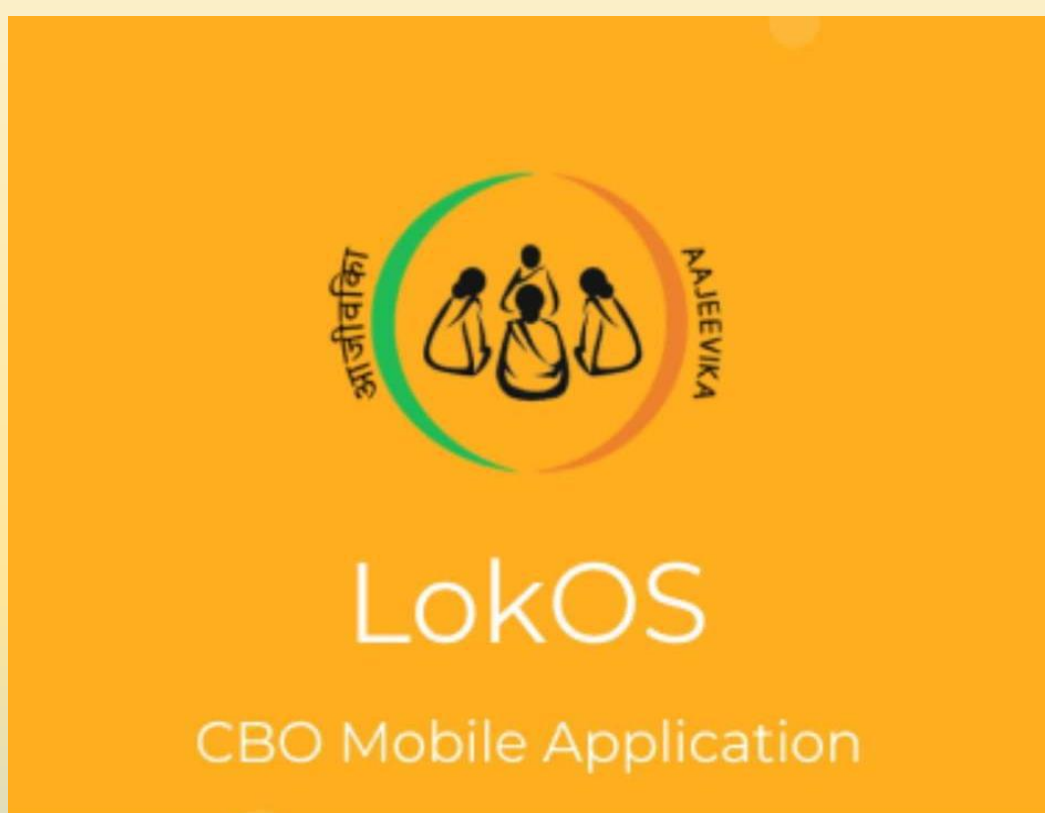


# LokOS Mobile Application



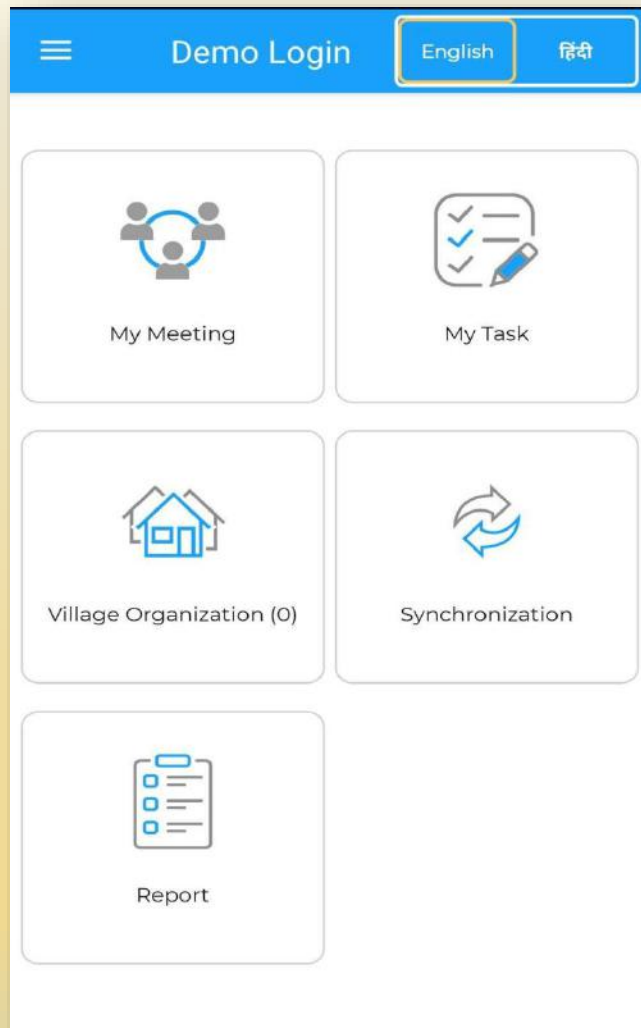
User Manual - VO Module

# 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



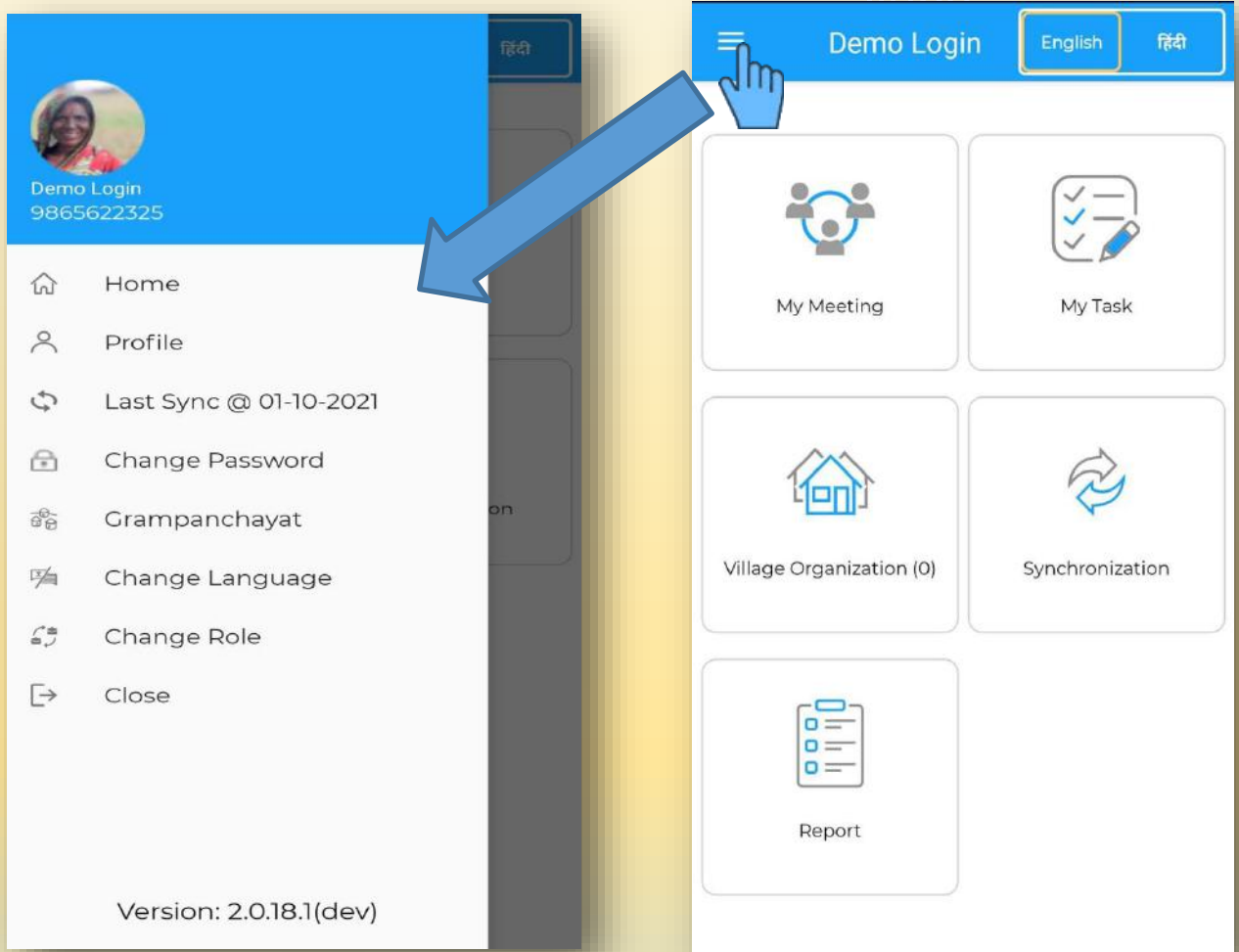
The user can access following activities here -

