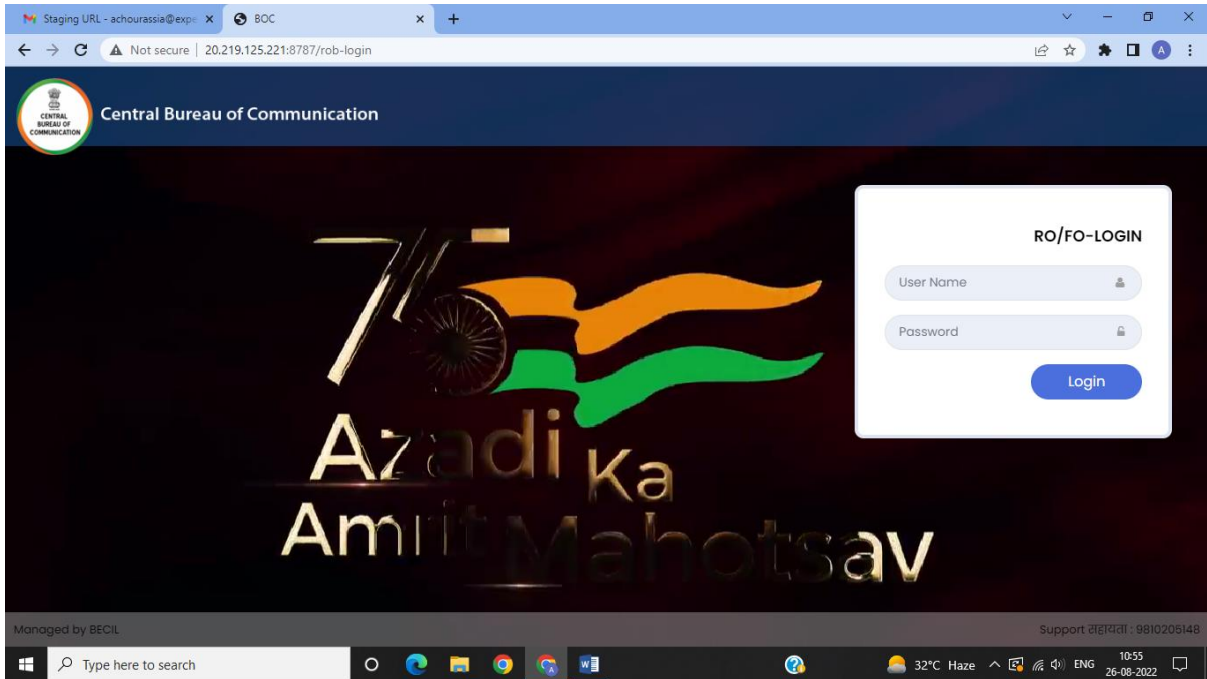


USER MANUAL

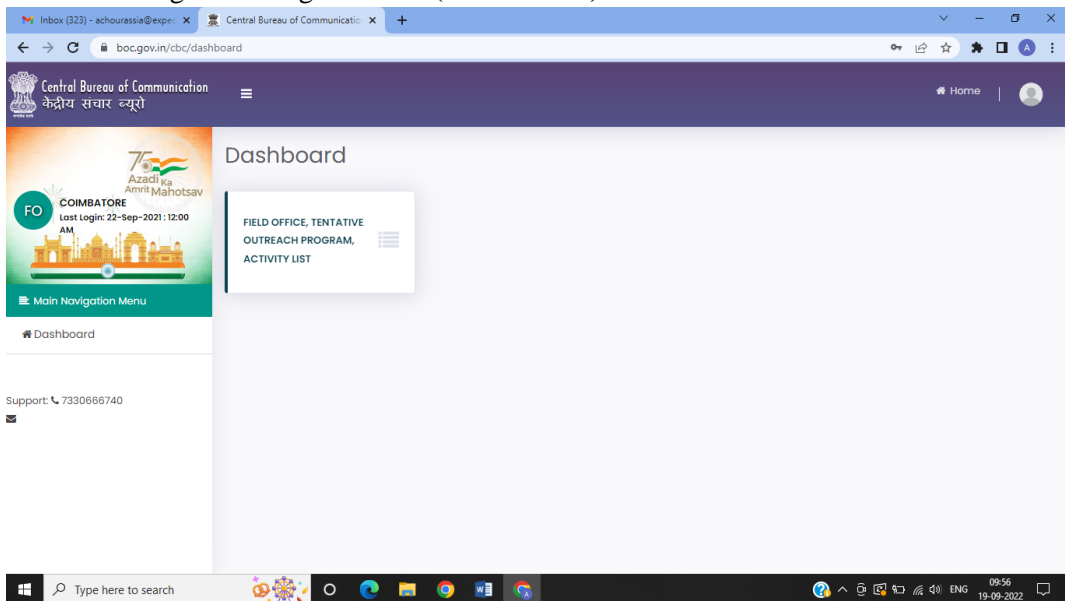
RO (Regional Office) /FO (Field Office)

