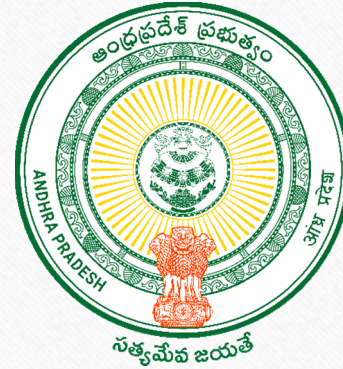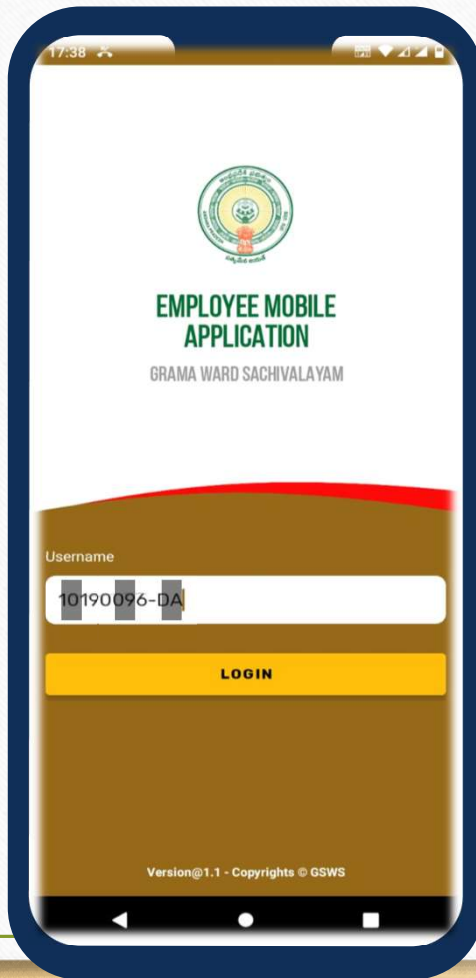# GOVERNMENT OF ANDHRA PRADESH

GSWS DEPARTMENT

VIJAYAWADA
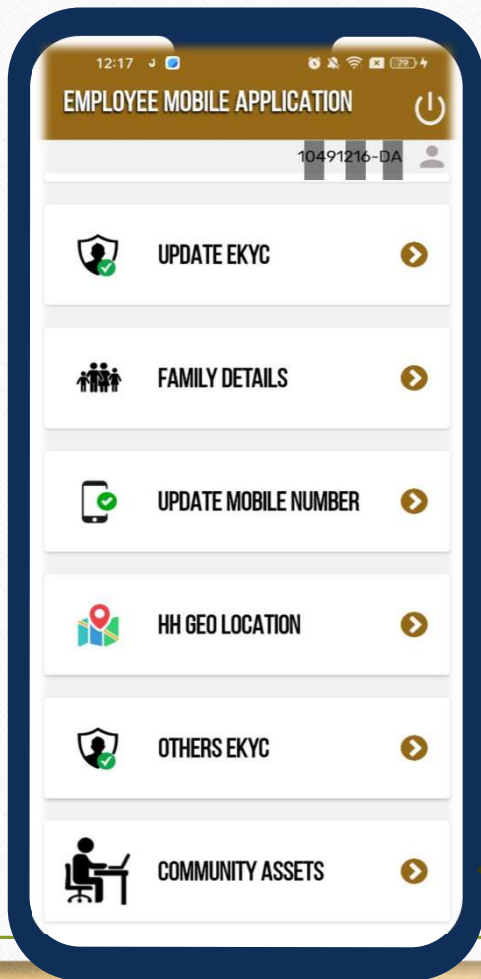
Community Assets User Manual

01

The employee (PS/WS) needs to login with user credentials and then click login. .

