



Ministry of Rural Development
Government of India

Aajeevika
National Rural Livelihoods Mission (NRLM)



RSETI MIS OPERATING MANUAL

By Credo Infotech

User Manual

Version 2.1



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PREFACE

Purpose of This Document

This user manual aims to familiarize you with some of the tasks and processes of the MIS application.

Intended Audience

This document is intended for users at various RSETI's, who are familiar with the basic tasks and terminology of the application. It will enable you to understand the details of some of the tasks that can be performed using MIS.

1. Introduction

RSETI MIS (Management Information System) has been designed and developed to help RSETIs maintain their training and candidate details. This will also help the sponsoring banks to track and monitor the performances of their RSETI's. The MIS is an online application and can be accessed with Username and Password provided to the RSETIs and their controlling offices.

1.1 System Requirement

- Windows 2000, Windows XP, Windows Vista, or Windows 7
- Latest Browsers (Internet Explorer, Google Chrome, Mozilla Firefox)
- Internet Connection with a minimum bandwidth of 256kbps

This user manual covers some of the tasks that can be performed using RSETI MIS.

1.2 Getting Started / Navigate through MIS

The MIS window includes standard Windows components. Of particular interest:

- The **Header Bar** displays the Logos of the Sponsoring Organizations.



- The **Horizontal Toolbar** contains the main menus of the tasks that performing the most common tasks.



- The **Left Menu** contains the sub menus of the Horizontal menu.



- The **Main Window Area** displays information about the activities and operations you are carrying out.

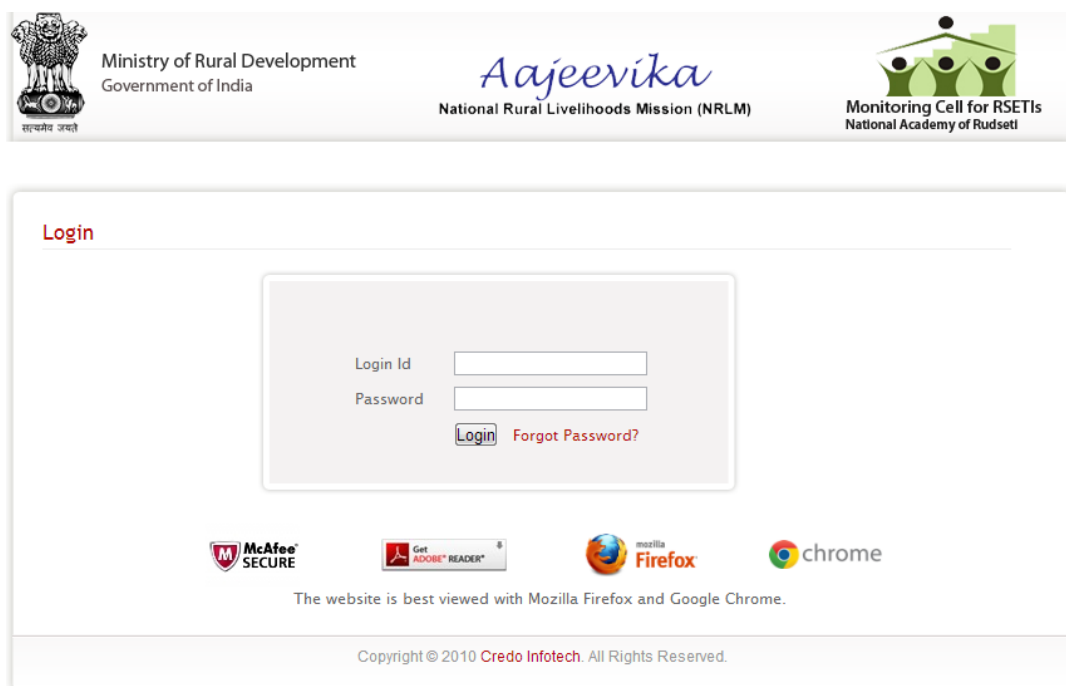
Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

1.3 How to Login in to the MIS

Open Internet Browser (IE, Chrome, Firefox etc.) and Type the URL <http://www.rsetimis.org/> in the address bar to access the MIS.

The resultant screen will be as below.



Now, use the username and password provided to your Institution to login to the system.

Note: the Password is case sensitive.

1.4 Introduction of Buttons and Icons

	Add New Record
	Delete Record
	Edit Record
	View Record
	Home Button
	Sign out / Logout Button

2. Settings

2.1 How to ADD USERS

User Name	User Type	Institute Name	Designation	Created On	Last Updated On
1 Agra admin	Institute Admin	RUDSETI Agra	Faculty	20/04/2012	20/04/2012
2 B.M. Pandey	Institute User	RUDSETI Agra	Senior Faculty	06/02/2013	06/02/2013
3 Gurudev Pachauri	Institute User	RUDSETI Agra	Faculty	06/02/2013	06/02/2013
4 Viresh Kumar Singh	Institute User	RUDSETI Agra	Senior Office Assistant	15/02/2013	15/02/2013

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **Users List** from the horizontal menu. Now, from the above screen click on to add more users.

Now, from the below resultant screen select the type of user you want to create and also enter all the other relevant details in the fields and click on save.

* indicates mandatory fields

Edit User

You will be able to **Edit** the user by clicking on the as shown below.

User Name	User Type	Institute Name	Designation	Created On	Last Updated On
1 Demo Admin	Institute Admin	RSETI - Demo		26/10/2012	26/10/2012
2 Ravi Shankar	Institute Admin	RSETI - Demo	AP	16/11/2012	16/11/2012
3 Ganesh Kanna	Institute Admin	RSETI - Demo	TNWDC	16/11/2012	16/11/2012

Delete User

You will be able to **Delete** the user by clicking on the as shown below.

