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**