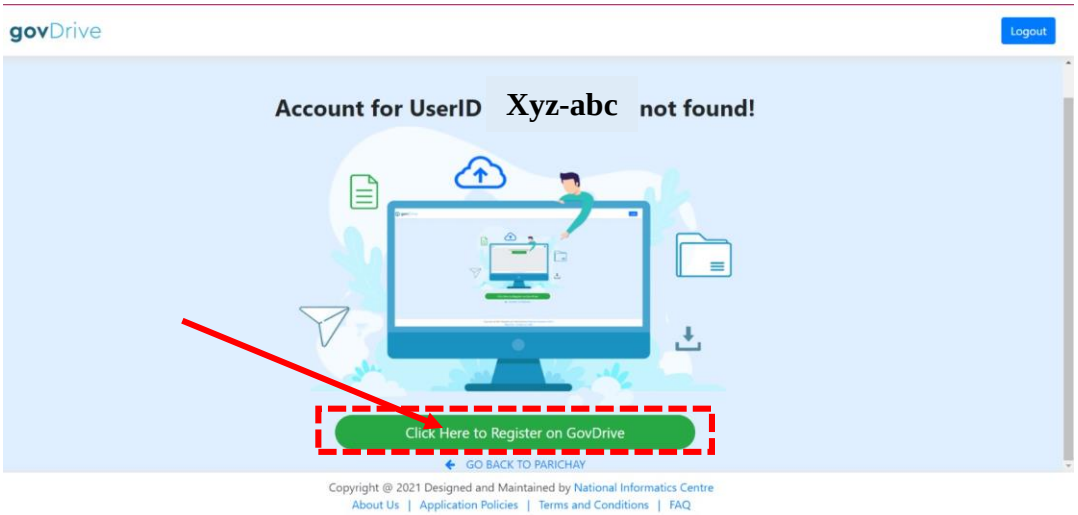


Fig. 5

Now, the registration request has been sent successfully and will be approved within 24 hours.

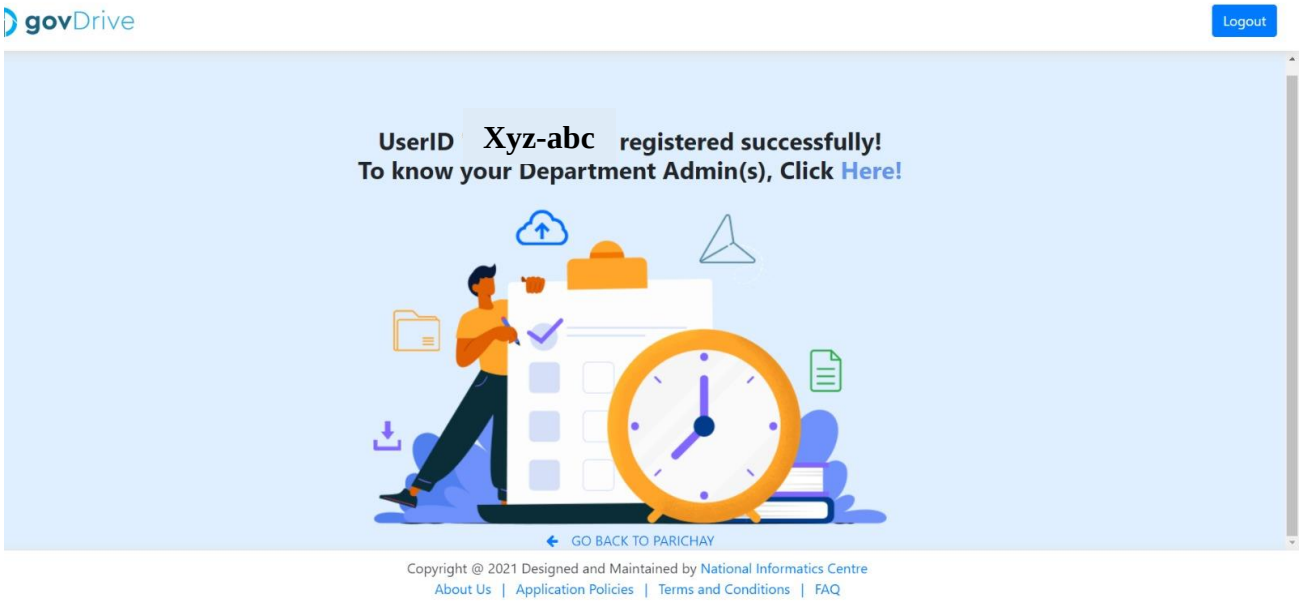


Fig. 6

User will be notified via mail.

Post approval:

Step 6: User has to follow the same login procedure: **Login > Parichay Login Credentials > MFA**

>>Now post-successful Parichay authentication, user will be redirected to GovDrive user dashboard.

Dashboard Functionalities

Following are the various dashboard functionalities which make GovDrive a stand out and intuitive platform:

1. Storage Details

This section provides users with an overview of their allocated and utilized storage space.

Step 1: Click on your profile icon, it will show your account details along with Storage Details.

Step 2: The progress bar visually indicates the proportion of storage used.

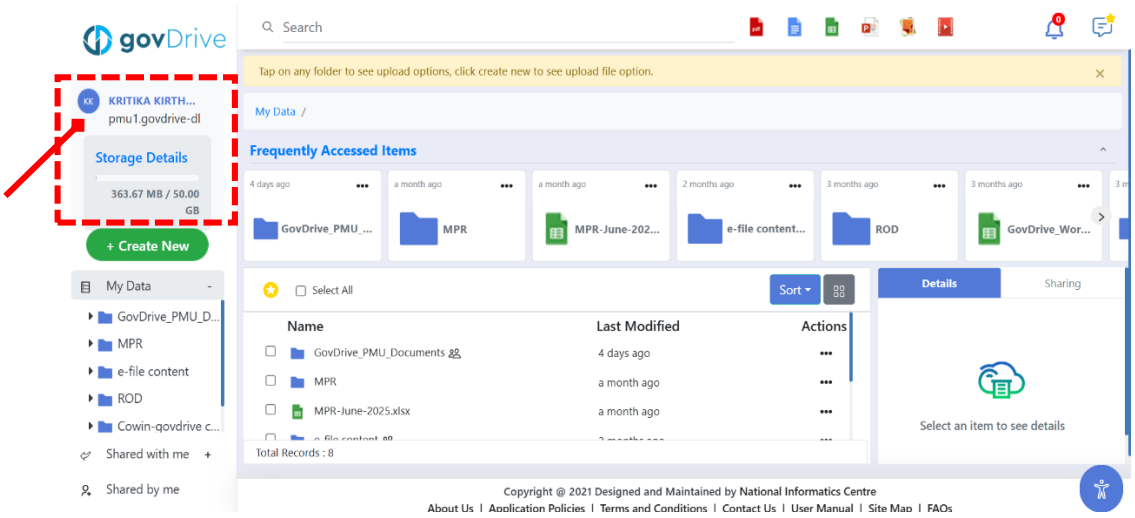


Fig. 7

2. Create New

By clicking the "+ Create New" button, users can view and use the Create Folder, Upload Folder, and Upload File options. (Fig. 8)

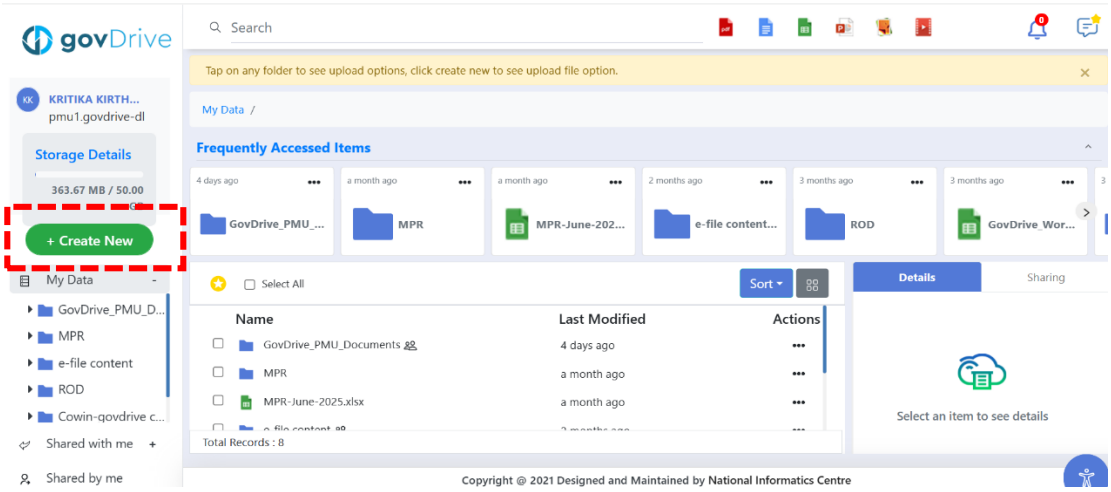


Fig. 8

2.1 Create Folder

Users can create a new folder by following the process given-below:

Step 1: Click the **+ Create New** button.

