



www.khidkee.com

आइये खोलें एक खिड़की
संभावनाओं की।

Open a window of
possibilities.

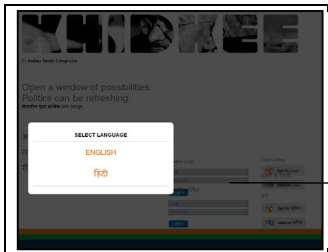
Table of Contents

Languages	3
Log In	3
Access to KHIDKEE	4
Create your KHIDKEE profile	4
General Settings	4
Mobile Settings	5
Notifications Settings	5
Using KHIDKEE	6
KHIDKEE Features you can use to Connect	7
Posts	7
How to create a custom feed	7
Invite Friends	8
Groups	8
Members	10
KHIDKEE Wall	11
Getting Help	12
KHIDKEE Use Cases	13
Scenario 1- Mobilizing Congress party workers for a rally	14
Scenario 2 - Accessing to the party's social stand on current issues	15
Scenario 3 - A contesting candidate seeks inputs from their constituency on local issues	16
Scenario 4 - Publicizing the good work done by your unit within the organisation.	17
Scenario 5 - Sharing the date, meeting agenda and discussion points of an upcoming unit meeting	18

KHIDKEE User Manual

Languages

KHIDKEE is available in two languages currently - English and Hindi. On visiting www.khidkee.com for the first time on a computer, you will be asked to select your language option- English or Hindi.



Choose your language here

You can change your preferred language at any time when you are using KHIDKEE. Scroll to the bottom of the KHIDKEE page and switch between English and Hindi at any time



Log In

Use your INC.IN, IYC.IN or NSUI.IN account to log in to KHIDKEE. If you want to use your personal account, request an invitation below.

Khidkee Login

Log In With

 **inc.in** Login

 **iyc.in** Login

 **nsui.in** Login

Khidkee is now Open for limited trials. Click on the link below to join the community.

☒ [Request an invite](#)

Access to KHIDKEE



by Indian Youth Congress

Open a window of possibilities.



Khidkee Login

Log In With

Khidkee is now Open for limited trials. Click on the link below to join the community.
[Request an invite](#)

Create your KHIDKEE profile

When you log in for the first time, you will be directed to the GENERAL SETTINGS page where you can organise your profile and contact details.

General Settings: includes basic information such as name, mobile number and address etc.

General Settings
Mobile Settings
Notifications

General Settings

 no file selected
Name
Nickname
Mobile
Landline Number
Language
Address1
Address2
City / District
Pincode
State
Date Of Birth
Sex

Connect Account To...

Mobile Settings: this will help you register and update your mobile number to receive SMS notifications on mobile. You can also make an update on KHIDKEE directly by sending an SMS from your registered mobile number.

Posts

Groups

Members

General Settings

Mobile Settings

Notifications

Register mobile number on Khidkee

Connect your mobile phone with Khidkee

- Update your status by sending SMS to 92102 92102

- View Khidkee Posts via SMS - Manage SMS notifications here.

Phone Number:

99905 99905

Register

Notifications settings: You can choose the kind of Notifications that you receive from KHIDKEE on Email as well as SMS. You will receive SMS only on your registered mobile number.

Update Info

General Settings

Mobile Settings

Notifications

Here you can choose how you want to be notified of new posts.

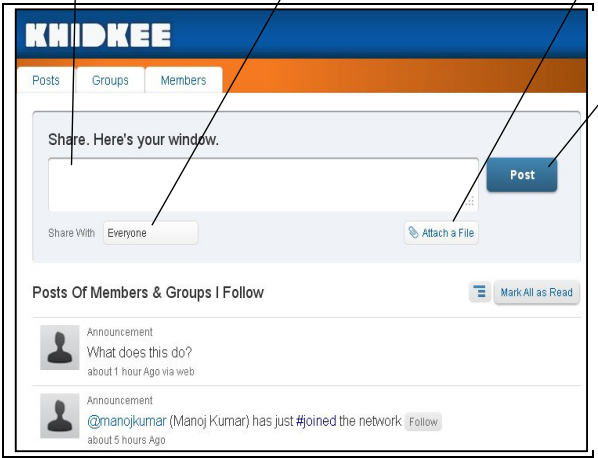
There are additional notification types available. Visit the [Device Settings](#) page to add new or edit existing devices for notifications.

