



# User Manual For New India Literacy Programme (NILP)Surveyor (Mobile application)

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## 1. General information

### 1.1 System Overview

The primary objective of the New India Literacy Programme (NILP) is to impart functional literacy to adult non-literates of India, aged 15 and above under a Basic Literacy Programme.

Adult Education in the Indian context extends the educational option to those adults, who have lost the opportunity of getting an education and transcended the age for formal education, and now feel a need for pursuing basic education, vocational education (skill development), equivalency, physical and emotional development, practical arts, applied science, or recreation. Currently, the percentage of adult illiterates in India is around 35% of the world's total adult illiterates.

To ensure complete focus on the eradication of illiteracy, the scheme of Adult Education, NILP will be focused on the Basic Literacy component. The Abhiyan will also focus on women, Schedules Castes (SCs), Scheduled Tribes (STs), Minorities, other disadvantaged groups, and aspirational districts.

Department of School Education and Literacy, Ministry of Human Resources has decided to develop a New India Literacy Programme (NILP) to achieve the goal of adult literacy in India. This document documents the business requirements of the proposed online system.

### 1.2 Purpose

This document aims to briefly describe the operational aspects of the surveyor, which is one of the parts of the NILPmobile application. The Surveyor will have access to the NILP survey mobile application. In addition, the document provides step-wise instructions for handling various aspects of the surveyor role in the mobile application with visual screens for easy and better understanding.

### 1.3 Features

**Simple & User Friendly** –The NILP Surveyor mobile application interface is consistently designed to enable surveyor clarity and ease of use.

**SMS/Email Based Alerts/Notification**–The NILP mobile application has a built-in system of alerts/notifications via SMS/EMAIL on important actions.

**Transparency** –The NILP mobile application is a mobile device-enabled system. It facilitates data sharing in the authorized mode, leading to the highest order of transparency efficient way to work in the Indian Governance scenario.

**Availability** – The mobile-based application is available 24X7 with proper login authentication.

## 1.4 Sections

The NILP survey app is divided into various modules, and these modules are accessible to every public user.

- **Splash screen**
- **Login**
- **Dashboard**
- **Quick Actions**
  - » Survey
  - » Tag
  - » Manage Records
  - » Manage Profile
- **Navigation Pane**
  - » Change Language
  - » Help
  - » Log out

## 1.5 Target Users

This document is intended for surveyor users only and will assist the said user in performing the actions required to complete their task successfully.

## 1.6 Overview of the User Manual

Every Surveyor user onboarded by the admin will be sent a notification that will contain the link to the app along with their username. The Survey users will be able to install the app using the link and will be able to log into the application using the OTP based login system. The users will be able to login into the system using their registered mobile number and the OTP. The mobile application will also work in offline mode. In the absence of a network connection, the Surveyor can do an offline survey also. All offline data will be stored in the mobile device itself and synched with the central server data when the network is established.

There are two types of respondents identified –

- **Learner**
- **Voluntary Trainer**

This user manual is consisting of the following sections:

- Login Process
- Navigation Pane
- Survey Details
- Dashboard
- Quick Actions



## 1.7 Minimum System Requirement

The NILPmobile application is a mobile device-based application that can be accessed through any smartphone. The minimum system requirements for accessing the mobile application are:

- Smartphone (android or IOS)
- Internet Connection (8 Mbps or Greater)

## 1.8 General Operating Instructions

For accessing the NILP mobile application, the user must have –

- Smartphone(Android or IOS)
- An internet connection with at least 8 Mbps speed.

# 2. Getting Startedss

You can download the NILP mobile application APK by using URL<https://play.google.com/store/apps/details?id=com.np.nilp>the Address bar of the browser window of the mobile and pressing the ENTER key on the keypad or download the application from the play store or app store for Android and IOS devices respectively.

## 2.1 Splash Screen

This is the first screen that is visible to the user when the mobile application is launched. This is the welcome screen with the logo of NILP and the Government of India.

The application is built with multilingual capabilities, as soon as the application is downloaded on the user's android/IOS device and application is launched the select language option will be available for the user. The user can select their desired language from the available options displayed on the screen. The same can be seen in **Fig 2.1(a)**. As soon as the user selects their desired language option the system will display a pop-up asking the users for confirmation to change the default regional language, the same can be seen on **Fig 2.1(b)**

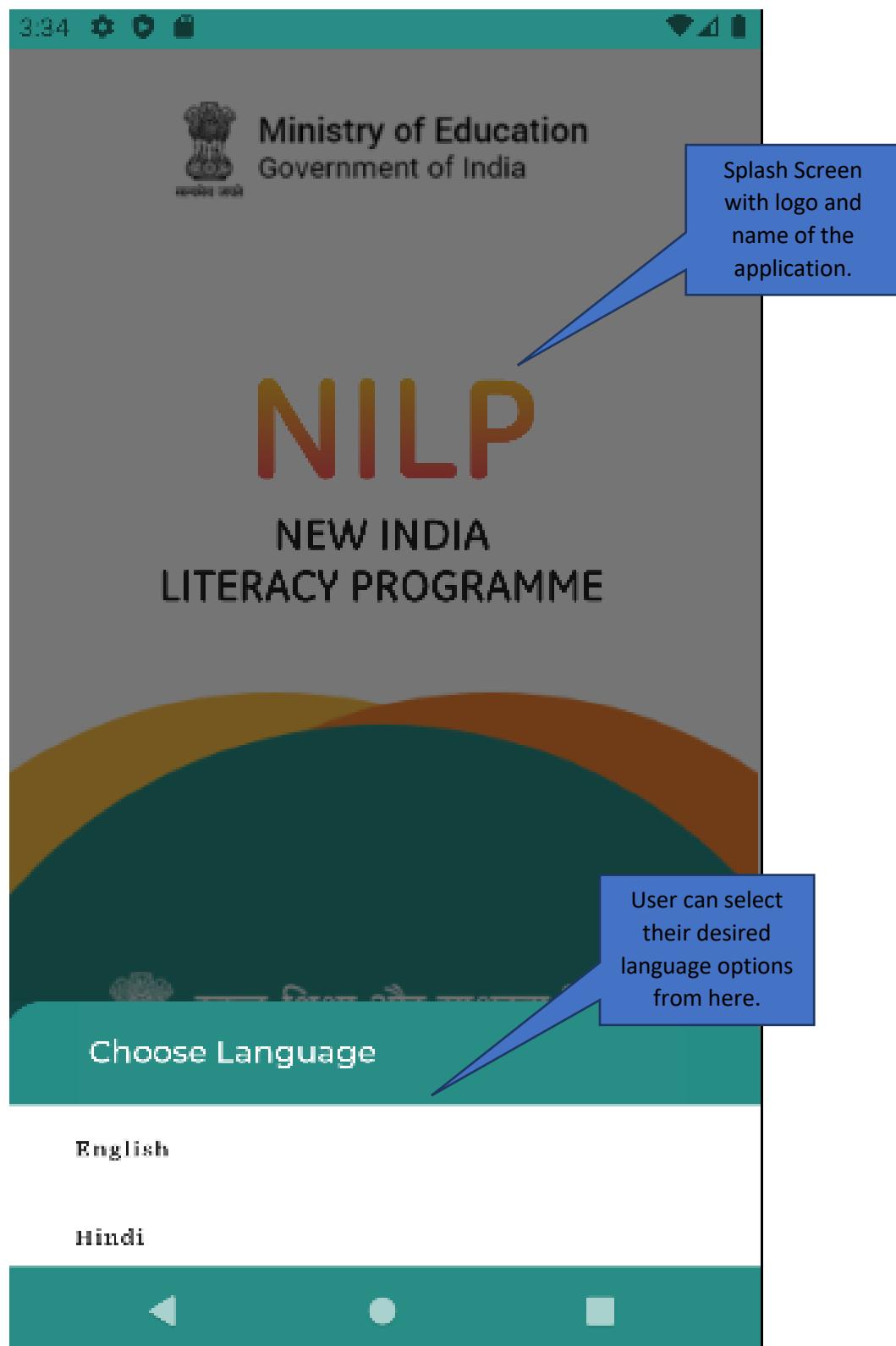


Fig 2.1(a)

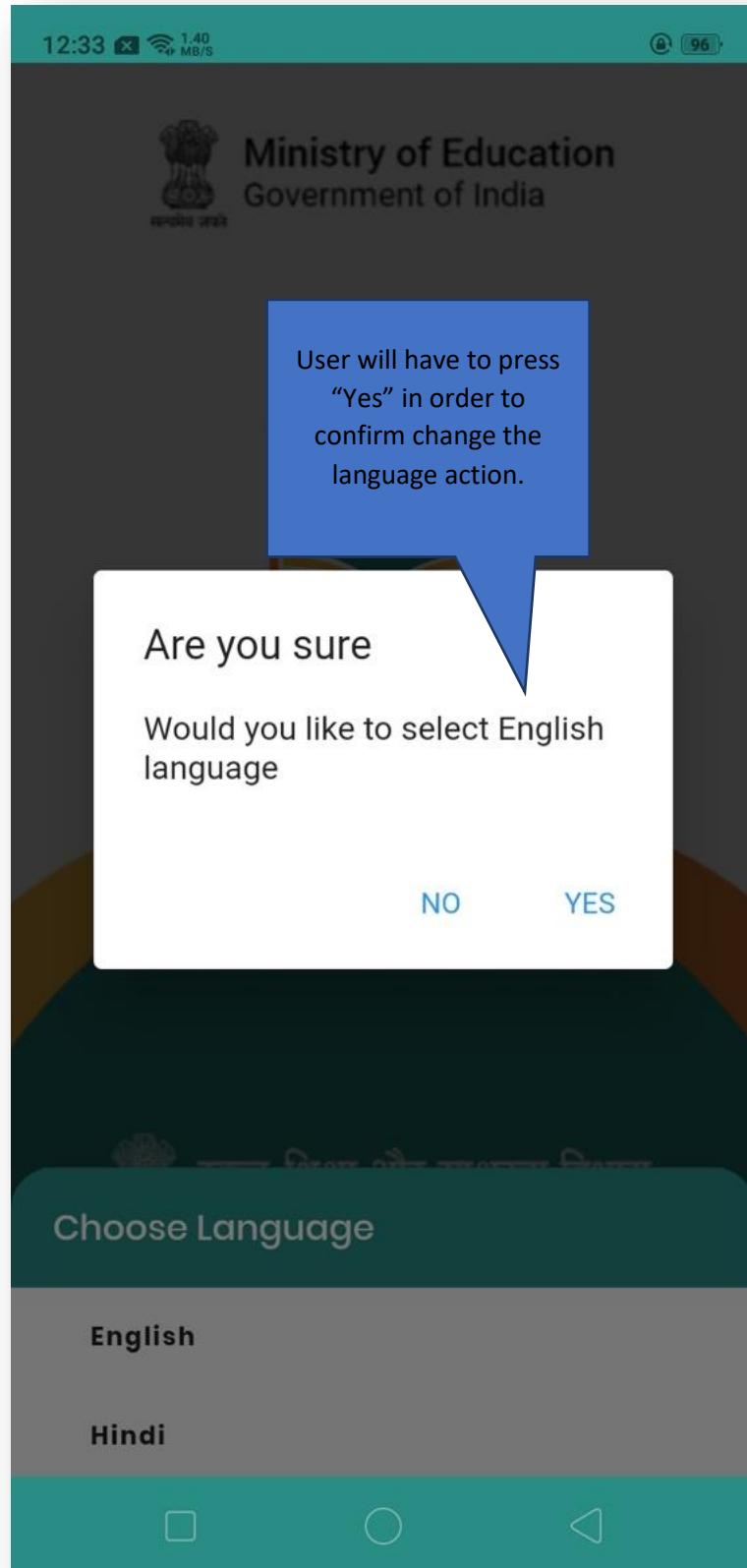


Fig 2.1(b)

## 2.2 Process Selection Screen

After the user has set their desired language option the screen will get directed to the option selection page where the user will get optionsSurvey, Self-Registration, Learning and Certification.

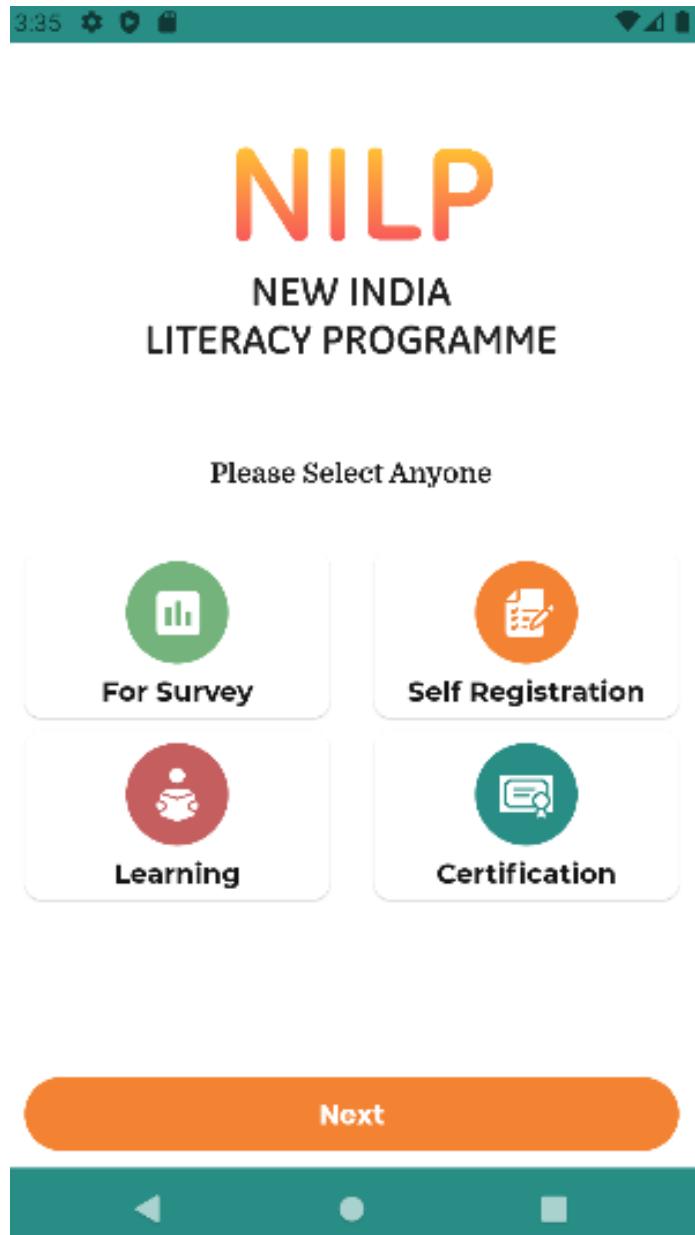


Fig 2.2(a)

## 2.3 Sign-in Process

After option selection the screen will get directed to the "sign-in" screen. The user can Sign In by requesting OTP at their registered mobile number. The surveyor has to enter



their registered mobile number in the “enter your mobile number” section of the mobile application sign-in screen and click on the GET OTP button.

