

INDEX

| | |
|--|------|
| 1. System Requirements & Installation..... | (2) |
| 2. Logging In..... | (3) |
| 3. Settings | |
| a. Selecting Database..... | (4) |
| b. Setting Office Name..... | (5) |
| 4. Main Statement Window..... | (6) |
| 5. Employee | |
| a. Adding New Employee..... | (7) |
| b. Editing Employee Information..... | (10) |
| 6. Outputs | |
| a. Generating Individual Statement..... | (14) |
| b. Generating Bulk Statement..... | (15) |
| c. Generating Checklist..... | (17) |
| d. Generating PDF..... | (19) |
| 7. Importing GIS Chart..... | (21) |

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.)

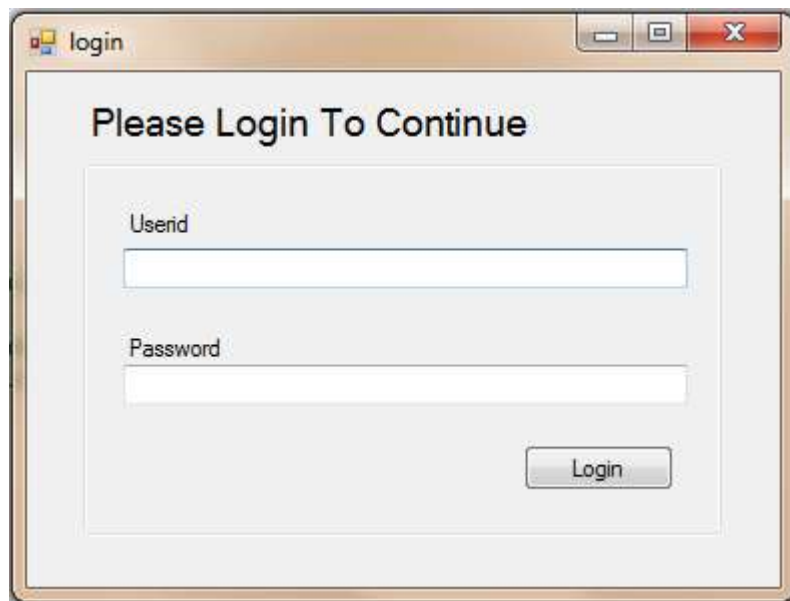
After successful installation you should see a shortcut icon of **GISMaster** on your desktop.

Logging In

As you open the application you will be prompted for login information. Please enter below details