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

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

# VO Home Screen

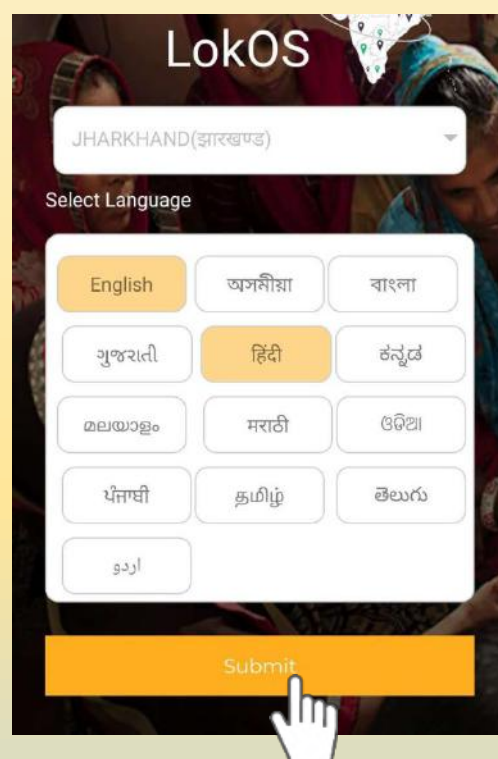
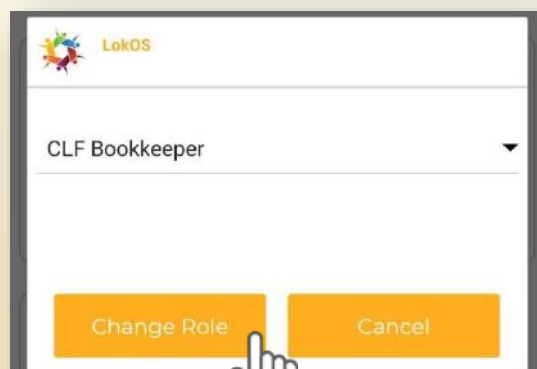
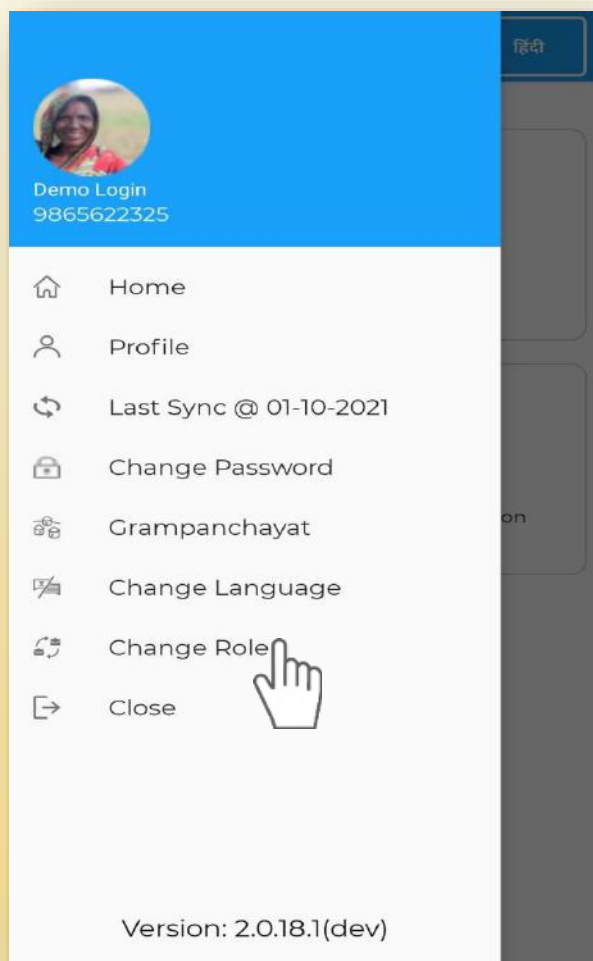
Click on three horizontal lines



