Direct Benefit Transfer (DBT)

DBT App V3.0

User Manual Manage Scheme

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Contents

1. DBT App 5
Overview 5
Technology Used 6
Ownership 6
2. DBT App functionality mapping with Roles 7
3. User Manual 12
1. Administrator Section 13
1.1. Admin Login 13
1.2. Manage Scheme 14
1.2.1. Add New Scheme 14
1.2.2. Edit Scheme 15

Figures

Figure 1 – Login Screen (Administrator) 13
Figure 2 – Add New Scheme 14
Figure 3 – Add New Scheme Form 15
Figure 4 – Edit Scheme 16

1. DBT App

Overview

The Purpose of this document is to provide an understanding of the DBT App and its features.

DBT App is a web based utility developed by DBT Mission to help Ministries/ Departments to on-board the DBT applicable schemes on the DBT platform.

DBT App utility is **an open source web based application** for managing information related to DBT applicable schemes, beneficiaries and their transactions electronically. This would provide real time reports to authorized user(s), wherein MIS system(s) is not available. This is a generic utility which can be used immediately by Ministries/ Departments to manage beneficiaries and transactions for DBT applicable schemes and to integrate it with DBT Bharat Portal.

A Ministry / Department will have complete access to the utility which can be modified or enhanced by their own IT team / person as per the business requirement of Ministry / Department.

DBT App has the following key features-

- Manage Ministry/Department – DBT App administrator has to enter the Ministry / Department name for which DBT App is used.
- Manage Roles – DBT App has different roles – Administrator, Ministry User, Scheme Owner and State User to configure users as per requirement.
- Manage Users – Administrator has the right to Add/ edit any user against the specified roles.
- Manage Scheme – To add and/or update the DBT Applicable schemes with basic information.
- Manage Beneficiary – To add, edit and delete beneficiary against the scheme.
    - Demographic Authentication through CIDR service of Aadhaar
    - NPCI mapper validation for bank account linked with Aadhaar
    - And to share information with PFMS system (if applicable)
- Manage Transactions (Benefit Transfer) – DBT App uses different modes to capture information
    - Payment Initiation for benefit transfer for Cash schemes and generate the PFMS payment file or Bank excel file.

- Status update of transaction once received from PFMS response file or bank excel file.
- Update transaction if payment / benefit transferred offline or some external system

- MIS Report
- Data Exchange framework to integrate with DBT Bharat Portal through web service or via predefined excel file.
- Content Management
- Audit Logs

Technology Used

DBT App Utility is developed on open source technology using PHP and MySQL solution. MySQL is used as RDBMS which can be replaced at any other RDBMS database. Utility is developed using MVC architecture.

Ownership

DBT Mission is providing an open source utility to kick start Ministries/ Departments for digitalizing the schemes. **After downloading from DBT Bharat Portal, the Ministry/ Department becomes an owner of this utility.**

Ministry/ Department has a complete source code to make any changes. As this utility is on open source, therefore with the help of an IT team, any modification, enhancement or integration with another system can be implemented.

2. DBT App functionality mapping with Roles

A quick snapshot of functionality mapping with DBT App roles -

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Login	Login	To access the DBT App to assigned users	Yes	Yes	Yes	Yes
	Forgot Password	To reset password, system generated email will be received by User to assigned email id in DBT App.	Yes	Yes	Yes	Yes
	My Profile	To view and edit profile information	Yes	Yes	Yes	Yes
	Change Password	To change the password at any time	Yes	Yes	Yes	Yes
Manage Ministries/ Departments	Add Ministry / Department	While setting up the DBT App in Ministry / Department, this is primary step to define the Ministry / Department Name	Yes			
	Edit Ministry / Department	Edit the Ministry / Department Name	Yes			
	Active or Deactive Ministry / Department	To Deactive Ministry / Department from DBT App	Yes			
	Search Ministry / Department	Search functionality	Yes			

