

# RBSK APP: STANDARD OPERATING PROCEDURE

## (BRIEF OVERVIEW)

For detailed overview and understanding, please login to <http://training.vdsai.com/> using the user-id password provided for login to the mobile application and web

The SOP covers a brief overview of the various App Solution stakeholders input and view rights, the details are covered in the training module developed for the purpose.

The app users can be classified into three categories:

- ❖ RBSK Team Members
- ❖ Administrative Officers directly involved with program execution (ACMO, DEIC Manager, MOIC and BEO/CDPO).
- ❖ Administrative Officers with supervisory role and responsible for solution execution inclusive of Commissioner, DM, CDO, CMO.
- RBSK Team Members role is of primary importance as they will input the data value that will form the basis of performance Monitoring.
- Block Level Administrative officers will be responsible for effectively discharging their duties related to ensuring inter department coordination and achievement of program objectives. Thus, it is expected that the BEO, CDPO, MOIC involvement and role will be closely monitored.

The Administrative officers higher up will be responsible for regular review so, that effective implementation is ensured.

It will also be responsibility of District level officers and higher up to ensure that program implementation and ground work moves in sync with the goal of increasing referral and completion cases sustainably.

The designation wise details are as covered below:-

**District Magistrate Login-** The DM login has been created for the purpose of providing real time data to District Magistrate of the teams status in the district in reference to their attendance, attendance of students in the centers visited by teams, referred students, the treatment completion status and pending reasons. The primary functionalities covered in the app are as below-

#### **A-View Pending/Under Process/Complete Child Referral Data**

Steps to View Pending/Under Process/Complete Child Referral Data

##### **View Treatment Pending Data-**

- First open RBSK app than go to online dashboard option.
- Then go to **Referral** menu.
- Then click on **Treatment Pending** Sub menu.
- Treatment pending list will be open on screen.

##### **View Treatment under Process Data**

- First open RBSK app than go to online dashboard option.
- Then Go to **Referral** Menu.
- Then click on **Treatment under Process** Sub menu.
- Treatment under Process list will be open on screen.

##### **View Treatment Completed Data**

- First open RBSK app than go to online dashboard option.
- Then Go to **Referral** Menu.
- Then click **Treatment Completed** Sub menu.
- Treatment Completed status will appear on screen.

##### **B-View Closed Center List-**

- First open RBSK app than go to online dashboard option.
- Then click **closed center** on dashboard.
- Then select start/end dates then click on get list option.
- Closed center list will appear on screen.
- For district /block/center wise detail Click on S.NO column (+) mark.

##### **D-Reports**

- First open RBSK app than go to online dashboard option.
- Then click on **reports** menu.
- Then sub menu will appear.
- Select report option from sub menu.

**Chief Development Officer Login-** The CMO login has been created for the purpose of providing real time data to Chief Development Officer of the teams status in the district in reference to their attendance, attendance of students in the centers visited by teams, referred students, the treatment completion status and pending reasons. The primary functionalities covered in the app are as below-

#### **A-View Pending/Under Process/Complete Child Referral Data**

Steps to View Pending/Under Process/Complete Child Referral Data

##### **View Treatment Pending Data-**

- 
- First open RBSK app than go to online dashboard option.
  - Then go to **Referral** menu.
  - Then click on **Treatment Pending** Sub menu.
  - Treatment pending list will be open on screen.

##### **View Treatment under Process Data**

- First open RBSK app than go to online dashboard option.
- Then Go to **Referral** Menu.
- Then click on **Treatment under Process** Sub menu.
- Treatment under Process list will be open on screen.

##### **View Treatment Completed Data**

- First open RBSK app than go to online dashboard option.
- Then Go to **Referral** Menu.
- Then click **Treatment Completed** Sub menu.
- Treatment Completed status will appear on screen.

##### **B-View Closed Center List-**

- First open RBSK app than go to online dashboard option.
- Then click **closed center** on dashboard.
- Then select start/end dates then click on get list option.
- Closed center list will appear on screen.
- For district /block/center wise detail Click on S.NO column (+) mark.

