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# HOW TO USE JOHAR RANCHI HOST APPLICATION

Designed & Developed by  
Numerico Informatic Systems Pvt. Ltd.  
An initiative of Ranchi District Administration

# KEY INSTRUCTIONS

- Keep Mobile Internet On
  - Johar Ranchi Saves Data Locally at Network Shadow Zone
  - JOHAR RANCHI Uploads the locally saved data to server when internet connection is available
  - Keep Device Location / GPS on and set to high accuracy mode
  - Get your account verified by BDO
  - If you change your mobile device, request BDO to verify your account again.
-



14:59

4G VoLTE



Welcome



Johar Ranchi Host App



Works



Assets



Add Work



Add Asset



Tag Office



Leave



My Staff



Attendance



Broadcast



Profile



About Us



FAQ

पंजीकृत किया है | तत्काल सूचना! जोहर रांची मोबाइल एप | तत्काल सूचना! जोहर

# HOW TO INSTALL

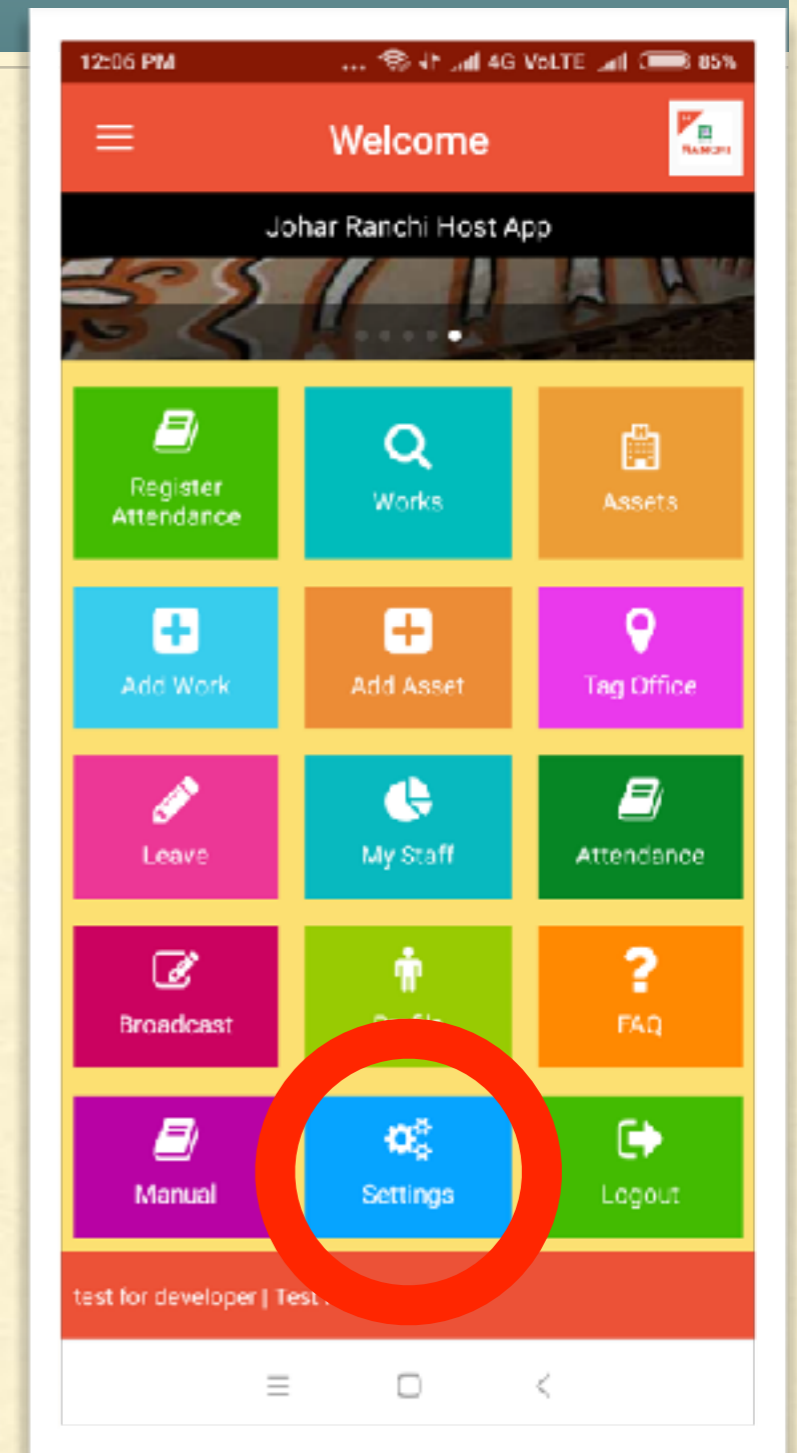
- Go to Google Play Store
  - Search Johar Ranchi Host App
  - Click Install / Update button (if already installed)
-

# HOW TO START JOHAR RANCHI HOST APP

- After installation is done, open Johar Ranchi Host App
  - Enter Your Mobile No.
  - You will GET OTP
  - Enter & Verify OTP
  - You will be redirected to profile page
-

