



Ministry of Rural Development  
Government of India

*Aajeevika*  
National Rural Livelihoods Mission (NRLM)



# RSETI MIS OPERATING MANUAL

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By Credo Infotech

## User Manual

Version 2.3



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# PREFACE

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## **Purpose of This Document**

This user manual aims to familiarize you with some of the tasks and processes of the MIS application.

## **Intended Audience**

This document is intended for users at various RSETI's, who are familiar with the basic tasks and terminology of the application. It will enable you to understand the details of some of the tasks that can be performed using MIS.

# 1. Introduction

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RSETI MIS (Management Information System) has been designed and developed to help RSETIs maintain their training and candidate details. This will also help the sponsoring banks to track and monitor the performances of their RSETI's. The MIS is an online application and can be accessed with Username and Password provided to the RSETIs and their controlling offices.

## 1.1 System Requirement

- Windows 2000, Windows XP, Windows Vista, or Windows 7
- Latest Browsers (Internet Explorer, Google Chrome, Mozilla Firefox)
- Internet Connection with a minimum bandwidth of 256kbps

This user manual covers some of the tasks that can be performed using RSETI MIS.

## 1.2 Getting Started / Navigate through MIS

The MIS window includes standard Windows components. Of particular interest:

- The **Header Bar** displays the Logos of the Sponsoring Organizations.



- The **Horizontal Toolbar** contains the main menus of the tasks that performing the most common tasks.



- The **Left Menu** contains the sub menus of the Horizontal menu.



- The **Main Window Area** displays information about the activities and operations you are carrying out.

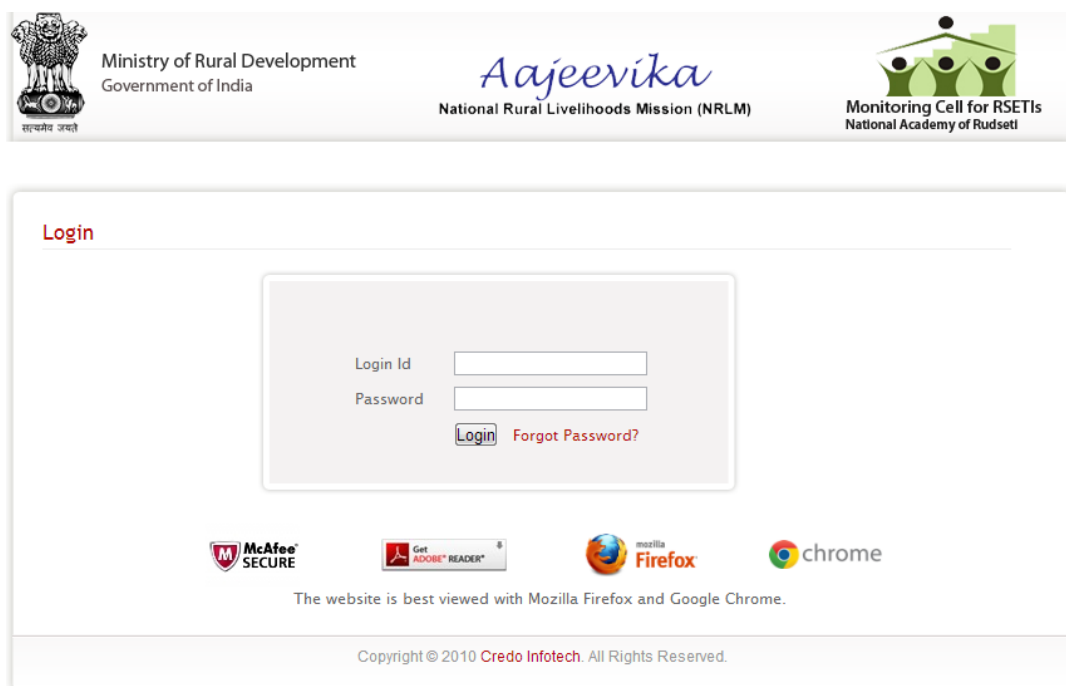
Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

### 1.3 How to Login in to the MIS

Open Internet Browser (IE, Chrome, Firefox etc.) and Type the URL <http://www.rsetimis.org/> in the address bar to access the MIS.

The resultant screen will be as below.



Now, use the username and password provided to your Institution to login to the system.

**Note:** the Password is case sensitive.


### 1.4 Introduction of Buttons and Icons

	Add New Record
	Delete Record
	Edit Record
	View Record
	Home Button
	Sign out / Logout Button

## 2. Settings

### 2.1 How to ADD USERS


User Name	User Type	Institute Name	Designation	Created On	Last Updated On
Agra admin	Institute Admin	RUDSETI Agra	Faculty	20/04/2012	20/04/2012
B.M. Pandey	Institute User	RUDSETI Agra	Senior Faculty	06/02/2013	06/02/2013
Gurudev Pachauri	Institute User	RUDSETI Agra	Faculty	06/02/2013	06/02/2013
Viresh Kumar Singh	Institute User	RUDSETI Agra	Senior Office Assistant	15/02/2013	15/02/2013

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **Users List** from the horizontal menu. Now, from the above screen click on  to add more users.

Now, from the below resultant screen select the type of user you want to create and also enter all the other relevant details in the fields and click on save.


\* indicates mandatory fields

#### Edit User

You will be able to **Edit** the user by clicking on the  as shown below.

User Name	User Type	Institute Name	Designation	Created On	Last Updated On
Demo Admin	Institute Admin	RSETI - Demo		26/10/2012	26/10/2012
Ravi Shankar	Institute Admin	RSETI - Demo	AP	16/11/2012	16/11/2012
Ganesh Kanna	Institute Admin	RSETI - Demo	TNWDC	16/11/2012	16/11/2012

#### Delete User

You will be able to **Delete** the user by clicking on the  as shown below.

User Name	User Type	Institute Name	Designation	Created On	Last Updated On
Demo Admin	Institute Admin	RSETI - Demo		26/10/2012	26/10/2012
Ravi Shankar	Institute Admin	RSETI - Demo	AP	16/11/2012	16/11/2012
Ganesh Kanna	Institute Admin	RSETI - Demo	TNWDC	16/11/2012	16/11/2012

Note: Any details once deleted cannot be reverted back.

## 2.2 How to UPDATE INFRASTRUCTURE Details:

Dashboard Settings Activities Accounts Reports Monthly Report Communication

Home > Settings > Create Users

**Settings**  
Change Password  
**Users**  
Employee

**Institute Info**

Institute Name:	RUDSETI Agra	Bank / Organisation Name:	RUDSETI
Director:	R.K. Kapoor	Date of Establishment:	01/01/1997
Director Mobile No:	9412171234	LandLine No:	0562-2965110
State:	Uttar Pradesh	District:	AGRA
Email Id:	rudsetiagra@yahoo.co.in		

**INFRASTRUCTURE** FACULTY TRAINING DETAILS

**Infrastructure Info**

Whether the institute is functioning from own premises/rented one	Owned	If functioning from a rented premises, whether land has been allotted by the State Government	No
Whether the Director has undergone Induction Trainers' Training Programme at National Academy of RUDSETI, Bangalore, for 11 days	No	Whether the Director is holding independent charge of the RSETI	Yes
Total Faculties (in-house)	2	Total Office Assistants	1
Attenders	1	Watchman	1

[Edit](#)

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **INFRASTRUCTURE** from the horizontal menu. Now, from the above screen click on [Edit](#) to update infrastructure details. The edit screen will be activated only after clicking the [Edit](#) link.

Update the relevant details and click on Save.

**Cancel Save**

Whether the institute is functioning from own premises/rented one: Owned

Whether the Director has undergone Induction Trainers' Training Programme at National Academy of RUDSETI, Bangalore, for 11 days: No

Whether the Director is holding independent charge of the RSETI: Yes

Total Faculties (in-house): 2

Attenders: 1

Total Office Assistants: 1

Watchman: 1

Description	Total Nos.	Approx. Capacity	Description	Total Nos.	Approx. Capacity
Class Rooms	2	80	Work shed	1	40
Director's Room	1	2	Staff / Office Room	1	6
Kitchen	1	60	Dining Hall	1	50
Dormitory for Gents	1	35	Dormitory for Ladies	1	35
Guest Room	2	2	Computers	12	48
Laptops	1	1	Internet Connection	2	2
Multimedia Projector	1	1	Training equipments	3	3

Comments / Remarks / Other Infrastructure (if, any):  
Need One more Office Assistant

## 2.3 How to Add Director/Faculty Training Details

Dashboard Settings Activities Accounts Reports Certificates

Home > Settings > Create Users

**Settings**  
Change Password  
**Users**  
Employee

**Institute Info**

Institute Name:	RSETI - Demo	Bank / Organisation Name:	DEMO
Director:	Srin	Date of Establishment:	01/01/1900
Director Mobile No:		LandLine No:	
State:	Karnataka	District:	BANGALORE (U)
Email Id:			

**INFRASTRUCTURE** **FACULTY TRAINING DETAILS**

[Add Faculty Training Details](#)

**Training Details**

Name	Qualification	Training Attended
Basavaraj ( Director )		1
		2
		3

Select **SETTINGS** from the horizontal menu and then click on **Users** from the left menu and then select **FACULTY TRAINING DETAILS** from the horizontal menu. Before adding the training details kindly ensure the below.

Please Add Director/Faculty details at Employee Left Menu, then proceed to add Training details here!

If you have already added the Director / Faculties you will be able to add their training details.

Now, from the above screen click on [Edit](#) to update in training details.

You will be able to delete the training details by clicking [Delete](#) link.

Now you click on add [Faculty training Details](#) as shown below to add Training details of other Faculties in your institute.

