



## Quick Start

## Attendance

[Enter Attendance Sheet](#)

## Audits

[View Current Audits](#)

## Clients

[View Clients Pending Updates](#)

## Loans

[View Pending LUC's  
\(Loan Utilization Checks\)](#)

Welcome, Samit Shetty

The last time you logged on was 22/12/11

Branch : Bangalore

Selected Branch : Bangalore

Branch Manager : Anil Ambani

Click to view details of Manager  
of the selected Branch

## Villages

Taverkere

Ijipura

Ammanghatta



## Centers

Islampura

Ammanghatta

Chyatasandra



Quick search for a centre, below table shall be  
filtered based on user input

Village Name

[Taverkare](#)

## Page Overview

This page allows logged in user (with sufficient permissions) to select Branches, centers and Groups.

The centers refresh based on the Village selected, the available Clients refresh based on the Center selected

Center Name

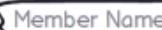
[Islampura](#)

Loan Officer

[Atif Aslam](#)

Click on the  
hyperlinks to view  
selected center or  
Loan Officer

## Members

[Sheema Bhangu](#)[Shakira bebi](#)[Shakeela Begum](#)[Najma Heptullah](#)

Click to navigate to a Client

Branch dropdown shall be available only for users of the Head Office.

Users of a branch Office will not see this section of the page. Only their branch data would be visible to them



## Administrative tasks

Click on a link below to begin.

### Users

[View System Users](#)[Create New User](#)

### Audit

[Create an Audit](#)[View All Audits](#)[Edit Existing Audits](#)

### Data Display and Rules

[Define Occupation Sub-Types \(Branch Level\)](#)[Copy Occupation SubTypes](#)[Define Income Generating Asset Sub-Types \(Branch Level\)](#)[Copy Income Generating Asset SubTypes](#)



## Copy Income Generating Asset Sub-Types

Income Generating Asset Type :

Source Branch :

Destination Branch

A comment

Available subtypes show up once a user selects an Occupation Type and Branch

House for Rent  
Barren Land for Rent



## Copy Occupation Sub-Types

Occupation Type : Services ▾

Source Branch : Bangalore ▾

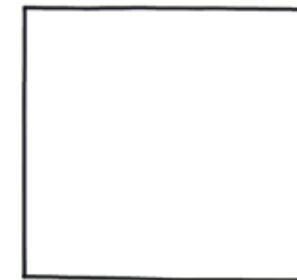
Destination Branch : Tumkur ▾

A comment

Available subtypes show up once a user selects an Occupation Type and Branch

Cattle Herding
Silkworm Rearing
Sheep Rearing

Add >>  
|||  
<< Remove



Submit

## Admin &gt; Create an Audit

Audit Process Name : Applies To :   
Branch Manager, ▼  
Loan Officer,  
Center,  
Customer,  
Branch

A comment  
Determines which entities this audit can be applied to

Add questions for the Audit Process

Question : Score Type :   
Score : Min  Max 

A comment  
All added questions show up in the selected questions table below

Min  Max 

A comment  
Section appears if Score Type is selected as a "range"

Click here to delete questions

Selected Questions

Question	Score Type	Score
Does Employee understand Organizational Processes	Range	0-2
Is Employee Regularly late to work	Negative	-10

A comment  
Use the arrows to rearrange the order of questions in the Audit Form

Saves an audit with the predefined questions and their associated scores

Define Translation Matrix

A comment  
Readonly fields are automatically prepopulated

<input type="text"/>	to <input type="text"/>	= 1
<input type="text"/>	to <input type="text"/>	= 2
<input type="text"/>	to <input type="text"/>	= 3
<input type="text"/>	to <input type="text"/>	= 4
<input type="text"/>	to <input type="text"/>	= 5



## Create Income Generating Asset Sub-Types

Asset Type Fixed Property ▼

Branch Bangalore ▼

A comment

Available subtypes show up once a user selects an Asset Type and Branch

## Create a New SubType

Name House for Rent

Multiplier Field Label Number of Houses

Requires an Additional Field ? 