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage User	Add new User	To add new user based on Role selected	Yes	Yes		
	Edit User Details	Edit User information	Yes	Yes		
	Active or Deactive User	Deactive or active user in DBT App	Yes	Yes		
	Add State User	Creation of State User id			Yes	
Assign Scheme to Scheme Owner	Assign Scheme	Assign scheme owner with scheme	Yes	Yes		
	Search Scheme Owner	Search functionality	Yes	Yes		
Assign scheme to State User	Assign Scheme	Assign scheme to State User			Yes	
Manage Scheme	Add new Scheme	Add a new scheme in Ministry/ Department	Yes	Yes		
	Edit Scheme	Edit information against scheme	Yes	Yes		
	Active or Deactive Scheme	Deactive or active scheme in DBT App	Yes	Yes		
	Search Scheme with scheme Name or Ministry Name	Search functionality	Yes	Yes		
Manage Beneficiaries	Add Beneficiary	Add beneficiary against the selected scheme	Yes	Yes	Yes	Yes
	Import Beneficiaries against Scheme	Bulk upload the beneficiaries using predefined csv file	Yes	Yes	Yes	Yes

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
	Edit Beneficiary Details	update Beneficiary information	Yes	Yes	Yes	Yes
	Demographic Authentication from Aadhaar Service	Demo Authentication through NIC AEAD	Yes	Yes	Yes	Yes
	NPCI Validation of Aadhaar with Bank Account	NPCI mapper validation for bank account linked with Aadhaar	Yes	Yes	Yes	Yes
	Beneficiary list for PFMS	Shared beneficiary file with PFMS	Yes	Yes	Yes	Yes
	Search Beneficiary by Name, Beneficiary Id etc	Search functionality	Yes	Yes	Yes	Yes
	Delete Beneficiary	Delete beneficiary from selected scheme	Yes	Yes	Yes	Yes
	Add Transaction for Bank processing	Payment Initiation for Sponsored Bank transactions	Yes	Yes	Yes	Yes
Manage Transaction	Manage Transaction against beneficiary		Yes	Yes	Yes	Yes
	Upload Bulk Transactions for beneficiaries		Yes	Yes	Yes	Yes
	Search by Date		Yes	Yes	Yes	Yes
	View Transaction against Beneficiary		Yes	Yes	Yes	Yes

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage PFMS Transaction	Payment Initialization		Yes	Yes	Yes	Yes
	Generate Payment File for PFMS		Yes	Yes	Yes	Yes
	View Pending List for PFMS Reconciliation		Yes	Yes	Yes	Yes
	Import response file from PFMS for Reconciliation		Yes	Yes	Yes	Yes
	Export Beneficiary and transaction file		Yes	Yes	Yes	Yes
Manage Transaction through Bank	Export Transaction File for Bank Processing		Yes	Yes	Yes	Yes
	Update Transaction confirmation from Bank		Yes	Yes	Yes	Yes
	View Transaction Details		Yes	Yes	Yes	Yes
Scheme Report	Search Scheme wise Report		Yes	Yes	Yes	
	Export XML file of search Report		Yes	Yes	Yes	
	Export CSV file of search Report		Yes	Yes	Yes	

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Content Management	Manage content for Screen reader Access		Yes			
	Manage content for Terms and Conditions		Yes			
	Manage content for Privacy Policy		Yes			
	Add new web content		Yes			
Web service Integration with DBT Bharat Portal	Web Service WSDL file		Yes	Yes		
	Renew Request id for re submission		Yes	Yes		
Audit Log	Log file having Action taken by, IP Address and Date & time		Yes	Yes		

3. User Manual

This User Manual has been created for helping “Ministry/Departments” to operate DBT App in Ministry / Department environment and to exchange data with DBT Bharat Portal.

1. Administrator Section

1.1. Admin Login

Please enter the URL defined during Installation process (as instructed in Installation Guide) on address bar. User will be redirected to below screen to enter credential to login.

