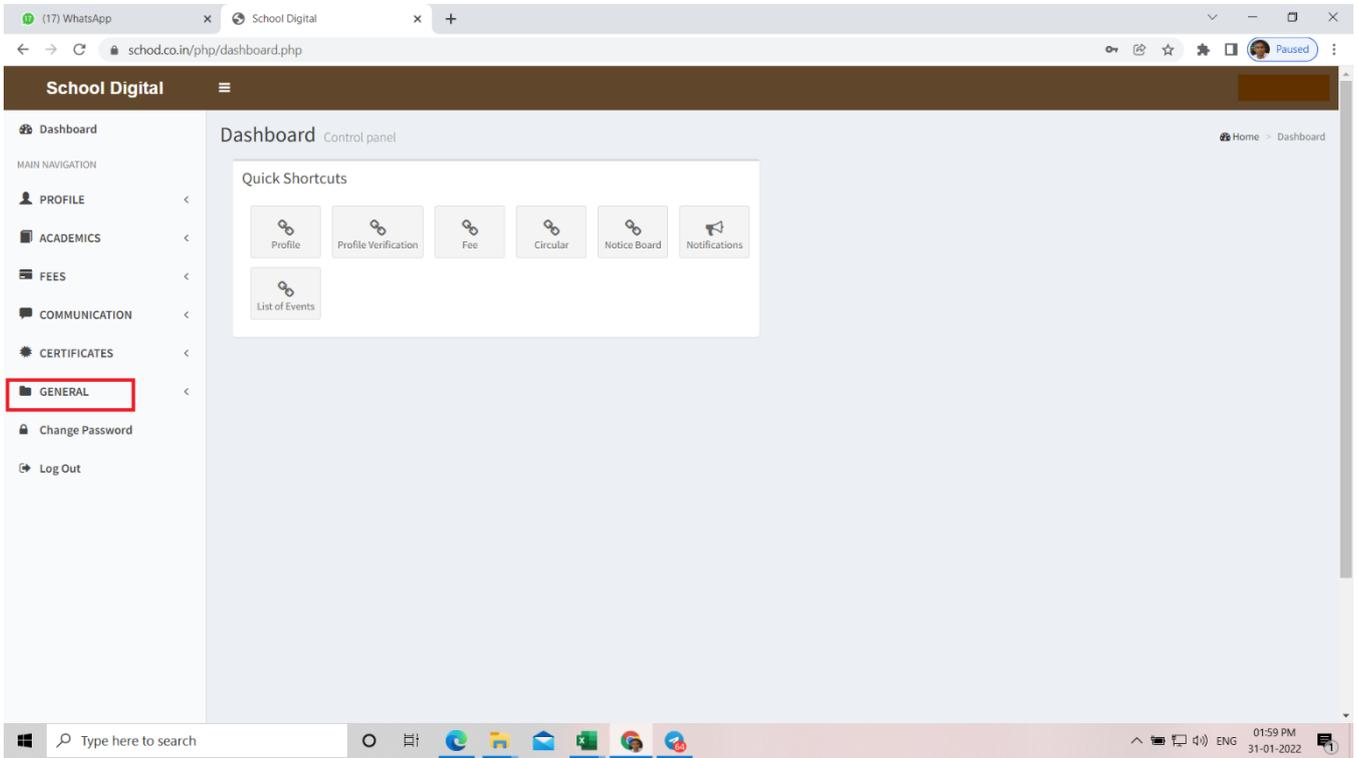
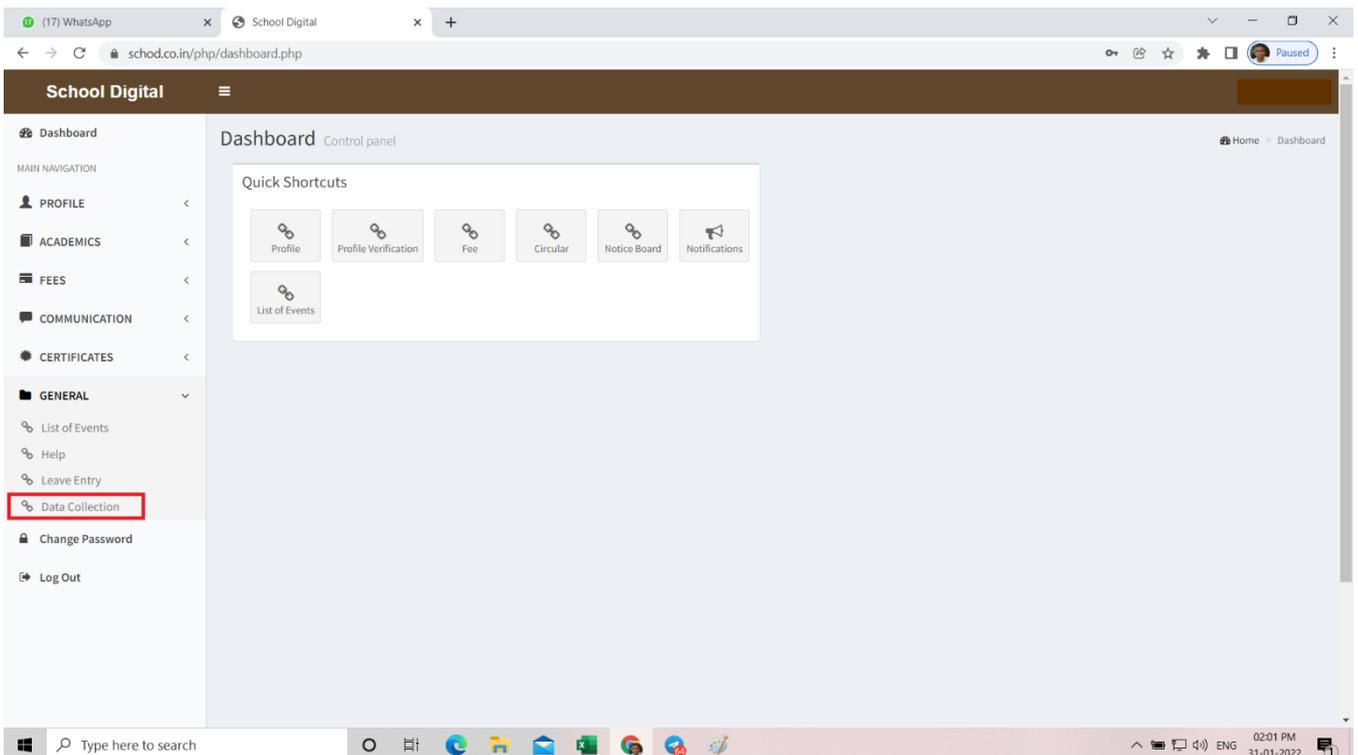


