



User Guide

El – Mobile Application

Version 3.0

Date: Tuesday, 17th Nov 2020



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1. Introduction

1.1. Objective

The Objective of this document is to explain and Guide the user to familiarize the usage of EI Mobile App.

1.2. Scope

Explain in details about EI Application Mobile Application & its Functionalities.

In addition, explains how to navigate thru Mobile menu's (Icons).

- Download the Application into Mobile & configure Settings.
- Usage of Menus & Functionalities
- Do's and Don't

1.3. Terminology

Acronym	Definition
GPS	Global Positioning System
Offline	Device is not connected with Internet
SU	Service User
CRW	Community Rehabilitation Workers



2. Pre Requisites

2.1. Hardware

Minimum Hardware Recommendation:

OS	Android Nougat (7)
Screen Size	5.5 Inch
Resolution	1080 x 1920 pixels
RAM	3 GB
Storage Space	32 GB
Other Features	GPS, Camera

2.2. Login Credentials

Credential for Login thru Mobile to our EI mobile Application.

- Make sure the correct Credentials are Used

2.3. Application setup

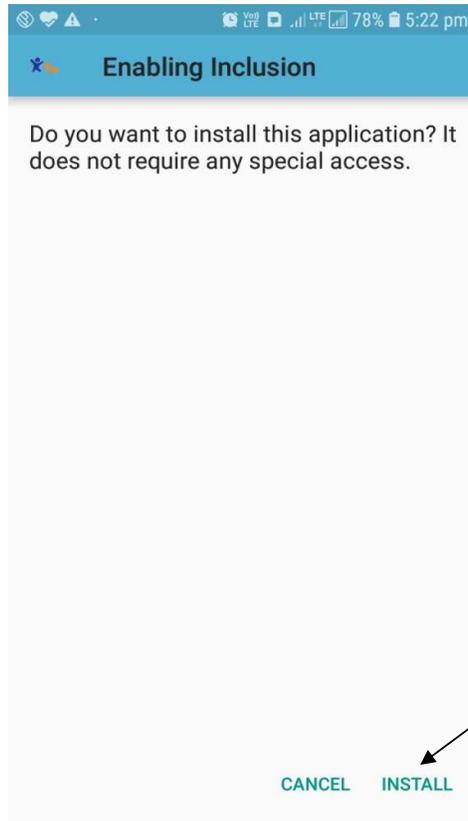
Android Based EI Application to install into Mobile.

- Go to Setting in Android Quick access menu
 - Go to **Apps & Notifications**
 - To provide the Permission to Access the Location and Storage
 - Select the EI application
 - Will direct into **App info**
 - Click on **Permissions**
 - In App Permission
 - Enable the Permission for
 - Location
 - Storage

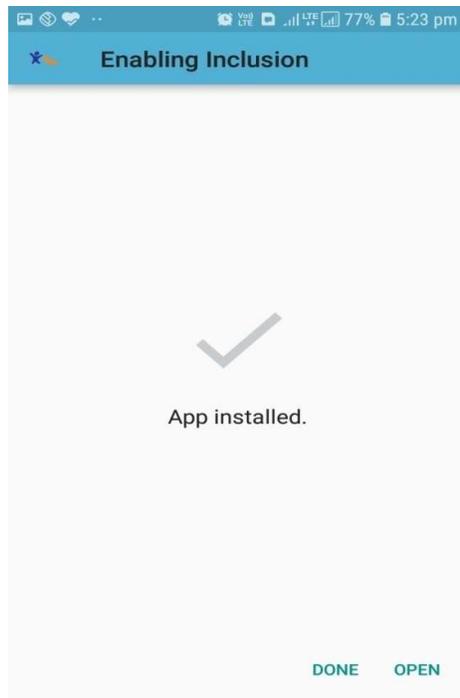


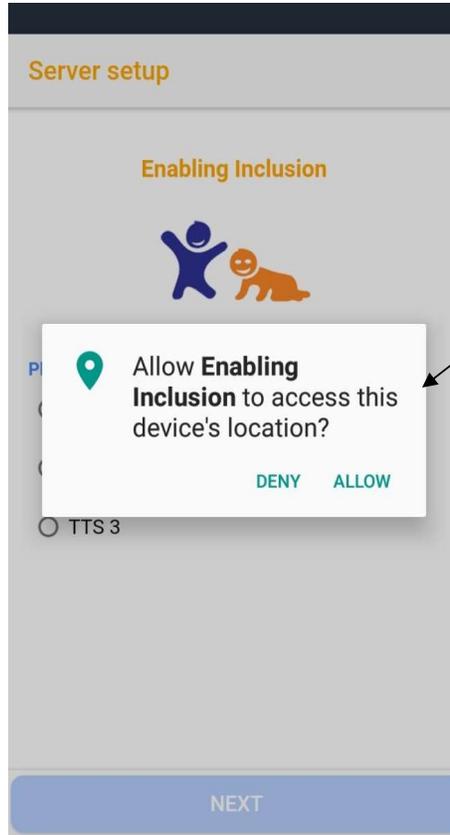
Install the application from Google Play Store.

Search for EI App download and start installation or install from the apk provided by the admin

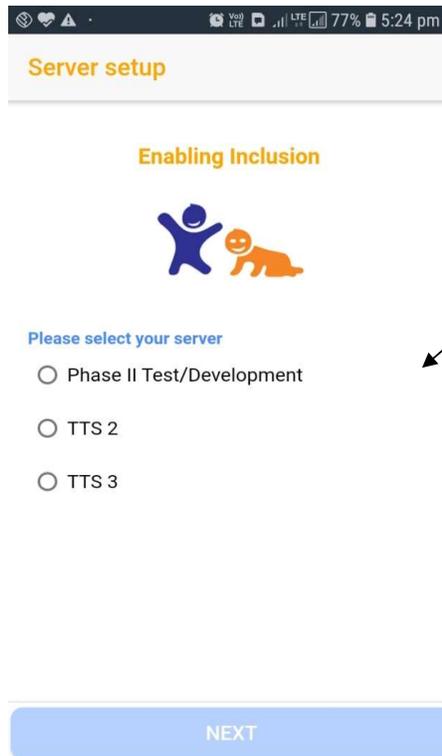


Click on Install

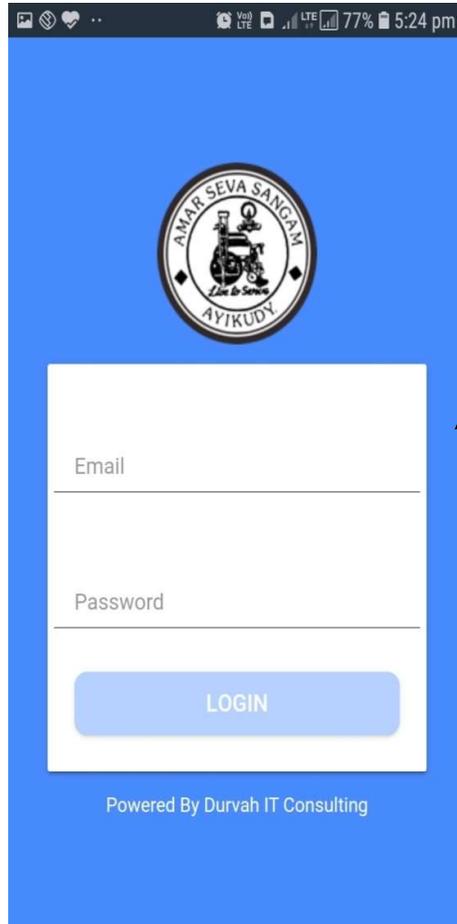




Allow Access

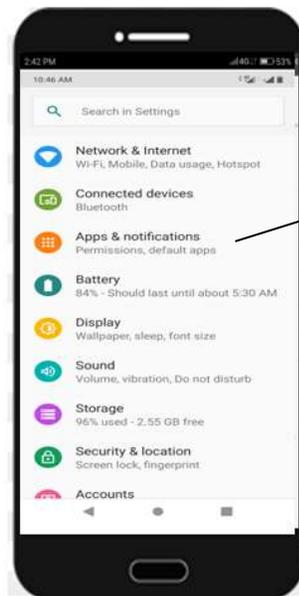


Select the server

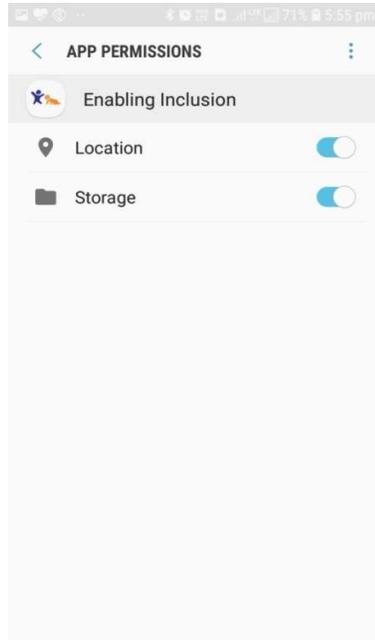


Enter mail id and password to login

Configure and Setup the Permission for the Application as show below



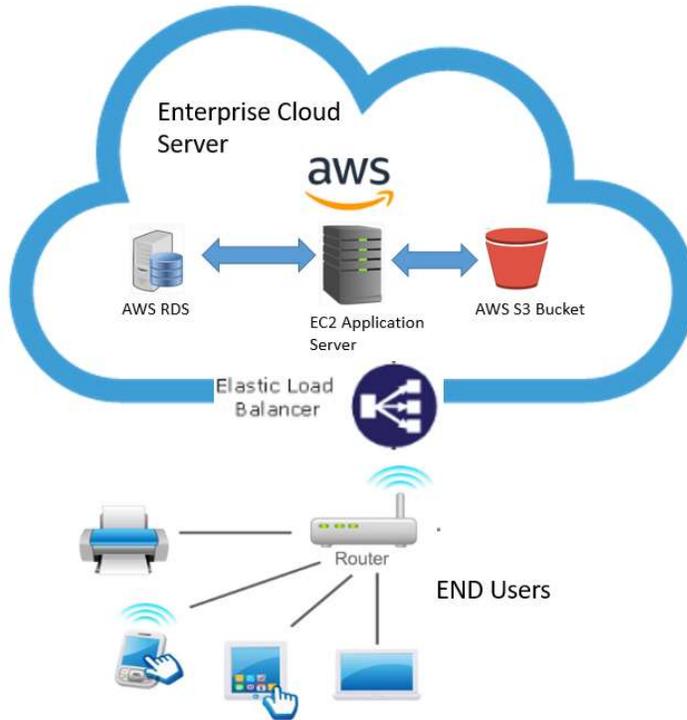
Go to Apps & notifications



Enable Access Permission to Location and Storage

Now the Application is ready to use its Functionality by login as mobile user.

3. Application Architecture



EI Application which is a web application hosted on Cloud Servers and a stand-alone Offline/online Mobile App.



Web Application & Database Hosted on AWS Servers.

Mobile App is a hybrid Android application which is stand-alone app where users can use the app both Offline and Online get connected to cloud server and Sync Data

4. Application Features

Daily Activity of the Specialists / CRW

- ✓ View Today's Activity
- ✓ Checking/Checkout and status of the Activity
- ✓ Travel in / Travel out status of the activity
- ✓ Update Status and Comments/Remarks
- ✓ Sync the data to cloud Application

Screening

- ✓ Create Screening
- ✓ Enter the Children info with all personal information
- ✓ If the screening tool is Trivandrum Developmental Screening chart (TDSC) update the result Positive/Negative/High Risk
- ✓ For World vision tool the result will be appeared on the screen based on the assessment score
- ✓ Convert to Service User

Service User

- ✓ Capture Service User information
- ✓ Capture images, videos
- ✓ View Assessments & Treatments
- ✓ Sync the data to cloud application

Control Setup

- ✓ My Profile
- ✓ Data Sync

Awareness & Training Program

- ✓ Create Awareness & Training Program in Cloud Application
- ✓ Sync the Program to Mobile Apps
- ✓ Specialists / CRW can view Programs
- ✓ Capture the Contact information's of the guest who have attended the information

Assessment Forms

- ✓ Assessment Forms assigned automatically based on the problem identified and primary impairment selected in the service user page.
- ✓ View existing Forms and Update Forms
- ✓ Sync the data to cloud application

Treatment Forms

- ✓ Create Treatments Forms based on Classification
- ✓ Sync the data to cloud application
- ✓ Update the Child Visit and Target Status

Charts

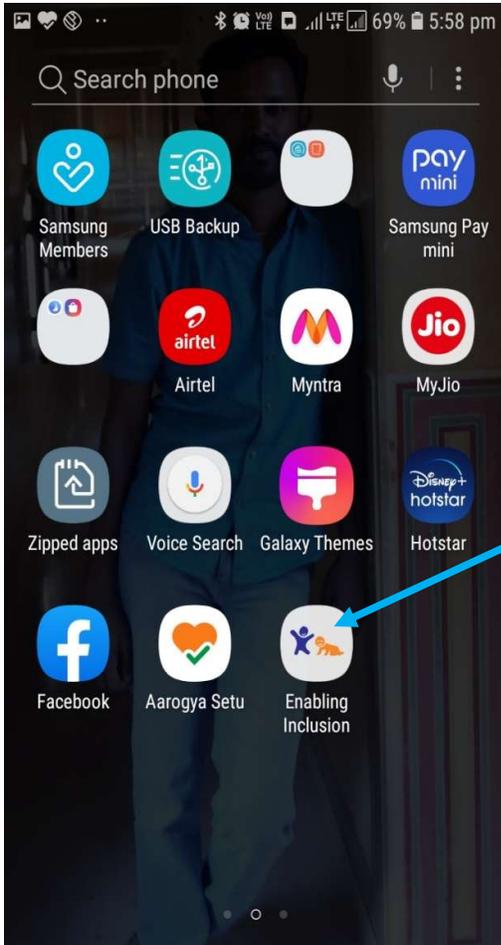
- ✓ View the complete data of the mobile App
- ✓ Daily Activity Status
- ✓ Assessment Status
- ✓ Treatment Status