User Name	User Type	Institute Name	Designation	Created On	Last Updated On
1 Demo Admin	Institute Admin	RSETI - Demo		26/10/2012	26/10/2012
2 Ravi Shankar	Institute Admin	RSETI - Demo	AP	16/11/2012	16/11/2012
3 Ganesh Kanna	Institute Admin	RSETI - Demo	TNWDC	16/11/2012	16/11/2012

Note: Any details once deleted cannot be reverted back.

2.2 How to UPDATE INFRASTRUCTURE Details:

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **INFRASTRUCTURE** from the horizontal menu. Now, from the above screen click on [Edit](#) to update infrastructure details. The edit screen will be activated only after clicking the [Edit](#) link.

Update the relevant details and click on Save.

Description	Total Nos.	Approx. Capacity	Description	Total Nos.	Approx. Capacity
Class Rooms	2	80	Work shed	1	40
Director's Room	1	2	Staff / Office Room	1	6
Kitchen	1	60	Dining Hall	1	50
Dormitory for Gents	1	35	Dormitory for Ladies	1	35
Guest Room	2	2	Computers	12	48
Laptops	1	1	Internet Connection	2	2
Multimedia Projector	1	1	Training equipments	3	3

Comments / Remarks / Other Infrastructure (if, any)
Need One more Office Assistant

2.3 How to Add Director/Faculty Training Details

Name	Qualification	Training Attended
Basavaraj (Director)		1
		2
		3

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **FACULTY TRAINING DETAILS** from the horizontal menu. Before adding the training details kindly ensure the below.

Please Add Director/Faculty details at Employee Left Menu, then proceed to add Training details here!

If you have already added the Director / Faculties you will be able to add their training details.

Now, from the above screen click on [Edit](#) to update in training details.

You will be able to delete the training details by clicking [Delete](#) link.

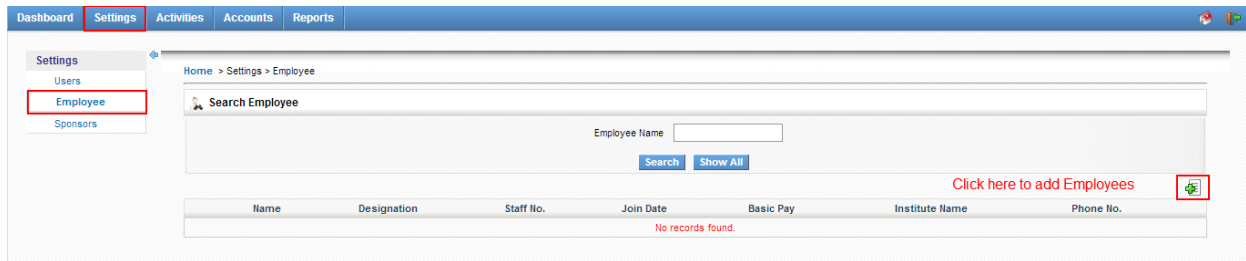
Now you click on add [Faculty training Details](#) as shown below to add Training details of other Faculties in your institute.


The screenshot shows the 'FACULTY TRAINING DETAILS' section of a web application. At the top, there are navigation tabs: 'USERS LIST', 'INFRASTRUCTURE', and 'FACULTY TRAINING DETAILS'. Below the tabs, there is a table titled 'Training Details'. The table has columns for 'Name', 'Qualification', and 'Training Attended'. The first row shows 'Basavaraj (Director)' under 'Name' and a text input field under 'Qualification'. The 'Training Attended' column has three rows labeled '1.', '2.', and '3.', each with a text input field. In the top right corner of the table area, there is a button labeled 'Add Faculty Training Details' with a plus icon, which is highlighted with a red box. There are also 'Edit' and 'Delete' links next to the table title.

This screenshot shows the same 'FACULTY TRAINING DETAILS' section, but with an additional form titled 'Add Employee Training Details' at the bottom. This form has columns for 'Name', 'Qualification', and 'Training Attended'. The 'Name' column has a dropdown menu with options '--Select--', '--Select--', and 'Pankaj Yedav', where 'Pankaj Yedav' is highlighted with a red box. The 'Qualification' column has a text input field. The 'Training Attended' column has three rows labeled '1.', '2.', and '3.', each with a text input field. In the top right corner of this form, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box. The 'Add Faculty Training Details' button from the previous screenshot is still visible at the top right of the page.

Now click [Save](#) to update the changes.

2.4 How to ADD Employees








Select **SETTINGS** from the horizontal menu and then click on **Employees** from the left menu. From the above screen click on  as shown above to add more Employees.

Now, in below screen enter all the fields with relevant information about the Employee and click on save.


*indicates mandatory fields





Edit Employee

You will be able to **Edit** the Employee by clicking on the  as shown below.

	Name	Designation	Staff No.	Join Date	Basic Pay	Institute Name	Phone No.		
1	 Rahul Sharma	Senior Faculty	0120	01/12/2009	25,000.00	RSETI - Demo		View	
2	 Pankaj Yadav	Faculty	0122	01/12/2010	20,000.00	RSETI - Demo		View	

Delete Employee

You will be able to **Delete** the Employee by clicking on the  as shown below.


	Name	Designation	Staff No.	Join Date	Basic Pay	Institute Name	Phone No.		
1	 Rahul Sharma	Senior Faculty	0120	01/12/2009	25,000.00	RSETI - Demo		View	
2	 Pankaj Yadav	Faculty	0122	01/12/2010	20,000.00	RSETI - Demo		View	

Note: Any details once deleted cannot be reverted back.

3. Activities

3.1 How to ADD In house Training Programs



Select **Activities** from the horizontal menu and then click on **Inhouse Programs** from the left menu. From the above screen click on  as shown above to add more **Inhouse Programs**.

Now, in below screen enter all the fields with relevant information about the **Program** and click on save.