Step 2: Choose “Create Folder” option. (Fig. 9)

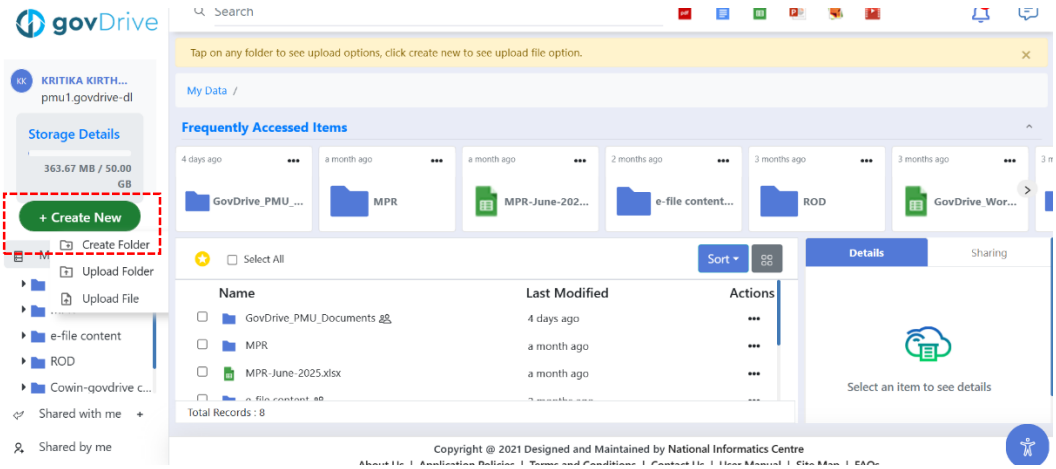


Fig. 9

Step 3: Enter the Folder Name and click the “Create Now” button to continue. (Fig. 10)

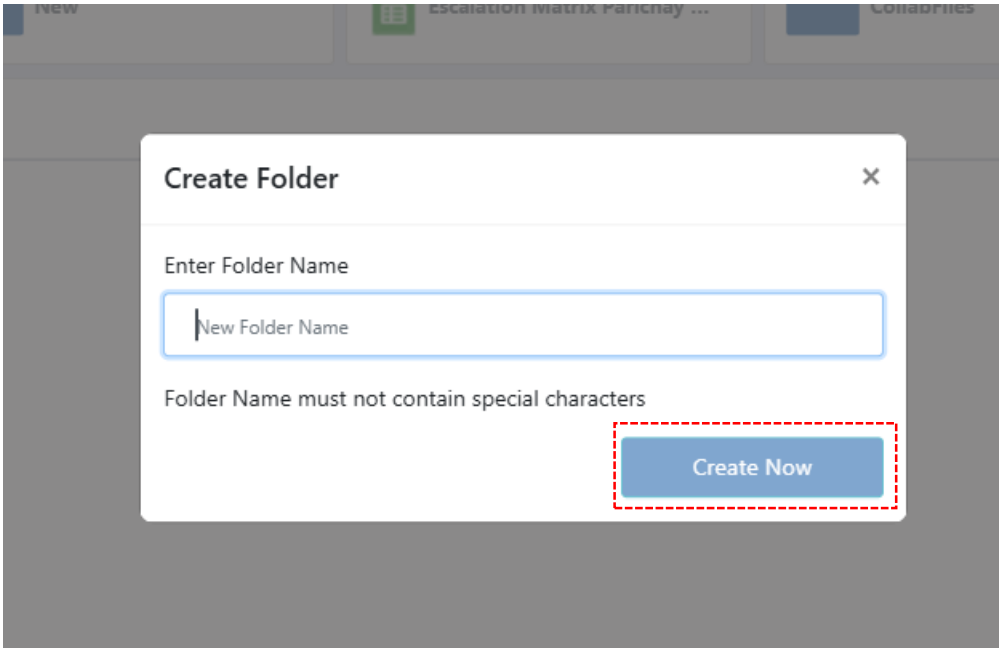


Fig. 10

Folder has been successfully created.

2.2 Upload Folder

Users can upload a folder by following the process given below:

Step 1: Click the **+ Create New** button.

Step 2: Choose “Upload Folder” option. (Fig. 11)

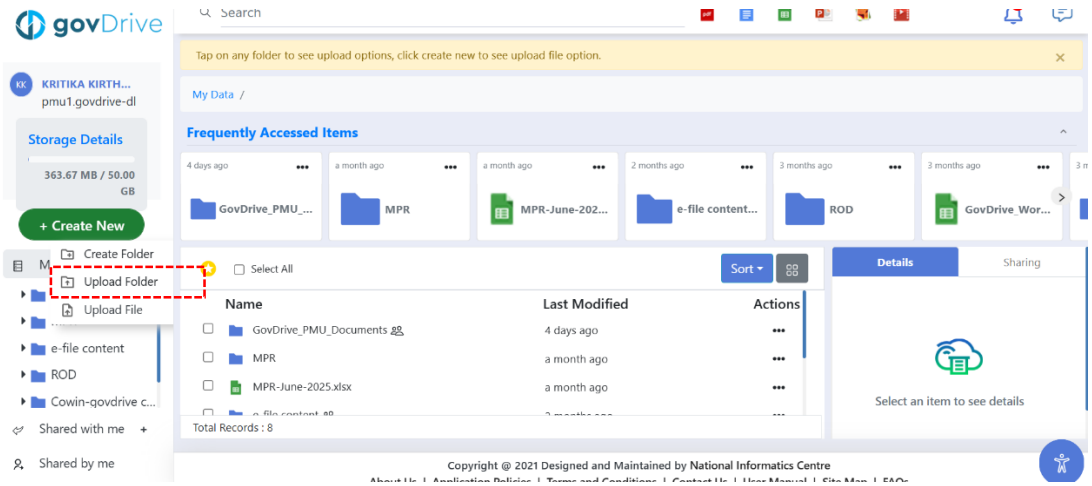


Fig. 11

Step 3: Now, click the “Browse” button to select the folder. (Fig. 12)

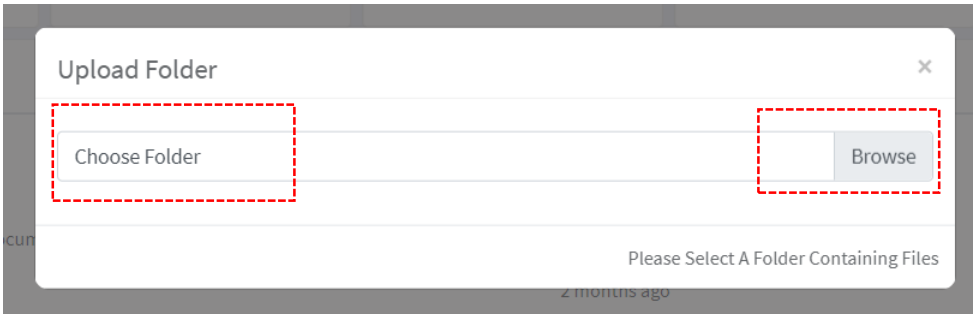


Fig. 12

>>Selection pane will appear on the screen

Step 4: Choose the folder from your desktop libraries and click the “upload” button to continue. (Fig. 13)

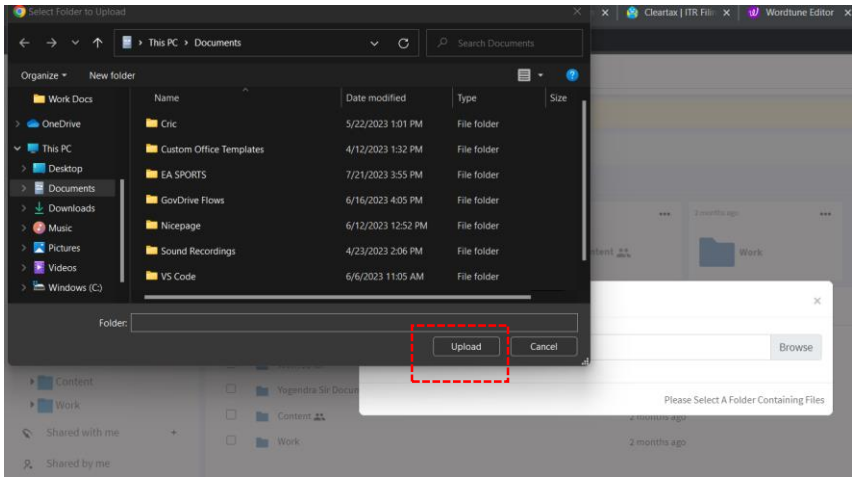


Fig. 13

>>A consent pop-up will appear on the screen.

Step 5: Click “Upload”

Step 6: Click the “Upload Now” button to start uploading. (Fig. 14)

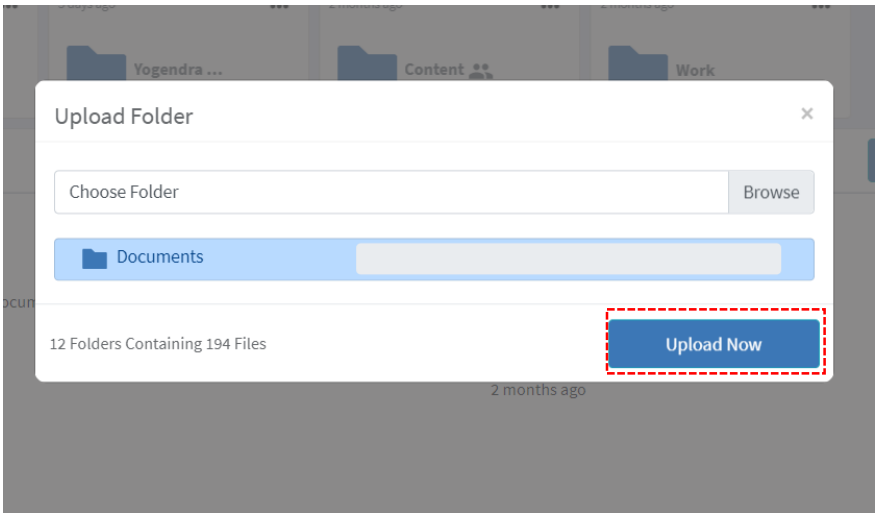


Fig. 14

Step 7: Post successful upload, click the “done” button.

>> Uploaded folder will appear in the user library.

