



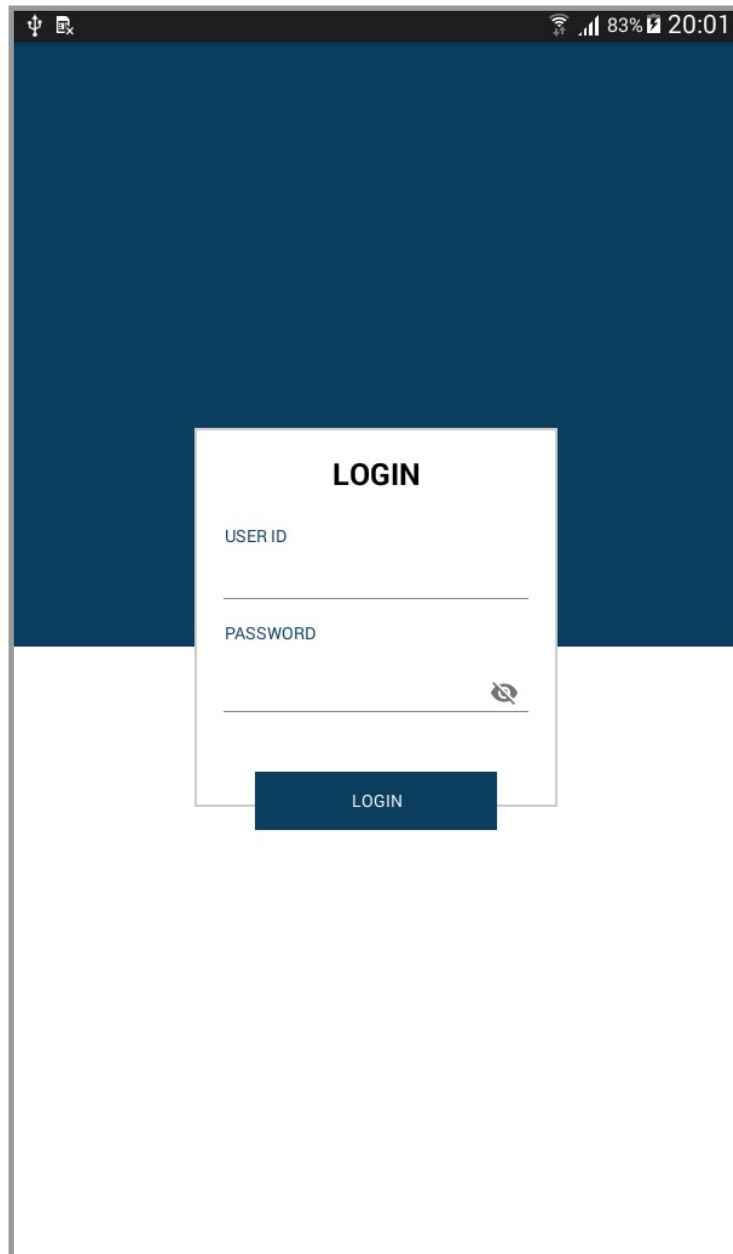
GEET Enumerator App User Manual

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Logging in for the first time

When GEET Admin App is opened for the first time, user gets a Login Screen to log on to the system. User will need to have a working internet connection while logging into the application.

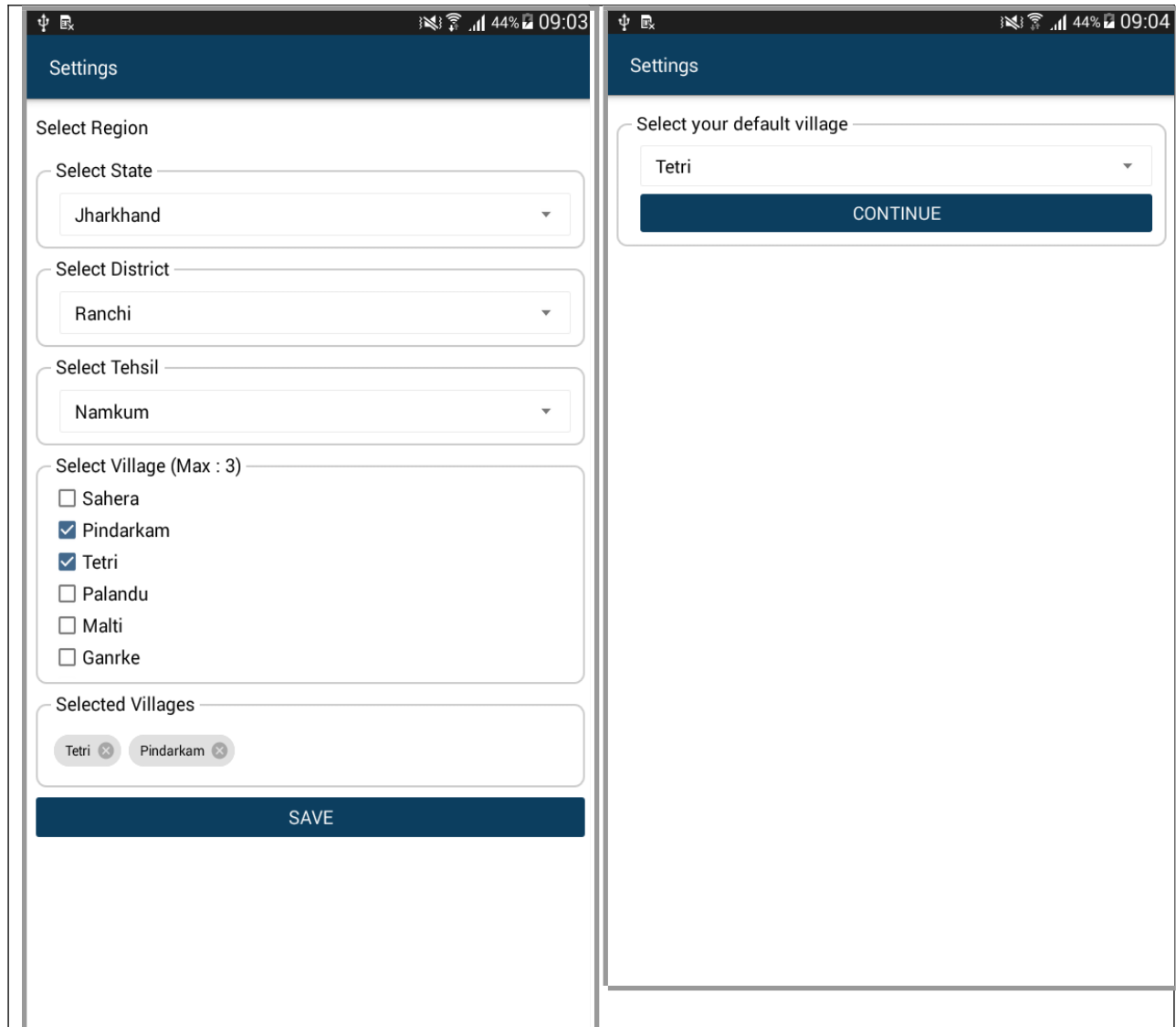


USER ID

PASSWORD

LOGIN

On successful login, User is asked to select the villages that they need to work on. User can select a maximum of 3 villages at a time.

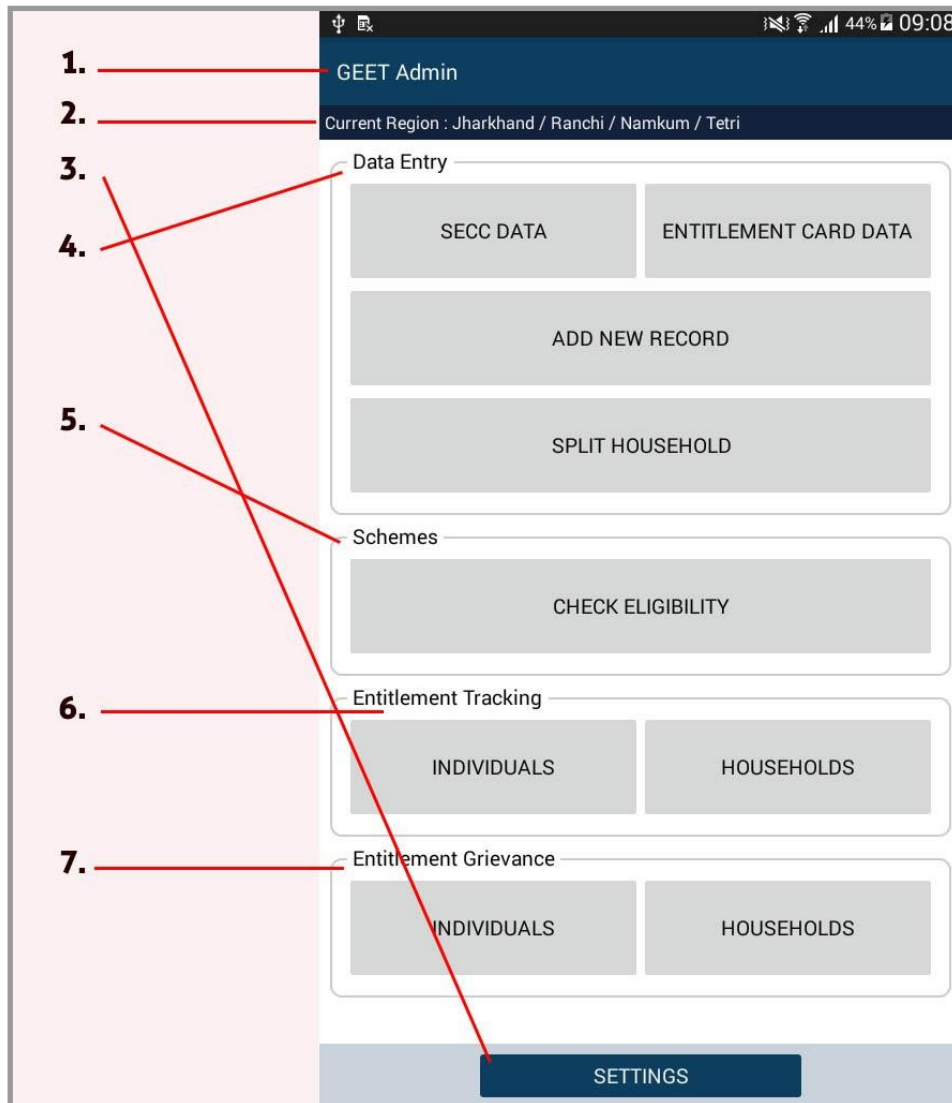


Once the user selects the State, District, Tehsil and Villages and once user chooses the "default village" to work on, the app will download all the data related to the default village. User will need to have a working internet connection. No other operation can be performed in the app, while the data is being downloaded.

