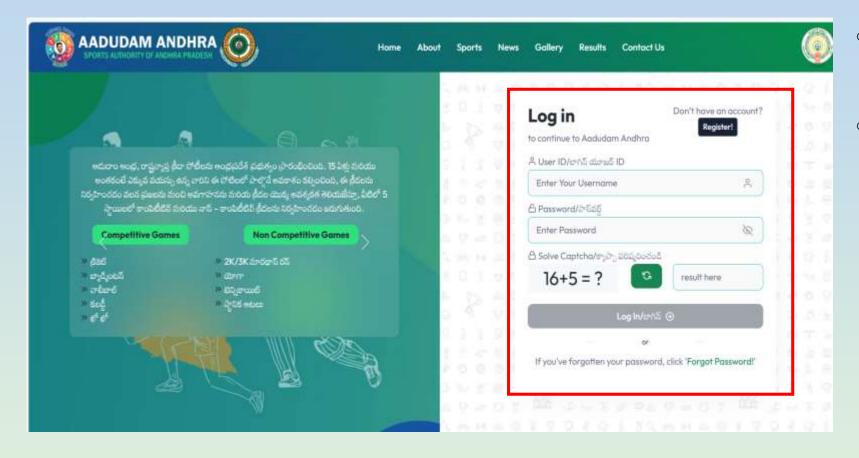


Master Data Sheet User Manual

Step:01 : LOGIN



- To Update, MDS data for Aadudam Andhra Tournament, open web browser and enter www.aadudamandhra.ap.gov.in/login
- Login Screen: Enter User ID, Password and Captcha and click on Login

Step:02: Ground Data Update

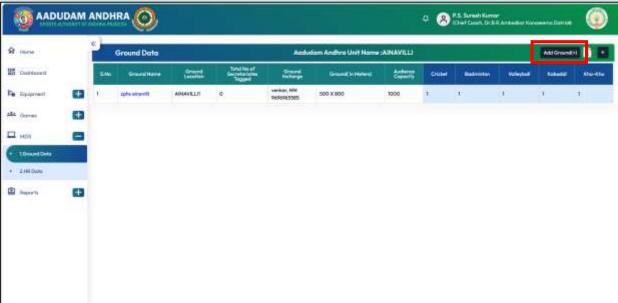




- After Successful login, Click on MDS, to Update or to Verify MDS.
- After click on MDS Two option will shown, Ground Data and HR Data, as shown in the screen.
- To Enter Grounds Data Click on Ground Data, Then District wise Grounds details will be shown.
- Click on District Name
- After clicking on District Name Mandal wise Ground Details will be shown.
- Aadudam Andhra Unit Name(Mandal Name)
- Total No of Secretariats
- Total No of Grounds
- Total No of Secretariat's Tagged
- No of Photos Updated
- No of Lat Longs Updated
- Sports Wise Grounds Mapped.
- Click on Mandal to view the Mandal Level Grounds details .

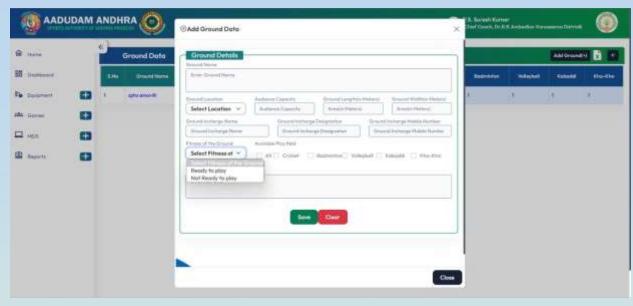
Step:03: Ground Data Update





- After Click on Mandal Name, Grounds which are identified and tagged details will be shown as below.
- O To Add new Ground Click on Add Ground Button.
- To view the secretariats which are mapped the ground, Click on Ground Name

Step:04 : Ground Data Update





- After click on Add Ground, Screen will be displayed as shown.
- Ground Name (Should be unique, Don't use same name for single ground)
- Need to enter Ground Location, Audience Capacity, Ground Length (In Meters), Ground Width (In Meters), Ground In-charge Name, Ground In-charge Designation, Ground In charge Mobile Number,
- Select Fitness of the Ground
- Available play field(Check boxes need to be select based on sports for which the ground is suitable.
- Enter if any remarks
- Click on Save , Ground Details will be saved.