## D-Reports

- First open RBSK app than go to online dashboard option.
- Then click on **reports** menu.
- Then sub menu will appear.
- Select report option from sub menu.

**Commissioner login-** Divisional Tracking has been implemented as RBSK app requires multiple stakeholders i.e. health, education and ICDS to perform their duties effectively. Thus a division level tracking mechanism to ensure tracking at multiple level and performance comparison between districts and blocks to achieve sustainable growth. The primary functionalities covered in the app are as below-

### A-View closed center list –

- First open RBSK app.
- Click on the **closed center** option on dashboard.
- Then select start/end dates then click on get list option.
- Closed center list will appear on screen.
- For district /block/center wise detail Click on S.NO column (+) mark.

### B-less than 90% attendance center list –

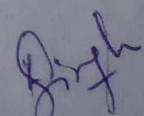
- Open RBSK app.
- Then click on the **less than 90% attendance** option.
- Then select date and click on get report option.
- Report will appear on screen.

### C-View list of team not visit center-

- First open RBSK app.
- Then click on **no visit center** option.
- Then select center type.
- List will appear on screen.
- For particular block wise center list type name in search column.

### D-List of team not refer-

- First open RBSK App.
- Then click on **team not refer** option.
- List will appear on screen.
- For details click on S.NO column (+) mark.



## E- Reports-

- First open RBSK app.
- Then click on **team not refer** menu.
- Then sub menu will appear.
- Select report option from sub menu.

**AD Health Login:** The primary functionalities covered in the app are as below-

### A-View closed center list –

- First open RBSK app.
- Click on the **closed center** option on dashboard.
- Then select start/end dates then click on get list option.
- Closed center list will appear on screen.
- For district /block/center wise detail Click on S.NO column (+) mark.

### B-less than 90% attendance center list –

- Open RBSK app.
- Then click on the **less than 90% attendance** option.
- Then select date and click on get report option.
- Report will appear on screen.

### C-View list of team not visit center-

- First open RBSK app.
- Then click on **no visit center** option.
- Then select center type.
- List will appear on screen.
- For particular block wise center list type name in search column.

### D-List of team not refer-

- First open RBSK App.
- Then click on **team not refer** option.
- List will appear on screen.
- For details click on S.NO column (+) mark.

## E- Reports-

- First open RBSK app.

- Then click on **team not refer** menu.
- Then sub menu will appear.
- Select report option from sub menu.

**BSA LOGIN-**The BSA login is focused on ensuring that BEO perform their duties with respect to RBSK program religiously and it is tracked and supervised effectively at district level so, that no gap in performance happens. The primary functionalities covered in the app are as below-

#### **A-VIEW /take action on closed center**

- First open RBSK app.
- Go to **closed center** section and click view list.
- Next select start date and end date then click get list button.
- Now will be open the page of center list, then select karyvahi status option yes/no, Click comment, type comment here and choose file.
- Next Click for save button.

#### **Steps to Child Attendance Center List-**

- RBSK Software.
- Go to **Attendance** Section and click view list.
- Next select start date and end date then click get list button.
- Now the page of center list will open in which you can see the full details.

#### **Steps to View Referral Pending Cases List/Status of BEO Phone Call-**

- Open RBSK app.
- Go to **Child Referral** section and click view list.
- Now the referral details will open on screen.

**DPO LOGIN-** The DPO login is focused on ensuring that BEO perform their duties with respect to RBSK program religiously and it is tracked and supervised effectively at district level so, that no gap in performance happens. The primary functionalities covered in the app are as below-

#### **A-VIEW /take action on closed center**

- First open RBSK app.
- Go to **closed center** section and click view list.
- Next select start date and end date then click get list button.

- Now will be open the page of center list, then select karyvahi status option yes/no, Click comment, type comment here and choose file.
- Next Click for save button.

#### Steps to Child Attendance Center List-

- RBSK Software.
- Go to **Attendance** Section and click view list.
- Next select start date and end date then click get list button.
- Now the page of center list will open in which you can see the full details.

