

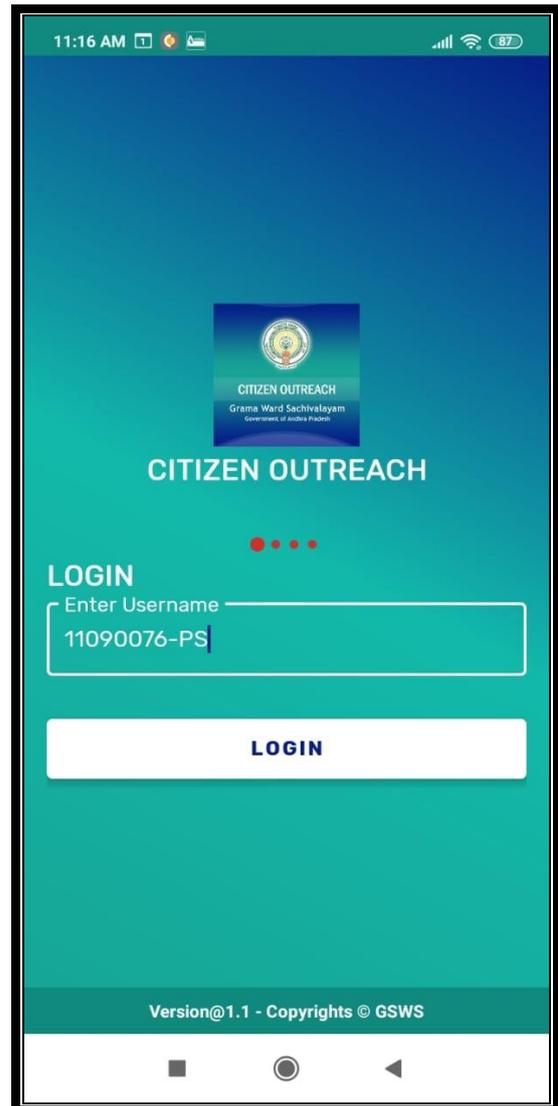
GOVERNMENT OF ANDHRA PRADESH



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.

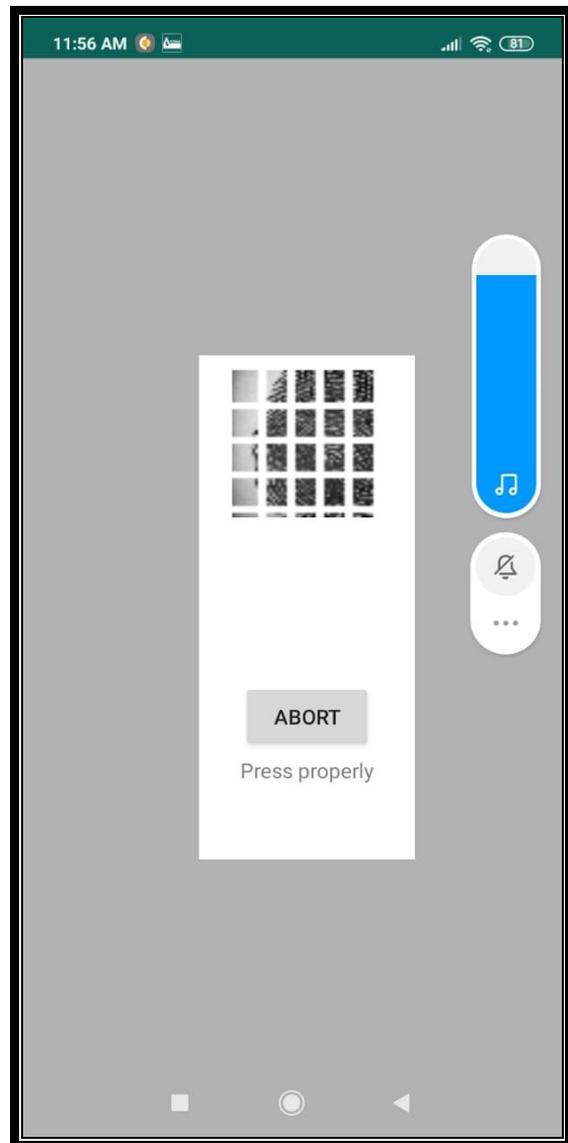
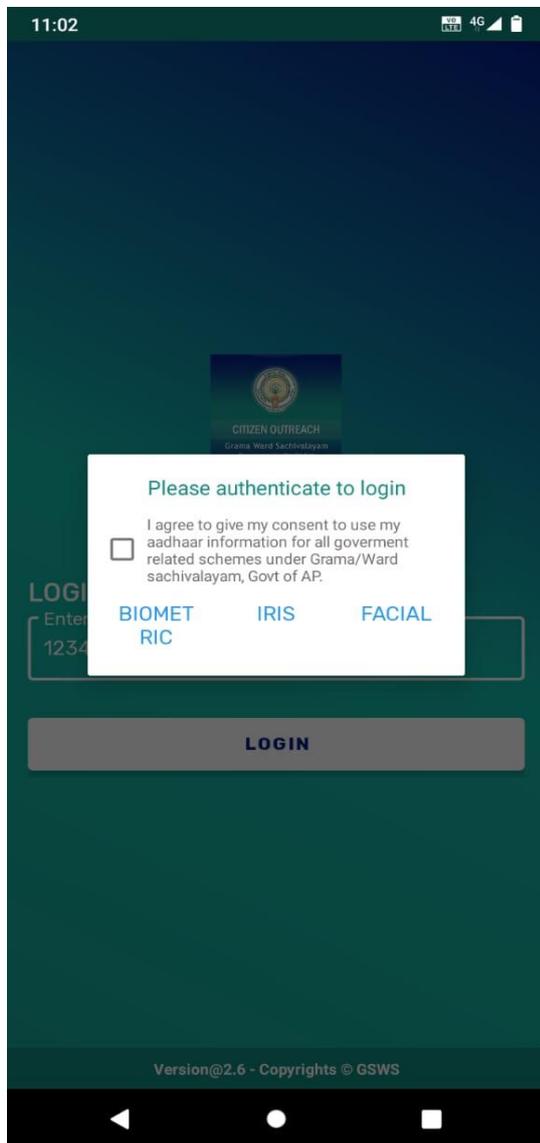


- Users must enter their GSWS user id and click the **LOGIN** button.

