

# User Manual for Admin and Counsellors

This is an internal documentation, a user manual for Admin and Counsellors for RDSO's Traffic and Psychotechnical Directorate. Here, we look at the activities of super admins, admins, and counsellors, to manage the various functions of the Salahkaar App.

Let's start with the first step which is logging in to the website

## **1. Getting started: Logging in to the website**

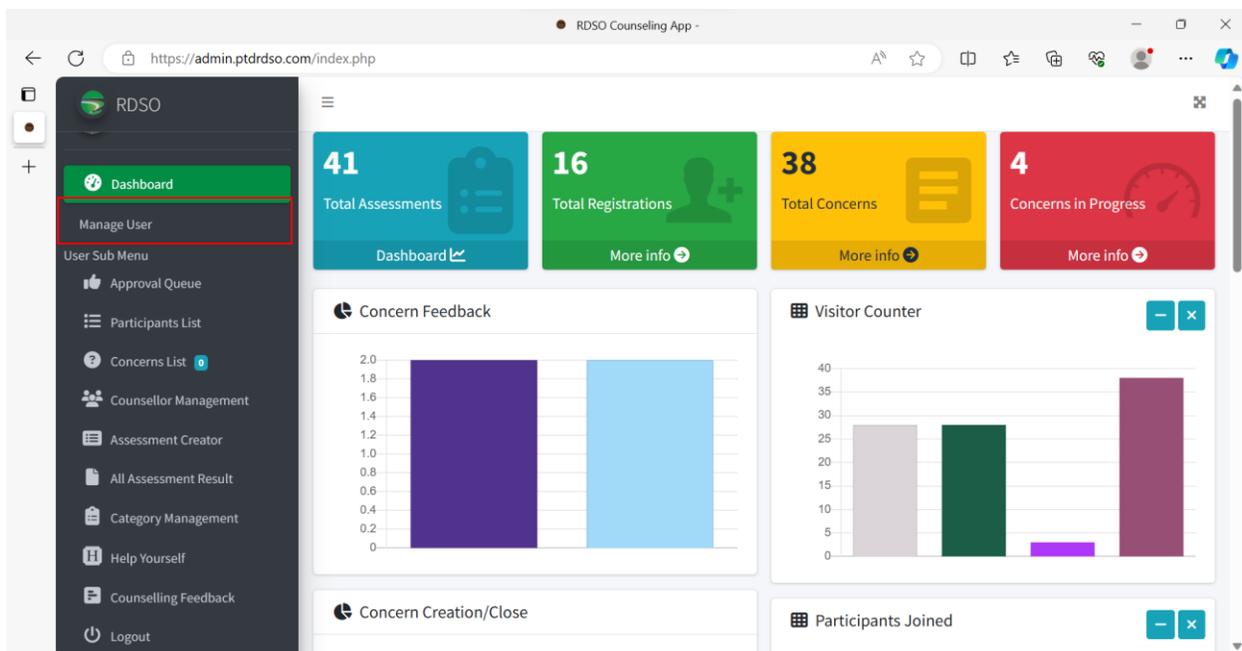
The website is compatible with any browser and has strong data and access security protocols in place. To login to the website all users will need a user ID and password using the below mentioned URL to sign in.

URL: <https://admin.ptdrdso.com/>

There are three roles available and all users have to be classified under one of them which are Super Admin, Admin and Counsellor. We will talk about each role and their roles and responsibilities in detail during the course of this manual.

## **2. How to make a new Admin user**

Upon logging in with a Super Admin's ID and password, we get to the following screen.



Let us now consider how a Super Admin will add new users. Start by clicking on **Manage User**, which is right below the *Dashboard* tab marked in red. Here, we will first consider how a Super Admin adds a user.

Clicking on **Manage User** will take you to the following screen.

The screenshot shows the RDSO interface. The left sidebar contains a navigation menu with 'Manage User' highlighted in green. The main content area is titled 'Admin User(s)' and features a table with the following columns: Name, User Name, Email, and Phone. Below the table, there is a section titled 'Add New User' with three input fields labeled 'User Name', 'Phone', and 'Email'.

The screenshot shows the RDSO interface. The left sidebar contains a navigation menu with 'Manage User' highlighted in green. The main content area is titled 'Add New User' and contains the following form fields: 'User Name', 'Phone', 'Email', 'Password', and 'User Type'. The 'User Type' section has two radio buttons: 'Admin User' (selected) and 'Counsellor User'. A green 'Add User' button is located at the bottom of the form.

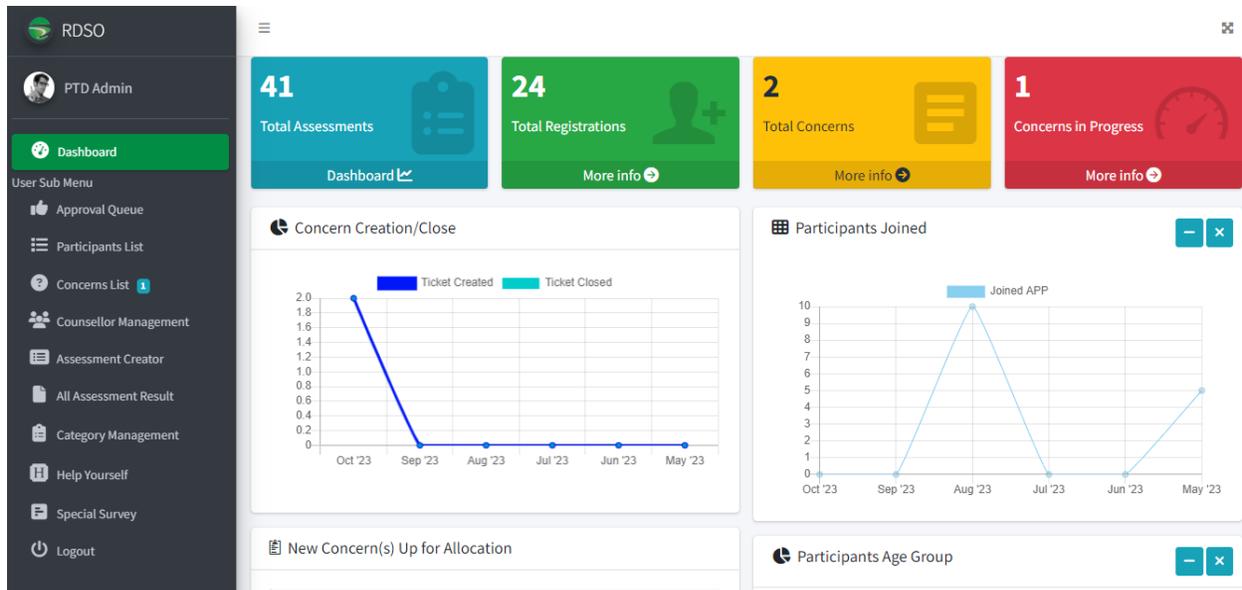
In the Add New User section, enter the user's name, phone no and email address as their primary information along with the desired password. Next select the user type (Admin User or Counsellor User)

and click on the button “Add User” at the bottom of the page. The system will generate a user ID and the same along with the password entered by the Super Admin will be mailed to the new admin in the welcome email.

The new user (admin) has now been successfully added. You can come back to the **Manage User** section to check if the new user has been added successfully or not.

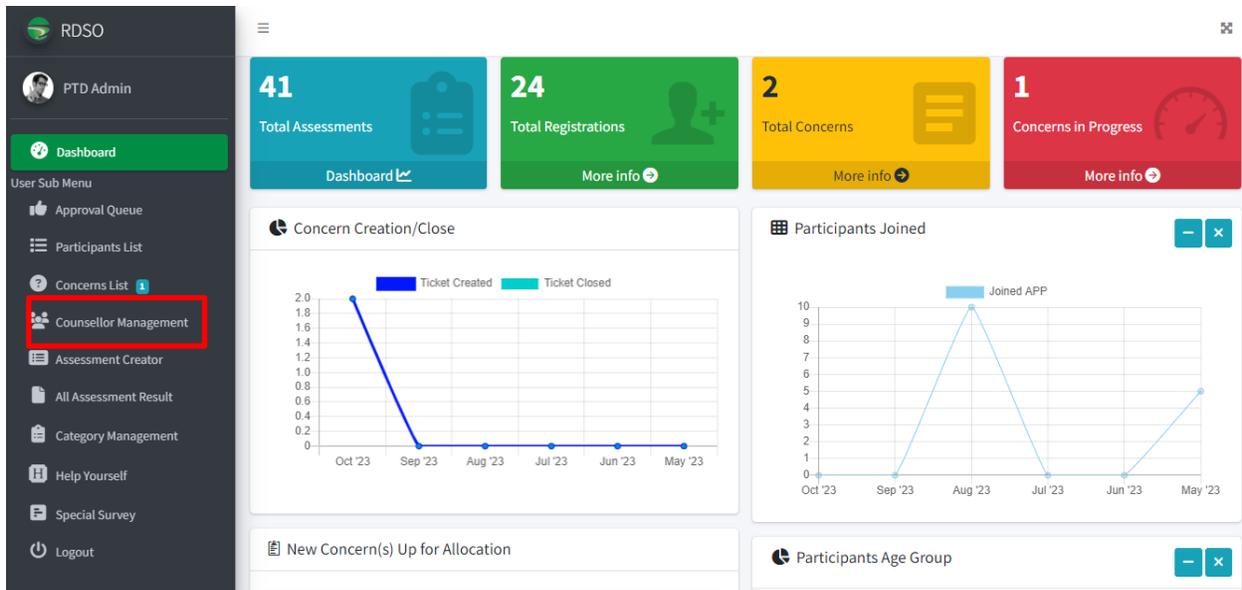
Note: The rights of the Super Admin and Admin are different, the super admin has an added right to add new users as admin or counsellor.

The below mentioned screenshot is of the page that an Admin will see.



### 3. How to make a new Counsellor User

In the next section we will see how a Super Admin/ Admin can create a new counsellor user. For the same, first login with your Super Admin/ Admin credentials and click on **Counsellor Management**.



The following list is displayed which lists the counsellors and their contact information.

**Counsellor User(s)**

Show 10 entries Search:

Name	Login Code	Email	Phone	Password
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Previous 1 Next

**Add New User**

Name

Phone

If you intend to add a new counsellor user, fill in the new counsellor's details like Name, phone no and email address and click on *Add User*.

RDSO

PTD Admin

Dashboard

User Sub Menu

- Approval Queue
- Participants List
- Concerns List
- Counsellor Management**
- Assessment Creator
- All Assessment Result
- Category Management
- Help Yourself
- Special Survey
- Logout

Previous 1 Next

## Add New User

**Name**

**Phone**

**Email**

**User Type**

Admin User

Counsellor User

**Add User**

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Once a new counsellor user is added, they will receive the system generated user ID and password in their email.

To check whether the new counsellor user has been added successfully or not, we can come back to the Counsellor Management section and see the list of active counsellors where you will find the new user.

RDSO

PTD Admin

Dashboard

User Sub Menu

- Approval Queue
- Participants List
- Concerns List
- Counsellor Management**
- Assessment Creator
- All Assessment Result
- Category Management
- Help Yourself
- Special Survey
- Logout

≡

## Counsellor User(s)

Show 10 entries Search:

Name	Login Code	Email	Phone	Password
████	████	████████████████████	████	████
████	████	████████████████████	████	████

Previous 1 Next

## Add New User

**Name**

**Phone**

#### 4. New participant user registration approval

In this section, we will look at new participant user on-boarding approval process for registrations done through the Salahkaar app.

All new users have to download the app from the Google Play store and register for using the app. The users will have to fill in their information on the following given page to send an approval request to the Salahkaar Admin

The screenshot shows the 'New Participant User' registration form. It is divided into two main sections. The left section includes 'Personal Information/व्यक्तिगत जानकारी' with fields for Name, Father Name, Mobile, Email, and Select DOB; 'Verification ID Number/सत्यापन आईडी संख्या' with fields for PF Number and Aadhar Number; and 'Professional Details/व्यावसायिक विवरण' with fields for Select DOJ, Designation, and Zone. The right section includes 'Select DOJ/निपुकी की तिथि\*', 'Designation/पद\*', 'Zone/क्षेत्र\*', 'Division/विभाजन\*', 'Reason to Register/रजिस्टर करने का कारण', and 'Category/वर्ग\*'. Below these are icons for 'Attachment Profile Image and Railways ID Card/अटैचमेंट प्रोफाइल इमेज और रेलवे आईडी कार्ड', a 'Terms & Conditions/नियम एवं शर्तें' section with a checkbox and a 'View' link, and a 'Register/पंजीकरण' button at the bottom.