02

After clicking upon the login button authentication page appears, here the employee need to choose either Biometric, IRIS, or Facial Authentication.
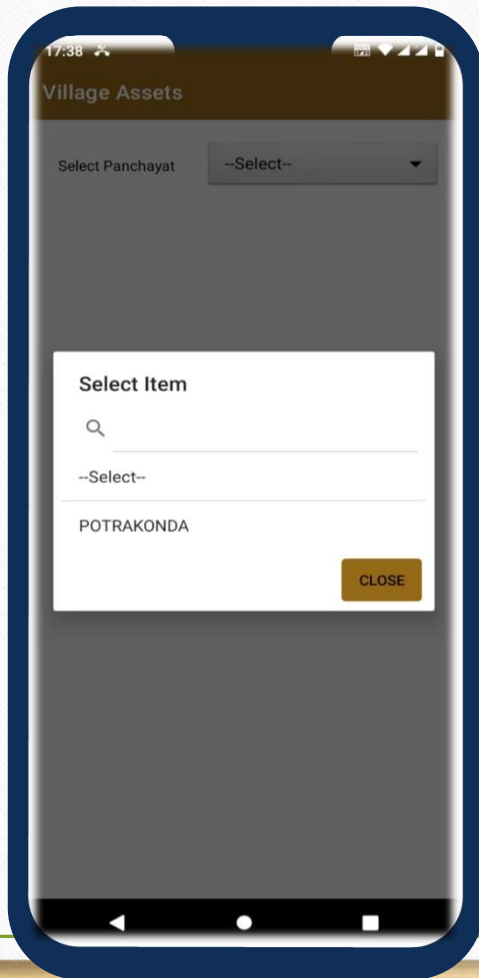
After the successful authentication, the page appears as shown in screen then the employee needs to click on the Community Assets.

01

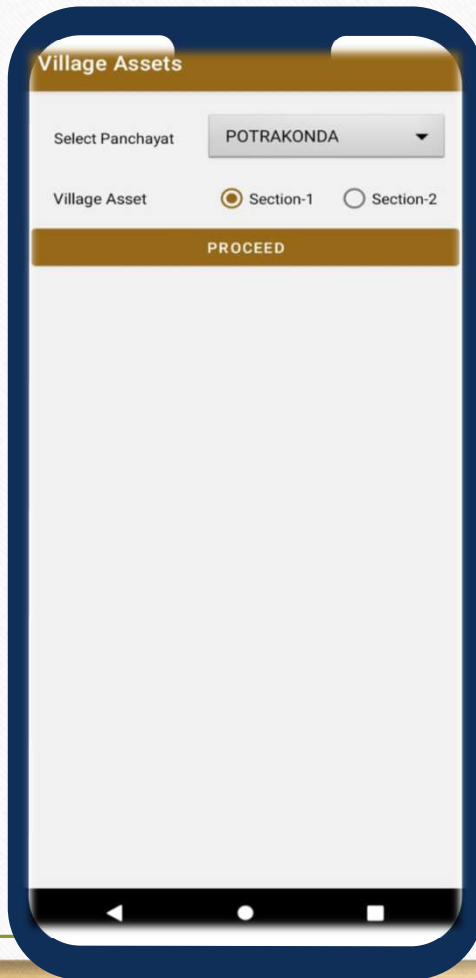Here the Employee needs to select **Panchayat Name** from the drop down.

Village Assets

Select Panchayat: POTRAKONDA

Village Asset: ( ) Section-1 ( ) Section-2

PROCEED

01

After Selection of Panchayat Name User can view two radio buttons as Section-1 and Section -2.

02

Now the user needs to select Section-1 and click on Proceed to fill abstract details of the village.

Section-1

01

Upon Selection of the Section-1 the user can view different types of community assets names which are shown in screen
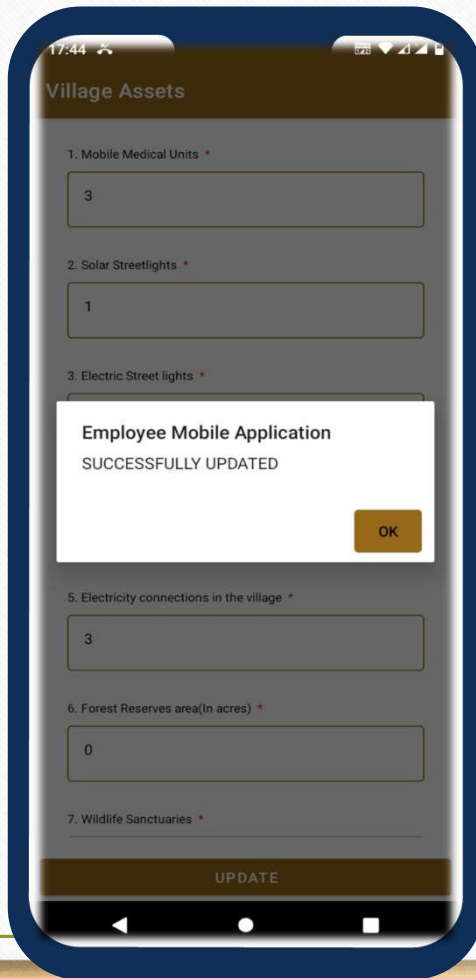
02

