

Tamil Nadu e-District
User Manual
on
DHT-201 Application for Scholarship under Dr. MGR
Handloom Weavers Welfare Trust

Prepared by



CMS Computers LTD

<http://www.cms.co.in/>

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E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1 Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2 General Information

2.1 Tools Required


You will be provided with the following basic infrastructure:




- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 50)
- Uninterrupted Power Supply (UPS)

2.2 Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS

5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ol style="list-style-type: none"> 1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched 'ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none"> 4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none"> 6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai application.

5 Official Login

Workflow

Service	Input Form	First Level	Second Level	Third Level	Fourth Level
Scholarship Under Dr. MGR Handloom Weavers Welfare Trust	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (Finalising the application)

5.1 DD/DA Login (Level 1)



Note – The below section will show the approve/forward application scenario. In case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

User starts with the given Steps after opening the Chrome Browser.

STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.

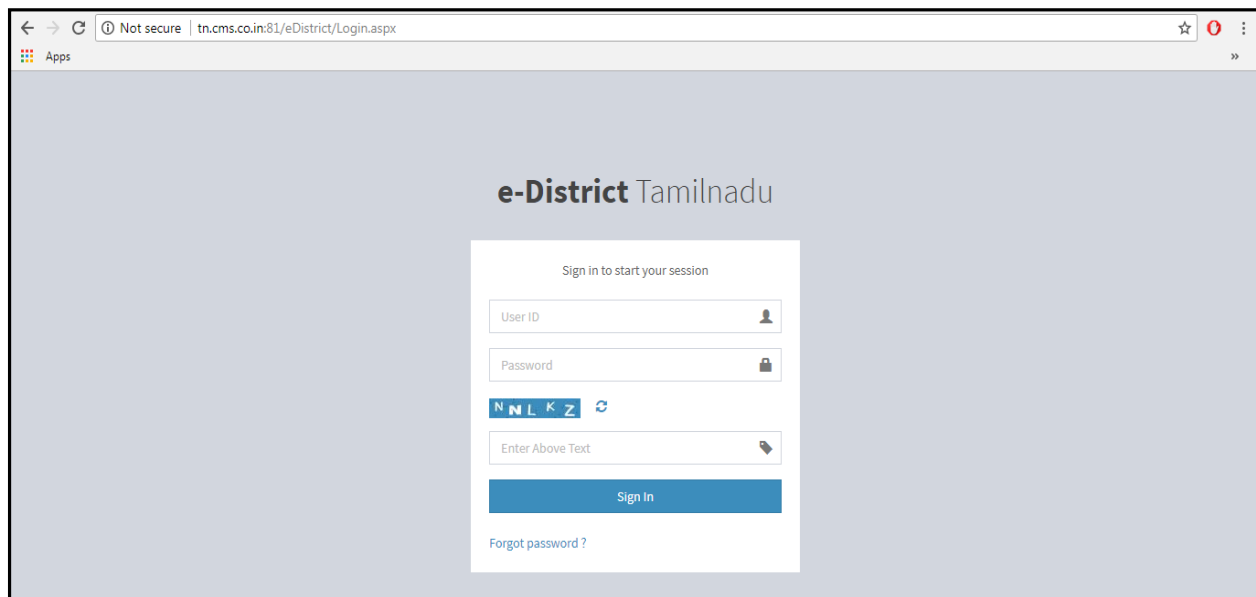


Image 1

STEP 2: Enter the **Login credentials** and **Captcha** code

STEP 3: Click on **Sign In**.

User will be redirected to the e-District Dashboard as shown below.

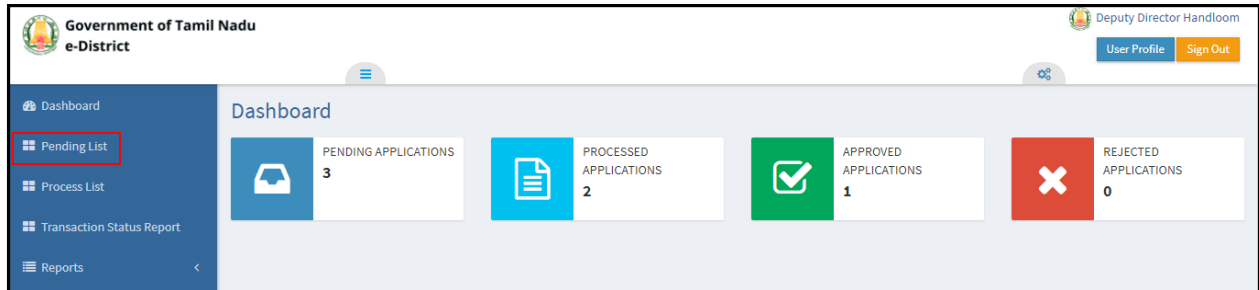


Image 2

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

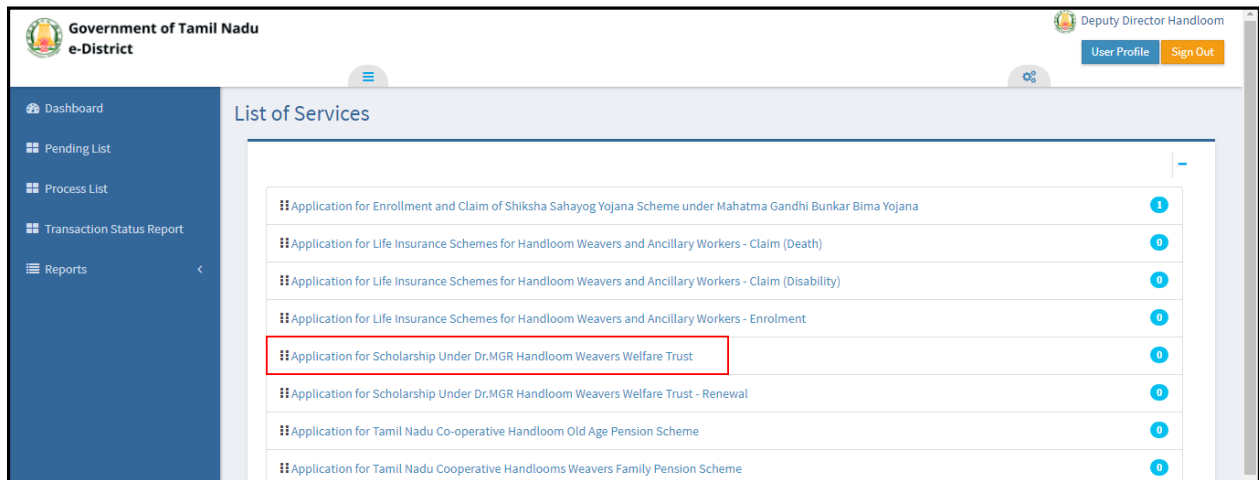


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust**” link.

