

Go to:

http://10.5.0.55/office_mobile_app_manager/index.php

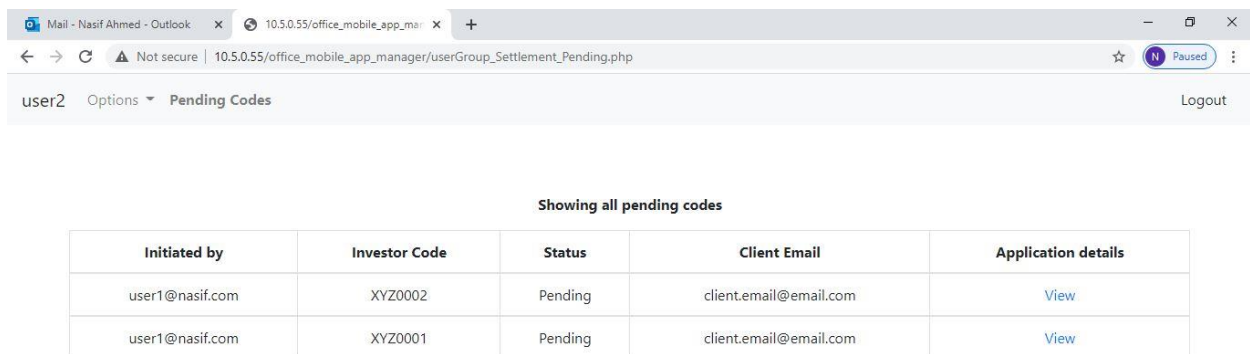
This system allows you to approve client mobile applications. Read through this manual before using the system.

Login using your email id and given password.

Your main tasks

1. Verify mobile applications and approve
2. Request to Reupload a document if any problem found.

Go to “Options” on top left, click “Pending Codes”



The screenshot shows a web browser window with the URL `10.5.0.55/office_mobile_app_manager/userGroup_Settlement_Pending.php`. The page header includes a user profile 'user2', a dropdown menu 'Options', and a link 'Pending Codes'. A 'Logout' link is in the top right. The main content area is titled 'Showing all pending codes' and contains a table with two rows of pending applications.

Initiated by	Investor Code	Status	Client Email	Application details
user1@nasif.com	XYZ0002	Pending	client.email@email.com	View
user1@nasif.com	XYZ0001	Pending	client.email@email.com	View

Pic-1: Pending Codes.

Click On “View “ to see application details.

The screenshot shows a web browser window with the following details:

- Investor Code:** XYZ0002
- Client Email:** client.email@email.com
- Opening Date:** 2020-12-22 13:29:04
- View Application:** Document (button)
- Present Status:** Pending
- Update Status:** Please Select (dropdown menu)
- Remarks:** Enter remarks if any... (text area)
- Update:** (button)

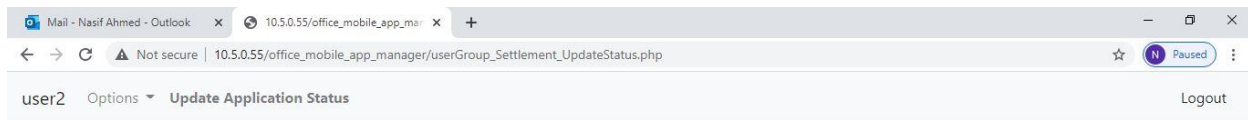
Pic-2:Application Details

View the document by clicking on “Document” button. Check the document for all the necessities.

If everything is okay Update the status from the “Update Status” dropdown, select Approve and click “Update”.

If the document is not okay Update the status from the “Update Status” dropdown, select “Re-upload”, type the reason for not approving in the remarks and click “Update”.

If the status is updated successfully following message will be displayed.



Pic-3: Application Status Update

If you don't see this message after updating the status contact IT Admin.

Other optional tasks:

- At any time to check any code status use the search option.
- Frequently check reupload requested from "Options" and ask the uploader to reupload the document if not reuploaded.
- Change your password after first login