#### Steps to View Referral Pending Cases List/Status of BEO Phone Call-

- Open RBSK app.
- Go to **Child Referral** section and click view list.
- Now the referral details will open on screen.

**BEO login**-The BEO has to ensure that teams on school visit get them working and with 90%+ student strength. In case of default, the concerned teacher should be penalized as per rules and students referred should reach CHC/PHC as it is a primary concern. The BEO through teachers should ensure parents/families of referred children are motivated to undergo treatment regularly. The primary functionalities covered in the app are as below-

#### A-Update Phone Call Status of Pending Referral Cases

Steps to update Phone Call Status of Pending Referral Cases -

- Open RBSK app.
- Then the **Pending Referral** page will be open.
- Then will appear child referral information after that you select Yes/no option and type comment in the Comment box
- Next Click For save button.

#### B-View List OF Three Month Pending Cases-

- First open RBSK app and go to online dashboard option.
- Then go to **referrals** menu.
- Then click on **three month pending cases** sub menu.
- Then pending list will be open on screen.

### C-View RBSK Schedule-

- First open RBSK app and go to online dashboard option.
- Then go to **view RBSK schedule** menu and click on it.
- Then fill all the details appears on screen
- List will appear on screen.

**CDPO LOGIN**-The CDPO has to ensure that teams on AWC visit get them working and with 90%+ student strength. In case of default, the concerned teacher should be penalized as per rules and students referred should reach CHC/PHC as it is a primary concern. The CDPO through awc should ensure parents/families of referred children are motivated to undergo treatment regularly. The primary functionalities covered in the app are as below-

### A-Update Phone Call Status of Pending Referral Cases

Steps to update Phone Call Status of Pending Referral Cases -

- Open RBSK app.
- Then the **Pending Referral** page will be open.
- Then will appear child referral information after that you select Yes/no option and type comment in the Comment box
- Next Click For save button.

### B-View List OF Three Month Pending Cases-

- First open RBSK app and go to online dashboard option.
- Then go to **referrals** menu.
- Then click on **three month pending cases** sub menu.
- Then pending list will be open on screen.

### C-View RBSK Schedule-

- First open RBSK app and go to online dashboard option.
- Then go to **view RBSK schedule** menu and click on it.
- Then fill all the details appears on screen
- List will appear on screen.

**CMS LOGIN**-The primary functionalities covered in the app are as below-

### A-View Schedule Visit of DH Referral child



## Steps to View Schedule Visit of DH Referral Child -

- First open RBSK app then click on dashboard option.
- Then the schedule Visit page will be open, after that you select the change date option.
- Then select Yes/no option and type comment in the Comment box.
- Then Click save button.

## B-Change Disease of Referral child

### Steps to Change Disease of Referral Child-

- First open RBSK app and click on online dashboard option.
- Then Go to **Child Detail** Menu
- Then click on **Child info** Sub menu.
- Next Select Child ID/Child Name/Center option
- Then page of child information will open after that select change disease and disease option.
- Then click Submit button

**CMO Login-**The CMO is primary responsible person for all the points to be covered under RBSK program. Thus, all the edit/approval facilities are provided in the login. Similar structure is followed for other key district level departmental authorities. The primary functionalities covered in the app are as below-

## A-Add Holidays

### Steps Add Holidays:

- First open RBSK app than go to online Dashboard option.
- Then go to **District View** Menu.
- Then click on **Add Holidays** submenu.
- Now Enter Event Date and Enter Event.

## B-Approved Leave-

- First open RBSK app than click on online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Approved Leave** Sub menu.
- Then view **Approved Leave** detail on screen.

## C-Add/Update/View/Deregister RBSK Employee

### Steps to Add/Update/View/Deregister RBSK Employee-

### Add RBSK Employee-

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **Add RBSK Employee** menu.
- Then fill all the details present on screen.
- Then click on Submit button.

### Update RBSK Employee-

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **update RBSK Employee** Sub menu.
- Then Select Employee ID.
- Then Click Submit button.

### RBSK Team Detail-

- First open RBSK app and click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** sub menu.
- Then Click Search option and then type the employee name/Employee ID.
- Then team detail appears on screen.