2.3 Upload File

Users can upload files by following the process given below:

Step 1: Click the **+ Create New** button.

Step 2: Choose the “Upload File” option. (Fig. 15)

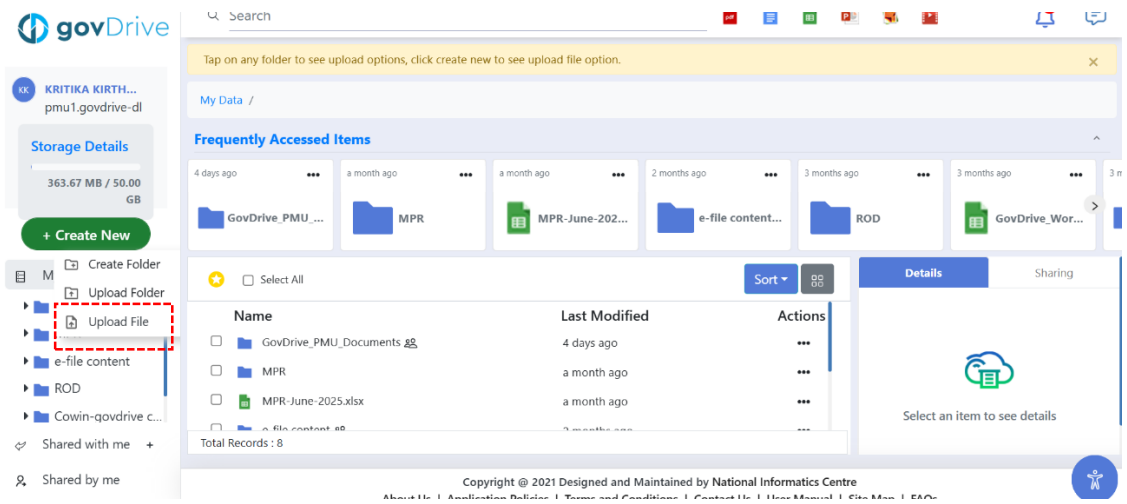


Fig. 15

Step 3: Now, click the “Browse” button to select the file. (Fig. 16)



Fig. 16

>>Selection pane will appear on the screen

Step 4: Choose the file from your desktop libraries and click the “upload” button to continue.

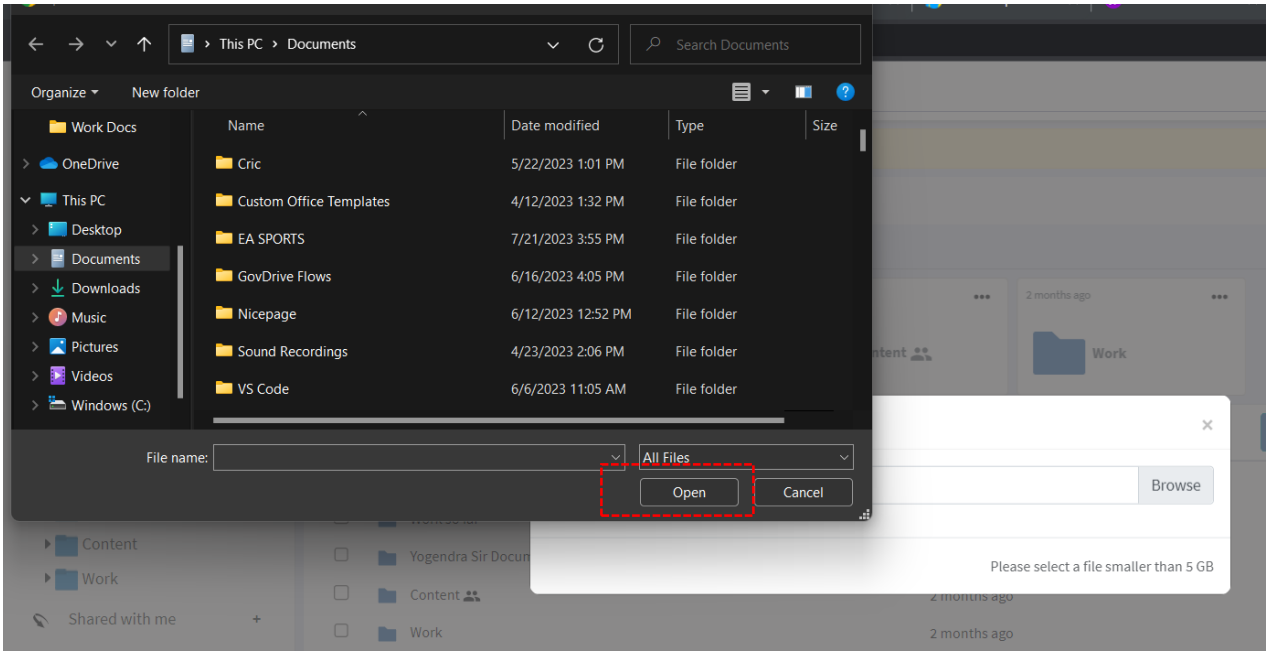


Fig. 16

>>The file details will appear on the download pop-up screen.

Step 5: Click the “Upload Now” button to start uploading. (Fig. 17)

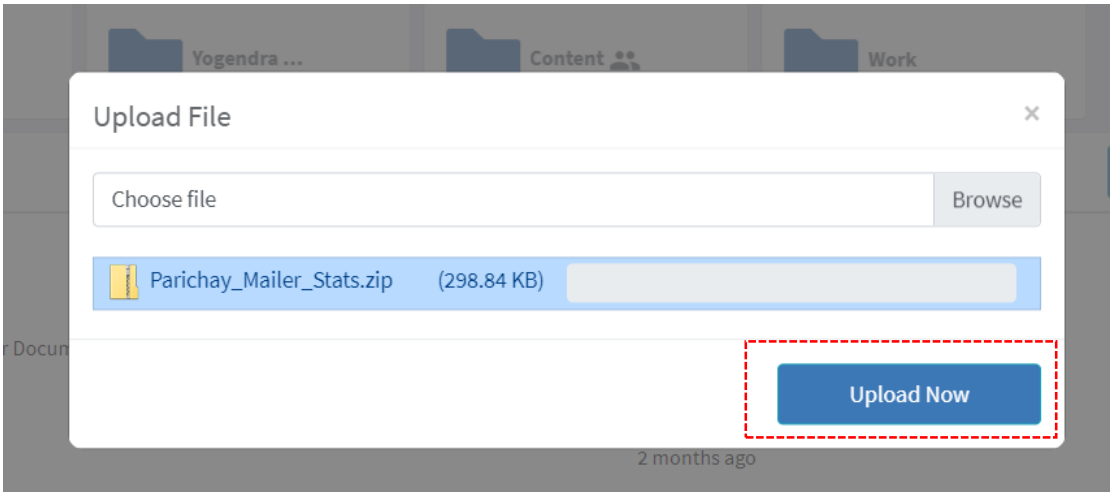


Fig. 17

Step 6: Post successful upload, click the “close” button.

>>Uploaded file will appear in the user library.

3. My Data

In the “My Data” tab, users can view and manage their folders and files. By clicking on any folder listed under this tab, the corresponding folders/files will be displayed. All folders/files uploaded by the user are accessible from the “My Data” tab. (Fig. 19)

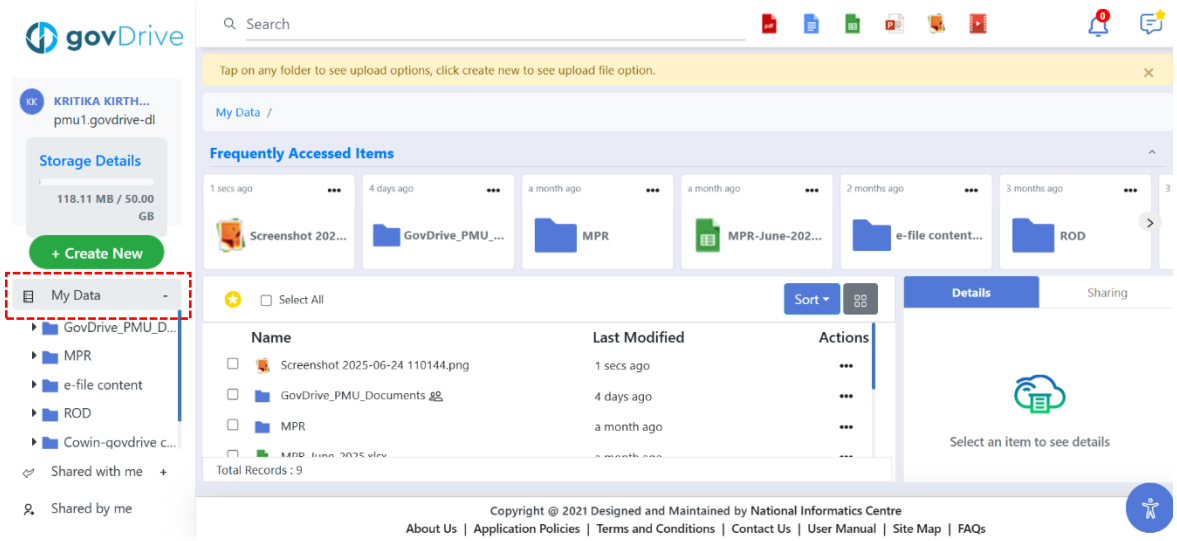


Fig. 19

3.1 Document functionalities (Actions)

Users can perform various actions to the files and folders stored in GovDrive.

