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Annexure 4

User Manual

For

Sanitation Inventory Website of Shimla Municipal Corporation

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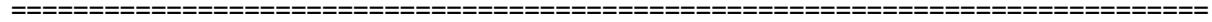
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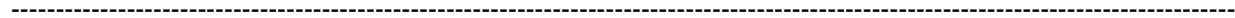
1. Introduction

The document guides the user to use the Sanitation Inventory Website. The user can enter new inventory / toilet details or update/edit the existing details. The user can also use query module to search inventory based on specific parameters.

There are 2 types of users to use the web application. They are admin user and Field user. The admin user can do the addition, update, delete of all the inventory details. The field user can simply view and search the inventory details of the toilet but cannot make any entries/update.

The web application can be closed (logout) by clicking arrow icon next to the login name displayed at the top right side.

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2. Home page

When the website is accessed, the home page appears and the user has to enter the following in Admin Login box.

a. Enter login id

b. Enter password

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The login id and password should be correctly entered; otherwise the website will not be accessed, error message appears. When the website is accessed, the webpage displays user login at the right top and the applicable menus pertaining the user. The user can click any menu to access appropriate page. The menus are described below.
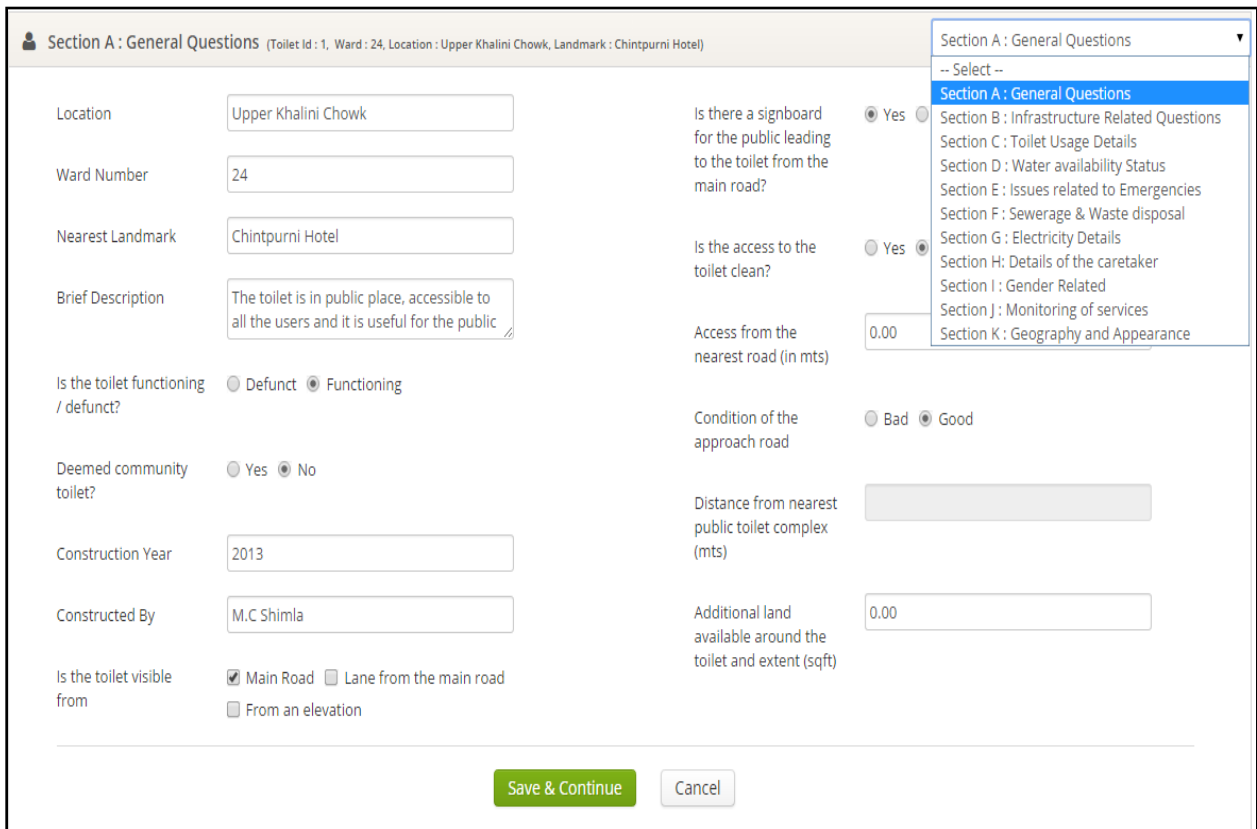
3. Inventory

When the user successfully accesses the website, inventory list of all toilets will be displayed.

a. Each row in the list has the serial number, ward number, location and landmark of the toilet

b. The pencil icon can be clicked to edit the details of selected toilet.

