

**Computerised Rural Information Systems Project
(CRISP)**

RuralSoft₂₀₀₀ Help
(Summary)



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Section – 1 ABOUT THE DOCUMENT

1.1 About RuralSoft₂₀₀₀ Help Summary Document

RuralSoft₂₀₀₀ Help (Summary Document) provides a summary on how to use RuralSoft₂₀₀₀ application package. RuralSoft₂₀₀₀ has a very consistent and uniform way of working. Taking leverage of “Understand One and Know All” paradigm extended by the design of the software, generalised procedures for carrying out various software operations have been described in the document. These operations are divided into two categories – (1) The operations having global applicability (Software level operations) and (2) the operations which are applicable to the individual service, provided by the software viz. Data Entry, Reports, User Management and Backup & Restore. RuralSoft₂₀₀₀ Help (Detailed Document) may be referred to, for detailed procedures on each of the categories of software operations. This summary document can act as a good starting point for getting ready to operate RuralSoft₂₀₀₀.

1.2 Related Publication

RuralSoft₂₀₀₀ Help (Detailed Document) provides an in-depth information about the software, which includes an overview of the architecture and features of the software, summary information on using the software, drawn from RuralSoft₂₀₀₀ Help – Summary Document, brief description of the domain information/guidelines about each of the poverty alleviation schemes as laid down by the Ministry of Rural Development, detailed description of the data entry/input forms for each of the schemes and procedures for carrying out operations in the input forms with appropriate examples.

Note: RuralSoft₂₀₀₀ Help (Summary & Detailed) Documents have been written keeping in mind that the software is operational at a district site (DRDA). However, it may be noted that the operation of the software remains the same even if it runs at a Block site or any other site for data entry. The only difference appears in the way the Administrative Setup is Initialised in the ‘Initialisation’ module of the data entry section. If the software is operational at the district level, name of the district remains fixed, by default and initialisation begins from block level downwards. Whereas, if the software is running at the block level, the block name will be fixed by default and initialisation will begin from panchayat level downwards to form the Administrative hierarchy. For details refer to ‘Initialisation’ in the detailed document.

Abbreviations

BPL	Below Poverty Line
DRDA	District Rural Development Agency
EAS	Employment Assurance Scheme
GIS	Geographic Information System
IAY	Indira Awaas Yojana
JGSY	Jawahar Gram Samridhi Yojana
SGSY	Swarnjayanti Gram Swarozgar Yojana

Section – 2 RURALSOFT₂₀₀₀ SUMMARY DESCRIPTION

RuralSoft₂₀₀₀ software allows you to capture the data related to various poverty alleviation schemes. Apart from the Data Entry and Reports Sections, the software also has modules on Software Administrative functions like ‘Backup and Restore’ and ‘User Management’.

2.1 Invoking RuralSoft₂₀₀₀

Once RuralSoft₂₀₀₀ is successfully installed, it can be invoked using the following procedure :

1. Click the left mouse button on ‘Start’ in the Status bar at the bottom of the screen
2. Point the cursor to ‘Programs’, followed by ‘CRISP’
3. Double-Click the desired option from one of the following:
 - a. ‘Backup and Restore’ – For taking backup of RuralSoft₂₀₀₀ database and restoring it whenever need arises
 - b. ‘Books Online’ – Provides on-line help on operation of RuralSoft₂₀₀₀
 - c. ‘Report Scheduler’ – For scheduling and sending the Reports between two RuralSoft₂₀₀₀ sites through e-mail
 - d. ‘RuralSoft’ – For Data Entry, Reports and other common software operations like changing password and colour settings
 - e. ‘Uninstall RuralSoft’ – For uninstalling the RuralSoft₂₀₀₀ software
 - f. ‘User Management’ – for creating/updating/deleting users and the associated privileges

2.2 Common Software Level Operations

2.2.1 RuralSoft₂₀₀₀ Login

RuralSoft₂₀₀₀ allows only valid users to log into the software. Each User is given an Id/Sign-in Name, User Name and a password to make entry into the software. Module-wise (Scheme-wise) access rights can be defined for the Users to make ‘Add’, ‘Update’ and ‘Delete’ operations for various data entry forms. A Super User has complete access to perform Add/Update/Delete operations across all the modules (For more details refer to ‘User Management’).

Login Procedure

As soon as RuralSoft₂₀₀₀ is invoked, a login form appears on the screen which checks the UserId and Password of the user, so as to ensure that only a valid user enters into the software. Do the following steps to get your UserId and password validated :

1. Enter the UserId in ‘Sign-in Name’ field

2. In the next field type your password. The password is displayed as a string of ‘*****’ characters on the screen so as to prevent detection of password by others.
3. Click ‘OK’ to submit the UserId and Password for validation
4. In case the UserId and Password are found correct, you will be allowed to enter into the software and the Sign-in Name/UserId will appear at the bottom of each subsequent screen.
5. However, in case of inadvertent typographical errors, the software prompts you to make corrections and you can proceed further
6. Contact your Administrator in case you forget your UserId/Password

2.2.2 Changing Password

RuralSoft₂₀₀₀ User can change his password using the following procedure:

1. Click ‘Start’ -> ‘Programs’ -> ‘CRISP’ -> ‘RuralSoft’ to open an introductory screen, which fades away automatically to display the ‘Log-on RuralSoft’ form
1. Log on to the software by supplying your existing Sign-in Name/UserId in the Login form
2. Click left mouse button on ‘Tools’ Menu Option or press Alt+T, followed by a click on ‘Password’
3. Enter the existing User Id, User Name and Password in the respective fields
4. Type the new password in ‘New password’ field
5. Confirm the new password by re-typing the same in ‘Confirm New Password’ field
6. Click ‘OK’ for the changed password to take effect
7. Remember your password to get entry into RuralSoft₂₀₀₀ or else you may have to contact your Administrator

2.2.3 Who am I

‘Who am I’ helps you to know the UserId and associated privileges of the current user you have logged in as, using the following procedure. You can also see the Status Bar at the bottom of the screen to know your User Name.