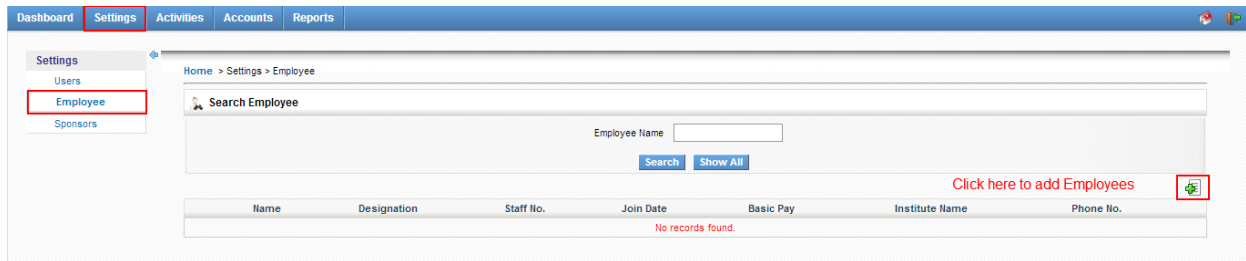
The screenshot shows the 'FACULTY TRAINING DETAILS' section of a web application. At the top, there are navigation tabs: 'USERS LIST', 'INFRASTRUCTURE', and 'FACULTY TRAINING DETAILS'. Below the tabs, there is a table titled 'Training Details'. The table has columns for 'Name', 'Qualification', and 'Training Attended'. The first row shows 'Basavaraj ( Director )' under 'Name' and an empty box under 'Qualification'. The 'Training Attended' column has three rows labeled 1, 2, and 3, each with an empty text input field. In the top right corner of the table area, there is a button labeled 'Add Faculty Training Details' with a plus icon, which is highlighted with a red box. Below the table, there are 'Edit' and 'Delete' links.


The screenshot shows the 'Add Employee Training Details' section of the web application. It has the same navigation tabs as the previous screenshot. Below the tabs, there is a table titled 'Add Employee Training Details'. The table has columns for 'Name', 'Qualification', and 'Training Attended'. The first row shows '--Select--' under 'Name' and an empty box under 'Qualification'. The 'Training Attended' column has three rows labeled 1, 2, and 3, each with an empty text input field. In the top right corner of the table area, there are 'Cancel' and 'Save' buttons, which are highlighted with a red box. Below the table, there are 'Edit' and 'Delete' links.

Now click [Save](#) to update the changes.



## 2.4 How to ADD Employees








Select **SETTINGS** from the horizontal menu and then click on **Employees** from the left menu. From the above screen click on  as shown above to add more Employees.

Now, in below screen enter all the fields with relevant information about the Employee and click on save.


\*indicates mandatory fields





### Edit Employee

You will be able to **Edit** the Employee by clicking on the  as shown below.

	Name	Designation	Staff No.	Join Date	Basic Pay	Institute Name	Phone No.		
1	 Rahul Sharma	Senior Faculty	0120	01/12/2009	25,000.00	RSETI - Demo		View	
2	 Pankaj Yadav	Faculty	0122	01/12/2010	20,000.00	RSETI - Demo		View	

### Delete Employee

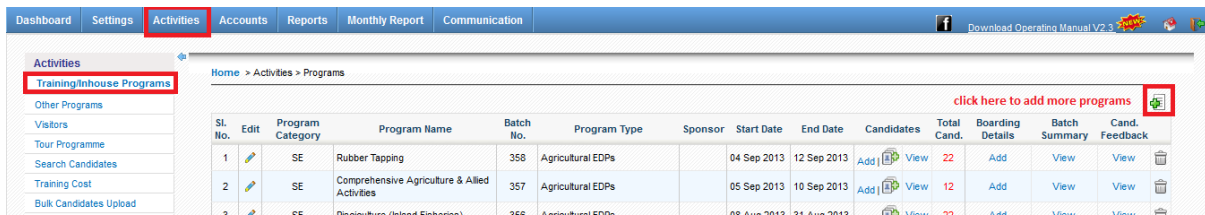
You will be able to **Delete** the Employee by clicking on the  as shown below.

	Name	Designation	Staff No.	Join Date	Basic Pay	Institute Name	Phone No.		
1	 Rahul Sharma	Senior Faculty	0120	01/12/2009	25,000.00	RSETI - Demo		View	
2	 Pankaj Yadav	Faculty	0122	01/12/2010	20,000.00	RSETI - Demo		View	


Note: Any details once deleted cannot be reverted back.

## 3. Activities

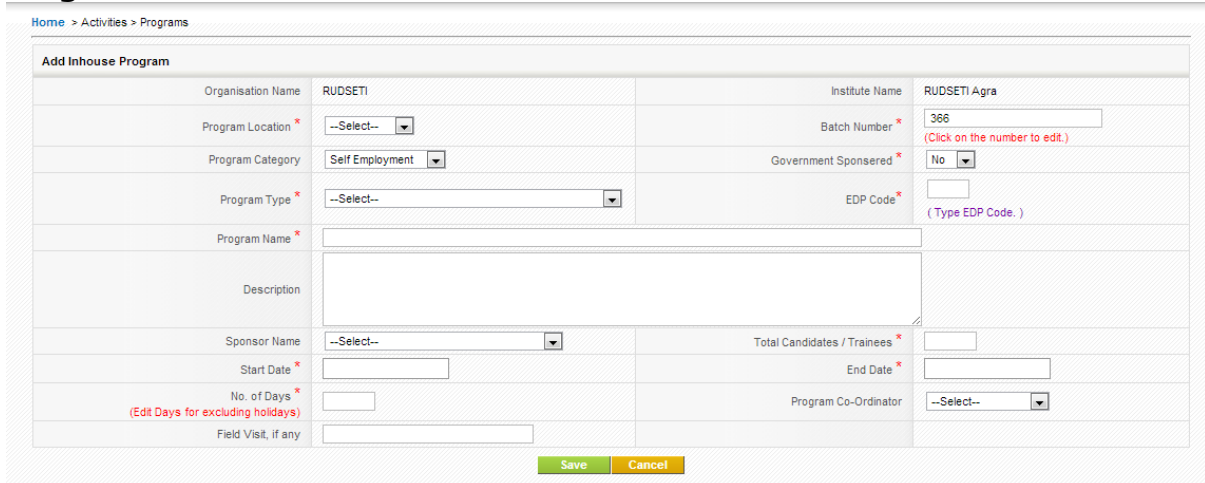
### 3.1 How to ADD In house Training Programs



SL No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary	Cand. Feedback
1		SE	Rubber Tapping	358	Agricultural EDPs		04 Sep 2013	12 Sep 2013		22	Add	View	
2		SE	Comprehensive Agriculture & Allied Activities	357	Agricultural EDPs		05 Sep 2013	10 Sep 2013		12	Add	View	
3		SE	Periculture (Seed Eshoban)	366	Agricultural EDPs		08 Aug 2013	21 Aug 2013		22	Add	View	

Select **Activities** from the horizontal menu and then click on **Inhouse Programs** from the left menu. From the above screen click on  as shown above to add more **Inhouse Programs**.

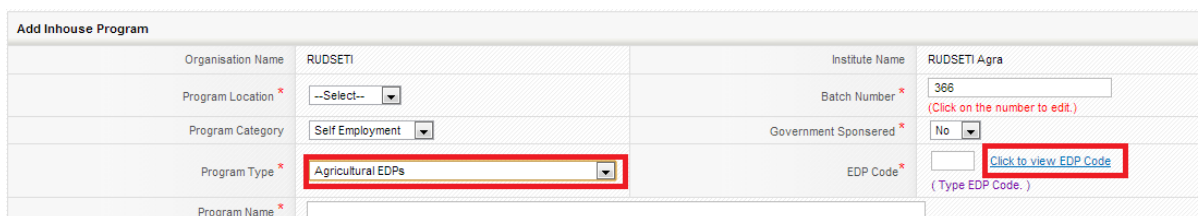
Now, in below screen enter all the fields with relevant information about the **Program** and click on save.



Organisation Name	RUDSETI	Institute Name	RUDSETI Agra
Program Location *	--Select--	Batch Number *	366 <small>(Click on the number to edit.)</small>
Program Category	Self Employment	Government Sponsored *	No
Program Type *	--Select--	EDP Code *	<a href="#">Click to view EDP Code</a> <small>(Type EDP Code.)</small>
Program Name *			
Description			
Sponsor Name	--Select--	Total Candidates / Trainees *	
Start Date *		End Date *	
No. of Days * <small>(Edit Days for excluding holidays)</small>		Program Co-Ordinator	--Select--
Field Visit, if any			

Note: The fields here are inter related, when you select an option from the dropdown the next drop down will appear based on your previous selection.

In case you do not find EDP Code, please click the **Click to view EDP Code** link as shown below.



Organisation Name	RUDSETI	Institute Name	RUDSETI Agra
Program Location *	--Select--	Batch Number *	366 <small>(Click on the number to edit.)</small>
Program Category	Self Employment	Government Sponsored *	No
Program Type *	Agricultural EDPs	EDP Code *	<a href="#">Click to view EDP Code</a> <small>(Type EDP Code.)</small>
Program Name *			

This **view EDP code** link will visible only after choosing **Program type**. Please make sure **Program Type** is selected. Once you click on **Click to view EDP Code** link, you will see a pop up as shown below.

Agricultural EDPs - EDP Codes		
S.No	Program SubType Name	EDP Code
1	Advanced Dairy Management	104
2	Bee Keeping	109
3	Commercial Floriculture	115
4	Comprehensive Agriculture & Allied Activities	101
5	Comprehensive Horticulture	116
6	Cultivation of Medicinal & Aromatic Plants	114
7	Dairy Farming	102
8	Dairying & Vermi composting	103
9	Mushroom Cultivation	112
10	Piggery	107
11	Pisciculture (Inland Fisheries)	110
12	Plant Nursery Management	111
13	Poultry	106
14	Rubber Tapping	113
15	Sericulture	105
16	Sheep Rearing	108

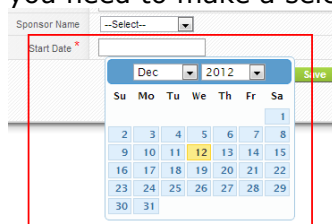
**Description** is not mandatory, however in case you wish to add any relevant information about the program it can be added here.

The **Batch Number** is usually auto generated; however it can be edited before saving the program.

The **Sponsor** name is pulled from list of sponsors you have created through the **Settings** menu.

The **Total Trainees** field will allow you to enter the number of trainees in that particular training. This will freeze the No of trainees to this number and will not allow more trainees to be added when adding trainees.

The **Start Date** and **End Date** are calendar fields; when you click on these fields a calendar will appear from which you need to make a selection. As shown below.



\* indicates mandatory fields

### 3.2 How to ADD Candidate/Trainee in to a Training Program

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Once you have added / created a **New Training Program**, you will be able to **View** or **ADD** more **candidates** to the **Training Program** by clicking on either **View** or **ADD** as shown in the above picture.

