

# Online Reporting Portal

## Documentation



### Some Basic Information:

A report can have any one of the following status:

1. Not Sent
2. Awaiting District Approval
3. Awaiting State Approval
4. Awaiting National Approval
5. Rejected
6. Verified

A user can be of 2 types

1. Reporter
2. Verifier

A user can have 3 levels

1. National
2. State
3. District

# Home



- Latest reports section will show 3 latest reports (clicking on which will display full report) added to the portal.
- View full documentation link provided for reference to the users

## View Reports

<a href="#">Home</a>	<a href="#">View Reports</a>	<a href="#">Add Report</a>	<a href="#">Manage</a>	<a href="#">Login</a>
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Search by keyword:

OR

Activity Type:

Date Of Activity: From:  To:

Reporting Date: From:  To:


Branch:

Reporter Name:

Verifier Name:

- Reports can be searched on the basis of keyword, keyword could be a phrase in activity-type, branch, reporter name, verifier name, or a phrase in report title.(like 'awa' will display all the results with activity type 'awareness' or reporter/verifier name as 'awasthi').For more accurate results type more precise phrases.(keyword is case-Insensitive)
- Advance search feature has also been provided.(refer the image above)
- For Instance, I search for a report with keyword 'awareness'. Result will be displayed as follows.

1 results

	<p><b>Type:</b> Awareness</p> <p><b>Date Of Activity:</b> 2016-04-09</p> <p><b>Place:</b> Balakmani High School, (A Govt. High School)</p> <p><b>Organising Branch:</b> Indian Red Cross Society, Tripura State Branch</p> <p><b>Reporting Date:</b> 2016-05-30</p> <p><b>Reporting Person:</b> Raju Roy (DM Coordinator)</p> <p><b>Verifying Person:</b> AnirbanAdhikari (DP Supervisor)</p> <p><b>Description:</b> Formation and Strengthening of School Level Committee on Wash &amp; Awareness programme on WASH</p> <p><input type="button" value="View Full Report"/></p>
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Then Click on View full report button....

[Download report as pdf](#)



#### Activity Report

## "Formation and Strengthening of School Level Committee on Wash & Awareness programme on WASH"



Place: *Balakmani High School, (A Govt. High School)*

Date: *2016-04-09*

Organising Branch: *Indian Red Cross Society, Indian Red Cross Society, Tripura State Branch*

PROGRAMME INFORMATION	
Title:	Formation and Strengthening of School Level Committee on Wash & Awareness programme on WASH

PROGRAMME INFORMATION	
<b>Title:</b>	Formation and Strengthening of School Level Committee on Wash & Awareness programme on WASH
<b>Place:</b>	Balakmani High School, (A Govt. High School)
<b>Organising Branch</b>	Indian Red Cross Society, Tripura State Branch
<b>In Attendance:</b>	75
<b>Facilitators Name:</b>	Biswajit Das ( FMR)
<b>Total Approved Budget:</b>	4000
<b>Total Expenditure:</b>	3980
<b>Funding Partners:</b>	IRCS, NHQs & IFRC
<b>Report Prepared by:</b>	Raju Roy (DM Coordinator)
<b>Reporting Date:</b>	2016-05-30
<b>Report Verified by:</b>	AnirbanAdhikari (DP Supervisor)

## Background

WASH is an acronym, standing for "Water, Sanitation and Hygiene," a group of interrelated public health issues that are of particular interest to international development programs. Access to safe water, adequate sanitation, and proper hygiene education can reduce illness and death, and also impact poverty reduction and socioeconomic development. Poor sanitation contributes to approximately 700,000 child deaths every year due to diarrhoea, and chronic diarrhoea can have a negative effect on child development (both physical and cognitive). In addition, lack of WASH facilities can prevent students from attending school, impose a burden on women, and diminish productivity. The concept of WASH groups together water, sanitation, and hygiene because the impact of deficiencies in each area overlaps strongly and so need to be addressed together in orders to achieve a strong positive impact on public health. In the year 2015, Indian Red Cross Society, Tripura State Branch as a part of Disaster Management programme-2015, Indian Red Cross Society, Tripura State Branch organized School and community level WASH programmes at Amarpur & Udaipur under Gomati District, Sonamura & Bishalgarih under Sepahijala District, Sadar and Jirania under West Tripura District and Khowai & Teliamura under Khowai District respectively. North Tripura District has been added to the list of FMR Districts. As a continuation of this WASH programmes are being conducted in the aforesaid districts in the year 2016 to provide knowledge and spreading awareness among the targeted students/community people.