RO/FO

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



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



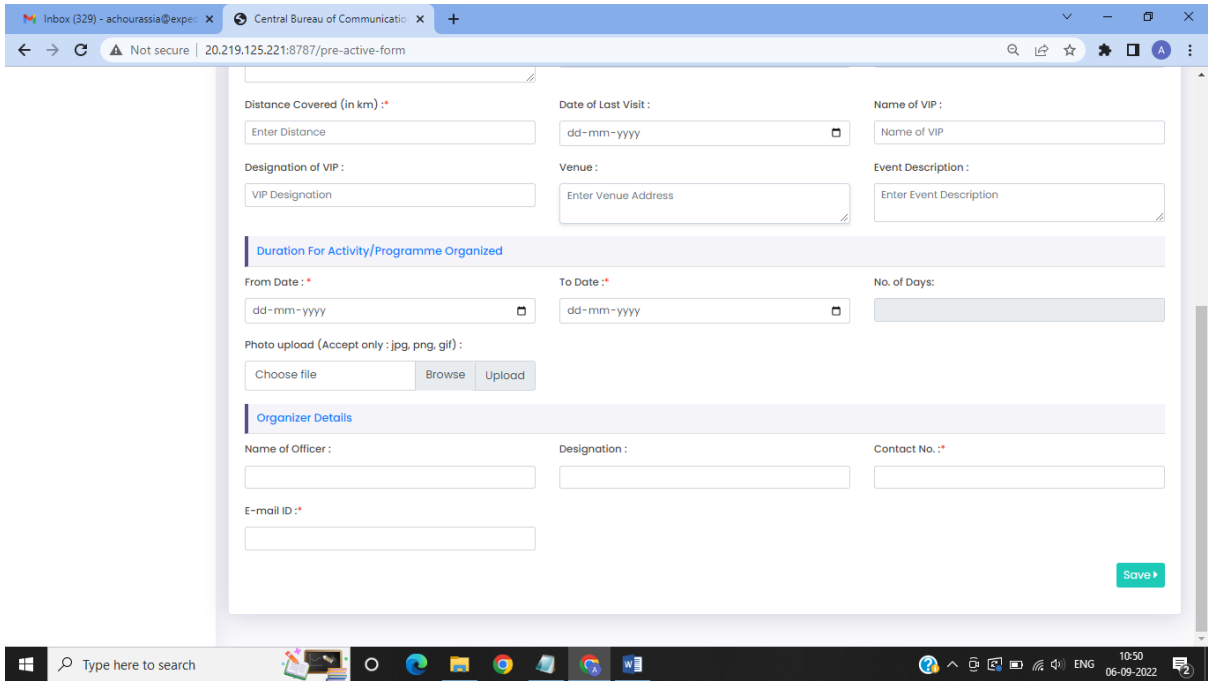
- Click on 'FO'S TOP (Field Office, Tentative Outreach Program) Activity' and all the events of that particular FO will come up.

The screenshot shows the CBC website interface. On the left, there is a sidebar with the logo, a navigation menu, and a support number (7330666740). The main content area is titled 'Tentative Outreach Program Search' and includes a search form with 'Year' and 'Month' dropdowns and a 'View' button. Below this is the 'Tentative Outreach Program List' section, which features a table with columns: Sr.No., Unique Code, Date, Village(s)/Town(s), Block/District, Distance Covered (in km), Date of Last Visit, Contact Number, Program Theme, Action, and AOP. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A '+ Add New' button is located in the top right of the list section.