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c. The delete icon ☒ can be clicked to delete the selected toilet from the database. But the user has to be very sure before the toilet is deleted. Confirmation message will be displayed before deletion of toilet and the user can make sure of the deletion.

d. New Entry button is used to enter details for new toilet if any new toilet is constructed in Shimla.

e. When edit icon of the toilet is clicked, the following page appears and the user can edit details of selected toilet.

There details of toilet are captured in 11 sections, starting from A to K. The parameters of toilets are grouped under respective sections. In edit mode, the user can navigate to any section by

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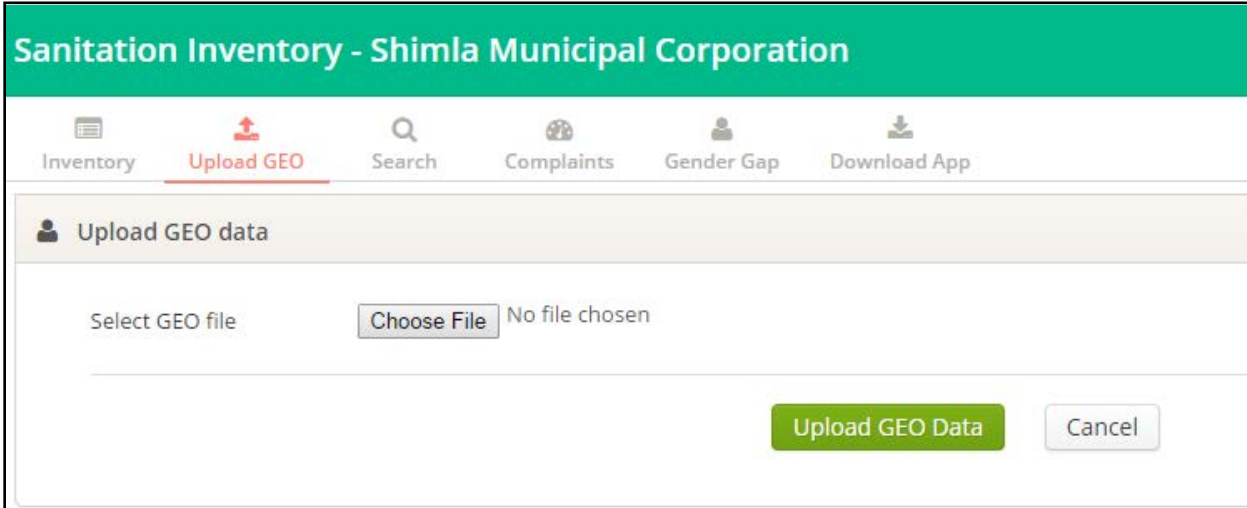
using the dropdown, which displays all the sections. In edit mode, the already entered / updated details will be displayed and the user can edit

f.   After update/edit in any section page, the user has to click save button to save the changes done.

g.   In sections A to J, the user has to enter the appropriate values for all the parameters by choosing radio options or check boxes or dropdown or entry in text field.

h.   In Section K, the user has to upload the correct photos in appropriate places. The photos should be available in the hard disk / any storage disk of the system. The user has to choose the correct image file by clicking the Choose File button. When the image is chosen, the file name will be displayed and after save, the thumbnail (small image) of the image will be displayed. The user can upload any number of images before save. On click of thumbnail, the image will be displayed in larger size for the user to view the image. The user can also delete the image using delete icon, if the image is not correct/not wanted.

i.   In Section K, the geo reference id refers to the unique name saved for the geo location (latitude, longitude and altitude captured for each toilet using Garmin equipment. The latitude, longitude and altitude fields are not editable and they are updated to the database through the upload utility.

j.   Each section will have save button and so any change done will be saved only on clicking the save button in each page.

k.   When new entry button is clicked, the Section A appears and the user has to fill the details and click save button. After the details are saved, the section B appears and subsequent pages will appear till section K after successful save in the database. Like Edit mode, dropdown will not appear at the top for the new entry.

l.   The user can navigate to previous and next pages using the previous and next buttons displayed at the bottom.

