

This is basic guideline to use Integrated Mobile application for testing and feedback purpose.



Startup Screen

1. Select language English/Nepali
2. To Login with User id/password (if already created) **tap Right Top menu Icon**
3. To Change password) **tap Right Top menu Icon** and select option

लगइन गर्नुहोस् वा पासवर्ड परिवर्तन गर्नुहोस्
आईडी प्रविष्ट गर्नुहोस्
पासवर्ड प्रविष्ट गर्नुहोस्
पासवर्ड परिवर्तन गर्नुहोस् रद्द गर्नुहोस् लगइन गर्नुहोस्

4. Use Google mail login (just tap Sign in with Gmail)
5. Next screen will open as per the User Type (Public, Ward, Municipality Or Admin)



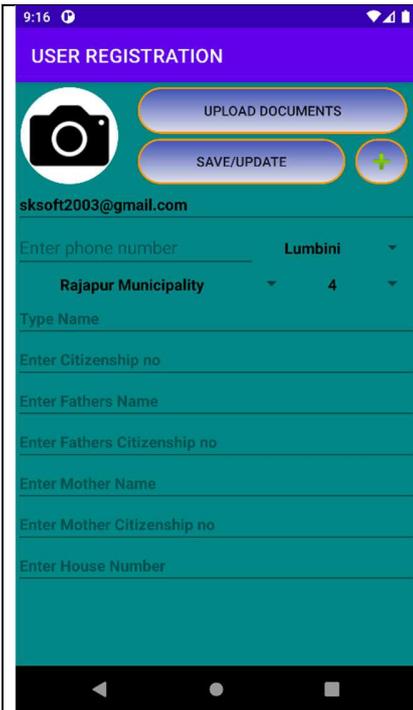
Public Dash-board

- List of Other services Link will displayed on user Dash-Board
- To View/update Own Profile or user documents **tap the Profile button.**
- To Post Grievances or View old Grievances user can **tap Grievance button.**
- To View Old Information /Messages sent from Ward/Municipality or Admin user can **Tap Information button.**
- To sync Old Grievances/Information or links **“tap to sync icon on top right corner”** and enter date YYYYMMDD format and tap **“YES”**

तलको मिति सम्म सिङ्क गर्नुहोस्
20230420
होइन हो

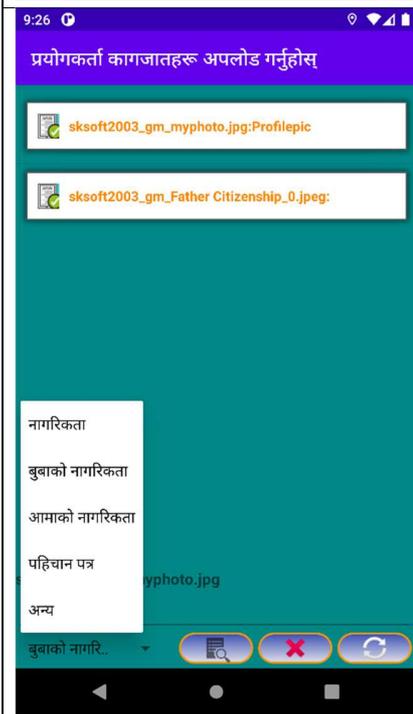
- **Tap Grid icon** on menu Bar to view Link menu in Grid View.





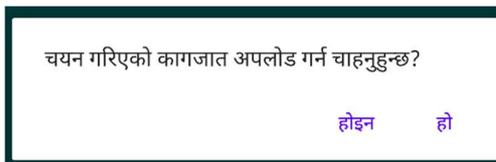
User Registration

- User can update their profile by filling details and **tap on save/update button**.
- User can create new profile of near and dear by **tapping + button**. These profile only login using user id and password (First password is 123 and user can change password from their login screen)
- **Please note** new user only created under the main user municipality and ward
- User can upload their documents by **tapping on upload documents button**
- Tap camera icon to add user image from already saved image or snap new photo.

