



NCW Safety Audit

User Manual for surveyor

**Digital India Corporation (DIC)
Ministry of Electronics and Information Technology**

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1. Introduction

National Commission for Women (NCW) intends to conduct Women's safety audits in Indian cities through some selected institution / agency. The objective of the audit is to assess the level of safety experienced by women in public spaces and workspaces in the city based on a sample survey & focused group discussions (FGDs) and to submit a detailed report in this regard.

2. Purpose

Product Perspective

Mobile App – Surveyor Registration / Login – Perform Survey – Data Collection offline/online – Send to Server

Product Features

The goal of the WSAP (Women Safety Audit Platform) is to collect the safety data through mobile phones and to be uploaded into a centralized server and generate score cards for the city.

Perform Surveys

- Municipality Survey II
- Police Authority II
- Transport Department II
- Focused Group Discussion (FGD) II
- Work Space II
- Public Space Survey II
- Observation Checklist – Workplace II
- Observation Checklist – Public Space II

Mobile Application Feature includes online offline work modes of survey app, Input Data Validation, Multi language support, Geo tagging / Map Coordinates.


3. Responsibilities for Surveyor

- ✓ Surveyors will perform surveys through Mobile Application.
- ✓ Surveyors can save the survey data on the device. And also, can save the data temporarily on the device. Later they can edit or modify the data and will finally submit the data.
- ✓ If the survey data is again reassigned to them by higher authority, then again re verify and submit the survey.

4. How to Download NCW Safety Audit App

. How to Download NCW Safety Audit App

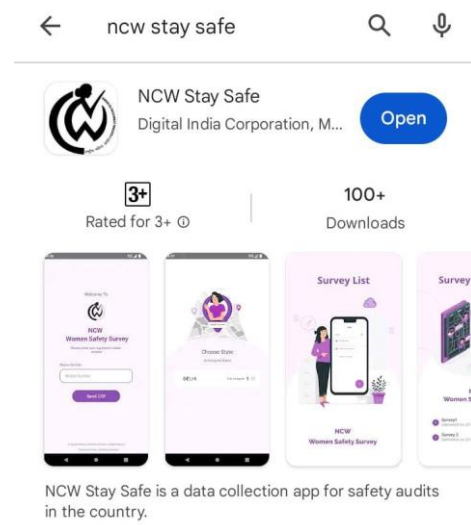
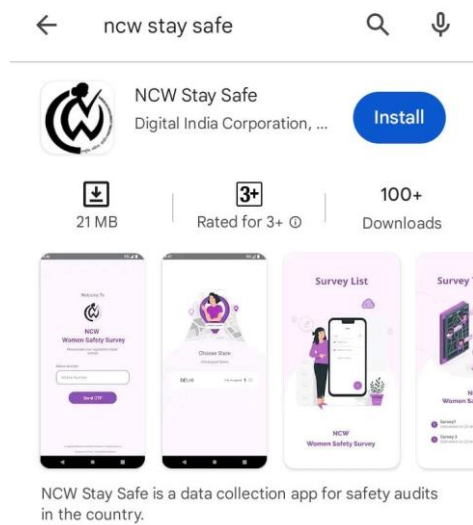
1. Open Google Play or Apple Store.

- On your device, use the Play Store app. 

2. Find an app **NCW Stay Safe**.

Play Store link <https://play.google.com/store/apps/details?id=com.dic.ncw.womensafety>

3. When you pick an app, tap **Install and Open**.




Login Process in App

Note: In this, only the user will be able to login, which has been created by the agency admin.

4.1 Login - Login Through your Registered phone number (only Registered by Agency Admin in the Web Portal) and through One Time Password (OTP)*.

* Six-digit OTP, received on your registered mobile number.

Welcome To




NCW
Women Safety Survey

Please enter your registered mobile number

Mobile Number

Send OTP

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Development Partner : Digital India Corporation



Enter Access Code

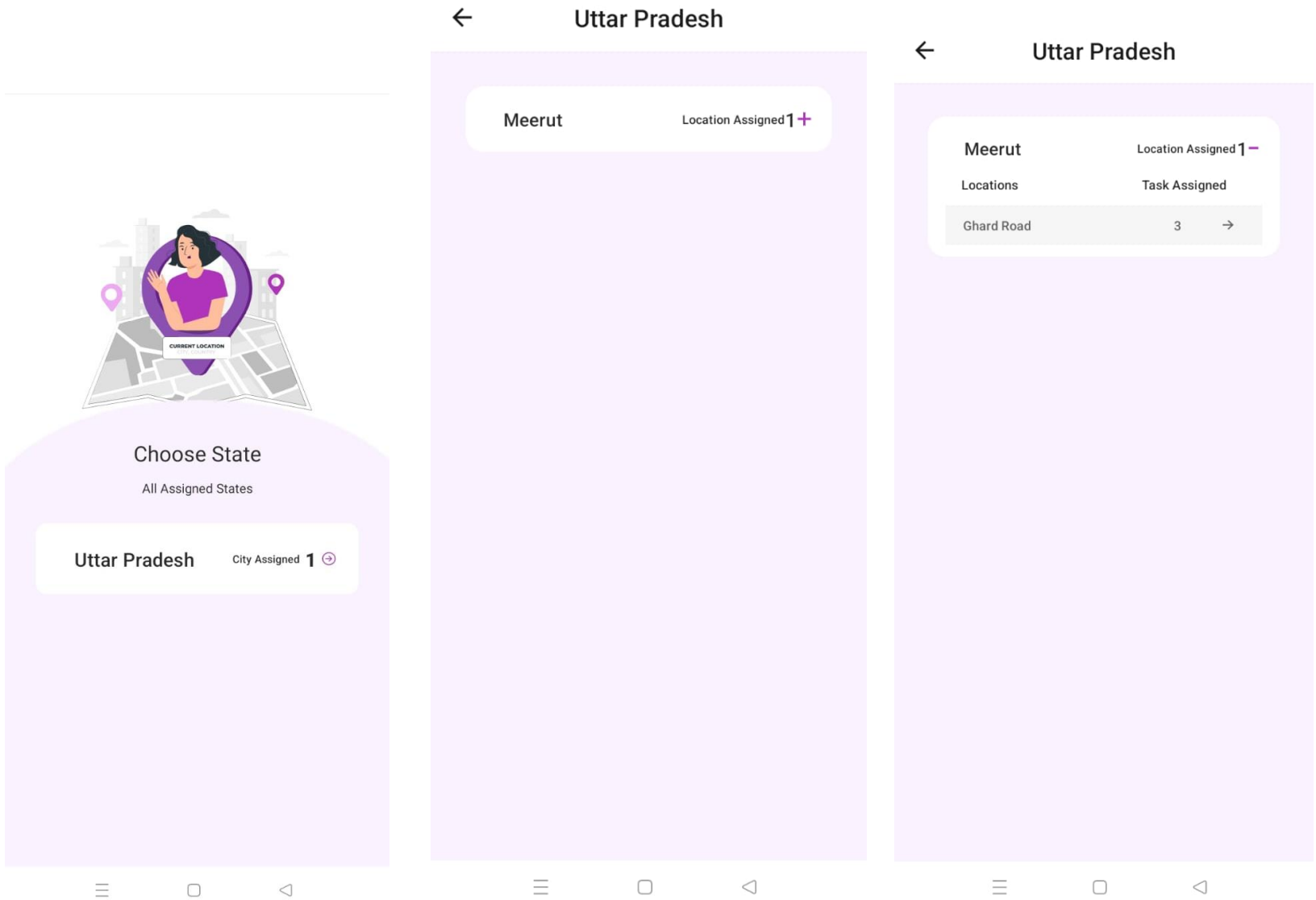
Please enter the six digit Access code sent to your mobile number

