

**Integrated Workflow and Document Management System
Government of Punjab**

**Irrigation Department
Physical Division wise Progress
Report of Cleaning of Channels
under MG-NAREGA
User Manual**



August 2013

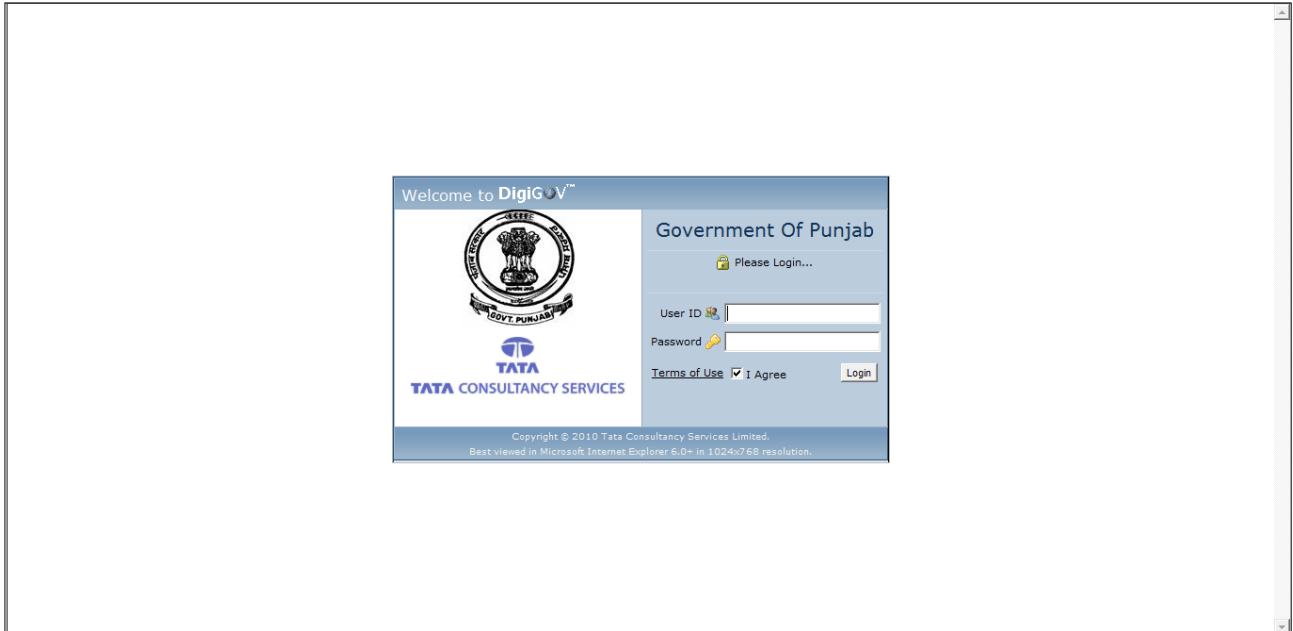
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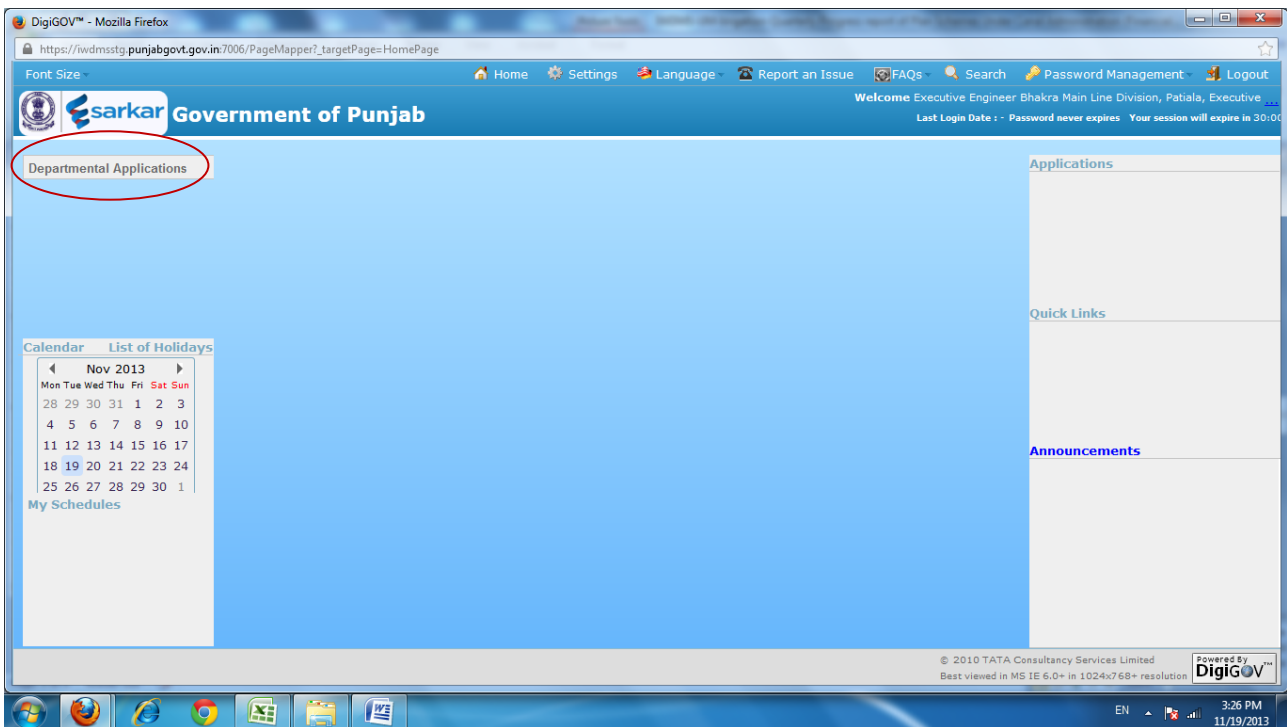
1. Initiate Request

