



Website Login

User manuals Module

1



LokOS Web Application



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01 Supported Browsers



Supported Browsers List

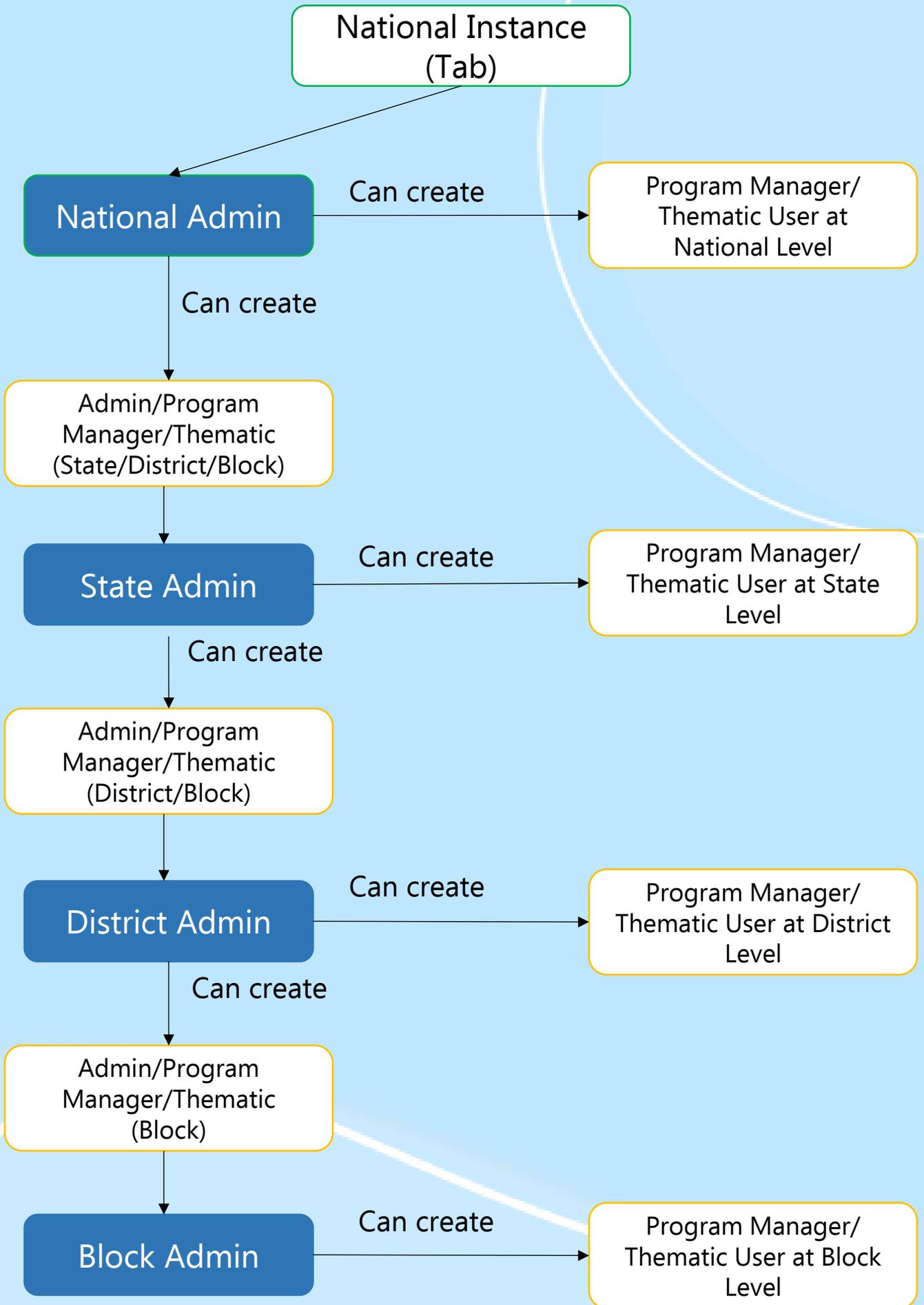
Notes :

