



Operating Manual
Rural Water Supply and Sanitation Fund Development Board
(RWSSFDB)
Site Monitoring System

January, 2018

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1 System Hosting

The CMS web application is hosted in <http://rwssfdb.softwel.com.np/csm/> which is hosted in the server located in SoftWel.

2 Home Screen

Landing screen of <http://rwssfdb.softwel.com.np/csm/> is the review screen, which shows the reviews on charts with numbers of visit on y-axis and corresponding dates on x-axis.

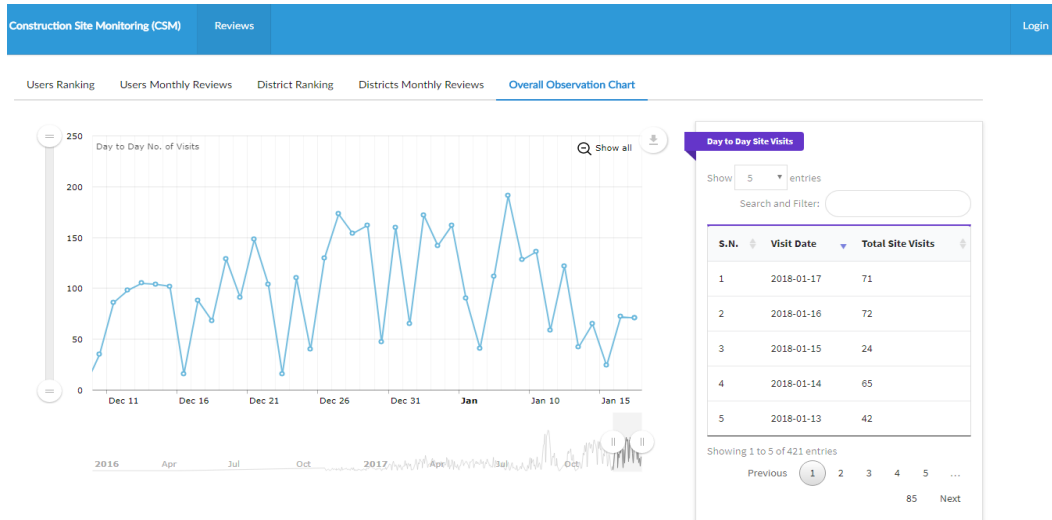


Figure 1: Home Screen

3 Login Screen

In the landing screen of the URL, there is a 'Login' tab. On clicking the tab, following login screen appears.

The screenshot shows the login interface for 'RWSSFDB : Construction Site Monitoring'. It includes a header with the application name, a form with two input fields: 'Email / Username' (with a user icon) and 'Password' (with a lock icon). Below the fields is a 'Login' button with a right-pointing arrow icon.

Figure 2: Login Screen

Please Type in username and password provided to you by system administrator. Then click on the login button to log in into the system.

4 Dash board

After the successful login, the page is directed to the dashboard. At the top of the dashboard header, there appear different menu tabs and username detail of the logged in user.



Figure 3: Menu Tabs

5 CSM Section

As shown in figure 3, there are different tabs of menu. These tabs are discussed below in detail.

5.1 Reviews

Reviews tab consist of the summary of the performances of overall activities on the basis of employees as well as district wise. This tab can be viewed by non registered users as well. It consist of users ranking, users monthly reviews, district ranking, district monthly reviews, and overall observation chart.

5.1.1 User Ranking

The user ranking tab list the users. The user ranking tab list the users according to their performance with respect to the numbers of visits, observation, and scheme observed with the ranking system.

The screenshot shows a table titled 'Users Ranking'. At the top left, there is a 'Show 10 entries' dropdown. At the top right, there is a 'Search and Filter:' input field. The table has the following columns: Name, District, No. of Visits, No. of Observations, No. of Files, No. of Observed, Previous Points, Current Points, Previous Rank, Current Rank, Change In Rank, and Action. The first row shows a user with a redacted name, District 'Udayapur', 106 visits, 1357 observations, 2058 files, 15 observed, 3596 previous points, 3596 current points, rank 1, a star icon for current rank, and 0 change in rank. The action column contains a blue icon.

Name	District	No. of Visits	No. of Observations	No. of Files	No. of Observed	Previous Points	Current Points	Previous Rank	Current Rank	Change In Rank	Action
[Redacted]	Udayapur	106	1357	2058	15	3596	3596	1	★ 1	0	[Icon]

Figure 4: User Ranking

The list can be filtered as per the requirement of the observer. In above figure, in the action column, there is an icon which shows the performance of the individual user in chart as shown in figure 1.