Data Collection

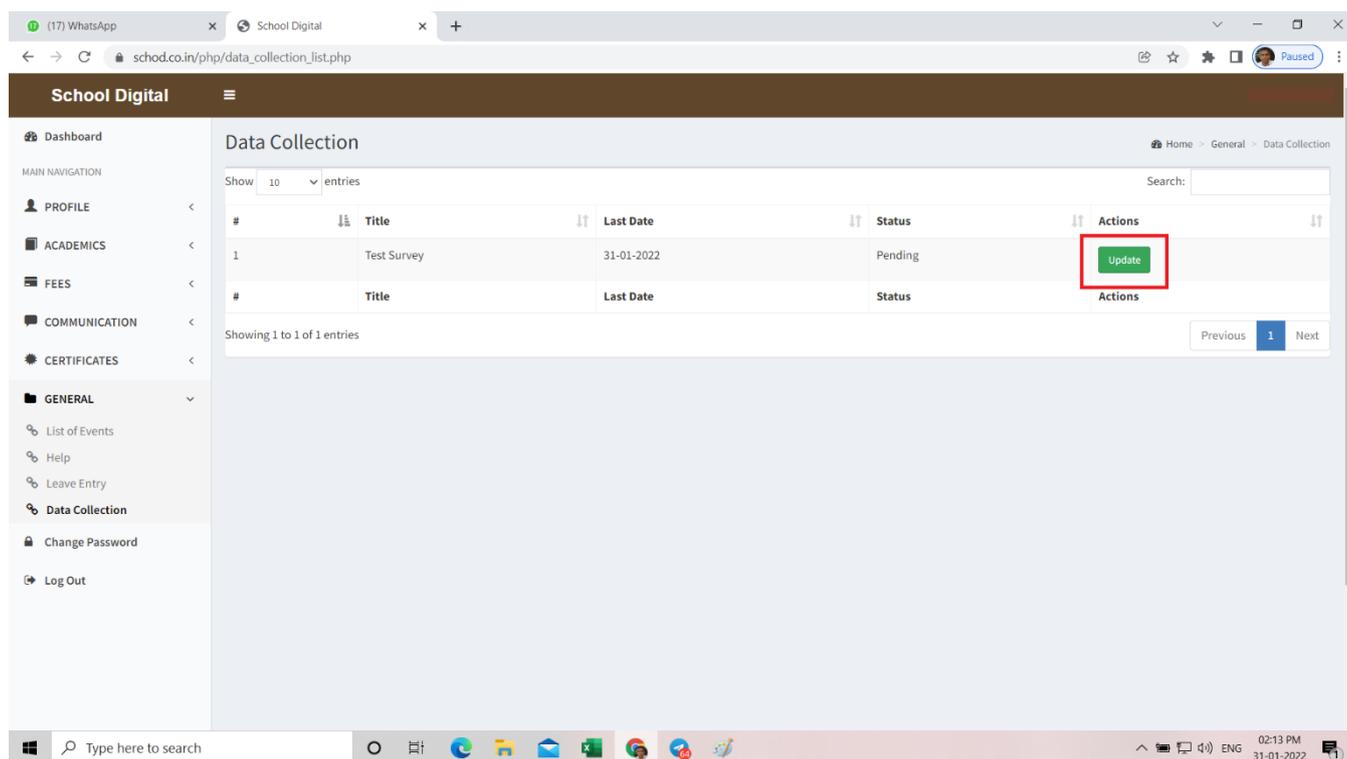
Step 01: Login to www.schod.co.in using your username and password. Click on the 'General' menu of the side menu bar.



Step 02: Now, click on the 'Data Collection' sub-menu.

