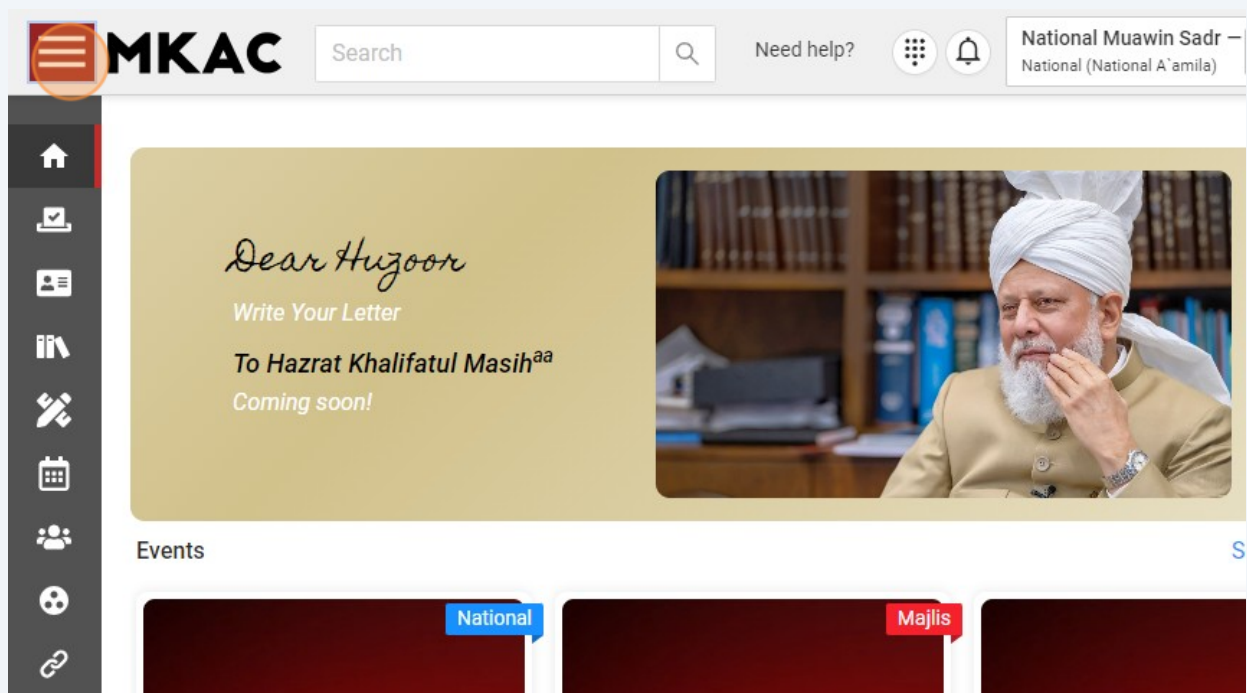


Rabita & Visits

Using the Rabita & Visits feature on Khidmat Portal.

1 Navigate to <https://khidmat.ca/home>

2 Click here.



3 Click "Rabita"

The screenshot shows the KAC dashboard. On the left sidebar, the 'Rabita' option is highlighted with an orange circle. The main content area features a banner for 'Write Your Letter To Hazrat Khalifatul Masih^{aa} Coming soon!' with a photo of a religious leader. Below the banner, under the 'Events' section, there are two event cards. The first card is for the 'National Tabligh Seminar' on Sun Mar 14 2021 at 1:23 pm EST, with a blue 'National' tag. The second card is for 'Ijlas Aam, March 2021' on Sun Mar 14 2021 at 6:07 pm EST, with a red 'Majlis' tag. Both cards have a red background image and a three-dot menu icon at the bottom right.

4 Select a Majlis

The screenshot shows the 'Rabita' section of the KAC dashboard. The top navigation bar includes the KAC logo, a search bar, a 'Need help?' link, and a user profile for 'National Muawin Sadr - National (National A`amila)'. The 'Rabita' section has tabs for 'Overview', 'Majlis', and 'Members'. A search bar is present above the member list. The member list shows three entries, each with a profile picture and a question: 'Are you familiar with Shahrz Ahmad Chaudhary?' and 'Are you in contact with Shahrz Ahmad Chaudhary?'. The first entry has 'Yes' and 'In Contact' buttons selected. The second entry has 'Yes' and 'No' buttons. A third entry for 'Usama Chaudhry' is partially visible. On the right, a dropdown menu is open, showing a list of Majlis options: 'National A`amila', 'Ilaqa Central Ontario', 'Eastern Brampton', 'Brampton Castlemore', 'Brampton Center', 'Brampton Clairville', and 'Brampton East'. The 'National A`amila' option is highlighted with an orange circle.

