FOUNDATION FOR ECOLOGICAL SECURITY

# Geographic Information System (GIS) -Enabled Entitlement Tracking System (GEET)

USER MANUAL

For Monitoring

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# Table of Contents


1.0 GENERAL INFORMATION....3
1.1 Purpose....3
1.2 System Overview....3
1.3 Acronyms and Abbreviations....3
2.0 SYSTEM SUMMARY....4
2.1 System Objective....4
2.2 Key Features....4
2.2.1 Reports....4
2.2.2 User Management....4
2.3 User Access Levels....4
3.0 GETTING STARTED....5
3.1 System Requirements....5
3.2 Home Page....5
3.3 System Menu....5
3.3.1 Home....5
3.4 Login....6
3.4.1 Change Password....6
4.0 USING GEET FOR MONITORING....8
4.1 Schemes Eligibility....10
4.2 Reports....12
4.2.1 Grievances....12
4.2.2 SECC Basic....13
4.2.3 Scheme wise eligibility - Individual....14
4.2.4 Tracking - Individuals....15
4.2.5 Tracking - Household....15
4.2.6 Eligibility - Individuals....16
4.2.7 Eligibility - Households....16
4.2.8 Enumerator Report – Data collection....17
4.2.9 Dashboard....18
4.3 GIS Dashboard – Map viewer....19


# GEET User manual for Monitoring

# 1.0 GENERAL INFORMATION

## 1.1 Purpose

The purpose of the document is to guide the individual responsible for monitoring scheme performance and potential. The manual will help understand various features and functionalities so as to help government officials responsible for scheme implementation, in decision making.

## 1.2 System Overview

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

## 1.3 Acronyms and Abbreviations

GIS – Geographic Information System

GUI – Graphical User Interface

App – Application

SECC – Socio-Economic Caste Census

BPL – Below poverty line

# 2.0 SYSTEM SUMMARY

## 2.1 System Objective

The system will have four major objectives :-

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

## 2.2 Key Features

### 2.2.1 Reports

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

### 2.2.2 User Management

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

## 2.3 User Access Levels

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

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

- Administrator: After login, Administrator will have access to all options and additionally 'Scheme Configuration', 'User Management' and 'Site configuration'. They can configure schemes, create new users, create / change user roles, assign / revoke user access rights.

# 3.0 GETTING STARTED

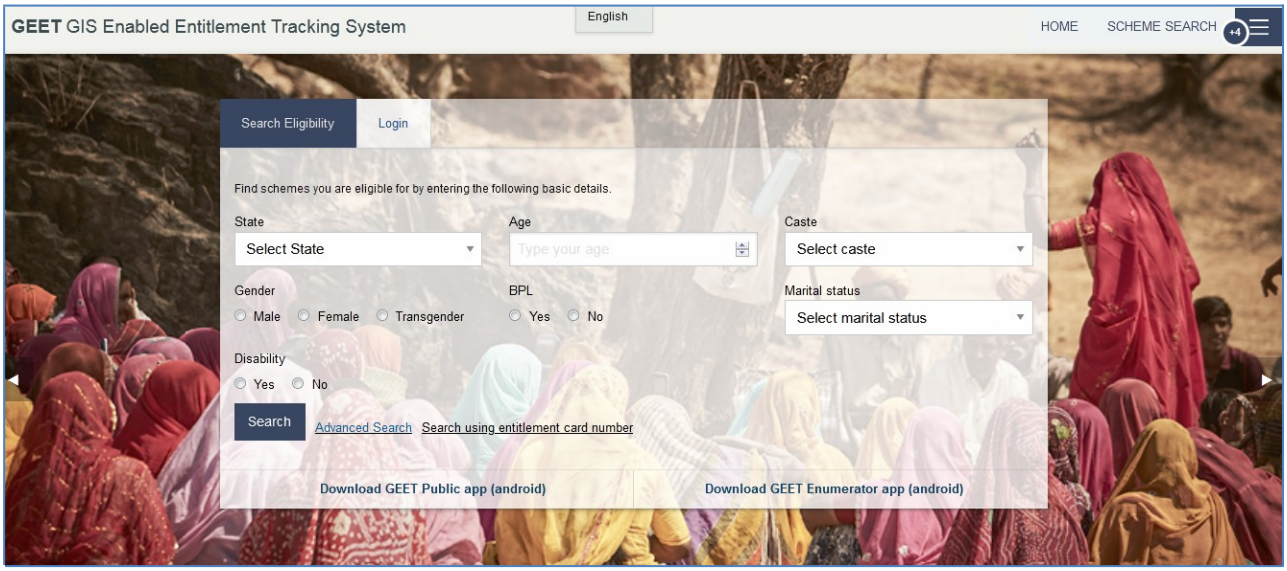
## 3.1 System Requirements

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

## 3.2 Home Page

Open Google Chrome or Mozilla Firefox. Enter the GEET link in the Address bar:

Home page will be displayed as shown below :




## 3.3 System Menu

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

### 3.3.1 Home

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

## 3.4 Login

In order to have access to the key features and GIS Dashboard, the individual responsible for monitoring has to login to the web portal.

User can login the web portal by specifying User Id and Password as shown below:

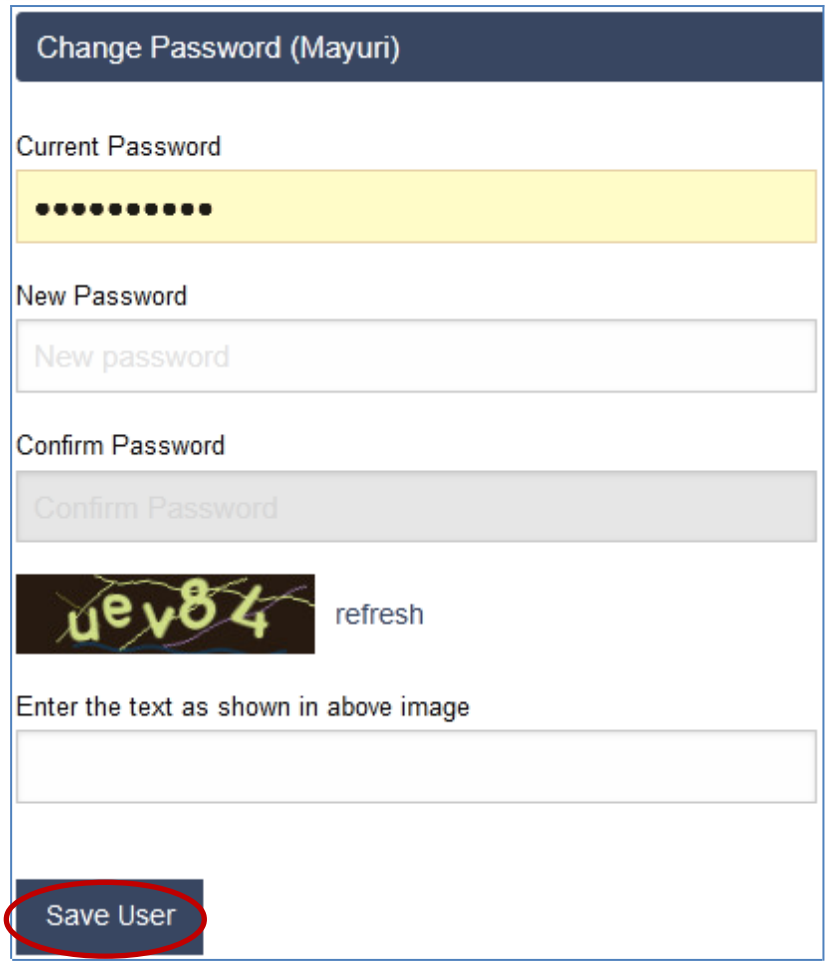
### 3.4.1 Change Password

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

User needs to mention

- current password in 'Current Password' field
- new password in 'New Password' field
- rewrite new password in 'Confirm Password' field

Click on 'Save User' button to change password as shown in the imagebelow.


Change Password (Mayuri)
Current Password
New Password
New password
Confirm Password
Confirm Password
refresh
Enter the text as shown in above image
Save User

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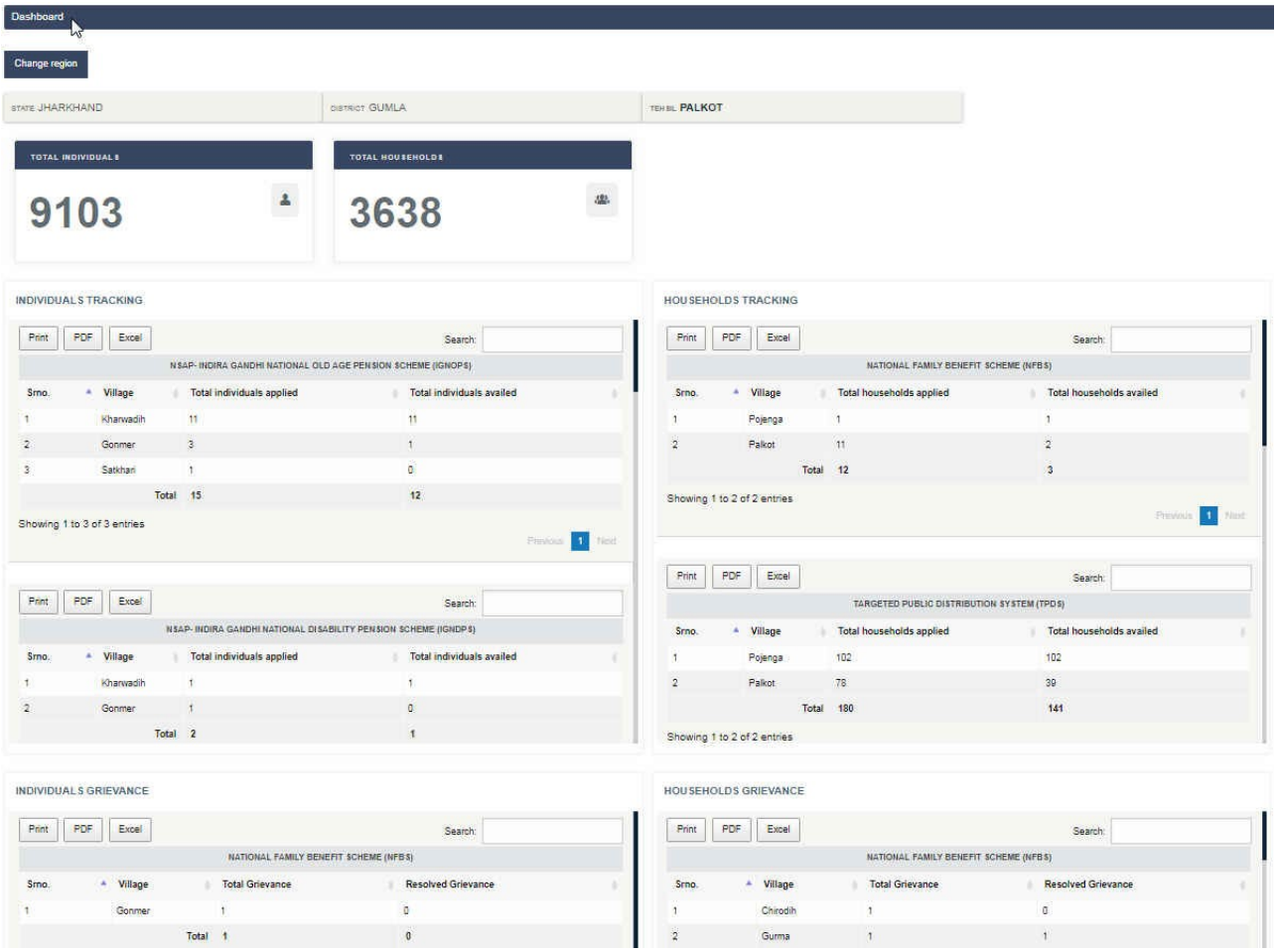
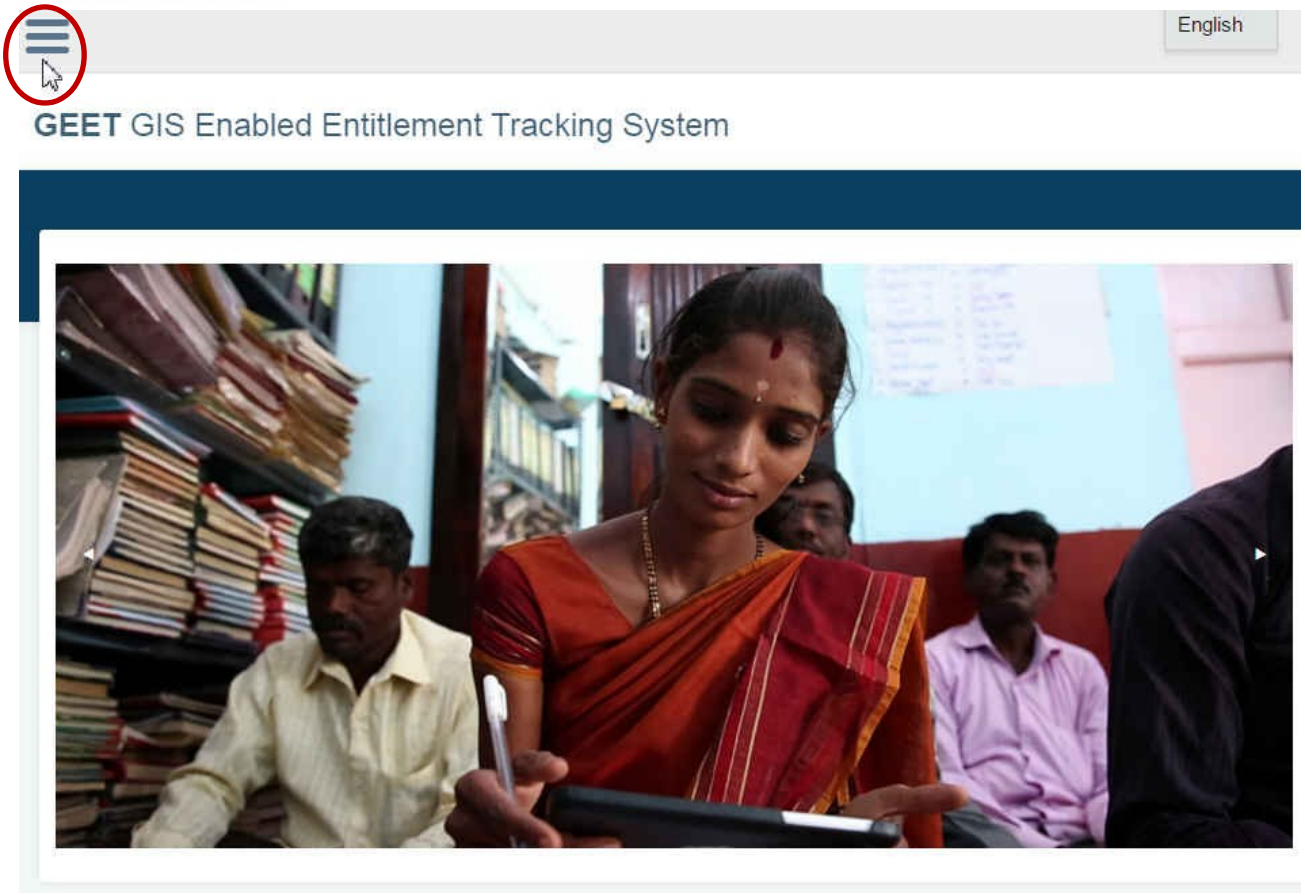
# 4.0 USING GEET FOR MONITORING

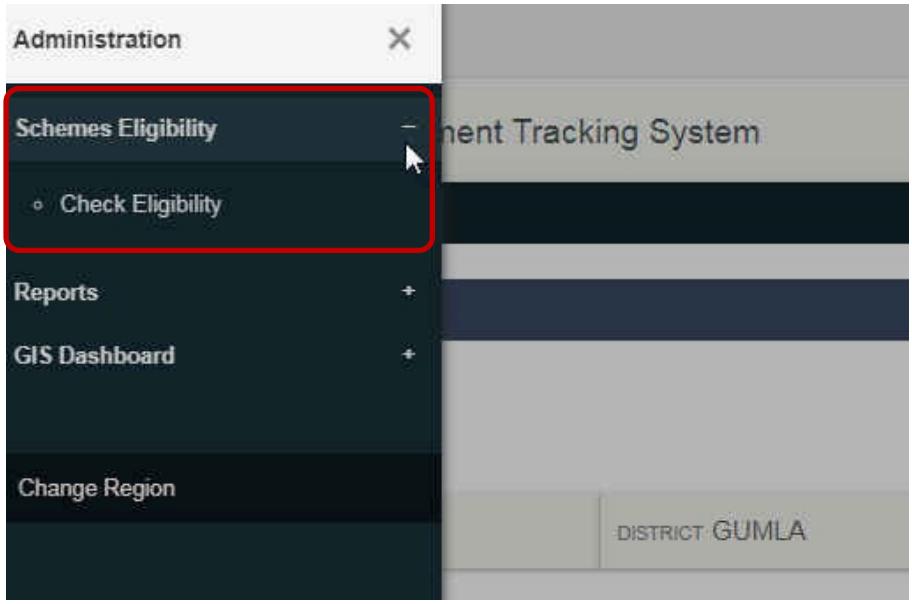
After login, following GIS dashboard will be displayed. Region can be changed by selecting 'Change region' option.




User will be able to access key features of GEET as per the roles and privileges mentioned in section 2.3 – User Access levels. Click on the button as shown below to access Menu options.




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

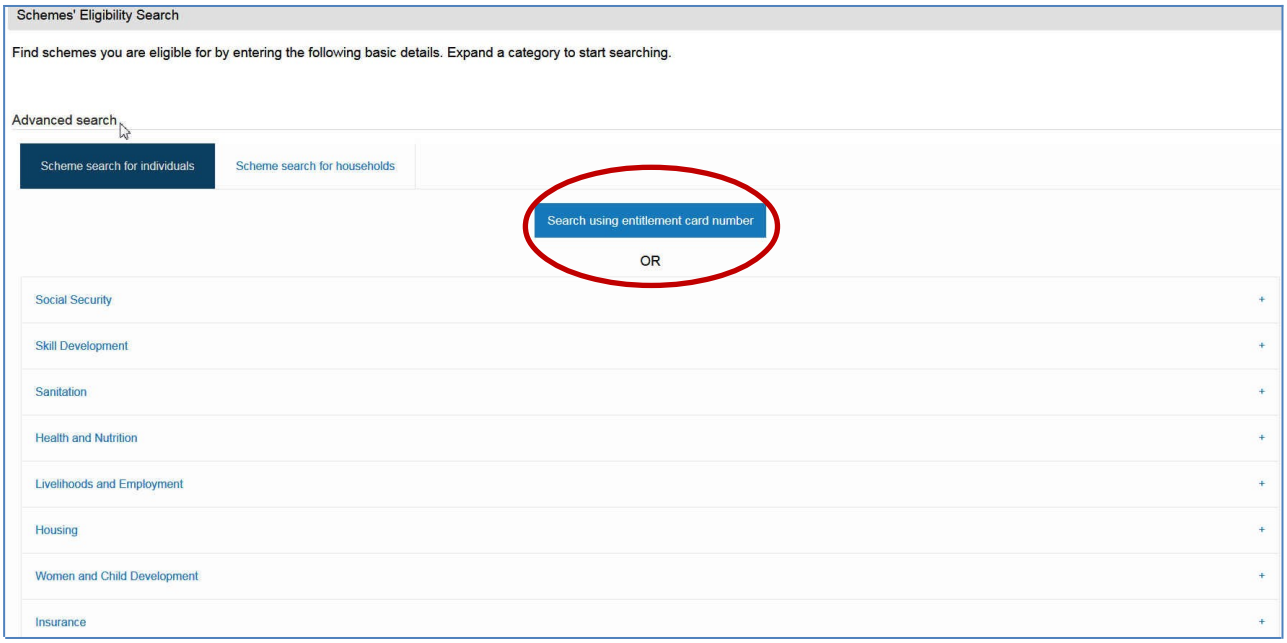



The individual responsible for monitoring will have access to only 'Schemes Eligibility', '*GIS Dashboard*' and '*Reports*'. These menu options are briefed in the next section.

