

SOP FOR DISTRICT ADMIN TO USE WEB APPLICATION

The Department of Medical Health and Family Welfare, Government of Uttar Pradesh has developed and launched the application “**MERA COVID KENDRA**” application.

The application will enable the citizens to locate Covid Testing Centers around a default vicinity of 5 kilometres. The Field User of the Health Department shall be responsible for adding the Covid Test Centers on the application by tagging the Geo location. The District Admin shall be responsible for adding/verifying the test center details and activating them.

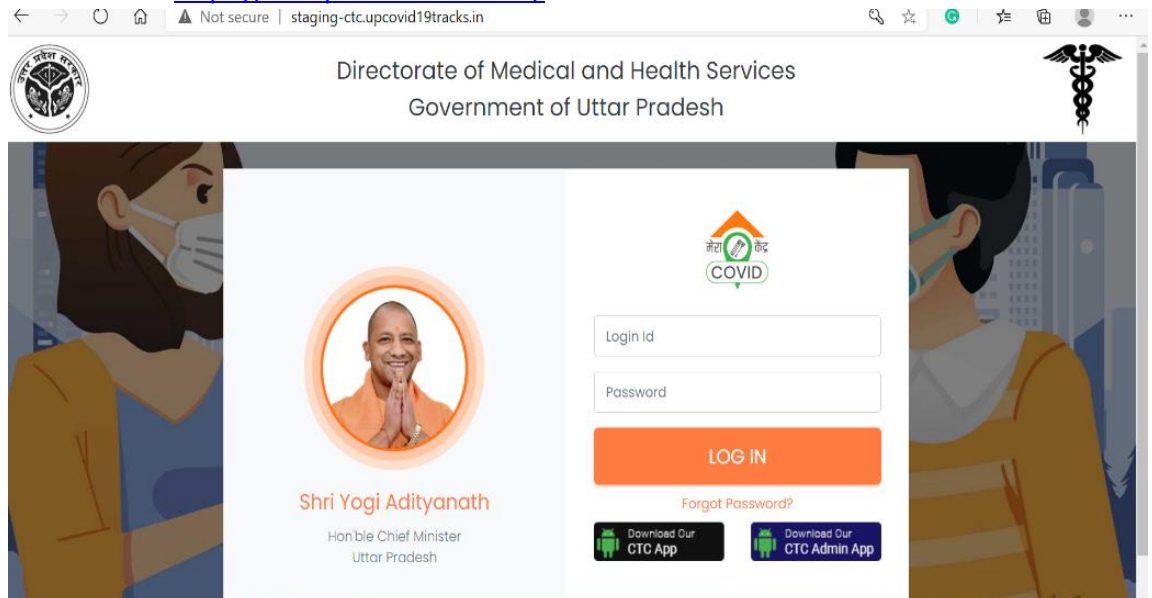
The platform consists of 3 applications as mentioned below

- **MERA COVID KENDRA USER MOBILE APP**
- **FIELD USER MOBILE APP**
- **DISTRICT ADMIN WEB APP**

The following SOP details the roles and responsibilities of the District Admin on Web App

1. Logging on the web portal:

- a. Go to the url: <https://ctc.upcovid19tracks.in/>



- b. Login with the credentials provided by the Department. Home Screen (Dashboard will open)

The screenshot shows the MERA COVID KENDRA Dashboard. The top navigation bar is orange with a user profile icon on the right. The left sidebar contains a menu with 'Dashboard' selected, followed by 'CENTERS' (Newly Added, Approved, Active, Declined, All Center Report) and 'USER MANAGEMENT' (User Detail, Pending User Detail). The main content area displays four summary cards: Total Centers (4), Newly Added Centers (0), Approved Centers (1), and Active Centers (3). Below these are two tables: 'Newly Added' and 'Approved'. The 'Approved' table has one entry for 'lab test latest' at 'Gali 01 Hazratganj'.

