

2022

User Manual for E-Diary (Govt of Odisha)



User Manual For E-Diary Using Mobile Device

Contents

| | | |
|-------|---|----|
| 1. | Brief Introduction about the E-Diary | 3 |
| 1.1 | Application Features Include: | 3 |
| 1.2 | How to access the E-Diary application : | 3 |
| 2. | How to Install E-Diary On your Android/iOS Device | 3 |
| 2.1 | For Android users:..... | 3 |
| 2.2 | For iOS/Apple users: | 3 |
| 3. | Get started with your installed E-Diary application..... | 4 |
| 3.1 | New / First-time users..... | 4 |
| 3.2 | For Registered Users : | 5 |
| 4. | After Successful Login | 5 |
| 5. | Activities that can be carried out in this E-Dairy application..... | 6 |
| 6. | Menu button has following quick links to Application features:..... | 6 |
| 7. | Page-wise Details And Important Activity Explained | 7 |
| 2 | | 7 |
| 7.1 | Homepage / Content Page..... | 7 |
| 7.2 | Personal Information | 7 |
| 7.3 | Diary Activity | 7 |
| 7.4 | Schedule your Events/Meetings. | 8 |
| 7.5 | List/View your Scheduled Events/Meetings | 8 |
| 7.6 | Your Today's Schedules..... | 8 |
| 7.7 | Take Your Notes | 9 |
| 7.8 | How to View your detailed calendar | 9 |
| 7.9 | How to link your Google or Microsoft account..... | 10 |
| 7.9.1 | <i>Google account before signing in:-</i> | 10 |
| 7.9.2 | <i>Outlook account before signing in:-</i> | 10 |
| 7.9.3 | <i>If Google / Outlook account is already logged in:-</i> | 10 |
| 7.10 | General Information about Odisha..... | 11 |
| 7.11 | Important Websites | 11 |

| | | |
|------|---|----|
| 7.12 | Emails | 11 |
| 7.13 | Pin code..... | 11 |
| 7.14 | STD code | 11 |
| 7.15 | Distance from District Headquarters | 11 |
| 7.16 | Directories..... | 11 |
| 7.17 | Tourist Destinations | 14 |
| 7.18 | Leave account | 14 |
| 7.19 | Pay Particulars..... | 15 |
| 7.20 | 2021 & 2023 Calendars | 15 |

1. Brief Introduction about the E-Diary

E-Diary is advance secure and easy use mobile application which let you write daily note, meetings, Schedule Events, Reminders to save to both your device and on Odisha Govt cloud storage. Use this application to organize your notes, Meetings, Events, Holidays and ideas. This application has a simple user interface which makes it easy for using.




1.1 Application Features Include:

- **Diary:** A writing section where users will write the notes on specific date using mobile keyboard.
- **Scheduler:** Schedule a meeting with date, attendees and additional notes on the meeting.
- **Directory:** To know all about offices, officers , district details, map, tourist places.
- **Calendar:** View of calendar with holidays, events, meetings.
- **Holiday list:** Display of all govt holidays.
- **Demographic:** Display of important information about district like population, headquarter.
- **Other Info:** View of information's like email list, useful links, telephone numbers

1.2 How to access the E-Diary application :


E-Diary application is available on the link : e-diary.odisha.gov.in for all internet users using browsers.

Types of users :

-  Android Users
-  iOS users
-  Window users (These users will use the application using their browsers).

2. How to Install E-Diary On your Android/iOS Device

2.1 For Android users:

- Go to Play Store in your Android Phone.
- Search “Odisha Govt. Diary” App 
- Click on the **Install** button to install the “Odisha Govt. Diary” App.



2.2 For iOS/Apple users:

- Go to App Store

- Search “Odisha Govt. Diary” App
- Click on the **Get** button to download and install the “Odisha Govt. Diary” App

3. Get started with your installed E-Diary application.

- After installation is complete, please open the Odisha Govt. E-Diary Application. First page of the application will be the login page. Existing users can login using their username and password.



