DAMYANT SOFTWARE PVT LTD.

HELP MANUAL

Online Revenue Reporting System | Damyant

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1 INTRODUCTION

1.1 About the Application

This Online Revenue Reporting System is a comprehensive information management and logistics platform using which all enterprise level data can be collected, analyzed, and presented in required format using easy-to-use web application. The application used industry best practices and latest technology stacks leveraging Cloud Computing technology platform.

This application lets all data relative to revenue collection at various sub-division points to be uploaded using a simple web-based application. Once data is uploaded by various sub-divisional collection centres, comprehensive reports can be generated at various levels such as, (a) Corporate HQ, (b) Circle, (c) Division, and (d) Sub-Division levels. The application provides complete hierarchy related information with role based access and authorization.

Main features of the application include:

- Provide a easy to use information processing gateway

- Enable access to information from web or mobile apps

- Enhance decision making by accessing right information at the right time

- Improve Operational Effectiveness by reducing redundancy, inefficiency, and inaccuracy of data management

- Increase Operational Safety

The application does not require any additional hardware or software. You must have Internet connectivity to access the web based URL to use the application. The web application is supported in all available browsers.

1.2 Functionality

The application provides following functionality:

- Easy-to-use interface to upload all revenue data collection at various sub-divisional levels

- Automation report generation at (a) Corporate HQ, (b) Circle, (c) Division, and (d) Sub-Division levels. Reports can be generated (a) daily basis or (b) for a specified date range

- Analytics Module to analyze data collection trends

- All revenue collection data can be saved in a pre-defined format

The application also provides the admin panel through which administrator can create, update, or delete new or existing users at various levels.

The manual contains details about the functionality and usage procedures. For further details: you can email us at info@damyant.com or call us at +91 120 410 8052.

1.3 Browser Compatibility

The Online Revenue Reporting System support web browsers such as Mozilla Firefox, Google Chrome and Safari. However there are few Java Script issues with Internet Explorer and Opera which most probably will be fixed in the next release.

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2 GETTING STARTED

This chapter describes how to get started with Online Revenue Reporting System and what should you require before the first use of the application.

2.1 What should a user require to use the application?

- A user must have Authenticated Username and Password to use the given application.
- The Username and Password will be provided by the Admin.

2.2 How to get started with the application?

- Open any prescribed browser and enter the url: http://173.45.100.234:6080/mims-rev// in the address bar of the opened browser and press 'Enter' key on the Keyboard.
- After pressing 'Enter' the 'Login' page will open as given in Figure 1 below.

Online Revenue Reporting System   Login

Member sign in

Username: [ ]
Password: [ ]

☑ Remember me   Log in

Forgot password?

Figure 1 Login Screen

- Enter your Authenticated Username and Password in the Text box corresponding to 'Username:' and 'Password:' fields respectively.
- After entering the Username and Password click on the 'Log in' button.
- On clicking the 'Log in' button you will enter into the system and land to the 'Home' page as you can see in the Figure 2.
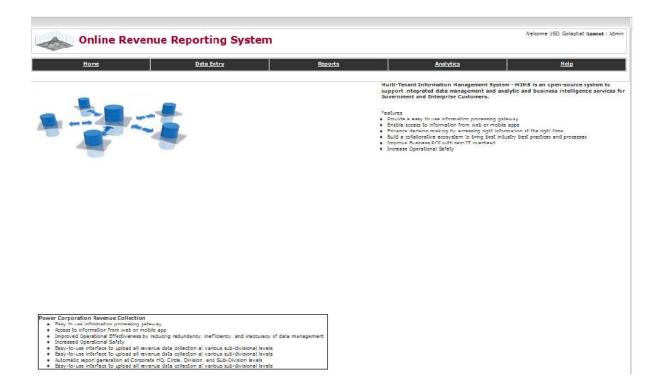

Figure 2 Home Page

3   DESKTOP

The Desktop of the Power House Web Application consists of the following components:

- Main Menu
- Admin Panel

3.1   **Main Menu**

The Main Menu is located at the upper border of the web application as you can see in Figure 3.

The Main Menu contains following menu items:

- Home
- Data Entry
- Reports
- Analytics
- Help
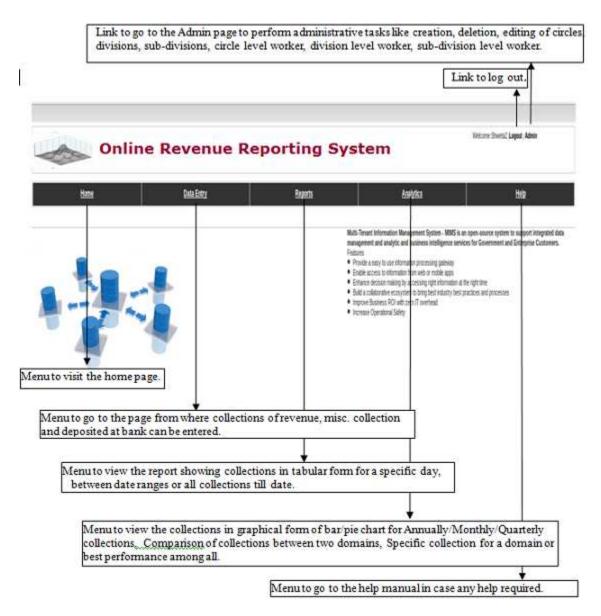
Figure 3 Menu Items

3.1.1 Home

Online Revenue Reporting System

Welcome USD Golaghat | **Logout** | Admin

| Home | Data Entry | Reports | Analytics | Help |

Multi-Tenant Information Management System - MIMS is an open-source system to support integrated data management and analytic and business intelligence services for Government and Enterprise Customers.

Features
- Provide a easy to use information processing gateway
- Enable access to information from web or mobile apps
- Enhance decision making by accessing right information at the right time
- Build a collaborative ecosystem to bring best industry best practices and processes
- Improve Business ROI with zero IT overhead
- Increase Operational Safety

Power Corporation Revenue Collection
- Easy to use information processing gateway
- Access to information from web or mobile app
- Improved Operational Effectiveness by reducing redundancy, inefficiency, and inaccuracy of data management
- Increased Operational Safety
- Easy-to-use interface to upload all revenue data collection at various sub-divisional levels
- Easy-to-use interface to upload all revenue data collection at various sub-divisional levels
- Automatic report generation at Corporate HQ, Circle, Division, and Sub-Division levels
- Easy-to-use interface to upload all revenue data collection at various sub-divisional levels

Figure 4 Home Page

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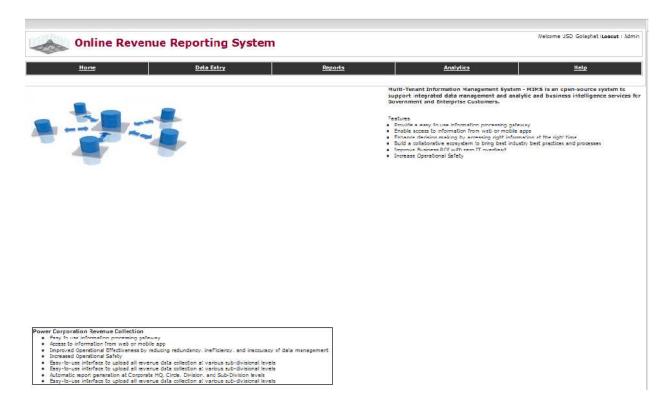### 3.1.2 Data Entry

The Data Entry page allows Authenticated User (User at Sub-Division level) to enter the Collection Amount i.e. Revenue Collection, Misc. Collection or Bank Deposit for the authenticated Sub- Division.

3.1.2.1   Who is allowed to enter the Collections related information in the Data Entry page?

- Authenticated User at Sub-Division level is allowed to enter the Collection related information in the Data Entry Page. User can access the 'Data Entry' page by clicking on the 'Data Entry' menu link located on the main menu bar.

Figure 5 Data Entry Page For User At Sub-Division Level.

- A Headquarter, Circle and Division level worker can't enter data for collections of revenue, misc. collection and deposited at bank.

3.1.2.2   How to enter the Collection related information in the Data Entry Page?

- As you login into the system click on the 'Data Entry' menu item located on the Main menu bar. It will navigate the user into the 'Data Entry' page as given in Figure 5 above.
- In the Data Entry page user can see in which Circle and Division his Sub-Division is allocated.
- Enter the Collection Amount respective of the Collection Type in the 'Revenue Collection' or 'Misc. Collection' field.
- Enter the Collection Amount which is deposited at Bank in the 'Deposited at Bank:' field.
- After entering the Collection Amount and the Amount Deposited at Bank, user can select the mode of payment as either 'Cash' or 'Cheque' which is displayed on adjacent right to the Collection fields. By default 'Cash' is selected.
- If the mode of payment is Cheque, click on the 'Cheque' option.
- After clicking on the 'Cheque' option the 'Cheque Number:' and 'Bank Name:' fields should be displayed on adjacent right to the 'Cheque' option as you can see in Figure 6 below.
- After filling all the mandatory information as described in the above steps, click on the 'Submit' button.
- When you click on the 'Submit' button, you will get the prompt for confirmation, to save the information, as follows in Figure 7. User is free to cancel the transaction in between by clicking on the 'Cancel' button, in this way User can cancel the submission, if something wrong has entered. On clicking the 'OK' button the collection information for the allocated Sub-Division will be saved permanently.

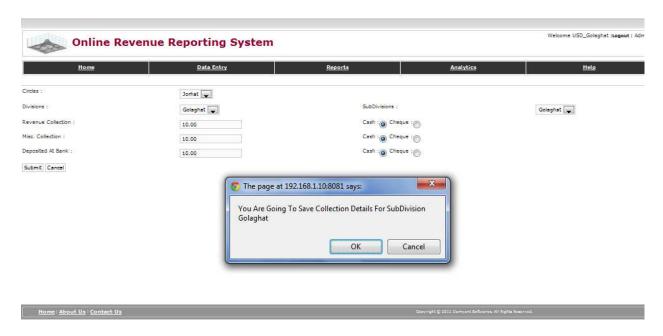**Figure 6 Data Entry Page Displaying 'Cheque Number' And 'Bank Name'.**

Figure 7 'Message Box' Appears After Clicking The 'Submit' Button In Data Entry Page.

