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System Requirements & Installation

System Requirements: The GIS application needs following configurations to be present before installation.

- Windows XP (Service Pack 2) or higher
- Dot Net Framework 4.5

How to Install:

In your installation kit you will receive following items

- **GISMasterSetup.msi:** This is the installer you that will install the application on your computer.
- **GIS_Master.mdb:** This is your GIS Database.

- **DotNetFX4.exe:** Dot Net Framework Version 4.

Step 1: Double click and Install .Net Framework 4 on your computer.

Step 2: Double click and Install **GISMasterSetup.msi** on your computer.

Step 3: Copy **GIS_Master.mdb** on any drive of your computer (Please do not keep this file in your C: drive.)
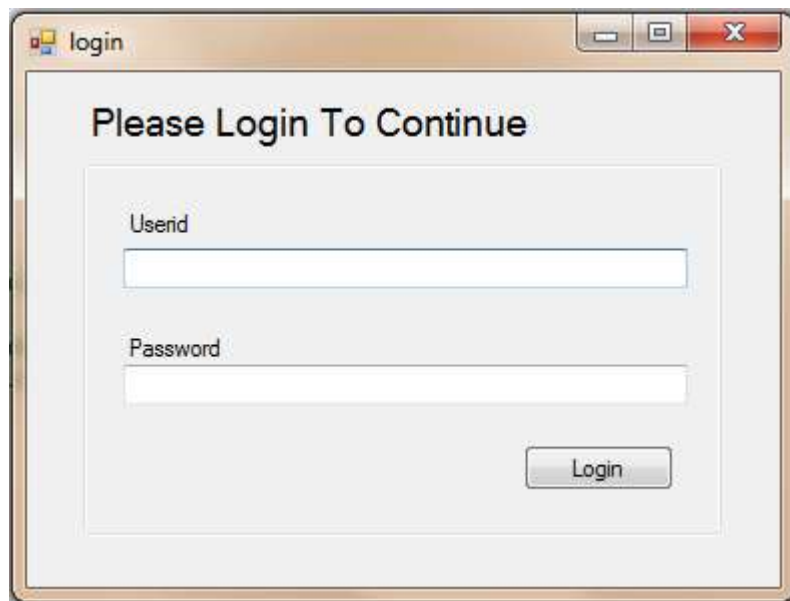
After successful installation you should see a shortcut icon of **GISMaster** on your desktop.

Logging In

As you open the application you will be prompted for login information. Pleae enter below details
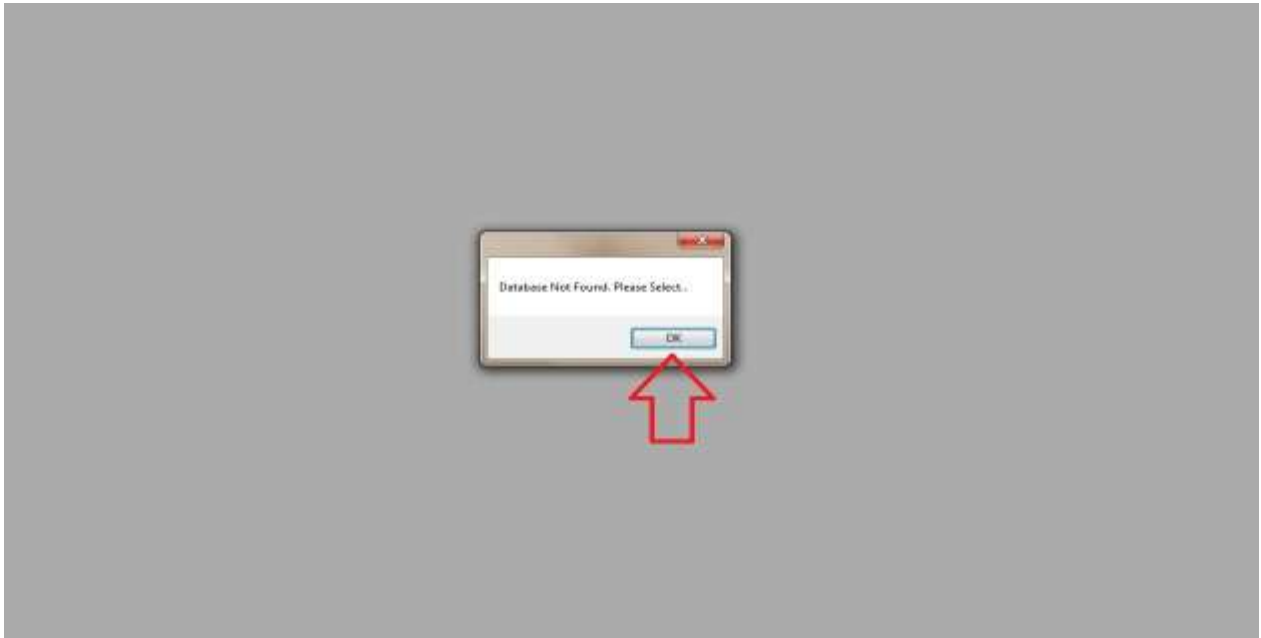
Userid : gismaster

