

## WQMIS User Guide

Foremost, WQMIS Super Admin will do the following:

- i) Registration of new lab
- ii) Create account for Lab Incharges and assign lab
- iii) Set lab-wise details of parameter that can be tested in any particular lab and test method, equipment, reagent
- iv) Add lab service areas (Mandatory for FTK users linking to lab)
- v) Add water sample testing rates for public users
- vi) Verification/ activation of 'Sample Collector' account
- vii) Update lab accreditation/ recognition certification details
- viii) Create account for 'DWSM Member Secretary'

Different users in WQMIS and their account creation

i.) **Super Admin Account** → login credentials will be provide by NIC, DDWS

ii.) **Sample Collector** →

open WQMIS home page (<https://ejalshakti.gov.in/WQMIS/Main/Indexweb>)

→ click on 'Departmental Official (Super Admin/ Sample Collector' for login

→ If not already registered, click on 'New User Registration (Departmental User)'

→ Enter mobile number and enter OTP

→ Enter details asked and submit details

→ Details of registered Department User *i.e.* sample Collector will reflect in account of Super Admin under Departmental user tab

→ Super Admin will click on orange button under 'Action' and will verify/ activate the account

iii.) **Lab Technician** →

Lab Incharge through his account will first register, if not already registered, new Lab technician through tab 'Manage Lab Technician' -> 'Add Lab Technician' and will assign lab to him

**Note:** Lab incharge may also change the already assigned lab to any lab technician through tab 'Manage Lab Technician' -> 'List of Lab Technician'

→ For lab Technician to login open WQMIS home page (<https://ejalshakti.gov.in/WQMIS/Main/Indexweb>)

→ click on 'Laboratory Official (Lab Incharge/ Lab Technician)' for login

→ If first time user and already registered as lab technician by lab incharge, click on 'Validate your account' otherwise directly enter login credentials

iv.) **Lab Incharge** →

Super Admin through his account will first register, if not already registered, new Lab Incharge through tab 'Lab Incharge registration' -> 'Create Account' and will assign lab to him

**Note: Super Admin** may also change the already assigned lab to any lab incharge through tab 'Lab Incharge registration' -> 'List of Lab Incharge'

→ For lab incharge to login, open WQMIS home page (<https://ejalshakti.gov.in/WQMIS/Main/Indexweb>)

→ click on 'Laboratory Official (Lab Incharge/ Lab Technician)' for login

→ If first time user and already registered as lab incharge by Super Admin, click on 'Validate your account' otherwise directly enter login credentials

v.) **DWSM Member Secretary** →

Super Admin through his account will first register, if not already registered, new DWSM Member Secretary through tab 'DWSM Member Secretary' -> 'Create Account' and will assign lab to him

For DWSM Member Secretary to login - open WQMIS home page (<https://ejalshakti.gov.in/WQMIS/Main/Indexweb>)

→ click on 'DWSM Member Secretary (Divisional Engineer)' for login

→ If first time user and already registered as DWSM Member Secretary by Super Admin, click on 'Validate your account' otherwise directly enter login credentials

vi.) **FTK User**

open WQMIS home page (<https://ejalshakti.gov.in/WQMIS/Main/Indexweb>)

→ click on 'Field Test Kit User' for login

→ If not already registered, click on 'New FTK User Registration'

→ Enter mobile number and enter OTP

→ Enter details asked and submit details

→ Details of registered FTK User will reflect under 'Manage FTK User' tab, in account of Lab Incharge of the lab to which that particular village is mapped

→ Lab Incharge will then Approve the registered FTK user for activation of account

→ Lab Incharge may also deactivate any existing FTK user through tab 'Manage FTK User' -> List of FTK User

## Laboratories – Steps to be followed for Water quality testing in WQMIS

### Step – I - Sample collector will register the sample

→ Click on

Submit Sample Info → As per laboratories → ‘Select Tests’ button under Action column against the concerned lab → Fill all mandatory fields

