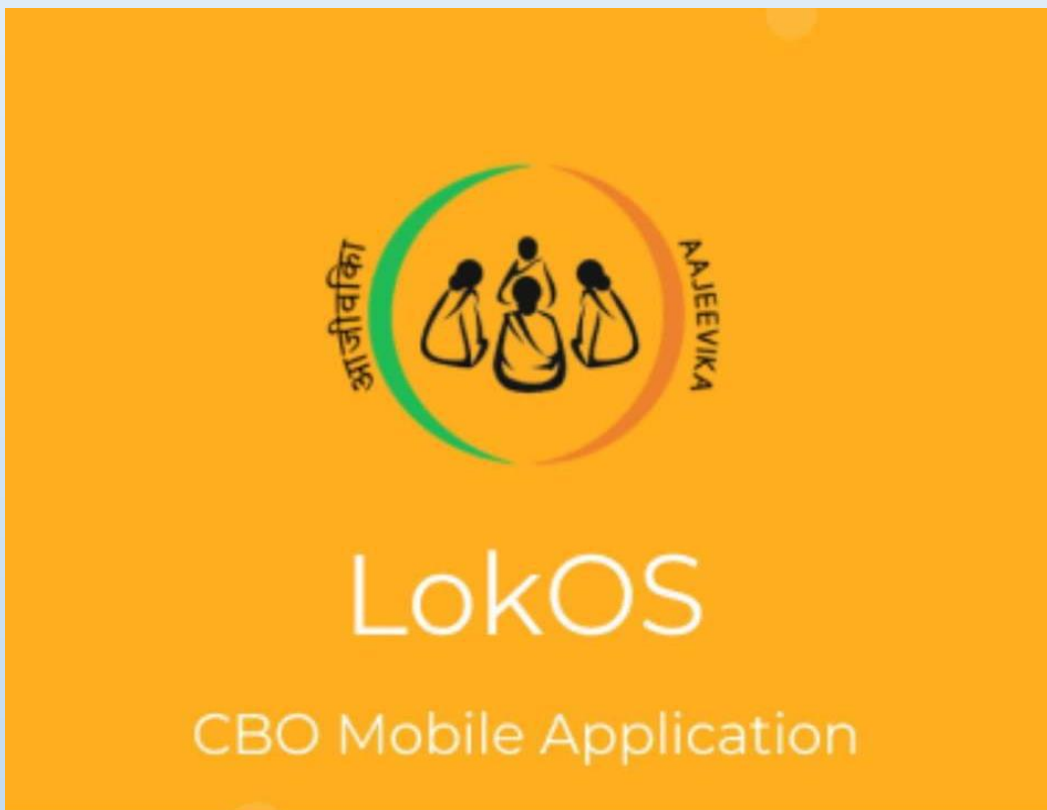




# LokOS Mobile Application



User Manual - SHG Module

# Module 1: Application Download

## Content

- Hardware Requirements
- Application Download Through link
- Permission For Installation
- Application Installation process

# Hardware Requirements

## Android Smart Phone



## Android Smart Phone Specification Minimum Requirement

The smart phone would have at least a 5.5" screen, with about 2GB of free memory & RAM and be running minimum Android versions released in 2018 (Referred to as Android 9PPR1.180610.011 as the base Operating System.) Tested on Redmi 6A (9PPR1.180610.011)



# How to Download Mobile Application on Your Phone

Application will be shared through email or WhatsApp

## APK file and access information:

1. Apk 115 can be downloaded from the following DRIVE link:

File Name: 115. LokOS\_Beta\_CUG\_26Mar21\_115.apk

[https://drive.google.com/file/d/1vBF9MuTBHewnIYt79u7s0bD3lPzc\\_e/view?usp=sharing](https://drive.google.com/file/d/1vBF9MuTBHewnIYt79u7s0bD3lPzc_e/view?usp=sharing)



Click on drive link- The user can download the mobile Application

## APK file and access information:

1. Apk 115 can be downloaded from the following DRIVE link:

File Name: 115. LokOS\_Beta\_CUG\_26Mar21\_115.apk

[https://drive.google.com/file/d/1vBF9MuTBHewnIYt79u7s0bD3lPzc\\_e/view?usp=sharing](https://drive.google.com/file/d/1vBF9MuTBHewnIYt79u7s0bD3lPzc_e/view?usp=sharing)



115. LokOS\_Beta\_CUG\_26Mar21\_115.apk

0.55 of 9.15 MB (6%) loaded

After downloading the mobile application, the installation process will start in your mobile.

# Allow Permission for Installation



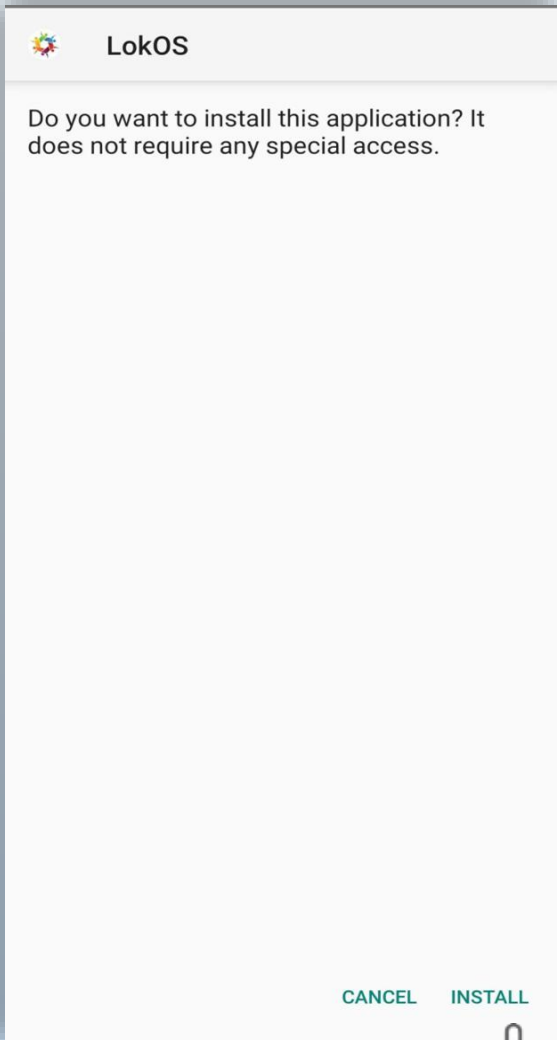
Click Setting

To allow the Install from Unknown Sources option



Click "Allow from this source"

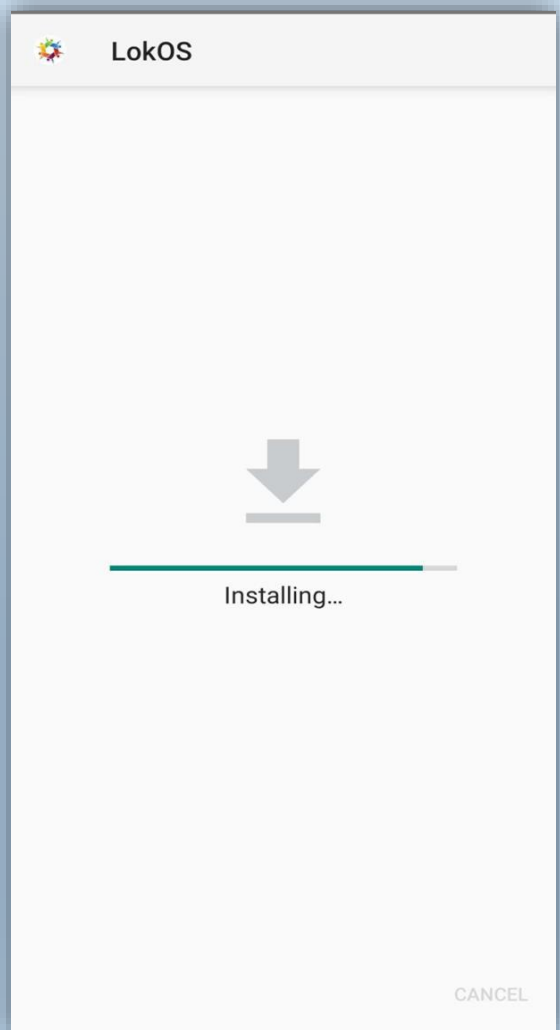
# Application Installation Process



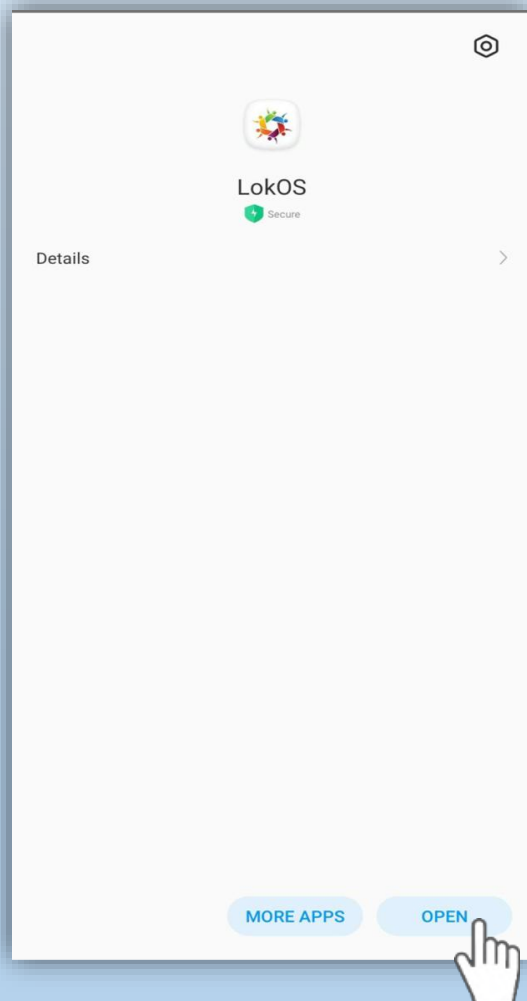
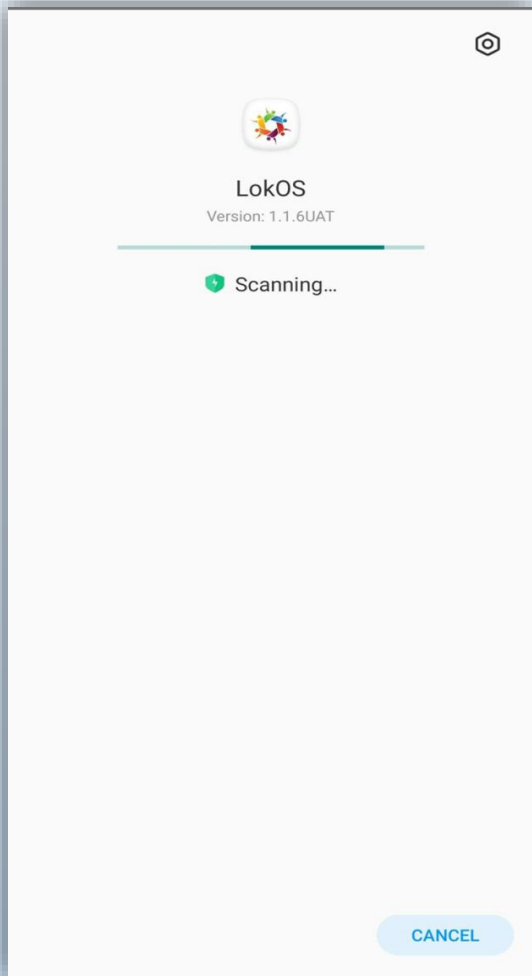
Click to Install

## Note :

When installation is in progress , Please don't press back button or refresh the screen



# Application Installation Process in Mobile Cont...



Click to Open

# LokOS Application Starting Module

## Permissions And Login

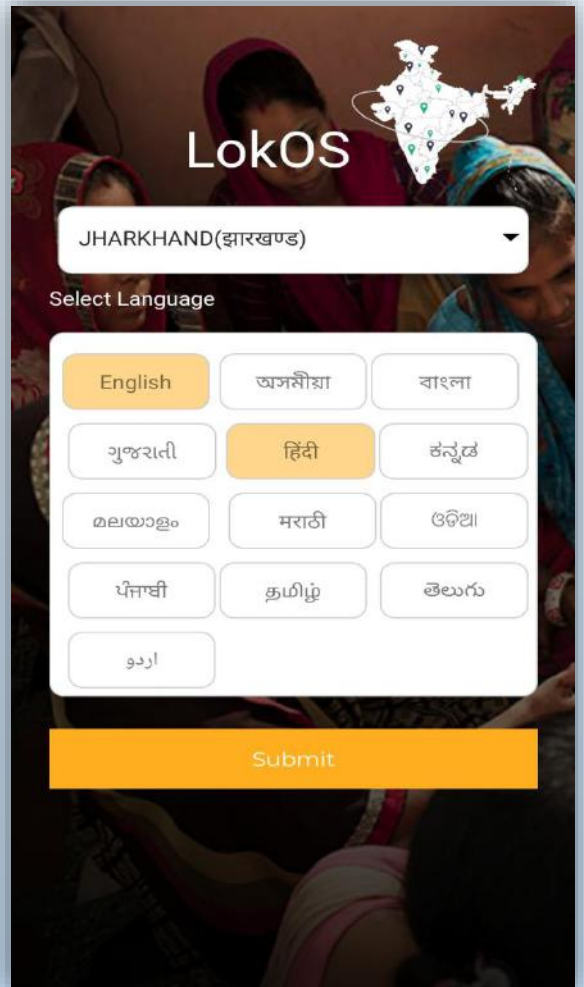
### **Content**

- Start Using LokOS App
- Permission Pop- Up
- Generate Mobile Pin



# Start Using LokOS App

## Select State and Language



- Select state and language both are mandatory.
- User have to select one more language other than 'English' because two languages are mandatory to login.
- After selected both language users will land on the login page.