On successful download of required data, Main Screen will appear.

The Main Screen

The following screenshot demonstrates the Main Screen

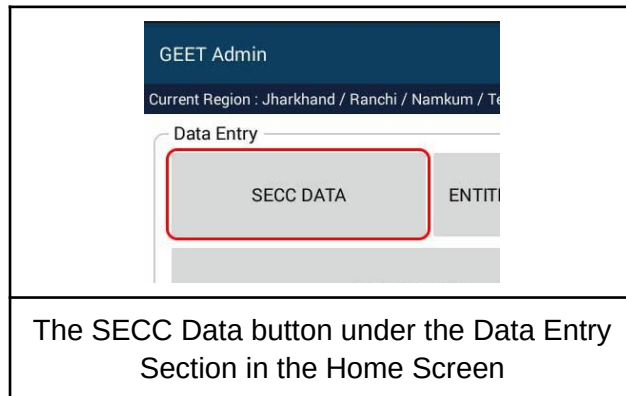


1. App Title
2. Current Region
The currently selected region in the app is displayed here in the format
<STATE> / <DISTRICT> / <TEHSIL> / <VILLAGE>
3. Settings Button
Tapping on Settings Button leads to the Settings Screen
4. Data Entry Section
The Buttons in this section lead to different ways available for data entry and data modification for individual and household records.
 - a. "SECC Data" button
Leads to the list of individual records available in SECC Data. From there, those records can be verified and saved in the format compatible with GEET system.

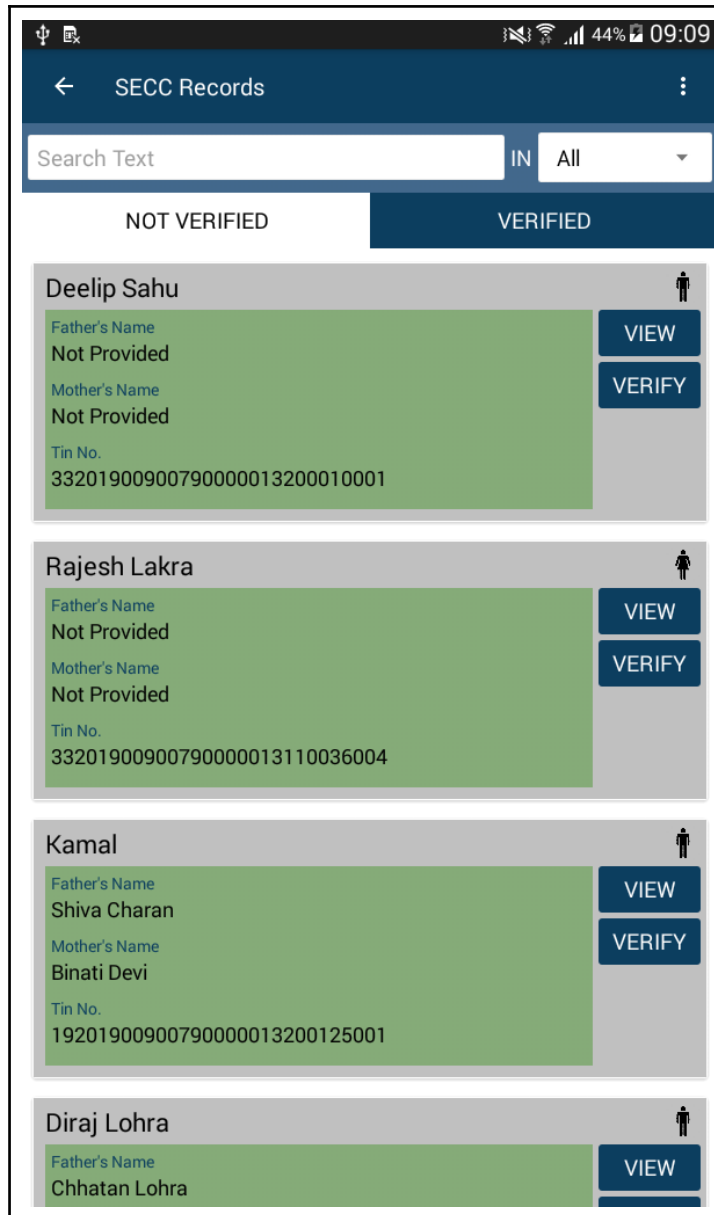
- b. "Add New Record" button
Leads to record creation form for new Individual Record
 - c. "Entitlement Card Data" button
Leads to the list of all individual records stored under the current region in the app. **Note about Household Records:** The Entitlement Card Data screen that appears using this button also buttons to list and view all household records
 - d. "Split Household" button
Leads to the feature that allows splitting of a household into two separate households
5. Schemes Section
The "Check Eligibility" button in this section leads to scheme search functionality. From there, the user can search and check availability for various schemes applicable for individual or households.
6. Entitlement Tracking Section
The Buttons in this section lead to tracking of availed schemes by individuals or household
7. Entitlement Grievance Section
The Buttons in this section lead to registering and tracking grievances related to individuals or households

Data Entry - SECC Data

In order to view or verify SECC data, user needs to access the SECC Data feature in app. This feature can be opened using the following option in the Home Screen:



Once the SECC Data screen is opened, it presents the following screen to the user




The central area displays list of SECC records for individuals. User can see the Verified and Unverified SECC records separately using the tabs “Verified” and “Not Verified” respectively.

Verify SECC Data

The operation “Verify SECC Data” defines the conversion of SECC data into a format that is compatible with the GEET system. In order to do that, user needs to tap “Verify” button for that particular individual’s record. This shall display the values for all the fields for that record. The fields displayed in this case will only be those that are required for an individual’s record in GEET. It won’t display *all* the fields. After going through all the fields and values for the record, user can tap on “Verify and Save”. User can also modify certain fields if required before the record is created in GEET.

In case if user needs to just view all the details of an individual’s record first then user can simply click “View” button for that record and he will get to see values of all the fields for that record.

Sorting Records:

The list of records can be sorted using the sorting menu  located at the top-right of the screen.

Searching Records:

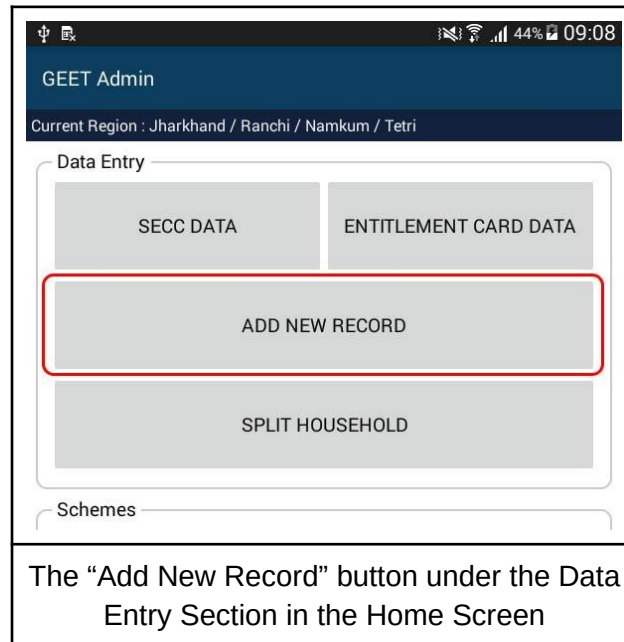


The image shows a search bar with a blue border. It contains a text input field with the placeholder text "Search Text", followed by the word "IN", a dropdown menu currently showing "All" with a downward arrow, and a grey button labeled "GO".

User can search and find records by typing the search string and the field in which that string need to be searched from.

Data Entry - Add New Record

In order to create a new record for an individual, user can use the following option in the Home Screen:



Once the “Add New Record” screen is opened, it presents the following screen to the user:

The screenshot shows the 'Add New Record' screen with the following fields and options:

- Name
- Father's Name
- Mother's Name
- Date of Birth
- Mobile
- HH Number: If you have been assigned a Household number then tap on Select Existing Household otherwise choose Create New Household. Options: SELECT EXISTING HOUSEHOLD OR CREATE NEW HOUSEHOLD
- Age
- Caste: Select Caste
- CLEAR
- INSERT

In order to add a new record for an Individual, we need a Household that the individual belongs to. There are two options for Household:

- Select an existing Household using Household Number or Temp Household Number
- OR Create a New Household

Enter the Household number while entering the Basic Information of the user like Name, Father's Name, Mother's Name, Date of birth etc.

The information under Basic Information is **mandatory** to fill for an individual's record.

Apart from the Basic Information, we can also enter additional details under the following 9 different categories of information:

1. ID Cards,
2. Social Security,
3. Skill Development,
4. Sanitation,
5. Health and Nutrition,
6. Livelihoods and Employment,
7. Housing,
8. Women and Child Development, and
9. Insurance

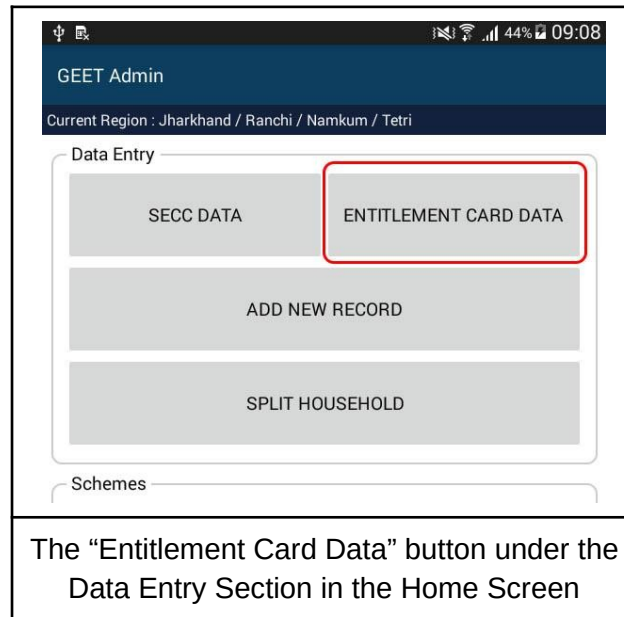
While adding any of the additional details we can navigate to previous and next categories of information by swapping left or right on the screen.

The “Clear” option allows user to clear all the entered details in case, required.

