TABLE OF CONTENT

1. Introduction.......................................................................................................................................................... 4
2. Purpose of Document........................................................................................................................................... 4
3. Registration & Login........................................................................................................................................... 5
  3.1 My Account.................................................................................................................................................... 10
  3.1.1 Edit Profile................................................................................................................................................... 10
  3.1.2 Add Education, KYC................................................................................................................................. 11
4. Tasks..................................................................................................................................................................... 12
  4.1 Tasks............................................................................................................................................................... 13
1. INTRODUCTION

DigiSevak is envisaged as a platform where ministries & departments (both central and states) and other governmental organization (henceforth only ‘departments’ for simplicity purpose) would enlist tasks to be accomplished by volunteers registered with DigiSevak. It is fully automated database driven web application where departments can register themselves.

2. PURPOSE OF DOCUMENT

The purpose of this document is to help departments know and understand the workflow between task-owners and volunteers. This includes how volunteers are assigned any task by the task-owners and how notifications of latest opportunities are sent to the volunteers for their respective interest areas amongst other things that a task-owner can do to manage tasks and volunteers. Following are the uses of this document:

- It explains the internal workflow between departments and volunteers.
- It explains how volunteers are assigned tasks by their respective task-owners.
- It explains how notifications of latest opportunities are being made available to all the registered volunteers/users.
- It explains the functional system between task-owners and volunteers.
3. Registration & Login

There are five types user login on DigiSevak:

- Super Admin
- Ministry
- Department
- Task Owner [and Task Sub Owner]
- Volunteers

Users will see the following screen after clicking on the Green Login (http://digisevak.gov.in/login) button on the top Menu bar:
Once they submit correct access details and click on Submit button, they are forwarded to a Dashboard which looks like:

- **Super Admin:** -- It is a predefined user and has all the permissions granted on the DigiSevak to Create, Update and Delete any Ministry, Department, Volunteers, Task Owner, Task Sub Owner from the admin Panel of DigiSevak.

- **Ministry / Department/ Task Owner:** -- These users are associated with any Ministry or Department in the government. You may register as a Ministry/ Department by clicking on the Ministries link in the top Menu bar and then clicking the Registration button from the header.
The URL of this page is [http://digisevak.gov.in/ministry/register](http://digisevak.gov.in/ministry/register) and it looks like:

The necessary fields are marked with an *. When ministry/departments register on DigiSevak, they must mention the name and designation of Competent Authority, so as to enable NeGD to verify the users of ministry/departments. You shall receive a Registration Email followed by a Verification Email after the due Verification Process carried out at NeGD.

**Ministry:** - After successfully registering and logging into DigiSevak, a Ministry may perform various tasks such as Create, Update and Delete Volunteers, Departments, Task Owner, Sub Task Owners, Tasks, Social Activity, Polls, Survey, Discussion Board from the admin Panel of DigiSevak.
After logging in as Ministry, you will a Dashboard like:
The Dashboard shows **Tasks** (*divided as Live Tasks and Completed Tasks in a Pie Chart*) and **Volunteers** (*statewise*) with quick links to **Recently Published Tasks** and **Tasks In Draft** (*if any*).

**My Account, Log out.**

Users see the following screen shot after clicking on My Account button:
3.1 In this window user can perform following functions:

3.1.1 Edit Profile

User can be following screen shot after clicking on Edit Profile button:
3.1.2 Add Education, KYC

Users see the following screen shot after clicking on Education and KYC button:

![Add Education and KYC Screen Shots](image-url)
4. Tasks

1. User can see following screen shot after clicking on Tasks > All Tasks:
4.1 **In this window user can perform following functions:**

4.1.1 User can Add Task

User can be following screen shot after clicking on Add Task:

If you don’t have all the details required to publish a Task, then you may flag it as Draft from the Task Status drop down on the right-hand side of the page.

![Task Add Window](image)
User can select the Task status as *Publish* or *Draft*. If user selects draft status it means not show task for users.

User can be following screen shot after clicking on Task Sub Owners:-

User select task owner.
4.1.2 User can edit existing Tasks

User can be following screen shot after clicking on Edit Task:
4.1.3 User can delete **Tasks**.

