Department of Agriculture

Crop Insurance Validation

User Guide (Village User)

September, 2020

Version *1.1*

Revision History

Note: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Version	Description	Author
01, Sep 2020	1.1	Updated document with all feature enhancements and fixes	
27, May 2020	1.0	Initial version	

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1. Introduction

The "Crop Insurance Validation" mobile application is designed specially to help the Village Agriculture Assistants to take-up purification process of Crop Insurance Enrollment data. This purification process is aimed to ensure that the benefit of the Crop Insurance scheme is availed by the genuine & eligible beneficiaries only.

1.1. Purpose

The purpose of this document is to familiarize users with the important features and navigational elements of the mobile application.

1.2. Overview

As part of the purification process, the following error lists (4) are generated based on specific conditions, using Insurance Data.

Error List -1: Same land different farmers
This error list displays the details of Land which was insured by both Loanee and Non Loanee farmer

Error List -2: Same land, same farmer, different source of enrollment
This error list displays the details of Farmer enrolled more than once for the same land using multiple channels of enrollment, i.e. Loanee at bank, Non-Loanee at CSC, self-registration etc.,

Error List -3: Crop details in Insurance not matching with Crop details in E-crop
This error list displays the Land details for which Crop name in Insurance is not matching with E-Crop data

Error List -4: Land details in Insurance enrollment not found in E-crop data
This error list displays the Land details which are found in Insurance enrollment but not found in E-crop data

1.3. Process overview

1) The Application provides an interface to display all the above error lists at village level for the Village Agriculture Assistants for fact finding, confirmation of the genuineness of the application and approval of genuine application records.
2) Confirmation of the genuineness and approval of genuine application records is completely user responsibility.
3) User should approve or reject *all* the records in list and must provide proper justification.
4) User should submit *all* approved and rejected records to higher authority.
5) AT THE END OF THIS EXERCISE, THERE MUST BE ZERO PENDING RECORDS.

2. System Summary

2.1. Hardware and Software requirement

The mobile application is developed for an 8'' android tab system which runs an android version of 6.0 at a minimum.

2.2. User Access Levels

There are three types of roles in the application.

1. Village Level User

2. Mandal Level User

3. District Level User

2.3. User Responsibilities

Village Level User

> ➢ Village level user is the one responsible for taking the decision either "approved" or "rejected" based on the facts, and submit **all** the records to the Mandal level user.
> ➢ Village level user must re-evaluate the records which comes back from Mandal level user for re-verification.

Mandal Level User

> ➢ Mandal level user can override the decision of the village level user or can send back suspected records for review.
> ➢ Mandal level user can send the records for re-verification only once.
> ➢ Mandal Level user shall send all records to the District level user *only when* the "pending count is zero".

District Level User

> ➢ District level user cannot take the decision, but he/she can send back the records to Mandal level user for review.

3.   Getting Started

This section provides a general walkthrough of the application from login through log-out.

3.1.   Logging On

The authenticated users shall login to the application by entering their username(vs_xxxxxxxx) and password. User shall enter the correct "captcha" value before clicking on "Login" button.

Once the user login to the system, the session will be active for 15 minutes and gets timed-out after that. A notification of the time-out value is shown on each screen.


3.2.   Navigation Menu

After successful login, user will be redirected to the Landing page or Home screen. User can select one of the menu item to go to that screen.
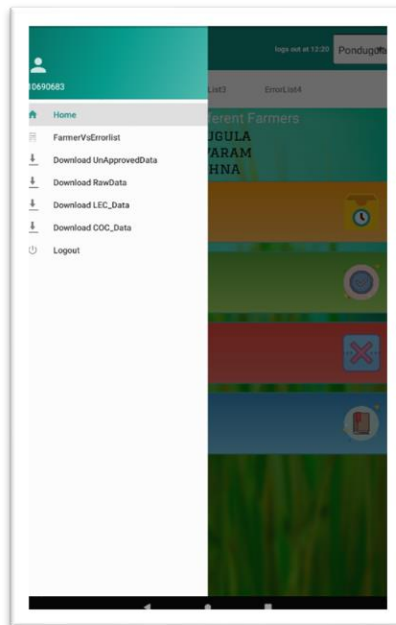
1) Home/Landing Page: shows the details of all Error Lists

2) Farmer vs Error List: shows each farmer in each Error list.

3) Download Unapproved Data: shows the link to download unapproved data.

4) Download Raw Data: shows the link to download raw data

5) Download LEC Data: shows the link to download LEC data.

6) Download COC Data: shows the link to download COC data.

7) Logout: user can logout of the application by clicking on this.

