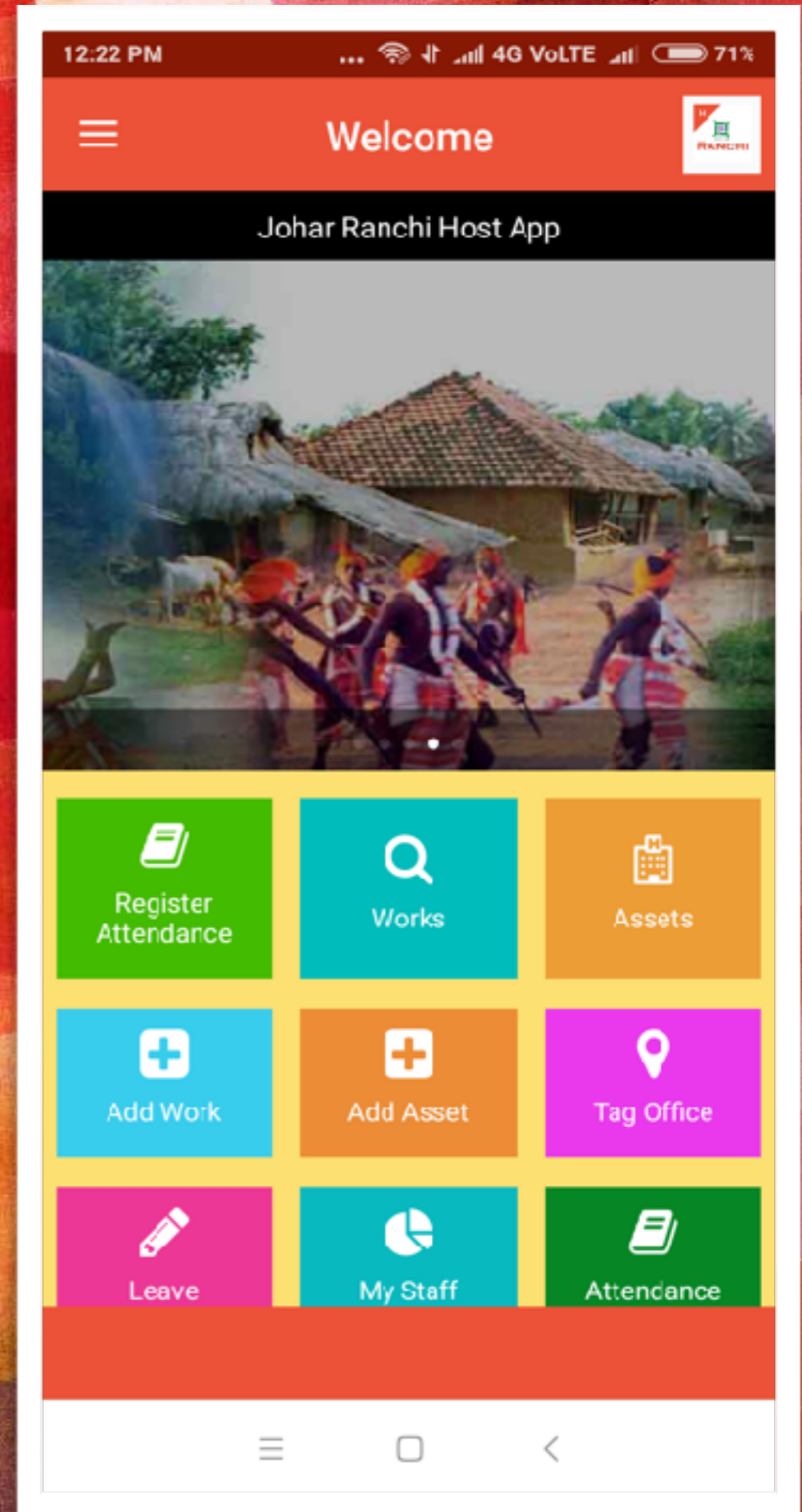


JOHAR RANCHI TRAINING FOR BDO

Dated 21/07/2018



JOHAR RANCHI

KEY FUNCTIONS

- *User verification*
- *Attendance Monitoring*
- *On Duty Marking*
- *Geo fencing check*
- *Leave Management*
- *Geo-tagging / image upload of projects*
- *Geo-tagging / image upload of Assets*

- ★ *Keep internet connection on*
- ★ *Set GPS to high accuracy*
- ★ *Works in Network Shadow*
- Geo-fencing is OFF on*
Sundays, Beyond Office
Hours, Users who are
absent.

JOHAR RANCHI

URL: <https://www.joharranchi.in/wp-admin>

Username: Registered Mobile No.

Password: Registered Mobile No.

(Please change password upon login)

Mobile App

<https://play.google.com/store/apps/details?id=com.joharranchi.android>

<https://play.google.com/store/apps/details?id=com.joharranchihost.android>

Username: Registered Mobile No. OTP Verification Required

On changing device, OTP verification is once more required

THINGS TO DO

Monitor Attendance (Web Portal)