Clicking on **ADD** as shown in the above picture it will direct you to the screen as shown below where you can enter information of a candidate and click on **Save** to save the candidate; clicking on **Save & Add More** will save the candidate information and also bring in a new application to add new candidate.

Home > Activities > Candidates

### Add Candidate

Institute Name *	RSETI - Demo	Program Name	dairy farming	Batch No	2	Roll No	2
------------------	--------------	--------------	---------------	----------	---	---------	---

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#### Personal Details

Name of the candidate *	<input type="text"/>	Father / Husband Name	<input type="text"/>
Date Of Birth	--DD--   --MM--   --YYYY--	Age *	<input type="text"/>
Religion	--Select--	Caste *	--Select--
Education	--Select--	Physically Handicapped	--Select--
Sex *	--Select--	Poverty Line *	--Select--
Landline:	<input type="text"/> - <input type="text"/>	Occupation of the Family	<input type="text"/>
Phone No for communication	Mob1: <input type="text"/> Mob2: <input type="text"/>	Present Occupation of the Candidate	Unemployed <input type="text"/>
Photo		<input type="button" value="Choose File"/> No file chosen	

---

#### Contact Details

Nativity Area *	--Select--	Hobli / Post	<input type="text"/>
Address	<input type="text"/>		
Village	<input type="text"/>	State *	--Select--
Taluk / Block	<input type="text"/>	Pin code	<input type="text"/>
District *	--Select--		

---

#### Bank Details

Sponsored candidate by bank	No <input type="button" value="v"/>
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#### Other Details

Training interested	<input type="text"/>	Relevant Experience	No Experience <input type="button" value="v"/>
If you are student, in which class you are studying	<input type="text"/>	Name of the sponsor if any Bank / NGO / Govt. department	<input type="text"/>

---

#### Comments/Remarks

Comments	<input type="text"/>
----------	----------------------

## View Candidate list of a particular training program .

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	<a href="#">Add</a> <a href="#">View</a>	10	<a href="#">Add</a>	<a href="#">View</a>
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	<a href="#">Add</a> <a href="#">View</a>	25	<a href="#">Add</a>	<a href="#">View</a>

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture. You can go back to the Program list page by clicking on the **BACK** button as shown below.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	
2			candidate	No Photo Available	Male	24	SC		In Process	
3			Demo Candidate	No Photo Available	Male	22	GEN	1234569870	Settled	

Further, from the above screen you will be able to **View**, **Edit** or **Delete** candidate information.

## View Candidate information

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	

Click on as shown in the above picture to view the detailed information about the Candidate / Trainee as shown in the below picture.

View Candidate			
Institute Name	RSETI - Demo		
Program Name	Dairy Farming		
Batch No.	1		
Roll No.	3		
<b>Personal Details</b>			
Name of the candidate	candidate		
Date Of Birth	23/11/1989		
Religion			
Education			
Sex	Male		
Physically Handicapped	No		
Cast	SC		
Landline			
Poverty Line	APL		
Phone No for communication	9801		
Occupation of the Family			
Present Occupation of the Candidate	Unemployed		
<b>Contact Details</b>			
Locality Area	Rural		
Address			
Village			
Taluk			
State	Andhra Pradesh		
Zip			
District	LOHIT		
<b>Bank Details</b>			
Sponsored candidate by Bank	No		
<b>Other Details</b>			
Training interested			
Relaxation Experience	No Experience		
If you are student, in which class you are studying: _____ Name of the sponsor if any Bank / NGO / Govt. department: _____			
<b>Comments/Remarks</b>			
Comments			
<b>Settlement Details</b>			
S.No.	Project Name	No records found	Remarks

## Edit Candidate information

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	

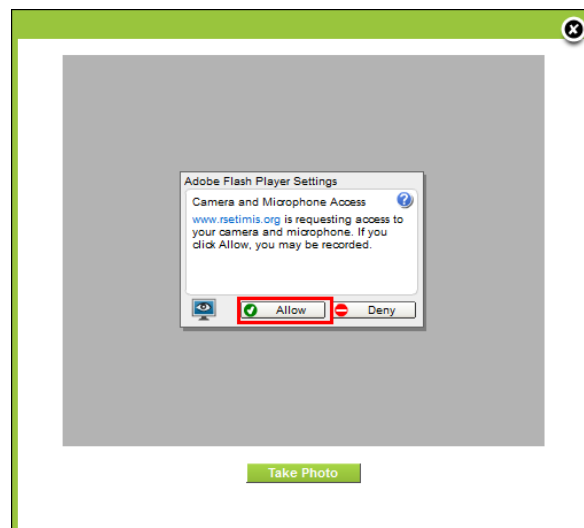
By clicking the as shown in the above screen the candidate / trainee screen will be displayed in the edit mode.

### 3.3 How to add candidate photo using webcam:

From the Candidate Add / Edit page click on **Take Photo from Webcam** link

The screenshot shows the 'Add Candidate' form in edit mode. The form includes fields for Institute Name (RUDSETI Vetapalem), Program Name (Dress Designing for Women), Batch No (435), and Roll No (16). The 'Personal Details' section contains fields for Name of the candidate, Date of Birth, Religion, Education, Sex, Landline, Phone No for communication (Mob1 and Mob2), Present Occupation of the Candidate (Unemployed), Father / Husband Name, Age, Caste, Person with Disability, Poverty Line, SGSY to SGSY/Govt. Sponsored, Occupation of the Family, and Email ID. A 'Browse...' button is present for uploading a photo from a local computer. A red box highlights the 'Take Photo from Webcam' link, which is located next to a 'No Photo Available' button.

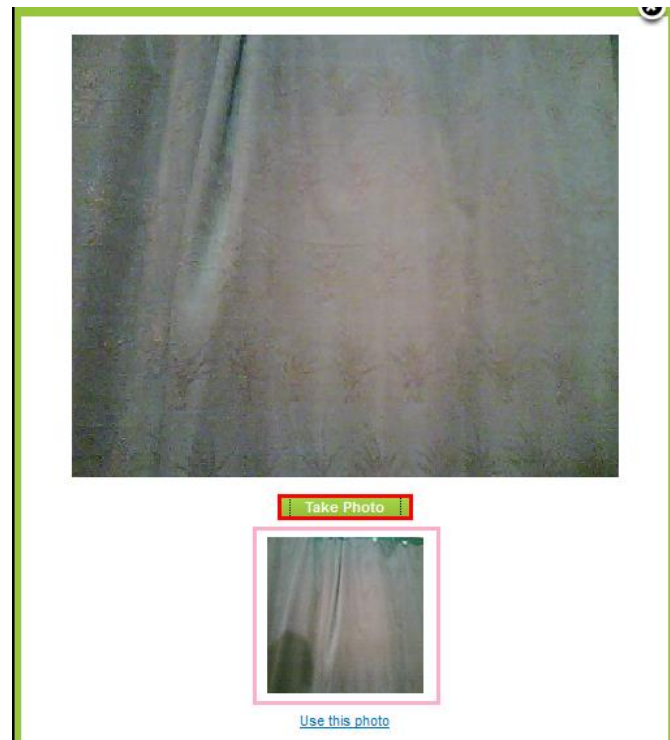
A pop up will appear as shown below,



Now click on **Allow** and the web camera will be activated. As show below, now click on **Take Photo** button.



A photo will appear as shown below; you can now click on **Use this photo** link or repeat the process by clicking on **Take photo** button until a desired photo is captured.



Upon clicking of **Use this Photo** link you will be directed to the below screen.

Now click on **Save** button at the bottom of the screen to save the photo on the candidate profile.

### 3.4 How to ADD Boarding details of a training program.

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Click on **Activities>>Inhouse Programs** to reach the list of programs and then click on **ADD [Boarding Details]** corresponding to the training program, as shown in the picture above. This will direct you to the screen as shown below.

On this screen, you will need to first enter the rates of the respective items, viz., Breakfast, Tea/Coffee, Lunch, Dinner, etc. as shown in the above picture.

Then in the bottom part of the screen you will need to enter the no of Trainees /Candidate and No. of Guest Faculties that were available for Break Fast, Morning Tea, Lunch, Afternoon Tea and Dinner. Once entered click on save.

*For example:*



In a training program if there are 15 Trainees/Candidates and 2 guest faculties the entry would look like in the screen below.

Day	Date	Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
		Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total
1	05/12/2012	15	2	17	15	2	17	15	15	30	15	2	17	15	2	17

To enter subsequent day's boarding information, Click on **Settings>>Inhouse Programs** to reach the list of programs and then click on **ADD [Boarding Details]** corresponding to the training program. Then click on **Add Next Day** button to add the next day and there is a **Delete Last Day** button to delete the last day information. As shown in the picture below.

Day	Date	Break Fast			Morning Tea			Lunch			Afternoon Tea			Dinner		
		Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total	Tr	GF	Total
1	05/12/2012	15	2	17	15	2	17	15	15	30	15	2	17	15	2	17
2																

### 3.5 How to ADD settlement to a Trainee after Follow up

Select **Activities>>Inhouse Programs** and for a particular training program for which you want to add settlement details, click on View Candidates as shown in the picture below.

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Delete
1			candidate	No Photo Available	Male	23	SC		In Process	
2			candidate	No Photo Available	Male	24	SC		In Process	
3			Demo Candidate	No Photo Available	Male	22	GEN	1234569870	Settled	

Now click on [Edit button] for the candidate that you wish to add settlement details. This will direct you to the edit page of candidate information. As shown in the picture below.

Home > Activities > Candidate Profile [Back](#)

**Edit Candidate** [Add Settlement](#)

Institute Name *	RSETI - Demo	Program Name	Dairy Farming	Batch No	1	Roll No	3
------------------	--------------	--------------	---------------	----------	---	---------	---

**Personal Details**

No Photo Available

Name of the candidate *	candidate	Father / Husband Name	
Date Of Birth	1 Jan 1989	Age *	23

Now, Click on [Add Settlement](#) as shown in the picture above to add settlement for a candidate. This will direct you to the screen below.

Home > Activities > Candidates

**Add Settlement**

Follow Up	Institute Visit	Date of Follow Up	
Batch No	1	Program Name	Dairy Farming
Name of the project started after training		Employment Status	--Select--
Place		Date	

**Investment For The Project**

Self		Bank	
Total			

**Bank Details**

Bank Loan Provided	No	Branch	
Bank Name	--Select--	Reason	
City			

**Others**

Earnings/Income (per month)		Whether Employment given to others. If yes, specify the number	
-----------------------------	--	--	--

**Status**

Description	
Status	Not Visited

[Save](#) [Cancel](#)

You can also add settlement by following the below process

Select **Activities**>>**Inhouse Programs** and for a particular training program for which you want to add settlement details, click on View Candidates as shown in the picture below.

Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	dairy farming	2	Agricultural EDPs	Demo Sponsor	30 Nov 2012	05 Dec 2012	Add View	10	Add	View
2		SE	Dairy Farming	1	Agricultural EDPs	Demo Sponsor	26 Oct 2012	26 Oct 2012	Add View	25	Add	View

Clicking on **View** will bring the list of all the candidates in that particular training program. As shown in the below picture.

Sl. No.	View	Edit	Candidate Name	Photo	Sex	Age	Caste	Contact No.	Settlement Status	Settlement	Delete
8			NAZIMA KHATOON	No Photo Available	Female	36	MIN		In Progress	<a href="#">Add Settlement</a>	
1			AFREEN	No Photo Available	Female	27	MIN		In Progress	<a href="#">Add Settlement</a>	
3			MAHIRUN NISHA	No Photo Available	Female	40	MIN		In Progress	<a href="#">Add Settlement</a>	

Now, Click on [Add Settlement](#) as shown in the picture above to add settlement for a candidate..

Note: The status selection plays a very important role. Below are the different statuses you can select.

1. **Not Visited:** This status is selected by default and remains until changed.
2. **Settled - Service:** The candidate has joined a wage employment / job, has no interest in Self-employment / Business.
3. **In progress – Apprentice:** The candidate has joined as Apprentice/Trainee to gain some experience and will start business after some time.
4. **Settled:** Select this status only after the candidate is settled; once this status is selected and saved you will not be able to change it or add more details to settlement page.
5. **In Progress:** Select this status when the candidate is in the process of setting up his project/business. When this status is selected you will be able to change it later and add more details to the settlement page.
6. **No Progress:** Select this status when the candidate is not sure of setting up his project/business, however may setup something in 3-6 months. When this status is selected you will be able to change it later and add more details to the settlement page.
7. **Wasted:** Select this status when the candidate is sure of not setting up a project / business of his own. When this status is selected you will not be able to change it later and add more details to the settlement page.

### 3.6 How to add Candidate Feedback:

Click on **Activities** on the Horizontal Menu and then click on **Inhouse Program** on the left menu then click on **View** corresponding to a program as shown below.

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary	Cand. Feedback
1		SE	Dairy Farming	352	Agricultural EDPs	Self	23 Feb 2013	28 Feb 2013	- View	34	Add	View	View
2		SE	MULTI PHONES SERVICE TRAINING PROGRAMME	351	Process EDPs	SIDBI	20 Feb 2013	21 Mar 2013	- View	42	Add	View	View
3		SE	ADVANCE MOBLE SERVICING	350	Skill Upgradation Programmes & Growth Programmes	NABARD	14 Feb 2013	23 Feb 2013	- View	31	Add	View	View
4		SE	Beauty Parlour Management	349	Process EDPs	Self	15 Jan 2013	13 Feb 2013	- View	34	Add	View	View
5		SE	Dress Designing for Women	348	Product EDPs	Self	15 Jan 2013	04 Feb 2013	- View	32	Add	View	View
6		SE	DAIRY FARMING	347	Agricultural EDPs	Self	24 Dec 2012	29 Dec 2012	- View	38	Add	View	View
7		WE	COMPUTER DATA ENTRY PROGRAM	346	Process EDPs	NABARD	17 Dec 2012	15 Jan 2013	- View	29	Add	View	View

You will be directed to the below screen.

Sl. No.	Candidate Name	Roll No.	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person
1	SHRI NIWAS	1	--Select--	--Select--	--Select--	--Select--	--Select--
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--

Now you can select appropriate values from the dropdown to capture feedback of the trainees/candidates.

Sl. No.	Candidate Name	Roll No.	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person
1	SHRI NIWAS	1	--Select--	--Select--	--Select--	--Select--	--Select--
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--
5	SHEELES KUMAR	5	--Select--	--Select--	--Select--	--Select--	--Select--
6	VUAY KISHOR	6	--Select--	--Select--	--Select--	--Select--	--Select--
7	DHIRENDRA	7	--Select--	--Select--	--Select--	--Select--	--Select--

After capturing the feedback click on **Save** as shown below.

Sl. No.	Candidate Name	Roll No.	Hostel Facility	Food Quality	EDP Training Inputs	Skill Training Inputs	Resource Person
1	SHRI NIWAS	1	Excellent	Very Poor	Poor	Satisfactory	Good
2	MUNESH KUMAR	2	--Select--	--Select--	--Select--	--Select--	--Select--
3	RAJESH KUMAR	3	--Select--	--Select--	--Select--	--Select--	--Select--
4	RAKESH BABU	4	--Select--	--Select--	--Select--	--Select--	--Select--
5	SHEELES KUMAR	5	--Select--	--Select--	--Select--	--Select--	--Select--
6	VUAY KISHOR	6	--Select--	--Select--	--Select--	--Select--	--Select--
7	DHIRENDRA	7	--Select--	--Select--	--Select--	--Select--	--Select--
8	BALKISHAN	8	--Select--	--Select--	--Select--	--Select--	--Select--
9	GANGA SINGH	9	--Select--	--Select--	--Select--	--Select--	--Select--

You can also add feedback for all the candidates and then click on **Save All** button as shown below

27	PRADIP KUMAR	27	--Select--	--Select--	--Select--	--Select--	--Select--
28	MANOJ VASHISHTHA	28	--Select--	--Select--	--Select--	--Select--	--Select--
29	ROOP KISHOR	29	--Select--	--Select--	--Select--	--Select--	--Select--
30	PUSHPENDRA SINGH	30	--Select--	--Select--	--Select--	--Select--	--Select--
31	NETRAPAL	31	--Select--	--Select--	--Select--	--Select--	--Select--
32	DHARAM CHANDRA	32	--Select--	--Select--	--Select--	--Select--	--Select--
33	MANOJ KUMAR	33	--Select--	--Select--	--Select--	--Select--	--Select--
34	JAGVEER SINGH	34	--Select--	--Select--	--Select--	--Select--	--Select--

Save All Cancel

Save All Cancel

### 3.7 How to add LAC meeting Details:

Click on **Activities** on the Horizontal Menu and then click on **LAC meetings** on the left menu as shown below.

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary	Cand. Feedback
1		SE	Dairy Farming	352	Agricultural EDPs	Self	23 Feb 2013	28 Feb 2013	- View	34	Add	View	View
2		SE	MULTI PHONES SERVICE TRAINING PROGRAMME	351	Process EDPs	SIDBI	20 Feb 2013	21 Mar 2013	- View	42	Add	View	View
3		SE	ADVANCE MOBILE SERVICING	350	Skill Upgradation Programmes & Growth Programmes	NABARD	14 Feb 2013	23 Feb 2013	- View	31	Add	View	View
4		SE	Beauty Parlour Management	349	Process EDPs	Self	15 Jan 2013	13 Feb 2013	- View	34	Add	View	View

Then to add Meeting click on add as shown below.

Sl. No.	Edit	Meeting Date	Meeting Description	Participants
No records found.				

You will be directed to the below screen.

Organisation Name: RUDSETI      Institute Name: RUDSETI Agra

Meeting Date \*

Meeting Participants \* (Click plus(+) to add more Participants)

Name	Designation
<input type="text"/>	--Select--

Meeting Description:

Comments:

Now u can add meeting details, first you select meeting date, name, and designation. For particular Meeting more than 1 person can be added by clicking on as shown below. Enter the name under the Name filed and select their designation from the dropdown.

Organisation Name: RUDSETI      Institute Name: RUDSETI Agra

Meeting Date \*

Meeting Participants \* (Click plus(+) to add more Participants)

Name	Designation
Anand	ZP Rep/DRDA
<input type="text"/>	--Select--

Meeting Description:

Comments:

In case you want to delete a person then click on as shown in the above picture. And then fill all details click on **save** button as shown below

Home > Activities > LAC Meetings

### Add LAC Meeting

Organisation Name	RUDSETI	Institute Name	RUDSETI Agra															
Meeting Date *	08/03/2013	Meeting Participants *	(Click plus(+) to add more Participants)															
Meeting Description	<table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th></th> </tr> </thead> <tbody> <tr> <td>Anand</td> <td>ZP Rep/DRDA</td> <td>+</td> </tr> <tr> <td>velu</td> <td>Circle Head</td> <td>×</td> </tr> <tr> <td>amith</td> <td>Circle Head</td> <td>×</td> </tr> <tr> <td>siva</td> <td>--Select--</td> <td>×</td> </tr> </tbody> </table>			Name	Designation		Anand	ZP Rep/DRDA	+	velu	Circle Head	×	amith	Circle Head	×	siva	--Select--	×
Name	Designation																	
Anand	ZP Rep/DRDA	+																
velu	Circle Head	×																
amith	Circle Head	×																
siva	--Select--	×																
Comments	<div style="background-color: #ffffcc; height: 40px;"></div>																	

The entered details after saving will be displayed as below.

Home > Activities > LAC Meetings

Sl. No.	Edit	Meeting Date	Meeting Description	Participants
1		08/03/2013	Meeting Description	Anand - ZP Rep/DRDA velu - Circle Head amith - Circle Head siva -

If you want edit details click on **edit**

If you what delete records click on **delete** as show below

Home > Activities > LAC Meetings

Sl. No.	Edit	Meeting Date	Meeting Description	Participants
1		08/03/2013	Meeting Description	Anand - ZP Rep/DRDA velu - Circle Head amith - Circle Head siva -

### 3.8 How to upload candidate Details from Excel sheet:

Click on **Activities** on the Horizontal Menu and then click on **Upload Excel Cand.** on the left menu as shown below.

