USER MANUAL FOR

CAPACITY BUILDING

APPLICATION

Contents:

Introduction

Aadhaar is a verifiable 12-digit identification number issued by UIDAI to the residents of India. It is a unique number issued to every citizen in India and is a centralised and universal identification number. Aadhar card is a biometric document that stores an individual's personal details in a government database and is fast becoming the government's base for public welfare and citizen services.

One of the most important uses of Aadhar card is that it permits the holder to avail of all government subsidies he/she is eligible for. Since the government already has all the necessary data on a particular individual, they need only produce their Aadhaar card in order to avail of the various subsidies or programmes.

And for the reason of availing such facilities and adding the members of SHG groups to the mainstream, Jeevika has designed the Capacity Building App. The app has been designed in two catagories (Browser based and Mobile App. Based) and has been designed for three levels i.e. the district level, the block level and the CM level or the data entry level. The browser based application would be used for managerial purpose like creating user ids, mapping, validation, etc. while the mobile based app would be used by cadre for Aadhar data entry. The usage of this app would not only help in the formation of a strong data base through validated digitisation process but would also be useful in data migration to the NRLM portal. The link to access the web application is http://223.31.219.186/capacitybuilding/index.html
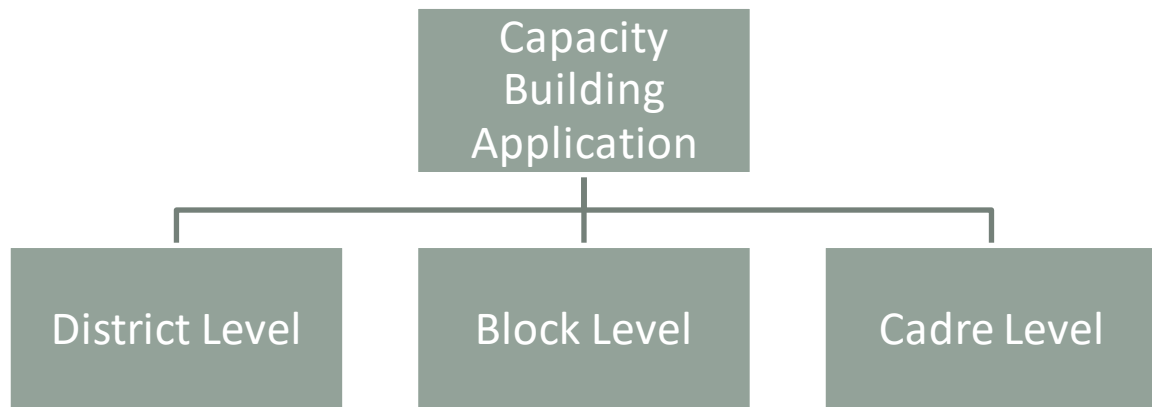
Objective of the application

The major objectives of the application are:

1. Formation of a strong and validated data base

2. Gap reduction in digitisation of Aadhar data

3. Accurate mapping of CMs with CBOs

4. Non-Redundancy of Aadhar data of SHG members

Usage of the application

The capacity building application has been designed for three levels:

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                    ┌─────────────────┐
                    │    Capacity     │
                    │    Building     │
                    │   Application   │
                    └─────────────────┘
              ┌────────────┼────────────┐
     ┌────────────┐ ┌────────────┐ ┌────────────┐
     │  District  │ │   Block    │ │   Cadre    │
     │   Level    │ │   Level    │ │   Level    │
     └────────────┘ └────────────┘ └────────────┘
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The application would be used at district, block and cadre levels for the purposes of creating block level logins, creating cadre level logins and mapping of cadre to SHGs and manual or scanned Aadhar data entry respectively.

Point to remember

The SHG member will sign off the consent page for sharing the Aadhar data. It is mandatory for all users of the application and mobile app. The format has been shared with all districts.