## 4.1 Schemes Eligibility

On clicking + sign beside ‘Schemes Eligibility’, sub menu option named ‘Check Eligibility’ will be displayed. . This feature allows an individual to fill category wise criteria in detail, in order to narrow down the search result as per the parameters entered.

Following window will appear on clicking *‘Check Eligibility’* menu option:-



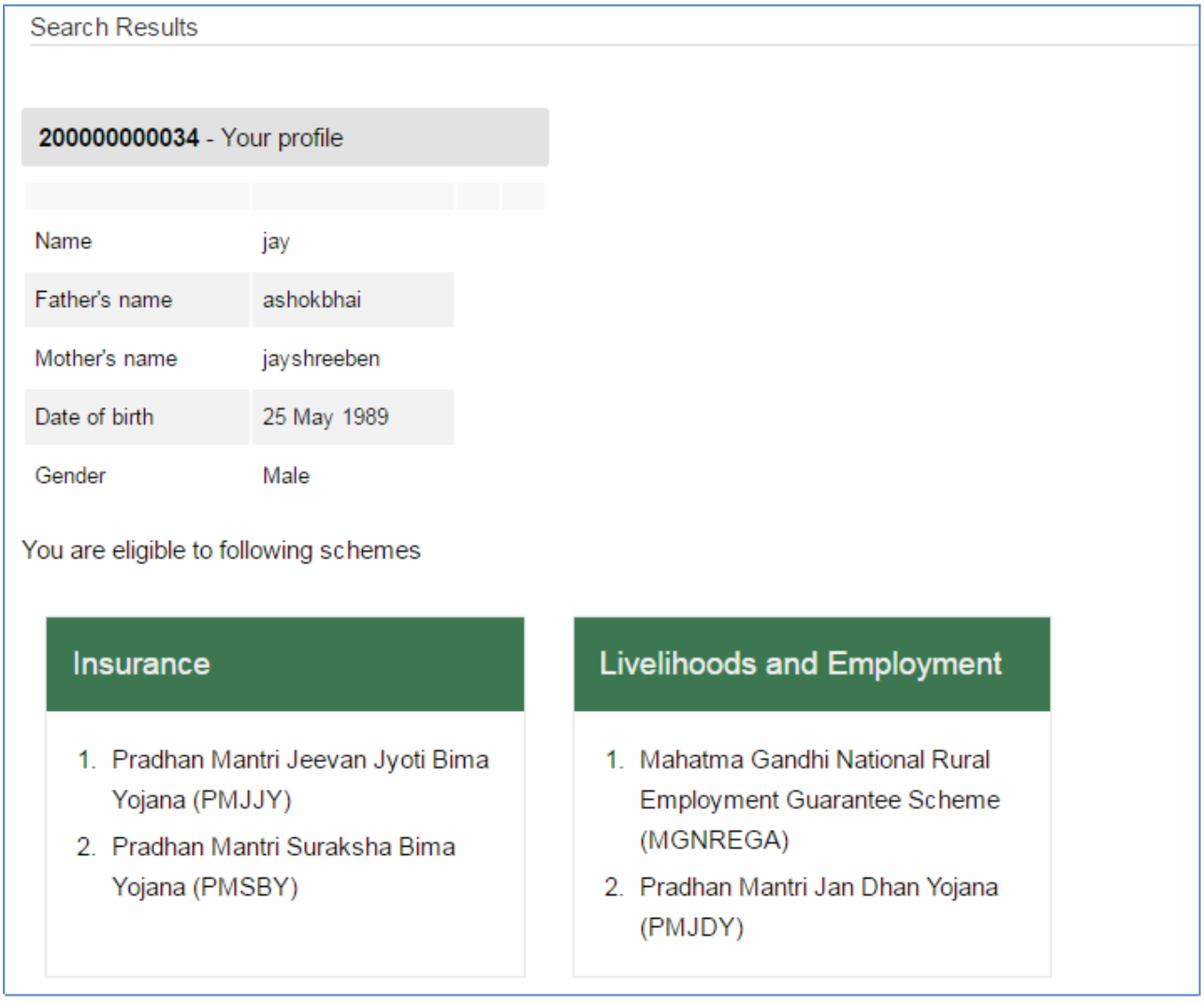

Each category stated above can be expanded to fill up detailed criteria form. This helps an individual to customize their search criteria

An individual can also enter his / her Entitlement card number and search for the eligible schemes.

Click on the button – *‘Search using Entitlement card number’* as shown in above image.

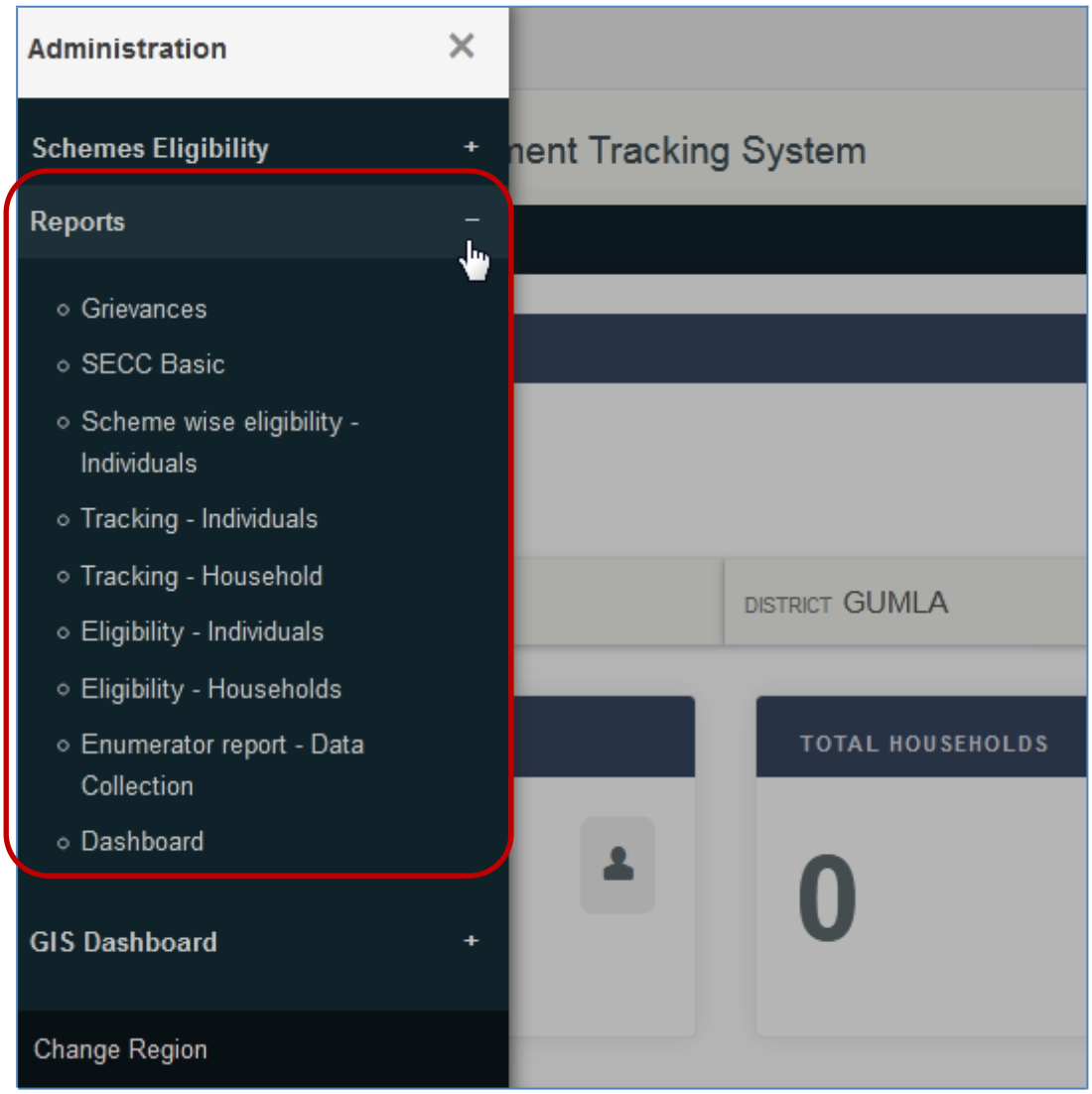
A pop-up window will appear, asking for the Entitlement ID. Enter Entitlement ID to get the search results as shown below:-

After clicking on *'Search'* button, category wise Schemes will be displayed as shown below :-



