



# ONEIMPACT GLOBAL USER MANUAL ONEIMPACT GLOBAL SMART SETUP

**Submitted to:**



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## BACKGROUND

### INTRODUCTION TO ONEIMPACT GLOBAL CLM

The smart setup is a tool that will not only assist in adding information in a smooth manner but will also help in maintaining and monitoring the content of the App in the best possible way.

- To keep a track of the content present in the App
- To add/delete sections in the App
- To add/delete new data in the App

### PURPOSE OF ONEIMPACT GLOBAL SMART SETUP

The document is a complete guide for admin or user of dashboard on how to use the smart setup module. It contains instructions on each of the components supported with illustrations for ease of understanding the flows & features. This document will serve as a USER GUIDE.

### THE PURPOSE AND ORGANIZATION OF THE MANUAL

The user’s manual consists of four sections: BACKGROUND, USING ONEIMPACT GLOBAL SMART SETUP, and TROUBLESHOOTING.

**Background** section explains in general terms the system and the purpose for which it is intended.

**Using OneImpact Global Smart Set-up** section provides step by step usage guide on how to login into the system and access the different features around the same.

**Troubleshooting** section describes what are the different measures that can be taken into consideration in case of any issues that are faced on the field.

### ONEIMPACT GLOBAL USER AND ROLES

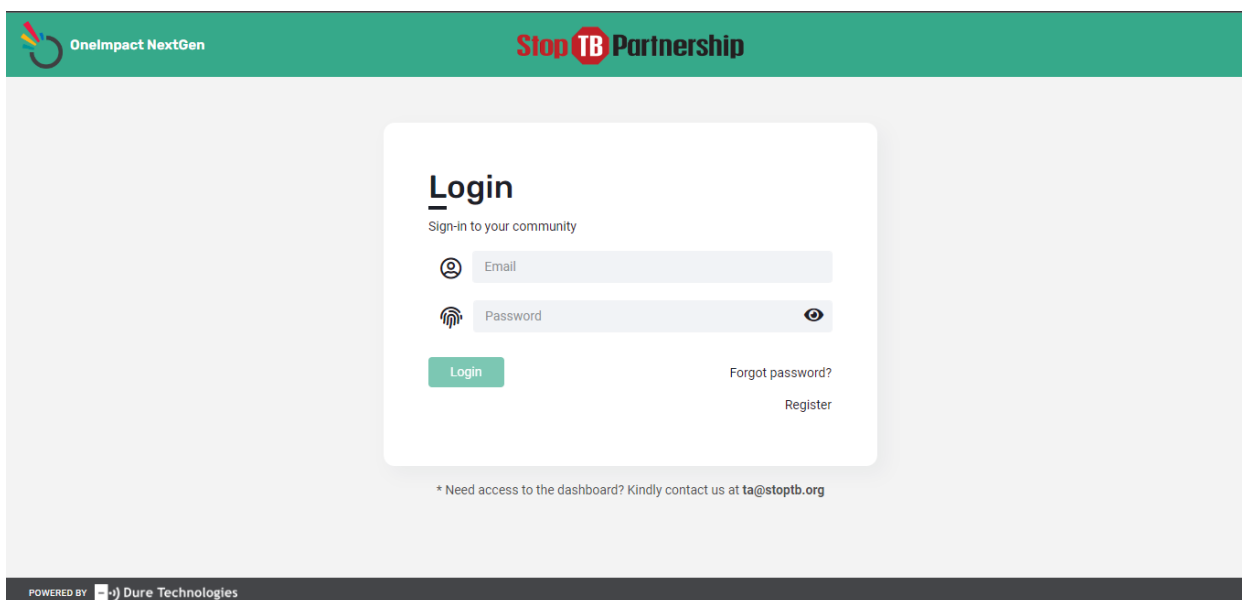
The application allows user roles and access to be established. The access is divided into user roles and development group.

**User Roles:** Admin and Civil Society Members

## USING ONEIMPACT GLOBAL SMART SETUP

### STEP 1: LOGIN

- To access the web-based platform for the Smart-Setup. The admin needs to enter the URL ([Click here](#)) in a chrome browser.
- Once the URL is entered, the admin needs to enter the desired credentials as shared with them.



**Figure: 1.0.1**



On successfully entering the credentials, you are now all set to configure the content around the application.

## STEP 2: ACCESSING SMART SETUP

Click on the **Smart Set-Up** option, on the homepage or the side bar to configure the content or to manage the translations available in the application/dashboard.

