USER MANUAL RO (Regional Office) /FO (Field Office)

RO/FO

1. Login to the link in the website and enter the Login Credentials.



2. Dashboard Page after Login for FO (Field Office)



3. Click on 'FO'S TOP (Field Office, Tentative Outreach Program) Activity' and all the events of that particular FO will come up.

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4. On Clicking 'ADD New" Button, a new tab will open for FO to fill the TOP Form.

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5. This is the same Login Page for RO (Regional Office) Login.



6. When RO logs in, there is an option to check RO as well as FO TOP (Tentative Outreach Program) activities will be seen. Along with the same, there is a provision with RO to update banner image, what's new section and contact us page.

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7. On Clicking FO TOP Activity, the list of All FO TOP of that RO will come up. RO can view the TOP and can approve or reject the same. Once approved, it goes to the Approved list in the dashboard. Only the approved TOP will show up on the Events Calendar page of the website.

(The organizer will get SMS as well as E-mail when the event has been approved or rejected.)

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8. RO can update their TOP activity as well and no approval is required for them.

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9. On Clicking 'ADD New" Button, RO can fill their TOP Form.

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AOP (Actual Outreach Program) Form:

1. Only the events which are approved and whose TOP date has been passed are eligible for submission of AOP requests.

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- 2. AOP can be filled at RO as well as FO level.
- 3. If any FO/ RO is eligible to fill AOP form, the AOP form link will get updated automatically otherwise, it will be displayed as N/A. User can even view the updated AOP form. Once the AOP form is filled up by FO it goes to approval to the respective RO. RO will check and modify and select which all data needs to be published on the website.

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4. ROs can fill their own AOP form as well as AOP forms of their respective FOs.

5. User can upload photos, videos and Media coverage of the event in the form and only the selected ones will get updated on the website.

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6. Once the form and uploads have been approved, it goes to the ADG of that RO for his/her perusal before the data is finally visible on the website.

IMPORTANT INSTRUCTIONS:

- All the mandatory fields marked with *
- If by chance connection is lost or user refreshes the page, then before the final submission data didn't saved in database.
- All details will be filled with caution.