Userid : **gismaster**

Password : **passgis**

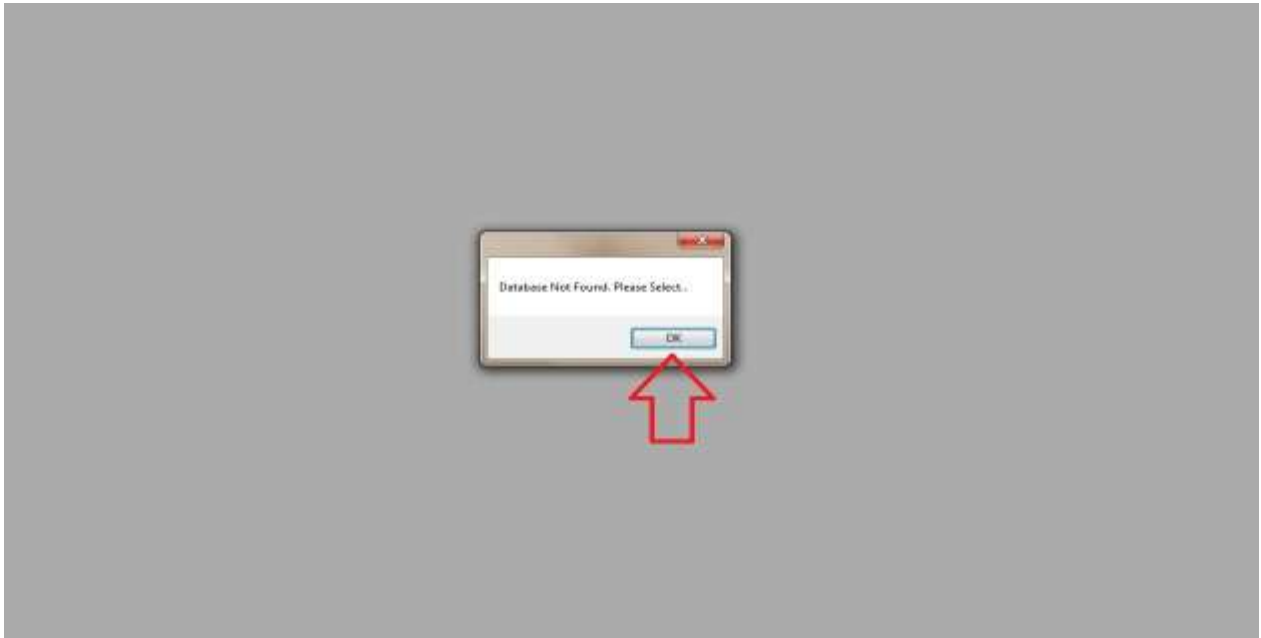


The image shows a screenshot of a login dialog box. The window title is "login". The main text inside the dialog is "Please Login To Continue". Below this text, there are two input fields: one labeled "Userid" and one labeled "Password". At the bottom right of the dialog, there is a button labeled "Login".

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.



The screenshot shows a light gray dialog box centered on a darker gray background. The dialog box contains the following text and elements:

- The title "Please enter your office name" in bold black text.
- A red warning message: "Note: This name will be printed on all statements."
- A white text input field.
- A "Save and Close" button to the right of the input field.
- A red arrow pointing to the "Save and Close" button.
- Example text below the input field: "e.g. Chief Engineer, Region West, Punjab, Chandigarh".

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

The screenshot displays the 'Main Statement Window' of the GIS Master application. The title bar reads 'GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh' with an 'Edit Office Name' link on the right. Below the title bar, there are three main sections: 'Employees', 'Generate Outputs', and 'Settings'. The 'Employees' section contains an 'Add New Employee' button. The 'Generate Outputs' section contains three buttons: 'Bulk Statement', 'Bulk Checklist', and 'Generate PDF'. The 'Settings' section contains an 'Import GIS Chart' button. Below these sections, there is a 'Generate Statement' section. It features a 'Generate Statement' label, a 'Year' dropdown menu set to '2013', an 'Employee Code' input field with 'IRGT' entered, and a 'Get' button. Below this, there is an 'Employee Details' section with two input fields: 'Name of The Member' and 'Current Designation'. At the bottom, there is a 'Service Record' section with a large grey rectangular area and a 'Generate Statement' button.

