

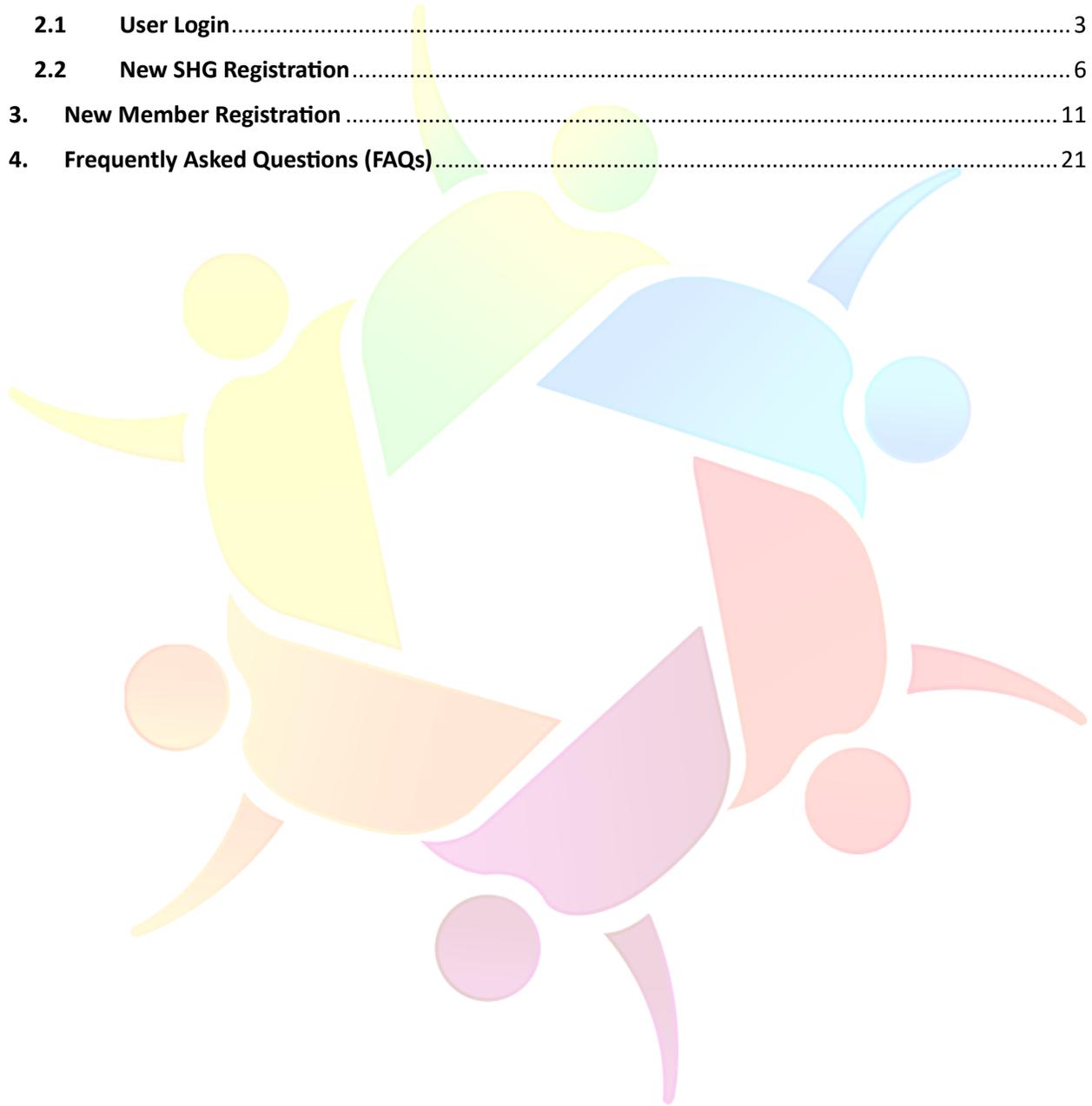


LokOS- User Manual-
New SHG and Member Registration (Mobile App Ver 2.2.5)

Document Version: 1.0

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1. Summary

This User Manual Document provides an overview of the New SHG Registration and New Member Registration processes for the **LokOS Mobile App**, offering insights into their functionalities and implementation considerations. This user manual explains the overall process for the New SHG Registration (complete overhaul with respect to functionality and UI/UX) along with New Member Registration and their associated with their respective SHGs.

This **Version 2.2.5** of the LokOS Mobile App has considered improvements to promote seamless user experience. The below are the points to be considered:

- Latest LokOS Mobile App with completely revamped functionality and UI/UX with respect to SHG Registration.
- Latest LokOS Mobile App with completely revamped functionality and UI/UX with respect to Member Registration.
- Several UI/UX enhancements to improve the overall User Experience and Mobile App looks and feel.
 - VO/CLF Profile Synchronization Screen
 - Set GP/Village Screen.
- Several other issues and bug fixes.

This User Manual highlights the overall process and functionality flow for the **New SHG Registration and New Member Registration** with respect to the updated UI/UX and functionality.

2. New SHG Registration

This section of the document explains the complete process for the New SHG Registration, the required details and the updated UI/UX and functionality respect to the LokOS Mobile Application.

2.1 User Login

This section gives the basic outline about the User Login and User Role selection. The following are the details Steps:

1. Launch the LokOS Mobile Application (Version 2.2.5).
2. Select the preferred Language. Refer to Figure 1 for illustration.
3. Provide the Username and Password.
4. Select the User Role. Refer to Figure 2 for illustrations.

