Ministry of Rural Development
Government of India

Aajeevika
National Rural Livelihoods Mission (NRLM)

NATIONAL ACADEMY OF RUDSETI

RSETI MIS OPERATING MANUAL

By Credo Infotech

User Manual

Version 2.3

Table of Contents

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.

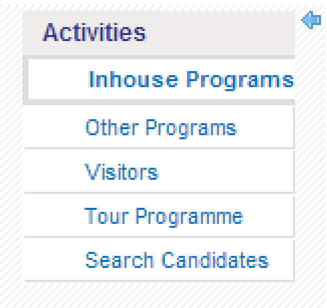
1.2 Getting Started / Navigate through MIS

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.

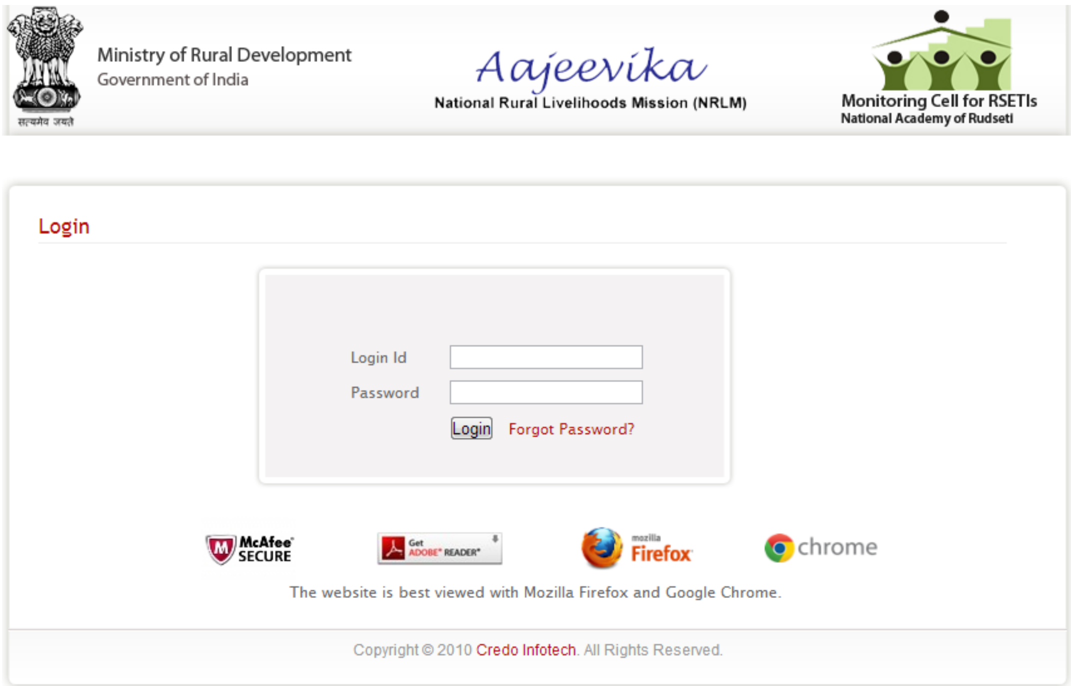
Home > Activities > Programs

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.

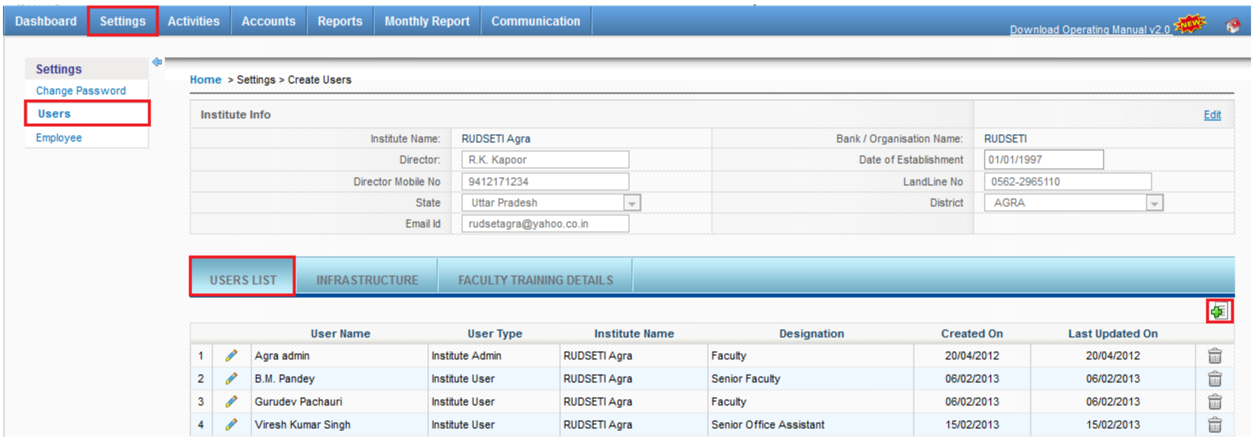
Note: the Password is case sensitive.

1.4 Introduction of Buttons and Icons

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

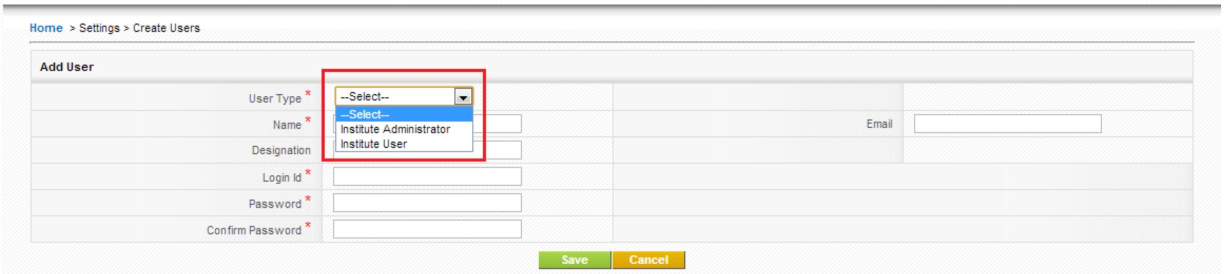
2. Settings

2.1 How to ADD USERS



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.

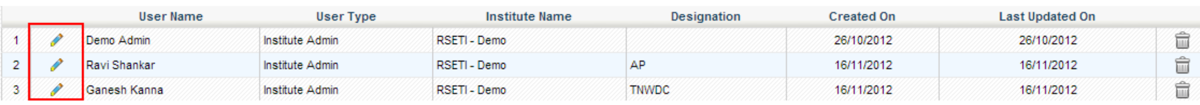
Now, from the below resultant screen select the type of user you want to create and also enter all the other relevant details in the fields and click on save.



* indicates mandatory fields

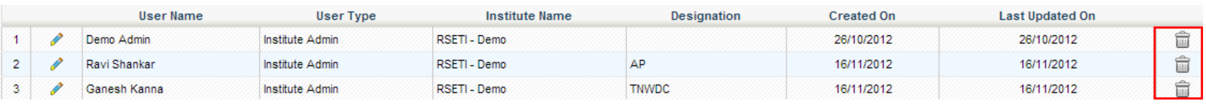
Edit User

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



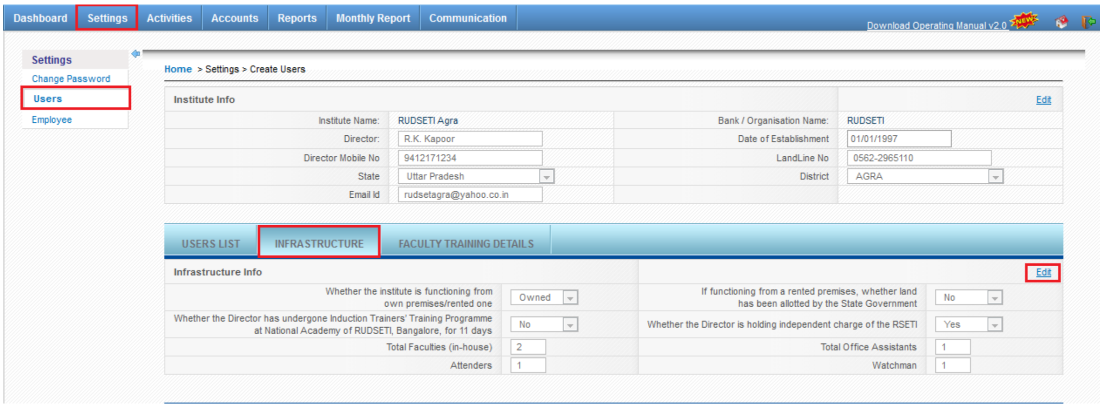
Delete User

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



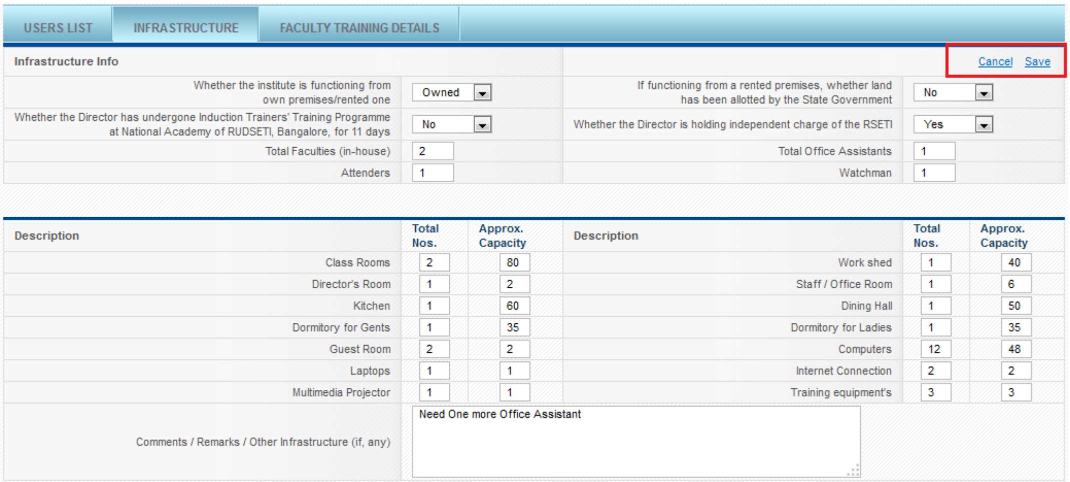
Note: Any details once deleted cannot be reverted back.

2.2 How to UPDATE INFRASTRUCTURE Details:

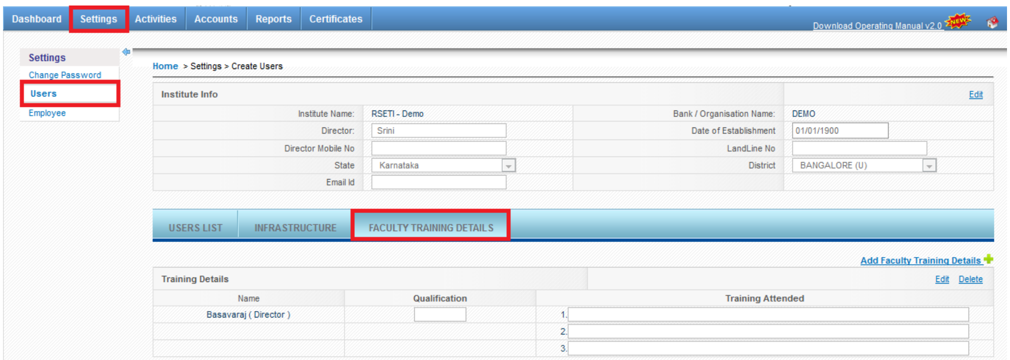


Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select**INFRASTRUCTURE**from the horizontal menu. Now, from the above screen click on Edit to update infrastructure details. The edit screen will be activated only after clicking the Edit link.

Update the relevant details and click on Save.



2.3 How to Add Director/Faculty Training Details



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.

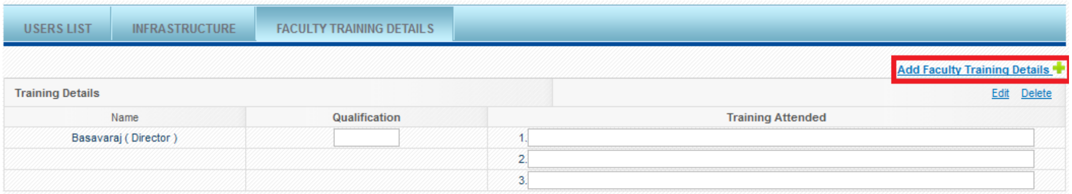
Please Add Director/Faculty details at Employee Left Menu, then proceed to add Training details here!

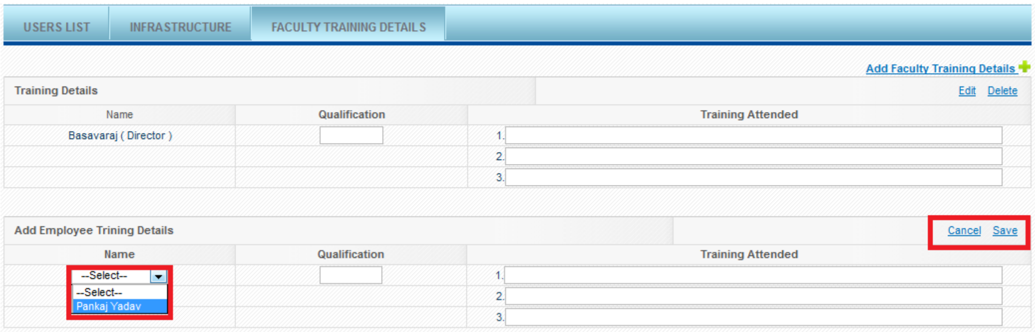
If you have already added the Director / Faculties you will be able to add their training details.

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.

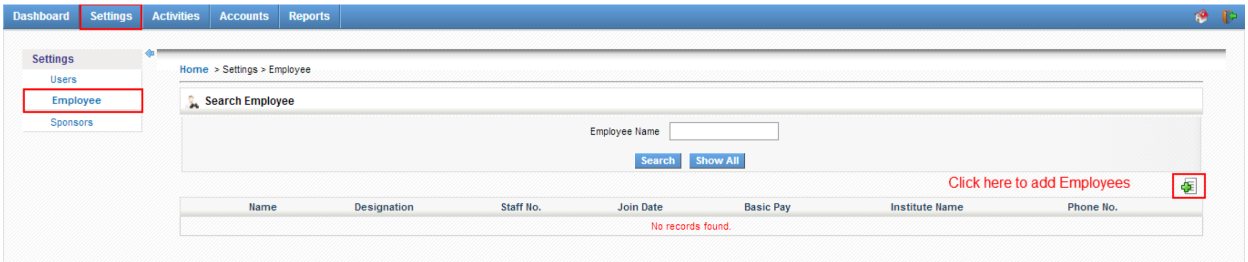
Now you click on add Faculty training Details as shown below to add Training details of other Faculties in your institute.