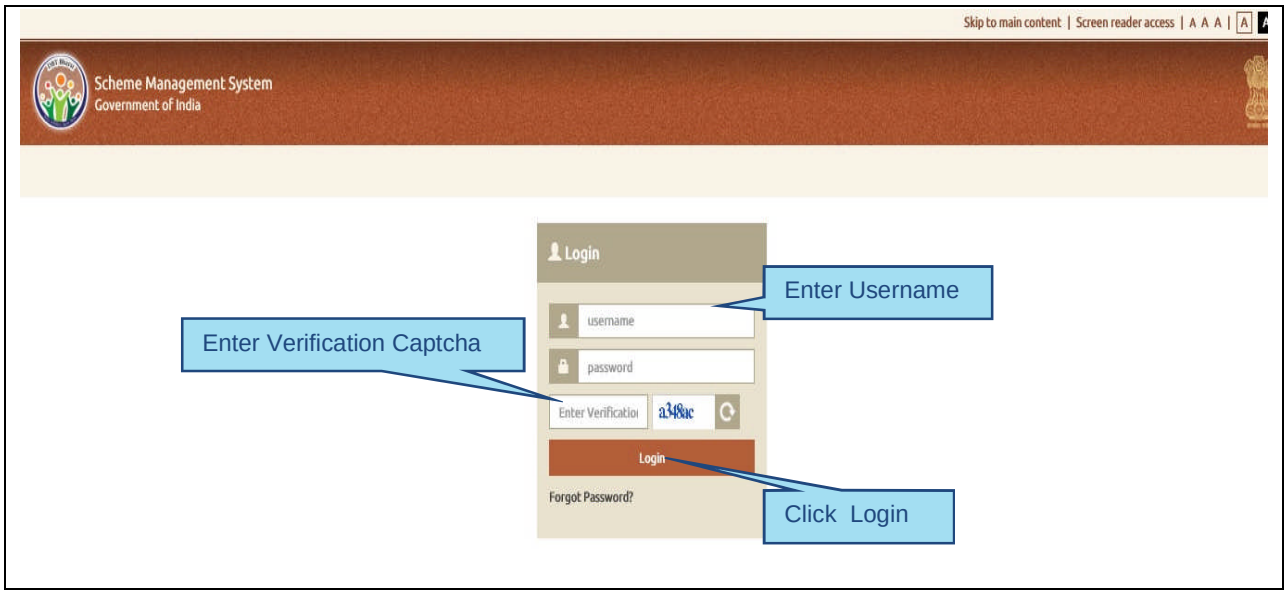

Figure 1 – Login Screen (Administrator)

Enter “**Username**”, “**Password**”, “**Captcha Code**” and click “Login” button. User will reach the below Manage User Screen (See screenshot below). Based on user privileges, top bar functionality will be shown.

Administrator user can manage different users for DBT App under defined roles such as Ministry User, Scheme Owner or State User.

1.2. Manage Scheme

Administrator can manage schemes against the Ministry / Department added into DBT App, by clicking 'Manage Scheme' option available at top bar.

1.2.1. Add New Scheme

User can add a New Scheme by clicking on "**Add New Scheme**" tab.