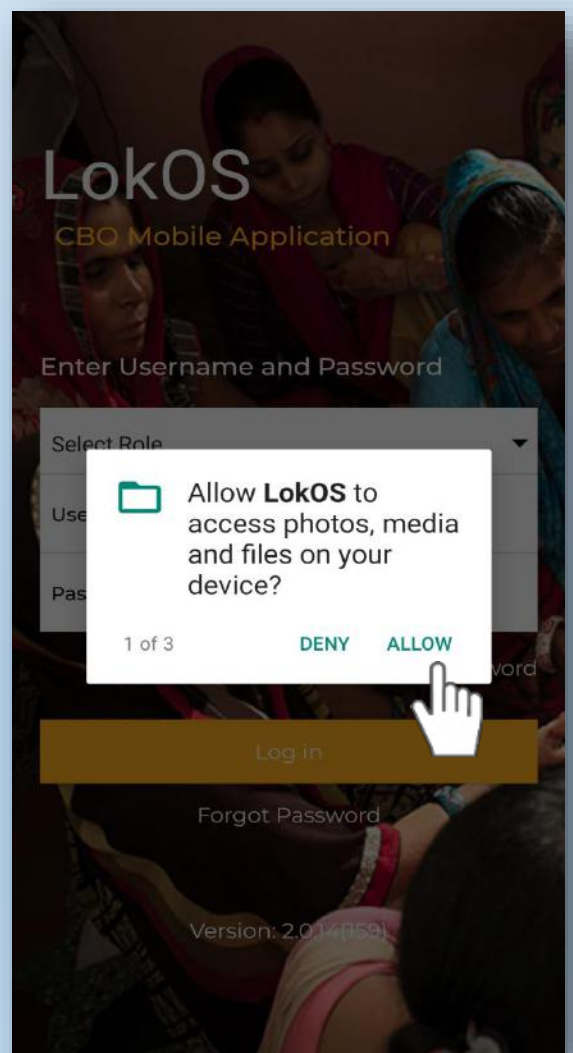
# Permission Pop- Up



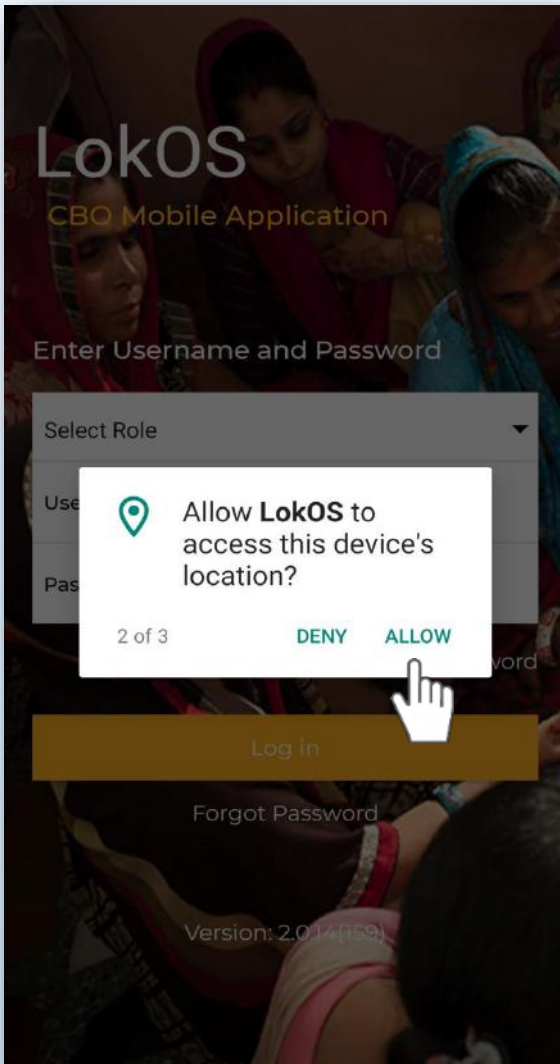
Click Yes for Language

Click Allow for Media

**Without this permission the app is unable to access your media**



# Permission Pop- Up Cont...

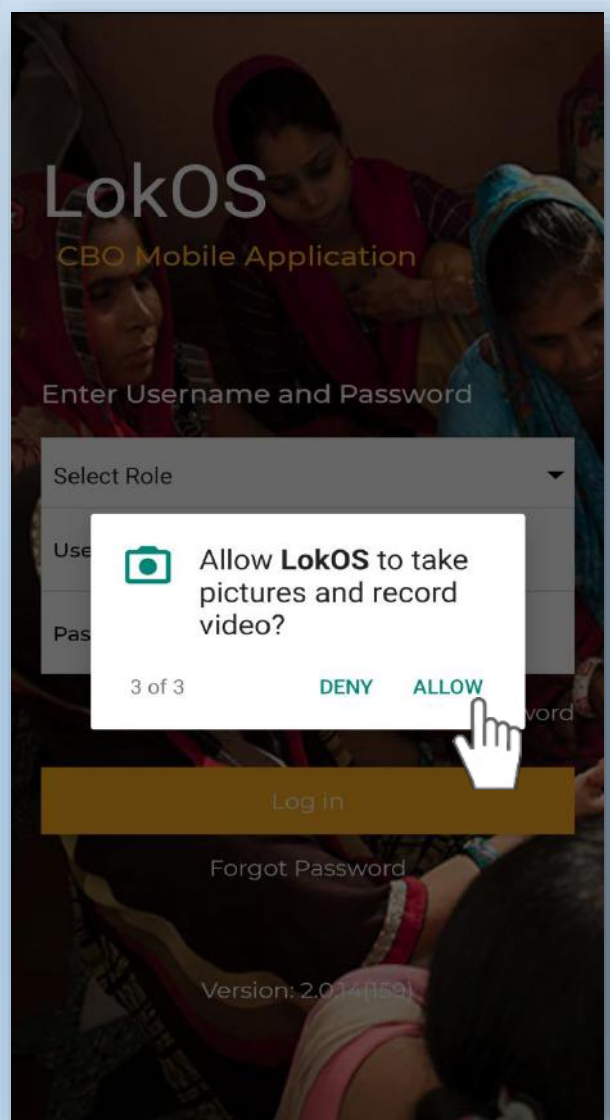


Click Allow for Location

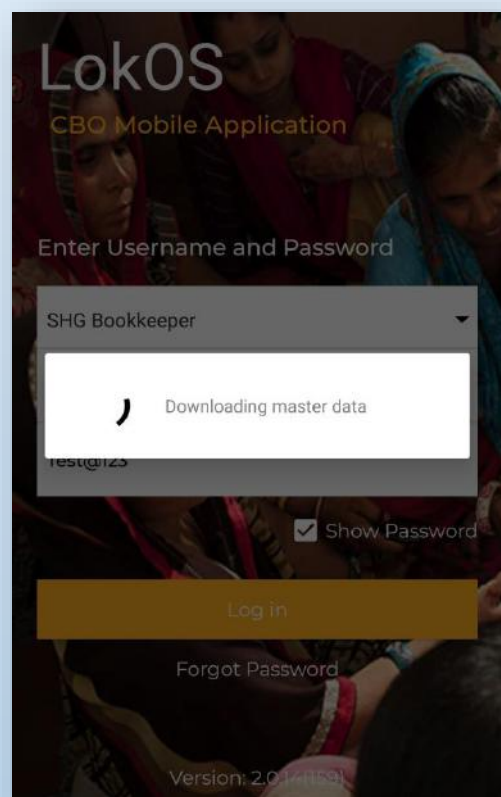
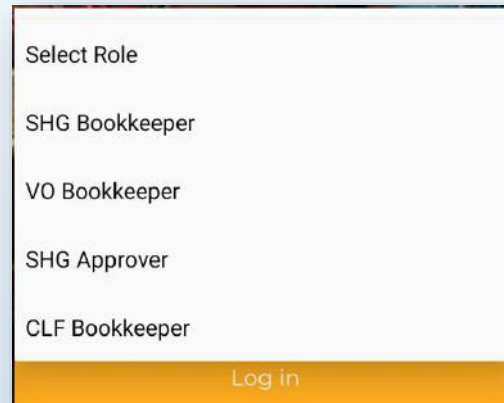
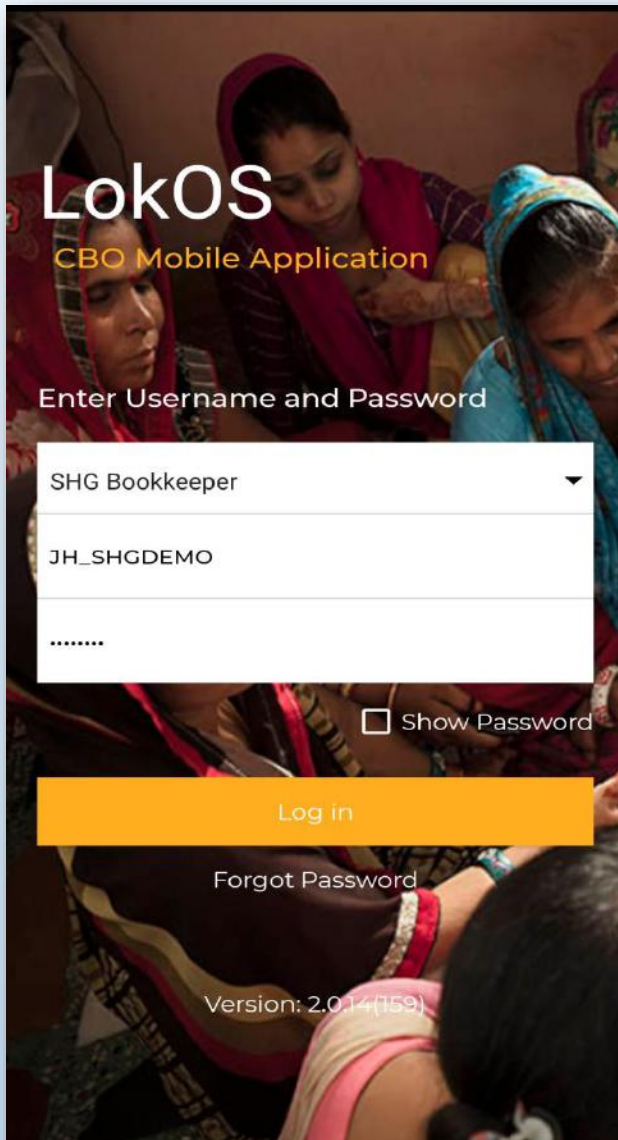
**Without this permission the app is unable to access your device location**

Click Allow for Camera

**Without this permission the app is unable to access your camera**



# Login Screen

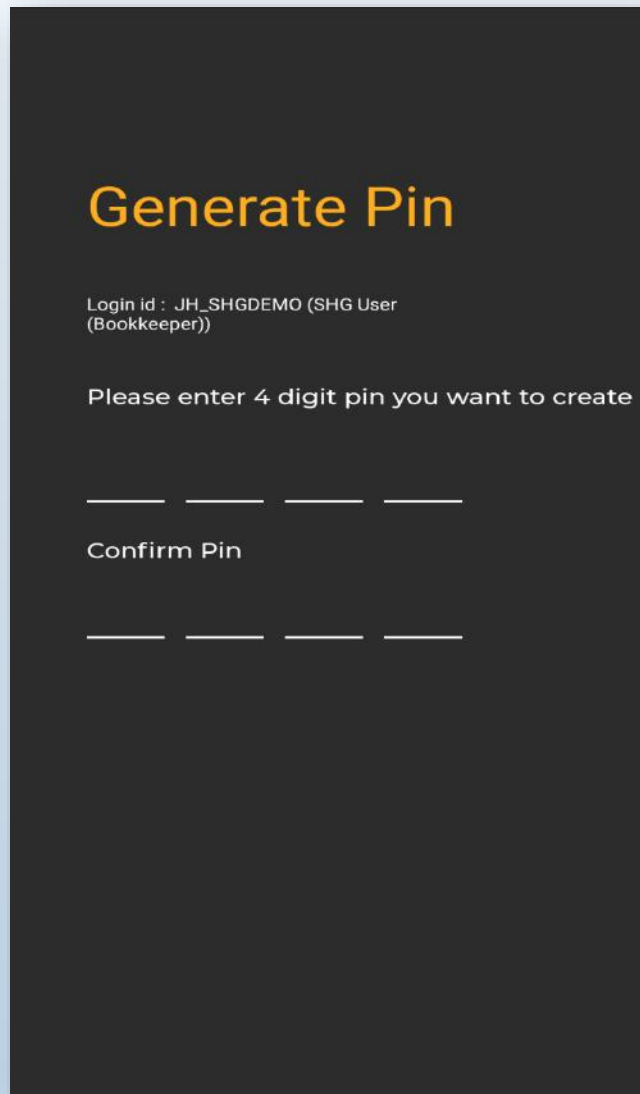


## Login – SHG (Based on user rights)

- User choose her role.
- Enter valid username and password for login.
- All master data will be downloaded on click.
- After that user can login successfully.

Network connection must be on to complete the login process.

# Generate Mobile Pin

A screenshot of a mobile application interface for generating a PIN. The background is dark grey. At the top, the title 'Generate Pin' is displayed in a bold, orange font. Below the title, the login information 'Login id : JH\_SHGDEMO (SHG User (Bookkeeper))' is shown in a small, white font. A prompt 'Please enter 4 digit pin you want to create' is displayed in white. Below the prompt, there are four white horizontal lines for entering the PIN digits. Underneath these lines, the text 'Confirm Pin' is shown in white. At the bottom, there are another four white horizontal lines for confirming the PIN.

**Generate Pin**

Login id : JH\_SHGDEMO (SHG User (Bookkeeper))

Please enter 4 digit pin you want to create

\_\_\_\_\_

Confirm Pin

\_\_\_\_\_

- After successfully login user have to generate the 4 digits PIN on his mobile to access offline application.
- The M-pin will be linked to the mobile & application and will be stored in local database to use for offline entry.
- Only digits are allowed (0 to 9)
- Both pin should be same for successful pin creation.

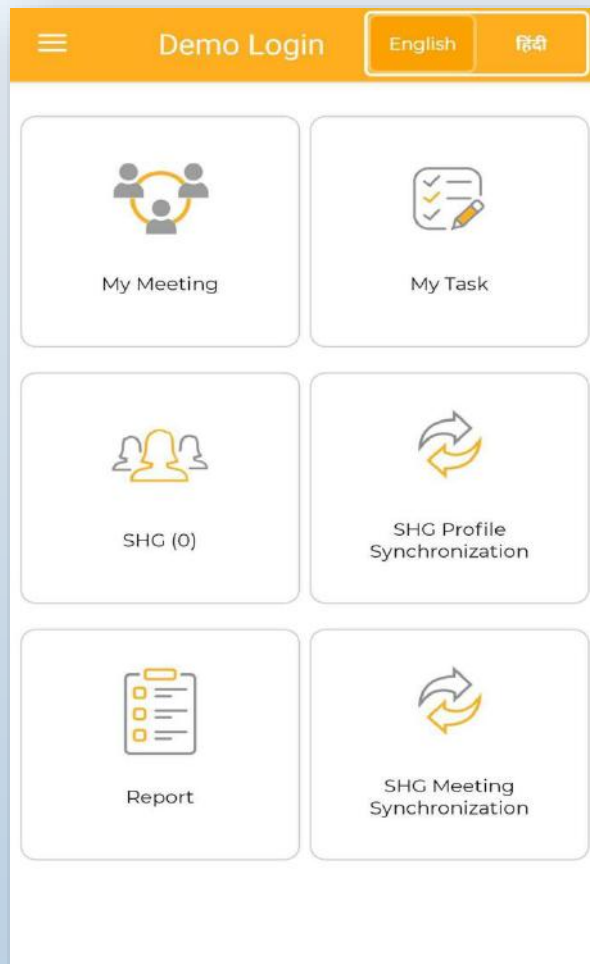
# SHG Profile Entry

## Content

- Activity Menu Screen for the User
- SHG Home Screen
- Change Role Process
- Synchronization
- Creation of New SHG
- SHG Basic Details Screen- Top Icons
- Entry of SHG Basic Profile
- Entry of SHG Address
- Entry of SHG Bank
- Entry of SHG System Tag ID
- SHG View Screen



# Activity Menu Screen for the User

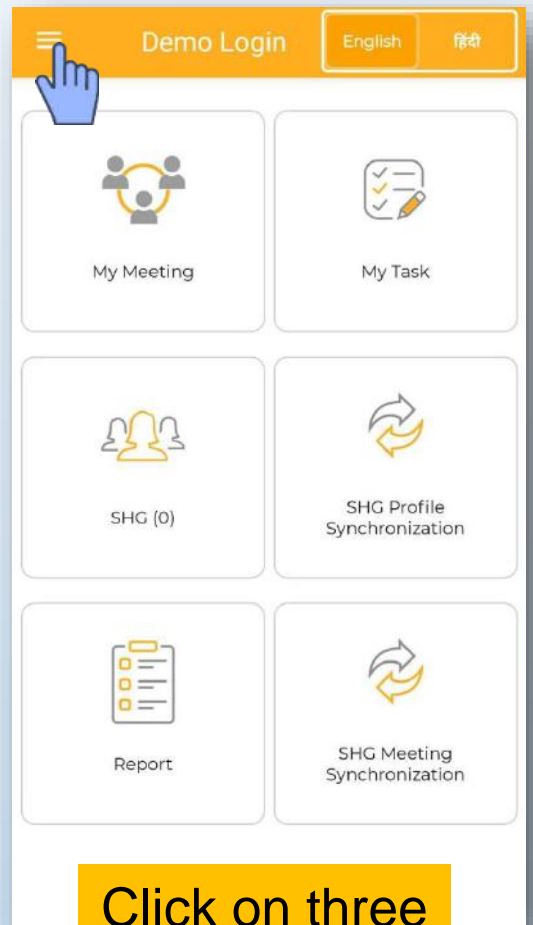
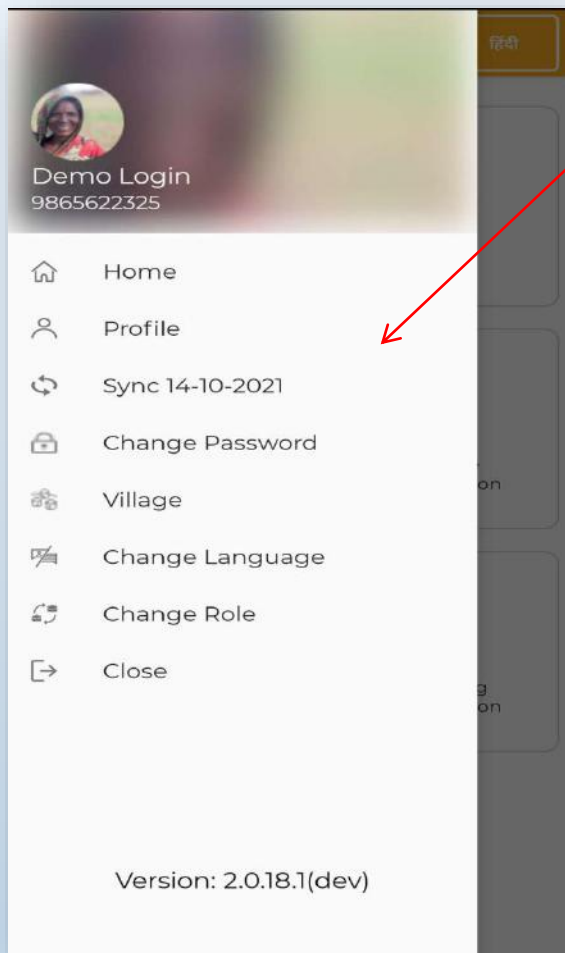


The user can access following activities here -

- My Meeting
- My Task
- SHG
- SHG Profile Synchronization
- Report
- SHG Meeting Synchronization

The use of these menu items are given in upcoming slides

# SHG Home Screen



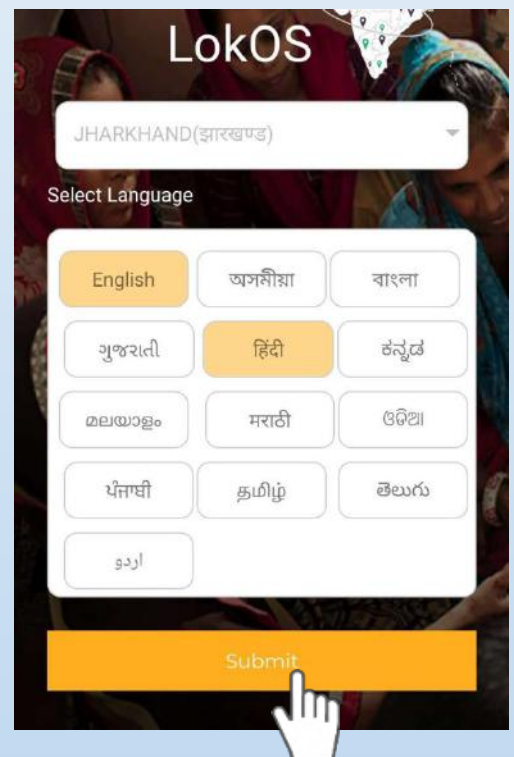
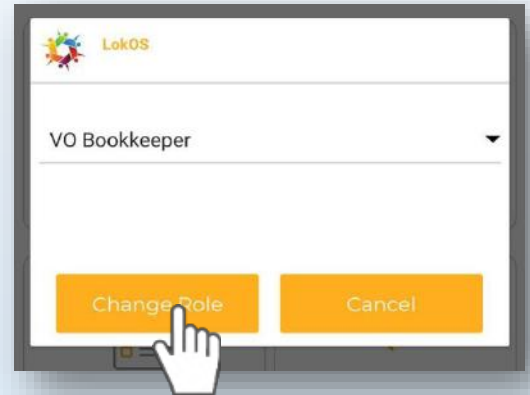
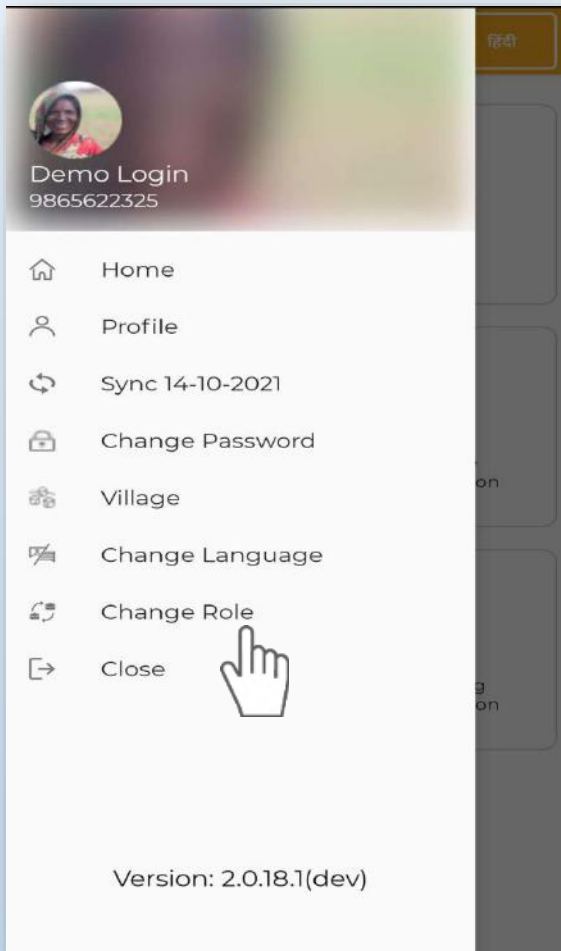
Click on three horizontal lines

## Menu Slider Button Screen

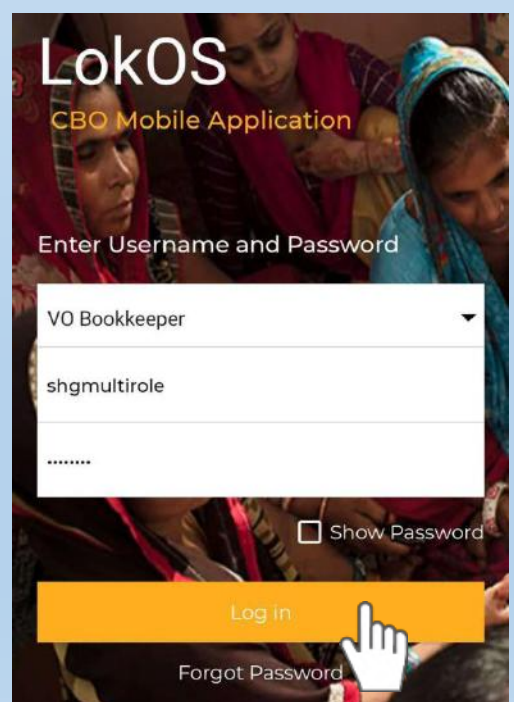
- Home: The user will land to home page.
- Profile: The user will land to Profile page.
- Sync: The user will see last sync date.
- Change password: The user can change password.
- Village: The user can view or change selected village.
- Change Language: The User can change language.
- Change Role : User change Bookkeepers role.
- Close: The user will exit from the application.