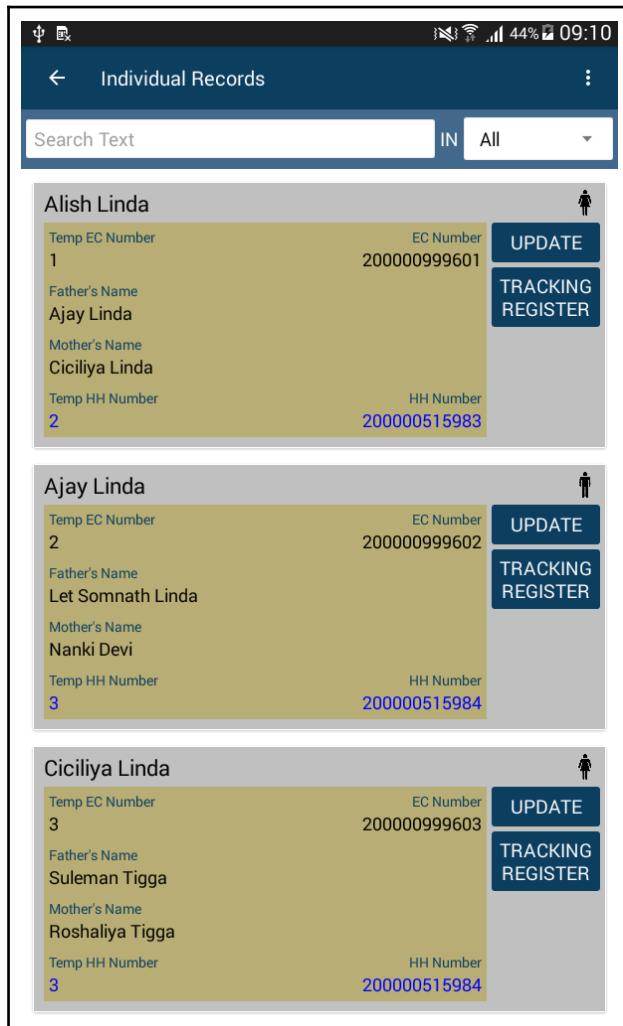
Once all the available information for an individual is filled, Tap on “Insert” to create the individual's record in the App.

Data Entry - Entitlement Card Data

In order to view all the records of Individuals, Households or the list of Dead Individuals, user can use the following option in the Home Screen:



The following three options are available under “Entitlement Card Data”:



On selecting the “Entitlement Card Data” from main screen and then selecting the “Individual Records” option, we are presented with list of all the records of individuals for the currently selected region.


For each individual record, tapping on the blue colored HH Number opens up the Household record for that Household Number.

If we need to modify and update any of the information for an individual then we can do that by using the “Update” button for that individual’s record.

| Scheme Name | Applied Date (Y-M-D) | Availed Date (Y-M-D) |
|--|----------------------|----------------------|
| Mid Day Meal | 2018-05-23 | Not Availed Yet |
| Pradhan Mantri Jan Dhan Yojana (PMJDY) | Not Applied Yet | 2018-05-23 |

Using “Tracking Register” Button of an individual’s record, we can view the individual’s Scheme Tracking Register showing the list of schemes he/she has applied or availed. Tracking Register features and functionality are explained in detail in the “Entitlement Tracking” for Individual and Household Screen section of this document.

Sorting Records:

The list of records can be sorted using the sorting menu  located at the top-right of the screen.

Searching Records:

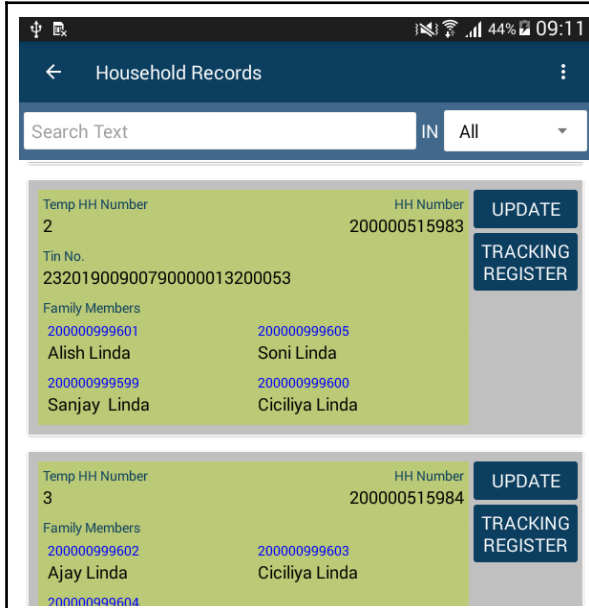


The image shows a search interface within a dark blue border. It consists of a text input field on the left containing the placeholder text "Search Text". To the right of the input field is the word "IN". Further right is a dropdown menu currently displaying "All" with a small downward-pointing triangle to its right. On the far right of the interface is a grey button with the text "GO" in white capital letters.

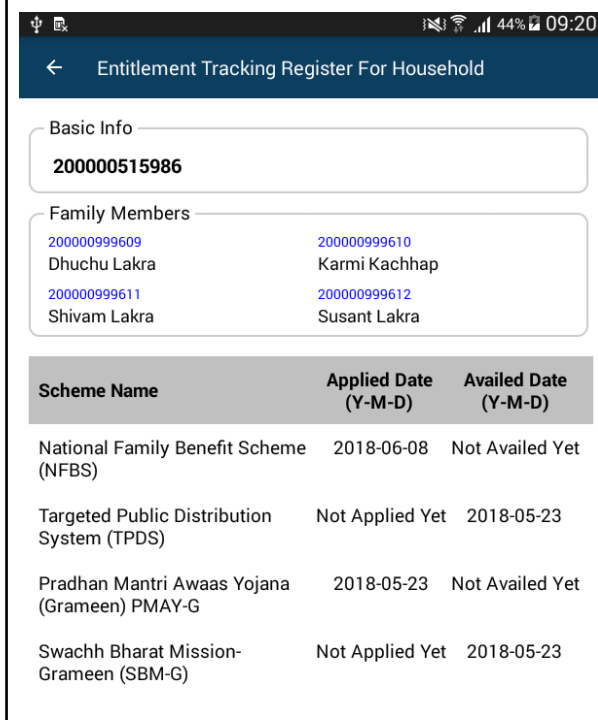
User can search and find records by typing the search string and the field in which that string need to be searched from.

Household Records:

On selecting the “Entitlement Card Data” from main screen and then selecting the “Household Records” option, we are presented with list of all the records of the households for the currently selected region.




If we need to modify and update any of the information for a household then we can do that by using the “Update” button for that record.



Using “Household Tracking” Button of a household’s record, we can view the Scheme Tracking Register showing the list of schemes that the household has applied or availed. Tracking Register features and functionality are explained in detail in the “Entitlement Tracking” for Individual and Household Screen section of this document.

Sorting Records:

The list of records can be sorted using the sorting menu  located at the top-right of the screen.

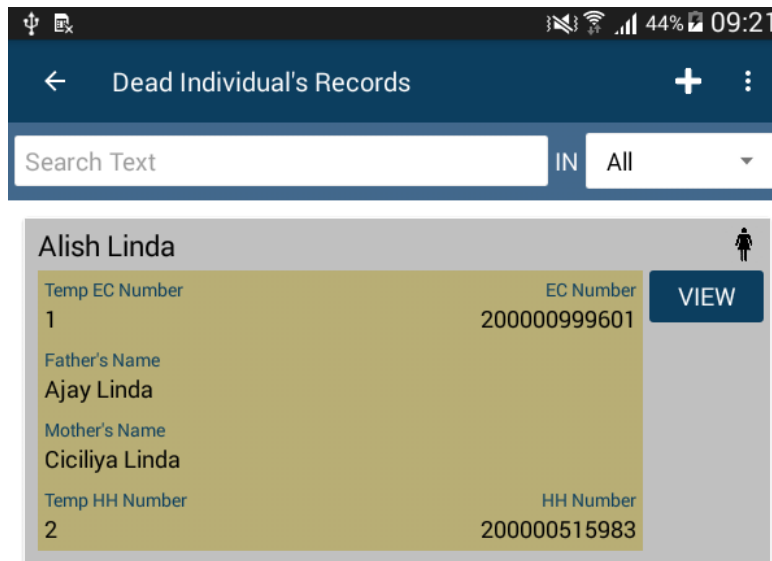
Searching Records:



User can search and find records by typing the search string and the field in which that string need to be searched from.


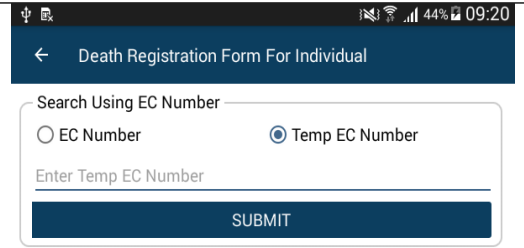
Dead Individuals' Records

On selecting the “Entitlement Card Data” from main screen and then selecting the “Dead Individuals' Records” option, we are presented with list of all the records of the Dead Individuals for the currently selected region.



Registering Death of an Individual

In the unfortunate event of death of any individual in the currently selected region, the death needs to be reported to the GEET Admin App. In order to register an Individual's death, the app requires the EC Number, Death Date and Death Certificate as a Proof of Death. The death can then be registered using the steps explained below:

| | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------|--------------|-----------|--------------|------|---------------|------------|--|--|--|---------------|----------------|--|--|--|----------------|---|-----------|--------------|--|
| <p>Step 1: Navigate to Dead Individuals' Records and tap on "+" button at the top (shown in the screenshot).</p> |  <p>The screenshot shows the 'Dead Individual's Records' screen. At the top right, there is a '+' button highlighted with a red box. Below the search bar, there is a card for 'Alish Linda' with the following details:</p> <table border="1"> <tr> <td>Temp EC Number</td> <td>1</td> <td>EC Number</td> <td>200000999601</td> <td>VIEW</td> </tr> <tr> <td>Father's Name</td> <td colspan="4">Ajay Linda</td> </tr> <tr> <td>Mother's Name</td> <td colspan="4">Ciciliya Linda</td> </tr> <tr> <td>Temp HH Number</td> <td>2</td> <td>HH Number</td> <td>200000515983</td> <td></td> </tr> </table> | Temp EC Number | 1 | EC Number | 200000999601 | VIEW | Father's Name | Ajay Linda | | | | Mother's Name | Ciciliya Linda | | | | Temp HH Number | 2 | HH Number | 200000515983 | |
| Temp EC Number | 1 | EC Number | 200000999601 | VIEW | | | | | | | | | | | | | | | | | |
| Father's Name | Ajay Linda | | | | | | | | | | | | | | | | | | | | |
| Mother's Name | Ciciliya Linda | | | | | | | | | | | | | | | | | | | | |
| Temp HH Number | 2 | HH Number | 200000515983 | | | | | | | | | | | | | | | | | | |
| <p>Step 2: Enter the EC Number or Temporary EC Number of the Individual whose Death needs to be registered.</p> |  <p>The screenshot shows the 'Death Registration Form For Individual' screen. It features a search bar with the text 'Search Using EC Number'. Below the search bar, there are two radio buttons: 'EC Number' and 'Temp EC Number'. The 'Temp EC Number' radio button is selected. Below the radio buttons, there is a text input field with the placeholder text 'Enter Temp EC Number'. At the bottom of the form, there is a blue 'SUBMIT' button.</p> | | | | | | | | | | | | | | | | | | | | |

Step 3: Enter the necessary details, take a photograph of Death Certificate and tap on “Save” to register the death.

