



# Operation Manual

*-Tubewell Management System (TMS)-*

Rural Development Portal,  
Government of Odisha

*For official use by Section / Sub-Division/  
Division level executives of RWS&S Organisation,  
RD Department, Government of Odisha*

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# 1 About the System

For sustainability of Systems, Department has undertaken extensive exercise for institutionalization of rural drinking water infrastructure. For this purpose, Department is installing large number of Tubewell across the State to eradicate the problem of drinking water. However, with a surge in the number of Tubewell installed, there is a requirement to monitor and channelize the process of Tubewell installation, maintenance & grievance related activities.

Therefore, the department needs to adopt new technologies to optimise the existing process, which would result in easier accessibility of information and optimized delegation by the beneficiaries as well as the concerned departmental users.

In order to cater the department's requirements a solution namely as Tubewell Management Information System (TMIS) is proposed which is accessible through both Mobile and Web.

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## The key benefits are:

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The web application will be simple and easy to use

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Single database of all installed Tubewells in the State

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Details about running and nonfunctioning Tubewells in the state

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Knowing the water quality of every Tubewell installed

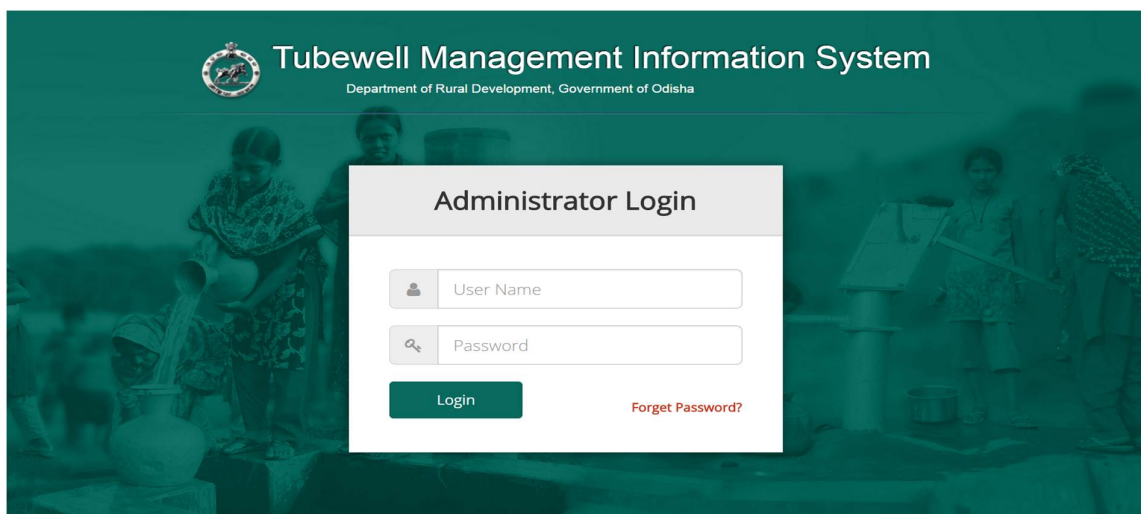
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Easy to manage historical data in a secure manner

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Automated reporting for effective management & transparency

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## 2 How to Log-in to the Portal

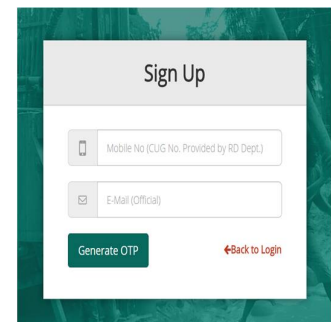
### 2.1 Step-1

- Open the internet browser (Internet Explorer / Google Chrome / Mozilla Firefox) and type [www.rdodisha.gov.in](http://www.rdodisha.gov.in) in the internet browser
- Click on "RD Portal" shown at the right top corner of home page then will take to a "Log-In" page where it will ask for New User "Sign-up" & Existing User "Sign-in"
- For new user registration click on "Sign-up". Put your CUG mobile number provided by RD Department & your official email address in the box provided in the page.



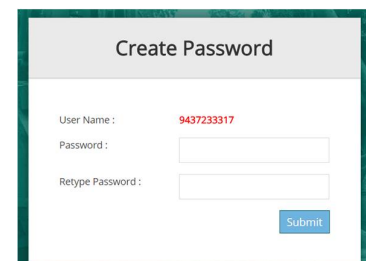
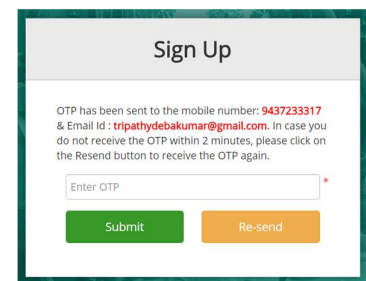
### 2.2 Step-2

- For new user registration click on "**Sign-up**". Put your CUG mobile number provided by RD Department & your official email address in the box provided.
- Click on the "Generate OTP" button and you will receive SMS as One Time Password (OTP) in your mobile number.



