



Ministry of Education
Government of India



Ministry of Education Government of India



User Guide For State/ Autonomous Body

Vidyanjali is an amalgamation of the words Vidya meaning "correct knowledge" or "clarity" and Anjali meaning "an offering with both hands" in Sanskrit language.



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1 Introduction

Vidyanjali 2.0 is an initiative taken by the Ministry of Education, Government of India with the aim to strengthen Schools through community and private sector involvement in schools across the country. This initiative would connect schools with varied volunteers from the Indian Diaspora namely, young professionals, retired teachers, retired Government officials, retired professionals and many others.

This manual is intended for the use of various users like Schools, Volunteers, and site administrators to manage various activities and contributions to support the government and government aided schools. Care is taken to explain each role and its functionality in detail.

2 State/ Autonomous Body Admin Login

Enter State/ Autonomous Body Administrator URL in the address bar of your browser and press ENTER key.

Admin Login screen will be displayed;

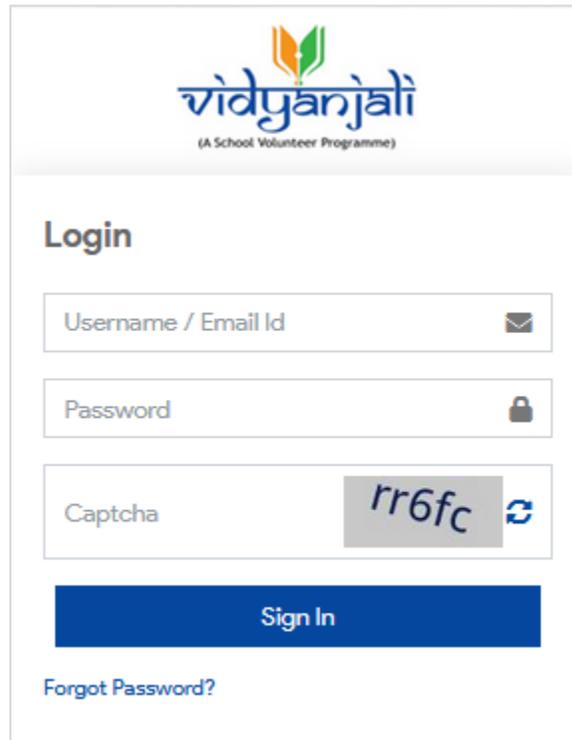


Figure 2-1

Enter following details:

- Username /Email Id: Enter username or email id
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click **Sign In** to login to the administrator interface. On successful sign in, [Admin Dashboard](#) will be displayed:
- Click [Forgot Password?](#) link in case of forgotten password

2.1 Admin Dashboard

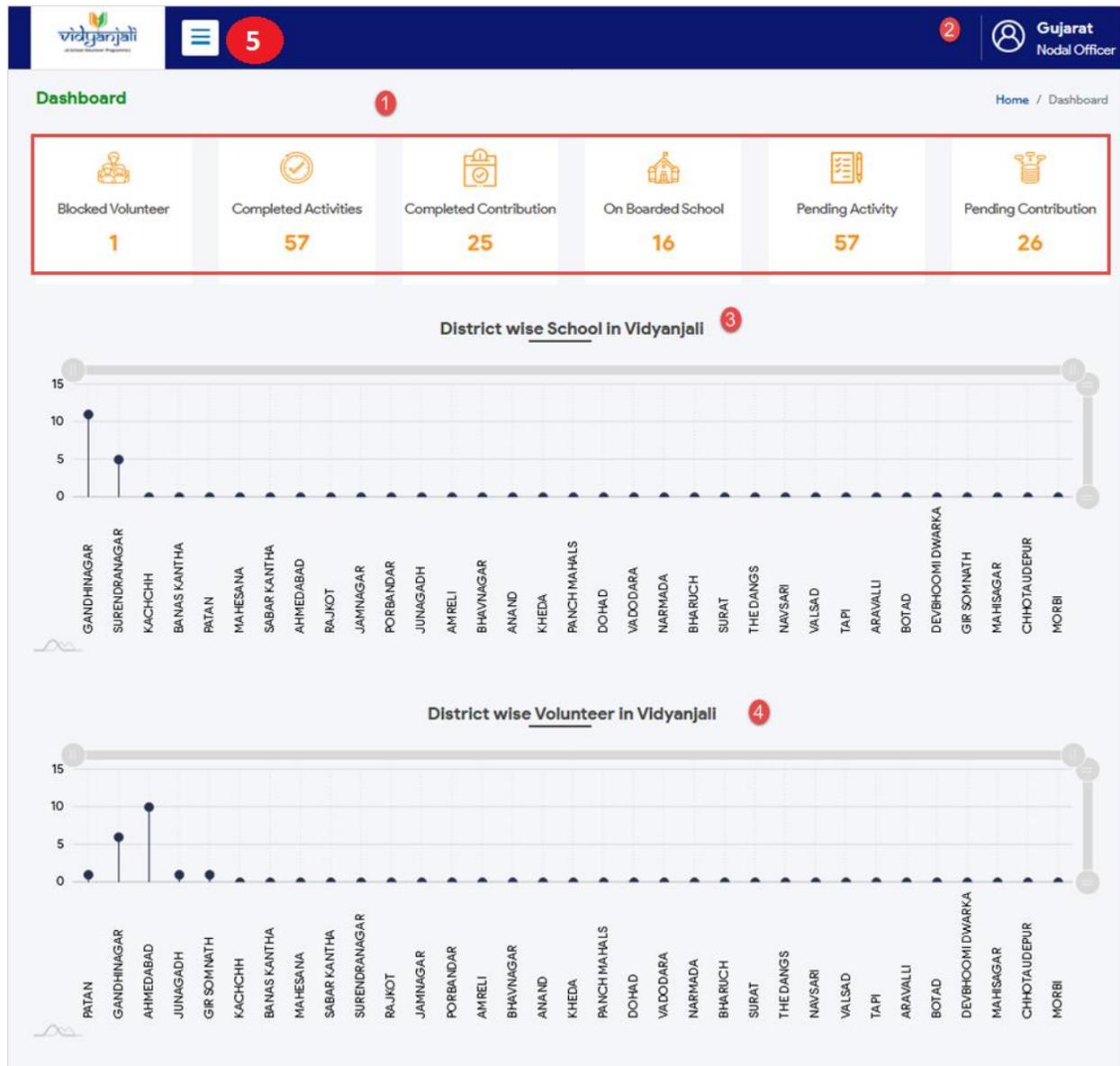


Figure 2-2

1 Dashboard displays following information in graphical representation;

- Blocked Volunteer
- Completed Services/Activities
- Completed Assets/ Material/ Equipment

- On boarded School
- Pending Service/Activity
- Pending Assets/ Material/ Equipment

2 Logged in User detail

3 District wise School in Vidyanjali

4 District wise Volunteer in Vidyanjali

Click each block to view details.

5 Left menu displays following options:

- [Dashboard](#)
- [Master Management](#)
- [Service/Activity Master](#)
- [Assets/Material/Equipment Master](#)
- [School Services/ Activities](#)
- [School Assets/ Material/ Equipment](#)
- [Volunteers](#)

2.2 My Profile

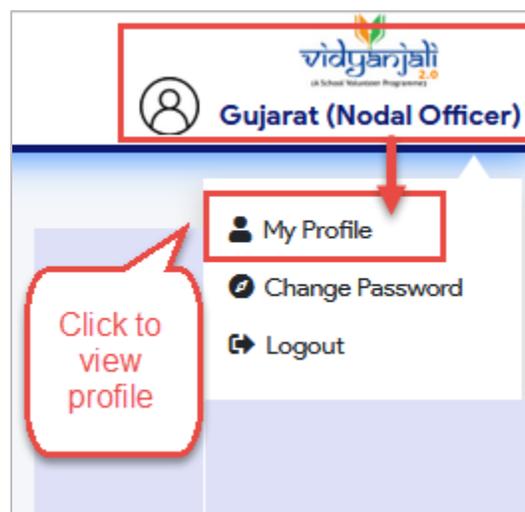


Figure 2-3

Click on Logged in user, a pop up menu will be displayed, select “My Profile” to view profile;



My Profile Home / My Profile

Update required information and Save record

My Profile ✕

First Name *	Last Name *
<input type="text" value="Gujarat"/>	<input type="text" value="state"/>
Username *	Mobile No *
<input type="text" value="state_gujarat"/>	<input type="text" value="9874563021"/>
Email *	
<input type="text" value="gujarat_state@gmail.com"/>	

Figure 2-4

3 Master Management

3.1 Admin Users

Path: Master Management >> Admin Users

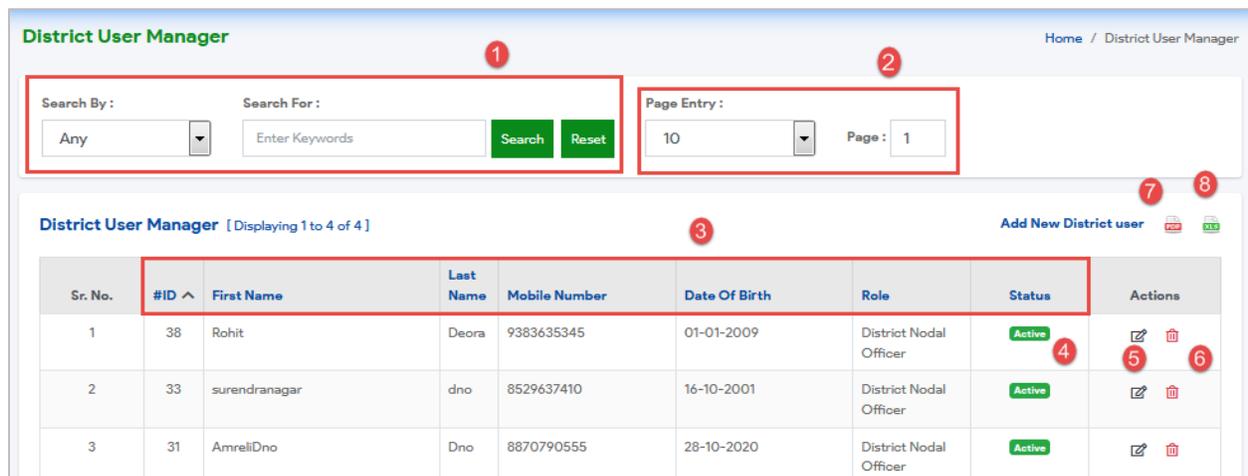


Figure 3-1

1 You can search users by first name, last name, email id or role. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page
Existing District users list will be displayed with following column headings;