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4. Upload Geo

This page is used to update the geo data of the toilet which is captured in the Garmin. When a toilet is geo tagged using the Garmin, the latitude, longitude and altitude are stored in the Garmin instrument in a file format (.gpx). Each toilet location should be given a specific unique name and this name should be updated in the Geo Ref Id field of Section K. This file is loaded / transferred from Garmin to computer system. The file is chosen here to upload the geo data of the toilets.

After the .gpx file is chosen, the user has to click Upload Geo Data button to update the geo data of the toilets to the database. This methodology is followed to avoid any human error in entering the long number of geo data. Since the geo data is directly updated to the database from this page, the manual entry is avoided in Section K. Before uploading data using this page, the user has to ensure that correct Geo ref id is filled in Section K for the toilets that are tagged using Garmin. The name given in Garmin instrument while tagging the toilet should be entered in the inventory page of Section K for the specific toilet and only then, the names are matched and geo data are updated in the database for the toilets.

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5. Search

Search module is used to search toilets based on input of one to many parameters. The user can choose any parameter and based on the value provided, the toilets matching the value in the database will be displayed in the result grid.

a. Search button – the user has to enter / select suitable input parameters to query and select search button to view the result

b. Clear button – will clear all the entered input values and the result values for the user to choose new input for new search.

c. Result Grid – Will display the resultant toilets with details – toilet id, ward number, location and landmark. On click of the toilet id, one page report will be displayed for the selected toilet. The user can save or print the one page report

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Inventory of Toilets
(Duly to be filled up for each toilet block/ complex)

Toilet Id	4
Location	Bhrari Bazar
Ward Number & Name	1 & Below Temple
Area if toilet (in sqft)	96.00

No. of Toilet Units

Gents	3
Ladies	0

A. Details on toilet units and improvement required

Components in Gents Toilet	Existing (in numbers and status)	Indicative replacement/repair requirements
Gents Urinals	0	
Gents Toilet	3	
Bathing cubicles	0	
Hand wash basins	0	

d. Add Columns –Apart from the 4 columns in the result grid (toilet id, ward number, location and landmark), the user can also view the values of other fields that are displayed at the right top. The user can choose one to many values and on click of Add columns, the values of the selected options will also be displayed in the result grid. Example of Add columns is shown in the screen below.

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📋 Select the required parameters to be viewed for the query results ☐

☐ Signboard for toilet	☐ Cleanliness of access	☐ Additional land	☐ Floor condition
☐ Roof condition	☐ Availability of sump	☐ Caretaker room	☑ Toilet size
☑ Painting	☐ Toilet owned by	☐ Toilet maintained by	☐ Daily amount collected
☐ Space for advertisement	☐ Availability of water	☐ Water source	☐ Sewage connectivity
☐ Availability of electricity	☑ No of caretaker	☐ No of cleaners	☐ Female caretaker
☐ Monitoring responsibility			**Add Columns**

≡ Search Result   Count : 4

TOILET ID	WARD NO	LOCATION	LANDMARK	TOILET SIZE	PAINTING	NO OF CARETAKER
4	1	Bhrari Bazar	Below Temple	96.0000 sq.ft	Needs partial painting	0
5	1	Police Line Bhrari	Below Police Ground	144.0000 sq.ft	Needs partial painting	0

e.   View map – The result can also viewed in the map. The toilets which appear in the result grid will be displayed in the map using the latitude and longitude available for the resultant toilets. Each toilet will be depicted as Triangle and on click of triangle; few basic details of the toilet are displayed in the popup. Report link in popup will display all the details of the toilet from Section A to K.

