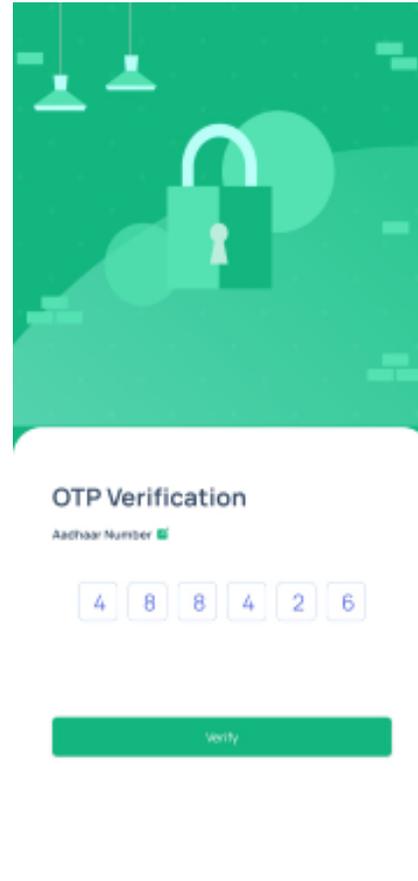
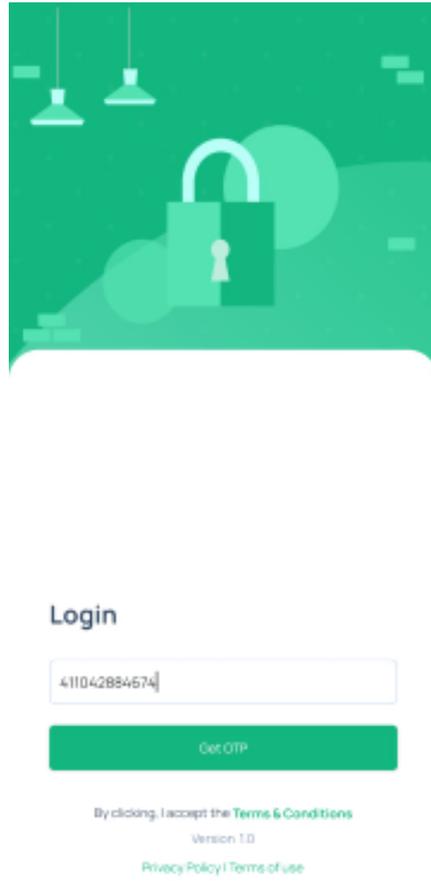
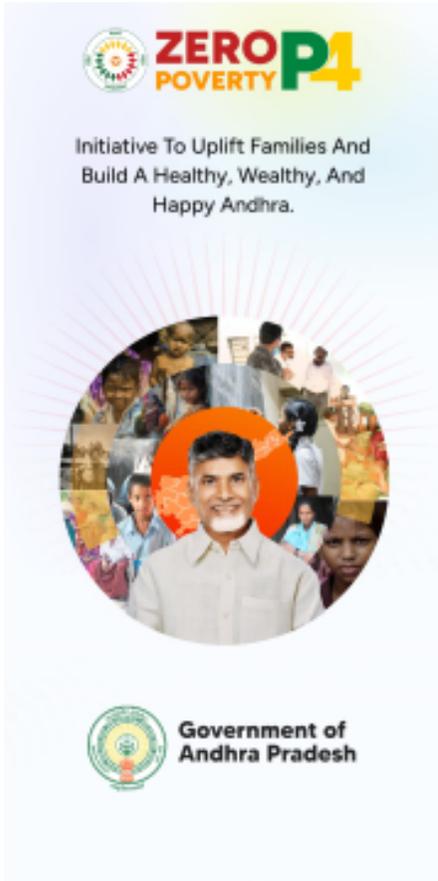


