

A User Guide & Manual on

Children Information System

<http://cwc.wcdde.in>

**(CIS for Missing and found children in Delhi)
An initiative of Juvenile Justice Committee of Delhi
High Court & Dept. of Women & Child Development,
Govt. of NCT of Delhi**

Designed by

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Introduction

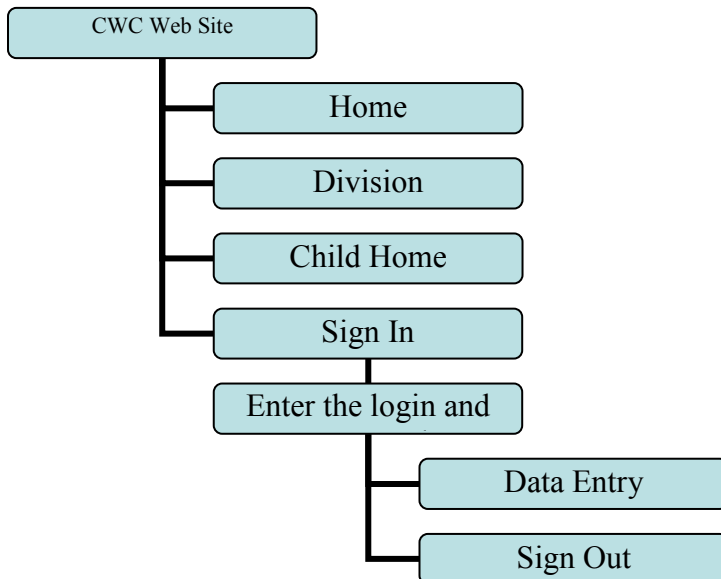
This Children Information System (CIS) project has been initiated and accomplished by the motivation provided to us by Hon'ble Justice Madan B. Lokur, Chairperson, Juvenile Justice Committee of Delhi High Court and the over all guidance received from a team of official resource persons namely Ms. Devashree Mukherji, Worthy Secretary (WCD), Govt. of NCT of Delhi, Mr. Rajeev Kale, Director (WCD), Govt. of NCT of Delhi, Mr. R. N. Mangla, Joint Director (Child Welfare), Deptt. of WCD, Govt. of NCT of Delhi and Mr. Piyush Angrish, Member of Child Welfare Committee, Sewa Kutir Complex, Kingsway Camp, Delhi. Dr. Anurag Mishra, Associate Professor, Dept. of Electronics, Deendayal Upadhyay College, University of Delhi has provided necessary technical inputs and conceptualized the idea of the present website and data entry software. For this purpose, the present Manual and User Guide is also conceptualized and designed. The website was reviewed and modified in the light of valuable suggestions, comments and feedback received from the Chairperson and resource persons. This manual was prepared to respond to the need and demand for a guide that would show how to use this CIS web site in a smooth and efficient manner by different users in institutional and non-institutional work-settings.

Basic Information

Technology used

1. .Net Framework 3.5 SP1
2. C# as code langue
3. Asp.net 3.5 SP1
4. Ajax
5. Linq
6. Java Script
7. SQL Server as backend

Site Map



Key features

1. Search Key
2. Restoration of children
3. Easy to search the information of any children

User Guide Line

Scope and use of Guide

This user guide is targeted at providing information as to how to use the CIS (Children Information System) web site efficiently. This guide is beneficial for -

- ❖ The officers and other functionaries of CWCs who want to enter new information or update the details regarding found or missing children or to use this website in any other manner.
- ❖ All stakeholders in child development services who wish to get the right information on a single click.
- ❖ The general public, students, researchers and other professionals using EDP (Electronic Data Processing tools) who intend to use the latest information about these children.

How to Use This Guide

This guide is divided into two parts based on the order we see the most.

- ❖ To access the CIS web site for a particular use, such as browsing the site to get information about children, we should restrict to Part-I.
- ❖ To insert a new record, update or delete an existing record, one should refer to the entire guide or at least go into the depth of Part-II of this user guide.

