



# GIS ENABLED ENTITLEMENT TRACKING SYSTEM (GEET)

WEB APPLICATION USER MANUAL FOR SUB-ADMINISTRATORS

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# GEET USER MANUAL FOR SUB- ADMINISTRATORS

## 1.0 GENERAL INFORMATION

### 1.1. PURPOSE

The purpose of the document is to guide the individual responsible for sub-administration of the portal. Sub-Administration includes User management. The manual will help understand various features and functionalities so as to help sub-administrator manage users and assign roles as applicable.

### 1.2 SYSTEM OVERVIEW

The GIS-Enabled Entitlement Tracking (GEET) system is designed to help make aware of the different government schemes available to each member of the households and help community institutions, local governments and the administration to track progress of access to entitlements and benefits under government schemes. The system is an initiative to improve the reach, response and review of the implementation of these social security schemes.

### 1.3 ACRONYMS AND ABBREVIATIONS

GIS- Geographic Information System

GUI- Graphical User Interface

App- Application

SECC- Socio-Economic Caste Census

BPL- Below Poverty Line

## 2.0 SYSTEM SUMMARY

### 2.1 SYSTEM OBJECTIVE

The system will have four major objectives:-

- **Entitlement awareness:** Intensive campaigns for awareness building of marginalised communities on their entitlements will be undertaken.
- **Entitlement inclusion:** Ensure their access to entitlements and benefits from government schemes/programmes.
- **Entitlement card and register:** Entitlements will be tracked for each household through a system of a card that will be in possession of the household and a register that the Village Organizations and/or Gram Panchayat will maintain.
- **GIS-enabled dashboard:** The entitlements, being tracked, will be plotted on a GIS-enabled dashboard with a recording and monitoring facility for both community and official levels.

## 2.2 KEY FEATURES

### 2.2.1 Scheme eligibility search

The system provides search facility for the various schemes that an individual is eligible for based on the criteria entered by the user.

### 2.2.2 Data entry

The system allows the enumerators to add new records of individuals or households, verify SECC data of an individual, generate Entitlement number / card and track their entitlements.

### 2.2.3 Entitlement Grievances

An individual can record his/her grievances related to the scheme/programme that he/she has applied for. The status of the grievances (whether resolved or not) can also be tracked.

### 2.2.4 GIS-enabled Dashboard

This feature allows govt. officials / management monitor scheme implementation, village wise through interactive maps which can help identify gaps. These dashboards can be customized to display information pertaining to specific schemes in the selected village / tehsil / block.

### 2.2.5 Reports

Reports will display data of the selected village in the form of info-graphics. This will help decision makers in getting a better understanding of the demography of the region.

### 2.2.6 User Management

This enables administrator to create new user types, users and assign privileges as per user roles.

## 2.3 USER ACCESS LEVELS

The system provides four different types of user access levels:-

- **General Public:** They can access website and search for schemes based on eligibility. They do not have login rights and access to other functionalities.
- **Enumerator:** After login, the enumerator will have access to '**Data Entry**' and '**Entitlement Grievances**'. This will help them to maintain the list of targeted beneficiaries of the region assigned to them and track their entitlements. They can also record grievances and update their statuses.
- **Monitor:** After login, the individual responsible for monitoring will have access to the '**GIS Dashboard**' and '**Reports**'. This will help track the progress of scheme implementation in their region.

- **Sub-Administrator:** After login, Sub-Administrator will have access to **‘User Management’**. They can create new users, create / change user roles, assign / revoke user access rights.

