

# Staff Data Collection – 2021

## *User Manual (v1.1)*



- This web application was developed based on the questionnaire, information and consistency of fields provided by the Research and Special Studies division.
- The web application runs 100% comply with desktop and laptop computers.
- Performance of the web application runs on the mobile device may depend on the type of OS & version running on the device and the size & resolution of the screen.

## Login

URL: <https://data.statistics.gov.lk/dcs>

User Credentials:

Username: Username will be received from the Research & Special Studies Division

Password: Password will be received from the Research & Special Studies Division

Select Language: Select the language you preferred to proceed

Click on 'Login' button.

DCS  
Staff Data Collection - 2021

Please Enter Your Information

Username

Password

-- Select Language --

Login

Downloads:

- User Manual
- Questionnaire

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Fig 1.1 Login Page

## Start the questionnaire

After successful login 'Welcome Page' will be received (Fig. 1.2).

Data collection of the staff of Department of Census and Statistics 2021

Welcome, Miss. PERERA

Welcome

Employee Name : Miss. JK PERERA  
Emp No : 10008

Dear Employee,  
If the above details are correct, please click "Proceed" button to continue the survey.

If the details are incorrect or any issue regarding this questionnaire please contact the following officers at the 'Research and Special Studies Division'.

Name	Designation	Telephone
Ms. K.K.C. Shiromalie	Senior Statistician	011 214 7478
Mr. W.H.D.C.P. Wijesuriya	Senior Statistician	011 214 7477
Ms. B.G.G.K. Bambaranda	Statistician	011 214 7480
Mr. G.A.K.N.J. Abeyrathne	Statistician	011 214 7472

Proceed

Thank you.

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Fig 1.2 Welcome Page

If only the given details are related to you click on 'Proceed' to start the questionnaire.

There are 12 sections on 8 pages to be filled in order to complete the questionnaire.

The screenshot shows a web application interface for data collection. The header includes the title 'Data collection of the staff of Department of Census and Statistics 2021' and a user profile for 'Miss. PERERA'. The breadcrumb trail is 'Home > Section 1 > Details of current work place / Designation'. The main heading is '1. Details of current work place / Designation'. The form contains several fields: '1.1 Place of work \*' (dropdown), '1.2 Address of the work place \*' (text input), '1.3 Administrative District of the work place \*' (dropdown), '1.4 Divisional Secretariat Division of the work place \*' (dropdown), '1.5 Designation \*' (dropdown), and '1.6 Are you office based or field and office based \*' (radio buttons). A note states: 'Those who have two work places, give the details of the permanent work place.' A 'Save' button is located at the bottom right of the form area. The footer text is 'DCS-SDC v1.1 | © 2022 Department of Census & Statistics | Powered by ICT Division'.

Fig 1.3 Inside Pages - Section 1

Fill each section and click on **'Save'** at the right bottom of the page to save the section (Fig. 1.3).

If the page is saved successfully, you will receive a message on the top of the page as in Fig. 1.4.

Click on **'Go to Next'** to go to the next page.



Fig 1.4 Message on successfully saved page & the button to move to next page

After successfully completing all the 7 sections, click on **'Confirm and Finish'** at the section 8 - Confirmation to complete the questionnaire (Fig 1.5).

The screenshot shows the 'Confirmation' page. The header is the same as in Fig 1.3. The breadcrumb trail is 'Home > Section 12 > Confirmation'. The main heading is '12. Confirmation'. Below the heading is the text 'I certify that the above mentioned details are true and correct'. The form contains two fields: '12.1 Respondent's Name \*' with the value 'jkd' and '12.2 Date \*' with the value '01 / 10 / 2022'. A note states: '\* Required fields'. A green button labeled 'Confirm and Finish' is located at the bottom right of the form area. The footer text is 'DCS-SDC v1.1 | © 2022 Department of Census & Statistics | Powered by ICT Division'.

Fig 1.5 Confirmation

Then you will receive the confirmation message as in Fig 1.6.

