

COS-OD Mobile App: Staff User Guide

Overview

This document provides step-by-step instructions and a detailed guide for using the **Staff Portal** in the **COS-OD** mobile application. It includes steps for registration, logging in, and exploring various features such as managing requests, viewing profiles, and understanding request statuses.

Prerequisites

1. **Updated App:** Ensure you have the latest version of the **COS-OD** mobile app installed.
2. **Internet Connection:** A stable internet connection is required to access the app.

Step 1: Tap the Sign-Up Button

- On the welcome screen, tap **Let's Begin**, then tap **Sign Up** at the bottom of the next screen.



Welcome to Bishop Heber College

Nurturing excellence in education and
fostering holistic development for a
brighter future.

Let's begin





Welcome

Welcome

Stay organised and live stress-free with
you-do app

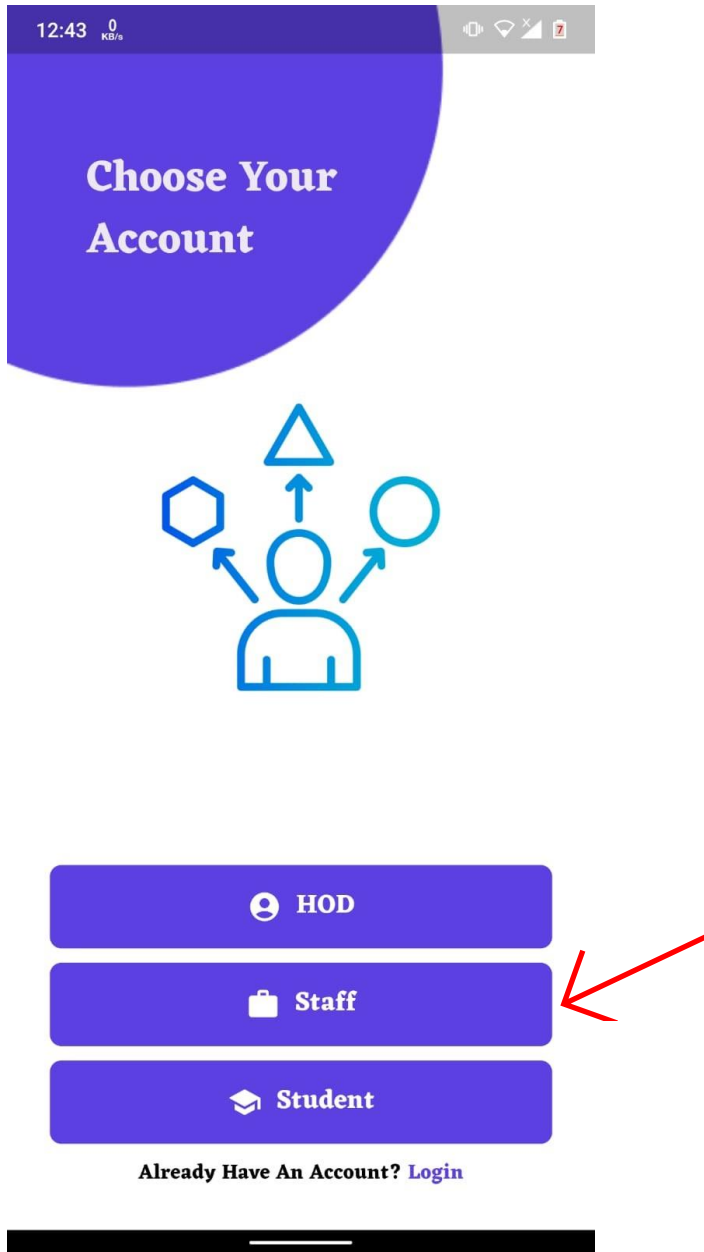
Sign Up →

Already have an account? [Login](#)



Step 2: Choose Your Account

- Tap on **Staff** to proceed.



Step 3: Fill in the Registration Form

On the **Create Account** screen, fill out the following fields:

12:43 0 KB/s

Create Account

Enter Your Name

Enter Your Unique Id

Enter your Email ✓

Enter your Designation

Enter your Contact Number

Enter your Password 👁

Confirm Password

Sign Up

- **Name:** Enter your full name.
- **Unique ID:** Enter your unique identification code.
- **Email:** Provide your valid email address.
- **Designation:** Enter your job title (e.g., Lecturer, Assistant Professor).
- **Contact Number:** Provide a valid phone number.
- **Password:** Enter a secure password.
- **Confirm Password:** Re-enter the password to confirm.

7:11 0 KB/s 4G 53

Create Account

Sample staff

235214124

cs235214124@bhc.edu.in ✓

Asst. Prof.

9363509503

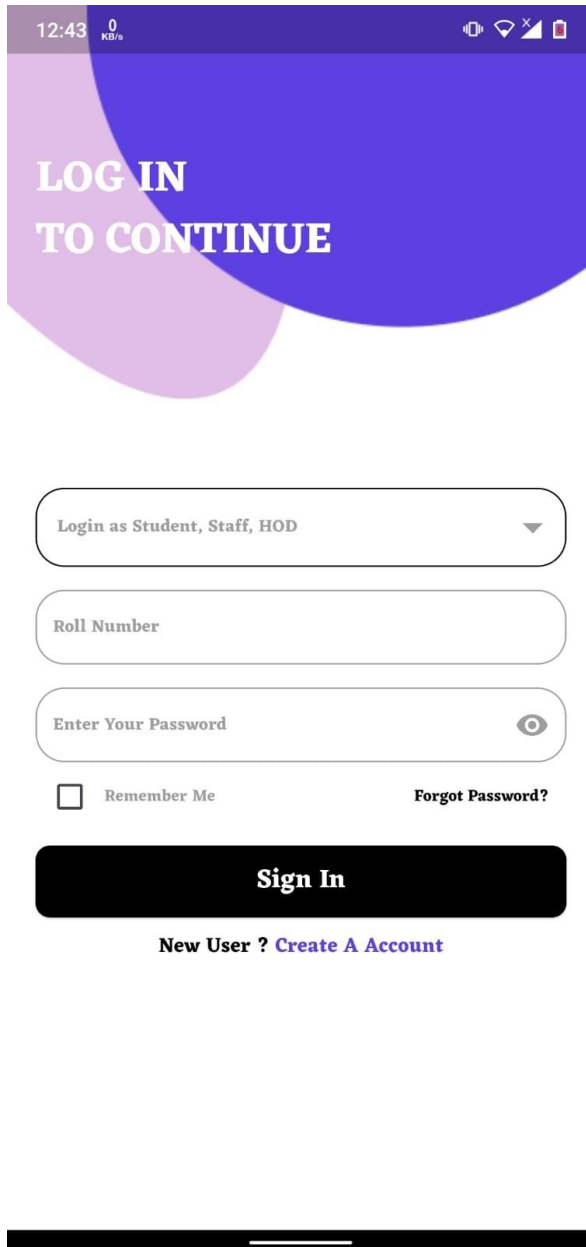
.....

.....

