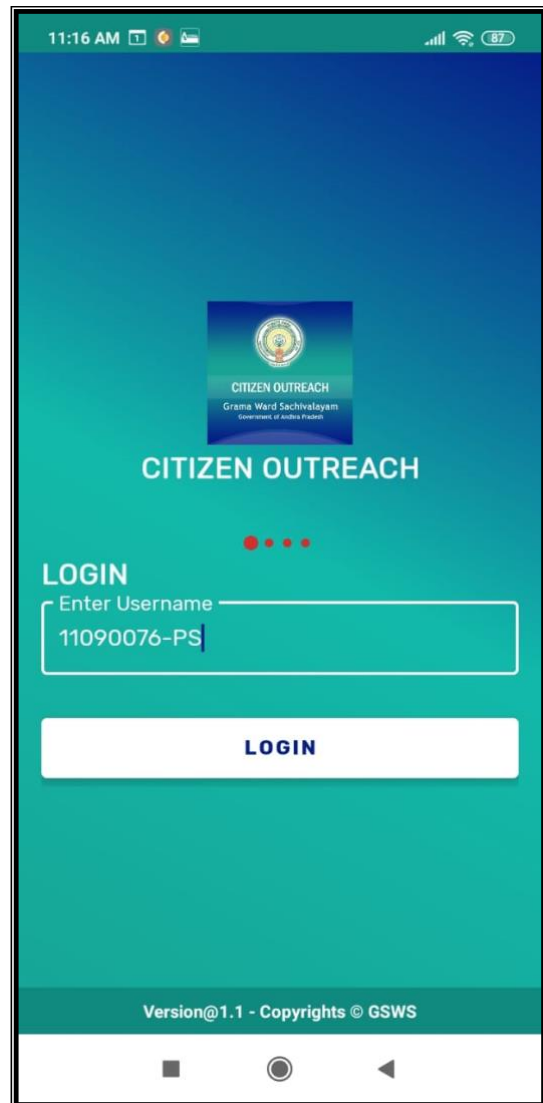
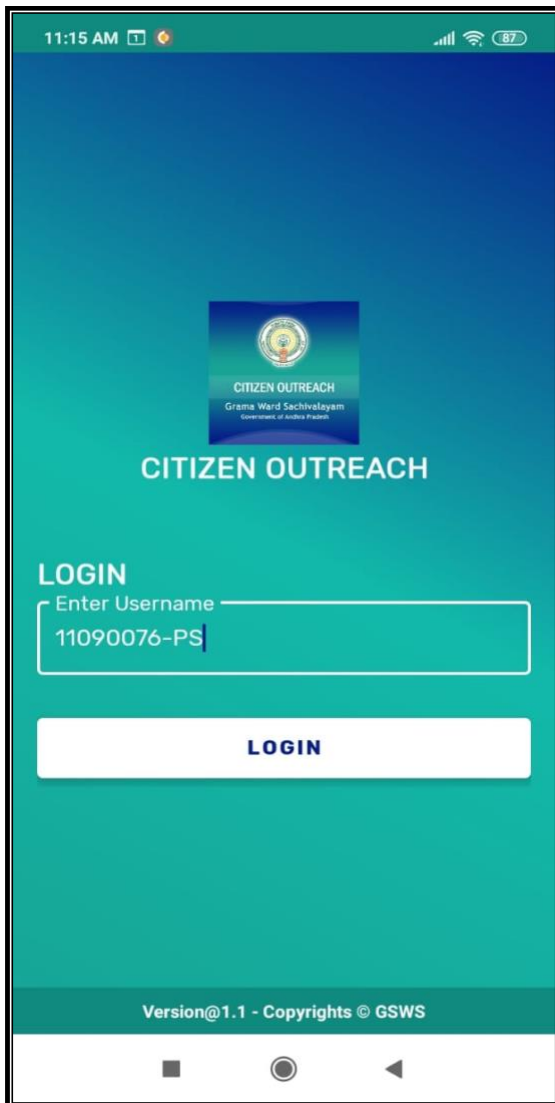


# COP Mobile Application User Manual

Install COP Mobile Application from the Google Playstore.



