JEEViKA
Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission (SRLM), Bihar

MIS Executive

User Manual

(Version: 1.1)

Project Id: ETPD/BRPLS/1005142
Project Name: BRLPS Decision Support System
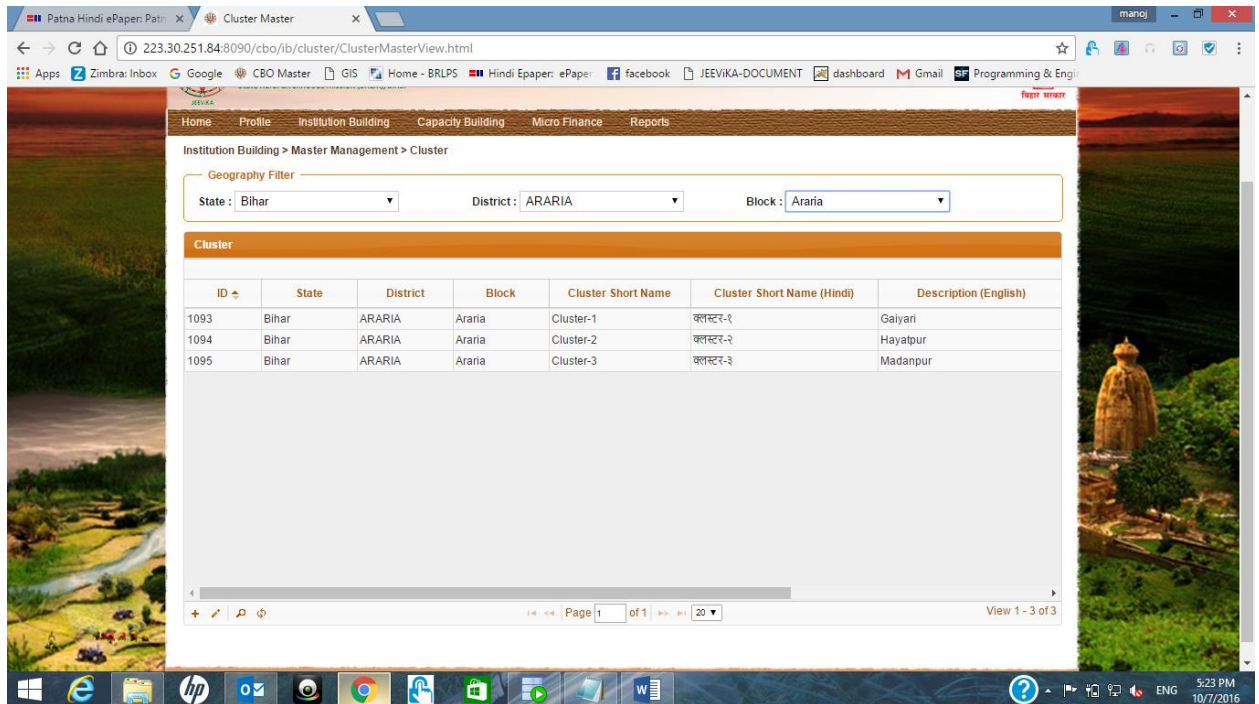
ROLTA

