

ZED Monitoring Tool for Awareness & Training Programmes
Implementing Agency Module - User Manual
(Web Application & Android Mobile Application)

Version: 1.0

ZED Monitoring Mobile App

(Available at Google Play Store for Android devices)

Brief of process flow to operate the mobile app

Mobile App Login by authorized coordinator of IA

Mobile App

- Click on Registration
- First Step will be Register Venue

Mobile App

- Go back and click on Programme Management
- Click on Session Management and capture all the sessions

Mobile App

- •Meanwhile coordinator can also enter the details of all the participants captured in registration sheet (Hard Copies) in Register Participants
- •The co-ordinator can also enter the details of the participants in the provided excel template and send back to the Implementing Agency for backend upload.

Mobile App

- Upload attendance sheet under Programme Attendance
- Upload feedback of ech participants in Participants Feedback

Mobile App •Go back and click on Final Submission to close the programme

Detailed overview of ZED Monitoring Mobile App Process



Mobile App Login (after installing the app)

Coordinator should login on the day of the programme using the credentials shared to his/her registered email address.

Make sure that the GPS/Location is enabled while logging in.



Home Screen (after login the app)

The home screen is divided into 4 tabs:

- Registration: For registering venue.
- ❖ Programme Management: Monitoring of sessions, register participants, participants photo, attendance & feedback
- ❖ Final Submission: Indicating end of the current programme
- **♦** Exit

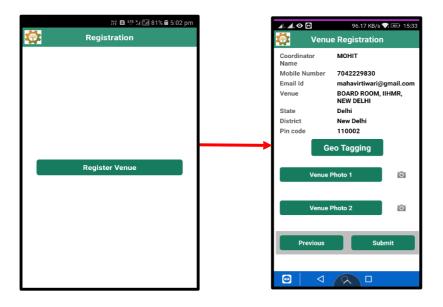
Overview of Registration:



Registration

The registration contains 1 tab:

Register Venue



Before capturing the photo click on Geo Tagging



Register Venue (depict the venue already created through web app)

1)Geo-tagging: To fetch the Lat / Long, in case your GPS of mobile is switched off, the app will prompt for starting the GPS services. Coordinator have to capture the two photographs as the programme started as per the following specifications:

Venue Photo 1: External building photograph depicting the name of venue e.g.



Venue Photo 2: Internal venue photograph (e.g. inside of board room, conference room etc.)