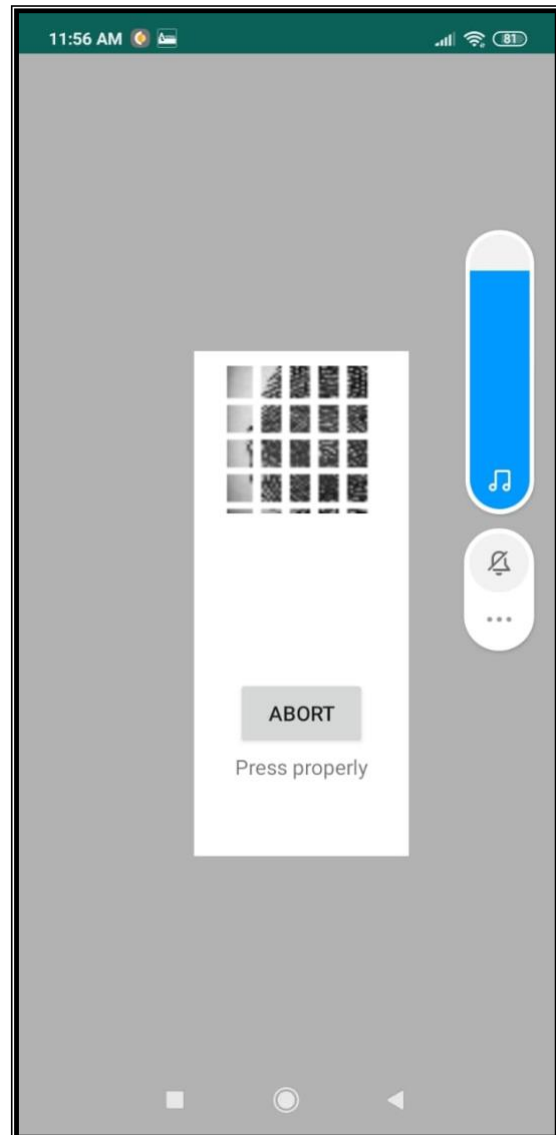
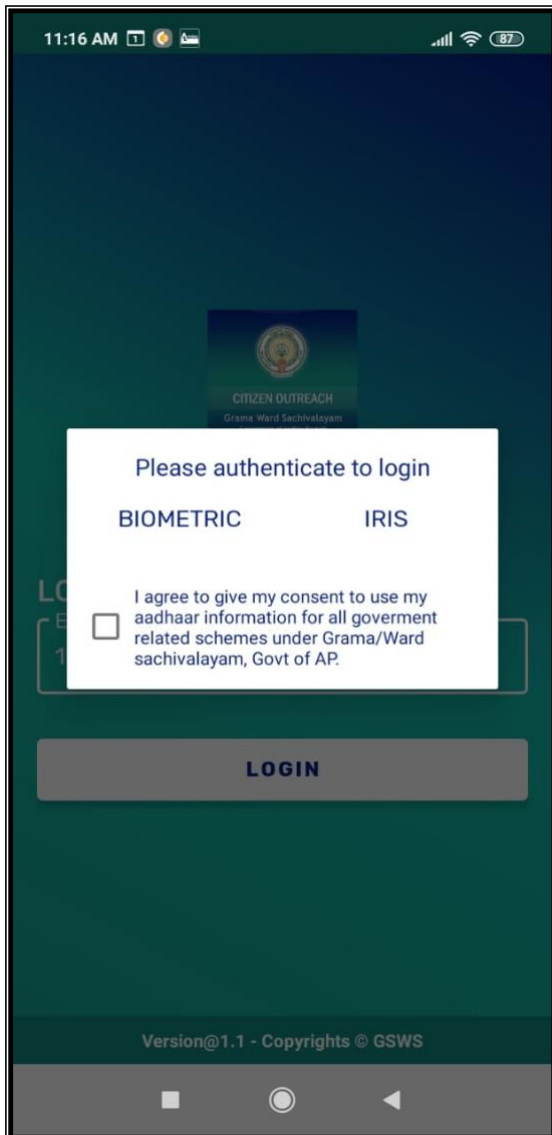
User needs to enter their **GSWS user id** and click on **LOGIN** button.

