



JNPA Quarter Allotment App

User Manual

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1. Introduction to JNPA

- Overview of JNPA Software

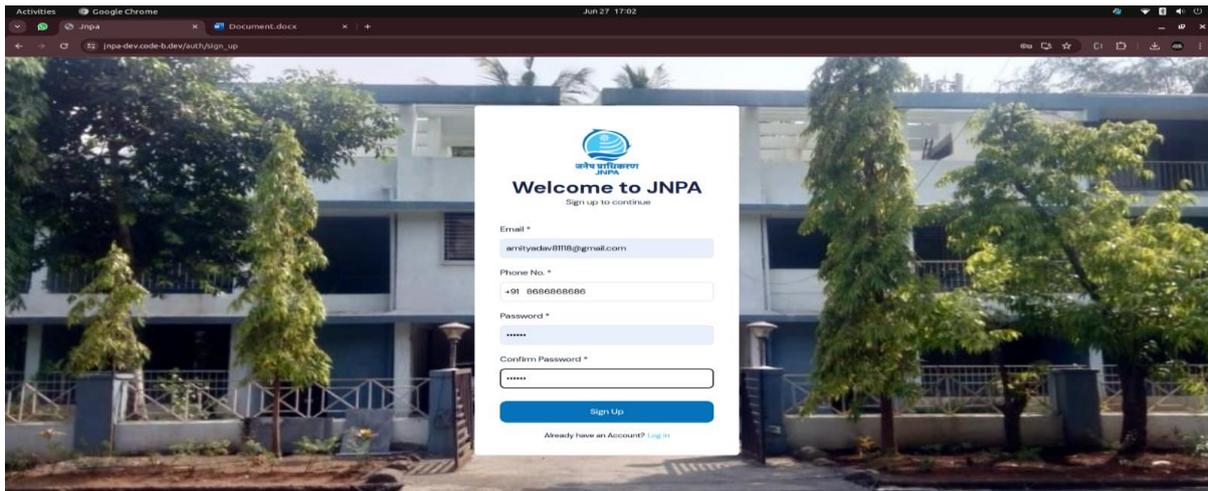
JNPA software simplifies resource allocation for various categories, including current employees, retired government personnel, and others. It enhances organizational efficiency by effectively matching personnel with job requirements, ensuring best deployment and resource use.

- Purpose of the User Manual

This user manual is designed to offer comprehensive guidance on using the JNPA software effectively. It aims to help users navigate through various features, complete necessary forms, and perfect resource allocation for staff. By following the instructions and best practices outlined in this manual, users can ensure efficient and correct use of the software to meet their organizational needs.

2. Getting Started

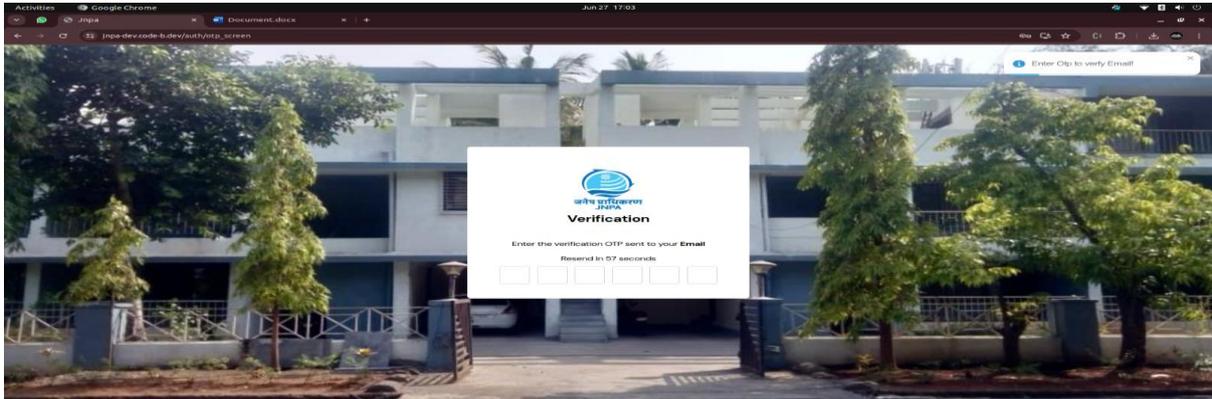
2.1 User Signup



To create a new account:

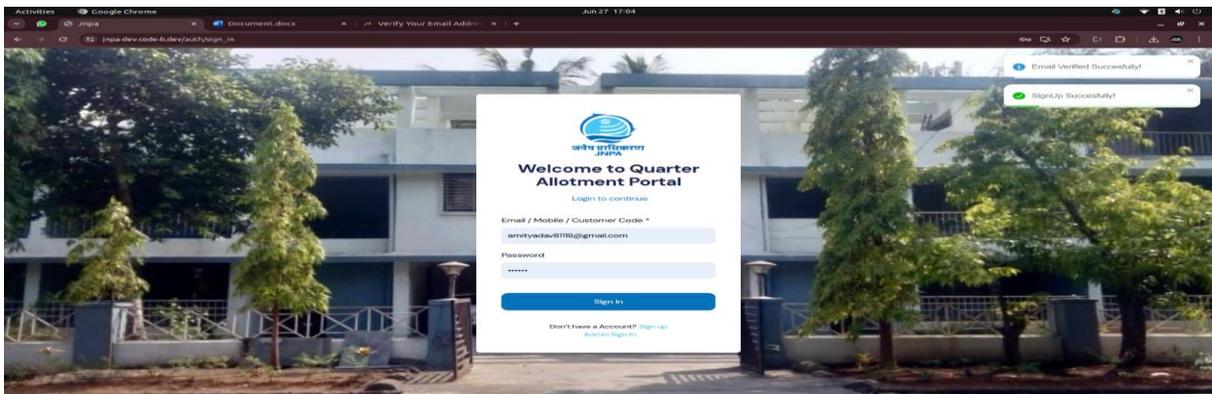
1. Navigate to the JNPA software platform.
2. Click on the "Signup" or "Create Account" link.
3. Fill out the signup form with:
 - Email
 - Phone number
 - Password
4. Submit the form.
5. Check your email for the OTP (One-Time Password).

2.2 OTP Verification Screen



1. Enter the OTP received via email to verify your account.
2. Upon successful verification, proceed to the sign-in page.

2.3 User Login Screen



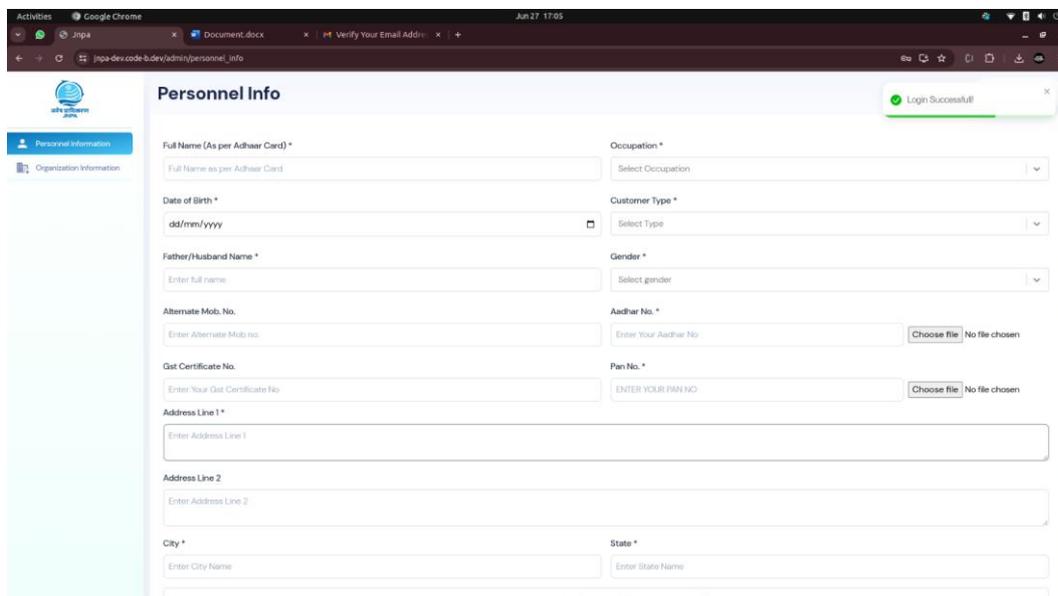
Enter your email and password to access your account.

2.4 Filling Personnel and Organization Info

After login, fill out the following details:

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- **Organization Info:**
 - Organization Name
 - Organization Contact No.
 - Reporting Officer's Name
 - Reporting Officer's Mobile No.
 - Address Details (Line 1, Line 2, City, State)



The screenshot shows a web browser window displaying the 'Personnel Info' form. The browser's address bar shows the URL 'jnpa-dev.code-b.dev/admin/personnel_info'. The form is titled 'Personnel Info' and includes a 'Login Successful!' notification in the top right corner. The form fields are organized into two columns:

- Left Column:**
 - Full Name (As per Adhaar Card) * (Text input)
 - Date of Birth * (Text input, format ddd/mm/yyyy)
 - Father/Husband Name * (Text input)
 - Alternate Mob. No. (Text input)
 - Gst Certificate No. (Text input)
 - Address Line 1 * (Text input)
 - Address Line 2 (Text input)
 - City * (Text input)
- Right Column:**
 - Occupation * (Dropdown menu)
 - Customer Type * (Dropdown menu)
 - Gender * (Dropdown menu)
 - Aadhar No. * (Text input, with 'Choose file' and 'No file chosen' buttons)
 - Pan No. * (Text input, with 'Choose file' and 'No file chosen' buttons)
 - State * (Text input)

