LokOS Mobile Application

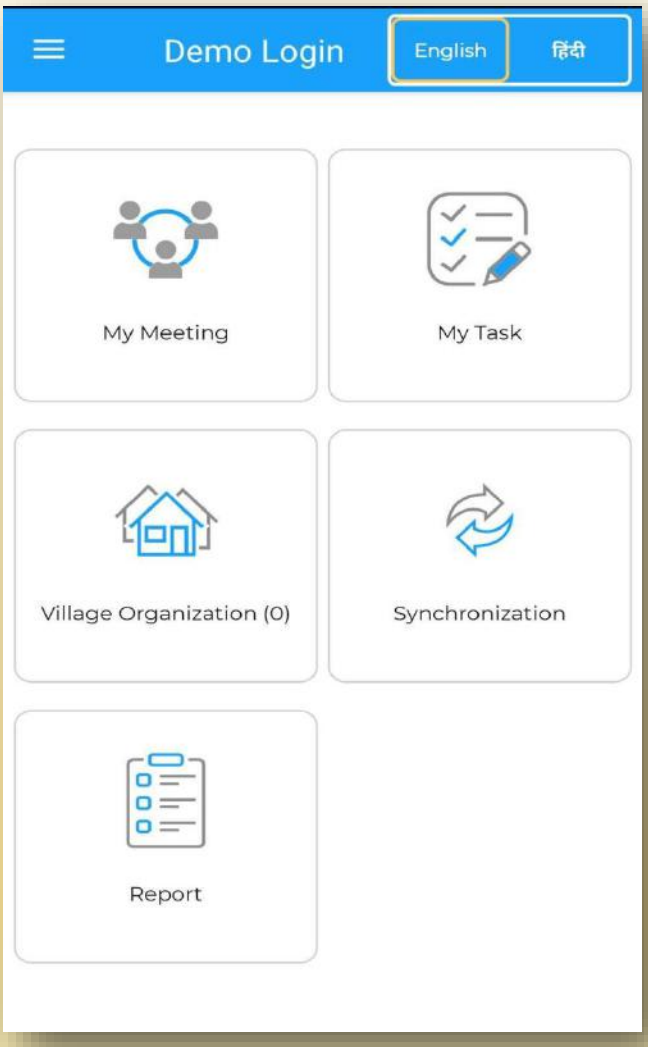
User Manual - VO Module

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

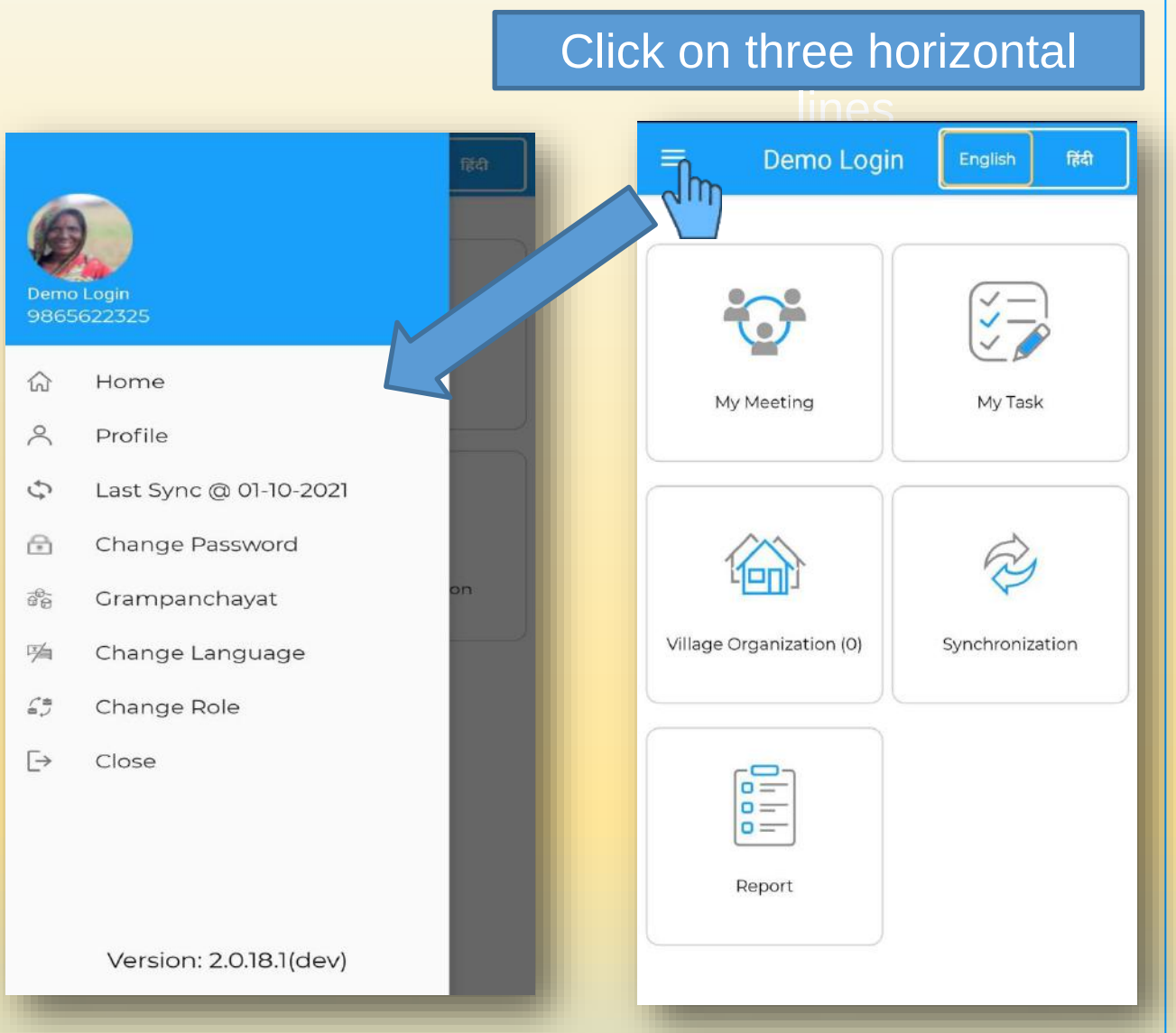


The user can access following activities here -

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

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

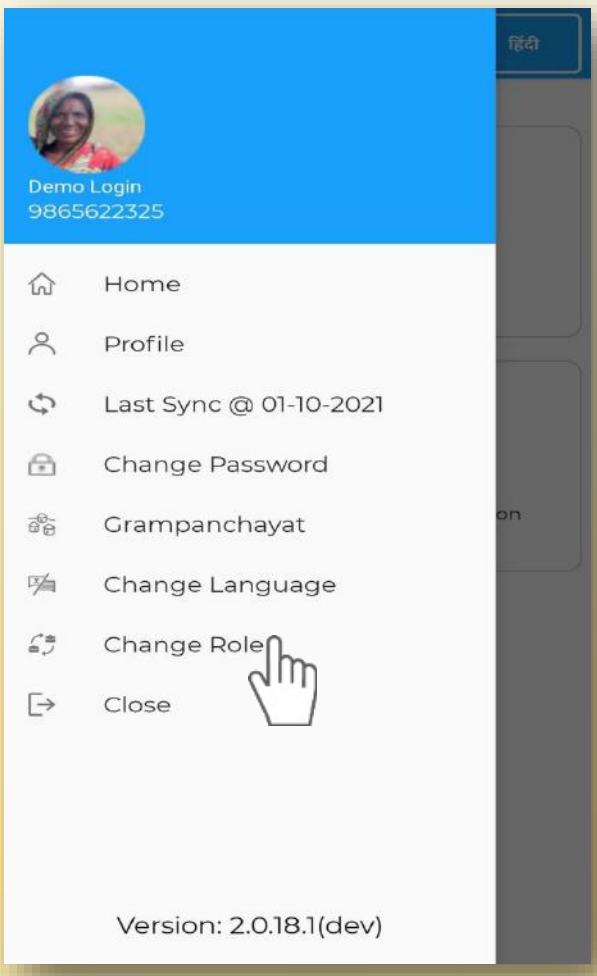
VO Home Screen

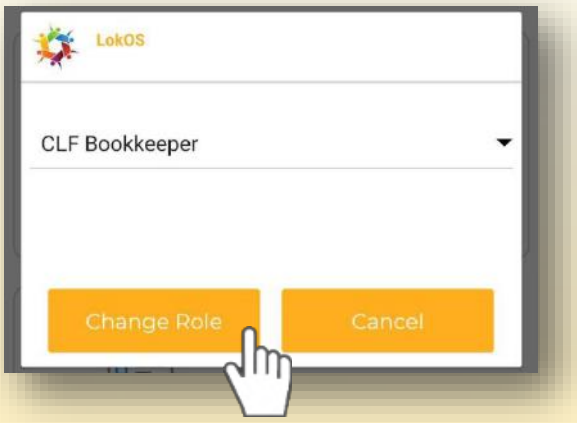


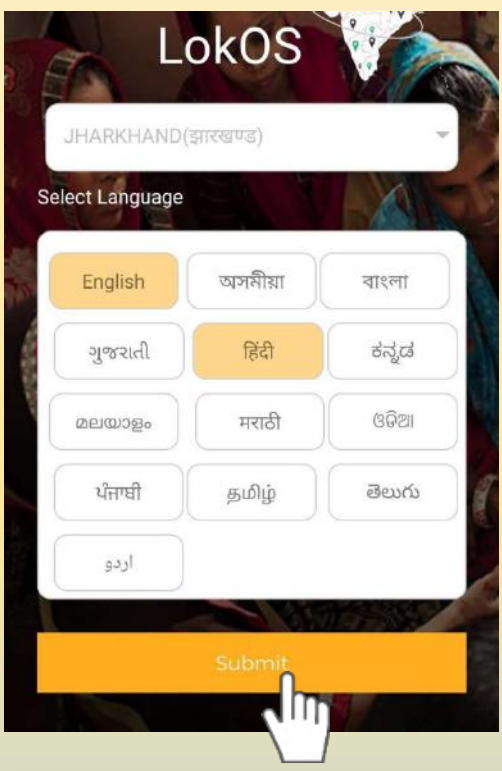
Menu Slider Button Screen

- 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