00:44
Resend OTP

Login

Choose State and location - After login, you will see the same state and location, which the agency admin has assigned you to survey.

After selecting the Ghard Road location, the survey list will open

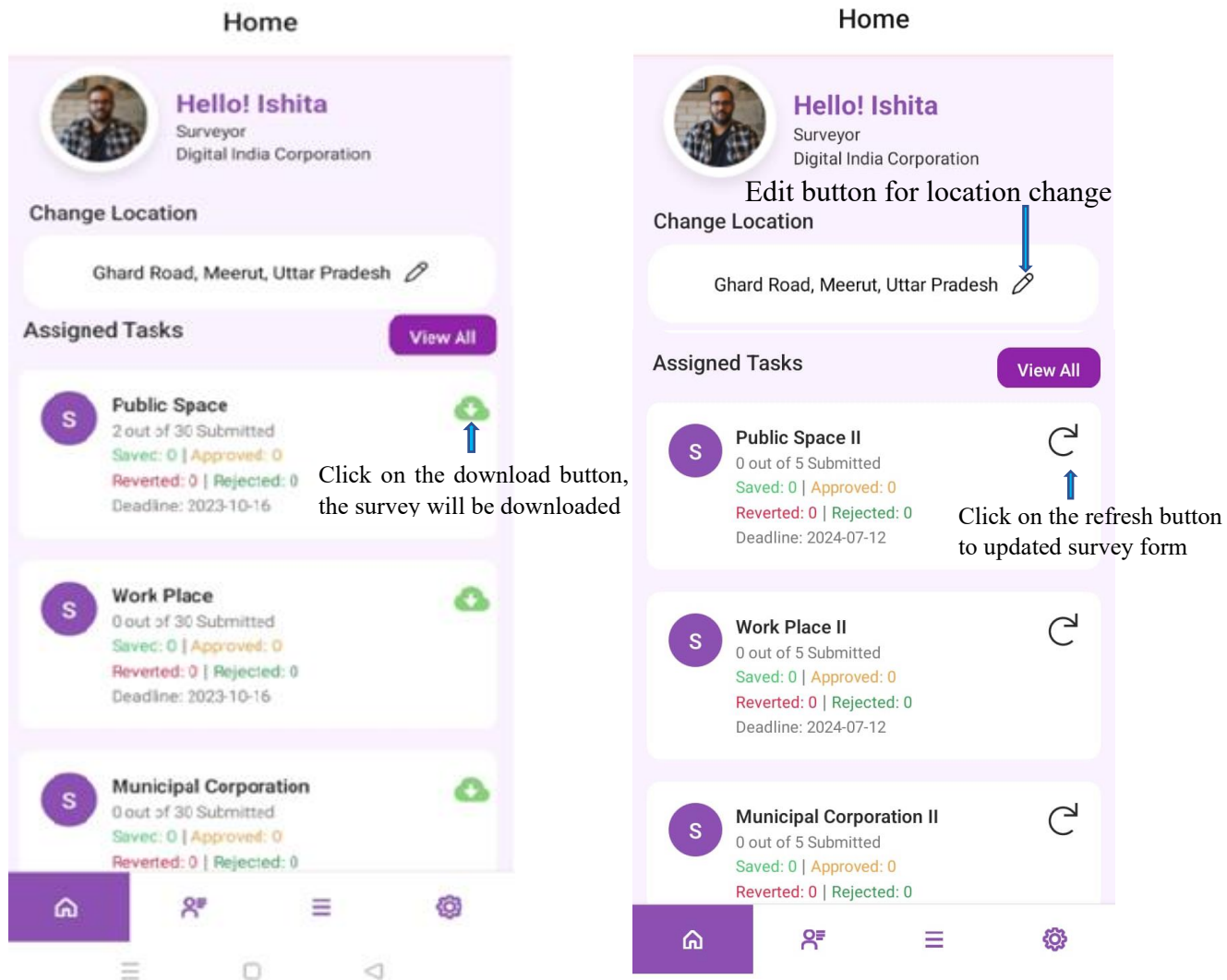


4.2 Download Published Survey- After login and selecting the state and location, you will see the surveys assigned by the agency, which you have to download by clicking on the download icon. All published surveys will be Downloaded in app if click on the Download Button.

How to change the survey location, if he has been assigned to survey in another location or another city and state

If you have been given another location or state by the agency admin to conduct the survey, click on the Edit button

If the new surveyor is logging in for the first time on his mobile, then he will have to download the survey first.



Important Note: Please click on the Refresh button before opening the survey form.