Step Wise User Guide For Aadhar Entry At Cadre Level

A. District Level Login

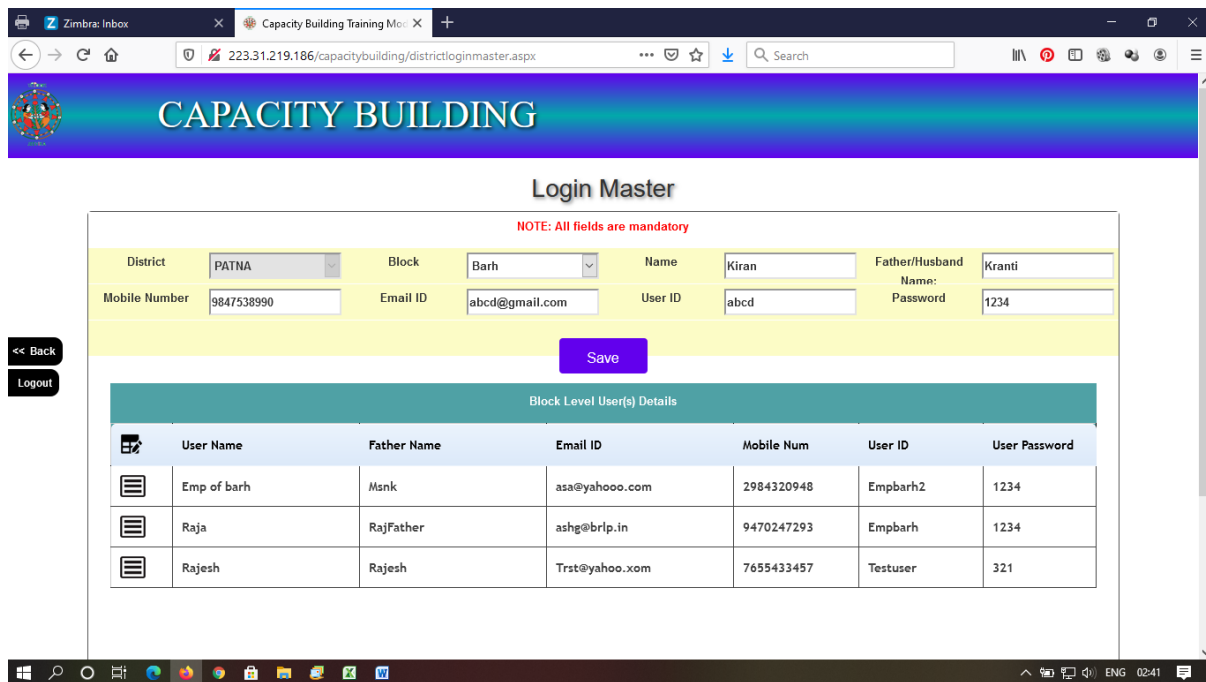The District level login can be used to create block user login.
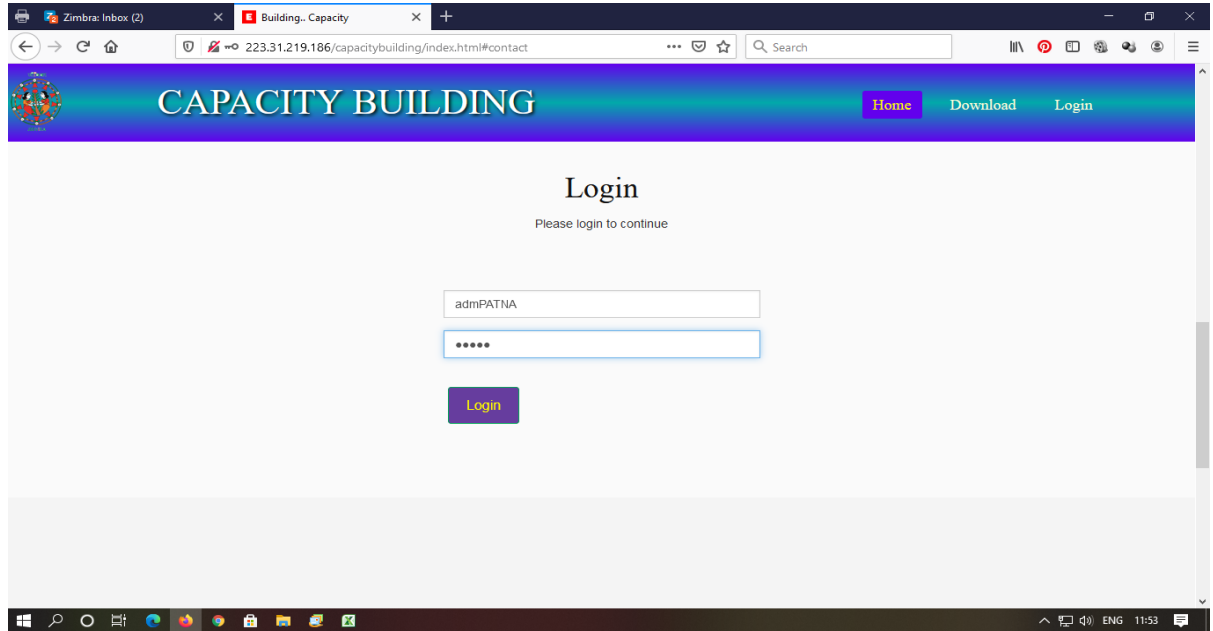
After login, the district admin panel will open which would further help in creation of user ids at the block level by clicking on "create block user login".
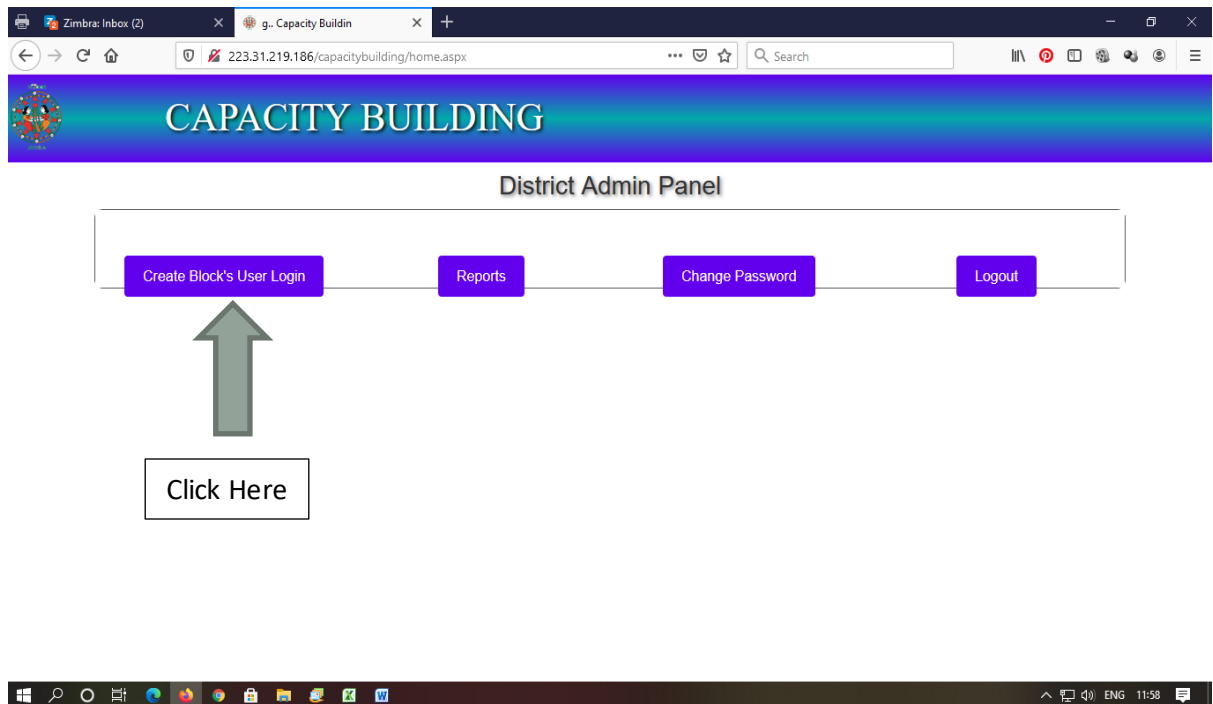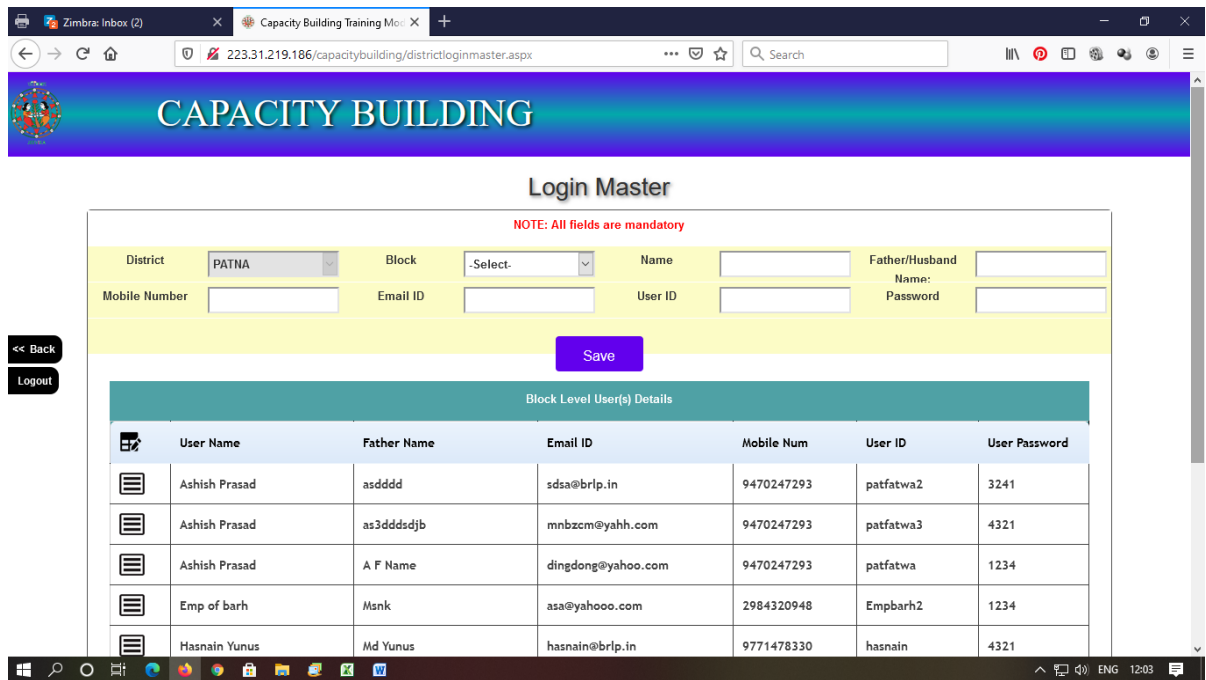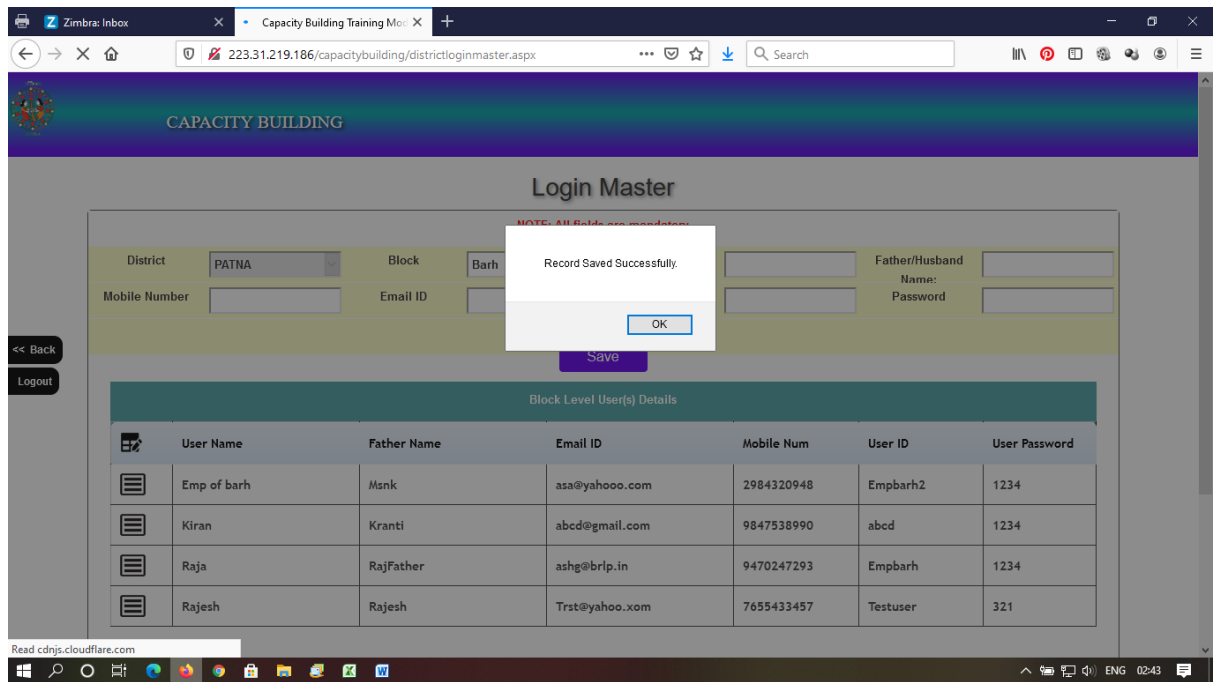
Now select District and fill the other mandatory fields and click on save to save the data as shown in the picture below:

The user id created has been saved and can be seen in the list of block level users in the picture below:

If there is a need to update data for the same user, it can be updated by clicking on the edit tab given in the left hand side of the user name. By clicking on the tab, screen for editing/ updation will open. The fields like district, user id and password will remain freeze and can not be changed. Click update after editing the details.
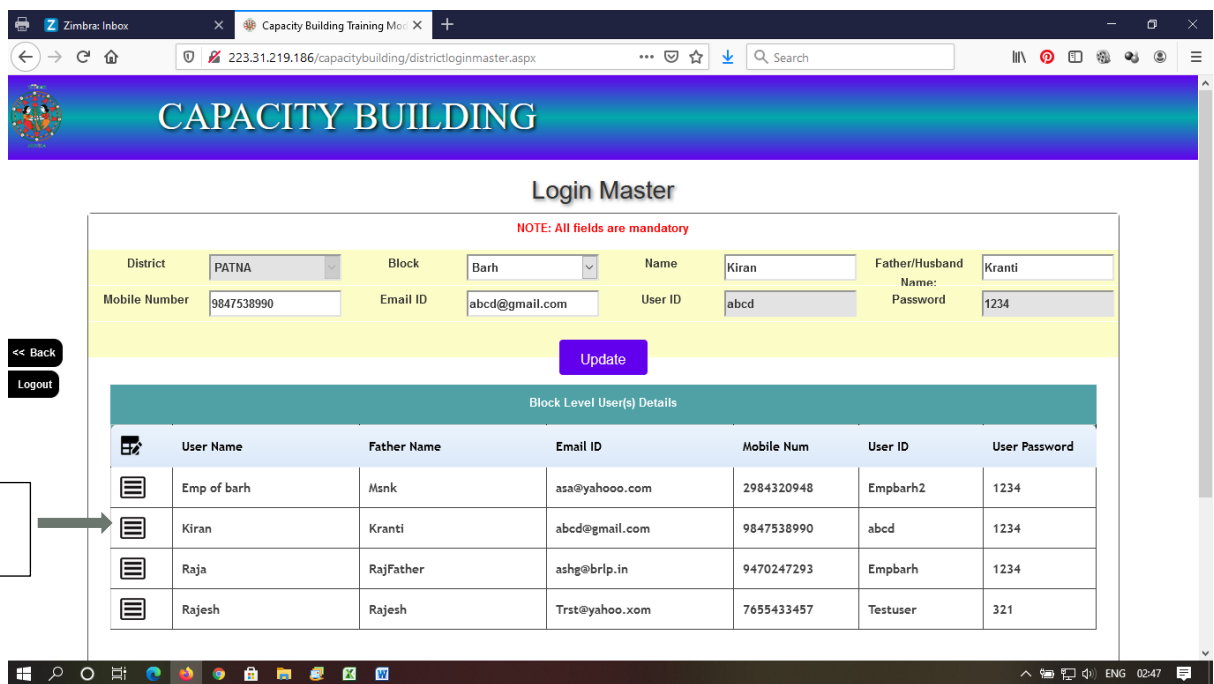
B. Block Level Login