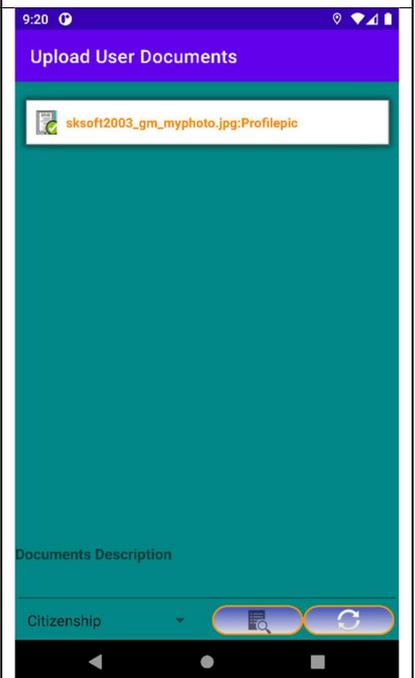


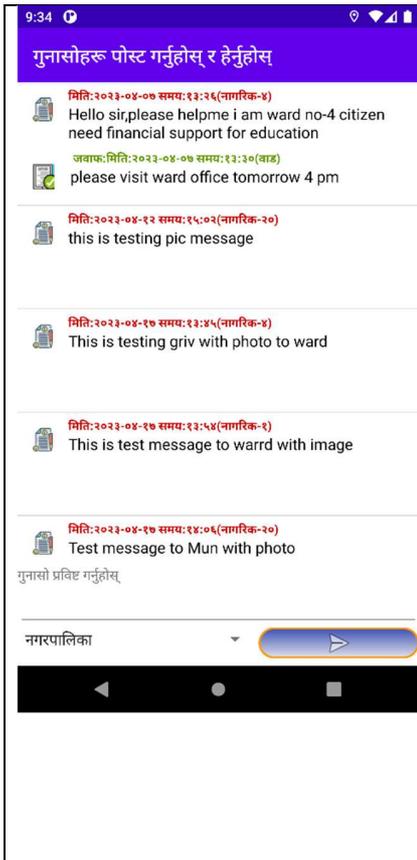
Upload User Documents

- User can select type of documents
- Enter description if required
- Search documents in mobile storages (**tap search icon button**)
- Size of each documents limit to 1 MB.



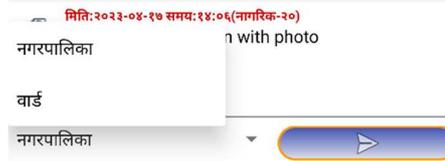
- Tap **"YES"** to upload.
- **Double tap uploaded documents** to open or share it on selected application.
- Single Tap document and **tap delete icon** to delete it.
- **Tap sync button** to sync your documents if app re-install or changes not displayed.





Post and View Grievances

- User can select Ward/Municipality to post grievances



- User can Insert their Grievances in Nepali or English by selecting keyboard and tap on Post button.
- Tap on mic to speech to Text feature.



- Concern Ward /Municipality User received the posted Grievances.

View Information

- User can View all Information Published by the Respective Ward, Municipality and Admin.

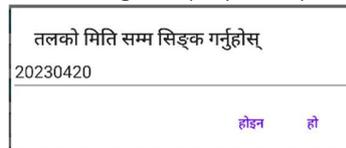


- To delete the information Double Tap on the Information.



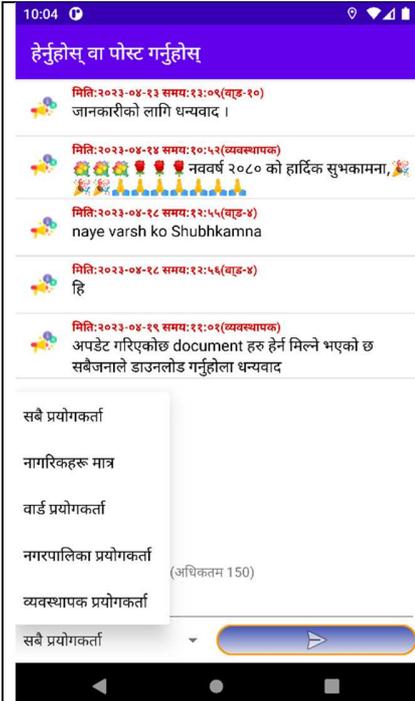
Ward User Dash-board

- To View/update Own Profile or Documents user tap on the "Profile Icon on top menu bar" Text.
- To Reply Grievances or View old Grievances user can tap Grievance button.
- To Post Information /Messages user can Tap Information button.
- To sync Old Grievances/Information "tap to sync Icon on top menu bar." and enter date YYYYMMDD format and tap "YES"
- User Profile Image Displayed in place of