Additional Field Label

Condition of House

Assumption is that all Income generating assets would have Multiplier types

A comment

Shows up only when require an additional field checkbox is selected

Annual Income 10,000

Clear

Submit

Clicking on Submit would add the new SubTypes, below table shall be refreshed to reflect the same dynamically

## Available SubTypes

Name	Additional Field?	Additional Field Label	Associated Annual Income	Edit	Delete
Barren Land	Yes	Number of acres	30000		

A comment

Inline editing of available data is possible



## Create Occupation Sub-Types

Occupation Type Services ▾

Branch Bangalore ▾

A comment

Available subtypes show up once a user selects an Occupation Type and Branch

### Create a New SubType

Name Cattle Herding

Requires an Multiplier Field ?

Multiplier Field Label

Number of Cattle

Requires an Additional Field ?

Additional Field Label

Breed of Cows

Annual Income 10,000

Clear

Submit

Clicking on Submit would add the new SubTypes, below table shall be refreshed to reflect the same dynamically

Not all occupation subtypes would have multiplier fields  
Ex: Pickle making

A comment

Shows up only when require an additional field checkbox is selected

### Available SubTypes

Name	Additional Field?	Additional Field Label	Associated Annual Income	Edit	Delete
Sheep Herding	Yes	Number of Sheep	30000		

A comment

Inline editing of available data is possible



## Add a new User

Office

: Head Office  
Bangalore

A comment

Administrative users and Auditrs who have access to data of multiple branches should be created under

### User Details

First Name

Middle Name

Last Name

Aadhar ID

Email

Date Of Birth

 / 

Contact Number

Gender

### Address

Address Line 1

Address

Zip

City/District

State

### User Roles

Auditor  
Data Entry Operator  
Branch Manager  
Loan Officer



### Login Information

Username

Password

Confirm Password

Showing 10 Entries

Select number of records to be displayed at a time

Name	Created By	Created Date	Last Modified Date
6PL	Admin	11/11/2011	11/11/2011
7PL	Admin	11/11/2011	11/11/2011
8PL	Admin	11/11/2011	11/11/2011
9PL	Admin	11/11/2011	11/11/2011
10PL	Admin	11/11/2011	11/11/2011
11PL	Admin	11/11/2011	11/11/2011

Showing 1 to 10 of 57 entries

Navigation

Navigate to the Edit Audit details page by clicking on the Audit name

### Smart Search

Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
Ex: Searching for "Admin", would filter the audit process records for all Audit processes created by Admin

Search by name, created By, created Date

Navigation

Navigate between various pages

Admin &gt; Edit an Audit

Audit Process Name :

6PL

Applies To :

Branch Manager, ▼  
Loan Officer,  
Center,  
Customer,  
Branch

A comment  
Determines which entities this audit can be applied to

Add questions for the Audit Process

Question :

Score Type :

Range, ▼  
Negative

Score :

Min 2

Max 3

A comment  
Section appears if Score Type is selected as a "range"

Click here to delete questions

Cancel

Add Question

A comment  
All added questions show up in the selected questions table below

Selected Questions

Question	Score Type	Score
Does Employee understand Organizational Processes	Range	0-2
Is Employee Regularly late to work	Negative	-10

Cancel

Save

A comment  
Use the arrows to rearrange the order of questions in the Audit Form

Saves an audit with the predefined questions and their associated scores



Admin &gt; View All Audits

Showing 10 Entries

Select number of records to be displayed at a time

## Smart Search

Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
Ex: Searching for "Admin", would filter the audit process records for all Audit processes created by

Search by name, created By, created Date

Name	Created By	Created Date	Last Modified Date
6PL	Admin	11/11/2011	11/11/2011
7PL	Admin	11/11/2011	11/11/2011
8PL	Admin	11/11/2011	11/11/2011
9PL	Admin	11/11/2011	11/11/2011
10PL	Admin	11/11/2011	11/11/2011
11PL	Admin	11/11/2011	11/11/2011