## Objectives/Purpose:

1. To form a WASH Committee in the respective schools/communities. 2. To improve access to water and sanitation to the proportion of people without sustainable access to safe drinking water and basic sanitation. 3. To create awareness on Water, Sanitation and Hygiene in the school and community level.

## Methodology

1. Creating awareness on Water, Sanitation & Hygiene through class room lectures. 2. Demonstration of techniques on household water treatment through simple yet refined methods.

## Outcomes:

## Annexes

Download excel file=> [http://localhost:64790/list/8\\_Book1.xls](http://localhost:64790/list/8_Book1.xls)

Sheet1\$

a	a	a	a	a
a	a	a	a	a
a	a	a	a	a
a	a	a	a	a

Sheet2\$

b	b	b	b	b
b	b	b	b	b
b	b	b	b	b
b	b	b	b	b

Sheet3\$

c	c	c	c	c
c	c	c	c	c
c	c	c	c	c
c	c	c	c	c

c	c	c	c	c
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## Photo Gallery



Image description



Image description



Image description



Image description



Image description



Image description



Image description



Image description

## Video Links

[8 Create a website with ASP.NET - Part 2 Connecting to a database.mp4](#)

## Download Links

[http://localhost:64790/OtherDownloads/files/8 Online Reporting Portal.docx](#)

[http://localhost:64790/OtherDownloads/files/8 Tulips.jpg](#)

## Add Report

This link won't work if

- You are a verifier, because only a reporter can add a report
- You are a reporter but there are no verifiers at your level in your state. For e.g. if you are a district reporter of Ludhiana and there is no district verifier of Ludhiana then this link won't work.

## Brief Overview

Home View Reports **Add Report** Manage Welcome, Mr. Shrey Bansal! Logout

### Brief Overview

Activity Type:	Other	
Activity Title:	eg: "MOCK DRILL CONDUCTED UNDER D.M PROGRAMME-2016"	
Venue:		eg: Place: Upendra Vidya Bhavan Girl's H.S. School, Sub Division: Sadar, District: West Tripura
Date of Activity:		
Organising Branch:	Andhra Pradesh	
Report Submission Date:	07-24-2016	
Reporting Person:	Mr. Shrey Bansal(Manager IRCS)	
Verifying Person:	Mr. Naman Goyal(Student)	Report will be published online only after consent of the verifier
In Attendance:		eg: Secretaries of State, District & Sub Divisional Branches, Red Cross Staff & FMRs
Facilitators Name		
Approved Budget:		
Expenditure:		
Funding Partners:		

- 1) Reporting Person name is the username who has logged in.
- 2) Verifying person name will come automatically depending on your level, state, district.
- 3) Report submission date is fixed as today's date
- 4) In case of district or state reporter organizing branch is fixed

Detailed Analysis:

- 1) Text box has been provided, all the formatting done in textbox will be reflected in the final report too.(spacing, alignment etc).

Now you must click on save and choose files to upload button to save current data and proceed to next section(at this stage your report status will become '**Not Sent**' which means your



current session has been saved, you can still make changes to your report by going to Manage-  
>Reports section before sending it for verification)

Detailed Analysis

Background: Mandatory field

Objective: Mandatory field

Methodology: Mandatory field

Outcome: Mandatory field

Volunteers Experience: Mandatory field

Participants Experience: Mandatory field

Save All and Choose File to Upload

## After clicking 'Save all and choose files to upload button'...

### Relevant Documents/Media

Success!! Now please upload relevant files

<b>Cover Photo:</b> This will be displayed on first page of your report Maximum file size allowed:1MB	<input type="button" value="Choose File"/> No file chosen	<div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
<b>Participants/Volunteers List:</b> Upload a excel file, with each sheet name as heading for the sheet Maximum file size allowed:500kb	<input type="button" value="Choose File"/> No file chosen	<div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
<b>Pictures of the Activity:</b> Total pictures allowed:8 size of each image <= 1MB	<input type="button" value="Choose File"/> No file chosen	<div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
<b>Videos:</b> Total Videos allowed:2 size of each video <= 100MB	<input type="button" value="Choose File"/> No file chosen	<div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
<b>Documents:</b> These will be available as download links in your report Maximum files allowed:5 size of each file <=2MB	<input type="button" value="Choose File"/> No file chosen	<div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Please stick to the limits, uploaded files are showed in listbox, which can later be removed

