

# Status Information Management system by NIC (NIC-MHSC-SEC-SIMNIC)

## User Manual

**Document ID- NIC-MHSC-SEC-SIMNIC-UM**

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Government of India  
Ministry of Communications and Information Technology  
Department of Information Technology  
**NATIONAL INFORMATICS CENTRE**  
Maharashtra State Centre  
11<sup>th</sup> Floor, New Administrative Building  
Opposite Mantralaya, Mumbai-400032, India  
Tel: (91) 22-22046934, 22837339  
Fax: (91) 22-22853562  
e-mail: [siomsu@nic.in](mailto:siomsu@nic.in)  
URL: <http://maharashtra.nic.in>

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**Prepared By:** Mr. Yogesh Khadayate, Scientist-C,  
NIC, Mumbai

**Reviewed By:** Mrs. Lakshmi Prasanna, Scientist-D,  
NIC, Mumbai

**Approved By:** Mr. Moiz Hussain Ali, Scientist-F & SIO Maharashtra,  
NIC, Mumbai

<b>Name of the product</b>	Status Information Management system by NIC
<b>User Name</b>	Departments of Government
<b>Designed and Developed By</b>	NIC, Maharashtra State Centre, Mumbai
<b>Document ID</b>	NIC-MHSC-SEC-SIMNIC-UM

## Amendment Log

Version Number	Date	Change Number	Brief Description	Section Changed
1.0	6-03-2004		First Release	
2.0	31-5-2005	1	Screens and description	2.11
3.0	20-7-2009		Screens updated	all

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## 1. Illustrations

Sr. No.	Screen ID	Program Name
Screens for All users For Login, Logout		
1	SCR01	Home page
2	SCR02	Login
Screens for End user and operator for data entry and report		
3	SCR03	Entry Specification
4	SCR04	Report Specification
Screens for Format administrator for entering Format Details		
5	SCR05	Format Specification
6	SCR06	Column Specification
7	SCR07	Code Specification
8	SCR08	Row Specification
9	SCR09	Password Specification
10	SCR10	Time Limit Specification
Screens for Structure administrator for entering Structure Details		
11	SCR12	Structure Details
12	SCR13	Place Specification
Screens for SIMNIC administrator		
13	SCR11	Structures Specification
14	SCR14	Department Specification
15	SCR15	Scripts Specification
16	SCR16	Dictionary Specification

## 2. Introduction

### Audience

All Ministries / departments of Central / State Government which device formats for collection of tabular information from line offices for effective decision making.

### Introduction

SIMNIC is a web-based application for data collection in dynamically created formats from field offices of Government departments at given frequency and given level on Internet.

Field Offices - Offices are coded as per their reporting hierarchy (structure) to uniquely identify a offices e.g. State /Division /District /Taluka /Village are levels. Formats may be filled by any level (say Taluka) of State Govt. Dept. (say Revenue). Reports can be generated from any in between levels by State Department.

Frequency - Reports can be generated for different frequency such as financial year, Calendar Year, Quarter, Month, Fortnight, Week, Day, once or latest.

Computation of simple calculations in columns is also possible in SIMNIC, thus avoiding human errors. Only basic data is entered/ collected.

Passwords set for one format can be made applicable to formats of same reporting structure thereby avoiding multiple passwords.

### Objectives

To Generate

- ◆ Formats on fly
- ◆ Single window framework for collection of data
- ◆ Improve data collection methodology from paper forms to interactive computer generated data entry forms
- ◆ Re-use previous data
- ◆ To prevent change in submitted data (prevent data manipulation).
- ◆ Multi-user
- ◆ Uniform and one time coding
- ◆ Multilingual (Unicode)

### Scope of the Product

Scope of this project is confined to Government agencies, departments and other government organizations which need the self defined formats for data collection in their respective areas.