ψ 09:20 44%

← Death Registration Form For Individual

Basic Information

EC Number 200000999601

Name Alish linda

Father's Name Ajay linda

Mother's Name Ciciliya linda

Date of Birth 2016-12-08

Gender Female

Death Registration Details

Death Date
Enter Death Date

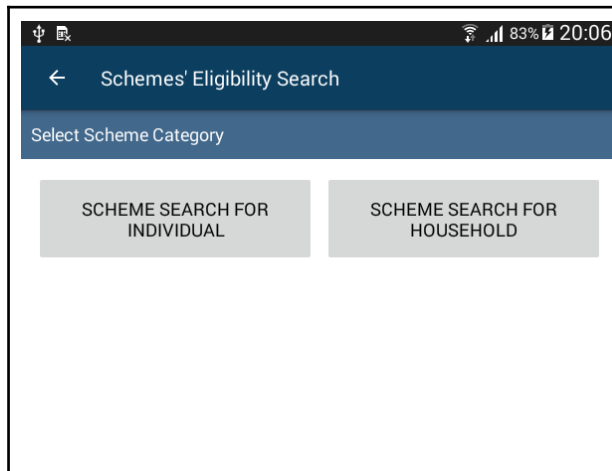
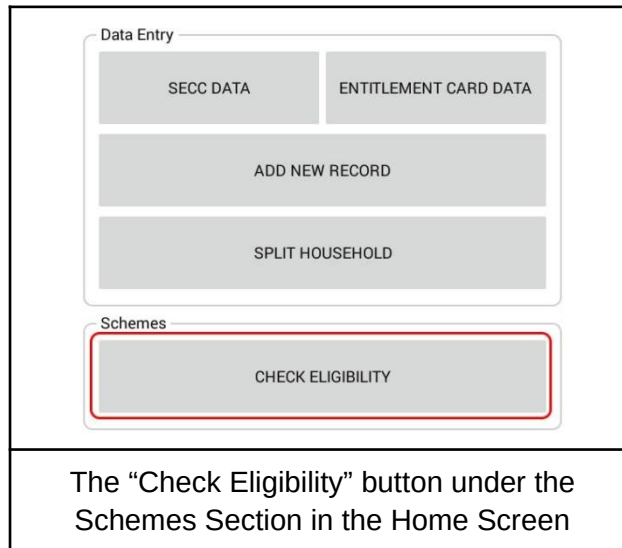
Certificate Number
Enter Certificate Number

Certificate Photo
CAPTURE PHOTO

SAVE CANCEL RESET

Schemes - Eligibility

In order to check scheme eligibility for Individuals and Households using specific criteria, user can use the following option to open the Scheme Search Screen:



As a first step, we need to choose whether we want to search schemes for Individuals or for Households.

As the name suggests, the button - "Scheme Search for Individual" allows for checking available schemes applicable to Individuals based on certain search criteria.

Similarly, the button - "Scheme Search for Household" allows for available schemes applicable to Households based on certain search criteria.

Scheme Search for Individuals:

Scheme Search For Individual

Select Scheme Category

EC Number

I want to search using

EC Number

Temp EC Number

OR

| | |
|-----------------------------|----------------------|
| SOCIAL SECURITY | SKILL DEVELOPMENT |
| SANITATION | HEALTH AND NUTRITION |
| LIVELIHOODS AND EMPLOYMENT | HOUSING |
| WOMEN AND CHILD DEVELOPMENT | INSURANCE |
| ALL | AGRICULTURE |

The upper section allows us to directly enter the Entitlement Number (EC ID) or Temp Entitlement Number (Temp EC ID) and display the list of schemes applicable for the designated Individual. The app already has the required information pertaining to the individual to check and display the schemes applicable to the individual, so we do not need to provide any other input apart from the Entitlement Number (EC ID) or Temp Entitlement Number (Temp EC ID).

If however, we need to provide a certain criteria of information related to any of the different categories like Social Security, Skill Development, Sanitation, Health and Nutrition, Livelihoods and Employment, Housing etc and check which all schemes are applicable according to the criteria then we can tap on the information category, enter the required criteria and tap on Search to show the results.

Scheme Search Result for Individual using Entitlement Number:

The screenshot shows a mobile application interface with a dark blue header bar containing a back arrow and the text "Search Results". Below the header, there is a section titled "Basic Information" with a list of fields and values. The fields are: Entitlement Number (20000000016), Name (PRINCE KUMAR), Father's name (OM PRAKASH), Mother's name (CHANCHALA DEVI), Date of birth (null), and Gender (Male). Below this section is another section titled "Schemes Information". Underneath, there is a sub-section titled "Insurance" which contains a single entry: "1. Pradhan Mantri Jan Dhan Yojana (PMJDY)". The top status bar of the phone shows a USB icon, signal strength, 83% battery, and the time 20:06.

| Basic Information | |
|--------------------|----------------|
| Entitlement Number | 20000000016 |
| Name | PRINCE KUMAR |
| Father's name | OM PRAKASH |
| Mother's name | CHANCHALA DEVI |
| Date of birth | null |
| Gender | Male |

| Schemes Information | |
|---------------------|--|
| Insurance | |
| 1. | Pradhan Mantri Jan Dhan Yojana (PMJDY) |

Scheme Search using search Criteria:

Scheme Search For Individual

Social Security

Select Parameter for search

State
Jharkhand

Disability
 Yes
 No

Gender
 Male
 Female
 Transgender

BPL
 Yes
 No

Marital status
Select Marital status

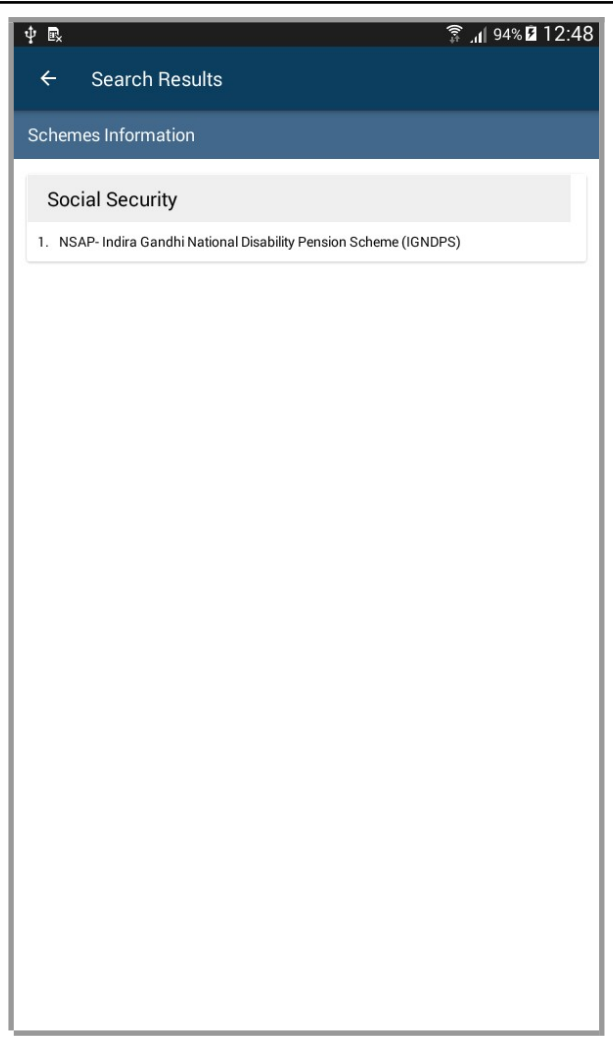
Any Own Land
 Yes
 No

Housetype
Select Housetype

Age
Age

Scheme Search Criteria for Social Security

- State : Jharkhand
- Disability : Yes
- Gender : Male
- BPL : Yes
- Marital Status : Married
- Any Own Land : No
- Housetype : Houseless
- Age : 35
- Caste : SC
- Main Source Of Income : Manual
Casual labour
- Premitive Tribal Group : Yes



Scheme Search for Households:

HH Number
I want to search using
 HH Number
 Temp HH Number

OR

| | |
|-----------------------------|----------------------|
| SOCIAL SECURITY | SKILL DEVELOPMENT |
| SANITATION | HEALTH AND NUTRITION |
| LIVELIHOODS AND EMPLOYMENT | HOUSING |
| WOMEN AND CHILD DEVELOPMENT | INSURANCE |
| ALL | AGRICULTURE |

The upper section allows us to directly enter the Household Number or Temp Household Number and display the list of schemes applicable for the designated Household. The app already has the required information pertaining to the household to check and display the schemes applicable to that household, so we do not need to provide any other input apart from the Household Number or Temp Household Number.

If however, we need to provide a certain criteria of information related to any of the different categories like Social Security, Skill Development, Sanitation, Health and Nutrition, Livelihoods and Employment, Housing etc and check which all schemes are applicable according to the criteria then we can tap on the information category, enter the required criteria and tap on Search to show the results.

