Date: 04 September 2014

NOTTO
DONOR PLEDGE MANUAL
VERSION-1.4

Contents

Online Pledge Form – This form will be accessible to everyone after registration. Any users who are willing to pledge their organ(s) / tissue(s) can fill the form. On successful submission, Form will be submitted for Administration Acceptance. Only in case of Acceptance a link will be displayed in Donor pledge form, user can login and can see the link for generating Donor Card with unique registration id. User can take print of Donor Card for Future Reference.

All below form will be filled by Hospital only after successful Registration of Hospital

1. NOTTO as a Website

Below is the screen designed for NOTTO website home page and it will be available for everyone.

Home Page – NOTTO Website

Donor Pledge

Donor Pledge provides the feature to pledge online. If anyone wants to pledge organ(s)/tissue(s), Authenticated User can do from this online pledge option on NOTTO website. Authenticated Users have to Login first from Login Page to Pledge Form as below.

Step 1:
People want to Pledge the Organ has to register first through website. Click on **Login** as in below Image

Step 2: Then Click on **New User** as Shown below

Step 3: Fill Registration form with valid e-mail Id.

Step 4: After filling all the required information in Registration form Click on submit Button. Then, You will get this message as below :-

Thank You for registration. We have sent verification e-mail to your e-mail Id. Please verify it to get access to website.
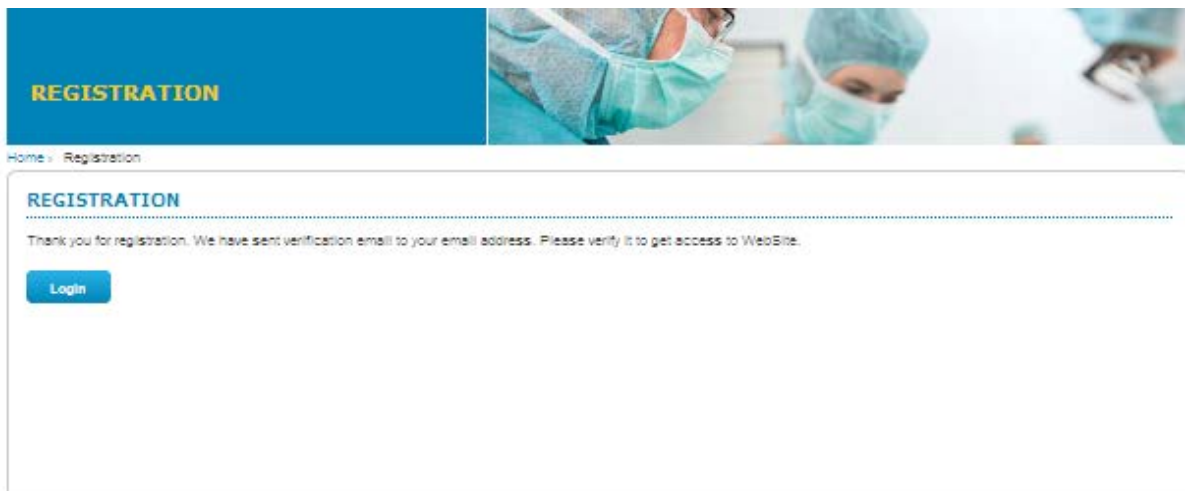
Step 5: A Verification Link will be sent through e-mail on your e-mail id. You must have to click this Verification Link to activate your User Account.

Dear Test Notto

Please click on below irk to verify your email address.

