

Nodal Users

Aero India 2025

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Nodal User Creation

- Nodal Users such as Nodal Officers of an Organization, exhibitors, contractors etc will be created by Admin.
- Information such as Type, Name, Organization, email etc and details of Badges quota will be filled by Admin.
- Admin can edit the information filled later also.

The screenshot shows the 'Nodal User Managers' interface. On the left is a sidebar with the 'AERO INDIA' logo and navigation links: Dashboard, Exhibitors, Passes, Others, and Reports. The main content area has a 'Nodal User Managers' header and a 'CANCEL' button. Below this is a form for creating a user with the following fields:

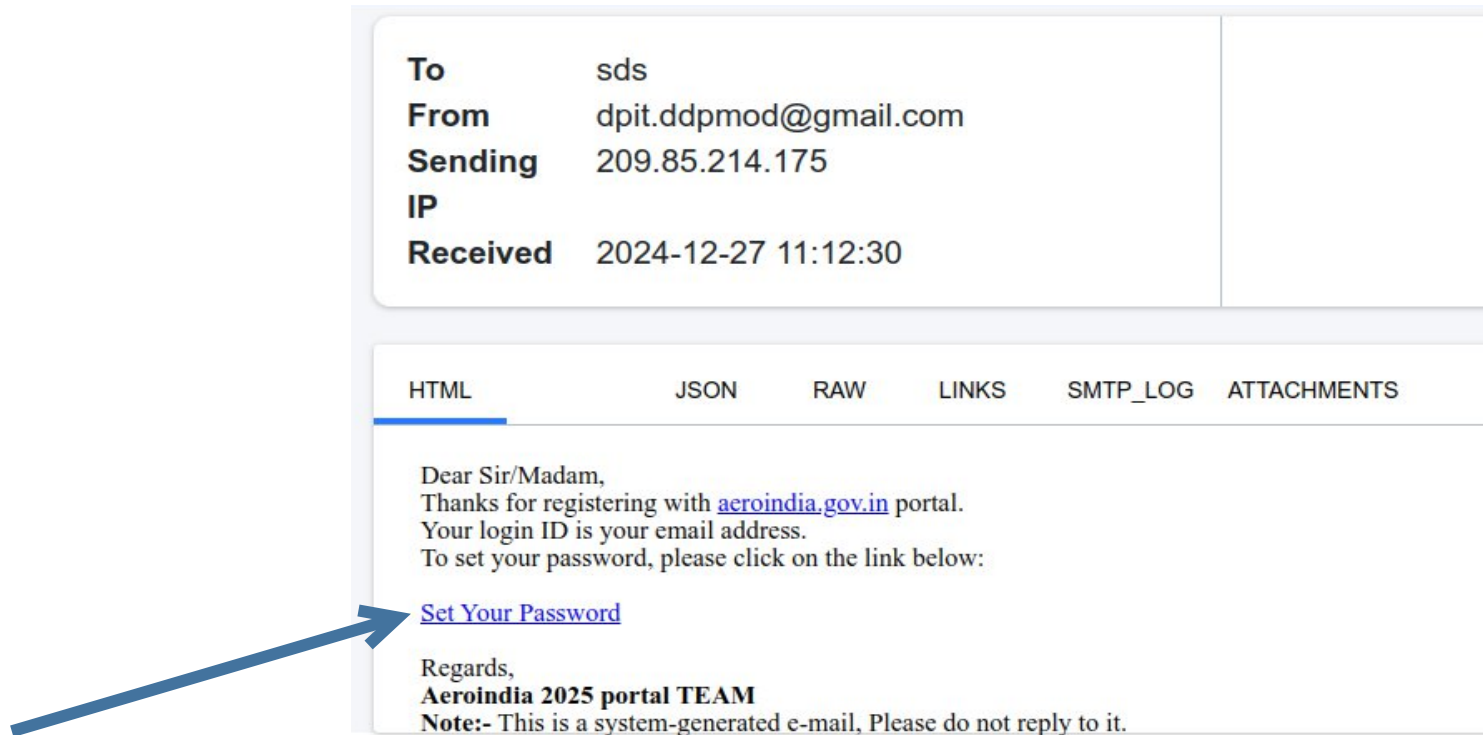
- Register Type:** Nodal Officer
- Nodal Officer Name:** test
- Mobile:** 8767656786
- Agency Name:** Indian Potash Limited
- Email:** sds@mailinator.com
- Country:** India

Below the form is a table with the following columns: Id, Category, Area Wise Badges Quota3, and Badges Quota.