### D-Add Center (School/AWC Coordinator Detail

Steps to Add Center (School/AWC) Coordinator Detail

#### Coordinator list-

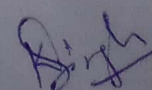
- Open RBSK app then click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **Coordinator List** Sub menu.
- Fill all the details on page.
- Then click on save button.

### E-Add/Update/View RBSK Team Schedule

Steps to Add/Update/View RBSK Team Schedule

#### Update RBSK Schedule-

- First open RBSK app than go to online dashboard option.
- Then Go to **RBSK Schedule** Menu.



- Then click on **Update RBSK Schedule** Sub menu.
- Now update schedule and click on submit button.
- But changes will reflect after DEIC Manager approval.
- If schedule is being update for the first time, change will reflect.

#### View RBSK Schedule-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK schedule** menu.
- Then click on **view RBSK schedule** sub menu.
- Now select all the option present on screen.
- Schedule will appear on screen.

#### F-Add/Update/View Center (School/AWC) List

Steps- Add/Update/View Center (School/AWC) List

##### Add New Center-

- First open RBSK app then click on dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **Add New Center** Sub menu.
- Then select all the details present on page.
- Then Click on Submit button.
- Change will reflect after DEIC Manager Approval.

##### Center Approval-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **Center Approval** Sub menu.
- Now select approve /reject option.

#### G-Add/Approve/View RBSK Employee Leave

Steps to Add/Approve/View/RBSK Employee Leave-

##### Define Leave-

- First open RBSK app than go to online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Define Leave** Sub menu.
- Fill all the details present on page.

- Then click on add leave button.

### Leave Approval-

- First open RBSK app than go to online dashboard option.
- Than go to **leave section** menu.
- Then click on **leave approval** sub menu.
- Details will appear on screen.
- Then click and view detail button.
- Then select approve/reject button.

### Approved Leave-

- First open RBSK app than click on online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Approved Leave** Sub menu.
- Then view **Approved Leave** detail on screen.

### H-Deregister/Inactive RBSK Employee

#### Inactive RBSK Employee-

- First open RBSK app than go to online dashboard option.
- Then go to **District View** Menu
- Then click **RBSK Employee** Sub menu.
- Now Enter Employee ID and Click on Submit.
- Now you will see **Status\*** select Field, Change the status of employee.

#### Deregister RBSK Employee App-

- First open RBSK app than go to online dashboard option.
- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** Sub menu.
- Select employee ID/name in search box.  
, detail appears on screen.
- Now Click on "Yes" in App registered column.

### I-Approve Center Detail/RBSK Schedule

Steps to Approve Center Detail/RBSK Schedule

#### Approve RBSK schedule-

- First open RBSK app than go to online dashboard option.

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- Then go to **RBSK Schedule** Menu.
- Then click on **RBSK schedule approval** Sub menu.
- Then schedule approval page appears on screen than select approve/reject option.

#### **J-Approve Child Attendance (Screening) Data**

- First open RBSK app than go to online dashboard option.
- Then go to **district view** menu.
- Then click on **check screening data** sub menu.
- Details will appear on screen.
- Approve/reject data through action column.

**ACMO LOGIN**-The primary functionalities covered in the app and with the reason as discussed in CMO tab details are as below-

#### **A-Add/Update/View/Deregister RBSK Employee**

Steps to Add/Update/View/Deregister RBSK Employee-

##### **Add RBSK Employee-**

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **Add RBSK Employee** menu.
- Then fill all the details present on screen.
- Then click on Submit button.

##### **Update RBSK Employee-**

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **update RBSK Employee** Sub menu.
- Then Select Employee ID.
- Then Click Submit button.

##### **RBSK Team Detail-**

- First open RBSK app and click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** sub menu.

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- Then Click Search option and then type the employee name/Employee ID.
- Then team detail appears on screen.

## **B-Add Center (School/AWC Coordinator Detail**

Steps to Add Center (School/AWC) Coordinator Detail

### **Coordinator list-**

- Open RBSK app then click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **Coordinator List** Sub menu.
- Fill all the details on page.
- Then click on save button.