Dashboard Settings **Activities** Accounts Reports Download Operations Manual v1.0

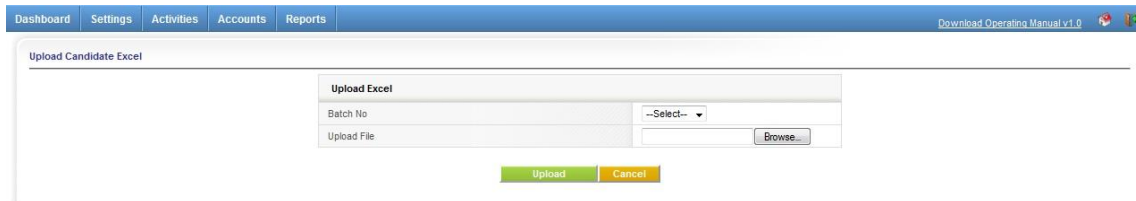
Activities

- Inhouse Programs
- Other Programs
- Visitors
- Tour Programme
- Search Candidates
- Training Cost
- Upload Excel Cand.**

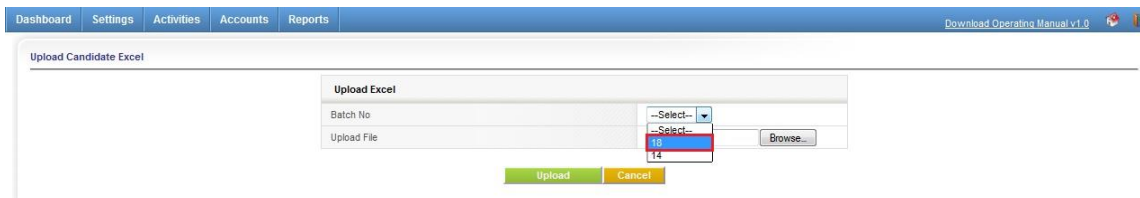
Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary
1		SE	Multi Phones Service Training Programme	19	Process EDP	DRDA	26 Dec 2012	26 Dec 2012	- View	22	Add	View
2		SE	Dress Designing for Women	18	Product EDP	DRDA	04 Dec 2012	24 Dec 2012	- View	32	Add	View
3		SE	Beauty Parlour Management	17	Process EDP	Self	30 Oct 2012	30 Nov 2012	- View	18	Add	View
4		SE	Beauty Parlour Management	16	Process EDP	Self	12 Sep 2012	11 Oct 2012	- View	15	Add	View
5		SE	Computer Hardware (A+) and Networking (N+)	15	Process EDP	Self	19 May 2012	17 Jun 2012	- View	35	Add	View
6		SE	Computer Hardware (A+) and Networking (N+)	14	Process EDP	Self	07 Apr 2012	06 May 2012	- View	27	Add	View

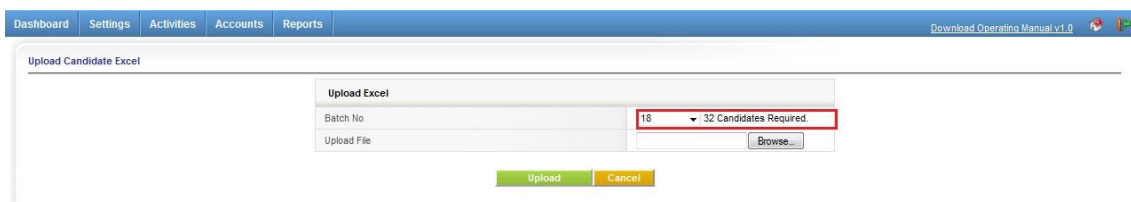
You will be directed to the below screen.



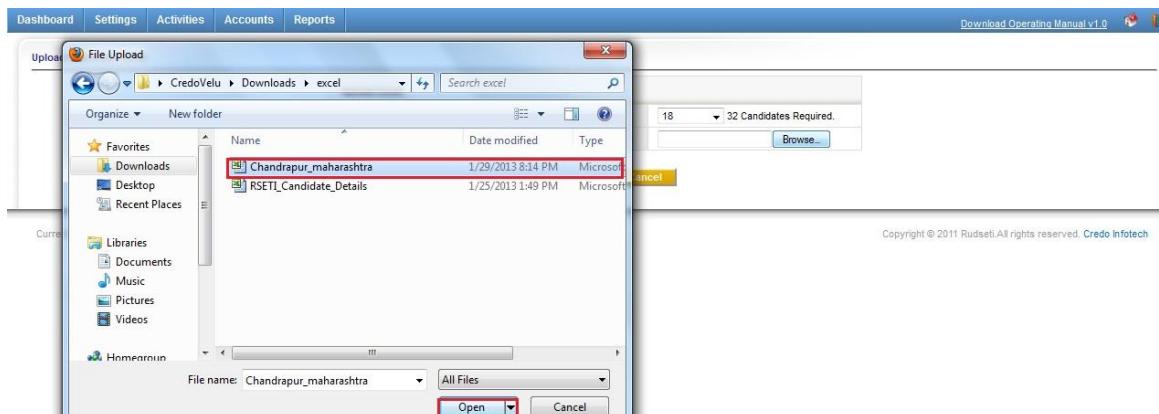
From the Batch No. dropdown choose a batch no to upload details.



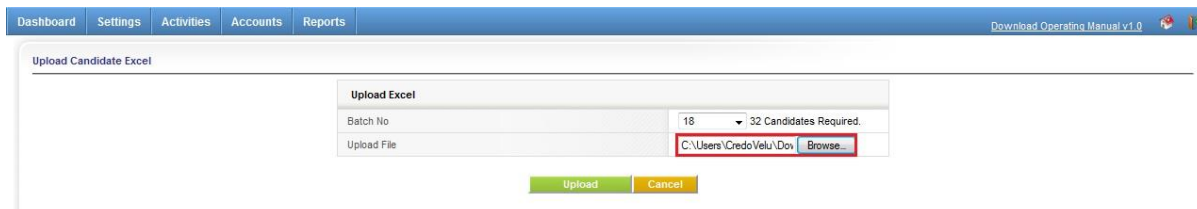
Once you choose the batch number, you will be prompted with the number of candidates that are required to be added in to this batch as shown below.



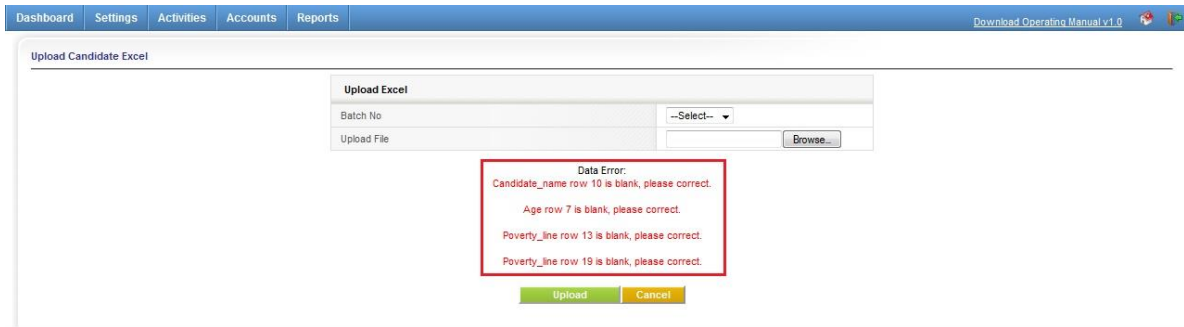
Now click on browse to select the excel sheet, you will be directed to the below screen



Browse and choose your excel sheet, then click on open. From the resulting screen select Upload as shown below. You can also click on cancel if you wish to discard the changes and select a new file.

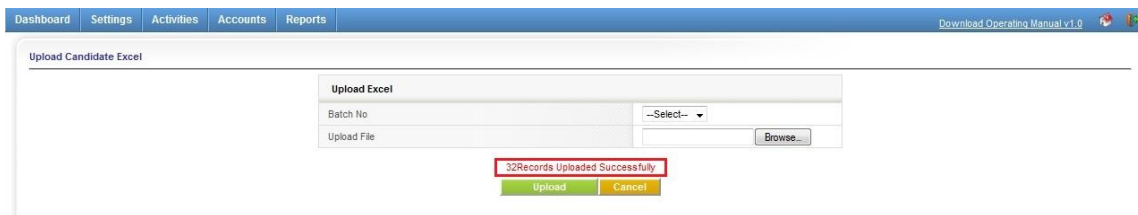


If the excel sheet contains any any blank column or Row (only Mandatory fields, Marked in RED) an error message is shown as below



Error message contains the details of the column and row that are blank; you can correct these and upload the file again.

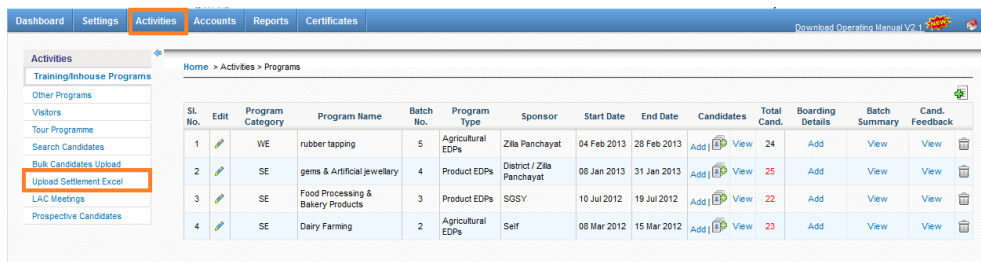
If your excel sheet are clear of all the errors and the candidates will be uploaded and **Upload successful** message will be displayed as shown below



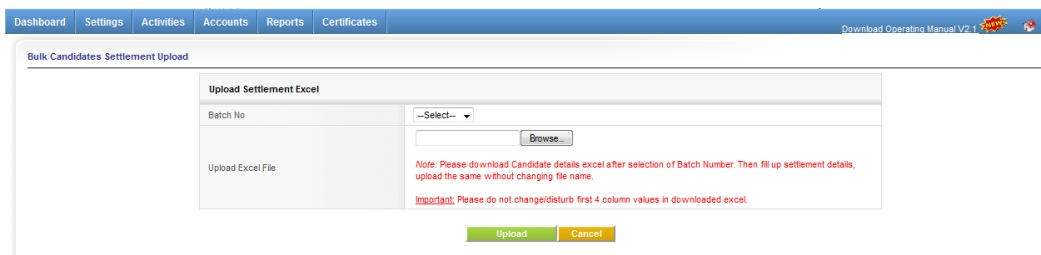
**Note:** if you choose batch no it shows required records (Ex.22 records required) the excel sheet must have only 22 rows filled (excluding column name row), else the system will not allow the upload.

