Instruction Manual of

Management Information System

For

Survey Manual Scavengers in Statutory Towns

Undertaken by

Ministry of Social Justice & Empowerment

Version 2.1

March 2013

Prepared by

National Informatics Centre

Ministry of Communications and Information Technology

Government of India

TABLE OF CONTENTS

Scope of the document:

The document entails the Installation of the data entry module suitable for the first stage of the survey process i.e. capturing the self declaration by the manual scavenger at the camp established for survey purpose and generation of receipt to manual scavenger. Also the Subsequent stages viz. Enumeration, verification, Draft List publication, Claims/Objections, final list publication has ben covered in the manual.

Hardware and software requirement at Camp:

Working PC having at least one free USB port with Windows XP Service Pack 3 or Windows 7.0 with Service Pack 1.0 with original O.S. CD available-   1 No.

Operating System should be updated with latest patches available from Microsoft Website.

Latest version of Anti Virus should be installed on the machine.

Laser/Inkjet Printer – 1 No.

Scanner- 1 No.

Web camera- 1 No.

Important: Web cam is a third party device and may vary from vendor to vendor. In case the webcam is not able to smoothly integrate with the application, as suggested in the OM of Dir(CM), alternate provision to capture the photo of the Manual Scavenger and then attach it to the application, similar to the scanned signature and family photo has already been provided

Pen Drive 4 GB or more – 1 No. for back up (Pen Drive always be put in USB port for data back up at the interval of five records entered)

UPS – 1 No.

Hardware environment on which software tested :

The software application was being tested at District Ghaziabad having the following hardware set up

Working PC preinstalled with Windows 7.0 O.S.

HP LaserJet 1136 Multifunction Printer (MFP) i.e. printer and scanner together

Web camera Intex IT 305-WC

Pen drive 8 GB

UPS

Do's

Screen Resolution should be made 1024X768

Mandatory field has been marked with * mark in red color are mandatory and required to be entered.

Special character viz. @ ! , % & etc. are not allowed in the fields like name, father's name, address etc.

Local Language entry in name, Father's name and address is possible , if the Local Language has been activated.

Web cam is a third party device and may vary from vendor to vendor. In case the webcam is not able to smoothly integrate with the application, as suggested in the OM of Dir(CM), alternate provision to capture the photo of the Manual Scavenger and then attach it to the application, similar to the scanned signature and family photo has already been provided

Pen Drive always be put in USB port for data back up at the interval of five records entered)

data back up is must for recovery of data in case system crashes

Survey Process:

Do not start the process as per stages for example

Edit MS data as a Enumerator should be started only after completion of Self Declaration Stage

Edit MS data as a Supervisor should be started only after completion of Enumeration Stage.

Draft List under report option after the Supervision stage is completed.

Claims and Objection only after Draft List is generated .

Final List only after Claims/Objections are entered.

Manual Scavenger Survey Process

- Manual Scavenger submits Self Declaration form at camp

- Enumerator with the help of DEO captures form details

- Enumerator checks up the details by visiting concerned house.

- Sample check by the Supervisor

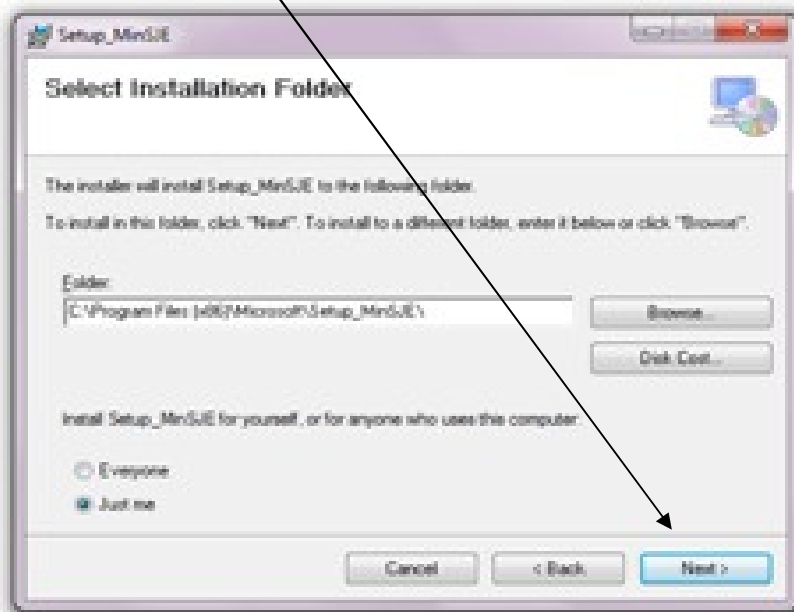- Draft List Publication

- Claims/Objections

- Final List Publication

NATIONAL
INFORMATICS
CENTRE
THE IT SUPPORT PROFESSIONALS

<u>Survey Application Installation Procedure :</u>

1) In Software directory , click on setup.exe. A Window will open like as shown below figure.
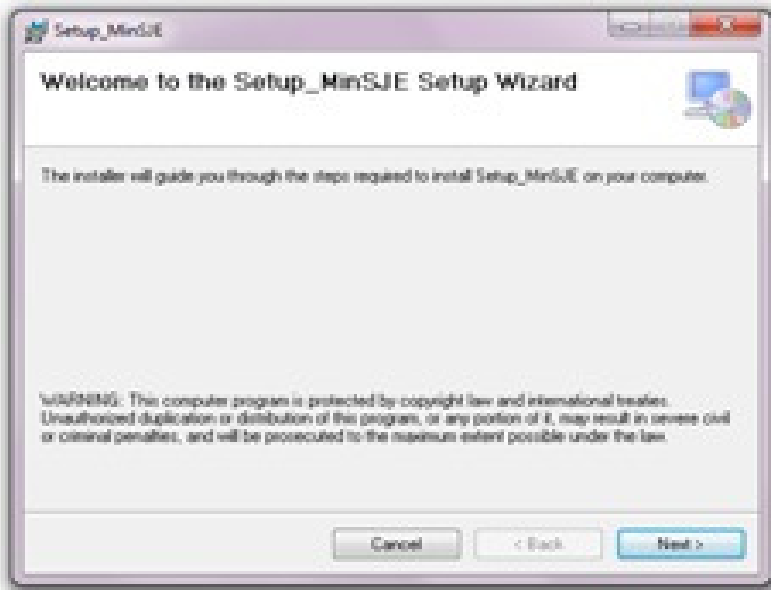
   Click "**Next**" button in above figure .

2) Click again on "**Next**" button .

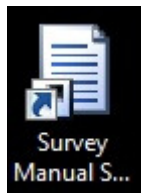3) Click "**Next''** button.
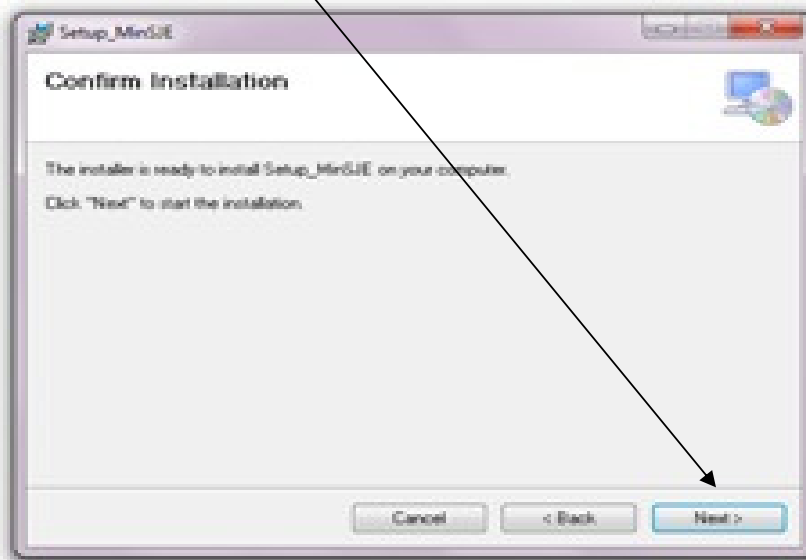
4) Installation progress will be displayed on the screen as below.
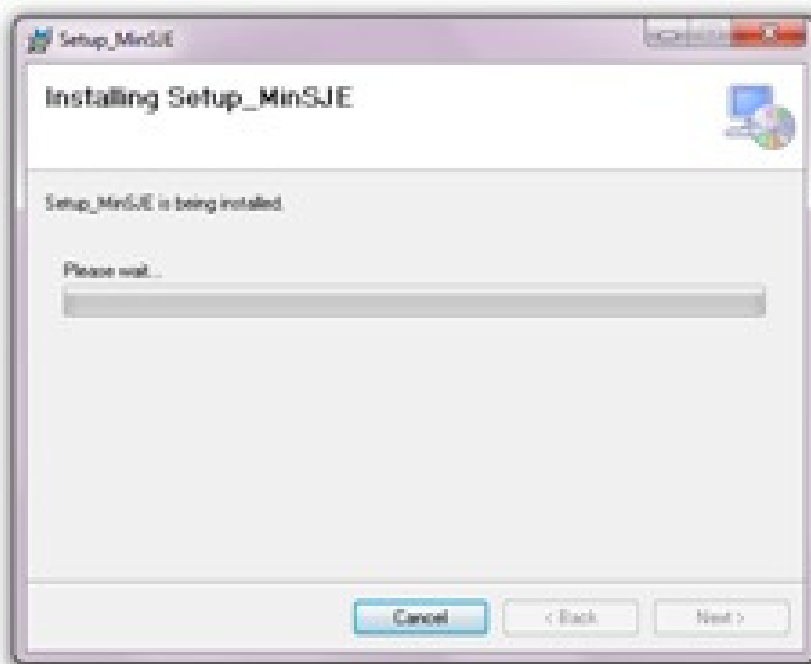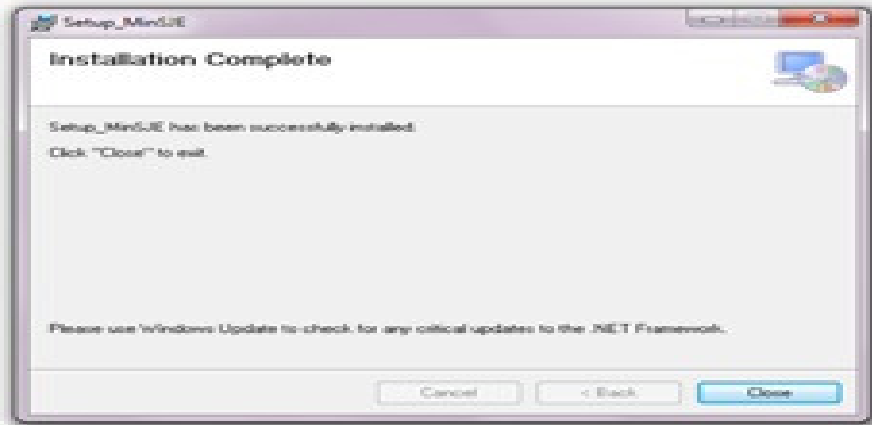
5) Click "**Close**" button to close it.