Password : passgis

Selecting Your Database

On successful login you will be prompted to select GIS Database for the application.

Step: >> Click on OK Button

Go to the location in your computer where you have kept the file **GIS_Master.mdb.**

Step: >> Select **GIS_Master.mdb** file.

Setting Office Name

After selecting the database, you will be asked to enter your office name.

Note: This name will be printed on all your statements.

Main Statement Window

After successfully entering your office name you will be taken to the main statement window. This window will enable you to perform all the operations using your GIS Application.
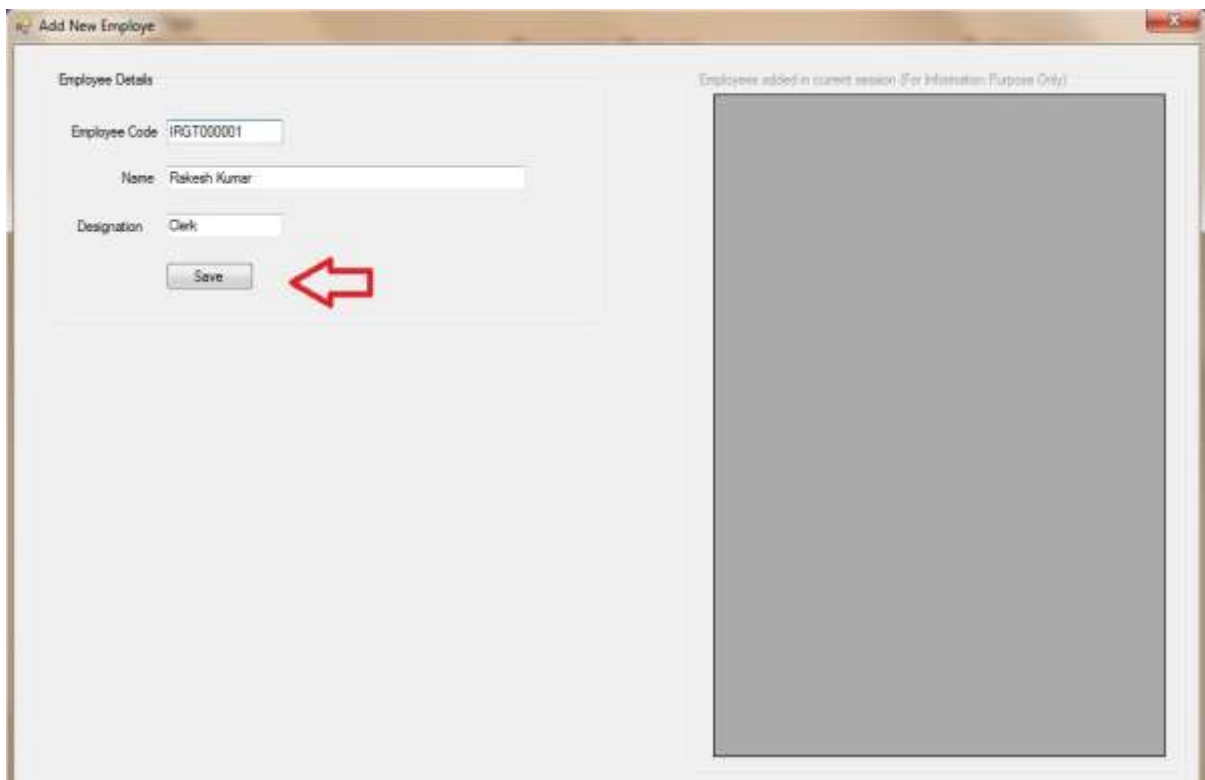
Main Statement Window

Adding New Employee

Step 1: Click on **Add New Employee** button on top left corner of main statement window to open New Employee Window.