1.1. Application Link

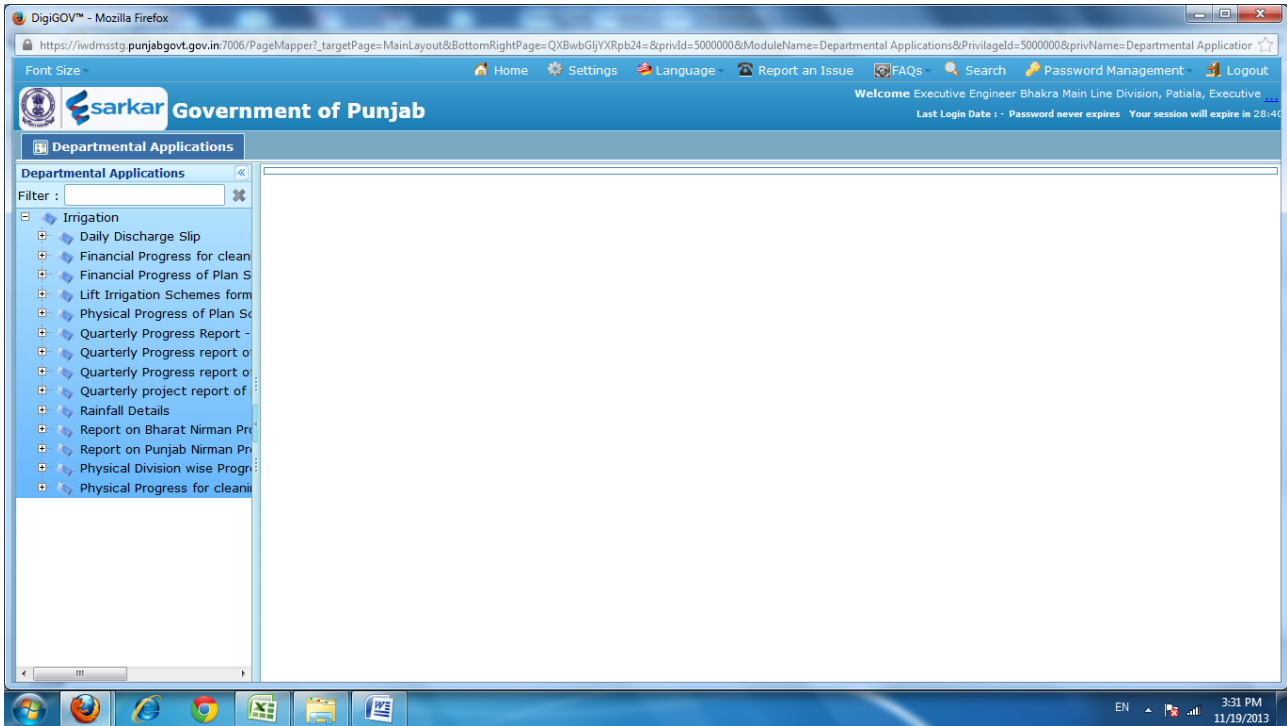
- ✓ Enter Username, Password and Click on Login