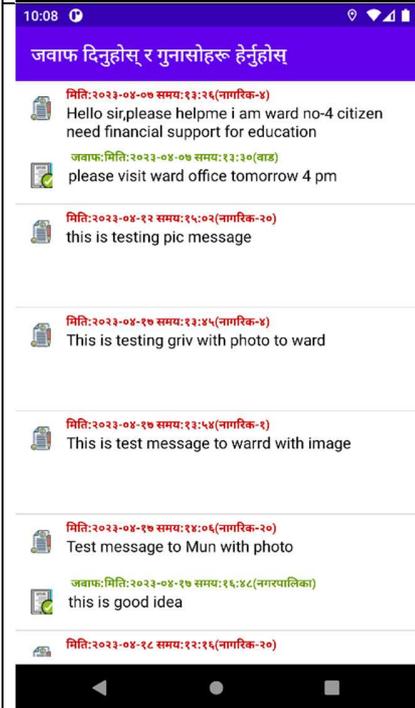
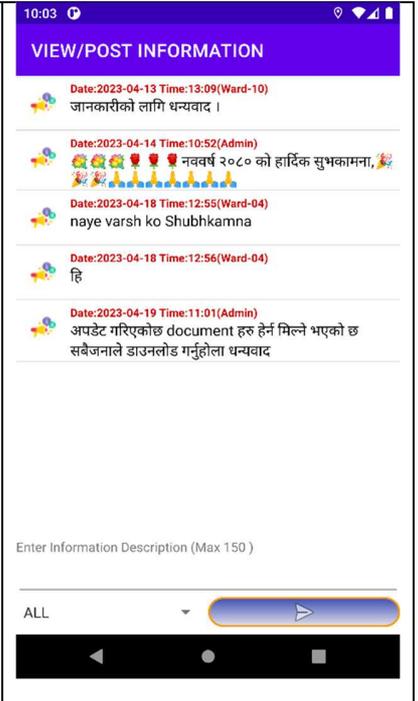
Camera Icon.





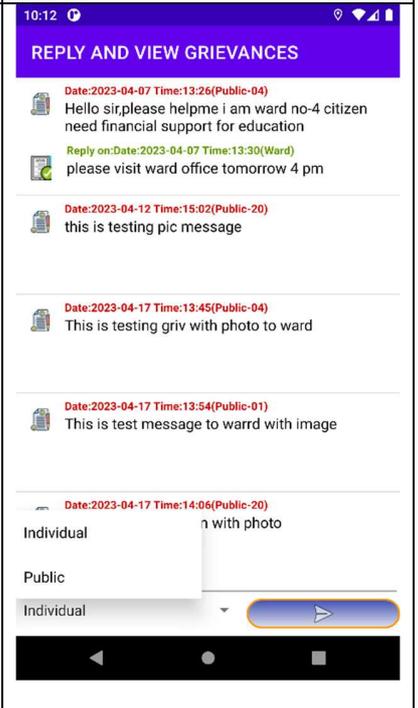
Post/View Information

- User can View all Information posted by himself and Received from Other concern users.
- User can publish Information/messages to selected user level (**selecting from list**) User can Insert Information in Nepali or English by selecting keyboard and tap on Post button.
- Tap on mic to speech to Text feature.



Post/View Reply of Grievances

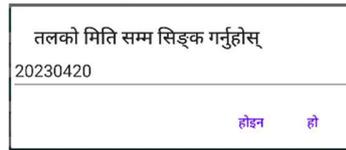
- User can View all Grievances and its reply posted to concern users or to all public (Left screen)
- User can tap on Grievances to reply it (Right screen)
- User can select whom to reply either user who posted grievances or to all user for information.
- Ward User can reply Individual or Public user level (**selecting from list**) User can Insert reply in Nepali or English by selecting keyboard and tap on Post button.
- Tap on mic to speech to Text feature to insert reply by speaking.



