

User Guide of Reddiyar.in Website (Reddiyar App)

01-Dec-2021 Rev-3

Welcome to GRF (Global Reddiars Federation)



Email : info@reddiyar.in / globalreddiyar@gmail.com

Website : www.reddiyar.in



நமது ரெட்டியார் குலத்திற்காக பிரத்யேகமாக உருவாக்கப்பட்ட, வெப்சைட் www.reddiyar.in முற்றிலும் இலவசம்.

நம் சமுதாய மக்கள் மட்டும் பயனடையும் நோக்கில் Username: Email Id
password: xxxxxx வசதி செய்துள்ளது. இதன் மூலமே நமது Reddiyar.in website/Reddiyar App-
ல் நுழைய முடியும்.

பாஸ்வேர்டு மறந்தாலும் forget password கிளிக் செய்து, புதிய பாஸ்வேர்டை நீங்களே
மாற்றிக் கொள்ளலாம்.

வெப்சைட்டின் பயன்கள்: (Benefits)

1. வேலை வாய்ப்பு தகவல்களை பதிதல் (Post - Job Vacancies, View Job Vacancies List) and Contact directly by email/mobile, Once done, delete by yourself.
2. வேலை வேண்டி பதிதல் (Post - Job Seekers, View Job Wanted List)
3. வரன் வேண்டி பதிதல் (Post Varan, View Bride List, View Groom List)
4. கல்விக்கு உதவி செய்தல்.
5. Post Business Advertisement (view Business Adv)
6. Post Property Sale/Rent Adv. (View Property Adv)
7. Searching Members by location, Job Title, Job Company, email etc.. (உறவினர்களின் தகவலை சுலபமாக தேடலாம்)
8. Edit your own profile (உறுப்பினர்கள் தங்கள் தகவல்களை, தாங்களாகவே மாற்றிக்கொள்ளலாம்)
9. Reset password (கடவு சொல் மாற்றல்)
10. Member Registration (உறுப்பினர் பதிவு செய்தல்)
11. Sangam Registration (சங்கம் பதிவு செய்தல்)
12. Self Service, Online, Data secured & user friendly
13. View Dash Board

Notes : Job, Varan, Business Adv., Property Adv. – After 3 years automatically removed by the system.

தொடர்புக்கு- info@reddiyar.in

ஒன்றுபடுவோம்!உயர்வடைவோம்!!

www.reddiyar.in website

“Reddiyar App” on Play store & Apple store

Introduction:

- Controlled and Secured website for our community
- Members can login with user id and password
- Focus on Education, Jobs & Varan
- Benefits
 - View Education information
 - Post Jobs and view job vacancies
 - Post Job seekers and view job wanted
 - Post Varan & view details
 - Post Business Adv and view details
 - Post Property Adv and view details
 - Search/view members details
 - See Dashboard
 - Personal details update [edit]

In order to avail the above benefits, each and every one to register on website or Reddiyar App.

Upon Sangam admin approval within 24 hours, you will be notified through email for login, then login to make use of this facilities.

Please don't hesitate to contact for any doubts, clarification by writing to info@reddiyar.in

1) How to access or register on the website as a member?

Visit website www.reddiyar.in or Reddiyar App (on mobile)

Click the menu → Registration → Member Registration

Sangam Name →	Select from drop down menu (if your sangam is not listed, select others) Mandatory
Gender →	Point Male or Female
Name →	Type your name (First Name & Last Name) Mandatory
Year of Birth →	Enter year [optional]
Phone Number1 →	type phone number [optional]
Phone Number2 →	type 2 nd phone number if any [optional]
Education →	enter your latest education [optional]
Job Title →	enter occupation [optional]
Working in →	enter your present company name [optional]
Father Name →	enter father name
Mother Name →	enter mother name
Family Member →	select relationship from drop down menu, type name & age [optional]
Add family member (as required)	
Village/Nagar →	enter your native place or current place [optional]
City →	enter city Mandatory
State →	enter state Mandatory
Country →	enter country Mandatory
Reference Name, Phone →	enter name, phone number (well known about you) Mandatory
Image [Photo]	Upload your photo
Email →	enter valid email ID Mandatory
Password →	type your choice of password Mandatory

Click **I'm not a robot** Then **submit**

[See on the screen Registration Successfully completed, upon Sangam Admin approval, you will be notified within 24 hours through email for login]

2) Member's benefit using on website & App

Visit website www.reddiyar.in or Reddiyar App

Click the menu → Login → Member Login

- [Post Jobs](#)
- [Post Job Seekers](#)
- [Post Varan](#)
- [Post Business Adv](#)
- [Post Property Adv](#)

- Search Job Vacancies / Job Seekers Details
- Search Varan details Bridge & Groom
- Search Business details & Property Details
- Search member details with Company name/Title/Name/Sangam/Place etc
- Search Sangam details with Sangam Name/Place, Sangam Leaders etc.