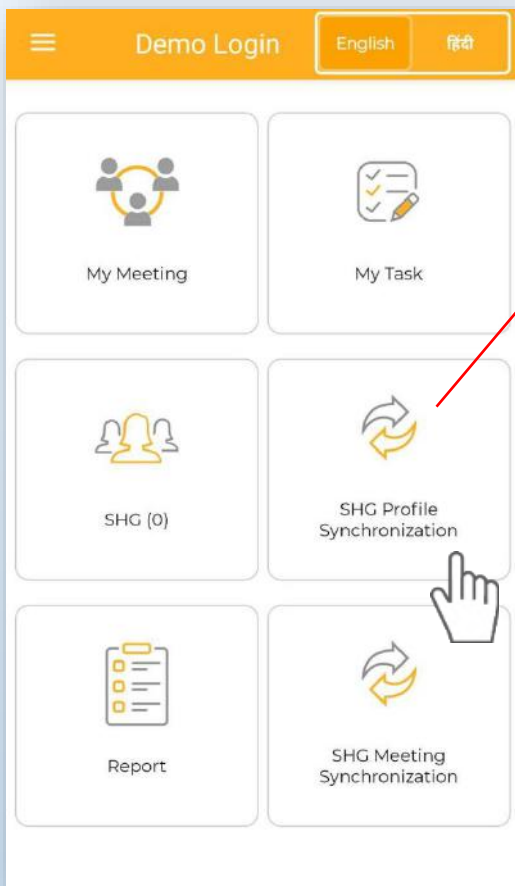
# Change Role Process



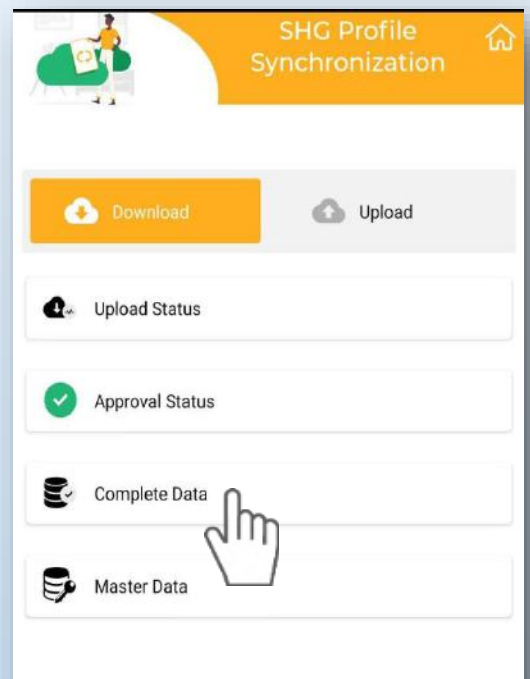
- Click on Change Role
- Select the role and click on Change Role
- State will come automatically
- Select the language and click on "Submit button"
- Login ID Password will be come automatically then click on "Log in".



# Synchronization



Click on  
SHG profile Sync



When user login first time then  
Click to “Download complete Data” button  
If any SHG linked with this user it will download on  
mobile

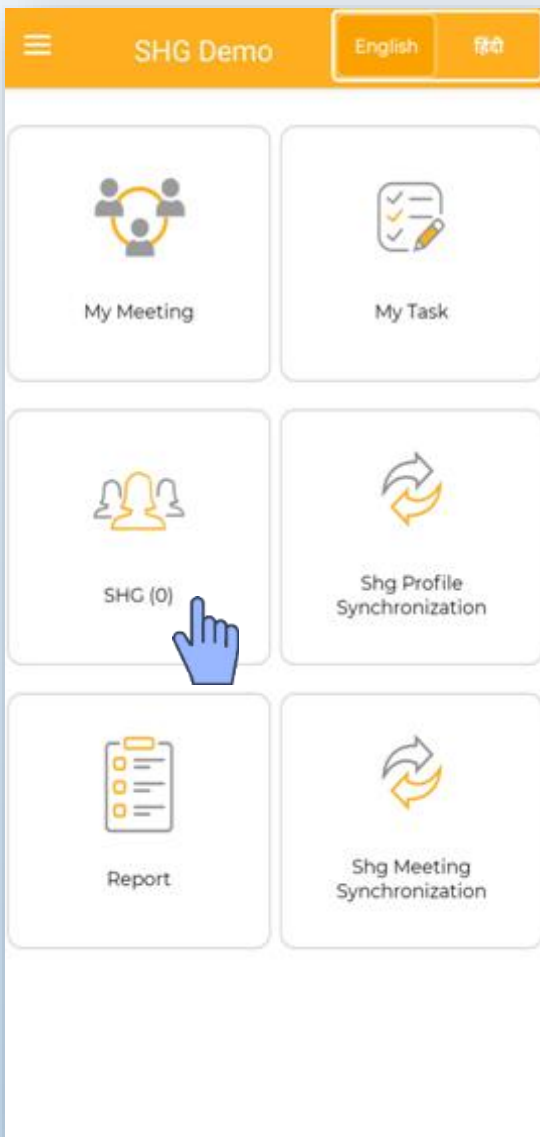
**Master Data Download:** All Master will download when click on.

**Use the button below if needed**

**Download Approval Status:** When BPM perform Activation and deactivation from web, click on Download Approval status button download the status.

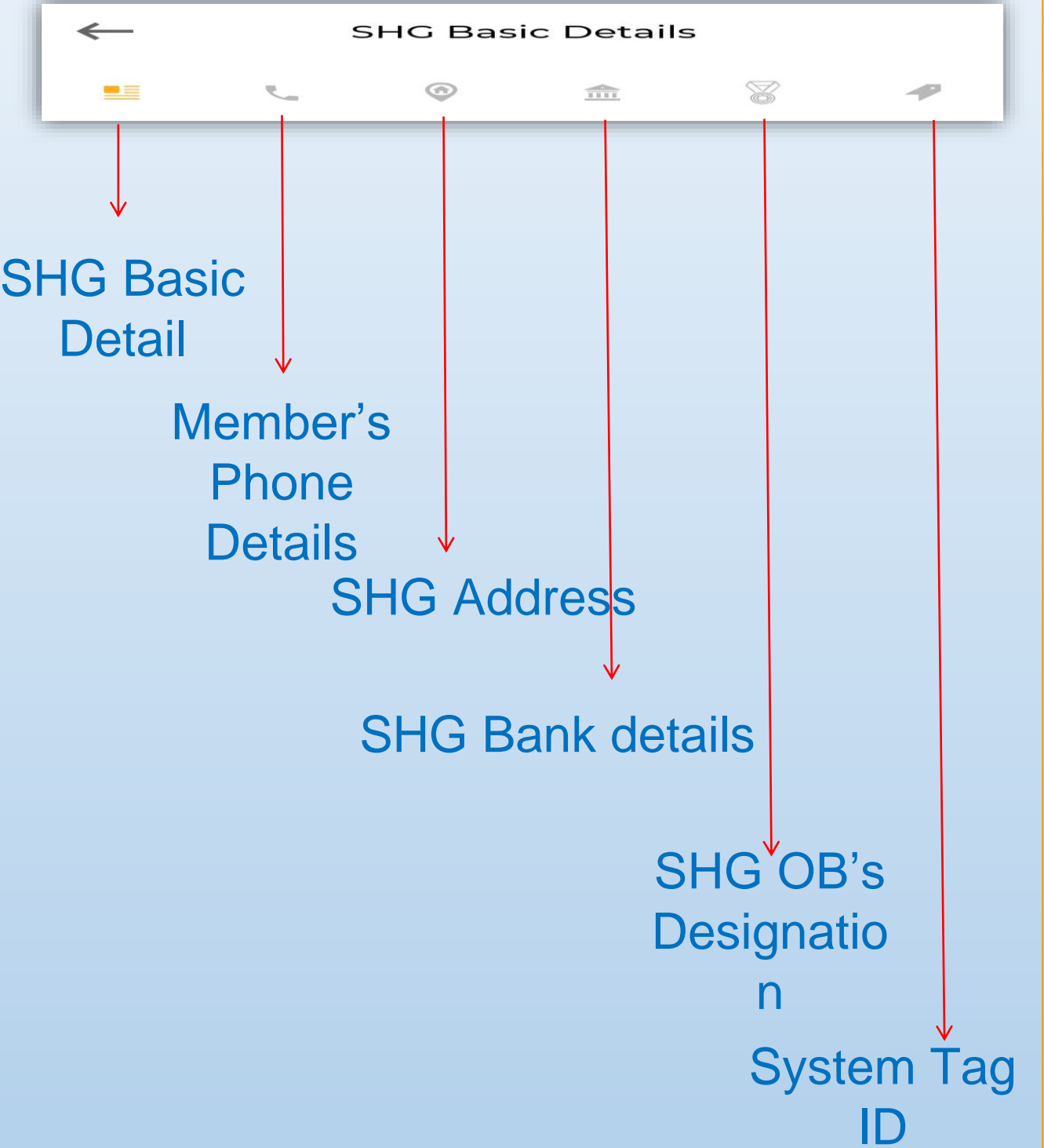
**Download upload Status:** Download all uploaded SHG's

# Creation of New SHG



- The user will be able to create, view & edit SHGs by clicking SHG.
- SHG (0): 0 is the number of SHG already created.
- A list of existing SHGs in the system will be displayed on SHG screen.
- The user can create new SHG by clicking '+' Button.

# SHG Basic Details Screen- Top Icons



# Entry of SHG Basic Profile: 1

SHG Basic Details

SHG Name\*

Type here...

➤ Type SHG Name

Grampanchayat\*

RATU EAST

➤ Select Gram Panchayat from drop down

Village\*

KATHITANR

➤ Select village from drop down

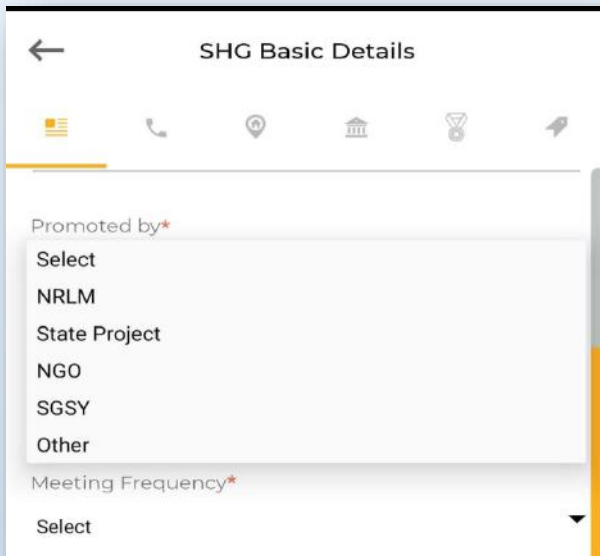
Formation Date\*

dd-mm-yyyy

➤ Enter date of formation

# Entry of SHG Basic Profile: 2

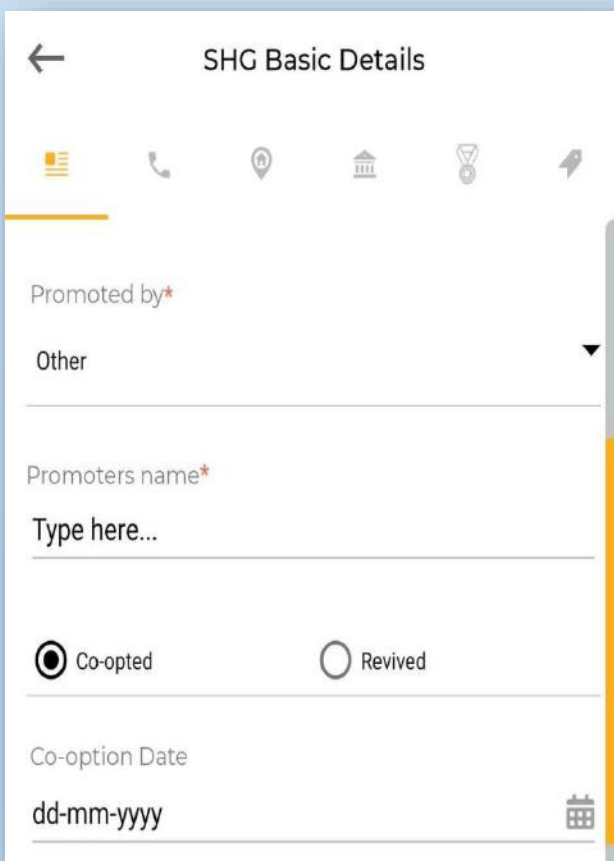
## Enter Promotor Detail



The screenshot shows the 'SHG Basic Details' form. The 'Promoted by\*' field is open, displaying a dropdown menu with the following options: Select, NRLM, State Project, NGO, SGSY, and Other. Below this, the 'Meeting Frequency\*' field is visible with a 'Select' option.

- Select promoted by
  - NRLM
  - State Project
  - NGO
  - SGSY
  - Other

If promoted by NGO & Other the name of Promotor is mandatory



The screenshot shows the 'SHG Basic Details' form. The 'Promoted by\*' field is set to 'Other'. Below it, the 'Promoters name\*' field is active with the placeholder text 'Type here...'. Further down, there are two radio button options: 'Co-opted' (selected) and 'Revived'. At the bottom, the 'Co-option Date' field is visible with the placeholder 'dd-mm-yyyy' and a calendar icon.

- Enter Promoter's name
- Select Co- Opted Or Revived
- Enter Co-option/ Revived date

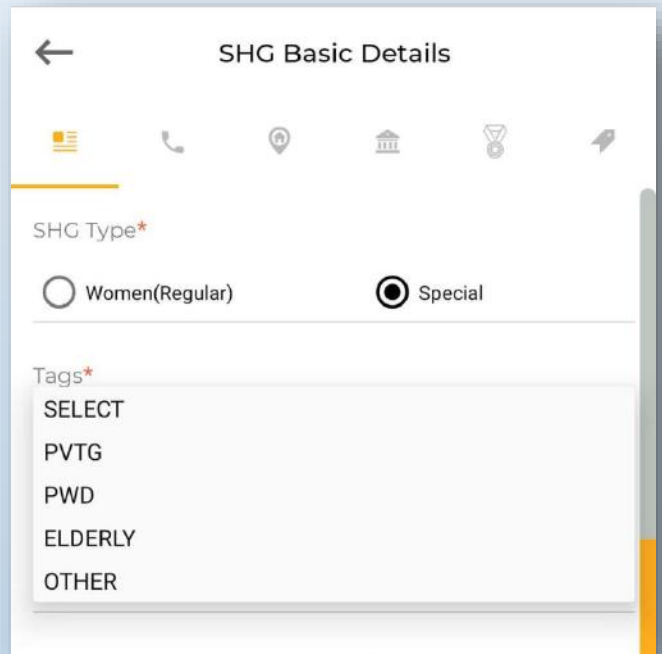
# Entry of SHG Basic Profile: 3

## Select SHG Type

- Women(Regular)
- Special

If 'Special' is selected then select tag from option given below

- PVTG
- PWD
- Elderly
- Other (other specify)



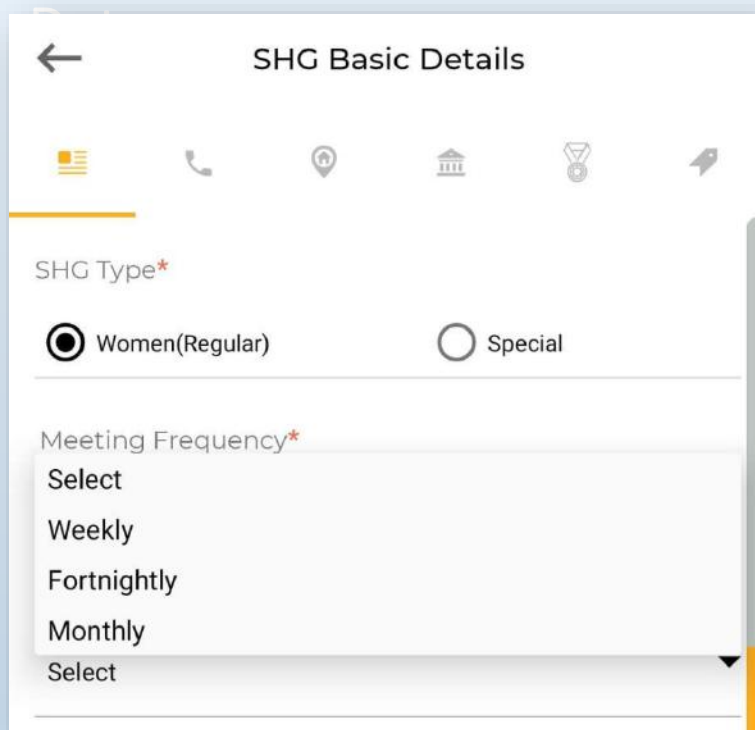
The screenshot shows a mobile application interface for 'SHG Basic Details'. At the top, there is a back arrow and the title 'SHG Basic Details'. Below the title is a navigation bar with icons for a list, phone, location, building, medal, and a share icon. The main form has two sections: 'SHG Type\*' and 'Tags\*'. The 'SHG Type\*' section has two radio buttons: 'Women(Regular)' and 'Special'. The 'Special' radio button is selected. The 'Tags\*' section has a dropdown menu with the following options: 'SELECT', 'PVTG', 'PWD', 'ELDERLY', and 'OTHER'.