Please use latest version of any of the below supported browsers

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari
- Opera

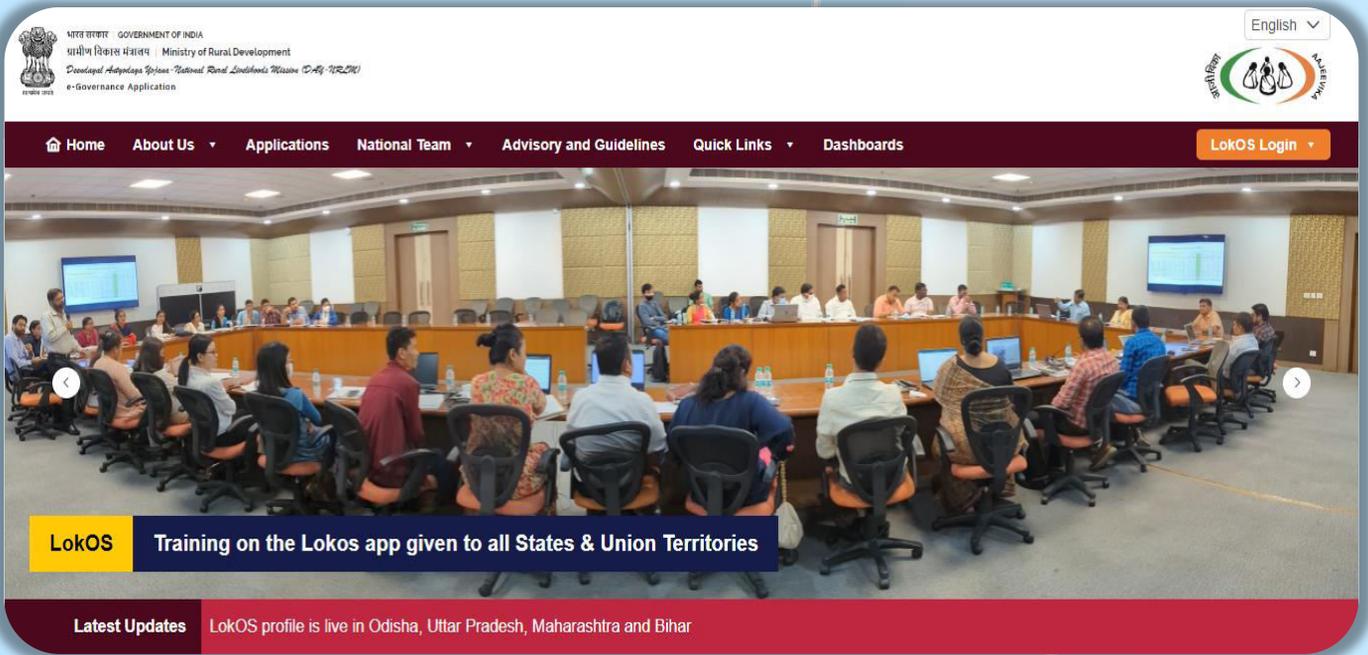


02 User Creation Flow





03 LokOS Home Page

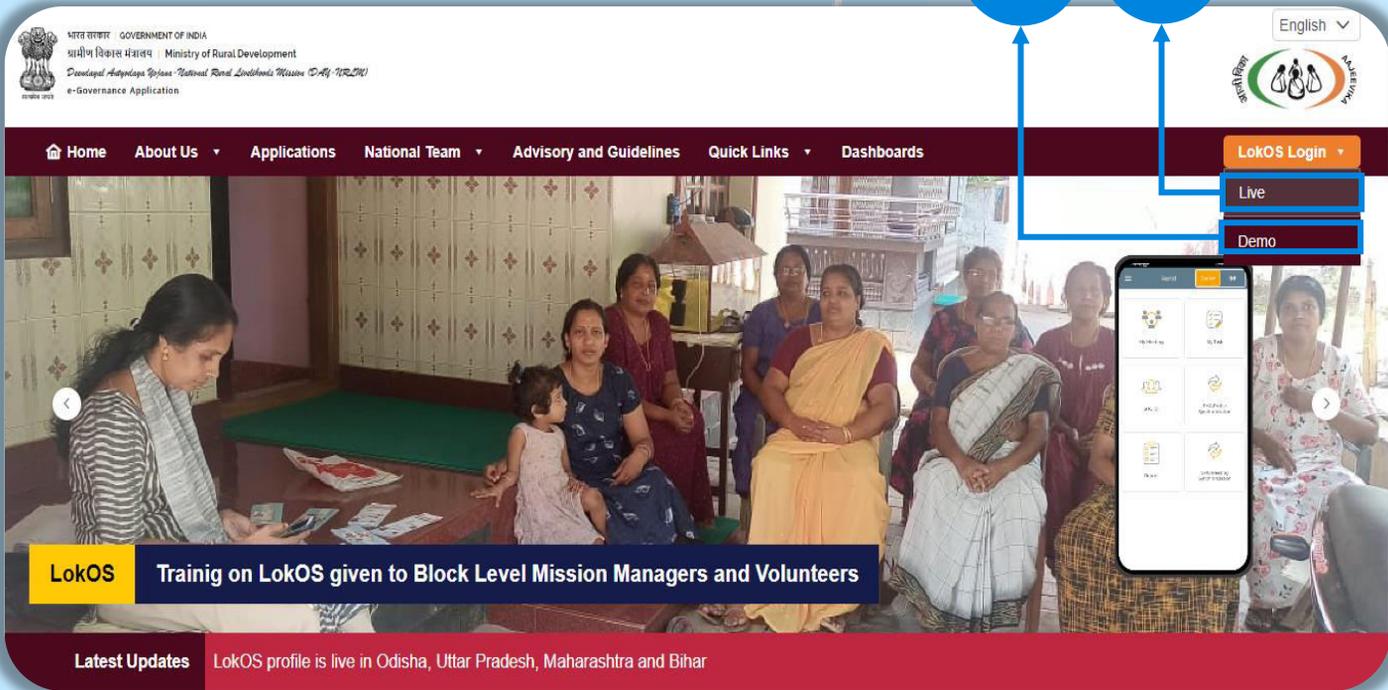


LokOS Website Home screen

1 User can login to the website from the link.

Notes :

➤ Use this URL for LokOS- <https://lokos.nrlm.gov.in>