3.1.1 Preview

This option allows users to quickly view the file contents in read-only mode without downloading or editing. It is useful for checking documents, spreadsheets, presentations, and images directly within GovDrive. (Fig. 19)

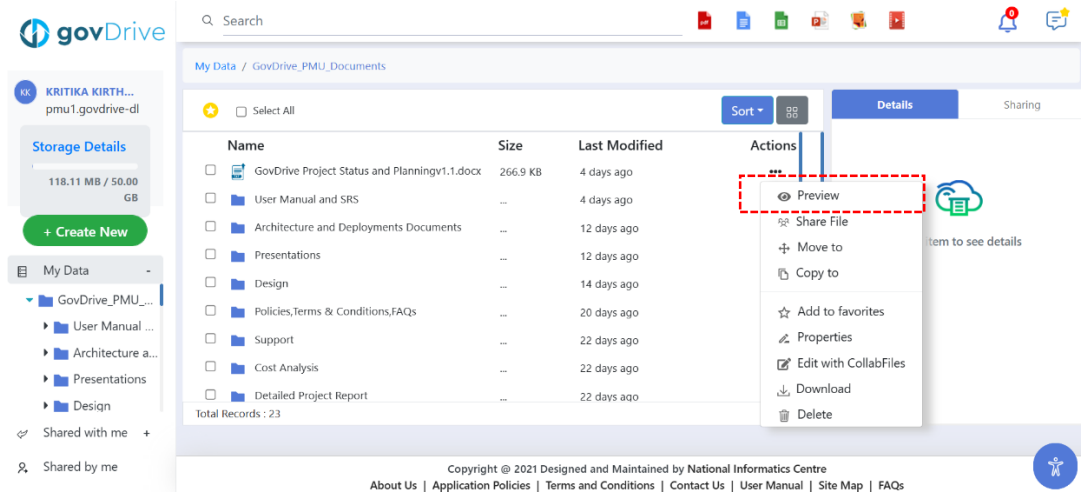


Fig. 20

3.1.2 Share File

User can choose this option to share their folders with their department members. (Fig. 21)

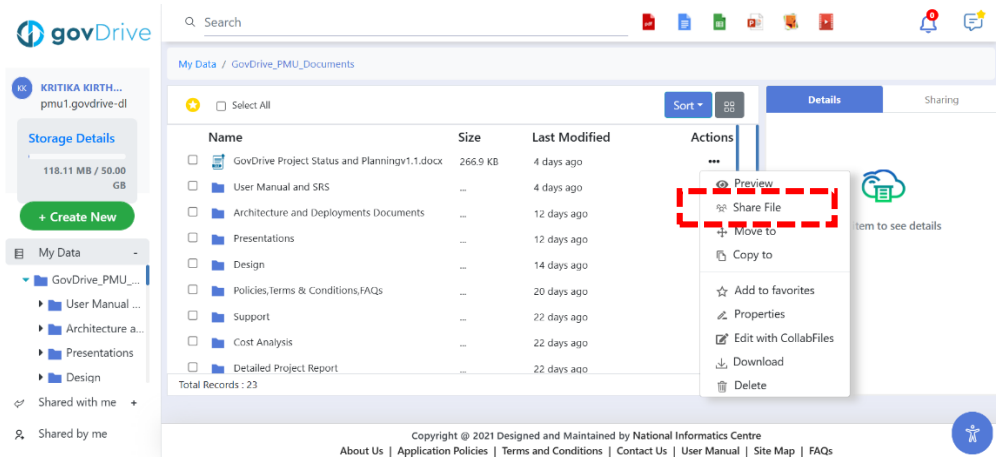


Fig. 21

>> Users can collaborate with others using “Share via Email” and manage the document accessibility by restricting the download attempts and Expiry time. (Fig. 22)

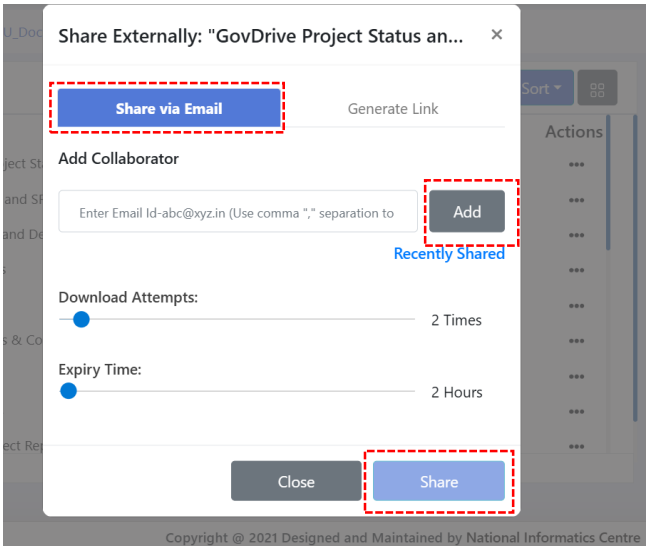


Fig. 22

>> Users can generate a secure link using “Generate Link” with customizable download limits, expiry time, and optional password protection for external sharing. (Fig. 23)

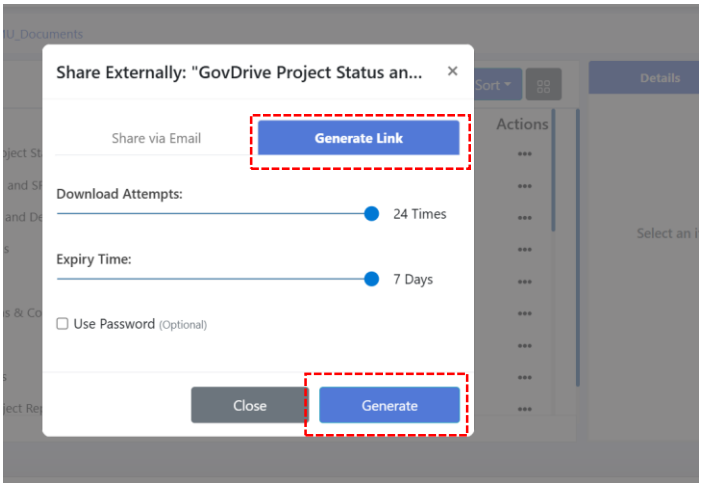


Fig. 23

3.1.3 Move to

User can use “Move to” functionality to move the selected file/folder to a different location (folder). (Fig. 24)

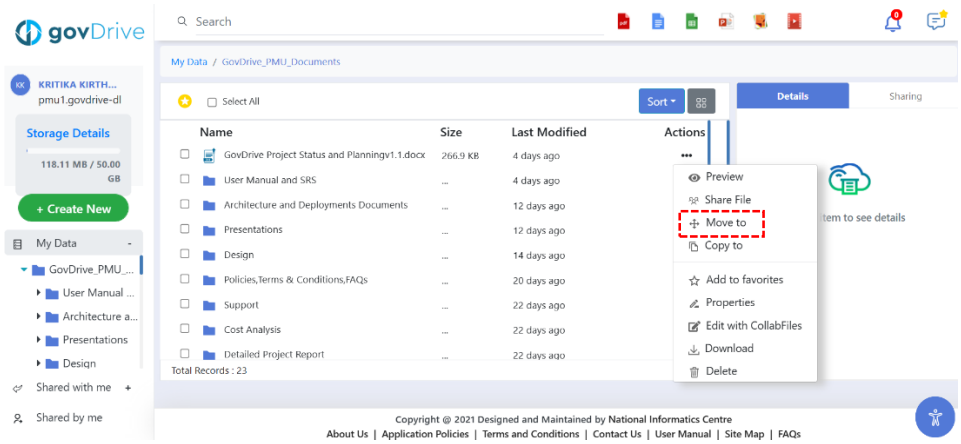


Fig. 24

>> After clicking the “Move to” button, user need to choose and confirm the destination (folder) for the file. (Fig. 25)

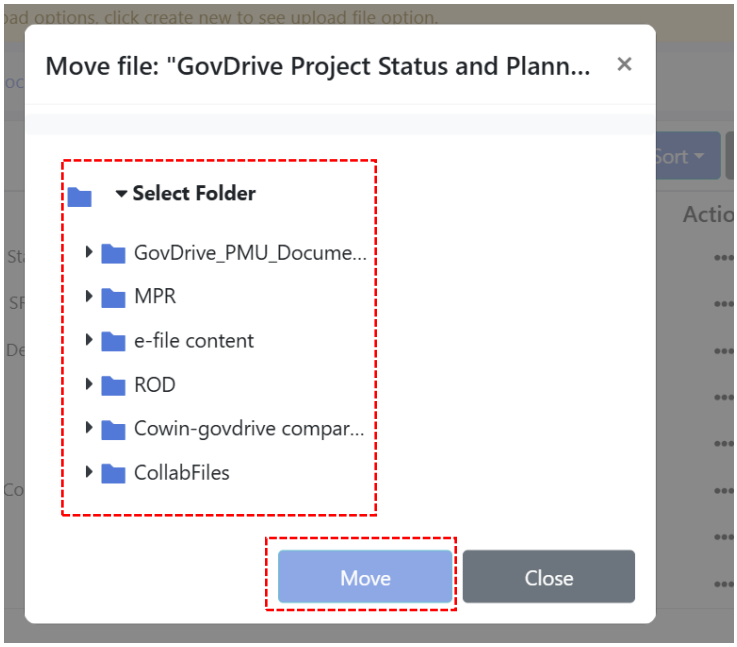


Fig. 25

3.1.4 Copy to

One can click “Copy to” functionality to save a copy of the selected file/folder in a different location (folder). (Fig. 26)

