



# SMART SURVEY APP MANUAL


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Softwel (P) Ltd.

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## 1 Login

1. Press  icon to login.
2. Enter your valid **username** and **password**
3. Press **Login** button.
4. If you have logged in with correct username and password, dialog with “Successfully logged in” message appears otherwise invalid username or password message appears at bottom of the screen.

## 2 Home



Figure 2.1: Home page of app


1. Press “नयाँ प्रश्नावली” button to create new household report. See section [New Questionnaire \(नयाँ प्रश्नावली\)](#).
2. Press “प्रश्नावली सम्पादन” button to edit saved reports. See section [Edit Report](#).
3. Press “अपलोड डाटा” button to upload saved reports. See section [Upload Report](#).
4. Press “सिङ्क डाटा” button to sync the data from the server which pulls all the required data from the server.


### 3 New Questionnaire (नयाँ प्रश्नावली)

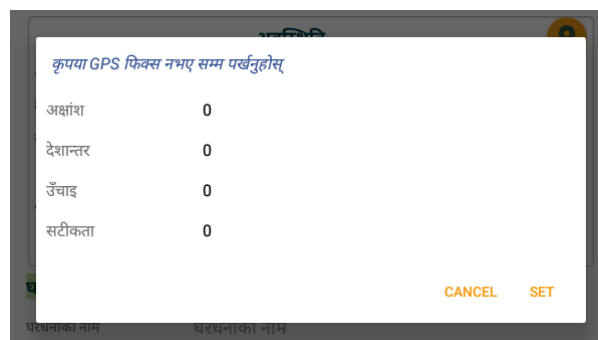
1. Press on the New “नयाँ प्रश्नावली” button to create new household report.
2. **General** Details (सामान्य बिबरण) form opens.

#### 3.1 General Details (सामान्य बिबरण)

Figure 3.1: Family Details (पारिवारिक बिबरण) form

1. All the fields are **required** in the form. If required fields are not filled an error sign is shown with  signal.
2. “इमेल”, “सर्वेक्षकको आइडी”, “प्रदेश नं.”, “जिल्ला” and “गाउँ/नगर पालिका” are fetched and set automatically from login.
3. Type 2 digit “वडा नं.”.
4. Type “बस्तिको नाम”.
5. Type “सूचनादाताको नाम”, “उमेर” and “घरमुलीको नाता” and select “सूचनादाताको लिङ्ग”.

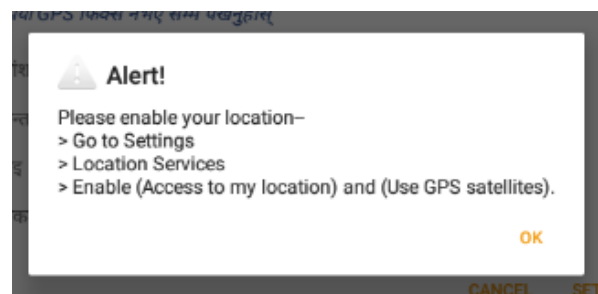
6. Type “घरधनीको नाम”, “घरधनीको सम्पर्क फोन” and “घरधनीको इमेल” and select “घरधनीको लिङ्ग”.
7. Select “घरको संकेत” from dropdown list. If the house is present as in the map select “नक्सामा भएको घर” , if building needed to split further in the map select “नक्सामा थपिएको घर” else if new building needed to be added as building is not present in the map select “नयाँ बनेको घर”
8. If “नक्सामा भएको घर” is selected in no. 7 type 6 digit “घर नं”, if “नक्सामा थपिएको घर” is selected in no. 7 type 6 digit “घर नं” and “घरमा थपिएको नं” else if “नयाँ बनेको घर” selected in no. 7 type “नयाँ बनेको घर नं”.
9. Press  button to fetch your current location. On pressing this icon it shows following dialog.



कृपया GPS फिक्स नभए सम्म पर्खनुहोस्	
अक्षांश	0
देशान्तर	0
उँचाइ	0
सटीकता	0

CANCEL SET

- The Location is not fetched until the GPS Location is not enabled in your device and shows following dialog with message if not enabled.



**Alert!**





Please enable your location-

- > Go to Settings
- > Location Services
- > Enable (Access to my location) and (Use GPS satellites).

OK

CANCEL SET

- To allow access to the location go to **Settings>Location Services** then check the checkbox where **Access to my location** is written. After allowing the Location in your device, when GPS is fixed the location is fetched. The co-ordinates are set to zero if GPS is not fixed.
- When location is fetched press **SET** button of the dialog. This sets the **Latitude (अक्षांश)**, **Longitude (देशान्तर)** and **Elevation (उँचाई)** of the form.

