



ALL INDIA ASSOCIATION OF COAL EXECUTIVES

SELF DATA MANAGEMENT SYSTEM

USER'S MANUAL



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May 2019

PREFACE

One day Mr. Muslim Ansari (AIACE member ID M-0353) called me over phone and advised me to become member of AIACE. I refused flatly saying it is of no use for me. I told him whatever decision management will take will apply to me also. Finally after a long ifs and buts I agreed to become a member of AIACE and now I am AIACE M-0941.

Once my name was included in the whatsapp group of AIACE, I became aware of what was going on within the Association. Being a computer programming hobbyist I suggested some methods to overcome the issues through one of my colleagues Dr. Binay Kumar Shrivastava (AIACE M-0666). Dr. Shrivastava then introduced me with the AIACE Convener Shri P K Singh Rathor. Finally, they requested me to update the AIACE website with the ideas I gave them to solve the issues. To intervene in the AIACE website <http://www.aiace.in> was not possible due to technical and the agreement between AIACE & the web-builder.

To avoid all these complications, I offered services to AIACE through my own website <http://www.sofexindia.com> which was started in the year 2004 and had adequate capacity to run the required programs. After clarifying some queries regarding the transfer of database to some other website both the Convener Shri P K Singh Rathor and Dr. Shrivastava agreed to the proposal and thus the a new homepage of association website came in existence as under:

<http://www.sofexindia.com/aiace>

Since a number of facilities have been provided in this SELF DATA MANAGEMENT SYSTEM software program, it is necessary to make a USER'S MANUAL so that maximum utilization of this software is possible by its users. I wish each and every member be benefited with this software.

Mohammad Zahoor Ali

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1. AIACE MEMBERS [Index](#)

Any Coal Executive of Coal India Limited (CIL) or Singareni Collieries Company Limited (SCCL) can become a member of AIACE. Presently the following categories exist in our database:

Honorary Member: Members above 80 years of age

Associate Members: Dependents of deceased AIACE member

Advisory Members: Superannuated/ retired members

Ordinary Members: Working as executive in CIL or SCCL

Each member has been give a unique Membership Number starting from 1 (also M-0001) and continuously onwards.

2. DATABASE STRUCTURE [Index](#)

Database structure has been designed so as to cover maximum part of Member's profile and is shown as *variable & Stands for* as under:

- | | |
|---------------|-------------------------------|
| ○ name | Name of the Executive |
| ○ eisno | EIS number |
| ○ memno | AIACE Member number |
| ○ memtp | AIACE Member type |
| ○ dob | Date of Birth |
| ○ dsgn | Designation |
| ○ discipline | Discipline |
| ○ area | Area |
| ○ comp | Company |
| ○ postedat | Posted/ Last posted at |
| ○ address_res | Residence address |
| ○ location | Location city/ town/ district |
| ○ email | Email address |
| ○ mobile1 | Primary mobile number |
| ○ mobile2 | Second mobile number |
| ○ name_fh | Father/ Spouse name |

- doj_cil Date of Joining Coal India
- doe_ec Date of entering into executive cadre.
- splachv Special achievements
- pfno Provident Fund Number
- ppo_no Pension Order Number
- status Status (active/blocked/expired/dependent)

3. SEARCH OPTIONS WITHOUT LOGIN [Index](#)

Following search options are given for any visitor to the website:

Open the link <http://www.sofexindia.com/aiace/index.php>

Click the Link *SEARCH OPTIONS*. The following screen will appear.



The screenshot displays the search interface for the All India Association of Coal Executives (AIACE). At the top, the title "ALL INDIA ASSOCIATION OF COAL EXECUTIVES" is shown in green. Below the title, there are two rows of search buttons: "Download Recent Search" (green), "Search by Mobile no." (blue), "Search by Name" (purple), "Home" (pink), "Search by Member No." (dark blue), "Search by Location" (green), "Search Residence" (pink), and "EIS No." (red). Below these buttons is a search form with a text input field labeled "Write Executive Name" and a "Search Name" button. At the bottom of the form, it says "Found Records =".