## **C-Add/Update/View RBSK Team Schedule**

Steps to Add/Update/View RBSK Team Schedule

### **Update RBSK Schedule-**

- First open RBSK app than go to online dashboard option.
- Then Go to **RBSK Schedule** Menu.
- Then click on **Update RBSK Schedule** Sub menu.
- Now update schedule and click on submit button.
- But changes will reflect after DEIC Manager approval.

### **View RBSK Schedule-**

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK schedule** menu.
- Then click on **view RBSK schedule** sub menu.
- Now select all the option present on screen.
- Schedule will appear on screen.

## **D-Add/Update/View Center (School/AWC) List**

Steps- Add/Update/View Center (School/AWC) List

### **Add New Center-**

- First open RBSK app then click on dashboard option.

- Then go to **RBSK Schedule** Menu.
- Then click on **Add New Center** Sub menu.
- Then select all the details present on page.
- Then Click on Submit button.
- Change will reflect after District Approval.

#### Center Approval-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **Center Approval** Sub menu.
- Now select approve /reject option.

#### E-Add/Approve/View RBSK Employee Leave-

Leave approval is primary responsibility of MOIC.

Steps to Add/Approve/View/RBSK Employee Leave-

#### Define Leave-

- First open RBSK app than go to online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Define Leave** Sub menu.
- Fill all the details present on page.
- Then click on add leave button.

#### Leave Approval-

- First open RBSK app than go to online dashboard option.
- Than go to **leave section** menu.
- Then click on **leave approval** sub menu.
- Details will appear on screen.
- Then click and view detail button.
- Then select approve/reject button.

#### Approved Leave-

- First open RBSK app than click on online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Approved Leave** Sub menu.
- Then view **Approved Leave** detail on screen.

#### F-Deregister/Inactive RBSK Employee

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### Inactive RBSK Employee:

- First open RBSK app than go to online dashboard option.
- Then go to **District View** Menu
- Then click **RBSK Employee** Sub menu.
- Now Enter Employee ID and Click on Submit.
- Now you will see **Status\*** select Field, Change the status of employee.

### Deregister RBSK Employee App-

- First open RBSK app than go to online dashboard option.
- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** Sub menu.
- Select employee ID/name in search box.  
, detail appears on screen.
- Now Click on "Yes" in App registered column.

### G-Approve Center Detail/RBSK Schedule

Steps to Approve Center Detail/RBSK Schedule

#### Approve RBSK schedule-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **RBSK schedule approval** Sub menu.
- Then schedule approval page appears on screen than select approve/reject option.

### H-Approve Child Attendance (Screening) Data

- First open RBSK app than go to online dashboard option.
- Then go to **district view** menu.
- Then click on **check screening data** sub menu.
- Details will appear on screen.
- Approve/reject data through action column.

If DEIC manager is not present ACMO is to take the charge and perform required functions.

**DEIC MANAGER LOGIN-** The DEIC Manager is the key resource person associated to the program working at district level and is key nodal for ensuring that compliance items in





software work effectively. The administrative decisions related approvals are to be taken by DEIC Manager through concerned CMO, ACOMO and MOIC and then updated on to the software. The primary items covered in the app are as discussed below:

### **A-Add/Update/View/Deregister RBSK Employee**

Steps to Add/Update/View/Deregister RBSK Employee-

#### **Add RBSK Employee-**

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **Add RBSK Employee** menu.
- Then fill all the details present on screen.
- Then click on Submit button.

#### **Update RBSK Employee-**

- First open RBSK app than click on online dashboard option.
- Than Go to **District View** Menu.
- Then click on **update RBSK Employee** Sub menu.
- Then Select Employee ID.
- Then Click Submit button.

#### **RBSK Team Detail-**

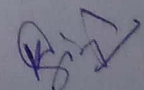
- First open RBSK app and click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** sub menu.
- Then Click Search option and then type the employee name/Employee ID.
- Then team detail appears on screen.