4.1.4 User can click task details view.

User can be following screen shot after clicking on details view:
Once you have created a **Task**, the **Volunteers** start showing their interest on it and you may see the volunteers who have shown interest in completing a task by going to **Dashboard > Tasks > All Tasks** > Select **Task** from the list > Click on the **Interested** Tab from the **Volunteers** section of a **Task Detail** page that looks like:

The **Interested** tab of the **Volunteers** section looks like the following image which shows the details of volunteers who are interested in taking up the task. You may click on the **Green Approve & Assign** to assign the task to a volunteer. It should be noted here that a Task can be assigned to more than one interested volunteers.
4.1.5 User can filter Tasks and search Tasks by keywords.

4.1.6 Live Task: -- Tasks in which Volunteers have shown interest.

4.1.7 Completed Tasks: -- Users see the Completed Tasks by Volunteers.

4.1.8 Task on Hold: -- Users see the Tasks in Draft mode here, which are not published for Volunteers.

4.1.9 Task Updates: -- Tasks which have been updated by Volunteers after they have been made Live by Users are shown here.

4.1.10 Query on task: -- Queries by Tasks are displayed here.
5. **Social Activity**

1. Users see the following screen shot after clicking on Social Activity:

   ![Social Activity Screen Shot](image-url)

   User can filter and search by fields
5.1 User can add **Social Activity**.

User can be following screen shot after clicking on **Social Activity**: - 

![Add Social Activity](image1)

5.2 User can edit **Social Activity**.

User can be following screen shot after clicking on **Edit**: - 

![Edit Social Activity](image2)
5.3 User can delete **Social Activity**.

User can be following screen shot after clicking on Delete:

![Screen Shot of Social Activity Page](image-url)
6. Volunteers

1. User can see following screen shot after clicking on Volunteers: -

User can click on volunteer profile:-

User can filter and search by fields
6.1 User can add **Volunteers**.

User can be following screen shot after clicking on **Volunteers**: -

![Add Volunteer Screen Shot](image1)

6.2 User can edit **Volunteers**.

User can be following screen shot after clicking on **Edit**: -

![Edit Volunteer Screen Shot](image2)
6.3 Users can delete Volunteers here.

Users see the following screen shot after clicking on Delete:

![Volunteers List Screen Shot]

6.4 User can add Volunteers Bulks import excel sheet

![Add Volunteer in Bulk Screen Shot]
7. Users

Ministry Users see the following screen shot after clicking on Users:

Ministries can add Departments and Task Owners.
Users see the following screen shot after clicking on add Task Owners:
8. Polls

Users see following screen shot after clicking on Polls:

![Poll List](image)

8.1 Users can add Polls.

Users see the following screen shot after clicking on Polls:

![Add Poll](image)
8.2 Users can edit **Polls**.

Users see the following screen shot after clicking on Edit: -
9. Survey

1. Users see following screen shot after clicking on survey: -

Click on the add option

User can filter and search by fields
9.1 Users can add **Survey**.

Users see the following screen shot after clicking on survey: -

![Add Survey Screen Shot](image)

9.2 Users can edit **Survey**.

Users see the following screen shot after clicking on Edit: -

![Edit Survey Screen Shot](image)
9.3 Users can delete **Survey**.

Users see the following screen shot after clicking on Delete: -
10. Discussions Boards

Users see the following screen shot after clicking on **Discussion Boards**: -

After submitting a query, users are forwarded to the list of all previously submitted queries on the **Discussion Board**.
11. Reports

11.1 Users see the following screen shot after clicking on Report > Tasks:

![Screen Shot of Report Task](image1.png)

![Pie Chart of Task Status](image2.png)
11.2 Users see the following screen shot after clicking on **Report > Volunteers**: -

![Volunteers Report](image)

11.3. Users see the following screen shot after clicking on **Reports > Polls**: -

![Polls Report](image)
11.4. Users see the following screen shot after clicking on Report > Survey Report:

![Survey Report](image1)

11.5. Users see the following screen shot after clicking on Report > Gamification:

![Gamification](image2)
Users see the following screen shot after clicking on total Points: