

**INSTALLATION AND OPERATING GUIDELINES FOR E-SCHEDULE SOFTWARE
OF NSS 77th Round (January 2019 - December 2019)**

1. The Software can be installed in any 32/64 bit Desktop-PC/Laptop running under Windows 7 with .NET framework version 4 installed. If the .NET framework is not available the Software will automatically download the same provided internet connectivity is available.
2. Separate softwares are available for the Central sample and the State sample. Version numbers for the Central sample Software and the State Sample Software are 1.6 and 3.6 respectively. This information about the software is available at the starting form. Please note, the Central sample software and the State sample software cannot be installed in the same machine. Unless otherwise mentioned, information in this document is applicable for both the software.
3. Please download the software installation file in zip format and this document from the following links.

For Central Sample (Nss77thRoundCentralSampleSetup.zip, password: nss77):

<https://drive.google.com/file/d/1H22FYiPDHUV0ZsBg5PK8lIoHjgWuMzQe/view?usp=sharing>

For State Sample (Nss77thRoundStateSampleSetup.zip, password: nss77):

<https://drive.google.com/file/d/1tePa-N9k7ufcoLGBVrfnYH4nrQwgkp3A/view?usp=sharing>

This document:

<https://drive.google.com/file/d/1d3iBnpFjV6iEBinveRjh3coY4GBtWLsg/view?usp=sharing>

4. Unzip the downloaded **Nss77thRoundCentralSampleSetup.zip** file (password: nss77) (**Nss77thRoundStateSampleSetup.zip** (password: nss77) for State Sample) to extract the setup file **Nss77thRoundCentralSampleSetup.msi** (for State Sample **Nss77thRoundStateSampleSetup.msi**). Uninstall the earlier versions of the software, **if installed previously**, in your PC/Laptop by clicking on the Control Panel>Programs and Features>Nss77thRound>uninstall. Then delete the folder '*Nss77thRoundSurvey*' created in the C-Drive.
5. Double click on the setup file unzipped at step 4 above to start installation. During installation, click **next** button in every form to complete the installation.

6. After successful installation, a folder **C:\ Nss77thRoundSurvey** will be created with the necessary files. A **shortcut ‘NSS 77th Round’** (Fig. 6.1) will also be created on the desktop after successful installation.

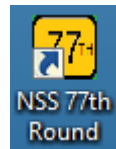


Fig. 6.1

7. **Nss77thRound.mdb** file, under the folder **C:\ Nss77thRoundSurvey**, contains the data. It is suggested that a copy of this file may be stored in different location if it is required to uninstall/ re-install the software. It is also advised to keep day to day copy of this file in a pen drive.
8. Double click the desktop icon for **shortcut ‘NSS 77th Round’** to start the software. The software can automatically check for updates and assist to download the new version. For that, it is suggested to keep the internet connection on in the laptop/PC. Please note update checking may require several minutes.
9. The first screen will present small form showing the name, option to select ‘Visit’ and other details of the survey, with other options to continue or exit the application. Please select either Visit 1 or Visit 2 as it may be appropriate. Pressing the ‘continue’ button, will present a sample list of NSS Time Use Survey, 2019. This initial list pertains to State Code ‘19’ (i.e. WEST BENGAL), Sector code ‘1’ (i.e., Central sample for rural areas of West Bengal) as a demonstration. The concerned RO/SRO must set the list to suit their needs.
10. To set the list, click the ‘ID Particulars’ button on the top-left of the screen. A small form titled ‘Filter list of FSUs’ will pop-up. Set all / some of the values of parameters namely, "Set SECTOR Code", "Set SRO Code" (for central sample software), "Set STATE Code", Set “DISTRICT Code” (for state sample software) as required to filter the desired Sample List of FSUs and save it. Close the Box and desired sample list will be generated. Please note, all codes are to be entered as ‘0’ padded to their left, if required.
11. Select the desired FSU from the Sample list by clicking on that Row which will highlight the entire row or any column in that row. Then click the button ‘Sch0.0’ at the top to start data entry for the Listing Schedule. After completion of data entry for Schedule 0.0, data entry for the Schedule 33.1 (Land and Livestock Holding of Households and Situation Assessment of Agricultural Households) and Schedule 18.2 (Debt and Investment) can be done by clicking the button ‘Sch 33.1’ and ‘Sch 18.2’. Detailed instruction for filling up the schedules is discussed later.
12. The blocks presented for data entry by the software looks same as it is printed in the schedule and therefore self explanatory. Data may be entered as required. For navigation

among data fields ‘**arrow**’ keys and ‘**tab**’ key may be used. Navigation style is same as in an Excel worksheet. It is suggested to use ‘**tab**’ key for navigation.