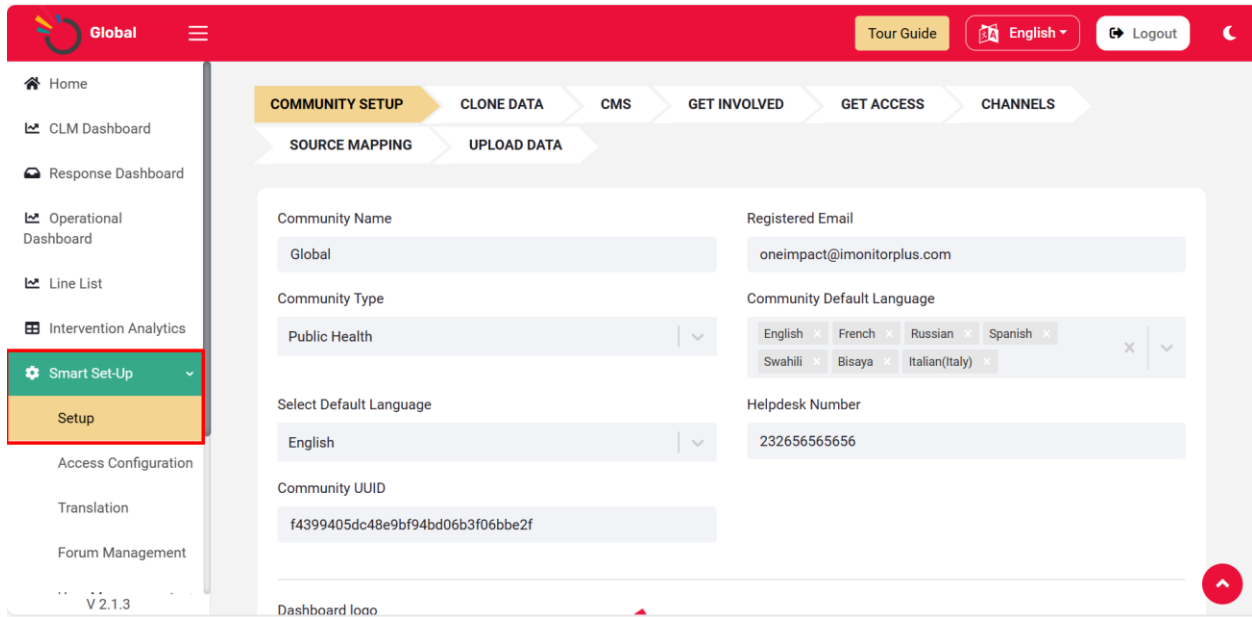


Figure: 1.0.2



STEP 3: CMS

Click on **Get Information** section to add/edit/delete any information available in the app. Follow the below screenshots to configure the content for your community.