4.1. Application Login

To Login the EI Application,

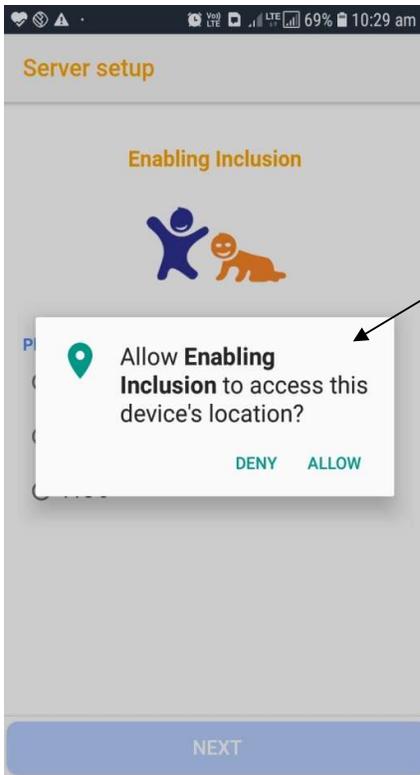
- Select the Application and open from mobile



Select the application from mobile

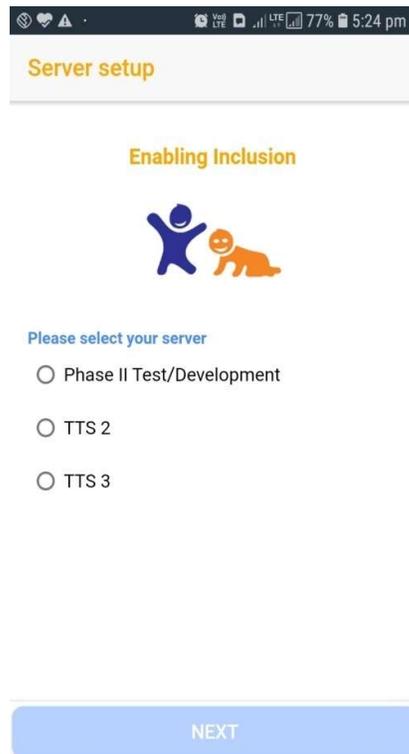


User Guide – EI Mobile Application



Allow access to the device location

Select the server the application server and allow the application access

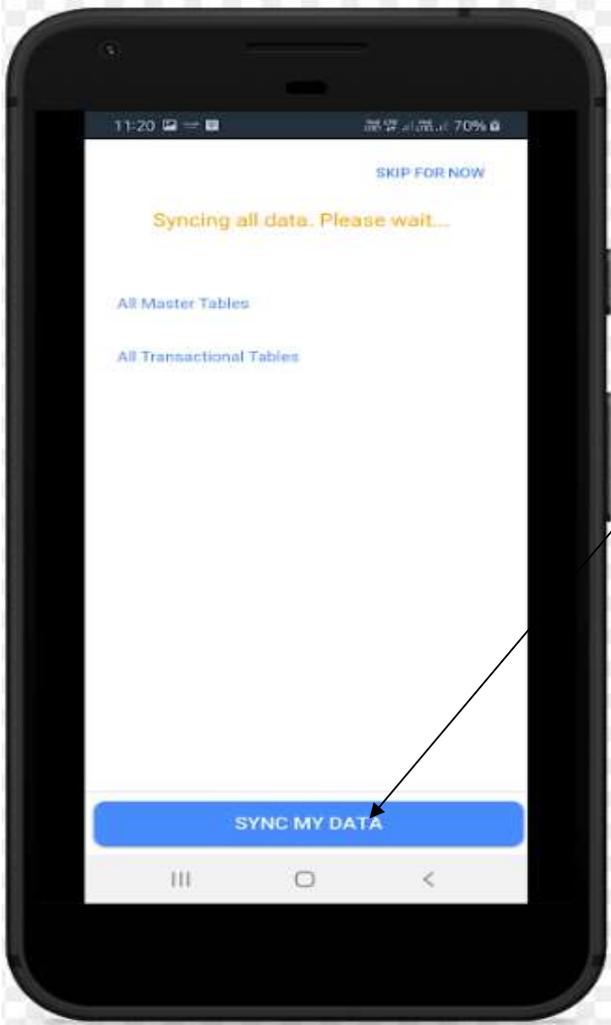


Login using the User Credential



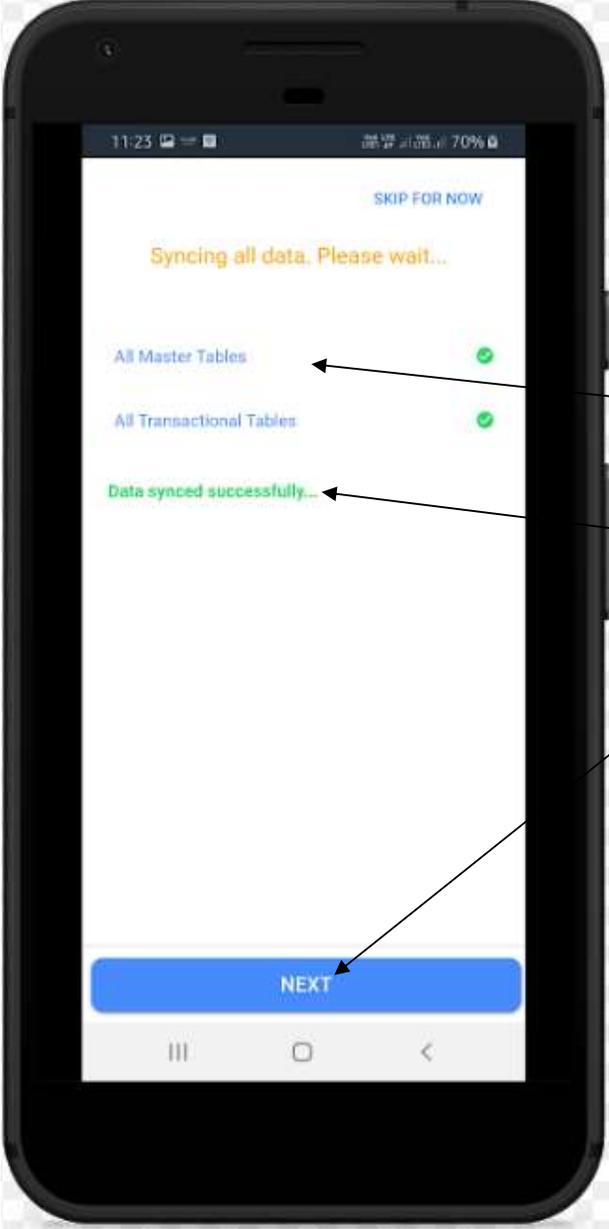
Sync My Data

- Sync all will import data for
 - All Masters
 - All Transactions



Sync with Server

Once sync is successful, the Next button will be visible in the Bottom of the screen.
User can also have the option to Skip this step for Now



Synchronize with all master and transaction tables

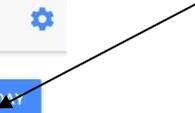
Post sync will get the 'message Data Synced successfully'

Click on Next to continue

On click the NEXT button, redirected to



Click on 'Start of the day'



Day Started





4.2. Control Settings

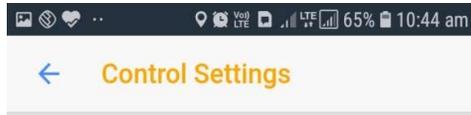
Control setting menu will help the mobile users to Sync the data up to the cloud and down to the mobile. The Sync is segregated into Master Sync, Transaction Sync, Image Sync and Location Sync. Version Number of the app is also displayed at the bottom of the control setup.



Click on Control Icon

Master Sync

Master Sync will download all master data; this activity can be perform for Individual or sync all.



Master Sync

Master Sync will download all master data; this activity can be perform for Individual or sync all.

Phase II Test/Development



MASTER SYNC



TRANSACTION SYNC



LOCATION SYNC



IMAGE SYNC

Version Number of the App

v2.0



SYNC ALL

- My Profile**
Nov 11, 2020, 10:42:15 AM
- Village**
Nov 11, 2020, 10:42:21 AM
- Panchayat**
Nov 11, 2020, 10:42:22 AM
- Block**
Nov 11, 2020, 10:42:22 AM
- Hierarchy**
Nov 11, 2020, 10:42:22 AM
- Holiday**
Nov 11, 2020, 10:42:23 AM
- List**
Nov 11, 2020, 10:42:23 AM
- state**
Nov 11, 2020, 10:42:23 AM

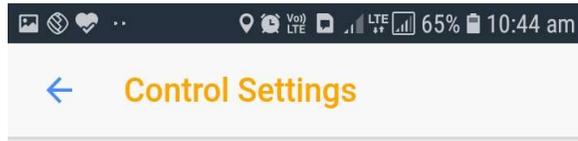
Sync All will download all master data;

This activity can be perform for Individual by enable the particular switch



Transaction Sync

Transaction Sync will download all master data; this activity can be performed for Individual or sync all.



Phase II Test/Development



MASTER SYNC



TRANSACTION SYNC



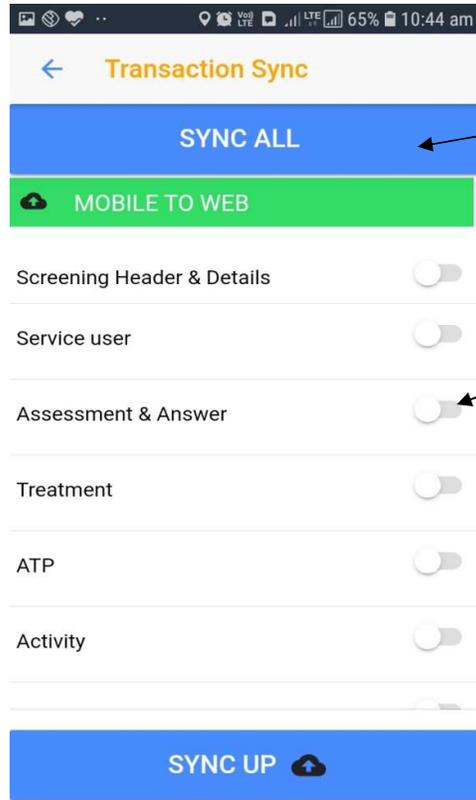
LOCATION SYNC



IMAGE SYNC

Transaction Sync

Transaction Sync will download all transaction data;



Sync All will download all Transaction data, both Mobile to web & web to mobile

This activity can be perform for Individual by enable the particular table

Location Sync

Location Sync capture the current location of the device.



Location Sync

Location Sync capture the current location of the device.

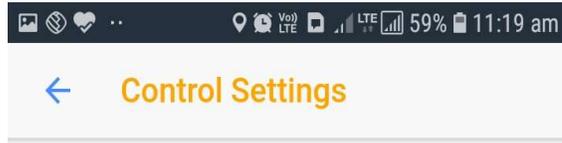
When the GPS is not Turned ON, error message will appear as 'Please Check the Device Location', once successful sync will get message as 'Location synced successfully'





Image Sync

Image Sync Downloads all Images related to the user's Service User from the server.



Phase II Test/Development



MASTER SYNC



TRANSACTION SYNC



LOCATION SYNC



IMAGE SYNC

Image Sync

Image Sync Downloads all Images related to the user's Service User from the server.

Post successful sync will get a message as 'Image Uploaded Successfully'





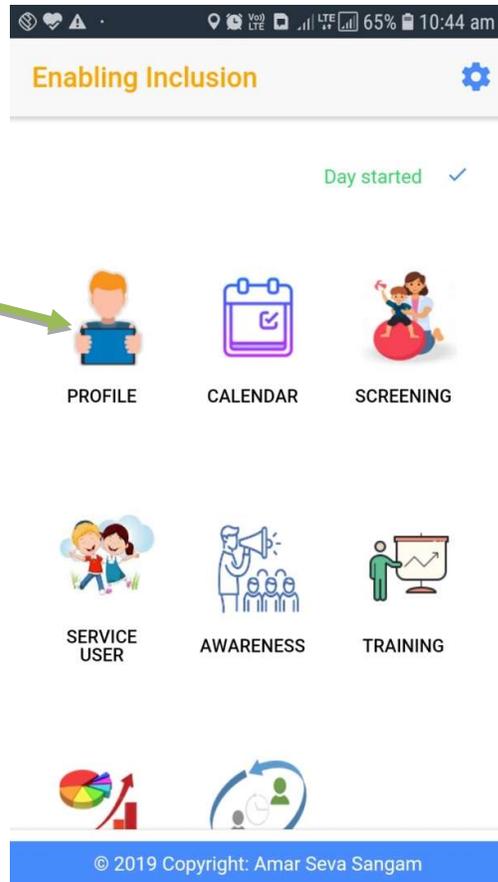
4.3. Profile

This menu will display the profile details of the current logged in user.

4.3.1. Modify, Add Image

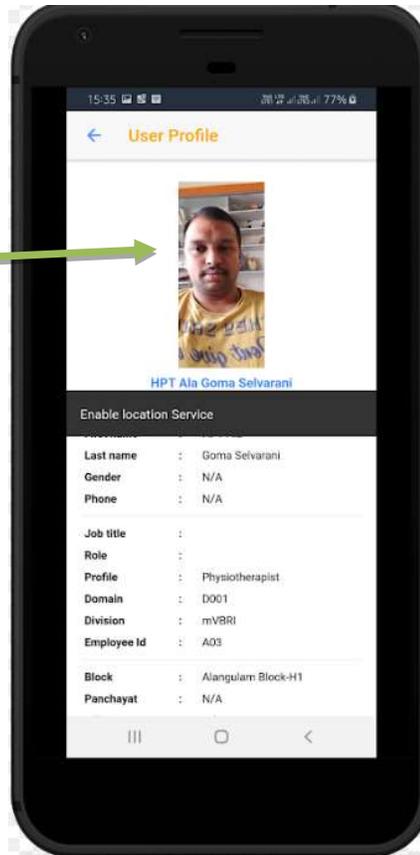
Click on Profile Icon to open the current user's profile details
User Profile will Show

Click on Profile Icon to open the current user's profile details





Click on Profile Picture to add an image



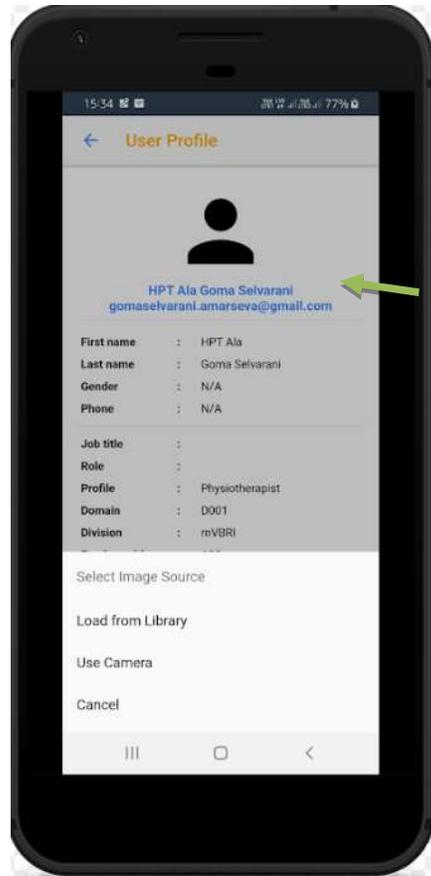
Click on user Picture Area

You will be asked to select picture from

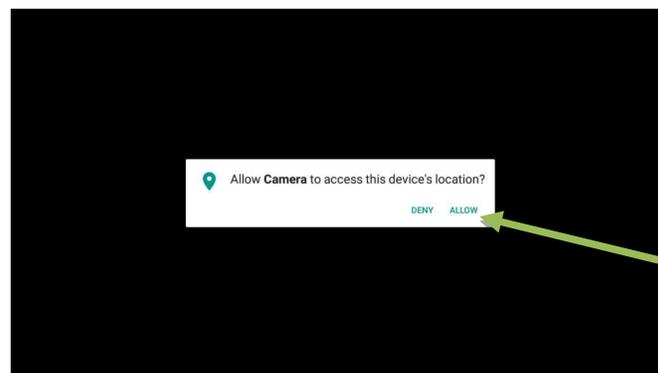
Library

Camera

Allow application access to media or camera when it asked.