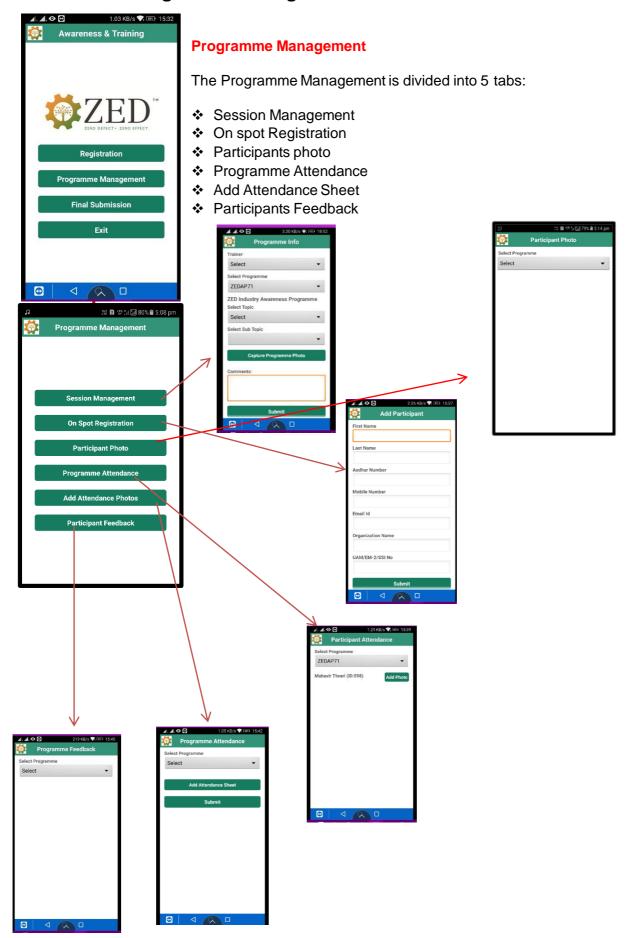
Save
Button

If picture is not clear cross and capture again

4. 4. 🖺 📀 🖯 3.99 KB/s V. 560 17:59 Venue Registration Mobile Number 7042229830 Email Id mahavirtiwari@gmail.con BOARD ROOM, IIHMR, NEW DELHI Venue State Delhi District New Delhi Pin code 110002 **Geo Tagging** Longitude: 77.2450954 Lattitude: 28.6278886

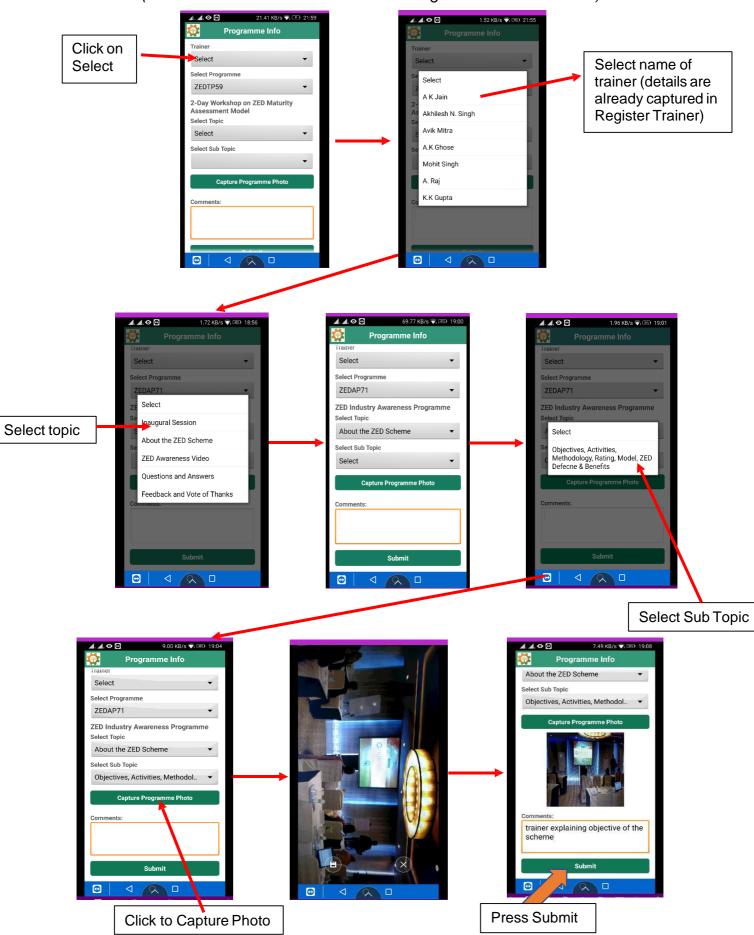
The preview of the uploaded photographs will be available. After capturing the photograph press submit button to register the venue.

Overview of Programme Management:



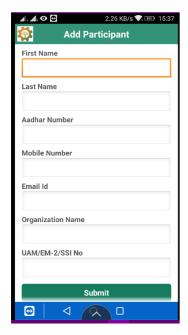
Programme Management > Session Management

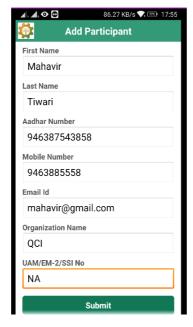
(Pictorial demonstration of Session Management is shown below)



Programme Management > Register Participants

(Pictorial demonstration of Register Participants is shown below)





These field can be captured during the programme or can also be captured after the completion of the programme but have to capture on same day. All fields are mandatory to register the participants. In case if the Aadhaar is not available the coordinator should enter "0" in the field.

In case, the co-ordinator is entering the details in the Excel then the excel should be uploaded on the same day from the backend by the Implementing Agency.