**Login id is (secretariat code-Designation).**

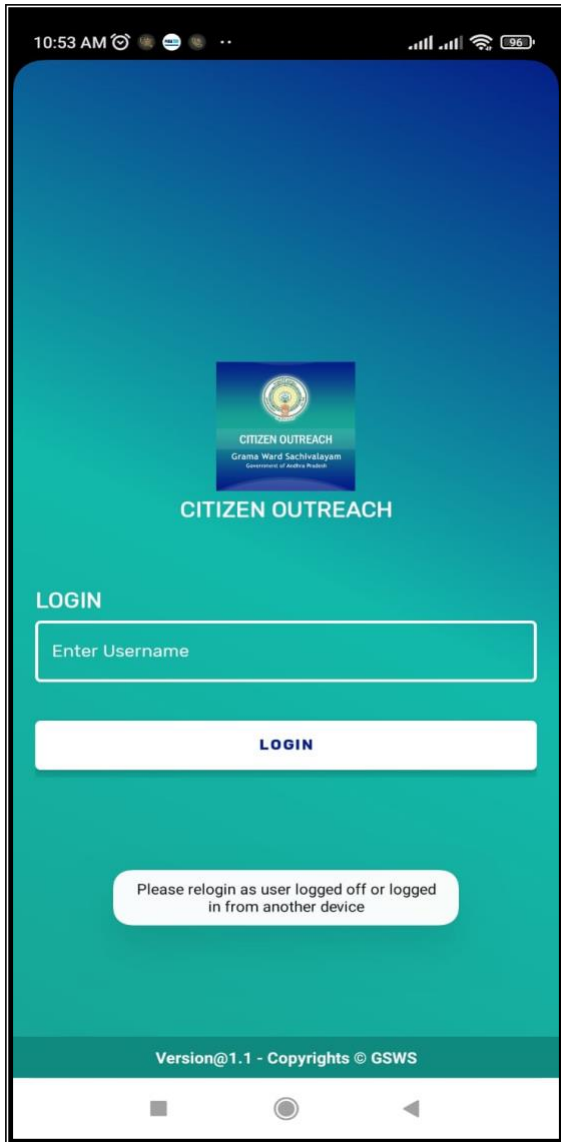
**Ex: 12345678-DA, 12345678-WEA.**

After Login, application asks for the authentication type either BIOMETRIC or IRIS.

Click on **BIOMETRIC** and select the **Check Box** then place the finger on biometric device properly.



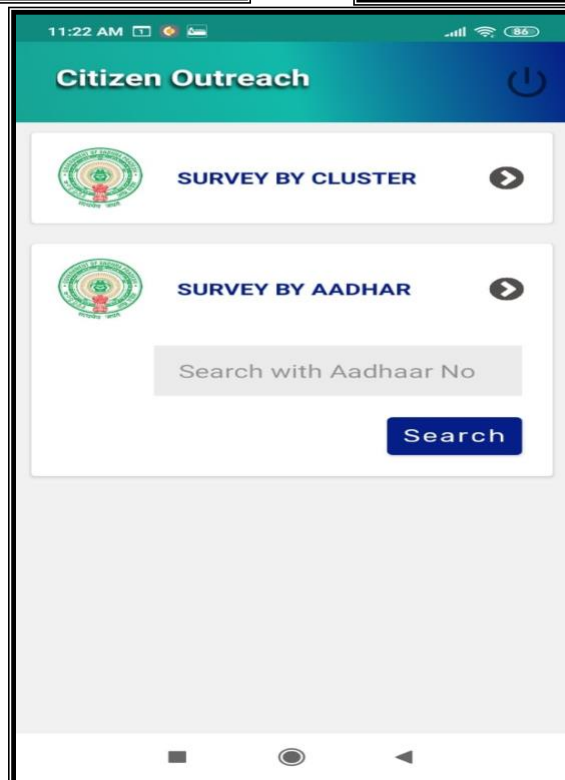
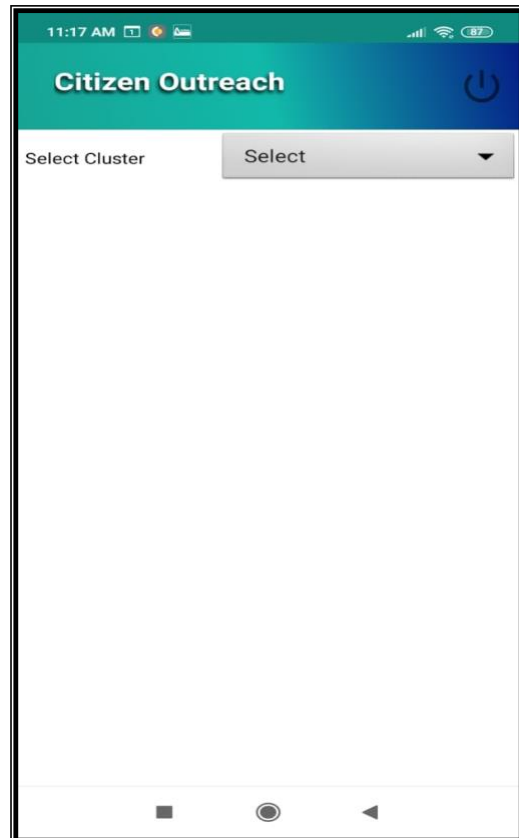
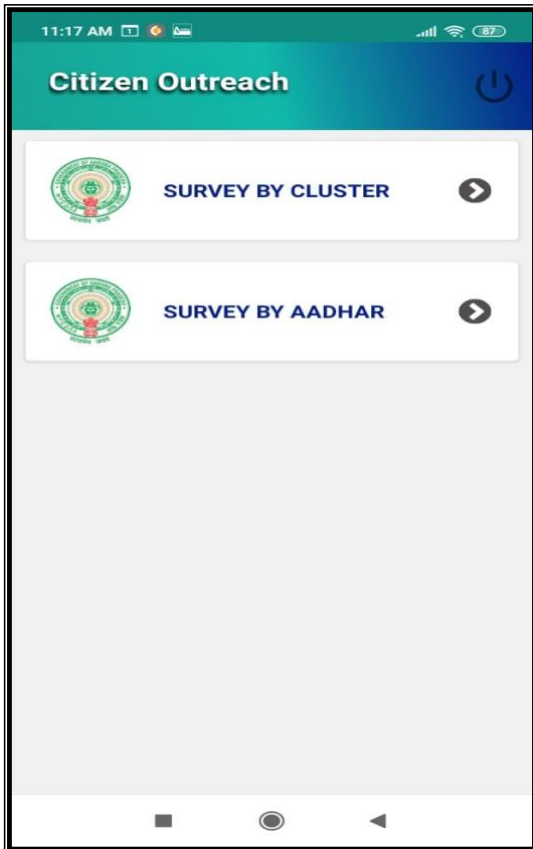
After that scanning is going and application will move to next screen.