Organization of This Guide

The guide is divided into two parts:

- 1. Part-I: Browsing the site**
- 2. Part-II: Data Entry & Updation**

Part-I

Browsing the site

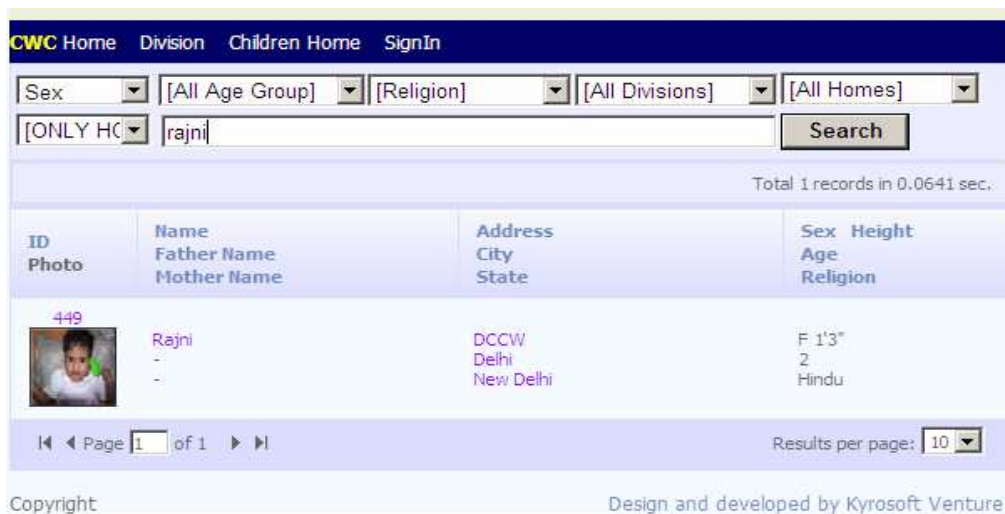
Part-I: Browsing the site

Objectives


The main objective of this user guide is to provide relevant information at its earliest to the user by using it in an efficient manner.

Overview

This part of the user guide explains various options of CIS web site for quick accessing of the relevant information.



The screenshot displays the CIS web site interface. At the top, there is a navigation bar with links for 'CWC Home', 'Division', 'Children Home', and 'SignIn'. Below this is a search filter section with dropdown menus for 'Sex', '[All Age Group]', '[Religion]', '[All Divisions]', and '[All Homes]'. A search input field contains the text 'rajni' and a 'Search' button. Below the search bar, it indicates 'Total 1 records in 0.0641 sec.'. The main content area shows a table with the following data:

ID	Name	Address	Sex	Height
Photo	Father Name	City	Age	Religion
	Mother Name	State		
449	Rajni	DCCW	F	1'3"
	-	Delhi	2	Hindu
	-	New Delhi		

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a 'Results per page: 10' dropdown menu. The footer contains 'Copyright' on the left and 'Design and developed by Kyrosoft Venture' on the right.

Figure 1.1: Children list

The figure 1.1 depicts the most important page of the CIS web site and is the main focus area for this part of user guide. This illustrates the process to search a child or a list of children from the children database.

How to search the children information?

Use the following steps to access the children information:

- 1) As and when we open CIS (Children Information System) web site, the default search page will open automatically or we may click [Home](#) link to open it.
- 2) There are six combos at the top of the page from where we can select the Sex, Age and Religion, Children division, Home (selected division) and Restoration mode.

Hints: Press Alt + Down Arrow Key to open the combo list.

Select the desired value from the combos to pass as search parameter and then click the **Search Button**.

Tip: List values of all combos are self explanatory except restoration mode Combo. List value of restoration mode Combo is defined in Table 1.1.

How to search the children information using search criteria?