S.No.	Centre Name	Address	Contact No.	Created By
1	lab test latest	Gali 01 Hazratganj	8888811111	

S.No.	Building/ Test Centre Name	Address	Test Type	Contact Details	Timing
1	lab test latest	Gali 01 Hazratganj	TrueNat, RT-PCR	8888811111	11:00 AM - 02:30 PM Friday Open

2. Creation of Field Level User:

- a. On the Menu on the left side, under "User Management", click "User Detail"

This screenshot is identical to the one above, but the 'User Detail' option in the 'USER MANAGEMENT' section of the left sidebar is circled in green, indicating the next step in the process.

- b. New window will open. Click on 'Add New' option on the top right side of the screen.

The screenshot shows the 'User Detail' page in the MERA COVID KENDRA system. The page has a sidebar on the left with navigation options: Dashboard, CENTERS (Newly Added, Approved, Active, Declined, All Center Report), and USER MANAGEMENT (User Detail, Pending User Detail). The main content area is titled 'User Detail' and contains a table with the following data:

S.No.	Name	Mobile	Email	Address	Pin Code	User Id	Action
1	Rishh	8953435005	ahj@aks.com	Golden crest	111888	8953435005	
2	Amrit	8840299353	apatnalkrox@gmail.com			8840299353	
3	Bharti Rawat	9009000291	bharti.vyom@gmail.com	cmo office lalitpur	284403	9009000291	

Below the table, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons. An 'Add New' button is circled in green in the top right corner of the main content area.

- p
en a window in which user details of field user have to be added –Name, Mobile Number, email id, Pin code, address. Then click Save.

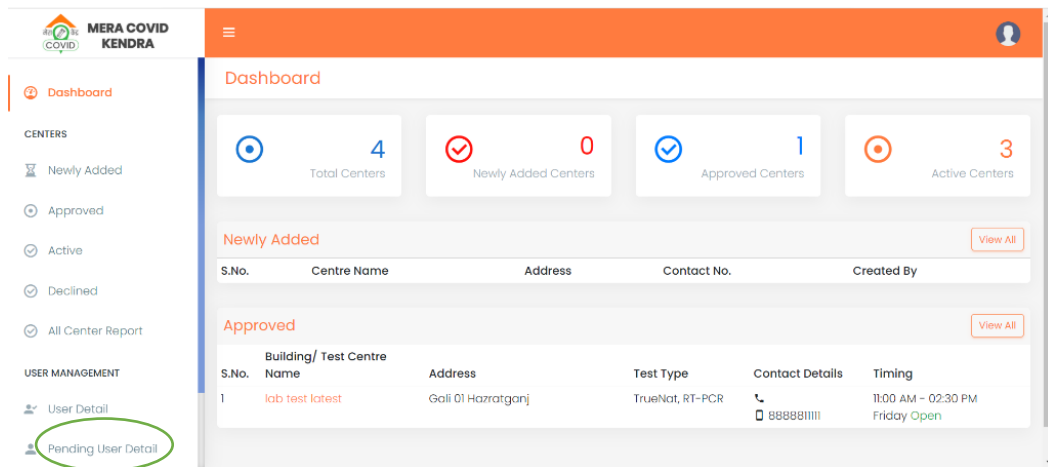
The screenshot shows the 'Add/Edit User Detail' form in the MERA COVID KENDRA system. The form has the following fields:

- District: LAITPUR (dropdown menu)
- Name:
- Mobile Number:
- Email ID:
- Pincode:
- Address:

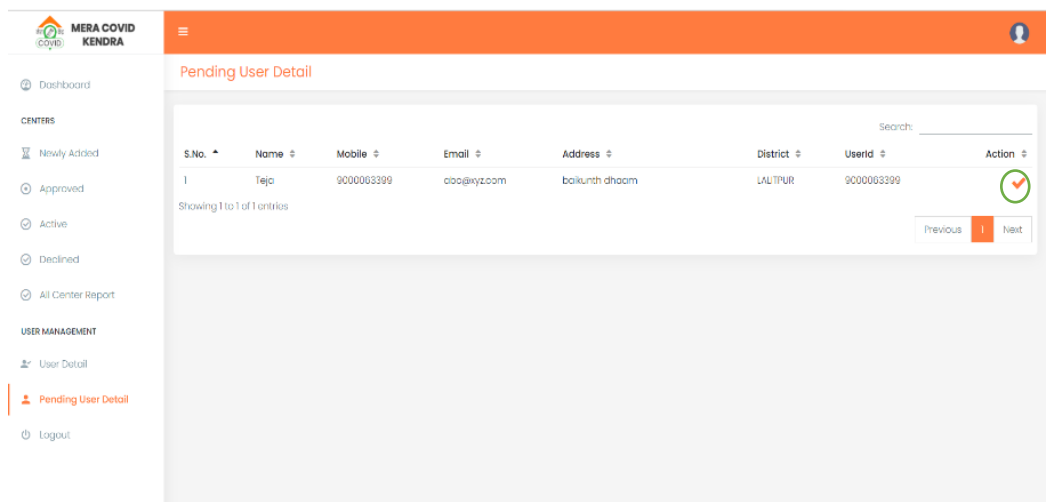
At the bottom of the form, there are 'Save' and 'Reset' buttons. The 'Save' button is highlighted in orange.

- d. The User profile shall be created. The Field user will receive a SMS with Login ID and Field User app download link. He has to set a password for logging into mobile application.

3. Approval of Field Level User who have registered directly through Field Level User App
 - a. On the Menu on the left side Under User Management, below User detail, click Pending User detail.



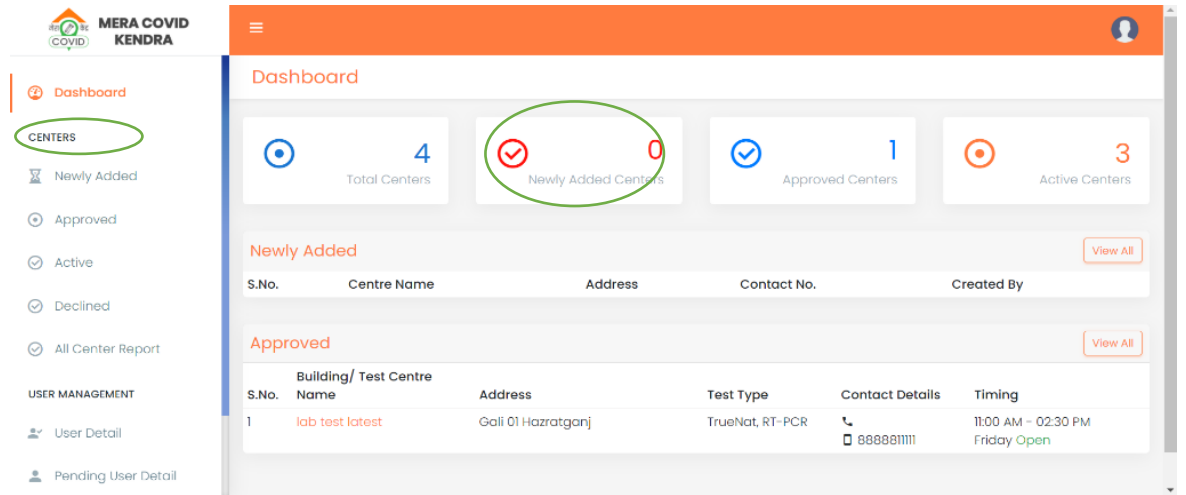
- b. New Window will open. This window will list down the field Level Users who have directly registered through the Field User Mobile Application.
- c. Approve the relevant user by clicking the Orange tick button under Action Tab on right side of the screen.



