

MIS Software

**BRLF**

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2019

## **ABSTRACT**

A Stepwise process manual to register CSOs, proposal submission and project management

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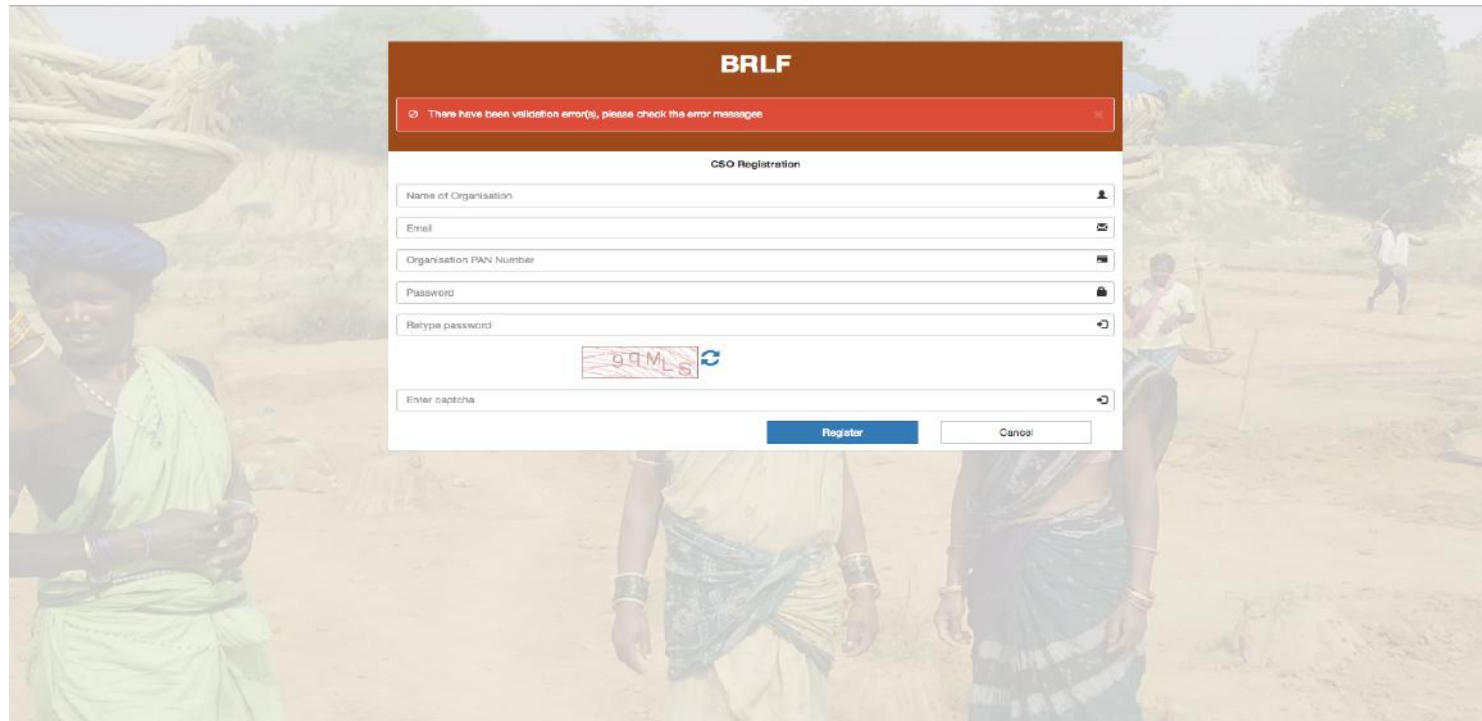
## Section A: New CSO registration

### Step 1: CSO Registration:

New CSOs can go through the “*New CSO registration*” tab to register their organization to create their login ID and password to access the MIS software. All India based organizations are eligible to register themselves on BRLF portal but to apply in grant opening CSOs must have to fulfill the mandatory guideline of BRLF. The detailed Guideline are listed in the link is given on main login page “Guideline for new CSOs registration”



**Step 2:** Fill the details listed in the form below and register. After registration system will send you an email to your registered email Id, click on the link to activate your email ID and password, further go back to the main login page and use your email ID as login ID and password to login into the software.




