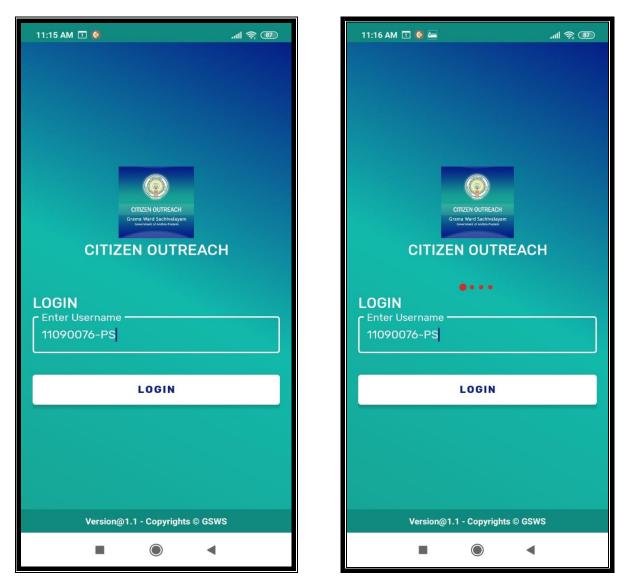
GOVERNMENT OF ANDHRA PRADESH



COP Mobile Application User Manual

Focus Points of COP August 2023:

- 1. Please complete EKYC for all members.
- 2. Add the missing citizens in the household
- 3. Pleas create awareness about the YSR Cheyutha scheme.
- > Install COP Mobile Application from the Google Play store.

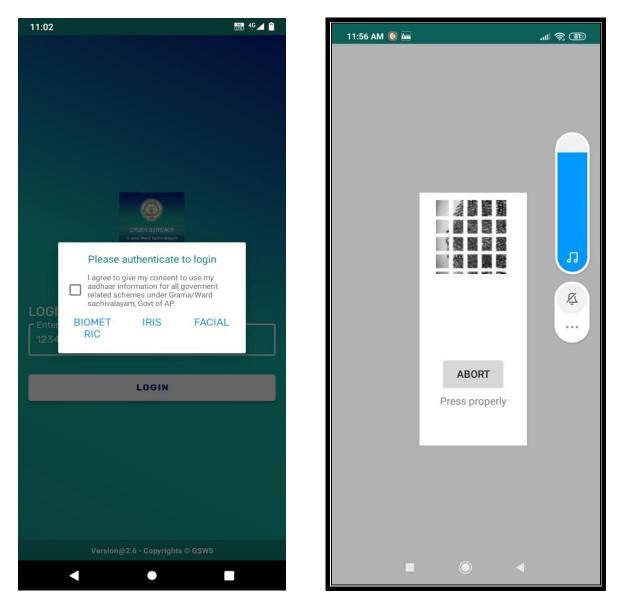


Subserve the service of the service

The login id is (secretariat code-Designation).

Ex: 23456789-WEDS, 12345678-DA.

- After Login, the application prompt for the authentication type is either BIOMETRIC, IRIS, or Facial.
- For example, Click on **BIOMETRIC** and select the **Check Box** then place the finger on the biometric device properly.

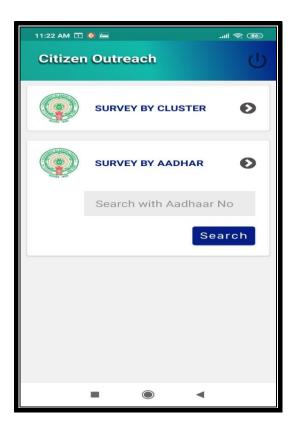


> After completion of scanning the application will move to the next screen.

Here users can search the Citizen data in two ways either "SURVEY BY CLUSTER" OR "SURVEY BY AADHAR".

