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# 1. Overview

## 1.1 Objective

The objective of this manual is to guide end-users in using the Block level application of the National Animal Disease reporting System (NADRS).

## 1.2 Scope

The scope of the manual is limited to the usage by Veterinary Doctors, district level users and state level users.

## 1.3 Keyboard Shortcuts

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Shortcut | Action | Shortcut |
| New Record | Ctrl + N | **New Query** | Alt + Q |
| Delete Record | Ctrl + D | **Refine Query** | Alt + R |
| Copy Record | Ctrl + B | **Execute Query** | Alt + Enter |
| Edit Record | Ctrl + E | **Save Query As** | Alt + S |
| Save Record | Ctrl + S | **Advance from 1 Field to the Next** | Tab |
| Undo an Action | Ctrl + U | **Go Back to Previous Field** | Shift + Tab |
| Select All | Ctrl + A | **View Site Map** | Ctrl + Shift +A |
| Multiple Record Selection | Shift + Click (select) | **Go to Next Record (in list)** | Ctrl + down arrow |
| Connect | Ctrl + Shift +W | **Go to Next Record set (in list)** | Alt + down arrow |
| Logout | Alt + F4 OR Ctrl + Shift +X | **Go to Previous Record** | Ctrl + up arrow |
| Send Email | F9 | **Go to Previous Record set (in list)** | Alt + up arrow |
| Synchronize | Shift + F5 | **View First Record** | Alt + F |
| Refresh Browser | Ctrl + R | **View Last Record** | Alt + L |
| Search | Ctrl + F | **View Reports** | Ctrl + Shift +R |
| Invoke Multi Value Group (MVG) | F2 | **Go to History Button** | Ctrl + Shift +H |
| View Advanced Sort | Ctrl + Shift +O | **Open View Level Menu** | Ctrl + Shift +M |
| View Columns Displayed | Ctrl + Shift +K | **Launch Online Help** | F1 |

# 2. System Basics

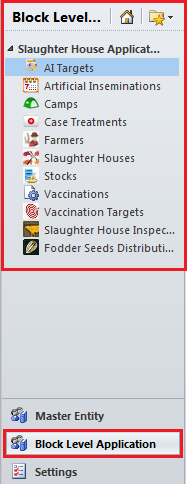
## 2.1 How to login

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Display the login screen**   * Launch the browser and type the organization URL |
| 2. | **Enter Login Information**  Enter the username and password and click on login button. |

## 2.2 How to Logout

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Logout from the system**  Close the session for logging out of the system. |

# 3. Block Level Application



## 3.1 How to See AI Targets Set for the Centre

|  |  |
| --- | --- |
| Step | Action |
| 1. | **AI Targets (Artificial insemination Targets)**   * Select AI targets from the left hand side Ribbon. A grid is shown on the side containing all the records that have been added previously.      * To view an AI target, select the record in the grid and double click on it. AI Target Form Opens up.   + Location details show the location of the user, who has set the target   + To Veterinary centre is the name of centre for which target has been set.   + Duration of the target (Start date, End date)   + Target is the total target which has been set.   + Parent Target will show the parent target record (i.e. target for district, state, etc.)      * To view the animal wise target click on the grid of AI Target Form.      * Select a record in the grid and double click to open AI target for animal target form.      * Location Details of the user who has set the target. * To veterinary centre- The centre where the target needs to be sent. * Start date; End Date- The duration of time between which specific targets need to be completed. * Animal – Name of the animal for AI * Breed – Breed of the Animal * Target-Target for no of AI will be done for the specified animal. |
| 2. | **Close The Forms**   * After seeing the total target and animal wise target close all the forms. |

