

# 5 Step User Guide

**Abhilekh - PA7AL** - has been designed for optimum user experience  
Please read the 5 Step User guide to start using the system.

**Step 1: Register** yourself on the Portal by filling in the basic details.

You will receive a verification email followed by your login credentials. Keep this carefully and do not share with anyone.

**Step 2: Quick Search** from the Portals Home Page or the Dashboard Home Page by typing the desired search word or words.

By default the multiple words search, works in the "OR" mode

**Example:** "gandhi nehru" will yield results of files containing either only Gandhi, only Nehru as well as files with both Gandhi and Nehru.

Two more options are available in the Quick Search

**\* Search within the File**

Enabling this will yield results if the content is present within the files.

**\* Search for all words**

Enabling this will make the multiple word search work in the " AND " mode.

In case of the above example it will filter and only display files which have both words

"Gandhi and Nehru" in the metadata.

**Enabling both the above option together will pull** out files with multiple words in either the Meta DATA or the Content.

**Example:** A file with Gandhi in the meta data and Nehru within the content will also be displayed.

The system does not check

Adjective	like a, an..
Pronoun	like I, you, he, she, some...
Preposition	like to, at, after, on, but...
Interjection	like oh!, ouch!, hi!
Conjunction	like and, but, when...

Proper Nouns and Verbs are best used for optimum search results.

**Example:** "Land Acquisition Bhopal" ✓  
"Acquisition of Land in Bhopal" ✗

**STEP 3: Advanced Search** from within each Category displayed on the dashboard. For further filtering of the results a combination of filters can be applied to the search parameters like Department, Branch Year, Year range & Content

**Example:** Files with word Bombay in the subject, Chatterjee within the content, belonging to Education Department and between the years 1960-1962 can be found using the advanced search.

**STEP 4: File Referencing.** Once you have found the desired files you can either –

**Export the Search Results** directly to Excel,

**Bookmark** a single File

**TAG** is a feature which is used for knowledge sharing across all users. You can refer to the TAGS or add files to the TAGS for the benefit of all the users.

**Digitized Collections** – Are the popular series of files made available by NAI on its portal for easy user access.

## **STEP 5: General Information**

You can at any time change your password after login or request in case you have forgotten the password.

We have made every attempt to make the DATA available on the site as accurate as possible. In case you encounter any incorrect information, you can directly report to us from the system.

In case of any suggestions or feedback kindly email on [archives@nic.in](mailto:archives@nic.in)