Figure 1

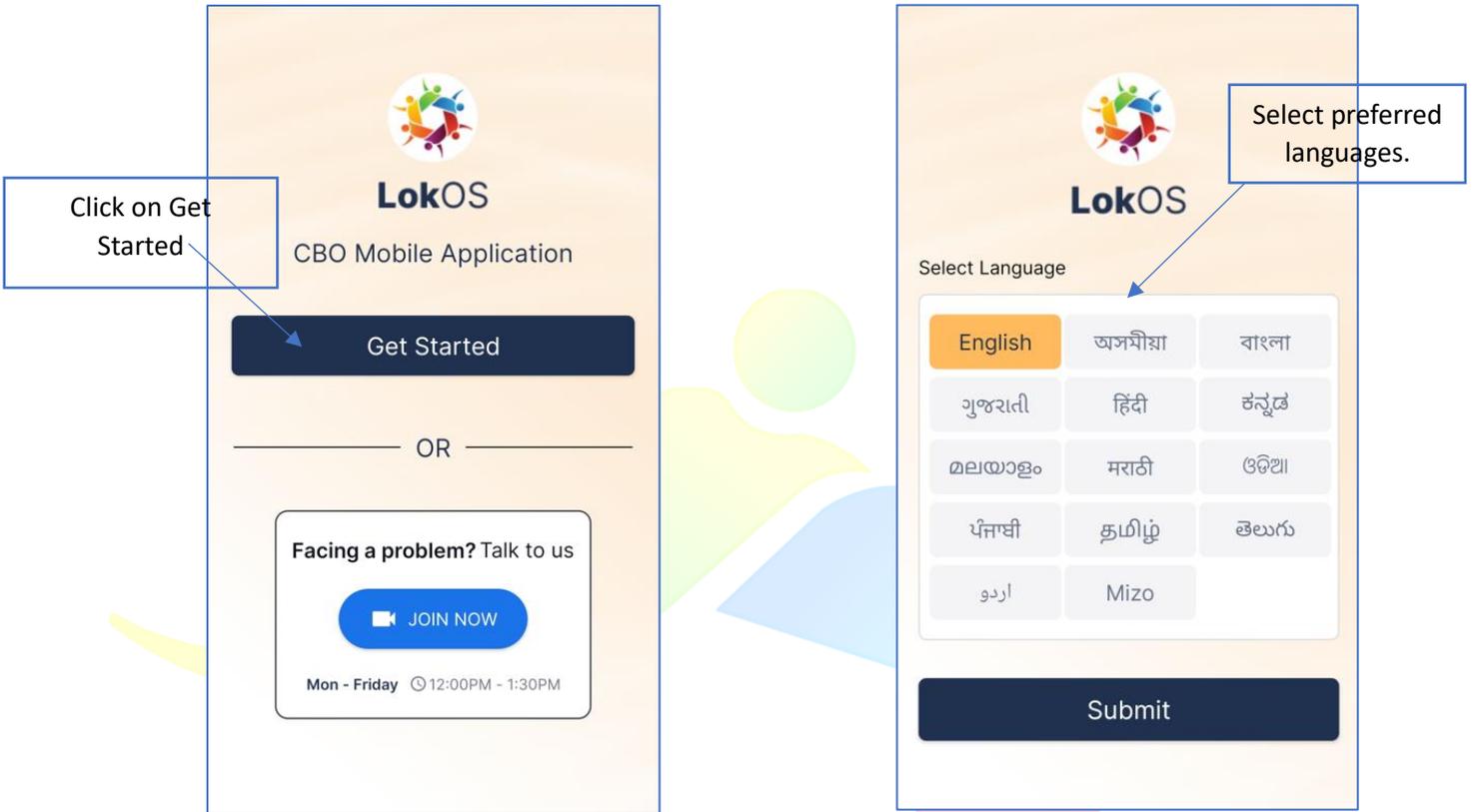
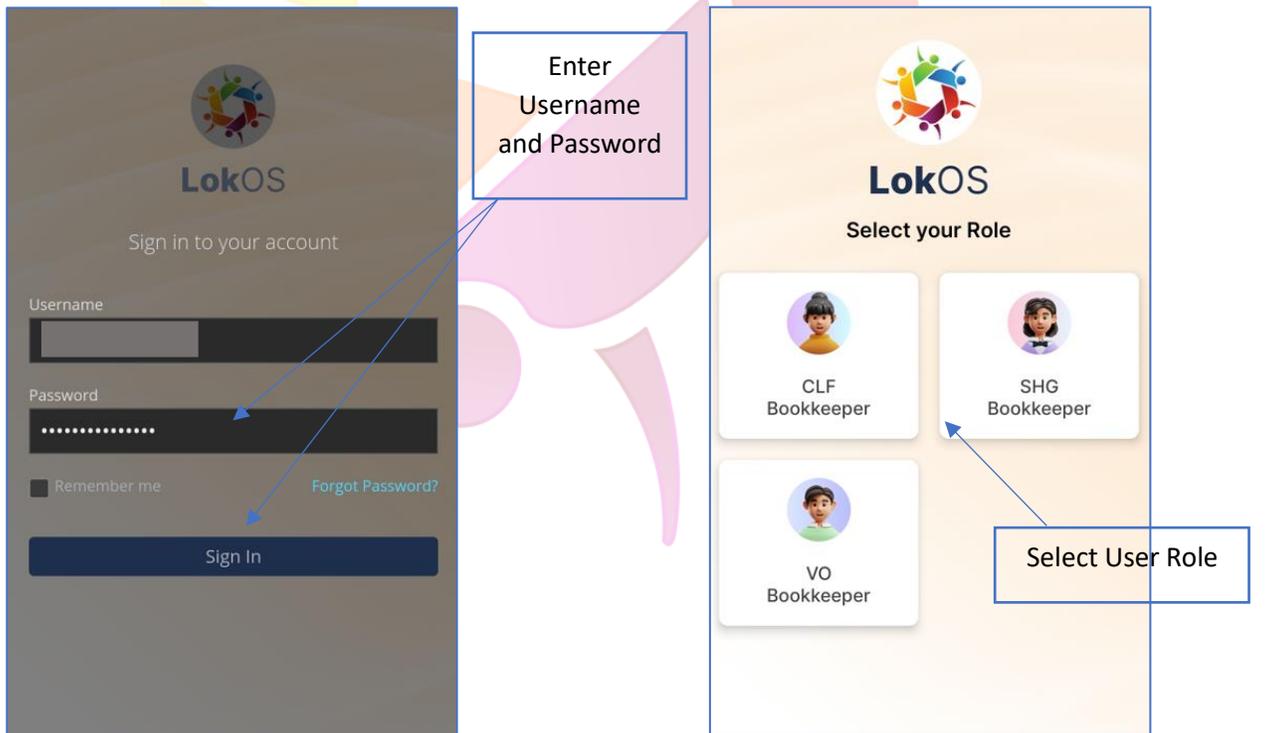
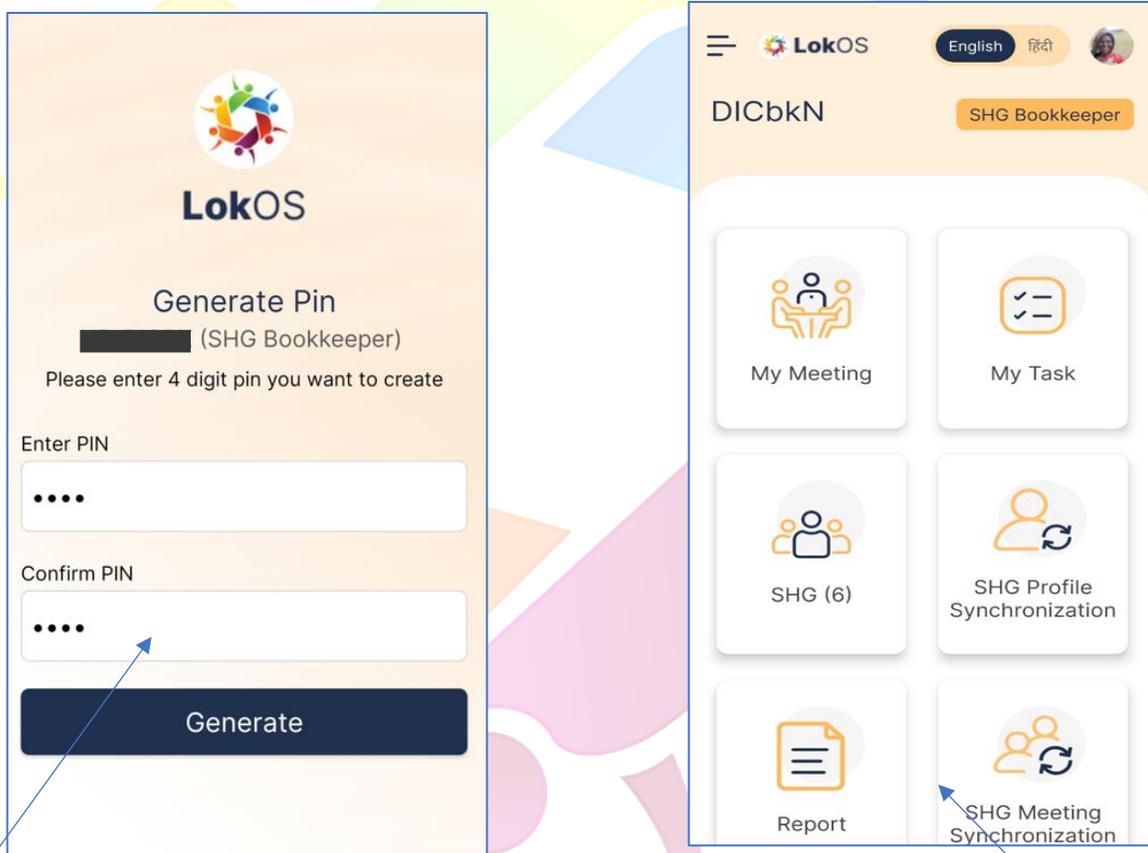


Figure 2



5. Generate Pin for the Mobile Login. This is a **Single Time** process for each User Role login.
Note: The user has the capability to set different MPIN for each User Role Login. Refer to Figure 3 for illustration.
6. After Entering the MPIN the user lands on the home page for the designated user role.
7. For every subsequent login, the user is required to Enter the MPIN, generated in the earlier steps.
8. After entering the MPIN the user lands into their respective Dashboard View.

Figure 3



Generate MPIN

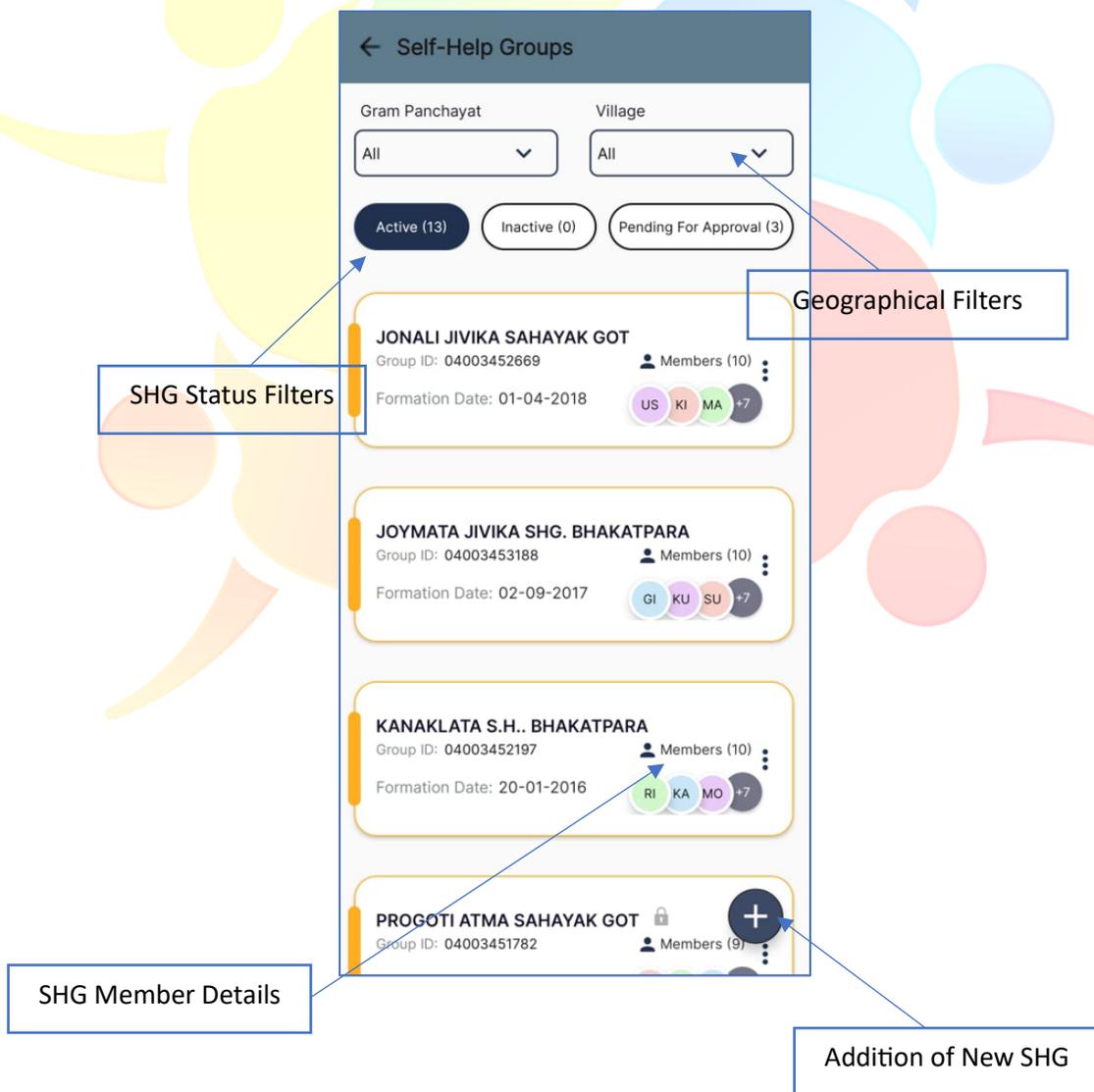
New Dashboard

2.2 New SHG Registration

This section of document explains the new enhanced SHG Registration process and other options available to the Mobile Users. The following are the detailed explanations:

- 1. Dashboard:** Figure 3 above shows the Dashboard view of the users along with various sections and features available at the User Level.
- 2. Self Help Groups (SHGs):** By selecting the SHG Menu card from the Dashboard, users gain access to comprehensive SHG information. Figure 4 provides visual references for clarity. The redesigned layout presents SHG details (SHG Cards) in a more streamlined manner, with filters available for both geographical and SHG status specifications. Users can easily view member details, SHG formation dates, group IDs, and other pertinent information at a glance.