Notify me when...	E-Mail	SMS	
A system-wide broadcast is posted	☒	☐	(All) (None)
Someone starts following me	☒	☒	(All) (None)
Someone sends me a direct message	☒	☒	(All) (None)
Someone sends a direct message to a group I belong to	☐	☐	(All) (None)
Someone mentions me in a message	☐	☒	(All) (None)
Someone I follow posts an update	☐	☐	(All) (None)
A group of which I am a member of broadcasts a message	☐	☐	(All) (None)
Someone I follow posts an urgent update	☐	☐	(All) (None)
Someone I follow asks a question	☐	☐	(All) (None)
Someone joins a group of which I am a member	☐	☐	(All) (None)

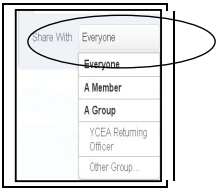
Using KHIDKEE

To begin with you can say “hello” to members or post any other message here, by typing in the window and clicking on **Post**. You can post your thoughts, photos of your work, videos of campaigns or opinions on a topic through this window. Your post will appear on your wall and will be visible to everyone who is following you.

Type your post here | Choose who you want to share your post with | Attach file | Click on Post



You can choose to share your post in the following ways:



- **Everyone:** Selecting this will share your post with all the KHIDKEE users.
- **A Member:** You can select one or more members you'd like to send message to.
- **A Group:** You can your post to one or more groups.

KHIDKEE Features you can use to connect:

Posts: Options under Posts



- **Posts for Me** - are posts of members & groups you follow.
- **All KHIDKEE Posts** - This option shows all posts made on KHIDKEE by its members. You may or may not follow some of the members.
- **Post I've liked** - The Posts which you have selected to “like” will be shown when you choose this.
- **My Custom Feeds** - Here you can view different custom feeds you have created. You can create your own custom feed on issue of importance to you. Custom feeds are similar to lists on other platforms like Twitter.

Name of custom feed to be created *Keywords to be entered for custom feed*

How to create custom feeds?

1. Give a name for your custom feed.
2. Enter keywords to track feeds. eg: If I am a fan of cricket and would like custom feed on the same, I would name my custom feed cricket and give keywords like cricket, Sachin, bowling, batting etc. (words which are relevant to the topic.)
3. Create Custom feed.

Invite Friends

You can send invites to your friends, who can log in to KHIDKEE using their personal Email account. Enter the Email IDs, write a customised message and click on invite friends.

Prashant B (@Prash)
Send Invite Settings Sign Out

Search

Connect your mobile phone with Khidkee
Update your status on SMS
Get SMS notifications
CONNECT

Tools :
Mail

Prashant B
4 Groups 0 Following 12 Followers

Invite Friends

Invite your friends to Khidkee.

E-Mail Addresses

Enter E-Mail addresses of people you want to invite below:

Custom Message

Add a personal message to the invitation.

Open a window of possibilities.

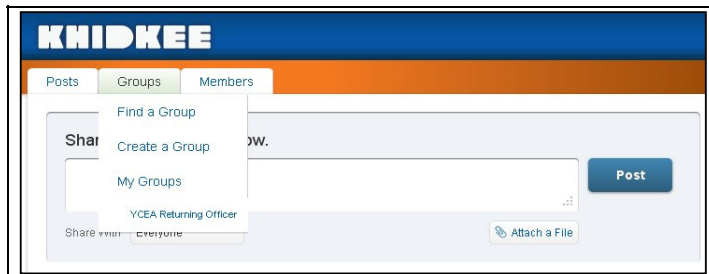
Invite Friends

Groups

Groups can be created by KHIDKEE members or by KHIDKEE team for effective communication with other Members within different groups based on area of interest, geography, political profile etc. You can find specific groups and join them and promote and discuss causes that are important to you. You can create your own groups to mobilize people around relevant issues of concern to you.

We strongly recommend that you search and review existing groups before creating your own. Official Groups will be created by KHIDKEE team from time to time. These will be identified with a Green Tick symbol.

Options under Group



Options under Groups

1. **Find a group** - Search for a particular group that you might be interested in.
2. **Create a group** - Create your own group.
3. **My groups** - All the groups that you have joined or created.

Kinds of Groups:

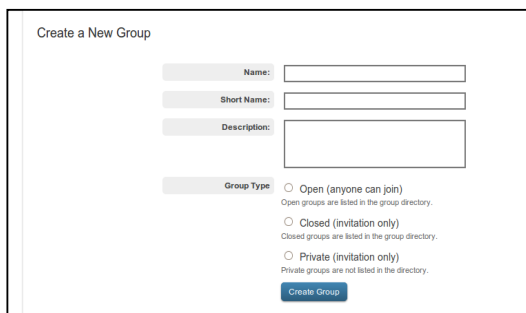
Office Bearer groups - There will be pre-created groups for Office Bearers at AICC, PCC and other levels over the coming days. If you are an office bearer, you will automatically be provided access to the groups for your committee.