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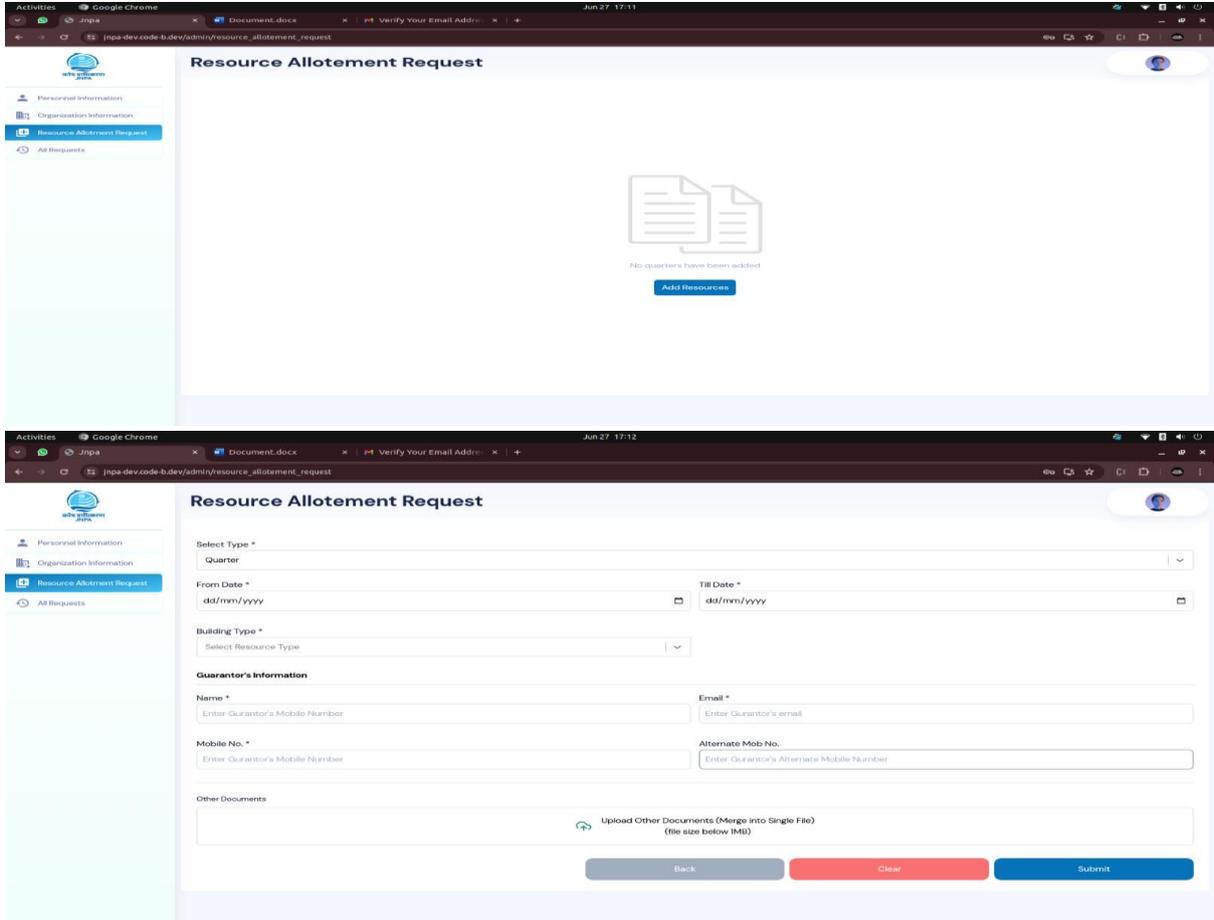
The screenshot displays a web browser window with the URL `jnpa-dev.code-b.dev/admin/organization_info`. The page title is "Organization Info". On the left, there is a sidebar with a logo and two menu items: "Personnel Information" and "Organization Information", the latter being highlighted in blue. The main content area contains a form with the following fields:

- Organization Name ***: A text input field with the placeholder "Enter Organization Name".
- Organization Contact No. ***: A text input field with the placeholder "Enter Organization Contact Number".
- Reporting Officer ***: A text input field with the placeholder "Enter Reporting Officer Name".
- Reporting Officer Mob. No. ***: A text input field with the placeholder "Enter Reporting Officer Mob. Number".
- Address Line 1 ***: A text input field with the placeholder "Enter Address Line 1".
- Address Line 2**: A text input field with the placeholder "Enter Address Line 2".
- City ***: A text input field with the placeholder "Enter City Name".
- State ***: A text input field with the placeholder "Enter State Name".

At the bottom right of the form, there are two buttons: a grey "Clear" button and a blue "Submit" button.

After filling personnel and organization user can apply for resource

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3. Request Management

3.1 Clerk Actions

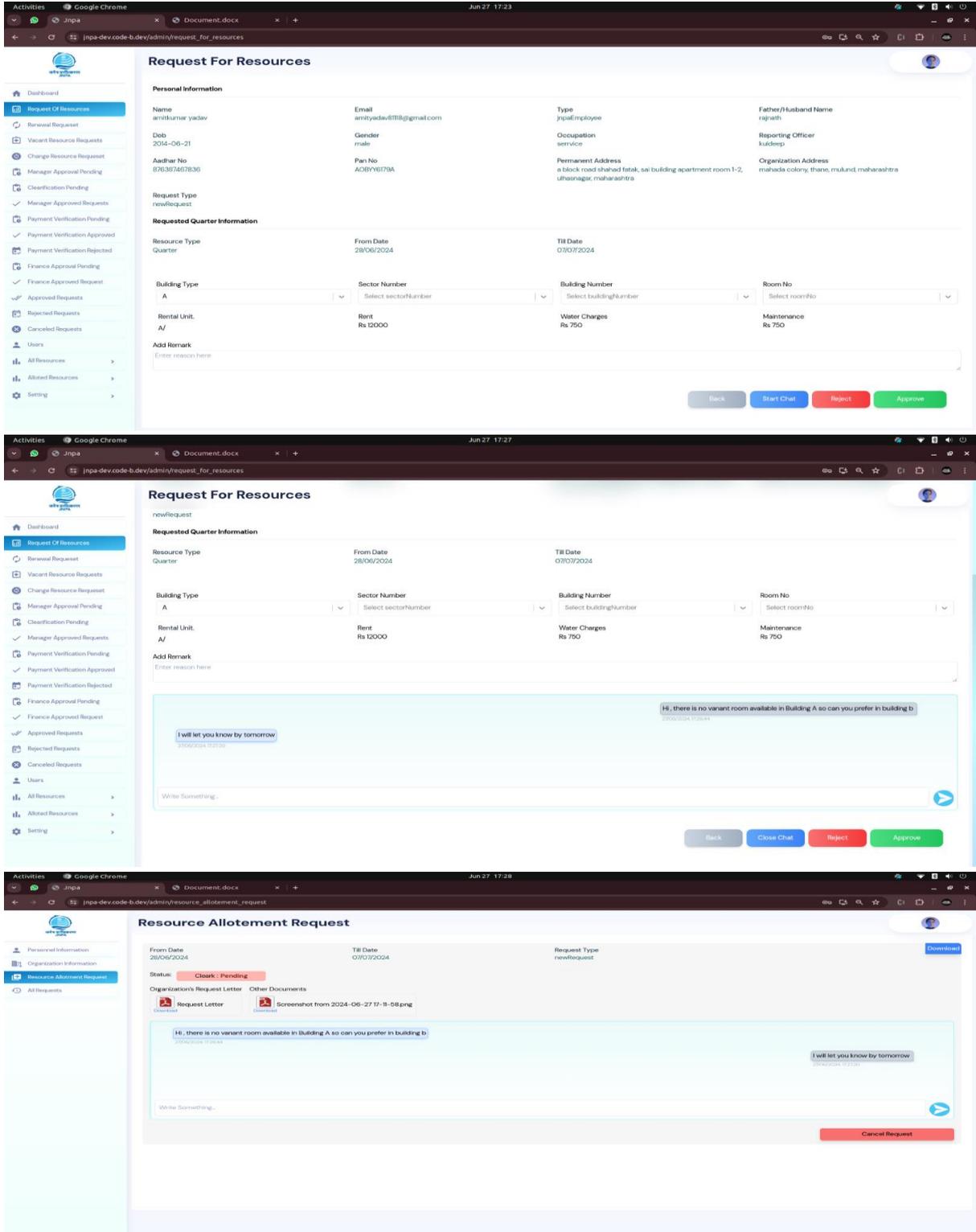
Email	Name	Type	Mob No	From Date	Till Date	Action
amityadav8118@gmail.com	amitikumar yadav	jnpaEmployee	8686868686	28/06/2024	07/07/2024	

- All new resource requests appear in the "Request for Resource" tab.
- Clerk can view request details and take actions:
 - Approve, reject, or request clarification.
 - Communicate with users via chat for additional documents or clarifications.

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The clerk can take necessary actions accordingly—approve, reject, or communicate with the user to clarify any doubts. Additionally, the clerk can ask for any required documents through the chat function if needed.

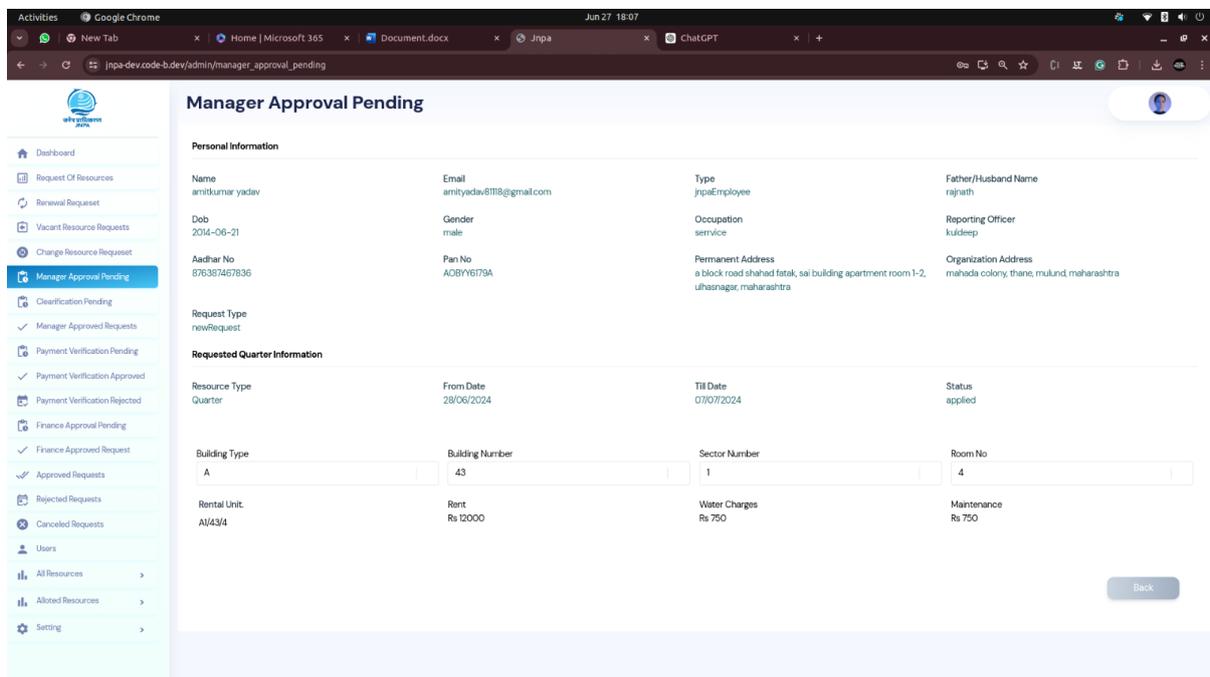
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The clerk can approve requests after entering resource details and clicking the approve button. After approval, the request will be sent to the manager. Additionally, the clerk can also see this request in the "Manager Pending Requests" tab after approving it.