### Hardware and Software requirements

- ◆ Server with Linux/ Windows Operating System with internet connectivity
- ◆ MySql Database Management on above OS
- ◆ J2SDK on above OS e.g. JDK 1.3
- ◆ J2EE web server for above OS e.g. Jakarta Tomcat/ Web sphere

- ◆ C-DAC iPlugin for web fonts
- ◆ Internet Explorer for windows clients having internet connectivity

## References

S.No.	Title	Publisher/Author	Version	Release Date
1.	Quality Manual(NIC-QM)	NIC Delhi	1.0	29-2-2004
2.	UM Template(NIC-TPL-004)	NIC Delhi	1.1	29-2-2004
3	Software Requirement Specifications (NIC-MHSC-SEC-SIMNIC-SRS)	NIC Mumbai	1.0	3-6-2004
4	Software Design Document (NIC-MHSC-SEC-SIMNIC-SDD)	NIC Mumbai	1.0	3-6-2004

## Problem Reporting

In case of any queries problem related to SIMNIC following may be contacted.  
 Shri. Yogesh Khadayate, NIC-MHSC, Room No. 616B, Mantralaya, Mumbai.  
 Ph: (022) 22793776 Email- y.khadayate@nic.in

## Features

- ◆ Web enabled system for on line submission of data
- ◆ Based on state of the art software technology
- ◆ User friendly and easy to use
- ◆ Well managed access controls

## Handling Instructions

- ❖ Enable JavaScript in browser
- ❖ Internet Explorer 6.0 should be available
- ❖ Screen Resolution 800 \* 600 minimum
- ❖ Accept ActiveX control install on demand of iPlugin of C-DAC

## Installation

1. Load Tomcat and MySql on the system
  2. Load MySql database/ Table generation script by following command  

```
mysql -u root < mahasim.sql
```
  3. Give database access permissions to the system from the MySql database by following command  

```
GRANT all privileges ON mahasim.* TO mahasim@localhost identified by 'mHbcRbpDcf' ;
```
  4. Unzip file in Tomcat /Web application folder
- Start MySql and Tomcat



## Specific operating instructions

### General

The SIMNIC administrator creates the participating departments, reporting structures and formats. Assigns administrator password for departments & structures for further access by department.

The department administrator creates required format(s) for his department and assigns administrator password to format(s).

The format administrator defines the columns, rows, and codes in format, give passwords to users (line offices) and specified time limit for filling data in the format.

The structure administrator defines the levels and places for line offices in his structure.

The operator is a user who can make data entry on behalf of any user and also generate reports from data fed in formats by user(s).

The format user (end user) enters data in format for his office (also line offices below) and report date. The user can make entry within the time limit only; he can see previous entered data but cannot modify (unless allowed by format administrator). He can also print reports for his location and also line offices below.

The popup list is provided whenever available to simplify application usage.

The date format is dd.mm.yyyy e.g. 17.07.1998

The save button appears only if user has access to the screen and basic information (key values) is entered.

When used first time on any computer finite time is required to download iPlugin (from C-DAC) for Client browser for Indian languages.

To get the language fonts, click on desired language, when Home page re-appears, click Download fonts link in bottom right of Home page.

See FAQ page on the site for common queries.

This user manual is available online and can be seen by clicking User Manual link in Home page.

The about link gives brief information about SIMNIC.

The Hint is intimation to the user that the record displayed is new or old.

The **New** button generally gives a blank entry form

The **Clear** button clears the contents on input boxes on top of screen

The **Save** button saves the displayed information to database.

The **delete** button deletes the displayed information from database.