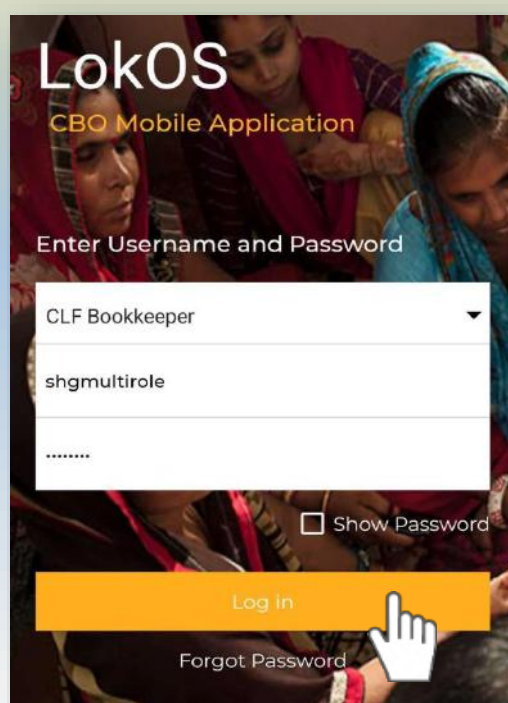
## Menu Slider Button Screen

- 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.
- Change Language: The User can change language.
- Change Role : User will change Role from here.
- Close: The user will exit from the application.

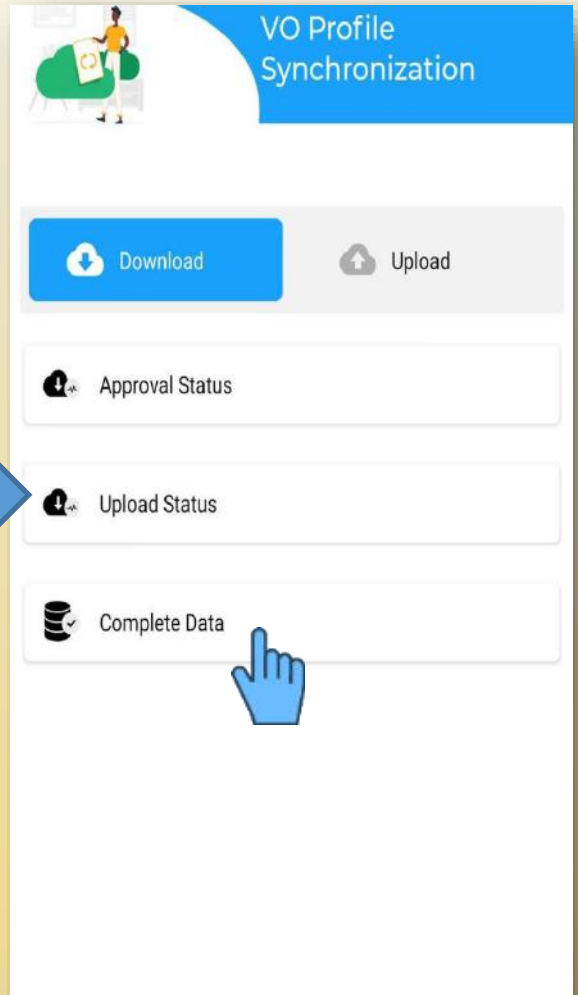
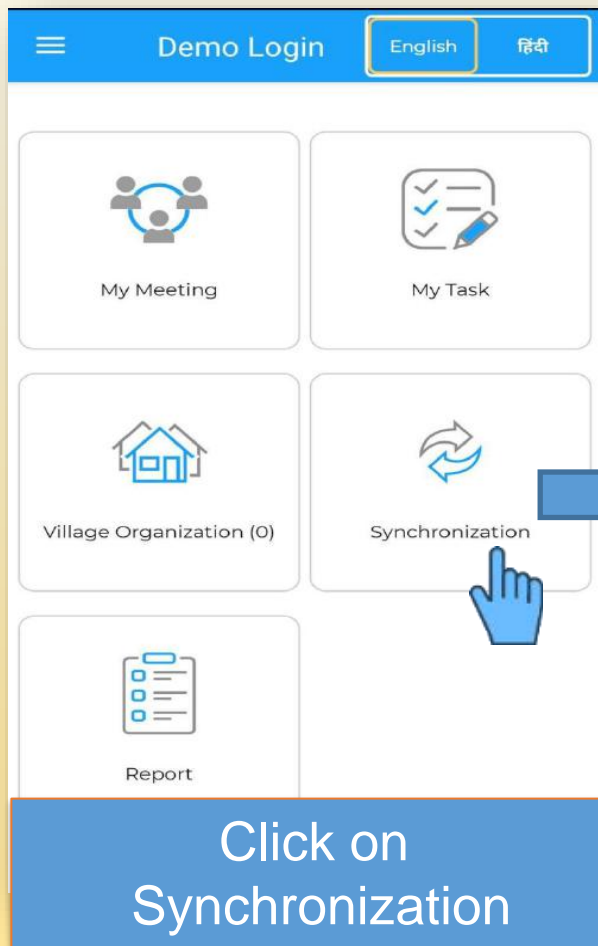
# Change Role Process



