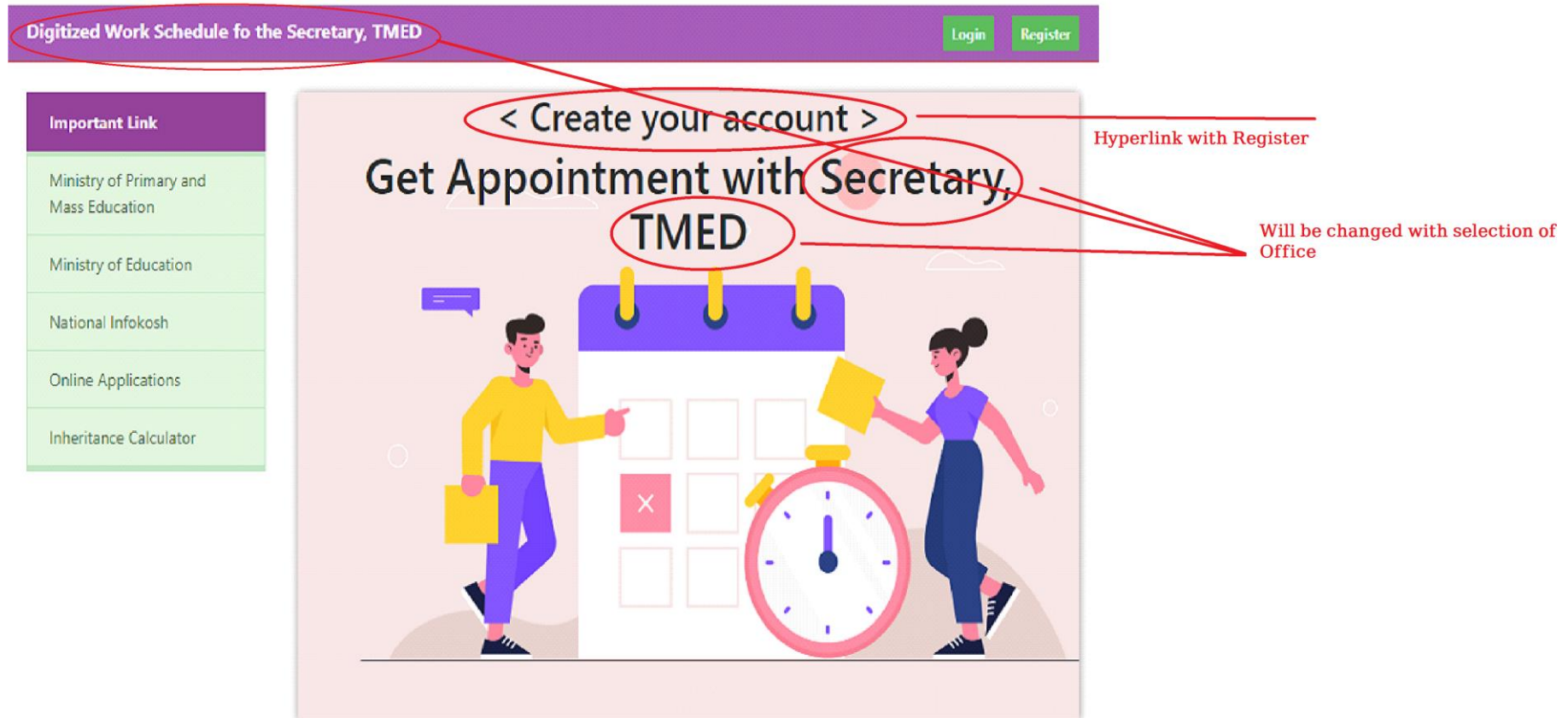1. Homepage
   a. Description and Terms and Conditions
2. Select Office
   a. Select Person to whom you want to meet
   b. Login/Register

3. Register

4. Email verification needed for registration completion
   -→ Please check your email to activate your account.

5. Create Appointment

Labels:

I. Schedule Type (DD)>Appointment>Invitation
II. Date
III. Time
IV. Purpose (TB/Para)
V. Venue (Office Name, By default, Others (Add), select from)
VI. For Appointment-→ No. Persons (If More than one)
   a. Name, Designation, Office/Address, Mobile Number for others (Add more visitor)
VII. For Invitation→
   Title of the Event
   Date of the event
   Time of the event
   Name of Chief Guest
   Name of Special Guest (Add Special Guest)
   Name of Chair

   N.B. VI & VII will be dependent on I.

a.

b

Schedule Info

Schedule Type *
Appointment

Schedule Title *

Venue *

Purpose *

Proposed Datatime *
2019-12-14 15:03:29

15 : 03 : 29

More user friendly
Selection of Date and Time
needed

Select Date

Select time (Start Time---End Time)
        Calculated Time 10 Min

Separately will be more user friendly

Login as **Engr. Robindronath Mahato**

- 👤 My Account
- 👤 My Appointment
- 👤 Create Appointment
- 👤 Logout

Important Link

Ministry of Primary and Mass Education

Ministry of Education

National Infokosh

Online Applications

Inheritance Calculator

My Appointment

Create schedule successfully. Pending for Approval

SL	Type	Datetime	Title	Purpose	Status
1.	Appointment	14 Dec, 2019 02:03 PM	**Test Robin**	Test	Pending

Calculated Time

Login as **Engr. Robindronath Mahato**

My Account

My Appointment

Create Appointment

Logout

Important Link

Ministry of Primary and Mass Education

Ministry of Education

National Infokosh

Online Applications

Inheritance Calculator

My Appointment

SL	Type	Datetime	Title	Purpose	Status
1.	Appointment	14 Dec, 2019 02:03 PM	Test Robin	Test	Pending

This request to be seen to

All 3 user>PO>PS>Sec Simultaneously

Can be approved by Secretary Sir
                          By PS Sir
                          By PO

Or Sent to Sec Sir for Confirmation by PS
Or Sent to PS for Confirmation by PO
Or Sent to Secretary sir by PO

   My Account

   My Appointment

   Create Appointment

   Logout

Important Link

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Online Applications

Inheritance Calculator

My Appointment

SL	Type	Datetime	Title	Purpose	Status

Public registered Appointment
Request is not in the dasboard

Action Needed --> Accept/Reject

Shift...> Update

- 👤 My Account
- 👤 My Appointment
- 👤 Create Appointment
- 👤 Logout

Important Link

Ministry of Primary and Mass Education

Ministry of Education

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Online Applications

Inheritance Calculator

My Appointment

SL	Type	Datetime	Title	Purpose	Status
1.	Appointment	11 Dec, 2019 04:50 PM	Test title	Training	Pending

Action Button needed

  & My Account

  & My Appointment

  & Create Appointment

  & Logout

Important Link

Ministry of Primary and Mass Education

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Online Applications

Inheritance Calculator

Appointment Details

Schedule Type	Appointment
Proposed Datatime	11 Dec, 2019 04:50 PM
Schedule Title	**Test title**
Venue	Adabor
Purpose	Training
Organization	mysoft

Action Button Needed

My Account

My Appointment

Create Appointment

Logout

Important Link

Ministry of Primary and Mass Education

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Online Applications

Inheritance Calculator

My Appointment

SL	Type	Datetime	Title	Purpose	Status

Action Needed --- Accept/Approve>Reject>

Shift>Update