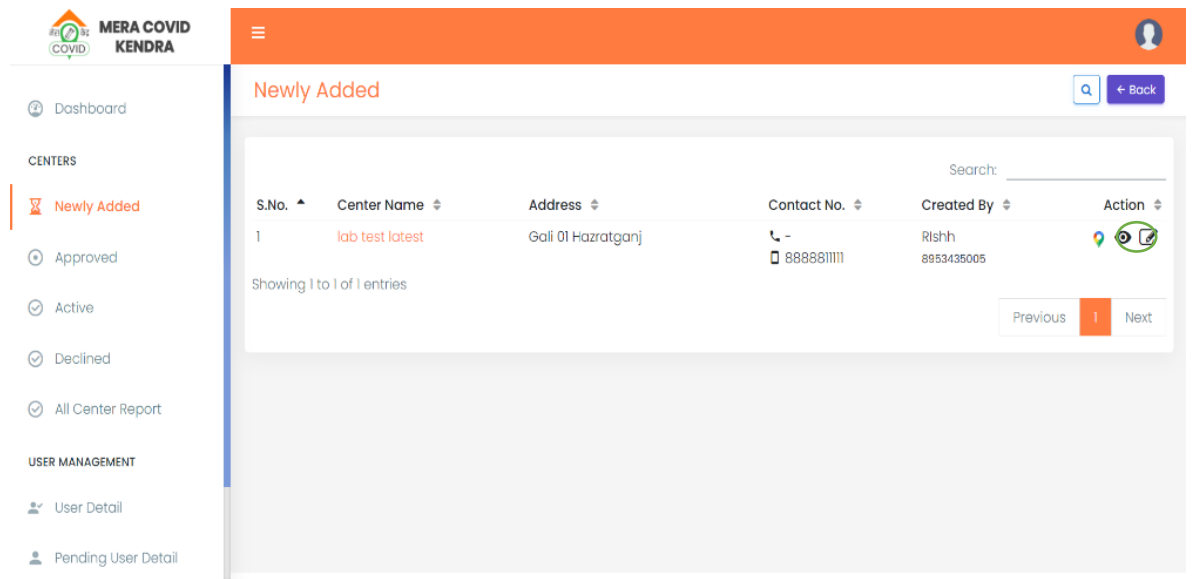
d. The User profile will be deemed approved.

4. Activating The Newly added Centers and adding details

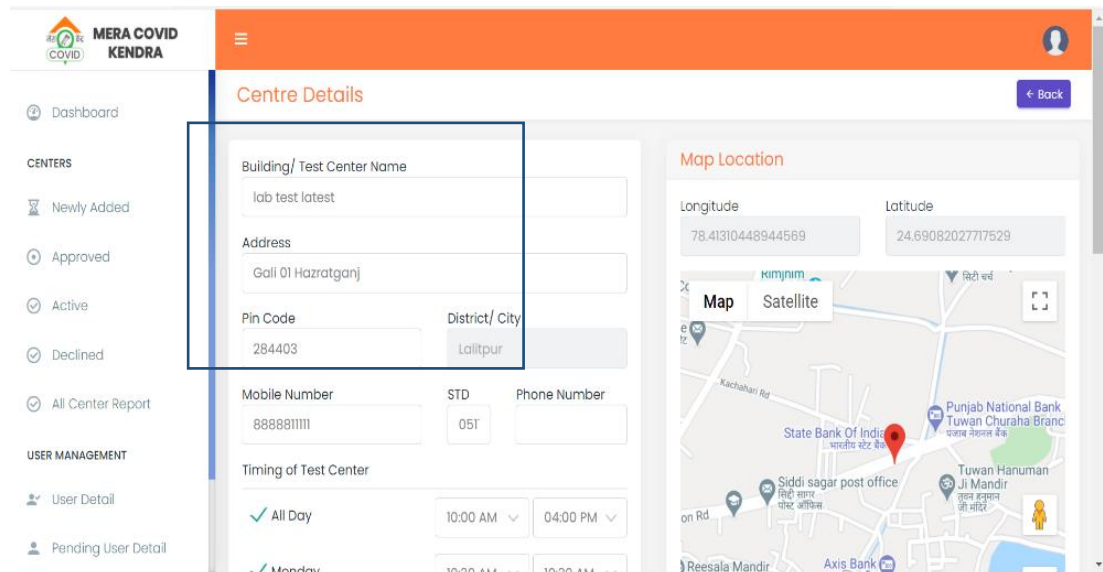
- a. On the left hand side of the Menu under Centers, click “Newly Added” button. Alternatively, on the Home Screen (Dashboard), Click “Newly Added Centers”.