5 Indicate if you are familiar and in touch with the member.

Rabita

Overview Majalis M

Search

North York

All Checked Unchecked

Are you familiar with Fazal Mahmood Latiff?

Yes No

Details Are you in contact with Fazal Mahmood Latiff?

In Contact None

Are you familiar with Haris Rafiq Rehman?

Yes No

Details Are you in contact with Haris Rafiq Rehman?

In Contact None

Are you familiar with Imam Mahmood Latiff?

6 If you have visited the member, you can log your visit by clicking the **+ Visit** button.

Rabita

Overview Majalis Members

Search

North York

All Checked Unchecked

Are you familiar with Fazal Mahmood Latiff?

Yes No

Details Are you in contact with Fazal Mahmood Latiff?

In Contact None

Are you familiar with Haris Rafiq Rehman?

Yes No

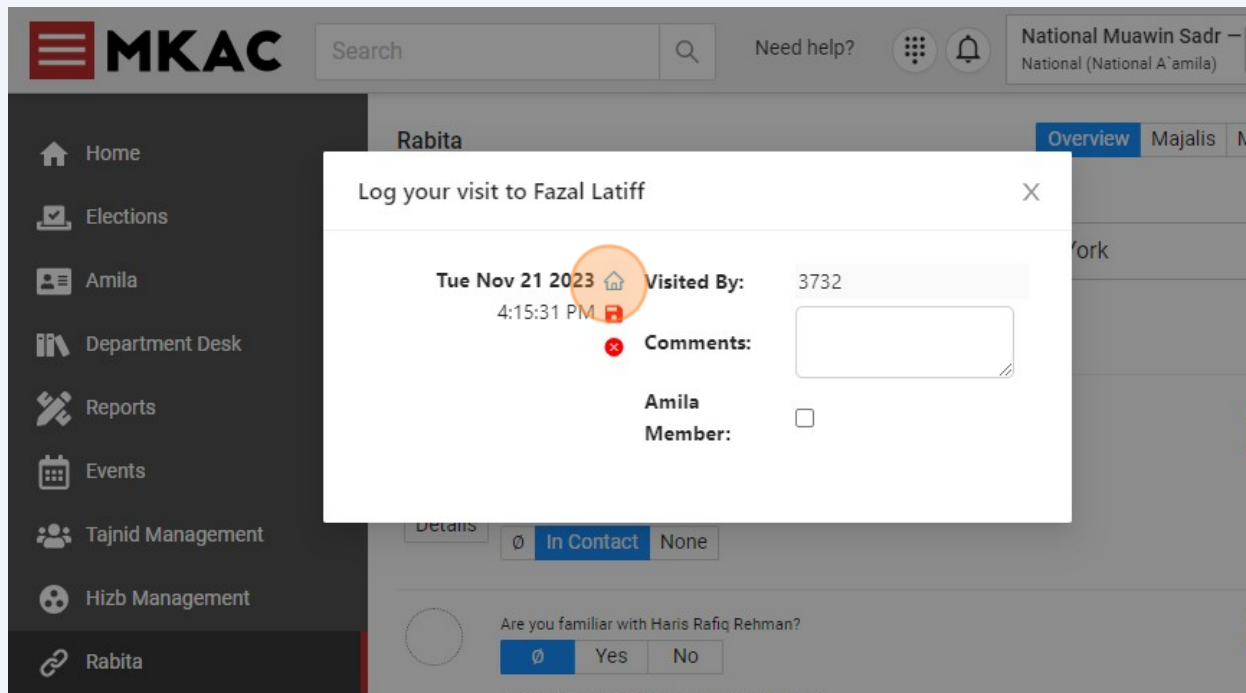
Details Are you in contact with Haris Rafiq Rehman?

