USER MANUAL
FOR
JKPWDOMS

1   Contents

2 JKPWDOMS Website Address

The JKPWDOMS website address is http://jkpwdoms.in/

Note: Make sure that there is an Internet Connection and a Web Browser (example- Internet Explorer, Google \Chrome, etc.) on your Computer.

2.1 How to Open the JKPWDOMS website

Step 1: User will open the web browser.
Step 2: Type the address i.e. http://jkpwdoms.in/ into the web browser's address bar.
Step 3: Then click on **'Enter'** key from keyboard.

Enter this URL in the browser: '**http: //**
jkpwdoms.in'

Figure : Type the address in the web browser as shown in picture.

Press the Enter Key from the Keyboard, the JKPWDOMS User Login page will appear as shown below in figure
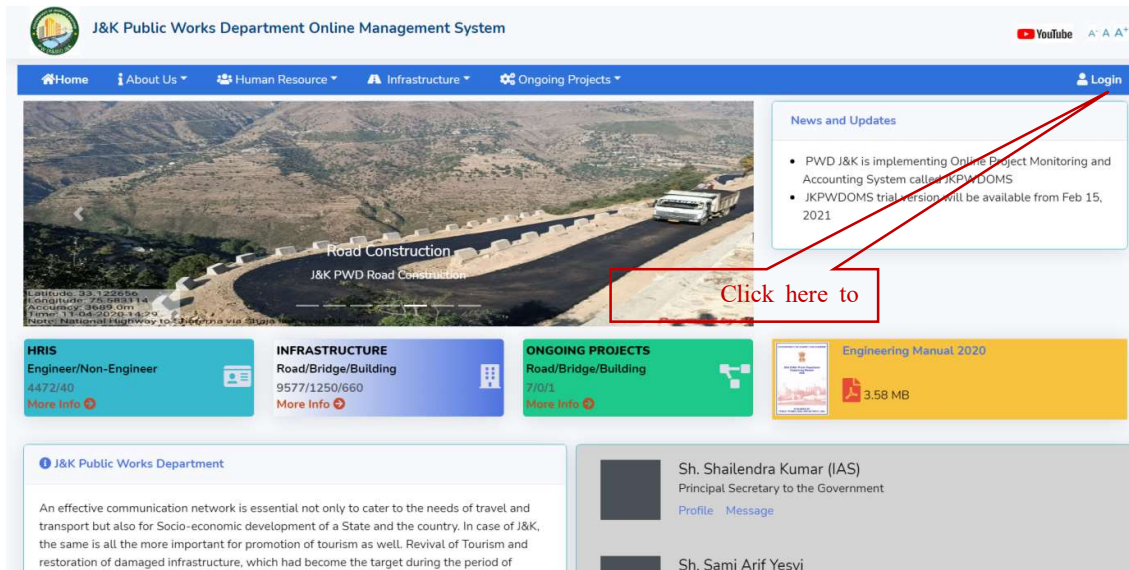
Figure: The Home page will appear as shown in this figure.

3 THE LOGIN PROCESS

The Login Process is required for the System Security. Hence every user is given an individual User Id and Password and they can gain access to the System only after they have identified and authenticate themselves by using their valid User Id and Password.

3.1 How to Login

Step 1: Click on the **"Login"** button as shown in above figure.
Step 2: Enter the **"username"** and "**password".**
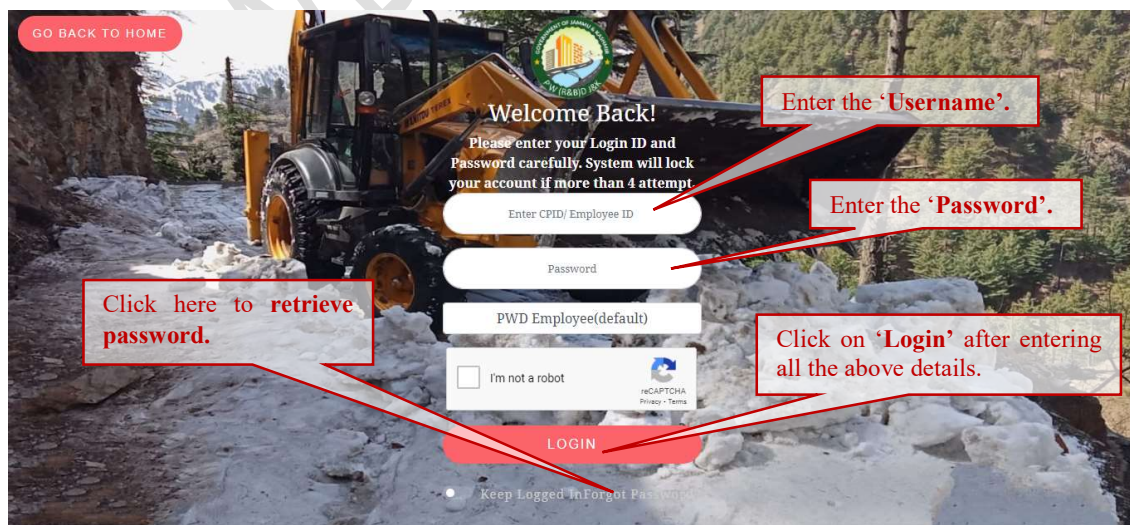**Step 3:** Click on the **"Login"** button.

Figure: The Login page.
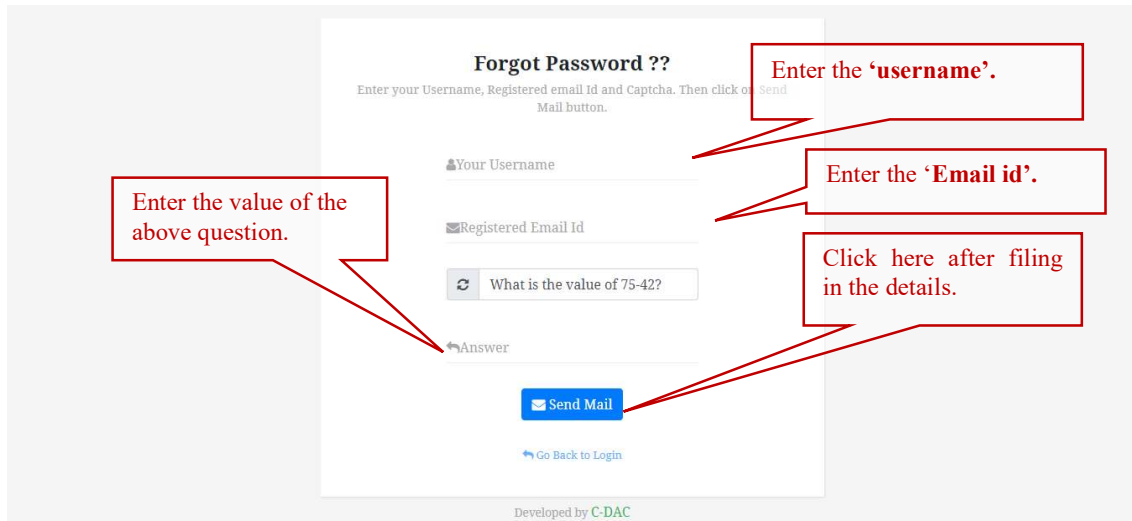
3.2 How to Retrieve Password

Step 1: Click on "Forgot Password" on the login page
Step 2: Enter the "User name".
Step 3: Enter the registered "email id".
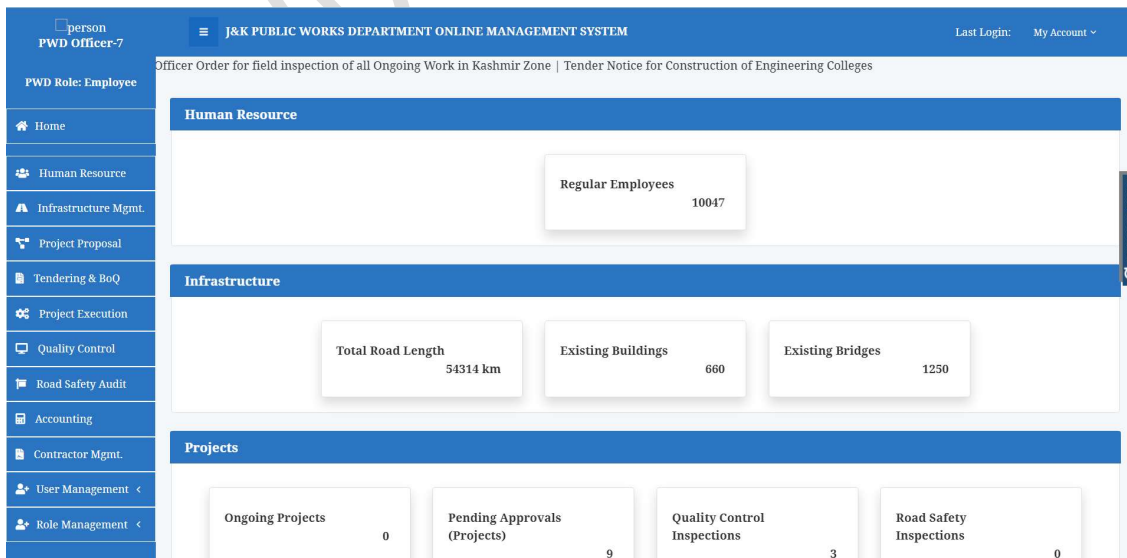**Step 4: Enter the value of the query.**
Step 5: Click on "Send Mail".

Figure: Forgot password page

3.3 The Home Page

After clicking on **"Login"** button, a home page will appear as shown below.

Figure: The Homepage of JKPWDOMS

4 Human Resource Information System (HRIS)

4.1 NEED FOR HRIS

A HRIS, which is also known as a human resource information system is basically an intersection of human resources and information technology through HR software. This is a software solution for officers of PWD to automate and manage their Human resource database management.

In order to conduct personnel research and personnel audit, and human resource accounting, the personnel manager requires lots of data relating to employees working in the organisation. However, the manual records system is found inadequate and insufficient to meet the information requirements of a modern business organisation. In other words, the difficulty in maintaining and the shortcomings of manual records system can be stated as the basic reasons as the need for HRIS.

The difficulty here refers to the voluminous data on the employees which is not feasible to track manually. Not only that, data needs to be updated from time to time and this makes the clerical job quite labour-intensive and costly. The manual transfer of data from one record to another increases the chance of error which affects the accuracy and reliability of data held. Entries may be passed twice; data may be transferred to wrong documents leading to confusion. Since data/information is maintained in a fragmented manner, i.e., manual records are kept at separate locations handled by different persons in different departments, complete information of an employee is not readily available at a central place. This hampers decision making process of the organisation.

Our new HRIS is flexibly designed with integrated databases, a comprehensive array of features, and powerful reporting functions and analysis capabilities that you need to manage your workforce. This can give back hours of the HR administrator's day previously spent attending to routine employee requests. It will be necessary to customize HRIS to the unique needs of PWD so the system will remain flexible and relevant throughout the life of PWD.

4.2 Various Tabs in HRIS

The various tabs available in HRIS will be:
- **Basic Information**
- **Official Information**
- **Qualification details**
- **Posting History**
- **Training details**
- **Address**
- **Bank Details**
- **Nomination**

4.3 Documents required before login

S.no	Document required	Size	Format
1.	Passport photograph	200kb	.png,.jpeg,.jpg
2.	Proof of disability(if any)	200kb	Pdf
3.	Proof of aliment(if any)	200kb	Pdf
4.	First Page of service book	200kb	Pdf
5.	Class10th qualification Certificate	200kb	Pdf
6.	Class 12th qualification Certificate	200kb	Pdf
7.	Degree certificate	200kb	Pdf
8.	Diploma Certificate	200kb	Pdf
9.	Post-graduation Certificate	200kb	Pdf
10.	PhD Certificate	200kb	Pdf
11.	Address Proof	200kb	Pdf

4.4 HUMAN RESOURCE MODULE

On the left side, there is a menu bar, click on the "Human Resource" to go in the Human Resource Management module as shown in the figure.
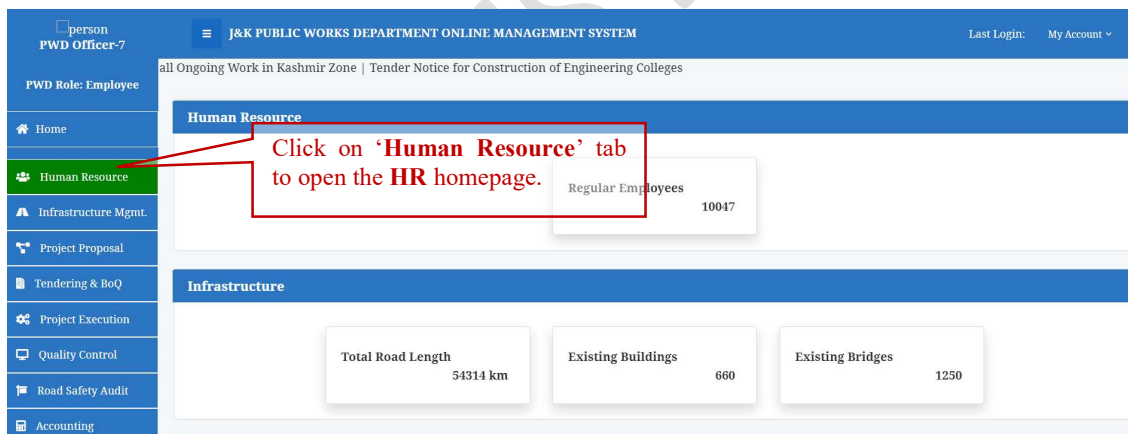
Figure: Click on the Human Resource.

The Human Resource Management dashboard will appear as shown in figure. On the dashboard, user can view his/her current service and posting details.
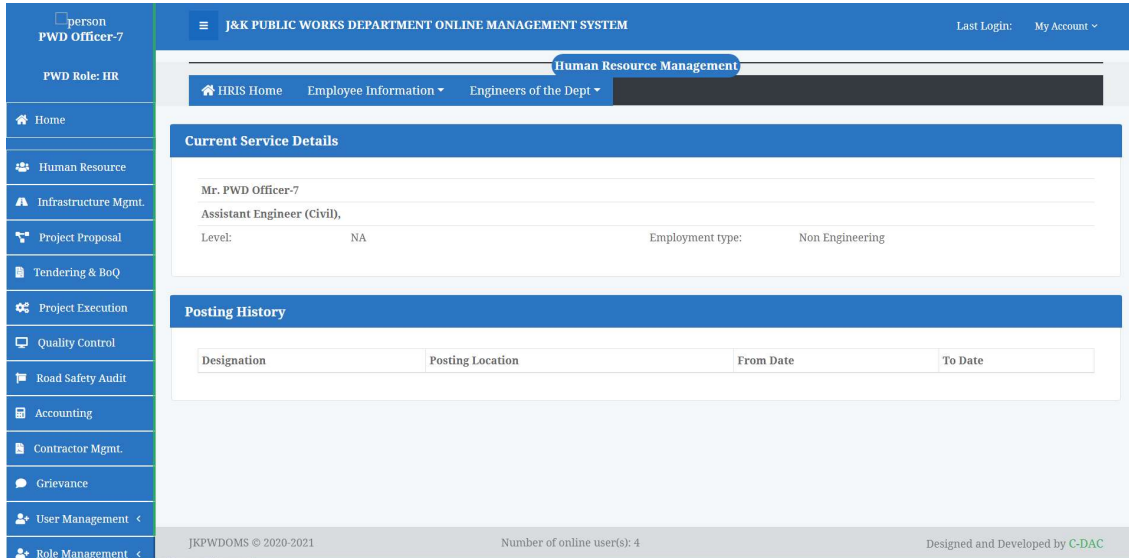
Figure: The Human Resource Management Dashboard.

4.5 Add New Employee

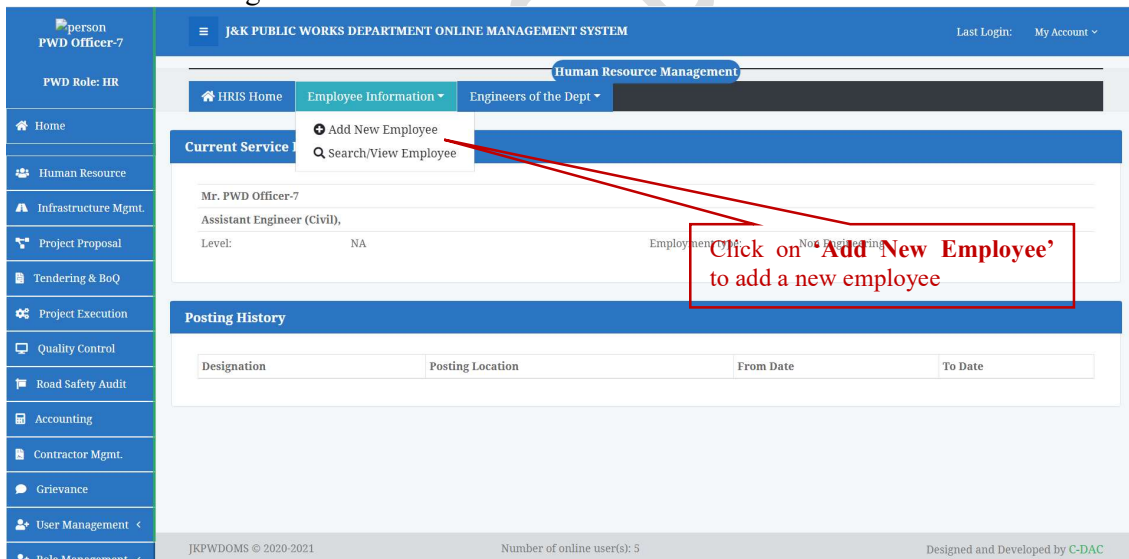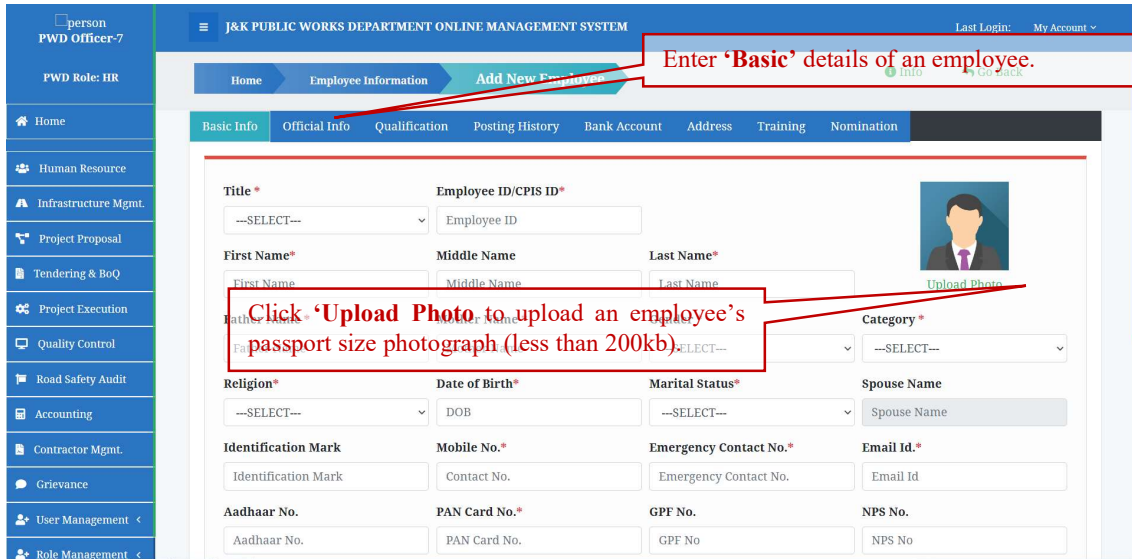To add new employee, click on the "Add New Employee" in the "Employee Information" menu as shown in figure.

Figure: Adding new employee.

