सत्यमेव जयते

Operational Manual for HMIS

Ministry of Health and Family Welfare

October 2008

Ver. 1.0 - Draft

Note to Readers

It is recommended that the users of this manual simultaneously navigate through the links for a better understanding of the **Web Based Data Entry** application. The application constitutes the **Monitoring & Evaluation System** designed by the Ministry in technical collaboration with **M/s iBilt Technologies Ltd**.

All activities and steps in the software application have been described in a step by step procedure along with Screen Shots appropriately inserted for easy understanding. The associated messages that you might encounter in the application have been explained at the end of each section. The following **Set of Conventions** have been used in the documentation of this manual to highlight and distinguish different types of information.

Doc Text	Style	Samples
Terms from application	Bold + Title case	**Welcome Screen** refers to Home page.
Notes	**Note:**	**Note:** The Notes constitutes important points to ponder throughout the document.
Tips	**Tip:**	**Tip:** Use tips to accelerate processing.
Cautions	**Caution:**	**Caution:** Ensure to take care of all the warnings in the cautions for effective results.

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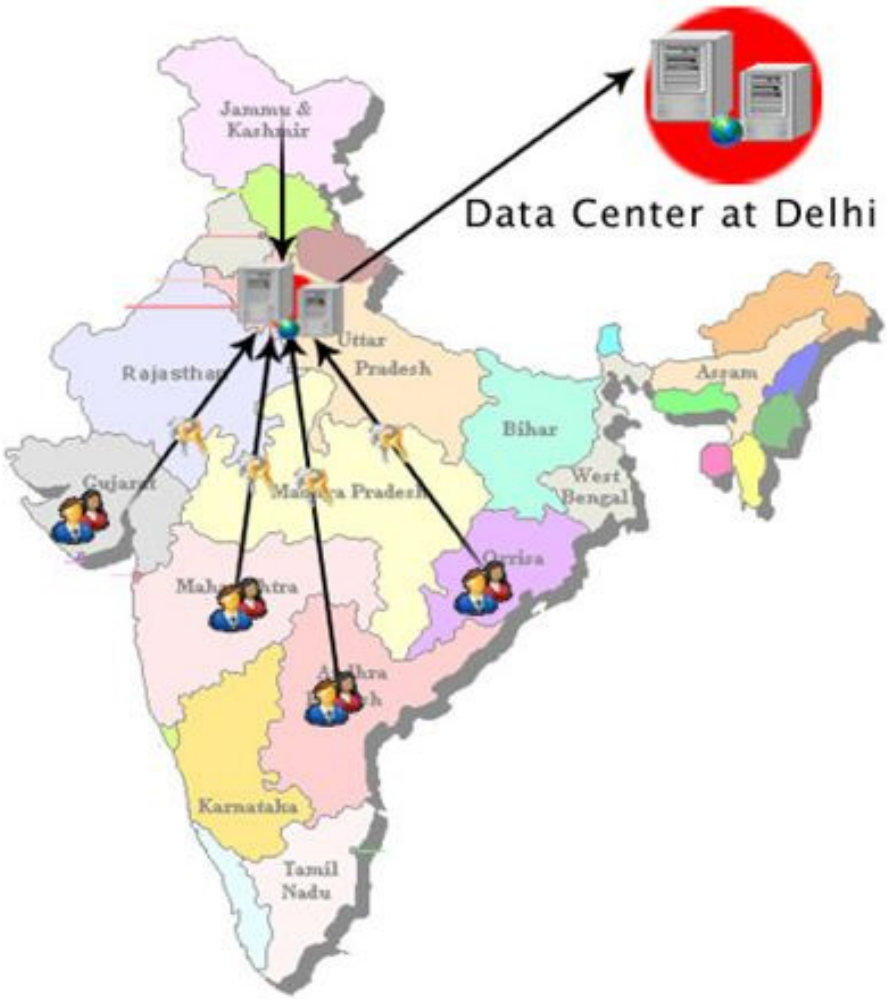
Chapter 1: System Overview

1.1 Application Access



The **Web Based Data Entry Application** has been designed for capturing of data based on the revised HMIS formats. The website has a well-designed interface and database for storing the HMIS data.

The server for the website has been installing at the NIC data center and the users can log on to the website and enter, preview and compare HMIS information.

1.2 Hardware Requirements

- Desktop (Pentium P IV or higher processor)
- 256 MB DDR II RAM 533 MHz 20 GB HDD
- Monitor with 1024x768 resolution
- Scroll Mouse
- Internet Connectivity (Internet/NIC Net/Broadband)
- Keyboard
- UPS

1.3 Software Requirements

- Microsoft Windows Operating System XP/Vista or above
- Internet Explorer 6 .0 or above.

Chapter 2: Interfaces, Working and Application Flow

2.1 Interfaces

Interfaces	Meaning	Description
Mandatory Label	*	Indicates that the labeled field is a mandatory field and user cannot finish operation without making an entry for this.
Show/Plus Icon		Displays/Unfolds the child item(s).
Hide/Minus Menu Icon		Hides/Folds the child item(s).
Search (Green)	Search	Invoke the Search form.
Search (Grey)	Search	Indicates deactivated button
Add (Green)	Add	Invoke the Add Form
Add (Grey)	Add	Indicates deactivated button
Search Button	Search	Displays search result, if any that matches the specified search criteria.
Move Next Button	Move Next	Navigates to the next screen based on selected criteria on the current form.
Compare Button	Compare	Displays the comparison between the data of the current period and the previous period.
Preview Button	Preview	Enables the user to preview the data.
Modify	Modify	Enables the user to open a record for editing.
Text Box		Enables user to enter data or modify the displayed value.

Interfaces	Meaning	Description
Text Area		Enables user to enter data or modify the displayed text.
Drop down list	-Select-	Enables user to select a single item from a list of items. For example, -Select- -Select- Male Female
Radio Buttons		To make a single choice out of all available options.
Checkbox		To choose more than one option out of all available options.
Multiple Selection icon	>>	To move all the items from the left list box (List box comprising of entire list) to the right list box. (List box comprising of selected items).
Single Selection icon	>	To move highlighted item from the left list box (List box comprising of entire list) to the right list box (List box comprising of selected items).
Single De-Selection icon	<	To move the highlighted item from the right box (List box comprising of selected items) to the left list box (List box comprising of entire list)
Multiple De-Selection icon	<<	To move all the items from the right list box (List box comprising of selected items) to the left list box (List box comprising of entire list)
De-active Button	Deactive	To open the deactivation window
Deactivate Button	Deactivate	To disable the selected record.
Activate Button	Activate	To activate a deactivated record.

Interfaces	Meaning	Description
Browse Button	Browse...	To browse the file from the local hard disk.
Upload Excel	Upload Excel	To upload the excel file at the add form automatically browsed from the local hard disk.

2.2 Working

2.2.1 Pre-requisites

I. Ensure the availability of all the tools listed in System Requirements section for successful running of application.

II. Turn **off the Pop-up blocker** for the Internet Explorer as many windows in the application open as a separate pop-up window.

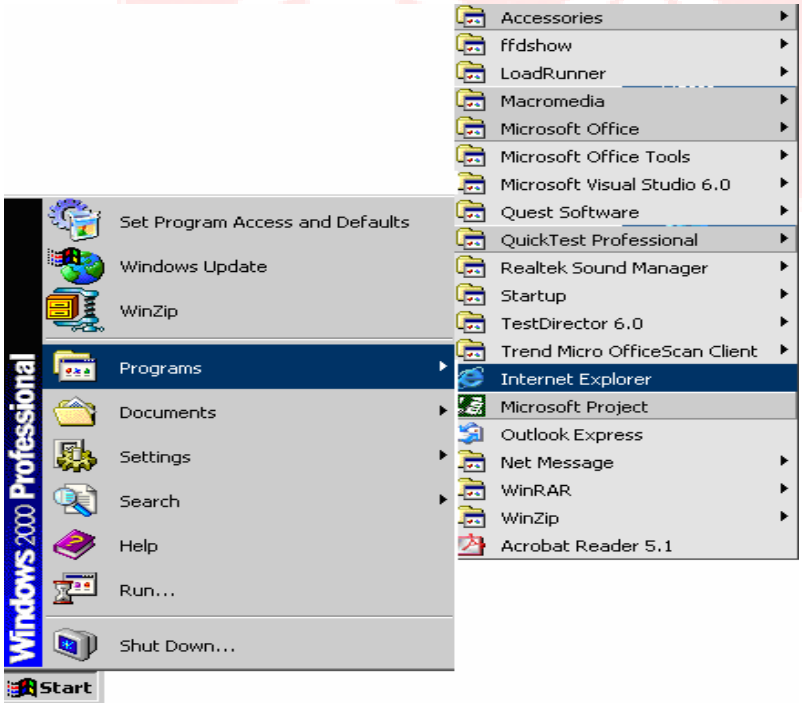
III. Set 1024x768 as resolution of monitor for viewing the application.

2.2.2 Welcome Screen

Steps to reach the Welcome Screen

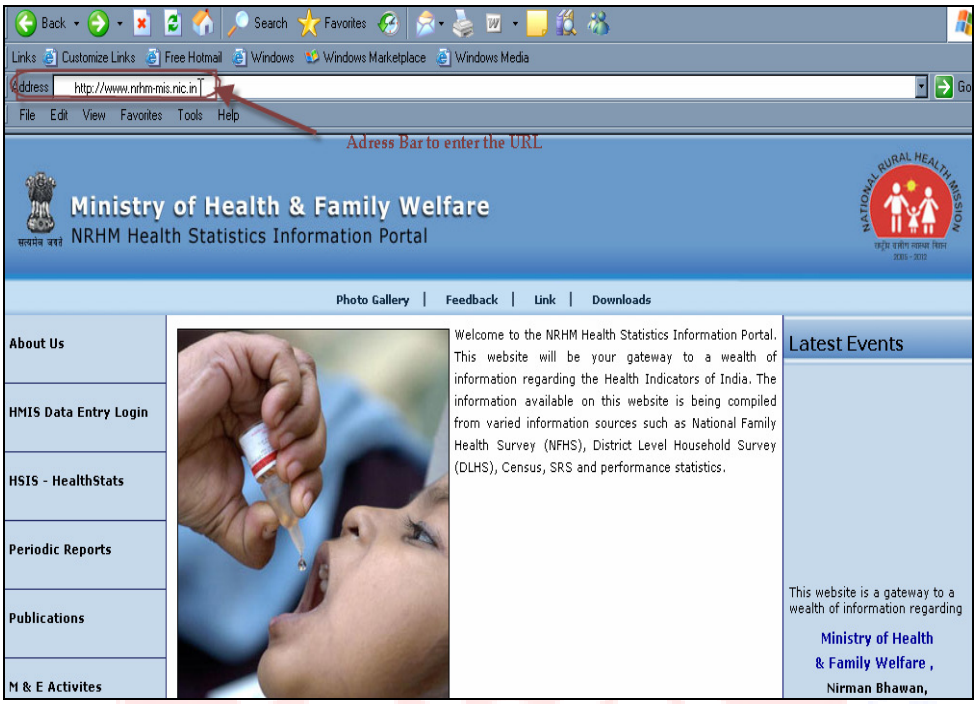
STEP 1: Select the Internet Explorer from the "Start" menu to open the explorer window.

Screen Shot



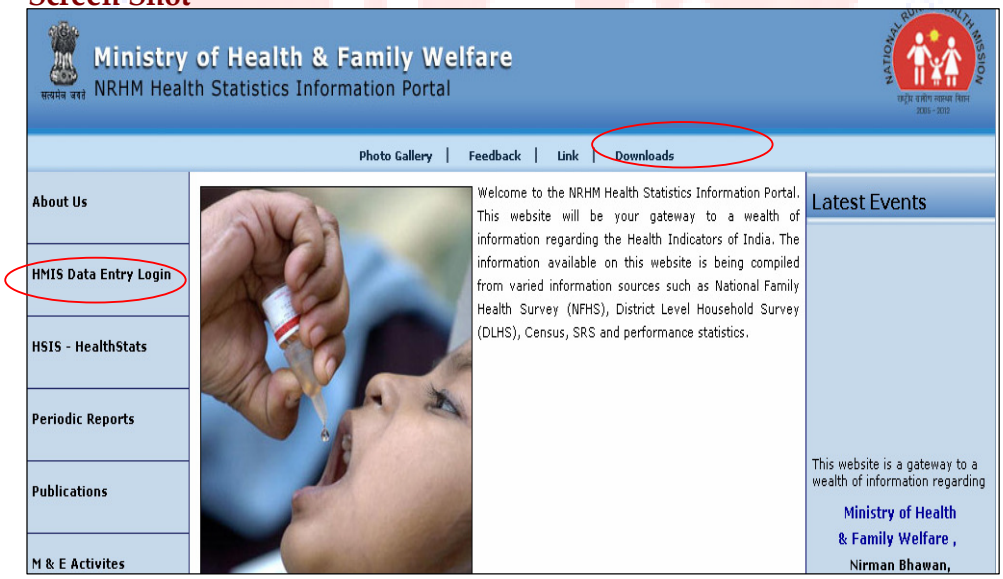
STEP 2: Specify the URL http://www.nrhm-mis.nic.in at the address bar of the explorer window

Screen Shot



Step 3: Click **Enter** key to preview the open the **Welcome Screen.**

Screen Shot



About the Screen

The right-most link in the top menu namely **Downloads** enables a user to download forms in different formats from the website.

> **Caution:** Please ensure to download the latest version before downloading and uploading the forms.