3.2 Manager Approval



The screenshot displays the "Manager Approval Pending" interface. The left sidebar contains a navigation menu with the following items: Dashboard, Request Of Resources, Renewal Request, Vacant Resource Requests, Change Resource Request, Manager Approval Pending (highlighted), Clarification Pending, Manager Approved Requests, Payment Verification Pending, Payment Verification Approved, Payment Verification Rejected, Finance Approval Pending, Finance Approved Request, Approved Requests, Rejected Requests, and Canceled Requests. Below the menu are sections for "All Resources" and "Allotted Resources".

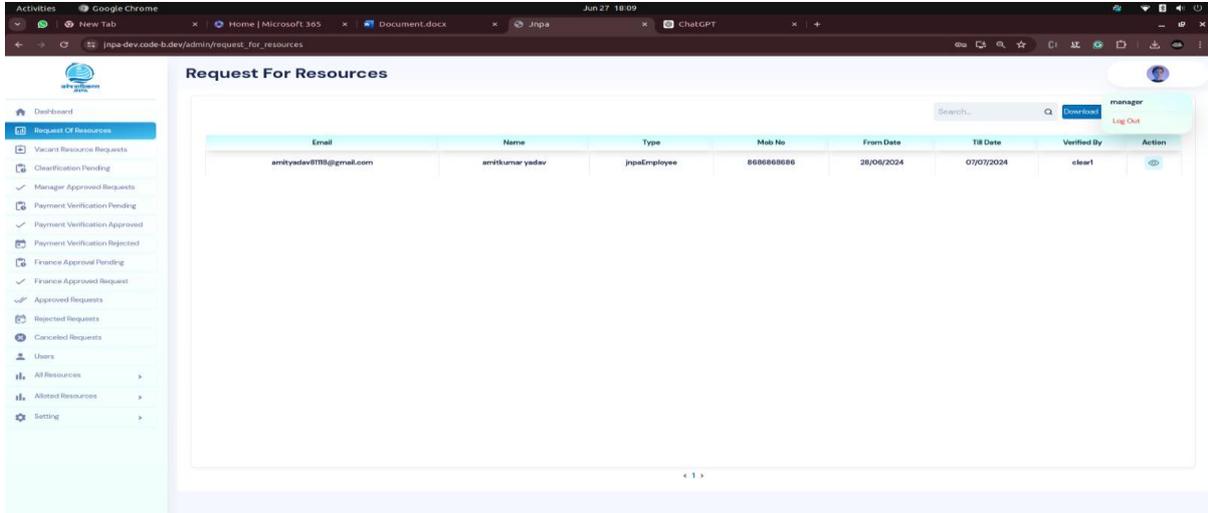
The main content area is titled "Manager Approval Pending" and contains the following information:

- Personal Information:**
 - Name: amitkumar yadav
 - Email: amityadav8118@gmail.com
 - Type: jnpaEmployee
 - Father/Husband Name: rajnath
 - Dob: 2014-06-21
 - Gender: male
 - Occupation: service
 - Reporting Officer: kuldeep
 - Aadhar No: 876387467836
 - Pan No: AOBYV679A
 - Permanent Address: a block road shahad fatak, sai building apartment room 1-2, ulhasnagar, maharashtra
 - Organization Address: mahada colony, thane, mulund, maharashtra
- Request Type:** newRequest
- Requested Quarter Information:**
 - Resource Type: Quarter
 - From Date: 28/06/2024
 - Till Date: 07/07/2024
 - Status: applied
- Building Details:**
 - Building Type: A
 - Building Number: 43
 - Sector Number: 1
 - Room No: 4
- Rental and Charges:**
 - Rental Unit: A/43/4
 - Rent: Rs 12000
 - Water Charges: Rs 750
 - Maintenance: Rs 750

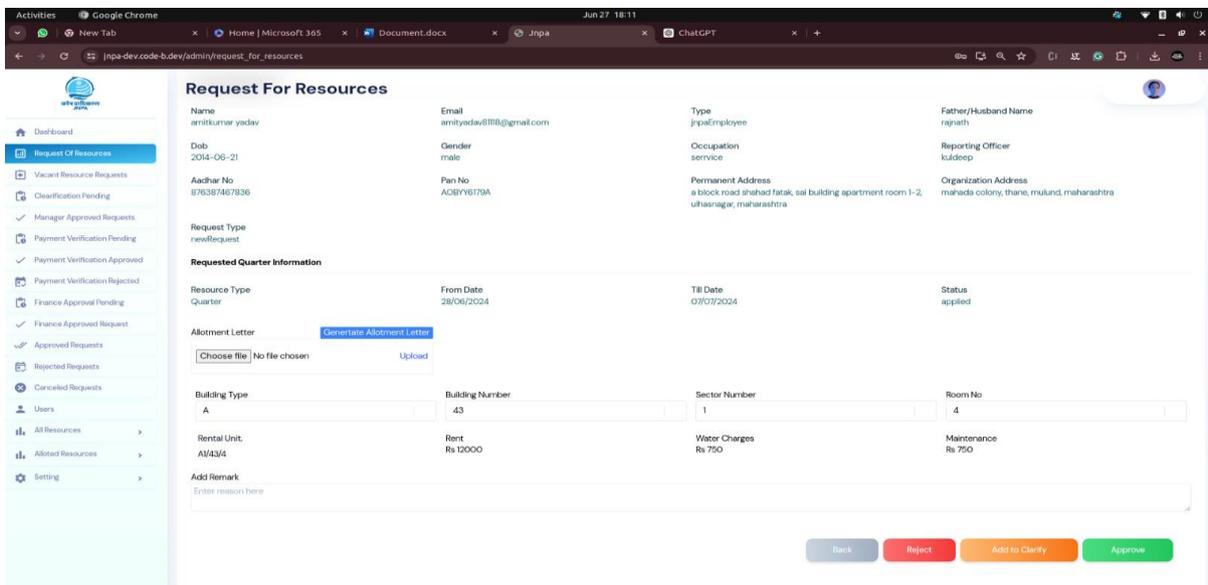
A "Back" button is located at the bottom right of the main content area.

The manager will see the request that has been approved by the clerk in the "Request for Resource" tab.

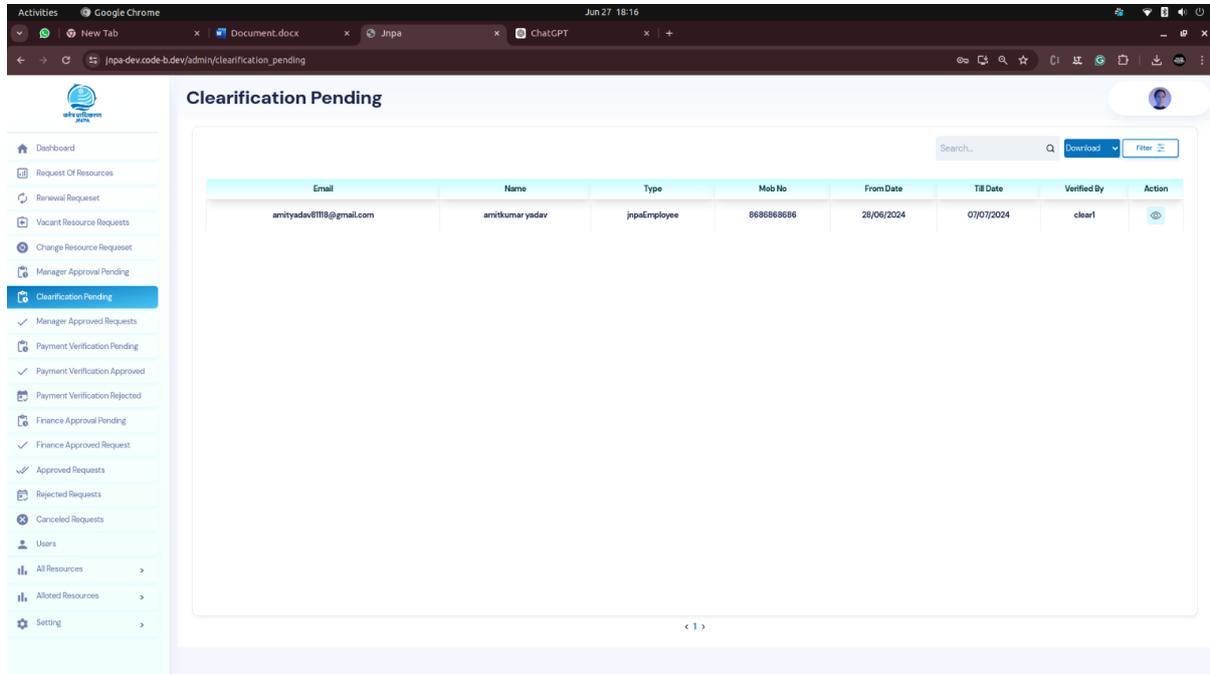
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- Approved requests move to "Manager Pending Requests" tab.
- Manager can approve, reject, or request clarification.
- Adding remarks is required when requesting clarification.