4.5.1 Entering the Basic Information

After clicking on the **"Add New Employee"** a form will appear to enter the personal information of the new employee. Enter the basic information in the **"Basic Info"** tab. User can change the photo on an employee by clicking on the **"Change photo"**. If the person is physically challenged, click **"yes"** on the **"personal disability"** field. Click on the **"Browse"** button to upload the proof of disability. An **"Open file"** dialog box will appear as shown in
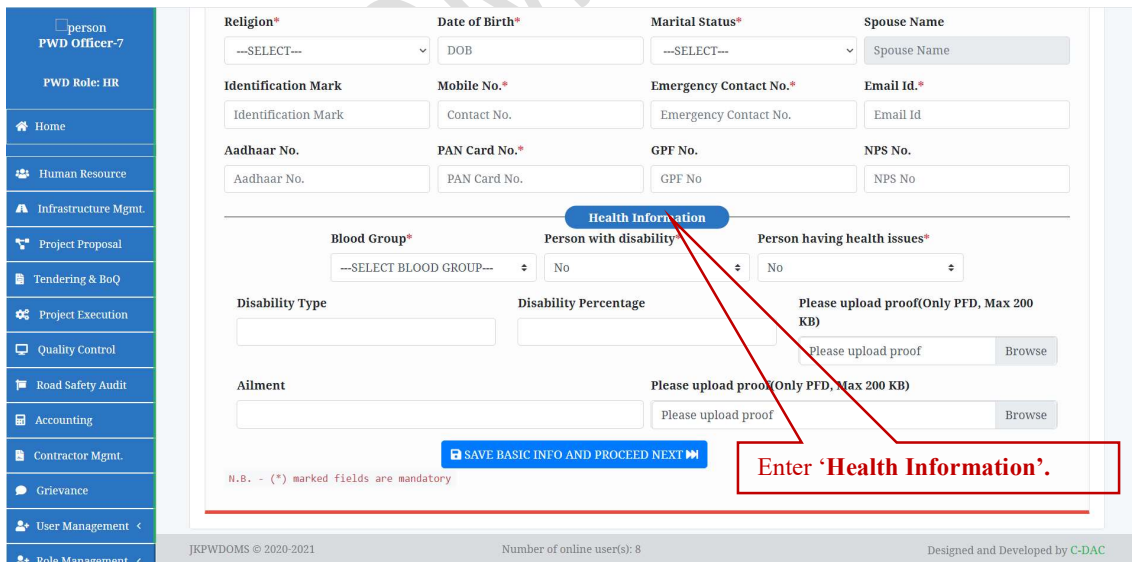
figure .Select the desired file and then click **"Open"** .Similarly, if an employee is suffering from health aliments, Click **"yes"** on the "**person having health issues"**. After entering all the details click on the **"Save Basic Info and Proceed Next"** button. Clicking on this button will open a pop up asking for confirmation. If you are sure, click on the **"Confirm"** button otherwise click **"Cancel"**.

Note: All the fields marked with **"*"** *are mandatory. If left empty, will invoke an error. The photo size of an employee should be less than 200kb.*

Figure: Entering the Basic Information of an employee.

Figure: Entering the Health information of an employee.

Figure: Uploading the disability proof of the new employee (if any)

Figure: Select the document and click on Open button

Figure: Click on Save Basic Info and Proceed Next

Figure: Click on Confirm to continue

Figure: Basic Information Successfully added

4.5.2 Entering the Official Information

After clicking on **"Confirm"** the official details form will appear as shown below. To **upload the first page of service book**, click on the **"Browse"** button. An **"Open file"** dialog box will appear. Select the document and click on the **"Open"** button. After filing all the details click on **"Save Official Information and Continue"** Button to save the updated information and continue to next form**.**

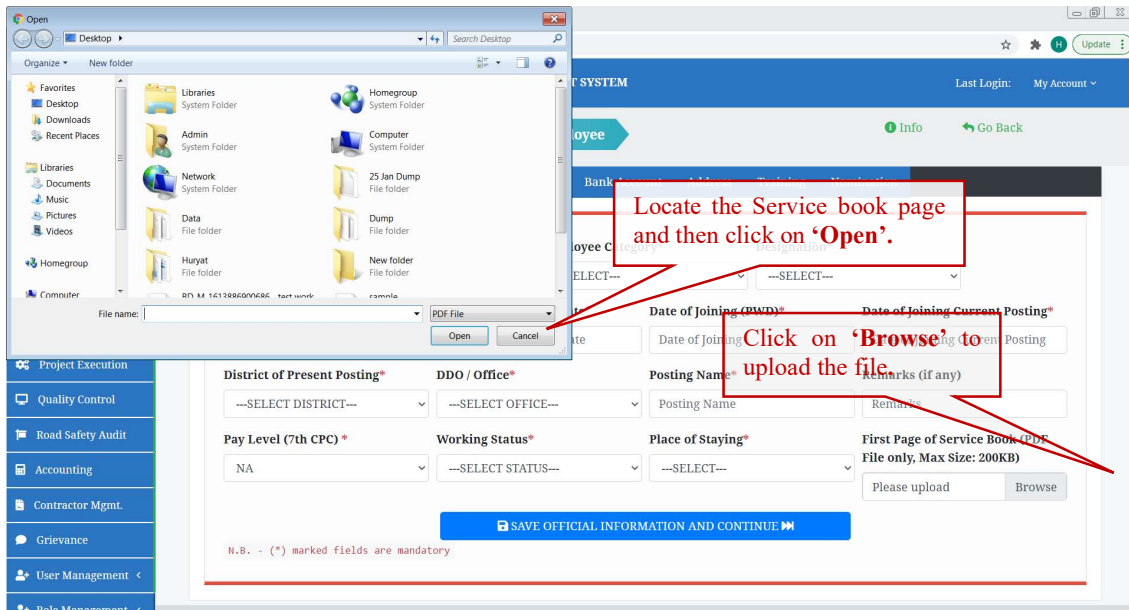**Figure: Entering the official details of an employee.**

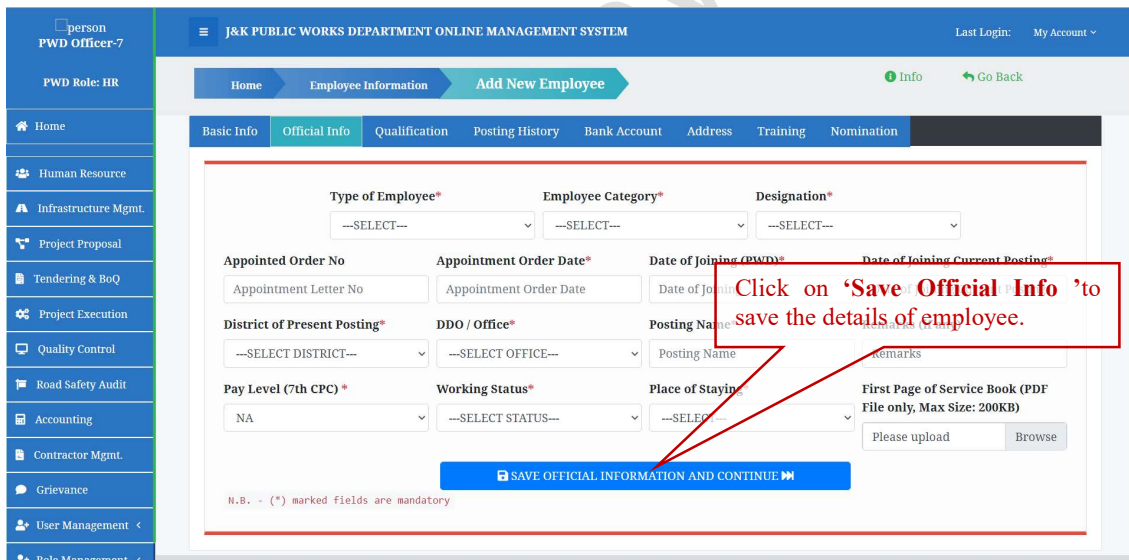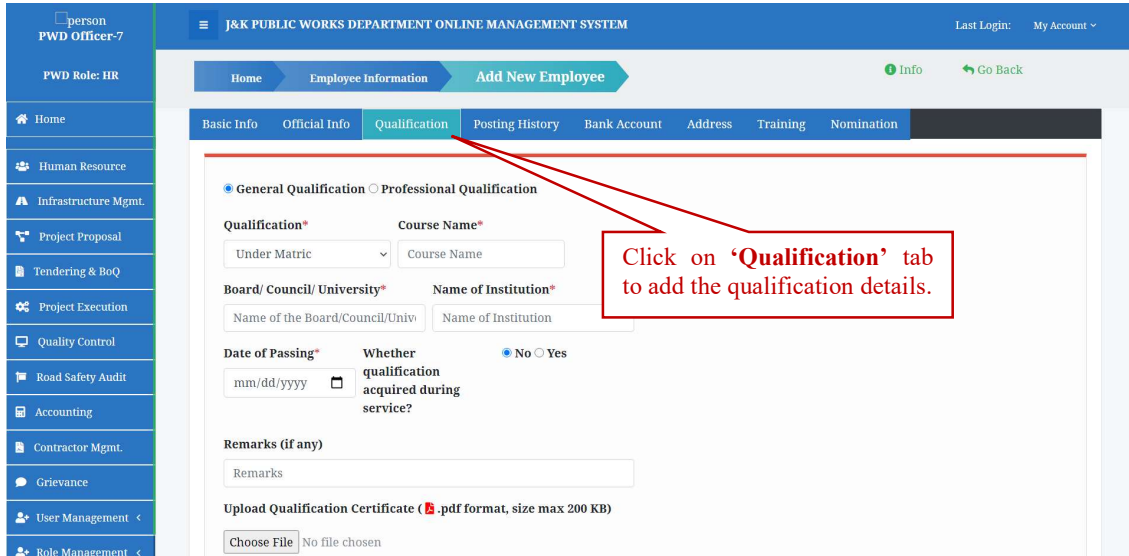**Figure: Uploading the first page of Service book**

Figure: Click on the "Save official Information and Continue" to Save the details.

4.5.3 Entering the Qualification details of an employee

To enter the qualification of the employee, click on the **"Qualification"** tab. Fill in the details. The following qualification certificates needs to be uploaded: 10th, 12th, Diploma (if any), Graduation Degree (if any), Post-graduation (if any) and PhD (if any) certificates. The fields marked with **"*"** are mandatory. If these fields left empty, it will invoke an error. To upload the qualification certificates, click on the **"Browse"** button. The document should be in **pdf** format and the maximum size should be 200kb.Click on the **"Add Qualification"** button to save qualification details of the employee. The list of qualification added appears on the right side of the page.

Figure: Entering the qualification details of employee

Figure: Uploading the document and saving the qualification of employee

Figure: The list of qualification details added

4.5.4 Entering the Posting details of an employee

To enter the posting details of employee, click on the **"Posting history"** tab. User has to enter an employee's posting history in his tenure. After filing the details click on the "**Add Posting"** button to save the posting details of an employee.

Figure: Entering and saving the posting details.

4.5.5 Enter the Bank Details of an Employee

To enter the Bank details of an employee, click on the **"Bank Account"** tab. After entering the account number and **"IFSC code"**, click on **"Get Branch"** to get the **"Name of bank & branch"** which will be automatically added in the next field**.** After filing the details click on the **"Save Bank Account Info and Continue"** button.
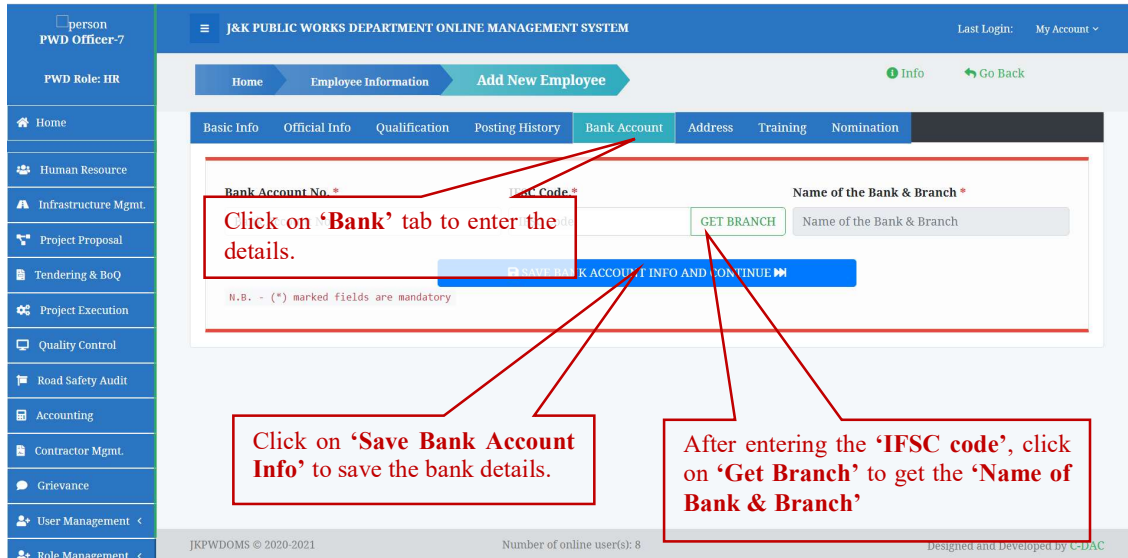
Click on **'Bank'** tab to enter the details.

After entering the **'IFSC code'**, click on **'Get Branch'** to get the **'Name of Bank & Branch'**

Click on **'Save Bank Account Info'** to save the bank details.

Figure: Entering and saving the bank details

4.5.6 Enter the Address details

Click on the **"Address"** tab to enter the address details of an   employee.   If   the employees' **"Residential Address"** is same as the   "**Permanent Address"** then click on the **check box** and all the details of residential address will be copied in permanent address field boxes. All the fields marked with "*****" are mandatory and will invoke error if left empty. After filing the details, click on **"Save and continue".** The following documents can be used as an address proof.

- Passport
- Arms License
- Driving License
- Election Commission I/Card*
- Ration Card (with address)
- CGHS/ECHS card
- Address card with photograph issued by Dept. Of Posts, Gov. of India
- Current Passbook of Post Office/any Scheduled Bank
- Photo Identity card with address (of Central Govt./PSU or State Govt./PSU only)
- Pensioner's card with address
- Freedom Fighter Card with address.
- Kisan Passbook with address.
- Income Tax Assessment Order
- Credit card statement (not older than last three months)
- Telephone Bill of fixed line (not older than last three months).
- Permanent Residency Card issued by J&K Government.
- Fresh Certificate carrying the identity and address of the person(s) concerned issued by the Lt. Colonel. (for serving officers/ jawans of the armed forces and members of their families)

- Certificate of identity and address of the person(s) concerned issued by Officer Commanding of the rank of Lt. Colonel or above. (for serving officers/ jawans of the Central paramilitary forces and members of their families)
- Tibetan Refugee Card
- Border ID Card

*Only Voter's identity cards (issued from 2008), which carry various security features such as hologram etc., are acceptable as a proof of identity and address.
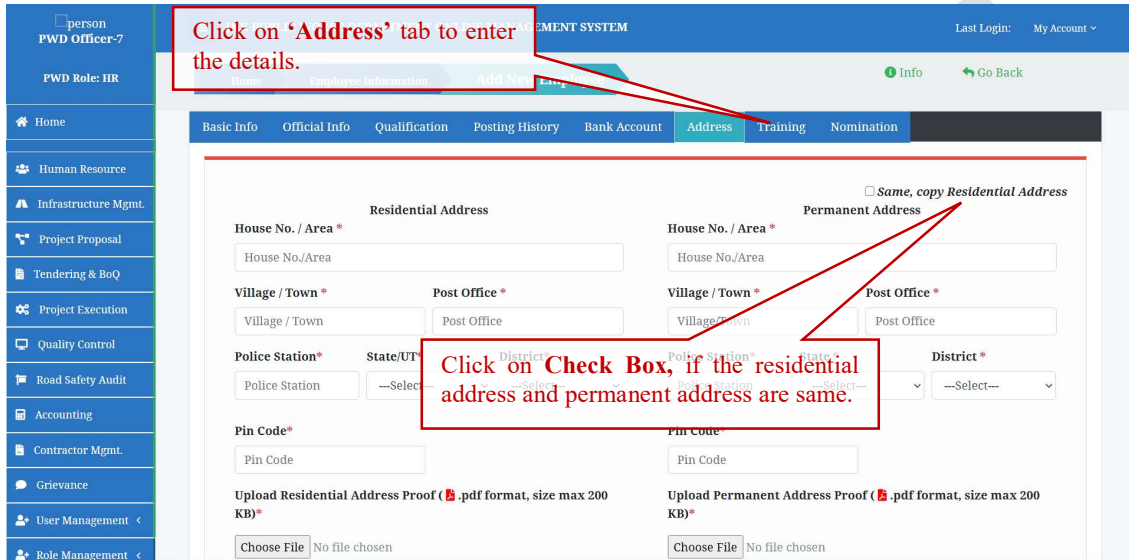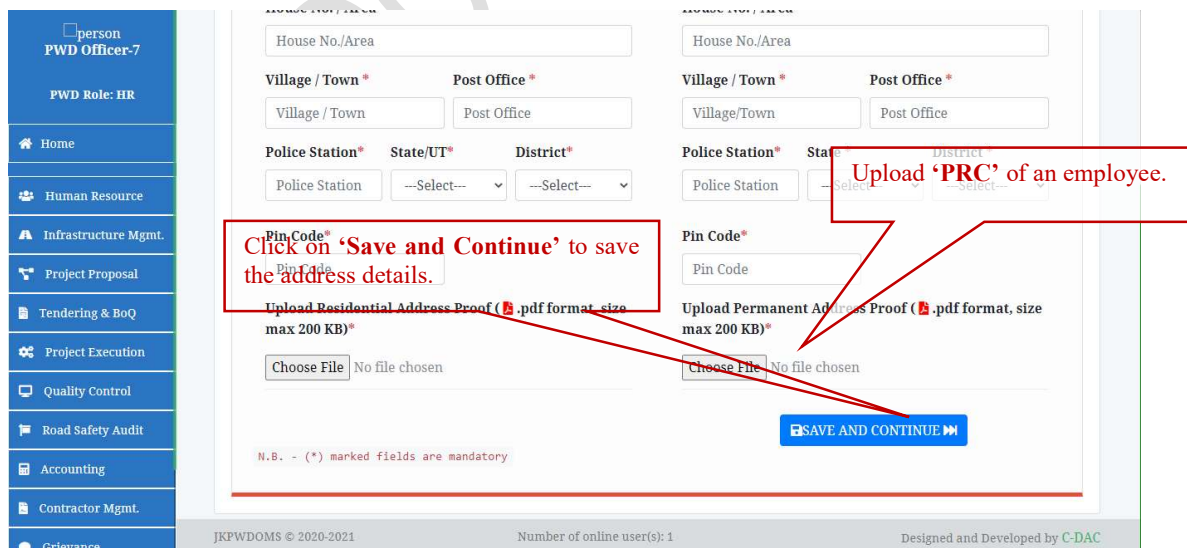

Figure: Entering the address detail of an employee

Figure: Click on Save to save the address details

4.5.7 Enter the Training Details

Click on the **"Training"** tab to enter the training details of an of an employee. If an employee has attended the training during the service, he has to fill in the training details. After filing the details, click on the **"Add training"** to save the training details.

Figure: Entering and Saving the Training details of an employee

Figure: The list of training added appears on the right side of the page.