3.1 New / First-time users

New users (**New / First-time users**) have to register to create username and password by clicking on the **Register Button** on the same screen.



- If you are a Government Officer please Click on **Govt. Employee** tab. Fill up the registration form. The fields marked * are mandatory.



- If you are citizen, please Click on **Citizen** tab. Fill up the registration form. The fields marked * are mandatory.

Remember your Username and Password for using the E-Diary Application

- After filling up the necessary fields, click on **Submit** button to get registered. After success “*Registration Successful*” message will be shown.
- After successful registration, the page will be redirected to Login page.



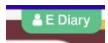
3.2 For Registered Users :

- Enter your user- name & password to login to the E-diary application.



- If you have forgotten your password, then click on Forgot Password to get redirected to Forgot Password Page. In the “Forgot Password” page:
 - a. Enter your mobile number and click on **Send OTP** button.
 - b. OTP will be received on your registered mobile number.
 - c. Fill the OTP and click on **Submit**
 - d. Then enter your New password and Confirm password.
 - e. If the password is reset, a success message “Password Changed Successfully” will be displayed and then redirected to Login page again to start using the application.

4. After Successful Login

- You will find your User Name in the right top corner of page. 
- Click on the top or bottom right corner to move to see Govt. Calander. (the First page of E- diary.)



- On the Calander page Click on top or bottom right corner to move to Content page which is also called as “Home Page” on this E- diary Application.















You can see a **Menu** button once you successfully logged in to the application which is available on the bottom right corner with three straight horizontal line in Green Color

By clicking on the **Menu** button, you can find/select the specific activity you want to carry out OR You may click on top or bottom right corner to move to see key activities on the dashboard page .

5. Activities that can be carried out in this E-Dairy application

- One can write/take notes on a specific date of diary pages .(Like regular diary writing)
- You can see your own E-dairy Calendar
- You can schedule meetings for yourself and same will be integrated with your E-dairy calendar
- Your Google calendar or Microsoft/Outlook Calendar can also be integrated with your E-dairy Calendar
- You can take quick notes on the “Notes pages” of this application.
- You can find important links, tourist destinations, Leave account , pay particulars .
- You can search for Individual/Office details in the government directory of this E-dairy.
- You can find District information on this E-diary application.

6. Menu button has following quick links to Application features:

-  Home Page : It will take you to the content page/dashboard page of the diary.
-  Diary : It will take you to the current date of diary writing page. You can start writing diary.
-  Calendar : By clicking on this , you can go to the calendar page of diary with current month activities listed . This will display Integrated calendar (Your google , outlook and Dairy Calendar)
-  Notes : You can take quick notes on this page for future refence .
-  Event Scheduler : You can view and schedule all your meeting and events here.
-  Important Links : It will redirect to important link page where user can find important URL posted under E-Dairy application.
-  Add Google / Outlooks Account : It will allow you to add your Google and Outlook/Teams Calendars to sync with E -Dairy .
-  Change Theme : It will allow you change the theme/color of your E -Dairy.
-  This allows to go to the previous page
-  This allows to go to the next page
-  You can close your dairy once you click on this
-  This button will be used to logout from the E-Diary Application.

7. Page-wise Details And Important Activity Explained

7.1 Homepage / Content Page


- Content page is the index page of Digital Diary.
- You can click on any subject content and it will redirect to the respective page. Each page heading is listed here along with its page numbers.



| Contents | |
|----------------------|----|
| Personal Information | 01 |
| Diary | 02 |
| Personal Information | 03 |
| Diary | 04 |
| Personal Information | 05 |
| Diary | 06 |
| Personal Information | 07 |
| Diary | 08 |
| Personal Information | 09 |
| Diary | 10 |
| Personal Information | 11 |
| Diary | 12 |
| Personal Information | 13 |
| Diary | 14 |
| Personal Information | 15 |
| Diary | 16 |
| Personal Information | 17 |
| Diary | 18 |
| Personal Information | 19 |
| Diary | 20 |