Showing 1 to 10 of 57 entries

## Navigation

Navigate to the Audit details page by clicking on the Audit name

## Navigation

Navigate between various pages

## View System Users

Showing 10 Entries

Select number of records to be displayed at a time

Name	Designation	Branch	Reporting Officer	Phone Number	Age
Anil Ambani	Branch Manager	Bangalore	Samit	23379705	25
Siddharth	Loan Officer	Bangalore	Anil Ambani	23379987	28
Ramon Ray	Loan Officer	Bangalore	Anil Ambani	27679705	29
Samit Shukla	Loan Officer	Bangalore	Anil Ambani	28778705	35
Rama Reddy	Loan Officer	Bangalore	Anil Ambani	23465705	45
Sushma	Loan Officer	Bangalore	Anil Ambani	29989765	75

Showing 1 to 10 of 57 entries

## Navigation

Navigate to the employee details page by clicking on their name

## Smart Search

Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
Ex: Searching for "Anil", would filter the employee record for Anil and all employees who report to Anil

Search by name, designation, branch etc

## Navigation

Navigate between various pages

Admin &gt; View All Audits &gt; 6PL

Audit Process Name : 6PL

Applies To : Loan Officer

## Audit Questions

SI NO	Question	Score Type	Score
1	Information Collected in presence of all customers	Range	0-4
2	All Information Requirements Covered completely	Range	0-4
3	Information Collected from customer verified correctly	Range	0-4
4	Quality of meeting and meeting location	Range	0-4
5	Documentation Neatness of the CRS	Range	0-4
6	Quality of Income and Assets verification	Range	0-4
7	4PL Process NOT Completed before start of 5PL	Negative	-10
8	5PL and 4PL conducted in the same day	Negative	-10
9	Customers and Husband have NOT signed in presence of CRS	Negative	-10

A comment  
Determines which entities this audit can be applied to



Select an Audit Process:

6 PL,	▼
7 PL,	
8 PL	

A comment

Dropdown only shows Audits which are applicable for a particular entity (Loan Officer in this case)

Click continue to start an Audit for Selected Loan Officer, click cancel to exit without starting the audit

Cancel

Continue



## Enter Attendance Sheet

Select a Branch :

  
Tumkur  
Chitradurga  
Mysore

Prepopulated with today's date

Date of Transaction :

Click "Continue" to enter attendance sheet for the selected Branch, Click "Cancel" to Abort



## Enter Attendance Sheet

Branch : Bangalore

Date of Transaction : 12/12/2011

...

Iijipura :  of Srirampura :  of Kyatasandra :  of Chamarajendra :  of Gubbi :  of Ammanaghatta :  of 

Expected Attendences are prepopulated

Click Save to save the attendance sheets for the selected Branch, Click "Cancel" to Abort

Cancel

Save

## 6PL Process Audit

- 1) Information Collected in presence of all customers
- 2) All Information Requirements Covered completely
- 3) Information Collected from customer verified correctly
- 4) Information Collected in presence of all customers
- 5) Quality of meeting and meeting location
- 6) Documentation Neatness of the CRS

**A comment**

We use Combo boxes, as we want to eliminate the possibility of receiving incorrect input from the user

Each combo-box would have only those scores options relevant to a particular question

1 ▾

4 ▾

4 ▾

4 ▾

4 ▾

4 ▾

**Negative Areas**

- 1) 4PL Process NOT Completed before start of 5PL
- 2) 5PL and 4PL conducted in the same day
- 3) Customers and Husband have NOT signed in presence of CRS

 -10 -10 -10

## Auditor Comments

## Action Plan

## Action Items

## Owner

Anil C	▼
Monish	

## Due Date

 / / 

Owner selected from employee table

## Action Taken

Initially Disabled, this field will be enabled for update by the Owner of the Action Item

If Audit status is not closed beyond the monitoring date Plus 2, reminders are sent to the email address of the action Item Owner and his immediate supervisor

**Save for Later****Complete Audit**

While Audits can be opened by any Auditor, only a Auditor with enhanced permissions (Say Senior Auditor should be able to close audits)



Showing 10 Entries

Select number of records to be displayed at a time

Date	Members Present	Members Absent	Center Size	%Present
03/12/2011	50	0	50	100%
25/11/2011	45	5	50	90%
17/11/2011	50	0	50	100%
10/11/2011	50	0	50	100%
03/11/2011	40	10	50	80%

Showing 1 to 10 of 57 entries

Back

### Smart Search

Filters the table (live) as the user enters search criteria into the search box.