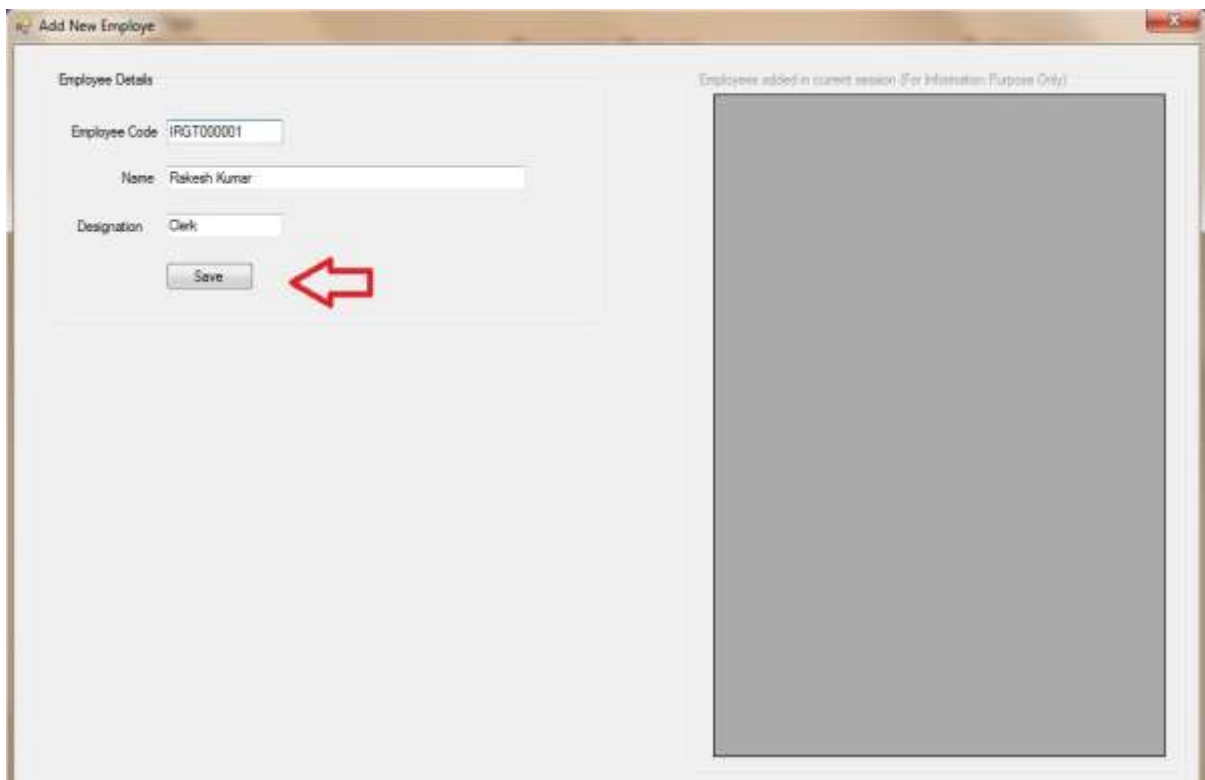
Adding New Employee

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

The screenshot displays the 'GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh' interface. At the top right, there is a link for 'Edit Office Name'. Below the header, there are three main sections: 'Employees', 'Generate Outputs', and 'Settings'. The 'Employees' section contains an 'Add New Employee' button, which is highlighted with a red arrow. The 'Generate Outputs' section includes buttons for 'Bulk Statement', 'Bulk Checklist', and 'Generate PDF'. The 'Settings' section has an 'Input GIS Chart' button. Below these sections, there is a 'Generate Statement' section with a dropdown menu for 'Year' (set to 2013) and an input field for 'Employee Code' (containing 'IRGT'). A 'Get' button is next to the 'Employee Code' field. Below this, there is an 'Employee Details' section with input fields for 'Name of The Member' and 'Current Designation'. At the bottom, there is a 'Service Record' section with a large greyed-out area and a 'Generate Statement' button.

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.

The screenshot shows a web application window titled "Add New Employee". On the left, under "Employee Details", there are three input fields: "Employee Code" with the value "IRGT000001", "Name" with the value "Rakesh Kumar", and "Designation" with the value "Clerk". Below these fields is a "Save" button. A red arrow points to the "Save" button. On the right side of the window, there is a large grey rectangular area with the text "Employee added in current session (For Information Purpose Only)" above it.

Step4: Add service record of employeee

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

Employee Details

Employee Code: IPG3T000999

Name:

Designation:

Add service Record

From: 1982 Group: C ←

| Year | Membership Group |
|------|------------------|
| * | |

Employees added in current session (For Information Purpose Only)

| code | name | designation |
|-------------|--------------|-------------|
| IPG3T000999 | Rakesh Kumar | Clerk |

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

Employee Details

Employee Code: IPG3T000999

Name:

Designation:

Add service Record

From: 1984 Group: B

| Year | Membership Group |
|--------|------------------|
| ▶ 1982 | C |
| 1984 | B |
| * | |

←

Employees added in current session (For Information Purpose Only)

| code | name | designation |
|-------------|--------------|-------------|
| IPG3T000999 | Rakesh Kumar | Clerk |

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**.

The screenshot displays the 'GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh' interface. At the top right, there is a link for 'Edit Office Name'. Below the title bar, there are three main sections: 'Employees', 'Generate Outputs', and 'Settings'. The 'Employees' section contains an 'Add New Employee' button. The 'Generate Outputs' section contains 'Bulk Statement', 'Bulk Checklist', and 'Generate PDF' buttons. The 'Settings' section contains an 'Import GIS Chart' button. The main content area is titled 'Generate Statement' and contains a form with the following fields: 'Year' (set to 2013), 'Employee Code' (set to IRGT000995), and a 'Get' button. A red arrow points to the 'Get' button. Below the 'Generate Statement' section, there are 'Employee Details' fields for 'Name of The Member' and 'Current Designation', and a 'Service Record' section with a large empty box and a 'Generate Statement' button at the bottom right.

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

GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh [Edit Office Name](#)

Other Pages

Employees **Generate Outputs** **Settings**

[Add New Employee](#) [Bulk Statement](#) [Bulk Checklist](#) [Generate PDF](#) [Import GIS Chart](#)

Generate Statement

Generate Statement

Year: 2013 Employee Code: IRGT000999 [Get](#)

Employee Details


Name of The Member:

Current Designation: [Edit Employee Information](#)

Service Record

| | Year | Membership Group |
|---|------|------------------|
| ▶ | 1982 | C |
| | 1984 | B |
| * | | |

[Generate Statement](#)



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.