**Note: Single user can login in one device at a time if the user tries to login in another device it shows alert message which shown in above figure.**

Here user can search the Citizen data by two ways either **“SURVEY BY CLUSTER”** OR **“SURVEY BY AADHAR”**.

Click on **SURVEY BY CLUSTER**.



Click on **“Select Cluster”**

After selection application shows the list of beneficiaries then user needs to select the name to whom he needs to do survey.



After selection of a particular name application will shows the list of Households in that particular cluster.

Select any Household

After selection application shows list of questions as shown in below screen.

11:17 AM 87

## Citizen Outreach

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### Family Member Details

Name of Citizen	Aadhaar No	NPCI Status
. Nagaveni	XXXXXXXX7395	Active
C. Rameshbabuh	XXXXXXXX3969	Active
CHEDE KAVYA	XXXXXXXX0364	Not Available
Gangadhara	XXXXXXXX9010	Not Available

**Note: Aadhaar Inactive, Cancelled లేదా Not mapped ఉన్న లబ్ధిదారులు వారి ఆధార్ నెంబర్ ను బ్యాంక్ అకౌంట్ కి జత పరిచి "National Payments Corporation of India (NPCI)" తో మ్యాప్ చేయించుకోవాలి**

1. మీ గ్రామ/వార్డు సచివాలయం ఎక్కడ ఉన్నదో మీకు తెలుసా?\*

తెలుసు  తెలియదు

2. మీ గ్రామ/వార్డు వాలంటీర్ మీకు తెలుసా?\*

తెలుసు  తెలియదు

11:17 AM 87

## Citizen Outreach

3. మీ వాలంటీర్ ఎన్ని రోజులకు ఒకసారి మీ ఇంటిని సందర్శిస్తున్నారు?\*

రాబేదు  నెలకొకసారి  నెలపైబడి

4. మీకు ప్రభుత్వం అందిస్తున్న వివిధ సంక్షేమ పథకాల గురించి తెలుసా? (సంక్షేమ పథకాలు చదివి వినిపించండి)\*

