

User Manual

Table of Contents

- 1. Introduction
 - Overview of JNPA Software
 - Purpose of the User Manual
- 2. Getting Started
 - System Requirements
 - Accessing JNPA Software
 - User Signup and Account Creation
 - OTP Verification Process
 - User Login and Authentication
 - •
- 3. User Dashboard
 - Navigation Overview
 - Viewing and Updating Personal Information
 - Accessing Help and Support
- 4. Resource Allocation Process
 - Overview of Resource Allocation Workflow
 - Filling Personnel and Organization Information
 - Applying for Resources

- Tracking Application Status
- 5. Clerk Functions
 - Managing Requests in "Request for Resource" Tab
 - Approving and Rejecting Requests
 - Communicating with Users
 - Handling Vacant Resource Requests
- 6. Manager Functions
 - Reviewing Manager Pending Requests
 - Approving or Rejecting Requests
 - Handling Renewal and Change Resource Requests
- 7. Finance User Functions
 - Verifying Payment and Uploading Documents
 - Approving or Rejecting Payment Verification
 - Final Approval Process
- 8. Handling Special Requests
 - Renewal of Allocated Resources
 - Changing Allocated Resources
 - Cancelling Requests
- 9. Application Status and History
 - Tracking Application Status
 - Viewing Application History
 - Generating Reports

1. Introduction to JNPA

• <u>Overview of JNPA Software</u>

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.

• <u>Purpose of the User Manual</u>

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:

• Organization Info:

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

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3. Request Management

3.1 Clerk Actions

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- 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.

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

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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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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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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.

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th AtResources	Building Type	Building Number	Sector Number	Room No
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	Cleark's Remark : No need to change the rent		BeA	Ngant Add 10 Clarify Agendan

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.

where see	Manager Approved Requests			•
Deshboard	Personal Information			Please wait for the user to upload
Request Of Resources	Name	Email	Туре	Father/Husband Name
Renewal Requeset	amitkumar yadav	amityadav81118@gmail.com	JnpaEmployee	rajnath
Vacant Resource Requests	Dob 2014-06-21	Gender male	Occupation	Reporting Officer kuldeep
Change Resource Requeset	Aadhar No	Pan No	Permanent Address	Organization Address
Manager Approval Pending	876387467836	ACBYY6173A	a block road shahad fatak, sai building apartment room 1-2, ulhasnagar, maharashtra	mahada colony, thane, mulund, maharashtra
Clearification Pending Manager Approved Requests	Request Type newRequest			
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Canceled Requests	A	43	1	4
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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 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.

	and orac quantity payments, remindered perioding						
	Payment Verification Per	nding					
	Personal Information						
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oval Pending toved Request	Aadhar No 876387467836	P	an No IOBYY6179A		Permanent Address a block road shahad fatak, sai building apartment room 1-2, ulhasi maharashtra	Organization Address magar, mahada colony, thane, mulund, maharashtra	
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	Rental Unit. A1/43/4		Rent Rs 12000		Water Charges Rs 750	Maintenance Rs 750	
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• If finance user rejects it:

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Vacant Resource Requests	Dob 2014-06-21	Gender male	Occupation	Reporting Officer
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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.

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3.5 Application Status and History

• Users can track all application statuses.

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• View application history in "All Requests" tab.

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4. Special Requests

4.1 Vacant Resource Request

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



• 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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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.

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4.2 Renewal Resource Request

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

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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.

• 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

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

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