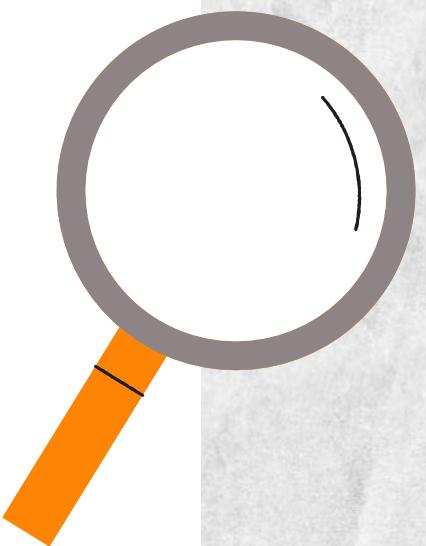




# Visits APP portal

<https://visits.okcl.co.in>





# Introduction

This is the Visits App portal, designed for RM users to efficiently manage various tasks. RM users can log in to view, export, and analyze detailed reports, approve or reject submissions, create and oversee events, add single or bulk users (such as ALCs and DLCs), manage event settings, and control visibility on the mobile app.



# Sign-in Page

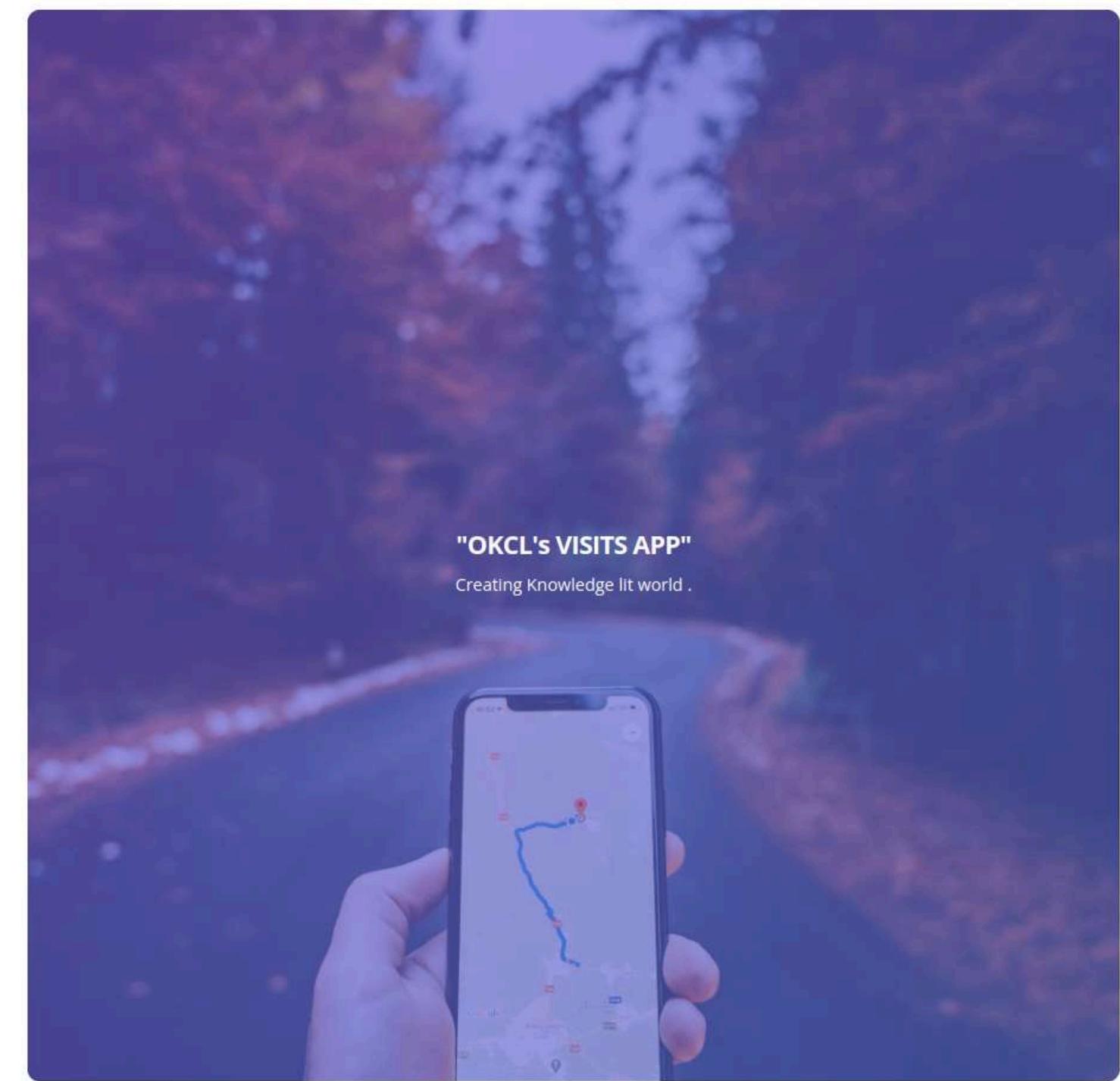
**Sign In**

Enter your email and password to sign in

Remember me

**Sign in**

Forgot password? [click me](#)



# Dashboard

Visits App

- Dashboard
- Manage Events
- Sign Out

TOTAL VISITS  
67 view

TOTAL DLC  
2 view

TOTAL ALC  
1 view

TOTAL RM  
2 view

Visits Overview

Select Month  Select Year

Approved Submissions | Rejected Submissions | Pending Submissions

Month	Approved Submissions	Rejected Submissions	Pending Submissions
2024-09	1	0	3
2024-10	1	2	57