Below screen will be displayed.

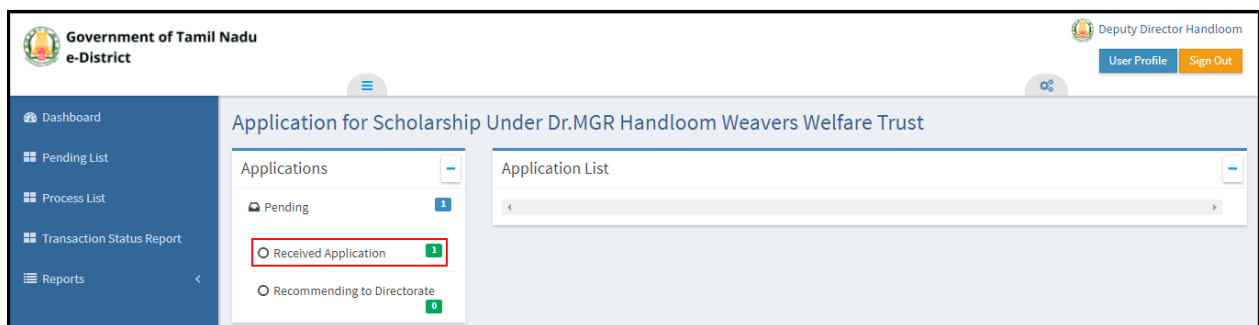
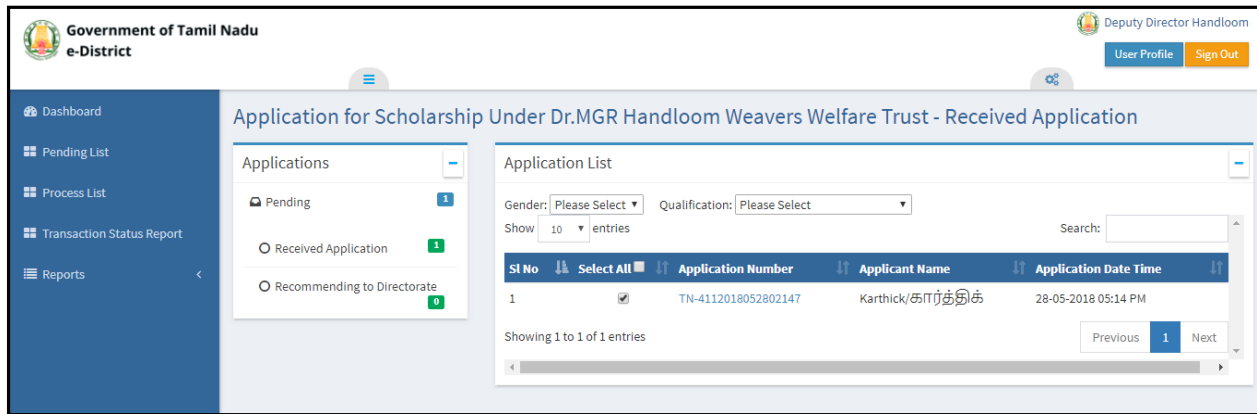


Image 4

STEP 6: Click on Received Application.

Below screen will be displayed.



The screenshot displays the 'Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Received Application' page. The left sidebar contains navigation options: Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area shows a filter menu with 'Pending' (1), 'Received Application' (1), and 'Recommending to Directorate' (0). The 'Application List' table is as follows:

Sl No	Select All	Application Number	Applicant Name	Application Date Time
1	<input checked="" type="checkbox"/>	TN-4112018052802147	Karthick/கார்த்திக்	28-05-2018 05:14 PM

Showing 1 to 1 of 1 entries. Navigation: Previous 1 Next

Image 5

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details

Transaction No : **Date Of Submission :**

Applicant Name :

Mobile Number :

Your Action

*** Date of Verification**

*** Action**

Please Select Your language: TAMIL ENGLISH

*** Comment (Max. Chars Allowed 1000)**

Document Title

Supporting Document

Documents

Action History

Application Received May 28 2018 5:08PM

Application Received

Action : Application Submitted
By : Operator

Image 6

STEP 8: Fill all the mandatory fields; Upload supporting documents if any; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Received Application

Applications

- Pending
- Received Application
- Recommending to Directorate

Application List

✓ Success
Action Successful

Gender: Qualification:

Image 7

5.2 Managing Director Login (Level 2)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

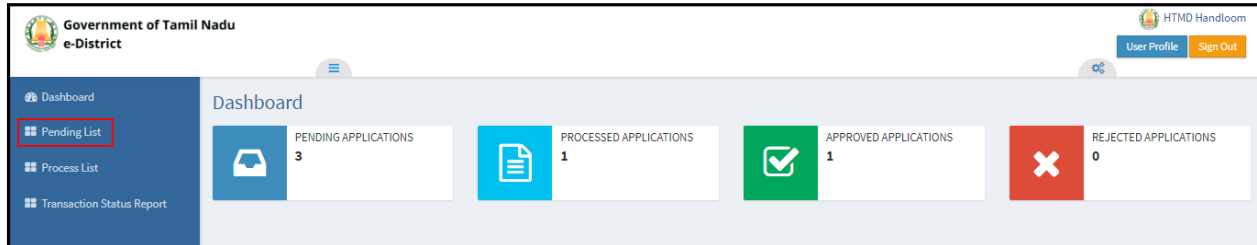


Image 8

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

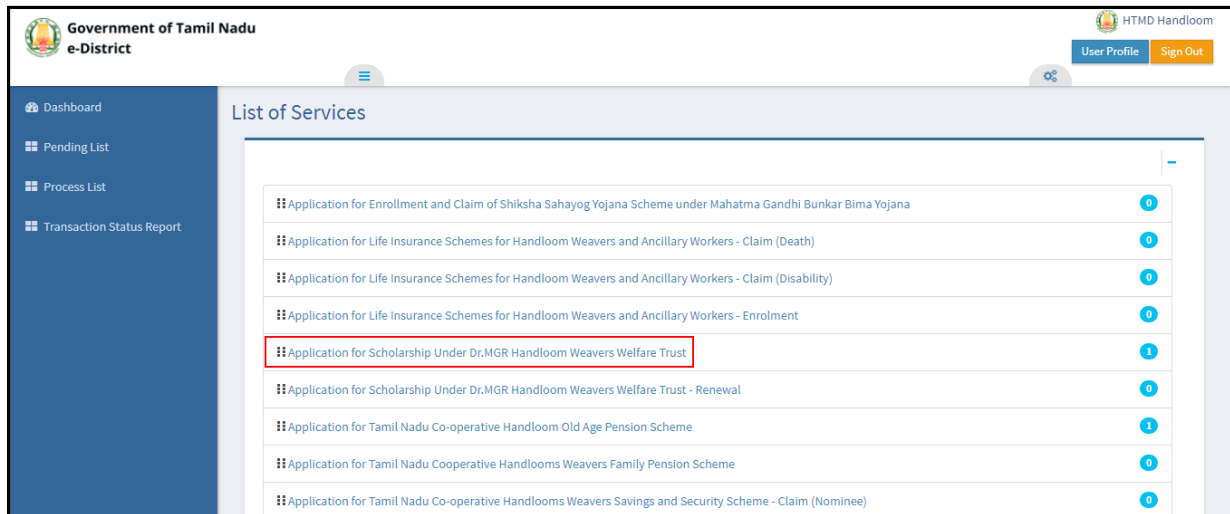


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust**” link.