Ex: Searching for "2011", would filter the table for all attendance records for the year 2011

Searching for "11/2011", would filter the table for all attendance records for November, 2011

Audit and Risk Management System

Search by date

### Navigation

Navigate to find older attendance records



Home > Bangalore > Islampura

### Enter Attendance Sheet

Date of Transaction :



Prepopulated with todays date

Attendance :

of

Expected attendance prepopulated

Click "Submit" to save attendance sheet for the selected Center, Click "Cancel" to Abort

Cancel

Save



Home &gt; Bangalore &gt; Islampura

Name : Islampura

Delfix External Id : 003-932456

Risk Rating : High

Loan Officer : Anil Ambani

[Edit](#)

A comment

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Center Details

Audit History

Address

Address Line : Number 20, 1st R block, 5th

: 1st 'N' block,

City : Bangalor

State : Karnatak

Zip : 56

## Groups Assigned

Click on a group below to view group details

[group1](#)[group2](#)[group3](#)

Centre Details

All Info picked from Delfix

## Attendance Details

[Attendance History](#)[Enter Attendance Sheet](#)

## Audits

[Attach an Audit](#)

## Risk Rating Change History

11/11/2011 : Changed to High by Anil

## Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here



Home &gt; Bangalore &gt; Islampura

Name : Islampura  
 Delfix External Id : 003-932456  
 Risk Rating : High  
 Loan Officer : Anil Ambani

A comment

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

[Edit](#)

Select number of records to be displayed at a time

Showing 10 Entries

Audit Process	Audit Date	Auditor	Status	Audit Score
6PL	11/11/2011	Samit	In Progress	-
6PL	11/11/2010	Samit	Complete	5
6PL	11/11/2009	Samit	Complete	4
6PL	11/11/2008	Samit	Complete	1
6PL	11/11/2007	Samit	Complete	5
6PL	11/11/2006	Samit	Complete	4
6PL	11/11/2005	Samit	Complete	3

Showing 1 to 10 of 57 entries

Search by audit name, auditor, date etc

Audit Comments

Smart Search

Ex: Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
 Ex: Searching for "6PL", would filter the table for all 6pl Audits  
 Searching for 2011, would filter for all audits in the year 2011

Attendance Details

Attendance History

Enter Attendance Sheet

A comment

Newly attached audit shows up as an Audit in progress in the "Audit History" vertical tab

Audits

Attach an Audit

Risk Rating Change History

11/11/2011 : Changed to High by Anil

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and changes made by a user) are captured here

Navigation

Navigate between various pages

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

Loan Details

[Small Business Loan : ID 546798](#)[Small Business Loan : ID 546799](#)

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from other MFI's

! Pending Update for Loan Small Business Loan : ID 546799

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Risk Rating

Low

Note

Submit

Modal window displayed for editing risk Rating

Contact Details

Address Line : Number

: 1st 'N' block

City : Bangalore

State : Karnataka

Zip : 560010

## Employment Details

Employed Yes

Occupation Pickle Making (Services)

Annual Income 95,000 Rupees

Edit

Mark As Updated

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits  
Attach an Audit

## Risk Rating Change History

11/11/2011: Changed to Normal by Anil

## Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

## Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Last Updated for [Small Business Loan : ID 546798](#)

Address Details

All Info picked from Delfix

## Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

## Question

Need to check other details required here

## Comment

This button Appears only when a "Pending Update Event" is detected for the Client.

