

# User Manual of Mid Day Meal Scheme

#### **School Level User**

These are some School level functionalities.

- 1. School Data Entry
  - 1. Annual Data Entry
  - 2. Monthly Data Entry
  - 3. Health Data Entry
- 2. Fund Management
  - 1. Fund Receive Details
- 3. Food Grains Management
  - 1. Food Grain Receive Details
- 4. User Management
  - 1. Change Password

# 1. School Data Entry:

School data entry module of Mid Day Meal application is managing all school level entry. User fills all data related to school.

#### 1.1. School Annual Data Entry:

For filling school annual data user login in the system

User---->School Data Entry ---> Annual Data Entry---->Selects financial year ---→Search

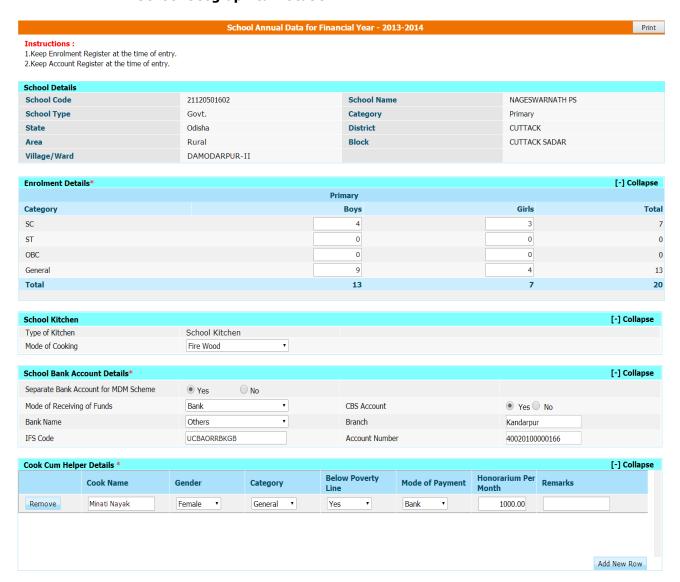
School will be populated in search list with status either **complete or pending**.

**Complete** status means that data of that school has been saved.

**Pending** status means that data of that school has not been saved so far.

User Clicks on **Pending** link, a form which consist of following sections will appear.

- 1. School Enrollment Details
- 2. School Kitchen Type Details
- 3. School Bank Account Details
- 4. Cook Cum Helper Details
- 5. Weighting and Height Measurement Machine Status.
- 6. Infrastructure Details
- 7. Teacher Details
- 8. Kitchen Utensils
- 9. Kitchen Cum Store-Physical Progress
- 10. Kitchen Cum Store Status
- 11. School Geographical Location

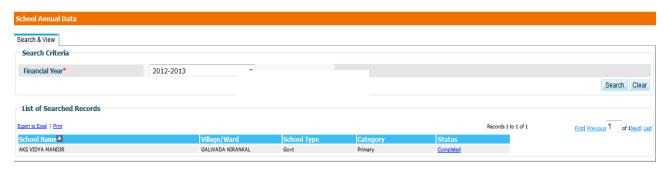




User can take the print on clicking "Print".

User has to fill all required data and click on **save**. A confirmation Popup message" data saved successfully" will appear to user.

Status against that school will get convert from pending to **Complete** as shown in figure.



If user wishes to change the annual data he/ she have to click on **complete** link. Annual data of that school will get populated to user. He can make the changes in that & can save again on clicking "**Save**" button.

## 1.2. School Monthly Data Entry

For filling school Monthly data user login in the system

## User---->School Data Entry ---> Monthly Data Entry---->Selects financial year---→Search

School Name, village name& 12 links in a row one for one month starting from April will be populated in search list. Only one month link (**Red**) will be enable. User has to make entry first of April month, May month & so on.

Status of link can be as follows.

**Pending**: indicates that data of that month is pending.

**Save as Draft**: indicates that data of that month may be modified

**Freeze**: indicates that data of that month has been freezed. User can only view data of that month by clicking on it.

School monthly data form consist of following details

- 1. Mid day meal served
- 2. Cook cum helper payment
- 3. Cooking cost utilization
- 4. Food grains utilization
- 5. MME expenditure
- 6. Inspection Details
- 7. Untoward incidents (if any)

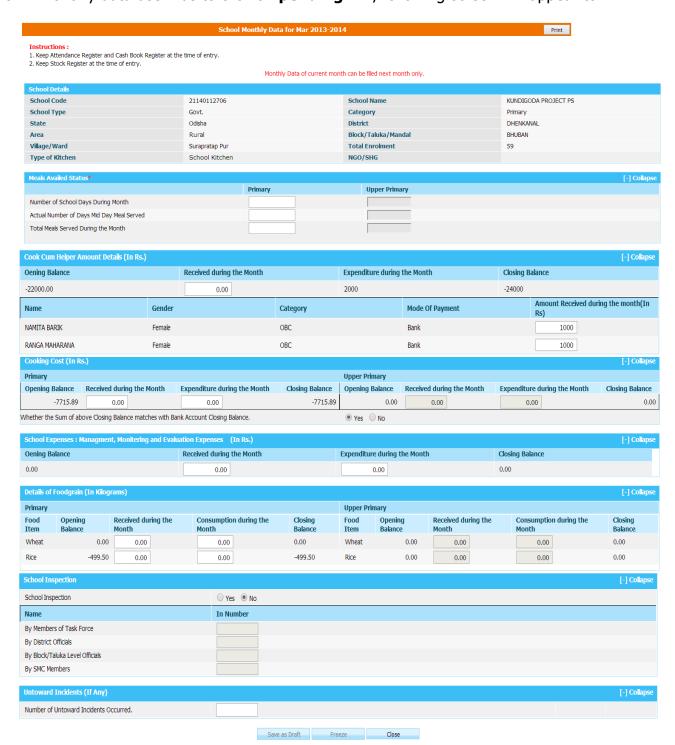
If school has kitchen type centralized kitchen (NGO) or shg kitchen then user has to fill data of only following sections.