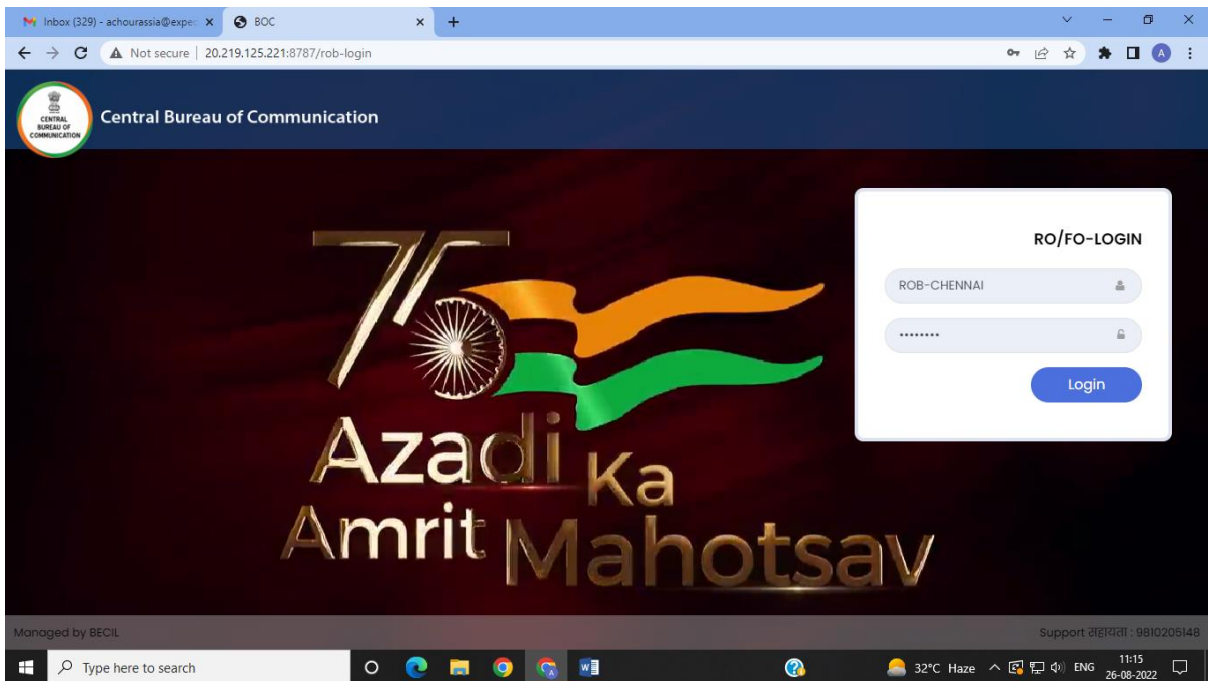
- On Clicking 'ADD New" Button, a new tab will open for FO to fill the TOP Form.

The screenshot shows the 'TTP Information' form on the CBC website. The form is titled 'Activity / Program' and contains several fields for data entry:

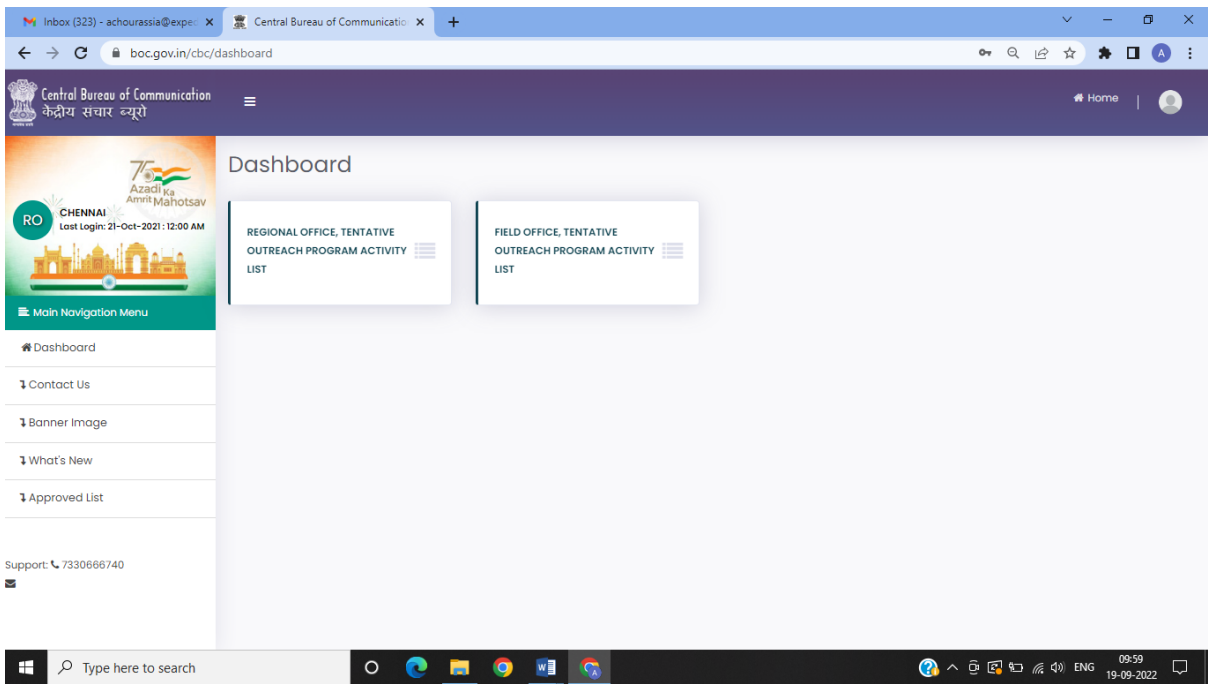
- Category of Programme Activity:** A dropdown menu with '--Select--'.
- Type of Activity:** Radio buttons for FIELD COMMUNICATION, FOLK COMMUNICATION, EXHIBITION, and OTHERS.
- Theme of Activity/Programme:** A text input field.
- Target Area Description:** A dropdown menu with 'None selected'.
- Area of Activities:** A dropdown menu with 'None selected'.
- Coverage (Village/Town Covered):** A text input field for 'No. of Village/Towns Covered'.
- Name of Village/Town Covered:** A text input field.
- Block:** A text input field for 'Enter Block'.
- District:** A text input field for 'Enter District'.
- Distance Covered (in km):** A text input field for 'Enter Distance'.
- Date of Last Visit:** A date picker field with format 'dd-mm-yyyy'.
- Name of VIP:** A text input field for 'Name of VIP'.
- Designation of VIP:** A text input field for 'VIP Designation'.
- Venue:** A text input field for 'Enter Venue Address'.
- Event Description:** A text input field for 'Enter Event Description'.