If a Client's details have not changed across Loans, the FE/Branch Manager may choose to accept the existing Information as the latest

! Pending Update for Loan Small Business Loan : ID 546799

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

Asset 1

Last Updated for [Small Business Loan : ID 546798](#)

Asset Type : Fixed Assets Asset Subtype : Land for Rent Annual Income : 2,00,000 Rs

Number of Acres for Rent (Multiplier) : 2

**Additional Details**

Price Per Acre : 40,000 Rs

Crop : Bhajra and Strawberry

Asset 2

Asset Type : Fixed Assets Asset Subtype : House for Rent Annual Income : 1,00,000 Rs

Number of Houses for Rent (Multiplier) : 1

**Additional Details**

Built Up Area : 200 Sq feet

House Condition : New House, Brick walls, Red oxide Flooring

Asset 3

Asset Type : Vehicle Asset Subtype : Tractor for Rent Annual Income : 20,000 Rs

Number of Vehicles for Rent (Multiplier) : 1

**Additional Details**

Model : TVS King (2004)

Condition : Poor

[Edit](#)[Mark As Updated](#)

Comment

This button Appears only when a "Pending Update Event" is detected for the Client.

If a Clients details have not changed across Loans, the FE/Branch Manager may choose to accept the existing Information as the latest

! Pending Update for Loan Small Business Loan : ID 546799

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from other MFI's

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Asset 1

Asset Type :


Asset Subtype :


Projected Annual Income :

20,000

Last Updated for [Small Business Loan : ID 546798](#)

Prepopulated by the system

A comment

Asset Subtype options change based on the "Asset Subtype" selected

Comment

Click delete to delete this asset

Number of Acre(s) :  
(Multiplier)

Label for multiplier can be configured on a per subtype basis

Additional Details

Price Per Acre :



Additional Details

Crop :



Additional details section and the various fields for it appear based on the Asset



Click to add details of another asset

[Cancel](#)[Save](#)

**! Pending Update for Loan Small Business Loan : ID 546799**

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

Client Details

Address Line : Number 20, 1st R block, 5th

: 1st 'N' block,

City

: Bangalore

State : Karnataka

Zip : 560010

Last Updated for [Small Business Loan : ID 546798](#)

Address Details

Not Editable as all Info picked from Delfix

Income Generating Assets  
Family Details  
Family Occupation Details  
Loans from Other MFI's

**Employment Details**Employed : 

Occupation : [Production, ▾](#)  
 Services,  
 Agriculture,  
 Other

Occupation SubType :

[Pickle Making, ▾](#)  
 Papad Making,  
 Tailoring,  
 Other

Annual Income : 

Options for Occupation subtype changes based on the Occupation selected

[Cancel](#)[Save](#)

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)**Risk Rating Change History**

11/11/2011: Changed to Normal by Anil

**Client Update History**11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)**Risk Rating History**

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

**Client Update History**

An audit trail of all Client Updates along with the loan for which the Information was updated

**! Pending Update for Loan Small Business Loan : ID 546799**

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#) Active in Good Standing[Small Business Loan : ID 546799](#) Pending Disbursal**Client Details****Income Generating Assets****Family Details****Family Occupation Details****Loans from Other MFI's**

Audits

[Attach an Audit](#)**Risk Rating Change History**

11/11/2011: Changed to Normal by Anil

**Client Update History**11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

**Risk Rating History**

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

**Client Update History**

An audit trail of all Client Updates along with the loan for which the Information was updated

Last Updated for [Small Business Loan : ID 546798](#)**Summary**

Number Of Members In the Family : 2

Seriously Unwell Members? : Yes (Iman Ali, Serious Asthma)

**Details****Family Member 1**

Name : Ali Shariff Relationship : Husband Age : 45 Years

Health Issues? : No

**Family Member 2**

Name : Iman Ali Relationship : Daughter Age : 17 Years

[Edit](#)[Mark As Updated](#)**Comment**

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If a Clients details have not changed across Loans, the FE/Branch Manager may choose to accept the existing Information as the latest

! Pending Update for Loan Small Business Loan : ID 546799

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#) Active in Good Standing[Small Business Loan : ID 546799](#) Pending Disbursal

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

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Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from Other MFI's

Family Member 1

Name :

Relationship :

Husband	<input type="radio"/>
Daughter	<input type="radio"/>
Son	<input type="radio"/>
Mother In	<input type="radio"/>

Date Of birth

 / 
Last Updated for [Small Business Loan : ID 546798](#)

Click delete to delete this family member

Details section appears only if Health Issues check box is selected



Click to add details of another family Member

Pickle Making

Paper Making
Tailoring
Other

Options for Occupation subtype changes based on the Occupation selected

Health Issues? : 