→ Fill details upto habitations level for location of source

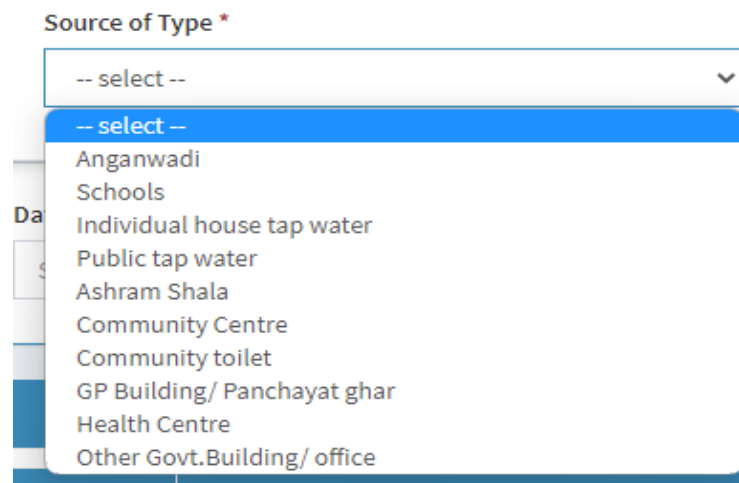
→ Fill details of Location of Water Sample

→ ‘Water Supply Scheme source’ radio button

- Select scheme from Drop down

→ ‘Delivery Point’ radio button is clicked

→ First select one of the following from ‘Source type’ drop down

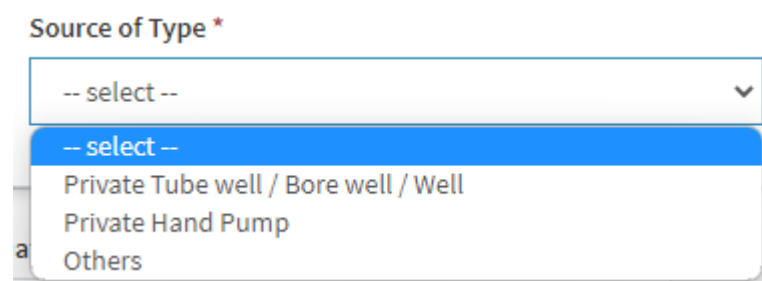


The image shows a screenshot of a web application interface. At the top, there is a label 'Source of Type \*' in red. Below it is a dropdown menu with a white background and a blue border. The menu is currently open, showing a list of options. The top option is '-- select --' with a small downward arrow on the right. Below it, the following options are listed: Anganwadi, Schools, Individual house tap water, Public tap water, Ashram Shala, Community Centre, Community toilet, GP Building/ Panchayat ghar, Health Centre, and Other Govt. Building/ office. The dropdown menu is positioned over a form that has a blue header bar.

→ Then use next drop down to select Water Source

→ Other source including private

→ First select one of the following from ‘Source type’ drop down



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→ Then use next drop down to select Water Source

→ Select parameters and click on proceed. Sample will be registered. Sample ID may be noted from ‘List of Samples’ tab

→ Physical sample is to be submitted in lab with details including sample ID written on it.

### **Step -II – Lab Technician**

→ All registered sample for any particular lab will show in account of Lab Technician in concerned lab under tab 'New Sample Received'

→ When physical sample received from Sample Collector in lab

Click on

→ New Sample Received → Show Details → Select dates → Payment mode offline → Submit

*[Note: Sample may also be rejected with remarks]*

→ This sample will now display under tab 'Sample Physically Received'

→ Lab Technician will test the sample

→ open tab 'Sample physically received'

→ Click on 'Enter Test Values' under Action column for the Sample ID for which sample has been tested

→ Will fill all mandatory fields repeatedly for all parameters to be tested for that particular sample. These fields include such as Select test(parameters), Measurement Method Used, Equipment Used, enter test value, date and time of test and keep on saving for each parameter.

