



MOBILITY INDIA

MIS User Manual (Mobile App User)



JUNE 24, 2022

VERSION 1.0

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1 Login

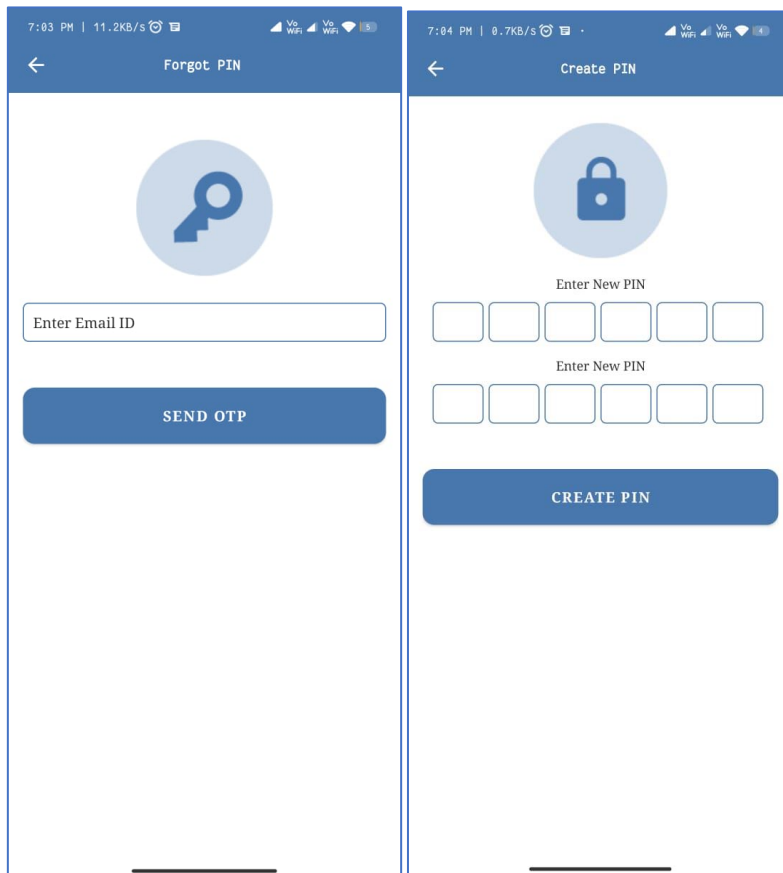
- Please enter your user ID and password to login



1.1 Forgot PIN

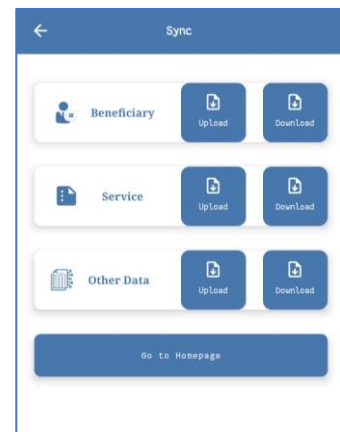
- Please click on the Forgot PIN option, if you don't remember your PIN and wish to reset it
- On the next screen, please enter your user ID, an OTP will go to your email ID
- Please enter the OTP to verify
- On the next screen, please set a new pin for your account.

Note: In case you are not able to reset the password for your account, please get in touch with the IT admin.



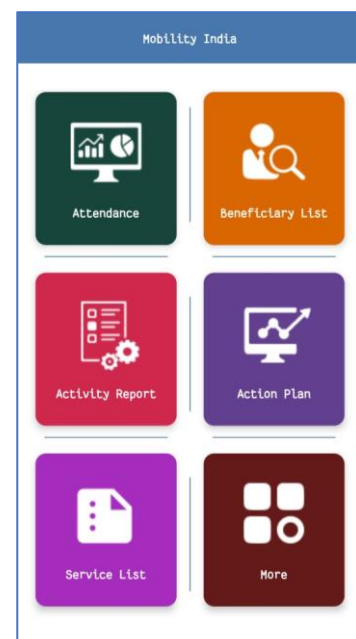
1.2 Data Sync

- After login, you will land on the data sync screen. Syncing the data before use is mandatory for offline usage.
- Please click on each of the download button to download data for offline use.
- Once downloaded, you will see a success message, then click on the Go To Homepage button to go to the homepage.