3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- First Name
- Last Name
- Mobile Number
- Date Of Birth
- Role

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to edit user

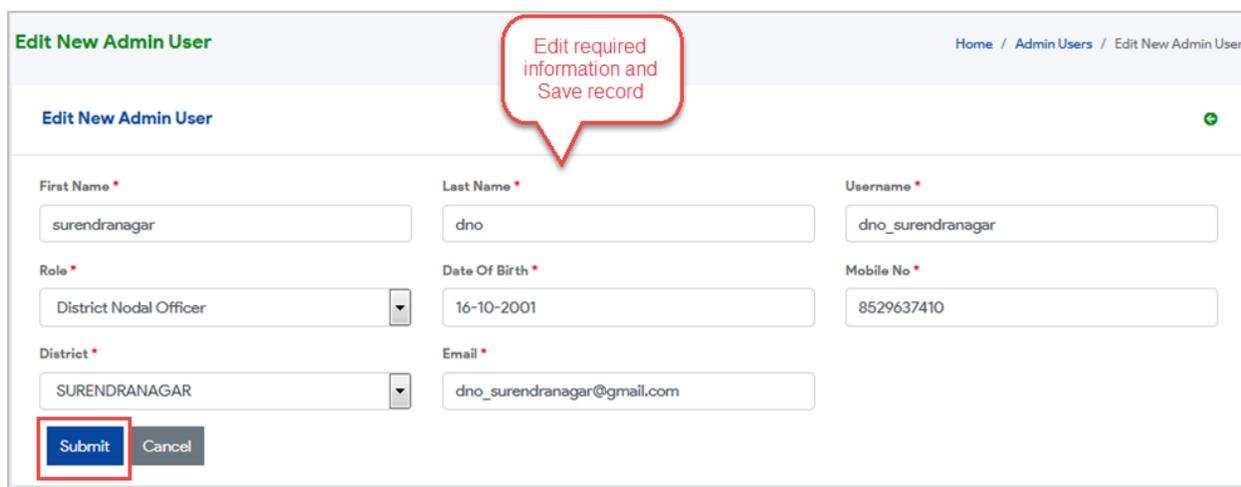
6 Click  to delete user

7 Click  on top right of the listing screen to export user data to PDF Format

8 Click  on top right of the listing screen to export user data to Excel Format.

3.1.1 Edit User

- Click  on users listing screen to edit user. User record will be displayed in edit mode;



Edit New Admin User Home / Admin Users / Edit New Admin User

Edit New Admin User

First Name * surendranagar Last Name * dno Username * dno_surendranagar

Role * District Nodal Officer Date Of Birth * 16-10-2001 Mobile No * 8529637410

District * SURENDRANAGAR Email * dno_surendranagar@gmail.com

Submit Cancel

Edit required information and Save record

Figure 3-2

Edit required information and click **Submit** button.

Click  to get back to previous screen.

3.1.2 Delete User

- Click  on users listing screen to delete user

3.1.3 Add New District User

Add New District user

State Admin can create users at district level. Select [Add New District user](#) link to create new District user.

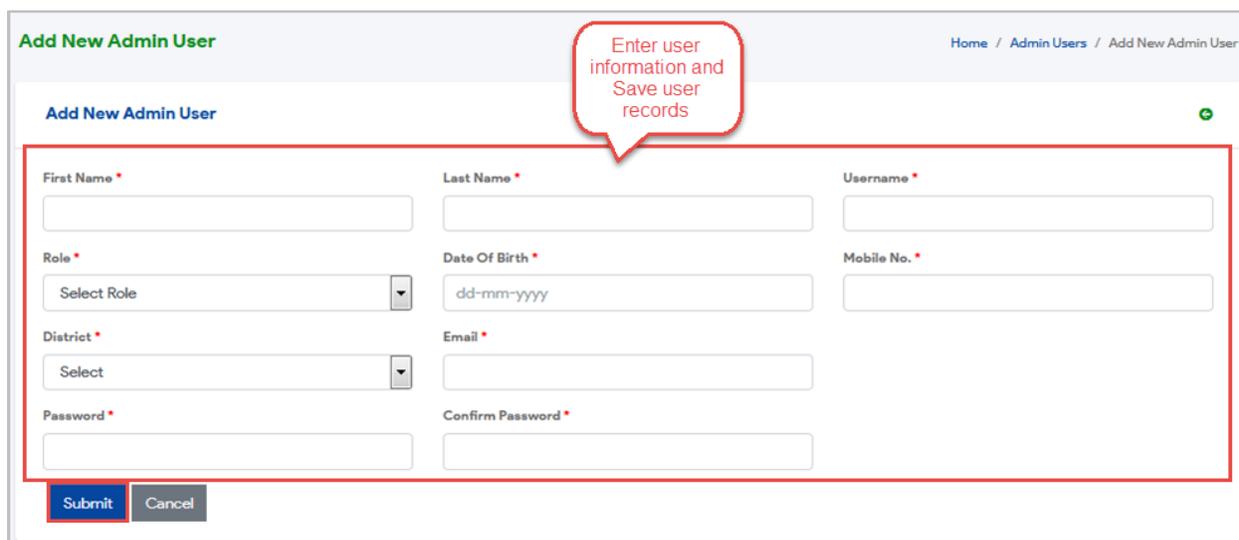


Figure 3-3

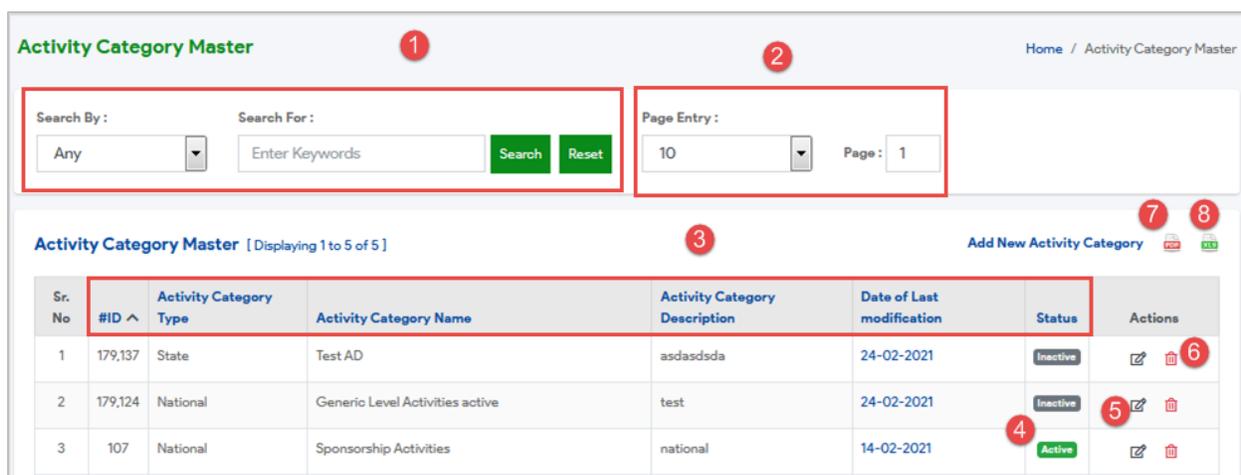
Enter following details to create new District user:

- First Name: Enter first name
- Last Name: Enter last name
- Username: Enter username to login
- Role: Select role from dropdown list
- Date Of Birth: Enter date of birth in dd-mm-yyyy format
- Mobile No.: Enter mobile number
- District: Select District from dropdown list
- Email: Enter email id, user can use this email id instead of username to login
- Password: Enter password
- Confirm Password: RE-enter same password confirm password
- Click  button to save user record
- Click  to discard action

4 Service/ Activity Master

4.1 Service/Activity Category Master

Path: Service/ Activity Master >> Service/Activity Category Master



Sr. No	#ID ^	Activity Category Type	Activity Category Name	Activity Category Description	Date of Last modification	Status	Actions
1	179,137	State	Test AD	asdasdsda	24-02-2021	Inactive	 
2	179,124	National	Generic Level Activities active	test	24-02-2021	Inactive	 
3	107	National	Sponsorship Activities	national	14-02-2021	Active	 

Figure 4-1

1 You can search Service/ Activity Categories by name, type or keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing Service/ Activity Categories list will be displayed with following column headings;

3 Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Service/ Activity Category Type
- Service/ Activity Category Name
- Service/ Activity Category Description
- Date of Last modification

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to edit Service/ Activity Category

6 Click  to delete Service/ Activity Category

7 Click  on top right of the listing screen to export Service/ Activity Category data to PDF Format

8 Click  on top right of the listing screen to export Service/ Activity Category data to Excel Format.

4.1.1 Edit Service/ Activity Category

- Click  on Service/ Activity Categories listing screen to edit Service/ Activity Category. Service/ Activity Category record will be displayed in edit mode;

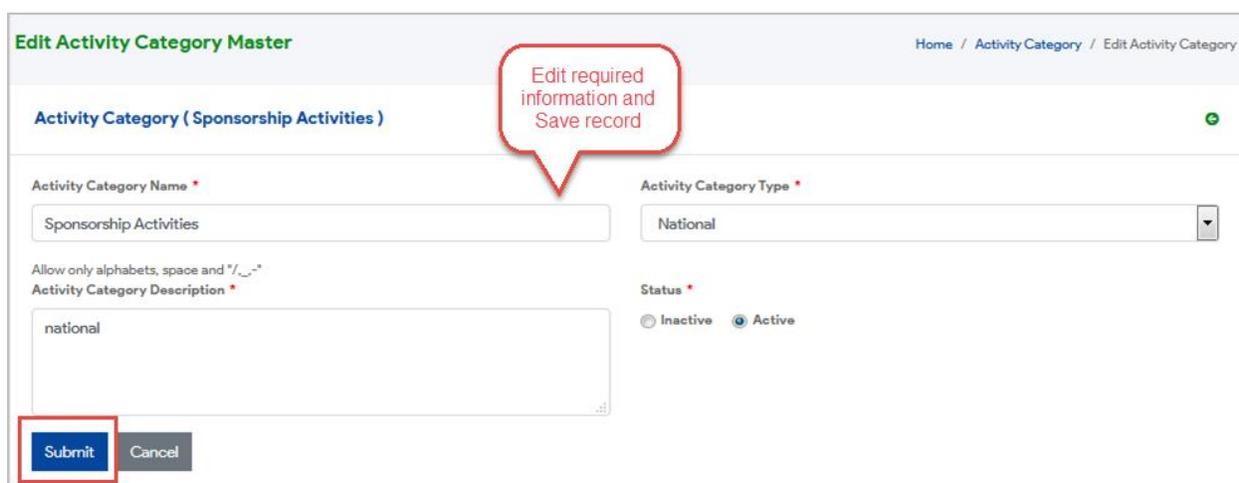
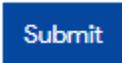


Figure 4-2

Edit required information and click  button.

