

# End User Training Manual – Emergency Response teams

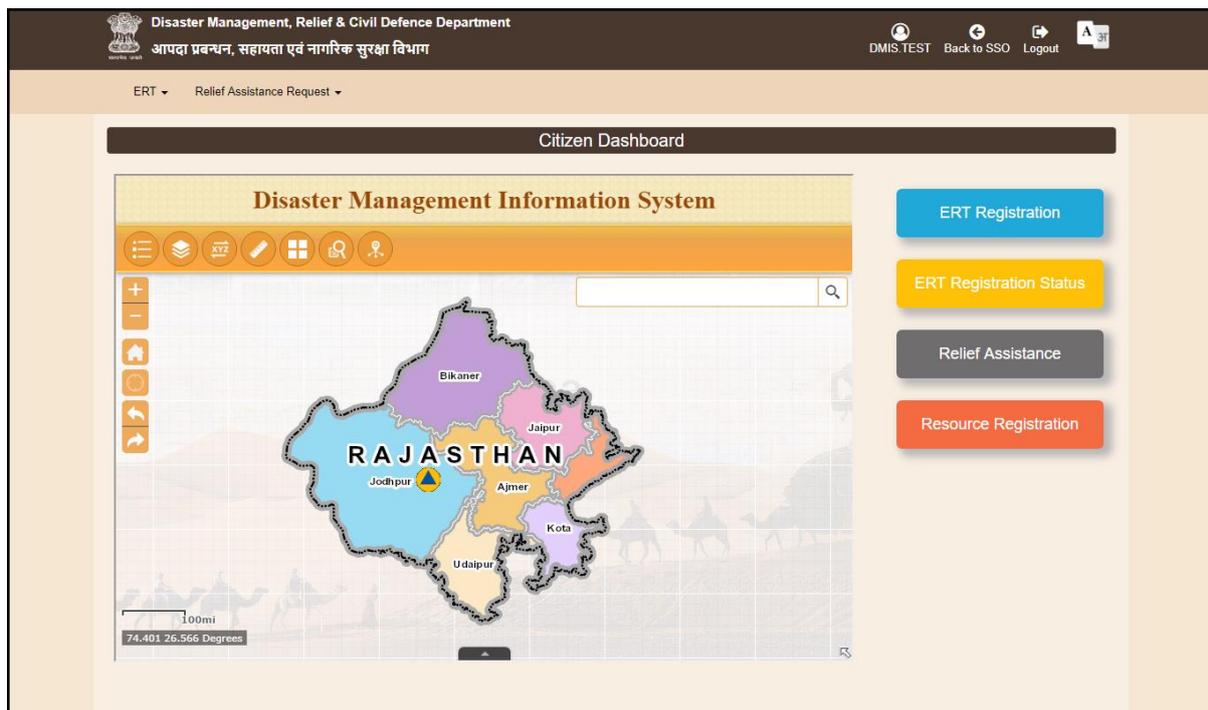
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## Introduction -

Disaster Management and relief department allows the citizen user to submit application for registration under various relief activities which enables citizens to provide their service's during the disaster. When the citizen user will be registered in the application, he could be located and communicated for disaster in his nearby location. The department can send information to the registered citizen user to provide relief services during the disaster. The citizen user can submit the registration for more than one service, for which he would be offering his services.

To submit the registration, the user has to login through the SSO id. When the user login through SSO and selects DMIS icon on SSO, the following view appears at the login of user:

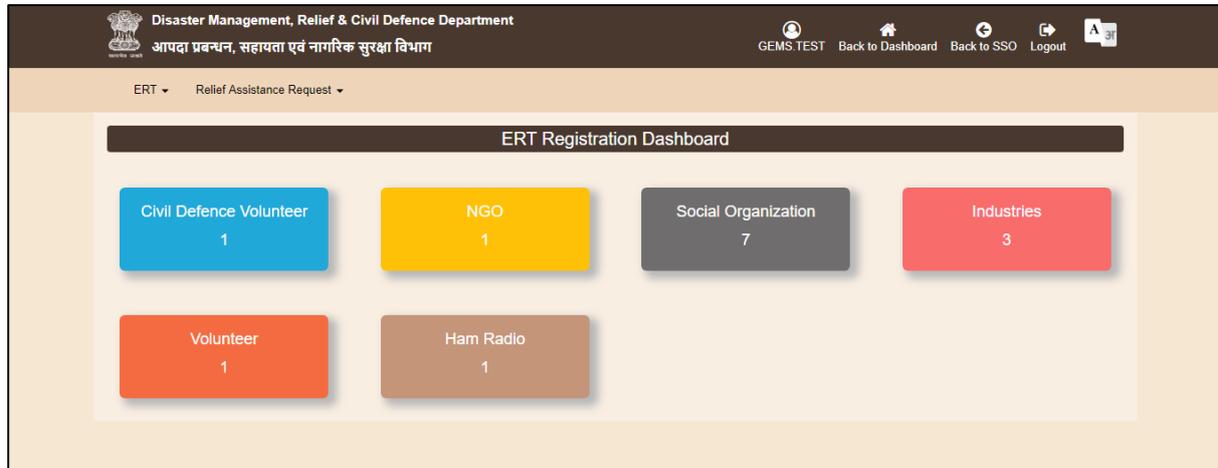


To submit the registration under different activities the user has to click on “ERT registration”

( [ERT Registration](#) ) the user clicks on ERT registration then the user can view the form to submit registration.

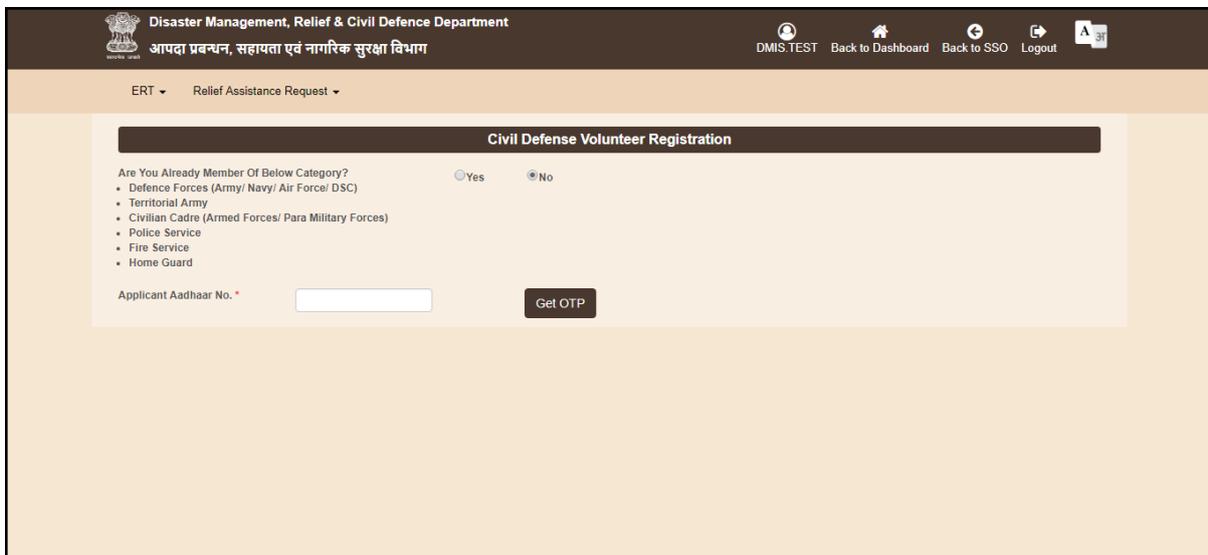
## ERT Registration Dashboard.

Following is the dashboard shown at the landing page of ERT registration.



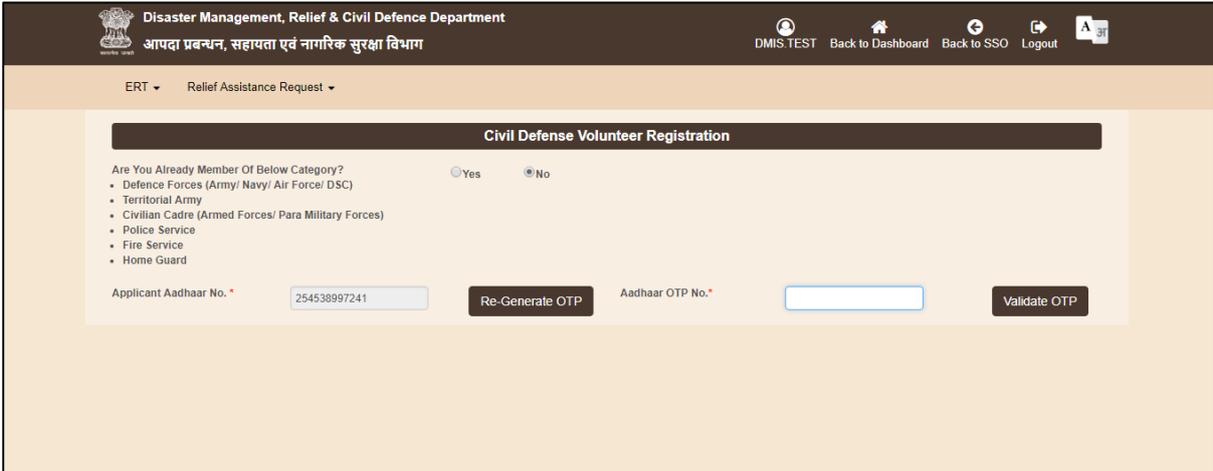
### 1. Civil Defence Volunteers

**Step 1:** When the user selects civil defence volunteer form the following, The following screen is shown at the login of user:



**Step 2:** When the user selects “NO” in the shown question only then Aadhaar no tab gets active, else the user will not get the option to get OTP. When the user enters the valid Aadhaar no and click on the Get OTP button, one-time password message will be sent on the registered Aadhaar mobile no. and a tab to enter one-time password also get enable.

The interface to validate Aadhar no. is as below:



The screenshot shows the 'Civil Defense Volunteer Registration' form. At the top, it identifies the 'Disaster Management, Relief & Civil Defence Department' and 'आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग'. The user is logged in as 'ERT' and is viewing a 'Relief Assistance Request'. The form asks 'Are You Already Member Of Below Category?' with radio buttons for 'Yes' and 'No'. The categories listed are: Defence Forces (Army/ Navy/ Air Force/ DSC), Territorial Army, Civilian Cadre (Armed Forces/ Para Military Forces), Police Service, Fire Service, and Home Guard. Below this, there is a field for 'Applicant Aadhaar No.' containing '254538997241', a 'Re-Generate OTP' button, a field for 'Aadhaar OTP No.', and a 'Validate OTP' button.

**Step 3:** Once the user validates the Aadhaar no the following registration form shown at the login of user for the registration. In the registration form the details like user name, Date of Birth, Age and gender is shows as given in Aadhar card and the details are non-editable.