- 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



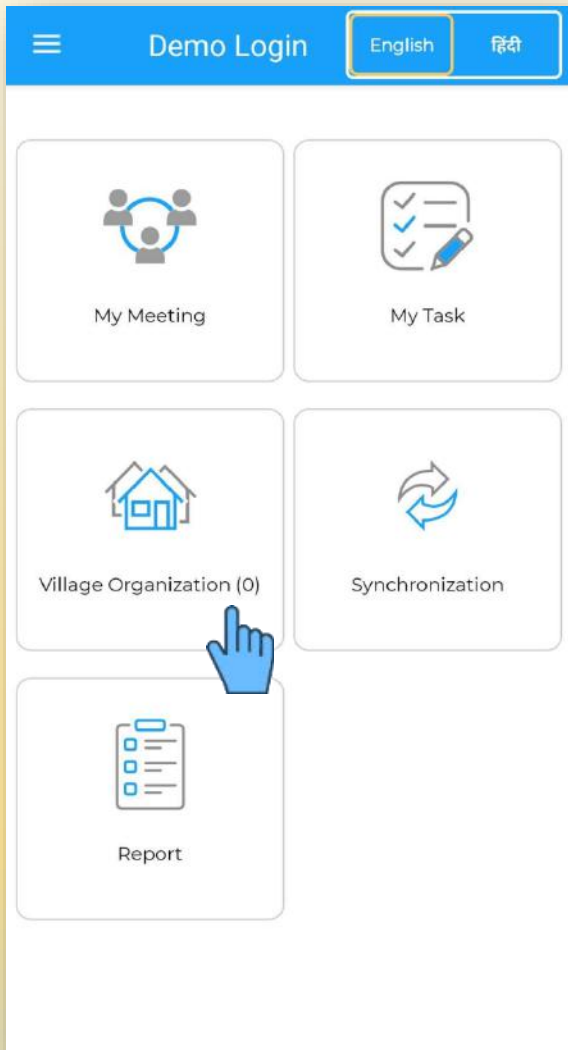
When user login first time then click to 'Download Complete Data' button, If any VO is linked with this user, it will download on mobile

**Download Complete data:** Click to download all uploaded VOs.

**Use the button below if needed**

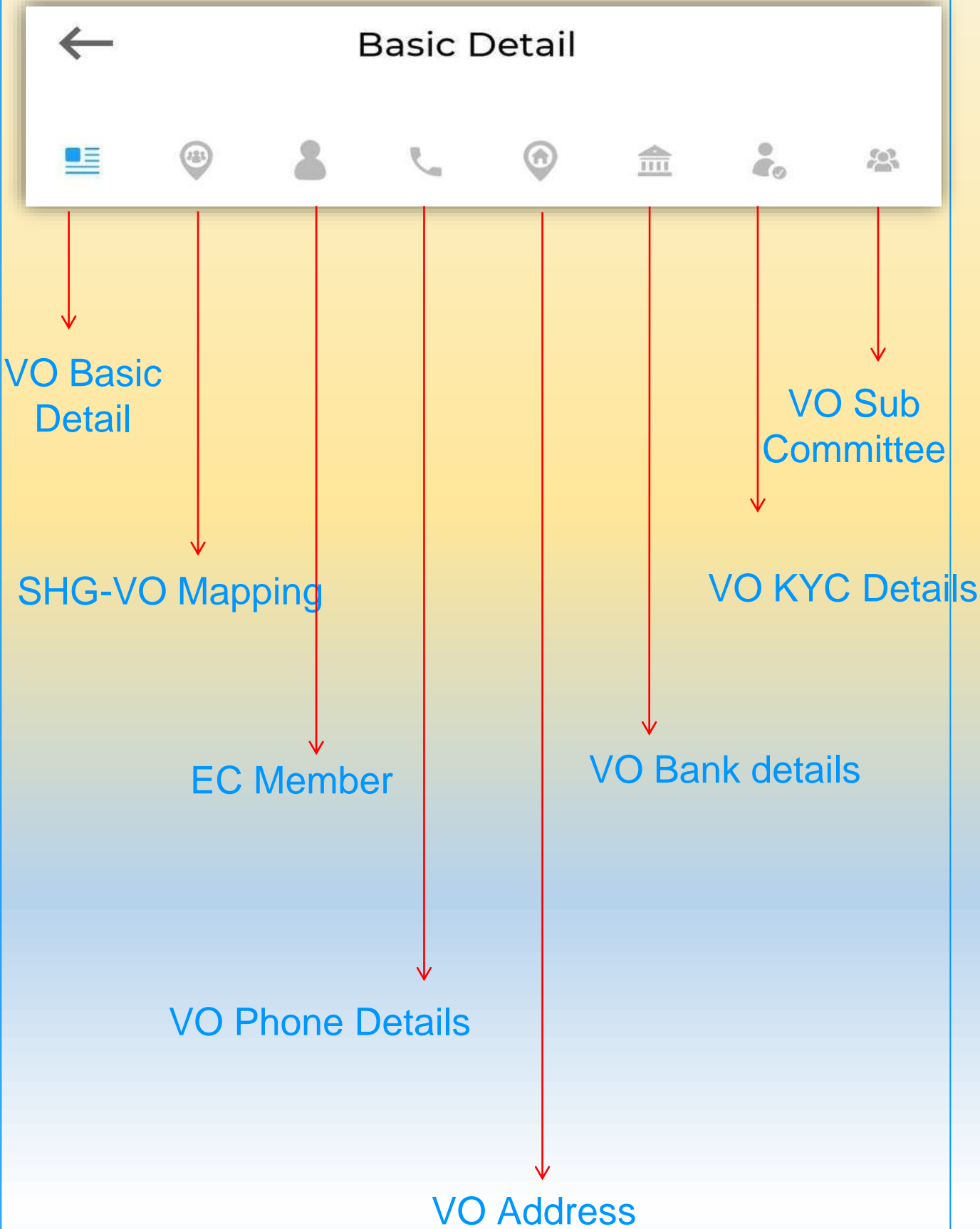
**Download Approval Status:** The BPM perform activation and deactivation of VO Profile from web, click on Download Upload Status button to know the activation status.

# 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

The screenshot shows the 'Basic Detail' form with the following fields:

- Grampanchayat\***: A dropdown menu with 'GAGSINA' selected.
- VO Name\***: A text input field with the placeholder 'Type here...'.
- VO Name in Local**: A text input field with the placeholder 'Type here...'.
- Formation Date\***: A date picker field showing 'dd-mm-yyyy'.
- Promoted by\***: A dropdown menu with 'Select' selected.

