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

# User Manual

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

**Restrictions**

The software described in this document is furnished under a license agreement and may be used or copied only in accordance with the terms of the license agreement. It is against the law to copy the software on any other medium except as specifically allowed in the license agreement.

The licensee may make one copy of the software for backup purpose. No part of this software or document may be reproduced or transmitted in any form or by any means electronic or mechanical including photocopying and recording for any purpose without the written permission of NIC.

**Warranty**

This product is warranted for the period till the next changes are made in the software.

**Liability**

In no event NIC be liable for any damages, including loss of data arising out of the installation, maintenance, use, performance, failure or interruption of the software. Users are responsible to take backup of database on daily basis in suitable removable media.

**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

| | |
|---|---|
| **Name of the product** | Status Information Management system by NIC |
| **User Name** | Departments of Government |
| **Designed and Developed By** | NIC, Maharashtra State Centre, Mumbai |
| **Document ID** | 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 |
| | | | | |
| | | | | |
| | | | | |

# INDEX

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**

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 lines offices in his structure.

The operator is a user who can make data entry on behalf of any user and also generated 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.

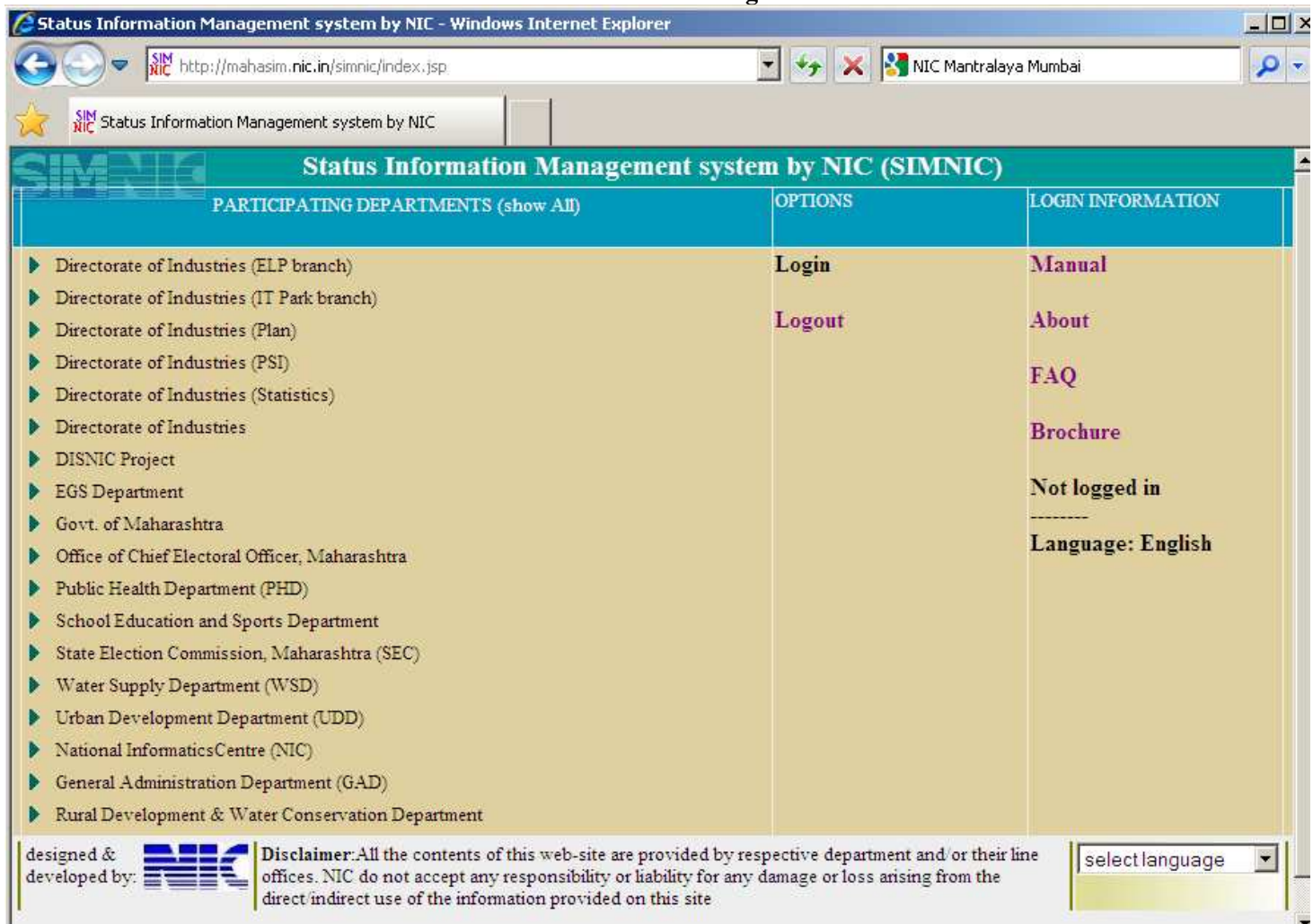The **delete** button deletes the displayed information from database.

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**.



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**



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 be 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 be 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**



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**



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**



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**



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**



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**



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

Click **New** to gives 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**



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**



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