Note: That you must use your official INC, IYC or NSUI account to obtain access to official groups.

User Generated Groups - You can create groups as well join existing groups.

How to create a group?

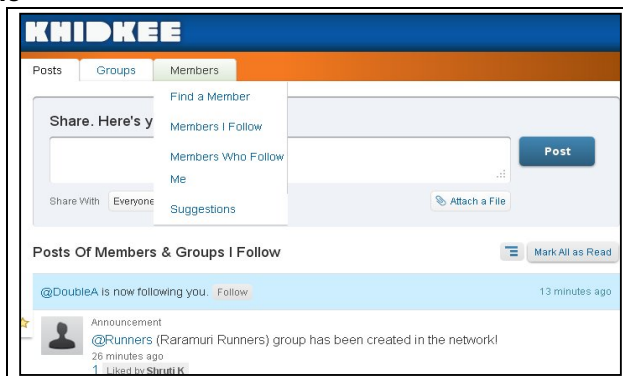
1. Click on the create group option
2. Enter a name for a group
3. Enter a short name for the group (It can be the same as the name of a group or like a short form if the group name is big. Ex: KPCC for Karnataka Pradesh Congress Committee).
4. Write a short description about the group. What the group or cause is all about.
5. Choose a Group type - There are three categories in this :-
 - Open type** - Anyone can join.
 - Closed type** - Can be joined with invitation only or the user needs to request the admin of the group to join
 - Private type** - Can be joined by Invitation only.
6. Click on Create Group to create your group. You can add members to this group.



The screenshot shows a web form titled "Create a New Group". It contains the following fields and options:

- Name:** A text input field.
- Short Name:** A text input field.
- Description:** A larger text area for a longer description.
- Group Type:** A section with three radio button options:
 - ☐ Open (anyone can join). Below it, text says "Open groups are listed in the group directory."
 - ☐ Closed (invitation only). Below it, text says "Closed groups are listed in the group directory."
 - ☐ Private (invitation only). Below it, text says "Private groups are not listed in the directory."
- Create Group:** A blue button at the bottom right of the form.

Members



Members on KHIDKEE

Find a member - Find a user on KHIDKEE by name, KHIDKEE handle (nickname on KHIDKEE) or by Email ID.

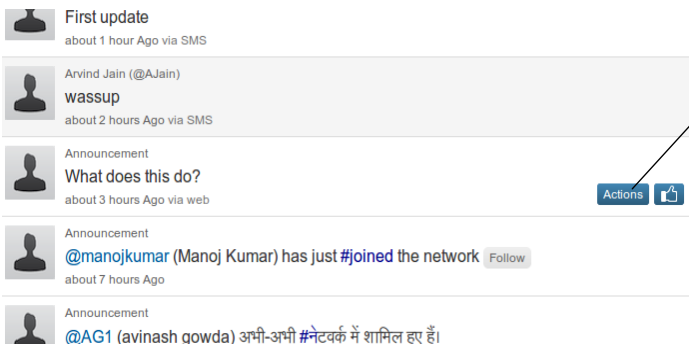
Members I follow - list of all the members you follow.

Members who follow me - list of all the members who follow you on KHIDKEE.

Suggestions - From time to time KHIDKEE will give you suggestions on whom to follow.

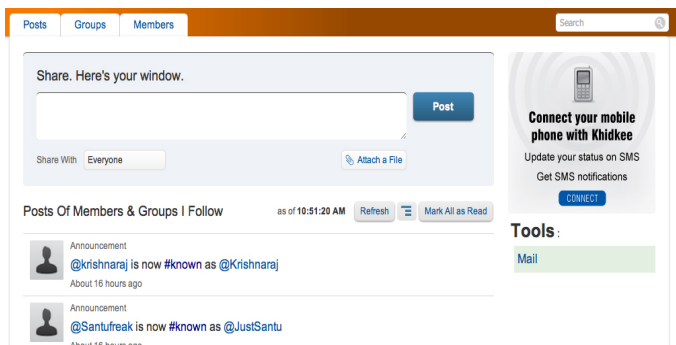
KHIDKEE Wall

View the latest activity on KHIDKEE right on your wall. Post of text, photos, videos etc. from users you are following.



