EASE OF LIVING AND MUNICIPAL PERFORMANCE INDICES

DASHBOARD USER MANUAL
Introduction to the dashboard user manual

This manual is meant as a guidebook to access the dashboard and fill out data and upload documents. Please follow the instructions carefully while filling out the individual indicators as well as correcting the data that may have already been submitted by you. There is a help desk support available for you to seek any clarification at any time. Please help us help you to maximise your marks and improve your position in the ranking.
Log on to 'https://smartnet.niua.org/eolmpi19'
Enter your secure user name and password sent to you from our central node
This will take you to the following screen.

Select 'Click here to enter' under the preferred index to start filling in the data.

Help desk support. Click on this and you’ll have the contact details of the personnel mapped against your ULB.
Click here to start filling our data and loading supporting documents.

Once the data points are submitted, they shall be validated and approved centrally. This data points will be reflected here. City nodal officer will be intimated of the status of data points.

These are progress counts, which will help you keep track of how much work has been completed. These will be automatically updated as soon as you enter any data and submit.
EoL Data Entry Form

Pillar wise Dashboard

Category wise Dashboard

Data point status

Guidance notes

Screen 4
This will lead to this page

Indicator description will be given here

Click here to start entering data and uploading documents

<table>
<thead>
<tr>
<th>A. Total Population of City as per Census 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Total Area of City as of 31st March 2019</td>
</tr>
<tr>
<td>C. Total Number of Household in the City as per Census 2011</td>
</tr>
</tbody>
</table>
This will lead to this page

The data is to be filled here

Remarks is primarily for questions which are not applicable for a specific city. Under such circumstances, write ‘0’ or NA in the response box and not applicable in the remarks box.

This saves the datapoint as draft for the sections filled so far. It is necessary to click ‘Save as Draft’ once the data points are filled.

Document upload will be here; size limit is 2MB.

This is just to save the General Section

…and we will frequently remind you to save.
Under EOL, there are 3 pillars, and you can start with any one. There are 14 categories across 3 pillars. You can choose any one to fill at any time at your convenience. Like before, these are indicators. This panel will show the category wise progress of data submission. And by clicking here you can start entering the data.
Remember, the progress counter starts moving only after documents are attached, not before.

Final submit will be enabled only when all data points (100%) are filled.

This is to take the printout of pillar-wise data points.
Important things to remember

❖ Every document upload has to be signed/certified for it to be acceptable as a valid supporting document.

❖ For data being provided by the ULB, the supporting document is to be signed by appointed city Nodal officer; for data being provided by departments other than ULB, supporting documents have to be signed/certified by source department as well as nodal officer.

❖ For indicators that are not applicable for any city, please enter ‘0’ or NA in the response column (depending on whether it is a numerical or alphabet field) and write Not Applicable in the remarks space. However, all NA submissions have to be certified with reason by the CEO of the ULB.

❖ All documents have to be in PDF format. If the document size exceeds 2 MB, feel free to send the evidence to the designated drop boxes or an URL link but attach a pdf page stating the same in the file upload.

❖ Do not attempt to fill out any indicators or data point that has been indicated that ‘it will be filled centrally’ in the manual.

❖ Remember, once final submission is done, the same cannot be opened and changed without special permission from MoHUA.

❖ Before final submission, take a printout of the print of the entire submission (not the attachments) and get this summary signed by CEO (Smart City/Municipal Commissioner/ Any other equivalent offer of the ULB for certification. The signed printout has to be uploaded to the designated drop boxes.
Finalisation of indicators and data points for MPI and EOLI

Upload to https://smartnet.niua.org/eolmpi19 along with guidance notes

Development of user manuals for portal upload as well as direct mailers to nodal officers

Attachment of 53 on-ground assessors to 114 cities in rotation to help nodal officers collect and collate data from different departments

Activation of Karvy central help desk (14 members) for direct assistance to ULB nodal officers

Video conferencing with nodal officers to take them through user manuals and the assessment protocol

12 one-day workshops covering 114 ULBs to bring all departments on the same page

Review of documents as and when uploaded by ULBs and providing feedback on validity

By 15th Feb

Initiation of the Citizen Perception Survey, both face-to-face and online

Scoring and ranking of cities based on documentation and citizen perception survey scores

PREPARATORY ACTIVITIES

ASSIGNMENT PROTOCOL

SUPPORT ACTIVITIES