- ✓ Click Departmental Application Link

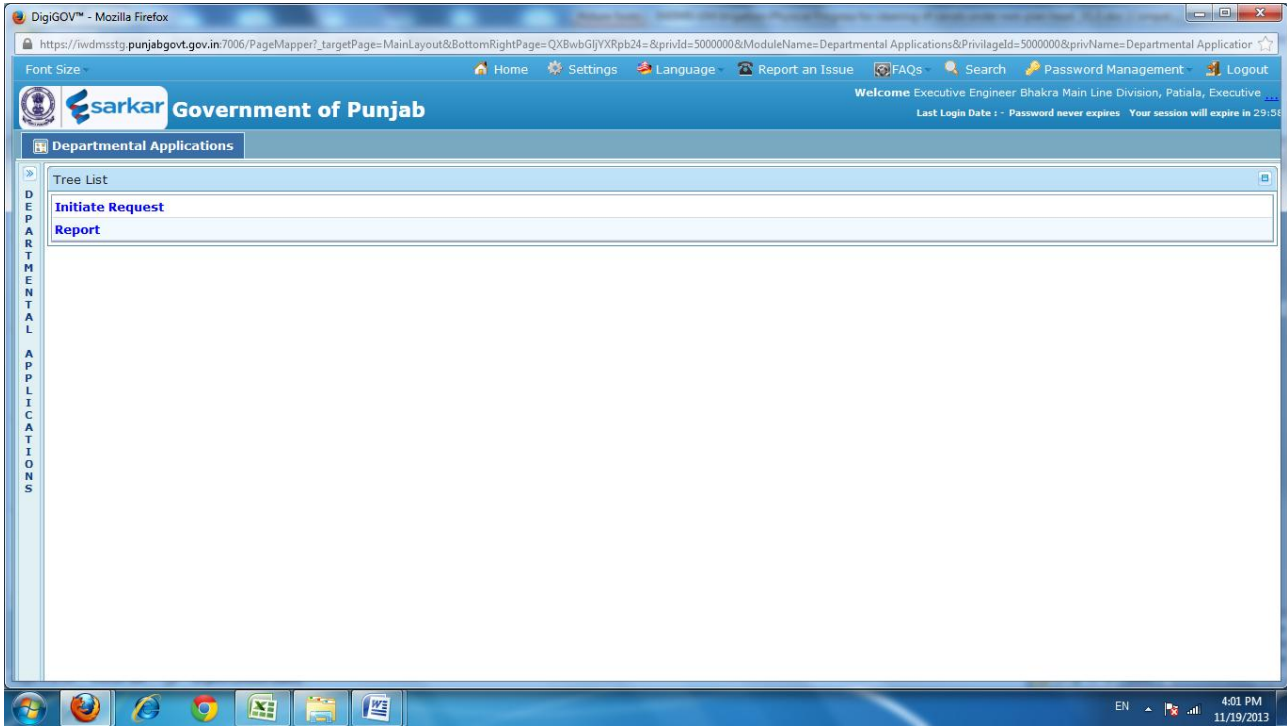


✓ After Clicking on Departmental application this type of screen will appear



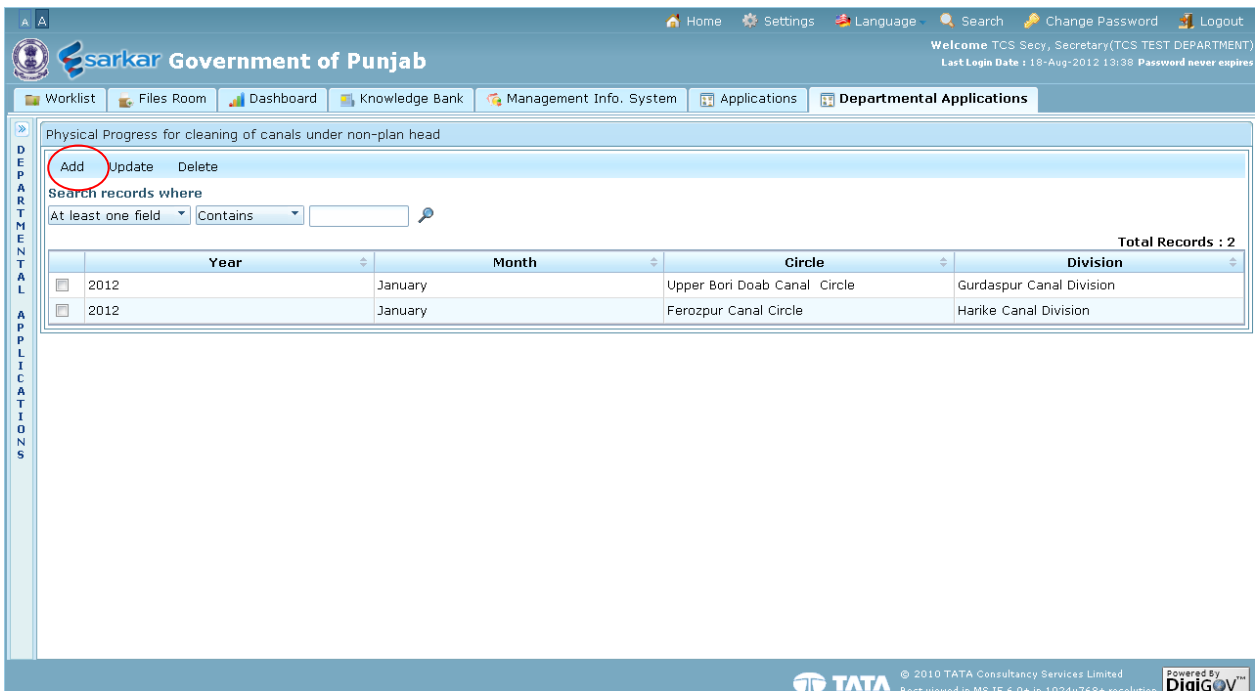
✓ click on application.





1.2. Add Records

- ✓ Click 'Add' button to Add new record. Field name with (*) is mandatory and it must not remain empty.



✓ Fill the details.

Physical Progress for cleaning of canals under non-plan head

Year *	2012	Month *	January
Circle *	Upper Bori Doab Canal	Division *	Gurdaspur Canal Division
Total length to be cleaned (Kms) *	2343.000		
Length cleaned (Kms)			
Up to previous month	0	During month *	34.000
Up to date	34.000		
Balance (Kms)	2309.000	Target (Kms)	2309.000
Remarks	work under process		

Save Close

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- ✓ Click 'Save' button to save data, 'Reset' to make all entered details empty and 'Close' to close the screen

Physical Progress for cleaning of canals under non-plan head

Year *	2012	Month *	January
Circle *	Upper Bori Doab Canal Circle	Division *	Gurdaspur Canal Division
Total length to be cleaned (Kms) *	2343.000		
Length cleaned (Kms)			
Up to previous month	0	During month *	34.000
Up to date	34.000		
Balance (Kms)	2309.000	Target (Kms)	2309.000
Remarks	work under process		

- ✓ File is saved

Physical Progress for cleaning of canals under non-plan head

Add Update Delete

Search records where
At least one field Contains

Total Records : 2

Year	Month	Circle	Division
2012	January	Upper Bori Doab Canal Circle	Gurdaspur Canal Division