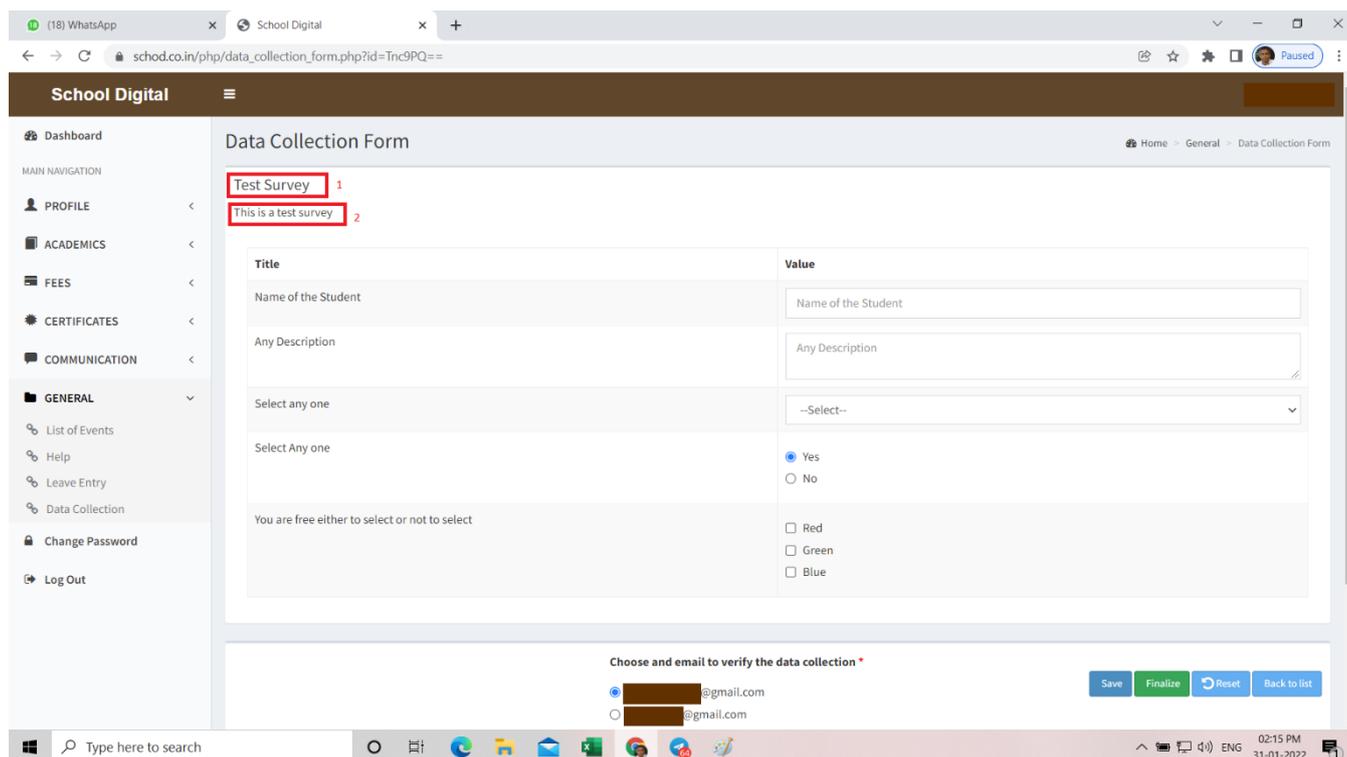


Step 03: Clicking on 'Data Collection', you will get the next screen. Click on 'Update' button.



Step 04: Clicking on the 'Update' button, the following screen is displayed. Rectangle numbered 1 is the name of the Data Collection.

Rectangle named 2 is the description/information about the data collection.



Below given is the image of the same screen. In the image, rectangle named 1 is the content of the data collection where you can enter/select/choose/tick the data.

Mail ids of the parents associated with the logged in student are displayed in the bottom of the data collection area which is the rectangle named 2.