The login id is (secretariat code-Designation).

Ex: 23456789-WEDS, 12345678-DA.

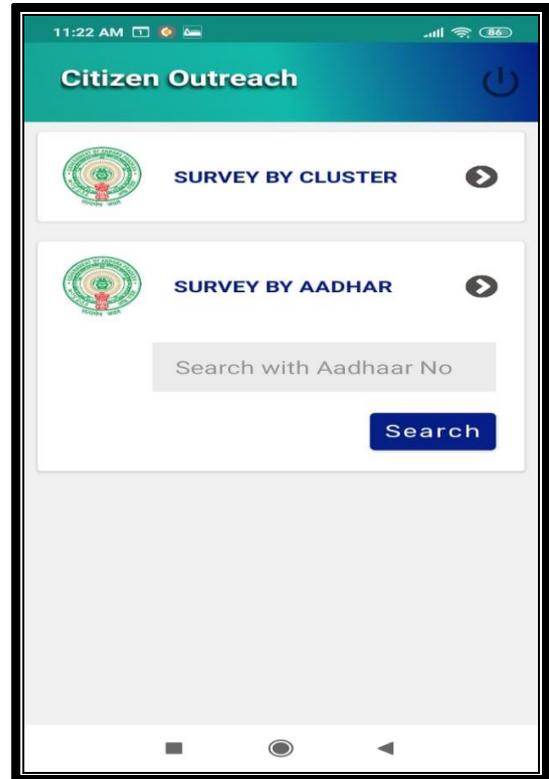
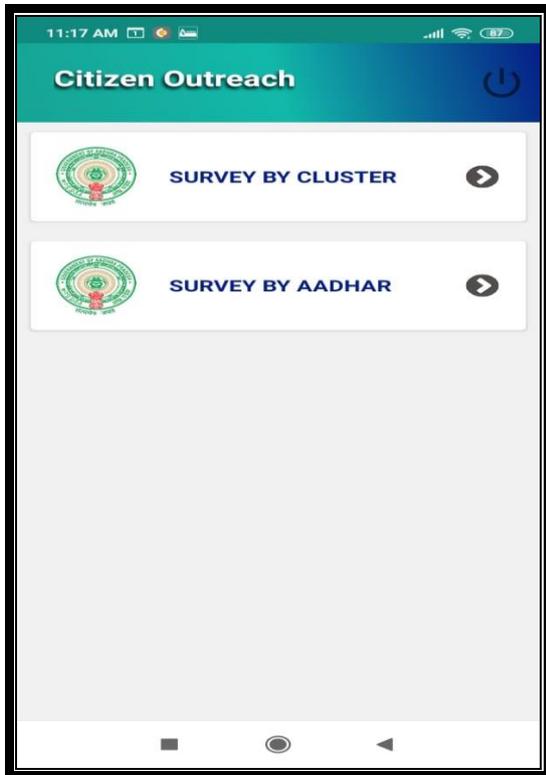
- After Login, the application prompt for the authentication type is either BIOMETRIC, IRIS, or Facial.
- For example, Click on **BIOMETRIC** and select the **Check Box** then place the finger on the biometric device properly.



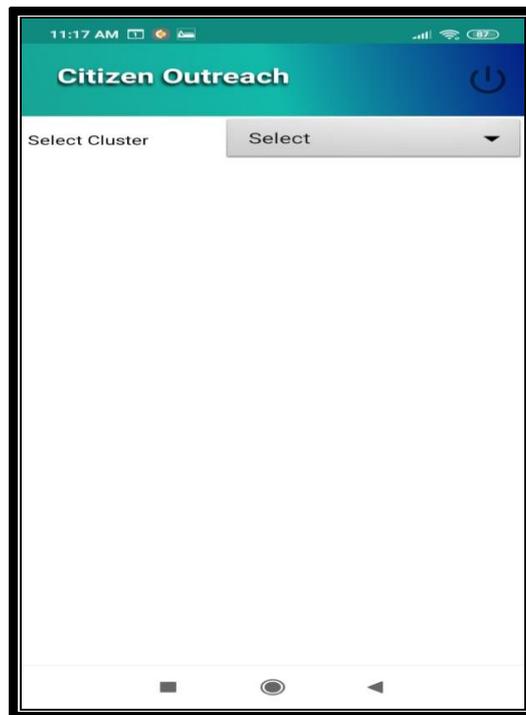
- After completion of scanning the application will move to the next screen.

- Here users can search the Citizen data in two ways either “**SURVEY BY CLUSTER**” OR “**SURVEY BY AADHAR**”.