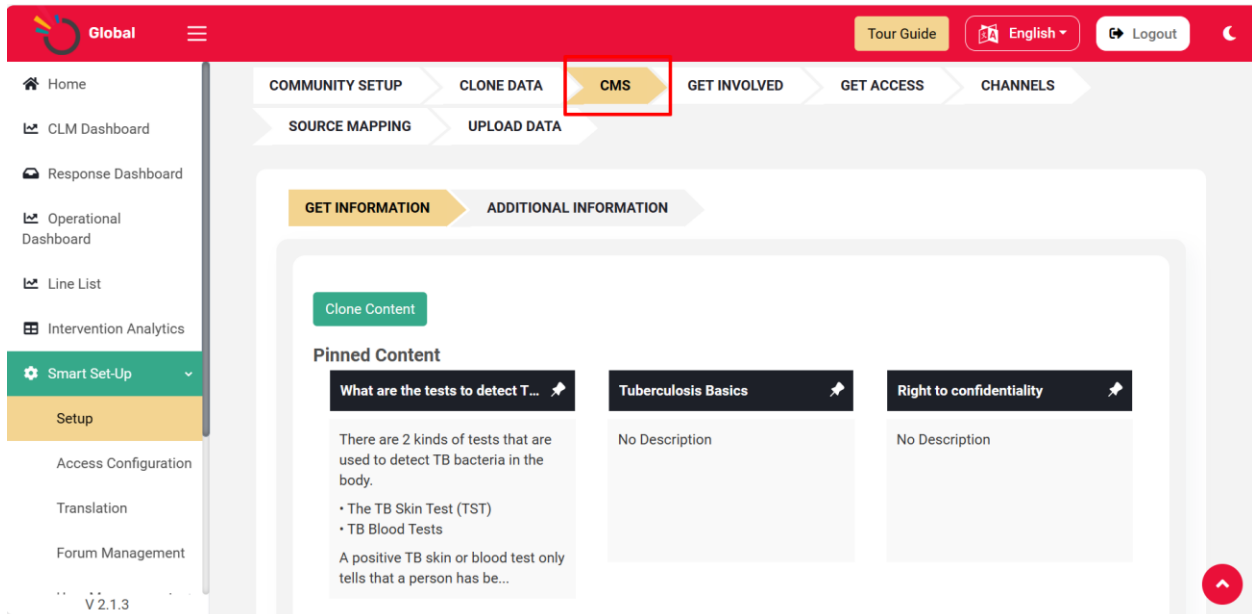


Figure: 1.0.3

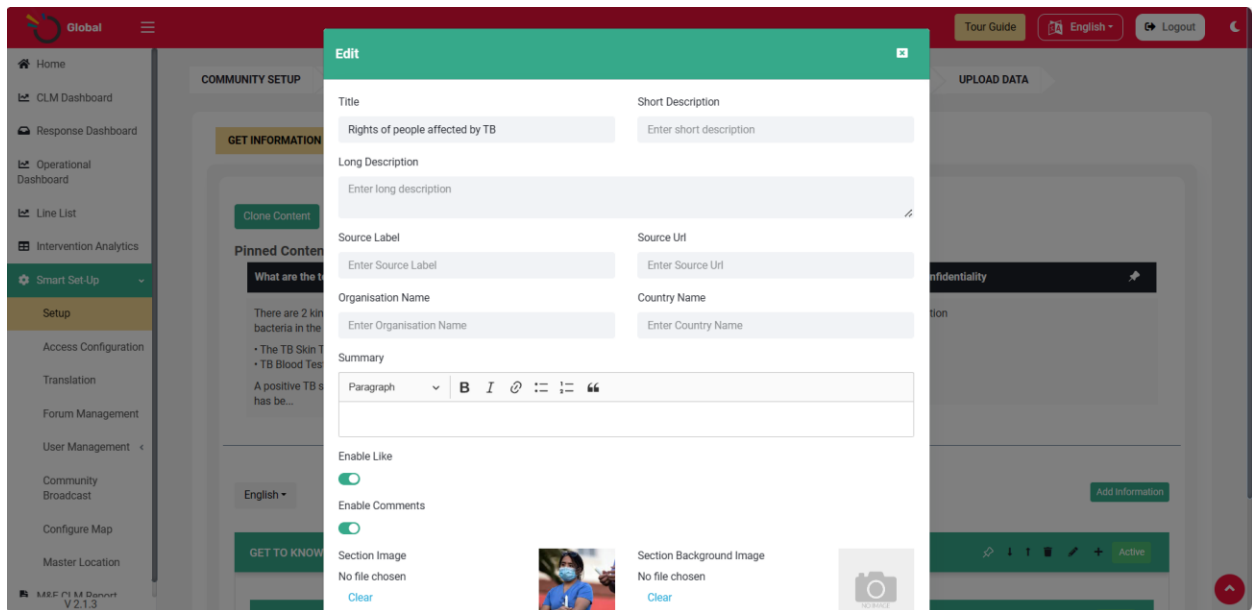
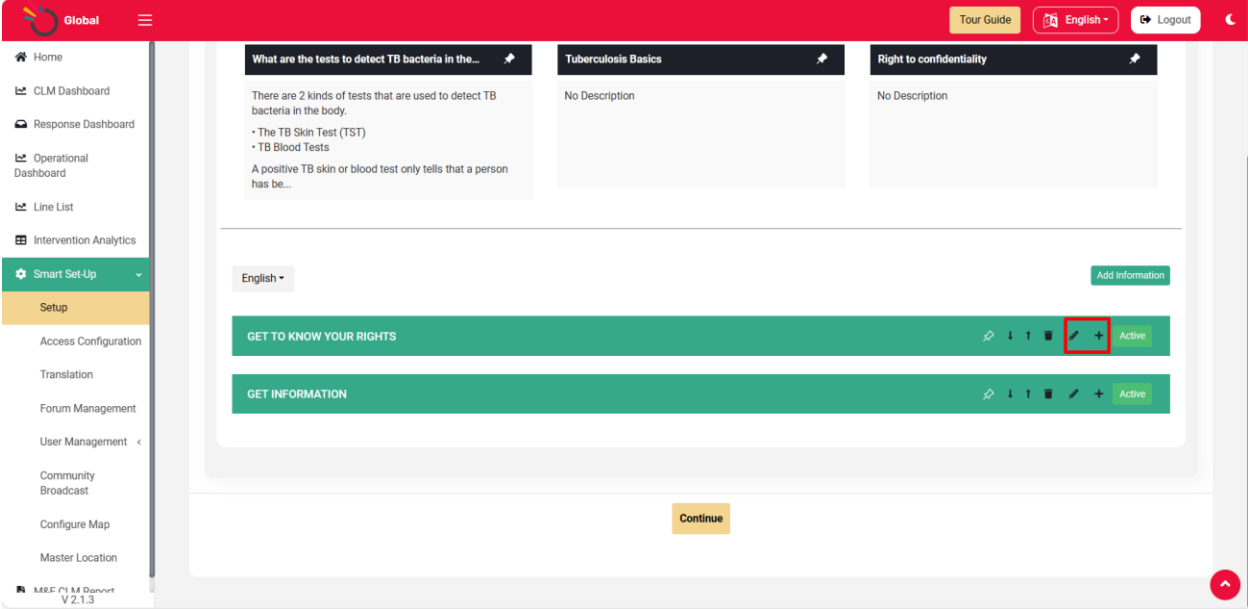