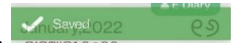

7.2 Personal Information

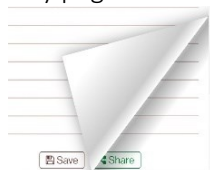
- This page should be filled up your personal details like Office address, Telephone no., Bank Details, PAN, Vehicle details etc. and Click on **Save & Update** button to save the details.
- After successful save, a success message *Personal Information Saved Successfully* will be shown.

7.3 Diary Activity



- Click on the **Diary** button to go to the writing page (current date) of digital diary .

- First line of the diary should be used for writing the heading. This heading will be displayed in your E-Diary calendar.
- No limitation on number of lines that can be used to write the details of your content.
- After filling up the content, click on **Save** button. 
- A success message *Saved* will appear after the writing page is saved. 
- After saving the Diary content , you can click on Share option to share the diary details via WhatsApp. 
- The diary pages can be flipped (go to different dates) by clicking on the right corners of the diary pages.



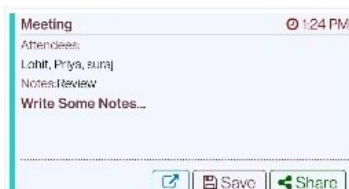
- You can write both in English as well in in Odia Or any supported language of your key board.


7.4 Schedule your Events/Meetings.

- Click on the Event Scheduler button given under expanded Menu button. 
- It will be redirected to the your event scheduler page.
- Fill up the meeting Name, then choose the meeting date and time, then write the attendees' (who will attend the meeting along with you) name and write some notes if you want.
- Click on Save button . The meeting will be saved. 


7.5 List/View your Scheduled Events/Meetings

- Click on **Scheduled Events** to go to the list of see events/meetings that you have scheduled. Here the list of date wise events/meetings are shown.



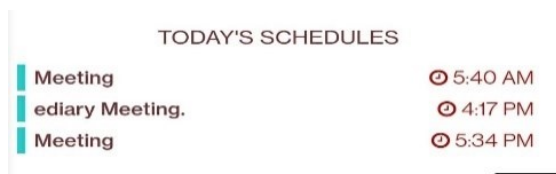
- Click on any events/meetings, the details of the event will be shown.
- You can again add more details of the notes part of any Meeting . Once you update , click on "Save" button to save the meeting. 



- The meeting details can be shared via WhatsApp by clicking on the share button. 
- A link will be shared and one can see the details by clicking on the link.

7.6 Your Today's Schedules

- You can see all your schedules of today.





- Click on each one to get the expanded details of the meeting/events.




7.7 Take Your Notes






This is primarily used for noting down some discussion points or any other notes besides diary writing.

- Click on the **Note** button to come to the first page of the note section. 
- First line of the note is used for writing the heading.
- No limitation on number of lines that can be used to write the details of your content.
- After filling up the content, click on **Save** button.
- A success message *Notes added successfully* will appear after the data is saved. 
- The note pages can be flipped by clicking on the corners of the pages.

7.8 How to View your detailed calendar

- Click on the **Calendar** to view the Calendar page. 
- By default, the current month calendar is displayed. The calendar will show Public Holidays, Optional Holidays, Diary heading, meetings, Google & Outlook events.



- Click on the diary event to get re-directed to the concerned diary page.
- Clicking on LIST will show week events. 
- If navigated to other months, click on TODAY to return to the current month view. 
- The forward arrow button show the next month and backward arrow button show the previous month.  
- On Clicking **Sync** button, All e-diary data will sync to your Gmail and outlook account also data which are added in the calendar of Gmail / Outlook will sync to e-diary calendar. 