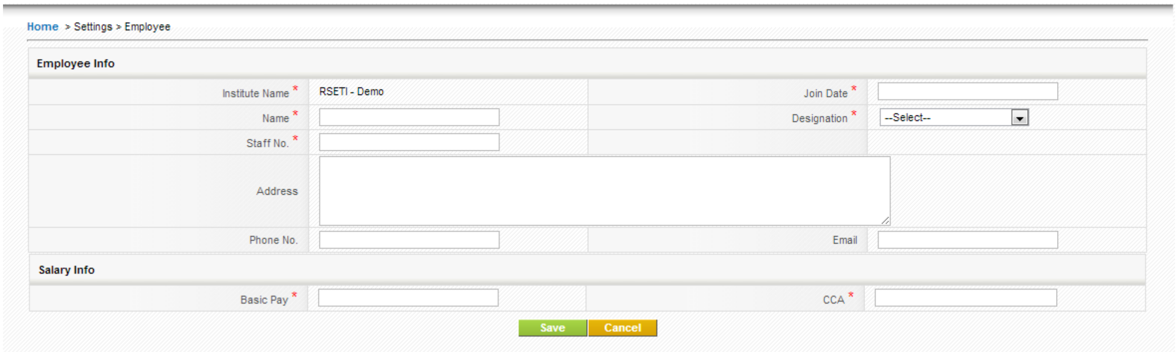
Now click Save to update the changes.

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

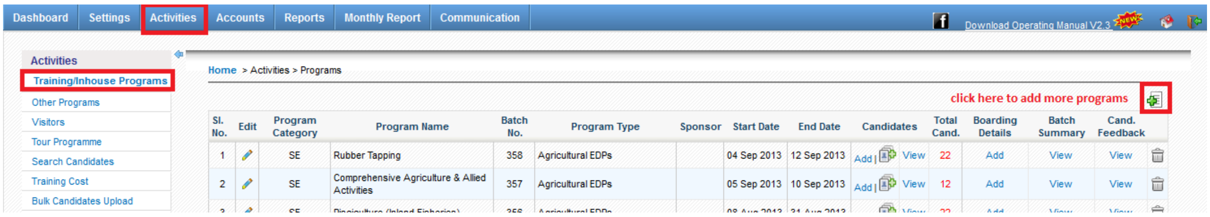
*You will be able to **Delete** the Employee by clicking on the as shown below.*

		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.

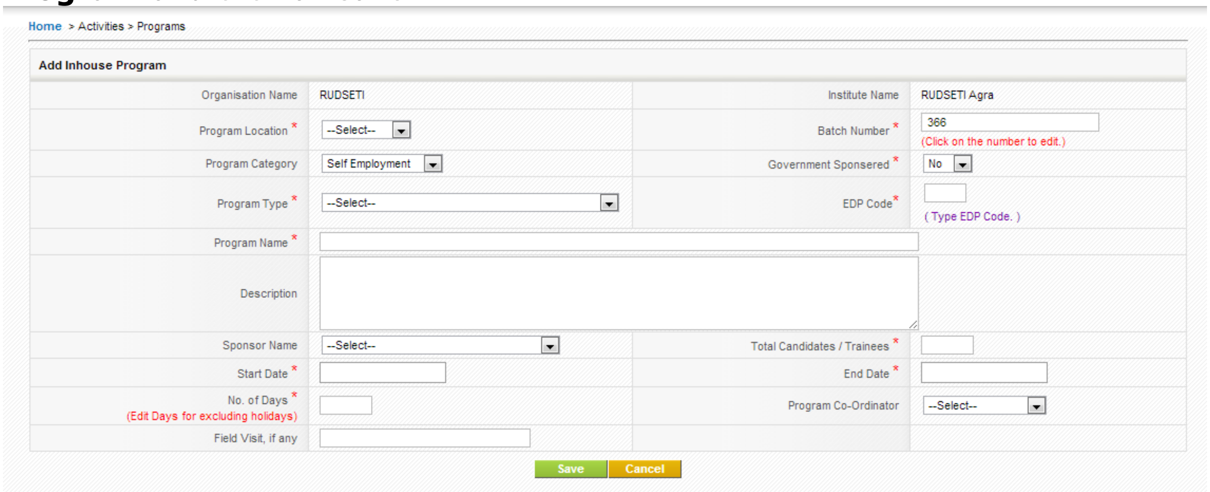
3. Activities

3.1 How to ADD In house Training Programs



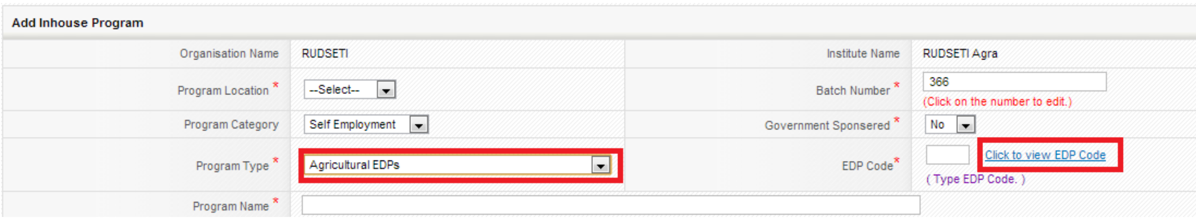
Select **Activities** from the horizontal menu and then click on **Inhouse Programs** from the left menu. From the above screen click on  as shown above to add more **Inhouse Programs**.

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

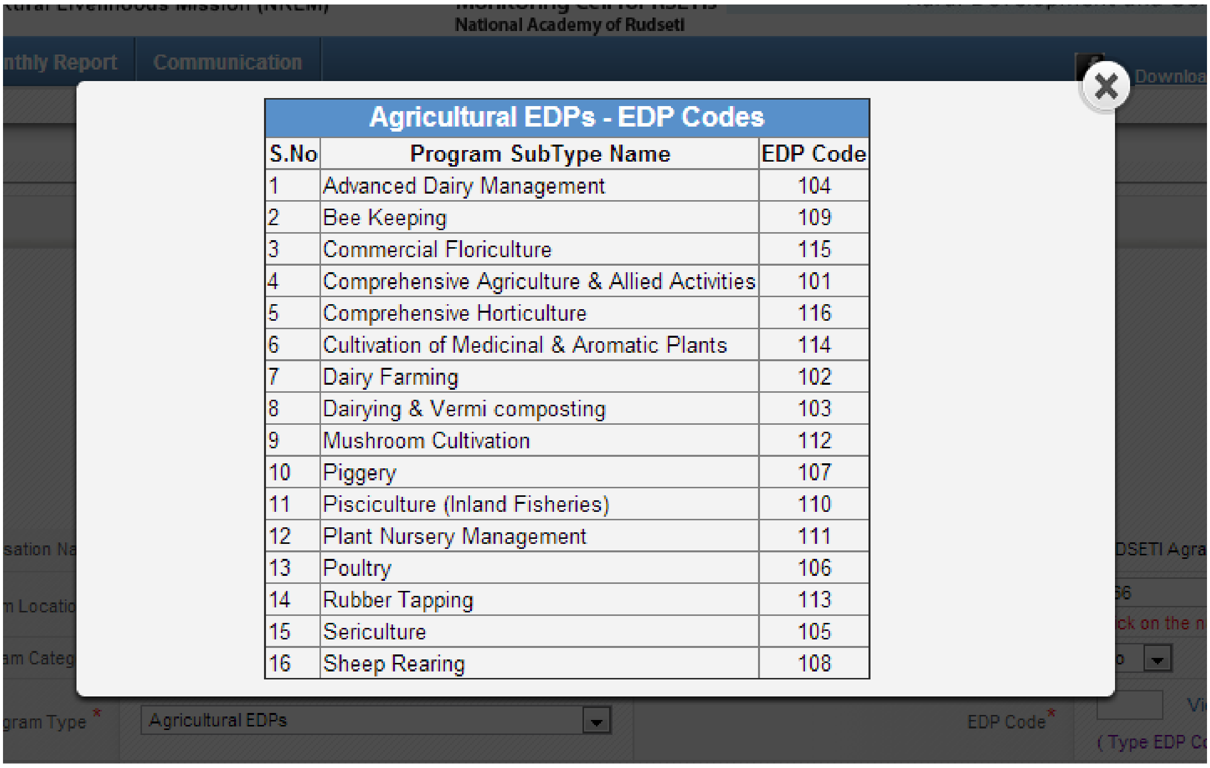


Note: The fields here are inter related, when you select an option from the dropdown the next drop down will appear based on your previous selection.

In case you do not find EDP Code**,** please click the **Click to view EDP Code** link as shown below.



This **view EDP code** link will visible only after choosing **Program type**. Please make sure **Program Type** is selected. Once you click on ***Click to view EDP Code*** link, you will see a pop up as shown below.



Agricultural EDPs - EDP Codes		
S.No	Program SubType Name	EDP Code
1	Advanced Dairy Management	104
2	Bee Keeping	109
3	Commercial Floriculture	115
4	Comprehensive Agriculture & Allied Activities	101
5	Comprehensive Horticulture	116
6	Cultivation of Medicinal & Aromatic Plants	114
7	Dairy Farming	102
8	Dairying & Vermi composting	103
9	Mushroom Cultivation	112
10	Piggery	107
11	Pisciculture (Inland Fisheries)	110
12	Plant Nursery Management	111
13	Poultry	106
14	Rubber Tapping	113
15	Sericulture	105
16	Sheep Rearing	108

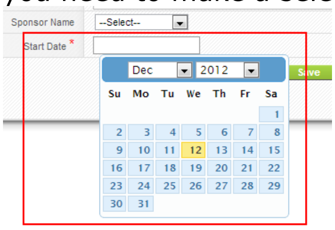
Description is not mandatory, however in case you wish to add any relevant information about the program it can be added here.

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

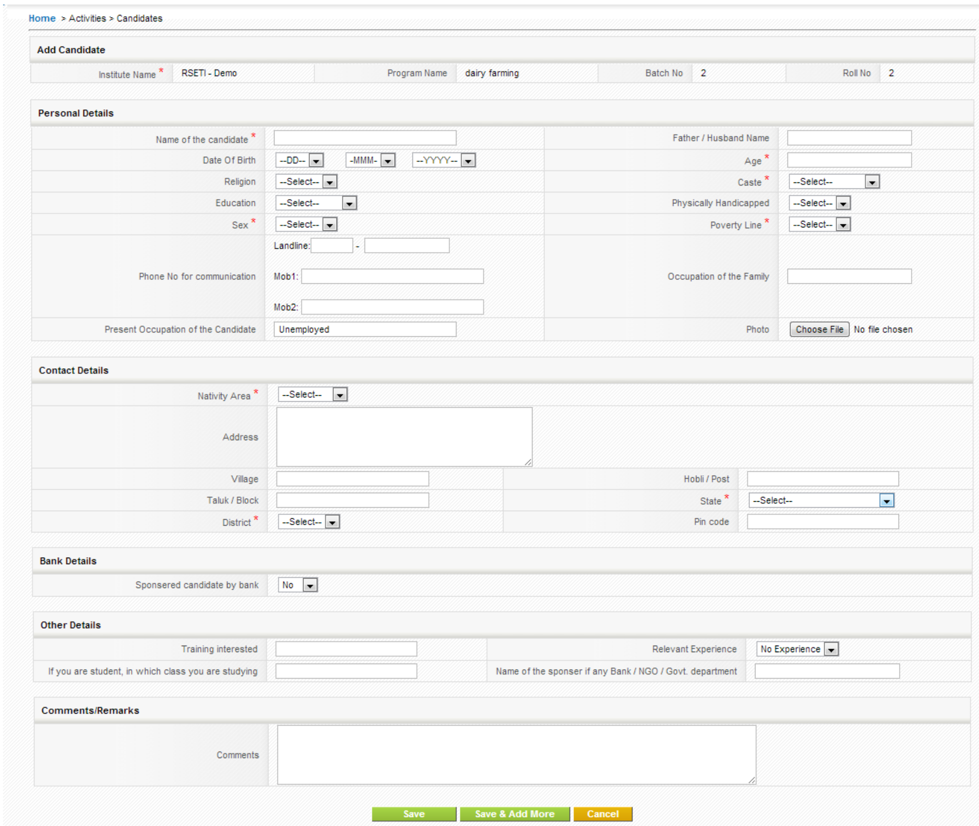
3.2 How to ADD Candidate/Trainee in to a Training Program

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

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.

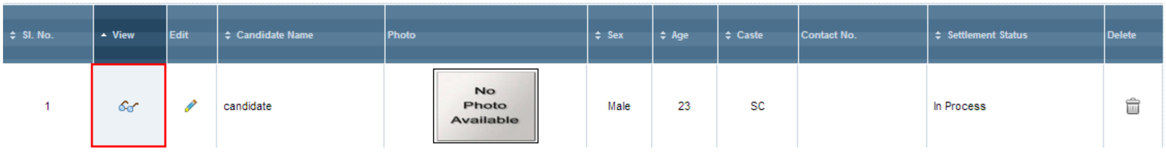


View Candidate list of a particular training program.

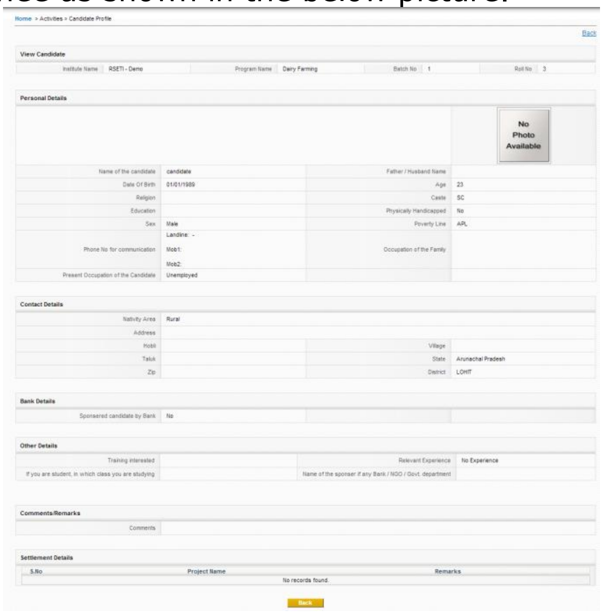
Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture. You can go back to the Program list page by clicking on the **BACK** button as shown below.

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

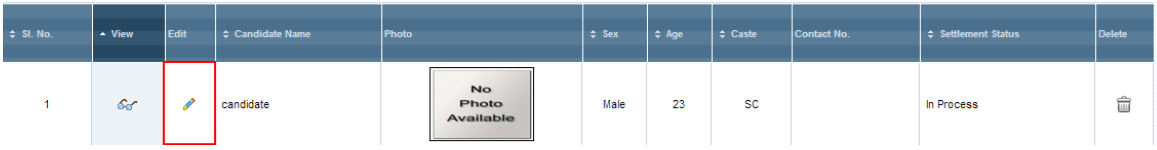
View Candidate information



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



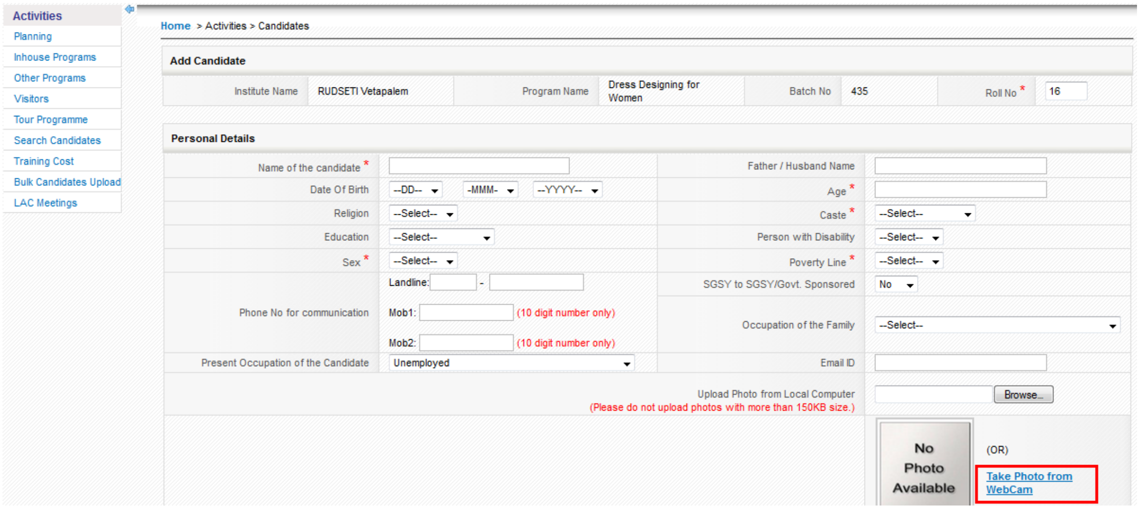
Edit Candidate information



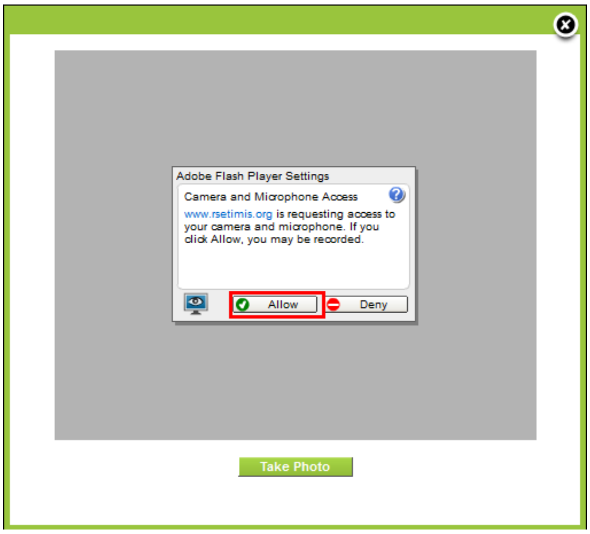
By clicking the as shown in the above screen the candidate / trainee screen will be displayed in the edit mode.

