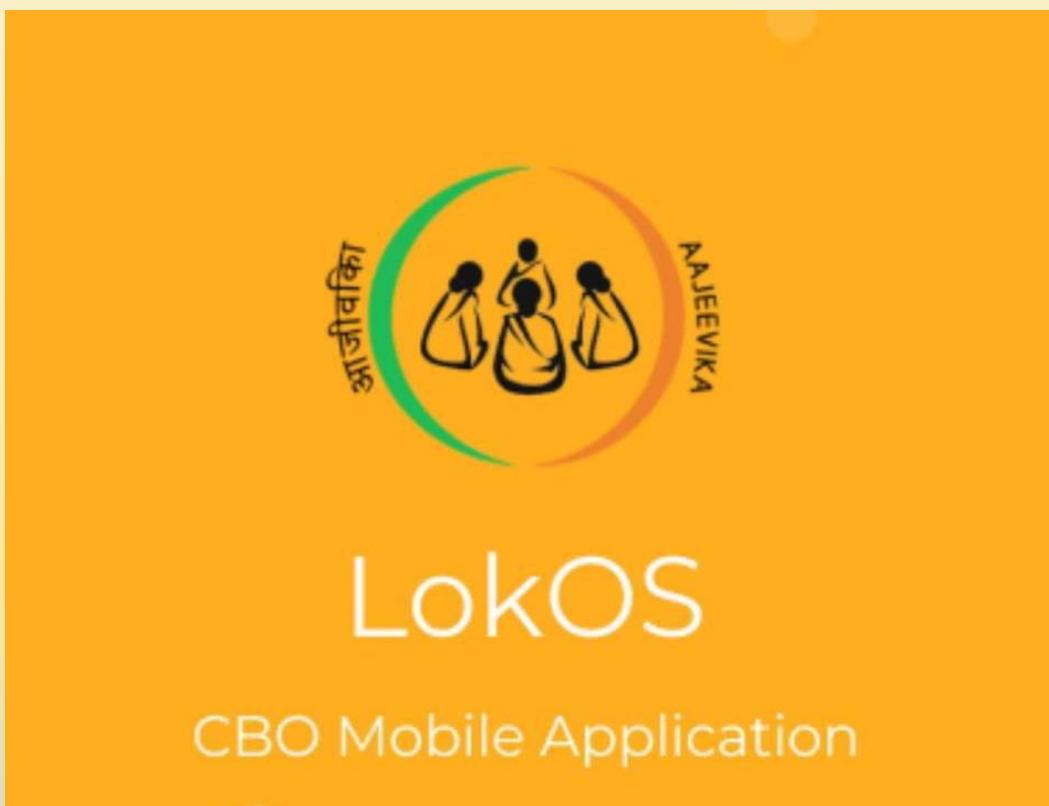


LokOS Mobile Application



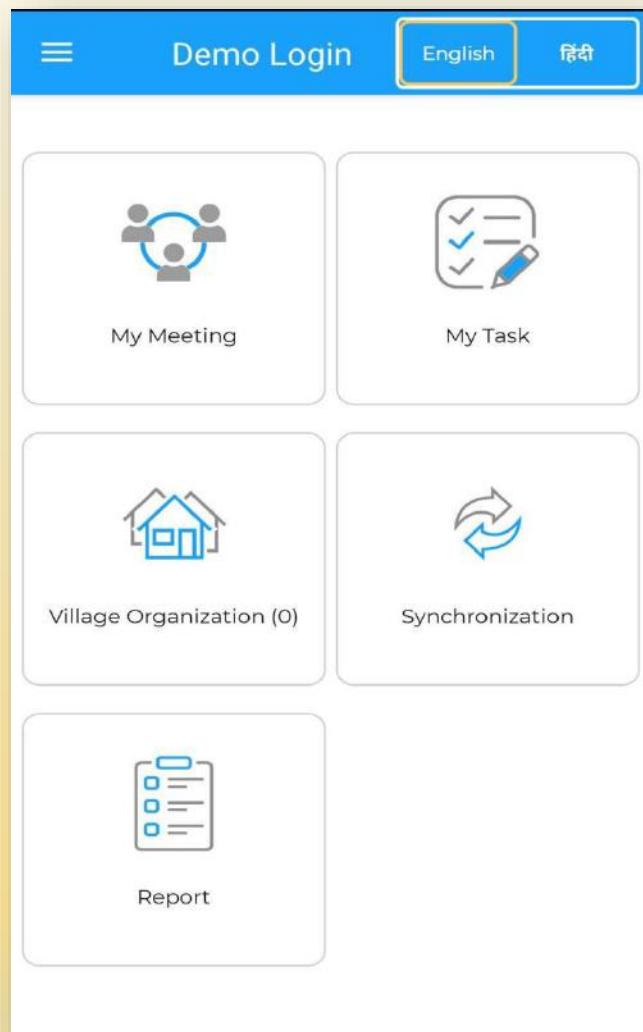
User Manual - VO Module

VO Profile Entry

Content

- Activity Menu Screen for the User
- VO Home Screen
- Role change process
- Synchronization
- Creation of New VO
- VO Basic Details Screen- Top Icons
- Entry of VO Basic profile