Login to Portal => Check Widget Box => Reports

Click User Attendance Register link to view and download attendance report

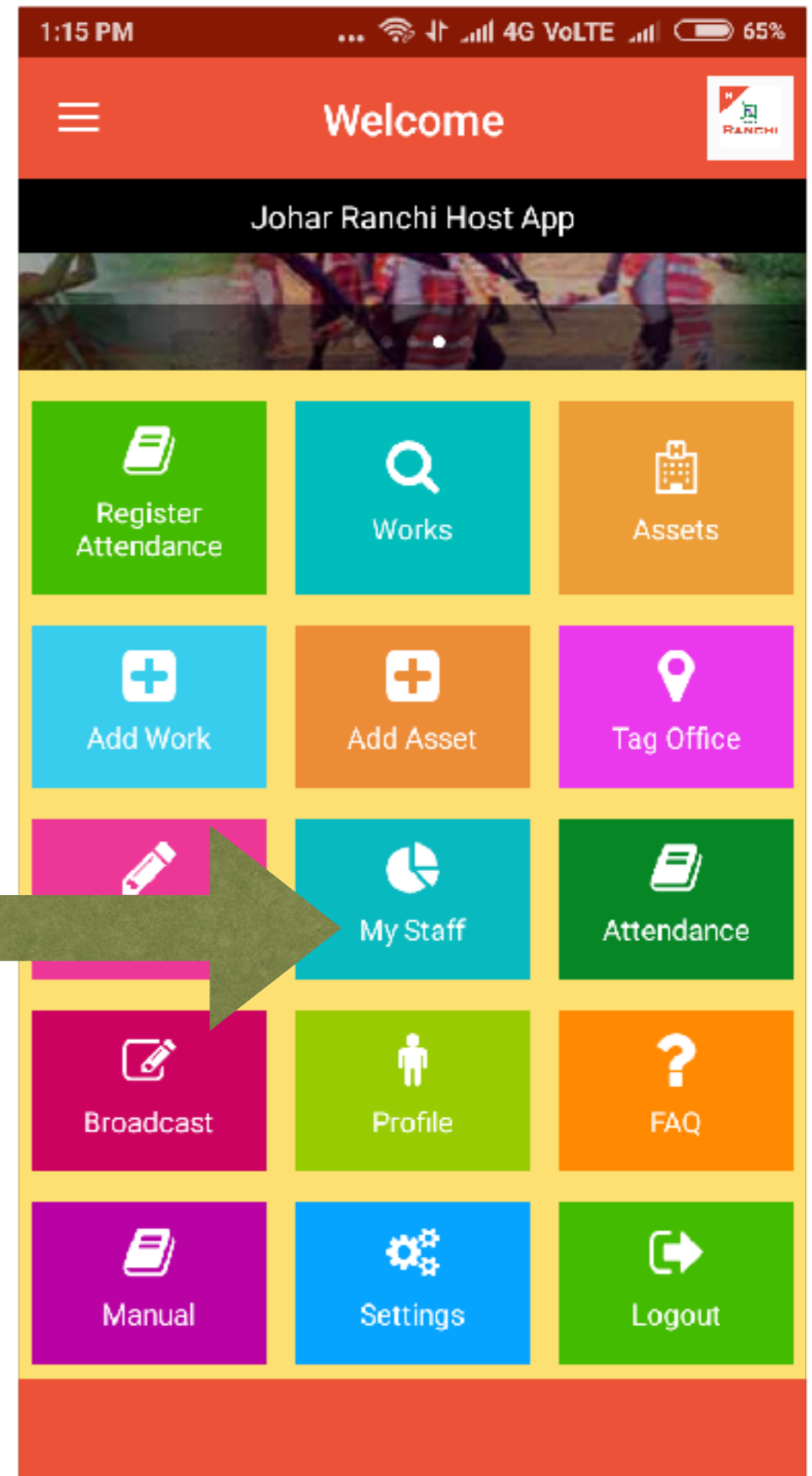
Click Attendance by Location link to view and download attendance report by block / panchayat

Monitor Attendance (Mobile App)

Login to Mobile App => Click My Staff Section => Monitor Arrival, Departure, Geo-fencing report, Leave of Staff under your control