<b>Cover Photo:</b> This will be displayed on first page of your report Maximum file size allowed:1MB	<input type="button" value="Choose File"/> No file chosen	<div>4032_Koala.jpg</div> <div></div>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
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Track upload progress in lower left corner of \_your screen

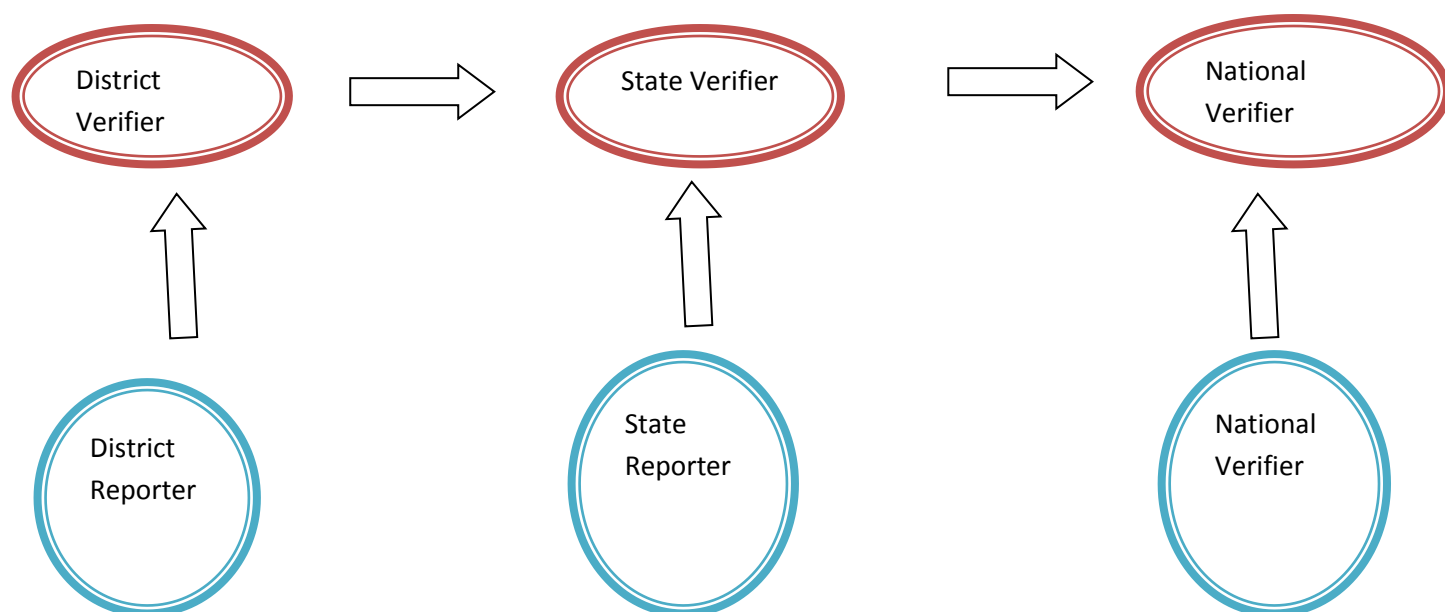


## Manage Reports

Reports with status 'Not Sent' will appear hear, which can be edited/deleted before sending it for verification.

	<b>Type:</b>	Awareness
	<b>Date Of Activity:</b>	2016-04-09
	<b>Place:</b>	Balakmani High School, (A Govt. High School)
	<b>Organising Branch:</b>	Indian Red Cross Society, Tripura State Branch
	<b>Reporting Date:</b>	2016-05-30
	<b>Reporting Person:</b>	Raju Roy (DM Coordinator)
	<b>Verifying Person:</b>	AnirbanAdhikari (DP Supervisor)
<b>Description:</b>	Formation and Strengthening of School Level Committee on Wash & Awareness programme on WASH	
<b>Status:</b> Not Sent		<a href="#">Click to Edit</a> <a href="#">View full Report</a> <a href="#">Click to Delete</a>

## What happens after a report is submitted for verification?



Once a report is sent for verification, it cannot be further edited/deleted by the reporter only verifier can do that

Simply follow the arrow, once the report is verified by National Verifier it becomes public, then it cannot be edited/deleted by any user.

