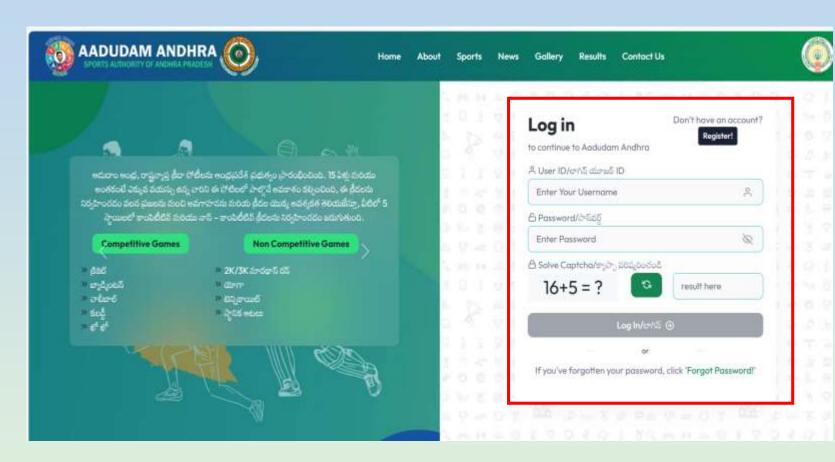


# Master Data Sheet User Manual





 Login Screen : Enter User ID, Password and Captcha and click on Login

#### Step:02 : Ground Data Update

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- After Successful login, Click on MDS, to Update or to Verify MDS.
- After click on MDS Two option will shown, Ground Data and HR Data , as shown in the screen.
- To Enter Grounds Data Click on Ground Data, Then District wise Grounds details will be shown.
- Click on District Name
- After clicking on District Name Mandal wise Ground Details will be shown.
- Aadudam Andhra Unit Name(Mandal Name)
- Total No of Secretariats
- Total No of Grounds
- Total No of Secretariat's Tagged
- No of Photos Updated
- No of Lat Longs Updated
- $\circ$  Sports Wise Grounds Mapped.
- Click on Mandal to view the Mandal Level Grounds details .

## Step:03 : Ground Data Update

R Perse			Ground Data			Andu	dam Andhra Unit Name	ANAVILLI				Add Ground	1 x 1
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- After Click on Mandal Name, Grounds which are identified and tagged details will be shown as below.
- $\circ$   $\,$  To Add new Ground Click on Add Ground Button.
- To view the secretariats which are mapped the ground, Click on Ground Name

#### Step:04 : Ground Data Update

@ ture	Ground Data	Ground Definis			Addressed	
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	•							

- After click on Add Ground, Screen will be displayed as shown.
- Ground Name (Should be unique, Don't use same name for single ground)
- Need to enter Ground Location, Audience Capacity, Ground Length (In Meters), Ground Width (In Meters), Ground In-charge Name, Ground In-charge Designation, Ground In charge Mobile Number,
- $\circ$  Select Fitness of the Ground
- Available play field(Check boxes need to be select based on sports for which the ground is suitable.
- Enter if any remarks
- $\circ$  Click on Save , Ground Details will be saved.

- After click on Ground Name, Secretariats which are tagged to that ground details will be shown.
- Example in the below screen Two Secretariats are mapped to same ground.

#### Step:05 : HR Data update

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	-	н	ROTHAPETA	20	6	20	0	0	0	8	0	0
		ш.	HALIEPUNAH	28	0	28	0	0	0	8	0	0
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		10	RADOUARAM	10	0	*	0	0	0	Ú.	0	0
		20	RAZOLE	22	0	22	0	0	n	0	0	0