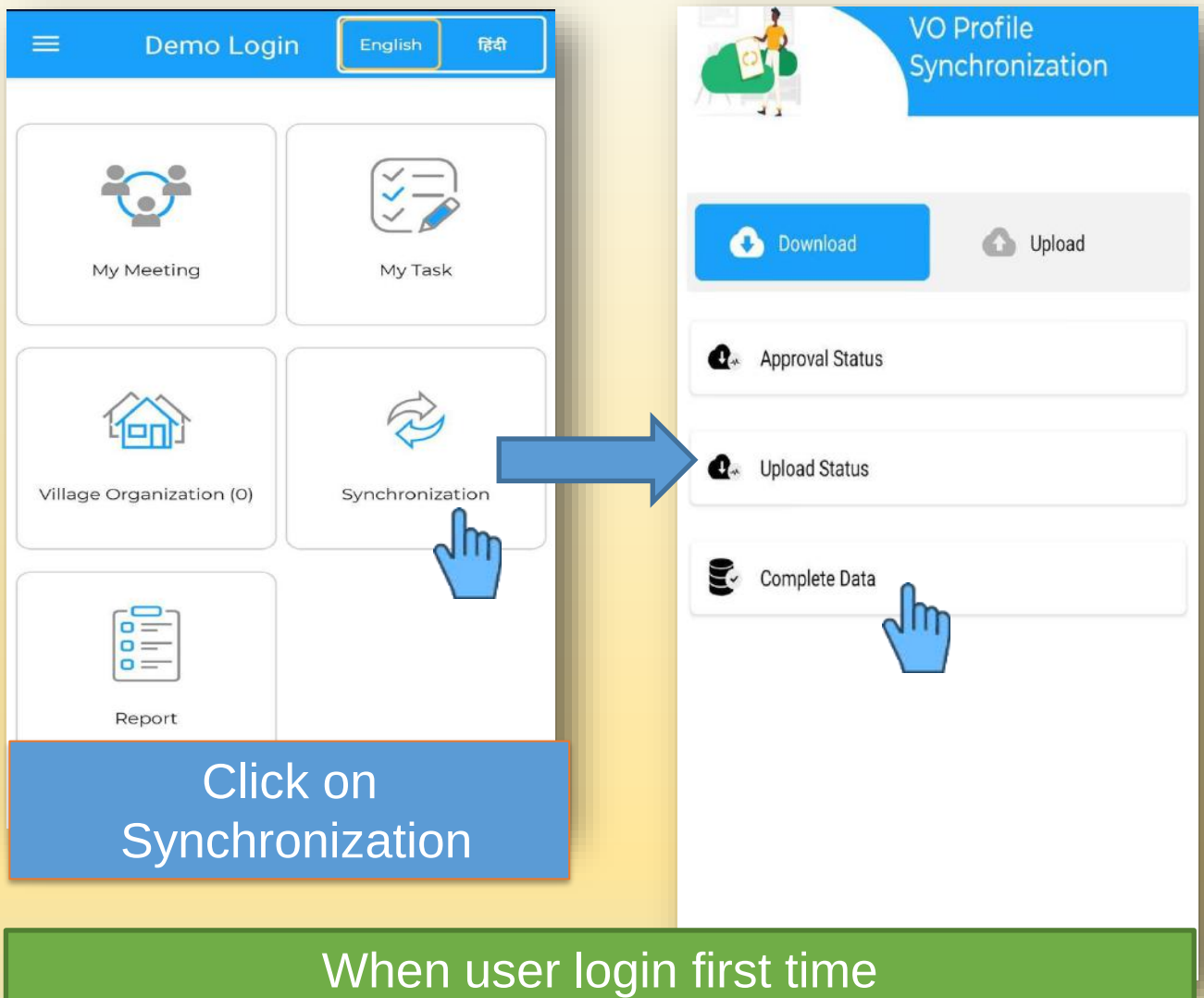






- Click on Change Role
- Select the role and click on Change Role
- State will come automatically
- Select the language and click on “Submit button”
- Login ID Password will be come automatically then click on “Log in”.

Synchronization



Click on Synchronization

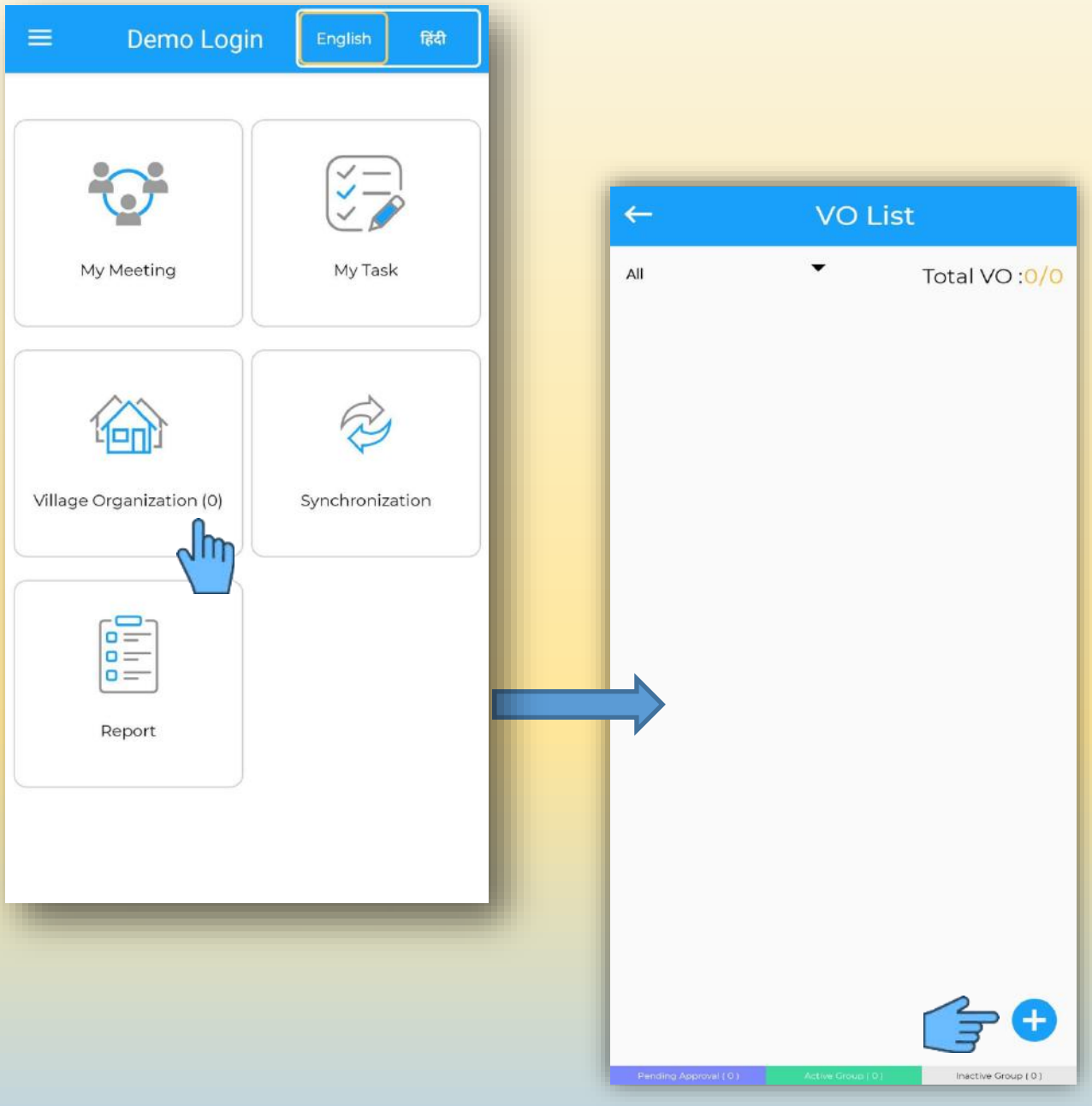
When user login first time
then click to 'Download Complete Data' button,
If any VO is linked with this user, it will download on mobile

Download Complete data: Click to download all uploaded VOs.