The Block level login can be used to create cadre login and mapping.
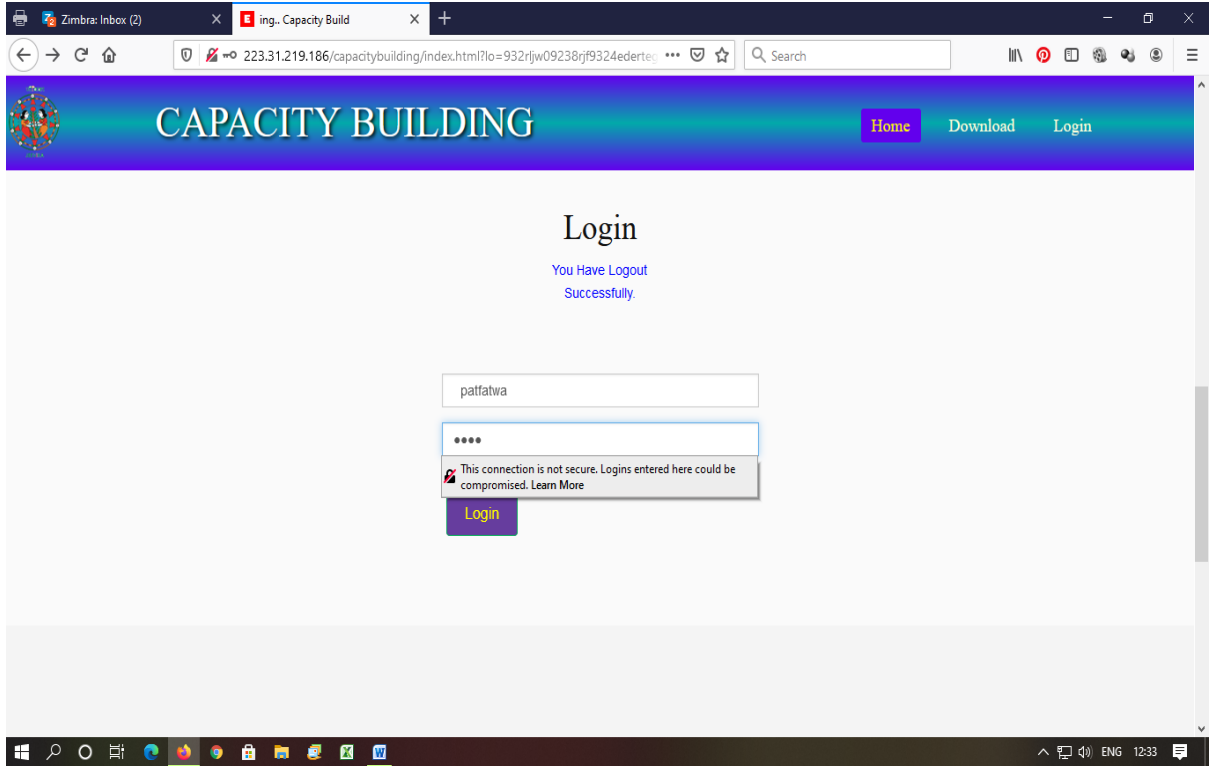
Now click on "create cadre login and mapping"

Click Here

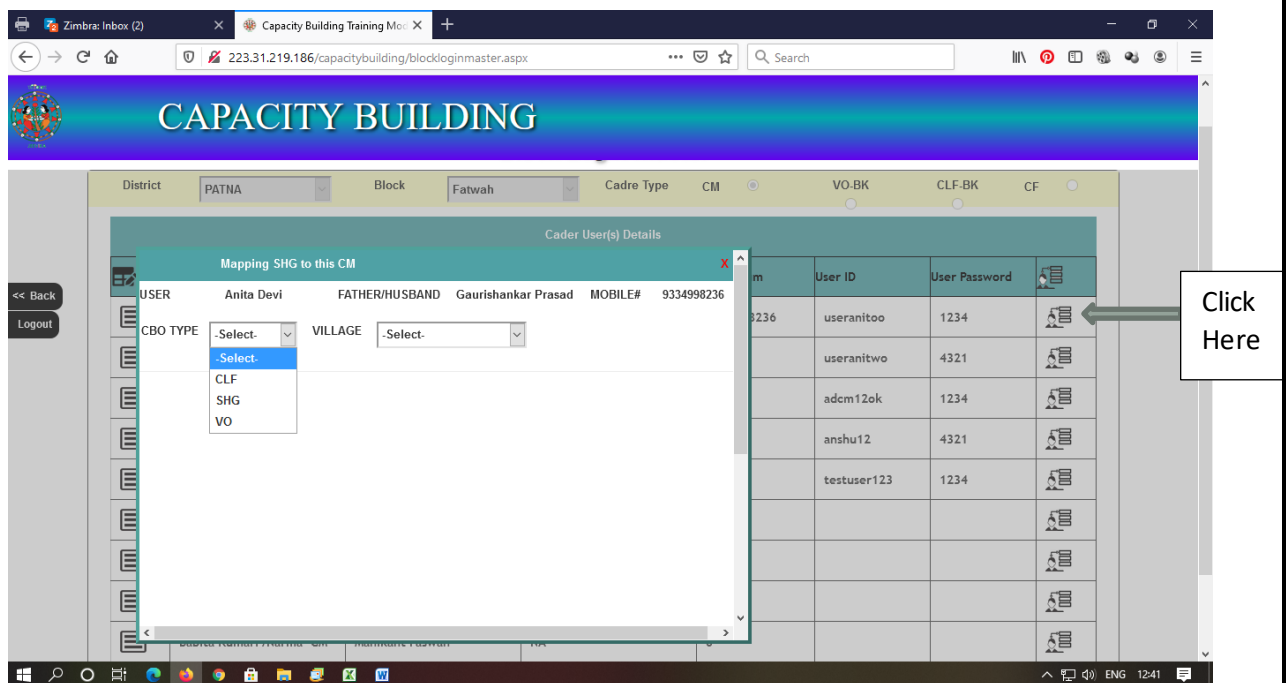Now, a pop up window will appear where the user id and password can be created and password can be updated, if needed. Click on update to save else discard.
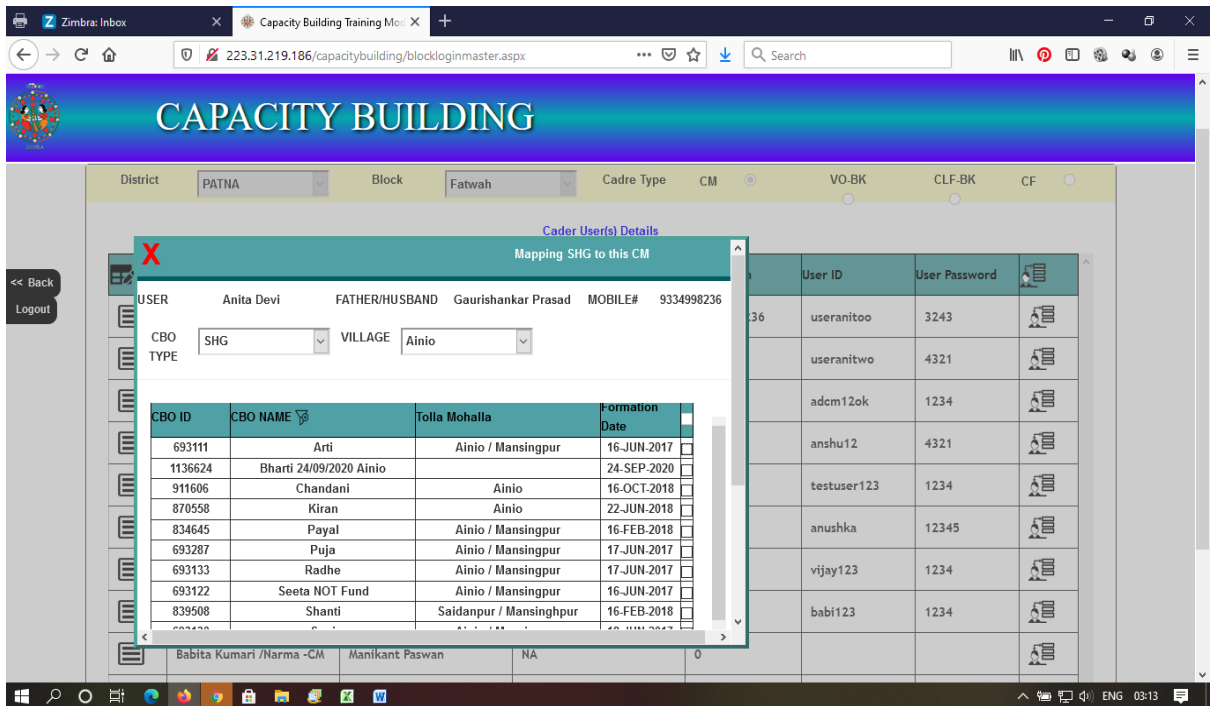