10. To take photo of house  press on this image, then you can take pictures once camera is shown. Save the taken photo. The taken picture is shown in the form instead of  image.
11. Select “नक्सापास” and “स्वामित्वको प्रकार” from the dropdown list.
12. Type “घरको क्षेत्रफल”.
13. Type total number of rooms used by family members (“घरधनीको परिवारले प्रयोग गरेको कोठा सं”).
14. If the rooms are rented select “घर भाडामा लगाउनुभएको छ?” as “छ” else “छैन”. If “छ” is selected:
- Type “भाडामा दिएको परिवार सं” and “कोठा सं” if any family are rented.
  - Type “कार्यालय सं” and “कोठा सं” if rooms are rented for offices.
  - Type “व्यापार, व्यवसाय सं” and “कोठा सं” if rooms are rented for business purpose.
  - Type “अन्य कोठा सं” if rooms are rented for other purposes.
15. Select “यो बाहेक अन्य स्थानमा घर छ?”, “यस महानगरपालिका बाहेक अन्य स्थानमा जग्गा छ?”, “घर कस्तो सामग्रीले बनेको छ?”, “घरको चना के को छ?”, “तपाईंको घरमा भान्साकोठा अलग्गै छ?” and “घरको तला संख्या कति छ?” from their dropdown list.
16. Once all the details are filled press  icon at top right corner of the screen to save the details. . If data is saved “**Successfully saved**” message appears at the bottom of the screen and takes you to the family list page. Further see Section [Family List](#).
17. To return to the **Home** page of the app press  icon at top right corner of the screen. Pressing this icon a warning message appears i.e. “*all the data you have filled (changed) will not be saved*”. If you press OK button the report will not be saved.

## 3.2 Family List

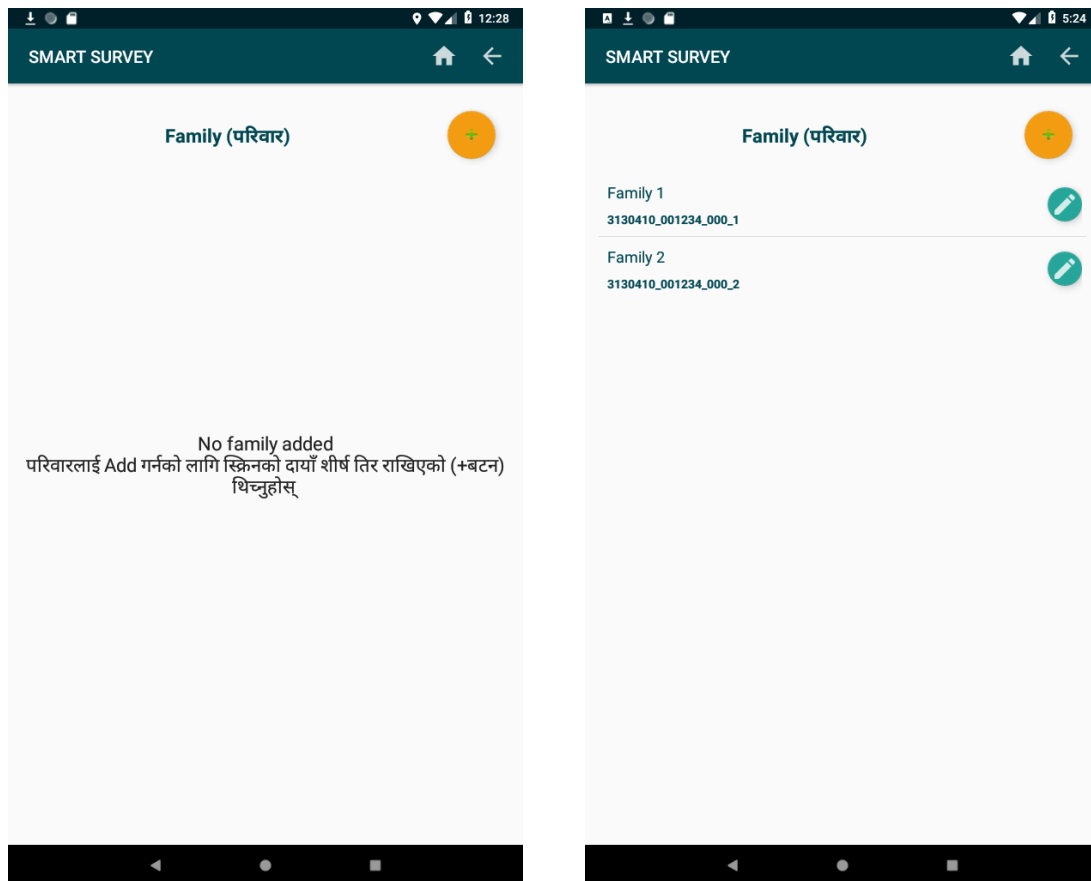






Figure 3.2: Family list

1. In order to return to home you must add at least one family.
2. Press on  icon to add family. This takes you to family detail page. Add family to take the details of house owner family and the families being rented by the owner. Further see Section [Family Details](#).
3. After the family is added the families are shown in the list as shown in above figures. Press  icon to edit the added family.
4. After all forms of family are filled properly press  at the top right corner of the screen.
5. Press  icon at top right corner of screen to go back to **General details** (सामान्य बिवरण) page.

### 3.3 Family Details (पारिवारिक विवरण)


The screenshot shows a mobile application interface for 'पारिवारिक विवरण' (Family Details). The form is structured as follows:

- परिवार गणना** (Family Count): A checkbox labeled 'सूचनादाता नभेटिएको' (Informant not found) is present. Below it, a dropdown menu for 'परिवारको किसिम' (Family type) is set to 'छानुहोस्' (None).
- भाडावाल सूचनादाता विवरण** (Informant Details): A form with fields for 'नाम' (Name), 'लिङ्ग' (Gender) set to 'छानुहोस्', 'उमेर (वर्ष)' (Age in years), 'मोबाइल वा टेलिफोन नं' (Mobile or telephone number), and 'परिवारको सम्पर्क इमेल' (Family contact email).
- परिवार सदस्य संख्या** (Family Member Count): A field for 'परिवार सदस्य संख्या' (Family member count) is present.
- बीन परिवार नं** (BIN Family Number): A field for 'बीन परिवार नं' (BIN family number) is set to '3130410\_001234\_000'.
- बसाई अवधि** (Settlement Period): A dropdown menu for 'बसाई अवधि' (Settlement period) is set to 'छानुहोस्'.
- जाति, भाषा, धर्म विवरण** (Caste, Language, Religion Details): A section with dropdown menus for 'जातीय समूह' (Caste group), 'जातजाती' (Caste), 'धर्म' (Religion), and 'मातृभाषा' (Mother tongue), all set to 'छानुहोस्'.