### 3.9 How to upload candidate Settlement Details from Excel sheet:

Click on **Activities** on the Horizontal Menu and then click on **Upload Settlement Excel**. From the left menu as shown below

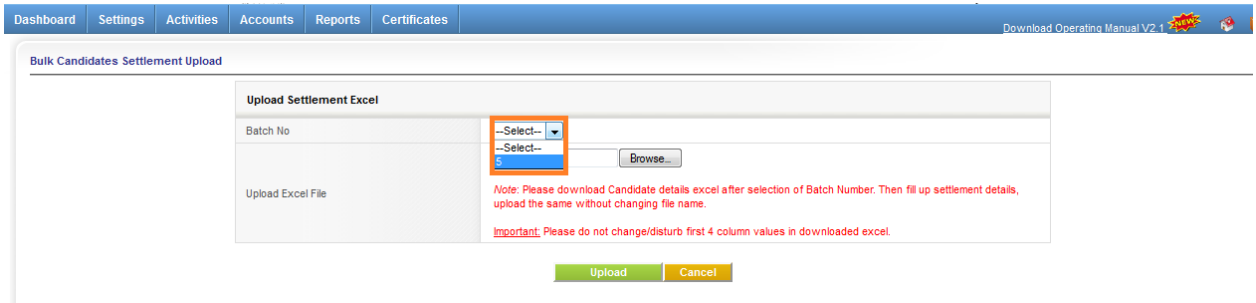


You will be directed to the below screen.

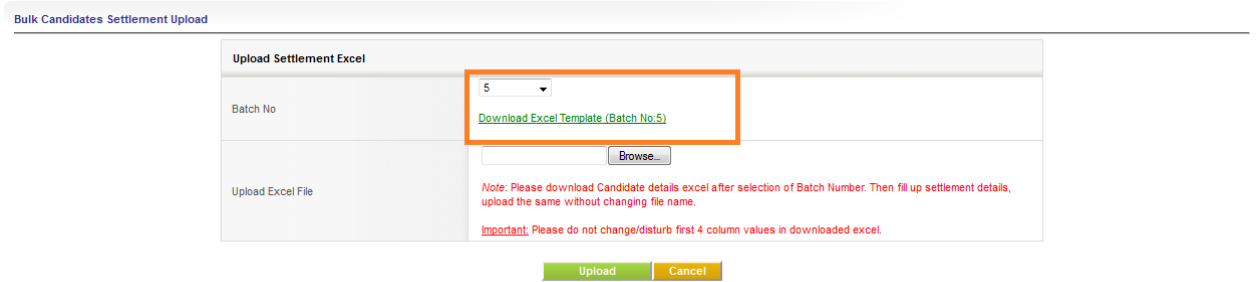


Read instructions marked in Red. Then choose batch no as shown below.

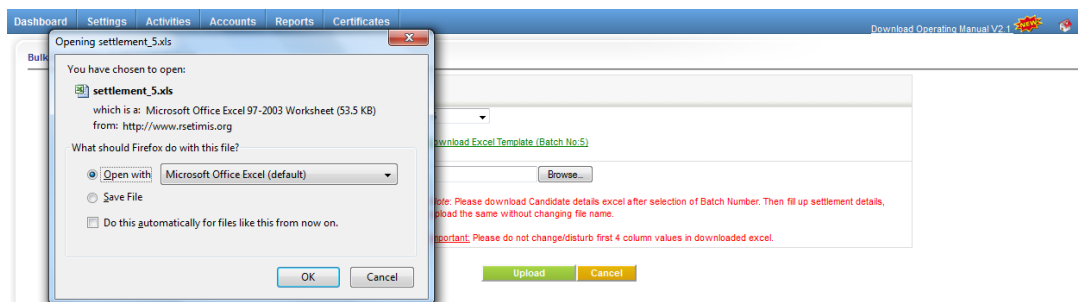




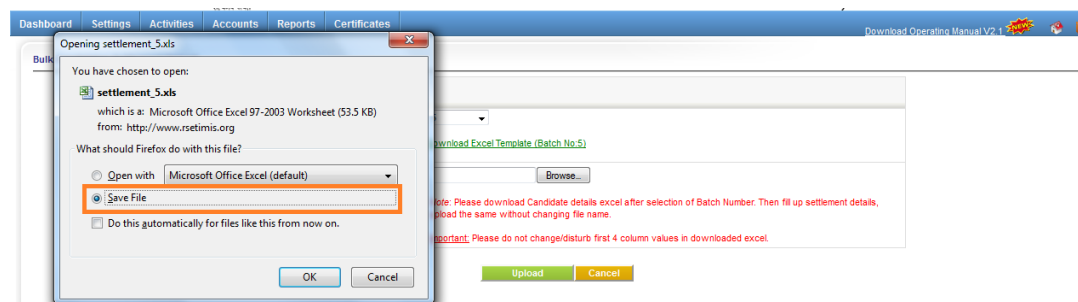
After selection of a batch a link to download an excel sheet will appear as shown below.  
[Download Excel Template \(Batch No:5\)](#)



Now click on [Download Excel Template \(Batch No:5\)](#) link. You will be directed to the below screen.



Now select **Save File** and click on ok button as shown below



Now that you have downloaded the excel template. Go to your local folder and open the downloaded file. In this file columns for **Batch no, candidate Id, candidate name** and **roll No's** already filled don't change these **columns** and excel **File name** as shown below.

Batch No	Candidate Id	Candidate Name	Roll No	Follow_Up Type	Date of Follow Up	Name of the project started after training	Employee
5	195428	Vadivel Prospective	1				
5	74797	candidate	2				
5	109171	vadivel	3				
5	117466	Srinivas Shenoy	4				

Now you can fill candidate settlements details in this excel. Columns that are marked **Red** are mandatory fields.

Go to **Upload Settlement Excel** in our application click on **Browse** button as shown below.

Browse and choose your excel sheet, then click on open. From the resulting screen select Upload as shown below. You can also click on cancel if you wish to discard the changes and select a new file.

If the excel sheet contains any blank column or Row (only Mandatory fields, Marked in RED) an error message is shown as below

In case of error, make changes accordingly and try to upload the file again.

If your excel sheet are clear of all the errors then the candidates will be uploaded and **Upload successful** message will be displayed as shown below

**Upload Settlement Excel**

Batch No:

Upload Excel File

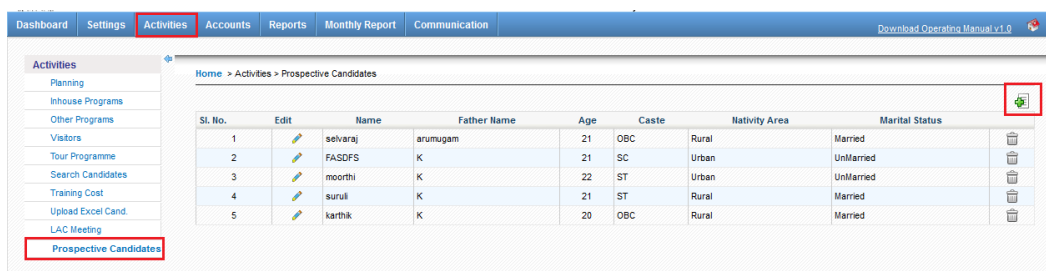
*Note: Please download Candidate details excel after selection of Batch Number. Then fill up settlement details, upload the same without changing file name.*


*Important: Please do not change/disturb first 4 column values in downloaded excel.*

**4 Settlement Details Uploaded Successfully.**

**Note:** if you select **upload** button make sure **batch no** is selected else the system will not allow the upload.

### 3.10 How to ADD Prospective Candidates



Select **Activities** from the horizontal menu and then click on **Prospective Candidates** from the left menu. From the above screen click on  as shown above to add more **Prospective Candidates**.

Clicking on **ADD** as shown in the above picture it will direct you to the screen as shown below where you can enter information of a prospective candidate and click on Save to save the prospective candidate; clicking on Save & Add More will save the prospective candidate information and also bring in a new application to add new prospective candidate.

**Add Candidate**

Institute Name: RUDSETI Agra

**Personal Details**

Name of the candidate:

Date of Birth:

Religion:

Education:

Sex:

Marital Status:

Father / Husband Name:

Age:

Caste:

Person with Disability:

Poverty Line:

Phone No for communication: Mob1:  Mob2:

Present Occupation of the Candidate:

Occupation of the Family:

Email ID:

Upload Photo from Local Computer (Please do not upload photos with more than 150KB size.)

(OR) [Take Photo from WebCam](#)

**Contact Details**

Nativity Area:

Address:

**Comments/Remarks**

Comments:

## Edit prospective Candidate information

Home > Activities > Prospective Candidates

Sl. No.	Edit	Name	Father Name	Age	Caste	Nativity Area	Marital Status	
1		selvaraj	arumugam	21	OBC	Rural	Married	
2		FASDFS	K	21	SC	Urban	UnMarried	
3		moorthi	K	22	ST	Urban	UnMarried	
4		surui	K	21	ST	Rural	Married	
5		karthik	K	20	OBC	Rural	Married	

By clicking the as shown in the above screen the candidate / trainee screen will be displayed in the edit mode.

## 3.11 How to Add Candidates from prospective candidates:

Dashboard Settings **Activities** Accounts Reports Certificates Download Operating Manual V2.1

Activities

Home > Activities > Programs

Sl. No.	Edit	Program Category	Program Name	Batch No.	Program Type	Sponsor	Start Date	End Date	Candidates	Total Cand.	Boarding Details	Batch Summary	Cand. Feedback
1		WE	rubber tapping	5	Agricultural EDPs	Zilla Panchayat	04 Feb 2013	28 Feb 2013		24	Add	View	
2		SE	gems & Artificial Jewellery	4	Product EDPs	District / Zilla Panchayat	08 Jan 2013	31 Jan 2013		25	Add	View	
3		SE	Food Processing & Bakery Products	3	Product EDPs	SGSY	10 Jul 2012	19 Jul 2012		22	Add	View	
4		SE	Dairy Farming	2	Agricultural EDPs	Self	08 Mar 2012	15 Mar 2012		23	Add	View	

Select **Activities** from the horizontal menu and then click on **Training/Inhouse Programs** from the left menu. From the above screen, click on to add from **Prospective Candidates List**. Clicking on **ADD** as shown in the above picture, this will direct you to the screen as shown below.

