

UMID Guidelines: **Live Demo**

I) **Website Demo:**

- a. Explaining the System through the *Resources* available in the Website
- b. *Circulars; Handouts; FAQs; User Manuals; Check-lists; Application Formats; Videos.*

II) **What is UMID & How it works?**

- a. **Video Play**
- b. **Handouts & FAQs**

III) **Immediate Preparations or Implementation Modalities:** [Please refer to SCR letter dated 18.03.2019]

- a. **Setting up of User Management** (Units, Users & Hospital Admins Mapping); [*Explained in detail in Section-V*].
- b. **End-User Education**
 - i. Issuing **Local Circular** under copy to Unions & Associations (enclosing the educative material & Implementation Plan)
 - ii. **Documents** to be attached: Handouts with Check-list; Offline Application formats (for preparation only);
 - iii. **Paper Notice** for wider awareness
 - iv. Formation of **Facilitation Cells** (in Divisional Offices & Hospitals) for processing the application forms and to act as **Local Help Desk**.
 - v. Framing a **Schedule** of coverage of all the Depots & Stations with time lines
 - vi. Formation of **Facilitation Teams** of S&WIs for organising the camps or *Outsourcing* of the Activity
 - vii. Involving **Other Facilitators** such as Institutes, Women's Welfare Organisation, Scouts & Guides, and Railway Schools etc to reach out to family members in the colonies.
- c. **Systems Required**
 - i. **Basic IT set-up** with Laptops or PCs with internet connectivity, Scanners, Biometric Devices for organising camps.

- ii. *Hospitals* should have the *facilitation cells* with PCs, or Wall mounted Tabs as Self-service Kiosks, Internet Connectivity, QR Code Scanner, Biometric Device, and Printer.
- iii. *Printing Modalities*

IV) Workflow of the Module (An Overview)

a. End-User Steps:

- i. *Registration* by the Employee or Pensioner
- ii. *Login*
- iii. Initiating and submitting *Application*

b. Admin Steps:

- i. *Receiving & Distribution* of Applications
- ii. *Verification* of Applications
- iii. *Approval* of Applications
- iv. *Card Generation & Print*.

V) User Management:

a. Units Mapping

- i. *Levels of Units* & Local Configuration
 - **UL 1, 2, & 3.** [Refer to Table-ii in Annexure-A of SCR Implementation Modalities letter dated 18.03.2019].
- ii. *User Levels: SL 1-8.* [Refer to Table-iii in Annexure-A of SCR Implementation Modalities letter dated 18.03.2019].
- iii. *Creating Units* [Live Demo].
- iv. *Customising Units* (Transferring Bill Units). [Live Demo].

b. Users Mapping

- i. *Confirming the Admin Credentials* [Refer to Annexure-B in the SCR Implementation Modalities letter dt. 18.03.2019].
- ii. *Admin First Log-in* [Refer A-1 in Admin User Manual & Video in Admin Tab on the Website].
- iii. *Transferring Assigned Roles* [Refer A-2 in Admin User Manual & Video in Admin Tab on the Website].
- iv. *Assigning Functional Roles* [Refer A-3 in Admin User Manual & Live Demo].

c. Card Setting Roles [Live Demo].

- d. **Hospital Administration** [Refer A-9 in Admin User Manual].
- e. **Modules Management:** (DIRUMS), Single Log-in & Switch Roles. [Live Demo].
- f. **System Support** (Security, Backup & Bandwidth issues)
- g. **Help Desk Modalities** (Nodal Authority Nominations).
- h. **Forgot Password Procedure:** [Refer B-8 in Employee User Manual].

VI) Employee/Pensioner Work Process (Detailed Demonstration)

- i. **Check-List** [Refer to Handout in the Website] & **Confirmation of Backend data.** [Refer to B-4 in Employee User Manual]
- ii. **Registration** by the Employee or Pensioner [Refer to B-2 in Employee User Manual & Video in Employee Tab on the Website].
- iii. **Login** [Refer to B-3 in Employee User Manual & Video in Employee Tab on the Website].
- iv. Initiating and submitting **Application** [Refer to B-5 in Employee User Manual & Video in Employee Tab on the Website].
- v. Tracking the **Application Status:** [Refer to B-6 in Employee User Manual & Video in Employee Tab on the Website].

VII) Administrative Roles of Card Processing

- i. **Receiving & Distribution** of Applications [Refer A-4 in Admin User Manual & Video titled 'Coordination Clerk Work-process' in Admin Tab on the Website].
- ii. **Verification** of Applications [Refer A-5&6 in Admin User Manual & Video titled 'Establishment Clerk Work-process' in Admin Tab on the Website].
- iii. **Approval** of Applications [Refer A-7 in Admin User Manual & Video titled 'Establishment/Settlement Officer Work-process' in Admin Tab on the Website].
- iv. **Card Generation** & Print.

VIII) Hospital Interface

- i. Flexible Options of Identity
- ii. OPD slip Generation

IX) Questions: Interaction