Update Employee Information

Employee Detail

Employee Name:

Designation:

Current Status:

Employee Service Record

Add New Record:

| | Year | Membership Group |
|---|------|------------------|
| ▶ | 1982 | C |
| | 1984 | B |
| * | | |

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

Add New Entry to Service Record

Update Employee Information

Employee Detail

Employee Name:

Designation:

Current Status:

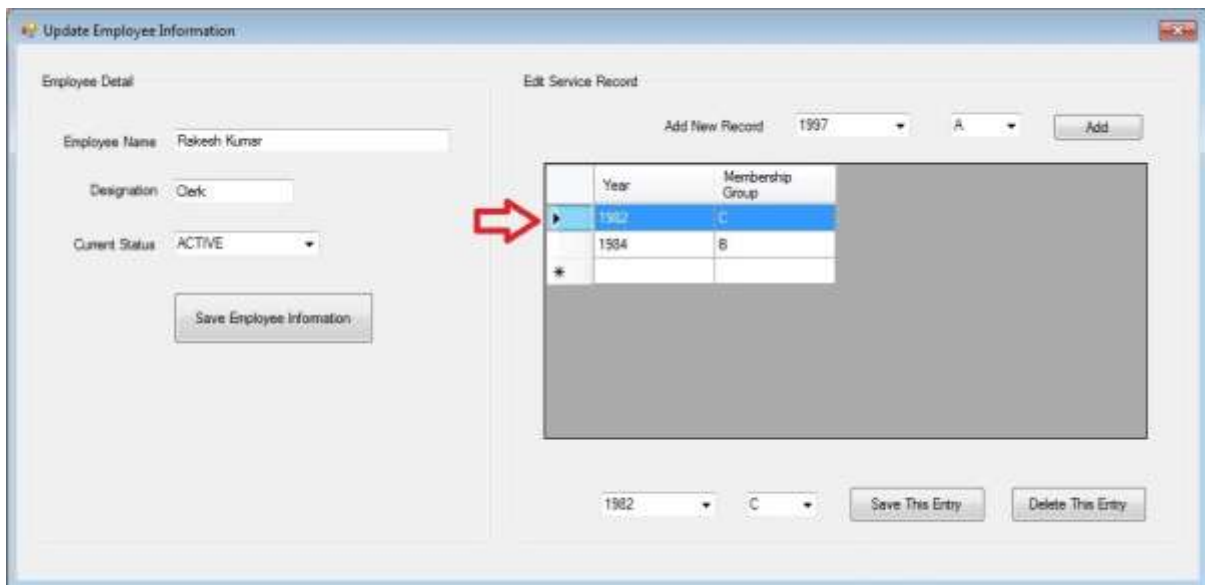
Employee Service Record

Add New Record:

| | Year | Membership Group |
|---|------|------------------|
| ▶ | 1982 | C |
| | 1984 | B |
| * | | |

Edit or Delete Existing Service Record Entry

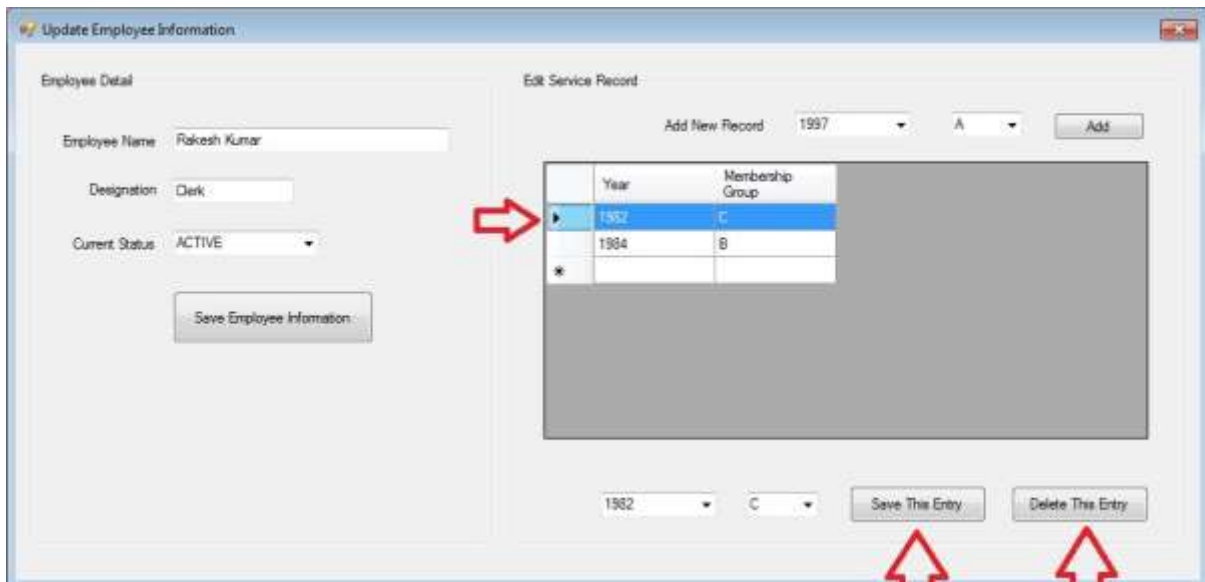
- Select the record to be edited or deleted