Dashboard Settings Activities Accounts Reports Certificates Download Operating Manual V2.1

Activities

Home > Inhouse Programs > Prospective Candidates

Search Prospective Candidates

Search By: Name  --Training Interested Type--

Select / Add Prospective Candidates for rubber tapping (5)

Sl No	Name	Age	Sex	Caste	Poverty Line	Training Interested Type	Training Interested SubType	Nativity Area	District	State	Select
1	selvaraj	21	Female	SC	APL	Agricultural EDPs	Bee Keeping	Rural	BANGALORE (U)	Karnataka	<input type="checkbox"/>

If you want to search candidates, you can use **search prospective candidates** as shown below.

Dashboard Settings Activities Accounts Reports Certificates Download Operating Manual V2.1

Activities

Home > Inhouse Programs > Prospective Candidates

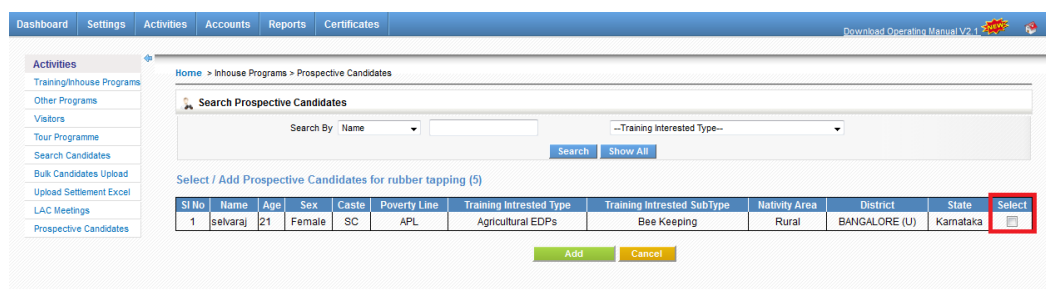
Search Prospective Candidates

Search By: Name  --Training Interested Type--

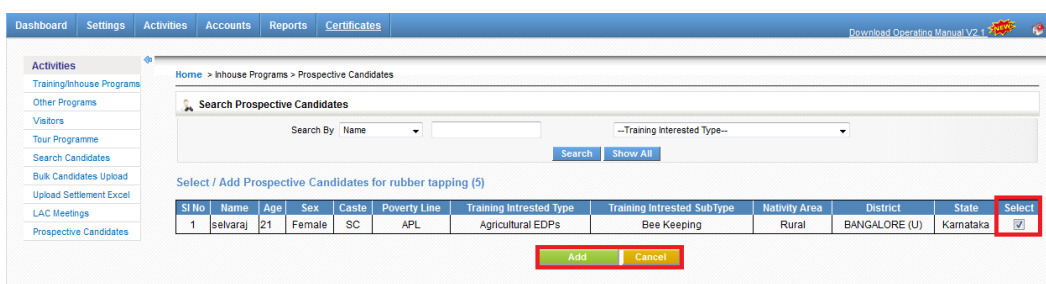
Select / Add Prospective Candidates for rubber tapping (5)

Sl No	Name	Age	Sex	Caste	Poverty Line	Training Interested Type	Training Interested SubType	Nativity Area	District	State	Select
1	selvaraj	21	Female	SC	APL	Agricultural EDPs	Bee Keeping	Rural	BANGALORE (U)	Karnataka	<input type="checkbox"/>

After searching you can select the candidates by selecting check box in the list as shown below



After selecting candidates click on **Add** button as shown below.

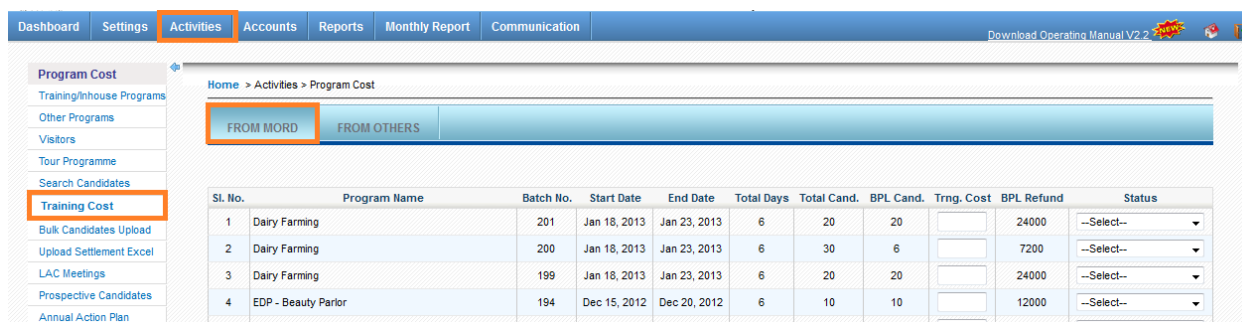


The selected candidates will be moved to the program.

### 3.12 How to ADD TRAINING COST

In this section you will be able to maintain a record of all the training cost reimbursements/refunds from various organizations.

#### FROM MORD:



Select **Activities** from the horizontal menu and then click on **Training Cost** from the left menu and then select **FROM MORD** from the horizontal menu, as shown in the picture above.

Now, from the resultant screen show below; the lists of programs conducted are shown (Note: Program should have at least 1 BPL candidate to be shown in this list). Here the maximum refund amount that can be claimed is automatically calculated and shown.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--
6	Dairy Farming	192	Dec 10, 2012	Dec 15, 2012	6	22	22		26400	--Select--
7	Dairy Farming	191	Dec 10, 2012	Dec 15, 2012	6	30	30		36000	--Select--
8	Dairy Farming	190	Dec 04, 2012	Dec 09, 2012	6	32	32		38400	--Select--
9	Goat Farming	188	Nov 30, 2012	Dec 05, 2012	6	20	20		24000	--Select--
10	Goat Farming	187	Nov 30, 2012	Dec 05, 2012	6	22	22		26400	--Select--
11	Computer Hardware (A+) & Networking (N+)	185	Nov 04, 2012	Dec 18, 2012	45	34	7		35000	--Select--
12	Domestic Electrical Appliance Repair	184	Oct 06, 2012	Nov 04, 2012	30	22	5		25000	--Select--
13	BEE KEEPING	183	Sep 22, 2012	Sep 27, 2012	6	59	3		3600	--Select--
14	Multi Phone Service	182	Seo 21, 2012	Oct 20, 2012	30	24	10		50000	--Select--

From the above screen you have to enter **Trng.cost**, this will serve as a reference in future. Once the documents are ratified and submitted to the respective agency for refund you can change **status** by selecting **Submitted for Refund** as shown below.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	--Select--
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	Submitted for Refund
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--
6	Dairy Farming	192	Dec 10, 2012	Dec 15, 2012	6	22	22		26400	--Select--

Once the record is saved the status will be shown as shown in the below screen.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Submitted for Refund
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--

Once you have received the funds, you can come back and change the status to **refund received** as shown below.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Submitted for Refund
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	Submitted for Refund
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	Refund Received
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--
5	Dairy Farming	193	Dec 15, 2012	Dec 20, 2012	6	20	20		24000	--Select--

After updating the status, it will be shown as below.

Sl. No.	Program Name	Batch No.	Start Date	End Date	Total Days	Total Cand.	BPL Cand.	Trng. Cost	BPL Refund	Status
1	Dairy Farming	201	Jan 18, 2013	Jan 23, 2013	6	20	20	50000	24000	Refund Received
2	Dairy Farming	200	Jan 18, 2013	Jan 23, 2013	6	30	6		7200	--Select--
3	Dairy Farming	199	Jan 18, 2013	Jan 23, 2013	6	20	20		24000	--Select--
4	EDP - Beauty Parlor	194	Dec 15, 2012	Dec 20, 2012	6	10	10		12000	--Select--

## FROM OTHERS:


Dashboard Settings Activities **Accounts** Reports Monthly Report Communication Download Operating Manual V2.2

Home > Activities > Program Cost

FROM MORD FROM OTHERS

Training Cost


Sl. No.	Program Name	Batch No.	Claimed	Claimed Date	Received	Received Date	Description	Document
No records found.								


Select **Activities** from the horizontal menu and then click on **Training Cost** from the left menu and then select **FROM OTHER** from the horizontal menu. Now, from the above screen click on  to add a records.


Now, from the below resultant screen select the **batch no** for which you want to record to training cost and refund details and all the other relevant details in the fields and click on save.

\* indicates mandatory fields

Now, you will be directed to a screen as shown below.

Sl. No.	Program Name	Batch No.	Claimed	Claimed Date	Received	Received Date	Description	Document
1	Dairy Farming	201	12000	11/04/2013	10000	26/04/2013	nothing	

Sl. No.	Program Name	Batch No.	Claimed	Claimed Date	Received	Received Date	Description	Document
1	Dairy Farming	201	12000	11/04/2013	10000	26/04/2013	nothing	

If you want to edit details click on edit  button as shown above. You can also update any reference document by clicking on the button .


### 3.13 How to ADD Annual Action Plan

Select **Activities** from the horizontal menu and then click on **Annual Action Plan** from the left menu as shown above.

Annual Action Plan					
Organisation Name	RUDSETI	Institute Name	RUDSETI Baran	Financial Year	--Select-- --Select-- 2013 - 2014

Now, from the above screen choose **Financial year** to add annual action plan, after choosing the financial year it will show as shown as below.

Add Annual Action Plan															
Organisation Name							RUDSETI Baran			Institute Name				RUDSETI	
Financial Year							2013 - 2014								
Program Sub Type	Cat.	No. of Prgms	No. of Days per Prgm	Total Days	No. of Candidates per Prgm	Total Cand.	Honorarium for External Faculty / Assistant (Rs.)	Boarding Expenses (Rs.)	Lodging Expenses for Trainees (Rs.)	Printing / Stationary Expenses (Rs.)	Rent for Training (Rs.)	Travelling Allowance for Trainees (Rs.)	Travelling / Monitoring and Follow-Up Expenses (Rs.)	Misc. / Travel Expenses (Rs.)	Opening / Closing Expenses (Rs.)
Agriculture EDP															
Process EDP															
Product EDP															
General EDP															
Skill Upgradation															
Other Expenses															

Above screen shows program subtype, click on respective add  button as shown below to add the planned program.