- Search by *Name*: Enter name or part of name and then search.
- Search by *EIS number*: Enter Exact EIS number and then search.
- Search by *Mobile Number*: Enter Exact Mobile number and then search.
- Search by *Residence*: Enter part of residential address and then search.
- Search by *Location*: Enter location/ District or part of it and then search.

➤ Search by *AIACE Member Id*: Enter Exact Member ID and then search.

➤ Note: Search results by Name, Location and Residence are also saved as text file with a short life till any other search is performed. This file can be downloaded by clicking the Menu item *Download Recent Search*.

4. AIACE MEMBER REGISTRATION [Index](#)

One time Registration is must for members to login and view his personal data, to update any erroneous or additional data and to Upload or replace photograph.

The following procedure is to be followed for Member Registration:

The screenshot shows the 'MEMBER LOGIN AREA' with a 'Home' button at the top. It contains two input fields: 'Enter your AIACE member no.' and 'Password (your EIS no.)'. Below these is a blue 'Login' button. At the bottom, there is a link that says 'Not registered yet? Click to Register (Registration is only one time)'. The text 'Click to Register' and '(Registration is only one time)' are highlighted with a red box.

Press Click to Register here

The screenshot shows the 'AIACE MEMBER REGISTRATION' page with 'Back' and 'Home' buttons at the top. It contains two input fields: 'Enter AIACE Member No.' and 'Enter password (your EIS no.)'. Below these is a blue 'Register' button.

Enter Member no & EIS no. as password then Press Register

5. MEMBER LOGIN METHOD & JURISDICTION [Index](#)

After successful Registration, go to Member Login Area again and then Enter member number & password (your EIS no.) in the text boxes given there and the Press Login. The following screen will appear:



Click the Menu *View/ Update Your Record*. This will lead the member to his/ her profile section where all the data recorded in the server database will be displayed. If photo has been uploaded it will also be displayed there.

Two options are available here:

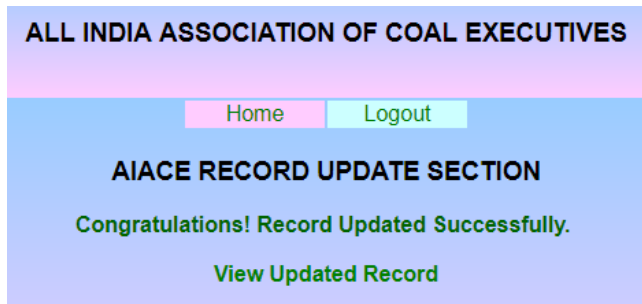
- Edit Your Data
- Upload Your Photo

If you find any error or you want to change/ add some data then Click *Edit Your Data* menu given at the bottom.

6. EDIT AND UPDATE YOUR DATA Index

Change/ add any of the editable data. You will observe that Member Number and Present Status are read only. These can only be changed by ADMIN of the system.

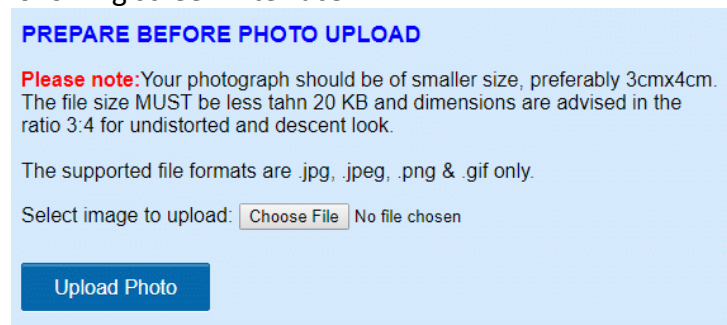
Press *Check Data & Update*. The following result should display on successful updating.



Click View Updated Record to check and also if you want to Upload/ Replace your Photograph.

7. UPLOAD/ REPLACE YOUR PHOTO [Index](#)

Click the menu item *UPLOAD YOUR PHOTO* which will lead you to the following screen interface:



Please read the instructions here carefully. The image pixel size must be within the limit shown and anything below 20kB but more than 1kB.