Rolta India Limited

Rolta Technology Park, Tower-A,
MIDC, Andheri (East), Mumbai 400 093. India

1. **Clustering Profiling :**

Institution Building > Master Management >Cluster. Then Select District, Block from the drop down menu.
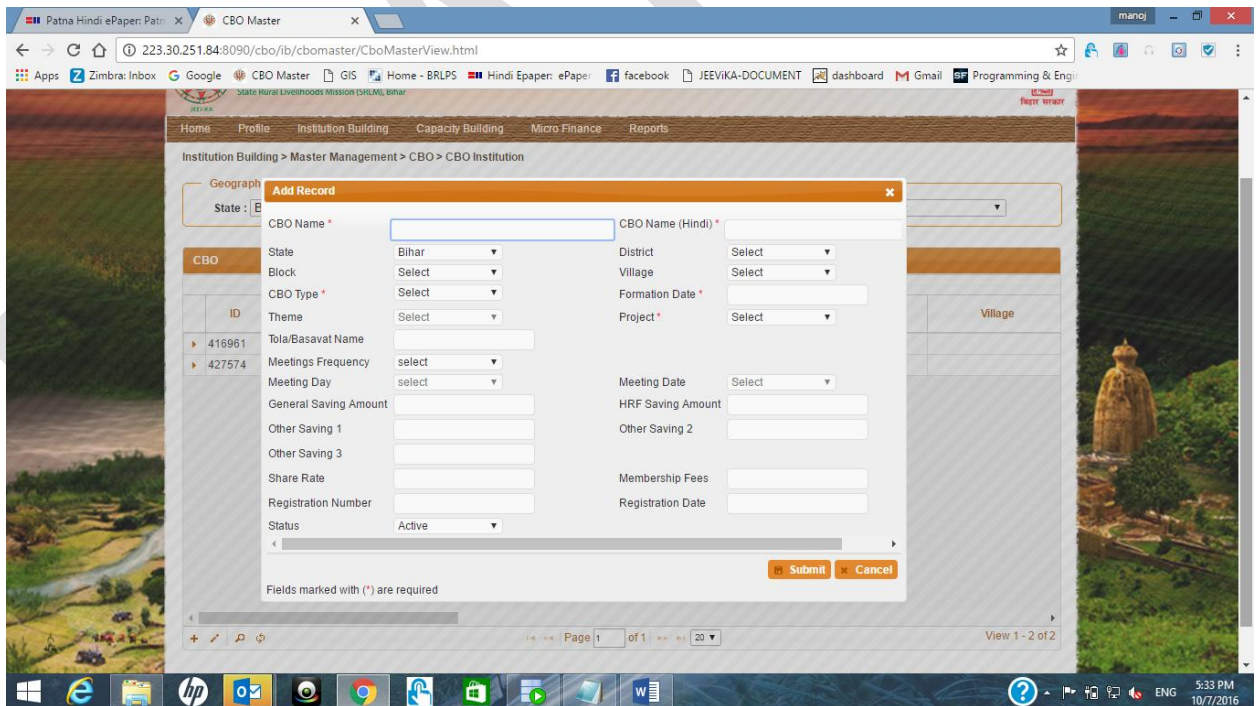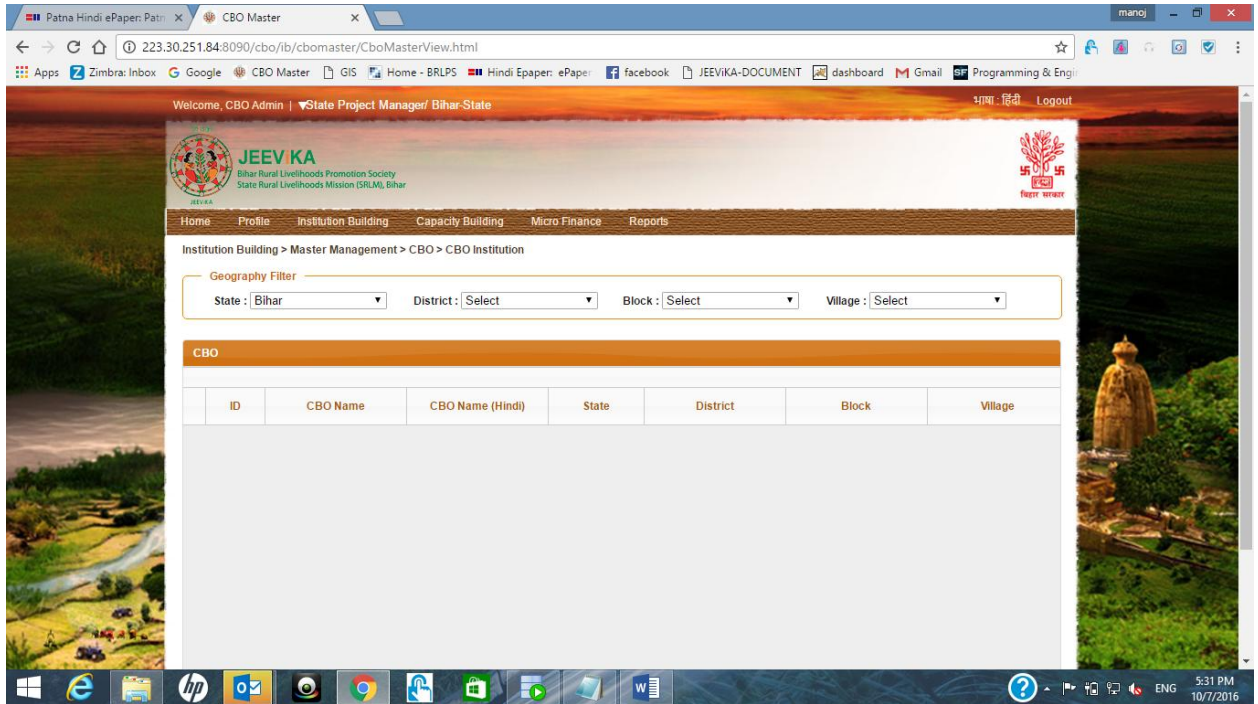

