

Apps on  
**Paddy Procurement Program**  
For  
**WB Food & Supplies Department**  
**Government of West Bengal**

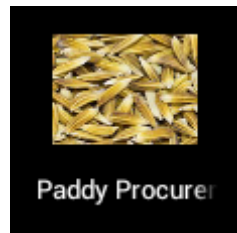


**User's Manual**  
**Version 1.0**

**NATIONAL INFORMATICS CENTRE  
WEST BENGAL STATE UNIT  
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
GOVERNMENT OF INDIA**

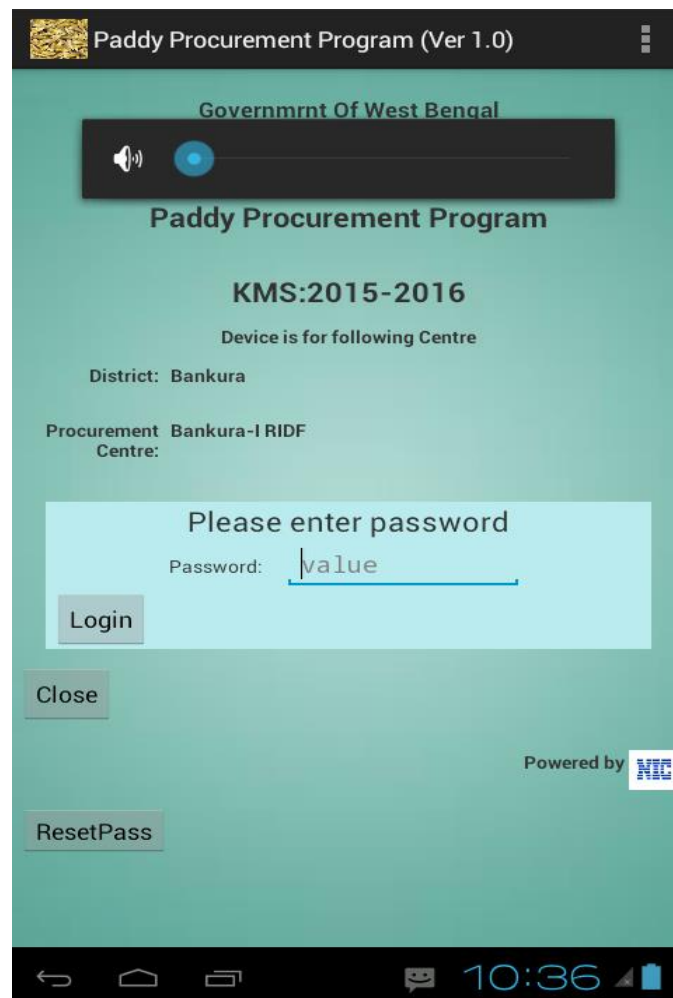
## Lunch the Application

To run the application please open Application browser on your Tablet. Then find the Procurement Application icon and touch it.



The application will be launch and following screen will be appeared.

Check if the device is for your centre and login



For the 1<sup>st</sup> time login application will ask to change the default password. Change the password according to your choice and remember it for next login.

## Functionalities

### Following functionalities are available -

- Registration  
Registration of farmer will be done if not already registered into the Centre.
- Procurement  
Entry transaction on procurement from registered farmer.
- Despatch to Ricemill  
Entry of transaction on Despatch of paddy to rice mill from the procurement centre.
- Send data  
After completion of days transaction data will be sent.
- Backup  
Regularly backup will taken
- Change Password  
Change password if the procurement centre in change need it. But remember the changed password to enter into the application for the next time.

Each functionality can be invoked by clicking the button with the functionality name on it.



## Menus

### Registration

Whenever a farmer visits the CPC for the first time, the farmer needs to be registered at the CPC. The registration number is written on top of the Card which is handed over to the farmer. During next visit, the farmer needs to quote the registration number.

Touch on Registration Button to register a farmer. A new screen will appear.

