User Manual

Madhya Pradesh Agency for Promotion of Information Technology
Department of Science & Technology
Government of Madhya Pradesh
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**Introduction**

This system has two types of application: Web Application and Mobile application, with the help of these application all the head of departments or other higher authorities can monitor works of various agencies within the respective districts, Work progress as well as inspection of every work is available with the mobile application.

**Web Application**

User should open the link which will redirect him/her to the login page of the system,

First user should type user credentials (username and password) as per provided by the department and select 'login' button,

Selecting the login button will open the home page of the system as per the user credentials,
User will be able to use,

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Application</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dashboard</td>
<td>User can visualize as well as Analyse charts and graphs on the basis of District, Block, agency, count, status, category etc.</td>
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<tr>
<td>2.</td>
<td>Add Legacy Work</td>
<td>To capture legacy work in the system</td>
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<td>3.</td>
<td>Manage Legacy Data</td>
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<td>4.</td>
<td>Create New/Ongoing Work</td>
<td>To capture new work in the system</td>
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<td>Manage New/Ongoing Work</td>
<td>To view all new work already captured in the system</td>
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<td>Work Book and Photos</td>
<td>To view all the data captured with the help of mobile application</td>
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<td>7.</td>
<td>Sub Engg wise photo upload status</td>
<td>To view the data uploaded with the help of mobile application with respect to every engineer</td>
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<td>8.</td>
<td>Implementation Agency Wise photo Upload Status</td>
<td>To view the data uploaded with the help of mobile application with respect to every implementation Agency</td>
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User Rights for Web Application:

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Modules</th>
<th>Super Admin</th>
<th>Admin</th>
<th>HOD</th>
<th>Sub engineer</th>
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<tr>
<td>1.</td>
<td>Manage User</td>
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<td>2.</td>
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<td>3.</td>
<td>Manage Sub Engineer</td>
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<td>6.</td>
<td>Create New/Ongoing work</td>
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<td>7.</td>
<td>Manage New/Ongoing Work</td>
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<td>8.</td>
<td>Work Book and Photos</td>
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<td>9.</td>
<td>Sub Engg wise Photo Upload Status</td>
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<td>10.</td>
<td>Implementation Agency wise Photo upload Status</td>
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Dashboard:
User can see count of total visits, Page views, total fund, total tasks within the system,
Add legacy Work:
To add legacy work user needs to follow following steps:

1. Select ‘Add Legacy work’ from the left panel,

2. Selecting will open the page where user will fill various details about legacy work,
   - Work details
   - Work location
✓ Technical sanction and administrative sanction details

3. Next select ‘submit’ which will save the legacy work details,

Manage legacy data:
   User can manage already saved legacy work data,
   1. To manage legacy data user will select ‘Manage legacy data’ from the left panel,
2. Selecting will open a page with the list of legacy data and their details,

3. User can filter the data on the basis of work name, scheme, work type, financial year, implementation Agency, Block and Gram Panchayat,

4. User can view the details of every work with the help of ‘view’ button, delete the work or Edit the work as shown in figure,
Create New Work:

User can add new work with the help of this section,

1. User should select ‘Create New work’ from the left panel,

2. Selecting it will open a form to be filled by the user as shown in figure below, Where user can fill following details of new work,
   ✓ Work details,
   ✓ Work location,
   ✓ Technical sanction and Administrative sanction details,
   ✓ Other details
3. Next user will select ‘submit’ button to save the work details,

![Submit Button]

Manage ongoing work:
User will be able to manage ongoing work with the help of this section of system,

1. To manage user will select ‘Manage ongoing work’ from the left panel of the page,

![Menu Panel]

2. Selecting will open the details of ongoing work,
3. User can filter the work on the basis of scheme, work type, financial year, implementation agency, Block, Gram panchayat, Work status,