### **B-Add Center (School/AWC Coordinator Detail**

Steps to Add Center (School/AWC) Coordinator Detail

#### **Coordinator list-**

- Open RBSK app then click on online dashboard option.
- Then go to **District View** Menu.
- Then click on **Coordinator List** Sub menu.
- Fill all the details on page.
- Then click on save button.



## C-Add/Update/View RBSK Team Schedule

Steps to Add/Update/View RBSK Team Schedule

### Update RBSK Schedule-

- First open RBSK app than go to online dashboard option.
- Then Go to **RBSK Schedule** Menu.
- Then click on **Update RBSK Schedule** Sub menu.
- Now update schedule and click on submit button.
- But changes will reflect after DEIC Manager approval.

### View RBSK Schedule-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK schedule** menu.
- Then click on **view RBSK schedule** sub menu.
- Now select all the option present on screen.
- Schedule will appear on screen.

## D-Add/Update/View Center (School/AWC) List

Steps- Add/Update/View Center (School/AWC) List

### Add New Center-

- First open RBSK app then click on dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **Add New Center** Sub menu.
- Then select all the details present on page.
- Then Click on Submit button.
- Change will reflect after District Approval.

### Center Approval-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **Center Approval** Sub menu.
- Now select approve /reject option.

## E-Add/Approve/View RBSK Employee Leave-

If MOIC is not present then DEIC Manager will approve employee leave, after taking written permission from MOIC.

Steps to Add/Approve/View/RBSK Employee Leave-

#### Define Leave-

- First open RBSK app than go to online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Define Leave** Sub menu.
- Fill all the details present on page.
- Then click on add leave button.

#### Leave Approval-

- First open RBSK app than go to online dashboard option.
- Than go to **leave section** menu.
- Then click on leave approval sub me
- Details will appear on screen.
- Then click and view detail button.
- Then select approve/reject button.

#### Approved Leave-

- First open RBSK app than click on online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Approved Leave** Sub menu.
- Then view **Approved Leave** detail on screen

#### F-Deregister/Inactive RBSK Employee

##### Inactive RBSK Employee:

- First open RBSK app than go to online dashboard option.
- Then go to **District View** Menu
- Then click **RBSK Employee** Sub menu.
- Now Enter Employee ID and Click on Submit.
- Now you will see **Status\* select** Field, Change the status of employee.

##### Deregister RBSK Employee App-

- First open RBSK app than go to online dashboard option.

- Then go to **District View** Menu.
- Then click on **RBSK Team Detail** Sub menu.
- Select employee ID/name in search box.  
, detail appears on screen.
- Now Click on "Yes" in App registered column.

### G-Approve Center Detail/RBSK Schedule

Steps to Approve Center Detail/RBSK Schedule

#### Approve RBSK schedule-

- First open RBSK app than go to online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Then click on **RBSK schedule approval** Sub menu.
- Then schedule approval page appears on screen than select approve/reject option.

### H-Approve Child Attendance (Screening) Data

- First open RBSK app than go to online dashboard option.
- Then go to **district view** menu.
- Then click on **check screening data** sub menu.
- Details will appear on screen.
- Approve/reject data through action column.

If ACMO is not present than DEIC Manager is to take charge, and perform required functions only after taking permission from CMO.

RBSK team login-The RBSK team is the key functionary on whose input the complete solution will function so, the items that are teams preview are discussed briefly. The primary functionalities covered in the app are as below-

Login Id and Password / Forgot Password

#### Web Software Link-

- [http://up.vdsai.com/up\\_rbsk](http://up.vdsai.com/up_rbsk)

#### A-How to get Login Id and Password-

- You could get your **login id** and **password** from block (MOIC) or district (MOIC).

#### Forgot Password-

- In this case, you may request to block (MOIC) or DEIC Manager for reset password.

### **B-Add/Update Inspection Schedule**

#### Steps To Add/Update Schedule-

- First open RBSK app then click on online dashboard option.
- Go to **RBSK Schedule** menu.
- Next, Go to **Update RBSK Schedule** submenu.
- Now, you can select center name (school/AWC) from center list corresponding inspection date
- Next, Click on update button to save your changes
- But, Changes Reflect after DEIC Manager Approval.