**Disaster Management, Relief & Civil Defence Department**  
 आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग
 

 DMIS.TEST  
  Back to Dashboard  
  Back to SSO  
  Logout  
 

ERT ▾ Relief Assistance Request ▾

**Civil Defence Volunteer Registration**

Are You Already Member Of Below Category?  Yes  No

- Defence Forces (Army/ Navy/ Air Force/ DSC)
- Territorial Army
- Civilian Cadre (Armed Forces/ Para Military Forces)
- Police Service
- Fire Service
- Home Guard



Applicant Aadhaar No. \*

**Personal Detail**

Volunteer Name <input type="text" value="Devansh Gupta"/>	Father's / Husband's Name * <input type="text"/>
Date Of Birth * <input type="text" value="16/09/1990"/>	Age (In Years) <input type="text" value="28"/>
Gender <input type="text" value="Male"/>	Marital Status * <input type="text" value="Select"/>
Nationality * <input type="text" value="Select"/>	In Which Fields You Want To Provide Your Services? * <input type="text" value="None selected"/>

**Language Known**

Language <input type="text" value="Select"/>	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="button" value="Add Language"/>
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**Geo-Location Details**

District Name * <input type="text" value="Select"/>	Rural / Urban Area * <input type="text"/>
City Name * <input type="text"/>	Ward No. <input type="text"/>
Panchayat Samiti * <input type="text"/>	Gram Panchayat * <input type="text"/>
Village Name * <input type="text"/>	House / Plot / Flat No. * <input type="text"/>
Street / Colony Name * <input type="text"/>	

**Medical Details**

Are you physically fit? <input type="radio"/> Yes <input checked="" type="radio"/> No	Blood Group * <input type="text" value="Select"/>
Identification Of Birthmark * <input type="text"/>	

**Contact and Other Details**

Mobile No. * <input type="text"/>	Educational Qualification * <input type="text" value="Select"/>
Specialization <input type="text" value="None selected"/>	Driving License <input type="text" value="None selected"/>
Vehicles Owned <input type="text" value="None selected"/>	

**Are You A Ex-Service Person (Defence Services/ Para Military Forces/ NDRF/ SDRF)**

Do You Belong To The National Volunteer From NCC/Scouts  Yes  No

Civil Defence Service Preferences \*

Select Your Availability For Volunteer Duty Days * <input type="text" value="None selected"/>	Select Your Availability For Volunteer Duty Hours Per Day * <input type="text" value="1"/>
---	--

**Employment Details**

Employment / Business Type \*

**Step 4:** The user has to fill the all required detail for Civil Defence Volunteer registration under different sections.

**Personal detail:** In personal detail section, the detail provide on Aadhaar card will show in filled form. The user has to enter fathers name and has to select single or multiple fields to provide service.

**Language Section:** Similarly in language section, the user has to add languages. The user can add more than one language, if the user knows more than one language.

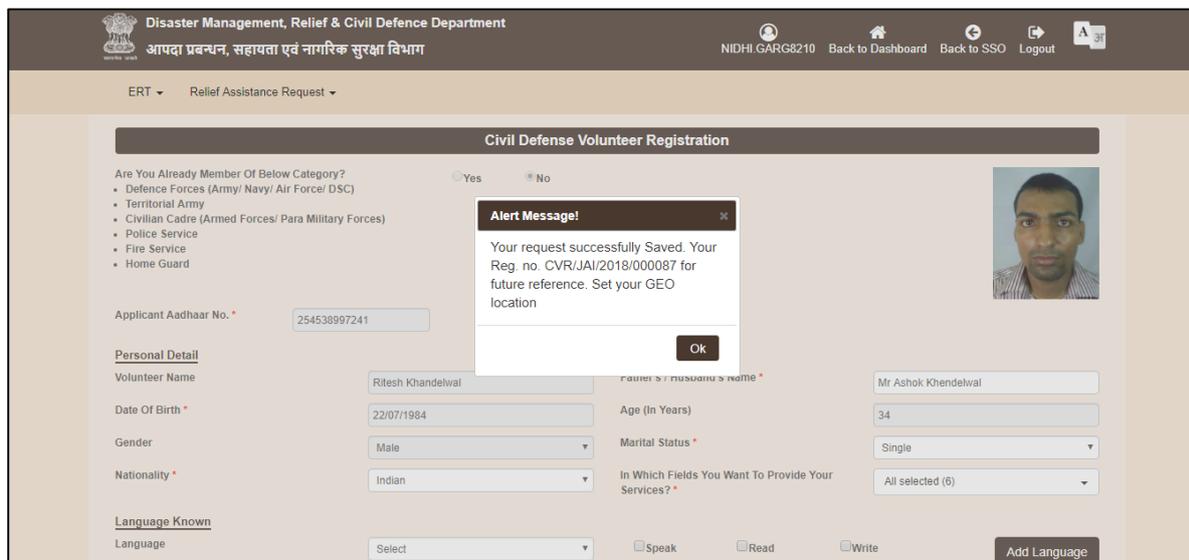
**Geolocation detail section:** This section allows the user to add the location detail of the user so that the location of the user can be registered on GIS.

**Medical Detail:** To provide the service as civil defence volunteer, the medical fitness of user is must. This section is to have the medical detail of the registered user. If the user selects “NO” in physical fit radio button, a tab to enter disease name get enable.

**Employment detail:** On selection of Employment/ Business type the required field get enables like employer name, location etc.

Once the user enters the all required detail user has to click on the Submit request button at the end of the page to submit request.

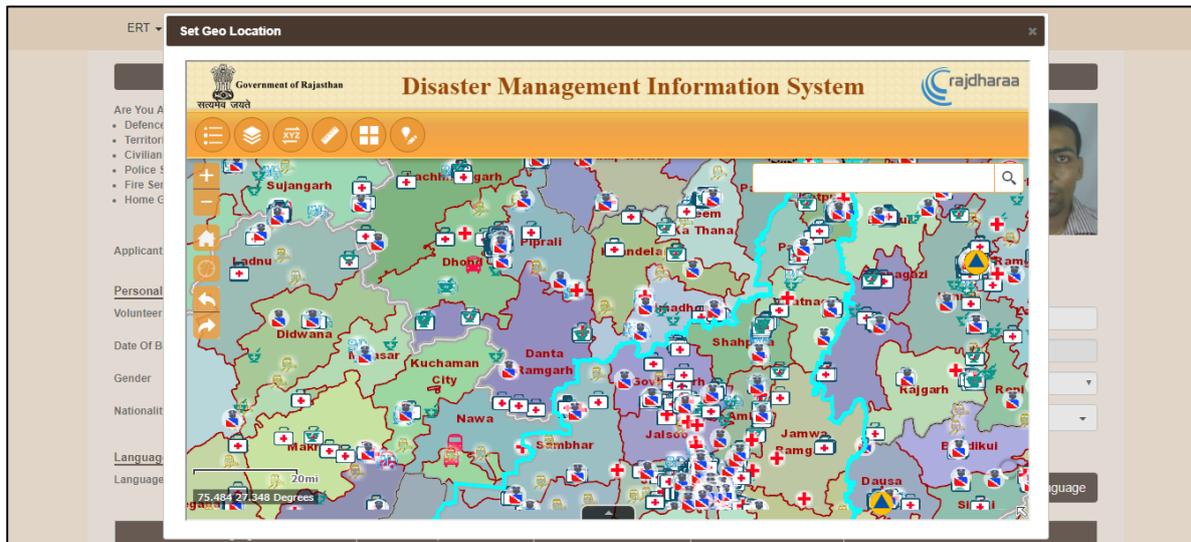
**Step 5:** When the user submits the registration form, the user gets an alert message to mark the location on GIS. The interface of alert message is as below:



When the user clicks on the “Ok” button on the alert message, the user redirect on the GIS map.

**Step 6:** The user has to mark the location on GIS. The geo location selected in registration form will show in blue circle on GIS map. The user has to put the pin on the correct location. When the user places the pin on geographic location, the selected location detail will be shown on the editor of the map, and by clicking on the save button on the editor the location of the user will be saved successful. A confirmation message is also shown and the registration by the citizen user gets completed.

The interface of location save is as below:



On GIS map, the user also has a search option to search the location on map. Symbols for each registration type is different. Once the user submits the registration form and mark location on GIS, the registration form will be forwarded for approval to the disaster management department user. Only after approval from department, his location would be visible on GIS map.

## 2. NGO Registration

NGO's also provide their services during the disaster in different specialization. Disaster management and relief department allow the NGO user to register in DMIS to provide the services during the disaster.

**Step 1:** For NGO registration, the user has to validate Aadhaar no same as civil defence registration. The user has to enter the Aadhaar no of the NGO owner.

**Step 2:** when the user enters the valid Aadhaar no, the user gets one-time password on the registered mobile no. by click on Get OTP button. The following interface is shown to enter the one-time password:

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NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

**NGO Registration**

Chief Officer's Aadhaar Number: 243315182601  Aadhaar OTP No.\*

**Step 3:** Once the user enters the one-time password and validate OTP, the following form is displayed to the user to fill the details:

Disaster Management, Relief & Civil Defence Department  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

DMIS.TEST Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

**NGO Registration**

Chief Officer's Aadhaar Number: 853499045387

**NGO's Details**

Organization Name\*  Registration Number\*   
 Organization Type\*  Working Area\*   
 Telephone Number  E-Mail   
 Likely available manpower during disaster\*

**NGO Officer Detail**

Name of ED\*  Mobile No.\*   
 E-Mail

**Geographical Details**

District Name\*  Rural / Urban Area\*   
 City Name\*  Ward No.   
 Panchayat Samiti\*  Gram Panchayat\*   
 Village Name\*  Office Address\*

**Office Bearers Details**

Name	Designation	Mobile No.	E-Mail	Aadhaar No.	Action
<input type="text"/>	<input type="button" value="Add"/>				

**Role During Disaster**

Preferred Roles During Disaster\*

**NGO's Detail:** The user has to enter the NGO details like NGO name, NGO registration no, NGO contact detail. The user has to select the working fields of NGO. While registration, the user can select multiple working fields of NGO.

**NGO Officers detail:** In this section, Name of ED will fill automatically on Aadhaar verification. The user has to enter contact no and e-mail details.

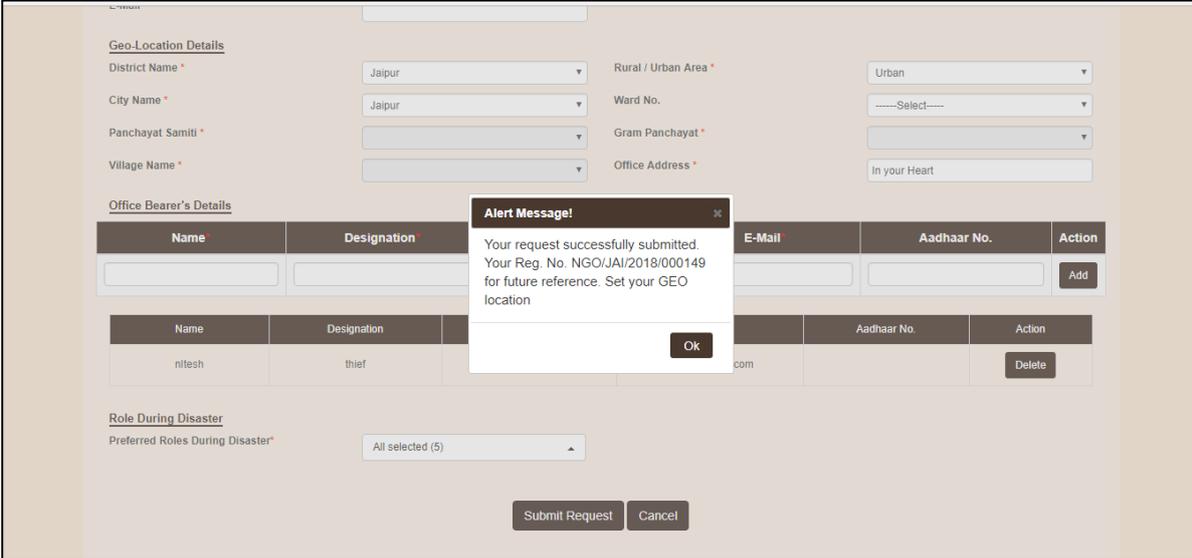
**Geographic Detail:** This section allows the user to enter the location details like district, state, city/village, ward of the user so that the location of the user can be marked on GIS.

**Officer Bearers Detail:** In this section, the user has to enter the NGO officers detail like name, designation, mobile no, e-mail and Aadhaar no. The user can add multiple officers’ details of NGO.