- After click on Ground Name, Secretariats which are tagged to that ground details will be shown.
- Example in the below screen Two
 Secretariats are mapped to same ground.

Step:05 : HR Data update

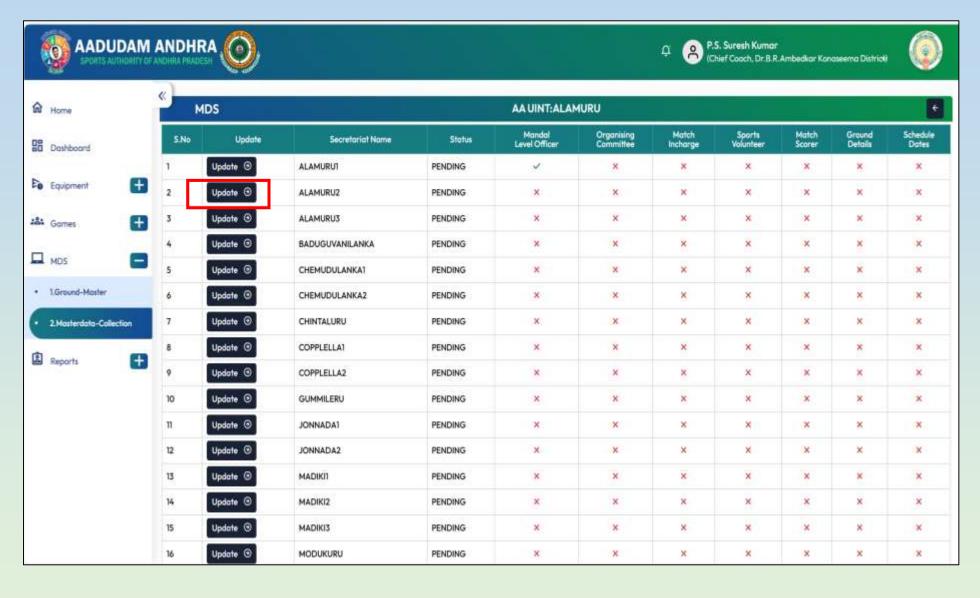




- Click on HR Data Collection to view the details about Grounds Mapped to Secretariat along with committee members.
- District Name
- Total No of Aadudam Andhra Units(Mandal's)
- Total No of Secretariats
- Total No of Secretariats Tagged.
- Total No of Secretariats to be tagged.
- Mandal Level Officer
- Organizing Committee Match In-charge
- Sports Volunteer
- Ground Details, Schedule Dates.
- Details will shown.
- Click on District name
- O After Click on District Name Mandal wise details will be shown.
- AA Unit Name(Mandal Name)
- No of Secretariats
- Completed Secretariats(Ground mapped)
- Pending Secretariats(Grounds not mapped)
- Mandal Level Officer
- Organizing Committee Match In-charge
- Sports Volunteer
- Match Scorer,
- o Ground Details,
- Schedule Dates.
- Details will be shown.