Sign Up

Step 4: Complete Registration

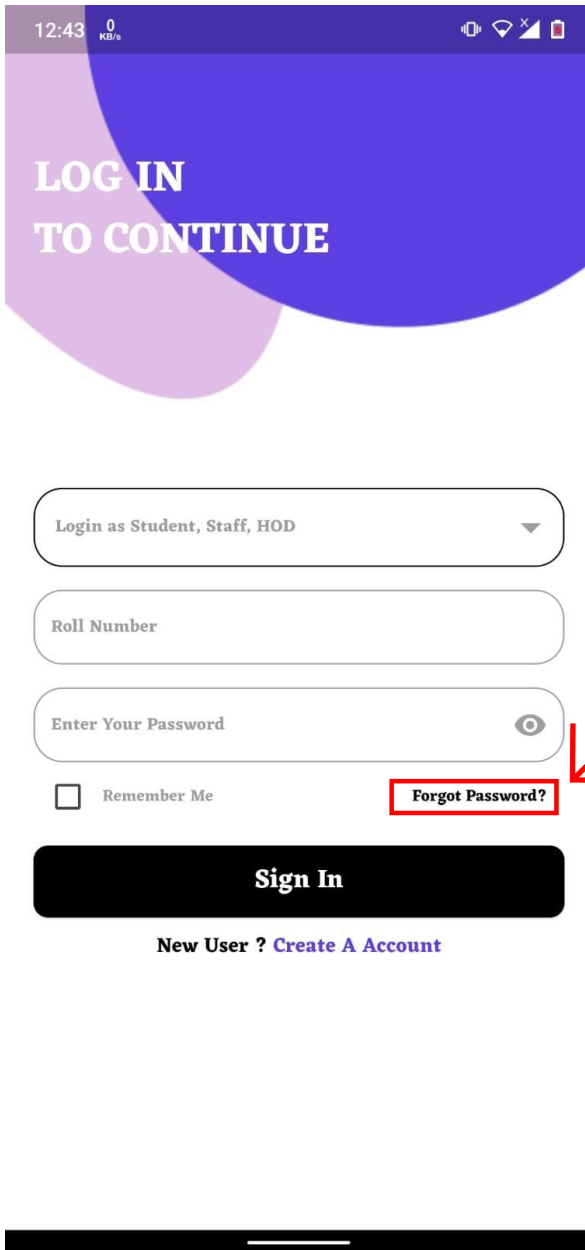
- Once all fields are filled, tap the **Sign Up** button. You can now **Sign In** using the credentials you just created.



Step 5: Resetting Your Password

If you forget your password:

1. Tap **Forgot Password?** on the Sign-In screen.



2. Enter the following details:

7:14 0 KB/s 4G

Forgot Password

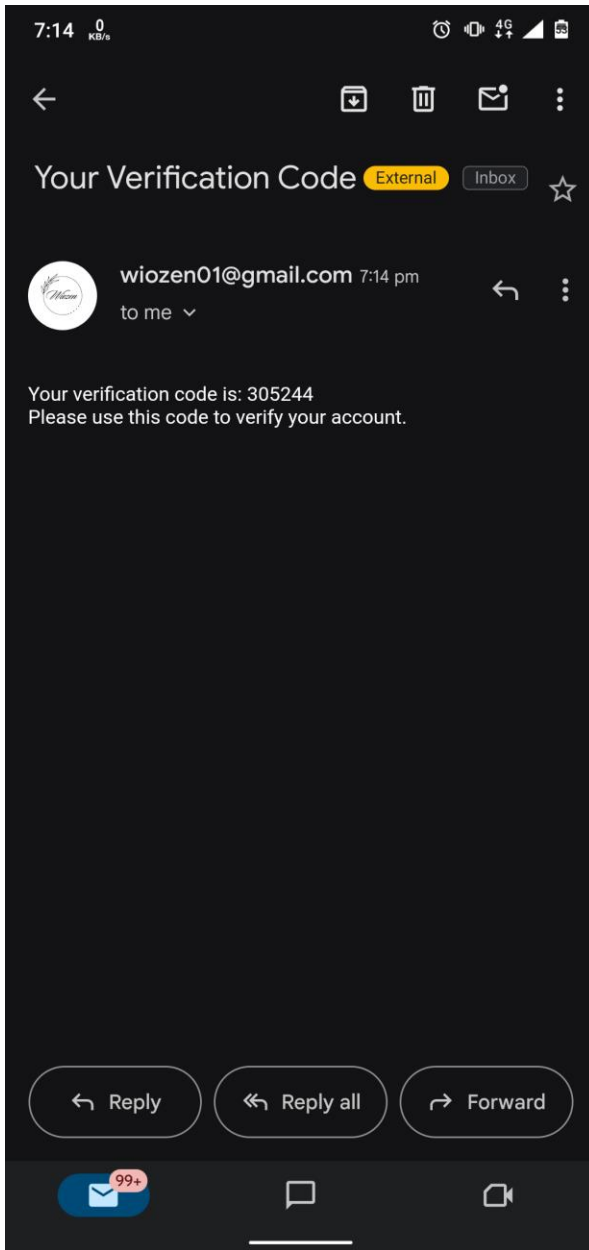
cs235214124@bhc.edu.in

235214124

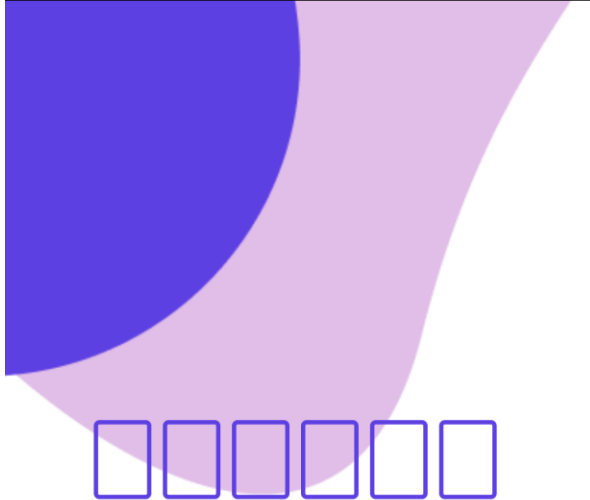
staff ▼

Generate OTP

- a. **Email:** Provide your registered email address.
 - b. **Unique ID:** Enter your unique identification code.
 - c. **Role:** Select **Staff**.
3. An OTP will be sent to your registered email address.



4. Enter the OTP in the app to verify your identity.



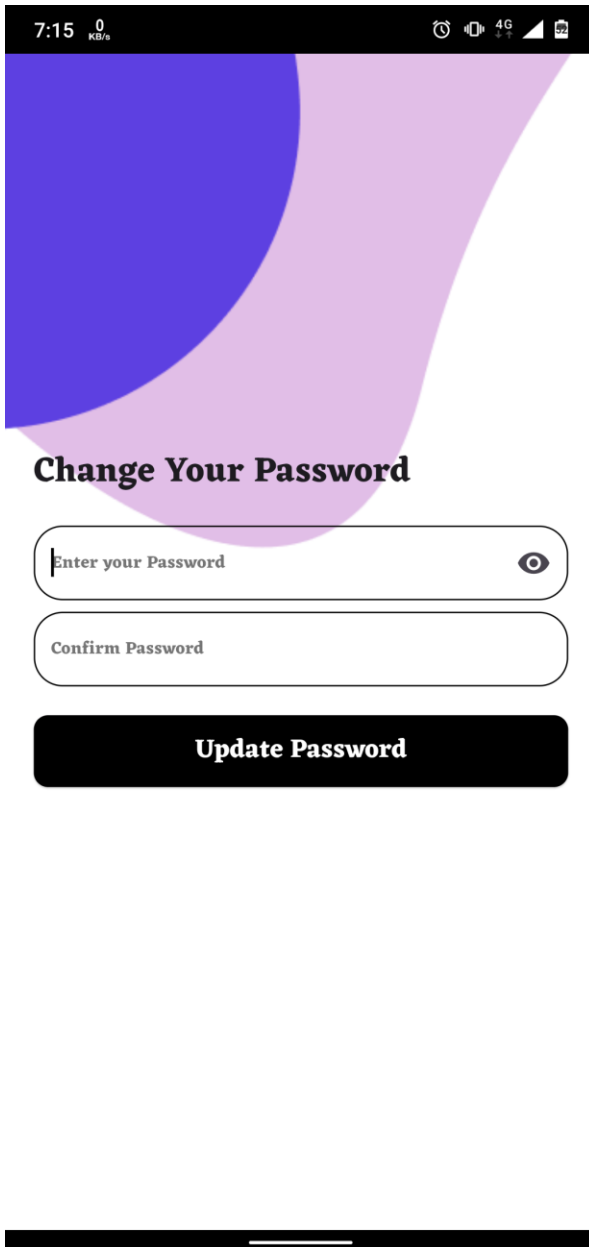
Generate Again

You can generate a new OTP in: 1:56

OTP generated and sent to your email!