Details :

Occupation :

Production	<input type="radio"/>
Services	<input type="radio"/>
Agriculture	<input type="radio"/>
Other	<input type="radio"/>

Occupation SubType :

Pickle Making
Paper Making
Tailoring
Other

Annual Income

[Cancel](#)[Save](#)

**! Pending Update for Loan Small Business Loan : ID 546799**

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from Other MFI's

Number Of Working Members in the Family : 2

Last Updated for [Small Business Loan : ID 546798](#)

Occupation 1

Occupation : Pickle Making : Number of Family Members Involved : 2

Names Of Family Members Involved : Iman Ali, Ali Shariff

Annual Income : 50,000Rs

Occupation 1

Occupation : Government Employee

Names Of Family Members Involved : Ali Shariff

Annual Income : 70,000Rs

Comment

This button Appears only when a "Pending Update Event" is detected for the Client.

If a Clients details have not changed across Loans, the FE/Branch Manager may choose to accept the existing Information as the latest

[Edit](#)[Mark As Updated](#)

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

! Pending Update for Loan Small Business Loan : ID 546799

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

Client Details  
Income Generating Assets  
Family Details  
Family Occupation Details  
Loans from Other MFI's

Number of Working members in the Family : Last Updated for [Small Business Loan : ID 546798](#)

Occupation 1

Occupation :

Production ▾  
Services  
Agriculture  
Other

Occupation SubType :

Pickle Making ▾  
Papad Making  
Tailoring  
Other

Options for Occupation subtype changes based on the Occupation selected



Click delete to delete this Occupation

Associate Family members with this occupation (Optional)

Iman Ali  
Ali Shariff  
Rajma

[Add >>](#)[<< Remove](#)

Annual Income :

40,000

Populated by the System (Non editable)

[Cancel](#)[Save](#)

Click to add details of another Occupation





Home &gt; Bangalore &gt; Islampura &gt; Momipura &gt; Najma Heptullah

Loan Type : Small Business Loan

Delfix External Id : 003-932456753443

Loan Amount : 15,000

Stated Purpose : Cattle Purchase

Picked from  
Delfix

! Pending Loan Utilization Check

This Notification appears on a loan page, when a Loan for the Client moves into "Active state" from disbursed state (Picked from Delfix)

The Notification disappears after the FE/Branch Manager performs a loan utilization check

#### Loan Utilization Check

Purpose

ComboBox ▾

%age of Loan Used

Click to more  
purposes

Cancel

Save

#### Loan Utilization Check History

Completed on 12/1/2012

Purpose 1 : Cattle Herding

%age of Loan Used : 30

Purpose 2 : Sheep Herding

%age of Loan Used : 100

Loan Utilization Check Done by: Anil S Ramkanth

**! Pending Update for Loan Small Business Loan : ID 546799**

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#) Active in Good Standing[Small Business Loan : ID 546799](#) Pending Disbursal

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from other MFI

Loan 1

MFI Name : Grammena Koota      Loan Status : Closed      Pending Amount : 0

Loan Amount: 20,000 Rs      Loan Period : Jan 2010 to Sep 2011

Last Updated for [Small Business Loan : ID 546798](#)

Loan 2

MFI Name : Grammena Koota      Loan Status : Closed      Pending Amount : 0

Loan Amount: 20,000 Rs      Loan Period : Jan 2009 to Sep 2010

[Edit](#)[Mark As Updated](#)

Comment

This button Appears only when a "Pending Update Event" is detected for the Client.

If a Clients details have not changed across Loans, the FE/Branch Manager may choose to accept the existing Information as the latest

Audits  
Audit History

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated

! Pending Update for Loan Small Business Loan : ID 546799

Name : Najma Heptullah

Delfix External Id : 003-932456753443

Risk Rating : low

[Edit](#)

The default rating is calculated based on preconfigured parameters, however the same can be overridden by Users with sufficient permissions

Loan Details

[Small Business Loan : ID 546798](#)

✓ Active in Good Standing

[Small Business Loan : ID 546799](#)

