Kudumbashree ME App Documentation

INTRODUCTION

Kudumbashree is the poverty eradication and women empowerment Programme implemented by the State Poverty Eradication Mission(SPEM) of the Government of Kerala. Kudumbashree ME Survey App is created to assist the ME Constultants to Survey the kudumbashree Micro Enterprise Units across Kerala.
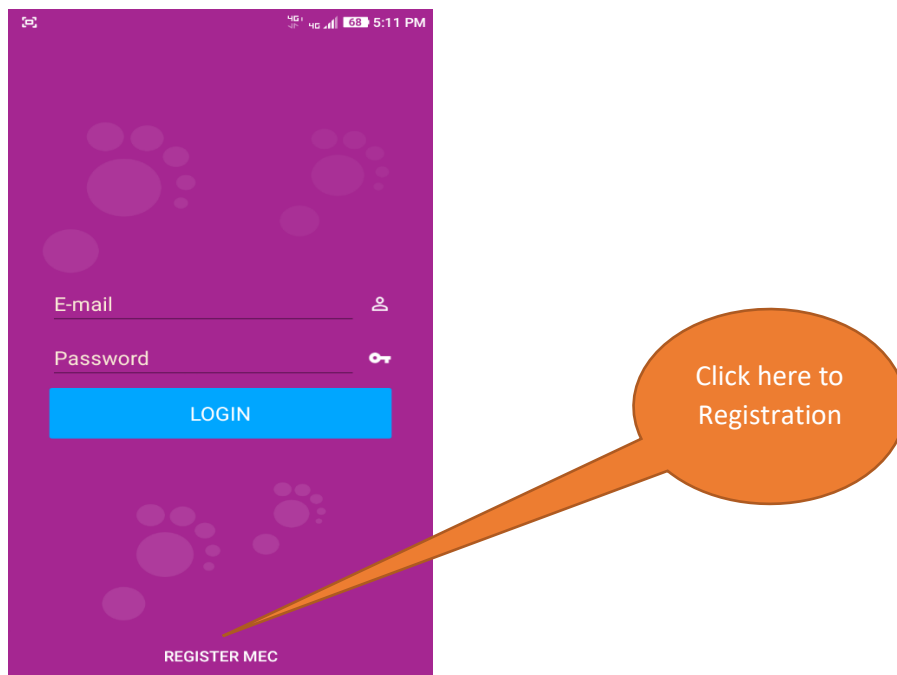
For accessing this app

- Go to Play Store
- Search Kudumbashree ME Survey
- Click to install
- Open the app

Fig0: Splash Screen

Module1: Registration

Firstly, one need to register the MEC (Micro Enterprise Consultants) registration module to access the application and it will include the basic information about the MEC. This module contains the District, Block, CDS, Name, Email, Address, Gender, Educational Qualification, Experiences, Mobile Number, Password and confirm password. The District, Block, CDS, Name and Email must be entered correctly because it cannot be edited and it will be used in the further process. We are able to select more than one CDS but once it is selected it cannot be opted by anyone else because it will be unique like that of our Email id. The Email id must be in the correct format otherwise it will be invalid .Then, the password and the confirm password must be same. All the fields of the registration are mandatory. After submitting the registration, the screen will redirect to the login screen.

Fig1: Registration of MEC

Field	Description
District	Select District
Block	Select Block
CDS	Select CDS(Accessible multiple)
Name	Enter name
Email	Enter valid email (correct format& unique)
Gender	Select Gender
Educational Qualification (EQ)	Select EQ
Experience in Years	Enter Experience
Mobile Number	Enter correct Mobile Number
Password	Enter password
Confirm password	Re-enter the password for confirmation