తెలుసు  తెలియదు

5. సచివాలయం అందిస్తున్న సేవలు/సర్వీసులు తెలుసా?\*

తెలుసు  తెలియదు


6. మీ సచివాలయం ద్వారా అందుతున్న సేవలకు సంబంధించి మీకు ఏదైనా సమస్య ఉందా?\*

ఉంది  లేదు

7. ఆధార్ నంబర్ ని బ్యాంకు అకౌంట్ తో లింక్ చేయాలని మీకు తెలుసా?\*

తెలుసు  తెలియదు

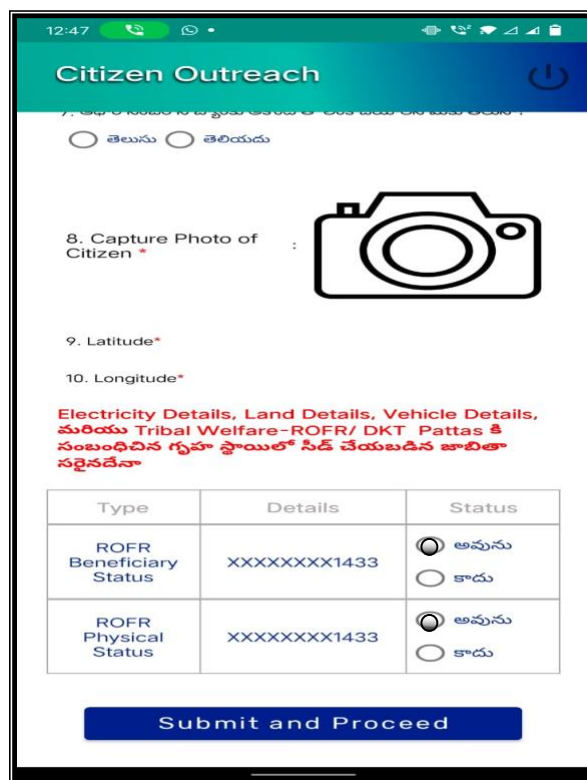
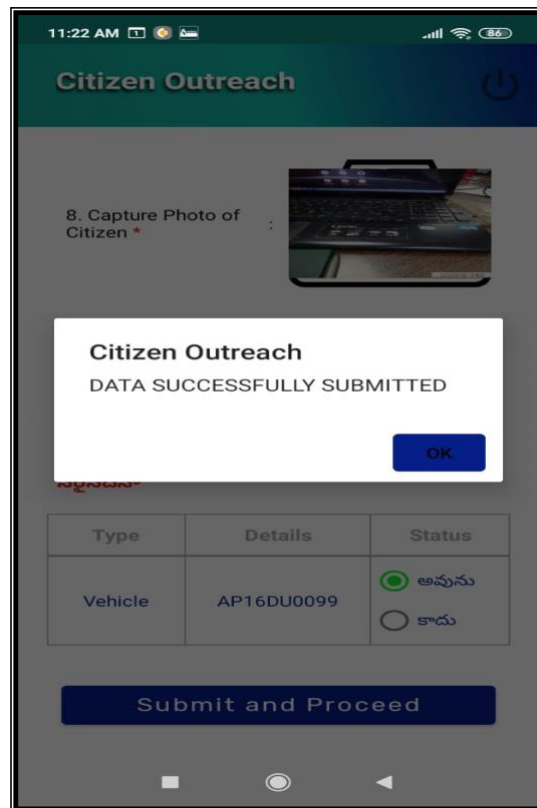
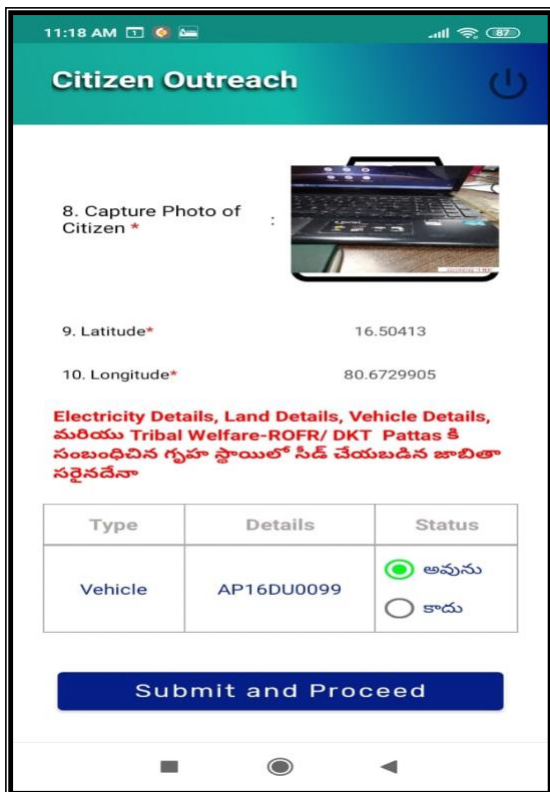
8. Capture Photo of Citizen \*



User needs to select the answers of all 7 questions after that

User needs to capture the photo of citizen.

After that user needs to select the Electricity Details, Land, Vehicle details etc.. if any either "YES" or "NO".