Once the user clicks the “GET OTP” button an OTP will be received on the entered mobile number. The surveyor will enter the received OTP in the “Enter OTP code” section and click on the “verify” button. The application will send OTP via SMS to the authorized mobile number for the sign-in process. The application will allow the user to re-send OTP only after 180 seconds. In the case of five consecutive fail attempts, the application will allow the user to log in the next day. The application will show an error message if entered mobile number is invalid.

If the user did not receive the OTP the user can click on the “resend OTP” button to receive the OTP again. The sign-in process screens can be seen in **Fig.2.3(a)** and **Fig.2.3(b)**

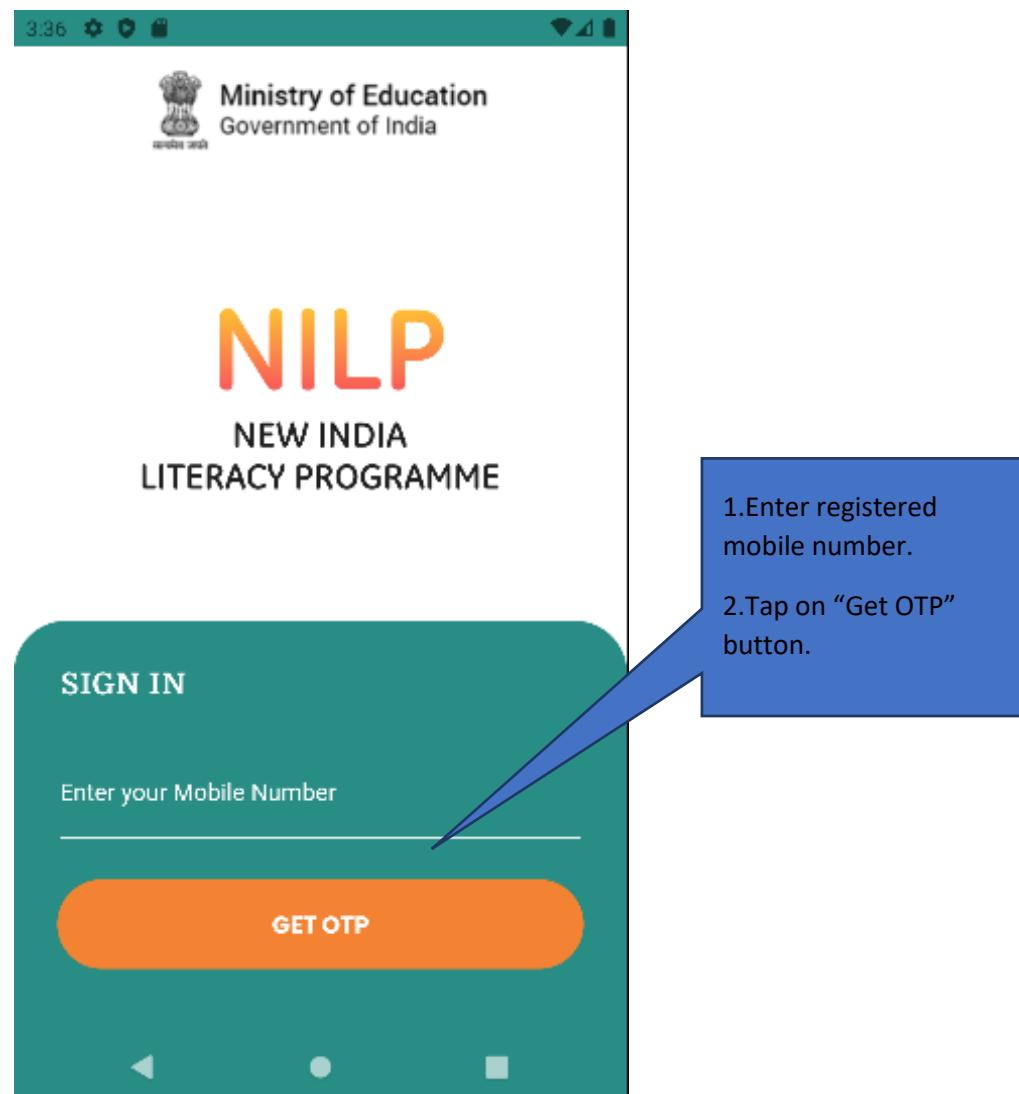


Fig 2.3(a)

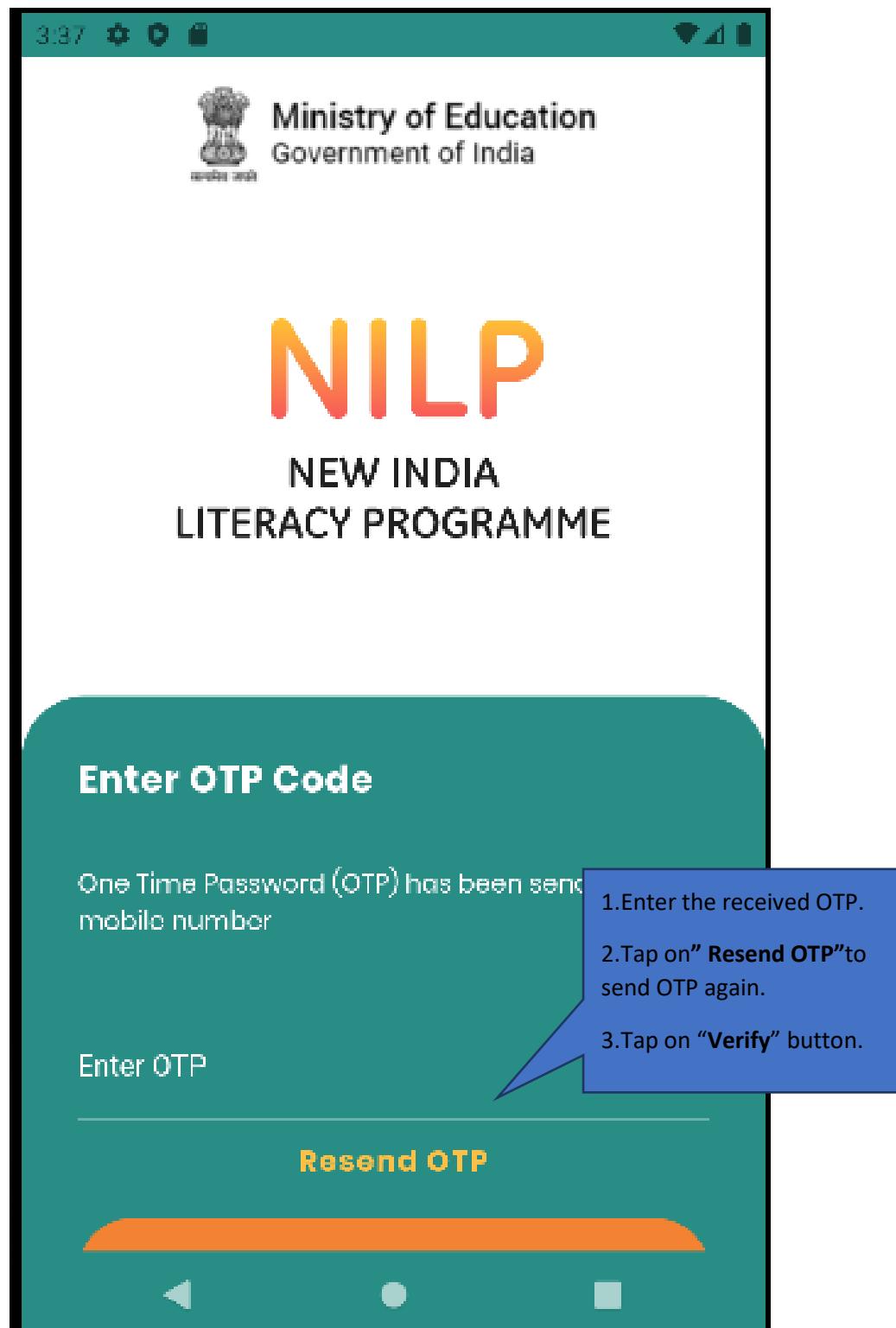


Fig 2.3(b)

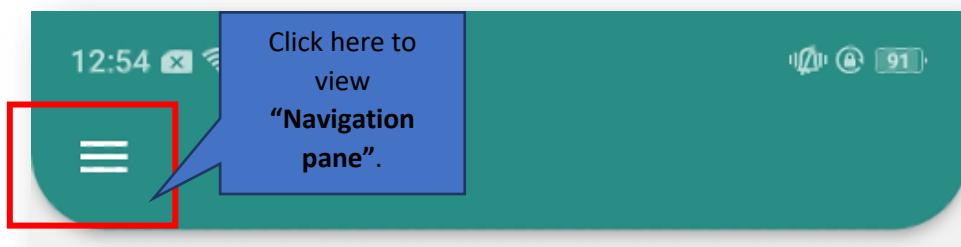
## 2.4 Navigation Pane

The Navigation Pane will appear on the left side of the mobile application once the user will click on the burger menu icon. The navigation menu includes some important quick links that will make the NILP mobile application more user-friendly for the surveyor user. The navigation menu will allow the surveyor to access all of the menu options available on the Navigation pane sections.

Mentioned below are the quick links available on the navigation pane of the NILP mobile application –

- Change Language
- Help
- Logout

The burger menu will appear on the dashboard as shown in **Fig.2.4 (a)** –



**Fig.2.4 (a)**

The navigation pane of the mobile application will look like as shown in below **Fig.2.4(b)**

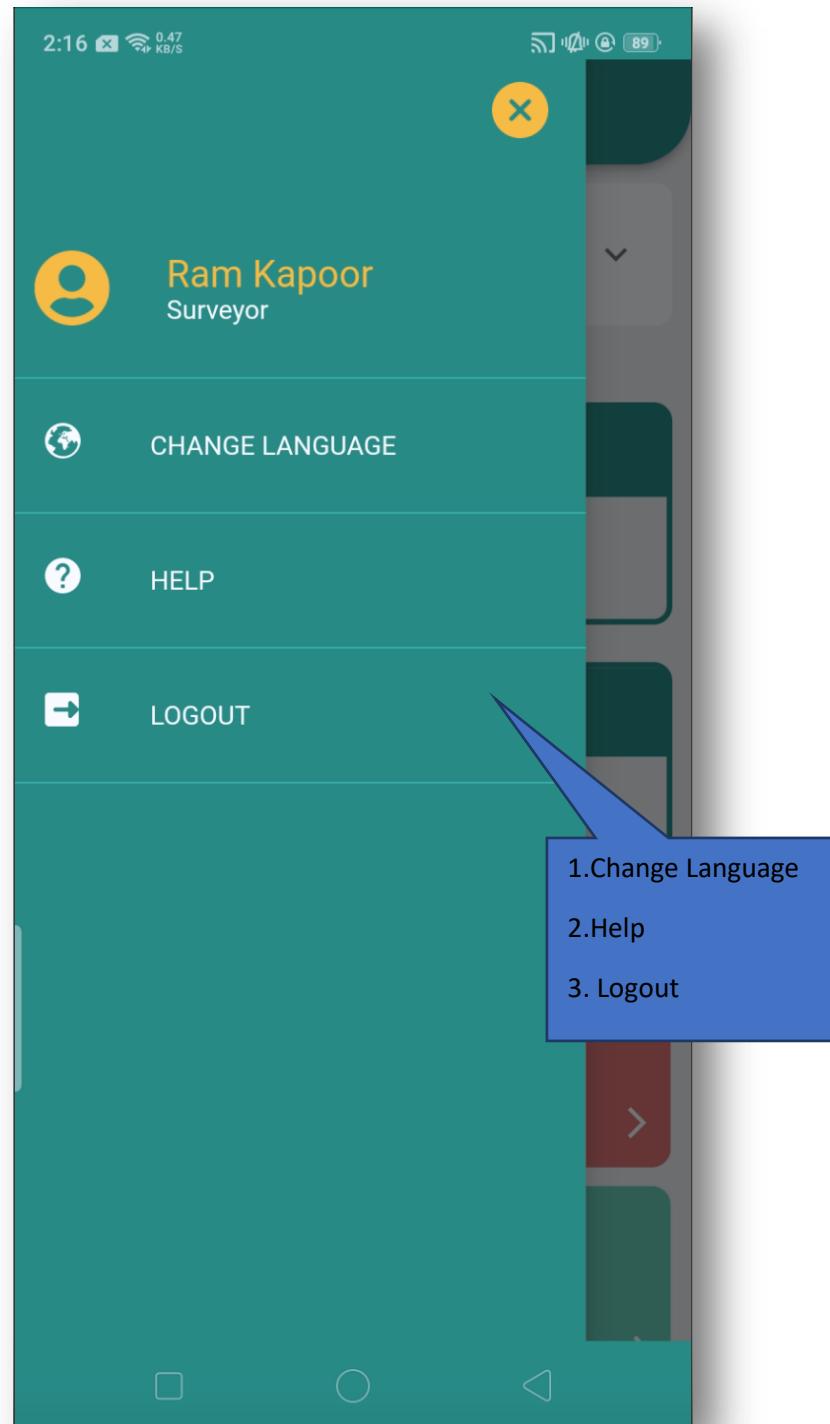


Fig2.4(b)



- **Change Language**

The system is implemented with multilingual capabilities that allow the user to set their desired language as the default app language. The change language screen can be seen in **Fig 2.4(c)**.

