Manual Part-2

User Manual NRA - MIS Administration
NRA - MIS administration modules for admin users
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Document Resource History

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<tr>
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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 wherever 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

Uses 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.

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

![Login Screen](image)

**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 gusts. 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 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 main data entry at admin, for users and reporting units and for all other admin level options as explained above.
**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.

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

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.

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 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.

User can open the module by clicking on and can start the activities of the module. The existing list can be access under options and new item can be created by pressing the 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: 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

<table>
<thead>
<tr>
<th>id</th>
<th>Project Name</th>
<th>Redbook Code</th>
<th>Sub Code</th>
<th>Funder</th>
<th>Type</th>
<th>Category</th>
<th>Fund NPR</th>
<th>Fund USD</th>
<th>Created by</th>
<th>Created on</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Earthquake Emergency Assistance Project (EEAP)</td>
<td>602801</td>
<td></td>
<td>Asian Development Bank</td>
<td>Loan</td>
<td>Non-Govt Fund</td>
<td>0</td>
<td>200000000</td>
<td>2</td>
<td>2016-06-13 15:53:59</td>
<td>![edit]</td>
</tr>
<tr>
<td>2</td>
<td>Earthquake Emergency Assistance Project (EEAP)</td>
<td>602801</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>Govt Fund</td>
<td>0</td>
<td>32000000</td>
<td>2</td>
<td>2016-06-13 15:56:42</td>
<td>![edit]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Masters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Project</td>
</tr>
<tr>
<td>Redbook Code</td>
</tr>
<tr>
<td>Sub Code</td>
</tr>
<tr>
<td>Funder</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Fund NPR</td>
</tr>
<tr>
<td>Fund USD</td>
</tr>
</tbody>
</table>

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

➡️ User can also apply filters for selections under the filters tab
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.
User can open the module by clicking on and can start the activities of the module. The existing list can be access under options and new item can be created by pressing the button.

**New Entry**

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

![New Entry Tab](image)

- **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 to save all the details in the MIS

**Modifications in existing data**

Step 1: Click on the tab in the main table
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 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.

### 4.3 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.
User can open the module by clicking on and can start the activities of the module. The existing list can be accessed under options and a new item can be created by pressing the button.

**New Entry**

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

Step 2: Enter the name of the region.
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

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Uploaded</th>
<th>User</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Eastern</td>
<td>2016-04-06 15:32:49</td>
<td>NRA</td>
<td>edit</td>
</tr>
<tr>
<td>2</td>
<td>Central</td>
<td>2016-04-07 12:58:20</td>
<td>NRA</td>
<td>edit</td>
</tr>
<tr>
<td>3</td>
<td>Western</td>
<td>2016-04-07 12:58:42</td>
<td>NRA</td>
<td>edit</td>
</tr>
<tr>
<td>4</td>
<td>Mid-Western</td>
<td>2016-04-07 12:59:15</td>
<td>NRA</td>
<td>edit</td>
</tr>
<tr>
<td>5</td>
<td>Far-Western</td>
<td>2016-04-07 12:50:30</td>
<td>NRA</td>
<td>edit</td>
</tr>
</tbody>
</table>

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

- 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

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

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 options and new item can be created by pressing the 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.

<table>
<thead>
<tr>
<th>List</th>
<th>New Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td></td>
</tr>
</tbody>
</table>

**Select region**: 

**Name**: 

Cancel  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

<table>
<thead>
<tr>
<th>Id</th>
<th>Region</th>
<th>Username</th>
<th>District</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Eastern</td>
<td>NRA</td>
<td>Tapleung</td>
<td>2016-06-01 14:00:12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Eastern</td>
<td>NRA</td>
<td>Samkuwasah</td>
<td>2016-06-01 14:01:45</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rastrn</td>
<td>NRA</td>
<td>Dhanulanta</td>
<td>2016-06-01 14:11:03</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rastrn</td>
<td>NRA</td>
<td>Bhagpur</td>
<td>2016-06-01 14:11:40</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Rastrn</td>
<td>NRA</td>
<td>Khosang</td>
<td>2016-06-01 14:12:34</td>
<td></td>
</tr>
</tbody>
</table>

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

- 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.

User can also apply filters for selections under the filters tab

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.
User can open the module by clicking on **VDC Master** and can start the activities of the module. The existing list can be accessed 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: 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

<table>
<thead>
<tr>
<th>#</th>
<th>VDC</th>
<th>District</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ankhbhi</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:41:27</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BahWal</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:42:05</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bala</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:48:32</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bara</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:49:07</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BaraWor</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:49:40</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chaurpur</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:50:05</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chepuwa</td>
<td>Sankhuwasabha</td>
<td>NRA</td>
<td>2016-06-01 14:51:35</td>
<td></td>
</tr>
</tbody>
</table>

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
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.

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

4.4 Users and reporting units

User can click on 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.
User can open the module by clicking on the Level Master tab and can start the activities of the module. The existing list can be accessed under the 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.