MONITOR MY STAFF VIA MOBILE APP

Click to view My Staff report



MONITOR & VERIFY STAFF

Login to App and click My Staff section

Present

Absent

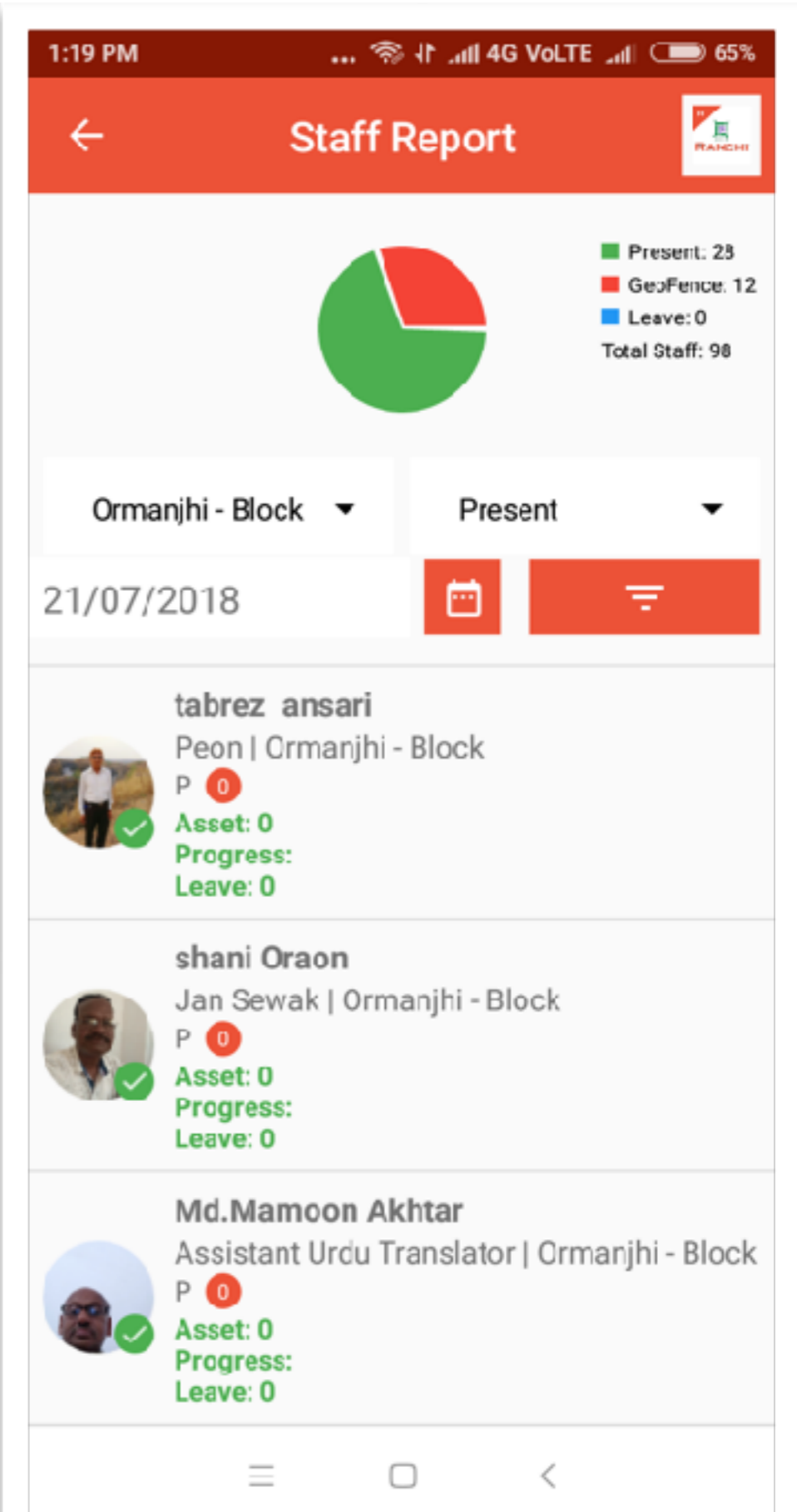