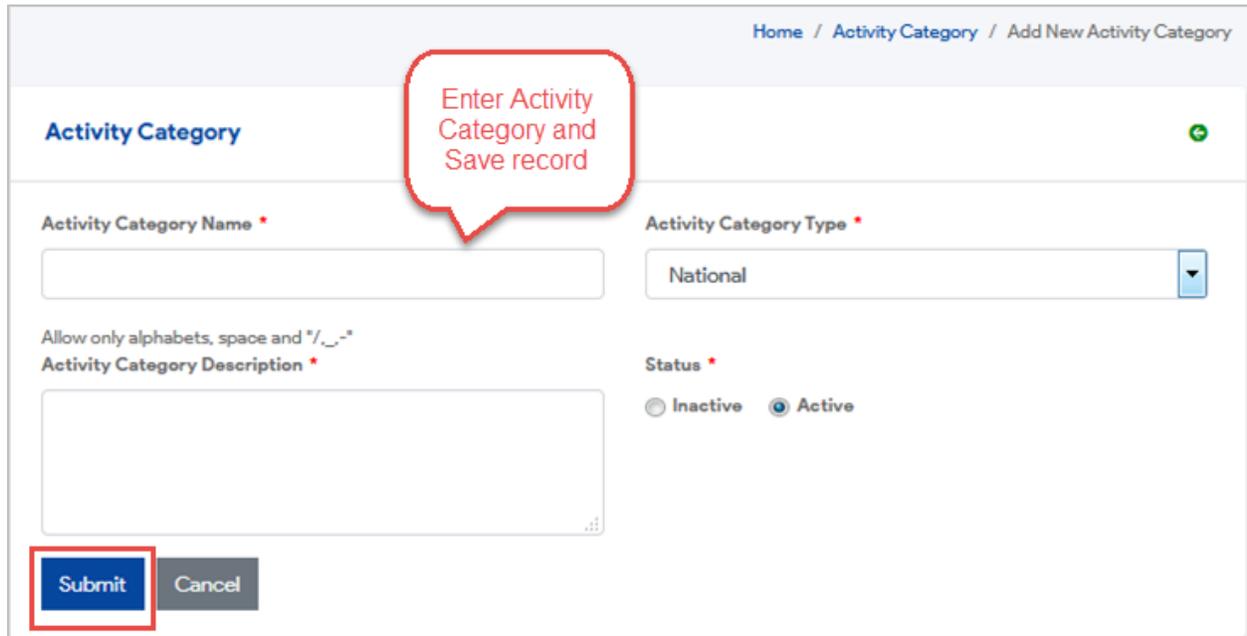
Click  to get back to previous screen.

4.1.2 Delete Service/ Activity Category

- Click  on Service/ Activity Category listing screen to delete Service/ Activity Category

4.1.3 Add New Service/ Activity Category

Select [Add New Activity Category](#) link to create new Service/ Activity Category.



Home / Activity Category / Add New Activity Category

Activity Category

Activity Category Name *

Activity Category Type *

National

Allow only alphabets, space and "/,_,-"

Activity Category Description *

Status *

Inactive Active

Figure 4-3

Enter following details to create new Service/ Activity Category:

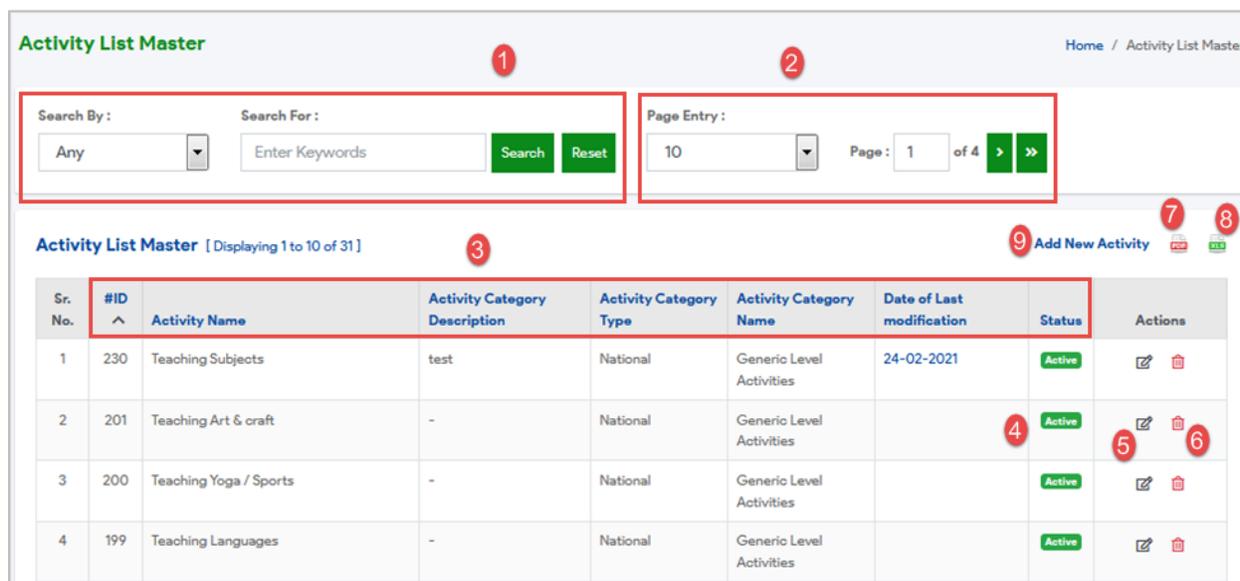
- Service/ Activity Category Name*: Enter active category name

Note: Allows only alphabets, space and "/,_,-"

- Service/ Activity Category Type*: Select active category type
- Service/ Activity Category Description*: Enter description
- Status*: Select status radio button (Inactive/Active)
- Click button to save Service/Activity Category
- Click to discard action

4.2 Service/ Activity List Master

Path: Service/ Activity Master >> Service/ Activity List Master



Activity List Master

Home / Activity List Master

Search By : Any Search For : Enter Keywords Search Reset

Page Entry : 10 Page : 1 of 4 > >>

Activity List Master [Displaying 1 to 10 of 31] Add New Activity

Sr. No.	#ID	Activity Name	Activity Category Description	Activity Category Type	Activity Category Name	Date of Last modification	Status	Actions
1	230	Teaching Subjects	test	National	Generic Level Activities	24-02-2021	Active	 
2	201	Teaching Art & craft	-	National	Generic Level Activities		Active	 
3	200	Teaching Yoga / Sports	-	National	Generic Level Activities		Active	 
4	199	Teaching Languages	-	National	Generic Level Activities		Active	 

Figure 4-4

1 You can search Service/ Activity List by name, type or keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing Service/ Activity List will be displayed with following column headings;

3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Service/ Activity Name
- Service/ Activity Category Description
- Service/ Activity Category Name
- Service/ Activity Category Type
- Date of Last modification

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to edit Service/ Activity List

6 Click  to delete Service/ Activity List

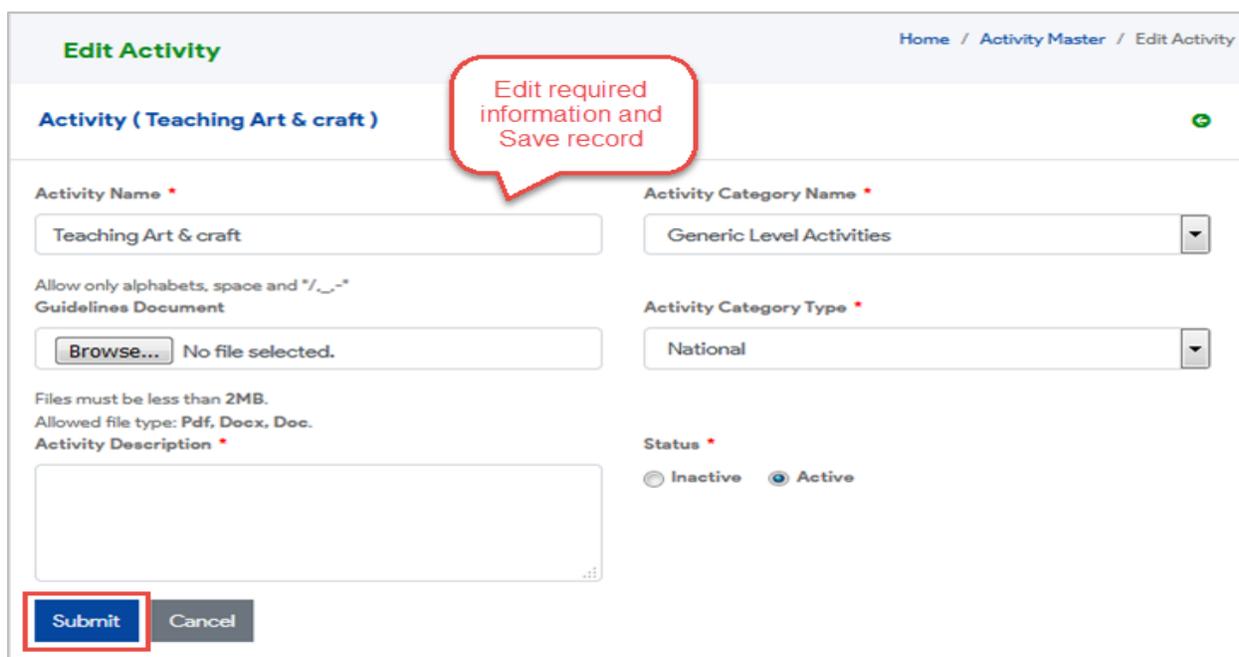
7 Click  on top right of the listing screen to export Service/ Activity List data to PDF Format

8 Click  on top right of the listing screen to export Service/ Activity List data to Excel Format.

9 Select **Add New Activity** link to create new Activity.

4.2.1 Edit Service/ Activity List

- Click  on Service/ Activity List listing screen to edit Service/ Activity List. Service/ Activity List record will be displayed in edit mode;



Edit Activity Home / Activity Master / Edit Activity

Activity (Teaching Art & craft) Edit required information and Save record

Activity Name *
Teaching Art & craft

Activity Category Name *
Generic Level Activities

Allow only alphabets, space and */_-'
Guidelines Document
Browse... No file selected.