Below screen will be displayed.

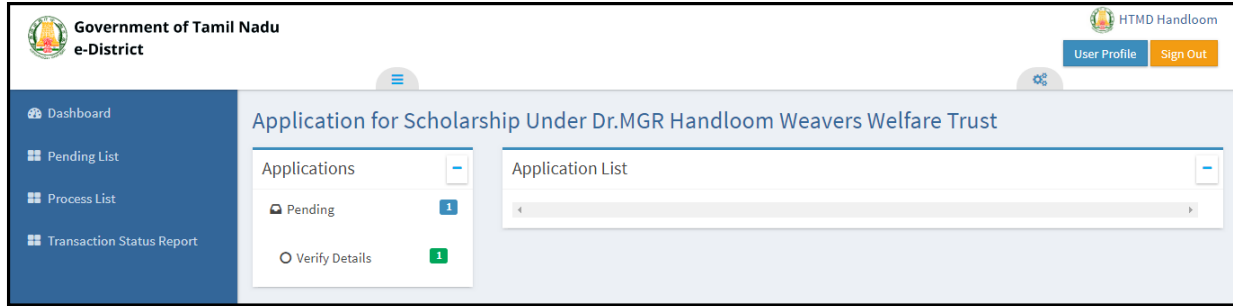


Image 10

STEP 6: Click on **Verify Details**.

Below screen will be displayed.

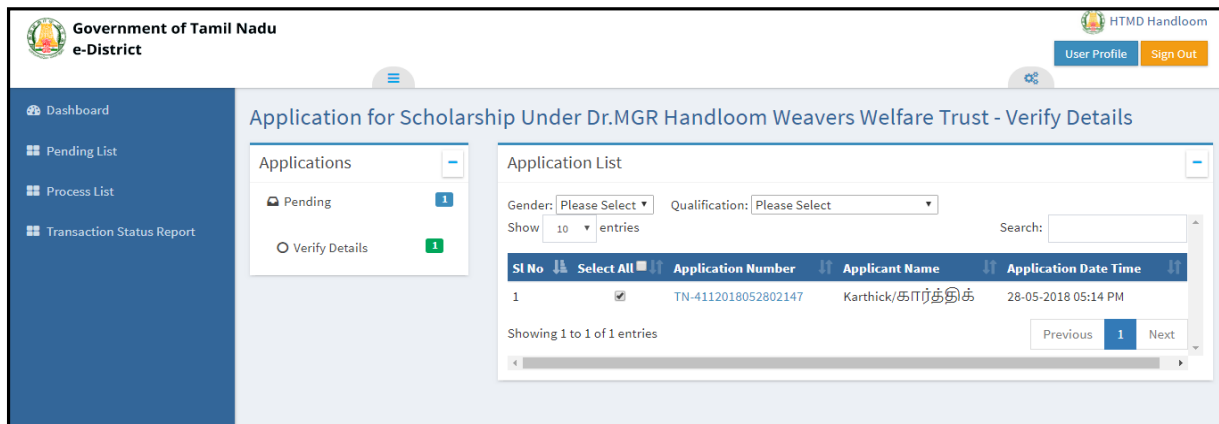


Image 11

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

<div data-bbox="207 205 889 514"> <p>Transaction Details</p> <p>Transaction No : TN-4112018052802147</p> <p>Date Of Submission : 28-05-18 05:14 PM</p> <p>Applicant Name : Karthick/கார்த்திக்</p> <p>Mobile Number : 9566085209</p> </div> <hr/> <div data-bbox="207 546 889 1176"> <p>Your Action</p> <p>*Action: Forward</p> <p>Please Select Your language: <input type="radio"/> TAMIL <input checked="" type="radio"/> ENGLISH</p> <p>*Comment (Max. Chars Allowed 1000): ok</p> <div style="border: 2px solid red; padding: 5px;"> <p>*Select Supporting Document: Proof of Active Membership in</p> <p>Document Title: Proof of Active Membership in Society</p> <p>Supporting Document: doc 1.pdf <input type="button" value="Choose file"/> <input type="button" value="Upload"/></p> </div> <p><input type="button" value="Back To List"/> <input type="button" value="Submit"/></p> </div>	<div data-bbox="941 205 1421 430"> <p>Documents</p> <p>Supporting Documents</p> <p>Application Form</p> </div> <hr/> <div data-bbox="941 451 1421 1039"> <p>Action History</p> <p>Received Application Jun 7 2018 4:43PM</p> <p>ok Date of Verification : 07-06-2018</p> <p>Action : Forward By : Deputy Director Handloom (Deputy Director Assistant Director)</p> <p>Application Received May 28 2018 5:08PM</p> <p>Application Received</p> <p>Action : Application Submitted By : Operator</p> </div>
--	---

Image 12



Note – The official cannot move forward in the process if the **supporting documents** are not uploaded as shown in the image above. An error message will be displayed which will prevent the official from submitting the application.

On successful File upload below message will be displayed. .

i Information

File Uploaded Successfully

Transaction No :

Date Of Submission :

Applicant Name :

Mobile Number :

Supporting Documents

Application Form

Action History

Received Application	Jun 7 2018 4:43PM
ok Date of Verification : 07-06-2018	
Action : Forward By : Deputy Director Handloom (Deputy Director Assistant Director)	
Application Received	May 28 2018 5:08PM
Application Received	
Action : Application Submitted By : Operator	

Your Action

Uploaded Files

Proof of Active Membership in Society Delete

Action

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed 1000)

Select Supporting Document

Document Title

Supporting Document

Image 13

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

If the official chooses to “**Return**” the form, it will go back to the operator level.

On successful submission below page will be displayed.