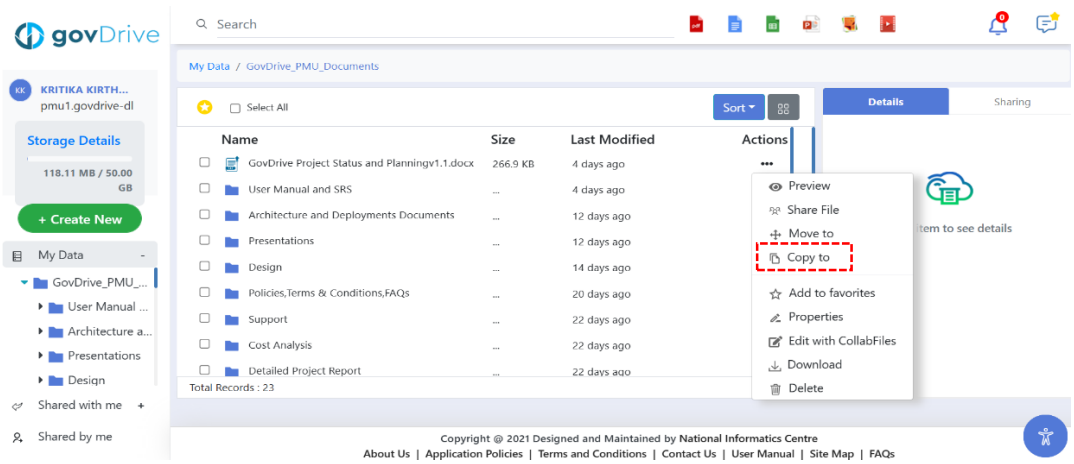


Fig. 26

>> Now, user has to choose and confirm the folder where they want to copy the file. (Fig. 27)

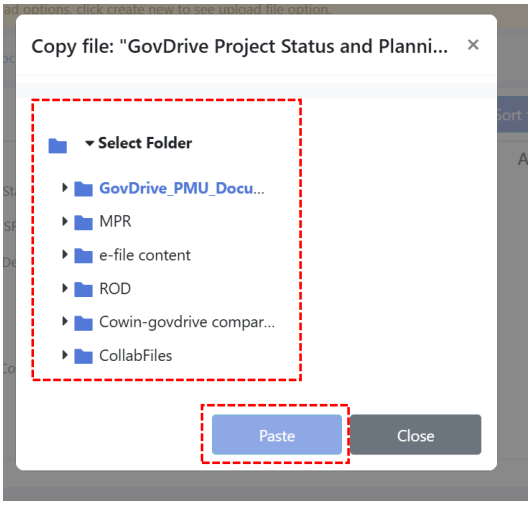


Fig. 27

3.1.5 Add to favorites

User can click here to add the selected file/folder to your favorites. (Fig. 28)

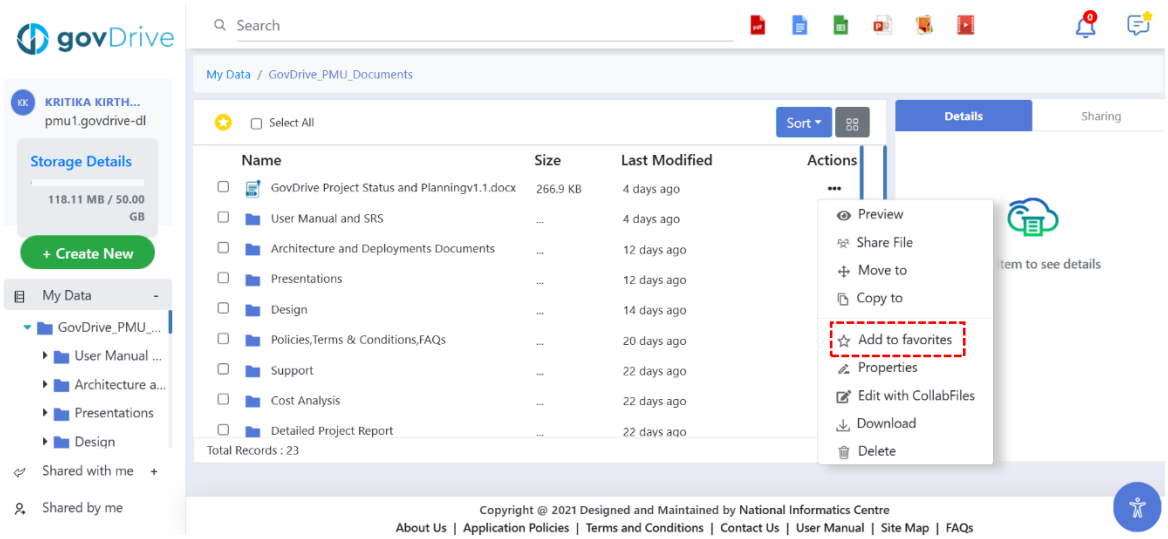


Fig. 28

>> Users can directly click here to access the files added to the Favorites section. (Fig. 29)

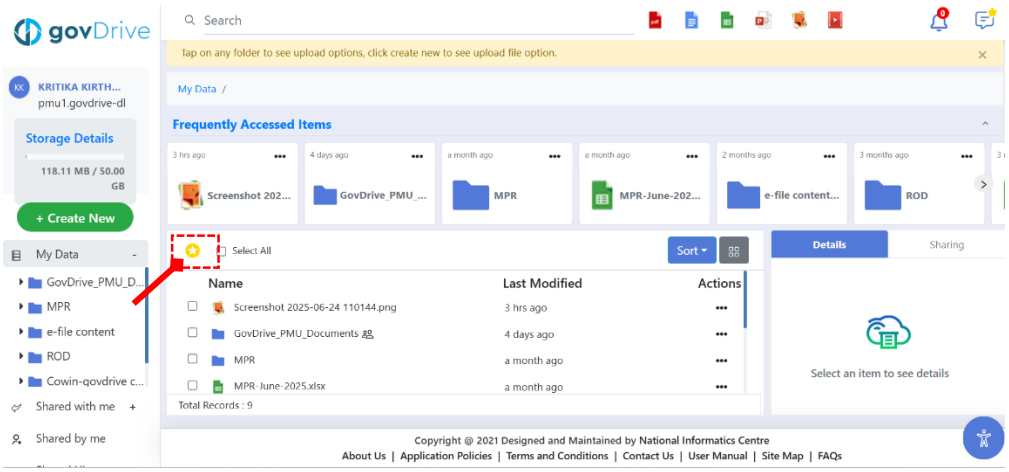


Fig. 29

3.1.6 Properties

This functionality helps user edit the file/folder details i.e. Name, Description, and Tags. (Fig. 30)

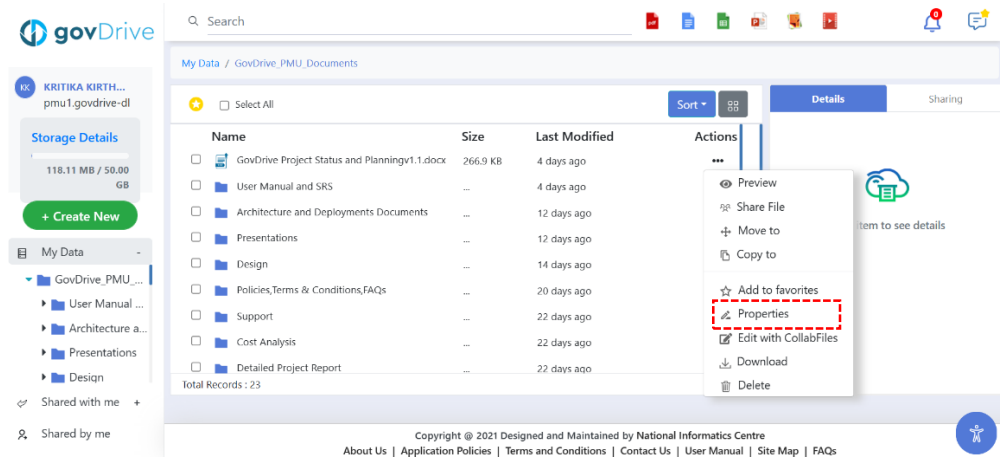


Fig. 30

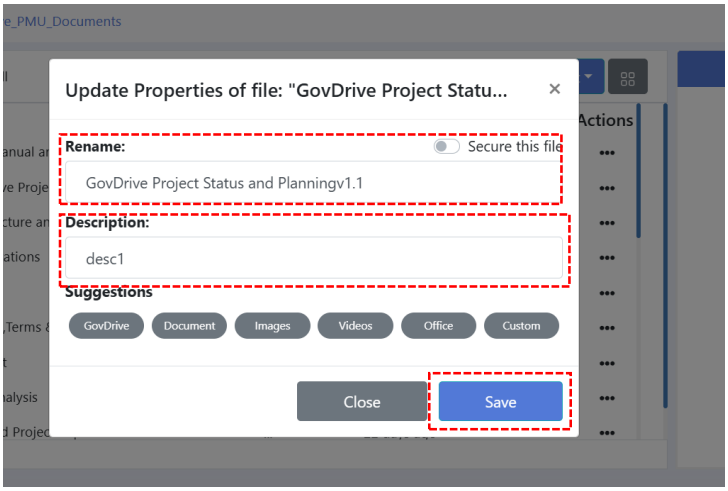


Fig. 31

3.1.7 Edit with CollabFiles

User can click on “Edit with CollabFiles”, they are redirected to CollabFiles, where the file can be viewed and edited directly in real time. (Fig. 32)