LokOS Website login Home screen

1

User can login to the live website by clicking on the 'Live' button mentioned.

2

User can login to the Demo (Training) website by clicking on the 'Demo' button mentioned.



National Login

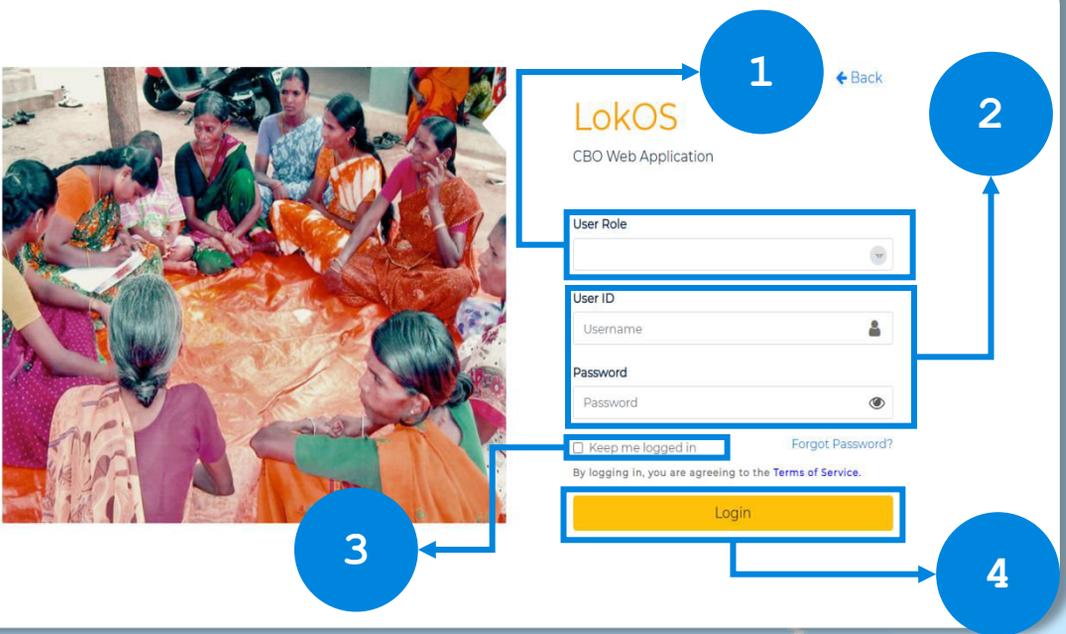


Website login screen

- 1 For Web user creation select National Tab.
- 2 Users can download the user manual from the link.