The screenshot shows the 'Add Inhouse Program' form with the following fields:

- Institute Name: RSETI - Demo
- Program Category: --Select--
- Program Type: --Select--
- Program Name: [Text Field]
- Description: [Text Area]
- Sponsor Name: --Select--
- Start Date: [Calendar Field]
- Government Sponsored: No
- Program Sub Type: --Select--
- Batch Number: 3 (Click on the number to edit.)
- Total Trainees: [Text Field]
- End Date: [Calendar Field]

Buttons: Save, Cancel

Note: The fields here are inter related, when you select an option from the dropdown the next drop down will appear based on your previous selection.

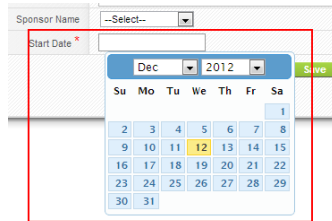
In case you do not find the name of the program in the **Program Sub Type** then please select the option **OTHERS** from the dropdown and type the **Program Name**. **Description** is not mandatory, however in case you wish to add any relevant information about the program it can be added here.

The **Batch Number** is usually auto generated; however it can be edited before saving the program.

The **Sponsor** name is pulled from list of sponsors you have created through the **Settings** menu.

The **Total Trainees** field will allow you to enter the number of trainees in that particular training. This will freeze the No of trainees to this number and will not allow more trainees to be added when adding trainees.

The **Start Date** and **End Date** are calendar fields; when you click on these fields a calendar will appear from which you need to make a selection. As shown below.



* indicates mandatory fields

3.2 How to ADD Candidate/Trainee in to a Training Program

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Once you have added / created a **New Training Program**, you will be able to **View** or **ADD** more **candidates** to the **Training Program** by clicking on either **View** or **ADD** as shown in the above picture.

Clicking on **ADD** as shown in the above picture it will direct you to the screen as shown below where you can enter information of a candidate and click on **Save** to save the candidate; clicking on **Save & Add More** will save the candidate information and also bring in a new application to add new candidate.

Home > Activities > Candidates

Add Candidate

Institute Name * RSETI- Demo Program Name dairy farming Batch No 2 Roll No 2

Personal Details

Name of the candidate * Father / Husband Name

Date Of Birth --DD-- --MM-- --YYYY-- Age *

Religion --Select-- Caste * --Select--

Education --Select-- Physically Handicapped --Select--

Sex * --Select-- Poverty Line * --Select--

Landline: -

Phone No for communication Mob1:

Mob2:

Occupation of the Family

Present Occupation of the Candidate Unemployed Photo No file chosen

Contact Details

Nativity Area * --Select--

Address

Village Hobli / Post

Taluk / Block State * --Select--

District * --Select-- Pin code

Bank Details

Sponsored candidate by bank No

Other Details

Training interested Relevant Experience No Experience

If you are student, in which class you are studying Name of the sponser if any Bank / NGO / Govt. department

Comments/Remarks

Comments

View Candidate list of a particular training program .

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture. You can go back to the Program list page by clicking on the **BACK** button as shown below.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	
2			candidate	No Photo Available	Male	24	SC		In Process	
3			Demo Candidate	No Photo Available	Male	22	GEN	1234569870	Settled	

Further, from the above screen you will be able to **View**, **Edit** or **Delete** candidate information.

View Candidate information

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	

Click on as shown in the above picture to view the detailed information about the Candidate / Trainee as shown in the below picture.

View Candidate	
Institute Name	RSETI - Demo
Program Name	Dairy Farming
Batch No.	1
Roll No.	3
<div style="text-align: center;">No Photo Available</div>	
Name of the candidate	candidate
Date Of Birth	23/11/1989
Religion	
Education	
Sex	Male
Physically Handicapped	No
Cast	SC
Poverty Line	APL
Phone No for communication	9821
Occupation of the Family	
Present Occupation of the Candidate	Unemployed
Contact Details	
Locality Area	Rural
Address	
Village	
Taluk	
State	Andhra Pradesh
Zip	
District	LOHIT
Bank Details	
Sponsored candidate by Bank	No
Other Details	
Training interested	
Relaxment Experience	No Experience
If you are student, in which class you are studying: _____ Name of the sponsor if any Bank / NGO / Govt. department: _____	
Comments/Remarks	
Comments: _____	
Settlement Details	
\$ / \$r	
Project Name	No records found
Remarks	



A photo will appear as shown below; you can now click on **Use this photo** link or repeat the process by clicking on **Take photo** button until a desired photo is captured.



Upon clicking of **Use this Photo** link you will be directed to the below screen.

Now click on **Save** button at the bottom of the screen to save the photo on the candidate profile.

3.4 How to ADD Boarding details of a training program.

Click on **Activities>>Inhouse Programs** to reach the list of programs and then click on **ADD [Boarding Details]** corresponding to the training program, as shown in the picture above. This will direct you to the screen as shown below.

On this screen, you will need to first enter the rates of the respective items, viz., Breakfast, Tea/Coffee, Lunch, Dinner, etc. as shown in the above picture.

Then in the bottom part of the screen you will need to enter the no of Trainees /Candidate and No. of Guest Faculties that were available for Break Fast, Morning Tea, Lunch, Afternoon Tea and Dinner. Once entered click on save.

For example:

In a training program if there are 15 Trainees/Candidates and 2 guest faculties the entry would look like in the screen below.

Day	Date	Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
		Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total
1	05/12/2012	15	2	17	15	2	17	15	15	30	15	2	17	15	2	17

To enter subsequent day's boarding information, Click on **Settings>>Inhouse Programs** to reach the list of programs and then click on **ADD [Boarding Details]** corresponding to the training program. Then click on **Add Next Day** button to add the next day and there is a **Delete Last Day** button to delete the last day information. As shown in the picture below.

Day	Date	Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
		Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total
1	05/12/2012	15	2	17	15	2	17	15	15	30	15	2	17	15	2	17
2																

3.5 How to ADD settlement to a Trainee after Follow up

Select **Activities>>Inhouse Programs** and for a particular training program for which you want to add settlement details, click on View Candidates as shown in the picture below.


Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	
2			candidate	No Photo Available	Male	24	SC		In Process	
3			Demo Candidate	No Photo Available	Male	22	GEN	1234569870	Settled	

Now click on [Edit button] for the candidate that you wish to add settlement details. This will direct you to the edit page of candidate information. As shown in the picture below.

Home > Activities > Candidate Profile [Back](#)


Edit Candidate  Add Settlement

Institute Name *	RSETI - Demo	Program Name	Dairy Farming
Batch No	1	Roll No	3

Personal Details

No Photo Available

Name of the candidate *	candidate	Father / Husband Name	
Date Of Birth	1 Jan 1989	Age *	23

Now, Click on  **Add Settlement** as shown in the picture above to add settlement for a candidate. This will direct you to the screen below.

Home > Activities > Candidates

Add Settlement

Follow Up	Institute Visit	Date of Follow Up	
Batch No	1	Program Name	Dairy Farming
Name of the project started after training		Employment Status	--Select--
Place		Date	

Investment For The Project

Self		Bank	
Total			

Bank Details

Bank Loan Provided	No	Branch	
Bank Name	--Select--	Reason	
City			

Others

Earnings/Income (per month)		Whether Employment given to others. If yes, specify the number	
-----------------------------	--	----------------------------------------------------------------	--

Status

Description	
Status	Not Visited

Save Cancel

You can also add settlement by following the below process

Select **Activities**>>**Inhouse Programs** and for a particular training program for which you want to add settlement details, click on View Candidates as shown in the picture below.

Home > Activities > Programs 

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View 
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View 

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Settlement	Delete
8			NAZIMA KHATOON	No Photo Available	Female	36	MIN		In Progress	Add Settlement	
1			AFREEN	No Photo Available	Female	27	MIN		In Progress	Add Settlement	
3			MAHIRUN NISHA	No Photo Available	Female	40	MIN		In Progress	Add Settlement	

Now, Click on [Add Settlement](#) as shown in the picture above to add settlement for a candidate..

Note: The status selection plays a very important role. Below are the different statuses you can select.

- 1. Not Visited:** This status is selected by default and remains until changed.
- 2. Settled - Service:** The candidate has joined a wage employment / job, has no interest in Self-employment / Business.
- 3. In progress – Apprentice:** The candidate has joined as Apprentice/Trainee to gain some experience and will start business after some time.
- 4. Settled:** Select this status only after the candidate is settled; once this status is selected and saved you will not be able to change it or add more details to settlement page.
- 5. In Progress:** Select this status when the candidate is in the process of setting up his project/business. When this status is selected you will be able to change it later and add more details to the settlement page.
- 6. No Progress:** Select this status when the candidate is not sure of setting up his project/business, however may setup something in 3-6 months. When this status is selected you will be able to change it later and add more details to the settlement page.
- 7. Wasted:** Select this status when the candidate is sure of not setting up a project / business of his own. When this status is selected you will not be able to change it later and add more details to the settlement page.

3.6 How to add Candidate Feedback:

Click on **Activities** on the Horizontal Menu and then click on **Inhouse Program** on the left menu then click on **View** corresponding to a program as shown below.

Dashboard Settings **Activities** Accounts Reports Monthly Report Download Operating Manual v1.0

Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary	Cand. Feedback
1		SE	Dairy Farming	352	Agricultural EDPs	Self	23 Feb 2013	28 Feb 2013	- View	34	Add	View	View
2		SE	MULTI PHONES SERVICE TRAINING PROGRAMME	351	Process EDPs	SIDBI	20 Feb 2013	21 Mar 2013	- View	42	Add	View	View
3		SE	ADVANCE MOBLE SERVICING	350	Skill Upgradation Programmes & Growth Programmes	NABARD	14 Feb 2013	23 Feb 2013	- View	31	Add	View	View
4		SE	Beauty Parlour Management	349	Process EDPs	Self	15 Jan 2013	13 Feb 2013	- View	34	Add	View	View
5		SE	Dress Designing for Women	348	Product EDPs	Self	15 Jan 2013	04 Feb 2013	- View	32	Add	View	View
6		SE	DAIRY FARMING	347	Agricultural EDPs	Self	24 Dec 2012	29 Dec 2012	- View	38	Add	View	View
7		WE	COMPUTER DATA ENTRY PROGRAMME	346	Process EDPs	NABARD	17 Dec 2012	15 Jan 2013	- View	29	Add	View	View

You will be directed to the below screen.

Dashboard Settings Activities Accounts Reports Monthly Report Download Operating Manual v1.0

Home > Inhouse Programs > Candidates Feedback Details

RUDSETI Agra - Dairy Farming (352) [Back](#)

Sl. No.	Candidate Name	Roll No	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person	
1	SHRI NIWAS	1	--Select--	--Select--	--Select--	--Select--	--Select--	Save
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--	Save
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--	Save
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--	Save

Now you can select appropriate values from the dropdown to capture feedback of the trainees/candidates.

Sl. No.	Candidate Name	Roll No	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person	
1	SHRI NIWAS	1	--Select--	--Select--	--Select--	--Select--	--Select--	Save
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--	Save
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--	Save
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--	Save
5	SHEELES KUMAR	5	--Select--	--Select--	--Select--	--Select--	--Select--	Save
6	VUAY KISHOR	6	--Select--	--Select--	--Select--	--Select--	--Select--	Save
7	DHIRENDRA	7	--Select--	--Select--	--Select--	--Select--	--Select--	Save

After capturing the feedback click on **Save** as shown below.