3.3 How to add candidate photo using webcam:

From the Candidate Add / Edit page click on **Take Photo from Webcam** link



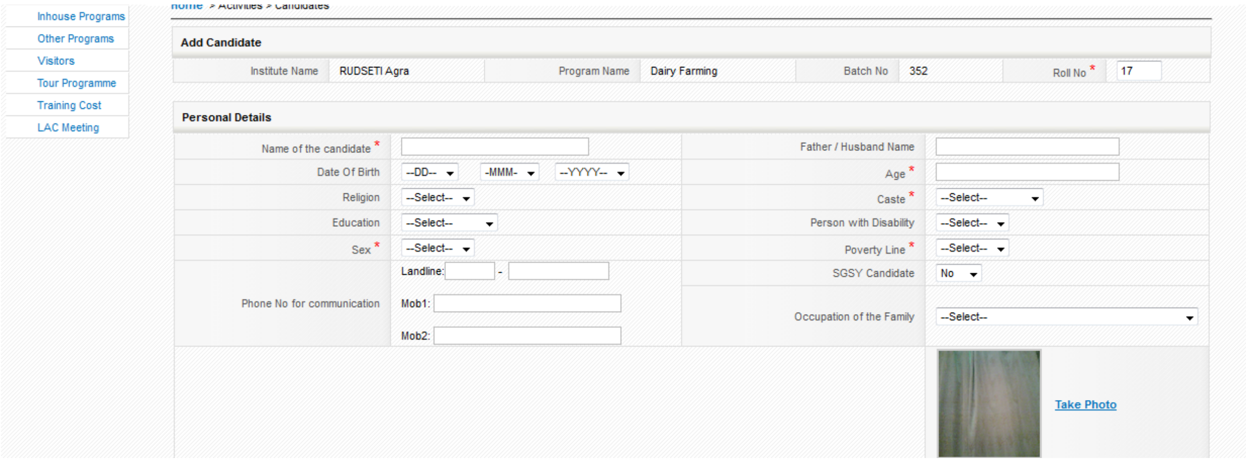
A pop up will appear as shown below,



Now click on **Allow** and the web camera will be activated. As show below, now click on **Take Photo** button.

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.

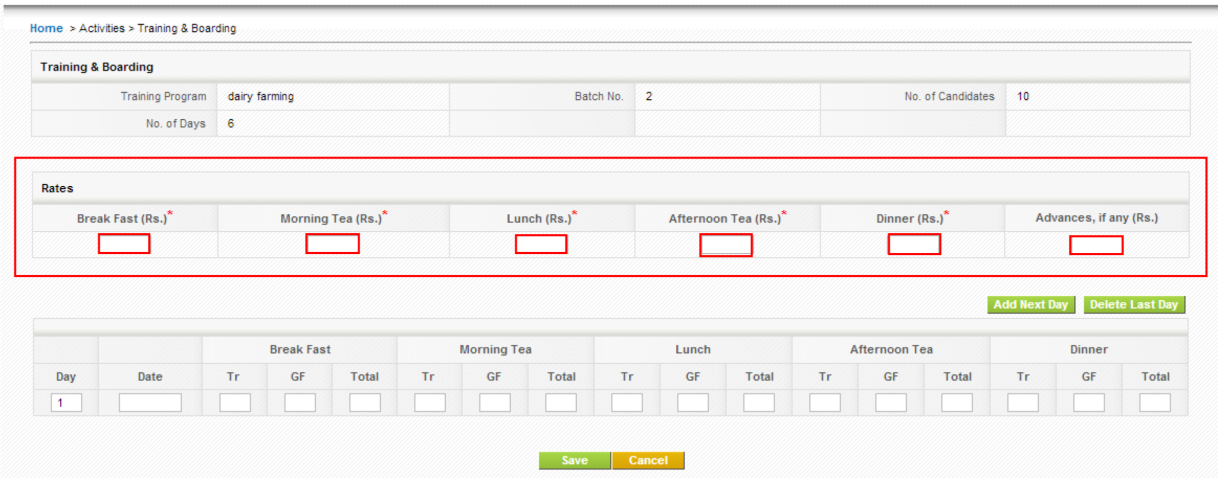
Upon clicking of **Use this Photo** link you will be directed to the below screen.



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.

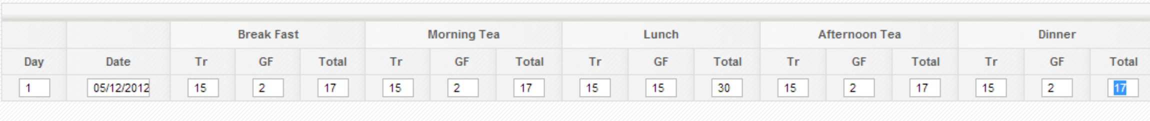


On this screen, you will need to first enter the rates of the respective items, viz,. Breakfast, Tea/Cofee, Lunch, Dinner, etc. as shown in the above picture.

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.

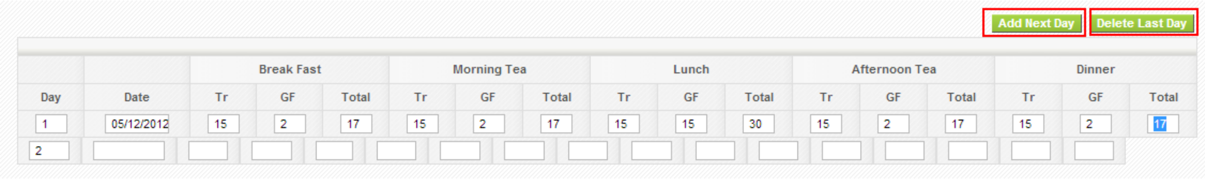
For example:

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



		Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
Day	Date	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.



Add Next Day Delete Last Day

		Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
Day	Date	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																

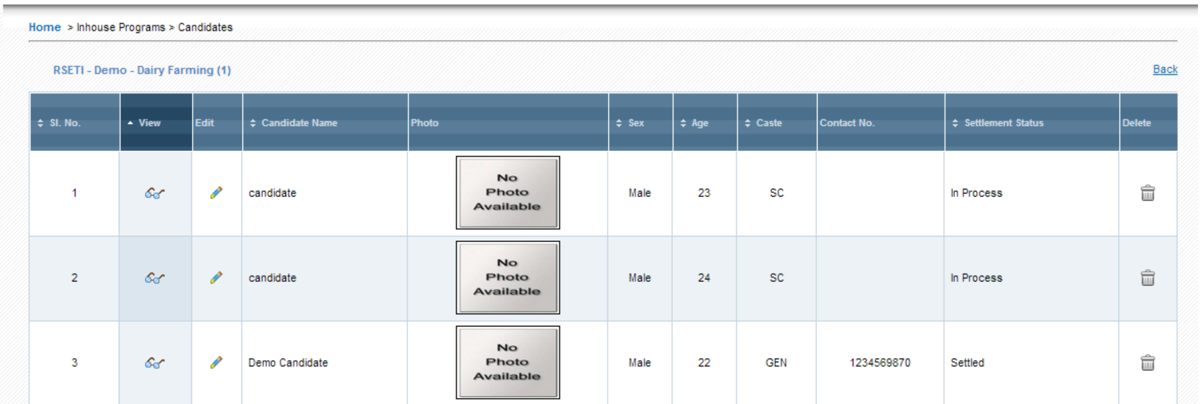
3.5 How to ADD settlement to a Trainee after Follow up

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.

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.

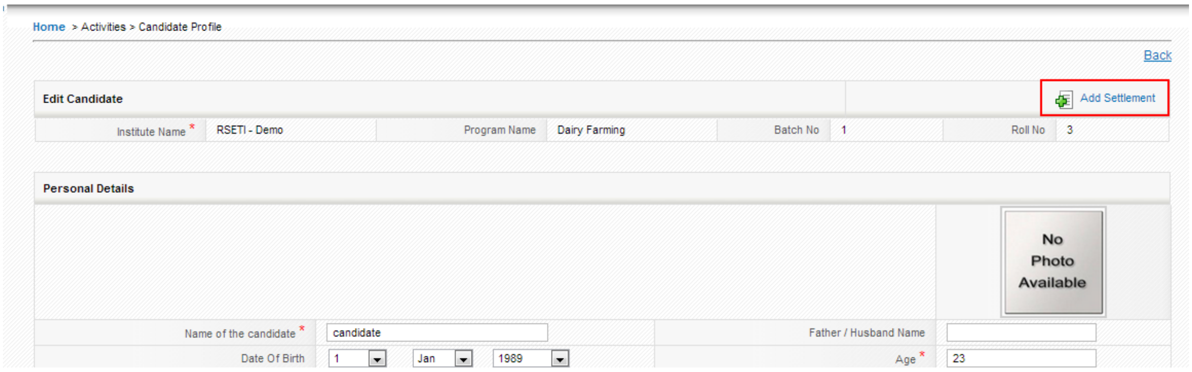


Home > Inhouse Programs > Candidates

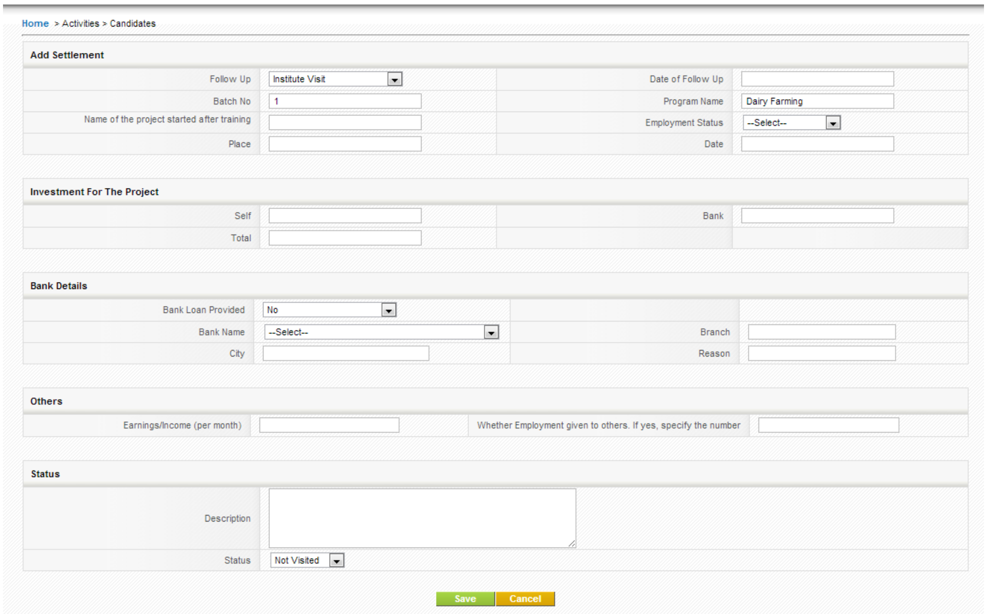
RSETI - Demo - Dairy Farming (1) Back

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.



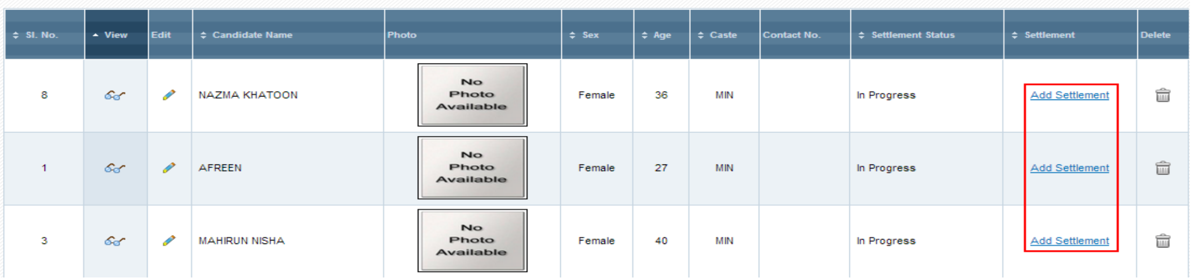
Now, Click on **Add Settlement** as shown in the picture above to add settlement for a candidate. This will direct you to the screen below.



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.

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			NAZMA 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	

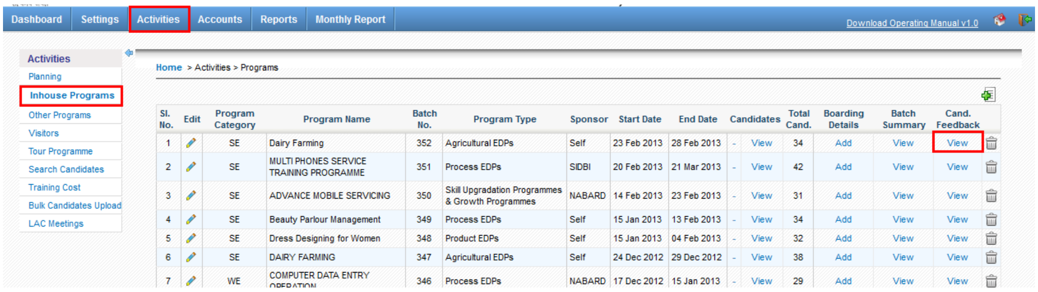
Now, Click on Add Settlement as shown in the picture above to add settlement for a candidate..