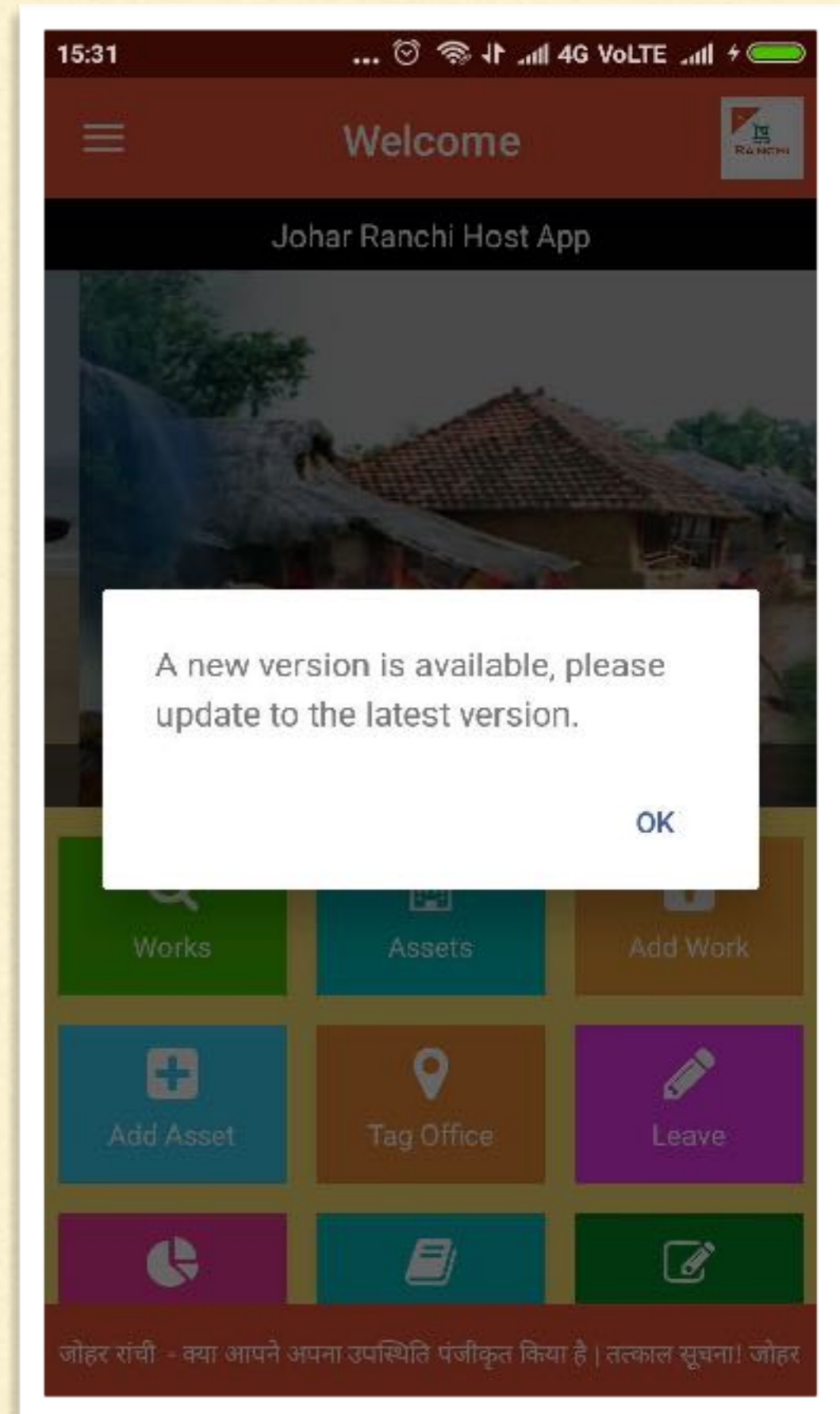
# CHANGE LANGUAGE

- Go to settings
- Language Selection
- Choose between English or Hindi

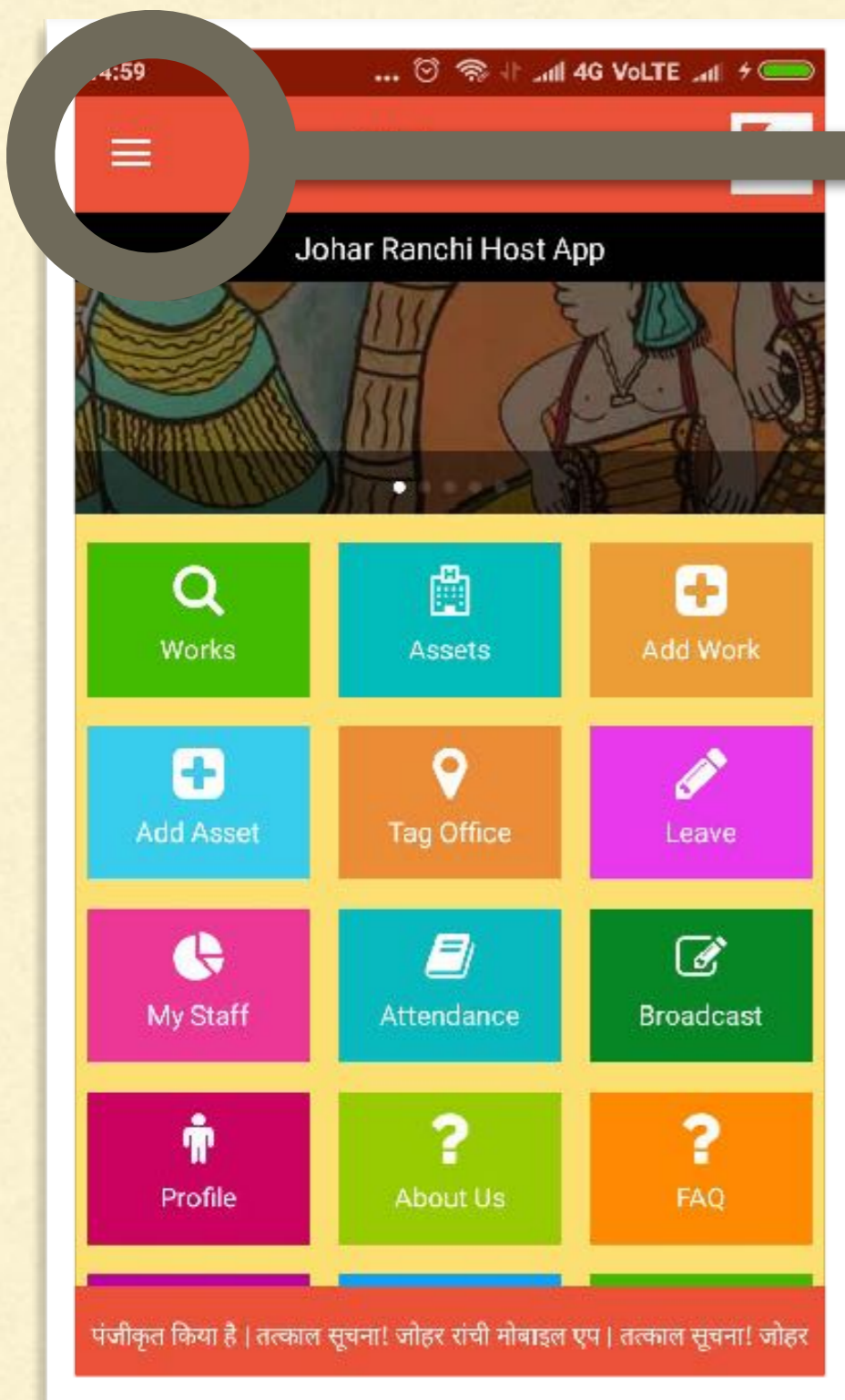


# A NEW VERSION OF MOBILE APP IS AVAILABLE

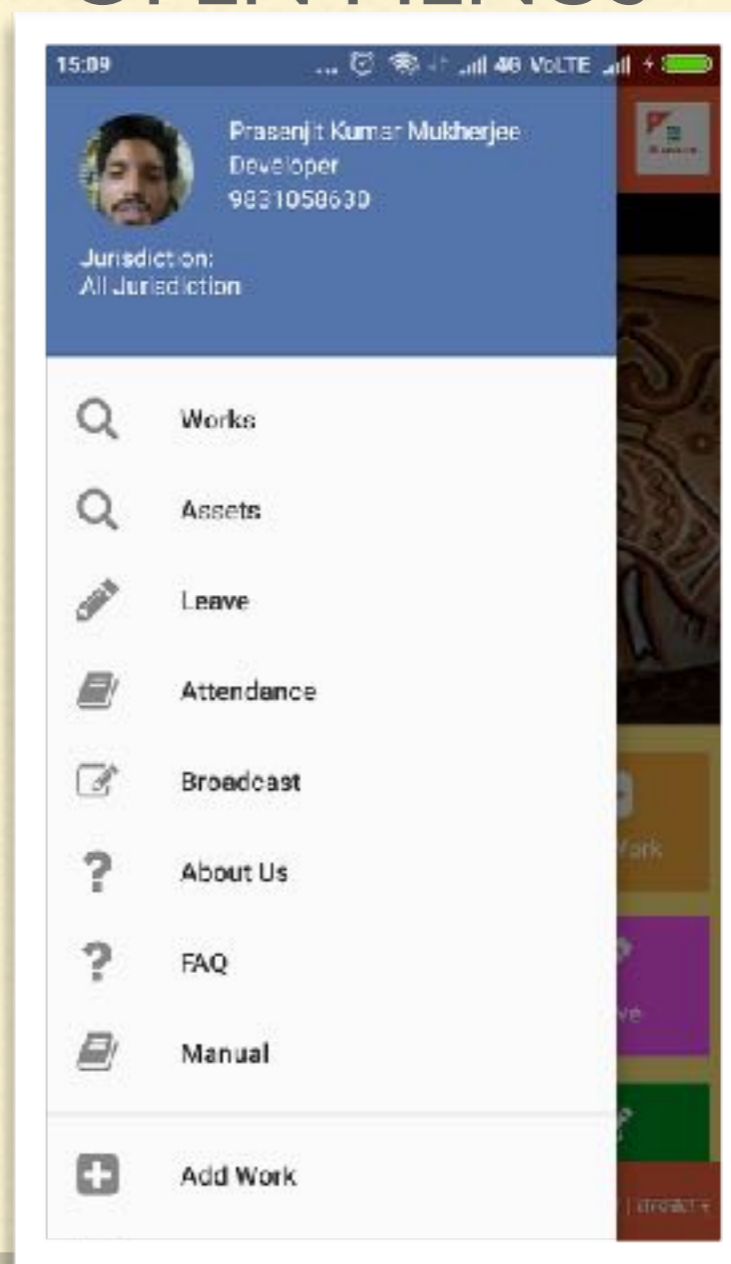
Whenever prompted  
Go to Google Playstore  
Update Mobile App



## Quick Access Tiles to use available functions



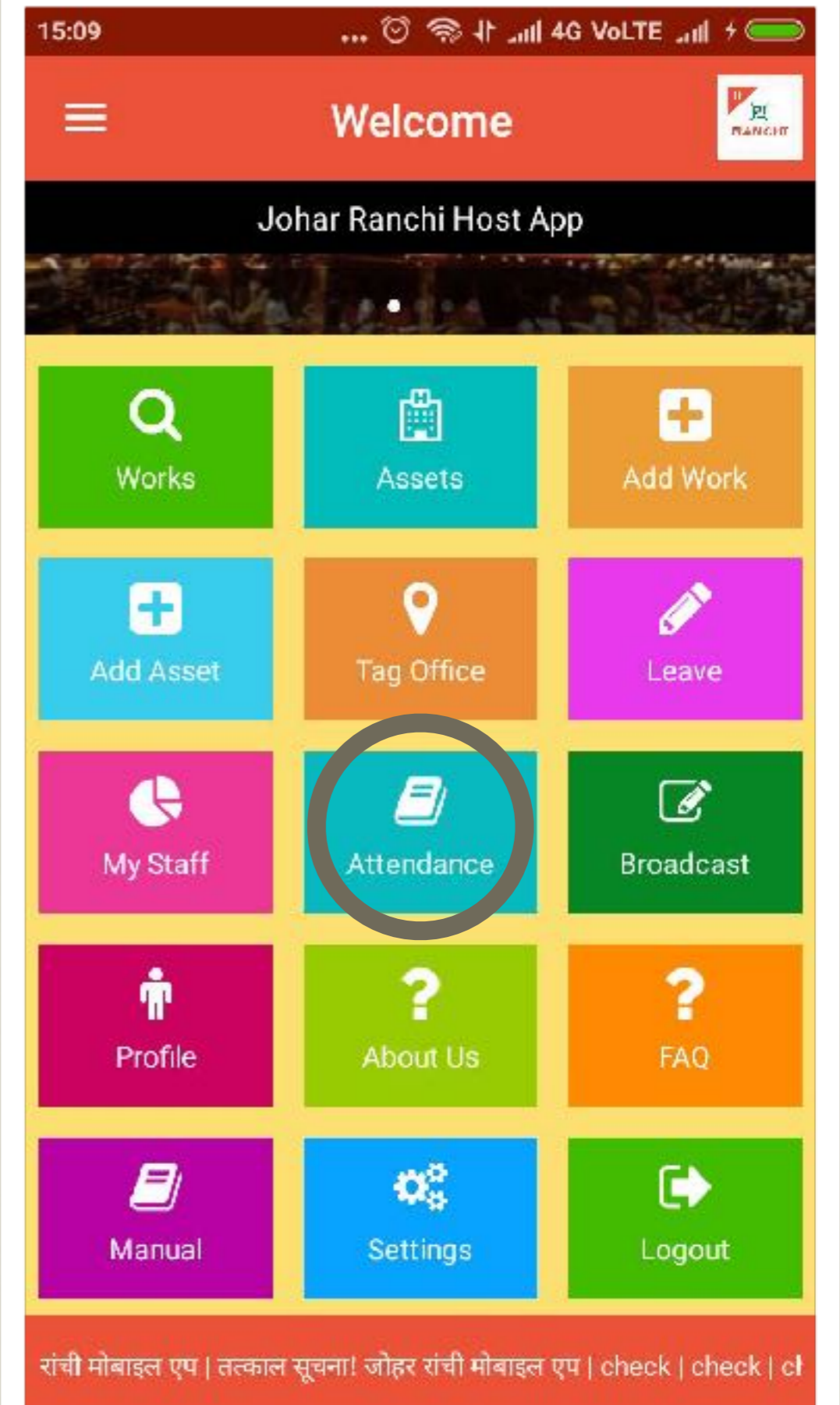
CLICK HERE TO  
OPEN MENUS



# HOW TO SET PROFILE

- Go to profile
  - Upload Selfie
  - Select designation
  - Select Block / Panchayat
  - Write First Name
  - Write Middle and Last Name
  - Write something about you
  - Tab on submit button
-

# HOW TO REGISTER ATTENDANCE



See list of Attendance

Click here to add register attendance



Fill up this form to register attendance

Arrival/ Departure button

Tab on attach self photo

Hit Send Button

Register Attendance Two Times Daily  
Arrival & Departure

15:24

Attendance

Block/Panchayat

Ranchi - District

Arrival

Attach Self Photo

+

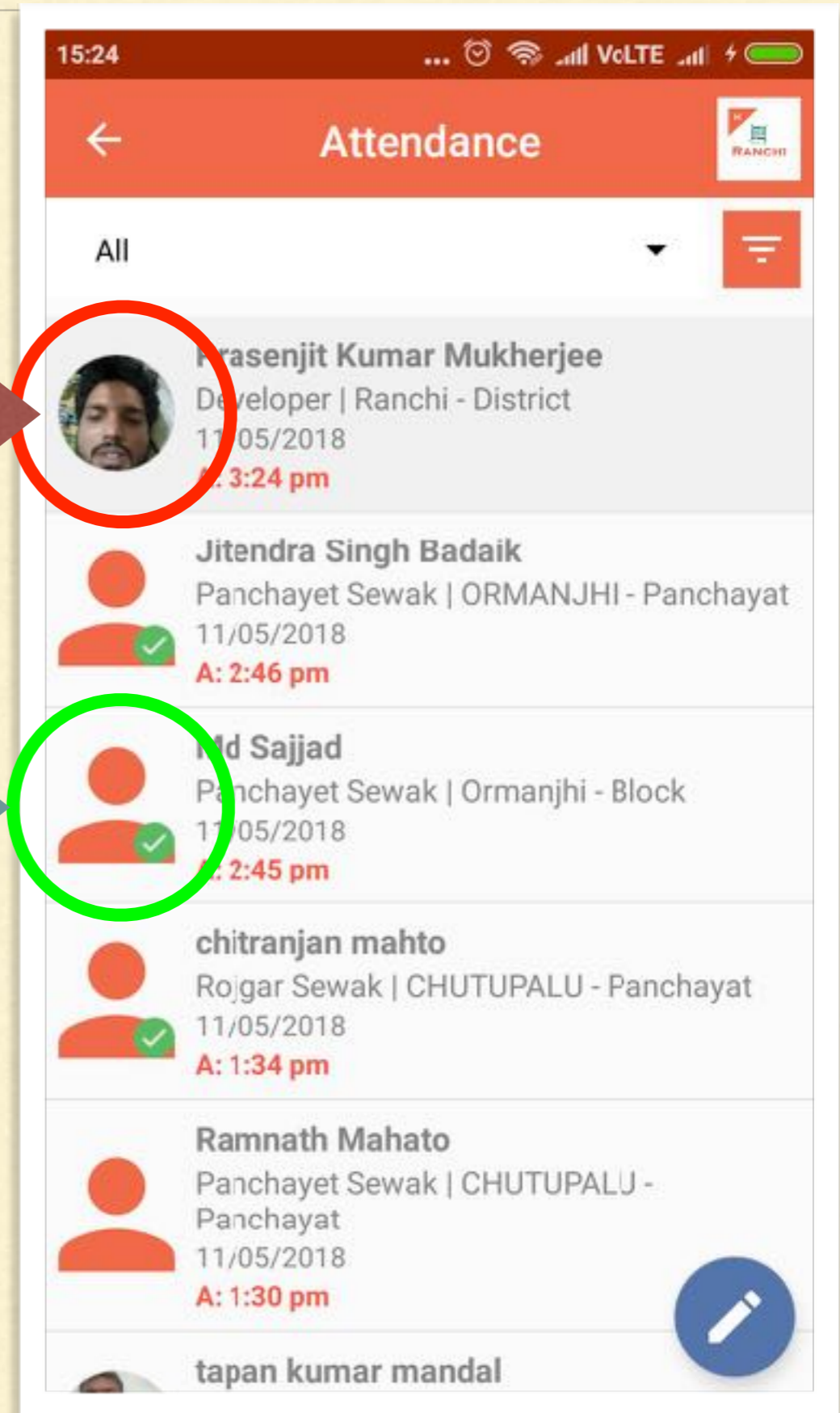
Send

Attendance is registered

Note Image Border Color

Red => Attendance was registered outside geo-fencing boundary

Green => On Duty Approved by BDO



# GEO-FENCING

## Our System Does Not Geo-tag Users

- Who are absent
- On Sundays
- Beyond Regular Working Hours

The figure indicates no. of times an user crossed Geo-fencing Boundary on a particular day

The screenshot shows a mobile application interface titled "GeoFencing". At the top, the status bar displays the time 15:03, signal strength, Wi-Fi, and 4G VoLTE. The app header is red with a back arrow, the title "GeoFencing", and a "RANCHI" logo. Below the header, there is a filter dropdown set to "All" and a menu icon. The main content area lists four users with their details and crossing counts for 11/05/2018:

User Name	Position	Mobile Number	Date	Crossed
Ramnath Mahato	Panchayat Sewak, Block / Panchayat CHUTUPALU - Panchayat	9905747682	11/05/2018	1
vimalendu shekhar	Junior Engineer, Block / Panchayat Kanke - Block	8603333177	11/05/2018	3
sameer sagar	DPO, Block / Panchayat Ranchi - District	9334717398	11/05/2018	2
SUBHASH NAND TIWARY	District Coordinator, Block / Panchayat DRDA Office	9798357331	11/05/2018	3

The system detects and shows exactly where the user moved while they crossed geo-fencing boundary