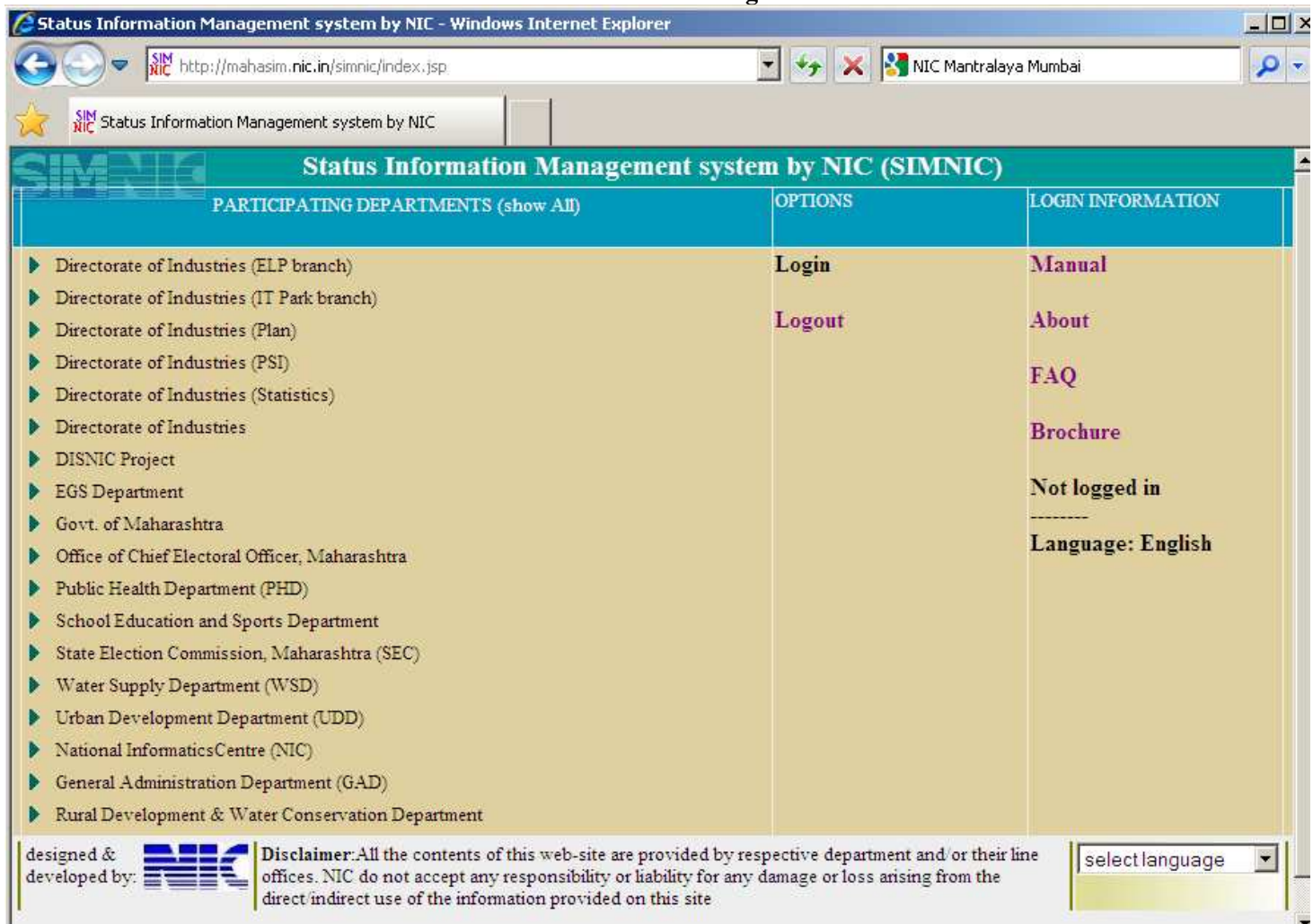
The **Home** button takes user to the Home page of SIMNIC.

The **Logout** button terminates the user session with SIMNIC.

The **Go** button fetches the information for display to user on screen.

Access the site by giving the URL <http://mahasim.nic.in> and then the page is displayed.

### 1-SCR01: Home Page



When the user opens up the home page, he is presented with a screen where he has to login first.