- [View Education details](#)
- [View Job Vacancies List & Job wanted list](#)
- [View Varan Bride List & Groom List](#)
- [View Business List & Property List](#)
- [View Members details \(email & mobile etc\)](#)
- [View Sangam Contact details](#)

- Edit or Delete – Posted jobs / job seekers / varan / business / property
- Edit Personal Profile (member information) – Try to update at least once in a year.

- [Send email to Sangam Admin](#)

Member Logout

3) I want to change the password or “forgot password”.

Visit website www.reddiyar.in or Reddiyar App (on mobile)

Click the menu → Login → Member Login

- Click **forget password** button

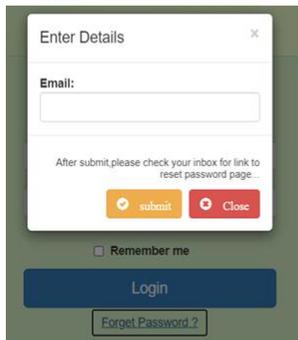
Enter your email on the screen and submit.

- Go to your email Inbox, Click reset link

Enter new password & submit.

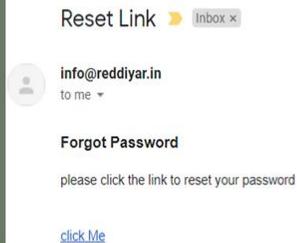
- That’s all, it is very simple method

a) Click forgot Password &
Enter email ID



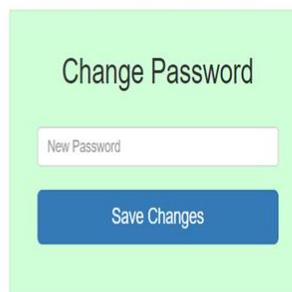
The screenshot shows a mobile app interface with a form titled "Enter Details". It has an "Email:" input field. Below the field, there is a note: "After submit, please check your inbox for link to reset password page...". At the bottom of the form, there are two buttons: "submit" (orange) and "Close" (red). Below the form, there is a "Remember me" checkbox and a "Login" button (blue). At the very bottom, there is a "Forgot Password?" link.

b) Click reset link on
your email



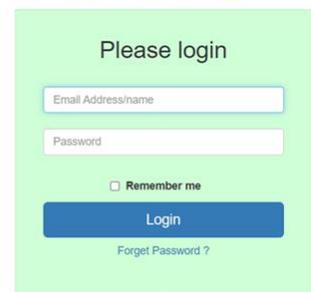
The screenshot shows an email inbox. The selected email is from "info@reddiyar.in" with the subject "Reset Link" and "to me". Below the email, there is a "Forgot Password" section with the text "please click the link to reset your password" and a "click Me" link.

c) Enter new password



The screenshot shows a "Change Password" form with a "New Password" input field and a "Save Changes" button (blue).

d) Enter email ID and
password & click login



The screenshot shows a "Please login" form with "Email Address/name" and "Password" input fields. Below the fields, there is a "Remember me" checkbox and a "Login" button (blue). At the bottom, there is a "Forgot Password?" link.

4) How to post Jobs and Job seekers?

After Login

Go to Jobs menu – see on top four buttons - Post Jobs, Post Job Seekers, Job Vacancies, Job Wanted

Post Job - Press to post Job

Looking candidates for →	Type job title Mandatory
Experience in Years →	Type no of year required experience [optional]
Job Location (city/Country) →	Type location name Mandatory
Skills required for the position →	Type job description [optional]
Education Qualification →	type education details [optional]
Additional Qualification →	type any special skills required [optional]
Company's name →	Type company name Mandatory
Company email →	Type company email Mandatory
Company phone →	Type company phone Mandatory

Post Job Seekers - Press to Job seekers

Applying for Position →	Type job title Mandatory
Education Qualification →	type education details Mandatory
Additional Qualification →	type any special skills required [optional]
Experience in Years →	Type no of years' experience [optional]
Skills for the Position →	Type language required. Mandatory
Preferred location →	Type company name [optional]

2a) Job Post

[Job wanted](#)
[job seekers](#)
[job vacancies](#)
[post job](#)

Add a new job

Looking candidates for(Designation/Profession/Position): *

designation

Experience In Years

experience in

Job Location(City/Country) *

enter job location

Skills required for the positon:

job description

Educational Qualification (BE/ME/Bsc):

B. E/M. E/Bsc....

Additional Qualification(Certification):

Company's Name

company's name

Company email *

enter company's email

Company phonenumber

enter company's phonenumber

2b) Job Seeker Post

[job seekers](#)
[job vacancies](#)
[post job](#)
[Job wanted](#)

Applying for Position:

Type the job title

Educational Qualification:

enter your degree

Additional Qualification:

Enter additional qualification

Experience in Years

Type number years or fresher

Skill for the Position

Type the skills

Preferred Location(country/city):

Enter preferred location

5) How to post Varan i.e. Bride or Groom details?