## 3.2 Artificial Insemination

|  |  |
| --- | --- |
| Step | Action |
| 1. | **New Artificial inseminations**   * The details for artificial inseminations are filled in this form. To open this form click on the block level application tab and the click Artificial Inseminations in the left navigation pane.      * Add new artificial insemination detail from the “new” button.     A new window opens in which all the details are to be filled.   1. Location details      * State- Pre filled name of the state. * District- The district in which AI is to be done. * Rural/Urban- If the place is rural or urban. * Block- block to which the centre belongs. * Village- Name of the village.  1. Centre details  * Centre- Name of the centre where the insemination is to be done. * Type of centre- The type of the centre.  1. Animal Details      * Date- Date on which the insemination is scheduled. * Breed- Breed of the animal. * Age- Age of the animal * Bull no. – Unique ID given to the animal. * Lactation- Specifies if the mother is feeding her young ones. * Last calf details- Furnishes the details of the last calf. * FS straws details- Details of the Frozen Semen straws details. * Farmer- Name of the farmer. * No of time Calved- Number of times the mother has given birth. * Purchased- If the animal is purchased.  1. Pregnancy verification   After three months of insemination, Pregnancy verification is done.     * Pregnancy verification- If verification is to be done, click on the check box and then click anywhere on the form again. It will enable the fields that are required to furnish the details. * Visit Date- Visit date would automatically be filled that is exactly 3 months after the scheduled insemination. However, the date can be changed as per the needs.      * Verification result- The result can either be positive, negative or others. If others is selected, another field name others is enabled in which the details for verification are filled.      * Present stage- Fill in the present stage of the mother.  1. Calf verification   After ten months of insemination, and confirmed pregnancy, calf verification is done.   * Calf Verification- If verification is to be done, click on the check box and then click anywhere on the form again. It will enable the fields that are required to furnish the details. * Calf verification Date- Calf verification date would automatically be filled that is exactly 10 months after the scheduled insemination. However, the date can be changed as per the needs.      * Calf born- Tells if the calf is born or not. * Calf type- Type of the calf can be Bull calf, heifer calf or others. If others is selected, one more field is enabled in which the detail about the calf needs to be furnished.      * Is repeated AI- Specifies if the AI is repeated or not. * Remarks- Any special comments. |
| 2. | **Saving The details**   * Save and close the form after furnishing all the details. |

## 3.3 Camps

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Selecting Camps**   * Camp details are furnished in this form. * Select the option Camps from the left navigation pane.      * A grid would be shown on the right and some options at the top Ribbon. * Select “new” button from the Ribbon.      * A new window will be opened in which details are to be filled.  1. Location Details      * State- Pre filled name of the state. * District- The district in which camps are held. * Rural/Urban- If the place is rural or urban. * Block- block to which the camp belongs. * Village- Name of the village.  1. Camp Details  * Name of the camp- The name of the camp * Camp type- the type of the camp. * Start date of the camp- The date on which the camp started. * End date of the camp- The date on which the camp closes. * Name of institution conducting the camp- The name of the institution which is holding the camp. * Number of price distributed- The number of prizes distributed in the camp. |
| 2. | **Saving the details**   * Save the details after entering by using the save button or pressing ctrl+S. |
| 3. | **Artificial Inseminations**   * After saving the form, the fields in the left ribbon are enabled. * Select artificial insemination from the left navigation bar      * Add new artificial insemination from the button on top ribbon. * A new window opens up in which the details regarding artificial insemination are to be filled.  1. Location details      * State- Pre filled name of the state. * District- The district in which AI is to be done. * Rural/Urban- If the place is rural or urban. * Block- block to which the centre belongs. * Village- Name of the village.  1. Camp details  * Camp- Name of the camp specified previously.  1. Animal Details  * Date- Date on which the insemination is scheduled. * Breed- Breed of the animal. * Age- Age of the animal * Bull no. – Unique ID given to the animal. * Lactation- Specifies if the mother is feeding her young ones. * Last calf details- Furnishes the details of the last calf. * FS straws details- Details of the Frozen Semen straws details. * Farmer- Name of the farmer. * No of time Calved- Number of times the mother has given birth. * Purchased- If the animal is purchased.  1. Pregnancy verification   After three months of insemination, Pregnancy verification is done.     * Pregnancy verification- If verification is to be done, click on the check box and then click anywhere on the form again. It will enable the fields that are required to furnish the details. * Visit Date- Visit date would automatically be filled that is exactly 3 months after the scheduled insemination. However, the date can be changed as per the needs.      * Verification result- The result can either be positive, negative or others. If others is selected, another field name others is enabled in which the details for verification are filled.      * Present stage- Fill in the present stage of the mother.  1. Calf verification   After ten months of insemination, and confirmed pregnancy, calf verification is done.     * Calf Verification- If verification is to be done, click on the check box and then click anywhere on the form again. It will enable the fields that are required to furnish the details. * Calf verification Date- Calf verification date would automatically be filled that is exactly 10 months after the scheduled insemination. However, the date can be changed as per the needs.      * Calf born- Tells if the calf is born or not. * Calf type- Type of the calf can be Bull calf, heifer calf or others. If others is selected, one more field is enabled in which the detail about the calf needs to be furnished. * Is repeated AI- Specifies if the AI is repeated or not. * Remarks- Any special comments. |
| 4. | **Case Treatments**   * Select Case treatments from the left navigation in the camp form.      * Add new case treatment by selecting the button from top ribbon * A new window will be opened up in which details need to be furnished.  1. Location details      * State- Pre filled name of the state. * District- The district in which treatment is to be done. * Rural/Urban- If the place is rural or urban. * Village- Name of the village.  1. Camp details    * Camp- Name of the camp specified previously. 2. Animal and Case Details    * Date- Date on which animal is brought for treatment.    * Farmer- Name of the farmer.    * Animal- Name of the animal.    * Animal Breed- The breed of the animal.    * Medical- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Surgical- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Gynecological- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Infertility- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Castration- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * De-worming- If true, select the check box. * Others- If true, select the check box. |
| 5. | **Saving the details**   * Save and close the form by clicking the button on the top ribbon. |
| 6. | **Vaccinations**   * Select the option vaccination from the left navigation.      * Select add new vaccination button from the top panel. * A new window will open up in which all the details need to be furnished.  1. Location Details      * State- Pre filled name of the state. * District- The district in which vaccination is to be done. * Rural/Urban- If the place is rural or urban. * Village- Name of the village.  1. Camp Details  * Camp- Name of the camp specified previously.  1. General      * Date- date on which the vaccination is to be done. * Animal- Name of the animal. * Animal breed- Breed of the animal. * Disease name- Name of the disease for which vaccination is to be done. * Vaccination name- Name of the vaccination for the particular disease. * Quantity- Quantity in which the vaccination is to be done. * Case type- If the case is daily case or outbreak case. * Farmer name- Name of the farmer who brought the animal for vaccination. * Logged in user- the name of the user who is updating the record. * Remarks- Any special comments. |
| 7. | **Saving the details**   * Save and close the form after adding the details. |