→ When details for all parameters are filled, the final submit the report for approval of lab incharge

### **Step -III – Lab Incharge**

→ All Sample Reports submitted by Lab Technician will show under tab

→ Manage Sample Test → List of Reports to be approved

→ Click at 'show details' under Action column for any SampleID in the list

→ Sample test report as submitted by Lab Technician will display here

→ Based on the Sample Test Report submitted by Lab Technician, Lab incharge will select the Sample Contamination Status either as 'contaminated' or 'not contaminated'

### **Step – IV – DWSM Member Secretary**

→ Samples approved as contaminated by Lab Incharge will display under tab 'Remedial Action (lab)' for entering details of remedial measures taken against sample found contaminated

## FTK – Steps to be followed for Water quality testing in WQMIS

FTK user will test water sample using FTK and will register sample and test results in WQMIS

→ click on 'Add New Sample'

→ Fill all mandatory fields

→ Fill details upto habitations level for location of source

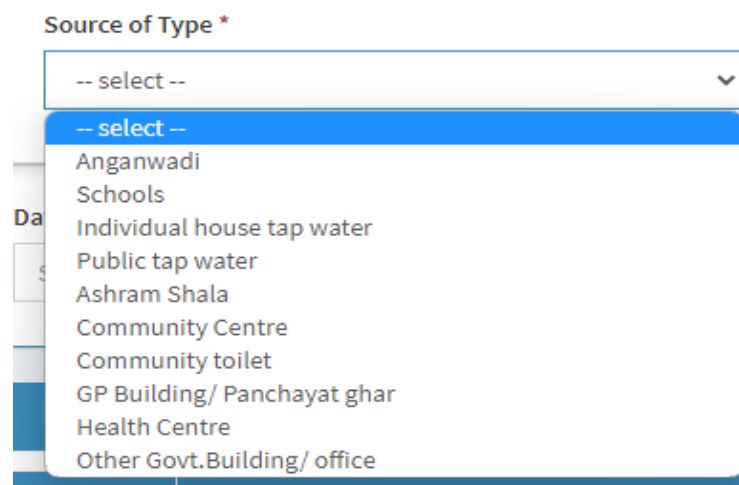
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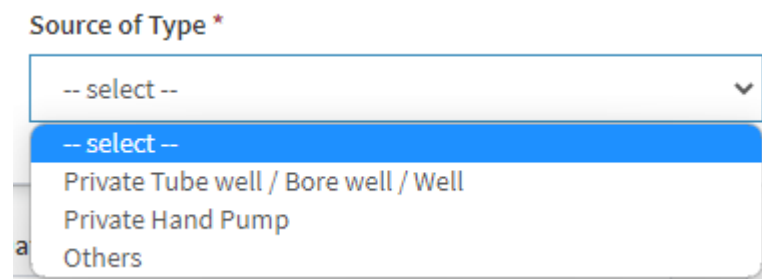


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→ Then use next drop down to select Water Source

→ Enter test results by selecting parameter wise 'Presence' or 'Absence' / 'Yes' or 'No' only for those bacteriological/ chemical parameters, for which sample has been tested using FTK and submit the results.

→ Samples found contaminated in FTK testing for chemical parameters will show under tab 'Remedial Action' in Lab Incharge account for remedial action. Remedial action for such samples is to re-test the sample of concerned source through lab.

→ Lab incharge to share sample ID of contaminated sample with sample collector for submitting the sample

→ in this case, Sample collector will follow following steps:

→ Submit Sample Info → Existing FTK Samples → Enter Contaminated FTK sample ID → Submit sample details as filled in for normal sample

→ Samples found contaminated in FTK testing for Bacteriological parameters will show under tab 'Remedial Action (FTK)' in DWSM Member Secretary Account for remedial action

### **Sanitary Survey**

→ Sanitary survey details may be filled through FTK user login or Lab Incharge login