### 2.3 Step-3

- Use the OTP in the page shown in the computer screen
- Then it will ask you to give your password of your own.
- The new password should be combination of alphabets, numbers & special characters (such as \*, @, #, \$, %, &) with minimum eight characters e.g. **Pra#2013**
- Log out of from the system & repeat point no. (a) & (b) of Step-1 above and put the username with new password to log in to the RD Portal.



## 3 Modules of the Application

### 3.1 Dashboard

A dashboard is developed which will be easy to read, one page summary of the analysis of the information provided by the filed officials. It is an overview of the system at a glance. There are many advantages that result in the utilization of this tool. Some of the most important benefits are:

- a) Customizable: Dashboards could be customized in terms of users and expectations. Each decision level like Circle, Division, Sub-Division & Section dashboard will be customized to present the most valuable and useful set of information. This allows each person to see the level of detail that they need in order to get their job done and meet their goals.
- b) All-in-One: In the past, users would spend large amount of time reviewing and analyzing different reports to end in a final conclusion. This dashboard module will allow to see, at a glance, an overall situation report of the desired information.
- c) Drill into Detail: This dashboard is developed with the ability to get as deeper in information as required by simply selecting the desired variable or object.
- d) Intuitive Data Presentation: There is no need for complicated and exhaustive training. Dashboard is design to be intuitive to any user. The graphic design allows an easy and smooth navigation throughout the information.
- e) Mobile Device Accessible: This dashboard is programmed to suit any mobile device. The idea is to reach anywhere, to everyone, in a timely manner with the most accurate information & effective monitoring of work progress.

### 3.2 Master

This module will be only used by the Administrative User i.e. at State level in RD Department or EIC, RWSS.

- a) The module will enable master creation of the contractor details
- b) Creation of testing laboratory master
- c) Section creation & tagging to a block

- d) Tag assembly constituency with block/ULB or GP/Ward

### **3.3 Tubewell Registration**

This module will be primarily used by the Junior Engineer & Water Quality Laboratory Technician to provide the details of a Tubewell installed (new or existing) & its water quality updates as per the schedules.

- a) This module will enable the user to add Tubewell related information pertaining to demography details, technical details, financial details, layer chart details, etc
- b) The system will have provision for the user to add specific set of demographic details i.e. District, Block, Gram Panchayat and other details.
- c) On entering the requisite demographic details, the system will have provision for auto-generation of a unique Tubewell Code.
- d) The system will have provision for the user to add specific set of technical details i.e. Bore Hole Details, Strainer Details, Drilling Details and layer chart details etc.
- e) Additionally, a Mobile App has been developed to take the photographs, latitude & longitude of a tubewell.

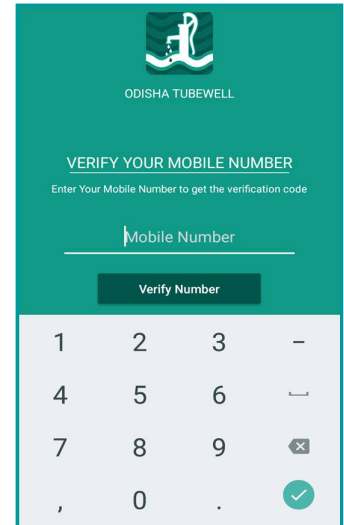
## **4 Mobile App**

Looking at the penetration of smart phone & easy data updation Department has thought to develop Mobile Apps for different modules of the RD Portal. This will help both Department & field officials to share / access the information instantly, interact more quickly and efficiently. The Mobile Apps provide a much faster alternative than mobile web browsing. It is also speed up the development and deployment of e-Gov applications.

### **4.1 Odisha Tubewell**

- a) The Mobile App for has already been developed for Android Phone & uploaded in the Google Play Store
- b) Your mobile should be GPS Supportable for geo-coordinates,

- c) Mobile should have Android OS, Internet & Camera
- d) Application can only be used by Junior Engineer of RWSS whose mobile number has been registered in the RD Portal
- e) One should go to <https://play.google.com/store> and search for "Odisha Tubewell"
- f) Download the same in your Android Mobile device
- g) After the Mobile App has been installed and opened, the app will prompt you to verify your mobile number
- h) Put your Close User Group (CUG) mobile number in the space provide & press the "Verify Number".
- i) Then within few second a SMS will be received in the registered mobile number as One Time Password (OTP)
- j) If the Mobile App is installed in the same Mobile device where the CUG SIM card is used then the OTP will be automatically verified and got the action page or you have put the 6-Digits OTP in the mobile app for registration.
- k) Once the installation of the Odisha Tubewell Mobile App is done, the data of the particular "Section" will be downloaded to that particular mobile and which can be used in offline mode i.e. without Internet.