Step 2: Enter employee's Information

- **GIS Code:** This is a 6 digit unique code provided to every employee and starts with IRGT **e.g. IRGT000647**
- Name
- Designation

Step 3: Click on **Save Button** to save the employee in the database.

Step4: Add service record of employee

- Select beginning year.
- Select group.
- Click Add.
- Repeat above steps for entering multiple records of service for same employee.

Step 5: Click on **Done Button** to enter new employee when complete service record is entered for the current employee.

Editing Employee Information

Step 1: On your main statement window, enter the **GIS code** of the employee you wish to edit and press **Get Button.**

Step 2: Click on **Edit Employee Information** link to open Edit Employee window.

Edit employee window is divided in two parts.

1. Employee Information
2. Employee Service Record

Employee Information: Here you can make changes to the name, designation and status of the employee.

Employee Service Record: Here you can make changes to the service record of the employee.

Add New Entry to Service Record
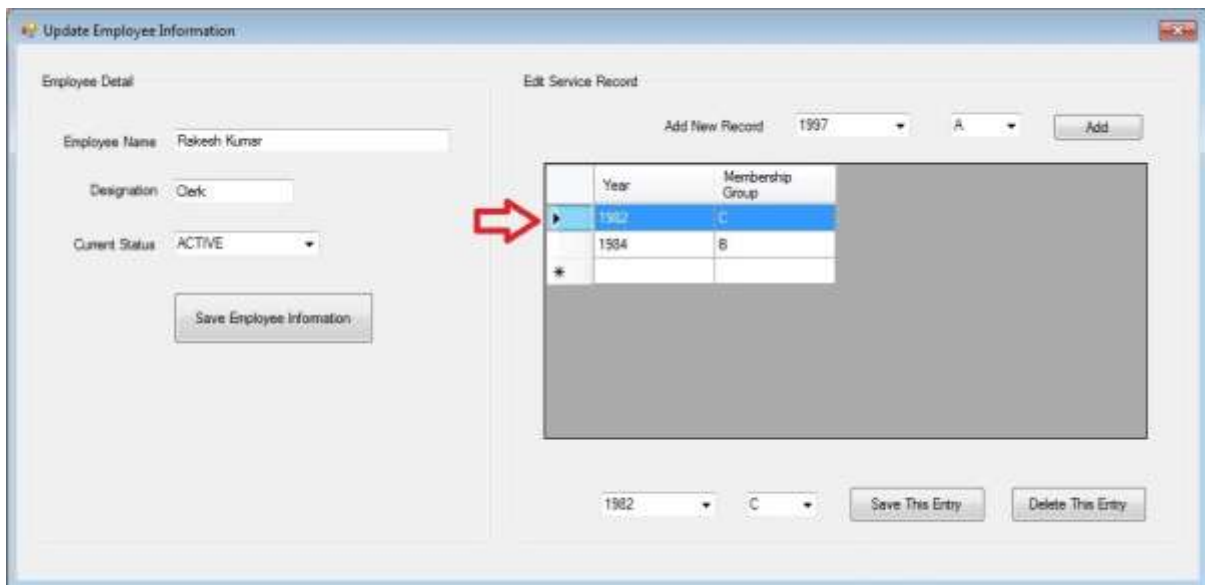
Edit or Delete Existing Service Record Entry
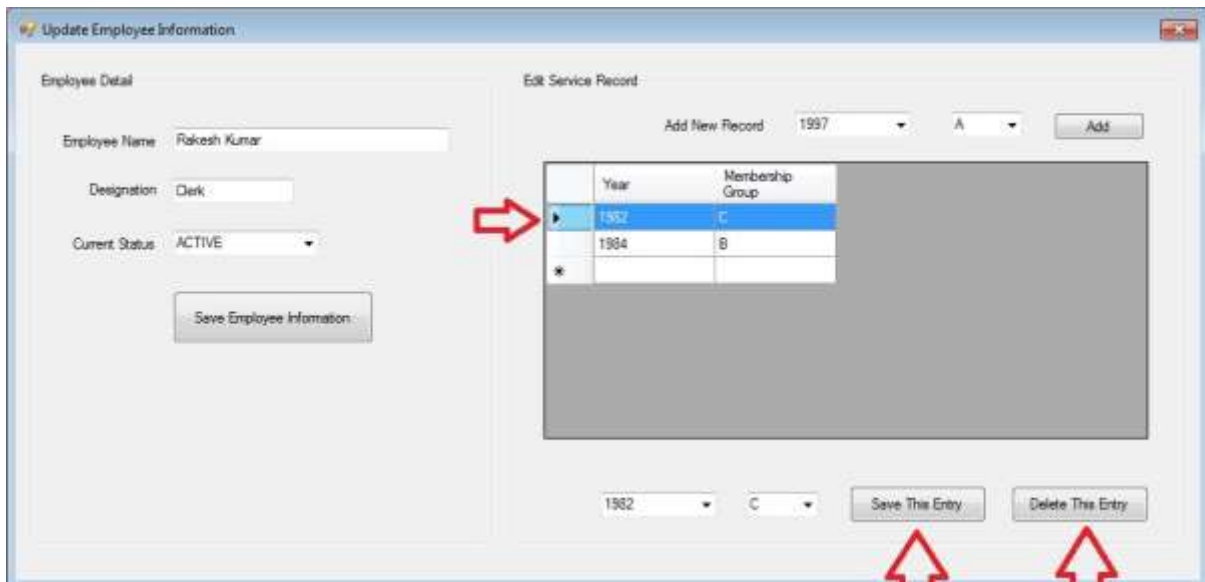
- Select the record to be edited or deleted