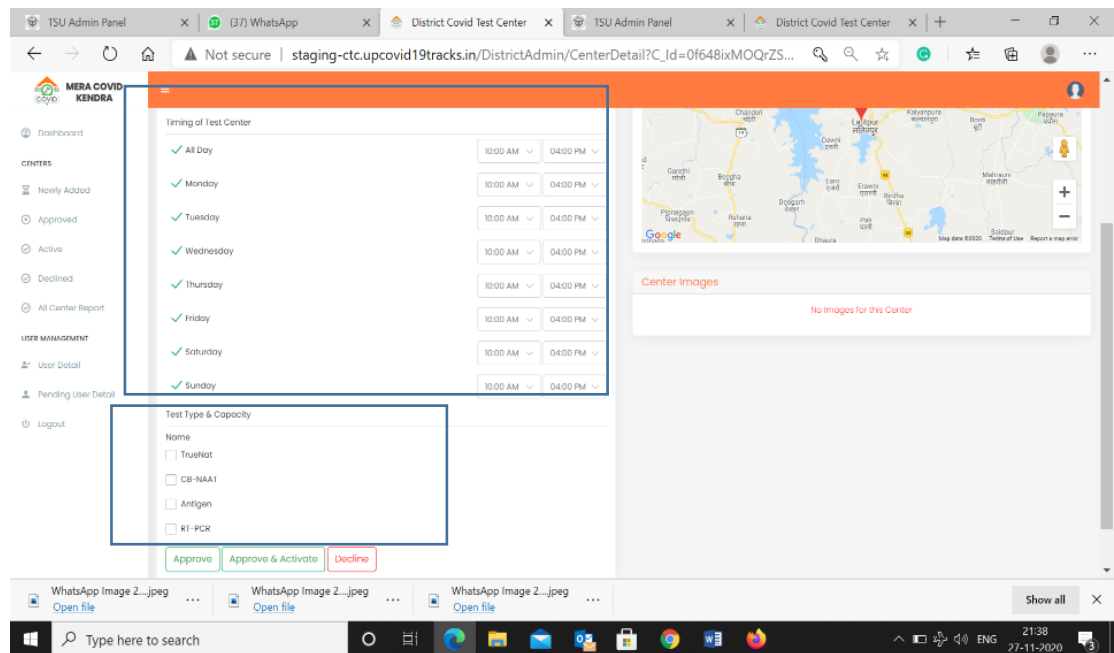
- b. New Window will open. The screen will list down the New Centers added by the Field User. Click on the Edit button of the relevant Center on the right side of the screen against the relevant center.