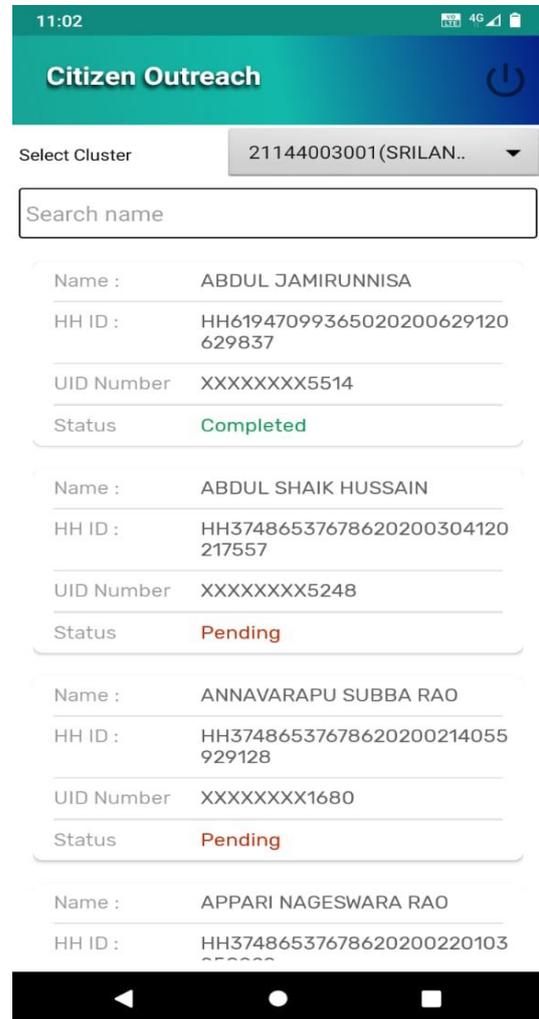
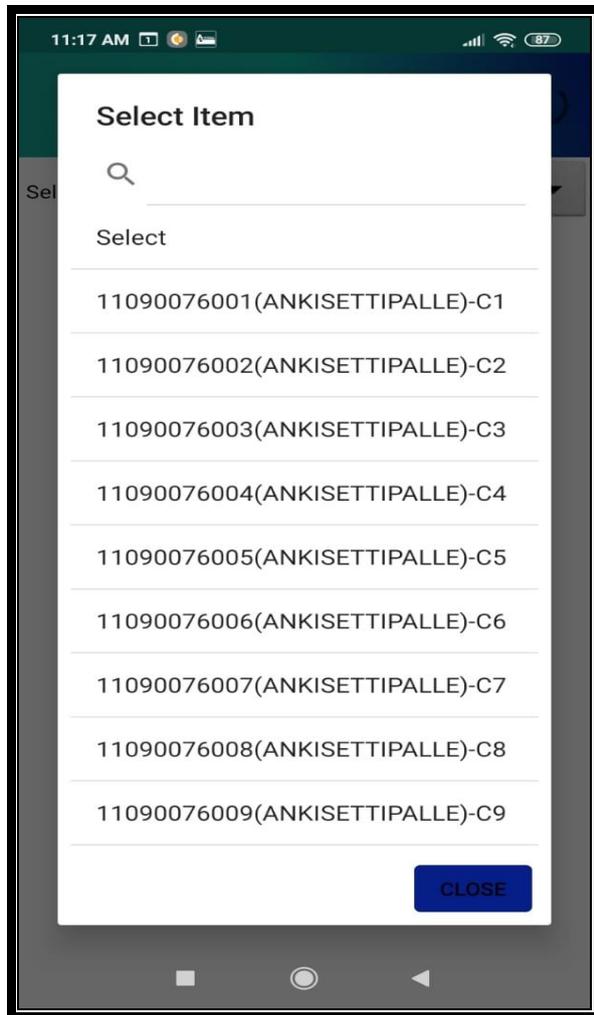
- Click on **SURVEY BY CLUSTER**