- Perform required operation on the selected record.

Generating Individual Statement

In main statement window

Step 1: Enter GIS Code of the employee and press **Get Button.**

Step 2: Press **Generate Statement Button** to generate and print the statement of the employee.

Generating Bulk Statement

After completing the GIS entry for all the employees

In main statement window

Step 1: Press **Bulk Statement Button** to open bulk statement window.

Step 2: In **Generate Statement Window**, select the year for which you wish to generate bulk statements and press **Generate Statement Button**.
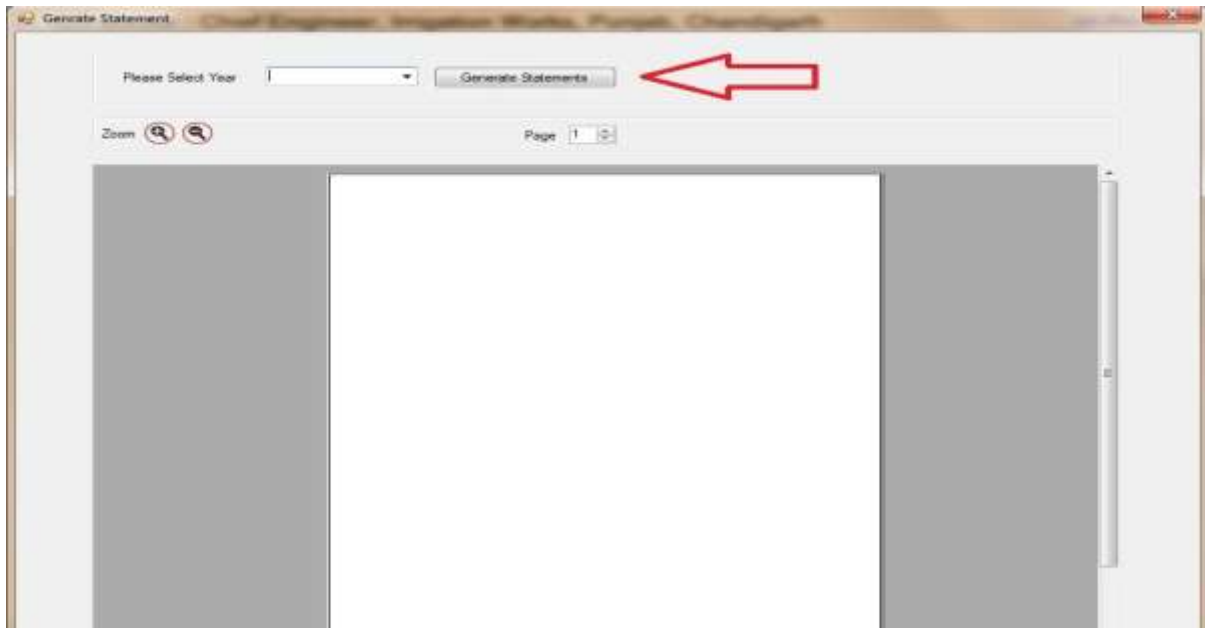
Step 3: After generating the statements successfully, Press **Print Statements Button** to print bulk statements for your office.
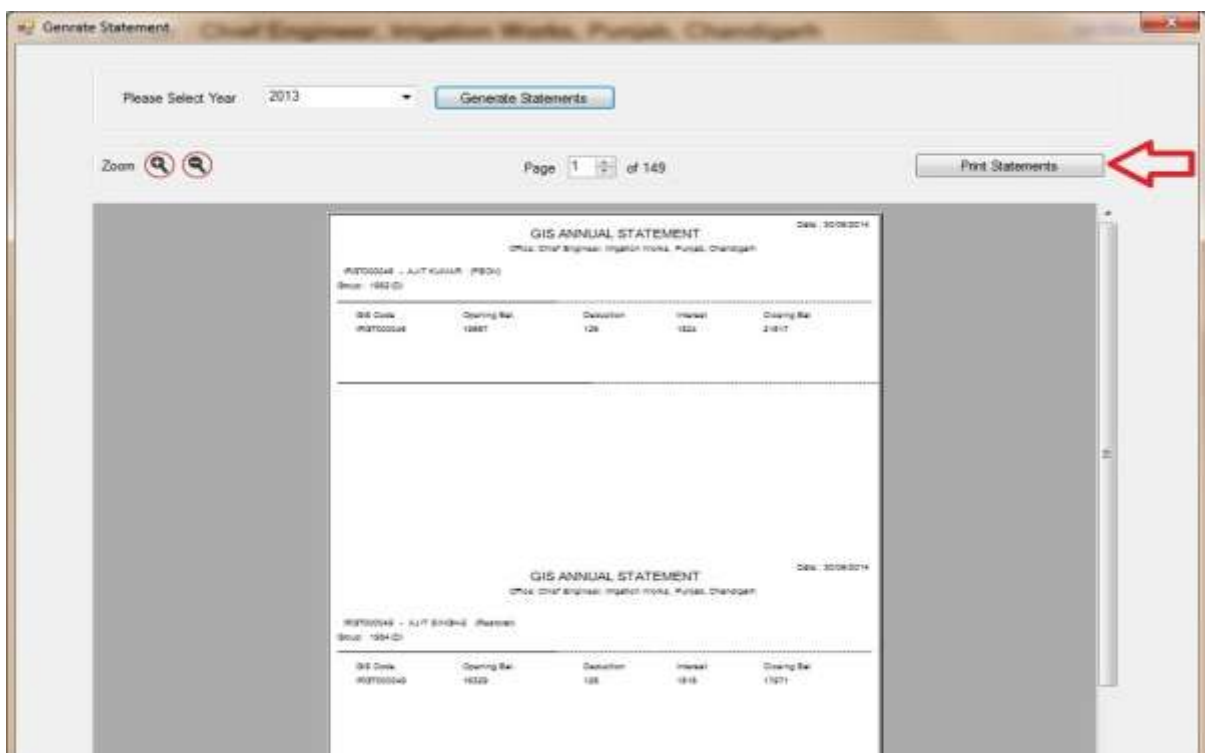
Generating Checklist