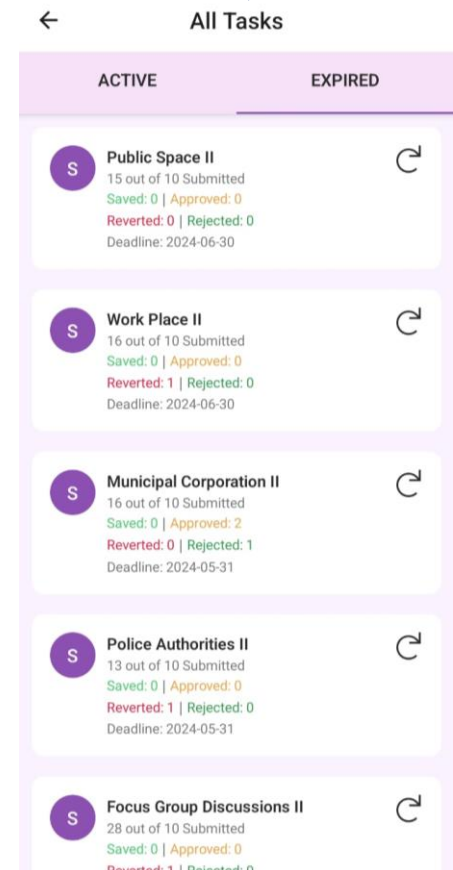
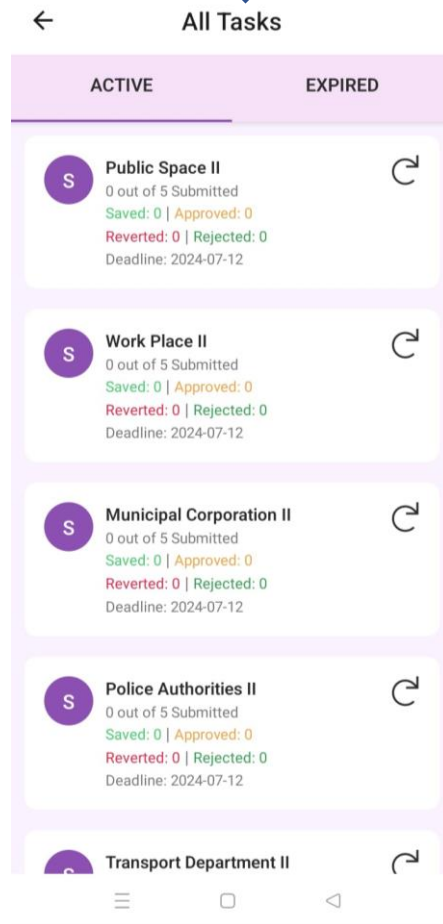
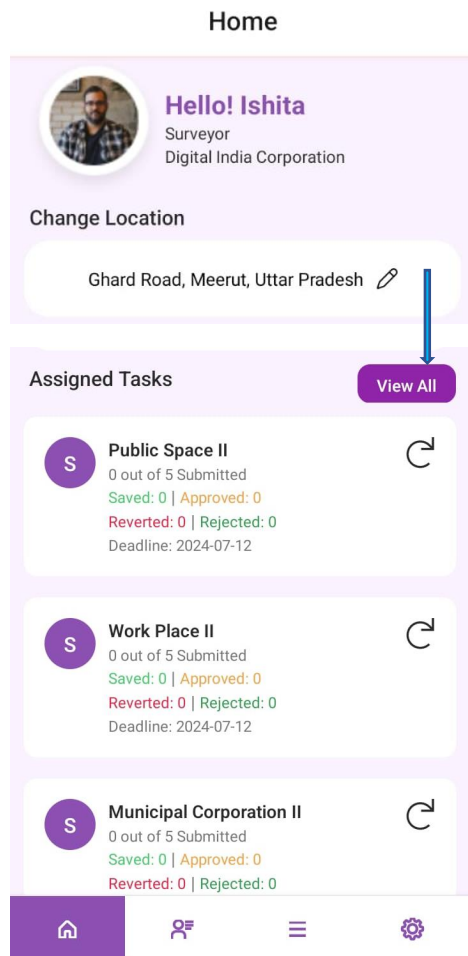
My surveys date has expired, and I can't even see my saved survey responses, how do I view and sync it?

Click on View All button (This button will appear on the task page assigned to you) After clicking, you will see Active and Expired tabs, in Active you will see ongoing surveys which still have due date and in Expired tab, you will see, Expired Survey in which you will see your saved, synced and reverted surveys from where you can also sync.

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In Active you will see ongoing surveys which still have due date

In Expired tab, you will see, Expired Survey in which you will see your saved, synced and reverted surveys from where you can also sync.



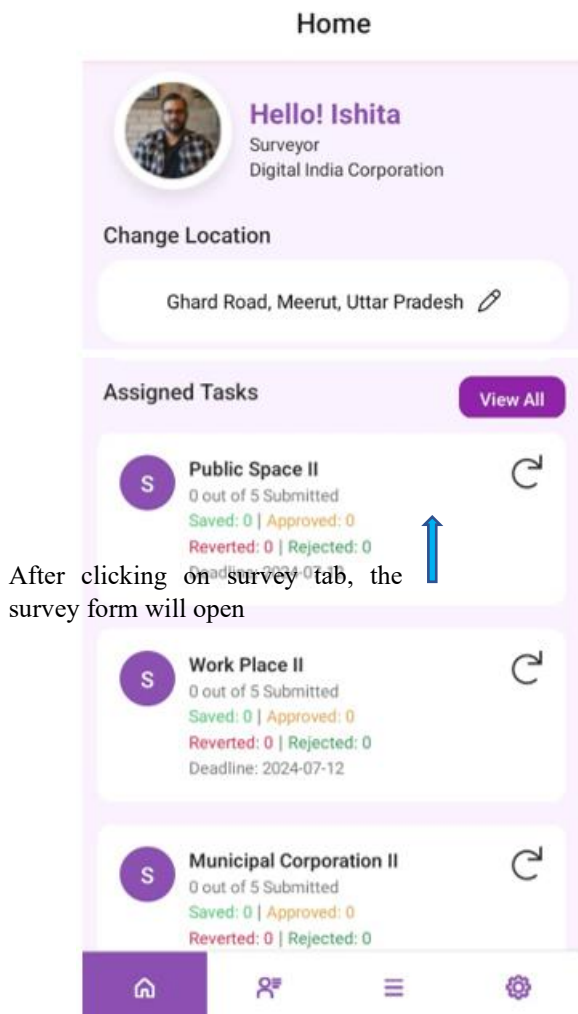
4.3 Collect Responses

To collect responses to a published survey, go to the Surveys section and tap Surveys in the list or click the three dots to collect new responses.