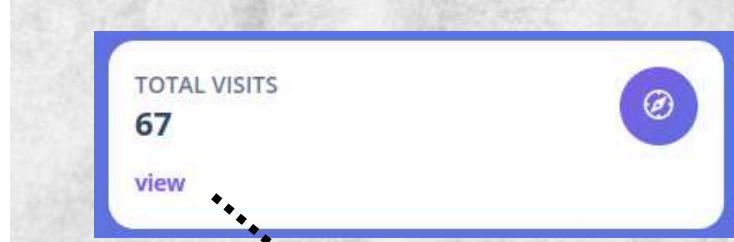
Activities View All

Testing Activity

See Tracking Data  
Track the center visits data

Sign Out

# Total Visits Details

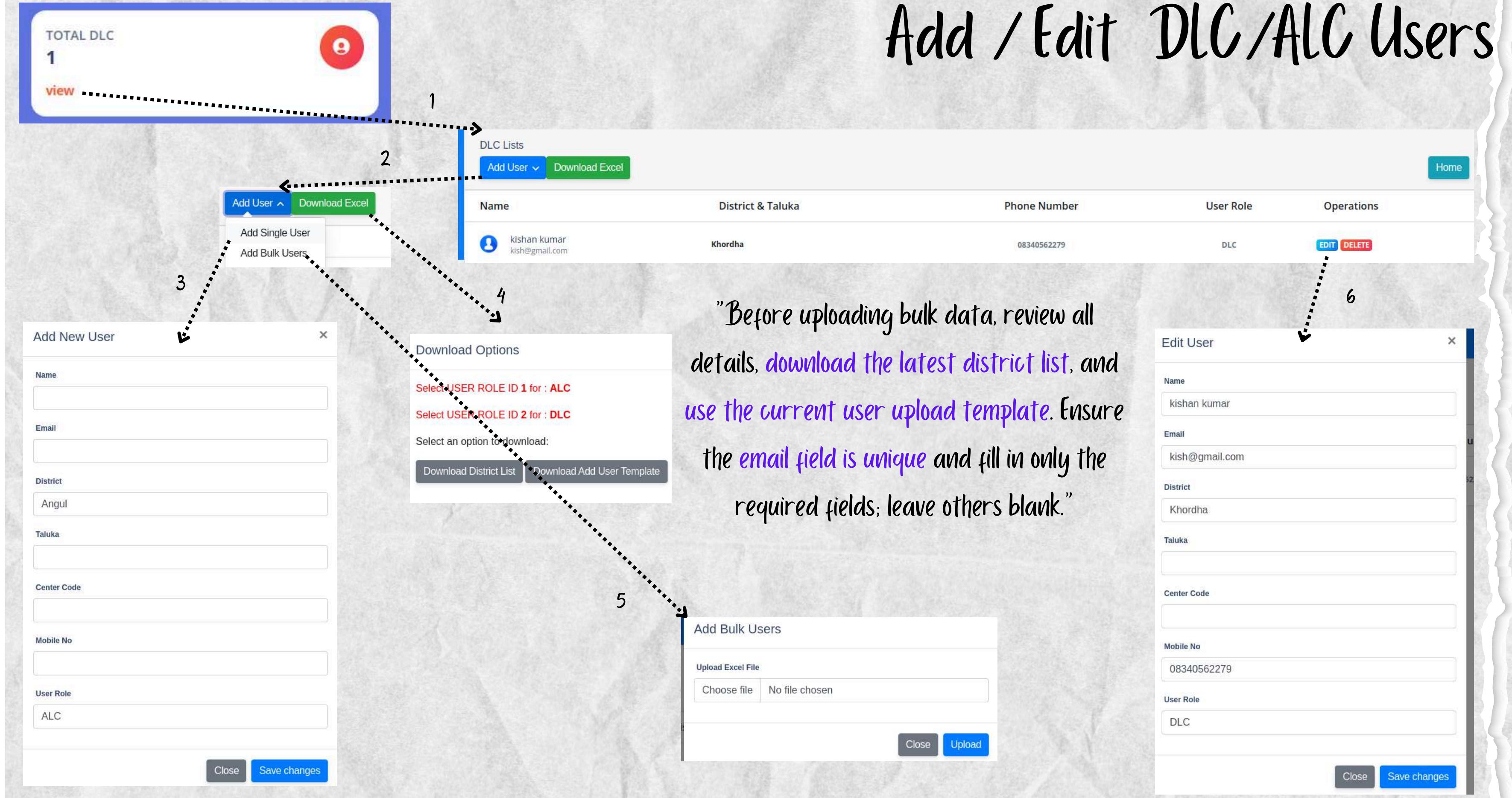


Total submissions						
S.No	Location	Name	Email	Mobile Number	Submission Time	Status
1	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:49 p.m.	PENDING
2	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:49 p.m.	PENDING
3	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:48 p.m.	PENDING
4	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:38 p.m.	PENDING
5	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:29 p.m.	PENDING
6	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 5:28 p.m.	PENDING
7	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 4:24 p.m.	PENDING
8	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 4:23 p.m.	PENDING
9	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 4:23 p.m.	PENDING
10	Ward 16, North Zone, Bhubaneswar Municipal Corporation, Bhubaneswar (M.Corp.), Khordha District, Odisha, 751013, India	Adarsh Tiwari	tiwari11@gmail.com	None	Oct. 28, 2024, 4:22 p.m.	PENDING

A detailed view of a user's submission. At the top, it shows the user's name "NAME : Adarsh Tiwari", email "Email Address: adarsh.tiwari11@gmail.com", role "Role: ALC", district "District: Khordha", and quiz name "Quiz Name: dummy". It also shows the "Quiz Allotment: Oct. 28, 2024, 12:54 p.m." and "Quiz submission: Oct. 28, 2024, 5:49 p.m.". Below this is a "Quiz Question List" table with columns for "QUESTION NUMBER", "QUESTIONS", and "ANSWERS". The first question has an image attached. At the bottom right are "Approve" and "Reject" buttons.

From this Page, you can see all frequent submissions.