The image shows a registration form titled "BRLF" with a subtitle "CSO Registration". The form is overlaid on a background image of women in a rural setting. The form includes the following fields:

- Name of Organisation
- Email
- Organisation PAN Number
- Password
- Retype password
- Enter captcha

At the bottom of the form are two buttons: "Register" and "Cancel". A red error message at the top of the form states: "There have been validation error(s), please check the error messages". A large blue arrow points to the right, indicating the next step in the process.

**Step 3:** Complete your organization profile and submit. The software also has an option to “*save draft*” at the end of the form to avoid your data loss. Kindly ensure uploaded documents sizes are not more than 10 MB and are in pdf format. The software will allow proposal creation only after successfully submission of the profile page of your organization.



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Manage Partner Profile




Screen to view partner profile

Profile Details

Basic Details

Head of Organisation:			
Organisation Name:	BRLF	Key Contact Person:	Sarvesh Kumar
Mobile:	9555477806	Landline No:	011250250
Address:	C 32 Niti Bagh	Email:	skannoja@gmail.com
State:	ODISHA	District:	Bargarh
Website:	www.brif.in	PIN Code:	110068

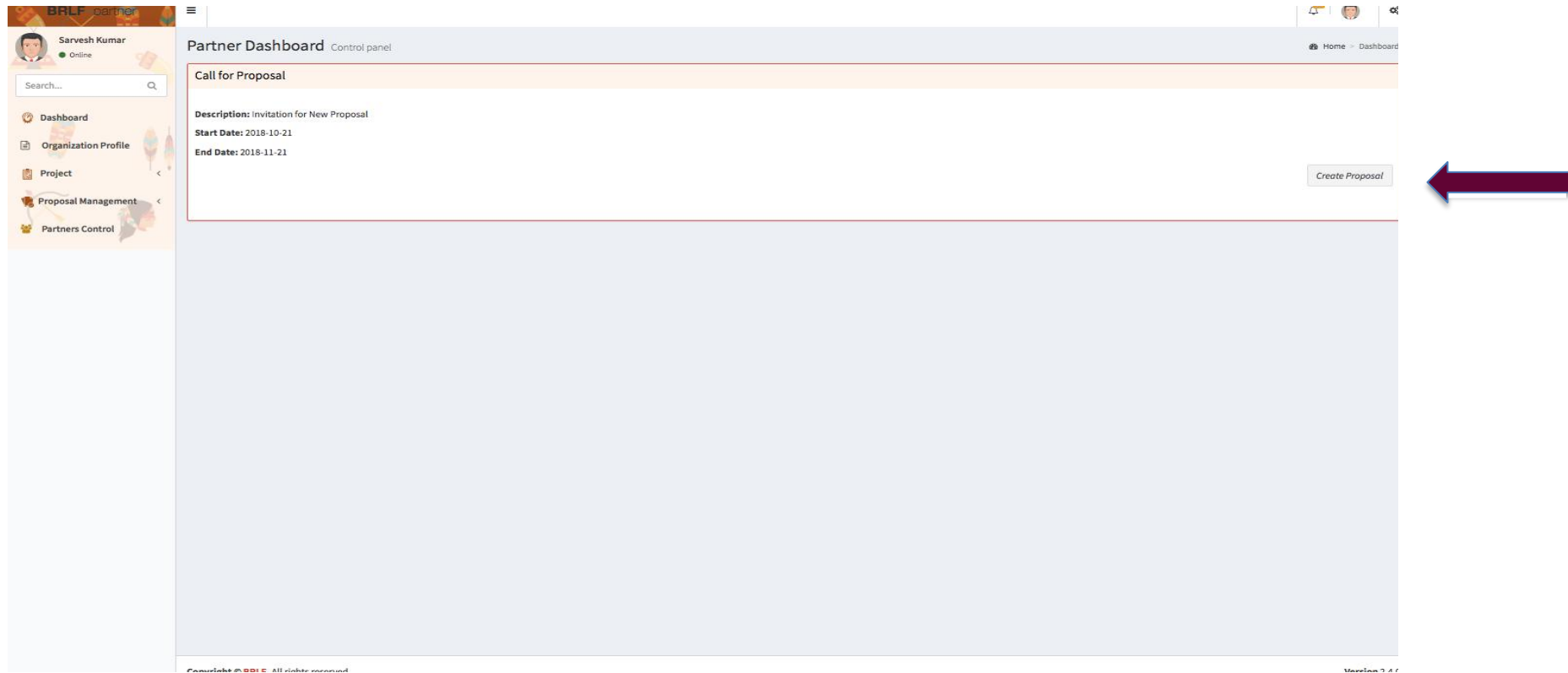
Registration Details

Mode of Registration:	Section 8 company act	Date of Registration: (Organization should be 5 years old during registration)	2018-10-01
Registration No:	ABC1234/435	Upload Reg.Certificate:	
12 A Reg No:	234334	12 A Certificate:	
PAN No:	ABCDE1122A	Registered in NGO Darpan:	1
TAN No:		80 G:	
FCRA Registration No:		FCRA Registration:	<input type="radio"/> Yes <input checked="" type="radio"/> No
FCRA Registration Date /Renewal Date:	0000-00-00	Upload FCRA Certificate:	

## Section B: Proposal Management

### II. Call for proposal

**Step 1:** Call for new proposal will advertise on CSO dashboard during the opening of CFP. CSO can submit their proposal by going through the “*create proposal*” tab on the right below of the screen.