### **C-Add Center Name (School/AWC)**

#### Add New Center Details-

- First open RBSK app than go to online dashboard option.
- Go to **RBSK Schedule** (menu) and **Add New Center** (submenu).
- Here, fill up the details of center and save it.
- But newly added center show after DEIC Manager approval.

### **D-Add/Track Refer Child-**

#### Add child-

- First open RBSK app than go to online dashboard option.
- Then go to **child detail** option menu.
- Then click on **add child** sub menu.
- Then fill all the detail here and save it.

#### Child tracking-

- First open RBSK app than go to online dashboard option.
- Then go to **child detail** menu.
- Then click on **child tracking** sub menu.
- After that fill child id and details will appear on screen.

### **D-Add Referral Child Data-**

- First open RBSK app then go to online dashboard option
- Than Go to **Child Detail** (menu) and **Add Child** (submenu).
- After that enter child details and save it.
- In Web Software you can also add **back date** referral child details.

## E-View Referral Child Progress-

- First Login into RBSK Web Software.
- Go to Referral (menu) and Referral Detail (submenu).
- Here you see referral records with color coding red, yellow and green.
- **Red** color denoted **pending cases**.
- **Yellow** color denoted **under process cases**.
- **Green** color denoted **green cases**.

## F-Update Referral Child Progress-

- First open RBSK app than go to online dashboard option.
- Go to Child Detail (menu) and Child Tracking (submenu).
- After that, Select Child Id and you will get child tracking form.
- Here, you can update referral next date, referral center or comment.

**MOIC login**-The MOIC will be the key administrative officer that will ensure coordination among different stakeholders at block level. The primary functionalities covered in the app are as below-

## A-App installation and Login

Where will you get App?

- From [Play Store](https://play.google.com/store/apps/details?id=com.health.prdemknd.www.rbskUp) the link is <https://play.google.com/store/apps/details?id=com.health.prdemknd.www.rbskUp>.
- You can login with your user ID and password.

## A-Add/Update/View RBSK Employee

A Steps to Add/Update/View/Deregister RBSK Employee-

### Add RBSK Employee-

- Login into RBSK app then click on online dashboard option.
- Go to **District View** Menu.
- Next go to **Add RBSK Employee** Sub menu.
- Then fill all the details.
- Then click Submit button.

### Update RBSK Employee-

- Login into RBSK Software.
- Go to District View Menu.

- Next go to update RBSK Employee Sub menu.
- Now Select Employee ID.
- Next Click Submit button.

#### RBSK Team Data-

- Login into RBSK app than click on online dashboard option.
- Then Go to **District View** Menu.
- Then click on **RBSK Team Detail** sub menu.
- Then Click Search option and then type the employee name.
- Now View team detail page.

#### B-Add Center (School/AWC) Coordinator Detail

Steps to Add Center (School/AWC) Coordinator Detail-

##### Coordinator list-

- Login into RBSK Software.
- Go to **District View** Menu.
- Then click on Coordinator **List** Sub menu.
- Now Select Coordinator detail and contact number.
- Then Click Save Only button.

#### C-Add/Update/View RBSK Team Schedule

Steps to Add/Update/View/RBSK Team Schedule-

##### Update RBSK Schedule-

- First open RBSK app than click online dashboard option.
- Then Go to **RBSK Schedule** Menu.
- Next go to **Update RBSK Schedule** Sub menu.
- Then select and update schedule.
- Then click on Submit button.
- But updated values show after DEIC Manager approval.

##### View RBSK Schedule-

- First open RBSK app then go to online dashboard option.
- Then Go to **RBSK Schedule** Menu.
- Then click View **RBSK Schedule** Sub menu.
- Then select all the details present on screen.

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- Then View RBSK Schedule Page.

### **D-Add Center (School/AWC) List**

Steps to Add/Update/View/RBSK Team Schedule-

#### **Add New Center-**

- First open RBSK app then click on online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Next go to **Add New Center** Sub menu.
- Fill all the details present on page
- Then click on Submit button.

