

Alkem Smile User Manual

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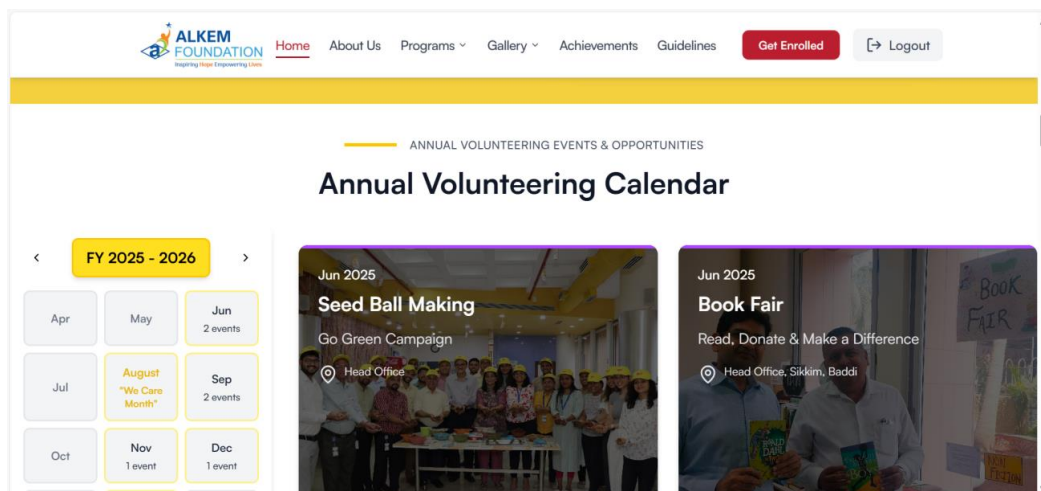
User Functionalities

1. Event Calendar & Registration

- **Browse Events:** Users can view all upcoming and past events in a calendar/list format.
- **Event Details:** Click on an event to see its description, objectives, location, and FAQs.
- **Register for Events:** Users can register for available events directly from the Annual Event Calendar Section.
- **Registration Status:** See registration status (Nominated, Confirmed / Rejected, Attended/Not Attended)
- **Family/Friend Participation:** Option to add relations for group participation.

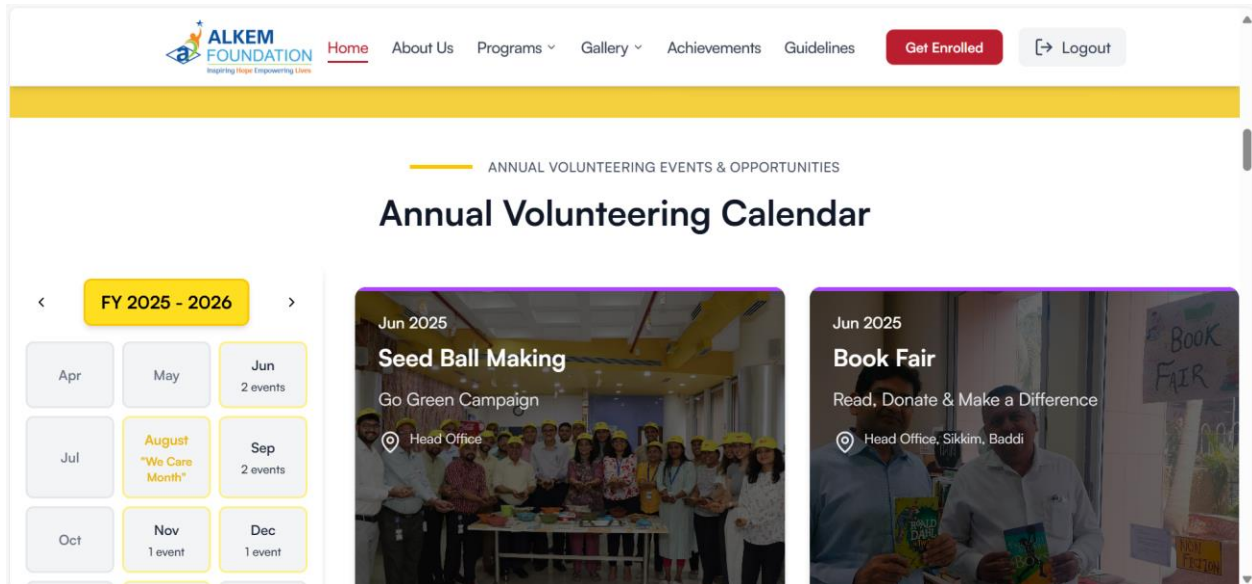
Flow:

1. Navigate to Smile Website (through alkemites)
2. Events Calendar Available at
 - a. Home Page (<https://www.alkemites.com/Smile/home>) scroll to Annual Volunteering Calendar Section

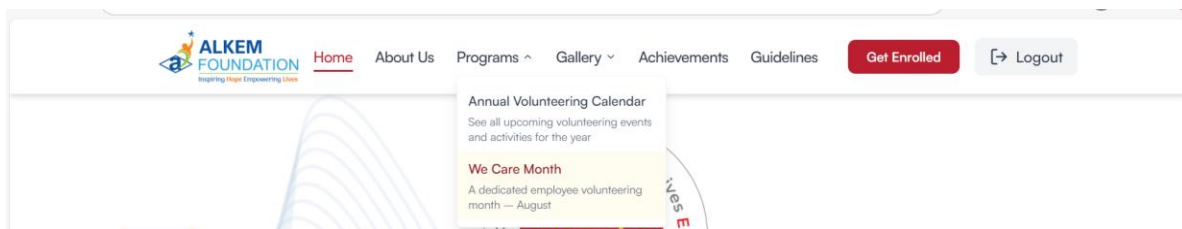


- b. Volunteer Page (<https://www.alkemites.com/Smile/volunteer>) scroll to Annual Volunteering Calendar





c. We care Month Page (<https://www.alkemites.com/Smile/we-care-month>) scroll to Calendar section



August Annual Activities

Activity Aug 2025

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1 August

Rang De Veer

Online Painting Contest

Head Office

4 August

Rakhi Sale cum Exhibition

Celebrating Bonds, Spreading Smiles

Head Office, Talaja

5 August

Connect with Community

Junagadh, Porbandar, Barmer, Jaisalmer, East Medinipur, Raigad, Gopalganj, Gurgaon

6 August

Connect with Community

Ballia

7 August

Blood Donation Camp

Save Lives

Daman, Sikkim, Baddi, Talaja, Mandva/Ankleshwar, Head Office

8 August

Blood Donation Camp

Save Lives

Head Office

12 August

Connect with Community

Caregivers of cancer patient

Buxar, Bhagalpur, Jehanabad

13 August

Visit to Old Age Home

Talaja, Ahmedabad, Head Office

15 August

Celebrate the Joy of Giving

Spread warmth, care, and nourishment

Mandva/Ankleshwar

15 August

Book Fair

Read, Donate & Make a Difference

Talaja

17 August

Visit to Old Age Home

Lucknow

19 August

Connect with Community

Caregivers of cancer patient

Muzaffarpur

21 August

Plantation Drive

Grow Green, Breathe Clean

30 August

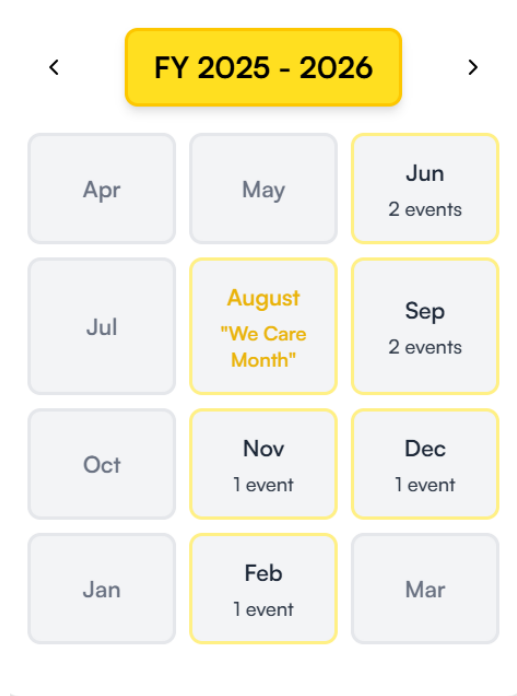
Mangrove Cleanup Drive

Head Office

3. Browse events and select one.

a. Navigate through the calendar

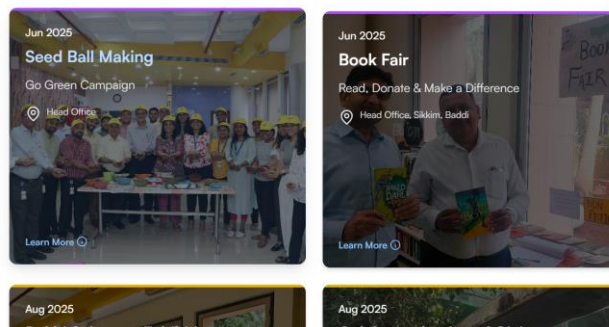
- Month Wise / All events Filter: Click on a month's tab or FY 2025 - 2026 to filter the events month wise and year wise accordingly.



b. Selecting a Event

1. Hover and click over a Event Card:


a. In Annual Volunteer Calendar:



b. In August (“We care Month”) Page calendar:

12 August Connect with Community Caregivers of cancer patient Buxar, Bhagalpur, Jehanabad	13 August Visit to Old Age Home Taloja, Ahmedabad, Head Office
15 August Book Fair Read, Donate & Make a Difference Taloja	17 August Visit to Old Age Home Lucknow

4. A overlay Popup will open with all the relevant details :



Connect with Community
Re Open for Nominations

Event Details

Objective: Alkemites can explore the CSR projects and get connected with communities.

Activity Details:

- Employee can guide and share their experience with communities
- Eg. consumption of Iron folic acid tablet is useful, consumption of green leafy vegetable can leads to healthier life.

FAQ:

- Do I have any prior experience? — No
- Do I get the certificate? — Yes

Event Locations & Schedule

Quick Info

Locations: Junagadh, Porbandar, Barmer, Jaisalmer, East Medinipur, Raigad, Gopalganj, Gurgaon, Ballia

Status: Open for Nominations

Ready to Make a Difference?
Join this amazing volunteering opportunity and contribute to a meaningful cause.

Event Details

Objective: Alkemites can explore the CSR projects and get connected with communities.

Activity Details:

- Employee can guide and share their experience with communities
- Eg. consumption of Iron folic acid tablet is useful, consumption of green leafy vegetable can leads to healthier life.

FAQ:

- Do I have any prior experience? — No
- Do I get the certificate? — Yes

Event Locations & Schedule

1 Junagadh
Tuesday, August 5, 2025
10:00 AM - 12:00 PM

Venue Details:

> Village name will be updated soon

2 Porbandar
Tuesday, August 5, 2025
10:00 AM - 12:00 PM

Quick Info

Locations: Junagadh, Porbandar, Barmer, Jaisalmer, East Medinipur, Raigad, Gopalganj, Gurgaon, Ballia

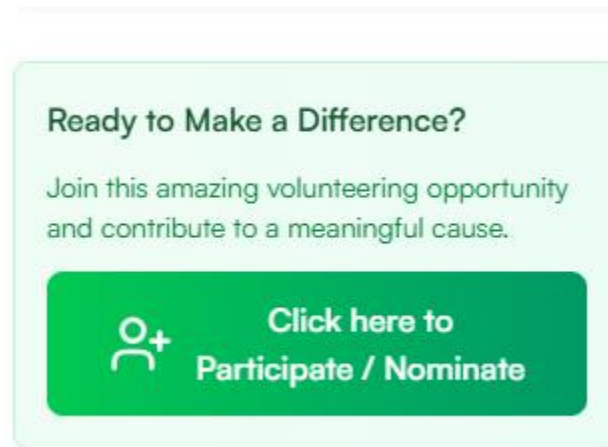
Status: Open for Nominations

Ready to Make a Difference?
Join this amazing volunteering opportunity and contribute to a meaningful cause.