15:03 4G VoLTE

## GeoFencing Details

**Crossed** 3

**Note** User moved outside Geo-fencing boundary

**Name** vimalendu shekhar

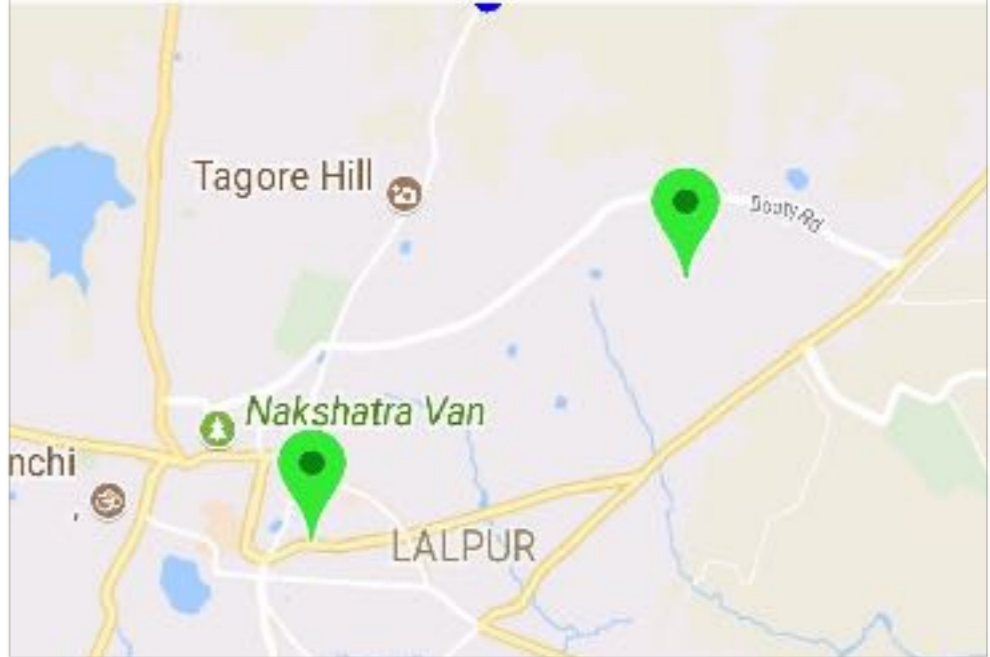
**Designation** Junior Engineer

**Email** [risupvshekhar@gmail.com](mailto:risupvshekhar@gmail.com)

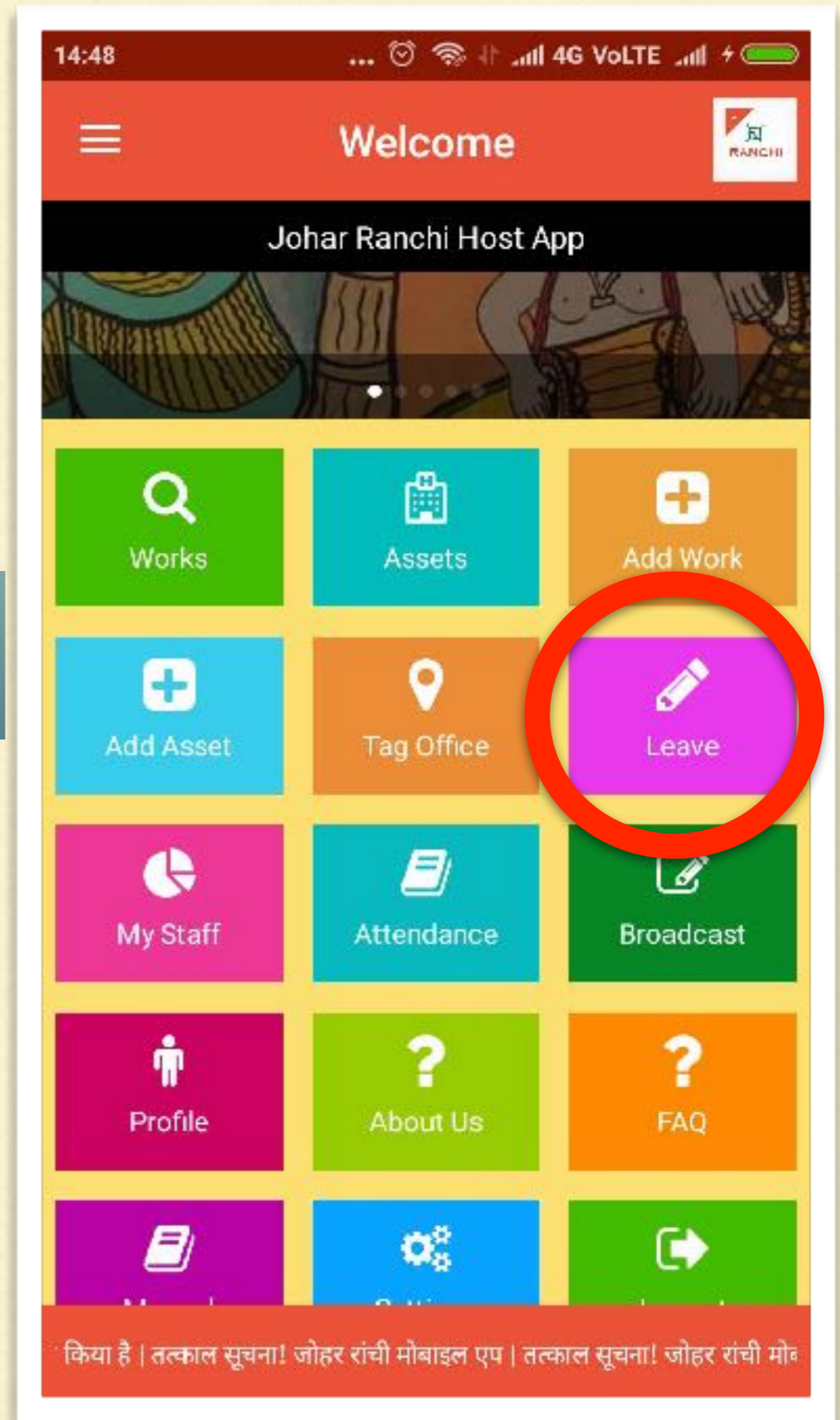
**Mobile** [8603333177](tel:8603333177)

**Panchayat** Kanke - Block

**Publish date** 11/05/2018



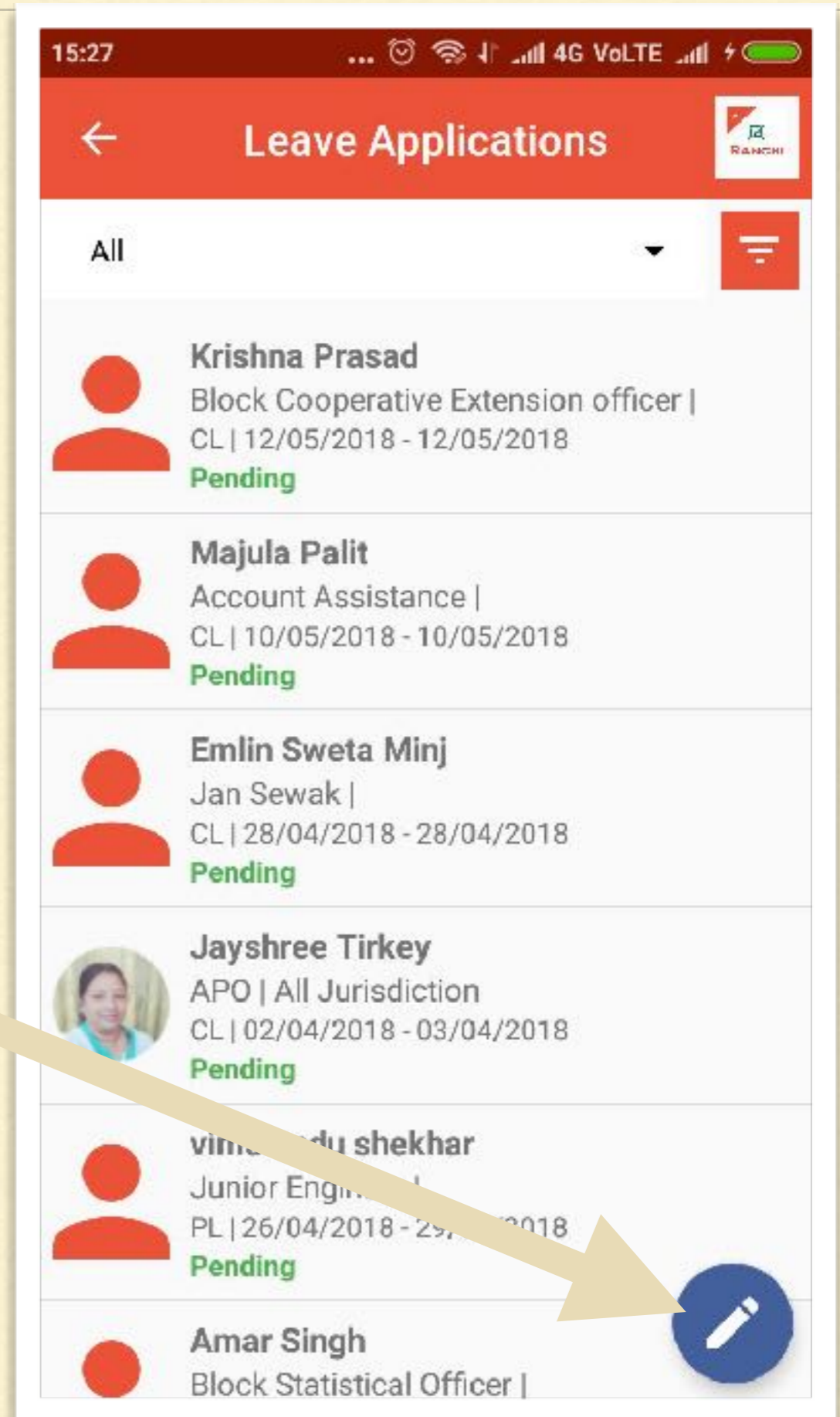
# LEAVE APPLICATION



## Leave Application

- View List of leave application
- Check application status
- Pending, Approved, Rejected

Add New Leave Application



## Leave Application Form

Check Leave Balance

Fill up leave application form

### Select Leave Type

- Select Forenoon / Afternoon for Half Day CL
- Select Start Date
- Select End Date
- Upload Photo of Application
- Click Submit Button

15:27 4G VoLTE

← Leave Form RANCHI

0 Child care leave	0 Paternity leave	0 Maternity leave
0 Casual leave	0 Earned leave	0 Medical leave

Leave Type

Medical Leave

Half Day

Not Applicable

Block/Panchayat

Ranchi - District

## Leave Application Details

See leave application details

BDO can accept / reject leave application

The screenshot displays a mobile application interface for leave application details. At the top, the status bar shows the time 15:27 and various connectivity icons. The app header is red with a back arrow, the title 'Leave Application Details', and a logo for 'RANCHI'. Below the header, three grey boxes show the balance for 'Casual leave', 'Earned leave', and 'Medical leave', all set to 0. The main content area lists application details: Leave Type (Casual leave), Half Day (NA), Start Date (02/04/2018), End Date (03/04/2018), No of days (2), Block (APO), Status (Pending), and Name (Jayshree Tirkey). At the bottom, there are three buttons: a red 'Download Attachment' button, a red 'Accept' button, and a blue 'Reject' button.