**Role during disaster:** In this section, the user has to select the role that the NGO performs during the disaster. The user can select multiple roles during registration.

Once the user enters all the require detail, the user has to submit the registration form by click on the submit request button provide at the end of the page.

**Step 3:** when the user submit the registration form, an alert message is shown to tag the location on GIS. The following interface shows alert message. By click on the “Ok” button on the alert message, the user redirect on the GIS map.



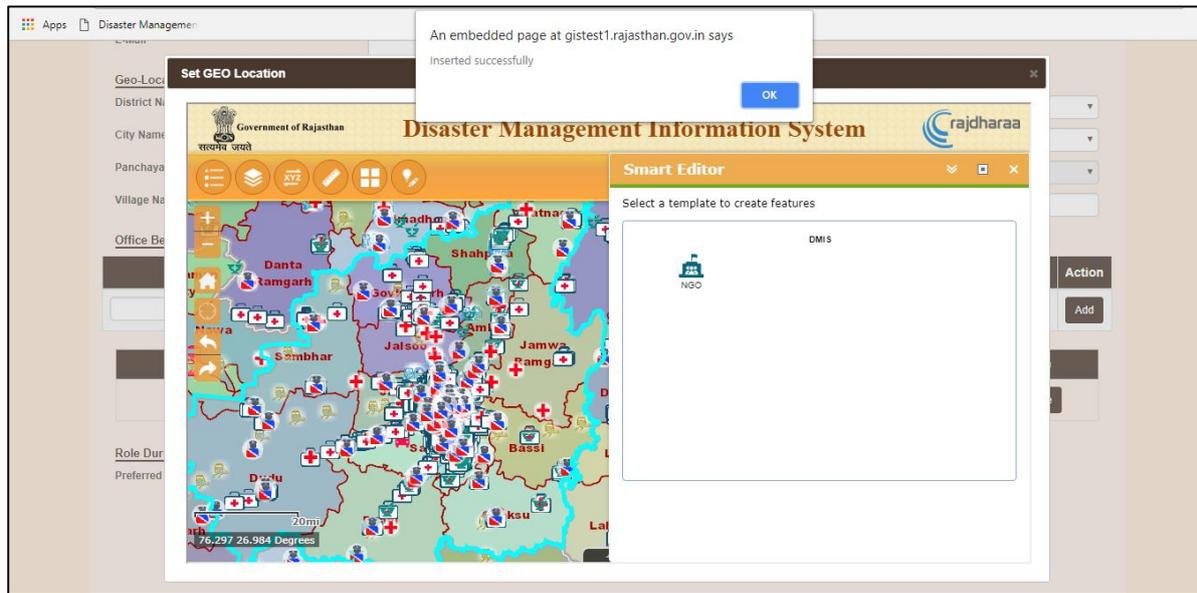
The screenshot shows a registration form with the following sections:

- Geo-Location Details:** Includes dropdowns for District Name (Jaipur), City Name (Jaipur), Panchayat Samiti, and Village Name. It also has fields for Rural / Urban Area (Urban), Ward No., Gram Panchayat, and Office Address (In your Heart).
- Office Bearer's Details:** A table with columns for Name, Designation, E-Mail, Aadhaar No., and Action. An 'Add' button is present.
- Role During Disaster:** A section for Preferred Roles During Disaster, currently showing 'All selected (5)'.
- Buttons:** 'Submit Request' and 'Cancel' buttons at the bottom.

An **Alert Message!** dialog box is overlaid on the form, containing the text: "Your request successfully submitted. Your Reg. No. NGO/JAI/2018/000149 for future reference. Set your GEO location". An 'Ok' button is visible on the dialog.

**Step 4:** The user has to mark the location on GIS. The geo location selected in registration form will be shown in blue circle on GIS map. The user has to put the pin on the correct location. When the user places the pin on geographic location, the selected location detail will be shown and the user can save the entered location. A confirmation message will be shown and registration of the user gets completed.

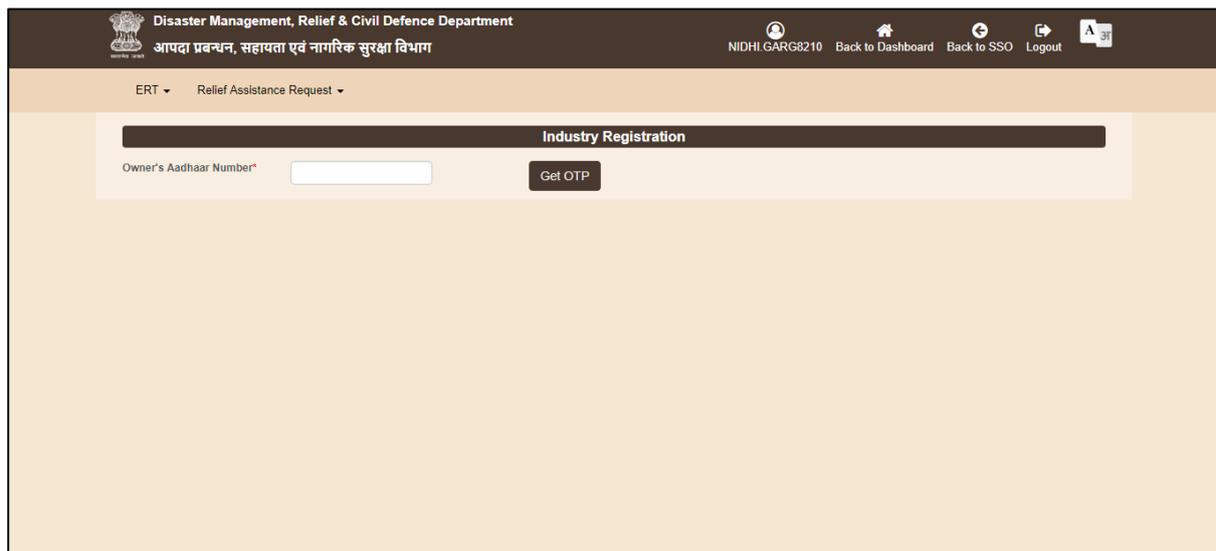
The interface of location save is as below:



### 3. Industries Registration

The disaster causes loss of life, damage of building, social and economic effect etc. Industries like food industries, clothes etc. can also contribute during the disaster. The industries registration allows the DMRD user to have information about the location of the different industries so that the department can directly contact to the industries in case of any assistance needed in disaster.

**Step 1:** The industry registration also starts with the Aadhaar card validation. The interface of the Aadhaar submission is as below:



**Step 2:** when the user enters the valid Aadhaar no and click on “Get OTP” button one-time password is sent on registered mobile no. The interface of one-time password validation is as below:

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NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

**Industry Registration**

Owner's Aadhaar Number\* 243315182601 Re-Generate OTP Aadhaar OTP No.\* Validate OTP

**Step 3:** When the user validates the Aadhaar number, the user has to submit the registration form. The interface of registration form is shown below:

Disaster Management, Relief & Civil Defence Department  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

**Industry Registration**

Owner's Aadhaar Number\* 243315182601

**Industry Details**

Industry Name\* Industry Type\* Select

Enterprises\* Select Telephone No.

Office E-Mail\* Number Of Managers

Number Of Supervisors Number Of Other Staff

Whether The Onsite/ Offsite Plan Is Approved By Competent Authority?  Yes  No Whether Security Mockdrill Has Been Done?  Yes  No

Hazardous Raw Material Used In Industry None selected Likely Available Manpower During Disaster\*

**Owner Details**

Owner/ CEO Name\* Nidhi Garg Mobile No.\*

E-Mail\*

**Emergency Contact Details**

Name	Designation*	Mobile	E-Mail	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

**Geo Location Details**

District Name\* Select Rural / Urban Area\* Select

City Name\* Ward No.

Panchayat Samiti\* Gram Panchayat\*

Village Name\* Industry Address\*

Submit Cancel

**Industry Detail:** The user has to enter the industry name, industry type, enterprise detail, contact detail of industry etc.

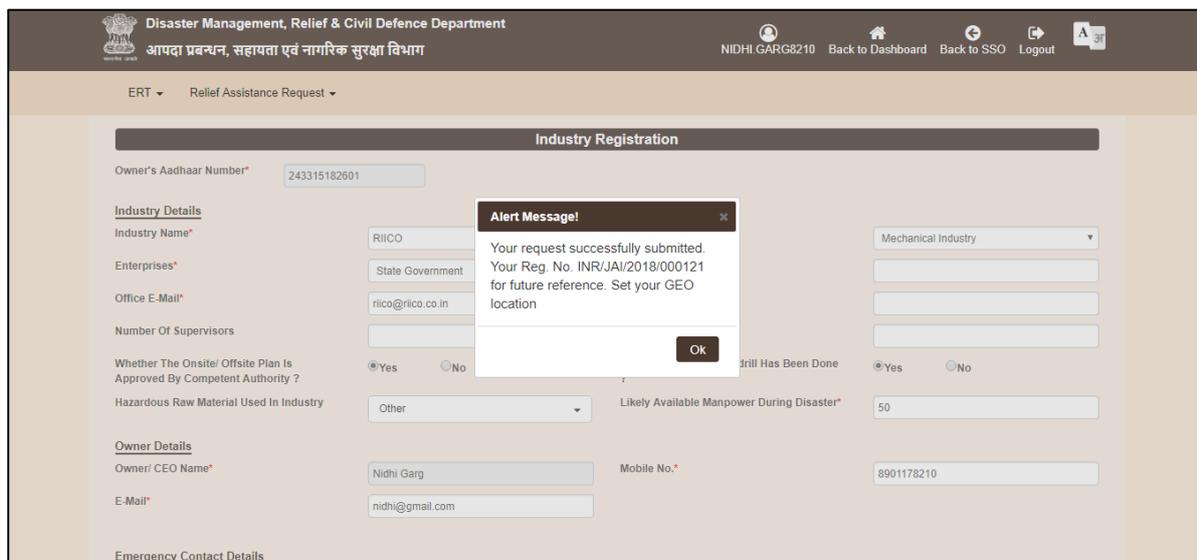
**Owner Detail:** The Owner/CEO name is fetched from the entered Aadhaar no. The name, which is on validated Aadhaar no shows in owner/ CEO name in non-edit mode. The user has to provide owner mobile no and e-mail id.

**Emergency Contact detail:** in this section, the user has to provide the detail of user that can be contacted at the time of emergency. The user can multiple records in this section by click on add button after adding the detail of officer.

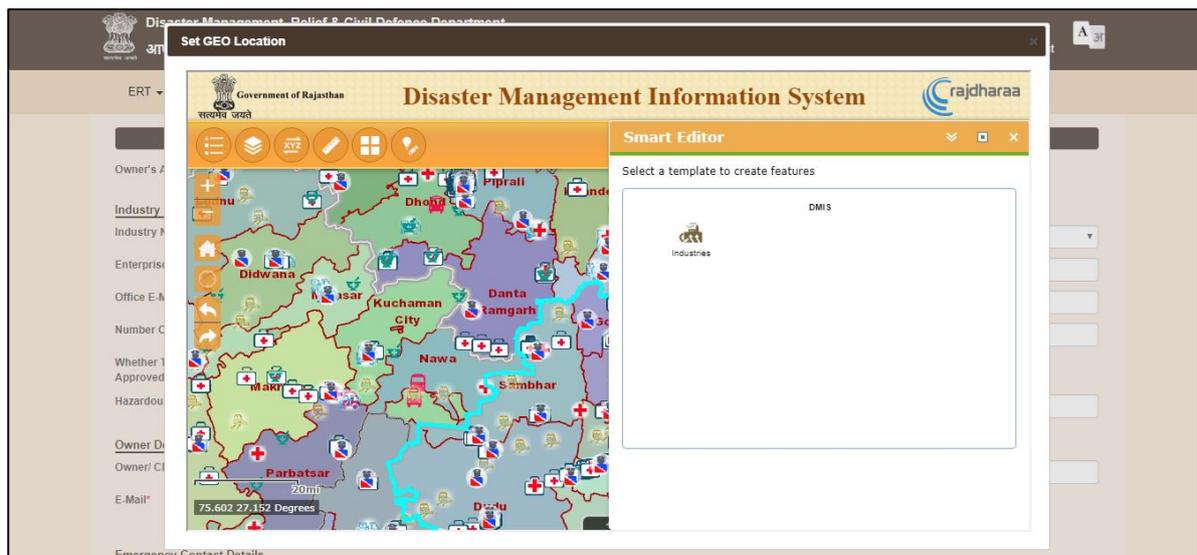
**Geo location detail:** This section allows the user to add the location detail like district, state, city/village, ward of the user, so that the location of the user can be marked on GIS.