Notes :

- Use this URL for Training- <https://demo.lokos.nrlm.gov.in/choose-login>
- Use this URL for Live- <https://prod.lokos.nrlm.gov.in/choose-login>
- National/ State/District /Block Admin: Can create any user from their level down upto Block level by logging in from the 'National tab'.
- Block Admin: Can create Block Program Manager and Block Thematic User by logging in from the 'National tab'.



Login Process

- 1 Select user Role from drop-down.
- 2 Enter the User Id with the prefix and password. To view the entered password, click on the eye button.
- 3 Click on the check box "Keep me logged in" to save the ID password.
- 4 Click on 'Login' button to login.

Notes :

- Forgot Password (In case you forget your password, contact the Admin that created your ID to reset your password).

The screenshot shows the 'User Management' interface. At the top, there are filters for State (TAMIL NADU), District (CHENGALPATTU), and Block (KATTANKOLA). Below these are filters for Category and User Role. A 'Create User' button is highlighted with callout 2. On the right, a user profile dropdown is visible with callout 3 pointing to the profile icon. The main table lists users with columns for SNo, Category, Role, UserID, UserName, Mobile, Designation, Status, and Action.

SNo	Category	Role	UserID	UserName	Mobile	Designation	Status	Action
1	Block	Block Program Manager	ITN_BCKATG	BC Kattangalathur	9444094229	dbmtncdw@gmail.com	BC MIS	Active
2	Block	Block Program Manager	ITN_BLKBPMTRO1	NALINI	9578885404	nalinigaja460@gmail.com	BPM	Active
3	Block	Block Program Manager	ITN_BPMO1		8978463746	BAdemo12@gmail.com		Active
4	Block	Block Program Manager	ITN_BPMTEST	BPM Test	9444094229	dbmtncdw@gmail.com	BPM	Active

National Admin User Master Home page

1

Search Users using the State/District and Block filters.

2

Filter Users Block Admin on Category/User Role/ User name/Email id/ Mobile No.

3

To change password or view profile details click on the profile icon.

Notes :

- The Geography above the user level will be frozen. For example: If a Block Admin logs in from the National tab then, State, District and Block will be frozen as shown in the above screen.



08 User Master- Create New User

1

2

3

National/ State/District Admin: User Creation

- 1 Select Category and Role.
- 2 Enter User Name and User id.
- 3 Fill all other Mandatory details and click on save button to create user.

Notes :

- User Id: prefix to be used IN_ for National, I(State)_ for State/District /Block. (example: Haryana – IHR)
- Same level user can not make another same level user (except National admin)
- The password must have:
 - . Minimum 8 characters
 - . One upper and lower case
 - . One number and a special character (@)
- Example :Test@123



09 User Master- Edit User

1

S No	Category	Role	UserID	UserName	Mobile	Email	Designation	Status	Action
1	State	State Admin	IJH_ANKITADMIN	anktadmin	8826073343	test@gmail.com		Active	⋮
2	State	State Program manager	IJH_BINNYSADMIN01	BINNYSADMIN01	9886198861	BINNYSADMIN01@test.co.in	tst		✎ Edit User
3	State	State Admin	IJH_CDFIADMIN		8826073343	test@gmail.com			🔑 Change Password
								Inactive User	

Update user User Lists

Category *	Role *	User Name	User ID *
State	State Admin	anktadmin	IJH_ANKITADMIN
Email ID *	Mobile No *	Designation	State
test@gmail.com	8826073343	Designation	JHARKHAND

Update User Add User

Edit User

1

By clicking on Action button menu user will be able to edit user details.