Figure 4



3. **Addition of New SHG (Registration):** On clicking the ‘plus’ icon as shown in the figure above (figure 4), a form opens for the registration of a new SHG.

Figure 5 shows the updated SHG Registration form. The form has been divided into multiple categories as defined below:

a. **Basic Details:** Requires basic information for the SHG. Figure 5 shows the latest UI/UX design for the section.

Note: The SHG gets saved into the system on filling in the basic details. The user has the option to complete the SHG Profile or can directly associate SHG Members to it.

Figure 5

The screenshot shows the 'SHG Basic Details' form with the following fields and options:

- Navigation tabs: 1 Basic Details, 2 Bank Details, 3 Savings Details, 4 Add
- SHG Name* (Text input: Type Here...)
- SHG Name in Local Language (Text input: Type Here...)
- SHG Type* (Radio buttons: Women (Regular), Special)
- Formation Date* (Date picker: dd-mm-yyyy)
- Promoted By* (Dropdown menu: Select)
- Save button at the bottom.

Category Segregation

Save SHG Profile

The screenshot shows a confirmation screen with the following elements:

- Green checkmark icon in a circle.
- Text: SHG saved successfully
- Text: Complete the SHG Profile and add members to send it for approval.
- Continue button (dark blue)
- Add Member button (white)

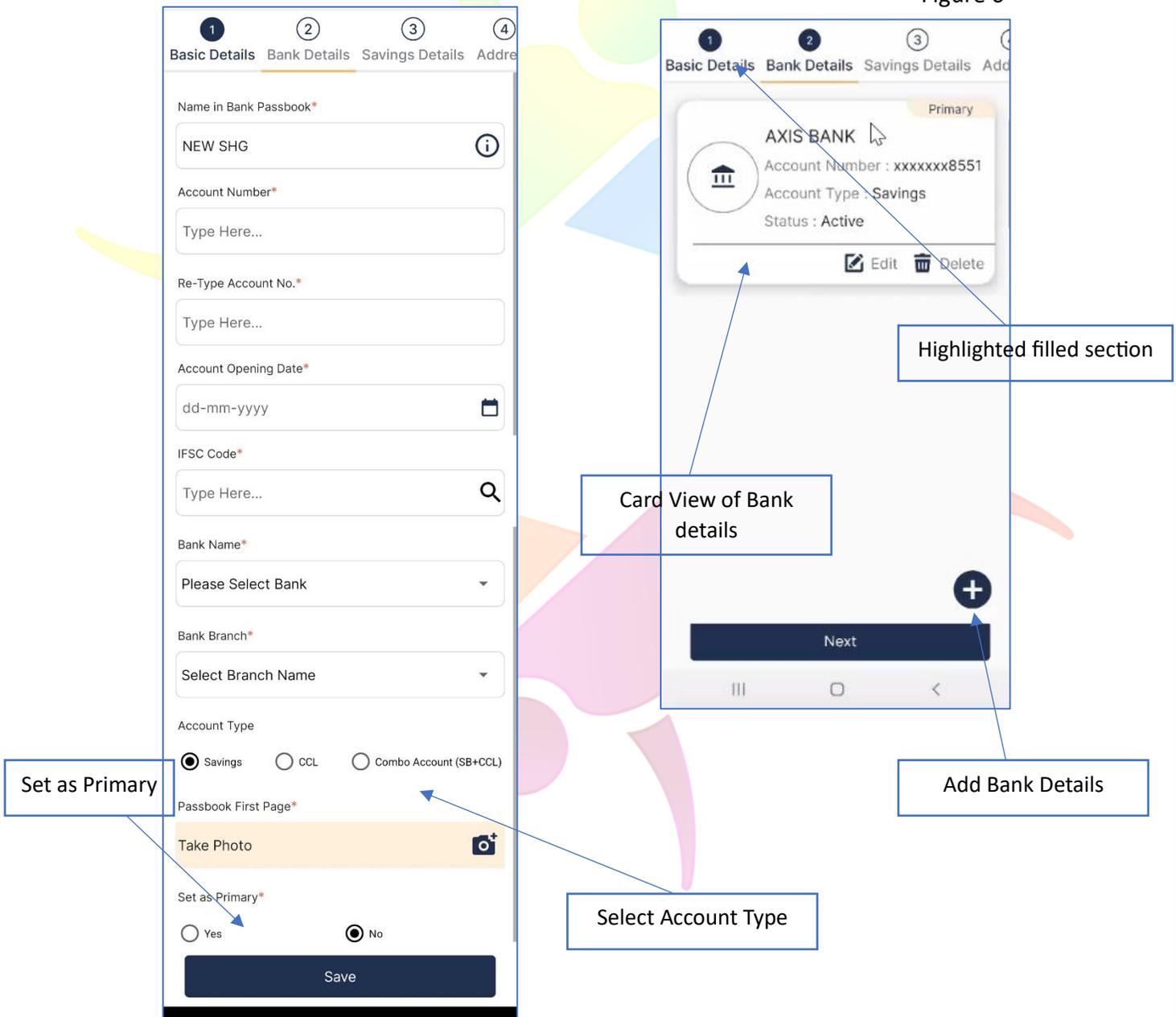
Continue for complete SHG Profile

b. Bank Details: Requires bank details of the SHG (Figure 6). The important fields required details are as:

- i. **Name in Bank Passbook:** This gets auto populated as per the name of the SHG. The user can change it by clicking on the 'i' button.
- ii. **IFSC Code:** This requires the IFSC Code. The user can also search by using the search functionality provided.

Note: The Branch details are fetched automatically as per the IFSC entered by the User.

Figure 6



c. **Savings Details:** Requires details like meeting frequency, meeting day, compulsory savings amount, etc. Refer to Figure 7 for illustration.

d. **Address:** Address details of the SHG are required in this section. Refer to Figure 7 for illustration.

Note: The Gram panchayat and the Village drop-down appears on the basis of the Bookkeeper geographical detail fetched from the system.

Figure 7

The figure displays two screenshots of the LokOS Mobile App interface. The left screenshot shows the 'Savings Details' section, which includes the following fields and options:

- Meeting Frequency*: Monthly
- Week/Date*: First Week
- Meeting Day*: Monday
- Compulsory Saving Frequency*: Monthly
- Compulsory Saving Amount (Per Member)*: 300
- Compulsory Saving Interest Rate (Annual) %: 10.0
- Voluntary Saving: Yes No
- Voluntary Saving Interest Rate (Annual) %: 10.0

The right screenshot shows the 'Address' section, which includes the following fields and options:

- Pincode*: 201301
- House / Street / Lane*: A-22 House Lane
- Gram Panchayat*: DEWLI
- Village/ Town*: BER BARIA

A 'Section Marker' box is positioned to the right of the 'Address' section, with an arrow pointing to the 'Address' tab in the top navigation bar.

e. **More Details:** Details like Bookkeeper identification, Livelihood activities are considered under this section. Refer to Figure 8 for illustration.

Note: On clicking the Save button, the SHG Details are completed and the SHG appears in the Dashboard listing of the Bookkeeper.

Figure 8

The screenshot shows a mobile application interface with a navigation bar at the top containing four tabs: 'Bank Details', 'Savings Details', 'Address', and 'More Details'. The 'More Details' tab is selected and highlighted. Below the navigation bar, the form contains the following fields and options:

- Identification of the Bookkeeper***: Three radio button options: 'Yes-Internal', 'Yes-External' (which is selected), and 'No'.
- Bookkeeper Name***: A text input field containing 'Sunaina Singh'.
- Bookkeeper's Mobile Number***: A text input field that has been redacted with a black box.
- SHG Primary Livelihood***: A dropdown menu with 'Custom Hiring Centre (CHC)' selected.
- SHG Secondary Livelihood***: A dropdown menu with 'Fishery Activities' selected.
- SHG Tertiary Livelihood***: A dropdown menu with 'NTFP Collection' selected.
- Tenure of elected Office Bearers***: A text input field containing the number '36'.
- SHG Resolution Copy***: A field with a camera icon and a plus sign, indicating a photo upload area.

At the bottom of the form is a dark blue button labeled 'Save'.

3. New Member Registration

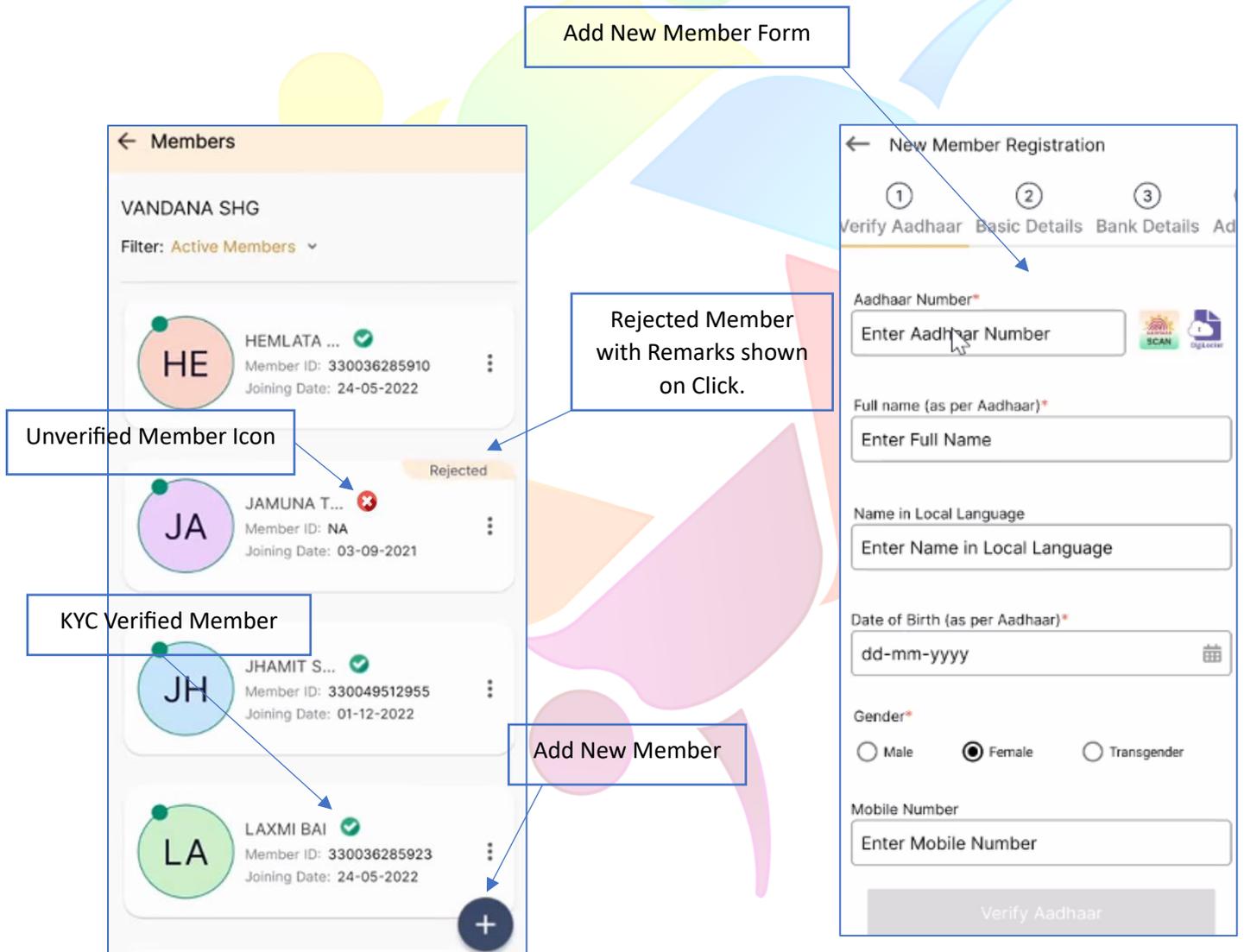
This section of document explains the new enhanced **New SHG Member Registration** process and other options available to the Mobile Users. The following are the detailed explanations:

1. SHG Member Details: By selecting the Members Icons within the corresponding SHG cards, users can access detailed information about the SHG members involved.

Figure 9 provides a more extensive overview for reference.

Within each SHG Member Card, users can review specifics such as Member ID, Joining Date, Profile Status, and other pertinent details associated with each member.

Figure 9



2. Addition of New SHG Member (Registration): On clicking the ‘plus’ icon as shown in the figure above (figure 9), a form opens for the registration of a New SHG Member. Figure 9 shows the updated SHG Registration form. The form has been divided into multiple categories or sections as defined below:

- a. **Verify Aadhar:** This section requires the Aadhar details and other profiles related details for user or member verification. Figure 10 can be referred to for more illustrations.
 - i. The Bookkeeper can also auto-fill the Member Aadhar details by scanning the Aadhar QR.

Scan the Adhaar QR to autofill details

Figure 10

New Member Registration

1 Verify Aadhaar 2 Basic Details 3 Bank Details 4 Address

Aadhaar Number*
Enter Aadhaar Number  

Full name (as per Aadhaar)*
Enter Full Name

Name in Local Language
Enter Name in Local Language

Date of Birth (as per Aadhaar)*
dd-mm-yyyy 

Gender*
 Male Female Transgender

Mobile Number
Enter Mobile Number

Mobile Number Belongs To
Select

I hereby consent to DAY-NRLM systems using my Aadhaar details for authentication, deduplication, and establishing my identity to avail myself of the benefits under various schemes/programs, including those offered by state and central governments and banks. I also confirm that the consent form has been explained to me in my local language.

Verify Aadhaar

Member Consent

New Member Registration

1 Verify Aadhaar 2 Basic Details 3 Bank Details 4 Address

Name in Local Language
Enter Name in Local Language

Date of Birth (as per Aadhaar)*
10-12-1991 

Gender*



Aadhaar verification failed
Data not matching with Aadhaar database or Aadhaar not found

Retry

Verify Later

Verify Aadhar Later

- ii. A confirmation pop-up is received when the Aadhar is successfully verified.
- iii. In case the Aadhar cannot be verified at a particular moment, by Clicking on the 'Verify Later' the Bookkeeper can proceed towards filling Member Details. Refer to figure 10 for clarity.

Note: The Aadhar details can also be verified later, the system now allows the Bookkeeper to fill in all the Member details even if the Aadhar is not verified.

- b. **Basic Details:** This section requires the Bookkeeper to fill in all the Member Basic details as can be seen in figure 11.

Figure 11

Sections gets highlighted when details filled completely.

1 2 3 4
Verify Aadhaar Basic Details Bank Details Address

Member Image*
Take Photo

Member Joining Date
Select Date

Highest Education Level*
Select

Marital Status*
Select

Is the member the head of the family?*
 Yes No

Family Member Details*
 Father Mother Spouse

Enter Name

Religion*
Select

Social Category*
Select

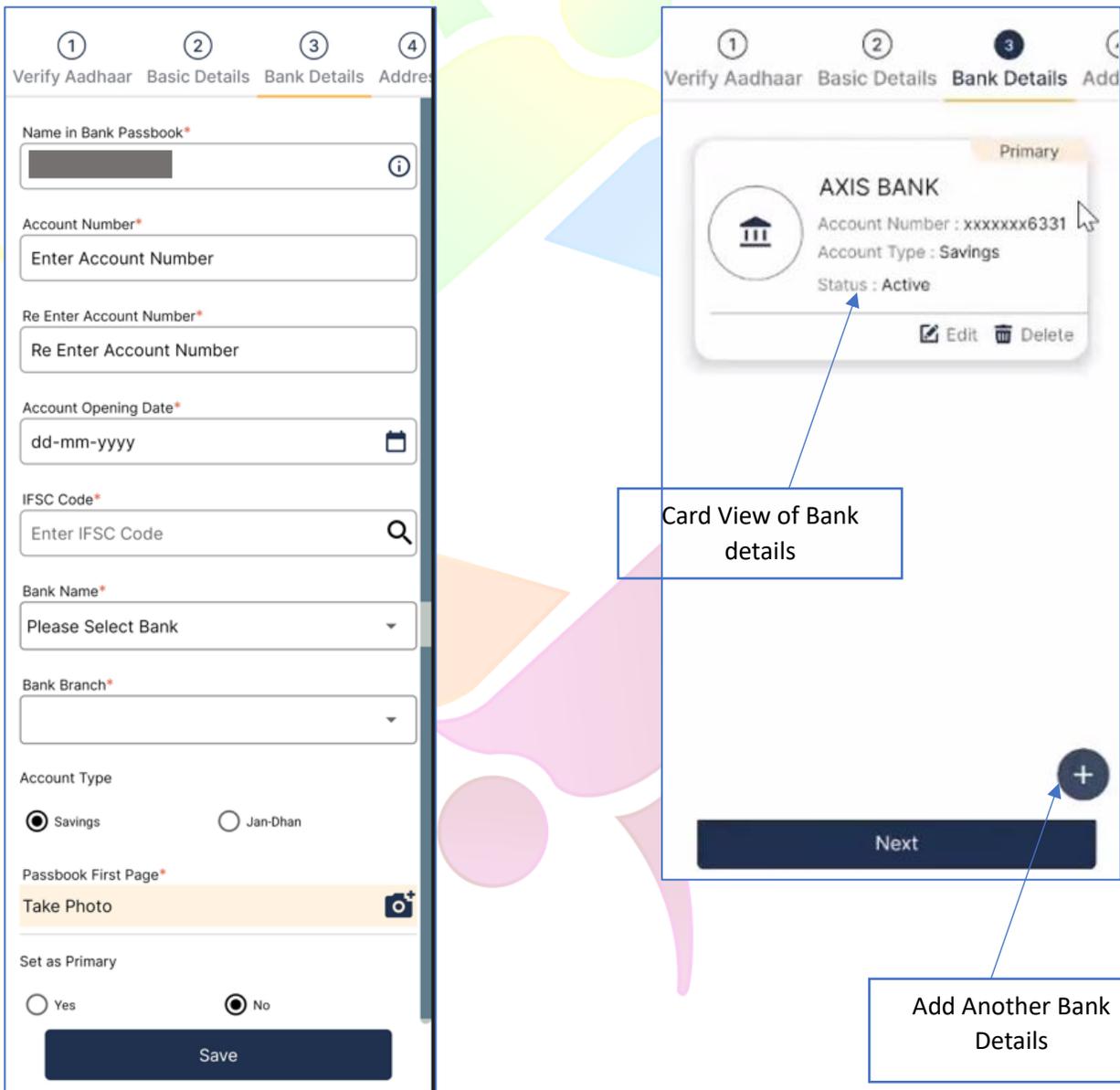
Disability*
 No Disability Self Disabled Family Member

Save

Member Basic Details

- c. **Bank Details:** Requires bank details of the Member (Figure 12). The important fields required details are as:
 - i. Name in Bank Passbook: This gets auto populated as per the name of the SHG Member. The user can change it by clicking on the 'i' button.
 - ii. IFSC Code: This requires the IFSC Code. The user can also search by using the search functionality provided.
- Note:** The Branch details are fetched automatically as per the IFSC entered by the Bookkeeper.