Table1: Registration

Module2: Login

The Login module will have an email and password field for existing users and Registration button for new users. To access the Main Form, one must enter the Email and password in the login screen. After the registration, the MEC user cannot login directly to the application registration request will be forwarded for approval, will be acessesible after the approval by admin.These to make sure that, only the valid user (MEC) can access the application.
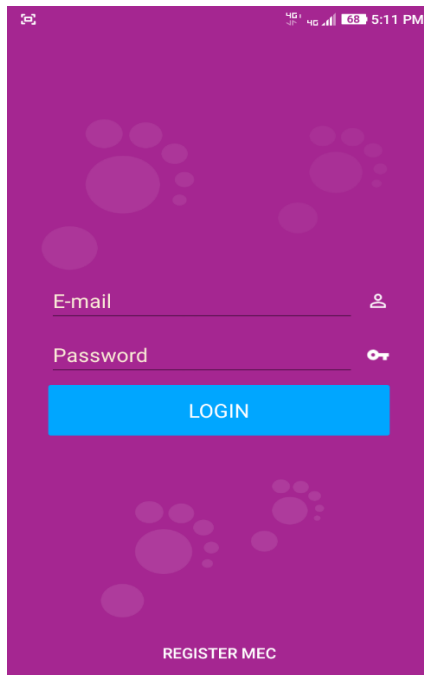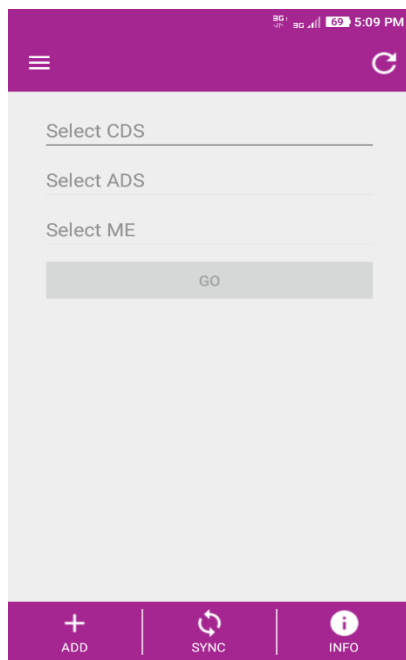

Fig 2: Login screen

Module3: HOME

Fig3: Home Screen

The home module contains:

     3.1   Sliding Menu

     3.2   Add Me Menu

     3.3   Info Menu

     3.4   Sync Menu

     3.5   ME Selection

3.1: Sliding Menu

The sliding menu have Home, Request CDS, Change Password and Logout tabs. The **Home** tab is used to navigate to the home screen from other screens. **Request CDS tab** is used for requesting more CDS from the admin panel. The **Change Password** tab is used to change

the password of MEC user, for this MEC user must know the current password. The last tab, **Logout** is used to logout from the application.
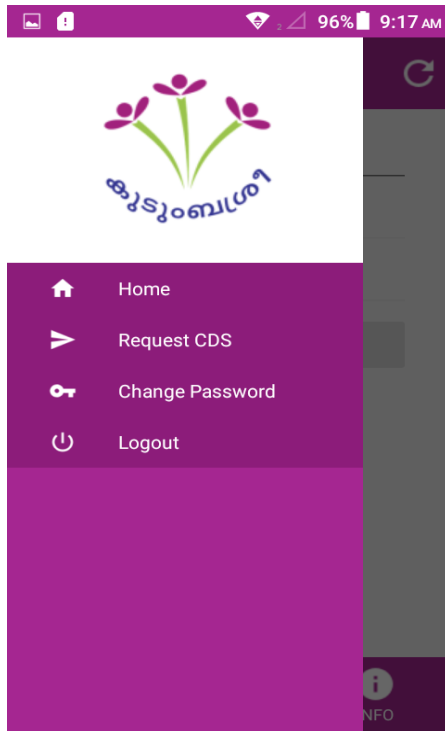

Fig 3.1: Sliding Menu

3.2. Add Me Menu

Adding Micro Enterprises is the main purpose of this application. For adding a new ME (Micro Enterprises) some steps are followed and they are:

3.2.1: Add ME Details

3.2.2: Add Member

3.2.3: Add Product

3.2.4: Add Service

3.2.5: Add Trade

3.2.6: Add Financial Assistance

3.2.7: Add Loan

3.2.1: Add ME Details

The details of Micro Enterprises Units are added in this screen and all the fields are mandatory,unless all the fields are entered the remaining process cannot be continued. Most of the fields in this screen are in drop down list. The approved CDS will be displayed in the CDS list. The selected CDS and its corresponding ADS will appear in the ADS List. The UID Number of units is entered in the UID Number field**.** Type (Farm or Non-farm), Category type (Regular or Seasonal) and Organization Status (Group or Individual) are given in radio button, Current year and Month are displayed in default and we can change it. The Scheme and Capital are also in drop down list. The last Field is to check whether the ME units are trained or not, if it is trained, we have to tick the checkbox.