## Manage Users

Home   View Reports   Add Report   Manage
Welcome, Mr. Naman Goyal!   Logout

		<b>Id</b>	<b>Title</b>	<b>FullName</b>	<b>Designation</b>
<a href="#">Edit</a>	<a href="#">Delete</a>	1	Mr.	Naman Goyal	DM
<a href="#">Edit</a>	<a href="#">Delete</a>	2	Mr.	Shalvak Mittal	Advisor
<a href="#">Edit</a>	<a href="#">Delete</a>	3	Mr.	Ayush Gupta	Special A
<a href="#">Edit</a>	<a href="#">Delete</a>	4	Mr.	Rishab Chauhan	Chief Adv
<a href="#">Edit</a>	<a href="#">Delete</a>	5	Mr.	ashdeep Singh	Manager I
<a href="#">Edit</a>	<a href="#">Delete</a>	6	Mr.	Shrey Bansal	Manager I
<a href="#">Edit</a>	<a href="#">Delete</a>	1012	Mr.	Naman Goyal	Student

**Reports**  
**Users**  
**My Account**  
**Register a new user**  
**User Activity Log**

	<b>Email</b>	<b>Level</b>	<b>State</b>	<b>District</b>
	@hyderabad.bits-pilani.ac.in	State	Punjab	Ludhiana
	@hyderabad.bit-pilani.ac.in	State	Punjab	Ludhiana
	@hyderabad.bit-pilani.ac.in	District	Punjab	Ludhiana
	@hyderabad.bit-pilani.ac.in	District	Punjab	Ludhiana
	@hyderabad.bit-pilani.ac.in	National	Delhi	Ludhiana
	@hyderabad.bit-pilani.ac.in	National	Delhi	Ludhiana
	@hyderabad.bit-pilani.ac.in	National	Chandigarh	Chandigarh

Currently National user can create other National, State, District users and State User can create other state, district users of his/her state only

## Manage Register a new User

Home   View Reports   Add Report   Manage
Welcome, Mr. Naman Goyal!   Logout

**Title:** Mr. ▼

**Full Name**

**Designation**

**LoginName**

**Password**

**Confirm-Password**

**E-mail id**

**User-Type:** Reporter ▼

**User Level:** National ▼

**User State:** Select a state ▼

**User District:** ▼

Register

**Reports**  
**Users**  
**My Account**  
**Register a new user**  
**User Activity Log**

When user clicks on register button a email window will open with receivers address as mentioned, user has to click on send button to notify the user that his/her account has been created. Like,

Login Credentials for Online Reporting Portal

aklefm@gmail.com

Login Credentials for Online Reporting Portal

LoginName:Namang  
Password:ggggg

Sans Serif | [font size] | B | I | U | A | [text color] | [background color] | [bulleted list] | [numbered list] | [link] | [unlink] | [code]

Send | [text color] | [background color] | [image] | [video] | [link] | [emojis] | [trash] | [dropdown]

## Manage My Account

[Home](#) [View Reports](#) [Add Report](#) [Manage](#)

Welcome, Mr. Naman Goyal!

[Logout](#)

Title:	Mr. ▼
Full Name	Naman Goyal
Designation	Student
LoginName	Naman
E-mail id	nmn@gmail.com
User-Type:	Verifier ▼
User Level:	National ▼
User State:	Chandigarh ▼
User District:	Chandigarh
Current Password:	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="Change Password"/>	

## Manage User activity log

[Home](#) [View Reports](#) [Add Report](#) [Manage](#)

Welcome, Mr. Naman Goyal!

[Logout](#)

User Activity				
<u>ID</u>	<u>User_Name</u>	<u>Activity</u>	<u>ReportTitle_UserName</u>	<u>Date</u>
4250	Mr. Naman Goyal(Student) from Chandigarh.Chandigarh of level National	Deleted a Report	Formation and Strengthening of School Level Committee on Wash & Awareness programme on WASHon2016-04-09 at Balakmani High School. (A Govt. High School)	2016-07-24 12:00:00 AM
4249	Mr. Naman Goyal(Student) from Chandigarh.Chandigarh of level National	Deleted a Report	dddon2016-07-05 at dd	2016-07-24 12:00:00 AM
4248	Mr. Naman Goyal(Student) from Chandigarh.Chandigarh of level National	Updated a user	Mr. Naman Goyal(Student ) from Chandigarh.Chandigarh of level National	2016-07-23 8:03:05 PM
4247	Mr. Naman Goyal(Student) from Chandigarh.Chandigarh of level National	Changed Password	Mr. Naman Goyal(Student ) from Chandigarh.Chandigarh of level National	2016-07-23 7:49:39 PM