Activity Menu Screen for the User

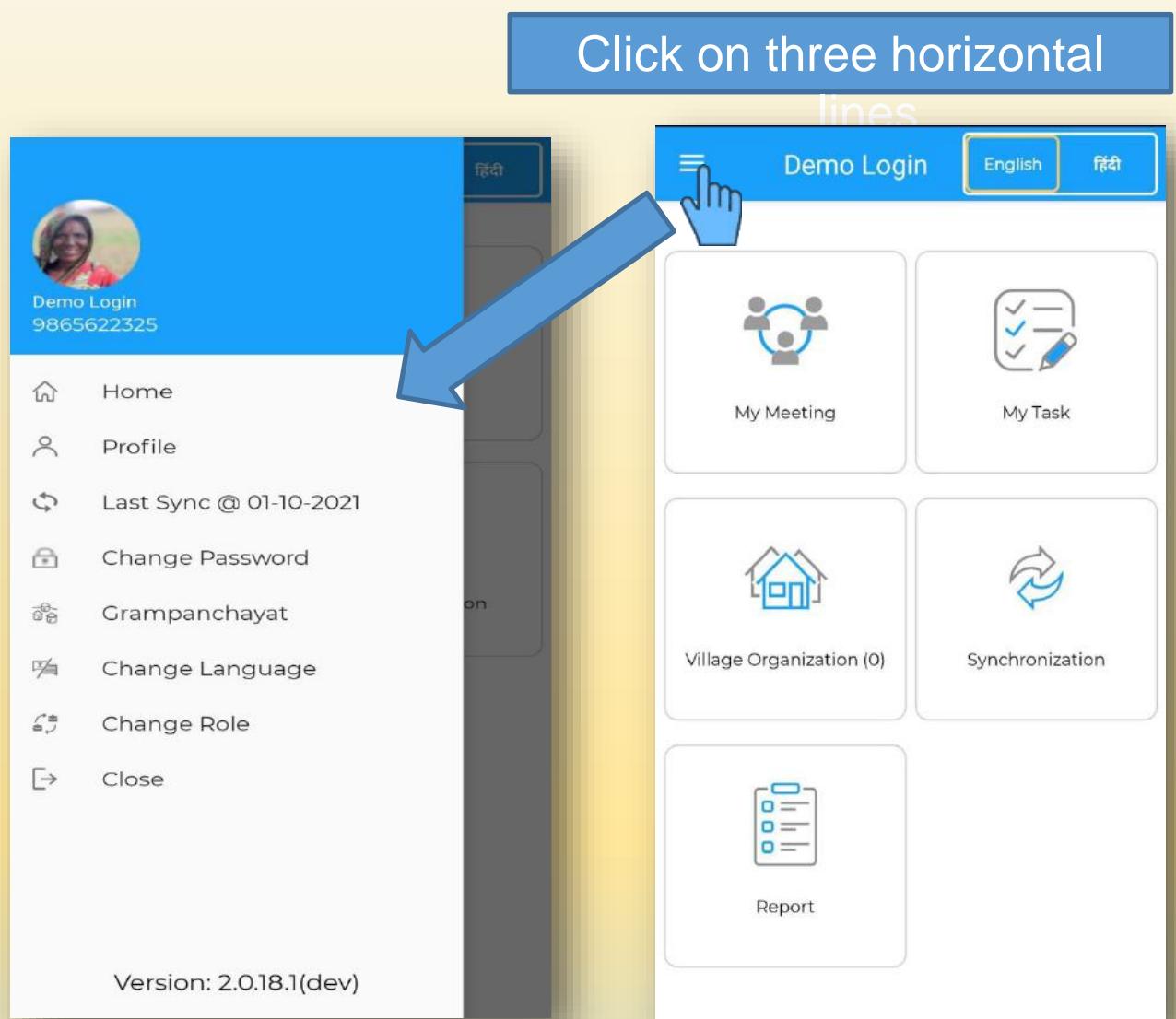


The user can access following activities here -

- My Meeting
- My Task
- Village organization
- Synchronization
- Report

The use of these menu items are given in upcoming slides.

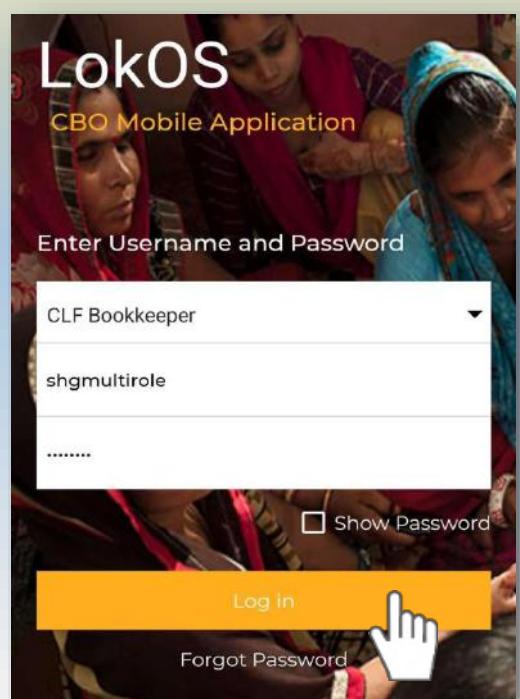
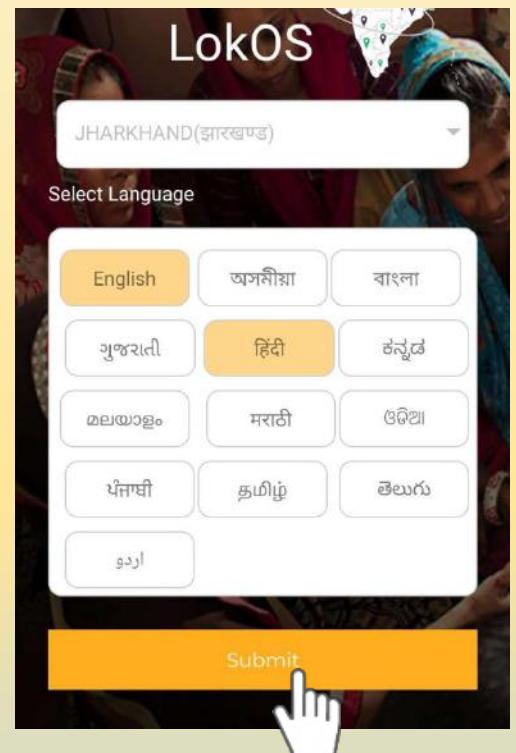
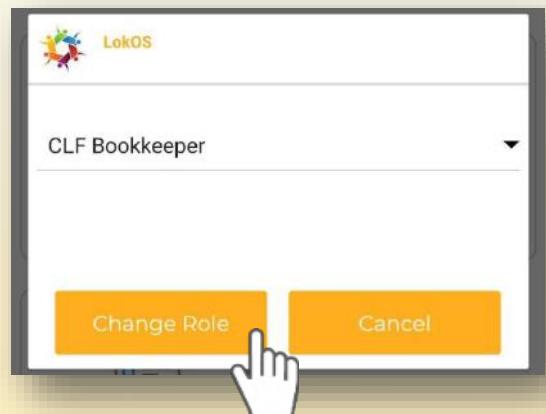
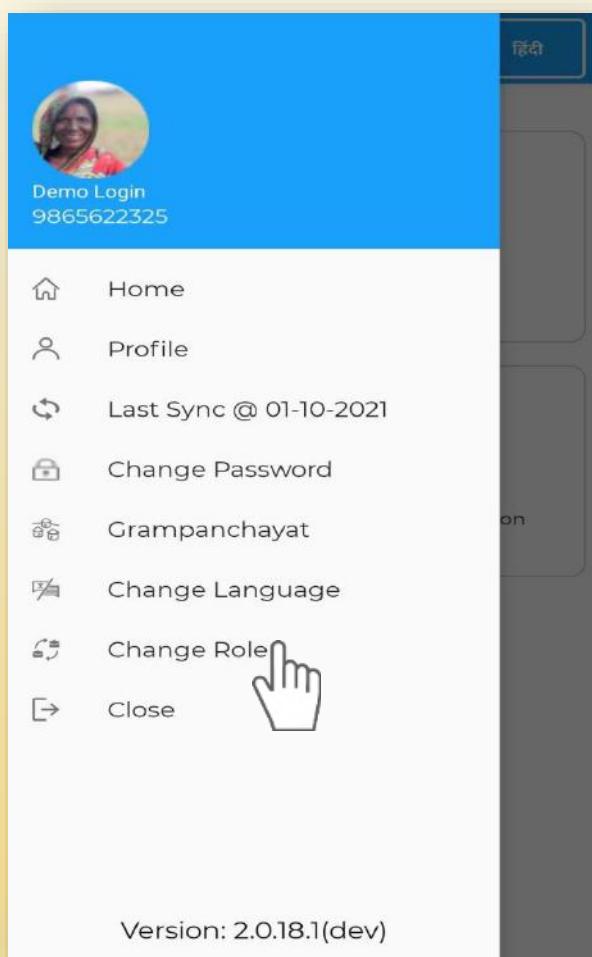
VO Home Screen