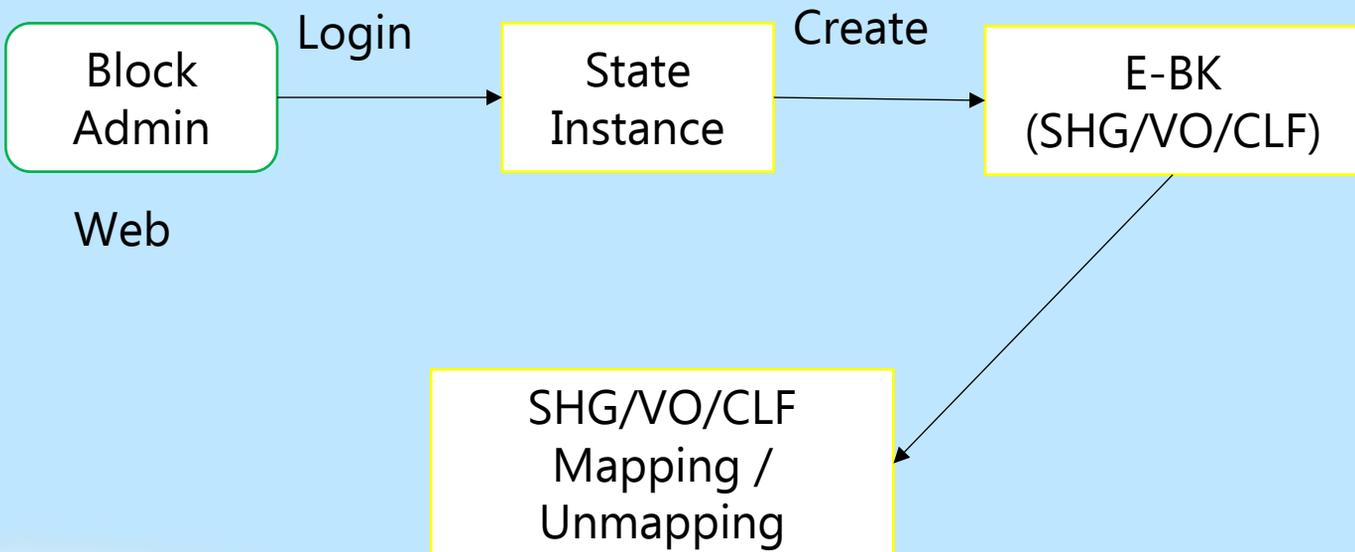
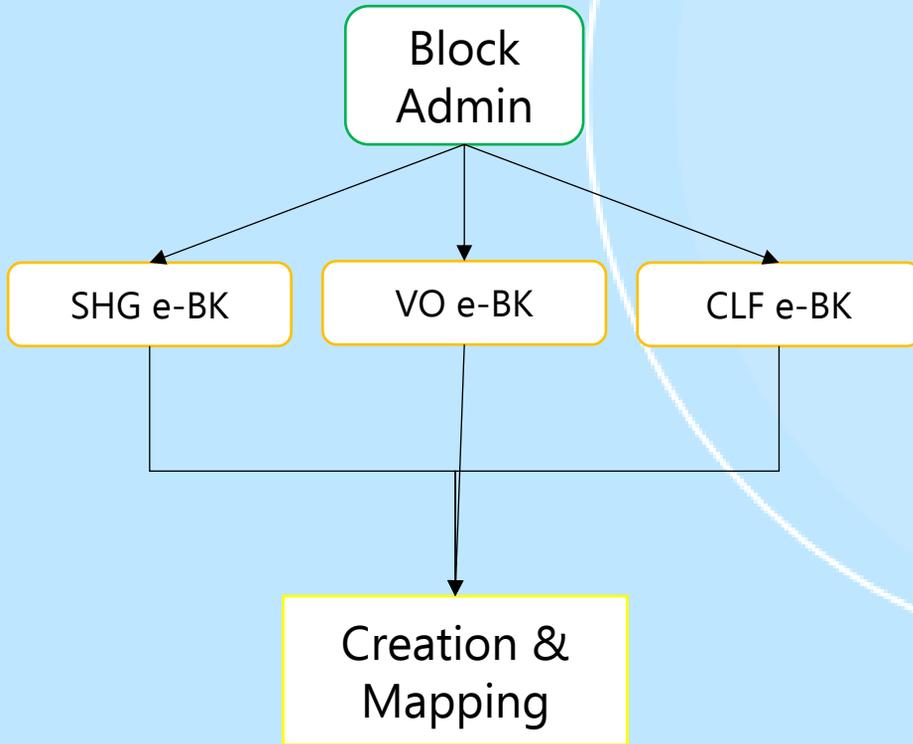
Notes :

- User can't update highlighted fields only limited fields are allowed to be updated.



State Login

User Creation : State Instance (Tab)



Notes :

- Block team is requested to have list of CBO (SHG-VO-CLF) geography wise with E-Bookkeeper Name and Mobile No to create E-BK login ID & Password.



