



National Reconstruction Authority, (NRA)
Management Information System (MIS)

Manual Part-2

NRA - MIS

User Manual NRA - MIS Administration
NRA - MIS administration modules for admin users





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1.0 About this user manual

The User Manual contains all essential information for the user to make full use of the MIS and its operations parts of developed Management Information System. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. Image and graphics has been used where ever possible to illustrate the software use steps of any event and activity under the software handling process.

NRA MIS user manual is the main document containing 3 parts of the software user manual developed under NRA MIS. This user manual is part 3 of the main user manual of NRA MIS covering mobile based applications uses for data capture, processing and uploading on the main server of NRA MIS.

1.1 NRA

The NRA is the legally mandated agency for leading and managing the earthquake recovery and reconstruction in Nepal. NRA provides strategic guidance to identify and address to the priorities for recovery and reconstruction, taking into account both urgent needs as well as those of a medium- to long-term nature. The NRA was formed on 25 December 2015, when the government appointed the Chief Executive Officer. The NRA's overall goal is to promptly complete the reconstruction works of the structures damaged by the devastating earthquake of 25 April 2015 and subsequent aftershocks, in a sustainable, resilient and planned manner to promote national interest and provide social justice by making resettlement and translocation of the persons and families displaced by the earthquake. NRA is committed to reconstruct, retrofit and restore partially- and completely-damaged residential, community and government buildings and heritage sites, to make them disaster-resistant using local technologies as needed.

1.2 MIS

NRA MIS has been developed primarily for Emergency Earthquake Assistance Project (EEAP) and other stakeholders supporting similar earthquake reconstruction initiatives in Nepal. The MIS has been developed for NRA and ministries to monitor the activities supported by the Asian Development Bank and other donors for monitoring of the projects, annual procurement plans, physical targets linked with line ministries and their financial budgets.



The MIS enables collection, analysis and monitoring the physical and financial progress for all civil work contracts and consultancies initiated for reconstruction post a disaster in the country. The data collection is supported by an online and android tab-based process, functional at all CLPIU and DLPIU levels. The data collection process includes real-time data capture and upload from GPS tagged location to see the actual progress at site level construction work linked with on-going contracts. The data collection process will be monitored at NRA level with an administration support.

The MIS supports output generation. This includes tables, charts, maps, data consolidation reports, basic and advance analysis, pivot cross reports generation. These outputs facilitate monitoring the real-time progress on all the on-going projects.

Operationally, the NRA MIS is developed and organized to capture progress from different IAs functional as CLPIU for ministries and departments like DuDBC, DoE, DoR and DOLIDAR covering buildings, schools buildings, roads and rural roads respectively. The MIS is currently under finalisation and deployment trainings are being provided to the users of respective Govt. department to ministry.

1.3 Scope of MIS Administration modules under NRA MIS

NRA MIS administration modules are essentially to be used by NRA and PIU administrators for managing various operations under the MIS. The administration module provides admin level users to create projects, donors, departments and ministries along with users and roles management operations. The admin at NRA can add all reporting levels and units in NRA MIS as central level system. The document provides complete detailed process and steps to manage the admin modules in NRA MIS. It also talks about the required hardware for server and basic minimum requirements to be able to use the software as online system connected with central server.



2.0 Requirements

Explained below are some minimum requirements that need to be ensured prior to start using the MIS as online software. The MIS has been developed as online system thus does not require any installation to be conducted at the client side. User can access the MIS from online URL <http://nramis.org> or <http://mis.nra.gov.np>. User also needs to ensure good net connectivity to be able to use the system with good speed else there might be some lag time in the accessing the software online modules. MIS user can use any available hardware having a minimum of 1GB of RAM on any windows and Linux based operation system. User can use any browser which supports HTML5 like Google chrome V29+, Firefox V26+, IE11+ and safari 6+. NRA MIS client access supports any OS and having any version with no restrictions on the uses if any of the above mentioned browsers are installed on the system.

2.1 Other important instructions

User must be comfortable using windows or Linux with some knowledge of office modules like MS-Excel and MS-World. This software doesn't require any special training on the OS itself and any basic users can easily use the software for operations and activities under NRA MIS. The application has been designed as online data collection process and transfer of the data. User needs to be connected to internet all the time for preparation of the data modules and use of application. MIS also supports data exports as pdf, .csv or .xlsx and doc files which can be printed on any printer available with users.



3.0 MIS administration module

Management information systems produce fixed, regularly scheduled reports based on data extracted and summarized from the organization's underlying data processing systems like IA and EA level users to identify and inform semi-structured decision making process. Administrators are the key users for any successful MIS process management at top level. They will take the responsibility to manage the basic data sets and process for smooth running of the system in any organization.

3.1 Introduction

Users need to have administration access to be able to use the admin modules of MIS. Any user with basic access to the MIS will not be able to access the administration modules of the MIS. Please go through the access levels explained before using the admin modules along with role management of NRAMIS. The administration module provides admin level users to create projects, donors, departments and ministries along with users and roles management operations. The admin at NRA can add all reporting levels and units in NRA MIS as central level system. Please find below the table to differentiate the access levels of various MIS modules.

Sr.no	Menu	Module	Access level
1	Data entry	Project masters	NRA Administrator
2		Project Fund master	NRA Administrator
3		Project fund allocation	NRA Administrator
4	Coverage	Region	NRA Administrator
5		District	NRA Administrator
6		VDC	NRA Administrator
7	User & reporting units	Level	NRA Administrator
8		Reporting unit type	NRA Administrator
9		Users	NRA Administrator, PIU
10		User role	NRA Administrator
11		Reporting unit	NRA Administrator, PIU
12		User type	NRA Administrator
13	Others	BOQ	NRA Administrator
14		Ministry and PIU	NRA Administrator
15		Period	NRA Administrator



16		Donor	NRA Administrator
17		Agency	NRA Administrator
18		Consultation	NRA Administrator
19		Employee	NRA Administrator
20		Project fund type	NRA Administrator
21		Project fund category	NRA Administrator

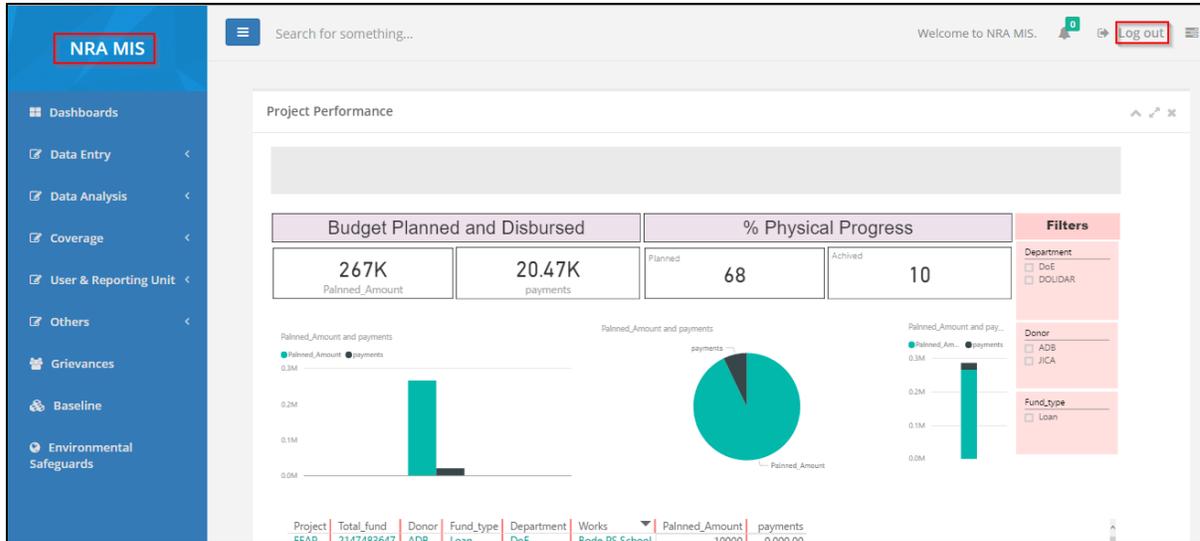
3.3 Login in the application

Administrator user needs login in the application with provided user name and password to be able to use the modules. Application already stored the valid access credentials at the time of installation which can be changed later. Please follow the steps below to login in the online MIS application as administrator. User must enter valid credentials to login in the application else application will stop working after 3 failed attempts for at least 10 minutes.