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

The screenshot shows the 'Promoted by\*' dropdown menu expanded with the following options:

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

## If Promoted by State Project/NGO/other

The screenshot shows the 'Basic Detail' form with the following fields:

- Promoted by\***: A dropdown menu with 'State Project' selected.
- Promoters name\***: A text input field with the placeholder 'Type here...'.
- Co-opted/Revived**: Two radio buttons, 'Co-opted' (selected) and 'Revived'.
- Co-option Date**: A date picker field showing '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

The screenshot shows a mobile application interface for entering a 'Basic Detail' profile. At the top, there is a back arrow and the title 'Basic Detail'. Below the title is a horizontal menu with several icons: a list, a location pin, a person, a phone, a location pin with a house, a building, a group of people, and a group of people with a plus sign. The first icon (list) is selected. The form contains the following fields: 'Promoted by\*' with a dropdown menu showing 'NRLM'; a section with two radio buttons, 'New' (unselected) and 'Revived' (selected); 'Revival Date' with a text input field showing 'dd-mm-yyyy' and a calendar icon.

- Select New/ Revived
- If Revived then enter date

## If Promoted by SGSY

The screenshot shows a mobile application interface for entering a 'Basic Detail' profile. At the top, there is a back arrow and the title 'Basic Detail'. Below the title is a horizontal menu with several icons: a list, a location pin, a person, a phone, a location pin with a house, a building, a group of people, and a group of people with a plus sign. The first icon (list) is selected. The form contains the following fields: 'Promoted by\*' with a dropdown menu showing 'SGSY'; a section with two radio buttons, 'Co-opted' (selected) and 'Revived' (unselected); 'Co-option Date' with a text input field showing 'dd-mm-yyyy' and a calendar icon.

- 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

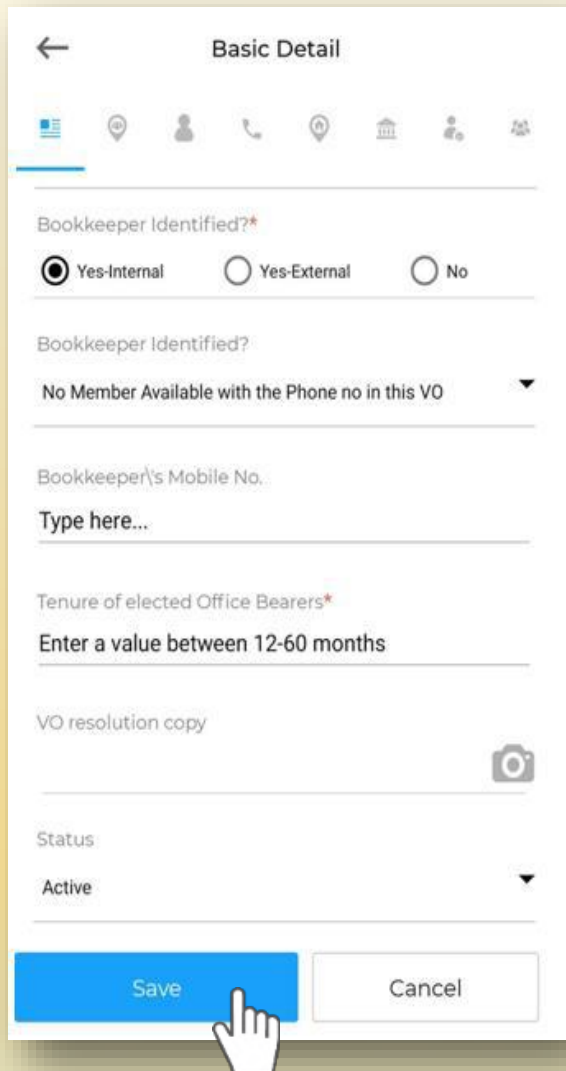
Voluntary Saving interest rate (Annual) %

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



The screenshot shows a mobile application interface for entering a VO Basic profile. The form is titled 'Basic Detail' and has a back arrow at the top left. Below the title is a horizontal bar with several icons: a flag, a location pin, a person, a phone, a location pin, a building, a group of people, and a group of people. The form contains the following fields and options:

- Bookkeeper Identified?\***: Three radio buttons labeled 'Yes-Internal' (selected), 'Yes-External', and 'No'.
- Bookkeeper Identified?**: A dropdown menu showing 'No Member Available with the Phone no in this VO'.
- Bookkeeper's Mobile No.**: A text input field with the placeholder 'Type here...'.
- Tenure of elected Office Bearers\***: A text input field with the placeholder 'Enter a value between 12-60 months'.
- VO resolution copy**: A text input field with a camera icon on the right.
- Status**: A dropdown menu showing 'Active'.
- Buttons**: A blue 'Save' button and a white 'Cancel' button.

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



### SHG-VO Mapping

**Gram Panchayat\***  
BAMBERHERI

**Village/ Town\***  
BAMBERHERI

**Unmapped Shg's** | **Mapped SHG's**

☐

Maharani group  
01-01-2018

☐

RADHA MAHILA SHG  
01-09-2018

☐

SANTOSHI MAHILA SHG  
01-09-2018

☐

SEETA MAHILA SHG  
01-09-2018

☐

TULSI MAHILA SHG  
01-09-2018

**Map and Upload SHG**

- 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**”

### SHG-VO Mapping

**Gram Panchayat\***  
BAMBERHERI

**Village/ Town\***  
BAMBERHERI

**Unmapped Shg's** | **Mapped SHG's**

☒

RADHA MAHILA SHG  
01-09-2018

☒

SANTOSHI MAHILA SHG  
01-09-2018

☒

SEETA MAHILA SHG  
01-09-2018

**Map and Upload SHG**

**Date Of Joining\***  
06-07-2021

**OK**

# Entry of Executive Committee Members

← Executive Committee Member

No EC member is available. Add by clicking on 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".