3.1.2.3   Validation on 'Data Entry' page.

- User is not allowed to enter the negative amount or any non-numeric characters in the 'Revenue Collection', Misc. Collection and 'Deposited at Bank' fields.
- User can enter the amount in any one of the following fields: 'Revenue Collection', Misc. Collection' or 'Deposited at Bank'. However if the user click the 'Submit' button or try to Save the information without entering any valid amount (more than Rs '0.00'), the system will not allow to Save the Collection information and prompt the user to Enter the Valid amount for the Collection.
- If you select the mode of payment as 'Cheque' don't forget to enter the information for 'Cheque Number' and 'Bank Name', if you do as a result the system will not allow saving the information.

3.1.3 Report Generation

The Report page will display the Collection Report related to the Sub-Domains of the allocated Domain to the Authenticated User in tabular format.

3.1.3.1   Accessibility of the Report page for User at different Domain level

- User at Head Quarter level can view the Collection Report for all the Circles, Divisions under those Circles and all the Sub-Divisions under those Divisions.
- User at Circle level can view the Collection Report for all the Divisions under the allocated Circle, all Sub-Divisions under those Divisions.
- User at Division level can view the Collection Report for all the Sub-Divisions under the allocated Division.
- User at Sub-Division level can view the Collection Report for its own Sub-Division only.

3.1.3.2   What you can do at the Report page?

You can perform the following functions at the Report page:-

- View Daily Collection Report.
- View the Collection Report for the selected Date Range.
- View the Collection Report till date.
- Copy the Report and Paste it in any Text file.
- Export the Report to CSV, Excel or PDF format.
- View the Print Preview of the Report page.
- Print the Report page.

3.1.3.3   How to View the Report?

- As you login into the system click on the 'Reports' menu item located on the Main menu bar. It will navigate the user into the 'Report' page as you can see in Figure 8 below.
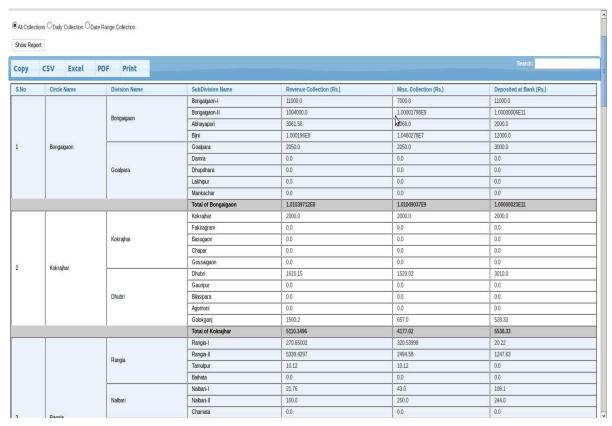
○ All Collections ○ Daily Collection ○ Date Range Collection

[Show Report]

| Copy | CSV | Excel | PDF | Print | | | Search: |

S.No	Circle Name	Division Name	SubDivision Name	Revenue Collection (Rs.)	Misc. Collection (Rs.)	Deposited at Bank (Rs.)
1	Bongaigaon	Bongaigaon	Bongaigaon-I	11000.0	7000.0	11000.0
			Bongaigaon-II	1004000.0	1.00001798E9	1.00000006E11
			Abhayapuri	3061.58	3066.0	2000.0
			Bijni	1.000196E8	1.0460278E7	12000.0
		Goalpara	Goalpara	2050.0	2050.0	3000.0
			Damra	0.0	0.0	0.0
			Dhupdhara	0.0	0.0	0.0
			Lakhipur	0.0	0.0	0.0
			Mankachar	0.0	0.0	0.0
			Total of Bongaigaon	**1.01039712E8**	**1.01049037E9**	**1.00000023E11**
2	Kokrajhar	Kokrajhar	Kokrajhar	2000.0	2000.0	2000.0
			Fakiragram	0.0	0.0	0.0
			Basugaon	0.0	0.0	0.0
			Chapar	0.0	0.0	0.0
			Gossaigaon	0.0	0.0	0.0
		Dhubri	Dhubri	1610.15	1520.02	3010.0
			Gauripur	0.0	0.0	0.0
			Bilasipara	0.0	0.0	0.0
			Agomoni	0.0	0.0	0.0
			Golokganj	1500.2	657.0	528.33
			Total of Kokrajhar	**5110.3496**	**4177.02**	**5538.33**
		Rangia	Rangia-I	270.65002	320.53998	20.22
			Rangia-II	5339.4297	2494.58	1247.63
			Tamulpur	10.12	10.12	0.0
			Baihata	0.0	0.0	0.0
		Nalbari	Nalbari-I	21.76	43.0	106.1
			Nalbari-II	100.0	250.0	244.0
			Chamata	0.0	0.0	0.0
3	Rangia					

Figure 8 Report Page For User At Headquarter Level.

- The Report page will display the Collection Report till date by default. If the user like to view the Daily Collection Report or for the selected Date Range, he can select the option as either 'Daily Collection' or 'Date-Range Collection' respectively, located on the top left corner of the Report page. The 'All Collections' option will display the Collection Report till date. You can see the Report options below in Figure 9.
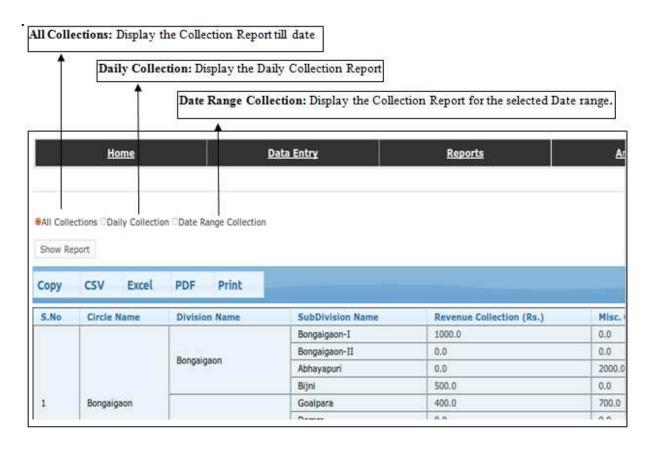
All Collections: Display the Collection Report till date

Daily Collection: Display the Daily Collection Report

Date Range Collection: Display the Collection Report for the selected Date range.

Home	Data Entry	Reports	A

⦿All Collections ⭕Daily Collection ⬜Date Range Collection

Show Report

Copy	CSV	Excel	PDF	Print	

S.No	Circle Name	Division Name	SubDivision Name	Revenue Collection (Rs.)	Misc.
			Bongaigaon-I	1000.0	0.0
			Bongaigaon-II	0.0	0.0
		Bongaigaon	Abhayapuri	0.0	2000.0
			Bijni	500.0	0.0
1	Bongaigaon		Goalpara	400.0	700.0

Figure 9 Report page Displaying Different Collection Report Options.

- After selecting any one of the following option: 'All Collections', 'Daily Collection' or 'Data Range Collection' click on the 'Show Report' button located just below the given options.
- As you click on the 'Show Report' button the Report Page will display the Report accordingly as per the selected Report option.

3.1.3.4   How to Copy Collection Report and Paste it in any Text file?

- As you login into the system click on the 'Reports' menu item located on the Main menu bar. It will navigate the user to the 'Report' page as you can see in Figure 9 above.
- The Report page will display the Collection Report till date by default or you can generate the Report by following the steps as described in section 3.1.3.3.
- After generating the Report click on the 'Copy' button located just below the 'Show Report' button. This will copy the whole Report as you can see in Figure 10, Figure 11 and Figure 12.

Figure 10 Report Page Displaying Copy Option.

- Open any Text File like Notepad etc. and paste the Report by pressing ('Ctrl' + ' V') on the Keyboard or by selecting the 'Paste' option given under the Submenu of the 'Edit' menu on the menu bar of the Text File. As given in Figure 11.

Figure 11 Paste Option Given Under The Submenu Of The Edit menu in the Notepad.

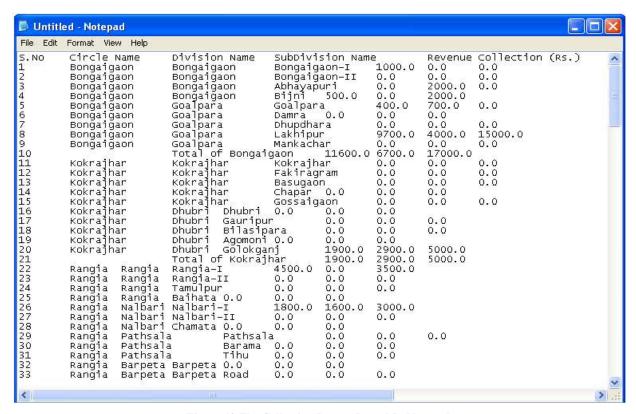- As you click on the 'Paste' option the whole report will be pasted on the Text File as given in Figure 12.

Figure 12 The Collection Report Pasted In Notepad.