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The screenshot shows a web application interface for 'Clearification Pending'. The page features a sidebar menu on the left with various request types, a main content area with a search bar and a table of pending requests, and a footer with a page number '< 1 >'. The table has columns for Email, Name, Type, Mob No, From Date, Till Date, Verified By, and Action.

Email	Name	Type	Mob No	From Date	Till Date	Verified By	Action
amityadav6118@gmail.com	amitkumar yadav	jnpaEmployee	8686668686	28/06/2024	07/07/2024	clear1	

On the clarification page, the clerk can communicate with the user via chat to request necessary documents or clarification. The user can send the required documents through the chat box. The clerk reviews the documents and takes necessary actions such as approving or rejecting the request. If approved, the request is forwarded to the manager with remarks. Also, the clerk can change the resource if required during this process.

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Clarification Pending

Name: arnikumar yadav | Email: arnikyadav8118@gmail.com | Type: jnpaEmployee | Father/Husband Name: rajnath

Dob: 2014-06-21 | Gender: male | Occupation: service | Reporting Officer: kuldeep

Aadhar No: 876387467836 | Pan No: ACBY6179A | Permanent Address: a block road shahad fatah, sai building apartment room 1-2, uhasnagar, maharashtra | Organization Address: mahada colony, thane, mulund, maharashtra

Request Type: newRequest

Requested Quarter Information

Resource Type	From Date	Till Date	Status
Quarter	28/06/2024	07/07/2024	applied

Building Type: A | Sector Number: 1 | Building Number: 43 | Room No: 4

Rental Unit: AI/43/4 | Water Charges: Rs 750 | Maintenance: Rs 750

Add Remark: Enter reason here

Manager's Remark: Increase the rent

Buttons: Back, Reject, Approve

After the clerk's approval and clarification, the request goes to the manager. The manager can view it in the "Request for Resources" tab along with the clerk's remarks.

Request For Resources

Personal Information

Name: arnikumar yadav | Email: arnikyadav8118@gmail.com | Type: jnpaEmployee | Father/Husband Name: rajnath

Dob: 2014-06-21 | Gender: male | Occupation: service | Reporting Officer: kuldeep

Aadhar No: 876387467836 | Pan No: ACBY6179A | Permanent Address: a block road shahad fatah, sai building apartment room 1-2, uhasnagar, maharashtra | Organization Address: mahada colony, thane, mulund, maharashtra

Request Type: newRequest

Requested Quarter Information

Resource Type	From Date	Till Date	Status
Quarter	28/06/2024	07/07/2024	applied

Abotment Letter: [Download Abotment Letter](#)

Building Type: A | Building Number: 43 | Sector Number: 1 | Room No: 4

Rental Unit: AI/43/4 | Rent: Rs 12000 | Water Charges: Rs 750 | Maintenance: Rs 750

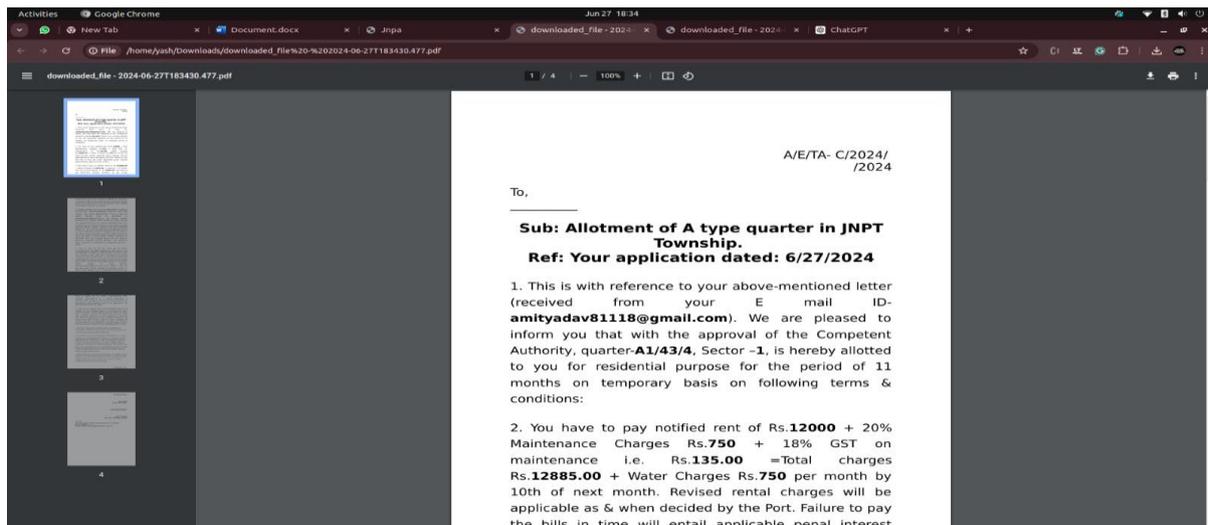
Add Remark: Enter reason here

Clerk's Remark: No need to change the rent

Buttons: Back, Reject, Add to Clarify, Approve

manager can upload it and then approve the request. Once approved,

the request goes back to the clerk, who can see it in the "Manager Approved Requests" tab and take further action.



3.3 Finance Verification

1. Before approval, manager generates and uploads the allotment letter.
2. Clerk sends the request for payment verification after user uploads payment receipt.
3. Finance user verifies payment in "Payment Verification Pending" tab:
 - Uploads necessary documents.
 - Approves or rejects payment verification.

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Manager Approved Requests

Personal Information

Name	amrikumar yadav	Email	amriyadav618@gmail.com	Type	jnpaEmployee	Father/Husband Name	rajnath
DOB	2014-06-21	Gender	male	Occupation	service	Reporting Officer	kuldeep
Aadhar No	570305467836	Pan No	ACBY1619A	Permanent Address	a block road shahad fatah, sai building apartment room 1-2, uhasnagar, mahada colony, thane, mumbai, maharashtra		

Request Type: newRequest

Requested Quarter Information

Resource Type	Quarter	From Date	28/06/2024	Till Date	07/07/2024	Status	applied
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Allotment Letter

Screenshot from 2024-06-27 18-11-04.png

Building Type	A	Building Number	43	Sector Number	1	Room No	4
Rental Unit:	AJ43/4	Rent	Rs 10000	Water Charges	Rs 750	Maintenance	Rs 750

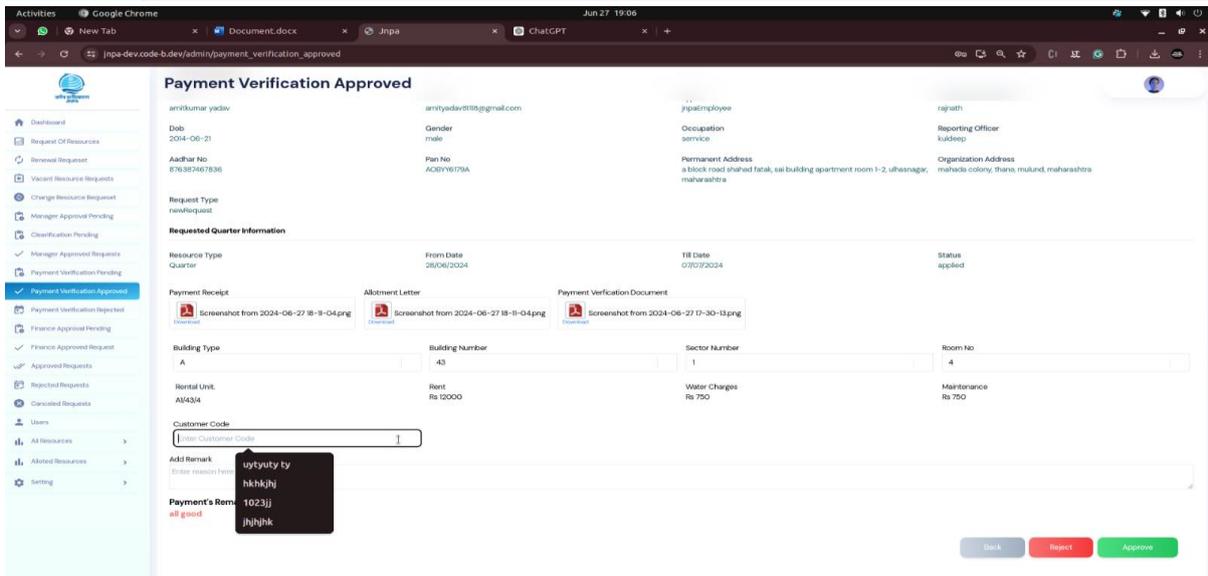
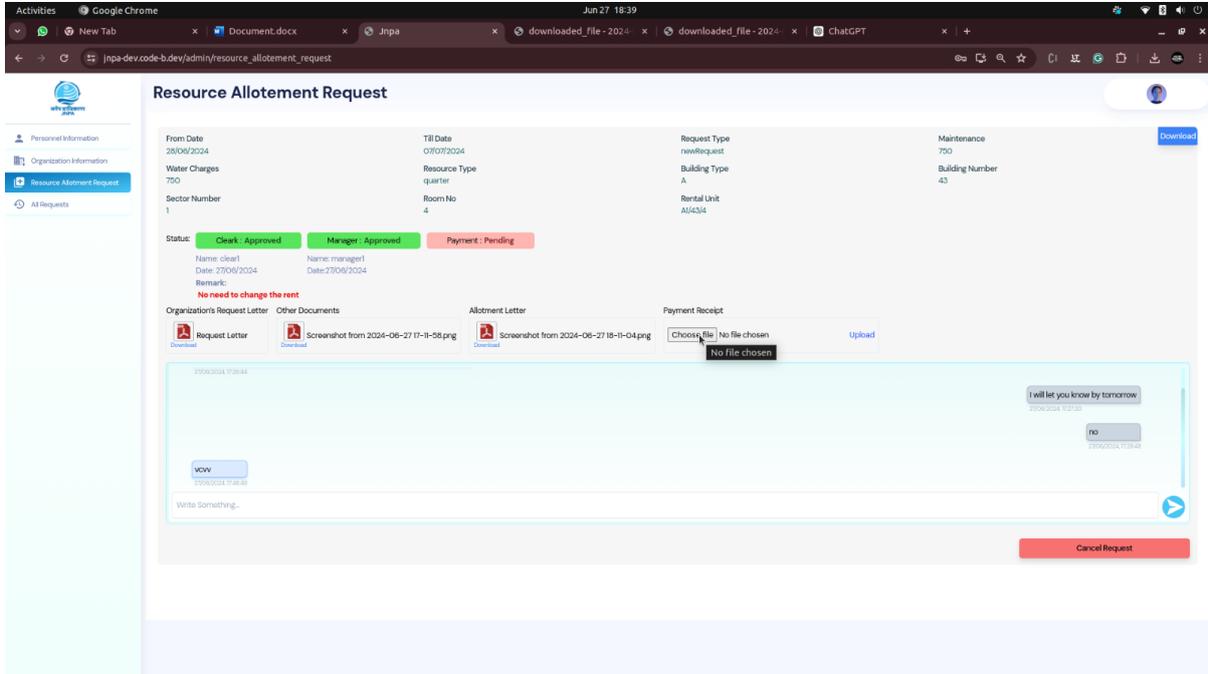
Add Remark: Enter reason here

Back Reject Add to Verify Payment

Please wait for the user to upload the payment receipt.