When the user enters the all required detail, the user has to click on the “Submit” button provide at the end of the page.

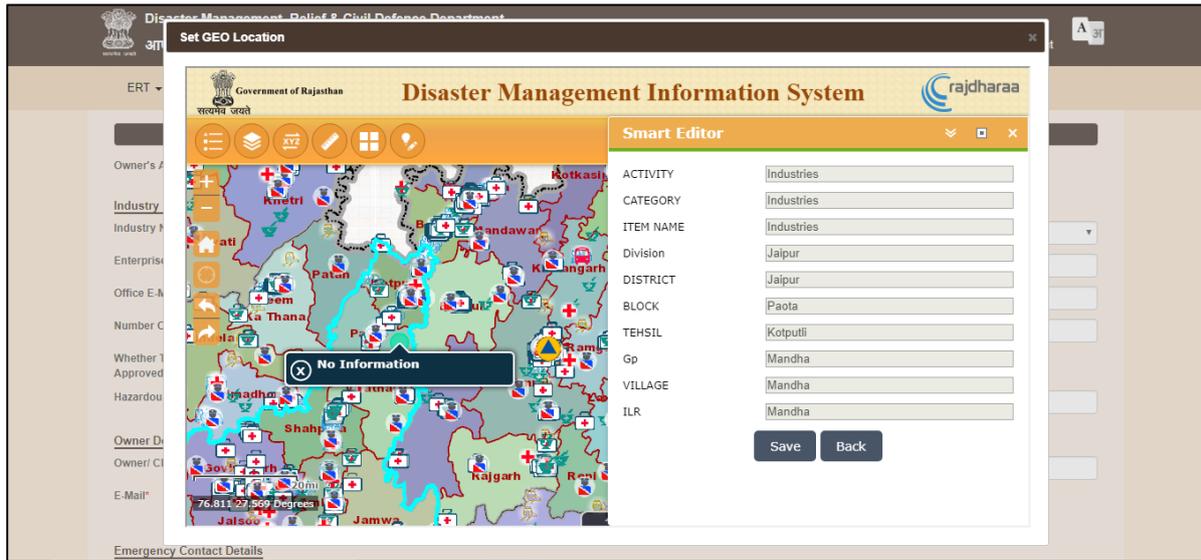
**Step 4:** When the user clicks on the submit button the user get the alert message to save the location on GIS map. The interface of alert message is as:



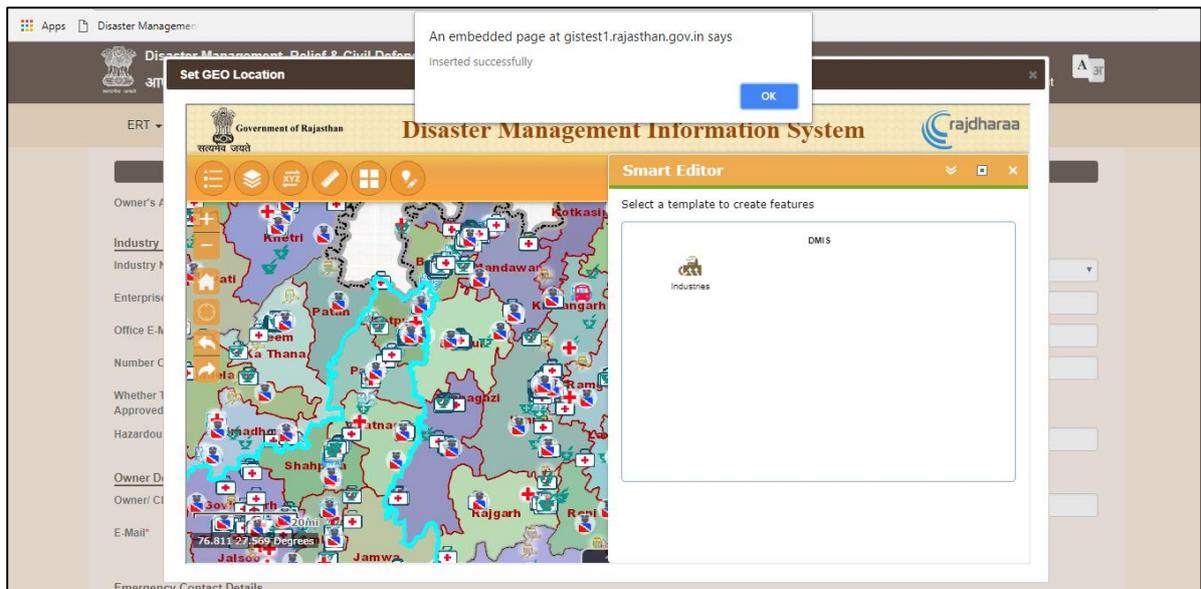
**Step 5:** When the user clicks on the “Ok” button on alert message the user is redirected to GIS map as shown below. The geo location added in the registration form is shown in blue circle.



**Step 6:** The user has to select the pin from the smart editor and place on the correct location on the GIS map to indicate the location on GIS. When the user places the pin on the location the details is shown in editor. The interface is as below:



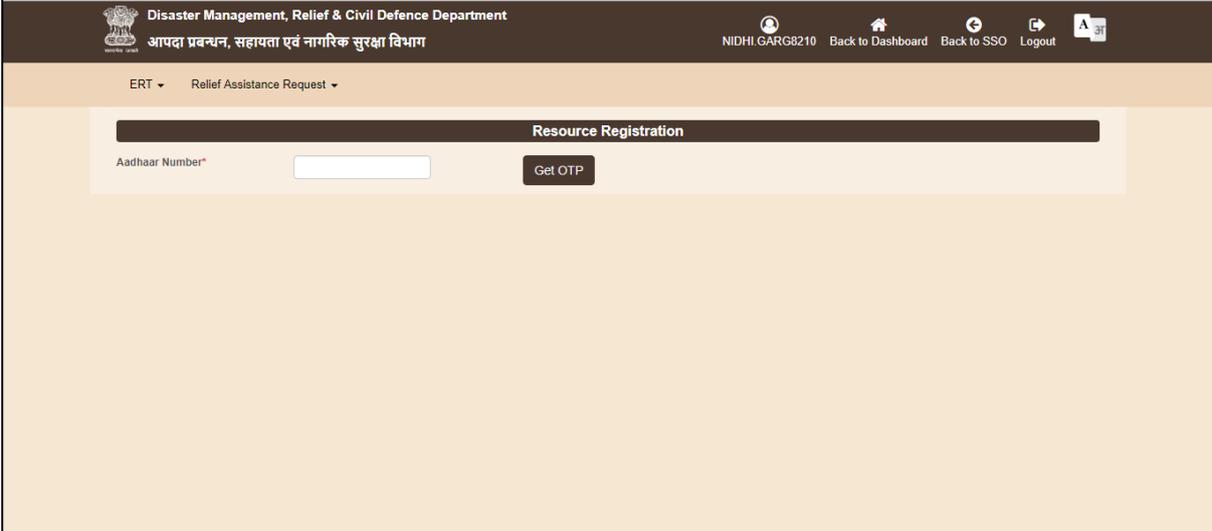
**Step 7:** When the user clicks on the save button in the smart editor the location of the user get saved on the GIS and user gets the confirmation message for successful saving of the registration form and location on GIS.



When the user clicks on the ok button of the confirmation message the user is redirected back to the home page of the application.

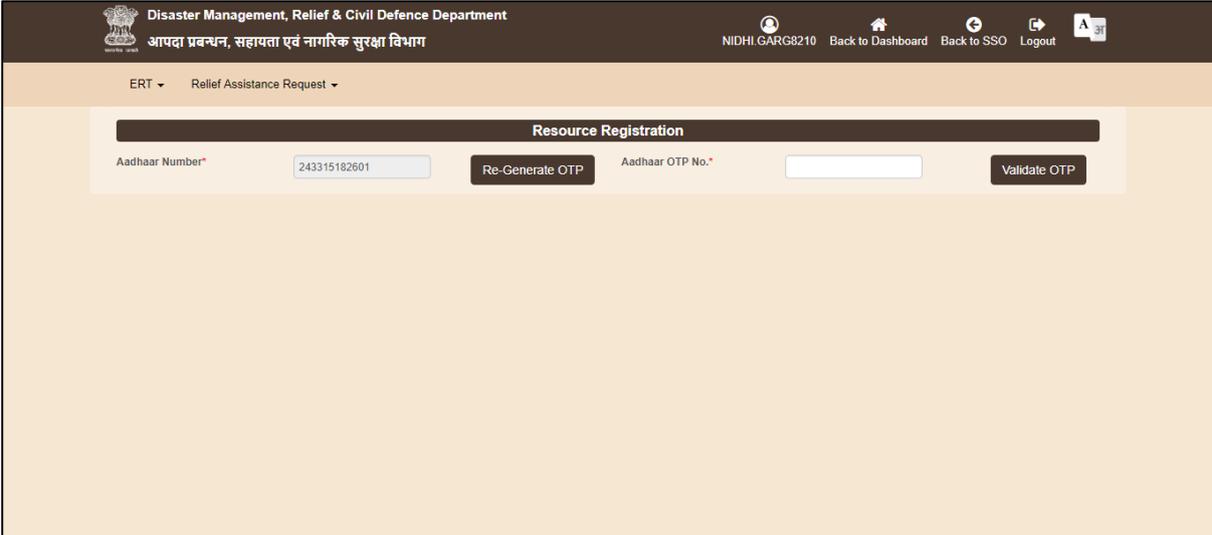
## 4. Resource Registration

**Step 1:** The registration of resource starts with the validation of Aadhaar no. The user has to enter the Aadhaar number. The interface to enter Aadhaar no is shown below:



The screenshot shows the 'Resource Registration' form. At the top, there is a header for 'Disaster Management, Relief & Civil Defence Department' with the Hindi text 'आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग'. The user's ID 'NIDHI.GARG8210' and navigation links 'Back to Dashboard', 'Back to SSO', and 'Logout' are visible. Below the header, there is a breadcrumb 'ERT > Relief Assistance Request >'. The main form area is titled 'Resource Registration' and contains a single input field labeled 'Aadhaar Number\*' and a 'Get OTP' button.

**Step 2:** When the user enters the Aadhaar number, he gets one-time password on the registered mobile no. by click on the Get OTP button. The interface to enter one-time password is as below:



The screenshot shows the 'Resource Registration' form after the user has entered their Aadhaar number. The 'Aadhaar Number\*' field now contains the value '243315182601'. A 'Re-Generate OTP' button is positioned next to the input field. To the right, there is a new input field labeled 'Aadhaar OTP No.\*' and a 'Validate OTP' button.