On displaying the Screen , it is seen + symbol which indicate creation of New Cluster Profile and for other like editing there's the pencil symbol which works upon selecting the tabular row and clicking on pencil like symbol ,you can edit the records. Various functionality exists such search for the record and reloading and pagination of records.

2. **Profile entry :**

Institution Building > Master Management > CBO > CBO Institution

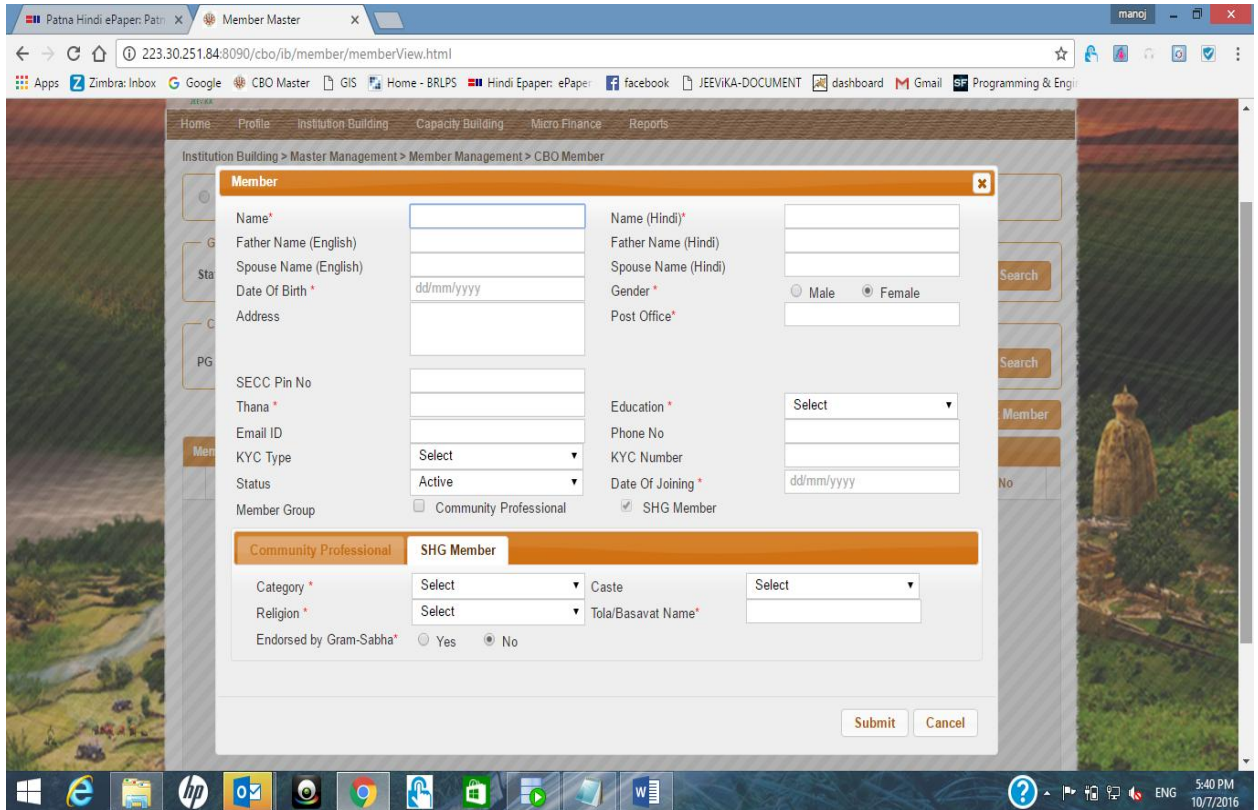Same for all except SHG select Village

On displaying the Screen, it is seen + symbol which indicate creation of New CBO Profile and for other like editing there's the pencil symbol which works upon selecting the tabular row and clicking on pencil like symbol, you can edit the records. Various functionality exists such search for the record and reloading and pagination of records.

3. **Create Member Profile :**

      1.1   **Institution Building > Master Management > Member Management > CBO Member**