After completing the GIS entry for all the employees

In main statement window

Step 1: Press **Bulk Checklist Button** to open Generate Checklist window.
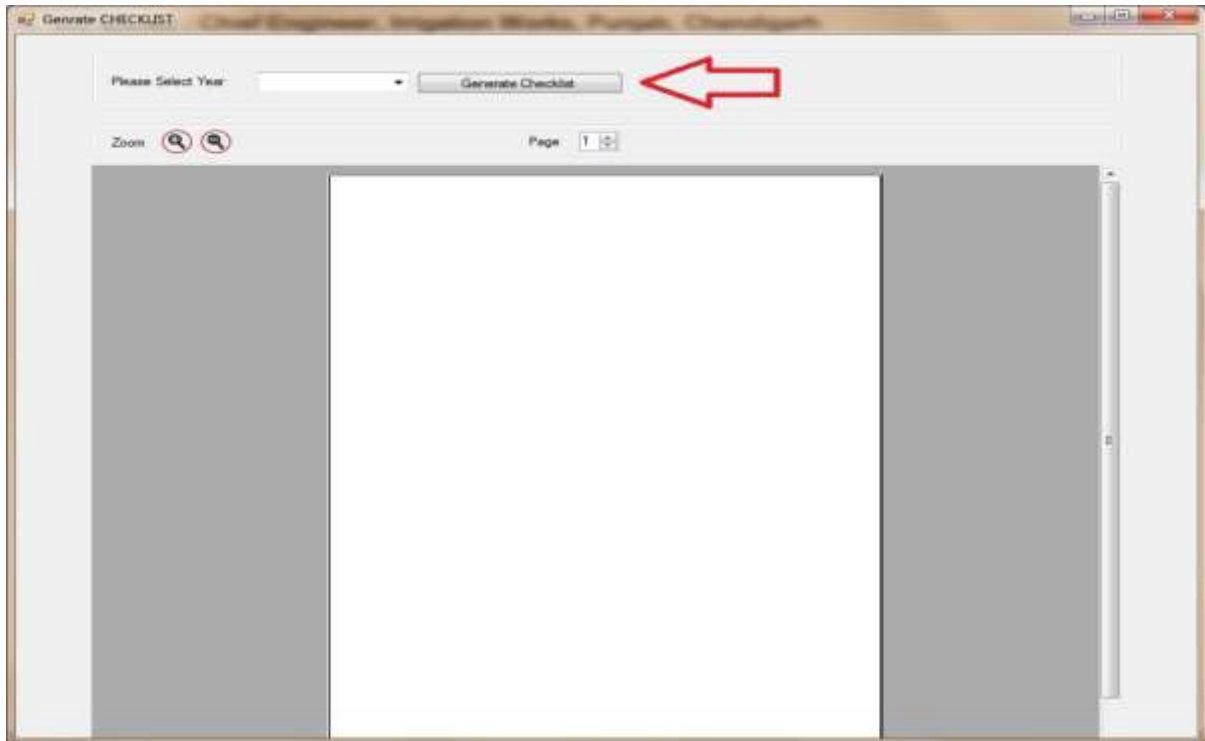