6) After the installation is completed an icon will appear at the desktop

6) For Windows 7.0 machine Right click on the above icon to change the compatibility of the application to Run as Administrator by selecting properties>compatibility > check Run this program as an administrator .
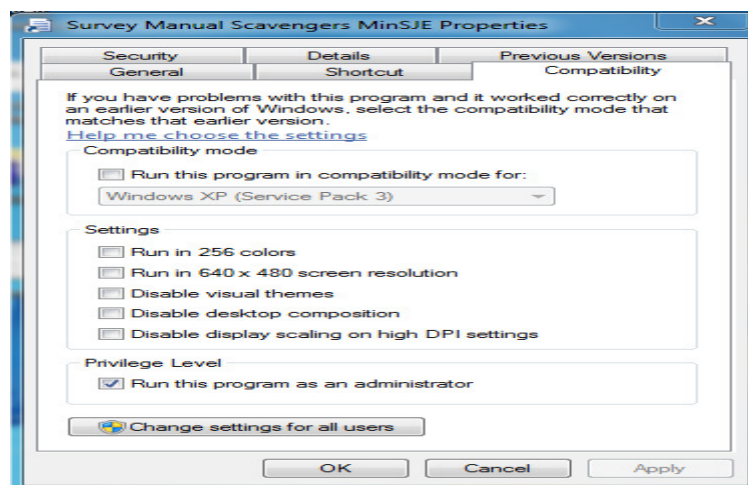
7) Start up application by double clicking on application icon at desktop.

NATIONAL
INFORMATICS
CENTRE **NIC**
THE IT SUPPORT PROFESSIONALS

Operation Instruction of the application.

Survey form data entry module has been divided into five functional group to make the operation easy to understand for the officials at the camp.

1- **Location Details Page**
2- **Manual Scavenger Details**
3- **Occupation Details**
4- **Individual Insanitary Latrine(IIL)/Community Insanitary Latrines**
5- **Open Drains/Railway Track/Pit**

Tips for entering the Scavenger Application

The application has been designed with the DEO in perspectives, who always uses the keyboard more than the mouse for navigation and thus have higher speed in data entry use **<tab>** key for moving from one field to another.

Mandatory field has been marked with * mark in red color and the message on the first screen in this regard has also been put up for further understanding.

Special character viz. @ ! , % & etc. are not allowed in the fields like name, father's name, address etc.

Module -1:Location Details

1. State: One of the 27 States and 7 Union Territories can be selected.
2. District: Corresponding district can be selected according to the given State Data.
3. Municipality: Select it according to the given State and District data.
4. Lock/Unlocked Checkbox: The fields mentioned above can be locked by checking this box. (Locking of the location would help in locking the State/District/Town details for a session in the camp.)
5. Ward: Select the corresponding ward details.
6. Camp no.: As per MSJE or Sate/UT establishing the camp.

Data Entry Operator Details:

1. Name: Enter the name of the data entry operator.
2. Date: Specify the date in Standard Indian format (dd/mm/yyyy).
3. D.E.O code No.: As per MSJE or Sate/UT establishing the camp.

4. After finishing the above requirements click on the "**Next Person Details**" button.

Module-2: Manual Scavenger Details

Important : Local Language setting has been covered in the annexure-3 (published on ministry website) and on the CD provided to the master trainers and required to be done at camp by the concerned . The standard keyboard is Inscript, keyboard layout already given in the user manual. Toggle between <English> and <Local Language> is possible by <Alt><Shift>

1. Manual scavenger details: Name of the Manual Scavenger
2. Name(Local Language) : Name of Scavenger in the local language
3. Father/Mother/Spouse Name : Name of the Manual Scavenger's Father/Mother/Spouse
4. Name (Local Language): Name of the Manual Scavenger's Father/Mother/Spouse in local language.
5. Age: Enter the age between 0 - 100.
6. Gender: Select suitable gender of Scavenger from the given options.
7. Education Status: Select between Literate and Non-Literate. On selecting the literate option, choose the level of education.
8. **Social Background:**
   - Religion: Select religion.
   - Social Category: Select the social status. Ex: - SC, ST, OBC, Others.
   - Caste: Enter caste.
   - Sub caste: Enter the sub caste if applicable.
9. Address of Manual Scavenger: Enter address of the scavenger.
10. Address (Local Language): Enter address in local language.
11. Pin code: Enter the six digit pin code.
12. Contact Telephone: If applicable enter the telephone number with valid STD code.
13. Mobile Number: Enter the 10 digit mobile number, if available.
14. UID Card Number: Enter the UID card number, if available.
15. Voter ID Card: Enter the voter id card number, if available.
16. Member Photo: Capture the scavenger's photo from Web Cam or Select scanned Photo.

17. Sign/Thumb impression: Select scanned Sign/Thumb impression image.
18. Family Photo: Select scanned Family image.

After the above procedure is completed click on the "**Next Occupation Details**" .If there is any need of change on the location details click on the "**Back to location Details**".

Module-3: Occupation Details

1. Occupation Carrying/disposing/cleaning of untreated human excreta manually from: Select whichever is applicable.
2. **Status of Employment**:
    - Employed in: Select whichever is applicable.
    - Employed on: Select Status of your employment Ex:- Permanent, Temporary, Contract, Jajmani.
3. How long you are into this profession: Enter the duration in terms of years and months.
4. Have you received any benefit from government rehabilitation scheme: Select between Yes and No.If yes, then select the name of the schemes whichever is applicable.
5. Are you engaged in any occupation other than scavenging: Select between Yes and No.If yes, specify the occupation.
6. Any other skills you possess: Enter any of the given skills given.
7. Alternative Occupation Proposed: Specify if there is any alternative occupation.

Once these details are filled click on the "**Next IIL/CIL button**". If we need to change any details in the scavenger details then click on the "**Back to Person Details**".

Module-4: Details of I.I.L and C.I.L

1.Individual Insanitary Latrine(IIL)

1. Name of the owner of Insanitary Latrine: Mention the name of the owner.
2. Location: Enter which one is applicable.

3. Monthly Salary/wages of the Manual Scavenger (Rs): Enter which one is applicable.
4. Total Number of the Individual Insanitary Latrines being cleaned by manual scavenger: Please give detailed description of the individual insanitary Latrine cleaned by the Manual Scavengers.

2.Community Insanitary Latrine(CIL)

1. Name of the owner(Organization/Agency) of Community Insanitary Latrine: Mention the name of owner.
2. Location: Enter which one is applicable.
3. Monthly Salary/wages of the Manual Scavenger (Rs): Enter which one is applicable

Once these details are filled click on the "**Next to OD**" button. If we need to change any details in the scavenger details then click on the "**Back to Occupation Details**".