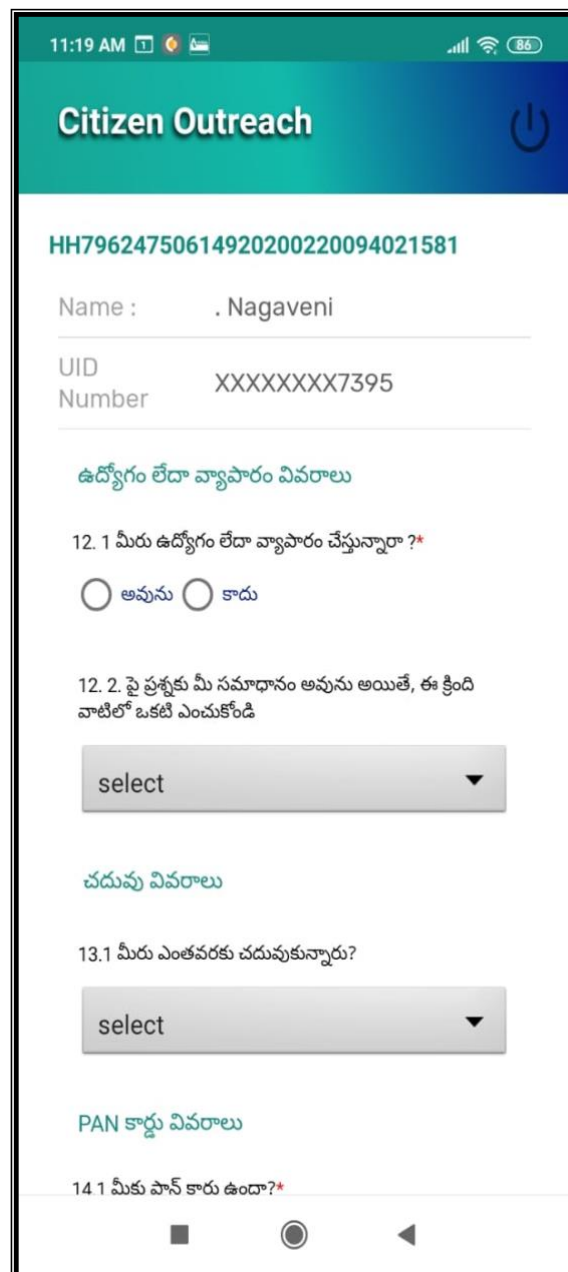
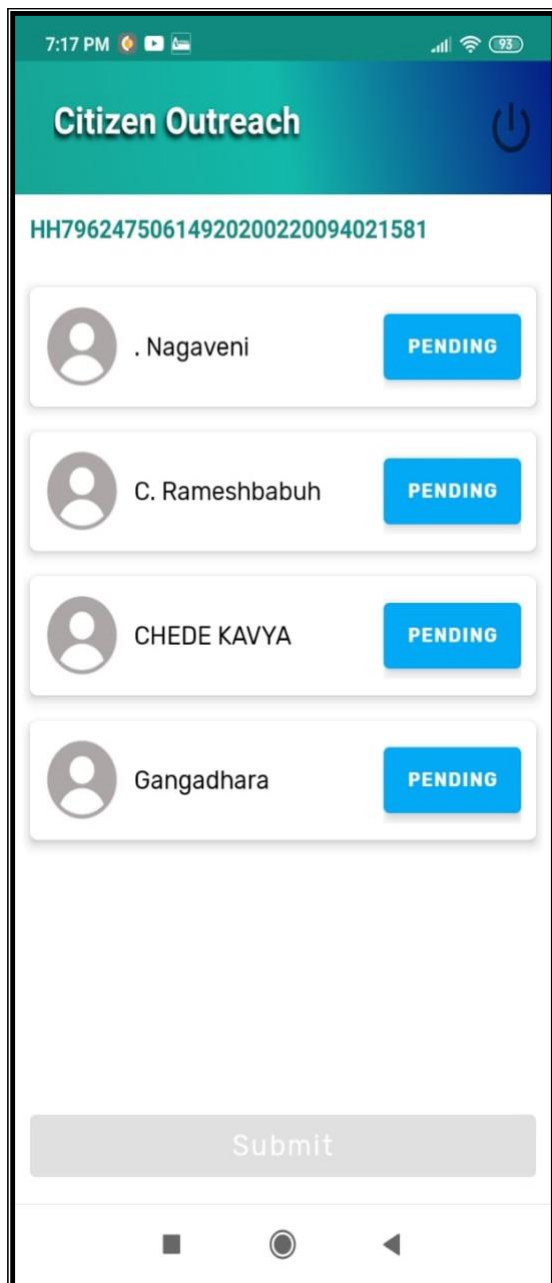


Click on “**Submit and Proceed**” then application shows “**DATA SUBMITTED SUCCESSFULLY**”.

After submission of data application will forward to next screen which shown as below.

Here in this screen user can capture the data for all the family members which are in particular Household.

Click on “PENDING” button.