11 State Login Page



LokOS

CBO Web Application

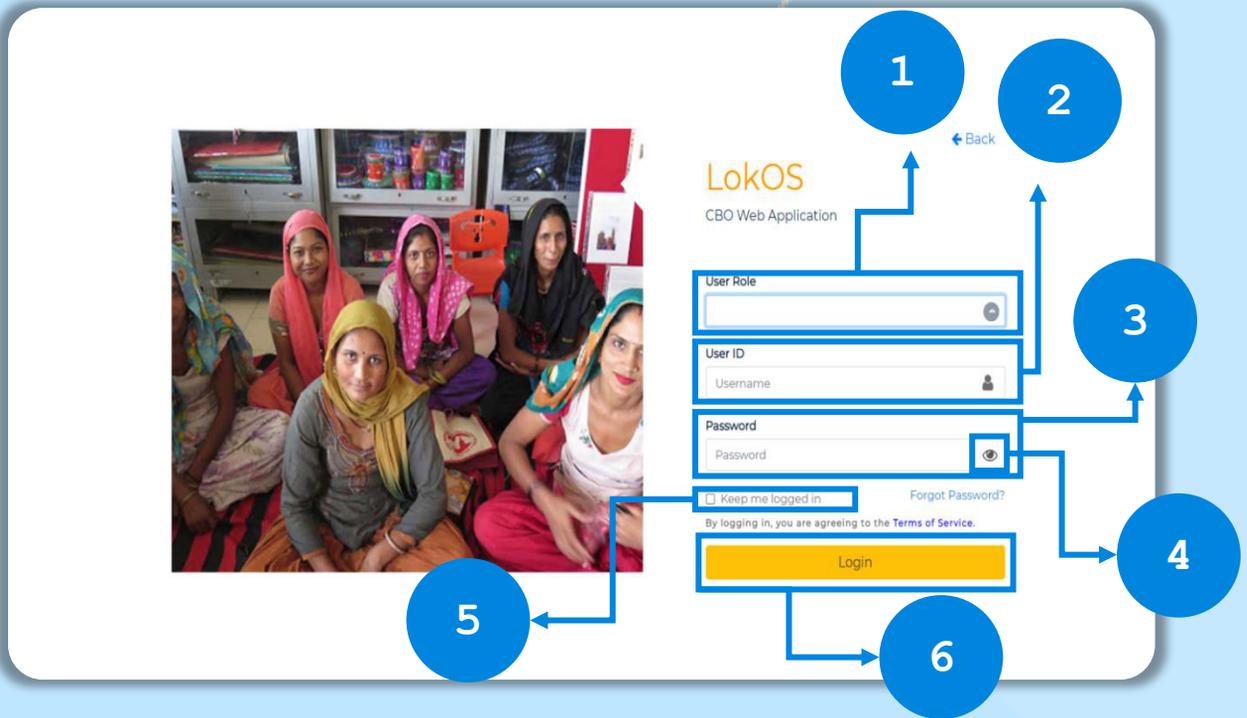
National

State

- 1 Block Admin
- 2 Block program Manager
- 3 Block Thematic Users
- 4 State program Manager
- 5 State Thematic Users
- 6 District program Manager
- 7 District Thematic Users

Website login screen for State

- 1 Block Admin: To create CBO Users (Bookkeepers/Trans Approver)
- 2 Block program Manager: For Approval/ Rejection and reports.
- 3 Block Thematic Users: Can see reports only.
- 4 State program Manager: for data only State wise
- 5 State Thematic Users: Can see reports only.
- 6 District program Manager: for data only District wise.
- 7 District Thematic Users: Can see reports only.



Login Process

- 1 User Role : Select User Role from drop- down.
- 2 User Id: Enter the User Id with the prefix.
- 3 Password: Enter your password.
- 4 Eye Button: Click on Eye button to view your password.
- 5 Keep me logged in: By click on check box that says "Keep me logged in", your ID password will saved.
- 6 Click on 'Login' button to login

Notes :

- Forgot Password (In case you forget your password, contact the Admin that created your ID to reset your password).



13 State Login Home page

S. No.	UserID	UserName	Mobile	Email	Designation	Status
1	HA_QASHG	HA_QASHG	9334291276	HA_QASHG@gmail.com	mobile user	Active
2	HA_SHG1	HA_SHG1	9334291276	HA_SHG1@gmail.com	mobile user	Active
3	HA_SHG5	HA_SHG5	9334291276	HA_SHG5@gmail.com	mobile user	Active
4	HR_AARYAMAN2		9455885271	upbpm1@gmail.com		Active

Block Admin User Master Home page

- 1 Search Users using the single or multiples filters or search directly using user name/Email ID or Mobile number .
- 2 Block Admin can change Bookkeeper password.
- 3 Block Admin can add more roles to Users.
- 4 User can only be inactive when there are no CBOs mapped .