Step-by-Step Work Flow

Step-1 Login

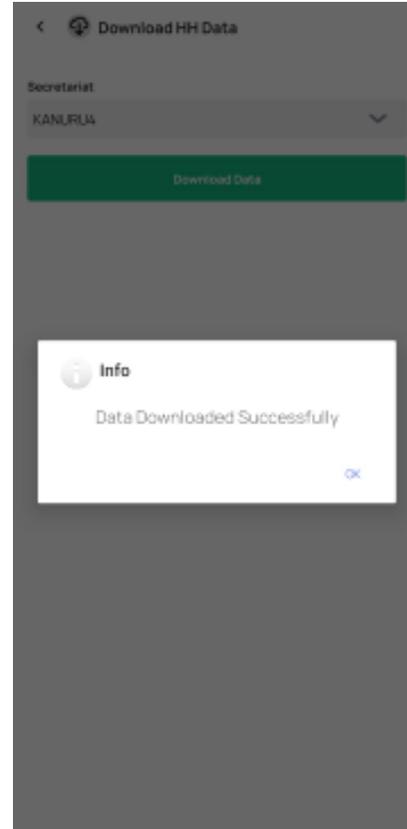
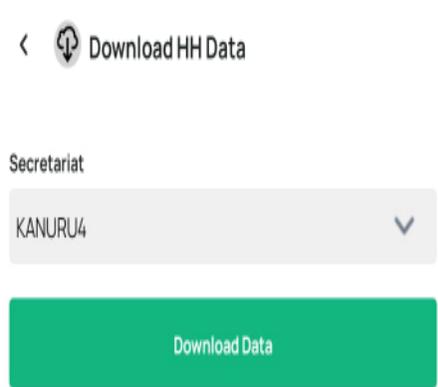
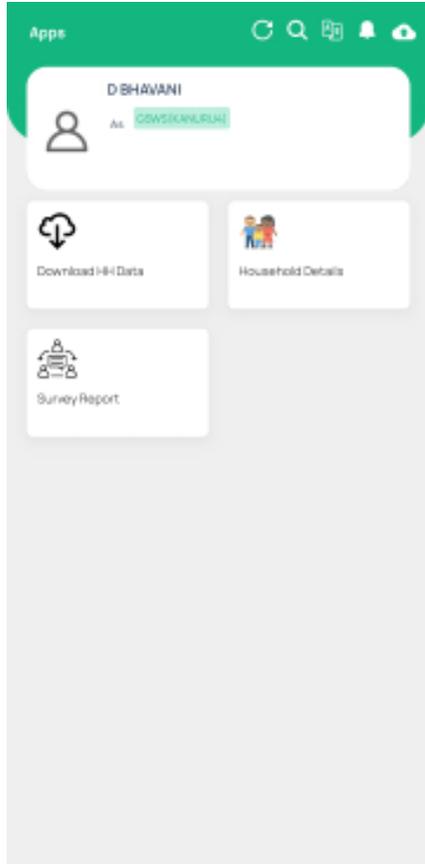


1. Login & OTP Verification

- User sees the login screen upon opening the app.
- Enter **Aadhaar Number** and click "**Get OTP**".
- OTP is sent to the mobile number linked with Aadhaar.
- Enter OTP and click "**Verify**".