Module-5:Open Drain(OD)/Railway Track/Pit

1. Location of Open Drains in which excreta from the insanitary latrines is being flushed: Enter the location details
2. Monthly Salary/wages of the Manual Scavenger (Rs): Enter which one is applicable.

After completing the above details click on the "**Submit**" button.If there is any need to make change in the "**IIL/CIL**" section then click on "**Back to IIL/CIL**" button.

Complete Description With Screen Shots

Location Details :

Selecting the Location details from the menu item would help the user to enter the details of the State, District, Municipilaty, Ward and camp details. The feature of Lock would avoid this details to be locked for that camp and not to be entered with every declaration of the Manula scavenger.

Manual Scavengers Details:

Selection of this menu item would provide the functionality to capture the demographic details of the Manual Scavenger visiting camp for self declaration and apart from this the photo and thumb impression can also be captured by scanning these.

Mandatory field on the screen are: Manual Scavenger Name, Father/Mother/Spouse name, Age, Gender, Educational Status, Social Background (Religion, Social Category and caste), Address of manual scavenger.

Manual Scavenger Name, Father/Mother/Spouse name, Address can also be entered in Local Language by changing the keyboard by Pressing the <ALT><Shift> key between English and Local Language. (Refer Annexure-3) for Denary language Key board supported by the application)

Capturing Photograph or Select scanned photo:

Photograph will be captured by the web camera by pressing the capture button on the screen or the scanned photographs can also be selected and stored.

Family Photo graph and thumb impression:

These would be the scanned either as a first activity or minimising the application. The scanned image of family photo and thumb will be saved as a file in a folder using his name for example if manual scavenger name is ramu then the family photo can be saved as ramu_family and thumb impression as ramu_thumb.

Occupation Details:

Selecting this menu item would help user to capture the occupation and other miscellaneous details of the manual scavenger

Details of Individual Insanitary Latrine (IIL) and Community Insanitary Latrine (CIL):

Selecting this option is required to capture the Individual Insanitary Latrine and community Insanitary Latrine details for which a manual scavenger is providing his/her services. Using ADD command more than one owner served by the manual scavenger will be captured.

Details of Open Drain/ Railway Track/Pit:

Selecting this option is required to capture open drains details for which a manual scavenger is providing his/her services. In this screen also ADD command will be used for capturing more than one entry.
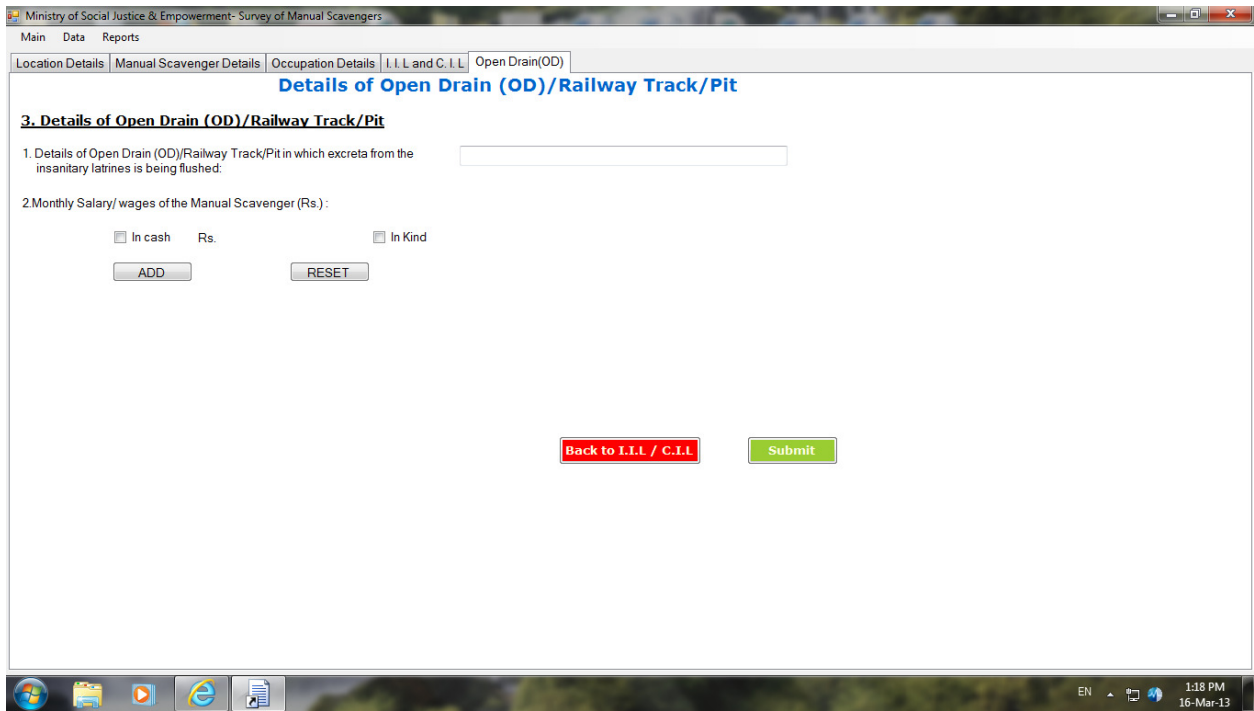
After making the complete self declaration form entry user will press the submit button to save the data .Data once saved by the DEO cannot be edited only enumerator can make changes in the data.

Receipt will be generated. Print of the receipt will be given to the manual scavenger and one copy will be kept for records for usage at later stage. Receipt will look like as
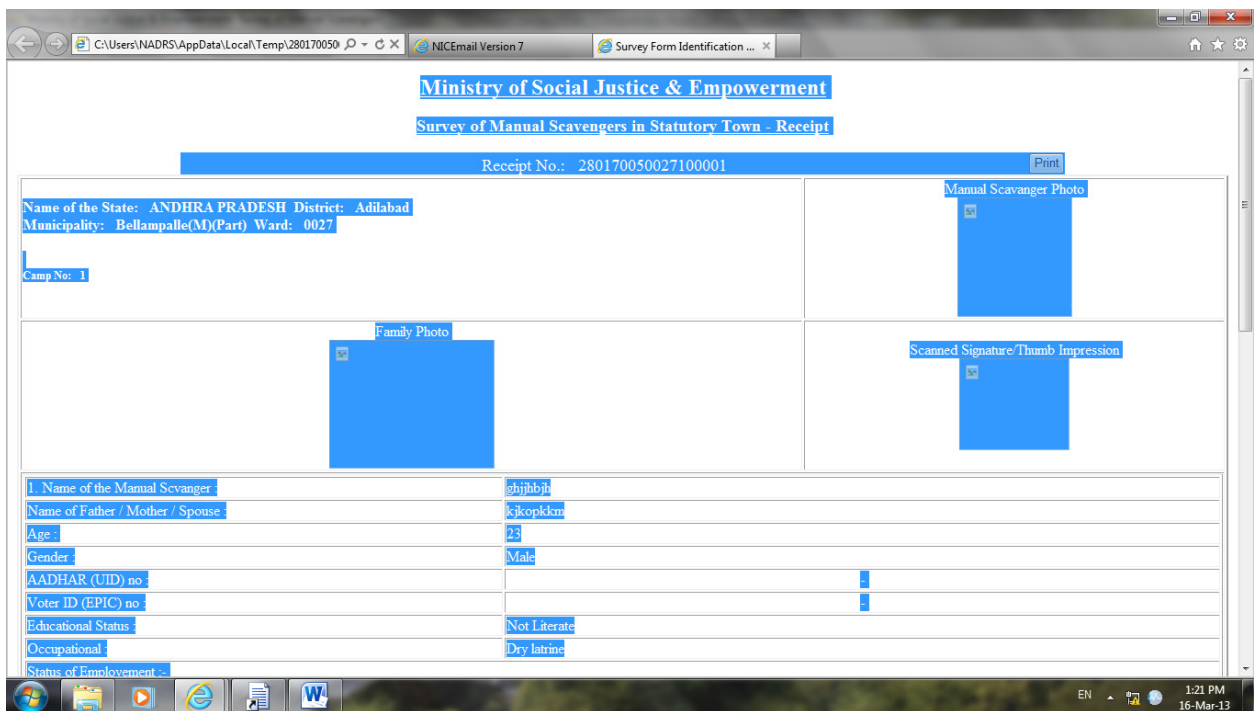
c) Sub Caste :	-			
d) Religion :	Hindu			

Have you received any benefit from the government rehabilitation schemes?	
Are you engaged in any occupation other than scavenging?	
Any other skills you possess :	
Alternative Occupation Proposed :	Piggary

1. Individual Insanitry Latrine (IIL)

S.No	Details of Owner	Location of Dry Latrine	latrine from which excreta is being flushed into open drain	Monthly wages(Rs)	wages (in food Grain)
1	ram singh	moh: khari	-	100	-
2	bade miyan	moh Khari	-	200	-

Total Number of the Individual Insanitary Latrines being cleaned by manual scavenger :	2

2.Community Insanitry Latrine (CIL)