2012	January		Harke Canal Division

Information
Saved Successfully.

1.3 Search Records

- ✓ To search certain record after entering details, select search parameter from the list and enter keywords and click 'Magnifying glass' symbol

Physical Progress for cleaning of canals under non-plan head

Search records where

At least one field Contains

	Year	Month	Circle	Division	Total Records : 2
<input type="checkbox"/>	2012	January	Upper Bori Doab Canal Circle	Gurdaspur Canal Division	
<input type="checkbox"/>	2012	January	Ferozpur Canal Circle	Harike Canal Division	

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1.4 Update Records

✓ To update record, select the record by checking box given and click 'Update' button

The screenshot shows the 'Physical Progress for cleaning of canals under non-plan head' interface. At the top, there are navigation tabs: Worklist, Files Room, Dashboard, Knowledge Bank, Management Info. System, Applications, and Departmental Applications. The main content area has a search bar with the text 'Search records where' and a dropdown menu set to 'At least one field'. Below the search bar is a table with columns: Year, Month, Circle, and Division. The table contains two records for the year 2012, both for January. The first record is for 'Upper Bori Doab Canal Circle' under 'Gurdaspur Canal Division', and the second is for 'Ferozpur Canal Circle' under 'Harike Canal Division'. The first record is selected, indicated by a checked checkbox. The 'Update' button is highlighted with a red circle. The total number of records is 2.