Click here to Participate / Nominate

This is part of our special "We Care Month" celebration! Check out **all August activities** for a complete experience.

- a. Click on “Click here to Participate/Nominate



- b. This will open the Participation/ Nomination Form

 [Home](#) [About Us](#) [Programs](#) [Gallery](#) [Achievements](#) [Guidelines](#) [Admin](#) [Get Enrolled](#) [Logout](#)

EVENT VOLUNTEERING FORM

Participation/Nomination Form

Employees can search for themselves by email to participate, and may also nominate other Alkemites for this event.

Connect with Community

August 2025

Add New Participation / Nomination

Alkemite

Family/Friends

Search Employee *

Type employee name to search...

Select Location *

☐ Junagadh

☐ Porbandar

☐ Daman

New Participations / Nominations (0)

No New Participations / Nominations


Search and select employees to add participations / nominations.

Your Existing Participations / Nominations (0)

No Previous Participations / Nominations

You haven't added any participations / nominations for this event yet.

c. Add the nominations / participants from the left-most section , toggle between Alkemite and Family/Friends as required and fill in the required Details



Add New Participation / Nomination

Alkemite

Family/Friends

Search Employee *

Q SHIV SHANKAR MISHRA X


✓ Selected Employee:


SHIV SHANKAR MISHRA


TECHNICAL ASSOCIATE • PRODUCTION

Location: DAMAN-AMALIYA • Employee ID: 2227


Select Location *

☒  Head Office

☐  Ambedkar_nagar

☐  Amreli

+ Add Participation / Nomination



Add New Participation / Nomination

Alkemite

Family/Friends

Your Employee ID

48710

Relation

Mother

Name of Relation

Rohini

Contact Number


123459082


Location


Amreli

+ Add Family/Friend


d. After adding individual nominees a summary of all the nominations you have added will be shown in the middle section, after confirming the selection click on submit to confirm sending the nominations

 **New Participations**
/ Nominations (2)




ARVIND SUBHEDAR KATKAR


katkar@alkem.com

 Head Office

Employee ID: 1274

Amreli (Mother)

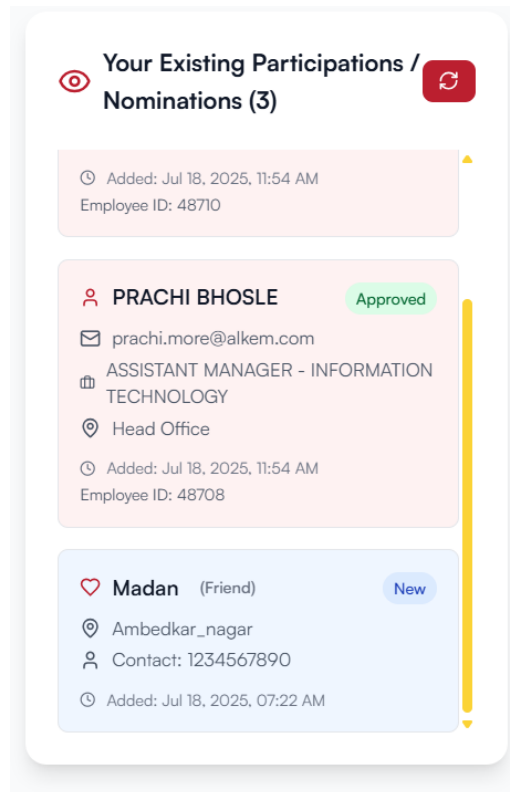
123459082

 Amreli

 **New Participations**
/ Nominations (2)



e. After submitting all the nominations, you have added now or before will be visible in the right most section, and all the Alkemiters including you (If you have added yourself) will receive a mail in a short time about the confirmation that the nomination has been received.