Once a user registers through the app, the admins will receive an SMS and email notification informing about the same. Log on from the super admin/ admin user ID to complete the procedure as defined below.

To begin the approval process, we will first click on the **Approval Queue**.

RDSO

PTD Admin

Dashboard

Approval Queue

Participants List

Concerns List

Counsellor Management

Assessment Creator

All Assessment Result

Category Management

Help Yourself

Special Survey

Logout

### Participants Approval Queue

Show 10 entries

Search:

#	Name	Email	Mobile	Date		Designation	Zone	Division	Action
				DOB	DOJ				
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Other	Central Railway	Alipurduar, Katihar, Rangiya, Lumding, Tinsukia	[Icons]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Other	North Eastern Railway	Rangiya	[Icons]

Previous 1 Next

As seen in the image below, we see the participant's details up for review towards the right of the page along with some action buttons.

RDSO

PTD Admin

Dashboard

Approval Queue

Participants List

Concerns List

Counsellor Management

Assessment Creator

All Assessment Result

Category Management

Help Yourself

Special Survey

Logout

### Participants Approval Queue

Show 10 entries

Search:

#	Name	Email	Mobile	Date		Designation	Zone	Division	Action
				DOB	DOJ				
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Other	Central Railway	Alipurduar, Katihar, Rangiya, Lumding, Tinsukia	[Icons]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Other	North Eastern Railway	Rangiya	[Icons]

Previous 1 Next

Among the action buttons, we have the option to view participant details as given in the image below.

**RDSO**

PTD Admin

## Profile

Profile

Other

Profile Details

Full Name	[REDACTED]
Father's/ Husband's Name	ududururiei
User Code	[REDACTED]
Aadhaar	[REDACTED]
Railways	Central Railway
Division	Alipurduar, Katihar, Rangiya, Lumding, Tinsukia
Date of Birth	4-5-2023 (0)
Date of Joining	5-5-2023
Reason to Register	Sleep problems/ नींद की समस्या
Phone	[REDACTED]
Email	[REDACTED]

Assessment History

Show 10 entries Search: [REDACTED]

Assessment Title	Type	Battery Name	Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

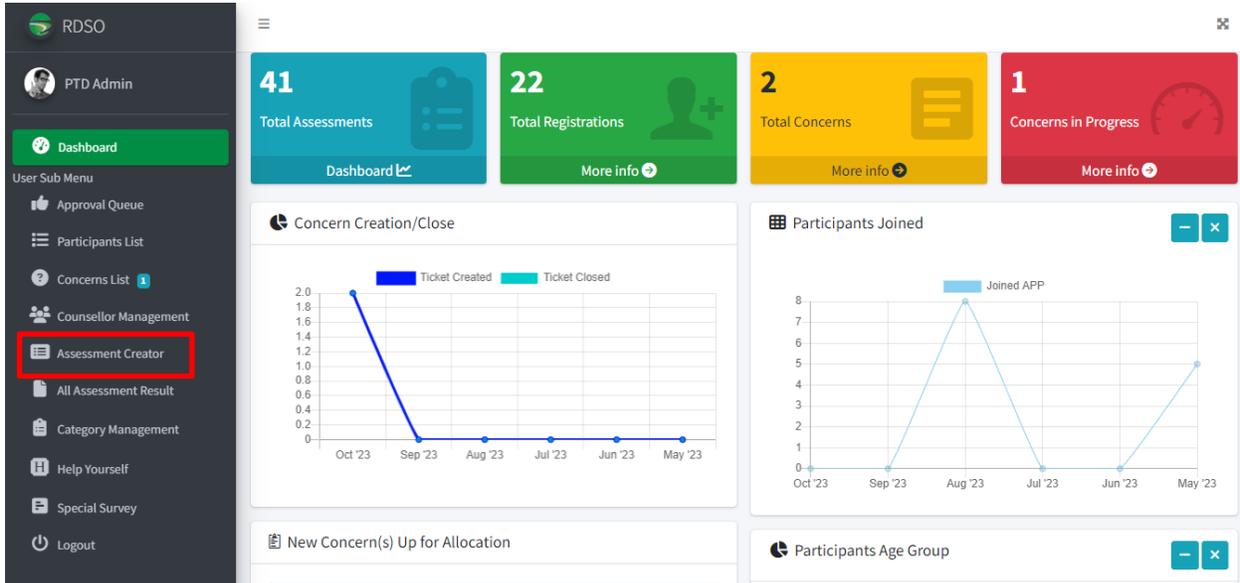
Allocated Assessments

Show 10 entries Search: [REDACTED]

The Super Admin/ Admin can approve or reject the application by clicking on the approve/ reject buttons under the action section. In either case the participant user will be informed via app based notification or an email.

## 5. Assessment Creation

As a next step we now talk about how to create new assessments and publish them in the public domain on the app. To begin, we login with the super admin/ admin profile and tap on *Assessment Creator*



The following screen is displayed which shows a list of all the assessments along with their categories and the number of questions in the assessment. There are a number of action buttons available under the action column which we'll discuss later in the document.

#	Title	Category	Questions	Action
1	Anger Management	Anger/क्रोध,	14	
2	Are You a Victim? **	Personality/व्यक्तित्व,	20	
3	Are You a Morning or an Evening Person?	Personality/व्यक्तित्व,	10	
4	Are You an Angry Person? *	Anger/क्रोध,	38	
5	Are You an Extrovert or an Introvert? **	Personality/व्यक्तित्व,	11	
6	Are you a Strong Person?	Personality/व्यक्तित्व,	45	
7	Brief Substance Craving Scale	Substance abuse/नशा,	8	
8	Burnout Self Test	Burnout/बर्न आउट,	22	
9	Do You Experience Moments of Joy? (For Men)	Wellbeing Assessment / कुशलक्षेम आँकलन	70	
10	Do You Experience Moments of Joy? (For Women)	Wellbeing Assessment / कुशलक्षेम आँकलन	70	

Navigation: Previous | 1 | 2 | 3 | 4 | 5 | Next

[Create New Assessment Test](#)

To begin creating a new assessment, click on **Create New Assessment Test**. Browse down and select the categories under which you would like the assessment to be placed on the app. If the desired category is not available, we can create a new one by clicking on **Add New Category** (this section is covered later in the document)

7	Brief Substance Craving Scale	Substance abuse/नशा,	8	
8	Burnout Self Test	Burnout/बर्न आउट,	22	
9	Do You Experience Moments of Joy? (For Men)	Wellbeing Assessment / कुशलताम आँकलन	70	
10	Do You Experience Moments of Joy? (For Women)	Wellbeing Assessment / कुशलताम आँकलन	70	

Previous 1 2 3 4 5 Next

Create New Assessment Test

Assessment Creator **Select Category**

- Depression/अवसाद
- Anxiety/चिन्ता
- Stress/तनाव
- Concentration Issues/एकाग्रता की समस्या

**Add New Category**

**Grade Scale Type**

- General Grade Scale
- Customize Grade Scale
- Customize Grade Option Count Scale

**Test Title**

**Assessment Instruction**

**Create Assessment** **Close**

We have the option to select between three Assessment and Grade Scale types which tells the system what type of assessment to expect and how to calculate the interpretation.

- 5.1 General Assessment and Sum Grade Type-** The assessments uploaded under this grade scale calculates the interpretation by adding the marks obtained for each answer and the sum is then used to find out the interpretation as per the norms table
- 5.2 General Assessment and Count Grade Type -** The assessments uploaded under this grade scale calculates the interpretation by first determining the predominant factor (which factor has the maximum count) and then finds out the interpretation based on the factor's norms table.
- 5.3 Customized Assessment and Sum Grade Type –** Under this assessment type we can upload a mix of question type like MCQ + Range (Slider) + DDL (drop down list) etc., and the interpretation is calculated by adding the marks obtained for each answer and the sum is then used to find out the interpretation as per the norms table

Type in the test title

The screenshot shows the RDSO Assessment Creator interface. On the left is a dark sidebar with navigation options: RDSO, PTD Admin, Dashboard, Approval Queue, Participants List, Concerns List, Counsellor Management, Assessment Creator (highlighted), All Assessment Result, Category Management, Help Yourself, Special Survey, and Logout. The main content area features a table with 4 columns: ID, Name, Description, and Score. Below the table is a 'Create New Assessment Test' button. The 'Assessment Creator' form includes a 'Select Category' dropdown menu with options: Depression/अवसाद, Anxiety/दिली, Stress/तनाव, and Concentration Issues/एकाग्रता की समस्या. There are radio buttons for 'Grade Scale Type': General Grade Scale (selected), Customize Grade Scale, and Customize Grade Option Count Scale. The 'Test Title' field contains 'Test Assessment' and is highlighted with a red border. The 'Assessment Instruction' field is empty. At the bottom are 'Create Assessment' and 'Close' buttons.

7	Brief Substance Craving Scale	Substance abuse/नशा,	8
8	Burnout Self Test	Burnout/बर्न आउट,	22
9	Do You Experience Moments of Joy? (For Men)	Wellbeing Assessment / कुशलक्षेम आँकलन	70
10	Do You Experience Moments of Joy? (For Women)	Wellbeing Assessment / कुशलक्षेम आँकलन	70

And the assessment instructions.

This screenshot is similar to the first one, showing the RDSO Assessment Creator interface. The 'Test Title' field now contains 'Test Assessments'. The 'Assessment Instruction' field contains 'Test Discription' and is highlighted with a red border. All other elements, including the sidebar, table, and form fields, remain the same as in the previous screenshot.

Please remember, English and Hindi text is supported in both the Title and Instructions. Lastly, click on *Create Assessment*.

7	Brief Substance Craving Scale	Substance abuse/परा,	8	
8	Burnout Self Test	Burnout/बर्न आउट,	22	
9	Do You Experience Moments of Joy? (For Man)	Wellbeing Assessment / कुशलमेम आकलन	70	
10	Do You Experience Moments of Joy? (For Women)	Wellbeing Assessment / कुशलमेम आकलन	70	

Previous **1** 2 3 4 5 Next

**Create New Assessment Test**

**Assessment Creator** **Select Category**

Depression/अवसाद  
Anxiety/चिंता  
Stress/तनाव  
Concentration Issues/एकाग्रता की समस्या

**Add New Category**

**Grade Scale Type**  
 General Grade Scale  
 Customize Grade Scale  
 Customize Grade Option Count Scale

**Test Title**  
Test Assessments

**Assessment Instruction**  
Test Discription

**Create Assessment** Close

At this point an assessment has been created and we are taken to the next page to continue.