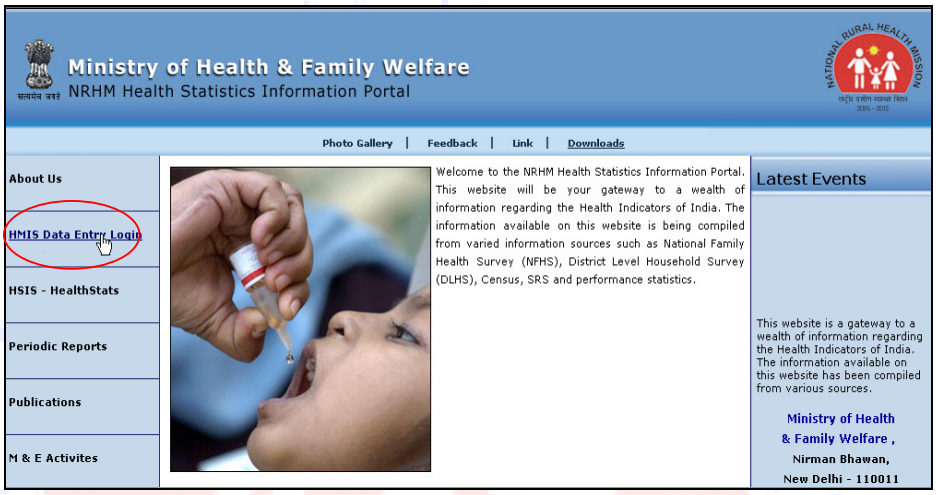
The **HMIS Data Entry Login** link at the left panel directs the user to the login page of the application.

2.2.2.1 Log-In Process

Steps to log in to the application:

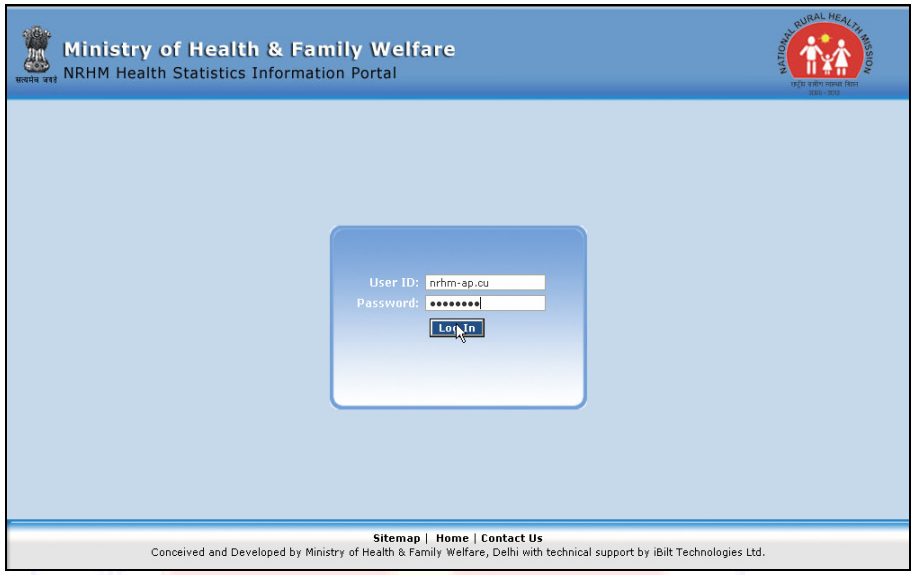
STEP 1: Click the **HMIS Data Entry Login** link in the left panel of the welcome screen to open the login page of the web based application.

Screen Shot



STEP 2: Enter valid **User ID** and **Password** in the respective textboxes at the login screen.

Screen Shot



Note: It is advisory for all users to remember and enter the respective username and password correctly to access the system.

STEP 3: Click on the **Login** button to open the Home Page of the application.

Error Message

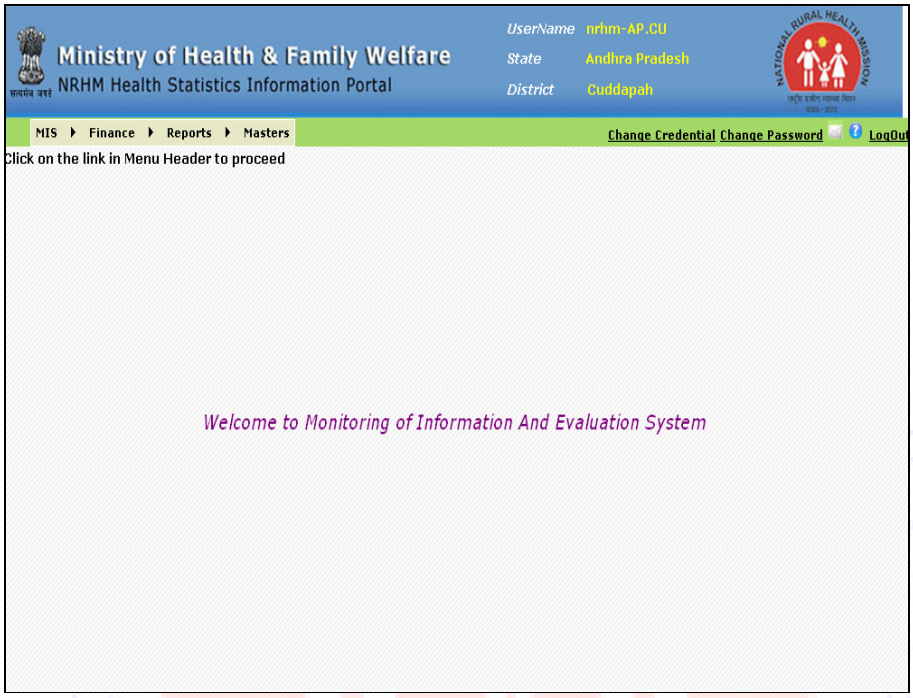
Error Message	Description	Solution
Your login attempt was not successful. Please try again.	The application prompts that the username and/or password entered by you does not match any of the valid reference entries maintained at the System	Enter Valid Username and Password in the corresponding textboxes and press enter to login to the Home Page.

Error Message	Description	Solution
	Database.	
Invalid Operation	No connectivity with the Database Server.	Contact your Network Administrator to report the loss of connectivity between your Application Server and Database Server.

2.2.2.2 Home Page

Once the system has authenticated the user at the login stage, the valid user is directed to the **Home Page** that serves as the main panel for any further navigation.

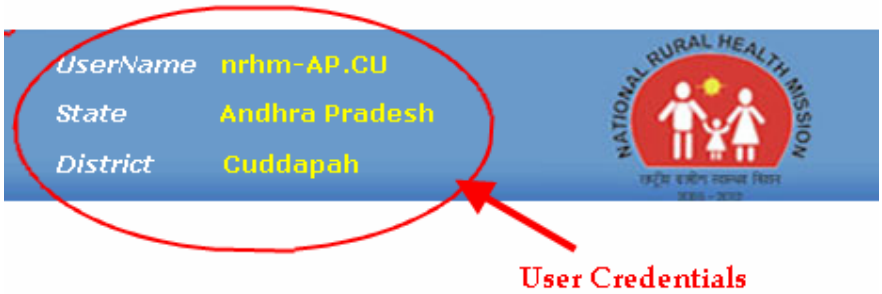
Screen Shot



About the Home Page

The Home page of the application is a welcome screen that enables the user to navigate to various modules in the application along with other details as elaborated below.

The top-right corner of the Home Page comprises of three fields namely **Username, State,** and **District.** These are credentials about the currently logged-in user.



User Credentials

The top menu of the window displays the links for modules. Other useful links on the Home page includes Change Credentials, Change Password, Contact us and Help link.

2.2.2.3 Change Credentials

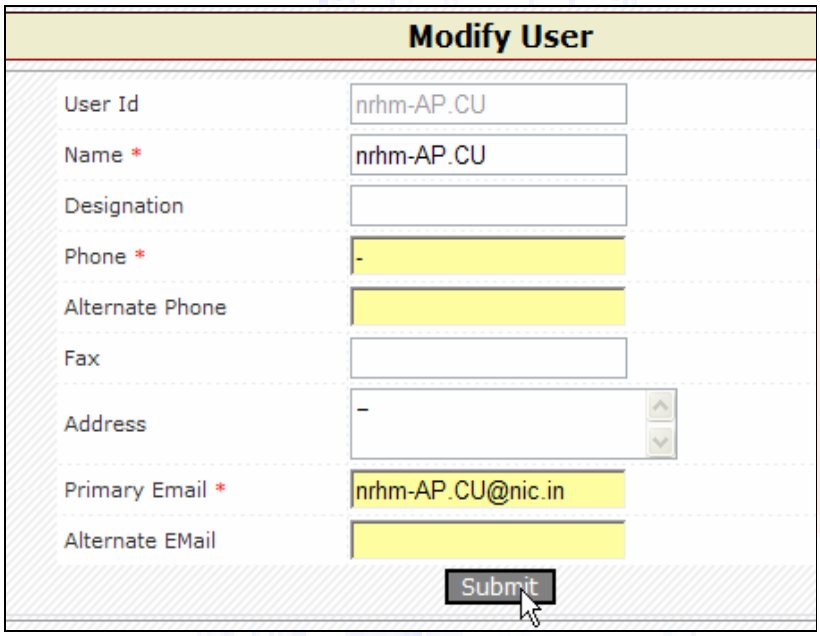
Purpose

The **Change Credentials** link enables the user to modify his/her personal information into the system database.

Navigation

Home Page ➔ Change Credentials

Screen Shot



About the Screen

The **Modify User** window opens from the **Change credentials** link at the home page. This facilitates the user to change his personal data.

Steps to change the user information:

STEP 1: Click the **Change Credentials** link at the home page to enable **Modify User** window pop-up.

STEP 2: Modify the applicable fields as described below:

Field	Description
User Id	Preview the non-modifiable field.
Name	This is a mandatory field. You may continue with the existing name or enter another one to replace in the textbox.
Designation	Enter new designation or Replace the existing designation by typing in the textbox. The user may leave the field empty as it is an optional field.
Phone	This is a mandatory field. You may continue with the existing name or enter another one to replace in the textbox.
Alternate Phone	Enter alternate phone number or Replace the existing one by typing in the textbox. The user may leave the field empty as it is an optional field.
Fax	Enter fax details or Replace the existing one by typing in the textbox. The user may leave the field empty as it is an optional field.
Address	Enter new address or Replace the existing address information by typing in the textbox. The user may leave the field empty as it is an optional field.
Primary E-mail	This is a mandatory field. You may continue with the existing primary e-mail id in the system or enter another one to replace in the

Field	Description
	textbox.
Alternate E-mail	Enter new alternate electronic mail id or Replace the existing one by typing in the textbox. The user may leave the field empty as it is an optional field.

STEP 3: Click the **Submit** button to save the changes.

2.2.2.4 Change Password

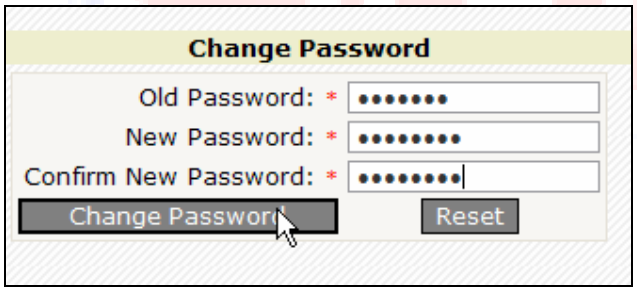
Purpose

The **Change Password** link opens a window that facilitates the user to change the password.

Navigation

Home Page ➔ Change Password

Screen Shot



About the Screen

The **Change Password** window opens from the **Change Password** link at the home page. This facilitates the user to change his personal data.

Steps to change the application login password:

STEP 1: Click the **Change Password** link at the home page.

STEP 2: Fill up the fields on the form as described below:

Field	Description
Old Password	Enter the existing password in the textbox.
New Password	Enter the fresh password in the textbox.
Confirm Password	Repeat the fresh password in the textbox.

STEP 3: Click one of the following depending upon applicability:

- **Change Password:** To save the new password.
- **Reset:** To clear all the fields.

2.2.2.5 Contact Us

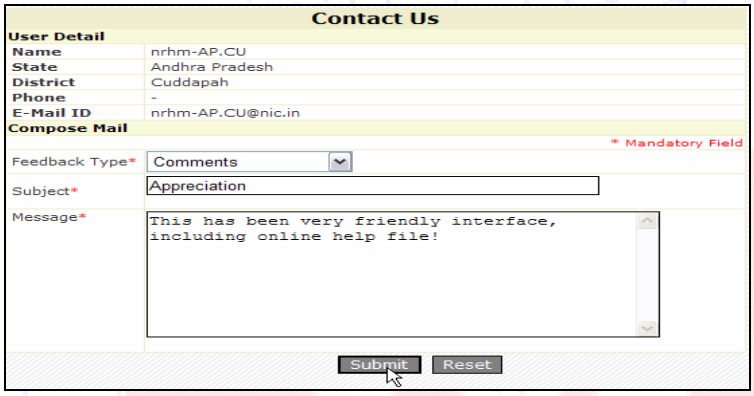
Purpose

The **Contact Us** form enables the user to post their messages.

Navigation

Home Page ➔ Contact Us

Screen Shot



About the Screen

The **Contact Us** window pops-up on clicking the link icon at the home page. This facilitates the user to post their feedback.

Steps to post a feedback:

STEP 1: Click the **Contact Us** icon at the home page.