3.3.   Landing Page / Home Screen
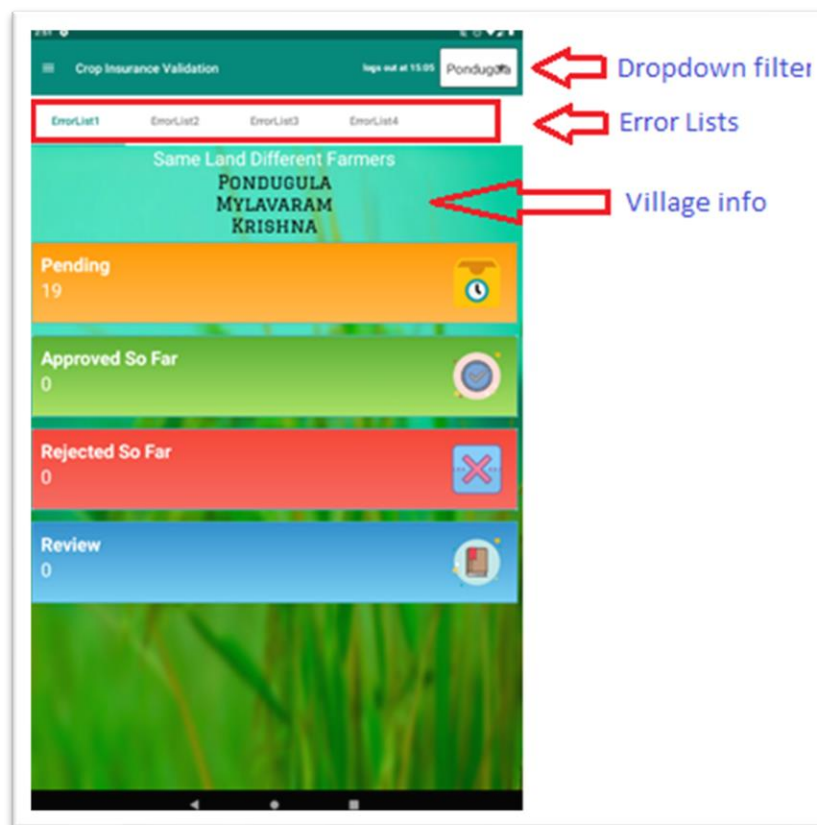
Information that user can see here:

❖ By default ErrorList1 will be selected, there user can see the Description of that particular ErrorList

❖ Dropdown filter contains the list of village/s that can be accessed by the user.

❖ In Landing page, user can see four tabs - ErrorList1, ErrorList2, ErrorList3, ErrorList4.

❖ Village name along with Mandal and District information is displayed.

❖ Within each error list, a Dashboard with consolidated results for each of the "Status" is displayed.

🞣 **Pending**: Count of records that need to be evaluated or not yet evaluated.

🞣 **Approved So Far**: Count of records that are approved so far.

🞣 **Rejected So Far**: Count of records that are rejected so far.

🞣 **Review**: Count of records that need to be re-reviewed by the user, or records that are sent back to user for re-verification.

Actions that can be performed by the user here:

❖ Select the village name from dropdown list (if the user has access to more than one village).

❖ User can select any of the four error lists and can see the status of all records related to that error list in the Dashboard.

❖ User can click on **Pending** to see the list of records which need to be evaluated.

❖ User can click on **Approved so Far** to see the list of records that are approved.

❖ User can click on **Rejected so Far** to see the list of records that are rejected.

❖ User can click on **Review** to see the list of records which need to be re-evaluated.

3.4. Error List Screen & User Actions
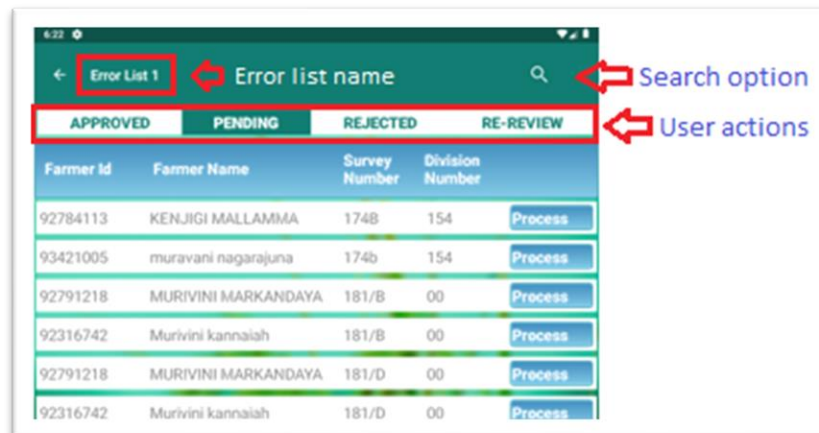
Information that user can see here:

Header section:

1) User can see the **Error List name** in the header
2) **Search icon** to search for a farmer in selected tabs.