The screenshot shows the 'Update Employee Information' window. On the left, the 'Employee Detail' section includes fields for Employee Name (Rakesh Kumar), Designation (Clerk), and Current Status (ACTIVE), along with a 'Save Employee Information' button. On the right, the 'Edit Service Record' section features a table with columns 'Year' and 'Membership Group'. The first row (1982, C) is selected, indicated by a red arrow. Below the table are dropdown menus for Year (1982) and Membership Group (C), and buttons for 'Save This Entry' and 'Delete This Entry'.

| Year | Membership Group |
|------|------------------|
| 1982 | C |
| 1984 | B |
| * | |

- Perform required operation on the selected record.



This screenshot is identical to the previous one, but with two additional red arrows pointing to the 'Save This Entry' and 'Delete This Entry' buttons at the bottom right of the 'Edit Service Record' section.

| Year | Membership Group |
|------|------------------|
| 1982 | C |
| 1984 | B |
| * | |

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.

GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh [Edit Office Name](#)

Other Pages

Employees **Generate Outputs** **Settings**

[Add New Employee](#) [Bulk Statement](#) [Bulk Checklist](#) [Generate PDF](#) [Import GIS Chart](#)

Generate Statement

Generate Statement

Year: 2013 Employee Code: IRGT000999 [Get](#)

Employee Details

Name of The Member: Rajesh Kumar

Current Designation: Clerk [Edit Employee Information](#)

Service Record

| | Year | Membership Group |
|---|------|------------------|
| ▶ | 1982 | C |
| * | 1984 | B |

[Generate Statement](#)

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.

GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh [Edit Office Name](#)

Other Pages

Employees **Generate Outputs** **Settings**

[Add New Employee](#) [Bulk Statement](#) [Bulk Checklist](#) [Generate PDF](#) [Input GIS Chart](#)

Generate Statement

Generate Statement

Year: 2013 Employee Code: IRGT000599 [Get](#)

Employee Details

Name of The Member: Rakosh Kumar

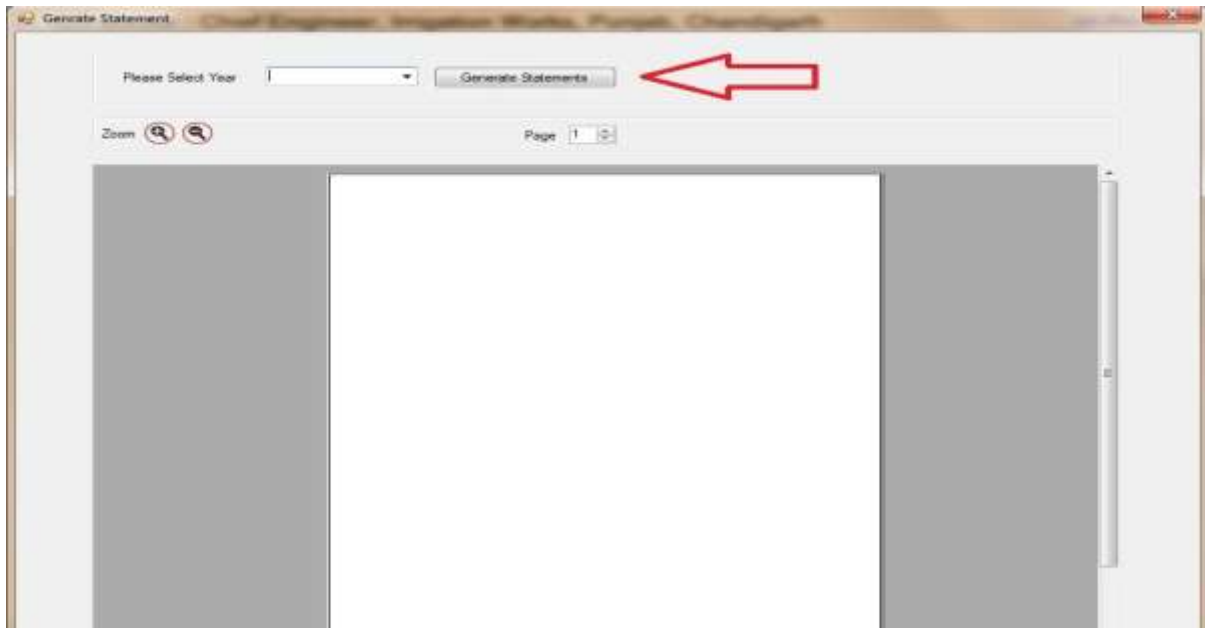
Current Designation: Clerk [Edit Employee Information](#)