## 4.2 Reports

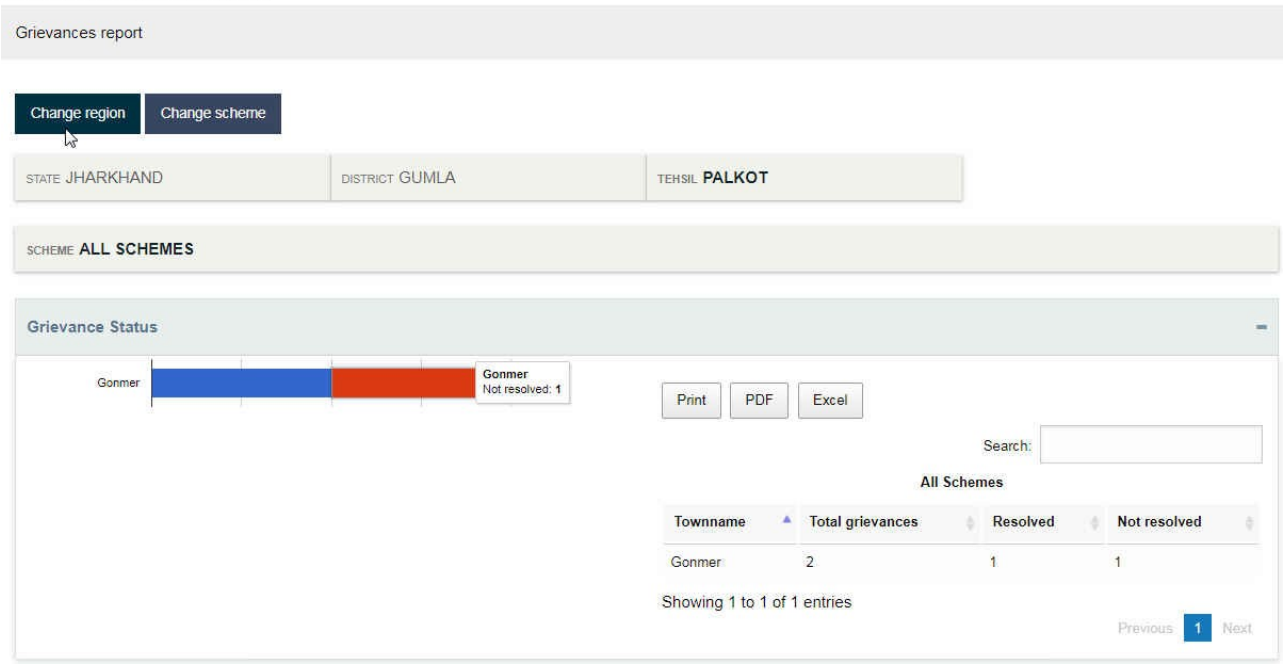
Reports present the data for a selected region in an easy to understand info-graphic format. The reports will display demographic information, which will help the government officials, scheme/ programme implementers with informed decision making. Following sub menu options will be displayed on clicking the '*Reports'* menu.




The sub menu options are briefed in the below sections.

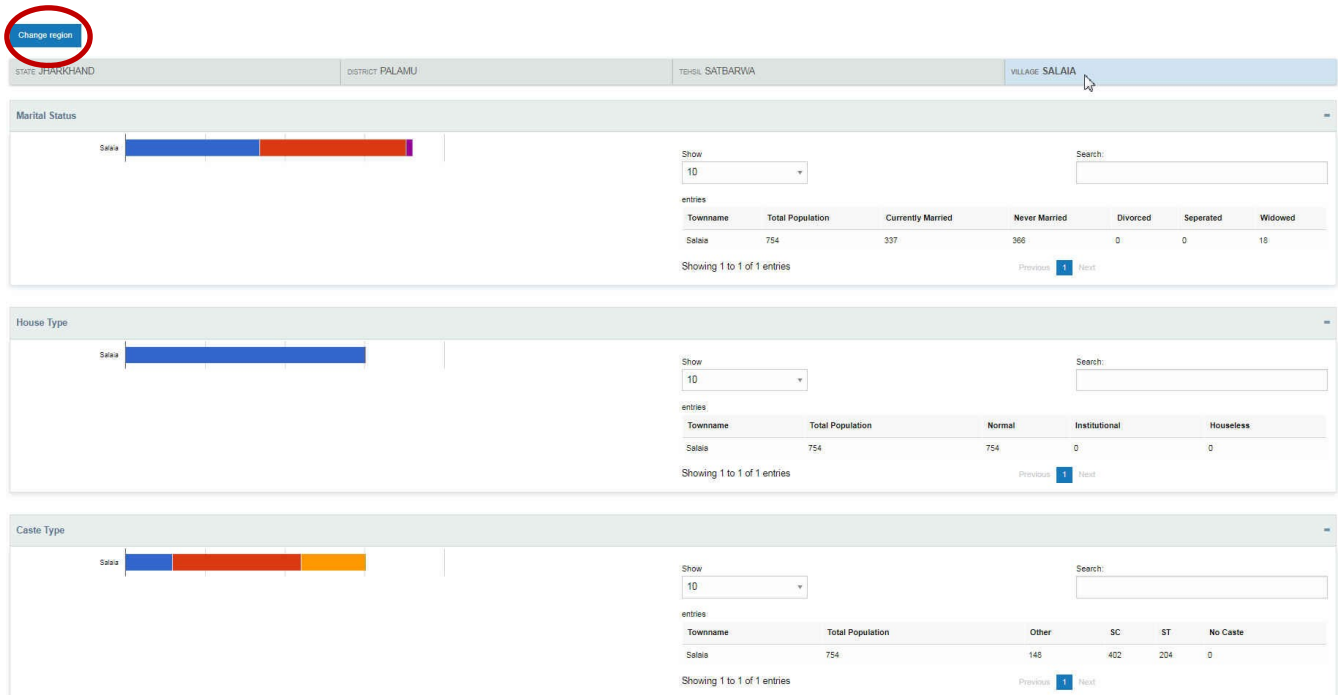
### 4.2.1 Grievances

Grievances report will display information of Grievances data for the selected region. Information will be displayed in info-graphic format as shown in the belowimage :



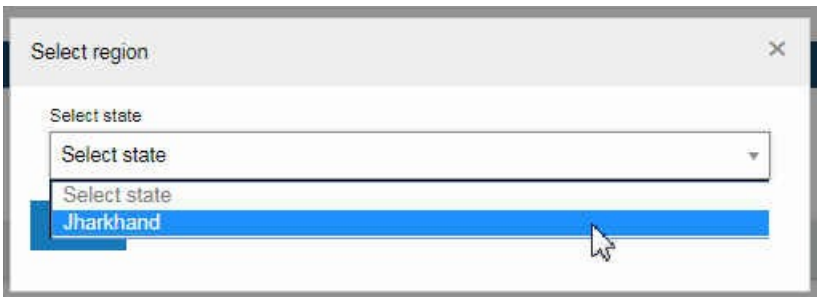

### 4.2.2 SECC Basic

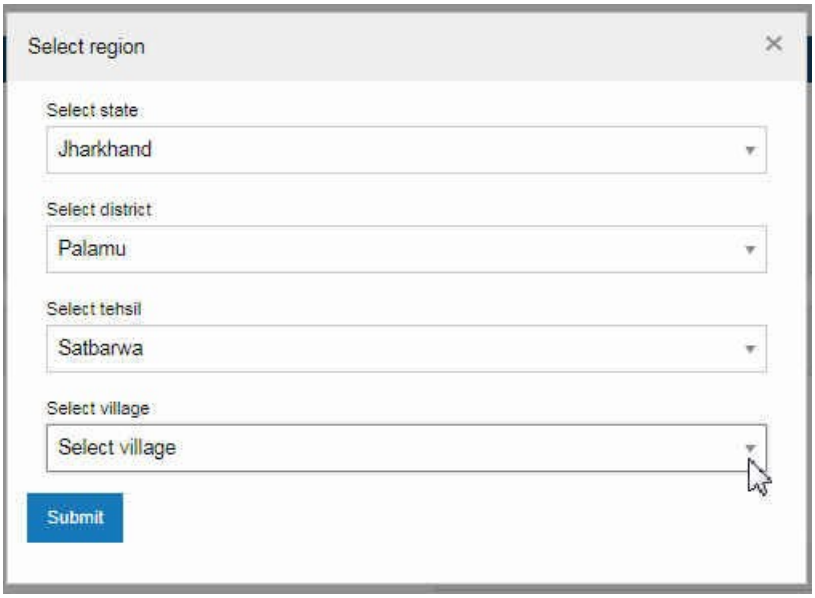
SECC report will display village wise information of SECC data for the State allotted to the user. Socio-economic information will be displayed in info-graphic format as shown in the below image:-




User can change the region by clicking on '*Change region*' button displayed at the top in the above image. A pop-up window will appear and the user have to select the State from the list available. Accordingly the system will generate list of the Districts within. After selecting 'District', user will be asked to select 'Tehsil' and there by village from the list available. After selecting 'Village', click on