Step1. Open the MIS URL nramis.org and click on Login

Step2. Enter valid user name and password given and click on “Login”

Step3. User should be able to see the main home page after login

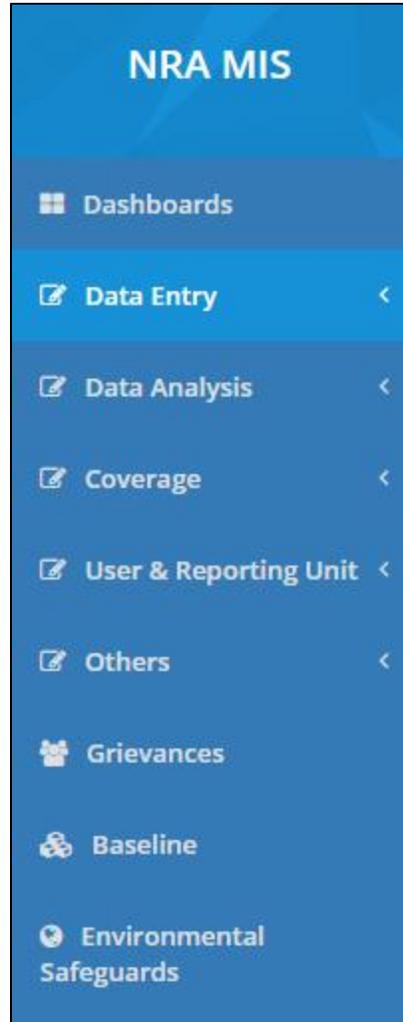


4.0 Administration modules in details

There are various administration modules attached in the MIS for various types of users. MIS provides different application uses for different users of NRA, PIU with different modules level access to users of IA, EA and donor and guests. Please follow steps below to see the various administration modules and its uses.

4.1 Main menu

User can see the main menu on the left-hand side of the application and can click on  on the main screen after logging to minimize the menu options. User can also click on the main screen menu links for quick access of the application for  **Data Entry** main data entry at admin,  **User & Reporting Unit** for users and reporting units and  **Others** for all other admin level options as explained above.



Main menu and listed modules

4.2 Data entry at NRA level (Admin part)

User can click on **Data Entry** in the main menu to select the module sub items. Module provides options and events to execute the various options to manage and allocate the funds to different departments. This is the first step in order to manage the main project and ministries level allocation for further creation of the civil work contract and consultancies. In case there is no funds have been allocated at this level then there will be no way to create the contracts for any departments for monitoring activity. Please refer to the project master before executing the funds addition and allocation process.

4.2.1 Project

Projects module refers to the creation of the multiple approved projects functional under NRA for reconstruction activities in the country. These projects can be pulled from the



govt. system if access can be given to the MIS but as of now these projects needs to be added in the MIS manually till automation takes place. The project details and their MoF red-book codes needs be available before hand with admin users before stating this activity. The module also allows users to add this project in future also as there is no restrictions for administrator to add new projects under this module.

Project

Home / Masters / Form

List **New Entry**

Project ^ ✎ ✕

Apply Filters ▼

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 2 of 2 entries

id	Name	Redbook Code	AMP Code	Fund NPR	Fund USD	Start Date	End Date	Username	Created	Action
1	Disaster Risk Reduction and			0	1785000	2015-12-08	2019-03-31	NRA	2016-06-08 13:31:38	edit Delete

User can open the module by clicking on **Project Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



List New Entry

Masters

Name

Redbook Code

Sub Code

Fund NPR

Fund USD

Start Date

End Date

Cancel Save changes

Step 2: Enter the required data and fill the complete form to be able to save the details.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

10 entries Search: Copy CSV Excel PDF Print

1 to 2 of 2 entries

Project Name	Redbook Code	Sub Code	Funder	Type	Category	Fund NPR	Fund USD	Created by	Created on	Action
Earthquake Emergency Assistance Project	602801		Asian Development Bank	Loan	Non-Govt Fund	0	200000000	2	2016-06-13 15:53:59	edit Delete

Step 2: Select the entry to be edited by pressing the **edit** button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification



Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details indicators and required values need to be confirmed with NRA administration unit.

➤ Red book codes and actual funds along with project details will be provided by MoF.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

➤ User can also apply filters for selections under the filters tab



4.2.2 Project Fund

Project fund master refers to the addition of the funds under any created project at NRA level. These funds additions can be pulled from the govt. system if access can be given to the MIS but as of now these project fund additions needs to be added in the MIS manually till automation takes place. The funds addition details and their MoF red-book codes needs be available before hand with admin users before stating this activity. The module also allows users to add these project funds in future also as there is no restrictions for administrator to add new allocations under projects using this module.

Project Fund Master

Home / Masters / Form

List New Entry

Project Fund Master

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 2 of 2 entries

id	Project Name	Redbook Code	Sub Code	Funder	Type	Category	Fund NPR	Fund USD	Created by	Created on	Action
1	Earthquake Emergency Assistance Project (EEAP)	602801		Asian Development Bank	Loan	Non-Govt Fund	0	200000000	2	2016-06-13 15:53:59	edit delete

User can open the module by clicking on **Project Fund Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



List **New Entry**

Masters

Select Project

Redbook Code

Sub Code

Funder

Category

Type

Step 2: Select created project first from list to add funds under the project

Step 3: Enter the required data and fill the complete form to be able to save the details.

Step 4: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

Showing 1 to 2 of 2 entries

id	Project Name	Redbook Code	Sub Code	Funder	Type	Category	Fund NPR	Fund USD	Created by	Created on	Action
1	Earthquake Emergency Assistance Project (EEAP)	602801		Asian Development Bank	Loan	Non-Govt Fund	0	200000000	2	2016-06-13 15:53:59	
2	Earthquake Emergency Assistance Project (EEAP)	602801		N/A	N/A	Govt. Fund	0	320000000	2	2016-06-13 15:54:42	

Step 2: Select the entry to be edited by pressing the button under actions

column to load data for editing under **Update** tab.



Step 3: Check data available for editing under update tab and make required modification

The screenshot shows the 'Update' tab of a software interface. At the top, there are two tabs: 'List' and 'Update', with 'Update' being the active tab. Below the tabs is a section titled 'Masters'. This section contains several data entry fields:

- Select Project:** A dropdown menu showing 'Earthquake Emergency Assistance Pr'.
- Redbook Code:** A text input field containing '602801'.
- Sub Code:** An empty text input field.
- Funder:** A dropdown menu showing 'Asian Development Bank'.
- Category:** A dropdown menu showing 'Non-Govt Fund'.
- Type:** A dropdown menu that is currently empty.
- Fund NPR:** A text input field containing '0'.
- Fund USD:** A text input field containing '200000000'.