Below the Header Section:

1) In Error List screen, user can see four tabs - **Approved**, **Pending**, **Rejected**, **RE-Review**.

3.4.1. User Action: Pending

Actions that can be performed by the user here:

Here user can take the decision to approve or reject the record

- ❖ **Click on process button** to take decision. When user click on process button, user will be redirected to another screen (as shown in image), where user can select the status like approve or reject and user need to select the justification and enter the comment then user can save that record to be approved or rejected.
- ❖ **Click on the search icon** in the header to search for a farmer in pending list.

3.4.2.   User Action: Approved

Actions that can be performed by the user here:

To Be Submitted:

- ❖ Click on Modify button to change user decision. After clicking on modify button, user will be redirected to the screen, where user can change the status of the record to approve (or) reject (or) pending.
- ❖ Click on submit to send *all* approved records to the mandal.
- ❖ Click on search icon in the header, to search for a farmer in To Be Submitted list.
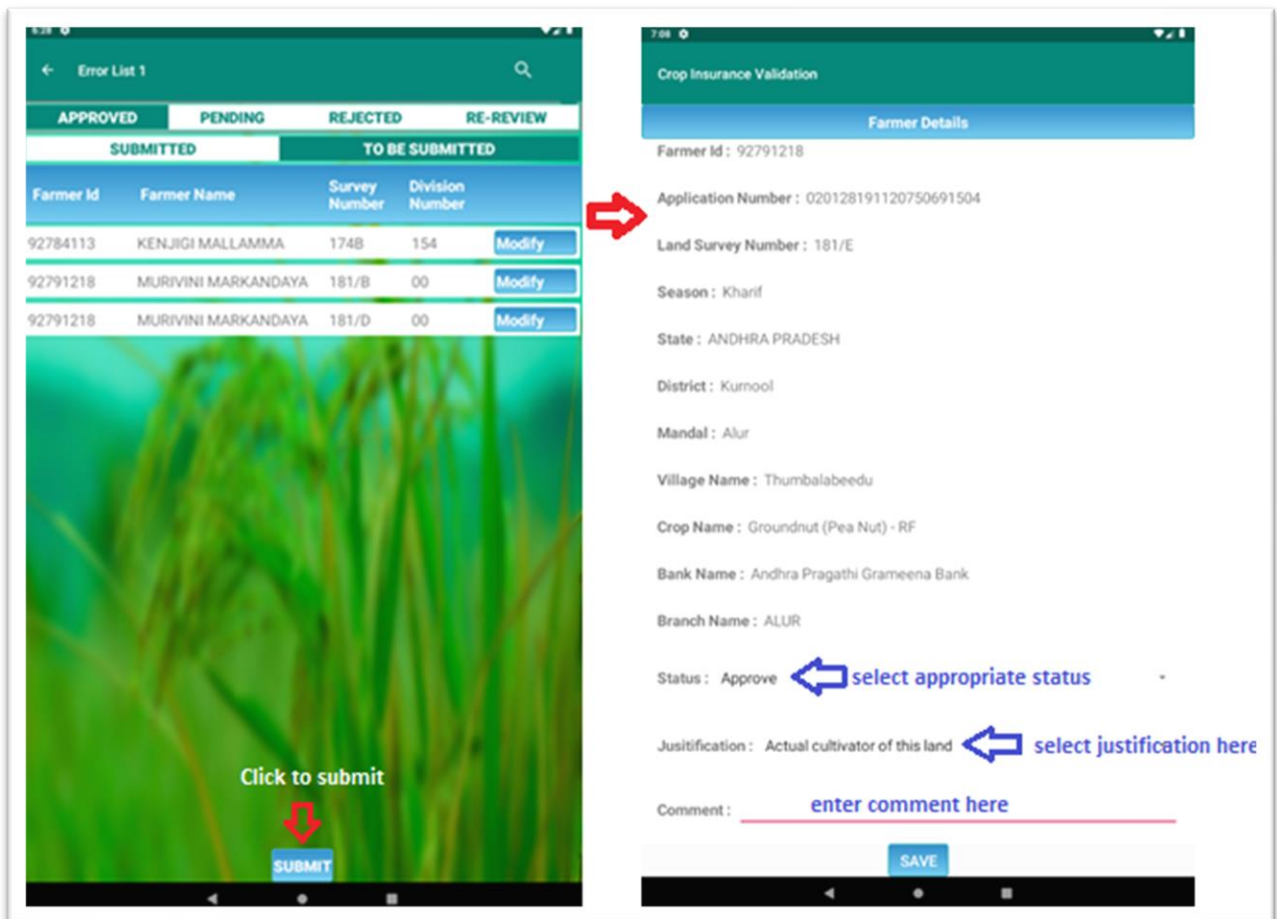
Submitted:

❖ Click on the view button to see the details of farmer that user has submitted
❖ Once approved and submitted, User cannot do any modifications, user can just see the list and information.
❖ Search icon can be used to find a farmer in submitted list.
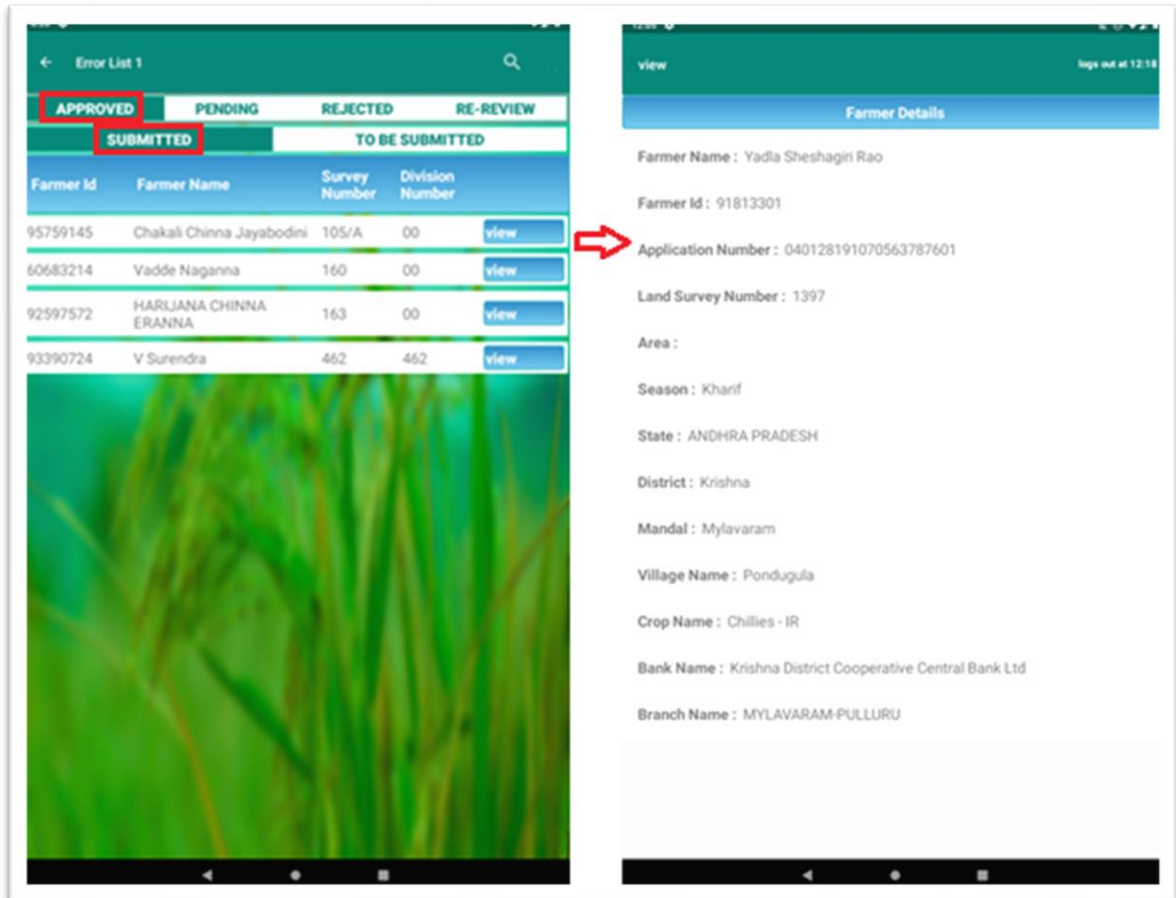
3.4.3.   User Action: Rejected