STEP 2: Fill up the fields on the form as described below:

Field	Description
Feedback Type	Select a **Feedback Type** as **Comments** or **Query/Question** or **Contact Administrator** as

Field	Description
	applicable to the outgoing message.
Subject	Enter a Subject line in the textbox.
Message	Type in your message in the textbox.

STEP 3: Click one of the following depending upon applicability:

- **Submit:** To commit your message.
- **Reset:** To clear all the fields.

2.3 Application Flow & User-Rights

The application comprises of three types of users. The users are as following:

1. **District User**
2. **State User**
3. **National User**

2.3.1 Add New Record

- The District Level Users can add/modify data record(s) into the database about his district only. All the records that are entered and saved by the District Level User are available to him for modifying until he commits them to the State Level user.

- The records that are available to a State Level User are either that he added by himself or that were added by the District Level User. The records saved by the District Level User for the District that comes under the purview of his state are viewed as Drafts by the State Level User.

- The National Level Users cannot amend and/or add any records. The National Level Users can view the records that were committed by the State Level User(s). The records added and saved by the State Level User(s) are viewed as Drafts by the National Level User.

- The application enables the user to add new records in different ways. The user can perform the same online as well as offline.

> **Tip:** It is recommended that if the internet connectivity be unstable, then the user follow offline approach.

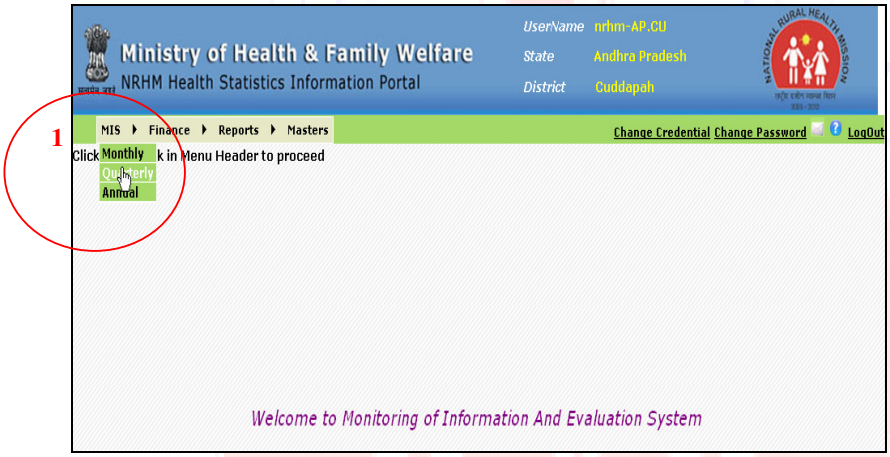
> **Caution:** It may be noted that the user can upload data using the offline data entry system for one time only for that period.

2.3.1.1 Add New Record-Online data entry

Steps for adding:

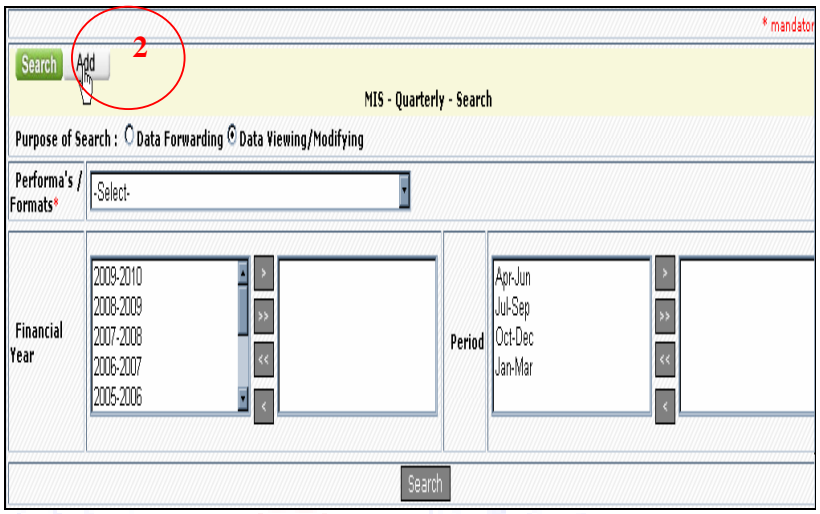
STEP 1: Click the module name link at the top menu on the Home Page to navigate to the module that opens the Search screen.

Screen Shot



STEP 2: Click the **Add** button to invoke the application to open the corresponding add–criteria screen in the module.

Screen Shot

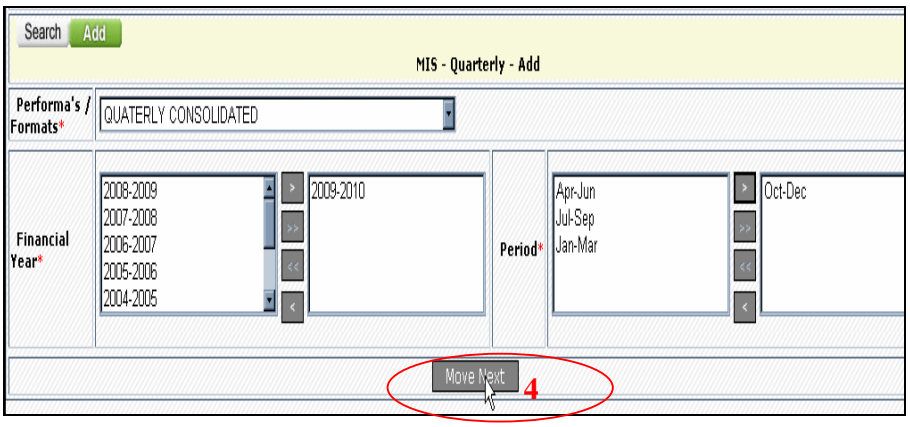


STEP 3: Fill up the form as described below:

Field	Description
Proforma's/ Formats	Select the Proforma's/Format from the drop down combo.
Financial Year	Select the applicable Financial Year(s) using the applicable selection buttons: • >> To select all values. • > To select value(s) highlighted. • < To unselect value(s) highlighted. • << To unselect all values.
Period	Select the applicable interval using the applicable selection buttons: • >> To select all values. • > To select value(s)

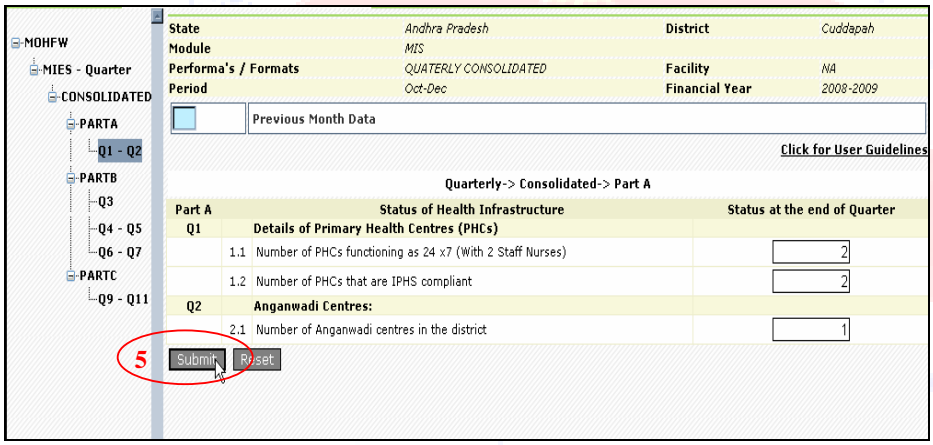
Field	Description
	highlighted. • < To unselect value(s) highlighted. • << To unselect all values.

Screen Shot



STEP 4: Click the **Move Next** button to finish defining the criteria for adding and opening the Add screen.

Screen Shot



STEP 5: Fill up the fields on the form as described below:

- Enter valid numeric value in the Textbox(s).

- Choose between Yes & No as per applicability from the given radio options.

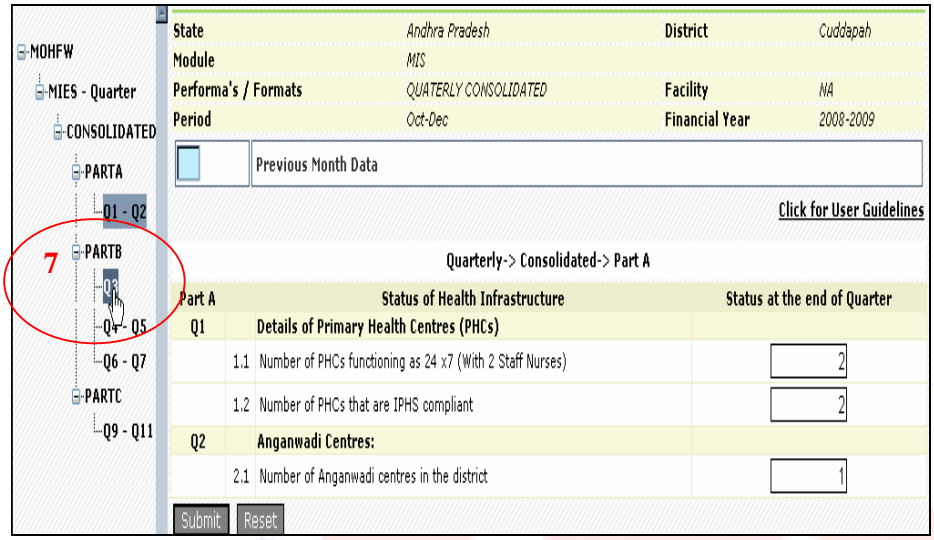
STEP 6: Click one of the following buttons depending upon applicability:

- **Submit:** To save the data entered on the form.
- **Reset:** To clear all the entries made on the form.

Note: There can be more than one sub-section for any given Add screen as depicted by the navigational tree on the screen at the left menu.

STEP 7: Navigate to the other Add sub-section (if any) on the screen by clicking the links on the left navigational tree displayed.

Screen Shot



STEP 8: Continue adding until desirable as described in the previous steps.

Caution: Make sure to submit before navigating to next section.

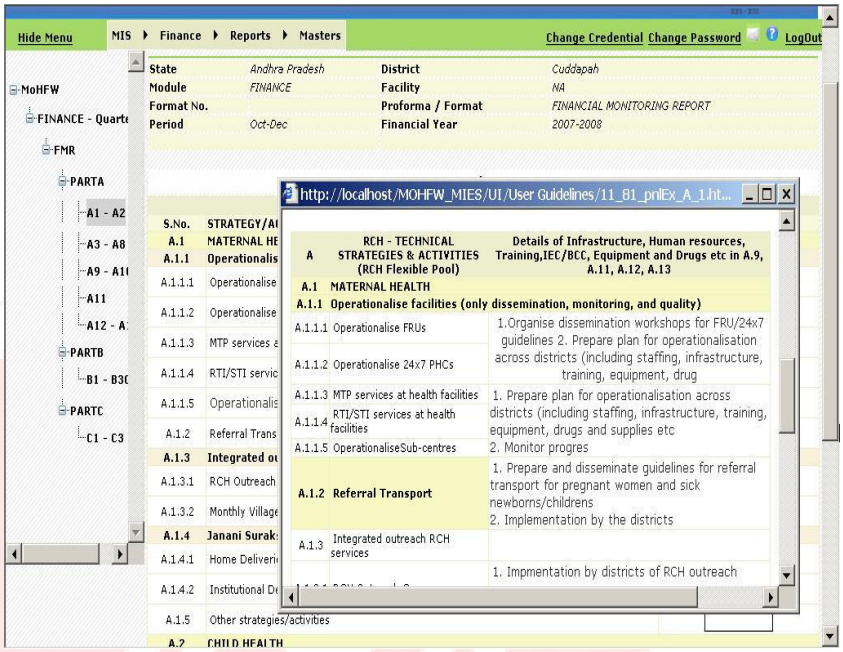
Note: The user can save the changes by clicking on the **Submit** button and the message appears "**Data has been Successfully Saved"** that confirms to the user that the data has been saved successfully and the **Submit** button is now changed to **Update** button.

2.3.1.2 Seeking Help at Add/Modify-Section Window

Purpose

The **Help** form enables the user to preview a description for the sub-section currently highlighted that helps the user in filling up the forms.

Screen Shot



About the Screen

The **Help** window pops-up on clicking the icon.

Steps to avail online help:

STEP 1: Let the cursor be placed in the field for which you wish to seek help.

STEP 2: Click the icon.

STEP 3: Preview the Help in the pop-up window.

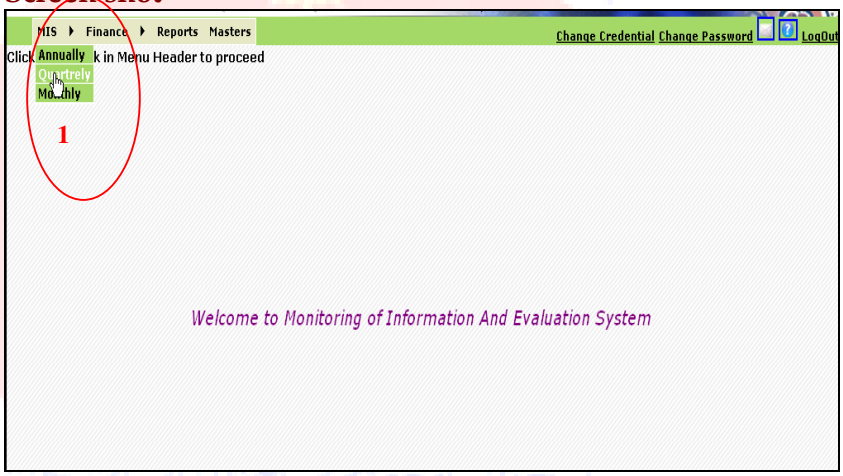
2.3.1.3 Add New Record-Offline data entry

Caution: Please ensure to download the latest version before downloading and uploading the forms.