Below the form fields is a prominent blue button labeled 'Update changes'.

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details indicators and required values need to be confirmed with NRA administration unit.

➤ Red book codes and actual funds along with project details will be provided by MoF.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

This screenshot shows a search and export toolbar. On the left is a search input field with the placeholder text 'Search:'. To the right of the search field are five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

➤ User can also apply filters for selections under the filters tab



Apply Filters

<div style="border: 1px solid #ccc; padding: 2px;"> id ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #e0e0e0;"> id </div> <div style="border: 1px solid #ccc; padding: 2px;"> Project Name </div> <div style="border: 1px solid #ccc; padding: 2px;"> Redbook Code </div> <div style="border: 1px solid #ccc; padding: 2px;"> Sub Code </div> <div style="border: 1px solid #ccc; padding: 2px;"> Funder </div>	=	▼	<input style="width: 95%;" type="text"/>	+
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---	------------------------------------------	---

4.2.3 Project Fund Allocation

Project fund allocation master refers to the allocation of the funds to any ministry and departments under any created project and added funds at NRA level. These funds allocations can be directly pulled from the govt. system if access can be given to the MIS but as of now these project fund allocations needs to be added in the MIS manually till automation takes place. The funds allocation details to different ministries by projects and their MoF red-book codes needs be available before hand with admin users before stating this activity. The module also allows users to add these allocations by project funds in future also as there is no restrictions for administrator to add new allocations under projects using this module.

Project Fund Allocation Master

Home / Masters / Form

List New Entry

Project Fund Allocation Master ^ ✎ ✕

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 2 of 2 entries

id	Project	Redbook Code	Sub Code	Department	Govt Fund NPR	Govt Fund USD	Donor Loan Fund NPR	Donor Loan Fund USD	Donor Grant Fund NPR	Donor Grant Fund USD	Created By	Created On	Action
1	Earthquake Emergency Assistance Project (EEAP)	602801		Department of Urban Development and Building Construction	55143000	0	421323000	0			2	2016-06-14 09:15:23	edit
5	Earthquake Emergency Assistance Project	602801		Department of Education	200000000	0	1452696000	0			2	2016-06-17 10:32:49	edit



Project Fund Allocation Master

User can open the module by clicking on **Project Fund Allocation Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the **New Entry** tab in the main table to access all the required indicators and details to be entered in the module.

List	New Entry
Masters	
Financial Year	2016-2017
Select Project	
Redbook Code	
Sub Code	
Department	
Govt Fund NPR	

Step 2: Financial year will come based on the system year so no need to change this and confirm the given financial year

Step 3: Enter the required data and fill the complete form to be able to save the details.

Step 4: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table



id	Project	Redbook Code	Sub Code	Department	Govt Fund NPR	Govt Fund USD	Donor Loan Fund NPR	Donor Loan Fund USD	Donor Grant Fund NPR	Donor Grant Fund USD	Created By	Created On	Action
1	Earthquake Emergency Assistance Project (EEAP)	602801		Department of Urban Development and Building Construction	55143000	0	421323000	0			2	2016-06-14 09:15:23	
5	Earthquake Emergency Assistance Project (EEAP)	602801		Department of Education	200000000	0	1452696000	0			2	2016-06-17 10:32:49	

Step 2: Select the entry to be edited by pressing the  button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Financial Year 2016-2017

Select Project Earthquake Emergency Assistance Pt ▾

Redbook Code 602801

Sub Code

Department Department of Urban Development ▾

Govt Fund NPR 55143000

Govt Fund USD 0

Step 4: Press button  to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details indicators and required values need to be confirmed with NRA administration unit.

➤ Red book codes and actual funds along with project details will be provided by MoF.



➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search: <input type="text"/>	Copy	CSV	Excel	PDF	Print
------------------------------	------	-----	-------	-----	-------

➤ User can also apply filters for selections under the filters tab

Apply Filters

id	=	<input type="text"/>	+
id			
Project Name			
Redbook Code			
Sub Code			
Funder			

4.3 Coverage

Coverage essentially talks about the geographical coverage of MIS. User can add/create new graphical areas whenever required in the MIS but this exercise should be done before starting of any activity of additions of the reporting units under the MIS. Administrator can manage this information from geographical Regions, Districts and VDC level. There is no other level has been created in MIS. Please follow instructions below to operate the module.

4.3.1 Region

Regions are the first level under geographical levels in Nepal and master module has been provided to manage the regions in Nepal. The module also allows users to add these region levels in future also if there is any change/addition in regions level in country.



Region

Home / Masters / Form

List New Entry

Region

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

id	Name	Uploaded	User	Action
1	Eastern	2016-04-06 15:32:49	NRA	edit Delete
2	Central	2016-04-07 12:58:20	NRA	edit Delete
3	Western	2016-04-07 12:58:42	NRA	edit Delete
4	Mid-Western	2016-04-07 12:59:15	NRA	edit Delete
5	Far-Western	2016-04-07 12:59:30	NRA	edit Delete

User can open the module by clicking on **Region Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the **New Entry** tab in the main table to access all the required indicators and details to be entered in the module.

List New Entry

Masters

Name

Cancel Save changes

Step 2: Enter the name of region.



Save changes

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

List

Step 1: Click on the **List** tab in the main table

id	Name	Uploaded	User	Action
1	Eastern	2016-04-06 15:32:49	NRA	
2	Central	2016-04-07 12:58:20	NRA	
3	Western	2016-04-07 12:58:42	NRA	
4	Mid-Western	2016-04-07 12:59:15	NRA	
5	Far-Western	2016-04-07 12:59:30	NRA	

edit

Step 2: Select the entry to be edited by pressing the **edit** button under actions

Update

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Name:

Update changes

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Detail and indicators with required values need to be confirmed with NRA administration unit before doing the entry in MIS.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

➤ User can also apply filters for selections under the filters tab



The screenshot shows a filter interface for the 'Region' module. A dropdown menu is open, listing the following fields: 'id', 'Name', 'Uploaded', and 'User'. The 'id' field is currently selected and highlighted in blue. To the right of the dropdown is an equals sign (=) and a search input field with a red plus sign (+) button.

4.3.2 District

Districts are the second level under geographical levels after regions in Nepal and master module has been provided to manage the districts in Nepal. The module also allows users to add these districts under region levels in future also if there is any change/addition in districts/regions level in country.

The screenshot displays the 'District Master' interface. At the top, there are navigation tabs for 'List' and 'New Entry'. Below this is a table with the following data:

id	Region	Username	District	Created	Action
1	Eastern	NRA	Taplejung	2016-06-01 14:00:12	edit Delete
2	Eastern	NRA	Sankhuwasabha	2016-06-01 14:01:45	edit Delete
3	Eastern	NRA	Dhankuta	2016-06-01 14:11:03	edit Delete
4	Eastern	NRA	Bhojpur	2016-06-01 14:11:40	edit Delete
5	Eastern	NRA	Khotang	2016-06-01 14:12:54	edit Delete

Additional interface elements include a search bar, a 'Show 10 entries' dropdown, and buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

User can open the module by clicking on **District Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.



New Entry

Step 1: Click on the **New Entry** tab in the main table to access all the required indicators and details to be entered in the module.