**Step 3:** once the user validates the Aadhaar no by entering one-time password received on registered mobile no. the registration form is shown as below:

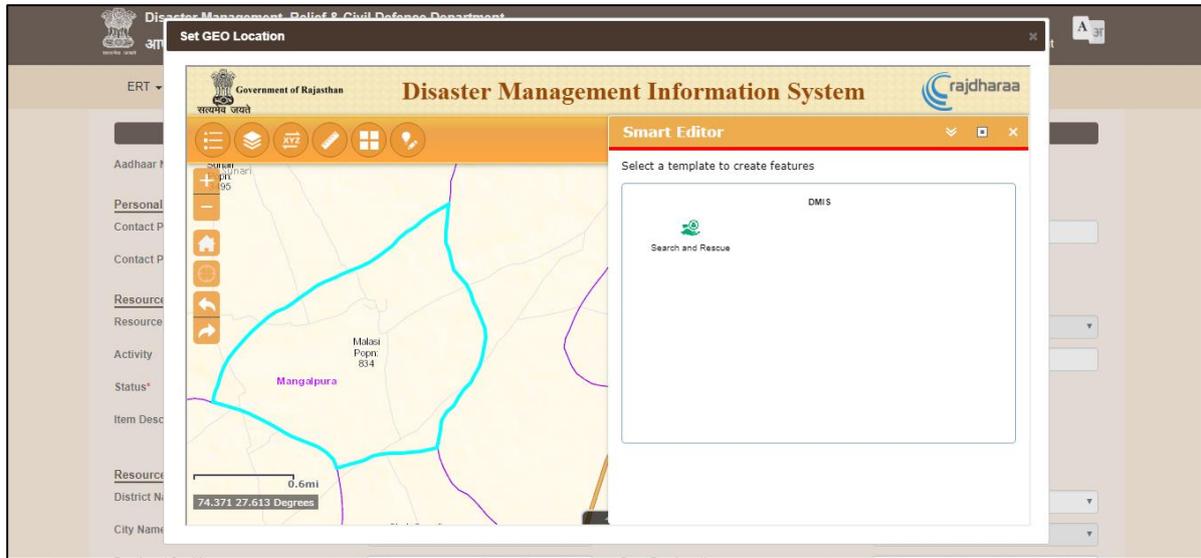
**Personal detail:** In this section, contact person name is fetched from the Aadhaar no entered. The user has to enter the e-mail id and mobile no of the contact person.

**Resources Detail:** In this section, the user provides the detail of all the resources which can be provided during the disaster. User can also enter the resource name, category and activity.

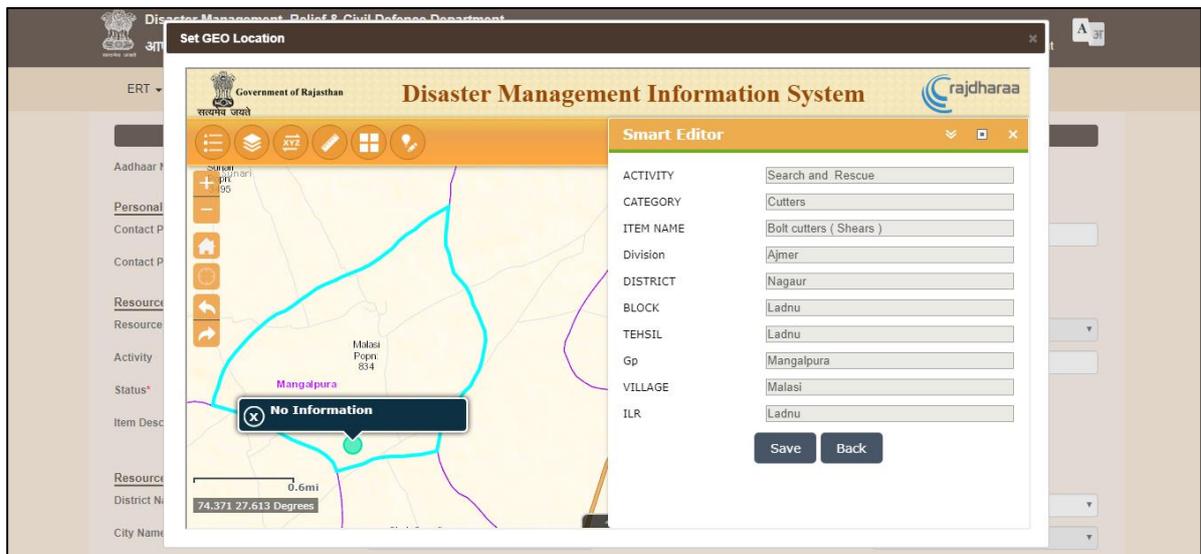
**Resource location detail:** Resource location detail is the geographic detail of the resource. The user has to select district name, City, ward no, panchayat samiti etc. The selection of the city, ward, panchayat samite, village name depends on the selection of rural/ urban area selection.

**Step 4:** once the user enters the all require detail the user has to click on the submit button to submit the form. On registration form submission the user gets the alert message to mark the location on GIS. The interface of alert message is as below:

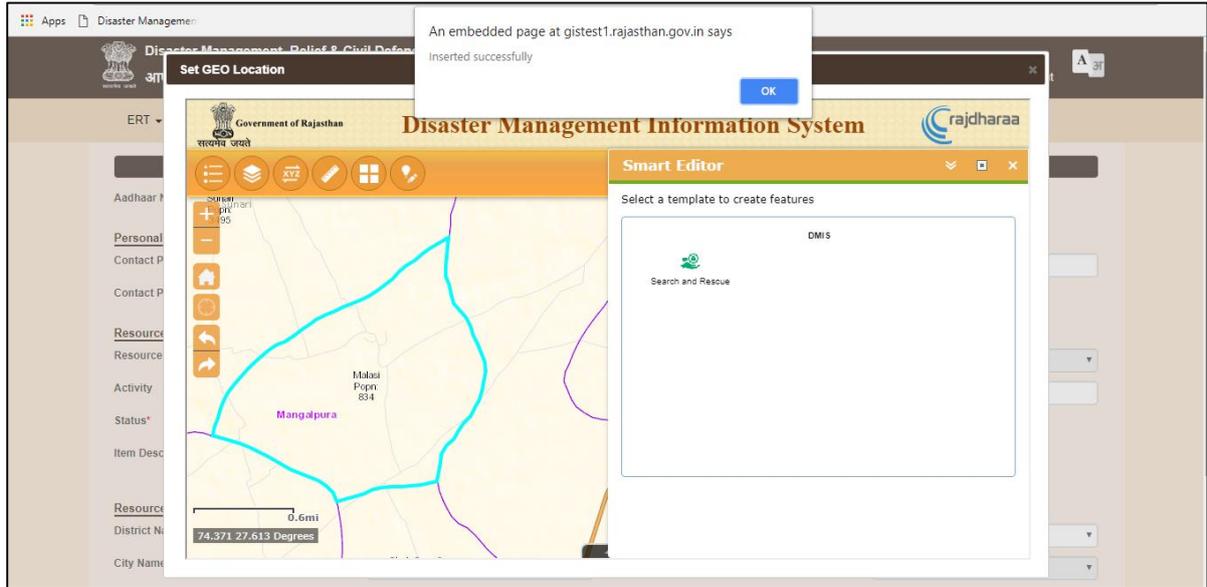
**Step 5:** When the user clicks on the Ok button, the alert message the user is redirected on the GIS map with added geolocation in blue circle as shown below:



**Step 6:** When the user places the pin on his location on GIS, the detail of location shows in smart editor. If the user finds the location detail is not correct, the user can move the pin on GIS. The interface of location detail is as below:



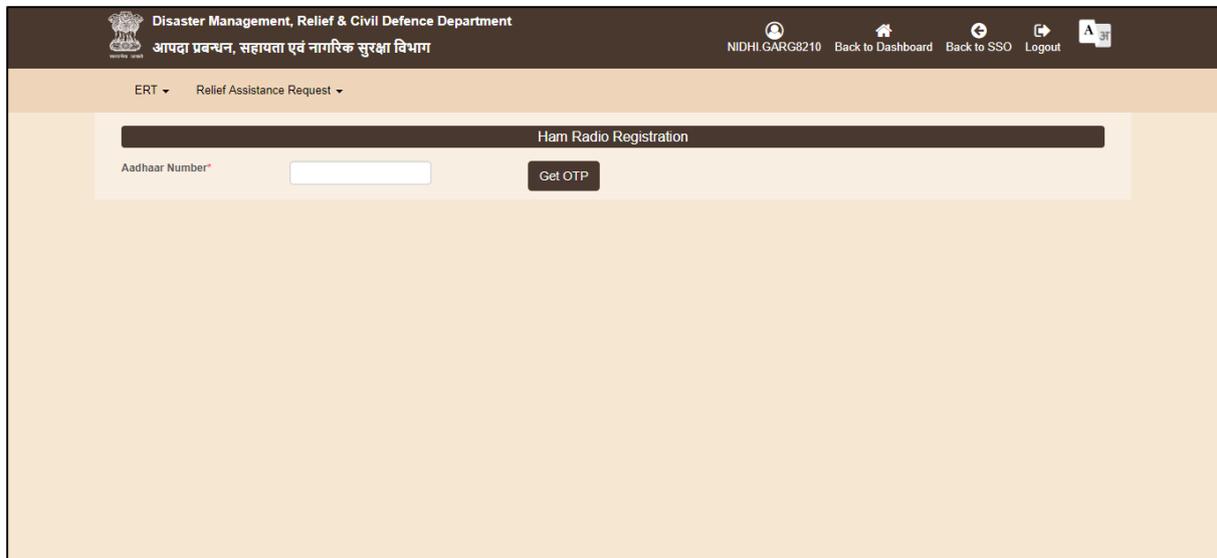
**Step 7:** Once the user gets the correct location, the user has to click on the save button provided in smart editor. On saving the location, the user gets the confirmation message of successful saving of the location on GIS. The interface is as below:



On successful saving of the location on GIS, the user is redirected back to dashboard. The information added by the user save in database of department and can be used further when required.

## 5. Ham Radio registration

**Step 1:** Same as other emergency response registration, Ham radio registration also start with the Aadhaar no validation. The interface to enter Aadhaar no is as below:



**Step 2:** When the user enters the Aadhaar no and click on get OTP, the user gets one-time password on the registered mobile no. the interface to enter one-time password is as below:

The screenshot shows the 'Ham Radio Registration' page. At the top, there is a header for 'Disaster Management, Relief & Civil Defence Department' with the Hindi text 'आपदा प्रवन्धन, सहायता एवं नागरिक सुरक्षा विभाग'. The user's name 'NIDHI.GARG8210' and navigation links are visible. The main content area has a breadcrumb 'ERT > Relief Assistance Request >'. The registration form is titled 'Ham Radio Registration' and contains the following fields and buttons:

- Aadhaar Number\*: 243315182601
- Re-Generate OTP button
- Aadhaar OTP No.\*: (empty field)
- Validate OTP button

**Step 3:** when the user validates the Aadhaar no by entering the received one-time password the user gets the registration form which is as below:

The screenshot shows the 'Ham Radio Registration' page after successful OTP validation. The form is titled 'Ham Radio Registration' and contains the following sections and fields:

- Aadhaar Number\*:** 243315182601
- Registration Detail:**
  - Name: Nidhi Garg
  - E-mail\*: (empty field)
  - Date Of Birth: 11/07/1994
  - Mobile Number\*: (empty field)
  - ASOC Type\*: Select
  - Call Sign\*: (empty field)
  - Are You Member Of Club/ Society/ Organization?\*:  Yes  No
  - Employment Type: Select
  - User Image: (User photo)
  - License Number\*: (empty field)
  - Blood Group\*: Select
  - Educational Qualification\*: Select
  - Equipment Frequency\*: Select
- Geo-Location Details:**
  - District Name\*: Select
  - City Name\*: (empty field)
  - Panchayat Samiti\*: (empty field)
  - Village Name\*: (empty field)
  - Rural / Urban Area\*: (empty field)
  - Ward No.: (empty field)
  - Gram Panchayat\*: (empty field)
  - Address\*: (empty field)

At the bottom, there are two buttons: 'Submit Request' and 'Cancel'.