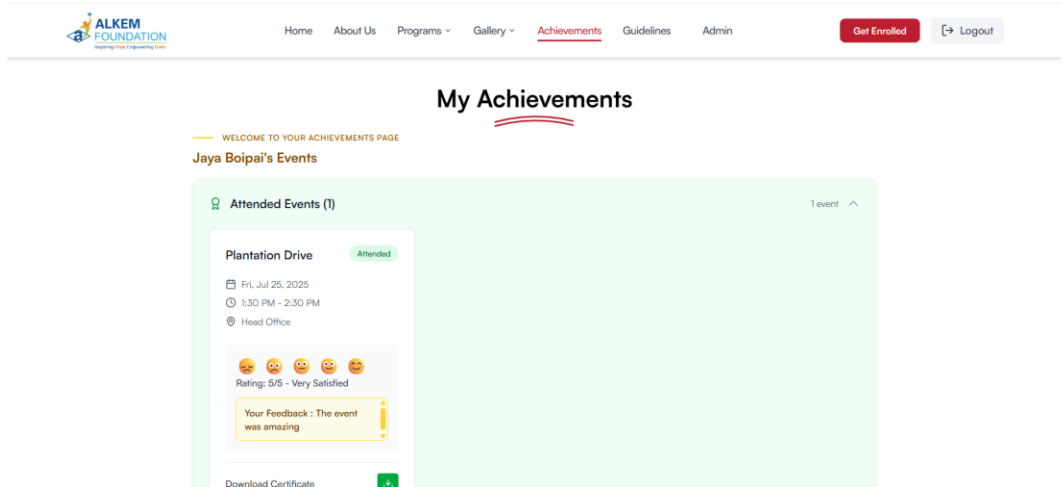


2. Achievements Page cum Volunteer Dashboard

- **My Events:** View all events the user has registered for or attended.
- **Attendance & Rating:** Mark attendance and rate completed events.
- **Download Certificates:** Download certificates for eligible events.
- **Status Tracking:** See event status (upcoming, attended, certificate available).

Flow:

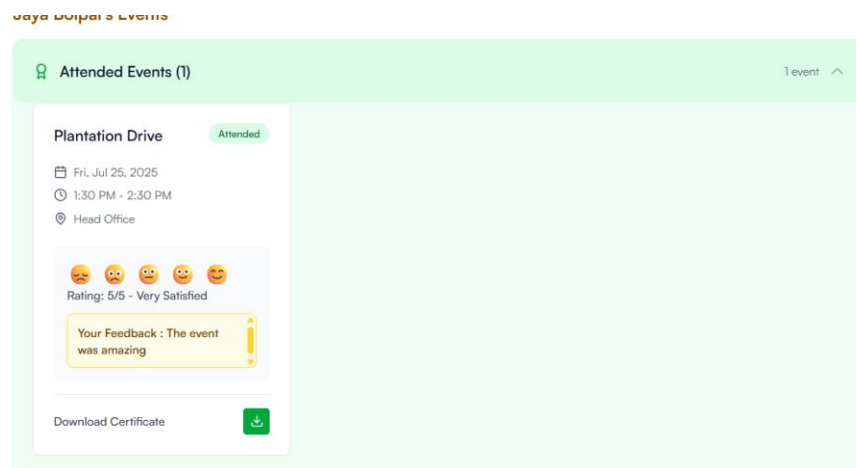
1. Go to "Achievements" (<https://www.alkemites.com/Smile/achievements>).



2. Here we can see 4 types of section:

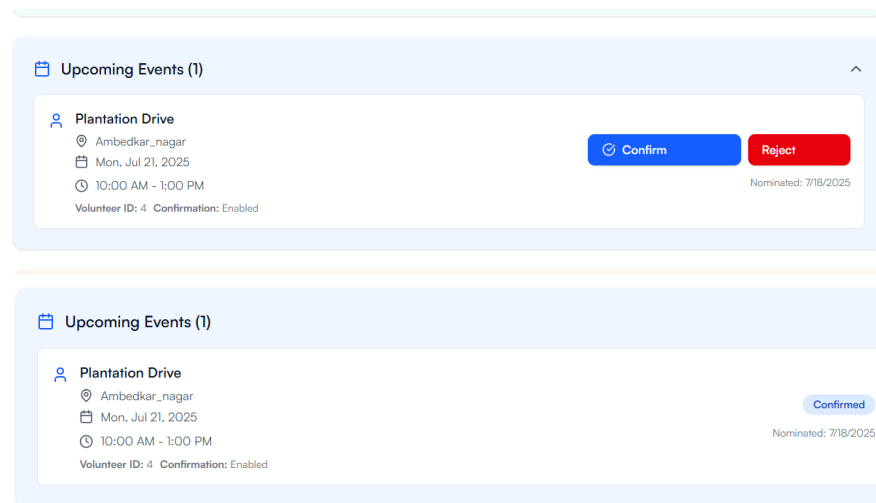
a. Attended Events:

- Here you can rate and add feedback for the events you have attended (**Note:** You may also receive a email about the same for rating and giving feedback, if you have submitted through mail that data will be displayed in these cards)
- If the activity has a certificate available, use the download certificate button to get a digital copy of the certificate



b. Upcoming Events:

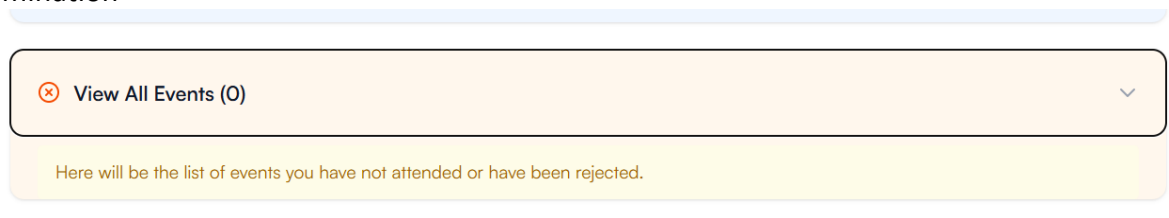
- Here you can see the list of events you have been nominated for by yourself or by other



- If the event is confirmed (the event details are finalized) here you will have the option of Confirming or Rejecting your participation
(**Note:** You will receive a similar mail about confirmation if you have recorded your reply there it will be reflected over here)

c. View All events:

- Here you can see the list of events you have not attended, or you rejected the nomination



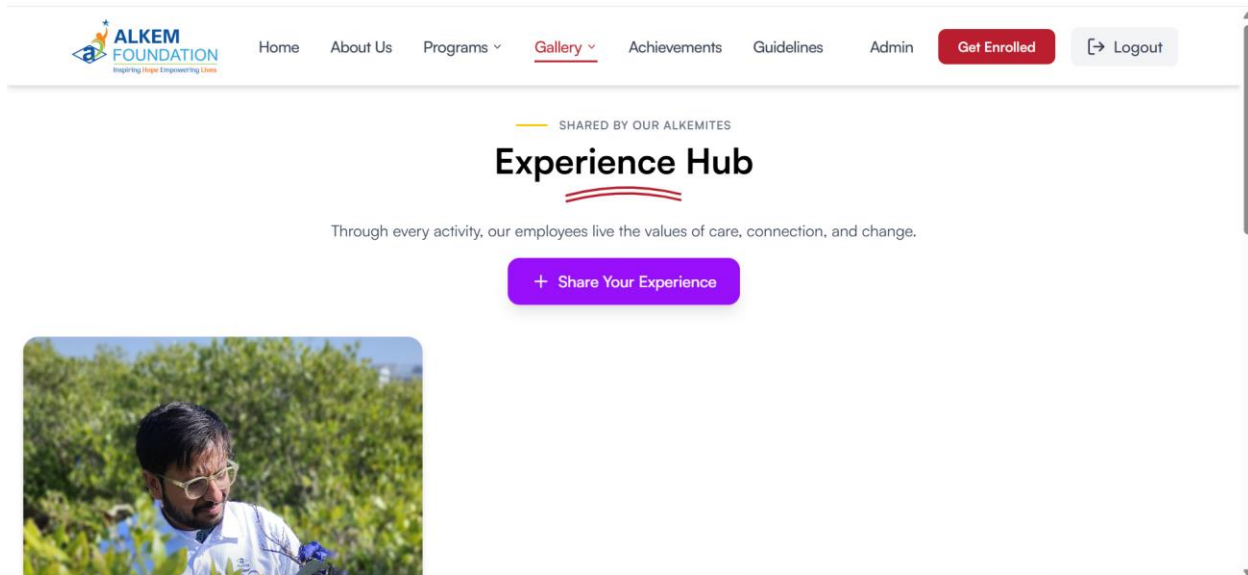
Total Events: 2 | Upcoming: 1 | Attended: 1 | Other: 0