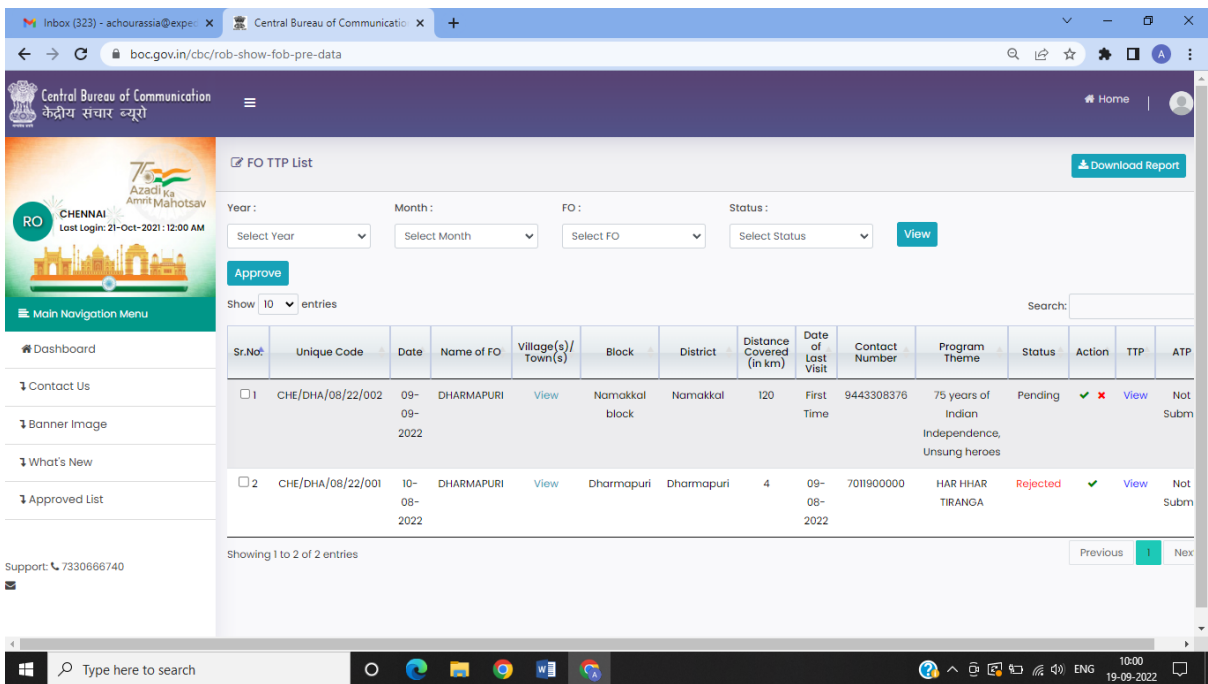
5. This is the same Login Page for RO (Regional Office) Login.



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.



- 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.)