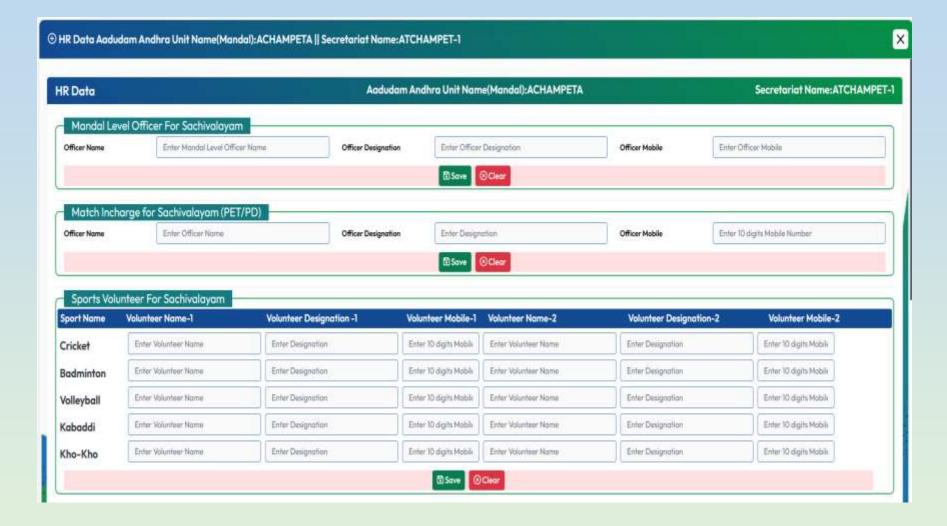
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Step:06: HR Data update



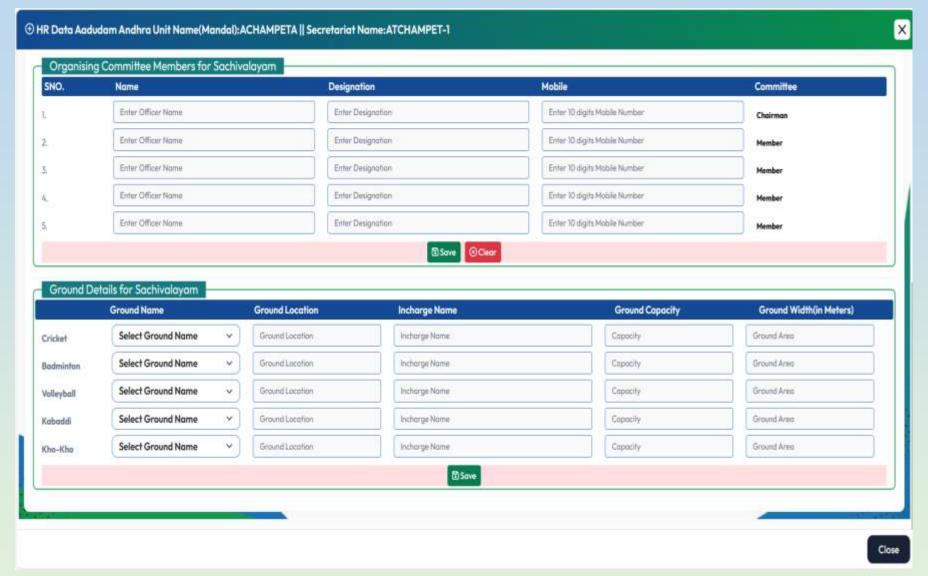
- Click on Mandal Name
- Mandal wise details will be shown as in the side screen
- Secretariat Name
- Status
- Mandal Level Officer
- Organizing Committee
- Match In-charge
- Sports Volunteer
- Match Scorer
- Ground Details
- Schedule Dates
- O Details will be shown
- To Update any of the above details click on "UPDATE" Button.

Step:07 : HR Data update



- After click on Update button
- To update Mandal level officer for Sachivalayam(Nominated by Collector) enter Officer Name, Officer Designation, Officer Mobile Number and click on Save.
- To Update Match In charge for sachivalayam(PET/PD)
- Enter Name, Designation, Mobile Number for all the members and click on SAVE.
- Sports Volunteer for Sachivalayam enter all fields and click on save.

Step:08 : HR Data update



- To update Organising Committee
 Members for Sachivalayam,
 Committee Chairman and
 Members details
- Name, Designation, Mobile
 Number need to be enter and click on save.
- Ground Details For Sachivalayam. Here ground mapping to sachivalayam need to done sports wise Ground Name, Ground Location, In charge Name, Ground Capacity and Ground Width (In meters) need to be enter and save.

THANK YOU