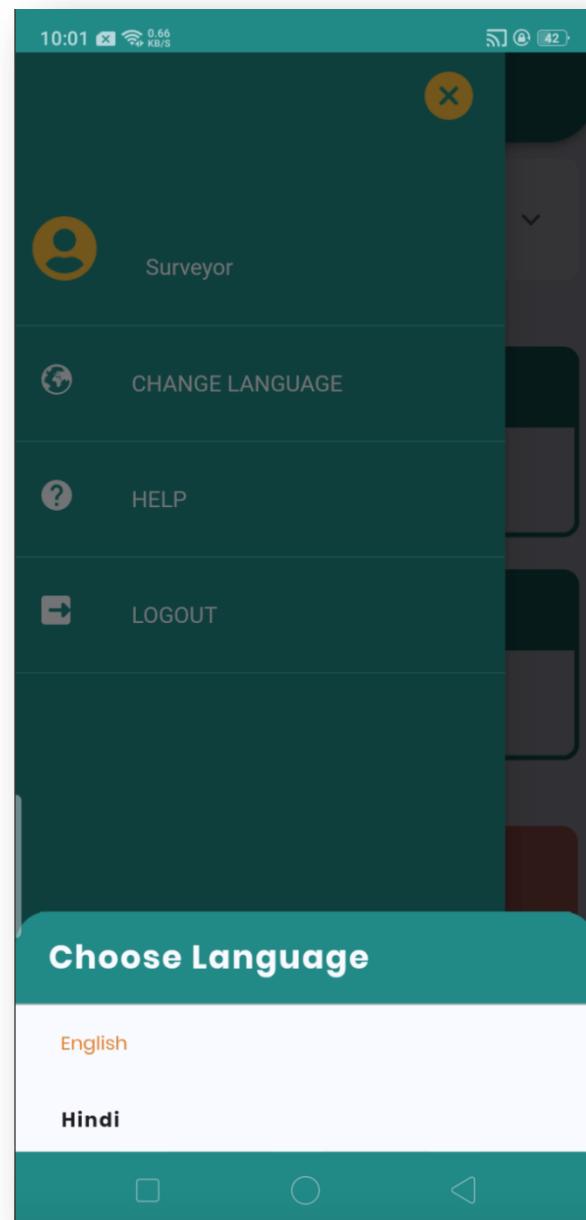


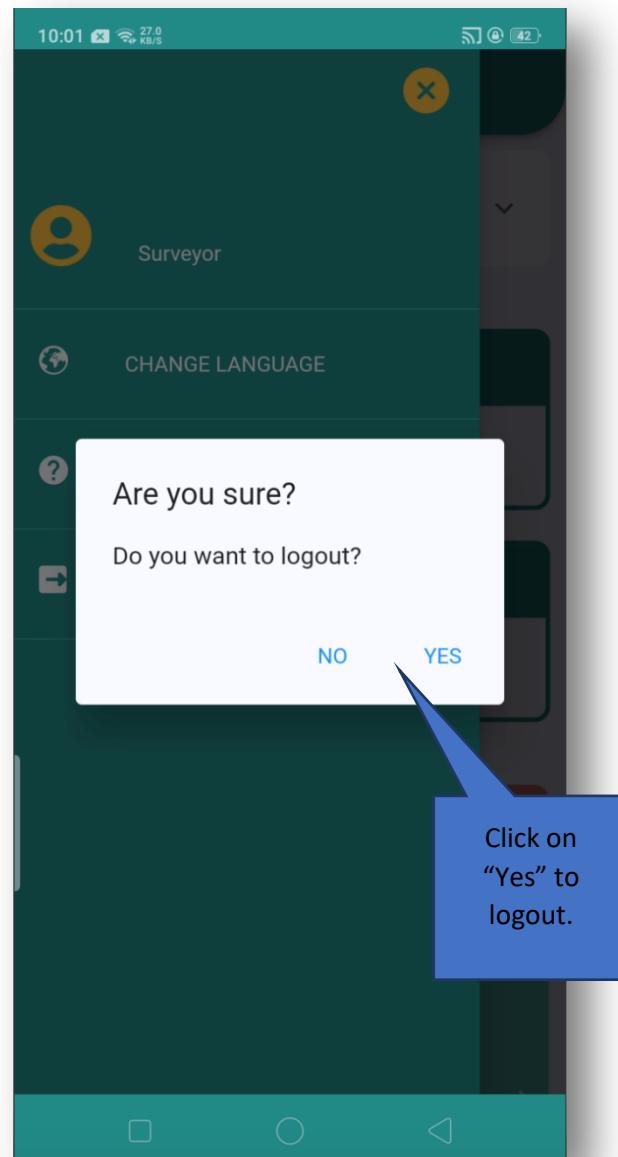
Fig 2.4 (c)

- **Help**

When the user clicks on the “Help” tab it will take the user to the Help page that should showcase the information related to the Help for NILP scheme. The Help screen can be seen in **Fig 2.4 (d)**

- **Logout**

The user can log out from the mobile application by clicking on the logout button that is available in the navigation pane. Once the user clicks on the logout button a message will pop up on the screen for the confirm logout. The user can confirm or reject the logout action by clicking yes or no accordingly. The Logout screen can be seen in **Fig 2.4(e)**.



**Fig 2.4 (e)**



## 2.5 Home Page

The Home page of the NILP mobile application serves as the landing page for the mobile application. The home page of the NILP mobile application has the following different sections –

- **Area Mapping:** This section of the application landing page will display the user area mapping details. The following details will be displayed in this section –
  - » School name
  - » UDISE code
  - » State/UT(s)
  - » District
  - » Block
  - » Cluster
  - » GP/ward
  - » Pin code

The outline for the surveyor details sections can be seen in Fig.2.5 (a)

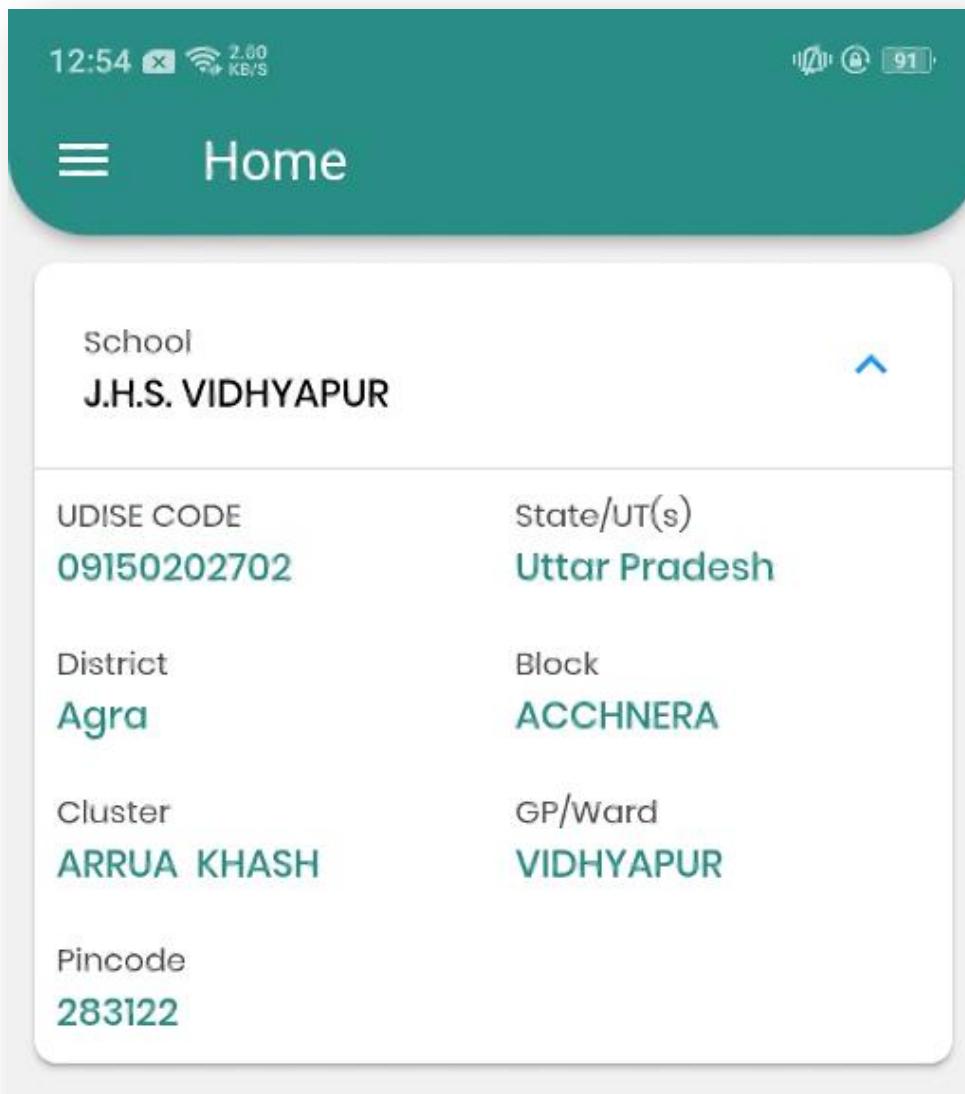


Fig 2.5 (a)

- **Survey Details:** The “Survey Details” section of the NILPmobile application provides a brief overview of the current stats of the survey to the surveyor.

The survey details section of the mobile application consists of the following cue cards: -

- » Non-literate Identified (Tagged/Untagged)
- » Voluntary-Teacher Identified (Tagged/Untagged)

The survey details section will look as shown in Fig 2.5 (b).



## Survey Details



Fig 2.5 (b)

- **Non-Literate Identified**

The non-literate identified cue card provides information about the number of tagged and untagged non-literate persons. Once the surveyor fills in the details of the non-literate persons the cue card will be updated automatically.

The non-literate identified cue card in the application will look like same as in Fig 2.5 (c).



## Survey Details

0  
Non-Literate identified

0 Tagged	0 Untagged
-------------	---------------

Fig 2.5(c)

- **Voluntary-Teacher Identified**

The voluntary-Teacher identified cue card provides information about the number of tagged and untagged voluntary teachers in the application. Once the surveyor fillsin the details of the voluntary teacher users the cue card will be updated automatically.

The voluntary teacher cue card in the application will look like same as in Fig 2.5(d)

0  
Voluntary Teacher Identified

0 Tagged	0 Untagged
-------------	---------------

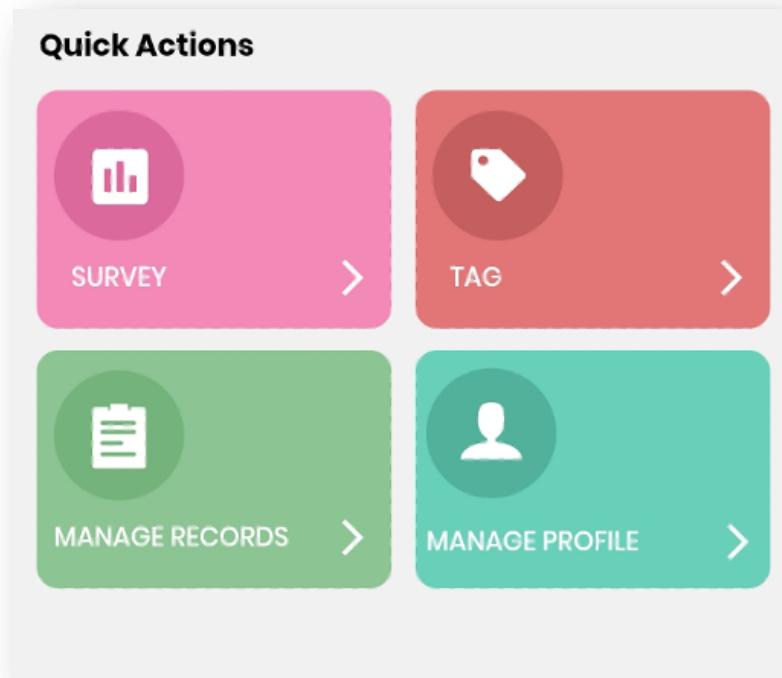
Fig 2.5 (d)

## 2.6 Quick Actions

This section of the NILP Mobile application will showcase four sections in which the surveyor can perform different functionalities. The following four links will be available under the “Quick Action” section of the home page: -

- Survey
- Tag
- Manage Records
- Manage Profile

The screen will look as shown in **Fig 2.6 (a)**



**Fig 2.6 (a)**

- **Survey** - The system will allow the surveyor user to perform a survey and capture the details of the identified user. The users will have to click on the “Survey” button, and a “survey” form will appear on the screen. The authorized user will use the survey form for capturing the details of the identified learner/VT. The system will allow the surveyor user to view the added family details by using the search box available at the top of the survey form. The search should work based on the following fields: -
  - » Family head name
  - » ID number
  - » Mobile number.