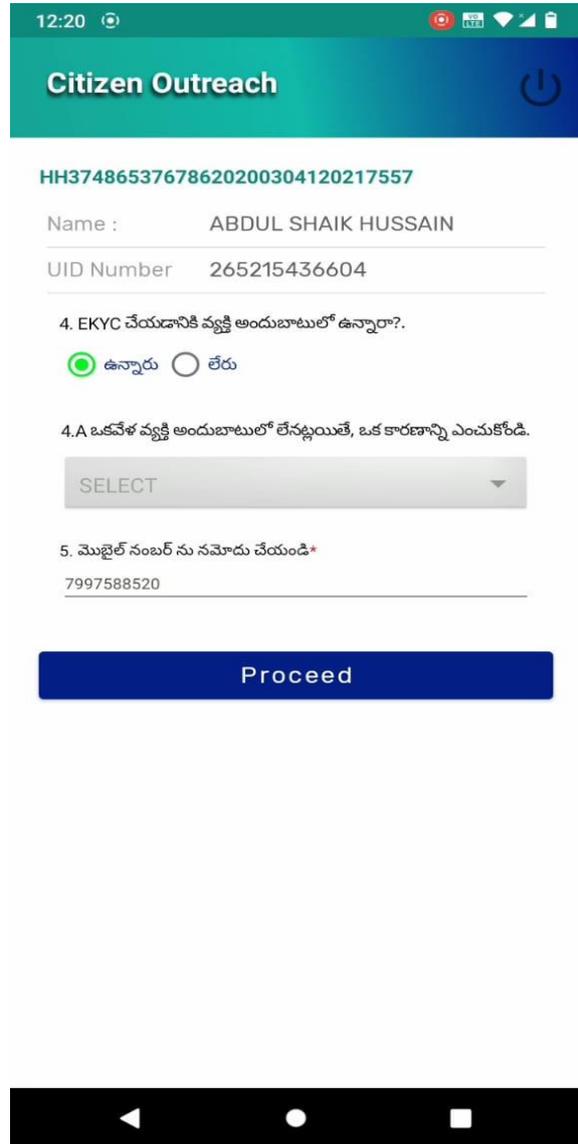
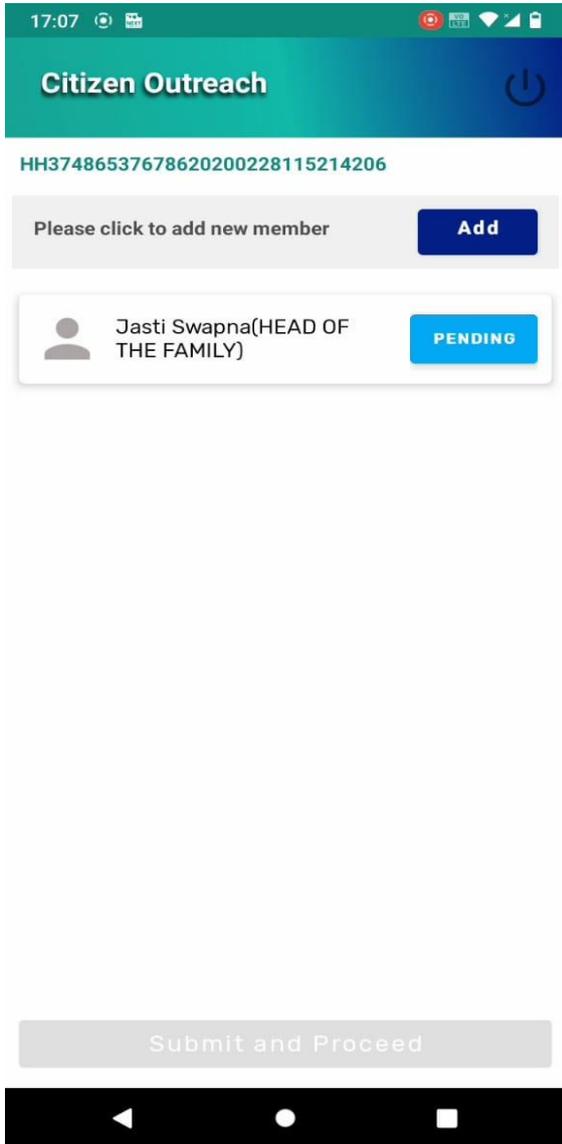
- Click on “**Select Cluster**”



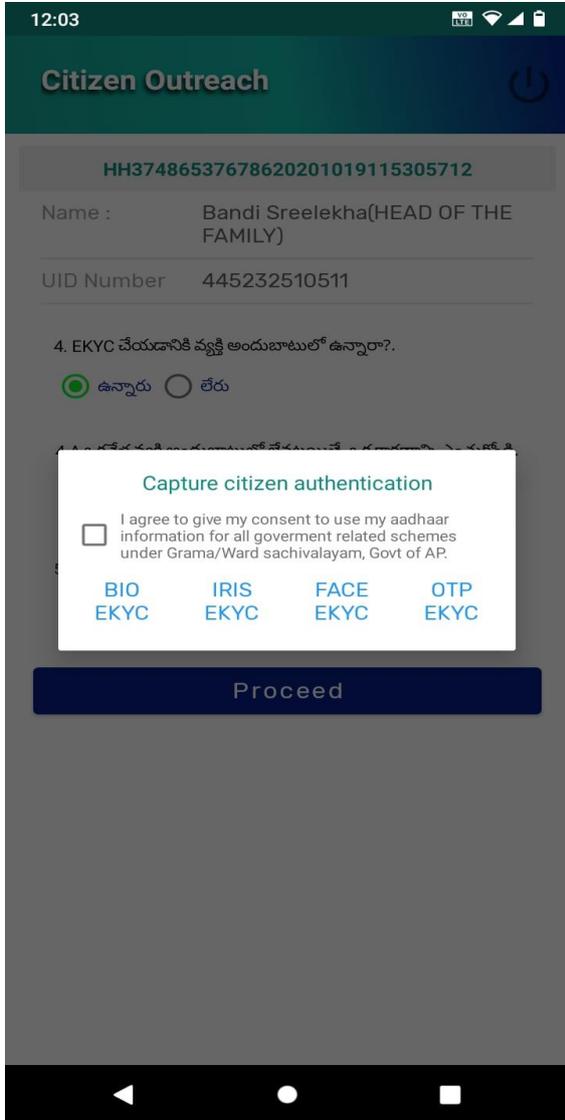
- After the selection application shows the list of households. Now the user needs to select the name of whom they need to do the survey.