- PVTG SHG: Age Group- 18+, Gender- F/Trans, PVTG households.
- PWD SHG: Age Group- PWD from birth onwards, Gender- M/F/Trans.
- Elderly SHG(Old Age group): Age Group- 55+, Gender male/female/Trans.
- Other SHG: Other than above, Please

Specify

## Entry of SHG Basic Profile: 4

Select Meeting Day or



The screenshot shows a mobile application interface for 'SHG Basic Details'. At the top, there is a back arrow and the title 'SHG Basic Details'. Below the title is a horizontal row of six icons: a flag, a telephone, a location pin, a building, a medal, and a paper plane. The 'SHG Type\*' field has two radio button options: 'Women(Regular)' (which is selected) and 'Special'. Below this, the 'Meeting Frequency\*' field has a dropdown menu open, showing the following options: 'Select', 'Weekly', 'Fortnightly', 'Monthly', and 'Select' at the bottom. The dropdown menu has a yellow bar at its base.

### Weekly

- Choose any meeting day from Monday to Sunday

### Fortnightly

- First Meeting- Choose any meeting day in First or Second week, or you can choose a date.
- Second Meeting – It will be automatically calculated by the system by adding 14 days in the first meeting.

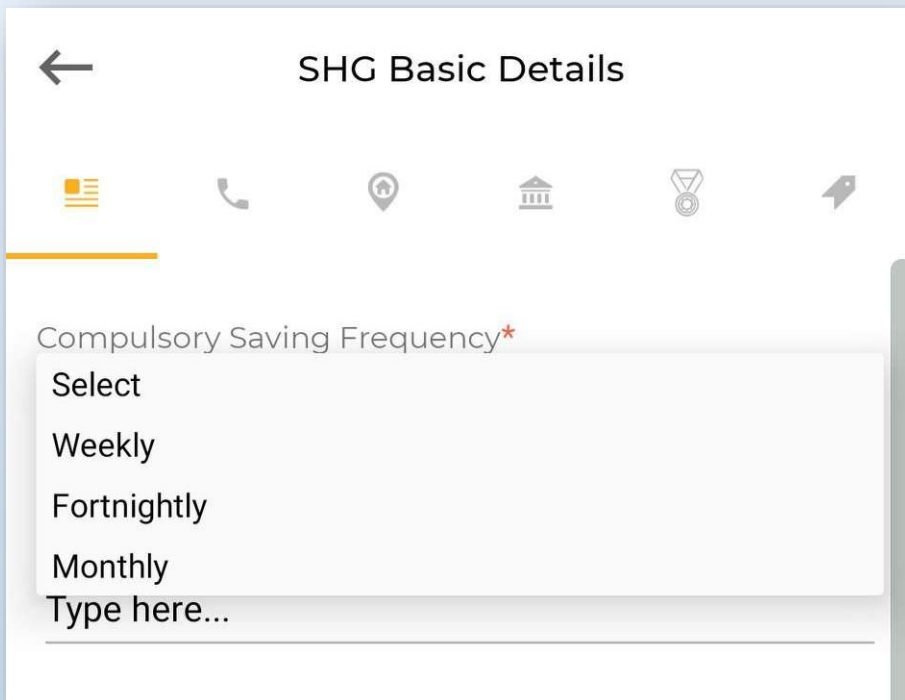
### Monthly

- Choose any meeting day in First, Second, Third, Fourth and Last week, or you can choose a date.



# Entry of SHG Basic Profile: 5

## Select Saving Frequency



The screenshot shows a mobile application interface for 'SHG Basic Details'. At the top, there is a back arrow and the title 'SHG Basic Details'. Below the title is a horizontal bar with six icons: a list, a phone, a location pin, a bank, a medal, and a share icon. The 'List' icon is selected and highlighted with an orange underline. Below this bar, the form has a section titled 'Compulsory Saving Frequency\*' with a red asterisk. A dropdown menu is open, showing the following options: 'Select', 'Weekly', 'Fortnightly', 'Monthly', and 'Type here...'. The 'Type here...' option is at the bottom of the dropdown and has a text input field below it.

## Compulsory Saving Frequency Weekly, Fortnightly, Monthly

- Auto-populated same as Frequency of meeting.
- The user can change it in Weekly, Fortnightly, or Monthly.
- **Weekly meeting-** the Saving frequency can be weekly, fortnight or monthly.
- **Fortnightly Meeting-** the saving frequency can be fortnight or monthly.
- Select **monthly**, the Saving Frequency can be monthly only.

# Entry of SHG Basic Profile: 6

## Enter Compulsory and Voluntary

Saving

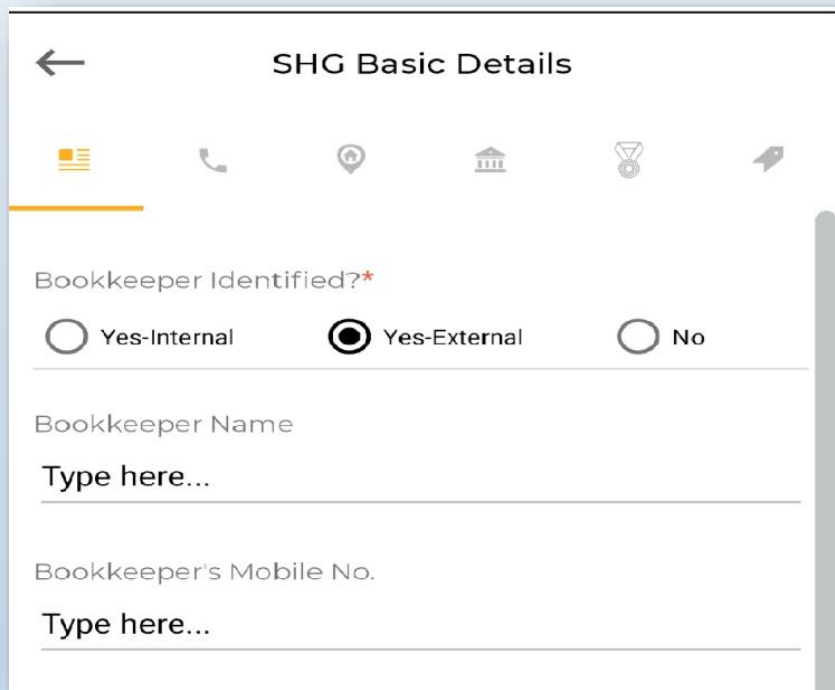
The screenshot shows a mobile application interface for entering SHG Basic Details. At the top, there is a back arrow and the title "SHG Basic Details". Below the title is a horizontal bar with six icons: a flag, a phone, a location pin, a building, a medal, and a paper plane. The form contains the following fields:

- Compulsory Saving Amount\***: A text input field with the placeholder "Type here..."
- Compulsory Saving Interest Rate (Annual) %**: A text input field with the value "0"
- Voluntary Saving**: A section with two radio buttons, "Yes" (selected) and "No"
- Voluntary Saving interest rate (Annual) %**: A text input field with the placeholder "Type here..."

- Enter compulsory saving amount
- Enter compulsory saving rate of Interest (Annual)-
- Select voluntary saving **Yes Or No**
  - If Yes, then enter voluntary saving Rate of Interest
- Rate of Interest on voluntary saving is entered annually - .

# Entry of SHG Basic Profile: 7

## Enter Book- Keeper Detail



The screenshot shows a mobile application interface for 'SHG Basic Details'. At the top, there is a back arrow and the title 'SHG Basic Details'. Below the title is a horizontal bar with six icons: a flag, a phone, a location pin, a building, a medal, and a paper plane. The first icon, the flag, is highlighted with an orange underline. Below this bar, the form contains the following fields:

- Bookkeeper Identified?\***: A section with three radio button options: 'Yes-Internal', 'Yes-External' (which is selected), and 'No'.
- Bookkeeper Name**: A text input field with the placeholder text 'Type here...'.
- Bookkeeper's Mobile No.**: A text input field with the placeholder text 'Type here...'.

## Bookkeeper Identified

- **Yes-Internal**

Select SHG member name as bookkeeper and mobile number from drop-down menu.

**Please enter member profile before the selection of internal bookkeeper.**

- **Yes-External**

Type bookkeeper name and mobile number

- **No**

No Bookkeeper Identified so nothing will entered.

# Entry of SHG Basic Profile: 8

## Enter Livelihood Profile of Member, SHG Resolution

Primary Livelihood Activity

Select

Secondary Livelihood Activity

Select


Tertiary Livelihood Activity

Select

Tenure of elected Office Bearers

Enter a value between 12-36 months

SHG resolution copy



Save

Cancel

Click to Save button

Primary Livelihood Activity

Select

Agriculture Activities

Organic Agriculture Activities

Horticulture Activities

Livestock rearing-Dairy

Livestock rearing-Goatery

Livestock rearing-Poultry

Other livestock rearing

Fishery Activities

NTFP Collection

Custom Hiring Centre (CHC)

Manufacturing - Handloom

Manufacturing - Handicraft

Manufacturing - Food Processing

Manufacturing - Others

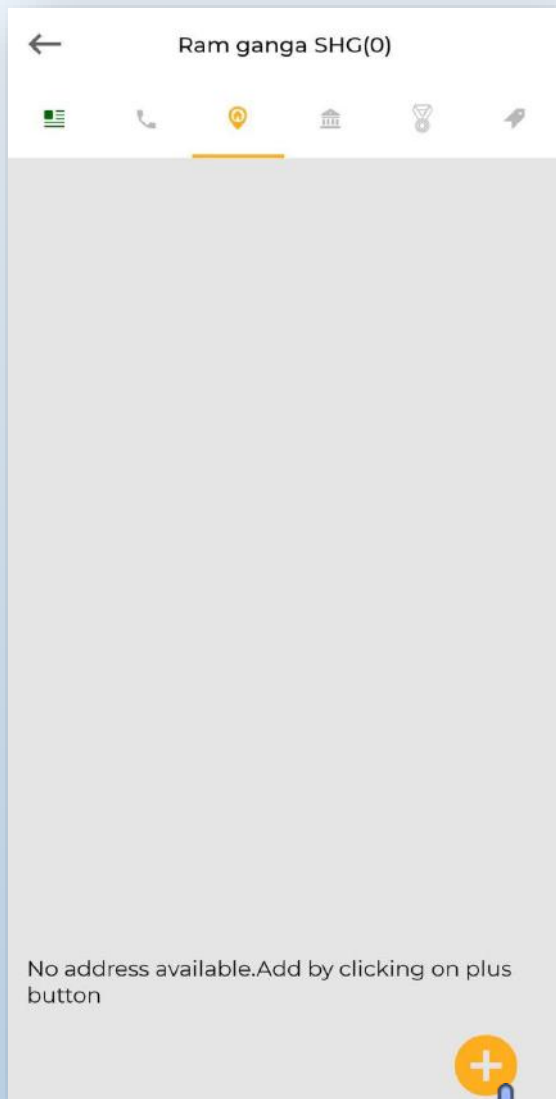
Trading - all types

Services - all types

Activity Type

- Select Primary Livelihood Activity, Secondary Livelihood Activity & Tertiary Livelihood Activity.
- All activities can't be same.
- Select SHG resolution copy (Camera, Image & PDF) and upload.

# Entry of SHG Address



← Ram ganga SHG(0)

Address Line 1\*  
Type here...

Address Line 2  
Type here...

Grampanchayat\*  
RATU EAST

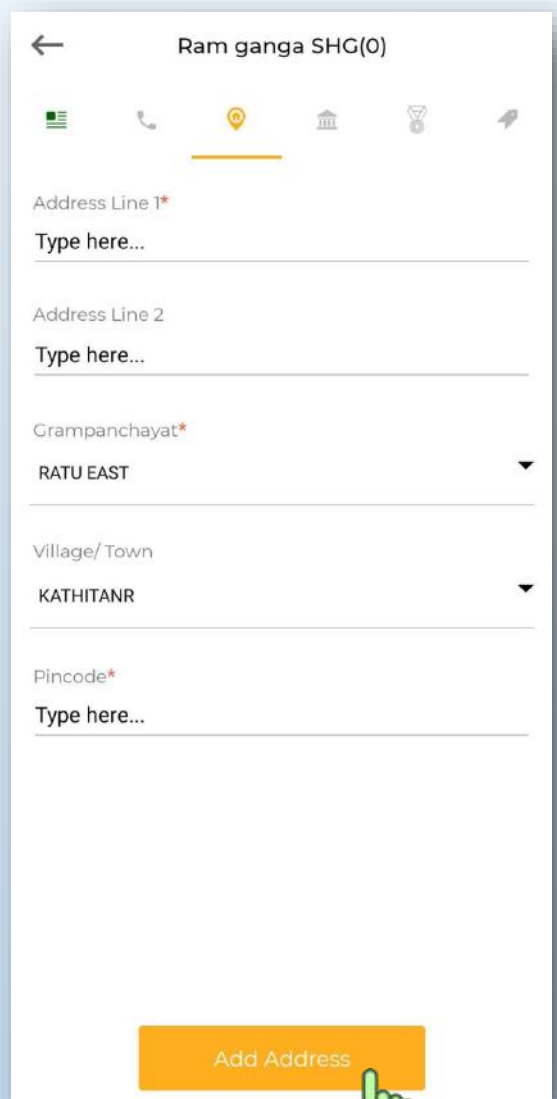
Village/ Town  
KATHITANR

Pincode\*  
Type here...

No address available.Add by clicking on plus button

+

Click to Add New Address



← Ram ganga SHG(0)

Address Line 1\*  
Type here...

Address Line 2  
Type here...

Grampanchayat\*  
RATU EAST

Village/ Town  
KATHITANR

Pincode\*  
Type here...

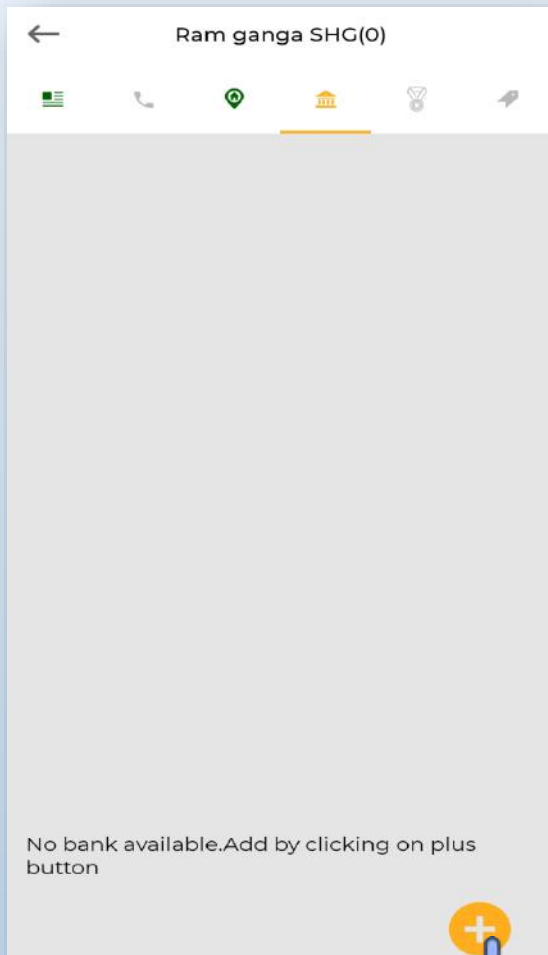
Add Address

Click to Add Address

- Enter Address in Line 1 & Line 2.
- Select Gram Panchayat from drop down.
- Select village from drop down.
- Enter area Pin code.

# Entry of SHG Bank

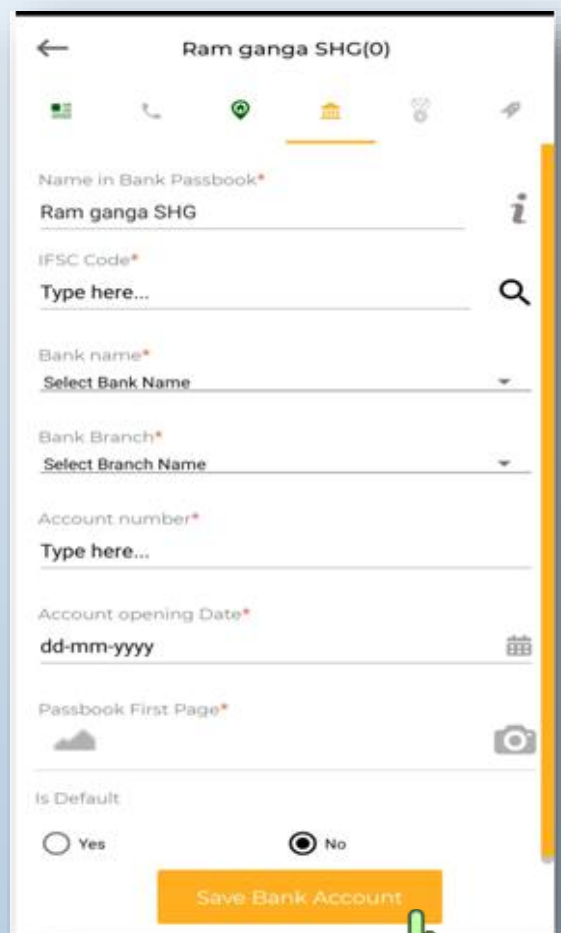
User can enter bank A/c using two options - bank name or search IFSC code (Need internet on)



Ram ganga SHG(0)

No bank available. Add by clicking on plus button

Click to Add New Bank



Ram ganga SHG(0)

Name in Bank Passbook\*  
Ram ganga SHG

IFSC Code\*  
Type here...