Program Sub Type	Cat.	No. of Prgms	No. of Days per Prgm	Total Days	No. of Candidates per Prgm	Total Cand.	Honorarium for External Faculty / Assistant (Rs.)	Boarding Expenses (Rs.)	Lodging Expenses for Trainees (Rs.)	Printing / Stationary Expenses (Rs.)	Rent for Training (Rs.)	Travelling Allowance for Trainees (Rs.)	Travelling / Monitoring and Follow-Up Expenses (Rs.)	Misc. / Travel Expenses (Rs.)	Opening / Closing Expenses (Rs.)
Agriculture EDP															
Process EDP															
Product EDP															
General EDP															
Skill Upgradation															
Other Expenses															



Upon clicking the button you will be directed to the below screen. Now, in below screen enter all the fields with relevant information about the **Annual Action Plan** and click on save if you want to close click on close.

Add New Agriculture EDP															
Program Sub Type	Cat.	No. of Prgms	No. of Days per Prgm	Total Days	No. of Candidates per Prgm	Total Cand.	Honorarium for External Faculty / Assistant (Rs.)	Boarding Expenses (Rs.)	Lodging Expenses for Trainees (Rs.)	Printing / Stationary Expenses (Rs.)	Rent for Training (Rs.)	Travelling Allowance for Trainees (Rs.)	Travelling / Monitoring and Follow-Up Expenses (Rs.)	Misc. / Travel Expenses (Rs.)	Opening / Closing Expenses (Rs.)
Advanced Dairy Management	SE	3	30	90	32	96	20000	2000	3000	3455	4567	2333	100		Save

Now, you will be directed to a screen as shown above.



Program Sub Type	Cat.	No. of Prgms	No. of Days per Prgm	Total Days	No. of Candidates per Prgm	Total Cand.	Honorarium for External Faculty / Assistant (Rs.)	Boarding Expenses (Rs.)	Lodging Expenses for Trainees (Rs.)	Printing / Stationary Expenses (Rs.)	Rent for Training (Rs.)	Travelling Allowance for Trainees (Rs.)	Travelling / Monitoring and Follow-Up Expenses (Rs.)	Misc. / Travel Expenses (Rs.)	Opening / Closing Expenses (Rs.)	
Agriculture EDP +																
Advanced Dairy Management	SE	3	30	90	32	96	20000	2000	3000	3455	4567	2333	100	0	0	 
Process EDP +																
Product EDP +																
General EDP +																
Skill Upgradation +																
Other Expenses +																

You will be able to Edit the plan by clicking on the  and Delete the plan by clicking on the  as shown above.

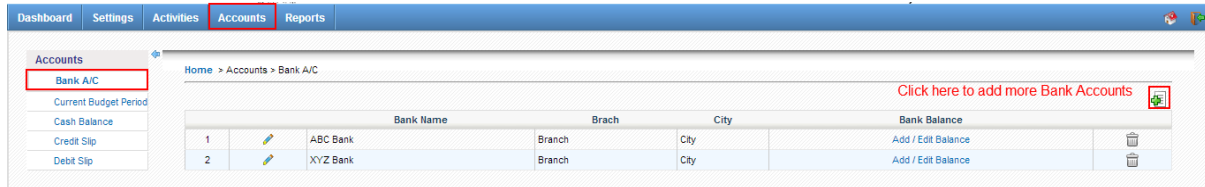
Repeat the process for all the other EDPs.

Note: Any details once deleted cannot be reverted back.


## 4. Accounts

This is a basic accounting module that has been provided as add on to the MIS. Below are some of the operations that can be handled in this module.

### 4.1 How to add Bank Account Details



Click on **Accounts** on the Horizontal Menu and then click on **Bank A/C** on the left menu. You will be directed to a screen as shown above.

Then Click on  to add more Bank Accounts. You will be directed to the below screen.

The screenshot shows the 'Add Bank Account' form. It contains the following fields:

- Bank Name \*
- Address
- Branch \*
- City
- State
- Pin Code

There are 'Save' and 'Cancel' buttons at the bottom of the form.


Enter all the relevant details and click on Save.

\* indicates mandatory fields

Once the Bank account has been created, you will be directed to the Bank Account list page as shown below. Now click on **Add/Edit Balance**, to add or edit opening balance of a particular bank account.

The screenshot shows the 'Bank Account' list page with three accounts:

	Bank Name	Branch	City	Bank Balance
1	ABC Bank	Branch	City	Add / Edit Balance
2	XYZ Bank	Branch	City	Add / Edit Balance
3	RST Bank	Branch	City	Add / Edit Balance

Upon clicking of **Add/Edit Balance** you will be directed to a page as shown below. Now click on  to arrive at the below screen.

The screenshot shows the 'Add Bank Amount' form. It contains the following fields:

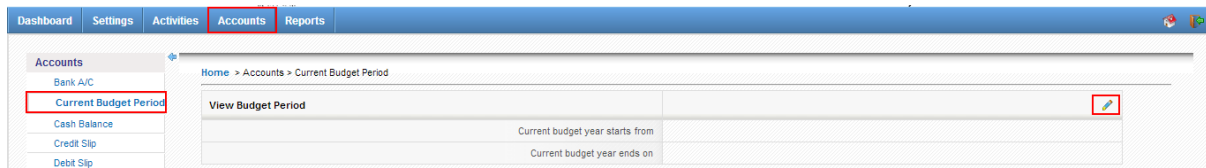
- Institute: RSETI - Demo
- Bank: ABC Bank
- Year: --Select--
- Amount \*

There are 'Save' and 'Cancel' buttons at the bottom of the form.


Now select the year and enter the amount and click on **save**.

## 4.2 How to add current Budget period

Click on **Accounts** on the Horizontal Menu and then click on **Bank A/C** on the left menu. You will be directed to a screen as shown below.

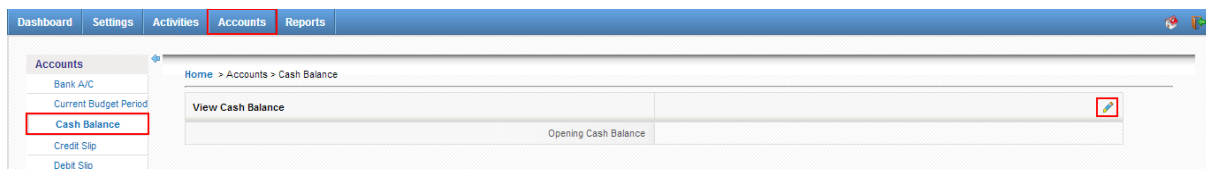


The screenshot shows the 'Accounts' menu on the left with 'Current Budget Period' highlighted. The main content area is titled 'View Budget Period' and contains two input fields: 'Current budget year starts from' and 'Current budget year ends on'. A red box highlights an edit icon in the top right corner.


Now click on  to add/edit the **Current Budget Period**.

## 4.3 How to Add Cash Balance

Click on **Accounts** on the Horizontal Menu and then click on **Cash Balance** on the left menu. You will be directed to a screen as shown below.

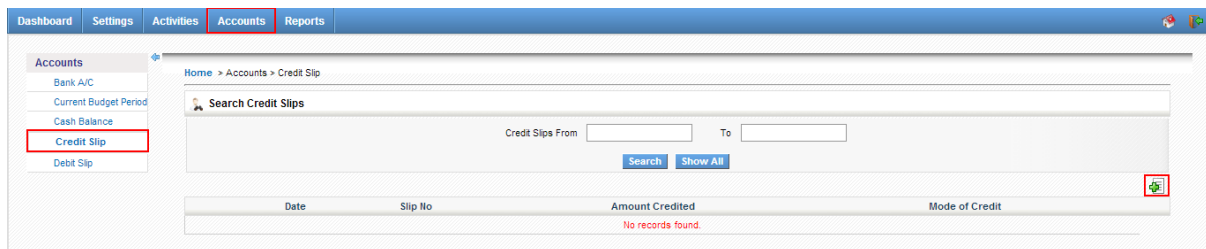


The screenshot shows the 'Accounts' menu on the left with 'Cash Balance' highlighted. The main content area is titled 'View Cash Balance' and contains an input field for 'Opening Cash Balance'. A red box highlights an edit icon in the top right corner.


Now click on  to add/edit the **Cash Balance**.

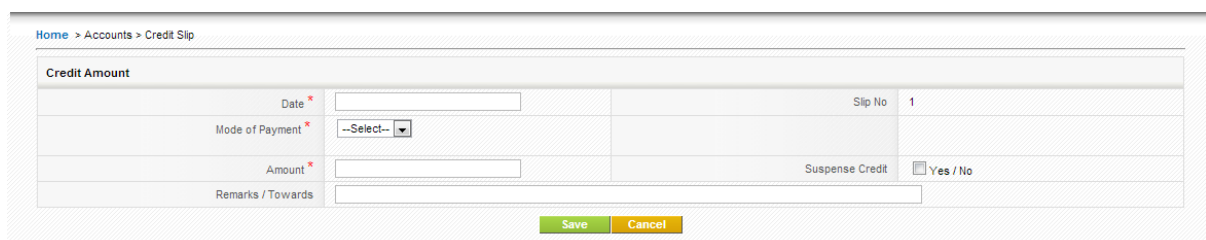
## 4.4 How to Add Credit Slips

Click on **Accounts** on the Horizontal Menu and then click on **Credit Slip** on the left menu. You will be directed to a screen as shown below.



The screenshot shows the 'Accounts' menu on the left with 'Credit Slip' highlighted. The main content area is titled 'Search Credit Slips' and includes search filters for 'Credit Slips From' and 'To', along with 'Search' and 'Show All' buttons. Below is a table with columns: Date, Slip No, Amount Credited, and Mode of Credit. A red box highlights an add icon in the top right corner.

Now click on  to add **Credit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the credit slip.



The screenshot shows the 'Credit Slip' form with the following fields: Date, Mode of Payment, Amount, Remarks / Towards, Slip No (set to 1), and Suspense Credit (checkbox). There are 'Save' and 'Cancel' buttons at the bottom.


### Search for Credit Slips

You will be able to search for Credit slips of a particular date range. By selecting the date and clicking on Search.

This action will get all the credit slips of a particular date range you have selected.

## 4.5 How to Add Debit Slips

Click on **Accounts** on the Horizontal Menu and then click on **Debit Slip** on the left menu. You will be directed to a screen as shown below.

Now click on  to add **Debit Slip**. Upon clicking you will be directed to the below screen where you will be able to enter the details of the debit slip.

Once you have entered and selected the relevant items, click on **Save**.

### Search for Debit Slips

You will be able to search for Debit slips of a particular date range. By selecting the date and clicking on Search.

This action will get all the Debit slips of a particular date range you have selected.