Id	Category	Area Wise Badges Quota3	Badges Quota
<input checked="" type="checkbox"/>	VIP	-	10000
<input checked="" type="checkbox"/>	OFFICIAL - LIAISON OFFICER	-	5000
<input type="checkbox"/>	MANAGEMENT	-	Enter Badges Quota.
<input type="checkbox"/>	GUEST OF DDP	-	Enter Badges Quota.
<input type="checkbox"/>	EXHIBITOR	-	Enter Badges Quota.

Password

- Nodal Users created by Admin will receive an email with the link to set the password.
- Nodal user will have to click the link to set the password.
- On click of link, a page will appear where user have to set a password.



User have to enter a new password and submit

The screenshot shows the AeroIndia website's 'Create New Password' form. The page has a light blue header with the national emblem, AeroIndia logo, and the dates '10th Feb - 14th Feb 2025'. A purple navigation bar contains links for Home, AeroIndia, FAQs, Halls, Visit, Archive, Terms & Conditions, Registration, Login, and Get the app. The main content area is dark blue and features a white form titled 'Create New Password'. The form includes two password input fields, a captcha image with the text 'dHj9ZB', a captcha input field containing 'dHj9ZB', and a green 'Submit' button. The first password field is marked as 'Strong'.

Nodal User Login

- Nodal Users may login to AeroIndia Portal with email and password.
- Email: Set by Admin while creating the user.
- Password: Set by the user by clicking the link (Previous Page)

national emblem

AeroIndia logo
10th Feb - 14th Feb 2025

AeroIndia logo
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Home AeroIndia FAQs Halls Visit Archive Terms & Conditions Registration Login Get the app

Login

Please! Login with your details

Username or Email*

Password*

Enter Captcha*

Submit

[Forgot Password ?](#)

Nodal User Dashboard

 Logout



Name: Nodaltest
Organisation:
Hindustan Organic
Chemicals

Dashboard

My Profile

Passes

Dashboard (Nodal Officer)

Sr.No	Category Name	Quota Allocated	Allocated to Subnodal	Available Balance	No Of Passes Filled	No Of Passes Approved
1	VIP	5000	500	4500	0	0
2	OFFICIAL - LIAISON OFFICER	5000	500	4500	0	0
3	VIP-E-Invitee	5000	500	4500	0	1
4	E-INVITEE	5000	0	5000	0	0
5	ADVA FOOD COURT STAFF	5000	0	5000	0	0

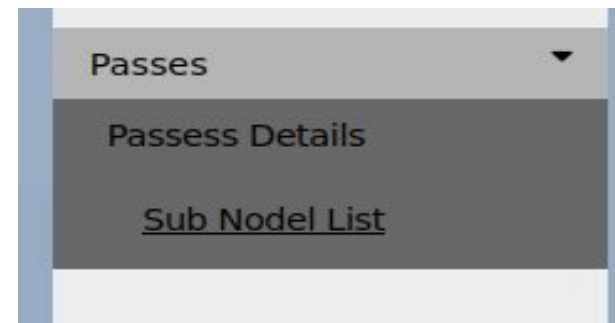
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Features for Nodal User

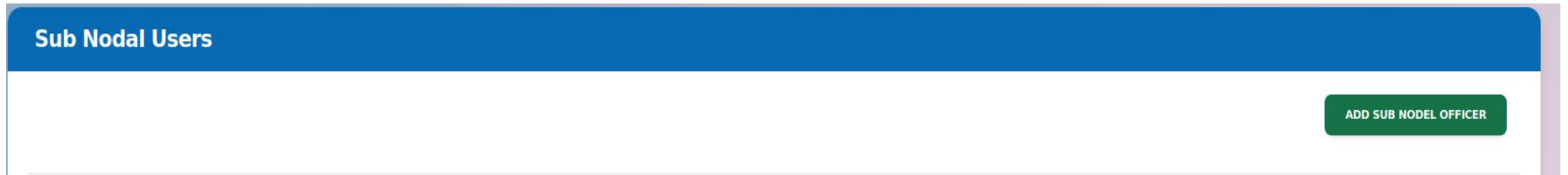
- Create 25 Sub Nodal Officers and allocate the badges quota to them.
- Approve or Reject the information filled by Sub Nodal Officers
- Fill the information for all kind of passes/Badges
- Can give permission to SNO for approval of Badges
- Can Send link to get the information filled
- Can send E-Tickets over email from portal itself.
- Can upload the information in the bulk using CSV files