Geo - fencing details

Leave Status

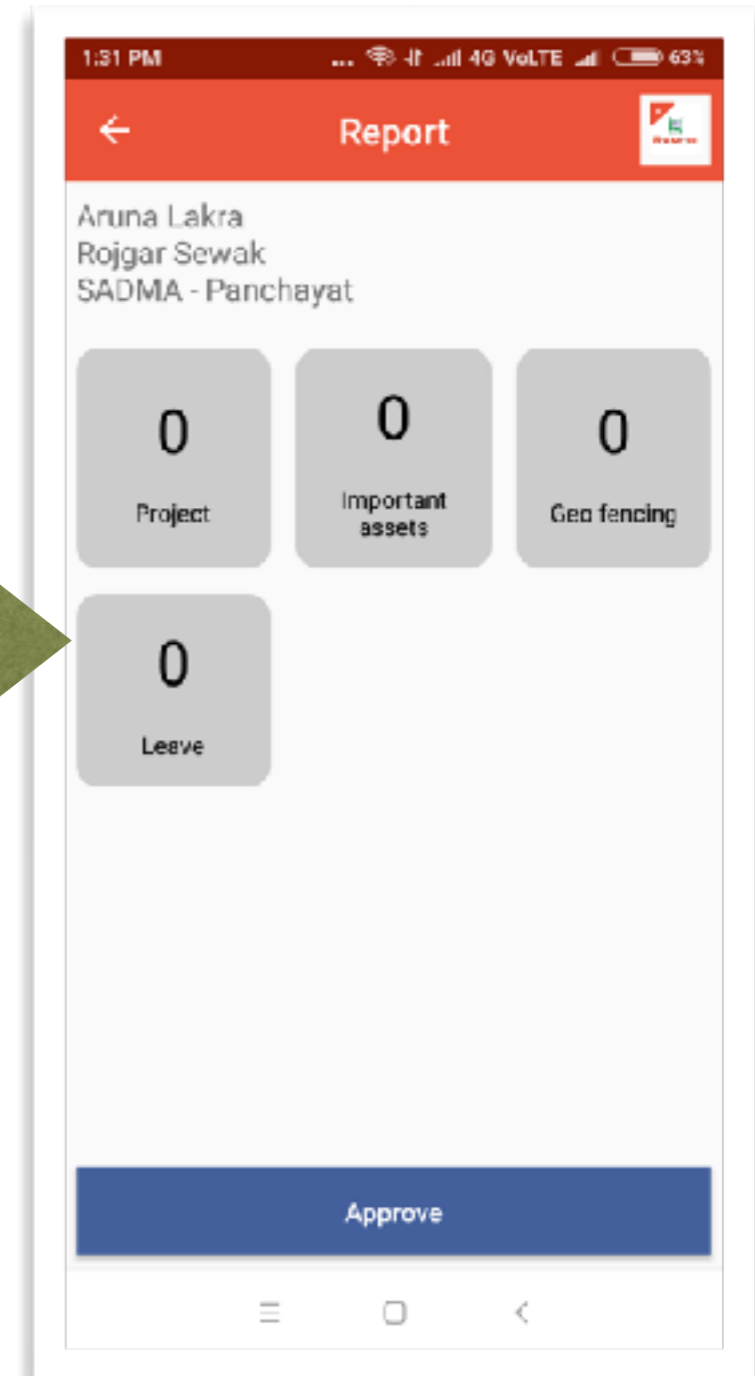
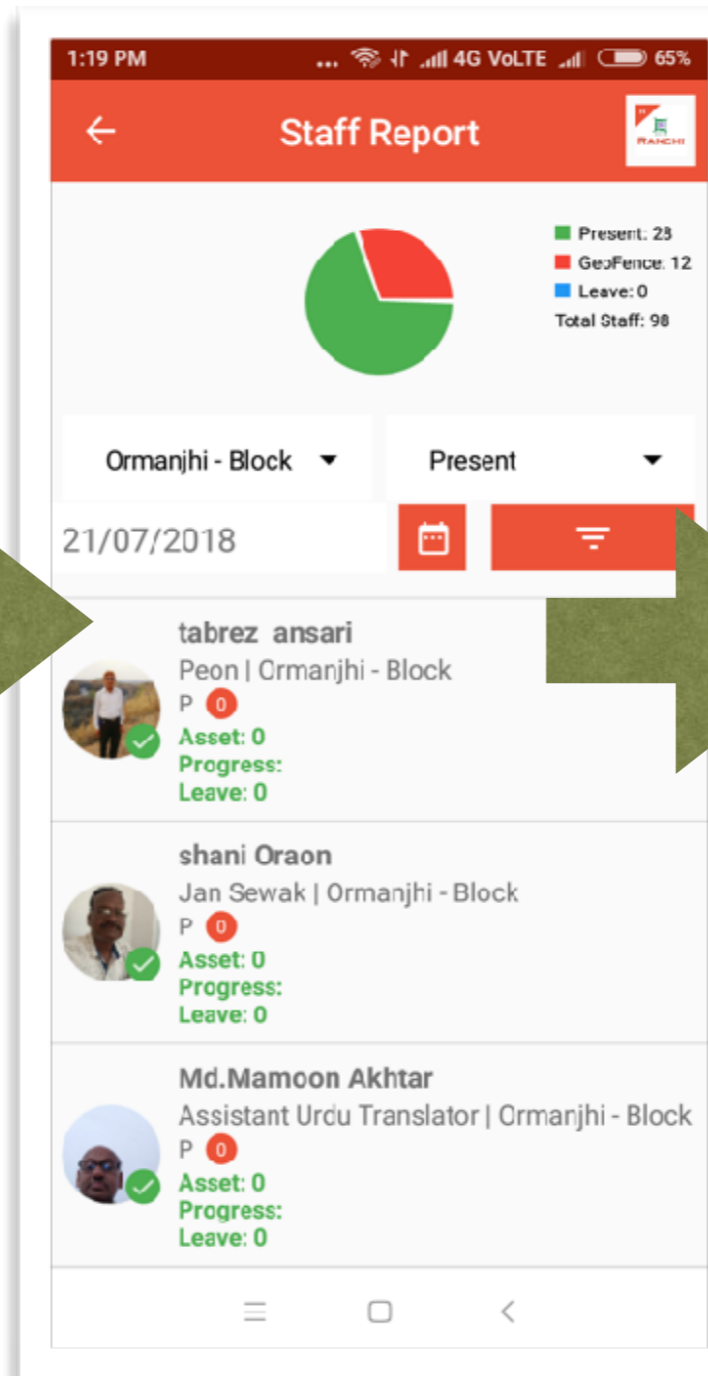
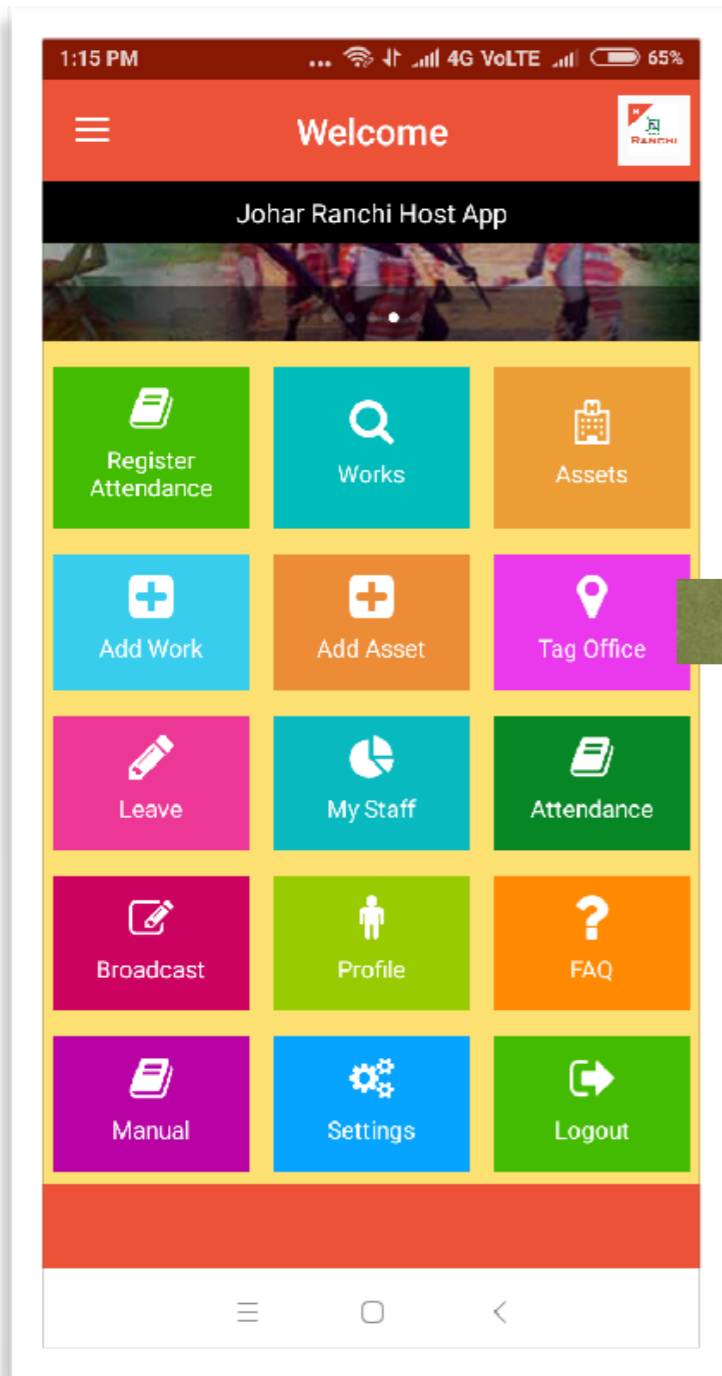
Click on Staff Image to Call