Figure 12

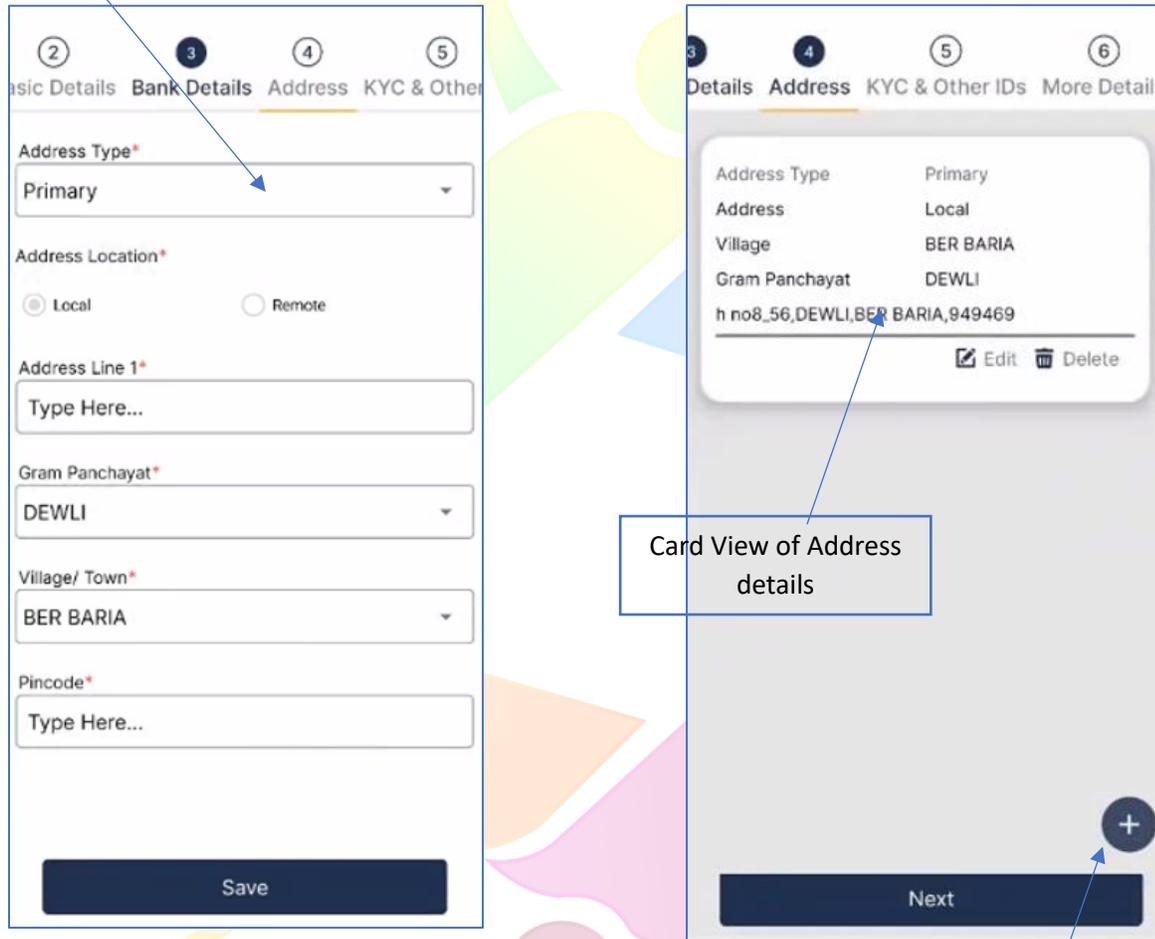


- d. **Address:** Address details of the SHG Member are required in this section. Refer to Figure 13 for illustration. The multiple Address types available are as:
 - i. Primary
 - ii. Others

Note: The Gram panchayat and the Villag drop-down for the Member appears based on the SHG geographical detail fetched from the system.

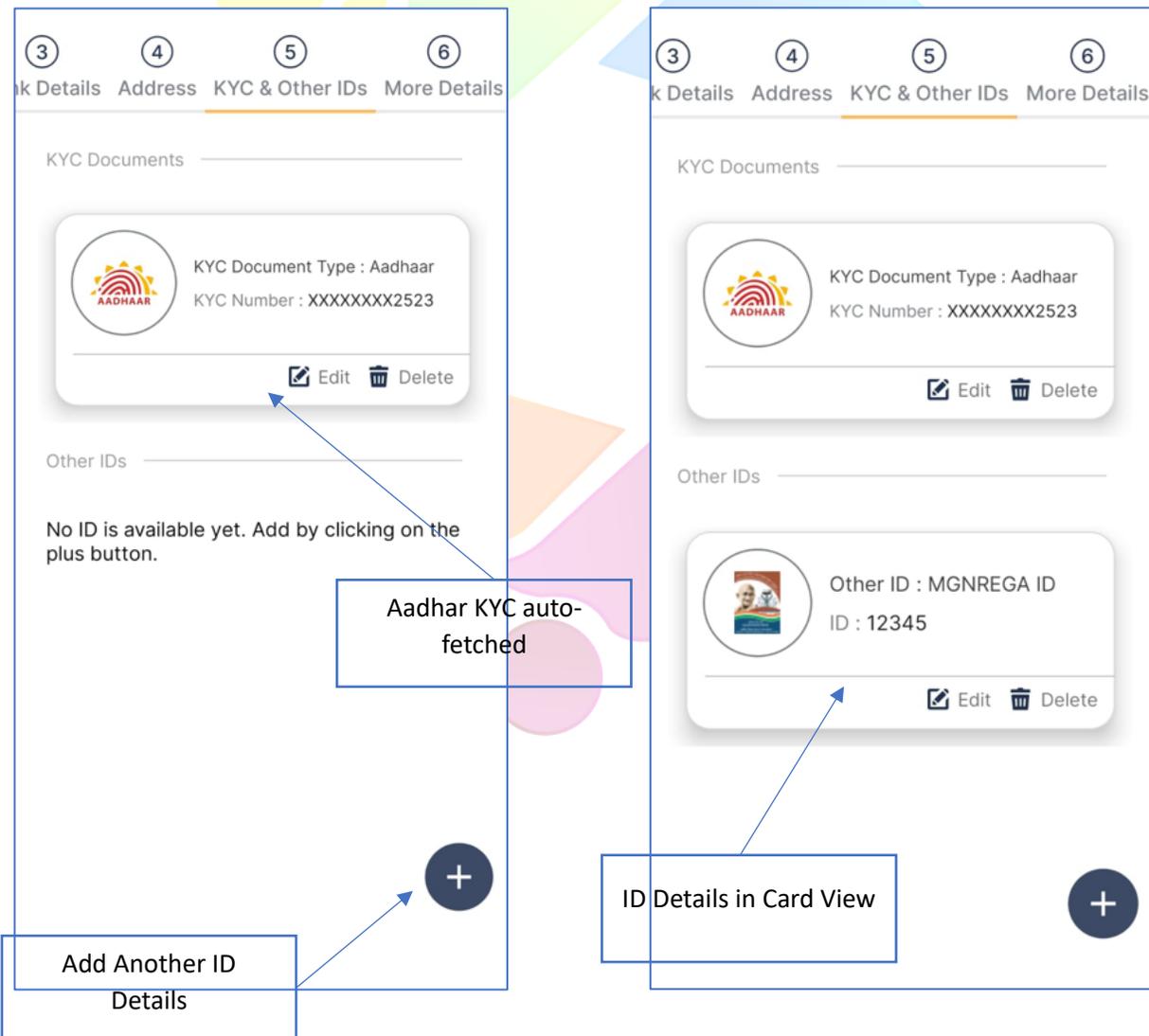
Select Address Type

Figure 13



- e. **KYC and Other IDs:** This section requires the KYC and IDs details of the SHG Member. Click on the 'plus' icon to add the KYC or ID Details. Refer to figure 14 for more information.
 - i. Various options available under KYC are as:
 - 1. Aadhar: This is auto fetched from the Aadhar Verification details.
 - 2. Voter ID: This can also be used as a KYC document.
 - ii. Various Options available under Other IDs are as:
 - 1. NRLM MIS ID
 - 2. MGNREGA ID
 - 3. SECC
 - 4. STATA MIS ID
 - 5. PMAY-G

Figure 14



f. **More Details:** This section requires additional Member Details like Livelihood Activities, Designation in SHG, etc. Figure 15 can be referred to for more information.

Note: Sections like 'Insurance' and 'Cadre Details' are enabled only when they are selected as 'Yes' in this section.

Figure 15

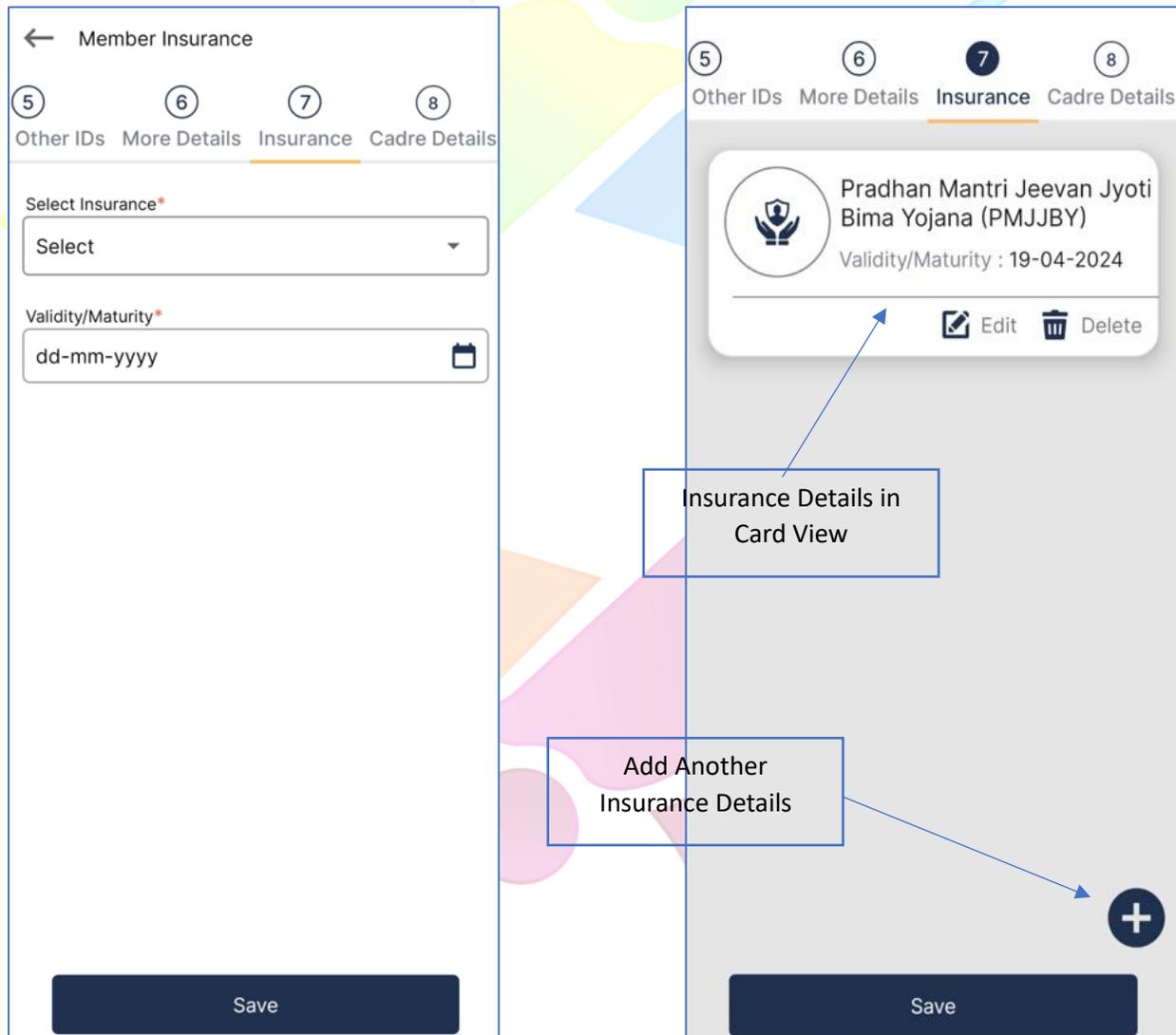
The screenshot shows the 'More Details' form in the LokOS Mobile App. The form is divided into three main sections: Livelihood Details, Designation Details, and Signatory. The Livelihood Details section includes three dropdown menus for Primary, Secondary, and Tertiary Livelihood Activities. The Designation Details section includes dropdown menus for Post/Designation, Status, From Date, and To Date. The Signatory section includes radio buttons for Yes/No for Insurance and Is Member A Cadre. A 'Save' button is at the bottom. Three callout boxes with arrows point to the Secondary Livelihood Activity dropdown, the Post/Designation dropdown, and the Insurance and Is Member A Cadre radio buttons.