Fig 3.2.1: Add ME

Fields	Description
CDS	Select CDS from the list
ADS	Select ADS from the list
UID Number	Enter the UID Number of the unit
Name of Unit	Enter the Name of unit
Place of Business	Enter the business place
Building Type	Select Building type from the list
Address	Enter the address
Organization status	Select organization status in radio button The options are • Group • Individual
Type	Select type The options are • Farm • Non-farm
Category Type	Select category type The options are • Regular • Seasonal
Year	Select year
Month	Select Month
Scheme	Select the Scheme
Capital	Select the capital
Source of fund for capital investment	Select the source of fund for capital investment from the list
Trained	Tick the selection box if the unit is trained otherwise not
Is Certified	Tick the is certified check box if it is trained

Grade	Select grade from the list
Flood	Check out the Flood affected unit only flood check box. If the check box is checked, a new field appears to indicate the estimated loss of the flood

Table:3.2.1: Add ME

After filling these details click the forward button, that will navigate to the member screen.

3.2.2: Add Member Details

(Add Me->)

After adding the ME unit details, the screen will be navigated to the member screen. The Fig 3.2.1 is the main screen of the member and their details are listed in this screen; here there are three buttons: Backward button, + button and forward button. The Forward and backward button is for navigation and the +button is for adding new member. Click the ADD button to add new members, after submitting these details, the page will be redirected to the main member page with the added member details.
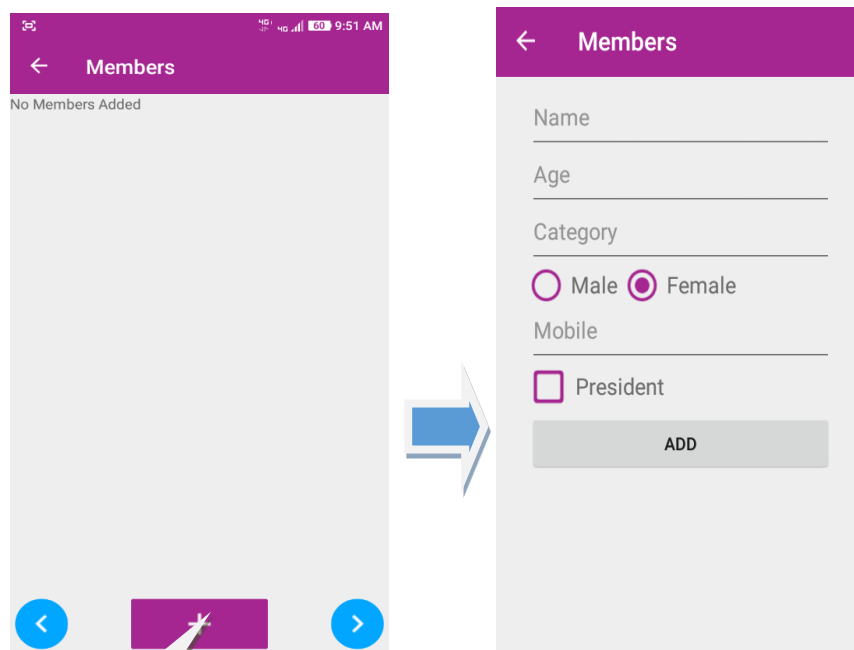