Menu Slider Button Screen

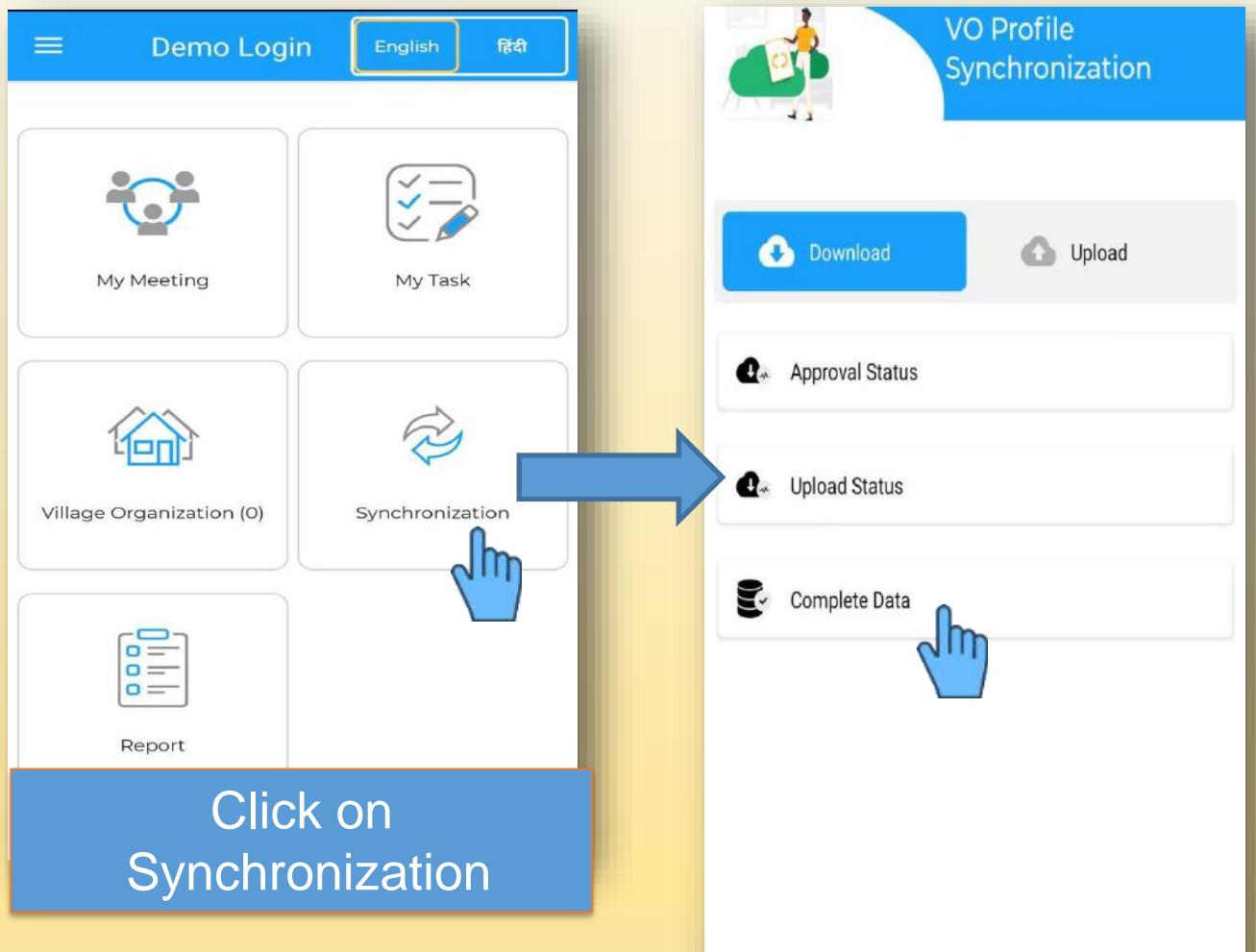
- **Home:** The user will land to home page.
- **Profile:** The user will land to Profile page
- **Sync:** The user will see last sync date.
- **Change password:** The user can change password.
- **Change Language:** The User can change language.
- **Change Role :** User will change Role from here.
- **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



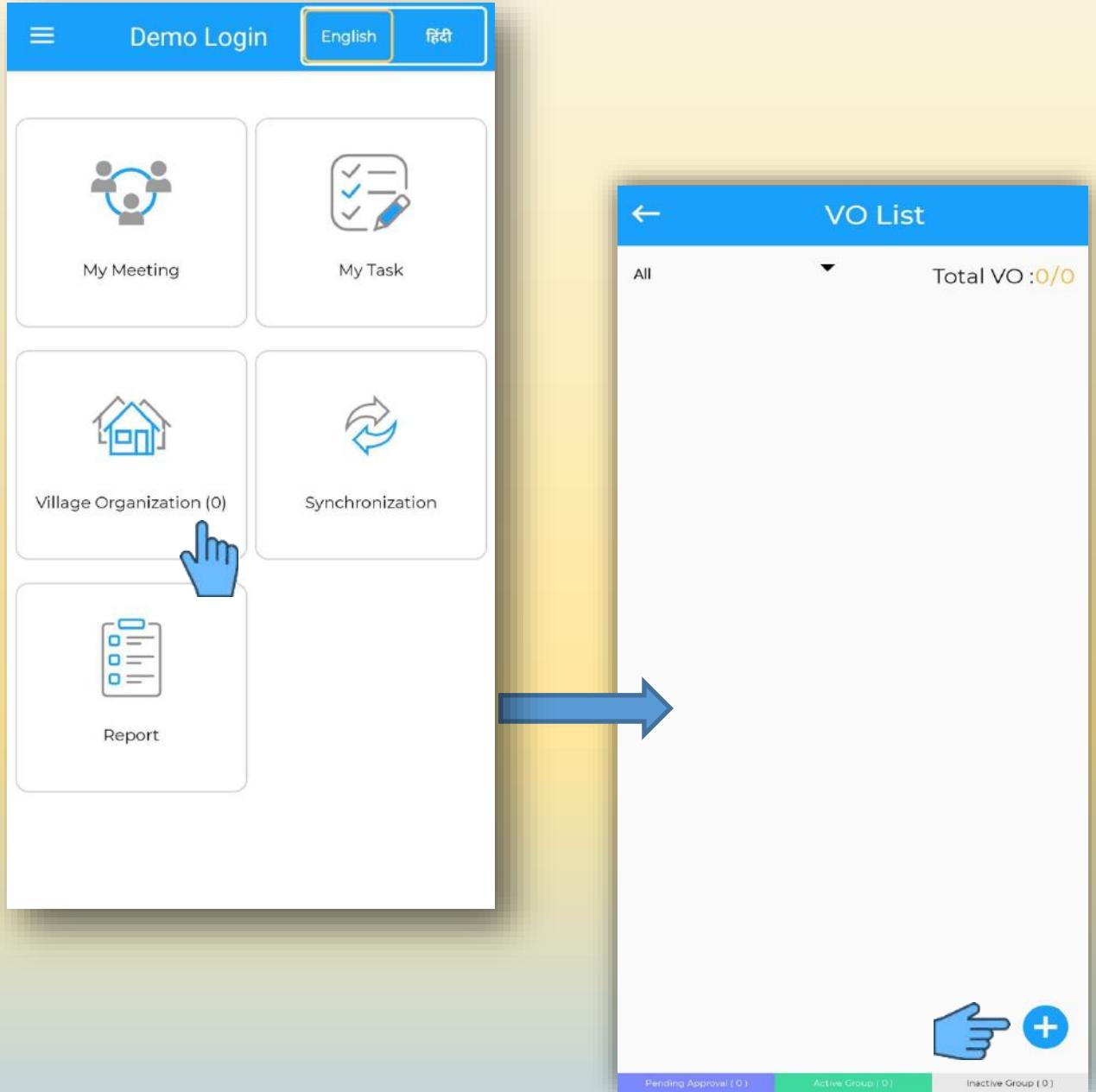
When user login first time
then click to 'Download Complete Data' button,
If any VO is linked with this user, it will download on
mobile

Download Complete data: Click to download all uploaded VOs.