S.No	Details of Owner	Location of Dry Latrine	latrine from which excreta is being flushed into open drain	Monthly wages(Rs)	wages (in food Grain)

3.Details of Open Drain (OD)/Railway Track/Pit

S.No	Details of Open Drain (OD)/Railway Track/Pit	Monthly wages(Rs)	wages (in Kind)

Name and Address of Manual Scavenger : ghjjhbjh   jhvhjjjk

Pincode :
Contact Telephone No : Mobile No:
Date:16/03/2013 1:21:14 PM

Signature / Thumb Impression of Manual Scavenger	Signature of Data Entry Operator
Name : ghjjhbjhghjjhbjh Date : 16/03/2013 1:21:14 PM	Name : test DEO Date : 16/03/2013 1:14:58 PM Code No :

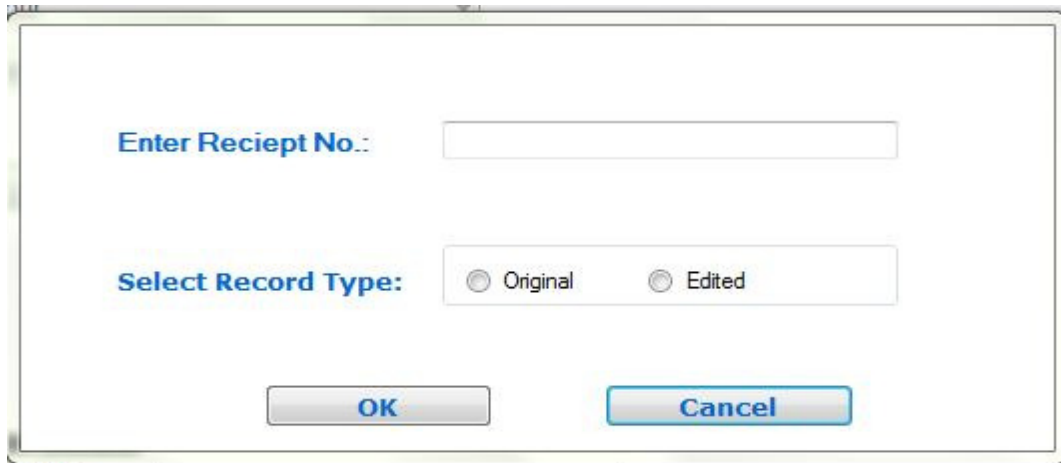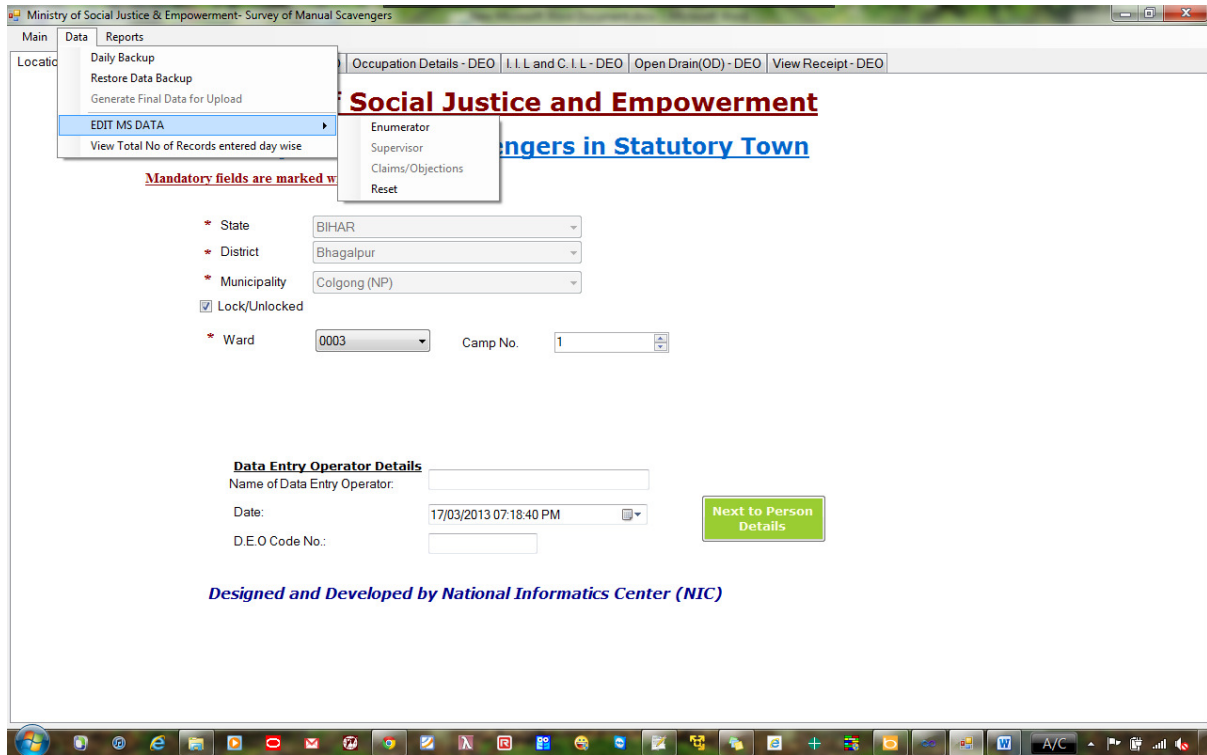# Other Stages of the Survey for Data Editing/ recording comments i.e (YES/NO):

Enumerator, Supervisor and Claims/Objection officer can edit the data and put his remark in the form of (Yes/No) by choosing the respective module by the Enumerator, Supervisor, Objection Claims under Edit tab of the application and then Chossing Edit MS data. The receipt No. generated for the manual scavenger is required to edit the self declaration data by the Enumerator/Supervisor/ Calims, Objectons Officer.

Important: Enumeration, Supervison, Draft List Publication,Claims/Objections, Final List are the different stages of Survey to be vcarried out one after another in a sequence there fore it is advised that until one stage data capture is complete do not use the option for further stages. This will not give the proper results.

Reports:

Daily Reports:

- User is able to get the print out of total No. of records day wise by using the option "Print Total No. of Records Day wise" under report tab of the application.

- User can print the Daily list which will comprise of the required Ms details. By using the option "Print Daily List" under report Tab.

Draft List Publishing

Draft List for publishing can be prepared by the camp in charge by using the option Print Draft List under the Report tab on the software application.

Final List Publishing:

Final List Publishing option would be available under report tab only after the Claims/Objections stages is over.

Routine Processes:

The software has been provided with other specific requirement so as to ensure the smooth camp operations. These are

Daily Back Up :

User can take the daily data back up on the pen drive by using option " Daily Back up" under Data tab of the application.

Automatic backing up data after the entry of five records on the pen drive has been built in the application.

Restore Data Back up:

User can take the restore the backed up data from the pen drive by using option " Restore Data Back up" under Data tab of the application. This is useful in case the application is to be re installed on the PC in the camps during the period of survey. Then Data can be restored from the beck up taken .

Important : If data back up is not taken then recovery of data is not possible in case system crashes.

View Total No. of Records entered day wise:

This will help to see the progress of the total no. of records day wise.

Trouble Shooting:

Problem : Error Provider {Red blinking image at the right side of mandatory field (marked with *)} do not disapear even after the valid data entered in this field.

Solution : Use back button to come to previous screen and again go the required screen by using Next Button. This will resolve the problem.

Problem : Receipt is not getting printed by using Print Buttton .

Solution : This problem may be be due to blocked contents in Inetrnet Explorer. Please allow blocked contents. The problem will be resolved.

Problem : After submitting the self declaration form some error is flashed.

Solution: This may be due to wrong date format. The Date format must be changed to DD/MM/YYYY. By using the Date and time Setting under Regional language and local Setting in Control Panel.