Use the button below if needed

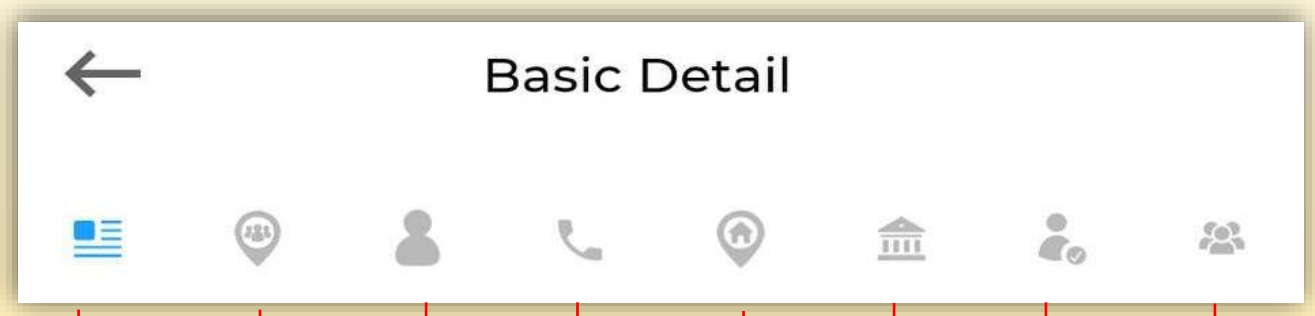
Download Approval Status: The BPM perform activation and deactivation of VO Profile from web, click on Download Upload Status button to know the activation status.