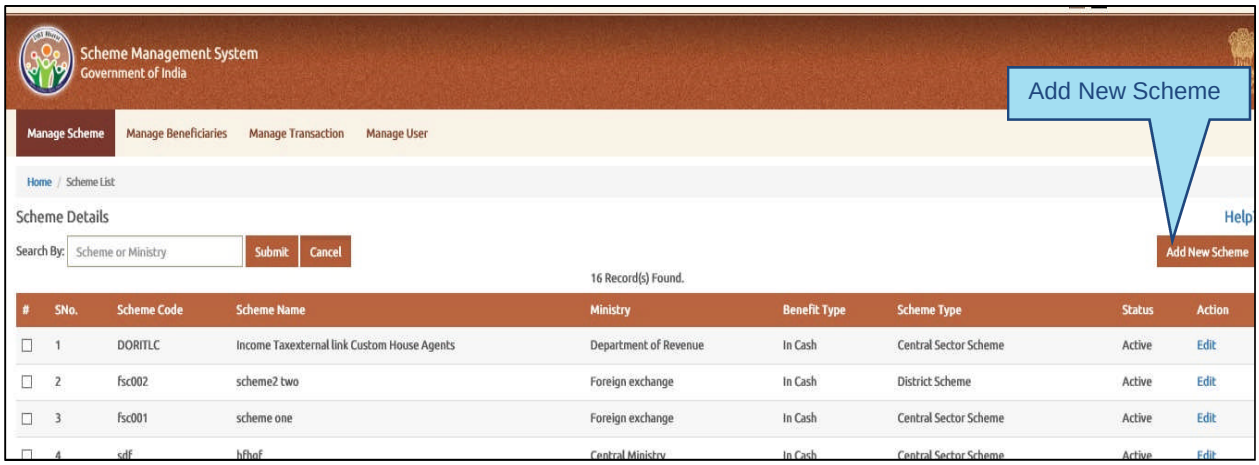

Figure 2 – Add New Scheme

On clicking "**Add New Scheme"** button a form will open.