3.1.3.5   How to export the Report to CSV, Excel or PDF format?

- As you login into the system click on the 'Reports' menu item located on the Main menu   bar. It will navigate the user into the 'Report' page as you can see in Figure .9 above.
- The Report page will display the Collection Report till date by default or you can generate the Report by following the steps as described in section 3.1.3.3.
- After generating the Report click on any of the following options: 'CSV', 'Excel' or 'PDF' button to export the Collection Report in the selected Format. The 'CSV, 'Excel' or 'PDF' buttons are located just below the 'Show Report' button as you can see in Figure 13.
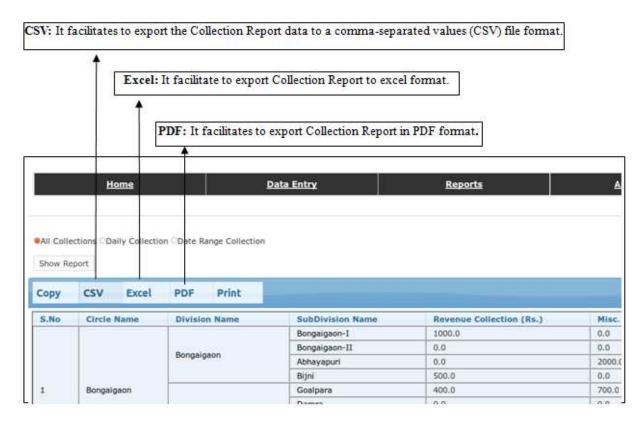
Figure 13 Report Page Showing Three Different Format Type Export Options.

- As you click on any export option button it will open the 'Save As' dialog box where you can specify the file name to which you will export the Report data in selected format type.

3.1.3.6   How to print the Report?

- As you login into the system click on the 'Reports' menu item located on the Main menu bar. It will navigate the user into the 'Report' page as you can see in Fig. 1.9 above.
- The Report page will display the Collection Report till date by default or you can generate the Report by following the steps as described in section 3.1.3.3.
- After generating the Report click on the 'Print' button located just below the 'Show Report button'.
- As you click on the 'Print' button it will display the Print Preview of the Report page. After that you can use the 'Print ' option of your browser from the 'File' menu to print the Report.

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3.1.4 Analytics

The purpose of Analytics page is to facilitate user to view Annually/Monthly/Quarterly Collections, compare Collections of two different Sub-Domains, to look the best performance of different Domain and Sub-Domain and to view the Collection of any Sub-Domain for a specific duration.

 Following are the functionalities for a specific Domain level user:

- Availability of functionalities for Headquarter, Circle and Division Level worker:

    - Annually/Quarterly/Monthly collections.
    - Comparison of Collections.
    - Best Performance.
    - Collection of Specific Duration.

- Availability of functionalities for Sub-Division Level worker:

    - Collection for a Specific Duration.

3.1.4.1   Accessibility for different Domain level user:

- Annually/Quarterly/Monthly collections:

    - For headquarter level worker, there is only one option in the drop down as "All Circles", as user can view collections of all circles in one chart. Figure 14 displays the option for HQ level worker for Annually/Quarterly/Monthly collection.

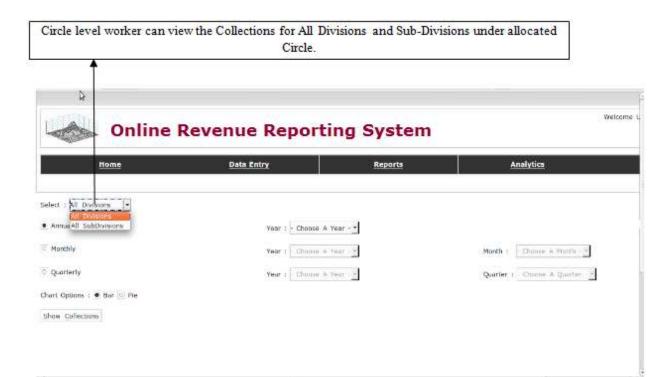**HQ level worker can view the Collections for All Circles only.**

Figure 14 Analytics Page Displaying Option For HQ Level Worker For Annually/Quarterly/Monthly Collection.

- For circle level worker, there are two options in the drop down as "All Divisions" and "All Sub-Divisions", as user can view collections of all the divisions or all the sub-divisions under the circle in one chart. Figure 15 displays the option for Circle level worker for Annually/Quarterly/Monthly collection.

Circle level worker can view the Collections for All Divisions and Sub-Divisions under allocated Circle.

Figure 15 Analytics Page Displaying Option For Circle Level Worker For Annually/Quarterly/Monthly Collection.

▪ For division level worker, there is only one option in the drop down as "All Sub- Divisions", as user can view collections of all the sub-divisions under the division in one chart. Figure 16 displays the option for Division level worker for Annually/Quarterly/Monthly collection.

Figure 16 Analytics Page Displaying Option For Division Level Worker For Annually/Quarterly/Monthly Collection.

- Comparison of Collections:

  - For headquarter level worker, comparison between two circles, divisions and sub-divisions is possible.

  - For circle level worker, comparison between two divisions and sub-divisions that belong to that circle is possible, not between two circles.

  - For division level worker, comparison between two sub-divisions that belong to that division is possible, not between two circles or two divisions.

- Best Performance

  - A headquarters or circle level worker gets six options:

- ° Among all circles – best performance among all the existing circles.
- ° Among all divisions – best performance among all the existing divisions
- ° Among all subdivisions – best performance among all the existing sub-divisions.
- ° Among all divisions of a circle – best performance among all the divisions of the selected circle.
- ° Among all subdivisions of a Division– best performance among all the sub-divisions of the selected division.

- ▪ A division level worker gets three options:

    - ° Among all divisions– best performance among all the existing divisions.
    - ° Among all subdivisions– best performance among all the existing sub-divisions.
    - ° Among all subdivisions of a division– best performance among all the sub-divisions of the selected division.

- Collections for a specific duration

    - ▪ A headquarter level worker can view specific collections for any circle, division or any sub-division.

    - ▪ A circle level worker can view specific collections for any division or any sub-division.

    - ▪ A division level worker can view specific collections for any sub-division.

3.1.4.2 How to view the Annually/Monthly/Quarterly Collections?

- As you login into the system click on the 'Analytics' menu item located on the Main menu bar. It will navigate the user into the 'Analytics' page as you can see in Figure 17 below.

Figure 17 Analytics Page

- The Analytics page will display the following options depending upon the domain level user as 'Annually/Monthly/Quarterly Collections', 'Comparison of Collections', Best Performance' and 'Collections for a Specific Duration'.
- Click on the link 'Annually/Monthly/Quarterly Collections' which will navigate you to the 'Annually/Monthly/Quarterly Collections' page as below in Figure 18.

Figure 18 Analytics Annually/Monthly/Quarterly Collections Page

- Select the Domain from the Select drop down list for which you would like to view the collections. You will get the select drop down list at top left side of the 'Annually/Monthly/Quarterly Collections' page.
- You can select 'Annually' radio button to view annual collection. Then user needs to select a year from the 'Year' drop down list located at the right side of the 'Annually' option button.
- You can select 'Monthly' radio button to view Monthly collection. Then user needs to select year from "Year" drop down list to specify the year and month from the "Month" drop down list to specify the month.
- You can select 'Quarterly' radio button to view Quarterly collection. Then user needs to select year from "Year" drop down list to specify the year and a quarter from the "Quarter" drop down list.
- After that you can select any one of the Chart options either 'Bar' or 'Pie' which you will find just below the 'Quarterly' radio button.
- As you select a chart option, click on the 'Show Collections' button. This will generate the graph accordingly as you can see in Figure 19.
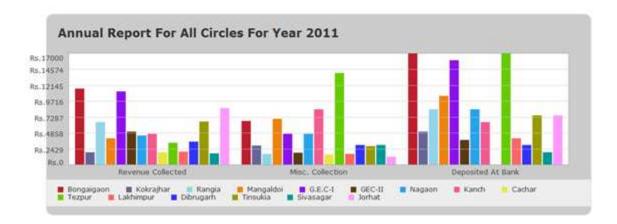

Figure 19 Bar Graph For Annual Collection

3.1.4.3   How to do Comparison of Collections?

- As you login into the system click on the 'Analytics' menu item located on the Main menu bar. It will navigate the user into the 'Analytics' page as you can see in Figure 17 above.
- The Analytics page will display the following options depending upon the domain level user as 'Annually/Monthly/Quarterly Collections', 'Comparison of Collections', Best Performance' and 'Collections for a Specific Duration'.
- Click on the link 'Comparison of Collections' which will navigate you to the 'Comparison of Collections' page as below in Figure 20.

Figure 20 Analytics 'Comparison of Collections' Page.

- You can select a radio button from given options of "Circle", "Division" or "Sub-Division" depending upon in which Domain level you logged in.
- Then select the sub-domain from both "Select First" and "Select Second" drop down list located on the right hand side of the Sub-Division option button. In case of circle, both the drop down "select First" and "Select Second" will be populated with circles, similarly in case of division and sub-division.
- Then you need to select "From Date" and "To Date" from the date-pickers by clicking on the text boxes.
- As you click on the "From Date" and "To Date" date-picker textbox the calendar appears as you can see in Figure 21 below.

Figure 21 'Comparison of Collections' Page Displaying Calendar.

- From the Calendar you can select the year, month and day.
- After that you can select any one of the Chart options either 'Bar' or 'Pie' which you will find just below the "From Date" date picker.
- As you select a chart option, click on the 'Compare Collections' button located just below the 'Chart Options' button. This will generate the graph accordingly as you can see in Figure 22.

| Home | Data Entry | Reports | Analytics | Help |

Compare Between : ● Circle ○ Division ○ Sub-Division   Select First : Bongaigaon ▾   Select Second : Kokrajhar ▾

From : 2011-11-01   To : 2011-11-30

Chart Options : ● Bar ○ Pie

Compare Collections

Comparison Between Bongaigaon & Kokrajhar From 2011-11-01 To 2011-11-30

■ Bongaigaon ■ Kokrajhar

Figure 22 Bar Graph For Comparison Of Collections Between Two Circles

3.1.4.4 How to view the best performance among the selected domain level?

- As you login into the system click on the 'Analytics' menu item located on the Main menu bar. It will navigate the user into the 'Analytics' page as you can see in Figure 17 above.
- The Analytics page will display the following options depending upon the domain level user as 'Annually/Monthly/Quarterly Collections', 'Comparison of Collections', Best Performance' and 'Collections for a Specific Duration'.
- Click on the link 'Best Performance' which will navigate you to the 'Best Performance' page as below in Figure 23.