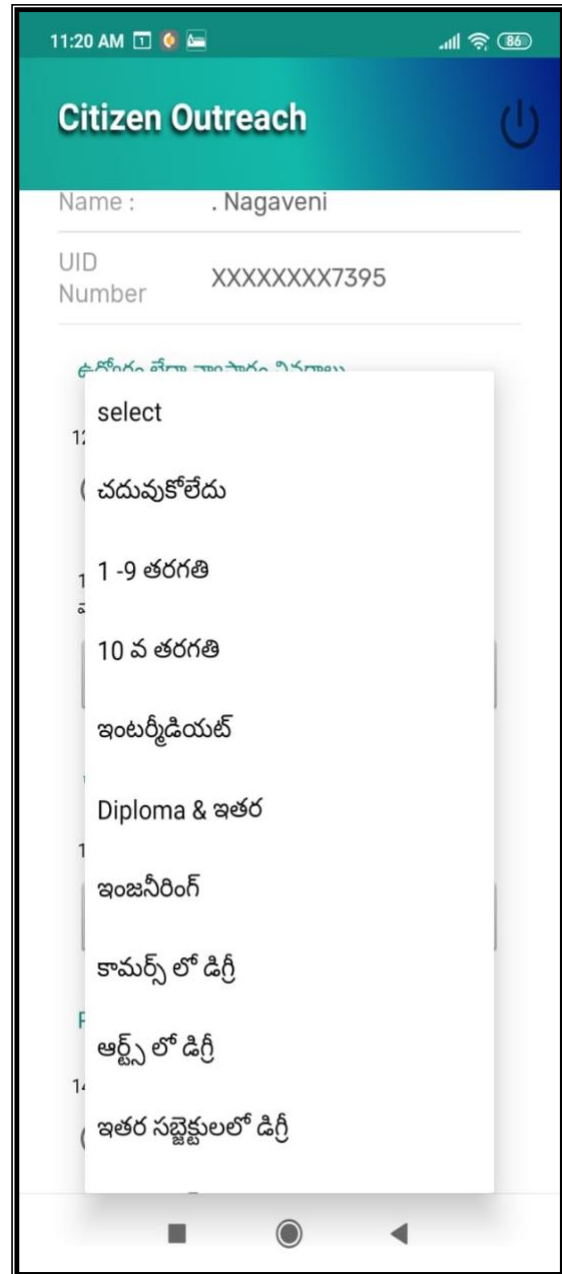
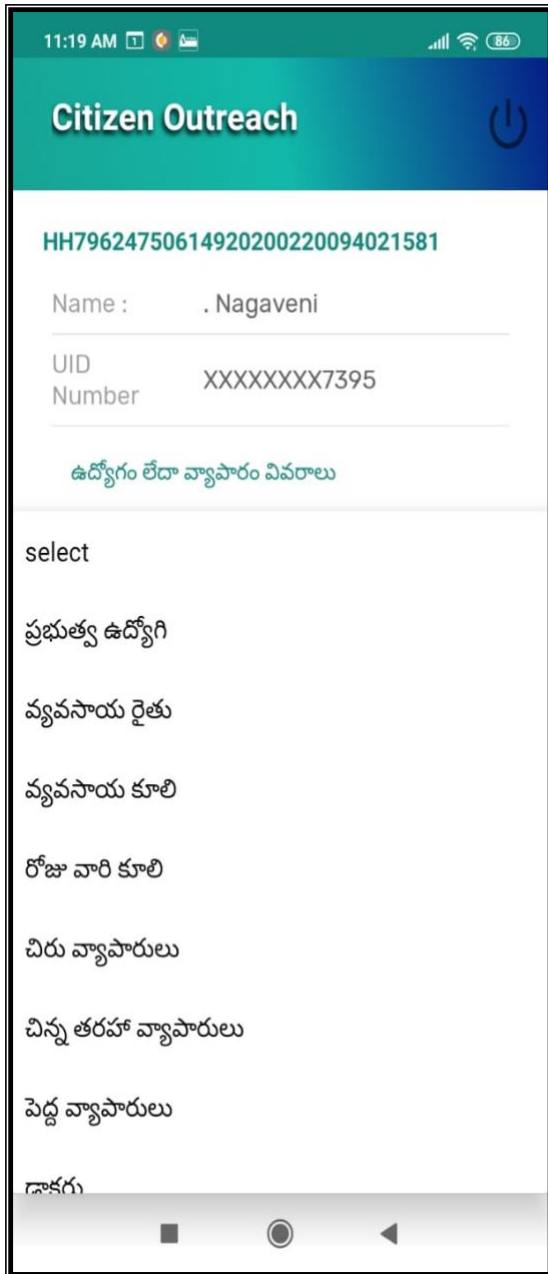


Here in the above screen user needs to select job or Business details.

After selection the answer of 12.1 question user needs to select 12.2 details.

In 12.2 application shows list of details which shown in below screen 1.