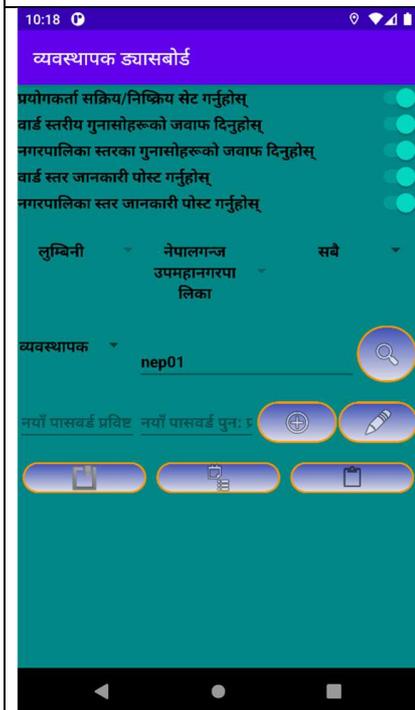
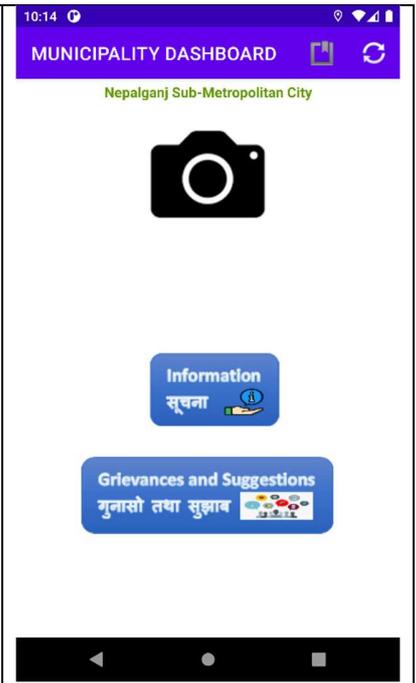


Municipality User Dash-board

- To View/update Own Profile or Documents user tap on the **“Profile Icon on top menu bar”** Text.
- To Reply Grievances or View old Grievances user can tap Grievance button. **(Step are same as Ward level as explained above)**
- To Post Information /Messages user can Tap Information button. **(Step are same as Ward level as explained above)**
- To sync Old Grievances/Information **“tap to sync Icon on top menu bar.”** and enter date YYYYMMDD format and tap **“YES”**
- User Profile Image Displayed in place of



Camera Icon.



Admin Dash-board

To create New user:

1. Fill user id,
2. enter password and re-enter password
3. select user type (Admin, Municipal, Ward, Public)
4. Select ward number for Ward and public user. **(Selection of Province and Municipality is possible by super admin only.)**

5. Tap + icon button

To Edit New user:

1. Select User Type
2. Fill user id (to search all list left it blank)
3. Tap search button
4. Select User from List (For single user List will not Displayed)
5. Change feature (User type, ward number and user permission)
6. Tap Edit icon button

- To go Municipal dash-board tap button **(Bottom First Button)**
- To go Public Dash-board tap button **(Bottom Middle button)**
- To go Link management Dash-board tap button **(Bottom Right button)**





Admin Dash-board

To create Link for user Dash-Board:

- Enter Link address in First Cell (as in example: <https://nepalgunjmun.gov.np/>)
- Enter Text in 2nd cell to display in English to Public Dash-Board
- Enter Text in 3rd cell to display in Nepali to Public Dash-Board
- Tap Add Link button

To Edit Link for user Dash-Board:

- Select detail from list to display details in cells.
- Edit Link address in First Cell (as in example: <https://nepalgunjmun.gov.np/>)
- Edit Text in 2nd cell to display in English to Public Dash-Board
- Edit Text in 3rd cell to display in Nepali to Public Dash-Board
- Tap 'Update Link' button

To Delete Link for user Dash-Board:

- Select detail from list to display details in cells.
- Tap 'Delete icon' button