The screenshot shows a web interface with two tabs: 'List' and 'New Entry'. The 'New Entry' tab is active. Below the tabs is a section titled 'Masters'. Inside this section, there is a 'Select region' dropdown menu with a green border and a mouse cursor pointing to it. Below the dropdown is a 'Name' text input field. At the bottom of the form, there are two buttons: 'Cancel' and 'Save changes'.

Step 2: select the region from list

Step 3: Enter the name of district in that region.

Step 4: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Region	Username	District	Created	Action
1	Eastern	NRA	Taplejung	2016-06-01 14:00:12	
2	Eastern	NRA	Sankhuwasabha	2016-06-01 14:01:45	
3	Eastern	NRA	Dhankuta	2016-06-01 14:11:03	
4	Eastern	NRA	Bhojpur	2016-06-01 14:11:40	
5	Eastern	NRA	Khotang	2016-06-01 14:12:54	

Step 2: Select the entry to be edited by pressing the **edit** button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification



The screenshot shows a web interface with two tabs: 'List' and 'Update'. The 'Update' tab is active. Below the tabs is a section titled 'Masters'. Inside this section, there is a form with two input fields: 'Select region' with a dropdown menu showing 'Eastern', and 'Name' with a text box containing 'Taplejung'. At the bottom of the form, there are two buttons: 'Cancel' and 'Update changes'.

Step 4: Press button  to update the details edited

Step 5: User can check the edited details under the list tab

➤ Detail and indicators with required values need to be confirmed with NRA administration unit before doing the entry or edit in MIS.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

The screenshot shows a search bar with the text 'Search:' followed by an input field. To the right of the search bar are five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

➤ User can also apply filters for selections under the filters tab

The screenshot shows a dialog box titled 'Apply Filters'. It has a search input field with a dropdown menu open below it. The dropdown menu lists several options: 'id', 'Region', 'Username', 'District', and 'Created'. The 'id' option is currently selected. To the right of the search field is an equals sign followed by a dropdown arrow, and further right is a red plus sign in a circle.

4.3.3 VDC

VDCs are at third level under geographical coverage after districts and regions in Nepal. Masters management module has been provided to manage the VDC under districts in Nepal. The module also allows users to add these districts under region levels in future also if there is any change/addition in districts/regions level in country. Please refer to the Nepal geographical data coverage masters from Govt. system. There is no need to make changes in this master but user can still make the required modification and additions if required.



VDC

Home / Masters / Form

List New Entry

VDC

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 10 of 1,504 entries

id	VDC	District	Username	Created	Action
1	Ankhibhui	Sankhuwasabha	NRA	2016-06-01 14:41:27	edit Delete
2	Bahrabise	Sankhuwasabha	NRA	2016-06-01 14:42:05	edit Delete
3	Bala	Sankhuwasabha	NRA	2016-06-01 14:48:32	edit Delete
4	Bana	Sankhuwasabha	NRA	2016-06-01 14:49:07	edit Delete
5	Baneswor	Sankhuwasabha	NRA	2016-06-01 14:49:40	edit Delete

User can open the module by clicking on **VDC Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the **New Entry** tab in the main table to access all the required indicators and details to be entered in the module.

List New Entry

Masters

Select District

Name

Cancel Save changes



Step 2: select the district from list

Step 3: Enter the name of VDC in that district.

Step 4: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	VDC	District	Username	Created	Action
1	Ankhibhui	Sankhuwasabha	NRA	2016-06-01 14:41:27	
2	Bahrabise	Sankhuwasabha	NRA	2016-06-01 14:42:05	
3	Bala	Sankhuwasabha	NRA	2016-06-01 14:48:32	
4	Bana	Sankhuwasabha	NRA	2016-06-01 14:49:07	
5	Baneswor	Sankhuwasabha	NRA	2016-06-01 14:49:40	
6	Chainpur	Sankhuwasabha	NRA	2016-06-01 14:50:05	
7	Chepuwa	Sankhuwasabha	NRA	2016-06-01 14:51:35	

Step 2: Select the entry to be edited by pressing the button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Select District: Sankhuwasabha

Name: Ankhibhui

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab



- Detail and indicators with required values need to be confirmed with NRA administration unit before doing the entry or edit in MIS.
- All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search: <input type="text"/>	Copy	CSV	Excel	PDF	Print
------------------------------	------	-----	-------	-----	-------

- User can also apply filters for selections under the filters tab

Apply Filters

id	=	<input type="text"/>	+
id			
VDC			
District			
Username			
Created			

4.4 Users and reporting units

User can click on [User & Reporting Unit](#) in the main menu to select the module sub items. Module provides options and events to execute the various options to manage users and reporting units etc. This is one of the most important master modules which cover the reporting units and user creation and management for all levels in NRA MIS. Please refer to the units master before executing the user addition and roles execution process.

4.4.1 Level

Levels are defined to make the access levels under NRA MIS as web/mobile or both. This option will not require any change in future until it is required as this can impact the access formation levels also. Admin user still has option to modify the access levels and areas under MIS. New area can be added in case any new access point is being introduced in the MIS. It is strongly recommended not to add/modify the levels under administration module until user really knows what will happen to the backend under MIS.



Level

Home / Masters / Form

List New Entry

Level

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 3 of 3 entries

id	Name	Username	Created	Action
1	Web	NRA	2016-04-07 13:51:00	edit Delete
2	Android	NRA	2016-04-07 13:51:06	edit Delete
3	Both	NRA	2016-04-07 13:51:12	edit Delete

Previous 1 Next

User can open the module by clicking on **Level Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

Level

Home / Masters / Form

List New Entry

Masters

Name



Step 2: Enter the required data and fill the complete form to be able to save the details.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Name	Username	Created	Action
1	Web	NRA	2016-04-07 13:51:00	
2	Android	NRA	2016-04-07 13:51:06	
3	Both	NRA	2016-04-07 13:51:12	

Previous 1 Next

Step 2: Select the entry to be edited by pressing the button under actions column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Name

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search: <input type="text"/>	<input type="button" value="Copy"/>	<input type="button" value="CSV"/>	<input type="button" value="Excel"/>	<input type="button" value="PDF"/>	<input type="button" value="Print"/>
------------------------------	-------------------------------------	------------------------------------	--------------------------------------	------------------------------------	--------------------------------------



➤ User can also apply filters for selections under the filters tab

Apply Filters

id = +

- id
- Name
- Username
- Created

4.4.2 Reporting unit type

Reporting unit type master refers to the creation of the type of reporting units under NRA MIS. NRA is working with various type of reporting units like PMU, PIU, DIU, NGOs etc. This module will be provided as pre-fed and will not require any change in future until a new type of reporting units is required to be introduced at top level. Admin user still has option to modify the type of reporting units under MIS. It is strongly recommended not to add/modify the types under administration module until user really knows what will happen to the backend under MIS.

Reporting Unit Type

Home / Masters / Form

List **New Entry**

Reporting Unit Type

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

id	Reporting Unit Type	Username	Created	Action
1	PMU	NRA	2016-04-11 12:48:51	edit Delete
2	DIU	NRA	2016-04-11 12:48:57	edit Delete
3	PIU	NRA	2016-04-11 12:49:03	edit Delete
4	NGO	NRA	2016-04-11 12:49:08	edit Delete
5	INGO	NRA	2016-05-16 01:42:12	edit Delete



Reporting Unit Type Master

User can open the module by clicking on **Reporting Unit Type Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

Reporting Unit Type
Home / Masters / Form

List New Entry

Masters

Name

Cancel Save changes

Step 2: Enter the required data and fill the complete form to be able to save the details.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Reporting Unit Type	Username	Created	Action
1	PMU	NRA	2016-04-11 12:48:51	edit Delete
2	DIU	NRA	2016-04-11 12:48:57	edit Delete
3	PIU	NRA	2016-04-11 12:49:03	edit Delete

Step 2: Select the entry to be edited by pressing the **edit** button under actions column to load data for editing under **Update** tab.