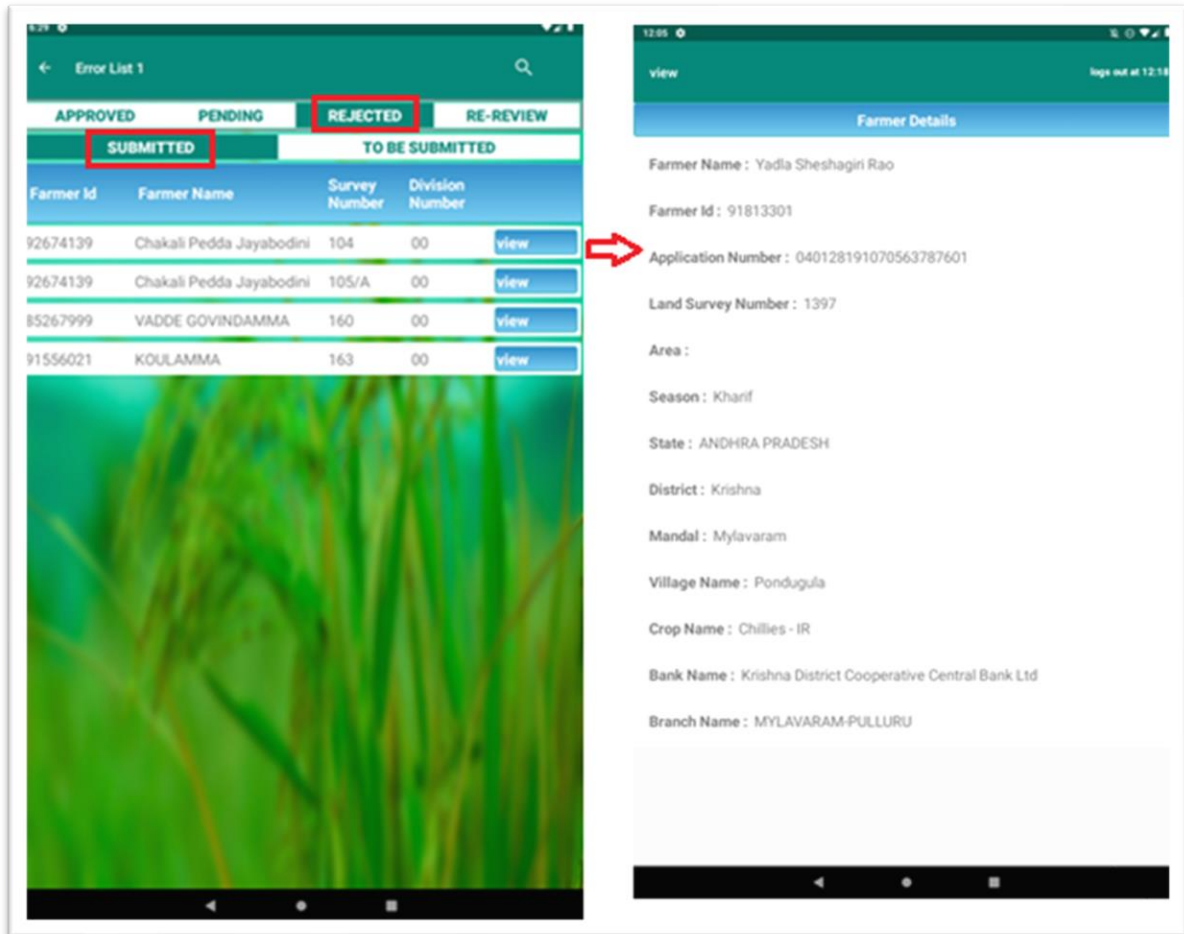Actions that can be performed by the user here:

To Be Submitted:
- ❖ Click on Modify button, to change user decision. After clicking on modify button user will be redirected to another screen (as shown in image), where user can change the status of the record to approve or reject or pending.
- ❖ Click on submit to send *all* approved records to the mandal.
- ❖ Search icon can be used to search for a farmer in To Be Submitted list.
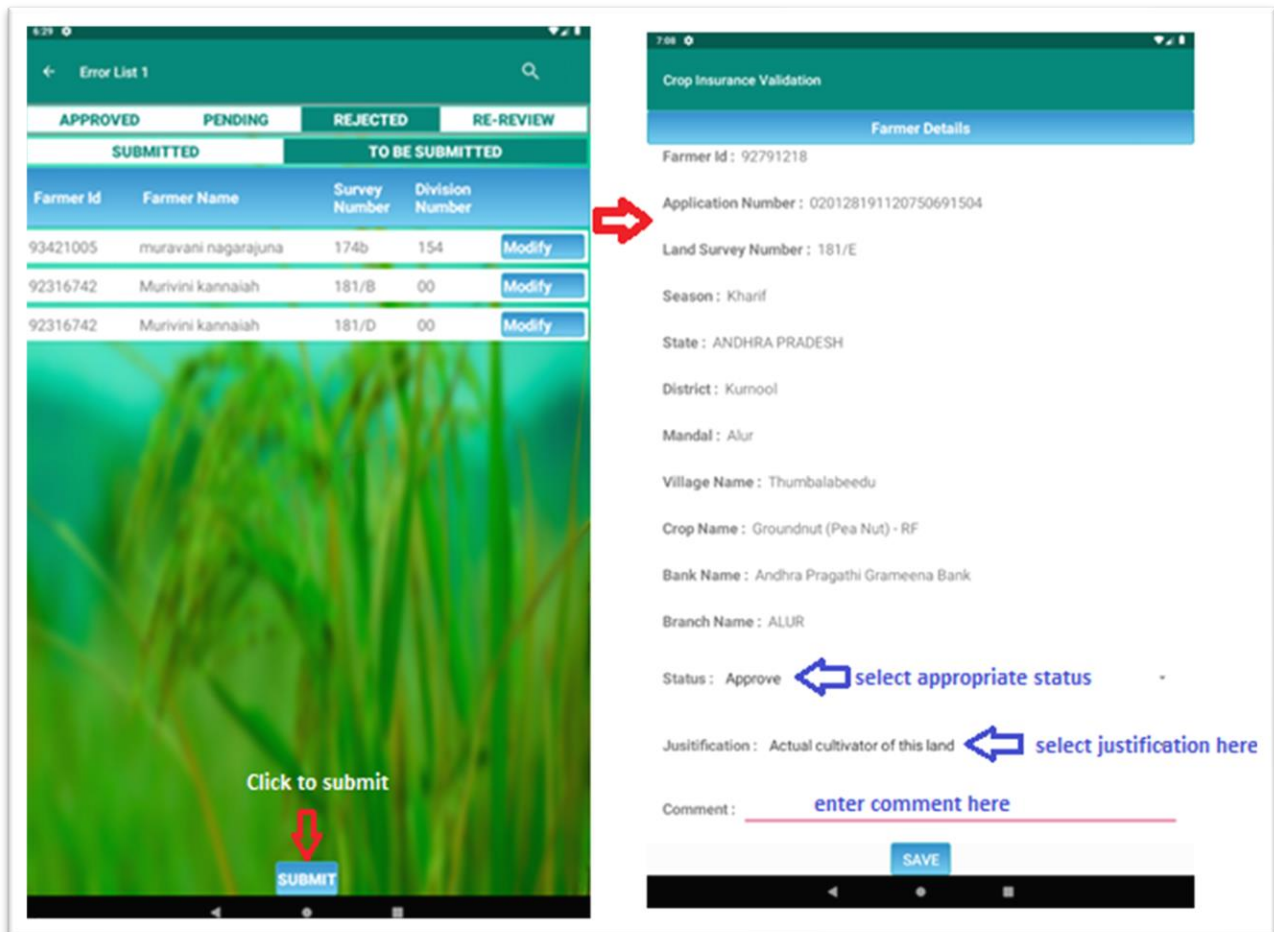
Submitted:

- ❖ Click on view button to see the details of farmer that user has submitted.
- ❖ User can't do any modifications here, user can just see the list and information.
- ❖ Search icon can used to search for a farmer in Submitted list.

3.4.4.   User Action: Re-Review

Actions that can be performed by the user here:

Here user must re-evaluate the decision taken previously.
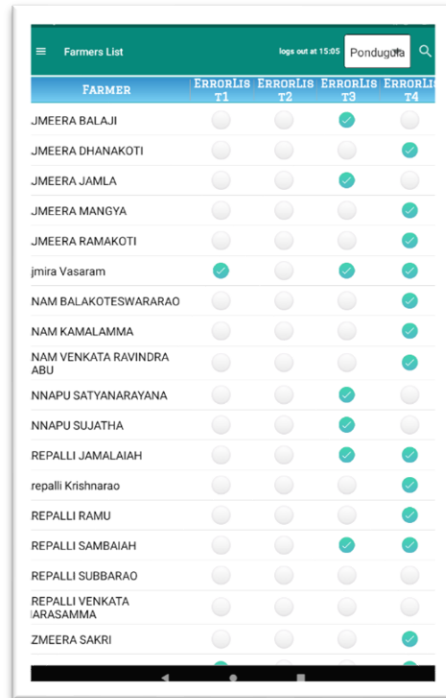
❖ **Click on Review button** to re-evaluate.
   When user clicks on review button, user will be redirected to another screen (as shown in image beside the review screen), where user can select the status like approve or reject and user need to select the justification and enter the comment then user can save that record to be approved or rejected.

❖ **Search icon** can be used to search for a farmer in review list.
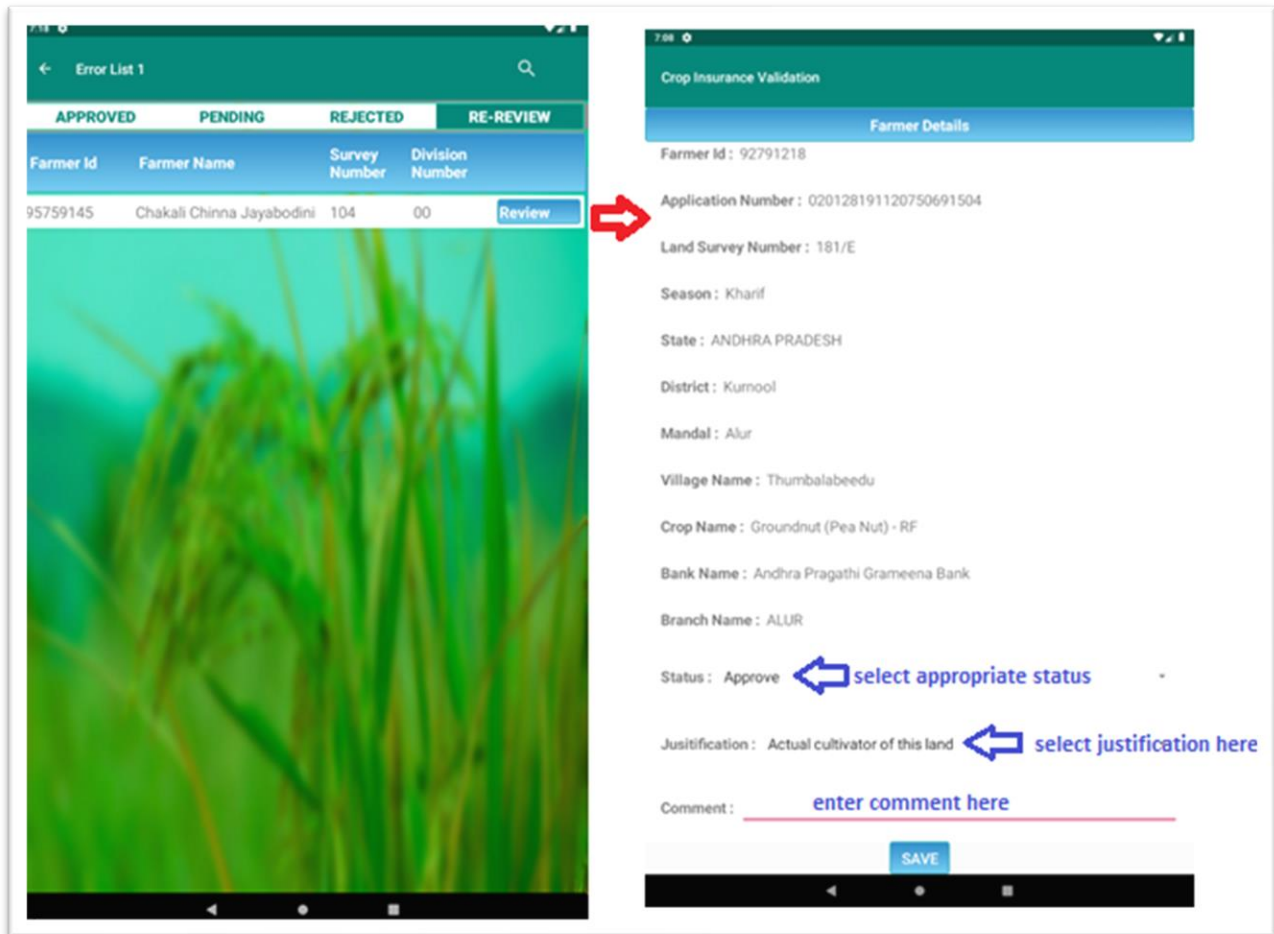
3.5.   Farmer vs ErrorLists

This screen provides an overview of each farmer in each error list, so that user can easily identify farmers in all error lists.

Actions that can be performed by the user here:

❖ Select the village name from dropdown list which is at the top right of the screen (only if the user has access to more than one village).

❖ Search icon can be used to find a farmer from the list.

3.6.   Download Un-approved Data

Information that user can see here:

❖ This screen provides a link to download total unapproved data for all 4 error lists.

❖ Data will be downloaded as a pdf file.

❖ User will get a toast message "downloaded successfully" after a successful download.

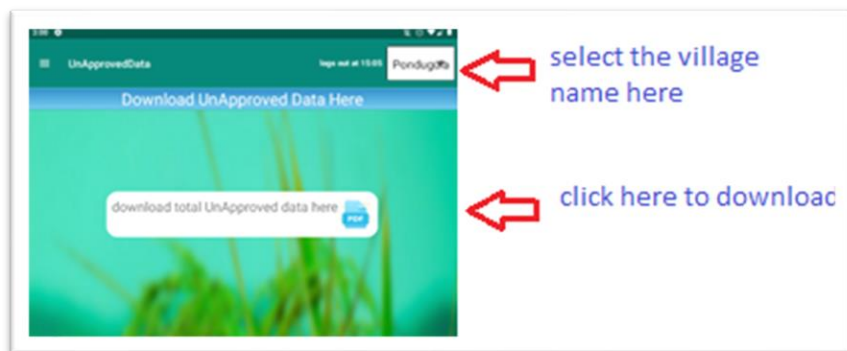❖ The downloaded file can be found under "downloads" folder on user's tab device.

Actions that can be performed by the user here:

❖ Select the village name from dropdown list which is at the top right of the screen (only if the user has access to more than one village).

❖ Click on the link to download "unapproved data" for the selected village as an excel.