Activity Category Type *
National

Files must be less than 2MB.
Allowed file type: Pdf, Docx, Doc.

Activity Description *

Status *
 Inactive Active

Submit Cancel

Figure 4-5

Edit required information and click  button.

Click  to get back to previous screen.

4.2.2 Delete Service/ Activity List

- Click  on Service/ Activity List listing screen to delete Service/ Activity List

4.2.3 Add New Service/ Activity

Select [Add New Activity](#) link to create new Service/ Activity.

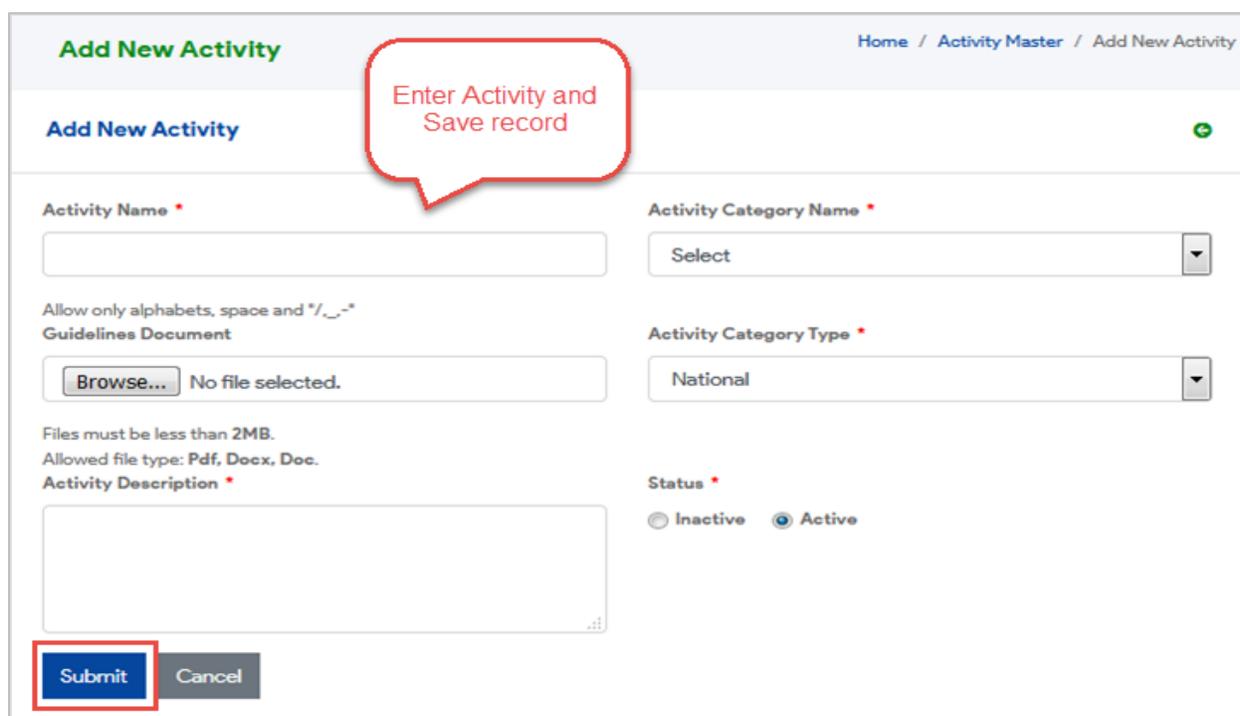
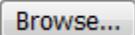


Figure 4-1

Enter following details to create new Service/ Activity List:

- Service/ Activity Name*: Enter Service/ Activity name

Note: Allows only alphabets, space and "/,,-"

- Service/ Activity Category Name*: Select service/ activity category
- Guidelines Document: Click  to upload guidelines document

Note: Files must be less than 2MB. Allowed file type: Pdf, Docx, Doc.

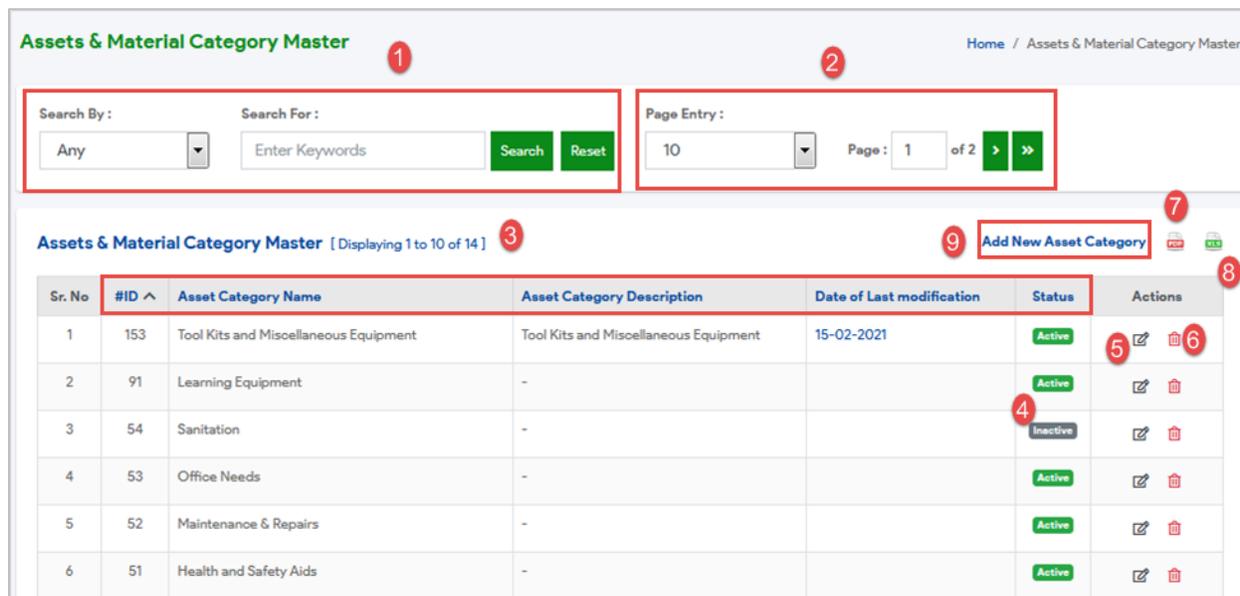


- Service/ Activity Category Type*: Select service/ activity category type from dropdown list
- Service/ Activity Description*: Enter service/ activity description
- Status*: Select status radio button (Inactive/Active)
- Click  button to save Service/ Activity List
- Click  to discard action

5 Assets/Material/Equipment Master

5.1 Assets/Material/Equipment Category Master

Path: Assets/Material/Equipment Master >> Assets/Material/Equipment Category Master



The screenshot shows the 'Assets & Material Category Master' interface. It includes a search bar (1) with a dropdown for 'Search By' (set to 'Any') and a text input for 'Search For' (containing 'Enter Keywords'). There are 'Search' and 'Reset' buttons. A 'Page Entry' section (2) has a dropdown for 'Page Entry' (set to '10'), 'Page: 1 of 2', and navigation buttons. A table (3) lists categories with columns: Sr. No, #ID, Asset Category Name, Asset Category Description, Date of Last modification, Status, and Actions. A table row (4) is highlighted. An 'Add New Asset Category' button (7) is visible. A red box (8) highlights the table's action icons. A red box (9) highlights the 'Add New Asset Category' button.

Sr. No	#ID ^	Asset Category Name	Asset Category Description	Date of Last modification	Status	Actions
1	153	Tool Kits and Miscellaneous Equipment	Tool Kits and Miscellaneous Equipment	15-02-2021	Active	[Edit] [Delete]
2	91	Learning Equipment	-		Active	[Edit] [Delete]
3	54	Sanitation	-		Inactive	[Edit] [Delete]
4	53	Office Needs	-		Active	[Edit] [Delete]
5	52	Maintenance & Repairs	-		Active	[Edit] [Delete]
6	51	Health and Safety Aids	-		Active	[Edit] [Delete]

Figure 5-1

1 You can search Assets/Material/Equipment Categories by name, type or keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing Assets/Material/Equipment Categories list will be displayed with following column headings;

Note: Column heading in **BLUE** color indicates that you can sort the records by that column name,

3 simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Assets/Material/Equipment Category Name
- Assets/Material/Equipment Category Description
- Date of Last modification

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to edit Assets/Material/Equipment Category

6 Click  to delete Assets/Material/Equipment Category

7 Click  on top right of the listing screen to export Assets/Material/Equipment Category data to PDF Format

8 Click  on top right of the listing screen to export Assets/Material/Equipment Category data to Excel Format.

5.1.1 Edit Assets/Material/Equipment Category

- Click  on Assets/Material/Equipment Categories listing screen to edit Assets/Material/Equipment Category. Assets/Material/Equipment Category record will be displayed in edit mode;

Figure 5-2

Edit required information and click  button.