The screenshot shows the CWC Home search engine interface. At the top, there are navigation links: CWC Home, Division, Children Home, Entry Menu, Welcome [garg], and Sign Out. Below this, there are six dropdown menus for search criteria: Sex, [All Age Group], [Religion], [All Divisions], and [All Homes]. A search input field labeled "Search Name/Address/State :" is highlighted with an orange oval, and a "Search" button is also highlighted with an orange oval. Below the search criteria, there is a status bar indicating "Total 102 records in 0.0719 sec." and a table of search results. The table has columns for ID, Photo, Name (Father Name, Mother Name), Address (City, State), Sex, Height, Age, and Religion. The first result is for a child with ID 437, name Gaurav, address DCCW, Delhi, New Delhi, sex M, height 1' 3", age 6, and religion Hindu.

ID	Photo	Name Father Name Mother Name	Address City State	Sex	Height	Age	Religion
437		Gaurav -	DCCW Delhi New Delhi	M	1' 3"	6	Hindu

Figure 1.2: Search Engine.

Besides the search parameter value passed by selecting above combos we can pass other parameters such as Name, Address, State, Father's Name or Mother's Name of individual child. This search utility works on the lines of the well established search engine Google. Kindly refer to the circle area in figure 1.2.

Do the following steps to access the children information using search criteria:

- 1) Type one or more values on which you want to filter the record from the children list and then click the **Search** button.
- 2) It is possible to include a combo parameter in the search criteria using this website. For this purpose, select the parameter from the combo along with the value you typed in the search criteria and then click the **Search** button.

List Value	Description
All	Show all children
Only Home	Show all children of the selected home
Only Restore	Show only those children who have been restored from the current home
Present	Show all the existing children.
Restore	Show all children who have been handed over to their parents/ guardians.
Transfer	Show all children who have been shifted to other homes
Rehabilitation	
Escape	Show all children who have left from home.
Death	Show all children who have died.

Table 1.1 List of parameters and their descriptions for the *Children Type* combo

How to sort/re-order the children information?

A report always needs to be in an order using a particular key value. For example, we can search a word from a dictionary because it is ordered in a particular manner.

Do the following steps to sort the records

Click list heading anchor on which we want to order the record. For example if we want to order the list on children name in ascending/descending order then click on [Name](#) anchor.

How to reach on a particular page?

There is a page navigator control on bottom of each page, see the circled area (left) in picture 1.3. This control helps to reach on a particular page if list contains more the one page.

In the same way you can control the size of page i.e. No. of records per page using the *Result per page* control. See the circled area (right) in picture 1.3.

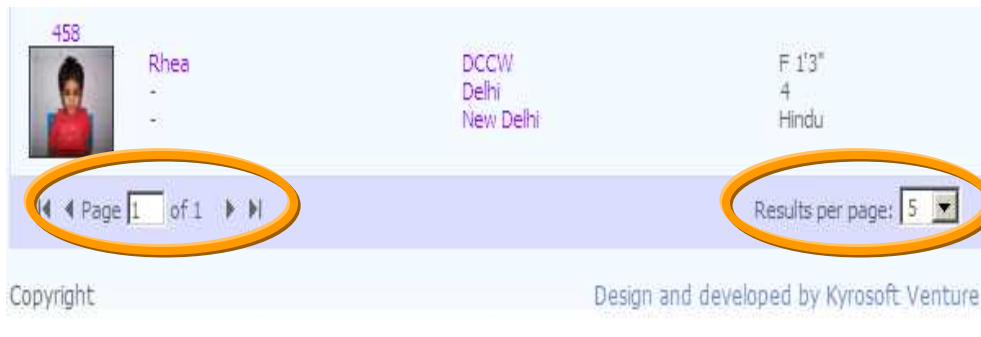


Figure 1.3

How to see the details of a particular child?



Figure 1.4

To see the detail of any child click on any anchor in the list like the No. display on the top of the picture, anchor in the first or second column. See the circle area of figure 1.4.