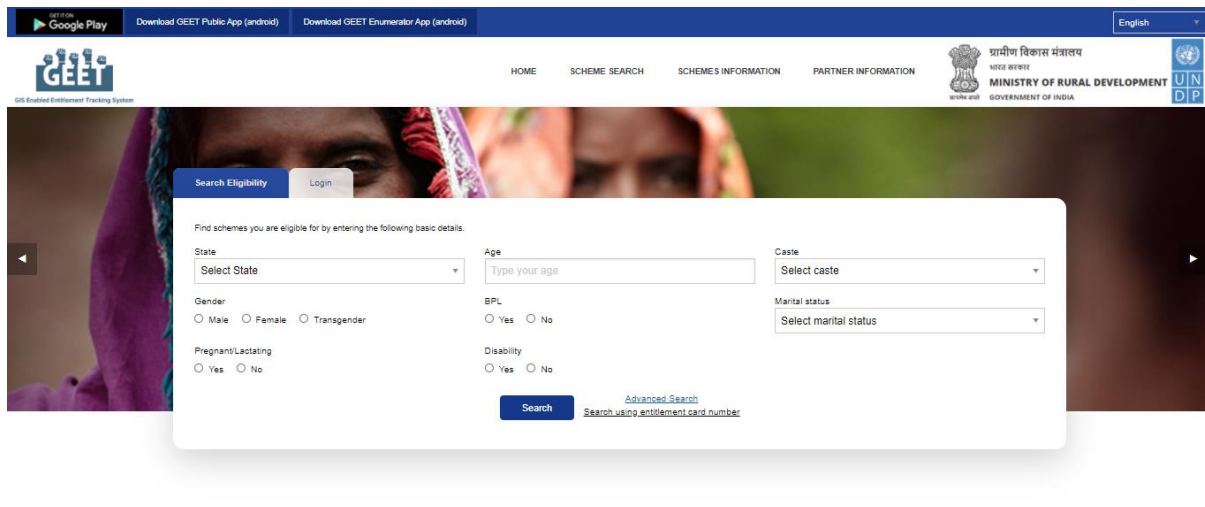
### 3.0 GETTING STARTED

#### 3.1 SYSTEM REQUIREMENTS

For best performance, use latest version of Google Chrome or Mozilla Firefox.

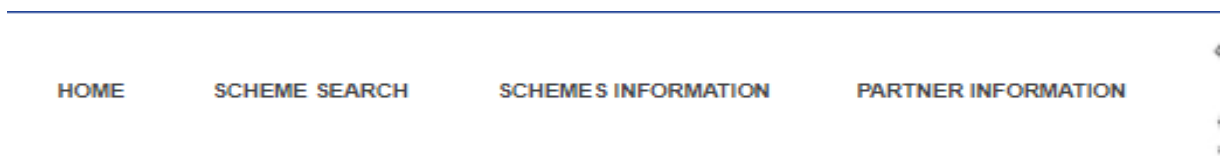
#### 3.2 HOME PAGE

Open Google Chrome or Mozilla Firefox. Enter the GEET URL in the address bar of your browser. Home page will be displayed as shown below:



#### 3.3. SYSTEM MENU

Following image shows the System Menu accessible to all types of Users and does not require login.



##### 3.3.1 Home

Home page will be displayed by clicking ‘Home’ on the menu bar. GEET objective and overview is displayed on Home page. An individual is given **‘Search Eligibility’** and **‘Login’** option in the Home page which is explained in the below section.

#### 3.4 LOGIN

In order to have access to the ‘User Management’ page, the sub-administrator has to log in the web portal. User can login to the web portal by specifying **User Id** and **Password** as shown below:

Search Eligibility Login

User Id  
Type your User Id

Password  
Type your Password

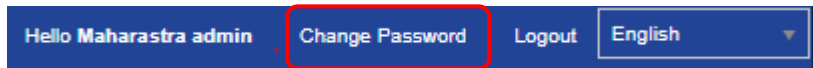
83795 refresh

Enter the text as shown in above image

Login

### 3.4.1 Change Password

After log in, user can change password by clicking on 'Change Password' as shown below:



User needs to mention

- current password in 'Current Password' field
- new password in 'New Password' field
- rewrite new password in 'Confirm Password' field
- Click on 'Save User' button to change password as shown in the below image below:

Change Password (Maharashtra admin)