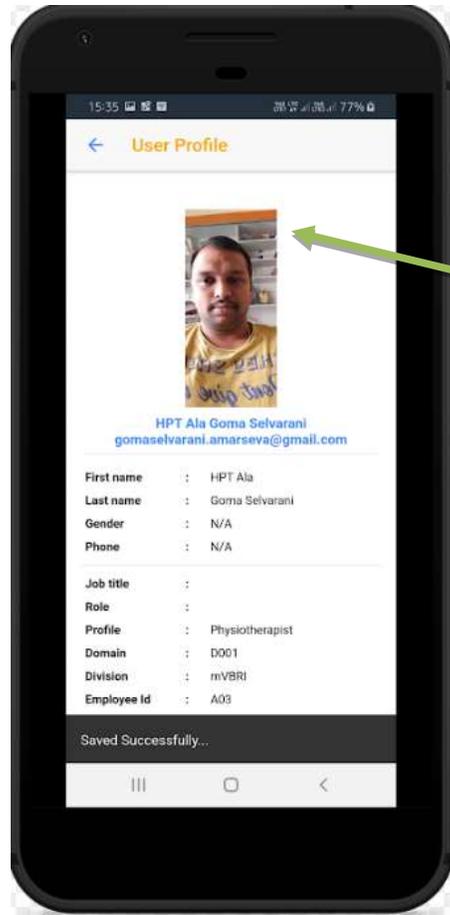
Click on Profile Picture to add an image



Allow access when is asked

Select/Take the Picture

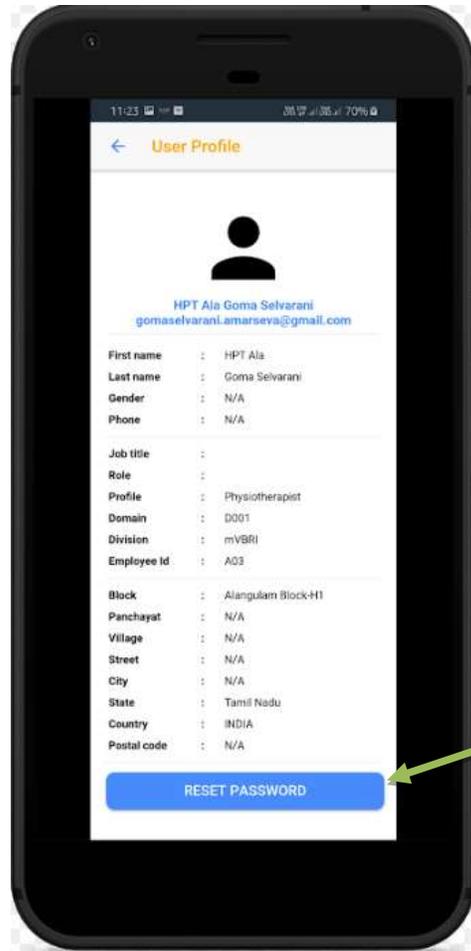
Now the selected picture become the user's profile Image.



Profile Picture
now added

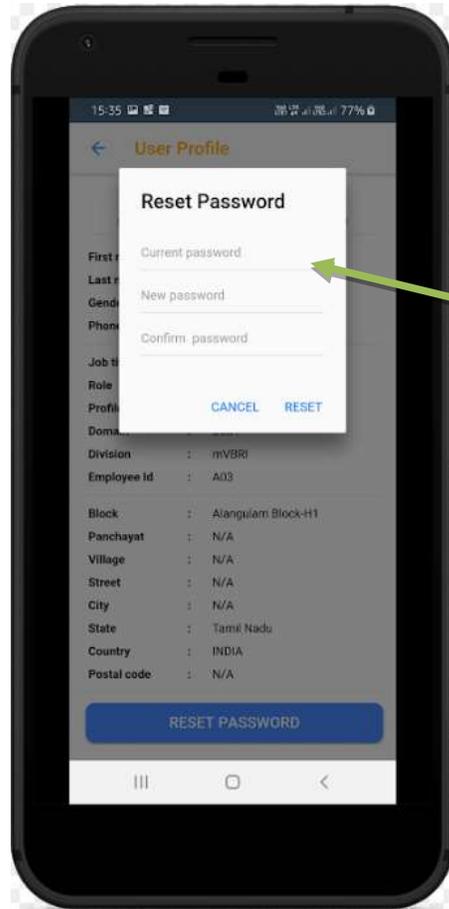
4.3.2. Self-Password reset

- Click on Reset Password



Reset password

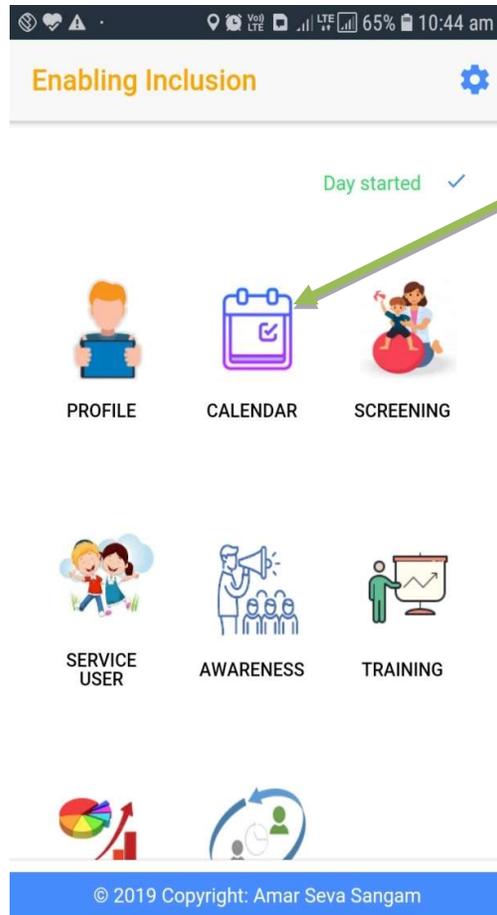
- Reset password window will pop up with
 - Old password
 - Enter the current login password
 - New password
 - Enter the New login password
 - Confirm password
 - Enter the New login password to confirm
 - New and Confirm Password should be the same
- Confirm the step by clicking **Reset** button
 - Password will be reset and page will be directed to Profile
- by clicking **Cancel** button
 - Page will go back to the Profile **without reset** the password.



**Reset password
by giving old and
new password**

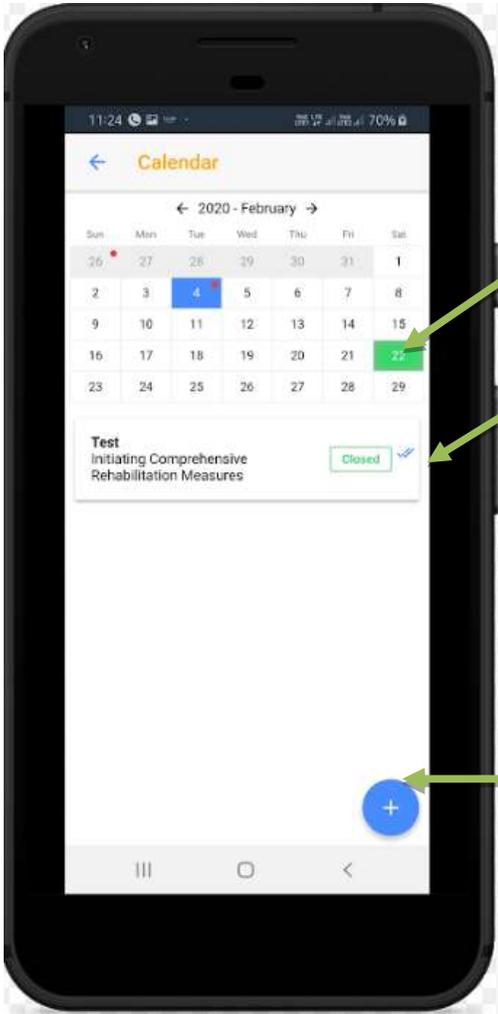
4.4. Calendar

Using calendar we can see the details of ATP and it allow user to adding a new activity.



4.4.1. ATP report view by date

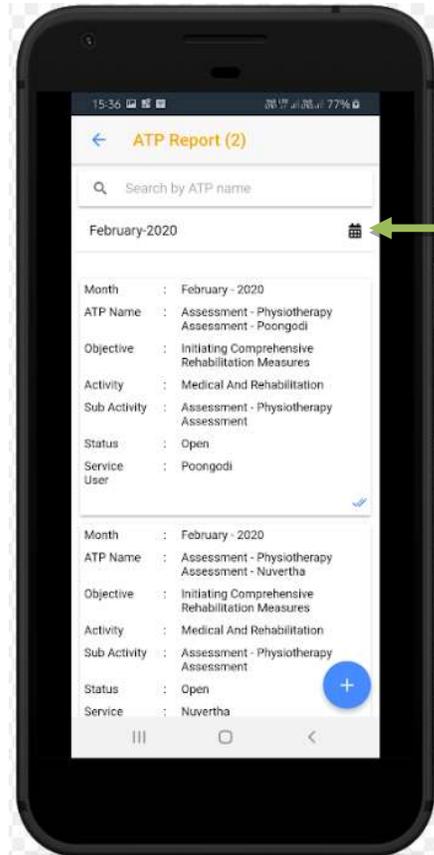
- By clicking the date, the list of Activity will be listed
- Current date in Green and selected date will be Blue color filled



Clicking the date to view the list of Activity selected date will be Blue colour filled

Select from the listed Activity detail

Click on + symbol to view ATP report

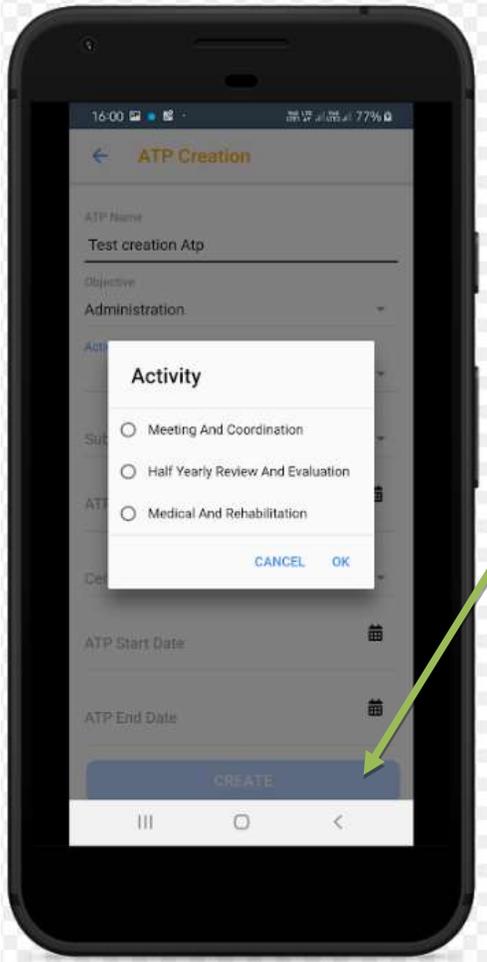


Clicking the Calendar icon to view & filter the details

4.4.2. Create new ATP

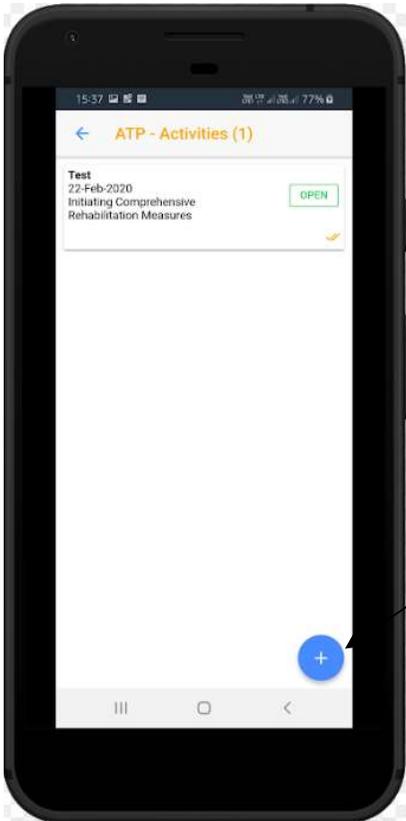
Advance Tour Plan (ATP) will be created for every month for a Objective / activity / Sub activity / Centre

- By clicking a Activity,
 - Activity detail will be shown
- By clicking + Icon a new ATP can be added