**Test Management - ADD Questions**

**Test Title** Test Assessments  
**Test Description** Test Discription  
**Test Category(s)** Stress/तनाव,  
**Grade Scale Type** General Grade Scale

**Edit Assessment Basic Information**

**Assessment Criteria**

Factor	Sub Factor
Test Assessments	Default

**Add Factor/Sub Factor Of This Assessment Test**

**Add More Question**

**Question Factor/Sub Factor** Test Assessments - Default **Answer Option** Multiple Choice  Required

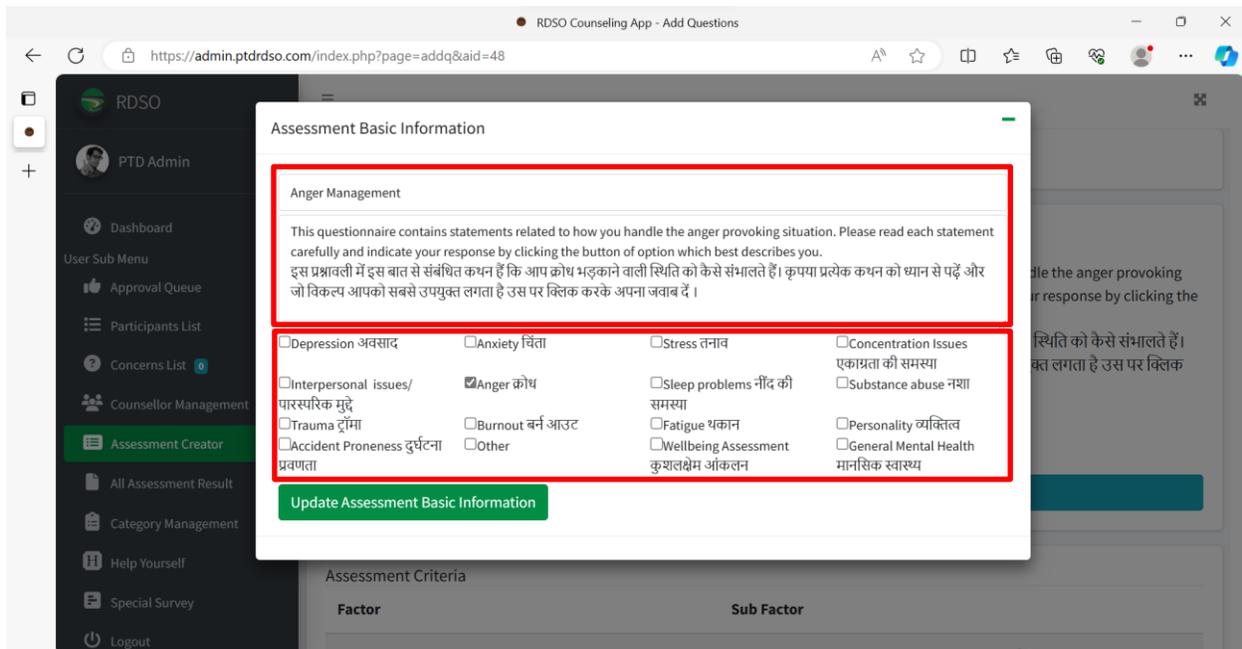
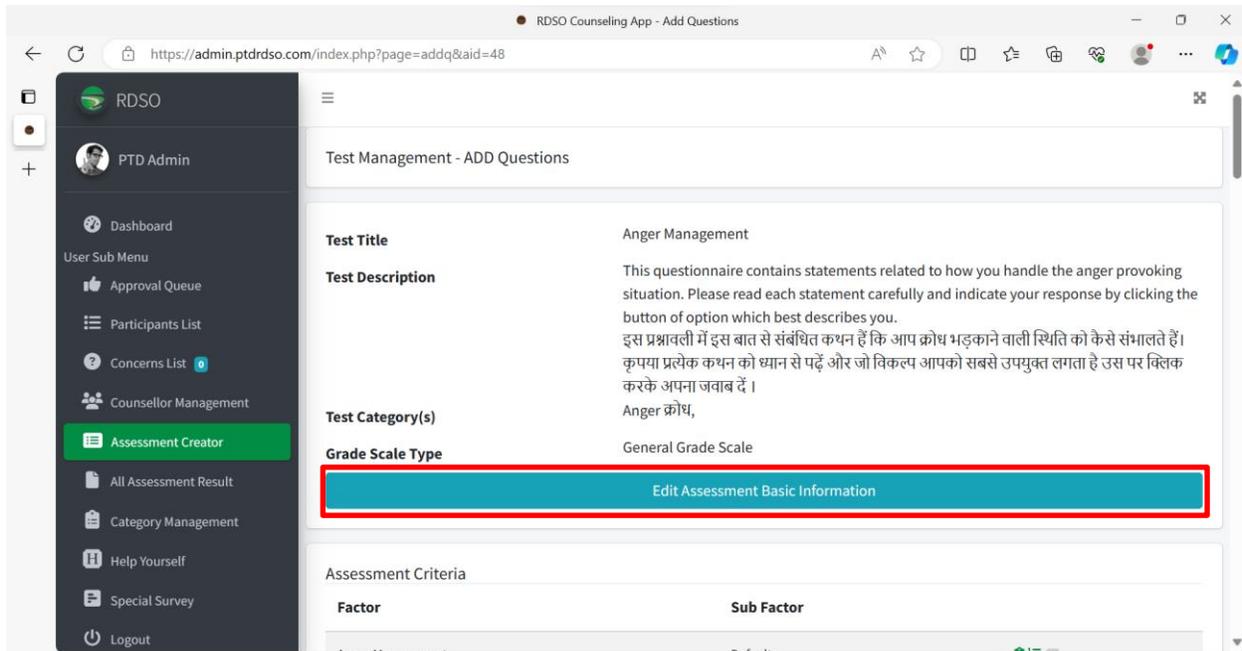
**Question Text**

Paragraph **B I U**

## 6. Adding details to the Assessment

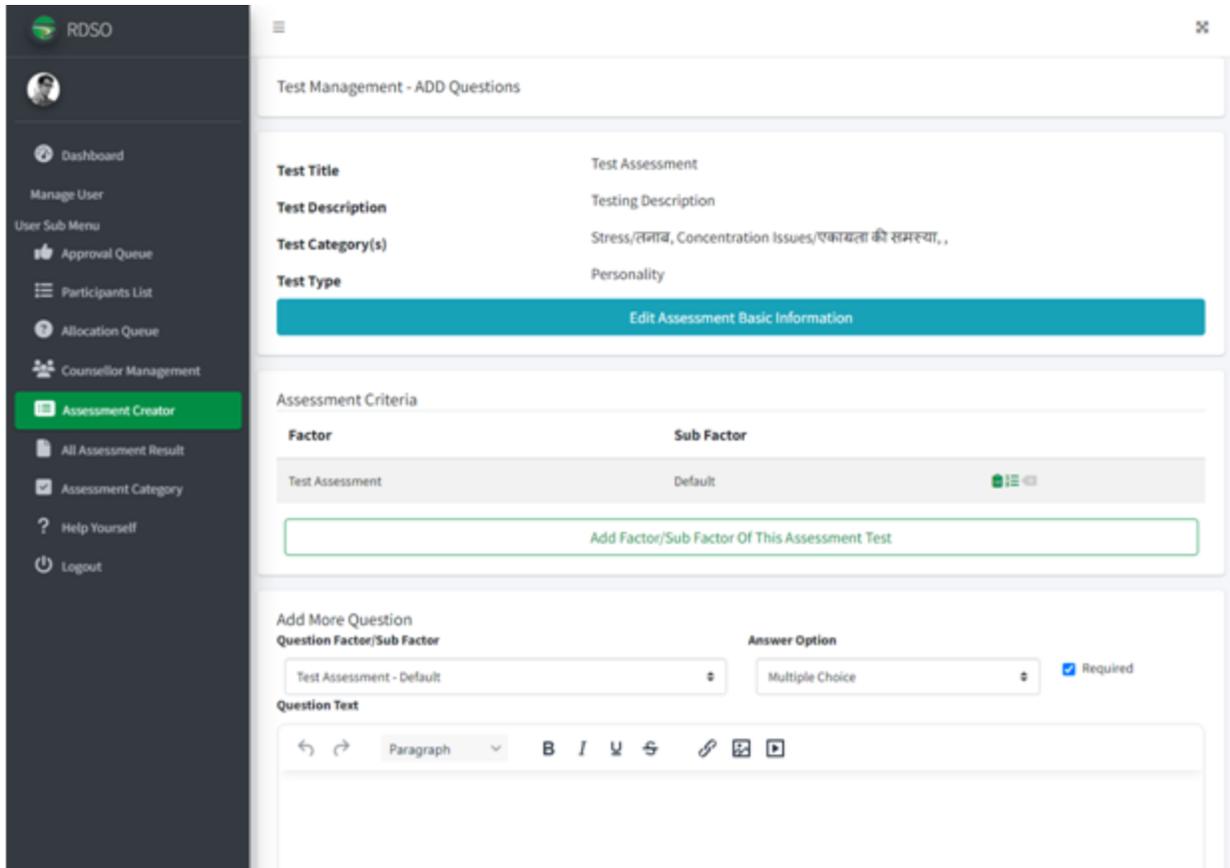
On this page we can edit an assessment's basic information, add/edit questions, their options, evaluation marks for each option, Sub factors and their norms table.

We start by first discussing how to edit the assessment basic information. We click on the button **Edit Assessment Basic Information** to edit details like Test title, description or category

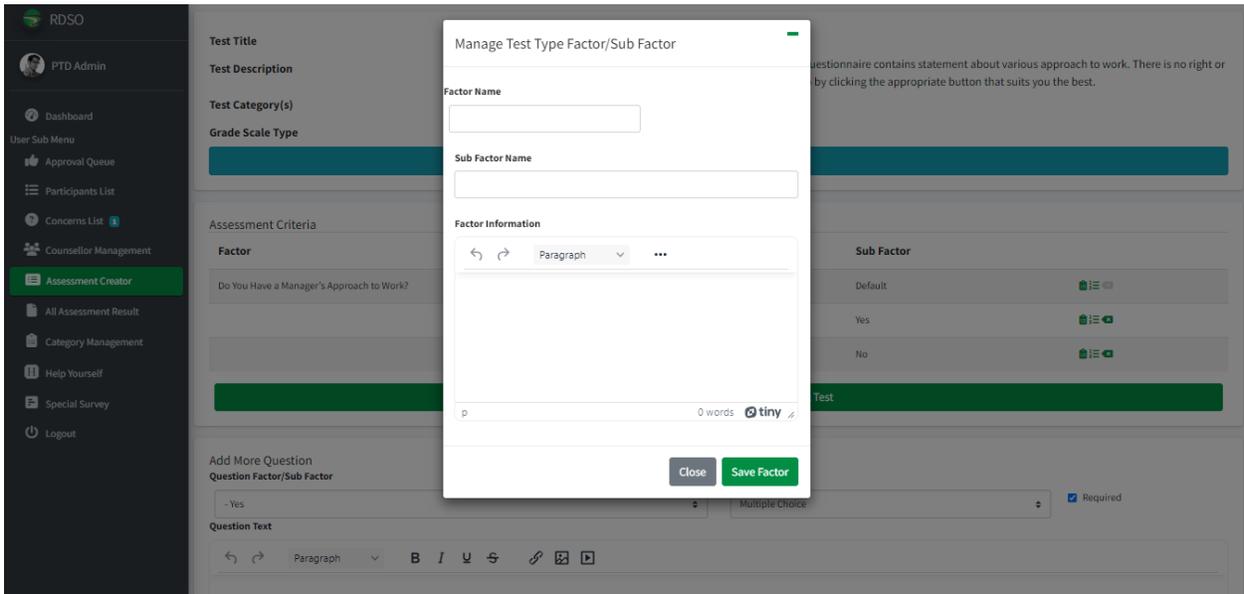


Once the Assessment Basic Information popup is open, we can edit the details and click on the update button to save changes

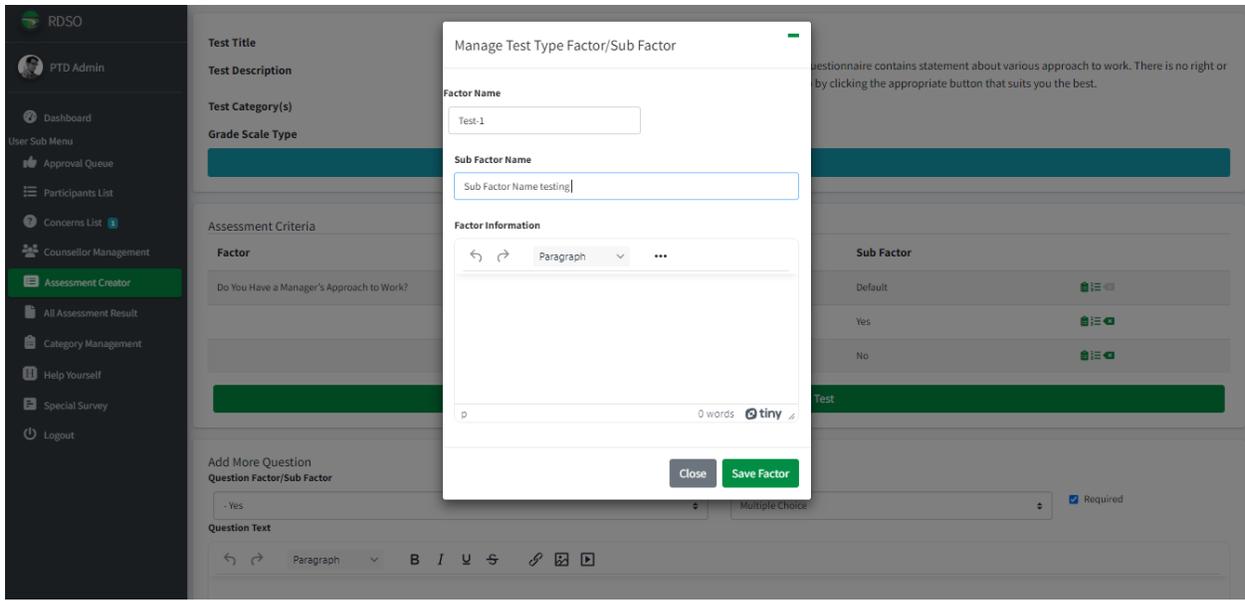
Browse down on the screen displayed and select *Add Factor/ Sub Factor of this Assessment Test.*