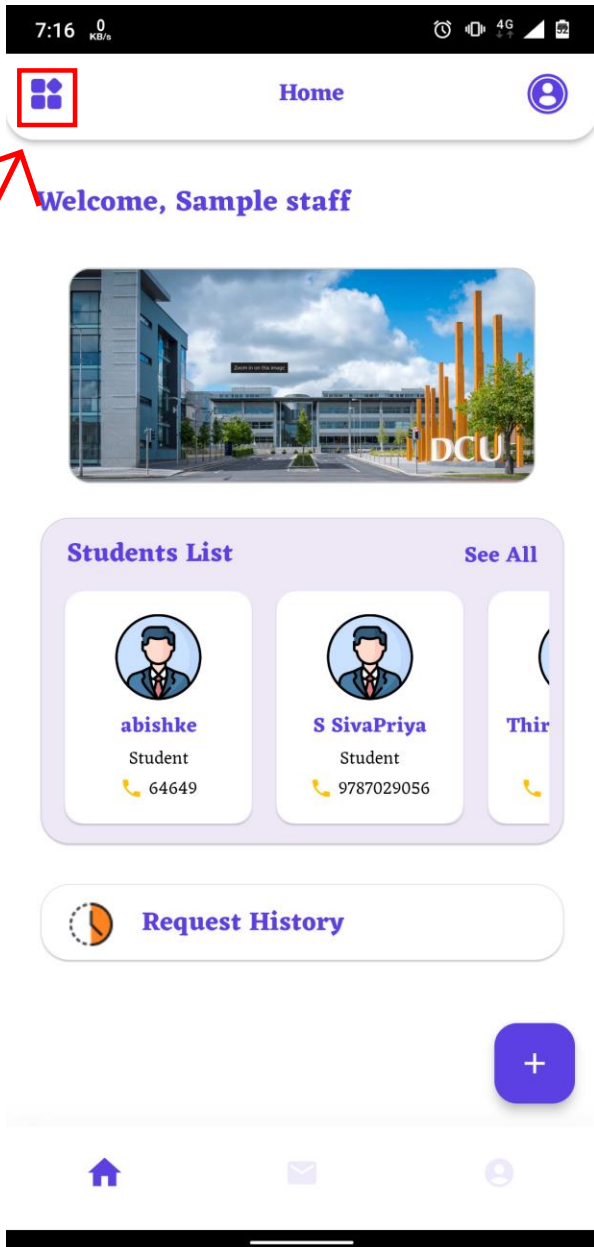


5. Reset your password by entering a new password and confirming it.

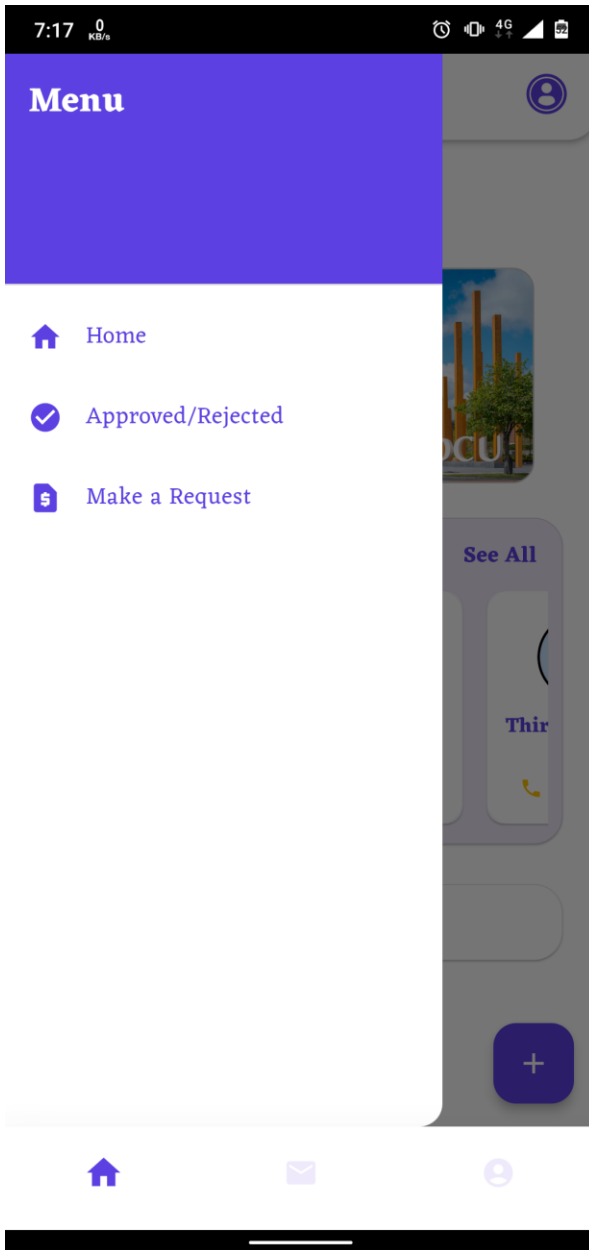


Step 6: Staff Home Page

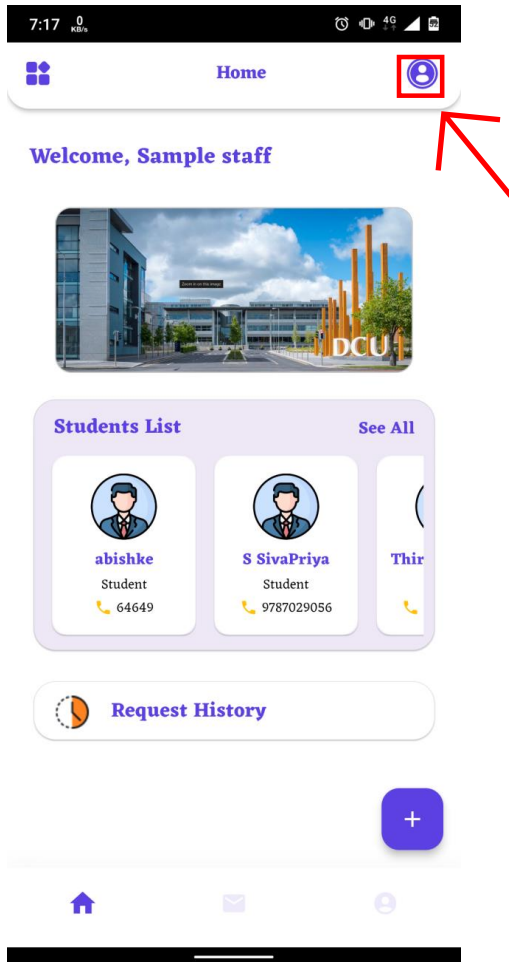
Once successfully logged in, you will be redirected to the **Staff Home** page, which contains the following features:



1. **Menu:** Placed in the top-left corner of the home screen.



2. **Profile:** Located at the top-right corner. Tapping it redirects to the **Profile** page.



3. **Students List:** Displays basic information of each student, such as their name and contact details.