Current Password  
Current Password

New Password  
New password

Confirm Password  
Confirm Password

wk7id refresh

Enter the text as shown in above image

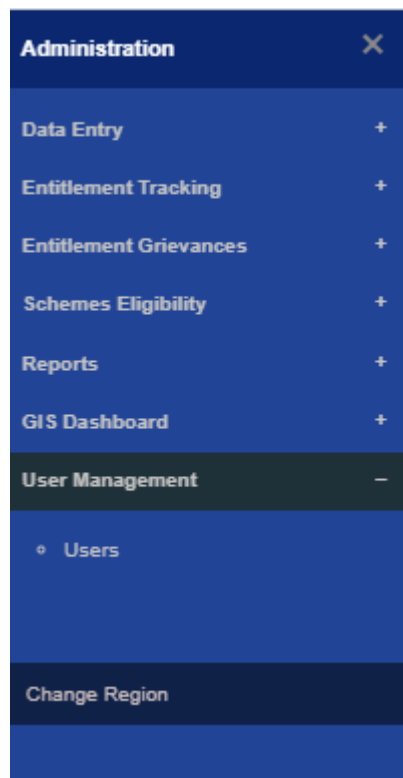
Save User

#### 4.0 USING GEET FOR SUB-ADMINISTRATION

After login, the sub-administrator will have access to all the functionalities of the portal, including 'User Management'. They can create new users and new roles (Enumerator or Monitoring Roles) as per the requirement.



After clicking the button pointed above, Menu options shall be displayed as shown below:



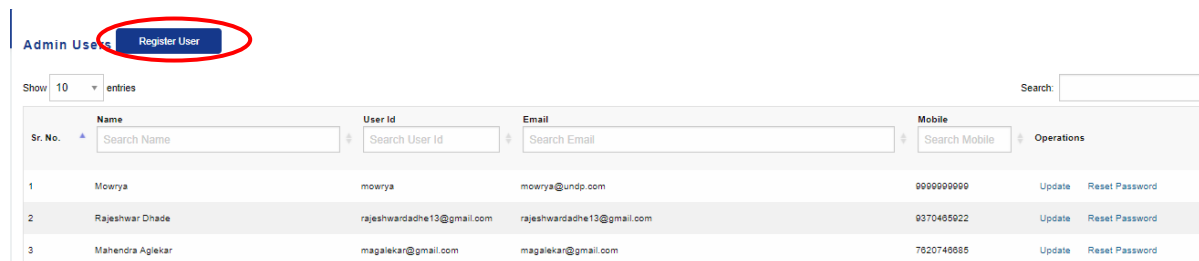
The individual responsible for sub-administration will have access to all functionalities in the portal and additional to that is 'User Management' which is explained below along with their sub menu options.

## 4.1 USER MANAGEMENT

On clicking + sign beside 'User Management', sub menu option named 'Users' will be displayed. User needs to select the sub menu option to open the said page. The sub menu option is explained in the following section.

### 4.1.1 Users

The sub menu option of User management is 'Users'. With this option, sub-administrator can register user, update user and reset password as per the requirement. On clicking 'Users' option, following page will be displayed with '**Register User**' option and '**Update**' and '**Reset password**' option against each user.