Figure 3.3: Family Details (पारिवारिक विवरण) form

1. Check **Informant not found** (सूचनादाता नभेटिएको) if informant (who can give the details of the family) is not found.
2. Select **family type** (परिवारको किसिम) from dropdown list. If “घरधनी” is selected you don’t need to fill information for “भाडावाल सूचनादाता विवरण”.
3. If “भाडावाल” is selected in “परिवारको किसिम”, you need to fill information for “भाडावाल सूचनादाता विवरण”. Type “नाम”, “लिङ्ग”, “उमेर (वर्ष)”. “मोबाइल वा टेलिफोन नं” and “परिवारको सम्पर्क इमेल”.
4. Count total number of members in family properly and type “परिवार सदस्य संख्या”.
5. Type **BIN family number** (बीन परिवार नं). (maximum 3 digit number)
6. Select **settlement period** (बसाई अवधि) from the dropdown list.



7. Select **ethnic group** (जातीय समूह), **ethnicity** (जातजाती), **religion** (धर्म) and **mother tongue** (मातृभाषा).
8. Once all the details are filled press  icon at top right corner of the screen to save the details. . If data is saved “**Successfully saved**” message appears at the bottom of the screen and takes you to the other forms page. Further see Section [Other Forms](#).

**Note:**

- If required fields are not filled an error sign is shown with  signal.
- If “६ महिना भन्दा कम” or “घरधनीको बसोबास न. पा. बाहिर भएको” is selected in “बसाई अवधि” or “सूचनादाता नभेटिएको” is checked, “जाती, भाषा, धर्म विवरण” fields are disabled.

### 3.4 Other Forms

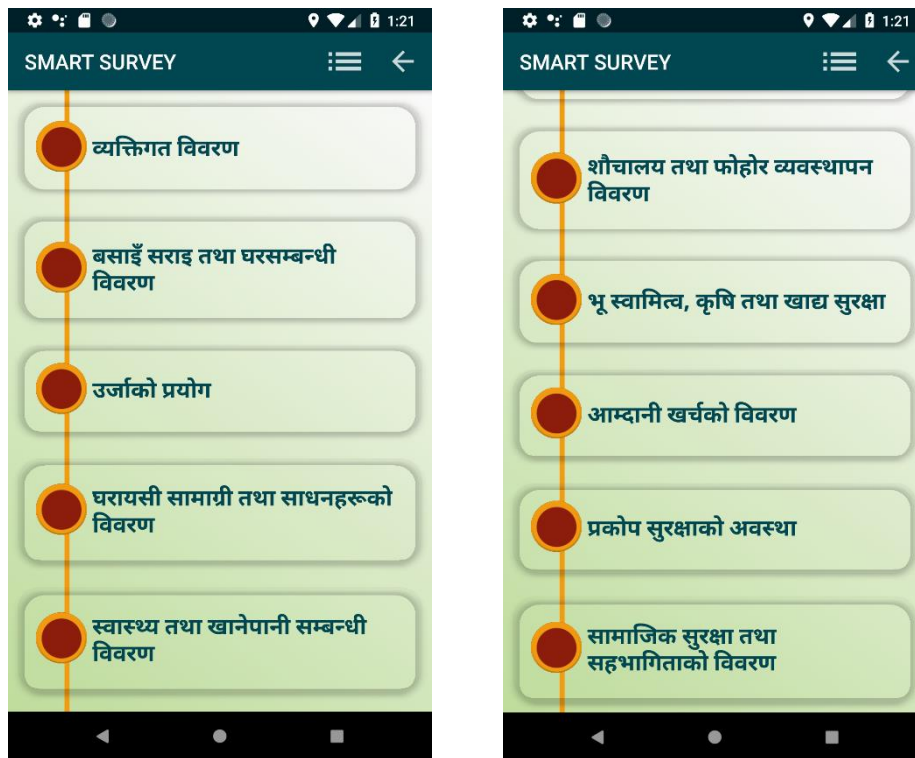






Figure 3.4: Other Forms List

1. In order to return to the family list page press  icon. All the forms listed in this page must be filled to return to the family list.
2. To go back to family details page press  icon.
3. To fill the forms press on the buttons with the corresponding names.
4. If all forms are filled, each  button is changed to  button.

### 3.4.1 Member details (व्यक्तिगत विवरण)

Figure 3.5: Member details (पारिवारिक विवरण) form

1. Select the **member** (सदस्य) from the dropdown. The list is generated from the **total number of members** (परिवार सदस्य सं) saved in family introduction form. If the member list item is in red color, the member details have not been saved and if it is green in color the member details have been once saved.

- The member can be added and deleted by pressing the icons  and  respectively in above figure.

- When you add member following dialog appears. To add member press “ADD MEMBER” button and the new member is added to the list of **Members (सदस्य)** else press “CANCEL”.