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



VO Basic Detail

SHG-VO Mapping

EC Member

VO Phone Details

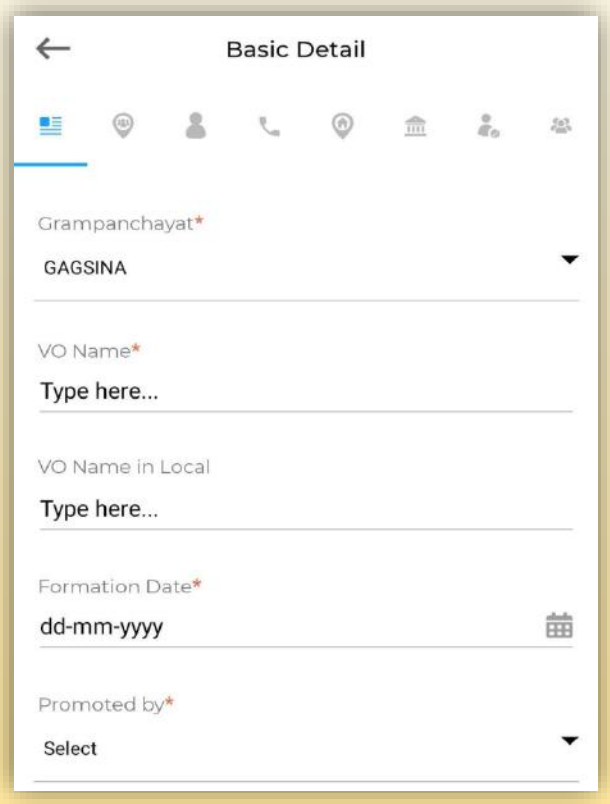
VO Address

VO Bank details

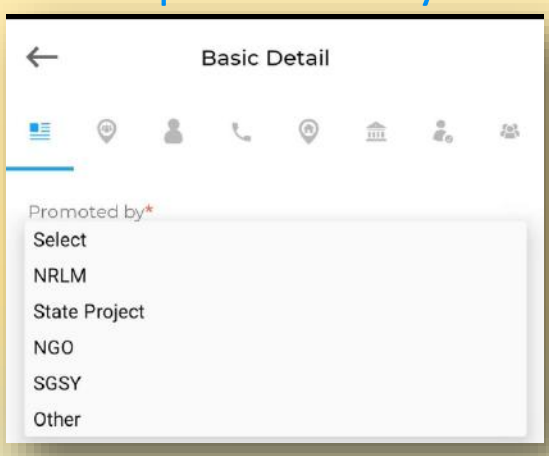
VO KYC Details

VO Sub Committee

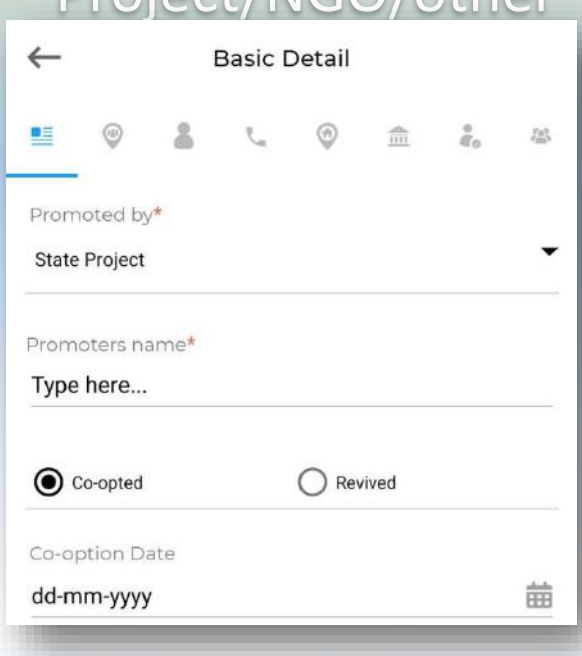
Entry of VO Basic profile: 1



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



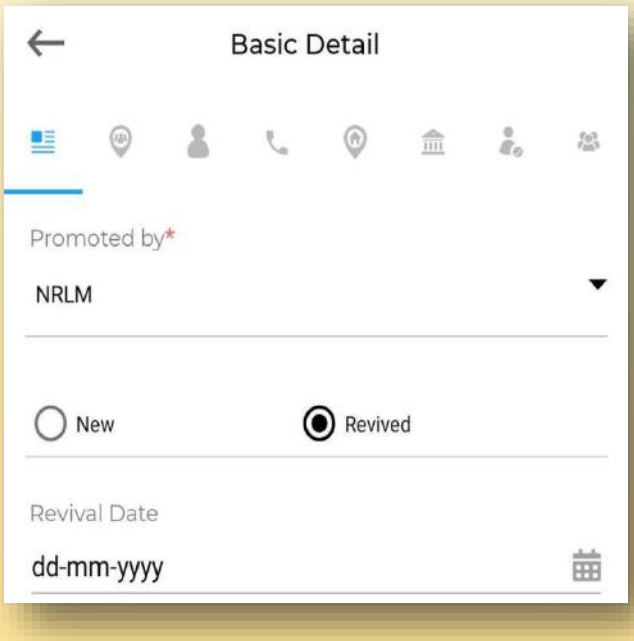
If Promoted by State Project/NGO/other



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

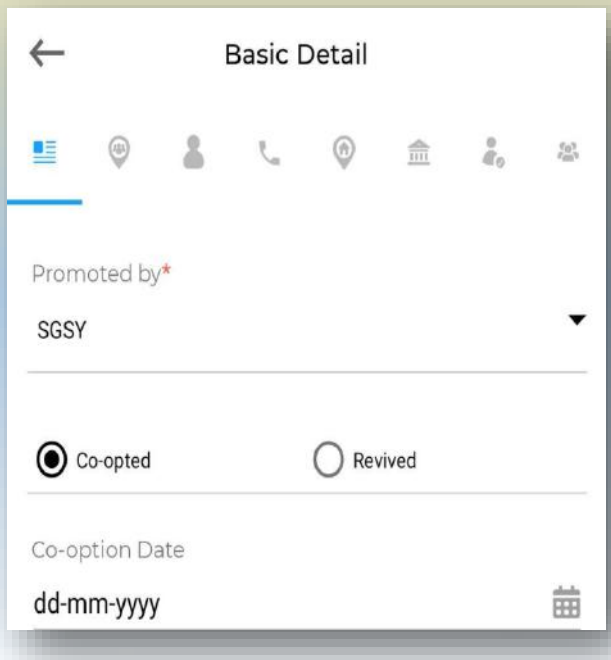
Entry of VO Basic profile: 1

If Promoted by NRLM



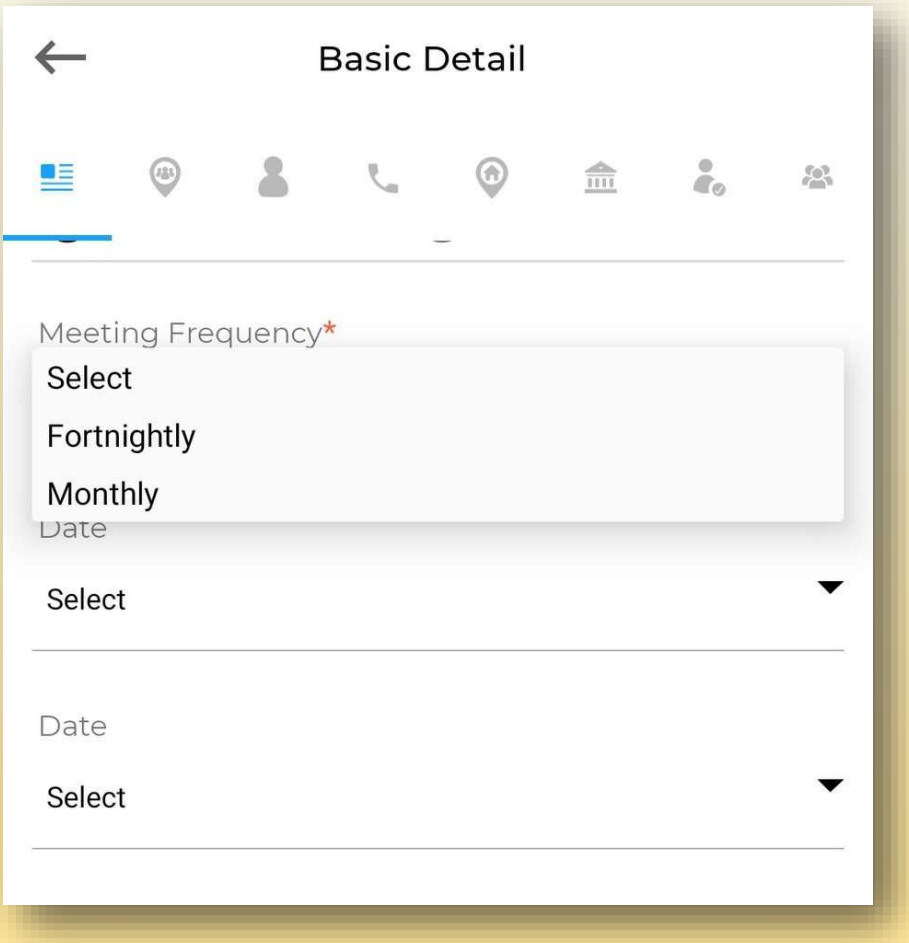
- Select New/ Revived
- If Revived then enter date

If Promoted by SGSY



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

Entry of VO Basic profile: 2



Meeting Frequency: Fortnightly and Monthly

Fortnightly

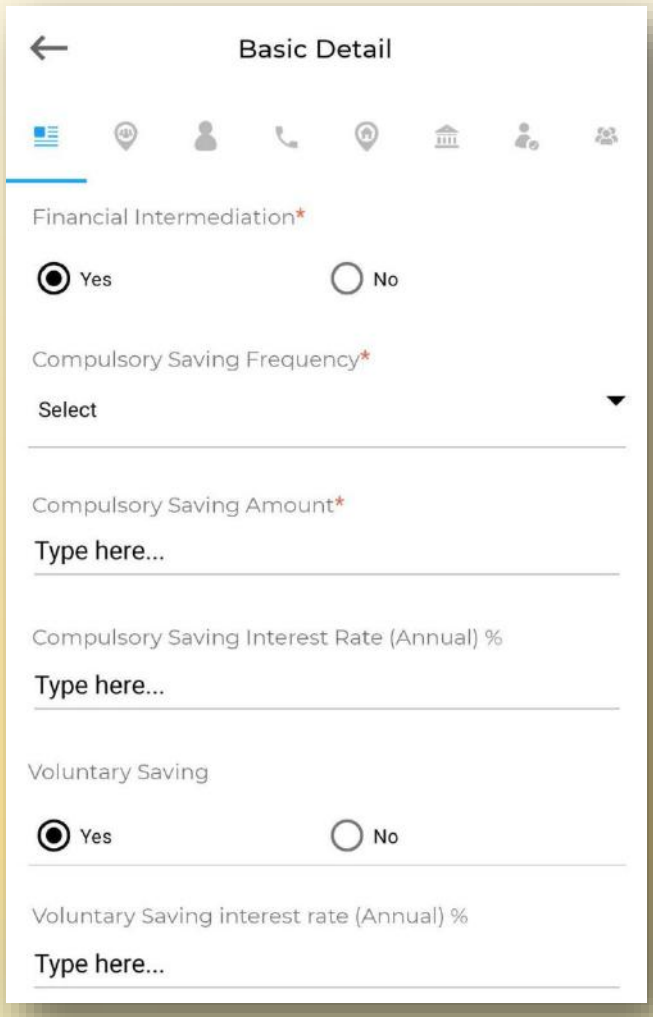
- First Meeting- Choose First meeting date.
- Second Meeting- Choose Second meeting date.

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

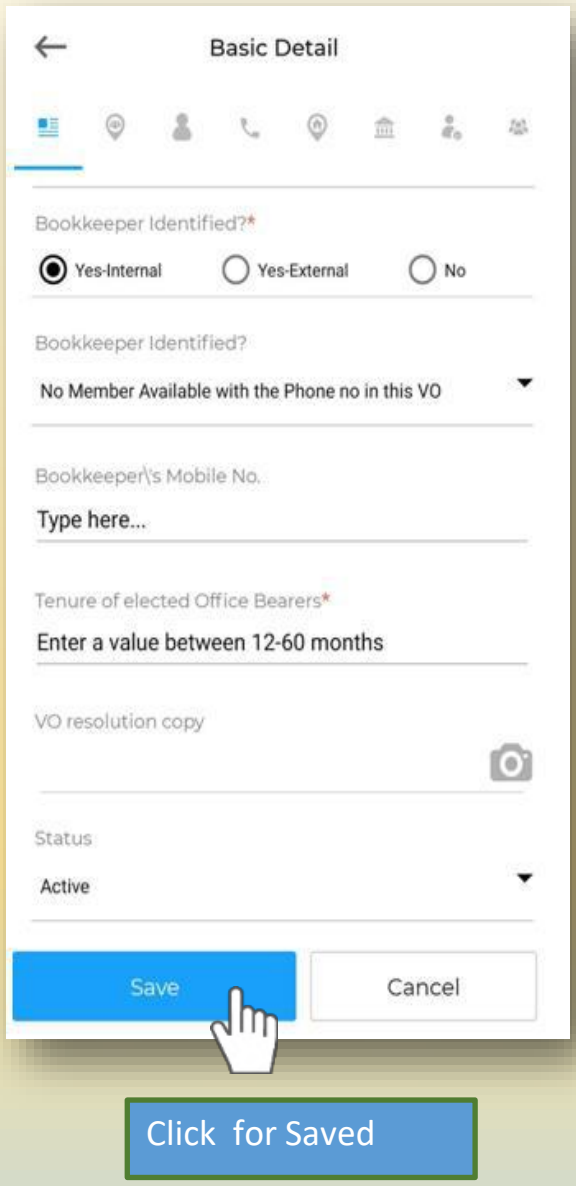
Financial Intermediation is **Yes** then enter Compulsory Saving Frequency



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



Bookkeeper Identified

- **Yes-Internal**

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.

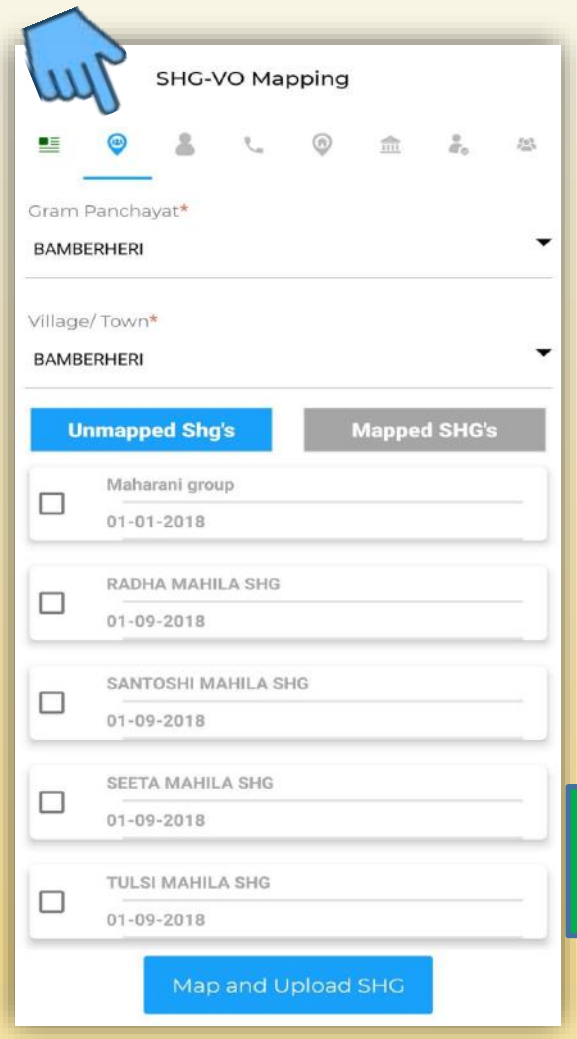
- Enter election tenure value between 12 to 60 months
- Attach VO resolution copy (Image & PDF)
- Status active by default
- Click on Save

VO Profile Entry Module Completed

Next Module :