Entry Screen

Date: 17/11/2015

District:Bankura Procurement Centre:Bankura-I RIDF

Registration Procurement Entry Despatch to Rice Mills

Send Data Data Backup Reports Change Password

Registration Date: 17/11/2015 10:42:43

Registration No.: value

Block: Saltora Village: Adhuri

Search in SECC Filter

AHL TIN: value

Name: value

Fathr's Name: value

Address: value

Date Of Birth: value

IFSC Code: Account No: value

Land Mouza: শনিপুরানাম Land Khatian: value

Mobile No.: Make Registration

Total Registration:1

### Registration Entry screen

#### Steps of operation

1. Open Registration Screen tapping Registration menu on the top.
2. See the status of total registration in the bottom
3. Transaction date and time is current date and time.
4. Enter Registration Number from the Card.
5. Select Block and Village of the farmer

6. Search farmer from the SECC List using button “Search in SECC”. Filter the list using filter button if you think list is long to search.
7. Tap the farmer name from the list.
8. Other information like name, fathers name etc will be populated.
9. This fields can be edited if required.
10. Enter other fields like Bank IFSC Code and account number
11. Select Mouza of the block for land information and enter Khatian Number.
- 12.** Enter Mobile Number.
- 13. Then check the entered information well before save.**
14. Then tap “Make Registration Button.”
15. See if the message on successful registration appears.
16. See the status of the number of registration in the bottom. The number will be increased by 1.

## Procurement

All procurements need to be recorded under this functionality.

**Entry Screen**

Date: 17/11/2015

District: Bankura Procurement Centre: Bankura-I RIDF

Registration Procurement Entry Despatch to Rice Mills

Send Data Data Backup Reports Change Password

**Procurement**

Date of Procurement: 17/11/2015 10:43:13

Reg. No. : \_\_\_\_\_

**Quantity**

Qtl. Quintal Kg Kg

**Payment**

Amt. (Rs.): \_\_\_\_\_

Cheque No: \_\_\_\_\_ Cheque Dt: 17/11/2015

IFSC Code: Account No: \_\_\_\_\_

**Save Transaction**

Total Procurement: 21 Qtl. 2Kg. Procurement on today: 0 Qtl. 0Kg.

## Steps:

1. Open procurement screen using Procurement Entry button at the top menu.
2. Enter Registration number of the farmer from whom procurement is done. If registration number is correct corresponding name will be displayed aside registration number when go to other fields.
3. Enter procurement quantity in Quintal and Kg.
4. Enter Payment Cheque no. and date. Default date is current date which is editable. Check Amount is automatic and no need to enter.
5. **Check the entry well and see the procurement status at the bottom before save.**
6. Save the Transaction if entry is correct and follow the message and change in the status at the bottom

## Despatch to Rice Mill

**Entry Screen**

Date: 17/11/2015

District: Bankura Procurement Centre: Bankura - LRIDE

Regis [Speaker icon] [Volume icon]

Send Data Data Backup Reports Change Password

### Despatch to Rice Mill

Date of Despatch: 17/11/2015 10:43:34

**Rice Mill**

District: Bankura

Select Rice Mill

Rice Mill:

Quantity

Qtl. Quintal Kg. Kg

Save Transaction

Total Despatch: 0 Qtl. 0 Kg. Despatched today: 0 Qtl. 0 Kg.

Balance: 21 Qtl. 2 Kg.

10:43

Steps:

1. Open the entry screen tapping the menu Despatch to Rice Mill.
2. Select the district if the ricemill is from other district.
3. Select Rice Mill.
4. Enter quantity to despatch in quintal and Kg.
5. **Check the entry and status at the bottom before save.**
6. Save Transaction.