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

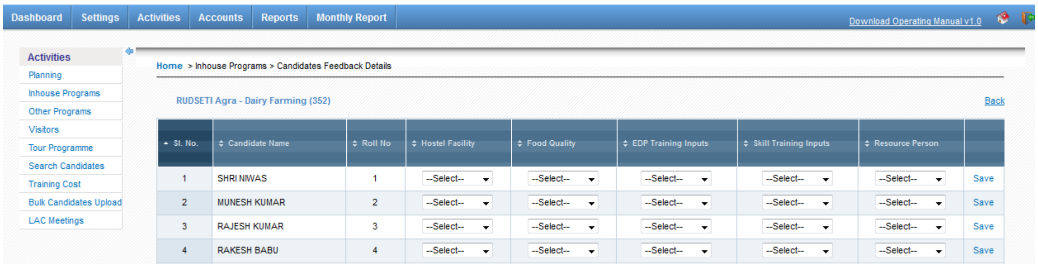
1. **Not Visited**: This status is selected by default and remains until changed.
2. **Settled - Service:** The candidate has joined a wage employment / job, has no interest in Self-employment / Business.
3. **In progress – Apprentice:** The candidate has joined as Apprentice/Trainee to gain some experience 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:

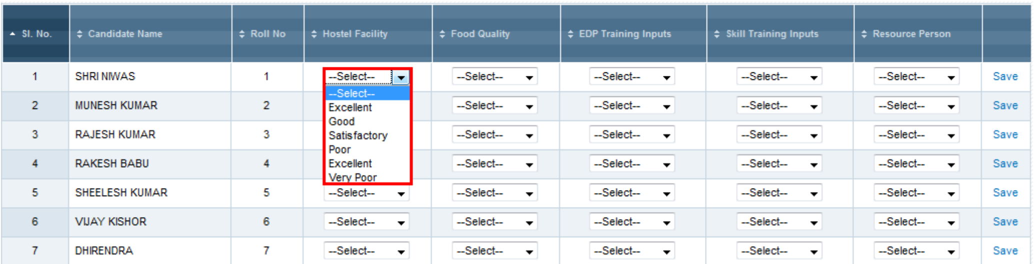
Click on **Activities** on the Horizontal Menu and then click on **Inhouse Program** on the left menu then click on **View** corresponding to a program as shown below.



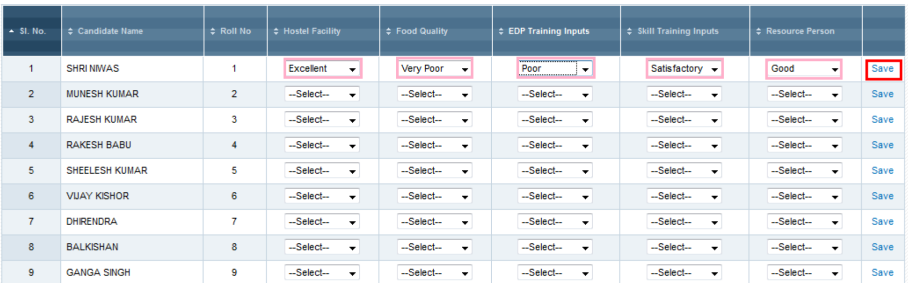
You will be directed to the below screen.



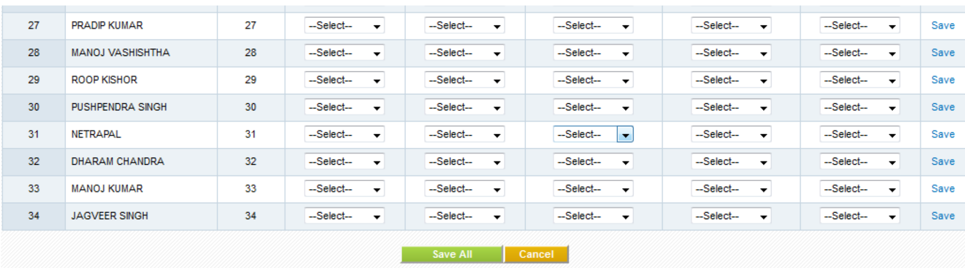
Now you can select appropriate values from the dropdown to capture feedback of the trainees/candidates.



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

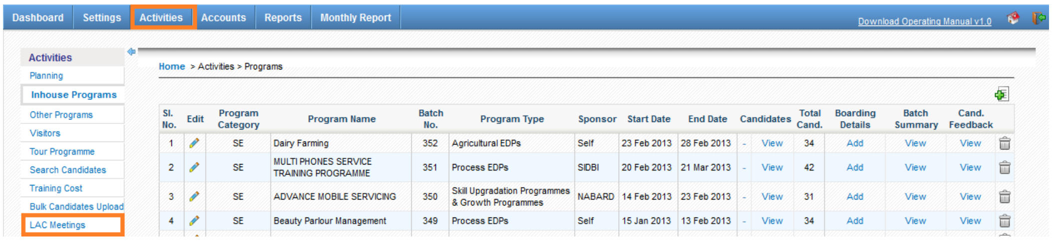


You can also add feedback for all the candidates and then click on **Save All** button as shown below

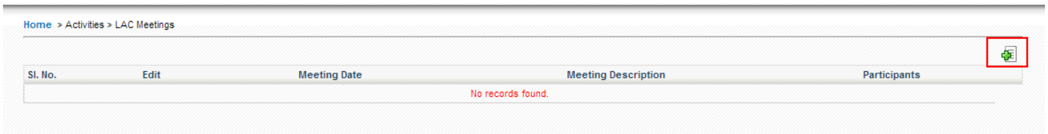


3.7 How to add LAC meeting Details:

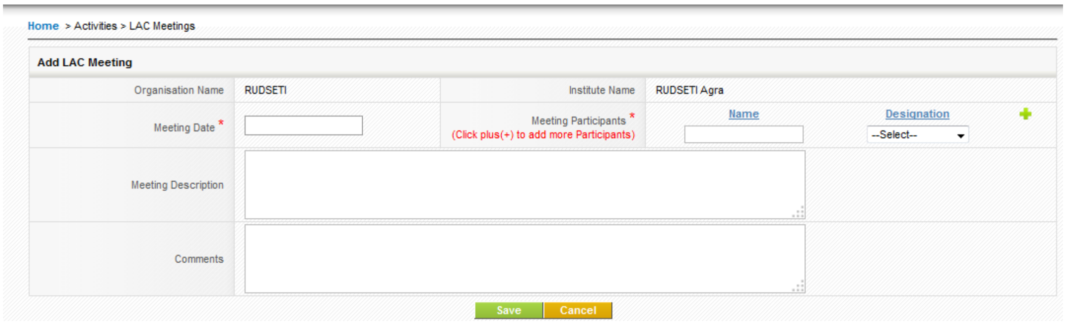
Click on **Activities** on the Horizontal Menu and then click on **LAC meetings** on the left menu as shown below.



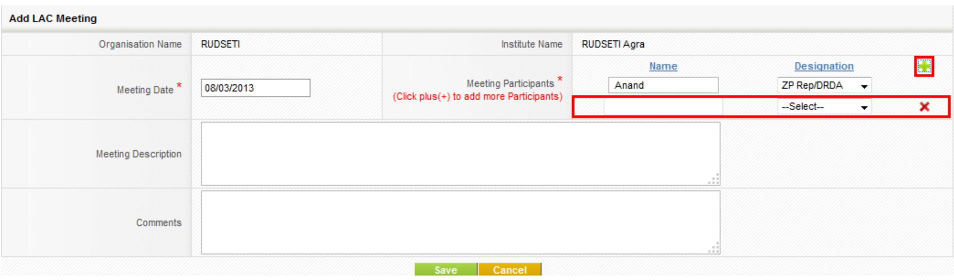
Then to add Meeting click on add  as shown below.



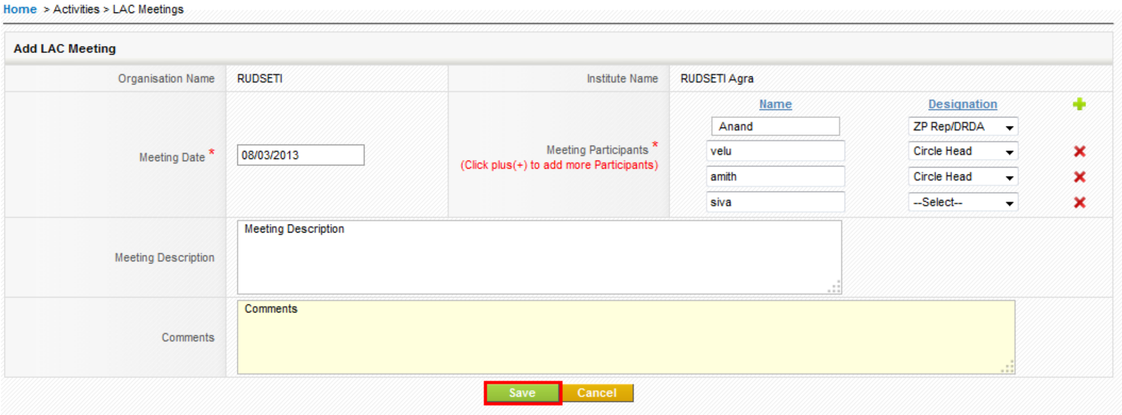
You will be directed to the below screen.



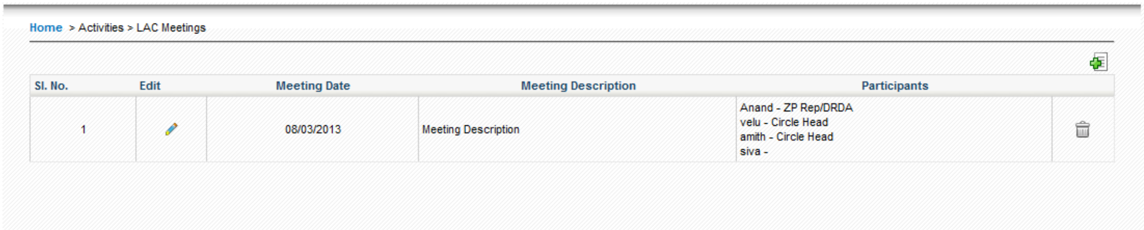
Now u can add meeting details, first you select meeting date, name, and designation. For particular Meeting more than 1 person can be added by clicking on  as shown below. Enter the name under the Name filed and select their designation from the dropdown.



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

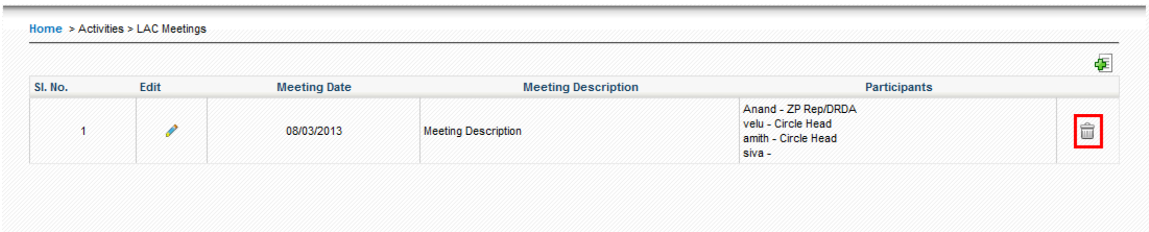


The entered details after saving will be displayed as below.



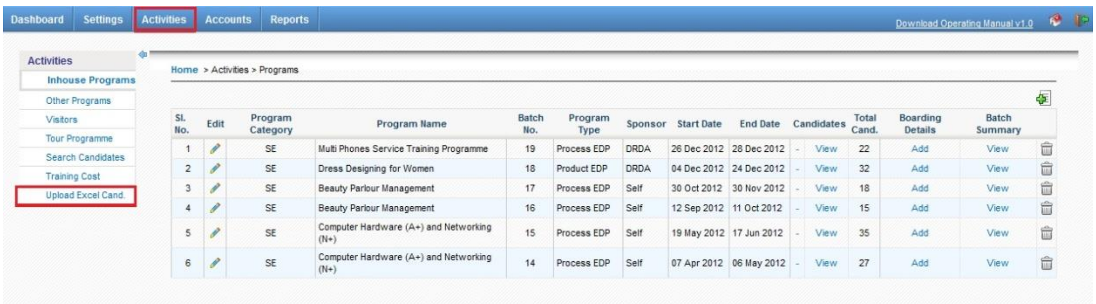
If you want edit details click on **edit** 

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

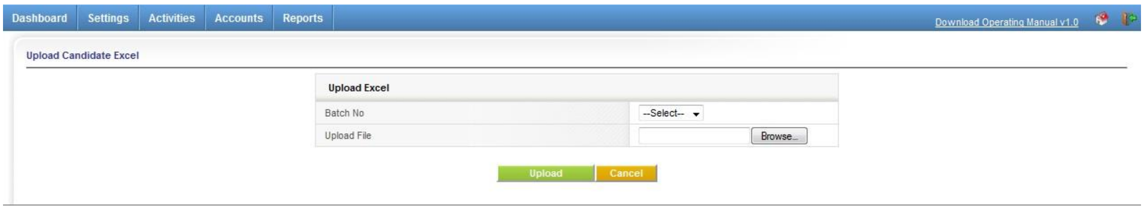


3.8 How to upload candidate Details from Excel sheet:

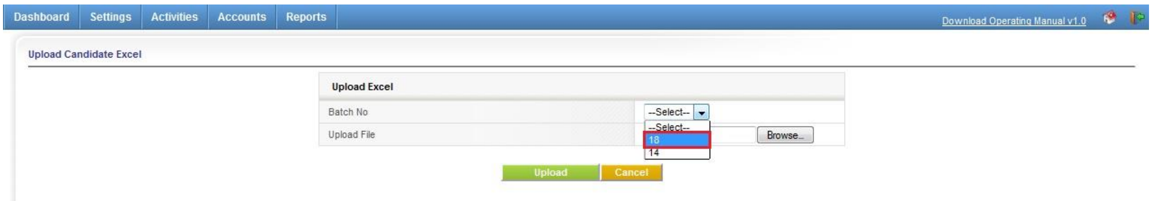
Click on **Activities** on the Horizontal Menu and then click on **Upload Excel Cand.** on the left menu as shown below.



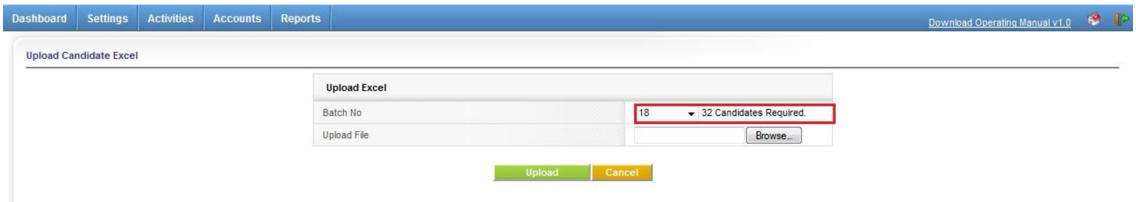
You will be directed to the below screen.



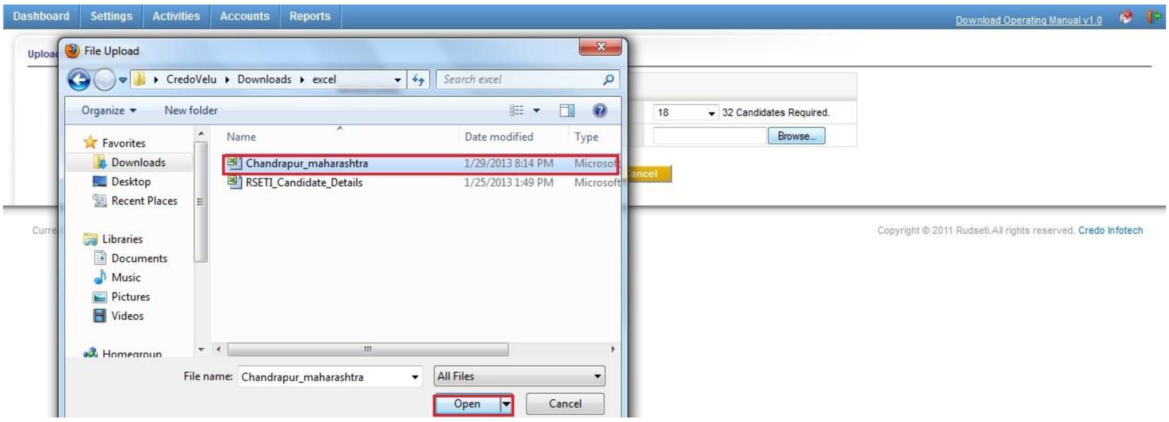
From the Batch No. dropdown choose a batch no to upload details.