Sl. No.	Candidate Name	Roll No	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person	
1	SHRI NIWAS	1	Excellent	Very Poor	Poor	Satisfactory	Good	Save
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--	Save
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--	Save
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--	Save
5	SHEELES KUMAR	5	--Select--	--Select--	--Select--	--Select--	--Select--	Save
6	VUAY KISHOR	6	--Select--	--Select--	--Select--	--Select--	--Select--	Save
7	DHIRENDRA	7	--Select--	--Select--	--Select--	--Select--	--Select--	Save
8	BALKISHAN	8	--Select--	--Select--	--Select--	--Select--	--Select--	Save
9	GANGA SINGH	9	--Select--	--Select--	--Select--	--Select--	--Select--	Save

You can also add feedback for all the candidates and then click on **Save All** button as shown below

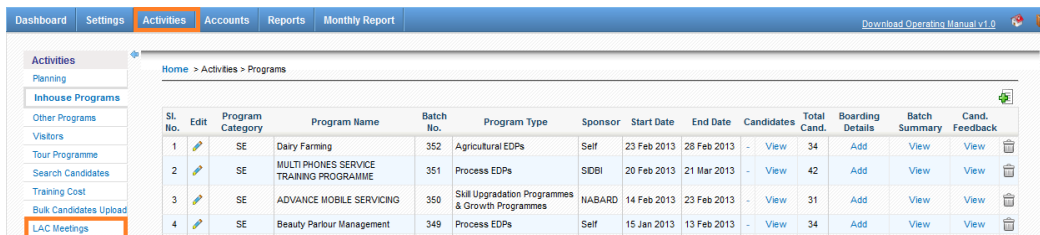
27	PRADIP KUMAR	27	--Select--	--Select--	--Select--	--Select--	--Select--	Save
28	MANOJ VASHISHTHA	28	--Select--	--Select--	--Select--	--Select--	--Select--	Save
29	ROOP KISHOR	29	--Select--	--Select--	--Select--	--Select--	--Select--	Save
30	PUSHPENDRA SINGH	30	--Select--	--Select--	--Select--	--Select--	--Select--	Save
31	NETRAPAL	31	--Select--	--Select--	--Select--	--Select--	--Select--	Save
32	DHARAM CHANDRA	32	--Select--	--Select--	--Select--	--Select--	--Select--	Save
33	MANOJ KUMAR	33	--Select--	--Select--	--Select--	--Select--	--Select--	Save
34	JAGVEER SINGH	34	--Select--	--Select--	--Select--	--Select--	--Select--	Save

Save All Cancel

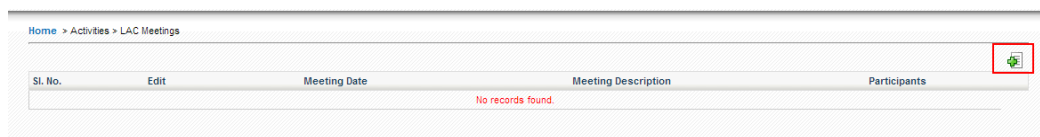
Save All Cancel

3.7 How to add LAC meeting Details:

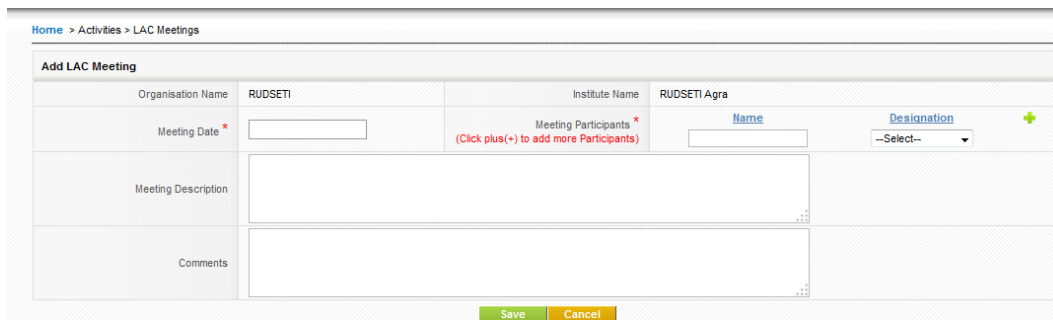
Click on **Activities** on the Horizontal Menu and then click on **LAC meetings** on the left menu as shown below.



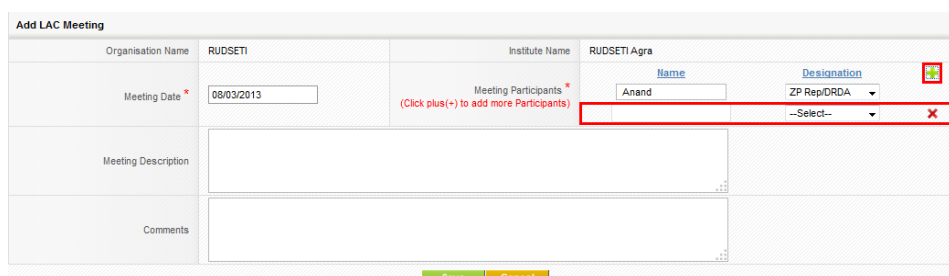
Then to add Meeting click on add as shown below.



You will be directed to the below screen.



Now u can add meeting details, first you select meeting date, name, and designation. For particular Meeting more than 1 person can be added by clicking on as shown below. Enter the name under the Name filed and select their designation from the dropdown.



In case you want to delete a person then click on as shown in the above picture. And then fill all details click on **save** button as shown below

Home > Activities > LAC Meetings

Add LAC Meeting

Organisation Name	RUDSETI	Institute Name	RUDSETI Agra															
Meeting Date *	08/03/2013	Meeting Participants *	(Click plus(+) to add more Participants)															
Meeting Description	<table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th></th> </tr> </thead> <tbody> <tr> <td>Anand</td> <td>ZP Rep/DRDA</td> <td>+</td> </tr> <tr> <td>velu</td> <td>Circle Head</td> <td>×</td> </tr> <tr> <td>amith</td> <td>Circle Head</td> <td>×</td> </tr> <tr> <td>siva</td> <td>--Select--</td> <td>×</td> </tr> </tbody> </table>			Name	Designation		Anand	ZP Rep/DRDA	+	velu	Circle Head	×	amith	Circle Head	×	siva	--Select--	×
Name	Designation																	
Anand	ZP Rep/DRDA	+																
velu	Circle Head	×																
amith	Circle Head	×																
siva	--Select--	×																
Comments	<div style="background-color: yellow; height: 40px;"></div>																	

The entered details after saving will be displayed as below.