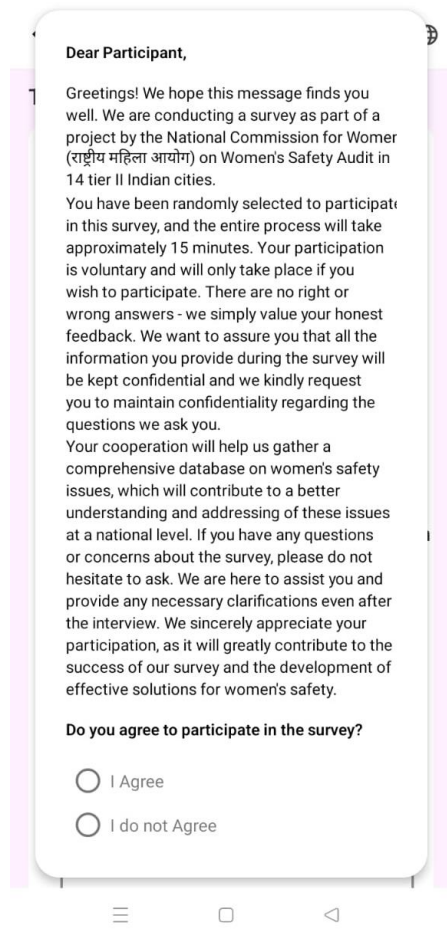
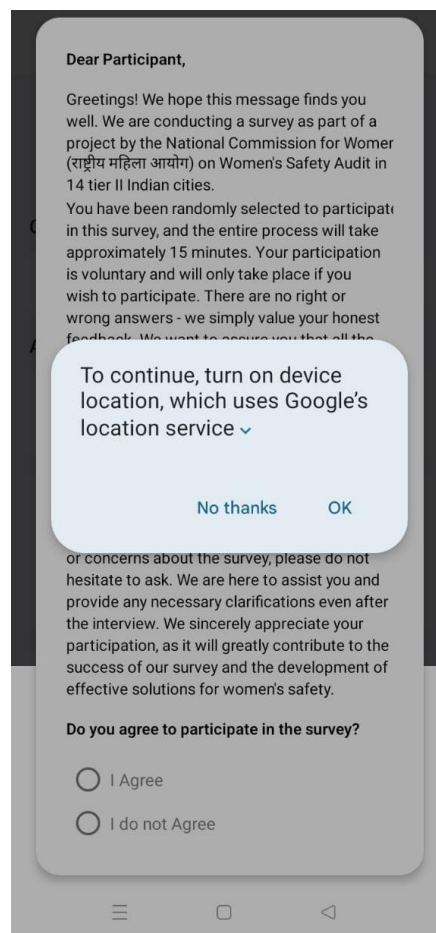
Make sure your GPS is on, if not open you will be shown a popup to turn on, after OK you will be shown a consent popup.

After Click on New Response, App requests to access the device location

After agreeing to the consent, the survey form will open.



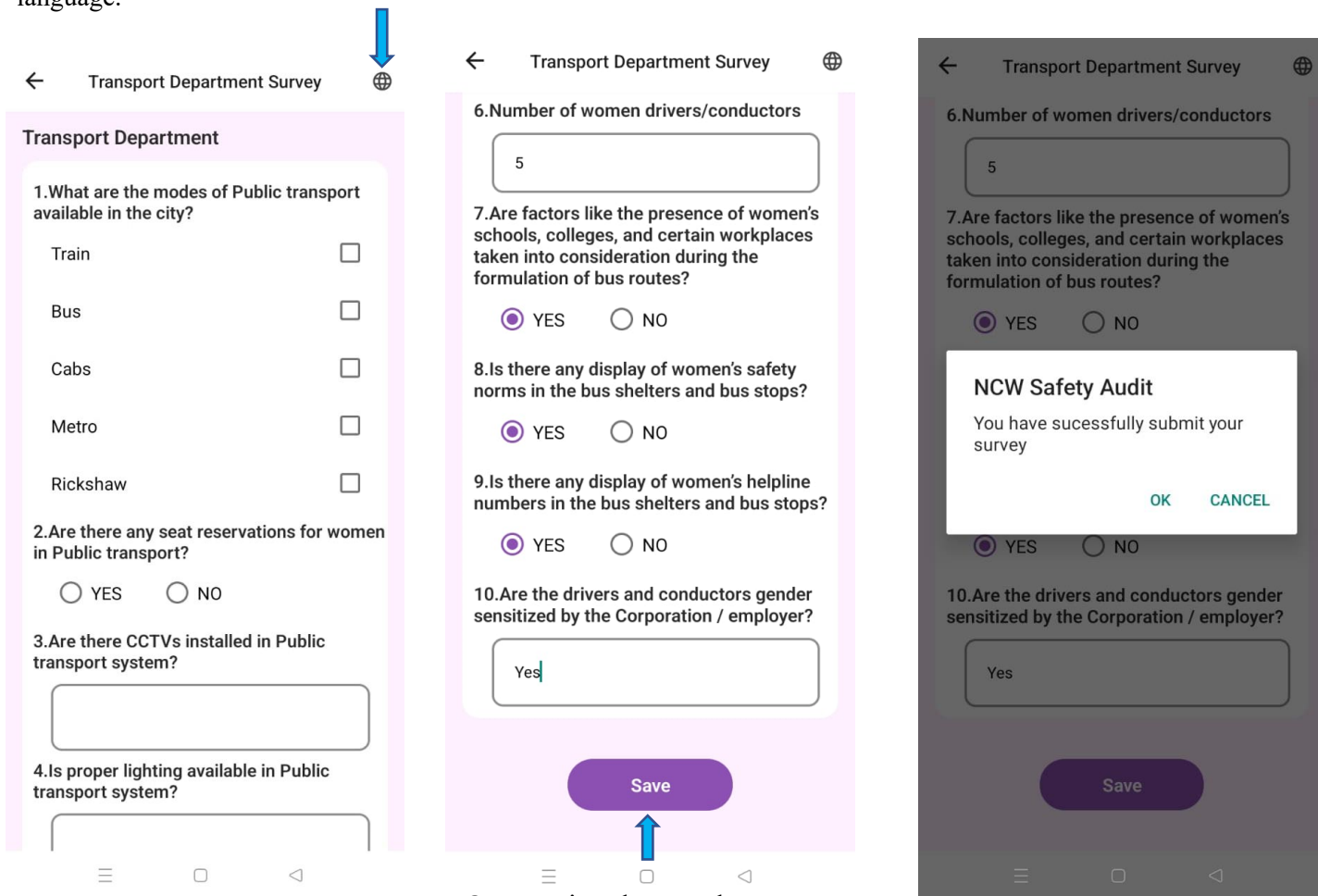
After clicking on survey tab, the survey form will open



After agreeing to the consent, the survey form will open. And after clicking on the save button the survey response will be saved.