The survey form will look like as shown in **Fig 2.6 (b)**.



The screenshot shows the 'Survey' screen of the NILP app. At the top, there is a search bar with the placeholder 'Search Family Head Name, Id No. or Mobile No.' and a magnifying glass icon. A red box highlights this search bar. Below it, a blue callout box contains the text: 'Perform search operation based on:  
1. Family head name  
2. ID no.  
3. Mobile number'. The main form area is titled 'Family Head Details'. It includes fields for 'Family Head Name' (with a placeholder), 'House Address' (with a placeholder), and 'Mark As' (with options 'None', 'Learner', and 'VT', where 'None' is highlighted). Below these are fields for 'Age' and 'Mobile Number' (both with placeholders). Under 'Gender', there are three buttons: 'Male', 'Female', and 'Transgender', all of which are highlighted with yellow outlines. There is also a dropdown menu for 'Select Identity Type' and another for 'ID Number'. Further down are dropdown menus for 'Select Category' and 'Profession Type', both of which are highlighted with yellow outlines. A checkbox labeled 'Add head of family only' is present. At the bottom is a large orange button labeled 'ADD MEMBER'.

Search Family Head Name, Id No. or Mobile No.

Family Head Details

Family Head Name

House Address

Mark As

None Learner VT

Age Mobile Number

Gender

Male Female Transgender

Select Identity Type

ID Number

Select Category

Profession Type

Add head of family only

ADD MEMBER

Click here to add member details after the family head details have been captured successfully.

Fig 2.6 (b)



The registration through the survey is done by the surveyor for both Learner as well as Voluntarytrainers. As soon as the surveyor user has entered the details of the family head, they can save the head details and proceed further adding the family member details.

The system is implemented in such a way that the same form will be used for both Learner and VT as well. In case the member identified is “Volunteer Trainer” then an additional input field will start appearing on the form capturing the information for “Volunteer Trainer Type” .

The fields & validations of form for capturing the details of the family head can be seen in the table below:

Field Name	Field Type	Validation/Description
Family Head Name	Text box	Required, Max 100 characters, Allowed Characters (A-Z, Dot, Space)
House Address	Text box	Required, Max 100 characters, Allowed Characters (A-Z, Dot, Space)
Mark as	Toggle	Required (Learner, VT, None). Only one selection is allowed.
Age	Text box	Required, Min-15, Max-100
Mobile	Text Box	Required, 10-digit valid mobile number
Gender	Toggle	Required (Male, Female, Transgender). Only one selection is allowed.
Select Identity Type	Drop Down	Required, Type list shall be picked from type master.
Id Number	Text Box	Required, Will be validated based on the selection of ID type.
Social Category	Drop Down	Required in case of Learner, Will be picked from master
Profession	Drop Down	Required, List shall be picked from Profession master.
Only Head Add	Checkbox	In case only head details are added and no learners or VTs are identified then the surveyor can select this check box.

As soon as the user clicks on the “Add member” button the system will redirect the user to the add member details form. The member details form will display the captured detailsof the family head on the top of the member detail form. This section will look as shown in **Fig 2.6 (c).**



**Fig 2.6 (c)**

As soon as the user clicks on the “Edit” icon on the family head details section the system opens up the survey form having pre-filled details of the family head and members, in order to update the changed details, the surveyor user will have to press “Update” button. The screen will look as shown in Fig 2.6 (d)and Fig 2.6 (e).



The screenshot shows a mobile application interface for the New India Literacy Programme (NILP). The top status bar indicates the time as 10:14, signal strength, battery level at 0.50 KB/S, and a notification count of 29. The header bar is teal with the word "Survey" and navigation icons for back, upload, and home. Below the header, there are tabs for "Learner" (selected) and "Volunteer Trainer".

The main form area contains the following fields:

- Age: 50
- Mobile Number: \*\*\*4243\*\*\*
- Gender: A dropdown menu with three options: Male (selected), Female, and Transgender.
- Select Identity Type: Pan Card
- ID Number: \*\*\*et845\*\*
- Select Category: Minority
- Profession Type: Office Worker

At the bottom is a large orange "UPDATE" button with an upward arrow icon. A blue speech bubble points to the "UPDATE" button with the text: "Click ‘Update’ to confirm edit the family details action." Another blue speech bubble points to the "Gender" section with the text: "Form for editing member detail."

Fig 2.6 (d)



The screenshot shows a mobile application interface for the New India Literacy Programme (NILP). The top status bar indicates the time as 10:15, signal strength, and battery level at 8.00 KB/S. The title bar says "Survey". The main form includes fields for Age (90), Mobile Number (\*\*\*5423\*\*\*), Gender (Male, Female, Transgender), Select Identity Type (Pan Card), ID Number (\*\*\*dh876\*\*), Select Category (Minority), Profession Type (Manufacturer), and two buttons at the bottom: "ADD MEMBER" and "UPDATE". A blue callout bubble points to the "ADD MEMBER" button with the text "Click ‘Add Member’ to add member detail." Another blue callout bubble points to the "UPDATE" button with the text "Click ‘Update’ to confirm edit the family details action." A third blue callout bubble points to the "Transgender" gender option with the text "Form for editing head detail."

Age: 90

Mobile Number: \*\*\*5423\*\*\*

Gender:

Male    Female    Transgender

Select Identity Type: Pan Card

ID Number: \*\*\*dh876\*\*

Select Category: Minority

Profession Type: Manufacturer

ADD MEMBER    UPDATE

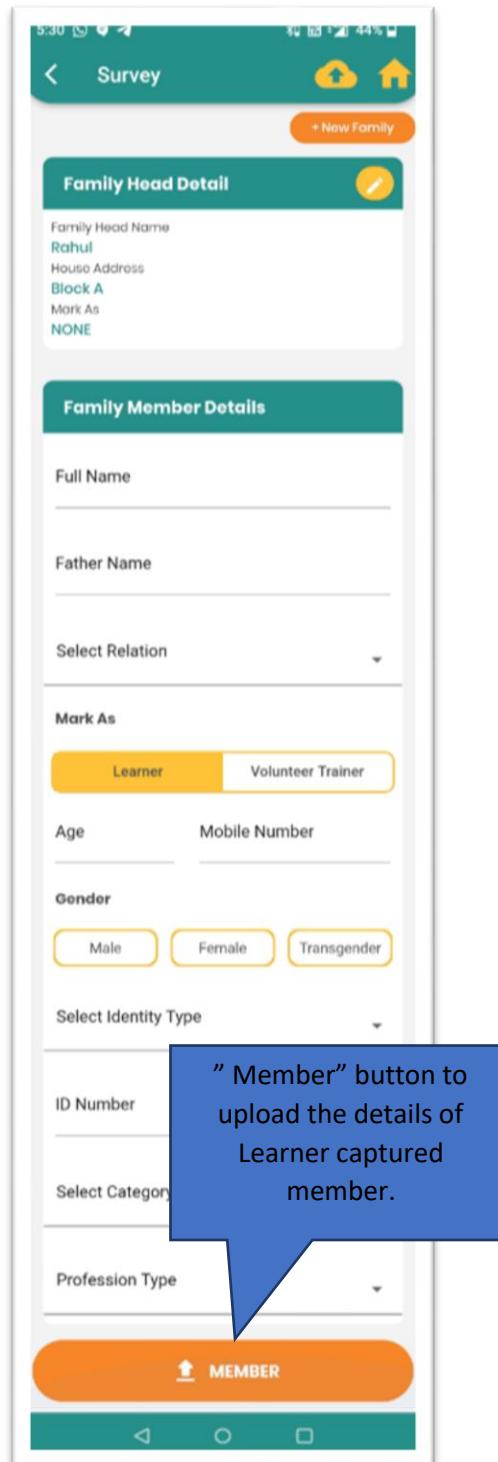
Click “Add Member” to add member detail.

Click “Update” to confirm edit the family details action.

Form for editing head detail.

Fig 2.6 (e)

The form for capturing the details of the identified learner will look like as shown in Fig.2.6 (f).



The screenshot shows a mobile application interface for capturing learner details. At the top, there is a green header bar with the text "Survey" and icons for cloud storage and home. Below it is a teal bar labeled "Family Head Detail" with a pencil icon. The "Family Head Name" field contains "Rahul", "House Address" field contains "Block A", and "Mark As" field contains "NONE". The main form is titled "Family Member Details". It includes fields for "Full Name", "Father Name", "Select Relation", "Mark As" (with "Learner" selected), "Age" and "Mobile Number", "Gender" (with "Male" selected), "Select Identity Type", "ID Number", "Select Category", "Profession Type", and a large orange button at the bottom labeled "MEMBER" with an upward arrow icon. A blue speech bubble points to the "MEMBER" button with the text: "'Member' button to upload the details of Learner captured member."

**Fig 2.6 (f)**

The fields & validations of form for capturing the details of the learner can be seen in the table below:

Field Name	Field Type	Validation/Description
Full Name	Text box	Required, Max 100 characters, Allowed Characters (A-Z, Dot, Space)
Father Name	Text box	Max 100 characters, Allowed Characters (A-Z, Dot, Space)
Select Relation	Drop Down	Required, only one selection is allowed.
Mark as	Toggle	Required (Learner, VT). Only one selection is allowed.
Age	Text box	Required, Min-15, Max-100
Mobile	Text Box	Required, 10-digit valid mobile number
Gender	Toggle	Required, only one selection allowed
Select Identity	Drop Down	Required, Type list shall be picked from type master.
Id Number	Text Box	Required, Will be validated in case of Id type.
Select Category	Drop Down	Required, in case of Learner, Will be picked from master
Profession Type	Drop Down	Required, will be picked from master.

The form for capturing the details of the identified VT will look like as shown in **Fig.2.6 (g).**

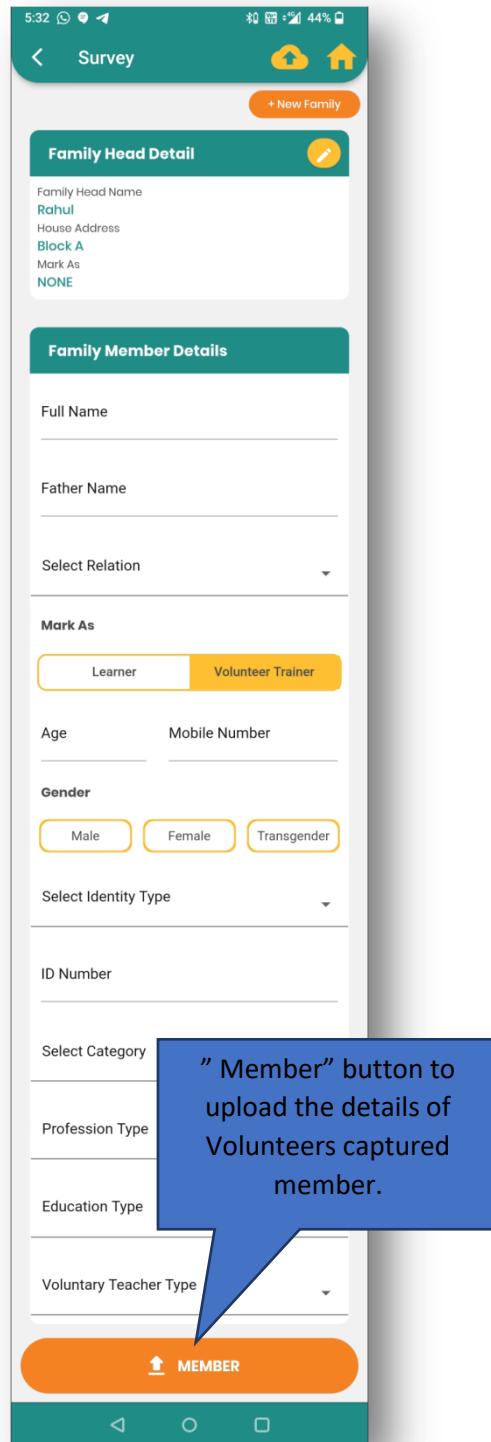


Fig 2.6 (g)



The fields & validations of form for capturing the details of the VT can be seen in the table below:

Field Name	Field Type	Validation/Description
Full Name	Text box	Required, Max 100 characters, Allowed Characters (A-Z, Dot, Space)
Father Name	Text box	Max 100 characters, Allowed Characters (A-Z, Dot, Space)
Relation with Family Head	Drop Down	Required, only one selection is allowed.
Mark as	Toggle	Required (Learner, VT). Only one selection is allowed.
Age	Text box	Required, Min-12, Max- 100
Mobile	Text Box	Required, 10-digit valid mobile number
Gender	Toggle	Required, only one selection allowed.
Proof of Identity	Drop Down	Required, Type list shall be picked from the master.
Id Number	Text Box	Required, Will be validated in case of Id type.
Profession Type	Drop Down	Required, Will be picked from the master.
Education	Drop Down	Required, Will be picked from the master
Trainer Type	Drop Down	Required, will be picked from the master.