Click on SURVEY BY CLUSTER





Click on "Select Cluster"



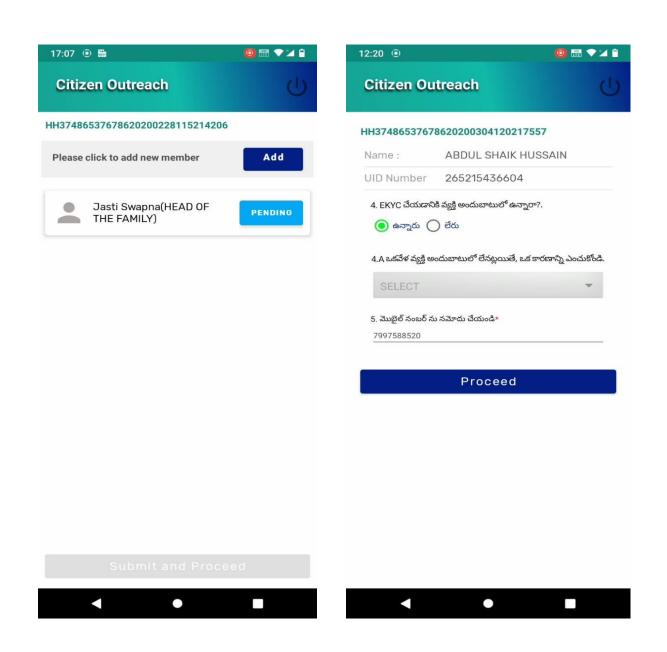
> After the selection application shows the list of households. Now the user needs to select the name of whom they need to do the survey.

⁴⁶⊿ 🗋

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44.4	7 AM 🗔 🔕 📼	lul	11:02		G⊿
			Citizen Out	treach	C
	Select Item	2	Select Cluster	21144003001(SRILAN	
	Q	-	[
S	elect		Search name		
	11090076001(ANKISETTIPALL	_E)-C1	Name :	ABDUL JAMIRUNNISA	
			HH ID :	HH61947099365020200629 [,] 629837	120
1	1090076002(ANKISETTIPALL	_E)-C2	UID Number	XXXXXXX5514	
11	090076003(ANKISETTIPALL	_E)-C3	Status	Completed	
1	1090076004(ANKISETTIPALL	_E)-C4	Name :	ABDUL SHAIK HUSSAIN	
110	90076005(ANKISETTIPALL	_E)-C5	HH ID :	HH37486537678620200304 217557	120
			UID Number	XXXXXXXX5248	
	11090076006(ANKISETTIPALL	_E)-C6	Status	Pending	
1	1090076007(ANKISETTIPALL	_E)-C7	Name :	ANNAVARAPU SUBBA RAO	
2	11090076008(ANKISETTIPALL	_E)-C8	HH ID :	HH374865376786202002140 929128)55
2	11090076009(ANKISETTIPALL	_E)-C9	UID Number	XXXXXXXX1680	
			Status	Pending	
		CLOSE	Name :	APPARI NAGESWARA RAO	
l			HH ID :	HH374865376786202002207	103

- > After the selection of a particular household, the application will show the list of family members in that household.
- Click on pending.

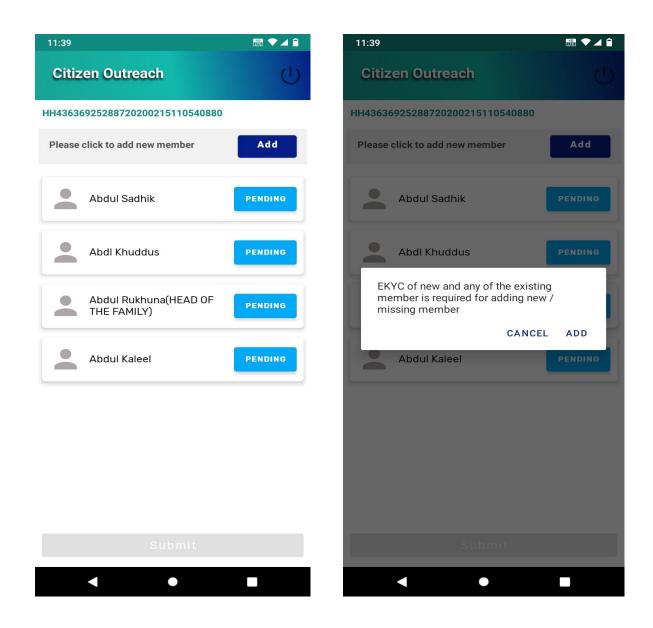


- The application shows pending EKYC family members. The functionary needs to complete the pending EKYC of family members.
- When the household details survey status is pending, it's required complete the pending members EKYC then the submit button will enable for the submission.