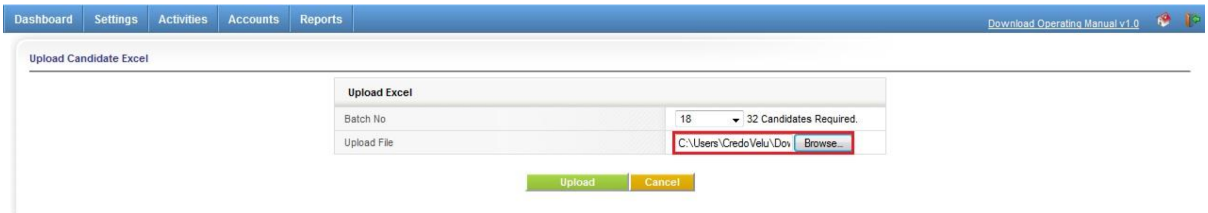
Once you choose the batch number, you will be prompted with the number of candidates that are required to be added in to this batch as shown below.



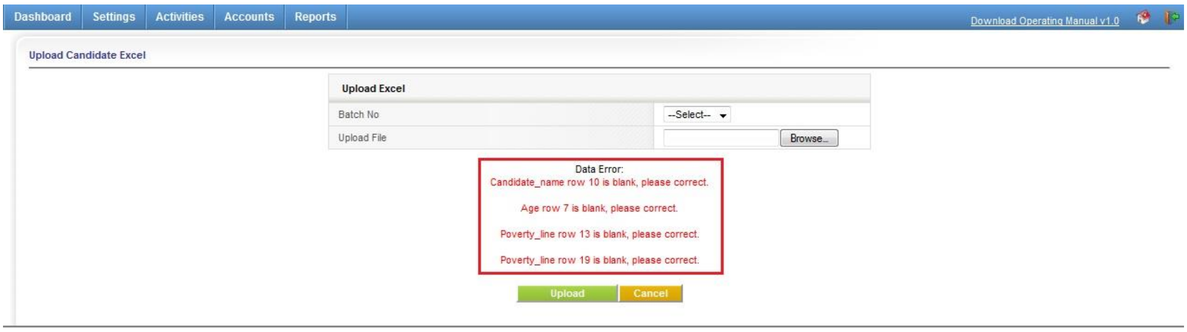
Now click on browse to select the excel sheet, you will be directed to the below screen



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.

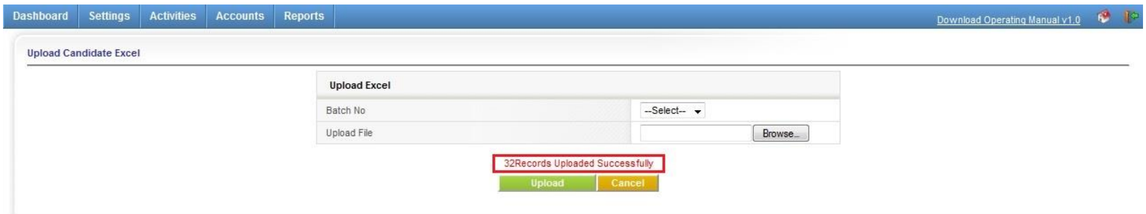


If the excel sheet contains any any blank column or Row (only Mandatory fields, Marked in RED) an error message is shown as below



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

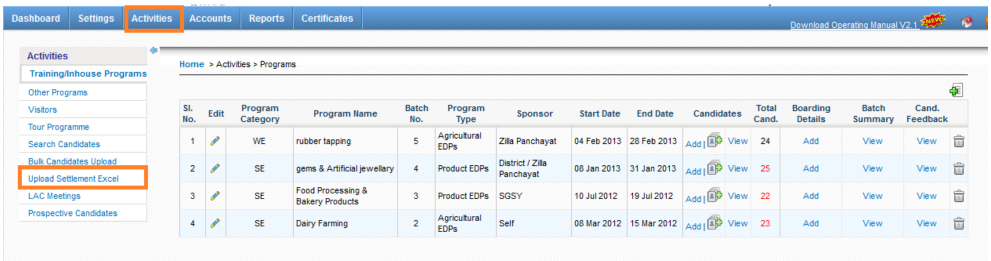
If your excel sheet are clear of all the errors and the candidates will be uploaded and **Upload successful** message will be displayed as shown below



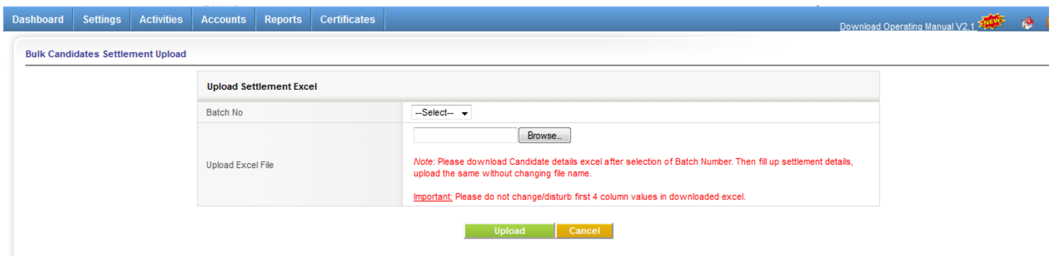
Note: if you choose batch no it shows required records (Ex.22 records required) the excel sheet must have only 22 rows filled (excluding column name row), else the system will not allow the upload.

3.9 How to upload candidate Settlement Details from Excel sheet:

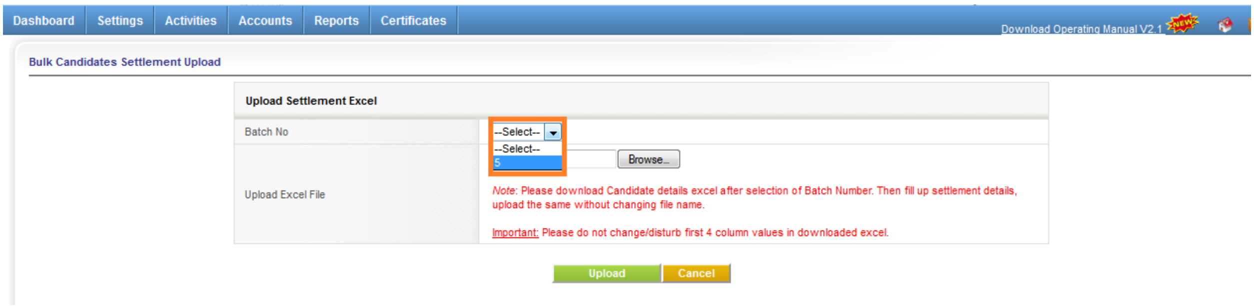
Click on **Activities** on the Horizontal Menu and then click on **Upload Settlement Excel.** From the left menu as shown below



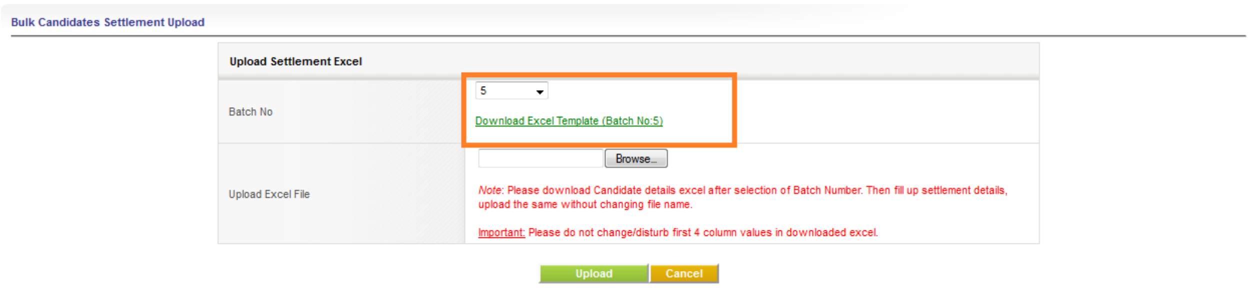
You will be directed to the below screen.



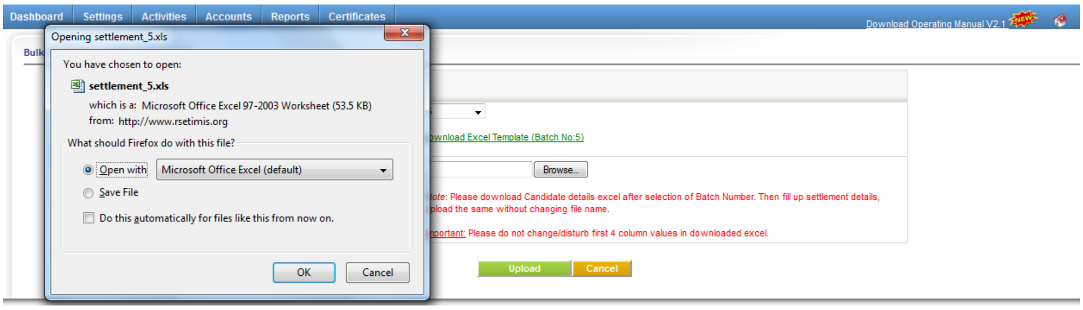
Read instructions marked in Red. Then choose batch no as shown below.



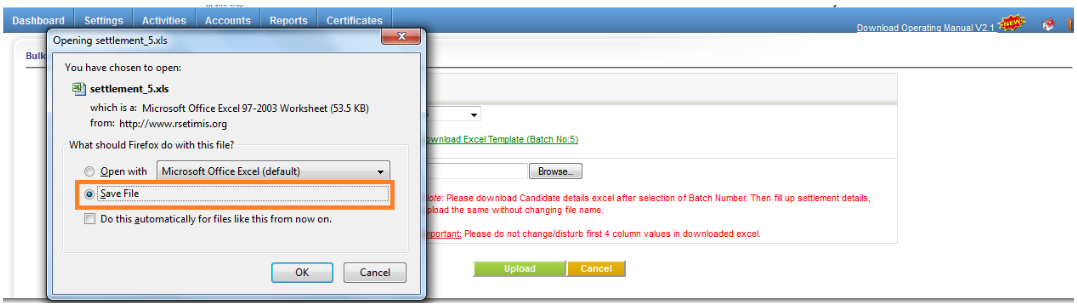
After selection of a batch a link to download an excel sheet will appear as shown below.
Download Excel Template (Batch No:5)



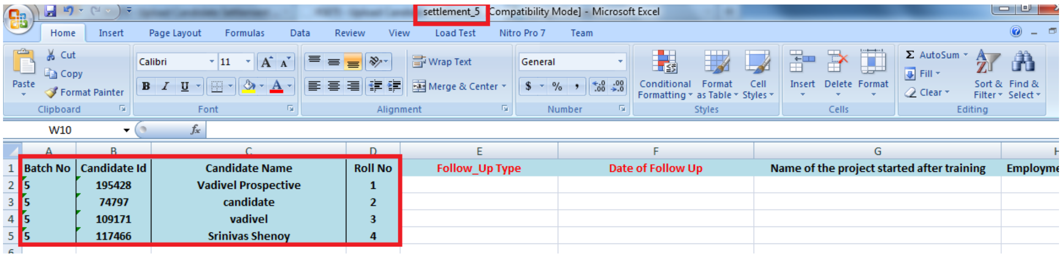
Now click on Download Excel Template (Batch No:5) link. You will be directed to the below screen.



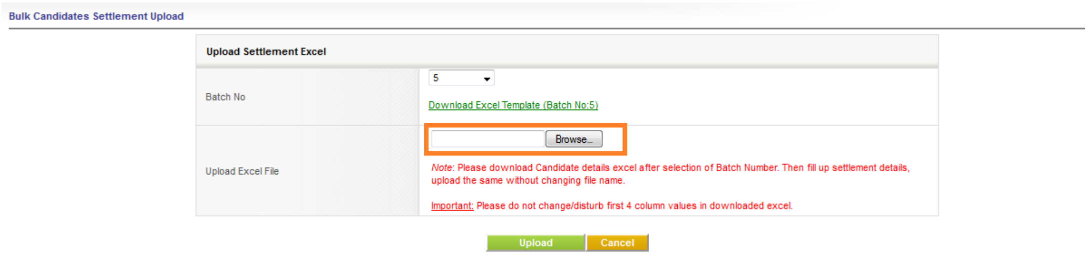
Now select **Save File** and click on ok button as shown below



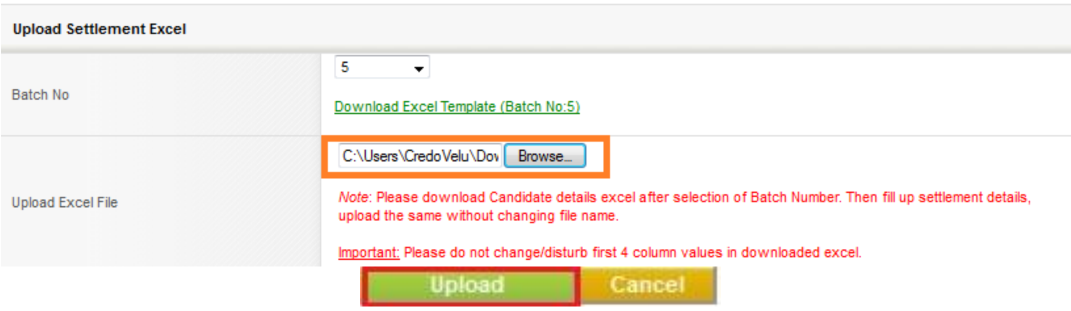
Now that you have downloaded the excel template. Go to your local folder and open the downloaded file. In this file columns for **Batch no, candidate Id**, **candidate name** and **roll No's** already filled don't change these **columns** and excel **File name** as shown below.



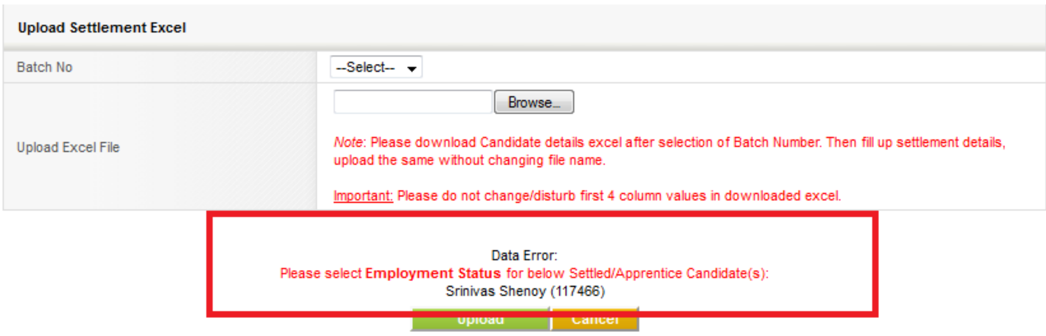
Now you can fill candidate settlements details in this excel. Columns that are marked Red are mandatory fields.
Go to **Upload Settlement Excel** in our application click on **Browse** button as shown below.