Fig 3.2.2: Member

Click to ADD member

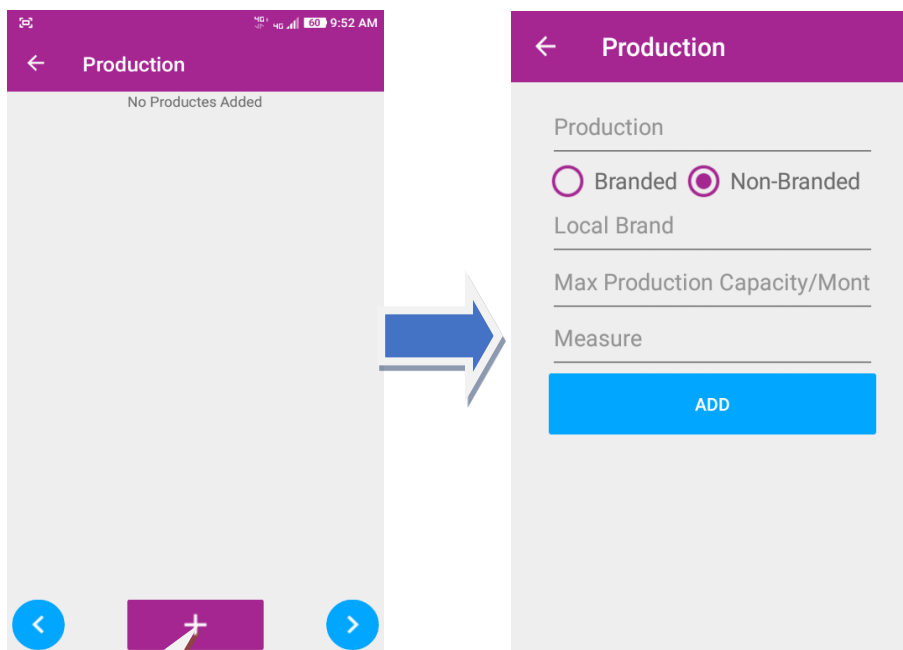| Fields	Description
Name	Enter name
Age	Enter age
Category	Select Age from the list
Gender	Select gender in radio button
Mobile	Enter the mobile number
President	Tick the selection box if the member is president

Table:3.2.2: Member

After submitting these details, the page will be redirected to the fig 3.2.1 with member's name and mobile number in it. While clicking on each member's list it will be redirected to the member list screen, which contains member details, edit and delete options.

3.2.3: Add Product

(Add Me->Add Member->)

After adding member details, the screen will be directed to the Production screen (Fig 3.2.1). Like that of the member list screen, here also there are three buttons: two of them are for navigation and one is for adding production (+ button). For adding Production click on the + button in the Fig 3.2.1a and then it will be redirected to the add production screen, that is Fig 3.2.3b.

3.2.3: Production

| Fields	Description
Production	Select production type from the drop-down list
Branded/Non-branded	Select branded or non-branded in radio button, • If it is branded, there will have list for selecting field the branded name • If it is non-branded there will be a field for entering the local brand name
Production capacity	Enter the maximum production capacity
Measure	Select measure from the list The options are: • ltr • Kg • Ton • number

Table: 3.2.3: production

After entering these details, click on the ADD button and the page will be directed to the production detail screen (Fig 3.2.3) with the added details. When we click on each production details, it will redirect to the production detail screen and we can edit and delete the production details from here.

3.2.4: Add Service

(Add ME->Add Member->Add product)

Adding service is the fourth section of this module. On clicking the '+' button in the fig 3.2.4a, the screen will redirect to the adding service screen. Only two fields are in adding service; one is a drop-down list for selecting the service type and other is for entering the service name. After adding these details, the page will navigate to the service list screen with the added details. Here EDIT and DELETE options are available for each service.