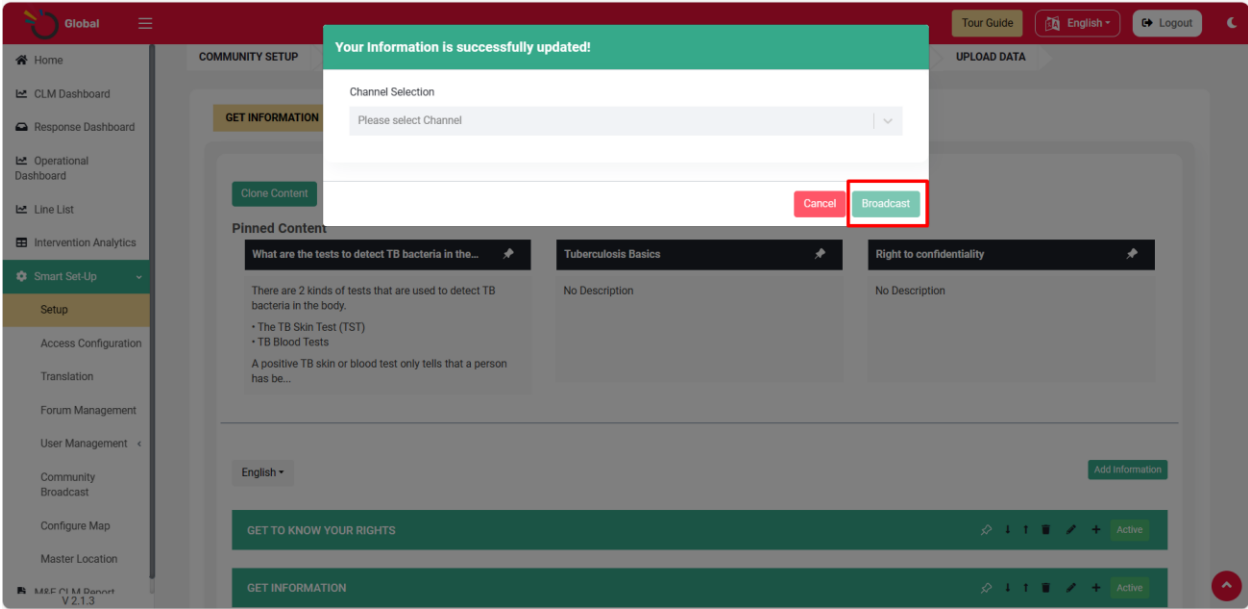
Figure: 1.0.4

To send a broadcast message for any content that is **edited/added** to the **Get Information**, click on the **pencil icon** or **‘+’ icon**, **edit/add** the necessary information, and click on **save**.



**Figure 1.0.5**

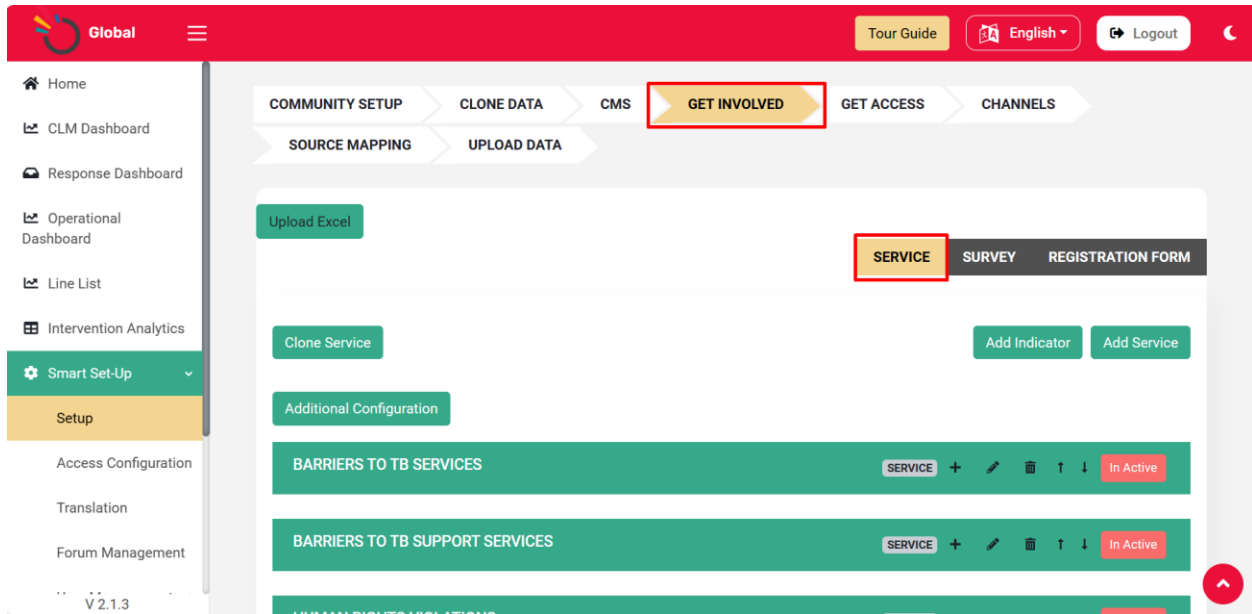
Type the necessary text for the broadcast message and click on the **broadcast** button.



**Figure 1.0.6**

## STEP 4: GET INVOLVED

Get Involved section would help configure the barriers available in the app, click on **Add service** to add barriers in **Get Involved** module of the App. Questionnaires/responses or its dependency within the form could be configured through the setup as shown in the below screenshot.



**Figure: 1.0.7**





### STEP 5: GET ACCESS

Click on **Get Access** section, to configure the different facilities that you would want to make available in the application. You can always add new facilities one by one by clicking on the **Add** button or bulk-upload the facilities via an excel through the **Upload** feature. Refer the below screenshots to configure the facilities/point of interests in your community.