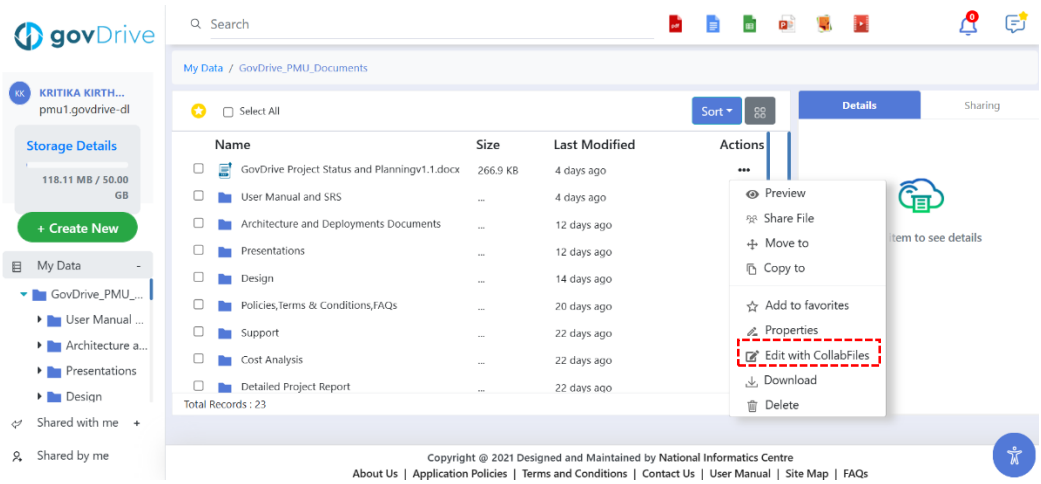


Fig. 32

3.1.8 Download

User can click this button to download the selected file/folder. (Fig. 33)

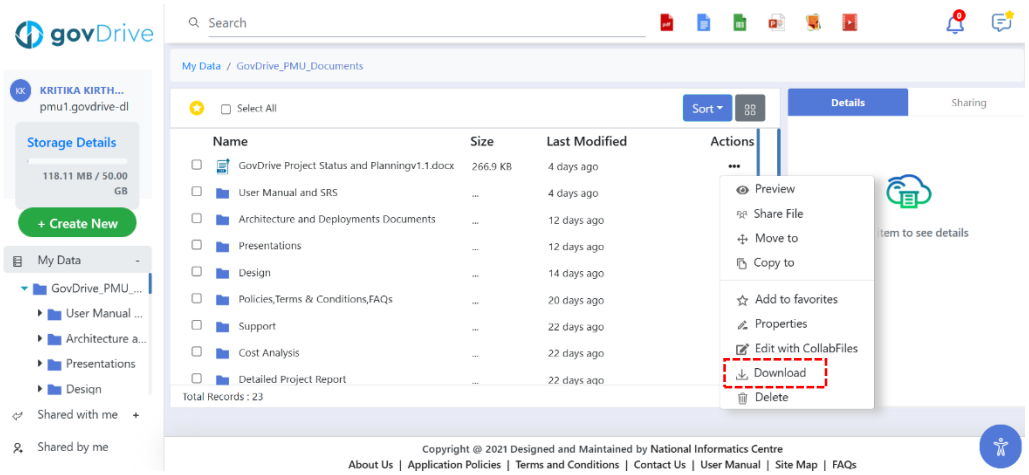


Fig. 33

3.1.9 Delete

User can use this button to delete the selected file/folder. (Fig. 34)

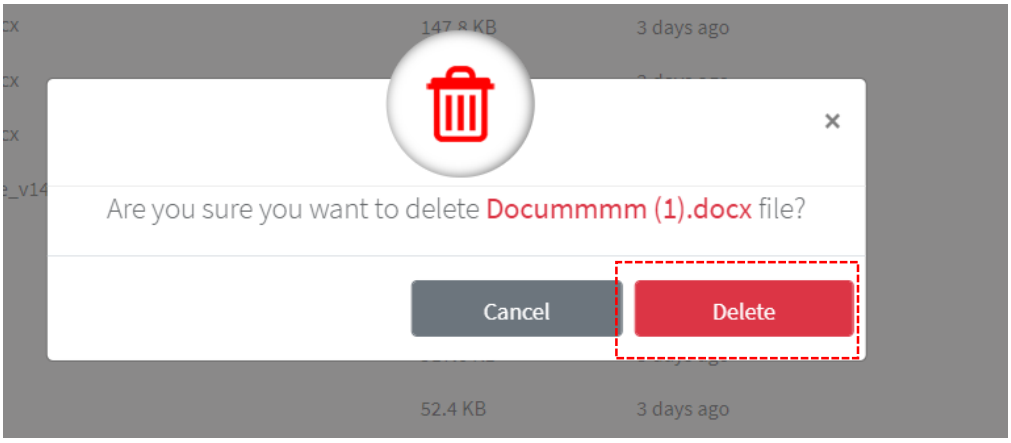


Fig. 34

3.2 Sort

Users can sort their files and folders in an ascending or descending manner based on parameters such as: Creation Time, Last Modified, and Type. (Fig. 35)

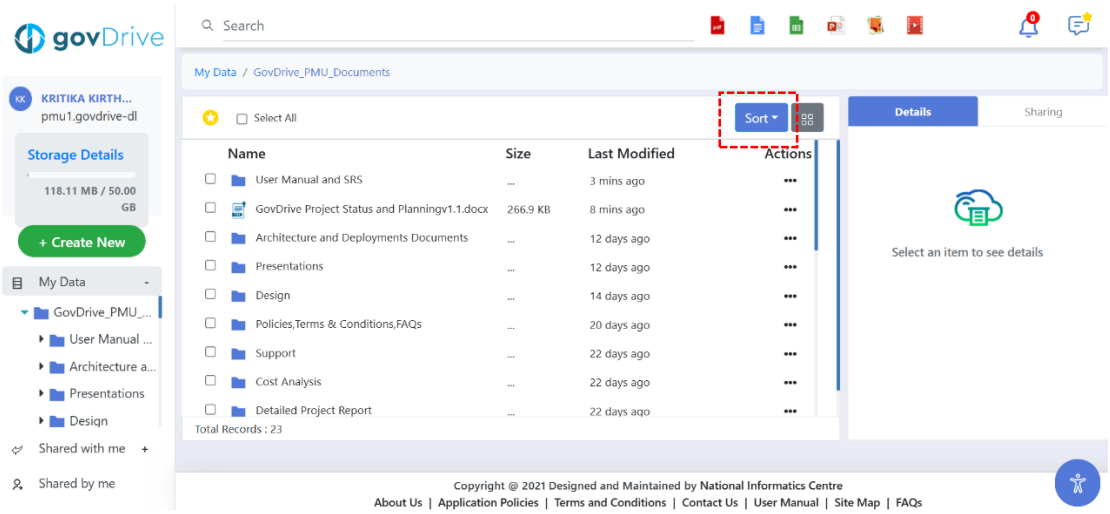


Fig. 35

3.3 View Style

Users can opt to change the view style by clicking the icon “Grid” or “List”.

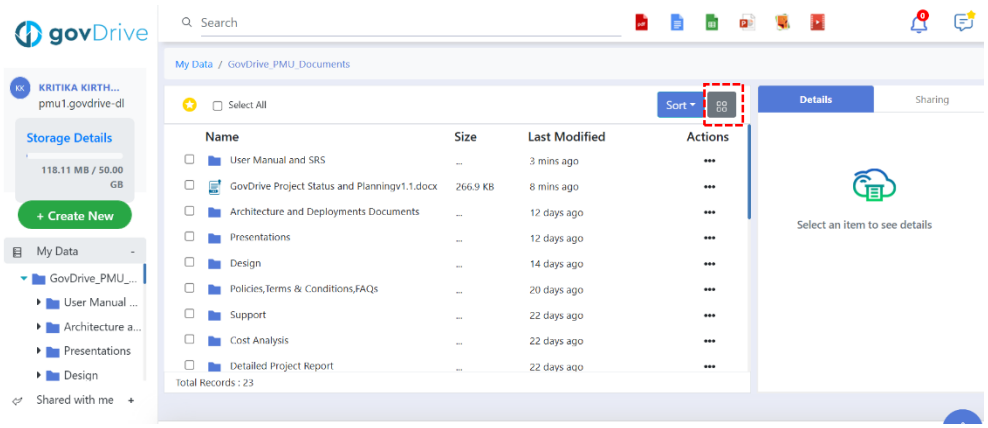


Fig. 36

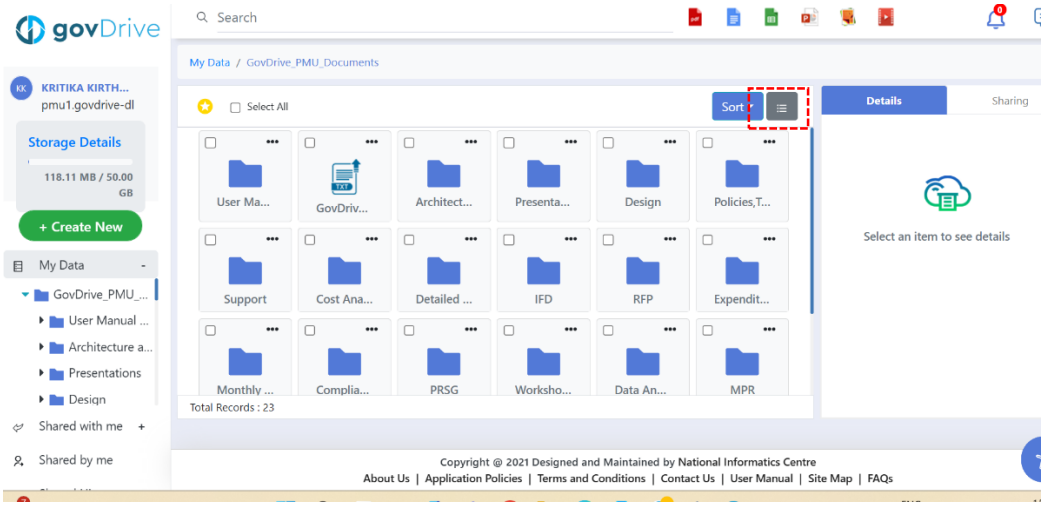


Fig. 37

4. Shared with me

Under the “Shared with Me”, users can view details of folders shared by their network. After selecting a folder, they can perform actions such as Preview, Copy to, View Properties, Download, or Delete files. (Fig. 38)