Use the button below if needed

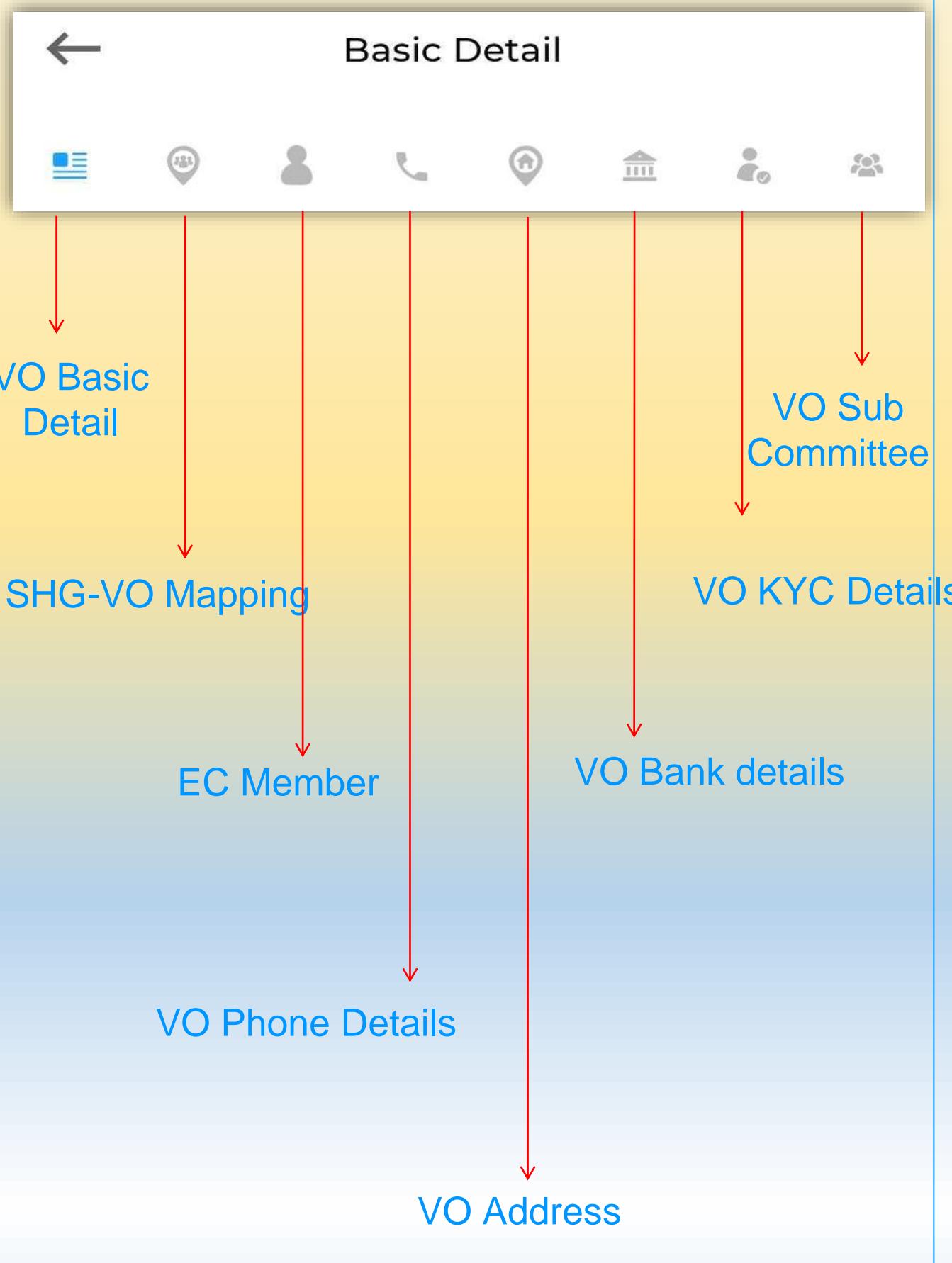
Download Approval Status: The BPM perform activation and deactivation of VO Profile from web, click on Download Upload Status button to know the activation status.

Creation of New VO



- The user will be able to create, view & edit VO.
- A list of existing VOs in the system will be displayed on VO here.
- To create new VO click on '+' button

VO Basic Details Screen- Top Icons



Entry of VO Basic profile: 1

Basic Detail

Grampanchayat*
GAGSINA

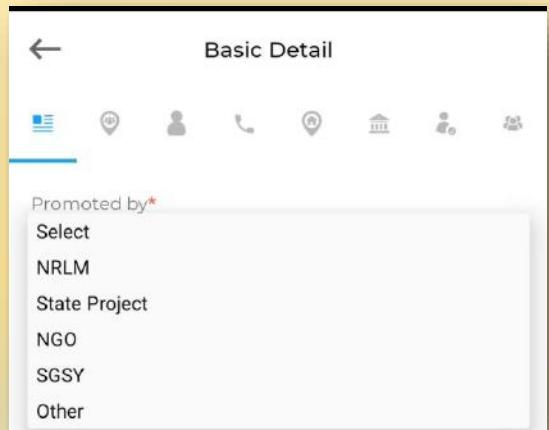
VO Name*
Type here...

VO Name in Local
Type here...

Formation Date*
dd-mm-yyyy

Promoted by*
Select

- Select Grampanchayat from drop down
- Enter VO name
- Enter VO name in local language
- Enter The date of formation
- Select promoted by



If Promoted by State Project/NGO/other

Basic Detail

Promoted by*
State Project

Promoter's name*
Type here...

Co-opted Revived

Co-option Date
dd-mm-yyyy

- Enter Promoters name (Mandatory)
- Select Co- Opted/Revived
- Enter Date of Co-Opted/Revived

Entry of VO Basic profile: 1

If Promoted by NRLM

Basic Detail

Promoted by*

NRLM

New Revived

Revival Date

dd-mm-yyyy

- Select New/ Revived
- If Revived then enter date

If Promoted by SGSY

Basic Detail

Promoted by*

SGSY

Co-opted Revived

Co-option Date

dd-mm-yyyy

- Select Co-opted/ Revived
- Enter date of Co-opted/ Revived

Entry of VO Basic profile: 2

Basic Detail

Meeting Frequency*

Select

Fortnightly

Monthly

Date

Select

Date

Select

Meeting Frequency: Fortnightly and Monthly

Fortnightly

- First Meeting- Choose First meeting date.
- Second Meeting- Choose Second meeting date.

Monthly

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

Entry of VO Basic profile: 3

Financial Intermediation is Yes then enter Compulsory Saving Frequency

Basic Detail

Financial Intermediation*

Yes No

Compulsory Saving Frequency*

Select

Compulsory Saving Amount*

Type here...

Compulsory Saving Interest Rate (Annual) %

Type here...

Voluntary Saving

Yes No

Voluntary Saving interest rate (Annual) %

Type here...

Compulsory Saving Frequency: Fortnightly and Monthly

- Auto-populated same as Frequency of meeting.
- The user can change it to Fortnightly and Monthly.
- **Fortnightly Meeting-** The saving frequency can be fortnight or monthly.
- Select **monthly**, the Saving Frequency can be monthly only.
- Enter Compulsory saving Interest Rate (Annually)
- Select Voluntary Saving Yes/No if yes
- Enter Voluntary saving rate of interest

Entry of VO Basic profile: 4

Basic Detail

Bookkeeper Identified?*

Yes-Internal Yes-External No

Bookkeeper Identified?

No Member Available with the Phone no in this VO

Bookkeeper's Mobile No.

Type here...

Tenure of elected Office Bearers*

Enter a value between 12-60 months

VO resolution copy

Status

Active

Save Cancel

Click for Saved

Bookkeeper Identified

- **Yes-Internal** [Click for Saved](#)
Select Internal SHG Member name as bookkeeper and mobile number from drop-down menu after VO's mapping.

- **Yes-External**
Type Bookkeeper name and mobile number

- **No**
No Bookkeeper Identified so nothing will be entered.