- SHG –VO Mapping

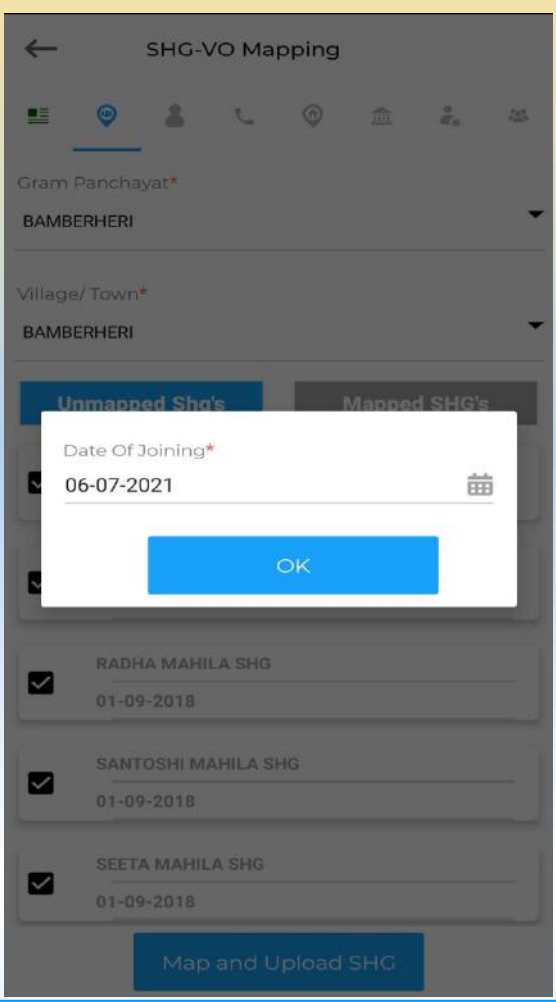
Entry of SHG–VO Mapping



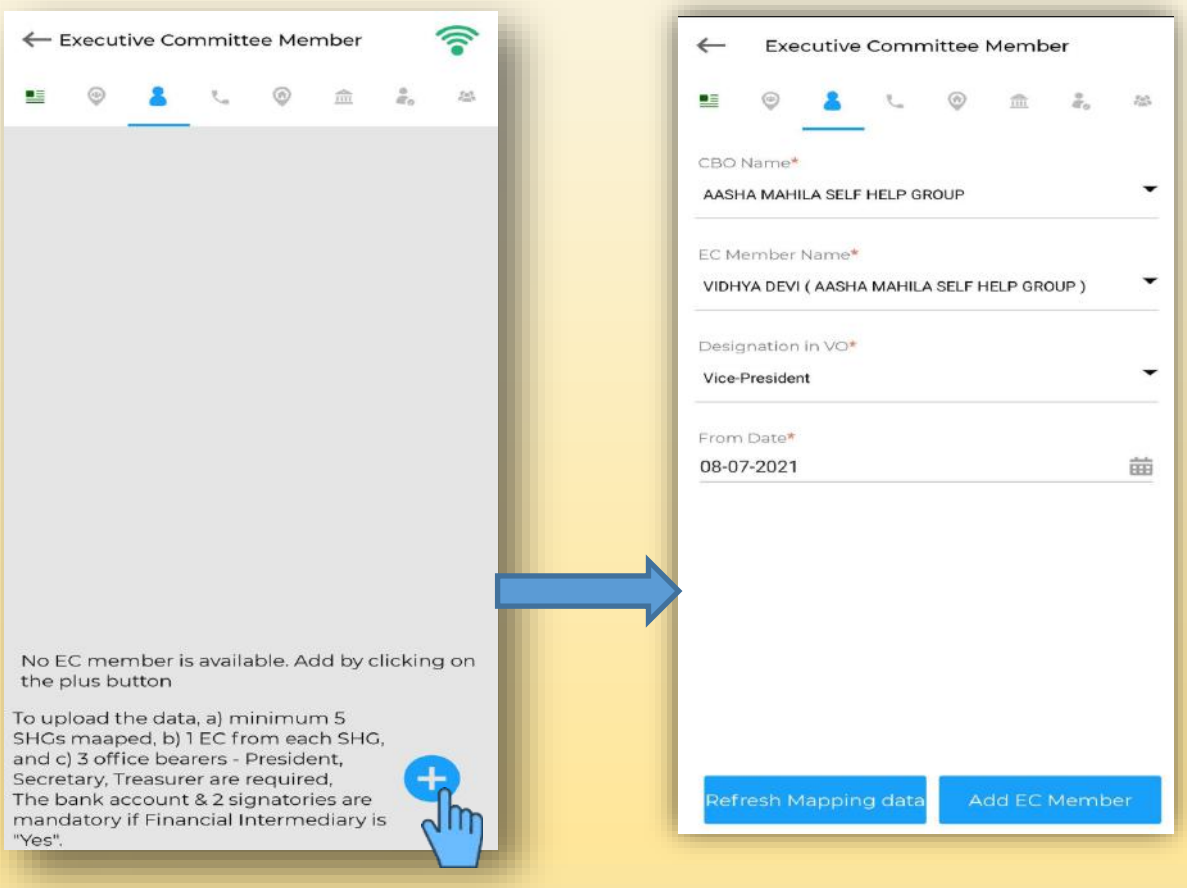
- Select Gram Panchayat & Village from Drop-Down
- Select Unmapped SHG'S for Mapping
- Multiple SHG's Can Mapped

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**"



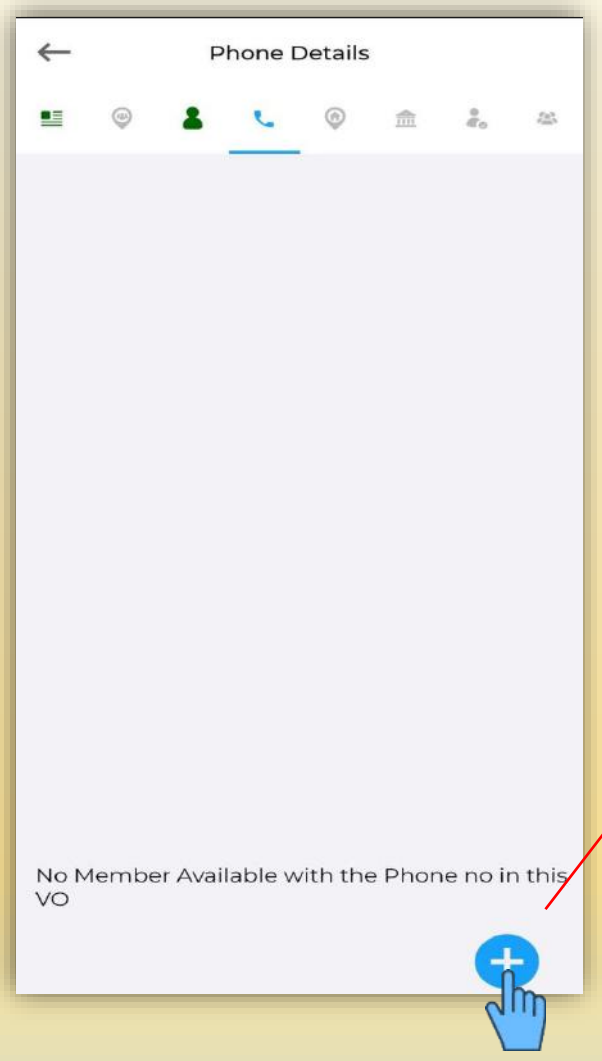
Entry of Executive Committee Members



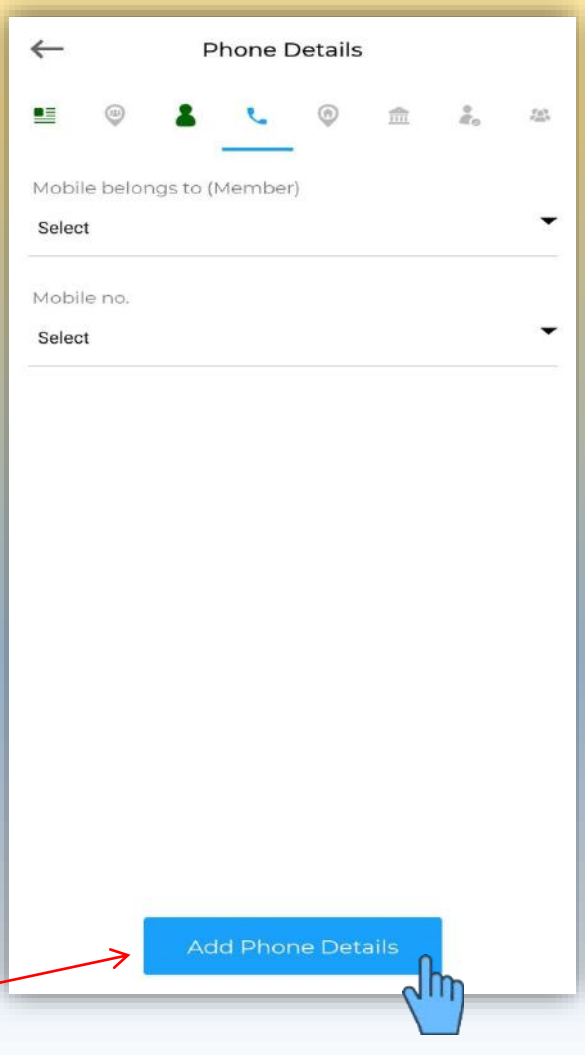
To upload VO Minimum 5 SHG's Mapped and 1 EC from each SHG's required