2 Homepage

- App homepage will have menu options.
- Menu options
 - Attendance (to submit your daily attendance)
 - Beneficiary list (to view/add/edit beneficiary)
 - Action Plan (to view/submit your monthly action plan)
 - Activity Report (to view/submit your monthly activity report)
 - Service list (to view/add/edit service details)
 - More (to view more options in the app)



2.1 More Option in Homepage

On tapping on the More option on the homepage, you will see a menu page with different options.

2.1.1 My Profile

- Use this option to view your own profile details
- Change PIN: use this option to change your login PIN

2.1.2 User Manual

- You can click on this menu option to download and view the user manual.

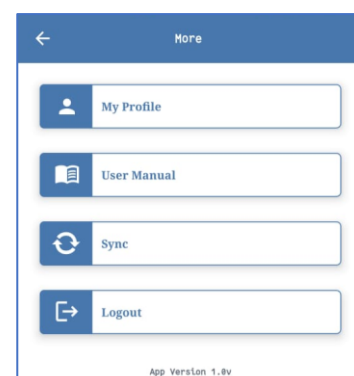
2.1.3 Sync

If you are using the application in offline mode, then you may use this option to sync your data with server.

We recommend to sync data every evening, so that all data are in sync with server and your device (phone/tab).

2.1.4 Logout

To logout of the application, tap on the logout button. Before logging out, make sure that all your collected data is synced to the server, so that there is no data loss.



3 Beneficiary

- Click on the beneficiary list option on the homepage to view the list of beneficiaries.
- You may tap on any one of the beneficiaries to view/edit their details.
- To add a new beneficiary, click on the plus button (towards bottom right of the screen).
 - Fill in the required details in the form and tap on add button to add the beneficiary.

The image displays three sequential screenshots of a mobile application's 'Add Beneficiary' form. The first screenshot shows the initial form with fields for Registration No, Name, Parent/Guardian, Relationship, DOB, Age, Gender, Caste, Religion, and Aadhar No. The second screenshot shows the form with dropdown menus for State (Karnataka), District (Chamrajanagar), Block (Chamarajanagar), Hobli (Turuvekere), GP (Ammasandra), Village (new village), Address (address), School/Anganawadi Name (awc), Contact Number 1, Contact Number 2, and Email. The third screenshot shows the 'Weather SHG Member?' toggle set to 'No', and fields for SHG Name, Start Date of SHG, DOJ SHG, Bank Name, SHG Bank Ac No, and Name of the PWD & CWD in the fLy. At the bottom are 'BACK' and 'ADD' buttons.

3.1 Beneficiary Profile

- Tap on a beneficiary to view the details.
- On its next screen, tap on the relevant options to view and edit the details.
- **Basic Profile:** Tap on Basic profile to view the basic profile details of the selected beneficiary. Tap on the edit button on the top right corner of the screen to edit the details.
- **Main Profile:** Tap on the main profile option to view the details. Tap on the edit button on the top right corner of the page to edit the details.
- **SHG Info:** Tap on the SHG info option to view the details. Tap on the edit button on the top right corner of the page to edit the details.
- **Services**

To add/edit/view service details of a beneficiary tap any one of the 4-service option.

- **Health**

Tap on the health option to view health service details and add/edit it.

- **Education**

Tap on the education option to view education service details and add/edit it.

- **Livelihood**

Tap on the livelihood option to view livelihood service details and add/edit it

○ **Social**

Tap on the social option to view social service details and add/edit it

9:41

Beneficiary list

Name: Krishna Raj

Age: 53

Reg No: 5558

Name: Raj

Age: 53

Reg No: 5558

Name: Sree

Age: 53

Reg No: 5558

+

Beneficiary Details

Name : Krishna Priya

Reg No: 5558

Basic Profile

More Profile Details

SHG Info

Health

Education

Livelihood

Social

Health

Screening

Date of Screening

21-03-2022

Assessment

Date of assessment

21-03-2022

Who Did the assessment

Raju

Where was it done

School

Medical Referral

Medical Referral

Yes

Referred to which place

Odisha

Prescription

Write down the Prescription

Education

School Enrollment

Yes

Enrollment No

1582559

Attending classes regularly

Home based

Is the school/class accessible

Yes

Sitting modification

Yes

Access to TLM

Yes

Access to Toilet

Yes

Access to library

Yes

Access to sports activities

Yes

Any Other

xxxxxxx

Weather child is a member of CEC

Yes

Livelihood

Livelihood

Family Livelihood

Wage Employment

Other (Specify)