Step 3: Click on \textcolor{blue}{Save changes} to save all the details in the MIS

\textbf{Modifications in existing data}

Step 1: Click on the \textcolor{blue}{List} tab in the main table

<table>
<thead>
<tr>
<th>id</th>
<th>Name</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Web</td>
<td>NRA</td>
<td>2016-04-07 13:51:00</td>
<td>\textcolor{blue}{edit}</td>
</tr>
<tr>
<td>2</td>
<td>Android</td>
<td>NRA</td>
<td>2016-04-07 13:51:06</td>
<td>\textcolor{blue}{edit}</td>
</tr>
<tr>
<td>3</td>
<td>Both</td>
<td>NRA</td>
<td>2016-04-07 13:51:12</td>
<td>\textcolor{blue}{edit}</td>
</tr>
</tbody>
</table>

Step 2: Select the entry to be edited by pressing the \textcolor{blue}{edit} button under actions column to load data for editing under \textcolor{blue}{Update} tab.

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

Step 4: Press button \textcolor{blue}{Update changes} to update the details edited

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

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

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

\begin{table}[h]
\centering
\begin{tabular}{|c|c|c|}
\hline
\textbf{Search} & \textbf{Copy} & \textbf{CSV} & \textbf{Excel} & \textbf{PDF} & \textbf{Print} \\
\hline
\end{tabular}
\end{table}
User can also apply filters for selections under the filters tab.

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

![New Entry Tab](image)

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

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

![List Tab](image)

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

![Update changes button](image)

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 options](image)

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

![Apply Filters](image)

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 can open the module by clicking on and can start the activities of the module. The existing list can be accessed under options and a new item can be created by pressing the 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.
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

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrator</td>
<td>NRA</td>
<td>2015-04-11 12:42:12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ministry</td>
<td>NRA</td>
<td>2015-04-11 12:45:31</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Department</td>
<td>NRA</td>
<td>2015-04-11 12:43:38</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Donor</td>
<td>NRA</td>
<td>2015-04-11 12:45:49</td>
<td></td>
</tr>
</tbody>
</table>

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 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
4.4.4 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 defended 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.

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

- Name can be entered as unique.
- User can manage the hierarchy by selecting the parent unit from the drop list. Any reporting unit is being created under some head/reporting units or needs to start from NRA itself.
- 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 to save all the details in the MIS
Modifications in existing data

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

<table>
<thead>
<tr>
<th>id</th>
<th>Parent</th>
<th>Reporting Unit</th>
<th>Type</th>
<th>District</th>
<th>VDC</th>
<th>Department</th>
<th>Address</th>
<th>Phone</th>
<th>Incharge</th>
<th>Incharge Email</th>
<th>Incharge Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NRA</td>
<td>PMU</td>
<td>Dhankuta</td>
<td>Anikhibhu</td>
<td>VDC</td>
<td>National Reconstruction Authority</td>
<td>Sigehe durbar</td>
<td>0987654321</td>
<td>Shushil G</td>
<td><a href="mailto:Shushil@nra.gov.np">Shushil@nra.gov.np</a></td>
<td>0123456789</td>
</tr>
<tr>
<td>2</td>
<td>NRA</td>
<td>MOUD-CGIU</td>
<td>PIU</td>
<td>Kathmandu</td>
<td>VDC</td>
<td>Department of Urban Development and Building Construction</td>
<td>Saber Han, KTM</td>
<td>4221437</td>
<td>Suresh Wagle</td>
<td><a href="mailto:kswagle.74@gmail.com">kswagle.74@gmail.com</a></td>
<td>9851240033</td>
</tr>
</tbody>
</table>

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 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

4.4.5 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 can open the module by clicking on **User Master** and can start the activities of the module. The existing list can be access under 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.

![Image of the New Entry section]

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

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 to save all the details in the MIS

Modifications in existing data

Step 1: Click on the tab in the main table

<table>
<thead>
<tr>
<th>id</th>
<th>n_prt_id</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Email Id</th>
<th>Employee Id</th>
<th>Type</th>
<th>Department</th>
<th>Reporting Units</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>NRA</td>
<td>Admin</td>
<td>Dummy Address</td>
<td>0987654321</td>
<td><a href="mailto:nra@nramis.org">nra@nramis.org</a></td>
<td>nra12345</td>
<td>NRA</td>
<td>Ministry of Finance</td>
<td>NRA</td>
<td>Web</td>
</tr>
<tr>
<td>17</td>
<td>23</td>
<td>Consultancy</td>
<td>One</td>
<td>KTM</td>
<td>985352552</td>
<td><a href="mailto:cour@gmail.com">cour@gmail.com</a></td>
<td>11</td>
<td>Department of Education</td>
<td>Department of Education</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>24</td>
<td>Newraj</td>
<td>Gurung</td>
<td>KTM</td>
<td>9841333498</td>
<td><a href="mailto:newraj@gmail.com">newraj@gmail.com</a></td>
<td>E0001</td>
<td>Agency</td>
<td>Department of Education</td>
<td>NRA</td>
<td>Both</td>
</tr>
</tbody>
</table>

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.