Choose your photo file by clicking *Choose File* and then press *Upload Photo*. On successful upload you will be prompted like this:

Your earlier photo will be replaced by this one.
Congratulations!
Your file 'Photo Upload.gif' has been uploaded successfully.
Photo saved successfully.

[Go to View Section](#)

The first line of the prompt appears only when you are uploading your photo again else the first line will not appear.

You can now click *Go to View Section* and confirm the upload.

Note: Sometimes, the replaced photo may not appear but the previously uploaded is still there. If, so try to upload photo file with previously used format which may be jpeg, jpg, png or gif.

8. UPLODED PHOTO NOT APPEARING NOW [Index](#)

If your uploaded photo was appearing in previous days but now it is not appearing.

IT SHOULD BE NOTED THAT IF THE ERRONEOUS EIS NUMBER OF A MEMBER IS CORRECTED IN THE DATABASE THE MEMBER SHALL HAVE TO UPLOAD HIS/HER PHOTO AGAIN. THIS IS BECAUSE OF PHOTO ADDRESS CREATED BY THE PROGRAM WHICH IS LIKE THE SHOWN HERE:

MEMBER ID_ EIS NO.(Extn jpg/jpeg/png/gif)

e.g. 941_90092743.jpeg

If EIS is changed the photo address also changes and hence no display of earlier photo.

9. REMOVING YOUR OWN PHOTO [Index](#)

At present there no such provision of removing one’s photo. Please contact the admin for removal of photo.

10. VIEWING PHOTO SECTION OF E-MAGAZINE [Index](#)

There are two types of Photo-Profile view in e-magazine as under:

PART I: Shows photo-profile of all existing members whether their photo is included or not. This part has been considered for Hard Copy Print.

This part can be viewed by Clicking the Opening Screen Group Photo as shown here under:



This will lead to the following screen:

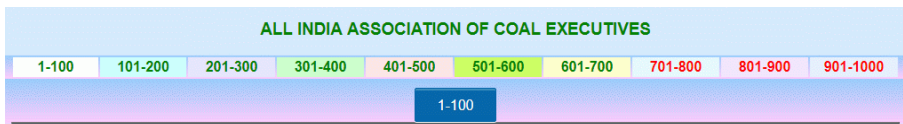
ALL INDIA ASSOCIATION OF COAL EXECUTIVES									
1-100	101-200	201-300	301-400	401-500	501-600	601-700	701-800	801-900	901-1000
1001-1100	1101-1200	1201-1300	1301-1400	1401-1500	1501-1600	1601-1700	1701-1800	1801-1900	1901-2000
1-100									

Here, user can view photo-profile of any member with his/ her AIACE member ID. Click the section which has the required Member ID. List of members between starting & end of that link will appear and

desired member ID can be seen. If the member has uploaded his photo within the stipulated date his photo will appear else a request will be found there to upload photo for next time.

PART II: Shows photo-profile of all existing members who have uploaded their photos for the e-magazine. This part has NOT been considered for Hard Copy Print.

The link <http://www.sofexindia.com/aiace/index.php> opens the main open screen. Click the *E-MAGAZINE Photo Profile Section*. This will lead to Part II of the photo-profile section as under:



Here the menu **1-100** means all members starting from the 1st photo of the magazine (not member with their ID) till the 100th photo will appear there, of course, along with their shortened profile.

First select from upper group, then press the blue button below it for display.

This type of view gives a direct count of photos uploaded in the server for e-magazine.

11. TAKING PRINT OF E-MAGAZINE (PHOTO-SECTION) Index

Printing is possible in sections like 1-100, 101-200, ... 601-700 and so on. Finally append the sections one after other, if a single file is required. This is not advised as in that case the file size will be too

high to handle. For Hard Copy print there is no requirement of appending them.

It is always advised to create a pdf file before making hard copy. Right click the photo-view section displayed and select *PRINT*. Option will be available to save as pdf or to select another pdf printer like *cute-pdf writer*. Now click ok to print in pdf format. Similarly pdf files can be prepared for other photo-section views.

