Training of NABL Mobile App for Assessors

OBJECTIVE:

OBJECTIVE OF THIS TRAINING IS TO LEARN HOW TO USE THE MOBILE APP TO SEND LOCATION AND TO CONDUCT ASSESSMENT OF COLLECTION CENTRES

Things to remember :

- This app is intended to conduct assessment work of collection centres in field by the Assessors.

- Same App is also used to send your last location so that Assessments can be allocated according to your location proximity.

- Assessors can login into the app and can see list of collection center assigned to them and can conduct assessment of these one by one.

- Please turn on location on tablet.

IMP: Login into the App when you are in network zone and download the Allocated Collection Centres.
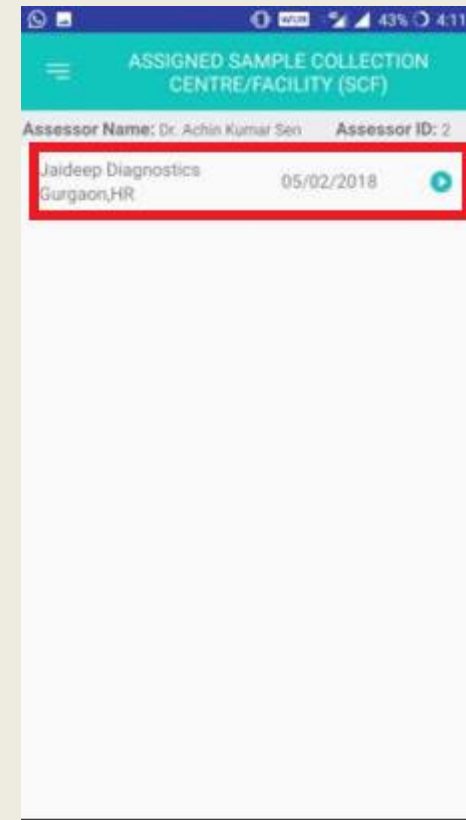Once centres as downloaded on device, Assessment can be conducted in offline mode as well. Internet will be again required for syncing of data.

App Home Page – Login into App

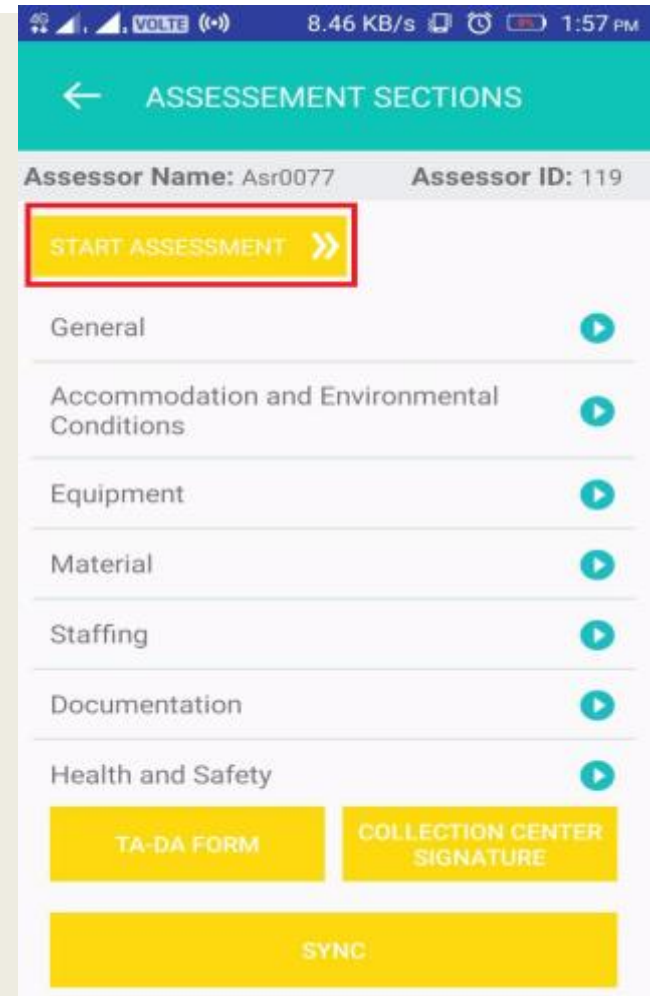**Step 1**: Turn on the NABL app on the mobile to find the following interface:
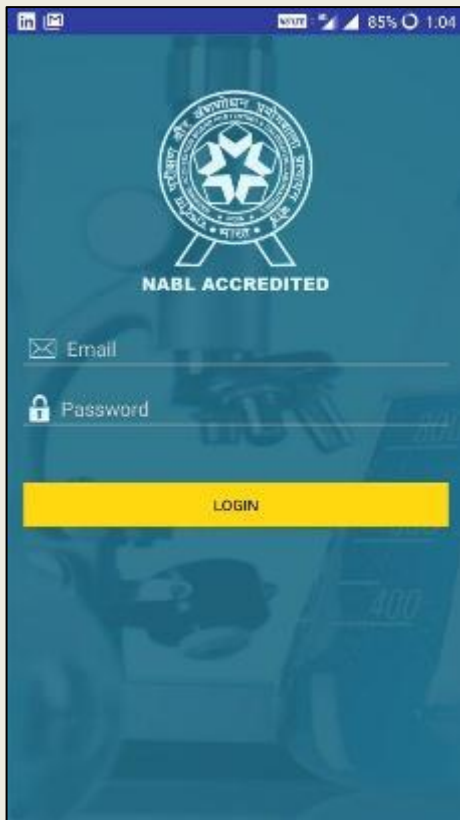
Step 2: Once you login you will find Assigned Sample Collection Center/Facility list .