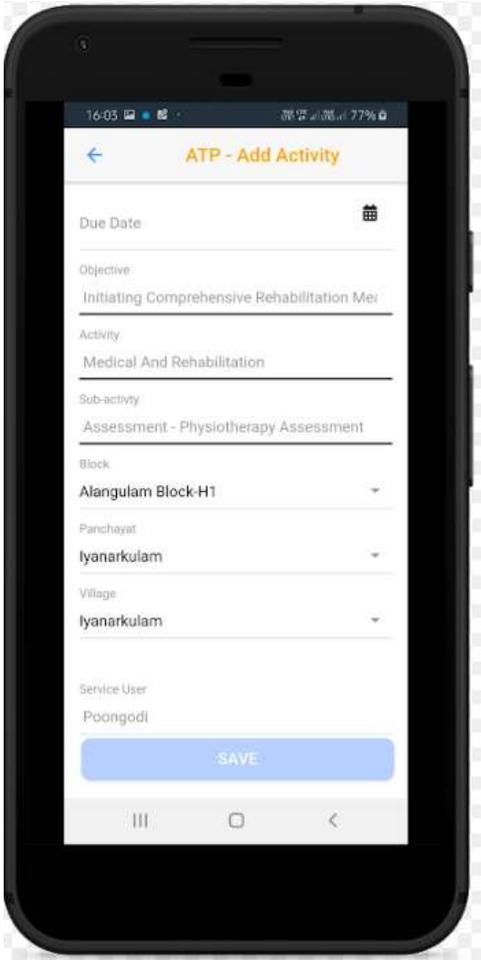


To create new ATP, fill all details and click on Create Button

After the ATP is created.
Add an Task for that ATP. By clicking on the “+” icon



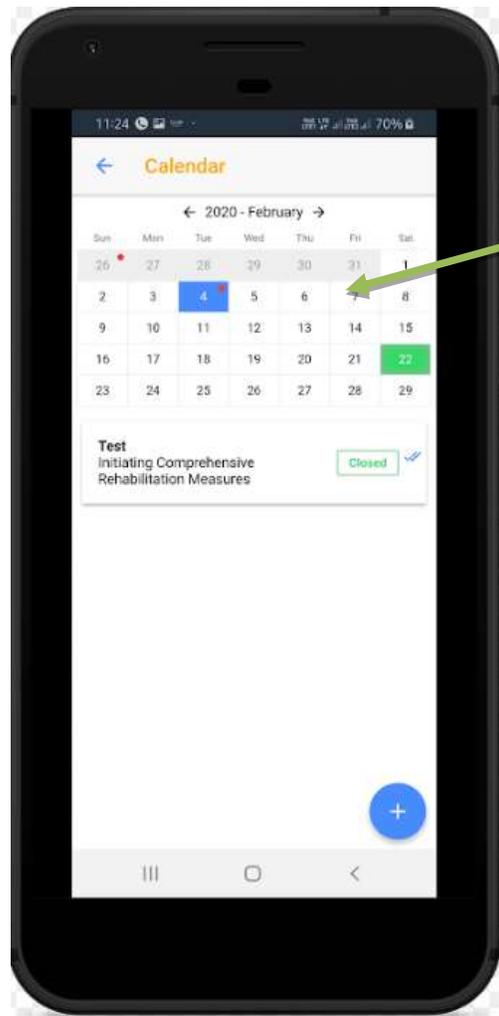
By clicking on the “+” icon we can create Activity for that ATP.



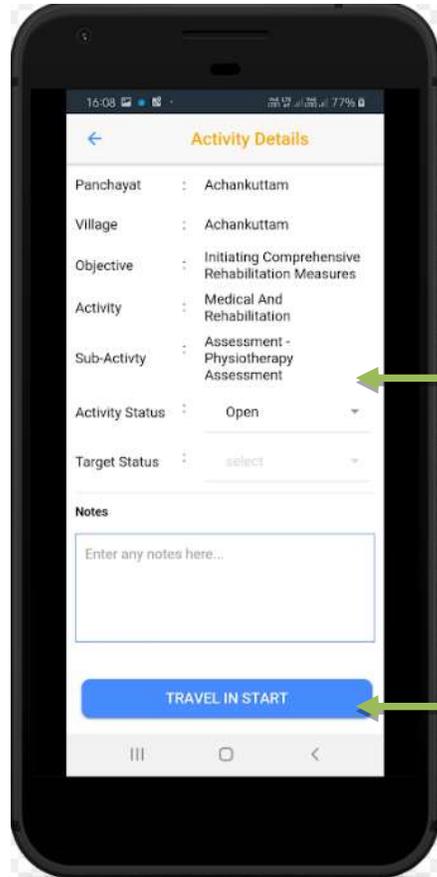


4.4.3. Create New Activity Task

- Created ATP will be shown in search
- On all Available ATP can be clicked
 - Activity can be added
- Once created the activity can be viewed



Select the Activity



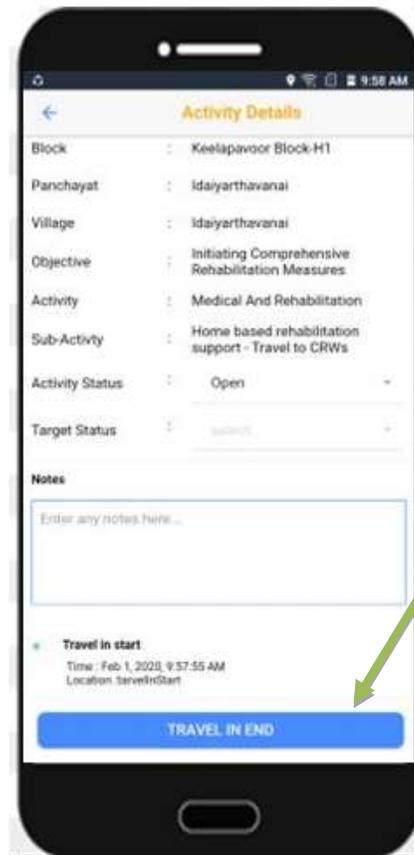
View the Activity details

Place the Notes, and click on Travel in Start

- To complete an Activity
 - Click on **Travel in Start**

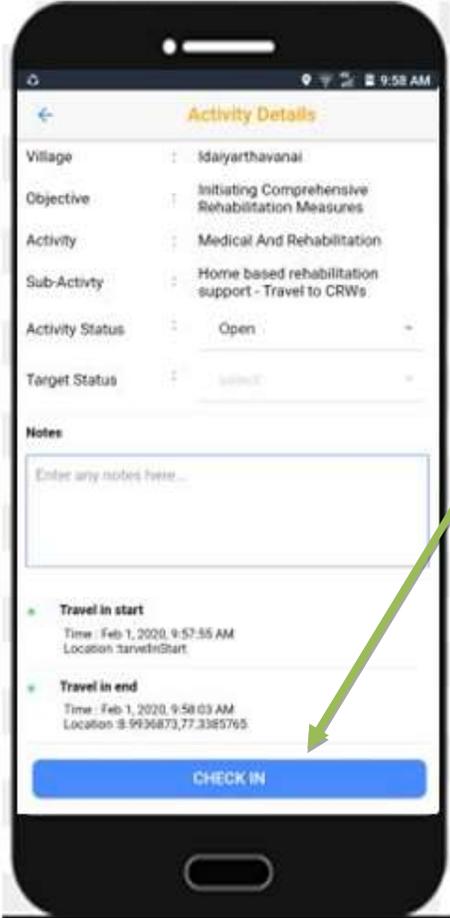


- On travel end click on **Travel in End**



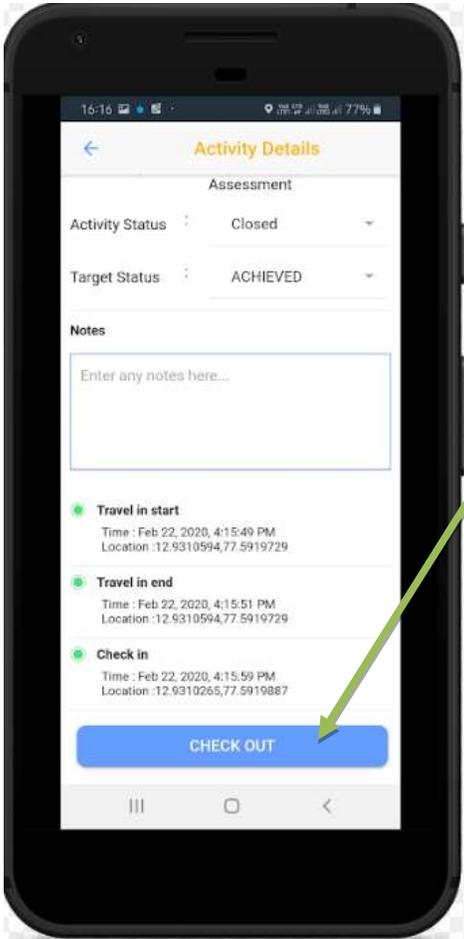
Click on Travel in END, can be done once reached the SU's location

- On Activity start enter using **Check In**



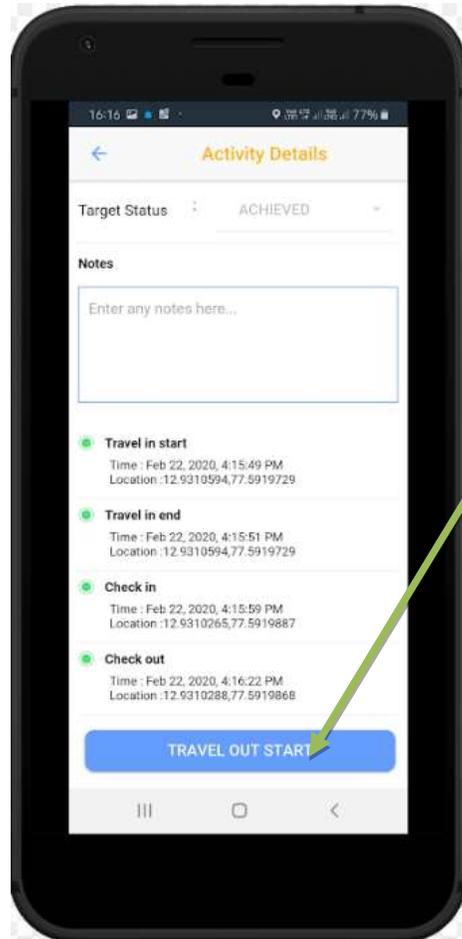
Click on Check In, Has to click before starting the Activity with SU

- using **Check out**, end activity with Notes



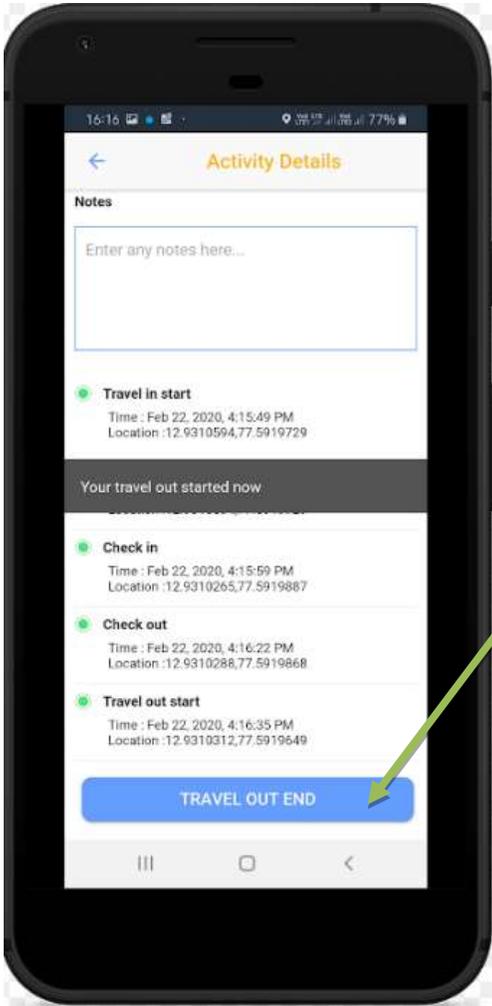
Click on Check OUT, Has to click once the assigned activity completed with SU

- On Activity end, post check out select on **Travel out Start**

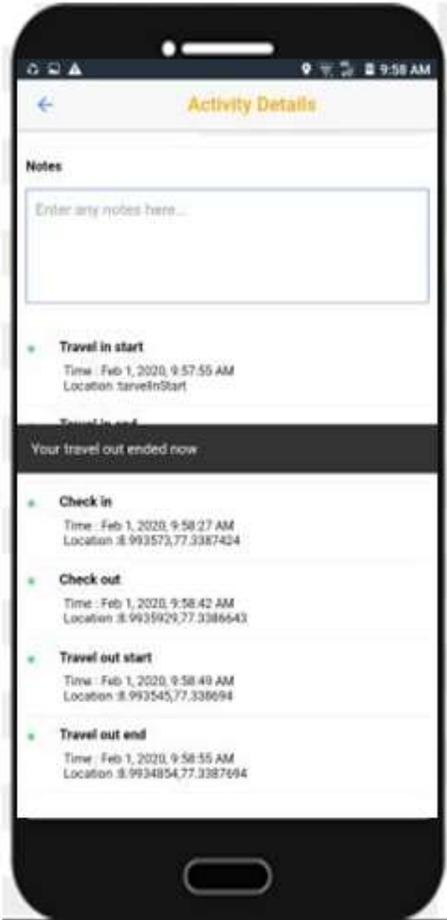


Click on **Travel out Start**, when the user leaving the SU's location

- post reaching the Destination select on **Travel out End**, to end the task
- your will be updated with message 'your travel out ended now'



Click on Travel out END, when the user reached their destination





4.5. Screening

Screening for the children are record in this menu. Screening is done by CRW / Specialists. The Screening Header information will capture the Venue where screening is happening. Block/Panchayat/Village where the Screening is happening.

Capture the Children information with Assessor Results.

- ✓ If the screening tool is Trivandrum Developmental Screening chart (TDSC) update the result Positive/Negative/High Risk
- ✓ For World vision tool the result will be appeared on the screen based on the assessment score

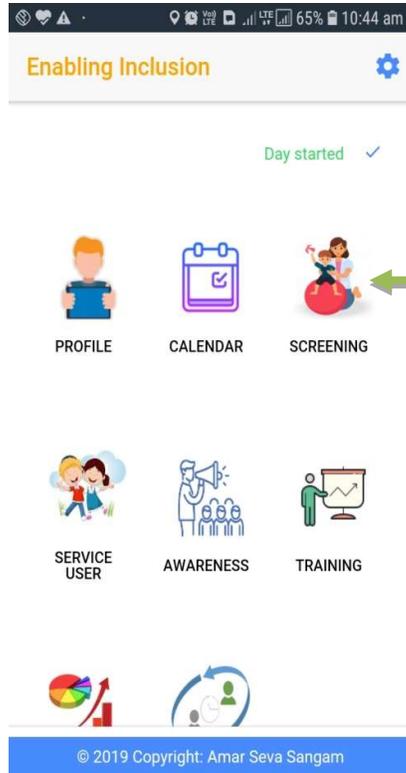
IF the Child is Negative the record cannot be converted to the Service User.