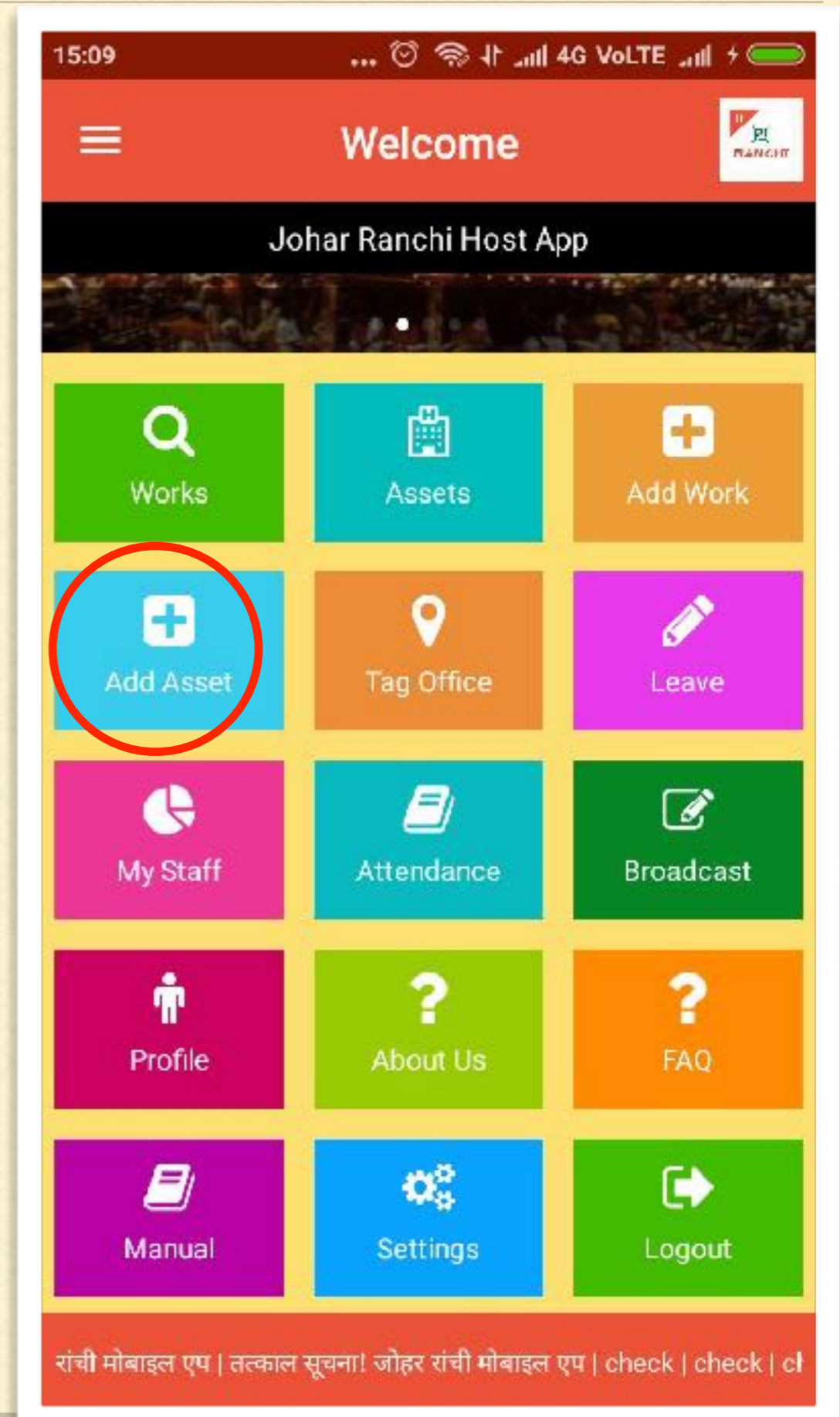
<b>Casual leave</b>	0
<b>Earned leave</b>	0
<b>Medical leave</b>	0

**Leave Type** Casual leave  
**Half Day** NA  
**Start Date** 02/04/2018  
**End Date** 03/04/2018  
**No of days** 2  
**Block** APO  
**Status** Pending  
**Name** Jayshree Tirkey

[Download Attachment](#)

[Accept](#) [Reject](#)


# ASSET ENTRY



## List of Assets

- School
- Post Office
- Police Station
- PDS
- Health Centres
- Hospitals
- BANK
- ATM
- Anganwadi Center
- Fire Station
- Stadium
- Community Hall
- Day Boarding School

14:59 4G VoLTE

← Add Asset 

New Entry

Title 0 / 140

Block/Panchayat

All Jurisdiction ▼

Scheme

Mango Plantation ▼


Asset Category

School ▼

Contact Person Name

Contact Person Phone

Image Attachment



## You can update Existing Assets

- Browse List of Assets
- TAB on one Asset
- Update Asset Image
- Update Asset Location [Geo-tagging]

15:00 4G VoLTE

### Assets Details

RJKY MIDDLE SCHOOL URGUTU - Village - URGUTTU, Panchayat - URGUTTU, Block - KANKE , District - Ranchi

Block name	KANKE
Panchayat name	URGUTTU
Village name	URUGUTTU
Assets category	School
Asset sub category	Primary(Govt.)
Financial year	Not Applicable
Department	Department of School Education and Literacy
Scheme	Not Applicable
Panchayat	Kanke - Block

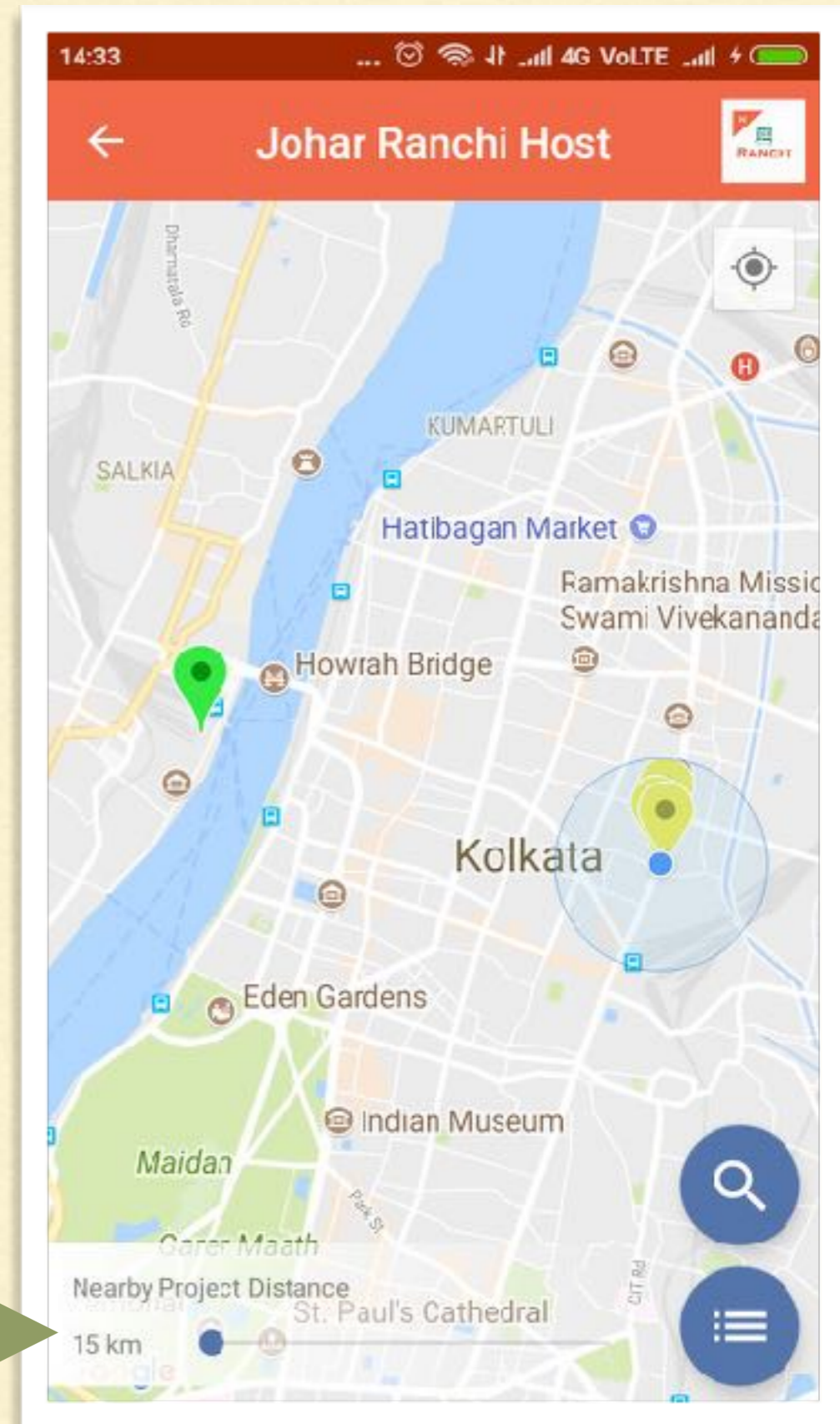
School Name: RJKY MIDDLE SCHOOL URGUTU  
Location: URGUTTU School  
Type: Primary(Govt.)

Update Image

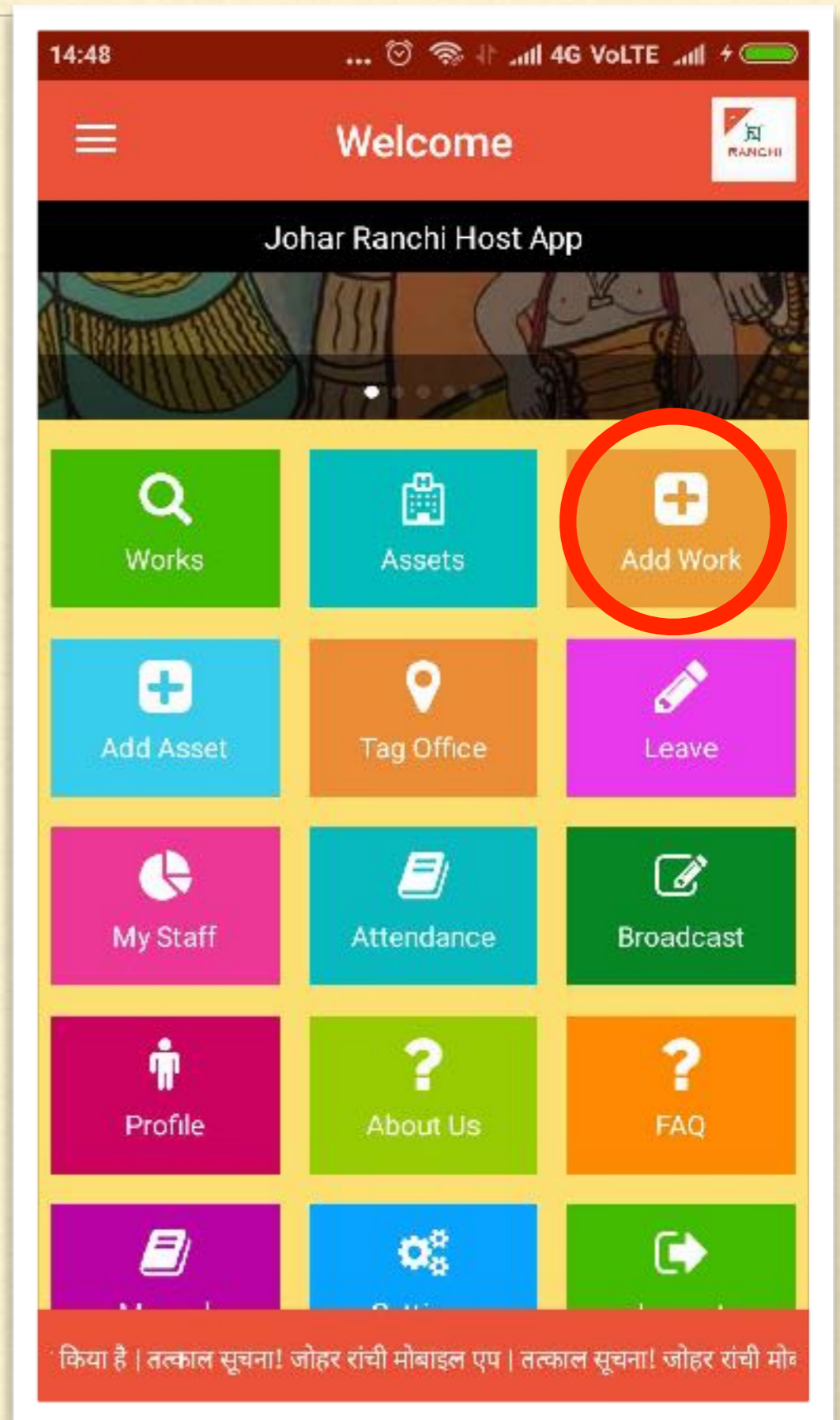
# WORKS ENTRY

List of Works on Map View

Adjust slider to adjust distance



# ADD WORKS



# ADD WORK

- Enter Title
- Select Block / Panchayat
- Select Scheme
- Select Financial Year
- Select Status
- Upload Image
- Click Send Button