Once the surveyor has added the required detail of the identified learner/VT they will have to click on the “Member” button that will display a pop-up on the screen asking for the surveyor's confirmation is they want to add details of more user or want to end the survey. The screen will look as shown in **Fig 2.6 (h)**

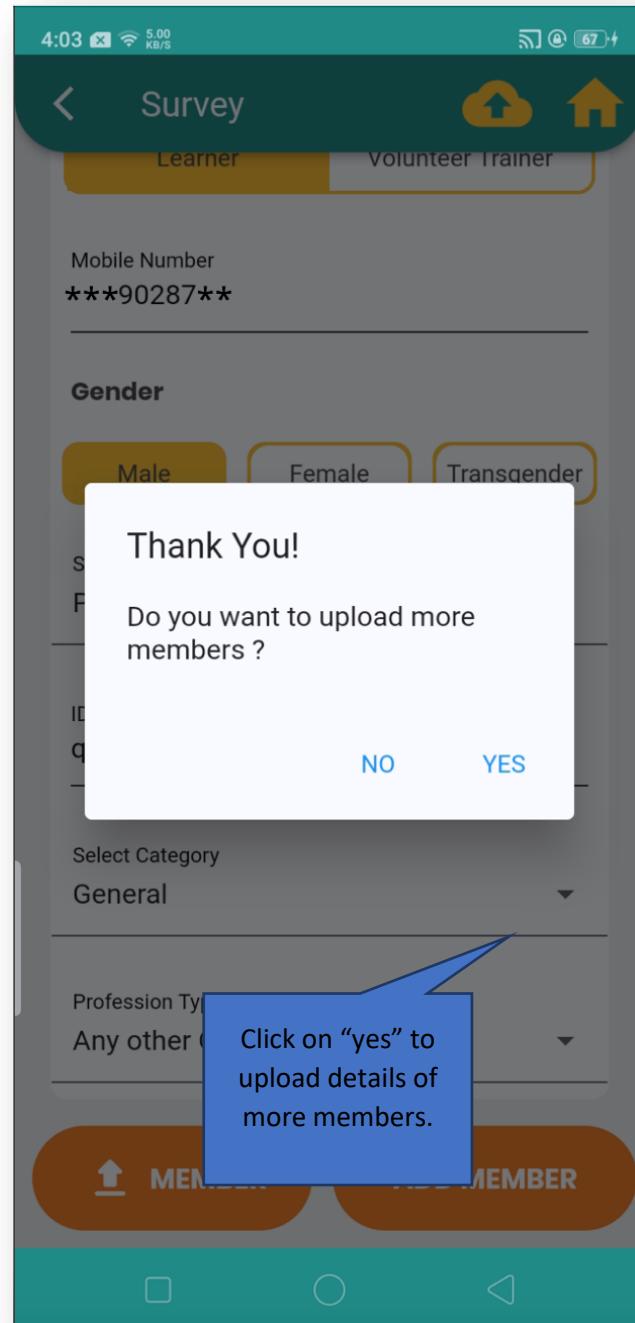


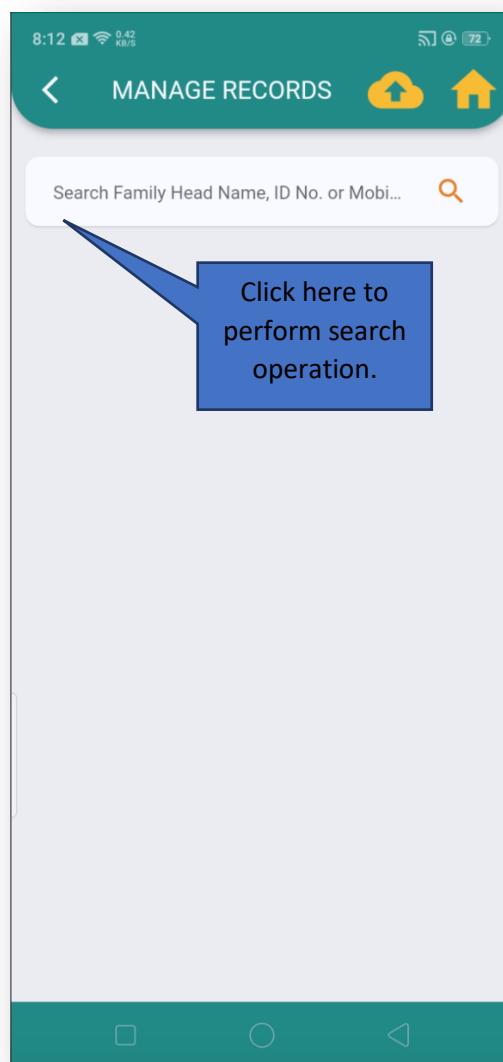
Fig 2.6 (h)

- **Manage users:** Manage records allows the surveyor user to manage the captured details of identified learner and VT. As soon as the user clicks on the “Manage user” card from the home page quick action section, the system will redirect the user to the manage record screen where the surveyor user can perform the search operation in order to search the desired family head details and perform the required operation.

The search can be performed based on the following indicators mentioned below:

- » Family Head Name
- » Family Head ID Number
- » Family Head Mobile Number

The manage record screen will look as shown in **Fig 2.6(i)**

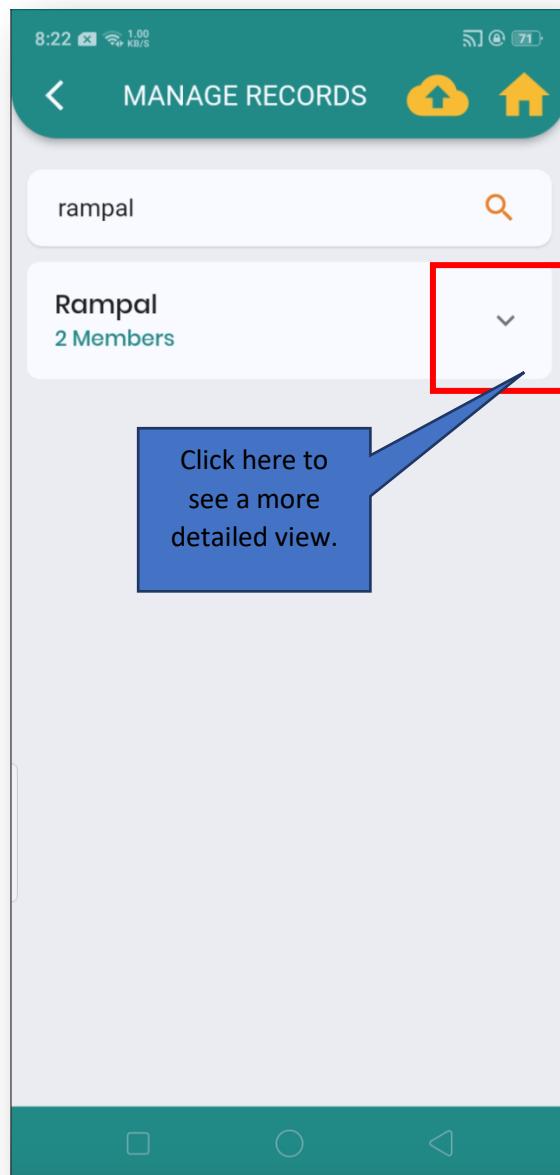


**Fig 2.6(i)**



As soon as the user enters the valid details and performs the search operation the system will display the Family head details along with the member's details on the screen.

The screen will look as shown in **Fig 2.6 (j) and Fig 2.6 (k).**



**Fig 2.6 (j)**

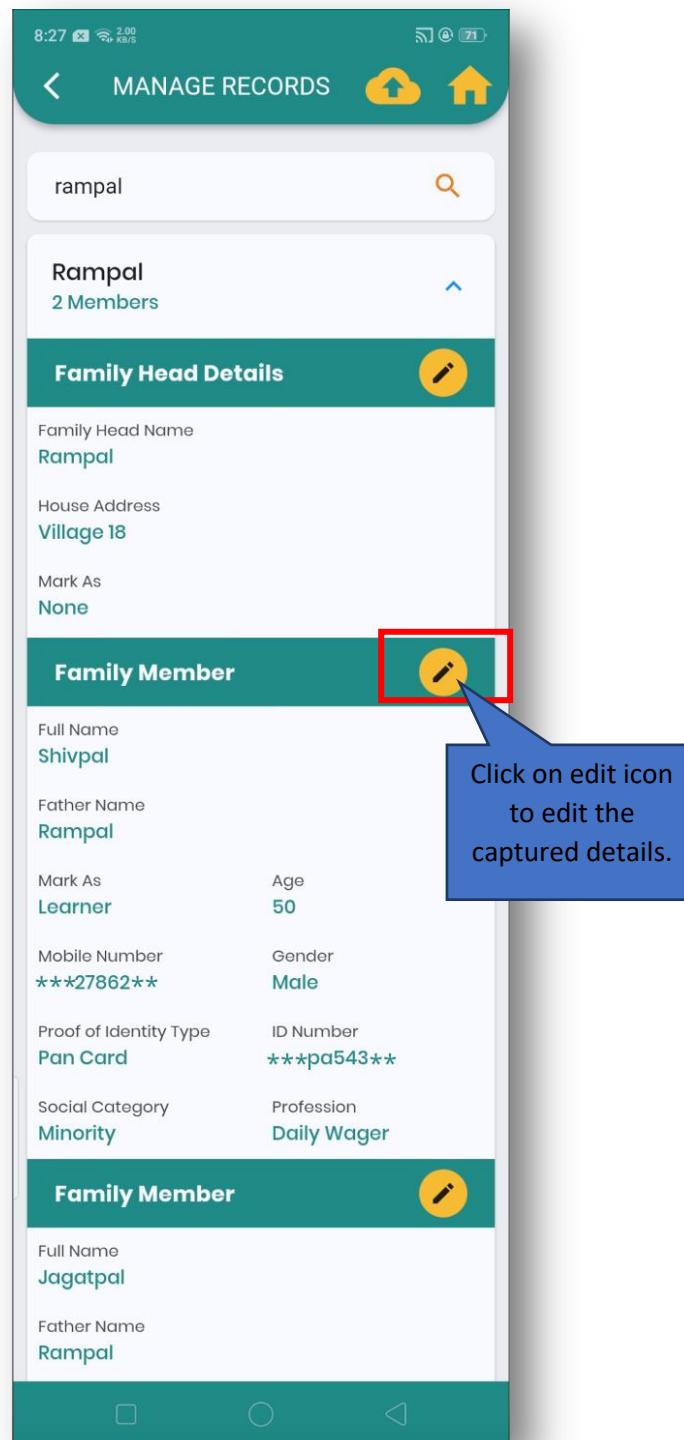
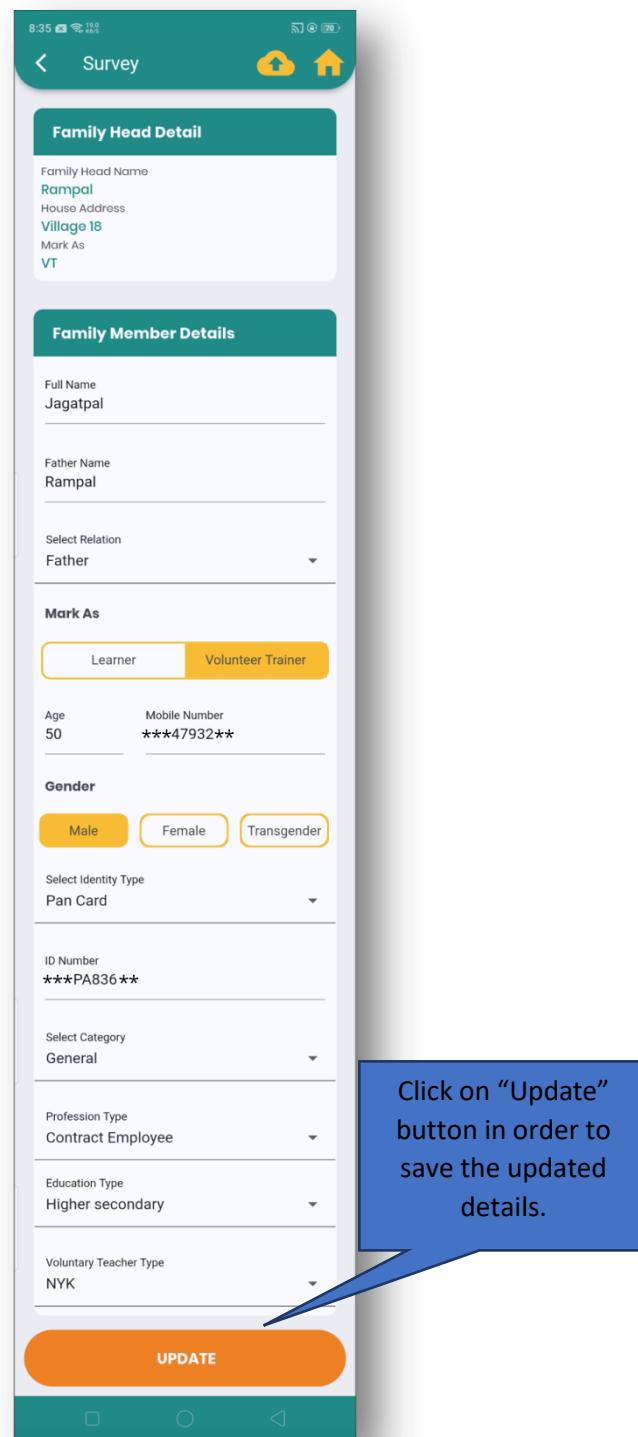


Fig 2.6 (k)

As soon as the user clicks on the edit icon the system will direct the user to the edit survey details form where the user can update the required details and click on the update button in order to validate the data and save it.

The screen will look as shown in **Fig 2.6 (I)**.