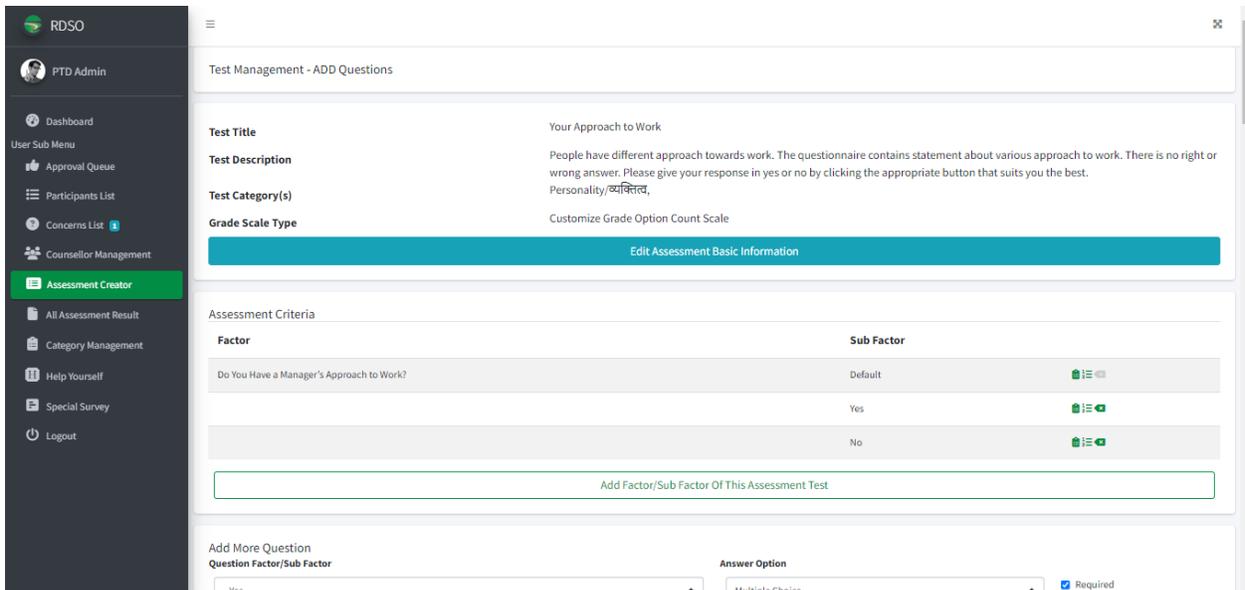
The following popup is displayed.



Now fill in the fields *Factor Name*, *Sub Factor Name*, and *Factor Information*, and click on *Save Factor*.



The screen that appears will have your test listed in the *Assessment Criteria*.



Browse down and type in the question text.

RDSO

PTD Admin

- Dashboard
- User Sub Menu
  - Approval Queue
  - Participants List
  - Concerns List
  - Counsellor Management
  - Assessment Creator**
  - All Assessment Result
  - Category Management
  - Help Yourself
  - Special Survey
  - Logout

Yes

No

**Add Factor/Sub Factor Of This Assessment Test**

Add More Question

Question Factor/Sub Factor  Answer Option   Required

Question Text

Paragraph **B I U**

Achieving my aims, however long it takes, is very important to me.

12 words

Option and Choices

Yes	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="1"/>
No	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="31"/>

[Add Next Option](#)

Options not added to be considered as no option

**Add/Update Question**

Now, fill in the options and choices and click on *Add Next Option*. Note that the *Answer Option* says *Multiple Choice*.

RDSO

PTD Admin

- Dashboard
- User Sub Menu
  - Approval Queue
  - Participants List
  - Concerns List
  - Counsellor Management
  - Assessment Creator**
  - All Assessment Result
  - Category Management
  - Help Yourself
  - Special Survey
  - Logout

Question Factor/Sub Factor  Answer Option   Required

Question Text

Paragraph **B I U**

Being able to develop a plan and stick to it is the most important part of every project.

18 words

Option and Choices

Yes	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="4"/>
No	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="34"/>

[Add Next Option](#)

Options not added to be considered as no option

**Add/Update Question**

Bulk Upload Of Questions

<input type="text" value="Choose File"/> No file chosen	<input type="text" value="Choose File"/> No file chosen	<input type="text" value="Choose File"/> No file chosen
<b>Upload Bilingual</b> CSV File And Add 7 Questions	<b>Upload Monolingual</b> CSV File And Add 12 Questions	<b>Upload Monolingual Range Scale</b> CSV File And Add Questions

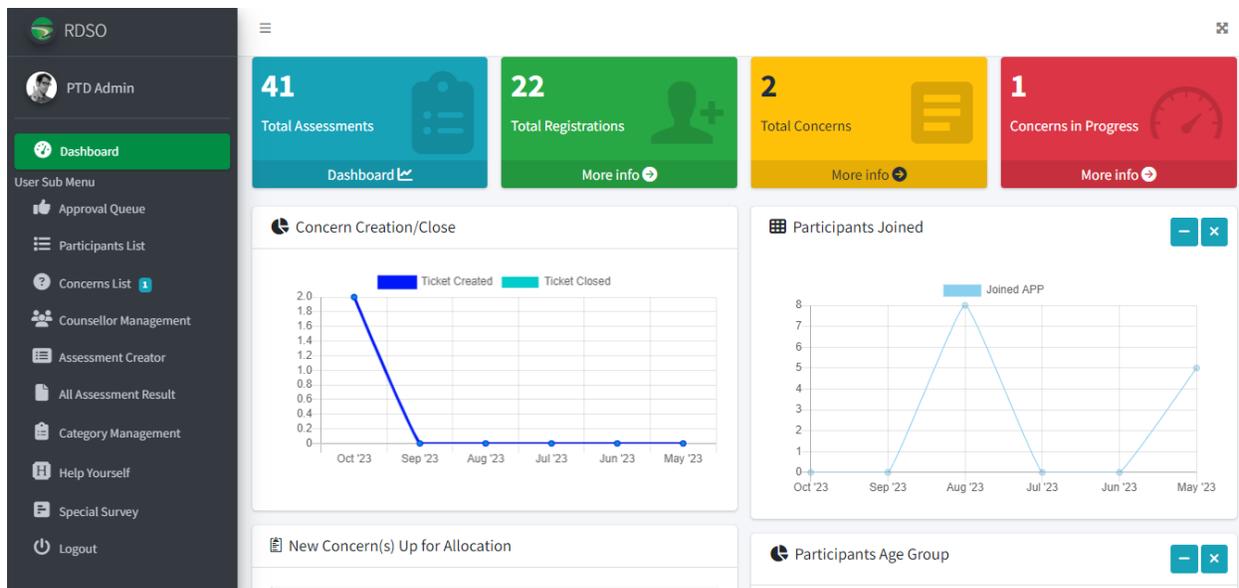
You can add as many options or choices as you intend. Now click on *Add/Update Question*.

Browse down to see a preview of the question.

You can add further questions based on test requirements.

## 7. Evaluation Criteria Creation

Log in as an admin and click on *Assessment Creator*.



Select the Add/Edit Assessment icon next to the concerned test.

The Assessment List page shows the following summary:

- Published:** 38
- Unpublished:** 3

Search:

#	Title	Category	Questions	Action
1	Anger Management	Anger/क्रोध,	14	
2	Are You a Victim? **	Personality/व्यक्तित्व,	20	
3	Are You a Morning or an Evening Person?	Personality/व्यक्तित्व,	10	
4	Are You an Angry Person? *	Anger/क्रोध,	38	
5	Are you an Extrovert or an Introvert? **	Personality/व्यक्तित्व,	11	
6	Are you a Strong Person?	Personality/व्यक्तित्व,	45	
7	Brief Substance Craving Scale	Substance abuse/नशा,	8	
8	Burnout Self Test	Burnout/बर्न आउट,	22	

Select the numbered list next to the concerned test.

**Test Management - ADD Questions**

**Test Title**: Anger Management

**Test Description**: This questionnaire contains statements related to how you handle the anger provoking situation. Please read each statement carefully and indicate your response by clicking the button of option which best describes you.  
 इस प्रश्नावली में इस बात से संबंधित कथन हैं कि आप क्रोध भड़काने वाली स्थिति को कैसे संभालते हैं। कृपया प्रत्येक कथन को ध्यान से पढ़ें और जो विकल्प आपको सबसे उपयुक्त लगता है उस पर क्लिक करके अपना जवाब दें।

**Test Category(s)**: Anger/क्रोध,

**Grade Scale Type**: General Grade Scale

[Edit Assessment Basic Information](#)

**Assessment Criteria**

Factor	Sub Factor
Anger Management	Default

[Add Factor/Sub Factor Of This Assessment Test](#)

This delivers a popup where you can Add/Update evaluation criteria.