Bank name\*  
Select Bank Name

Bank Branch\*  
Select Branch Name

Account number\*  
Type here...

Account opening Date\*  
dd-mm-yyyy

Passbook First Page\*  
[Image Placeholder]

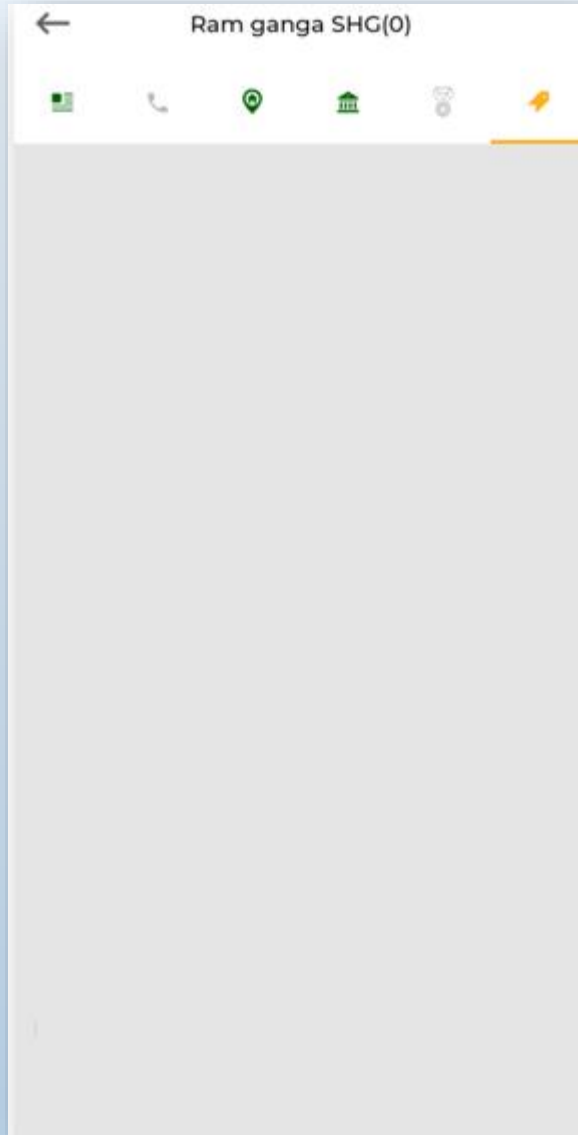
Is Default  
☐ Yes ☒ No

Save Bank Account

Click to Add Bank Account

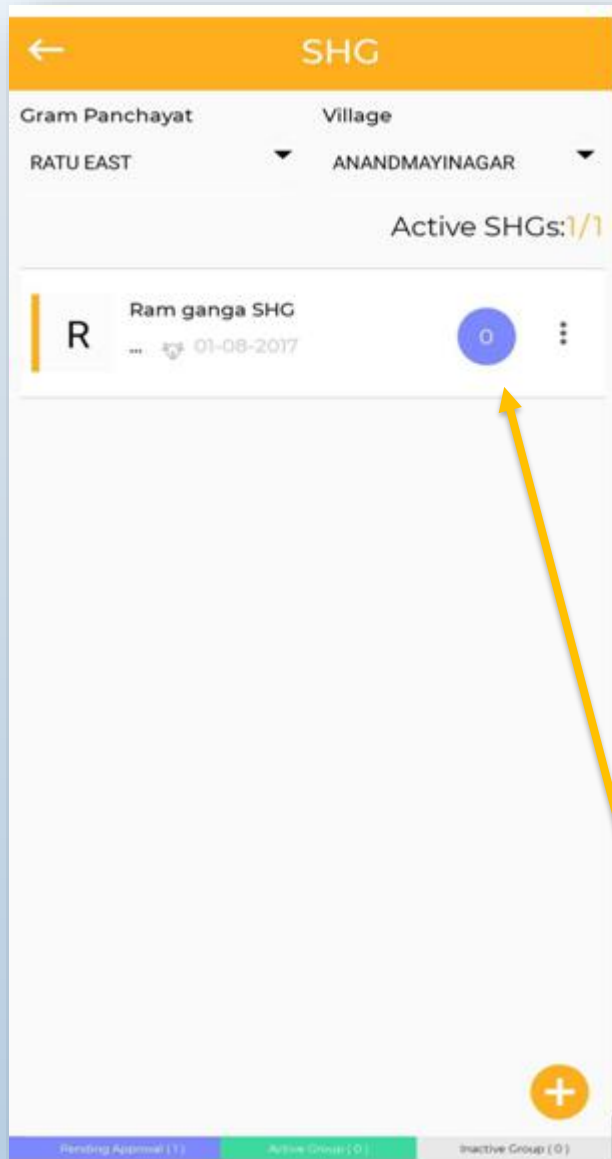
- Enter SHG name from bank passbook.
- If group name and bank passbook name do not match then alert will show, will not block, "i" button shows both names
- Select bank name from drop-down or search bank by IFSC code.
- Select Bank Branch from drop-down.
- Enter correct account number.
- Enter bank account opening date.
- Upload passbook first page.
- Select Default Yes or NO (Only one bank Default).

# Entry of SHG System Tag ID



New entry of system tag - state and NRLM ID is not allowed

# SHG View Screen



- When SHG has been created, it will be shown here.
- Add new SHG click on + Button.
- Add new member click on circle tab.
- Edit SHG profile click on three horizontal dot.

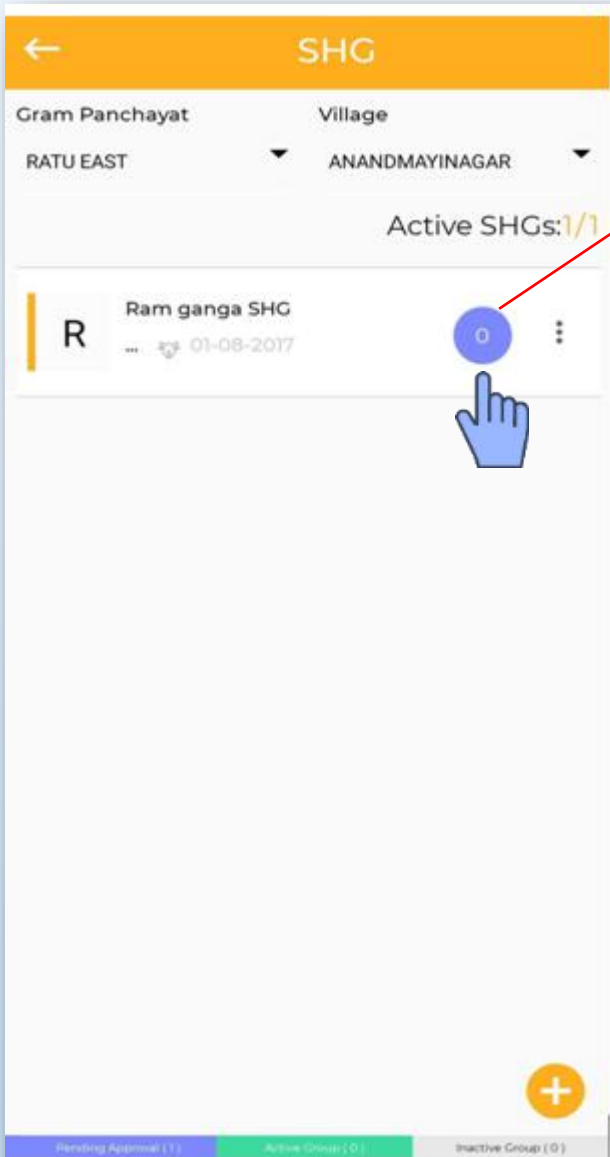


# SHG Member's Profile Entry

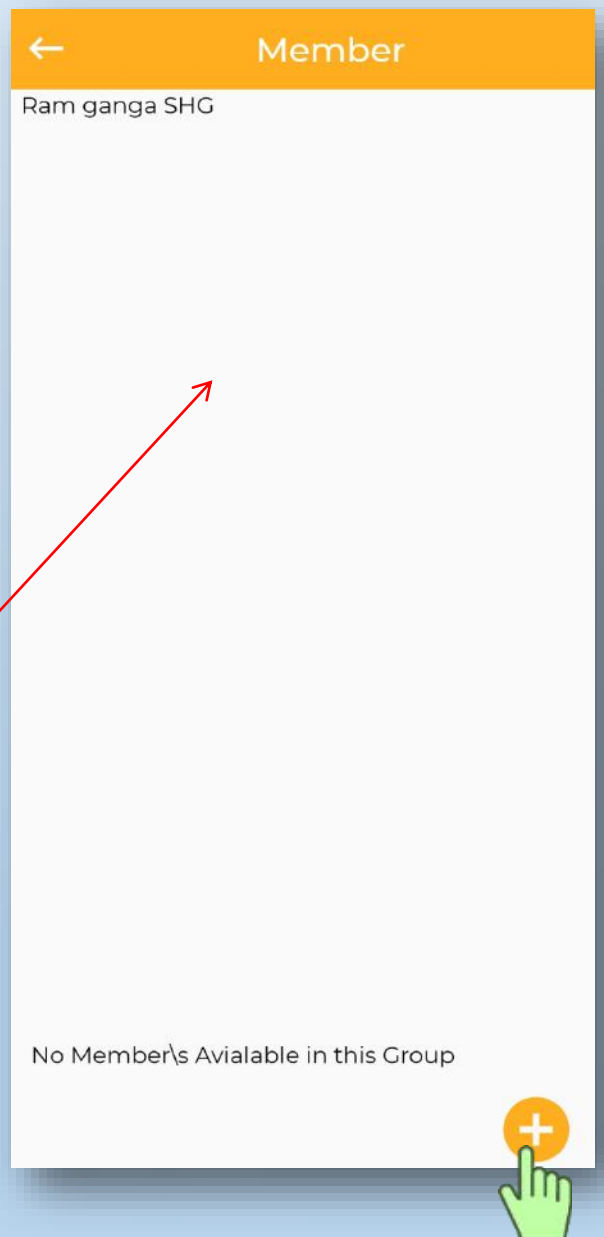
## Content

- Adding SHG Members
- Entry of SHG members with DigiLocker
- Entry of SHG members with Aadhar QR code
- SHG members Address and KYC with Aadhar QR code
- Manual Entry of SHG Member's Detail-1
- Entry of SHG Member Address
- Entry of SHG Member's Bank Detail
- Entry of SHG Member KYC
- Entry of SHG Member System Tag ID
- Entry of SHG Cadre
- SHG Member view Screen

## Adding SHG Members



Click on Circle button  
User Add Member  
details



Member's list will show  
here after adding  
members in SHG

Click to Add Member

# Entry of SHG members with DigiLocker

←

Member Details

Name (Including Surname)\*

Type here...

Name in Local

Type here...

Gender\*

Female

Is Member Date of birth available ?\*

Yes

No

Date of Birth

dd-mm-yyyy

Member Joining Date

23-04-2021

Marital Status\*

Select

Save

Cancel

Click on DigiLocker

Enter your Aadhaar Number

and click next

DigiLocker

Document Wallet to Empower Citizens

Sign up

It takes just a minute

Enter your Aadhaar Number

DigiLocker uses Aadhaar to enable authentic document access

Next

Try another way

Retry

# Entry of SHG members with DigiLocker

## You are already registered with DigiLocker

6 digit PIN provides extra security to your account with two factor authentication. Don't disclose your Security PIN to anyone.

**Please enter your 6 digit Security PIN to Signin**





[Forgot my PIN](#)

Done

Enter your 6 digit Pin

## LokOSDev

LokOSDev would like to access your DigiLocker to:

-  Get the list of issued documents.
-  Download the issued documents.
-  Get your profile information (Name, Date of Birth, Gender).
-  Get your e-Aadhaar data.

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

Allow

Deny

Allow to  
Access your  
DigiLocker

Retry



## Entry of SHG members with Aadhar QR code

Member Details

Name (Including Surname)\*  
Type here...

Name in Local  
Type here...

Gender\*  
Female

Is Member Date of birth available ?\*  
☒ Yes ☐ No

Date of Birth  
dd-mm-yyyy

Member Joining Date  
23-04-2021

Click on Scanner

- We can make entries through Aadhar QR scan
- Scan your Aadhar card
- Some basic details of members like address and KYC will be auto filed

Member Details

Name (Including Surname)\*  
Nitin Kukreti

Name in Local  
Type here...

Gender\*  
Male

Is Member Date of birth available ?\*  
☒ Yes ☐ No

Date of Birth  
dd-mm-yyyy

Member Joining Date  
20-08-2021

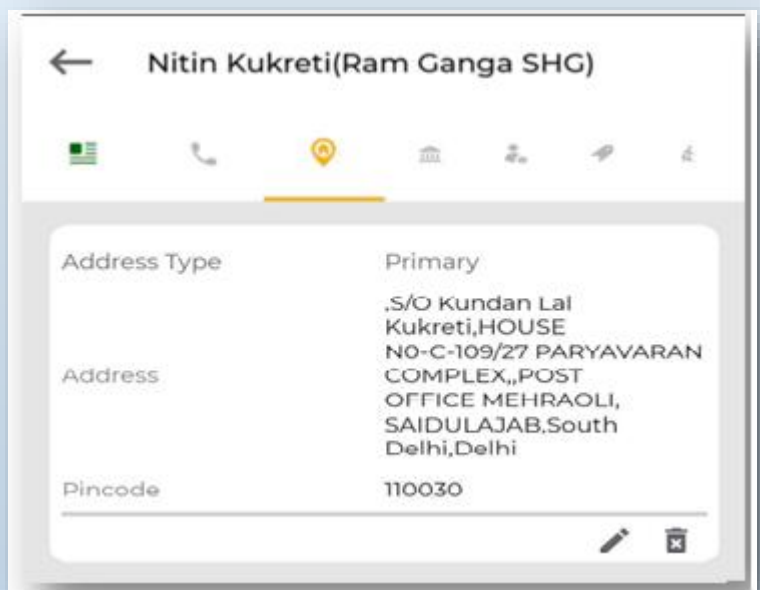
Marital Status\*  
Select

Save Cancel

Click to Save  
Member Details

## SHG members Address and KYC with Aadhar QR code

- Address of Member will be auto filled



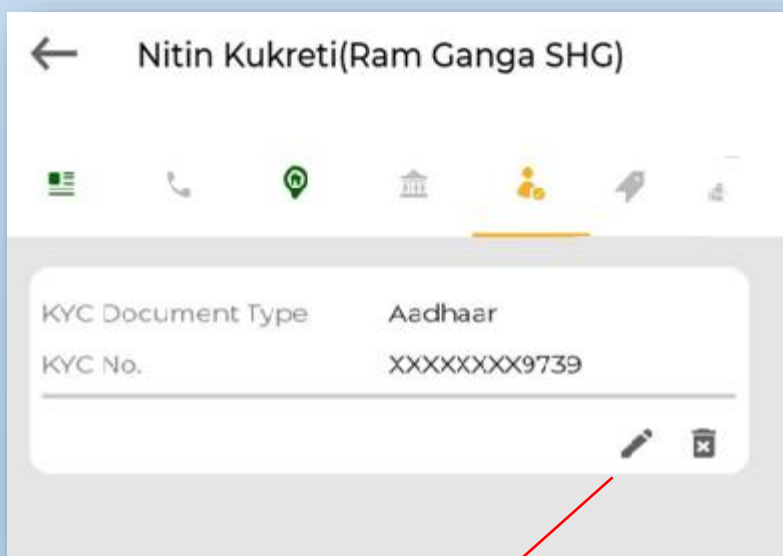
← Nitin Kukreti(Ram Ganga SHG)

Address Type: Primary

Address: ,S/O Kundan Lal Kukreti,HOUSE NO-C-109/27 PARYAVARAN COMPLEX,,POST OFFICE MEHRAOLI, SAIDULAJAB, South Delhi, Delhi

Pincode: 110030

- KYC will be auto filled



← Nitin Kukreti(Ram Ganga SHG)

KYC Document Type: Aadhaar

KYC No.: XXXXXXXX9739

Click edit icon and Add KYC Images

# Manual Entry of SHG Member's Detail- 1

← Member Details

Name (including Surname)\*  
Type here...

Name in Local  
Type here...

Gender\*  
Female

Is Member Date of birth available ?\*  
☒ Yes ☐ No

Date of Birth  
dd-mm-yyyy

Member Joining Date  
23-04-2021

Marital Status\*  
Select

- Enter name of member.
- Enter name of member in local language (like Hindi).
- Select Gender: Male/Female/Transgender.
- Select Member DOB: “Yes” then enter date of birth.
- Select Member DOB “No” then enter age of member
- Enter Date of joining.
- Select Marital status of member from drop down menu.

# Manual Entry of SHG Member's Detail-2

←

Member Details

Mother/Father/Spouse in local

Type here...

Relation\*

Select

Is Member Head of the family?\*

Yes

No

Disability

No disability

Self

Disabled family member

Post/Designation\*

Member

Social Category\*

Select

Disability

No disability

Self

Disabled family member

Disability Type

Select

Sight

Hearing

Speech

In Movement

Mentally Challenged

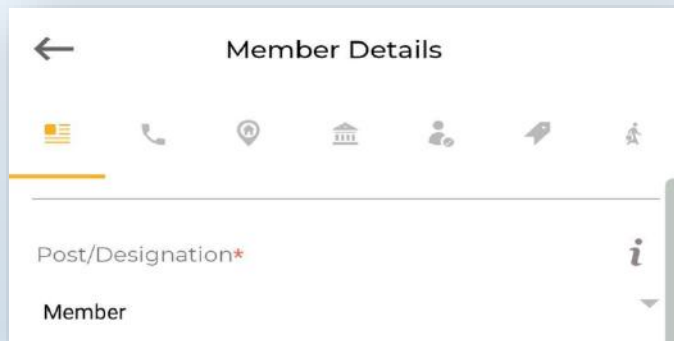
Others

Disability Type

- Enter Mother/Father/Spouse Name
- Enter Mother/Father/Spouse name in local language (like Hindi)
- Select relation type Mother/Father/Spouse
- Select ‘Yes’ if member is the head of the family otherwise select ‘No’
- Select disability type: if ‘Self/Family Member Yes’ choose disability type



## Manual Entry of SHG Member's Detail-3



The screenshot shows a mobile application interface for 'Member Details'. At the top, there is a back arrow and the title 'Member Details'. Below the title is a horizontal bar with several icons: a list, a phone, a location pin, a building, a group of people, a location pin with a person, and a person walking. The main form area has a label 'Post/Designation\*' with a red asterisk. Below it, a dropdown menu is open, showing the selected option 'Member'.