12:16 PM 4G VoLTE 84%

← Add Work RANCHI

New Entry

0 / 140

Block/Panchayat

Ranchi - District ▼

Scheme

Mango Plantation ▼

Financial Year

Not Applicable ▼

Status

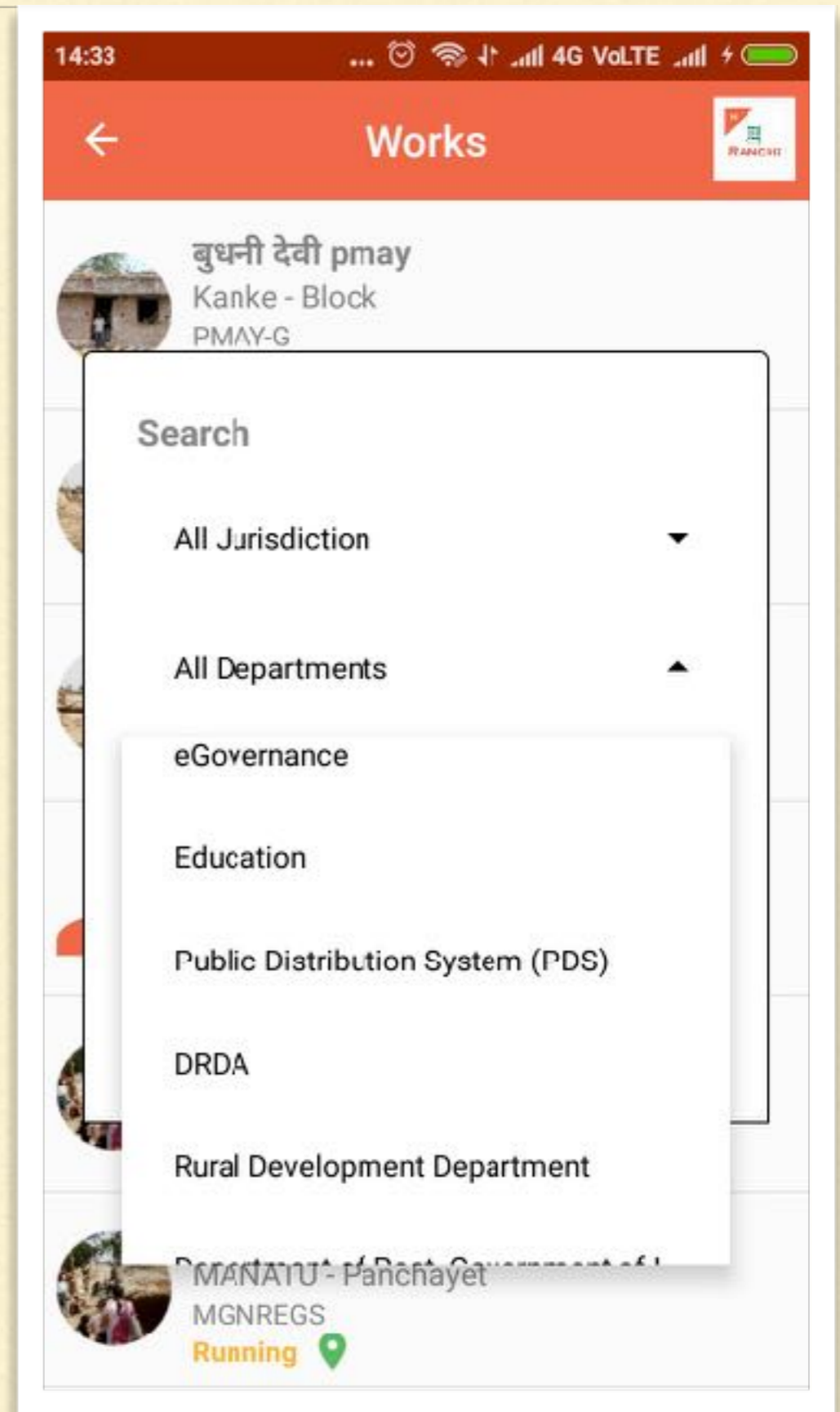
Sanctioned ▼

Image Attachment

+

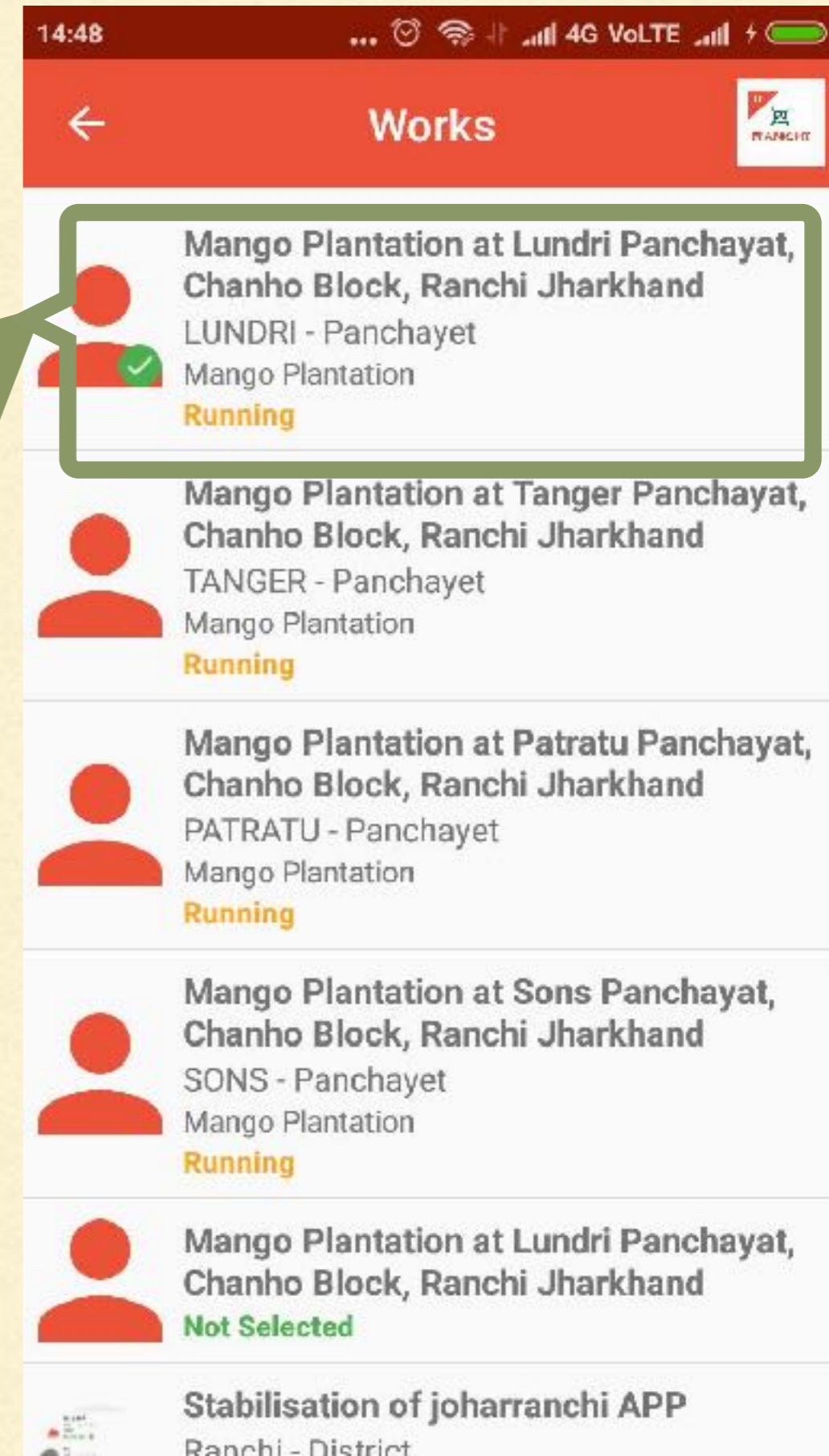
☰ □ <

## Filter Works By Department & Block



## List of Works

To View / Update an WORK, click on it.



The screenshot shows a mobile application interface titled "Works". The status bar at the top indicates the time is 14:48 and the network is 4G VoLTE. The app header is red with a back arrow on the left and a logo on the right. The main content is a list of work items, each with a red person icon, a title, location, and status. The first item is highlighted with a green box and a green arrow pointing to it from the instruction text.

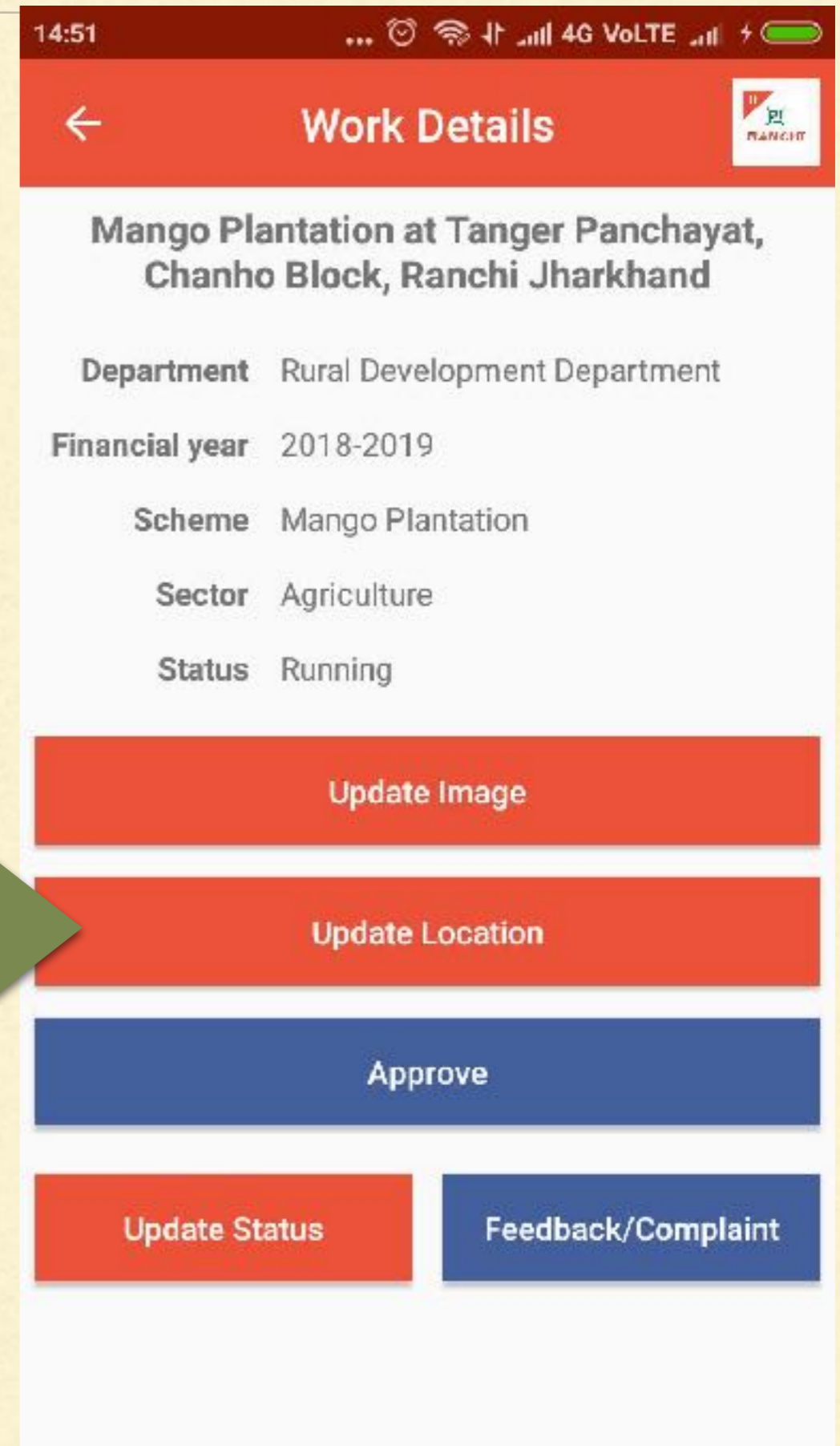
Work Item	Status
Mango Plantation at Lundri Panchayat, Chanho Block, Ranchi Jharkhand LUNDRI - Panchayet Mango Plantation	Running
Mango Plantation at Tanger Panchayat, Chanho Block, Ranchi Jharkhand TANGER - Panchayet Mango Plantation	Running
Mango Plantation at Patratu Panchayat, Chanho Block, Ranchi Jharkhand PATRATU - Panchayet Mango Plantation	Running
Mango Plantation at Sons Panchayat, Chanho Block, Ranchi Jharkhand SONS - Panchayet Mango Plantation	Running
Mango Plantation at Lundri Panchayat, Chanho Block, Ranchi Jharkhand	Not Selected
Stabilisation of joharranchi APP Ranchi - District	