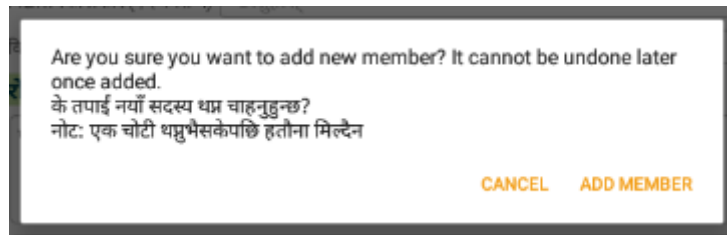



Figure 3.6: Add member dialog box

- To delete the member select the member from list to delete and press  icon. Following dialog appears. Press “DELETE MEMBER” to delete else “CANCEL”. Cannot be undone once deleted.

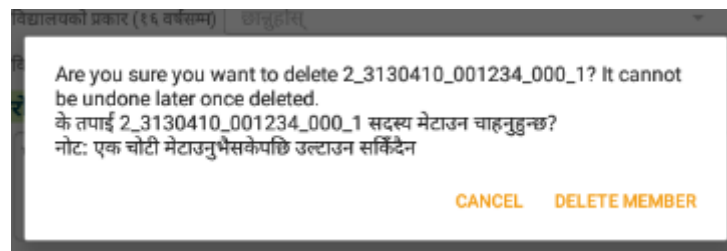




Figure 3.7: Delete member dialog box

- These buttons i.e.  and  are not displayed when the uploaded reports are edited.
- Type member **name** (“नाम”)
  - Select member **gender** (“लिंग”) from dropdown list.
  - Type member **age** (“उमेर”). “विद्यालयको प्रकार”, “विद्यालय नजानुको कारण”, and “विद्यालय स्तर” are enabled only for the age range [5 – 15] including 5 and 15 years of age. “पेशा”, “दक्षता, सीप तथा कला” and “बैंकमा खाता छ?” are enabled only from 16 years age.
  - Select the **relation of family head** (घरमुलीको नाता) with the member whose you are taking the details from dropdown. If the member is “घरमुली” itself the select “घरमुली आफैँ” from the dropdown.
  - Select member **education** (शिक्षा) from dropdown list.

7. Select **School type** (विद्यालयको प्रकार) form dropdown list if enabled. If “जान छोडेको” school type is selected from the list then only “विद्यालय नजानुको कारण” is enabled.
8. Select **School Discontinued reason** (विद्यालय नजानुको कारण) from dropdown if enabled.
9. Select **Occupation** (पेशा) from the dropdown.
10. If “अन्य” is selected as occupation type in “अन्य पेशा”.
11. Choose **Skills** [Multiple Selection] (दक्षता, सीप तथा कला [बहु विकल्प]) from the list shown in dialog as below and press OK. If member has no skills choose “केहि नभएको” from the list.

Figure 3.8: List of skills shown in dialog

12. Type “अन्य दक्षता, सीप तथा कला” if there are any other skills not mentioned in list of skills.
13. Select **Bank account** (बैंकमा खाता छ?) from the dropdown, if member has account select “छ” otherwise “छैन”.
14. Select **ATM card** (ए. टी. एम कार्ड छ?) from the dropdown, if member has ATM card select “छ” otherwise “छैन”.
15. Select **Online Banking Used** (अनलाइन बैंकिङ्ग प्रयोग गर्नुहुन्छ?) from the dropdown, if member use online banking select “छ” otherwise “छैन”.

16. Select **Saving status** [Multiple Selection] (नियमित बचत गर्नु हुन्छ?) if any from list. If member does not have any *savings* select “छैन” from list.
17. Select **Health condition** (स्वास्थ्य अवस्था) from the dropdown. If “अपांगता भएको” is selected “अपांगता” and “अपांगताको कार्ड लिएको छ?” are enabled.
18. Select **Disability** (अपांगता भएको) from the dropdown if enabled.
19. Select **Disability Card Availability** (अपांगताको कार्ड लिएको छ?) from the dropdown if enabled. Select “छ” if member has disability card otherwise select “छैन” from list.
20. Choose **Chronic Disease** [Multiple Selection] (दिर्घरोग [बहु विकल्प]) from the list shown in dialog as below and press OK. If member has no chronic disease choose “नभएको” from the list.

The image shows a dialog box with a list of chronic diseases. The options are:

- थाइराइड
- पक्षाघात
- नभएको
- कुपोषण
- दम
- आङ खस्ने
- एचआइभि एड्स
- युरिक एसिड
- सुगर
- क्षयरोग
- क्यान्सर
- मिर्गौला
- मुटु सम्बन्धी
- रक्तचाप

An "OK" button is located at the bottom right of the dialog box.

Figure 3.9: Chronic disease dialog list

21. Select **Communicable Disease** (सरुवा रोग) from the dropdown. If member has no communicable disease select “छैन” from the list.
22. Choose **Vaccine Taken** [Multiple Selection] (खोप लगाउने गरेको छ? छ भने के के छ? [बहु विकल्प]) from the list and press OK. If member has not taken any vaccine choose “छैन” from the list. If member has taken any other vaccine that is not listed in the list type the vaccine name in “अन्य खोप”.
23. Choose **different registered identification cards** [Multiple Selection] (तपाईंसँग कुन परिचयपत्र दर्ता छन्? [बहु विकल्प]) from the list shown in dialog as below and press OK.

Figure 3.10: List of identification cards

24. Choose **Social Security identification card** [Multiple Selection] (सामाजिक सुरक्षा परिचयपत्र [बहु विकल्प]) from the list shown figure below if enabled.