**Step 2:** CSOs can track their proposal status through “*Proposal management*” option provided in the menu bar on the left of the screen. The software will also update your changes in status by sending an email to your registered email ID

The screenshot displays the 'Manage Proposal' interface. On the left is a sidebar menu with options: Dashboard, Organization Profile, Project, Proposal Management (selected), and Partners Control. The top header shows the user 'Sarvesh Kumar' is online. The main content area is titled 'Manage Proposal' with a subtitle 'Screen to view/edit/delete partner'. It features a 'Status' filter dropdown set to 'Select' with a 'GO' button. Below this is a table with columns: Sr No., Call for Proposal, Project Title, Organization Name, Project Start Date, Project End Date, Status, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Search and pagination controls are also visible.

**Manage Proposal** Screen to view/edit/delete partner

Home > Proposal Management

**Status**

Select

Show 10 entries Search:

Sr No.	Call for Proposal	Project Title	Organization Name	Project Start Date	Project End Date	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

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## Section C: Project management

**BRLF MIS software has three levels of access to manage the project. Following are the list of access level along with their defined role.**

<b>Access Level</b>	<b>Accountable Person</b>	<b>Role</b>	<b>Remark</b>
Partner Admin	CEO/Project In-charge/Project Manager	Organization registration, Organization Profile Completion, Proposal creation and submission, Consolidated Plan creation, Yearly plan creation, Comments on project field visit, Creation of regional office, Create location.	
Regional Office	Project In-charge/Project Manager/MIS manager/ State In-charge	Consolidated Plan creation, Yearly plan creation, Comments on project field visit, Create location.	If organization Manages project from at state and regional level
Location Login	Project Team/Team Leader/ In-charge/ Project Manager/ MIS manager	CBO registration, Households registration, Intervention reporting and	

## C.1 Project Creation

**Step 1:** After approval of the project, BRLF admin will activate your project and will upload final documents in the partner's portal. Partners can view their project details from the tab "project View" in Project list under Project.

