

LNMIIT Outpass App

Guidelines for Caretakers

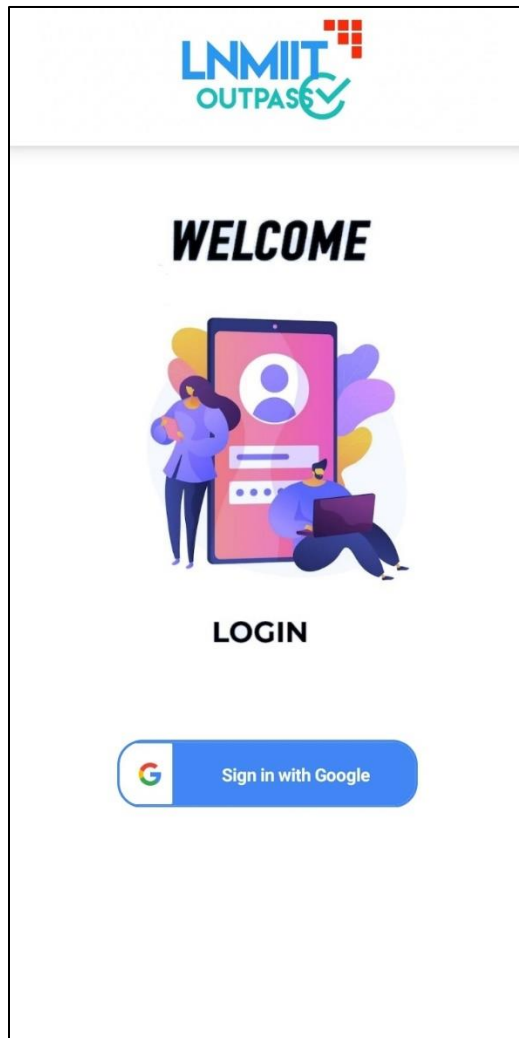
LNMIIT

23rd February 2022

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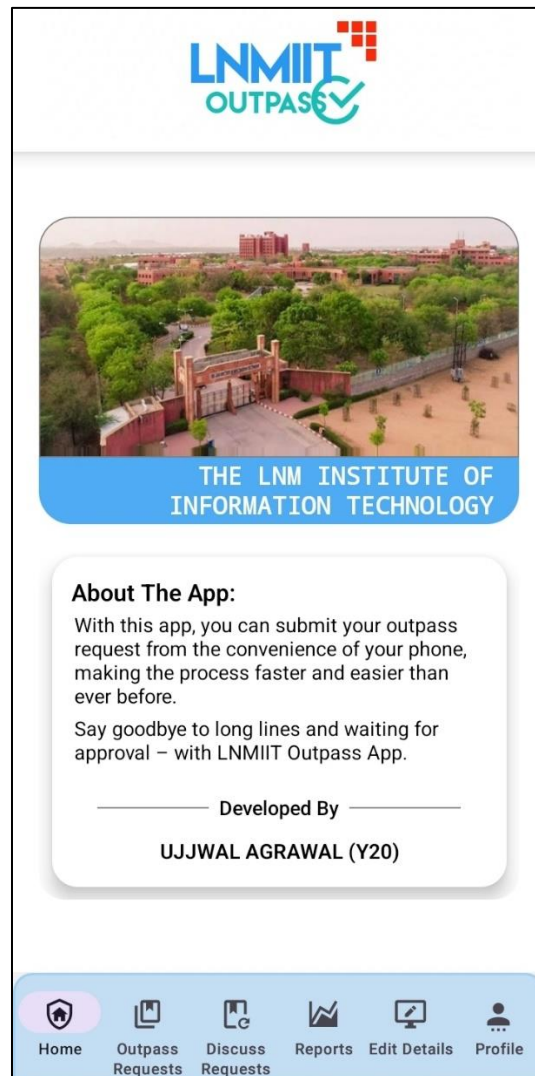
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Login Page