1. Click left mouse button on ‘Tools’ Menu Option or press Alt+T, followed by a click on ‘Who am I’ to open ‘Who am I’ form
2. View the User details and associated privileges
3. Click ‘OK’ to close the form

2.2.4 Colour Settings

RuralSoft₂₀₀₀ screens have been designed using light and sober colours (Grey/Blue) so that a prolonged interaction with the software should not strain the users. However, the users are free to change the Background and Foreground colours of the screens and also the type of font. To change the colour settings, use the following procedure:

1. Click ‘Start’ -> ‘Programs’ -> ‘CRISP’ -> ‘RuralSoft’ to open an introductory screen giving the Project and Product description, which fades away automatically to display the ‘Log-on RuralSoft’ form
2. Log-on by supplying the UserId and Password in the respective fields (for details refer to “RuralSoft₂₀₀₀ Login” described above)
3. Click left mouse button on ‘Tools’ Menu Option or press Alt+T, followed by a click on ‘Colour Settings’ to open ‘Colour Settings’ form
4. Choose the Background Colour
 - a. Click the ‘?’ button beside ‘Background Colour’ list box field to open the colour palette
 - b. Choose the desired colour from the palette by clicking on it. You can also create your own custom colour by clicking the “Define Custom Colour” button on the colour palette
5. Similarly, select the foreground colour of your choice
6. To change the font, choose the font by clicking the list-box beside ‘Font Style’
7. Field to open a list of fonts. Select the font by clicking the left mouse button
8. on the desired font
9. Click ‘Apply’ button to see the effect of the changes that have been made
10. Finally click ‘OK’ to save and exit out of ‘Colour Settings’ form

2.3 Exiting out-of Software

Click the following buttons, depending upon the portion of the software you are operating upon, to exit out of software :

- ‘Exit’ button or ‘’ (Close) button - When operating in the data entry section
- ‘Close’ button or ‘’ button – When operating in ‘User Management’, ‘Backup & Restore’ and ‘Report Scheduler’

2.4 Data Entry Section

2.4.1 General Description

The data entry section consists of the data entry forms wherein the data entry and subsequently data updation and deletion can be carried out. Besides, there are options for setting the personal user preferences like colour settings and password. The general Layout of the data entry screen is depicted in Fig.1. It comprises the following elements :

Title Bar – Indicates the title of the project under which the software has been developed i.e. Computerised Rural information Systems Project .

Menu – Consists of following Menu Options, which are categorised into sub-options and forms, wherein the data entry takes place.

Initialisation – This option facilitates the entry of the data which is commonly applicable to the entire software.

Self Employment

These three options allow the entry of the data related to the Rural Development schemes. For details refer to ‘Invoking a Data Entry Form’ described below and also the section on ‘Initialisation’ given in the RuralSoft2000 Help – Detailed Document