**Registration Section:** In this section name and date of birth is fetched from the Aadhaar number. The user enters details like mobile no, e-mail id, blood group, education qualification, equipment frequency etc.

**Geo location detail:** In this section, the user has to provide the location details like district name, city or village name, panchayat samiti, gram samiti etc.

**Step 4:** Once the user enters the all required details then the user has to click on the submit request button provided at the end of the page. When the user submits the request, the user gets the alert message to set the location on GIS. The interface is shown below:

**Registration Detail**

Name: Nidhi Garg      User Image: 

E-mail: abc@gmail.com

Date Of Birth: 11/07/1994

Mobile Number: 9768648679

ASOC Type: Restricted      License Number: gdfgeyrt26735

Call Sign: yutyry

Are You Member Of Club/ Society/ Organization?  Yes  No

Employment Type: Select

**Geo-Location Details**

District Name: Jaipur

City Name:

Panchayat Samiti: Amber

Village Name: Kankrel

Ward No.:

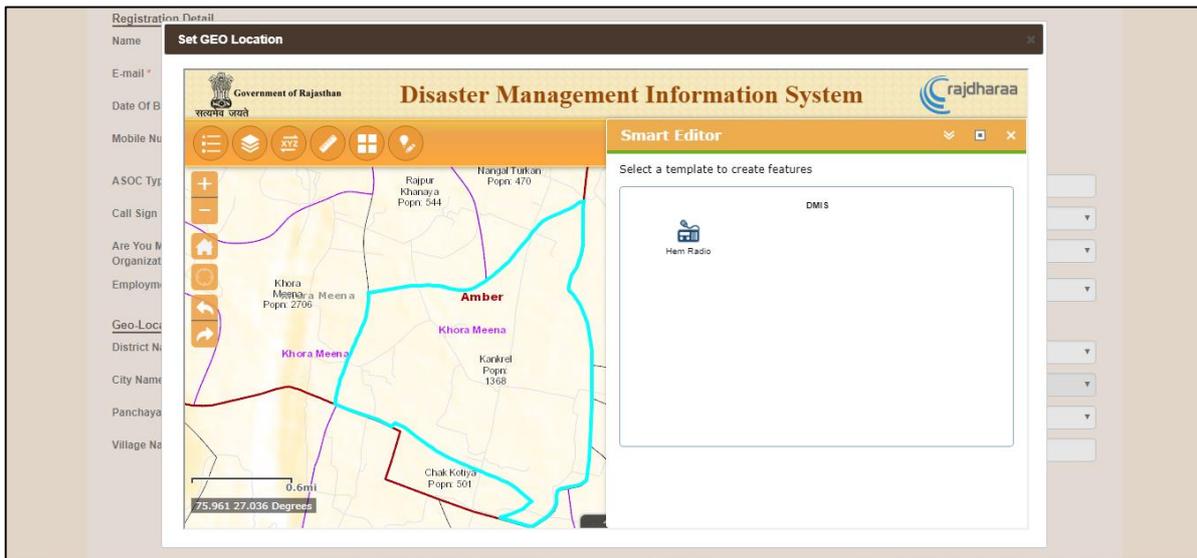
Gram Panchayat: Khorameena

Address: jaipur

**Alert Message!**

Your request successfully submitted. Your reg. No. HAM/JAI/2018/000146 for future reference. Set your GEO location

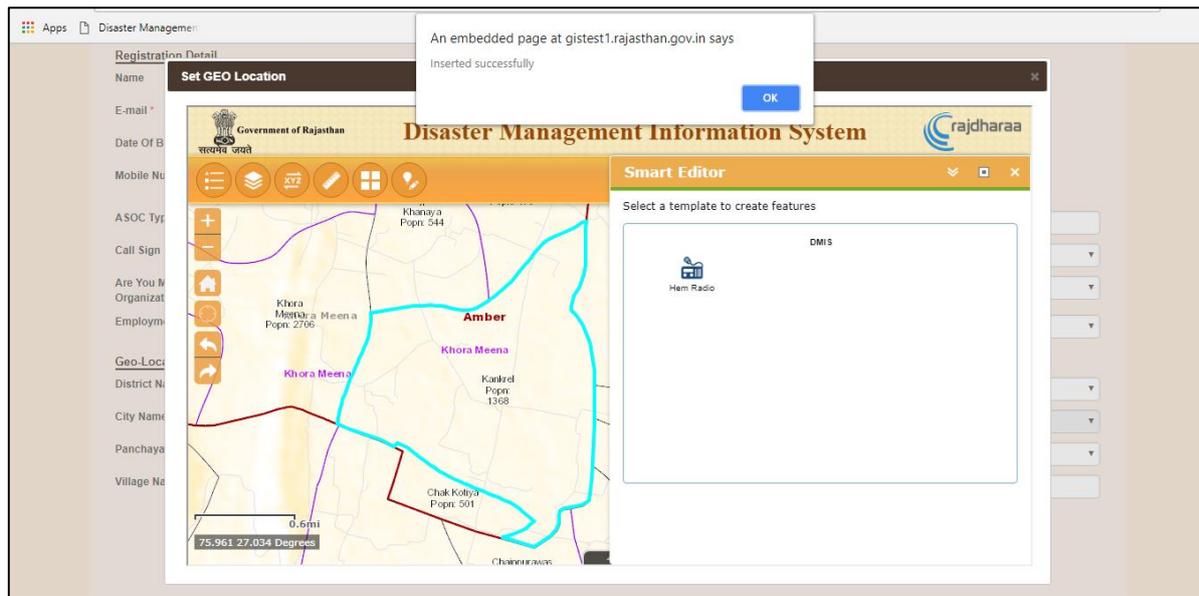
**Step 5:** When the user clicks on the Ok button on the alert message the user is redirected to GIS. The selected geo location shows in highlighted form on GIS with blue colour. The interface is as below:



**Step 6:** The user has to place the pin on the correct location on GIS. Once the user places the correct location on GIS, the smart editor shows the selected location detail. The interface is shown below:



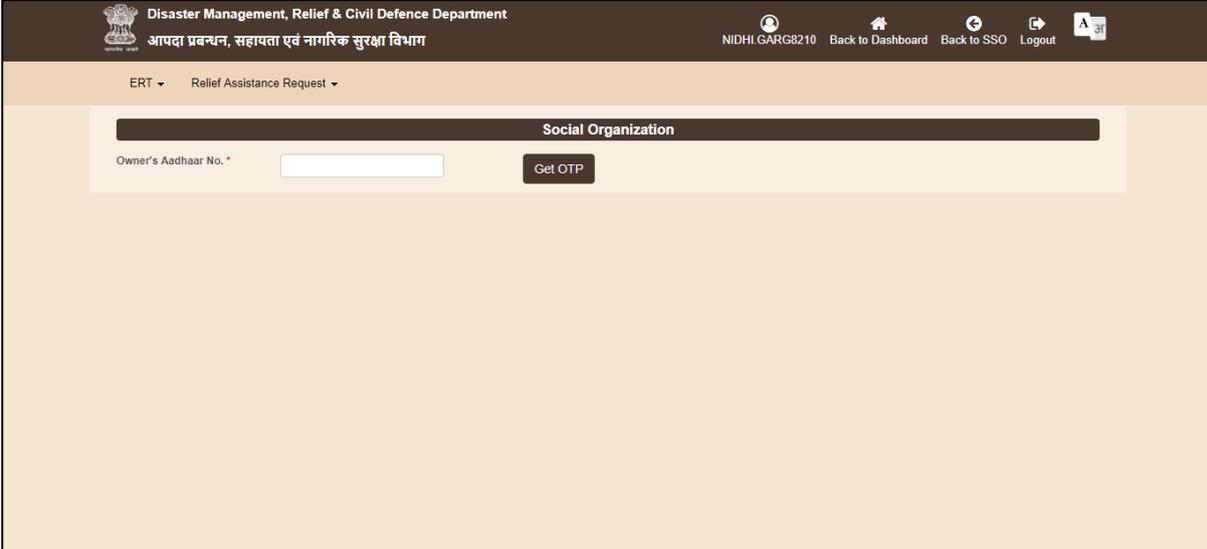
**Step 7:** Once the user indicates the correct location on GIS, the user has to click on “Save” button showing in smart editor. This will save the location of the user on GIS and get the confirmation message. The interface of confirmation is as below:



By clicking on ok button, the user is redirected back to dashboard and the registration show for approval to department user.

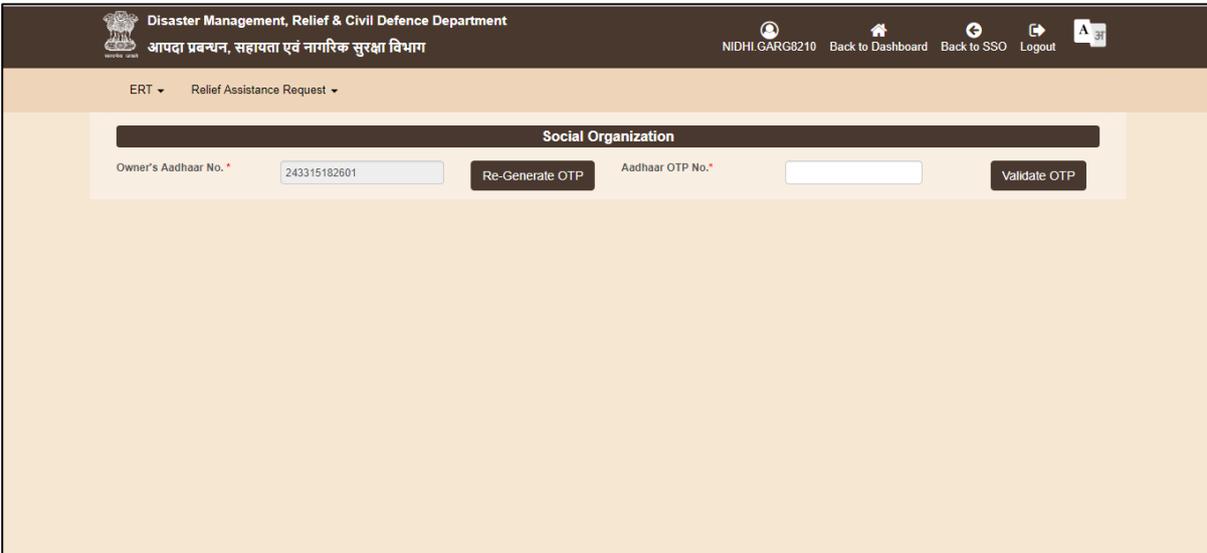
## 6. Social Organization

**Step 1:** The Social organization registration also start with the Aadhaar no validation. The interface to enter Aadhaar no is as below:



The screenshot shows the 'Social Organization' registration page. At the top, there is a header for 'Disaster Management, Relief & Civil Defence Department' with the Hindi text 'आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग'. The user ID 'NIDHI.GARG8210' and navigation links 'Back to Dashboard', 'Back to SSO', and 'Logout' are visible. Below the header, there are dropdown menus for 'ERT' and 'Relief Assistance Request'. The main form area is titled 'Social Organization' and contains a field for 'Owner's Aadhaar No.' with a 'Get OTP' button next to it.

**Step 2:** When the user enters the Aadhaar no and click on get OTP, the user gets one-time password on the registered mobile no. the interface to enter one-time password is as below:



The screenshot shows the 'Social Organization' registration page after the user has entered their Aadhaar number. The 'Owner's Aadhaar No.' field now contains the value '243315182601'. A 'Re-Generate OTP' button is located next to the field. To the right, there is a field for 'Aadhaar OTP No.' and a 'Validate OTP' button.