Step 3: Check data available for editing under update tab and make required modification

The screenshot shows a web interface with two tabs: 'List' and 'Update'. The 'Update' tab is active. Below the tabs is a section titled 'Masters'. Inside this section, there is a form with a 'Name' label and a text input field containing the text 'DIU'. Below the input field, there are two buttons: 'Cancel' and 'Update changes'.

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

The screenshot shows a search bar with the text 'Search:' followed by an empty input field. To the right of the search bar are five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

➤ User can also apply filters for selections under the filters tab

The screenshot shows a dialog box titled 'Apply Filters'. Inside the dialog, there is a search input field with the text 'id'. To the right of the input field is a dropdown arrow and an equals sign. Below the input field, a dropdown menu is open, showing a list of fields: 'id', 'Reporting Unit Type', 'Username', and 'Created'. The 'id' field is highlighted in blue. To the right of the dropdown menu is a red plus sign button.

4.4.3 User type

User type master refers to the creation of the type of user under NRA MIS. NRA is dealing with various types of users like NRA, admin, department, ministry, guest etc. This module will be provided as pre-fed and will not require any change in future until a new type of user is required to be introduced at admin level. Admin user still has option to modify the type of users under MIS. It is strongly recommended not to add/modify the type of users under administration module until admin user really knows what will happen to the backend under MIS.



User Type

Home / Masters / Form

List New Entry

User Type

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 9 of 9 entries

id	Name	Username	Created	Action
1	Administrator	NRA	2016-04-11 12:45:12	edit Delete
3	Ministry	NRA	2016-04-11 12:45:31	edit Delete
4	Department	NRA	2016-04-11 12:45:38	edit Delete
5	Donor	NRA	2016-04-11 12:45:49	edit Delete

User can open the module by clicking on **user Type Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

List New Entry

Masters

Name

Step 2: Enter the required data and fill the complete form to be able to save the details.



Save changes

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

List

Step 1: Click on the **List** tab in the main table

id	Name	Username	Created	Action
1	Administrator	NRA	2016-04-11 12:45:12	
3	Ministry	NRA	2016-04-11 12:45:31	
4	Department	NRA	2016-04-11 12:45:38	
5	Donor	NRA	2016-04-11 12:45:49	

edit

Step 2: Select the entry to be edited by pressing the button under actions

Update

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Name

Update changes

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

➤ User can also apply filters for selections under the filters tab



4.4.4 Reporting unit

Reporting units master refers to the creation of the reporting and sub reporting units under a predefined hierarchy at NRA level MIS. NRA is intend to get data from CLPIUs , DLPIUs, NGOs and INGOS etc. through unit level users created at administration level at NRA. This module is required to be used at NRA admin level and all required PIUs, PMU etc. needs to be added in discussion with NRA administration. There are no fix criteria and/or unit location is defened under MIS and all of this need to be added in the MIS by administration person. Please follow the steps as under to create the reporting units using this module.

id	Parent	Reporting Unit	Type	District	VDC	Department	Address	Phone	Incharge	Incharge Email	Incharge Phone	U
1		NRA	PMU	Dhankuta	Ankhibhui	National Reconstruction Authority	Singha durbar	0987654321	Shushil G	Shushil@nra.gov.np	0123456789	N
9	NRA	MOUD CLPIU	PIU	Kathmandu		Department of Urban Development and Building Construction	Babar Mahal, KTM	4221437	Suresh Wagle	skwagle.74@gmail.com	9851240033	N

User can open the module by clicking on **user Type Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.



New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

The screenshot shows a web interface for entering new data. At the top, there are two tabs: 'List' and 'New Entry', with 'New Entry' being the active tab. Below the tabs is a section titled 'Masters'. This section contains a form with the following fields:

- Name**: A text input field.
- Select Parent**: A dropdown menu.
- Select District**: A dropdown menu.
- Select VDC**: A dropdown menu.
- Select Ministry and Department**: A dropdown menu.
- Select Unit Type**: A dropdown menu.

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

➤ Name can be entered as unique.

➤ User can manage the hierarchy by selecting the parent unit

Select Parent from the drop list. Any reporting unit is being created under some head/reporting units or needs to start from NRA itself.

Select Ministry and
Department

➤ Selection if selection of location / ministry is mandatory.

➤ User also requested to add correct email id and phone no. as alert system will work based on the correct information only. False and incorrect information will lead to system failure.

Step 3: Click on **Save changes** to save all the details in the MIS



Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Parent	Reporting Unit	Type	District	VDC	Department	Address	Phone	Incharge	Incharge Email	Incharge Phone	U
1		NRA	PMU	Dhankuta	Ankhibhui	National Reconstruction Authority	Singha durbar	0987654321	Shushil G	Shushil@nra.gov.np	0123456789	N
9	NRA	MOUD CLPIU	PIU	Kathmandu		Department of Urban Development and Building Construction	Babar Mahal, KTM	4221437	Suresh Wagle	skwagle.74@gmail.com	9851240033	N

Step 2: Select the entry to be edited by pressing the **edit** button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List **Update**

Masters

Name

Select Parent

Select District

Select VDC

Select Ministry and Department

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

Copy CSV Excel PDF Print



➤ User can also apply filters for selections under the filters tab

Apply Filters

id = [] +

- id
- Parent
- Reporting Unit
- Type
- District
- VDC
- Department
- Address
- Phone

4.4.5 Users Master

Users master refers to the creation of the users for any created reporting units with different level of access at NRA level under MIS. Reporting units that has been created under NRA MIS can be access by users only after providing the user level access with various access level and types. User needs to be added for any unit and role needs to be given to the users to let the system understand who and when accessing the system. This module is required to be used at NRA admin level and all required reporting unit types PIUs, PMU etc. needs to have separate users in discussion with NRA administration. There are no predefined users other than administrator and rest all the units and user needs to be added in the system. Please follow the steps as under to create the reporting units using this module.

User

Home / Masters / Form

List New Entry

User

Apply Filters

Show 10 entries Search: [] Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

id	n_prt_id	First Name	Last Name	Address	Phone Number	Email Id	Employee Id	Type	Department	Reporting Unit	Level
2	2	NRA	Admin	Dummy Address	0987654321	nra@nramis.org	nra12345	NRA	Ministry of Finance	NRA	Web
17	23	Consultancy	One	KTM	985352552	con@gmail.com	11	Department	Department of Education		Both
18	24	Nawaraj	Gurung	KTm	9841333398	nawaraj@gmail.com	E0001	Agency	Department of Education	NRA	Both



User can open the module by clicking on **User Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

- Password should be alpha numeric with 1 capital and 1 special character.
- First name and address is mandatory.

- Correct reporting unit should be selected.
- Correct type of user section is very crucial as it will decide the access levels.



➤ Correct ministry or department selection is must

Select Department & Ministry

Ministry of Finance

➤ User also requested to add correct email id and phone no. as alert system will work based on the correct information only. False and incorrect information will lead to system failure.