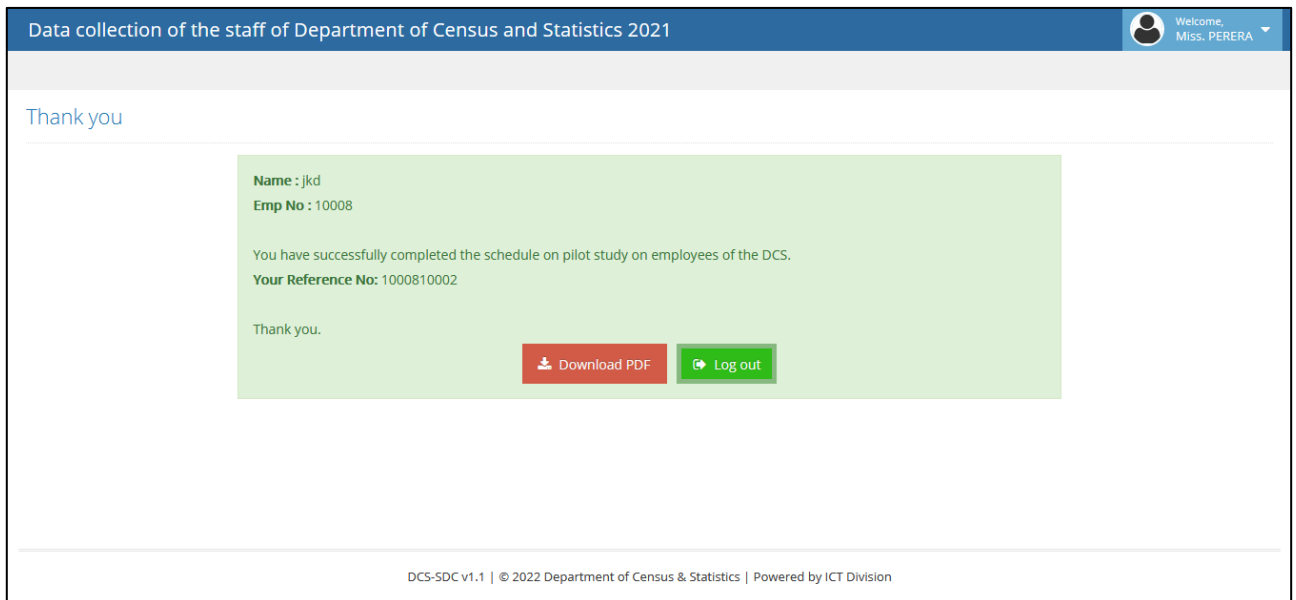


Fig 1.6 Thank you

Click on '**Download PDF**' button to download the confirmation message.

## Logout

The user can logout from the system at any time by clicking your name (It is on the top right corner of the blue title bar) and then click '**Logout**' (Fig. 1.7)

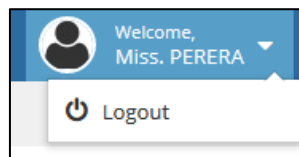


Fig 1.7 Logout

## Side Menu

Depending on the size of the screen you are using, the left side menu may be hidden as in Fig 1.8.

Data collection of the staff of Department of Census and Statistics 2021

Welcome, Miss. PERERA

Home > Section 10, 11 > Other details & Confirmation

### 10. Knowledge on Information Technology

10.1 Can you use a computer (Desktop, Laptop, Notebook, Tablet) or a Smart phone to perform any activity done generally using a computer \* :

1. Yes

2. No

### 11. Other Details

11 Are you currently suffering from any of the following non-communicable diseases? \* :

Diabetes

High Blood Pressure

Kidney Diseases

Asthma

Cancer

Heart Diseases

Not affected

\* Required fields

Save

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Fig 1.8 Hidden left side menu

You can get the left side menu by clicking the icon on the top left corner of the blue title bar (Fig 1.9).

Data collection of the staff of Department of Census and Statistics 2021

Welcome, Miss. PERERA

Section 1

Section 2

Section 3,4

Section 5,6,7

Section 8

Section 9

**Section 10,11**

Section 12

### 10. Knowledge on Information Technology

10.1 Can you use a computer (Desktop, Laptop, Notebook, Tablet) or a Smart phone to perform any activity done generally using a computer \* :

1. Yes

2. No

### 11. Other Details

11 Are you currently suffering from any of the following non-communicable diseases? \* :

Diabetes

High Blood Pressure

Kidney Diseases

Asthma

Cancer

Heart Diseases

Not affected

\* Required fields

Save

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Fig 1.9 Expanded hidden left side menu