Click here to verify your email

Thanks,
Notto Administrator

Note: This is an autogenerated email, please don't reply
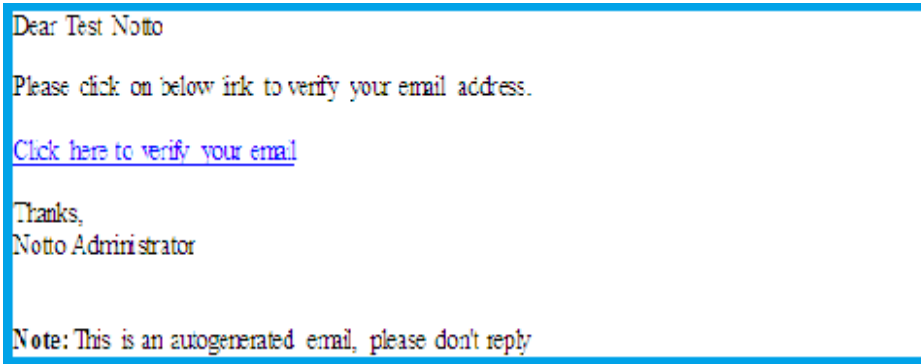
Step 6: Then after clicking on link you will get OTP verification section as below and an e-mail for OTP will be sent on your e-mail id as below in image.

OTP VERIFICATION

Home › Email Verification › OTP Verification

Your email verification is successful. We have send an OTP to your mobile/mail id, Please submit the OTP.

User ID:8546
OTP:

Submit

Dear Test Notto

Your OTP ID: 8546 and OTP Verification code: 78490014

Thanks,
Notto Administrator
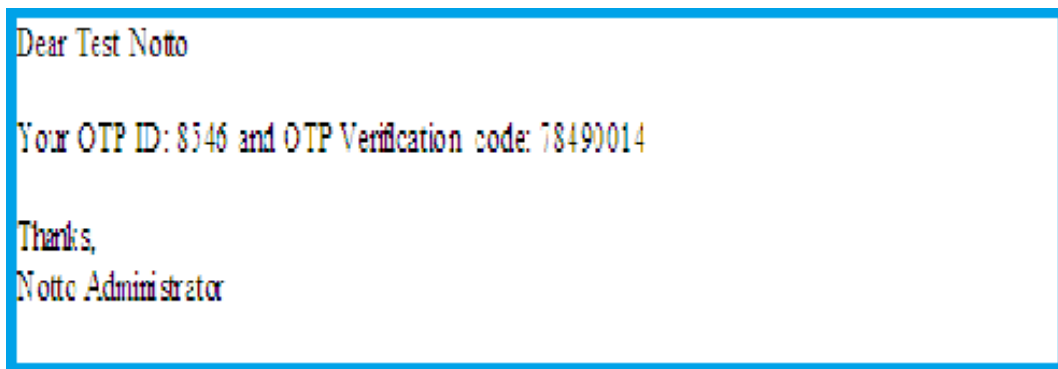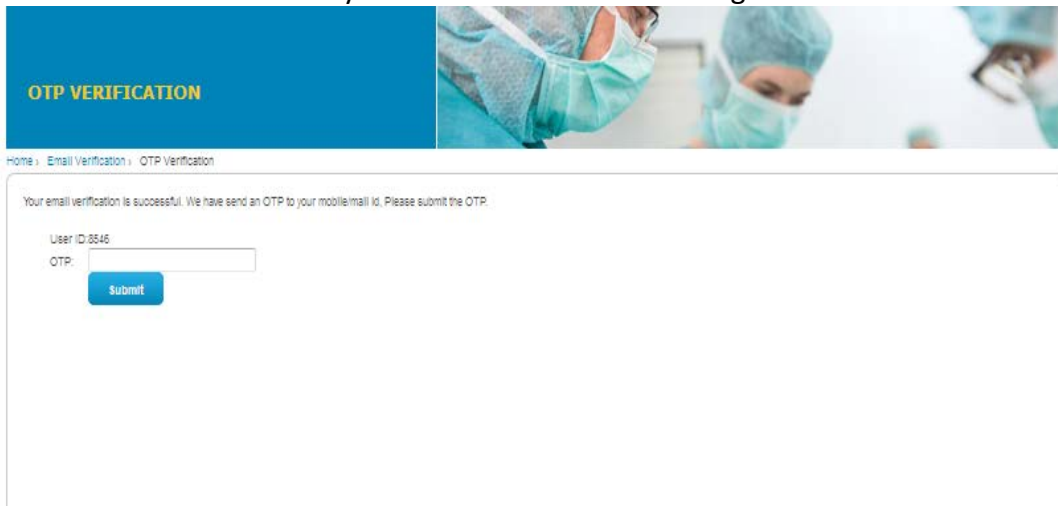
Step 7: Fill the OTP and click on submit after successfully verification You will get a message as "**Your Verification is successful**. **You can login now**" as below.