Welcome, Sample staff



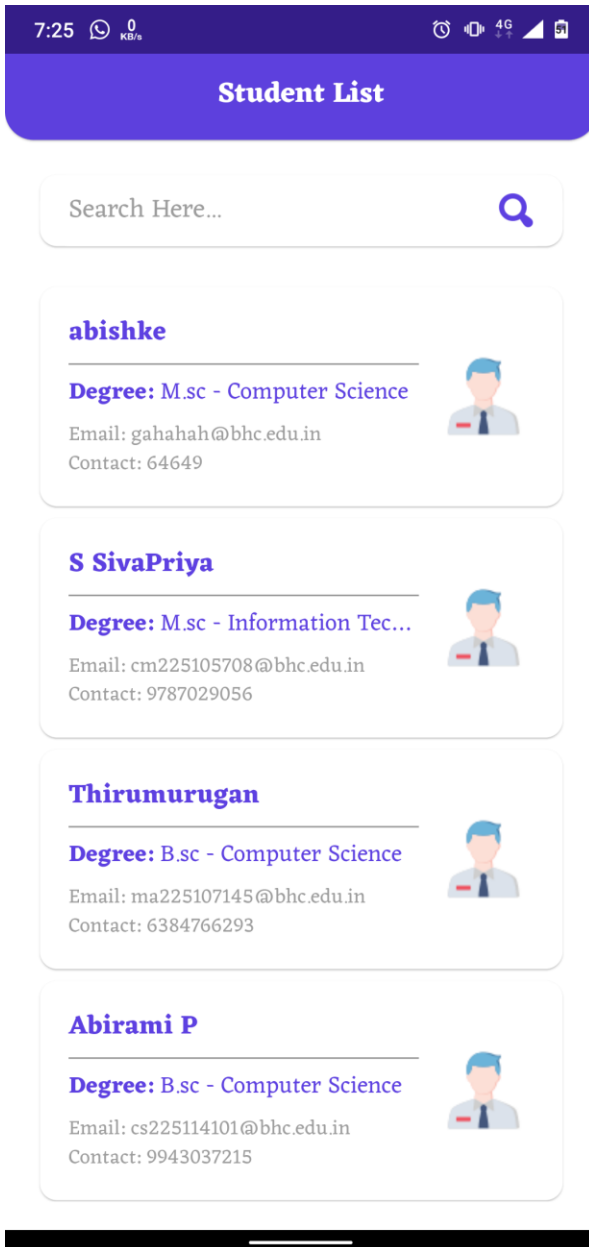
Students List [See All](#)

 abishke Student 64649	 S SivaPriya Student 9787029056	 Thir Student [Phone icon]
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 **Request History**








4. **Request History:** Clicking this redirects you to the **Request History** page, showing the history of requests approved, rejected, or pending for the respective staff member.

Welcome, Sample staff

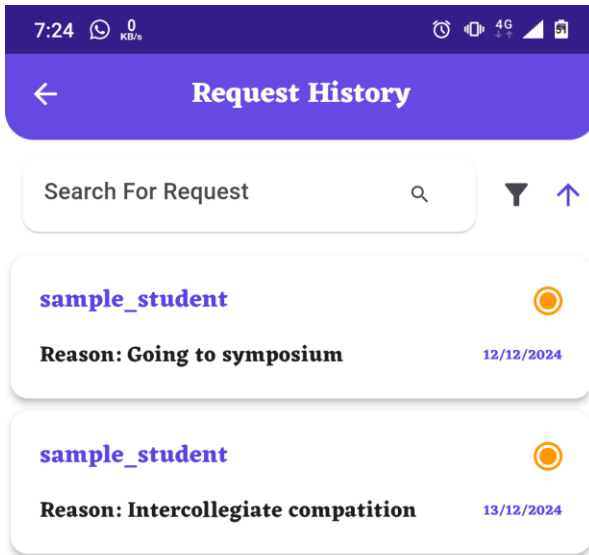


Students List See All

 abishke Student 64649	 S SivaPriya Student 9787029056	 Thir Student [Phone icon]
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 **Request History**








Step 7: Inbox

The **Inbox** page includes the following features:

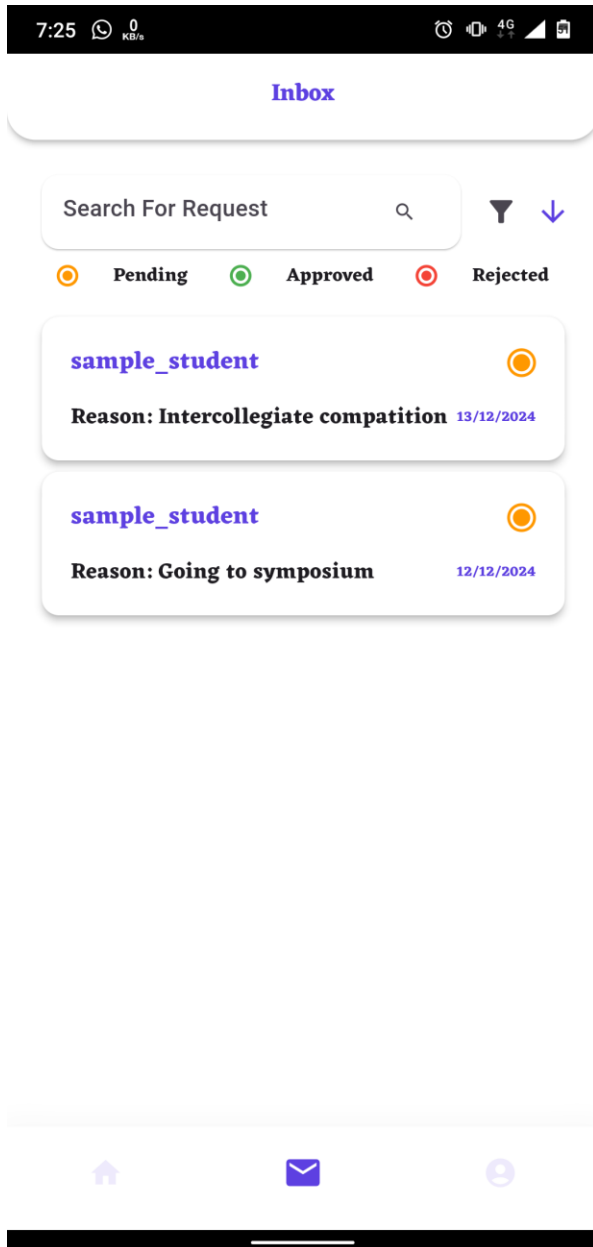
Welcome, Sample staff



Students List See All

 abishke Student 64649	 S SivaPriya Student 9787029056	 Thir Student [Phone icon]
---	--	---

 **Request History**



1. Search

- a. Search for a student's name or the reason for their request.


Inbox


Search For Request

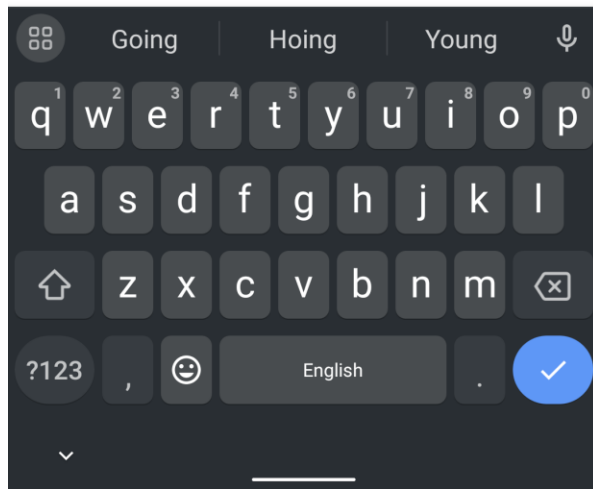
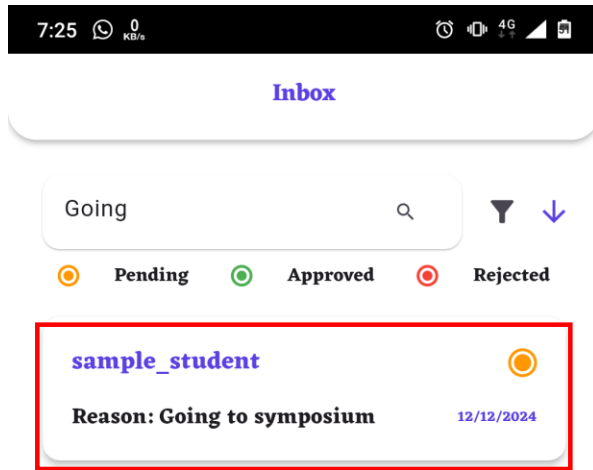