Select Collection Centre for Assessment

Step 3: After selecting Collection centre for assessment, App will list all the sections for which assessment is to be done.

Click on 'Start assessment' button to initiate the Assessment of collection centre.

Conduct Assessment

Step 4: Assessors can select a section by clicking on the icon situated at right corner of each category.

Step 5: After clicking on icon, questionnaire will appear to conduct assessment.

Capture NC, Remarks and Photo

Step 6: Assessor can capture answer of each question and can also enter remarks, add NC and attach a picture for every question.

Step 7: Click on remark icon to add remarks.

Capture NC, Remarks and Photo

Step 8: When NC button is clicked, a pop-up window will appear to capture NC details. NC can be added as major/minor along with NC details.

Step 9: Click on Camera button to add pictorial evidence with a requirement.

TA-DA FORM DATA

Step 10: After saving assessment the icon situated on right side of each category will change (into yellow color) as shown below.

Step 11: After completing all the sections, assessor can fill TA-DA Form data by clicking on 'TA-DA FORM' button.

TA-DA FORM DATA

Step 12: After clicking TA-DA Form , following form will appear to capture Claim details

Step 13: After click '+' icon button will appear Travel Details form ,After fill travel details user click 'Submit' button
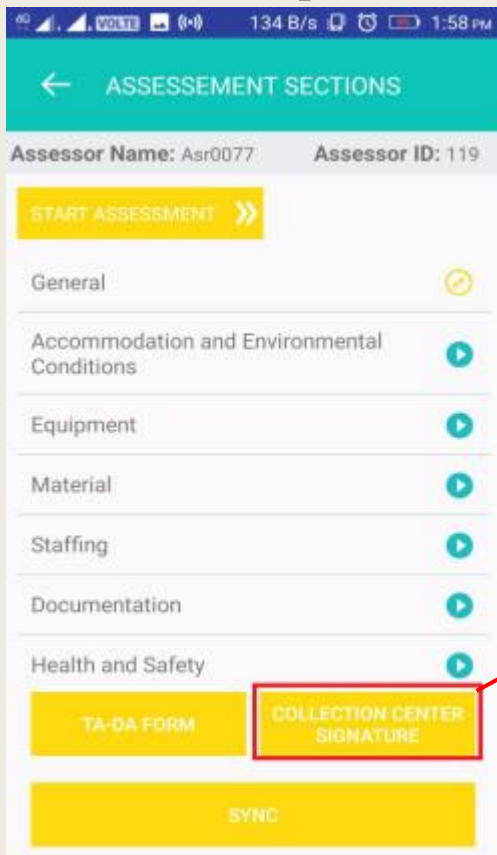
COLLECTION CENTER SIGNATURE

Step 14: Click on 'COLLECTION CENTER SIGNATURE' button to capture signature of collection centre person.

Step 15: Capture name and signature of authorised person of Collection centre.

SYNC DATA

Step 16: Check following steps has been completed before syncing the assessment data:

➢ Assessment of all the sections has been completed (Saved sections will be changed to yellow icons).

➢ TA-DA Form has been captured along with picture of associated bills etc.

➢ Signature of Collection Centre contact person has been captured.

➢ Ensure internet is available before syncing the assessment data to server.

Sending Location using Mobile App

- Send your latest location to NABL SCF application using the Send your location feature of App. This location will be used for allocating collection centre based on your location proximity to centre.