Steps for adding:

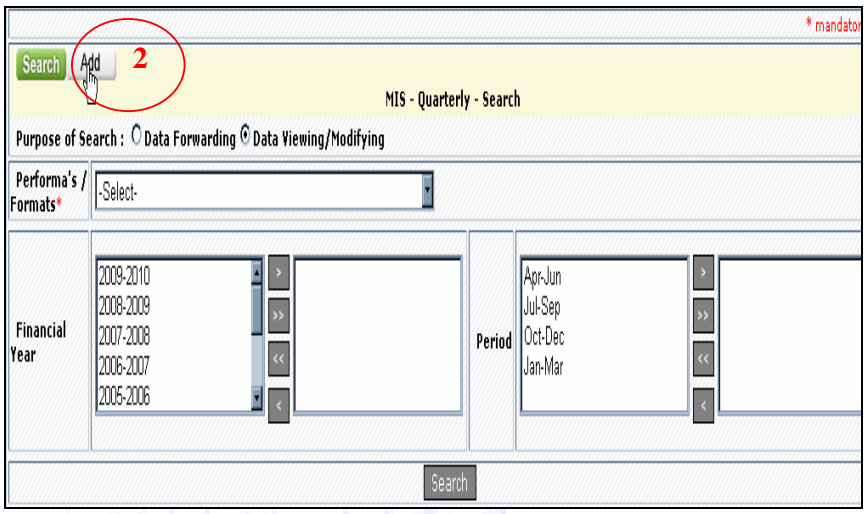
STEP 1: Click the module name link at the top menu on the Home Page to navigate to the module that opens the Search screen.

Screen shot



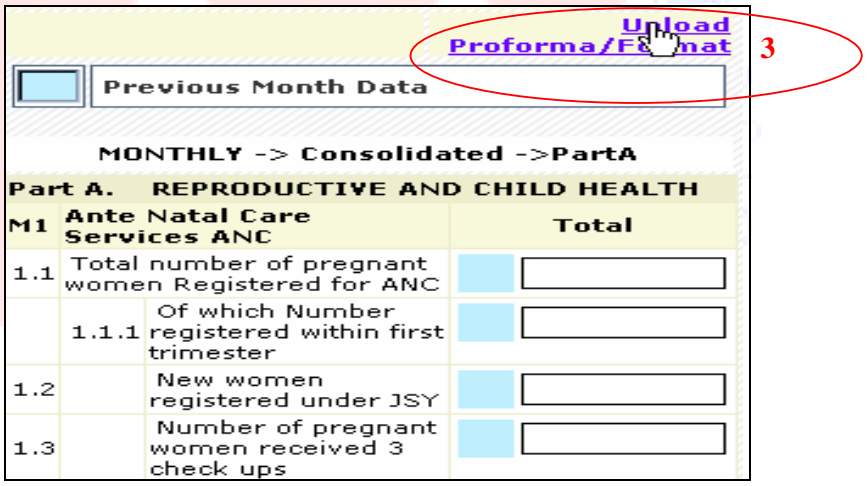
STEP 2: Click the **Add** button to invoke the application to open the corresponding add–criteria screen in the module.

Screen Shot

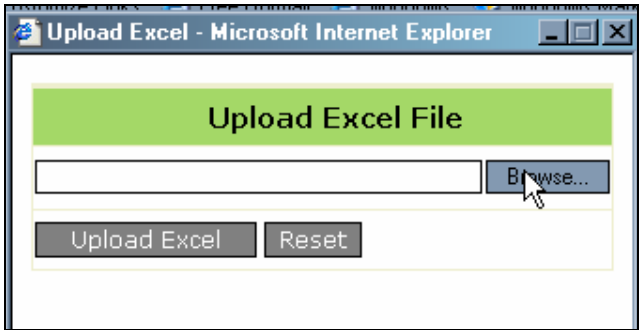


STEP 3: Click the **Upload Proforma/Format** link to enable the browser window for adding the record via excel sheet.

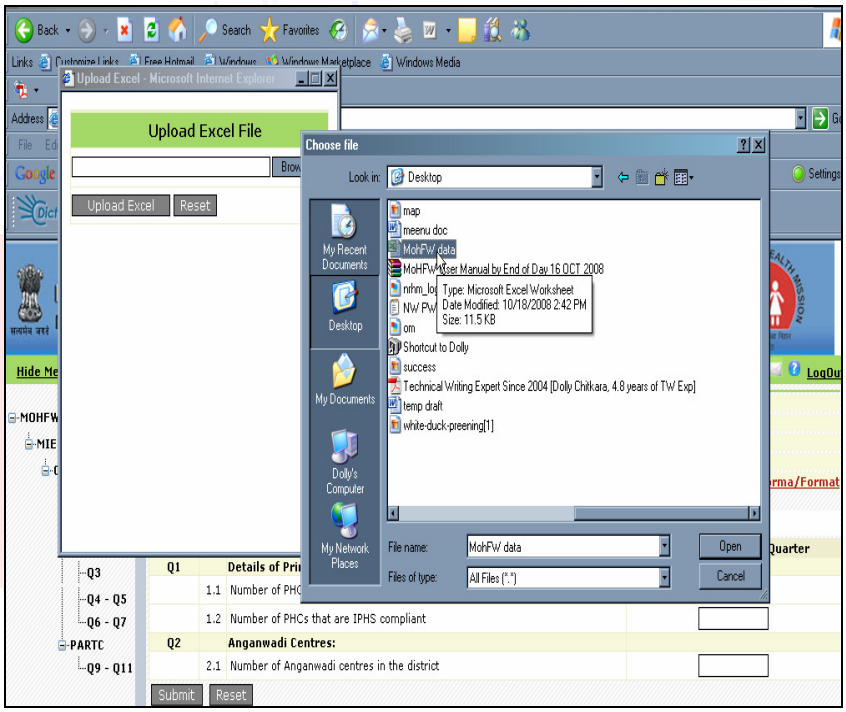
Screen Shot



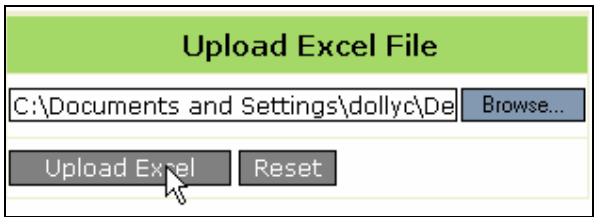
STEP 4: Click the **Browse** button to open the navigation window.



STEP 5: Navigate to the local file constituting the record.



STEP 6: Click the **Upload Excel** button to finish uploading offline



STEP 7: Preview the auto-saved one time offline entered, modifiable fields.

Part A		Status of Health Infrastructure	Status at the end of Quarter
Q1		**Details of Primary Health Centres (PHCs)**	
	1.1	Number of PHCs functioning as 24 x7 (With 2 Staff Nurses)	1
	1.2	Number of PHCs that are IPHS compliant	1
Q2		**Anganwadi Centres:**	
	2.1	Number of Anganwadi centres in the district	1

Update Reset

2.3.3 Process Existing Record

Description

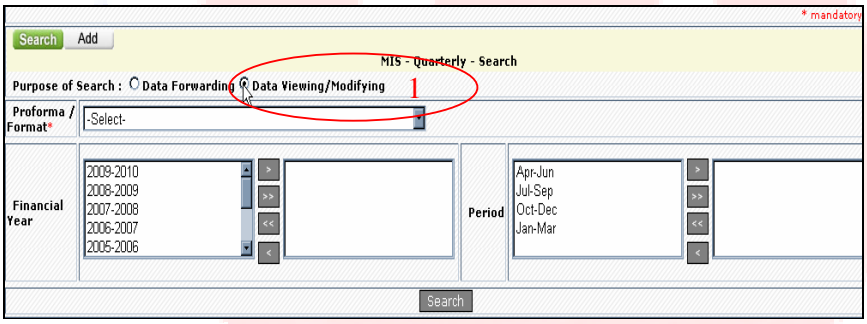
The **Search** screen is the default screen and the first one to appear for all the modules in the application. The User can perform further perform operations like **Forward, Preview, Compare** and/or **Modify.**

2.3.3.2 Search- To view/modify the record

Steps for searching a record:

STEP 1: Select **Data Viewing/Modifying** as the **Purpose of Search** from the two radio options.

Screen Shot



STEP 2: Enter one or more field(s) on the form as per your choice to include them as parameters for the search operation.

STEP 3: Click the **Search** button.

STEP 4: Preview the Search results in a tabular format in the grid that appears below the form. The Search Result includes the **State Name**, the **District Name**, **Module**, the **Financial Year**, the **Period**, the **State**, the **Compare** button and the **Preview** button. These buttons facilitate the generation of Consolidated Compare and Consolidated

Preview. The **Status** field signifies if the record is a **Draft** or **Forwarded** record.

Screen Shot

	State Name	District Name	Module	Financial Year	Period	Status	Compare	Preview
+	Gujarat	Dahod	INFRASTRUCTURE	2007-2008	APR-JUN	DISTRICT-DRAFT	Compare	Preview
+	Gujarat	Dahod	INFRASTRUCTURE	2007-2008	JUL-SEP	DISTRICT-DRAFT	Compare	Preview

About the Screen

The search result generated by the Data Forwarding option comprises of only Parent records.

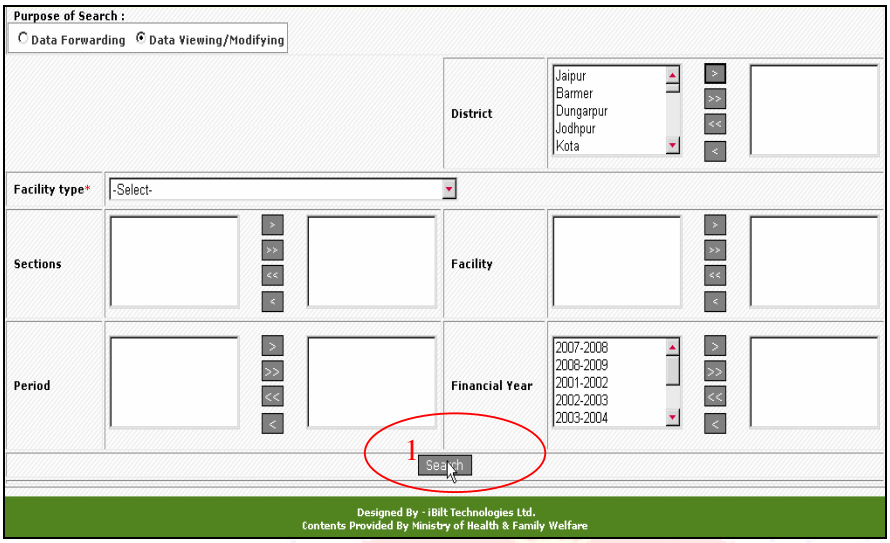
The Compare and Preview buttons available here enable the application to generate consolidated comparison results and consolidated previewing of records respectively.

2.3.3.3 Generate Consolidated Comparison of Records

Steps for generating consolidated comparison sheet for a record:

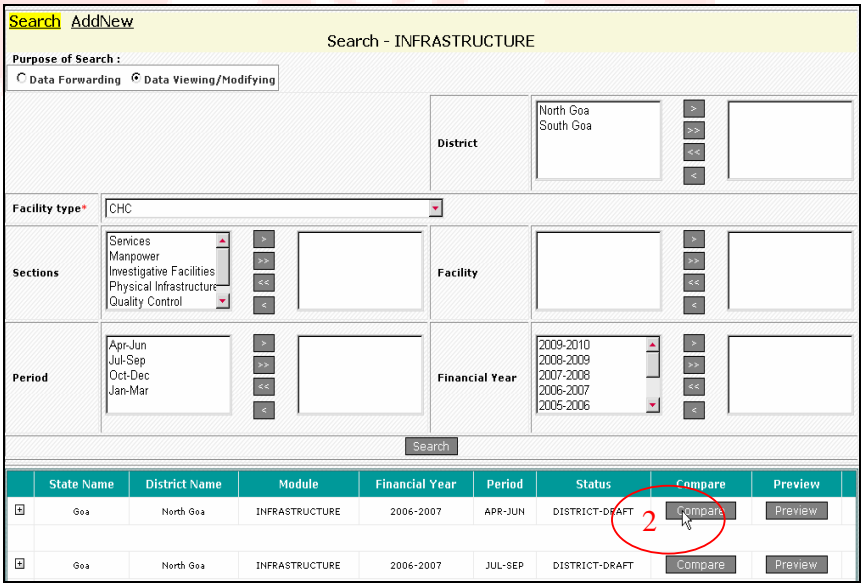
STEP 1: Perform Search operation.

Screen Shot



STEP 2: Click the **Compare** button at the Search result grid to generate the comparison sheet.

Screen Shot (Search result generated for Data Viewing/Modifying)



Screen Shot (Search result generated for Data Forwarding)

Purpose of Search :
Data Forwarding | Data Viewing/Modifying

District: North Goa, South Goa

Period | Financial Year: 2009-2010, 2008-2009, 2007-2008, 2006-2007, 2005-2006

Search

Forward	State Name	District Name	Module	Financial Year	Period	Status	Compare	Preview
	Goa	North Goa	INFRASTRUCTURE	2006-2007	APR-JUN	DISTRICT-DRAFT	Compare	Preview
	Goa	North Goa	INFRASTRUCTURE	2006-2007	JUL-SEP	DISTRICT-DRAFT	Compare	Preview

2

Forward

STEP 3: Preview the Comparison sheet that pop-ups.