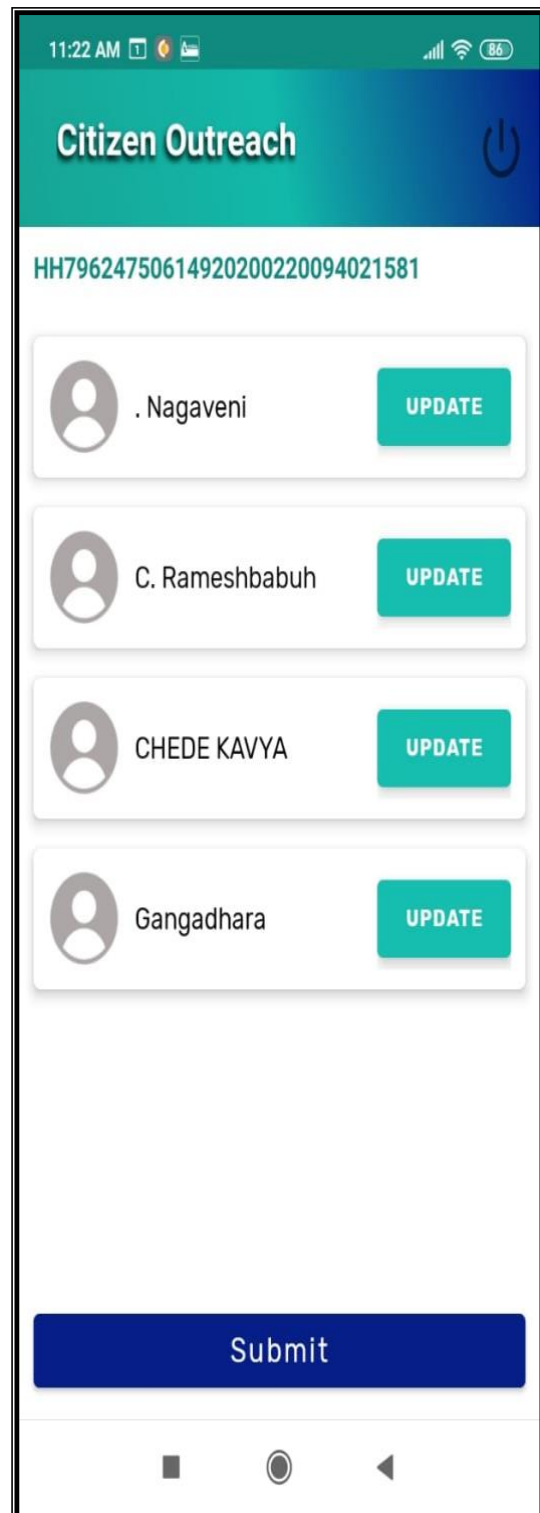
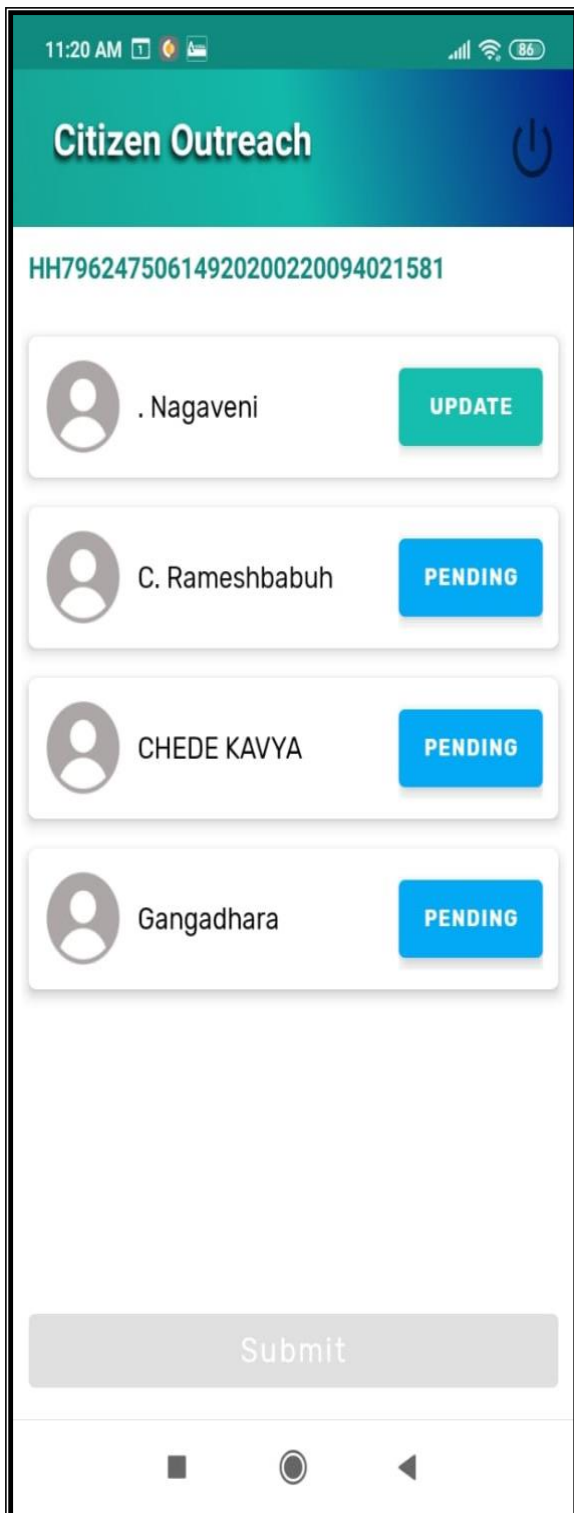




In 13.1 application shows list of details which shown in above screen 2

Then user needs to select answer of 14.1 question if PAN card exist click on **yes** and then enter the PAN card number it must 10 digit number for ex ("GHUJM5356L") then submit.

After screen will shows like this, similarly update the data for remaining family members.



Then Submit

Application shows **"DATA SUBMITTED SUCCESSFULLY "**.

Similarly, user needs to do **"SURVEY BY AADHAR"** also.

# Citizen Outreach

HH79624750614920200220094021581

. Nagaveni

UPDATE

C. Rameshbabuh

UPDATE

Gangadhara

UPDATE

## Citizen Outreach

Data Successfully Submitted

OK

Submit