4.5.8 Enter the Nomination details

Click on the **"Nomination"** tab to enter the nomination details of an employee. Fill in the details and click on **"Add Nominee "**button to add more nominees. After clicking on the **"Add Nominee",** a list will appear on the right side of the form along with percentage added

and the fields will get refreshed to enter the details of the other nominees. The total added percentage should be 100. A confirmation dialog box will appear. Click on **"Confirm"** to continue or else click on **"Cancel"** to cancel the operation.
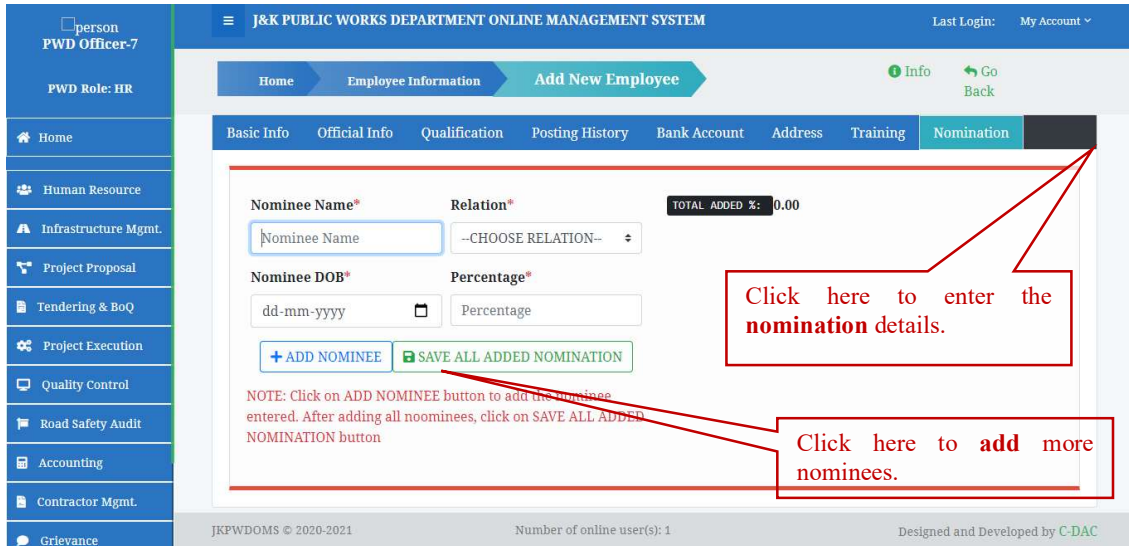
Figure: Entering the Nomination details of an employee
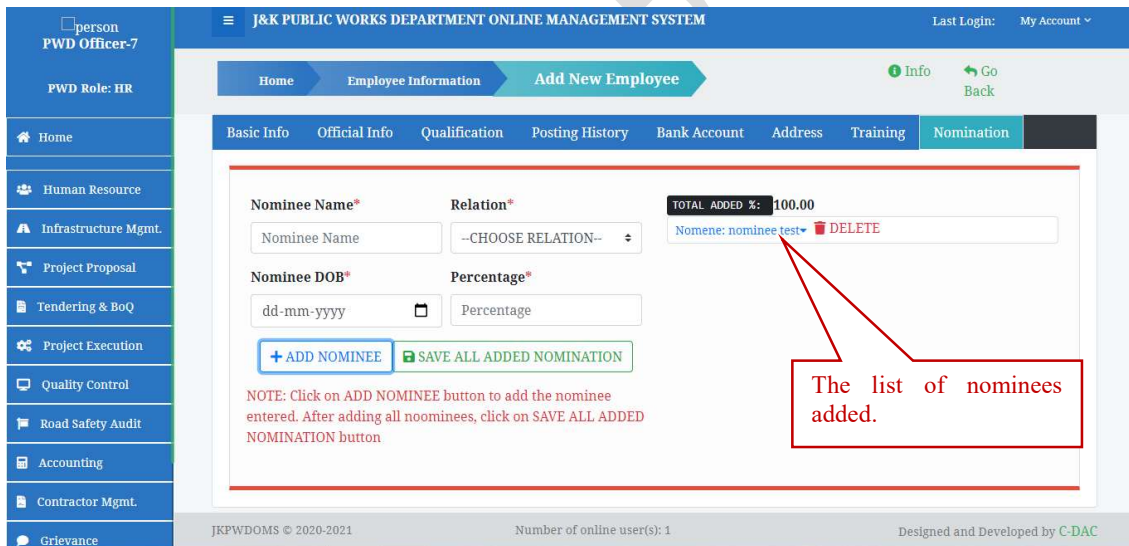
Figure: The list of Nominees added.
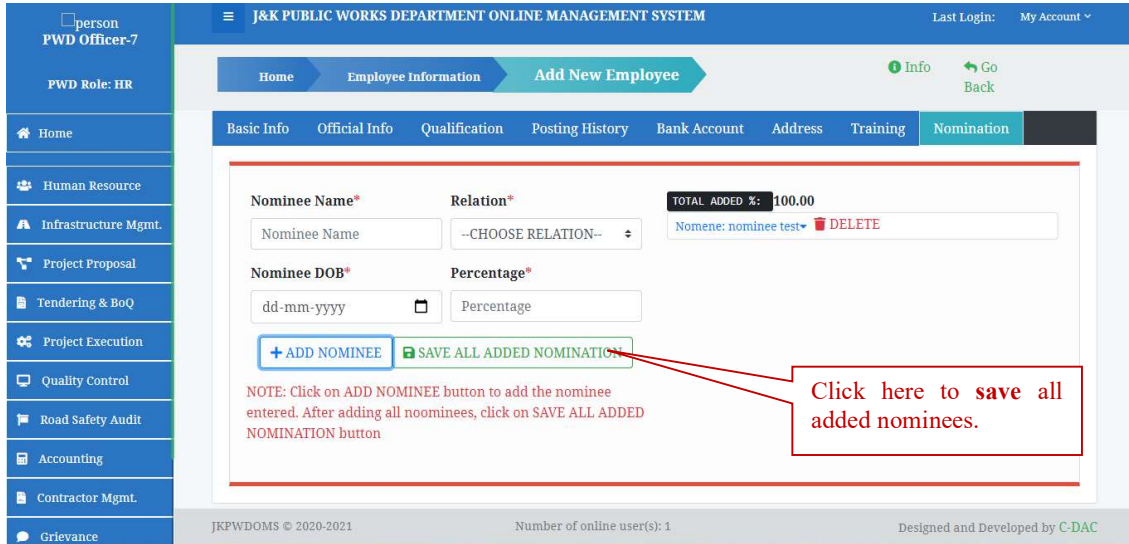
Figure: Click on Save All added Nomination

4.6 Search/ View Employee

On the menu bar, click on the "Employee Information", a drop down list will appear as shown in figure below.
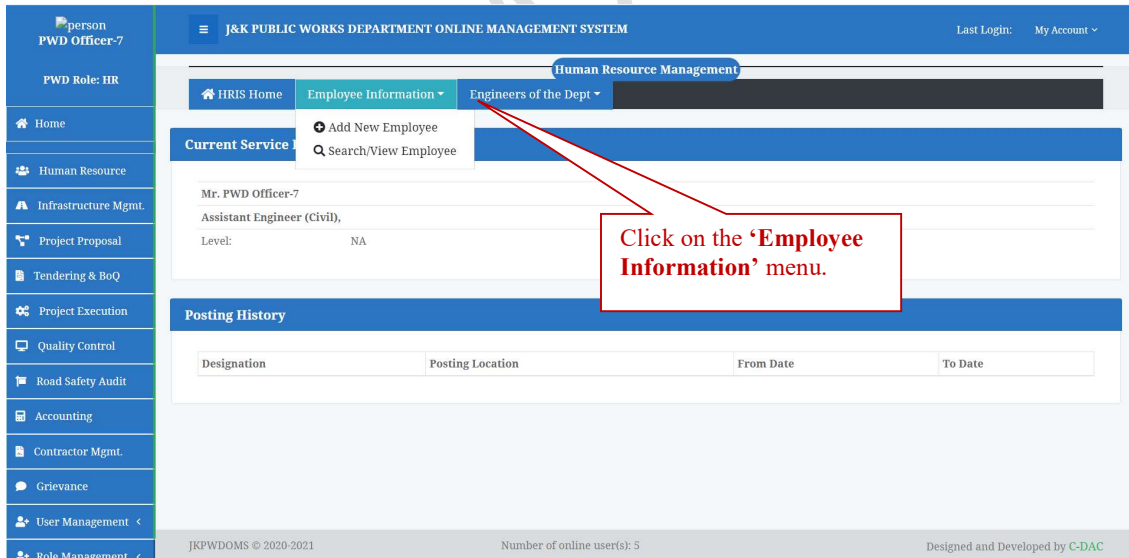
Figure: Click on Employee Information

Click on the **"Search/View Employee"** button to search/view employee details.

Figure: Click on the "Search/ View Employee"

After clicking on the **"Search/View Employee",** a page will appear showing the list of employees as shown in the picture below.

Figure: List of employees

User can search an employee by Name, Posting, Designation and Employee type by clicking on the dropdown as shown in the figure below. After selecting an item from the list, type the respective query and the list will appear.

Figure: Search an employee by his/her name.

Figure: Select the item from the list and type the query as shown

User can also search a particular list of employees by clicking on **Advance Search**.

Figure: Click on the Filter.

A series of filters will appear as shown in figure. To select the district, click on the "**District**", a list of districts will appear in the drop down menu. Then select the desired district. Similarly, select the desired **department, DDO office and designation** and then click on **"Filter"** to generate results.

Figure : Search/View Employees

A table will appear showing your desired result. User can change the table view by clicking on the **"Show entries".** User can select the number of entries he/she want to view in one page.

Figure: Click on the "Show entries" option to select the number of entries you want to view in one page.

User can search the employee by typing the employee id in the search box as shown below.

Figure: Searching the employee

User can also download the **excel** or **pdf file** of the employee list by clicking on the **"Excel"** and **"pdf"** button.

Figure: Downloading an excel file

Figure: Downloading a pdf file

Click on "**Next**" to see the next list of employees and click on **"Previous"** to see the previous list of employees as shown below.

Figure: Next and Previous list of Employees

Click on the **"+"** sign to get additional details of the selected employee. User can also check the other details of employee by clicking on **"Get details"**. A Pop up will open showing the different options of the details of employee. User can click on any option he/she wants to view. Click close button after viewing the details. There is a **radio button** near the "+". Click on that button to **edit** the employee details. A dialog box will pop up asking for confirmation to edit. Click on **"Edit"**, to update details otherwise click on **"Cancel".**
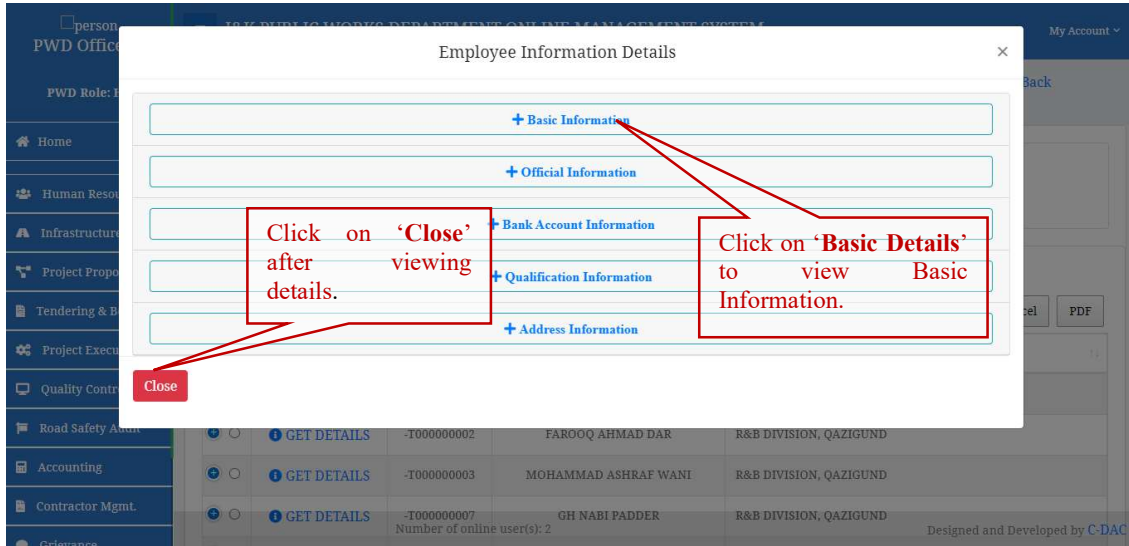

Figure: Click on Get details

Figure: The pop up showing the Employee Information Details.
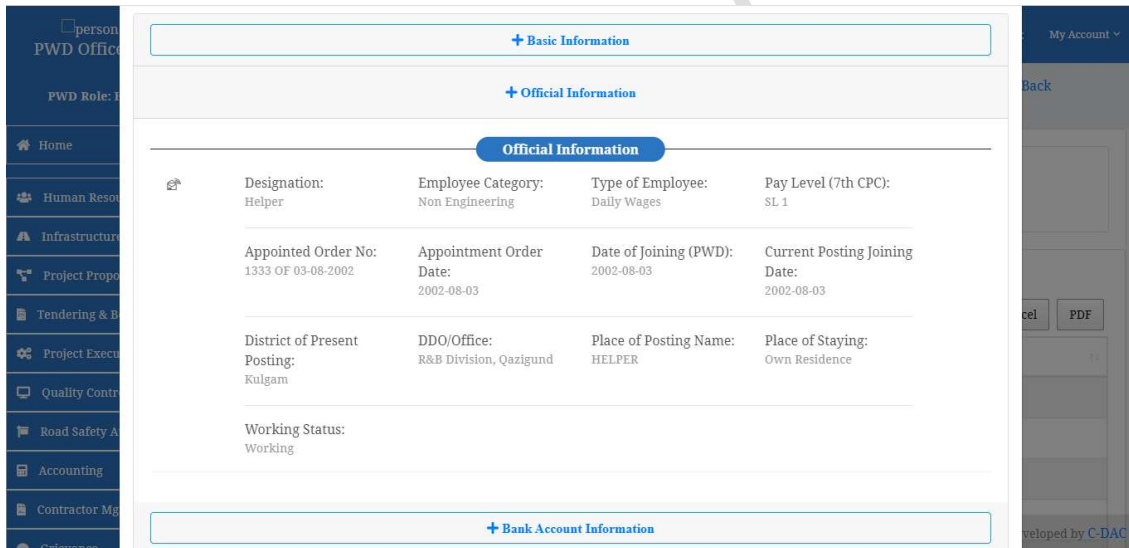
Figure Click on the option you want to view information.

Figure: View additional employee details and edit.

Figure: Dialog box asking for confirmation to edit the employee details.

4.7 Updating Personal Information

Clicking on the **"Edit"** button will open an **"Update Personal Information"** form. Update the basic information in the **"Basic info"** tab. User can change the photo on an employee by clicking on the **"Change photo".** If the person is physically challenged, click **"Yes"** on the **"Personal disability"** field. The additional fields will appear asking for the **"Proof of disability".** Click on the **"Browse"** button to upload the proof of disability. An **"Open file"** dialog box will appear. Select the desired file and then click **"Open".** Similarly goes for **"Person having health issues".** After entering all the details click on the **"Update Basic Info and Proceed Next"** button. Clicking on this button will open a pop up asking for confirmation. If you are sure, click on the **"Confirm"** button otherwise click **"Cancel".**

Note: All the fields marked with "*" are mandatory. If left empty will invoke an error. The photo size of an employee should be less than 200kb.

Figure: Update the basic information of the employee

Figure: Update the health related Information.

Figure: Select yes if a person is physically challenged.

Figure: Select the document and then Click Open.
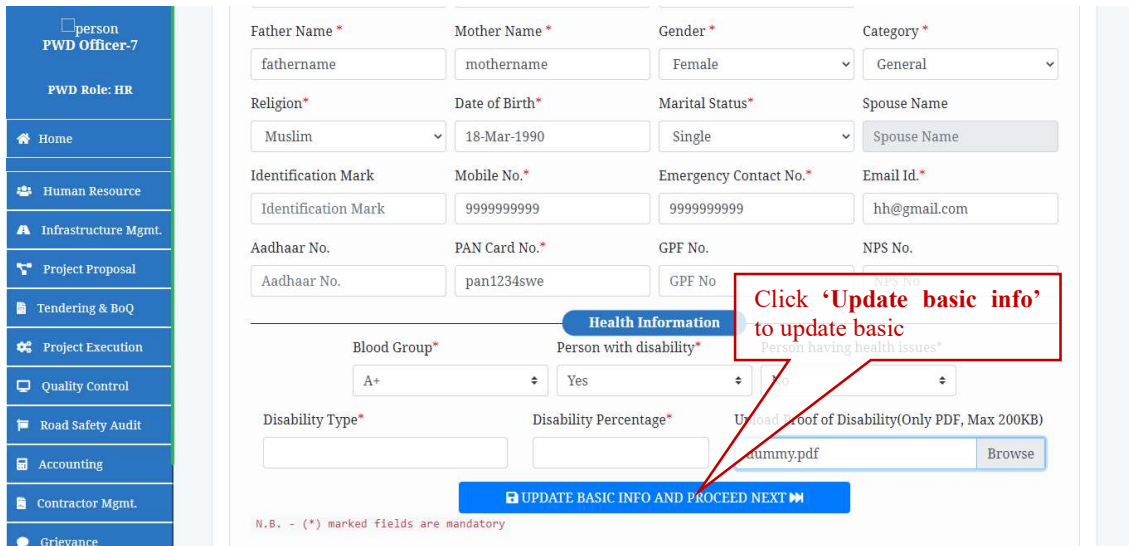
Figure: Click on the "Update basic info and Proceed Next"
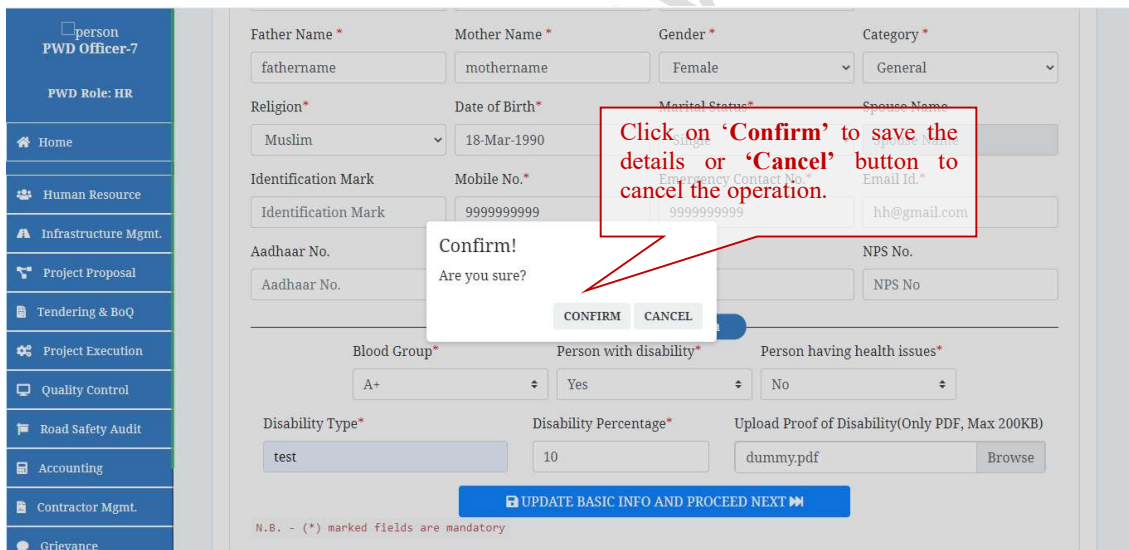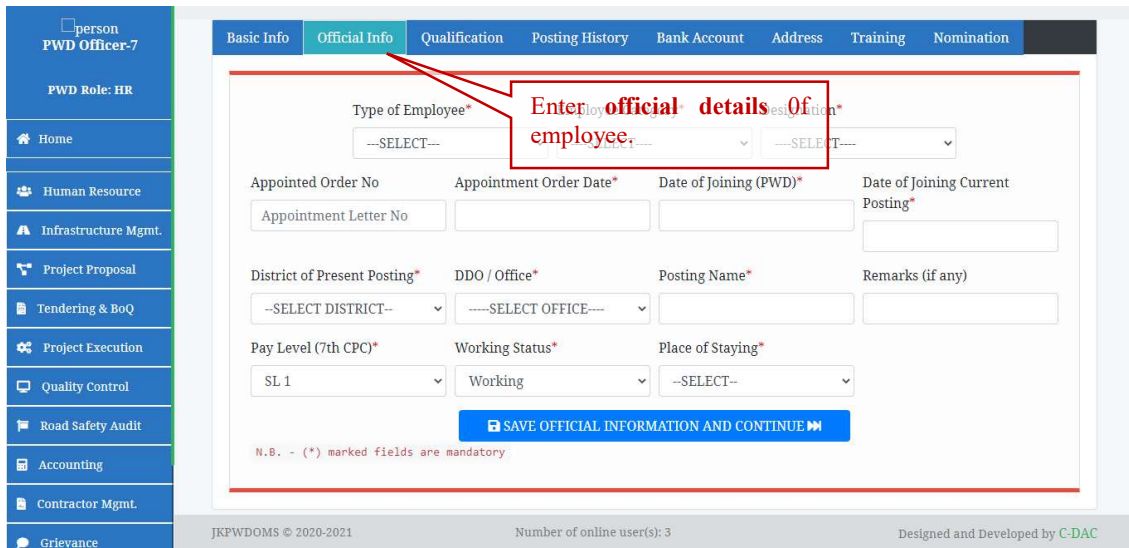
Figure: Click on Confirm to continue.

4.7.1 Updating Official Information

After clicking on **"Confirm"** the official details form will appear. After filing all the details click on **"Save Official Information and Continue"** button to save the updated information and continue to next form.

Figure: Enter the official details of the employee.

Figure: Click on the "Save Official Information and Continue"

4.7.2 Updating Qualification Details

To edit the qualification of the employee, click on the **"Qualification"** tab. Fill in the details. The fields marked with **"*"** are mandatory. If these fields left empty, it will invoke an error. To upload the qualification certificates, click on the **"Choose file"** button. The document should be in pdf format and the maximum size should be 200kb.Click on the **"Add Qualification"** button to save qualification details of the employee.

Figure: Updating the Qualification details of Employee.

Figure: The Qualification information Form

4.7.3 Updating Posting Information

To edit the posting details of employee, click on the **"Posting history"** tab. To upload the posting file of an employee, click on **"Choose File"** button. The file should be less than 200kb. After filing the details click on the **"Add Posting"** button to **save** the posting details of an employee.

Figure: Updating and saving the posting details of an employee.

4.7.4 Updating Bank Details

To update the Bank details of an employee, click on the **"Bank Account"** tab. After filing the details click on the **"Save Bank Account Info and Continue"** button as shown in figure

Figure: Updating the Bank account details.

4.7.5 Updating Address Information

Click on the **"Address"** tab to fill in the address details of an employee. All the fields marked with "***"** are mandatory and will invoke error if left empty. After filing the details, click on **"Save and continue"** button.

Figure: Update the address details of an employee.

Figure: Click on Update and continue to save the details.