**Add/Update Norms Table - General Grade Scale**

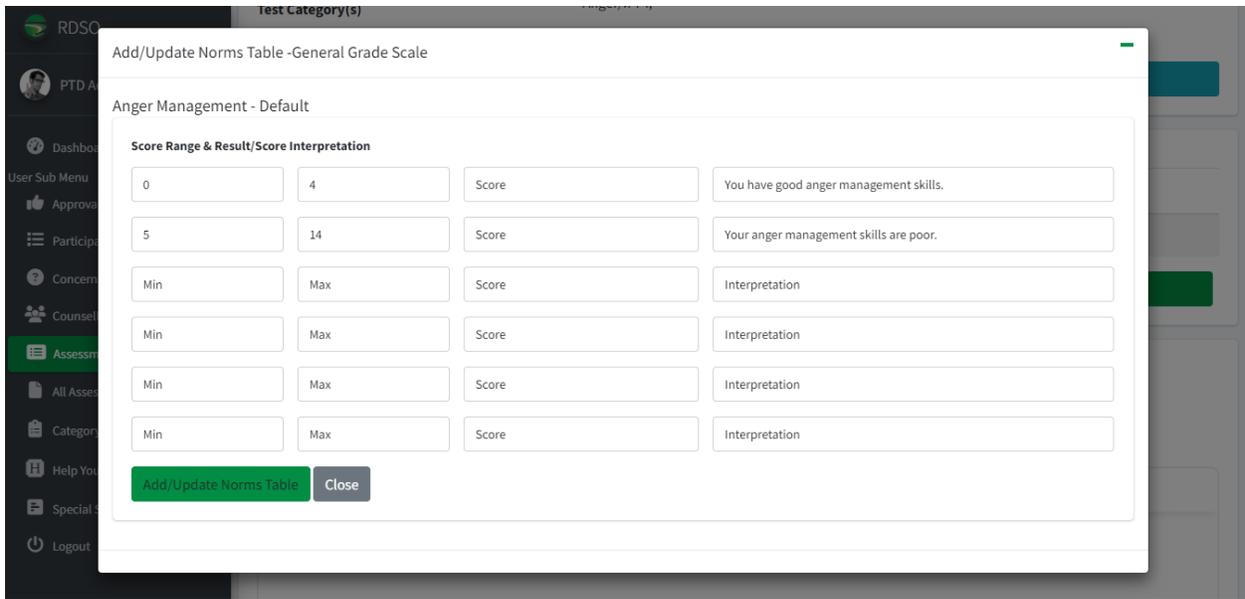
Anger Management - Default

**Score Range & Result/Score Interpretation**

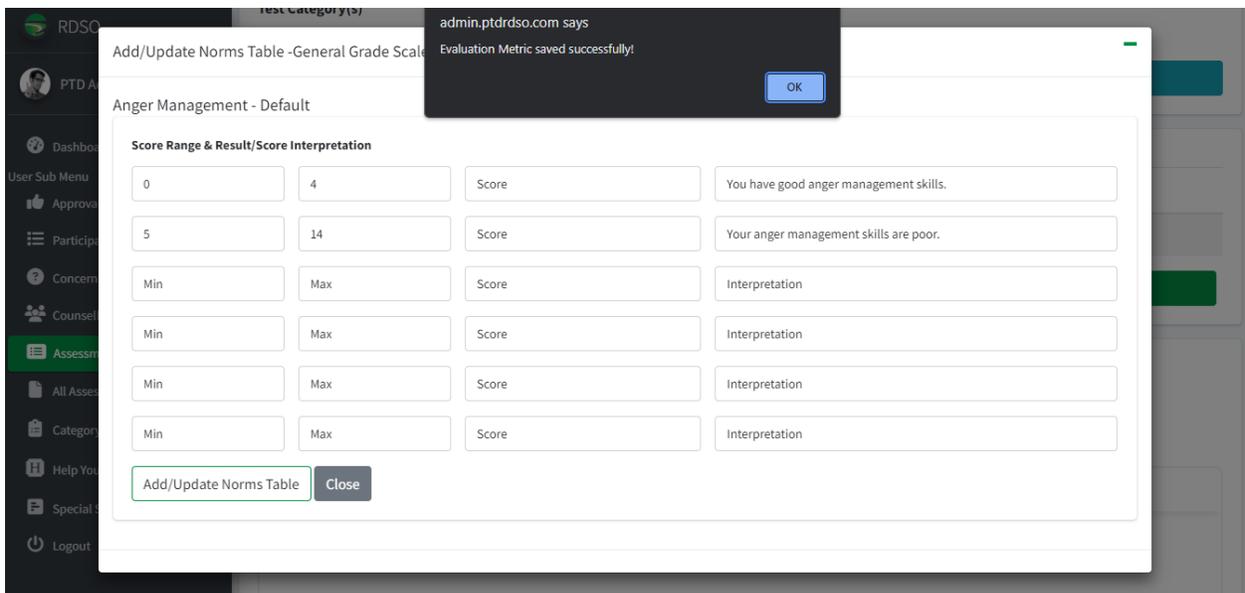
Min	Max	Score	Interpretation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add/Update Norms Table](#) [Close](#)

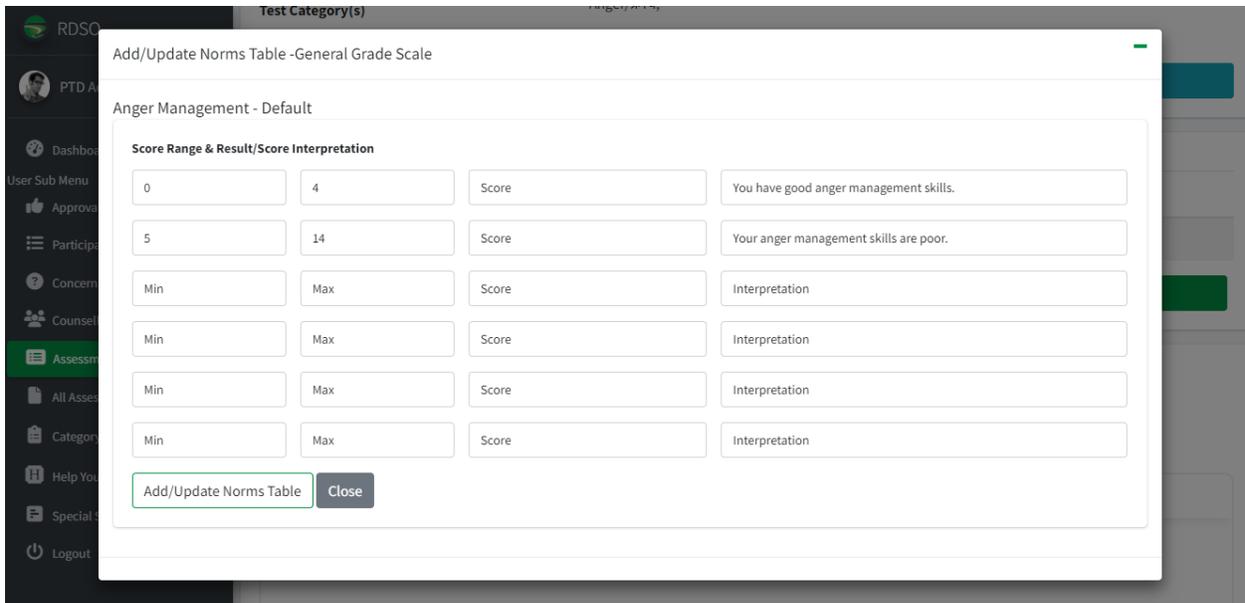
After filling in the evaluation criteria, click on *Add/Update Evaluation Criteria*.



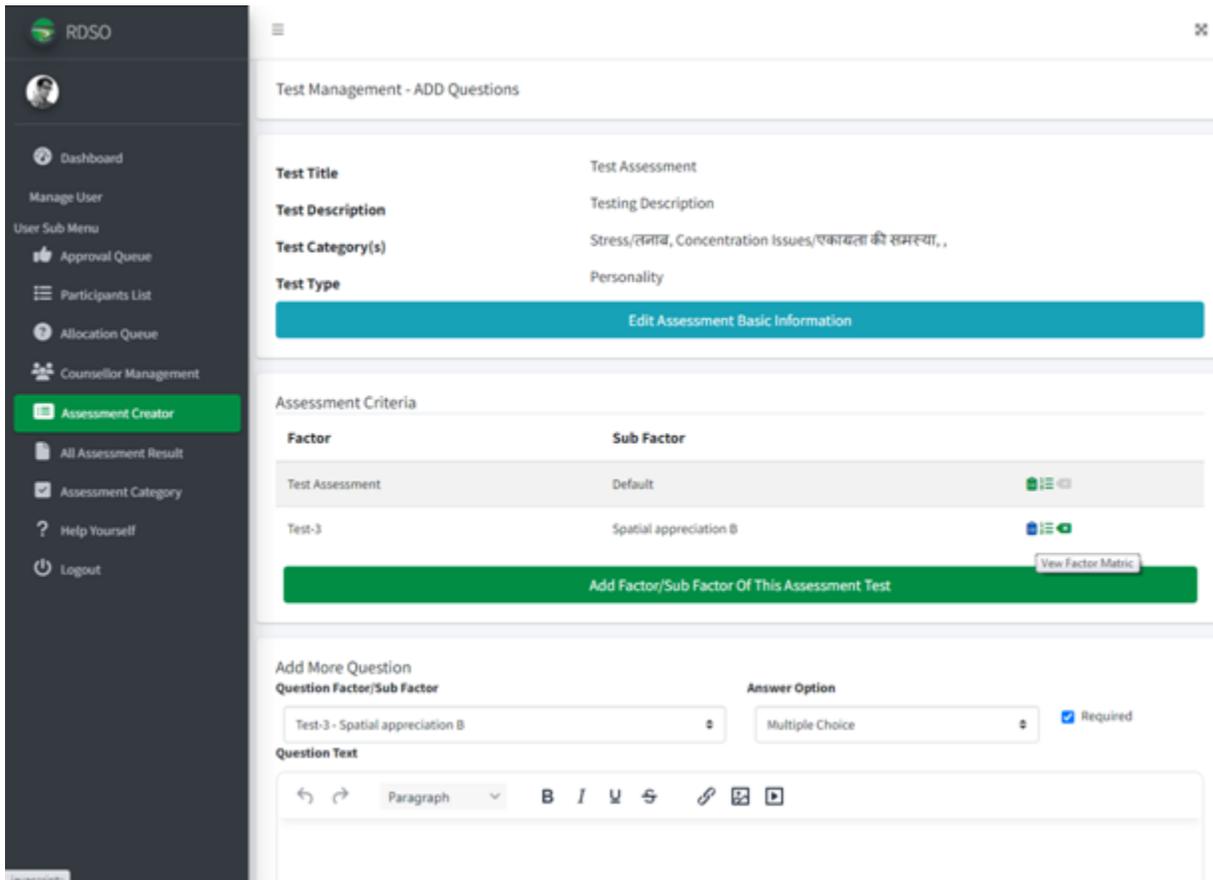
A message will tell you that the evaluation metric has been successfully saved.



Now tap on Close.



For viewing the assessment criteria, tap on the icon as shown in the image.



The following popup is displayed which shows the *Evaluation Criteria Matrix*.

The screenshot shows the RDSO Assessment Creator interface. A popup window titled "Evaluation Criteria Matrix" is displayed over the main interface. The popup contains a table with the following data:

Factor	Sub Factor	Minimum	Maximum	Interpretation	Narrative
Test-3	Spatial appreciation B	8	10	Average	
Test-3	Spatial appreciation B	11	13	Good	
Test-3	Spatial appreciation B	14	16	Very Good	
Test-3	Spatial appreciation B	17	20	Exceptional	

The background interface shows the "Assessment Creator" section with a sidebar menu, a "Test Assessment" table, and a "Add More Question" form.

## 8. Assessment Preview

First, login as an admin, and then click on *Assessment Creator*.

**RDSO**

Assessment List

Show 10 entries Search:

#	Title	Test Type	Category	Questions	Action
1	Mental Ability	Psychometric	Intelligence Test -Verbal, .	5	  
2	Test of Intelligence -Verbal	Psychometric	Concentration Issues/एकपक्षी की समस्या, .	44	  
3	Intelligence test -non-verbal	Personality	Intelligence test -Non-verbal, .	22	  
4	Test of self-confidence	Personality	Personality:स्वविराघ, .	23	  
5	Test of cautiousness	Personality	Personality:स्वविराघ, .	10	  
6	Are Your Psychic Powers strong?	Personality	Personality:स्वविराघ, .	10	  
7	Do You Get Embarrassed easily?	Personality	Personality:स्वविराघ, .	20	  
8	Are you a realist?	Personality	Personality:स्वविराघ, .	10	  
9	How Do You Communicate?	Personality	Personality:स्वविराघ, .	10	  
10	How Imaginative are you?	Personality	Personality:स्वविराघ, .	10	  

Previous 1 2 3 Next

Create New Assessment Test

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Click on the preview Assessment icon as shown in the image.

Assessment List

Show 10 entries Search:

#	Title	Test Type	Category	Questions	Action
21	Testing Uploading PDF	Personality	Personality/व्यक्तित्व, ...	20161	
22	Test Assessment	Personality	Stress, तनाव, Concentration Issues, एकाग्रता की समस्या, ...	7	

Previous 1 2 3 [Preview Assessment Test](#)

[Create New Assessment Test](#)

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<https://rdsadmin.gamoft.com/preview-assessment.php?aid=44>

A new tab open that shows test details

Test Management - ADD Questions

**Test Title** Are You an Extrovert or an Introvert?

**Test Description** This test is assessing your likes and dislikes about day-to-day situations. Choose one answer by clicking the button in front of every option. There is no right or wrong answer. Click the answer option that seems to be most appropriate for you.

**Test Category(s)** Personality/व्यक्तित्व,

**Grade Scale Type** Customize Grade Option Count Scale

[Edit Assessment Basic Information](#)

**Assessment Criteria**

Factor	Sub Factor	
Are You an Extrovert or an Introvert?	Default	
	Extrovert	

Browse down to take the test.

## ● IRCS Admin

### Default

Default Factor for the assessment;

1. Some of my friends feel that I am irritable.

मेरे कुछ दोस्तों को लगता है कि मैं चिड़चिड़ा हूँ।

Yes

हाँ

No

नहीं

2. I can become violent also to get my rights.

मैं अपना हक पाने के लिए हिंसक भी हो सकता हूँ।

Yes

हाँ

No

नहीं

3. If things don't go according to my way, i get into an argument even against my will.

अगर चीजें मेरे हिसाब से नहीं चलती हैं, तो मैं अपनी इच्छा के विरुद्ध भी बहस में पड़ जाता हूँ।

Yes

हाँ



After you are through with the test, click on *Submit Answers*.