 Pending  Approved  Rejected

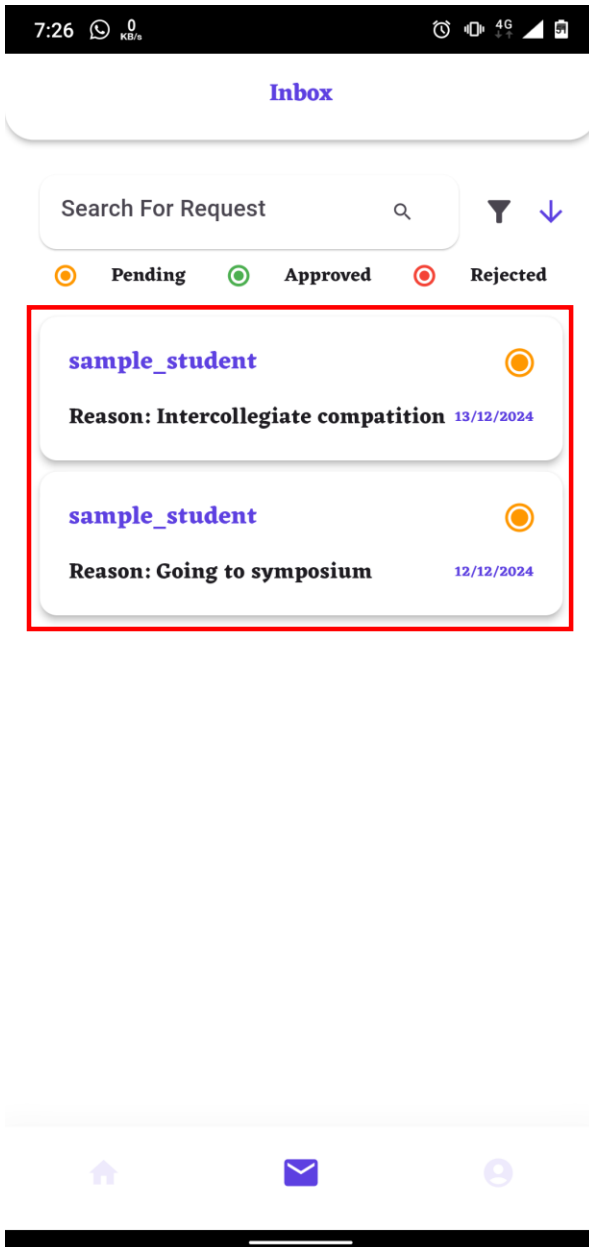


sample_student 
Reason: Intercollegiate compation 13/12/2024

sample_student 
Reason: Going to symposium 12/12/2024



2. Pending Requests



- a. By tapping on a pending request, you will be redirected to the **Request Details** page, which includes:

Inbox

Search For Request



Pending Approved Rejected

sample_student

Reason: Intercollegiate competition 13/12/2024



sample_student

Reason: Going to symposium 12/12/2024

7:26 0 KB/s 4G

← Request Details

Name	sample_student
Roll Number	235214121
Year & Degree	2, M.Sc.
Domain	Computer Science
Mail Id	cs235214121@bhc.edu.in
Contact Number	9363509503
Application Date	2024-12-10

Staff Name	Sample staff
Requested Date	2024-12-13
Day Order	4
Hour	1st, 2nd, 3rd, 4th, 5th

Request Reason

Default - Others
Specific - Intercollegiate competition

 Direct Cancel

 Send to Hod

- i. **Request Information:** Displays all details about the student's request.
- ii. **Direct Cancel:** A slide button that allows the staff to cancel the request directly.

Name	sample_student
Roll Number	235214121
Year & Degree	2, M.Sc.
Domain	Computer Science
Mail Id	cs235214121@bhc.edu.in
Contact Number	9363509503
Application Date	2024-12-10

Staff Name	Sample staff
Requested Date	2024-12-13
Day Order	4
Hour	1st, 2nd, 3rd, 4th, 5th

Slide to Cancel

Request Reason

Default - Others
Specific - Intercollegiate competition



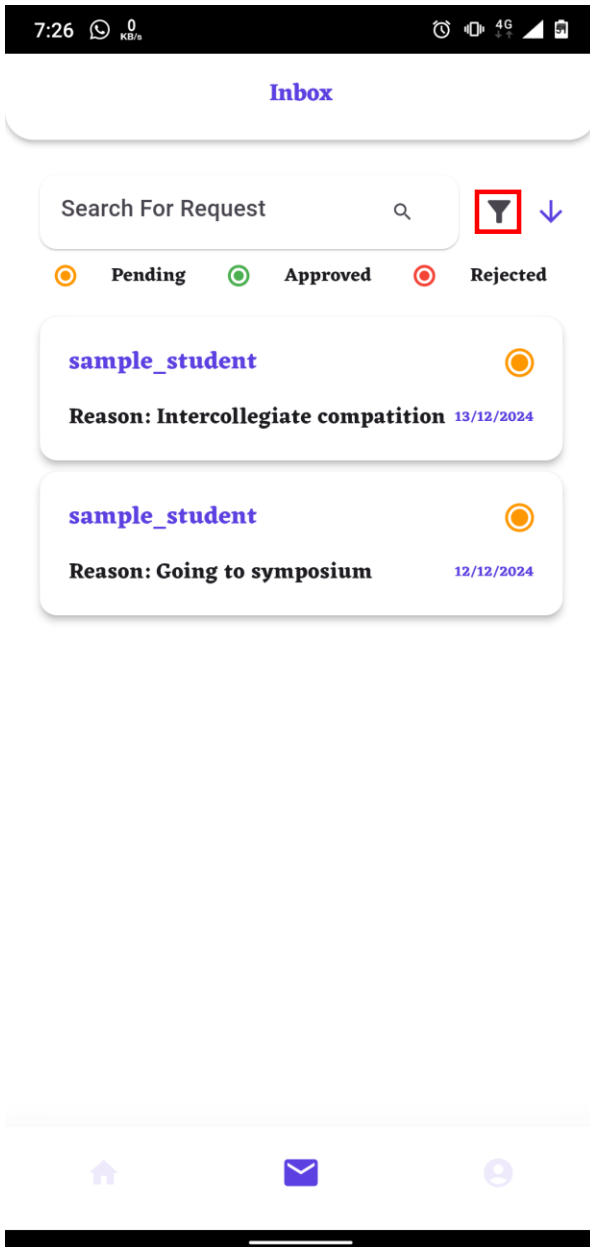
⊗ Direct Cancel

👤 Send to Hod



- iii. **Send to HoD:** A slide button that approves the request and forwards it to the HoD for further processing.

3. Filter



- a. Allows sorting and refining the list of requests based on specific criteria.
- b. After selecting the desired fields, click **Apply Filter** to sort the list.

← Apply Filters

Select Class

M.Sc

B.Sc

Select Date

10/12/2024 →← 13/12/2024

Select Hour

Hour 1

Hour 2

Hour 3

Hour 4

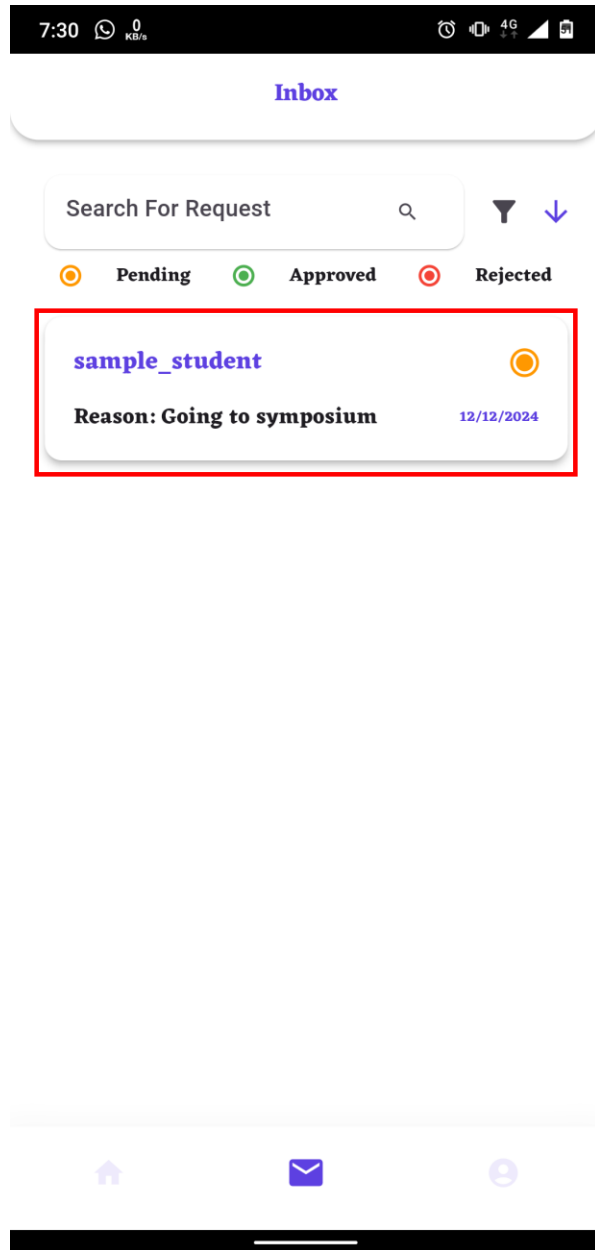
Hour 5

Select Year

Year ▼

Apply Filters

Reset Filters



- c. To reset the list and remove filters, click **Reset Filter** when no matches are found.

