

SOP FOR FIELD LEVEL USER TO USE MOBILE 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**

Introduction

The function of the Field user will be to visit the Covid Testing Centre to validate and fill/edit location details of the Covid Testing Centre. This includes name of testing Centre, building name, city, pincode, mobile number and landline number. The Field User can upload pictures of the Testing Centre. The field level user also has the option of editing the GPS location on the exact location of the center.

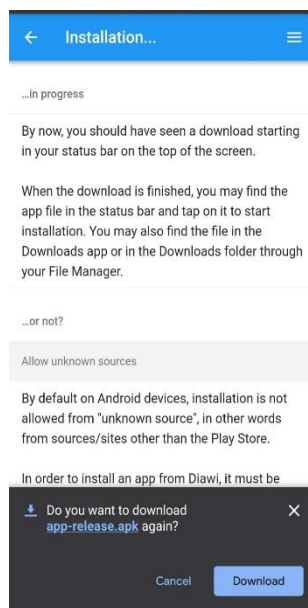
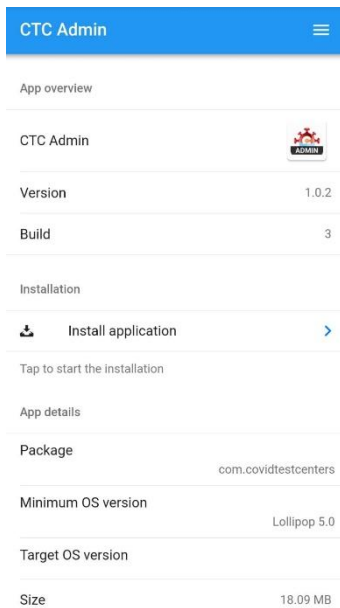
Pre Requisite Requirements For Field Level User Before Visiting Testing Centre

- The Field Level User should have a GPS enabled Smartphone with them to download and use the application.
- GPS should be On and functioning.
- Active mobile number for registration and receiving OTP for setting login password

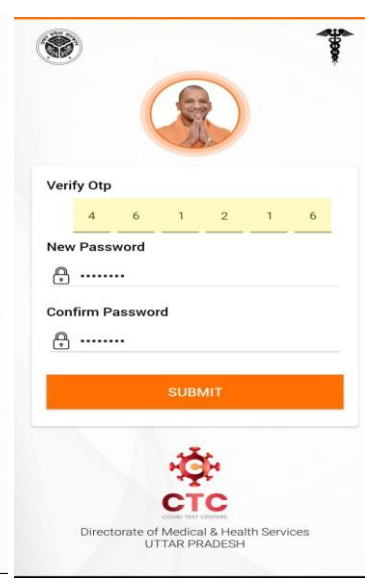
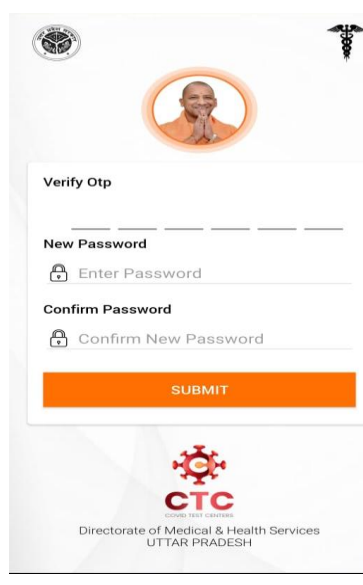
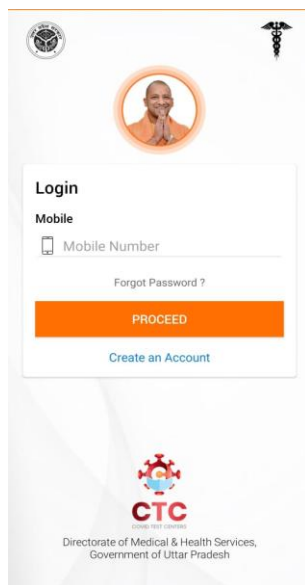
The following SOP details the roles and responsibilities of the Field User on Mobile App

Installation of Application

1. Download the Application from the following link
<https://ctc.upcovid19tracks.in/TestRegistration/mera-covid-kendra-admin.apk>
 - a. Click on Install Application
 - b. By default, on Android devices, installation from unknown sources other than Playstore are not allowed. Change the setting in Security and check the box ‘Unknown Sources’



2. There are 2 ways in which Field User is registered on the mobile Application
 - a. Field User is registered by District Admin and Field user will get a confirmation SMS with link and login number. Logging on with registered mobile number, OTP will be received and new password has to be set.