By clicking on the change language button, you can select the survey in another language

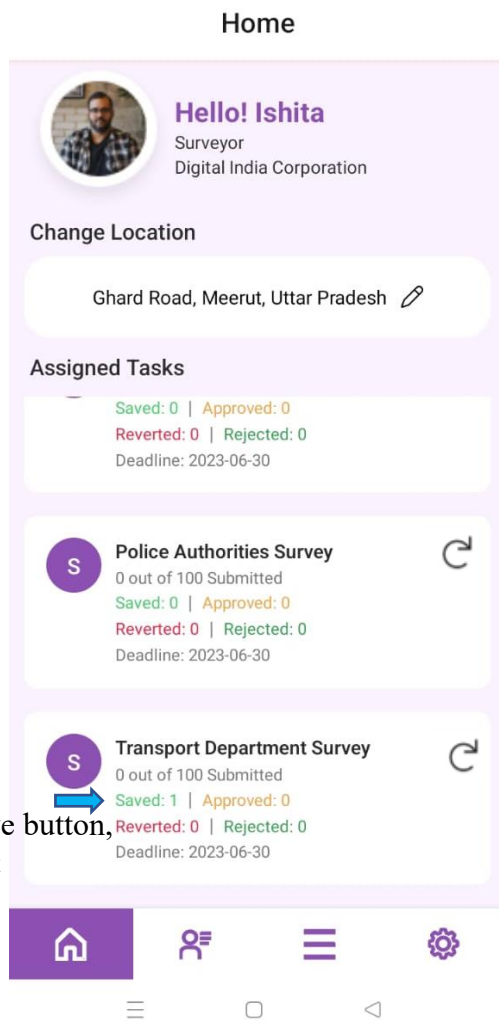
Note- Make sure the agency admin has given you permission to collect survey responses in another language.



On pressing the save button again, the survey will be saved

After saving, you will see the count of the saved survey in the survey in the home page.

In Transport Department Surveys, shows 1 saved survey that was just filled.



After clicking on save button, showing saved count

4.4 Send Responses

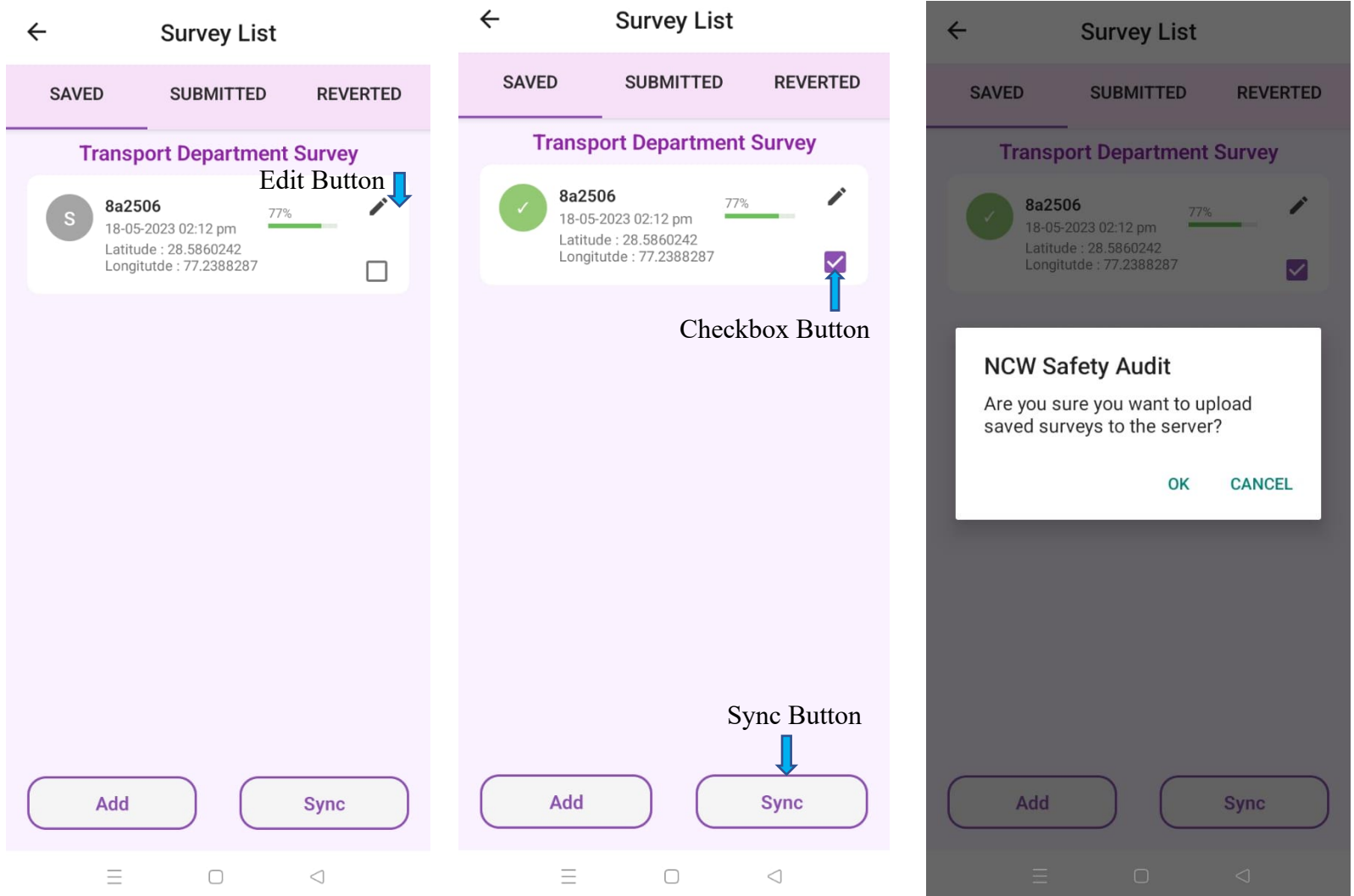
After editing the saved survey, it is also saved again.