OTP VERIFICATION

Home › Email Verification › OTP Verification

Your verification is successful. You can login now.
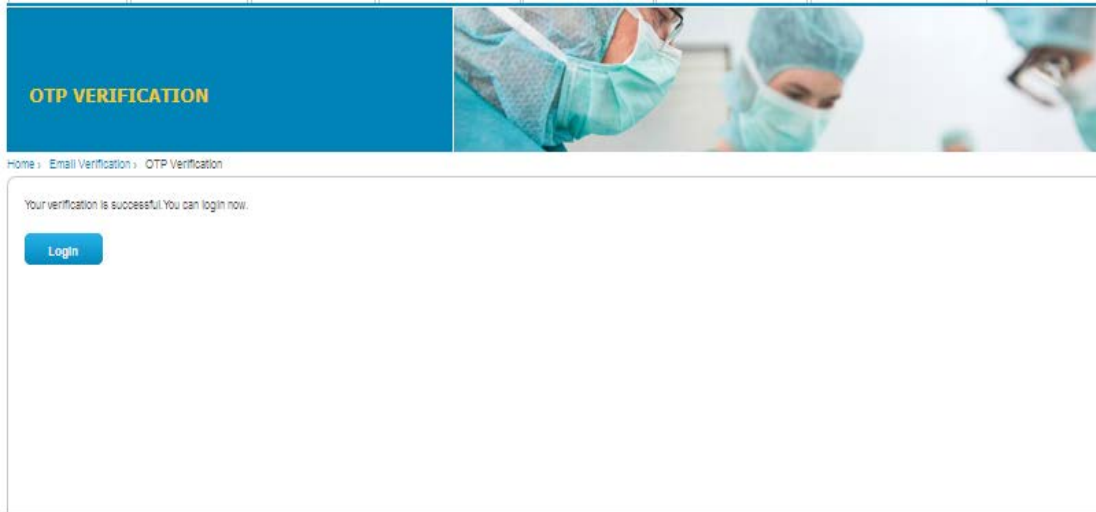
Login