For transparency User Activity Log(accessible to all users) has been provided

## NOTIFICATIONS

In case you are a verifier and have reports waiting to be verified

<a href="#">Home</a>	<a href="#">View Reports</a>	<a href="#">Add Report</a>	<a href="#">Manage</a>	<div>Welcome, Mr. Naman Goyal!</div> <div><a href="#">Logout</a></div>
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Click on the link to see the report:

	<table> <tr> <td>Type:</td><td>Training</td></tr> <tr> <td>Date Of Activity:</td><td>2016-04-04</td></tr> <tr> <td>Place:</td><td>Red Cross Bhavan, Akhaura Road</td></tr> <tr> <td>Organising Branch:</td><td>Indian Red Cross Society, Tripura State Branch</td></tr> <tr> <td>Reporting Date:</td><td>2016-04-06</td></tr> <tr> <td>Reporting Person:</td><td>Dr. P. Bhattacharjee</td></tr> <tr> <td>Verifying Person:</td><td>SriSumanta Biswas</td></tr> <tr> <td>Description:</td><td>3 DAYS REFRESHER TRAINING FOR 'FMR INSTRUCTOR'S UNDER D.M PROGRAMME-2016"</td></tr> <tr> <td>Status:</td><td>Awaiting National Approval</td></tr> </table>	Type:	Training	Date Of Activity:	2016-04-04	Place:	Red Cross Bhavan, Akhaura Road	Organising Branch:	Indian Red Cross Society, Tripura State Branch	Reporting Date:	2016-04-06	Reporting Person:	Dr. P. Bhattacharjee	Verifying Person:	SriSumanta Biswas	Description:	3 DAYS REFRESHER TRAINING FOR 'FMR INSTRUCTOR'S UNDER D.M PROGRAMME-2016"	Status:	Awaiting National Approval
Type:	Training																		
Date Of Activity:	2016-04-04																		
Place:	Red Cross Bhavan, Akhaura Road																		
Organising Branch:	Indian Red Cross Society, Tripura State Branch																		
Reporting Date:	2016-04-06																		
Reporting Person:	Dr. P. Bhattacharjee																		
Verifying Person:	SriSumanta Biswas																		
Description:	3 DAYS REFRESHER TRAINING FOR 'FMR INSTRUCTOR'S UNDER D.M PROGRAMME-2016"																		
Status:	Awaiting National Approval																		

When Verifier clicks on reject button, a email window will pop open, with receiver's email address, subject already written, verifier has to type reason for rejection as content and click send button

Your report has been rejected

nmn@gmail.com

Your report has been rejected

Dear Sir/Madam,Your report 3 DAYS REFRESHER TRAINING FOR "FMR INSTRUCTOR'SUNDER D.M PROGRAMME-2016" on 2016-04-04 at Red Cross Bhavan, Akhaura Road has been rejected

Reason for rejection:

Please make the required changes and send it for verification again

Mr.Naman Goyal

Student

In case your report(which had been sent for verification )has been rejected by the verifier

<a href="#">Home</a> <a href="#">View Reports</a> <a href="#">Add Report</a> <a href="#">Manage</a>	Welcome, Mr. Naman Goyal! <a href="#">Logout</a>
<a href="#">Your 1 Reports have been rejected!</a>	

In case your report(which had been sent for verification ) has not yet been verified

<a href="#">Home</a> <a href="#">View Reports</a> <a href="#">Add Report</a> <a href="#">Manage</a>	Welcome, Mr. Naman Goyal! <a href="#">Logout</a>
<a href="#">You have 1 Reports to Verify!</a> <a href="#">Your 1 Reports are waiting to be verified!</a>	

click on the link to see its status

	<p><b>Type:</b> Training</p> <p><b>Date Of Activity:</b> 2016-04-04</p> <p><b>Place:</b> Red Cross Bhavan, Akhaura Road</p> <p><b>Organising Branch:</b> Indian Red Cross Society, Tripura State Branch</p> <p><b>Reporting Date:</b> 2016-04-06</p> <p><b>Reporting Person:</b> Dr. P. Bhattacharjee</p> <p><b>Verifying Person:</b> SriSumanta Biswas</p> <p><b>Description:</b> 3 DAYS REFRESHER TRAINING FOR "FMR INSTRUCTOR'S UNDER D.M PROGRAMME-2016"</p> <p><b>Status:</b> <b>Awaiting National Approval</b></p> <p><a href="#">View full Report</a></p>
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