# Add / Edit DLC/ALC Users



# Add/View RM Users



A screenshot of the RM Users list screen. At the top right are "Sign Out" and "Home" buttons. The main area shows a table with columns: S.No, Name, Email, and Username. Two rows are listed:

S.No	Name	Email	Username
1	Sagarika	arikam@okcl.o	arikam@okcl.o
2	Soumya	imyar@okcl.o	imyar@okcl.o

A blue "Add User" button is located at the top left of the list screen. A dotted arrow labeled "1" points from the "view" button on the dashboard to the "Add User" button on the list screen. Another dotted arrow labeled "2" points from the "Add User" button on the list screen down to the "Add User" form.

A screenshot of the "Add User" form. It has fields for First name, Last name, Email address, Username (with a note about character limits), and Password. At the bottom are "Close" and "Add User" buttons. A dotted arrow labeled "2" points from the "Add User" button on the list screen down to the "Add User" form.

"An RM can add another RM user but cannot edit or delete them."

# View Activities

The diagram illustrates a user interface flow across three screens:

- Activities List Screen:** Shows a list of activities with details like title, submissions, and active status. A blue button at the top right says "View All".
- All Activities Table Screen:** A modal or detailed view of the activity list. It includes a "Select Activity" dropdown, a "Home" button, and a table with columns: Title, Starting Date, Ending Date, Created At, Total Submissions, and VIEW. The table lists five activities: NCR, CR, dummy, Gandhi Jayanti Acitivity, and Center Visit Activity.
- Report Allocations List Screen:** Shows a report for a specific user. It includes a "Select Activity" dropdown, "Export as Excel" button, "Home" button, and "Back" button. The report table has columns: Name, User Role, Mobile Number, Submissions, and Allotment Date & Time. It shows one record for Adarsh Tiwari.