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

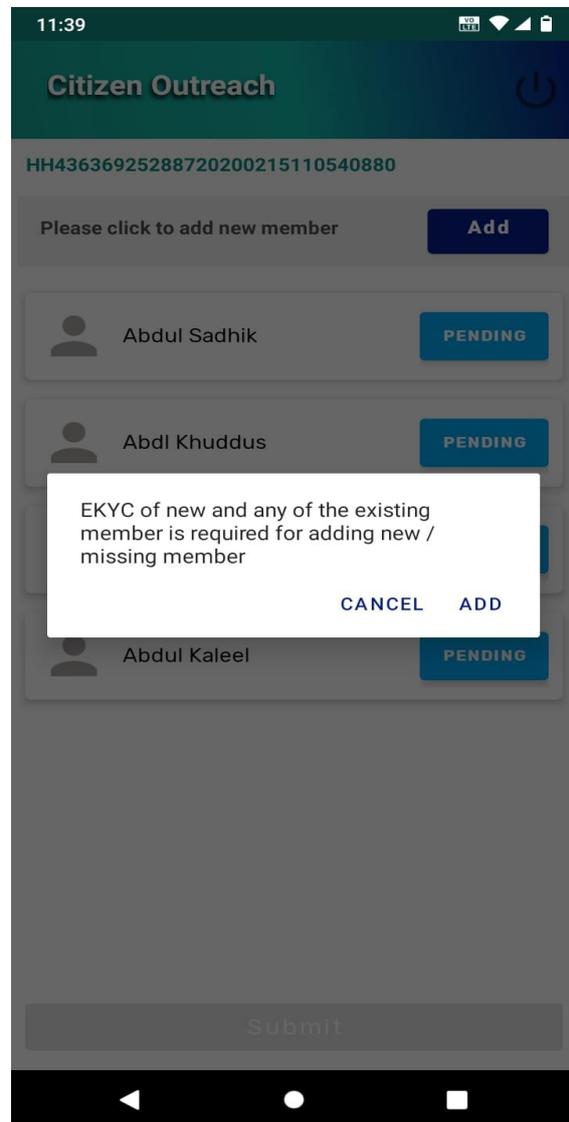
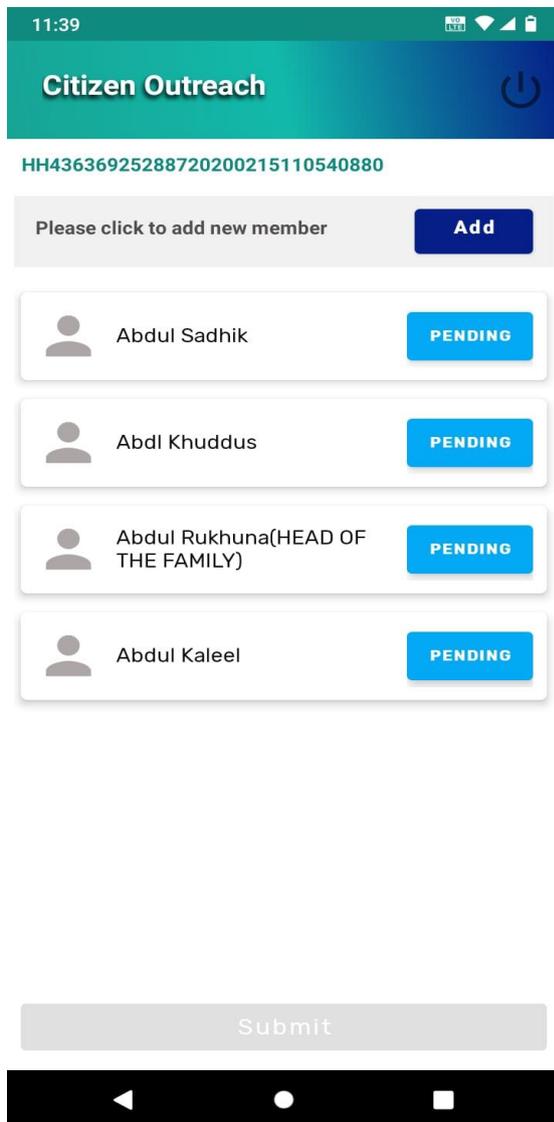


- The application shows pending EKYC family members. The functionary needs to complete the pending EKYC of family members.
- When the household details survey status is pending, it's required complete the pending members EKYC then the submit button will enable for the submission.



- 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.

11:40

Citizen Outreach

HH43636925288720200215110540880

Name*

UID*

Date of birth :

Gender

SELECT

Relation ship with HOF

SELECT

4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.

ఉన్నారు లేరు

4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణాన్ని ఎంచుకోండి.

SELECT

5. మొబైల్ నంబర్ ను నమోదు చేయండి*

Proceed

12:11

Citizen Outreach

HH37486537678620200723122336034

Name*

Saman

UID*

Date of birth : 02/05/2023

Gender

Capture citizen authentication

I agree to give my consent to use my aadhaar information for all government related schemes under Grama/Ward sachivalayam, Govt of AP.

BIO EKYC **IRIS EKYC** **FACE EKYC** **OTP EKYC**

4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.

ఉన్నారు లేరు

4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణాన్ని ఎంచుకోండి.