**Survey**

**Family Head Detail**

Family Head Name  
**Rampal**  
House Address  
**Village 18**  
Mark As  
**VT**

**Family Member Details**

Full Name  
**Jagatpal**

Father Name  
**Rampal**

Select Relation  
**Father**

**Mark As**

Learner      **Volunteer Trainer**

Age  
**50**      Mobile Number  
**\*\*\*47932\*\***

**Gender**

Male      Female      Transgender

Select Identity Type  
**Pan Card**

ID Number  
**\*\*\*PA836\*\***

Select Category  
**General**

Profession Type  
**Contract Employee**

Education Type  
**Higher secondary**

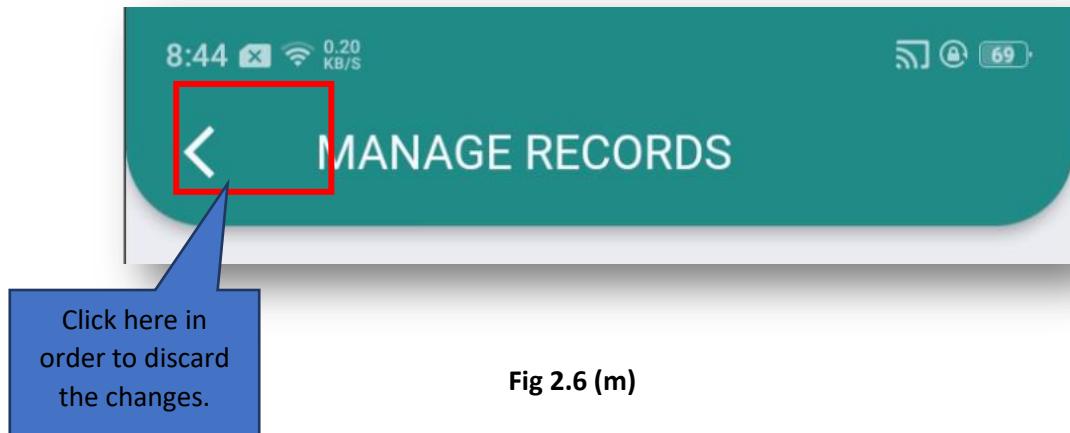
Voluntary Teacher Type  
**NYK**

**UPDATE**

**Fig 2.6 (I)**



Users can discard any changes made by clicking on the back button present in the top left corner of the header of the application. The back button will look as shown in **Fig 2.6 (m)&Fig 2.6 (n)**.



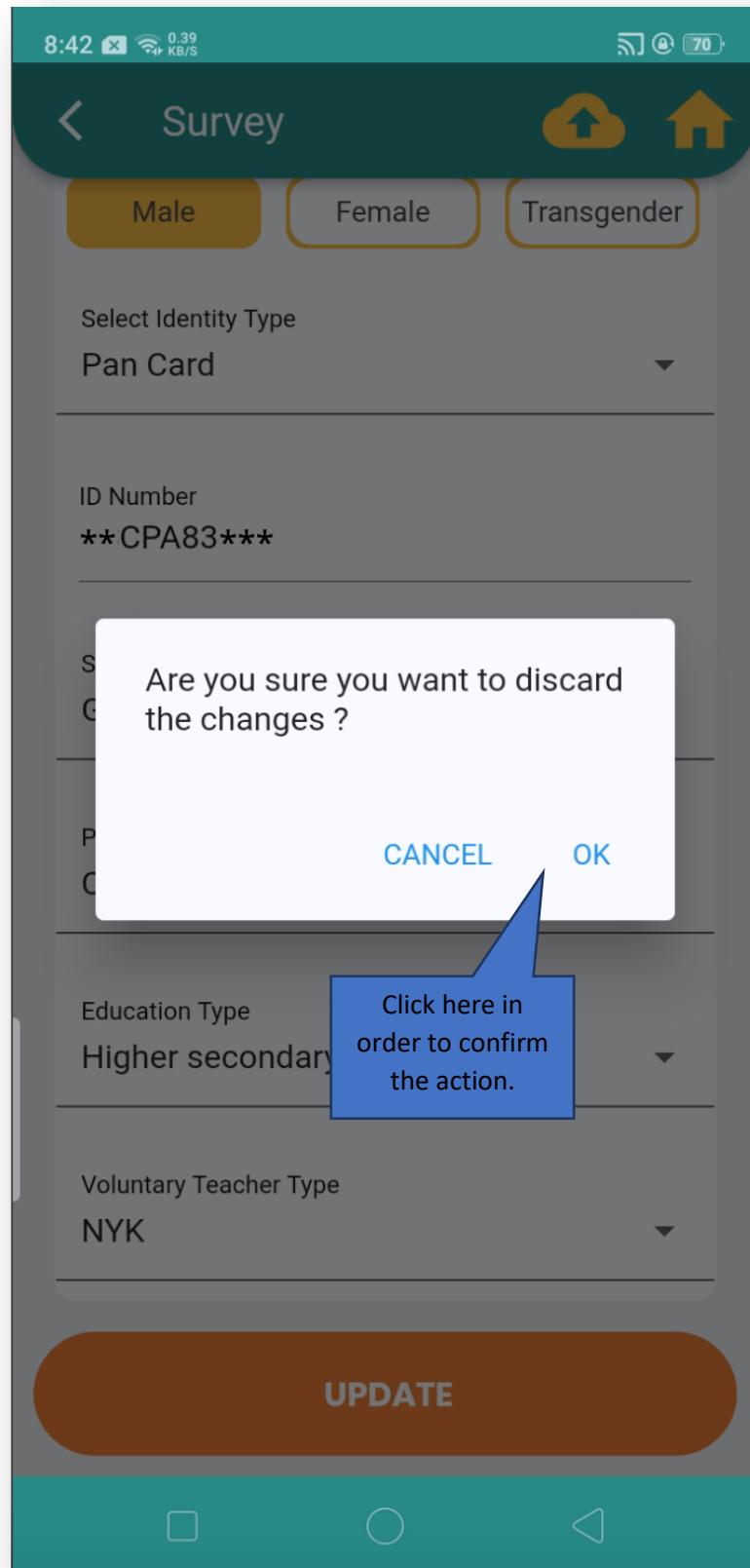


Fig 2.6 (n)



- **Tag:** In the Survey app, tagging will be done by the Surveyor. The sequence of options for tagging shall be as follows:
  - » Tags within the Family, where the tagging of the learner is done with the VT available within the family.
  - » Within neighborhood tagging, whereby the learner is tagged with the available VT within their neighborhood.
  - » Tag within a5 km radius of the mapped school, whereby learners are tagged with the VT if they are available within the xx radius of the school.

This third option will be available only after the family and the neighborhood tagging options are exhausted without success.

As soon as the surveyor user clicks on the “**Tag**” quick link card from the home page quick action section the system will direct the user to the next screen where the following option mentioned below will be displayed on the screen:

- » **Tag:** Click on “tag card in order to start the Tagging process.

The screen will look as shown in **Fig 2.6 (o)**.

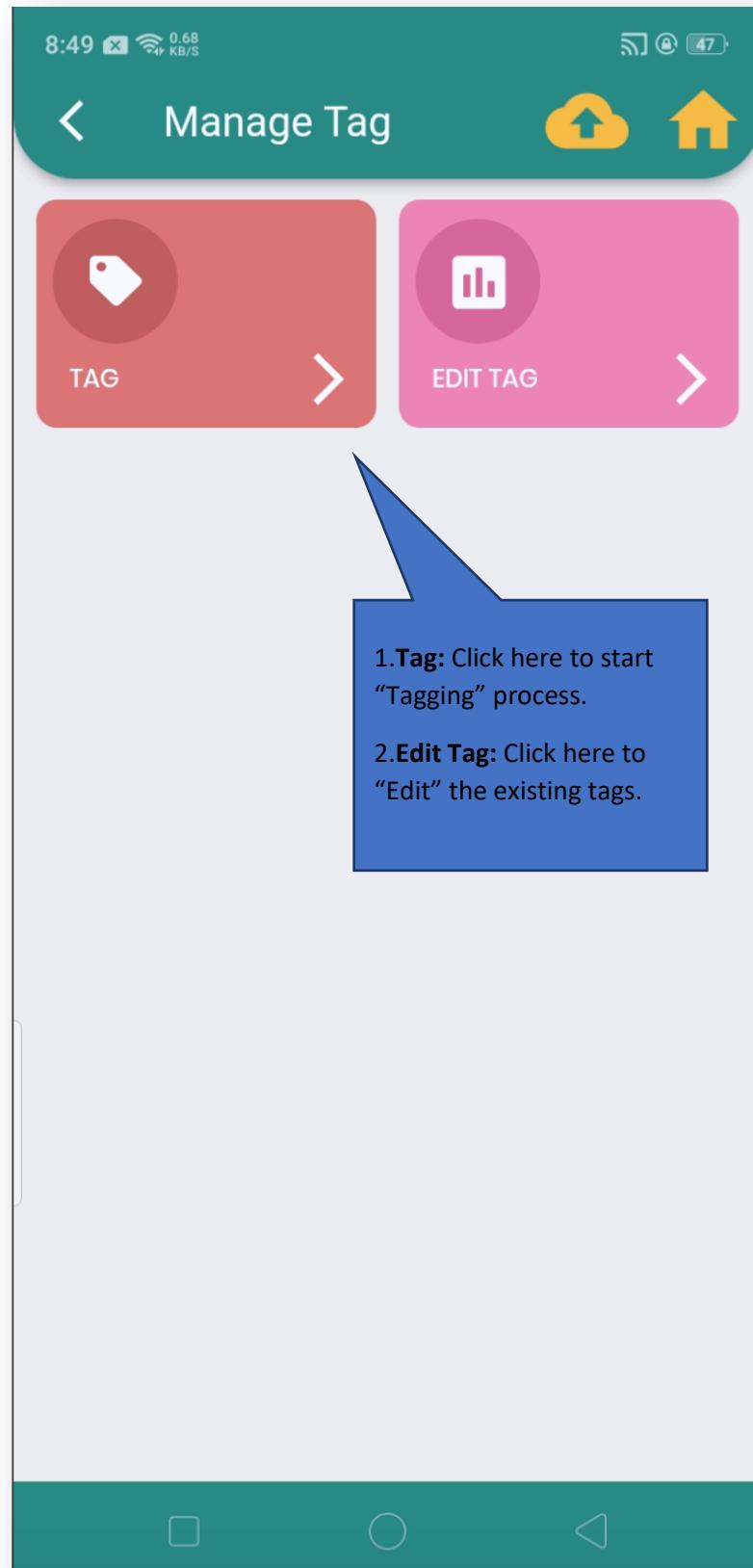
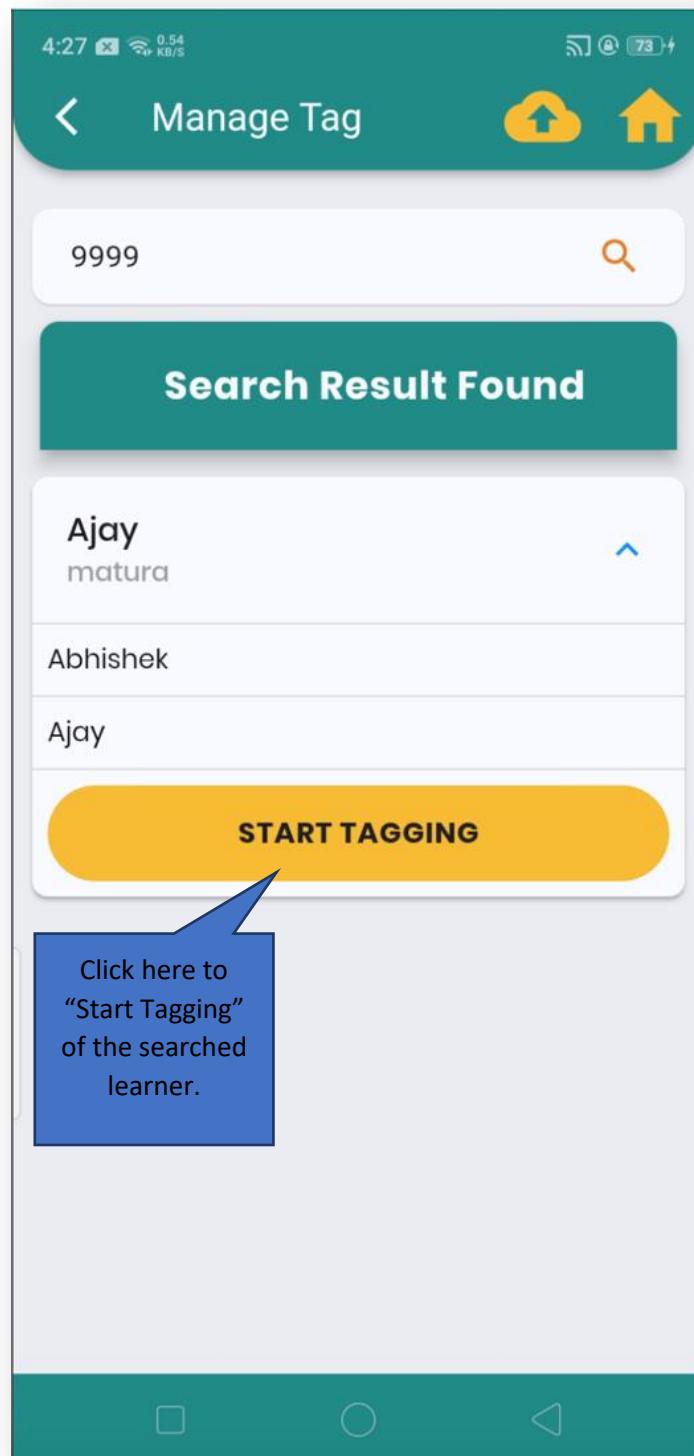


Fig 2.6 (o)



As soon as the user clicks on the “Tag” card the system will direct the user to the next screen where the surveyor user can tag the respective learners with VT.