Navigation arrows indicate the flow from the Activities list to the All Activities table, and from the All Activities table to the Report Allocations list.

Title	Starting Date	Ending Date	Created At	Total Submissions	VIEW
NCR	None	None	Sept. 11, 2024, 11:28 a.m.	0	>
CR	None	None	Sept. 11, 2024, 11:39 a.m.	0	>
dummy	None	None	Oct. 28, 2024, 12:53 p.m.	28	>
Gandhi Jayanti Acitivity	Sept. 13, 2024	None	Sept. 10, 2024, 7:18 p.m.	2	>
Center Visit Activity	None	None	Sept. 10, 2024, 7:19 p.m.	44	>

Name	User Role	Mobile Number	Submissions	Allotment Date & Time
Adarsh Tiwari adarshtiwari11@gmail.com	ALC Khordha	None	28	Oct. 28, 2024, 12:54 p.m. View

# Activites Details

Report Allocations List

Select District:

Export as Excel | Home | Back

Name	User Role	Mobile Number	Submissions	Allotment Date & Time
Adarsh Tiwari shtiwari11@gmail.com	ALC Khordha	None	28	Oct. 28, 2024, 12:54 p.m. View

Adarsh Tiwari submissions

Name	Email	Mobile Number	Submission Time	Status	Action
Adarsh Tiwari	arshtiwari11@gmail.com	None	Oct. 28, 2024, 12:54 p.m.	PENDING	<a href="#">View Report</a>
Adarsh Tiwari	arshtiwari11@gmail.com	None	Oct. 28, 2024, 12:55 p.m.	PENDING	<a href="#">View Report</a>
Adarsh Tiwari	arshtiwari11@gmail.com	None	Oct. 28, 2024, 2:23 p.m.	PENDING	<a href="#">View Report</a>
Adarsh Tiwari	arshtiwari11@gmail.com	None	Oct. 28, 2024, 2:24 p.m.	PENDING	<a href="#">View Report</a>

From this page, you can download a report for a particular activity, with a district filter option.

STATUS WILL BE UPDATED  
ACCORDING TO THE APPROVE/REJECT

Details

NAME : Adarsh Tiwari  
Email Address: shtiwari11@gmail.com  
Role: ALC  
District: Khordha  
Quiz Name: dummy  
Quiz Allotment: Oct. 28, 2024, 12:54 p.m.  
Quiz submission: Oct. 28, 2024, 12:54 p.m.

Go Back

PENDING  
PENDING  
APPROVED  
REJECTED

Quiz Question List

QUESTION NUMBER	QUESTIONS	ANSWERS
1	image	

Approve | Reject

# Events List

Create New Event

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS			
1	dummy	None	None	Oct. 28, 2024, 12:53 p.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
2	CR	None	None	Sept. 11, 2024, 11:39 a.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
3	NCR	None	None	Sept. 11, 2024, 11:28 a.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
4	Center Visit Activity	None	None	Sept. 10, 2024, 7:19 p.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
5	Gandhi Jayanti Acitivity	Sept. 13, 2024	None	Sept. 10, 2024, 7:18 p.m.	✗ Inactive	<a href="#">Add / View Ques</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Make LIVE</a>

## CREATE AN EVENT

1

Create New Event

Please fill carefully before submitting.

Event Title

Testing Activity

Event Start Date (optional)

24/10/2024

If necessary, please select the start date.

Event End Date (optional)

31/10/2024

If necessary, please select the end date.

Create Activity

2 CREATED EVENTS WILL APPEAR HERE.

Edit Event

Event Title

Testing Activity

Event Start Date (optional)

24/10/2024

Event End Date (optional)

31/10/2024

Update Event

3

MAKE CHANGES OR EXTEND THE EVENT DATE HERE.