7:30 0 KB/s

4G

← Apply Filters

Select Class

M.Sc

B.Sc

Select Date

10/12/2024



13/12/2024

Select Hour

Hour 1

Hour 2

Hour 3

Hour 4

Hour 5

Select Year

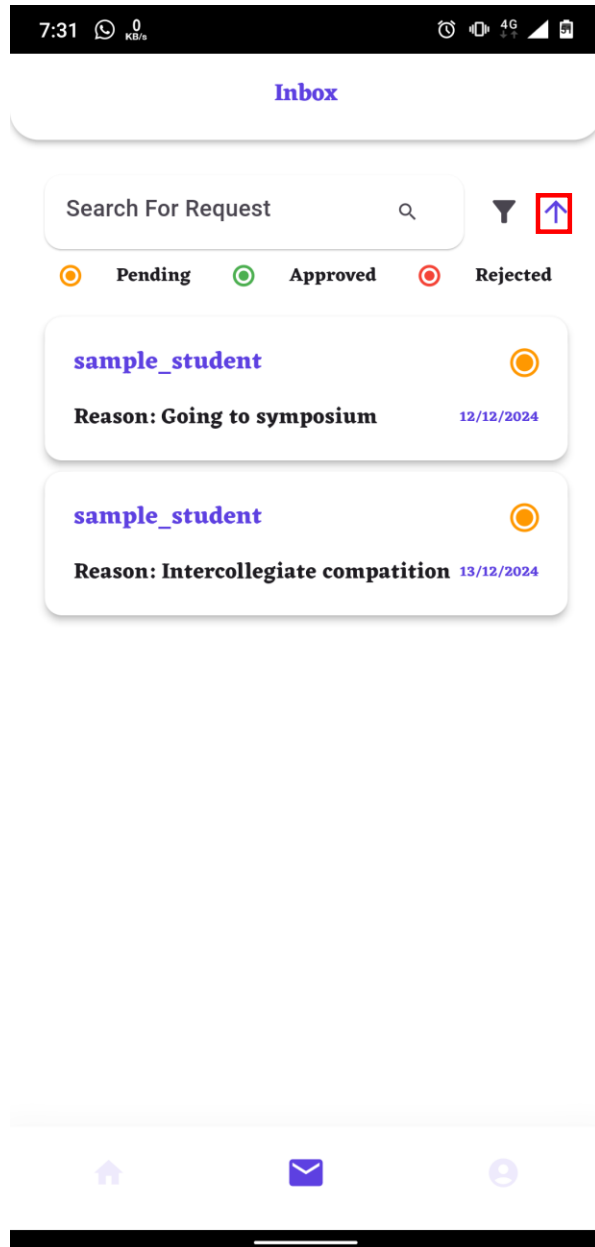
Year ▼

Apply Filters

Reset Filters

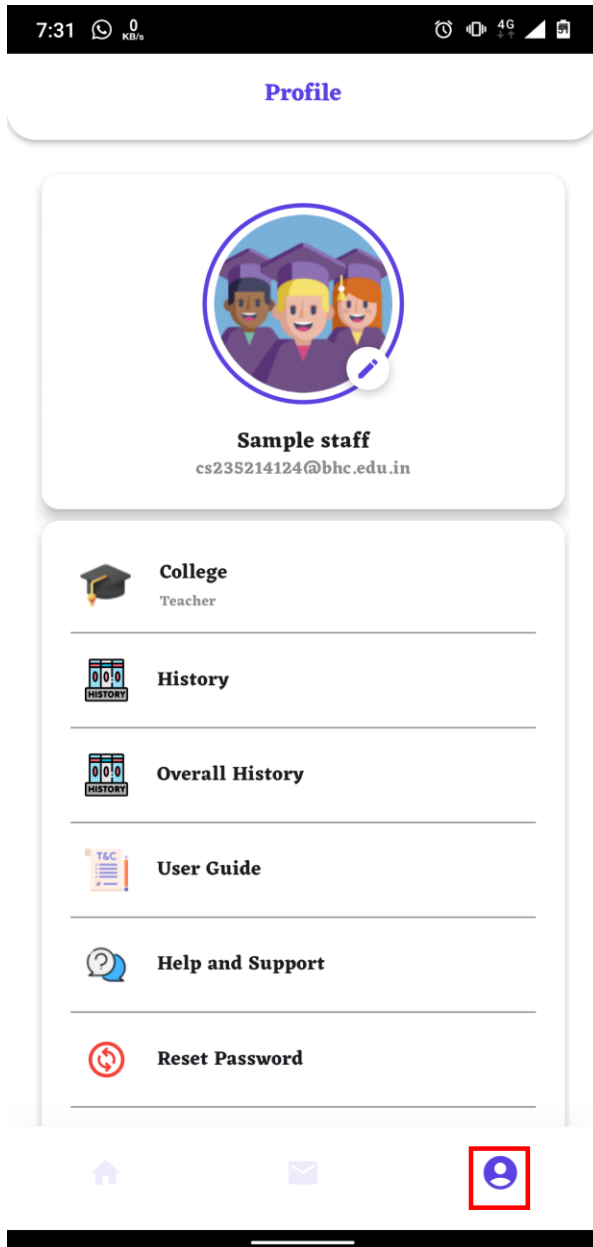
4. Ascending/Descending Arrow

- a. Enables sorting of requests by application date in either ascending or descending order.



Step 8: Profile

The **Profile** page includes these functionalities:



1. **Edit Profile:**

- a. Press the pen icon to edit your details.

Profile



Sample staff
cs235214124@bhc.edu.in



College
Teacher



History



Overall History



User Guide



Help and Support



Reset Password





Delete Image

Upload Image

Name

Sample staff

Email

cs235214124@bhc.edu.in

Contact Number

9363509503

Designation

Asst. Prof.

Update Details

- b. Upload a profile image and update details.
- c. Click **Update Details** to save changes.

7:31 0 KB/s

4G

← Staff Details



Delete Image

Upload Image

Name

Sample staff

Email

cs235214124@bhc.edu.in

Contact Number

9363509503

Designation

Asst. Prof.

Update Details

2. **History:** Redirects to the **Request History** page showing the respective staff member's approved, rejected, or pending requests.