The Tagging screen will look as shown in **Fig 2.6 (p)** and **Fig 2.6 (q)**.



**Fig 2.6 (p)**



4:38 1.00

Manage Tag

Search Family Head Name, Id No. or Mobile No.

Family Member

Ajay matura

Abhishek

Ajay

Surveyor can map multiple learners with a single VT at a same time.

Click here to "reset" the form.

CLEAR

VT identified within the family, within Neighbourhood and within the defined radius.

Volunteer Trainers

Within Family

Ajay matura

Within Neighbourhood

NORTH head

North delhi

NORTH head

Member n two

Member se one

Southeast Delhi

Click here to complete the tagging process.

TAG

Fig 2.6 (q)



Kindly note that as soon as the surveyor tags learner with VT the system will trigger an auto-generated mail/SMS on the registered mobile number of both learner and VT informing them about their tagging details. The congratulation screen after tagging will look as shown in **fig 2.6 (r)**.

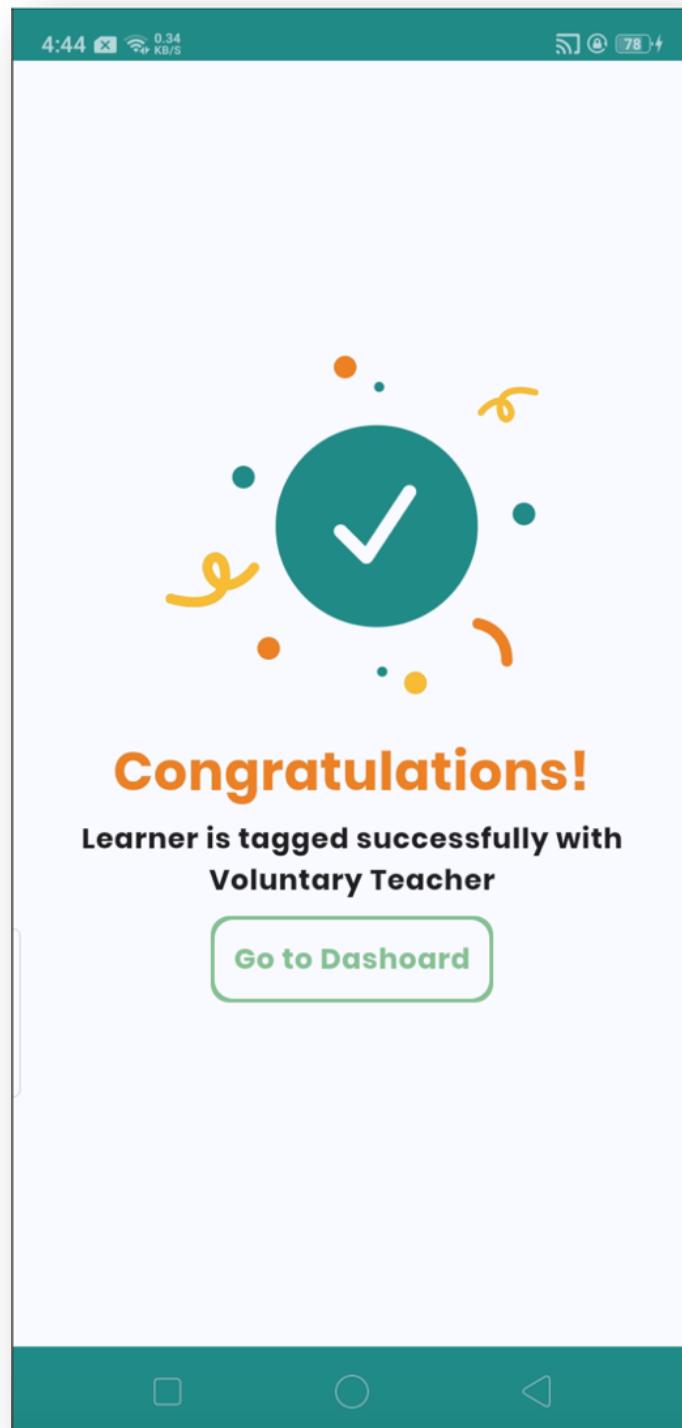


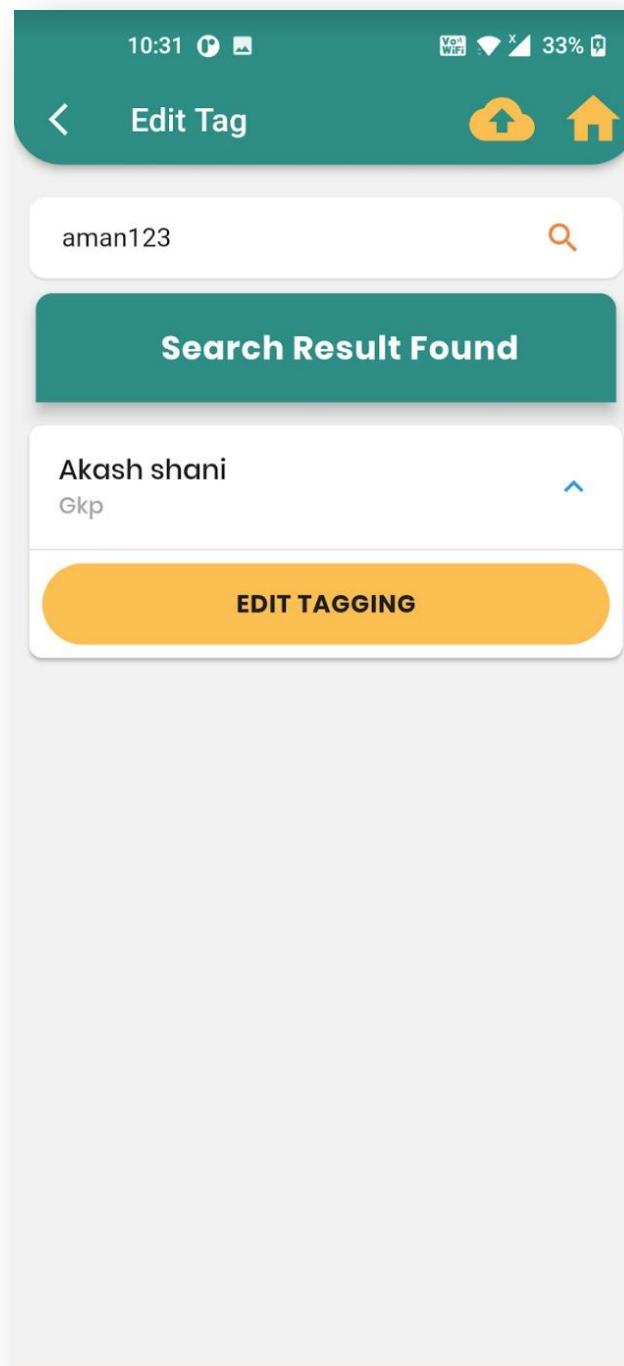
Fig 2.6 (r)



- » **Edit Tag:** Click on the “edit tag” card to update the existing tag.

As soon as the user clicks on the “Tag” card the system will direct the user to the next screen where the surveyor user can tag the respective learners with VT.

The Tagging screen will look as shown in **Fig 2.6 (s)** and **Fig 2.6 (t).**



**Fig 2.6 (s)**



10:31 33%

### Edit Tag

Search Family Head Name, ID No. or Mobile No.

**Family Member**

Akash shani

**Voluntary Teacher**

**Within Family**

Akash shani   
Gkp

**Within Neighbourhood**

Learner test   
Address

Test LFMTwoOne shailesh min

User without address   
ABCDEF

Amit

Aaaa   
Bbxn

**CLEAR**

**TAG**

Click here to "reset" the form.

Click here to complete the tagging process.

Fig 2.6 (t)

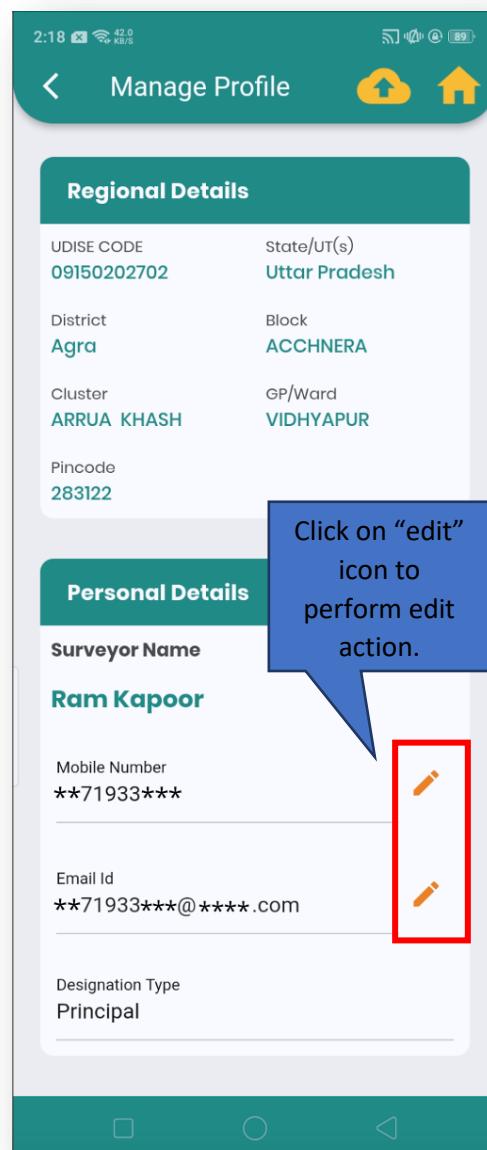
- **Manage Profile:** A registered user can update the profile by itself. To edit/update profile details, click on the “profile” tab from the navigation menu.

Below mentioned details will be filled in:

- » Mobile no.
- » Email ID.

On clicking the “save” button and the profile information will update in the system.

The screen will look as shown in **Fig 2.6 (u)**.



**Fig 2.6 (u)**



This is what the edit screen will look like. The user will after to generate the OTP in order to update their mobile number. Please refer to **Fig 2.6 (v)** and **Fig 2.6 (w)** below.

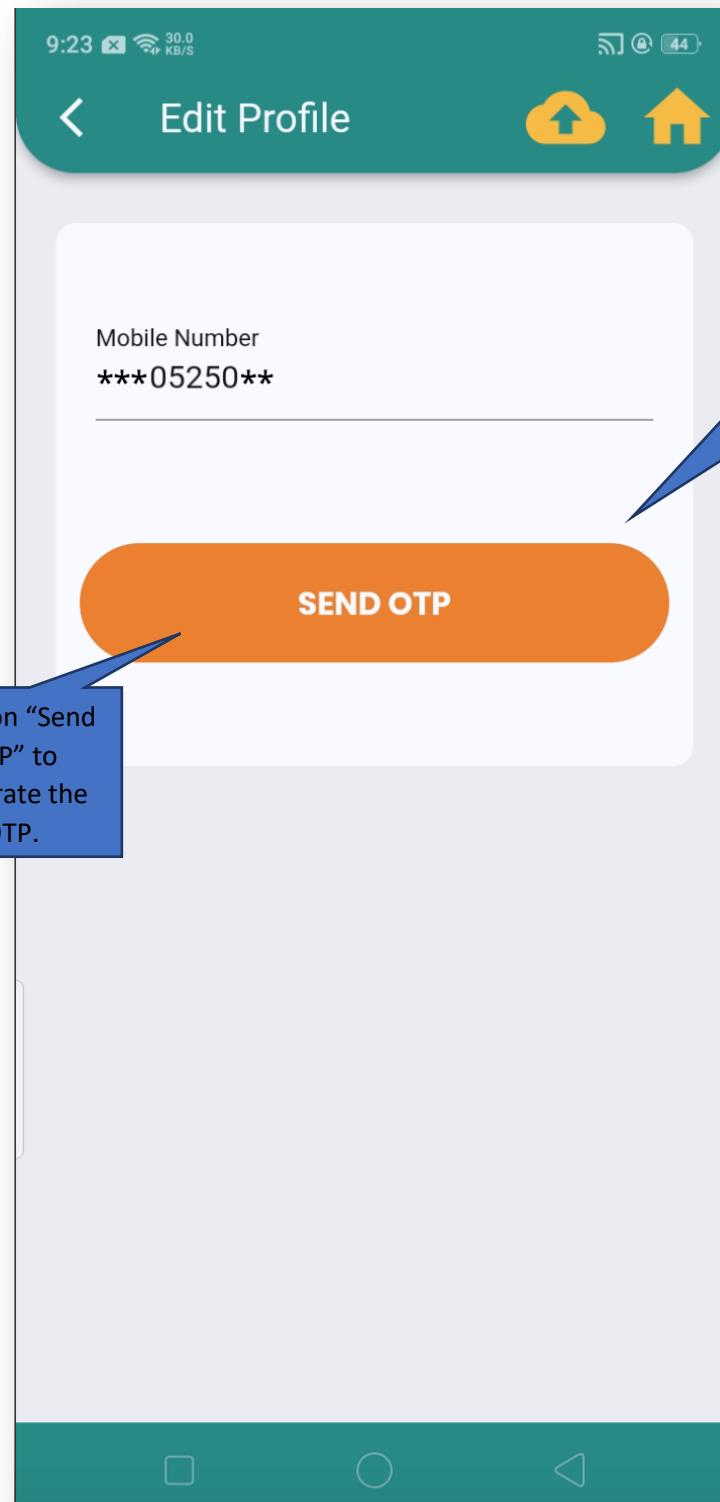




Fig 2.6 (v)