Wage Employment

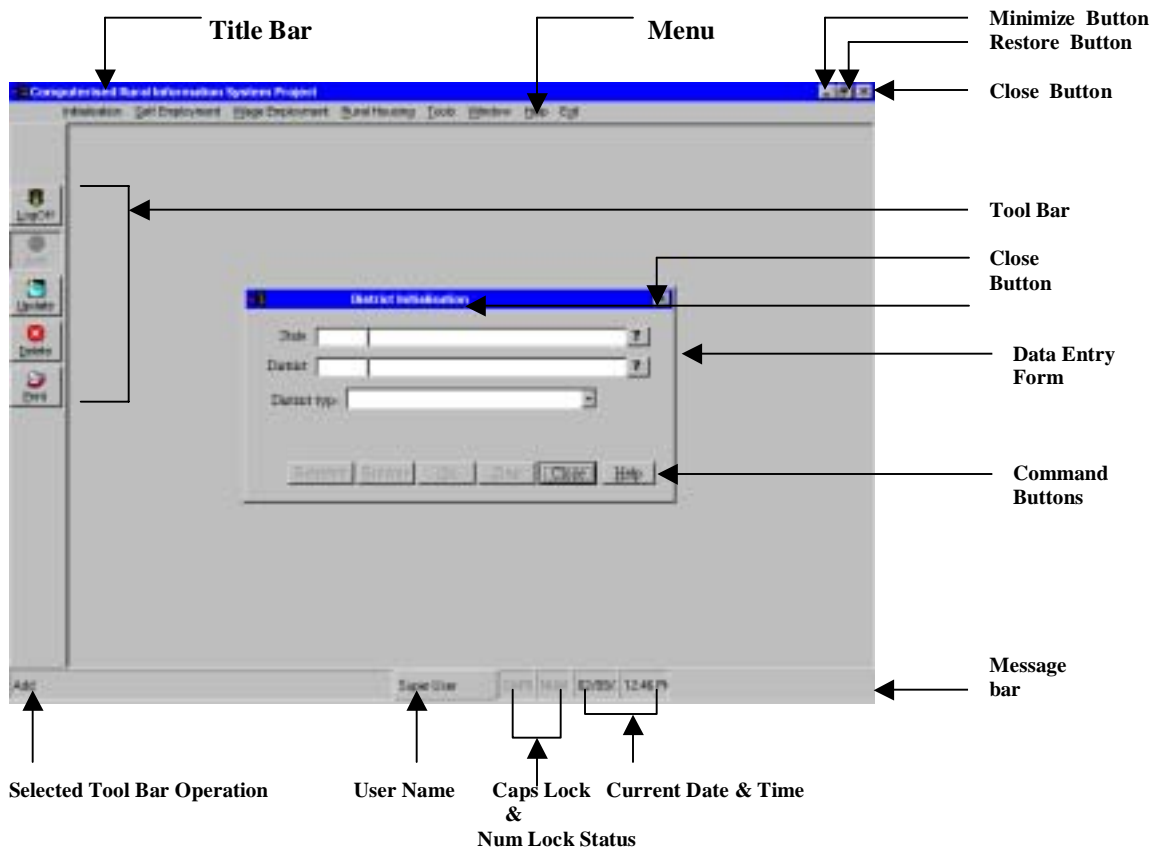
Rural Housing

Tools – Contains the following sub-options, the details of which have been described in ‘Common Software Level Operations’ :

- Colour Settings
- Password
- Who am I

Help – Provides help on the data entry section

Exit – For exiting out of the software



General Layout of Data Entry Screen

Fig. 1

2.4.2 Common Form Level Operations

2.4.2.1 Invoking a Data Entry form

You may use the following procedure to invoke any data entry form in the software

1. Invoke the data entry section of the software by clicking ‘Start’ -> ‘Programs’ -> ‘CRISP’ -> ‘RuralSoft’ to open an introductory screen which fades away automatically to display the ‘Log-on RuralSoft’ form
2. Log-on by supplying the UserId and Password in the respective fields (for details refer to “RuralSoft₂₀₀₀ Login” described above)
3. Click the left mouse button on desired module and point the cursor to the sub-module, if any
4. Click the left mouse button on the desired form (see the following Structure to reach to a particular form)


Initialisation (Module 1)

- Administrative SetUp (Sub-module 1)
 - District Initialisation
 - Constituency
 - MLA
 - MP
 - Block Initialisation
 - Block to MP/MLA Constituency Mapping
 - Panchayat Initialisation
 - Panchayat to MP/MLA Constituency Mapping
 - Village Initialisation
 - Village to MP/MLA Constituency Mapping
- Sector/Activity Initialisation (Sub-Module 2)
 - Sector Initialisation
 - Sub-Sector Initialisation
 - Activity Initialisation
 - Asset Details
- Social Group Initialisation (Form)
- Bank Details (Sub-Module 4)
 - Bank Initialisation
 - Bank Branch Initialisation
 - Bank Service Area

Forms

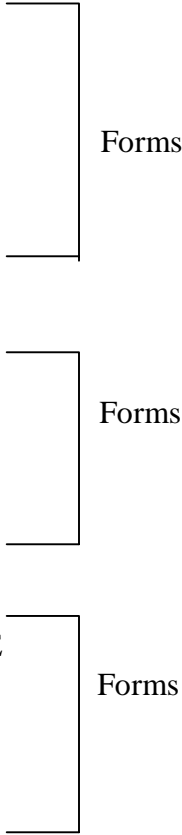
Forms

Forms

- BPL Info (Sub-Module 5)
 - Summary of BPL Households
 - BPL Families Info
 - Training Institution Details (Form)
- 

Self Employment (Module 2)

SGSY (Module 2A)

- Fund Details (Form)
 - Key Activity Details (Form)
 - Self Help Groups (Sub Module 3)
 - Group Details – BR1A
 - Revolving Fund Details – BR1B
 - Loan Application Details – BR3
 - Disbursement Details – BR3
 - Production Details – BR3
 - Loan repayment Details – BR2C
 - Swarozgari (Sub Module 4)
 - Patrika Details
 - Loan application Details – BR2A
 - Disbursement Details – BR2A
 - Production Details – BR2A
 - Loan repayment Details – BR2B
 - Expenditure Details (Sub Module 5)
 - Risk Fund or Consumption Credit – DR1E
 - Subsidy – DR2A
 - Infrastructure – DR2B
 - Training – DR2C
 - SHG – DR2D
- 

Wage Employment (Module 3)**JGSY** (Module 3A)

- Fund Receipt Details
- Fund Placement Details
- Record of Works
- Work Progress Details
- Beneficiary Personal Details
- Fund Allocation to Village (Sub-Module1)
 - Village Level Population Info
 - Amount Disbursed at Village Level
- Minimum Admissible Wage (form)
- Expenditure Details (form)

Forms

Forms

EAS (Module 3B)

- Employment Status under EAS
- Annual Action Plan
- Receipt of Funds
- Funds Placement Details
- Works Progress Details
- Expenditure Details
- Minimum Wages Notification

Forms

Rural Housing (Module 4)**IAY** (Module 4A)

- Annual Targets (form)
- Fund Receipts (form)
- Beneficiary Details (form)
- Beneficiary Grant/Construction Details (form)
- Disbursement Details (form)


2.4.2.2 Tool Bar Operations - Add/Update/Delete/Print a record

You can choose one of the following operations to be performed on the form, **after a form is invoked** depending upon your requirement.