If the Child is Positive the record can be converted to Service User

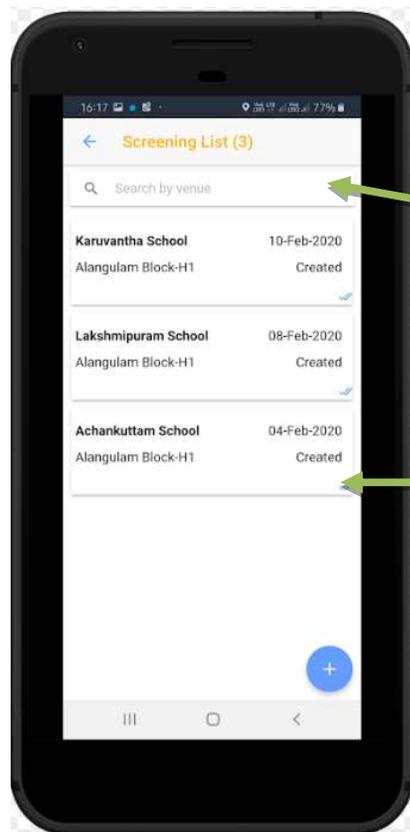
Specialists profile cannot convert the screening record only CRW's can convert the Screening.

4.5.1. View/Select screening, Search Screening

- In Home Page, Click on Screening
 - Directed to screening list
 - Search screening



Click on Screening Icon



Screening list with Search option

Search Output



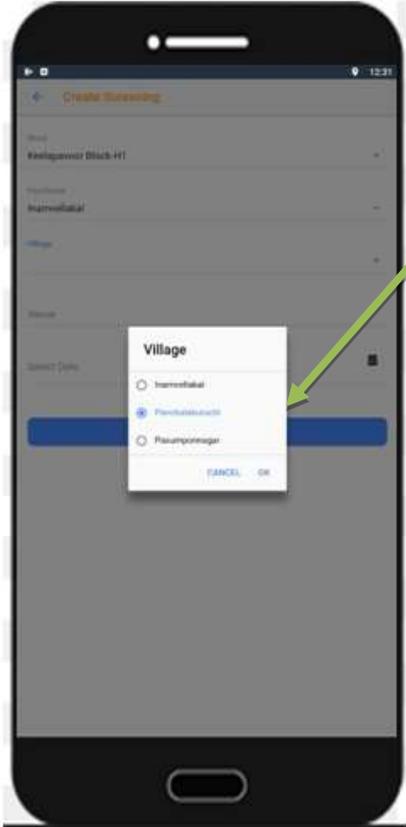
Click on the + icon to create a NEW Screening

4.5.2. Screening Creation

- Select a screening by venue or create a new and select
- Start screening by add a children
- Fill the details and save

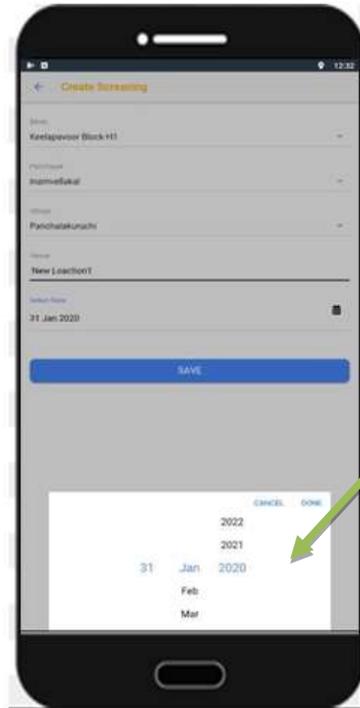


Click on + Icon to create a Screening



Provide are required information about the Screening Venue

Click on SAVE



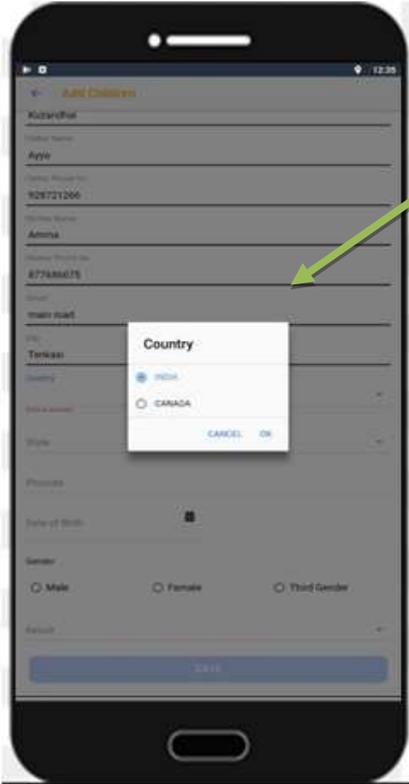
Provide are required information about the Screening Venue

Click on SAVE

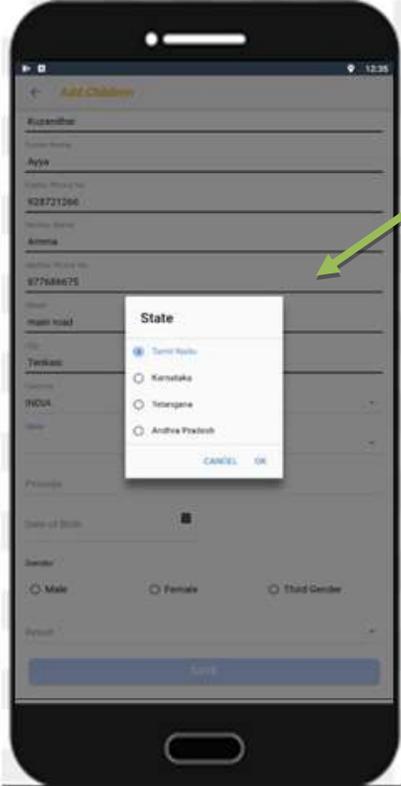


Select the Venue & Start Screening a Child by clicking Add or + icon

Add the Child information for the Screening Header



Provide all required Information



Provide all required Information

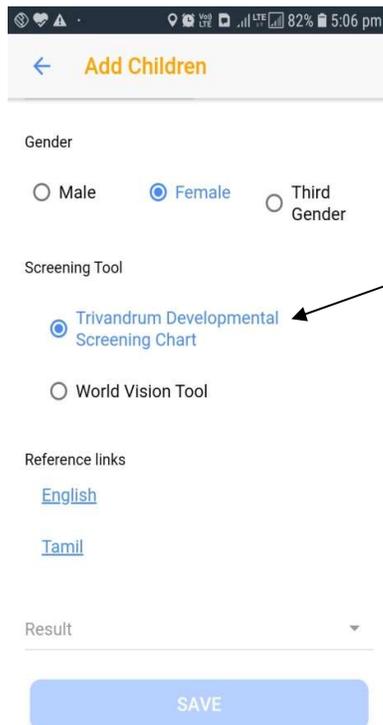


Provide all required Information

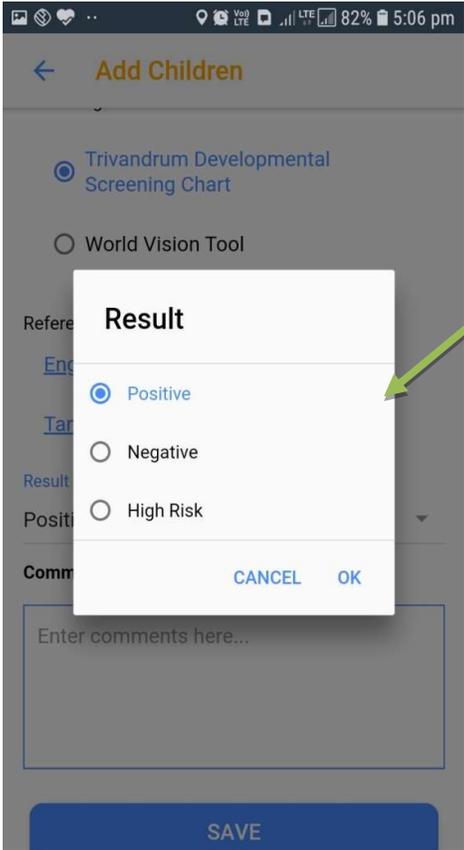
Enter the Assessor Result for the Child.

If the Child is Positive / high risk then enter the comments.

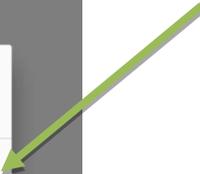
- ✓ If the screening tool is Trivandrum Developmental Screening chart (TDSC) update the result Positive/Negative/High Risk manually based on the developmental chart



select the screening tool



Provide all required Information & SAVE





Screening List (60)

Search by venue

Ayikudy at blocka Block A	11-Nov-2020 Created
11th NOV , Ayikudi Block A	11-Nov-2020 Created
School at block a Block A	11-Nov-2020 Created
Today child Block A	10-Nov-2020 Created
Gvschool	10-Nov-2020

Screening Children list (1)

Search by child name

School at block a 11-Nov-2020
Block A No. of children: 1
Created by :HPT Sen Shanmugapriya

Child Info

Thamarai	2
Hari, Ganga	Positive

Saved screening details list

Saved Child details





World vision tool

The CRW have to fill the World vision form and click on save

- ✓ For World vision tool the result will be appeared on the screen based on the assessment score

World Vision

SAVE

World Vision Tool

1. Child Functioning

2. vision

1.Does your child wear glasses

Yes

2. When wearing his/her glasses does your child have difficulty seeing?

No difficulty

Some difficulty

A lot of difficulty

Cannot do at all

World Vision

SAVE

0. SELF-CARE

1.Is child age above 5

No

7. COMMUNICATION

8. LEARNING

9. Result

1. CUMULATIVE SCORE: 8

2. Result

Negative

Positive

High Risk

When result of the screen is positive

- The children can be converted as service user
- A button '**Convert to service user**' will get enabled
- Convert to Service User can be done only on CRW Profile users.

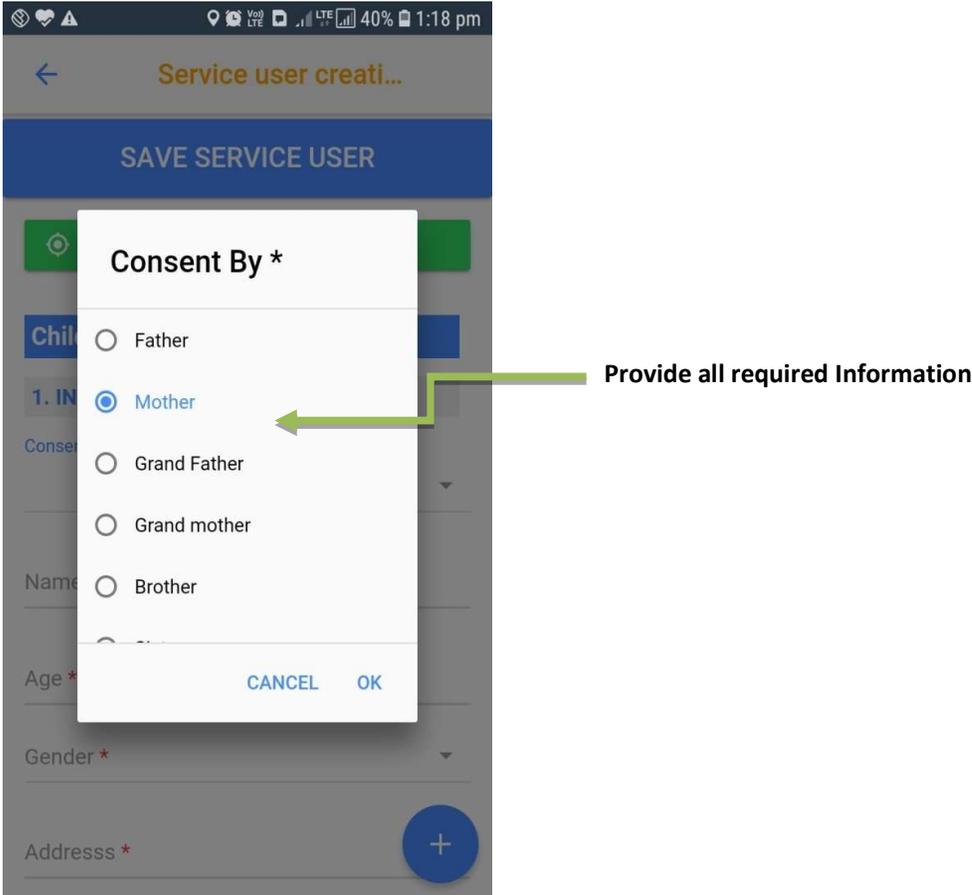


**Saved Child selected with Result as Positive
Then, the child to be covert as SU**

- There are list of Service User Information's to be captured on save.
 - Informed Consent
 - Demographic Data
 - Individual Info
 - Address Information
 - Family Details
 - Education
 - Social Group
 - Child Schemes
 - Family Schemes
 - Prenatal history
 - Disability
 - Primary Impairment Identified
 - Problem Identified
 - System Information



On Click of Convert to SU Button the screen navigates to SU Creation Screen. It defaults all the fields from Child Screen to SU. Rest of the mandatory fields has to be entered by the user to complete the SU Creation.





Service user creati...

SAVE SERVICE USER

Child & Family Details

1. INFORMED CONSENT

Consent By *

Mother

Name *

Kalai

Age *

32

Gender *

Female

Addresss *

Addr

Contact Number *

0

Informed Consent Explained and Reviewed *

Provide all required Information

Update all the mandatory fields in all the section



Service user creati...

SAVE SERVICE USER

4. Address information

Address1 *
Main road

Address2 *
Main street

City *
Kadayam

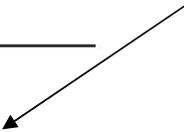
Country *
INDIA

State *
Tamil Nadu

Postal Code *
627751

5. FAMILY DETAILS

Update the address information





← Service user creati...

SAVE SERVICE USER

Finally click on the save button

3. Individual info

Name *

Manu

Profile Pictures



Capture the image and personal information of the SU

Provide all required Information

Father Name *

Hari

Mother Name *

Ramya

Is someone other than mother or father primary guardian? *





User Guide – EI Mobile Application

1:26

← Add Children

Mother Name
Amma

Mother Phone No
877686675

Street
main road

City
Tenkasi

Country
INDIA

State
Tamil Nadu

Pincode
560022

Date of Birth
23 Jan 2019

Age : 1 Years

Gender
 Male Female Third Gender

Result
Positive

Comments :
Positive1

Converted to Service User

Service user created

1:27

← Screening Children list (1)

Search by child name

New Location1 31-Jan-2020
Keelapavoor Block-H1 No. of children: 1
Created by :HCR Kee - 1 Annalakshmi

Child Info	
Kuzandhei	1
Ayya, Amma	Positive

+

List - created SU



4.6. Service User

Service User will give you the complete detail of the Patient.