If your Mobile Device is Connected to the Internet, the Survey Responses will be Sent to the Server after you click the Sync Button.

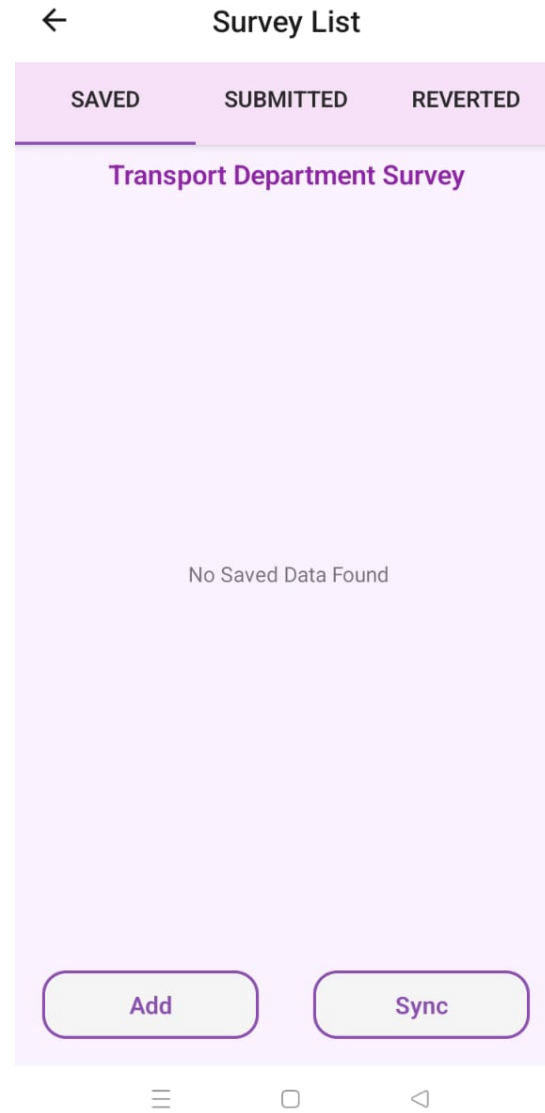
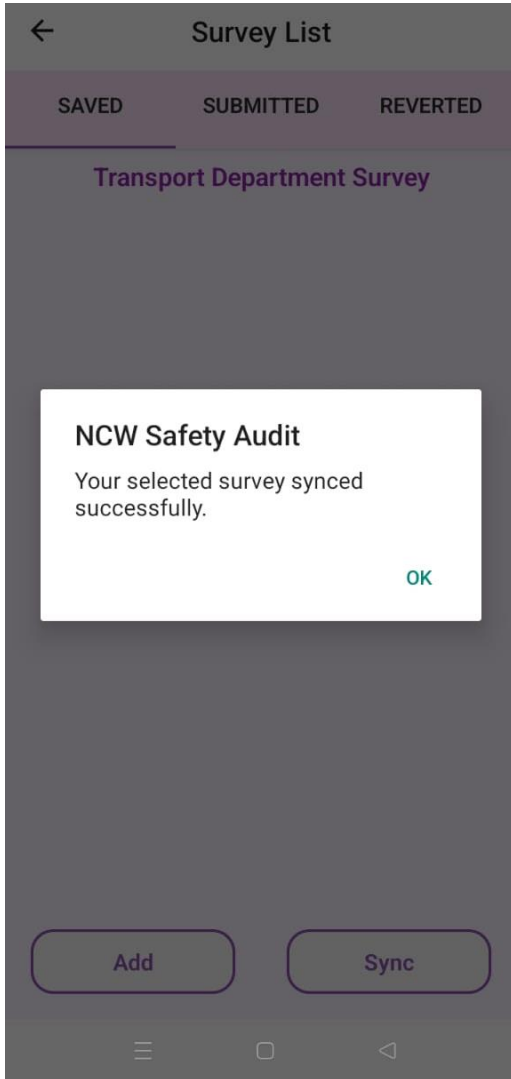
If your Mobile Device is Not Connected to the Internet, the Survey Responses will be Saved to Local Mobile. The Number of Data Pending will be shown on the Survey List Screen. To Send your Pending Data, make sure your Mobile Device is Connected to the Internet and then Select the "Sync" Button.

You can edit the saved survey by clicking on the edit button.

To send the saved survey to the server, check the checkbox and click the Sync button.