← Executive Committee Member

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

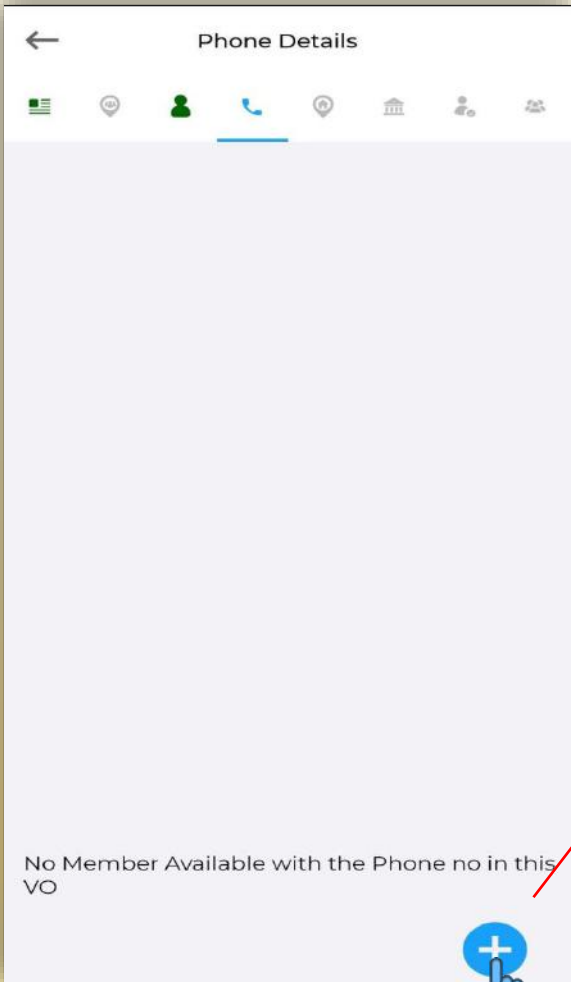
Refresh Mapping data Add EC Member

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)

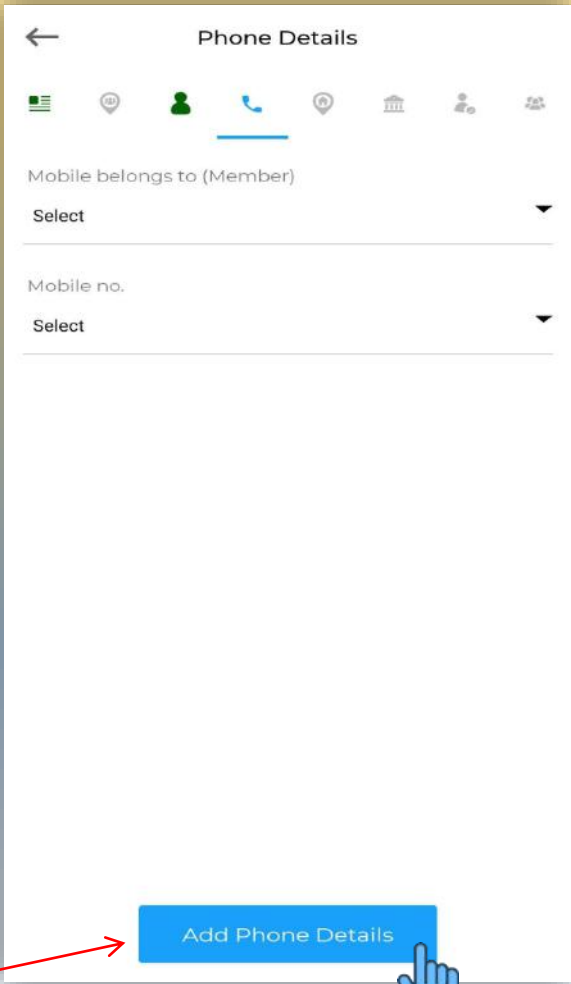


# Entry of VO Phone Details



Click to add  
new phone  
details

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



Click to Add  
Phone details

# 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

Address Details

Federation Name  
Mohini Vo

Address Line 1\*  
Type here...

Address Line 2  
Type here...

Gram Panchayat\*  
GAGSINA

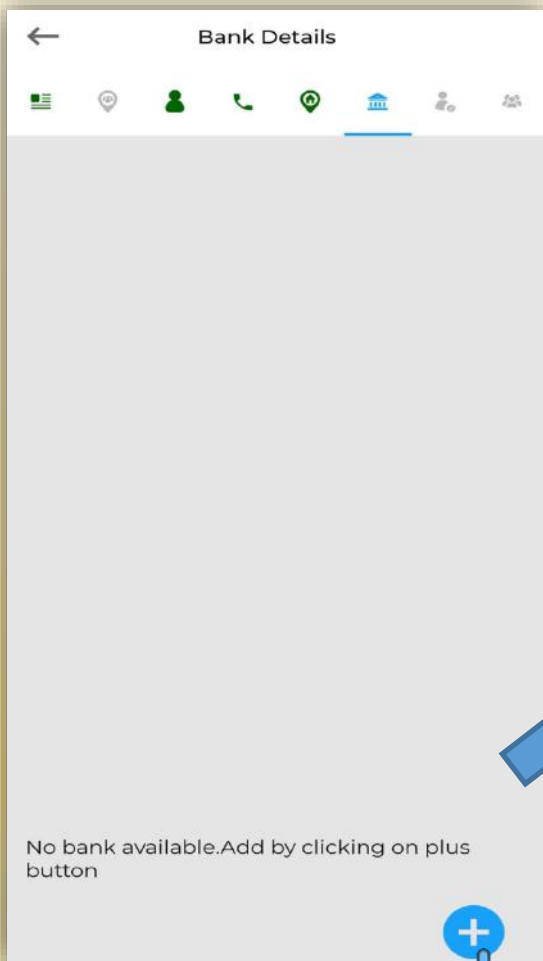
Pincode\*  
Type here...

Add Address

Click to add address

# Entry of VO Bank Detail Screen

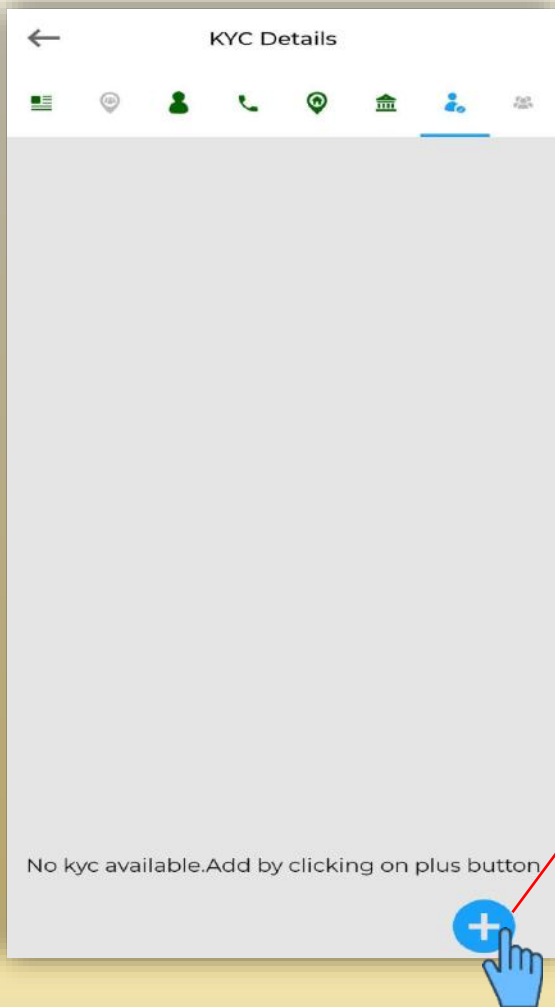
User can add bank A/c detail using two options  
1) Using bank name or 2) Searching IFSC code