Section	Field	Value
Livelihood Details	Primary Livelihood Activity*	Organic Agriculture Activities
	Secondary Livelihood Activity*	Agriculture Activities
	Tertiary Livelihood Activity*	Horticulture Activities
Designation Details	Post/Designation*	President
	Status	Active
	From Date*	dd-mm-yyyy
	To Date	dd-mm-yyyy
Signatory*	Insurance*	Yes
	Is Member A Cadre*	Yes
	Save	Save

- g. Insurance:** This section is enabled only when the Insurance is selected as ‘Yes’ in the More Details section. It requires details about the Insurance available for the SHG Members.
- i. Click on the ‘plus’ icon to add insurance details.
 - ii. Select Insurance type and Validity.
 - iii. Click on Save, to save the details.

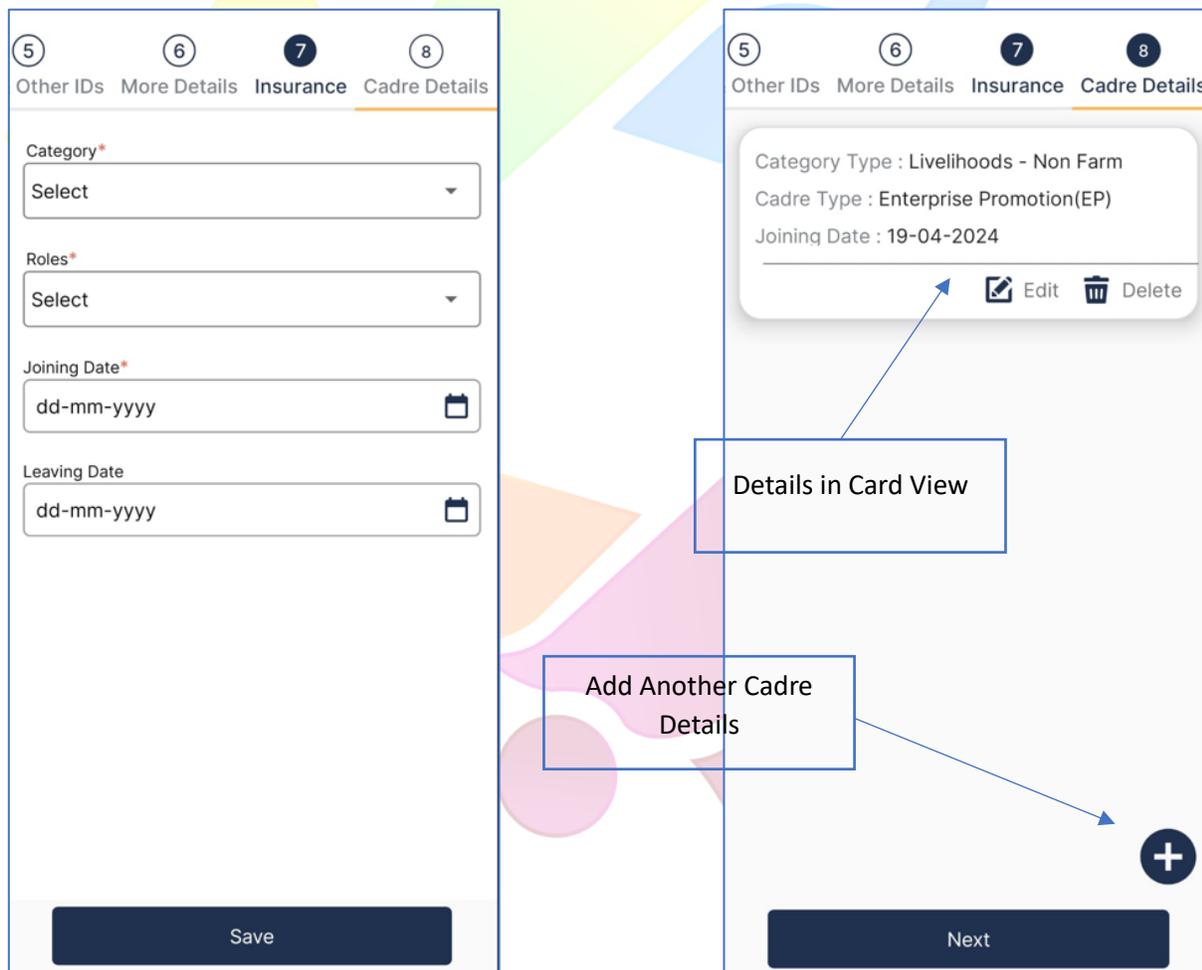
Figure 16 can be referred to for more information.

Figure 16



- h. Cadre Details:** This section is enabled only when the Insurance is selected as ‘Yes’ in the More Details section. It requires details about the Cadre profile available for the SHG Members.
- i. Click on ‘plus’ icon to add Cadre Details
 - ii. Select Cadre Category.
 - iii. Select Cadre Role.
 - iv. Select Joining Date and Leaving Date.
 - v. Click on Save to save the details.
- Please refer to figure 17 for better illustration.

Figure 17



- i. **Summary Screen:** When all the Member Details are completed, a Summary Screen is provided for the Preview of the User.
 - i. The Bookkeeper can preview all the details in the summary screen.
 - ii. Click on Save, a Consent is available before final saving of the Member details.
 - iii. A confirmation pop-up is received, and the Member is added to the SHG Profile and visible in the SHG Details Screen

Figure 18 can be referenced for more illustrative details.

Figure 18

Member Summary

13 Nov **PREETI BANSAL**
Member Code: [Redacted]

Aadhaar Number [Redacted]

Name (Including Surname) **PREETI BANSAL**

Name in Local Language **preeti**

Date of Birth [Redacted]

Gender **Female**

Mobile Number [Redacted]

Mobile Number Belongs To (Member) **Self**

2. Basic Details

Member Image **MPRdGOp12024 0418112330211.j pg**

Joining Date **18-04-2024**

Highest Education Level **Master's Degree**

Marital Status **Married**

Is the member the head of the family? [Redacted]

Mother / Father / Spouse **bansal**

Save

Collapsible/Expandable Sections

Gender **Female**

Mobile Number [Redacted]

Mobile Number Belongs To (Member) **Self**

Consent

I confirm that the member details provided in this form are true and accurate to the best of my knowledge. I acknowledge that any discrepancies found may lead to the rejection of the member profile.

OK

Consent Checkbox

Gender **Female**

Mobile Number [Redacted]