Service Record

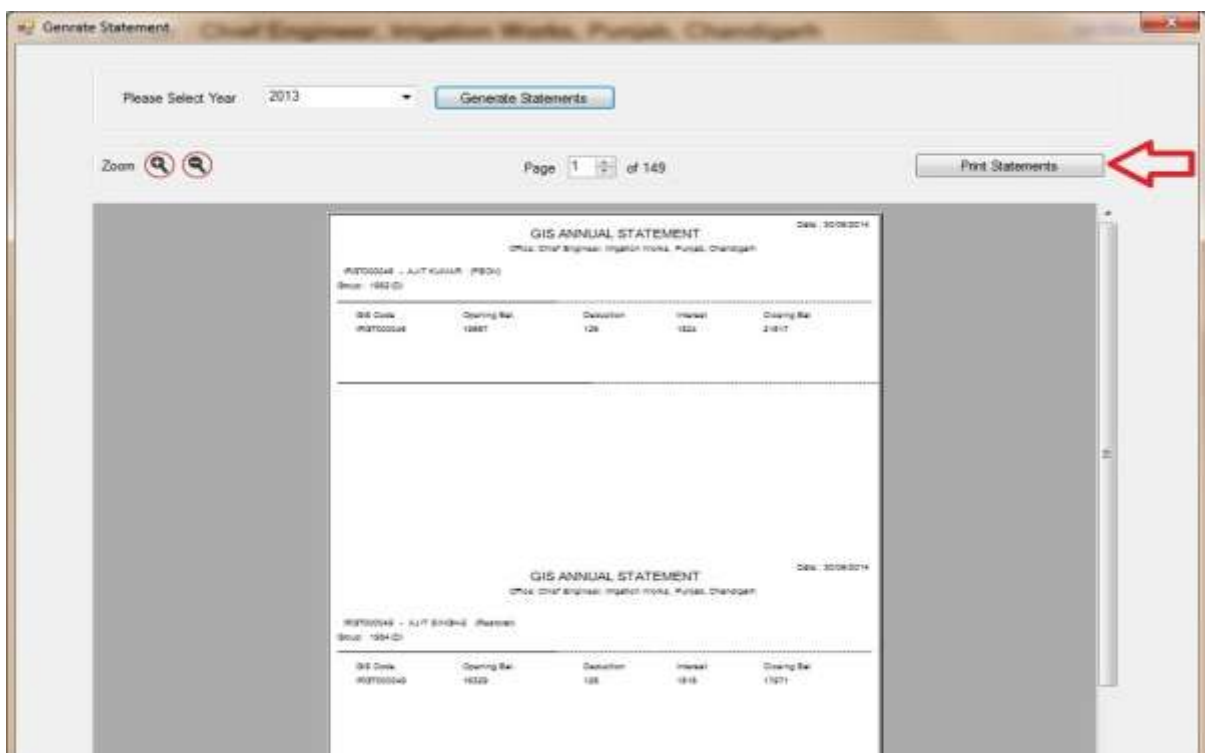
| | Year | Membership Group |
|---|------|------------------|
| ▶ | 1982 | C |
| * | 1984 | B |

[Generate Statement](#)