This is user screen, and he can upload the payment receipt here

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If the finance user rejects the payment, the request goes back to the clerk. The clerk can see it in the "Payment Rejected" tab, where they can communicate with the user via chat to request additional documents or clarification. If the clerk is satisfied, they can resubmit the request for payment verification, including any necessary remarks. The request then goes back to the finance user, who can

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review it again and either approve or reject it. Alternatively, the clerk can also choose to reject the request entirely.

3.4 Final Approval

- Clerk adds rental code and sends for final verification.
- Finance user verifies in "Finance Approval Pending" tab:
 - Uploads necessary documents.
 - Approves or rejects application.

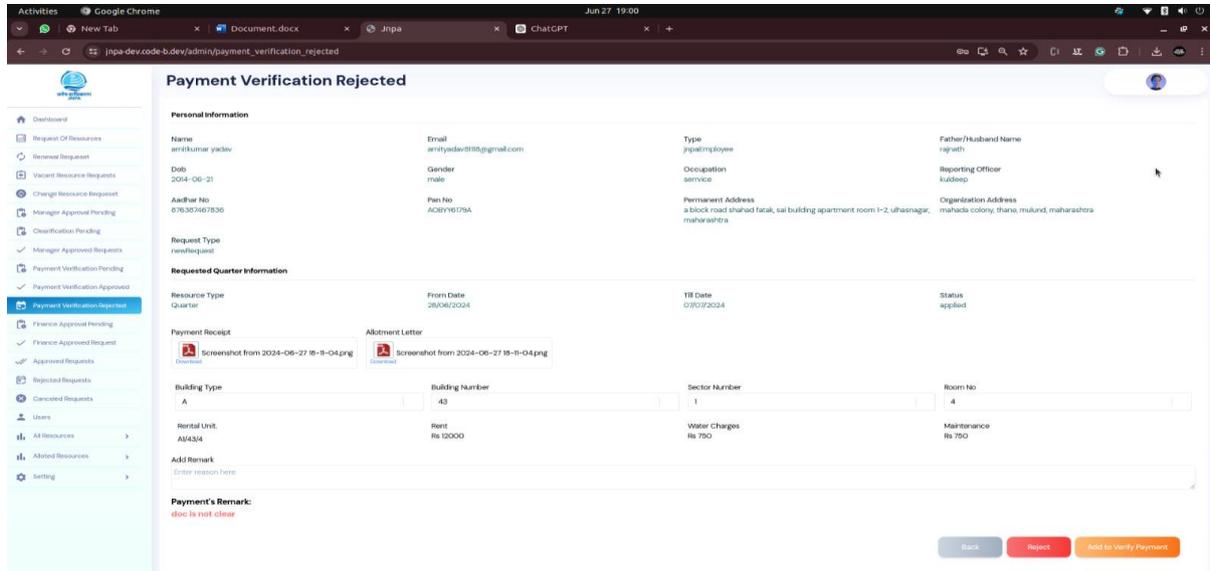
The screenshot shows the 'Payment Verification Pending' page in a web browser. The page is divided into several sections:

- Personal Information:** Name: amrikumar yadav, Email: amriyadav7818@gmail.com, Type: jnpeEmployee, Father/Husband Name: rajrath, Dob: 2004-06-21, Gender: male, Occupation: service, Reporting Officer: kuldeep, Aadhar No: 676382967836, Pan No: ACBY8179A, Permanent Address: a block road shahad fatah, sai building apartment room 1-2, ulhasnagar, maharashtra, Organization Address: mahada colony thane, mulund, maharashtra, maharashtra.
- Request Type:** newRequest
- Requested Quarter Information:** Resource Type: Quarter, From Date: 26/06/2024, Till Date: 07/07/2024, Status: applied.
- Payment Receipt:** Screenshot from 2024-06-27 18-19-04.png
- Allotment Letter:** Screenshot from 2024-06-27 18-19-04.png
- Payment Verification Document:** Choose file | no file chosen | Upload
- Building Type:** A, Building Number: 43, Sector Number: 1, Room No: 4
- Rental Unit:** A143M4, Rent: Rs 12000, Water Charges: Rs 750, Maintenance: Rs 750
- Add Remark:** Enter reason here
- Payment's Remark:** all good

At the bottom right, there are three buttons: 'Back', 'Reject', and 'Approve'.

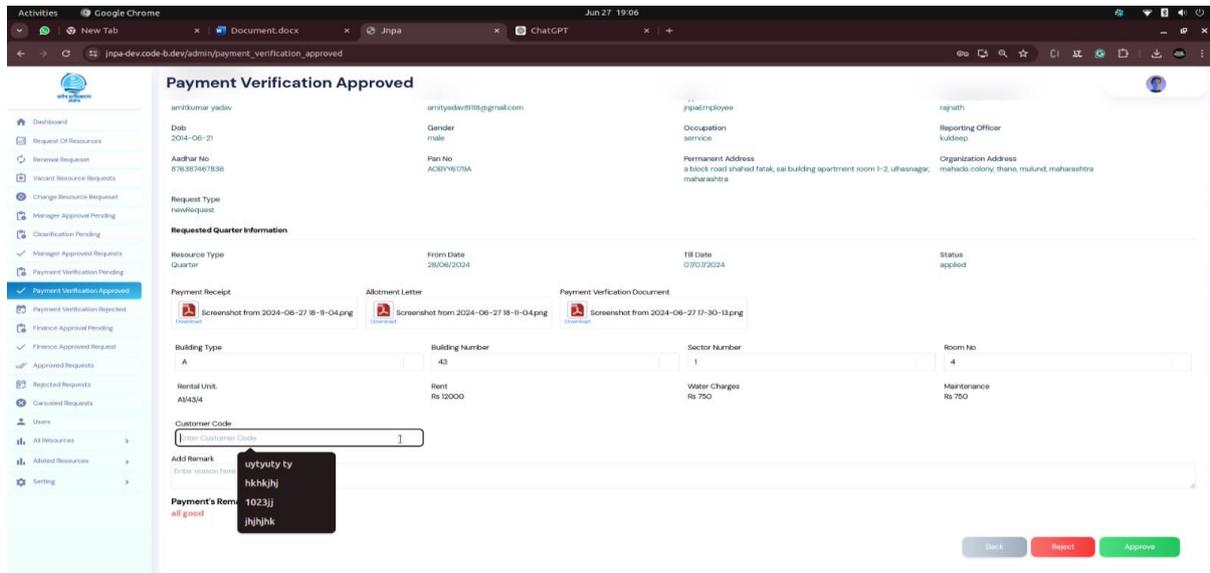
- If finance user rejects it:

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- If the finance user approves the payment

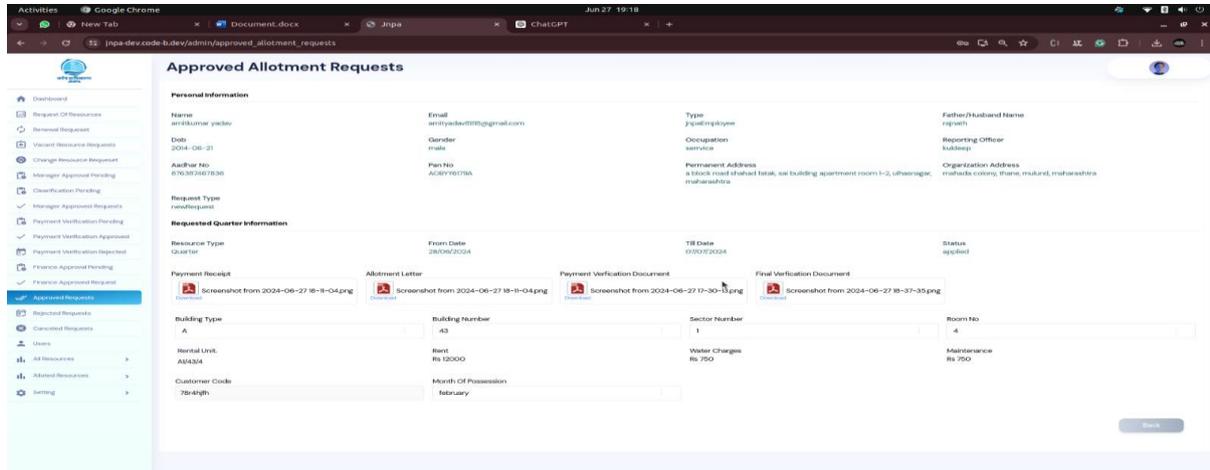
the request goes back to the clerk. The clerk can see it in the "Payment Verified" tab, where they can add the RENTAL CODE.