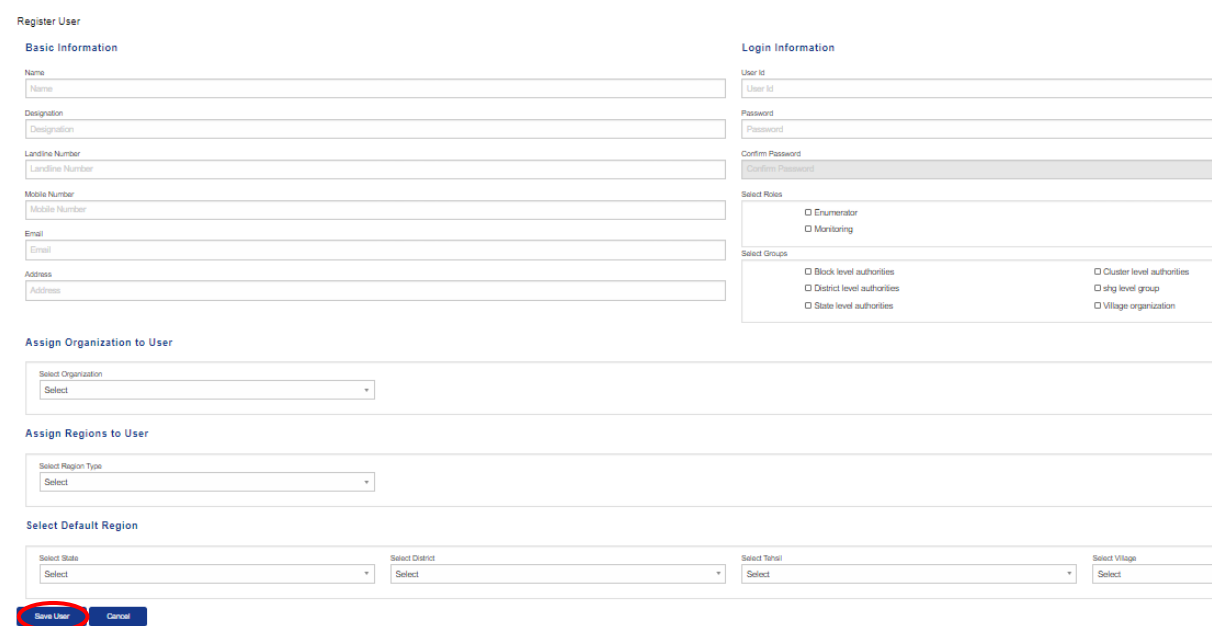


The screenshot shows the 'Admin Users' page. At the top left, there is a 'Register User' button circled in red. Below it, there is a 'Show 10 entries' dropdown and a search bar. The main content is a table with columns: Sr. No., Name, User Id, Email, Mobile, and Operations. The table contains three rows of user data.

Sr. No.	Name	User Id	Email	Mobile	Operations
1	Mowrya	mowrya	mowrya@undp.com	9999999999	Update Reset Password
2	Rajeshwar Dhade	rajeshwardadhe13@gmail.com	rajeshwardadhe13@gmail.com	9370465922	Update Reset Password
3	Mahendra Aglekar	magalekar@gmail.com	magalekar@gmail.com	7620749565	Update Reset Password

#### 4.1.1.1 Register User

New user can be created by this option. Sub-administrator will have to enter Basic information of the new user, login information with user name and password, assign roles, group, region and also default region to provide access to the user with the information of his / her default region. Following image shows the parameters for Register User Form.



The screenshot shows the 'Register User' form. It is divided into several sections: 'Basic Information' (Name, Designation, Landline Number, Mobile Number, Email, Address), 'Login Information' (User Id, Password, Confirm Password), 'Assign Organization to User' (Select Organization), 'Assign Regions to User' (Select Region Type), and 'Select Default Region' (Select State, Select District, Select Taluk, Select Village). At the bottom, there are 'Save User' and 'Cancel' buttons, with 'Save User' circled in red.



After entering all the information, the record should be saved by clicking on 'Save User' button.

#### 4.1.2.2 Update user

This option will be displayed across each user to enable the sub-administrator to update basic information of the user or update roles, groups or region as shown below. Region can be checked or unchecked to assign or revoke the access rights of the region for the selected user.

The screenshot displays a user update form with the following sections:

- Basic Information:** Fields for Name, Surname, Organization, Location Number, ID, Mobile Number, Email, Address, and Position.
- Login Information:** Fields for Username and Password, and a section for Roles with radio buttons for Administrator and Monitoring.
- Assign Organisation to User:** A dropdown menu for selecting an organization.
- Assign Regions to User:** A dropdown menu for selecting a region, a list of available regions, and a list of selected regions with checkboxes.
- Select Default Region:** Four dropdown menus for selecting default values for Region, District, Sub-district, and Village.

Buttons for 'Save User' and 'Cancel' are located at the bottom left of the form.

#### 4.1.2.3 Reset password

Sub-Administrator user can reset password for any of the users.