



The Asia Foundation

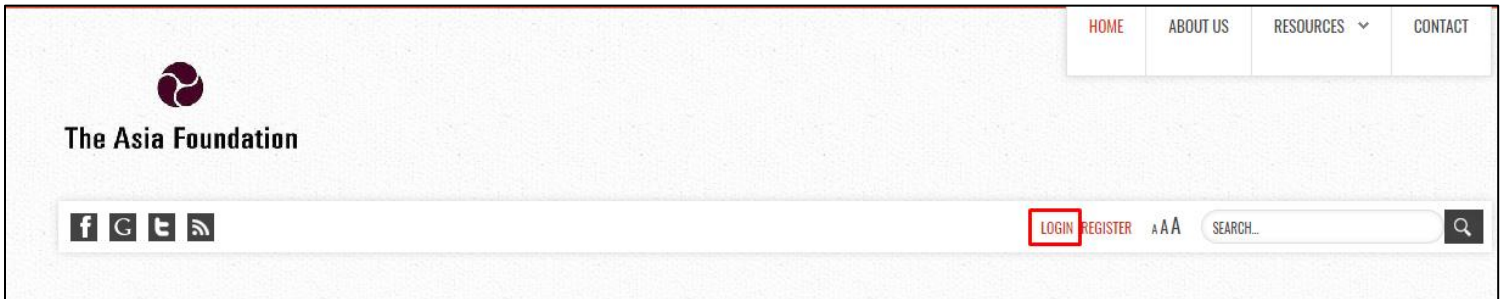
Guide on ‘How to Process Received Data During eCRC Survey’

[For Supervisors]



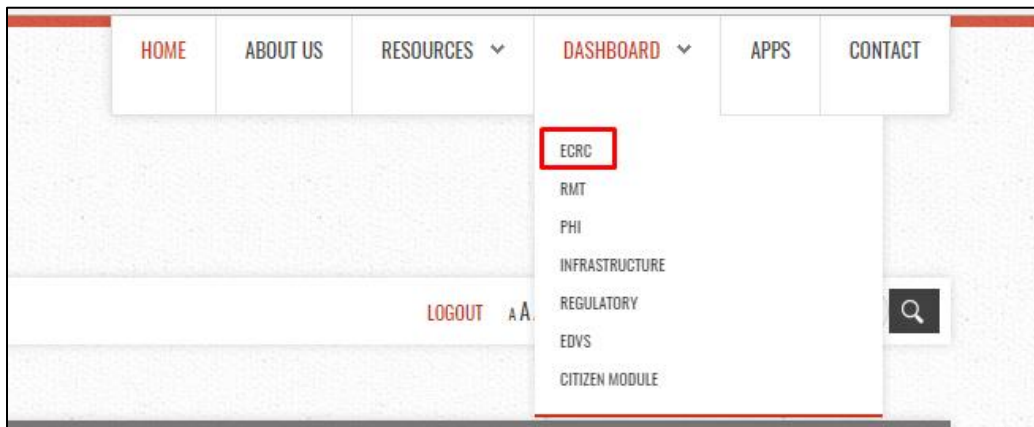
STEPS TO BE FOLLOWED

- 1) Login to <http://www.smartcity.lk> using the credentials (username & password) given to you



The screenshot shows a dark-themed login form. At the top, it says 'LOGIN' with a close button (X) in the top right corner. Below this are two input fields: the first contains the username 'arjun.m' and the second contains a masked password '*****'. There is a checkbox labeled 'REMEMBER ME' and a red 'LOG IN' button at the bottom.

- 2) Click on **DASHBOARD** → **ECRC** → **Submit** (Select any Province & District)



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WELCOME TO LEG CONTROL PANEL