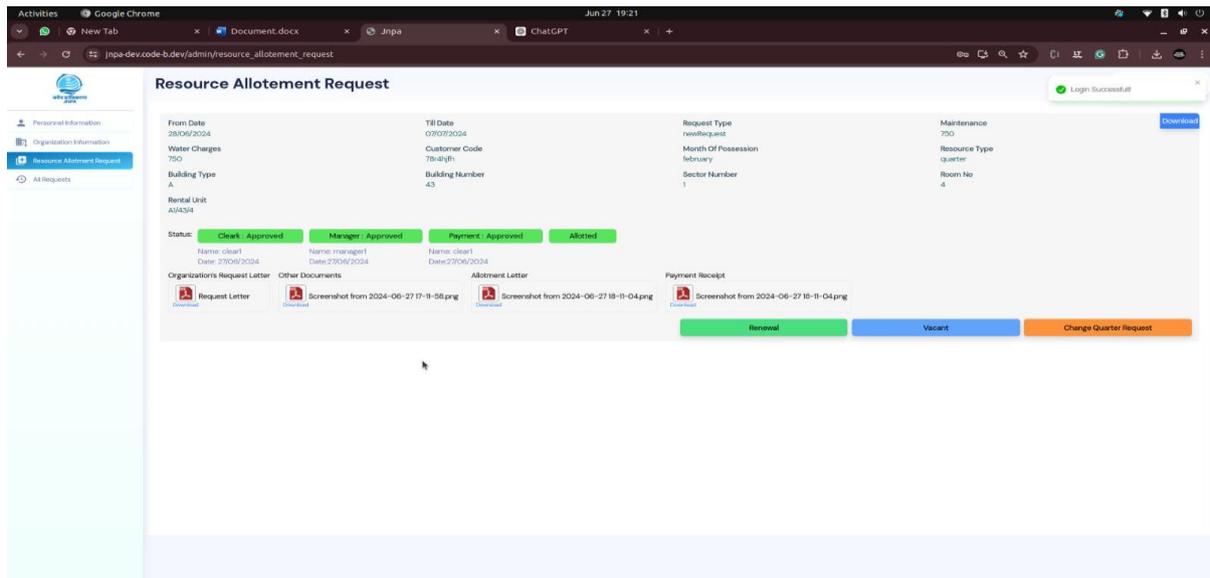
3.5 Application Status and History

- Users can track all application statuses.

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- View application history in "All Requests" tab.

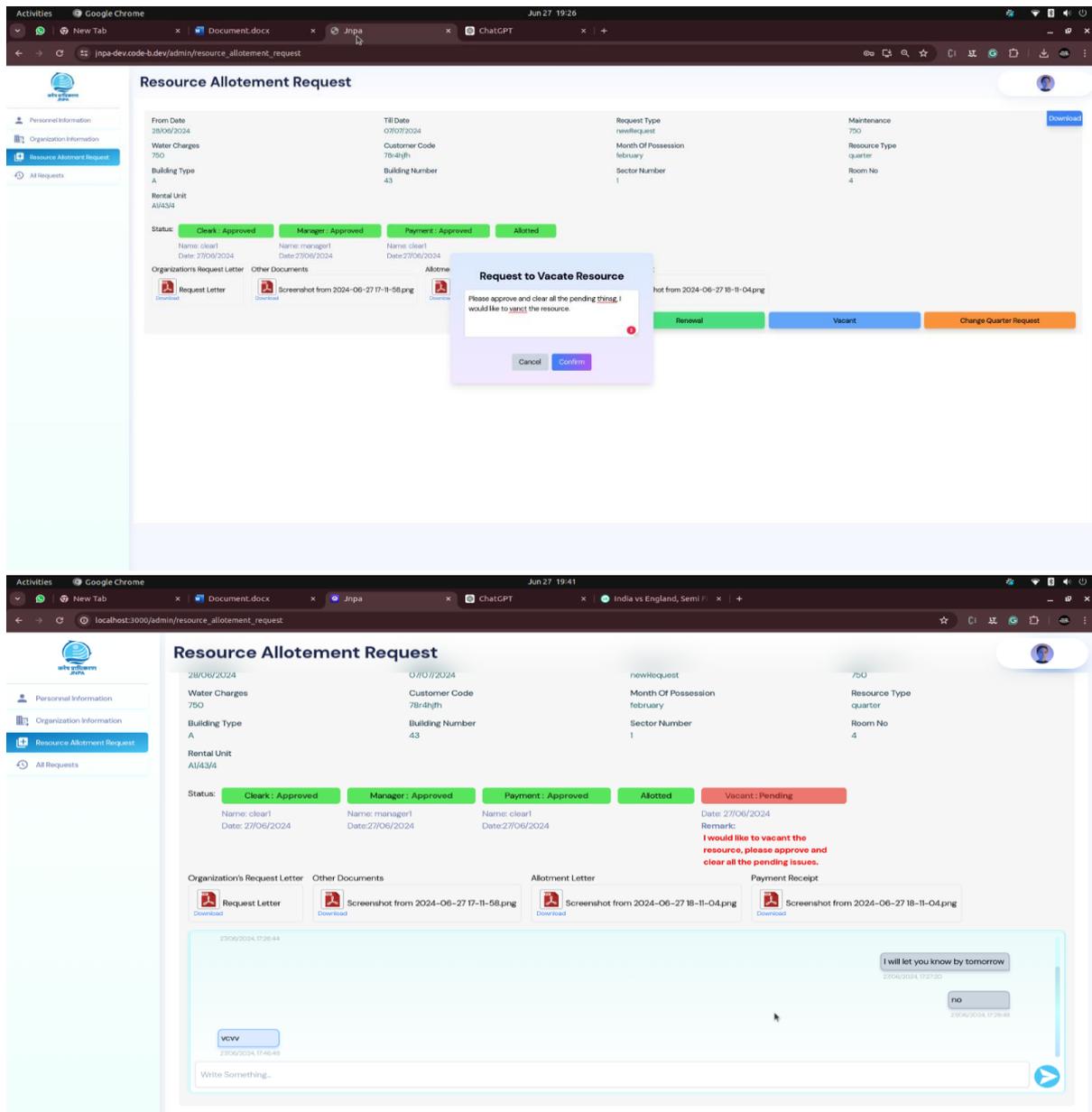


4. Special Requests

4.1 Vacant Resource Request

- Users request to vacate resource via "Vacant" button.
- Clerk manages requests in "Vacant Resource Request" tab.

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- All vacant requests will be visible to the clerk in the "Vacant Resource Request" tab. There, the clerk can communicate with the user using chat and take necessary actions accordingly.

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Vacant Resource Request

Personal Information

Name: amrikumar yadav	Email: amriyadav811@gmail.com	Type: jnpa/employee	Father/Husband Name: ragrath
Dob: 2014-06-21	Gender: male	Occupation: service	Reporting Officer: kuldeep
Aadhar No: 876357467836	Pan No: ACBPY6179A	Permanent Address: a block road shahad fatah, sai building apartment room 1-2, uhasnagar, maharashtra	Organization Address: mahads colony, thane, mulund, maharashtra

Request Type: newRequest

Requested Quarter Information

Resource Type: Quarter	From Date: 28/06/2024	Till Date: 03/07/2024	Status: applied
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Payment Receipt: Screenshot from 2024-06-27 18-19-04.png
Allotment Letter: Screenshot from 2024-06-27 18-19-04.png
Payment Verification Document: Screenshot from 2024-06-27 17-30-13.png
Final Verification Document: Screenshot from 2024-06-27 18-37-35.png

Building Type: A	Building Number: 43	Sector Number: 1	Room No: 4
Rental Unit: AI43/4	Rent: Rs 12000	Water Charges: Rs 750	Maintenance: Rs 750
Customer Code: 78449th	Month Of Possession: February		

Add Remark:

Buttons: Back, Start Chat, Approve

After the clerk approves the vacant resource request, the application is closed. Users can then view the history of the application in the "All Requests" tab.

Vacant Resource Request

Personal Information

Name: amrikumar yadav	Email: amriyadav811@gmail.com	Type: jnpa/employee	Father/Husband Name: ragrath
Dob: 2014-06-21	Gender: male	Occupation: service	Reporting Officer: kuldeep
Aadhar No: 876357467836	Pan No: ACBPY6179A	Permanent Address: a block road shahad fatah, sai building apartment room 1-2, uhasnagar, maharashtra	Organization Address: mahads colony, thane, mulund, maharashtra

Request Type: newRequest

Requested Quarter Information

Resource Type: Quarter	From Date: 28/06/2024	Till Date: 03/07/2024	Status: applied
------------------------	-----------------------	-----------------------	-----------------

Payment Receipt: Screenshot from 2024-06-27 18-19-04.png
Allotment Letter: Screenshot from 2024-06-27 18-19-04.png
Payment Verification Document: Screenshot from 2024-06-27 17-30-13.png
Final Verification Document: Screenshot from 2024-06-27 18-37-35.png

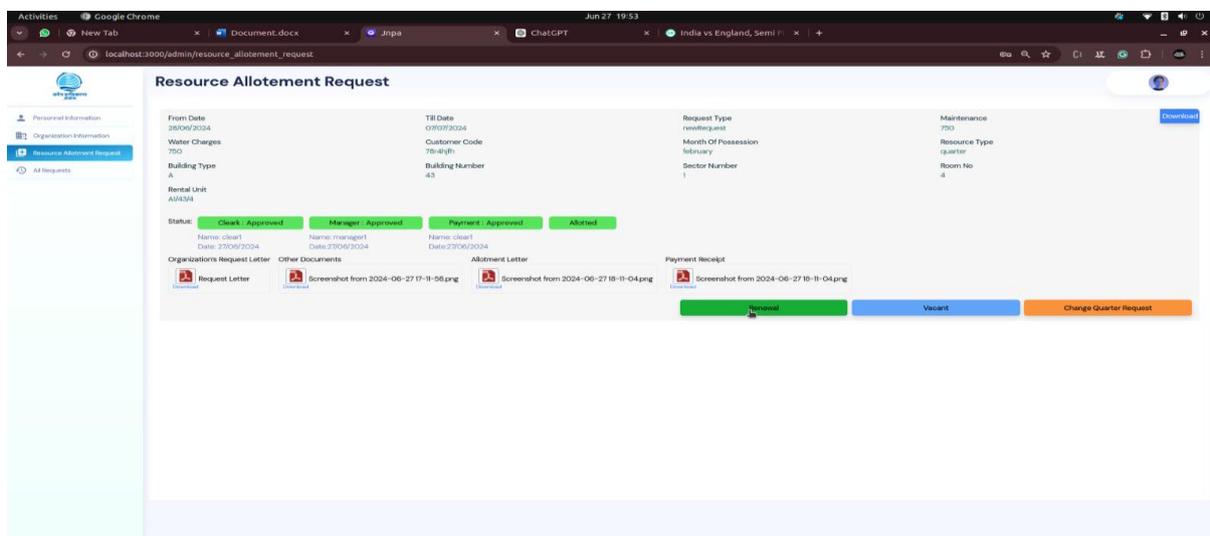
Building Type: A	Building Number: 43	Sector Number: 1	Room No: 4
Rental Unit: AI43/4	Rent: Rs 12000	Water Charges: Rs 750	Maintenance: Rs 750
Customer Code: 78449th	Month Of Possession: February		