Fig 3.2.4a: services

Click to ADD service
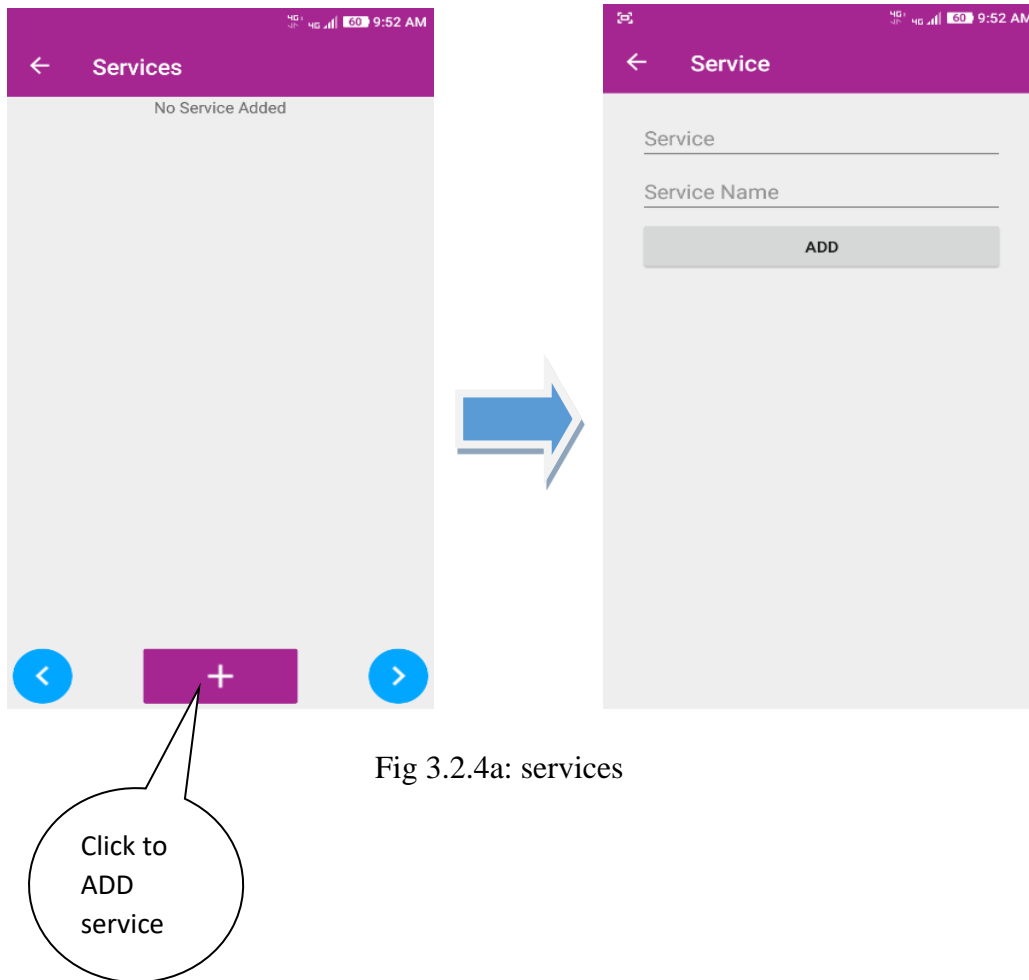
3.2.5: Add Trade

(Add ME->Add Member->Add product->Add Service)

Adding trade is the fifth section of this module. When we click in the '+' button in the fig 3.2.5, the screen will redirect to the adding trade screen, only two fields are there in this adding trade; one is a drop-down list for selecting the trade type and other is for entering the trade name. After adding these details, the page will move to the trade list screen with the added details. Here EDIT and DELETE options are available for each trade.
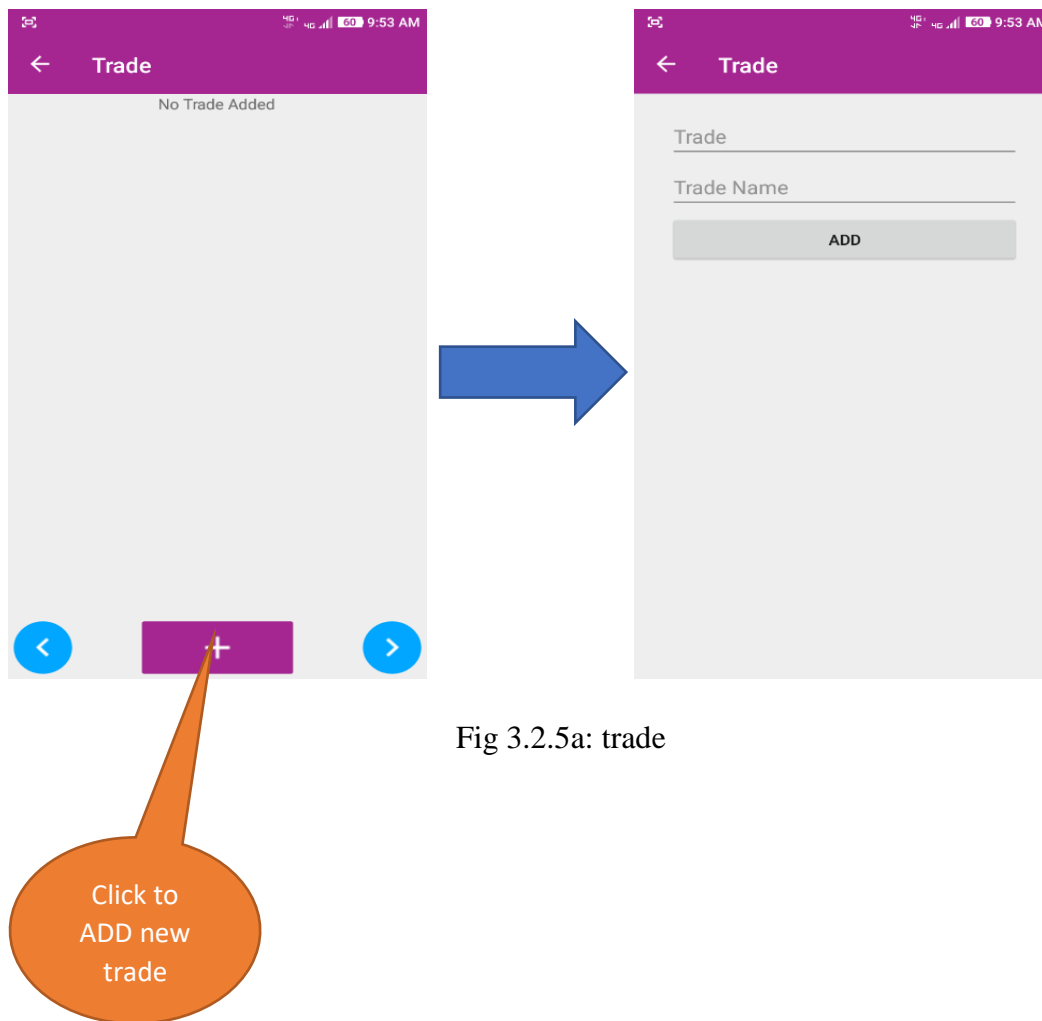
Fig 3.2.5a: trade