- Enter election tenure value between 12 to 60 months
- Attach VO resolution copy (Image & PDF)
- Status active by default
- Click on Save

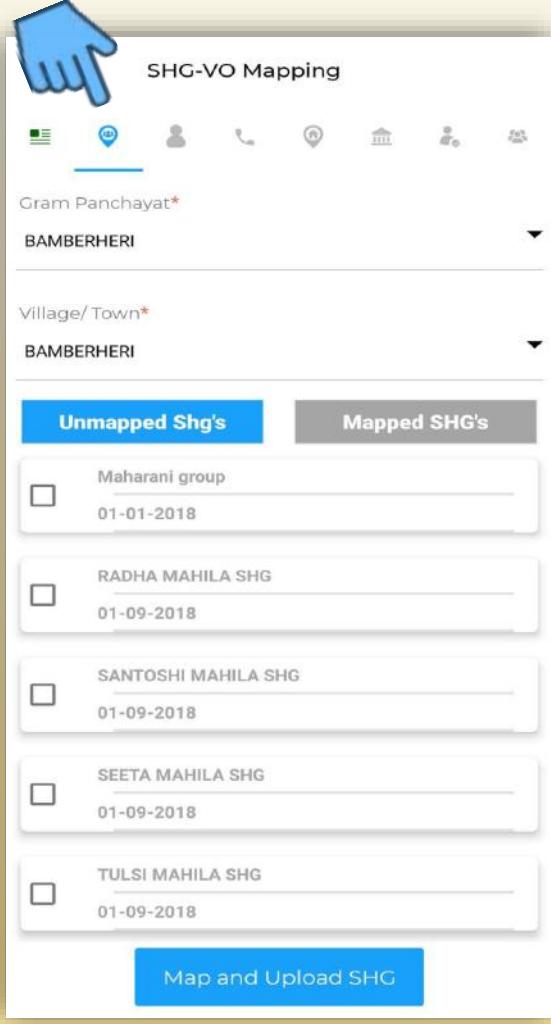
VO Profile Entry Module

Completed

Next Module :

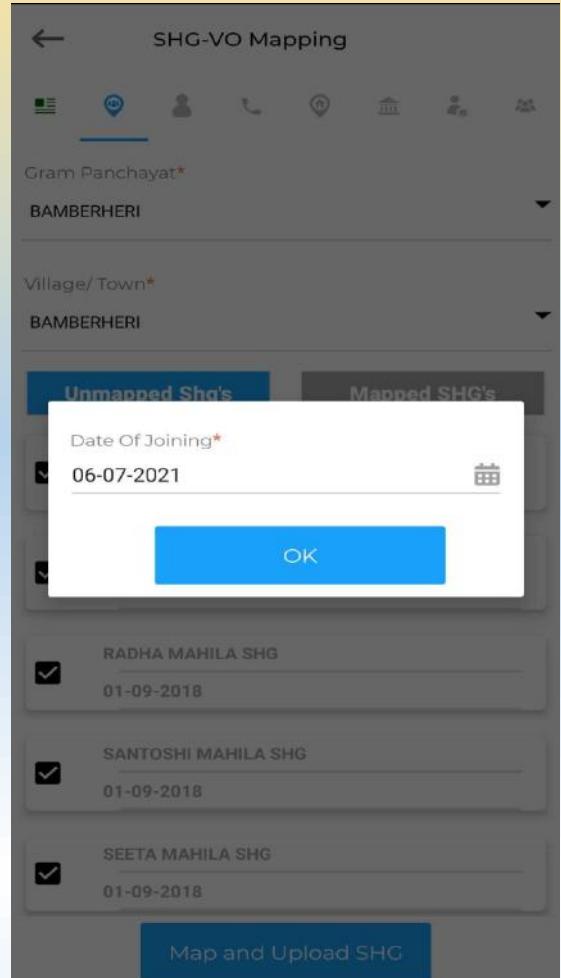
- SHG –VO Mapping

Entry of SHG–VO Mapping



- Select Gram Panchayat & Village from Drop-Down
- Select Unmapped SHG'S for Mapping
- Multiple SHG's Can Mapped

Minimum 5 SHG Required for VO Upload & Activation



- Joining Date Required When SHG Selected
- Click on button “Map and Upload SHG” SHG's Uploaded
- User also check Mapped SHG click on “Mapped SHG’s”

Entry of Executive Committee Members

The screenshot shows two views of a mobile application screen for managing executive committee members.

Left View (Initial State):

- Header: "Executive Committee Member" with a back arrow and a signal icon.
- Toolbar icons: flag, location, person (highlighted in blue), phone, bank, user, etc.
- Text: "No EC member is available. Add by clicking on the plus button".
- A large blue plus button with a hand icon is highlighted with a blue arrow pointing to it.
- Text below the plus button: "To upload the data, a) minimum 5 SHGs mapped, b) 1 EC from each SHG, and c) 3 office bearers - President, Secretary, Treasurer are required, The bank account & 2 signatories are mandatory if Financial Intermediary is 'Yes'."

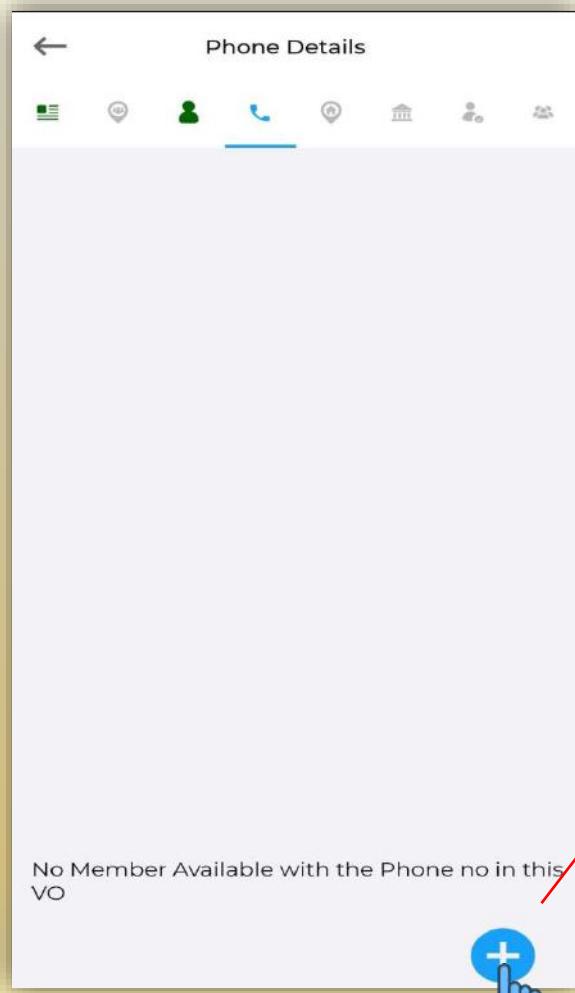
Right View (Filled State):

- Header: "Executive Committee Member" with a back arrow and a signal icon.
- Toolbar icons: flag, location, person (highlighted in blue), phone, bank, user, etc.
- Form fields:
 - CBO Name*: AASHA MAHILA SELF HELP GROUP
 - EC Member Name*: VIDHYA DEVI (AASHA MAHILA SELF HELP GROUP)
 - Designation in VO*: Vice-President
 - From Date*: 08-07-2021
- Buttons: "Refresh Mapping data" and "Add EC Member".