The Community assets abstract count needs to be filled by the user such as Mobile medical units, Solar streetlights and Community Soak Pits etc.....
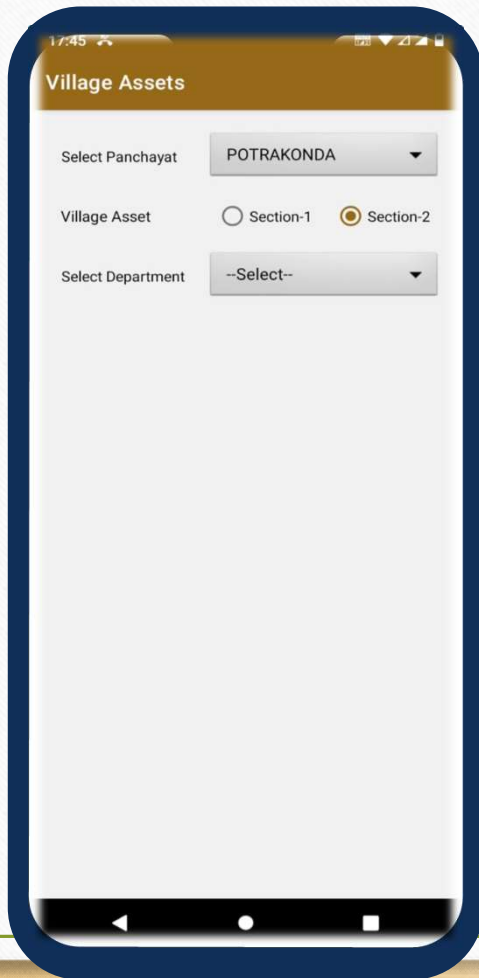
Once all the details filled by the user, user needs to click on submit button and click on ok.

If any wrong entry done by the user, once again they can update the data by click on previously submitted data.
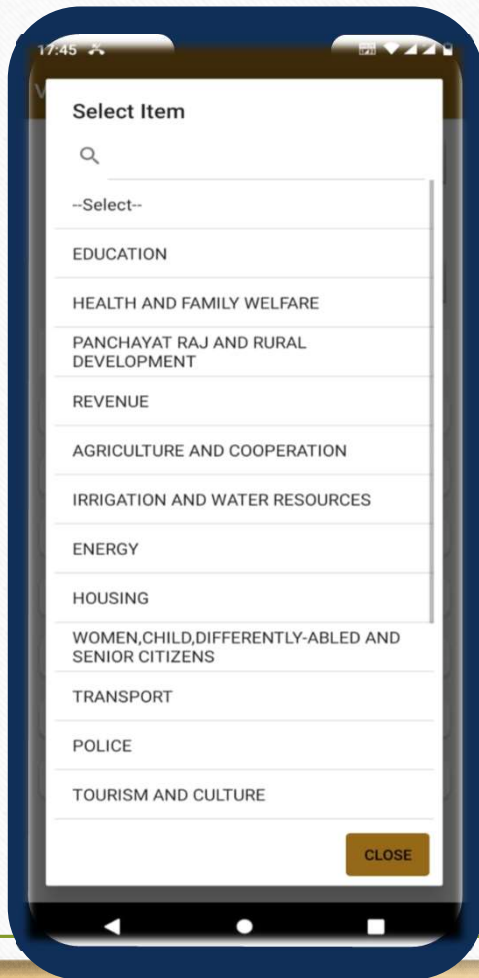
01

Now the user needs to select Section-2 and and select Department Name.

.