Block Admin: To create user up to Bookkeeper's level

1

Enter User Name and User Id (Prefix will be added based on the State).

2

Enter Email Id and Mobile Number (Mobile Number is mandatory).

3

Fill all others details.

Notes :

- The password must have:
 - . Minimum 8 characters
 - . One upper and lower case
 - . One number and a special character (@)

The screenshot shows a 'Create Role' form with the following fields and callouts:

- 1**: Category * (dropdown menu)
- 2**: Role * (dropdown menu)
- 3**: Block * (dropdown menu, currently showing KATTANKOLATHUR)
- 4**: Add Role + (green button)
- 5**: Save User Details (green button)

Other visible fields include State * (TAMIL NADU), District * (CHENGALPATTU), Panchayat * (Select Panchayat), and Village * (Select Fields).

Block Admin: To create users up to Bookkeeper level

1 Select category: SHG/VO/CLF.

Select Role:

- 2**
- ❖ For SHG: SHG Bookkeeper.
 - ❖ For VO: VO Bookkeeper, SHG Trans Approver
 - ❖ For CLF: CLF Bookkeeper, VO Trans Approver, SHG Trans Approver.

3 Assign Geography based on Role.

4 Add Role: Click on Add role button to assign more roles to the user.

5 Click to Save User Details.

Notes :

- CLF Bookkeeper: This user has the login rights to log in to the web to generate CLF meeting.
- VO Trans Approver: This user has the login rights to log in to the web for approval of the VO meeting.

S. No.	UserID	UserName	Mobile	Email	Designation	Status	Action	Details
1	HA_QASHG	HA_QASHG	9334291276	HA_QASHG@gmail.com	mobile user	Active		
2	HA_SHG1	HA_SHG1	9334291276	HA_SHG1@gmail.com	mobile user	Active		
3	HA_SHG5	HA_SHG5	9334291276	HA_SHG5@gmail.com	mobile user	Active		
4	HR_AARYAMAN2		9455885271	upbpm1@gmail.com		Active		

1

User Detail

User Id: UP_QABKUP
 User Name: QABKUP
 Designation: bk
 Status: Active

Role Detail

S No	Category	Role	Role Status	Edit Role	Delete Role	Mapped CBO Count
1	CLF	CLF user (Bookkeeper)	Active			1
2	VO	VO User (Bookkeeper)	Active			2
3	SHG	SHG User (Bookkeeper)	Active			8
4	VO	VO user (SHG Trans Approver)	Active			2

1 Click on eye button in details Menu.

2 To change the status of Role (Active/Inactive).

3 To Edit the Role(Update assigned geography/User details).

4 To Delete a specific Role from the User.

5 To view and update Mapped CBOs (Mapping and Unmapping of CBOs).

Notes :

- If CBOs are mapped then the Role/Users can't be deleted or marked inactive.