### IRCS Admin

The image shows a visual puzzle with five options labeled A through E. Each option is a circle containing a different arrangement of shapes: a black dot, a black triangle, a white rectangle, and a white oval. Option A has a dot at the top-left, a triangle at the top, a rectangle at the bottom, and an oval at the bottom-right. Option B has a dot at the top-left, a triangle at the bottom, a rectangle at the bottom, and an oval at the bottom-right. Option C has a dot at the top-left, a triangle at the top, a rectangle at the bottom, and an oval at the bottom-right. Option D has a dot at the top-left, a triangle at the top, a rectangle at the bottom, and an oval at the bottom-right. Option E has a dot at the top-left, a triangle at the bottom, a rectangle at the top, and an oval at the bottom-right. Below the options, there are two radio buttons. The first is labeled 'sluggish, vionorous' and is unselected. The second is labeled 'sluggish, vigorous(Correct)' and is selected. At the bottom of the screen, there is a blue button labeled 'Submit Answers'.

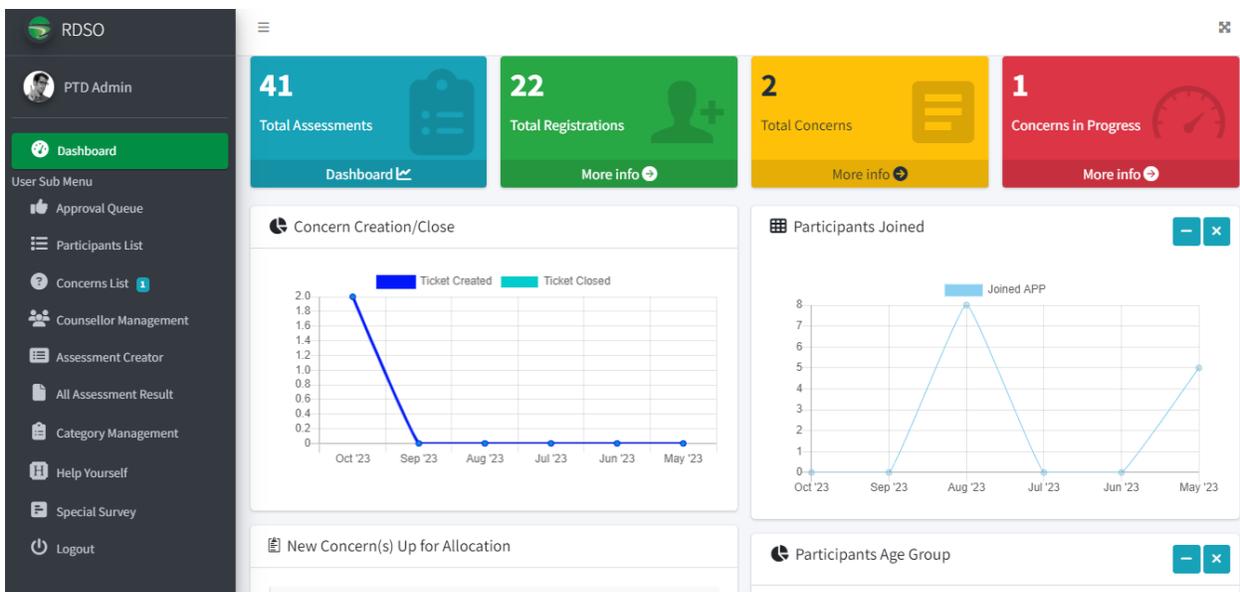
The following screen is displayed

Thank You for participating! Please contact the administrator for the result!



## 9. Test battery creation

Login as an admin and click on *Counsellor Management*



The following screen is displayed.

**RDSO**

PTD Admin

Dashboard

User Sub Menu

- Approval Queue
- Participants List
- Concerns List
- Counsellor Management**
- Assessment Creator
- All Assessment Result
- Category Management
- Help Yourself
- Special Survey
- Logout

## Counsellor User(s)

Show 10 entries

Search:

Name	Login Code	Email	Phone	Password
couns4	COUNS4	couns4-D@ircsadmin.gamoft.com	7380447233	123456
COUNS3	COUNS3	couns3@ircsadmin.gamoft.com	9876543646	123456

Previous 1 Next

### Add New User

Name

Phone

Email

User Type

Copy the user name of your preferred counsellor.

**RDSO**

PTD Admin

Dashboard

User Sub Menu

- Approval Queue
- Participants List
- Concerns List
- Counsellor Management**
- Assessment Creator
- All Assessment Result
- Category Management
- Help Yourself
- Special Survey
- Logout

## Counsellor User(s)

Show 10 entries

Search:

couns4	COUNS4	couns4-D@ircsadmin.gamoft.com	7380447233	123456
COUNS3	COUNS3	couns3@ircsadmin.gamoft.com	9876543646	123456

Previous 1 Next

### Add New User

Name

Phone

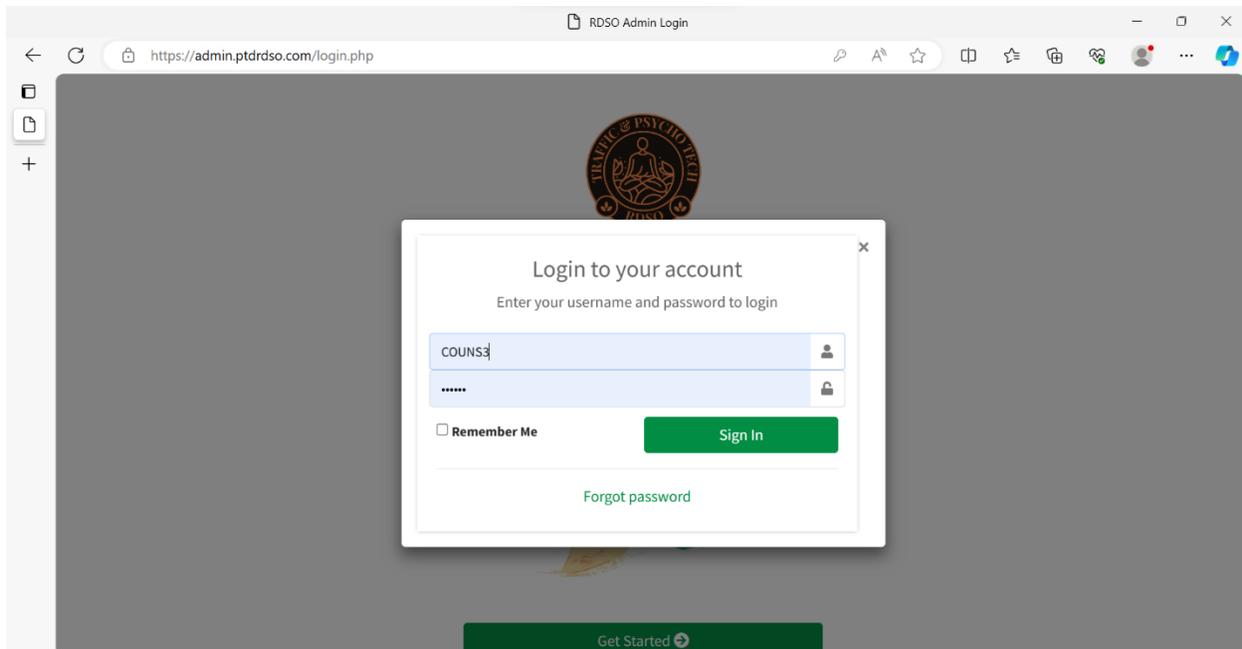
Email

User Type

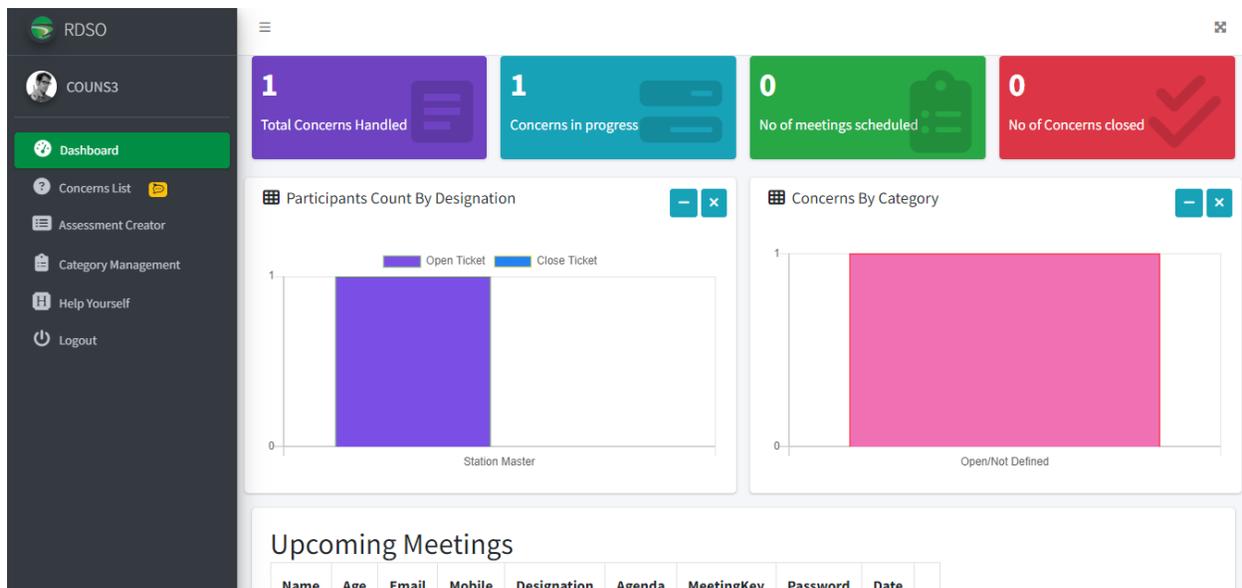
Admin User

Counsellor User

Now logout. Login to the portal again using the counsellor's credentials, whose username you had copied.



Welcome screen is displayed. Click on *Concerns List*



This brings us to the following screen.

RDSO

COUNS3

Dashboard

Concerns Allocated

Logout

### Participant Query Allocated List

Ticket	Name	Designation	Division	Phone	Email	
Suosz6	S	Motorman	Jaipur,Ajmer,Bikaner,Jodhpur	0826541235	yy8f@gmail.com	
d2F4i7	Ram Singh	Shunter	Howrah,Sealdah,Asansol,Malda	5656232356	govmensolutions@gmail.com	
hdaKIM	anjali	Shunter	Jaipur,Ajmer,Bikaner,Jodhpur	1234567981	shrimasrivastav-12may23@gmail.com	
KDnMQg	Harikesh Mohan	Loco Pilot	Ambala	5623145875	developer@gamoft.com	
KAp6w5	Taski-2	Loco Pilot	Mughalsarai	0000000002	info2@ircsadmin.gamoft.com	
KxQ0YX	S	Motorman	Jaipur,Ajmer,Bikaner,Jodhpur	0826541235	yy8f@gmail.com	
kFlu48	pir	Loco Pilot	Jodhpur	7385422698	shrimasrivastav@gmail.com	
vN2IVK	Taskin Abbas	Loco Pilot	Jodhpur	9911005588	info11@ircsadmin.gamoft.com	

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Click on the battery icon as shown in the image below.