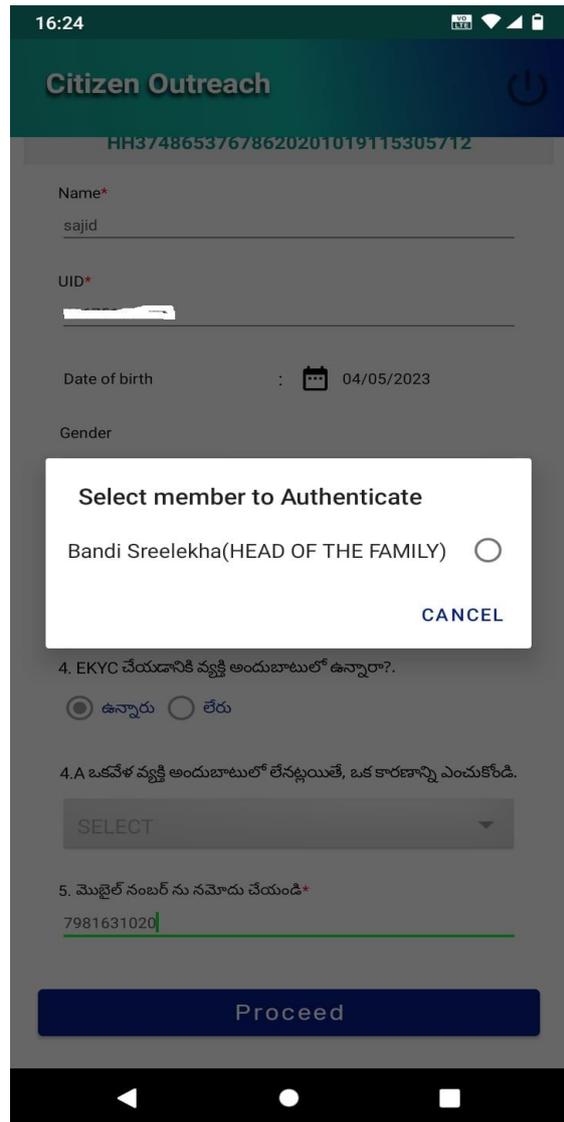
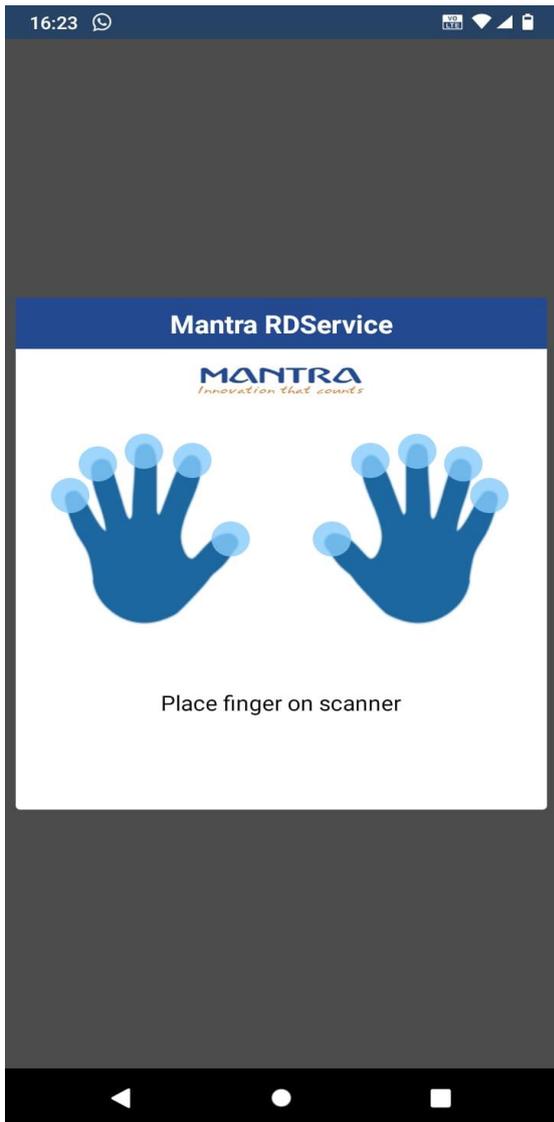
SELECT

5. మొబైల్ నంబర్ ను నమోదు చేయండి*

7981631020

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

Citizen Outreach

HH37486537678620201019115305712

Name*
sajid

UID*
[REDACTED]

Date of birth : 04/05/2023

Gender

Capture citizen authentication

I agree to give my consent to use my aadhaar information for all government related schemes under Grama/Ward sachivalayam, Govt of AP.

BIO EKYC	IRIS EKYC	FACE EKYC	OTP EKYC
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4. EKYC చేయడానికి వ్యక్తి అందుబాటులో ఉన్నారా?.

ఉన్నారు లేరు

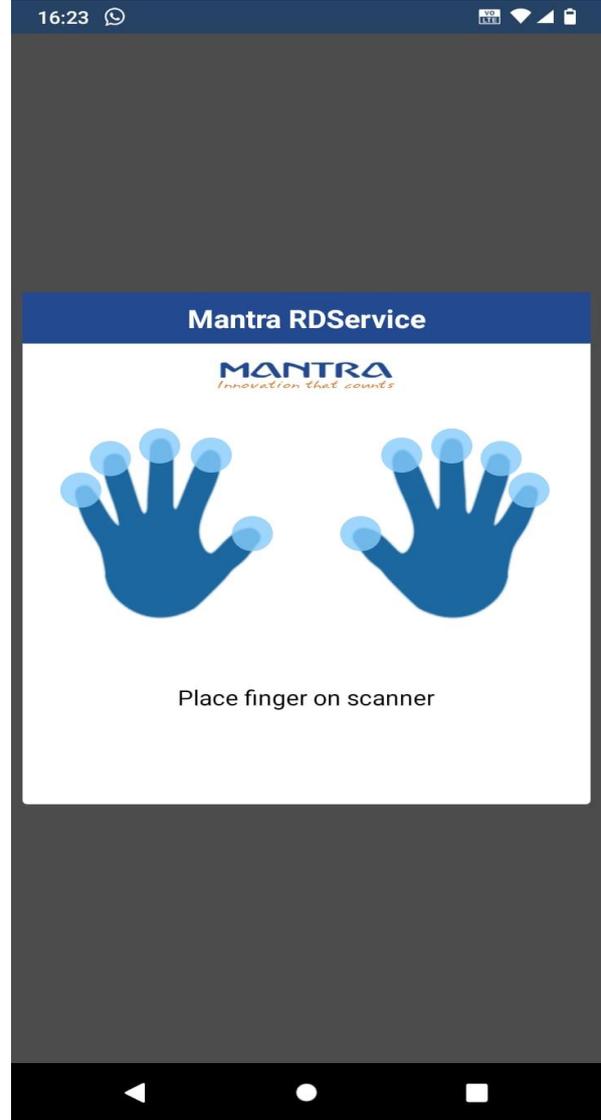
4.A ఒకవేళ వ్యక్తి అందుబాటులో లేనట్లయితే, ఒక కారణాన్ని ఎంచుకోండి.