Scheme Search Result for Household using Household Number:

← Search Result

Basic Information

HH Number 200000515986

Family Members

| | |
|--|---|
| 200000999609 Dhuchu Lakra | 200000999610 Karmi Kachhap |
| 200000999611 Shivam Lakra | 200000999612 Susant Lakra |

Schemes Information

Sanitation

1. Swachh Bharat Mission- Grameen (SBM-G)

Housing

1. Pradhan Mantri Awaas Yojana (Grameen) PMAY-G

Social Security

1. National Family Benefit Scheme (NFBS)

Health and Nutrition

1. Targeted Public Distribution System (TPDS)

Scheme Search using search Criteria:

Scheme Search For Household

Social Security

Select Parameter for search

State
Jharkhand

Gender
 Male
 Female
 Transgender

BPL
 Yes
 No

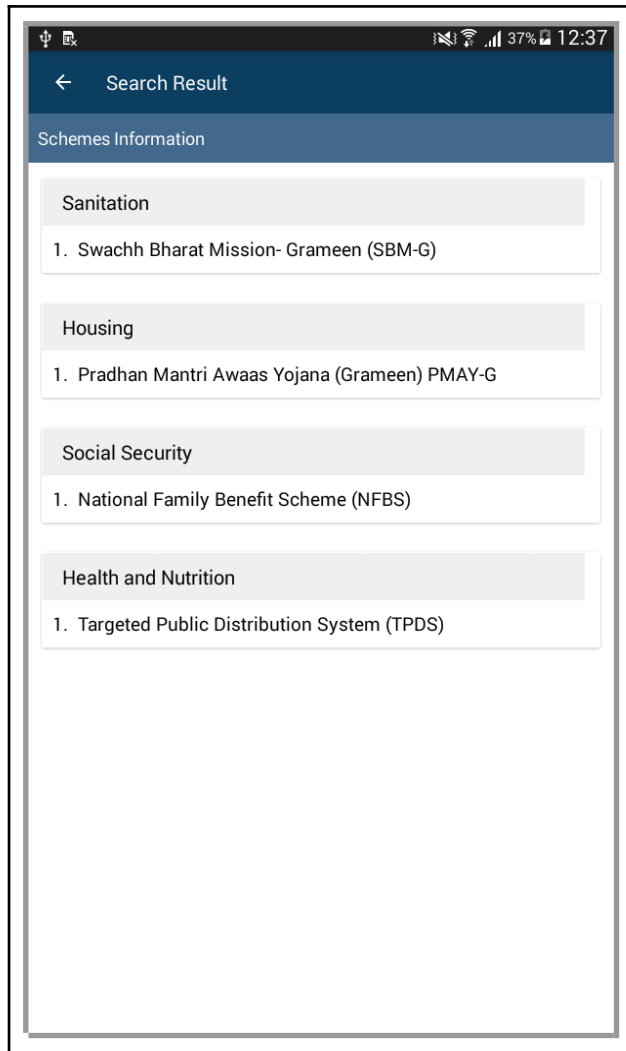
Marital status
Select Marital status

Any Own Land
 Yes
 No

Housetype
Select Housetype

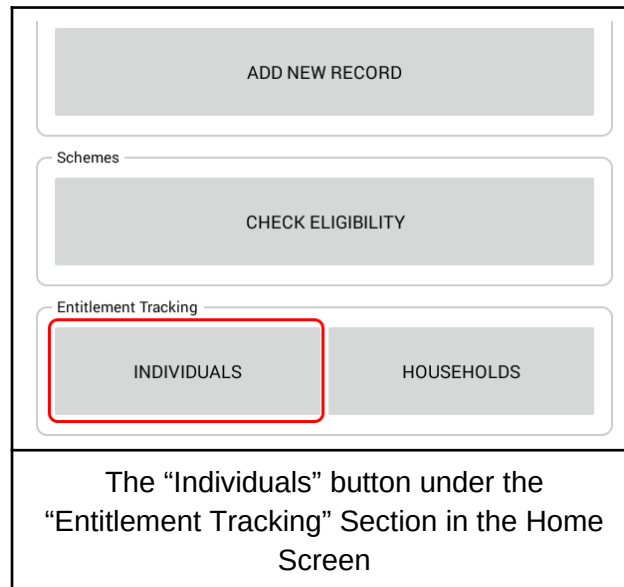
Age
Age

SEARCH

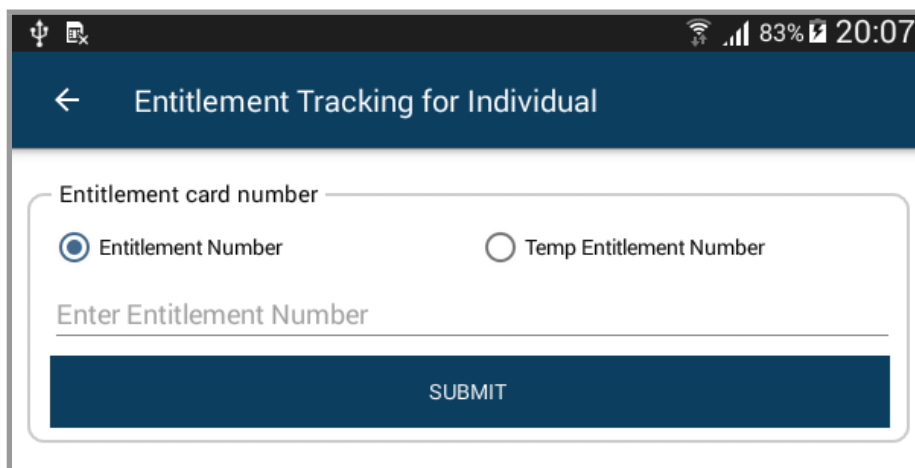


Entitlement Tracking - Individuals

Entitlement Tracking feature allows us to search and identify the schemes applicable for Individuals based on the information stored for each Individual record. To open, Entitlement Tracking for Individuals, we can use the following:



Once “Entitlement Tracking for Individual” screen opens up, enter the Entitlement Number or Temp Entitlement Number and tap “Submit”



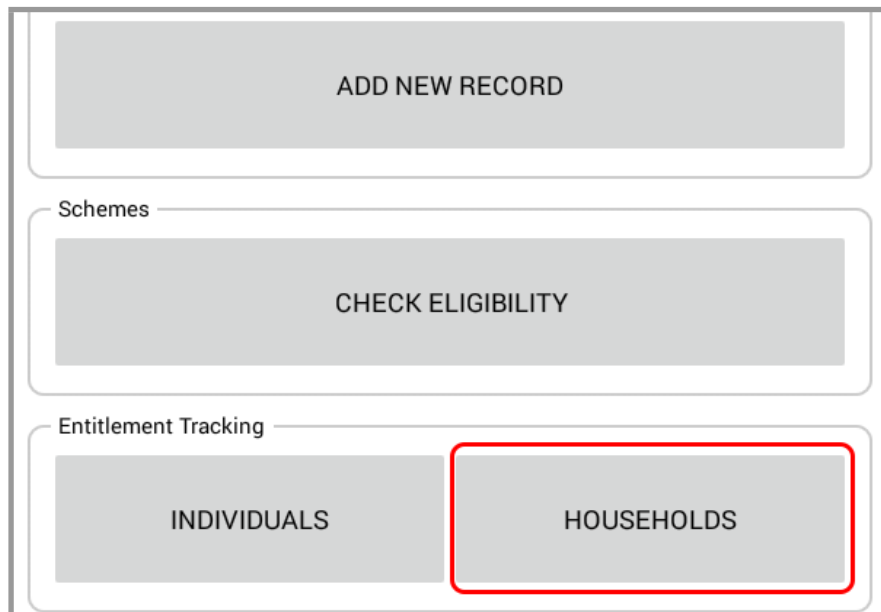
The App will search and display all the Schemes that the Individual is Eligible and Ineligible for in separate Tabs “Eligible Schemes” and “Not Eligible Schemes” respectively.

If the individual has Applied or Availed a certain scheme that he/she is eligible then the admin can track it by checking “Applied” or “Availed” checkbox for that scheme in the list of “Eligible Schemes” and tapping on “Save” to save the Tracking information.

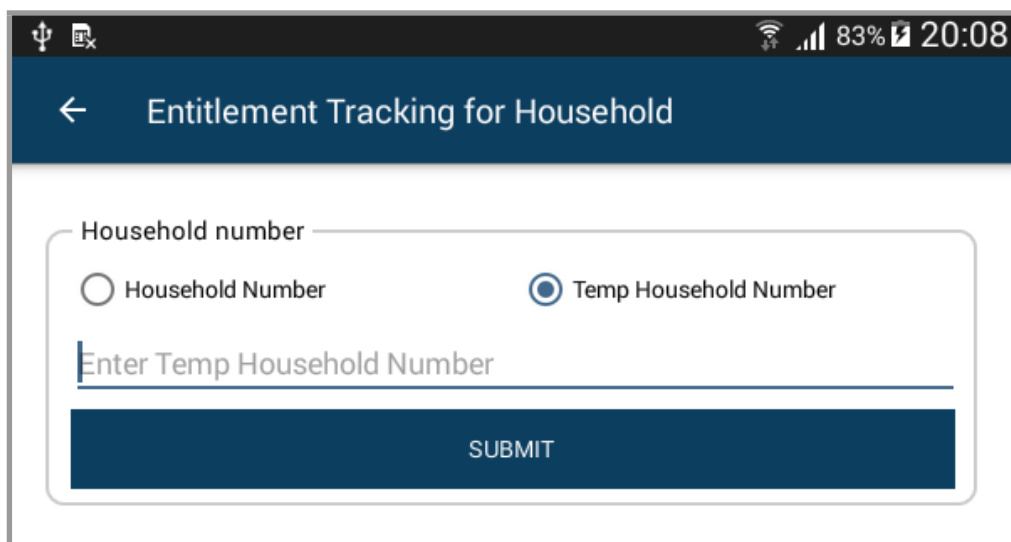
User can show or hide more information about a scheme by tapping on the top-right icon for that scheme.

Entitlement Tracking - Households

Entitlement Tracking feature allows us to search and identify the schemes applicable for Households based on the information stored for each Household and its Individual records. To open, Entitlement Tracking for Households, tap on the “Households” button under the section of “Entitlement Tracking” in the Main Screen.



“Once Entitlement Tracking for Households” screen opens up, enter the Household Number or Temp Household Number and tap “Submit”

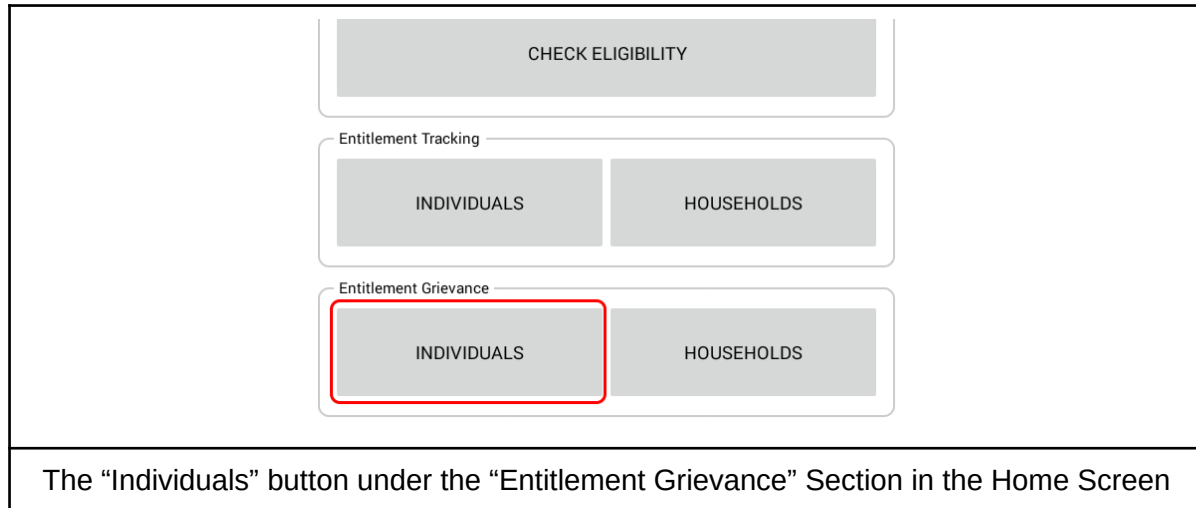


Based on the household and its individuals' information stored in app, the App will search and display all the Schemes that the Household is Eligible and Ineligible for in separate Tabs "Eligible Schemes" and "Not Eligible Schemes" respectively.