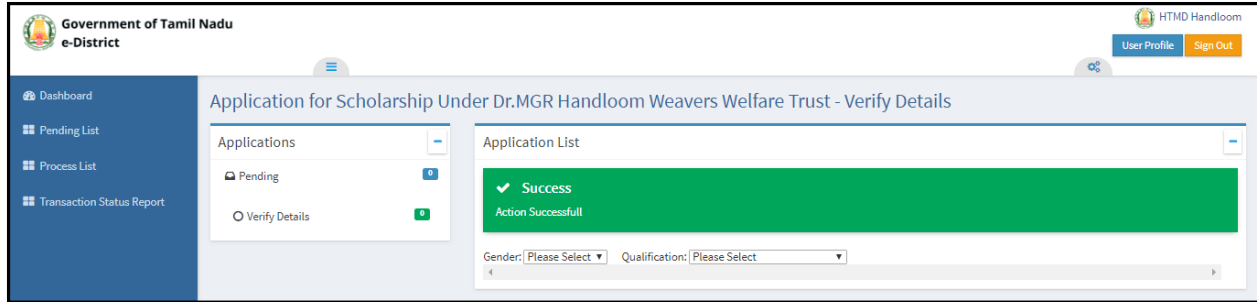


Image 14

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

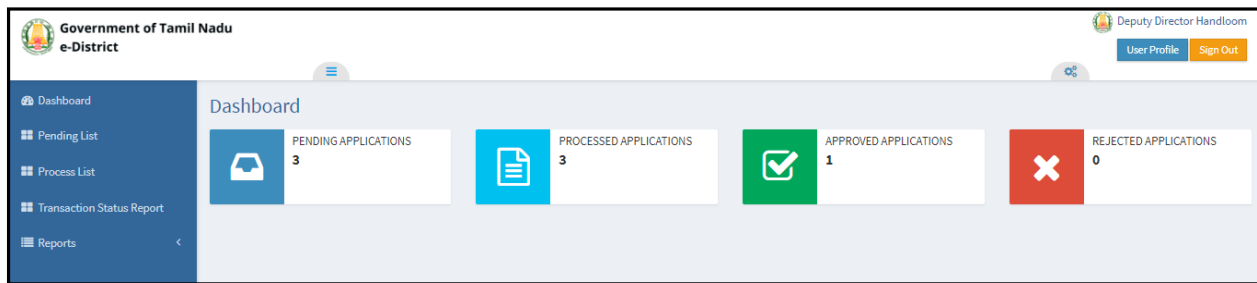


Image 15

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

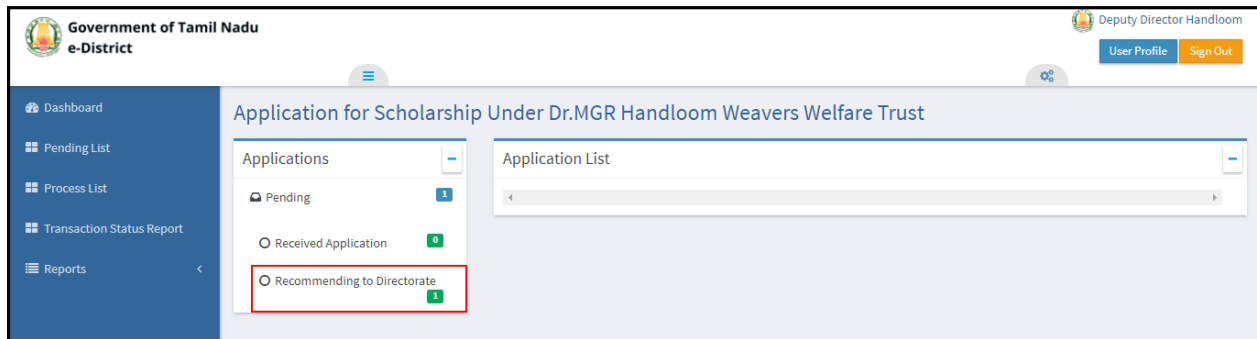


Image 16

STEP 6: Click on **Recommending to Directorate**.

Below screen will be displayed.

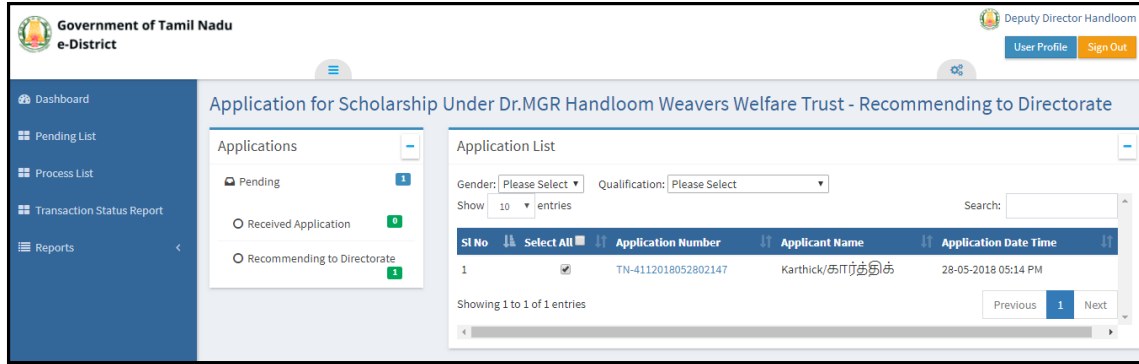


Image 17

STEP 7: List will contain the application forwarded from the **Managing Director**. Click on the **Application Number** as shown in the image above.

e-form will be displayed.