4.7.6 Updating Training Information

Click on the **"Training"** tab to update the training details of an employee. After filing the details, click on the **"Add training"** to save the training details.
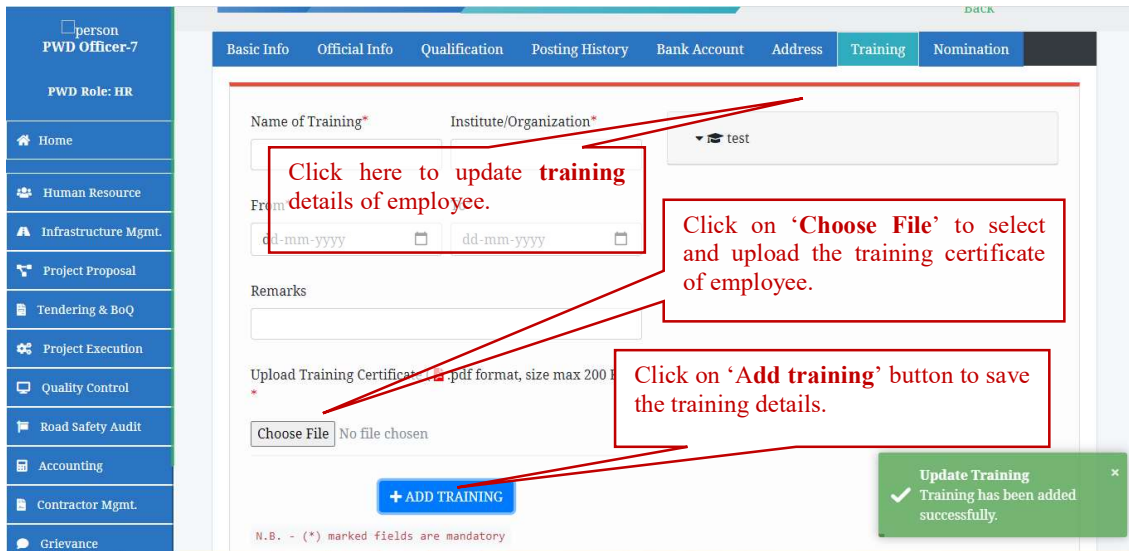
Figure: Entering and saving the training details

4.7.7 Updating Nomination Information

Click on the **"Nomination"** tab to enter the nomination details of an employee. Fill in the details and click on **"Add Nominee"** button to add more nominees (if any). The list of nominees will be shown in right side. Click on the A confirmation dialog box will appear. Click on **"Confirm"** to continue or else click on **"Cancel"** to cancel the operation.
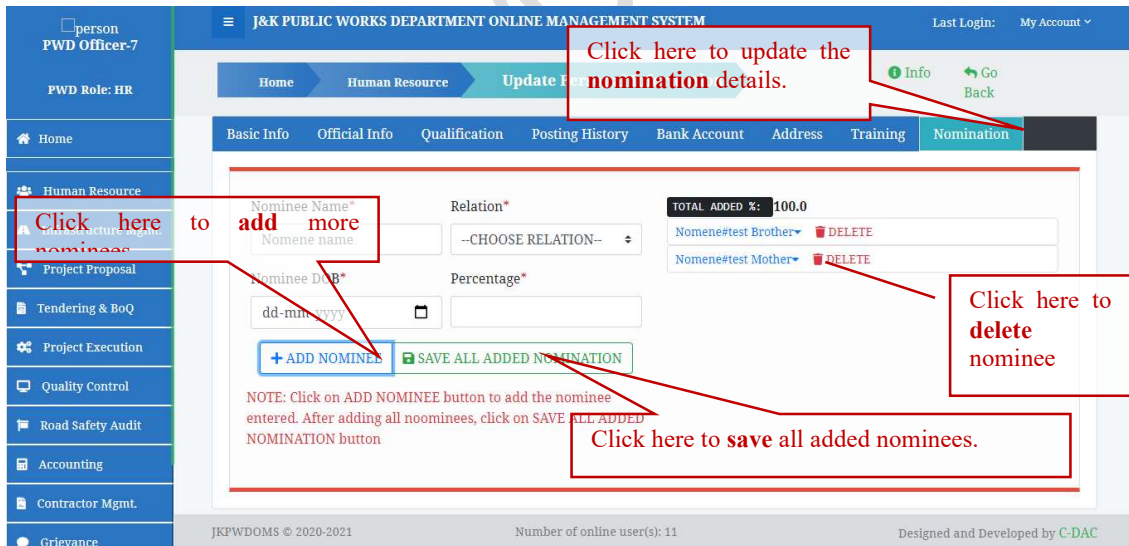
Figure: Updating and saving the nomination details of an employee

4.8 View Engineers of Department

To view the list of engineers of the department, click on the "**Engineers of Dept.**" menu in the Human Resource dash board. A drop down will appear. Click on Mechanical/Civil Wing as shown.
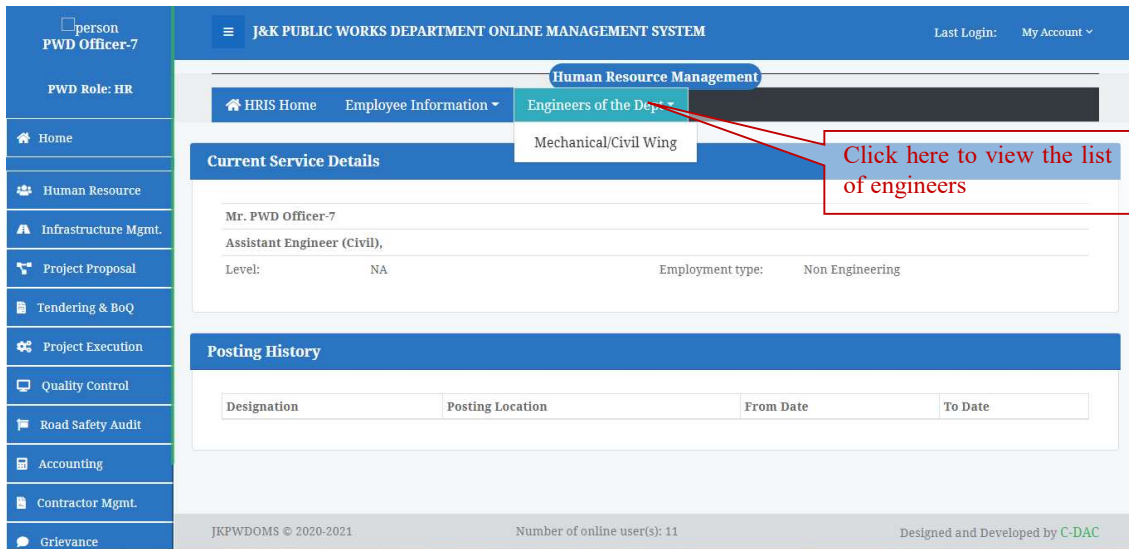
Figure: Click on Engineers of the Dept

A page will open with a list of mechanical and Civil Engineers. User can select one of the two options from **Degree** and **Diploma** to filter out the list. To View the Mechanical Wing list, click on the **Mechanical Wing** Tab and similarly to view the Civil Wing list, click on **Civil Wing** tab as shown. To search an employee by name, enter the name of the employee in the **Search** box and a list will appear. To upload the file, click on the "**Choose file**", an open file Dialog box will appear. Select the desired file and click on **Open**. After the file has been chosen, click on "**Upload Mechanical Wing**".
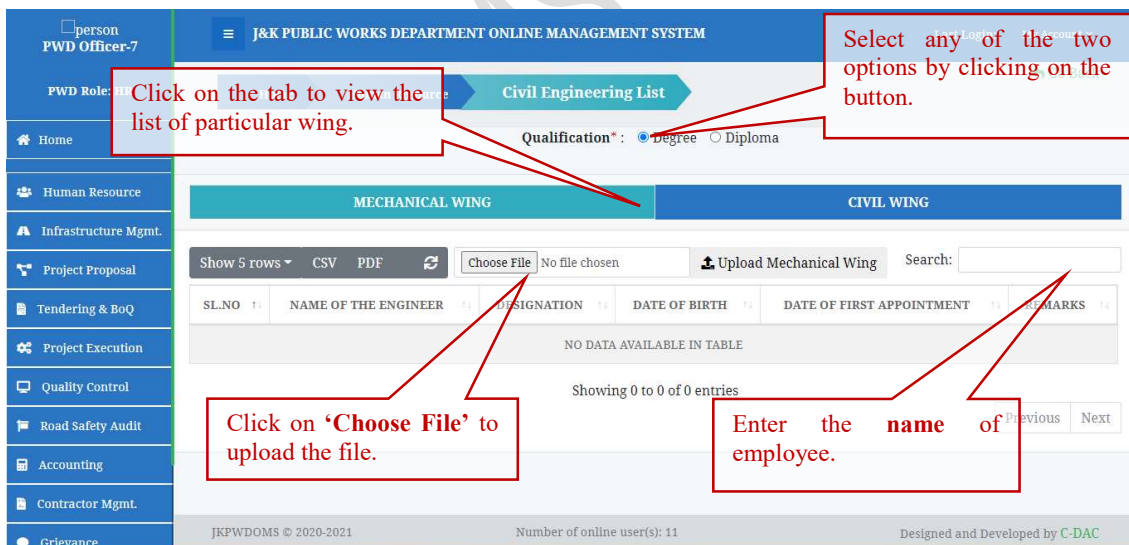
Figure: Civil/Mechanical Engineering list
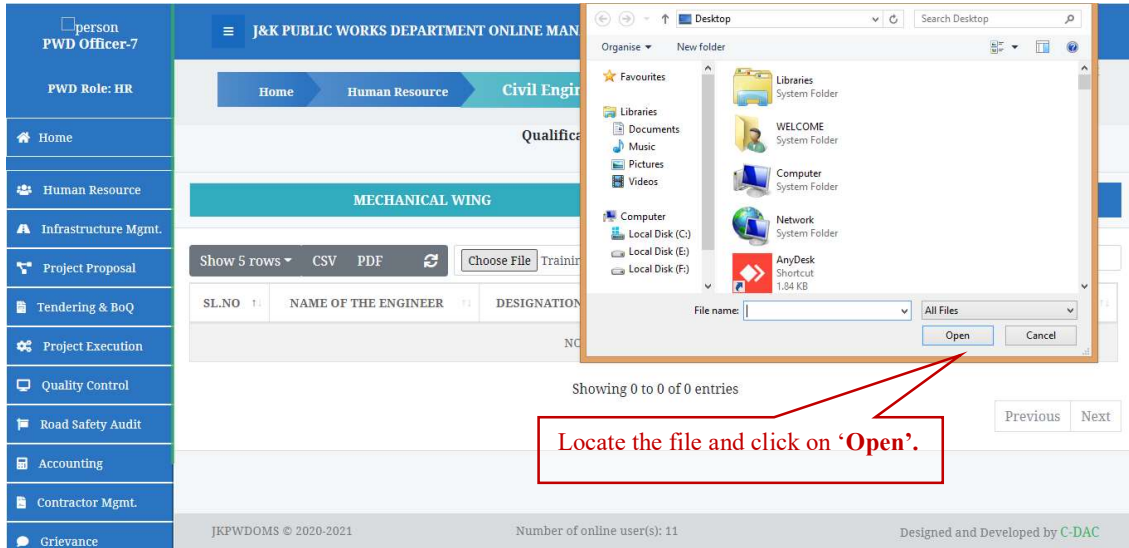
Figure: Open File dialog box.
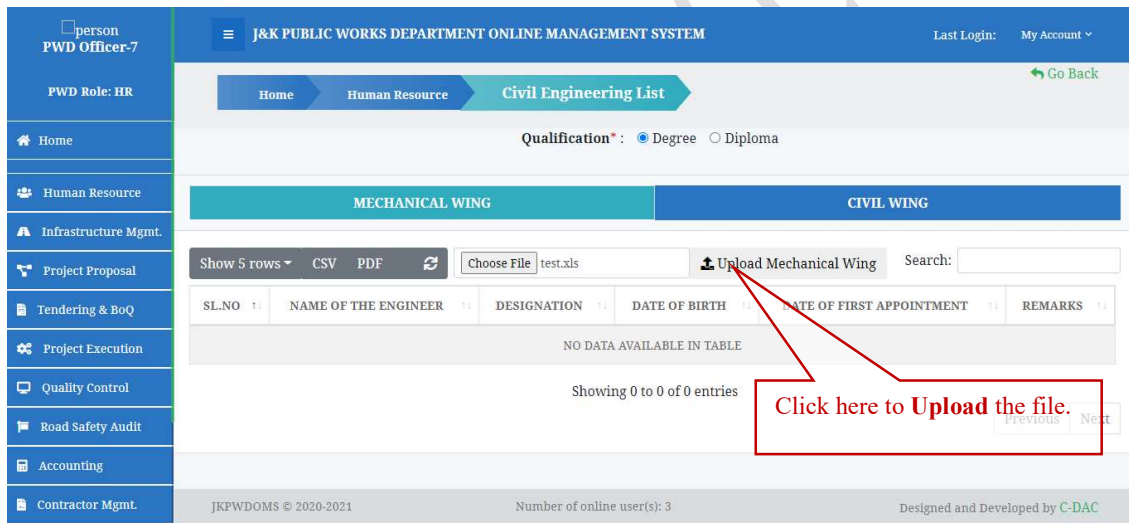
Figure: Uploading Mechanical Wing file

5 CONTRACTOR MAGEMENT

5.1 How to Register a Contractor
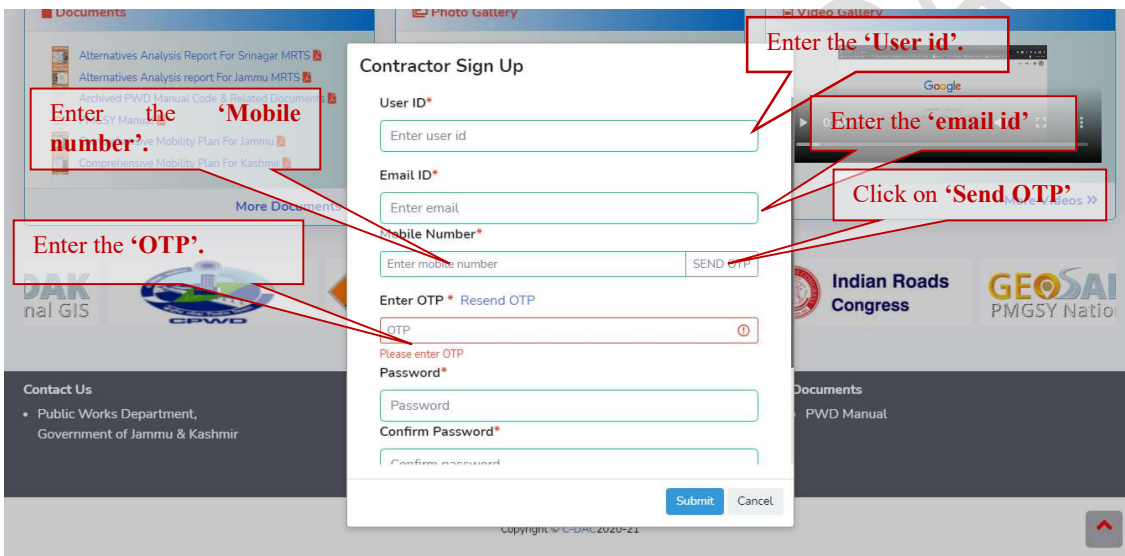
Step 1: Click on the "Contractor Sign up" at the bottom of the home-page of JKPWDOMS.

Step 2: Enter the user name, email id, password.

Step 3: Enter the mobile number and click on Send OTP button, an OTP will be generated on the number provided.

Step 4: Upload the Character Certificate by clicking on Choose File. Only Pdf with maximum size of 200 kb is allowed.
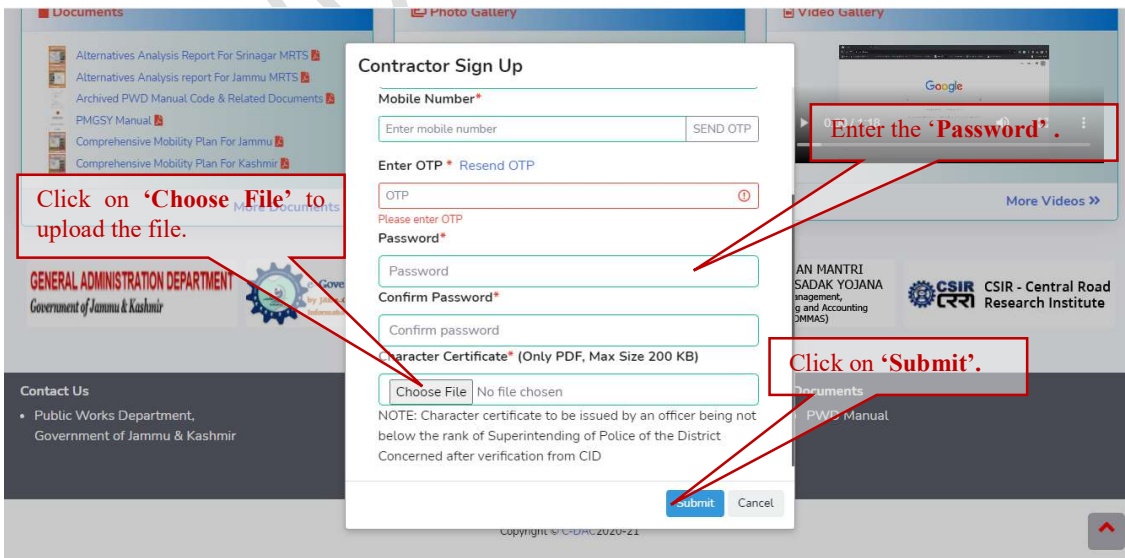
Step 5: Click on Submit button.

Figure: Contractor Sign up Form

Figure: Contractor Sign up Form

5.2 The Contractor Management Dash board

Once the user is registered as a Contractor, he can login in the portal using the Login Button at the top of the JKPWDOMS home page. After logging in, go to the menu bar on the left side and Click on Contractor Management. A Contractor Management dashboard will appear as shown.
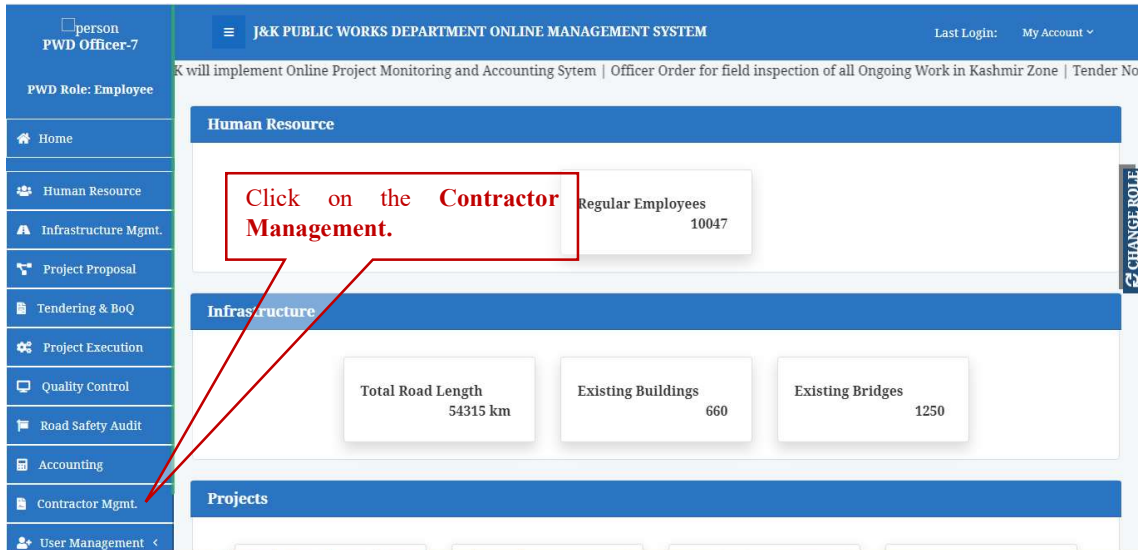
Figure: Click on the Contractor Management
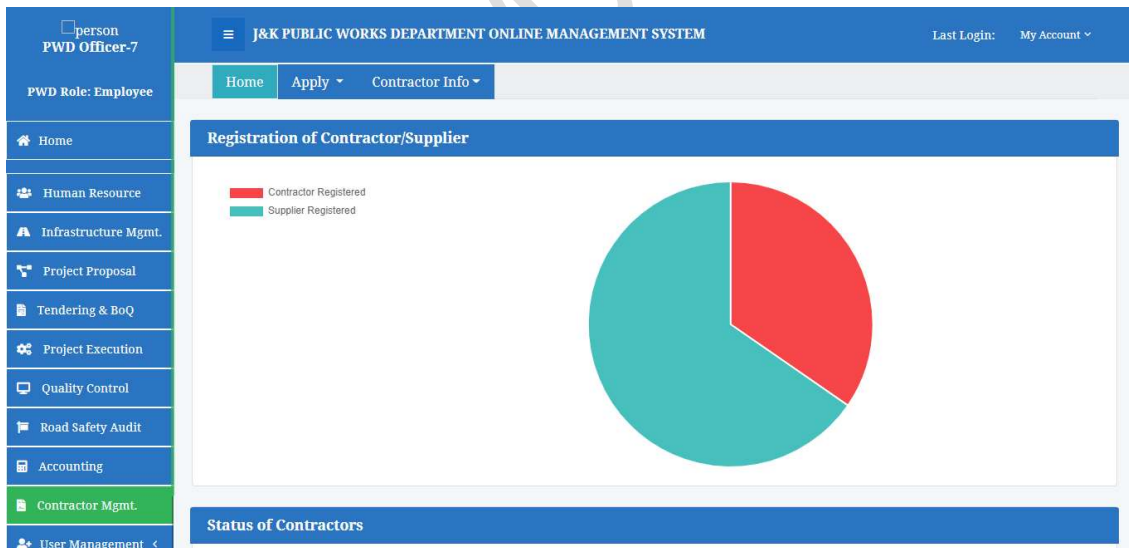
Figure: Contractor Management Dashboard

5.3 Apply for a New Contractor

To apply for a new contractor, click on the **"Apply"** menu on the Contractor Management dashboard. A drop-down menu appears, click on the "**New Contractor"** Option.