3.2.6: Add Financial Assistance

(Add Me->Add Member->Add product->Add Service->Add trade)

Adding Financial Assistance is the sixth section of this module. When we click on the '+' button in the Fig 3.2.6, the screen will redirect to the adding Financial Assistance screen. Only three fields are there in adding Financial Assistance; one is a drop-down list for selecting the Financial Assistance type; next is for entering the Financial Assistance amount and the last field is for date selection. After adding these details, the page will redirect to the Financial Assistance list screen with the addended details. Here edit and delete options are available for each Financial Assistance.
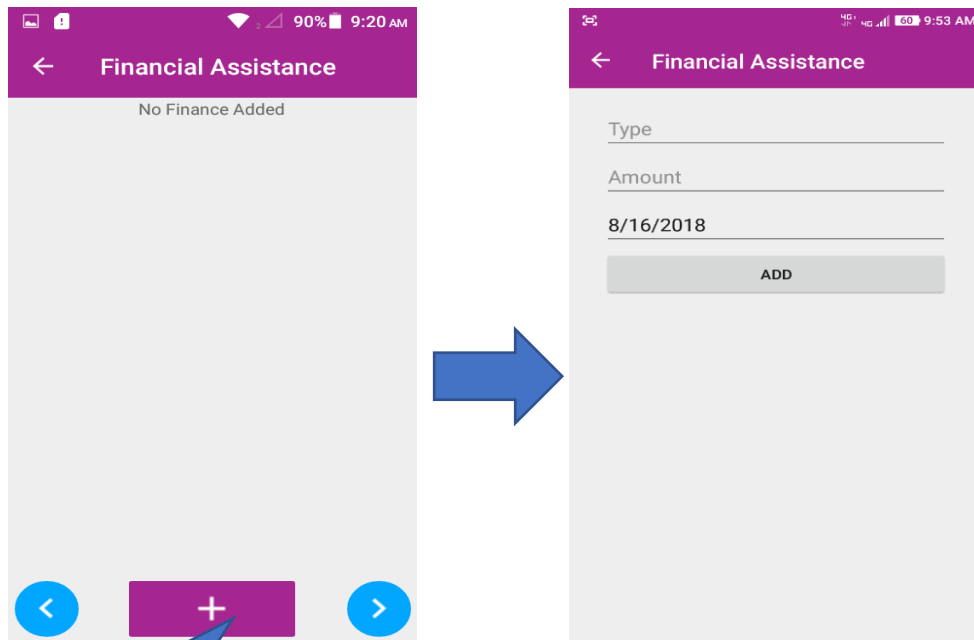
Fig 3.2.6a: FA