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

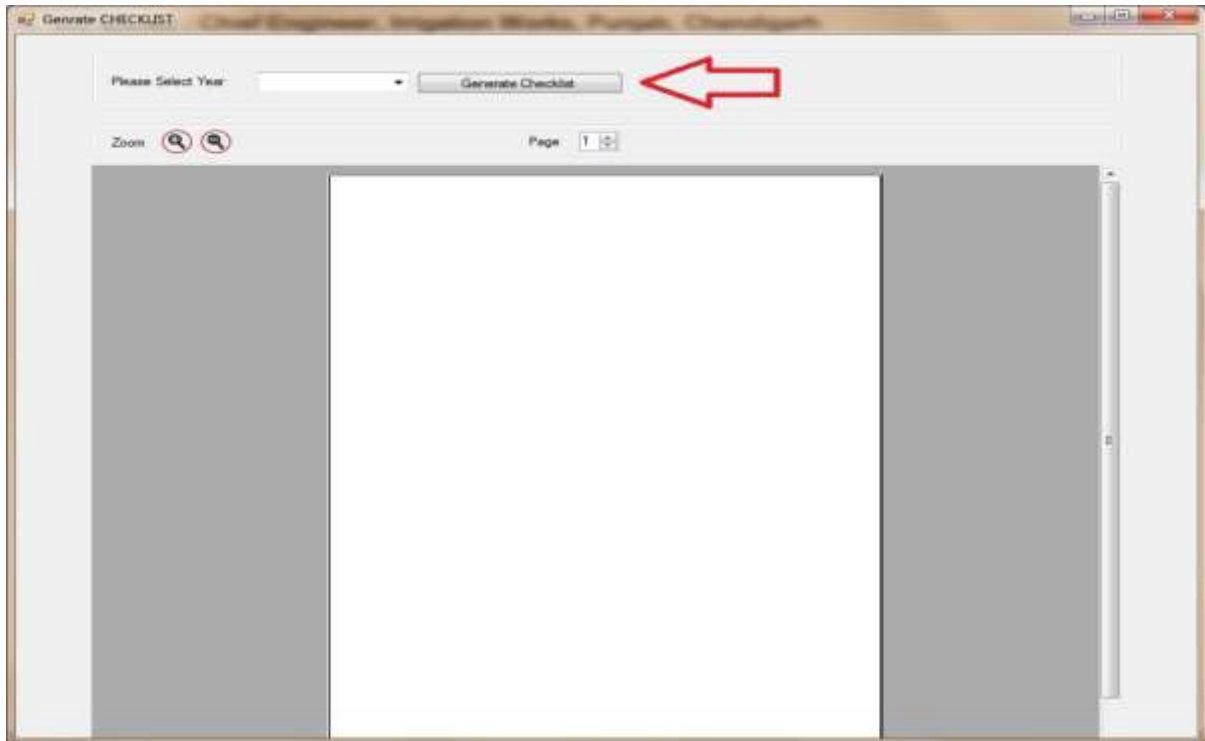
After completing the GIS entry for all the employees

In main statement window

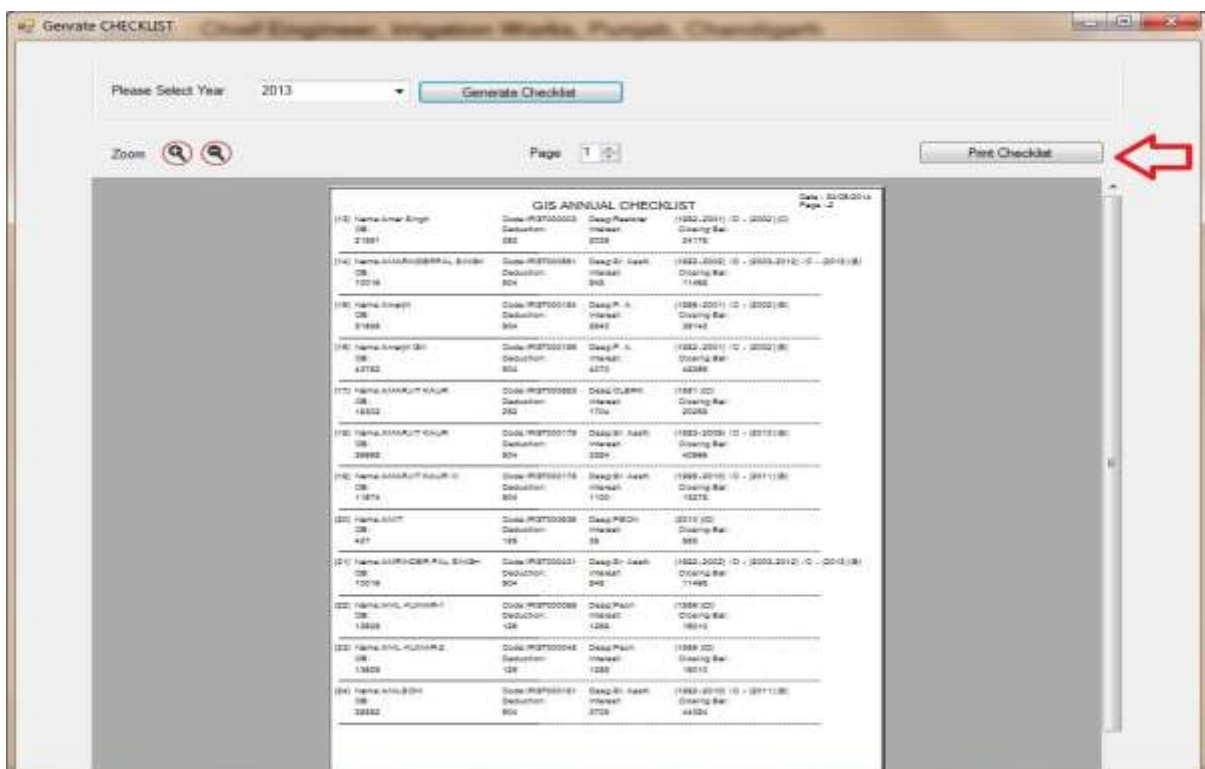
Step 1: Press **Bulk Checklist Button** to open Generate Checklist window.