Step 8: Then again Come to Login page and Logged in with your Credential

Login Page

LOGIN

NUMBER OF DONORS PLEDGE REQUESTS RECEIVED: 0

LOGIN

Username

e.g.: xyz@example.com

Password

Verification Code

3 D V i 2

Forgot Password? | New User   Login
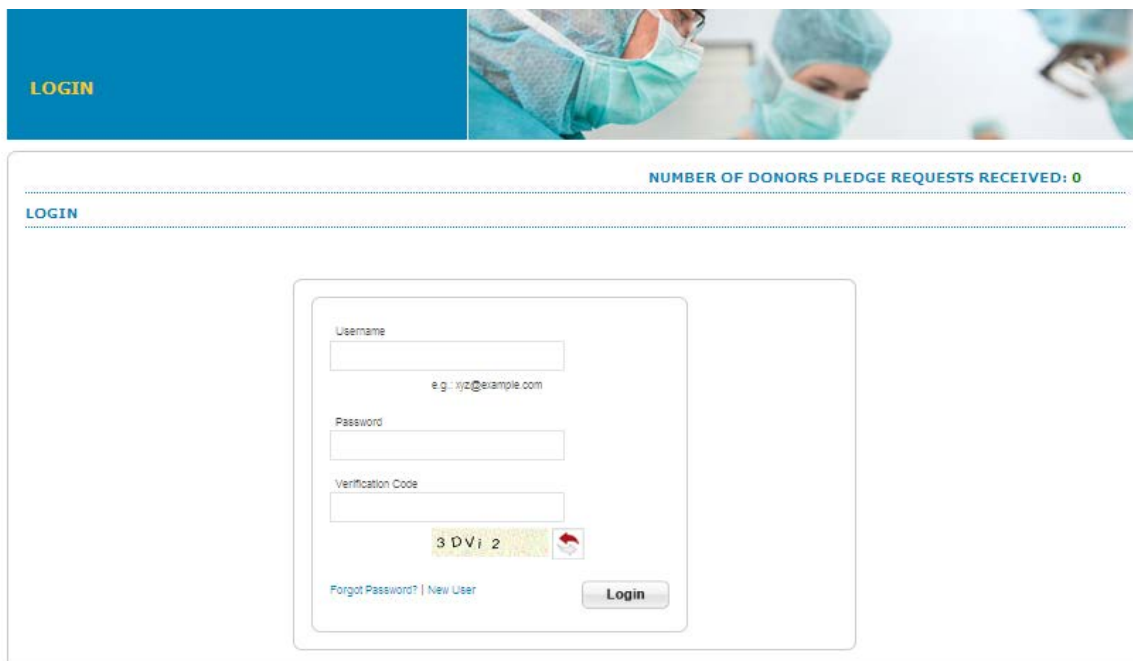
Step 8: After Successfully Login the Donor Pledge form will be displayed as below

Donor Pledge Form

Using this Form any User can pledge for Organ(s)/Tissue(s). After filling this successfully, a Pledge Card will be generated for future Reference.

3 Address

Permanent Address

ADDRESS LINE 1 *

ADDRESS LINE 2

COUNTRY *
India

STATE *
--Select--

CITY/TOWN *

STDCODE   PHONE

PINCODE

Address for communication

☐ COMMUNICATION ADDRESS IS SAME AS PERMANENT ADDRESS

ADDRESS LINE 1 *

ADDRESS LINE 2

COUNTRY *
--Select--

STATE *
--Select--

CITY/TOWN *

STDCODE   PHONE

PINCODE

4 Emergency Contact Details

FIRST NAME *

MIDDLE NAME

LAST NAME *

RELATION *
--Select--

IN CASE OF OTHER RELATION

EMAIL

ADDRESS LINE 1 *

ADDRESS LINE 2

COUNTRY *
--Select--

STATE *
--Select--

CITY/TOWN *

MOBILE *

STDCODE   LANDLINE

5 Witness Details

Witness 1

FIRST NAME *	MIDDLE NAME	LAST NAME *	S/O , W/O , D/O *
			s/o

DOB *	AGE	RELATION *	IN CASE OF OTHER RELATION
		--Select--	

EMAIL	ADDRESS LINE 1 *	ADDRESS LINE 2	COUNTRY *
			--Select--

STATE *	CITY/TOWN *	MOBILE	STDCODE	LANDLINE
--Select--	--Select--			

Witness 2

FIRST NAME *	MIDDLE NAME	LAST NAME *	S/O , W/O , D/O *
			s/o

DOB *	AGE	RELATION *	IN CASE OF OTHER RELATION
		--Select--	

EMAIL	ADDRESS LINE 1 *	ADDRESS LINE 2	COUNTRY *
			--Select--

STATE *	CITY/TOWN *	MOBILE	STDCODE	LANDLINE
--Select--	--Select--			

6 Pledge Details

ORGAN(S) TO PLEDGE*	TISSUE(S) TO PLEDGE*	OTHER
☐ ALL	☐ ALL	
☐ LIVER	☐ BONE	
☐ KIDNEY	☐ HEART VALVE	
☐ HEART	☐ SKIN	
☐ INTESTINE	☐ CORNEA	
☐ PANCREAS	☐ CARTILAGE	
☐ LUNG		

Verification Code *

B T B N n

☐ I have informed my near relative/family member regarding my pledge to donate my Organ(s) and/or Tissue(s) after being declared my brain stem death.

