



USER MANNUAL FOR CAPTURE MONTHLY SCHEDULES

Data Porting Tools → Capture data (online) → Capture Monthly Schedules

Scope: This form available for PAO maker and medge DDO maker.

About Selecting Information:

1)DDO Code (Applicable for PAO login):

--User will select DDO code by clicking on drop down of DDO code.

2)Select Office

---User will select Office from available Offices of the selected DDO.

3)Select Designation

--User can filter employees by selecting Designation it will help to display only selected designation's employees.

4)Select Employee

--User will select all employees or select single employee as per requirement

5)Select Financial Year

--User will select Financial Year of which user want to Capture Schedule

5)GO Button

--After selecting above options, click on Go button to see following.

--If you want to reset form then click on Clear button.

Sr No.	Employee Name	Account No.	Type	Apr2014	May2014	Jun2014	Jul2014	Aug2014	Sep2014	Oct2014	Nov2014	Dec2014	Jan2015	Feb2015	Mar2015	Status Flags
1	Avinash Tatke	DIT/NIC-642	(SUB)	22	22	22	22	22	22	22	22	22	22	22	22	2200
			(REC)	33	33	33	33	33	33	33	33	33	33	33	33	0
			(ARS)	44												0

--Now user can insert or update data by entering values in (SUB)textbox for subscription,(REC) textbox for recovery and (ARS) textbox for arrears, then click on save button to save or modify data .

--After capturing data the entered data will be verified by checker (PAO/DDO).

Note: Once Approved, Records can not modify.