xxxxxx

Skill Development

Skill development

Yes

When

Mar-2022

Where

Odisha

What

xxxxxx

Financial Services

Financial Services

Yes

When

Mar-2022

Social & Empowerment

Part of any cultural/sports events

Yes

Part of DPO

Yes

Part of any local govt/committee

Yes

What

xxxxxx

Training participated

Yes

What kind of training

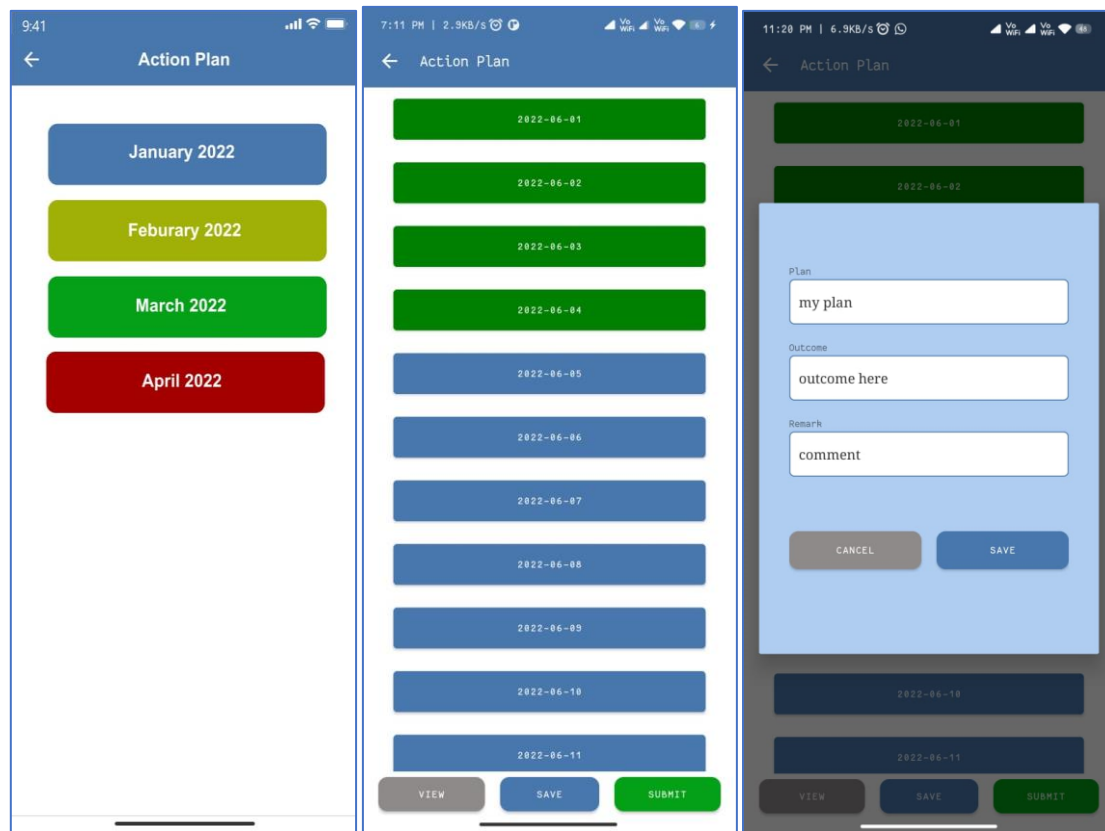
Martial Arts

Where

Odisha

4 Action Plan

- Tap on the action plan option on the homepage to view the action plans.



- On the next screen, you will see month-year listed on the screen with different colour codes
 - Blue: The action plan for that month is in draft stage and is yet to be submitted
 - Yellow: The action plan for that month is submitted and is pending approval from the supervisor
 - Green: The action plan for that month is approved by the supervisor
 - Red: The action plan for that month is sent for rework by the supervisor and is to be edited and submitted again for approval
- Tap on a particular month-year to see details for that month's action plan
 - On the next screen, you will see the dates
 - Blue: No data is recorded for that date
 - Green: Data is present for that date
 - Tap on any date to view the details for that date
 - On the popup window, you may add/edit the details for that particular date
 - After editing/adding details, please click on the save button to save the details
 - After all details are filled in for all dates, click on save button on the bottom of the screen to save the data.
 - If you are finished adding/editing the details, please click on the submit button to submit the action plan for the month for approval.