Click  to get back to previous screen.

5.1.2 Delete Assets/Material/Equipment Category

- Click  on Assets/Material/Equipment Category listing screen to delete Assets/Material/Equipment Category

5.1.3 Add New Assets/Material/Equipment Category

Select [Add New Asset Category](#) link to create new Assets/Material/Equipment Category.

Figure 5-2

Enter following details to create new Assets/Material/Equipment Category:

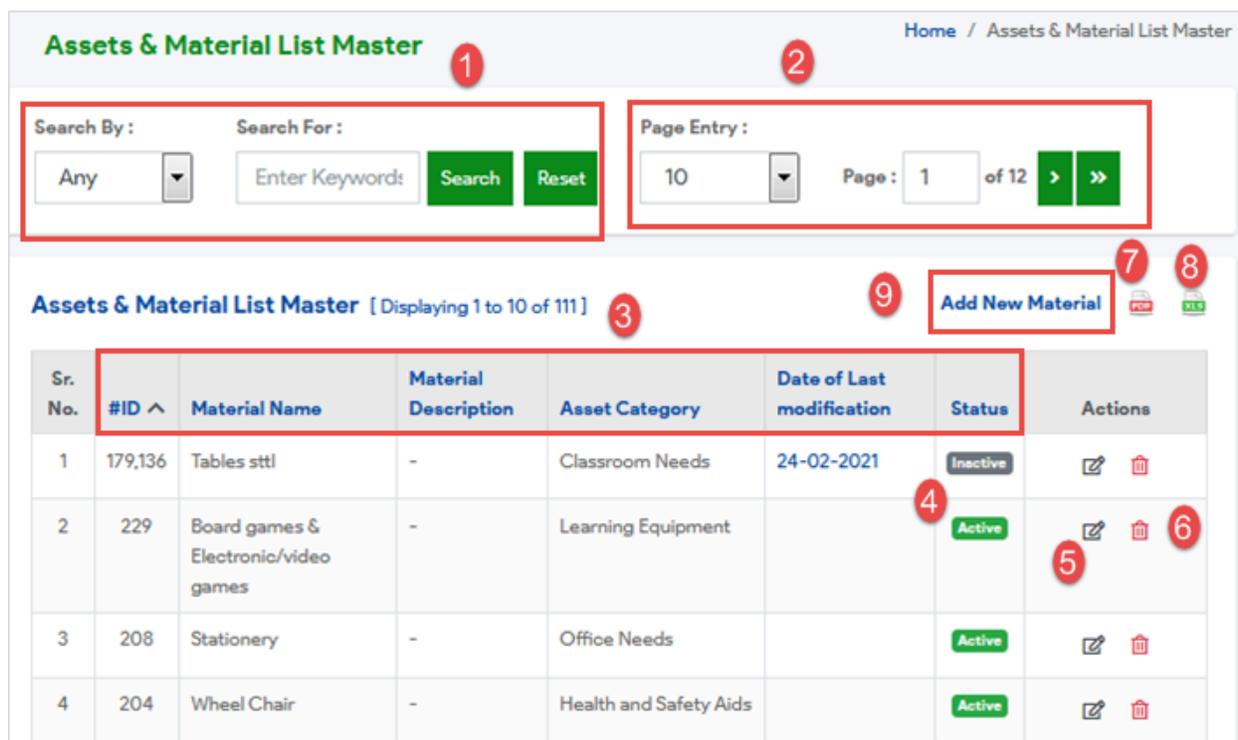
- Assets/Material/Equipment Category Name*: Enter Assets/Material/Equipment category name

Note: Allows only alphabets, space and "/>-

- Assets/Material/Equipment Category Description*: Enter description
- Status*: Select status radio button (Inactive/Active)
- Click  button to save Assets/Material/Equipment Category
- Click  to discard action

5.2 Assets/Material/Equipment List Master

Path: Assets/Material/Equipment Master >> Assets/Material/Equipment List Master



The screenshot shows the 'Assets & Material List Master' interface. At the top, there is a search section (1) with 'Search By' (Any) and 'Search For' (Enter Keywords) fields, and 'Search' and 'Reset' buttons. To the right is a pagination section (2) with 'Page Entry' (10), 'Page: 1 of 12', and navigation buttons. Below this is the main table (3) with columns: Sr. No., #ID, Material Name, Material Description, Asset Category, Date of Last modification, Status, and Actions. The table contains four rows of data. An 'Add New Material' button (7) is located above the table. The table has a blue header row (3) indicating sortability. Callouts 4, 5, 6, and 8 point to specific elements in the table, and callout 9 points to the 'Add New Material' button.

Sr. No.	#ID	Material Name	Material Description	Asset Category	Date of Last modification	Status	Actions
1	179,136	Tables sttl	-	Classroom Needs	24-02-2021	Inactive	[Edit] [Delete]
2	229	Board games & Electronic/video games	-	Learning Equipment		Active	[Edit] [Delete]
3	208	Stationery	-	Office Needs		Active	[Edit] [Delete]
4	204	Wheel Chair	-	Health and Safety Aids		Active	[Edit] [Delete]

Figure 5-4

1 You can search Assets/Material/Equipment by name, type or keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing Assets/Material/Equipment will be displayed with following column headings;

3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Assets/Material/Equipment Name
- Assets/Material/Equipment Description

- Assets/Material/Equipment Category
 - Date of Last modification
- 4 Status – Status will be displayed with **Active** and **Inactive** buttons
- Actions
- 5 Click  to edit Assets/Material/Equipment
- 6 Click  to delete Assets/Material/Equipment
- 7 Click  on top right of the listing screen to export Assets/Material/Equipment data to PDF Format
- 8 Click  on top right of the listing screen to export Assets/Material/Equipment data to Excel Format.
- 9 Select **Add New Material** link to create new Assets/Material/Equipment.

5.2.1 Edit Assets/Material/Equipment

- Click  on Assets/Material/Equipment listing screen to edit Assets/Material/Equipment. Assets & Material record will be displayed in edit mode;

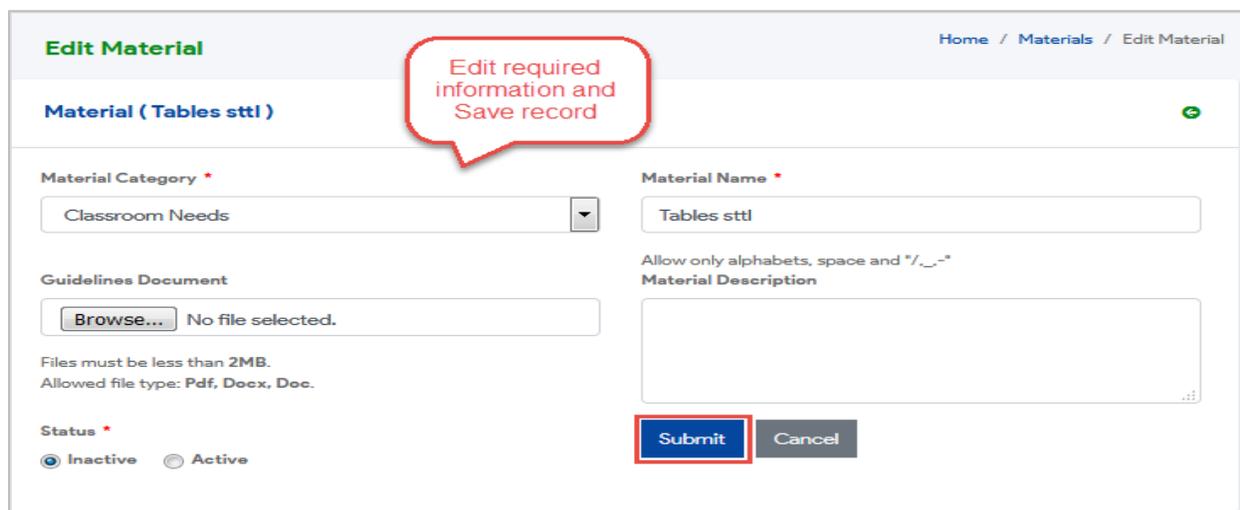


Figure 5-5

Edit required information and click  button.

Click  to get back to previous screen.

5.2.2 Delete Assets/Material/Equipment

- Click  on Assets/Material/Equipment listing screen to delete Assets/ Material

5.2.3 Add New Assets/Material/Equipment

Select [Add New Material](#) link to create new Assets/Material/Equipment.