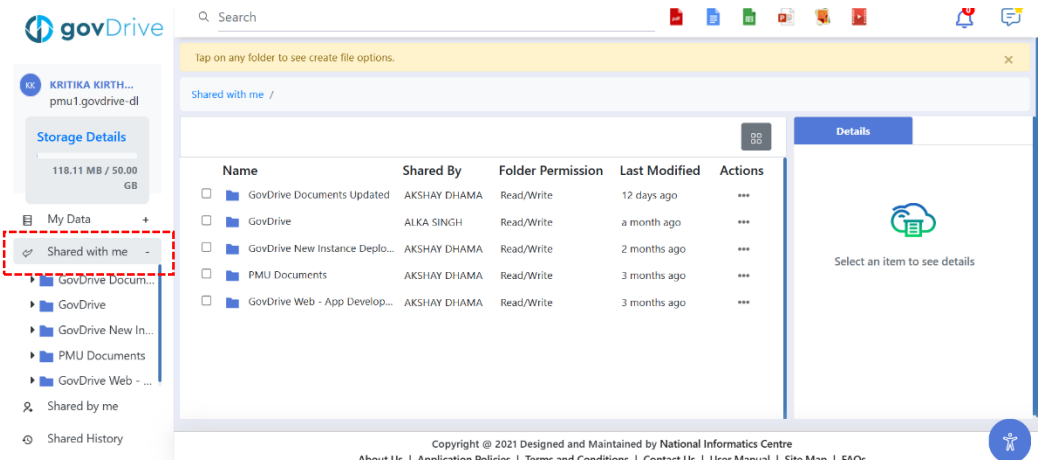


Fig. 38

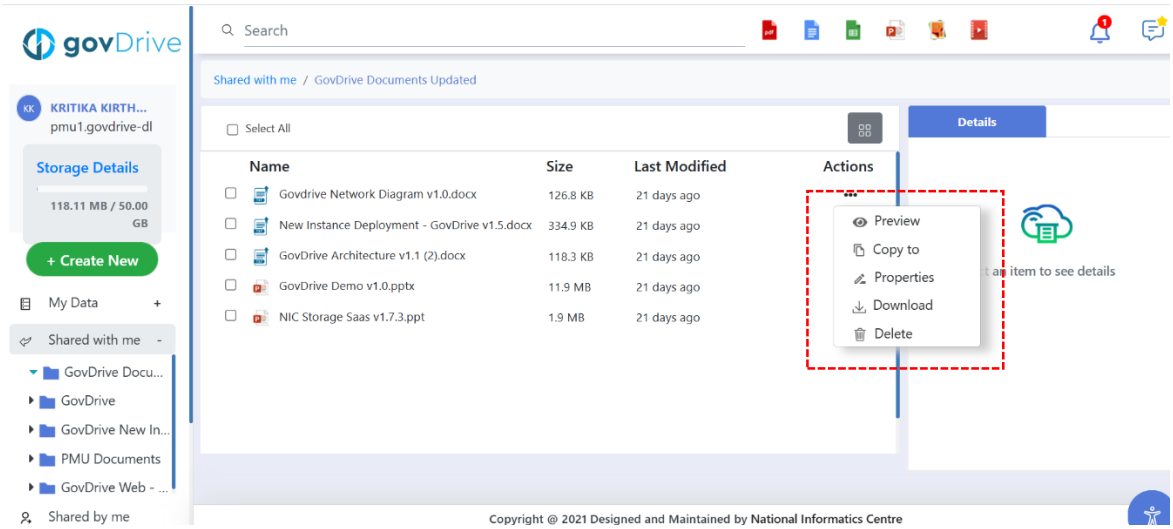


Fig. 39

5. Shared by me

This tab allows users to view the folders and files they have shared with others and manage access permissions (Fig. 40)

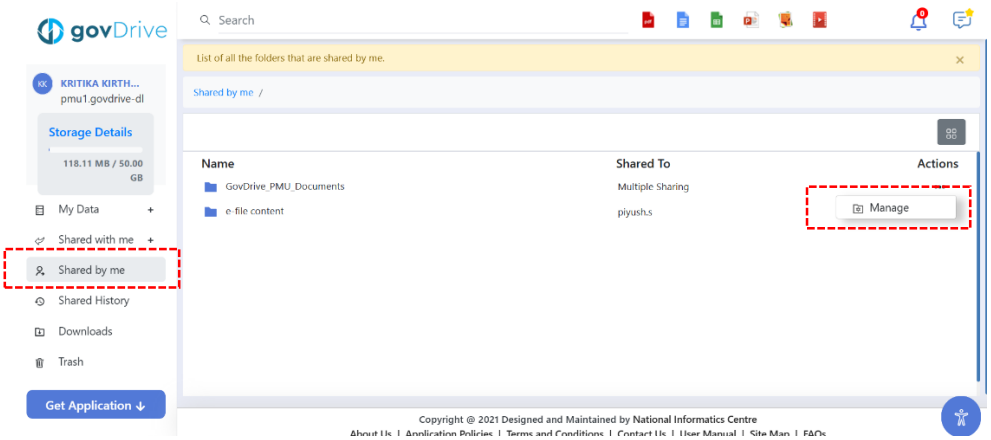


Fig. 40

>> Users can assign or modify rights (Read/Write) for each collaborator or stop sharing either individually or for all users. (Fig. 41)

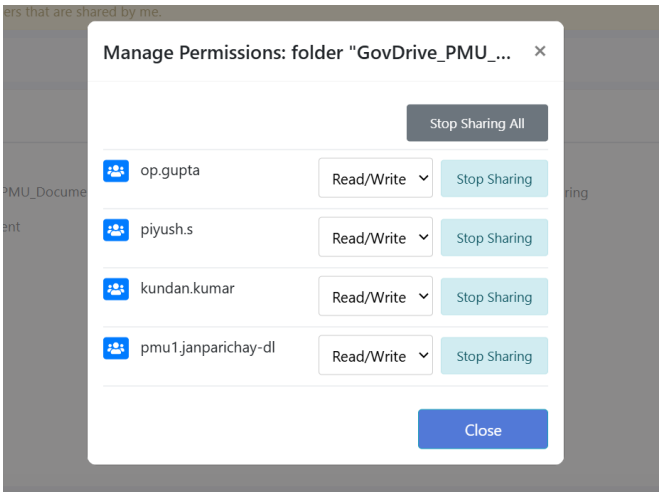


Fig. 41

6. Shared History

Users can click here to see the detailed history of the shared files and folders. (Fig. 42)

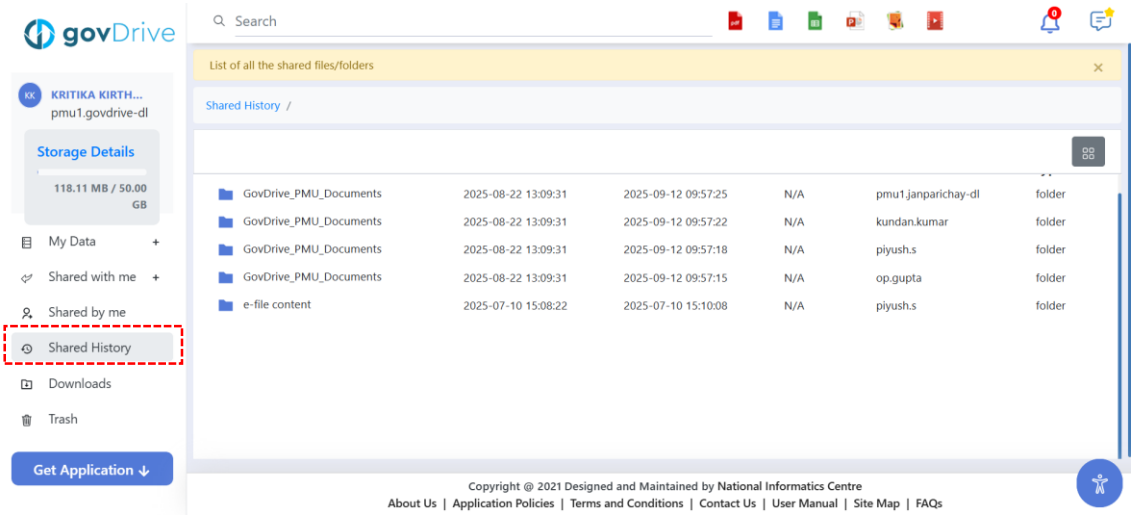


Fig. 42

7. Downloads

Users can click “Downloads” to view the history of folders they have previously downloaded. They can re-download these folders using the “Download” option next to each folder. Each folder can be downloaded up to 10 times within 24 hours (Fig. 43)