## Case Treatments

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Selecting Case treatments**   * Select the option case treatment from the left ribbon      * Select new button from the top ribbon.      * A new window will open up in which details are needed to be furnished.  1. Location Details      * State- Pre filled name of the state. * District- The district in which treatment is to be done. * Rural/Urban- If the place is rural or urban. * Village- Name of the village.  1. Centre details  * Veterinary Centre- name of the centre where treatment is to be done.  1. Animal and Case Details    * Date- Date on which animal is brought for treatment.    * Farmer- Name of the farmer.    * Animal- Name of the animal.    * Animal Breed- The breed of the animal.    * Medical- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Surgical- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Gynecological- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Infertility- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * Castration- If true, Select the check box and click again anywhere on the form.     Select the options which hold true   * De-worming- If true, select the check box. * Others- If true, select the check box. |
| 2. | **Saving the details**   * Save and close the form after adding all the details |

## Farmers

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select Farmers**   * Select option farmers from the left navigation pane.      * Select new button from the top ribbon to add new farmer.      * A new window will open up in which all the details need to be furnished.  1. Farmer Details     The details of the farmer and his location are furnished in this form. |
| 2. | **Saving the details.**   * After adding the details, save and close the form. |

## Slaughter Houses

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Selecting slaughter houses**   * Select the option slaughter houses from the left ribbon.      * Select new button from the top ribbon to add new slaughter house.      * A new window will open up in which details need to be furnished.  1. Location Details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Village- Name of the village.  1. General  * Slaughter house name- Name of the slaughter house. * Slaughter house code- code of the slaughter house. * Slaughter house type- type of the slaughter house. * Owner- The Owner of the slaughter house. * Working days- The days on which the slaughter house is open. * Is registered- if it is registered. |
| 3. | **Saving the details**   * Save the form after all these entries. |
| 4. | **Meat capacity**   * After saving the details, click the grid      * Select add newmeat capacity button from the top ribbon.      * A new window will open up in which all the details need to be furnished.  1. Location details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Town- Name of the town. * Ward- Name of the ward. * Block- Name of the block. * Village- Name of the village.  1. Meat capacity details   These details are filled for knowing the quantity of meat that will be obtained. |
| 5. | **Saving the form**   * Save and close the form after adding the details. |
| 6. | **Slaughter House Inspection**   * Select option slaughter house inspection from the left navigation.      * Select add new slaughter house inspection from the top ribbon. * **A** new window will open up in which details need to be furnished.  1. Location Details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Block- Name of the block. * Village- Name of the village.  1. Slaughter house details  * Slaughter house- Name of the slaughter house. * Slaughter house type- type of the Slaughter house.  1. General  * Date of inspection- The date on which inspection is done. * Inspection official name- the name of the inspection officer. * Final remarks- Any comments * Inspection fees collected- Amount of fees. |
| 7. | **Saving the details**   * Save the details after adding. |
| 8. | **Meat Quantity**   * After saving the details, click on the grid that shows the meat quantity.      * Select new meat inspection button from the top ribbon.      * A new window will open up in which all the details are to be furnished.  1. Location details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Block- Name of the block. * Village- Name of the village.  1. Meat inspection details  * Animal- Name of the animal. * Meat quantity inspected- The quantity of meat that is being inspected. * Accepted/rejected- If the meat is accepted or rejected. * Meat quantity Accepted- The amount of quantity that is accepted. * Remarks- Any special comments. |
| 9. | **Saving the details**   * Save and close the form after entering the details. |