*Click on Name to view performance details
(Project, Assets, Geo-fencing, Leave)*

(Green Tick) mark appears on image for verified users. To verify new / existing users, click their name, user activity summary will be shown. Click APPROVE button to verify user.



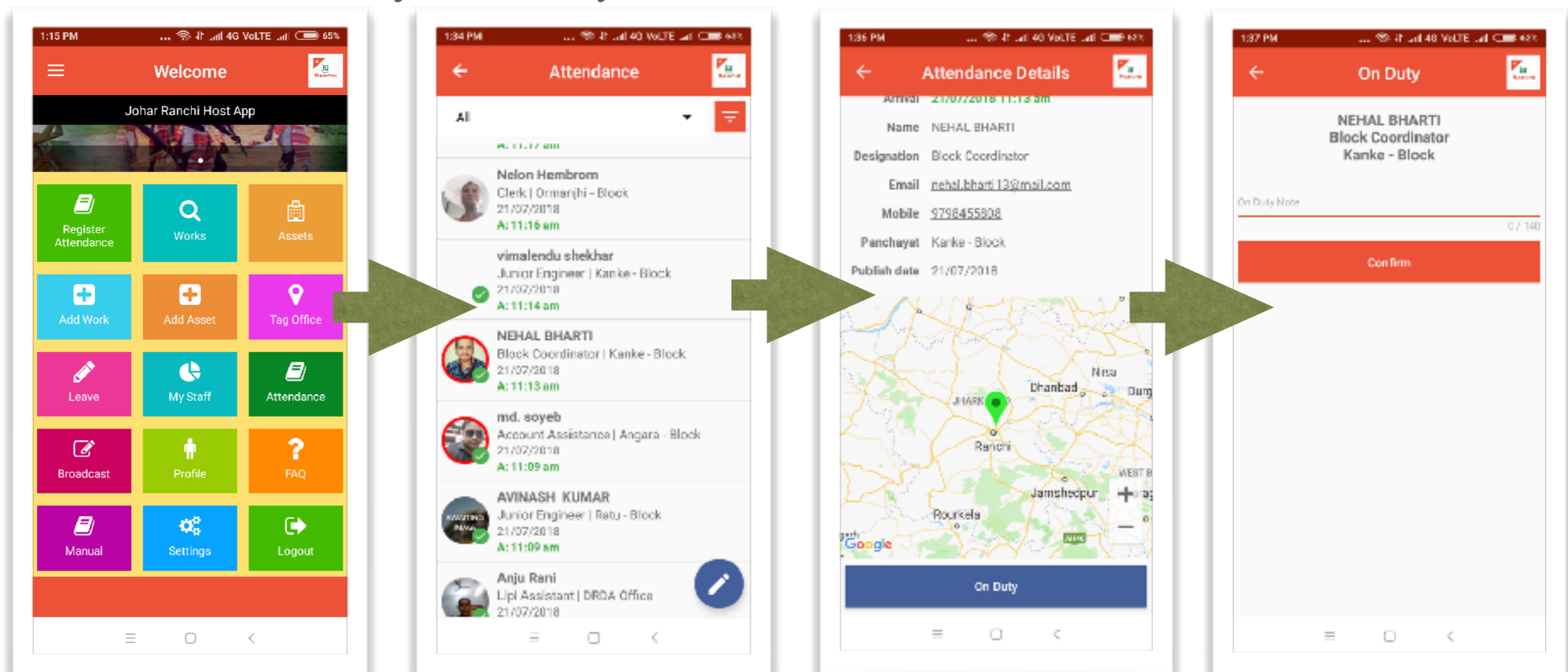
VERIFY STAFF



JOHAR RANCHI : MARK USER ON DUTY

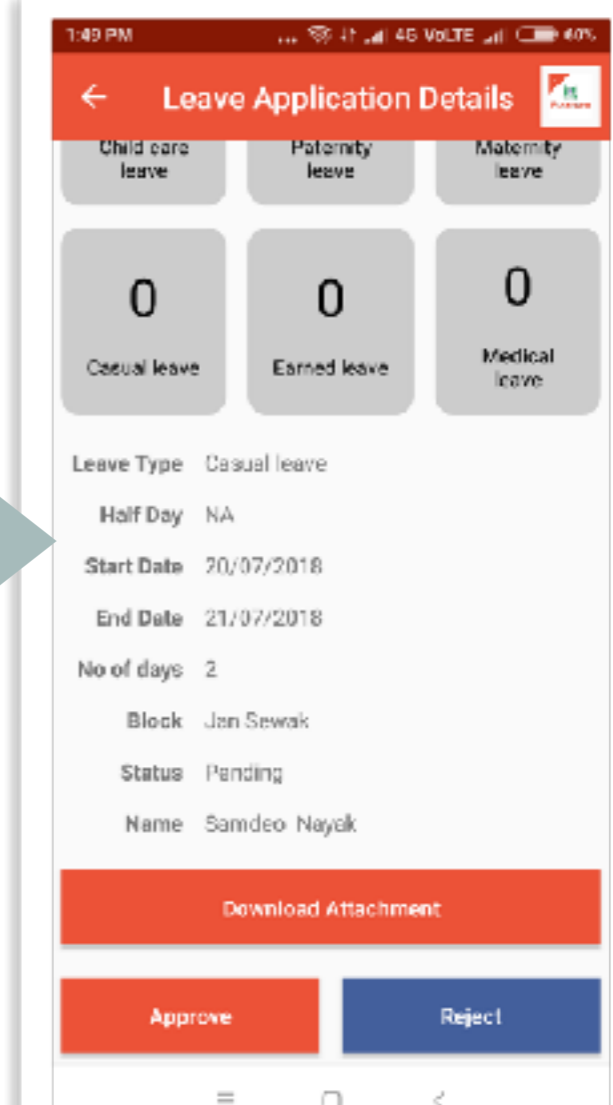
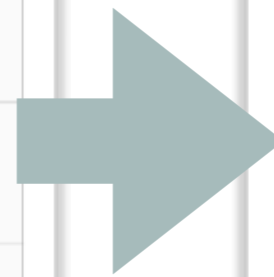
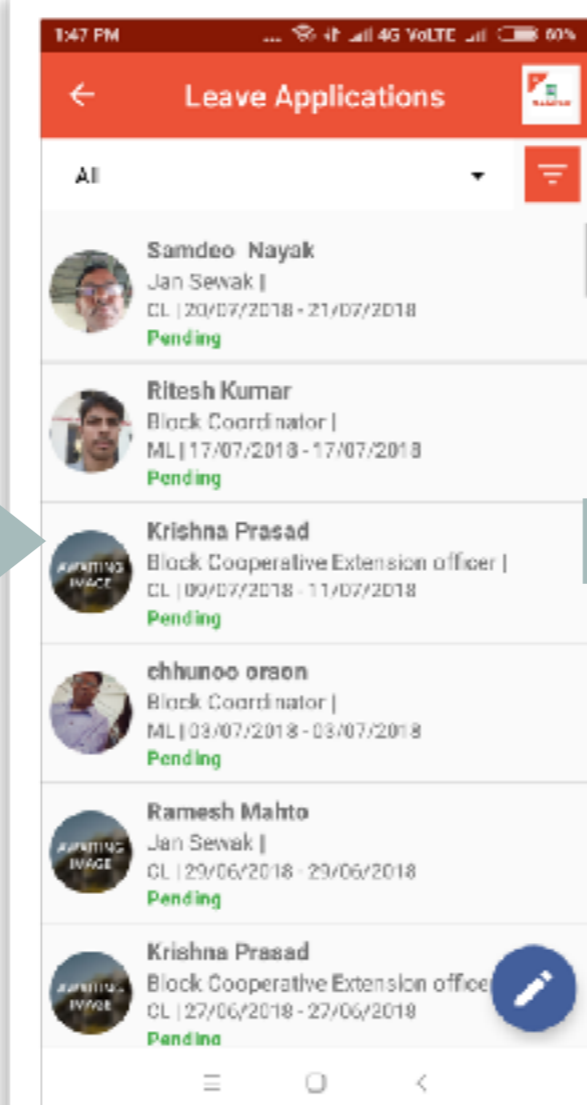
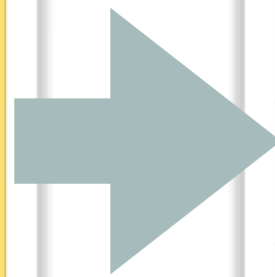
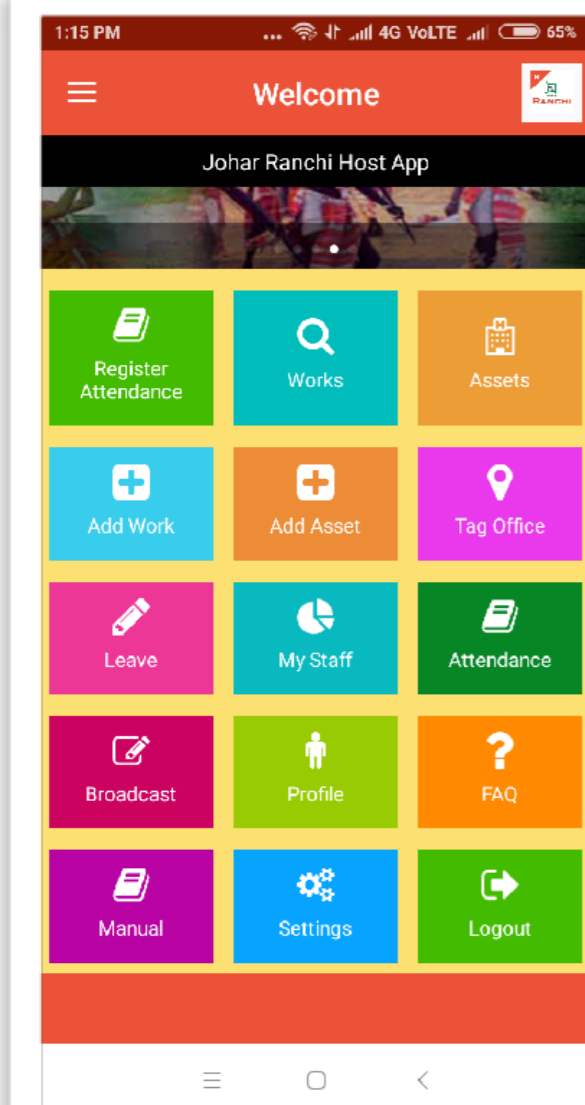
Click on attendance, view list of staff, staff with RED band has crossed geo-fence.

Click on staff name. View attendance details, check attendance location. click on On Duty button. A new form will open. Check user name, enter comment like on election duty, click confirm button.