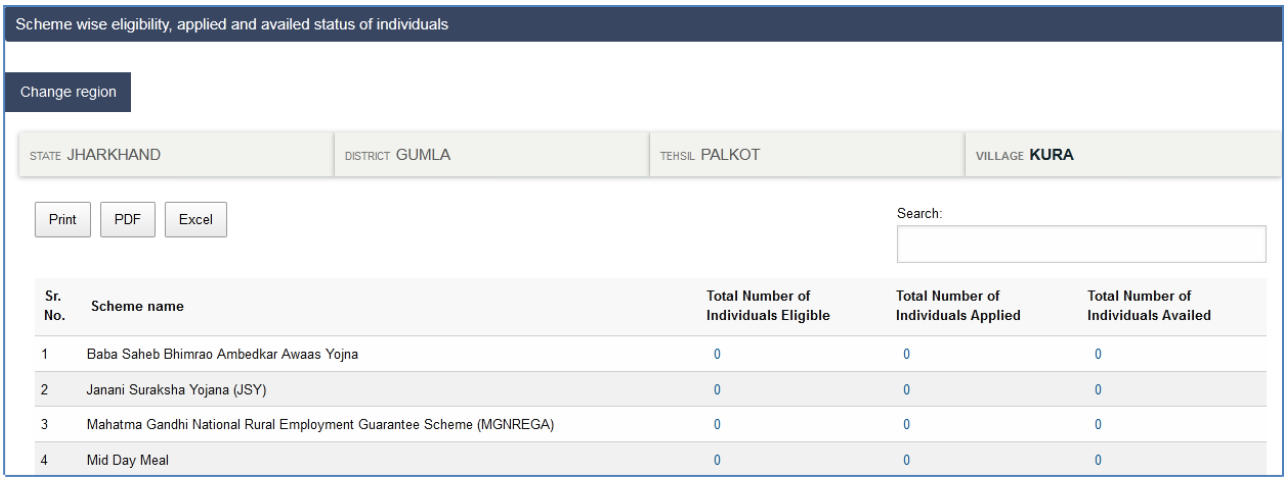
'Submit' button to generate the report for that particular village. Example for changing region is shown as below :



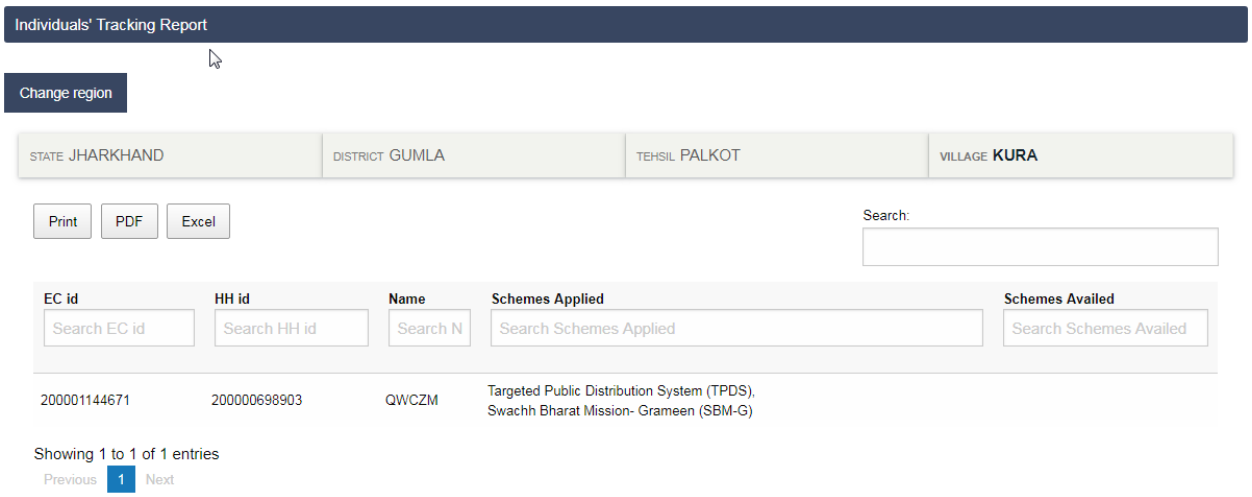

### 4.2.3 Scheme wise eligibility - Individual

Scheme wise eligibility report will give information of schemes eligible individual wise for the selected region. Information will be displayed in info-graphic format as shown in the below image :



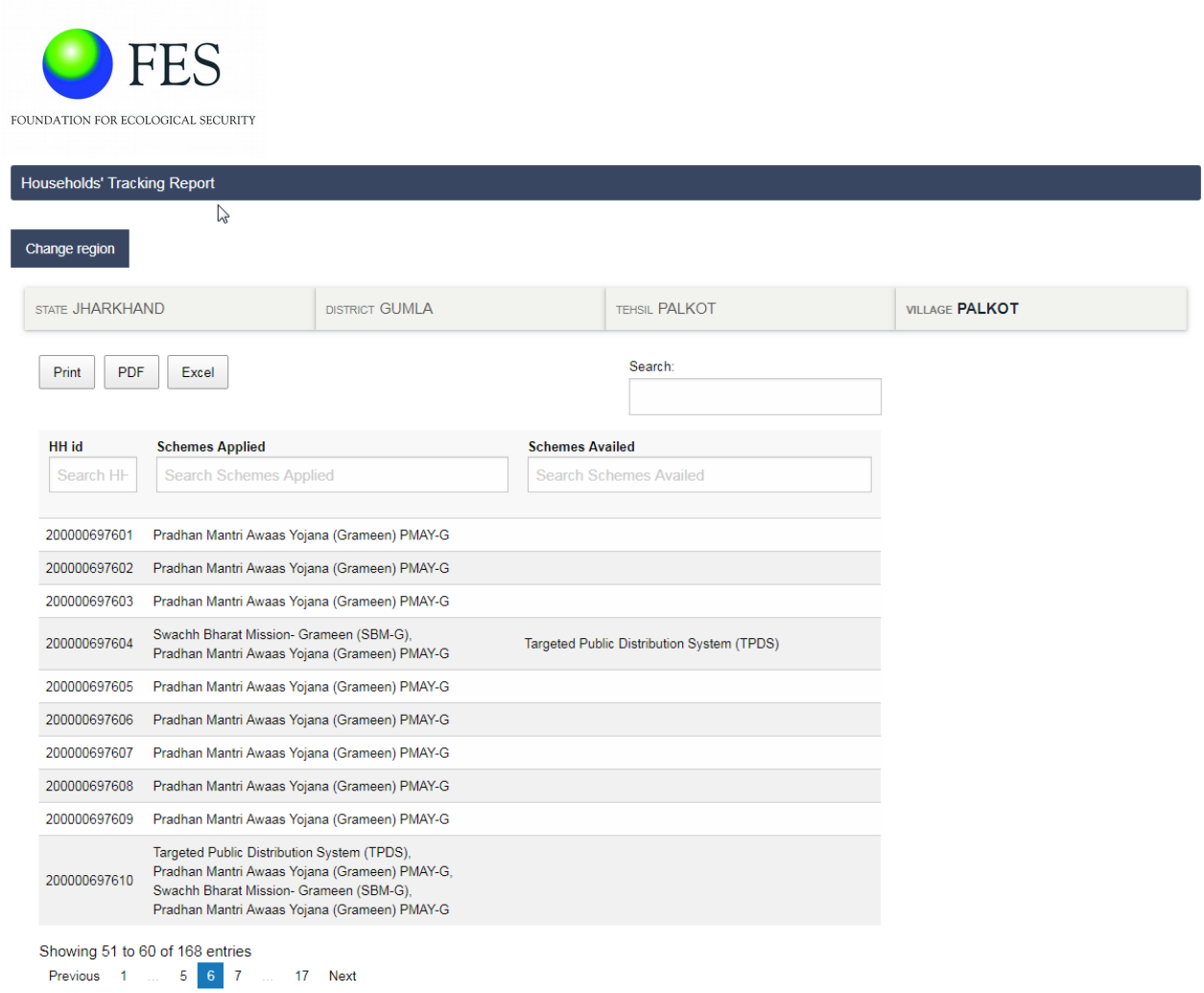

### 4.2.4 Tracking - Individuals

This report will show Schemes applied and schemes availed by each individual for the selected region. Information will be displayed as shown in the below image :