5.1.2 User Monthly Reviews

In this tab, user can be view the monthly reviews of the employees by selecting year and month. In order to choose the year and month click on the text box, and the pop up for month and year selection appears as shown in figure 5.

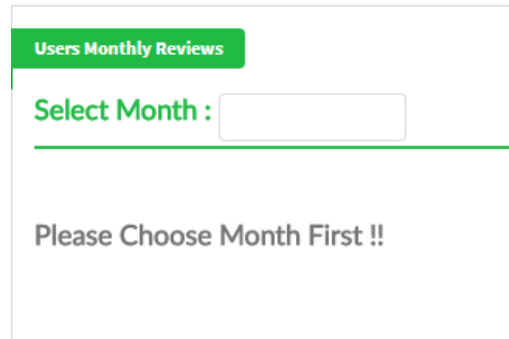


Figure 5: User Monthly Review

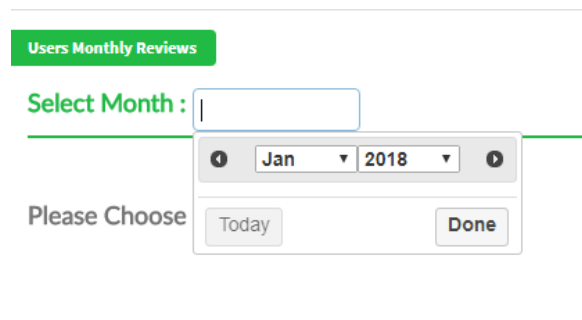
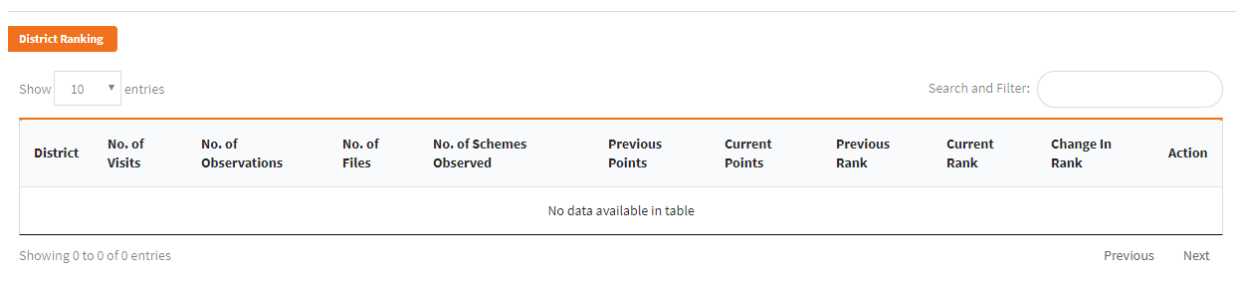


Figure 6: User Monthly Review: Select Year and Month

5.1.3 District Ranking

Similar to the user ranking, this tab shows the district wise performance table.



District	No. of Visits	No. of Observations	No. of Files	No. of Schemes Observed	Previous Points	Current Points	Previous Rank	Current Rank	Change In Rank	Action
No data available in table										

Showing 0 to 0 of 0 entries

Search and Filter:

Previous Next

Figure 7: District Wise Ranking Table

5.1.4 District Monthly Reviews

Similar to the user monthly review, this tab shows the district wise monthly performance with number of visits, observations, and files uploaded.



Figure 8: District Monthly Review

5.1.4 Overall Observation Chart

Overall observation chart tab shows the number of observations in a line chart with number of observations in y-axis and days in x-axis. Alongside the chart, there is a corresponding table for the chart.