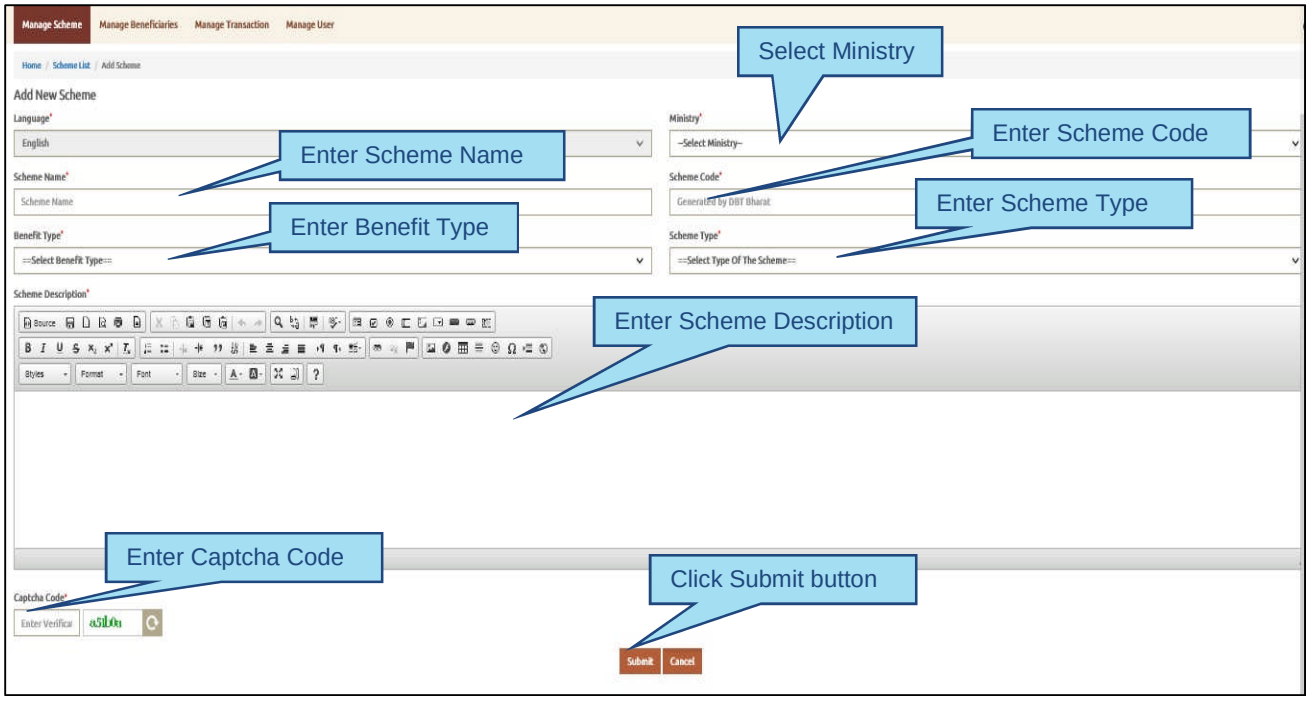

Figure 3 – Add New Scheme Form

Please enter following fields –

a. Ministry- Central Ministry
b. Scheme Name
c. Scheme Code – 5 digit alphanumeric code generated from DBT Bharat Portal (https://dbtbharat.gov.in)
d. Benefit Type as In-Cash, In-Kind, Others
e. Scheme Type as Central Sector, State/UT Scheme, Centrally Sponsored Scheme and District Scheme
f. Scheme Description
g. Captcha Code

After entering details of all the mandatory fields press submit button. Likewise the same process is followed for adding New Schemes.

1.2.2. Edit Scheme

After a Scheme is added Administrator user can edit it by clicking on **"Edit"** link and can edit the details for a particular Scheme.

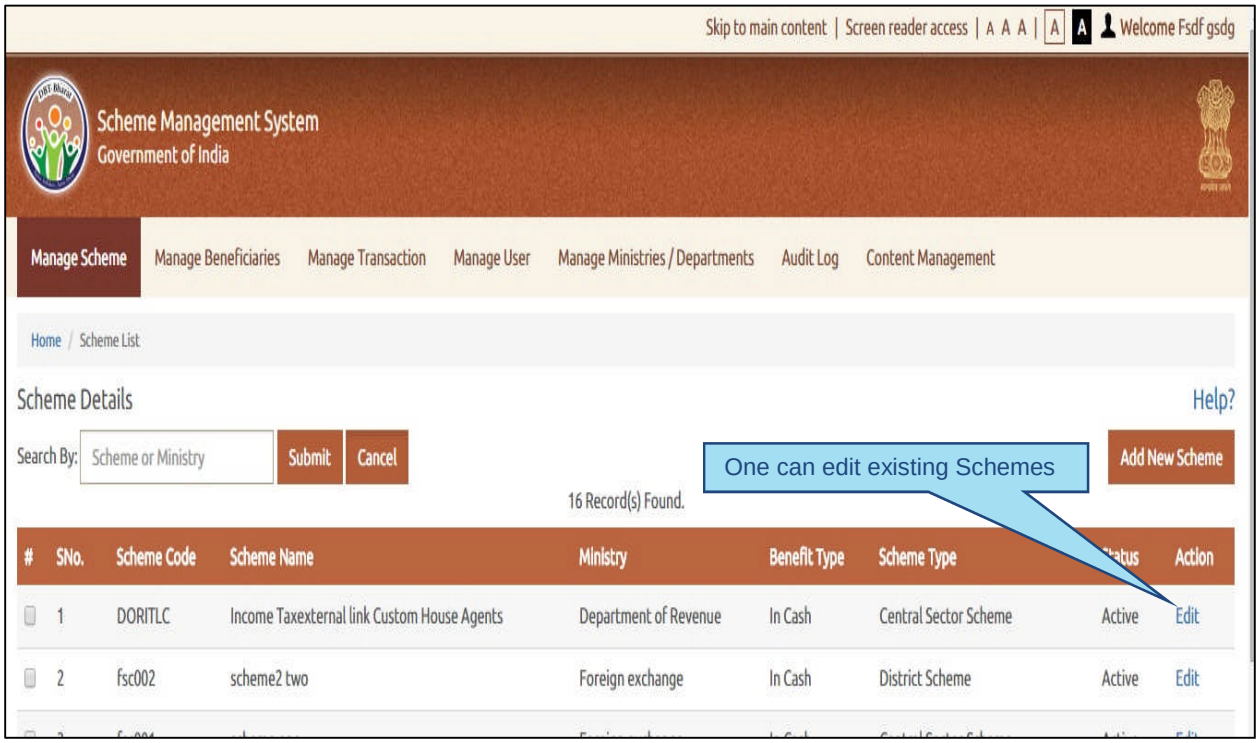

Figure 4 – Edit Scheme

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