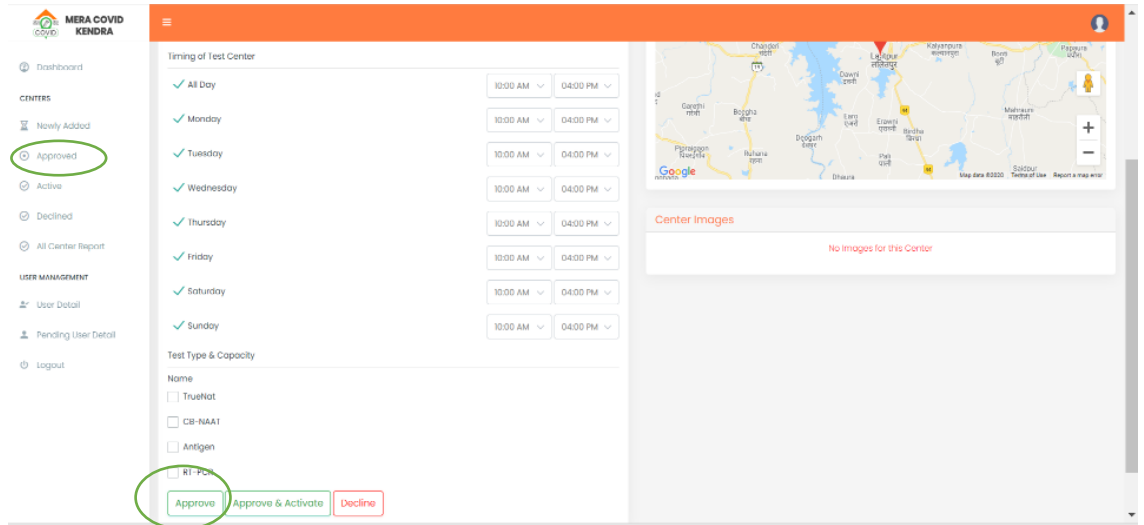
- c. New window will open. This will provide all the details of the Testing Center added by the Field User.
- d. The Name, address, pincode, mobile number, landline number can be edited.



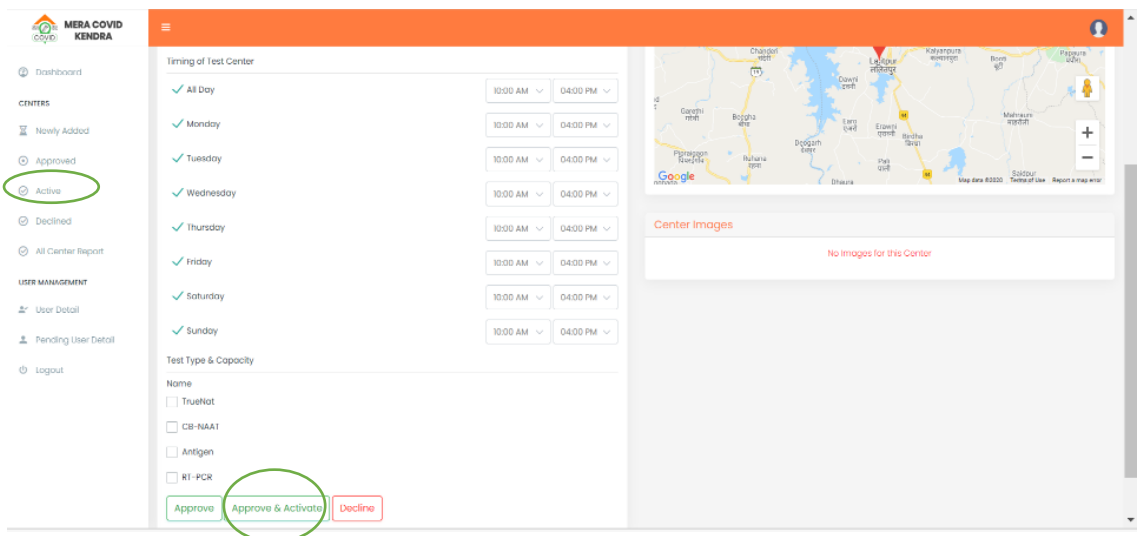
- e. Add the timings of each day of week. Default timing is set from 10:00 AM-4:00 PM. Also check boxes of test type available at test center