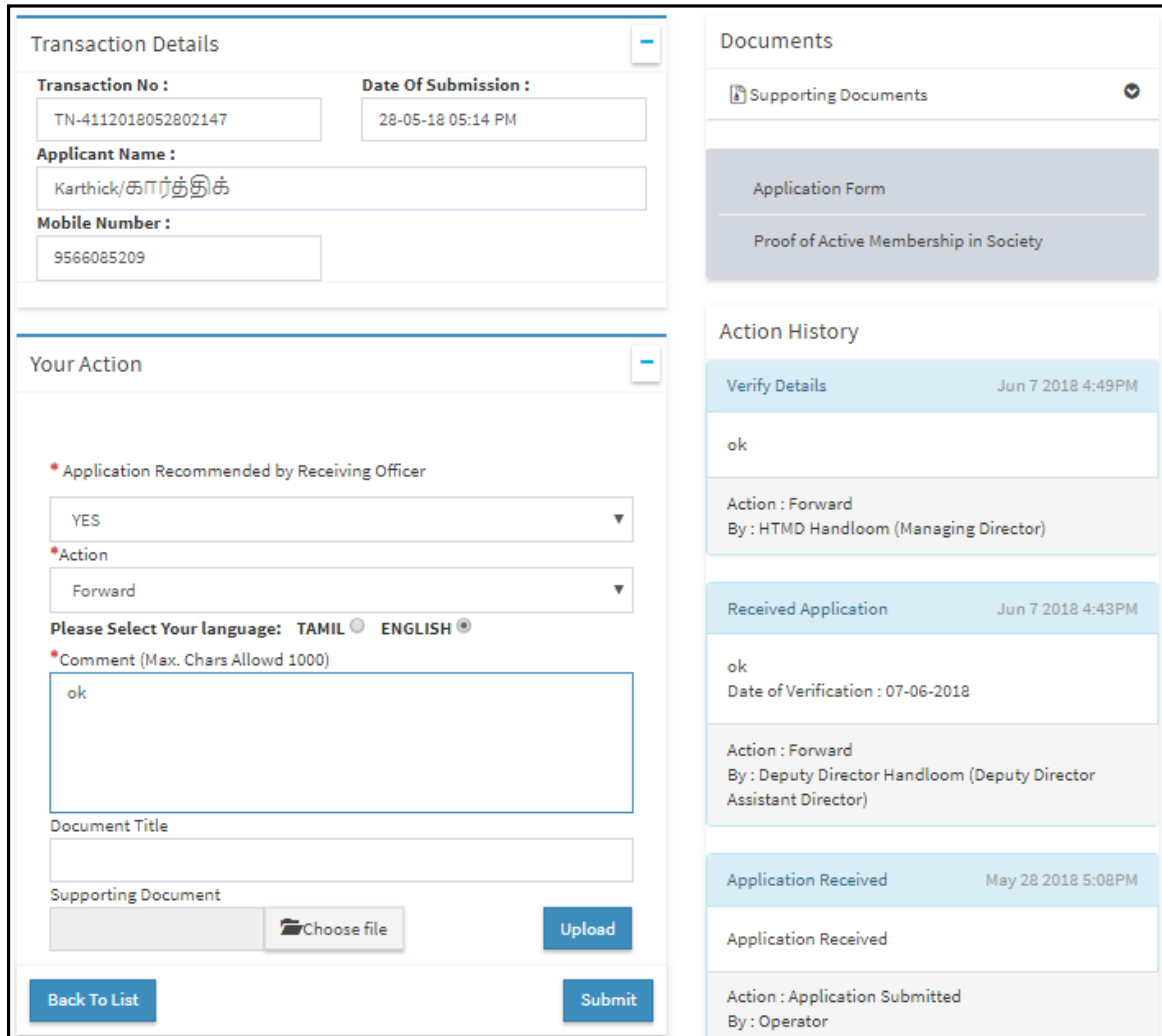


Image 18

STEP 8: Fill all the mandatory fields; Upload supporting documents if any; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

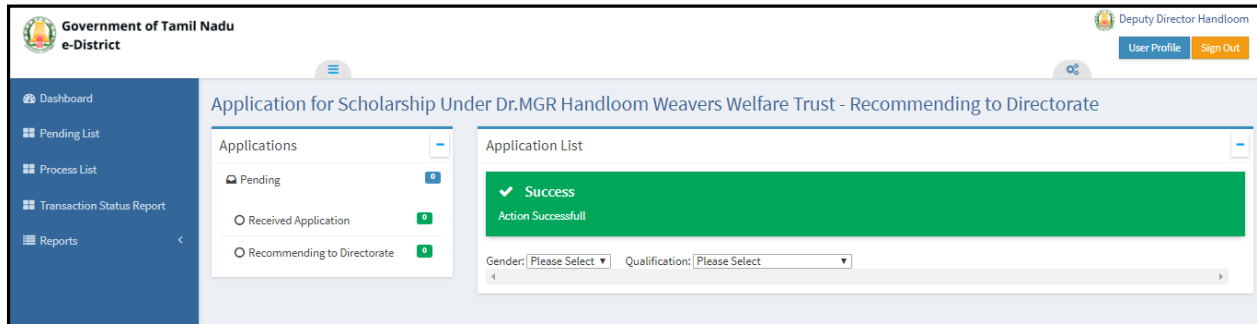


Image 19

5.4 Directorate Login (Level 4)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

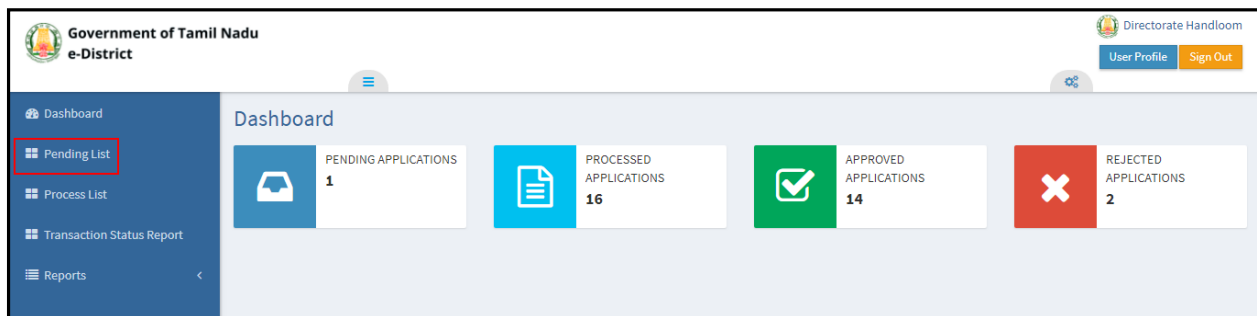


Image 20

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

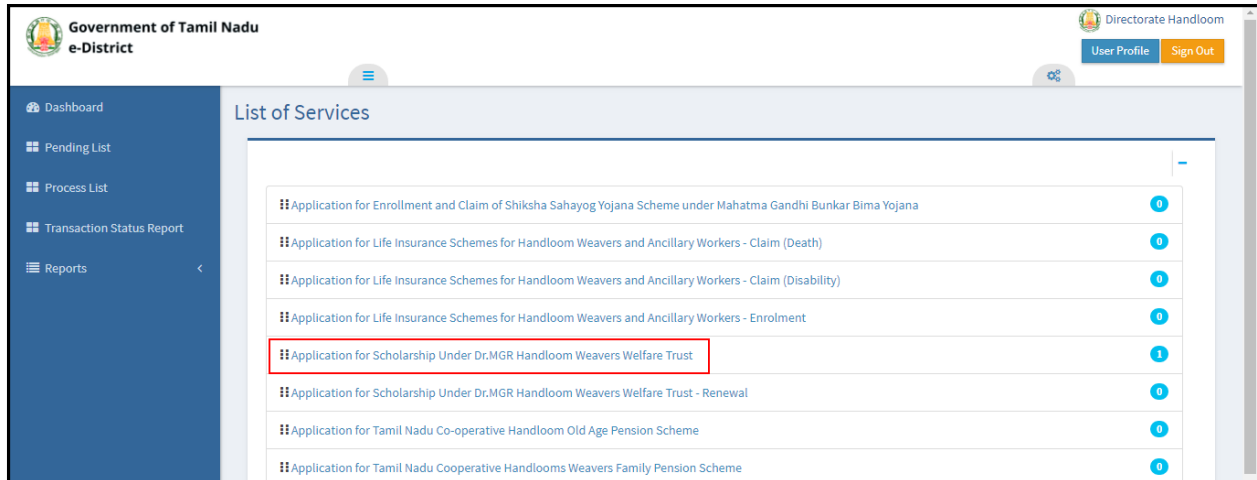


Image 21

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust**” link.