3.7. Download Raw Data

Information that user can see here:

❖ This screen provides 2 links to download total village raw data.

❖ Data will be downloaded as excel file.

❖ User will get a toast message "downloaded successfully" after a successful download.

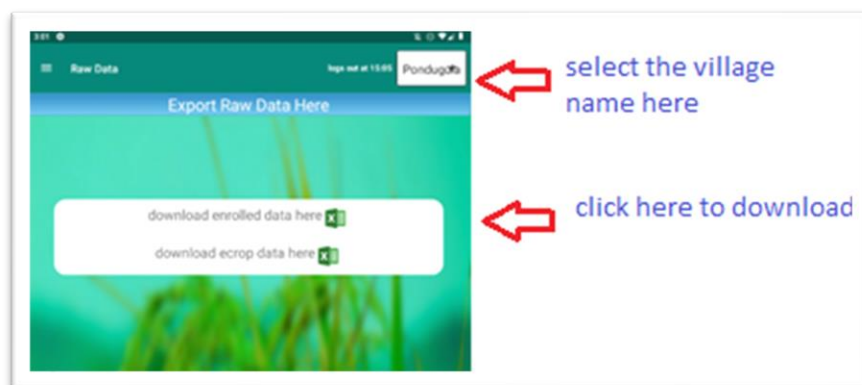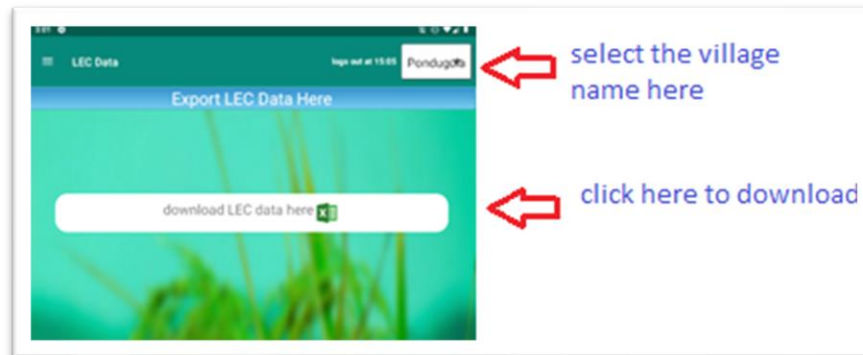❖ The downloaded file can be found under "downloads" folder on user's tab device.

Actions that can be performed by the user here:

❖ Select the village name from dropdown list which is at the top right of the screen (only if the user has access to more than one village).

❖ Click on the first link to download "enrolled raw data" for the selected village as an excel file.

❖ Click on the second link to download "ecrop raw data" for the selected village as an excel file.

3.8. Download LEC Data

Information that user can see here:

- ❖ This screen provides a link to download total village LEC data.
- ❖ Data will be downloaded as an excel file.
- ❖ User will get a toast message "downloaded successfully" after a successful download.
- ❖ The downloaded file can be found under "downloads" folder on user's tab device.
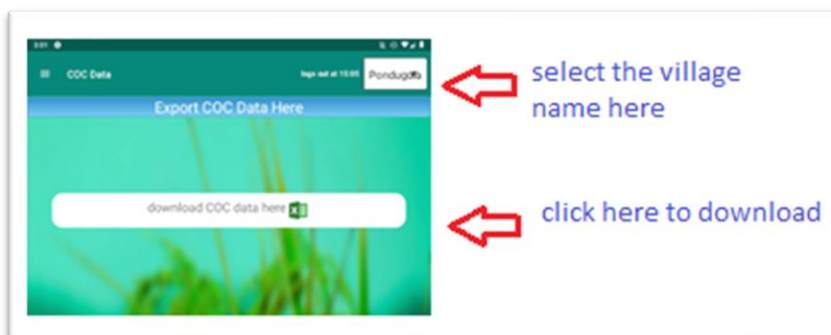

Actions that can be performed by the user here:

- ❖ Select the village name from dropdown list which is at the top right of the screen (only if the user has access to more than one village).
- ❖ Click on the link to download "LEC data" for the selected village as an excel file.

3.9. Download COC Data

Information that user can see here:

- ❖ This screen provides a link to download the COC data for the selected village.
- ❖ Data will be downloaded as an excel file.
- ❖ User will get a toast message "downloaded successfully" after a successful download.
- ❖ The downloaded file can be found under "downloads" folder on user's tab device.

Actions that can be performed by the user here:

- ❖ Select the village name from dropdown list which is at the top right of the screen (only if the user has access to more than one village).

- ❖ Click on the link to download "COC data" for the selected village as an excel file.

- ❖ User may receive an error if COC data is not available for a village.

3.10. Logout

Click on logout to exit from the application.