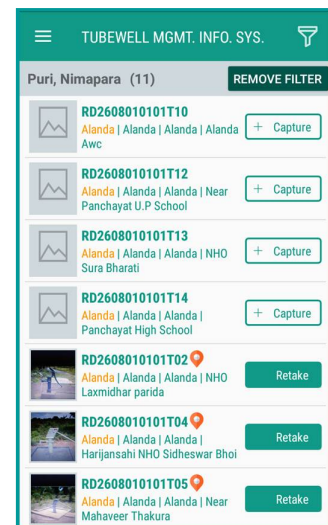


## 5 Existing Tubewell Data Updation Process

### 5.1 Updation in the RD Portal

- a) Log-in to the Rural Development Portal [www.rdodisha.gov.in/portal](http://www.rdodisha.gov.in/portal) using your user id & password
- b) Go to the MIS Report >> Tubewell Profile, download the profile both Tubewell Wise or GP Wise and take the print
- c) The exiting tubewell data has been imported from the IMIS data
- d) Then filled-up manually the Tubewell profile datasheet in the printed format from the record available in your Section/Sub-Division/Division.

- e) Then the manually collected data of a Tubewell shall be entered into the system
- f) Repeat the point (a) above and expand the "Tubewell Registration" module & click on the sub-module "Tubewell (Existing)"
- g) Expand the "Search Panel" and go to the particular Tubewell which data is to be updated from the datasheet.
- h) Click on the "Edit" button and update the same as per the datasheet which is manually filled from the old records
- i) You may also update the Status of the Tubewell as Running / Defunct / Does Not Exists

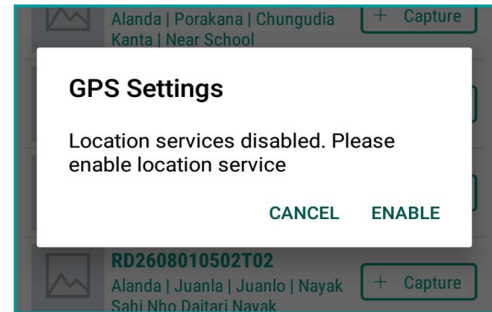
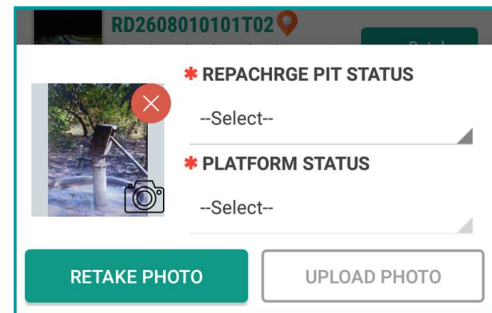


## 5.1 Photo & Geo Updation

- a) After data updation in the RD Portal, the photo, latitude & longitude of a tubewell will be updated through the Mobile App only
- b) That means those Tubewells data will only show in the Mobile App which have been updated in the RD Portal
- c) For the photo, latitude & longitude updation of a tubewell, one has to go the field and capture the same by the mobile where the Mobile App (Odisha Tubewell) has been registered.
- d) Open the Odisha Tubewell Mobile App and select Tubewell habitation wise by clicking the "Filter" icon give in the top right corner of the page.
- e) Touch / Click on the "Capture" button against a Tubewell which photo will be taken and take the photo of the Tubewell
- f) Please ensure the Recharge Pit & Platform (If available) of the particular Tubewell should come / reflect in the photo frame
- g) After the camera click the photo will show in the screen and there you need to update the status of the "Recharge Pit" & "Platform" status as "Available / Not Available / Damage" from the dropdown menu before uploading photo to the server.
- h) If you want to change the photograph of a Tubewell then you can Touch / Click on the "Retake" button against that Tubewell.



- i) The Latitude & Longitude of the particular Tubewell will be automatically captured through the System.
- j) Photo of Tubewell through this Mobile App can't be taken if GPS facility is not enabled in the mobile.
- k) So one has to enable the GPS facility in his/her mobile before capturing the photo of a Tubewell through the aid Mobile App otherwise the system will promptly ask to enable the GPS.
- l) If the Internet is not available in the Mobile, then the data (Photo& Other Info) will be stored in your mobile and once the Internet is active, then system will automatically send the photo to the server.



## 6 Helpdesk Support

- a) The helpdesk is intended to provide the end user i.e. to Section, Sub-Division, Division, Circle support related to the RD Portal
- b) The purpose of a help desk is usually to troubleshoot the problems or provide guidance about application modules & Mobile App
- c) Department will provide helpdesk support toll-free number, website, instant messaging, or email.
- d) The user can call to the helpline number during Government office hour
- e) It is also requested the user should go through the FAQ (Frequently Asked Question) section of the portal before seeking assistance from the Helpdesk.
- f) A team of experts is available for handling the queries in both functional & technical aspect