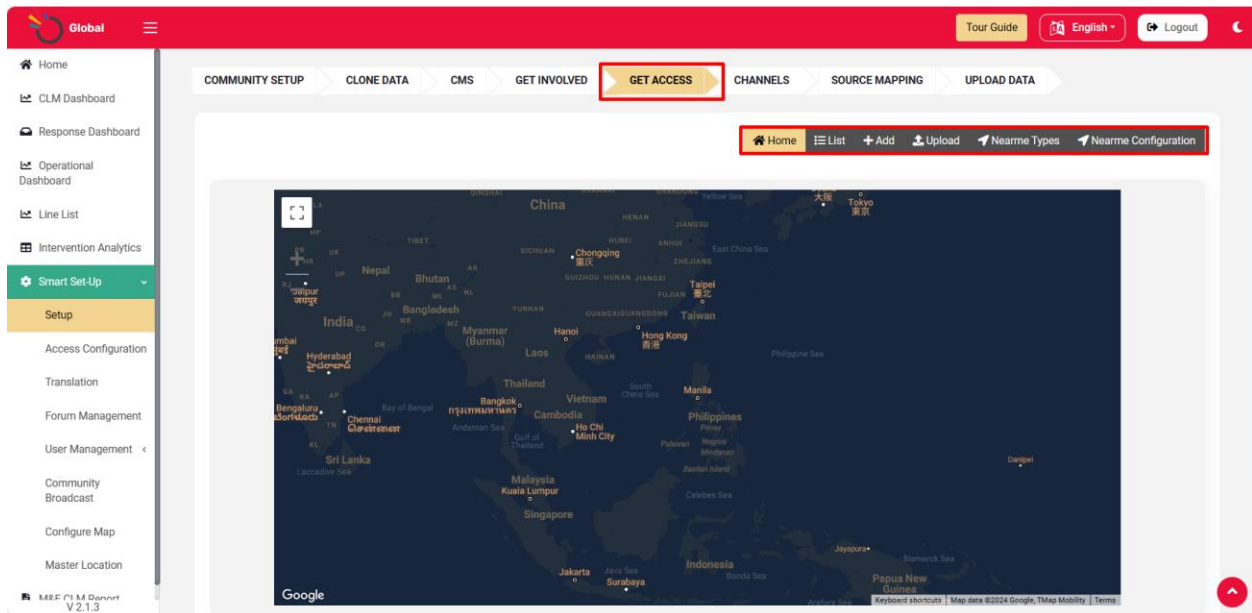
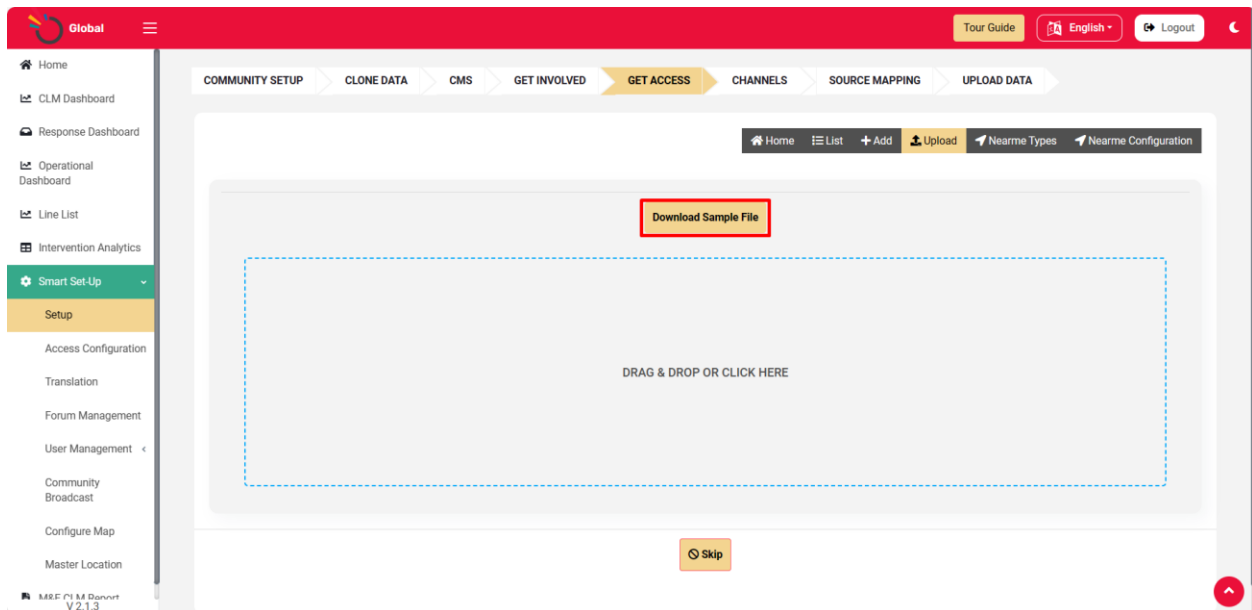