In Contact None

+ Visit

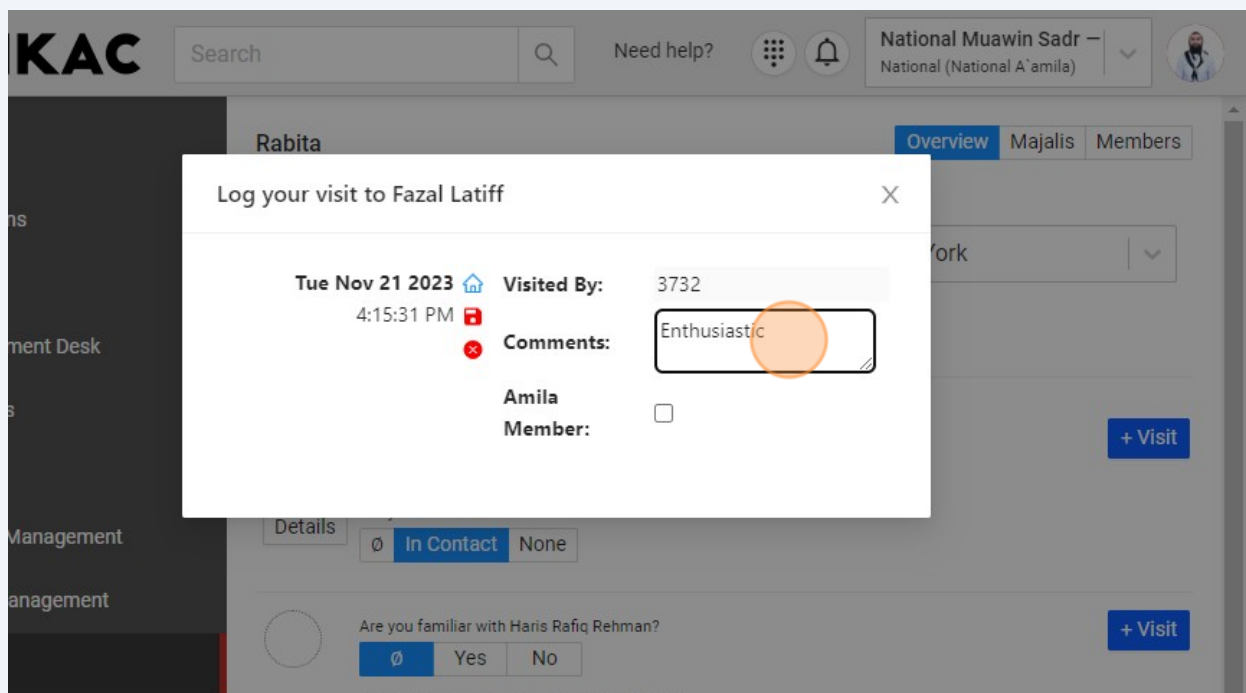
7


You may indicate if you visited their home or called them by pressing the icon beside the date.

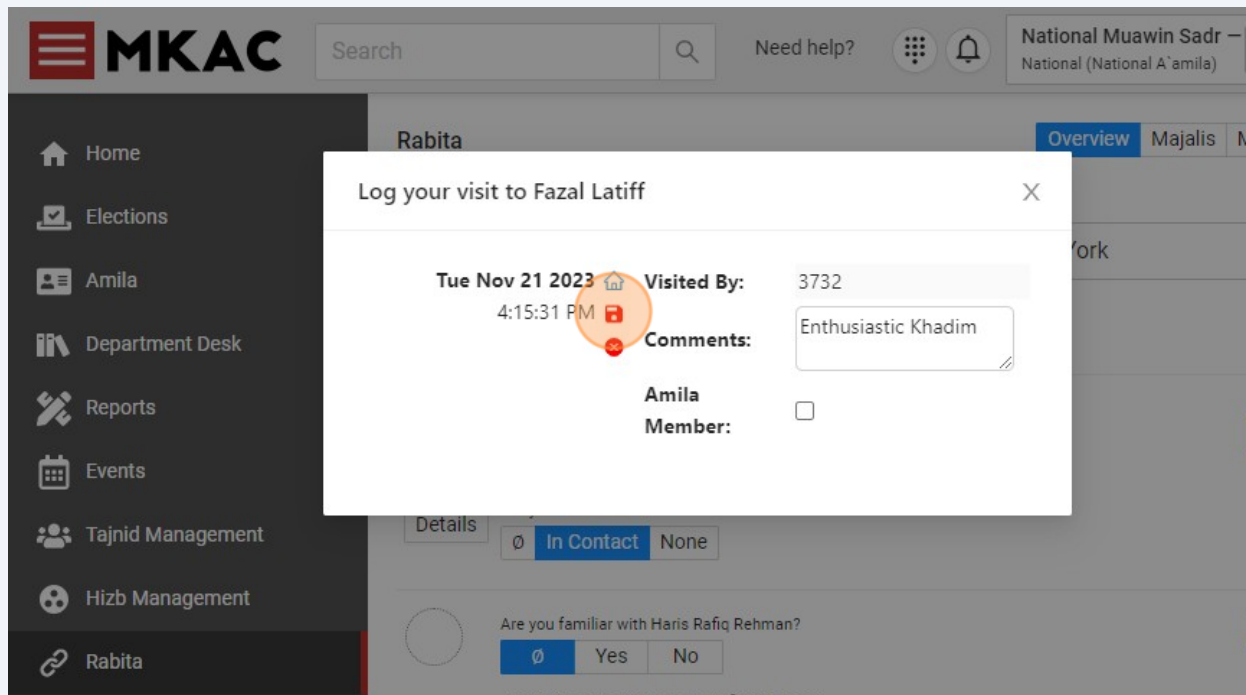


8

You may enter comments about your visit.



- 9 To save your visit, click the "Save"  icon.



- 10 Then simply close the modal and choose another member.