| 10. | **Quality Parameters**   * Navigate to the back page after saving the details of the meat inspection and save the form. The details of the meat inspection would be displayed on the grid. * Now select the second grid that is of quality parameter.      * Select Add new quality parameter inspection from the top ribbon.      * A new window will open up in which details are to be furnished.  1. Quality parameter inspection details      * Quality parameter- Name of the quality parameter. * Exists- If the quality parameter exists, select yes, otherwise no. * Remarks- Any special comments. |
| 11. | **Saving the details**   * Save and close the form after adding the details. |
| 12. | **Saving the slaughter house inspection details.**   * After saving the quality parameter inspection, navigate to the slaughter house inspection details and save and close the form so that all the details get updated. |

## Stocks

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select the stocks**   * Select the option stocks from the left ribbon.      * Select new button from the top ribbon      * A new window will open up in which all the details are to be filled.  1. Location details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Block- Name of the block. * Village- Name of the village.  1. Article details  * Stock Type- Type of the stock for which the detail is to be filled. * When the stock name is added one more field gets enabled for example if we add vaccine to the stock name, the field that gets enabled will be vaccine name.  1. Centre details  * Name of the centre where stocks are needed.  1. Stock details  * Total stock- The total stock that is to be added. * Save the form after entering the total stock so that further details can be added to the grid. For saving press ctrl + S or the save button on the top ribbon.      * When the form gets saved, click on the grid shown below to add the stock ledger. |
| 2. | **Adding stock ledger**   * Select add new stock ledger button on the top ribbon.      * A new window will open up in which all the details for stock ledger are to be furnished.  1. Stock ledger details      * Date- Date on which the transaction of the stock is done. * Article name- Name of the article added in the stock details. * Transaction type- It can be of 4 types: * Utilized- If the stock gets utilized, select this. * Damaged- If this is selected, reason for damage has to be mentioned.      * Disposed- If this is selected, disposed details have to be submitted.      * Rejected- If this selected, reason for rejection needs to be specified.      * Quantity- Quantity of stock * Issuing authority- The name of the authority which issues the stock. * If the transaction of the stock is disposed, damaged or rejected, the final total stock is “total stock – the disposed, rejected or damaged stock“. |
| 3. | **Saving the details**   * Save and close the form after adding all the details by clicking the save and close button on the top ribbon. |
| 4. | **Stock issued**   * Open the stock information page and select the stocks issued option from the left navigation pane.      * Select add new stock issued button from the top ribbon. * A new window will open up in which the details are to be added for new stocks issued.  1. General      * Date- Date on which the stocks are issued. * Article name- Name of the article for which stock is needed. * Send to- Name of the receiving end veterinary centre. * Available quantity- The quantity which is available to be sent. * Send quantity- The quantity which will actually be sent. * Financial year- The year for which the stocks are issued. * Issuing authority- The name of the issuing authority. |
| 5. | **Stock received**   * Open the stock information page and select the stocks received option from the left ribbon.      * You cannot create the stock received record. It will be created automatically when stock is issued from a veterinary centre to your centre. Then only you have to receive that quantity so that your stock quantity can be updated.      * Date- Date on which the stock is received. * Financial year- year for which the stocks are received. * Received from- The name of the sender. * Quantity Issued- This is a read only field which gets filled automatically if the details have already been given of stock issued. * Quantity Received- The amount of stock received. * Damaged- Quantity of damaged articles. * Article name- Nam e of the article received. * Status- Status of the stock if it is received or not. * Reason for damage- This is applicable if any article is found damaged. * Receiving authority- Name of the receiving authority. |
| 6. | **Receiving the stock**   * For accepting the quantity issued, enter the quantity accepted and click on the receive button in the ribbon |