For age > 60

For age > 60 and female member

If member has some disability i.e. अपाङ्गता भएको is selected in स्वास्थ्य अवस्था

For age < 6 and if दलित is selected in जातीय समूह

For age < 6 and if लोपोन्मुख समूह is selected in जातजाति

For age > 60 and male member

Figure 3.11: List of Social Security Cards

25. Select **Marriage Status** (वैवाहिक अवस्था) from drop down.

26. Choose **Organizations involved** [Multiple Selection] (कुन संघ/संस्था वा समूहमा आबद्ध [बहु विकल्प]) from the list shown in dialog as below and press OK. If member is not involved in any organization choose “कतै आबद्ध नभएको” from the list.

A dialog box with a white background and a black border. It contains a list of 13 items, each with a checkbox. The second item, 'कतै आवद्ध नभएको', has a checked checkbox. The other items have unchecked checkboxes. An 'OK' button is located in the bottom right corner.

- अन्य
- कतै आवद्ध नभएको
- बालकलब
- उपभोक्ता समुह वा समिति
- लघुबित्त समुह
- महिला समुह
- सांस्कृतिक समुह (गुठी/ कुल/ धर्म)
- गैर सरकारी संस्था
- सहकारी संस्था
- सामुदायिक वा कबुलियती वन समुह
- कृषि वा पशुपालन समुह
- टोल विकास संस्था

Figure 3.12: List of organizations

27. Choose **Trainings taken** [Multiple Selection] (जनचेतना तथा सीपमूलक तालिम प्राप्त [बहु विकल्प]) from the list shown in dialog as below and press OK.

A dialog box with a white background and a black border. It contains a list of 5 items, each with a checkbox. All checkboxes are unchecked. An 'OK' button is located in the bottom right corner.

- खानेपानी र स्वास्थ्य र सरसफाई
- विपद् जोखिम न्यूनीकरण
- पोषण तथा मातृ शिशु स्याहार
- व्यवसायिक सीप विकास
- नेतृत्व तथा संस्थागत विकास

Figure 3.13: List of trainings




28. Select **Political Involvement** (राजनीतिक दलको निर्णायक पदमा आबद्ध) from the dropdown list if enabled. If member is not involved select “छैन” from the dropdown list.

29. Select **Daily Travel Details** (दैनिक यात्रा बिबरण) from dropdown list, if there is no travel details select “छैन” from the list.

30. Select **Vehicle** (साधन) from dropdown list if enabled.

31. Select **Private Vehicle** (निजी साधन) if “निजी (साइकल, बाइक, गाडी)” is select in *Vehicle (साधन)* in 30.



32. Type **Ward no.** (वडा नं) if enabled.
33. Type **Municipality Name** (यहि जिल्ला भित्रको पालिका) if enabled.
34. Select **Destination Location** (महानगरपालिकाको नाम) from dropdown list if enabled.
35. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
36. After all the required fields are filled properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
37. To take details of another member select member (सदस्य) from the dropdown.
38. Without filling details of all members you cannot leave the page so fill all the **member details** and save individually. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.2 Migration and House Related Details (बालश्रम अवस्था तथा बसाई सराई तथा घरसम्बन्धि विवरण)



The screenshot shows a mobile application interface for data entry. The title bar at the top reads 'बसाई सराई तथा घरसम्बन्धी विवरण'. The form contains the following sections and fields:

- तपाईंको परिवारको बसोबासको अवस्था कस्तो हो?** (Family settlement situation): A dropdown menu with 'छान्नुहोस्' (Select) as the current selection.
- कुन स्थानबाट आउनु भएको हो?** (From which location did you come?): A section with two columns of labels and dropdown menus.
  - यही नपाको अर्को वडा (Another ward of this municipality): Dropdown menu with 'छान्नुहोस्'.
  - यही जिल्ला भित्रको पालिका (Municipality within this district): Dropdown menu with 'छान्नुहोस्'.
  - अन्य जिल्ला (Other district): Dropdown menu with 'अन्य जिल्ला'.
  - विदेशबाट (From abroad): Dropdown menu with 'देशको नाम' (Country name).
- यहाँ बसाइ सार्नुको कारण के होला?** (Reason for moving here): A dropdown menu with 'छान्नुहोस्'.
- घर घडेरीको स्वामित्वको किसिम (दर्ता) कस्तो छ?** (Type of ownership of the house): A dropdown menu with 'छान्नुहोस्'.
- घरसम्म भौतिक पूर्वाधार पहुँच** (Physical infrastructure access to the house): A section with two columns of labels and dropdown menus.
  - घरसम्म सडक (४ मी. माथि) पुगेको छ? (Road 4m or above reached?): Dropdown menu with 'छान्नुहोस्'.
  - कति मी? (How many meters?): Input field.
  - कस्तो सडक (Type of road): Dropdown menu with 'छान्नुहोस्'.
- करेसाबारी छ कि छैन?** (Do you have electricity?): A dropdown menu with 'छान्नुहोस्'.
- घरमा वतीको मुख्य स्रोत के हो?** (What is the main source of electricity in the house?): A dropdown menu with 'छान्नुहोस्'.
- विद्युत जडान?** (Electricity connection?): A section with two columns of labels and dropdown menus.
  - छ कि छैन? (Is it connected?): Dropdown menu with 'छान्नुहोस्'.
  - विद्युत जडान नभए (Not connected): Input field.