Save changes

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

List

Step 1: Click on the **List** tab in the main table

id	nprt_id	First Name	Last Name	Address	Phone Number	Email Id	Employee Id	Type	Department	Reporting Unit	Level
2	2	NRA	Admin	Dummy Address	0987654321	nra@nramis.org	nra12345	NRA	Ministry of Finance	NRA	Web
17	23	Consultancy	One	KTM	985352552	con@gmail.com	11	Department	Department of Education		Both
18	24	Nawaraj	Gurung	KTm	9841333398	nawaraj@gmail.com	E0001	Agency	Department of Education	NRA	Both

edit

Step 2: Select the entry to be edited by pressing the **edit** button under actions

Update

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List Update

Masters

First Name: NRA

Last Name: Admin

Address: Dummy Address

Phone Number: 0987654321

Email Id: nra@nramis.org

Employee Id: nra12345

Update changes

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab



➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:	<input type="text"/>	Copy	CSV	Excel	PDF	Print
---------	----------------------	------	-----	-------	-----	-------

➤ User can also apply filters for selections under the filters tab

Apply Filters

id	=	<input type="text"/>	+
id			
n_prt_id			
First Name			
Last Name			
Address			
Phone Number			
Email Id			

4.4.6 Users Role

User role master is most important module which controls the access levels for each user under NRA MIS. Each and every user can be given different type of roles and responsibilities using this module. There are set type of access and activities roles which can be decided by the admin person before applying the same under the module. This module is required to be used at NRA admin level only and all users must be given role with utmost carefulness. Admin should not give deletion rights to any user as this might create certain issue with the data access levels at NRA. Please follow the steps as under to create the reporting units using this module.



User Role

Home / Masters / Form

List **New Entry**

User Role ^ ✕

Apply Filters ▼

Show entries Search:

Showing 1 to 3 of 3 entries

id	Name	Dataentry Civil Works	Dataentry Consultancy	Data Edit	Delete	Export Copy	Export CSV	Export Excel	Export PDF	Reports	Pivot	Approval	Doc. Upload
1	NRA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
12	Suresh	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
13	DoE	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	

User can open the module by clicking on **User Role Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “Update” tab in the main table to access all the required indicators and details to be entered in the module.



List Update

Masters

Select User

Dataentry Civil Works	<input checked="" type="checkbox"/> Grant Access
Consultancy	<input checked="" type="checkbox"/> Grant Access
Data Edit	<input checked="" type="checkbox"/> Grant Access
Delete	<input checked="" type="checkbox"/> Grant Access
Export Copy	<input checked="" type="checkbox"/> Grant Access
Export CSV	<input checked="" type="checkbox"/> Grant Access
Export Excel	<input checked="" type="checkbox"/> Grant Access
Export PDF	<input checked="" type="checkbox"/> Grant Access
Reports	<input checked="" type="checkbox"/> Grant Access

Step 2: Select the user from the created users list and apply required roles.

➤ It should be given with carefulness.

➤ Especially edit access can make wrong so only responsible users should have edit

access. Data Edit Grant Access

➤ Delete access should not be given at all and only admin should have deletion access.

Delete Grant Access

➤ Data export access should also be given carefully.

Step 3: Click on to update all the details in the MIS

Modifications in existing data

There is no new entry happens in this module so all update activity are performed. User can again repeat the process in order to edit the data again.

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.



➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

➤ User can also apply filters for selections under the filters tab

Apply Filters

id =

- id
- Name
- Dataentry Civil Works
- Dataentry Consultancy
- Data Edit
- Delete

4.5 Others

This section deals with other required master for data entry which cannot access by any other user than admin only. These masters are one time in most of the cases or needs very rare case to add/edit entries under MIS. User should consult with NRA administration before making any changes in these masters.

4.5.1 BOQ

Master manages the BOQ master head list. Data can be added or modified whenever required. This data will be available as main BOQ line items under BOQ planning part.

List [New Entry](#)

BOQ

Apply Filters

Show entries Search:

Showing 1 to 10 of 36 entries

id	Name	Username	Created	Action
1	SITE PREPARATION	NRA	2016-05-28 13:59:07	<input type="button" value="edit"/> <input type="button" value="Delete"/>
2	EXCAVATION AND FILLING	NRA	2016-05-28 13:59:25	<input type="button" value="edit"/> <input type="button" value="Delete"/>
3	MASONRY WORK	NRA	2016-05-28 13:59:34	<input type="button" value="edit"/> <input type="button" value="Delete"/>
4	CEMENT CONCRETE WORKS	NRA	2016-05-28 13:59:45	<input type="button" value="edit"/> <input type="button" value="Delete"/>



User can open the module by clicking on **BOQ Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

The screenshot shows a web interface with two tabs: 'List' and 'New Entry'. The 'New Entry' tab is selected. Below the tabs is a section titled 'Masters'. There is a 'Name' label followed by an empty text input field. At the bottom of the form are two buttons: 'Cancel' and 'Save changes'.

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

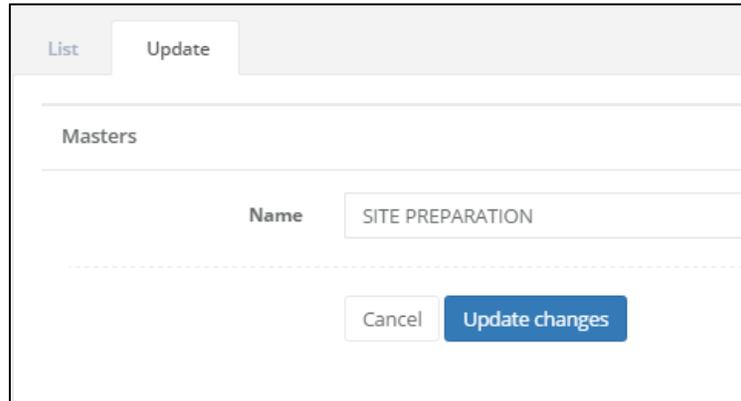
Step 1: Click on the **List** tab in the main table

id	Name	Username	Created	Action
1	SITE PREPARATION	NRA	2016-05-28 13:59:07	edit Delete
2	EXCAVATION AND FILLING	NRA	2016-05-28 13:59:25	edit Delete
3	MASONRY WORK	NRA	2016-05-28 13:59:34	edit Delete
4	CEMENT CONCRETE WORKS	NRA	2016-05-28 13:59:45	edit Delete
5	FORMWORKS	NRA	2016-05-28 13:59:54	edit Delete



Step 2: Select the entry to be edited by pressing the  button under actions column to load data for editing under  tab.

Step 3: Check data available for editing under update tab and make required modification



Step 4: Press button  to update the details edited

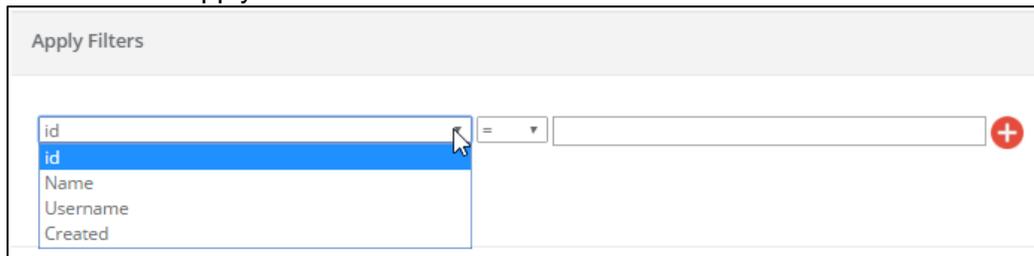
Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window



➤ User can also apply filters for selections under the filters tab





4.5.2 Ministry and PIU

Master manages the Ministry and PIU list at top level. Data can be added or modified whenever required. This data will be available as main ministry line items under Civil works module under main data entry.