Finally it's easy to take hard copy colored print of pdf file which does not require any INTERNET connection.

12. ADMINS & THEIR JURISDICTION [Index](#)

Admins are members with additional access and to the database.

- a. They can ADD new members
- b. They can EDIT any field of any member EXCEPT member ID (It is to be noted that once member ID allotted will remain unchanged whether the member is in Roll or not.)
- c. They can Upload Photo of any member
- d. They can Replace Photo of any Member
- e. They can Remove Photo of any member
- f. They can ADD/ APPEND a list of new members
- g. They can change status of a member (active/ dependent/ blocked)
- h. They can view the complete list of members and their recorded data at a glance.

13. REGISTRATION AS ADMIN MEMBER [Index](#)

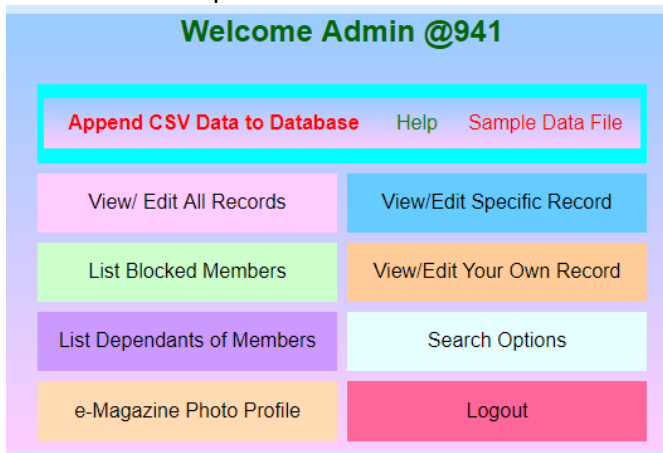
Open <http://www.sofexindia.com/aiace/>

- ❖ Click on [Admin Login](#)
 - Click on Not Registered yet? [Register Here](#)
 - Enter AIACE Member no. (authorized members only)
 - Enter password of your choice, no binding
 - Click [Register](#)
 - Congratulations! Message will appear
 - ◆ Click [Login](#) there to come back to Admin Login Screen

Now, Login with the **Admin credentials** created as mentioned above.

14. ADMIN LOGIN [Index](#)

On Login as Admin the following interface will appear containing menu items for various operations:



PRECAUTION:

Please remember **Admin password** set by. In case of 'forgot password' you will have to contact at the number given hereunder.

Rest is a matter of browsing. In case of any problem, please contact the developer (7004723289 whatsapp). Suggestions are always accepted with gratitude.

15. VIEWING ALL RECORDS AT A GLANCE [Index](#)

Click the menu **View Edit All Records**. Admins are advised to perform this operation carefully. If the numbers of members are very large, the display may hang due to memory problems.

Though Edit option is given here it is advised not to perform it here.

16. VIEWING & UPDATING OWN RECORD [Index](#)

Click **ViewEdit Your Own Record** to perform this action. It is similar to as discussed in Members' section.

17. VIEWING & UPDATING A RECORD [Index](#)

This menu item is very useful for ADMINS. Through this menu, Admin can perform lots of work to make the database free from errors. It can be used to update any data of any member. Can upload/ replace photo of any member, can block any member etc.

Procedure is as under:

Login as Admin -> ViewEdit Specific Record ->Enter member's ID whose Record is to be updated ->Edit This (member's) Photo

After editing necessary data fields -> Check Data and Update-> View Updated Record ->DONE

It must be noted that MEMBER ID can't be changed even by Admins. Member ID is UNIQUE and once allotted to a member remains attached to him/her till the life of the Database.

18. UPLOADING ANY MEMBER'S PHOTO [Index](#)

Follow the following procedure to upload a member's photo:

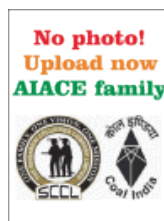
- Admin Login
 - ViewEdit Specific Record
 - Enter member's ID whose photo is to be uploaded
 - Upload Member Photo
 - Choose File (Photo)
 - Upload Photo
 - Go to View Section
 - DONE

19. REPLACING ANY MEMBER'S PHOTO [Index](#)

Repeat the procedure mentioned in *UPLOADING ANY MEMBER'S PHOTO*.