Tips: If you know the child ID you can directly go to the child detail from entering following URL in your web browser.

For example if we have a child id 437.

we have to enter “<cis domain>/childid/437.aspx” in the URL.

How to enlarge the photo of the child?

It is very simple to see the photo in large view, just click on the photo to get it in big size as you can see in figure 1.5.

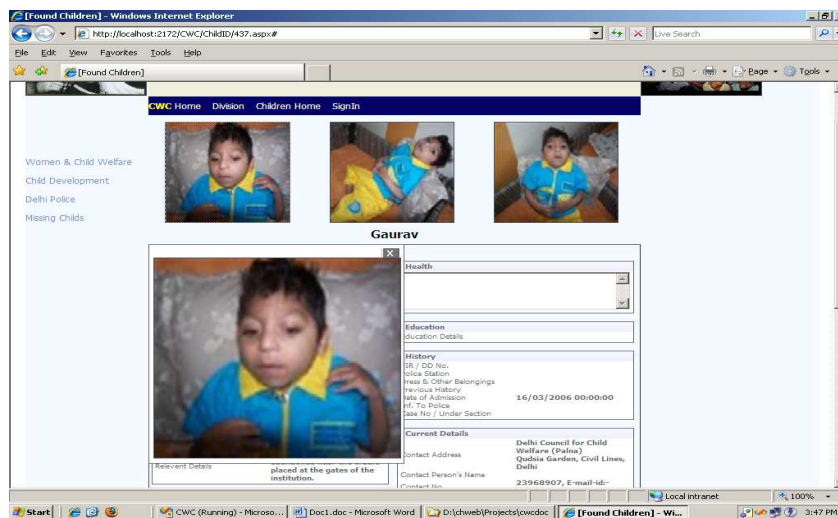


Figure 1.5:

How to see the division/Zone list?

Divisions

By clicking this link you will get all divisions details, in this you can see division wise children capacity & total availability.

Tips:

In division list first and second column is the anchor which redirect to the click home list of that division.

In the same way the last column of the division list is also an anchor which will open the children list for that division.

How to see the Home list?

Homes

By clicking this link you will get all homes details, in this you can see home wise children capacity & total availability.

Tips:

In the same way like division you can see all children for a particular home.

Part-II

Data Entry

Part-II: Data Entry

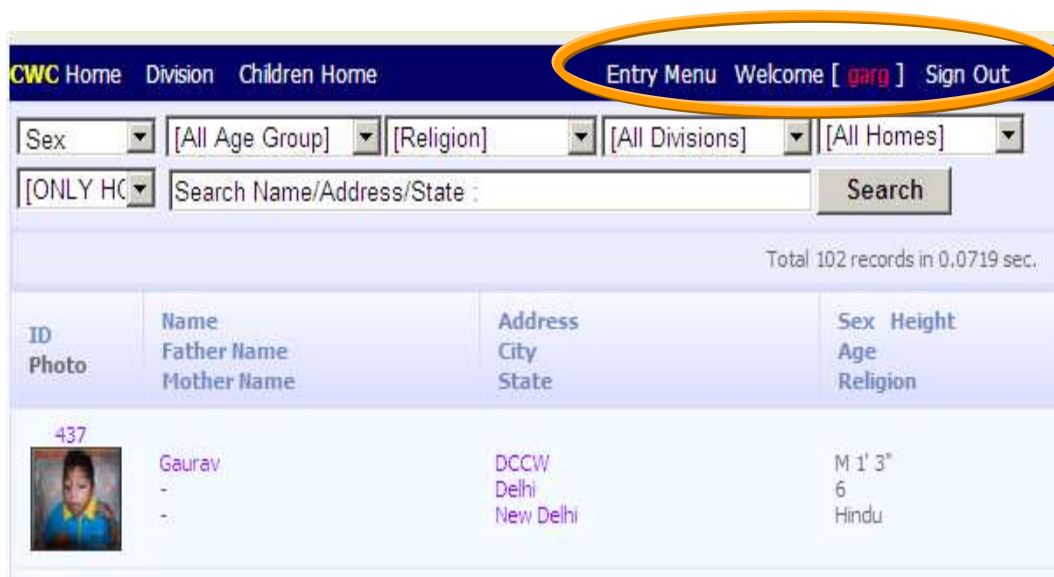
Information is the key of society and the information must get updated otherwise it seems useless. This part of the user guide is concerned to get the data entry work efficiently.