For viewing Home page in Indian script language click the require Language link on bottom of the screen e.g. for Home page in Marathi click [Marathi](#)

For login:

1. Double Click on required department under '**PARTICIPATING DEPARTMENTS**' on the left hand side.
2. The department node will expand and show available formats ready
3. Select the required format by click (**Login** link gets activated)
4. Then click on **Login** to proceed for login in to selected format.

## 2-SCR02: Login

The User list is shown for easy selection.

User Go option to find required line office/user.

Select the appropriate one and give password.

If format is in Indian script select the script keyboard and click **OK**.

PARTICIPATING DEPARTMENTS (show All)	OPTIONS	LOGIN INFORMATION
▶ Directorate of Industries (ELP branch)	<b>Login</b>	<b>Manual</b>
▶ Directorate of Industries (IT Park branch)	<b>Logout</b>	<b>About</b>
▶ Directorate of Industries (Plan)	<b>Data Entry</b>	<b>FAQ</b>
▶ Directorate of Industries (PSI)	<b>Compilation</b>	<b>Brochure</b>
▶ Directorate of Industries (Statistics)		
▶ Directorate of Industries		
▶ DISNIC Project		
▶ EGS Department		
▶ Govt. of Maharashtra		
▶ Office of Chief Electoral Officer, Maharashtra		
▶ Public Health Department (PHD)		
▶ School Education and Sports Department		
▶ State Election Commission, Maharashtra (SEC)		

Post login page

If login is successful, the Home Page will be displayed with some options available to login user in '**OPTIONS**'

Also logged in user information is displayed in '**LOGIN INFORMATION**'



End user /operator can make Data Entry by clicking [Data Entry](#) option in ‘**OPTIONS**’ section:

### 3-SCR03: Data Entry

**SIMNIC - Data Entry**

Format: MPR of Seed Money Scheme<br>P 20041206143 District Code: Nashik MH72000000

Monthly Report date: 30.06.2009 Plan No. General 1 Go Logout MH72000000 Home

Place	Date	Plan No.
Nashik	30.06.2009	1
Nashik	30.06.2009	2
Nashik	30.06.2009	3
Nashik	30.06.2009	4
Nashik	31.03.2009	1
Nashik	31.03.2009	2
Nashik	31.03.2009	3
Nashik	31.03.2009	4

Format: 20041206143 MPR of Seed Money Scheme Part-I

Place: MH72000000 District-Nashik

Report date: 30.06.2009 Month June,2009 Plan 1 General

Target: Physical No. [ ]

Financial Amount (Lakhs) [ ] Lacs

Cases sponsored to banks During No. [13]

Progressive No. [111]

Cases sanctioned by banks During No. [4]

Amount (Project Cost) [34.65] lakhs

Progressive No. [11]

Amount (Project Cost) [58.32] lakhs

Cases pending with Banks Last year No. [98]

Progressive No. [98]

Hint: Old Record

[Save](#) [Delete](#) [View](#)

New data submission: Enter Report Date (dd.mm.yyyy or select from calendar), Row No. (applicable for multi row formats only) and click go button; a blank data entry screen will be presented for entering the data.

Updating old data: Click on a **Row No.** on left hand side of screen and its corresponding record will be displayed on right hand side, if the data entry period (time limit) is not over the record can be updated /deleted.

Save record by clicking on **Save** button

Delete record by clicking on **Delete** button

The saved record can be viewed in prescribed printable format by clicking [View](#) link.

Description of fields

Format- The format in which user has logged in (Read only)

Place- The place in which user logs in or selected by operator (Read only)

Report Date- Date for which data is to be entered (dd.mm.yyyy)

Row No- for multi row format only, no. given to row

For example:

Row (Plan) No - (1 for Plan, 2 for SCP, 3 for TSP, 4 for OPST for shown example)

Target Physical in No., Financial in Lacs.

Etc.