## C.2 Plan Creation:

Plan creation consists of the following steps

**Step 1:** Mapping of Indicator with BRLF Activity matrix sheet.

1. BRLF will provide an excel sheet to put your all indicator theme-wise. BRLF have categorized it's all work under these listed themes (Institution Building, Agriculture Development, Horticulture, Natural Resource Development, NTFP, Village Planning, Capacity Building, Innovation Rights & Entitlement, Entrepreneurship, Innovation

**Step 2:** Uploading of Indicator in MIS software. (**Note: In case of state partnership Indicator will be uploaded by BRLF**)

To create Indicator, go to project and select "create Indicator" from the list. Then Select theme, activity, Sub-activity and press Apply Filter". After applying filter enter your Indicator and press submit. In the same way, an organization has to enter all the indicator in software which will help partners to create their plan. Following window is showing the manage indicator page

Manage Indicator

Screen to view/edit/delete Indicator\_mapping

Back Home Indicator list

Theme

--select--

Activity

--select--

SubActivity

--select--

Apply Filter

Clear Filter

✓ Welcome back project\_dashboard\_overall index

Indicator list

Show 10 entries

Search:

Sr No.	Theme	Activity	Sub-Activity	Indicator	Sequence Wise	Action
No data available in table						

Showing 0 to 0 of 0 entries

Submit

PreviousNext

### Step 3: Sequencing of Indicator

After uploading of all Indicator organization can allocate no in the section of “sequence wise” to all indicator to arrange them in the order in which partners have developed their plan in Excel. This will help partners to create plan smoothly.

### Step 4: Project Plan (Consolidated plan)

To create your consolidated plan, go-to Project and then select Project list from the menu on the left side of the screen. It will show you the following window

To upload a consolidated plan, choose “consolidated plan” tab and go to the next step.

**BRLF**

Raghvendra singh Kushwa  
Online

Partner User

Dashboard  
Organization Profile  
Project  
Proposal Management  
Partners Control  
Regional Officer

### Project List

Screen to view/edit/delete partner

Home > Project Lists

Status: Select  
CFPID: --select--  
Apply Filter Clear Filter

Show 10 entries

Search:

ID	CFP/EOI Name	Organisation Name	Start Date	End Date	Project Plan Status	Plan Approved Date	Project View	Consolidated Plan	Yearly Plans	Field Visit
21	CFP 2017	Parhit Samaj Seva Sanstha	2018-04-01	2021-03-30	APPROVED	2019-01-16 10:44:55	Project View	Consolidated Plan Consolidated Budget	Yearly Plans Yearly Budget	Field Visit

Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 5:** To create your consolidated plan add a row in the form by using the “Add row” button on the right top of the screen. To add details of your plan, select theme, activity and sub-activity followed by the indicator (Based on Project activity matrix) enter your unit, budget and budget allocation. Once you complete plan press submits button to send the plan to BRLF. Column of Technical Practices and Addon project is optional based on the requirement and nature of the project.

**Note:** Once submitted plan, Partners won’t be able to edit/modify information in the plan. The same process needs to follow to create a yearly plan based on approved YPO of organization.

**Consolidated Plan** Screen to create consolidated plan

Home - Consolidated Plan Management

**Activity and Outreach data**

Theme	Activity	Sub Activity	Activity for Description	Mapping Practices	Unit	No. of Unit	Unit cost	Total Budget	Leverage
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				
--select--				None / N.A.	--select--				

Save Draft Submit Cancel

## Section D: Intervention Reporting

### Step D.1 Location creation

Partner CSOs can upload their activity progress by creation of login for location to give them access to enter intervention. Purpose of the a location creation is as follows

- Institution Registration (As SHG, FPO, VDC, Producer Group, Farmers Club, WUG, etc.)
- Household Registration
- Block Level plan Creation (if Required for the project)
- And Intervention Reporting

**Step 1:** To create a location, Partners admin can go to “create Location” option in the menu bar and can fill the required information of one staff of the field team to whom admin is making responsible for project progress reporting

The screenshot displays the 'Project Team Management' web application. On the left is a sidebar menu with options: Dashboard, Organization Profile, Project, Proposal Management, and Partners Control. The main content area is titled 'Project Team Management' and includes a subtitle 'Screen to view/edit/delete District'. It features two sections: 'Basic information' with a 'Project' dropdown and a 'Search' field for 'Enter Email ID' with a 'GO' button; and 'Demographic' with 'State', 'District', and 'Block' dropdowns. At the bottom of the form are 'Send Invite' and 'Cancel' buttons. The footer contains copyright information and a version number.