Below screen will be displayed.

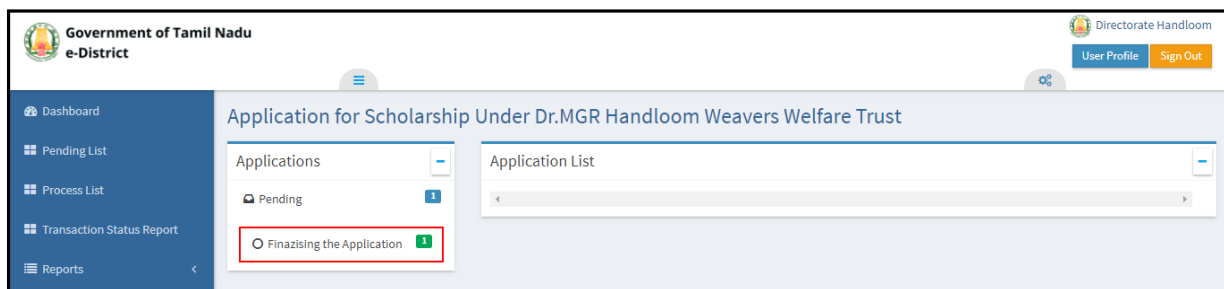


Image 22

STEP 6: Click on **Finalising the Application**.

Below screen will be displayed.

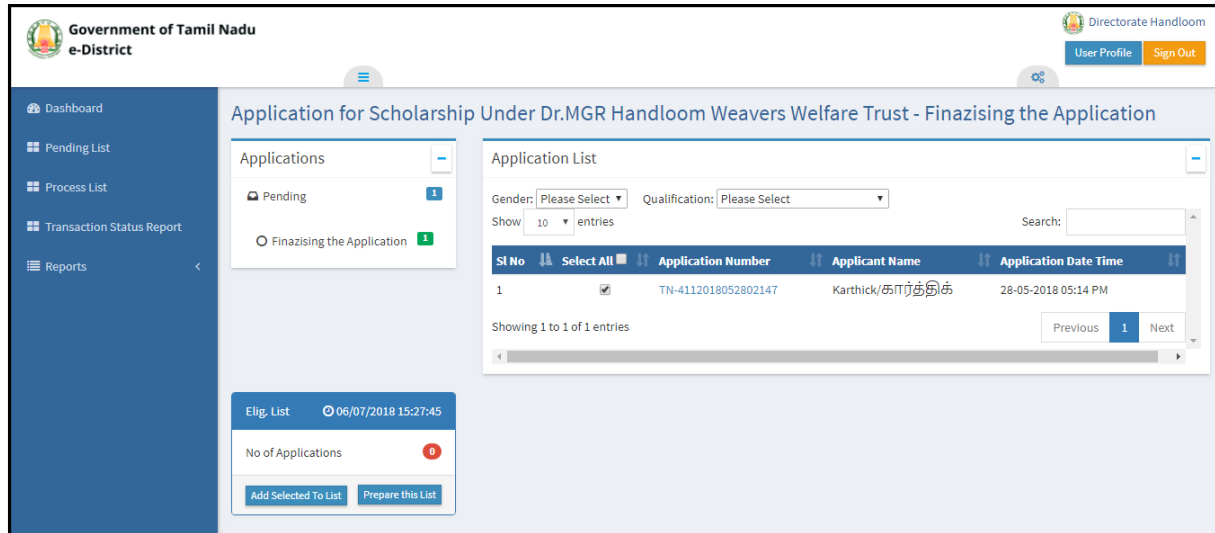


Image 23

STEP 7: Select the application to be processed and click on **Add Selected to List**.

Below success message will be displayed.

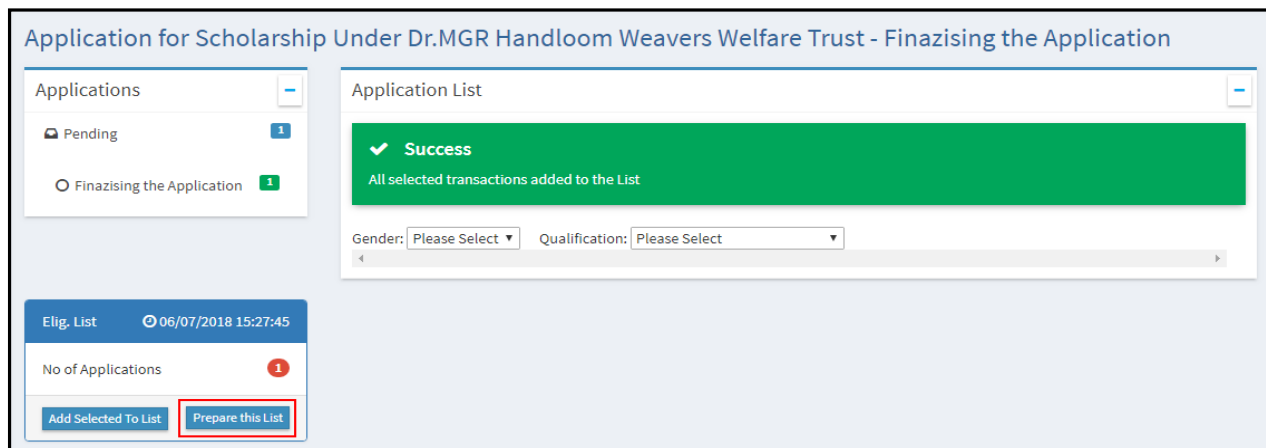


Image 24

The Count for No. of Application gets incremented on successful submission as seen in the above image.



Note – Official can also select multiple applications for approval by clicking on the **Add Selected to List**.

STEP 8: Once the application gets incremented as shown in above image, click on **'Prepare this List'** to generate the list beneficiaries that should be made available in the Reports Section

Below success message will be displayed.