A screenshot of the 'Bank Details' form. It has a title bar with a back arrow and 'Bank Details'. Below is a navigation bar with icons. The form fields are: 'Name in Bank Passbook\*' with the value 'Mohini Vo'; 'IFSC Code\*' with a placeholder 'Type here...' and a search icon; 'Bank name\*' with a dropdown menu showing 'Select Bank Name'; 'Bank Branch\*' with a dropdown menu showing 'Select Branch Name'; 'Account number\*' with a placeholder 'Type here...'; 'Account opening Date\*' with a placeholder 'dd-mm-yyyy' and a calendar icon; 'Passbook First Page\*' with a placeholder image and a camera icon; and 'Is Default' with radio buttons for 'Yes' and 'No' (selected). At the bottom right is a blue button labeled 'Add bank' with a blue hand icon pointing to it.

- 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



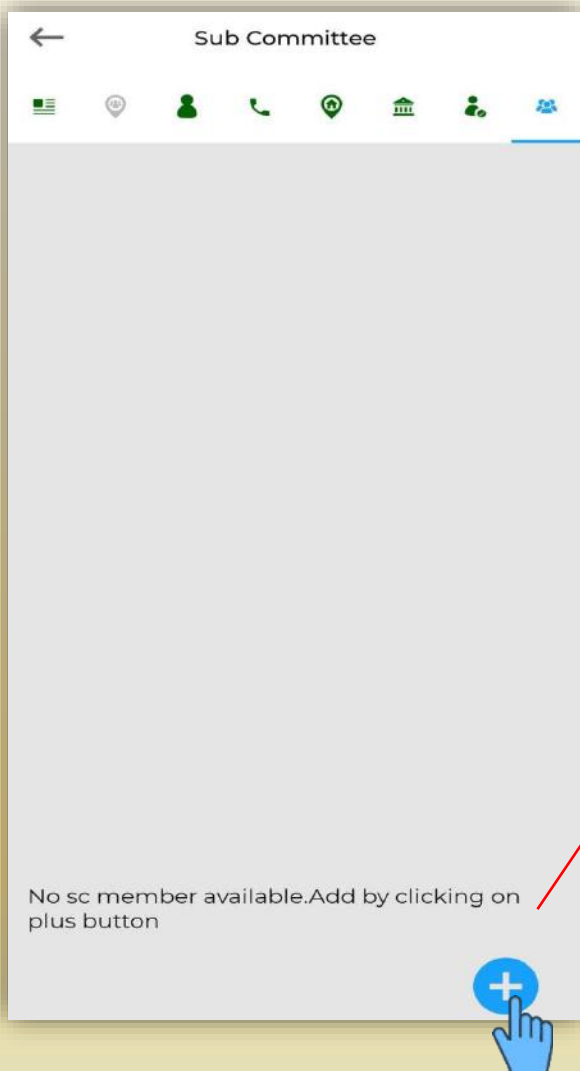
Click to add new KYC

A screenshot of the "KYC Details" form. It features a navigation bar at the top. The form contains the following fields: "KYC Document Type\*" with a dropdown menu showing "Select" and "Registration"; "TAN"; "KYC ID\*" with a "Type here..." input field; and "Front Photo\*" with a camera icon. At the bottom of the form is a blue button labeled "Add KYC". A blue hand icon is pointing to this button.