Note: You can only add/edit the details in the action plan when the status is draft or rework. Once submitted for approval or approved it cannot be edited.

Once the action plan is approved, you may download a pdf copy of the action plan from the view button. Download is possible only during internet connection availability.

5 Activity Report

- Tap on the activity Report option on the homepage to view the activity reports.

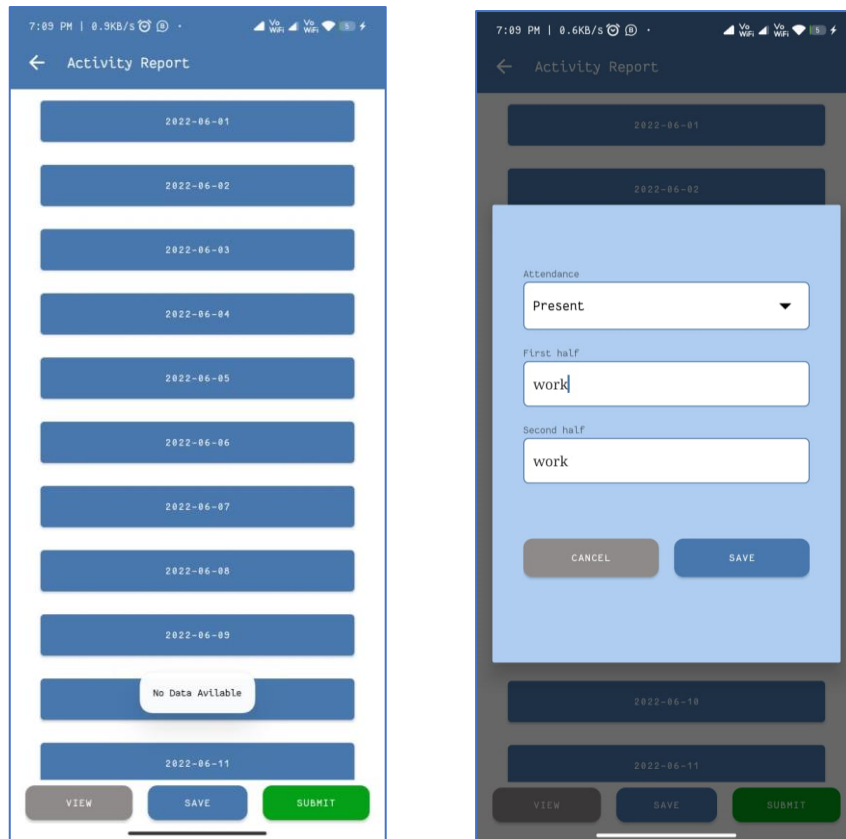
The left screenshot shows the 'Activity Report' screen with a list of months: January 2022 (blue), February 2022 (yellow), March 2022 (green), and April 2022 (red). The right screenshot shows the 'June 2022' report form with input fields for various activities, each containing the number '5'. The form has 'SAVE' and 'NEXT' buttons at the bottom.

- On the next screen, you will see month-year listed on the screen with different colour codes
 - Blue: The activity report for that month is in draft stage and is yet to be submitted
 - Yellow: The activity report for that month is submitted and is pending approval from the supervisor
 - Green: The activity report for that month is approved by the supervisor
 - Red: The activity report for that month is sent for rework by the supervisor and is to be edited and submitted again for approval
- Tap on a particular month-year to see details for that month's activity report
 - On the next screen, you will see the summary page.
 - Tap on next to go to the next screen where you will see the dates
 - Blue: No data is recorded for that date (no attendance is marked)
 - Green: Attendance is marked for that day
 - Tap on any date to view the details for that date
 - On the popup window, you may add/edit the details for that particular date
 - After editing/adding details, please click on the save button to save the details
 - After all details are filled in for all dates, click on save button on the bottom of the screen to save the data.

- If you are finished adding/editing the details, please click on the submit button to submit the activity report for the month for approval.

Note: You can only add/edit the details in the activity report when the status is draft or rework. Once submitted for approval or approved it cannot be edited.

Once the activity report is approved, you may download a pdf copy of the activity report from the view button. Download is possible only during internet connection availability.



6 Attendance

- Tap on the attendance option on the homepage to submit your attendance for that day
- On the next screen, tap on the Clock in button to submit your clock in time.
- When you leave office or finish work for that day, tap on the clock out button to submit your clock out time.

Note: GPS location will be captured when you clock in and clock out time.