Choose one email id from the displayed email ids. Once you complete the data collection, click on 'Finalize' button (rectangle named 3).

The screenshot shows the 'School Digital' interface for a 'Data Collection Form'. The form is titled 'Test Survey' and contains the following fields:

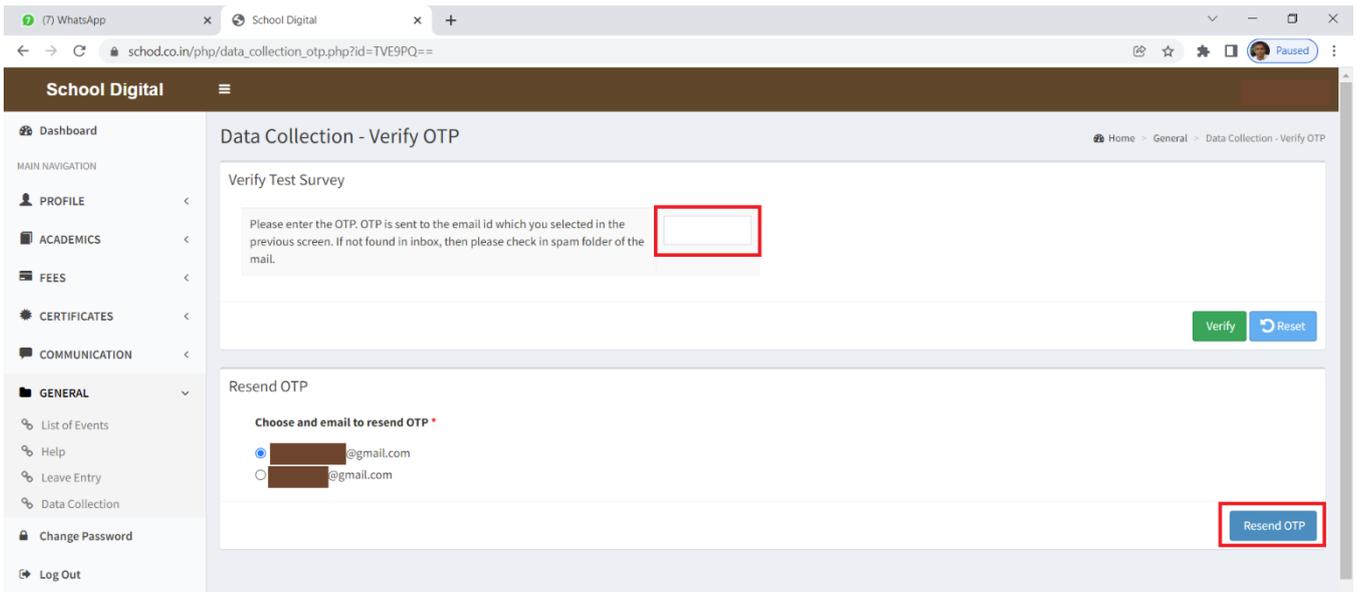
Title	Value
Name of the Student	<input type="text" value="Name of the Student"/>
Any Description	<input type="text" value="Any Description"/>
Select any one	--Select--
Select Any one	<input checked="" type="radio"/> Yes <input type="radio"/> No
You are free either to select or not to select	<input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Blue

