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ADMIN AND DEO ACTIVITES FOR  
E-AUCTION-2025-2029  
FOR IEMS 2.0

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## Revision

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1.0	First Draft	Anita Rajawat	07-03-2025
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## 1. Introduction

Welcome to the "Admin and DEO level Activities for e-Auction" user manual for IEMS 2.0. This document is developed exclusively for the department users to manage Admin and DEO level Activities for e-Auction and all transactions and activities related to it.

## 2. Purpose

This document aims to serve as a comprehensive user manual for the department users, detailing the functionalities and processes involved in the Admin and DEO level Activities for e-Auction in IEMS 2.0. This user manual is designed to guide the Users through each step of the process, ensuring a seamless and efficient management of Admin and DEO level Activities for e-Auction activities.

## 3. Copyrights

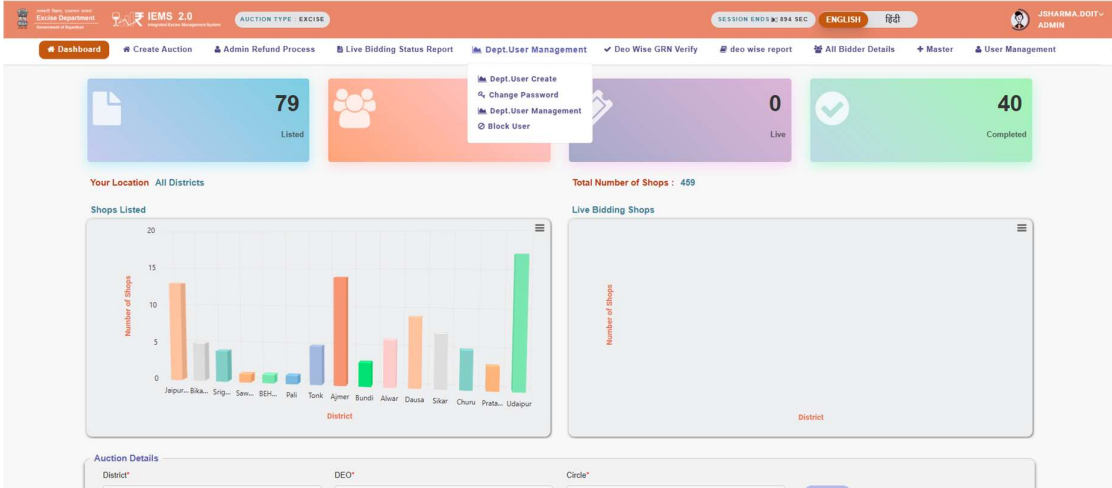
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## 4. Intended audience

This document is intended for employees (Regular & contract) of the Rajasthan Excise department who are required to perform the activities related to Admin and DEO level Activities for e-Auction.

## 5. e-Auction-Admin Activities

“Admin” DEO wise यूजर बनाने के लिए Dept. User Management पर क्लिक कर Dept. User Create कर सकते हैं।



The screenshot shows the IEMS 2.0 Admin Dashboard. The top navigation bar includes the following items: Dashboard, Create Auction, Admin Refund Process, Live Bidding Status Report, Dept. User Management, Deo Wise GRN Verify, deo wise report, All Bidder Details, Master, and User Management. The main content area features four summary cards: '79 Listed' (blue), '0 Live' (purple), and '40 Completed' (green). A dropdown menu is open over the '79 Listed' card, showing options: Dept. User Create, Change Password, Dept. User Management, and Block User. Below the cards, there is a bar chart titled 'Shops Listed' showing the number of shops across various districts. The districts listed on the x-axis are Japur., Bika., Srg., Sem., BEH., Pali, Tonk, Ajmer, Bundi, Alwar, Dausa, Sikar, Chud., Prata., and Udaipur. The y-axis represents the 'Number of Shops' ranging from 0 to 20. The chart shows varying numbers of shops for each district, with Udaipur having the highest count at approximately 18.



नीचे दर्शित स्क्रीन में Dept. User Create करने से सम्बन्धित समस्त डाटा दर्ज कर “Submit” करे :-

“Admin” Dept. User Management पर क्लिक कर DEO user को Activate & Deactivate और यूजर Edit कर सकते हैं।