✗ Pending Disbursal

Client Details

Income Generating Assets

Family Details

Family Occupation Details

Loans from other MFI

Loan 1

MFI Name : Grameena Koota, ▾  
Spandana,  
Nirantara,  
AdhikarLoan Status : In Progress, ▾  
Written Off,  
ClosedPending Amount : Loan Amount : Loan Period : / /  to / / Last Updated for [Small Business Loan : ID 546798](#)

Click delete to delete this loan Account

Click to add details of another Loan

[Cancel](#)[Save](#)

This Notification appears on a client page, when a Loan for the Client moves into "Pending Disbursal State" (Picked from Delfix)

The Notification disappears after the FE/Branch Manager updates all Information for the Client

Audits

[Attach an Audit](#)

Risk Rating Change History

11/11/2011: Changed to Normal by Anil

Client Update History

11/11/2011: Updated for Loan [Small Business Loan : ID 546798](#)

Risk Rating History

An audit trail of all Risk rating change history (both changes due to recalculation by the system and user changes) are captured here

Client Update History

An audit trail of all Client Updates along with the loan for which the Information was updated



Name : Anil Ambali

Designation : Branch Manager

Reports To : Samit

Sex : Male

Audit

Attach on Audit

## Smart Search

Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
Ex: Searching for "6PL", would filter the table for all 6PL Audits

Searching for 2011, would filter for all audits in the year 2011

Search by audit name, auditor, date etc

Contact Details

Personnel Details

Performance (Audit) History

Role

Comment

This tab is only editable by a User with Admin Credentials

Audit Process	Audit Date	Auditor	Status	Audit Score	Audit Comments
6PL	11/11/2011	Samit	In Progress	-	-
6PL	11/11/2010	Samit	Complete	5	Excellent awareness of Organizational Processes
6PL	11/11/2009	Samit	Complete	4	
6PL	11/11/2008	Samit	Complete	1	Needs training on Organizational Processes
6PL	11/11/2007	Samit	Complete	5	
6PL	11/11/2006	Samit	Complete	4	
6PL	11/11/2005	Samit	Complete	3	

Navigation

Navigate between various pages



Name : Anil Ambali

Designation : Branch Manager

Reports To : Samit

Sex : Male

Audit

[Attach an Audit](#)

Superuser or user can edit his details

[Contact Details](#)[Personnel Details](#)[Performance \(Audit\) History](#)[Role](#)

Mobile Number : 9987077286

[Edit](#)

Home phone : 080-23378705

Email Address : anil@gmail.com

## Permanent Address

Address Line 1 : Number 20, 1st R block, 5th cross

Address Line 2 : 1st 'N' block, rajajinagar

City : Bangalore State : Karnataka Zip : 560010

## Current Address

Address Line 1 : Number 20, 1st R block, 5th cross

Address Line 2 : 1st 'N' block, rajajinagar

City : Bangalore State : Karnataka Zip : 560010



Name : Anil Ambali

Designation : Branch Manager

Reports to : Samit

Sex : Male

Superuser can edit these details

## Contact Details

## Personnel Details

## Performance (Audit) History

## Role

Emergency Contact Name : 11/11/1984

Emergency Contact Name : A.B Jagadeesh

Emergency Contact Phone : 080-23378705

Blood Group : B+ve

## Education Details

Qualification : Number 20, 1st R block, 5th cross

University : 1st 'N' block, rajajinagar

Edit

A comment

Though the requirement document talks about an employee master table, I guess these details are probably present in delfix and hence superfluous



Name : Anil Ambali

Designation : Branch Manager

Reports To : Samit

Sex : Male

Audit

[Attach an Audit](#)

Contact Details

Personnel Details

Performance (Audit) History

Role

## Available Roles

- Auditor
- Data Entry Operator
- Branch Manager
- Loan Officer

## Assigned Roles

Branch Manager

[Add >>](#)  
[<<Remove](#)

Comment

This tab is only editable by a  
User with Admin Credentials

[Cancel](#)[Save Changes](#)