- 1. Mid day meal served
- 2. MME expenditure
- 3. Inspection Details
- 4. Untoward incidents (if any)

Other details will be filled through NGO/ SHG Entry screen.

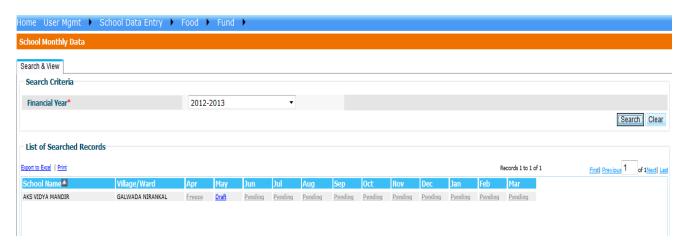


To fill monthly data user has to click on **pending** link, following screen will appear to him.



User has to fill all required data and click on **save as Draft / Freeze**. A confirmation Popup message" data saved successfully" will appear to user.

Status again that school will get convert from pending to **Draft/Freeze** as shown in figure.



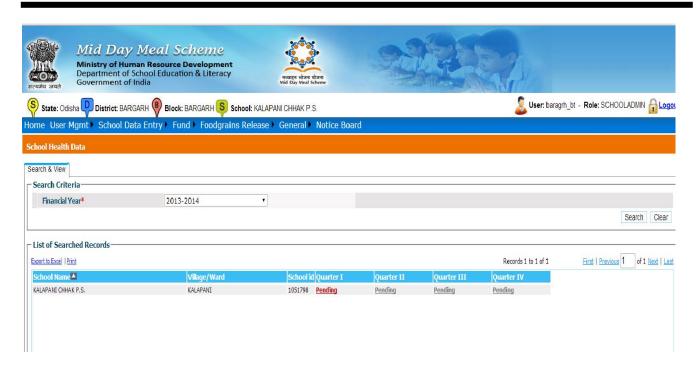
If user wishes to change the Monthly data he/ she have to click on **Draft** link. Monthly data of that school will get populated to user. He can make the changes in that & can **Freeze** on clicking "**Freeze**" button After Freezing the Monthly Data it can't be changed User can view the monthly data after clicking on **freeze** link.

#### 1.3. School Health Data Entry

#### For health data entry

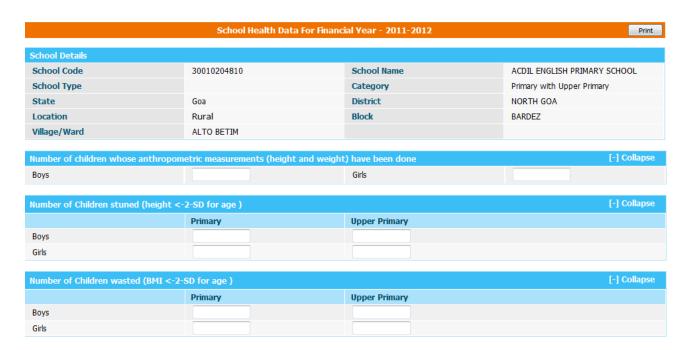
User---->School Data Entry ---> Health Data Entry---->Selects financial year--→Search

A list as shown in following figure will appear.



Health entry is done at quarter level. By default first quarter will enable. If first quarter data entered and freezed then second quarter link for data entry will be available.

When User clicks on "Pending" link, following screen for data entry will appear to user.



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User can print this record on click on **print** button.

After filling all required data, user can save it as 'Save as draft' or Freeze Button. When user press 'Save as draft' or 'Freeze' button a pop up message 'Data has been saved successfully' appears to user.

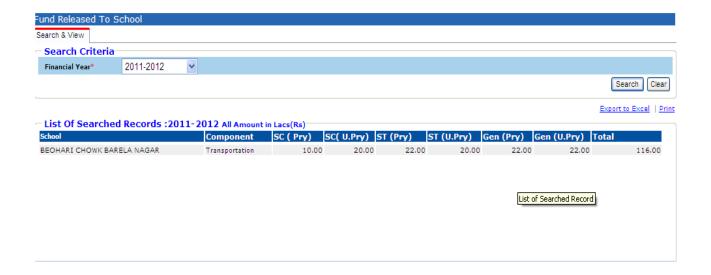
If user has save it as 'Save as draft' he/she can modify it further but If user has save it as 'Freeze' he/she cannot modify. User can view the data on clicking Freeze link.

# 2. Fund Management

#### To view the fund released to school

User-→Fund ->Fund Receive Details--→Select Financial year----→Search

A screen like this will open to user which shows fund release under different heads to school.



## 3. Food Management:-

## To view the food grain allocated to school

User-→Food Grain Release ->Food grain Receive details--→Select Financial year----→Search A screen like this will open to user which shows food grain allocated to school.



# 4. User Management:-

School level user only can change his password.

User----->User Mgmt------->Change password

Following screen will appear to user.



After filling Old Password and new password as per instruction Click on **"Change"**Pop up will apper with message 'Your password has been changed' Else user can exit by **"Exit"**Button