| | |
|--|--|
| | |
| <p>If the household has Applied or Availed a certain scheme that they are eligible for then the admin can track it by checking "Applied" or "Availed" checkbox for that scheme in the list of "Eligible Schemes" and tapping on "Save" to save the Tracking information.</p> | <p>User can show or hide more information about a scheme by tapping on the top right icon for that scheme.</p> |

Grievances - Individuals


Grievance feature allows to register and track any complaints that Individuals might have pertaining to certain schemes. To open, Grievances for Individuals, we can use one of the following:



The "Individuals" button under the "Entitlement Grievance" Section in the Home Screen

In “Grievances for Individuals” screen, the app displays a list of all the Grievances registered for the current region for Schemes applicable to Individuals. The Grievances that have been resolved are listed separately under the tab named “Resolved”.

| | |
|---|---|
| | |
| <p>If the user needs to update the status of a grievance, they can do so by using the “Update Status” button for that Grievance record.</p> | <p>The “View” button displays the details for that particular Grievance record.</p> |

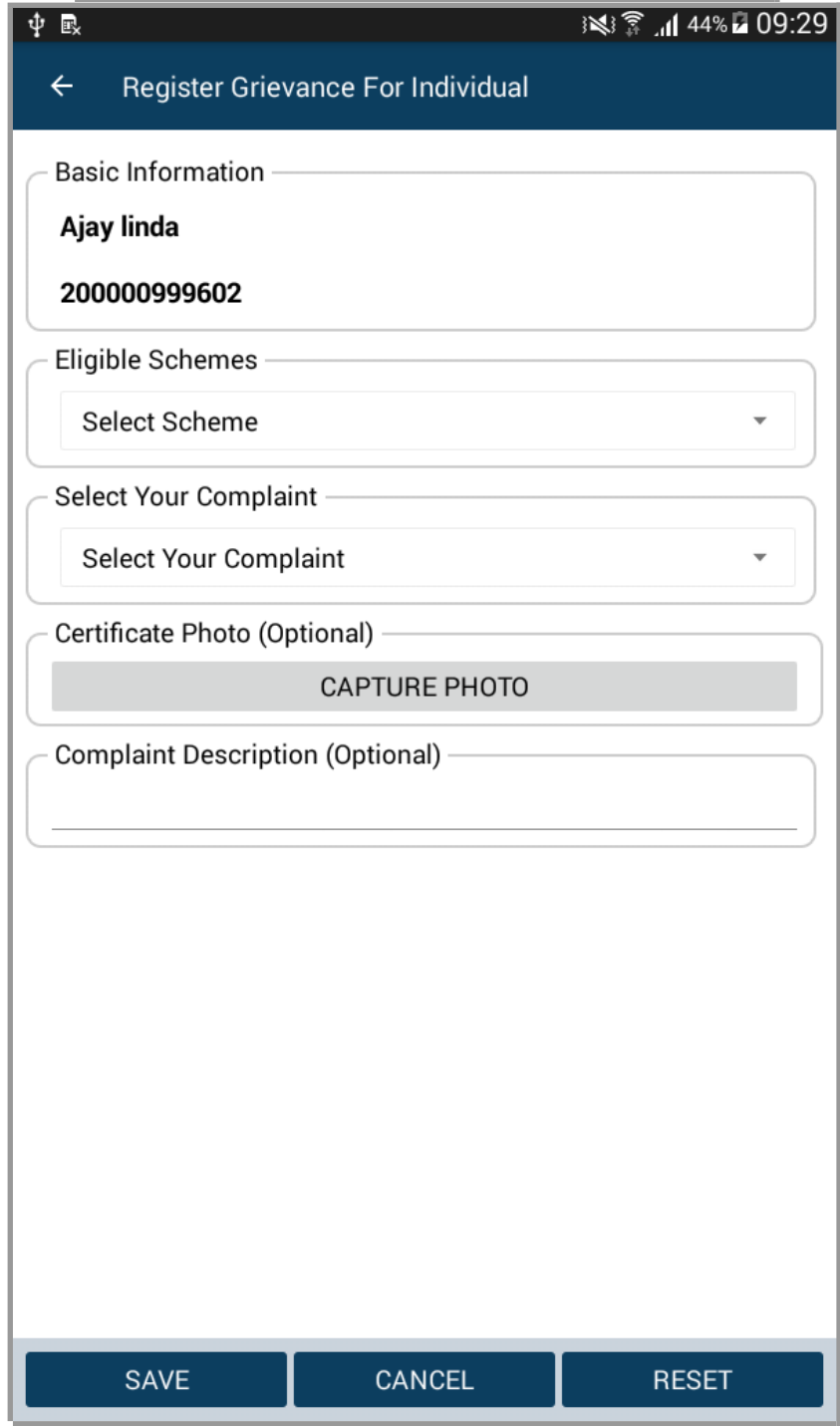
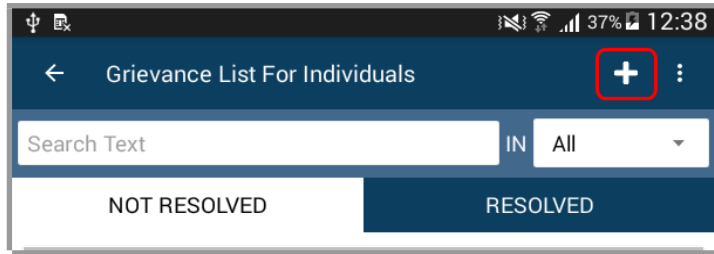
Sorting Records: The list of records can be sorted using the sorting menu  located at the top-right of the screen.

Searching Records:



User can search and find records by typing the search string and the field in which that string need to be searched from.

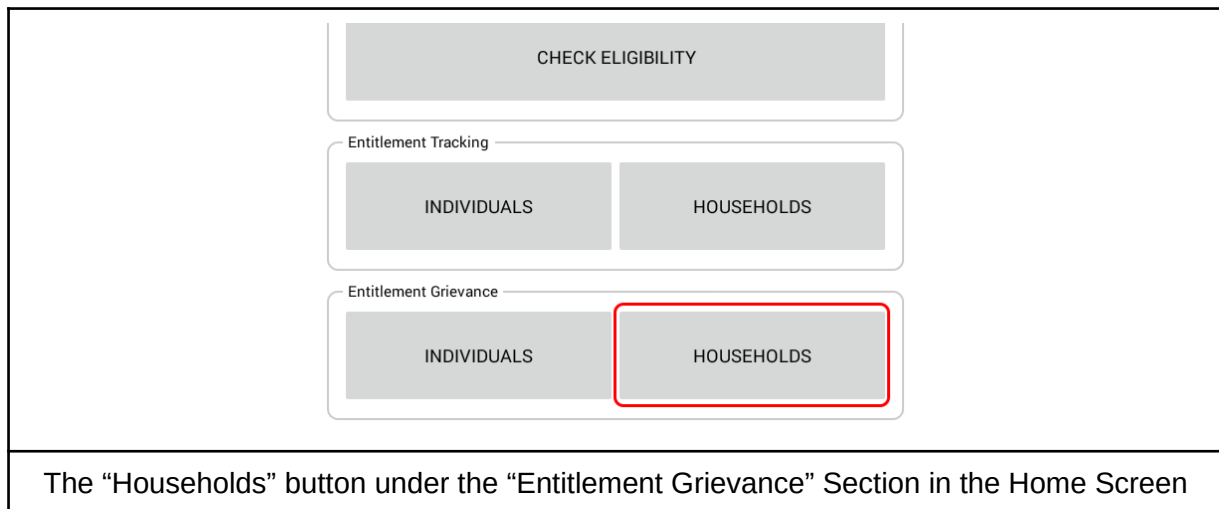
The Button “Register New Grievance” opens the form to register a new grievance.



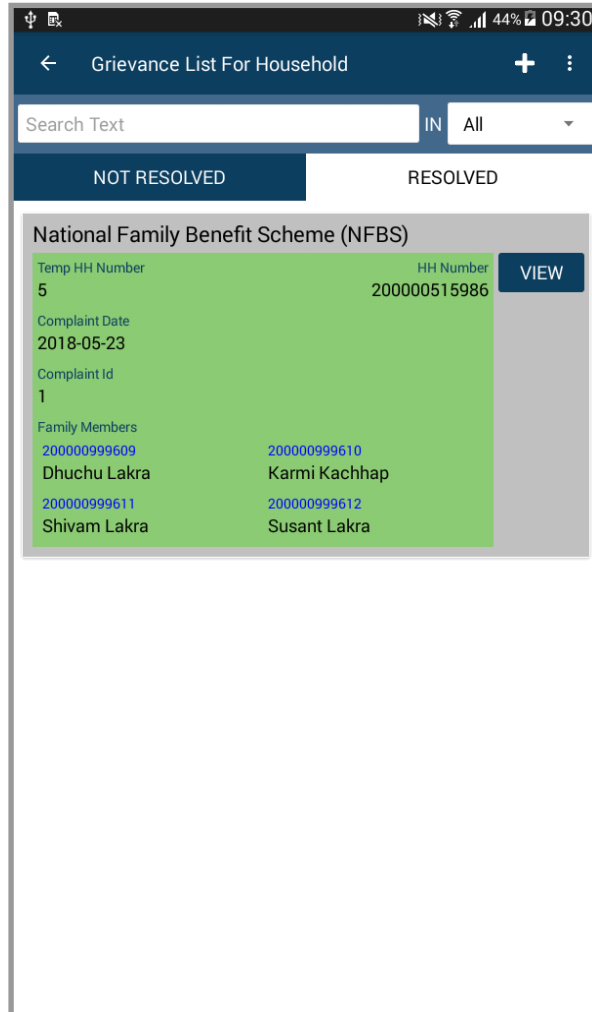
After entering the Entitlement Number for the Individual who requires to register a new Grievance, the above screen is displayed. It is the form to input the complaint details related to the selected scheme related to Individuals. Enter the complaint details and tap on “Save” to create a new Grievance record.

Grievances - Households

Grievance feature allows to register and track any complaints that Individuals of a Household might have pertaining to certain schemes related to households. To open, Grievances for Households, we can use one of the following:




In “Grievances for Households” screen, the app displays a list of all the Grievances registered for the current region for Schemes applicable to Households. The Grievances that have been resolved are listed separately under the tab named “Resolved”.