The password will be updated and saved.
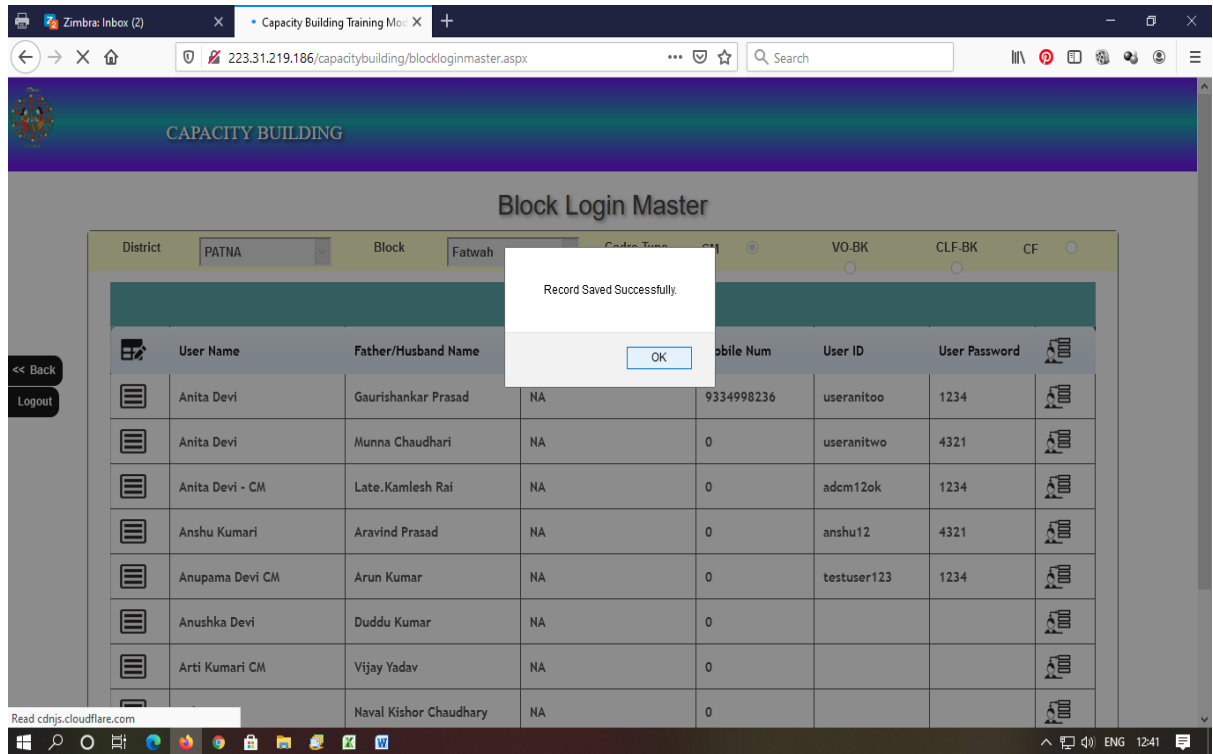
Another function of block login is the mapping of CM to a SHG. Click on the button shown below and update the details in the drop down menu of pop up window to map CM to a SHG.