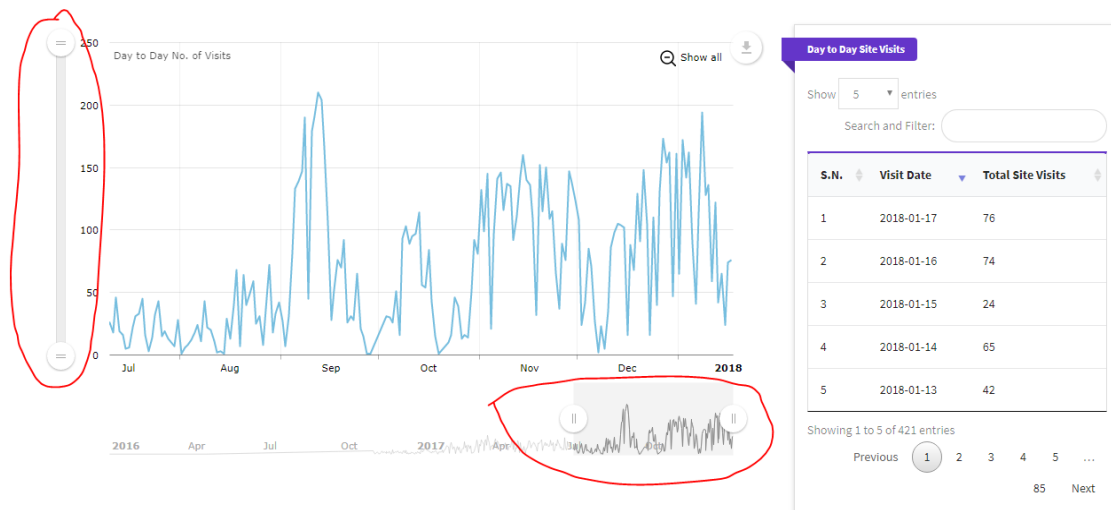



Figure 9: Observation Chart View

The unit values of the axes in the observations chart can be adjusted by moving the red circled bars in above figure. Similarly, on pointing the mouse arrow in the download icon  the data from the chart can be saved as in .json, .csv, and .xlsx format, and also the chart can be downloaded as image and in PDF format too.

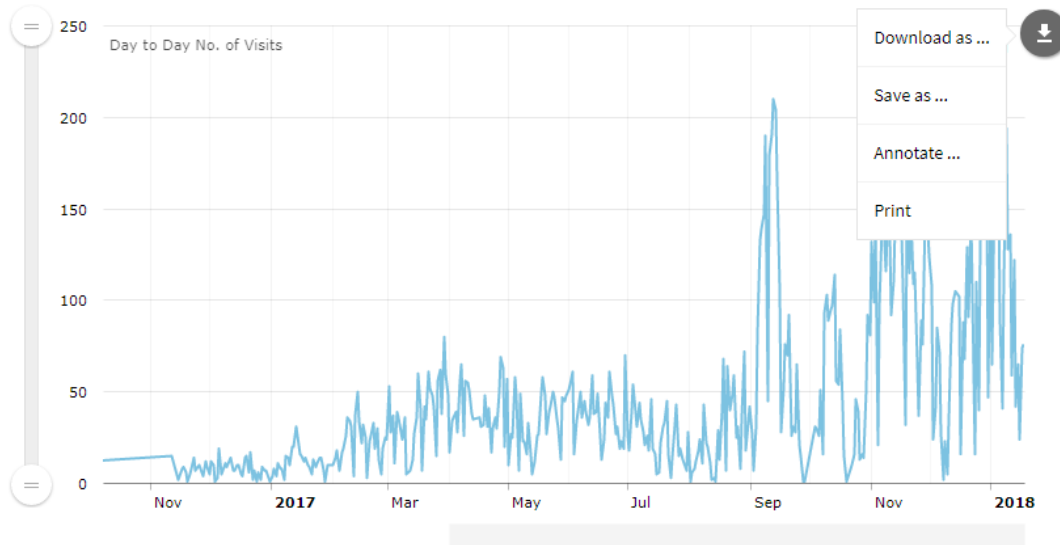


Figure 10: Download Chart

5.2 Site Visit

The site visit tab shows the details of the site visit according to the Scheme Code. The table summarizes the scheme code, district, Scheme name, date of upload and action. Action includes view full details of the scheme code and summary report of the particular scheme code.

Construction Site Visit Search By District ▼

Show entries
Search and Filter:

SN	Scheme Code	District	Scheme Name	Uploaded Date	Action
1	sCode003	Bhaktapur	schemeName003	2018-01-18	View All Visit

Showing 1 to 1 of 1 entries
Previous 1 Next

Figure 11: Site Visit View

On click on ‘View all Visit’ button, observer can view all the visits of the particular scheme code and the following table list appears.

SN	Observer Name	Designation	Visit Date	Uploaded Date	Report Status	Action
1					✓ Final Report	View Report Delete Report Send Email
2					✓ Final Report	View Report Delete Report Send Email
3					✓ Final Report	View Report Delete Report Send Email
4					✓ Final Report	View Report Delete Report Send Email
5					✓ Final Report	View Report Delete Report Send Email

Showing 1 to 5 of 92 entries Previous 1 2 3 4 5 ... 19 Next

Figure 12: View All Visits Table

The above figure shows the table of all visits report of particular scheme code. In the column, ‘Report Status’ it shows the status of the report. If the report is not finalized, there appears a button to ‘Finalize Report’ in the action column. The report can be viewed on clicking the ‘View Report’ button.