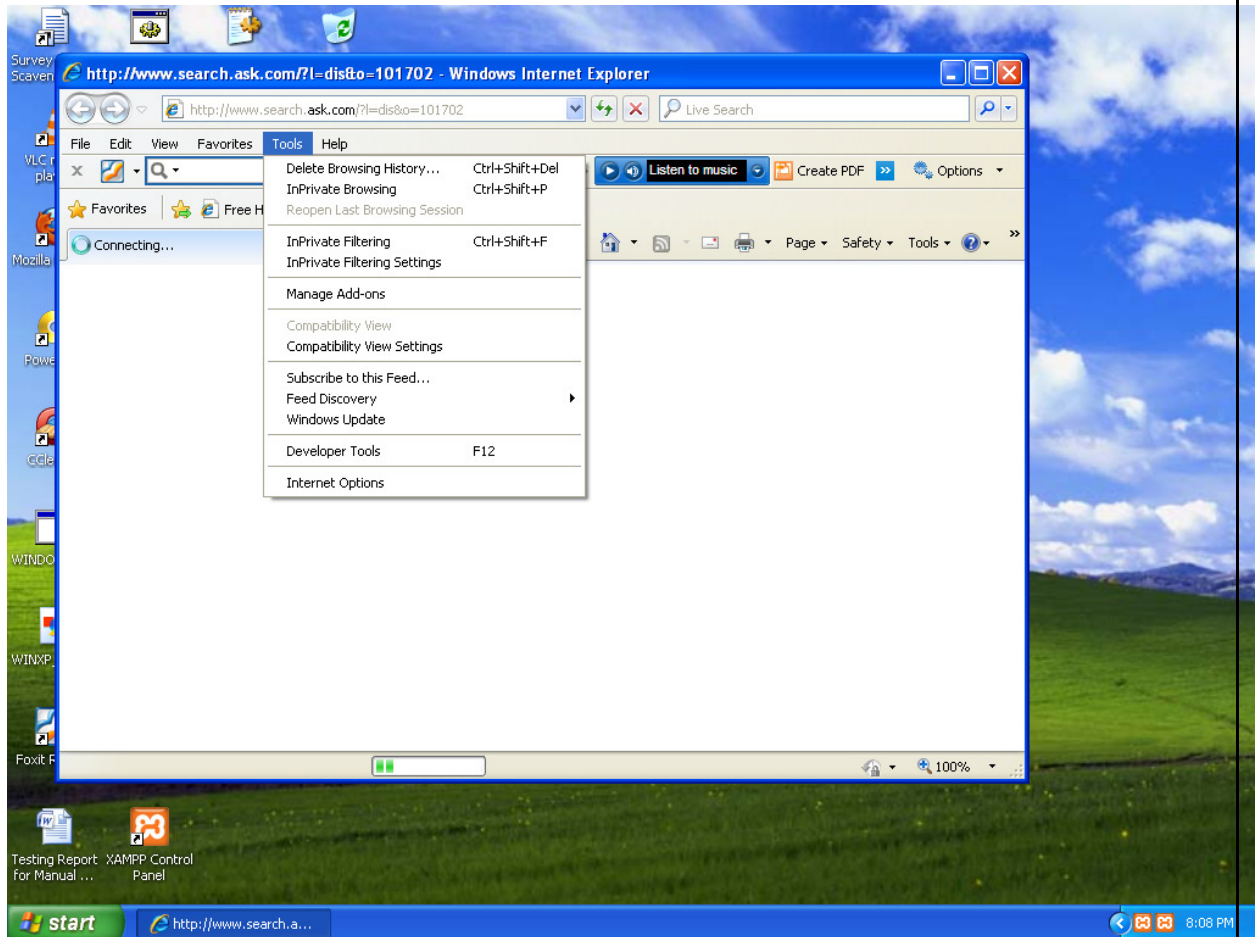**Problem : Application hangs during operation.**

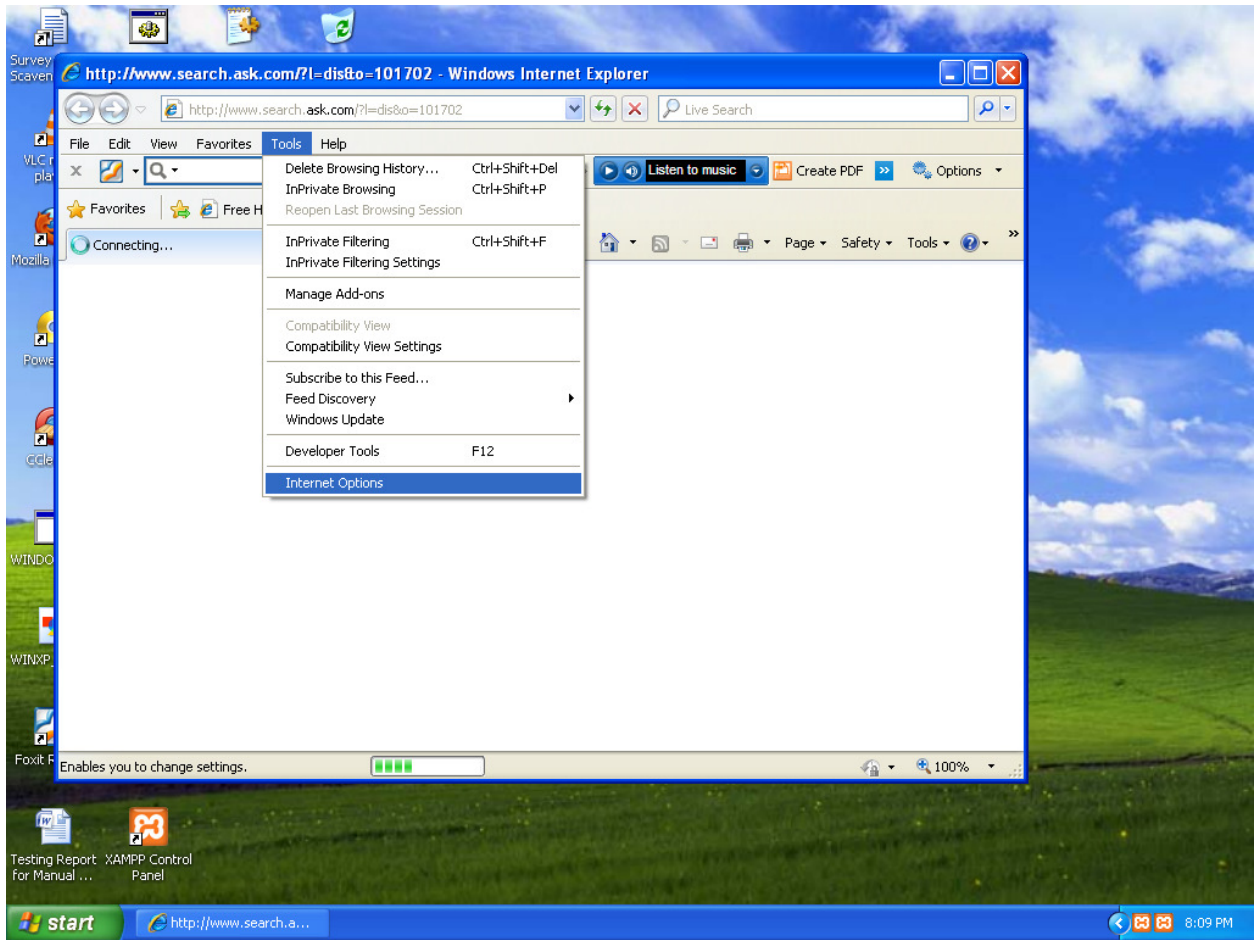**Solution :** Restart the application.