20. REMOVING ANY MEMBER'S PHOTO [Index](#)

Default Image-1



Default Image-2

Removing a member's photo is to be carried out just by replacing the member's photo with the default images shown above. The procedure is similar to adding/ uploading a member's photo.

21. LIST OF BLOCKED MEMBERS [Index](#)

By clicking this menu Admin can view & then review the **status** of the member. If required the member status can be changed from *Blocked* to *active* or *Dependent*.

22. LIST OF DEPENDENT MEMBERS [Index](#)

By clicking this menu Admin can view & then review the **status** of the member. A dependent member is also comes under Associate member type.

23. SEARCH OPTIONS [Index](#)

These options have already been discussed under **SEARCH OPTIONS WITHOUT LOGIN** above.

24. E-MAGAZINE PHOTO PROFILE [Index](#)

Following links provide several types of information about the photo-profile of members. Some links are available in the interfaces while some are not. However, short descriptions of various photo-views are given hereunder with its **link**:

25. PROFILE-PHOTOS OF MEMBERS WHO HAVE UPLOADED PHOTO [Index](#)

http://www.sofexindia.com/aiace/emag_photo.php

Shows Photo Profile of Members whose photo is uploaded and are located in the server.

26. E-MAGAZINE PROFILE-PHOTOS OF ALL MEMBERS [Index](#)

http://www.sofexindia.com/aiace/photo_emag.php

Shows Photo Profile of *ALL* Members, whether their photo is uploaded and are located in the server or not.

27. FINDING LOCATIONWISE MEMBERS WITHOUT PHOTO

http://www.sofexindia.com/aiace/search_location_nophoto.php

Shows Location-wise how many members have not provided their photo alongwith the total members in that location.

28. FINDING ALL MEMBERS WITHOUT PHOTO [Index](#)

http://www.sofexindia.com/aiace/emag_nophoto.php

Shows list of all members who have not provided their photos.

29. FINDING E-MAIL OF MEMBERS WITHOUT PHOTO [Index](#)

http://www.sofexindia.com/aiace/email_nophoto.php

E-mail address of all those who have not submitted/ uploaded their photo can be obtained from here.

30. APPENDING MEMBERS TO THE DATABASE [Index](#)

This is the most sensitive part of the program. Very much care is required to perform this operation. The following procedure is to be followed for appending NEW MEMBERS DATA to the database.

- Login as Admin
 - Observe the menu shown here



Before doing any operation one should click the **Help** menu and read it carefully.

Next Click the menu **Sample Data File** and observe it carefully. It is a .csv file. A csv file is basically an EXCEL file having only one WORKSHEET and the data saved in **.csv** format.

Now look at the data in the sample file. There are no headers over the data. However, to understand the sequence of data the following headers shown here must be followed.

	A	B	C	D	E	F	G	H	I	J	K	L
1	name	eisno	memno	memtp	dob	dsgn	discipline	area	comp	postedat	address_res	location
2												

M	N	O	P	Q	R	S	T	U	V	W
email	mobile1	mobile2	name_fh	doj_cil	doe_ec	splachv	pfno	ppo_no	status	db_id

- Fill up new members data in the sequence shown above.
- Leave blank where no data is available.
- Be cautious to fill the Member ID **memno**, database will not accept duplicate value and in that case no data will be appended in the database. This is very important to note.
- Delete any other sheet of the Excel workbook if exists. There should be only one worksheet. This is pre-condition for saving as .csv file.
- Save the Excel file as usual using .csv filename extension.
- Now, save the Excel file again in .CSV (Coma delimited) format. Ignore any message.
- Check the presence of your CSV file in the folder.