The screenshot displays the 'GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh' interface. At the top right, there is a link for 'Edit Office Name'. Below the header, there are three main sections: 'Employees', 'Generate Outputs', and 'Settings'. The 'Employees' section contains an 'Add New Employee' button. The 'Generate Outputs' section contains three buttons: 'Bulk Statement', 'Bulk Checklist', and 'Generate PDF'. The 'Bulk Checklist' button is highlighted with a red arrow. The 'Settings' section contains an 'Import GIS Chart' button. Below these sections, there is a 'Generate Statement' section with a dropdown menu for 'Year' (set to 2013) and an 'Employee Code' input field (containing 'IRGT'). A 'Get' button is located to the right of the 'Employee Code' field. Below this, there is an 'Employee Details' section with two input fields: 'Name of The Member' and 'Current Designation'. At the bottom, there is a 'Service Record' section with a large grey rectangular area and a 'Generate Statement' button at the bottom right.

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

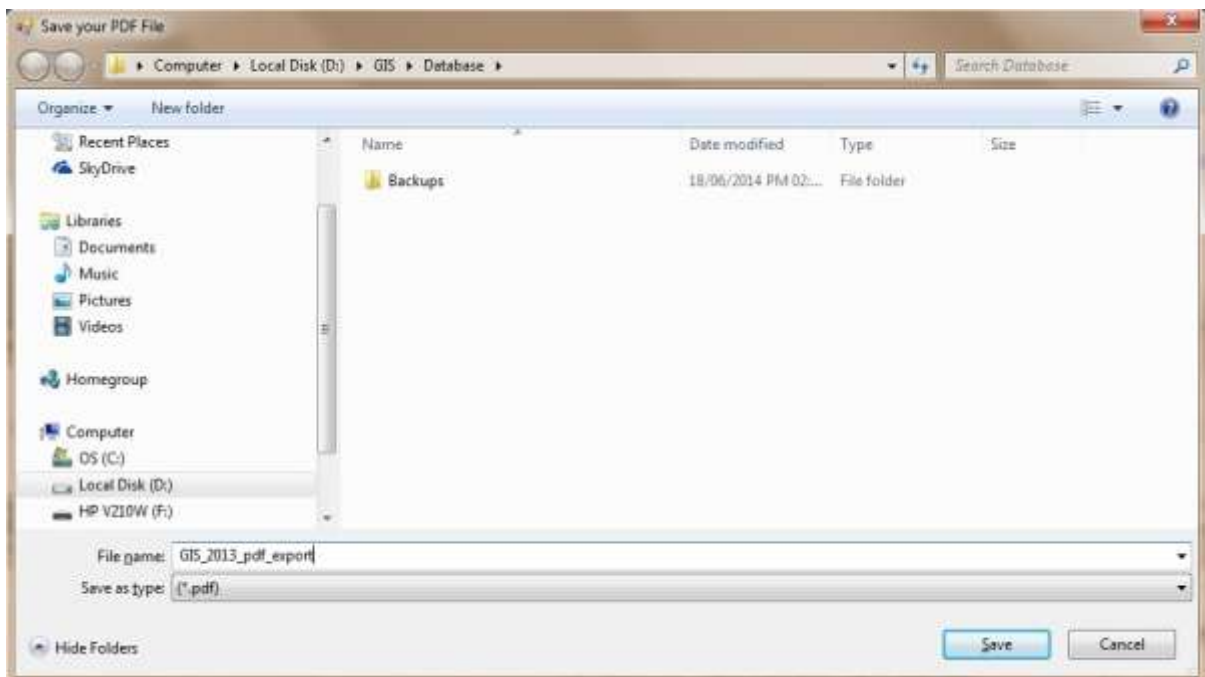
In main statement window

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

The screenshot displays the 'GIS Master : Chief Engineer, Irrigation Works, Punjab, Chandigarh' interface. At the top right, there is a link for 'Edit Office Name'. Below the title bar, there are three main sections: 'Employees', 'Generate Outputs', and 'Settings'. The 'Generate Outputs' section contains three buttons: 'Bulk Statement', 'Bulk Checklist', and 'Generate PDF'. A red arrow points to the 'Generate PDF' button. Below this, the 'Generate Statement' section includes a 'Year' dropdown menu set to '2013', an 'Employee Code' input field with 'IRGT' entered, and a 'Get' button. The 'Employee Details' section has two input fields: 'Name of The Member' and 'Current Designation'. The 'Service Record' section features a large grey rectangular area and a 'Generate Statement' button at the bottom right.

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.