Mobile Number Belongs To (Member) **Self**

Member Profile Complete

Add another Member

Back To Home

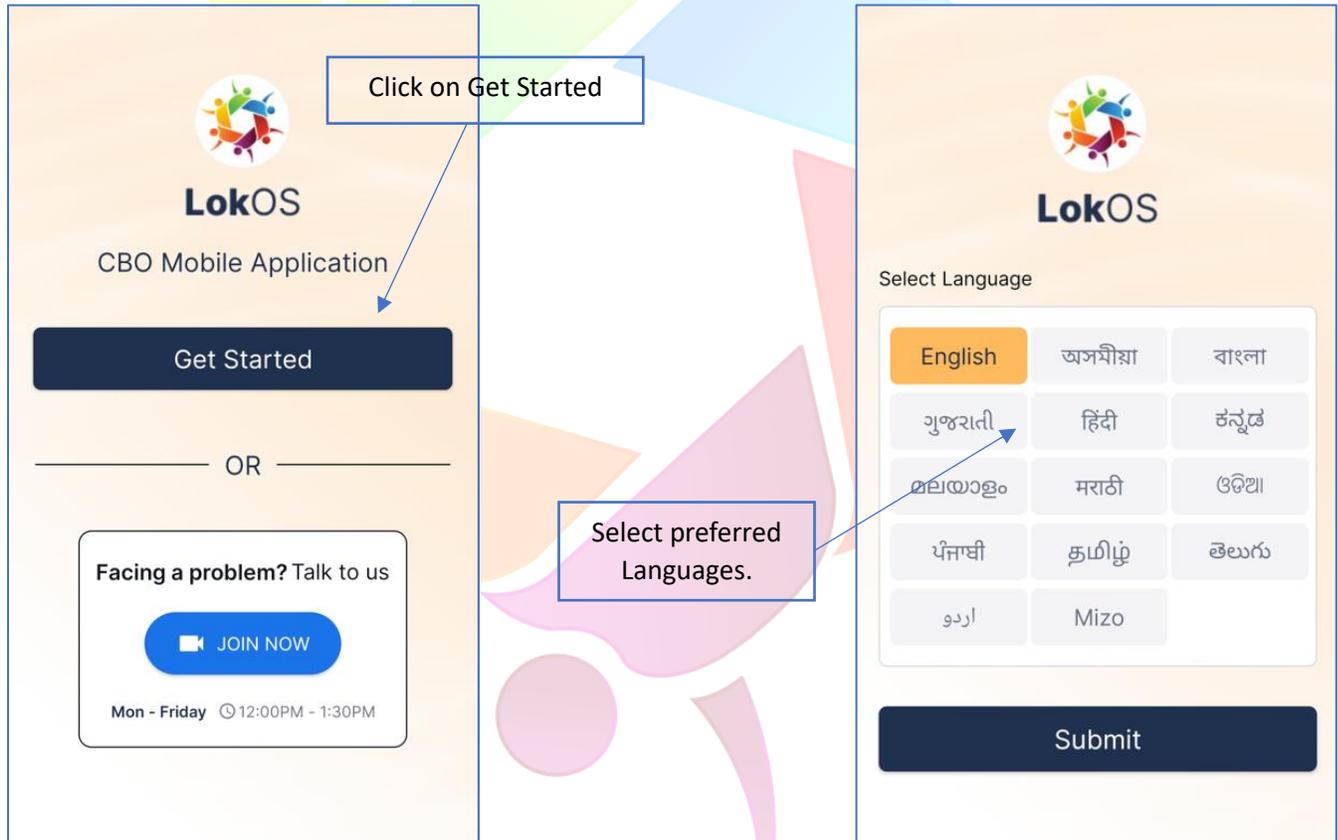
Confirmation Pop-up

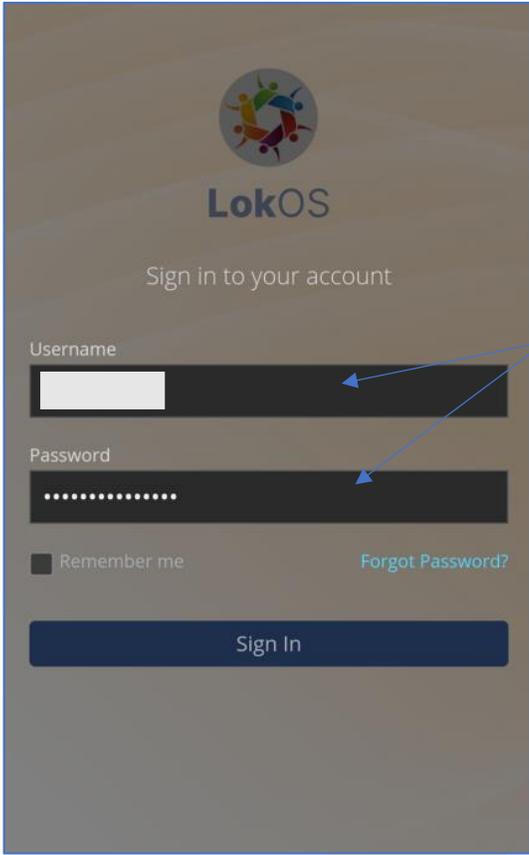
4. Frequently Asked Questions (FAQs)

Q1. How to Login to LokOS Mobile Application?

Ans 1. The following are the details Steps:

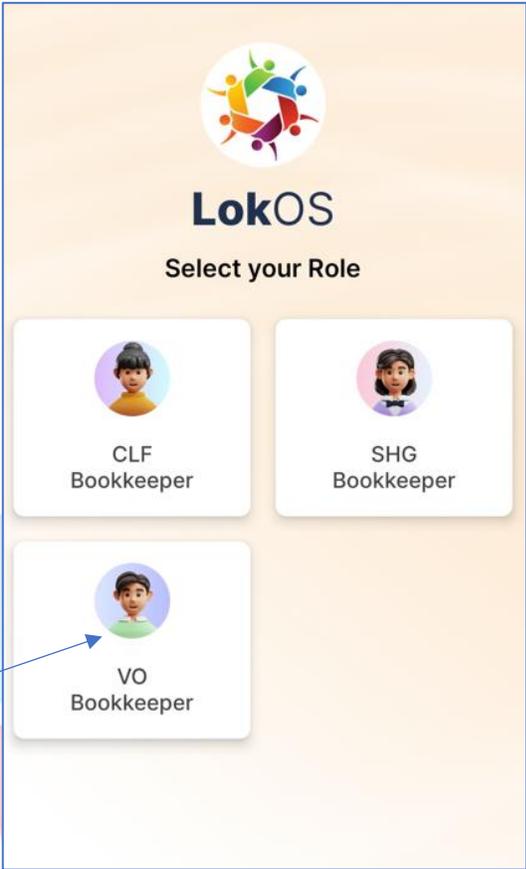
- Launch the LokOS Mobile Application (Version 2.2.1).
 - Select the preferred Language.
 - Provide the Username and Password.
 - Select the User Role.
 - Generate PIN for Mobile Login (MPIN).
 - After Entering the MPIN the user lands on the home page for the designated user role.
- Refer to the below figures for illustrations.





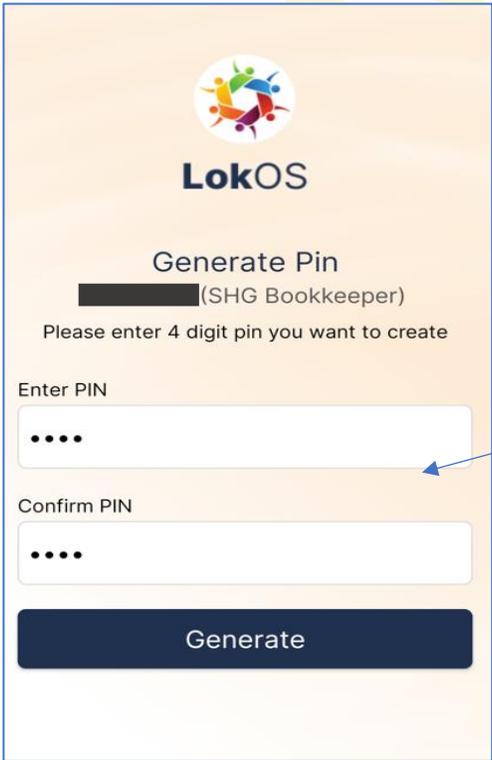
The sign-in screen features the LokOS logo at the top, followed by the text "Sign in to your account". Below this are two input fields: "Username" and "Password". The "Remember me" checkbox is unchecked, and there is a "Forgot Password?" link. A dark blue "Sign In" button is at the bottom.

Enter Username and Password



The "Select your Role" screen displays the LokOS logo and the title "Select your Role". It offers three role options, each with a circular profile picture and text: "CLF Bookkeeper", "SHG Bookkeeper", and "VO Bookkeeper".

Select User Role

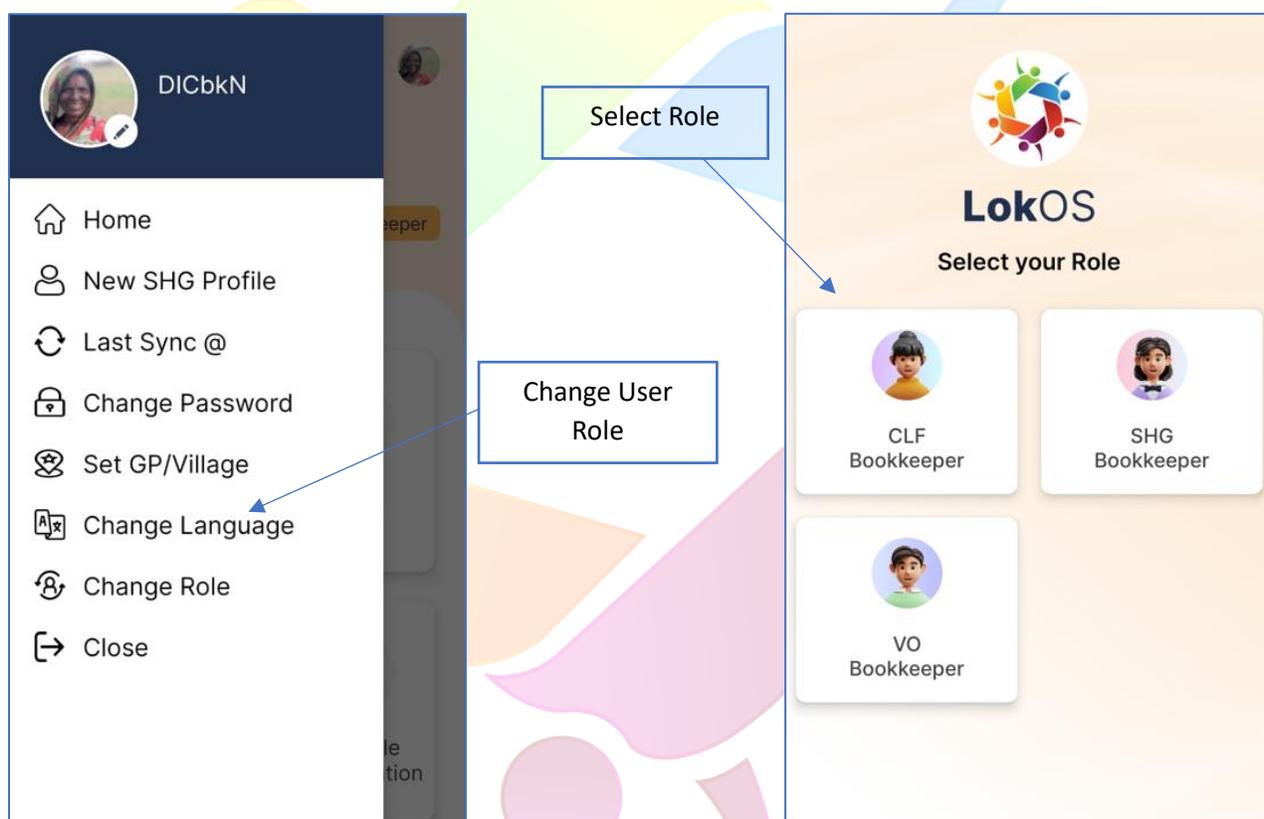


The "Generate Pin" screen shows the LokOS logo and the title "Generate Pin". It identifies the user as "(SHG Bookkeeper)" and asks them to "Please enter 4 digit pin you want to create". There are two input fields: "Enter PIN" and "Confirm PIN", both containing four dots. A dark blue "Generate" button is at the bottom.