End user /operator /guest can generate Report by click on [Compilation](#) option in 'OPTIONS' section:

#### 4-SCR04: Report

The screenshot shows a web browser window titled "SIMNIC - Consolidated Report - Windows Internet Explorer". The address bar shows "http://mahasim.nic.in/simnic/simReport.jsp". The page displays the "SIMNIC - Report" interface with the following details:

- Format:** MPR of Seed Money Scheme<br>Part-I
- District:** Nashik
- Monthly Report date:** 30.06.2009 to 30.06.2009
- Row No.:** (empty)
- Options:** ☒ Sr.No., ☐ Blank, ☐ Null Rows, ☐ Date Column, ☒ Row Column, ☐ Alphabetic Order, ☐ Place Code

The report title is "MPR of Seed Money Scheme Part-I Month: June-2009 showing Nashik".

Sr. No.	District	Plan	Target		Cases sponsored to banks		Cases sanctioned by banks				Cases pending with Banks	
			Physical No.	Financial Amount (Lakhs)	During No.	Progressive No.	During No.	Amount (Project Cost)	Progressive No.	Amount (Project Cost)	Last year No.	Progressive No.
1	Nashik	General			13	111	4	34.65	11	58.32	98	98
		SCP			6	55	3	2.10	3	2.10	49	49
		TSP			0	0	0	0.00	1	0.18	1	1
		OTSP			0	0	0	0.00	0	0.00	0	0
Total(s):			0	0.00	19	166	7	36.75	15	60.60	148	148

The SIMNIC logo is visible in the bottom left corner, and the URL "http://mahasim.nic.in" is in the bottom right corner.

Required report can be generated by selecting from following :

**Report options** – Code-code of Location for which records are to be displayed (blank for all), Report period for duration of report and row no. for specific rows in report format.

**Display options** –

For each level in structure check for

Sr.No. to be given or not and in which style, Show record, Show empty record and show totals (generally show record at last level is checked)

**Search options** –

These options can be used to limit the output of above two options to some finer query

Click Print to generate the report.

To print the report use File -> Print in Internet Explorer

For printing report in Color/Gray scale check that in Tools->Internet Options ->Advanced: Under Printing "Print background colors and images" is selected to show cell boundaries.

Format administrator can enter Format details by click on [Title](#) option in 'OPTIONS' section:

### 5-SCR05: Format details

**SIMNIC - Format details**

Format Name:  ID:  Logout

ID	Name
20040715111747	3.1 Family Type Biogas Plant (Physical Progress)
20040715112911	3.2 Sanitary linked cattle dung Plants out of 3.1 (Physical Progress)
20031217165826	सेतुची रान्यात झिपमेन्टेशन
20040907145822	साप्ताहिक मजूर उपस्थिती
20031224131727	Backlog in State
20050527133038	Computerisation of Land Records - Monthly Progress for on line progress Report
20040401155241	Database on Finances of PRIs/ULBs Financial Progress of Fund Received from CFC/SFC and Own Sources (Format-1)
20040407142416	Database on Finances of PRIs/ULBs Profile of Income from Own Sources (Format-2)
20040605134906	DIC Maharashtra
20031124131015	DIO/DIA Names
20040916114929	Employment Guarantee Scheme - Sericulture
20040322164407	Longitudes and Latitudes
20031219115251	LMIS - Talukawise Data Entry & Validation Status
20040506141131	LRC- Hardware Installation and commissioning under LRC

ID:   
 Name:   
 Department:    
 Frequency:    
 (O/F/Y/Q/M/A/W/D/L)  
 Structure:    
 Level:    
 Depth:    
 Multi Row:  (Y/N)  
 Row Title:   
 Report Script:    
 Column Heading:  row(s)  
 Password Scheme:   
 Format Ready:  (Y/N)  
 Hint:

Click on the **Format Name** in the left hand side of the page and its details will come in right hand side for updating.

Enter the format id and click on **Go** button to get desired format

For entering a new record click on **new** (for SIMNIC administrator only).