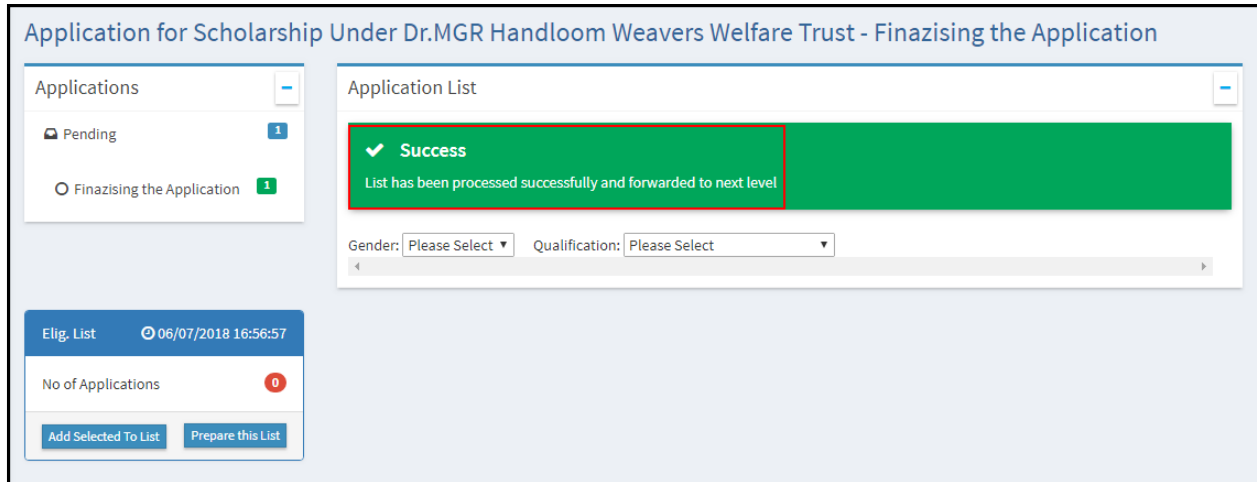


Image 25

Official can view the Dr MGR Scholarship Report as shown below.

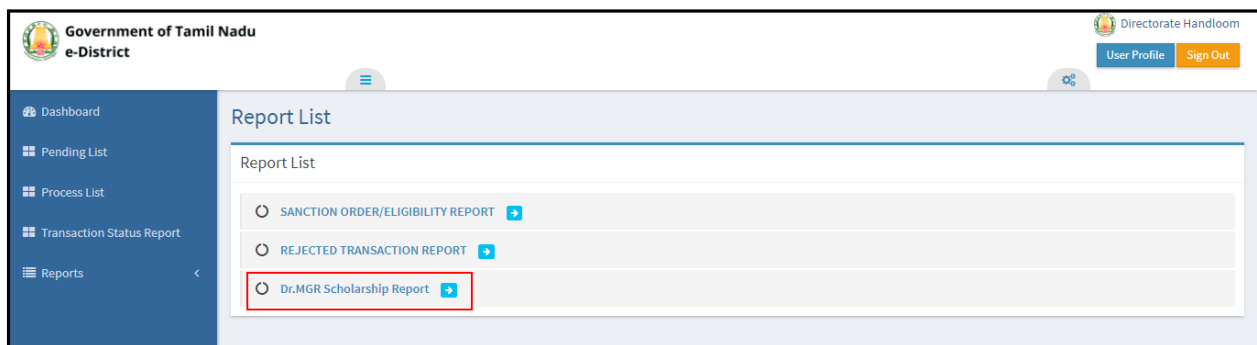


Image 26

STEP 9: Go to **Reports** and click on **Dr MGR Scholarship Report** link as shown above.

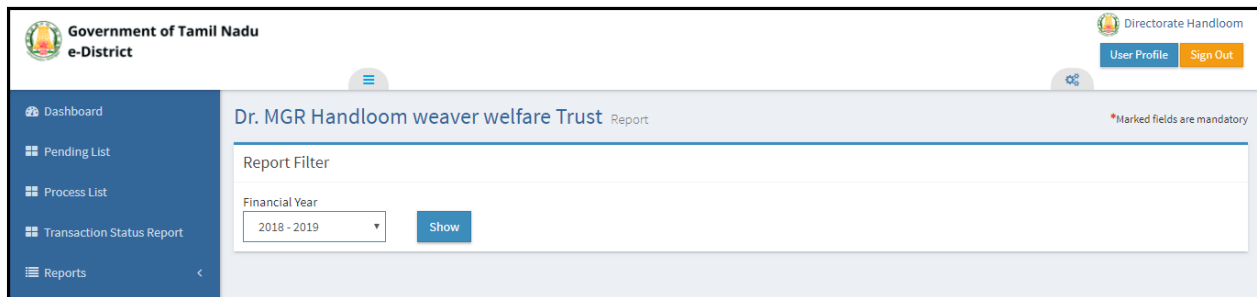


Image 27

STEP 10: Select the **Financial View** form dropdown and click on **Show**.

Below report will be displayed.