3. Experience Sharing Hub

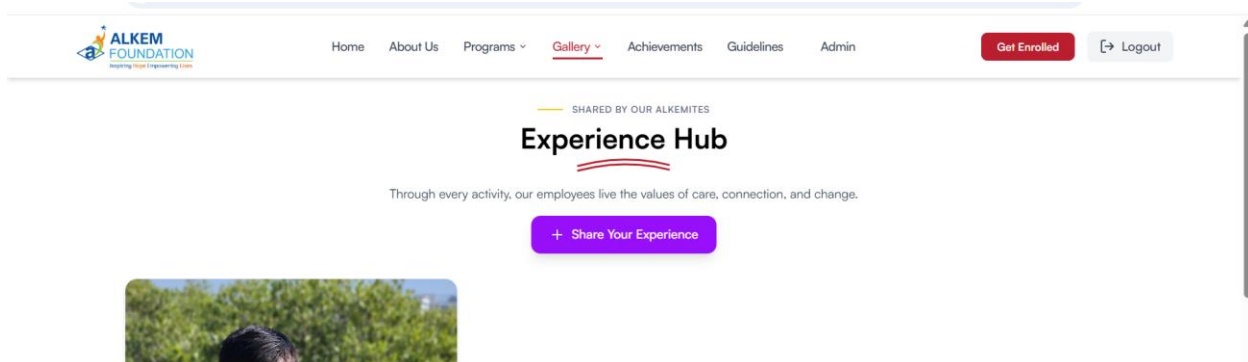
- **Share Experience:** Submit text and images about volunteering experiences.
- **View Gallery:** Browse experiences in a grid.

Flow:

1. Go to "Experience" page. (<https://www.alkemites.com/Smile/experience>)



2. Click on “Share Experience” button,



3. Select one of your attended events, here you can submit and Photo with a short write up about your experience of the event which may later be shared on the website.

Select Event

Found 2 attended events

Plantation Drive
 Jul 25, 2025 Head Office
 1:30 PM - 2:30 PM
Venue: Board Room
 ★ Your rating: 5/5
Attended

Plantation Drive
 Jul 21, 2025 Ambedkar_nagar
 10:00 AM - 1:00 PM
Venue: Solgem, SB Road

Share Your Experience

Tell us about your volunteering experience. What did you learn? How did it impact you or the community? What moments stood out to you?

0/400 characters Minimum 50 characters recommended

Tip: For best results, upload a photo in 1:1 (square) or 4:3 (landscape) aspect ratio. Portrait images (3:4) are also supported.