Objectives

The main objectives of this part of user guide line are how to allocate or remove the rights to the data entry executive of a particular home or all homes.

Overview

This part of user guide line explains various options of CIS web site to quick data processing.



The screenshot displays the CIS web application interface. At the top, there is a navigation bar with 'CWC Home', 'Division', and 'Children Home'. The 'Entry Menu' is highlighted with an orange oval. Below the navigation bar, there are several dropdown menus for filtering search results: 'Sex', '[All Age Group]', '[Religion]', '[All Divisions]', and '[All Homes]'. A search bar is present with the text '[ONLY HC]' and a 'Search' button. The search results are displayed in a table with the following columns: ID, Photo, Name, Father Name, Mother Name, Address, City, State, Sex, Height, Age, and Religion. The table shows one record for a child named Gaurav, with ID 437, living in DCCW, Delhi, New Delhi. The search results are displayed in a table with the following columns: ID, Photo, Name, Father Name, Mother Name, Address, City, State, Sex, Height, Age, and Religion. The table shows one record for a child named Gaurav, with ID 437, living in DCCW, Delhi, New Delhi.


ID	Photo	Name	Father Name	Mother Name	Address	City	State	Sex	Height	Age	Religion
437		Gaurav	-	-	DCCW	Delhi	New Delhi	M	1' 3"	6	Hindu

Figure 2.1

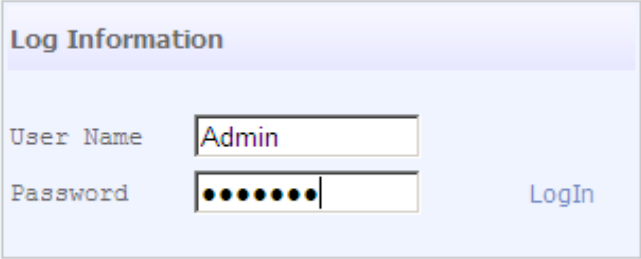
As it is discussed in the preceding part of this guide line that only authorized user can pursue the data entry work. Initially the Entry Menu does not display and thus no data entry work can be done.

How to display the data Entry Menu?

To get the data entry menu visible you have to sign in with a valid user name and password. You can get the user name and password to the key people of CWC.

Do the following steps to get logged in.

- 1) Click on Sign In anchor. You will get the log information dialog (see figure 2.2)
- 2) Entry the user name
- 3) Entry the password
- 4) Click on login



The image shows a login dialog box with a light blue background. At the top, there is a header bar with the text "Log Information". Below this, there are two input fields. The first is labeled "User Name" and contains the text "Admin". The second is labeled "Password" and contains a series of dots, indicating a masked password. To the right of the password field is a button labeled "LogIn".

Figure 2.2: Login Dialog

On successful login, Data Entry menu will display now you can click on Data Entry link to start the journey of data processing. Look the snap shot of data entry menu given below. And you can see the description of all menu items in Table 2.1.

Entry Menu
Age Master
Build Master
Category Master
Children Entry
Childrenhome Master
Complexion Master
Division Master
Eye Master
Face Master
Hair Master
Height Master
Language Master
Religion Master
Restoration Master
Restore Mode Master
State Master
User Master

Figure 2.3: Data Entry menu

Age Master	Select this menu item to Insert, Edit or Delete the record into Age Master.
Build Master	Select this menu item to Insert, Edit or Delete the record into Build Master.
Category Master	Select this menu item to Insert, Edit or Delete the record into Category Master.
Children Entry	Select this menu item to Insert, Edit or Delete the record into Children transaction table. This is the main menu to add new child information of update the child information.