Sub Nodal Officers Creation

1) Go to Passes Menu and Choose Sub Nodal List



2) Press Add Sub Nodal Officer



3) Fill the Information and Valid email Id

Register Type: * <input type="text" value="Sub Nodal Officer"/>	Agency Name: * <input type="text" value="Hindustan Organic Chemicals"/>
Nodel Officer Name: * <input type="text" value="Enter Nodel Officer Name"/>	Email: * <input type="text" value="Enter Email"/>
Mobile: * <input type="text" value="Enter Mobile No."/>	Country * <input type="text" value="India"/>

Privilege to add permissions to approve pass
 Yes No

4) Choose Categories and fill the no of badges for Sub Nodal Officer

Sr.No	Id <input type="checkbox"/>	Category	Available Badges Quota	Allocated Badges Quota
1	<input type="checkbox"/>	VIP	<input type="text" value="4500"/>	<input type="text" value="0"/>
2	<input type="checkbox"/>	OFFICIAL - LIAISON OFFICER	<input type="text" value="4500"/>	<input type="text" value="0"/>
3	<input type="checkbox"/>	VIP-E-Invitee	<input type="text" value="4499"/>	<input type="text" value="1"/>
4	<input type="checkbox"/>	E-INVITEE	<input type="text" value="5000"/>	<input type="text" value="0"/>
5	<input type="checkbox"/>	ADVA FOOD COURT STAFF	<input type="text" value="5000"/>	<input type="text" value="0"/>

5) Once saved, Sub Nodal Officer will receive email about setting the password and login

Sub Nodal Users

ADD SUB NODEL OFFICER

S.no	User Type	Name	E-mail	Mobile	Action
1	Sub Nodal officer	SubNodal	kssub@yopmail.com	8767656786	EDIT DELETE
2	Sub Nodal officer	H A Singh	er.hridayashish@gmail.com	8088168757	EDIT DELETE

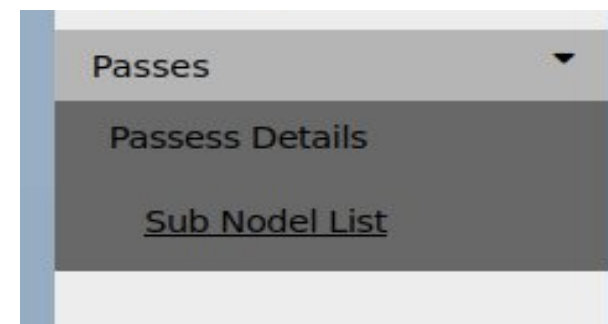
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Passes/Badges Details

1) Go to Passes Menu and Choose Passes Details

A new page named Passes Details will open as below



Passes Details

Sr.No	Category Name	Total Quota	Assigned to Subnodal Quota	Available Balance	No Of Passes Filled	No Of Passes Approved	Action
1	VIP	5000	0	4999	1	0	VIEW PASSES (1) NEW ENTRY FOR PASS BULK UPLOAD
2	OFFICIAL - LIAISON OFFICER	10000	0	10000	0	0	VIEW PASSES (0) NEW ENTRY FOR PASS BULK UPLOAD
3	VIP-E-Invitee	5000	0	5000	0	0	VIEW PASSES (0) NEW ENTRY FOR PASS BULK UPLOAD SEND LINK
4	E-INVITEE	5000	0	5000	0	0	VIEW PASSES (0) NEW ENTRY FOR PASS BULK UPLOAD SEND LINK

- Details of passes such as Total Allocation, Allocation to Sub Nodal Officer, Passes Details Filled, No of Passes approved
- Actions such as View Passes, New Entry for Pass, Bulk Upload and Send Link

New Pass Entry:

On click of New Entry for Pass,a page will appear as below

Add User

Home / Passes / Passes Details / Add User

CANCEL

Add User

First Name *	Last Name *	Designation *
<input type="text" value="subnodallPL"/>	<input type="text" value="IPL"/>	<input type="text" value="sadsa"/>
Email	Country *	Mobile
<input type="text" value="ks01@yopmail.com"/>	<input type="text" value="India"/>	<input type="text" value="8767657676"/>
Category	Upload Photo	ID Type
<input type="text" value="VIP"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Driving Licence"/>
Driving Licence		
<input type="text" value="....."/>		

SUBMIT

Passes Details

Successfully Filled New Pass Details

Passes Details

Sr.No	Category Name	Total Quota	Assigned to Subnodal Quota	Available Balance	No Of Passes Filled	No Of Passes Approved	Action
1	VIP	5000	0	4999	1	0	VIEW PASSES (1) NEW ENTRY FOR PASS BULK UPLOAD
2	OFFICIAL - LIAISON OFFICER	10000	0	10000	0	0	VIEW PASSES (0) NEW ENTRY FOR PASS BULK UPLOAD
3	VIP-E-Invitee	5000	0	5000	0	0	VIEW PASSES (0) NEW ENTRY FOR PASS BULK UPLOAD SEND LINK

Filled Passes Details:

On click of View Passes a page will appear as below

The screenshot displays a web interface for 'Passes Details'. At the top left, the title 'Passes Details' is shown. To the right, a breadcrumb trail reads 'Home / Passes / Passes Details'. Below the title, there is a sub-header 'Passes Details'. A table is presented with columns: Sr.No, Name, Designation, Email ID, Country, Mobile No, Category, ID Type, ID Type No., Agency, Approved By, Created By, and Status. A single row of data is visible. A yellow 'APPROVE' button is positioned above the 'Sr.No' column. The 'Status' column for the first row contains the text 'App' in green.

Sr.No	Name	Designation	Email ID	Country	Mobile No	Category	ID Type	ID Type No.	Agency	Approved By	Created By	Stu
1	subnodallPL IPL	sadsa	ks01@yopmail.com	India	8767657676	VIP	Driving Licence	*****3456	Indian Potash Limited	Nodal	Nodal (test)	App

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#Select and Click the Approve Button to Approve filled Information

Bulk Upload

Uploading Multiple Pass Information from Excel

Upload Data For Assign Pass

- Download the Excelsheet File
- Create Data Accordingly Excelsheet
- Update Excelsheet
- After that Submit Form

Event: *

Select File: (Only upload .xlsx file) *

 No file chosen

Download sample import file: [Download](#)

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Send Link

A link will be sent to user via email to fill own information

Passes Link Send

First Name *	Last Name *
<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
Email *	Category *
<input type="text" value="Email*"/>	<input type="text" value="VIP-E-Invitee"/>

SUBMIT

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Approve

All the pass information must be approved by Nodal Officer.

> Tick the box and Press Approve

Passes Details

<input type="checkbox"/>	APPROVE	Sr.No	Name	Designation	Email ID	Country	Mobile No	Category	ID Type	ID Type No.	Agency	Approved By	Created By
		1	H A Singh	Manager	hasingh.47@ddpmod.gov.in	India	8088168757	VIP-E-Invitee	Driving Licence	*****786\$	TestHAS	Nodal	Nodal (H A Singh)

E-Categories

For e-categories such as E-INVITEE, VIP-E-INVITEE, once the pass information is approved, E-Ticket will be generated. E-Tickets can be downloaded or it can be sent over email.

Passes Details

Designation	Email ID	Country	Mobile No	Category	ID Type	ID Type No.	Agency	Approved By	Created By	Status	Action
Manager	hasingh.47@ddpmod.gov.in	India	8088168757	VIP-E-Invitee	Driving Licence	*****786\$	TestHAS	Nodal	Nodal (H A Singh)	Approved	↓ PASSES ↓ SEND TICKET

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Sub Nodal Officer

All the feature of Sub Nodal Officer is same as Nodal Officer.

1. New Entry for Pass
2. View Passes
3. Send Link
4. Bulk Upload
5. Download Pass
6. Send Pass

Please note that:

- 1) For VIP, Guest of DDP, Govt of Karnataka and VIP-E-Invitee, Photo of ID is not mandatory.
- 2) For all other categories, Photo of ID is must.