1. Add – To insert fresh data in the form
2. Update – To append data to the existing details or modify the existing details
3. Delete – To delete the existing details
4. Print – To take Print-out of the forms
5. Log-off – To Log out of RuralSoft₂₀₀₀ and log-in as same or different user to proceed with data entry

The chosen Form Operation is always displayed on the bottom-left side in the message bar as shown in Fig. 1

2.4.2.2.1 Adding New Details

1. Invoke the desired data entry form (refer to ‘Invoking a Data Entry Form’ – Item 2.4.2.1)
2. Click ‘Add’ button present in the Tool Bar on the left side of the data entry screen
3. Enter the data in the fields
4. Some of the forms contain **Grid to capture multiple records** for a given set of parameters. Example of such a form is the Employment Status form in EAS, which has a grid to capture employment status details for various villages under a panchayat in a given year and month. To input details in such forms, follow the procedure indicated below :
 - Enter data in the initial set of fields. This data defines the criteria corresponding to which multiple entries are made in each of the rows of grid placed below
 - Start entering the data in each of the columns in a row. Initially, only one row will be visible to you
 - As you finish entering the data in one row, press the ‘Enter’ key () to add one more row to the grid and enter data in each of its column as before
 - Repeat the above procedure to add as many rows in the grid as you wish and enter data in their columns. (For details, see ‘Recommended Data Entry Procedure for ‘Employment Status under EAS’ form in the Detailed Document)
5. Click ‘Ok’ to save the details
6. Respond to error messages in case of any mistakes and Click ‘Ok’ to save the details
7. Click ‘Ok’ in response to the confirmation message

2.4.2.2.2 Updating Details

1. Invoke the desired data entry form (refer to ‘Invoking a Data Entry Form’ – Item 2.4.2.1)
2. Click ‘Update’ button present in the Tool Bar on the left side of the screen
3. Retrieve the necessary details using ‘Retrieve’ or ‘Browse’ buttons
4. Carry out the necessary modifications/updatations
5. Click ‘Ok’ to save the details
6. Respond to error messages in case of any mistakes and Click ‘Ok’ to save the details
7. Click ‘Ok’ in response to the confirmation message

Note: Some of the fields (also known as Primary Key fields) are not allowed to be modified and therefore disabled to prevent errors

2.4.2.2.3 Deleting Details

1. Invoke the desired data entry form (refer to ‘Invoking a Data Entry Form’ – Item 2.4.2.1)
2. Click ‘Delete’ button present in the Tool Bar on the left side of the screen
3. Retrieve the necessary details using ‘Retrieve’ or ‘Browse’ buttons
4. Select the record(s) to be deleted by clicking the checkbox(es) beside the desired records
5. Click ‘Ok’ to save the details
6. Respond to error messages in case of any mistakes and Click ‘Ok’ to save the details
7. Click ‘Ok’ in response to the confirmation message

2.4.2.2.4 Printing Details

1. Invoke the desired data entry form (refer to ‘Invoking a Data Entry Form – Item 2.4.2.1)
2. Click ‘Print’ button present in the Tool Bar on the left side of the screen
3. Retrieve the necessary details using ‘Retrieve’ or ‘Browse’ buttons
4. Click ‘Ok’ to open a dataform which contains the selected data, split into pages depending upon the no. of records
5. Click the ‘Print’ button to take the print-out
6. Scroll to the next page by clicking forward button of the scroll bar present in the bottom-left corner and take the print-out by clicking ‘Print’ button
7. Repeat steps 4 & 5 till you take print-out of all pages

2.4.2.2.5 Logging-off

1. Click 'Log-off' button present in the Tool Bar on the left side of the screen
2. Respond appropriately to the message if any. Consequently, the login screen appears and you can login as same or a different user, if you wish, or else click 'Exit' button to come out of RuralSoft₂₀₀₀

2.4.2.3 Command Bar Operations - Retrieve/Browse/Save/Clear/Close/Help

Retrieve/Browse Mechanism

In order to update and/or view the existing data, it is necessary to retrieve the desired details from the database. To do so the RuralSoft₂₀₀₀ forms are provided with 'Retrieve' and 'Browse' buttons wherever required. The 'Retrieve' button fetches the data corresponding to a specified criteria (generally the values corresponding to the '?' fields and some date fields, which are prompted by the software, in case you miss to supply these mandatory values) whereas the 'Browse' button displays all the records for a particular form. In other words, you may use the 'Retrieve' button when you have the values corresponding to the specified criteria or else use the 'Browse' button to browse through all the records and select the desired record. However, the grid containing the list of records has a search facility which facilitates the selection procedure.

2.4.2.3.1. Retrieving Details

1. Invoke the desired data entry form (refer to 'Invoking a Data Entry Form – Item 2.4.2.1)
2. Click 'Update' button present in the tool bar
3. Select the values for the '?' fields by clicking the '?' button and choosing the appropriate values (Refer to the description on '?' button operation). You may have to enter some more values which are prompted by the software in case you miss to fill them
4. Click 'Retrieve' to fetch the record(s) satisfying the specified criteria
5. Proceed with updation as described in the above section

Note: It is not necessary to click the '?' buttons in the sequence in which they appear. You may click a '?' button whose value is known to you and values for '?' fields prior to the clicked field are automatically displayed. In fact most of the time, you would prefer to click the last '?' button directly and select the desired value, provided you the value and rest of the '?' fields will be displayed automatically.