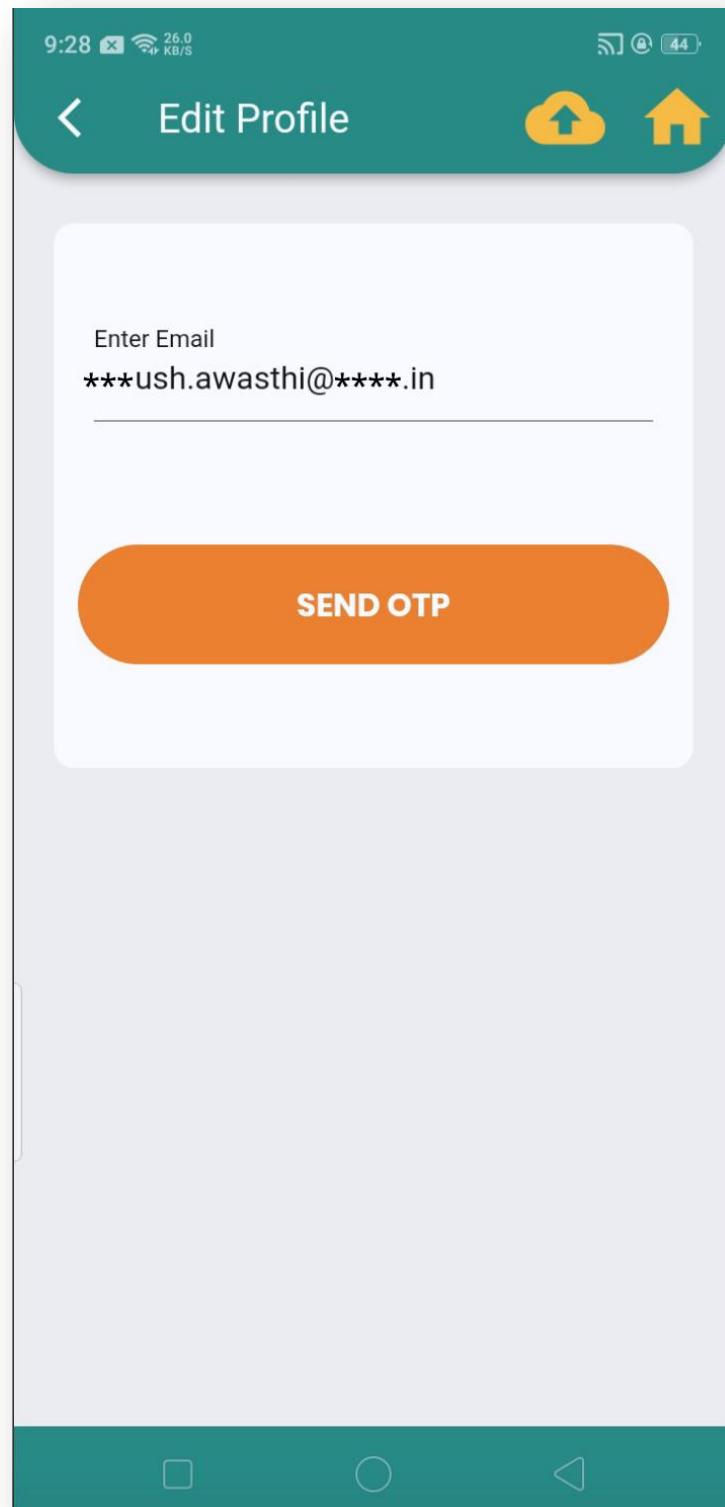


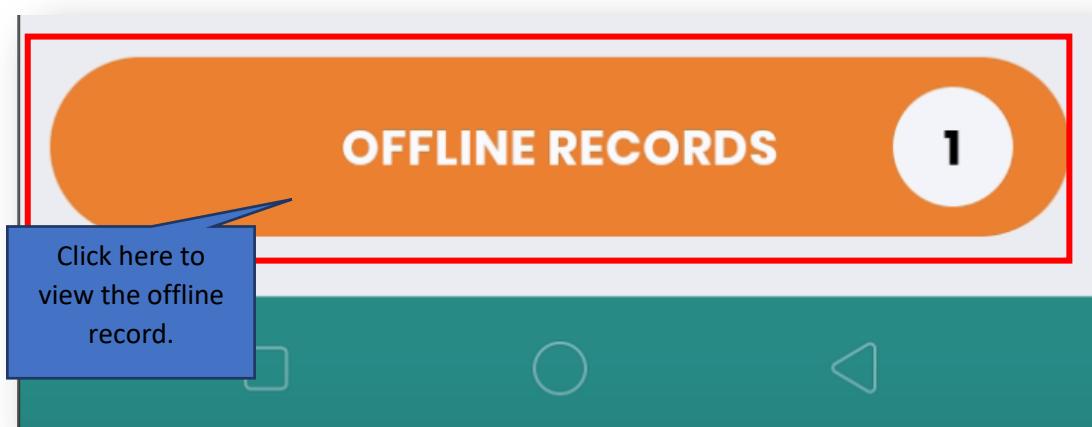
Fig 2.6 (w)



## 2.7 Offline Support

The mobile application will also work in offline mode. In the absence of a network connection, the Surveyor can do an offline survey also. All offline data will be stored in the mobile device itself and synched with the central server data when the network is established. To sync the offline saved data with the server, the application will display an "Offline Record" tab below the Quick Action link section. It will also show the number of records that have still to be synchronized with the server.

The screen will look as shown in **Fig 2.7 (a)**



**Fig 2.7 (a)**

Users can also click on the offline records icon from any other screen as shown in **Fig 2.6 (b).**



**Fig 2.7 (b)**

As soon as the user clicks on the "Offline Record" button the user will get directed to the next screen where they will see a listing of all the records pending to be synced with the server. The offline record listing will look as shown in **Fig 2.7 (c)** and **Fig 2.7 (d)**.

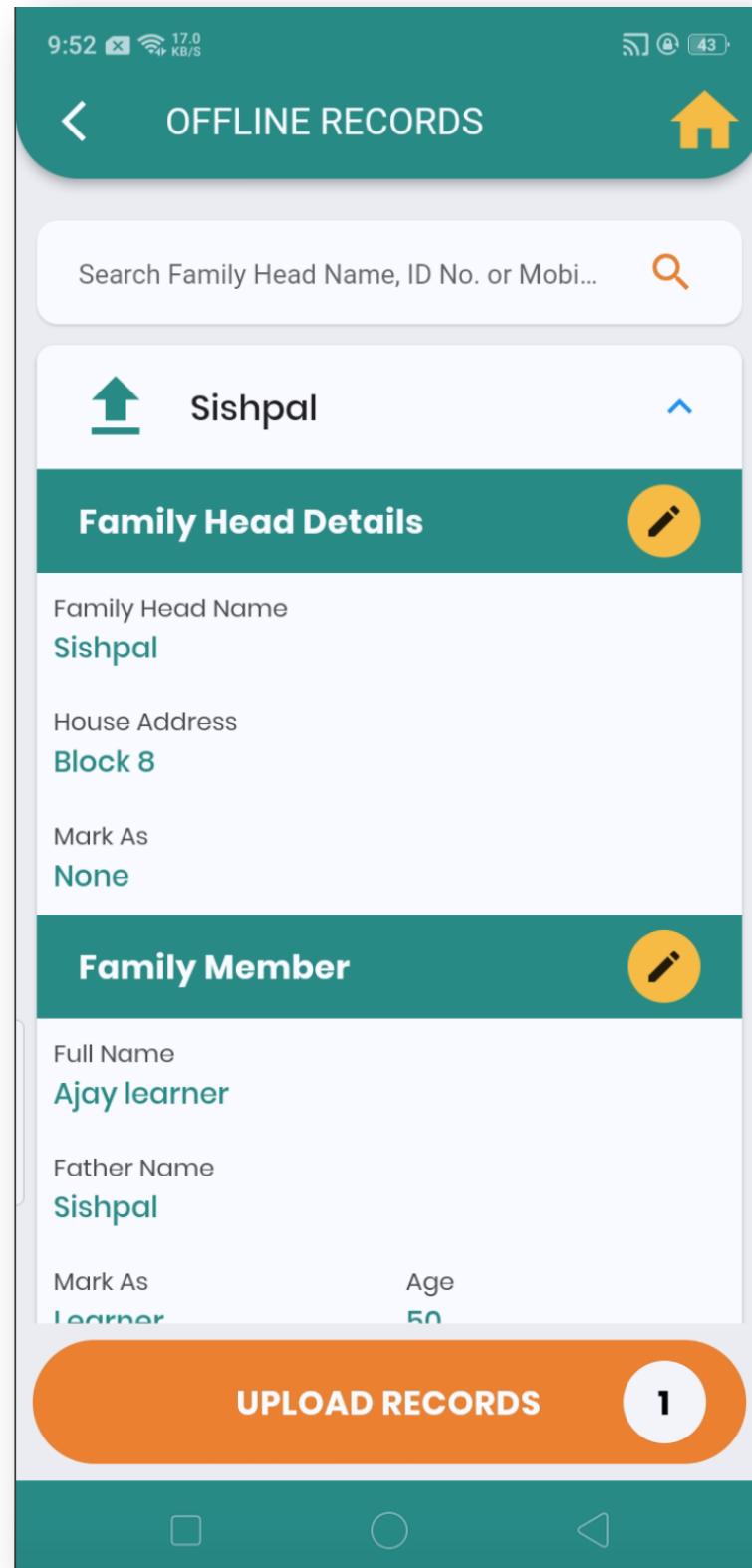


Fig 2.7 (c)

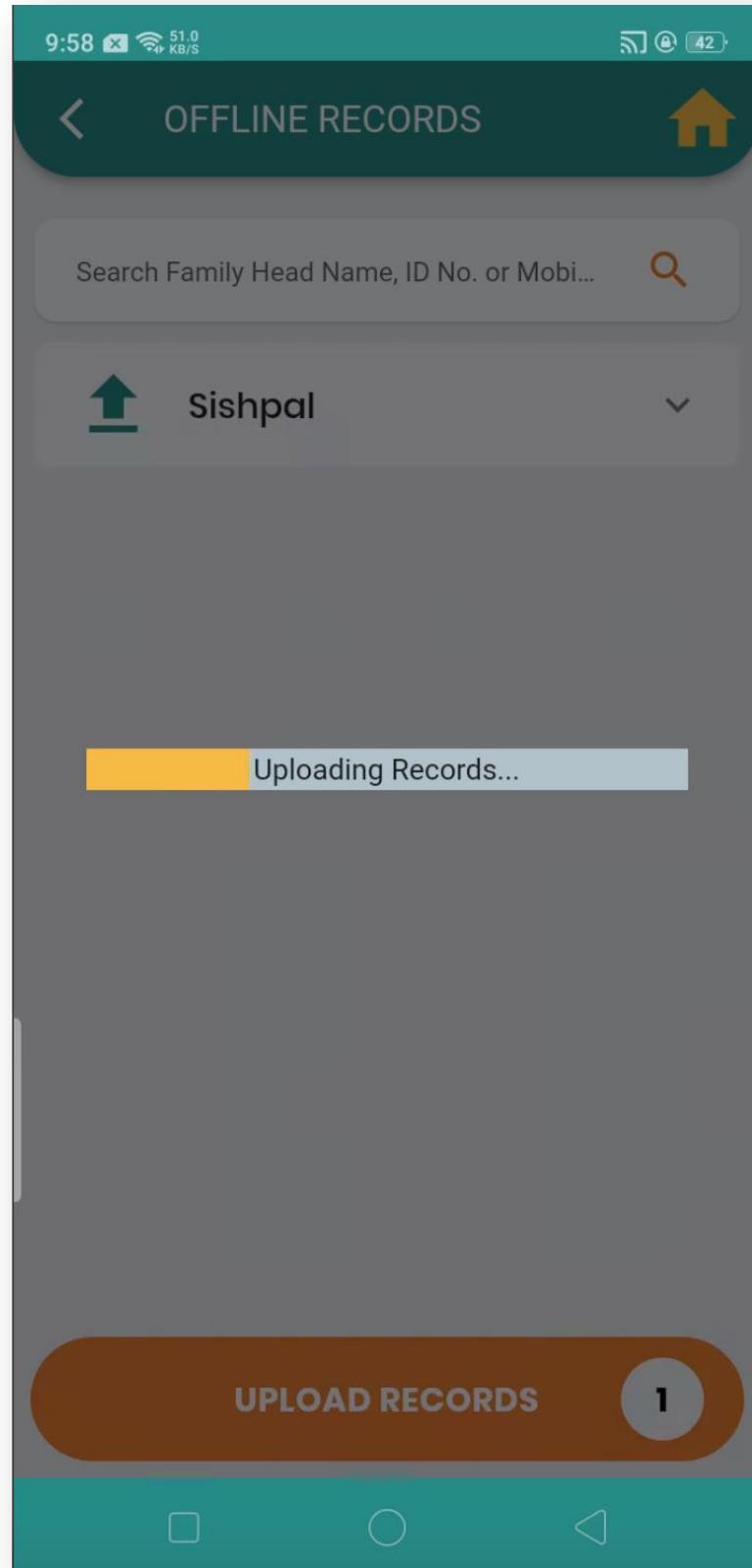


Fig 2.7 (d)



### 3. Appendix B: Confidentiality Statement

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