**Step 3:** when the user validates the Aadhaar no by entering the received one-time password the user gets the registration form which is as below:

**Disaster Management, Relief & Civil Defence Department**  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

### Social Organization

Owner's Aadhaar No.\* 243315182601

Social Organization Detail

Organization Name\* [Text Field] Organization Work Area\* None selected

Owner's Name\* Nidhi Garg Owner's Mobile No.\* [Text Field]

Telephone Number [Text Field] Owner's E-Mail [Text Field]

Likely Available Manpower During Disaster\* [Text Field] Preferred Roles During Disaster\* None selected

Emergency Contact Details

Name	Designation*	Mobile No.*	E-Mail	Action
[Text Field]	[Text Field]	[Text Field]	[Text Field]	Add

Geo Location Details

District Name\* Select Rural / Urban Area\* [Text Field]

City Name\* [Text Field] Ward No. [Text Field]

Panchayat Samiti\* [Text Field] Gram Panchayat\* [Text Field]

Village Name\* [Text Field] Office Address\* [Text Field]

Submit Request Cancel

**Registration Section:** In this section owner's name is fetched from the Aadhaar number. The user enters details like organization name, work area, owner's mobile no, e-mail id etc.

**Geo location detail:** In this section, the user has to provide the location details like district name, city or village name, panchayat samiti, gram samiti etc.

**Step 4:** Once the user enters the all required detail the user has to click on the submit request button provided at the end of the page. When the user submits the request, the user gets the alert message to set the location on GIS. The interface is shown below:

**Disaster Management, Relief & Civil Defence Department**  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

### Social Organization

Owner's Aadhaar No.\* 243315182601

Social Organization Detail

Organization Name\* Test Organization Work Area\* 2 selected

Owner's Name\* Nidhi Garg Owner's Mobile No.\* 9886745312

Telephone Number [Text Field] Owner's E-Mail [Text Field]

Likely Available Manpower During Disaster\* 20 Preferred Roles During Disaster\* All selected (5)

Emergency Contact Details

Name	Designation	Mobile No.	E-Mail	Action
[Text Field]	[Text Field]	[Text Field]	[Text Field]	Add
test	test	9786756374	fgh@bvfthvhd.com	Delete

**Alert Message!**  
Your request successfully submitted.  
Your Reg. No. SOR/JAI/2018/000255  
for future reference. Set your GEO  
location.  
OK

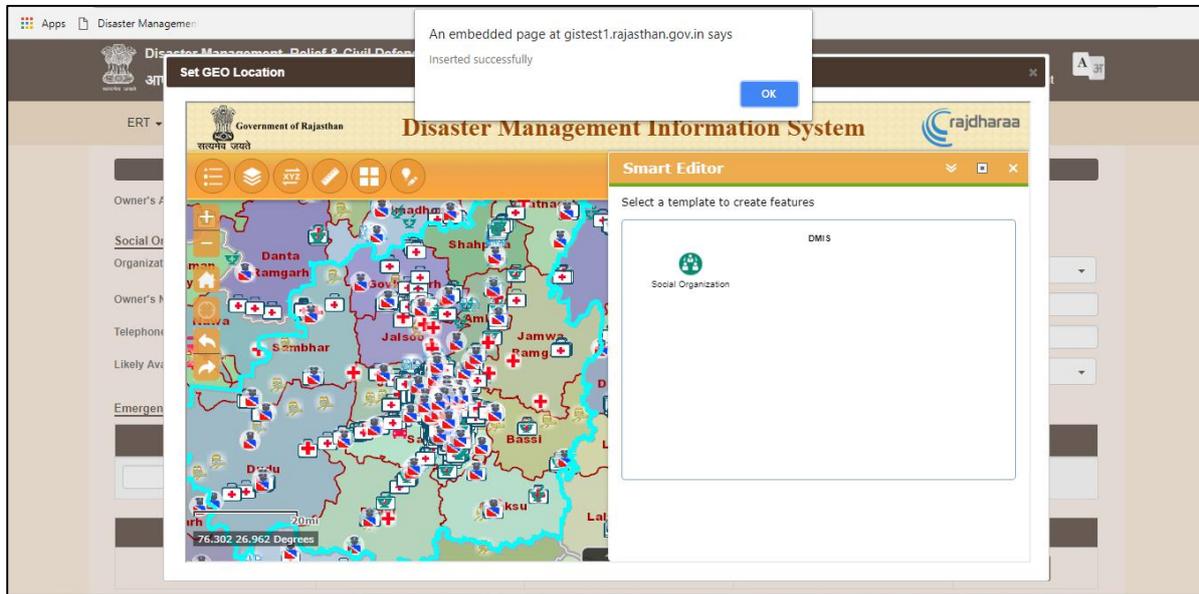
**Step 5:** When the user clicks on the Ok button on the alert message the user is redirected to GIS. The selected geo location is shown in highlighted form on GIS with blue colour. The interface is as below:



**Step 6:** The user has to place the pin on the correct location on GIS. Once the user places the correct location on GIS, the smart editor shows the selected location detail. The interface is shown below:



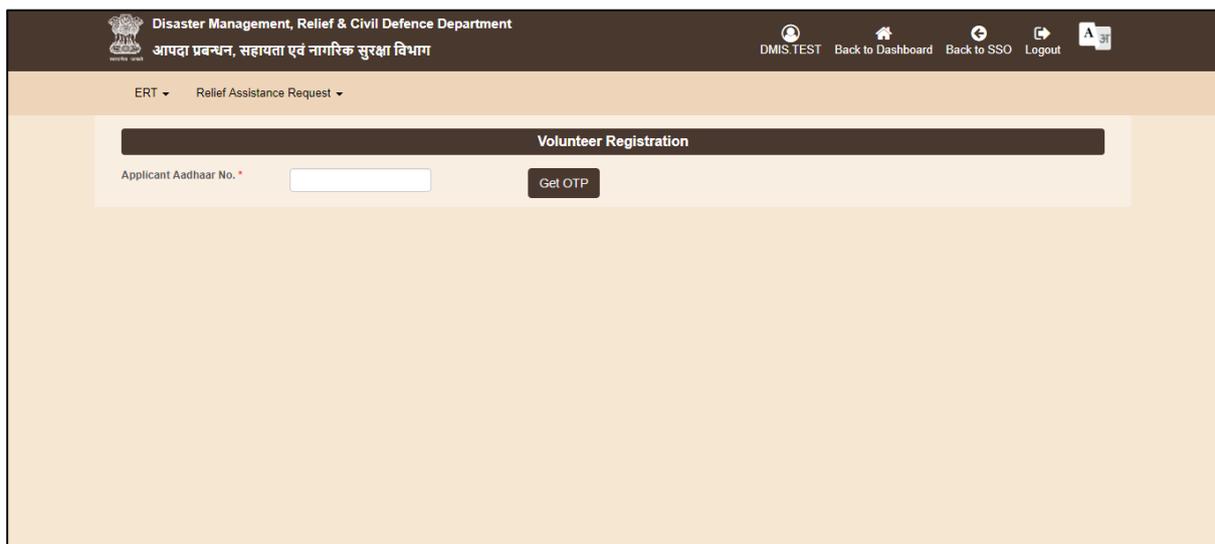
**Step 7:** Once the user indicates the correct location on GIS, the user has to click on “Save” button shown in smart editor. This will save the location of the user on GIS and get the confirmation message. The interface of confirmation is as below:



## 7. Volunteers Registration

DMRD invite volunteers to register in the department to provide the service when require.

**Step 1:** Volunteers registration start with the Aadhaar verification same as other registration. The user has to enter the valid Aadhaar no.



**Step 2:** When the user enter the valid Aadhaar no and click on “Get OTP” button, the user get one time password on registered mobile no. and a tab to enter one time password enables. The interface is as below:

Disaster Management, Relief & Civil Defence Department  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

### Volunteer Registration

Applicant Aadhaar No.\* 243315182601 Re-Generate OTP Aadhaar OTP No.\* Validate OTP

**Step 3:** When the user validate the Aadhaar card, the registration form appears at the login of user. The interface of registration form is as below:

Disaster Management, Relief & Civil Defence Department  
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

NIDHI.GARG8210 Back to Dashboard Back to SSO Logout

ERT Relief Assistance Request

### Volunteer Registration

Applicant Aadhaar No.\* 243315182601 

**Personal Detail**

Name Nidhi Garg Father's / Husband's Name\*  
Date Of Birth\* 11/07/1994 Age (In Years) 24  
Gender Female Marital Status\*  
Are You An Ex-Service Person? If , So give particulars  
Nationality\*  
Mobile No.\* In Which Fields You Want To Provide Your Services?\*  
None selected

**Language Known**

Language  Speak  Read  Write

**Geo-Location Details**

District Name\* Rural / Urban Area\*  
City Name\* Ward No.  
Panchayat Samiti\* Gram Panchayat\*  
Village Name\* House / Plot / Flat No.\*  
Street / Colony Name\*

**Medical Details**

Are You Physically Fit?  Yes  No Blood Group\*  
Identification of Birthmark\*

**Other Details**

Educational Qualification\* Specialization  
Driving License Vehicles Owned

**Employment Details**

Employment Business Type\*

**Personal Detail:** In this section, name, Date of Birth, age and gender shows automatically from the verified Aadhaar no. The user has to enter mobile no and fathers name. The user has to select marital status, nationality and the field to provide service. The user can select multiple fields to provide service.

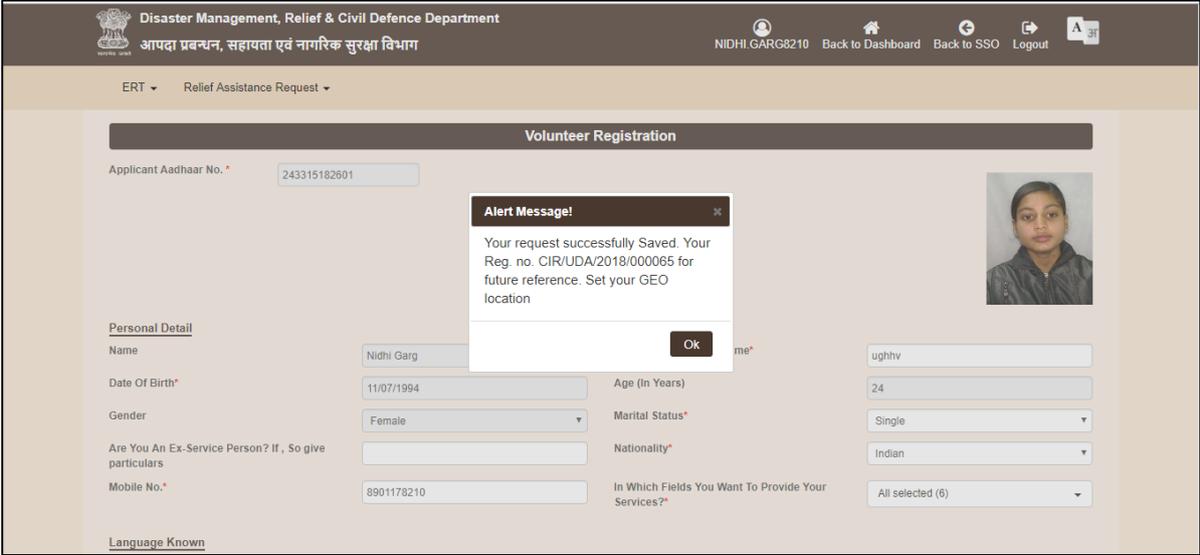
**Language Known:** In this section, the user selects the language in which the user can communicate.

**Geo location detail:** In this section, the user selects the district, tehsil, city/ village, ward no etc. and provide the address detail like house no, street name etc.

**Medical Detail:** In this section, the volunteer provide his medical detail that wheatear the register user is medically fit or not. If the user select No in medical fit, the user has to provide the disease name.