Screen Shot

Comparison Of Data

Legends			
	Current Data		Previous Data
	+ve Difference		-ve Difference
	No Difference/No Value		

State	*Andhra Pradesh*	**District**	*Cuddapah*
Module	*MIS*	**Facility**	*NA*
Format No.	**NRHM/DHQ/2/Q**	**Proforma / Format**	*QUARTERLY DISTRICT*
Period	*Oct-Dec*	**Financial Year**	*2007-2008*

QUARTERLY-> District-> Part A

Part A	Status of Health Infrastructure	Numbers reported during the Quarter		
Q1	**Details of Primary Health Centres (PHCs)**			
1.1	Number of PHCs functioning as 24 x7 (With 2 Staff Nurses)			
1.2	Number of PHCs that are IPHS compliant			
Q2	**Anganwadi Centres :**			
2.1	Number of Anganwadi centres in the district			

About the Screen

The Consolidated Comparison sheet that is generated comprises of the current data contrasted with the previous data.

2.3.3.4 Generate Consolidated Preview of Records

Steps for generating consolidated Preview:

STEP 1: Perform Search operation.

STEP 2: Click the **Preview** button at the Search result grid to generate the Consolidated Preview.

STEP 3: Preview the window that pop-ups.

Screen Shot

PREVIEW

State	*Andhra Pradesh*	**District**	*Cuddapah*
Module	*MIS*	**Facility**	*NA*
Format No.	**NRHM/DHQ/2/Q**	**Proforma / Format**	*QUARTERLY DISTRICT*
Period	*Apr-Jun*	**Financial Year**	*2008-2009*

QUARTERLY-> District-> Part A

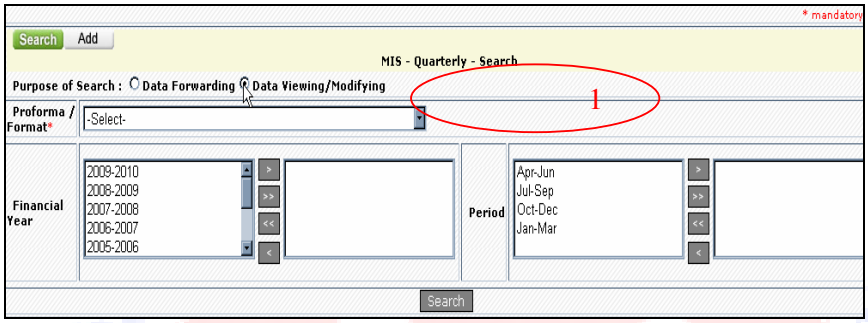
Part A	Status of Health Infrastructure	Numbers reported during the Quarter
Q1	**Details of Primary Health Centres (PHCs)**	
1.1	Number of PHCs functioning as 24 x7 (With 2 Staff Nurses)	
1.2	Number of PHCs that are IPHS compliant	
Q2	**Anganwadi Centres :**	
2.1	Number of Anganwadi centres in the district	

2.3.3.5 Generate Individual Comparison of Records

Steps for generating Individual comparison sheet for a record:

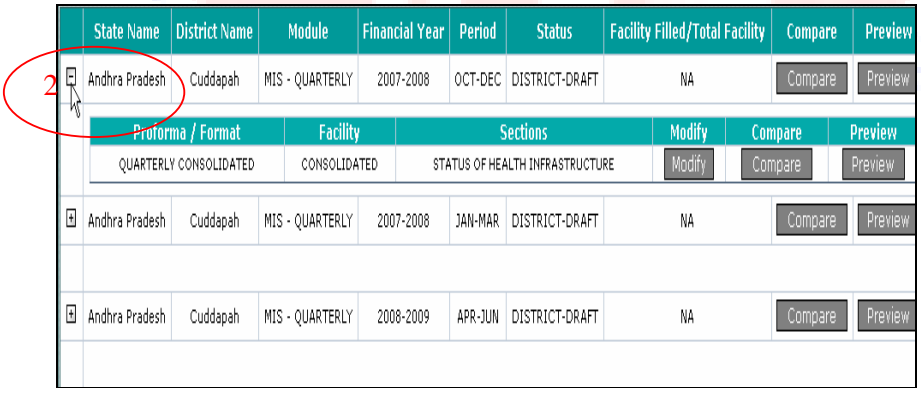
STEP 1: Select **Data Viewing/Modifying** as the **Purpose of Search** from the two radio options.

Screen Shot



STEP 2: Click the "+" button corresponding to the record in the search result grid to unfold its subsequent details.

Screen Shot



STEP 3: Click the **Compare** button corresponding to the subsequent detail in the records at the Search result grid to generate the comparison sheet.

Screen Shot

	State Name	District Name	Module	Financial Year	Period	Status	Compare	Preview
+	Kerala	Alapuzzha	INFRASTRUCTURE	2007-2008	JUL-SEP	DISTRICT-DRAFT	Compare	Preview
−	Kerala	Alapuzzha	INFRASTRUCTURE	2005-2006	APR-JUN	DISTRICT-DRAFT	Compare	Preview

PKID	Facility Type	Facility	Sections	Modify	Compare	Preview
12447	CHC	Muhamma	Quality Control	Modify	Compare	Preview

STEP 4: Preview the Comparison sheet that pop-ups.

Screen Shot

Comparison Of Data

Legends			
	Current Data		Previous Data
	+ve Difference		-ve Difference
	No Difference/No Value		

Quarterly-> Consolidated-> Part A

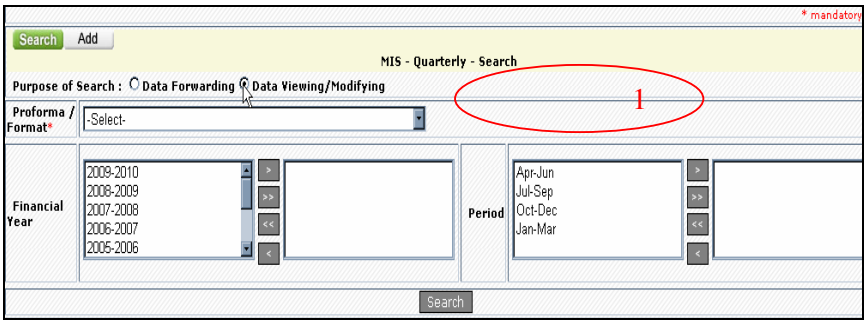
Part A		Status of Health Infrastructure	Status at the end of Quarter		
Q1		Details of Primary Health Centres (PHCs)			
	1.1	Number of PHCs functioning as 24 x7 (With 2 Staff Nurses)	1		1
	1.2	Number of PHCs that are IPHS compliant	1		1
Q2		Anganwadi Centres:			
	2.1	Number of Anganwadi centres in the district	1		1

2.3.3.6 Generate Individual Preview of Records

Steps for generating Individual Preview:

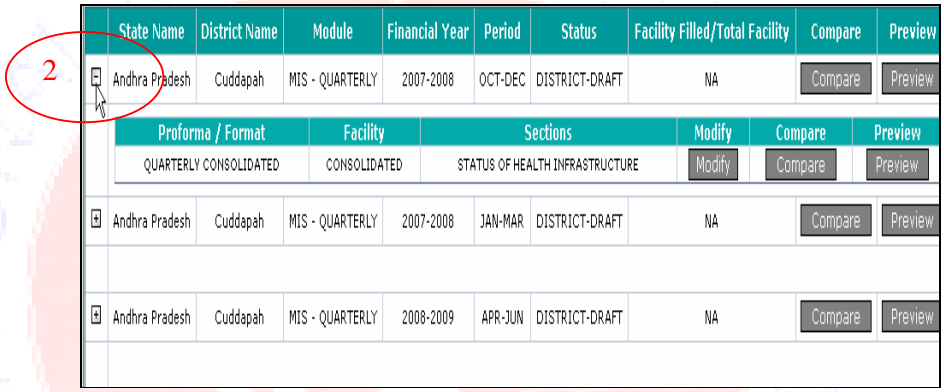
STEP 1: Perform Search operation, as discussed in the previous section of the user manual; by selecting **Data Viewing/Modifying** as the **Purpose of Search**.

Screen Shot



STEP 2: Click the "+" button corresponding to the record in the search result grid to unfold its subsequent details.

Screen Shot



STEP 3: Click the **Preview** button corresponding to the subsequent detail in the records at the Search result grid to generate the Preview.

Screen Shot

	State Name	District Name	Module	Financial Year	Period	Status	Facility Filled/Total Facility	Compare	Preview
+	Andhra Pradesh	Cuddapah	MIS - QUARTERLY	2007-2008	OCT-DEC	DISTRICT-DRAFT	NA	Compare	Preview
−	Andhra Pradesh	Cuddapah	MIS - QUARTERLY	2007-2008	JAN-MAR	DISTRICT-DRAFT	NA	Compare	Preview

Proforma / Format	Facility	Sections	Modify	Compare	Preview
QUARTERLY CONSOLIDATED	CONSOLIDATED	STATUS OF HEALTH INFRASTRUCTURE	Modify	Compare	Preview
QUARTERLY CONSOLIDATED	CONSOLIDATED	TRAININGS CONDUCTED	Modify	Compare	Preview
QUARTERLY CONSOLIDATED	CONSOLIDATED	ADDITIONAL NRHM COMPONENTS	Modify	Compare	Preview

3

STEP 4: Preview the "PREVIEW" window that pop-ups.

Screen Shot

PREVIEW

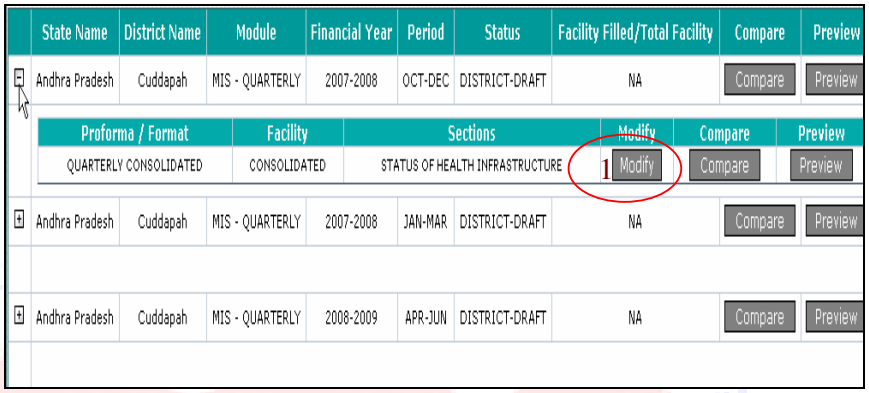
Quarterly-> Consolidated-> Part B

Part B.	Trainings Conducted	
Q3	**Number of Doctors trained in**	**Status at the end of Quarter**
3.01	Life saving Anesthesia skills for EmOC	
3.02	Obstetric Care & Management including Caesarian Section	
3.03	Skilled Birth Attendant	
3.04	No-Scalpel Vasectomies (NSV)	
3.05	Minilap	
3.06	Laprocsopic Sterlization (for Specialists)	
3.07	Intrauterine Device (IUDs)	
3.08	Blood Storage	
3.09	Reproductive Tract Infections/Sexually transmitted infections (RTI/STI)	
3.10	Integrated Management of Newborn and Childhood Illnesses (IMNCI)	
3.11	Sick Newborn Care Unit (SNCU) training	
3.12	Safe Abortion Services (MTP)	
3.13	Adolescent Reproductive and Sexual Health (ARSH)	
3.14	Infection Management and Environment Plan (IMEP)	
3.15	Professional Development (CMO/ Dy. CMO/ SMO)	
3.16	Others (Specify)	

2.3.3.7 Modify the existing record

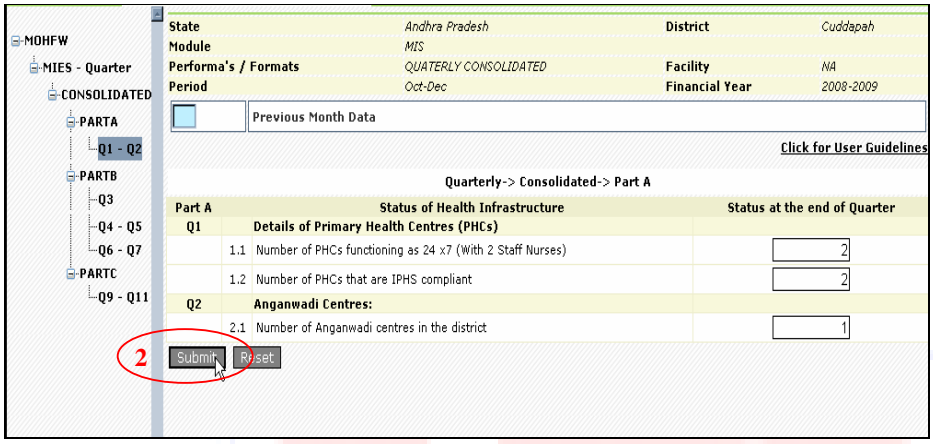
Steps for Modifying:

STEP 1: Click the **Modify** button to invoke the application to open the corresponding Modify–criteria screen in the module.



STEP 2: Click the **Move Next** button to finish defining the criteria for Modifying and opening the Modify screen.

Screen Shot



STEP 3: Fill up the fields on the form as described below:

- Enter valid numeric value in the Textbox(s).
- Choose between Yes & No as per applicability from the given radio options.