Below the form, there is a section titled 'Choose and email to verify the data collection' with two radio buttons and email addresses, one of which is selected and highlighted by a red rectangle labeled '2'.

At the bottom right, there are four buttons: 'Save', 'Finalize' (highlighted by a red rectangle labeled '3'), 'Reset', and 'Back to list'.

Step 05: By clicking on 'Finalize' button, system will send an OTP to the selected email id. You are requested to check the mail in the spam folder of the mail id too. If you find the mail in the spam folder, please mark it as not-a-spam and move the mail to inbox folder so that you shall receive mails from the same mail id in your mail box too. Sometimes, you will have to repeat the process of moving the mail from spam to inbox folder for more than one mail.

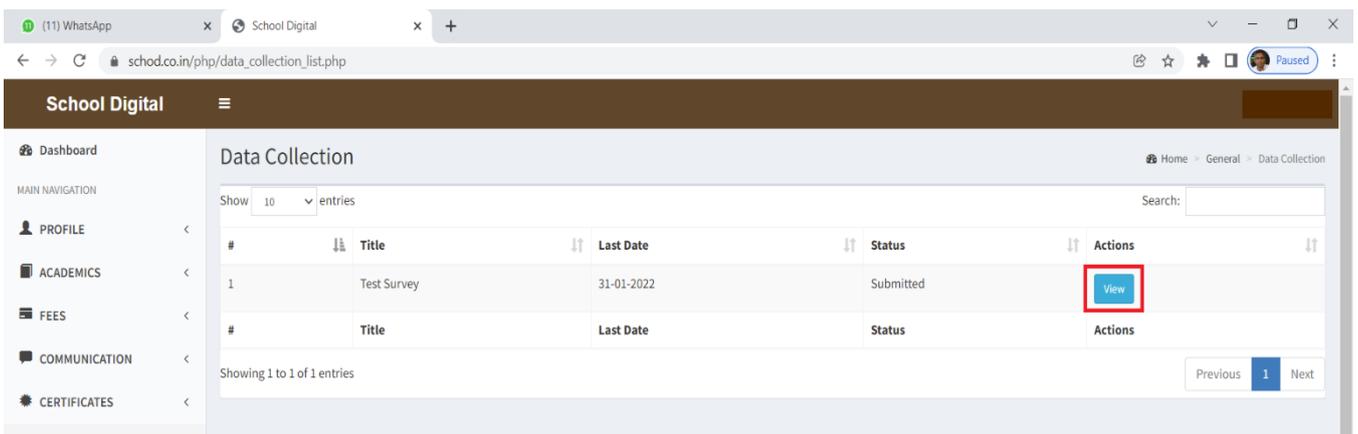
Now, you will get the screen to enter the OTP.



Enter the OTP and click on the 'Verify' button to complete the process.

If you have not received OTP in the selected mail, you have the option to make the system to resend the OTP by clicking on 'Resend OTP' button shown in the rectangle named 2.

Step 06: By clicking on 'Verify' button in the above screen, you will be taken to the next screen where you can see what you have entered by clicking on the 'View' button.



Note: There could be some deviations from the help file while you actually fill the Data Collection since modifications/improvements are going on. Normally, user will be able to identify and proceed such deviations of the help file.