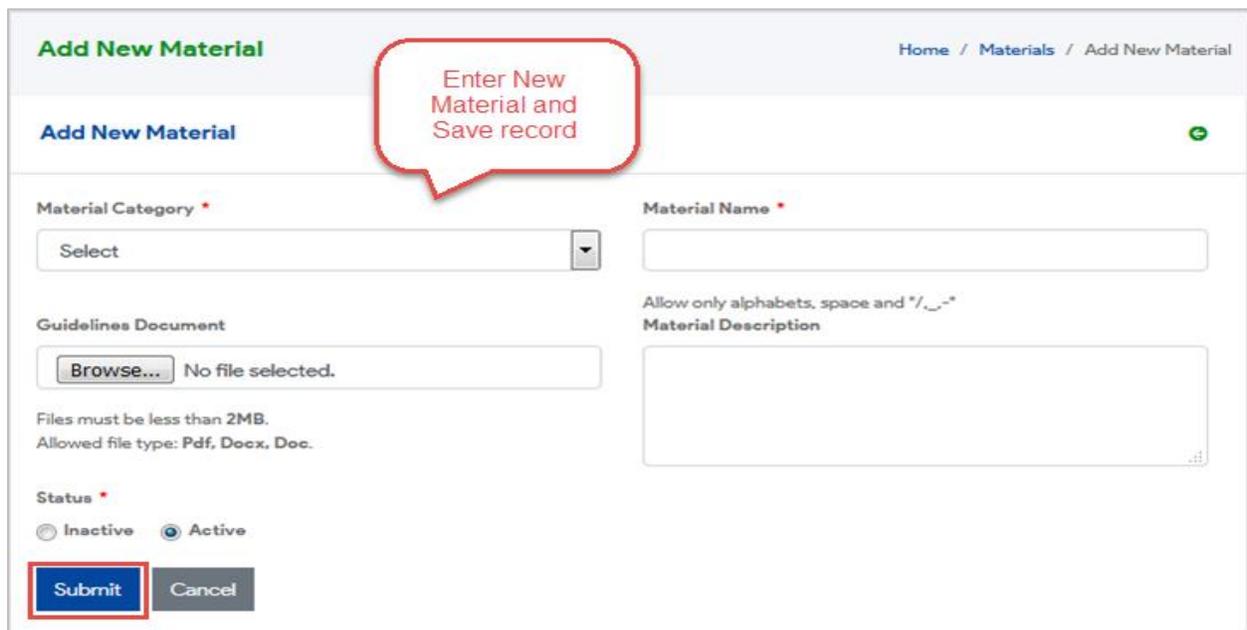


Figure 5-6

Enter following details to create new Assets/Material/Equipment:

- Assets/Material/Equipment Category*: Select material category from dropdown list
- Assets/Material/Equipment Name*: Enter Assets/Material/Equipment name

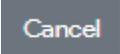
Note: Allows only alphabets, space and "/,_, -"

- Guidelines Document: Click  to upload guidelines document

Note: Files must be less than 2MB. Allowed file type: Pdf, Docx, Doc.

- Assets/Material/Equipment Description: Enter description
- Status*: Select status radio button (Inactive/Active)

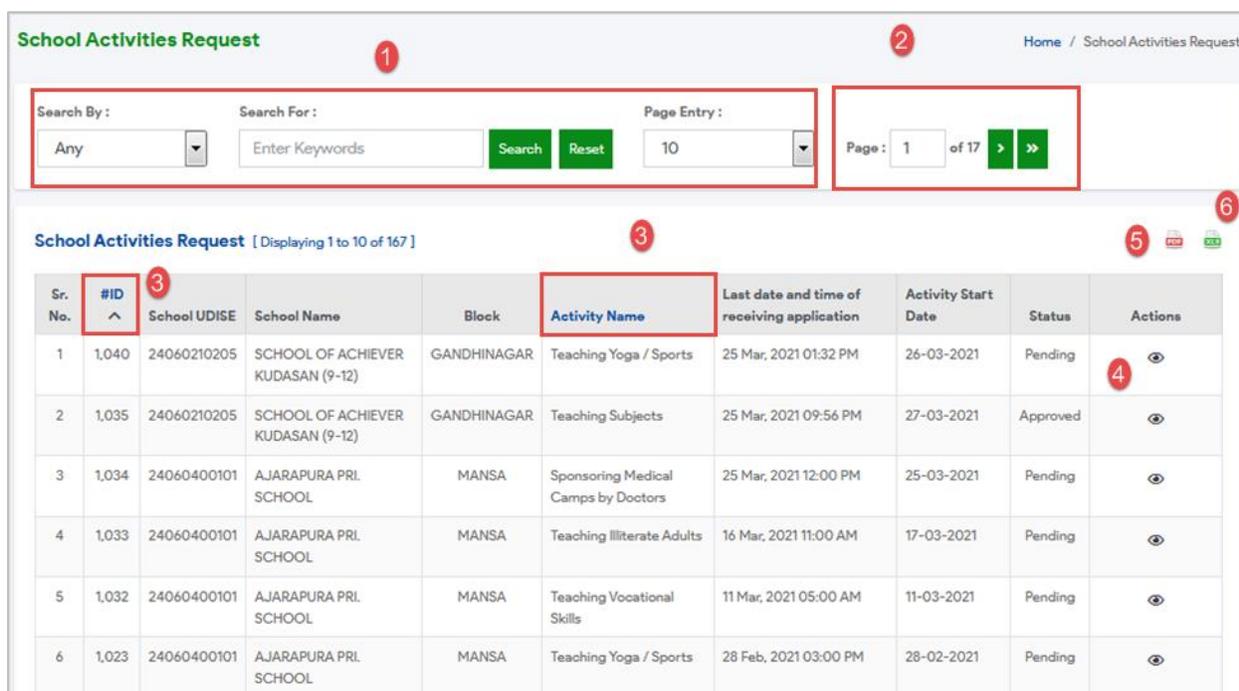


- Click  button to save Assets/Material/Equipment
- Click  to discard action

6 School Services/ Activities

6.1 School Services/ Activities Request

Path: School Services/ Activities >> School Services/ Activities Request



Sr. No.	#ID	School UDISE	School Name	Block	Activity Name	Last date and time of receiving application	Activity Start Date	Status	Actions
1	1,040	24060210205	SCHOOL OF ACHIEVER KUDASAN (9-12)	GANDHINAGAR	Teaching Yoga / Sports	25 Mar, 2021 01:32 PM	26-03-2021	Pending	👁
2	1,035	24060210205	SCHOOL OF ACHIEVER KUDASAN (9-12)	GANDHINAGAR	Teaching Subjects	25 Mar, 2021 09:56 PM	27-03-2021	Approved	👁
3	1,034	24060400101	AJARAPURA PRL SCHOOL	MANSA	Sponsoring Medical Camps by Doctors	25 Mar, 2021 12:00 PM	25-03-2021	Pending	👁
4	1,033	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Illiterate Adults	16 Mar, 2021 11:00 AM	17-03-2021	Pending	👁
5	1,032	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Vocational Skills	11 Mar, 2021 05:00 AM	11-03-2021	Pending	👁
6	1,023	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Yoga / Sports	28 Feb, 2021 03:00 PM	28-02-2021	Pending	👁

Figure 6-1

1 You can search school services/ activities by name, school, UDISE Number or any keyword.

Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing school services/ activities will be displayed with following column headings;

3 **Note: Column heading in BLUE color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.**

- Sr. No.
- #ID



- School UDISE
- School Name
- Block
- Service/ Activity Name
- Last date and time of receiving application
- Service/ Activity Start Date
- Actions

○ **4** Click to view School Service/ Activity

Activity (Teaching Yoga / Sports) Home / School Activities Request / Activity

View Activity

Activity Category Generic Level Activities	
Activity Name Teaching Yoga / Sports	Class/Grade Primary (1-5),Upper Primary (6-8)
Activity Frequency Regular	Required Specialization Graduate
Gender Any	Tentative Start Date of Activity 26 Mar, 2021
Duration in (days) 5	Last Date and Time of Receiving Application 25 Mar, 2021 01:32 PM
Details of the Activity Lorem ipsum, or lipsum as it is sometimes known, is dummy text used in laying out print, graphic or	Location SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat

Figure 6-2

5 Click on top right of the listing screen to export School Services/ Activities to PDF Format

6 Click on top right of the listing screen to export School Services/ Activities to Excel Format.

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to view closed School service/ activity

Activity (Teaching Subjects) Home / School Activities Closed / Activity

View Activity 🔍

Activity Category
Generic Level Activities

Activity Name	Class/Grade
Teaching Subjects	All Classes,Primary (1-5),Upper Primary (6-8),Elementary (1-8),Secondary (9-10),Higher Secondary (11-12)
Activity Frequency	Required Specialization
Regular	Higher Secondary
Gender	Tentative Start Date of Activity
Male	27 Mar, 2021
Duration in (days)	Last Date and Time of Receiving Application
5	25 Mar, 2021 09:56 PM
Details of the Activity	Location
test	SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat

Figure 6-5

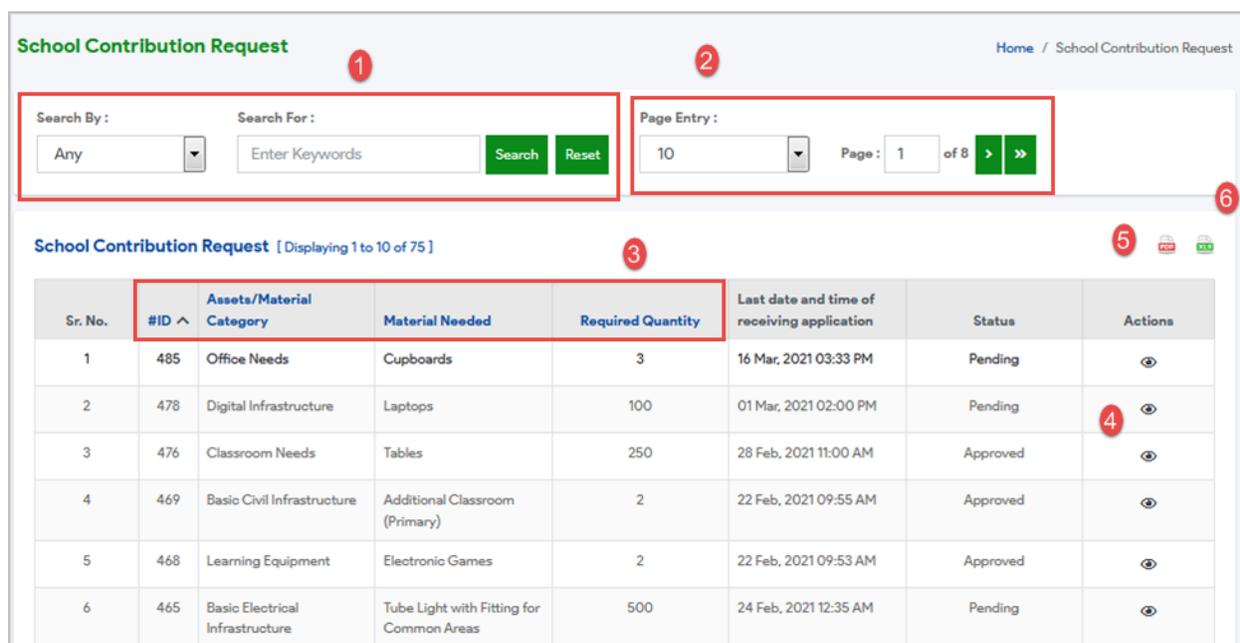
6 Click  on top right of the listing screen to export closed School services/ activities to PDF Format