## D.2 Location/Data entry login: Steps to start data entry

**Step 1:** Enter name of all your Gram-panchayat to map them with the villages by visiting options “Manage Gram Panchayat”. However, you can map villages by visiting “Manage Village options”.

The screenshot shows a web application interface for managing project locations. The browser address bar shows the URL `mis.brlf.in/grampanchayat`. The page has a header with the BRLF logo and a sidebar menu on the left containing links to Dashboard, Project, Manage Gram Panchayat, and Manage Village. The main content area is titled "Project Location" and includes a "Block Name" filter dropdown with an "Apply Filter" button. Below this is a "Gram Panchayat List" section with a table showing 0 entries. The table has columns for ID, Name, Is Deleted, and Action. The status "Showing 0 to 0 of 0 entries" is displayed at the bottom of the list.

Block Name:


Gram Panchayat List


Show 10 entries Search:

ID	Name	Is Deleted	Action
No data available in table			

Showing 0 to 0 of 0 entries

## Steps 2: Manage village option to map Gram Panchayat with villages.





Diksha Satyawali  
Online

Dashboard

Project

Manage Gram Panchayat

Manage Village

Project Location

Screen to view/edit/delete Village

Home > Project Location

State: --select--

District: --select--

Block: --select--

Gram Panchayat: --select--

Apply Filter

Clear Filter

Mapping Village List

Showing 10 entries

Search:

Unmapping	Village Code	Name
No data available in table		

Showing 0 to 0 of 0 entries

Previous

Next

Unmapping Village List

Showing 10 entries

Search:

Mapping	Village Code	Name
No data available in table		

Previous

Next

mis.brif.in/village\_mapping

Step 3: Register your Institutions by selecting CBO registration in the Project. Organization can add their SHG, FPO, VDC and other Institution in MIS software

**BRLF**

Namrata Jadon  
Online

Data Entry User

- Dashboard
- Project
- Manage Gram Panchayat
- Manage Village

Project Location Strengthening Civil Society Action for Transforming Lives of the Particularly Vulnerable Tribal Groups of Jharkhand and Madhya Pradesh

Screen to view/edit/delete CBO

State: MADHYA PRADESH District: Shivpuri Block: Shivpuri CBO List: --select--

Village: --select-- Apply Filter Clear Filter

CBO List

SHG  
FPO  
VDC  
Producer Group

Show 10 entries Search:

SHG No	Name	Number Members	Formation Date	Description
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

**Step 4:** Register your households by choosing Household registration option (Without HH registration it is not possible to report invention at particular HH level)

Diksha Satyawali  
Online

Search...

Dashboard

Project

- FPO Registration
- VDC Registration
- Choose Project
- Household Registration
- SHG Registration
- Intervention

Manage Gram Panchayat

Manage Village

Manage Household for Tribal Development
Screen to view/edit/delete Household

Home > Household

Add New Household

Demographic

State:
JHARKHAND

District:
Giridih

Block:
Tisri

Village:
Abrakha

Household details

Name of the Member: \*

Father/husband Name: \*

Gender: \*
Select

Age: \*

Social category and tribe information

Catagory: \*
Select

Family Members Details

	Relation with Chief of the family	Age	Gender	Education	SHG	FPO

mis.brif.in/household/add/#

**Step 5: Intervention Reporting:** There are four types of options available for intervention reporting in the MIS to report progress. These are listed below

2. **HH Intervention:** Individual and group intervention **Reporting themes:** Agriculture, Livestock, NTFP, Horticulture, Rights & Entitlement, Entrepreneurship, Innovation
3. **Activity intervention:** Intervention of Capacity building, Training, Event and Village Planning. **Reporting Themes:** Capacity Building, Village planning, Project management.
4. **Institution Intervention:** Investment Intervention in Institutions. **Reporting Themes:** Institution building
5. **CPR Intervention:** Intervention in Common Property resources **Reporting Themes:** Agriculture, Livestock, NTFP, Horticulture, R & E, and Innovation.