The “View” button displays the details for that particular Grievance record.

If the user needs to update the status of a grievance, they can do so by using the “Update Status” button for that Grievance record.

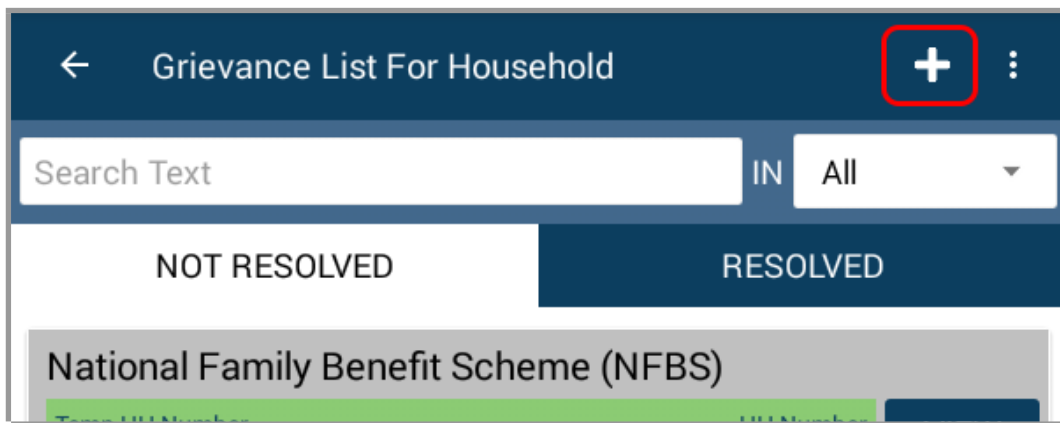
Sorting Records: The list of records can be sorted using the sorting menu  located at the top-right of the screen.

Searching Records:

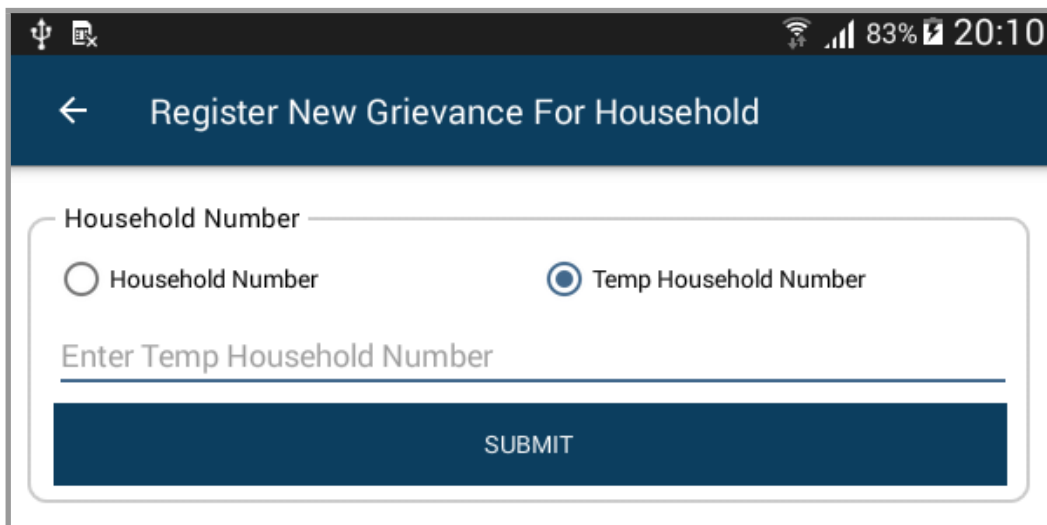


User can search and find records by typing the search string and the field in which that string need to be searched from.

The Button “Register New Grievance” opens the form to register a new grievance.



Enter the Household Number (or Temp Household Number) to register the Grievance for:



Register Grievance For Household

Basic Information

200000515986

Family Members

| | |
|------------------------------|-------------------------------|
| 200000999609 Dhuchu Lakra | 200000999610 Karmi Kachhap |
| 200000999611 Shivam Lakra | 200000999612 Susant Lakra |

Eligible Schemes

Select Scheme

Select Your Complaint

Select Your Complaint

Certificate Photo (Optional)

CAPTURE PHOTO

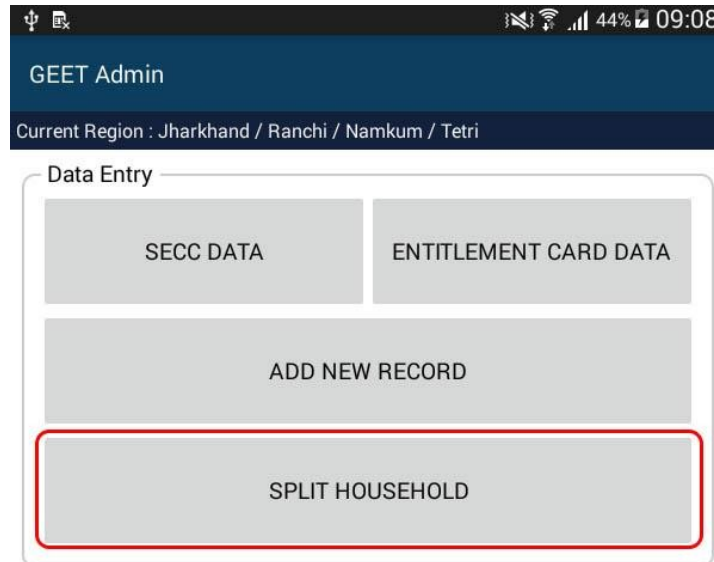
Complaint Description (Optional)

SAVE CANCEL RESET

After entering the Household Number of the Household for which one requires to register a new Grievance, the above screen is displayed. It is the form to input the complaint details related to the selected scheme related to Households. Enter the complaint details and tap on “Save” to create a new Grievance record.

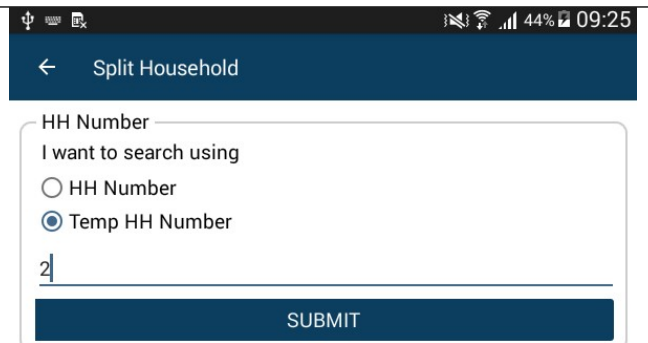
Splitting Household

In the event when a family splits into two different families wherein some members of the family move into a separate household, GEET allows the administrator to “Split a Household”. This option is accessible using the following option in the Main Screen:



Household Split can be recorded using the following steps:

Step 1: Search the Household by entering the “Household Number” or “Temporary Household Number”

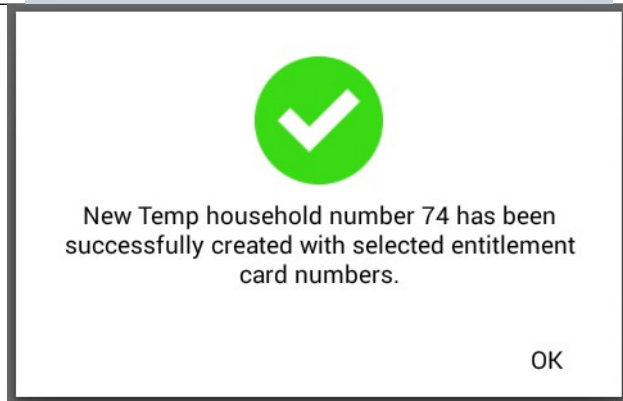


The screenshot shows the 'Split Household' form. It has a title bar with a back arrow and 'Split Household'. Below the title bar, there is a section titled 'HH Number' with the text 'I want to search using'. There are two radio button options: 'HH Number' (unselected) and 'Temp HH Number' (selected). Below the options is a text input field containing the number '2'. At the bottom of the form is a dark blue 'SUBMIT' button.

Step 2: Select the members, who are moving to a new Household by tapping on the “+” button next to their names and then tap on “Save” to Split the household into a new temporary household.

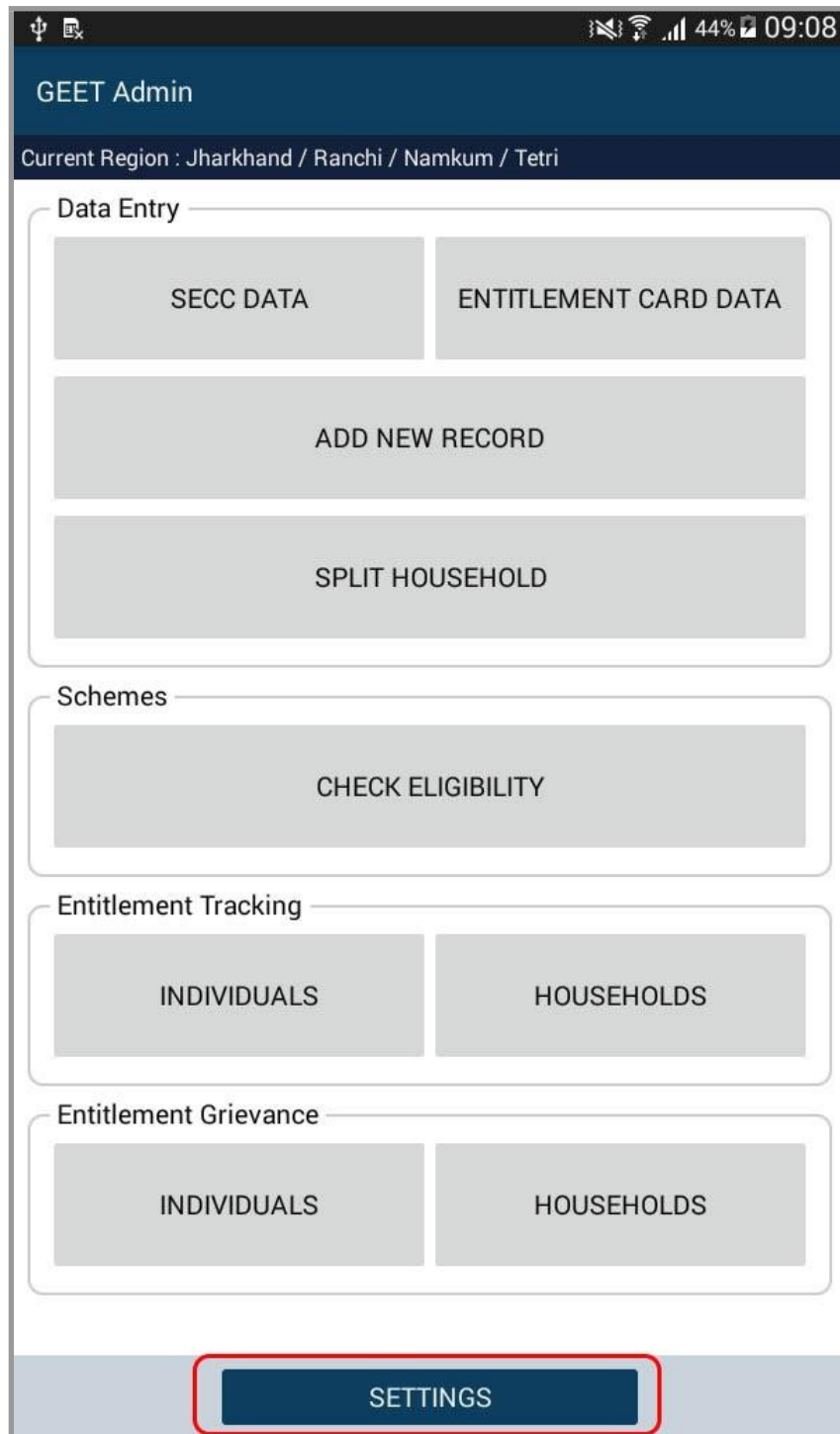


Step 3: The Temporary Household Number of the newly created household will be displayed along with a confirmation message for the Household Split success.