7 Click  on top right of the listing screen to export closed School services/ activities to Excel Format.

7 School Assets/Material/Equipment

7.1 School Assets/Material/Equipment Request

Path: School Assets/Material/Equipment >> School Assets/Material/Equipment Request



School Contribution Request [Home / School Contribution Request]

Search By : Any Search For : Enter Keywords Search Reset Page Entry : 10 Page : 1 of 8 > >>

School Contribution Request [Displaying 1 to 10 of 75]

Sr. No.	#ID ^	Assets/Material Category	Material Needed	Required Quantity	Last date and time of receiving application	Status	Actions
1	485	Office Needs	Cupboards	3	16 Mar, 2021 03:33 PM	Pending	👁
2	478	Digital Infrastructure	Laptops	100	01 Mar, 2021 02:00 PM	Pending	👁
3	476	Classroom Needs	Tables	250	28 Feb, 2021 11:00 AM	Approved	👁
4	469	Basic Civil Infrastructure	Additional Classroom (Primary)	2	22 Feb, 2021 09:55 AM	Approved	👁
5	468	Learning Equipment	Electronic Games	2	22 Feb, 2021 09:53 AM	Approved	👁
6	465	Basic Electrical Infrastructure	Tube Light with Fitting for Common Areas	500	24 Feb, 2021 12:35 AM	Pending	👁

Figure 7-1

1 You can search school assets/material/equipment by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing school assets/material/equipment request will be displayed with following column headings;

3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

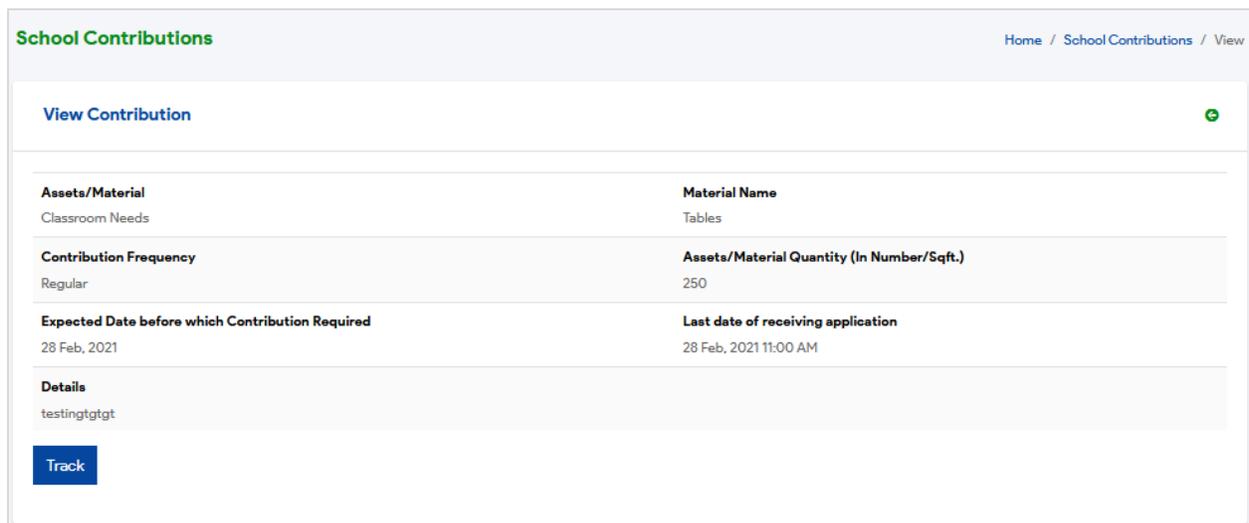
- Sr. No.
- #ID
- Assets/Material/Equipment Category
- Assets/Material/Equipment Needed

- Required Quantity
- Last date and time of receiving application

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions

5 Click  to view School Assets/Material/Equipment request



The screenshot shows a web interface for 'School Contributions'. At the top, there is a breadcrumb trail: 'Home / School Contributions / View'. Below this, there is a 'View Contribution' link with a green checkmark icon. The main content area is a table with the following details:

Assets/Material	Material Name
Classroom Needs	Tables
Contribution Frequency	Assets/Material Quantity (In Number/Sqft.)
Regular	250
Expected Date before which Contribution Required	Last date of receiving application
28 Feb, 2021	28 Feb, 2021 11:00 AM
Details	
testingtgtgt	

At the bottom left of the table, there is a blue 'Track' button.

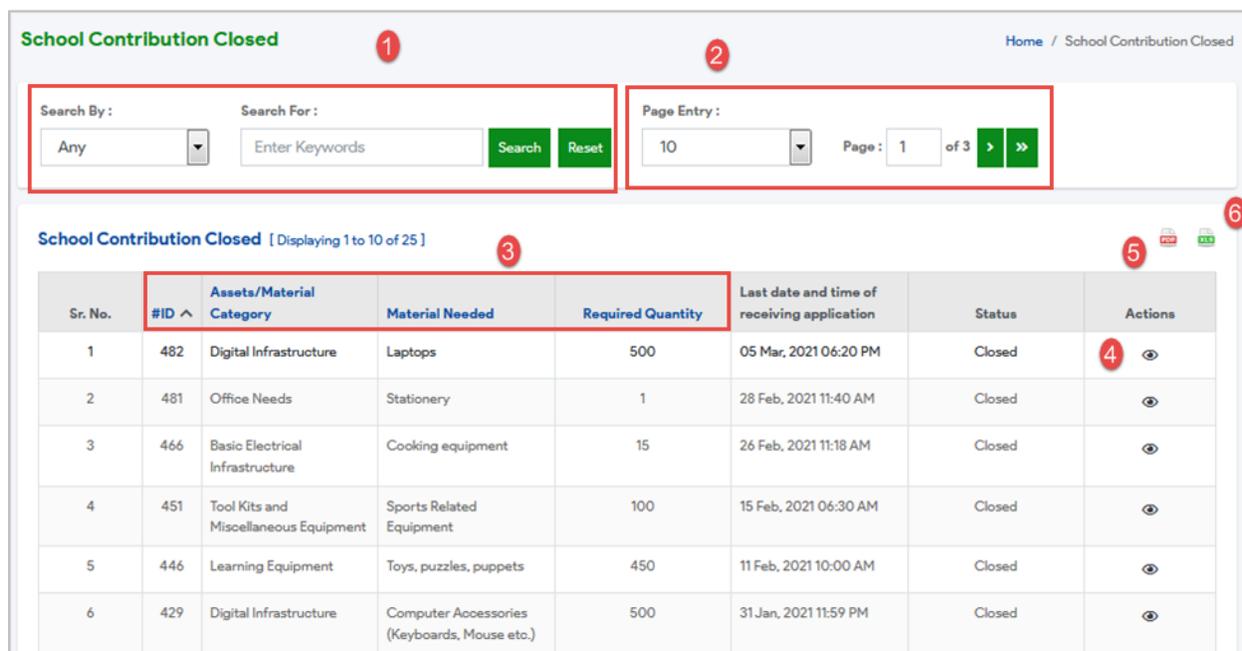
Figure 7-2

6 Click  on top right of the listing screen to export School Assets/Material/Equipment request to PDF Format

7 Click  on top right of the listing screen to export School Assets/Material/Equipment request to Excel Format.

7.2 School Assets/Material/Equipment Closed

Path: School Assets/Material/Equipment >> School Assets/Material/Equipment Closed



Sr. No.	#ID	Assets/Material Category	Material Needed	Required Quantity	Last date and time of receiving application	Status	Actions
1	482	Digital Infrastructure	Laptops	500	05 Mar, 2021 06:20 PM	Closed	👁️
2	481	Office Needs	Stationery	1	28 Feb, 2021 11:40 AM	Closed	👁️
3	466	Basic Electrical Infrastructure	Cooking equipment	15	26 Feb, 2021 11:18 AM	Closed	👁️
4	451	Tool Kits and Miscellaneous Equipment	Sports Related Equipment	100	15 Feb, 2021 06:30 AM	Closed	👁️
5	446	Learning Equipment	Toys, puzzles, puppets	450	11 Feb, 2021 10:00 AM	Closed	👁️
6	429	Digital Infrastructure	Computer Accessories (Keyboards, Mouse etc.)	500	31 Jan, 2021 11:59 PM	Closed	👁️

Figure 7-3

You can search assets/material/equipment by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

1 You can search “Closed Assets/Material/Equipment” by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

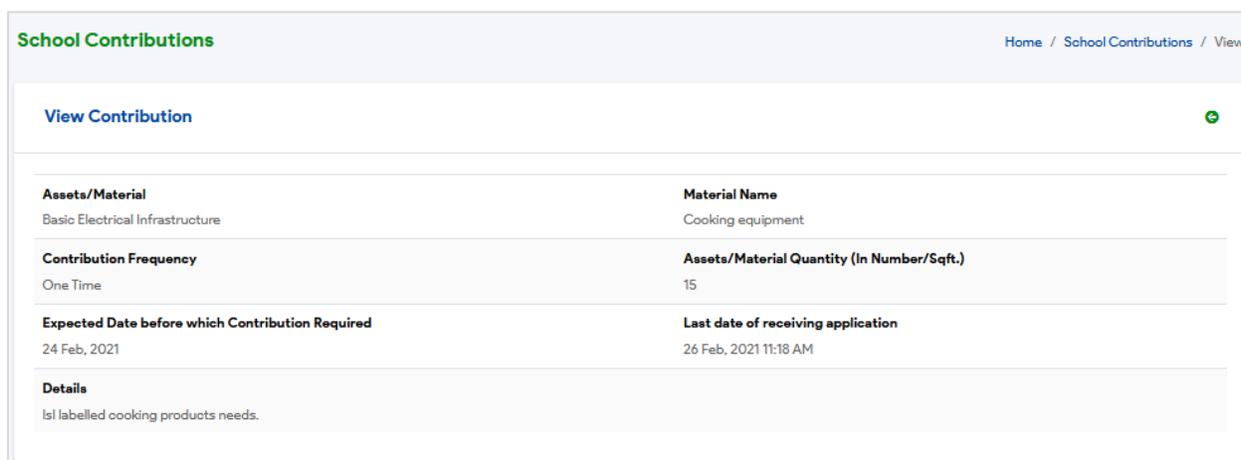
Closed assets/material/equipment will be displayed with following column headings;