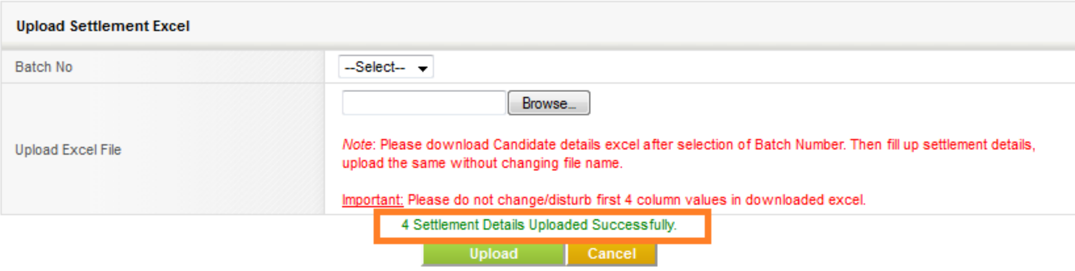
Browse and choose your excel sheet, then click on open. From the resulting screen select Upload as shown below. You can also click on cancel if you wish to discard the changes and select a new file.



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

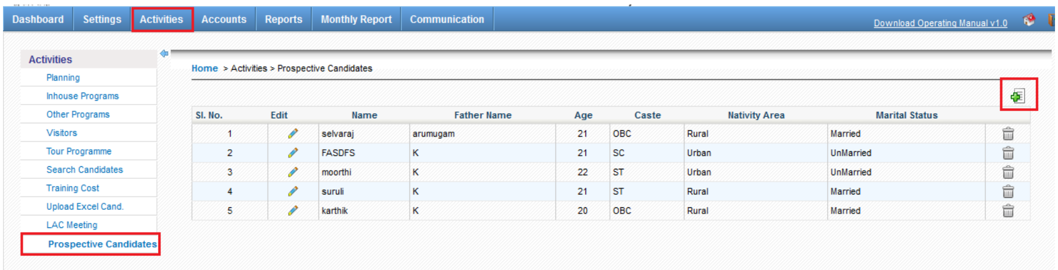


In case of error, make changes accordingly and try to upload the file again.
If your excel sheet are clear of all the errors then the candidates will be uploaded and **Upload successful** message will be displayed as shown below



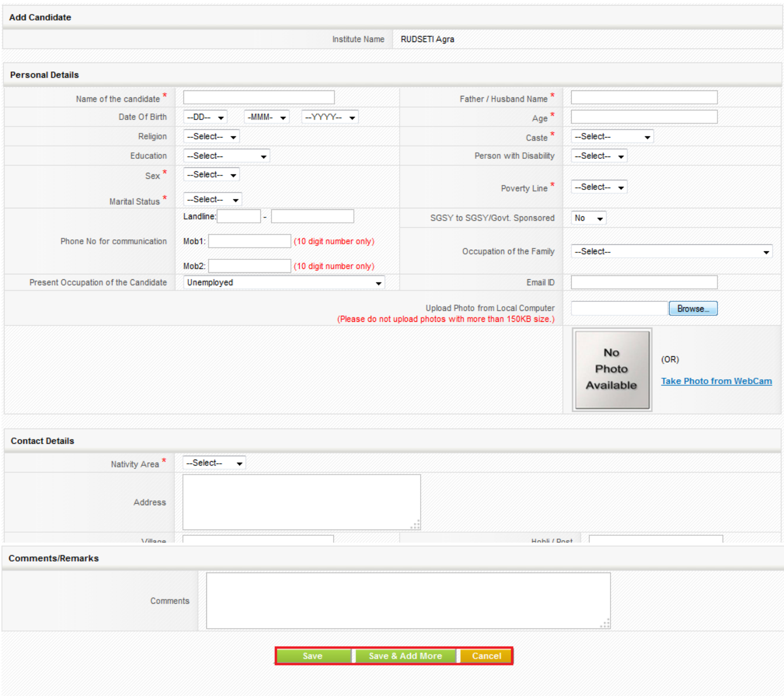
Note: if you select **upload** button make sure **batch no** is selected else the system will not allow the upload.

3.10 How to ADD Prospective Candidates

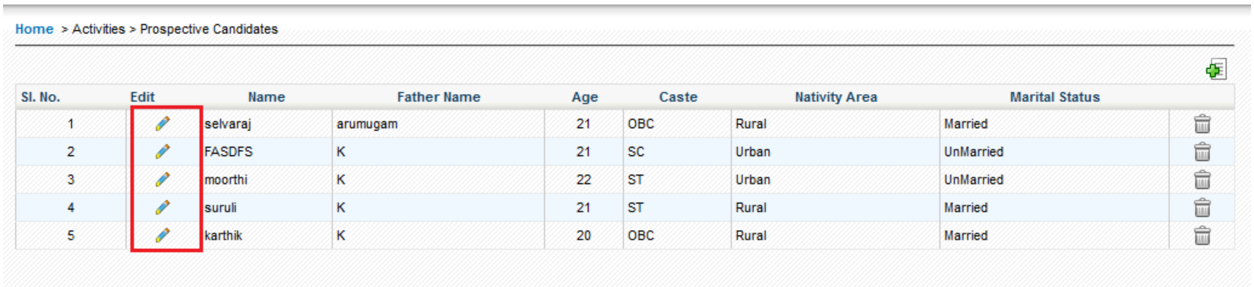


Select **Activities** from the horizontal menu and then click on **Prospective Candidates** from the left menu. From the above screen click on  as shown above to add more **Prospective Candidates**.

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 prospective candidate and click on Save to save the prospective candidate; clicking on Save & Add More will save the prospective candidate information and also bring in a new application to add new prospective candidate.

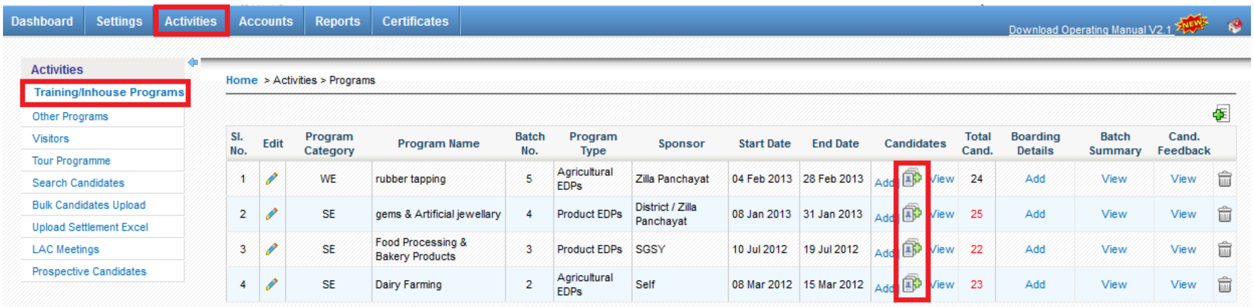


Edit prospective Candidate information

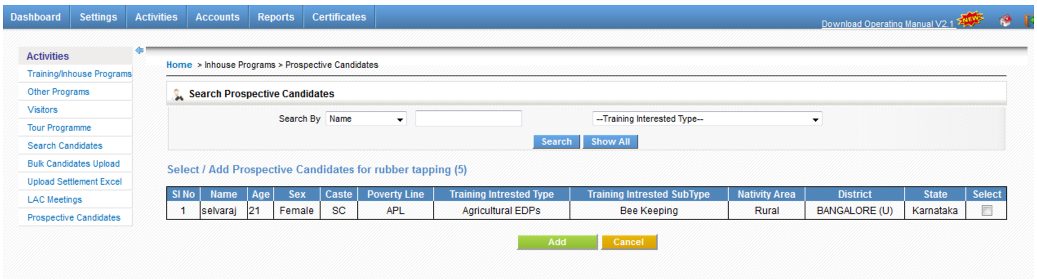


By clicking the as shown in the above screen the candidate / trainee screen will be displayed in the edit mode.

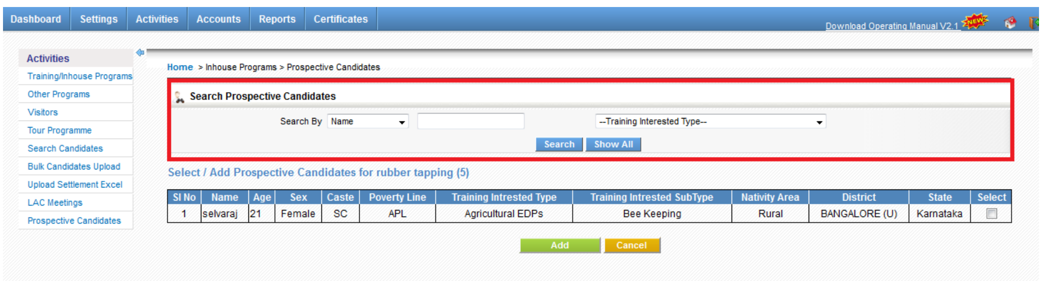
3.11 How to Add Candidates from prospective candidates:



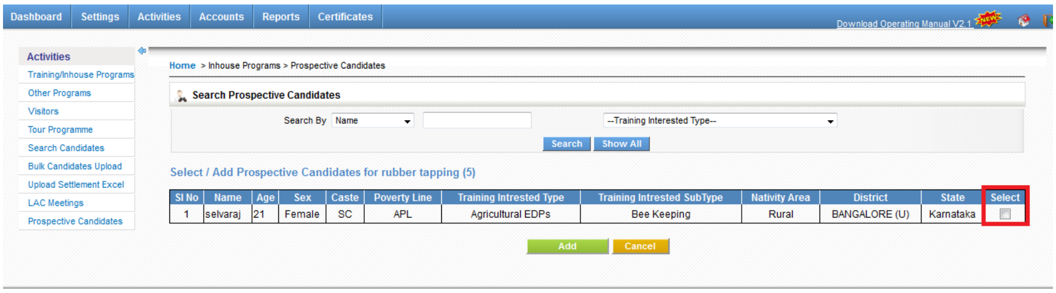
Select **Activities** from the horizontal menu and then click on **Training/Inhouse Programs** from the left menu. From the above screen, click on to add from **Prospective Candidates List**. Clicking on **ADD** as shown in the above picture, this will direct you to the screen as shown below.



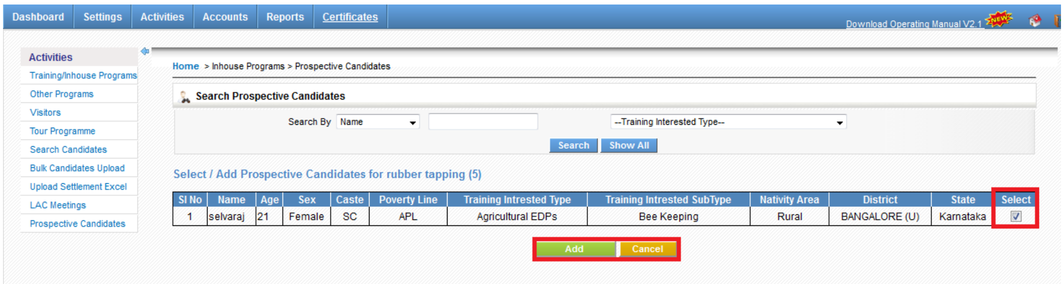
If you want to search candidates, you can use **search prospective candidates** as shown below.



After searching you can select the candidates by selecting check box in the list as shown below



After selecting candidates click on **Add** button as shown below.



The selected candidates will be moved to the program.

3.12 How to ADD TRAINING COST

In this section you will be able to maintain a record of all the training cost reimbursements/refunds from various organizations.

FROM MORD:

Select **Activities** from the horizontal menu and then click on **Training Cost** from the left menu and then select **FROM MORD** from the horizontal menu, as shown in the picture above.

Now, from the resultant screen show below; the lists of programs conducted are shown (Note: Program should have at least 1 BPL candidate to be shown in this list). Here the maximum refund amount that can be claimed is automatically calculated and shown.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--
6	Dairy Farming	192	Dec 10, 2012	Dec 15, 2012	6	22	22		26400	--Select--
7	Dairy Farming	191	Dec 10, 2012	Dec 15, 2012	6	30	30		36000	--Select--
8	Dairy Farming	190	Dec 04, 2012	Dec 09, 2012	6	32	32		38400	--Select--
9	Goat Farming	188	Nov 30, 2012	Dec 05, 2012	6	20	20		24000	--Select--
10	Goat Farming	187	Nov 30, 2012	Dec 05, 2012	6	22	22		26400	--Select--
11	Computer Hardware (A+) & Networking (N+)	185	Nov 04, 2012	Dec 18, 2012	45	34	7		35000	--Select--
12	Domestic Electrical Appliance Repair	184	Oct 06, 2012	Nov 04, 2012	30	22	5		25000	--Select--
13	BEE KEEPING	183	Sep 22, 2012	Sep 27, 2012	6	59	3		3600	--Select--
14	Multi Phone Service	182	Sep 21, 2012	Oct 20, 2012	30	24	10		50000	--Select--

From the above screen you have to enter **Trng.cost**, this will serve as a reference in future. Once the documents are ratified and submitted to the respective agency for refund you can change **status** by selecting **Submitted for Refund** as shown below.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	--Select--
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select-- Submitted for Refund
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--
6	Dairy Farming	192	Dec 10, 2012	Dec 15, 2012	6	22	22		26400	--Select--

Once the record is saved the status will be shown as shown in the below screen.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Submitted for Refund
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--

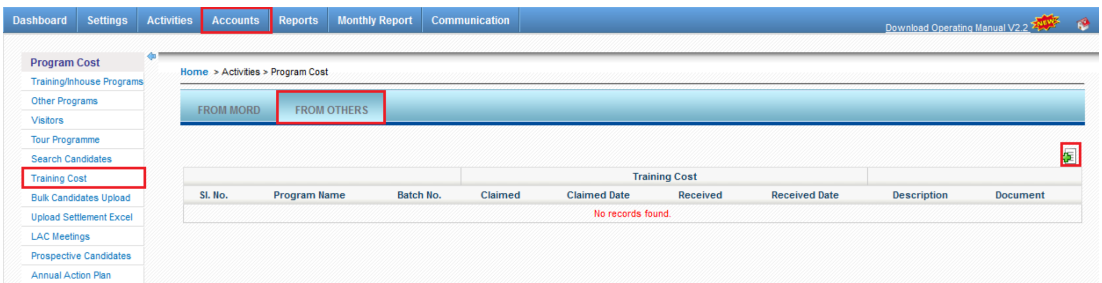
Once you have received the funds, you can come back and change the status to **refund received** as shown below.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Submitted for Refund
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select-- Submitted for Refund
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	Refund Received
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--

After updating the status, it will be shown as below.