### **Call Center (School/AWC) Coordinator for RBSK Inspection**

Steps to Call Center (School/AWC) Coordinator for RBSK Inspection-

#### **RBSK Schedule Phone System-**

- First open RBSK app then click on online dashboard option.
- Then go to **RBSK Schedule** Menu.
- Next click on **RBSK Schedule Phone System** Sub menu.
- Then select all the details present on screen.
- Then View RBSK Schedule.

### **E-Add/Approve/View RBSK Employee Leave-**

**Leave approval is primary responsibility of MOIC**

Steps to Add/Approve/View/RBSK Employee Leave-

#### **Define Leave-**

- First open RBSK app then click on online dashboard option.
- Then Go to **Leave Section** Menu.
- Then click on **Define Leave** sub menu.
- Now fill the details or Upload a PDF file.
- Next Click Add Leave button.

#### **Leave Approval-**

- First open RBSK app then click on online dashboard option.



- Then Go to **Leave Section** Menu.
- Then click on **Leave Approval** sub me
- Then view Leave Approval detail.
- Then Click approve/reject option.

#### Approved Leave -

- First open RBSK app then go to online dashboard option.
- Then go to **Leave Section** Menu.
- Then click on **Approved Leave** Sub menu.
- Then view Approved Leave detail.

#### Approve Child Attendance (Screening) Data **Steps to Approve Child Attendance (Screening) Data-**

##### F-Check Screening Data -

- First open RBSK app then go to online dashboard option.
- Then go to **District View** Menu.
- Then click **Check Screening Data** sub menu.
- Then view Child Attendance (Screening) Data page.

##### G-Approve Referral Data

##### Steps to approve referral data-

- First open RBSK app
- Then click on **check referral data** option on overview section.
- Then details will be open on screen.
- Then click on action column and select approve/reject option.

##### H-Deregister/Inactive RBSK Employee

##### Steps to deregister RBSK employee

- First open RBSK app and click on online dashboard option.
- Then go to district view menu.
- Then click on RBSK team detail sub menu.
- Employee section page will be open on screen.
- Now Click on "Yes" in App registered column.

##### Inactive RBSK Employee:

- First open RBSK app than go to online dashboard option.

- Then go to **District View** Menu
- Then click **RBSK Employee** Sub menu.
- Now Enter Employee ID and Click on Submit.
- Now you will see **Status\* select** Field, Change the status of employee

### I- View Report

Steps to View Report-

- First is open the RBSK app.
- Next Click **View Report** Button.
- Now the page will open in where you can see full details.

### Steps to View Report of Child Disease-

- First is open the RBSK app.
- Next Click **View Report of Child Disease** Button.
- Next Select Block and select team option.
- Next click submit button.

### J-Appoint team leader-

Steps to appoint team leader –

- First open RBSK app than click on online dashboard option.
- Then go to district view menu.
- Then click on team detail submenu.
- Then team detail page will be open.
- Then select one team member id and click on team leader column.
- That person will be appointed as team leader.

### RBSK Team Members App Login:

The primary items covered are as listed below:

- 1.) Children Attendance: The student count at time of reaching school/awc is to be updated by the team so, as to ensure strict enforcement of 90%+ student availability at time of starting inspection
- 2.) Team Attendance: Attendance by each of the team member is to be marked by the team members on reaching the school/awc and leaving it so, that no issue arises regarding teams availability at the center as per microplan shared
- 3.) Leave Application, Approval and Reports: The leaves after getting approved by MOIC could be applied through the module and status tracked of its approval in software and total leaves taken till date be monitored
- 4.) Student Referral Form: The students, who are identified with symptoms of RBSK's 38 health conditions are to be registered on to the app using the form given so, that there

treatment status monitoring be done and ensured that all referred are tracked effectively

- 5.) Student Ongoing and Pending Status Tracking: All the students referred by teams are to be tracked and status updated by the teams to be updated by referred date so, that each patient status is effectively tracked. If the student is not reaching to the center or he is not being provided timely treatment than it will reflect in pending cases thereby ensuring that students referred are tracked effectively.

As per requirement necessary change will be made after state approval taking into consideration scope defined in the tender document.

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*B. Singh*