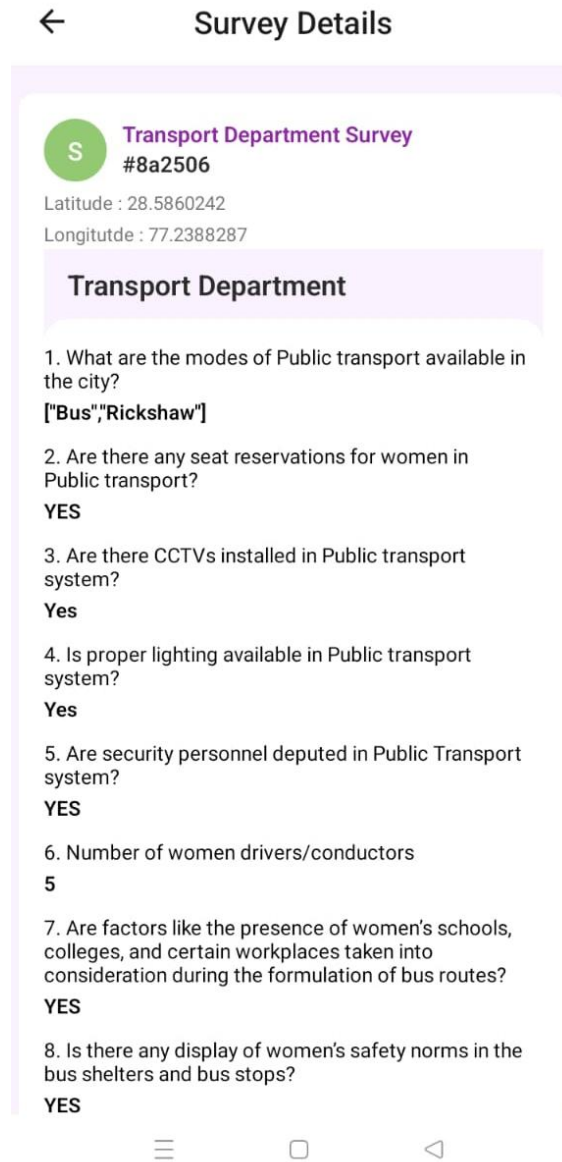
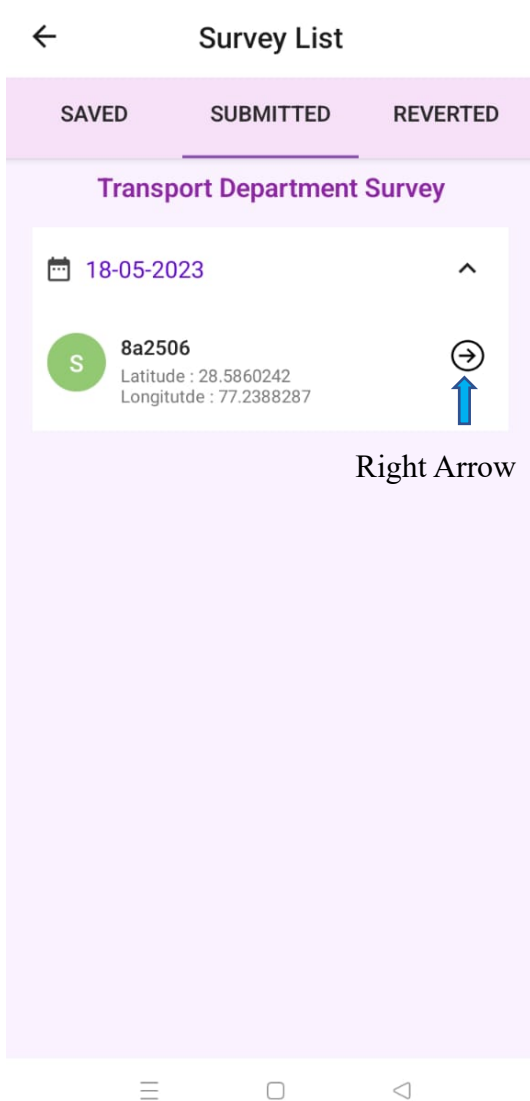
After syncing the saved survey, the saved survey will not show.



4.5 View Survey Responses

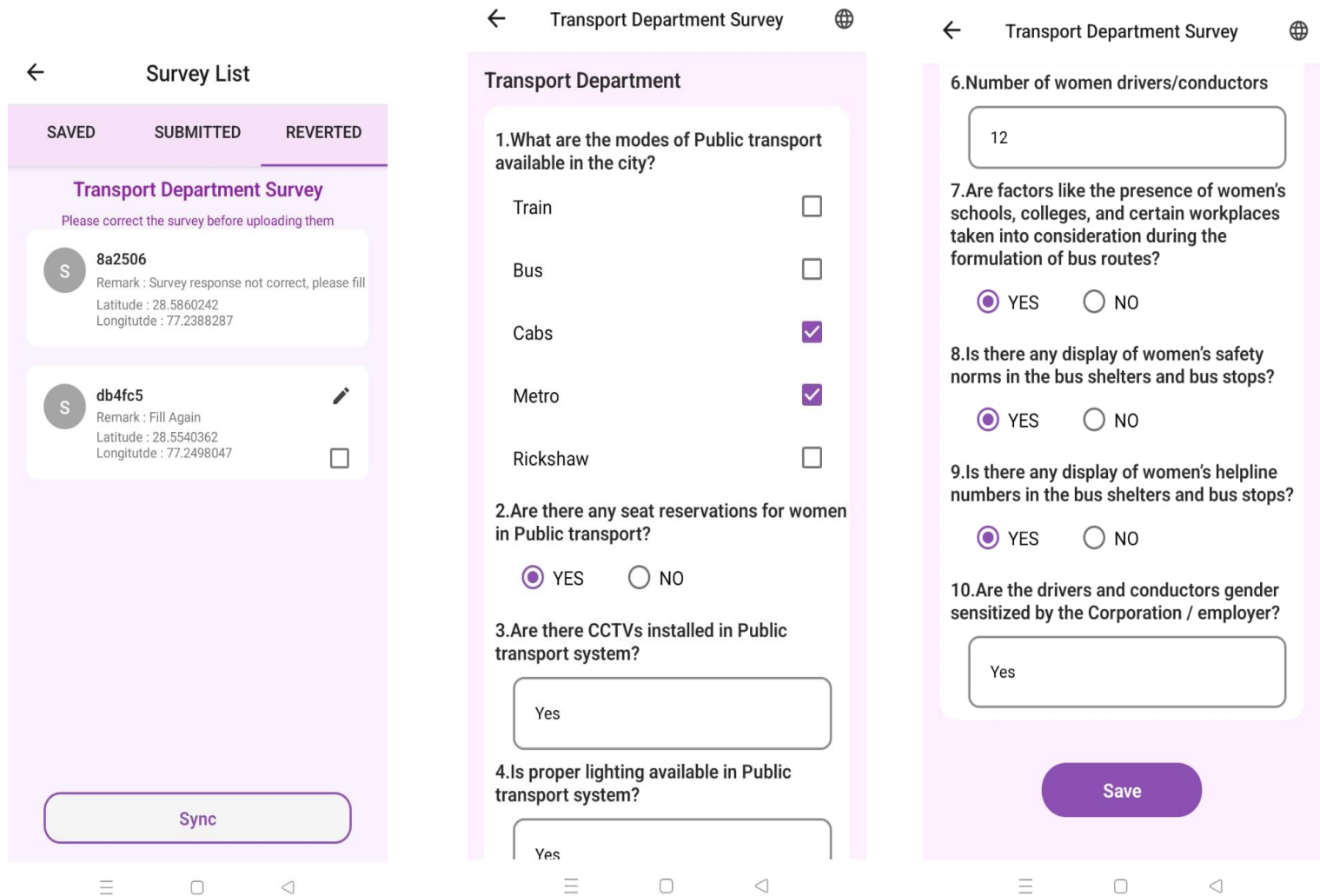
You can View the Survey Sent to the Server by Clicking on the Submitted Button

To see the data sent to the server, you have to click on the right arrow.