Figure: Click on the New Contractor

5.3.1 Entering the Basic Information

After clicking on the **"New Contractor",** a form will appear. If user is a Contractor, select on the **"Contractor"** option else select the **"Supplier"** option. Enter the basic details. Select **Issuing Authority**, **State** and **District** from the list. The Registration number will be auto generated. After filing in all the necessary details, click on the **"Next"** button.

*Note: All the fields marked with **"*"** are mandatory. If left empty, will invoke an error.*
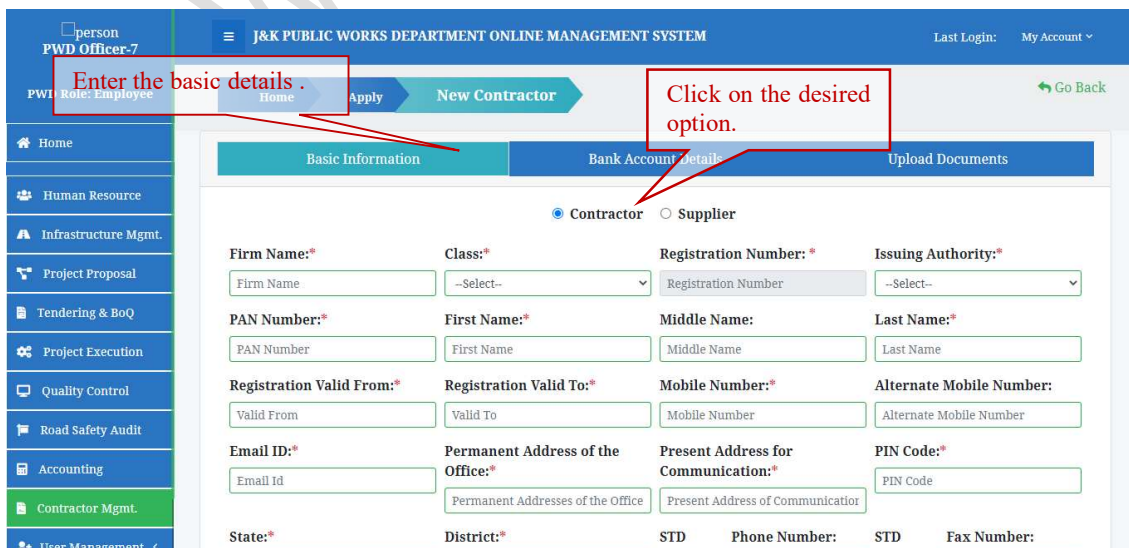
Figure: Entering the Basic Information

Figure: Click on Next to continue

Figure: Click on Confirm

5.3.2 Entering Bank Account Details

To enter the Bank details of a contractor, click on the **"Bank account"** tab. After entering the account number and **"IFSC code"**, click on **"Get Branch"** to get the **"Name of bank & branch"** which will be automatically added in the next field. Enter the **MICR Code.** After filing the details click on the **"Next"** button.
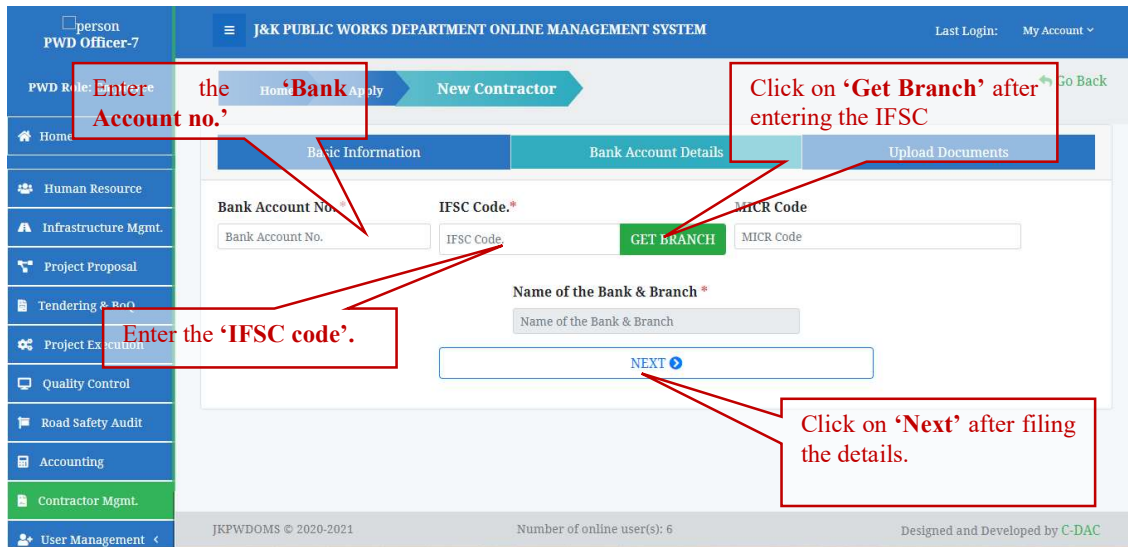
Figure: Enter the Bank Account Details

5.3.3 Uploading the documents

The following documents are required to complete the Contractors Registration. All the documents should be in a pdf format with Maximum size 500Kb. The passport size photograph should be jpg, jpeg, png format Max 200 Kb.

- Passport Size photo
- Registration Card
- Solvency certificate
- Income Tax Clearance certificate
- Legal Bond
- Character Certificate
- Certificate of Clearance
- Affidavit

To upload the files, click on **Choose File**. An open file dialog box will open. Locate the desired file from your system and Click on **Open.**
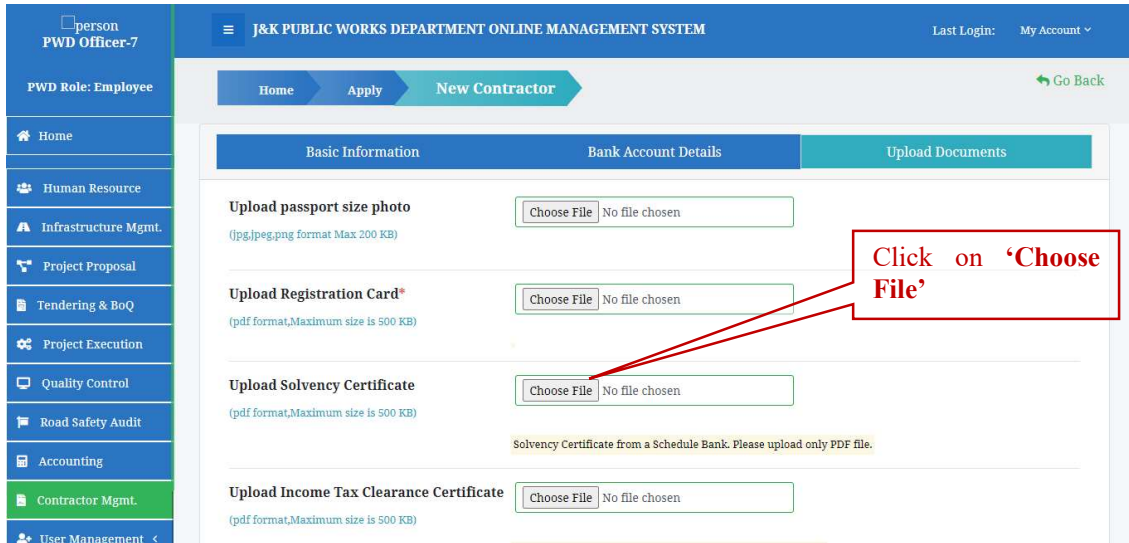
Figure: Uploading the documents.
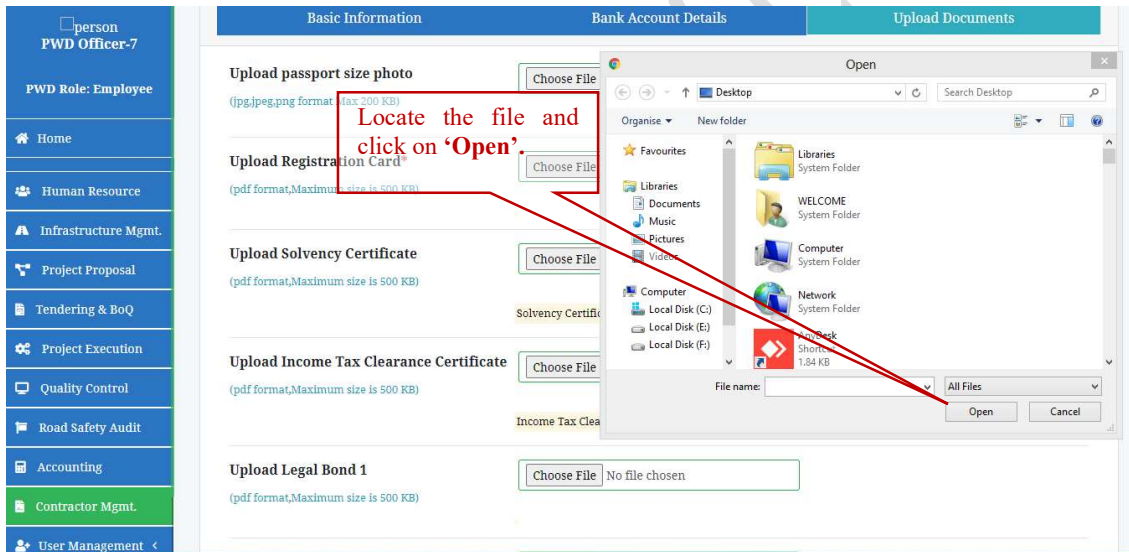
Figure: Open File Dialog Box.
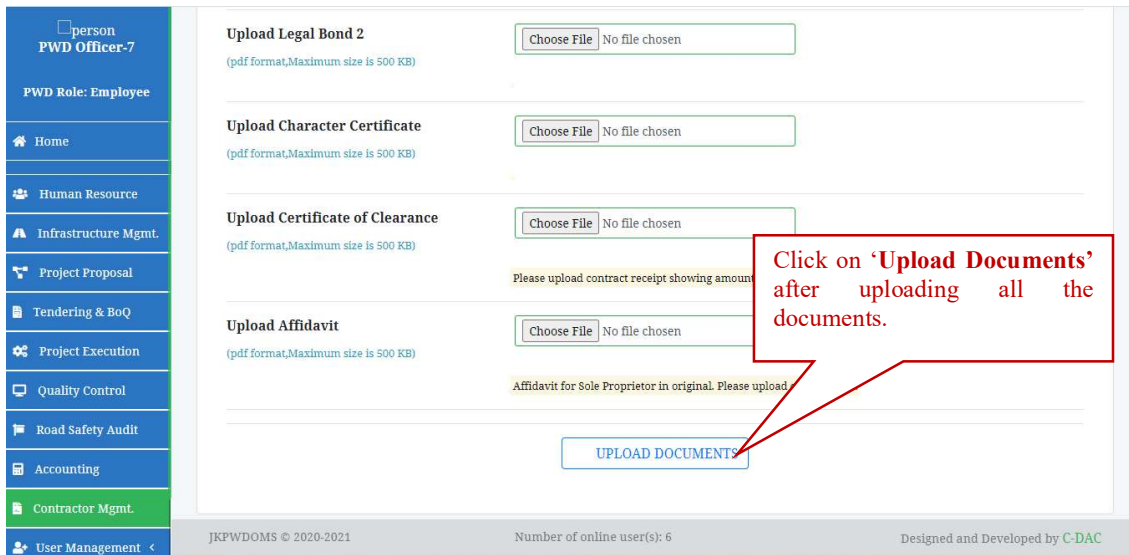
Figure: Click on Upload Documents

5.4 Apply for Renew Contractor

To renew contractor, click on **Apply** menu in the Contractor Dashboard. A dropdown menu will appear, click on **Renew Contractor** option.
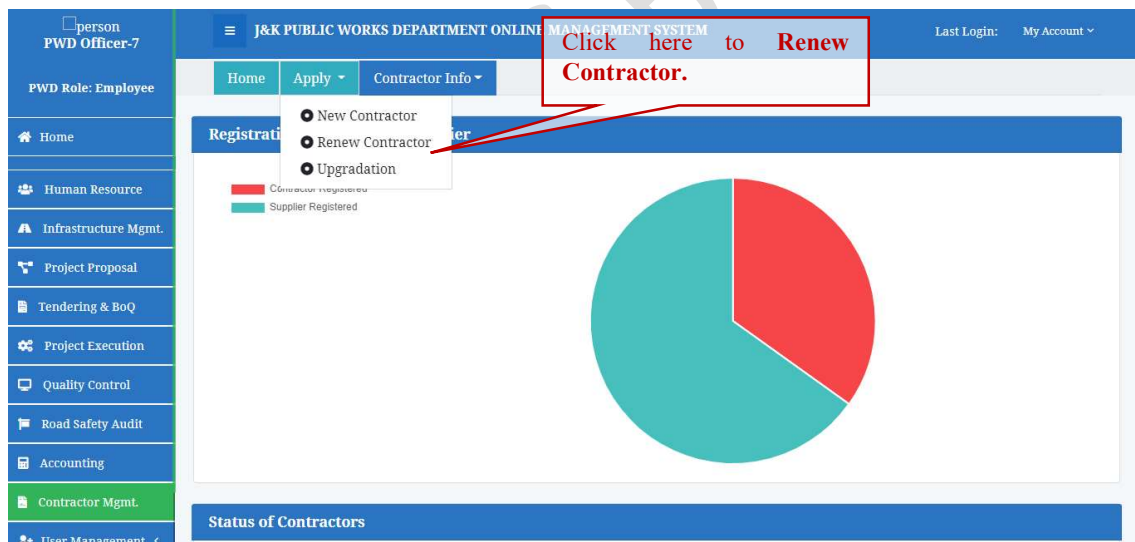
Figure 1: Click on Renew Contractor

Figure: Renew Contractor form

5.5 Upgrading Contractor

To upgrade Contractor to a new class, click on **Upgrade Contractor** option in **Apply** Menu. An upgrade form appears. Enter the **Registration no., Email** and **Mobile number**. Click on **Get Details**

Figure: Click on Upgradation

Figure: Upgrade Contractor form

Figure: Click on Upgrade

5.6 Search/ View Enlisted Contractor Information

To View a list of **Enlisted contractor**, click on the **Contractor info** in the Contractor Management Dashboard, a drop-down menu will appear, Click on **Enlisted Contractor List**. A page will appear with a list of all Enlisted Contractors. Click **'Show entries'** to show the number of employee list on the screen. To View the Basic details of the Contractor, click on **Basic Details. A window will open showing the basic details of the Contractor.** To view the other details of the Contractor, click on the **Details** of the particular item.
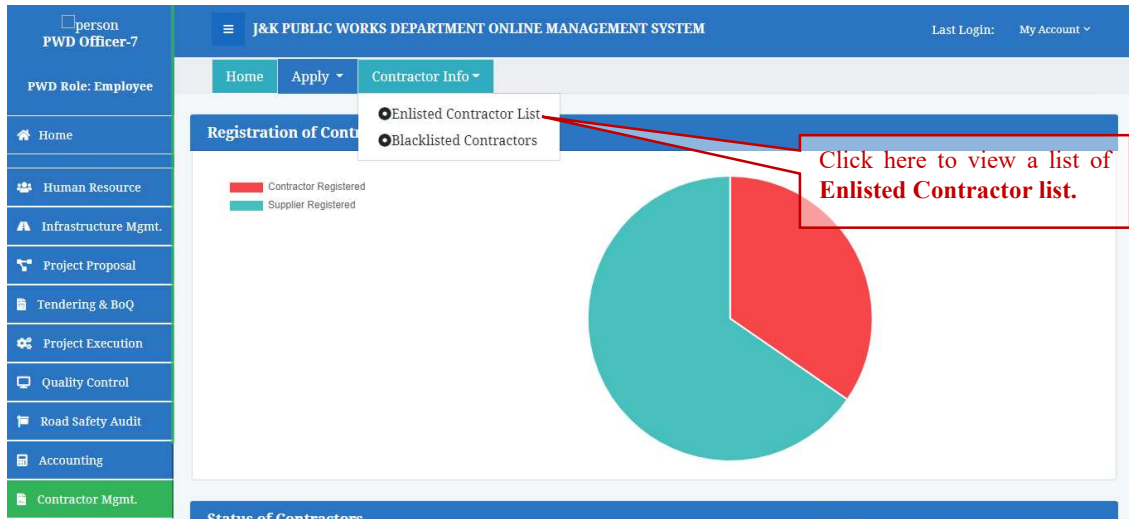
Figure: Click on Enlisted Contractor List

Figure: Enlisted Contractor info

Figure: Enlisted Contractor List

Figure: Basic Contractor Details

Figure: Get details of the particular items.

5.7 Edit the Contractor Info

To edit the Contractor Information, click on the **Edit** link. A confirm dialog box will appear. Click on **Edit**. A page will appear with the basic information of the Contractor. Edit the details and then click N**ext. Similarly** Edit the bank details if u wish to change and then click on **next**.