- 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

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

Sub Committee

Monitoring Sub-committee

Formation Date: 01-07-2021

Name

Nomination date

Add member  
click on “+”  
button

Click to Add  
Sub  
Committee

Sub Committee Member

Federation Name  
Mohini Vo

Sub Committee\*  
Monitoring Sub-committee

EC Member Name\*  
Select

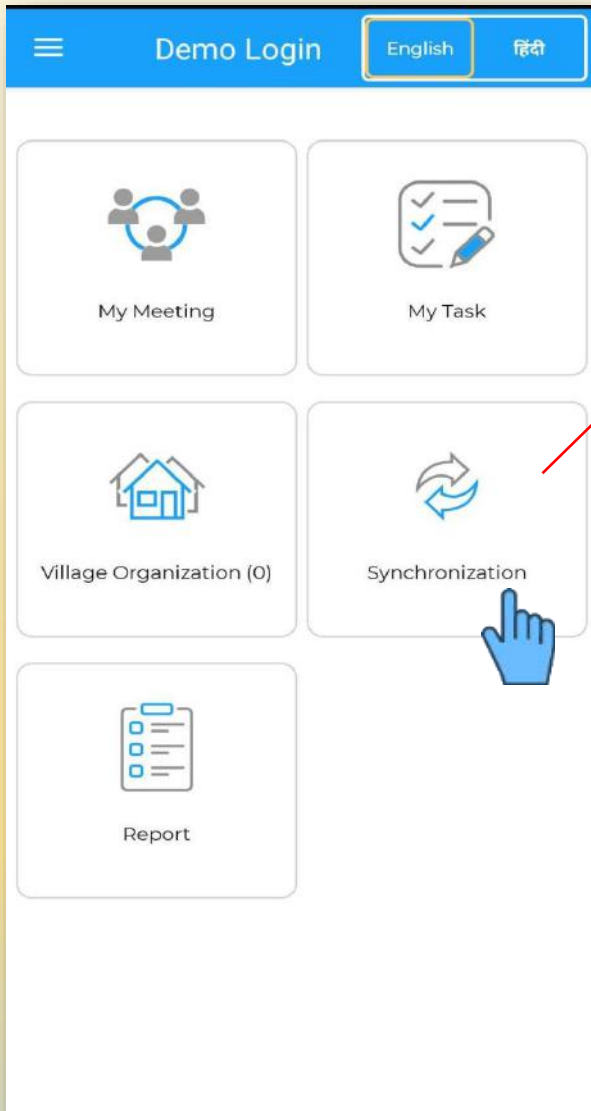
Date Of Joining\*  
dd-mm-yyyy

Save

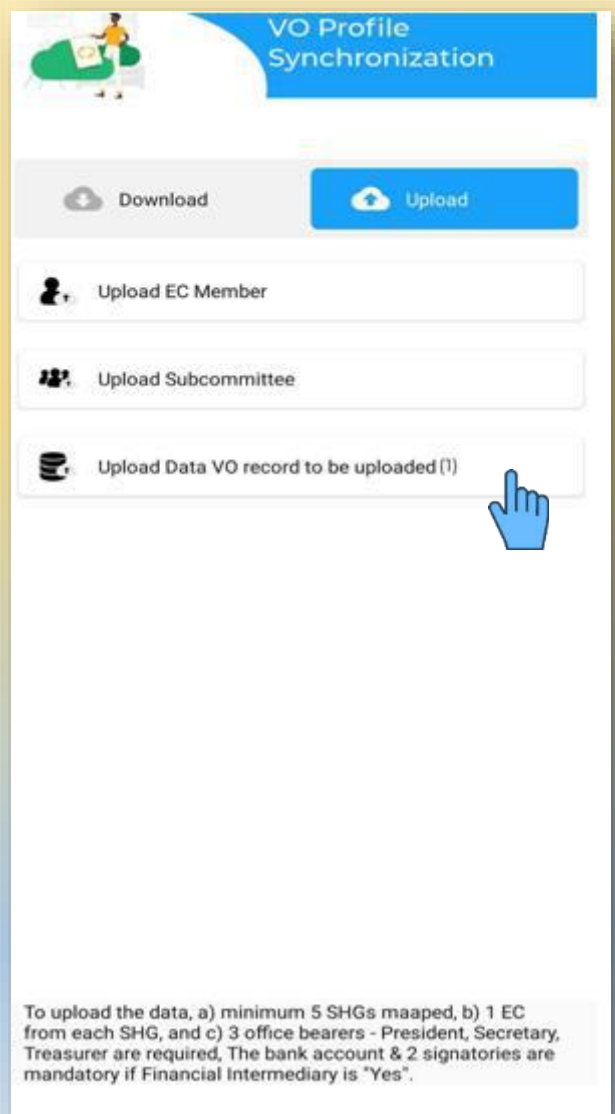
- Select EC Member from Drop-down'
- minimum 2 member are required to form and upload a subcommittee
- One member can join only one Sub Committee
- Multiple sub Committee will be created
- Select Date of Joining

Click to save

# Synchronization 1



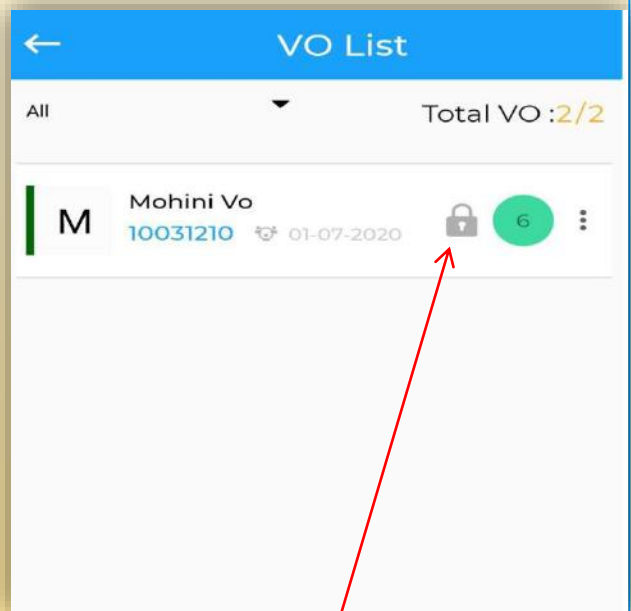
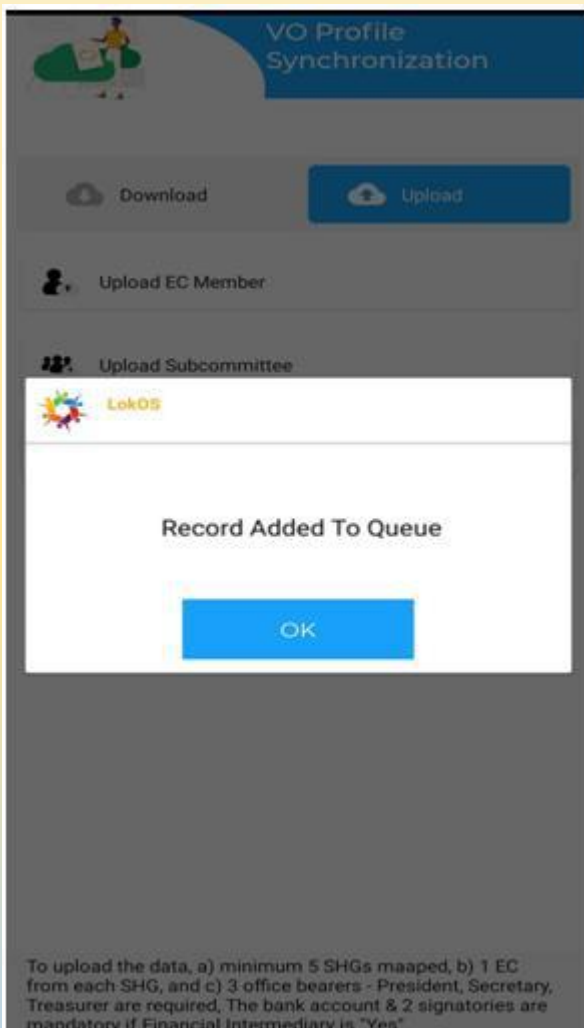
Click on  
Synchronization



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