### Steps of Reporting:

Step 1: Login through Data entry/ Location login

Step 2: Go to Project and Select Intervention

Step 4: Select Village and Intervention type, intervention level, Village and press “apply filter “

The screenshot shows the 'Manage Intervention' interface of the BRLF MIS. The top navigation bar includes the BRLF logo and various icons. The left sidebar shows the user profile 'Namrata Jadon' (Online) and a menu with options: Data Entry User, Dashboard, Project, Manage Gram Panchayat, and Manage Village. The main content area is titled 'Manage Intervention' with a subtitle 'Screen to view/edit/delete intervention'. It features a filter section with dropdowns for State (MADHYA PRADESH), District (Shivpuri), Block (Shivpuri), and Village (--select--). There is also a Year Number dropdown set to 'Year 1'. An 'Intervention Type' dropdown menu is open, showing options: Select (checked), HH Interventions, Activity Intervention, Institution Intervention, and CPR Intervention. Below the filters are 'Apply Filter' and 'Clear Filter' buttons. A table at the bottom displays a list of interventions with columns: ID, Organisation, Intervention Type, State, District, Block, Village, HH Code, Member Name, Theme Name, Indicator Name, Activity Name, Date, Cofinance, Leverage, Fund Community, BRLF, and Total Cost. The table currently shows 10 entries.

**Step 4:** It will pop-up new button as “Add New” for to report interventions

Manage Intervention Screen to view/edit/delete intervention

State: MADHYA PRADESH District: Shivpuri Block: Shivpuri Village: Arjungawan

Intervention Type: HH Interventions Year Number: Year 1

Apply Filter Clear Filter

Intervention List Bulk reporting of individual intervention tool Add New

Show 10 entries Search:

ID	Organisation	Intervention Type	State	District	Block	Village	HH Code	Member Name	Theme Name	Indicator Name	Activity Name	Date	Cofinance	Leverage	Fund Community	BRLF	Tot Cos
No data available in table																	

Showing 0 to 0 of 0 entries Previous Next

**\*Bulk Reporting:** There is another option available for bulk entry in HH Intervention. This tool CSOs can use to report those type of intervention which is identical in nature and cost like

**Example:** If an organization promotes SRI in X Village with 50 HH on one Acre each with fixed input cost of Rs. 20,00 per HH. So CSO can pass a single entry by using this option to report Interventions of 50 HHs.

Sample Data

Village	HH Name	Activity	Unit	No of Unit	Leverage
X	Hari Singh	SRI	Acre	1	2000
	Jagat Singh	SRI	Acre	1	2000
	Daulat Singh	SRI	Acre	1	2000
	Man Singh	SRI	Acre	1	2000

Entry in Software

Village	HH Name	Activity	Unit	No of Unit	Leverage
X	Hari Singh, Jagat Singh, Daulat Singh, Man Singh	SRI	Acre	1	2000

By passing above entry, all HH will be updated with SRI done in one acre with cost of 2000 each

**Step 5:** To fill intervention page select Household and family member from the added list. Add more HH if the activity is at group level by using the “+” button in action. Further select theme, Activity, Sub Activity, and Indicator and fill other details to submit the form.

S.No.	Household ID:	Select Member:	Action
1	Select Household	--select--	+

Basic Information

**Theme: \***  
--select--

**Sub Activity: \***  
--select--

**Unit: \***

**Date of Intervention: \***  
dd/mm/yyyy

**Activity: \***  
--select--

**Indicator : \***  
--select--

**Value: \***  
**Technical Mapping:**  
None

**Co-finance : \***  
**BRLF: \***  
**Remark:**  

Submit Back