- 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



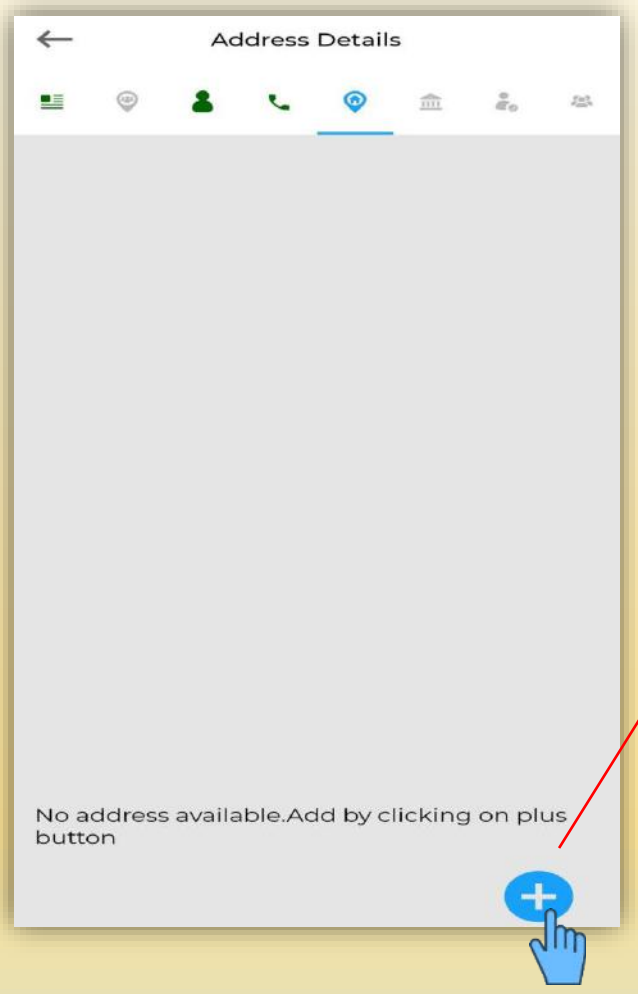
Click to add new phone details



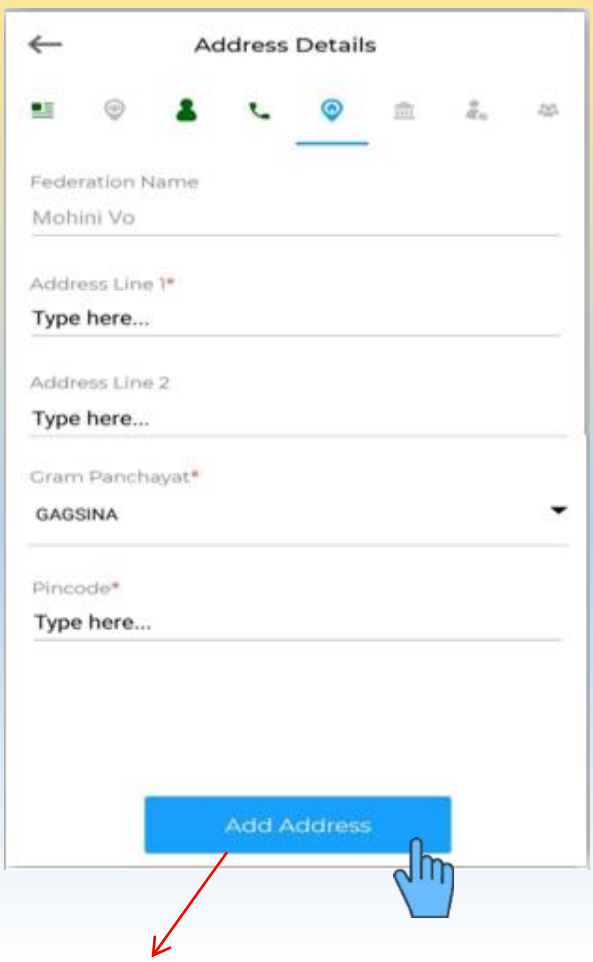
- Select EC Member
- Select her Mobile number from the Drop-down

Click to Add Phone details

Entry of VO Address Details



Click to add new address

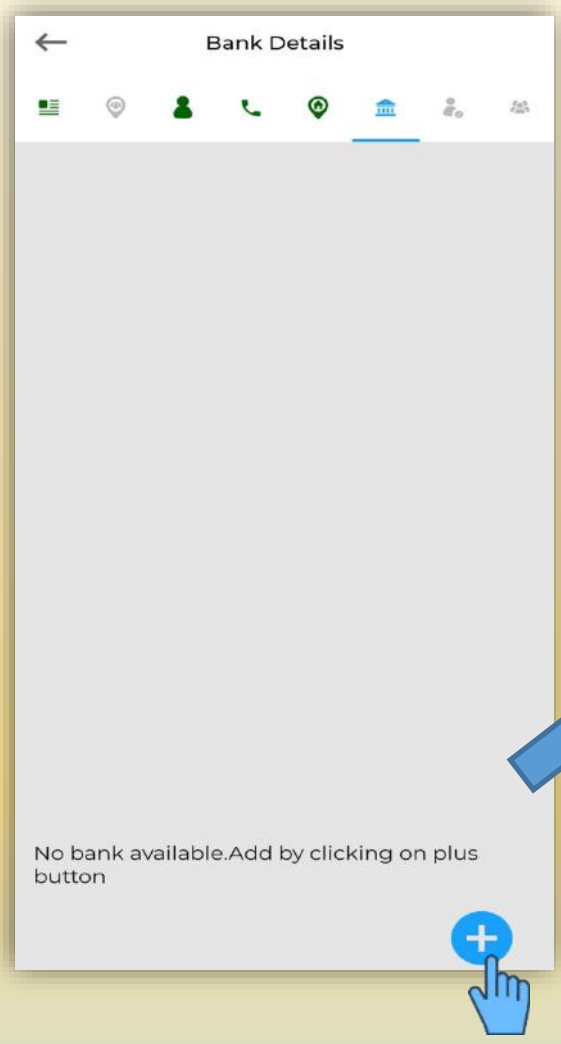


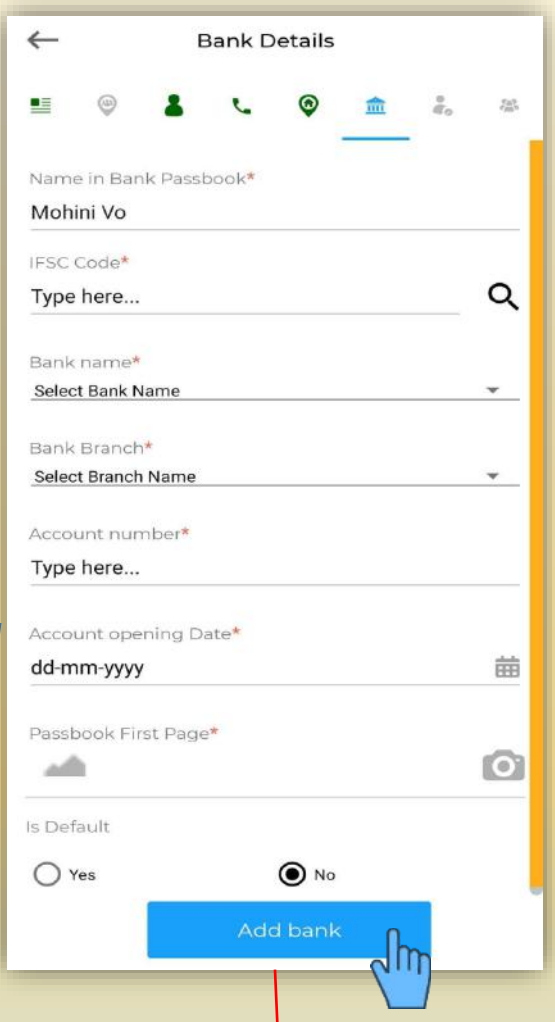
- CBO Name: auto-populated
- Enter Address in both columns
- Select Gram Panchayat from drop-down.
- Enter Area Pin code