- Click on HR Data Collection to view the details about Grounds Mapped to Secretariat along with committee members.
- District Name
- Total No of Aadudam Andhra Units(Mandal's)
- Total No of Secretariats
- Total No of Secretariats Tagged.
- Total No of Secretariats to be tagged.
- Mandal Level Officer
- Organizing Committee Match In-charge
- Sports Volunteer
- Ground Details, Schedule Dates.
- Details will shown.
- Click on District name
- After Click on District Name Mandal wise details will be shown.
- AA Unit Name(Mandal Name)
- $\circ$  No of Secretariats
- Completed Secretariats(Ground mapped)
- Pending Secretariats(Grounds not mapped)
- Mandal Level Officer
- Organizing Committee Match In-charge
- Sports Volunteer
- Match Scorer,
- Ground Details,
- $\circ$  Schedule Dates.
- Details will be shown.
- 0

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	15	5	Update ③	MADIKI3	PENDING	×	×	×	×	×	×	×
	10	5	Update ③	MODUKURU	PENDING	x	×	×	×	×	×	×

- Click on Mandal Name
- Mandal wise details will be shown as in the side screen
- Secretariat Name
- o Status
- Mandal Level Officer
- Organizing Committee
- Match In-charge
- Sports Volunteer
- Match Scorer
- $\circ$  Ground Details
- Schedule Dates
- Details will be shown
- To Update any of the above details click on "UPDATE" Button.

		idal):ACHAMPETA    Secretariat Na	NECKLOROUS CONT.			
R Data		Aod	ludam Andhra Unit Nam	ne(Mandal):ACHAMPETA		Secretariat Name:ATCHAMP
Mandal Le	vel Officer For Sachivalaya	m				
Officer Name	Enter Mandal Level Offi	cer Name Officer Design	Enfor Office	r Designation	Officer Mobile	Enter Officer Mobile
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	5 5 1: 1 (DF	7/001				
Match Inch Officer Name	targe for Sachivalayam (PE	T/PD) Officer Design	nation Enter Design	ntion	Officer Mobile	Enter 10 digits Mobile Number
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17	Volunteer Name-1 Enter Volunteer Name Enter Volunteer Name	Enter Designation	Enter 10 digits Mobile Enter 10 digits Mobile	Enter Volunteer Name	Enter Designation	Enter 10 digits Mobile Enter 10 digits Mobile

- After click on Update button
- To update Mandal level officer for Sachivalayam( Nominated by Collector) enter Officer Name, Officer Designation, Officer Mobile Number and click on Save.
- To Update Match In charge for sachivalayam(PET/PD)
- Enter Name, Designation, Mobile Number for all the members and click on SAVE.
- Sports Volunteer for Sachivalayam enter all fields and click on save.

## Step:08 : HR Data update

3 HR Data Aadudam Andhra Unit Name(Mandal):ACHAMPETA || Secretariat Name:ATCHAMPET-1

ino.	Name	Designation	Mobile	Committee
	Enter Officer Name	Enter Designation	Enter 10 digits Mobile Number	Chairman
	Enter Officer Name	Enfor Designation	Enter 10 digits Mobile Number	Member
	Enter Officer Name	Enter Designation	Enter 10 digits Mobile Number	Member
	Enter Officer Nome	Enfer Designation	Enter 10 digits Mobile Number	Member
	Enter Officer Name	Enter Designation	Enter 10 digits Mobile Number	Member

	Ground Name	Ground Location	Incharge Name	Ground Capacity	Ground Width(in Meters)
Cricket	Select Ground Name	Ground Location	Incharge Name	Capacity	Ground Area
Bodminton	Select Ground Name	Ground Location	Incharge Name	Copocity	Ground Area
Valleyball	Select Ground Name	Ground Location	Incharge Name	Capacity	Ground Area
Kabaddi	Select Ground Name	Ground Location	Incharge Name	Copacity	Ground Area
Kho-Kho	Select Ground Name	Ground Location	Incharge Name	Capacity	Ground Area

 To update Organising Committee Members for Sachivalayam, Committee Chairman and Members details

Х

- Name, Designation, Mobile
   Number need to be enter and click on save.
- Ground Details For Sachivalayam. Here ground mapping to sachivalayam need to done sports wise Ground Name, Ground Location, In charge Name, Ground Capacity and Ground Width (In meters )need to be enter and save.

# **THANK YOU**