Children home Master	Select this menu item to Insert, Edit or Delete the record into Children Home Master.
Complexion Master	Select this menu item to Insert, Edit or Delete the record into Complexion Master.
Division Master	Select this menu item to Insert, Edit or Delete the record into Division Master. Division master keeps the details of all zones.
Eye Master	Select this menu item to Insert, Edit or Delete the record into Eye Master.
Face Master	Select this menu item to Insert, Edit or Delete the record into Face Master.
Hair Master	Select this menu item to Insert, Edit or Delete the record into Hair Master.
Height Master	Select this menu item to Insert, Edit or Delete the record into Height Master.
Language Master	Select this menu item to Insert, Edit or Delete the record into Language Master.
Religion Master	Select this menu item to Insert, Edit or Delete the record into Religion Master.
Restoration Master	Select this menu item to Insert, Edit or Delete the record into Restoration Master.
Restore Mode Master	Select this menu item to Insert, Edit or Delete the record into Restore Mode Master.
State Master	Select this menu item to Insert, Edit or Delete the record into Sate Master.
User Master	Select this menu item to Insert, Edit or Delete the record into User Master.

Table 2.1: Description of Data Entry menu

Admin

divisionMaster Insert

Division	<input type="text"/>
address	<input type="text"/>
Contactno	<input type="text"/>
TotalAvailabechildren	<input type="text"/>
TotalCapacity	<input type="text"/>
Userid	<input type="text"/>
Editdt	<input type="text"/>
Childrenhomes	
StateMaster	<input type="text" value="Andaman and Nicobar"/>
Insert Cancel	

How you can add, edit or delete records?

Note: The data entry process is same for all the tables. Division Master is taken as an example to describe how you can add new record, edit and delete the record. You can follow the same procedure with other tables.

Figure 2.6: Add new record;

To add new record into the division master table do the following.

1. Click the Division Master item from the entry menu.
Division Master List screen will display.
2. Click [Insert new item](#) anchor located in bottom of the list
Insert Screen will display. See figure 2.6.
3. Type the desire text into text boxes and select the item form the combo boxes.

4. Click the Insert button to save your entry or click the cancel button to cancel the your entry

To edit record of division master table do the following.

1. Click the Division Master item from the entry menu.
Division Master List screen will display.
2. Click [Edit](#) anchor first to the each row.
Edit screen will display. See figure 1.7.
3. Modify the value you want to change and click the Update anchor to make your change

Admin

divisionMaster Edit

Division	<input type="text" value="SEWA KUTIR COMPLEX"/>
address	<input type="text" value="KINSWAY CAMP DELHI-"/>
Contactno	<input type="text" value="E-Mail: cwcsewakutirdel"/>
TotalAvailabechildren	<input type="text" value="103"/>
TotalCapacity	<input type="text" value="1250"/>
Userid	<input type="text"/>
Editdt	<input type="text"/>
Childrenhomes	
StateMaster	<input type="text" value="New Delhi"/>
Update Cancel	

Figure 2.7: Edit the record.

To delete the records from division master table Click the Delete anchor located to left of the record.

How to grant and remove the rights?

Admin

User Master Edit

userid	ashiyana
pwd	<input type="password"/>
center	ashiyana children home-
code	As
std	011
telno	27202291
centadd	children home-II, Opp. F
Rights	
Update Cancel	

Copyright

Figure 2.8: User Master

Note:

- ❖ Take the photo of children through less mega pixel mode. Keep the background of photo plain (white).
- ❖ Insert all three photos of different angle and poses.
- ❖ In case of logout out automatically due to session expire you will have to login again.