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS			
1	Testing Activity	Oct. 24, 2024	Oct. 31, 2024	Oct. 29, 2024, 8:35 a.m.	✗ Inactive	<a href="#">Add / View Ques</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Make LIVE</a>
2	dummy	None	None	Oct. 28, 2024, 12:53 p.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
3	CR	None	None	Sept. 11, 2024, 11:39 a.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
4	NCR	None	None	Sept. 11, 2024, 11:28 a.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>
5	Center Visit Activity	None	None	Sept. 10, 2024, 7:19 p.m.	✓ Active	<a href="#">View Questions</a>	<a href="#">Event Allocation</a>	<a href="#">Edit</a>	<a href="#">Already LIVE</a>

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS
1	Testing Activity	Oct. 24, 2024	Oct. 31, 2024	Oct. 29, 2024, 8:35 a.m.	<input checked="" type="radio"/> Inactive	<a href="#">Add / View Ques</a> <a href="#">Event Allocation</a> <a href="#">Edit</a> <a href="#">Make LIVE</a> <a href="#">Deactivate Event</a>

## ADD A QUESTION TO THE EVENT

Question Number  
1

Question Text  
Do you agree with the statement: "The Internet has made life easier"

Question Type  
RADIO

This question needs to be answered.

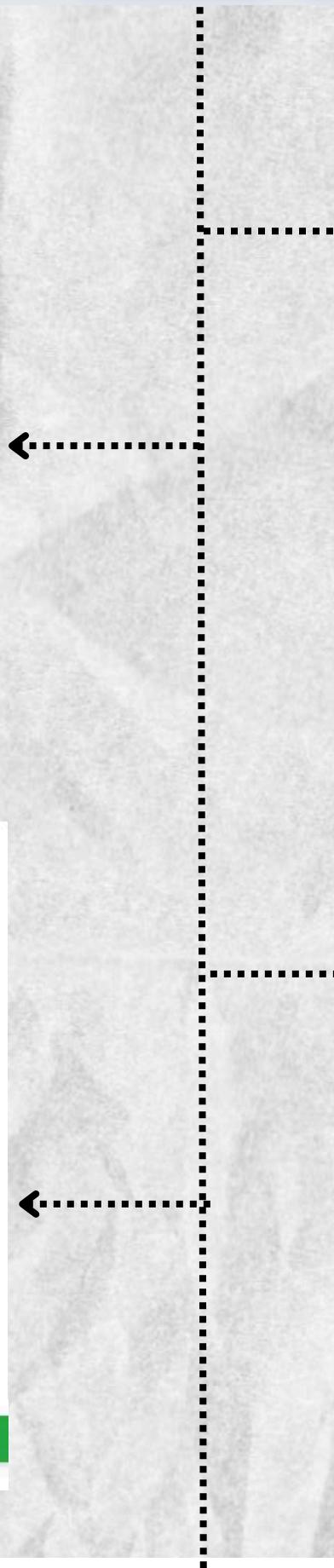
Options  
YES  
NO  
+ Add Option

Please select your favorite Web language:  
 HTML  
 CSS  
 JavaScript

Please select your age:  
 0 - 30  
 31 - 60  
 61 - 100

[Delete](#) [Delete](#)

[Add Question](#)



Question Number  
3

Question Text  
Is it true that reading a book daily can improve language skills?

Question Type  
TEXT

This question needs to be answered.

Maximum characters can be entered  
100

"Set the maximum characters allowed."

[Add Question](#)

Question Number  
2

Question Text  
Do you believe that working in teams is better than working alone?

Question Type  
DROPDOWN

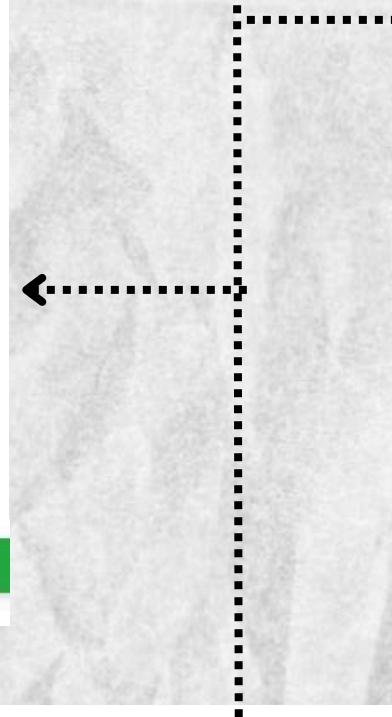
This question needs to be answered.

Options  
Agree  
Dis-agree  
Partially agree  
None  
+ Add Option

Choose from the dropdown menu below:  
 Select Option ▾  
 Option 1  
 Option 2  
 Option 3

[Delete](#) [Delete](#) [Delete](#) [Delete](#)

[Add Question](#)



Question Number  
4

Question Text  
Would you say that eating breakfast is important for a productive day?

Question Type  
IMAGE

This question needs to be answered.

Maximum files can be uploaded  
2

"Set the maximum number of images allowed. Leave blank for unlimited uploads."