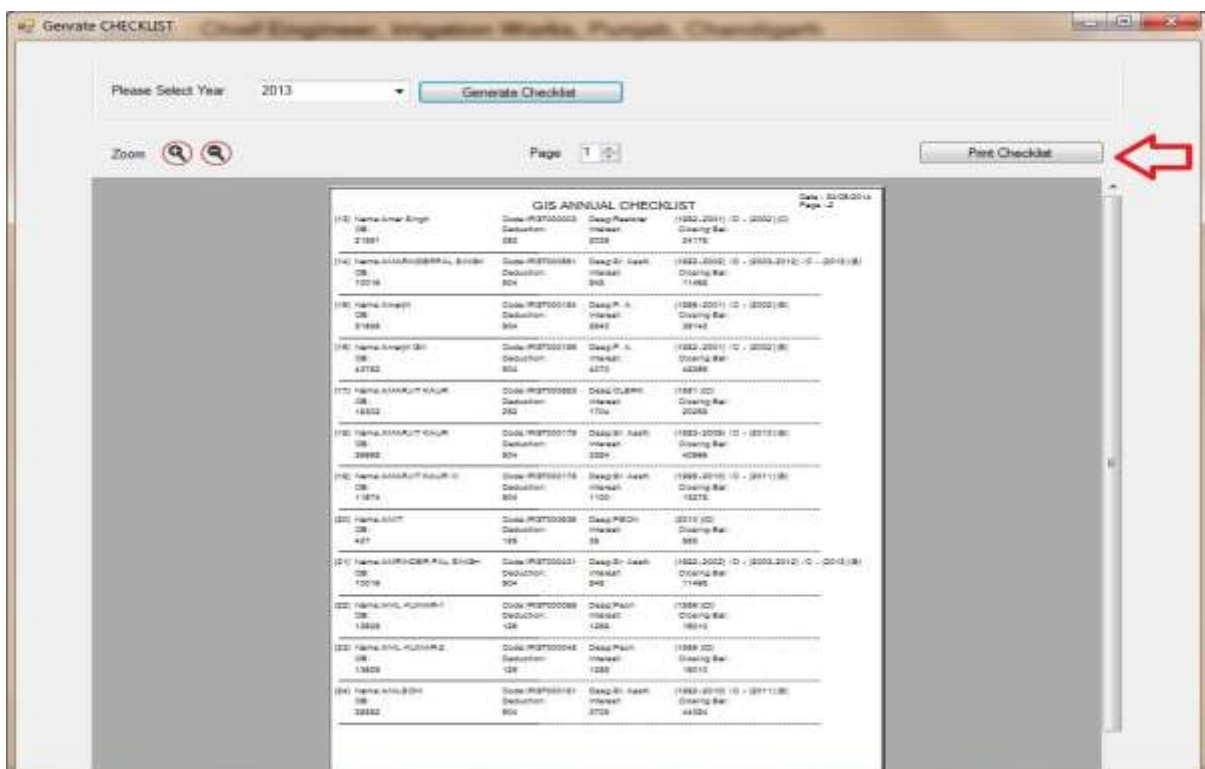
Step 2: In **Generate Checklist Window**, select the year for which you wish to generate bulk checklist and press **Generate Statement Button**.