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

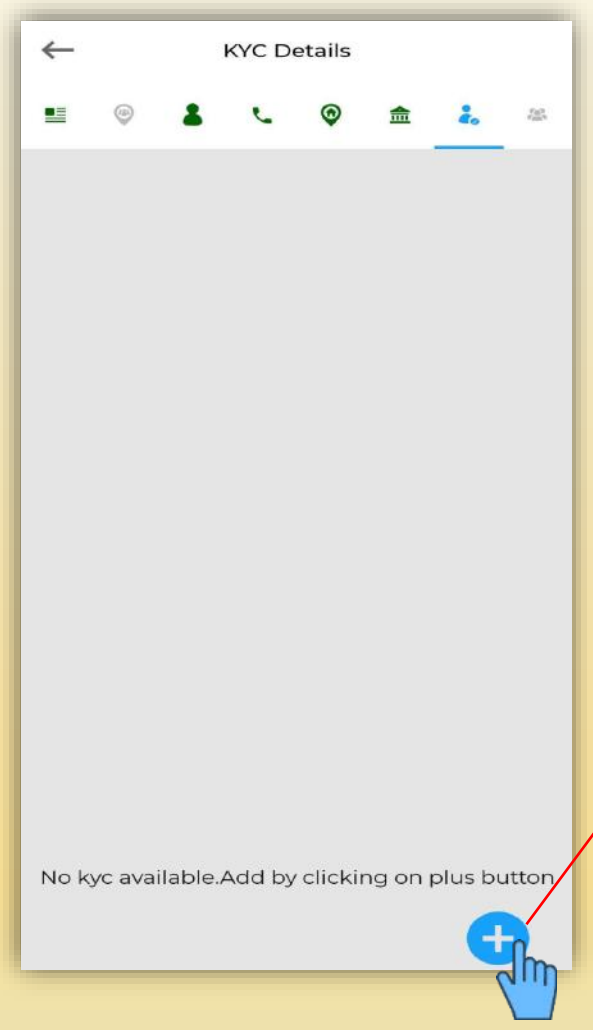




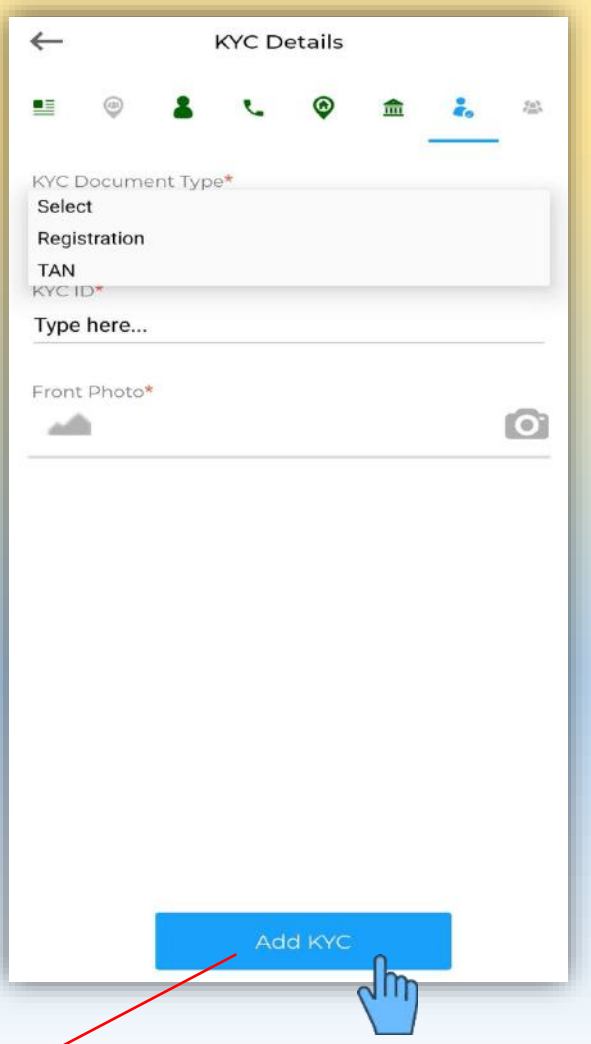
- Enter Name from bank passbook
- Search IFSC Code (Need internet ‘ON’)
- Select Bank Name from drop-down
- Select Bank Branch from drop-down
- Enter Valid Account Number
- Select Bank Account Opening Da
- Upload Passbook first page
- Is Default: Select ‘Yes’ or ‘NO’ (Only one bank can be Default)

Click to Add Bank details

Entry of VO KYC Document



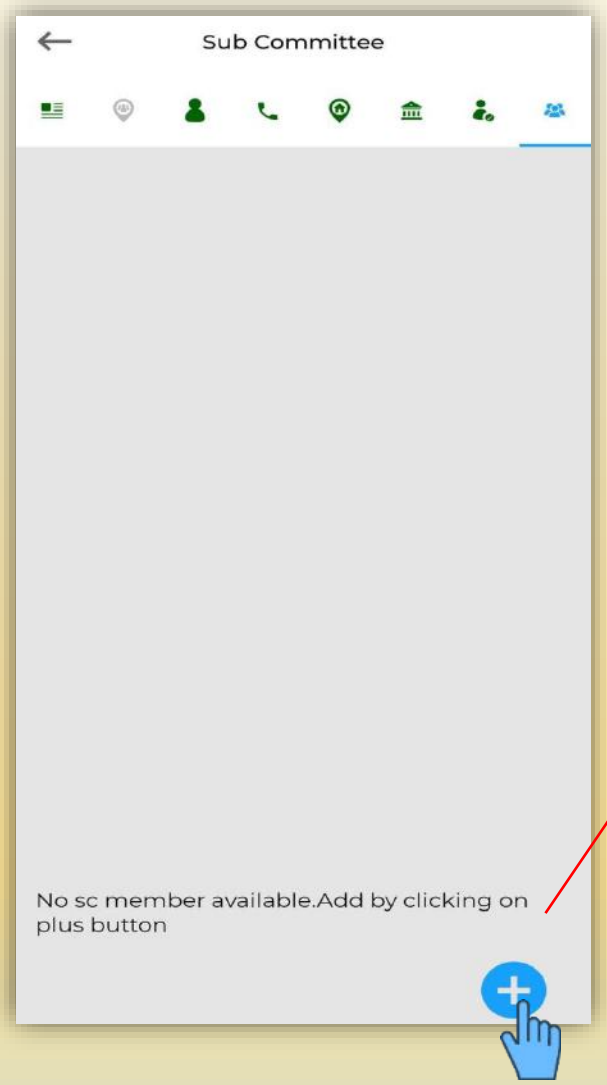
Click to add new KYC



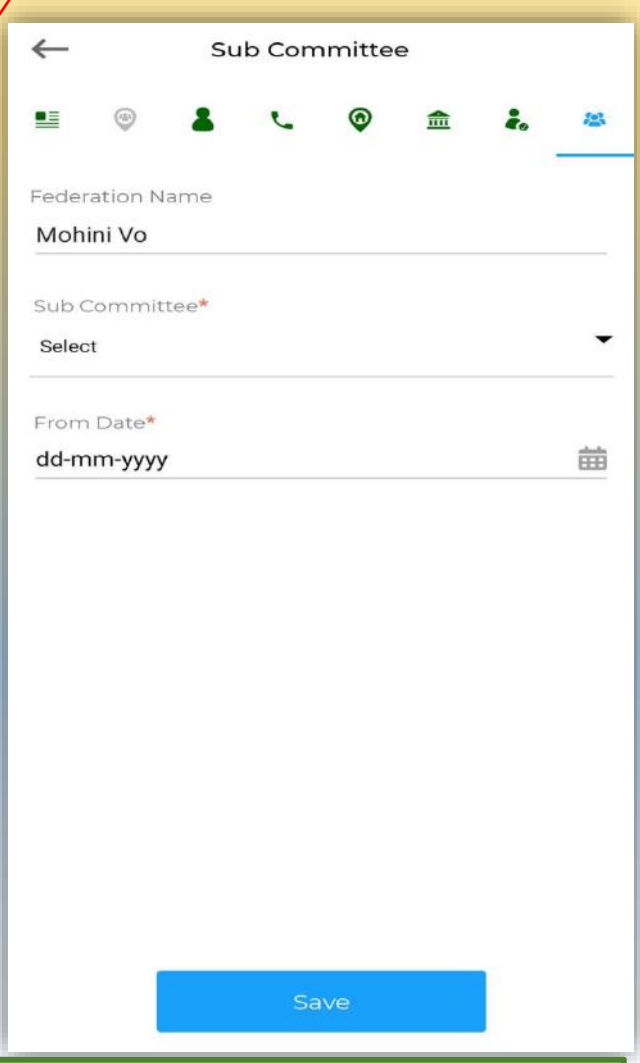
- Two Types Of KYC Documents -Registration, TAN
- Enter KYC ID
- Upload Photo of the KYC document for verification.
- If Registration Enter Valid till date

Click to add KYC

Entry of VO Sub Committee



Click to add Sub Committee



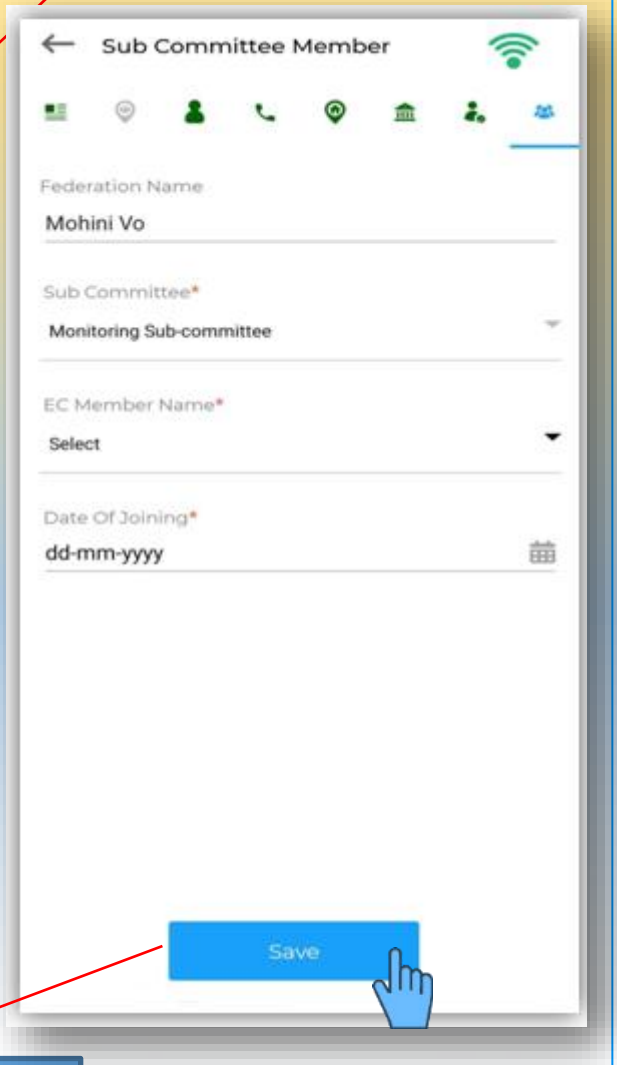
- Federation Name auto-populate
- Select Sub Committee from List
- Select From Date