Save as Draft **Preview** **Submit** **Cancel**

Step 9: Features of Donor Pledge:

After filling all the required details in this form, You have 4 buttons for different Perposes:-

1. Clicking on **Save as Draft** - This form has facility to Save Pledge Detail as Draft. User has to Click on "Save As Draft" button to Save Details in Draft. User can edit detail in future that is already saved as Draft.

2. Clicking on **Preview** – User will get a Preview of the form details which you have filled and Saved in either in Draft mode or Submitted.

3. Clicking on **Submit** - Once User Click on "**Submit**" button then Record will be Submitted and User will not be able to Edit (**To Edit Details again see the process in Step 14 below**) because all field will be Disable.

4. Clicking on **Cancel** – Home page will appear.
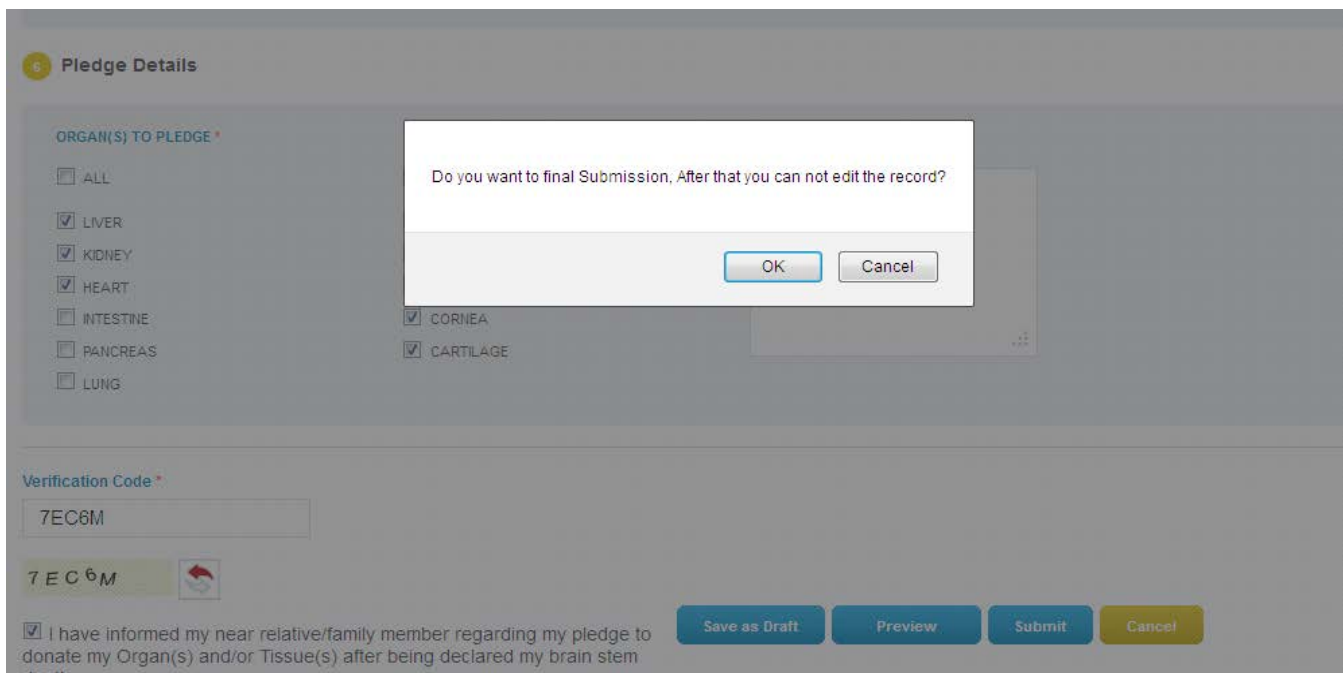
Step 10: After Final Submission of form using Submit button an e-mail will be sent on your e-mail id for successful submission as below.

admin@notto.com
to me ▾

Dear Himanshu Rana

Your data successfully saved, you will get Email of Accept or Reject Donor Pledge.