The screenshot shows a list of posts on the KHIDKEE Wall. The first post is a 'First update' from about 1 hour ago via SMS. The second post is from Arvind Jain (@AJain) saying 'wassup' about 2 hours ago via SMS. The third post is an announcement asking 'What does this do?' about 3 hours ago via web. The fourth post is an announcement that @manojkumar (Manoj Kumar) has just #joined the network, with a 'Follow' button. The fifth post is an announcement from @AG1 (avinash gowda) in Hindi about joining the network about 7 hours ago. A callout box points to the 'Actions' button on the third post, stating: 'You can like, reply, reply privately or delete a post from a panel which appears when you move your mouse to right hand bottom corner of a post.'

Access your INC Email from KHIDKEE



The screenshot shows the KHIDKEE interface with the 'Members' tab selected. At the top, there are tabs for 'Posts', 'Groups', and 'Members'. Below the tabs is a search bar. The main content area shows a 'Share. Here's your window.' section with a text input field, a 'Post' button, and a 'Share With' dropdown set to 'Everyone'. Below this is a section titled 'Posts Of Members & Groups I Follow' with a timestamp 'as of 10:51:20 AM' and buttons for 'Refresh' and 'Mark All as Read'. The list of members includes two announcements: '@krishnaraj is now #known as @Krishnaraj' about 16 hours ago, and '@Santufreak is now #known as @JustSantu' about 16 hours ago. On the right side, there is a 'Tools' section with a 'Mail' button and a 'Connect your mobile phone with Khidkee' section with buttons for 'Update your status on SMS', 'Get SMS notifications', and 'CONNECT'.

Getting Help

If you have a query or need assistance on KHIDKEE or any feature, you can try posting it on KHIDKEE itself using the handle “@support”. Alternatively, you can also contact Helpdesk at: **1860-425-4357** (Open all 7 days, 9:30 AM to 7:30 PM except National holidays) Or Email: **support@inc.in**

Screenshot of user query on KHIDKEE:

KHIDKEE

Prashant B (@Prash)

[Send Invite](#) | [Settings](#) | [Sign Out](#)

Posts

Groups

Members

Search

Share. Here's your window.

Post

Share With

Everyone

Attach a File

Posts Of Members & Groups I Follow

as of 11:11:38 AM

Refresh

Mark All as Read

Prashant B (@prash)

@support

How can I receive Khidkee SMS notifications on my mobile phone?

Yesterday at 6:18 PM

SUPPORT

Support team (@support)

@prash

To start receiving Khidkee SMS notifications on your mobile phone, please follow these steps:
1. Register your Mobile no. on Khidkee.
To do this go to 'Settings > Mobile Settings'. Type out your 10-digit mobile number and click on Register.
You will receive a mobile verification code via SMS on your phone. Type out this code and click on the button 'Verify Mobile Number'. Your Mobile number is now connected to your Khidkee account. Thank you.

Yesterday at 6:22 PM

Connect your mobile phone with Khidkee

Update your status on SMS

Get SMS notifications

CONNECT

Tools:

Mail

Prashant B

4

Groups

0

Following

12

Followers

My Feed

Mentions

12

KHIDKEE USE CASES

Some examples of how KHIDKEE
can be used in your day-to-day work

USE CASE 1

Scenario - Mobilizing Congress party workers for a rally

A common need that arises at all levels in the party is to mobilize party workers for an upcoming event. A rally or demonstration often needs to be organized at short notice. In most cases, mobilization is done today by word of mouth or through SMSs sent out by leaders and workers to their network from their personal phone.

How this can be achieved on KHIDKEE

1. Invite workers to join KHIDKEE and enable Notifications

KHIDKEE can be easily used for mass messaging if you have taken efforts to build your network on it. Building a network is a continuous process. You are encouraged to invite as many workers, followers and Congress supporters on to KHIDKEE. Following this, you can request these members to join State-level, District-level and other Groups available on KHIDKEE. If necessary, you can also build your own personal Groups and request members to join these groups.

- a. Use the 'Send Invite' link on KHIDKEE to invite others on to KHIDKEE.
- b. Inform and show them how to turn on relevant Notifications. Click 'Settings' and register a Mobile. Then enable relevant 'Notifications'

2. Post Messages to relevant Groups

Whenever the need arises to send out mass message, all you have to do is to Post a Message to KHIDKEE and an appropriate set of Groups. Members will get Notifications on their mobile phones and on email.

e.g. Post @Bangalore_for_Cong –

“Mass Rally in support of FDI in Retail. Venue: Freedom Park, Date: 28th Jan, 2013 Time: 3 pm. All party workers are requested to attend.”