# Update Work

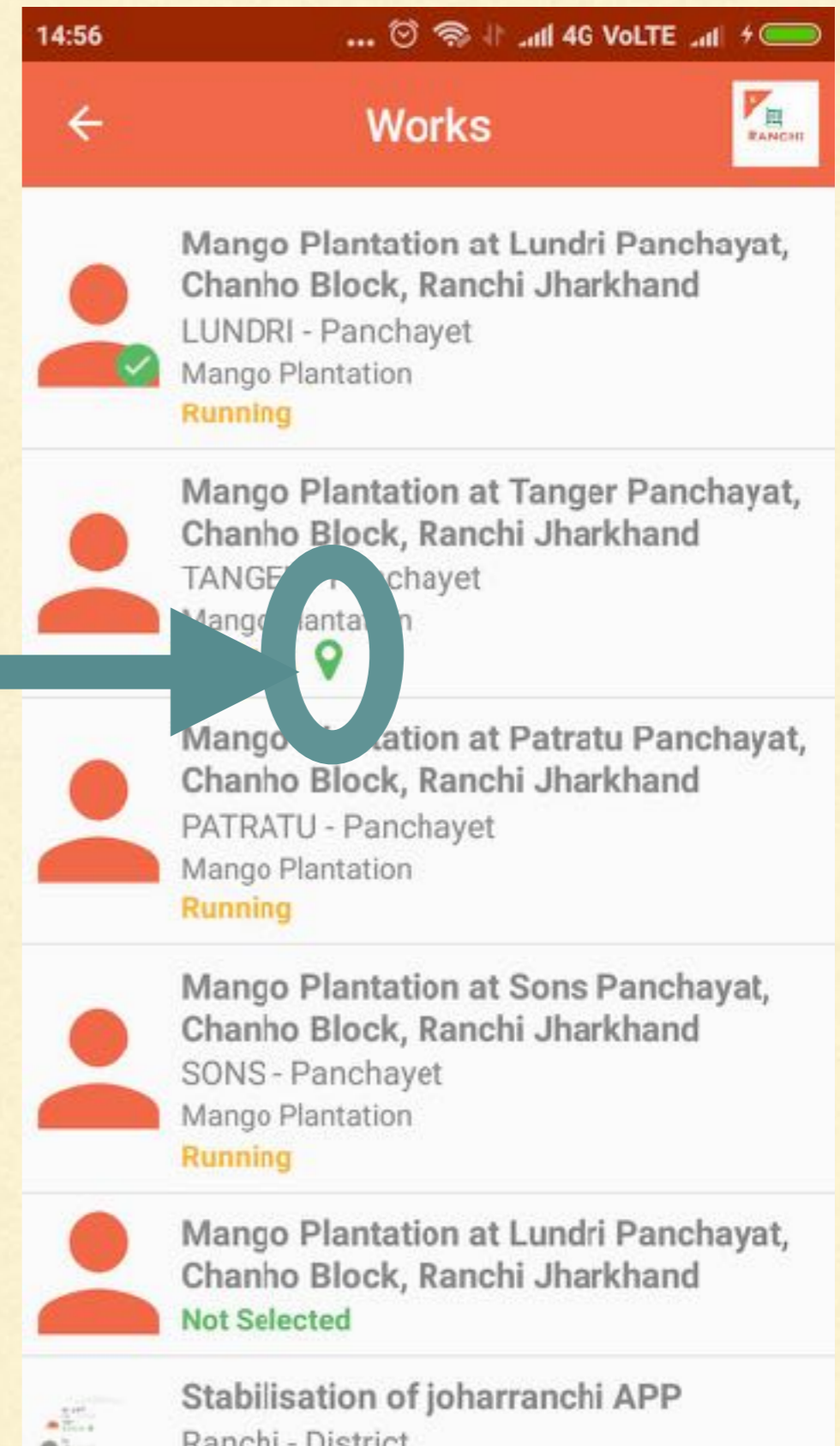
1. Update Image
2. Update Location
3. Approve Work, if the entry is okay  
(Available on BDO Login)
4. Update Work Status
5. Submit Feedback / Complaint

Click update location to geo-tag works

Update location button appears for works that has not been geo-tagged



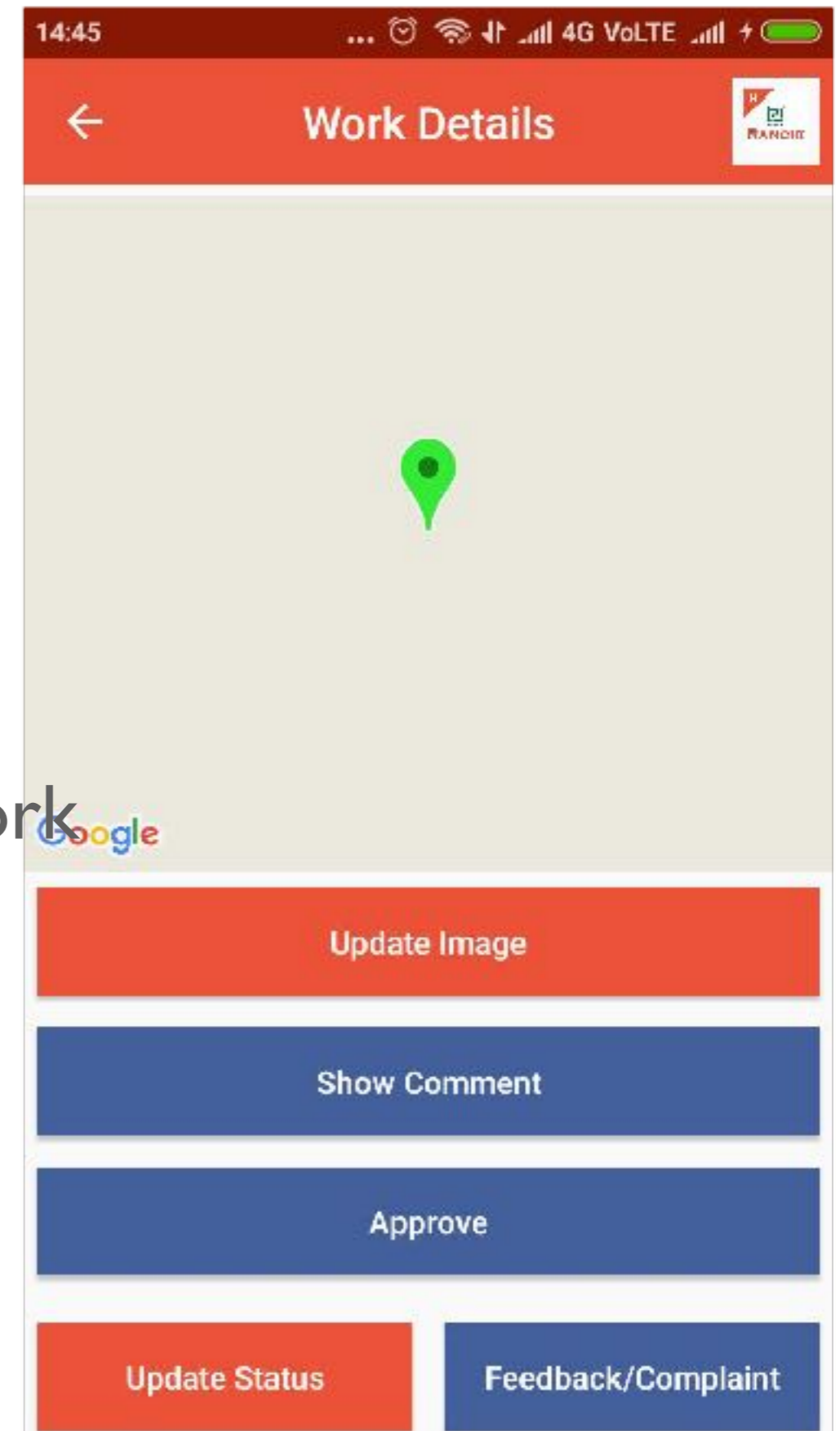
Geo-tagged Works /  
Assets Come with a  
SPECIAL symbol



View Work Details  
Update Work Details

## Five Key Functions

- Update Image
- Show Comments from Citizens
- Approve Works
- Update Status of Work
- Submit Feedback / Complaints on Work



## Works Status Update

1. Select Financial Year
2. Select Status
  - Sanctioned
  - Running
  - Completed
  - Not Existent
3. Select Block / Panchayat
4. Select Physical Progress Percent
5. Take photo and upload
6. Select Reporting Date

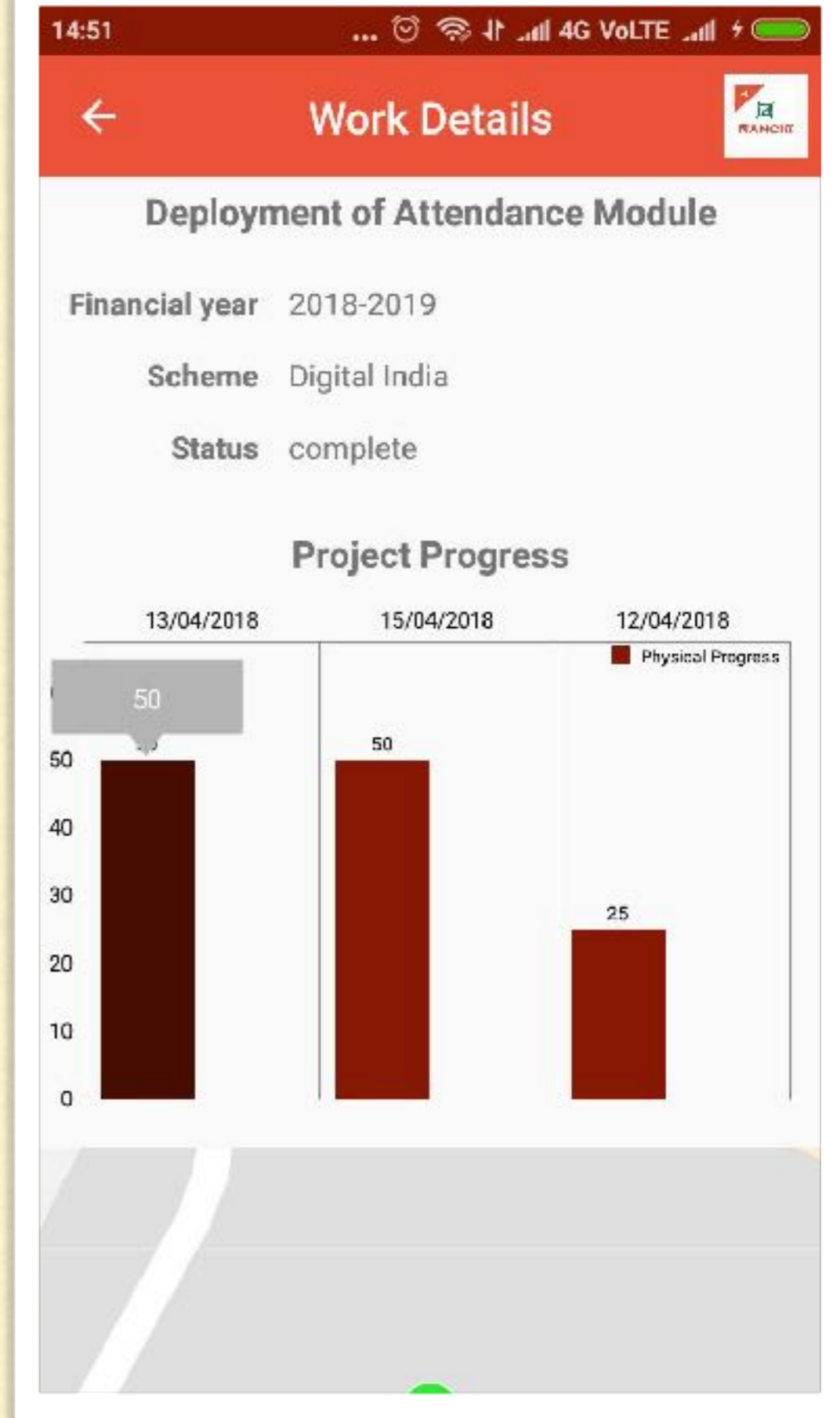
Click Update Project

The screenshot shows a mobile application interface for updating project status. The form is titled 'Status Update Form' and includes the following fields:

- Financial Year:** A dropdown menu with 'Not Applicable' selected.
- Status:** A dropdown menu with 'Sanctioned' selected.
- Block/Panchayat:** A dropdown menu with 'Ranchi - District' selected.
- Physical Progress:** A dropdown menu with '25%' selected.
- Title:** A text field containing 'Mango Plantation at Patratu Panchayat, Chanho Block, Ranchi Jh'.
- Reporting Date:** A text field that is currently empty.
- Image Attachment:** A blue rectangular button for uploading a photo.

The top of the screen shows the time as 11:25 AM, signal strength, 4G VoLTE, and 89% battery. The bottom navigation bar contains icons for a menu, home, and back.