01

Now the user can view all types of department names such as Education, Health & Family welfare, Revenue etc..;
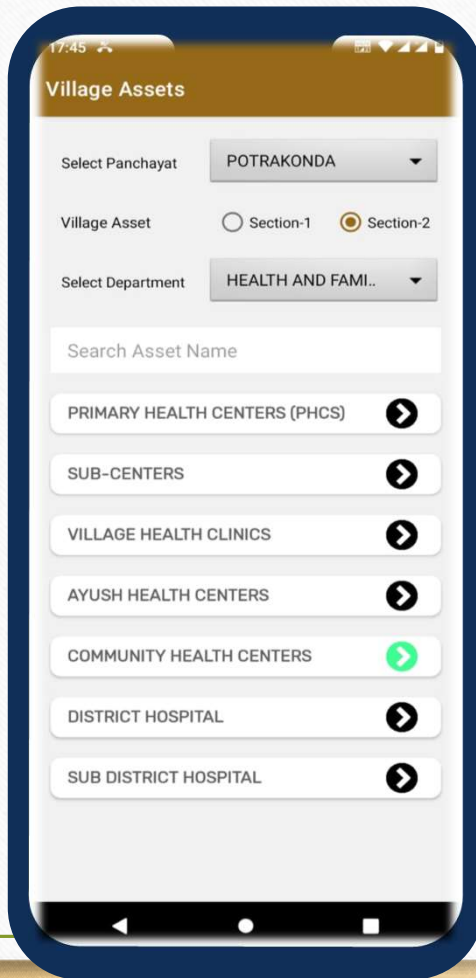
02

Here the user needs to select the department name as per their asset availability.

Section-2

01

If the user select the department as Health and family welfare, then user can view the options as shown in screen. According to asset, the selection needs to be done.
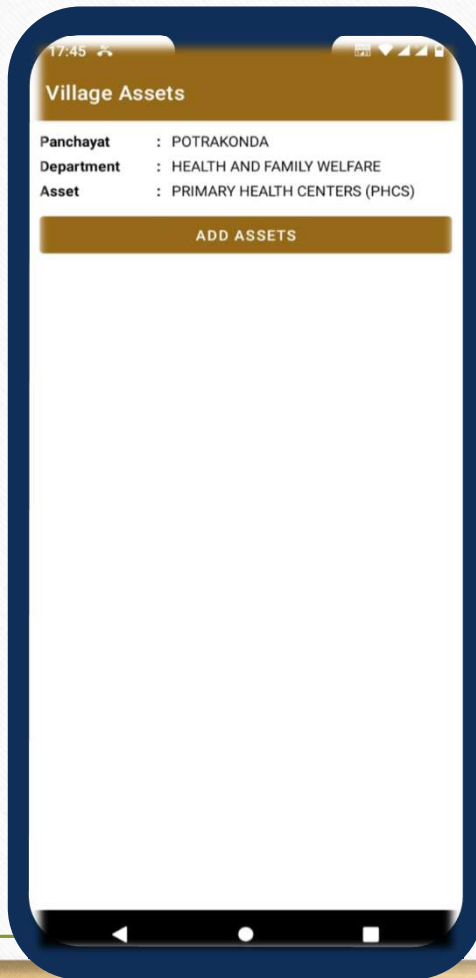
02

For example, in a village if the community health centers exists then the user needs to select the option.

01

Once the selection is completed then the user needs to click on the **Add Assets** button. example in this case the user selected the Health and family welfare – Primary health centers(PHCS)