1. Select **Family settlement situation** (तपाईंको परिवारको बसोबासको अवस्था कस्तो छ?) from the dropdown. If *Family settlement situation* is other than “रैथाने”

- Type “यही नपाको अर्को वडा” or select “यही जिल्ला भित्रको पालिका” or type “अन्य जिल्ला” or type “देशको नाम” [कुन स्थानबाट आउनु भएको हो?].

तपाईंको परिवारको बसोबासको अवस्था कस्तो हो ?

२०७० पछि आएको

कुन स्थानबाट आउनु भएको हो?

यही नपाको अर्को वडा      यही नपाको अर्को वडा

यही जिल्ला भित्रको पालिका      छात्रहोस्

अन्य जिल्ला      अन्य जिल्ला




विदेशबाट      देशको नाम

यहाँ बसाइ सर्नुको कारण के होला?

छात्रहोस्




घर घडेरीको स्वामित्वको किसिम (दर्ता) कस्तो छ?

छात्रहोस्

- Select **migration reason** (यहाँ बसाई सर्नुको कारण के होला?) from dropdown list.
- Select **house ownership type** (घर घडेरीको स्वामित्वको किसिम (दर्ता) कस्तो छ?) from dropdown list.
  - Select “छ” if **road has reached to the house** (घर सम्म सडक पुगेको छ?) otherwise select “छैन”. If “छ” is selected, type **road reached in meter** “कति मी?” and select **type of road** “कस्तो सडक”.
  - Select “छ” if **family has karesabari** (करेसाबारी छ कि छैन?) otherwise select “छैन”.
  - Select **main source of light** (घरमा बत्तीको मुख्य स्रोत के हो?) from dropdown list.
  - Select “छ” if **there is electricity connection** (विद्युत जडान?) otherwise select “छैन”. If “छैन” is selected i.e. no electricity connection then select **reason for no electricity connection** (विद्युत जडान नभए).
  - If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
  - After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
  - Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.3 Energy Usage (उर्जाको प्रयोग)

Figure 3.14: Energy Usage (उर्जाको प्रयोग) Form




1. Fill all the details normally selecting, choosing and typing where required.
2. While choosing **Main fuel source used for cooking** (घरमा खाना पकाउन प्रयोग हुने मुख्य इन्धन कुन हो?) if “दाउरा” is included, **sources of wood** (दाउराको स्रोत के हो?) is enabled and it must be selected.
3. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
4. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
5. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.4 Home Appliances and Instruments Details (घरायसी सामग्री तथा साधनहरूको विवरण)

The screenshot shows a mobile application interface for entering household details. The title bar reads 'घरायसी सामग्री तथा साधनहरूको विवरण'. Below the title, there are several sections with dropdown menus and text input fields:

- घरमा रहेका घरायसी प्रयोगका उपकरणहरू**: A dropdown menu.
- घरमा रहेका सञ्चारका साधनहरू**: A dropdown menu.
- इन्टरनेटको प्रयोग**: A dropdown menu.
- परिवारमा रहेका निजी तथा भाडाका सवारी साधनहरू**: A section with multiple rows of input fields for different types of vehicles (e.g., साइकल, मोटर साइकल, हलुका सवारी साधन, सार्वजनिक इबानी साधन, सार्वजनिक यातायात साधन, भारी उपकरण). Each row has a label and a 'संख्या' (Number) input field.
- तपाईंको परिवारका सदस्यहरूसँग यातायात साधनको लाइसेन्स छ?**: A dropdown menu with 'छात्रहोस्' selected.
- २ पाइले**: A dropdown menu with 'जना' selected.
- ४ पाइले**: A dropdown menu with 'जना' selected.
- विद्युतीय सेवाहरूमा पहुँच**: A dropdown menu.




Figure 3.15: 3.4.4 Home Appliances and Instruments Details (घरायसी सामग्री तथा साधनहरूको विवरण)

1. Fill all the details normally selecting, choosing and typing where required.
2. While choosing **Communication Mediums** (घरमा रहेको संचारका साधनहरू) if “इन्टरनेट सेवा” is included, **Internet Usage** (इन्टरनेटको प्रयोग) is enabled and it must be chosen.
3. If “छ” is selected in **Availability of license with family members** (परिवारका सदस्यहरूसँग यातायात साधनको लाइसेन्स छ?), **no. of family members holding the license of 2 wheeler** (२ पांग्रे) **or/and 4 wheeler** (४ पांग्रे) must be filled.
4. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
5. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
6. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.5 Health and Drinking Water Details (स्वास्थ्य तथा खानेपानी सम्बन्धि विवरण)




Figure 3.16: 3.4.5 Health and Drinking Water Details (स्वास्थ्य तथा खानेपानी सम्बन्धि विवरण) form

1. Fill all the details normally selecting and typing where required.
2. While selecting (विगत २ वर्षयता परिवारमा गर्भवती भएका छन्?) from dropdown if “छ” is selected (गर्भवतीको स्वास्थ्य परीक्षण गराउनु भएको छ?) and (गर्भवती महिलाले बच्चा कहाँ जन्माउने गरेका छ?) are enabled and must be filled.
3. While selecting (गर्भवतीको स्वास्थ्य परीक्षण गराउनु भएको छ?) from dropdown if “छ” is selected (कतिको नियमित रूपमा?) is enabled and if “छैन” is selected (किन छैन) is enabled. The enabled fields must be filled.
4. While selecting (गत १२ महिनाभित्र तपाईंको परिवारमा ५ वर्ष मुनिका कुनै केटाकेटीको मृत्यु भएको थियो?) from dropdown list if “थियो” is selected, (कुन उमेरमा र के कारणले मृत्यु भयो? (लिङ्ग, उमेर (वर्ष), and कारण)) are enabled. The enabled fields must be filled. (उमेर (वर्ष)) must be less than 5 years.