Figure : Click on Edit

Figure :Click on Edit

Figure : Editing the Basic Information

Figure: Edit the Bank Information

Figure: Uploading the documents
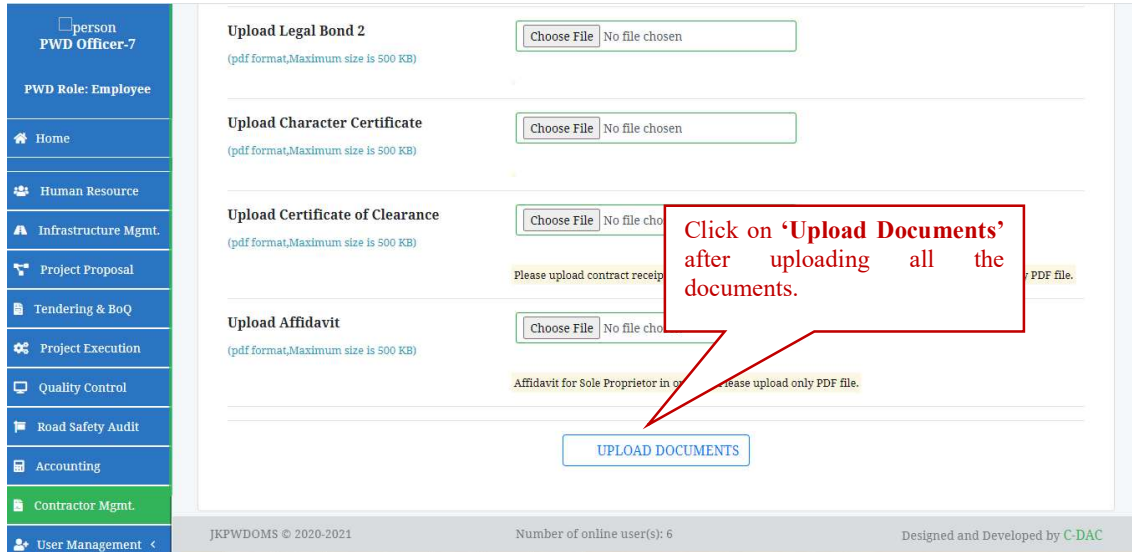
Figure: Uploading the documents

5.8 Search /View Black Listed Contractors

To Search/View Blacklisted Contractors, click on the **Contractor Info** menu in the Contractor management dashboard. A dropdown menu will appear, click on the **Blacklisted Contractors** option.
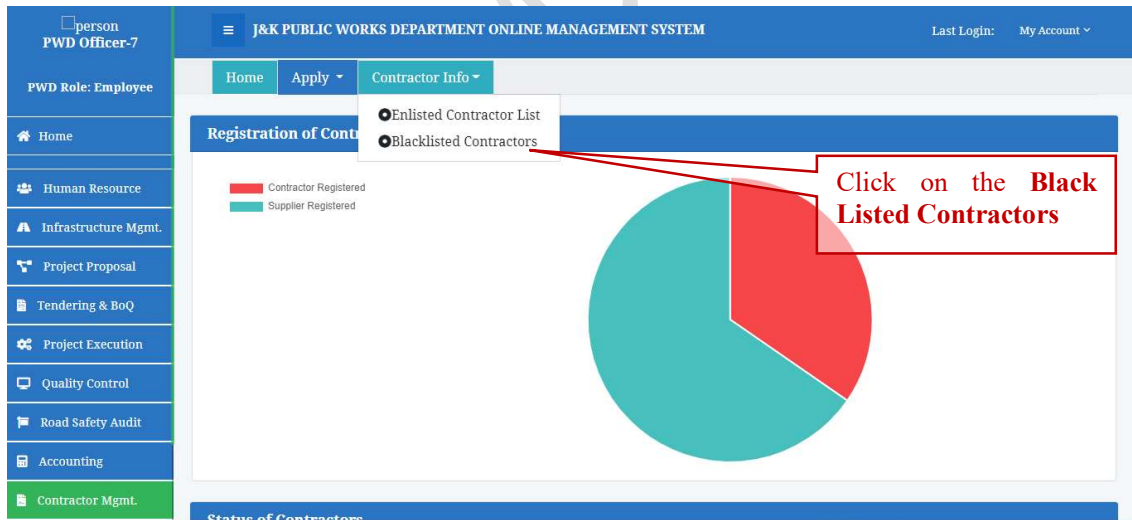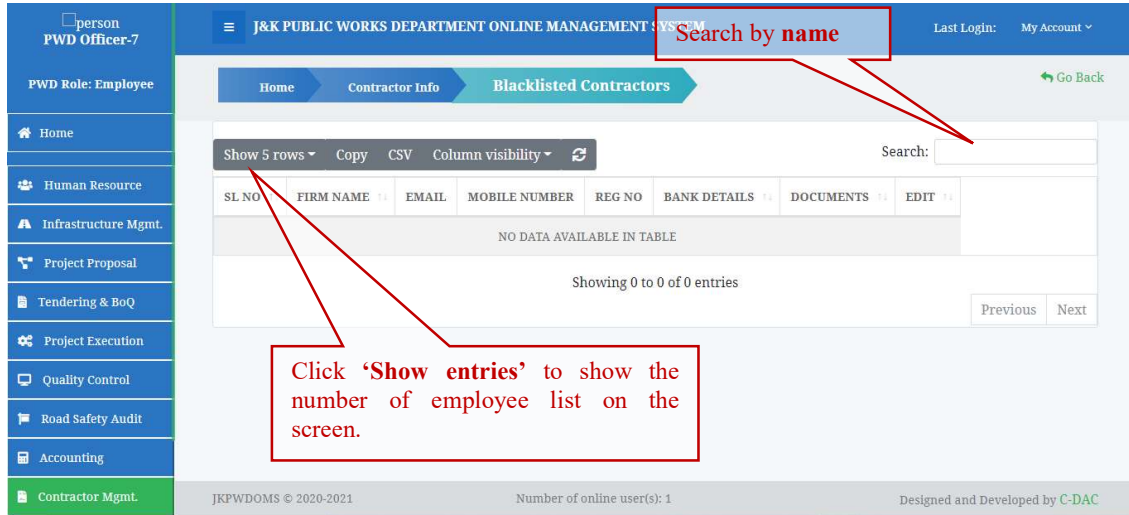
Figure: Click on the Blacklisted Contractors

A page will appear with a list of Blacklisted Contractors.

Figure: Blacklisted Contractors list

6 INFRASTRUCTURE MANGEMENT MODULE

On the left side, there is a menu bar. Click on the **"Infrastructure Management"** to go in infrastructure management module as shown in the picture.
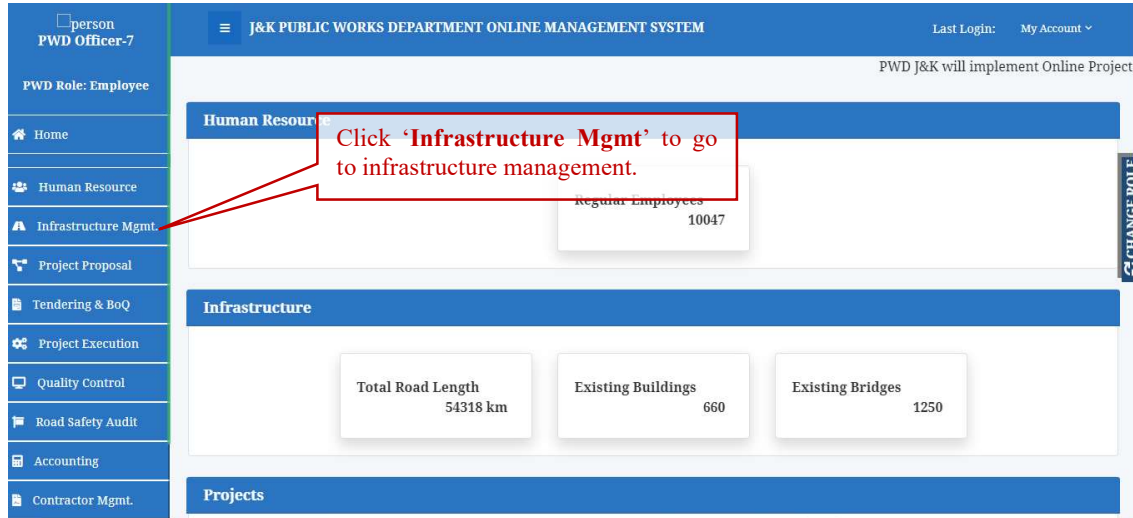
Figure: Click on Infrastructure Management
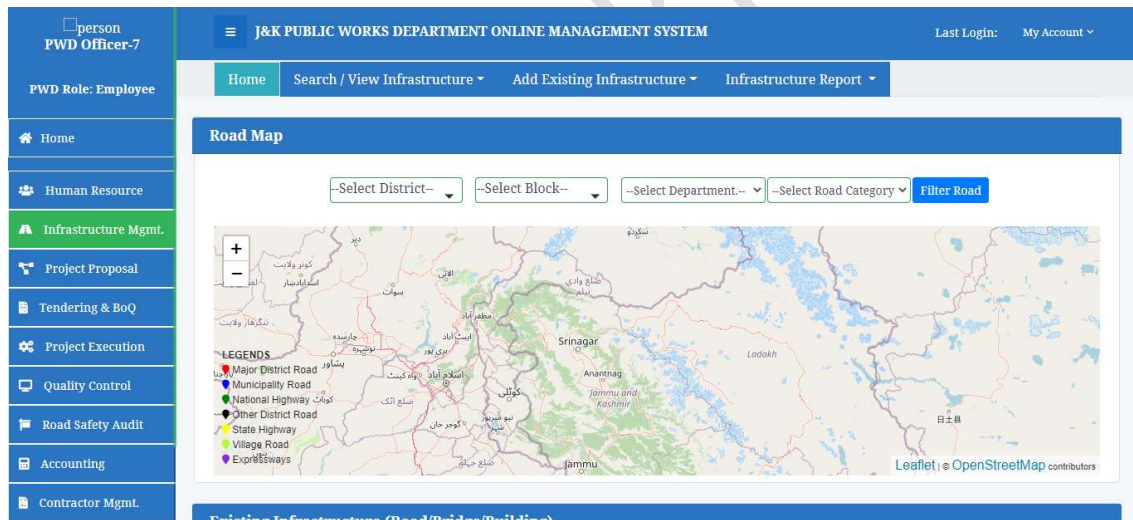
Figure: Infrastructure Management dashboard

To view roads on a map, select the **District**, Department, **Block** and **Road Category** and then click on **Filter Road** as shown in figure.
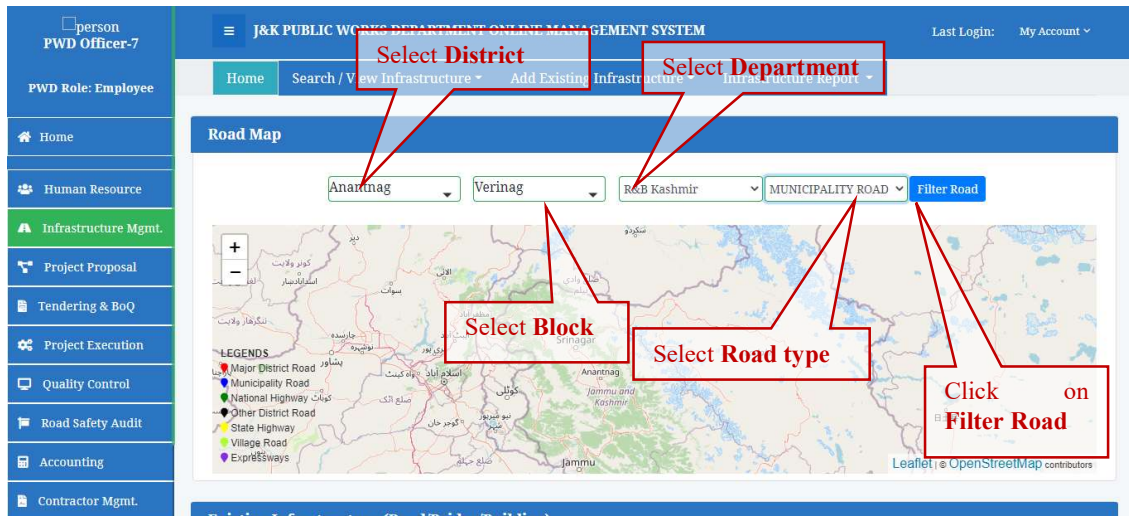
Figure : Filter Road
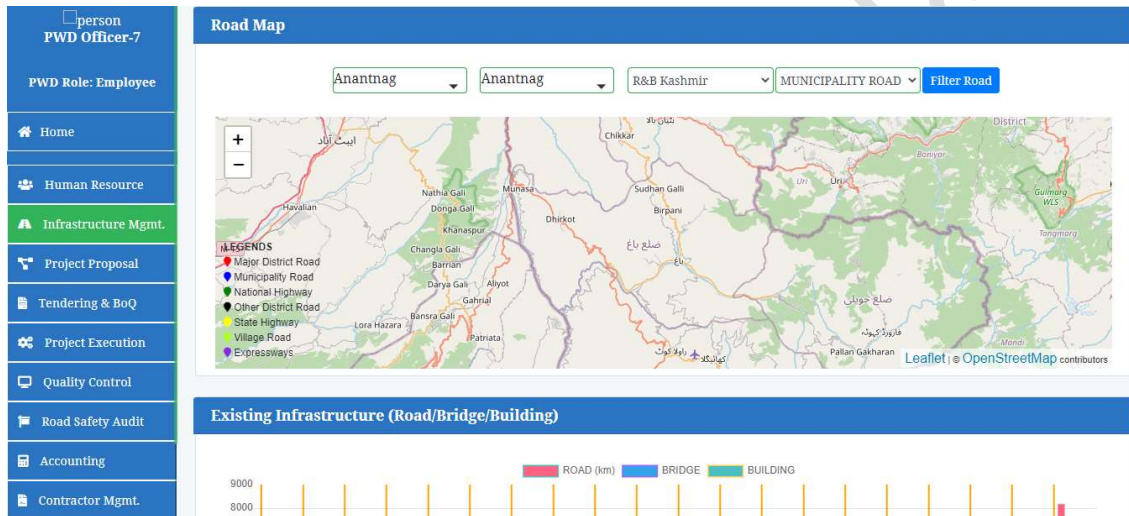
6.1 Add Existing Infrastructure

To add infrastructure, click on the **"Add Existing Infrastructure"** in the menu bar. A drop-down list will appear.
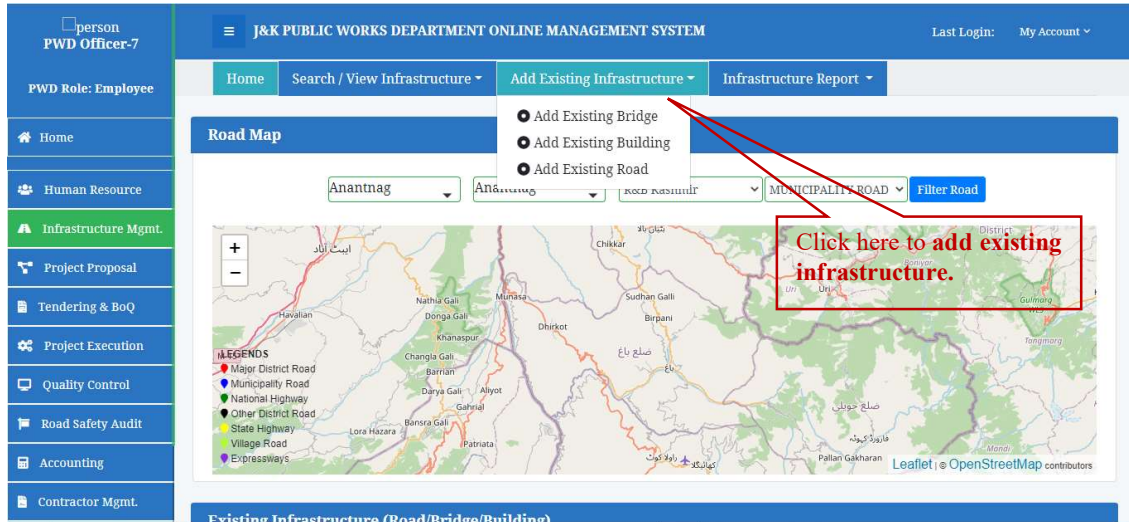
Figure: Adding new infrastructure

6.1.1 Add Existing Bridge

To add new bridge, select the **"Add existing bridge"** option from the **"Add Infrastructure menu"**. A form will appear
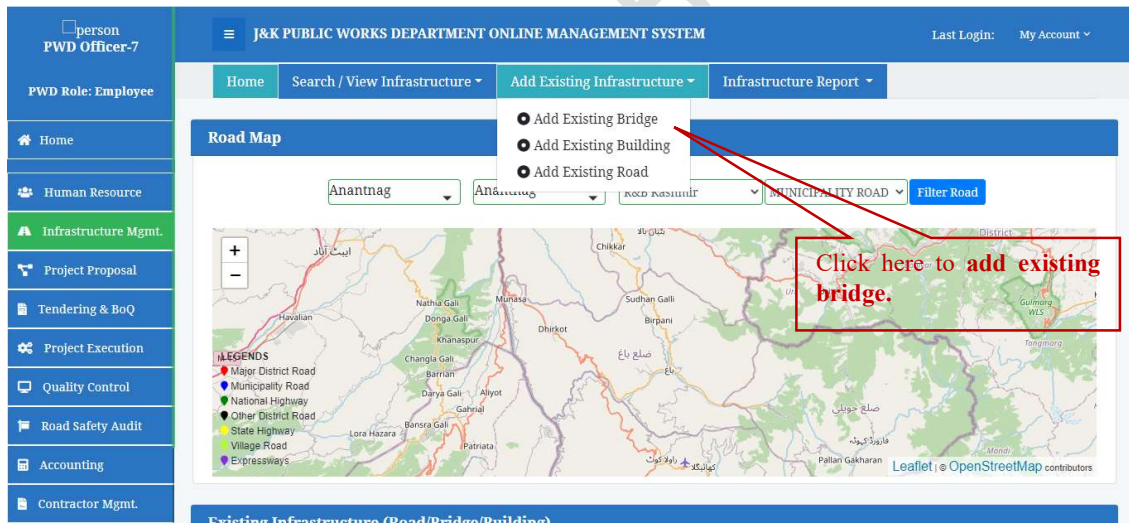
Figure: Adding existing bridge

6.1.1.1 Basic Information

In this form, all the **basic information** related to the bridge shall be entered by the user. To select a district, click on **District** and a drop down list will appear. User shall select the desired district. To select a block, click on the **block** and all the blocks of the particular district selected in previous field will appear. The **bridge number** will be auto generated by the system. If the **footpath** is present on the bridge, click **"Yes"** and the additional fields asking for information of the footpath will appear. After filing in all the information, click on **"Save & Continue"**. The Confirm box will appear. Click **"Confirm"** to continue. If you are not sure, then click on **"Cancel"**. After clicking on the **"Confirm"** a message pops up

showing the **"New bridge added successfully"**. The new form appears wherein the advance information of the bridge will be entered.

Note: *All The fields marked with* ***** *are mandatory. These fields if left empty will invoke an error message and form will not be submitted.*

Figure: Basic Information form

Figure: Click "Yes" if footpath is available on the bridge

Figure: Click on Save & Continue

6.1.1.2 *Maintenance Information*

After filing up the Basic Information tab, the new forms appear where in the user will enter the **Maintenance information** of the existing bridge. To select a date, click on the **Maintenance Start date**, a date box will appear, click on the desired date, month and year. To upload the **Agreement** file, click on **"Browse"**. An open file dialog box will appear. Locate the relevant file and click **"Open"**. The file should be in PDF format and the maximum size should be 200kb. After filing in all the details, click on **"Save and Finish"** **button**.

Figure:Maintenance form.

Figure: Upload Agreement file
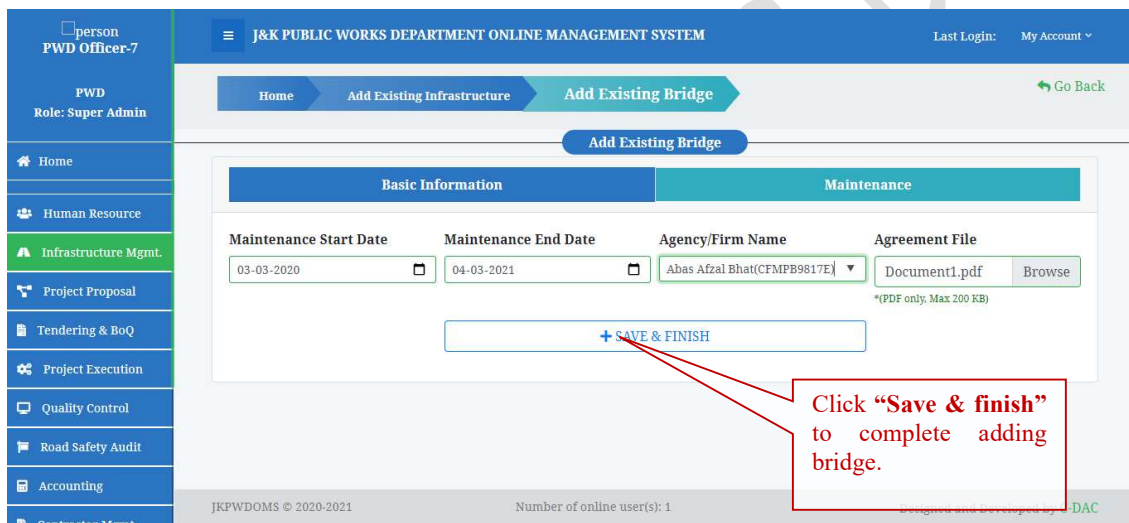
Figure: Click on the Save & Finish button.

6.1.2 Add Existing Building

To add existing building click on the **"Add Existing Infrastructure",** a drop-down menu appears. Then click on the option **"Add Existing Building"**.
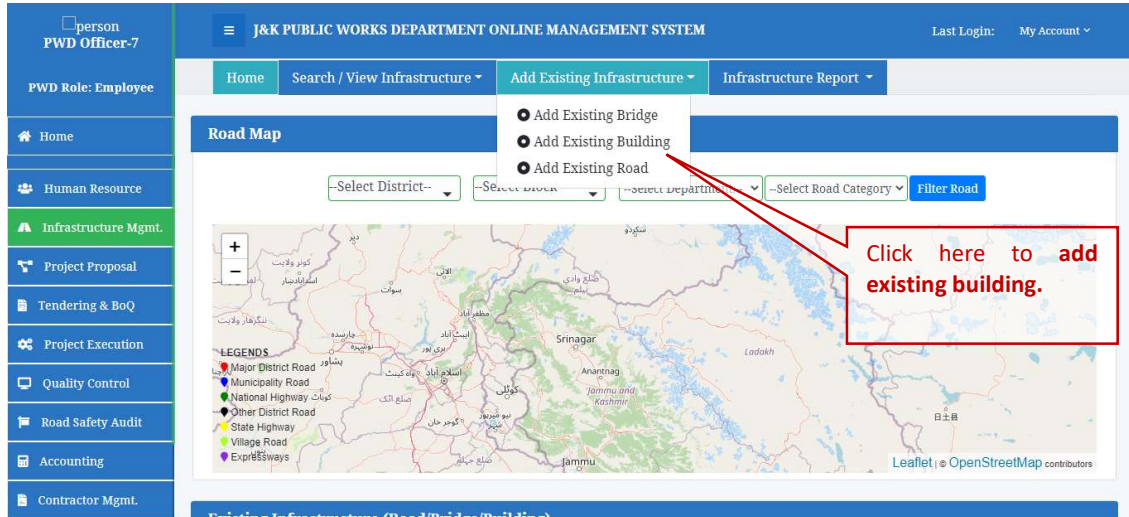
Figure: Click on the Add Existing Building

6.1.2.1 Basic Information

A form appears where in the user will enter the basic information about the building. To select the **district**, click on the district, a drop down menu will appear with list of all districts. Select the desired one. Similarly, to select a block, click on the block and all the blocks in the already selected district will appear. The **building number** will be auto generated. The **age of building** will also be auto generated by the date of completion entered by user in previous field. To enter the **features** in a building, user shall simply click on the check-boxes of the features that are available in the existing building. To upload the **Geo-tagged** photograph, click on **"Browse"**, an **Open file** dialog box will appear. Locate the relevant picture and click **Open**. A form will appear, Enter the image title and image description and Then click on Save as shown. After filing all the information, click on **"Save & Continue"**.