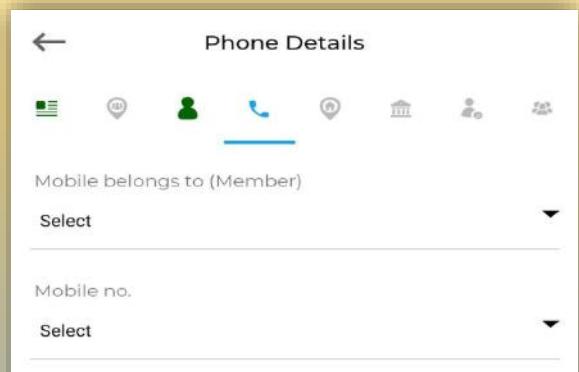
To upload VO Minimum 5 SHG's Mapped and 1 EC from each SHG's required

- Select CBO Name from Drop-down
- Select EC Member from Drop-down
- Maximum 5 Member Allowed from One SHG
- 3 Office Bearers (president, Secretary & Treasure) are required
- Select Designation from Drop-down
- Allowed One Member One Designation Only
- Select Joining Date from Drop-down
- Signatory Select Yes or No (If yes, enter date)

Entry of VO Phone Details



Click to add new phone details



- Select EC Member
- Select her Mobile number from the Drop-down

Click to Add Phone details

Add Phone Details

Entry of VO Address Details



- CBO Name: auto-populated
- Enter Address in both columns
- Select Gram Panchayat from drop-down.
- Enter Area Pin code

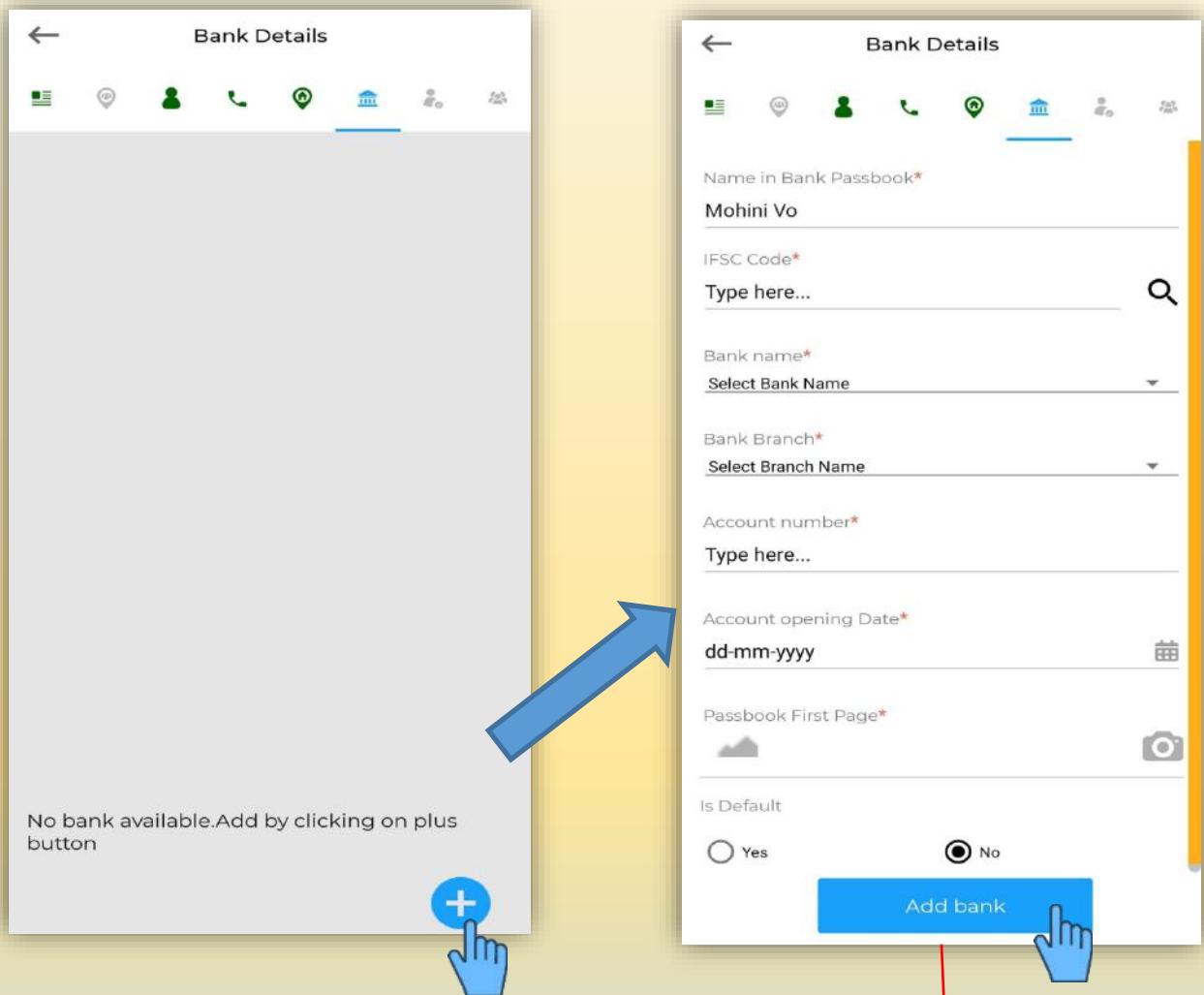
A screenshot of the same mobile application interface showing the address entry form. The fields are populated as follows:
Federation Name: Mohini Vo
Address Line 1*: Type here...
Address Line 2: Type here...
Gram Panchayat*: GAGSINA
Pincode*: Type here...
At the bottom right is a blue button labeled "Add Address" with a red arrow pointing to it, and another red arrow pointing from a blue callout box labeled "Click to add address" towards the plus button on the first screen.

Click to add
address

Entry of VO Bank Detail Screen

User can add bank A/c detail using two options

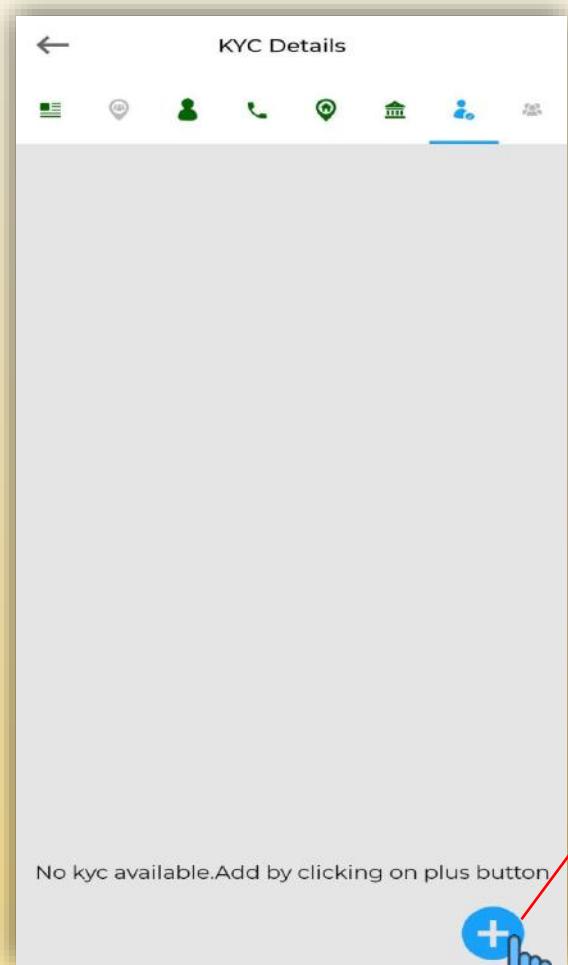
1) Using bank name or 2) Searching IFSC code