**Employment Detail:** In this section, the user provide the employment detail. The fields depend on the selection of the employment type.

**Step 4:** Once the user enters the all required detail the user has to click on the submit request button provided at the end of the page. When the user submits the request, the user get the alert message to set the location on GIS. The interface is shown below:



The screenshot shows a web application interface for 'Volunteer Registration'. At the top, it identifies the 'Disaster Management, Relief & Civil Defence Department' and 'आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग'. The user is logged in as 'NIDHI.GARG8210'. The form is titled 'Volunteer Registration' and shows the 'Applicant Aadhaar No.' as 243315182601. An 'Alert Message!' box is overlaid on the form, stating: 'Your request successfully Saved. Your Reg. no. CIR/UDA/2018/000065 for future reference. Set your GEO location'. The form fields include: Name (Nidhi Garg), Date Of Birth (11/07/1994), Gender (Female), Marital Status (Single), Nationality (Indian), Mobile No. (8901178210), and In Which Fields You Want To Provide Your Services? (All selected (6)). A profile picture of the user is shown on the right side of the form.

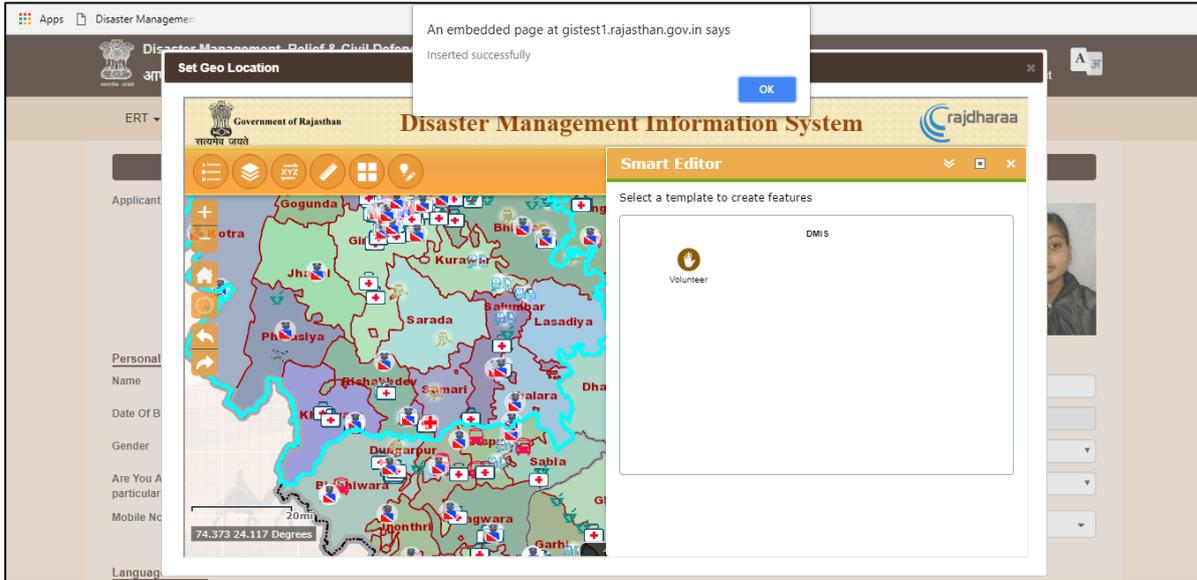
**Step 5:** When the user clicks on the Ok button on the alert message the user redirect to GIS. The selected geo location shows in highlighted form on GIS with blue colour. The interface is as below:



**Step 6:** The user has to place the pin on the correct location on GIS. Once the user places the correct location on GIS, the smart editor shows the selected location detail. The interface is shown below:



**Step 7:** Once the user indicates the correct location on GIS, the user has to click on “Save” button showing in smart editor. This will save the location of the user on GIS and get the confirmation message. The interface of confirmation is as below:



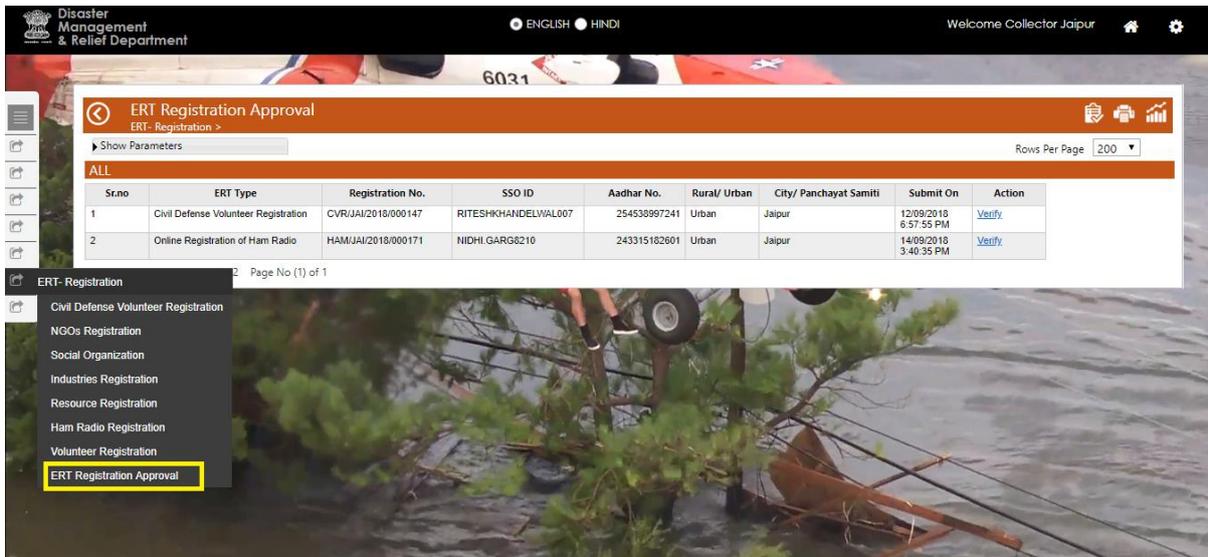
By click on ok button on the confirmation message the user redirect back to dashboard and the registration show for approval to department user.

## 8. Approval of ERT

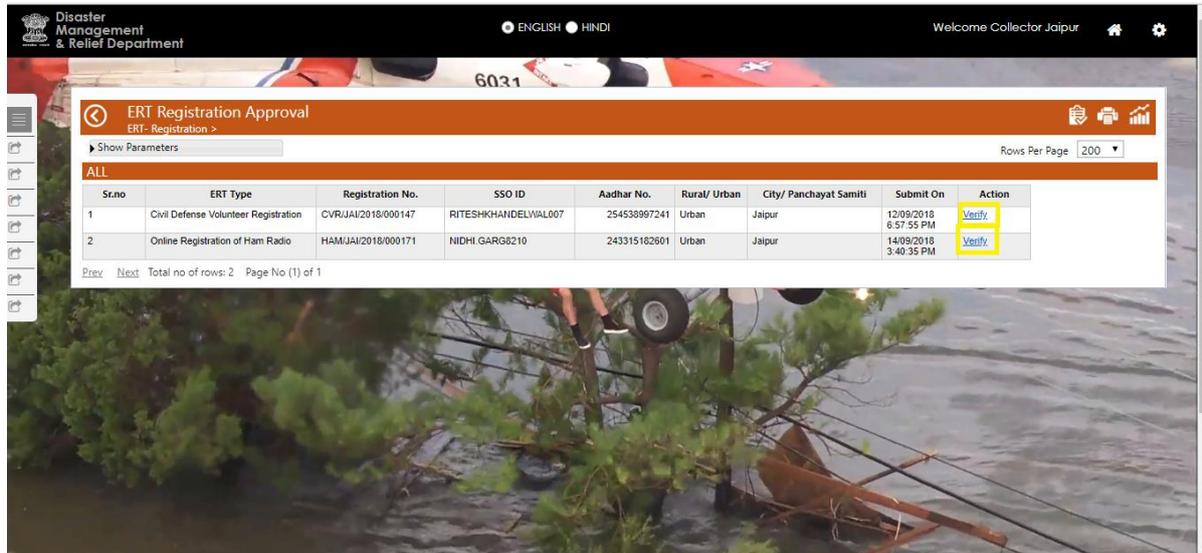
When the citizen user submits the request for ERT registration, the approval of submitted registrations takes place. The collector of the district approves the request submitted by the citizen of the district.

To approve the submitted request the user has to follow the navigation as: **Menu>> ERT Registration>> ERT registration approval.**

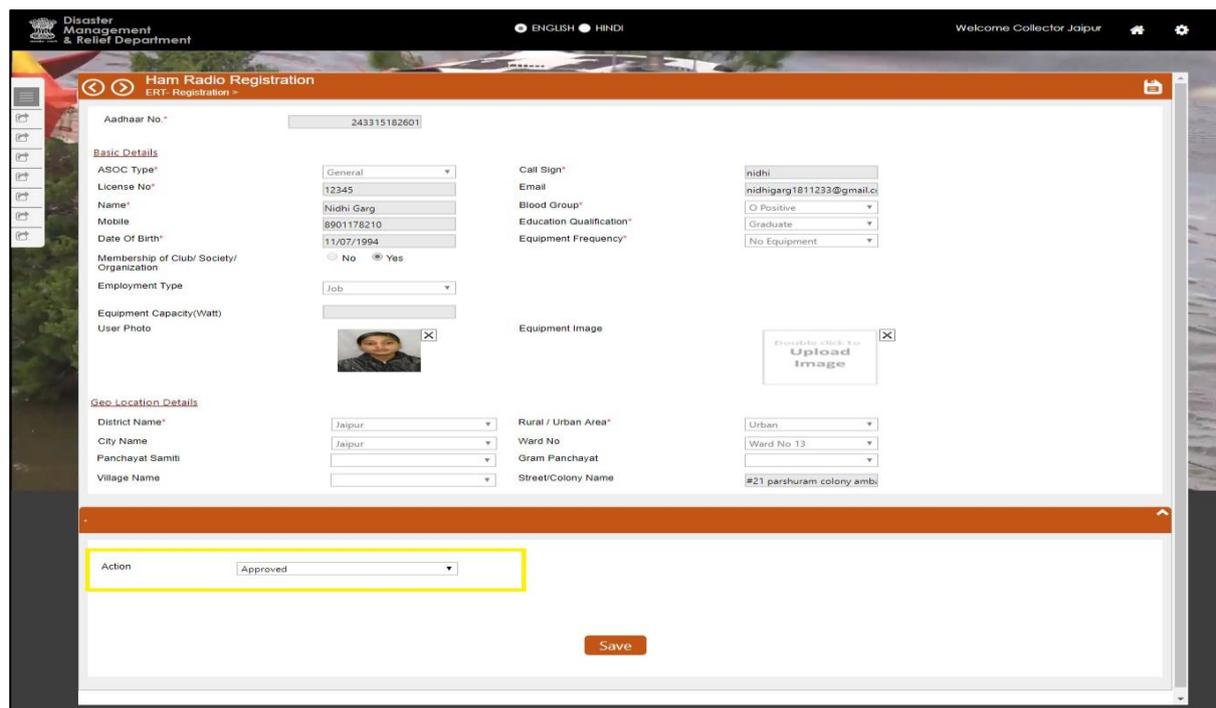
The following sample screen shows:



**Step 1:** The user has to click on “Verify” button provide against each record in the list view as shown in below sample is displayed.



**Step 2:** the user has to approve the registration by verify button. When the user clicks on the verify button the following sample screen is displayed:



- On the above interface the user has to select action i.e. approve/ reject under action section.
- When the user selects the action, the user has to save the record.
- After saving the record, the registration saves in the record of DMRD and shows on GIS map The selected action status i.e. approved or rejected is shown at the login of citizen user also.