2.4.2.3.2 Browsing through Details

1. Invoke the desired data entry form (refer to 'Invoking a Data Entry Form – Item 2.4.2.1)
2. Click 'Update' button present in the tool bar
3. Click 'Browse' button to browse through all the records and select the desired record. However, the grid containing the list of records has a search facility which facilitates the selection procedure.
4. Proceed with updation as described in the above section

2.4.2.3.3 Saving Details

After carrying out the Forms' operations (Add/Update/delete), it is necessary to save the work done before closing or exiting out of the form. Following is the General Procedure to save the record(s).

1. Carry out the required form operation (Add/Update/delete – see the above section for details)
2. Click 'Ok' to save the details
3. Respond to error messages in case of any mistakes and Click 'Ok' once again to save the details
4. Click 'Ok' in response to the confirmation message

2.4.2.3.4 Clearing Details

While carrying out the Forms' operations (Add/Update/delete/Print), it is sometimes required to clear the form and start the work afresh. To do so, use 'Clear' button provided on the form as described below :

1. Click 'Clear' button while carrying out the forms operations (Add/Update/delete/Print – see the above section for details)
2. Click 'Yes' or 'No' in response to the message "Do you wish to save changes", depending upon whether you wish to save the changes or not. As a result the form gets cleared

2.4.2.3.5 Closing Data Entry form


After carrying out the Forms' operations (Add/Update/delete/Print), you may like to close the form. To do so use the 'Close' button provided on the form as described below :

1. Click 'Close' button after carrying out the forms operations (Add/Update/delete/Print – see the above section for details)
2. Click 'Yes' or 'No' in response to the message "Do you wish to save changes", depending upon whether you wish to save the changes or not. As a result the form gets closed

2.4.2.3.6 Help on Data Entry

You may like to seek help for carrying out the Forms' operations (Add/Update/delete). To do so use the 'Help' button provided on the form as described below :

1. Click 'Help' button to open the on-line help on the current form

2. View the desired details. You may also take a print, if desired, by clicking 'Print' button present on the help form
3. Click 'File' -> 'Exit' or  button on the Top-right corner to close the Help

2.4.2.4 Searching & Selecting Records - Grid Control Operation

A search and select operation is required to be carried out to retrieve the desired details (from a list of values) during the Update or Delete operations using the 'Browse' button. Besides, the search/select operation also takes place for retrieval of the data in the '?' fields. Whenever 'Browse' button is clicked, a grid is opened which fetches all the records corresponding to the respective form, whereas click on '?' button generally returns values based on condition(s) built into the software. Following procedure may be used to operate the grid control for selecting the desired data :

1. Click the 'Browse' or '?' button as the case may be
2. Either browse through all the records to find out the desired record or use the search procedure, for which you should have atleast one of the fields' value with you, as indicated below
 - a. Go to 'Find' at the bottom of the grid and click the 'Column Name' list box to open a list of columns available for search
 - b. Select the column name (for which the data is available with you) by clicking on it
 - c. Enter the text on which the search is to be performed in the 'Search Text' field. As a result the desired record is displayed in the topmost row of the grid
3. Double-click the record or click the 'Select' button, followed by a click on 'OK' to select this record

2.4.2.5 Selecting Date - Date Control Operation

Many of the RuralSoft forms have date fields, where you are required to select dates using the date control. To operate the date control use the following procedure:

- 1) Click the "Date" listbox to open a calendar
- 2) To select the year, click the mouse on the Year e.g. "1999" to reveal "Forward/Backward" buttons
 - a) Click one of the above buttons depending upon the year you wish to select (i.e. Forward button – in case the desired year succeeds the displayed year and Backward button – in case the desired year precedes the displayed year)
- 3) To select the desired month, you can choose one of the following ways:
 - a) Click the mouse on the month e.g. "November" to open a list containing names of all the twelve months
 - b) Select the desired month by clicking the mouse on it

OR

 - c) The desired month can also be selected by clicking the "Forward/Backward" buttons present at top-right and top-left of the calendar
 - d) Click the Forward button in case the desired month succeeds the displayed month and Backward button in case the desired month precedes the displayed month
- 4) Click the desired date on the calendar to select the date of your choice

- 5) Click anywhere on the form outside the Date Control/calender to come out of date control

2.4.2.6 Navigating through Fields

To navigate between fields on the form, either click the left-mouse button on the desired field or press 'Tab' key to navigate to a particular field.

2.4.3 Switching between Data Entry Forms

The software allows switching between data entry forms in case the need arises. This feature is highly useful when you wish to know some information, which can be accessed through a form other than the one you are working on. To open multiple forms, use the procedure described in 'Invoking a Data Entry Form' repeatedly to work on the desired forms and come back to the original data entry form, from where you had started. However, the software does not allow to open the same form twice.

2.5 Report Section

There are a number of web-based reports available for each of the modules (Initialisation, SGSY, JGSY, IAY and EAS). These reports can either be accessed through RuralSoft₂₀₀₀ software or through the Internet Browser. Along with the reports defined by the ministry, the browser based report section also includes GIS based maps, free-format query and graphical representation to interactively view the data. The Internet based monitoring of data is a useful facility as the monitoring agencies can view the data from their desktops with browser as the only requirement.

2.5.1 Viewing Reports

2.5.1.1 Through Software

To view the reports through the software, use the following procedure:

1. Click 'Start' -> 'Programs' -> 'CRISP' -> 'RuralSoft' to open an introductory screen which fades away automatically to display the 'Log-on RuralSoft' form
2. Log-on to RuralSoft by supplying the UserId and Password in the respective fields (for details refer to "RuralSoft₂₀₀₀ Login" described above)
3. Click the left mouse button on the module (Initialisation, SGSY, JGSY, IAY and EAS) followed by a click on 'Reports' to open a page in the browser containing a list of the reports specific to the selected module.
4. Click the desired report to view the data

2.5.1.2 Through Browser

To invoke the reports in the browser, use the following procedure:

In case the server is on intranet:

Type "<http://YourServerName> or IP address of the Server/drda" where "YourServerName" is the name of the web server and IP address is the address of the server on intranet on which the web-based reports of RuralSoft₂₀₀₀ are hosted.