Add Remark:

Buttons: Back, Start Chat, Approve

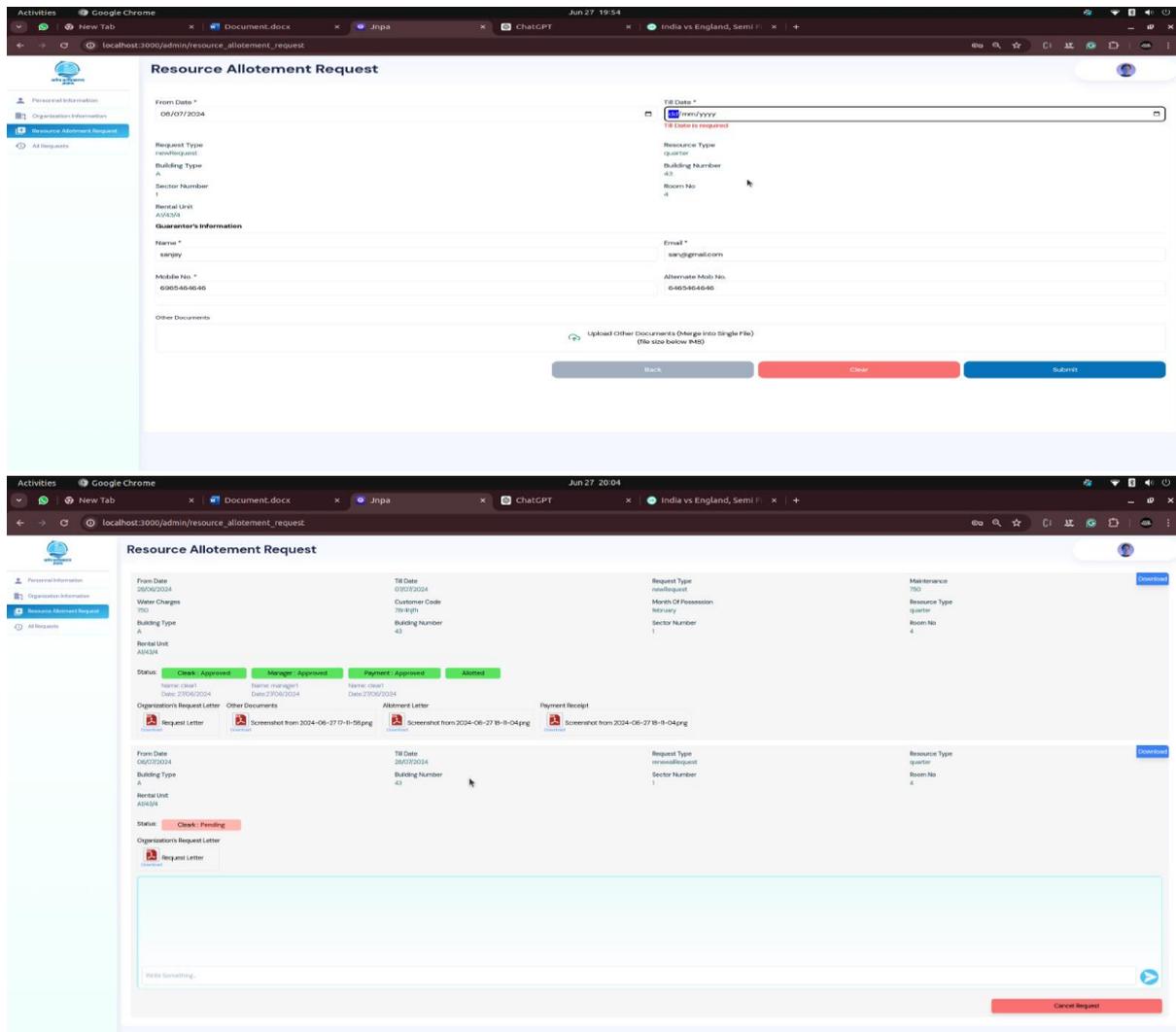
4.2 Renewal Resource Request

- Users apply for renewal via "Renewal" button.
- Clerk manages requests in "Renewal Resource" tab.



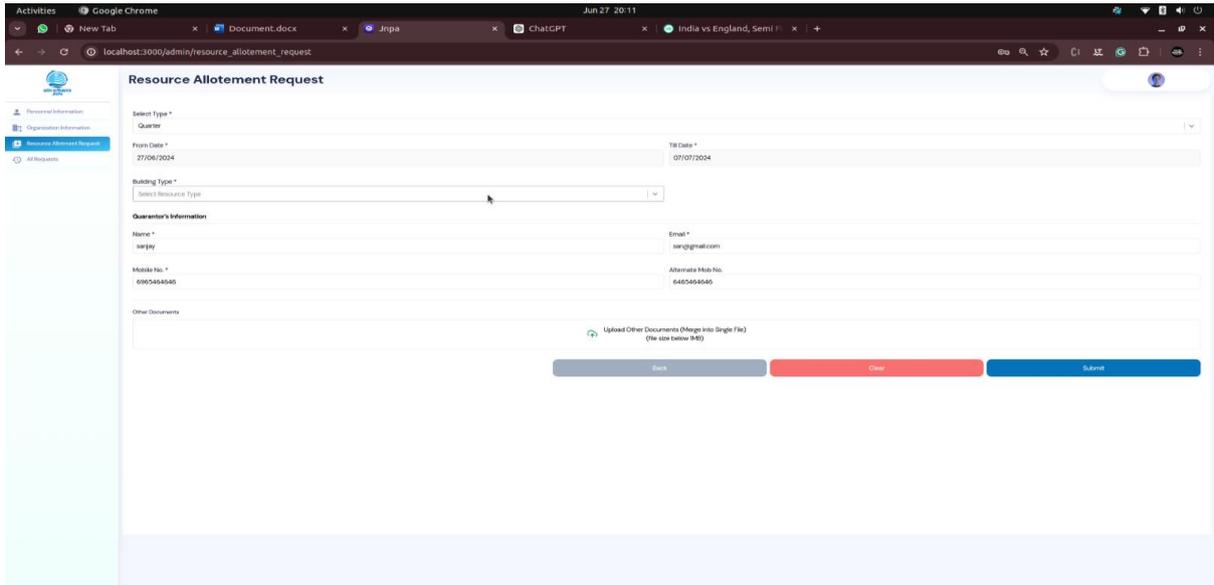
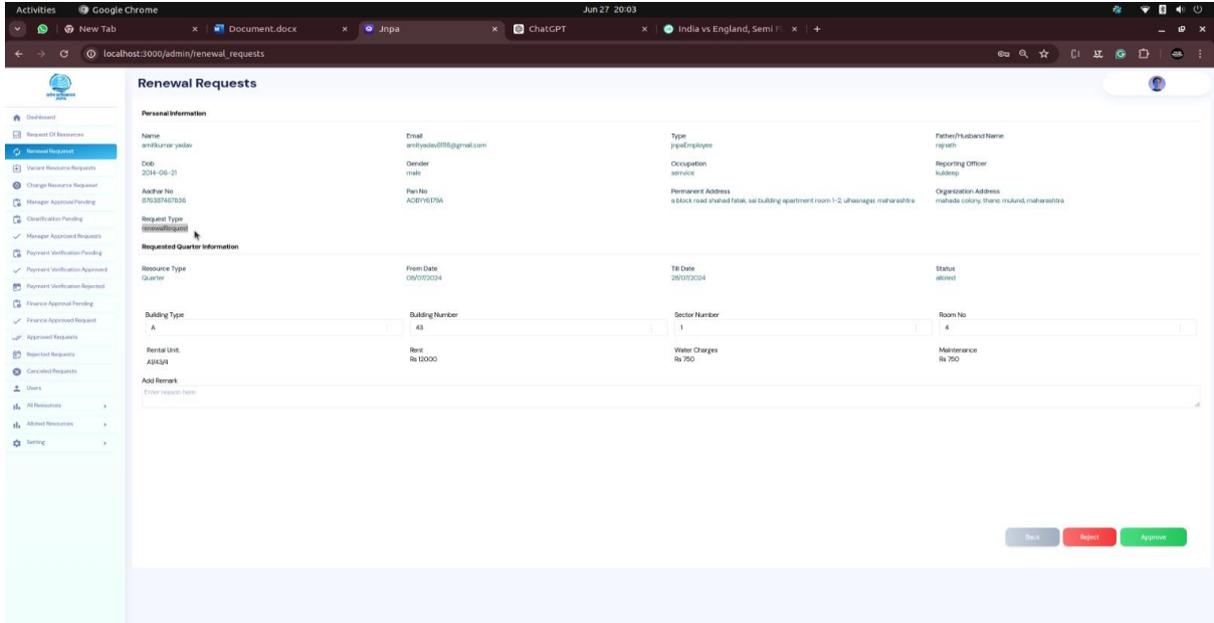
For the renewal, users will need to fill in some details again.