Step-2 Download the household Data

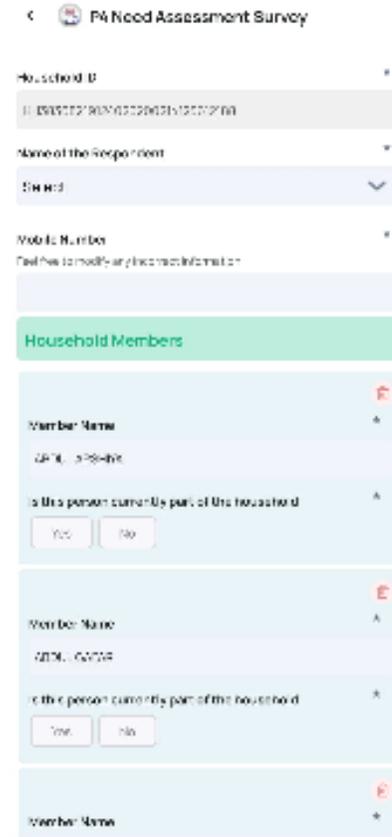
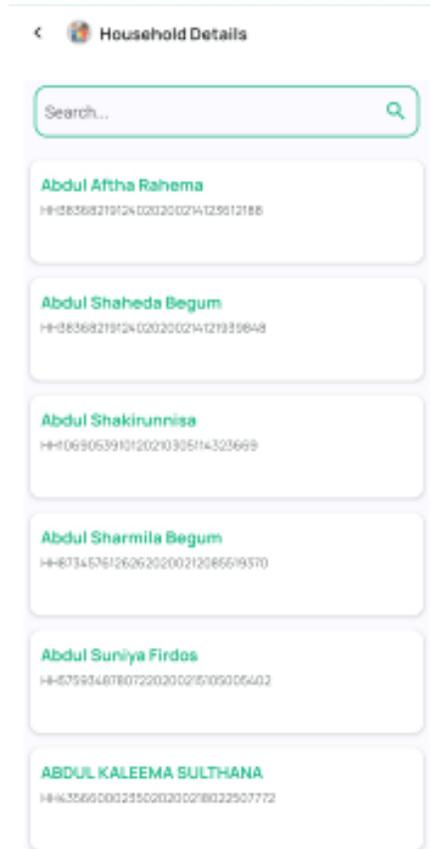
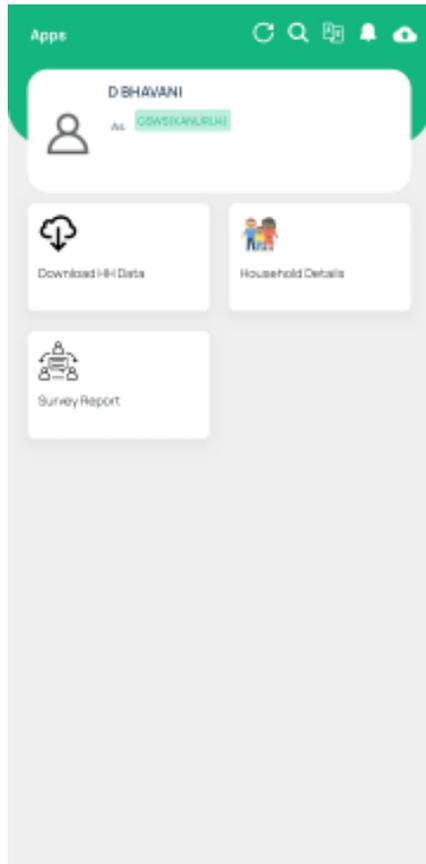
- Upon successful verification, the **Home Page** is open.



Downloading Household (HH) Data

- Click on **“Download HH Data”**.
- Survey can only be started once the surveyor **downloaded** the **data** for particular secretariat
- The **Secretariat name** is automatically fetched from the database.
- Click on **“Download Data”**.
- A message appears: **“Data downloaded successfully”**.
- The data is now stored on the mobile device.

Step-3 Viewing Household Details



Viewing Household Details :

.Click on **"Household Details"** APP.

- The downloaded households are shown in the **"Household Details"** section.
- Tap on a household name to view **full family details**.

Step-4 Populate household member details

P4 Need Assessment Survey

Member Name
ABDUL ARSHYA

Is this person currently part of the household?
 Yes No

Gender
Female to modify any below information
 Male Female

Date of Birth
Female to modify any below information
15-04-2017

Marital Status
Select

Husband or Father Name
Select

Relation Type
 Husband Father

Highest Education Qualification
Select

Is there any burning
 Yes No

Does this family member need special help?
 Yes No

P4 Need Assessment Survey

Household Members

Member Name
ABDUL ARSHYA

Is this person currently part of the household?
 Yes No

Why is this person no longer part of the household?
Select

Member Name
ABDUL GAFAR

Is this person currently part of the household?
 Yes No

Member Name
Abdul Rehman

Is this person currently part of the household?
 Yes No

P4 Need Assessment Survey

Household Members

Member Name
ABDUL ARSHYA

Is this person currently part of the household?
 Yes No

Search Here...