Village Assets

1. Asset Number *

Enter Number

2. Name *

Enter Name

3. Habitation *

Select an option

4. Pincode *

Enter Pincode

5. Capture Image *

SUBMIT

01

According to the asset availability the user needs to fill the details such Asset number, Name of the PH, Habitation selection and Pin code of the area.
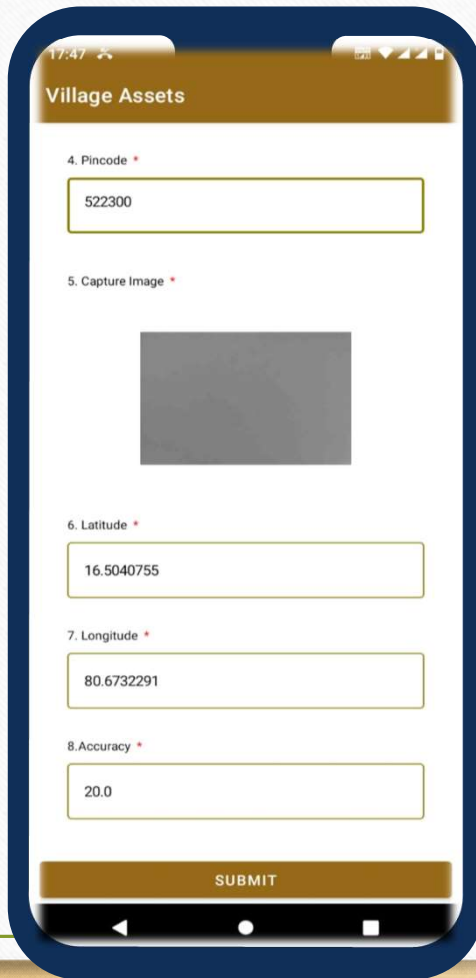
02

Then the user needs to click on the capture image icon and needs to capture the image of the asset. In this case the user needs to capture the PHC image.
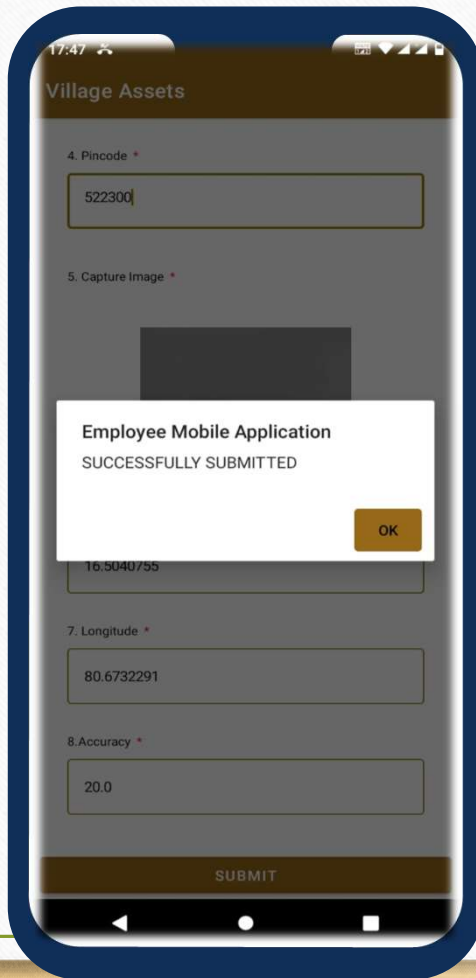
01 Once the image is captured the latitude and longitude values are automatically filled.

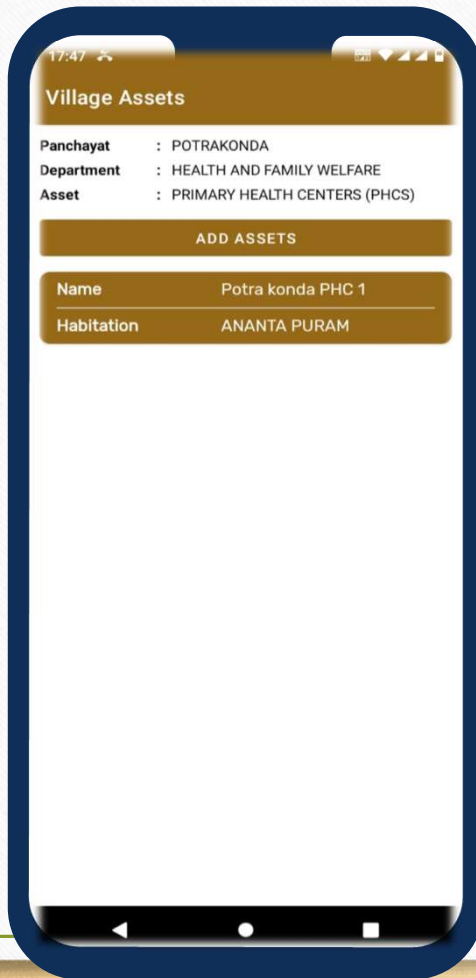**02** Once all the details filled by the user, user can click on the submit.