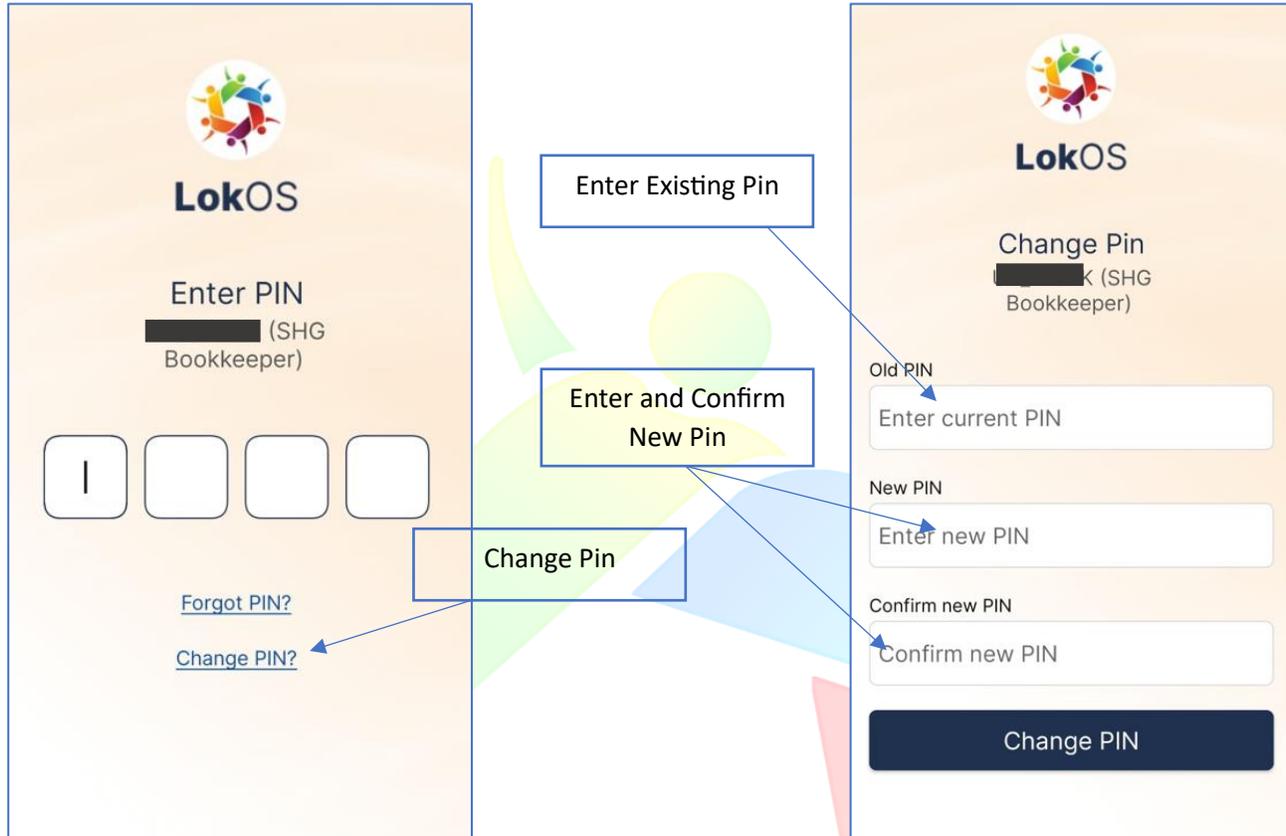
Generate MPIN for first time Login.

Q2. How to change User Role in LokOS Mobile Application?**Ans 2.** Follow the below steps to Switch User Roles:

- To switch user role, click on the Hamburger Menu (My Account) at the top left corner. A 'My Account' menu appears, where clicking on the 'Change Role' option the user can Switch User Accounts.
- On clicking the 'Change Role' option, the user is redirected to a page where they can select the role for which they wish to Login to. Refer to Figure below for illustrations.
- Enter the MPIN set for the desired User Role and Login.

**Q3.** How to Change the Mobile Pin?**Ans 3.** Follow the below Steps:

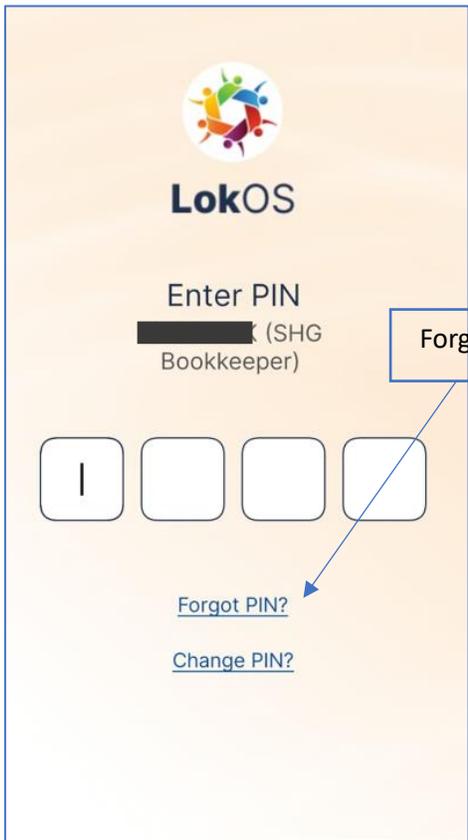
- By clicking the 'Change Pin' at the Login Screen the user is redirected to another screen,
- The user is required to enter the Existing Pin and the New Pin they want to create. Refer to the below figure for illustrations.



Q4. How to Reset Mobile PIN?

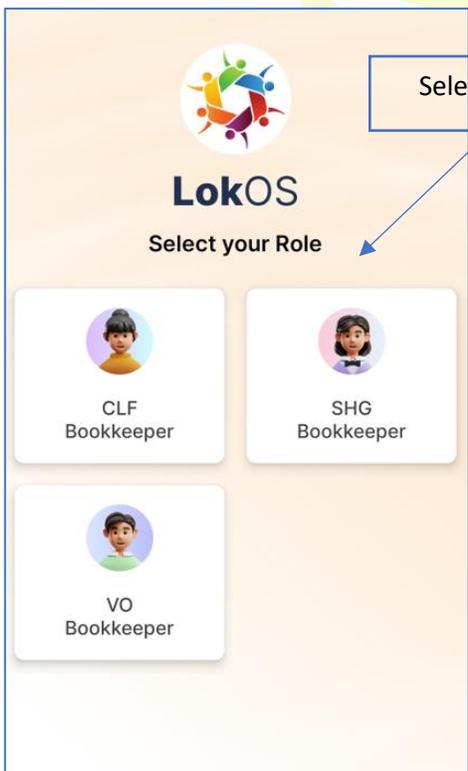
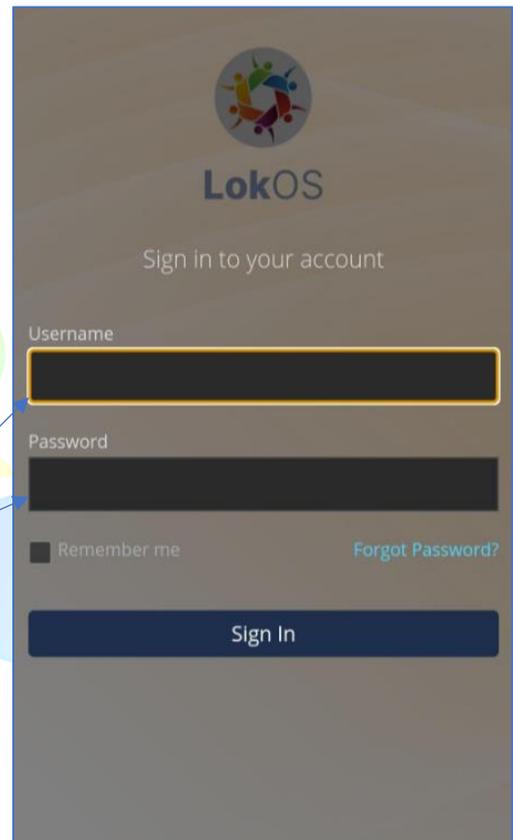
Ans 4. The following are the Steps:

- a. By clicking the 'Forgot Pin' at the Login Screen the user is redirected to another screen.
- b. The user is required to enter the Username and Password and then Select the User Role.
- c. Generate the New MPIN to login.
Refer to below figures for illustrations.



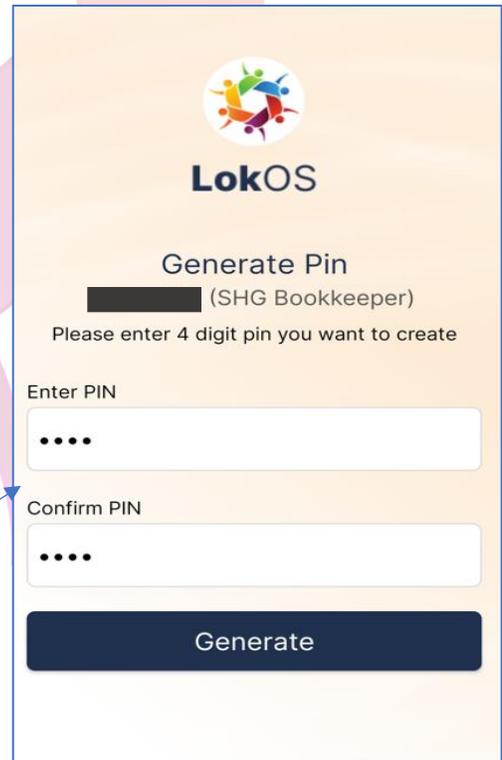
Forgot Pin

Enter Username and Password



Select User Role

Reset MPIN



Q5 How to retrieve forgotten password?

Ans 5. If the user has forgotten the Login Password, the below steps are to be followed:

- a. Click on the Forgot Password at the initial Login Screen.
- b. Enter your Username or Registered Email Address.
- c. An Email with Instructions to Reset the password will be sent to your registered Email Address.

Refer below for illustrations.