- Select
- Member married
- Member has migrated
- Member got married and moved out
- Member was/has not been in the family

Close

Household members

- Choose whether the person is **part of the household**:
 - If **Yes** → fill in the required **member details**.
 - If **No** → a question appears asking for the **reason** and choose the **reason**

Step-5 Adding Additional Family Members

< P4 Need Assessment Survey

Member Name
ABDUL ARSHIYA

Is this person currently part of the household
 Yes No

Gender
Feel free to modify any incorrect information.
 Male Female

Date of Birth
Feel free to modify any incorrect information.
25-07-2017

Marital Status
Select

Husband or Father Name
Select

Relation Type
 Husband Father

Highest Education Qualification
Select

Is he or she Earning
 Yes No

Does this family member need special help?
 Yes No

< P4 Need Assessment Survey

Is this person currently part of the household
 Yes No

Member Name
Abdul Aftha Rahema

Is this person currently part of the household
 Yes No

[Add more](#)

District
KRISHNA

Mandal
YSR TADIGADAPA

Secretariat
KANURU4

Current Address
Capture GPS

< P4 Need Assessment Survey

Is this person currently part of the household
 Yes No

Member Name
Abdul Aftha Rahema

Is this person currently part of the household
 Yes No

Member Name

Is this person currently part of the household
 Yes No

[Add more](#)

District
KRISHNA

Mandal
YSR TADIGADAPA

Secretariat
KANURU4

Adding Additional Family Members

- Tap “**Add More**” to add new members.
- Enter details **manually** for each additional member.

Step-6 Capturing Address Information

PA Need Assessment Survey

District: KTRSHHA

Mandal: YSR74200404A

Secretariat: KANUHHA

Current Address:

Capture GPS
Tap here to get Current Location

PA Need Assessment

Applicant's Family expenditure per month in Rs.

Which of the following assets are currently owned by your family?
Tap here to select options

Government schemes that your family has/will be availing governmentally?
Tap here to select options

What is your most important need related to increasing income in the future?
Tap here to select options

PA Need Assessment Survey

District: KTRSHHA

Mandal: YSR74200404A

Secretariat: KANUHHA

Current Address:

Enable Location
ENABLE

Tap here to get Current Location

PA Need Assessment

Applicant's Family expenditure per month in Rs.

Which of the following assets are currently owned by your family?
Tap here to select options

Government schemes that your family has/will be availing governmentally?
Tap here to select options

What is your most important need related to increasing income in the future?
Tap here to select options

PA Need Assessment Survey

Capture GPS
Accuracy: 50.4

Map CLEAR

PA Need Assessment

Applicant's Family expenditure per month in Rs.

Which of the following assets are currently owned by your family?
Tap here to select options

Government schemes that your family has/will be availing governmentally?
Tap here to select options

What is your most important need related to increasing income in the future?
Tap here to select options

Capturing Address Information

- District, Mandal, and Secretariat are auto-fetched.
- The app will request to **enable GPS** if it is off.
- Once enabled, the app captures **live GPS coordinates**.

Step-7 Capturing the needs of households (not individuals)

P4 Need Assessment Survey

Current Address

Capture GPS
Accuracy: 61.4

Map

P4 Need Assessment

Approximate Family expenditure per month in INR

1000

It appears that the family expenses exceed their income. Would you like to proceed?

Yes

No

P4 Need Assessment Survey

Tap here to select options

What is your most important need related to increasing income in the future?