01 Once the data is submitted by the user successfully then submission message appears as shown.
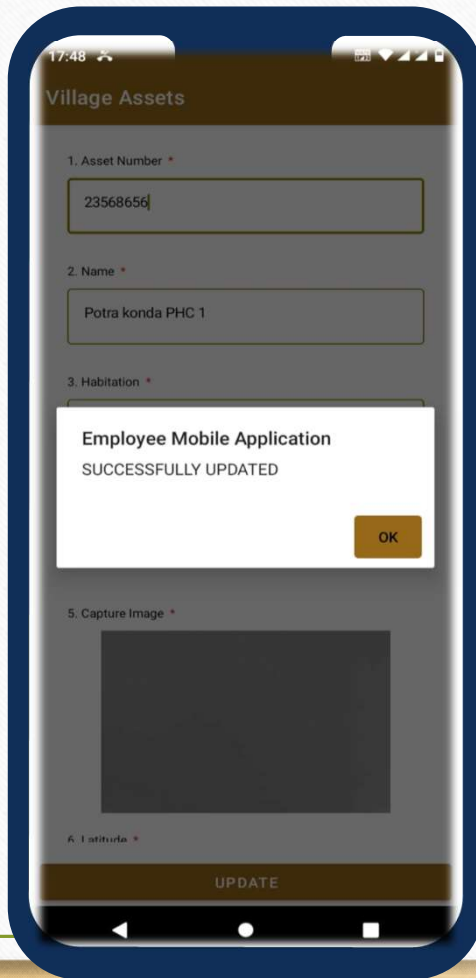
After successful submission, the details appears as shown along with Name and Habitation Name.

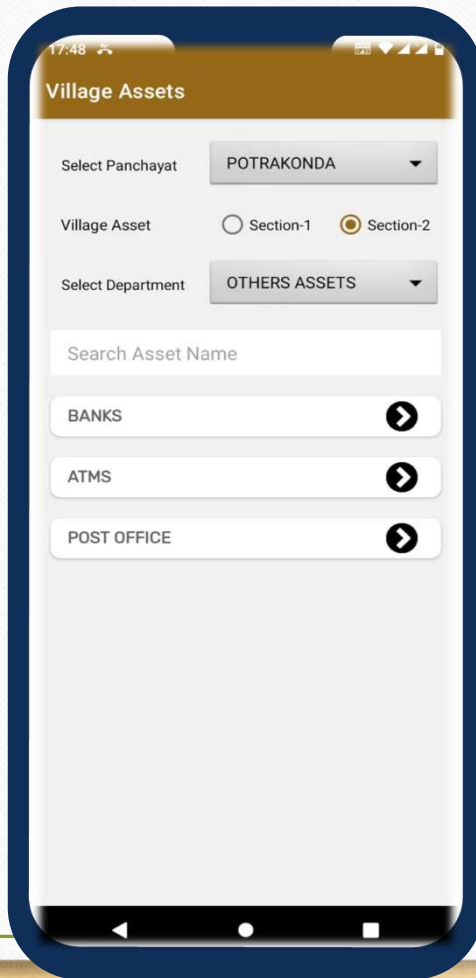If the user desires to update the data again he needs to click here as shown by the arrow.

01

If any wrong entry done by the user, once again they can update the data by click on previously submitted data and fill the correct details then update.
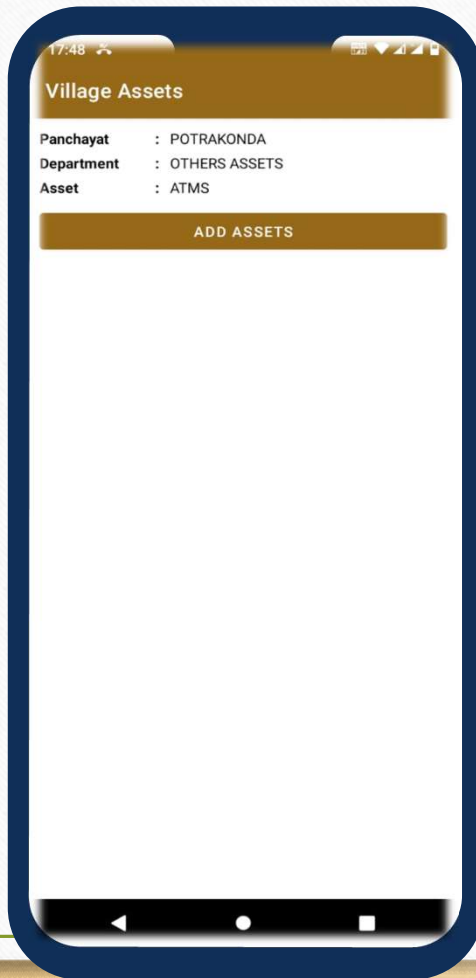
01

Now the user can select the Other Assets option from the select department dropdown menu then they can view list of categories such as Banks, ATM's and Post Office.