Home > Activities > LAC Meetings

Sl. No.	Edit	Meeting Date	Meeting Description	Participants
1		08/03/2013	Meeting Description	Anand - ZP Rep/DRDA velu - Circle Head amith - Circle Head siva -

If you want edit details click on **edit**

If you what delete records click on **delete** as show below

Home > Activities > LAC Meetings

Sl. No.	Edit	Meeting Date	Meeting Description	Participants
1		08/03/2013	Meeting Description	Anand - ZP Rep/DRDA velu - Circle Head amith - Circle Head siva -

3.8 How to upload candidate Details from Excel sheet:

Click on **Activities** on the Horizontal Menu and then click on **Upload Excel Cand.** on the left menu as shown below.

Dashboard Settings **Activities** Accounts Reports Download Operating Manual v1.0

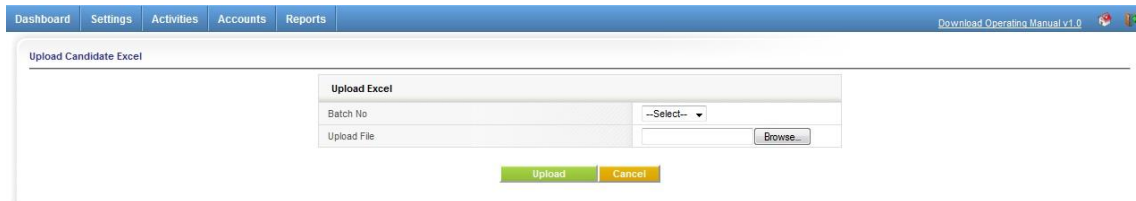
Activities

- Inhouse Programs
- Other Programs
- Visitors
- Tour Programme
- Search Candidates
- Training Cost
- Upload Excel Cand.**

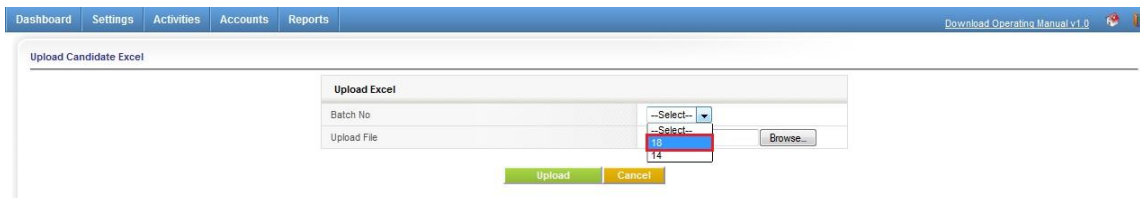
Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	Multi Phones Service Training Programme	19	Process EDP	DRDA	26 Dec 2012	26 Dec 2012	- View	22	Add	View
2		SE	Dress Designing for Women	18	Product EDP	DRDA	04 Dec 2012	24 Dec 2012	- View	32	Add	View
3		SE	Beauty Parlour Management	17	Process EDP	Self	30 Oct 2012	30 Nov 2012	- View	18	Add	View
4		SE	Beauty Parlour Management	16	Process EDP	Self	12 Sep 2012	11 Oct 2012	- View	15	Add	View
5		SE	Computer Hardware (A+) and Networking (N+)	15	Process EDP	Self	19 May 2012	17 Jun 2012	- View	35	Add	View
6		SE	Computer Hardware (A+) and Networking (N+)	14	Process EDP	Self	07 Apr 2012	06 May 2012	- View	27	Add	View

You will be directed to the below screen.



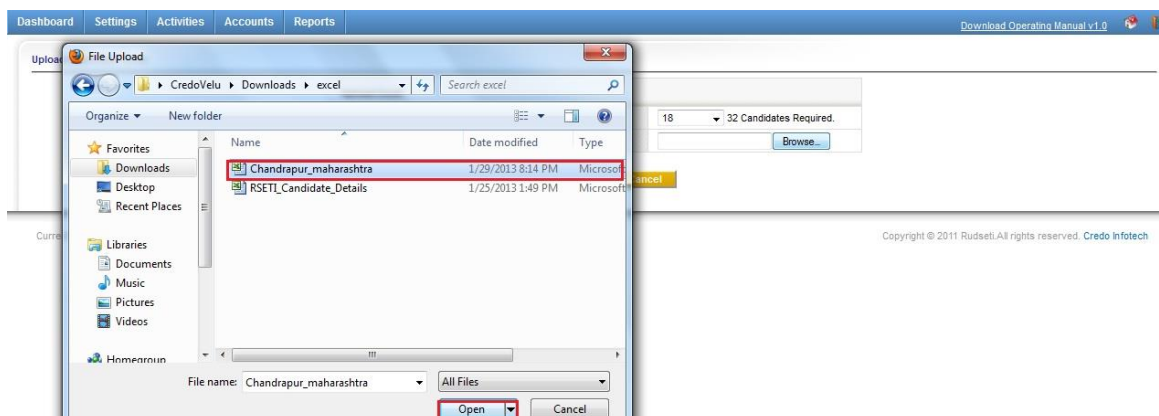
From the Batch No. dropdown choose a batch no to upload details.