Annexure-1
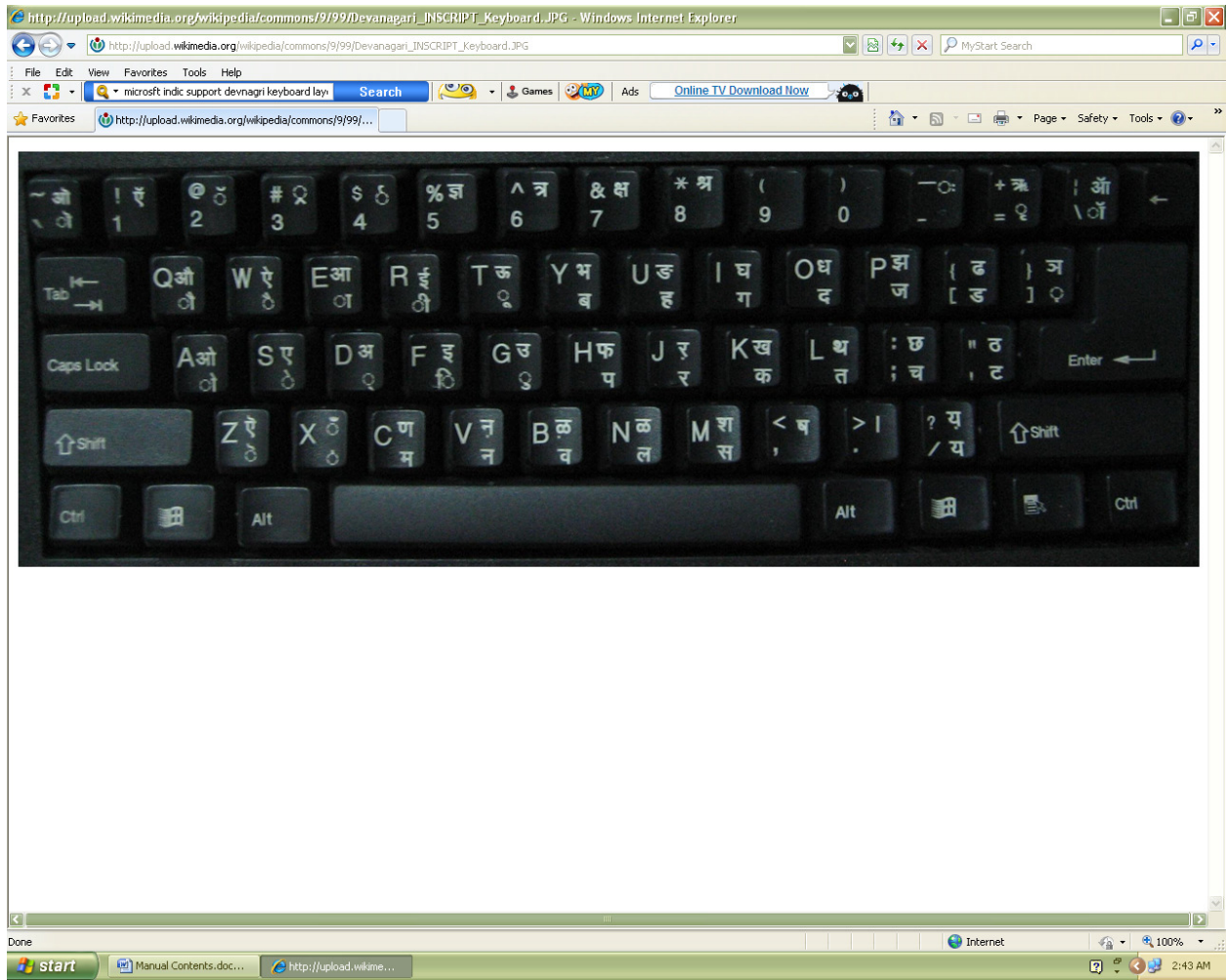
Pre-requisite Modification needed to be done in Internet Explorer:
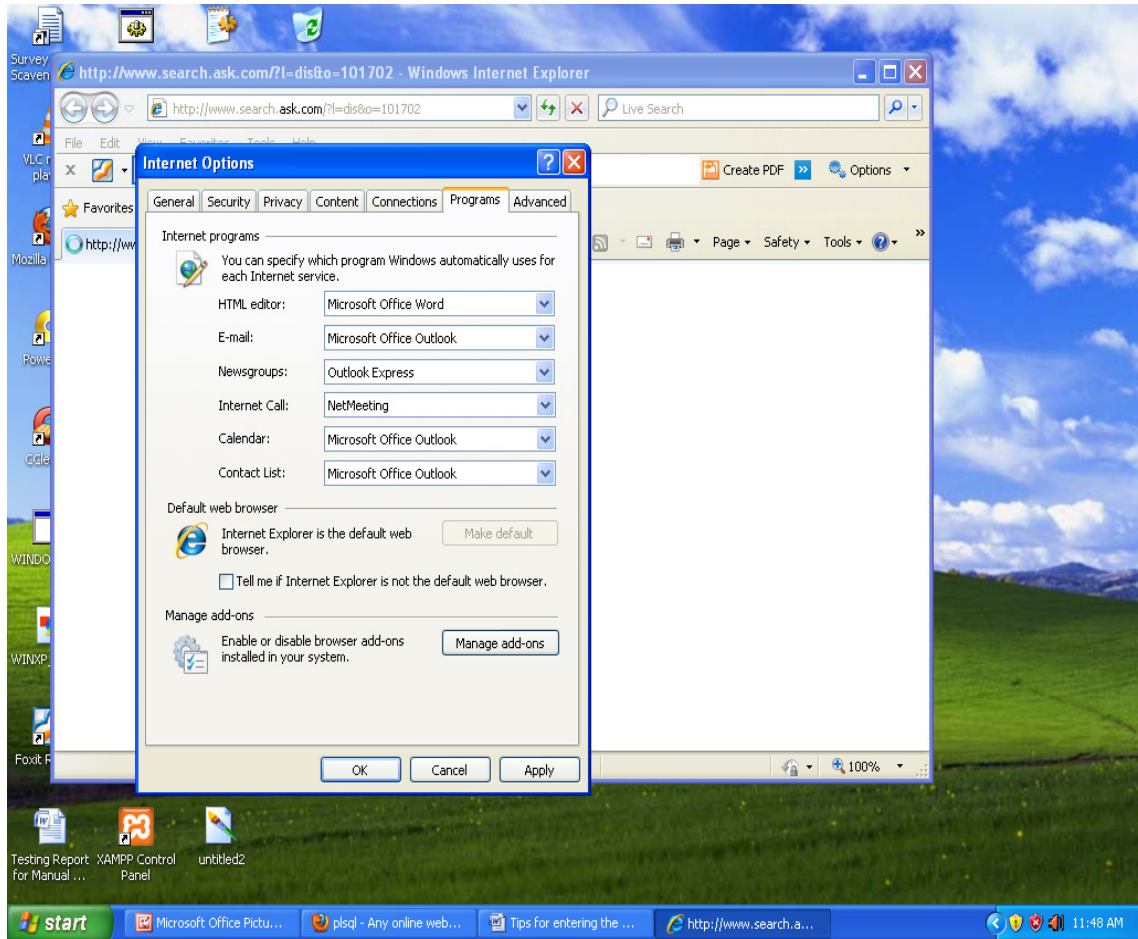
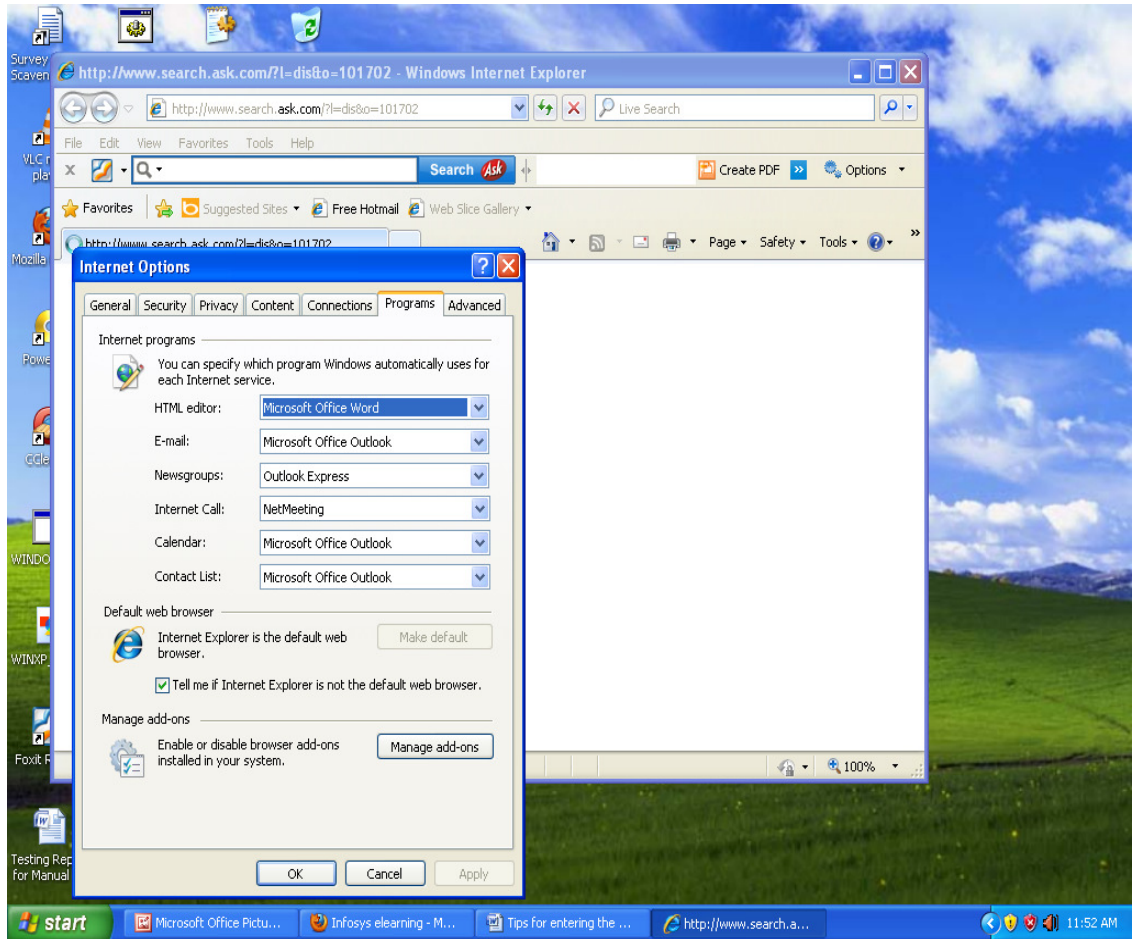1. Open the internet explorer and go to the tools section.