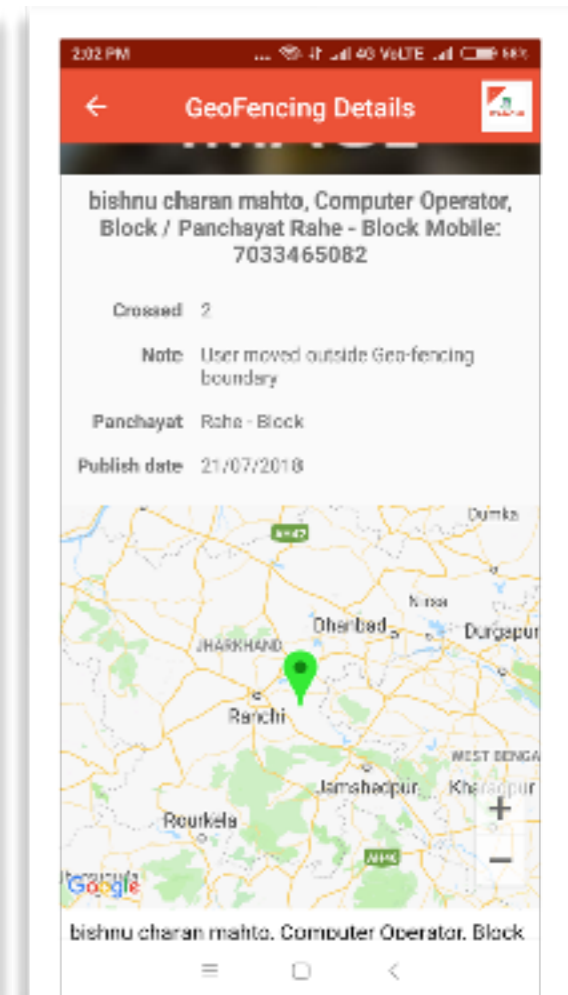
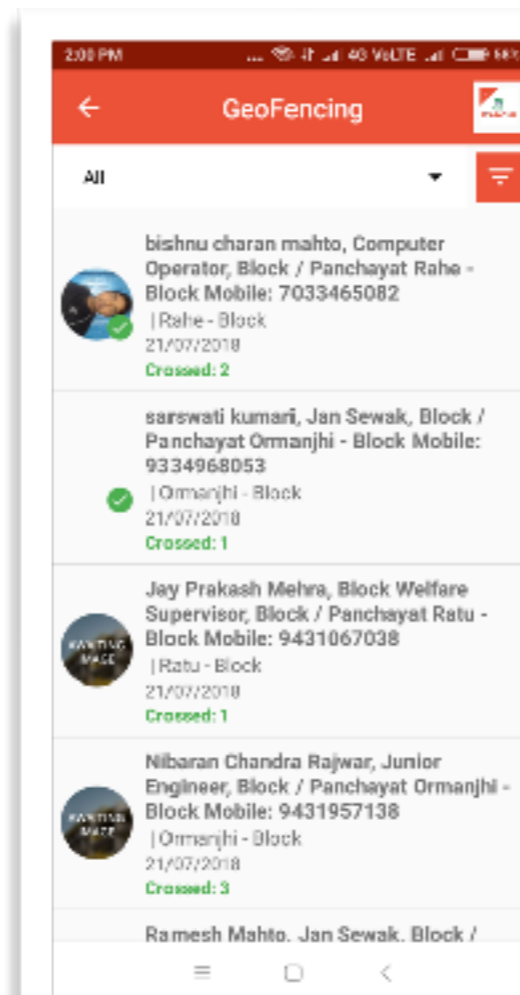
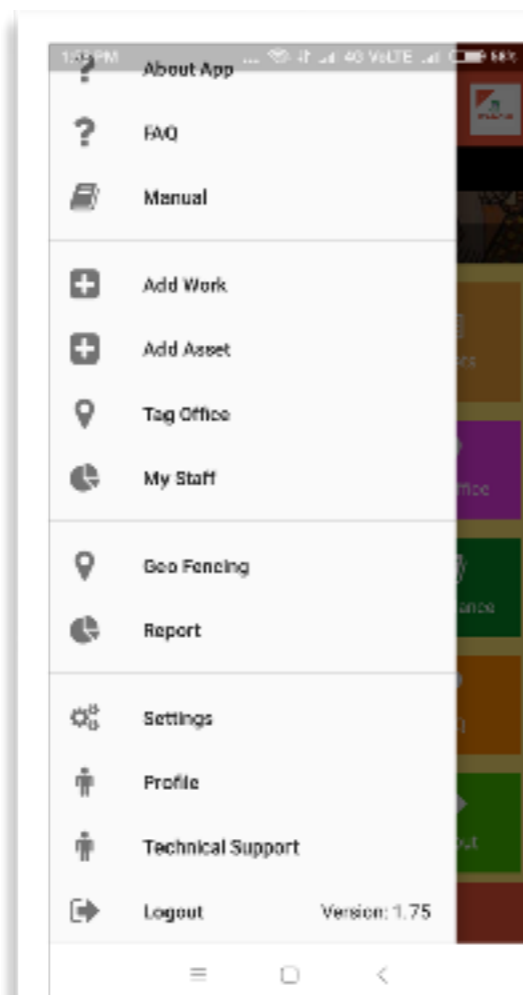
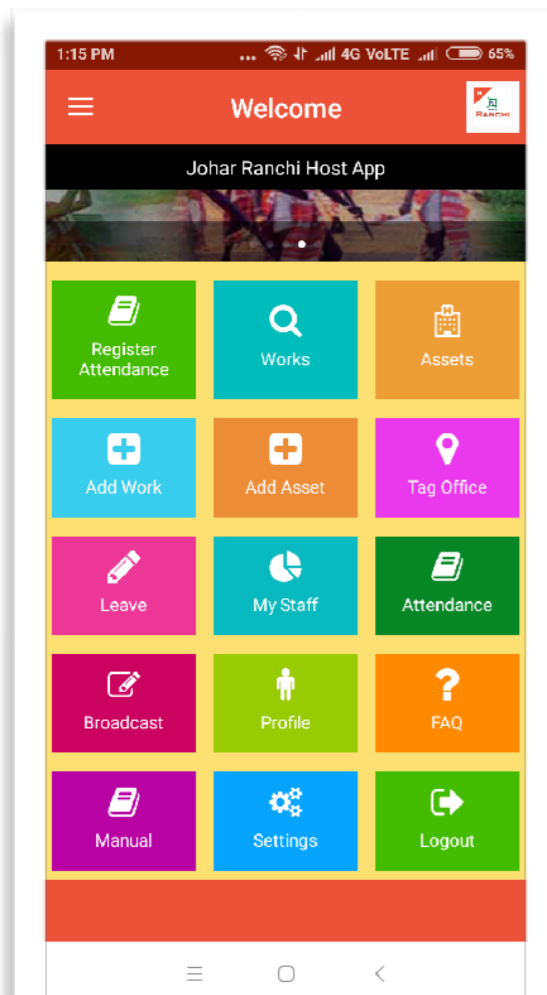
JOHAR RANCHI :: APPROVE / REJECT LEAVE

Click on Leave, View Leave Applications, Click on User Name to view Application Details. Now check available leave balance. Click Approve Button to Approve or Reject Button to Reject the Application. Applicant can check his status of application from Mobile App.