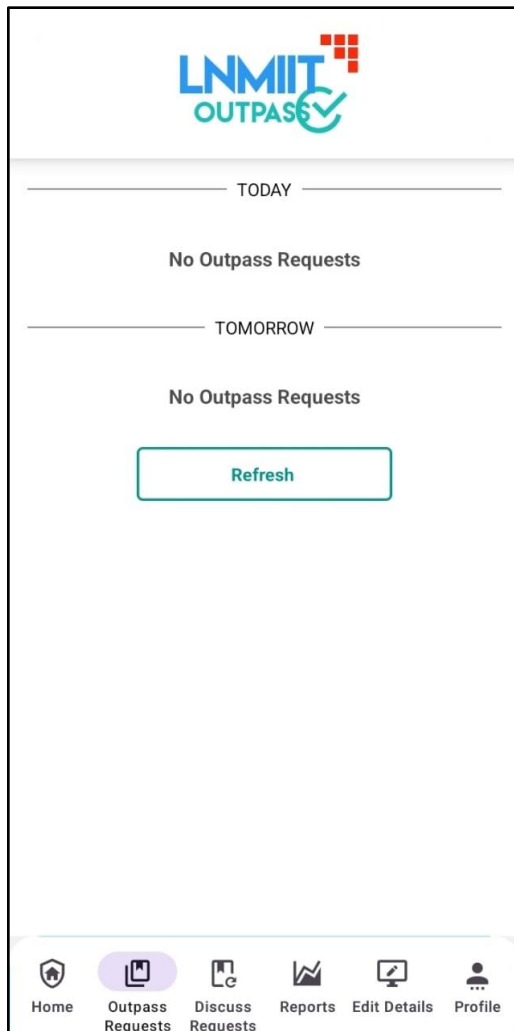


- Login only using **Google sign in** button with your official email-id.

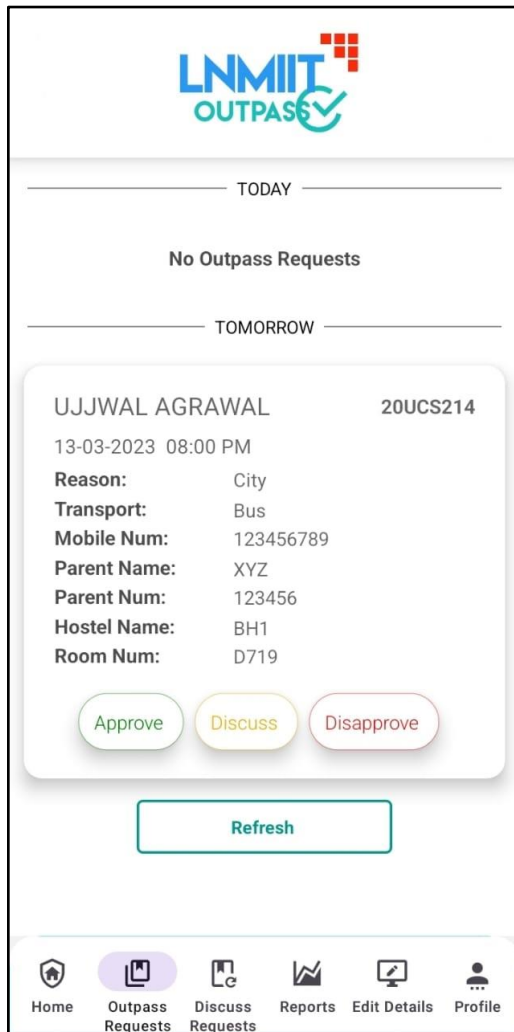
Home Page



Outpass Requests Page

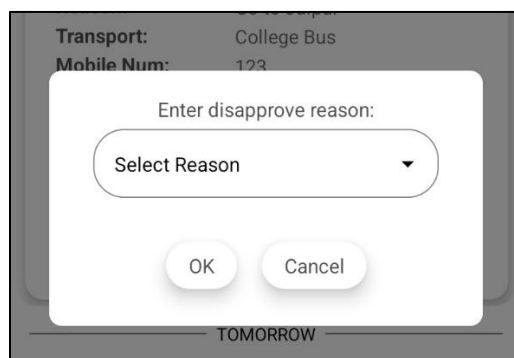


- All the outpass requests for today and tomorrow will appear here.
- Use this refresh button to get new outpass requests.



The screenshot shows the LNMIIT OUTPASS app interface. At the top, there's a header with the LNMIIT OUTPASS logo. Below it, a section for 'TODAY' shows 'No Outpass Requests'. A section for 'TOMORROW' displays a request card for UJJWAL AGRAWAL (ID: 20UCS214) on 13-03-2023 at 08:00 PM. The card lists details: Reason: City, Transport: Bus, Mobile Num: 123456789, Parent Name: XYZ, Parent Num: 123456, Hostel Name: BH1, and Room Num: D719. At the bottom of the card are three buttons: 'Approve' (green), 'Discuss' (yellow), and 'Disapprove' (red). Below the card is a 'Refresh' button. At the very bottom is a navigation bar with icons for Home, Outpass Requests, Discuss Requests, Reports, Edit Details, and Profile.

- Outpass Request will look like this.
- **Approve -**
After clicking Approve Button (Green), outpass will be directly approved and removed from this page.
- **Discuss-**
After clicking Discuss Button (Yellow), outpass will be moved to Discuss Page.
- **Disapprove –**
After clicking Disapprove Button (Red), one pop-up will open which ask for Disapprove Reason.
 - If no reason is selected and OK is pressed then nothing will happen.
 - If cancel is pressed then this pop-up will close and outpass will remain as it is.
 - Outpass will be disapproved when reason is selected and then pressed OK.