For updating click on **Save** button and for deletion click on Delete button.

Description of Fields

Format Id- ID given to format (read only, computer generated)

Format Name- Title of format that will appear on top while printing

Format Department- Department under which format is to be shown in Home page

Report Frequency- Frequency at which data is to be collected

Report Structure- Tells the structure used for data collection

Report Level- The top most level for which data is to be collected/ report generated

Report Depth- Level from which data will be collected

Multi row- No. of rows for which lowest level data is to be collected from same location

Row title – Title of row (for multi row formats) if any

Report script- Language (Script) used of the report

Column Heading- Column heading is divided in how many no. of rows

Password Scheme- ID of format whose passwords are to be used for user login

Format Ready- Is format ready for data entry Y/N



Format administrator can enter column details by click on **Column** option in 'OPTIONS' section:

#### 6-SCR06: Column details

Specify column No and click **GO** button.

Click on **New** to clean context of column no. box in top

Click on **Clear** to clear the contents of the boxes in top.

Click on **Column Name** on left hand side to get its details in right hand side for editing.

For updating click on **Save** button and for deletion click on Delete button.

Click Go to show already available column details

#### Brief description of fields

Format Id- the format administrator login format (Read only)

Column No- number given to column (1 for column after sr.no., place and rows)

Column Heading - title of column

Column Default- Default value of column (available at the time of data entry by double clicking) for formula column type this box holds the computation formula e.g. [1]+[2]

Column Type- define the data type of that column

Column Unit- Unit of data in the column (if any) e.g. Kg, Rs. Lacs.

Column Width- Width of the column

Column Fraction - no. of decimal places in Numeric type and rows in Text box      Column Total – Vertical Total of column data is required or not

Column Order- Give the order of the column (not used in current version)

Column Format- Give the format of the column in which data is to be shown while printing (e.g. 000000.000, \$###,###.###)

Column Align- Give the alignment of the data shown in column when printed



Format administrator can enter row details (for multi row formats only) by click on [Row](#) option in the 'OPTIONS' section:

#### 7-SCR07: Row details

Format Id will be administrators login format.

Specify either Format Id or Row No or both and click **GO** button to move to that record.

Click on **Row Name** on left hand side to get its details in right hand side for editing.

For updating click on **Save** button and for deletion click on **Delete** button.

Click **Go** to show already entered rows of the format.

#### Brief description of Entries

Format Id- the format administrator login format (Read only)

Row no- number given to row (generally starts with 1)

Row Name- Name of row

Row Total- Y if the row is a total of other rows

Row Default- Formula for Row value calculation if Row Total is Y e.g. [1]+[2]+[3]

Format administrator can enter Code details (only format having codes for column values) by click on **Code** option in '**OPTIONS**' section:

#### 8-SCR08: Code details

**SIMNIC - Code details**

Format:  Column:  Code:

Code	Value
PSA	Principle System Analyst
STAA	Scientific/Technical Assistant A
STAB	Scientific/Technical Assistant B
SEEB	Scientist/Engineer SB
SSA	Senior System Analyst
SA	System Analyst

Format:  DIO/DIA Names

Column:  <1>Designation/Post

Code:

Value:

Hint:

Format Id will be administrators login format

Give Column No. (which is defined as code in column details) & Code then click on **Go** to enter new code for the column.

On left hand side click on any **Value** and its corresponding record will be displayed in right hand side for editing.