S.NO.	User Name	Role Name	District Name	Deo Name	Circle Name	SSOID	EDRT	Status
1	Shashi Kumar	CIRCLE		ALWAR	Alwar	Alwar(West)	334	<input checked="" type="checkbox"/>
2	ADMIN1	ADMIN					JSHARMA DOJIT	<input type="checkbox"/>
3	DEO1	DEO		FATHABAD	Pratapgarh		anandnag 86	<input checked="" type="checkbox"/>
4	CIRCLE1	CIRCLE		AJMER	Ajmer	Ajmer City	RLJP201319036735	<input checked="" type="checkbox"/>
5	941424944	DEO		DHOLPUR	AEO Dholpur		RLAJ199691029726	<input checked="" type="checkbox"/>
6	979939680	DEO		ALWAR	Alwar		praveenagwal15	<input checked="" type="checkbox"/>
7	8290979439	DEO		BLUNDI	Pratapgarh		RLJVV20122006615	<input checked="" type="checkbox"/>
8	7427008335	DEO		CHITTORGARH	Chittorgarh		ghm20060507978	<input checked="" type="checkbox"/>
9	941345077	DEO		CHURU	Churu		Laxminarayan excise	<input type="checkbox"/>
10	9828171725	DEO		DAUSA	Dholpur		Laxminarayan excise	<input type="checkbox"/>





नीचे दर्शित स्क्रीन में ई-ऑक्शन से सम्बन्धित समस्त डाटा दर्ज कर “Save” करे :-

एक से अधिक तिथियों में ई-ऑक्शन किये जाने की स्थिति में प्रत्येक ई-ऑक्शन दिवस के लिए उक्त प्रक्रिया द्वारा सूचनाएँ दर्ज की जाएँ।

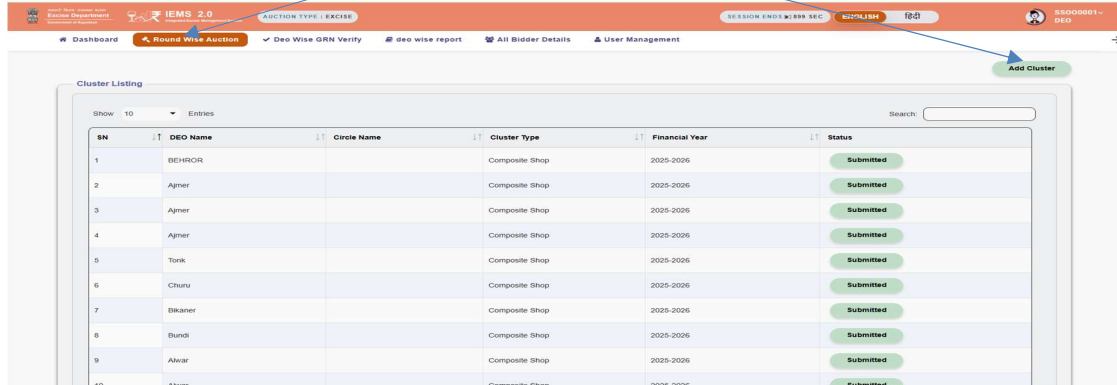
## 6.e-Auction- DEO Activites

DEO द्वारा “Round Wise Auction” करने के लिए Round Wise Auction पर क्लिक करना होगा।

Sl. No	Auction Number	District	Circle Name	Start Time	End Time	Status	Cluster Details
1	AUCT0002642	Churu	Rajgarh	01-03-2025 04:00:00 PM	01-03-2025 08:00:00 PM	Auction Completed	<a href="#">View Details</a>
2	AUCT0002674	Ajmer	Ajmer(Purw)	08-03-2025 07:20:00 PM	08-03-2025 07:20:00 PM	Auction Completed	<a href="#">View Details</a>
3	AUCT0002636	Ajmer	Kaoti	01-03-2025 01:00:10 PM	01-03-2025 01:20:00 PM	Auction Completed	<a href="#">View Details</a>
4	AUCT0002638	Ajmer	Kaoti	01-03-2025 01:00:10 PM	01-03-2025 01:12:38 PM	Auction Completed	<a href="#">View Details</a>
5	AUCT0002639	Ajmer	Narotbad	01-03-2025 01:00:10 PM	01-03-2025 01:08:17 PM	Auction Completed	<a href="#">View Details</a>
6	AUCT0002654	Udaipur	Udaipur (Ward)	28-02-2025 10:32:00 AM	28-02-2025 10:42:00 AM	Auction Completed	<a href="#">View Details</a>



उक्त प्रक्रिया के उपरान्त, प्रत्येक Cluster की ई-ऑक्शन तिथि निर्धारित करनी होगी। इसके लिए Round Wise Auction लिंक पर क्लिक करने पर ई-ऑक्शन योग्य समस्त Cluster की सूची यहाँ प्रदर्शित होगी। Cluster की ऑक्शन तिथि निर्धारित करने के लिए Add Cluster बटन पर क्लिक करें :



निम्नानुसार प्रदर्शित स्क्रीन में प्रत्येक क्लस्टर की ऑक्शन तिथि निर्धारित करें। एक ही तिथि होने की स्थिति में "Auction Date" कॉलम में एक ही निर्धारित तिथि स्वतः दर्शित होगी। एक से अधिक तिथि होने की स्थिति में उचित ऑक्शन तिथि को सलेक्ट करें एवं "Final Submit" बटन पर क्लिक करें :-