Profile



Sample staff
cs235214124@bhc.edu.in



College
Teacher



History



Overall History



User Guide

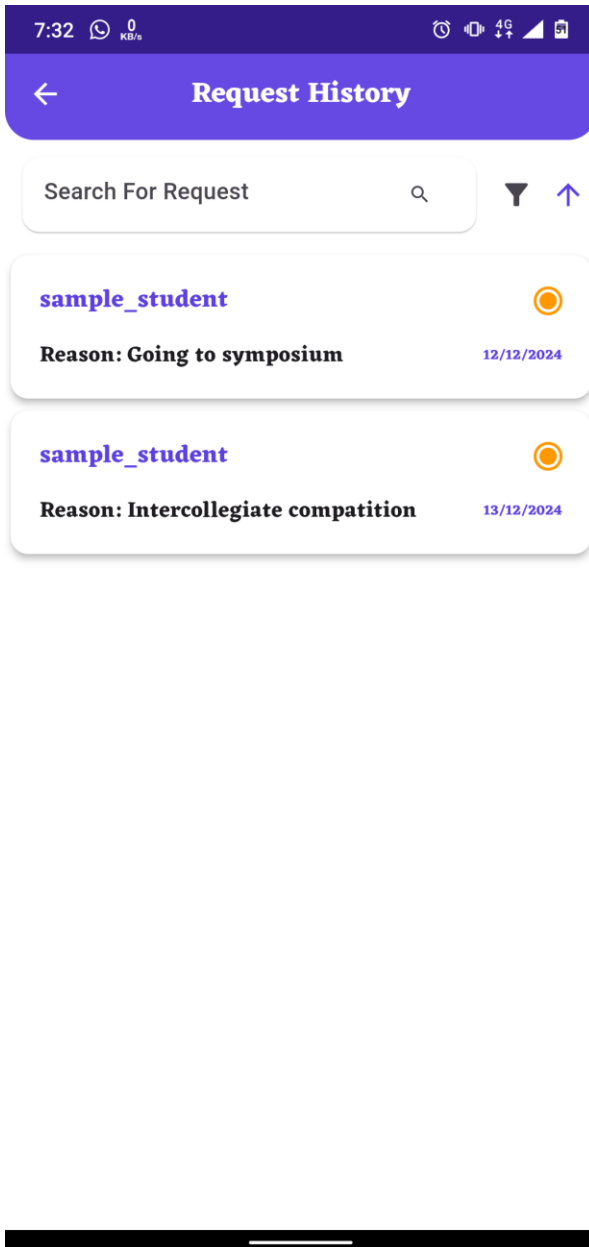


Help and Support



Reset Password





3. **Overall History:** Displays request history for all staff members, not just the current user.

Profile



Sample staff
cs235214124@bhc.edu.in



College
Teacher



History



Overall History



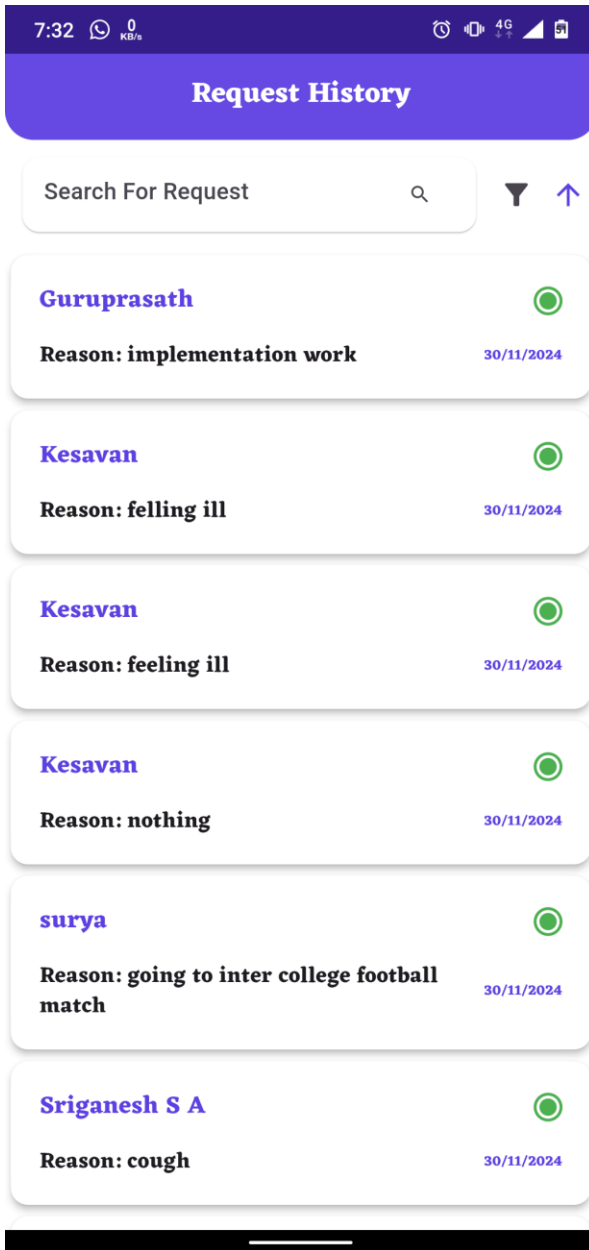
User Guide



Help and Support



Reset Password



4. **User Guide:** Redirects to a Google Drive link containing the user manual.

Profile



Sample staff

cs235214124@bhc.edu.in



College
Teacher



History



Overall History



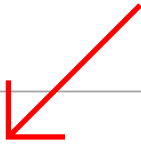
User Guide

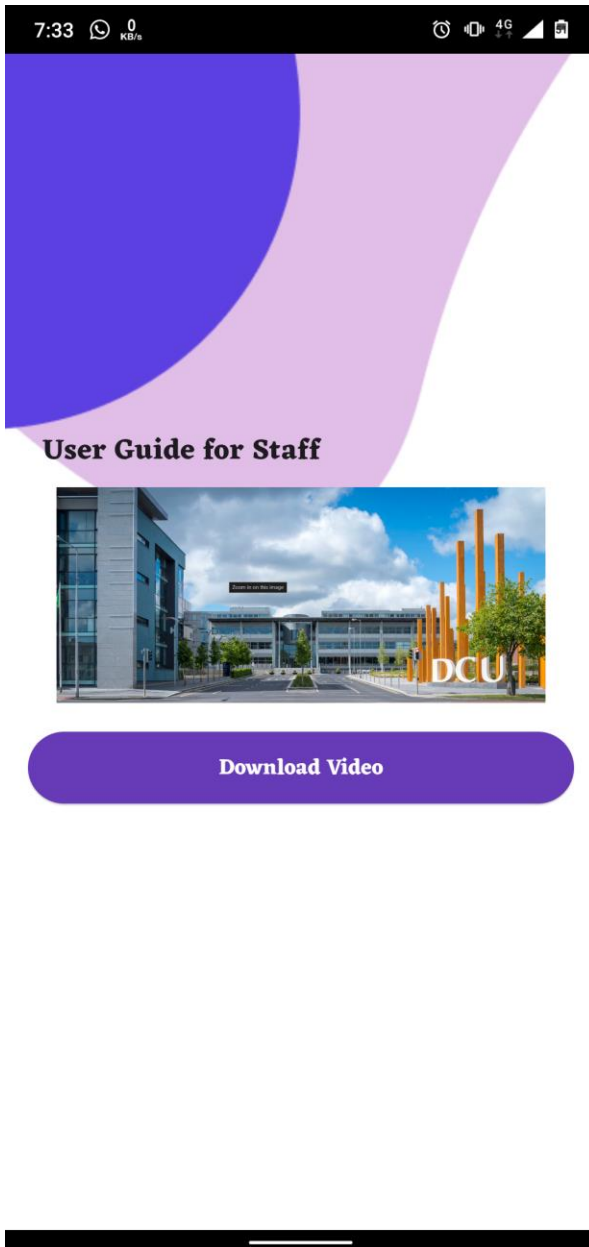


Help and Support



Reset Password





5. **Help and Support:** Provides contact information for resolving app-related issues.