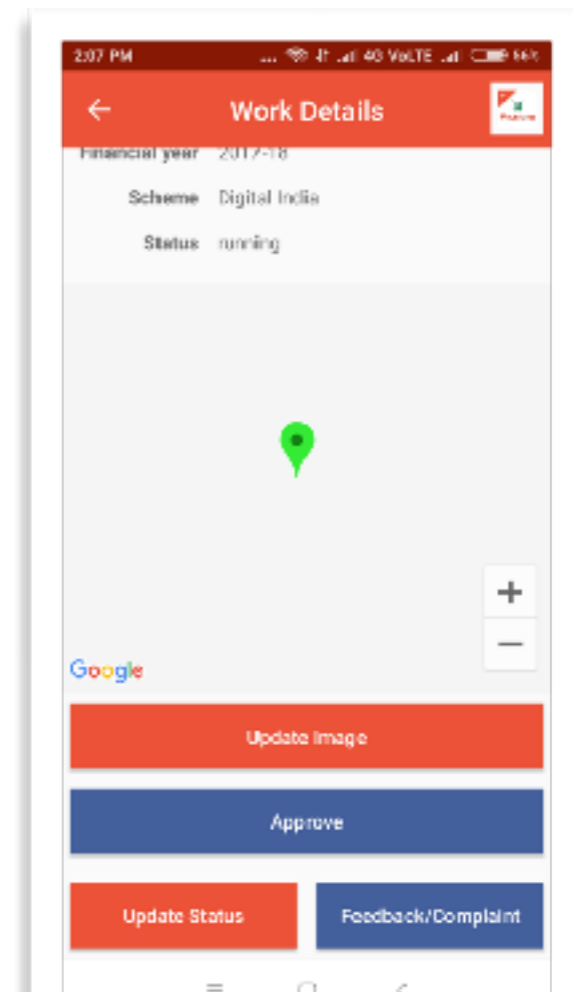
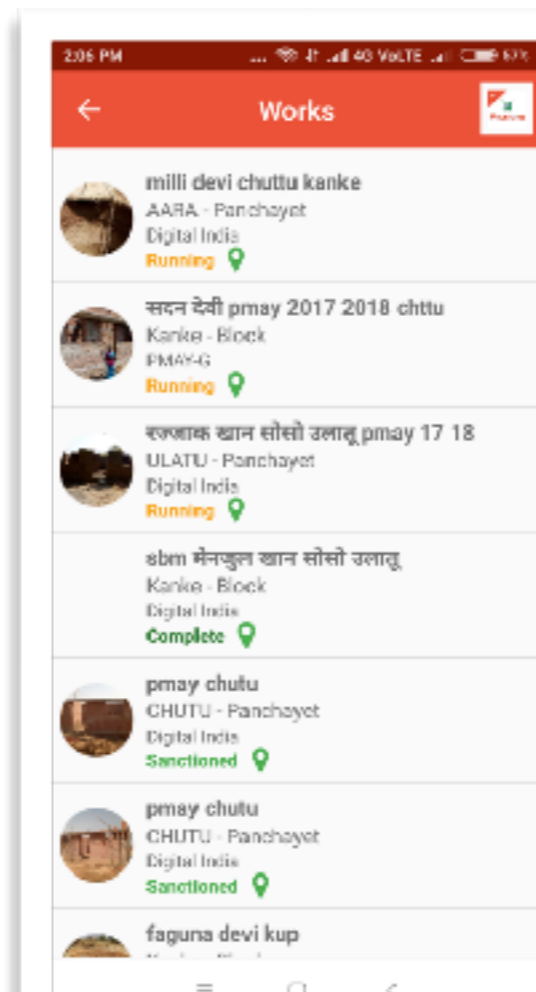
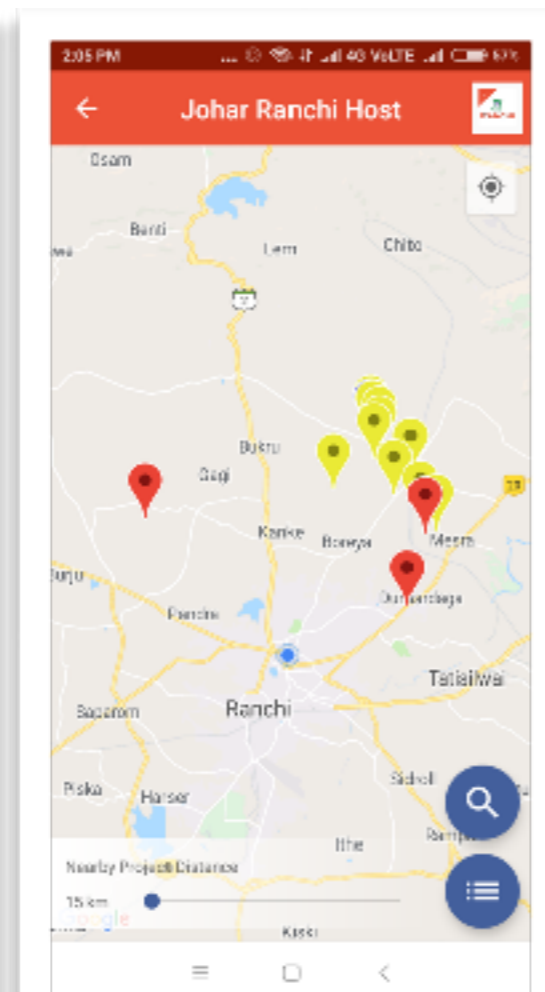
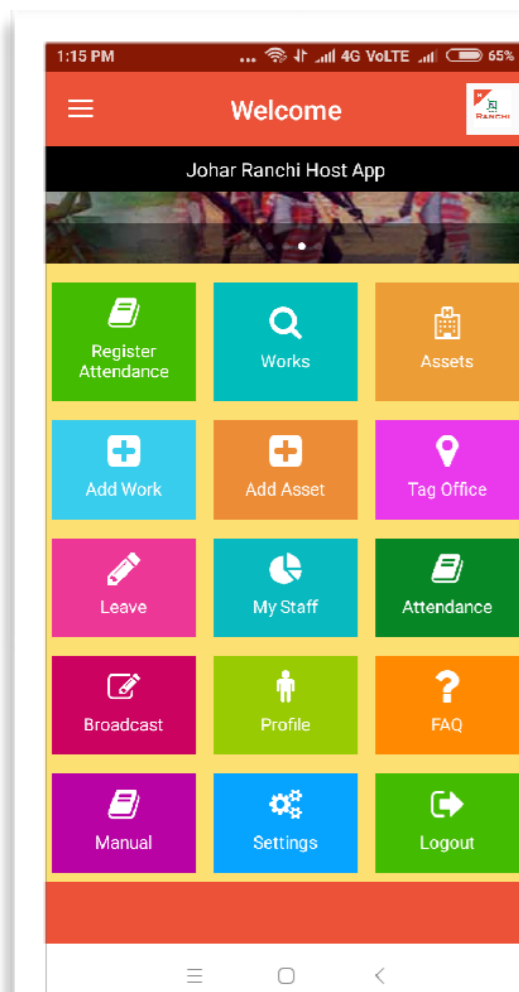
JOHAR RANCHI :: CHECK GEO FENCING