13. When data entry is completed for a block, click the ‘**save**’ button available on the form to save the work. Clicking ‘**save**’ button will validate the record entered and, errors if any, will be displayed in the grid on the form with proper message. Errors appearing in Red colors (starting with ‘E’, ‘X’ ‘S’) must be corrected and saved before proceeding to next block. Errors appearing in green colors (starting with ‘W’, ‘Y’) are warning in nature.
14. After correcting the errors, if any, click the ‘**next**’ button to proceed to the next block of the schedule. At any point of time the previous block of the schedule can be viewed and edited by pressing the ‘**back**’ button. The process may be continued till data for all the blocks in the schedule are entered.
15. When data entry is completed for an FSU, the same can be set ready for submission by selecting the FSU and then clicking the ‘**submit**’ button on the main form. To only validate the FSU again, ‘**validate**’ button may be pressed.

16.

*** New Features ***	
a)	In some blocks, three new buttons namely, ‘Add Row’, ‘Delete Row’ and ‘Insert Row’ have been provided.
b)	Clicking the ‘Add Row’ button will always add a blank row at the end of the grid.
c)	Clicking the ‘Insert Row’ button will always add a blank line above the currently selected row.
d)	Clicking the ‘Delete Row’ button will delete the contents of the current row and shift up all the records by one row.
e)	In Block 6 of sch 10.6, search facility has been provided based on activity description in column 10. Pressing CTRL + F together will pop up a search box where incremental search is possible.
f)	In Block 6, when the focus is on col. 4 or col. 5, Pressing CTRL + F together will present the list of time points as radio buttons, which may be convenient for choosing the appropriate time point.

17. During the process of submission, the FSU will be checked again for errors. FSUs having error cannot be submitted. However, FSUs having only warnings can be submitted after certifying the warnings (as checked and found OK) by the sender. After that a compressed file of the form **Nss77V9_F99999_ddMMMyyyy.zip** (‘V9’ represents **Visit 1 (V1) or Visit 2 (V2) as the case may be**, ‘99999’ represents 5 Digit FSU number and **ddMMMyyyy** stands for the date of submission by the application software)

containing an MS-ACCESS database will be created under the folder **C:\Nss77thRoundSurvey\SubmittedFSU**. This file would be sent to the data processing agencies for further processing. FOD (SE) may issue necessary instruction in this regard.

18. A submitted .zip file as described in step 18 above can be imported to another PC/Laptop. Received .mdb file (zipped/unzipped) may be copied to the **Import** folder already created under the **C:\ Nss77thRoundSurvey** and click on the **'Import'** button in the main form. Please note FSUs having errors can be imported into the system for correction.
19. In no case, the file name of the submitted FSU should be tampered with or renamed. The submitted file is created as a zip archive and should not be opened. The file as it is should be sent to the Data Processing Agency / Agency responsible for Super scrutiny. After submission a copy of the file should be maintained in a single folder/location with proper documentation.
20. Thereafter, for any updation/correction, if required, the last submitted file should be imported using the software, desired correction should be made by visiting the relevant block, validation run may performed and finally the entire FSU should be re-submitted using the application. The updated file should be sent for further processing and a copy should be preserved in the designated folder/location by replacing the earlier file. This process should be repeated for every correction that may be required from time to time.
21. Any problem faced in operating the software can be reported immediately by sending E-mails to dmkjee@yahoo.com describing the problem in detail. The user may call the developer at 033-25789528 between 2 to 4 PM on any day.

Instruction for data entry in Sch. 0.0

1. In this e-schedule provision of data entries in the blocks 0& 1, 4.2, 6 and 7 (rural only) are available.
2. The software will start with relevant items of Block 0 & Block 1 of the schedule 0.0. Block 0 is auto-filled. In Block 1, data entries only for items 11, 13 and 14 are possible and rests are auto-filled. Navigation among Blocks is done by clicking **'next'** or **'back'** button.
3. By clicking the **'next'** button, block 4.2 of the schedule will be opened. Fill this block and 'save'. Navigation in general for this schedule is as follows: Block 0 &1→Block 4.2→Block 6→Block 7 (for inhabited village only) →Block 2.
4. After completing data entry for Block 2, a Dialogue Box will come up with the message 'End of Schedule'. Please note that without filling data in Block 6, detail schedules cannot be filled-in.
5. Data for FSUs with survey code 4, i.e., selected FSU casualty but substitute FSU surveyed: inhabited, may be entered against the original FSU. In Block 1 of Sch 0.0, after

entering the Survey Code (Item 16) as 4, user will be allowed to change the values against Item 7 (sample sub-unit (SU) number, Block 0), Item 13 (population of village/number of households of UFS block) and Item 15 (total number of SUs to be formed (D)). These values, if different in substituted FSU, should be edited and made equal in respect to substituted FSU after consulting the particular details of the substituted FSU. Other particulars (e.g. village/Block name etc.,) of the substituted FSU may be entered as remarks in Block 2.