Step 3: After generating the checklist successfully, Press **Print Checklist Button** to print bulk checklist for your office.

Generating PDF Output for Publishing

After completing the GIS entry for all the employees

In main statement window

Step 1: Press **Generate PDF Button** to open Generate PDF window.

Step 2: In **Generate PDF Window**,

- Select the year for which you wish to generate PDF output
- Select Designation Group for which PDF to be generated.
- Press Generate Button

Step 3: Enter filename and select location where you wish to save your PDF output and Press **Save Button**.
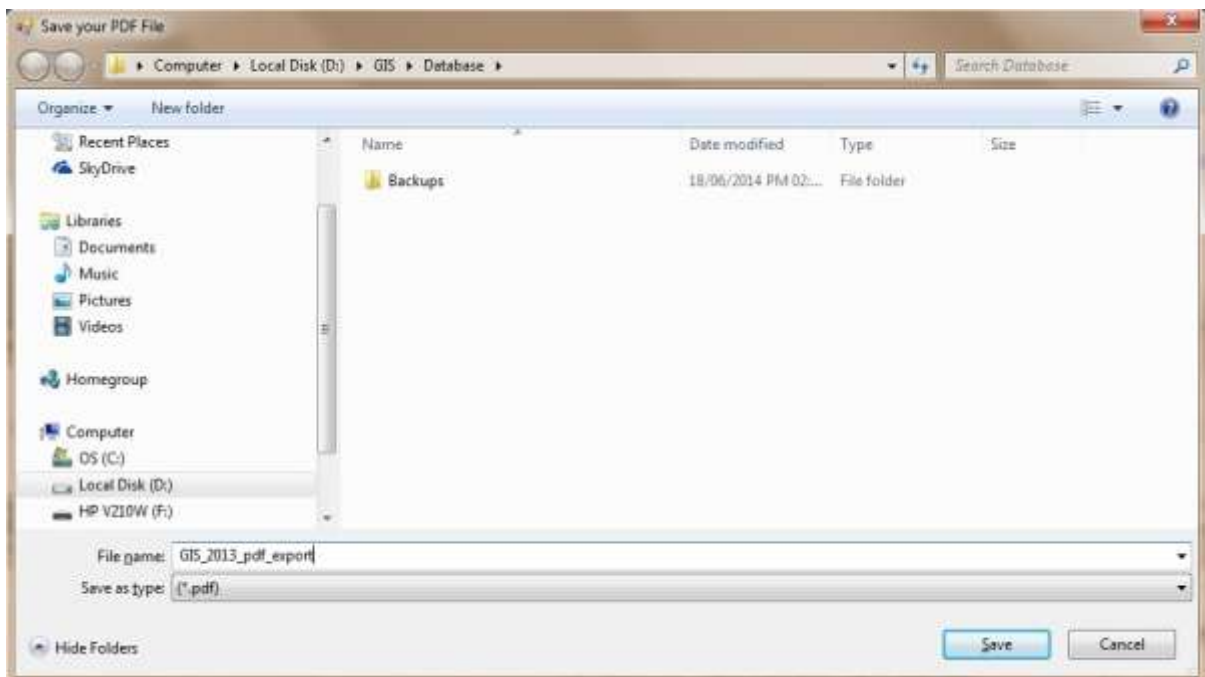
Importing GIS Chart

Every year GIS deduction chart will be uploaded on the website of Punjab Irrigation.

Step 1: Download the GIS Chart of the Current Year and save it to your computer.

Step 2: Press **Import GIS Chart** in your main statement window to open Import Window.

Step 3: Press **Select Chart Database Button** to select chart database you downloaded from Punjab Irrigation Website.

Step 4: Select the chart database file to import GIS chart for the current year.