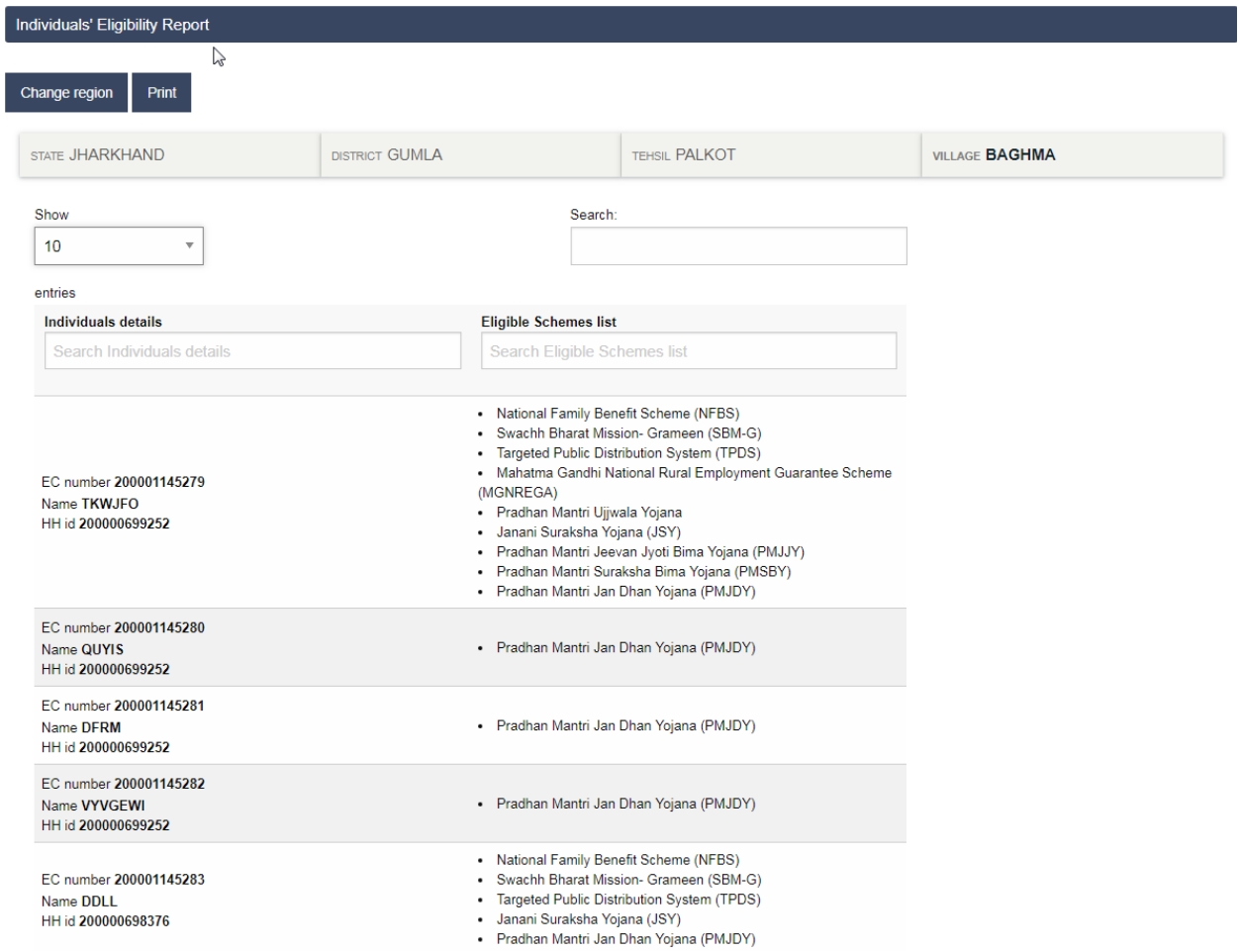

### 4.2.5 Tracking - Household

This report will display information of schemes applied / availed by households for the selected region. Information will be displayed as shown in the below image :



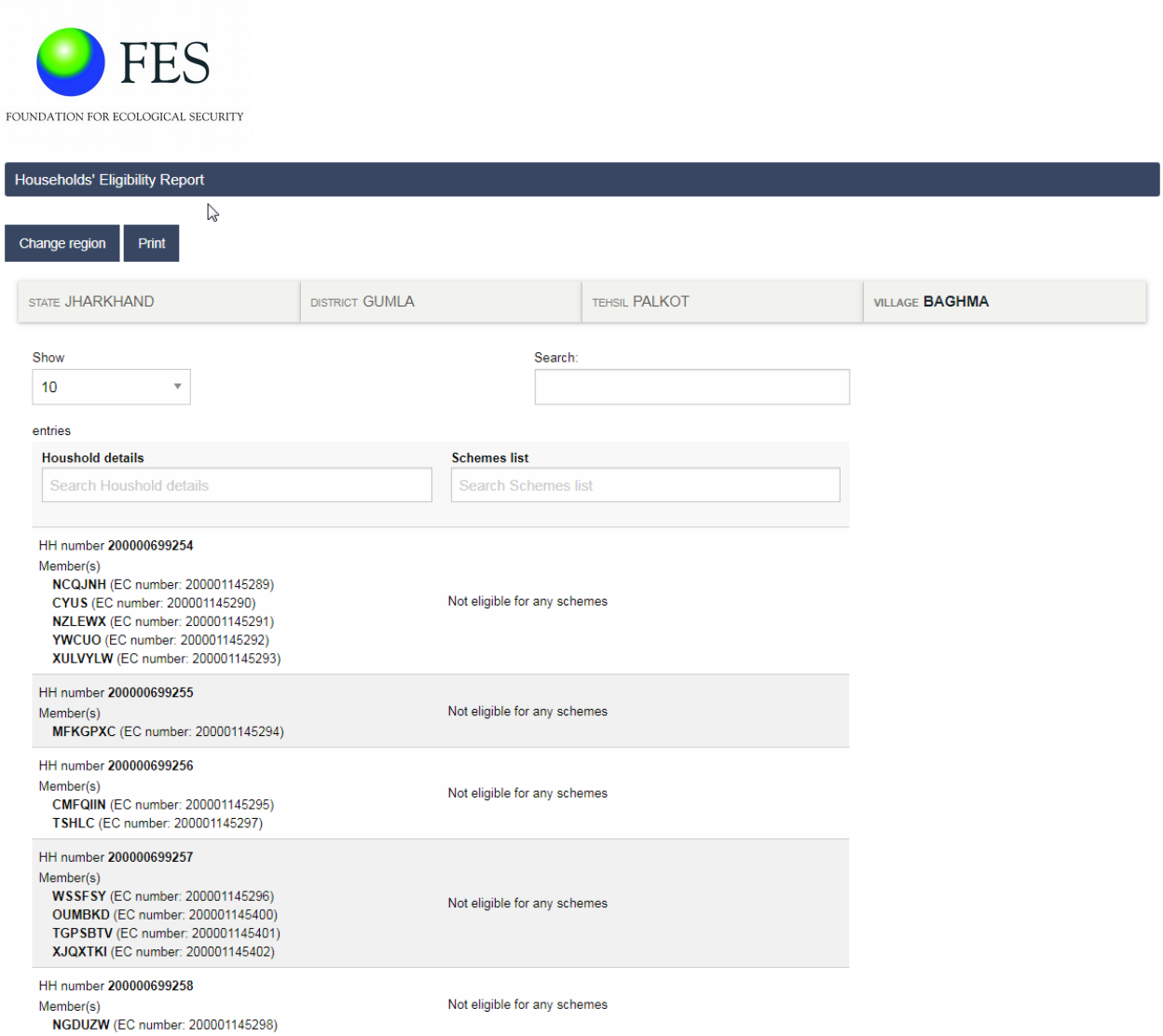

### 4.2.6 Eligibility - Individuals

This report displays information of eligible schemes for each individual for the selected region. Information will be displayed as shown in the below image :



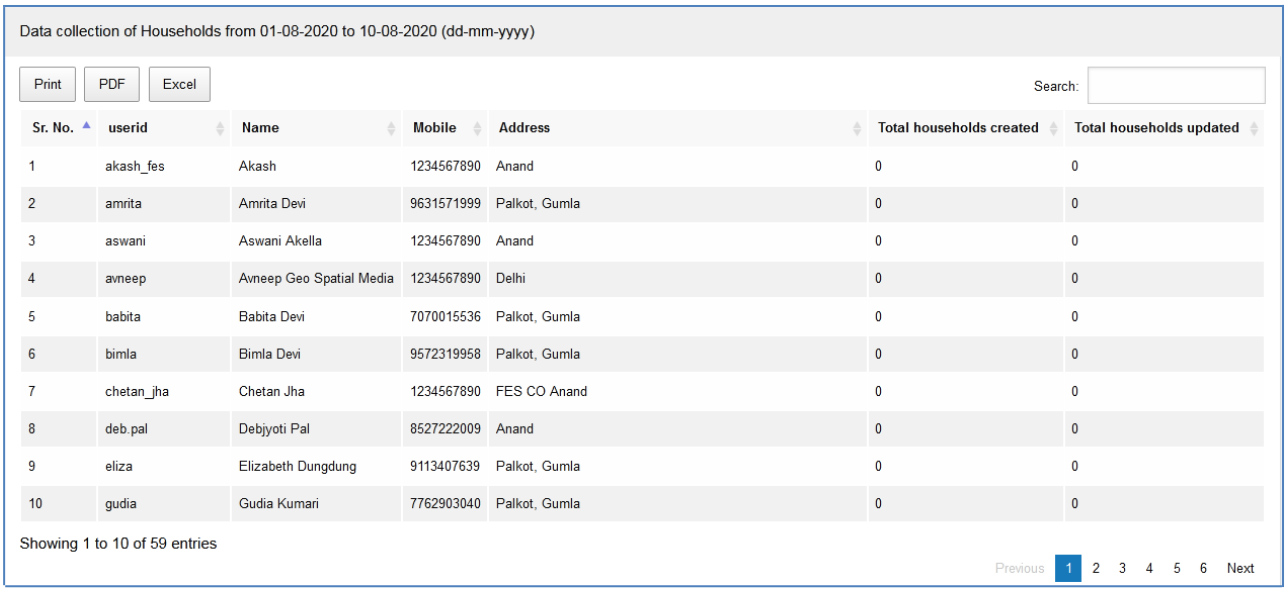

### 4.2.7 Eligibility - Households

This report displays information of eligible schemes for each household for the selected region. Information will be displayed as shown in the below image :