Figure 23 Analytics 'Best Performance' Page.

- In the "Select Options" drop down list you will get maximum five options depending upon in which domain level you logged in. For example, if you are a headquarter level user you will get five options as follows - "Among All Circles", "Among All Divisions", "Among All Sub-Divisions", "Among All Divisions of a Circle" and "Among All Sub-Divisions of a Division".
- In case of "Among All Circles", best performance is chosen among all the existing circles. Similarly in case of "Among All Divisions "and "Among All Sub-Divisions".
- In case of "Among All Divisions of a Circle" you need to select a circle from the "Circle" drop-down list on the top right hand side of the page. The best performance will be chosen among all the existing divisions of the selected circle.
- In case of "Among All Sub-Divisions of a Division", user needs to select a division from the "Division" drop-down list. The best performance will be chosen among all the existing sub-divisions of the selected division.
- Then you need to select "From Date" and "To Date" from the date-pickers by clicking on the text boxes.
- As you click on the "From Date" and "To Date" date-picker textbox the calendar will appears. From the Calendar you can select the year, month and day.
- After that click on "Show Best Performance" button just below the "Chart Options" button.
- As you click on the "Show Best Performance" button, this will generate the graph accordingly as you can see in Figure 24.
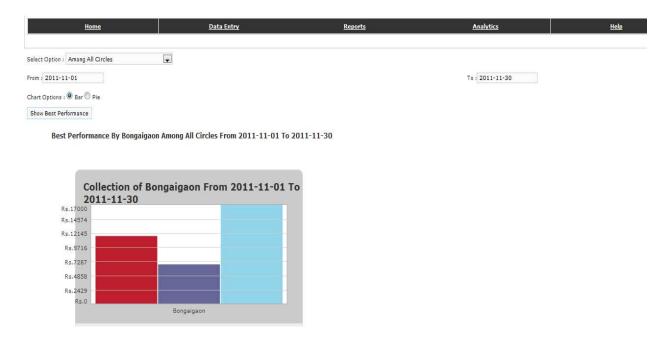
Figure 24 Bar Graph Showing The Best Performance Among All Circles.

3.1.4.5   How to view the collections for a specific duration?

- As you login into the system click on the 'Analytics' menu item located on the Main menu bar. It will navigate the user into the 'Analytics' page as you can see in Figure 17 above.
- The Analytics page will display the following options depending upon the domain level user as 'Annually/Monthly/Quarterly Collections', 'Comparison of Collections', Best Performance' and 'Collections for a Specific Duration'.
- Click on the link 'Collections for a Specific Duration' which will navigate you to the 'Collections for a Specific Duration' page as below in Figure 25.

Figure 25 Analytics 'Collection For A Specific Duration' Page.

- You can select a radio button from given options of "Circle", "Division" or "Sub-Division" depending upon in which Domain level you logged in.
- Select the particular domain name from the "Select Option" drop down list on the right hand side of the "Sub-Division" radio button.
- In case of circle, the drop down "Select Option" will be populated with circles, similarly in case of division and sub-division.
- Then you need to select "From Date" and "To Date" from the date-pickers by clicking on the text boxes.
- As you click on the "From Date" and "To Date" date-picker textbox the calendar will appears. From the Calendar you can select the year, month and day.
- After that click on "Show Collections" button just below the "Chart Options" button.
- As you click on the "Show Collections" button, this will generate the graph accordingly as you can see in Figure 26.
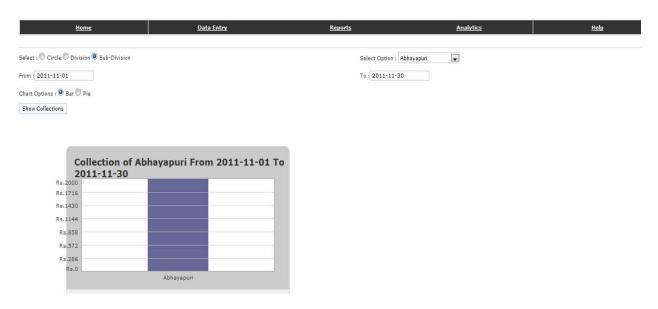

Figure 26 Bar Graph Displaying The Collections For A Specific Domain Area For a Specific Duration.

3.1.4.6   Validations on "Analytics" page.

- Validation on "Annually/Monthly/Quarterly Collections" page.

    - If user clicks on "Annually" radio button he need to select the year from "Year" drop down list.
    - If user clicks on "Monthly" radio button he need to select the month from "Month" drop down list.
    - If user clicks on "Quarterly" radio button he need to selects the year from "Year" drop down list.

- Validation on "Comparison of Collections" page.

  - If user select a domain from "Select First " drop down list he need to select another domain from the "Select Second" drop down list. And user clicks on Compare button.
  - If user select a date from "From: "date picker list he need to select the date from the "To" date-picker list which must be later than that of the date in "From:" date picker list.

- Validation on "Best Performance" page.

  - If user selects "Among All Divisions Of A Circle" option he needs to select a circle from the "Circle" drop down list.
  - If user selects "Among All Sub-Divisions Of A Division" option he needs to select a division from the "Division" drop down list.
  - If user does not selects any option from "Select Option "drop down and user clicks on Show Best Performance button he could get the error message.
  - If user select a date from "From: "date picker list he need to select the date from the "To" date-picker list which must be later than that of the date in "From:" date picker list.

- Validation on "Collections for a Specific Duration" page.

  - If user does not selects an option from "Select Option" drop down list and clicks on "Show Collections" button, he might get the error message.
  - If user does not select a date from "From: "and "To:" date-picker list and clicks on Compare button, he might get the error message.
  - If user selects From Date greater than to date. And then clicks on compare button.
  - If user select a date from "From: "date picker list he need to select the date from the "To" date-picker list which must be later than that of the date in "From:" date picker list.

3.1.5 Admin Panel

The Admin Panel will be used by the authenticated user to which the Super-Admin has given the admin rights. Depending upon the domain level he will be given the following privileges:

- Privileges for Admin at Headquarter Level:

    - Manage Circle – list all circles, create new circle, edit and view any existing circle.
    - Manage Circle Level Worker– list all circle level workers, create new circle level worker, edit and view any existing circle level worker.
    - Manage Division – list all divisions, create new division, edit and view any existing division.
    - Manage Division Level Worker– list all division level workers, create new division level worker, edit and view any existing division level worker.
    - Manage Sub-Division – list all sub-divisions, create new sub-division, edit and view any existing sub-division.
    - Manage Sub-Division Level Worker– list all sub-division level workers, create new sub-division level worker, edit and view any existing sub-division level worker.

- Privileges for Admin at Circle Level:

    - Manage Division – list all divisions, create new division, edit and view any existing division under the circle.
    - Manage Division Level Worker– list all division level workers, create new division level worker, edit and view any existing division level worker under the circle.
    - Manage Sub-Division – list all sub-divisions, create new sub-division, edit and view any existing sub-division under the circle.
    - Manage Sub-Division Level Worker– list all sub-division level workers, create new sub-division level worker, edit and view any existing sub-division level worker under the circle.

- Privileges for Admin at Division Level:

    - Manage Sub-Division – list all sub-divisions, create new sub-division, edit and view any existing sub-division under the division.
    - Manage Sub-Division Level Worker– list all sub-division level workers, create new sub-division level worker, edit and view any existing sub-division level worker under the division.

Please note that for Sub-Division Level Worker, the admin link in the top right corner will be disabled, he/she can't perform any administrative tasks.

3.1.5.1 How to manage circle?

- How to view the list of all the circles and its detail?

  - As you login into the system you will be navigated to the "Home" page.
  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27.

Figure 27 Home Page Displaying The Active Admin Link.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28.

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Figure 28 Admin Panel.

- In the Admin Panel you can see the different domain and domain level worker link options to manage.
- Click on the link "Manage Circle". It will direct you to "Circle List" page where you can see the list of circles as given in Figure 29.
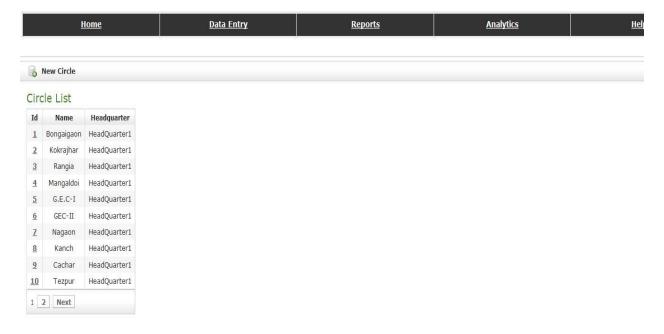

Figure 29 Admin Panel Displaying Circle List

- If you would like to view the detail of any circle, click on the corresponding "Id" link as you can see below in Figure 30.

Link to view the detail of any domain name

New Circle

Circle List

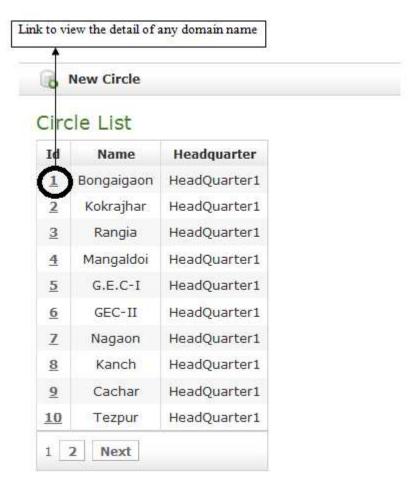| Id	Name	Headquarter
1	Bongaigaon	HeadQuarter1
2	Kokrajhar	HeadQuarter1
3	Rangia	HeadQuarter1
4	Mangaldoi	HeadQuarter1
5	G.E.C-I	HeadQuarter1
6	GEC-II	HeadQuarter1
7	Nagaon	HeadQuarter1
8	Kanch	HeadQuarter1
9	Cachar	HeadQuarter1
10	Tezpur	HeadQuarter1

1 2 Next

Figure 30 "Id" Link To View the Detail Of The Corresponding Circle.