STEP 4: Click one of the following buttons depending upon applicability:

- **Submit:** To save the data entered on the form.
- **Reset:** To clear all the entries made on the form.

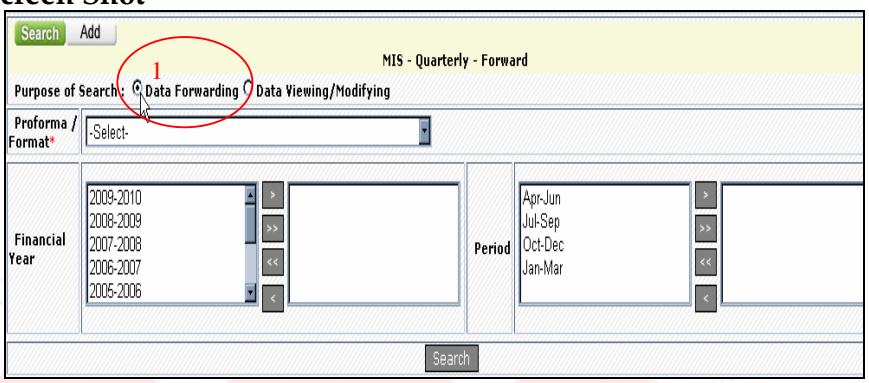
> **Caution:** It may be noted that as user navigates to the next module through the menu on the left pane the data will not be saved automatically. The user should ensure to submit before navigating to next section.

2.3.3.8 Search- To commit the record

Steps for searching a record:

STEP 1: Select **Data Forwarding** as the **Purpose of Search** from the two radio options.

Screen Shot



STEP 2: Enter one or more of the following field(s) on the form to include them as parameters for the search operation:

Field	Description
Proforma/Format	Select the field from the drop-down combo. This is a mandatory field to proceed with the search operation.
Financial Year	Select the applicable Financial Years using the selection/de-selection buttons.
Period	Select the applicable Period using the selection/de-selection buttons.

STEP 3: Click the **Search** button.

STEP 4: Preview the Search results in a tabular format in the grid that appears below the form. The Search Result includes the **Forward** checkbox, the **State Name**, the **District Name**, the **Module**, the **Financial Year**, the **Period**, the **State**, the **Compare** button and the **Preview** button. These buttons facilitate the generation of Consolidated Compare and Consolidated Preview. The **Status** field signifies if the record is a **Draft** or **Forwarded** record.

Screen Shot

Forward	State Name	District Name	Module	Financial Year	Period	Status	Compare	Preview
☐	Gujarat	Dahod	INFRASTRUCTURE	2007-2008	APR-JUN	DISTRICT-DRAFT	Compare	Preview
☐	Gujarat	Dahod	INFRASTRUCTURE	2007-2008	JUL-SEP	DISTRICT-DRAFT	Compare	Preview

Forward

Note: The search result generated by the **Data Viewing/Modifying** option comprises of both Parent and Child records.
The **Compare** and **Preview** buttons available at the parent level enable the application to generate consolidated comparison results and consolidated previewing of records respectively.
The child record(s) can be previewed by clicking the Plus/Show ⊞ icon which unfolds all the child records and also makes them available for performing operations like **Compare**, **Preview** and **Modify** at an individual record level.

STEP 5: Check the records to be committed to the next higher level at the Search Result grid.

Screen Shot

5

Forward	State Name	District Name	Module	Financial Year	Period	Status	Compare	Preview
☐	Rajasthan		INFRASTRUCTURE	2007-2008	APR-JUN	DISTRICT-FORWARD	Compare	Preview
☐	Rajasthan		INFRASTRUCTURE	2007-2008	JUL-SEP	DISTRICT-FORWARD	Compare	Preview

Forward

Tips: The Checkbox in the Header row at the Forward cell enables

the user to check all the records in the list by a single click.

STEP 6: Click the **Forward** button to commit the records to the next higher level.

Caution: It may be noted that after committing a record to the next higher level, the records can no longer be modified by the user. The records remain available for viewing at his end though.

For instance, the records at District Level are committed by the District Level User to the State Level User.

Similarly, the State Level User commits the records from his level to the National Level User.

Message(s)

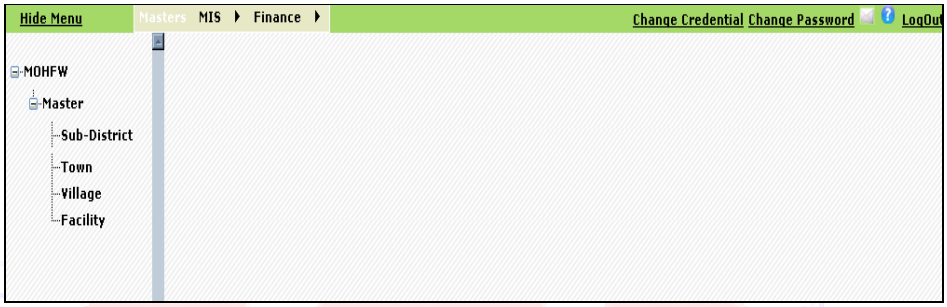
Message	Description	Solution
No record found for selected criteria	The application indicates that the defined parameters do not match to any of the records available at the database server.	The user can redefine the search parameters.

2.3.4 Masters

Purpose

The **Master** module encapsulates all the Masters that are used in the application. Hence creates a common pool of values available to be used by all application users. It facilitates Modifying, deleting, modifying and/or updating the in the system database.

Screen Shot



About the Screen

The **Master** screen serves as a Home Page for all the processes and activities available in this module. It encompasses the following processes:

- **Facility**
- **Sub-district**
- **Town**
- **Village**

2.3.4.1 Facility Masters

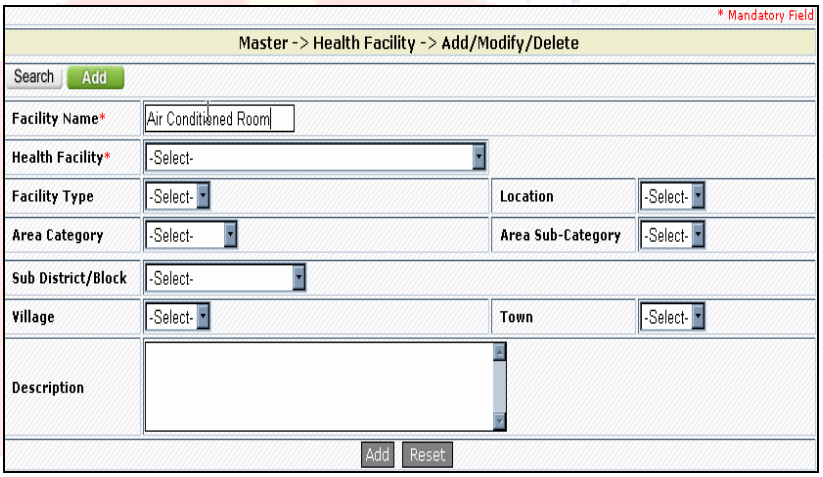
2.3.4.1.1 Facility -Modify

The **Facility-Modify** screen appears on clicking the **Modify** button on the form that appears in the facility activity.

Navigation

Master ➔ Facility ➔ Modify

Screen shot



About the Screen

Steps for Modifying:

STEP 1: Click the **Modify** button to open the corresponding Modify window.

STEP 2: Fill up the form as described below:

Field	Description	Remarks
Facility Name	Enter the Facility Name in the textbox.	Mandatory
Health	Select the	▪ This is a

Field	Description	Remarks
Facility	Health Facility from the drop-down combo.	mandatory field and many other fields might not appear depending upon the selection made here. ▪ On selecting District Hospital as a Health Facility, if the user selects a town/village then he/she must also select the sub-district/block field.
Bed Count	Enter the Bed count in the textbox.	This field is not visible when sub-center is the given health facility.
Facility Type	Select the Facility Type from the drop-down combo.	This is an optional field.
Location	Select the Location from the drop-down combo.	This is an optional field.
Area Category	Select the Area Category from the drop down combo.	This is an optional field.
Area Sub-Category	Select the Area Sub-Category from the drop down combo.	This is an optional field.
Sub District/Block	Select the Sub District/Block from the drop-down combo.	
Village/Town	Select the Village/Town	The user will be able to make a selection either for

Field	Description	Remarks
	from the drop down combo.	village or town at any given time. However, system does not allow an entry for town when sub-center is the selected health facility.
Description	Enter the Description in the text-area.	This is an optional field.

STEP 3: Click one of the following buttons depending upon applicability:

- **Submit-** To save the entry.
- **Reset-** To restore the data fields to the original value.

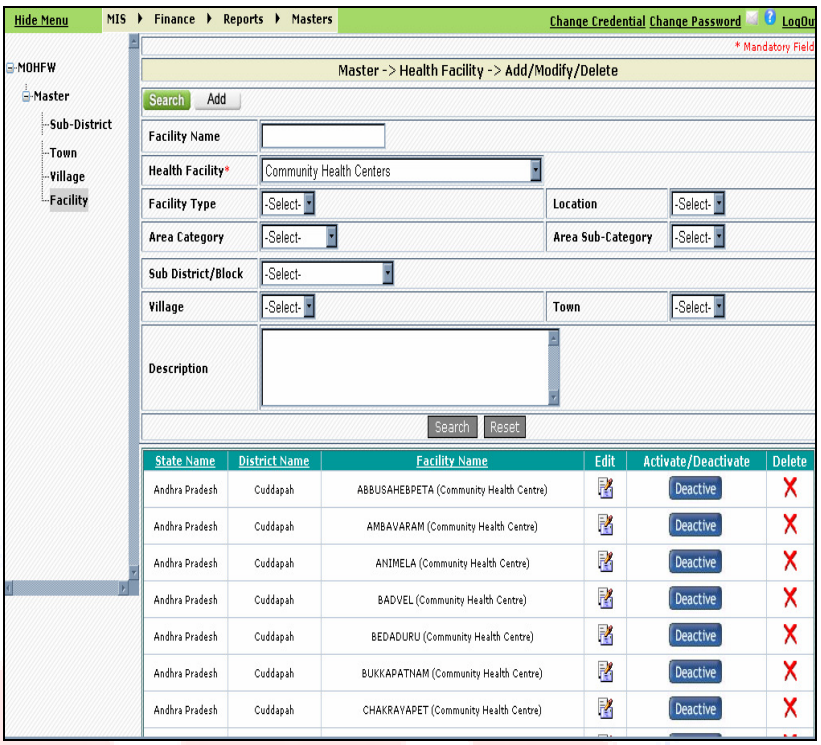
2.3.4.1.2 Facility-Search

The **Facility-Search** screen appears by default on clicking the menu option in the left panel under the **Masters** that enables a user to search for an existing Facility. The user may choose to either Update or Delete.

Navigation

Masters ➔ Facility

Screen Shot



About the Screen

<u>Steps to search a facility record in the master database</u>:

STEP 1: Fill up the fields on the form that will make up the basis for searching. You may choose one or more fields as per your choice to include them as parameters for the search operation:

Field(s)	Description
Facility Name	Enter the Facility name in the textbox. This is an optional parameter.
Health Facility	Select the Health Facility from the drop down combo.
Facility Type	Select the Facility Type from the drop down

Field(s)	Description
	combo. This is an optional parameter.
Location	Select the Location from the drop down combo.
Area Category	Select the Area Category from the drop down combo. This is an optional parameter.
Area Sub-Category	Select the Area Sub-Category from the drop down combo. This is an optional parameter.
Sub District/Block	Select the Sub District/Block from the drop down combo. This is an optional parameter.
Village	Select the Village from the drop down combo. This is an optional parameter.
Town	Select the Town from the drop down combo. This is an optional parameter.
Description	Enter the description in the text-area. This is an optional parameter.

STEP 2: Click on the **Search** button.

STEP 3: The search result is displayed in a table format with columns as **State Name, District Name, Facility Name,** the **Edit** icon, **Activate/Deactivate** button and the **Delete** icon.

2.3.4.2 Sub-District Masters

Purpose

The **Sub-District** master enables the user to maintain its details such as Name, Code and Description in the system database. It facilitates operations like Modify, Search, Modify and Delete.

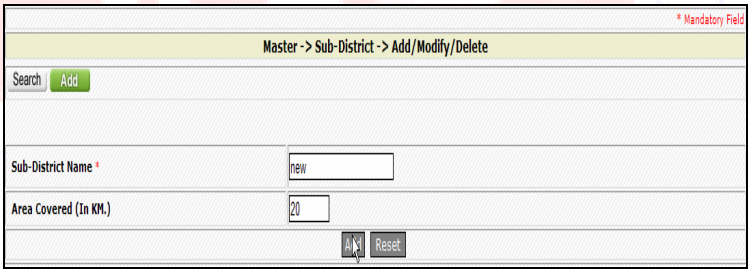
2.3.4.2.1 Sub-District -Modify

The **Sub-District-Modify** screen appears on clicking the **Modify** button in the form.

Navigation

Masters ➔ Sub-District ➔ Modify

Screen shot



About the Screen

Steps for Modifying:

STEP 1: Click the **Modify** button at the window to open the corresponding **Modify** window.

STEP 2: Fill up the form as described below:

Field	Description
Sub-District Name	Enter the Sub-District Name in the textbox.
Area Covered in Km	Enter the area in the textbox. This is an optional field and accepts on digital values in Kilometers.