3 Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Assets/Material/Equipment Category
- Assets/Material/Equipment Needed
- Required Quantity
- Last date and time of receiving application

4 Status – Status will be displayed with **Active** and **Inactive** buttons

- Actions
 - Click  to view closed School Assets/Material/Equipment



The screenshot shows a web interface for 'School Contributions'. At the top, there is a breadcrumb trail: 'Home / School Contributions / View'. Below this is a 'View Contribution' link with a green arrow icon. The main content is a table with the following data:

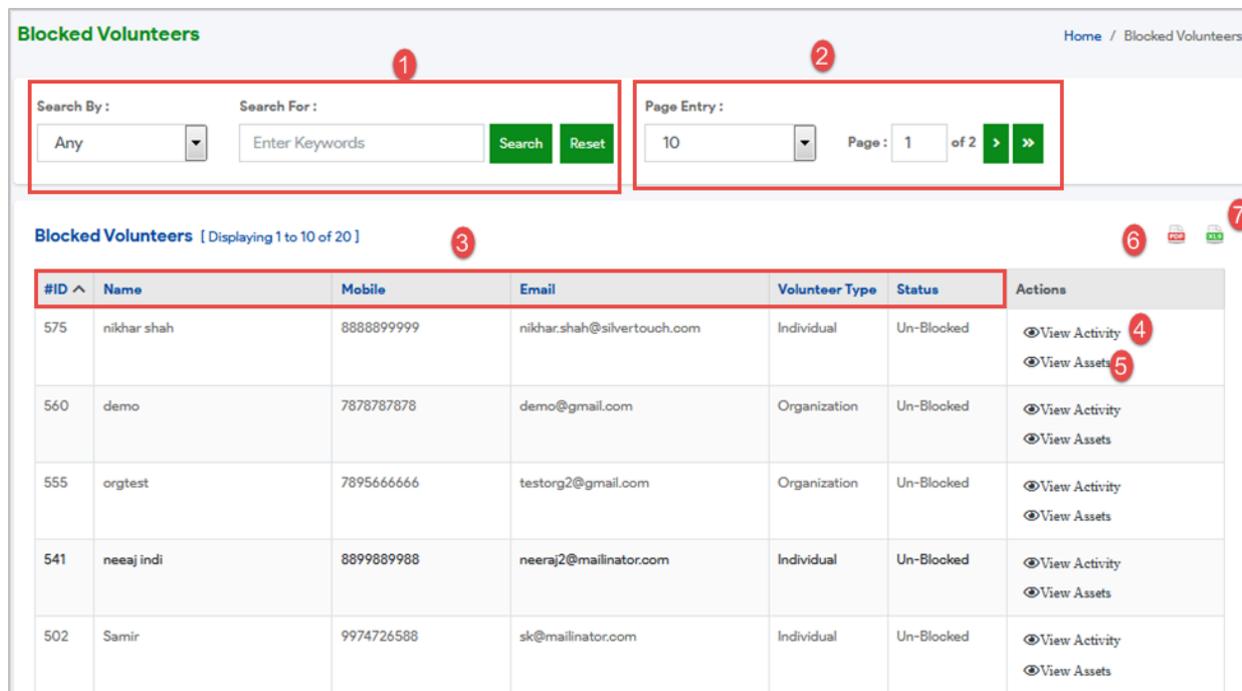
Assets/Material	Material Name
Basic Electrical Infrastructure	Cooking equipment
Contribution Frequency	Assets/Material Quantity (In Number/Sqft.)
One Time	15
Expected Date before which Contribution Required	Last date of receiving application
24 Feb, 2021	26 Feb, 2021 11:18 AM
Details	
IsI labelled cooking products needs.	

Figure 7-4

5 Click  on top right of the listing screen to export Closed assets/material/equipment to PDF Format

6 Click  on top right of the listing screen to export Closed assets/material/equipment to Excel Format.

8 Volunteers



Blocked Volunteers Home / Blocked Volunteers

Search By: Search For:

Any

Page Entry: Page: 10 of 2

Blocked Volunteers [Displaying 1 to 10 of 20]

#ID	Name	Mobile	Email	Volunteer Type	Status	Actions
575	nikhar shah	8888899999	nikhar.shah@silvertouch.com	Individual	Un-Blocked	<input type="button" value="View Activity"/> <input type="button" value="View Assets"/>
560	demo	7878787878	demo@gmail.com	Organization	Un-Blocked	<input type="button" value="View Activity"/> <input type="button" value="View Assets"/>
555	orgtest	7895666666	testorg2@gmail.com	Organization	Un-Blocked	<input type="button" value="View Activity"/> <input type="button" value="View Assets"/>
541	neeaj indi	8899889988	neeraj2@mailinator.com	Individual	Un-Blocked	<input type="button" value="View Activity"/> <input type="button" value="View Assets"/>
502	Samir	9974726588	sk@mailinator.com	Individual	Un-Blocked	<input type="button" value="View Activity"/> <input type="button" value="View Assets"/>

Figure 8-1

1 You can search blocked volunteers by name, email or any keyword. Specify search criteria and click button. Click to reset the search criteria.

2 You can select number of records per page or reach to specific page
Blocked volunteers will be displayed with following column headings:

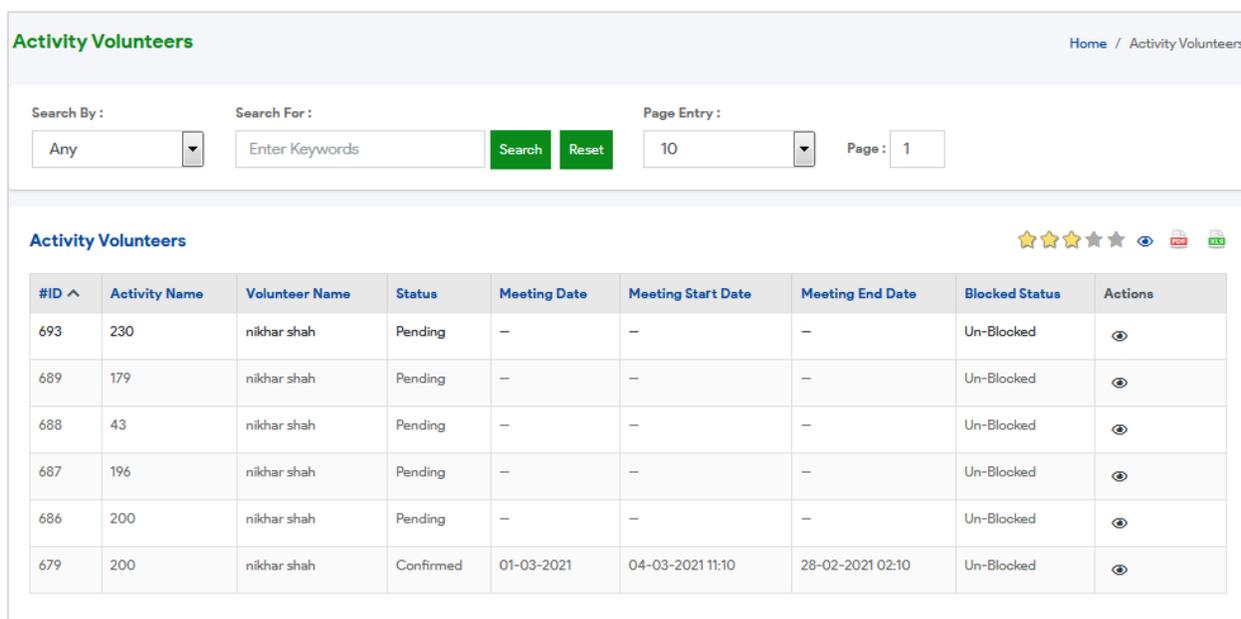
3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- #ID
- Name
- Mobile
- Email
- Volunteer Type
- Status
- Actions

- **4** Click  **View Activity** to view service/ activity
- **5** Click  **View Assets** to view assets/material/equipment
- 6** Click  on top right of the listing screen to export volunteer list to PDF Format
- 7** Click  on top right of the listing screen to export volunteer list to Excel Format.

8.1 View Service/ Activity

- Click  **View Activity** on [activity listing screen](#) to view service/ activity



The screenshot shows the 'Activity Volunteers' interface. At the top, there is a search bar with 'Search By' set to 'Any' and a search field containing 'Enter Keywords'. There are 'Search' and 'Reset' buttons, and a 'Page Entry' dropdown set to '10' with 'Page: 1' displayed. Below the search bar is a table with the following data:

#ID ^	Activity Name	Volunteer Name	Status	Meeting Date	Meeting Start Date	Meeting End Date	Blocked Status	Actions
693	230	nikhar shah	Pending	-	-	-	Un-Blocked	
689	179	nikhar shah	Pending	-	-	-	Un-Blocked	
688	43	nikhar shah	Pending	-	-	-	Un-Blocked	
687	196	nikhar shah	Pending	-	-	-	Un-Blocked	
686	200	nikhar shah	Pending	-	-	-	Un-Blocked	
679	200	nikhar shah	Confirmed	01-03-2021	04-03-2021 11:10	28-02-2021 02:10	Un-Blocked	

Figure 8-2

8.2 View Assets/Material/Equipment

- Click  [View Assets](#) on [activity listing screen](#) to view assets/material/equipment

Contribution Volunteers Home / Contribution Volunteers

Search By : Search For : Page Entry :

Any 10 Page : 1

Contribution Volunteers ★ ★ ★ ★ ★   

#ID ^	Contribution Name	Volunteer Name	Meeting Date	Meeting Start Date	Meeting End Date	Status	Actions
758	49	nikhar shah	03-10-2021	–	–	Un-Blocked	

Figure 8-1