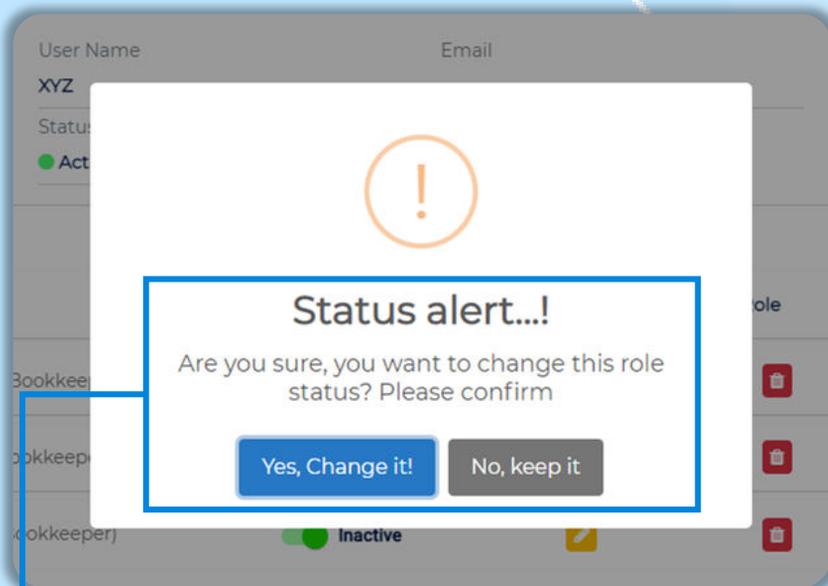


User Master- Edit user detail

1

S No	Category	Role	Role status	Edit Role	Delete Role	Mapped CBO Count
1	SHG	SHG User (Bookkeeper)	<input checked="" type="checkbox"/> Active			5
2	VO	VO User (Bookkeeper)	<input checked="" type="checkbox"/> Inactive			0
3	CLF	CLF user (Bookkeeper)	<input checked="" type="checkbox"/> Inactive			0

Close



1

Click on the toggle button to change Status (Active/Inactive).

2

Give confirmation on the pop-up.



User Master- Edit user details

User Detail

User Id	User Name	Email	Mobile No.
UP_ABCX	XYZ	-	9876765656
Designation	Status		
SHG BK	Active		

Role Detail

S No	Category	Role	Role Status	Edit Role	Delete Role	Mapped CBO Count
1	SHG	SHG User (Bookkeeper)	Active			5
2	VO	VO User (Bookkeeper)	Inactive			0
3	CLF	CLF user (Bookkeeper)	Inactive			0

Close

Update user

User Name: Username
User ID*: UP_AARYAMANSHG1
Email ID: aaryaman.gupta@cdfi.in
Mobile No*: 9149374482
Designation: Designation
Status: Active

Update Role

Category*: CLF
Role*: CLF user (VO Trans Approver)
State: UTTAR PRADESH
District*: BUNOR
Block*: NAJIBABAD

Update User

Edit User

1

Click on edit button against the User you want to edit.

Notes :

- Block Admin can add multiple Panchayat and villages.
- Block Admin cannot remove Panchayat and villages if CBO's are Mapped from the Panchayat and villages.

Role Detail

S No	Category	Role	Edit	Map CBO / Count
1	VO	VO user (SHG Trans Approver)		1

User Permission (PN_PROPNBK)

Gram Panchayat: BAJAK | Village: BAJAK | CLF: Please select | VO: Please select

SHGs not linked PN_PROPNBK

Search by SHG name

Unlinked SHGs | Linked SHGs

Please Select Total : 1

- BABA FARID SELF HELP GROUP
LokOS Code: 26000005 | NRLM Code: 9948
BAJAK/BAJAK
PN_PROPNBK
MATA SUNDRI AAJEEVIKA MAHILA GRAM SANGTHAN / SANGAT
AAJEEVIKA CLUSTER LEVEL FEDERATION

SHGs linked PN_PROPNBK

Search by SHG name

- CHARDI KALAN SELF HELP GROUP
LokOS Code: 26000006 | NRLM Code: 9508
BAJAK/BAJAK
PN_PROPNBK
MATA SUNDRI AAJEEVIKA MAHILA GRAM SANGTHAN / SANGAT
AAJEEVIKA CLUSTER LEVEL FEDERATION
- KHUSHI AAJEEVIKA SELF HELP GROUP
LokOS Code: 26000003 | NRLM Code: 34693
BAJAK/BAJAK
PN_PROPNBK
MATA SUNDRI AAJEEVIKA MAHILA GRAM SANGTHAN / SANGAT
AAJEEVIKA CLUSTER LEVEL FEDERATION
- MAI BHAGO SELF HELP GROUP
LokOS Code: 26000008 | NRLM Code: 9741
BAJAK/BAJAK
PN_PROPNBK

Save Clear

Linked/Unlinked :

- 1 To view and update Mapped CBOs- SHG/VO/CLF (Mapping and Unmapping of CBOs). Use search filters to get refined results.
- 2 For Example: if specific GP/Village are selected then specific CBO from that geography will be shown.
- 3 For Mapping Select SHGs from the table on Left hand side then click on () button to link it with user then save.
- 4 For Un-mapping Select SHGs from the table on the Right hand side () then click on () button to unlink it with user then save.

Notes :

- Mapping and Un-mapping process is same for All CBOs.
- "block admin can shift any CBO's from one Bookkeeper to another Bookkeeper"