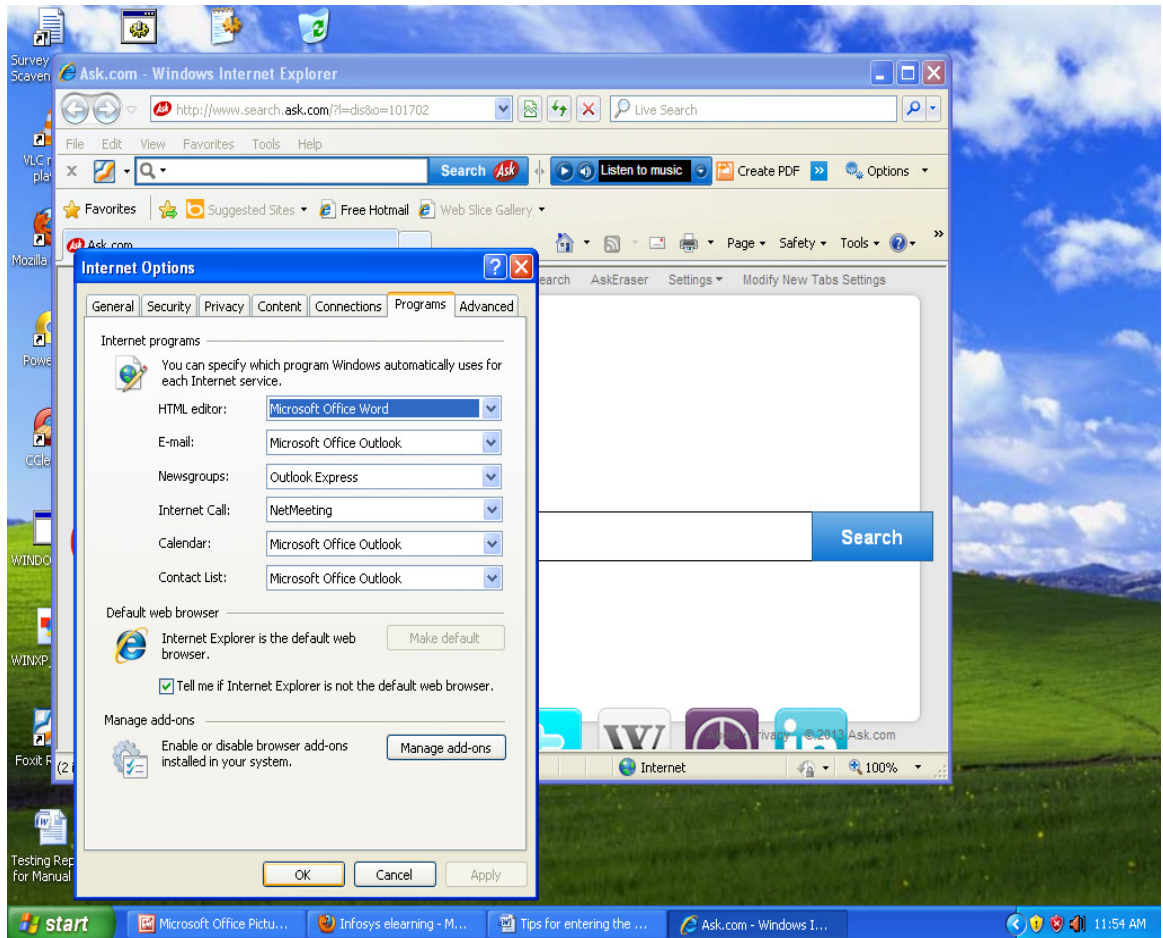
2. Click on the "**Internet Options**" section.

3. Proceed to the "**Programs**" tab.
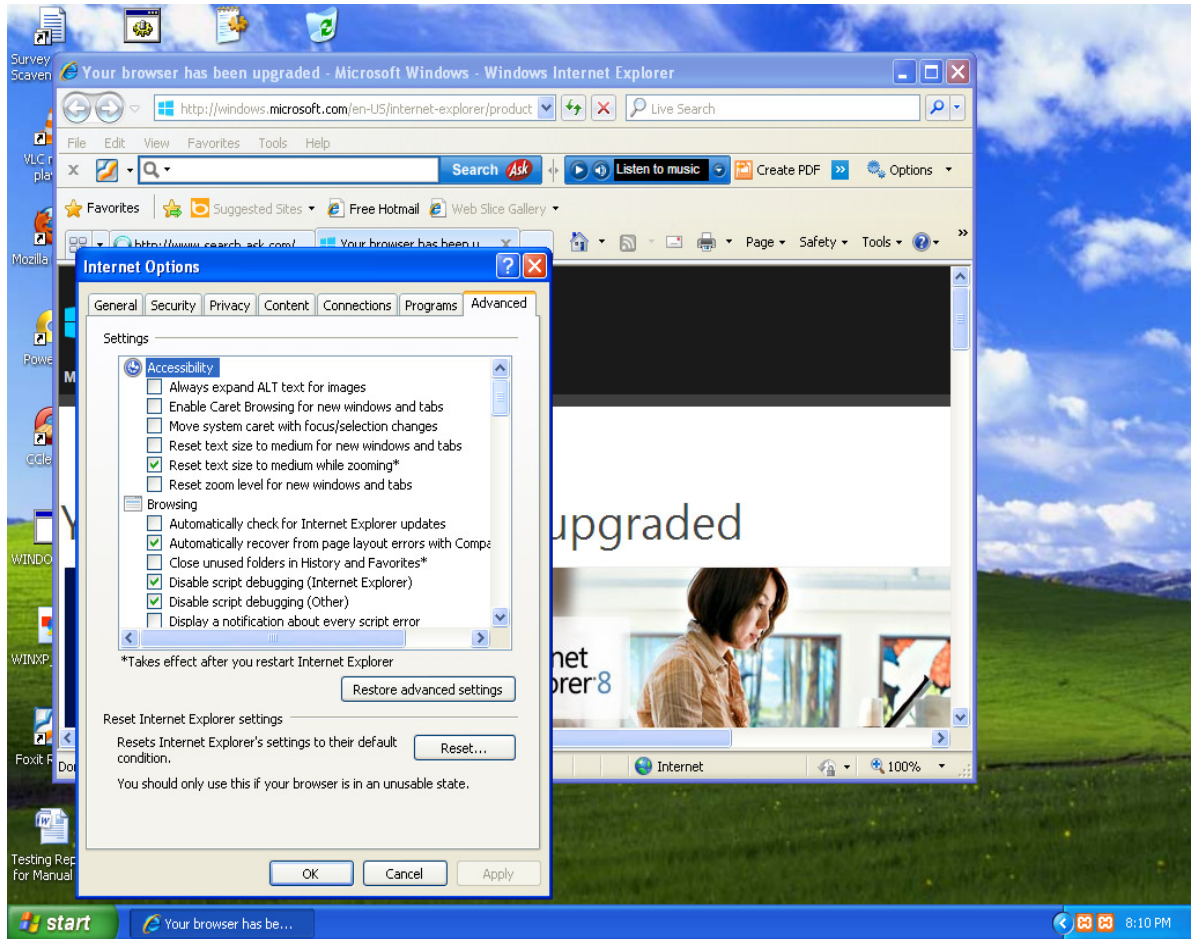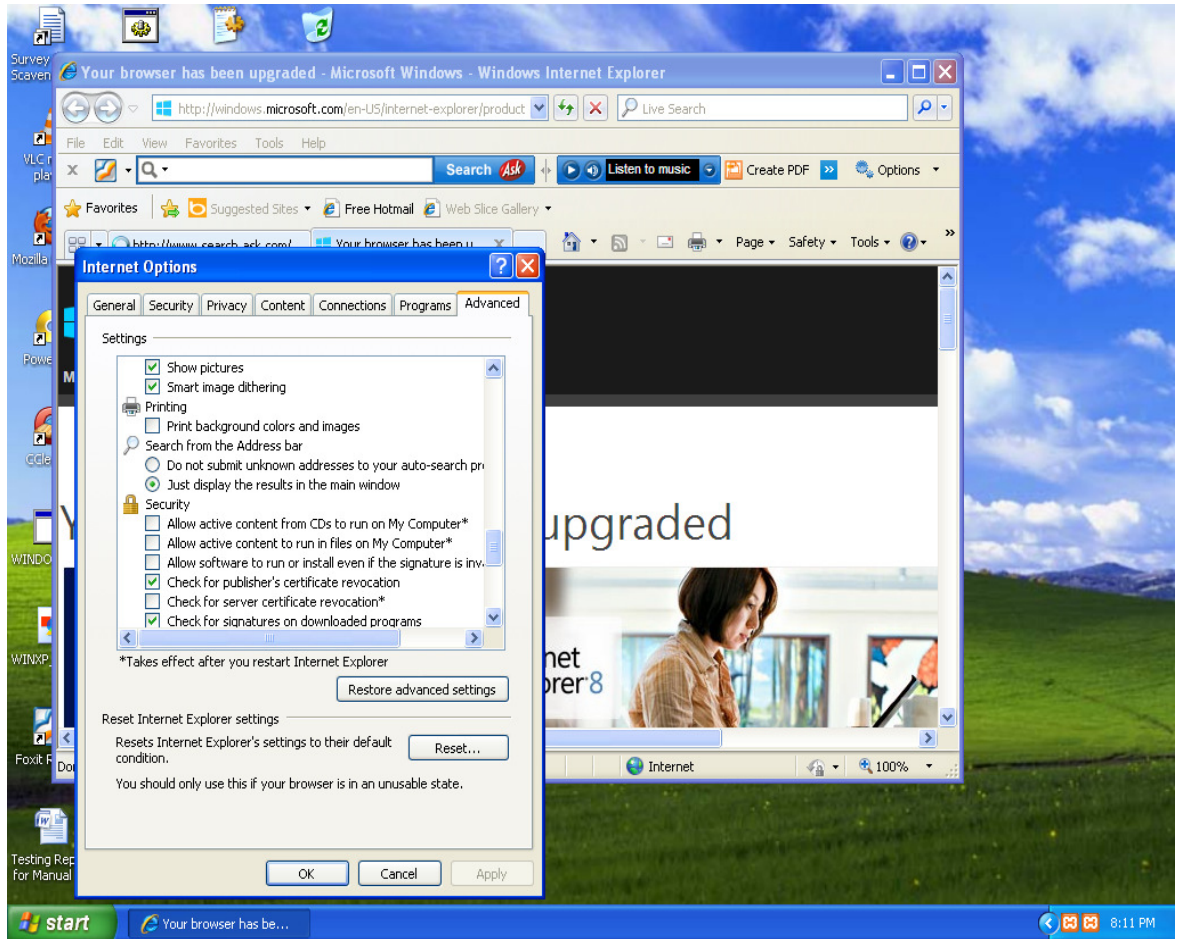
4. Check the box in "**Default Web Browser**" Section.