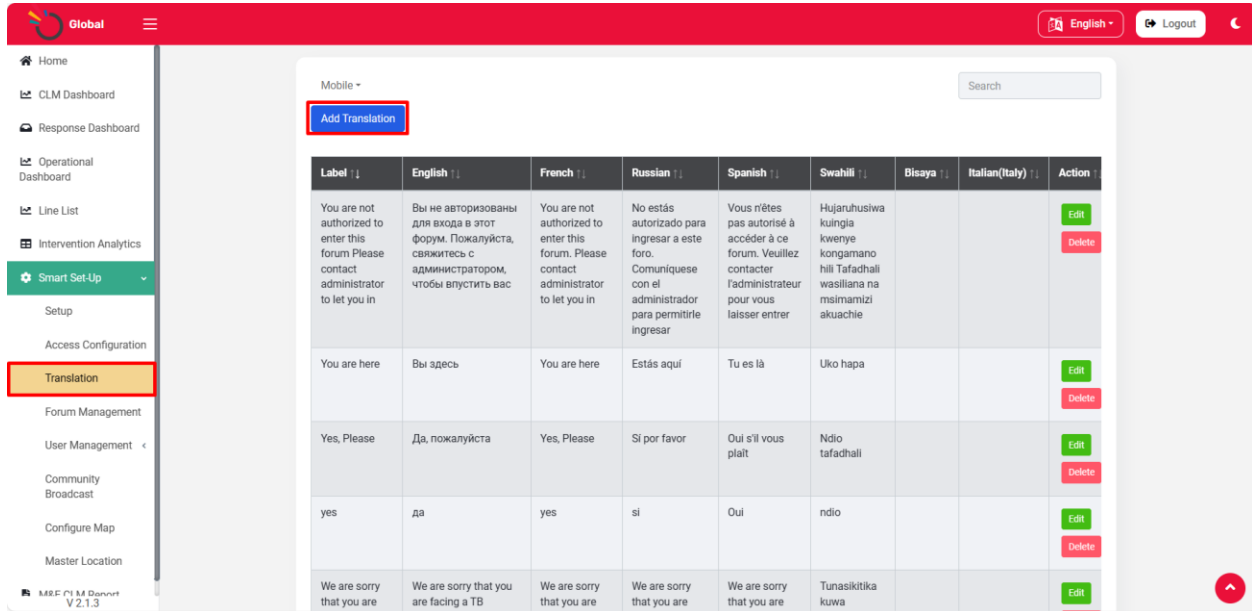
Figure: 1.0.8



**Figure: 1.0.9**

**STEP 6: TRANSLATION**

Click on **Translation** button to add the necessary translation for the local language configured through your smart set-up. You can also **edit** these translations as shown in the below illustration.



**Figure: 1.1.0**

Click on the **highlighted** option to change the section of **translation** from mobile to dashboard. Repeat the same steps performed for mobile translations.

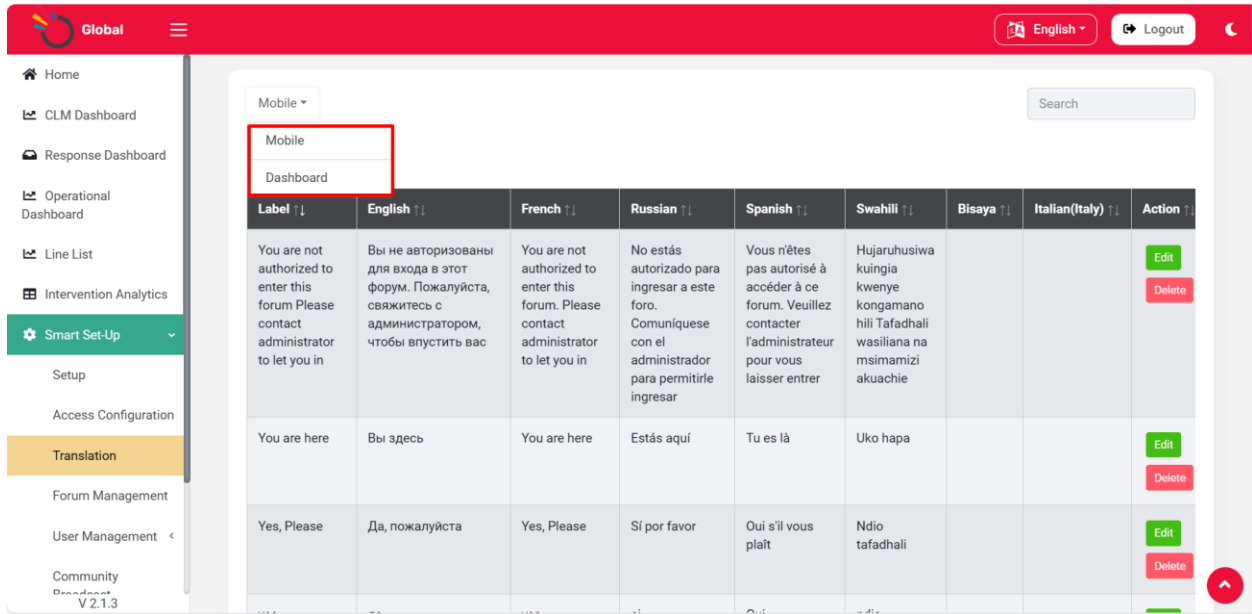


Figure 1.1.1

### STEP 7: BROADCAST MESSAGE

Click on the **User Management** button. Click on the **add user** button.