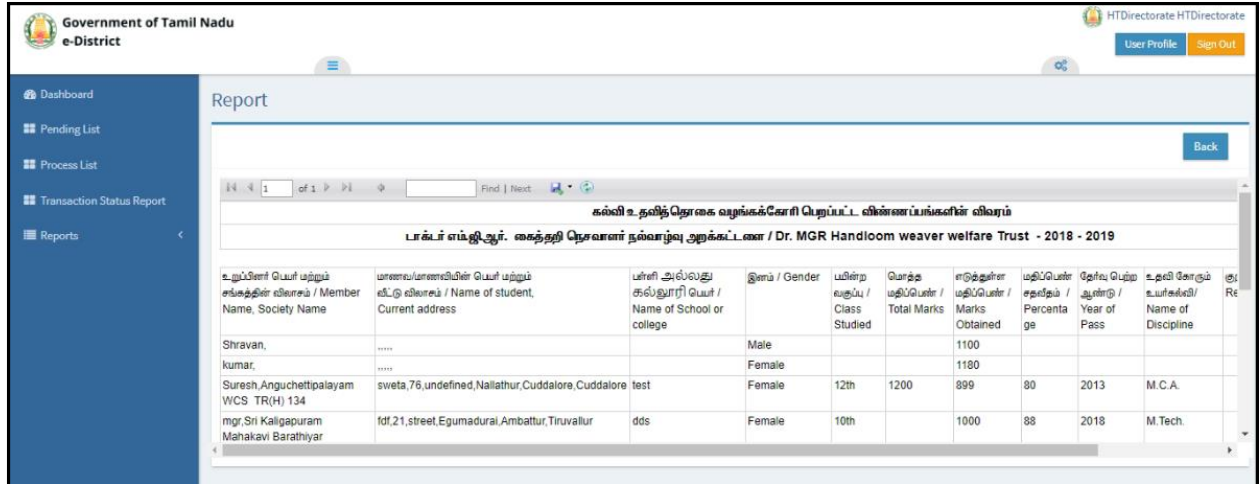


Image 28

Below section shows steps to Generate Eligibility List report

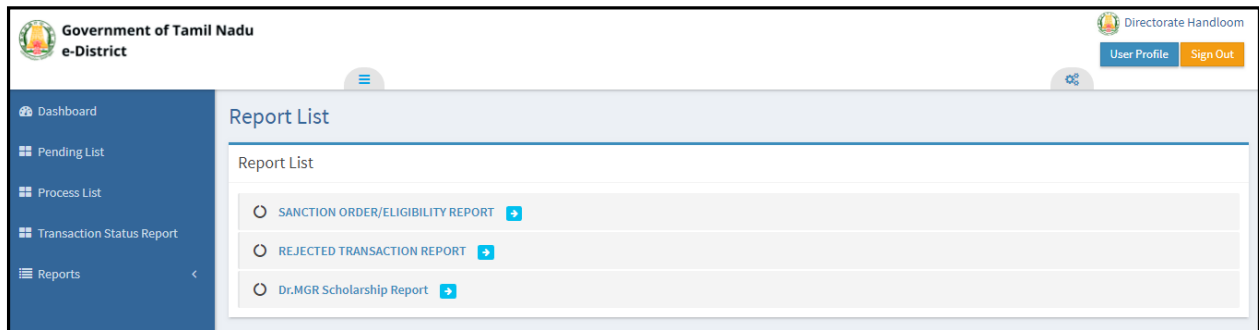
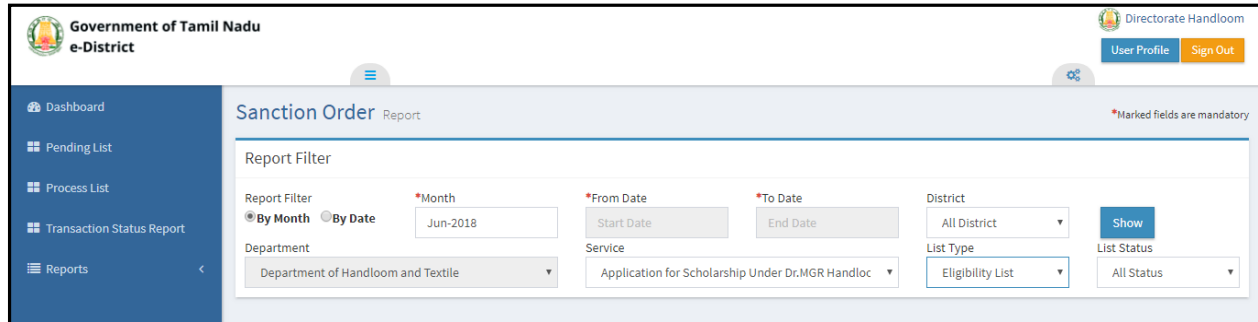


Image 29

STEP 11: Go to **Reports** and click on **Sanction Order/Eligibility Report** link as shown above.

Below screen will be displayed.



The screenshot shows the 'Sanction Order Report' interface. The left sidebar contains navigation options: Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main area is titled 'Sanction Order Report' and includes a 'Report Filter' section. The filter options are:

- Report Filter: By Month, By Date
- Month: Jun-2018
- From Date: Start Date
- To Date: End Date
- District: All District
- Department: Department of Handloom and Textile
- Service: Application for Scholarship Under Dr.MGR Handloc
- List Type: Eligibility List
- List Status: All Status

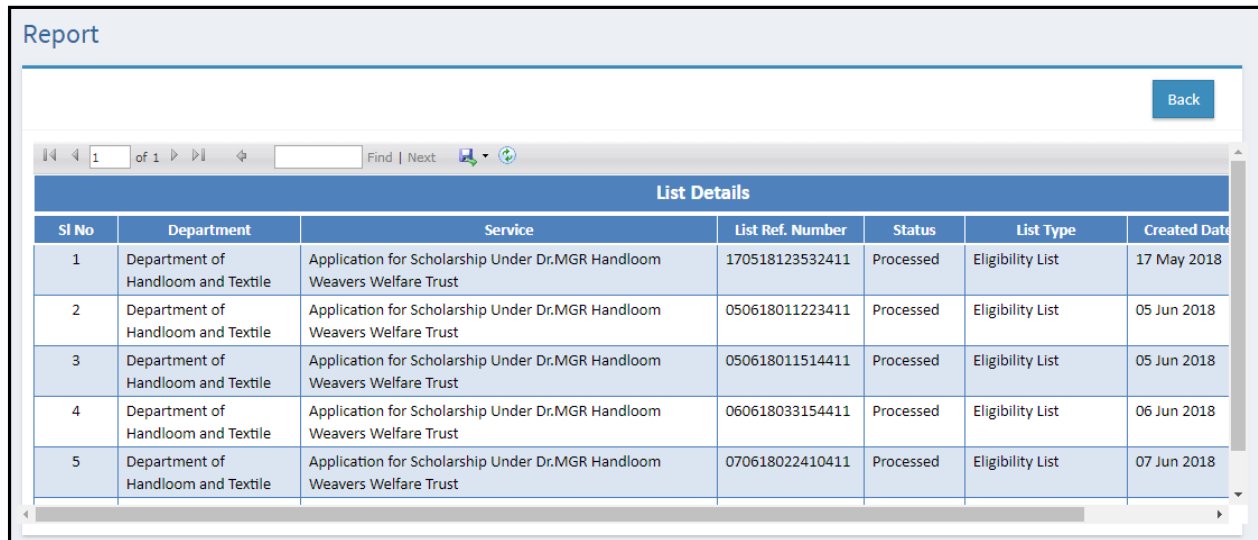
 A 'Show' button is present to execute the filter. A note at the top right states '*Marked fields are mandatory'.

Image 30

STEP 12: Select by month or date; choose the appropriate options from dropdown for **Service**, **List Type** and **List Status** as shown above.

STEP 13: Click **Show**.

Below image shows the report of the Eligibility list.



The screenshot shows the 'Report' interface with a 'List Details' table. The table has the following columns: SI No, Department, Service, List Ref. Number, Status, List Type, and Created Date. The data rows are as follows:

SI No	Department	Service	List Ref. Number	Status	List Type	Created Date
1	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	170518123532411	Processed	Eligibility List	17 May 2018
2	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	050618011223411	Processed	Eligibility List	05 Jun 2018
3	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	050618011514411	Processed	Eligibility List	05 Jun 2018
4	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	060618033154411	Processed	Eligibility List	06 Jun 2018
5	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	070618022410411	Processed	Eligibility List	07 Jun 2018

Image 31

STEP 14: To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.

Report

[Back](#)

Eligibility Order Details Report								
Ref No : 070618032745411 List Start Date : 07-Jun-2018 List Closing Date : 07-Jun-2018								
Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name
1	070618032745411	TN-4112018052802147	Karthick/கார்த்திக்	9566085209	982347895743	54646456546	8375973495079	AXIS BANK

Image 32



Note– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

6 Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.