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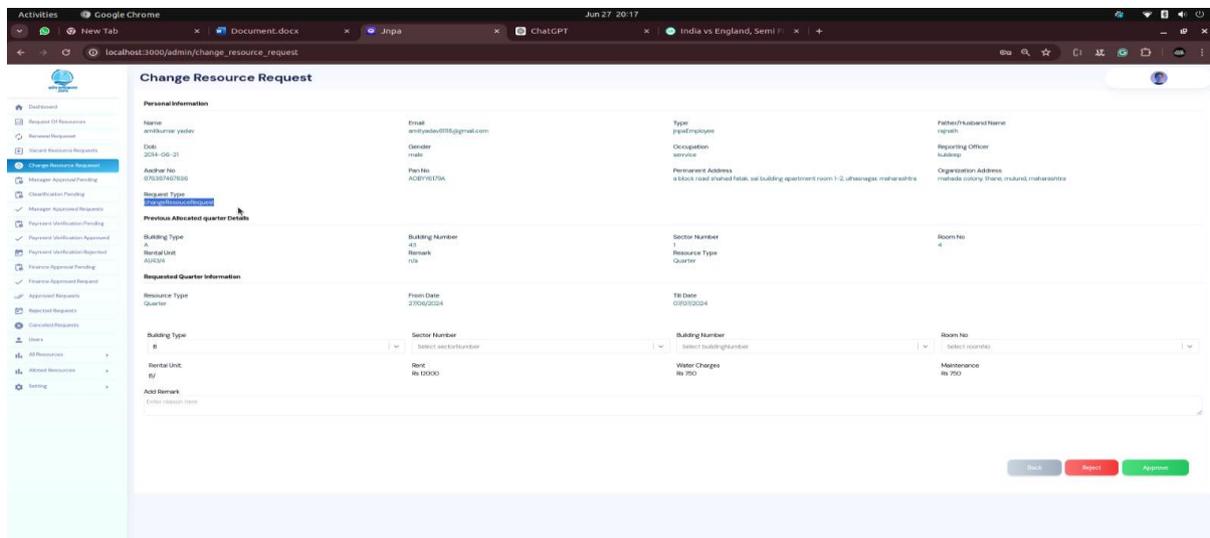
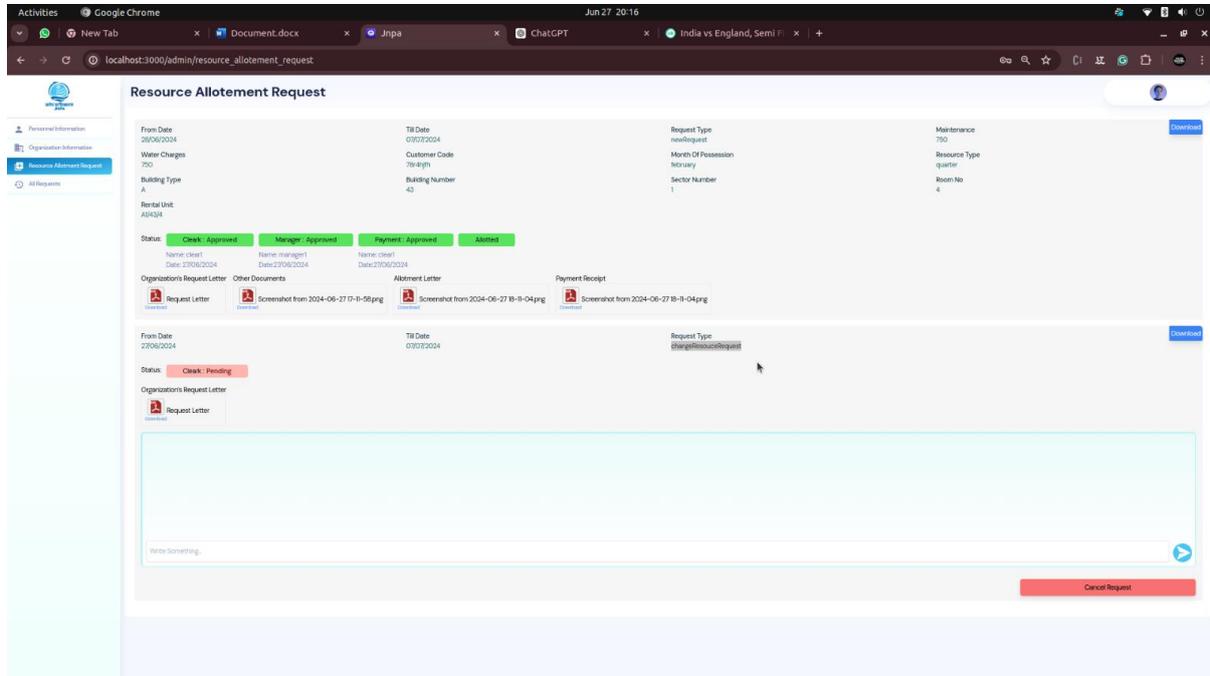


After the user applies for renewal of a resource, the clerk will see the request in the "Renewal Resource" tab, where they can approve or reject it. After clerk approval, the manager and finance user will also follow the same process. They can identify whether this request is a renewal by its request type name, typically labeled as "Renewal Request"

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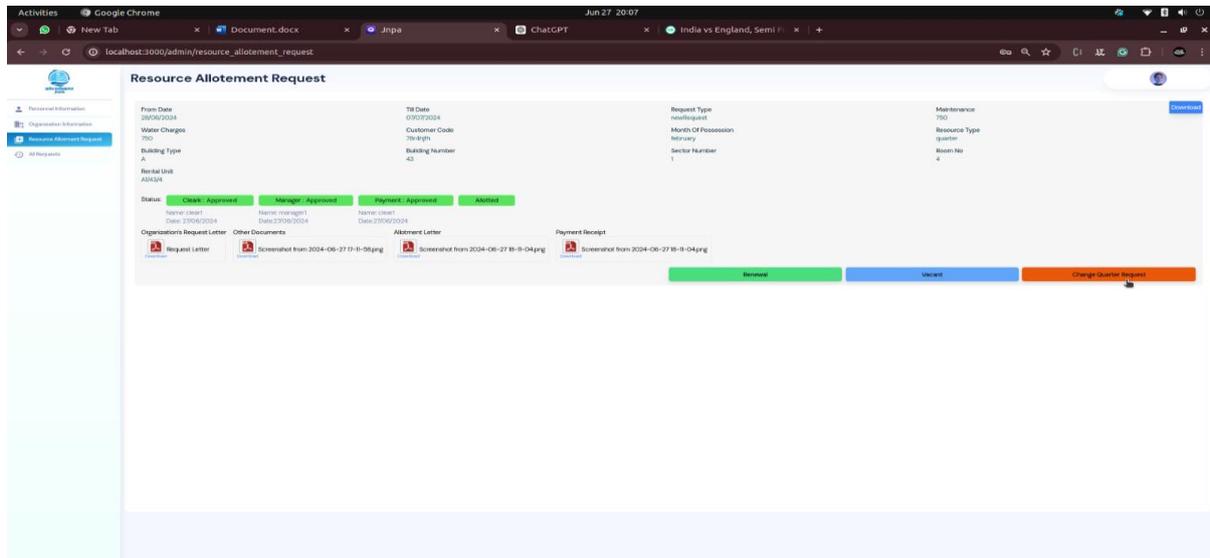


4.3 Change Resource Request

- Users request to change resource via "Change Resource" button.

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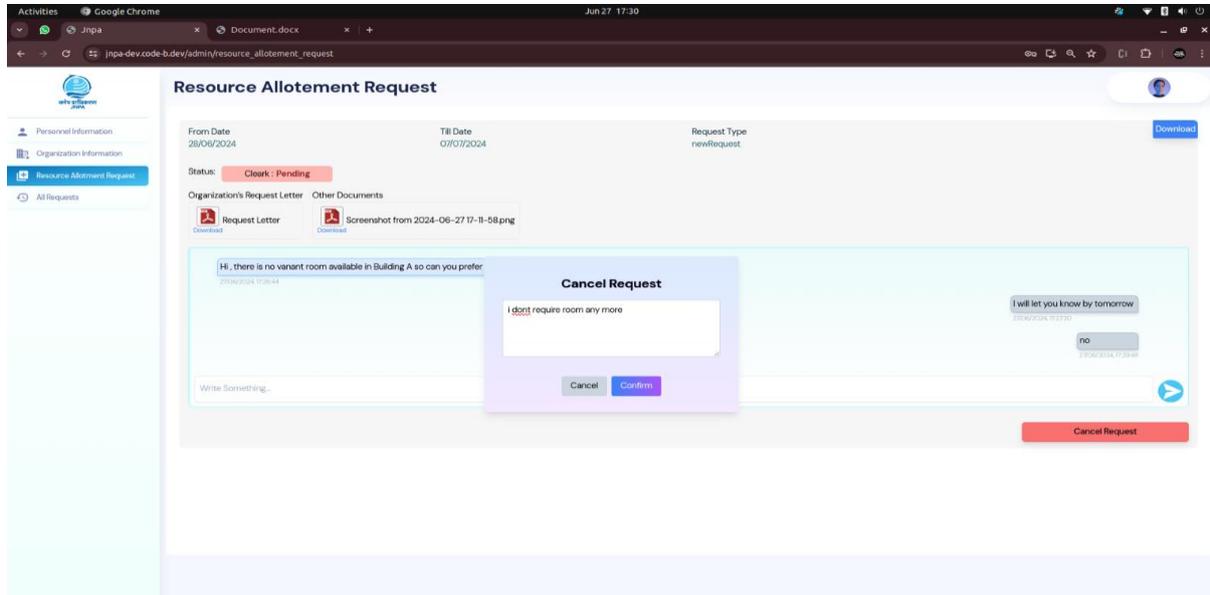
- Clerk manages requests in "Change Resource Request" tab.



4.4 Cancel Request

- Users can cancel requests via "Cancel" button.
- View canceled requests in "All Requests" tab.

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Conclusion

Thank you for using JNPA. This user manual is designed to help you navigate the software and make the most of its features. Whether you are allocating resources, managing staff information, or optimizing

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organizational operations, JNPA provides the tools you need for efficient and effective management.

Visit the JNPA project at <https://jnpa-dev.code-b.dev/> for more information and updates.