Showing 10 Entries

Select number of records to be displayed at a time

Name	Designation	Branch	Reporting Officer	Phone Number	Age
Anil Ambani	Branch Manager	Bangalore	Samit	23379705	25
Siddharth	Loan Officer	Bangalore	Anil Ambani	23379987	28
Ramon Ray	Loan Officer	Bangalore	Anil Ambani	27679705	29
Samit Shukla	Loan Officer	Bangalore	Anil Ambani	28778705	35
Rama Reddy	Loan Officer	Bangalore	Anil Ambani	23465705	45
Sushma	Loan Officer	Bangalore	Anil Ambani	29989765	75

Showing 1 to 10 of 57 entries

## Navigation

Navigate to the employee details page by clicking on their name

## Smart Search

Filters the table (live) as the user enters search criteria into the search box. You can filter by the contents of any of the available columns  
Ex: Searching for "Anil", would filter the employee record for Anil and all employees who report to Anil

Search by name, designation, branch etc

## Navigation

Navigate between various pages



Home > Bangalore > Islampura > Momipura

Group Name : Momipura

Delfix External Id : 003-932456

Center Details

Audit History

Address

Address Line : Number 20, 1st R block, 5th

: 1st 'N' block,

City : Bangalor

State : Karnatak

Zip 56001

Members Assigned

Click on a member below to view her details

[Sheema Bhanu](#)

[Mumtaz Begum](#)

[Shakira bebi](#)

[Shakeela Begum](#)

[Najma Heptullah](#)

Group Details

All Info picked from Delfix

Some text

[Attach an Audit](#)

Question

Will we be attaching audits for Groups?

Home &gt; Audits In Progress

Showing 10 Entries

Select number of records to be displayed at a time

## A comment

This page is role based, users with Auditor roles shall be able to view all current audits

Regular users (who have an audit associated with them) or have an action plan in an audit assigned to them will be able to view only the audits applicable to them

 Search by name, created By, created Date

Entity Under Audit	Audit Process	Created By	Created Date ^	Last Modified Date v
Anil Ambani (Loan Officer)	6PL	Admin	11/11/2011	11/11/2011
Anil Ambani (Loan Officer)	6PL	Admin	11/11/2011	11/11/2011
Anil Ambani (Loan Officer)	5PL	Admin	11/11/2011	11/11/2011
Anil Ambani (Loan Officer)	4PL	Admin	11/11/2011	11/11/2011
Anil Ambani (Loan Officer)	3PL	Adarsh	11/11/2011	11/11/2011
Anil Ambani (Loan Officer)	2PL	Adarsh	11/11/2011	11/11/2011

Showing 1 to 10 of 57 entries

## Navigation

Navigate between various pages



Home &gt; Clients Pending Updates

Showing 10 Entries

Select number of records to be displayed at a time

A comment

This page is role based

- 1) Users belonging to HO shall be able to view all branch details
- 2) Users (data entry operators) belonging to a particular branch will be able to see data only for the particular branch

Search by name, created By, created Date

Client Name	Client External Id	Branch Name	Loan Officer
Anil Ambani (Loan Officer)	2123	Bijapur	Anil Ambani

Showing 1 to 10 of 57 entries

Navigation

Navigate between various pages





[Home](#) > Centers Having Pending LUC'S

Select a Branch :

Bangalore ▾

Branch Drop down is visible only for head office users

Centre Name

Ejipura 1

Ejipura 2

Click on center to perform LUC for the same

All Centres which have Client(s) with  
Loan(s) pending for LUC will show up here



Home &gt; Centers Having Pending LUC'S &gt; LUC's

Selected Branch Text Field is visible only for head office users

Selected Branch : Bangalore

Selected Centre : Ejipura

...

Client Name	Loan Product	Amount	Stated Purpose	Purpose 1	% Used	Purpose 2	% Used	Purpose 3	%Used	Edit	
Ramesh	IGL-1	20000	Cattle Herding	Cattle Herding	90	Buying Sheep	10				
Ramesh	IGL-1	20000	Cattle Herding	<input type="button" value="ComboBox ▾"/>		<input type="button" value="ComboBox ▾"/>		<input type="button" value="ComboBox ▾"/>			

Clicking on edit button would make contents of the table row editable (shown below) so user can enter and submit details



A comment

Will have an Integrated Pentaho engine for reporting purposes