4. User can download the list of work in the excel format,

5. User can view the work details,
6. User can edit the work details,

7. User can delete the work,

Work Book and Photos:
With the help of this module, user can view the work details and photos uploaded by respective sub-engineer in selected district,

1. select ‘Work book and photos’ from the panel,
2. Selecting will open the page, where user can filter the work book on the basis of Implementation Agency, Sub engineer and Work Status,

3. After selecting any filter, click ‘submit’ button
4. As per the selected filter, user can be able to view the data and photos uploaded by mobile application,

![Image of Work Block And Photos]

5. Selecting any photo will zoom the photo on screen,

![Image of Zoomed Photo]

**Sub Engineer wise photo upload Status**
User can analyse the status of work of sub engineers with the help of this module,

1. First, select ‘Sub Engg wise photo upload status’, form the panel as shown in figure below
2. Selecting the tab will open a dashboard page where user can filter it with respect to sub engineer, or any administrative unit,

Implementation Agency wise photo upload Status

User can analyse the status of work with respect to implementation agency with the help of this module,

1. First, select ‘Implementation Agency wise photo upload Status’, form the panel as shown in figure below,
2. Selecting the tab will open a dashboard page where user can filter it with respect to implementation agency, or any administrative unit,
Manage User (Add User, Edit or Delete User):

1. A Separate User (Superadmin) will be provided with rights to Manage Users. Only Superadmin user can create new users as described below.

2. Upon Login Superadmin user will be able to access following screen and can click on ‘Add User’ button to add a new User.

3. Upon filling the details of the new user Superadmin can click on Submit button to create the new user.
4. Superadmin can delete or edit the existing users

Note: The User Created by Superadmin as described above can access both Web and Mobile Application using the same user credentials

Manage Implementation Agency

1. A Separate User (Superadmin) will be provided with rights to Manage Implementation Agency. Only Superadmin user can create new Implementation Agency as described below

2. Upon Login Superadmin user will be able to access following screen and can click on ‘Add impl. Agency’ button to add a new impl. agency
3. Upon filling the details of the new Implementation Agency, Superadmin can click on Submit button to create the new Implementation Agency,

4. Superadmin can delete or edit the existing Implementation Agency
Manage Sub Engineer:

1. A Separate User (Superadmin) will be provided with rights to Manage Sub Engineer. Only Superadmin user can create new Sub Engineer as described below,

2. Upon Login Superadmin user will be able to access following screen and can click on ‘Add Sub Engineer’ button to add a new Sub Engineer,

3. Upon filling the details of the new Sub Engineer, Superadmin can click on Submit button to create the new Sub Engineer,
4. Superadmin can delete or edit the existing Sub Engineer,

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<th>District</th>
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<td>Singrauli</td>
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Mobile Application:
With the help of this application user can monitor the work progress as upload the photos of the work

Download and Login
1. First user should download the application from google play store with the named as ‘UNNATI’,

2. Next user will open the application,

3. User should fill the credentials and select the login button,
Data Sync

4. User will get the list of all legacy data and new work, where user can search the work on the basis of block, Gram panchayat, scheme and work status and work category,

5. User can select Legacy Work or New work as per the requirement,

6. Next, user can select ‘Data sync’ as show in figure below,
7. Selecting the ‘Data sync’ button will pop up a window where user can select Legacy work or New work, and block from the dropdown, then click on ‘Sync data’ button,

8. Click ‘Sync data’ will start syncing all the works in the system,

9. User can view the list of all works as per the selection
Take Pictures and save

10. Next user will select any work, selecting any work will give the Non-Editable information related to the selected work,

11. Now to upload photo select right arrow button as shown in figure below which will redirect the user to ‘Take photo’ page,
12. Now select ‘Take Picture’ and save photos
Upload Photos
13. Next to upload the photos of work in the database, select ‘upload’ button at the list screen of the works, selecting the upload will upload the work in database and user can view the data with web application,

Logout
14. Selecting the logout symbol, user can logout from the application as shown in figure below,