[Add Question](#)

# Question Types

Question Number  
5

Question Text  
favourite subject?

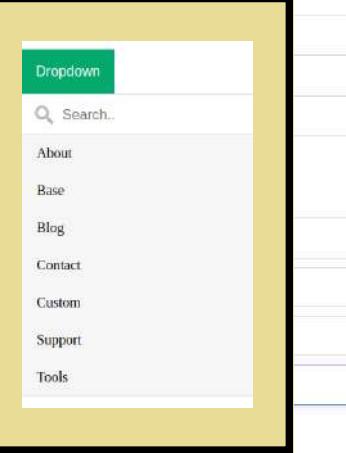
Question Type  
DROPDOWNSEARCH

This question needs to be answered.

Options

- English
- Science
- Math
- Computer
- + Add Option

Add Question



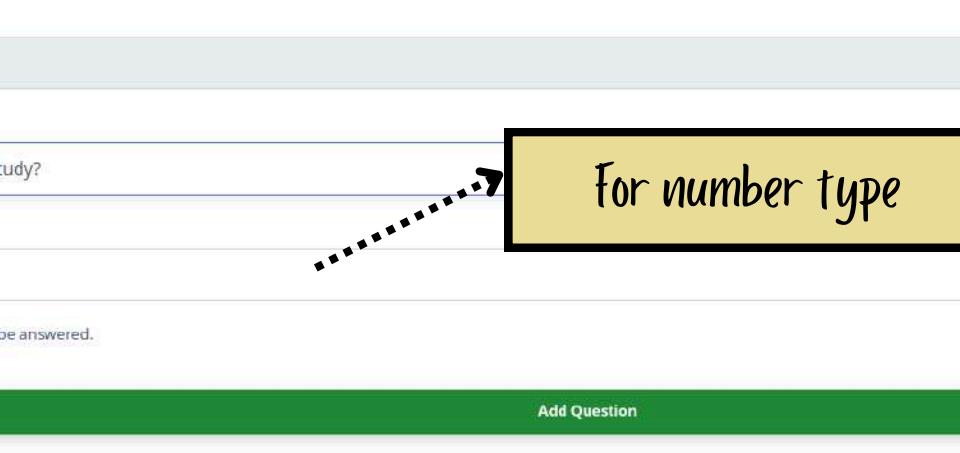
Question Number  
6

Question Text  
In which class do you study?

Question Type  
NUMBER

This question needs to be answered.

Add Question



For number type

Question Number  
7

Question Text  
Upload work report?

Question Type  
EXCEL

This question needs to be answered.

Add Question



For Excel files Upload

Question Number  
8

Question Text  
Upload present selfie?

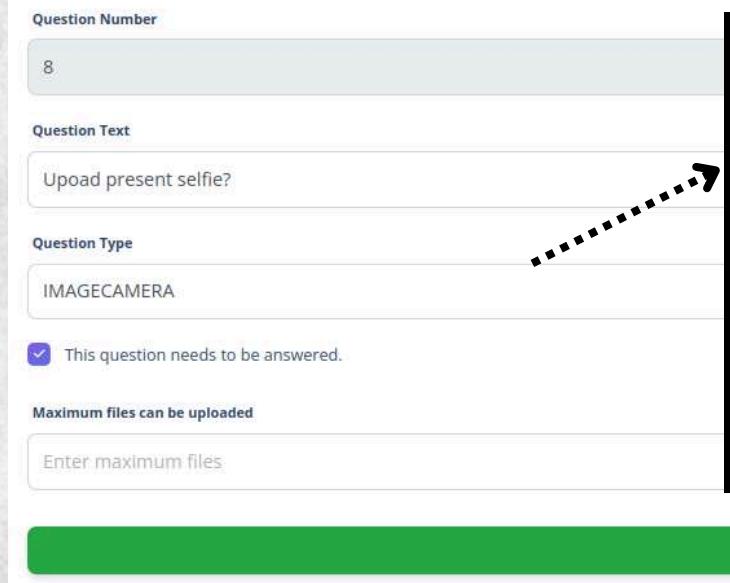
Question Type  
IMAGECAMERA

This question needs to be answered.

Maximum files can be uploaded

Enter maximum files

Update Question



Users can only upload images taken directly from the camera; gallery uploads are disabled.