5. While selecting (गत १२ महिनाभित्र तपाईंको परिवारमा ५ वर्ष माथिको कुनै सदस्यको मृत्यु भएको छ?) from dropdown list if “छ” is selected, (कारण) is enabled. The enabled field must be filled.
6. While selecting (तपाईंको परिवारका कति जना सदस्यले स्वास्थ्य बिमा गरेको छ?) from dropdown list if “छ” is selected, (कति जना) is enabled. The enabled field must be filled.
7. While selecting (पानी शुद्धिकरण गरेर खानुहुन्छ कि नगरी खानुहुन्छ?) from dropdown if “शुद्धिकरण गरेर” is selected (के तरिका अपनाउनुहुन्छ?) is enabled and must be filled.
8. While selecting (शुद्धिकरण गरेर खाने भए के तरिका अपनाउनुहुन्छ) from dropdown if “घरायसी विधि” is selected (कस्तो घरायसी विधि अपनाउनुहुन्छ?) is enabled and must be filled.
9. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
10. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
11. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.6 Toilet and Sewerage Management Details (शौचालय तथा फोहोर व्यवस्थापन विवरण)

Figure 3.17: 3.4.6 Toilet and Sewerage Management Details (शौचालय तथा फोहोर व्यवस्थापन विवरण) form




1. Fill all the details normally selecting, choosing and typing where required.
2. While selecting **Drainage connection** (तपाईंको घरमा ढल जोडिएको छ?) if “छ” is selected, **Drainage Type** (ढलको प्रकार) is enabled and it must be chosen.
3. While selecting **Toilet Availability** (शौचालय छ वा छैन?) if “छ” is selected, **Toilet Type** (शौचालय कस्तो छ?) is enabled and it must be chosen.
4. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
5. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
6. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.7 Land Ownership, Agriculture and Food Security (भू स्वामित्व, कृषि तथा खाद्य सुरक्षा)

1. Fill all the details normally choosing, selecting or typing as required.
2. While selecting (तपाईंको परिवारको नाममा यस महानगरपालिका भित्र जग्गा जमिन छ?) from dropdown if “छ” is selected, “जग्गाको प्रयोग कसरी भएको छ? (बिघा/कठ्ठा/धुर)” (i.e. “आफैले कमाएको”, “अधियाँ ठेक्कामा कमाउन दिएको”, “जग्गा भाडामा दिएको”, “घडेरी”, “पाखो तथा बाँझो” and “निजी बन”) are enabled.
3. While selecting “अरुको जग्गा कमाएको वा भाडामा लिएको छ?” from dropdown if “छ” is selected, “कति लिएको छ? (बिघा/कठ्ठा/धुर)”, “जग्गाको किसिम” and “उद्देश्य” are enabled and must be filled.
4. If “छ” is selected in “तपाईंको परिवार कृषिजन्य उत्पादनमा संलग्न छ?”, then “गत वर्ष तपाईंले कति जग्गामा खेति गर्नुभयो? (बिघा/कठ्ठा/धुर)”, “उत्पादन कति भयो?”, “रासायनिक मलको उपभोग परिमाण (के.जी.)”, “जैविक मलको उपभोग परिमाण (के.जी.)”, “बिउको प्रयोग”, “उत्पादनमा मुख्य समस्या”, “अगुवा कृषक तालिम लिनु भएको छ वा छैन?”, “खेतीको लागि प्रयोग गर्ने मलको उपलब्धता कस्तो छ?”, “खेति गर्नको लागि कुन प्रविधि प्रयोग गर्नुहुन्छ?”, “कृषिसंग सम्बन्धित कुनै Apps को जानकारी छ?” and “माटोको रसायन परिक्षण गर्नु भएको छ वा छैन?” are enabled.
5. If “छ” is selected in “कृषिसंग सम्बन्धित कुनै Apps को जानकारी छ?” then, “App प्रयोग गर्नु भएको छ वा छैन?” is enabled.
6. If “छ” is selected in “App प्रयोग गर्नु भएको छ वा छैन?” then, “App को नाम” and “App के कामको लागि प्रयोग गर्नु हुन्छ?” are enabled and must be filled.
7. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
8. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
9. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.






### 3.4.8 Income and Expenditure Details (आम्दानी खर्चको विवरण)

1. Select **Main 3 occupation of family** (परिवारको ३ मुख्य पेशा) from dropdown lists.
2. While selecting “घरमा कोहि बैदेशिक रोजगारको लागि जानुभएको छ?” if “छ” is selected, “कति जना”, “कुन देश”, “बैदेशिक रोजगारीबाट रकम प्राप्त गर्ने गरेको छ भने केको मार्फत पाउनुहुन्छ?” and “गत १ वर्षभित्र प्राप्त रेमिट्यान्स के के मा खर्च गर्नुभयो?” are enabled and must be filled.
3. While selecting “तपाईंको कूल आम्दानीले बार्षिक खर्च धान्न पुग्छ वा पुग्दैन?” if “पुग्दैन” is selected, “पुग्दैन भने थप व्यवस्थापन” is enabled and must be filled.
4. While selecting “परिवारमा हाल १ वर्षमा कतैबाट ऋण सापटी लिएको छ?” if “छ” is selected, “कता बाट”, “उक्त ऋण कुन उद्देश्यका लागि लिनु भएको थियो?”, “कति प्रतिशत ब्याजमा लिनु भएको थियो?” and “ऋण चुक्ता भैसक्यो कि बाँकी छ?” are enabled and must be filled.
5. While selecting “ऋण चुक्ता भैसक्यो कि बाँकी छ?” if “बाँकी छ” is selected, “बाँकी छ भने चुक्ता गर्न कति समय लाग्छ?” is enabled and must be filled.
6. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
7. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
8. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.9 Disaster Safety Condition (प्रकोप सुरक्षाको अवस्था)