- As you can click on the "Id" link it will open the "Show Circle" page displaying the details of the selected circle.

Figure 31 "Show Circle" Page Displaying Circle Details.

- ▪ If you would like to edit any information related to that circle click on the "Edit" link located at left corner of the "Show Circle" page.

- ▪ As you click on the "Edit" link it will open the "Edit Circle" page as in Figure 32. Here you can edit the name of the Circle or you can assign the Headquarter.

Figure 32 Edit Circle Page.

- ▪ After all editing has been done, you can update the information by clicking on the "Update" button located on the left corner of the "Edit Circle" page.

- • How to create the new circle?

  - ▪ As you login into the system you will be navigated to the "Home" page.
  - ▪ If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

- As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

- In the Admin Panel you can see the different domain and domain level worker link options to manage.

- Click on the link "Manage Circle". It will direct you to "Circle List" page where you can see the list of circles as given in Figure 30 above.
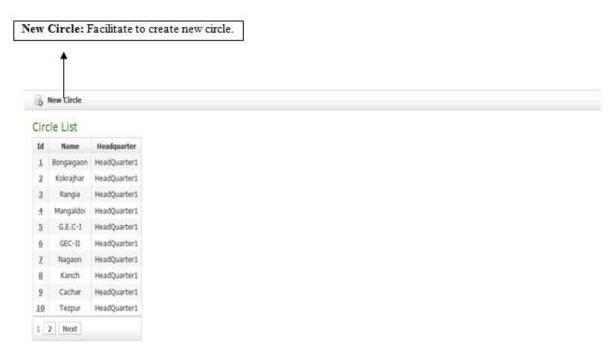
New Circle: Facilitate to create new circle.

New Circle

Circle List

Id	Name	Headquarter
1	Bongaigaon	HeadQuarter1
2	Kokrajhar	HeadQuarter1
3	Rangia	HeadQuarter1
4	Mangaldoi	HeadQuarter1
5	G.E.C-I	HeadQuarter1
6	GEC-II	HeadQuarter1
7	Nagaon	HeadQuarter1
8	Kanch	HeadQuarter1
9	Cachar	HeadQuarter1
10	Tezpur	HeadQuarter1

1 2 Next

Figure 33 Circle List Page Displaying New Circle Link To Create New Circle.

- Click on the link "New Circle" on the top left corner of the "Circle List" page. As you can see above in Figure 33.

- As you click on the "New Circle" link the "Create Circle" page opens where you can create new circle.
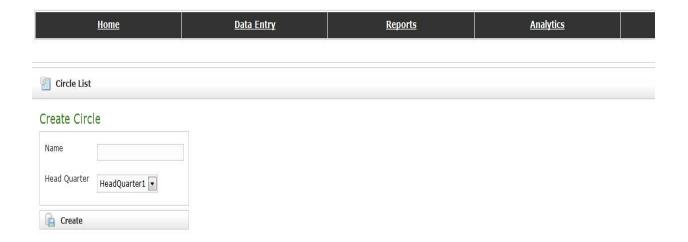
Figure 34 Create Circle Page.

- After entering the name of the Circle and assigning the Headquarter, click on the "Create" button located below left corner of the "Create Circle" page. This will create a new circle under the assigned headquarter.

3.1.5.2   How to manage circle level worker?

- How to view the list of the entire circle level worker and their details?

  - As you login into the system you will be navigated to the "Home" page.
  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.
  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.
  - In the Admin Panel you can see the different domain and domain level worker link options to manage.
  - Click on the link "Manage Circle Level Worker". It will direct you to "CircleLevelWorker List" page where you can see the list of circle level workers as you can see below in Figure 35.
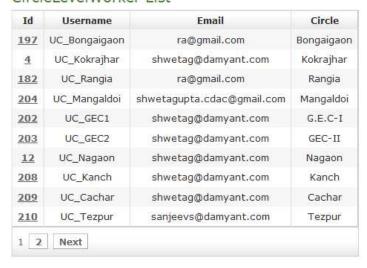
New CircleLevelWorker

CircleLevelWorker List

Id	Username	Email	Circle
197	UC_Bongaigaon	ra@gmail.com	Bongaigaon
4	UC_Kokrajhar	shwetag@damyant.com	Kokrajhar
182	UC_Rangia	ra@gmail.com	Rangia
204	UC_Mangaldoi	shwetagupta.cdac@gmail.com	Mangaldoi
202	UC_GEC1	shwetag@damyant.com	G.E.C-I
203	UC_GEC2	shwetag@damyant.com	GEC-II
12	UC_Nagaon	shwetag@damyant.com	Nagaon
208	UC_Kanch	shwetag@damyant.com	Kanch
209	UC_Cachar	shwetag@damyant.com	Cachar
210	UC_Tezpur	sanjeevs@damyant.com	Tezpur

1 2 Next

Figure 35 Circle Level Worker List Page.

- If you would like to view the detail of any particular user, click on the corresponding "Id" link on the left side of the username.
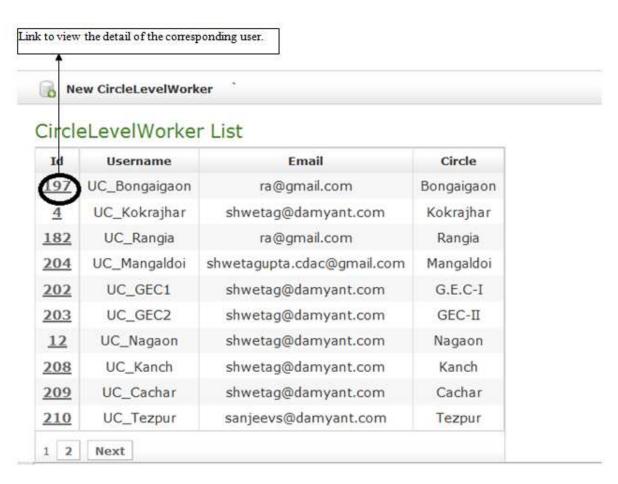
Figure 36 "Id" Link To View The Detail Of The Corresponding User.

- As you can click on the "Id" link it will open the "Show CircleLevelWorker" page displaying the details of the selected username as in Figure 37.
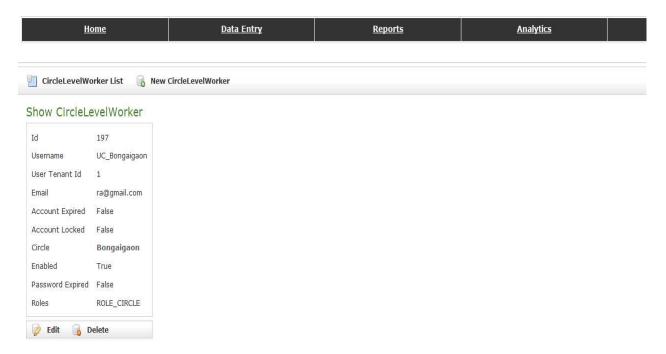
Figure 37 "Show Circle Level Worker" Page Displaying The Detail Of Circle Level Worker.

- If you would like to edit any information related to that circle level worker click on the "Edit" link located at left corner of the "Show CircleLevelWorker" page.

- As you click on the "Edit" link it will open the "Edit CircleLevelWorker" page as in Figure 38. Here you can edit the username, password, email id, assign circle name, expire account, lock account, enable account, expire password or provide the admin rights to that user.
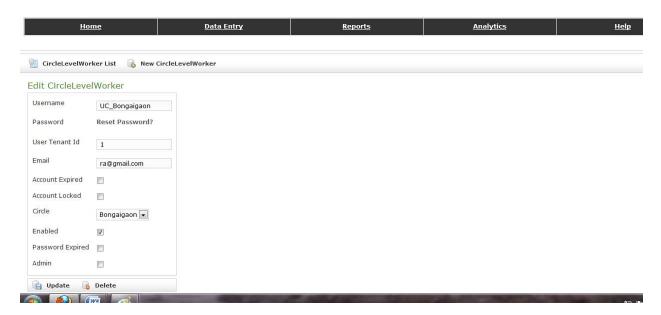
Figure 38 Edit Circle Level Worker Page.

- ▪ After all editing has been done, you can update the information by clicking on the "Update" button located on the left corner of the "Edit CircleLevelWorker" page.

- ▪ You can delete that circle level worker by clicking on the "Delete" button on the right side of the "Update" button.

- • How to create new circle level worker?

  - ▪ As you login into the system you will be navigated to the "Home" page.

  - ▪ If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - ▪ As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - ▪ In the Admin Panel you can see the different domain and domain level worker link options to manage.

  - ▪ Click on the link "Manage CircleLevelWorker". It will direct you to "CircleLevelWorker List" page where you can see the list of all circle level workers as given in Figure 36 above.
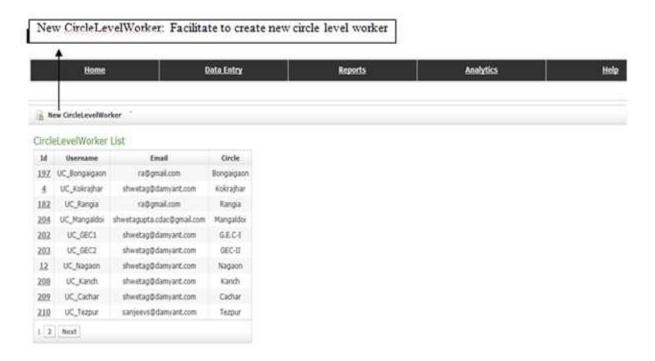
Figure 39 CircleLevelWorker List Page Displaying New CircleLevelWorker Link.