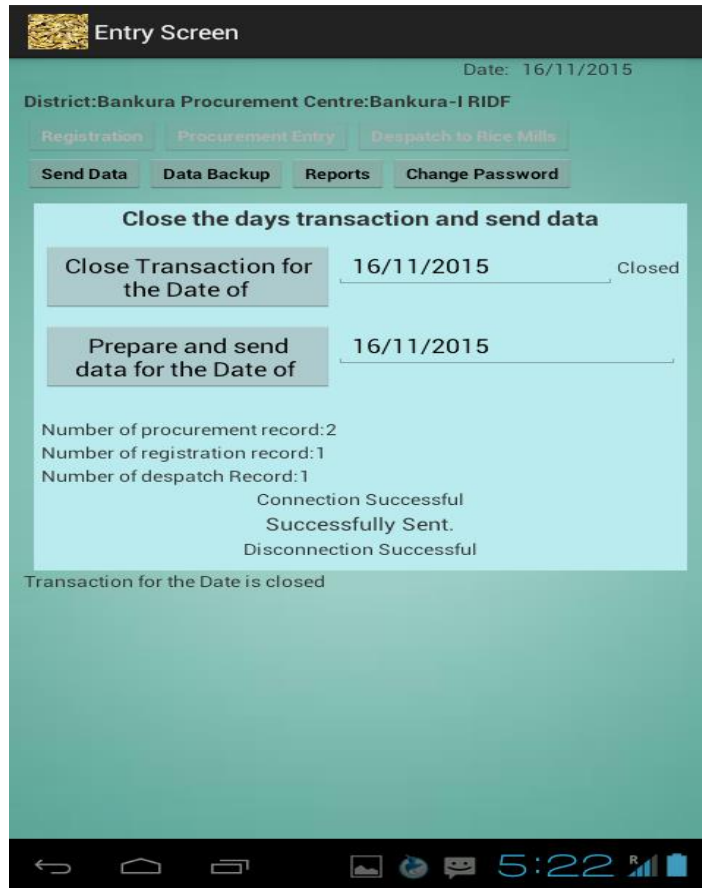
## Send Data

Through this functionality data for a given date can be transferred to the server.



Steps.

1. This will be done at the end of the day's operation.
2. Close the transactions for the date for which data will be send. Once transaction is close no more transaction for the date will be allowed using the corresponding button.
3. Then tap the button to prepare and send data for that date.
4. **The Send operation is fully dependent of the network connection strength. So repeated attempt may be required until successfully sent. Sent from the place where network strength is relatively high.**
5. If send is successful success status will be shown.

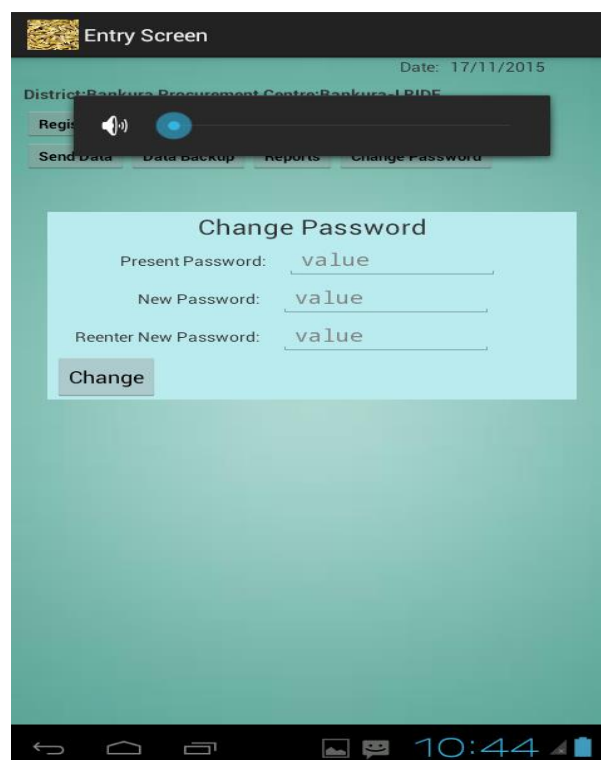


## Backup

Take back up using backup button.

## Password Change

Change password if required and remember the changed password.





## Report



Report will be available tapping report menu from the main menu.

A date wise consolidated report will be prepared and seen using view button and the report file can be generated using Create Report File button.

The report file will be saved at “paddyprocwbfood” directory in your tab. File name will be consolidatedreport.csv. This file can be viewed in Excel in a computer.

### NOTE:

**Know the directory “paddyprocwbfood” in the tab. Many important files will be saved in this directory. So this directory should never be deleted and should be maintained properly.**