- b. Field Level User directly downloads the Mobile Application and create account themselves. Fill in Details-District, Name, Mobile number, email id, pin code and address. After approval from District Admin they will get a SMS confirmation. Logging on with registered mobile number, OTP will be received and new password has to be set

The image displays two screenshots of the CTC mobile application interface. The left screenshot shows the login screen with a 'Create an Account' button circled in blue. The right screenshot shows the 'Add New User' registration form with fields for District, Name, Mobile No., Email ID, Pincode, and Address, along with 'SAVE' and 'RESET' buttons.

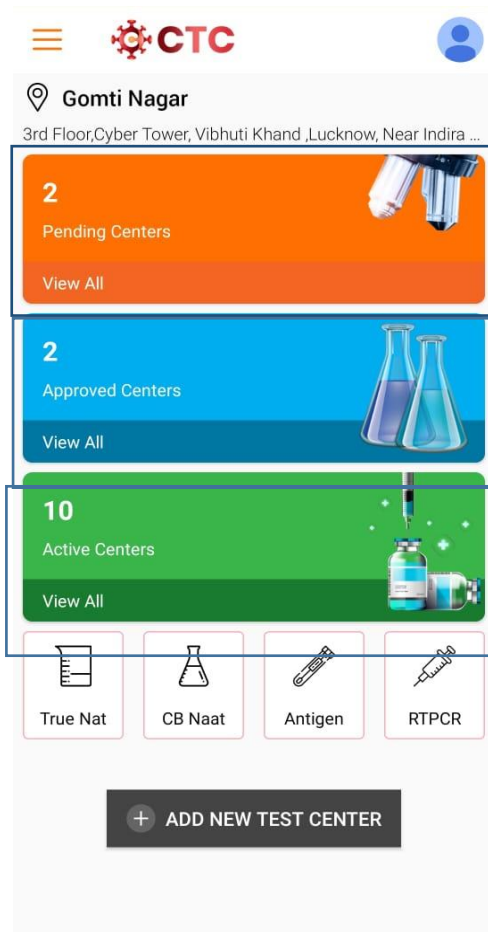
Left Screenshot (Login Screen):

- Header: CTC logo and a profile picture of a man in an orange shirt.
- Section: **Login**
- Category: **Mobile**
- Input: Mobile Number
- Link: Forgot Password ?
- Buttons: **PROCEED** (orange) and **Create an Account** (blue, circled).
- Footer: CTC logo and text: Directorate of Medical & Health Services, Government of Uttar Pradesh.

Right Screenshot (Add New User Form):

- Header: CTC logo.
- Section: **Add New User**
- Fields: District*, Name*, Mobile No.* (with +91 country code), Email ID, Pincode, Address.
- Buttons: **SAVE** (orange) and **RESET** (grey).

c. After Logging in, the home screen will show like this as below.



Pending Centers (click Tab to see centers added)

Pending Centers are testing centers added by field user which have not been approved by District

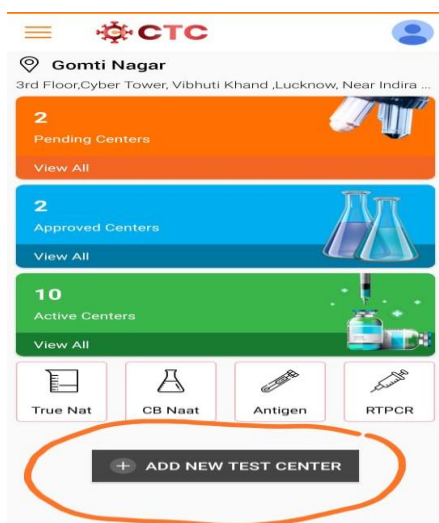
Approved Centers (click Tab to see centers added)

Approved Centers are testing centers which have been added by field user and District Admin has filled rest of details of Testing Center (Timing, test type, weekly day off). Only after this will the District Admin approve the center.