12:03	🛗 🗢 🗖	12:20 💿	0 🖫 🗸 🗎
Citizen Outreach	U		
HH37486537678620201019115305	5712		
Name : Bandi Sreelekha(HEAD FAMILY)	OF THE		
UID Number 445232510511			
4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.		Mant	ra RDService
💿 ఉన్నారు 🔵 లేరు			action that counts
	ar nes		
Proceed			jer is too wet. lightly on scanner.
		Plevice	e is ready to use.

- The Functionary can select any of the above shown 4 options to complete the EKYC of the pending member.
- For example, choose the Biometric option to complete the EKYC of a pending family member.

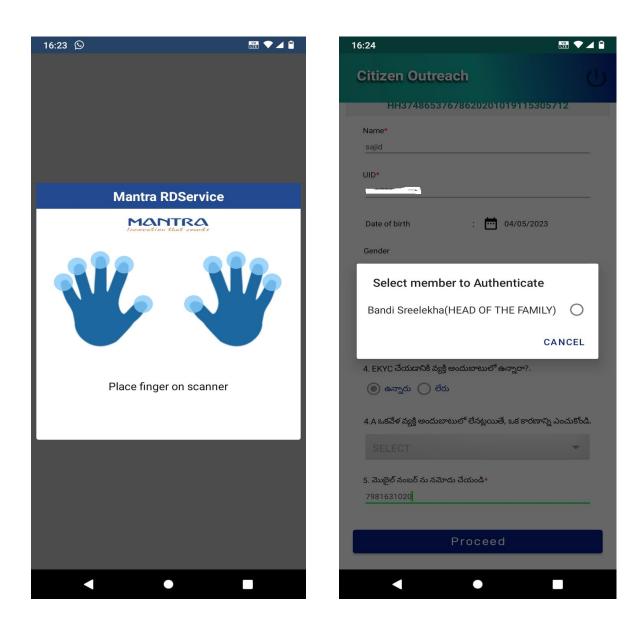
Adding New Member:



Now the functionary can add a new member to the household as shown above by clicking on the ADD link.

Citizen Outreach HH43636925288720200215110540880	Citizen Outreach
	LU27/06527678620200722122226024
	11137400337078020200723122380034
Name*	Name* Saman
UID*	UID*
Date of birth : 📅	Date of birth : 💼 02/05/2023
Gender	Gender
SELECT	Capture citizen authentication I agree to give my consent to use my aadhaar information for all goverment related schemes under Grama/Ward sachivalayam, Govt of AP.
Relation ship with HOF	BIO IRIS FACE OTP
SELECT	EKYC EKYC EKYC EKYC
. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.	4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.
🔘 ఉన్నారు 🔵 లేరు	🔘 ఉన్నారు 🔵 లేరు
4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణాన్ని ఎంచు	4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణాన్ని ఎంచుకోండి. కొండి.
SELECT	SELECT
5. మొబైల్ నంబర్ ను నమోదు చేయండి*	5. మొబైల్ నంబర్ ను నమోదు చేయండి*
Proceed	Proceed