# WORK DETAILS



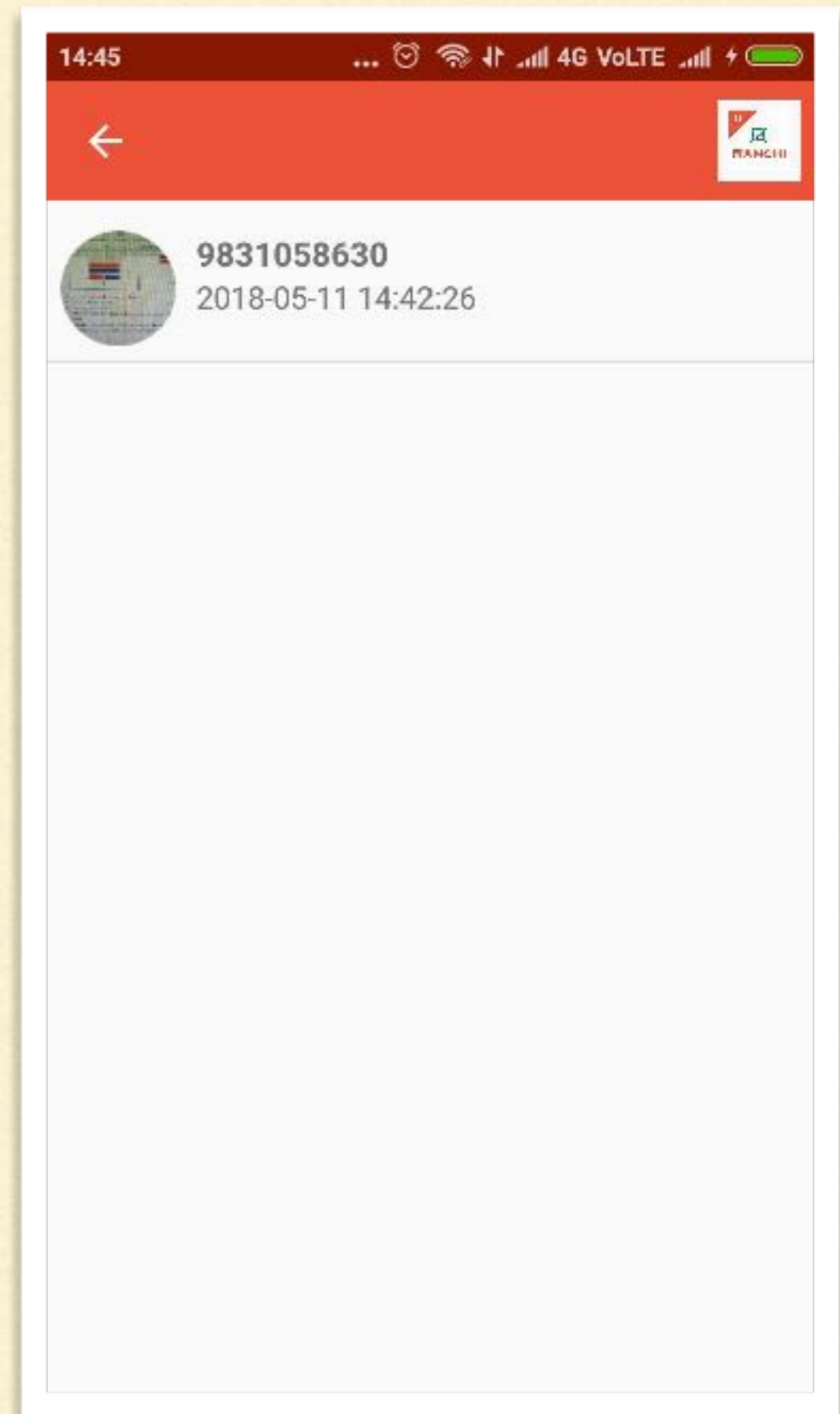
# FEEDBACK FORM

- Add comment
- Add Address
- Take photo and upload
- Submit Feedback

The screenshot shows a mobile application interface for a feedback form. At the top, the status bar displays the time 14:39, signal strength, 4G VoLTE, and battery level. Below the status bar is a red header with a back arrow, the title "Feedback Form", and a logo for "RANCHI". The main content area is white and contains the following elements:

- A title "बुधनी देवी pmay" in bold black text.
- A "Comment" input field with a red underline and a character count "0 / 140" on the right.
- An "Address" input field with a grey underline.
- An "Image Attachment" section with a blue square containing a white plus sign.
- A red button labeled "Feedback" at the bottom.

FEEDBACK



# DETAILS OF FEEDBACK

14:45 4G VoLTE

← RANCHI

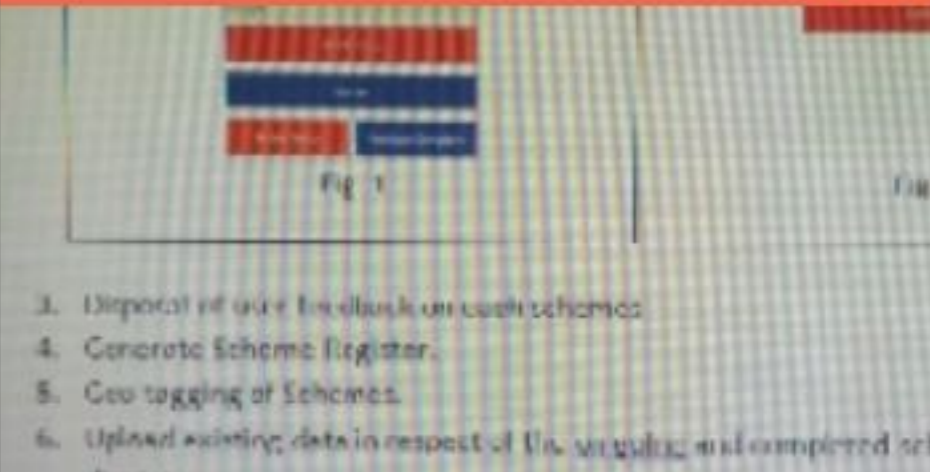


Fig 1

1. Disposal of user feedback on cash schemes
2. Generate Scheme Register.
3. Geo tagging of Schemes.
4. Upload existing data in respect of Un-regular and completed schemes.

**बुधनी देवी pmay**

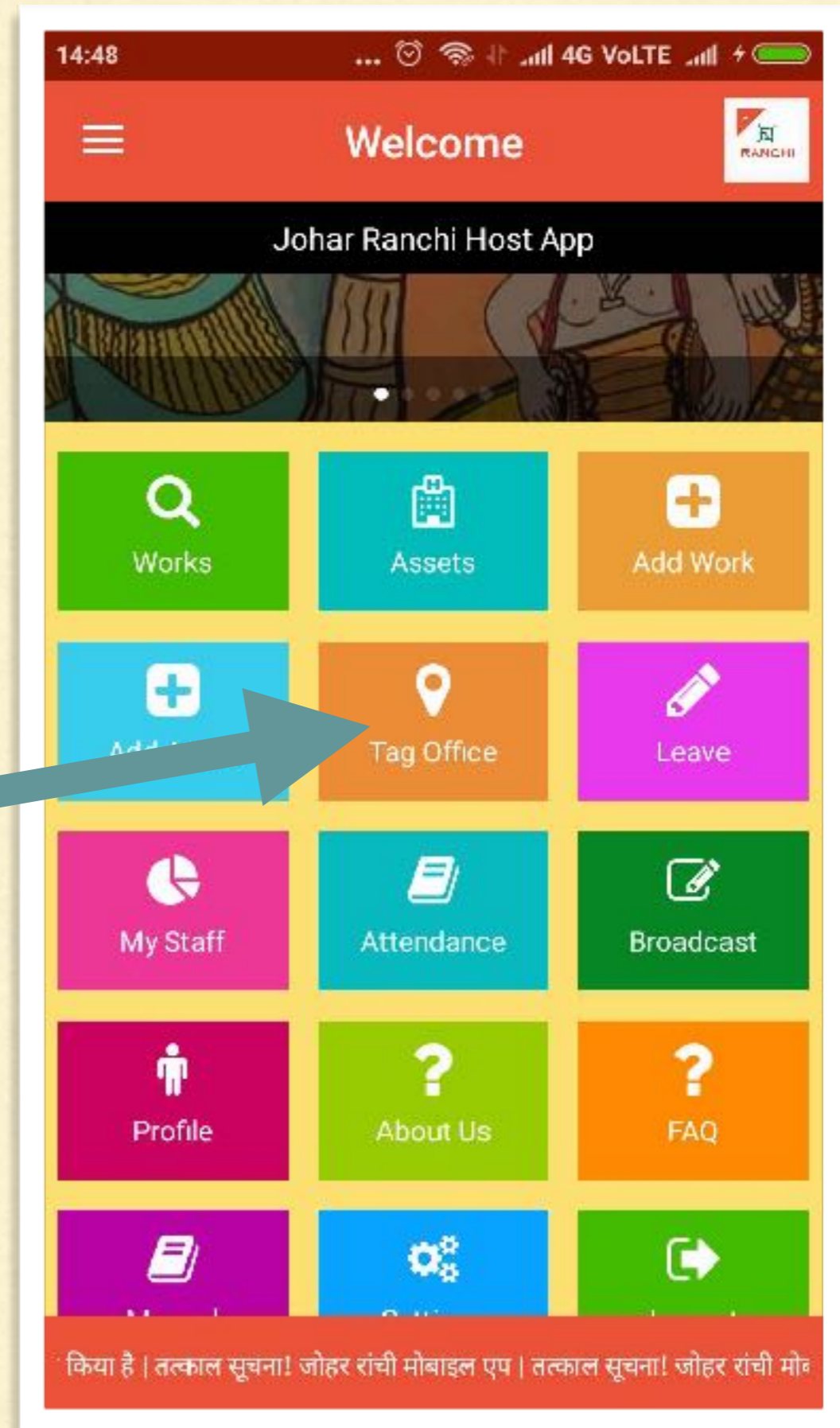
**Comment date** 2018-05-11 14:42:26

**Commenter name** 9831058630

**Commenter comment** Test feedback

**Commenter** [prasen.0840@gmail.com](mailto:prasen.0840@gmail.com)

# GEO-TAGGING OF OFFICE

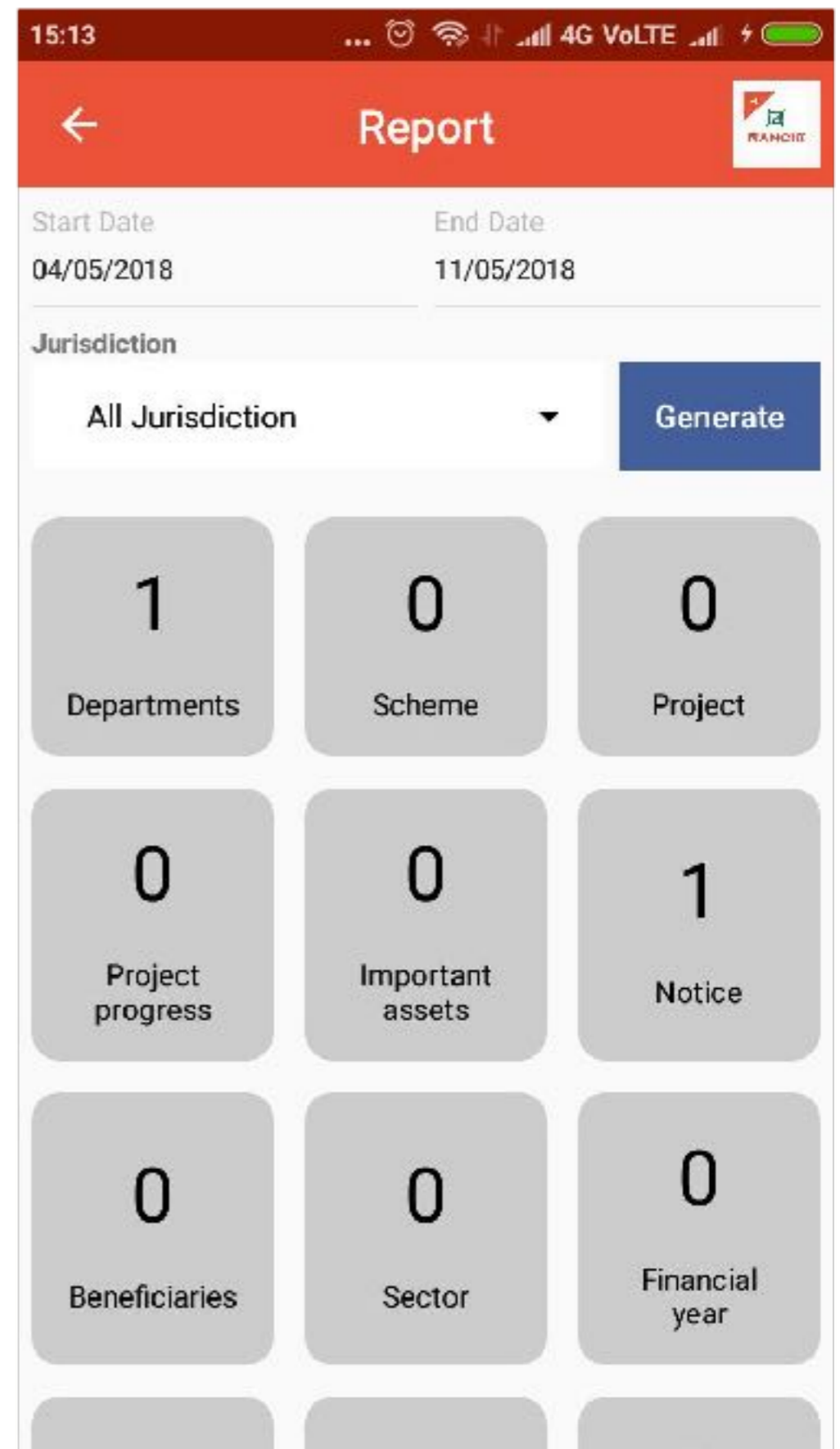


# GEO-TAGGING OF OFFICE

- Select Office Name
- Check if Latitude / Longitude data is shown
- Click update button
- Your office will be geo-tagged