Thanks,
Notto Administrator

Note: This is an autogenerated email, please don't reply.

Form will be submitted for Administration Acceptance. When accepted, an e-mail will be sent on your registered e-mail Id as below
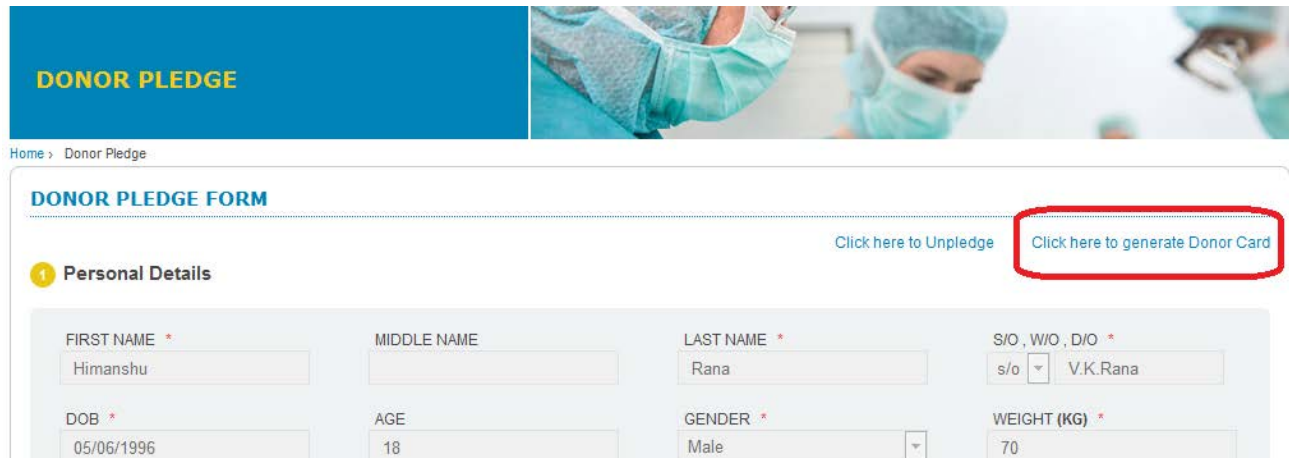

admin@notto.com
to me ▾

Dear Himanshu Rana

Your Donor Pledge is accepted, now you can generate your Donor Card through website.

...

Step 11: Go to website and login with Credential. User can see a link at the top of Donor pledge form as below.

Step 12: when user click on this link Next Screen will be opened as below, Click on "**Donor Card**" Link.

Your data has been submitted successfully.

Your Registration No is: D140000001

take the print of your Donor Card 🖨

[Back]

Step 13: Then Next Screen will be opened as below. Take **Print** of this Card for future Reference.

NOTTO
National Organ & Tissue Transplant Organisation

Directorate General of Health Services
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA

Date: 04/06/2014   Registration ID: D140000001

I, **Test Notto s/o sa**, hereby pledge to donate the following Organ(s) and/or Tissue(s) from my body for therapeutic purposes after being declared brain stem dead.

Organ(s) : Liver, Kidney, Heart
Tissue(s) : Bone, Heart Valve, Cornea, Cartilage

Blood Group : B+   Pan Card "EC16476464"
Date of Birth : 02/10/1991   Emergency Mobile No : 1457268746