After Login:- Go to Varan – see on top three buttons - Post Varan, Bride List & Groom List

Click Post Varan

Name of Bridge/Groom →	Type the name of Varan Mandatory
Bride/Groom →	Select male or female Mandatory
Date of Birth →	Type date of birth Mandatory
Time of Birth →	Type date of birth [optional]
Education →	Type education [optional]
Working in →	Type Company name [optional]
Work Location →	Type working place [optional]
Contact Person Name →	Type name, person to contact [optional]
Contact Phone →	type mobile number Mandatory
Contact person email →	type email ID [optional]
Native Place →	Type native place Mandatory
Nakshatiram →	Select from drop down menu
Varan Profile for →	Select from drop down menu Mandatory
Varan Photo ->	Upload photo [optional]
Varan Jathagam →	Upload Jathagam [optional]
Varan Category →	Select from drop down menu [optional]

Post Varan Details

Name of the "Bride/Groom":*

Bride/Groom:*

- Male
 Female

Date of Birth:

Education:

Enter Your Qualification

Working in:

Work Location:

City/Country

Contact Name:

Contact Phone No:*

Contact Email:

Native Place:

Nakshatiram:

Varan Profile for:

Photo

 No file chosen

Jathagam

 No file chosen

Date Posted:*

Category

6) How to post Business Adv?

After Login: -

Go to Business Adv menu, see right side top a button

Click Post Business Adv

Industry Type →	Type type Mandatory
Company name →	Type organization name Mandatory
Contact Number →	Type number Mandatory
City →	Type City/District [optional]
Place →	Type Place/nagar [optional]
Street →	Type exact location [optional]
Details →	Type Details [optional]

7) How to post Property Adv?

After Login: -

Go to Property Adv menu, see right side top a button

Click Post Property Adv

Property Type →	Select from dropdown menu sales or rent Mandatory
Details →	Type property details Mandatory
Contact Number →	Type number Mandatory
City →	Type City/District Mandatory
Place →	Type Place/nagar [optional]
Street →	Type exact location [optional]

8) How to view Education information?

Visit website www.reddiyar.in or Reddiyar App (on mobile)

Click the menu → Login → Member Login

Enter your email ID & password → Click Login

Go to Education → +2 What next? Presentation copies available.

9) How to download and install Reddiyar App on your mobile?

Go to “Playstore” in Android phones and “Apple Store” in I-Phones

Type Reddiyar App on the search box, you can see Reddiyar App

Click on Reddiyar App → Download → Install

Now Reddiyar App is ready to use.

10) How to edit my personal details?

After Login

Go to Personal details

Press Edit & type correction and save.

11) How to photo Gallery?

After Login

Go to Gallery to see latest event photos.

12) How to view Sangam members phone/email?

After Login

Go to Sangam members

Search by name / location

View details

Press phone number to direct dial

Press email ID to direct email compose

13) How to view Sangam details?

After Login

Go to Sangam - Select the Sangam → view for details.

14) How to register Sangam? **Only on website**

Visit website www.reddiyar.in

Click the menu → Registration → Sangam Registration

Sangam Name →	Enter your Sangam Name Mandatory
Contact Number→	Enter mobile/phone number Mandatory
Village/Nagar→	Enter Village/Nagar
District→	Enter District
State→	Enter state
Country→	Enter country
President name →	Type president name
President mobile →	Type president mobile number
Secretary name →	Type secretary name
Secretary mobile →	Type secretary number
Treasurer name →	Type treasurer name
Treasurer mobile →	Type treasurer mobile number
Add additional Bearers →	As required
Email →	enter valid email ID Mandatory
Password →	type your choice of password Mandatory

Click I accept terms

Then submit

[See on the screen Registration Successfully completed, upon Admin approval, you will be notified within 24 hours through email for login]

15) Sangam admin functions? **Only on website**

Visit website www.reddiyar.in

Click the menu → Login → Sangam Login

- Dash Board
- Approve new member
- View member details
- Edit/Maintain member data (assign member ID)
- Add new member
- Delete member
- Search member with Email/mobile/Place/member ID/Company
- Send email to all Sangam members (with invitations if required)
- Export/print member data (ID Card)
- Post Sangam “News”
- Post Sangam Events with photo “Gallery”
- Edit Sangam bearers details

Sangam Logout