### 4.2.8 Enumerator Report – Data collection

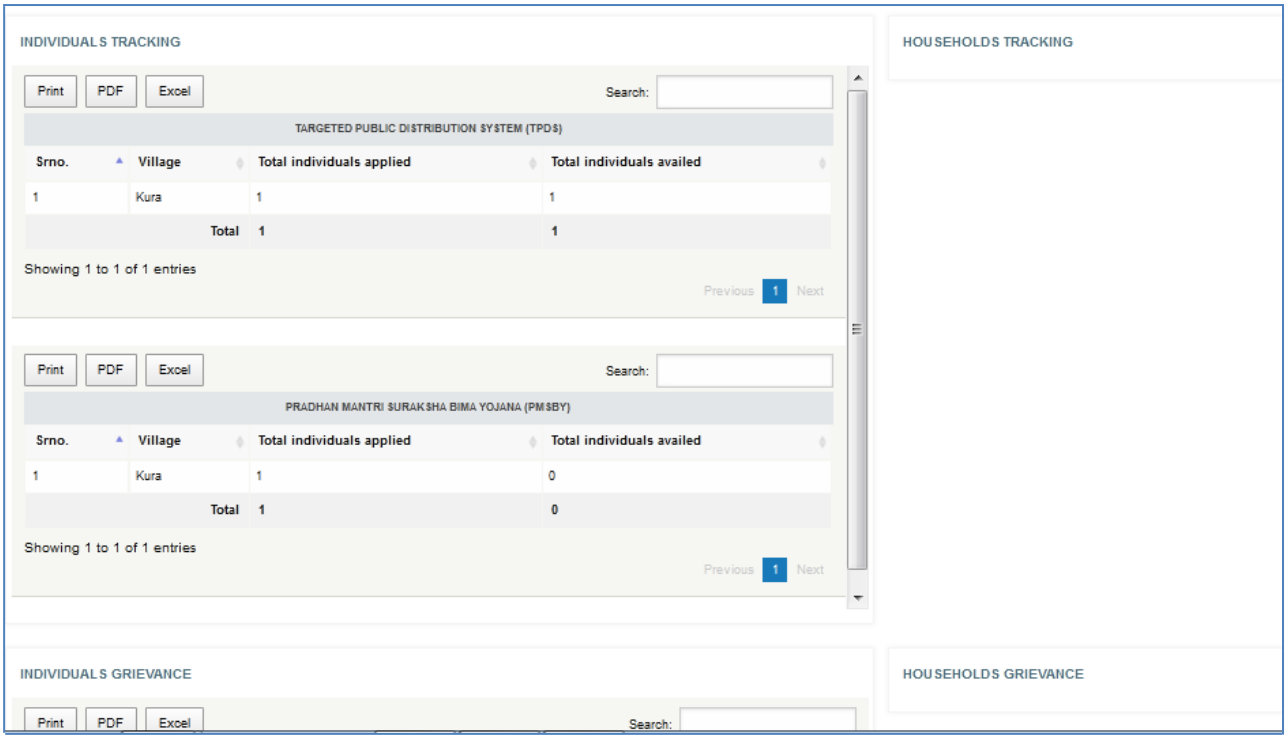
This report displays information of individual / household data collected by Enumerator . Information will be displayed as shown in the below image :



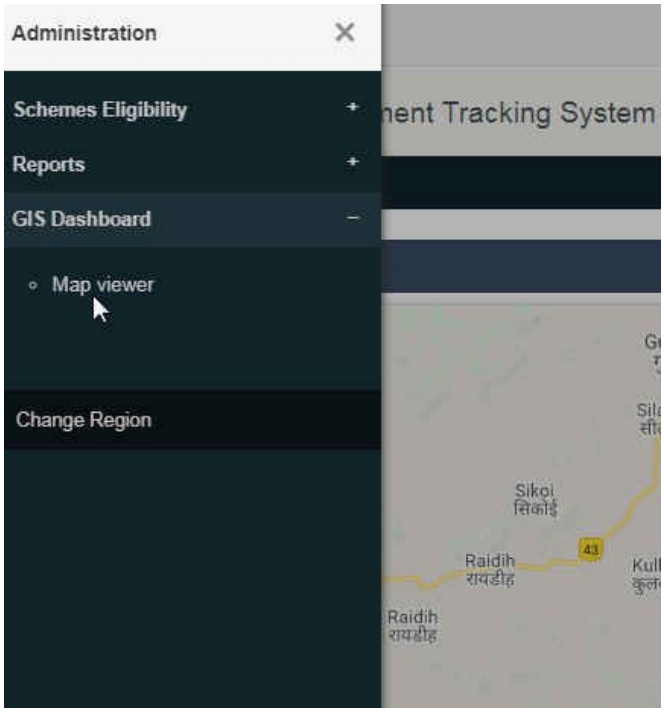

| Sr. No. | userid | Name | Mobile | Address | Total households created | Total households updated |
|---|---|---|---|---|---|---|
| 1 | akash_fes | Akash | 1234567890 | Anand | 0 | 0 |
| 2 | amrita | Amrita Devi | 9631571999 | Palkot, Gumla | 0 | 0 |
| 3 | aswani | Aswani Akella | 1234567890 | Anand | 0 | 0 |
| 4 | avneep | Avneep Geo Spatial Media | 1234567890 | Delhi | 0 | 0 |
| 5 | babita | Babita Devi | 7070015536 | Palkot, Gumla | 0 | 0 |
| 6 | bimla | Bimla Devi | 9572319958 | Palkot, Gumla | 0 | 0 |
| 7 | chetan_jha | Chetan Jha | 1234567890 | FES CO Anand | 0 | 0 |
| 8 | deb.pal | Debjyoti Pal | 8527222009 | Anand | 0 | 0 |
| 9 | eliza | Elizabeth Dungdung | 9113407639 | Palkot, Gumla | 0 | 0 |
| 10 | gudia | Gudia Kumari | 7762903040 | Palkot, Gumla | 0 | 0 |

### 4.2.9 Dashboard

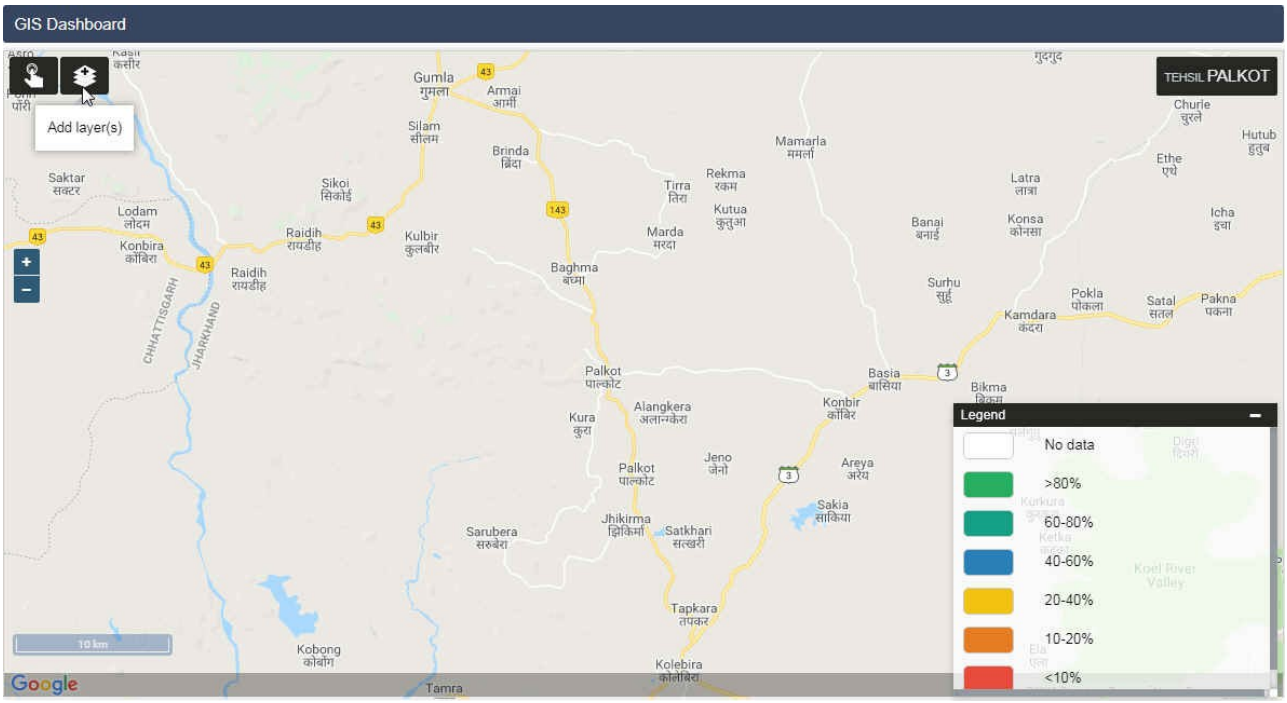
Dashboard will display total number of individuals and household of the selected region. It will also display Individuals / households tracking and grievances summary . Following image shows an example.