Step 14: Provision to Edit Donor Pledge Form after Final Submittion.
        A. To Edit their Donor Pledge Detail, User has to Login Again if Logout and Come to the Donor Pledge Form. Here is a Link at the bottom of the Donor Pledge Form to Edit the Form as below in Image. Please Click on this Link
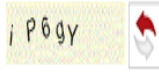
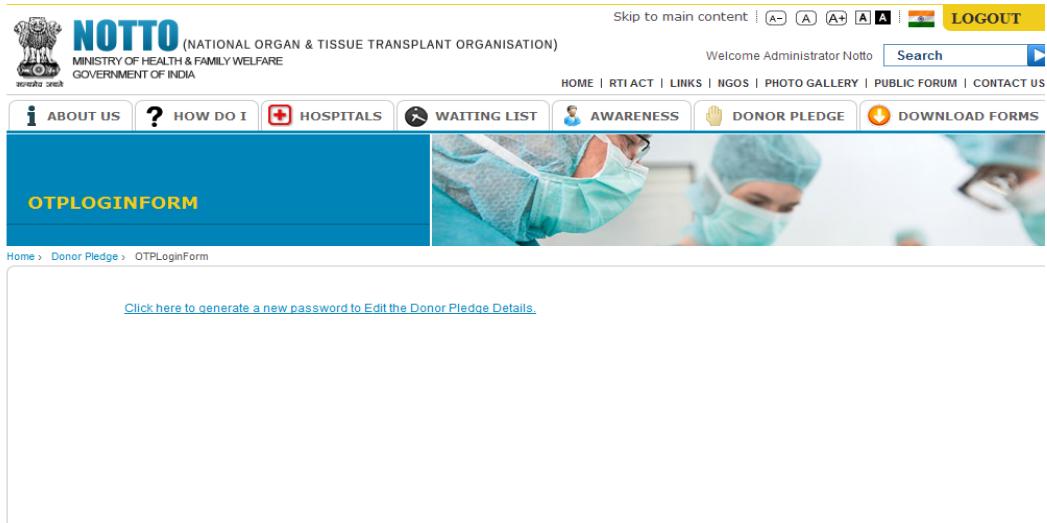B. It will redirect to page that has a link asking for generating a new password as below in images (**Click on the link for Generating OTP Password to Edit the Donor Pledge Details.**)

C. As you click on Link shown in above image, a message will be shown that OTP Login ID and OTP Password have been sent on your Registered e-mail Id. When you click on Ok button in Message box a page will be opened as (**Second Image**). And an e-mail having OTP password will be sent on your e-mail Id as (**First Image**), so check your e-mail Id for OTP Password.

Dear Test Notto

Donor Pledge

your OTP Login ID is: 1960

OTP Login Password is: 62654396

Thanks,
Notto Administrator

ABOUT US   ? HOW DO I   + HOSPITALS   WAITING LIST   AWARENESS   DONOR PLEDGE   DOWNLOAD FORMS

OTPLOGINFORM

Home › Donor Pledge › OTPLoginForm

Click here to generate a new password to Edit the Donor Pledge Details.

Sign in to continue

OTP Login ID   6037

OTP Login Password   [   ]

submit

D.   Fill OTP password and then Click on Submit button as below in image.it will redirect you on Donor Pledge form. You can now edit the detail.

Step 13: There is a provision for a user to unpledge who has already pledged through the Link "Click here to Unpledge" at Top of Donor Pledge Form.

DONOR PLEDGE

Home › Donor Pledge

DONOR PLEDGE FORM

Click here to Unpledge   Click here to generate Donor Card

1 **Personal Details**

FIRST NAME *   MIDDLE NAME   LAST NAME *   S/O , W/O , D/O *

Himanshu   Rana   s/o ▾ V.K.Rana

DOB *   AGE   GENDER *   WEIGHT (KG) *

05/06/1996   18   Male   ▾   70

A. When user Click on this Link, it will redirect to Unpledge Form. There is a link on this Form, Click on this Link as given below image.

B. A message will be shown as below in screen

C. An OTP password will be sent on user Registered e-mail Id as shown in below image. Get OTP Password from e-mail and put it in the OTP Login Password box and Click on Submit Button as in Image2 below.

D. Fill OTP Login Password and click on submit button.An e-maill will be sent on registered e-mail id as in image(**see second image**)