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

The screenshot shows the Central Bureau of Communication (CBC) website interface. The top navigation bar includes the CBC logo, the text 'Central Bureau of Communication' and 'केन्द्रीय संचार ब्यूरो', and a 'Home' link. A sidebar on the left contains a 'Main Navigation Menu' with items: Dashboard, Contact Us, Banner Image, What's New, and Approved List. Below the menu is a support number: 7330666740. The main content area is titled 'Tentative Outreach Program Search' and contains two dropdown menus for 'Year' and 'Month', with a 'View' button. Below this is the 'Tentative Outreach Program List' section, which includes a 'Download Report' and 'Add New' button. The list shows 10 entries, with the first entry displayed in a table:

Sr.No#	Unique Code	Date	Village(s)/Town(s)	Block/District	Distance Covered (in km)	Date of Last Visit	Contact Number	Program Theme	Action	AOP
1	CHE/08/22/001	10-08-2022	View	Vellore/Vellore	4	10-08-2022	7011909487	HAR GHAR TIRANGA	Approved	View

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The browser's address bar shows 'bc.gov.in/cbc/prerolist' and the system tray at the bottom indicates the time as 10:00 on 19-09-2022.

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

The screenshot shows the 'TTP Information' form on the CBC website. The form is titled 'Activity / Program' and contains several fields for data entry:

- Category of Programme Activity :** A dropdown menu with '--Select--'.
- Type of Activity :** Radio buttons for FIELD COMMUNICATION, FOLK COMMUNICATION, EXHIBITION, and OTHERS.
- Theme of Activity/Programme :** A text input field.
- Office Type :** A dropdown menu with '--Select--'.
- Region :** A dropdown menu with '---Select---
- Target Area Description :** A dropdown menu with 'None selected'.
- Area of Activities :** A dropdown menu with 'None selected'.
- Coverage (Village/Town Covered) :** A text input field with 'No. of Village/Towns Covered'.
- Name of Village/Town Covered :** A text input field with 'Name of Village/Town covered'.
- Block :** A text input field with 'Enter Block'.
- District :** A text input field with 'Enter District'.
- Distance Covered (in km) :** A text input field with 'Enter Distance'.
- Date of Last Visit :** A date input field with 'dd-mm-yyyy'.
- Name of VIP :** A text input field with 'Name of VIP'.
- Designation of VIP :** A text input field with 'VIP Designation'.
- Venue :** A text input field.
- Event Description :** A text input field.

The browser's address bar shows 'bc.gov.in/cbc/pre-active-form' and the system tray at the bottom indicates the time as 10:00 on 19-09-2022.

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.

The screenshot shows the Central Bureau of Communication website interface. The main navigation menu includes Dashboard, Contact Us, Banner Image, What's New, and Approved List. The 'Tentative Outreach Program Search' section has dropdowns for Year, Month, and FO, with a Search button. The 'Tentative Outreach Program Approved List' section shows a table with one entry:

Sr.No.	Unique Code	Date	Name of RO/FO	Village/Town	Block/District	Distance Covered (in km)	Date of Last Visit	Contact Number	Program Theme	Action	AOP
1	CHE/08/22/001	10-08-2022	RO-CHENNAI	View	Vellore/Vellore	4	10-08-2022	7011909487	HAR GHAR TIRANGA	✖	View

Showing 1 to 1 of 1 entries. Navigation buttons: Previous, 1, Next.

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.

The screenshot shows the 'Actual Outreach Program Form' section. It includes tabs for 'Tentative Outreach Program Activity', 'Actual Outreach Program Activity', and 'Photo/Videos upload'. The 'Actual Outreach Program Activity' tab is active, showing 'Programme Details' with a text input for 'Approx Size of Audience' and a dropdown for 'Special Area (if any)'. The dropdown options are: BORDER AREA, LIWE AREA, MINORITIES AREA, NORTH-EASTERN AREA, ASPIRATIONAL DISTRICTS, TRIBAL AREA, and OTHER AREA. Navigation buttons: Previous, Next.

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.

The screenshot shows the 'Actual Outreach Program Form' on the Central Bureau of Communication website. The form is titled 'Actual Outreach Program Form' and includes a 'Photo/Videos upload' tab. It features three sections: 'Video upload section', 'Photograph section', and 'Media Coverage Area'. Each section has fields for 'Date', 'Venue', a file upload button ('Choose File'), and a 'Caption' field. There are also checkboxes for 'Show on Website' and 'Add' buttons. The 'Venue' field is marked with an asterisk (*). The 'Date' field is set to '10-08-2022'. The 'Caption' field is empty. The 'Media Coverage Area' section has a 'Press Release File' field. The form is part of a larger interface with a sidebar menu and a top navigation bar.

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.