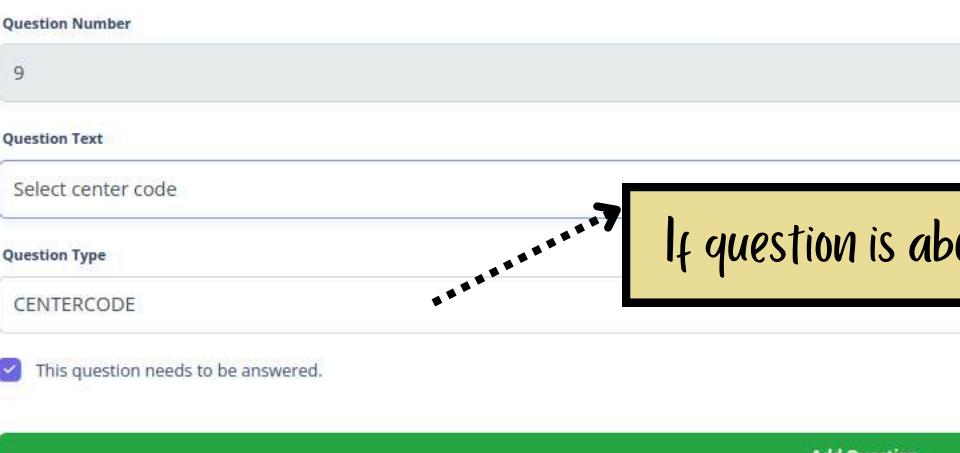
Question Number  
9

Question Text  
Select center code

Question Type  
CENTERCODE

This question needs to be answered.

Add Question



If question is about centercode

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS
1	Testing Activity	Oct. 24, 2024	Oct. 31, 2024	Oct. 29, 2024, 8:35 a.m.	<span>Inactive</span>	<span>Add / View Ques</span> <span>Event Allocation</span> <span>Edit</span> <span>Make LIVE</span> <span>Deactivate Event</span>

1  
Select users and assign the event, with filters for district and role.

## Event Allocation

Event Name: Testing Activity

Starting Date: Oct. 24, 2024

Ending Date: Oct. 31, 2024

Created At: Oct. 29, 2024, 8:35 a.m.

Select District:

Select User Role:

### Users

Select All

Select	Name	Email	Role	District
<input checked="" type="checkbox"/>	Adarsh Tiwari	eradarshitiwari11@gmail.com	ALC	Khordha
<input checked="" type="checkbox"/>	kishan kumar	kish@gmail.com	DLC	Khordha
<input type="checkbox"/>	Sagarika	arikam@okcl.or_	RM	Khordha
<input type="checkbox"/>	Admin	admin@okcl.org	Admin	Bargarh
<input type="checkbox"/>	Soumya!	iumpyar@okcl.org	RM	Bhadrak

## Event Allocation

Event Name: Testing Activity

Starting Date: Oct. 24, 2024

Ending Date: Oct. 31, 2024

Created At: Oct. 29, 2024, 8:35 a.m.

Selected users allotted successfully.

Select District:

Select User Role:

### Users

Select All

Select	Name	Email	Role	District
<input type="checkbox"/>	Sagarika	garikam@okcl.or	RM	Khordha
<input type="checkbox"/>	Admin	imin@okcl.o	Admin	Bargarh
<input type="checkbox"/>	Soumya !	imyar@okcl.o	RM	Bhadrak

2  
Assigned users will disappear from the list and appear in 'View Allotments'.

**Event Details**

Event Name	Testing Activity	Starting Date	Oct. 24, 2024	Ending Date	Oct. 31, 2024	Created At	Oct. 29, 2024, 8:35 a.m.
------------	------------------	---------------	---------------	-------------	---------------	------------	--------------------------

**Allocated Users**

Select All	Name	Email	Role	District
<input type="checkbox"/>	Adarsh Tiwari	ineradarshtiwari11@gmail.com	ALC	Khordha
<input checked="" type="checkbox"/>	kishan kumar	kish@gmail.com	DLC	Khordha

**De-Allocate**

To de-allocate a user, select them and press 'De-Allocate.' Be sure to read the warning carefully.

**Confirm De-Allocation**

Are you sure you want to de-allocate the selected users? This action will delete all associated submissions, if present.

**De-Allocate**

**Users**

Select All	Select	Name	Email	Role	District
<input type="checkbox"/>	<input type="checkbox"/>	Sagarika	rlkam@okcl.or	RM	Khordha
<input type="checkbox"/>	<input type="checkbox"/>	Admin	lmin@okcl.or	Admin	Bargarh
<input type="checkbox"/>	<input type="checkbox"/>	Soumya	ir@okcl.or	RM	Bhadrak

**View Allotments**

User will be successfully deallocated from the event and will reappear in the user list, not in 'View Allotments.'

