

Direct Benefit Transfer (DBT)

DBT App V3.0

User Manual Manage Ministry/Department

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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 onboard 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.
 - o 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 -

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

			Roles in DBT App			
Module	Functionality	Description		Ministry	Scheme	State
			Administrator	User	Owner	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 Assign scheme			Yes	
Assign Scheme to	Assign Scheme	Assign scheme owner with scheme	Yes	Yes		
Scheme Owner	Search Scheme Owner	Search functionality	Yes	Yes		
Assign scheme to State User	Assign Scheme	Assign scheme to State User			Yes	
	Add new Scheme	Add a new scheme in Ministry/ Department	Yes	Yes		
	Edit Scheme	Edit information against scheme	Yes	Yes		
Manage Scheme	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

			Roles in DBT App			
Module	Functionality	Description		Ministry	Scheme	State
			Administrator	User	Owner	User
	Edit Beneficiary	update Beneficiary				
	Details	information	Yes	Yes	Yes	Yes
	Demographic					
	Authentication	Demo				
	from Aadhaar	Authentication	***	77	***	***
	Service	through NIC AEAD NPCI mapper	Yes	Yes	Yes	Yes
	NPCI Validation of	validation for bank				
	Aadhaar with	account linked with				
	Bank Account	Aadhaar	Yes	Yes	Yes	Yes
	Beneficiary list for	Shared beneficiary	X 7	37	V	V 7
	PFMS Search Beneficiary	file with PFMS	Yes	Yes	Yes	Yes
	by Name,	_				
	Beneficiary Id etc	Search functionality	Yes	Yes	Yes	Yes
		Delete beneficiary				
	Delete Beneficiens	from selected	X 7	37	V	V 7
	Delete Beneficiary Add Transaction	scheme	Yes	Yes	Yes	Yes
	for Bank	Payment Initiation				
	processing	for Sponsored Bank transactions	Yes	Yes	Yes	Yes
	Manage	transactions				
	Transaction					
	against					
	beneficiary		Yes	Yes	Yes	Yes
Manage	Upload Bulk					
Transaction	Transactions for					
	beneficiaries		Yes	Yes	Yes	Yes
	Search by Date		Yes	Yes	Yes	Yes
	View Transaction					
	against			77	37	X7
	Beneficiary		Yes	Yes	Yes	Yes

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

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

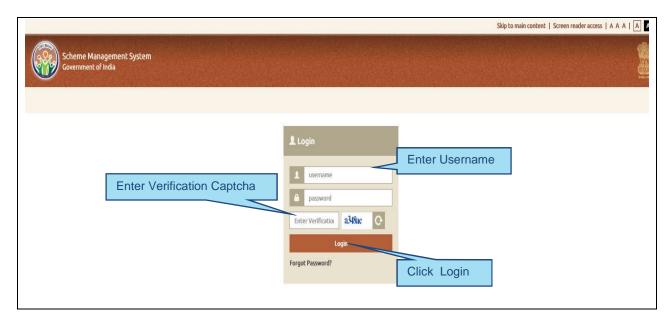


Figure 1 – Login Screen (Administrator)

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 Ministries/Departments

Manage Ministries / Departments section in DBT App can be used to add, edit Ministry / Department Name for which DBT App is configured to manage scheme(s) and its Administrator user can edit user information except the username or can de-activate / activate the user name as per Ministry / Department requirement.



Figure 2 - Manage Ministry/Department

Administrator has the functionality to create a Ministry user and then assign a Ministry to a Ministry user who can then further create "Schemes" running in a particular Ministry. Ministry user further has the functionality to create "Scheme User".

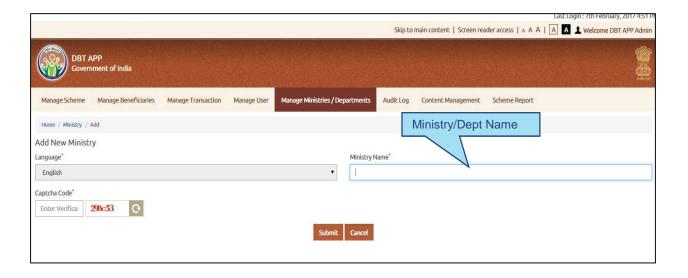


Figure 3 – Add New Ministry/Department

Enter the Name of the Ministry after Clicking "Add New Ministry" and Press Submit Button which					
creates the Ministry/ Dep	artment.				
	***	******	******		