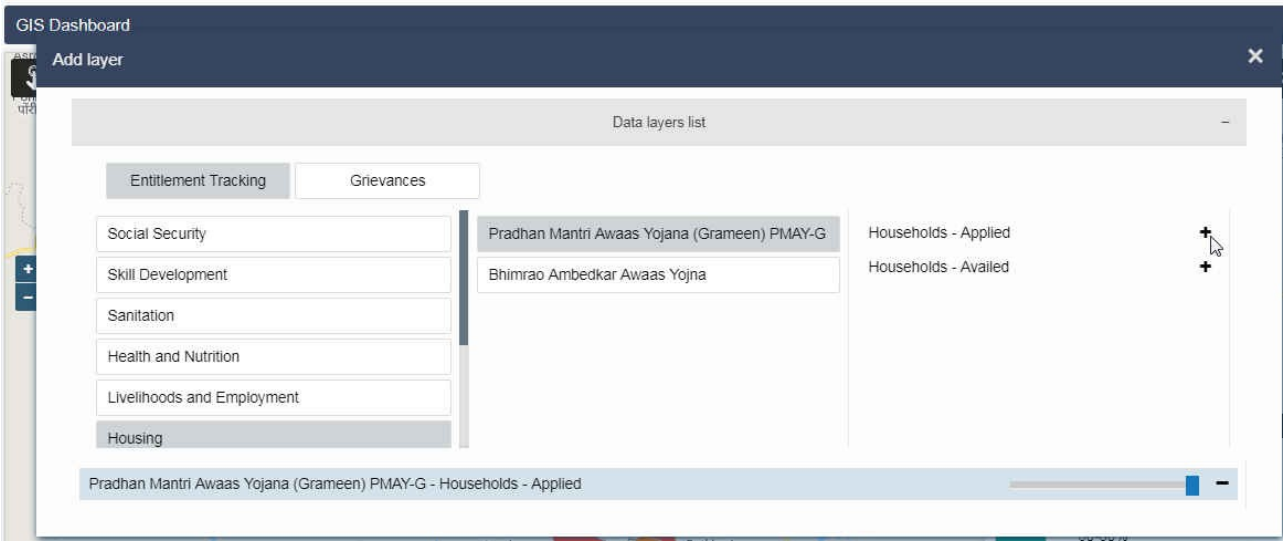
## 4.3 GIS Dashboard – Map viewer



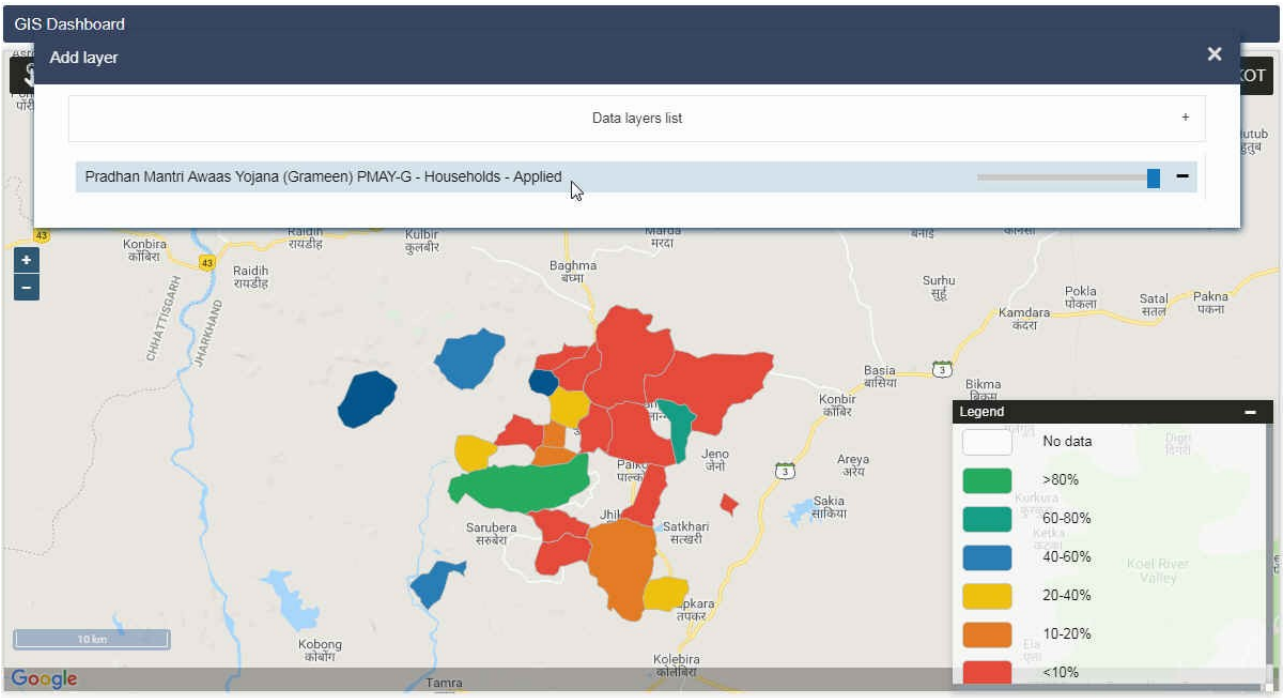

On clicking + sign beside 'GIS Dashboard', sub menu option named '*Map viewer*' will be displayed. User needs to select the sub menu option to open the dashboard. The default village map will be displayed by clicking on 'GIS Dashboard'. User can add layers by clicking on the button as displayed in the below image:-

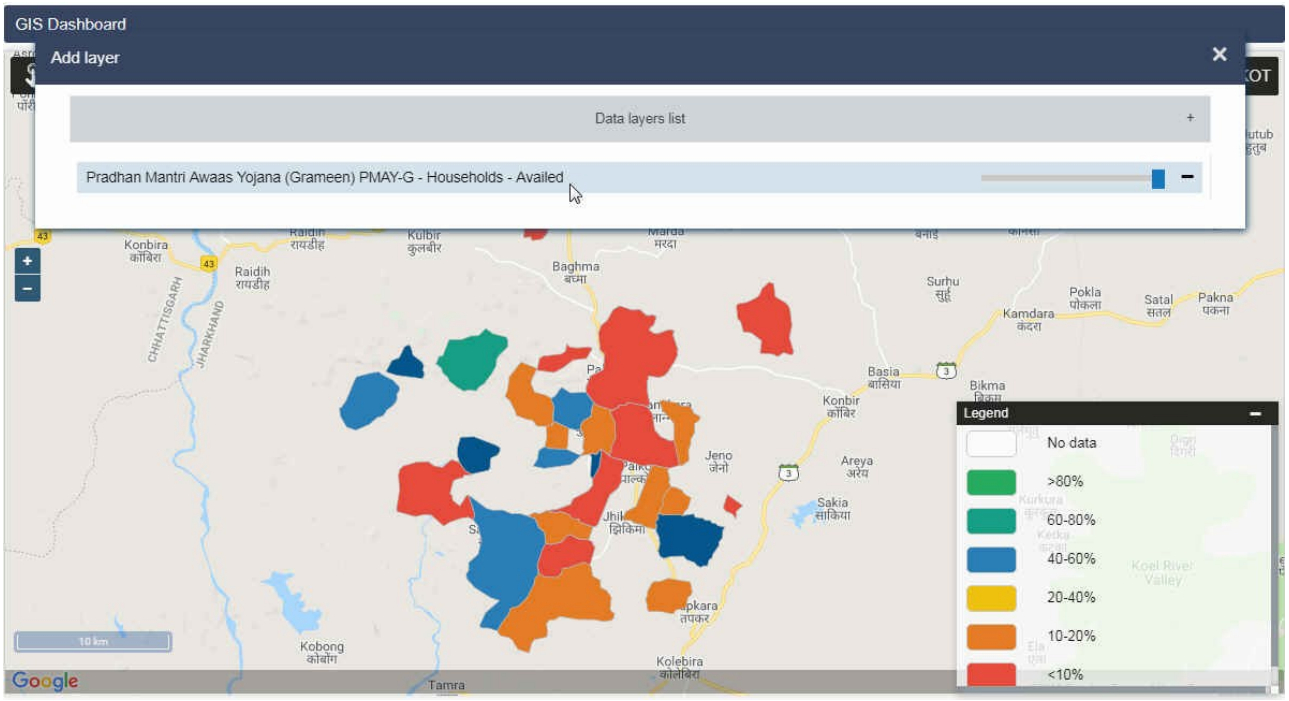


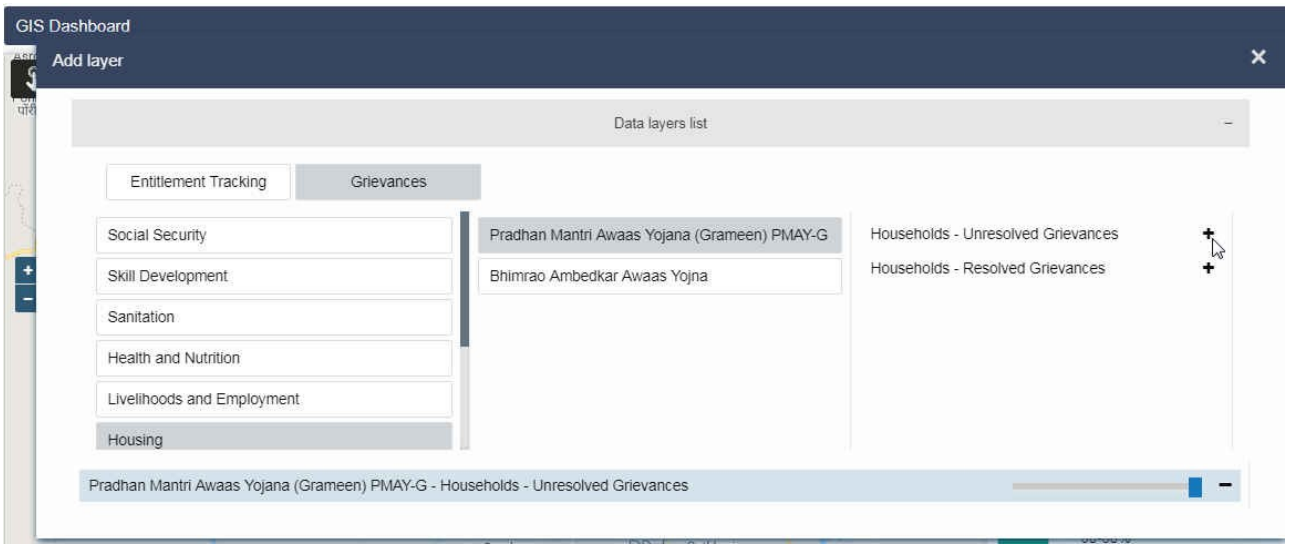
On clicking Add layers, following window will appear. User will have to select SECC or Entitlement Tracking. Following example shows SECC data. SECC data option further shows two more options where 'Social Security' category is selected. Furthermore, NSAP scheme is selected which shows Not availed and Availed layers to be loaded in the map. By clicking on plus sign, layers will be added on map.




After layer addition, following result will be displayed for the selected region.




GIS Dashboard
Add layer
Data layers list
Pradhan Mantri Awaas Yojana (Grameen) PMAY-G - Households - Availed
Legend
No data
>80%
60-80%
40-60%
20-40%
10-20%
<10%
Google


GIS Dashboard
Add layer
Data layers list
Entitlement Tracking
Grievances
Social Security
Skill Development
Sanitation
Health and Nutrition
Livelihoods and Employment
Housing
Pradhan Mantri Awaas Yojana (Grameen) PMAY-G
Bhimrao Ambedkar Awaas Yojna
Households - Unresolved Grievances
Households - Resolved Grievances
Pradhan Mantri Awaas Yojana (Grameen) PMAY-G - Households - Unresolved Grievances