Profile



Sample staff

cs235214124@bhc.edu.in



College
Teacher



History



Overall History



User Guide

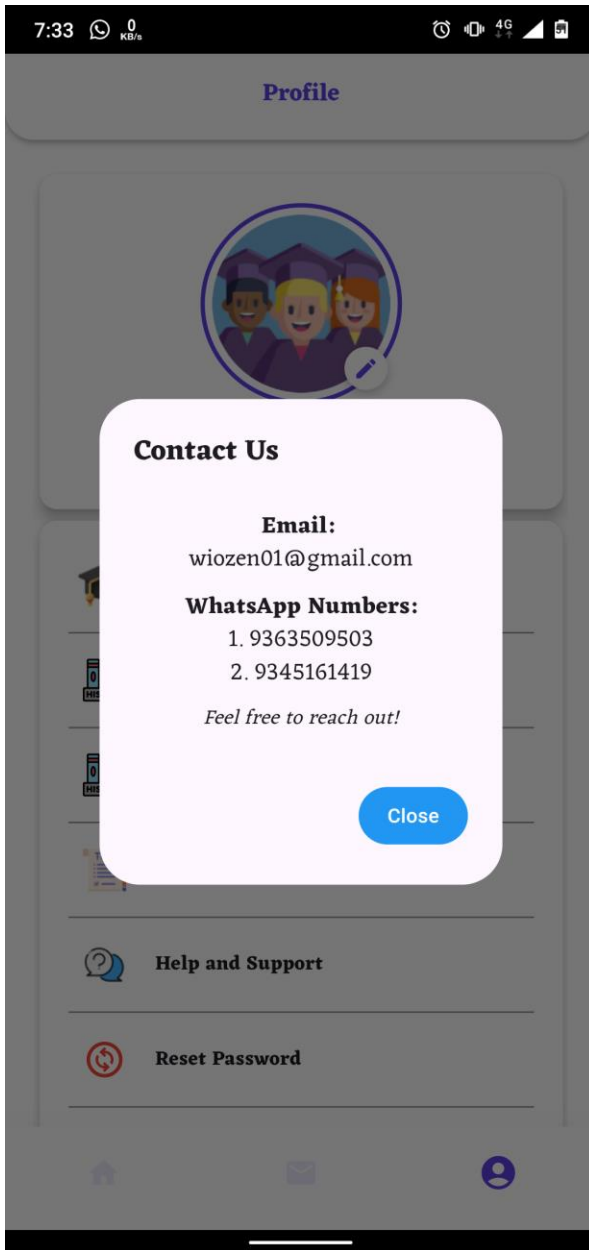


Help and Support



Reset Password





6. **Reset Password:** Redirects to the **Reset Password** page.

Profile



Sample staff
cs235214124@bhc.edu.in



College
Teacher



History



Overall History



User Guide



Help and Support



Reset Password



Logout

By WIZZEN, Advisor B.Karthikeyan





- a. Tap **Generate OTP** to receive an OTP via email.
 - b. Enter the OTP and set a new password.
7. **Logout**: Logs you out of the app and redirects to the **Sign In** page.

Profile



Sample staff
cs235214124@bhc.edu.in



College
Teacher



History



Overall History



User Guide



Help and Support

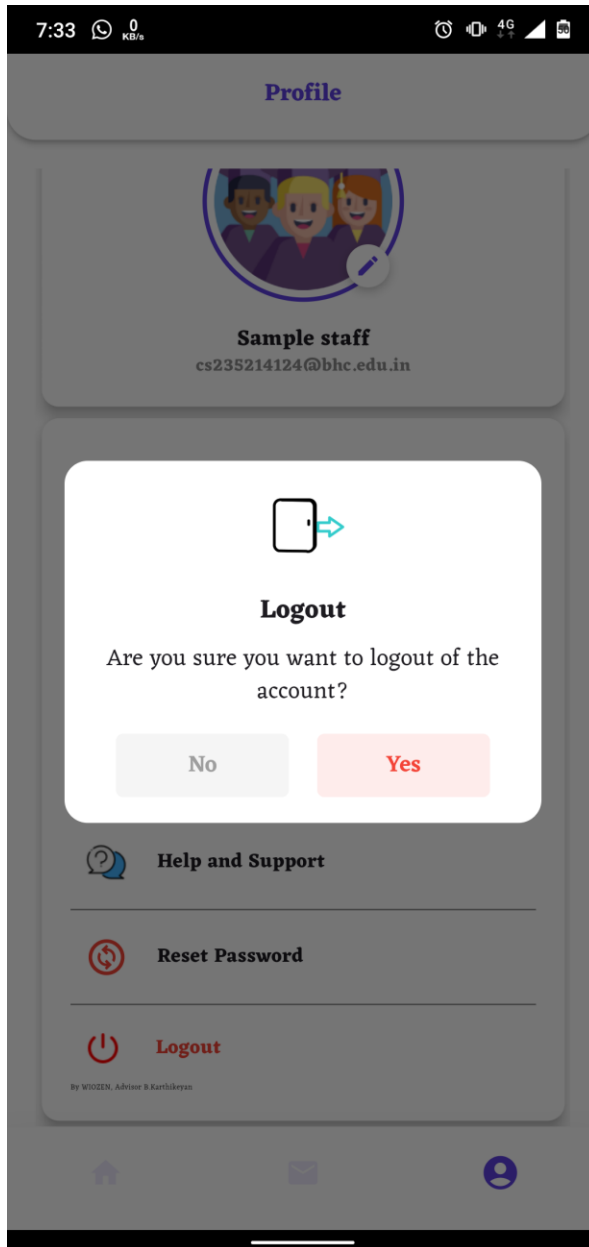


Reset Password



Logout

By WOOZEN, Advisor B.Karthikeyan



- a. "Ensure you save your progress and securely log back in whenever needed."

Step 9: Status

The **Status** page provides a detailed overview of the progress of each request. The statuses include:

1. **Waiting for Both Staff and HoD Approval**

7:35 0 KB/s 4G 50

← Request Details

Domain	Computer Science
Mail Id	cs235214121@bhc.edu.in
Contact Number	9363509503
Application Date	2024-12-10

Staff Name	Sample staff
Requested Date	2024-12-12
Day Order	3
Hour	1st, 2nd, 3rd, 5th

Request Reason

Default - Others
Specific - Going to symposium

Approved By	N/A
Approved By	N/A

⊗ Direct Cancel

👤 Send to Hod

- a. The request is newly submitted and awaiting action from both the staff and the HoD.
2. **Approved by Staff and Waiting for HoD Approval**

7:36 0 KB/s 4G 50

← Request Details

Roll Number	235214121
Year & Degree	2, M.Sc.
Domain	Computer Science
Mail Id	cs235214121@bhc.edu.in
Contact Number	9363509503
Application Date	2024-12-10

Staff Name	Sample staff
Requested Date	2024-12-12
Day Order	3
Hour	1st, 2nd, 3rd, 5th

Request Reason

Default - Others
Specific - Going to symposium

Approved By	Sample staff
Approved By	N/A

→ Withdraw

a. The request has been approved by the staff and is now awaiting approval from the HoD.

3. Approved by Both Staff and HoD

7:37 0 KB/s 4G 50

← Request Details

Roll Number	235214121
Year & Degree	2, M.Sc.
Domain	Computer Science
Mail Id	cs235214121@bhc.edu.in
Contact Number	9363509503
Application Date	2024-12-10

Staff Name	Sample staff
Requested Date	2024-12-12
Day Order	3
Hour	1st, 2nd, 3rd, 5th

Request Reason

Default - Others
Specific - Going to symposium

Approved By	Sample staff
Approved By	HOD

Approved By HOD

- The request has been fully approved by both the staff and the HoD, completing the approval process.

4. Cancelled by HoD

The screenshot shows the 'Request Details' screen of the COS-OD mobile app. The status bar at the top indicates the time is 7:39, 0 KB/s data usage, 4G network, and 90% battery. The app header is purple with a back arrow and the text 'Request Details'. Below the header are three rounded rectangular boxes containing request information:

- Roll Number:** 235214121
- Year & Degree:** 2, M.Sc.
- Domain:** Computer Science
- Mail Id:** cs235214121@bhc.edu.in
- Contact Number:** 9363509503
- Application Date:** 2024-12-10

The second box contains:

- Staff Name:** Sample staff
- Requested Date:** 2024-12-12
- Day Order:** 3
- Hour:** 1st, 2nd, 3rd, 5th

The third box is titled 'Request Reason' and contains two options: 'Default - Others' and 'Specific - Going to symposium'. Below this is a fourth box titled 'Cancelled Reason' which contains 'N/A'. A red arrow points from the 'Cancelled Reason' box down to a red button labeled 'Cancel Of HOD' at the bottom of the screen.

a. The HoD has reviewed and cancelled the request.

For any issues during login or registration, contact **COS-OD Support** at [wiozen01@gmail.com / 9345161419 & 9363509503].

Enjoy using the COS-OD mobile app!