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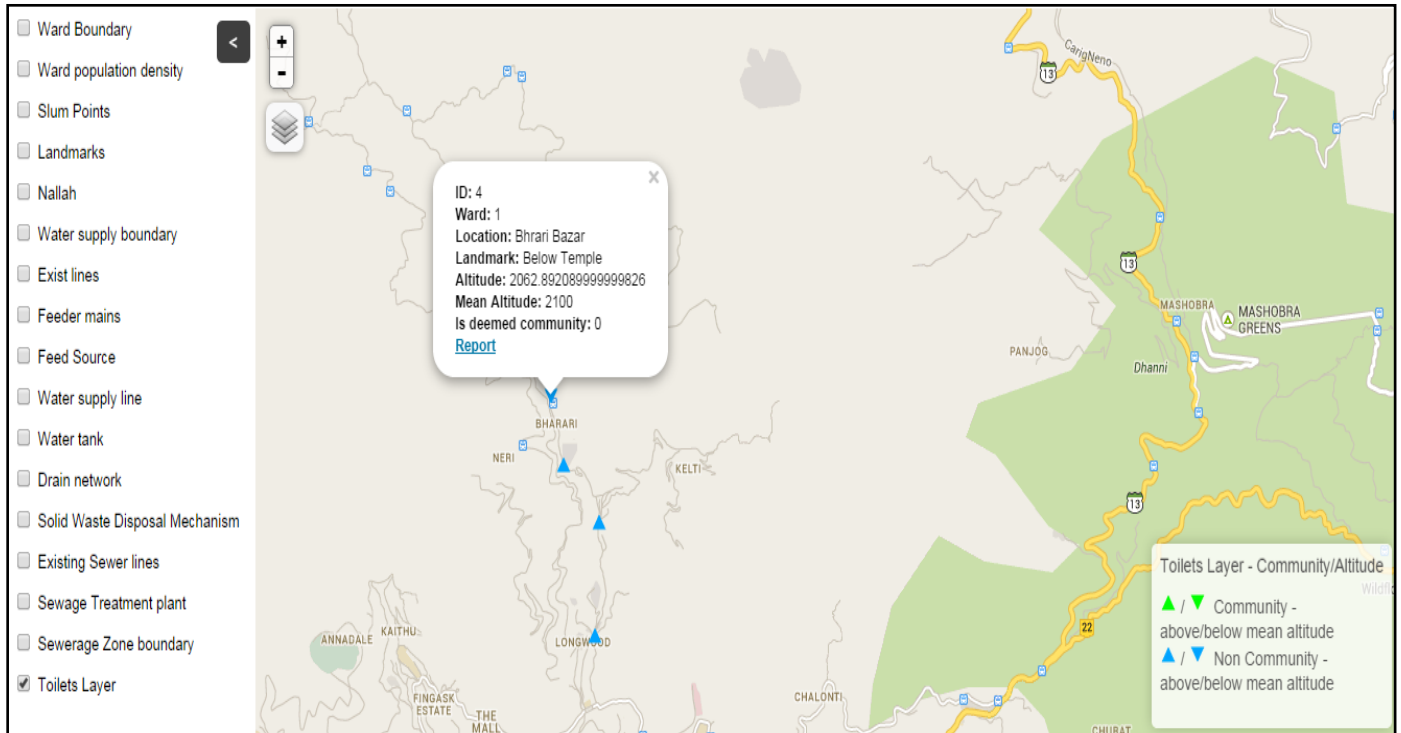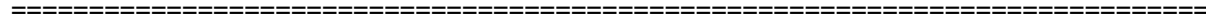
6. Complaints

This page displays all the issues of all the toilets. Even if one issue is available in a toilet, that issue will be displayed in this page. This page will be useful to monitor the issues in toilet and rectify in appropriate time.

TOILET #ID	LOCATION	WARD	ISSUE	ESCALATED ?	ESCALATED ON	ESCALATED TO	REMARKS
1	Upper Khalini Chowk	24	Access Not Clean	No			
1	Upper Khalini Chowk	24	No Caretaker	No			
2	Hanuman Temple	24	No Caretaker	No			
3	Bhagwati Nagar Lower Khalini	24	No Caretaker	No			
3	Bhagwati Nagar Lower Khalini	24	No Electricity	Yes	12-08-2014	gvrajamram@gmail.com	Test
4	Bhrari Bazar	1	No Electricity	No			
4	Bhrari Bazar	1	No Caretaker	No			
5	Police Line Bhrari	1	No Caretaker	No			
5	Police Line Bhrari	1	No Electricity	No			
6	Longwood	1	No Caretaker	No			

Complaint Management (Total Found : 265)

View In Map

a. The grid will display the toilet id, location, ward, issue, escalated, escalated on, escalated to and remarks.

b. The Escalated? Column will display yes/no based on the issue escalated to respective official / worker. If the issue is not addressed to anybody so far, then Value No will be displayed and the

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user can click the value to address the issue. When No/Yes button is clicked in escalated? Column, the popup displayed below will appear and the user can enter remarks about the issue and email to the person to whom it should be addressed. The user has to click Inform issue through mail to inform the issue of the toilet to the official/worker. Or the user can just say remarks about the issue. Email will be sent to the official and the value No in escalated? Column will change to Yes because the issue is addressed to proper person. Also the date of escalation, email to whom the issue is addressed and the remarks will be displayed for that specific toilet.