Send Email

Choose Email Address

pmalla@yahoo.com x

saritadahal61@yahoo.com

sumankhadka_24@yahoo.com

parbati_hitan@hotmail.com

akguptanep@gmail.com

Send Email

Cancel

Figure 13: Select Email Address

Also the particular report can be mailed other users registered to the system. On clicking the ‘Send Email’ button following window appear, then the email id is selected from the list and with the selection of the email address, click ‘send email’ to send mail to selected user.

The site visit list can also be filtered according to the districts by selecting the district in the text box available at the top of the site visit page (encircled with red in figure 11).

5.3 My Visit

In the tab, ‘My Visit’ tab, it list all the visit details of the logged in user. It is similar to the ‘Site Visit’ tab. (Topic 5.2 can be referred)

5.4 Visit Tracking

Visit Tracking tap is only available to the system admin. It can view all the activities of every employees.

Observers

Show 5 entries Search and Filter:

SN	Observer Name	Email	Designation	Status	No of Reports	Action
1				Active	270	View Activity
2				Active	233	View Activity
3				Active	224	View Activity
4				Active	217	View Activity
5				Active	210	View Activity

Showing 1 to 5 of 558 entries Previous 1 2 3 4 5 ... 112 Next

Figure 14: Visit Tracking Tab

On clicking the ‘View Activity’ action, the system admin can view all the activities performed by the particular employee and the view window appear as

Observer : rwssfdb user

Show 5 entries Search and Filter:

SN	Observer Name	Designation	District	Road Code	Visit Date	Uploaded Date	Report Status	Action
1							✓ Final Report	View Report
2							✓ Final Report	View Report
3							✓ Final Report	View Report
4							✓ Final Report	View Report
5							✓ Final Report	View Report

Showing 1 to 5 of 270 entries Previous 1 2 3 4 5 ... 54 Next

Figure 15: Observer Activity View

5.5 Register User

As the 'Visit Tracking' tab, 'Register User' tab is available to the system admin only. System Admin can Register new user as well as edit or delete the user.

The screenshot displays the 'User Registration' interface. On the left is the 'New User Registration' form, and on the right is the 'User List' table.

New User Registration Form:

- Observer Name ***: Text input field.
- Email ***: Text input field.
- Districts ***: Dropdown menu (selected: Achham).
- Photo**: 'Choose File' button, 'No file chosen'.
- Password ***: Text input field.
- Confirm Password ***: Text input field.
- Organization ***: Text input field.
- Designation ***: Text input field.
- Is Ranked User**: Toggle switch (currently off).
- Submit**: Button.

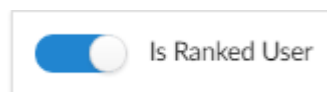
User List Table:

Sn.	Observer Name	Email	District	Organization	Designation	Status	App Version	Added Date	Action
1	rwssfdb	rwssfdb.csm@mail.com	Kathmandu	RWSSFDB	Supervisor	Active	N/A	2018-01-17	Edit Delete

Showing 1 to 1 of 1 entries. Previous 1 Next

Figure 16: Register User Tab

System admin needs to fill proper details in the registration form. All the field with red star (*) are required fields. If the registered user is to be ranked then 'on' the 'Is Ranked User' box as



Similarly, the System admin can edit as well as delete users. The 'Edit User' Window appear as

Add Content Writer

Observer Name ^{*}

Email ^{*}

Districts ^{*}

Photo

No file chosen

Organization ^{*}

Designation ^{*}

Password

Confirm Password

Is Ranked User

Figure 17: Edit User Window

5.5.1 Change Password

User can change their password by clicking the  button at the top right end of the window.

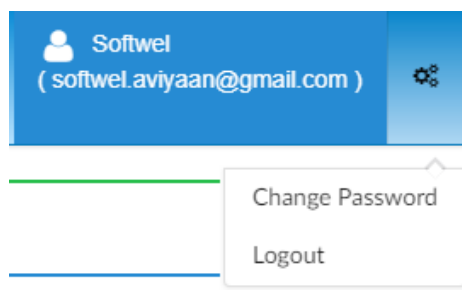


Figure 18: Change Password & Logout View

5.6 Download App

User can download the RWSSFDB-CSM App with the click on 'Download App' tab in the menu bar.