- Click on the link "New CircleLevelWorker" on the top left corner of the "CircleLevelWorker List" page. As you can see above in Figure 39.
- As you click on the "New CircleLevelWorker" link the "Create CircleLevelWorker" page opens where you can create new circle level worker.

Figure 40 Create CircleLevelWorker Page.

- After entering username, password, email id, assigning the circle name, click on the "Create" button located below left corner of the "Create CircleLevelWorker" page. This will create a new circle level worker under the assigned circle.
- You can also assign the admin privileges to that user by selecting the checkbox on the right side of the "Admin" field located just above the "Create" button.

3.1.5.3   How to manage division?

- How to view the list of all the divisions and its detail?

  - As you login into the system you will be navigated to the "Home" page.
  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.
  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.
  - In the Admin Panel you can see the different domain and domain level worker link options to manage.
  - Click on the link "Manage Division". It will direct you to the "Division List" page where you can see the list of Divisions as given in Figure 41.
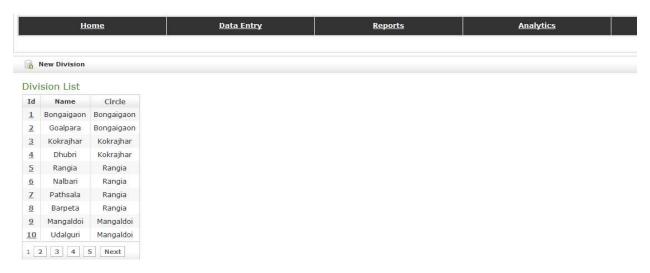
Home	Data Entry	Reports	Analytics

New Division

Division List

Id	Name	Circle
1	Bongaigaon	Bongaigaon
2	Goalpara	Bongaigaon
3	Kokrajhar	Kokrajhar
4	Dhubri	Kokrajhar
5	Rangia	Rangia
6	Nalbari	Rangia
7	Pathsala	Rangia
8	Barpeta	Rangia
9	Mangaldoi	Mangaldoi
10	Udalguri	Mangaldoi

1 2 3 4 5 Next

Figure 41 Admin Panel Displaying Division List

  - If you would like to view the detail of any division, click on the corresponding "Id" link as you can see below in Figure 42.

Figure 42 "Id" Link To View the Detail Of The Corresponding Division.

- ▪ As you click on the "Id" link it will open the "Show Division" page displaying the details of the selected Division.
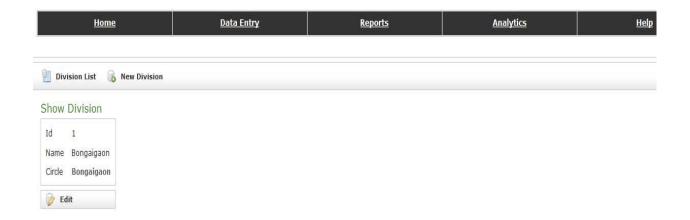
Figure 43 "Show Division" Page Displaying Detail of Particular Division.

- If you would like to edit any information related to that division click on the "Edit" link located at bottom left corner of the "Show Division" page.

- As you click on the "Edit" link it will open the "Edit Division" page as in Figure 44. Here you can edit the name of the Division or you can assign the Circle.

Figure 44 Edit Division Page.

- After all editing has been done, you can update the information by clicking on the "Update" button located on the bottom left corner of the "Edit Division" page.

- How to create the new division?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - In the Admin Panel you can see the different domain and domain level worker link options to manage.

  - Click on the link "Manage Division". It will direct you to "Division List" page where you can see the list of divisions as given in Figure 45 above.
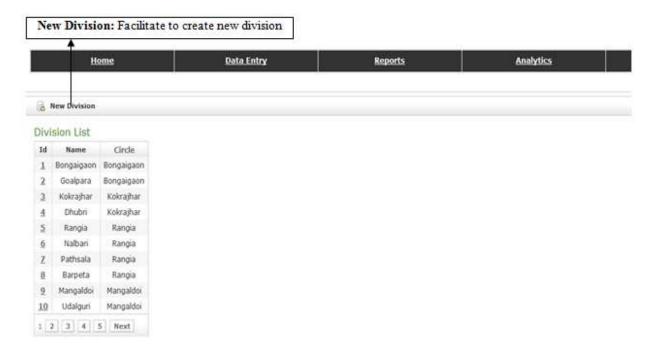

Figure 45 Division List Page Displaying New Division Link To Create New Division.

  - Click on the link "New Division" on the top left corner of the "Circle List" page. As you can see above in Figure 45.

  - As you click on the "New Division" link the "Create Division" page opens where you can create new division.

Figure 46 Create Division Page.

- After entering the name of the division and assigning the circle, click on the "Create" button located at the bottom left corner of the "Create Division" page. This will create a new division under the assigned circle.

3.1.5.4 How to manage division level worker?

- How to view the list of the entire division level worker and their details?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - In the Admin Panel you can see the different domain and domain level worker link options to manage.

  - Click on the link "Manage Division Level Worker". It will direct you to "DivisionLevelWorker List" page where you can see the list of division level workers as you can see below in Figure 47.
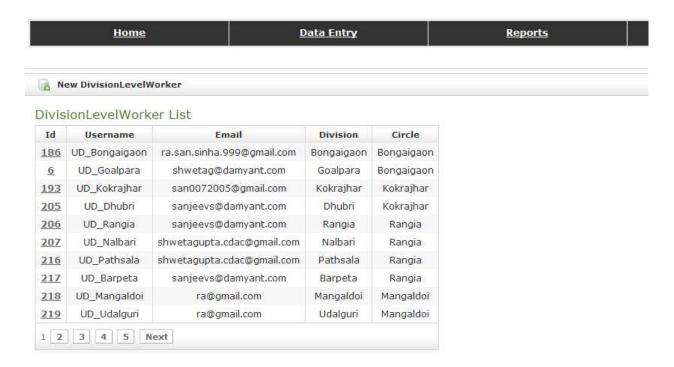
Home	Data Entry	Reports

New DivisionLevelWorker

DivisionLevelWorker List

Id	Username	Email	Division	Circle
186	UD_Bongaigaon	ra.san.sinha.999@gmail.com	Bongaigaon	Bongaigaon
6	UD_Goalpara	shwetag@damyant.com	Goalpara	Bongaigaon
193	UD_Kokrajhar	san0072005@gmail.com	Kokrajhar	Kokrajhar
205	UD_Dhubri	sanjeevs@damyant.com	Dhubri	Kokrajhar
206	UD_Rangia	sanjeevs@damyant.com	Rangia	Rangia
207	UD_Nalbari	shwetagupta.cdac@gmail.com	Nalbari	Rangia
216	UD_Pathsala	shwetagupta.cdac@gmail.com	Pathsala	Rangia
217	UD_Barpeta	sanjeevs@damyant.com	Barpeta	Rangia
218	UD_Mangaldoi	ra@gmail.com	Mangaldoi	Mangaldoi
219	UD_Udalguri	ra@gmail.com	Udalguri	Mangaldoi

1 2 3 4 5 Next

Figure 47 Division Level Worker List Page.

- If you would like to view the detail of any particular user, click on the corresponding "Id" link on the left side of the username.
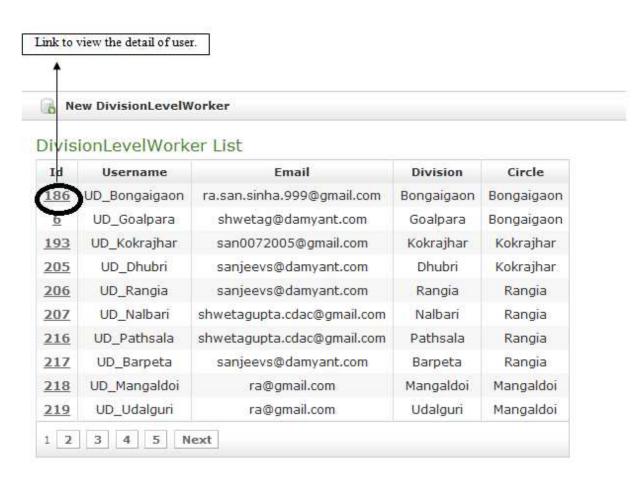
Link to view the detail of user.

New DivisionLevelWorker

DivisionLevelWorker List

Id	Username	Email	Division	Circle
186	UD_Bongaigaon	ra.san.sinha.999@gmail.com	Bongaigaon	Bongaigaon
6	UD_Goalpara	shwetag@damyant.com	Goalpara	Bongaigaon
193	UD_Kokrajhar	san0072005@gmail.com	Kokrajhar	Kokrajhar
205	UD_Dhubri	sanjeevs@damyant.com	Dhubri	Kokrajhar
206	UD_Rangia	sanjeevs@damyant.com	Rangia	Rangia
207	UD_Nalbari	shwetagupta.cdac@gmail.com	Nalbari	Rangia
216	UD_Pathsala	shwetagupta.cdac@gmail.com	Pathsala	Rangia
217	UD_Barpeta	sanjeevs@damyant.com	Barpeta	Rangia
218	UD_Mangaldoi	ra@gmail.com	Mangaldoi	Mangaldoi
219	UD_Udalguri	ra@gmail.com	Udalguri	Mangaldoi

1 2 3 4 5 Next

Figure 48 "Id" Link To View The Detail Of The Corresponding User.