It will give you the 360 degree view of the Service User Status and details. All related records such as Assessments & Treatments

View of the Service User Page in below screen.

Service User Page contains many Sections and fields to fill in. This page is dynamic and can be configured. Fields can be added /changed and labels can be changed. All these configurations can be done in Pagedesign master.

There are dependable fields in most of the sections where the field value and field entry depends on the pervious fields.

CRW/Specalists will fill in the Service User Form.

After the Service User is added. There is a General Assessment form which will be created automatically. This form has to be completed before submitting for approval. After completing the General Assessment the problem Identified and primary Impairment Identified in service user page have to be filled by the CRW before submit for Approval.

After the form is filled CRW Submits the service user for approval.

Specalists will validate and approve the Service User.

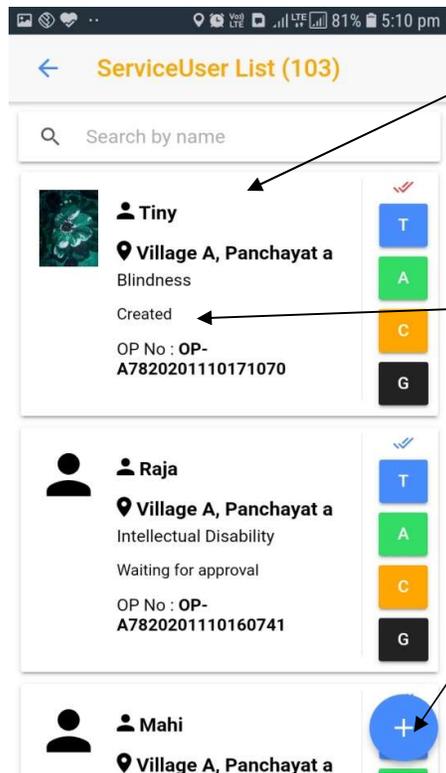
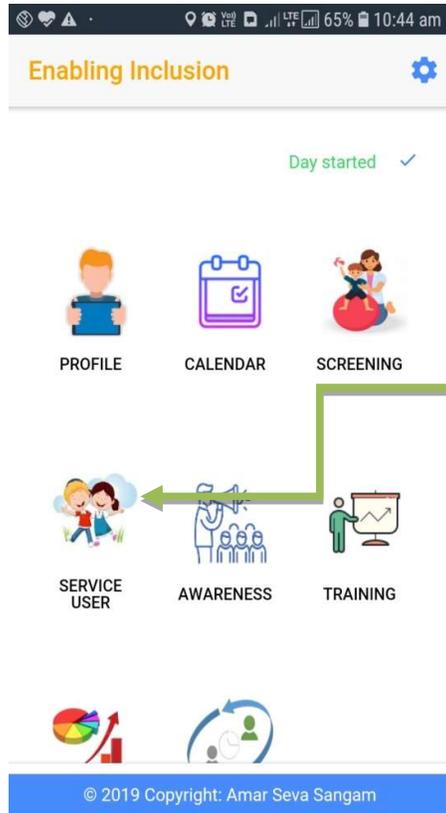
Service User Status keeps changing on every action on the Service User.

When the Service User Approval is triggered it will change the status of the service user and creates the Assessment Forms based on the Problems identified and assigns it to respective Specalists based on the Form Mapping Configuration.

Attachements and Service User images can be added to the Page.

Every Service User has Assessment Forms , Treatments, Evaluations and Feedback forms.

- In Home Page, Click on Service User
 - Directed to SU listing Page



Created servicer user list

Click on Service User to view details

Create Service User



4.6.1. View & Modify

- Click on Service User to see the details
 - Can be viewed the SU information's
 - Add new SU by clicking  Icon in right bottom.

ServiceUser List (103)

Search by name

 Tiny Village A, Panchayat a Blindness Created OP No : OP-A7820201110171070	   	T – Treatment A – Assessment Forms C- Chart G-Goals
 Raja Village A, Panchayat a Intellectual Disability Waiting for approval OP No : OP-A7820201110160741	   	
 Mahi Village A, Panchayat a		Create Service User



- Enter details of SU ,
 - User Information's to be captured
 - Informed Consent
 - Demographic Data
 - Individual Info
 - Address Information
 - Family Details
 - Education
 - Social Group
 - Child Schemes
 - Family Schemes
 - Prenatal history
 - Disability
 - Primary Impairment Identified
 - Problem Identified
 - System Information

- SAVE by clicking SAVE SERVICE USER

The screenshot displays the 'Service user creation' interface. At the top, there is a blue bar with the text 'SAVE SERVICE USER'. Below this, the form is titled 'Service User Info' and contains a section for '1. INFORMED CONSENT'. The form fields include: 'Consent By *' (Father), 'Name *' (ayya), 'Age *' (3), 'Gender *' (Male), 'Address *' (test), 'Contact Number *' (1234567890), 'Witness by' (SMTG), 'Witness Name' (smtg), 'Age' (3), 'Gender' (Female), 'Address' (main1), and 'Contact Number' (1234567890). A blue plus sign button is located at the bottom right of the form.

Save Service User – after providing all requested info



← **General Assessment**

SAVE

able to support your child development?

S

8. What type of support are you expecting to make your child's life and your life easier?

S

9. How could your family or the community support you in promoting your child's development?

S

10. What is your top priority or goal for your child for the next (1) year?

S

7. Note:-

1. After completing the General Assessment, update the problem details in "Child & Family information"

After saving service user complete the General Assessment and save

Note to select the problem identified and primary impairment identified

← **Service user creati...**

Postnatal

Completed

Vac

Up

14

Disa

Cer

15

Prim

16

Problems identified

Primary Impairment Identified *

Physical Problem

Cognition Problem

Speech Problem

Hearing Problem

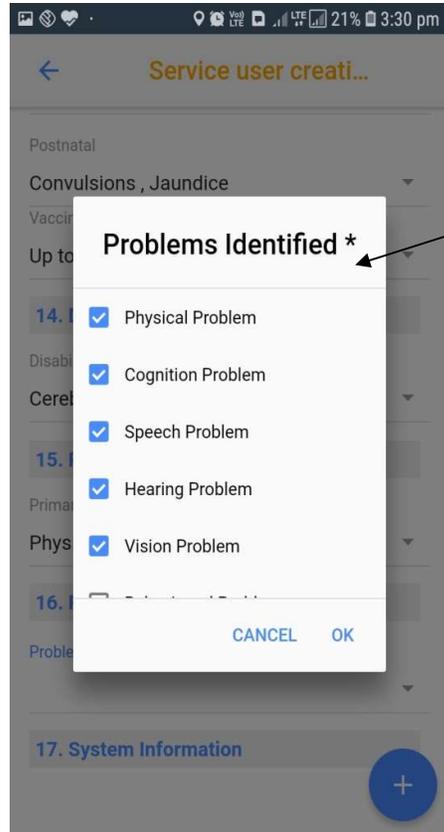
Vision Problem

CANCEL OK

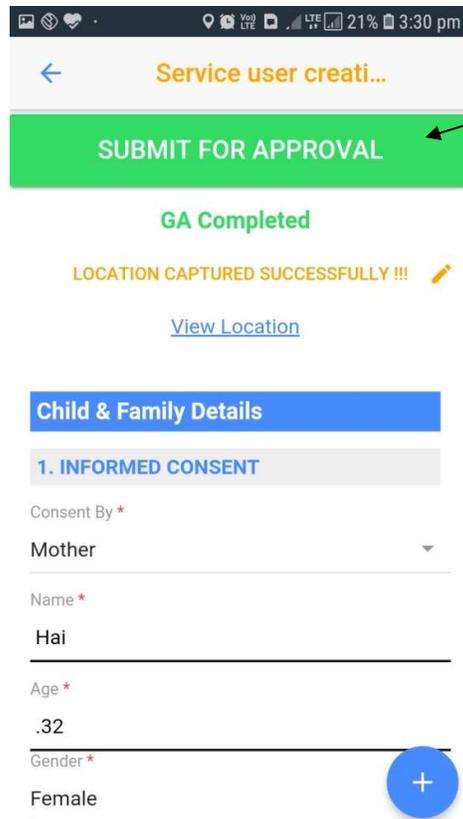
17. System Information

+

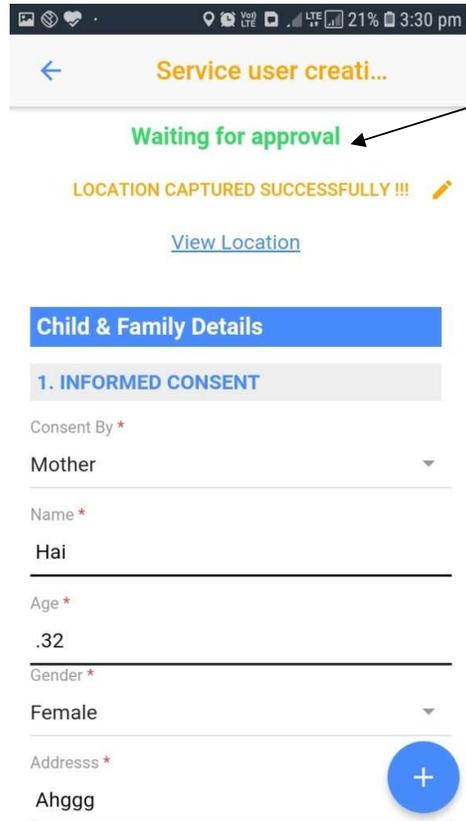
Select the primary impairment identified



Select the problem identified



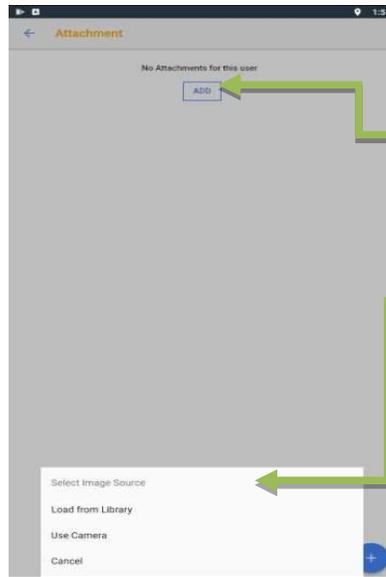
Click on Submit for Approval



The status gets triggered to waiting for Approval

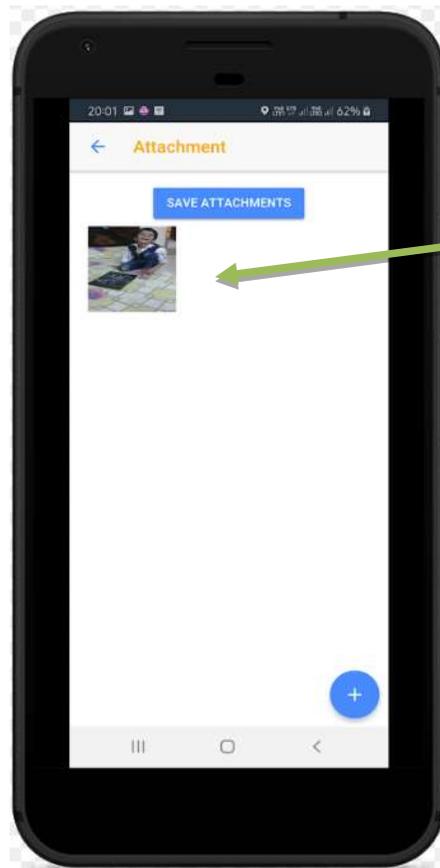
4.6.2. Add Attachment

- Click on + symbol in left Bottom or Add button
- Select the file from gallery or snap a new through camera
- Attached detail can be seen in the attachment page
- This will flow when an image sync done



To add some attachment, click on Add button or + symbol

Select option to source either camera or Library



Added image .

4.6.3. Assessment Forms

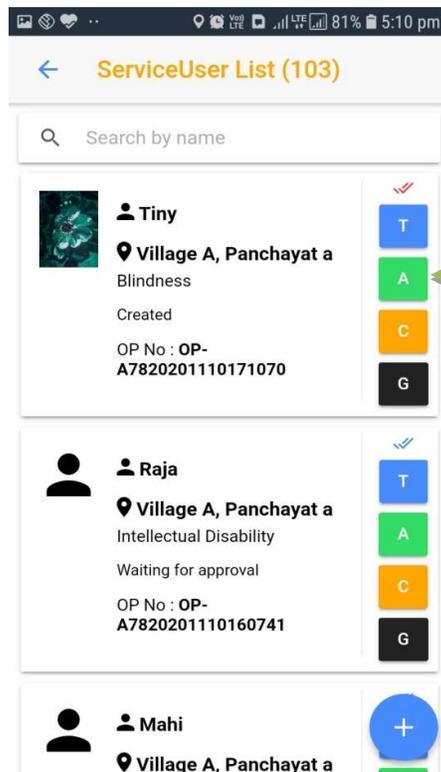
Assessments Forms will be created automatically after service user approval based on the problem identified and primary impairment identified and it can also be manually created and assigned to a specialist.
→If, physical/motor impairment triggers Physiotherapist to do COPM and environmental assessment



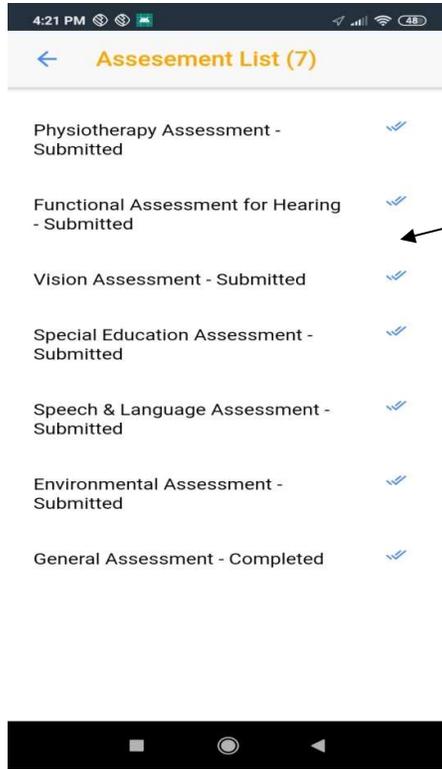
User Guide – EI Mobile Application

- If cognition, vision, or behavioural impairments triggers special educator to do COPM and environmental assessment
- If communication or hearing impairments triggers speech trainer to do COPM and environmental assessment

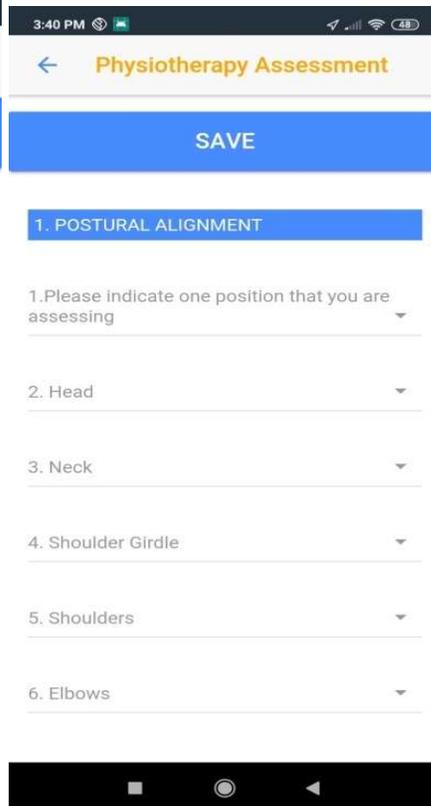
An ATP is created and assigned to specialist to complete the activity



Click on "A" for Assessment Forms



List of Assessment forms for the SU





Initial Evaluation

5:41 PM 1.5KB/s 19%

← **Special Education Assessm...**

SAVE

7. Does the child have age-appropriate bathing skills? ▾

9. Does the child have age-appropriate brushing skills? ▾

8. Extra Assessment

1. Need extra assessment ▾

9. AUTISM

10. ADHD

11. Evaluations

1. Required Evaluations

Special Education (LV) ▾

■ ● ◀

Select the required evaluation to do the initial evaluation

After assessment completion, the initial evaluation will be created based on required evaluation field. ATPs also will be created automatically and assigned to the specialist.