USE CASE 2

Scenario - Accessing to the party's official stand on current issues

Knowing the party's official stand on current issues is extremely important for office bearers and party workers in general. This will allow the party to reach out and communicate with the public more effectively and present a consistent and accurate view of the party's position.

Allow KHIDKEE to assist you in this task by using 'Follow', 'Find', 'Groups' and 'Feeds'.

Allow KHIDKEE to assist you in this task by using 'Groups', 'Attach a File' and 'Feeds'.

How this can be achieved on KHIDKEE

1. 'Find' and 'Follow' the official spokespersons of the party on KHIDKEE.
2. 'Find' and 'Join' official Groups created by spokespersons at the national and PCC levels
3. 'Find' and 'Follow' individual leaders of the party on KHIDKEE.

USE CASE 3

Scenario - A contesting candidate seeks inputs from their constituency on local issues

More access we have to the 'voice' of people in a constituency, the better we can understand the issues important to them.

E.g. 'What are the three most important issues for youth today?'

While traditionally research agencies are hired to answer such questions, KHIDKEE can become another channel that provides inputs to understanding such issues.

Allow KHIDKEE to assist you in this task by using 'Post'.

How this can be achieved on KHIDKEE

1. Form a 'Group' for workers and supporters from your constituency on KHIDKEE.
2. Post a question to the constituents E.g. 'What are the top 3 issues that concern you as youth today? '.
3. Group members reply to this question by clicking the 'Reply' button on the post.
4. The group discusses the emerging points in the form of a discussion thread.
5. The highlights of the discussion become an additional input for the contesting candidate
6. The same process of seeking inputs from the community can be used in other scenarios as well E.g. Getting feedback on Advertisements, Newsletters etc.
7. This process may also be extended to gather inputs during the creation of a party manifesto for a state or general election.

USE CASE 4

Scenario - Publicizing the good work done by your unit within the organisation.

Getting recognition and visibility for good work done is very important for the morale of party workers and office bearers. When a District Congress Committee successfully completes a project, they might want to publish it for others to access, acknowledge and hopefully replicate. The project may inspire similar work by some other DCC in another part of India.

Allow KHIDKEE to publicize your work through posting photos, videos, Newspaper clippings etc.

Allow KHIDKEE to publicize your work through posting photos, videos, Newspaper clippings etc.

How this can be achieved on KHIDKEE

1. The official DCC group posts regular updates of the project on KHIDKEE using 'Post' and 'Share with Everyone'. This ensure that the post shows up in the feed of every single user on KHIDKEE.
e.g. 'Today we organized a 'dharna' to demand the creation of more jobs in the manufacturing sector for youth in our district'
2. Use 'Attach a File' to share photographs, press clippings and videos related to the project. Remember a picture is worth a thousand words, and will enable you to get more attention.
3. Particular posts can also be directed to specific people/groups like your State president or the State committee.
eg. '@BiharPCC Today we organized a 'dharna' to demand the creation of more jobs in the manufacturing sector for youth in our district'
4. The number of 'Likes' a post gets is a great way to do a quick dip stick survey of what people think of the work done.
5. Other officebearers and members can also easily give their feedback and suggestions for improvements.

USE CASE 5

Scenario - Sharing the date, meeting agenda and discussion points of an upcoming unit meeting

Letting each member of a unit know about upcoming meeting dates and agenda is one of those tasks a unit president has to do on an ongoing basis.

Allow KHIDKEE to help you communicate with your unit in a convenient way using 'Groups' and 'Posts'. You can manage the documentation required during these meetings. Such an arrangement will also give continuity to the work done by previous committees

How this can be achieved on KHIDKEE

1. At the beginning of a unit's term an official group is created by the unit consisting of all the office bearers as members. This needs to be a 'closed' group, which means members must be invited to join, preferably by the president of the unit.
2. Any communication regarding upcoming meeting schedule and agenda is posted on KHIDKEE to the group members only using 'Post' and 'Share with <Group Name>'. e.g. 'January Unit meeting on 23rd Jan, 2013 at DPCC, Delhi' and 'Share with DelhiDPCC'
3. Group members in turn can confirm their availability and additions to agenda by replying to this post. E.g. 'Attending Meeting. Would like to add discussion about status of drinking water project to the agenda' and 'Share with DelhiDPCC'



All India Congress Committee
24, Akbar Road, New Delhi - 110011