SELECT

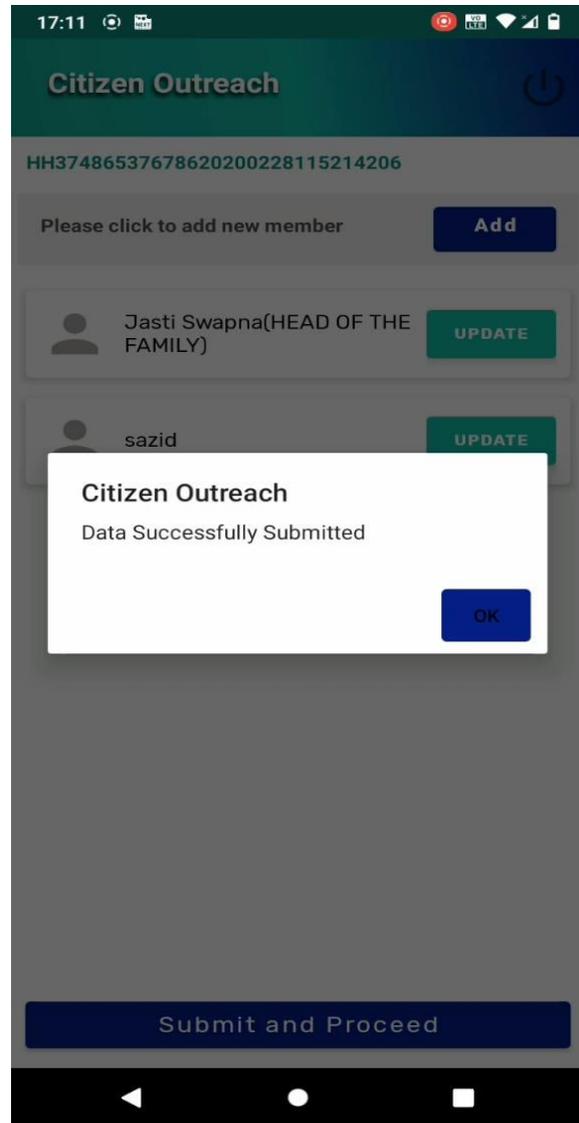
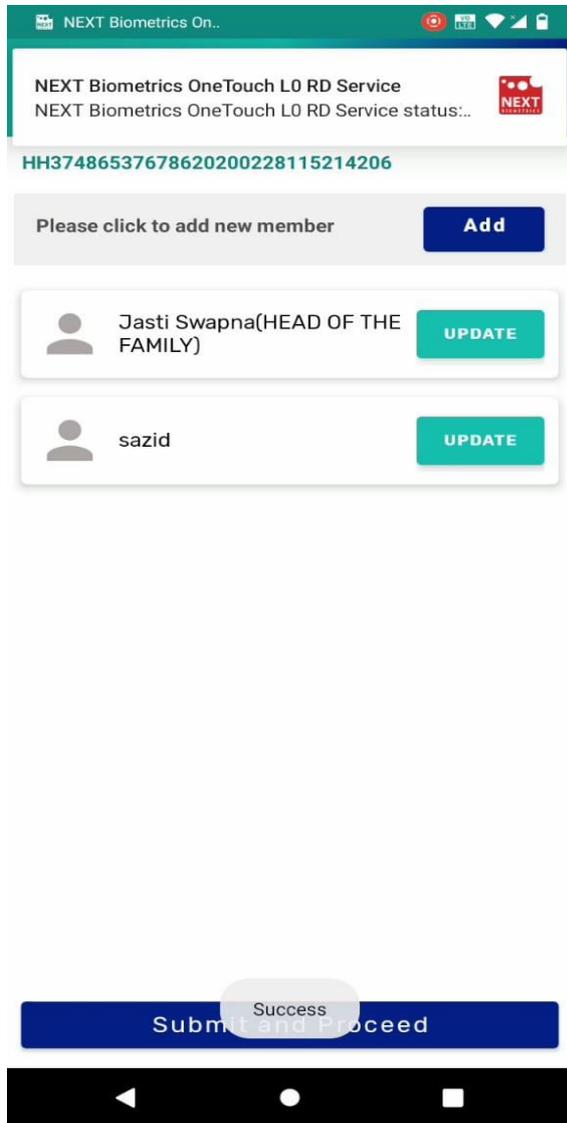
5. మొబైల్ నంబర్ ను నమోదు చేయండి*