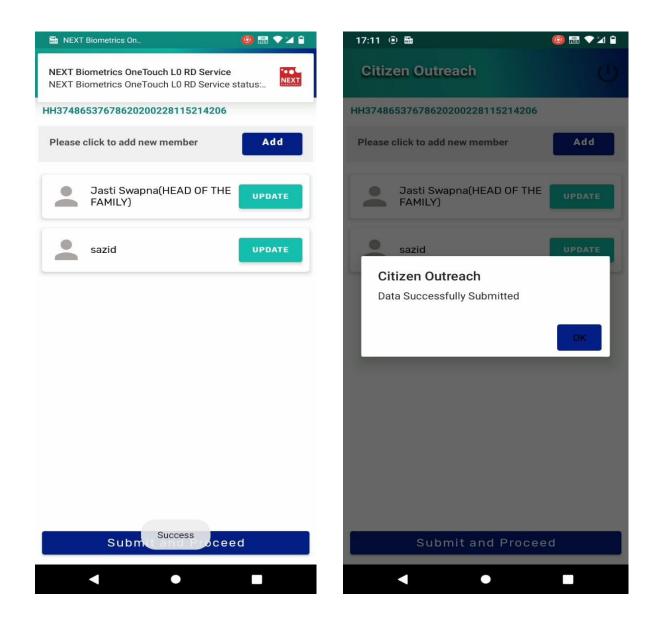
The functionary needs to fill in all the details of the new family member as shown above and needs to complete the EKYC of the member as shown above. The new family member can complete his/her EKYC by selecting any of the 4 EKYC options as shown above.



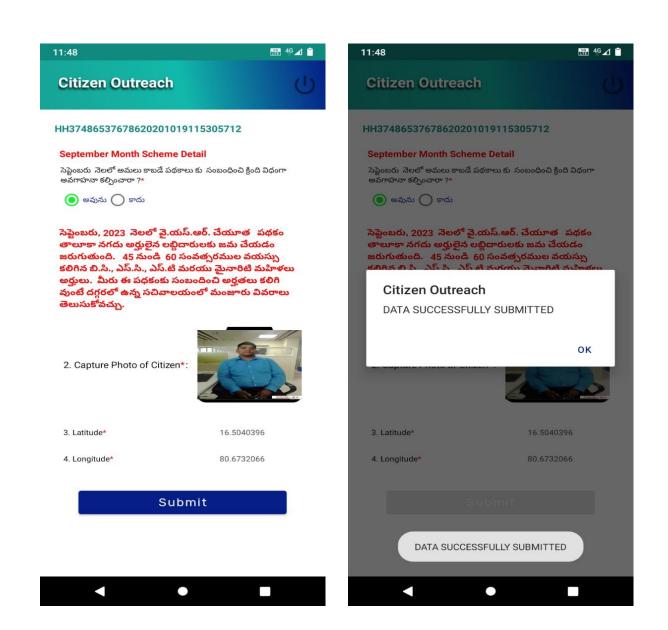
The existing family member needs to authenticate the new member in the household by completing the EKYC.

16:24		16:23 🛇	
Citizen Outreach	da		
	U		
HH3748653767862020101911530	05712		
Name*			
sajid			
UID*			
		Mantra	RDService
Date of birth : 📴 04/05/202	3		INTRA ion that counts
Gender			
Capture citizen authenticatio	n		
l agree to give my consent to use my aadl information for all goverment related sche	naar		
under Grama/Ward sachivalayam, Govt of	AP.		
BIO IRIS FACE EKYC EKYC EKYC	OTP EKYC		
4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.			
 		Place fin	ger on scanner
4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణా	న్ని ఎంచుకోండి.		
	-		
5. మొబైల్ నంబర్ ను నమోదు చేయండి*			
5. ముబైల్ నంబర్ ను నమాదు చయిండా 7981631020			
Proceed			

The existing family member can authenticate the new member by selecting any one of the options shown above and adding the new member to the household.



As shown above, a new member was successfully added to the existing family. Now the functionary needs to submit the data. Once submission is done the above message will appear as data successfully submitted.



- > After selection application shows a list of questionnaires as shown below
- After that, the user needs to capture a photo of the citizen.
- When clicking on SUBMIT AND PROCEED button it shows the alert message DATA SUCCESSFULLY SUBMITTED.

Similarly, users can do a survey by clicking the "**SURVEY BY AADHAR**" option also.



Note: Single user can log into one device at a time if the user tries to login into another device, it shows an alert message which is shown in above figure 2.