- As you can click on the "Id" link it will open the "Show DivisionLevelWorker" page displaying the details of the selected username as in Figure 49.
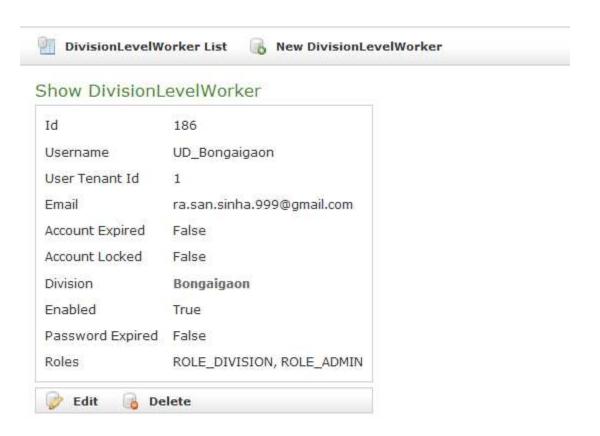
Figure 49 "Show Division Level Worker" Page Displaying The Detail Of Division Level Worker.

- If you would like to edit any information related to that division level worker, click on the "Edit" link located at the bottom left corner of the "Show DivisionLevelWorker" page.

- As you click on the "Edit" link it will open the "Edit DivisionLevelWorker" page as in Figure 50. Here you can edit the username, password, email id, assign circle name, expire account, lock account, enable account, expire password or provide the admin rights to that user.
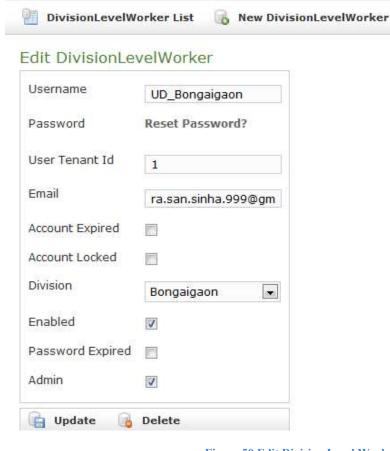
Figure 50 Edit Division Level Worker Page.

- After all editing has been done, you can update the information by clicking on the "Update" button located at the bottom left corner of the "Edit DivisionLevelWorker" page.

- You can delete that division level worker by clicking on the "Delete" button on the right side of the "Update" button.

- How to create new division level worker?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - In the Admin Panel you can see the different domain and domain level worker link options to manage.

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- Click on the link "Manage DivisionLevelWorker". It will direct you to the "DivisionLevelWorker List" page where you can see the list of all division level workers as given in Figure 49 above.
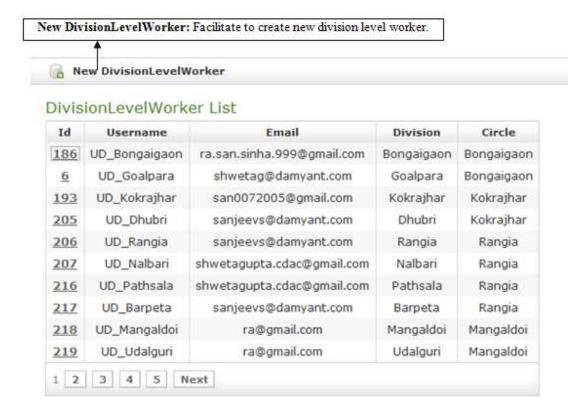
New DivisionLevelWorker: Facilitate to create new division level worker.

New DivisionLevelWorker

DivisionLevelWorker List

Id	Username	Email	Division	Circle
186	UD_Bongaigaon	ra.san.sinha.999@gmail.com	Bongaigaon	Bongaigaon
6	UD_Goalpara	shwetag@damyant.com	Goalpara	Bongaigaon
193	UD_Kokrajhar	san0072005@gmail.com	Kokrajhar	Kokrajhar
205	UD_Dhubri	sanjeevs@damyant.com	Dhubri	Kokrajhar
206	UD_Rangia	sanjeevs@damyant.com	Rangia	Rangia
207	UD_Nalbari	shwetagupta.cdac@gmail.com	Nalbari	Rangia
216	UD_Pathsala	shwetagupta.cdac@gmail.com	Pathsala	Rangia
217	UD_Barpeta	sanjeevs@damyant.com	Barpeta	Rangia
218	UD_Mangaldoi	ra@gmail.com	Mangaldoi	Mangaldoi
219	UD_Udalguri	ra@gmail.com	Udalguri	Mangaldoi

1 2 3 4 5 Next

Figure 51 DivisionLevelWorker List Page Displaying New DivisionLevelWorker Link.

- Click on the link "New DivisionLevelWorker" on the top left corner of the "DivisionLevelWorker List" page. As you can see above in Figure 51.
- As you click on the "New DivisionLevelWorker" link the "Create DivisionLevelWorker" page opens where you can create new division level worker.
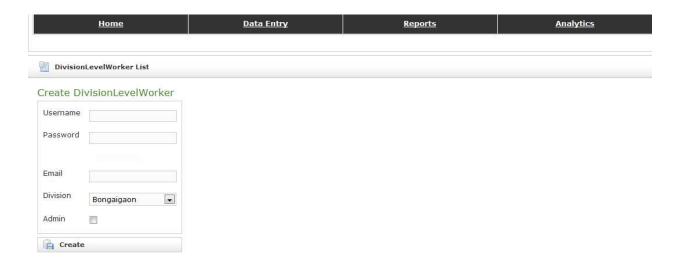
Figure 52 Create DivisionLevelWorker Page.

- After entering username, password, email id, assigning the division name, click on the "Create" button located at the bottom left corner of the "Create DivisionLevelWorker" page. This will create a new division level worker under the assigned division.

- You can also assign the admin privileges to that user by selecting the checkbox on the right side of the "Admin" field located just above the "Create" button.

3.1.5.5 How to manage sub-division?

- How to view the list of all sub-divisions and its detail?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - In the Admin Panel you can see the different domain and domain level worker link options to manage.

  - Click on the link "Manage Sub Division". It will direct you to the "SubDivision List" page where you can see the list of SubDivisions as given in Figure 53.
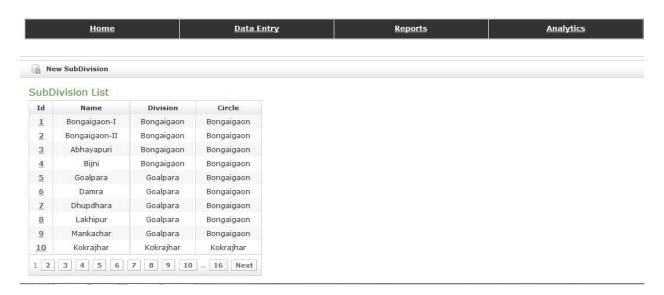
Figure 53 Admin Panel Displaying SubDivision List

- If you would like to view the detail of any subdivision, click on the corresponding "Id" link as you can see below in Figure 54.
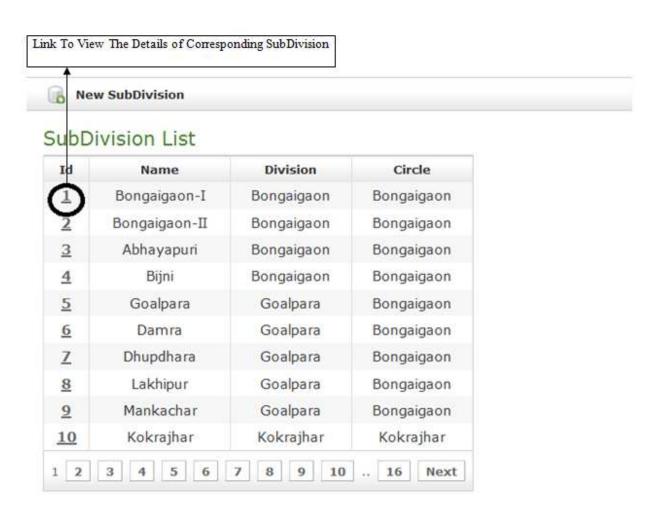
Figure 54 "Id" Link To View the Detail Of The Corresponding SubDivision.

- As you click on the "Id" link it will open the "Show SubDivision" page displaying the details of the selected SubDivision.
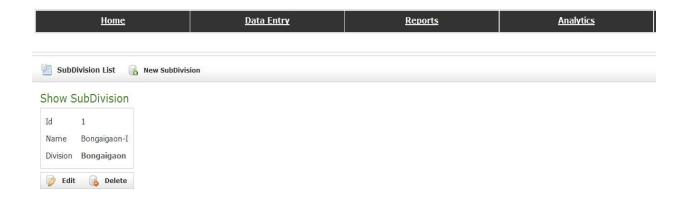
Figure 55 "Show SubDivision" Page Displaying Detail of Particular SubDivision.

- If you would like to edit any information related to that subdivision click on the "Edit" link located at bottom left corner of the "Show SubDivision" page.

- As you click on the "Edit" link it will open the "Edit SubDivision" page as in Figure 56. Here you can edit the name of the SubDivision or you can assign a Division.
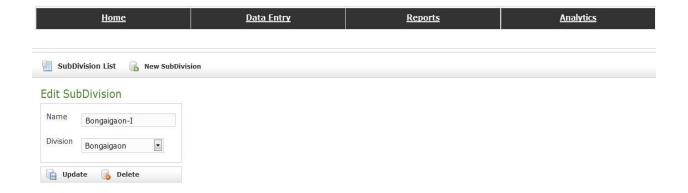
Figure 56 Edit SubDivision Page.

- After all editing has been done, you can update the information by clicking on the "Update" button located at the bottom left corner of the "Edit SubDivision" page.