Active Centers (click to see centers added)

Active Centers are Testing Centers which after approval from District Admin will be activated by him/her. Only after activation will the Covid Testing Centers will show on the Mera Kovid Kendra User App.

3. For adding new Centre, click on the 'ADD NEW TEST CENTRE' on the bottom center of the mobile screen.



- a. After clicking 'ADD NEW CENTRE', a new window will open with the default Map view and default address details already filled out. Fill the details including Name, address, Pincode, City, Mobile and Landline number of the Testing Centre. The address details that are filled in, will automatically get converted into Hindi at the same time below.

← CTC

Latitude* 26.8686042 Longitude* 81.0067133

Building/Test Center Name*
test Covid Centre

भवन / परीक्षण केंद्र का नाम *
परीक्षण कोविड केंद्र

Address/Location*
.Bangla gali

पता / स्थान *
बंगला गली

PinCode
226010

City
Lucknow

शहर
लखनऊ

Mobile Number

Std Code LandLine

- b. Click the Maximize button on the Google Map. Use this to move the red dot on the exact location of the testing center.

← CTC

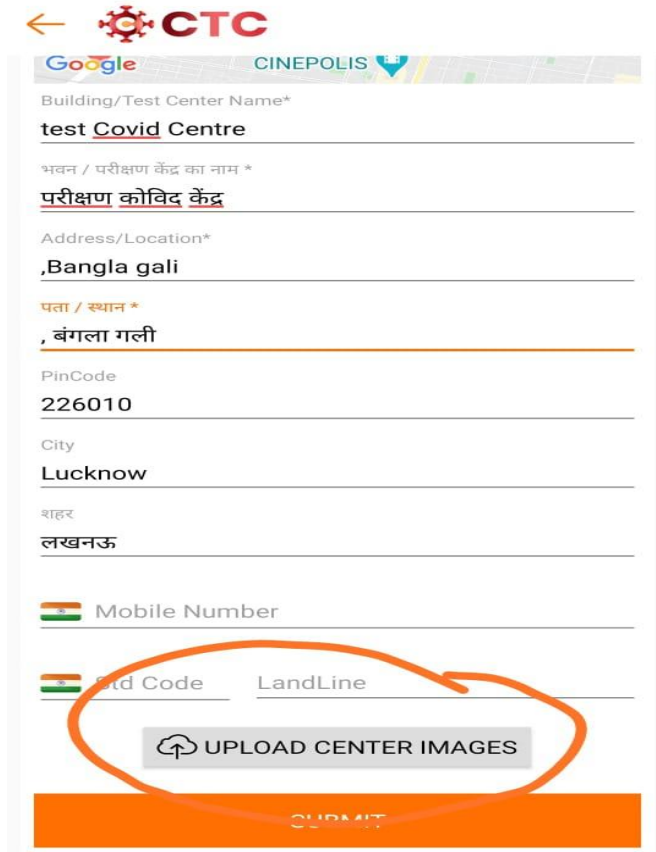
Latitude* 26.8686042 Longitude* 81.0067133


Building/Test Center Name*
3rd Floor,Cyber Tower,

Choose your location

Map showing location in Lucknow with a red pin and a magnifying glass icon circled in orange.

- c. In order to take pictures of the Test Centre by click, "UPLOAD CENTER IMAGES" on the center bottom of the screen.



←  CTC

Google CINEPOLIS

Building/Test Center Name*
test Covid Centre

भवन / परीक्षण केंद्र का नाम *
परीक्षण कोविद केंद्र


Address/Location*
,Bangla gali


पता / स्थान *
, बंगला गली


PinCode
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City
Lucknow

शहर
लखनऊ

 Mobile Number

 Std Code LandLine

 **UPLOAD CENTER IMAGES**

SUBMIT

- d. Once all details have been filled and confirmed, press Submit button.

Once Test Centre is added by Field Level User, more details of test center will be added by District Admin and approved. Once they are activated at District Admin Level, only then will they show on the MERA COVID KENDRA USER APPLICATION