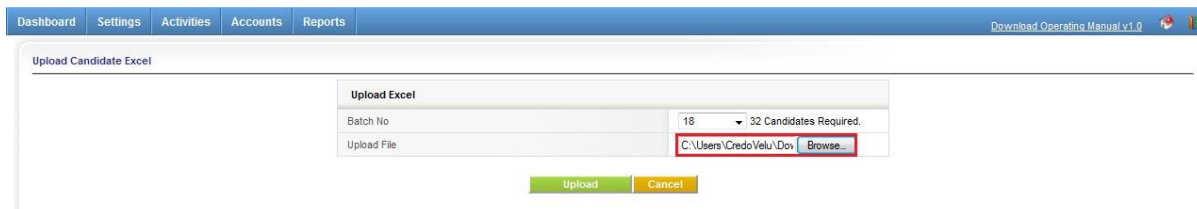
Once you choose the batch number, you will be prompted with the number of candidates that are required to be added in to this batch as shown below.



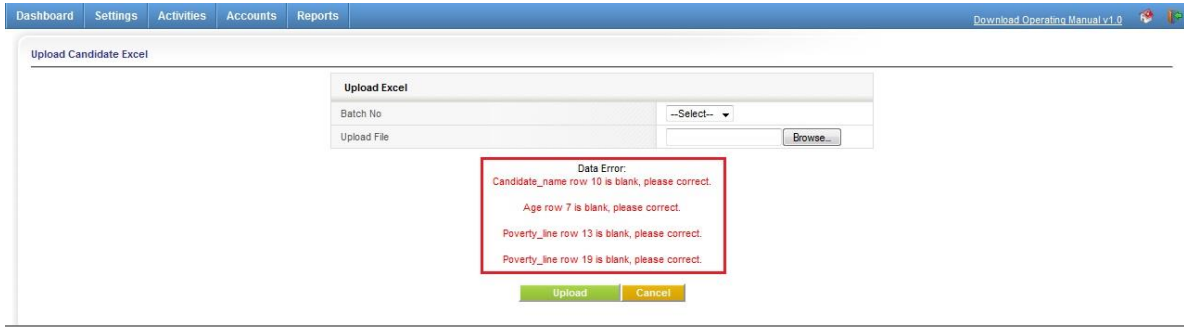
Now click on browse to select the excel sheet, you will be directed to the below screen



Browse and choose your excel sheet, then click on open. From the resulting screen select Upload as shown below. You can also click on cancel if you wish to discard the changes and select a new file.

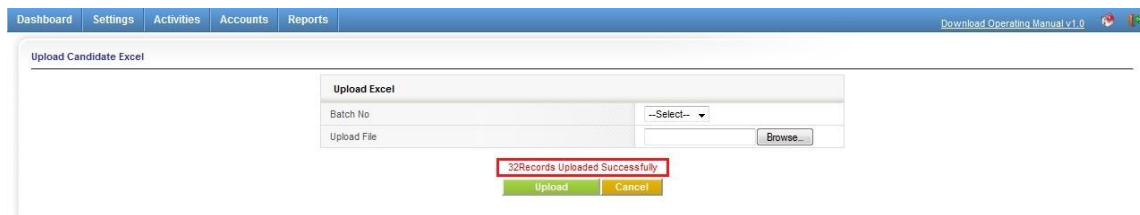


If the excel sheet contains any any blank column or Row (only Mandatory fields, Marked in RED) an error message is shown as below



Error message contains the details of the column and row that are blank; you can correct these and upload the file again.

If your excel sheet are clear of all the errors and the candidates will be uploaded and **Upload successful** message will be displayed as shown below

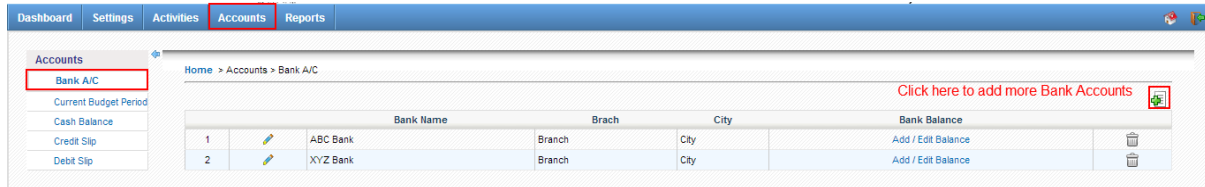


Note: if you choose batch no it shows required records (Ex.22 records required) the excel sheet must have only 22 rows filled (excluding column name row), else the system will not allow the upload.


4. Accounts

This is a basic accounting module that has been provided as add on to the MIS. Below are some of the operations that can be handled in this module.

4.1 How to add Bank Account Details



Click on **Accounts** on the Horizontal Menu and then click on **Bank A/C** on the left menu. You will be directed to a screen as shown above.

Then Click on  to add more Bank Accounts. You will be directed to the below screen.

The screenshot shows the 'Add Bank Account' form. It contains the following fields:

- Bank Name *
- Address
- Branch *
- City
- State
- Pin Code

At the bottom of the form, there are 'Save' and 'Cancel' buttons.


Enter all the relevant details and click on Save.

* indicates mandatory fields

Once the Bank account has been created, you will be directed to the Bank Account list page as shown below. Now click on **Add/Edit Balance**, to add or edit opening balance of a particular bank account.

The screenshot shows the 'Bank Account' list page with three accounts:

	Bank Name	Branch	City	Bank Balance
1	ABC Bank	Branch	City	Add / Edit Balance
2	XYZ Bank	Branch	City	Add / Edit Balance
3	RST Bank	Branch	City	Add / Edit Balance

Upon clicking of **Add/Edit Balance** you will be directed to a page as shown below. Now click on  to arrive at the below screen.