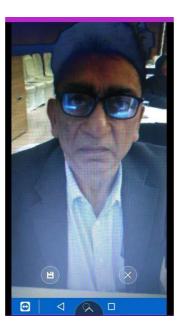
Programme Management > Participants Photo

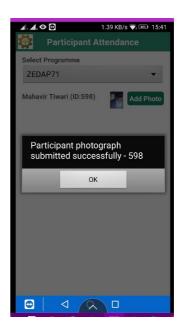
(Pictorial demonstration of Participants Photo is shown below)

Capture the photo of each participant against their names as a proof of attendance.

- Click on Add Photo
- Press save
- Photo of the Participants are not mandatory in case of Awareness Programme



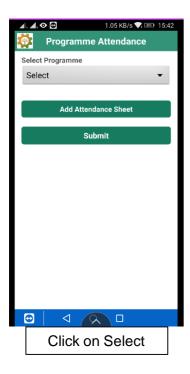




Programme Management > Programme Attendance (Pictorial demonstration of Programme Attendance is shown below)

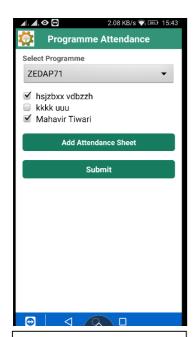
Capture pictures of the signed manual attendance sheets along with the group photo.

- Select the programme
- ❖ If any participant is absent, uncheck the box against his name
- Capture photo of attendance sheet
- Press add more in case of more than one attendance sheet
- Submit









Uncheck box in the absence of Participants



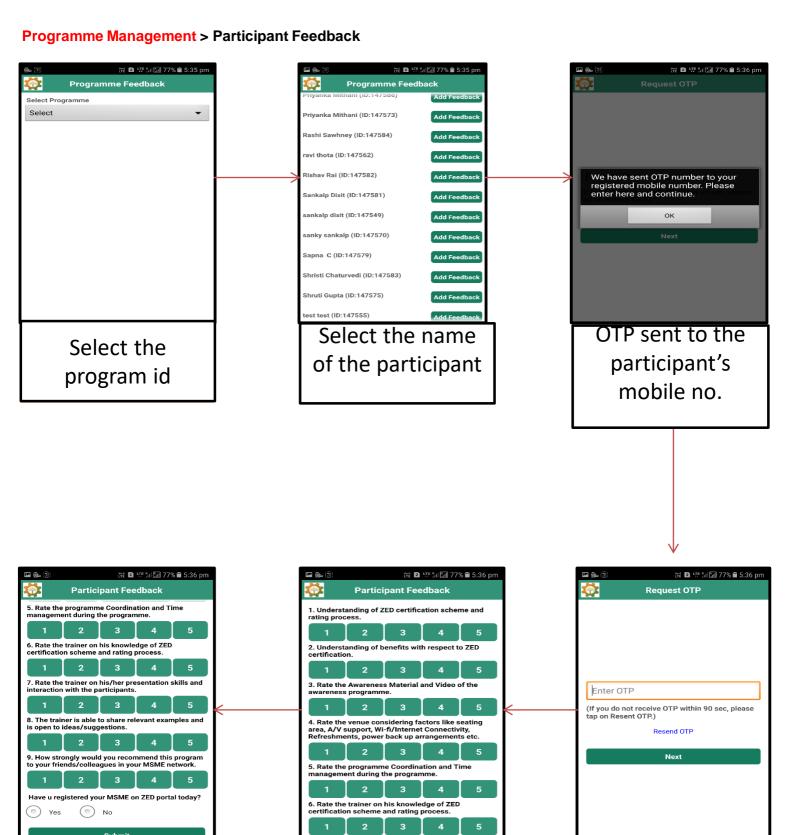
Capture photo of attendance sheet



Press to

submit

more than one sheet click on add more and capture all the sheets



7. Rate the trainer on his/her presentation skills and

Feedback form

Feedback form

Enter the OTP

sent xxxx



Final Submission

Move back to the Home Screen and select Final Submission to complete the session. Make sure all the information entered and uploaded is correct, as no edits can be done even from the backend after selecting "Final Submission".





Confirm the details and click OK which indicates the Implementing Agency that data for the programme is completely uploaded and can be forwarded to ZED Admin for report generation.



Exit the Application