Instruction for data entry of Sch. 18.2

1. List of sample households will be seen first in the screen, as per the 'Particulars of the sample households' entered in block 6 of Sch. 0.0. Select the desired household ID from the list by clicking on that Row which will highlight the entire row or any column in that row. Then click the button '**next**' at the bottom to start data entry for Schedule 10.6. Navigation among Blocks is done by clicking '**next**' or '**back**' button.
2. Data can be only entered in the relevant blocks keeping in the inter-consistencies of the blocks. For example, data entry in block 4 can only be enabled after data entry of block 3.
3. In the e-schedule Block 12 has been split into 2 parts Block 12.1 for 'institutional agencies' and Block 12.2 for 'non-institutional agencies'). Item srl. 99 which provides total of these of two blocks has been dropped.
4. Click 'Add Row' button to add more blank lines wherever this button is available. Please note that while entering data, do not leave any row blank in between two filled in rows. Blank rows are allowed at the end.
5. Fields where data entries are conditional are disabled by default and will be enabled after fulfilling the conditions of related items/blocks.
6. Always click the '**save**' button before proceeding to the next block. As per the logical navigation, block 2 will appear at the end. Clicking '**next**' button after block 2 will show the message box 'End of Schedule'. It is advised to navigate with the 'next' button for ease of data entry.
7. In general, in this e-schedule navigation is as follows:
(VISIT 1)
Block 0 &1→Block 3→Block 4→Block 5.1→Block 5.2→Block 6→Block 7→Block 8→Block 9→Block 10→Block 11a→Block 11b→Block 12.1→Block 12.2→Block 13→Block 14→ Block 2.

(VISIT 2)
Block 0 &1→Block 11c→Block 12.1→Block 12.2→Block 13→Block 14→ Block 2.

8. When data entry is completed for an FSU, to validate the entire FSU again, **‘validate’** button may be pressed.

Instruction for data entry of Sch. 33.1

1. List of sample households will be seen first in the screen, as per the ‘Particulars of the sample households’ entered in block 6 of Sch. 0.0. Select the desired household ID from the list by clicking on that Row which will highlight the entire row or any column in that row. Then click the button **‘next’** at the bottom to start data entry for Schedule 10.6. Navigation among Blocks is done by clicking **‘next’** or **‘back’** button.
2. Data can be only entered in the relevant blocks keeping in the inter-consistencies of the blocks. For example, data entry in block 4 can only be enabled after data entry of block 3.
3. In the e-schedule, Block 5 (in Visit 1 & 2) has been split into two parts, namely, Block 5 (for items 1 to 10) and Block 5A (for items 11 to 15). Similarly Block 5.1 (Only in visit 2) has been split into 2 parts namely., Block 5.1 (for items 1 to 10) and Block 5.1A (for items 11 to 15).
4. Click ‘Add Row’ button to add more blank lines wherever this button is available. Please note that while entering data, do not leave any row blank in between two filled in rows. Blank rows are allowed at the end.
5. Fields where data entries are conditional are disabled by default and will be enabled after fulfilling the conditions of related items/blocks.
6. Always click the **‘save’** button before proceeding to the next block. As per the logical navigation, block 2 will appear at the end. Clicking **‘next’** button after block 2 will show the message box ‘End of Schedule’. It is advised to navigate with the ‘next’ button for ease of data entry.
7. In general, in this e-schedule navigation is as follows:
(VISIT 1)
Block 0 &1→Block 3→Block 4→Block 5→Block 5A→Block 6→Block 7→Block 8→Block 9→Block 10→Block 11→Block 12→Block 13→Block 14→Block 15→Block 16→Block 2.

(VISIT 2)
Block 0 &1→Block 3→Block 5→Block 5A→Block 5.1→Block 5.1A→Block 6→Block 7→Block 9→Block 10→Block 11→Block 12→Block 14→Block 15→Block 16→Block 2.
8. When data entry is completed for an FSU, to validate the entire FSU again, **‘validate’** button may be pressed.