In case the server is on internet :

Type "<http://YourDomainName> or IP address/drda" where "YourDomainName" is the domain name of the web server on which the web-based reports of RuralSoft₂₀₀₀ are hosted like "drdahosh.drda.nic.in" and IP address is the valid IP of the server like 164.100.100.182

It may be noted that a uniform convention has been followed to name the DRDA servers hosting RuralSoft₂₀₀₀ for the fifteen districts provided with V-SAT connectivity. Under this convention the first four letters of the district name (e.g. "hosh" for hoshangabad)

are preceded by the word “drda” to form the server name i.e. “drdahosh” and the same entry has been done in the Domain Name Server (DNS) at NIC Delhi.

As the URL is typed in internet or intranet environment, an introductory screen is displayed, which fades away to open another screen containing the following options/hyperlinks, one of which, can be clicked:

- **Site at a Glance** – Leads to a page which contains following hyperlinks
 - BPL Information Summary] BPL related information
 - BPL Information Detailed]
 - Site map - map based graphical reports with facility to dynamically query poverty alleviation schemes’ data for the selected district. It may be noted that the Site Map is only available to those sites which have internet connectivity and appropriate configuration of RuralSoft₂₀₀₀ with GIS server in Delhi.
- **Policy** – Opens a page stating the policies of the DRDA
- **Goals** – Leads to a page describing the objectives of the DRDA
- **Administration Set Up** – Takes to a page which displays the constitution of the district in terms of blocks, panchayats, villages, MP/MLA Constituencies falling in the district.
- **Schemes** - Opens up a page which contains variety of monitoring tools and information related to each of the poverty alleviation schemes as detailed below:
 - **Reports** – Use the following procedure to view reports related to each of the schemes, whose formats have been finalised by Ministry of Rural Development :
 1. Click ‘Reports’ to open a list of schemes
 2. Choose the desired ‘Scheme’ (SGSY, JGSY, IAY etc.) for which you wish to see the report, by clicking on it
 3. Select the desired ‘Report’ from the list
 4. Choose the desired parameters from the drop-down list-boxes for the selected report and press the ‘Click’ button to view the report
 5. Repeat the above procedure to view the reports for other schemes
 - **GIS** – RuralSoft₂₀₀₀ generates map based graphical reports (bar-charts, pie-diagrams etc.) on-the-fly based on user selected parameters. It may be noted that this facility is only available to those sites which have internet connectivity and appropriate configuration of RuralSoft₂₀₀₀ with GIS server in Delhi. Following procedure may be used to view these reports :
 1. Click ‘GIS’ to open a list of schemes

2. Choose the desired ‘Scheme’ (SGSY, JGSY, IAY etc.) for which you wish to see the graphical report, by clicking on it
 3. Choose the desired parameters from the drop-down list-boxes and press ‘Go’ button to view the report
 4. Repeat the above procedure to view the reports for other schemes
- **Query** – Free format query is a highly flexible tool which allows you to frame your own queries for each of the schemes by selecting a few parameters and view reports based on those parameters. Use the following procedure to view the reports based on your own formatted queries
 1. Click ‘Query’ to open a list of schemes
 2. Choose the desired ‘Scheme’ (SGSY, JGSY, IAY etc.) for which you wish to see the report, by clicking on it
 3. Choose the desired parameters from the drop-down list-boxes for the selected report and press the ‘Click’ button to view the report
 4. Repeat the above procedure to view the reports for other schemes
 - **Scheme Info** – Opens a page that contains Information and Guidelines about each of the schemes issued by Ministry of Rural Development
 - **RuralSoft Help** - Takes to RuralSoft₂₀₀₀ Help Desk web-site, which is a portal containing information on various aspects of help on the software and is available only to those sites which have internet connectivity.
 - **Home** – Takes to the main Page of the web-based monitoring interface
 - **Related Sites** - This option leads to a page which contains hyperlinks to the web sites of related rural development organisations, NIC and the Project (CRISP) as indicated below and are available only to those sites which have internet connectivity :
 - MRD – Ministry of Rural Development (www.rural.nic.in)
 - NIRD – National Institute of Rural Development (www.nird.org)
 - CAPART – Council for Advancement of People and Rural Technology (www.cpart.nic.in)
 - State Rural Development Deptt. – To be developed by respective Deptt.
 - SIRD – To be developed by respective Deptt.
 - NIC – National Informatics Centre (www.nic.in)
 - CRISP – Computerised Rural Information Systems Project (CRISP) (www.crisp.nic.in)

2.5.2 Scheduling Reports

The web-based interface described in above section provides on-line availability of reports hosted at DRDA server. RuralSoft₂₀₀₀ also provides an e-mail based transmission of reports from drda server to the remote server at the monitoring authorities' end (State Rural Development Department or Ministry of Rural development), provided the remote server is equipped with RuralSoft₂₀₀₀ database and there is an e-mail connectivity between the two ends. The transmission for selected reports is based on user-defined date, time and periodicity. This is a very useful feature, which, on one hand, facilitates DRDAs to periodically send reports to the monitoring authorities and on the other hand allow monitoring authorities to receive reports in the local server. This feature is even more useful, when there is non-availability of internet on either end (DRDA or remote) or internet access is there, but there is a network failure. RuralSoft₂₀₀₀ provides an interface to select, schedule and transmit reports related to poverty alleviation schemes from the drda server to server at the monitoring authorities' end.