RDSO

COUNS3

Dashboard

Concerns Allocated

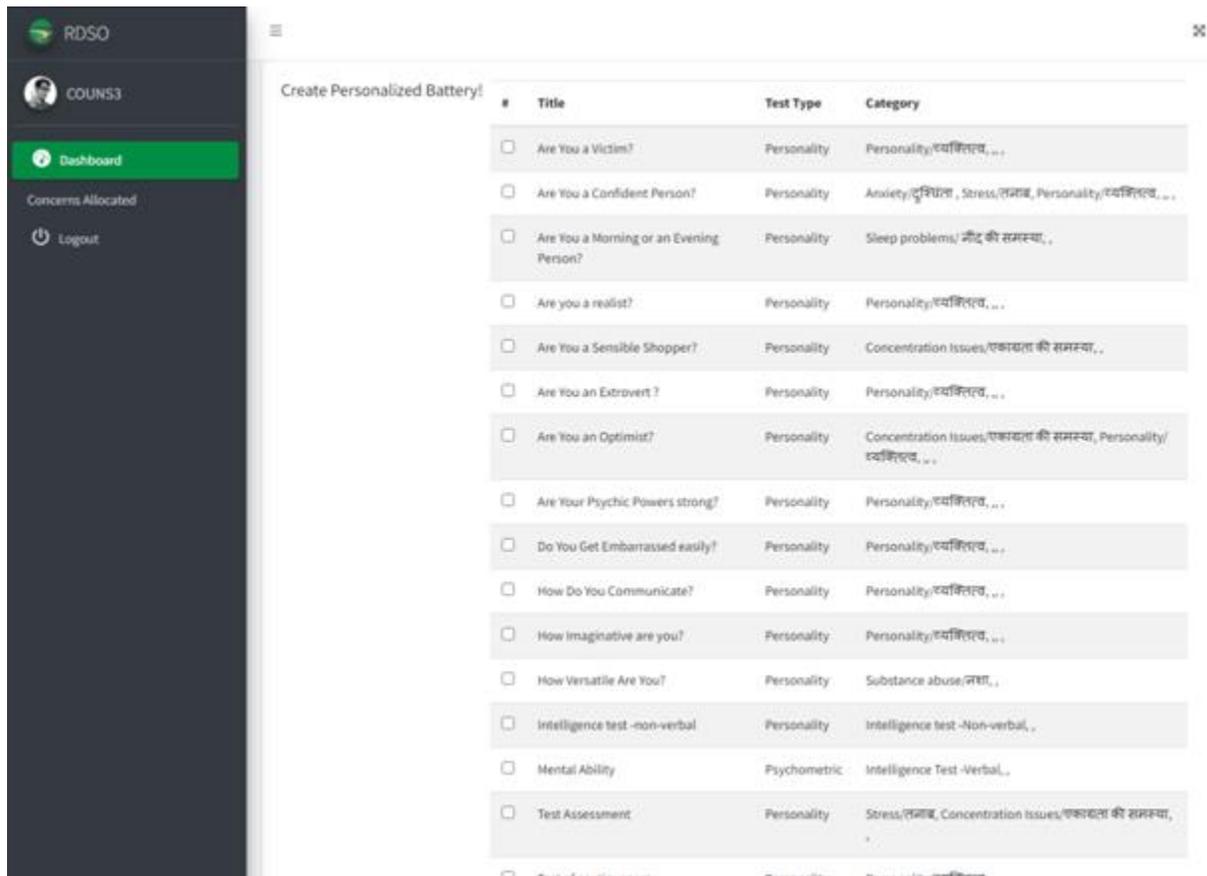
Logout

### Participant Query Allocated List

Ticket	Name	Designation	Division	Phone	Email	
Suosz6	S	Motorman	Jaipur,Ajmer,Bikaner,Jodhpur	0826541235	yy8f@gmail.com	
d2F4i7	Ram Singh	Shunter	Howrah,Sealdah,Asansol,Malda	5656232356	govmensolutions@gmail.com	
hdaKIM	anjali	Shunter	Jaipur,Ajmer,Bikaner,Jodhpur	1234567981	shrimasrivastav-12may23@gmail.com	
KDnMQg	Harikesh Mohan	Loco Pilot	Ambala	5623145875	developer@gamoft.com	
KAp6w5	Taski-2	Loco Pilot	Mughalsarai	0000000002	info2@ircsadmin.gamoft.com	
KxQ0YX	S	Motorman	Jaipur,Ajmer,Bikaner,Jodhpur	0826541235	yy8f@gmail.com	
kFlu48	pir	Loco Pilot	Jodhpur	7385422698	shrimasrivastav@gmail.com	
vN2IVK	Taskin Abbas	Loco Pilot	Jodhpur	9911005588	info11@ircsadmin.gamoft.com	

Allocate Test Batta

The following screen is displayed.



The screenshot shows a user interface for 'RDSO' with a user profile 'COUNS3'. The left sidebar contains 'Dashboard', 'Concerns Allocated', and 'Logout'. The main content area is titled 'Create Personalized Battery!' and displays a table of test items. Each row includes a checkbox, a title, a test type, and a category.

#	Title	Test Type	Category
<input type="checkbox"/>	Are You a Victim?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	Are You a Confident Person?	Personality	Anxiety/दुर्बलता, Stress,तनाव, Personality;व्यक्तित्व, ...
<input type="checkbox"/>	Are You a Morning or an Evening Person?	Personality	Sleep problems/ नींद की समस्या, .
<input type="checkbox"/>	Are you a realist?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	Are You a Sensible Shopper?	Personality	Concentration Issues,एकाग्रता की समस्या, .
<input type="checkbox"/>	Are You an Extrovert ?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	Are You an Optimist?	Personality	Concentration Issues,एकाग्रता की समस्या, Personality/व्यक्तित्व, ...
<input type="checkbox"/>	Are Your Psychic Powers strong?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	Do You Get Embarrassed easily?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	How Do You Communicate?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	How Imaginative are you?	Personality	Personality;व्यक्तित्व, ...
<input type="checkbox"/>	How Versatile Are You?	Personality	Substance abuse/नशा, .
<input type="checkbox"/>	Intelligence test -non-verbal	Personality	Intelligence test -Non-verbal, .
<input type="checkbox"/>	Mental Ability	Psychometric	Intelligence Test -Verbal, .
<input type="checkbox"/>	Test Assessment	Personality	Stress,तनाव, Concentration Issues,एकाग्रता की समस्या, .
<input type="checkbox"/>	Test of Intelligence	Personality	Personality;व्यक्तित्व, ...

Now, select the titles that you intend to choose and type in the battery title.

RDSO

COUNS3

Dashboard

Concerns Allocated

Logout

<input type="checkbox"/>	Are Your Psychic Powers strong?	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	Do You Get Embarrassed easily?	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	How Do You Communicate?	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	How Imaginative are you?	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	How Versatile Are You?	Personality	Substance abuse/नशी, ...
<input type="checkbox"/>	Intelligence test -non-verbal	Personality	Intelligence test -Non-verbal, ...
<input checked="" type="checkbox"/>	Mental Ability	Psychometric	Intelligence Test -Verbal, ...
<input type="checkbox"/>	Test Assessment	Personality	Stress/तनाव, Concentration Issues, एककक्षा की समझ, ...
<input checked="" type="checkbox"/>	Test of Cautionness	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	Test of Intelligence -Verbal	Psychometric	Concentration Issues, एककक्षा की समझ, ...
<input type="checkbox"/>	Test of self-confidence	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	Testing Uploading PDF	Personality	Personality/व्यक्तित्व, ...
<input type="checkbox"/>	What Class of Airplane Passenger Are You?	Personality	Accident Proneness, दुर्घटना प्रवणता, ...
<input type="checkbox"/>	What Kind of a Friend Are You?	Personality	Stress/तनाव, Trauma/ट्रॉमा, ...
<input type="checkbox"/>	Your Approach to Work	Personality	Personality/व्यक्तित्व, ...

Battery Title

New Test

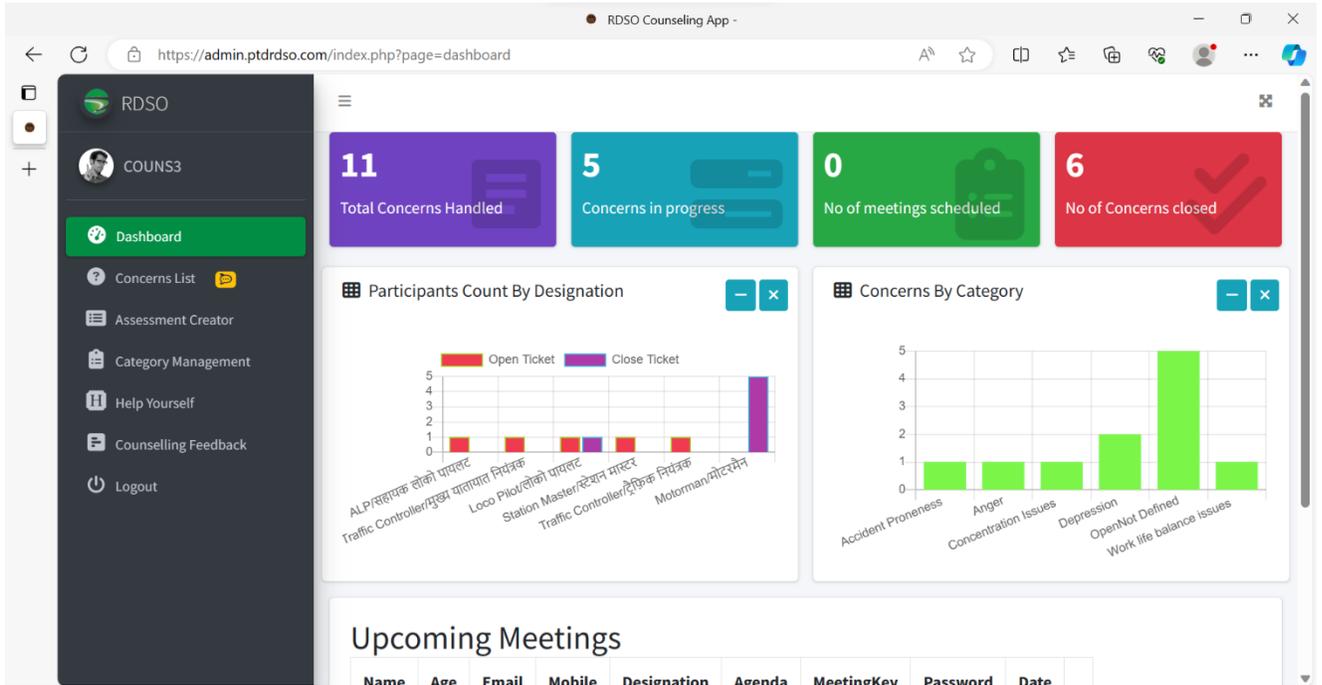
Create and Assign New Test Battery

Click on *Create and Assign New Test Battery*

## 10. Create a new WebEx Meeting

Login with the counselor ID as shown in the previous section

Welcome screen is displayed. Click on *Concerns List*



Click on the Create Meeting icon as shown in the image below.

The screenshot shows the 'Participant Query Allocated List' page. The table lists participants with their details and a set of action icons. The 'Create Meeting' icon is highlighted with a red box and a tooltip.