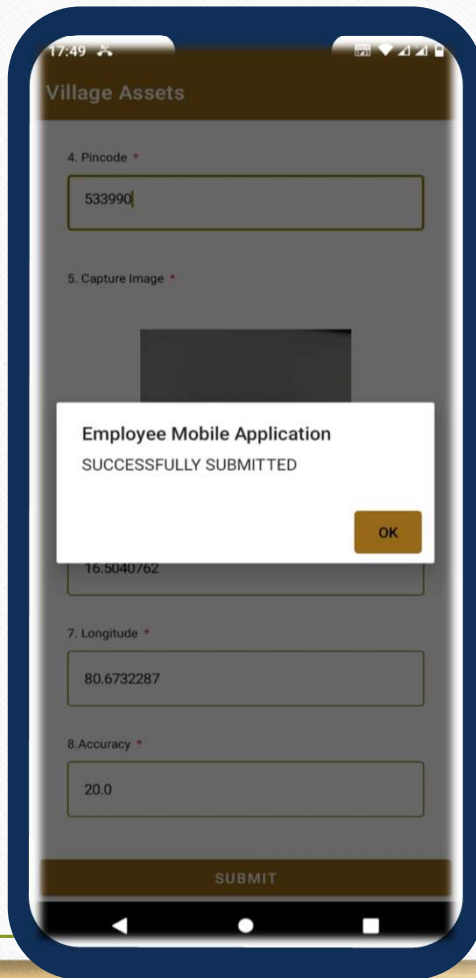**Village Assets**

Panchayat	:	POTRAKONDA
Department	:	OTHERS ASSETS
Asset	:	ATMS

ADD ASSETS

01 Once click on add assets button example in this case the user selected the Other Assets and ATMs

01

According to the asset availability the user needs to fill the details such as Asset number, Name of the ATM, Habitation selection and Pincode of the area.

02

The user needs to click on the capture image option and needs to capture the image of the asset. In this case the user needs to capture the ATM image and Submit
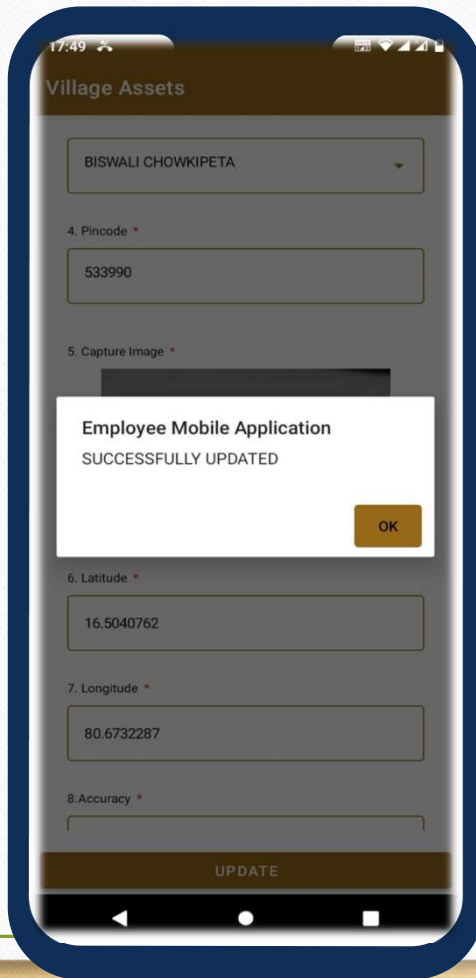
.

After successful submission, the details appears as shown along with Name and Habitation Name.

If the user desires to update the data again he needs to click here as shown by the arrow.

01

If any wrong entry done by the user, once again they can update the data by click on previously submitted data and fill the correct details then update.