Note: All The fields marked with * are mandatory. These fields if left empty will invoke an error message and form will not be submitted.

Figure :Basic information form
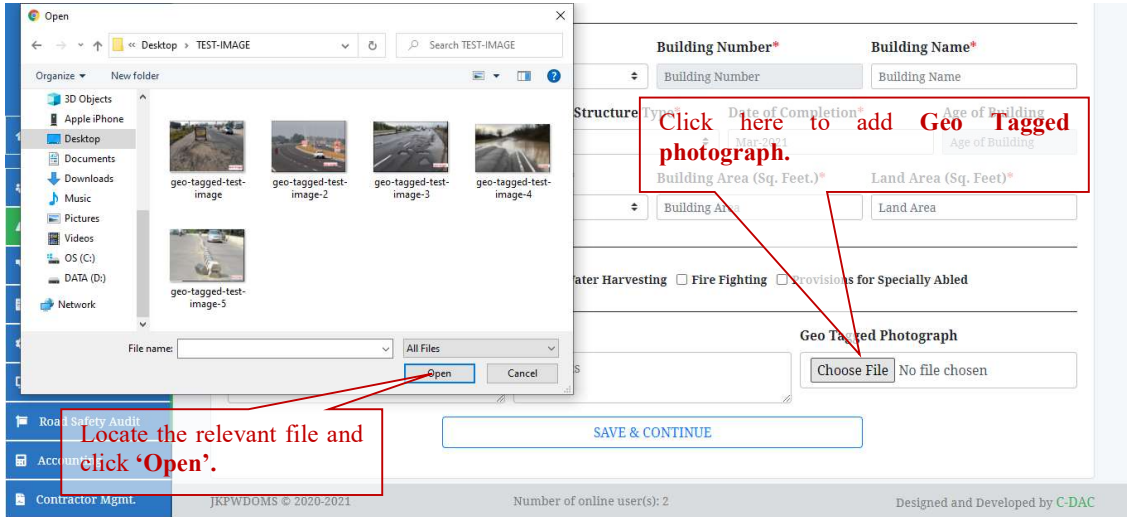
Figure :Adding Geo tagged photograph.
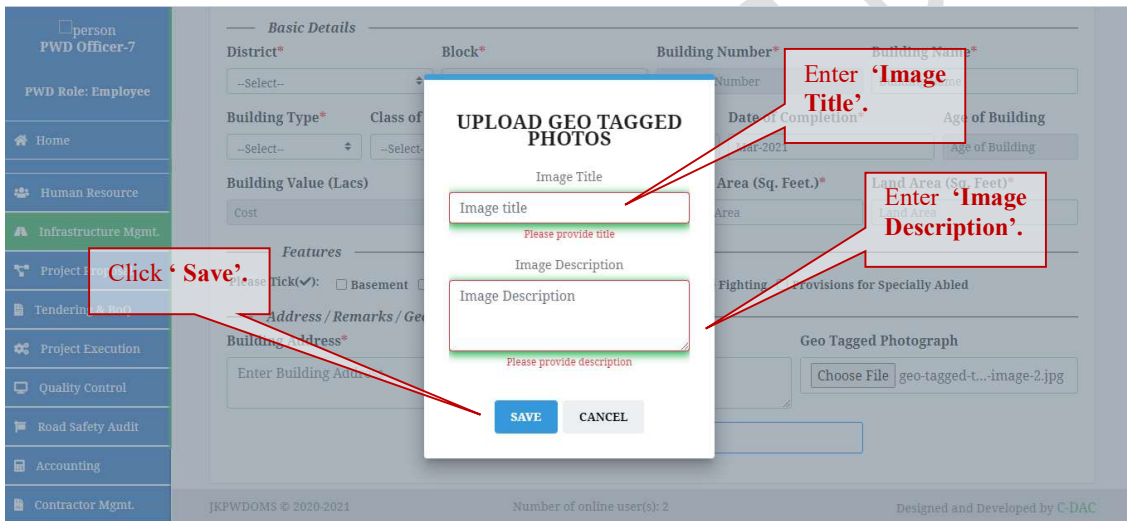
Figure:Uploading Geo Tagged photo
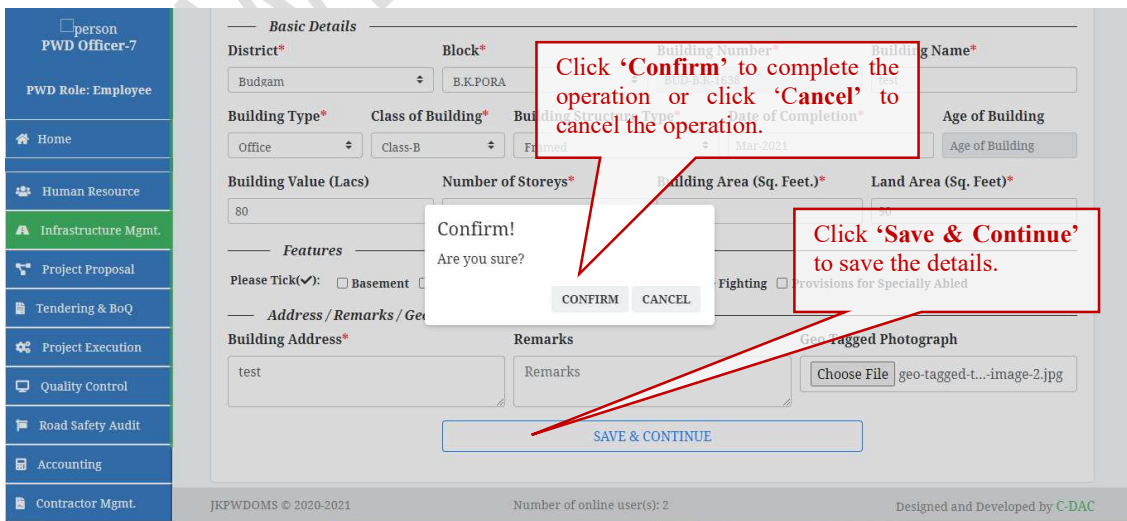
Figure: Click on Next and then click on Confirm to continue.

6.1.2.2 *Valuation of Building*

After filing in the basic information about the Building, a new form appears where in the user shall enter the **valuation** details of a building. The **Percentages** of the components of the building will be **auto generated** on the basis of the **Class type of Building** selected in **Basic information**. Click on '**Category'** to select the desired **type** of category used in each component. Click **'Save & Next'** button to save the details. A confirm dialog box will appear. Click on **'Confirm'** to complete the operation otherwise click **"Cancel"** to cancel the operation.

6.1.2.3 *Maintenance Information*

After filing the valuation details of building, a form appears wherein the maintenance information of the building will enter by the user. To select a date, click on the **Maintenance Start date**, a date box will appear, click on the desired date, month and year. To upload the **Agreement** file, click on **"Browse"**. An **Open file** dialog box will appear. Locate the relevant file and click **"Open"**. The file should be in PDF format and the maximum size should be 200kb. After filing in all the details, click on **"Save and Finish".**

6.1.3   Add Existing Road

To add new road, click on the **"Add Existing infrastructure"** menu. A drop-down menu appears, click on the **"Add Existing Road"**. A new Road form will appear.
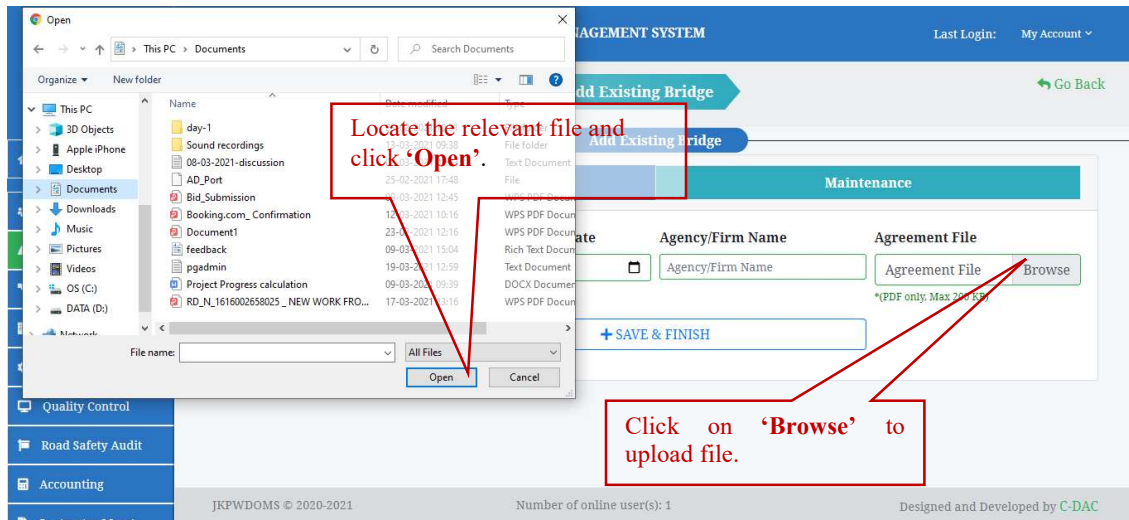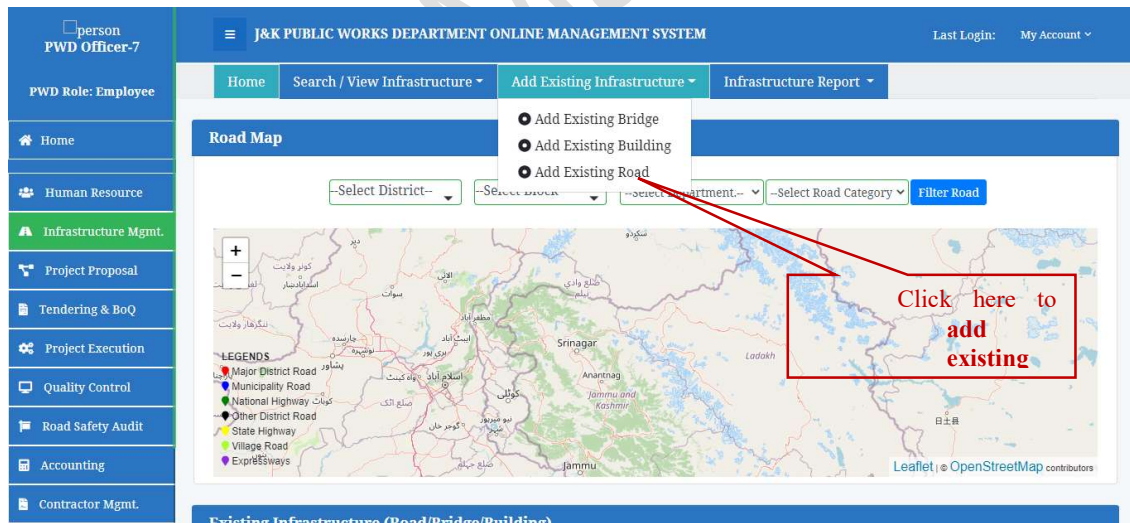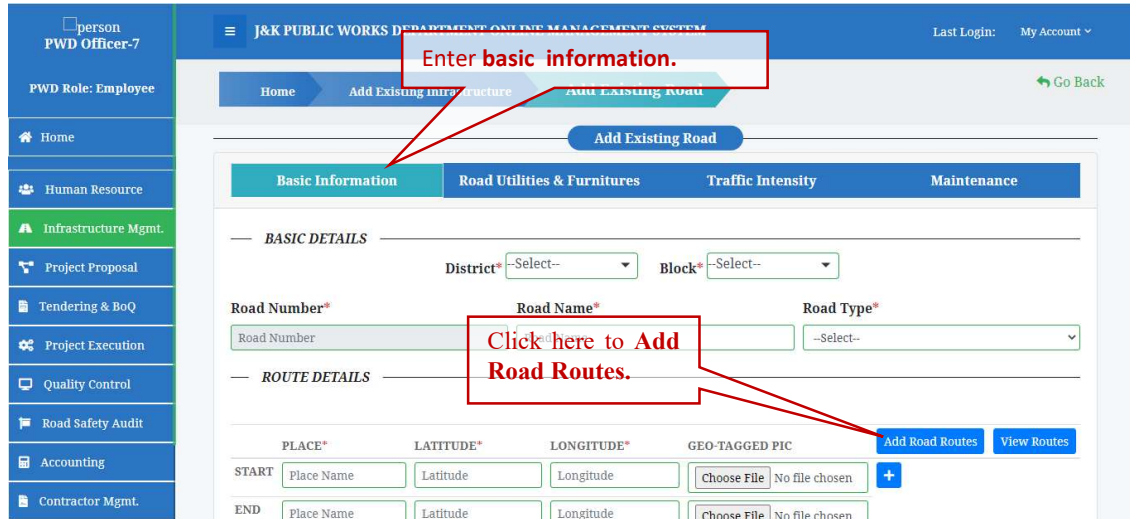

Figure :Add Existing Road.

6.1.3.1 *Basic Information*

The form will appear where the user will enter all the basic information   of   the   road.   To select district, click on the District, list of all the   districts will appear, select the desired one. User can select more than one district. Similarly, to select block click on the Block, a list will appear, select the desired one. User can select more than one block. Road number will be
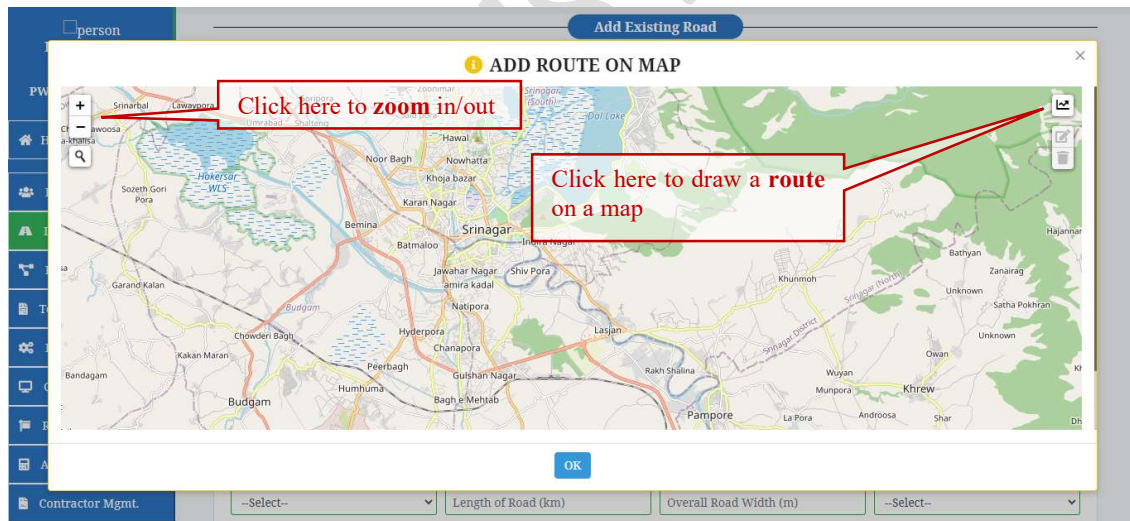
auto-generated by the system. Click on the Road type, a drop-down list will appear. Select the particular road type. To enter the route details, start with the origin of the road and enter the latitude and longitude up to 6 decimal points. Upload the geo tagged photograph by clicking on **"Choose File"** button. If user wishes to add more via points to end destination, click on the + button and more fields will appear. User can also view the Route details on Map by clicking on the "**View Routes**" button.