Ministry and PIU

Home / Masters / Form

List New Entry

Ministry and PIU

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 6 of 6 entries

id	Name	Short Name	Type	Username	Created	Action
1	Ministry of Finance	MoF	Ministry	NRA	2016-04-07 13:52:47	edit Delete
2	Department of Education	DoE	Govt. Department	NRA	2016-04-07 14:10:49	edit Delete
3	Department of Roads	DoR	Govt. Department	NRA	2016-04-07 14:56:07	edit Delete
4	Department of Local Infrastructure Development and Agriculture Roads	DOLIDAR	Govt. Department	NRA	2016-04-07 14:56:56	edit Delete

User can open the module by clicking on **Ministry & PIU Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



[List](#) [New Entry](#)

Masters

Name

Short Name

Select Type

Select Work Type

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

➤ Please be careful in selection of the type of work being done by ministry or

department

Select Work Type	<input type="text"/>
	<ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">Roads(Roads, Rural Roads) <li style="padding: 2px;">Buildings(School Household,etc.) <li style="padding: 2px;">Others

Step 3: Click on to save all the details in the MIS

Modifications in existing data

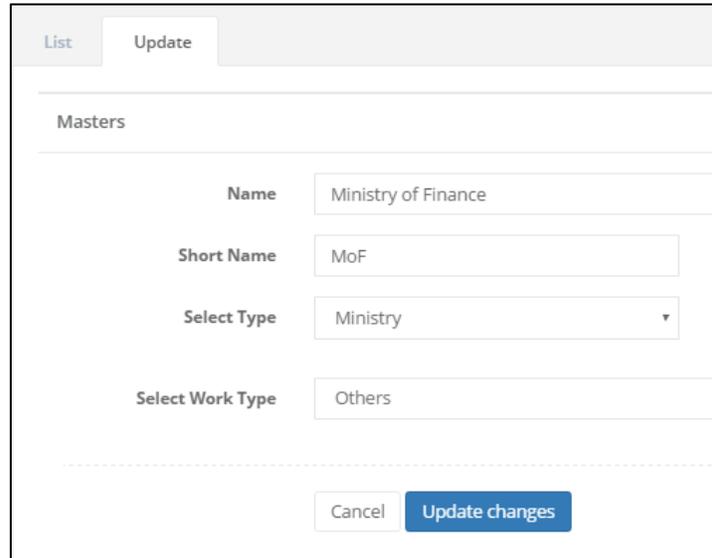
Step 1: Click on the tab in the main table

id	Name	Short Name	Type	Username	Created	Action
1	Ministry of Finance	MoF	Ministry	NRA	2016-04-07 13:52:47	<input type="button" value="edit"/> <input type="button" value="Delete"/>
2	Department of Education	DoE	Govt. Department	NRA	2016-04-07 14:10:49	<input type="button" value="edit"/> <input type="button" value="Delete"/>
3	Department of Roads	DoR	Govt. Department	NRA	2016-04-07 14:56:07	<input type="button" value="edit"/> <input type="button" value="Delete"/>
4	Department of Local Infrastructure Development and Agriculture Roads	DOLIDAR	Govt. Department	NRA	2016-04-07 14:56:56	<input type="button" value="edit"/> <input type="button" value="Delete"/>



Step 2: Select the entry to be edited by pressing the  button under actions column to load data for editing under  tab.

Step 3: Check data available for editing under update tab and make required modification



Step 4: Press button  to update the details edited

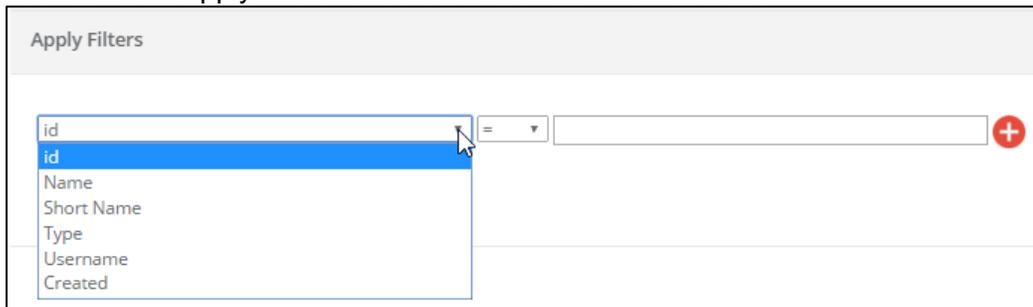
Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window



➤ User can also apply filters for selections under the filters tab





4.5.3 Reporting Period

Master manages the period for selection of data entry and reports at all levels. Data can be added or modified whenever required. This data will be available as pre-fed data and there is no need to add/modify any entry in the module.

Period

Home / Masters / Form

List New Entry

Period

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 4 of 4 entries

id	Name	Username	Created	Action
1	Monthly	NRA	2016-04-07 15:01:44	edit Delete
2	Quarterly	NRA	2016-04-07 15:02:05	edit Delete
3	Half-yearly	NRA	2016-04-07 15:02:28	edit Delete
4	Yearly	NRA	2016-04-07 15:02:43	edit Delete

User can open the module by clicking on **Period Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

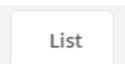
Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

Step 3: Click on  to save all the details in the MIS

Modifications in existing data

Step 1: Click on the  tab in the main table

id	Name	Username	Created	Action
1	Monthly	NRA	2016-04-07 15:01:44	 
2	Quarterly	NRA	2016-04-07 15:02:05	 
3	Half-yearly	NRA	2016-04-07 15:02:28	 
4	Yearly	NRA	2016-04-07 15:02:43	 

Step 2: Select the entry to be edited by pressing the  button under actions

column to load data for editing under  tab.

Step 3: Check data available for editing under update tab and make required modification



The screenshot shows a web interface with two tabs: 'List' and 'Update'. The 'Update' tab is active. Below the tabs is a section titled 'Masters'. Inside this section, there is a form with a label 'Name' and a text input field containing the word 'Monthly'. Below the input field, there is a dashed horizontal line. At the bottom of the form, there are two buttons: a white 'Cancel' button and a blue 'Update changes' button.

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

The screenshot shows a search bar with the text 'Search:' followed by an empty input field. To the right of the search bar are five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

➤ User can also apply filters for selections under the filters tab

The screenshot shows a dialog box titled 'Apply Filters'. It contains a dropdown menu with a list of options: 'id', 'id', 'Name', 'Username', and 'Created'. The 'Name' option is currently selected and highlighted in blue. To the right of the dropdown menu is an equals sign (=) and a plus sign (+) in a red circle.

4.5.4 Donor

Master manages the Donors for selection of donors under data entry and reports at all levels. Data can be added or modified whenever required. This data will be available as pre-fed data and there is no need to add/modify any entry in the module.