As the CBO name and village is selected, a list appears which constitutes of CBO Ids, names, Tolla/ Mohalla and formation date.
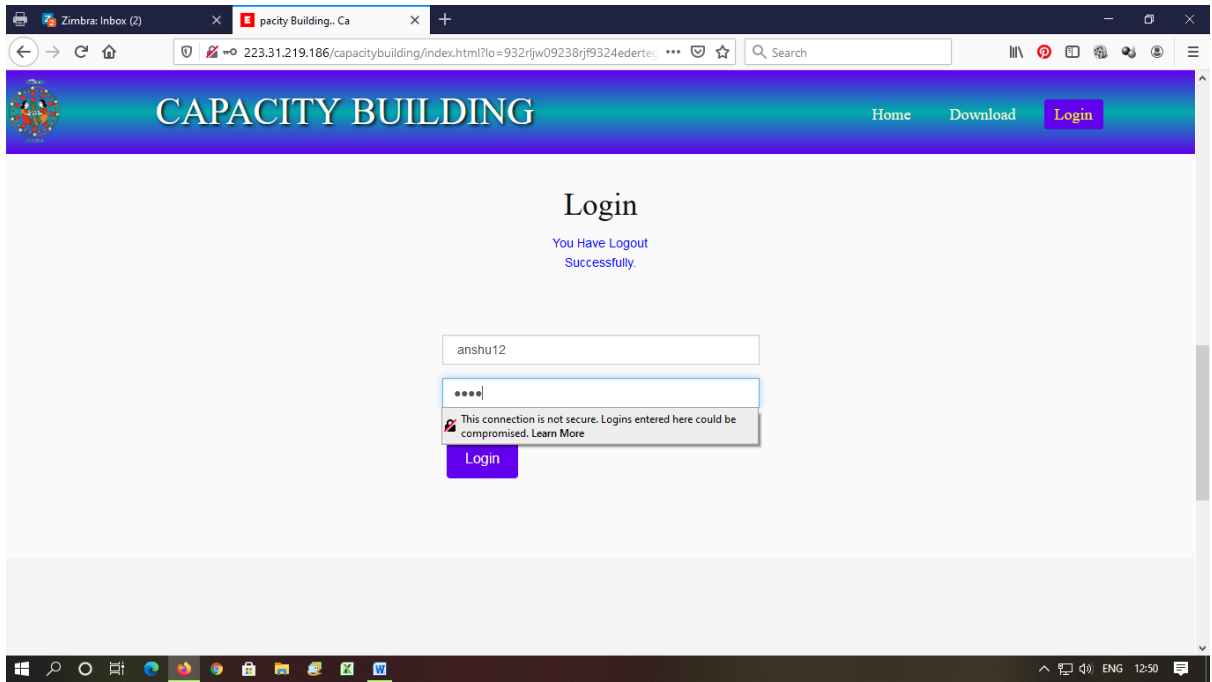
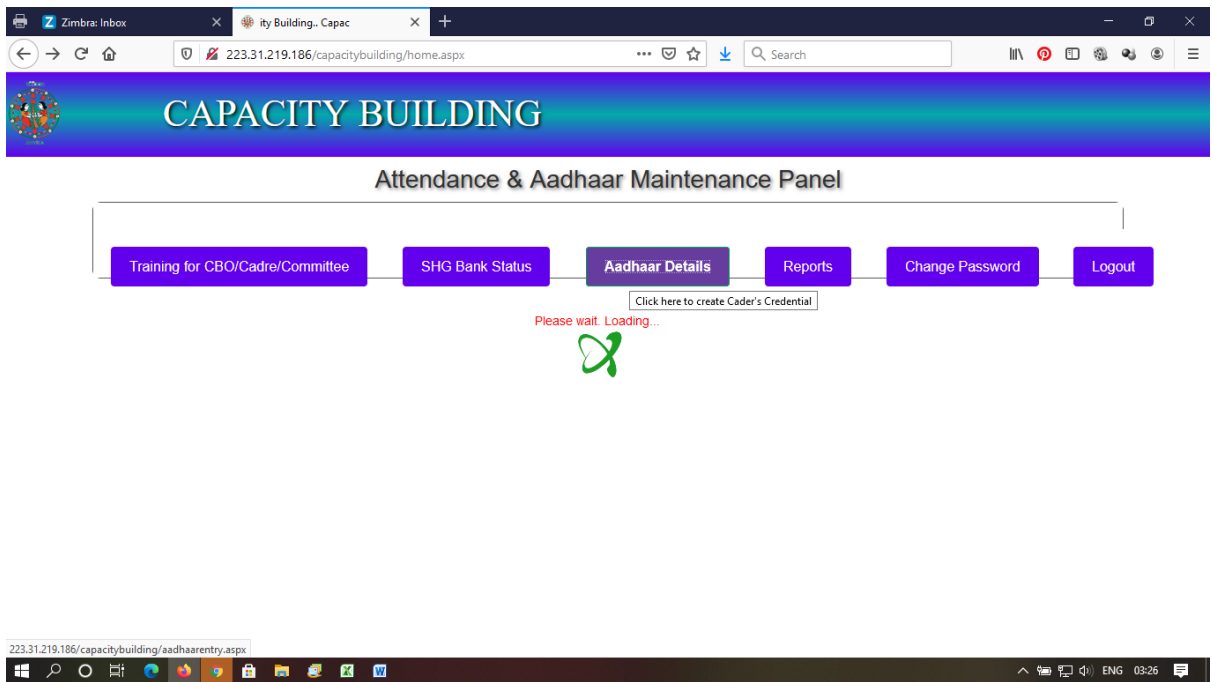Click on the check box to which the mapping is to be done and click "save".
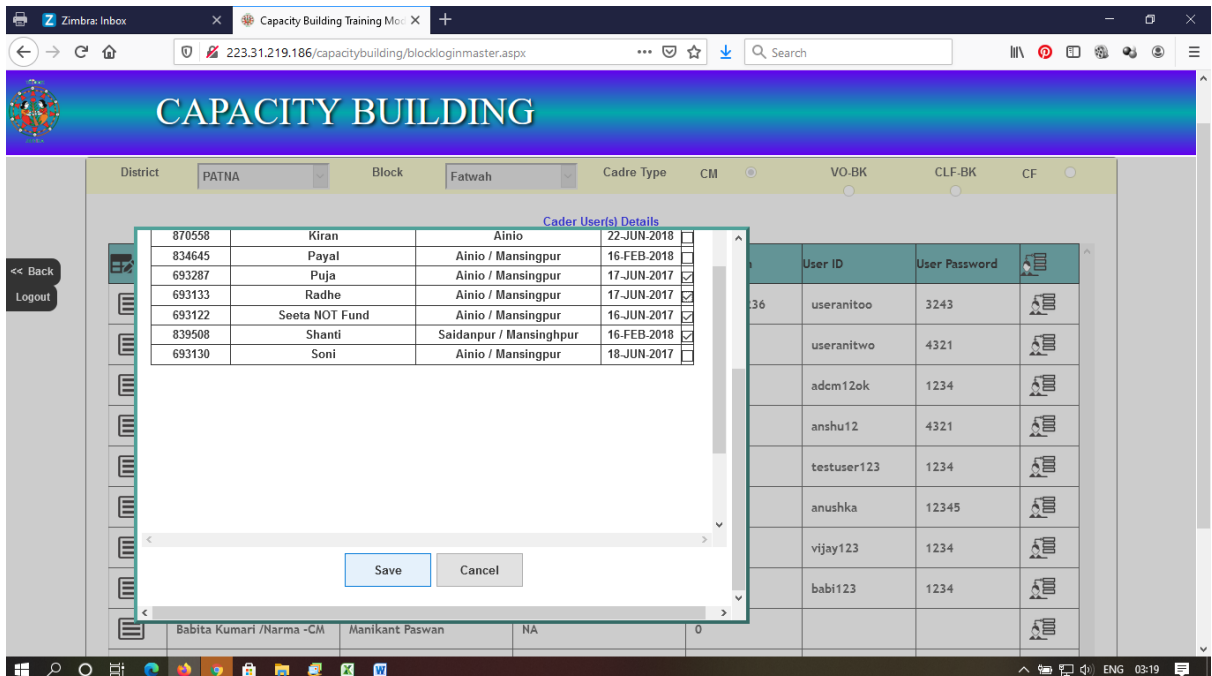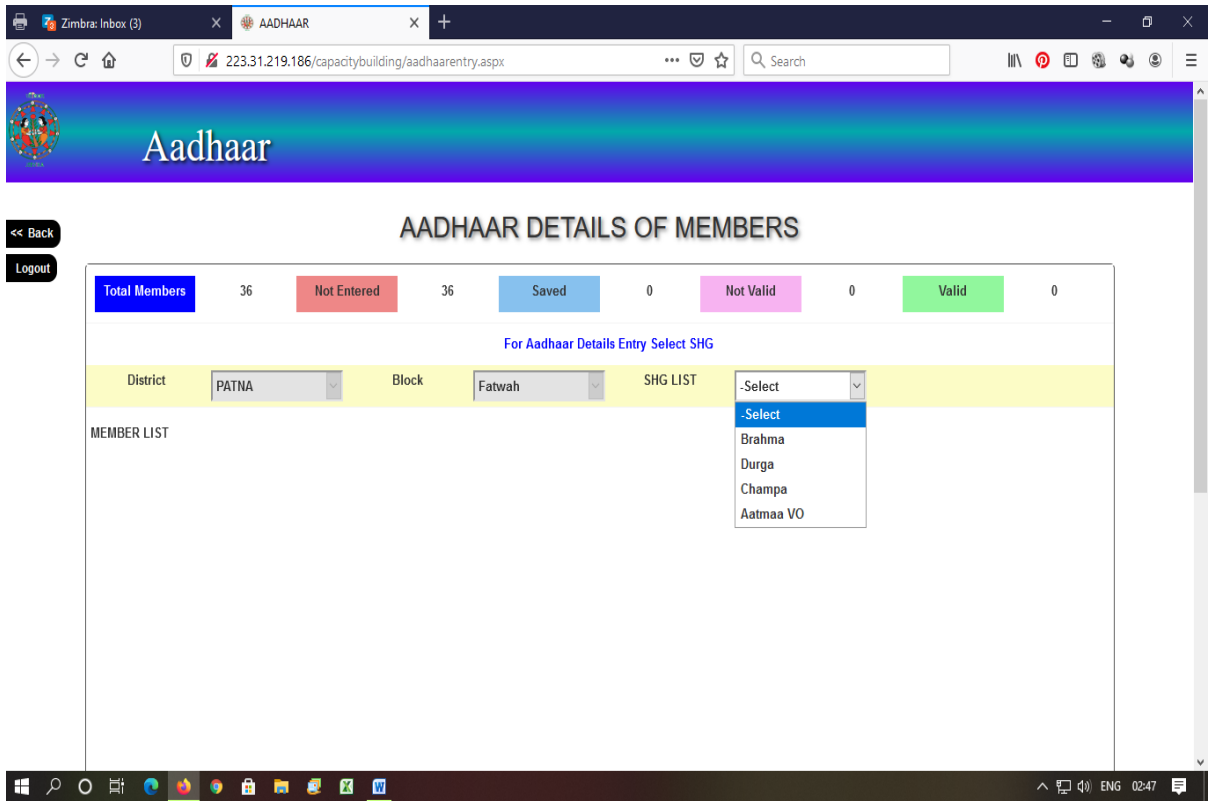