Update record by clicking on **Save**

Delete record by clicking on **Delete**

Click **Go** to show available codes of format

#### Brief description of entries

Format Id- the format administrator login format (Read only)

Column- Column no. for which codes are set (Read only)

Code- Code used for column value

Value- Value assigned to the code

Format administrator can set passwords for user by click on [Password](#) option in 'OPTIONS' section:

### 9- SCR09: Passwords

User ID	Place
MH10400000	Buldana - District
MH10500000	Akola - District
MH10600000	Washim - District
MH10700000	Amravati - District
MH11400000	Yavatmal - District
MH20800000	Wardha - District
MH20900000	Nagpur - District
MH21000000	Bhandara - District
MH21100000	Gondiya - District
MH21200000	Gadchiroli - District
MH21300000	Chandrapur - District
MH31500000	Nanded - District
MH31600000	Hingoli - District
MH31700000	Parbhani - District
MH31800000	Jalna - District
MH31900000	Aurangabad - District
MH32700000	Beed - District
MH32800000	Latur - District
MH32900000	Osmanabad - District
MH40100000	Nandurbar - District
MH40200000	Dhule - District
MH40300000	Jalgaon - District

Format Id will be administrators login format.

Enter any Place/ User ID and click on **Go** to move to that record.

On left hand side click on any **Place** and its corresponding record will be displayed in right hand side for editing.

For updating click on **Save** button and for deletion click on **Delete** button.

Click **Go** to show available Places of format.

#### Brief Description of fields:

Format Id- the format administrator login format (Read only)

User Id- Place code or administrator /operator /guest (Read only)

Place- Name of the place (for display only)

Password- Password for above user for login into above format (displayed as \*)

Format administrator can set time limit by click on [Time limit](#) option in 'OPTIONS' section:

10-SCR10: Time limit

**SIMNIC - TIME LIMIT - Microsoft Internet Explorer**

Address: <http://mahasim.nic.in/simTimelimit.jsp>

**SIMNIC - Timelimit**

Format:  Place/User ID:  Logout

Date:

User ID	Place	Date
MH00000000	Maharashtra	
MH10000000	Amravati	01.06.2004

Format ID:  DIO/DIA Names

User ID:

Place:

Date:

Extension:  days

Hint:

Done Internet

Format Id will be administrators login format.

Enter Place ID and click on **Go** to move to that record.

On left hand side click on any **Place** and its corresponding record will be displayed in right hand side for editing.

For updating click on **Save** button and for deletion click on **Delete** button.

Click **Go** to show available time limits of format.

Brief Description of fields:

Format Id- the format administrator login format (Read only)

Place Id- Id of place for which time limit is being set (Read only)

Place- Name of the place (for display only)

Date – Report date for which Tim limit is set (blank for all dates)

Extension – extra time given (in days) for entering data after report date above



SIMNIC administrator can define structures by click on [Structures](#) option in 'OPTIONS' section:

### 11-SCR11: Structures

ID	Name
20040402135153	State/Division/District/Municipal Council-Corp
20040325113253	State/Division/District/Taluka/Village
20041029160918	State/Region/Circle/Division/Sub-Division Irr.Dep.
20040720153135	State/Sector/Division/District

Enter any StructureID and click on **Go** to move to that record.

Click **New** to give blank record for creating new structure

On left hand side click on any Structure **Name** and its corresponding record will be displayed in right hand side.

Update record by clicking on **Save** and Delete record by clicking on **Delete**

#### Description of Fields

Structure Id- Id assigned to the structure (read only, computer generated)

Structure Name- Name given to structure for uniquely identifying

Structure administrator can define Structure details (levels) by click on [Structure](#) option in 'OPTIONS' section:

### 12-SCR12: Structure details

Structure Id will be administrators login format

Enter Level Id and click on **Go** to move to that record.

On left hand side click on any **Level Name** and its corresponding record will be displayed in right hand side.