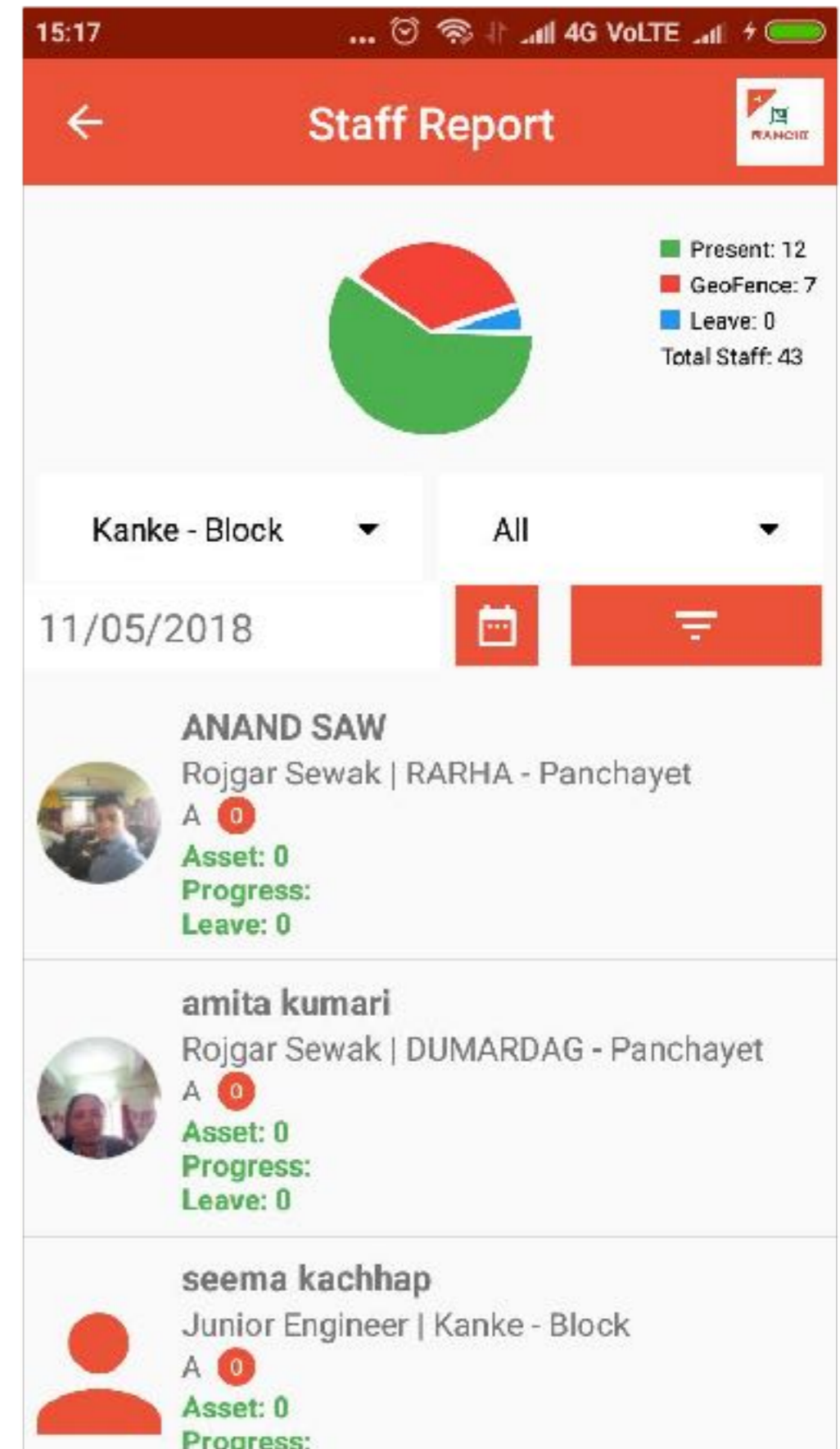
The screenshot shows the 'Geotag Office' mobile application interface. At the top, the status bar displays the time 15:02, signal strength, 4G VoLTE, and battery level. The app header is red with a back arrow on the left, the title 'Geotag Office' in the center, and a 'RANCHI' logo on the right. Below the header, the 'Office Name' field is a dropdown menu currently showing 'Ranchi - District'. The 'Latitude' field displays the value '22.5727536' and the 'Longitude' field displays '88.3732513'. At the bottom of the form is a large red button labeled 'Update'.

## Summary Report on Activities



## Staff Report

- Present
- Absent
- Crossed Geo-fencing Boundary
- on Leave
- Activity



# Broadcast

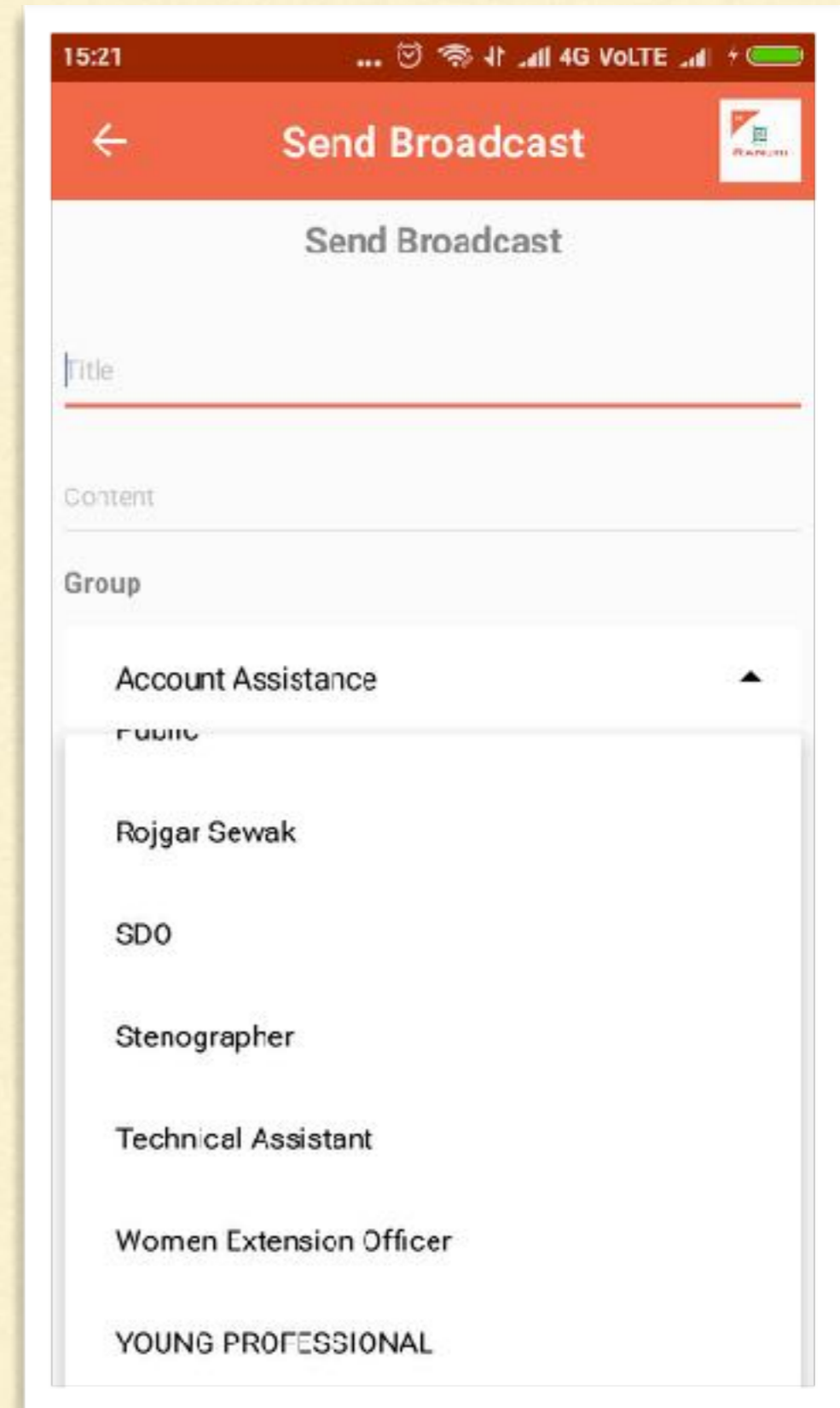
View list of broadcast

Add new broadcast



# SEND BROADCAST

- Write Title
- Write Content
- Select Group
- Upload attachment
- Send broadcast

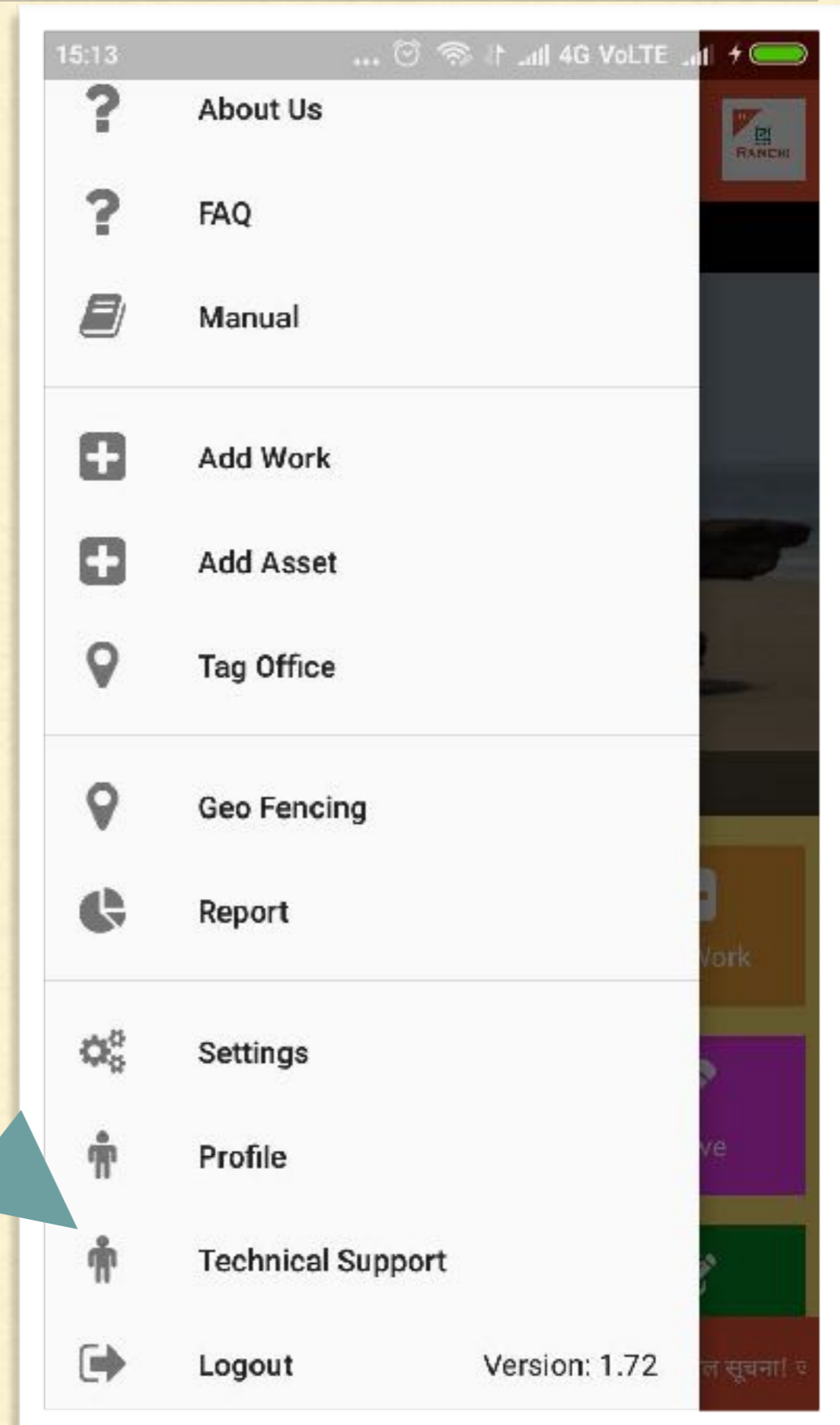


The screenshot shows the 'Send Broadcast' interface on a mobile device. At the top, the status bar displays the time 15:21, signal strength, Wi-Fi, and 4G VoLTE. The app's header is red with a back arrow, the title 'Send Broadcast', and a logo. Below the header, the title 'Send Broadcast' is centered. The form consists of three main sections: 'Title' with a text input field, 'Content' with a larger text area, and 'Group' with a scrollable list of categories. The 'Group' list includes 'Account Assistance', 'Public', 'Rojgar Sewak', 'SDO', 'Stenographer', 'Technical Assistant', 'Women Extension Officer', and 'YOUNG PROFESSIONAL'. A small upward-pointing triangle is visible to the right of 'Account Assistance'.

# SUPPORT

Manual  
FAQ  
Technical Support

Click Here to Seek for Technical Support



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**THANK YOU**

Numerico Informatic Systems Pvt. Ltd

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