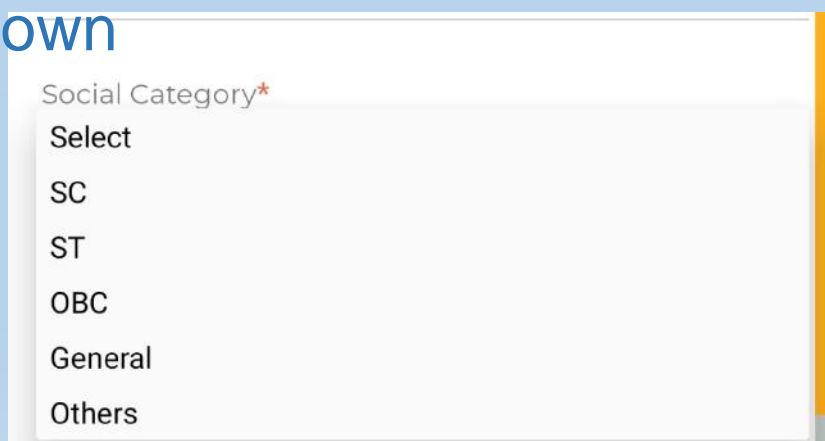
- Select Post/Designation of member: The designation of the member will be auto generated and from (i) button, we can see the history of the post held.



The screenshot shows a dialog box titled 'Designation' in orange text. It contains a table with the following information:

Designation	: President
From Date	: 20-08-2017
To Date	: Current

Select Social category from drop down



The screenshot shows a dropdown menu for 'Social Category\*' with a red asterisk. The menu is open, showing the following options: 'Select', 'SC', 'ST', 'OBC', 'General', and 'Others'.

## Manual Entry of SHG Member's Detail-4

Member Details


Religion\*  
Select

Highest Education Level\*  
Select

Primary Livelihood  
Select

Secondary Livelihood  
Select

Tertiary Livelihood  
Select

Member Image  


Status\*  
Active

Save Cancel

Livelihood Type

Primary Livelihood

Select

Agriculture Activities

Organic Agriculture Activities

Horticulture Activities

Livestock rearing-Dairy

Livestock rearing-Goatery

Livestock rearing-Poultry

Other livestock rearing

Fishery Activities

NTFP Collection

Manufacturing - Handloom

Manufacturing - Food Processing

Manufacturing - Others

Trading - all types

Services - all types

Trading Vegetables

Manufacturing - Handicraft

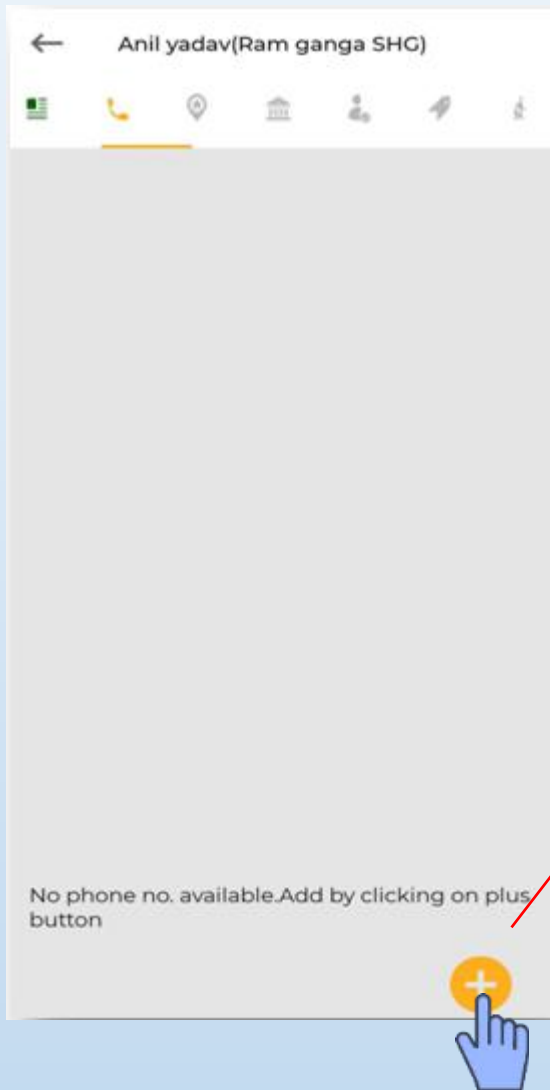
Salaried Job Government

Click to Saved

Primary/Secondary/Tertiary Livelihood can't be same

- Select religion
- Select Highest Education Level
- Select Primary / Secondary / Tertiary Livelihood
- Upload Member Image
- Default Status will be 'Active'

# Entry of SHG Member's Contact Detail



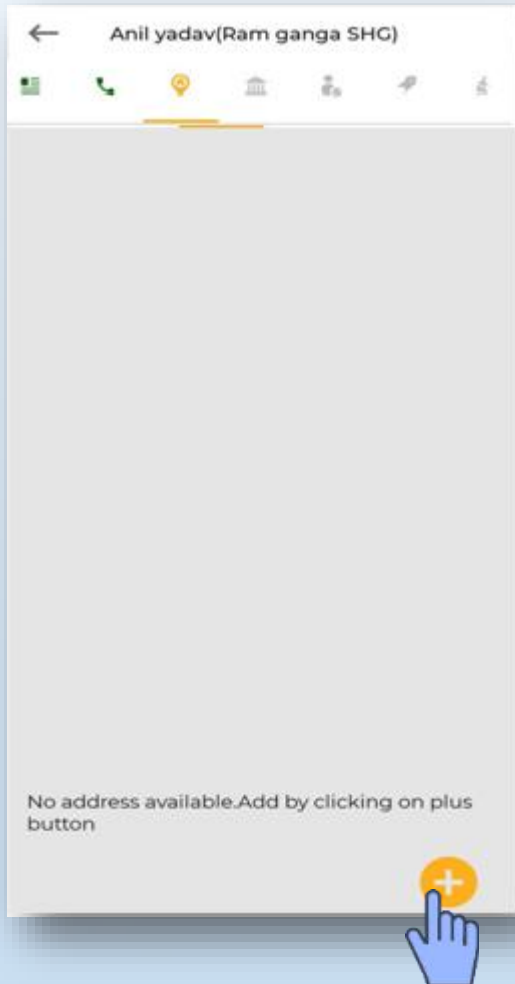
Click to Add  
New contact

A screenshot of the contact entry form. The header is the same as the previous screen. Below the header is a yellow bar with the same icons. The form has a "Mobile no.\*" field with a placeholder "Type here...". Below this is a "Mobile belongs to (Relation)\*" dropdown menu. The dropdown menu is open, showing a list of options: "Select", "Self", "Father", "Mother", "Spouse", "Father-In-Law", "Mother-In-Law", "Brother", "Sister", "Neighbour", "Bookkeeper", and "Other". At the bottom right of the form is a yellow button labeled "Add Phone Details". A green hand icon is pointing at this button.

- Enter Mobile Number
- Select "Mobile belongs to" Relation from drop down

Click to Add  
Phone Details

# Entry of SHG Member Address



Click to add new  
address

A screenshot of the address entry form. The header is the same as the previous screen. The form contains the following fields: 'Address Type\*' with a dropdown menu showing 'Select', 'Primary', and 'Other'; 'Address Location\*' with radio buttons for 'Local' (selected) and 'Remote'; 'Address Line 1\*' with a text input field containing 'Type here...'; 'Address Line 2' with a text input field containing 'Type here...'; 'Gram Panchayat' with a dropdown menu showing 'RATU EAST'; 'Village/ Town' with a dropdown menu showing 'KATHITANR'; and 'Pincode\*' with a text input field containing 'Type here...'. At the bottom is a yellow 'Add Address' button. A green hand icon points to this button.

Click to Add  
Address

- Select Address Type : Select 'Primary' for your present permanent address else select 'Other'
- Choose Address location

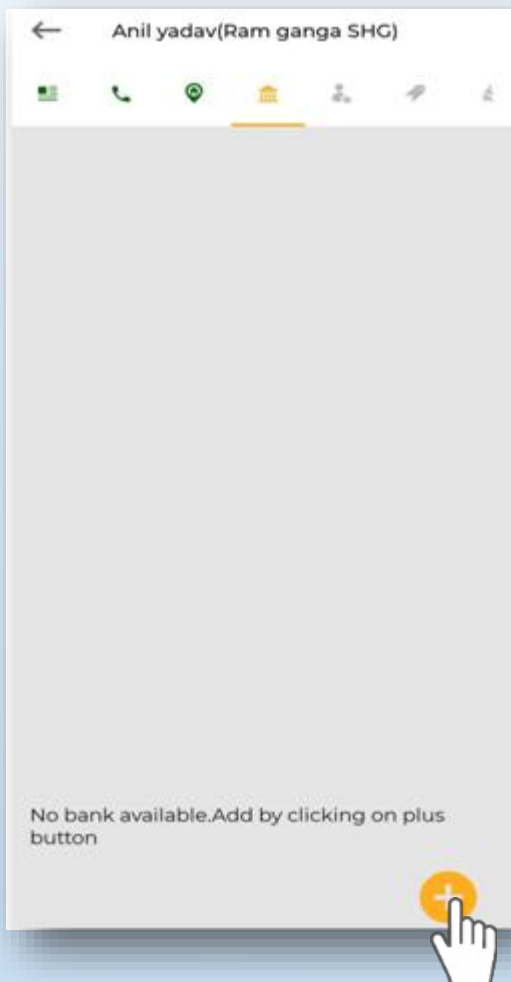
## If Local

- Gram Panchayat and Village select from drop down

## If Remote

- Not need Gram Panchayat & Village
- Enter Area Pin Code

# Entry of SHG Member's Bank Detail



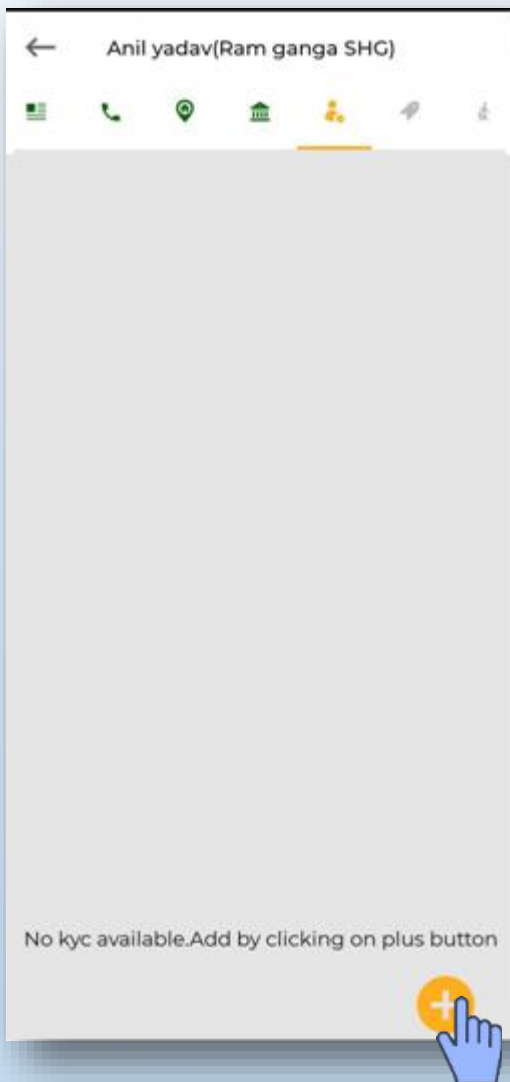
Click to Add New Bank Details

A screenshot of the same mobile application interface, but now showing a form to add bank details. The form fields are: 'Name in Bank Passbook\*' with the value 'Anil yadav' and an 'i' icon; 'IFSC Code\*' with the placeholder 'Type here...' and a magnifying glass icon; 'Bank name\*' with the placeholder 'Select Bank Name' and a dropdown arrow; 'Bank Branch\*' with a dropdown arrow; 'Account number\*' with the placeholder 'Type here...'; 'Account opening Date\*' with the placeholder 'dd-mm-yyyy' and a calendar icon; 'Passbook First Page\*' with a camera icon; and 'Is Default' with radio buttons for 'Yes' and 'No' (selected). At the bottom right is a yellow button labeled 'Add bank'. A hand icon is pointing to this button.

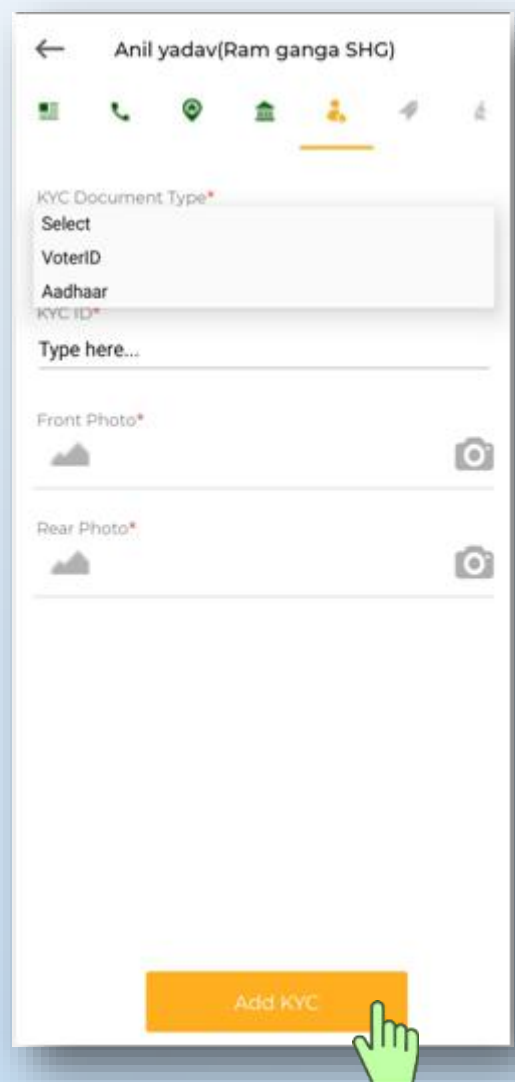
Click to Add Bank details

- Enter Name from bank passbook
- If group member name and bank passbook name do not match then alert will show, not block, "i" button shows both names.
- Search IFSC Code (Need internet 'ON')
- Select Bank Name from drop-down
- Select Bank Branch from drop-down
- Enter Valid Account Number
- Select Bank Account Opening Date
- Upload Passbook first page
- Is Default: Select 'Yes' or 'NO' (Only one bank can be Default)

# Entry of SHG Member KYC



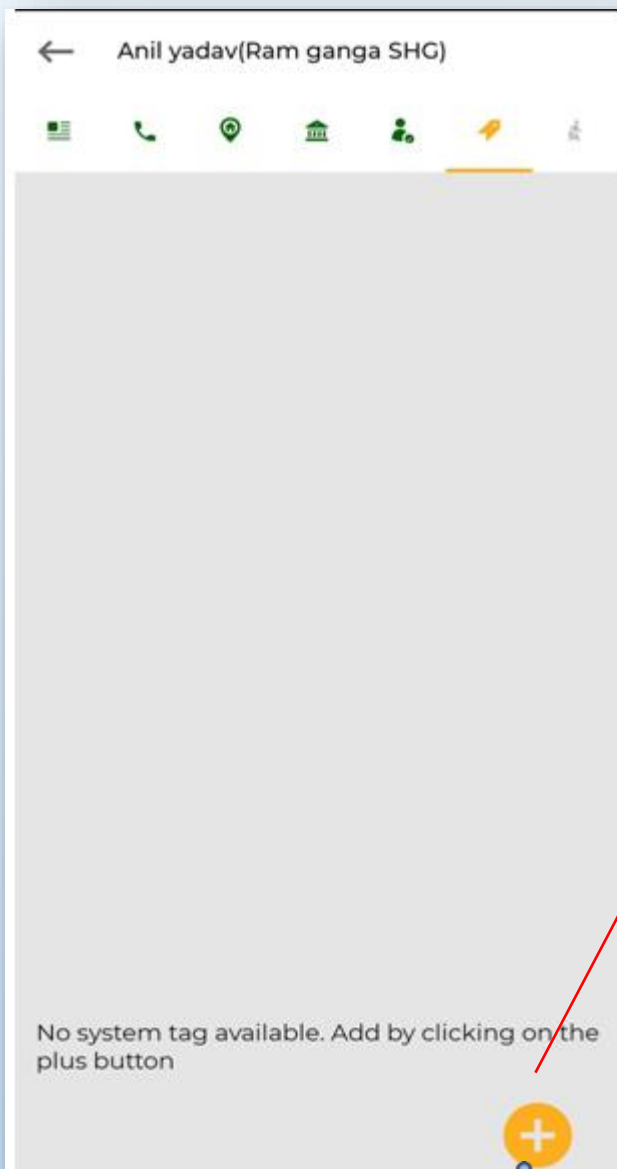
Click to Add New  
KYC



Click to Add  
KYC

- Select KYC Document Type
- Voter ID OR Aadhar
- Type KYC ID
- Upload Front Photo
- Upload Back photo

# Entry of SHG Member System Tag ID



Click to Add New System Tag ID

A screenshot of the same mobile application interface, but now showing a dropdown menu. The dropdown is titled 'Other ID\*' and has three options: 'SELECT', 'NRLM MIS ID', and 'MNREGA ID'. Below the dropdown is a text input field with the placeholder 'Type here...'. At the bottom right, there is a yellow rectangular button labeled 'ID'. A red arrow points from this button to a yellow callout box that says 'Click to ID'.