## 3.8 Vaccinations

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Selecting Vaccinations**   * Select the option vaccinations from the left ribbon.      * Select new button from the top ribbon to add new details.      * A new window will open up in which all the details need to be furnished.  1. Location details      * State- Pre filled name of the state. * District- The district in which slaughter house is situated. * Rural/Urban- If the place is rural or urban. * Block- Name of the block. * Village- Name of the village.  1. Centre details  * Veterinary centre- Name of the centre where vaccination is to be done.  1. General  * Date- date on which the vaccination is to be done. * Animal- Name of the animal. * Animal breed- Breed of the animal. * Disease name- Name of the disease for which vaccination is to be done. * Vaccination name- Name of the vaccination for the particular disease. * Quantity- Quantity in which the vaccination is to be done. * Case type- If the case is daily case or outbreak case. * Farmer name- Name of the farmer who brought the animal for vaccination. * Logged in user- the name of the user who is updating the record. * Remarks- Any special comments. |
| 2. | **Saving the details**   * Save and close the form after adding all the details |

## 3.9 How to See Vaccination Targets Set for the Centre

|  |  |
| --- | --- |
| Step | Action |
| 1. | **AI Targets (Artificial insemination Targets)**   * Select Vaccination targets from the left hand side Ribbon. A grid is shown on the side containing all the records that have been added previously.      * To view a vaccination target, select the record in the grid and double click on it. Vaccination Target Form Opens up.   + Location details show the location of the user, who has set the target   + To Veterinary centre is the name of centre for which target has been set.   + Duration of the target (Start date, End date)   + Target is the total target which has been set.   + Parent Target will show the parent target record (i.e. target for district, state, etc.)      * To view the animal wise target click on the grid of Vaccination Target Form.      * Select a record in the grid and double click to open Animal Target for Vaccination form.      * Location Details of the user who has set the target. * To veterinary centre- The centre where the target needs to be sent. * Start date; End Date- The duration of time between which specific targets need to be completed. * Animal – Name of the animal for Vaccination * Breed – Breed of the Animal * Target-Target for no of Vaccination will be done for the specified animal. |
| 2. | **Close The Forms**   * After seeing the total target and animal wise target close all the forms. |

## 3.10 Fodder seeds distribution

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select fodder seeds distribution**   * Select the option fodder seeds distribution from the left ribbon.      * Select new button from the top ribbon      * A new window will open up in which all the details need to be furnished.  1. Location details      * State- Name of the state in which seeds are to be sown. * District- Name of the district in which seed distribution is to be done. * Rural/Urban- If the place is rural or urban.  1. Centre details  * Veterinary centre- Name of the veterinary centre.  1. Farmer details  * Farmer- Name of the farmer who will do the seed distribution.  1. Seeds distribution details      * Date- Date on which the seed distribution is to be done. * Season- Season can be of three types: Khariff, Rabi, Perennial. * Crop name- Specifies the name of the crop which can be:: Stylo, cowpea, sorghum, sorghum(multicut), maize, calapogonium, guar, teosinite, or others. * Variety name- Specifies the name of the variety of the crop. * Seeds/Slips- If the distribution is of seeds, select seeds and add the number of quantity of seeds and unit of quantity. If the distribution is of slips, add number of slips.      1. Other details      * Other details about the seed and the land on which seeds are sown are added in this form such as irrigation date, germination, preparation etc.  1. Feedback      * The feedback for the seed distribution is given that what is the benefit obtained, what is the officer’s reaction, performance etc. |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |

## 3.11 How to See Insurance Targets

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Insurance Targets**   * Select Insurance targets from the left hand side Ribbon. A grid is shown on the side containing all the records that have been added previously.      * To view an Insurance target, select the record in the grid and double click on it. Insurance Target Form Opens up.   + Location details show the location of the user, who has set the target   + To Veterinary centre is the name of centre for which target has been set.   + Duration of the target (Start date, End date)   + Target is the total target which has been set.   + Parent Target will show the parent target record (i.e. target for district, state, etc.) |
| 2. | **Close The Forms**   * After seeing Insurance close the form. |

## 3.12 Insurance Management

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select Insurance**   1. Select the option Insurance from the left navigation.      1. Select new button from the top ribbon      1. A new window will open up in which all the details need to be furnished. 2. Location details      * State- Name of the state. * District- Name of the district. * Rural/Urban- If the place is rural or urban. * Centre details * Veterinary centre- Name of the veterinary Centre.  1. Select whether the details of insurance or claim has to be filled.   Based on selection you will see the sections containing the fields.  If you will select ‘Insurance ’, then following details has to be filled   * Company Name- Name of the Insurance Company. * Policy – Name of the policy of company. * Date – Date of Insurance * Animal – Select the animal to be Insured * No of Animal Insured – Select the No. of Animal Insured. * Premium Collected From Farmers – Amount of premium paid by farmer.      1. If you will select ‘Claim’ then following fields has to be filled.    * Company Name – Name of the Insurance Company    * Policy – Name of the policy of company    * Date – Date of Insurance    * Animal – Select the animal to be Claimed    * No of Claims Settled – Enter the no of claims settled.    * Amount Settled – Amount has been settled for the claims. |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |

# Summary Forms

## AI Summary

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select AI Achievement Summary**   1. Select the option AI Achievement Summary from the left navigation.      1. Select new button from the top ribbon      1. A new window will open up in which all the details need to be furnished.   Location details     * State- Name of the state. * District- Name of the district. * Rural/Urban- If the place is rural or urban.   Centre details   * Veterinary centre- Name of the veterinary Centre.  1. In Summary Form you can enter the details of 5 animals simultaneously. So there are 5 sections are provided to enter the animal AI details. |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |

## Case Treatment (Summary)

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select Case Treatment Summary**   1. Select the option Case Treatment Summary from the left navigation.      1. Select new button from the top ribbon      1. A new window will open up in which all the details need to be furnished.   Location details     * State- Name of the state. * District- Name of the district. * Rural/Urban- If the place is rural or urban.   Centre details   * Veterinary centre- Name of the veterinary Centre.  1. In Summary Form you can enter the details of 5 animals simultaneously. So there are 5 sections are provided to enter the animal case details. |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |

## Vaccination Summary

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Select Vaccination Summary**   1. Select the option Vaccination Summary from the left navigation.      1. Select new button from the top ribbon      1. A new window will open up in which all the details need to be furnished.   Location details     * State- Name of the state. * District- Name of the district. * Rural/Urban- If the place is rural or urban.   Centre details   * Veterinary centre- Name of the veterinary Centre.  1. In Summary Form you can enter the details of 5 animals simultaneously. So there are 5 sections are provided to enter the animal case details. |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |

# Reports

|  |  |
| --- | --- |
| Step | Action |
| 1. | **Open a report.**   1. Click on the Master Entity Tab.      1. In the left navigation pane click on the Reports.      1. In the Right area a grid will be displayed containing Various Reports. 2. Select a Report by click in the check box. 3. To Run a report either double click on it or click on the run report button in the Entity Ribbon |
|  | 1. **AI Consolidate Report** |
|  | 1. **AI Detailed (Centre Category Wise)** |
|  | 1. AI Target vs Achievement Report.  * Open the report selects the From Date, To Date Parameter from the Calender. * Click on View Report |
|  | 1. Vaccination Target vs. Achievement Report  * Open the report selects the From Date, To Date Parameter from the Calendar. * Click on View Report |
|  | 1. Veterinary Centre vs. Case Treated  * Open the report and select the district from the drop down. * Click on the View report |
| 2. | **Saving the details**   * Save and close the form after adding the details by clicking the save and close button on the top ribbon. |