Ticket	Name	Designation	Division	Phone	Email
ODij7f	Tasakin Abbas	Motorman/मोटरमैन	Jodhpur/जोधपुर	9910004868-old	abbasrr-old@gamoft.com
zydhaM	Garima Srivastava	ALP/सहायक लोको पायलट	Lucknow/लखनऊ	7800407416	garimasrivastava166@gmail.com
LgAp5K	Ruby Srivastava	Loco Pilot/लोको पायलट	Lucknow/लखनऊ	7985457570	Ruby.piyush1991@gmail.com
KxiciNl	demo	Traffic Controller/ट्रैफिक नियंत्रक	Trivendrum/तिरुवनंतपुरम	7528369532	demo@gmail.com
4ujsgU	Tasakin Abbas	Loco Pilot/लोको पायलट	Agra/आगरा	99100048688	tashkinold@gamoft.com
SzOe1a	Biylab De	Motorman/मोटरमैन	Howrah-II/हावड़ा-II	7503344371	de.biylab@gmail.com
tnV7C	Biylab De	Motorman/मोटरमैन	Howrah-II/हावड़ा-II	7503344371	de.biylab@gmail.com

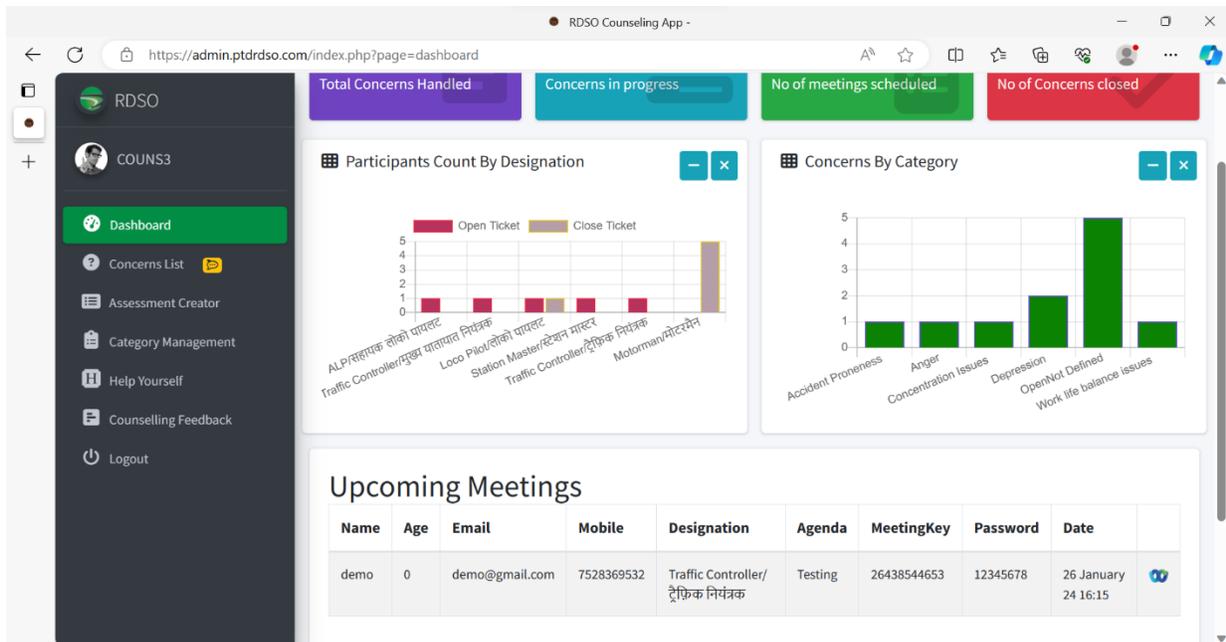
Fill the form given below with all relevant details like Agenda of the meeting, date and time and a random meeting passcode.

The screenshot shows a web browser window with the URL <https://admin.ptdrdo.com/index.php?page=alloc>. The page title is "RDSO Counseling App - Participant Query Allocation Wait List". A modal window titled "Create New Meeting" is open, containing the following fields:

- Conference Name:
- Agenda:
- Select a date:
- Select a time:
- Greeting Message:
- Meeting Passcode:
- Create Meeting:

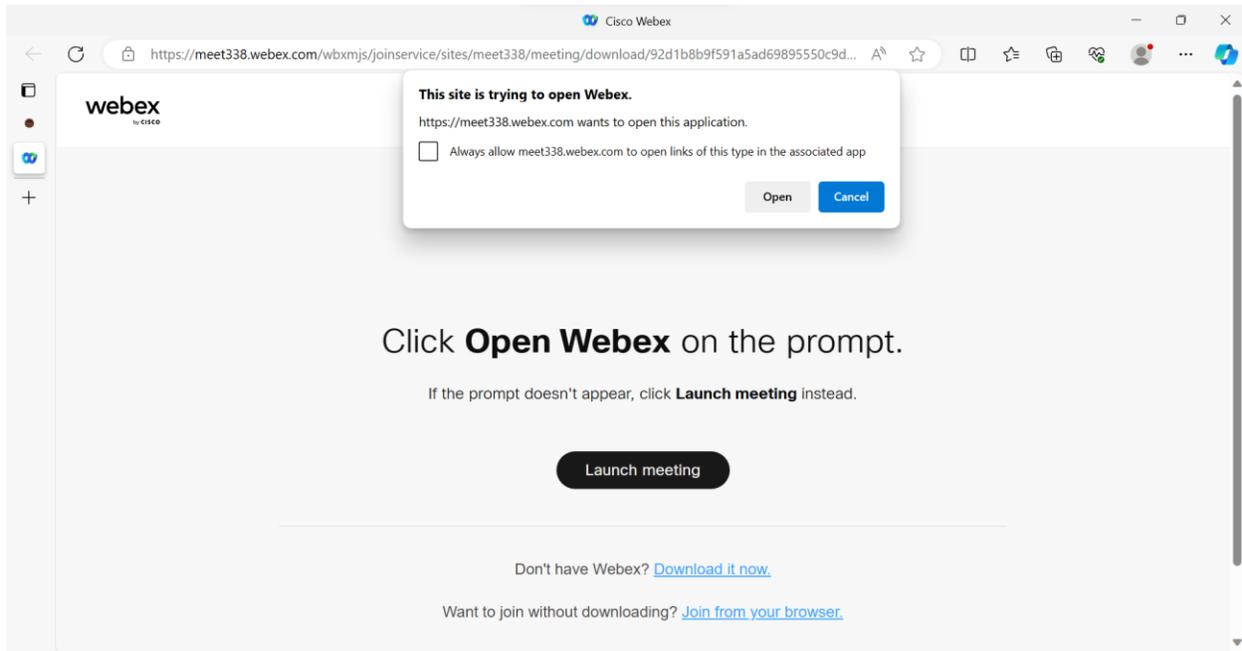
The background shows a sidebar with navigation options: Dashboard, Concerns List, Assessment Creator, Category Management, Help Yourself, Counselling Feedback, and Logout. The main content area displays a table of participants with columns for Name, Age, Email, Mobile, Designation, MeetingKey, Password, and Date.

Once the details are created in a meeting setup it will show on the counsellor dashboard

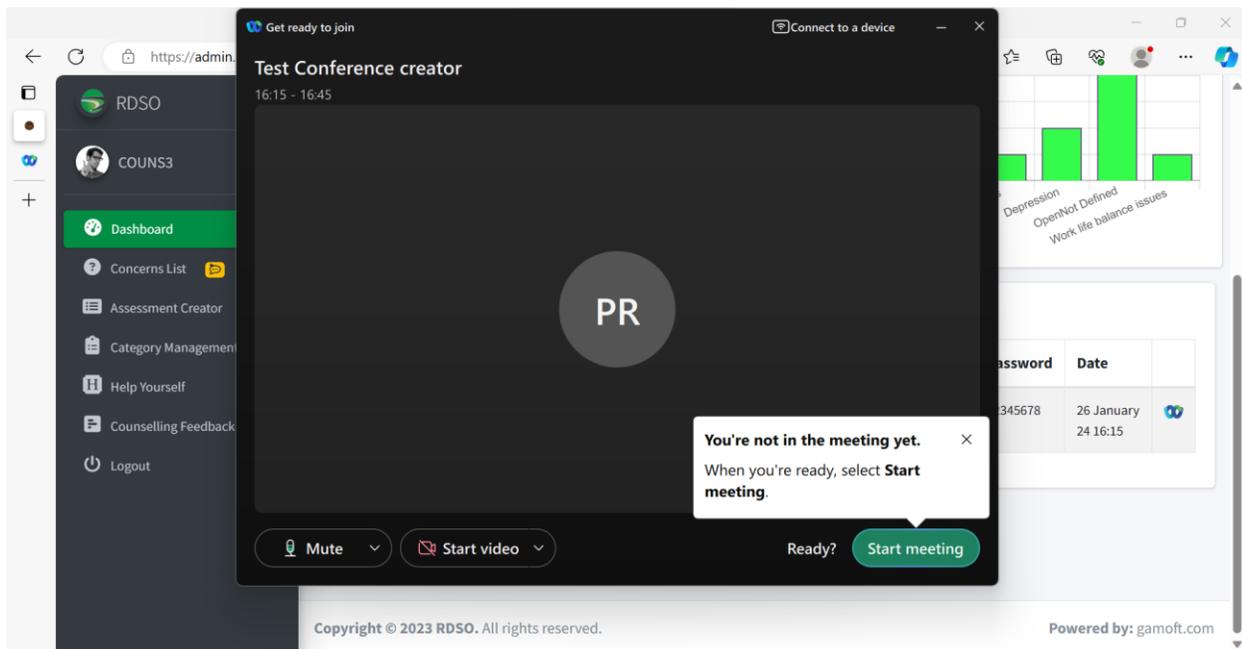


## Starting a WebEx Meeting

The counsellor has to make sure that the WebEx app is downloaded on the desktop and signed in (for user name and password, please contact the Admin)



Click on Start meeting to join



11. Creating a new Category on the App – This option will be used when creating a new category to add content or assessments to

Other Reasons अन्य कारण

Showing 1 to 10 of 16 entries

Previous 1 2 Next

### Add new category

**Category Name**

Type Category Name

**Category Type**

Help Yourself

Assessment

**Category Image**

Choose File No file chosen

Add/Update Category

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We start by entering the category name. Since all other categories are mentioned in Bilingual format so its advised to enter the category name in both English and Hindi. Along with the name, please select if the category will be used to upload Help Yourself content, Assessments or both along with a category image.

The Category created will show under this list

### Assessment Category List

Show 10 entries

Search:

Title	Type	Assessment	Self Help	
Accident Proneness दुर्घटना प्रवणता		3	3	
Anger क्रोध		2	3	
Anxiety चिंता		1	2	
Concentration Issues एकाग्रता की समस्या		0	4	
Depression अवसाद		2	4	
Fatigue थकान		2	2	
General Mental Health मानसिक स्वास्थ्य		2	5	
Interpersonal issues पारस्परिक मुद्दे		1	2	
Mental Trauma मानसिक आघात		2	1	
Other Reasons अन्य कारण		0	0	

Showing 1 to 10 of 16 entries

Previous 1 2 Next

12. Help Your Self (Content Manager) – The dashboard show the Document/ Video title and the category it has been uploaded to.

The tiles on top also show the count of content under published and unpublished.

**Self Help Management**

42 Published | 2 Unpublished

Show 10 entries | Search:

Title	Type	Category	
Depression		Depression अवसाद	
What is Depression?		Depression अवसाद	
What is Depression?		Depression अवसाद	
Physical Symptoms of Depression		Depression अवसाद	
Self-help tips on Anxiety		Anxiety चिंता	
Whats normal Anxiety?		Anxiety चिंता	
Stress Management		Stress तनाव	
How stress affects your body.		Stress तनाव	
Alertness		Concentration Issues एकाग्रता की समस्या	

To Add new content under Help Your Self, we start by clicking on the Button Add New Help Yourself Content

**Self Help Management**

42 Published | 2 Unpublished

Show 10 entries | Search:

Title	Type	Category	
Depression		Depression अवसाद	
What is Depression?		Depression अवसाद	
What is Depression?		Depression अवसाद	
Physical Symptoms of Depression		Depression अवसाद	
Self-help tips on Anxiety		Anxiety चिंता	
Whats normal Anxiety?		Anxiety चिंता	
Stress Management		Stress तनाव	
How stress affects your body.		Stress तनाव	
Alertness		Concentration Issues एकाग्रता की समस्या	
Memory		Concentration Issues एकाग्रता की समस्या	

Previous 1 2 3 4 5 Next

[Add New Self Help Assessment](#)

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To add new Text/ PDF/ Image/ Video we select the details like Content Type, Category Name and Title. Description can be added as an option that will show along with the PDF/ Video

The screenshot shows a web interface for adding new self-help content. On the left is a dark sidebar with the RDSO logo and user profile 'COUNS3'. The main area is titled 'Add New Self Help Content'. It contains several input fields: 'Content Type' (set to 'Text'), 'Select Category' (set to 'Depression अवसाद'), and 'Youtube Video ID'. There is a 'Choose File' button with the text 'No file chosen'. Below these is a 'Content Title' field and a 'Description/Note Text' field with a rich text editor toolbar (Paragraph, Bold, Italic, Underline, Strikethrough, Link, Image, Video). At the bottom right of the text area, it says '0 words' and 'tiny'. A green 'Add Content' button is at the bottom.

Once the content is added successfully, it will appear on the dashboard and will have to be published to be made available on the App

### 13. Counselling Feedback- This is a counselling feedback Dashboard for the Admin and Counsellors to look at the overall effectiveness of counselling