- Select System Tag id from drop down
- Enter ID

Click to ID

# Entry of Cadre

Roles Type

Anil yadav(Ram ganga SHG)

No Cadre is available. Add by clicking on the plus button

Click to Add New Cadre

Roles\*

Select

SHG Book-Keeper

VO Book-Keeper

Community Coordinator

Community Mobiliser

Master Book-Keeper

Resource Book-Keeper

Community Trainer

Community Auditor

Active Women

Samuh Sakhi

VO Activist

CRP

Block Resource Trainer (BRT)

District Resource Trainer (DRT)

State Resource Trainer/Person (SRP)

Project RESOURCE Person(PRP)

MCP Trainer

MCP cadre

MCP CRP

Bank Sakhi/Mitra

Anil yadav(Ram ganga SHG)

Category\*

Select

Roles\*

Select

Joining Date\*

dd-mm-yyyy

Leaving Date

dd-mm-yyyy

Save

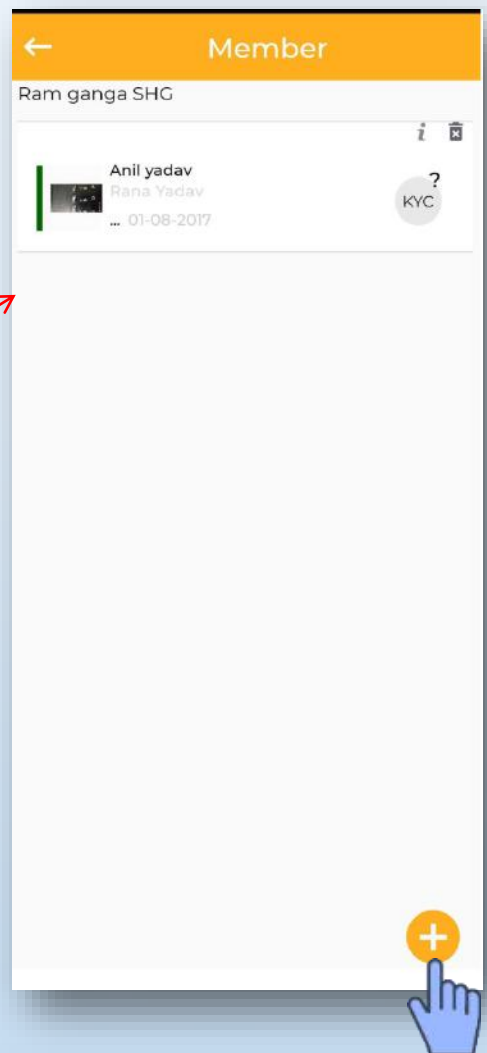
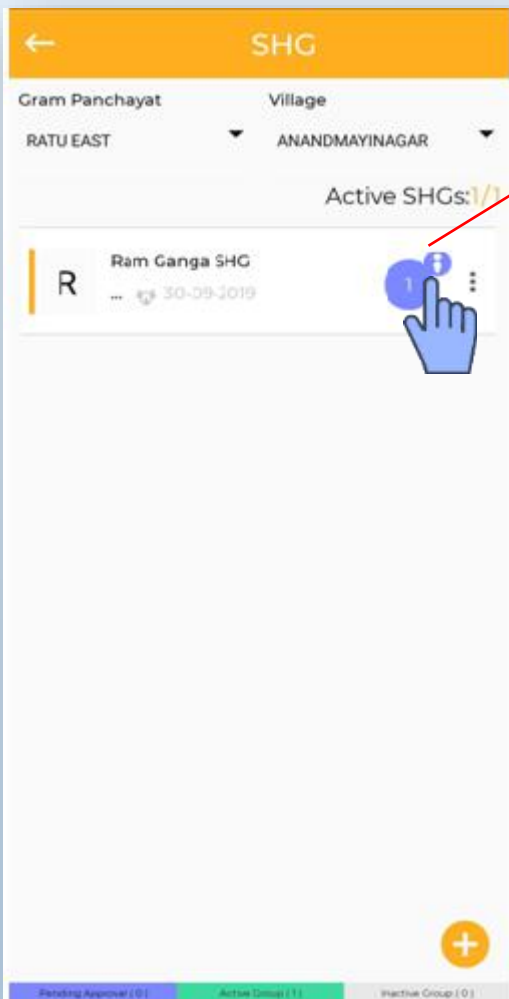
Cancel

Click to save



# SHG Member view Screen

Add new member  
click on circle tab



Click to Add New  
Member

- When SHG Members have been entered, it will be shown here.
- Add new member: click on + Button.
- Edit SHG profile: click on three vertical dot or click on SHG name.

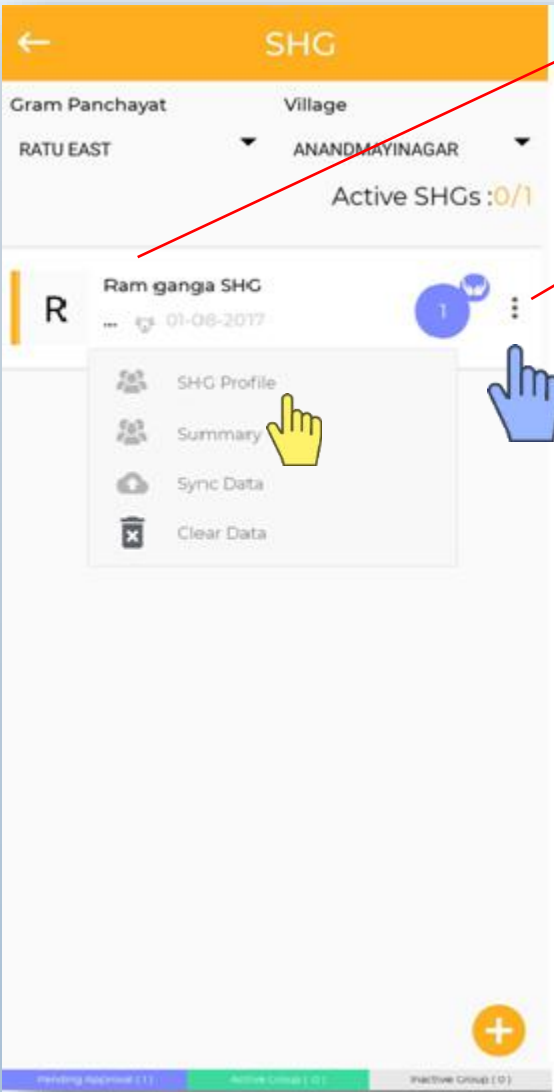
# SHG Contact Details and Adding Office Bearers

## Content

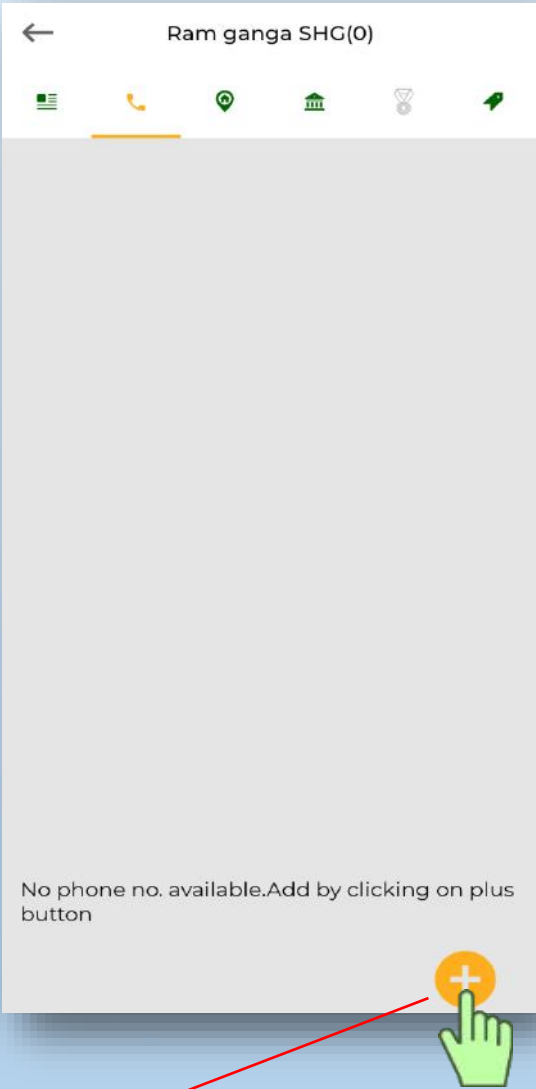
- SHG Contact Detail
- SHG OB's Designation
- Synchronization

# SHG Contact Detail 1

After creating SHG member profile, We can add SHG contact details



Click to SHG Name or menu slide button (three dots) and then Click SHG profile



Click to add contact details

# SHG Contact Detail 2

Ram ganga SHG(0)

Mobile belongs to (Member)

Select

Anil yadav

Mobile no.

Select

Add Phone Details

Select SHG member who has a phone with her

Click to add phone details

# SHG OB's Designation

After adding SHG contact detail, We can add SHG OB's designation

The screenshot shows a mobile application interface for adding SHG OB's designation. The title bar at the top says "Ram ganga SHG (0)". Below the title bar is a navigation bar with icons for a list, phone, location, building, and a highlighted icon for adding a new entry. The main content area has three sections, each for a different designation: President, Secretary, and Treasurer. Each section contains a "Name" field with a "Select" dropdown, a "Date" field with a "dd-mm-yyyy" placeholder, and a "Signatory" field with a "Yes/No" radio button. Each section also has an "Add Designation" button.

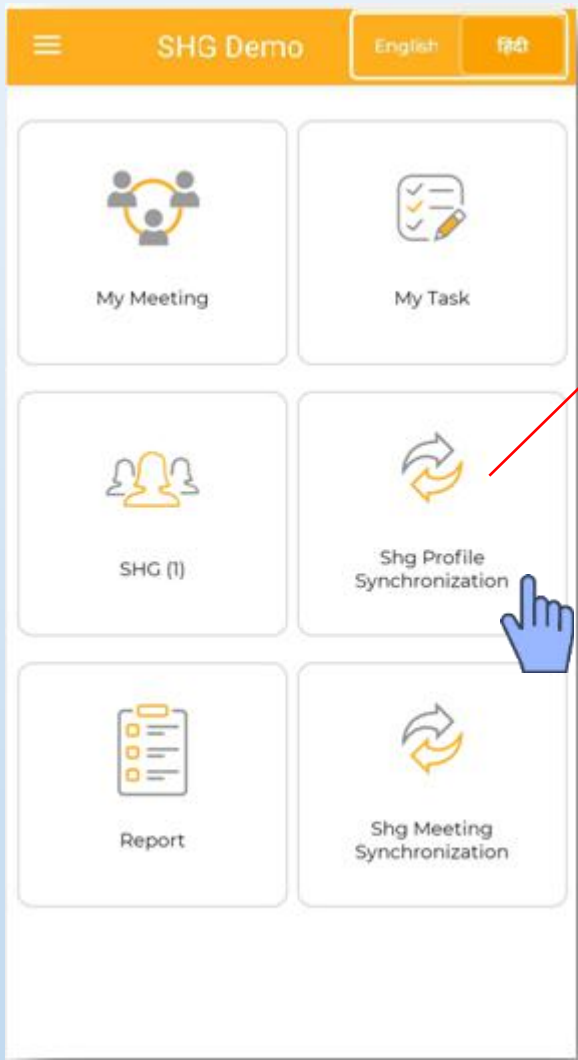
The screenshot shows the same mobile application interface, but with the "President" designation form open. The form has a "Name" field with a "Select" dropdown, a "From Date" field with a "dd-mm-yyyy" placeholder and a calendar icon, and a "Signatory" field with "Yes" and "No" radio buttons. An "Add Designation" button is at the bottom. A blue hand icon is pointing at the button.

Click to add  
OB's  
designation

- There are three types of designation: President, Secretary & Treasurer
- Click on the edit icon to select President, Secretary or Treasurer (Name)
- Enter date of selection as OB.
- If signatory – Select Yes otherwise No
- At least 2 office bearers and 2 signatories are mandatory to upload a group
- Mobile Number is mandatory if a user is a signatory. Only one user can hold one post

# Synchronization 1

Internet is required for perform this task



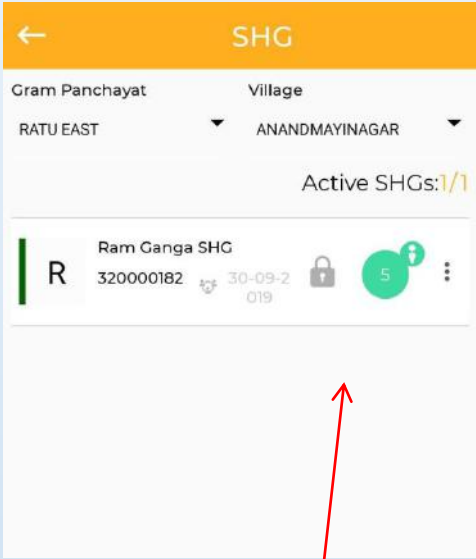
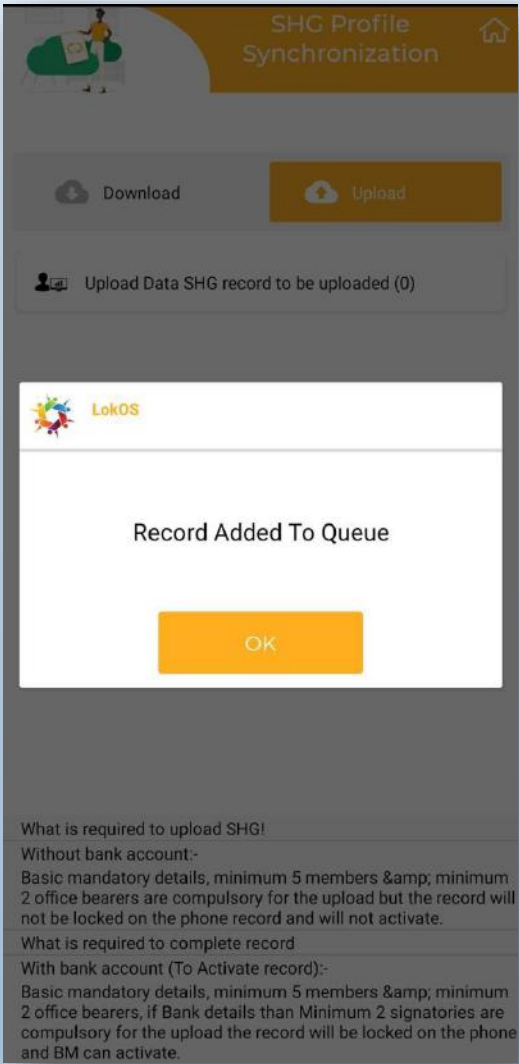
Click on  
SHG profile Sync



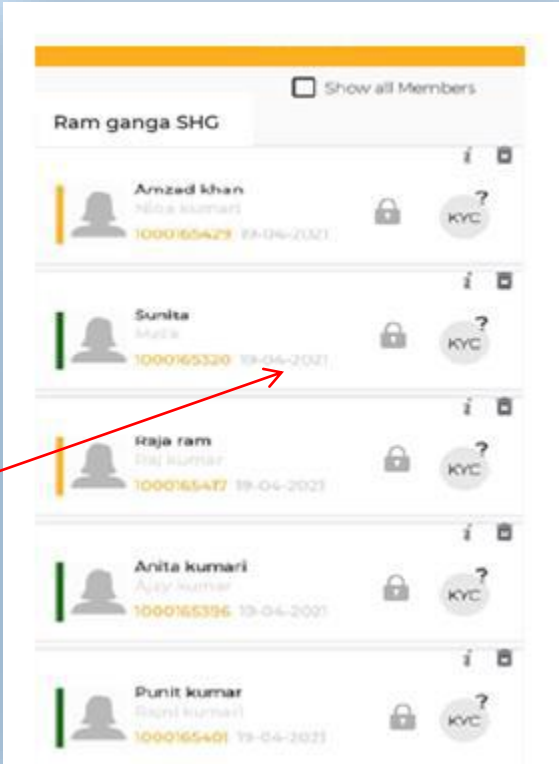
Click to  
“Upload Data SHG”,  
Then SHG will be  
uploaded

# Synchronization 2

## SHG Upload



## SHG Uploaded Successfully & Locked



## Member Uploaded & Showing locked

SHG contact details and adding  
office bearers module completed







BKDATAULI

English

हिंदी



My Meeting



My Task



SHG (10)

SHG Profile  
Synchronization

Report

SHG Meeting  
Synchronization



## SHG



## Meeting Schedule

20-06-2022



10

Missed Meeting

0

Current Meeting

0

Upcoming Meeting

B

389729

BAJRAG BALI AJEEVIKA  
MAHILA SHG

11



G

390952

GANESH AJEEVIKA  
MAHILA SHG

10



G

228955

GANESH AJEEVIKA  
MAHILA SWAYAM  
SAHAYTA SAMUH

12



L

221661

LAKSHMI AJEEVIKA  
MAHILA SHG

11



S

229024

SAI AJEEVIKA MAHILA  
SWAYAM SAHAYTA  
SAMOOH

14




S


318604


SANTOSHI AJEEVKA





Click on the three Dot





  
Missec


 Generate Meeting


 Edit Meeting


 View Meeting


 View Queue Status

 View Approval Status

 Download Meeting

 Download Approval Status



 0  
ning Meeting

B	303723 BAJRAG BALI AJEEVIKA MAHILA SHG	11	⋮
G	390952 GANESH AJEEVIKA MAHILA SHG	10	⋮
G	228955 GANESH AJEEVIKA MAHILA SWAYAM SAHAYTA SAMUH	12	⋮
L	221661 LAKSHMI AJEEVIKA MAHILA SHG	11	⋮
S	229024 SAI AJEEVIKA MAHILA SWAYAM SAHAYTA SAMOOH	14	⋮
	318604 SANTOSHI AJEEVKA		•

Click on Generate Meeting

17:24

VoD  
LTE

4G

73



## Generate Meeting

BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

11

Last Meeting number

---

Last Meeting Date

---

New Meeting number\*

1

---

Meeting Date\*

15-12-2019



Generate & Open

Cancel



Last meeting Number is  
basically come from Cut off  
data



## Meeting Menu

BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

11

Meeting No.

1



Meeting Date

15-12-2019

## Member Transaction



Attendance

0/11



Compulsory Saving

0



Loan Repayment

0



Other Receipts

0



Other Payments

0



Loan Request

0



Loan Disbursement

0



Withdrawal

0



Close Meeting



Delete Meeting



## Attendance



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

0

Sr No.