Select SHG radio button

Select Village level and click Add Member button

4. <u>Mapping Module:</u>

1.2   Institution Building > Master Management > Member Management > CBO Member

1.3   Select village level and click search button to find member which we have to mapped

1.4   Select member row and click right side a grid will show

1.5   Select CBO TYPE, CBO NAME,DESIGNATION & STATUS

1.6

1.7

1.8   While mapping such like SHG to VO and VO to CLF same process is accompanied.

5. Member Designation:

1.9 **Institution Building > Member Designation Mapping**

1.10 **Select radio button of** CBO Committee Designation Assignment

1.11 Select SHG level and Designation of members

1.12
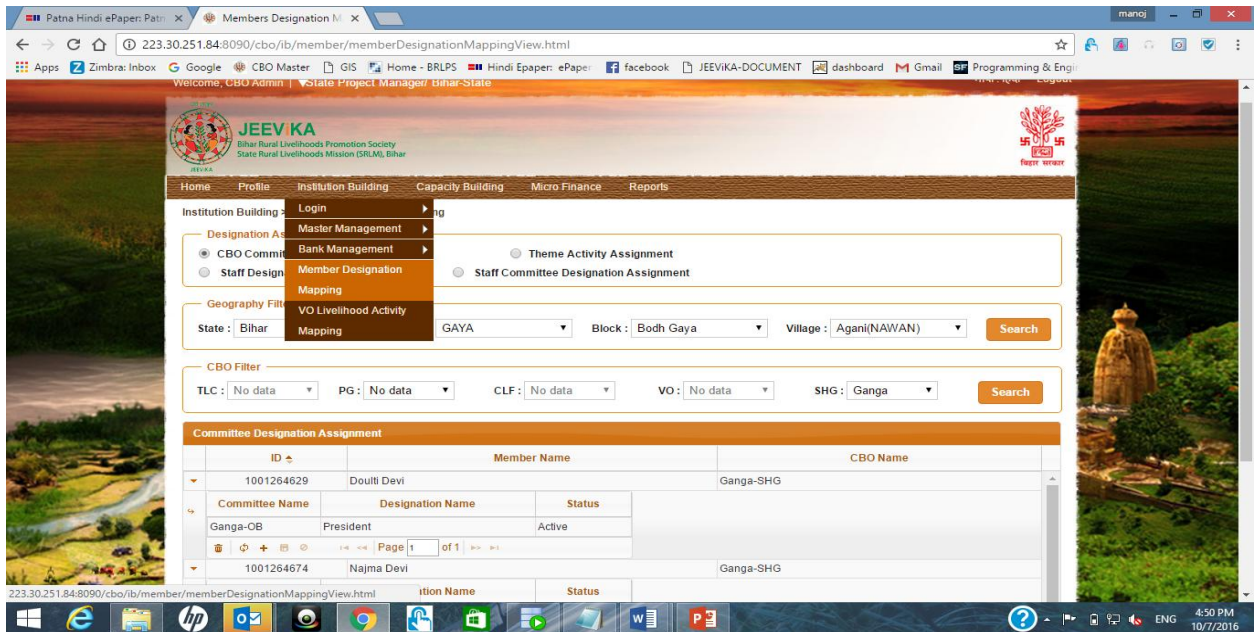
1.13

1.14 `

6. **Bank Account Opening Module:**
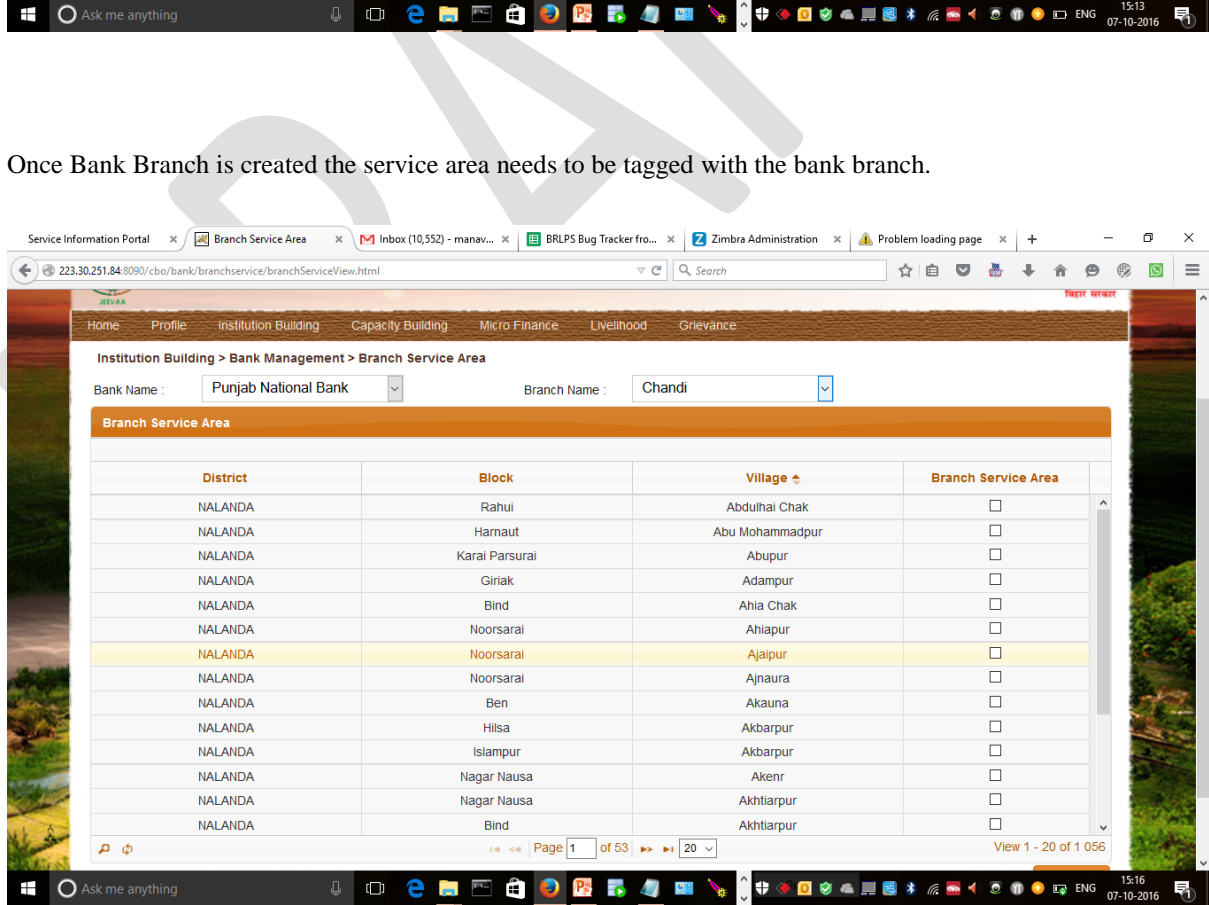
1.15   Creation of Bank Branch:

1.16

1.   Click on + sign and add the details in the popup. Click Submit

1.17
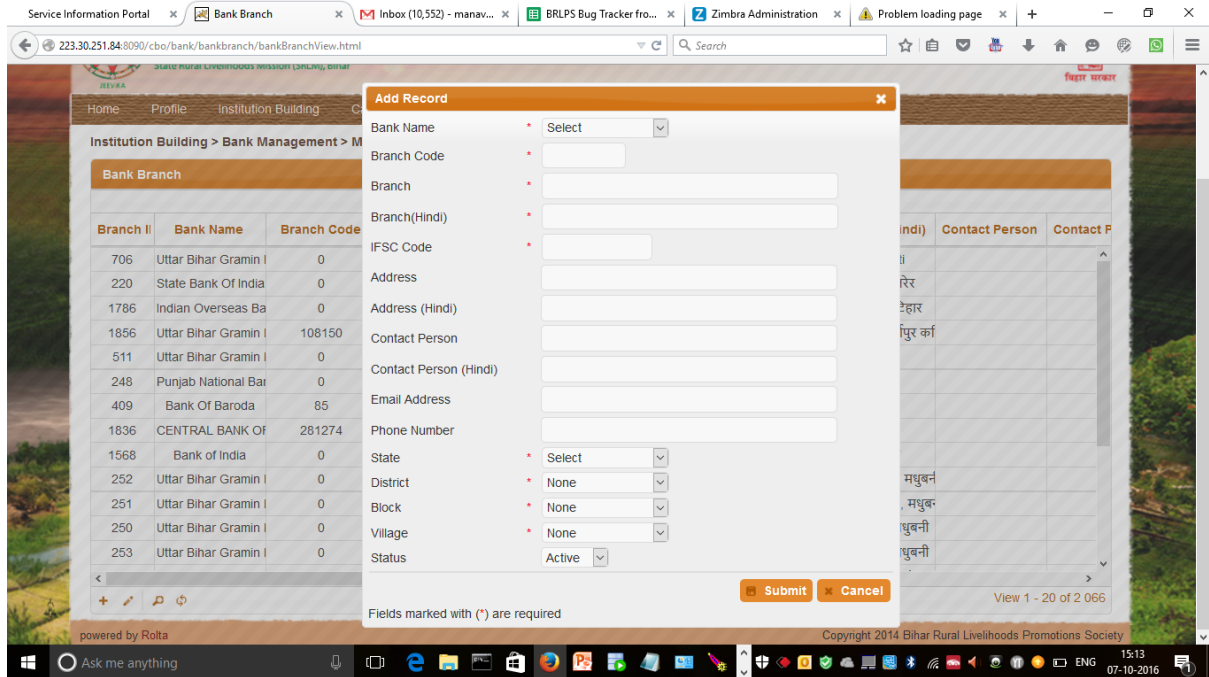
1.18

Once Bank Branch is created the service area needs to be tagged with the bank branch.

2. Submit of Bulk Application for CBO/Member

3. Post bulk application the account number needs to be updated for the respective CBO

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4. Select the CBO having "Account Opening Status" as Pending. Then Change the "Account Opening Status" to Open and enter the account details and the opening date.