Click on menu icon, click geo fencing menu, list view will open. Click on user details to view movement details.



JOHAR RANCHI :: WORKS UPDATE :: GEO TAGGING / IMAGE

Click on Works Menu. View Works on Map View & List View. Click on any WORK. Work details will appear. If not geo-tagged, option for update location will appear. To change image, click on the button Upload Image. Click Approve button to verify work.



JOHAR RANCHI :: UPLOAD PHYSICAL PROGRESS

Monitor Work Progress

- 1. Select financial year*
- 2. Select status*
- 3. Select block / panchayat*
- 4. Select Physical Progress*
- 5. Enter few words*
- 6. Select Reporting Date*
- 7. Upload Work Photo*
- 8. Click Update button*

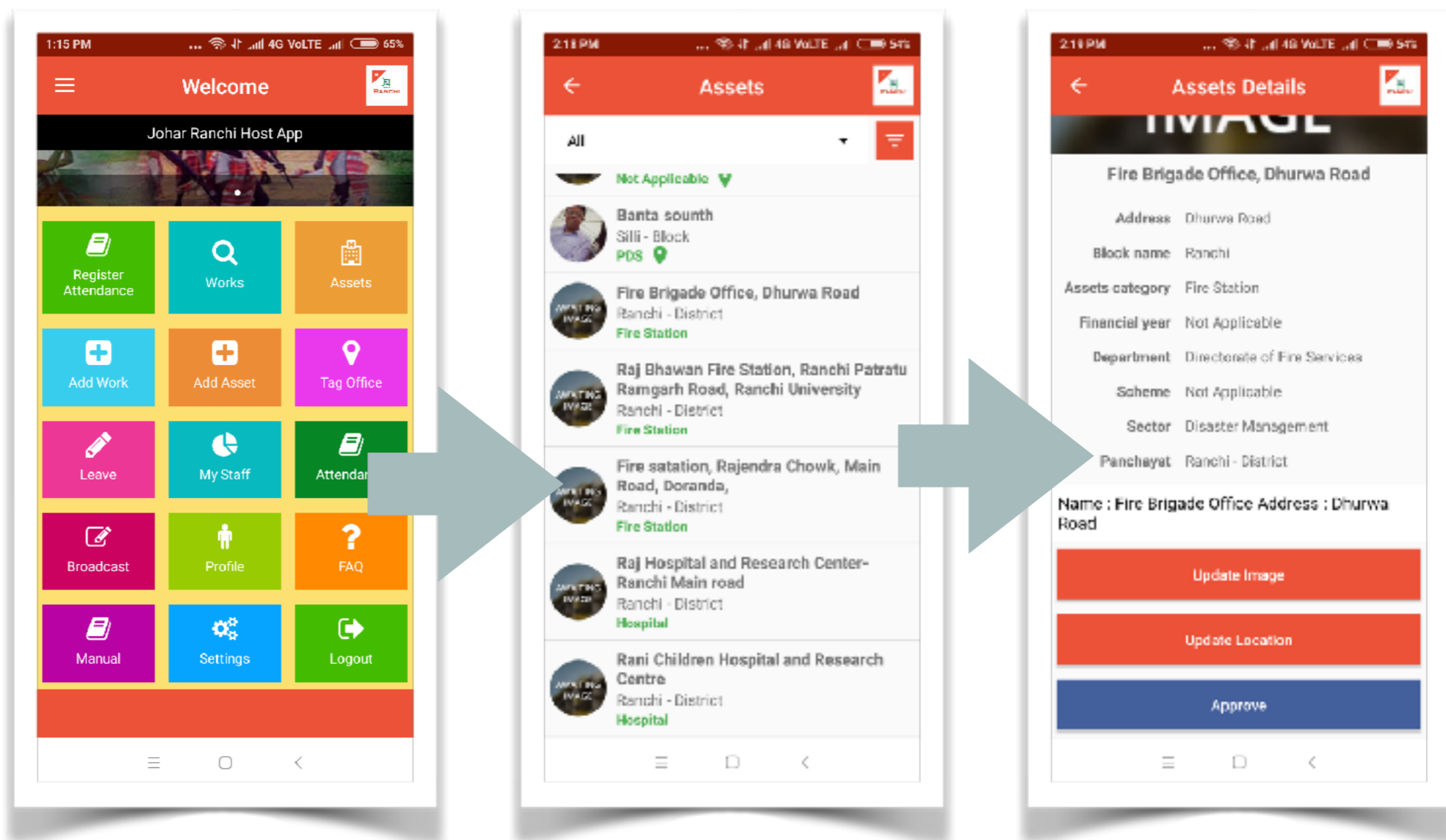
The screenshot shows a mobile application interface for a 'Status Update Form'. The form is titled 'milli devi chuttu kanke' and includes the following fields:

- 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 'milli devi chuttu kanke'.
- Reporting Date:** A text field.
- Image Attachment:** A blue rectangular button for uploading a photo.

The interface has a red header bar with a back arrow, the title 'Status Update Form', and a logo. The status bar at the top shows the time as 2:12 PM, signal strength, 4G VoLTE, and 55% battery.

JOHAR RANCHI :: GEO TAG ASSETS & IMAGE UPLOAD

Click Assets. View list of Assets. Click on any asset. Details will appear. Click upload image to upload image. Click update location to update location. Click approve to verify the details.



JOHAR RANCHI :: THANK YOU

Also we can add new works & assets from mobile interface (plus Web Portal) clicking Add work and Add Asset form respectively.

Kindly let me know, if you need any further assistance.

We are happy to help you & we are committed to serve you.

Presenter:

Siddhartha Bhattacharyya, IT Consultant, Numerico Informatic Systems Pvt. Ltd.

Help & Support: 8697652321 & 9831058630