Member Name

Attendance

1



ESITABA



2



JAMUNA DEVI



3



KIRAN



4



NIRMALA DEVI



5



RAMDEVI



6



SAROJ KUMARI



Meeting Attendance

0

0

Present

Absent

Save

Cancel



## Attendance



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

0

Sr No.	Member Name	Attendance
--------	-------------	------------

1



ESITABA



2



JAMUNA DEVI



3



KIRAN



4



NIRMALA DEVI



5



RAMDEVI



6



SAROJ KUMARI



Meeting Attendance

0

0

Present Absent

Save

Cancel



17:25



VoLTE 4G 73



## Attendance



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

0



LokOS

Data saved successfully

OK

Meeting Attendance

9

2

Present Absent

Save

Cancel



## Compulsory Saving



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Sr No.	Member Name	Compulsory Saving	
		Today ₹	Cum ₹

1	ESITABA	40	40
---	---------	----	----

2	JAMUNA DEVI	0	0
---	-------------	---	---

3	KIRAN	40	40
---	-------	----	----

4	NIRMALA DEVI	40	40
---	--------------	----	----

5	RAMDEVI	40	40
---	---------	----	----

Total Money Saved

400

400

Total Member did not save money (Today)

1

Save

Cancel

17:27

VoD  
LTEB

4G



73



## Loan Request Sanction List



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Name of Member	Loan Purpose	Loan Amount Request Date	Request Valid up to	Priority number
----------------	--------------	-----------------------------	---------------------	-----------------

Total Request

0



Add demand



Add MCP

20:47

VoD LTE 4G 40



## MCP Preparation



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



**Cash In Hand**

400

Name of Member\*

Select



Demand (Amount)\*

Type here...

Demand (Purpose)\*

Select



Request Valid up to\*

22-12-2019



Proposed EMI Amount\*

Type here...

Save

Cancel



## Loan Request



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

400

MCP link

item 1

item 2

item 3

item 4

Sanction Amount

Type here...

Fund Source\*

Select



Save

Cancel



## Loan Request



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11

**Cash In Hand**

400

Proposed Amount\*

Type here...

Select

CS-Debt swapping

CS-Education of children or Family Member

CS-Health &amp; medical expenditure

CS-House purchase, repairs &amp; construction

CS-Purchase of household assets

CS-Social family functions

CS-Other consumptions activities

AG-Land lease (Agriculture)

AG-Land Purchase (Agriculture)

AG-Land Development

AG-Purchase of pump set (Irrigation)

AG-Setting up drip irrigation

AG-Horticulture plantation

AG-Purchase of Agri inputs &amp; implements

AG-Other Agri Activity

LF-Purchase of cow/ buffalo

LF-Purchase of goat/sheep/Piglet

LF-Purchase of Poultry/birds

LF-Animal shed Construction



## Loan Request



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

400

MCP link

item 1



Proposed Amount\*

Type here...

Select

Bank loan

CEF

CIF

Corpus

Other Central Govt.Fund

Other State Govt. Fund

RF

VRF

Select



Save

Cancel





## Loan Request Summary



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Member Name

Loan  
Outstanding ₹Total Demand  
₹

Total Disbursed ₹

1

ESITABA

0

0

0



2

JAMUNA DEVI

0

0

0



3

KIRAN

0

0

0



4

NIRMALA DEVI  
(Treasurer)

0

0

0



5

RAMDEVI

0

0

0



6

SAROJ KUMARI  
(Secretary)

0

0

0



Total

0

0

0

Loan Rescheduling





## Withdrawal



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Sr No.	Member Name	Total Saved	Withdrawl from Saving
1	ESITABA	0	0
2	JAMUNA DEVI	0	0
3	KIRAN	0	0
4	NIRMALA DEVI	0	0
5	RAMDEVI	0	0
6	SAROJ KUMARI	0	0
7	SHANTI	0	0
8	SUNIDATI	0	0
Total		0	0

Only Withdrawal from  
Voluntary Saving

17:31



VoLTE 4G 73



## Penalty



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Sr No.

Member Name

Penalty

1

ESITABA

2

JAMUNA DEVI

3

KIRAN

4

NIRMALA DEVI

5

RAMDEVI

6

SAROJ KUMARI

Total

0

Save

Cancel



## Loan Repayment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Loans

Member

Today's  
Payable

Paid

Next Payable  
Amount

0

ESITABA

0

0

0



0

JAMUNA DEVI

0

0

0



0

KIRAN

0

0

0



0

NIRMALA DEVI

0

0

0



0

RAMDEVI

0

0

0



0

SAROJ KUMARI

0

0

0



Total

0

0

0

Save

Cancel



## Loan Repayment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

400

Member code : 4402064

ESITABA (member)

Loan No  
Outstanding  
(instalments)Original Loan Amount  
ReceivedCurrent Due  
Principal + interestTotal Due  
Principal + interest

Total To Repay

0

Mode of Receipt\*

Select

Cash

Bank

Online

Pay Total

Pay Partial or More &gt;



## Group Loan Repaid



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Institution

Today's  
Payable

Paid

Next Payable  
Amount

Total

0

0

0



## Member Meeting Summary



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Name of Member

Select



Receipt from Member

Adjustment

## Compulsory Saving

Today

0

Cum

0

## Voluntary Saving

Today

0

Cum

0

## Total Loans Repayment

Today

0

Cum

0

Interest

0

## Penalty

17:33

VoD  
LTE

4G



73



## Group New Borrowings



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

400

Institution

Sanction  
Amount

Drawing Power

Amount Disbursed

Total

0

0

0

Loan Rescheduling





## Group New Borrowings



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

100400

Institution\*

Select



Loan Account No

Type here...

Loan Disbursal Date

22-12-2019



Loan Effective Date

22-12-2019



Fund Source

Select



Type of Loan

Save

Cancel





## Loan Schedule

BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11

VO

Instalment number	Instalment Date	Principal Demand	Loan Outstanding
1	27-01-2020	2777	97223
2	27-02-2020	2777	94446
3	27-03-2020	2777	91669
4	27-04-2020	2777	88892
5	27-05-2020	2777	86115
6	27-06-2020	2777	83338
7	27-07-2020	2777	80561
8	27-08-2020	2777	77784
9	27-09-2020	2777	75007

Total

100000

100000

Save

Cancel



## Bank Transaction



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Bank name

Select



Total Debit

0

Total Credit

0

Balance

0

Cash In Transit

0

Passbook Update

Inter Bank Account Transfer



## Cash Box



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Opening Balance

₹ 0

Total Incoming Amount

100400

Total Outgoing Amount

₹ 0

Closing Balance

100400

Cash In Transit

₹ 0



## Group Meetings



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400



9/11 (Member Present/Total Member)

Member Attendance



₹400/₹440 (Total Saving/Expected Saving)

9/11

Saving By Members



(Repayment Received/Repayment Demand)

₹0/₹0

9/11

Loan Repayment by Members



(Loan Disbursed/Loan Request)

₹0/₹0

Loan Disbursed to Members



₹0

Loan Received By SHG

100000



₹0/₹0

0/0

(No. of Loans repaid/Total Loans)

Loan Repayment by SHG

17:33



VoD  
LTE

4G



73



## Expenditure & Payment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Paid To

Particulars

Amount

Total



17:33

VoD  
LTE

4G



73



## Receipt &amp; Income



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Received from

Particulars

Amount

Total

0





## Other Receipts



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Sr No.	Member Name	Receipt Type	Receipt Amount
--------	-------------	--------------	----------------

1

ESITABA

0



2

JAMUNA DEVI

0



3

KIRAN

0



4

NIRMALA DEVI

0



5

RAMDEVI

0



6

SAROJ KUMARI

0



7

SHANTI

0



Total

0





## Other Receipts



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

100400

Name of Member \*

ESITABA

Receipt Type \*

Select

Contribution

Interest received

Membership fee

Admission fee

Share Capital

Service fee

Dividend

Penalty

Other

Save

Cancel





## Other Payments-Member



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Sr No.	Member Name	Payment	Amount
--------	-------------	---------	--------

1

ESITABA

0



2

JAMUNA DEVI

0



3

KIRAN

0



4

NIRMALA DEVI

0



5

RAMDEVI

0



6

SAROJ KUMARI

0



7

SHANTI

0



Total

0



## Other Payments-Member



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

100400

Name of Member \*

ESITABA

Payment Type \*

Select

Dividend

Travel

Other

Type here...

Mode of payment \*

Cash

Save

Cancel

17:36

VoD  
LTE B

4G



72



## Group Investment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400

Sr No.	Type of Investment	Investment at	Amount
--------	--------------------	---------------	--------

Total

0





## Group Investment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

100400

Investment at\*

Select

VO

CLF

Bank

Select



Mode of payment

Cash



Amount\*

Type here...

Save

Cancel



## Group Investment



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

22-12-2019

2

11



Cash In Hand

100400

Investment at\*

Select



Type of Investment\*

Select

Share Capital

Compulsary Saving

Voluntary Saving

Cash



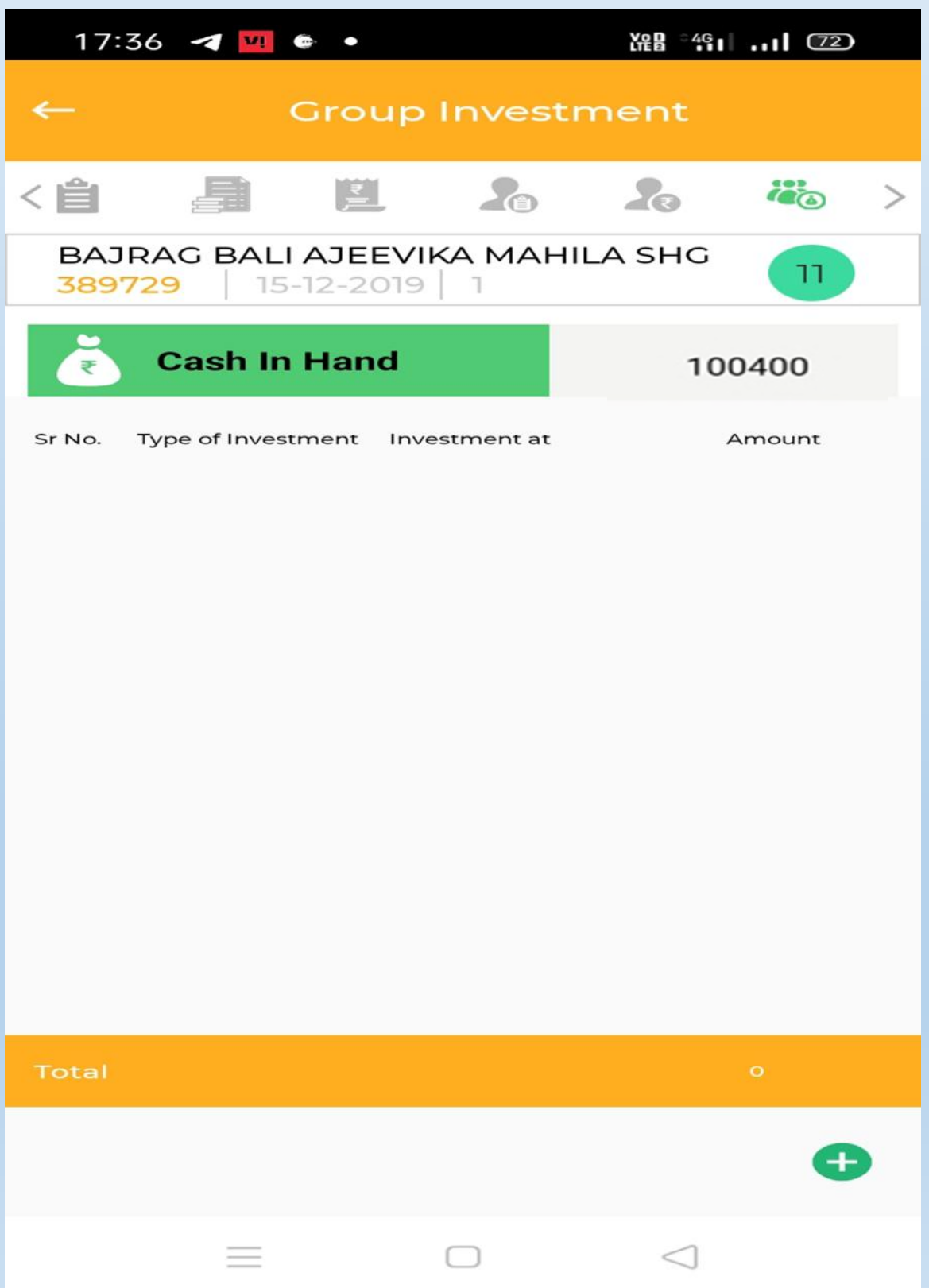
Amount\*

Type here...

Save

Cancel

After Group Investment  
Click on the ← and return  
back





## Meeting Menu

GANESH AJEEVIKA MAHILA SWAYAM  
SAHAYTA SAMUH

228955

13-11-2017

12

Meeting No.

1

Meeting Date

13-11-2017

## Member Transaction



Attendance

0/12 &gt;



Compulsory Saving

0 &gt;



Loan Repayment

0 &gt;



Other Receipts

0 &gt;



Other Payments

0 &gt;



Loan Request

0 &gt;



Loan Disbursement

0 &gt;

Close Meeting

Delete Meeting





## Meeting Menu

BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

11

Meeting No.

1

Meeting Date

15-12-2019



Group Investment

0



LokOS

Are you sure you want to close the meeting?

Yes

No



Group Summary



Bank

0



Cash Box



400



Close Meeting



Delete Meeting





## Group Meetings



BAJRAG BALI AJEEVIKA MAHILA SHG

389729

15-12-2019

1

11



Cash In Hand

100400



9/11 (Member Present/Total Member)

Member Attendance



₹400/₹440 (Total Saving/Expected Saving)

9/11

Saving By Members



(Repayment Received/Repayment Demand)

₹0/₹0

9/11

Loan Repayment by Members



(Loan Disbursed/Loan Request)

₹0/₹0

Loan Disbursed to Members



₹0

0

Loan Received By SHG



₹0/₹0

0/0

(No. of Loans repaid/Total Loans)

Loan Repayment by SHG

Close & send for  
Approval



## Group Meetings



GANESH AJEEVIKA MAHILA SWAYAM  
SAHAYTA SAMUH

228955

13-11-2017

1

12



Cash In Hand

0



₹0

Loan Received By SHG

100000



₹0/₹0

0/0

(No. of Loans repaid/Total Loans)

Loan Repayment by SHG



₹0

Receipts and Incomes



₹0

Expenditure & Payment



₹0

Cash Balance



₹0

(Number of Bank Accounts)

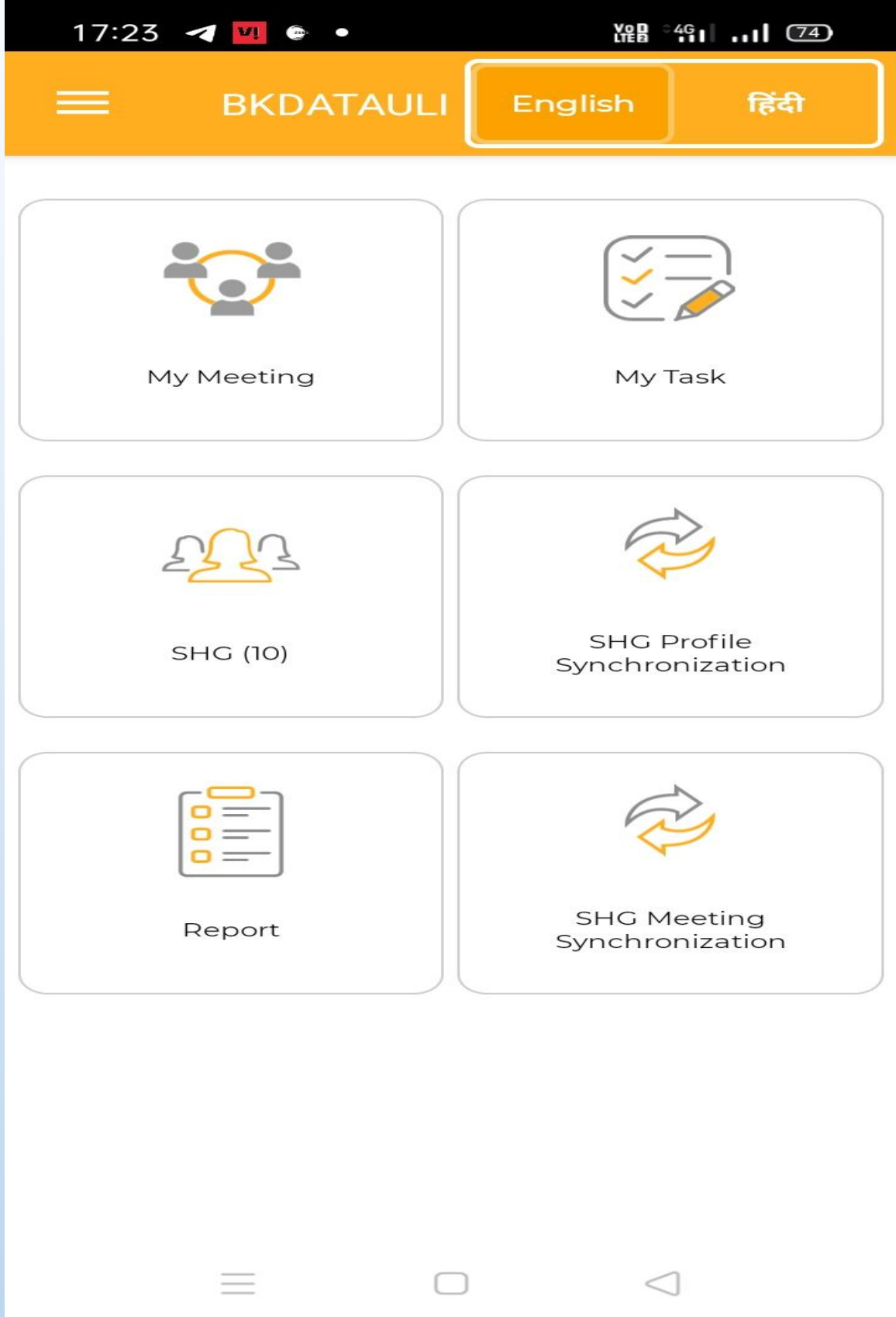
1

Bank Balance

Close & send for  
Approval



Finally Click on Close & Send  
Button for Approval



- After meeting Close Need to return back on the Main application screen and click SHG meeting Synchronization