STEP 3: Click one of the following buttons depending upon applicability:

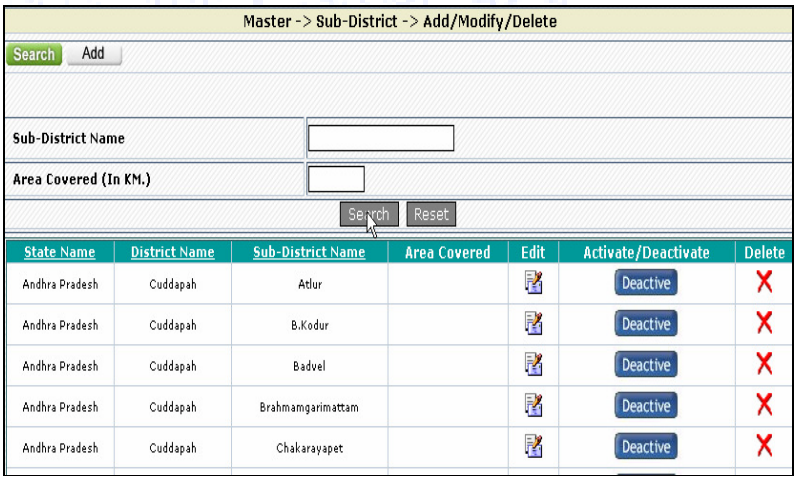
- **Modify-** To save the entry & continue to next step.
- **Reset-** To restore the data fields to the original value.

2.3.4.2.2 Sub-District-Search

The **Sub-District-Search** screen appears by default on clicking the **Sub-District** menu option in the left panel under the **Masters** that enables a user to search for an existing Sub-District. The user may choose to either Update or Delete.

Navigation
Masters ➔ Sub-District

Screen Shot



About the Screen

Steps to search a record entry in the Sub-District master database:

STEP 1: Fill up the fields on the form that will make up the basis for searching. You may choose one or more fields as per your choice to include them as parameters for the search operation:

Field(s)	Description
Sub-District Name	Enter the name of the Sub-District in the **Sub-District Name** textbox.

STEP 2: Click on the **Search** button.

STEP 3: The search result is displayed in a table format with columns as **State Name, District Name, Sub-District Name, Area Covered,** the **Edit** icon, **Activate/Deactivate** button and the **Delete** icon.

2.3.4.3 Town

Purpose

The **Town** master enables the user to maintain its details such as Name and Description in the system database. It facilitates operations like Modify, Search, Modify and Delete.

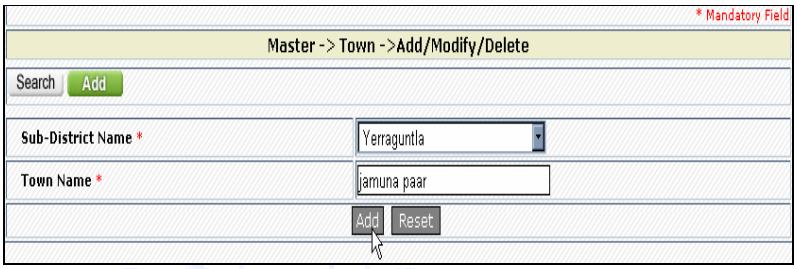
2.3.4.3.1 Town -Modify

The **Town-Modify** screen appears on clicking the **Modify** button in the form.

Navigation

Masters ➔ Town ➔ Modify

Screen shot



About the Screen

Steps for Modifying:

STEP 1: Click the **Modify** button to open the corresponding **Modify** window.

STEP 2: Fill up the form as described below:

Field	Description
Sub-District	Select the Sub-District from the drop-down combo for which you wish to enter a Town in the records. The values in this combo are populated from Sub-District Master.
Town Name	Enter the Town Name in the textbox.

STEP 3: Click one of the following buttons depending upon applicability:

- **Modify-** To save the record.
- **Reset-** To restore the data fields to the original value.

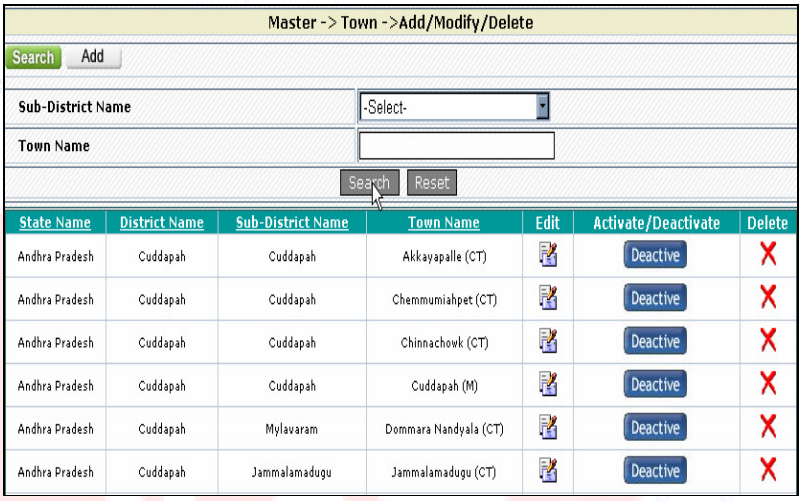
2.3.4.3.2 Town-Search

The **Town-Search** screen appears by default on clicking the **Town** menu option in the left panel under the **DGMT Masters** that enables a user to search for existing Town. The user may choose to either Update or Delete.

Navigation

Masters ➔ Town

Screen Shot



About the Screen

<u>Steps to search a record entry in the Town master database</u>:

STEP 1: Fill up the fields on the form that will make up the basis for searching. You may choose one or more fields as per your choice to include them as parameters for the search operation:

Field(s)	Description
Sub-District	Select the Sub-District from the drop-down combo.

Field(s)	Description
Town Name	Enter the Town Name in the textbox.

STEP 2: Click on the **Search** button.

STEP 3: The search result is displayed in a table format with columns as **State Name, District Name, Sub-District Name Town Name,** the **Edit** icon, **Activate/Deactivate** button and the **Delete** icon.

2.3.4.4 Village

Purpose

The **Village** master enables the user to maintain its details such as Name and Description in the system database. It facilitates operations like Modify, Search, Modify and Delete.

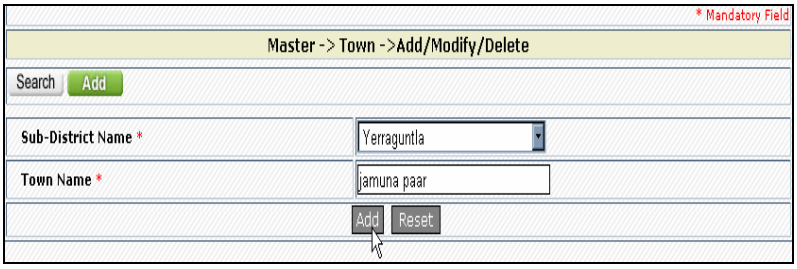
2.3.4.4.1 Village -Modify

The **Village-Modify** screen appears on clicking the **Modify** button in the form.

Navigation

Masters ➔ Village ➔ Modify

Screen shot



About the Screen

Steps for Modifying:

STEP 1: Click the **Modify** button to open the corresponding **Modify** window.

STEP 2: Fill up the form as described below:

Field	Description
Sub-District	Select the Sub-District from the drop-down combo for which you wish to enter a Village in the records. The values in this combo are populated from Sub-District Master.
Village Name	Enter the Village Name in the textbox.

STEP 3: Click one of the following buttons depending upon applicability:

- **Modify-** To save the record.
- **Reset-** To restore the data fields to the original value.

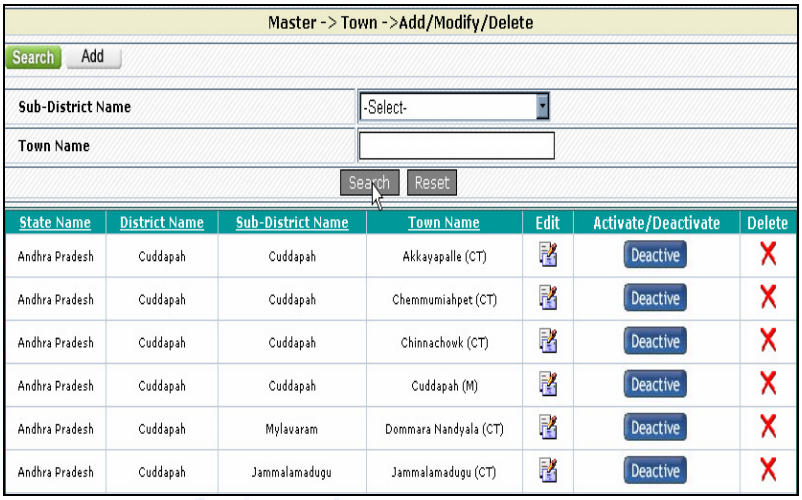
2.3.4.4.2 Village-Search

The **Village-Search** screen appears by default on clicking the **Village** menu option in the left panel under the **DGMT Masters** that enables a user to search for existing Village. The user may choose to either Update or Delete.

Navigation

Masters ➔ Village

Screen Shot



About the Screen

<u>Steps to search a record entry in the Village master database</u>:

STEP 1: Fill up the fields on the form that will make up the basis for searching. You may choose one or more fields as per your choice to include them as parameters for the search operation:

Field(s)	Description
Sub-District	Select the Sub-District from the drop-down combo.
Village Name	Enter the Village Name in the textbox.

STEP 2: Click on the **Search** button.

STEP 3: The search result is displayed in a table format with columns as **State Name, District Name, Sub-District Name Village Name,** the **Edit** icon, **Activate/Deactivate** button and the **Delete** icon.

2.3.4.5 Deactivate Master Records

Purpose

The **Facility/District/Sub-District/Village/Town Deactivation** or **Activation** operation appears in search results of the corresponding masters.

Navigation

Master ➔ Search➔ Activate/De-active button (search result)

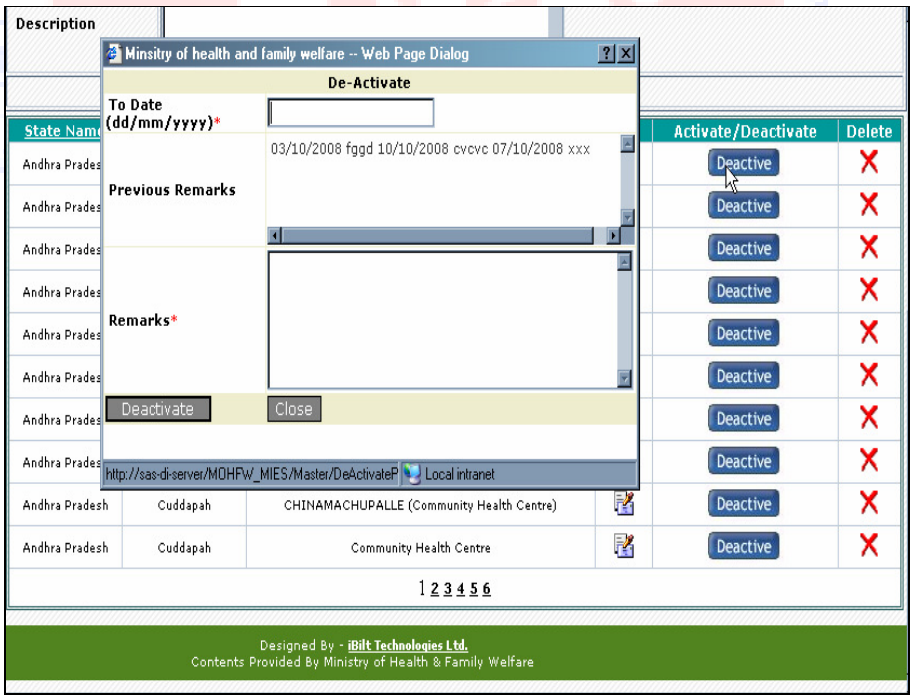
Steps for De-activating/Activating

STEP 1: Perform the search operation.

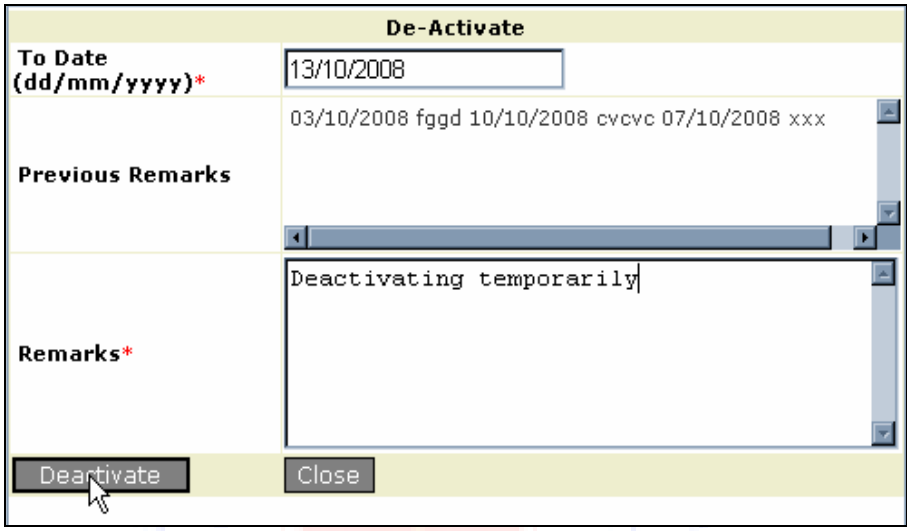
STEP 2: Click one of the following button in the search results depending upon applicability:

- **Activate:** To activate the record and quit the process.
- **Deactivate:** To let the deactivation window pop-up.