RuralSoft₂₀₀₀ considers each new instance of selecting/scheduling/transmitting report(s) from drda server to the remote server at monitoring authorities' end as a Job. In each Job, you are required to select the desired reports (Select Operation), specify the date/time and frequency of reports' transmission (Schedule Operation) and mention the e-mail address(es) where the reports are to be sent (Transmit Operation). The 'Scheme Reports' Tab on the form allows you to select the reports, the 'Schedule' Tab facilitates the scheduling of the reports and 'Send To' Tab allows for specifying the destination e-mail address(es) and also the notification e-mail addresses for communicating the success & Failure of the job. It may be noted the reports will not be transmitted till the options under each of the three tabs are appropriately set. However, you can set and save options for any one or two operations and postpone the transmission for a later time.


Being an important task, only the Super User (SU) has been granted the privilege to select/schedule/transmit the reports. Use the following procedure to create, execute and subsequently update or delete a Job :

2.5.2.1 Adding a Job

1. Click 'Start' -> 'Programs' -> 'CRISP' -> 'Report Scheduler' to open the 'Log-on RuralSoft' form
2. Log-on to RuralSoft by supplying the password for "SU" (for Super User) which is set as the default UserId to carry out Report Scheduling. As a result the 'Report Scheduler' form is opened
3. Click 'Add' button
4. In the 'Job Name' field, enter the name you wish to give to the job that is going to be created. It is recommended to give such a name to the job which is indicative of the reports that are going to be selected for transmission, so that future reference becomes easy, in case of updation or deletion


5. Click the ‘Schemes/Reports’ tab to select the reports, which are desired to be scheduled and transmitted. Select the desired one of the two options as indicated below
 - a. Select ‘Transmit All the Scheme Reports’, in case you wish to transmit all the reports pertaining to SGSY, JGSY, IAY and EAS, by clicking the check-box beside the field
 - b. In case, you wish to send reports related to a particular scheme, click the check-box corresponding to the desired scheme
 - c. For transmitting particular report(s) under a particular scheme, double-click the scheme name to open a list of reports to choose from. Click the desired check-boxes to select the reports
6. Click ‘Schedule’ Tab to set the desired option for scheduling the selected reports
 - a. The reports can be sent immediately and/or they can be scheduled to be sent at a later date/time. To send it immediately, click ‘Run Now’ check-box.
 - b. To schedule it for a later date/time, click ‘One Time’ radio button, in case you wish to schedule the reports for one-time transmission. Also select the date and time on which you wish to transmit the reports by clicking the respective list-boxes (see ‘Date Control Operation’ described above)
 - c. If you wish to send the reports periodically at a specified date and time, click ‘Recurring’ radio button and select the date and time by clicking the respective forward/backward buttons
7. Click the ‘Send To’ Tab to specify the e-mail addresses where the reports and success/failure notifications, on success and failure of Job, are to be sent
 - a. Enter the desired e-mail addresses in ‘Send Data To’ field and press the ‘Enter’ key for the software to accept the address. Like-wise enter e-mail addresses in ‘On Success, Notify’ and ‘On Failure, Notify’ fields and press ‘Enter’ key after inserting each e-mail address. For multiple entries in any of the fields, repeat the process
8. Click ‘Ok’ to save the job
9. Click ‘Ok’ in response to the message “Reports Scheduled for Transmission”
10. Click ‘Close’ button to close the form

2.5.2.2 Updating a Job

1. Click ‘Start’ -> ‘Programs’ -> ‘CRISP’ -> ‘Report Scheduler’ to open the ‘Log-on RuralSoft’ form
2. Log-on to RuralSoft by supplying the password for “SU” (for Super User) which is set as the default UserId to carry out Report Scheduling. As a result the ‘Report Scheduler’ form is opened
3. Click ‘Update’ button
4. Click ‘’ button to open a list of jobs to select from
5. Browse through the list or search for the desired job and double-click on it or click ‘Select’ button to select it (see ‘Grid Control Operation’ described above)
6. Click the desired tab(s) and carry out the necessary modifications

7. Click 'OK' to save the modifications
8. Click 'OK' in response to the message "Report(s) schedule is updated"
9. Click 'Close' button to close the form

2.5.2.3 Deleting a Job

1. Click 'Start' -> 'Programs' -> 'CRISP' -> 'Report Scheduler' to open the 'Log-on RuralSoft' form
2. Log-on to RuralSoft by supplying the password for "SU" (for Super User) which is set as the default UserId to carry out Report Scheduling. As a result the 'Report Scheduler' form is opened
3. Click 'Delete' button
4. Click '  ' button to open a list of jobs to select from
5. Browse through the list or search for the desired job and double-click on it or click 'Select' button to select it (see 'Grid Control Operation' described above)
6. Click the Checkbox beside the message "Do U Want to Delete?"
7. Click 'OK' to save the details
8. Click 'OK' in response to the message "Report(s) schedule is deleted"
9. Click 'Close' button to close the form

2.6 Administrative Functions

Administrative Functions like User Management and Backup & Restore are important operations for administration of RuralSoft₂₀₀₀. Being technical in nature, a user with special privileges has been defined to carry out these functions. This user is termed as a Super User or 'SU'.