Update And Address Issue   ☒

Toilet #ID : 1

Location : Upper Khalini Chowk

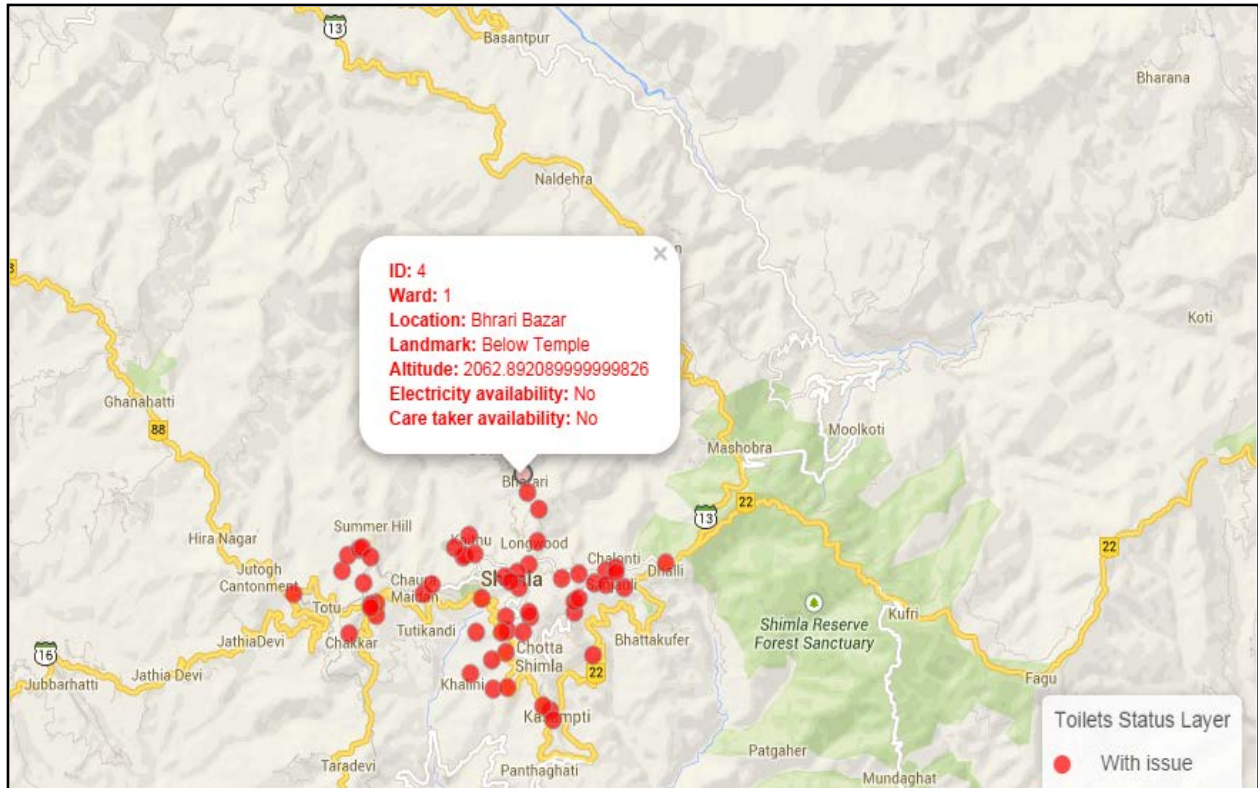Issue : Access Not Clean

Email:

[   ]

Remarks:

[   ]

[Inform Issue Through Mail]   [Update Remarks]   [Cancel]

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c. View in map – the issues of all the toilets can also be viewed in map. Red circle depicts issues in toilet and green circle depicts that there are no issue in the toilet. On click of circle icon, all the issues of the toilet are displayed along with the basic details of the toilet.

7. Gender Gap

This is a report to display the gender gap in toilet numbers, toilet locations and sensitivity.

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8. Download App

This menu is used to download Android application to mobile / computer. If the application is downloaded in the computer, it has to be transferred to the android mobile because the application will work only in Android mobile. The application will be .apk file and this has to be installed in the android mobile. When the application is installed, the icon is displayed in the touch screen of the mobile and the user has to select the icon to use the android application.

9. Android Application

This is the home page of the android application which appears on click of the application icon in the android mobile.

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When the page is swiped, the inventory list of all toilets will be displayed.

On click of arrow icon of a toilet, the following screen will be displayed for the user to mark the issues in the toilet.

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The details are saved using update button and the data will be updated in the sanitation database. Based on the data saved, the issues in complaint management will get reflected.