The screenshot shows a pop-up dialog titled 'Enter disapprove reason:'. It contains a dropdown menu labeled 'Select Reason' with a downward arrow. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. The background of the app interface is dimmed.

Discuss Requests Page



TODAY

No Outpass Requests

TOMORROW

UJJWAL AGRAWAL20UCS214

13-03-2023 08:00 PM

Reason:City

Transport:Bus

Mobile Num:123456789

Parent Name:XYZ

Parent Num:123456

Hostel Name:BH1

Room Num:D719

Approve

Disapprove

Home

Outpass Requests

Discuss Requests

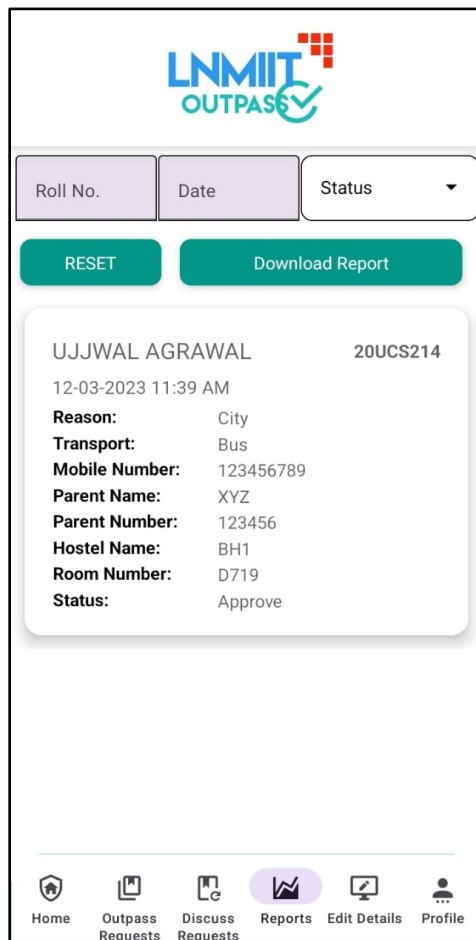
Reports

Edit Details

Profile

- This page is same to Outpass Requests Page except here is no refresh button and discuss button on each outpass.

Reports Page



The screenshot shows the LNMIIT OUTPASS interface. At the top, there's a header with the logo. Below it, there are three input fields: 'Roll No.', 'Date', and 'Status'. There are two buttons: 'RESET' and 'Download Report'. Below these, a card displays the following information:

UJJWAL AGRAWAL	20UCS214
12-03-2023 11:39 AM	
Reason:	City
Transport:	Bus
Mobile Number:	123456789
Parent Name:	XYZ
Parent Number:	123456
Hostel Name:	BH1
Room Number:	D719
Status:	Approve

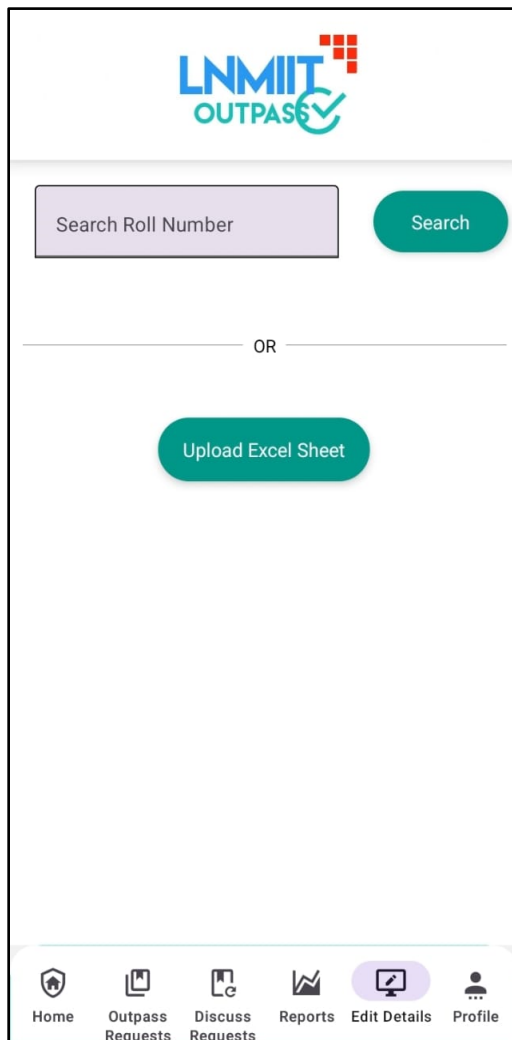
At the bottom, there's a navigation bar with icons for Home, Outpass Requests, Discuss Requests, Reports (highlighted), Edit Details, and Profile.