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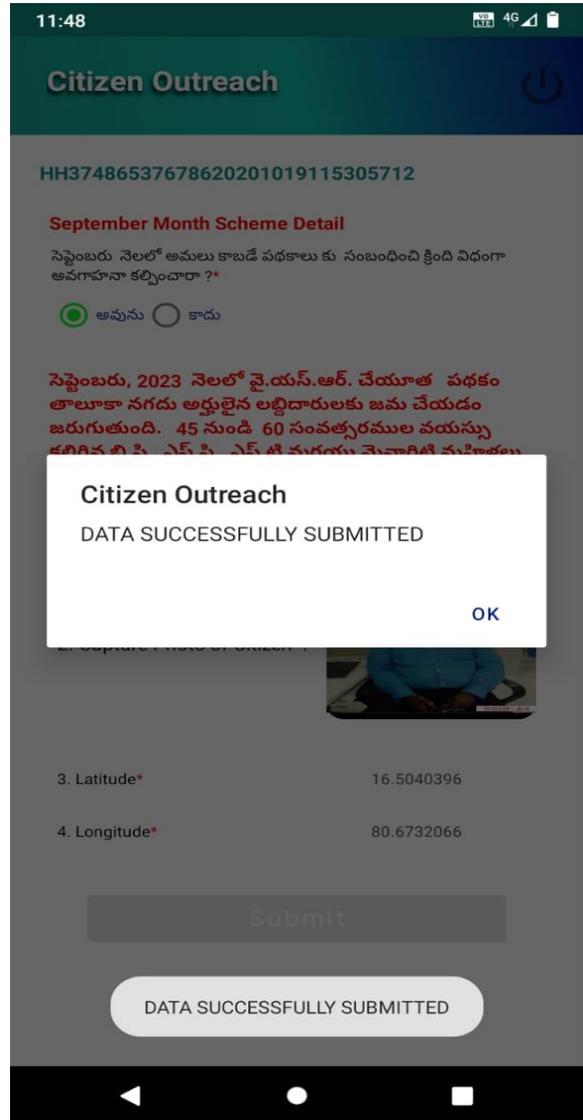
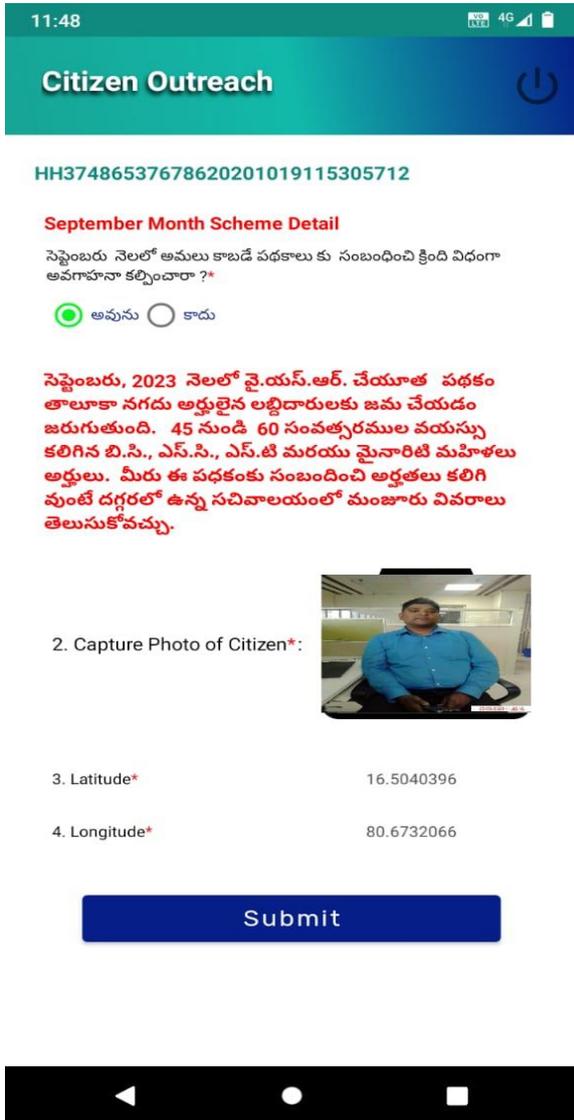
Proceed



- 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.

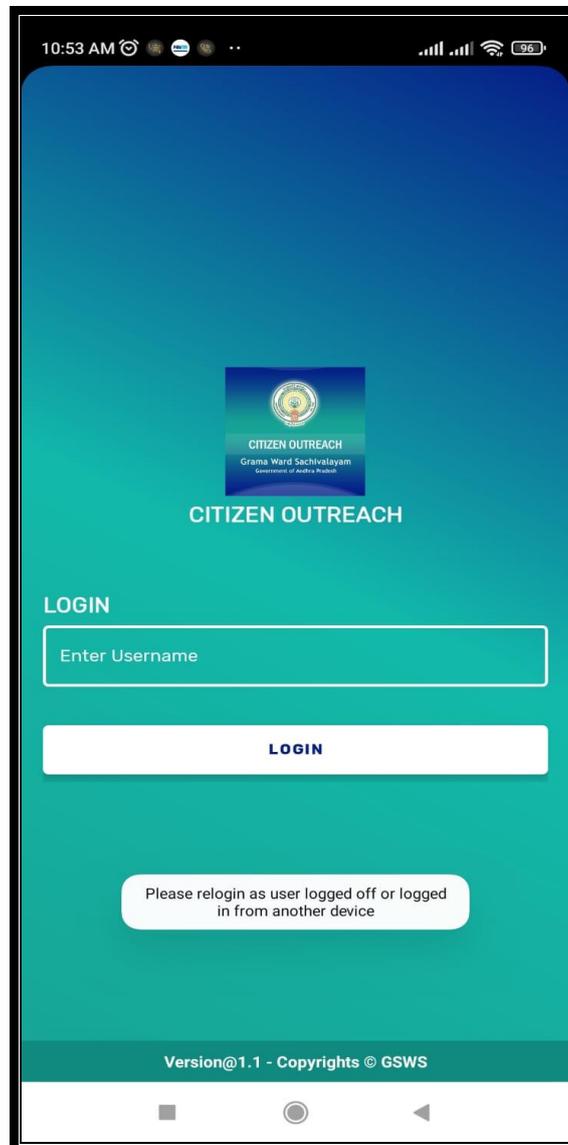


- As shown above, a new member was successfully added to the existing family. Now the functionary needs to submit the data. Once submission is done the above message will appear as data successfully submitted.



- 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.