2.6.1 User Management

RuralSoft₂₀₀₀ allows only valid users to log into the software. Each User is given an Id/Sign-in Name, User Name and a password to make entry into the software. Module-wise (Scheme-wise) access rights can be defined for the Users to make 'Add', 'Update' and 'Delete' operations for various data entry forms using the following procedure. A Super User has complete access to perform Add/Update/Delete operations across all the modules including 'User Management' and 'Backup and Restore'. Thus, you need to login as a Super user to do User Management functions.

2.6.1.1 Creating a New RuralSoft₂₀₀₀ User

1. Click 'Start' -> 'Programs' -> 'CRISP' -> 'User Management' to open the 'Log-on RuralSoft' form
2. Log-on by supplying the password for "SU" (for Super User) which is set as the default UserId to carry out User Management functions. As a result the 'User Management' form is opened
3. Click 'Add' button
4. Enter a UserId (20 Characters), Full Name of the User (50 characters) and Password (10 characters) in the respective fields. The password is displayed as a string of '*****' characters on the screen so as to prevent detection of password by others
5. Confirm the password by retyping the string in 'ConfirmPassword' field
6. Grant privileges to the user by clicking the appropriate Form Operation(s) (Add/Update/Delete) checkboxes for desired modules (EAS/IAY/Init (for Initialisation)/JGSY/SGSY)
7. Click 'OK' button to add this user to the database
8. Click 'Ok' in response to the confirmation message
9. Click 'Close' to come out of the form

2.6.1.2 Updating RuralSoft₂₀₀₀ User details

1. Click 'Start' -> 'Programs' -> 'CRISP' -> 'User Management' to open the 'Log-on RuralSoft' form
2. Log-on by supplying the password for "SU" (for Super User) which is set as the default UserId to carry out User Management functions. As a result the 'User Management' form is opened
3. Click 'Update' button

4. Retrieve the necessary details using ‘Retrieve’ or ‘Browse’ buttons (See ‘Retrieve/Browse’ Mechanism detailed in Item no. 2.4.3.2.1 and 2.4.3.2.2)
5. Carry out the necessary modifications/updates
6. Click ‘Ok’ to save the details
7. Click ‘Ok’ in response to the confirmation message
8. Click ‘Close’ to come out of the form

2.6.1.3 Deleting RuralSoft₂₀₀₀ User

1. Click ‘Start’ -> ‘Programs’ -> ‘CRISP’ -> ‘User Management’ to open the ‘Log-on RuralSoft’ form
2. Log-on by supplying the password for “SU” (for Super User) which is set as the default UserId to carry out User Management functions. As a result the ‘User Management’ form is opened
3. Click ‘Delete’ button present in the Tool Bar on the left side of the screen
4. Retrieve the necessary details using ‘Retrieve’ or ‘Browse’ buttons (See ‘Retrieve/Browse’ Mechanism detailed in Item no. 2.4.3.2.1 and 2.4.3.2.2)
5. Select the record(s) to be deleted by clicking the checkbox(es) beside the desired records
6. Click ‘Ok’ to save the details
7. Click ‘Close’ to come out of the form

2.6.2 Backup and Restore

The Backup and Restore option allows you to take the backup of RuralSoft₂₀₀₀ database on a location in a machine or on cartridge tape (3 1/2” floppy is not suitable due to lack of space). The backup could be restored whenever the need arises on a SQL Server machine, configured for RuralSoft₂₀₀₀. You need to login as a Super user to do backup and Restore functions.

2.6.2.1 Backing up the Data

1. Click ‘Start’ - > ‘Programs’ -> ‘CRISP’ -> ‘Backup & Restore’ to open the ‘Log-on RuralSoft’ form
2. Log-on to RuralSoft by supplying the password for “SU” (for Super User) which is set as the default UserId to carry out the Backup and Restore functions. As a result the ‘Backup and Restore’ form is opened
3. Click the ‘Backup’ Tab

4. In 'Backup To' field either type the location (e.g. "\\machinename\drivename\foldername\filename - where the file name is the name of the backup file, selected by you, where the backup is to be saved) of the file where you wish to save the backup or click the 'Browse' button to select the location followed by the name of the file (to be typed by you) where the backup is to be saved
5. Click "OK" to complete the task
6. Click "OK", once again in response to the message "Backup Successful"

2.6.2.2 Restoring the Data

1. Click 'Start' - > 'Programs' -> 'CRISP' -> 'Backup & Restore' to open the 'Log-on RuralSoft' form
2. Log-on to RuralSoft by supplying the password for "SU" (for Super User) which is set as the default UserId to carry out the Backup and Restore functions. As a result the 'Backup and Restore' form is opened
3. Click the 'Restore' Tab
4. In 'Restore From' field either type the location (e.g. "\\machinename\drivename\foldername\filename" - where the file name is the name of the backup file) of the file from where you wish to restore the backup or click the 'Browse' button to select the location of the backup file from where you wish to restore
5. Click "OK" to complete the task
6. Click "OK", once again in response to the message "Restore Successful" and as a result RuralSoft₂₀₀₀ restores the backup in the server (detected at the time of login) where SQL Server resides

Project Profile

Project : **Computerised Rural Information Systems Project (CRISP)**

Product : RuralSoft₂₀₀₀

Client : Ministry of Rural Development, GOI

Users : State RDs, District Rural Development Agencies, Block Development Offices, Banks and Line Departments

Technical Consultant : National Informatics Centre, Ministry of Information Technology, GOI

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