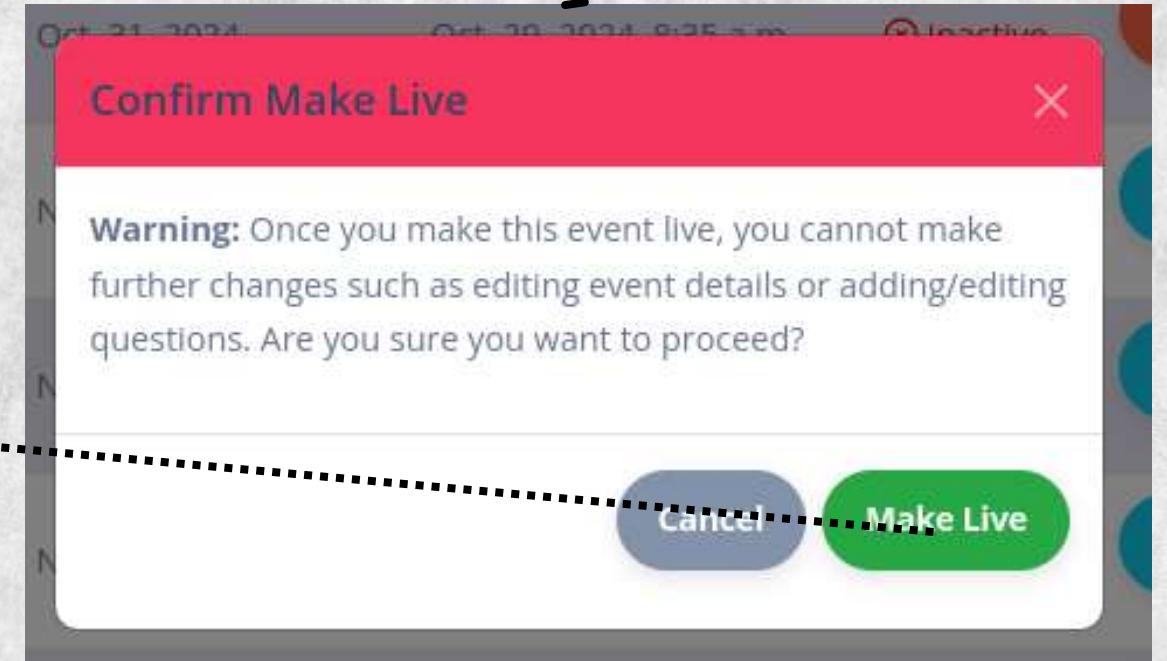
**Allocated Users**

Select All	Name	Email	Role	District
<input type="checkbox"/>	Adarsh Tiwari	ineradarshtiwari11@gmail.com	ALC	Khordha

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS
1	Testing Activity	Oct. 24, 2024	Oct. 31, 2024	Oct. 29, 2024, 8:35 a.m.	<span>Inactive</span>	<span>Add / View Ques</span> <span>Event Allocation</span> <span>Edit</span> <span>Make LIVE</span> <span>Deactivate Event</span>

"Carefully review the message before going live."

S.NO	EVENT NAME	EVENT START DATE	EVENT END DATE	EVENT CREATED	STATUS	ACTIONS
1	Testing Activity	Oct. 24, 2024	Oct. 31, 2024	Oct. 29, 2024, 8:35 a.m.	<span>Active</span>	<span>View Questions</span> <span>Event Allocation</span> <span>Edit</span> <span>Already LIVE</span> <span>Deactivate Event</span>



QUESTIONS CREATED

Event Name Testing Activity	Starting Date Oct. 24, 2024	Ending Date Oct. 31, 2024	Created At Oct. 29, 2024, 8:35 a.m.
--------------------------------	--------------------------------	------------------------------	--

Event Questions

Question 1: Do you agree with the statement: "The internet has made life easier" Type: RADIO Needs to be answered: Yes Options: YES, NO	Question 2: Do you believe that working in teams is better than working alone? Type: DROPODOWN Needs to be answered: Yes Options: Agree, Disagree, Partially agree, None
Question 3: Is it true that reading a book daily can improve language skills? Type: TEXT Needs to be answered: Yes	Question 4: Would you say that eating breakfast is important for a productive day? Type: IMAGE

Here, we can control whether to display this event on mobile.

The 'Add Question' feature will be removed, allowing only viewing after the event is live.

# Thank you