Minimum 2 members required to create and upload subcommittees

Add members in VO Sub Committee

Add member click on “+” button

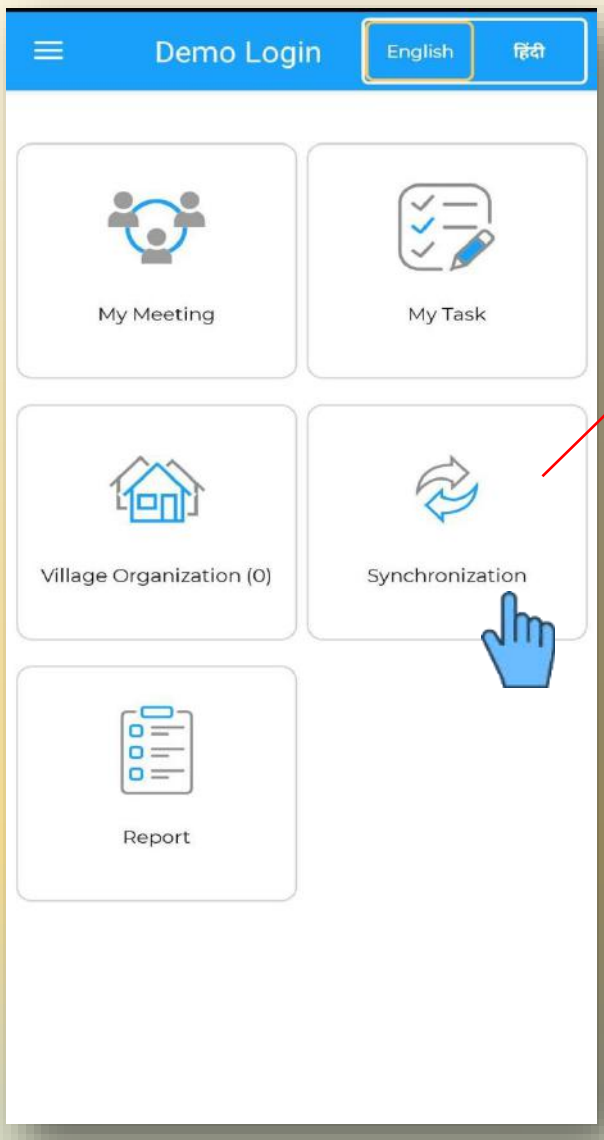
Click to Add Sub Committee



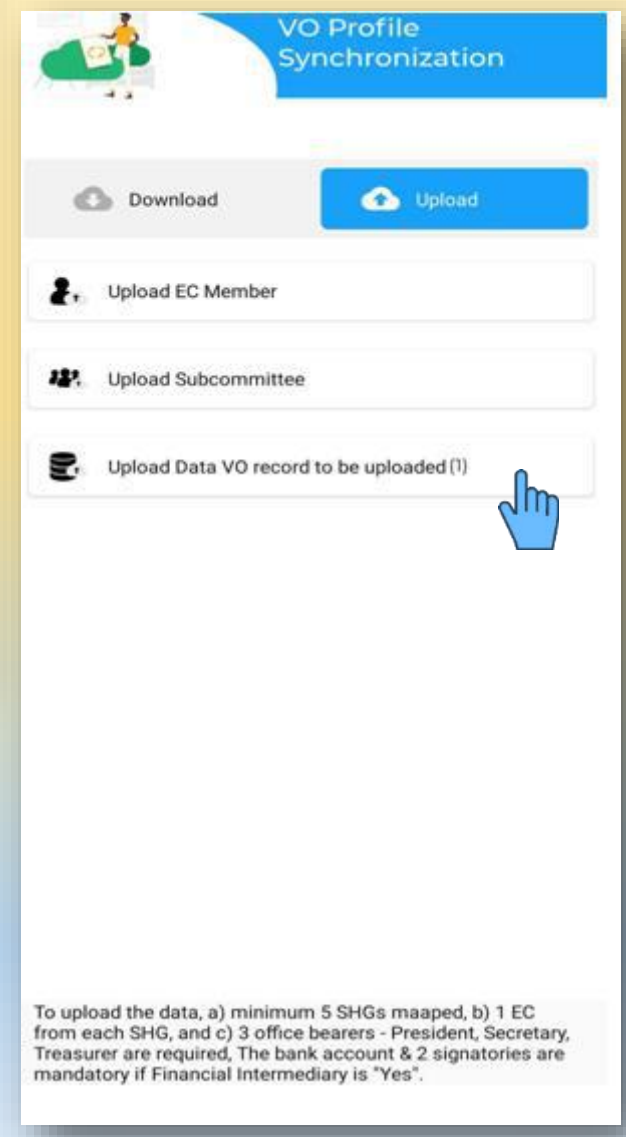
- Select EC Member from Drop-down’
- minimum 2 member are required to form and upload a subcommittee
- One member can join only one Sub Committee
- Multiple sub Committee will be created
- Select Date of Joining

Click to save

Synchronization 1



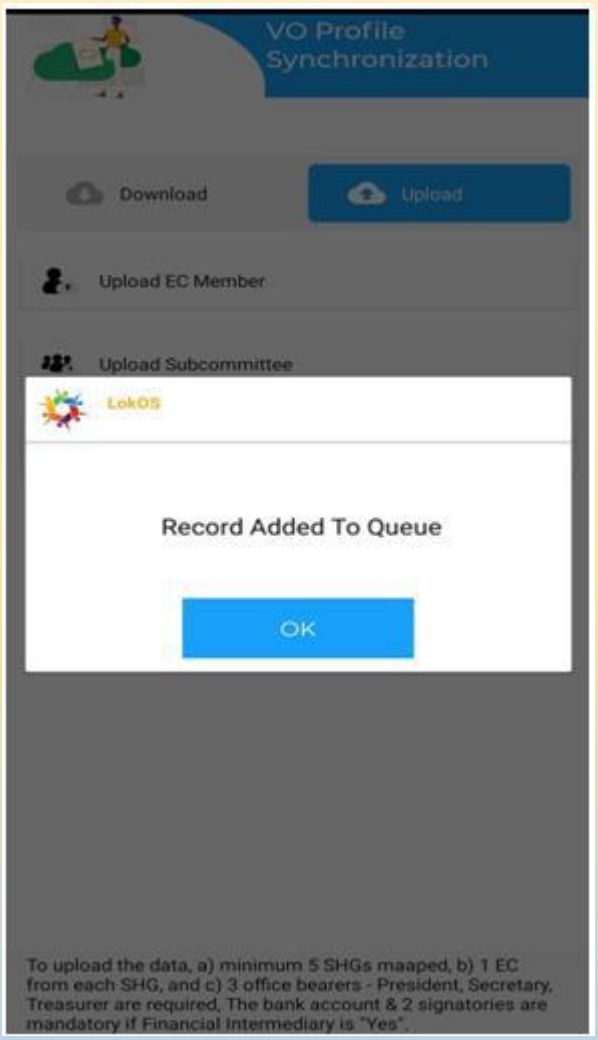
Click on Synchroniza tion

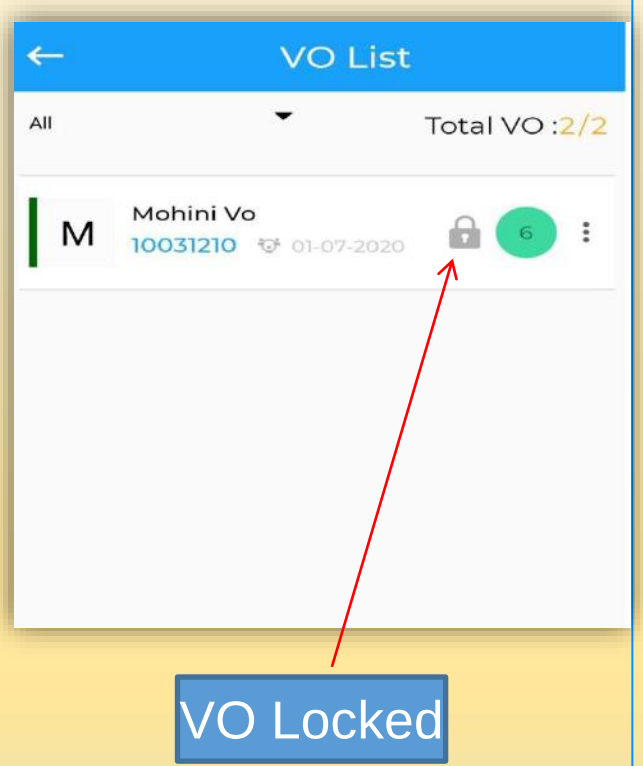


Click on “Upload Data VO” then VO will be uploaded

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