- How to create the new subdivision?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

- In the Admin Panel you can see the different domain and domain level worker link options to manage.
- Click on the link "Manage SubDivision". It will direct you to "SubDivision List" page where you can see the list of subdivisions as given in Figure 55 above.
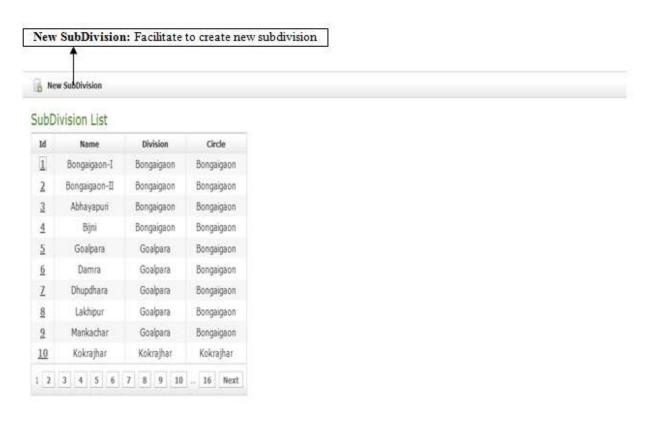
New SubDivision: Facilitate to create new subdivision

New SubDivision

SubDivision List

Id	Name	Division	Circle
1	Bongaigaon-I	Bongaigaon	Bongaigaon
2	Bongaigaon-II	Bongaigaon	Bongaigaon
3	Abhayapuri	Bongaigaon	Bongaigaon
4	Bijni	Bongaigaon	Bongaigaon
5	Goalpara	Goalpara	Bongaigaon
6	Damra	Goalpara	Bongaigaon
7	Dhupdhara	Goalpara	Bongaigaon
8	Lakhipur	Goalpara	Bongaigaon
9	Mankachar	Goalpara	Bongaigaon
10	Kokrajhar	Kokrajhar	Kokrajhar

1 2 3 4 5 6 7 8 9 10 ... 16 Next

Figure 57 SubDivision List Page Displaying New SubDivision Link To Create New SubDivision.

- Click on the link "New SubDivision" on the top left corner of the "SubDivision List" page. As you can see above in Figure 57.
- As you click on the "New SubDivision" link the "Create SubDivision" page opens where you can create new subdivision.
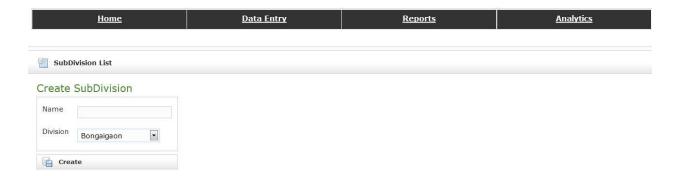
damyant
Brings Innovation

Home	Data Entry	Reports	Analytics

SubDivision List

Create SubDivision

Name [   ]

Division [Bongaigaon ▼]

Create

Figure 58 Create SubDivision Page.

- After entering the name of the subdivision and assigning the division, click on the "Create" button located at the bottom left corner of the "Create SubDivision" page. This will create a new subdivision under the assigned circle.

3.1.5.6   How to manage subdivision level worker?

- How to view the list of the entire subdivision level worker and their details?

  - As you login into the system you will be navigated to the "Home" page.
  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.
  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.
  - In the Admin Panel you can see the different domain and domain level worker link options to manage.
  - Click on the link "Manage SubDivision Level Worker". It will direct you to "SubDivisionLevelWorker List" page where you can see the list of subdivision level workers as you can see below in Figure 59.
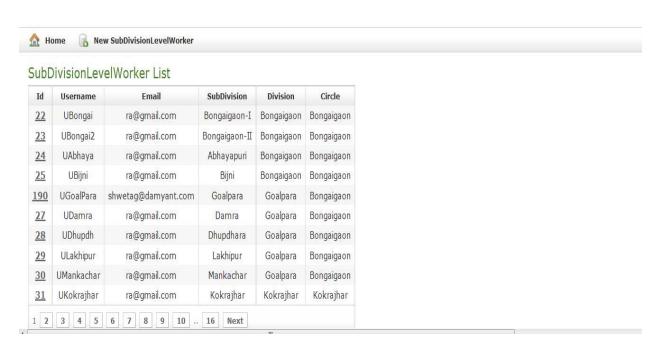
Figure 59 SubDivision Level Worker List Page.

▪ If you would like to view the detail of any particular user, click on the corresponding "Id" link on the left side of the username as you can see in Figure 60.
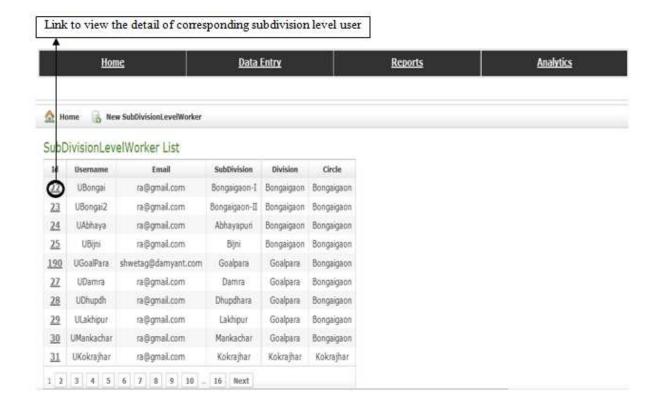
Figure 60 "Id" Link To View The Detail Of The Corresponding User.

- As you can click on the "Id" link it will open the "Show SubDivisionLevelWorker" page displaying the details of the selected username as in Figure 61.
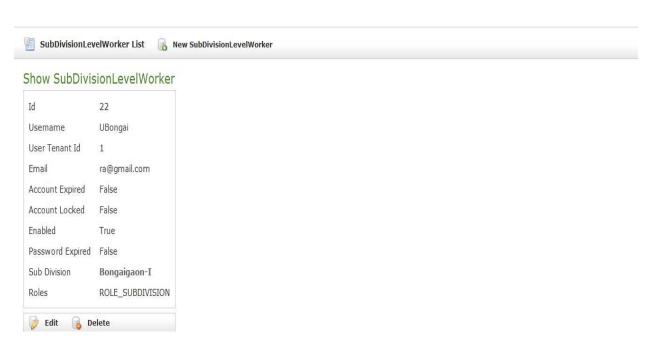
Figure 61 "Show SubDivision Level Worker" Page Displaying The Detail Of SubDivision Level Worker.

- If you would like to edit any information related to that subdivision level worker, click on the "Edit" link located at the bottom left corner of the "Show SubDivisionLevelWorker" page.

- As you click on the "Edit" link it will open the "Edit SubDivisionLevelWorker" page as in Figure 62. Here you can edit the username, password, email id, assign circle name, expire account, lock account, enable account, expire password or provide the admin rights to that user.
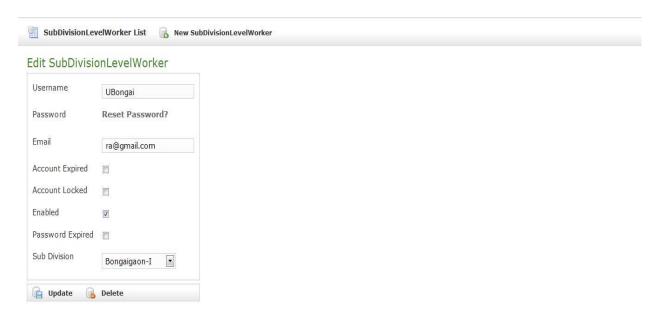

Figure 62 Edit SubDivision Level Worker Page.

- After all editing has been done, you can update the information by clicking on the "Update" button located at the bottom left corner of the "Edit SubDivisionLevelWorker" page.

- You can delete that subdivision level worker by clicking on the "Delete" button on the right side of the "Update" button.

- How to create new subdivision level worker?

  - As you login into the system you will be navigated to the "Home" page.

  - If you have an admin rights, you can view the active "Admin" link on the top right corner of the page as you can see in Figure 27 above.

  - As you click on the "Admin" link you will be navigated to "Admin Panel" page as you can see in Figure 28 above.

  - In the Admin Panel you can see the different domain and domain level worker link options to manage.

  - Click on the link "Manage SubDivisionLevelWorker". It will direct you to the "SubDivisionLevelWorker List" page where you can see the list of all division level workers as given in Figure 61 above.
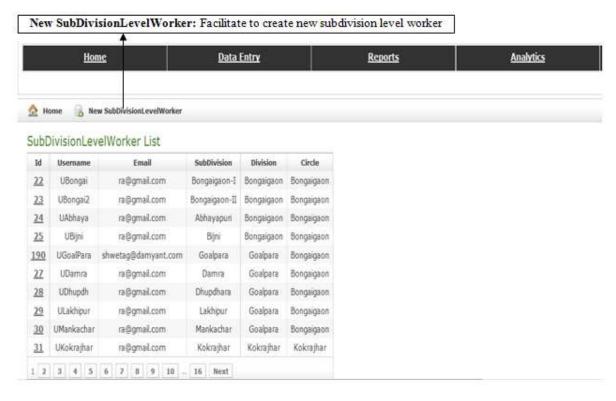

Figure 63 SubDivisionLevelWorker List Page Displaying New SubDivisionLevelWorker Link.

- Click on the link "New SubDivisionLevelWorker" on the top left corner of the "SubDivisionLevelWorker List" page as you can see above in Figure 63.

- As you click on the "New SubDivisionLevelWorker" link the "Create SubDivisionLevelWorker" page opens where you can create new subdivision level worker.
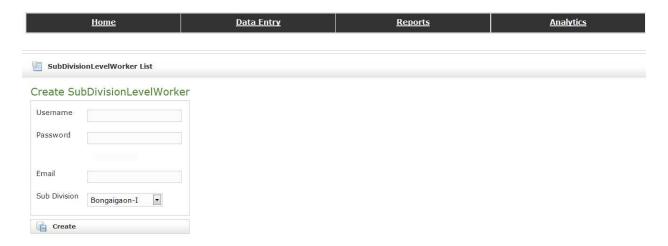

Figure 64 Create SubDivisionLevelWorker Page.

- After entering username, password, email id, assigning the subdivision name, click on the "Create" button located at the bottom left corner of the "Create SubDivisionLevelWorker" page. This will create a new subdivision level worker under the assigned subdivision.

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