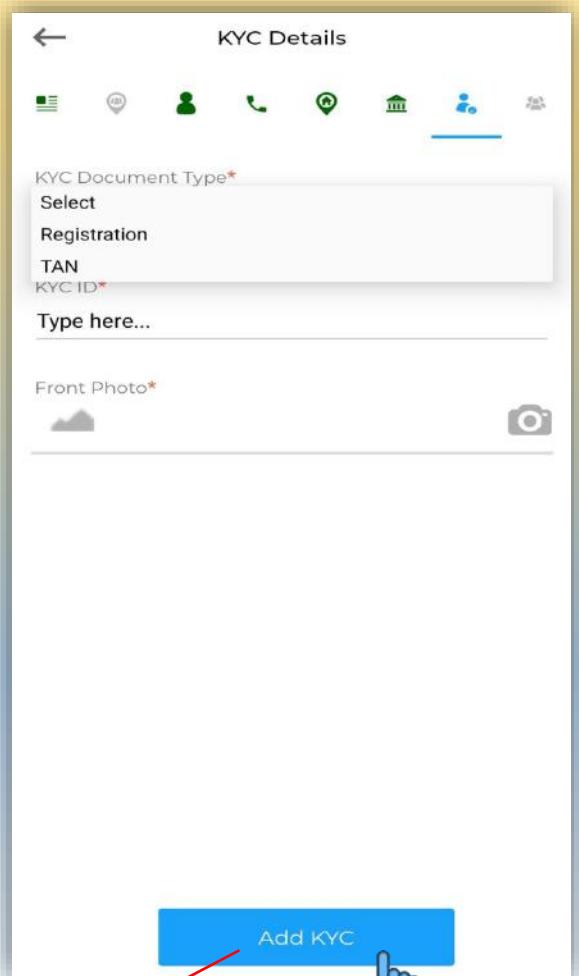
- Enter Name from bank passbook
- Search IFSC Code (Need internet 'ON')
- Select Bank Name from drop-down
- Select Bank Branch from drop-down
- Enter Valid Account Number
- Select Bank Account Opening Date
- Upload Passbook first page
- Is Default: Select 'Yes' or 'NO' (Only one bank can be Default)

Click to Add Bank details

Entry of VO KYC Document



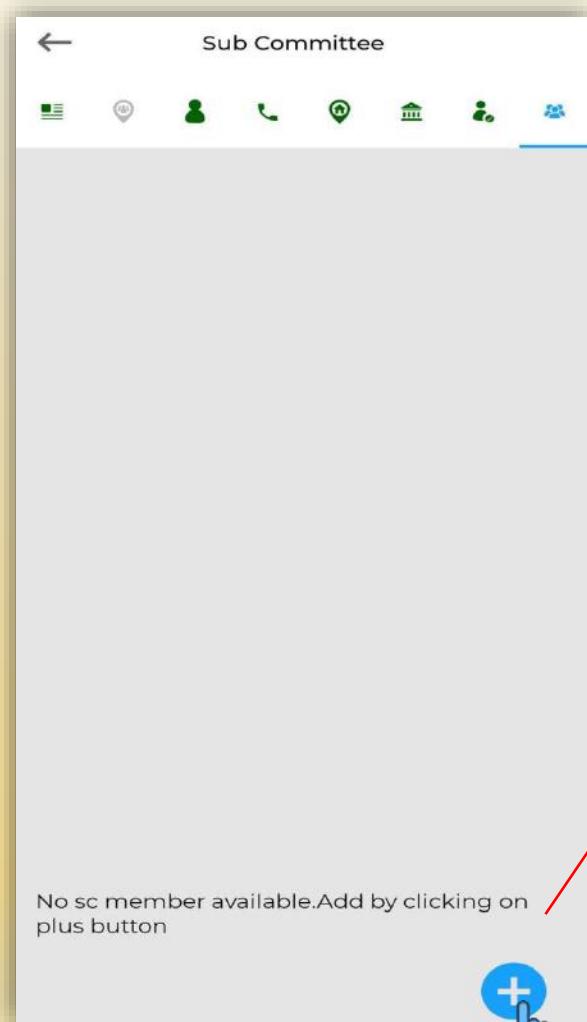
Click to add new KYC



- Two Types Of KYC Documents -Registration, TAN
- Enter KYC ID
- Upload Photo of the KYC document for verification.
- If Registration Enter Valid till date