Figure: Entering basic Information

Figure: Adding Route details
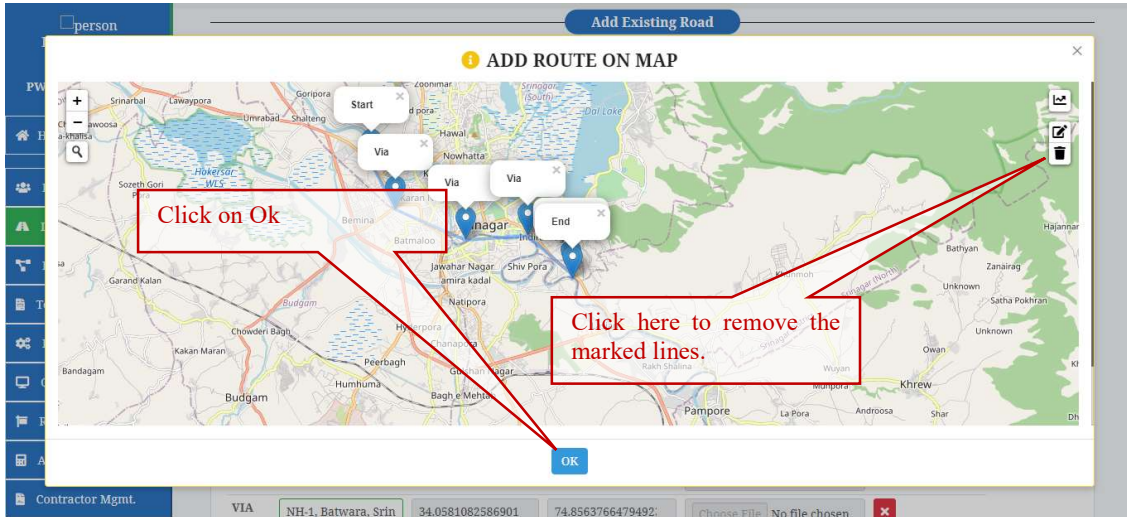
Figure: Adding Route details
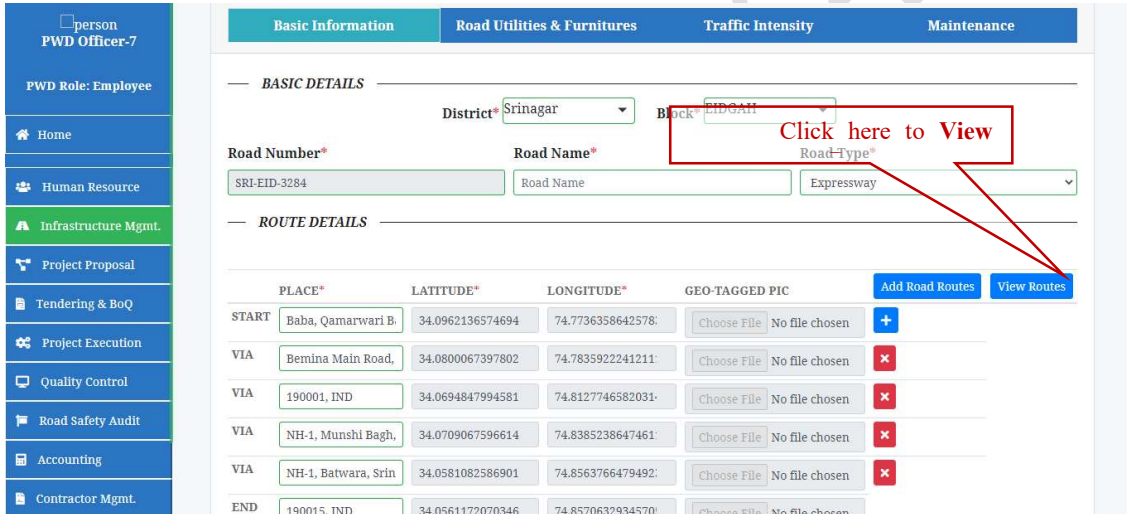
Figure: Viewing Route details
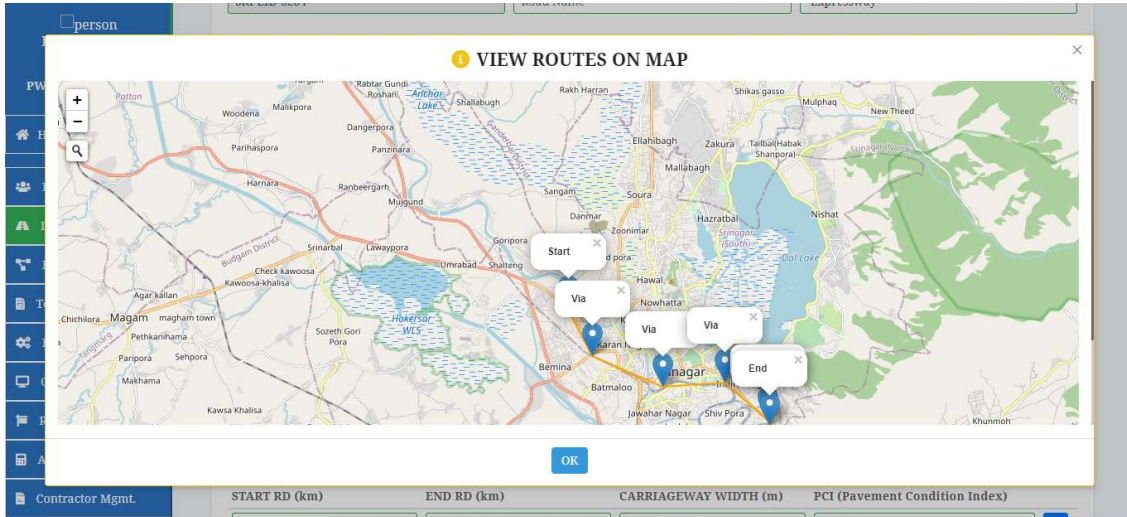
Figure: Viewing Route details
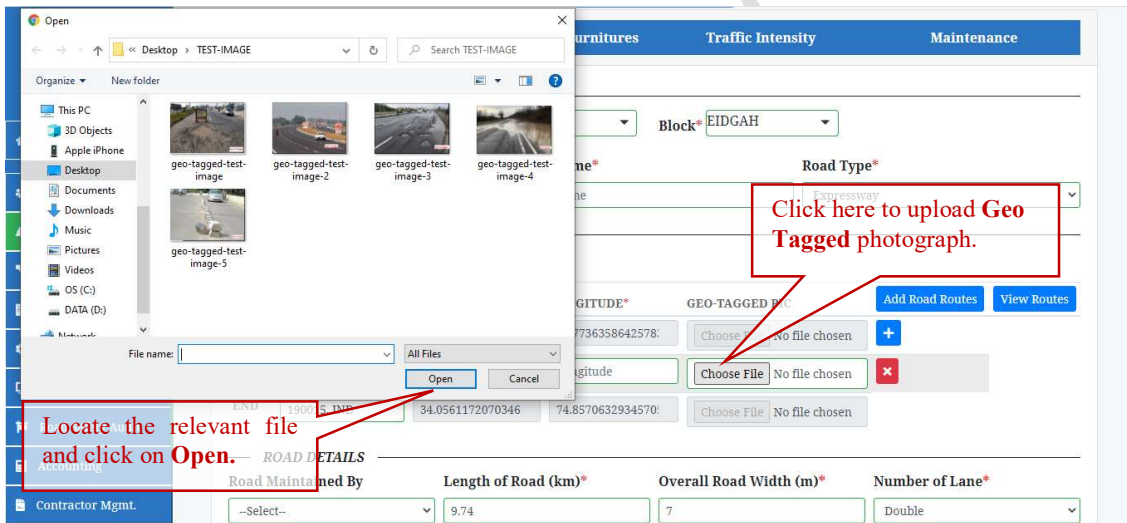
Figure: Uploading Geo-Tagged Photograph
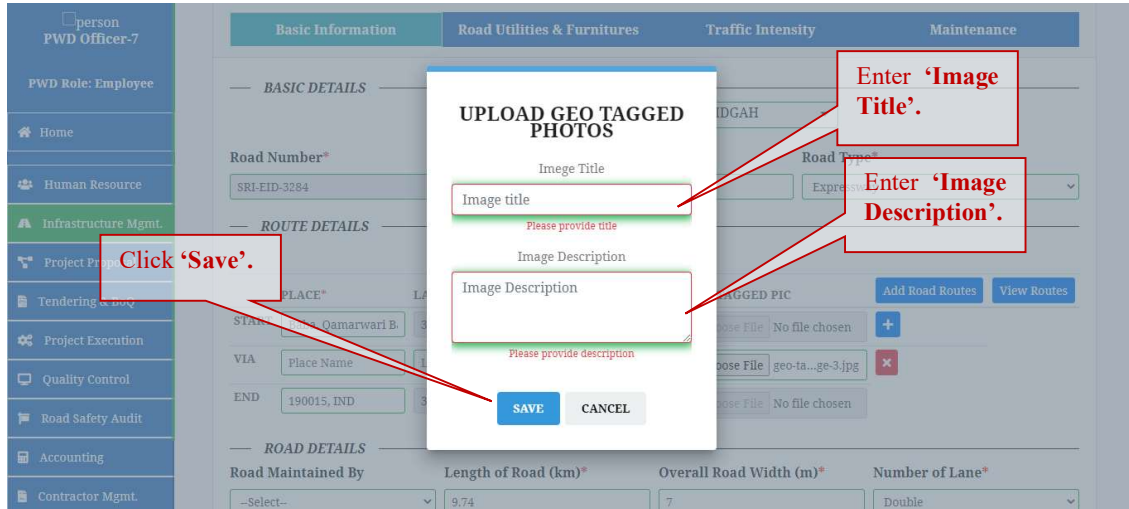
Figure: Uploading Geo-tagged photograph
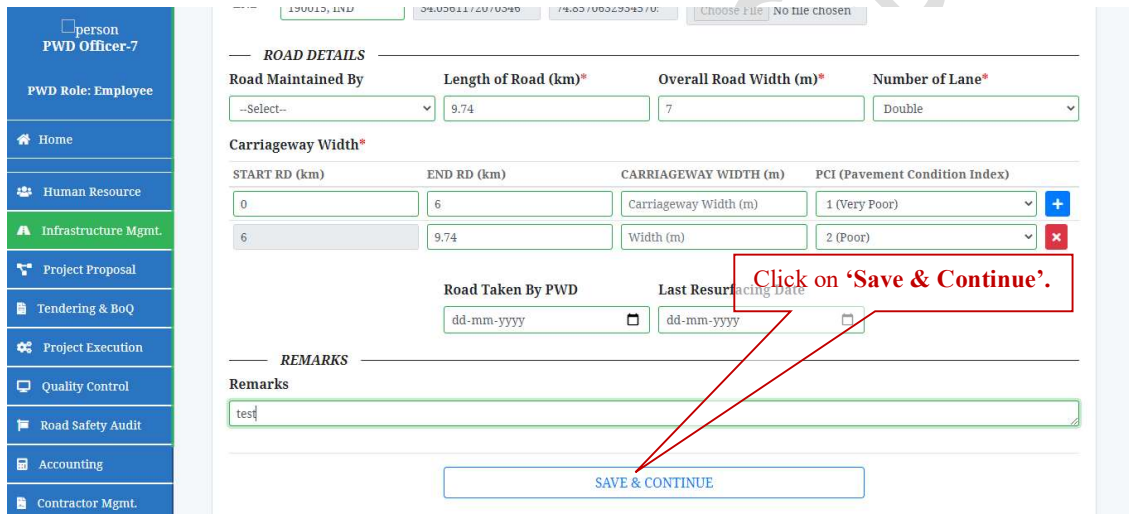
Figure: Click on Save & Continue

6.1.3.2 Road Utilities & Furniture

After filing in the Basic information of the road, a new form will appear wherein the user will enter the information related to the road like utilities, Trees and Plants and road infrastructure. Select the Category in drop-down and then select the in **Road Utility**, a list will appear, click on the type of utility present on the road and mention the **Start Road** and **End   Road** details and the number of that particular utility. Repeat this process again to add more type of utilities that are present on the road. Same goes for the **"Road Trees & Plants"** and **"Road Furniture".** After filing in all the information, click   on   **"Save   & Continue".**
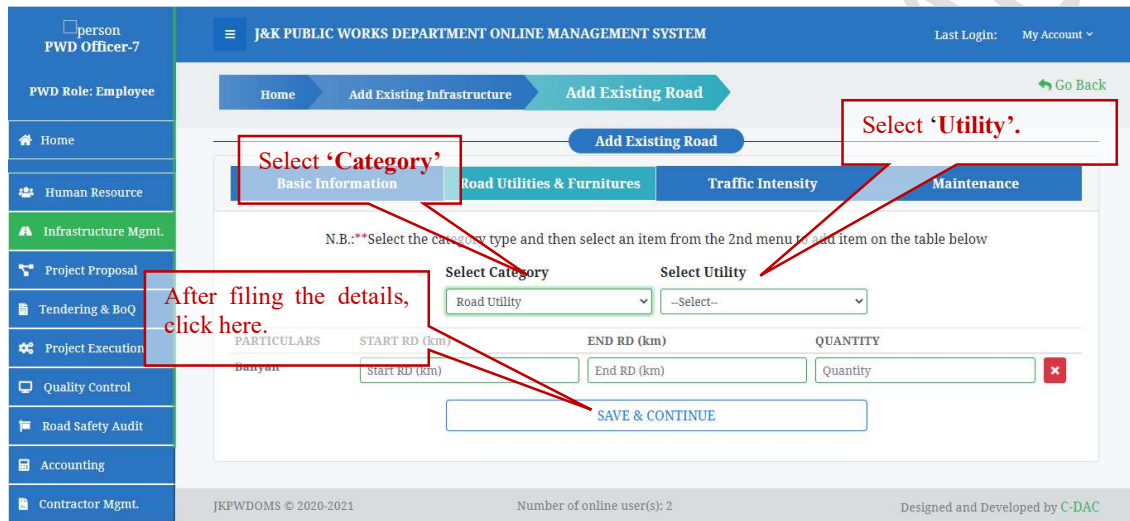
Figure: Adding Road Utilities & Furniture

6.1.3.3 Traffic Intensity

After filing the other information of the road, a new form appears where in the user will enter the Traffic details on that road. Click on the Traffic Category drop down list to select the type of traffic that runs on that road. It will automatically generate the Traffic Intensity/ESAL range of the road. To select the Sub Grade Class, click on the Sub grade class, a drop down list will appear. Select the desired option. After filing all the details, click on Continue to save information and continue to next form.

Figure: Entering Traffic Intensity details on the road.

6.1.3.4 *Maintenance Information*

After filing in the traffic intensity details of the road, a new form will appear where the user will enter the **Maintenance Information** of the road. Click on the "**Browse**" to upload the **Maintenance Agreement** file. Click on **"Save & Finish"** after completing all the details of the road.

Figure :Entering the Maintenance information of the road.

Figure: Saving the Maintenance details

6.2 Search/View Infrastructure

On the menu bar, there is an option **"Search/View infrastructure"**. Click on this option and a drop-down list will appear as shown.

Figure: Click on the Search/View Infrastructure.

6.2.1 Search/ View for Bridge

To Search/view bridge, click on the "Search/view for bridge" option as shown below in the picture. After clicking on the "Search/View for Bridge", a Bridge report page will appear. Click On the "Select District" dropdown menu to select the particular district for which you want to view/search the bridge report. After selecting the district, select the particular department by clicking on the "Select Department" drop down menu. After Selecting the district and the block, click on the "Filter Bridge" button. This will give user the desired bridge report. User can also search the bridge with name or number using the "Search" box. To copy the data from here to some other place, simply click on the "Copy" option. To

download an Excel file of the data, click on the **"CSV"** option. To download the pdf of the same, click on the **"PDF"** option. **The "column visibility"** button provides options that can be used to very easily control the visibility of columns in a table. To add/remove columns, you need to click on the **"column visibility"** option and a drop-down list will appear. Select the options that you want to view/remove. To go back to Infrastructure.management dashboard, you can either click on the "Go back" option on the right side or click on the **"Infrastructure Mgmt."** on the left side of home menu.

Figure: Search/View Bridge Infrastructure

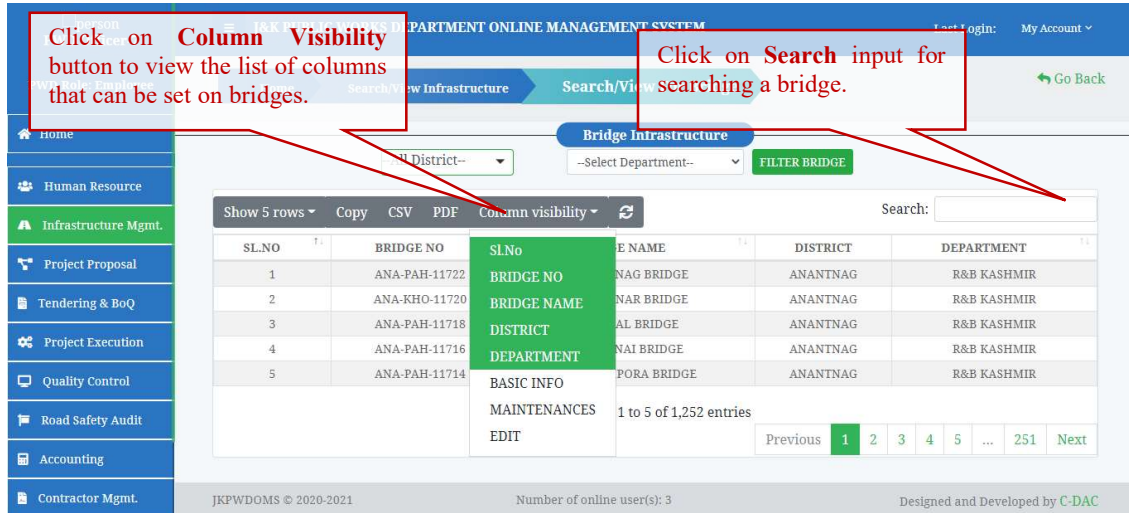**Figure: Previous and Next details of bridge**

Figure: Column Visibility and Search box

6.2.2 Search/ View for Building

To search/view for building, click on the **"Search/view Infrastructure"**, a drop down list will appear. Click on the **"Search/view for building"**. A view **building report** page will appear. To select the district, click on the **"District"**. A drop-down list will appear. User can select the desired district. Similarly, to select the particular department, click on the **"Department"** drop down list. Then click on **"Generate"** button to generate the desired report. The desired building report appears as shown. To know about the maintenance details of the building, click on **"Get Details"**. Click on **"+"** sign to view additional details of the building. To view the location of building on a map, click on **"G-Map".** Click on **"Details"** under Action tab to view the basic details of the building.
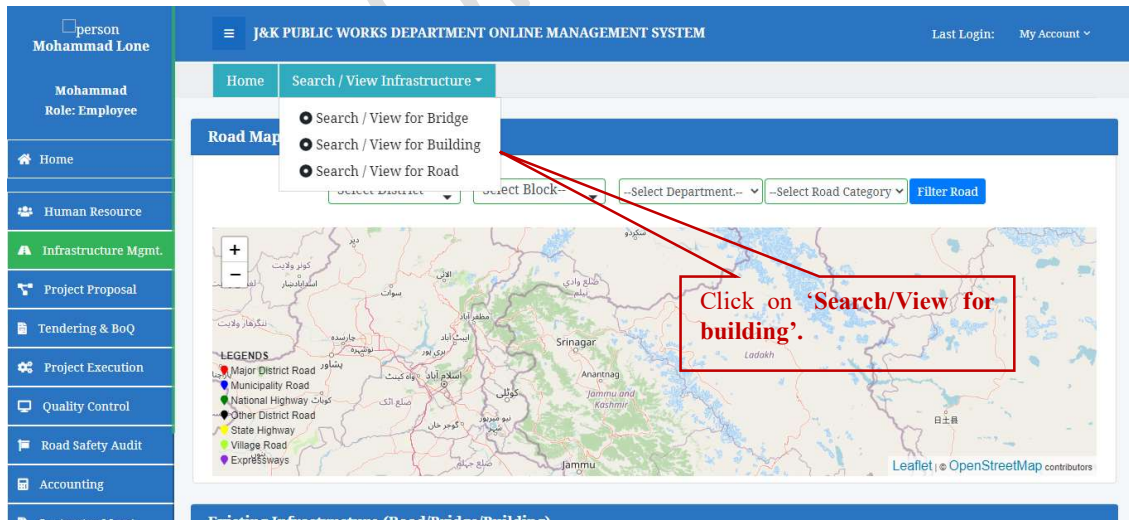

Figure: Click on Search/view for building.

Figure: Search/View Building

Figure: Search/View Building

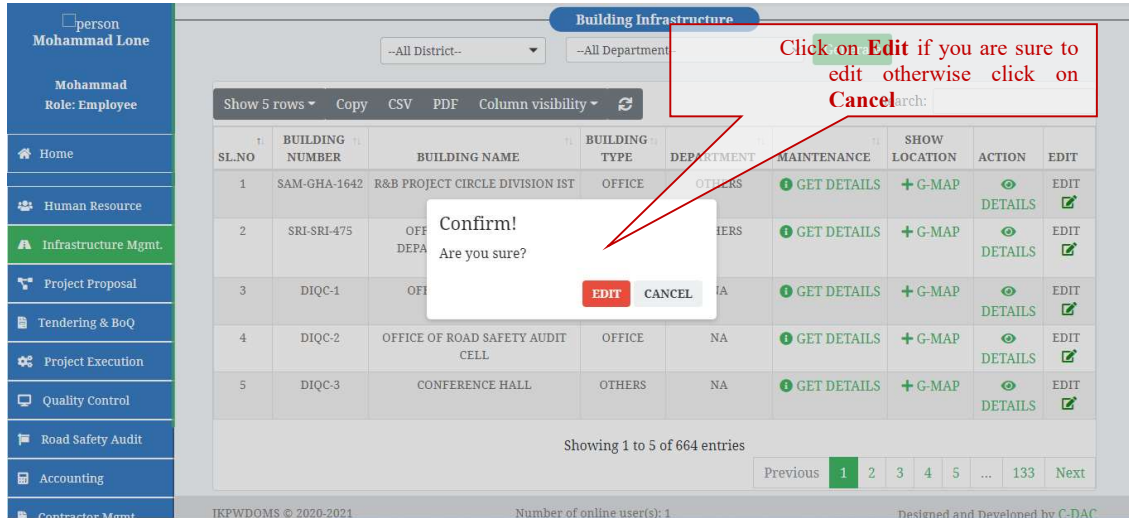**Figure: Edit the existing building**

Figure: Edit confirm Dialog box!

6.2.3 Search/ View for Road

To search/view road infrastructure, click on **"Search/View for road"** from the **Search/View Infrastructure"** menu. A **View road** page will appear. Select **district, department and road** category from the **district, department, and road** category menus respectively. Click on **"List Road"** to get the desired list. To search a **road by name**, enter the road name in the **Search** box. Click on **"Get details"** under the **Other Information** column to view additional details of the road. To copy data from here to some other place, click on **"Copy"**. To download data in an excel format, click on **"CSV"**. To download data in a **PDF** format, click on **"Pdf".** To add/remove columns, user needs to click on the **"column visibility"** option, a drop-down list will appear and then select the options to view/remove.
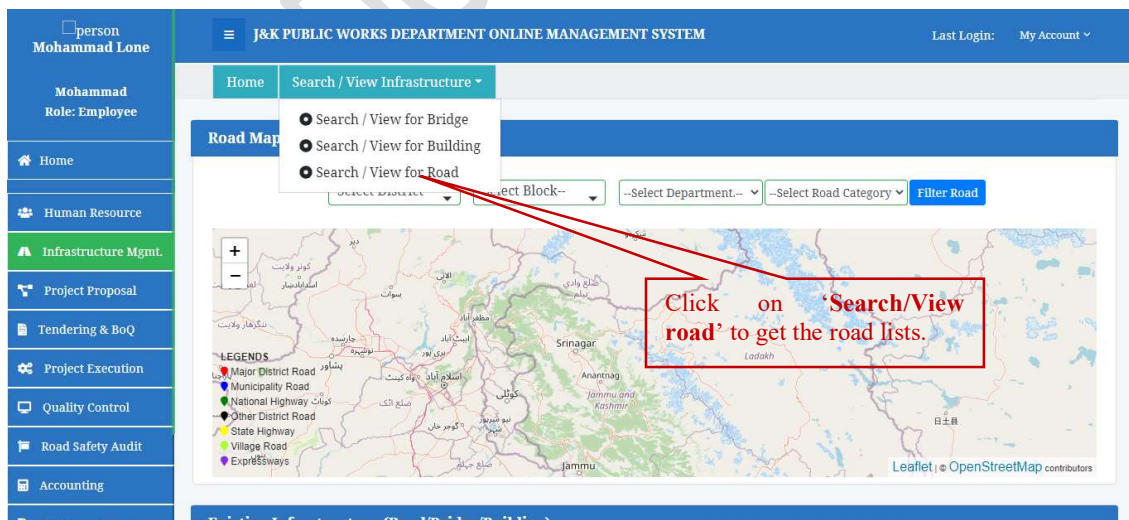

Figure: Search/View for Road

Figure: Search/View Road

Figure: Search/View Road

Figure: Search/View Road