NATIONAL
INFORMATICS
CENTRE
THE IT SUPPORT PROFESSIONALS

5. Click on "**Apply**" and then on "**Ok**".

NATIONAL
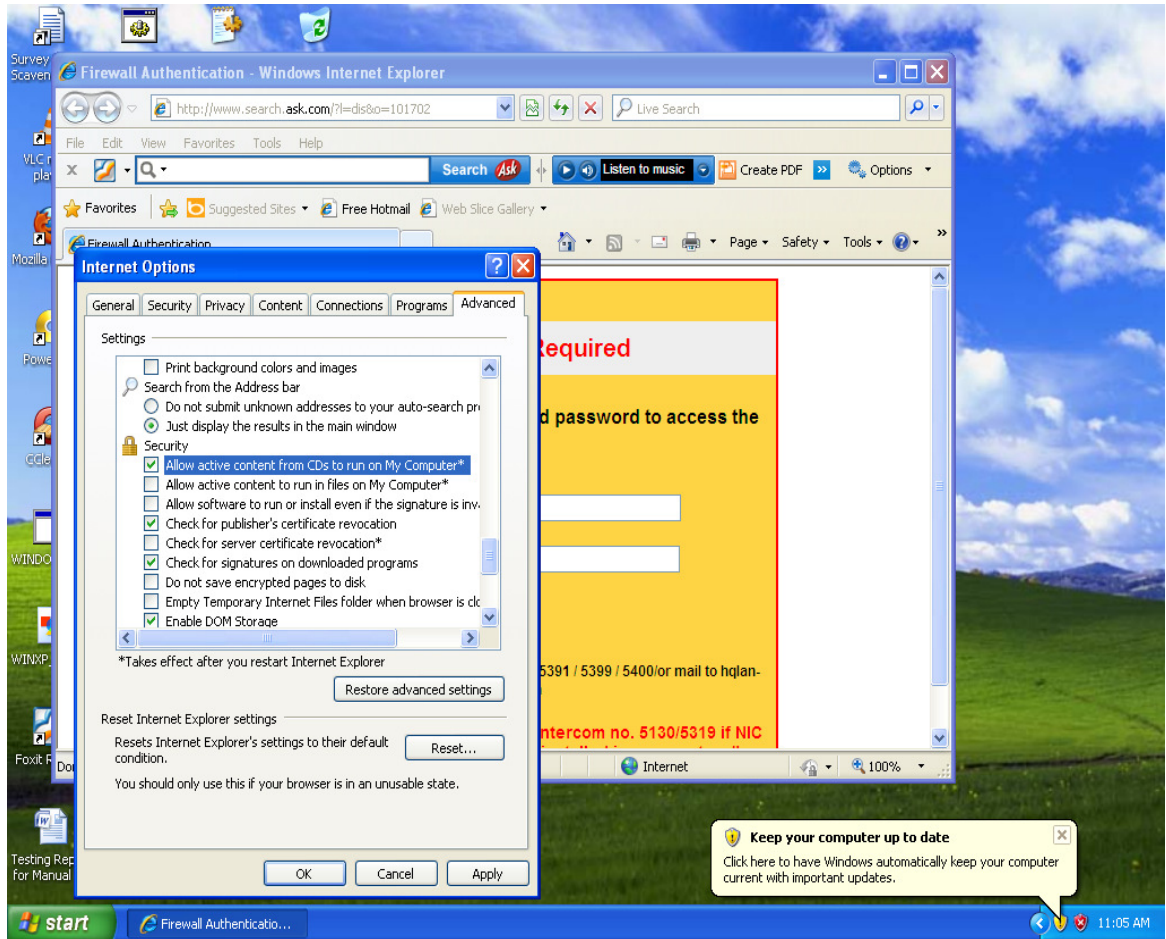INFORMATICS
CENTRE
THE IT SUPPORT PROFESSIONALS

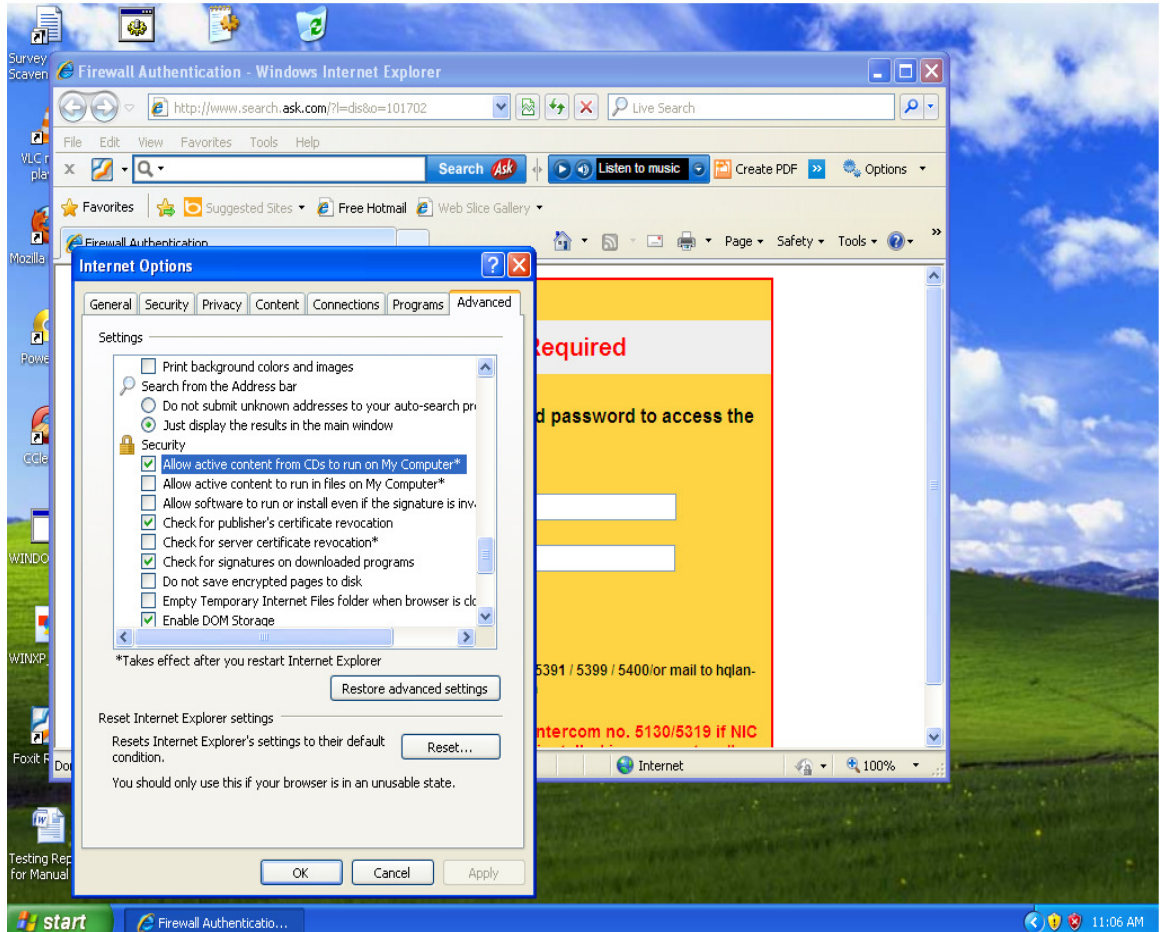6. Proceed to the "**Advanced**" section.

7. On the "**Advanced**" tab, scroll down and check for "**Security**".

8. Check the box "**Allow active content from CDs to run on My Computer**".

9. Click on the "**Apply**" tab.

10. Finally click on "**OK**".