

A brief document on how to use the mobile App and web App:

1. How to create accounts for Block Level Officers in web app?

Login to DLO Account – Go to My Accounts section on the left tab – Select User List – Select Create User icon on the left side of the web page

2. How to create accounts for enumerators in web app?

Login to BLO Account – Go to My Accounts section on the left tab – Select User List – Select Create User icon on the left side of the web page

3. How to map villages/wards to BLOs by DLO in web app?

Login to DLO Account – Go to My Accounts section on the left tab – Select User Village/Ward mapping – Select Area Type (Rural/Urban) and Block/Town User – Select Villages need to be assigned to the particular BLO and click Submit Button.

If Villages are not mapped, then Create User tab in the BLO account will not display any State/District/Block/Villages/Wards.

4. How to map villages/wards to enumerators by BLO in web app?

Login to BLO Account – Go to My Accounts section on the left tab – Select User Village/Ward mapping – Select enumerator – Select villages/wards need to be assigned to the particular enumerator and click Submit button

If villages/wards are not mapped, then the mobile app to be used by the enumerator will not display any State/District/Block/Villages/Wards.

5. How to use the mobile app?

Download the latest version of the mobile application from the census web application (<https://wrcensus.mowr.gov.in/micensus/>). Install the apk file. After installation, the preferred language shall be selected. Using the user credentials, login in to the application and then read and accept the terms and conditions. Select the village start enumeration. Step by step instructions for filling up each schedule have been given in the instruction manual.

6. How to save a schedule in mobile app?

The schedule has been displayed in separate tabs in the mobile app. After completion of each tab and upon clicking next button, the schedule shall be saved up to the last saved section. Once the schedule has been completely filled, the same shall be available in the draft section for editing and syncing with the database.

7. How to Sync a schedule in mobile app?

After filling up the schedule and clicking on Final Submit Button, the schedule will be available in the draft section with a cloud icon. By clicking the cloud icon, a loader will be displayed and the schedule will be uploaded in the server. After syncing the schedule, the same will be available in the BLO account for finalization.

8. How to validate schedules by BLO?

BLO can validate schedules from Refer Back to Enumerator section of the Project Monitoring Tab on the Web Application. BLO has to select the Village and respective schedule to view the warnings. All warnings will be highlighted in red color and BLO may edit the schedule, if required. After editing the schedule, he has to save the schedule.

9. How to refer back schedules to enumerator by BLO?

BLO may refer back schedules to enumerator by visiting Refer Back to Enumerator section of the Project Monitoring Tab on the Web Application. BLO has to select the Village and respective schedule to view the list of schedules under the selected category. BLO may refer back the schedule to the enumerator by clicking send button on the right side of the web page. While clicking send button, a message appears 'Do you want to send this schedule for verification? (Y/N)'. Upon clicking Yes, the schedule will be referred back to the enumerator. A schedule can be reverted only once.

10. How to view the schedules that are referred back by BLO in mobile app?

Enumerator can view the referred back schedules in the validation tab in the mobile application. He can make changes, if required, and submit the schedule directly to BLO. Enumerator has to make changes in the referred back schedules within 7 days of receiving the same.

11. How to submit schedules by BLO to higher level?

Go to Village Progress Management section under Project Monitoring. All enumerated villages shall be displayed in this section. By clicking the block town user status, the village schedule shall be treated as completed. By clicking the submit button the schedule shall be submitted to DLO. A village is treated as completed when BLO forward the village schedule to DLO. The corresponding GW, SW and WB schedules will be automatically reach DLO account.

12. How to view the schedules that are submitted by BLO through DLO/SLO account?

Go to MI Census/Water Resource Census - Select Data Management - Select type of schedule to edit/revert.

13. How to revert a schedule to BLO by DLO?

Go to MI Census/Water Resource Census – select Data Management Section - Select Village (GW/SW) Schedule Modification – Go to Action Column and select the message icon and add remark and click submit button. The schedule shall be reverted back to BLO.

14. How to view the reverted schedules from DLO in BLO account?

Go to Project Management Section – Select 'Schedule received from DNO / SNO for Clarification' – Click on Action and the schedule will be displayed. After necessary correction, BLO may save the schedule and it will be automatically resubmitted to the DLO.

15. How to view the enumerator progress by DLO/SLO?

Once the village schedule has been submitted by BLO, all corresponding schedules (GW/SW/WB) will be available in the DLO Account. Individual schedules may also be viewed by DLO in the Data Management Section of the Census tab on the left of the Web Application.