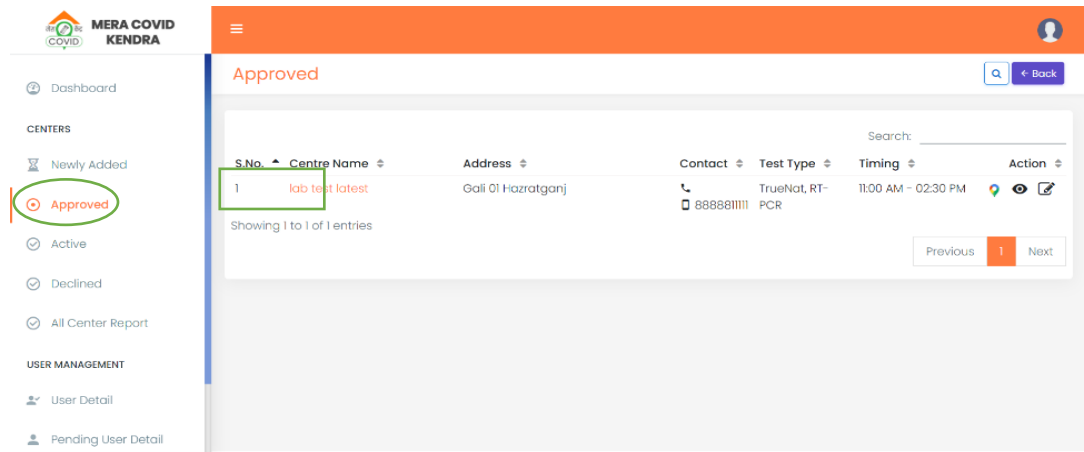
- f. Click the “Approve” button on bottom of screen. This is the general flow that should be followed. Concerned Testing Center will appear in the Approve Centers list on the Menu on left side of screen



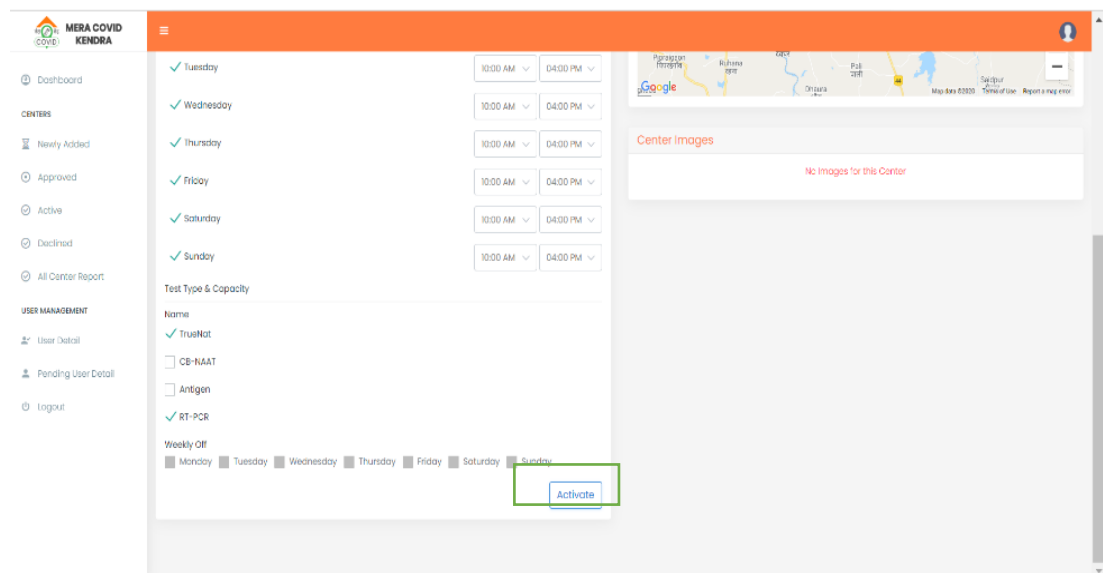
- g. Alternatively, if District Admin is sure that all details of Test Center are authentic and correct, click on “Approve and Activate” button. This will directly activate the Lab and it will be visible on the “MERA COVID KENDRA” User Mobile application.



- h. If Lab has been approved by district Admin it will show on the “Approved” Tab on the Menu on the left side of the screen.



- i. After making sure that all details are correct after reviewing them, click the “Activate” button on the Central bottom of the screen. The Testing Center will be visible on the “MERA COVID KENDRA” user mobile application



- j. In case details of Testing Centre are not satisfactory, click on the Decline button when reviewing the “Newly added Centers”. Declined Centers can be seen by clicking “Declined” button on the Menu on left side of the screen.