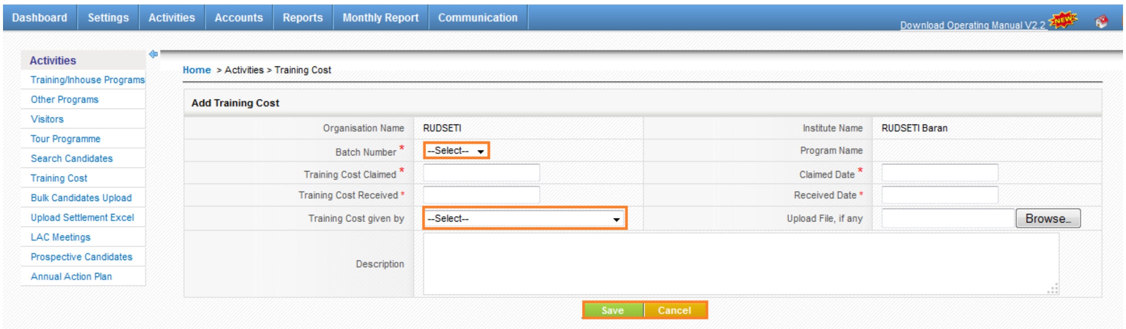
Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Refund Received
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--

FROM OTHERS:



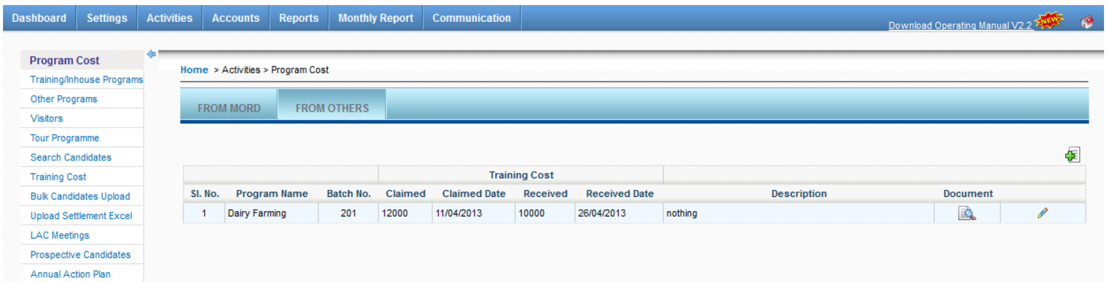
Select **Activities** from the horizontal menu and then click on **Training Cost** from the left menu and then select **FROM OTHER** from the horizontal menu. Now, from the above screen click on to add a records.

Now, from the below resultant screen select the **batch no** for which you want to record to training cost and refund details and all the other relevant details in the fields and click on save.



* indicates mandatory fields

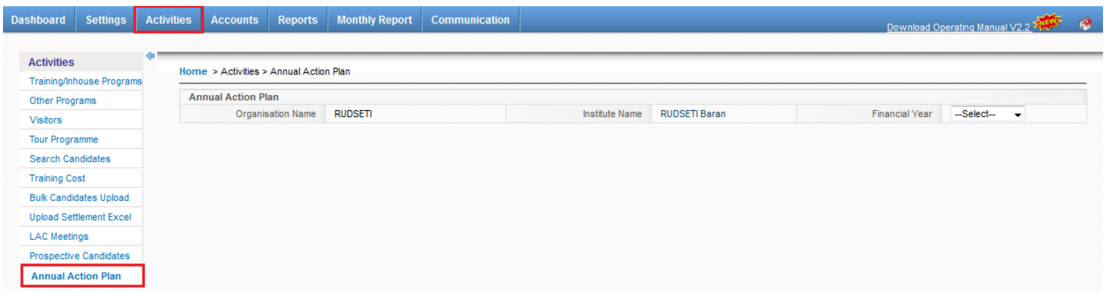
Now, you will be directed to a screen as shown below.



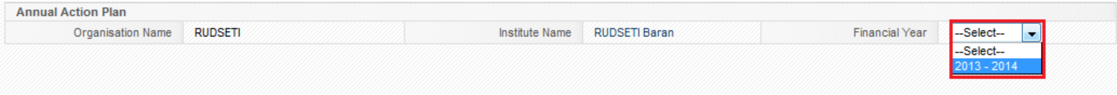
			Training Cost						
Sl. No.	Program Name	Batch No.	Claimed	Claimed Date	Received	Received Date	Description	Document	
1	Dairy Farming	201	12000	11/04/2013	10000	26/04/2013	nothing		

If you want to edit details click on edit button as shown above. You can also update any reference document by clicking on the button .

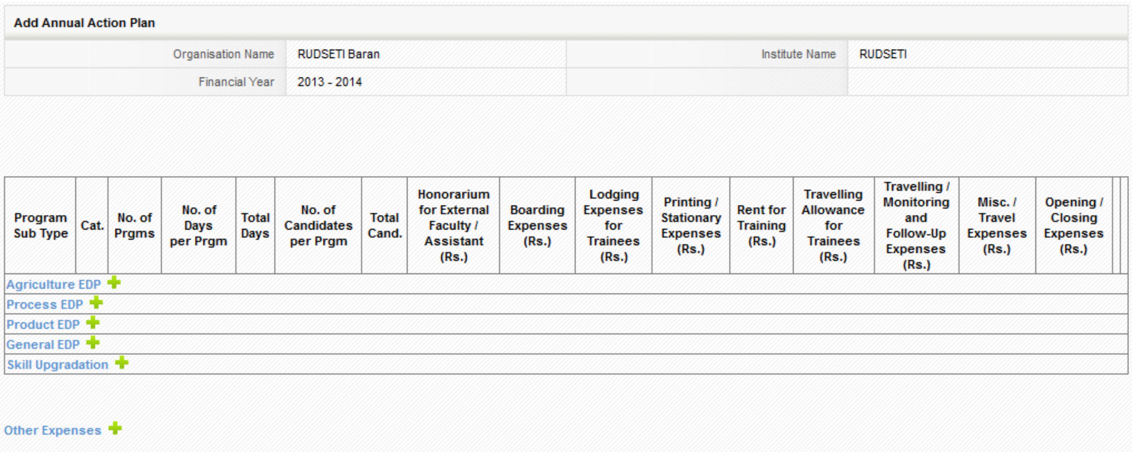
3.13 How to ADD Annual Action Plan



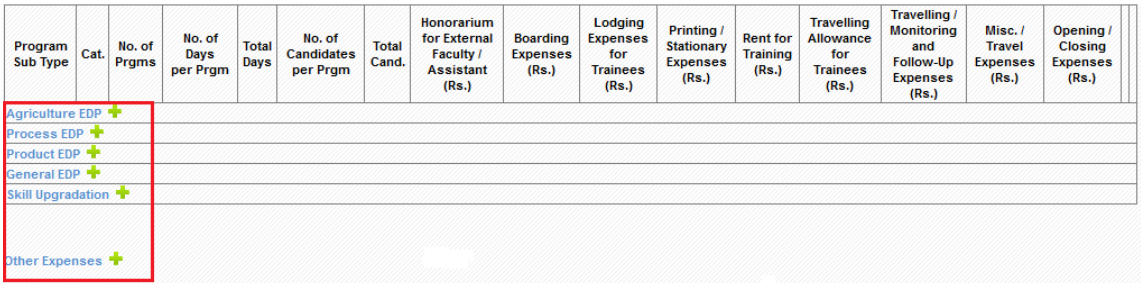
Select **Activities** from the horizontal menu and then click on **Annual Action Plan** from the left menu as shown above.



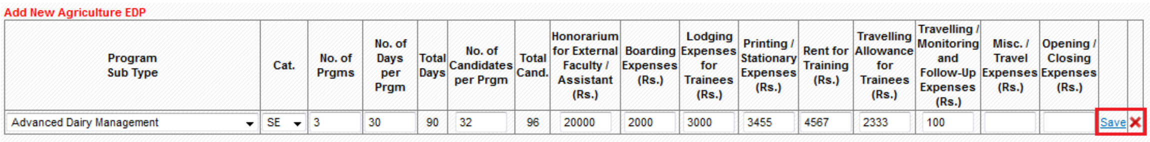
Now, from the above screen choose **Financial year** to add annual action plan, after choosing the financial year it will show as shown as below.



Above screen shows program subtype, click on respective add button as shown below to add the planned program.



Upon clicking the button you will be directed to the below screen. Now, in below screen enter all the fields with relevant information about the **Annual Action Plan** and click on save if you want to close click on close.



Now, you will be directed to a screen as shown above.

Program Sub Type	Cat.	No. of Prgms	No. of Days per Prgm	Total Days	No. of Candidates per Prgm	Total Cand.	Honorarium for External Faculty / Assistant (Rs.)	Boarding Expenses (Rs.)	Lodging Expenses for Trainees (Rs.)	Printing / Stationary Expenses (Rs.)	Rent for Training (Rs.)	Travelling Allowance for Trainees (Rs.)	Travelling / Monitoring and Follow-Up Expenses (Rs.)	Misc. / Travel Expenses (Rs.)	Opening / Closing Expenses (Rs.)		
Agriculture EDP																	
Advanced Dairy Management	SE	3	30	90	32	96	20000	2000	3000	3455	4567	2333	100	0	0		
Process EDP																	
Product EDP																	
General EDP																	
Skill Upgradation																	

Other Expenses

You will be able to Edit the plan by clicking on the and Delete the plan by clicking on the as shown above.

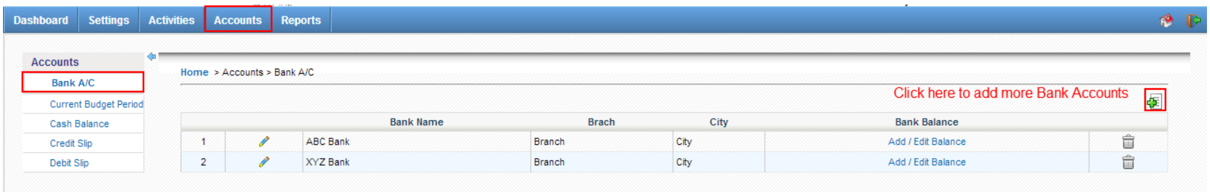
Repeat the process for all the other EDPs.

Note: Any details once deleted cannot be reverted back.

4. Accounts

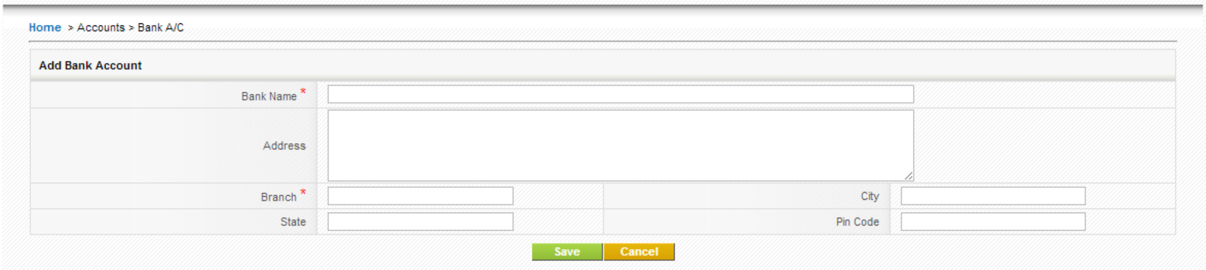
This is a basic accounting module that has been provided as add on to the MIS. Below are some of the operations that can be handled in this module.

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.

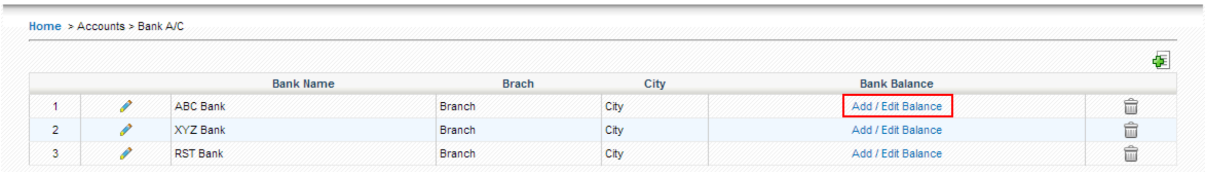
Then Click on to add more Bank Accounts. You will be directed to the below screen.



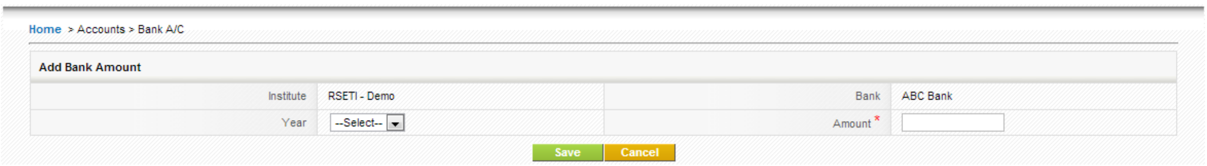
Enter all the relevant details and click on Save.

* 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.



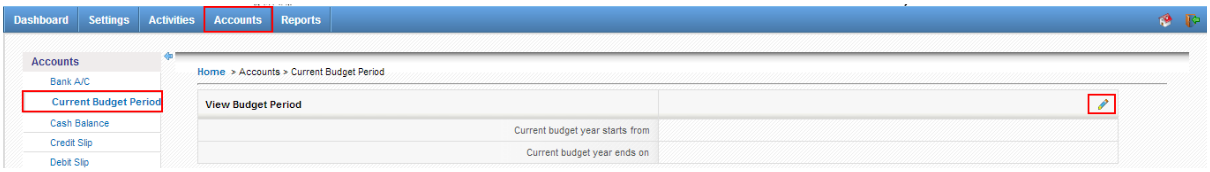
Upon clicking of **Add/Edit Balance** you will be directed to a page as shown below. Now click on to arrive at the below screen.



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

4.2 How to add current Budget period

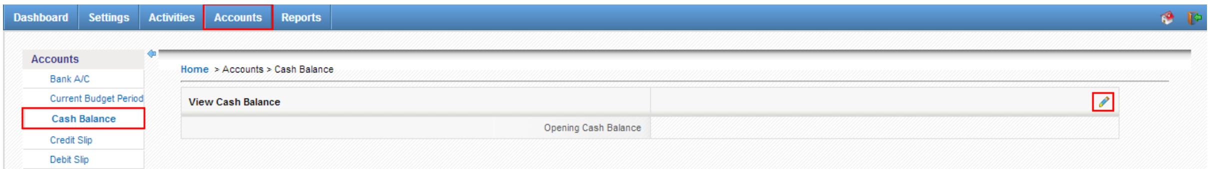
Click on **Accounts** on the Horizontal Menu and then click on **Bank A/C** on the left menu. You will be directed to a screen as shown below.



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

4.3 How to Add Cash Balance

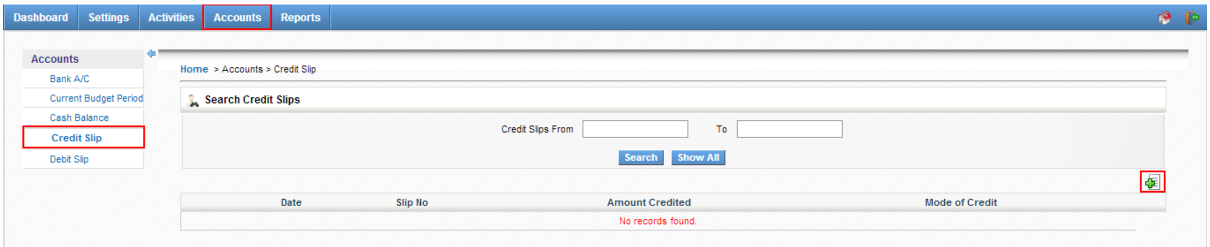
Click on **Accounts** on the Horizontal Menu and then click on **Cash Balance** on the left menu. You will be directed to a screen as shown below.



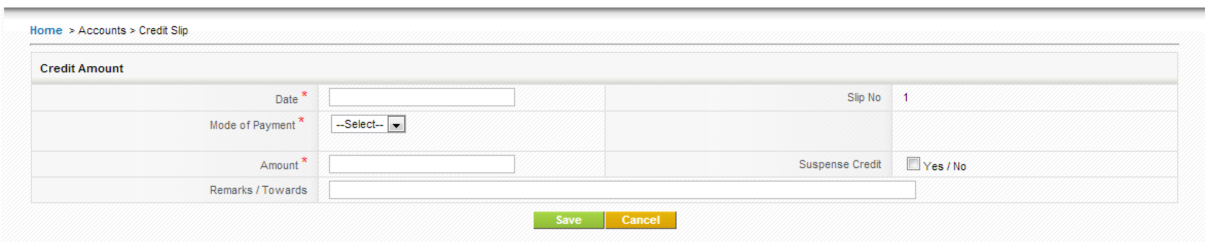
Now click on to add/edit the **Cash Balance**.