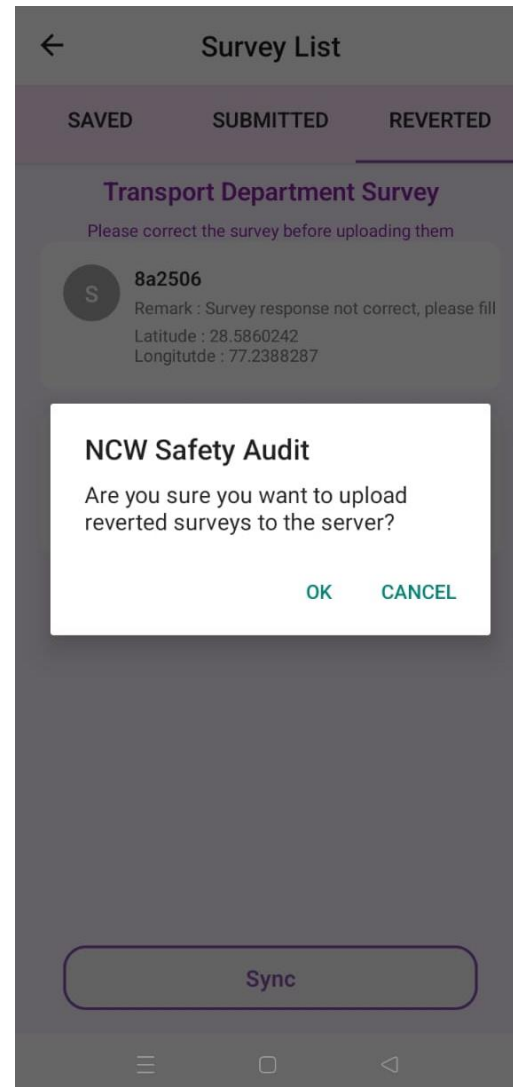
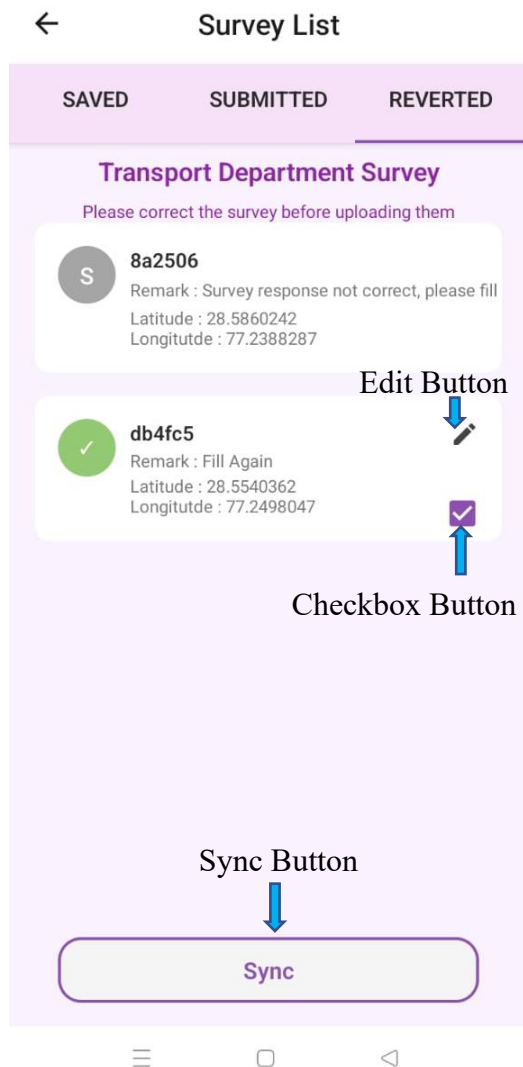


4.6 Reverted Survey- In Returned Surveys, you'll see the responses sent back by the agency admin, which need to be edited, resynced.

Note: revert survey will be shown or edited only when the user is online.



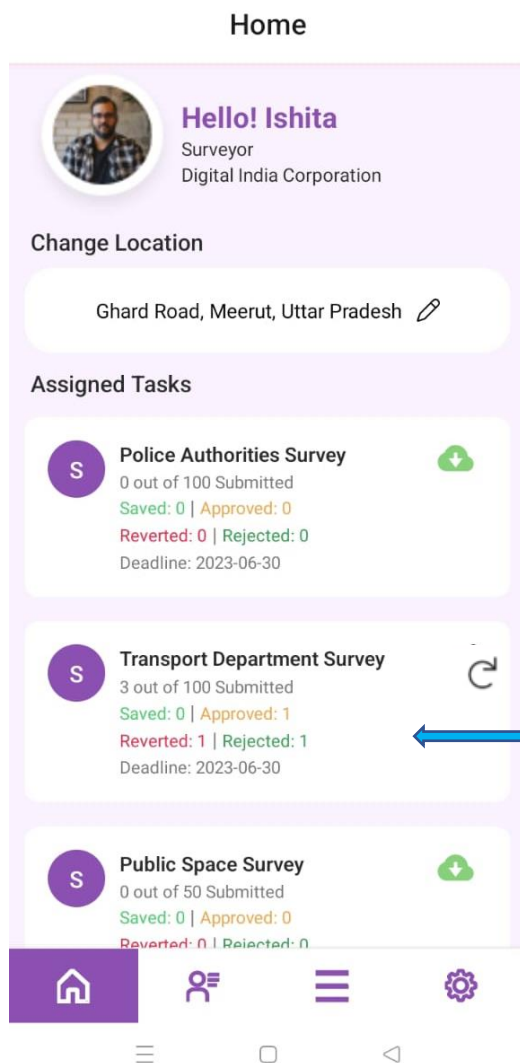
You can edit the Reverted survey by clicking on the edit button and To send the Reverted survey to the server, check the checkbox and click the Sync button.



Where will the approved, rejected and reverted counts of survey responses by agency admins appear?

In the home page, you will see the approved, rejected and reverted counts by the agency admin.

For example, In the Transport Department survey, showing count of approved, rejected and reverted survey responses done by the agency admin.



Showing the number of accepted, rejected and reverted surveys in Transport Department Survey

- NOTE:**
1. If you are not able to login, please ensure that your mobile number is added to the web portal by the agency administrator and that you have entered the correct password.
 2. Make sure the NCW Safety Audit App is up to date.
 3. Currently in the app you can upload maximum image 5MB and video 15 MB, audio 5MB.
 4. If you are unable to Send Pending Data to the Server, Verifying the first, Make sure your Mobile Device is Connected to the Internet. You can Collect Survey Responses Offline but the Mobile Device needs to be Online to Send Responses.