4.4.6 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 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 can open the module by clicking on the "Update" tab in the main table to access all the required indicators and details to be entered in the module.

**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.
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.
- Delete access should not be given at all and only admin should have deletion access.
- Data export access should also be given carefully.

Step 3: Click on [Update changes] 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.

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

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

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.
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.

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

<table>
<thead>
<tr>
<th>id</th>
<th>Name</th>
<th>Short Name</th>
<th>Type</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministry of Finance</td>
<td>MoF</td>
<td>Ministry</td>
<td>NRA</td>
<td>2016-04-07 13:52:47</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Department of Education</td>
<td>DoE</td>
<td>Govt. Department</td>
<td>NRA</td>
<td>2016-04-07 14:10:49</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Department of Roads</td>
<td>DoR</td>
<td>Govt. Department</td>
<td>NRA</td>
<td>2016-04-07 14:56:07</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Department of Local Infrastructure Development and Agriculture Roads</td>
<td>DOLIAR</td>
<td>Govt. Department</td>
<td>NRA</td>
<td>2016-04-07 14:56:56</td>
<td></td>
</tr>
</tbody>
</table>
Step 2: Select the entry to be edited by pressing the update 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.

User can open the module by clicking on and can start the activities of the module. The existing list can be accessed under options and new item can be created by pressing the 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 \[Save changes\] to save all the details in the MIS

**Modifications in existing data**

Step 1: Click on the \[List\] tab in the main table

<table>
<thead>
<tr>
<th>id</th>
<th>Name</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly</td>
<td>NRA</td>
<td>2016-04-07 15:01:44</td>
<td>edit, Delete</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly</td>
<td>NRA</td>
<td>2016-04-07 15:02:05</td>
<td>edit, Delete</td>
</tr>
<tr>
<td>3</td>
<td>Half yearly</td>
<td>NRA</td>
<td>2016-04-07 15:02:28</td>
<td>edit, Delete</td>
</tr>
<tr>
<td>4</td>
<td>Yearly</td>
<td>NRA</td>
<td>2016-04-07 15:02:43</td>
<td>edit, Delete</td>
</tr>
</tbody>
</table>

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 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

4.5.4 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.
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.
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.

<table>
<thead>
<tr>
<th>id</th>
<th>Name</th>
<th>Short Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email ID</th>
<th>Area</th>
<th>Type</th>
<th>Registration Number</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Asian Development Bank</td>
<td>ADB</td>
<td>Metro Park Building, Lekemt, Ward No- 2, P.O. Box</td>
<td>+9711- 4000120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRA</td>
<td>2016-06-10 19:04:32</td>
<td>edit, Delete</td>
</tr>
<tr>
<td>3</td>
<td>Japan Fund for Poverty Reduction</td>
<td>JFPR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRA</td>
<td>2016-06-12 14:30:30</td>
<td>edit, Delete</td>
</tr>
<tr>
<td>4</td>
<td>Japan International Cooperation Agency</td>
<td>JICA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRA</td>
<td>2015-09-12 14:31:41</td>
<td>edit, Delete</td>
</tr>
</tbody>
</table>

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 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
4.5.5 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.

User can open the module by clicking on "Agency" and can start the activities of the module. The existing list can be accessed 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 [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.

<table>
<thead>
<tr>
<th>id</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email ID</th>
<th>Contact Person</th>
<th>Agency Type</th>
<th>Work Area</th>
<th>Registration Number</th>
<th>Username</th>
<th>Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRA</td>
<td></td>
<td></td>
<td></td>
<td>2016-06-14</td>
<td>11:27:20</td>
</tr>
<tr>
<td>2</td>
<td>Monero Nepal Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRA</td>
<td></td>
<td></td>
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<td>2016-06-14</td>
<td>11:27:33</td>
</tr>
<tr>
<td>3</td>
<td>The Small World</td>
<td></td>
<td></td>
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<td>11:27:48</td>
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<td></td>
<td></td>
<td></td>
<td>2016-09-14</td>
<td>11:28:11</td>
</tr>
</tbody>
</table>

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 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.
4.5.6 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.

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 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 \[Save changes\] to save all the details in the MIS

**Modifications in existing data**

Step 1: Click on the \[List\] tab in the main table

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Created By</th>
<th>Created On</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grant</td>
<td>2</td>
<td>2015-04-11 18:26:11</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Loan</td>
<td>2</td>
<td>2016-04-11 18:26:16</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>2</td>
<td>2015-05-16 11:56:11</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Disaster Risk Reduction and Li</td>
<td>2</td>
<td>2016-05-10 12:06:04</td>
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</tr>
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</table>

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 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.
User can open the module by clicking on and can start the activities of the module. The existing list can be accessed under options and new item can be created by pressing the 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

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Created By</th>
<th>Created On</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt. Fund</td>
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<td>2016-04-11 18:26:36</td>
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</tr>
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<td>Non-Govt Fund</td>
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<td></td>
</tr>
</tbody>
</table>

**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
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](http://support.nramis.org) to register and report any issue related to NRA MIS