Year	Month	Circle	Division
2012	January	Upper Bori Doab Canal Circle	Gurdaspur Canal Division
2012	January	Ferozpur Canal Circle	Harike Canal Division

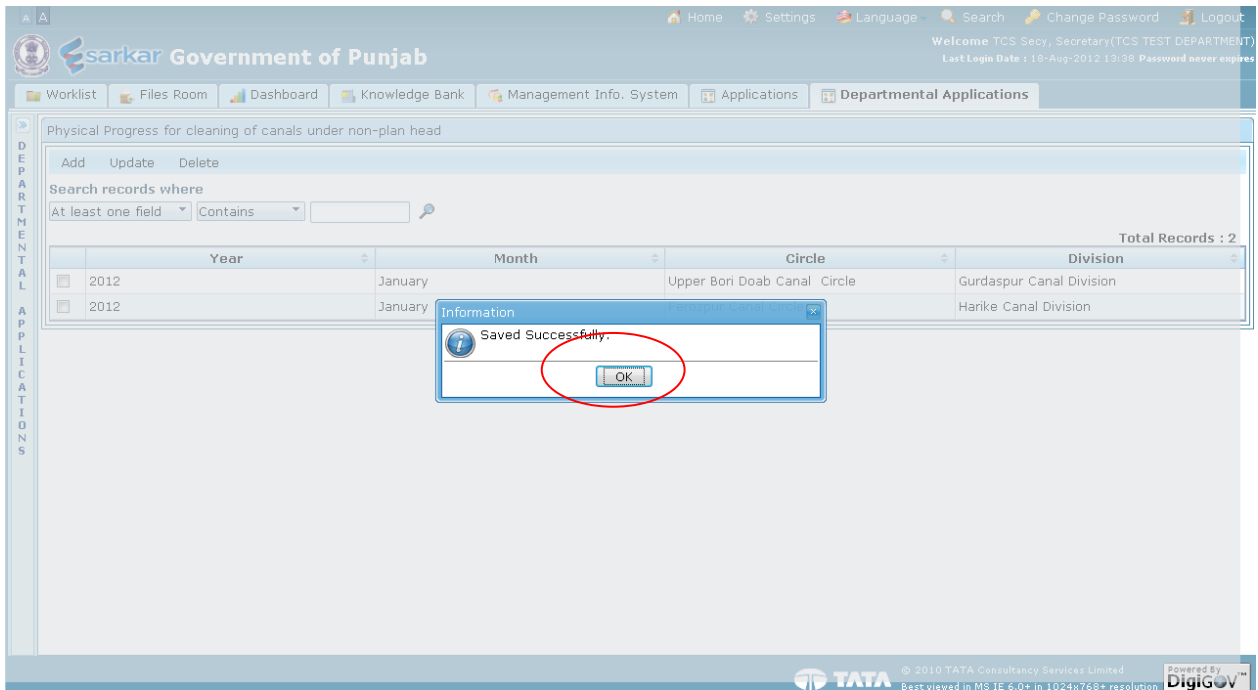
✓ Click 'Save' button to save data and 'Close' to close the screen

The screenshot shows the 'Physical Progress for cleaning of canals under non-plan head' interface. The form contains the following fields:

- Year: 2012
- Month: January
- Circle: Upper Bori Doab Canal Circle
- Division: Gurdaspur Canal Division
- Total length to be cleaned (Kms): 2343.000
- Length cleaned (Kms):
 - Up to previous month: 0
 - Up to date: 34.000
 - During month: 34.000
- Balance (Kms): 2309.000
- Target (Kms): 2309.000
- Remarks: work under process