4.6.4. Treatments

Treatment will be creating by Specialists.
Treatment are dependable on Type of Assessments done for the Service User



ServiceUser List (103)

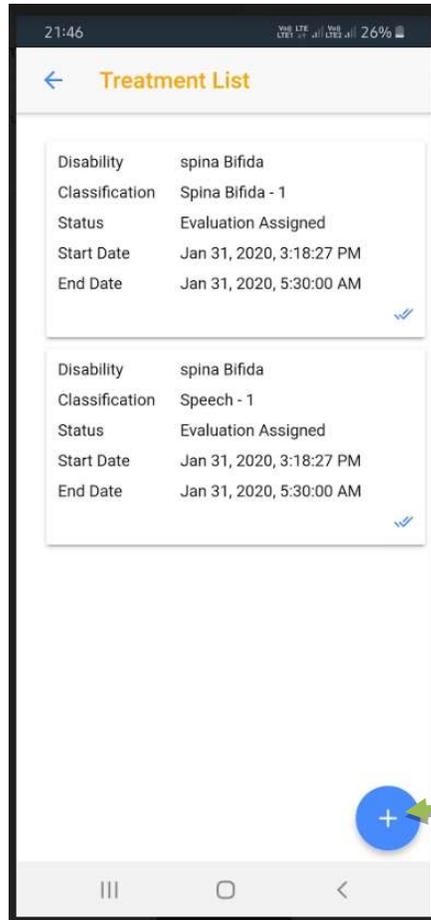
Search by name

	Tiny Village A, Panchayat a Blindness Created OP No : OP- A7820201110171070	
	Raja Village A, Panchayat a Intellectual Disability Waiting for approval OP No : OP- A7820201110160741	
	Mahi Village A, Panchayat a	

Click on "T" for Treatments



List view of Treatments



Click “+” icon to create treatment record

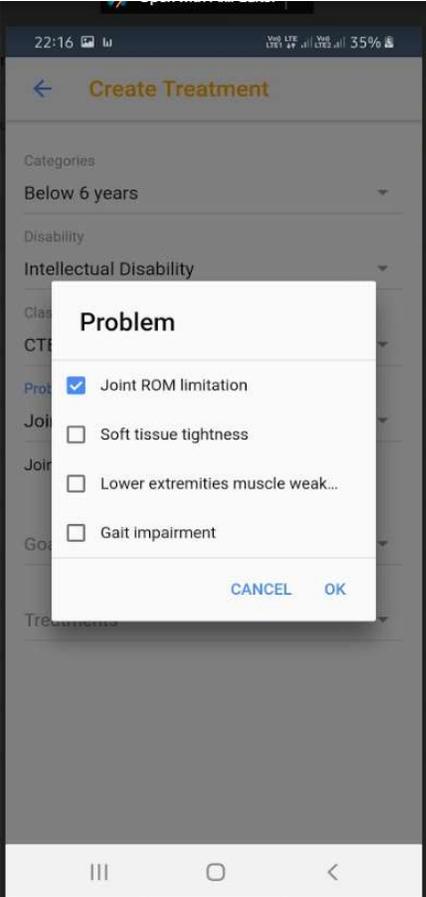
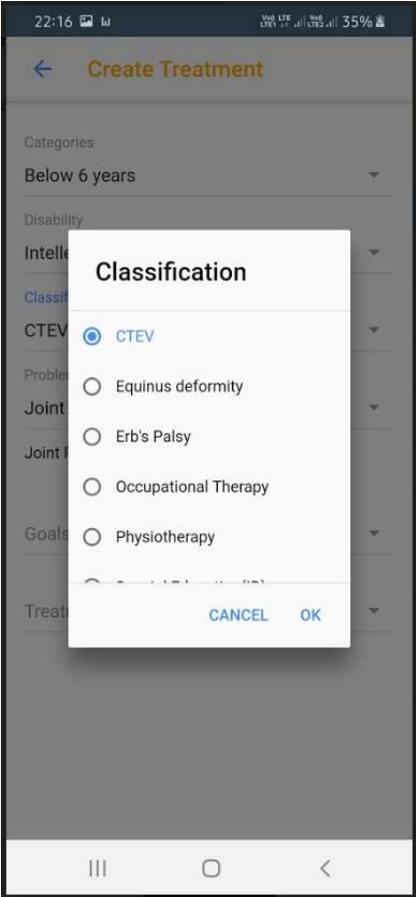
Treatment Creation

Select the Disability & Classification

Pick the Problem, Goal and Treatment and save the record

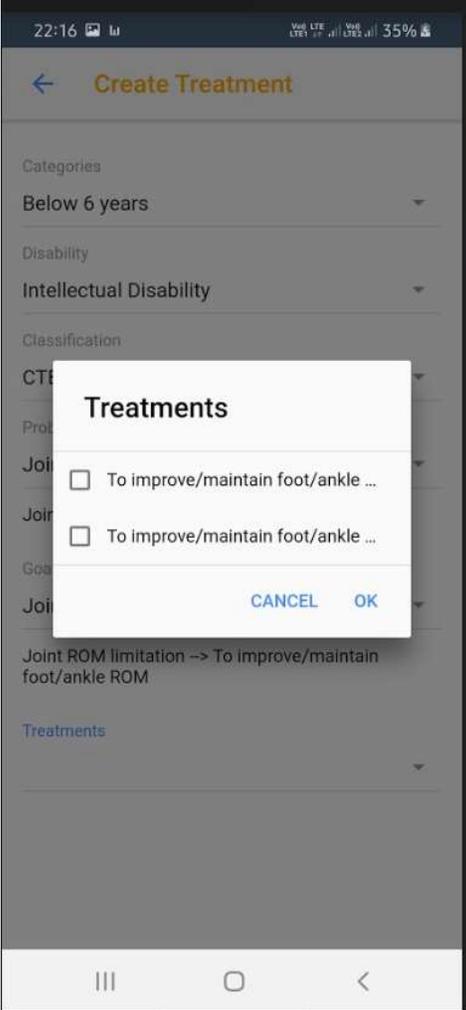
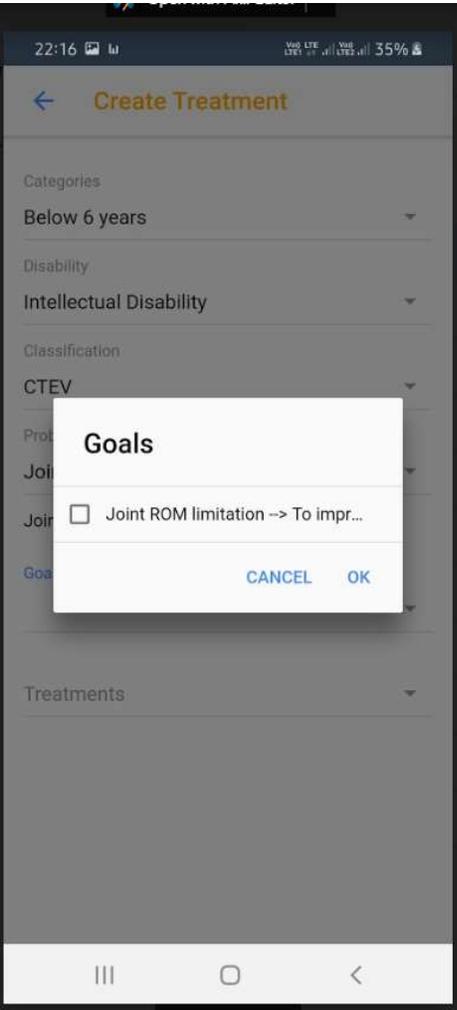


Select the classification Select the Problem





Select the Goal Select the Treatment





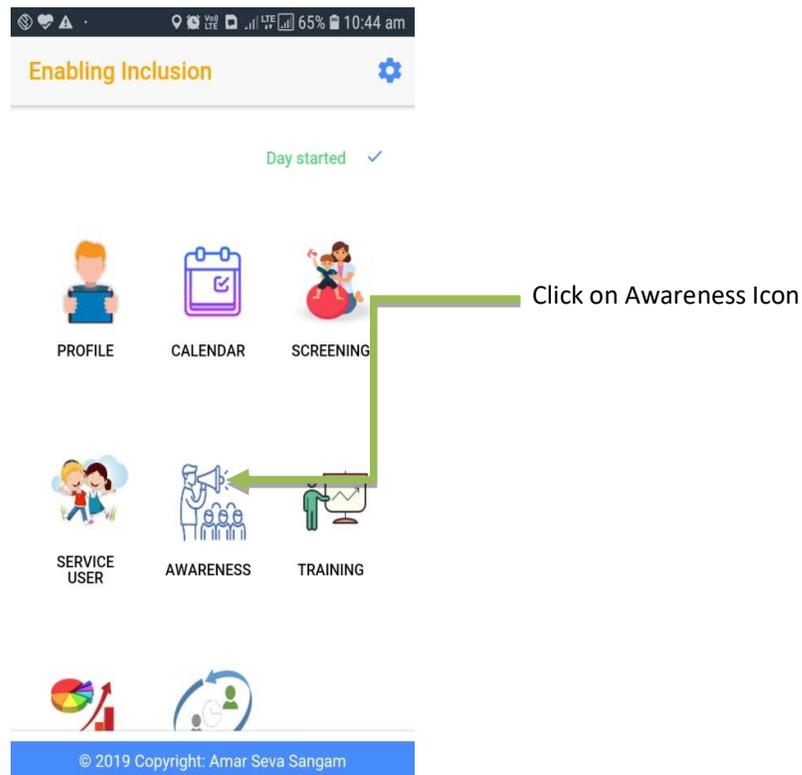
4.7. Awareness

Awareness Programs are conducted and Capture in this menu. This will capture the Venue where the Awareness Program was conducted, who Organised, which Block/Panchayat/Village it was conducted and by whom.

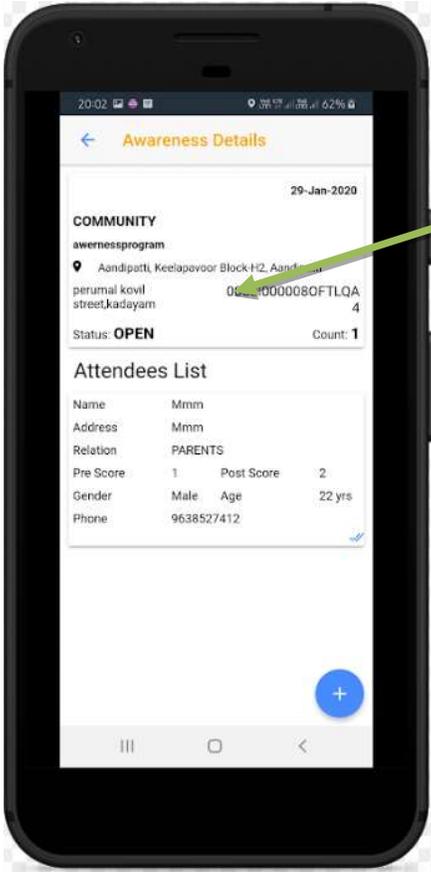
Awareness forms are created in Web Application and only the participants are add in Mobile App

4.7.1. View Awareness Programs

- In Home Page, Click on Awareness
 - Directed to Awareness program listing Page



- All the Program details available based on the last sync
- View the Program by using the search