- Seeking better employment opportunities
- Starting up or expanding personal business/industry (don't have any plan for starting)
- Skill building in order to secure a good job for starting business
- Support for higher education eg. additional degree or certificate
- Support towards increasing agricultural income (access to markets, price-protection)
- Getting loan for business starting venture
- Medical treatment for self or family
- Other

What is your second most important need related to increasing income in the future?

- Seeking better employment opportunities
- Starting up or expanding personal business/industry (don't have any plan for starting)
- Skill building in order to secure a good job for starting business
- Support for higher education eg. additional degree or certificate
- Support towards increasing agricultural income (access to markets, price-protection)
- Getting loan for business starting venture
- Medical treatment for self or family
- Other

What support do you require in achieving these needs?

Describe in under 100 words in English (max 1000)

P4 Need Assessment Survey

What is your most important need related to increasing income in the future?

- Seeking better employment opportunities
- Starting up or expanding personal business/industry (don't have any plan for starting)
- Skill building in order to secure a good job for starting business
- Support for higher education eg. additional degree or certificate
- Support towards increasing agricultural income (access to markets, price-protection)

Info

This option has already selected as your second most important need

OK

What support do you require in achieving these needs?

Describe in under 100 words in English (max 1000)

Capturing the needs of household

- Enter **monthly family expenditure**.
- If expenditure > income → confirmation message appears.
- Select:
 - **First important need**
 - **Second important need (must be different)**
- If both needs are the same → warning message is shown.

Step-7 Capturing the needs of households (not individuals)

P4 Need Assessment Survey

- Seeking better employment opportunities
- Seeking entrepreneurial opportunities, start-up assistance, loan for financing
- Skill building in needed areas to combat emerging business
- Support for higher education and professional degree completion
- Support towards increasing agricultural productivity
- Getting loan for business start-up venture
- Medical treatment for self/family
- Other

What support do you require in achieving these needs?

(Maximum 100 words including voice clip)

Request for Consent Declaration

I consent to provide personal details on the genuine need, age and address and to allow the data to be used for the purpose of the survey.

Request for Consent Declaration

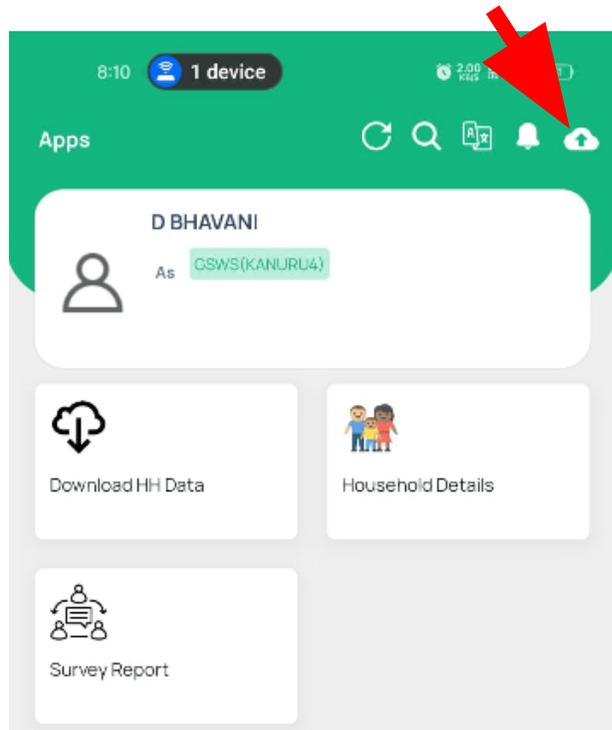
I confirm that the personal details of the household members provided and the information collected in the survey are true and correct.

SUBMIT

Capturing the needs of household

- Record a **voice response** (Telugu or English) within **100 words**.
- Check the **declaration box**.
- Submit the form.

Step-8 Viewing & Uploading Submitted Forms



Viewing & Uploading Submitted Forms

- Click the marked icon to view **submitted forms**.
- **Offline forms** are saved and can be uploaded when online.