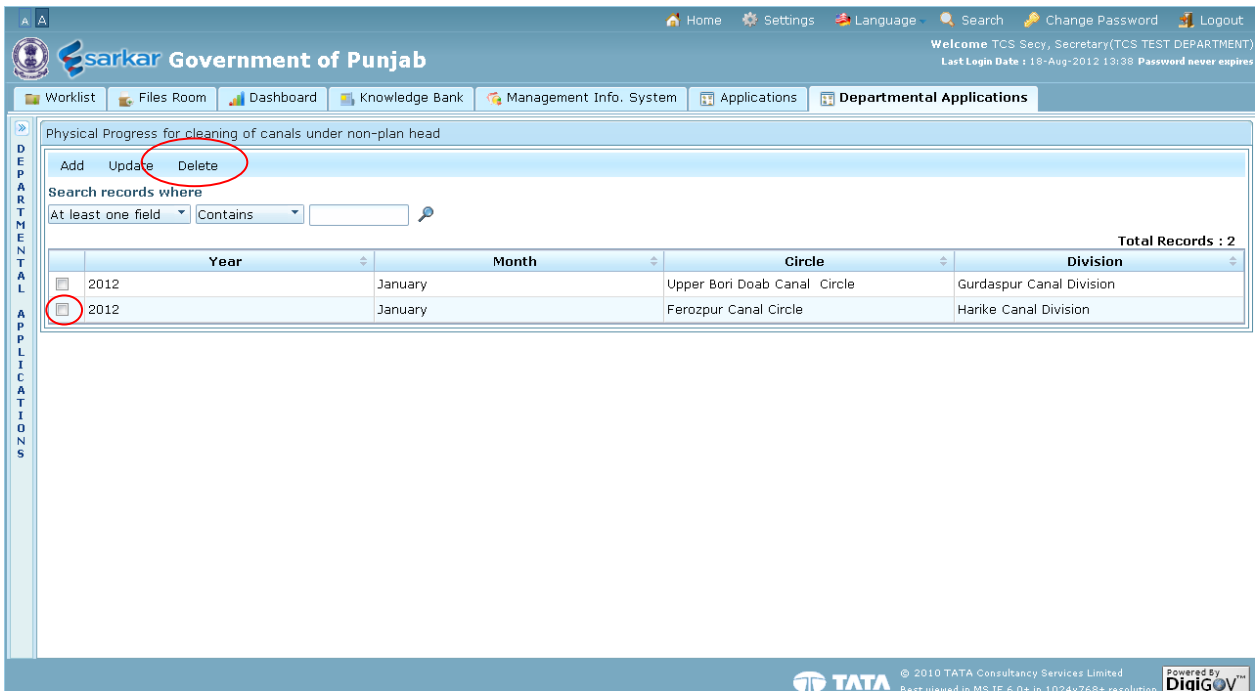
The 'Save' and 'Close' buttons are highlighted with a red circle.

- ✓ File is saved, Click on 'Ok'