Figure 3.18: 3.4.9 Disaster Safety Condition (प्रकोप सुरक्षाको अवस्था) form

1. Fill all the details normally choosing, selecting or typing as required.
2. While selecting “पछिल्लो पटक भोग्नुपरेको सबैभन्दा असरयुक्त प्रकोप के थियो?”, if “छैन” is not selected, “साल (संवत्)” and “क्षति” (“मानिस सं”, “पशुपंक्षी सं”, “घर सं”, “जग्गा जमिन (रोपनी)”, “अन्य चल सम्पति (रु)”) are enabled.
3. While selecting (सम्पत्ति वीमा गरेको छ?), if “छ” is selected, “के को बिमा गरिएको” is enabled and must be filled.
4. While selecting (परिवार द्वन्द्व पीडित हो?), if “हो” is selected (मृत्यु सं), (घाइते सं), (वेपत्ता सं.), (धन सम्पत्ति क्षति (रकम)), (मुद्दा), (विस्थापित), and (यौन दुर्व्यवहार) are enabled and must be filled.
5. While selecting (नपा क्षेत्रभित्रको समग्र बसोबास कतिको सुरक्षित महसुस गर्नुहुन्छ?), if “असुरक्षित” is selected, “असुरक्षाको कारण” is enabled and must be filled.
6. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.

7. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
8. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

### 3.4.10 Social Security and Engagement Details (सामाजिक सुरक्षा तथा सहभागिताको विवरण)

1. Fill all the details normally choosing, selecting or typing as required.
2. Select “छ” if any **member child below or equal to 16 years is working to other’s house** (तपाईंको घरबाट १६ वर्षसम्मका केटाकेटी अरुको घरमा काम गर्न गएका छन्?) from the dropdown otherwise select “छैन”. If “छ” is selected fill the **number of children** (*female (बालिका) and male (बालक)*) separately.



तपाईंको घरबाट १६ वर्षसम्मका केटाकेटी अरुको घरमा काम गर्न गएका छन्?

छान्नुहोस्

कति जना

बालक कति जना

बालिका कति जना

3. Select “छ” if any **member child below or equal to 16 years is working in family’s house** (तपाईंको घरमा १६ वर्षसम्मका केटाकेटी काम गर्न राखेको छ?) from the dropdown otherwise select “छैन”. If “छ” is selected fill the **number of children** (*female (बालिका) and male (बालक)*) separately.



तपाईंको घरमा १६ वर्षसम्मका केटाकेटी काम गर्न राखेको छ?




छान्नुहोस्

कति जना

बालक कति जना

बालिका कति जना

4. Select “छ” if any **family child is addicted to bad habit** (परिवारका कुनै बालबालिका कुलतमा फसेका छन्?) from dropdown otherwise select “छैन”. If “छ” is selected choose **which bad habit** (कुन कुलत?).

5. If required fields are not filled an error sign is shown with  signal or a message pops up at the bottom of the screen.
6. After filling all the details properly press **SAVE** button denoted by  icon at top right corner of the screen. If data is saved “**Successfully saved**” message appears at the bottom of the screen.
7. Without filling all required details you cannot leave the page so fill **details** and save. Then press  icon at top right corner of screen to return to the **other forms** page.

## 4 Upload Reports (अपलोड गर्नुहोस्)

1. Press “” button of Home page to upload the saved reports. A dialog with two tabs viz. **NOT UPLOADED** (contains reports not uploaded to the server) and **UPLOADED** (contains report already uploaded to the server) appears as shown below.

2. Select report i.e. a row from the list and press “**SYNC**” button of the dialog box. An alert with a confirmation message appears as below. Press “**CANCEL**” button to cancel and press “**UPLOAD**” button to upload the report.
3. Once the upload is completed an alert box with success message appears and if the upload fails then upload fail message is shown in alert box.
4. If you press “**UPLOAD**” button without selecting any report, warning alert dialog appears.

## 5 Edit Report (प्रश्नावली सम्पादन)

1. Press “प्रश्नावली सम्पादन” button to edit the saved report.
2. A dialog with two tabs viz. **NOT UPLOADED** and **UPLOADED** appears as shown below.


रिपोर्ट छात्रहोस्

NOT UPLOADED      UPLOADED

घर नं  
3130414\_003\_112

घर नं  
3130410\_001234\_000

CANCEL      SYNC

3. Select report i.e. a row from the list and press “**EDIT**” button of the dialog box.
4. The saved details will be loaded on the form after pressing **EDIT**. The *Email, Province, district, municipality, ward number, surveyor id, house type, house number, added number to house and new built house number* are not editable so they are disabled when edited. Other details can be edited and saved normally like while creating new report.
5. But if you changed and did not save the details changed and pressed  icon at top right corner of the screen then the changes made are not saved.