The screenshot shows the 'Add Bank Amount' form. It contains the following fields:

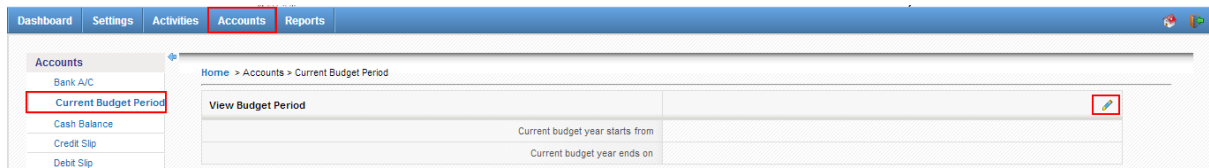
- Institute: RSETI - Demo
- Bank: ABC Bank
- Year: --Select--
- Amount *

At the bottom of the form, there are 'Save' and 'Cancel' buttons.


Now select the year and enter the amount and click on **save**.

4.2 How to add current Budget period

Click on **Accounts** on the Horizontal Menu and then click on **Bank A/C** on the left menu. You will be directed to a screen as shown below.

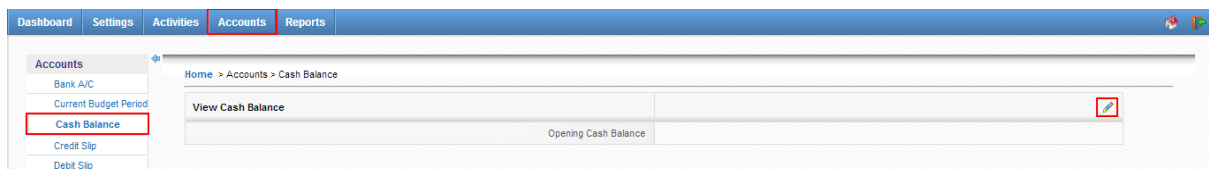


The screenshot shows the 'Accounts' menu on the left with 'Current Budget Period' highlighted. The main content area is titled 'View Budget Period' and contains two input fields: 'Current budget year starts from' and 'Current budget year ends on'. A red box highlights the edit icon in the top right corner.


Now click on  to add/edit the **Current Budget Period**.

4.3 How to Add Cash Balance

Click on **Accounts** on the Horizontal Menu and then click on **Cash Balance** on the left menu. You will be directed to a screen as shown below.

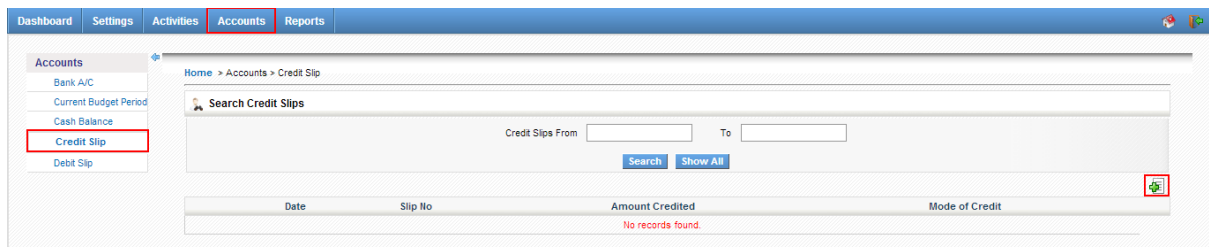


The screenshot shows the 'Accounts' menu on the left with 'Cash Balance' highlighted. The main content area is titled 'View Cash Balance' and contains an input field for 'Opening Cash Balance'. A red box highlights the edit icon in the top right corner.


Now click on  to add/edit the **Cash Balance**.

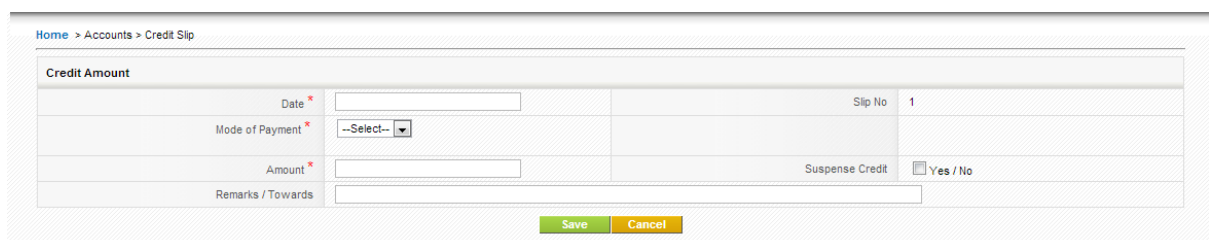
4.4 How to Add Credit Slips

Click on **Accounts** on the Horizontal Menu and then click on **Credit Slip** on the left menu. You will be directed to a screen as shown below.



The screenshot shows the 'Accounts' menu on the left with 'Credit Slip' highlighted. The main content area is titled 'Search Credit Slips' and contains a search form with 'Credit Slips From' and 'To' date pickers, and 'Search' and 'Show All' buttons. Below the search form is a table with columns: Date, Slip No, Amount Credited, and Mode of Credit. The table currently shows 'No records found.' A red box highlights the add icon in the top right corner.

Now click on  to add **Credit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the credit slip.



The screenshot shows the 'Credit Slip' form with the following fields: Date *, Mode of Payment *, Amount *, Remarks / Towards, Slip No (1), and Suspense Credit (Yes / No). There are 'Save' and 'Cancel' buttons at the bottom.


Search for Credit Slips

You will be able to search for Credit slips of a particular date range. By selecting the date and clicking on Search.

This action will get all the credit slips of a particular date range you have selected.

4.5 How to Add Debit Slips

Click on **Accounts** on the Horizontal Menu and then click on **Debit Slip** on the left menu. You will be directed to a screen as shown below.

Now click on  to add **Debit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the debit slip.

Once you have entered and selected the relevant items, click on **Save**.

Search for Debit Slips

You will be able to search for Debit slips of a particular date range. By selecting the date and clicking on Search.

This action will get all the Debit slips of a particular date range you have selected.