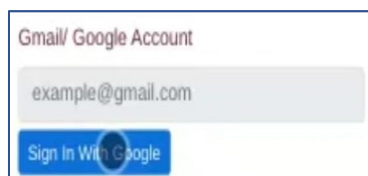
7.9 How to link your Google or Microsoft account

Click on **Link your Google/Microsoft Account** button to open your Add Account.



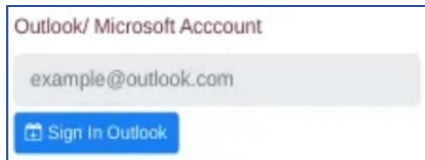
7.9.1 *Google account before signing in:-*

- After clicking on Sign-In with google button a pop-up will appear in which the user can provide his/her username and password to sign in.
- After signing in, the user account is been successfully added and the username will be displayed in the text field with a sign-out button.



7.9.2 *Outlook account before signing in:-*

- After clicking on Sign-In with the outlook button a pop-up will appear in which the user can provide his/her username and password to sign in.
- After signing in, the user account is been successfully added and the username will be displayed in the text field with a sign-out button.



7.9.3 *If Google / Outlook account is already logged in:-*

- The username is displayed in the text field with a sign-out button in the link your Google/Outlook Account popup.
- The user can sync his/her Diary and Scheduled event to google calendar .
- If some event is been added to google calendar, the event will also display on the Odisha govt diary calendar.

7.10 General Information about Odisha

- Click on **General Info. about Odisha** button to know the demographic information of Odisha

7.11 Important Websites

- Click on **Websites** to view the list of important websites of India as well as Odisha.

7.12 Emails

- Click on **Emails** to view the list of important Email addresses of Governor, Chief Minister, OLA, Ministers, Departments, District Collectors, Superintendents of Police, Commissionerate of Police, Range DIGs of Police, High Court and other Govt. of Odisha officers.

7.13 Pin code

- Click on **Pincode** to view the list of pin codes of Odisha. Click on any district to view its respective pin codes.

7.14 STD code

- Click on **STD codes** to view the list of STD codes of Districts and Sub-Division Headquarters of **Important links**
- Click on **Important Links** to view the list of important website links of Odisha.

7.15 Distance from District Headquarters

- Click on **Distance of District HQ** to view the distance of Headquarters & important places by road from the state capital (Bhubaneswar).

7.16 Directories

I. Governor's Secretariat:

- Click on Governor's Secretariat option to get redirected to the Governor's Secretariat page.
- This page is having the list of officers name, designation, phone(O), phone(R) & email id.
- Also we can filter by designation, name, phone(O), phone(R) & email id.

II. Office of the Chief Minister:

- a. Click on Office of the Chief Minister option to get redirected to the Office of the Chief Minister page.
- b. This page is having the list of officers name, designation, phone(O) & phone(R).
- c. Also we can filter by designation, name, phone(O) & phone(R).

III. Members of Rajya Sabha:

- a. Click on Members of Rajya Sabha option to get redirected to the Members of Rajya Sabha page.
- b. This page is having a list of members' name, permanent addresses with telephone numbers, local addresses with telephone numbers & email id.
- c. Also we can filter by members name, permanent address with telephone number, local address with telephone number & email id.

IV. Members of Lok Sabha:

- a. Click on the Members of Lok Sabha option to get redirected to the Members of Lok Sabha page.
- b. This page is having a list of members' names, constituencies, permanent addresses, present addresses with telephone numbers & email id.
- c. Also we can filter by members name, constituency, permanent address, present address with telephone number & email id.

V. Members of Odisha Legislative Assembly:

- a. Click on Members of Odisha Legislative Assembly option to get redirected to the Members of Odisha Legislative Assembly page.
- b. This page is having the list of elected members' names, no & name of constituency, phone(R)/mob & email id.
- c. Also we can filter by elected members' name, no & name of constituency, phone(R)/mob & email id.