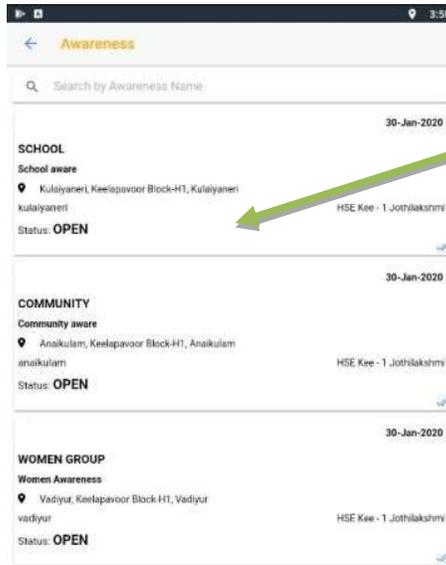


View Awareness program list

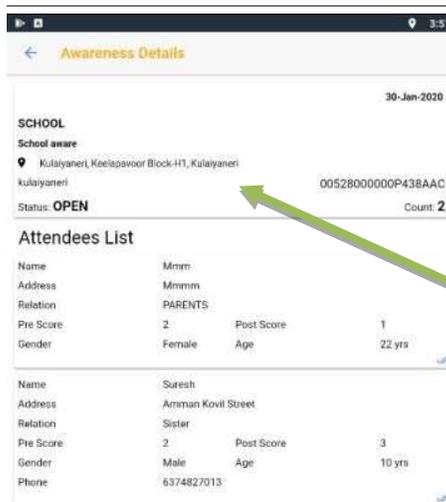


4.7.2. View/Add Attendee's

- In Awareness page, select the program



View Awareness program list

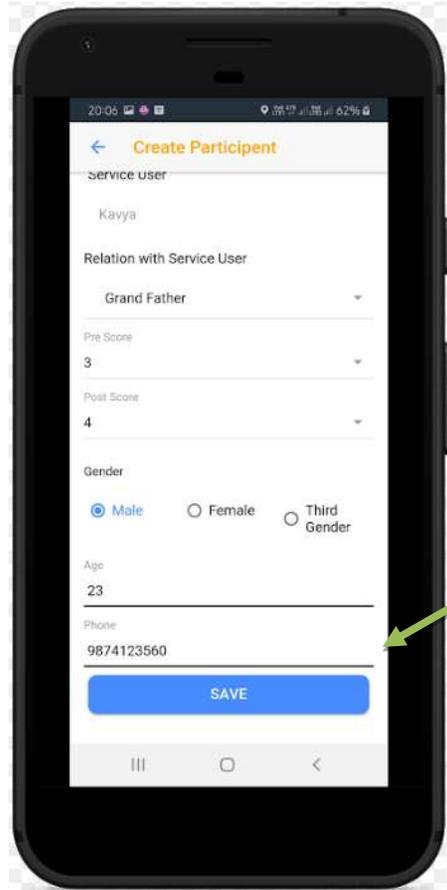


Select an Awareness program from the list
Add Participant by click on +





- Add Attendee's by clicking + in Right bottom
- Add Participant
 - Enter the details
 - Click on save



Add Participant details and click on SAVE



- Newly added participant will be added in list

Awareness Details 30-Jan-2020

SCHOOL
School aware
Kulayani, Keelapavoor Block-HT, Kulayani
kulayani 0052800000P43BAAC
Status: **OPEN** Count: **3**

Attendees List

Name	test		
Address	main1		
Relation	Father		
Pre Score	3	Post Score	3
Gender	Male	Age	1 yrs.
Phone	1234567890		
Name	Mmm		
Address	Mmmm		
Relation	PARENTS		
Pre Score	2	Post Score	1
Gender	Female	Age	22 yrs
Name	Suresh		
Address	Amman Kovil Street		
Relation	Sister		
Pre Score	2	Post Score	3
Gender	Male	Age	10 yrs
Phone	6374827013		

Newly added Attendees





4.8. Training

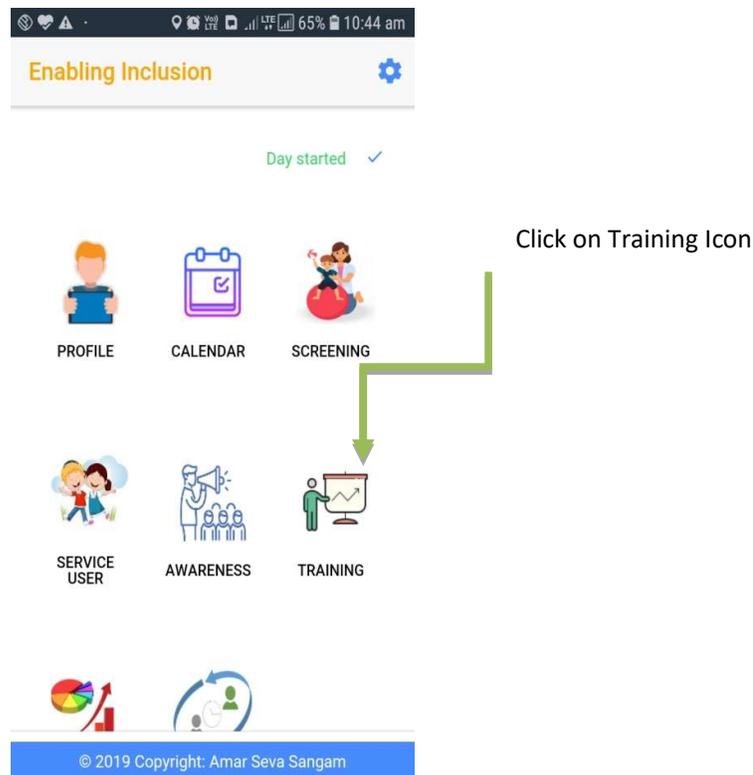
This menu will capture the Training programs conducted and who participated in those programs. This will capture the type of Training Program, Venue where the Program was conducted, who Organised, which Block/Panchayat/Village it was conducted and by whom. IT also captures the Pre-Score and Post-Score of the Training Program

List view of the Training Program

Training forms are created in Web Application and only the participants are add in Mobile App

4.8.1. View Training

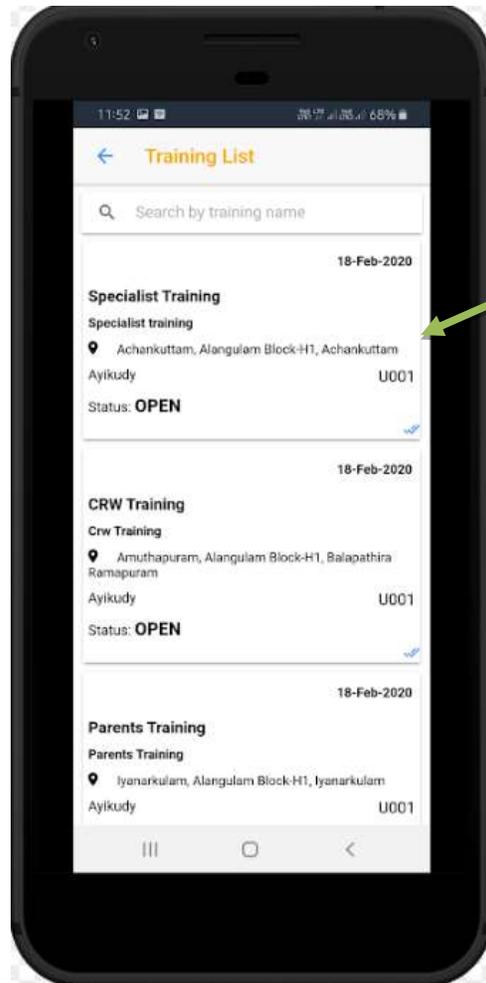
- In Home Page, Click on Training icon
 - Will be directed to Training List Page
 - Training page, select any Training
 - Directed to Training details Page





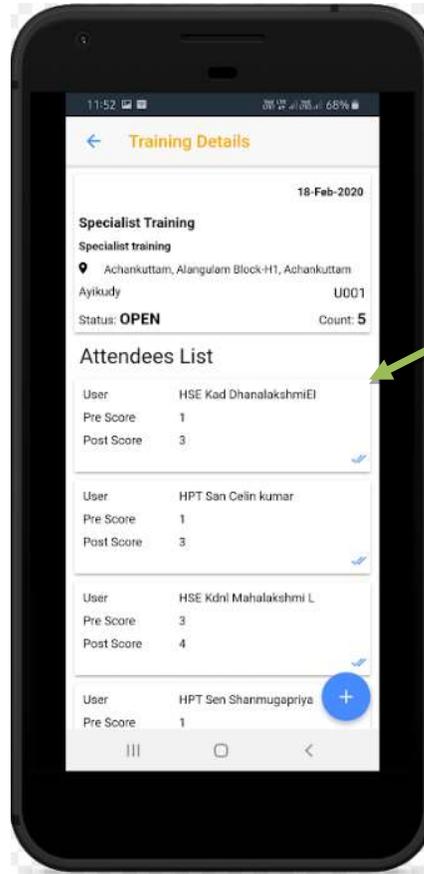
4.8.2. View/Add Attendee is into the Training.

- Add Attendee's by clicking + in Right bottom



View Training List

Click on any Training



View Attendees list

- create Participant
 - Enter the details
 - Click on save



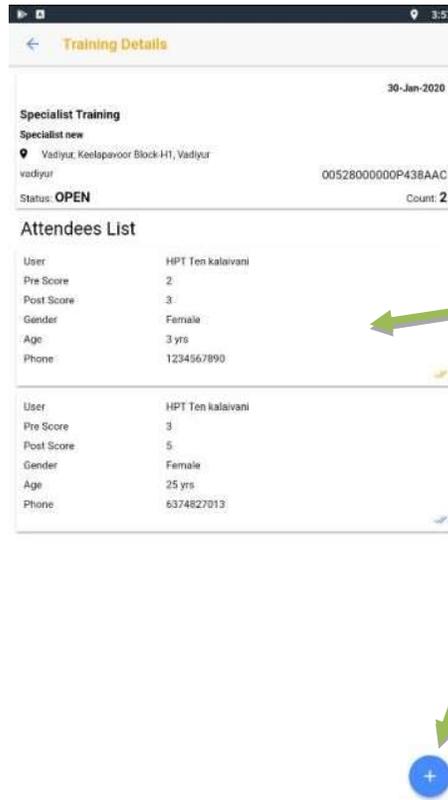
Add Attendees by clicking + Icon

Provide the details and save participant





- New participant will be added in list
- New Participant details can be edited
- Existing Participant cannot be modified



Created participant

Add Attendees by clicking + Icon



3:57

← Training Details

30-Jan-2020

Specialist Training

Specialist new

Vadiyur, Keelapavoor Block-HI, Vadiyur

vadiyur 0052800000P438AAC

Status: **OPEN** Count: **2**

Attendees List

User:	HPT Ten kalaivani
Pre Score:	2
Post Score:	3
Gender:	Female
Age:	3 yrs
Phone:	1234567890

User:	HPT Ten kalaivani
Pre Score:	3
Post Score:	5
Gender:	Female
Age:	25 yrs
Phone:	6374827013



View Attendees list – cannot edit, which is downloaded earlier

You cannot edit this data.



4.9. Reports

4.9.1. View Reports

- Go to Home page, Click on Reports
 - Page will be redirected to Dashboard Page

Click on Reports

PROFILE CALENDAR SCREENING

SERVICE USER AWARENESS TRAINING

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Reports/ Dashboards

Open ATP
7

Today's task
8

Today's Open task
1

Service user Submit for Approval
1

Assesement - Submitted
4

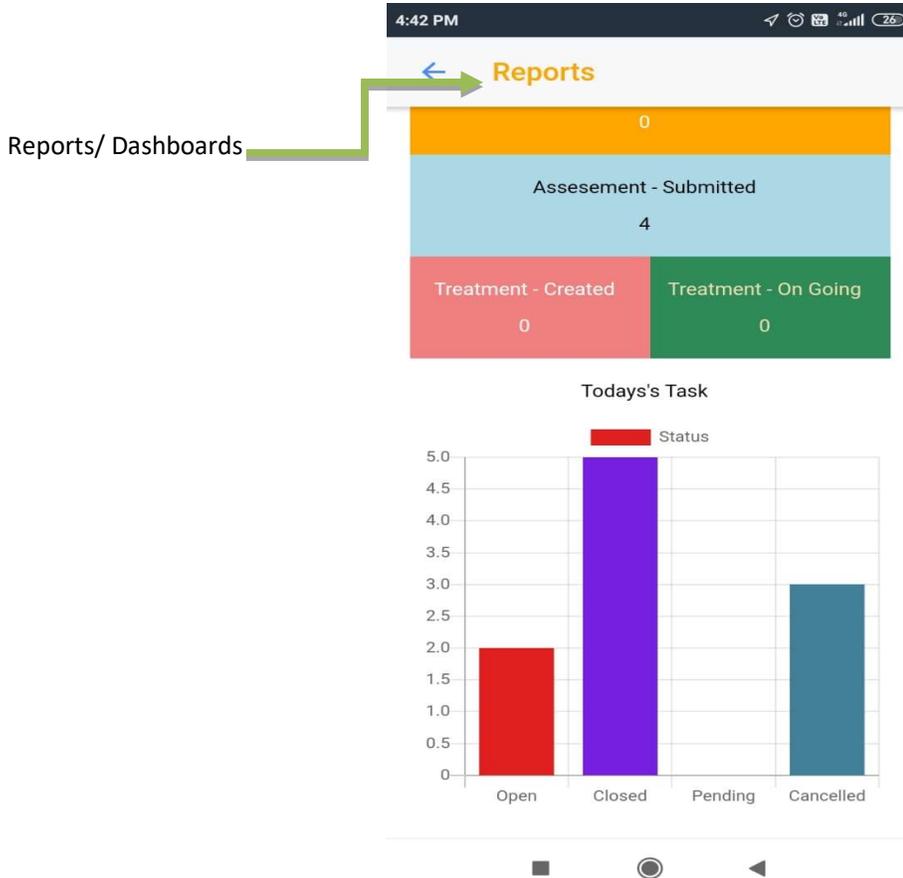
Treatment - Created
0

Treatment - On Going
0

Today's Task

Status

6				
5				



5. Do's & Don'ts

Please follow the Do's & don'ts listed below for a smooth transaction and application usage

5.1. Do's

- Always install the latest Application from Google Play Store or the admin share apk
- Always login to the right Server
- Ensure to update your profile picture on mobile
- Always click on "Start your Day" button to ensure you are on the field
- Always ensure you Sync down the Master & transaction data from Cloud Server
- Always ensure you sync up the transaction data when you complete your transaction
- Please co-ordinate with your team member's on field of the same block
- CRW & Specialists should ensure if the data has to move from one mobile to other it has to sync all the transaction records completely and check if there is a BLUE double check on the record.
- The other mobile user has to wait till the first user sync's and ensures data has moved to web application
- Other mobile user has to sync down the transaction records to receive



- Always ensure to sync the images after it has been saved
- Always ensure to sync the locations after the Task is completed.
- Sync only the table record if you want it to be pushed to cloud server
- Always contact the Team Lead / ASSA Support team if you need any help on the application
- If you have changed your User “Block” ensure you have to Sync all the data completely before doing that
- If you have changed your User “Block” ensure you clear your data and resync the data to that particular block
- Always ensure to keep enough mobile storage space
- Kill all the processes or other running apps when you are working on EI as other apps might consume your RAM and battery.
- Always complete your transaction record and save it else there will be data lose.

5.2. Don't's

- Do not share your login and password with other users
- Do not share your data to other or allow others to use your mobile app
- Do not sync unnecessarily if there are no updates
- Do not uninstall the app without syncing the data completely
- Do not delete the app
- Do not install the app in multiple mobiles
- Do not switch off your mobile data and location services