1.5 Delete Records

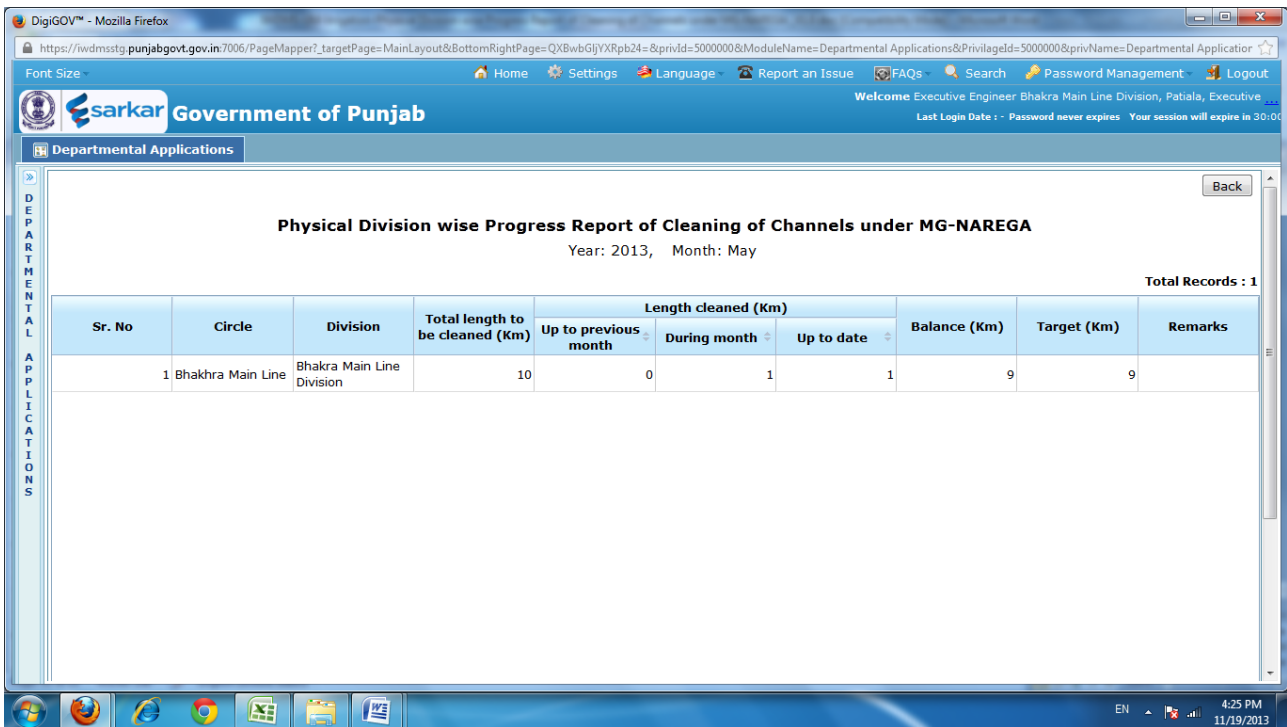
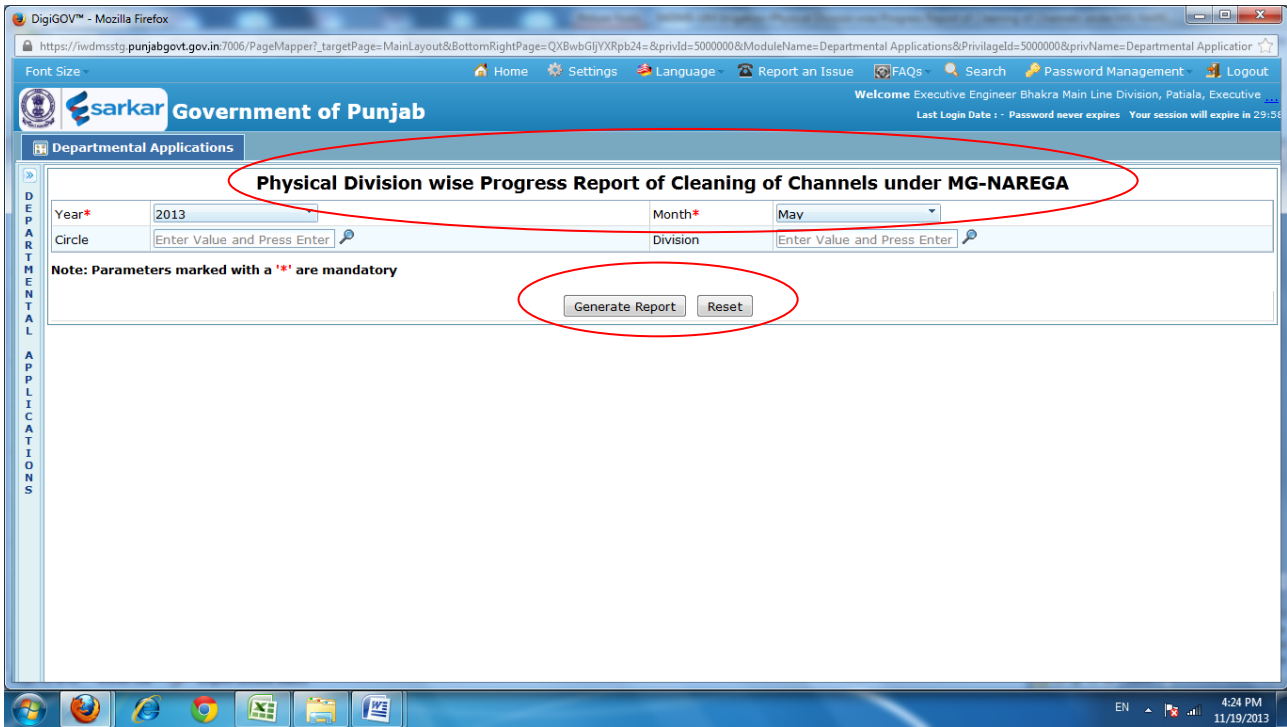
- ✓ To delete record, select the record by check box given and click 'Delete' button.



2. Reports

2.1 Physical Progress for cleaning of Channels under MG-NAREGA

- ✓ Select search parameters
- ✓ Now for the generation of report click to report



✓ We can save the report in excel or pdf format by clicking on Export to excel or pdf.