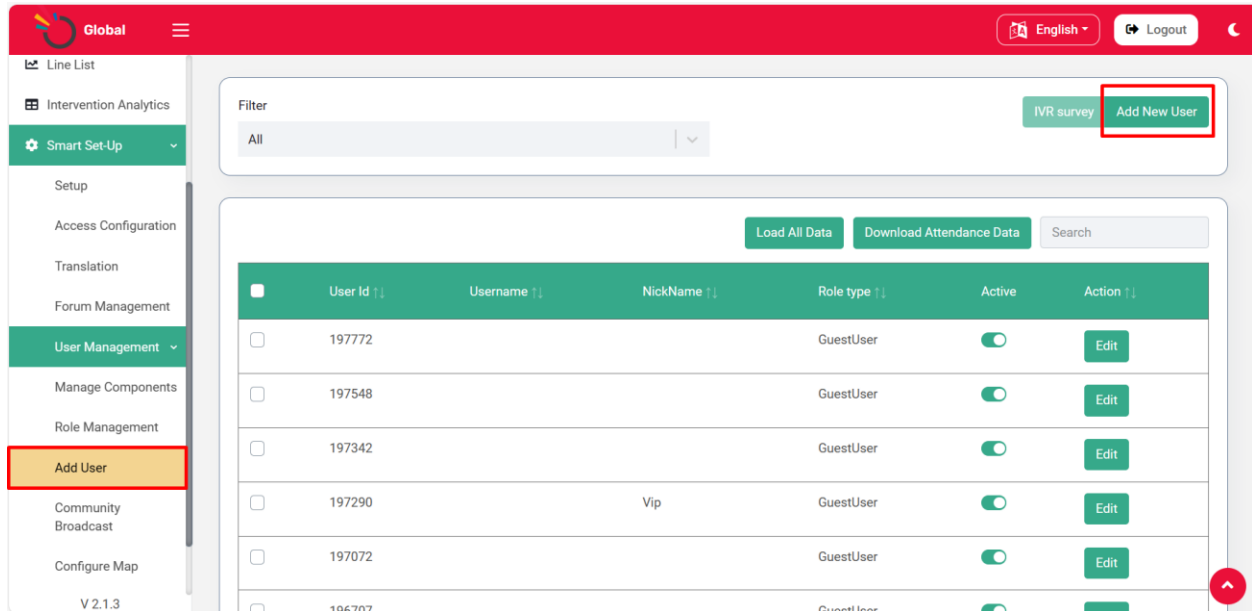


Figure:1.1.2

Click on the **check box** highlighted in the image to select the users individually. Click on the **broadcast message** button to send a broadcast message to the selected users

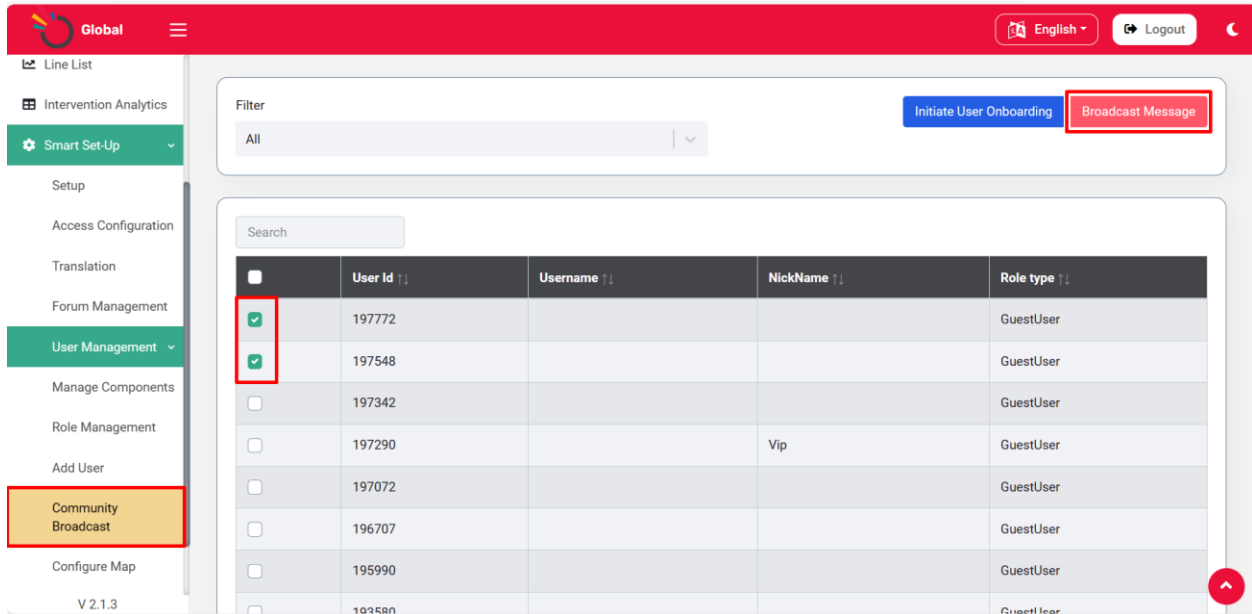


Figure 1.1.3

Click on the **check box** highlighted in the image to select all the users in the community. Click on the **Broadcast message** button to send a broadcast message to all the users selected.

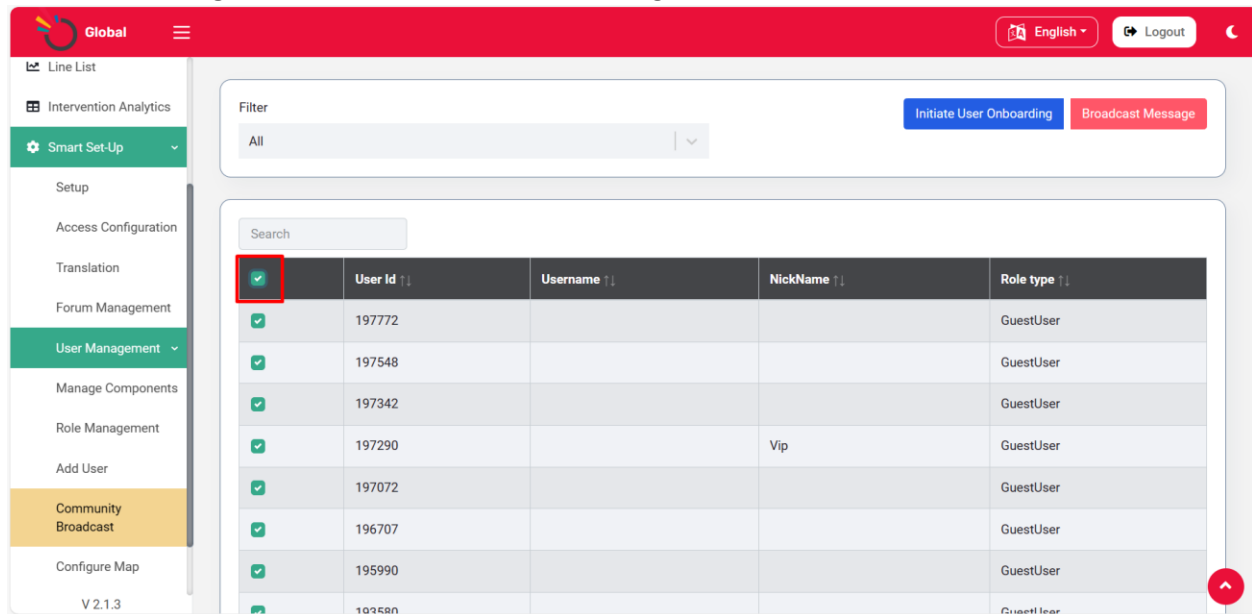
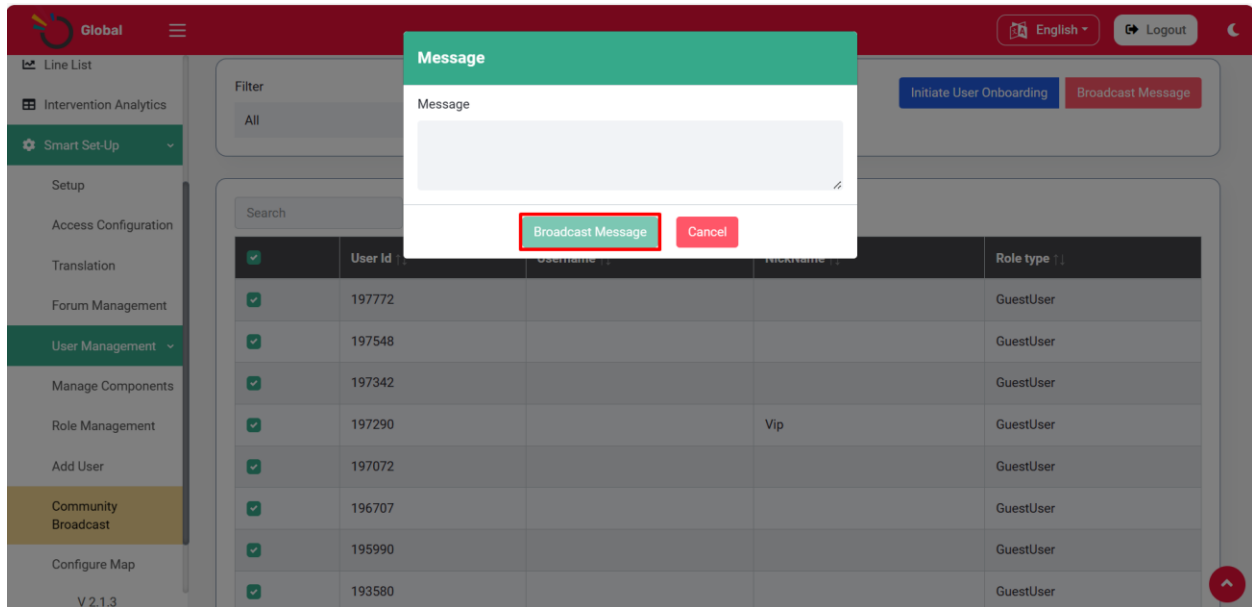


Figure 1.1.4



After clicking on the **Broadcast message** button, type the message that needs to be broadcasted in the text field highlighted in the image below. Click on the **Broadcast message** button to send a broadcast message to the selected users.





## TROUBLESHOOTING

- In case of slowness observed on the Smart Setup, kindly check the internet connection first. A good internet connectivity is required for accessing the same.
- It is always advisable to access the Smart Setup in a Chrome browser for better functioning and a smooth flow.
- In case of any enhancements in the system that the user might want to experience which is not currently available, the admin may have to open the web-based application in a new incognito window. (Shortcut: Ctrl + Shift + N)