For updating record click on **Save** and for deleting record click on **Delete**

Click on **Go** to show available records of that Structure Name

#### Description of Fields

Structure Id- Login structure of administrator (Read only)

Level No- Level no. to be set (Read only)

Level Name- Name of that level

Level Start- Column position in Code from which the level code will start

Level Width- Width of above code

e.g. For structure of State/ Division/ District/ Municipal body has following levels

Level	Name	Start	Width
1	State	1	2
2	Division	3	1
3	District	4	2
4	Municipal body	6	2

Structure administrator can For Place details click on [Place](#) option in 'OPTIONS' Section

### 13-SCR13: User/Place/Location details

**SIMNIC - Places details**

Structure ID: 20040402135153    State/Division/Dist: MH10401000    Name: Buldhana Mun. Council    Logout    Go    New    Clear    Home

ID	Type	Name
MH00000000	State	Maharashtra
MH10000000	Division	Amravati
MH10400000	District	Buldhana
MH10401000	Municipal body	Buldhana Mun. Council
MH10402000	Municipal body	Khamgaon Mun. Council
MH10403000	Municipal body	Malkapur Mun. Council
MH10404000	Municipal body	Shegaon Mun. Council
MH10405000	Municipal body	Jalgaon-Jamod Mun. Council
MH10406000	Municipal body	Mehkar Mun. Council
MH10407000	Municipal body	Nandura Mun. Council

Structure ID: 20040402135153  
Place Code: MH10401000  
Place Name: Buldhana Mun. Council  
Level ID: 4  
Hint: Old Record

Structure Id will be administrators login format ID

Enter any Structure ID or Place Code and click on **Go** to move to that record.

On left hand side click on any **Name** and its corresponding record will be displayed on right hand side for editing.

Update record by clicking on **Save** and Delete record by clicking on **Delete**

#### Description of fields

Structure Id- Read only

Place code- Unique code assigned to place (fill end values with 0s)

Place Name- Name of that place

Level Id- Level of Place in Structure

(select language in Home page to enter place name in that language)



SIMNIC administrator can enter Departments details by click on [Department](#) option in 'OPTIONS' Section:

#### 14-SCR14: Department details

ID	Name
20040720153257	Directorate of Economics & Statistics
20041206143645	Directorate of Industries
20040907145702	EGS Department
20040325145947	General Administration Department
20040324122840	National InformaticsCentre
20040715111539	Rural Development Department
20040324122929	Urban Development Department

Enter any Department Name click on **Go** to move to that record.

Click **New** to clear the contents of Department Id on top

On left hand side click on any **Department Name** and its corresponding record will be displayed on right hand side for editing.

Update record by clicking on **Save** and Delete record by clicking on **Delete** button

#### Description of Fields

Department Id- Id assigned to department (read only, computer generated)

Department Name- Name of that department

(select language in Home page to enter department name in that language)



SIMNIC administrator can enter Script details by click on [Script](#) option in 'OPTIONS' Section:

#### 15-SCR15: Script details

Enter any Script ID and click on **go** to move to that record.

Click on any **Name** on left hand side to get its details on right hand side for editing

For update click **Save** and for delete click **Delete**

#### Description of Fields

Script Id- Id assigned to department (read only)

Script Name – Name of Script supported

Script Style (English No.) – Style entry for the above script name with English Numerals.

Script Style – Style entry for the above script name with Script Numerals.

Font file – Font file name provided for download.

SIMNIC administrator can update Dictionary by click on [Dictionary](#) option in 'OPTIONS' section:

16-SCR16: Dictionary

Enter English Word and click on **Go** to move to that record.

Click on any **Word** on left hand side and get its details on right hand side for editing

For update click **Save** and for delete click **Delete**

#### Description of Fields

English- English word

HI - Hindi word for above English word

(select language in Home page to enter word in that language)

### 3. General Instructions:

#### Back Up of data

MySql administrator can take up database backup by command

```
mysqldump -h [host name] mahasim > mahasimddmmyy.sql
```

#### Security Issues

1. Database access is limited to application server by granting permission to that server only.
2. User should not disclose any password to strangers.
3. User must logout from application after completion of work and before leaving the seat.
4. Auto session timeout after 30 minute idle operation.

### 4. Glossary

IE : Internet Explorer- Browser program to see Web enabled applications

URL : Uniform Resource Locator