VI. Government Functionaries:

- a. Click on the Government Functionaries option to get redirected to the Government Functionaries page.
- b. This page shows the list of government functionaries with officers' name, designation, phone(O), phone(R)/mob & email id.
- c. Also we can filter by officers name, designation, phone(O), phone(R)/mob & email id.

VII. Departments:

- a. Click on the Departments option to get redirected to the Departments page.
- b. This page lists all the departments of the Odisha Government along with the officers' name, designation, phone(O), phone(R)/mob & email id.
- c. Also we can filter by officers name, designation, phone(O), phone(R)/mob & email id.

VIII. Senior Officers:

- a. Click on the Senior Officers option to get redirected to the Senior Officers page.
- b. This page is having the list of officers' names, designation, phone(O), phone(R) & email id.
- c. Also we can filter by officers name, designation, phone(O), phone(R) & email id.

IX. Office of the Lokayukta:

- a. Click on the Office of the Lokayukta option to get redirected to the Office of the Lokayukta page.
- b. This page is having the list of officers' names, designation, phone(O), phone(R)/mob & email id.
- c. Also, we can filter by officers name, designation, phone(O), phone(R)/mob & email id.

X. Collectors:

- a. Click on the Collectors option to get redirected to the Collectors page.
- b. This page is having the list of collectors' names with mobile number, district, STD code, phone(O), phone(R), FAX & email id.
- c. Also, we can filter by collectors name with mobile number, district, STD code, phone(O), phone(R), FAX & email id.

XI. Superintendent of Police:

- o Click on Superintendent of Police option to get redirected to the Superintendent of Police page.
- o This page is having the list of officers' names, district/place, phone(O), phone(M) & email id.
- o Also, we can filter by officers name, district/place, phone(O), phone(M) & email id.

XII. VC's of Universities:

- a. Click on the VC's of Universities option to get redirected to the VC's of Universities page.
- b. This page is having the list of officers' names, designation, phone(O), phone(R)/mob & email id.
- c. Also we can filter by officers name, designation, phone(O), phone(R)/mob & email id.

XIII. Others:

- Click on Others option to get redirected to the Others page.
- This page is having the list of other officers name, designation, phone(O), phone(R)/mob & email id.
- Also we can filter by officers name, designation, phone(O), phone(R)/mob & email id.

7.17 Tourist Destinations

- Click on **Tourist Destinations** (Can also be redirected from the side menu) to go to the Tourist destination page.
- Here list of different tourist places are shown categorized by Districts.
- Click on the Place name to view the details. Click on the photo to get the details in a pop-up.

7.18 Leave account

Click on **Leave Account** to go to Leave Account Page.

Here the user can add their leave details. To add a leave :

1. Enter the date of Leave application (Date on which the application is submitted).
2. Nature of Leave taken (Sick/Casual etc).
3. Period of leave From (Date from which leave is needed).
4. Period of Leave to (Date till which leave is needed).
5. Remarks (Add remarks if needed)
6. Click on **Save** button to save the leave details.
7. The list of added leave records can be viewed under *All Leave* Section.

7.19 Pay Particulars

Pay Particulars

446

- Click on the **Pay Particulars** option to view the Particulars page.
- Here enter your monthly particulars by entering their G.P., Special Pay, D.A. & House Rent Allowance, G.P.F (S), G.P.F (R), H.B./SPL. H.B. Advance, Motor Car/Cycle Advance, Professional TAX, I TAX, GIS/LIC/PLI, House Rent Recovery & Other Recovery.
- Then click on **Save** button to save the entered data.
- Successfully saved message will be displayed.

7.20 2021 & 2023 Calendars

- Clicking on 2021 & 2023 Calendars will redirect to View page of Previous and next year calendars.



The image shows a screenshot of the Odisha 2022 Odisha Govt. Diary interface. It displays two calendar pages side-by-side. The top page is for the year 2021, and the bottom page is for the year 2023. Each page shows the months from January to December, with days of the week and dates listed. The interface includes a header with the year and a 'C Diary' button.