

Instruction to all the Pest Monitors/Data Entry Operators.

Before entering the data, please check the data sheets thoroughly.

Enter the data in the following order (Scout Data Entry).

1. Check whether the village name is already available in the *Village Master Scout* using View -> *Village Master Scout* or using Find
If the village already available do not enter the village name once again at all.
2. Enter the field details. Here you assign type of Plot (Fixed plots and Random plots) and Crop (Cotton, Soybean, Castor). Once these entries are done, these cannot be modified. Hence make sure that the data is correct. However other details (farmer name, latitude, longitude etc.) can be modified/edited.
3. Now go for Data Entry Scout. Here you enter the data from the data sheets given by the Scout. Please check the **observation date** before saving the data. Since it has been found many of the Pest Monitors/Data Entry Operators are entering past/future date. You can select the correct date using the calendar given next to the observation date. Check the data in View -> Data Entry Scout before uploading.

Enter the data in the following order (Monitor Data Entry).

1. Check whether the village name is already available in the *Village Master Monitor* View -> *Village Master Monitor* or using Find
If the village already available do not enter the village name once again at all.
2. Now go to Data Entry Pest Monitor.
Here you Select -> Taluk -> Village -> Latitude -> Longitude -> Crop

(Latitude and Longitude are mandatory fields. You should not leave them blank)
Now start entering data from the data sheets of the Monitor.

You can delete the pests which are not observed by using the Delete Link on the right side of the Pest Name

Since it has been found many of the Pest Monitors/Data Entry Operators are entering past/future date. You can select the correct date using the calendar given next to the observation date. Check the data in View -> Data Entry Pest Monitor before uploading.

After the data is entered and Pest Monitor should ensure that the data is correct in all respect by using View Menu. Until this is done the data should not be uploaded.

Now Go to Upload Module

Make sure your modem connected to the computer and check the internet is working or not. If internet is working then follow these steps.

1. Click the Upload button on the top.
2. Compile the data by clicking the button. It will create a zip file and ask you to Open/Save/Cancel. You should click *Save* button and save it in a folder. Don't tamper with the compiled folder at all.
3. Press Next
4. Click Connect to Server.
5. Click the Browse Button. Here select the zip file that you have saved.
6. **Press the Upload button only once and wait for the message.** It will show records inserted successfully.

Data entry is over

Important Note to all the Pest Monitors/Data Entry Operators.

It has been found that some Pest Monitors/Data Entry Operators are tampering with the C:\NISPM folder and Program Files. You are instructed not to tamper with any of the files/folders of the software.

Instruction to all the Pest Monitors/Data Entry Operators.

It has been brought to our notice that some of the Centres are uploading their data while it is not being reported in the system. There might be possible reasons for not showing the reports of the data uploaded

1. Data entry operator might have compiled the data entered but not uploaded due to internet failure or any reasons. Later again he compiled which has overwritten the previous data with blank entries and uploaded the blank zip file.

Instructions:

Do not compile more than once at all for one data entry uploading.

2. Data entry operator might have entered village master and field details but due to no pest population, he/she might not entered the zero data sheet entries and uploaded the zip file.

Instructions:

Even there is no pest observed zero values has be entered and uploaded.

Please Note:

It has been observed that in some of the Centres after compiling the database (zip file creation) they are not able to upload the data due to Internet failure or for other reasons. Then they started entering the new data for another observation date and compiled the data and trying to upload. This gives error.

Hence you should not compile and upload the new observation date data without uploading the previous observation date. If you have two compiled zip files you have to upload in the same sequence as compiled.