- This page shows all the outpass requests of past 7 days and allows you to download report for it.
- **Filtering Outpasses-**
 - You can filter these outpass on 3 fields – Roll Number, Date and Status.
 - All the 3 conditions can be applied at once and it will return the outpass which fulfils these conditions.
 - If want to clear conditions then you have to click on RESET button.
- **Downloading Report –**
 - If downloading report for first time, it will ask for permission to access to your phone storage to save file. So, Allow it.
 - Then an pop-up will be open asking for time interval for report.
 - After selcting interval and confirming it show location where file is saved in Download folder.
 - Location of file:
Phone/Downloads/Outpass/[DownloadingDate].



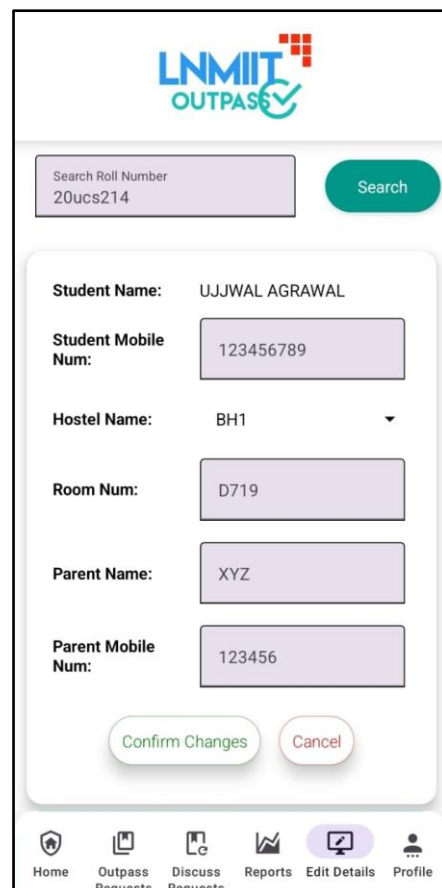
The screenshot shows a date selection pop-up. At the top, it says 'From Date: 12/04/2023'. Below it, there's a dropdown menu with 'Last 7 days' selected. There are two buttons: 'Confirm' and 'Close'. At the bottom, it says 'Status: Pending'.

Edit Details Page



The screenshot shows the LNMIIT OUTPASS app interface. At the top is the logo. Below it is a search bar with the placeholder text "Search Roll Number" and a green "Search" button. Below the search bar is a horizontal line with the text "OR" in the center. Below this is a green button labeled "Upload Excel Sheet". At the bottom is a navigation bar with icons and labels: Home, Outpass Requests, Discuss Requests, Reports, Edit Details (highlighted), and Profile.

- It has 2 options to edit details of students -
- **Individually using Roll Num-**
 - Search Roll Number of your hostel otherwise it will show that “student of not your hostel”.
 - Then form will appear as below.
 - When completed editing **press confirm** to save changes else **press cancel** to close.



The screenshot shows the LNMIIT OUTPASS app interface with the search bar containing the roll number "20ucs214" and the "Search" button. Below the search bar is a form with the following fields:

- Student Name: UJJWAL AGRAWAL
- Student Mobile Num: 123456789
- Hostel Name: BH1
- Room Num: D719
- Parent Name: XYZ
- Parent Mobile Num: 123456

At the bottom of the form are two buttons: "Confirm Changes" (green) and "Cancel" (red). The navigation bar at the bottom is the same as in the previous screenshot, with "Edit Details" highlighted.

- **Upload excel sheet for all students of hostel-**

- Click on upload sheet button.
- Then file explorer will open to choose excel and then select excel sheet.

(Choose Excel sheet carefully as wrong sheet can upload wrong data)


- Format of the excel sheet -

**** Careful -> (Should follow below format only)**

	A	B	C	D	E	F	G	H
1	email	name	studentMob	parentName	parentMob	hostelName	roomNum	
2	20ucs214@lnmiit.ac.in	A1	12345	XYZ	123456	BH1	D719	
3	20ucs215@lnmiit.ac.in	A2	12346	XYZ	123457	BH2	D720	
4	20ucs216@lnmiit.ac.in	A3	12347	XYZ	123458	BH3	D721	
5	20ucs217@lnmiit.ac.in	A4	12348	XYZ	123459	BH4	D722	
6								
7								
8								
9								

- Order of the data should be same.

Profile Page



Name: BH1

Email: bh1@caretaker.com

Role: Caretaker

LOGOUT

Home

Outpass
Requests

Discuss
Requests

Reports

Edit Details

Profile