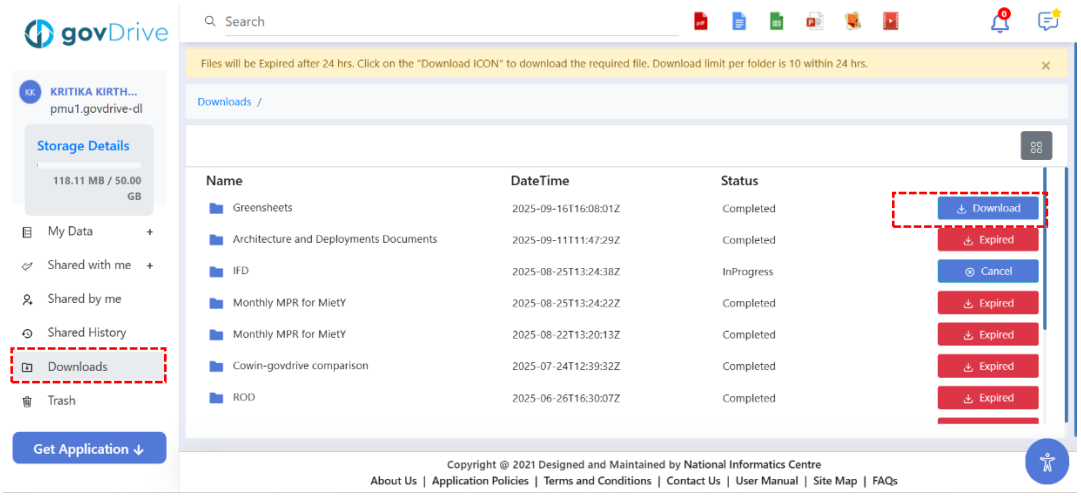


Fig.43

8. Trash

Users can manage the files/folders they have deleted earlier and can manage them by choosing various actions such as “Delete Permanent” and “Restore”. (Fig. 44)

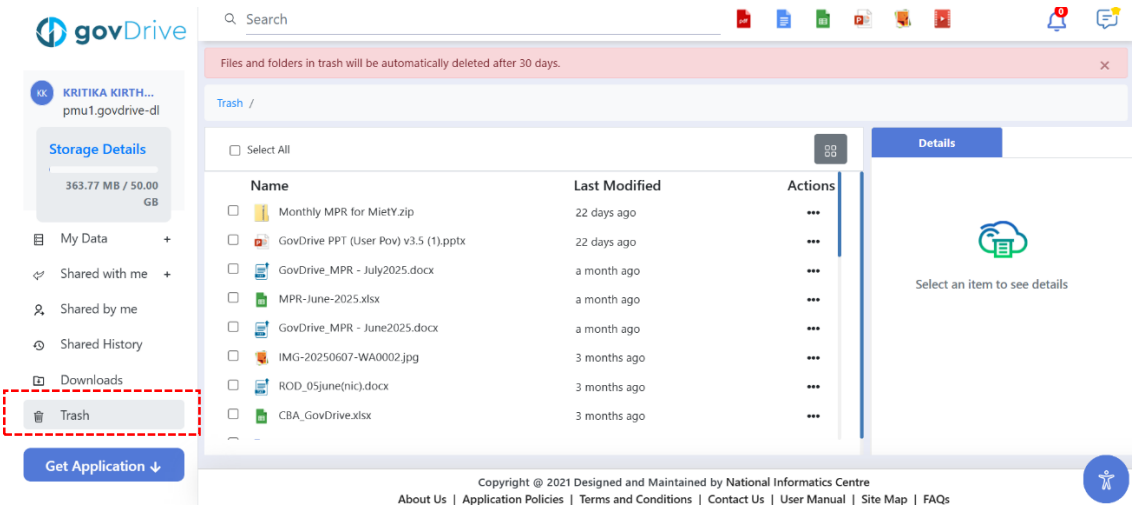


Fig. 44

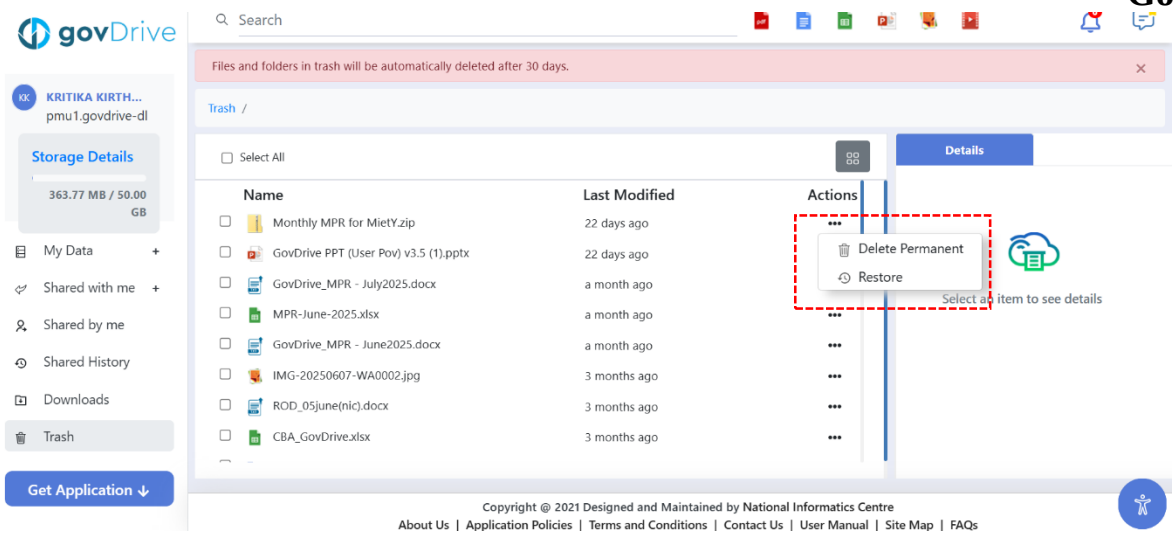


Fig. 45

9. Accessibility Options

GovDrive provides several accessibility features to support all users, including those with visual, reading, or interaction difficulties. These can be accessed by clicking on the Accessibility Options icon in the dashboard. (Fig. 46)

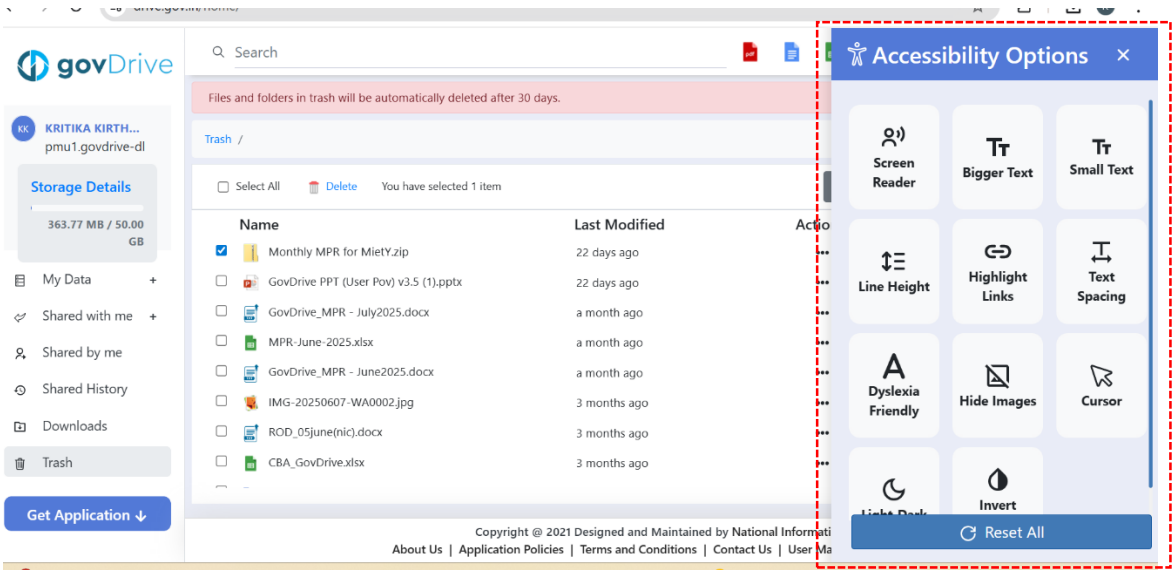


Fig. 46

9.1 Screen Reader

Provides text-to-speech functionality, enabling visually impaired users to navigate and interact with GovDrive content.

9.2 Bigger Text/Small Text
Allows users to increase or decrease text size for better readability. Particularly useful for users with low vision or when accessing GovDrive on small screens.

9.3 Line Height
Increases the spacing between lines to improve clarity. Recommended for users with visual processing difficulties.

9.4 Highlight Links
Visually emphasizes all clickable links, making it easier to identify navigation paths. Beneficial for users with color blindness or attention-related challenges.

9.5 Text Spacing
Increases spacing between letters and words to improve readability. Especially helpful for users with reading difficulties or cognitive impairments.

9.6 Dyslexia Friendly
Applies a specialized font style that reduces letter confusion for dyslexic users, adjusts spacing and alignment to make text easier to follow.

9.7 Hide Images
Removes non-essential images and presents a text-only view, useful for users with slow internet connections, cognitive challenges, or when focus on text is preferred.

9.8 Cursor
Activates a larger, more visible cursor for easier navigation, supports users with limited motor control or visual difficulties.

9.9 Light/Dark Mode
Switches between light and dark themes for comfortable viewing in different environments, dark mode helps reduce eye strain, especially in low-light conditions

9.10 Invert Colors
Reverses on-screen colors to create high contrast viewing, Enhances readability for users with low vision.

9.11 Reset All
Restores all accessibility settings to their default values, ensures quick recovery if a user wishes to undo customizations.

10.Support and Help
For any technical issues, queries, or assistance regarding GovDrive, users can reach out through the following channels:

10.1 Telephone

- 011 2290 2486
- 011 2290 2494
- Available: Monday – Friday, 09:00 AM to 07:30 PM (IST)

10.2 Email Support

- support-govdrive@gov.in
- support-govdrive@nic.in
- servicedesk@nic.in

10.3 Online Support

Users can also raise a support ticket through the Service Desk portal: https://servicedesk.nic.in/