C. Cadre Level Login

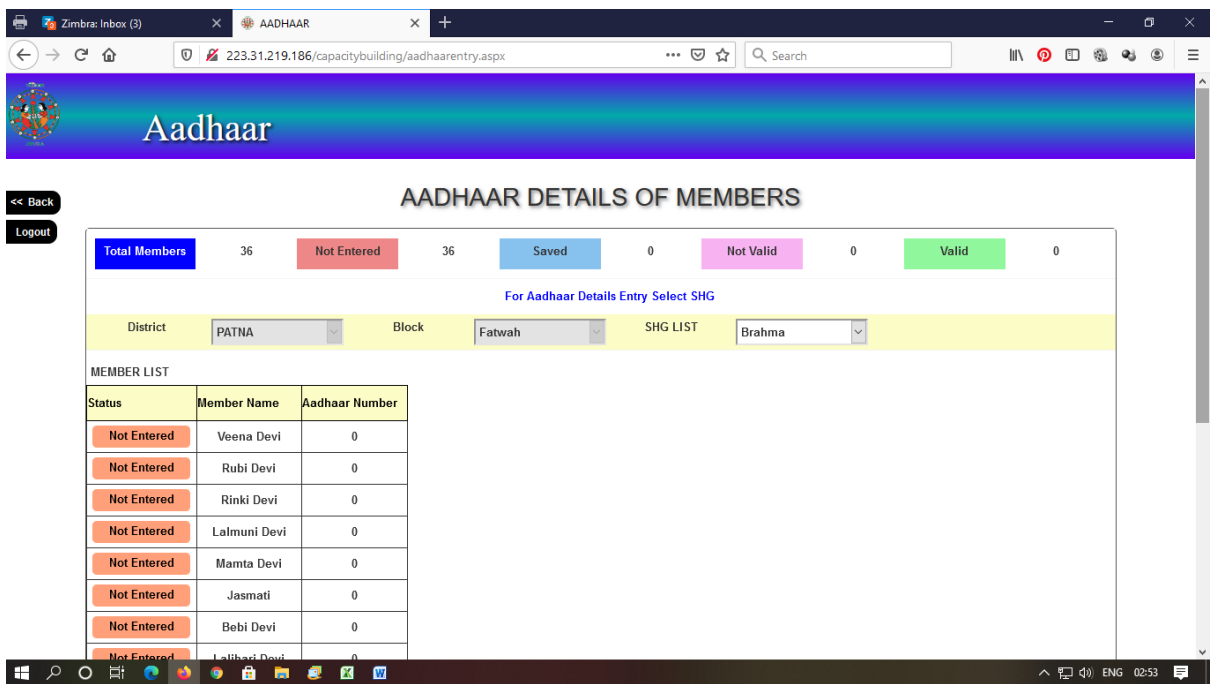The Cadre level login can be used for Aadhar data entry.