Screen Shot



STEP 3: Fill up the form as described below:



Field	Description
To Date (DD/MM/YYYY)	Enter the beginning date in the DD/MM/YYYY where DD stands for Date, MM stands for Month and YYYY stands for Year. For instance for entering 14th of February 2008, the user must enter 14/02/2008.
Remarks	Enter the remarks in the textbox.

STEP 4: Click one of the following buttons depending upon applicability:

- **Deactivate-** To finish the deactivation process of record.
- **Close-** To abandon the deactivation window without deactivating the records.

2.3.4.6 Reports

Description

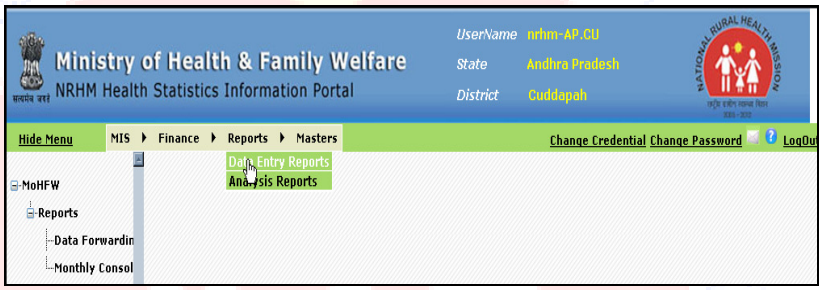
The module **Reports** enable the user to search and generate a **Data Forwarding or Monthly Consolidated**.

2.3.4.7 Data Forwarding Report

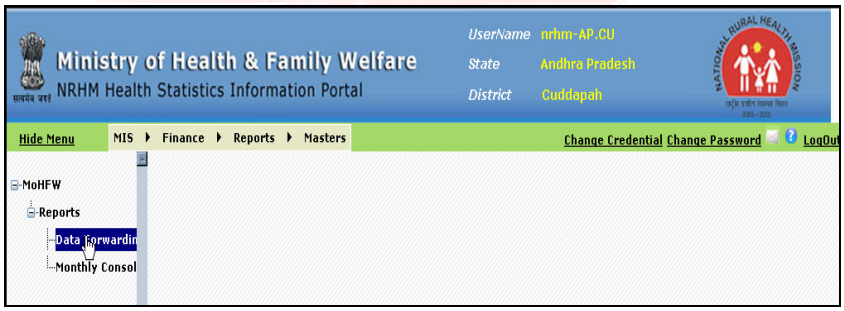
Steps for generating a report:

STEP 1: Click the **Data Entry Report** under the **Reports** module.

Screen Shot



STEP 2: Click the **Data Forwarding** under the **Reports** module in the left navigational tree.



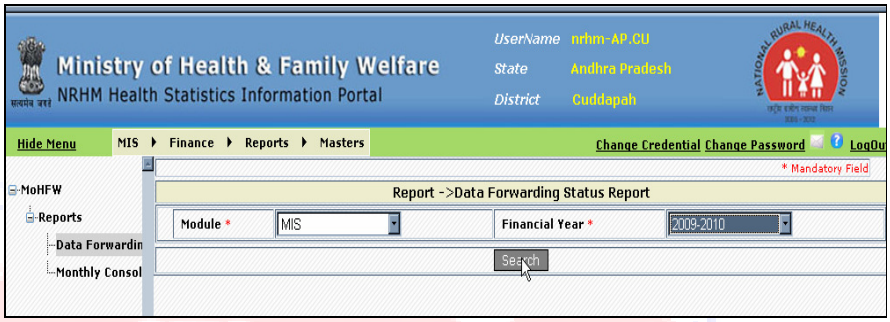
STEP 3: Fill up the fields on the form as described below:

Field	Description	Remarks
Module	Select the **Module** form the drop-	Mandatory field

Field	Description	Remarks
	down combo.	
Financial Year	Select the **Financial Year** from the drop-down combo.	Mandatory field

STEP 4: Click the **Search** button.

Screen Shot



STEP 5: Preview the report.

Screen Shot

Legends			
D	Format For District, Filled & Forwarded By District	S	Format For District, Filled & Forwarded By State
Y	Format For State/Center, Filled & Forwarded By State/Center	N	Data Not Forwarded

PERIODICTY	STATE	DISTRICT	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Annual	state_test	b	N	N	N	N	N	N	N	N	N	N	N	N
Monthly	state_test	b	N	N	N	S	S	N	N	N	N	N	N	N
Quarterly	state_test	b	N	N	N	N	N	N	N	N	N	N	N	N
Annual	state_test	dis_testppp	N	N	N	N	N	N	N	N	N	N	N	N
Monthly	state_test	dis_testppp	N	N	N	N	N	N	N	N	N	N	N	N
Quarterly	state_test	dis_testppp	N	N	N	N	N	N	N	N	N	N	N	N
Annual	state_test	erer	N	N	N	N	N	N	N	N	N	N	N	N
Monthly	state_test	erer	N	N	N	N	N	N	N	N	N	N	N	N
Quarterly	state_test	erer	N	N	N	N	N	N	N	N	N	N	N	N
Annual	state_test	r	N	N	N	N	N	N	N	N	N	N	N	N
Monthly	state_test	r	N	N	N	N	N	N	N	N	N	N	N	N
Quarterly	state_test	r	N	N	N	N	N	N	N	N	N	N	N	N

2.3.4.8 Monthly Consolidated Report-Month Wise

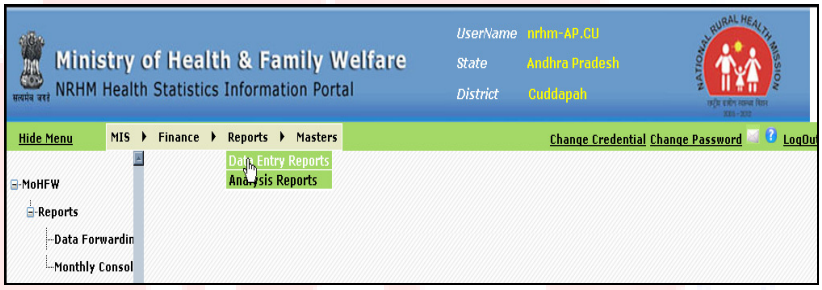
Purpose

The monthly consolidated report when generated month wise enables the user to view the information for a particular month.

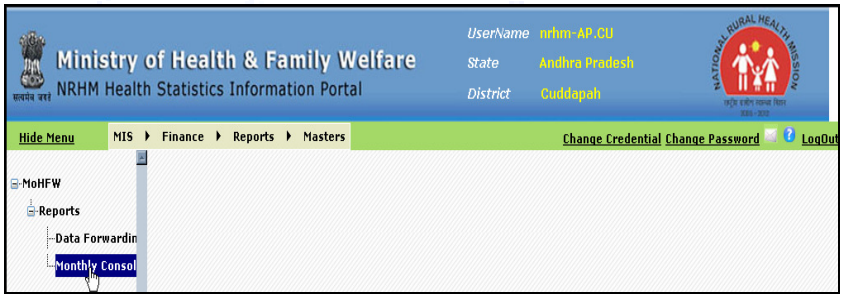
Steps for generating a report:

STEP 1: Click the **Data Entry Report** under the **Reports** module.

Screen Shot



STEP 2: Click the **Monthly Consolidated** under the **Reports** module in the left navigational tree.

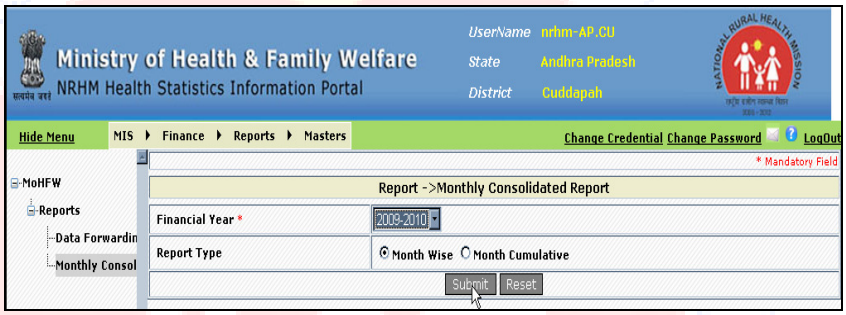


STEP 3: Fill up the fields on the form as described below:

Field	Description	Remarks
Financial Year	Select the **Financial Year** from the drop-down combo.	Mandatory field
Report Type	Select **Month** wise as **Report Type** from the given radio options.	Mandatory field

STEP 4: Click the **Submit** button.

Screen Shot



STEP 5: Preview the report.

Screen Shot

Code	Description	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Part A.	REPRODUCTIVE AND CHILD HEALTH												
M.1	Ante Natal Care Services ANC												
1.1	Total number of pregnant women Registered for ANC												
1.1.1	Of which Number registered within first trimester												
1.2	New women registered under JSY												
1.3	Number of pregnant women received 3 ANC check ups												
1.4	Number of pregnant women given												
1.4.1	TT1												
1.4.2	TT2 or Booster												
1.5	Total number of pregnant women given 100 IFA tablets												
1.6	Pregnant women with Hypertension (BP>140/90)												
1.6.1	New cases detected at institution												
1.6.2	Number of Eclampsia cases managed during delivery												
1.7	Pregnant women with Anaemia												
1.7.1	Number having Hb level<11 (tested cases)												
1.7.2	Number having severe anaemia (Hb<7) treated at institution												

2.3.4.9 Monthly Consolidated Report-Monthly Cumulative

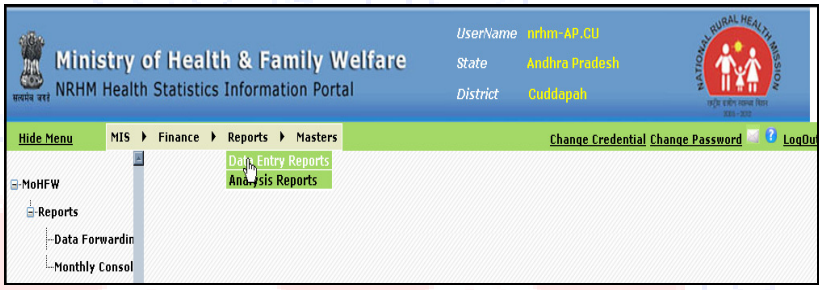
Purpose

The monthly consolidated report when generated Monthly Cumulative enables the user to view the information Modified up.

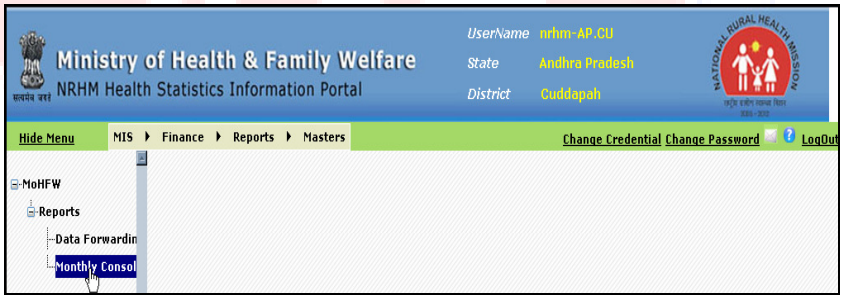
Steps for generating a report:

STEP 1: Click the **Data Entry Report** under the **Reports** module.

Screen Shot



STEP 2: Click the **Monthly Consolidated** under the **Reports** module in the left navigational tree.



STEP 3: Fill up the fields on the form as described below:

Field	Description	Remarks
Financial Year	Select the **Financial Year** from the drop-down combo.	Mandatory field

Field	Description	Remarks
Report Type	Select **Monthly Cumulative** as **Report Type** from the given radio options.	Mandatory field

STEP 4: Click the **Submit** button.

Screen Shot

STEP 5: Preview the report.

Screen Shot

Code	Description	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Part A.	REPRODUCTIVE AND CHILD HEALTH	0	0	0	0	0	0	0	0	0	0	0	0
M.1	Ante Natal Care Services ANC	0	0	0	0	0	0	0	0	0	0	0	0
1.1	Total number of pregnant women Registered for ANC	0	0	0	0	0	0	0	0	0	0	0	0
1.1.1	Of which Number registered within first trimester	0	0	0	0	0	0	0	0	0	0	0	0
1.2	New women registered under JSY	0	0	0	0	0	0	0	0	0	0	0	0
1.3	Number of pregnant women received 3 ANC check ups	0	0	0	0	0	0	0	0	0	0	0	0
1.4	Number of pregnant women given	0	0	0	0	0	0	0	0	0	0	0	0
1.4.1	TT1	0	0	0	0	0	0	0	0	0	0	0	0
1.4.2	TT2 or Booster	0	0	0	0	0	0	0	0	0	0	0	0
1.5	Total number of pregnant women given 100 IFA tablets	0	0	0	0	0	0	0	0	0	0	0	0
1.6	Pregnant women with Hypertension (BP>140/90)	0	0	0	0	0	0	0	0	0	0	0	0
1.6.1	New cases detected at institution	0	0	0	0	0	0	0	0	0	0	0	0
1.6.2	Number of Eclampsia cases managed during delivery	0	0	0	0	0	0	0	0	0	0	0	0

2.4 The Log-Out Process

Tip: It is highly recommended that users must logout of the system only after saving their work; All the unsaved data will be lost once the user logs out.

At any time, the user can quit the session by logging out. Click **LogOut** link which is the rightmost link on the top menu to quit the session.

Note: The user can easily re-login to the system after logging out as it redirects him to the login Window.

Caution: If the application is kept idle for 20 minutes the session expires and all unsaved data is lost.

Technology Partner:

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