Click to add KYC

Entry of VO Sub Committee



Click to add
Sub
Committee

Federation Name: Mohini Vo

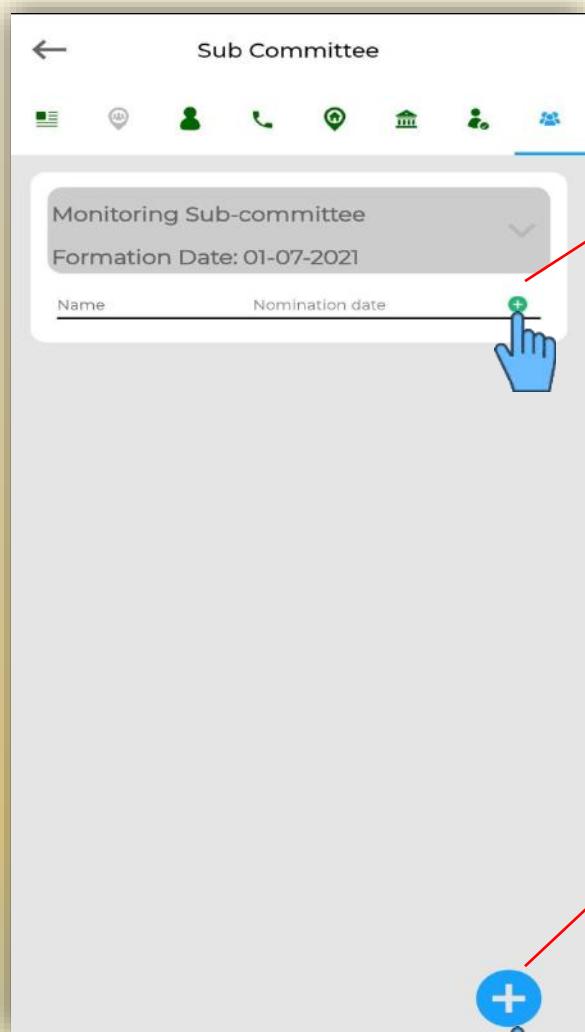
Sub Committee*: Select

From Date*: dd-mm-yyyy

Save

Minimum 2 members required to create and upload subcommittees

Add members in VO Sub Committee



Add member
click on “+”
button

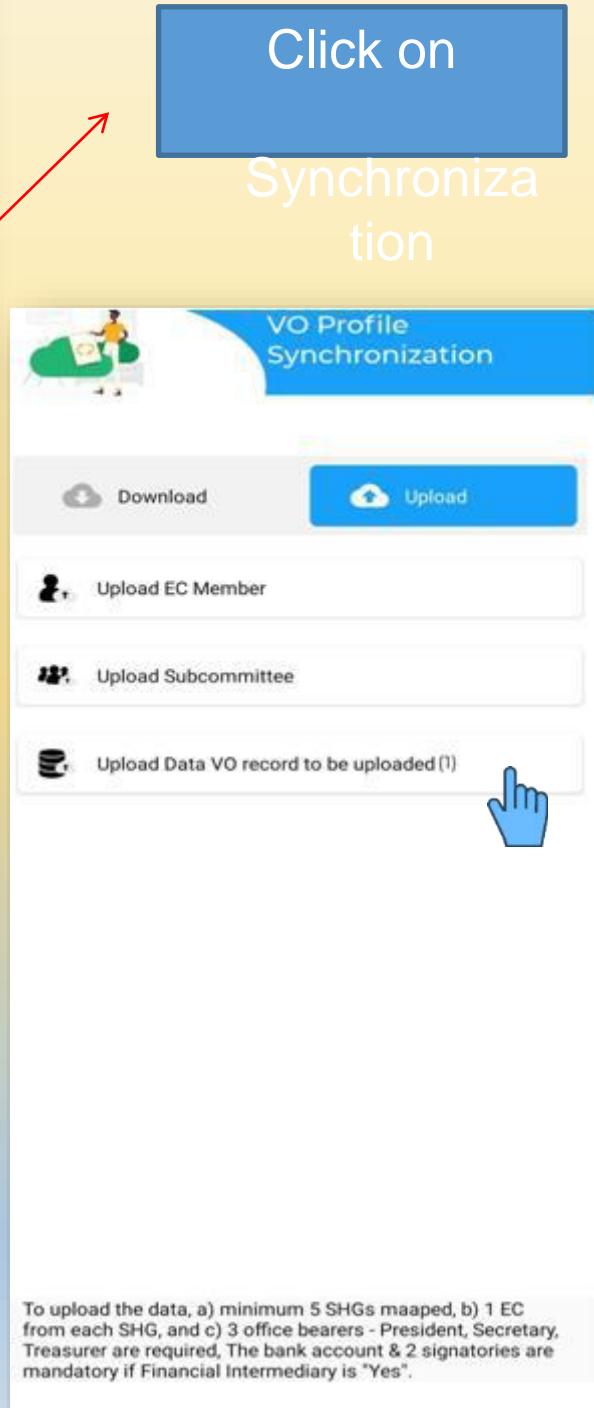
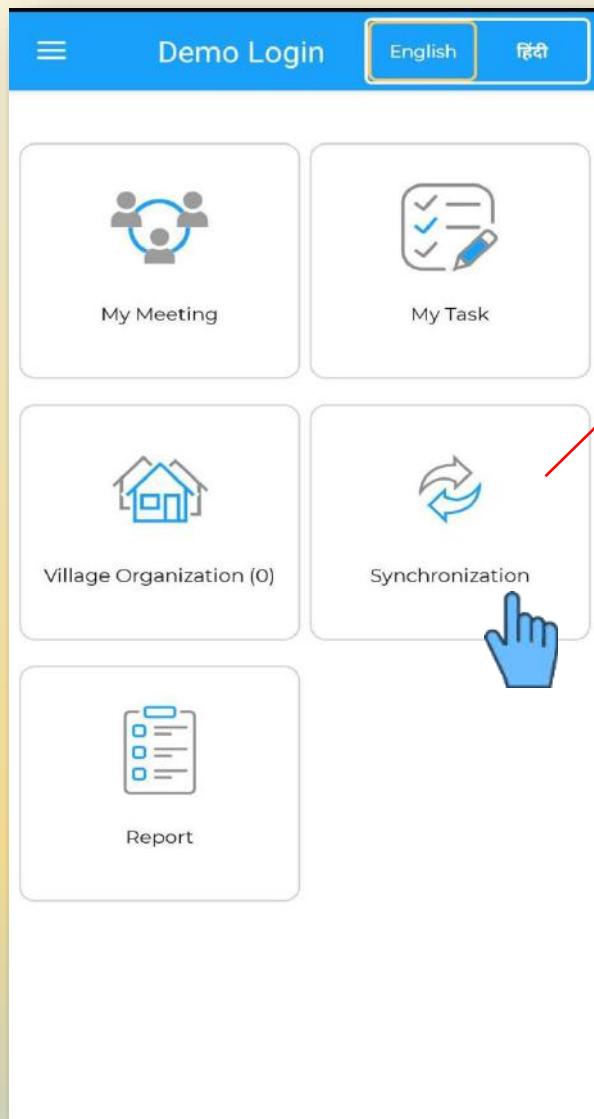
Click to Add
Sub
Committee

The screenshot shows the 'Sub Committee Member' form. It includes fields for 'Federation Name' (set to 'Mohini Vo'), 'Sub Committee*' (set to 'Monitoring Sub-committee'), 'EC Member Name*' (a dropdown menu with 'Select' option), and 'Date Of Joining*' (a date input field set to 'dd-mm-yyyy'). A large blue 'Save' button at the bottom right is highlighted with a blue hand icon.

Click to save

- Select EC Member from Drop-down'
- minimum 2 member are required to form and upload a subcommittee
- One member can join only one Sub Committee
- Multiple sub Committee will be created
- Select Date of Joining

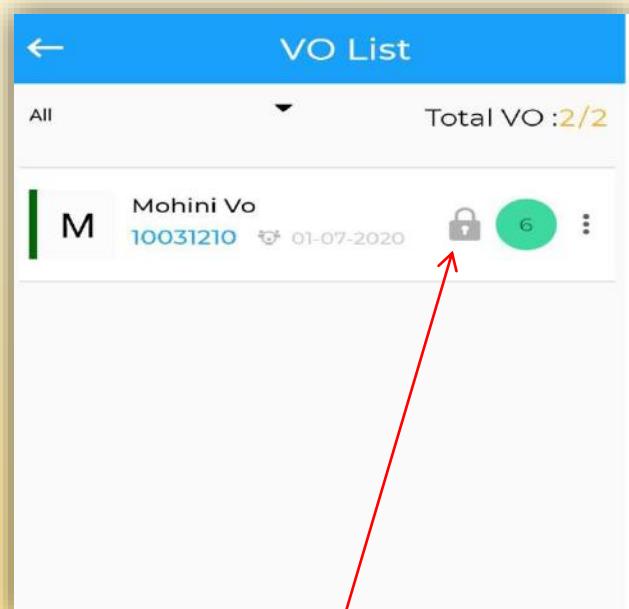
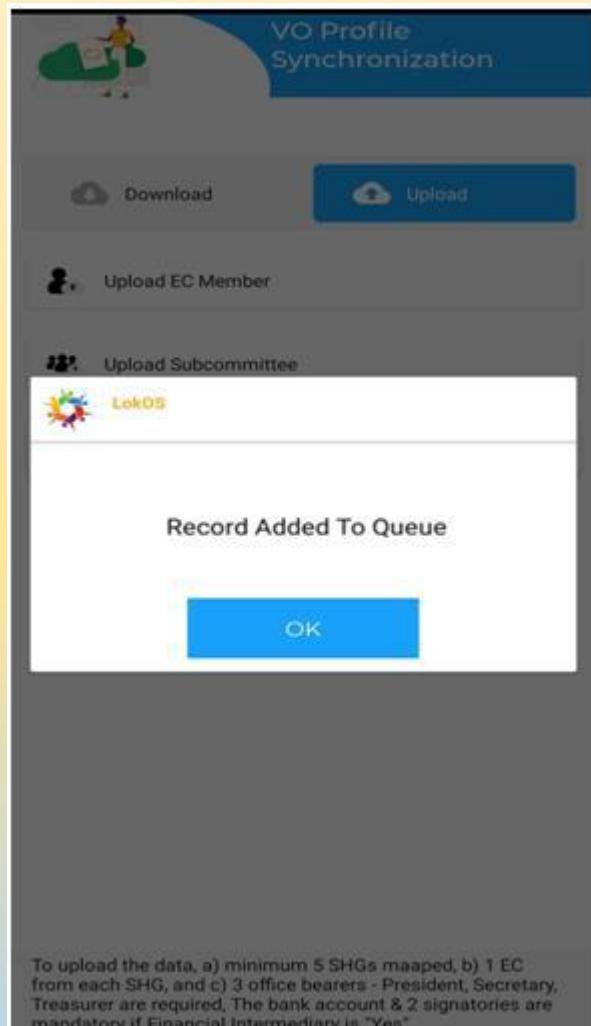
Synchronization 1



Click on “Upload Data VO”
then VO will be uploaded

Synchronization 2

VO Uploaded Successfully



VO Locked

1. User can check the lock Icon after uploading of the data which mean VO uploaded Successfully.
2. After Sync, all record will show on Web and BPM Can be check & verify VO.

VO LokOS User Manual

Completed