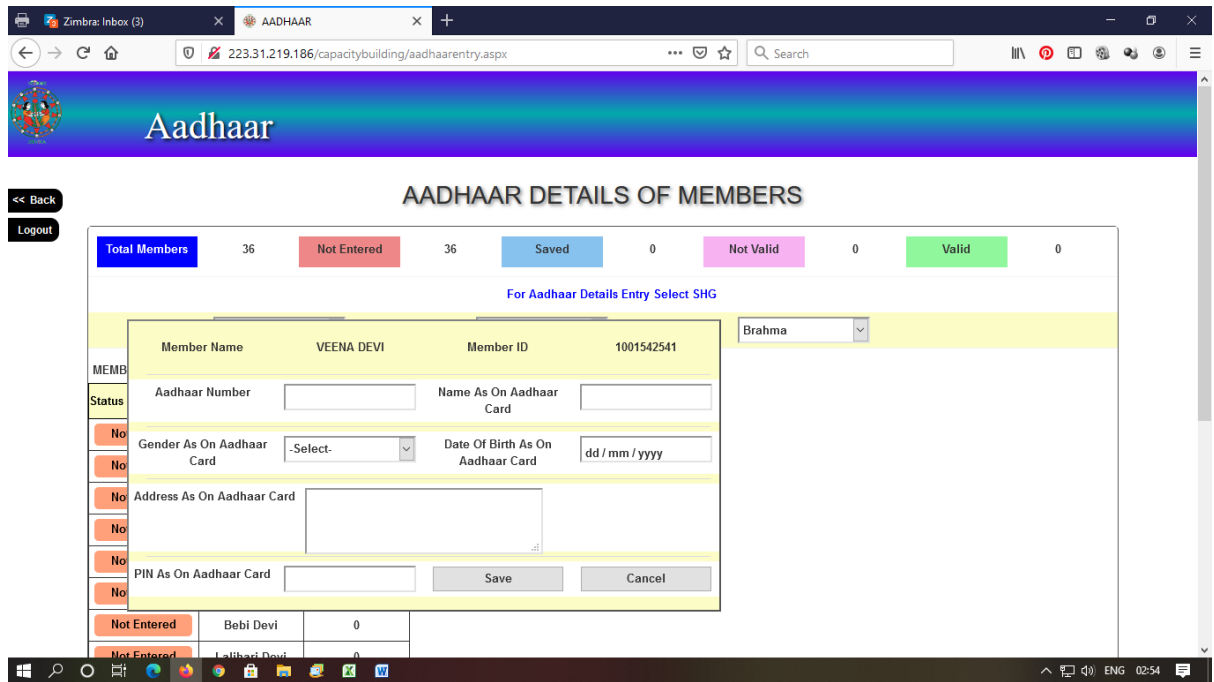Click on Aadhar details to enter Aadhar details of the SHG members

Select SHG name from the drop down menu "SHG List"

In this tab, Brahma SHG was selected. After which a list of members will open. Now click beside the required member name in the status column to update the Aadhar details.

Another pop up window will appear where the Aadhar details of the member can be updated.

Fill the Aadhar details and click on "save" button to keep the details else click "cancel" to discard.
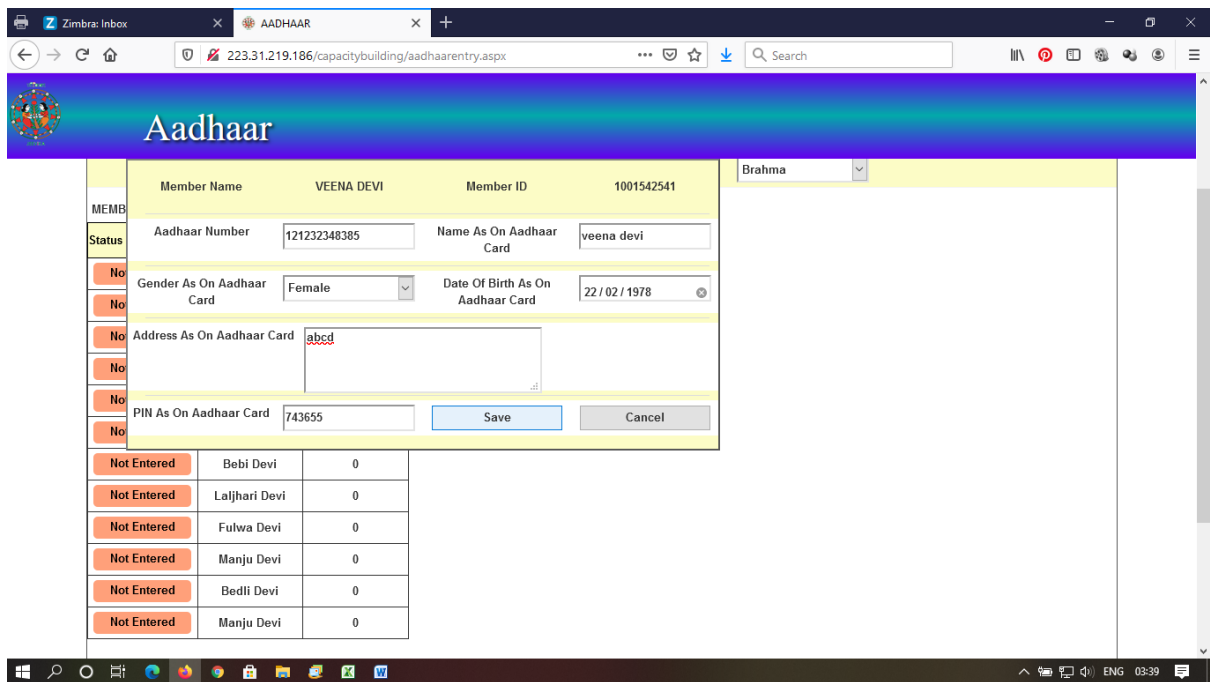
If the data entered is manual, the status column would show as "saved" and if the data has been fed by scanning the QR code of Aadhar card through mobile app, the status column will show as "valid".

MEMBER LIST

Status	Member Name	Aadhaar Number
Not Entered	Manju Devi	0
Not Entered	Rubi Devi	0
Not Entered	Rinki Devi	0
Not Entered	Lalmuni Devi	0
Not Entered	Mamta Devi	0
Not Entered	Jasmati	0
Not Entered	Bebi Devi	0
Not Entered	Laljhari Devi	0
Not Entered	Fulwa Devi	0
Not Entered	Manju Devi	0
Not Entered	Bedli Devi	0
Saved	Veena Devi	XXXXXXXX7892

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