Donor

Home / Masters / Form

List [New Entry](#)

Donor ^ ↗ ✕

Apply Filters ▼

Show entries Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Showing 1 to 3 of 3 entries

id	Name	Short Name	Address	Phone	Email ID	Area	Type	Registration Number	Username	Created	Action
2	Asian Development Bank	ADB	Metro Park Building, Lazimpat, Ward No-2, P.O. Box	+977-1-4005120					NRA	2016-06-10 10:54:32	edit Delete
3	Japan Fund for Poverty Reduction	JFPR							NRA	2016-06-12 14:30:30	edit Delete
4	Japan International	JICA							NRA	2016-06-12 14:31:41	edit Delete

User can open the module by clicking on **Donor Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



List **New Entry**

Masters

Name

Short Name

Address

Phone Number

Email ID

Area

Type

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Name	Short Name	Address	Phone	Email ID	Area	Type	Registration Number	Username	Created	Action
2	Asian Development Bank	ADB	Metro Park Building, Lazimpat, Ward No-2, P.O. Box	+977-1-4005120					NRA	2016-06-10 10:54:32	
3	Japan Fund for Poverty Reduction	JFPR							NRA	2016-06-12 14:30:30	
4	Japan International Cooperation Agency	JICA							NRA	2016-06-12 14:31:41	

Step 2: Select the entry to be edited by pressing the button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification



List Update

Masters

Name Asian Development Bank

Short Name ADB

Address Metro Park Building, Lazimpat, Ward No-2, P.O. Box

Phone Number +977-1-4005120

Email ID

Area

Type

Update changes

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

Copy CSV Excel PDF Print

➤ User can also apply filters for selections under the filters tab

Apply Filters

id = +

id

Name

Short Name

Address

Phone

Email ID



4.5.5 Agency

Module manages the agencies working under reconstruction activities other than donors. Data can be added or modified whenever required. This data will not be available as pre-fed data and all data needs to be added by admin as and when required. It will be good if all the indicators can be collected before data entry including contact information.

Agency

Home / Masters / Form

List New Entry

Agency

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 10 of 120 entries

id	Name	Address	Phone	Email ID	Contact Person	Agency Type	Work Area	Registration Number	Username	Created	Action
1	REED								NRA	2016-06-14 11:27:20	edit Delete
2	Monviso Nepal Foundation								NRA	2016-06-14 11:27:33	edit Delete
3	The Small World								NRA	2016-06-14 11:27:48	edit Delete
4	Himalayan Trust								NRA	2016-06-14 11:28:11	edit Delete

User can open the module by clicking on **Agency Master** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



List New Entry

Masters

Name

Address

Phone Number

Email ID

Contact Person

Agency Type

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

Step 1: Click on the **List** tab in the main table

id	Name	Address	Phone	Email ID	Contact Person	Agency Type	Work Area	Registration Number	Username	Created	Action
1	REED								NRA	2016-06-14 11:27:20	edit Delete
2	Monviso Nepal Foundation								NRA	2016-06-14 11:27:33	edit Delete
3	The Small World								NRA	2016-06-14 11:27:48	edit Delete
4	Himalayan Trust								NRA	2016-06-14 11:28:11	edit Delete

Step 2: Select the entry to be edited by pressing the **edit** button under actions

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification



The screenshot shows a web interface with two tabs: 'List' and 'Update'. The 'Update' tab is active. Below the tabs is a section titled 'Masters'. The form contains the following fields:

- Name: REED
- Address: (empty)
- Phone Number: (empty)
- Email ID: (empty)
- Contact Person: (empty)
- Agency Type: (empty)

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

The screenshot shows a search bar with the text 'Search:' followed by an input field. To the right of the search bar are five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'.

➤ User can also apply filters for selections under the filters tab

The screenshot shows a dialog box titled 'Apply Filters'. It contains a dropdown menu with the following options: 'id', 'Name', 'Address', 'Phone', 'Email ID', and 'Contact Person'. The 'id' option is currently selected. To the right of the dropdown is an equals sign followed by a small downward arrow, and then an empty input field. A red plus sign is visible to the right of the input field.



4.5.6 Project fund type

Master manages the type of funds can be raised under different projects. This is pre-fed data and should not be added or modified until administration at NRA give directions to do so.

Project Fund Type

Home / Masters / Form

List New Entry

Project Fund Type

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 4 of 4 entries

ID	Name	Created By	Created On	Action
1	Grant	2	2016-04-11 18:26:11	edit Delete
2	Loan	2	2016-04-11 18:26:16	edit Delete
3	N/A	2	2016-05-16 11:56:11	edit Delete
4	Disaster Risk Reduction and Li	2	2016-06-10 12:06:04	edit Delete

User can open the module by clicking on **Project Fund Type** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

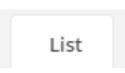
Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.



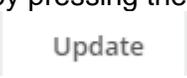
Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.

Step 3: Click on  to save all the details in the MIS

Modifications in existing data

Step 1: Click on the  tab in the main table

ID	Name	Created By	Created On	Action
1	Grant	2	2016-04-11 18:26:11	 
2	Loan	2	2016-04-11 18:26:16	 
3	N/A	2	2016-05-16 11:56:11	 
4	Disaster Risk Reduction and Li	2	2016-06-10 12:06:04	 

Step 2: Select the entry to be edited by pressing the  button under actions column to load data for editing under  tab.

Step 3: Check data available for editing under update tab and make required modification



Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

➤ User can also apply filters for selections under the filters tab

4.5.7 Project fund category

Master manages the category of funds which can be used for utilization heads in data entry modules under different projects. This is pre-fed data and should not be added or modified until administration at NRA give directions to do so.



Project Fund Category

Home / Masters / Form

List New Entry

Project Fund Category

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 2 of 2 entries

ID	Name	Created By	Created On	Action
1	Govt. Fund	2	2016-04-11 18:26:36	edit Delete
2	Non-Govt Fund	2	2016-04-11 18:26:47	edit Delete

User can open the module by clicking on **Project Fund Category** and can start the activities of the module. The existing list can be access under **List** options and new item can be created by pressing the **New Entry** button.

New Entry

Step 1: Click on the “New entry” tab in the main table to access all the required indicators and details to be entered in the module.

Project Fund Category

Home / Masters / Form

List New Entry

Masters

Name

Cancel Save changes

Step 2: Enter the required data and fill the complete form to be able to save the details. Please follow important instructions given below.



Save changes

Step 3: Click on **Save changes** to save all the details in the MIS

Modifications in existing data

List

Step 1: Click on the **List** tab in the main table

ID	Name	Created By	Created On	Action
1	Govt. Fund	2	2016-04-11 18:26:36	
2	Non-Govt Fund	2	2016-04-11 18:26:47	

edit

Step 2: Select the entry to be edited by pressing the button under actions

Update

column to load data for editing under **Update** tab.

Step 3: Check data available for editing under update tab and make required modification

List Update

Masters

Name:

Update changes

Step 4: Press button **Update changes** to update the details edited

Step 5: User can check the edited details under the list tab

➤ Details and indicators and/or required values need to be confirmed with NRA administration unit or administrator of the MIS at NRA.

➤ All available data can be searched, exported and/or printed using the table options given on the top right corner of the list window

Search:

➤ User can also apply filters for selections under the filters tab



Apply Filters

ID	=		+
ID			
Name			
Created By			



5.0 Contact information

National Reconstruction Authority:

Singh Darbar
Kathmandu 44600

5.1 NRA IT Support contacts

Nawaraj Gurung
Mobile: +977 9841333398
support@nramis.org

5.2 Online issue/bug reporting

User can report the encountered bugs and can further follow-up the solution provided online. User can visit the site given below and can register themselves to be able to report the bug in the system.

Please visit <http://support.nramis.org> to register and report any issue related to NRA MIS