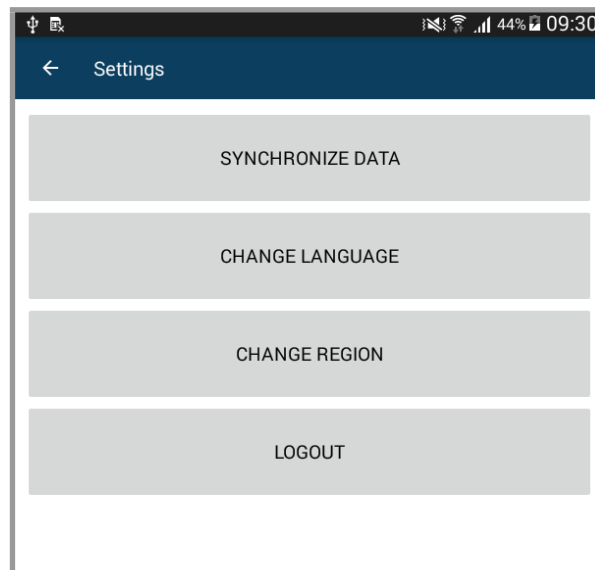


Settings

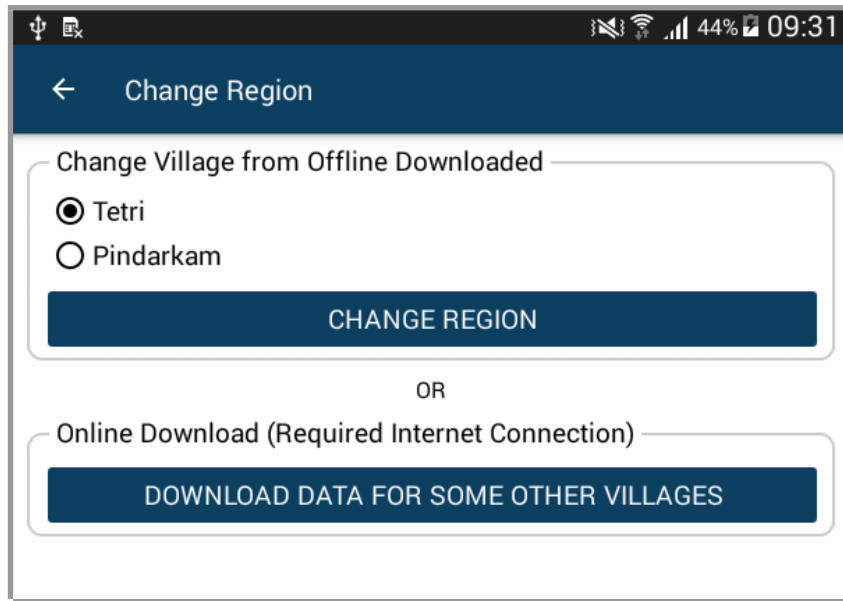
In order to open the Settings screen, tap on the “Settings button in the Main Screen.



The following options are available under the Settings Screen:



- **Synchronize Data** (Requires Active Internet Connection)
 - The GEET Admin App works without internet connection. All the records related to Individuals, Households, Schemes, Grievances, Entitlement Tracking etc. that are created or updated are saved locally on your device. Whenever there is internet connection available, use “Synchronize Data” button to transfer all your records to GEET server.
 - It is important to note that all the records created on your device are temporary records and only after transferring those records can they be considered to be ‘saved’ in the GEET system. Transferring them to server will also allow those records to be accessed from other devices and the GEET web system available at URL: <http://geet.observatory.org.in/>.
 - Synchronize Data also fetches any new records or record updations related to Individuals, Households, Schemes, Grievances, Entitlement Tracking etc. for the current region. Such new records or record updations could have been made by other administrators using the app or the web system.
 - **It is recommended** that you Synchronize Data frequently as soon as internet connection is available. This will avoid accumulation of large “temporary” data on your device. Large volumes of “temporary” data will take long time for synchronization whenever it is attempted.



- **Change Region**
Since the user can operate, offline - upon data from 3 different villages at a time, if user wants to switch between any of these villages to change the region without Internet connection. As shown in the screenshot above, user can switch to any of the villages available offline – “Tetri” or “Pindarkam”.
- If, however user needs to switch to some other village they need to select the option of “Download Data For Some Other Villages”. **This requires an active Internet Connection.**

Settings

Select Region

Select State
 Jharkhand

Select District
 Ranchi

Select Tehsil
 Namkum

Select Village (Max : 3)

Sahera
 Pindarkam
 Tetri
 Palandu
 Malti
 Ganrke

Selected Villages

Tetri Pindarkam

SAVE

- Select new State, District, Tehsil and Village and tap on “Change Region” to change the region of operation.
- The currently selected region is displayed just below the title of the screen.
- When an administrator changes region, all the temporary data stored in the device is first transferred to the server and new data for the newly selected region is then downloaded from the server. Hence, this operation requires Active Internet Connection.

Change Language

←

Current Language : English

Select Language

English

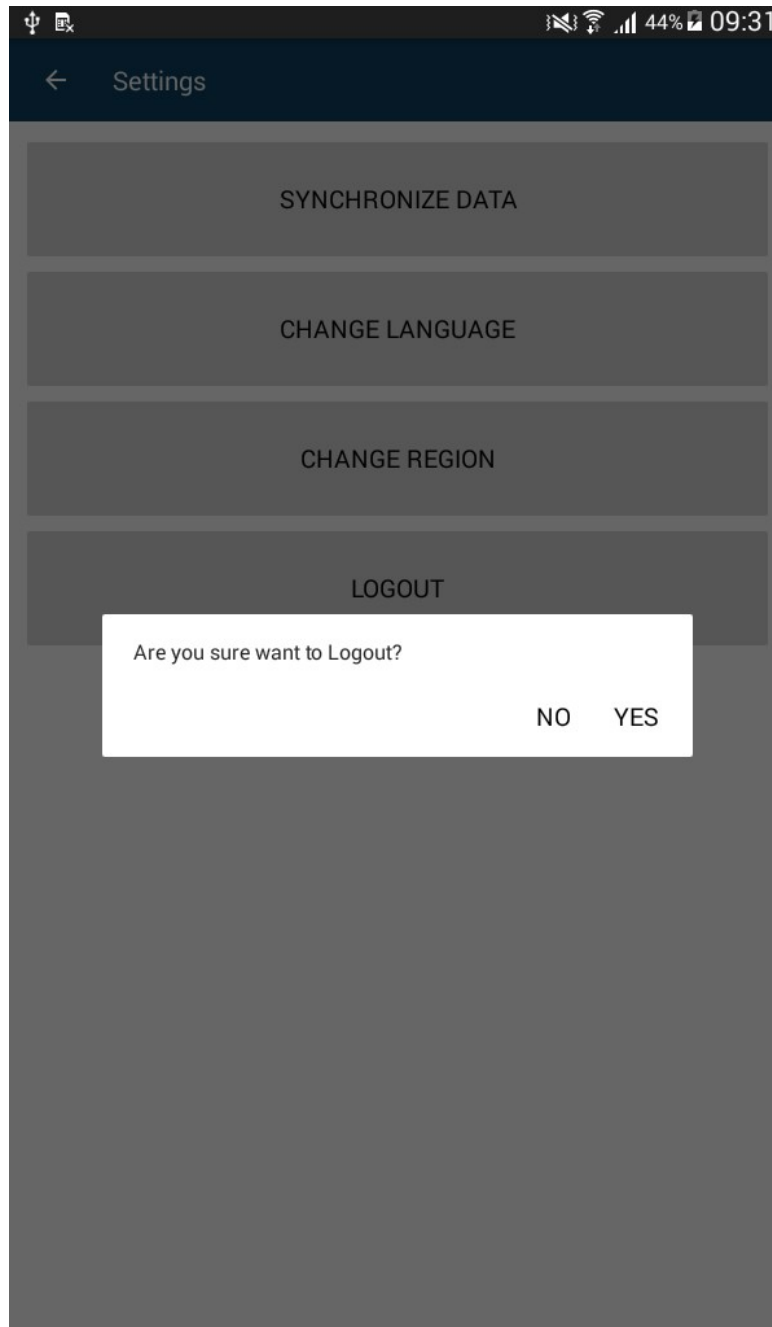
CHANGE

- **Change Language**

- Select new language and tap on “Change” to change to another language.
- Changing of Language **doesn't require active internet connection.**
- The currently selected language is shown just below the title of the screen.

Logout

The currently logged in user can logout using the “Logout” button available in the “Settings” Screen.



Login Again

USER ID
test_user

PASSWORD

LOGIN AGAIN

LOGIN USING DIFFERENT ACCOUNT

In order to Login Again with the same account credentials after logging out, the app displays the Login Again form as shown below. This feature allows quick logging into the system without the need to download the data for the last region over which the user was working on. **Login Again does not require active internet connection.**

An **active internet connection is required if user wants to Login using a different account.** In this case, all the temporary data stored in the device needs to be transferred to the server before allowing the user to login using another account.

Note: If there is change in access policy for the user trying to login again, the app will need to download the data from the server in accordance to the assigned access rights.