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.

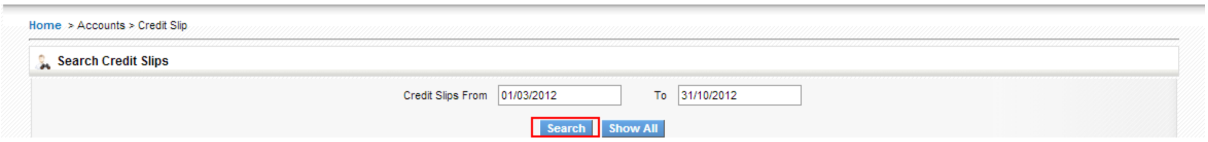


Now click on to add **Credit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the credit slip.



Search for Credit Slips

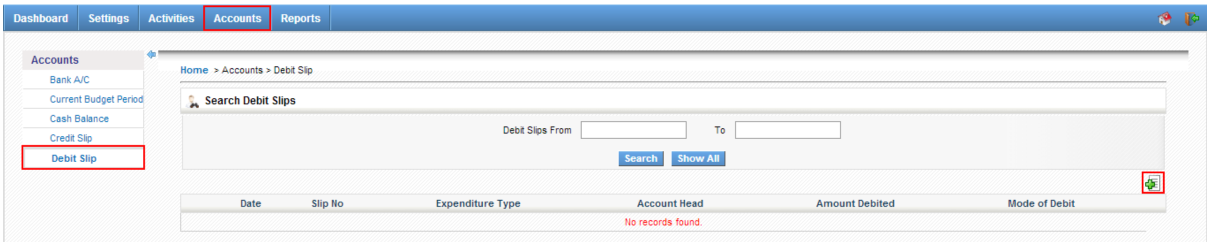
You will be able to search for Credit slips of a particular date range. By selecting the date and clicking on Search.



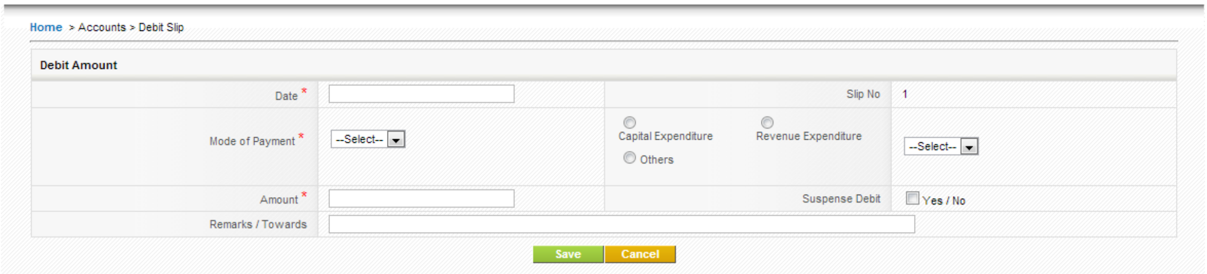
This action will get all the credit slips of a particular date range you have selected.

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.



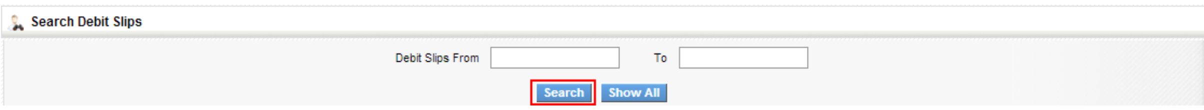
Now click on  to add **Debit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the debit slip.



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.

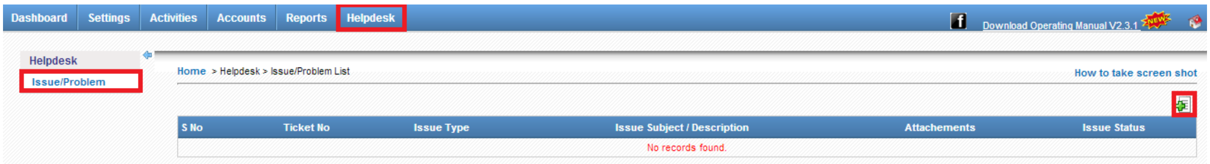


This action will get all the Debit slips of a particular date range you have selected.

5. Helpdesk

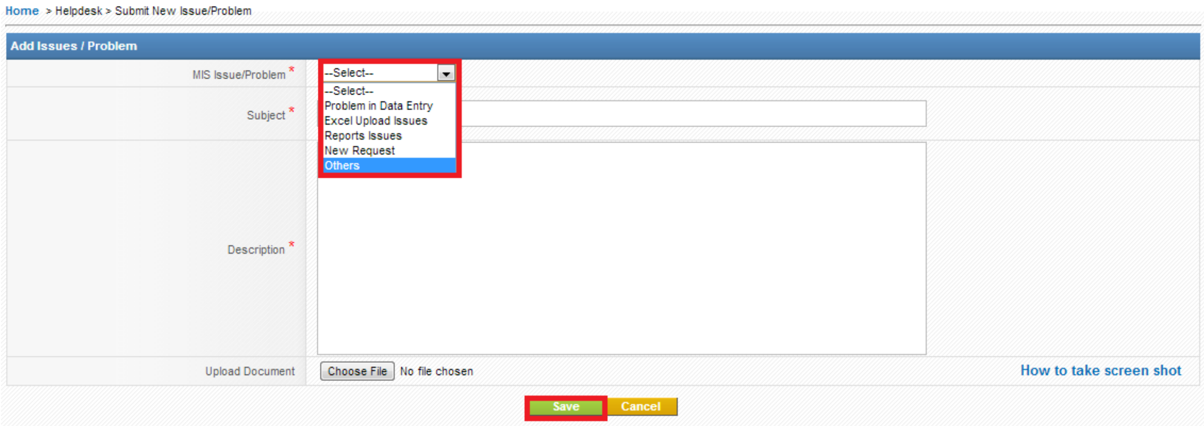
Using this feature you will be able to report any issue that you are facing or you can also submit any suggestion to improve RSETI MIS software. Your queries will be responded by the RSETI Support team.

5.1 How to add Issue/Problem Details



Click on **Helpdesk** on the Horizontal Menu and then click on **Issue/Problem** on the left menu. You will be directed to a screen as shown above.

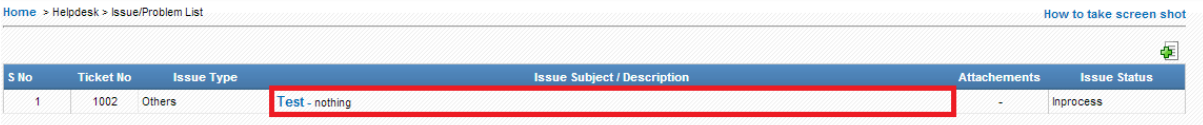
Then Click on to add more Issue/problem. You will be directed to the below screen.



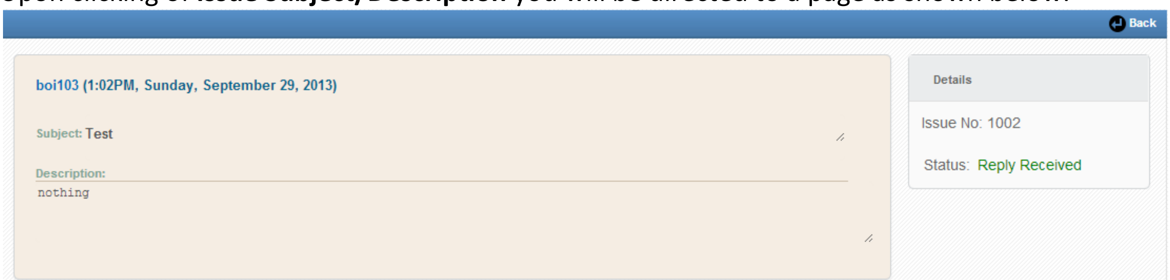
Enter all the relevant details and click on Save. You can also capture the screen shot and attach the file as a reference to the issue. Steps on how to take a screen shot can be viewed by clicking on ***How to take screen shot link***

* indicates mandatory fields

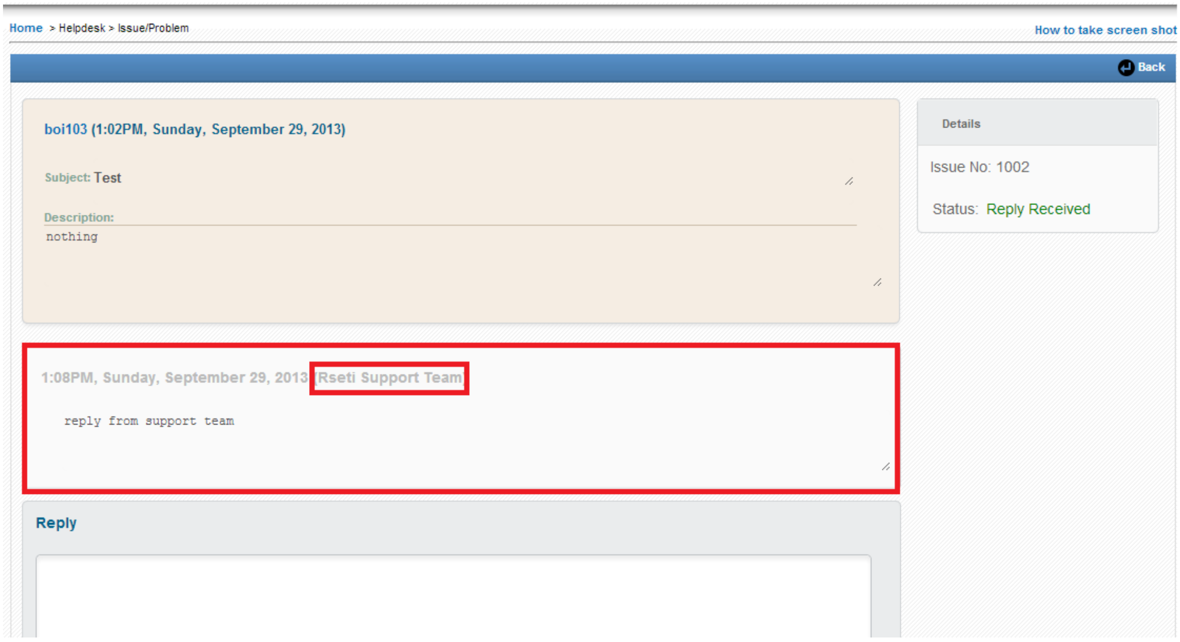
Once the Issue/Problem has been created, you will be directed to the Issue/Problem list page as shown below. Now click on **Issue Subject/Description,** to see reply messages from **Rseti Support team**.



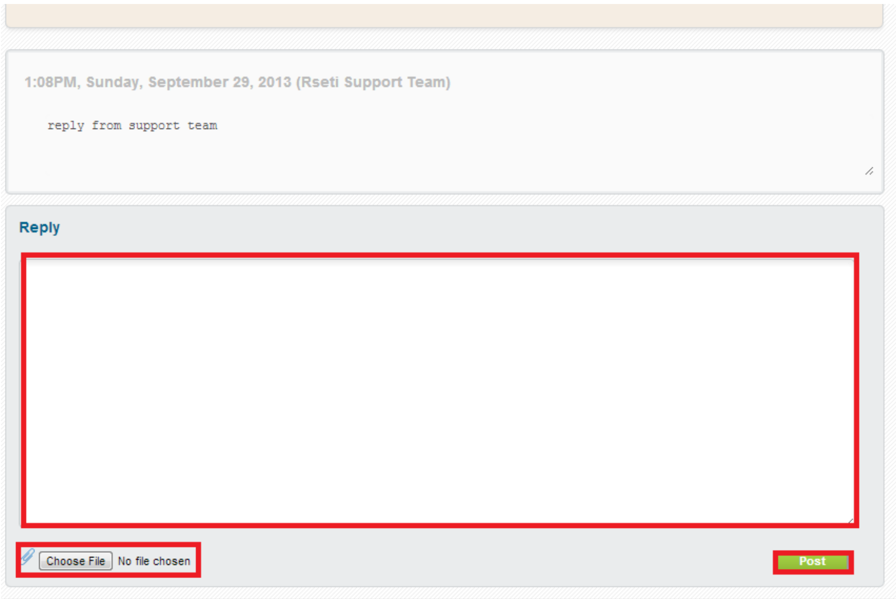
Upon clicking of **Issue Subject/Description** you will be directed to a page as shown below.

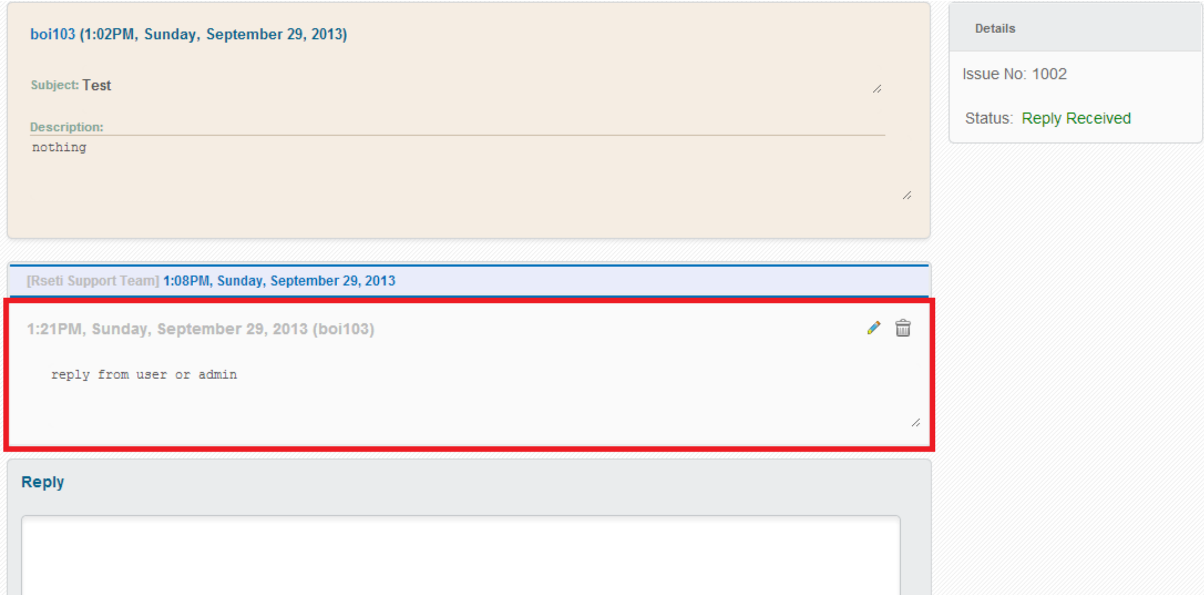


If **RSETI Support Team** has responded to your query it will be shown as below.



If you want to further discuss or have queries on the same issue type your message using the **Reply** box as shown as below.




boi103 (1:02PM, Sunday, September 29, 2013)
Subject: Test
Description:
nothing
[Rseti Support Team] 1:08PM, Sunday, September 29, 2013
1:21PM, Sunday, September 29, 2013 (boi103)
reply from user or admin
Reply
Details
Issue No: 1002
Status: Reply Received