31. APPENDING THE CREATED CSV FILE TO DATABASE [Index](#)

- Login to the Self Data Management System as **ADMIN**
- Click the menu item **Append CSV Data to Database**. (Note: Sample Data File can be downloaded by clicking the **Sample Data File** in the Welcome section).
- See the Warning there and ensure the member number either starts from that shown there or is not less than the number shown. This is very important to note.
- Press the **Choose File** button and select the CSV file created and located somewhere in your system.
- Now, finally press the command button **Export CSV File** to the server database.

- If you see any change in the **Appending Member ID must start from** number than your data is appended successfully, else your data is not appended. Look for any duplicate **memno** and try again.
- Column headers shown above should not appear in the .csv file. The headers are shown just to emphasize that the order/sequence of data will be like that.
- Sample filled up Excel File looks like this:

	A	B	C	D	E	F	G	H	I	J	K
1	NARENDRA KUMAR SI	90004136	1344	ADVISORY	05-12-1947	General Manag	Mining	BSc Minin	CCL	Rajrappa	Near Dhar
2	DR VIJAY KUMAR	90060153	1345	ADVISORY	7-20-1951	Dy Chief Medi	Medical	MBBS	BCCL	Area1	Flat No Hi
3											

L	M	N	O	P	Q	R	S	T	U	V	W
DHANBAC	nsingh1947	9955366407		Late Kedar Singh						ACTIVE	1344
DHANBAC	2071951vijja	8092420302	8092420302	Late Raj Kishor F						ACTIVE	1345

For any further query in this respect please contact the author at his mobile number with whatsapp at +91 7004723289.

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POPULAR SOFTWARES OF THE AUTHOR

Some of the softwares are Evaluation Packages while others are Free Packages. Both type of softwares can be downloaded free of cost from the following website:

<http://www.sofexindia.com>



Elect 7.07 Software deals with Electrical Engineering of Overhead Transmission lines and Selection of Most Economical Conductor. Unique software for Energy Audit, Power Bill checking, recording and analysis, Sag and Tension of overhead lines, Costing of overhead lines of any given specification



Cable Selection Software deals with selection of most suitable cable for a specific purpose, cable network analysis, properties, costing of PVC, PILC & XLPE Cables of any specification. Unique software on Power Cables.



Standard Transformer capacities, Transformer Selection and Power Balance, Power Factor improvement capacitor selection, Transformer connections and vector diagrams, Star-Delta Conversion, Winding temperature rise, percentage impedance calculations etc.



±10000 Year HIJRI & Gregorian Calendar with worldwide Sunrise Sunset timings. Simultaneous display of Hijri and Gregorian system of calendars. It can convert Hijri dates into Gregorian and vice versa. The Date Conversion Range is from 1 Muharram 1 AH to 30th Jumadis-sani 20874 AH correspondingly from 16th July 622 AD to 30th May 20874. It displays Sunrise & Sunset of your city and many other features.



As per Muslim Law of inheritance, the estate of a person, after death, is distributed among his/ her legal heirs. The WIRASAT computer software, deals with distribution of deceased's estate/ wealth as guided by the Holy Quran, Hadith & Muslim Personal Laws. WIRASAT is unique software of its kind, first time in India as well as in the Muslim world. WIRASAT software will help you to find it with logical and legal explanations.



PC Alarm for those who concentrate deep during some work. Just set the time and get free. A number of alarm sounds have been provided with a facility to add your own voice.



Set of Happy Birthday, Happy Wedding Anniversary, Death Anniversary, Lunar Festival Celebrations and National Anniversary programs. If installed, will wish/ remind respective dates to celebrate the occasion.



FILE NAVIGATOR software is a unique software for music lovers, entrepreneurs, audio and video editors, audio cassette makers, CD/DVD writers etc. In addition to number of various types of jobs can easily be done with the help of this software.

Other feathers in the cap of SofexIndia are Loan-Interest Calculator, Abjad numbers, HCF-LCM calculator, You Can Win this Game, Medical Store Inventory, Hayya Alas Salah, Job Card Analyzer, Material Manager and many more.

Visit our Homepage: <http://www.sofexindia.com>