Please Select Province

Central ▼

Please Select District

Kandy ▼

SUBMIT

3) Click on **SURVEY MODULE** → **VIEW RECORDS**

HOME ABOUT RESOURCES ▼ **SURVEY MODULE** USER MANAGEMENT CONTACT



HOME ABOUT RESOURCES SURVEY HOME LOCATION MANAGEMENT REPORTS **VIEW RECORDS** DASHBOARD

4) Click on **GO** after choosing Province, District & Local Authority

Province: Central

Central ▼ Kandy ▼ MUNICIPAL COUNCI ▼ Go

District: Kandy

5) Select dates and press **GO** to make the search on particular time period

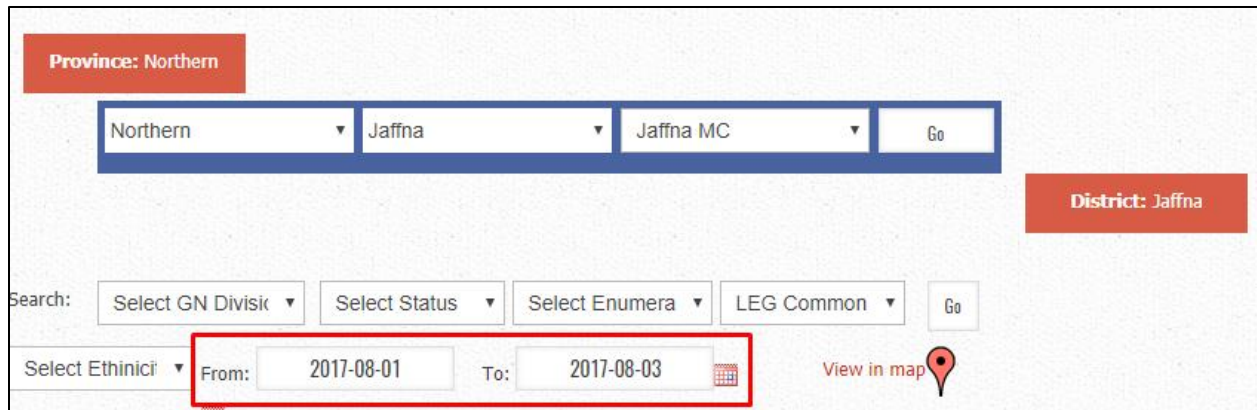
Province: Northern

Northern Jaffna Jaffna MC Go

District: Jaffna

Search: Select GN Divisic Select Status Select Enumera LEG Common Go

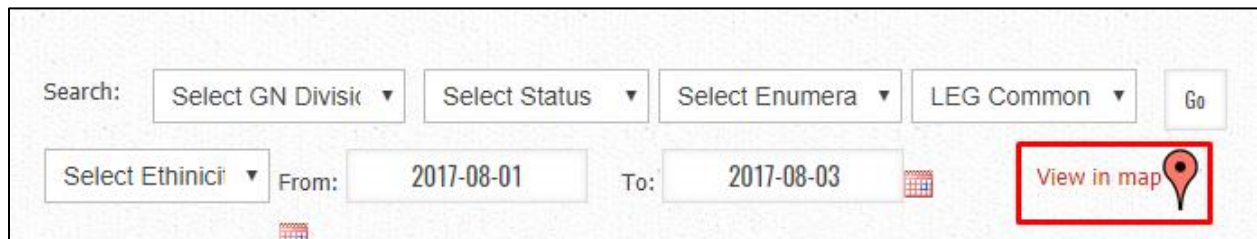
Select Ethnicit From: 2017-08-01 To: 2017-08-03 View in map



6) View the map of the selected set of data by clicking on **VIEW IN MAP**

Search: Select GN Divisic Select Status Select Enumera LEG Common Go

Select Ethnicit From: 2017-08-01 To: 2017-08-03 View in map



ACCEPT OR REJECT RECORDS

- First, you should have a clear understanding of the color codes and their meanings before doing the evaluation. Please see below to get a clear idea of them



- 7) Click on a record which is in Orange color (Flagged by the system) & if it is a valid record click on **ACTION** → **NORMAL** → **SUBMIT**

Total records collected: 1588 || Total records collected this week: 1 || Total records today: 0

S. No.	Record ID	Module Name	Captured On ↓	Surveyour ↓	GN division	Status
1	201707271327341806	LEG Common Services	27 Jul at 01:27 PM	User7	Mahanuwara	Accepted
2	201707261542171801	LEG Common Services	26 Jul at 03:42 PM	User2	Mahanuwara	Accepted
3	201707261529031810	LEG Common Services	26 Jul at 03:29 PM	User11	Mahanuwara	Flagged by the System
4	201707261508161800	LEG Common Services	26 Jul at 03:08 PM	User1	Mahanuwara	Flagged by the System
5	20161028095327424	LEG Common Services	28 Oct at 09:53 AM	Mohamad shamil	Bowala	Flagged by the System



Current Status

Flagged by the system

Action

Select Action

-----Select Action-----

-----Select Action-----

Normal

Reject

Random Comment

Submit

8) Again, click on **ACTION** → **ACCEPT** → **SUBMIT** (After doing this, you can see the flag becomes Green in color)

The screenshot shows a web form with two main sections. The top section, titled 'Current Status', has a red header and a white background with the word 'Normal' in black text. Below this is a red header for the 'Action' section. Underneath, there is a 'Select Action' dropdown menu with a blue border. The dropdown is open, showing a list of options: '-----Select Action-----', '-----Select Action-----', 'Accept', 'Reject', and 'Random Comment'. The 'Accept' option is highlighted in blue. Below the dropdown is a text input field and a 'Submit' button.

Cause of the flag,

- Less time of enumeration
- If did not get latitude and longitude

9) If you suspicious about the enumerator and the survey record, call the relevant person and clarify it, if you unsatisfied, you can **REJECT** the record as well

The screenshot shows the same web form as in the previous image. The 'Current Status' section is identical. In the 'Action' section, the 'Select Action' dropdown menu is open, and the 'Reject' option is now highlighted in blue. The 'Submit' button is visible below the dropdown.

10) Also, please go through each reports one by one to get used to the system. It can be done by hovering the cursor on **REPORTS** and select the one you prefer

- Flag Cause Wise
- Enumerator Performance
- Survey Duration Wise
- GPS Wise
- Quality Check
- Daily Monitoring Report
- Samurdhi Wise Report
- Gender Wise Report
- Ethnicity Wise Report

Types of Reports available