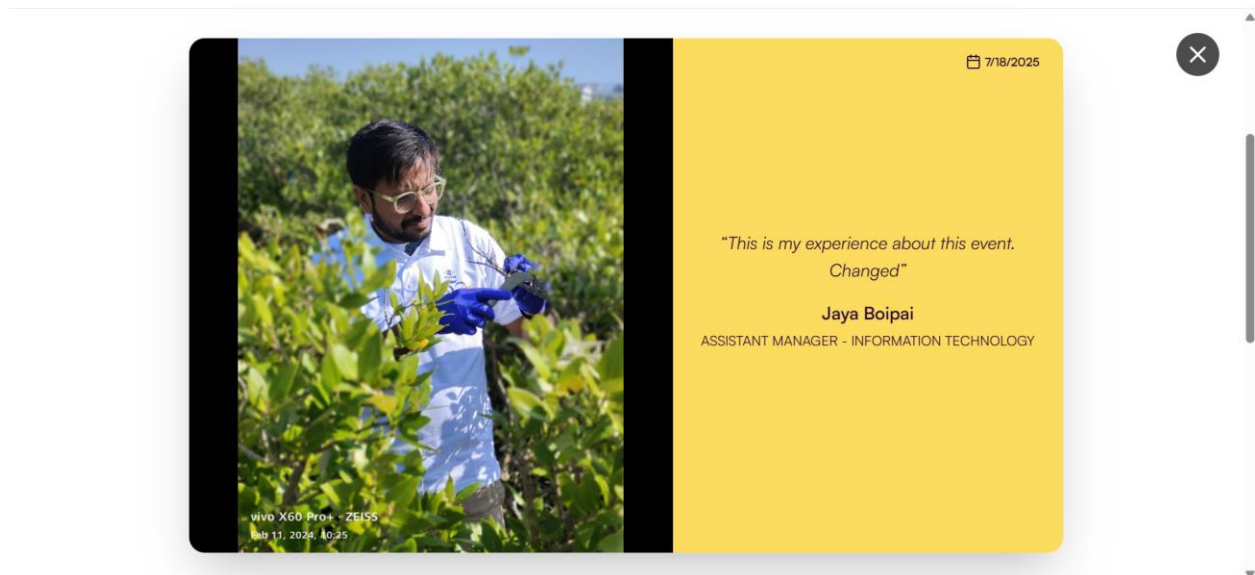
Add Photo *

Share a photo from your volunteering experience

Choose Photo

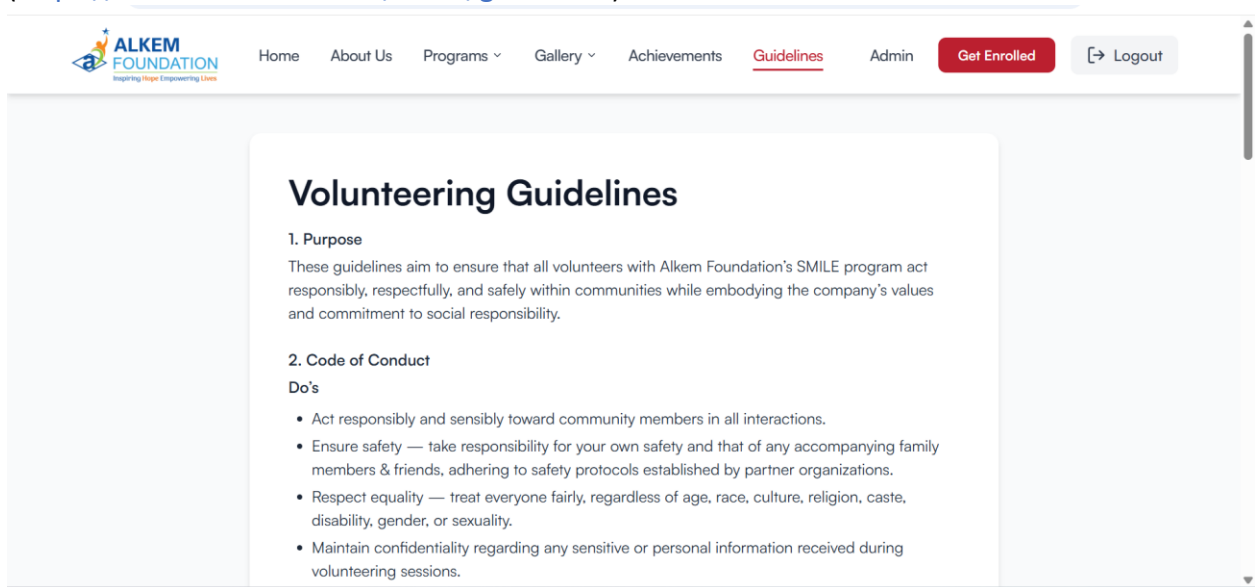
(Note: Only one experience per event can be shared, also you may receive a mail about the same if you have filled it there your response will be reflected here)

4. Explore the experience page all the submissions in the grid, click on an experience you would like to read to get more details about the experience submission.



5. Guidelines & Information Pages

- **Guidelines:** Access volunteering guidelines, FAQs, and instructions.
(<https://www.alkemites.com/Smile/guidelines>)



- **Contact:** View contact information for support.
 - **At footer :**