3.2.7: Add Loan

(*Add ME->Add Member->Add product->Add Service->Add Trade->Add Financial Assistance*)

After adding Financial Assistance details, the screen will navigate to the Loan screen (Fig 3.2.7). Same as like that of the previous sections, here also there are three buttons; two of them are for navigation and one is for adding loan (+ button). For adding loan, click on the + button in the Fig 3.2.7a, and it will be redirected to the add loan screen.
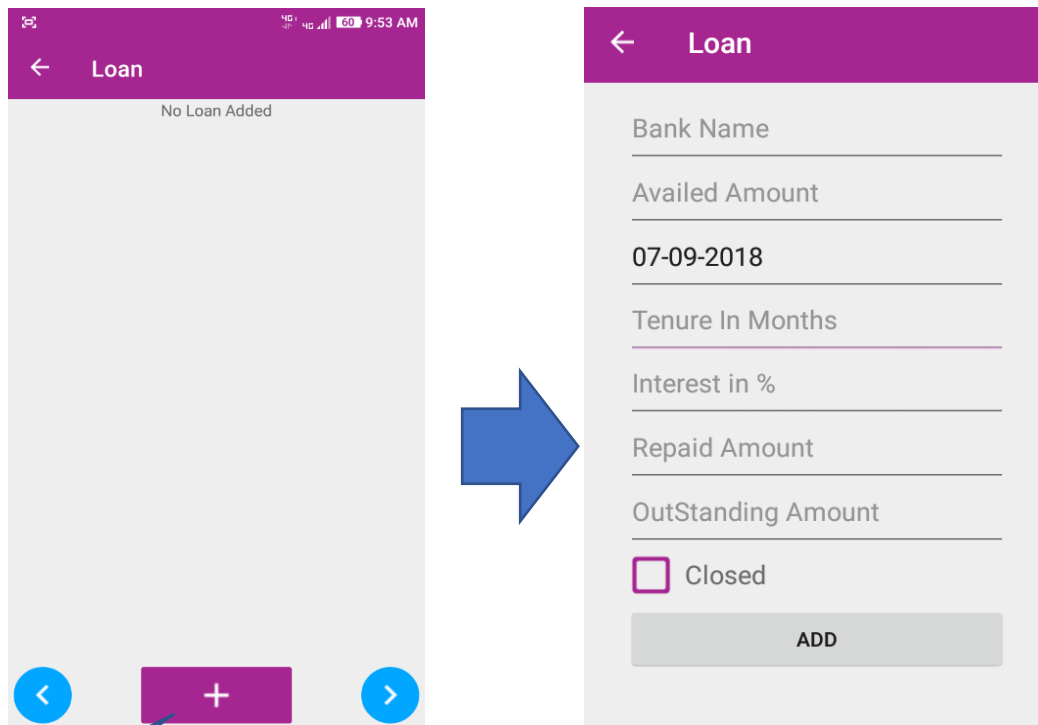
Fig 3.2.7a: Loan

Fields	Description
Bank Name	Enter the name of bank
Availed Amount	Enter the availed amount
Date	Select the date from the calendar. Default it shows current date
Tenure in Month	Enter the tenure based on month
Interest in %	Enter interest
Repaid Amount	Enter the repaid amount
Out Standing Amount	Enter the outstanding amount
Closed	If the loan closed tick the closed checkbox

After entering these details, click on the ADD button and the page will redirect to the production detail screen (Fig 3.2.7), with the added details. We can EDIT and DELETE the loan details on this screen.

3.2.8: Add Turnover

(*Add ME->Add Member->Add product->Add Service->Add Trade->Add Financial Assistance->Add Loan*)

      After adding loan details, the screen will navigate to the turnover screen (Fig 3.2.8a). Like that of the previous sections, it includes three buttons; two of them are for navigation and one is for adding turnover (+ button). For adding turnover, click on the + button in the Fig 3.2.8a, and it will redirect to the add turnover screen, that is Fig 3.2.8
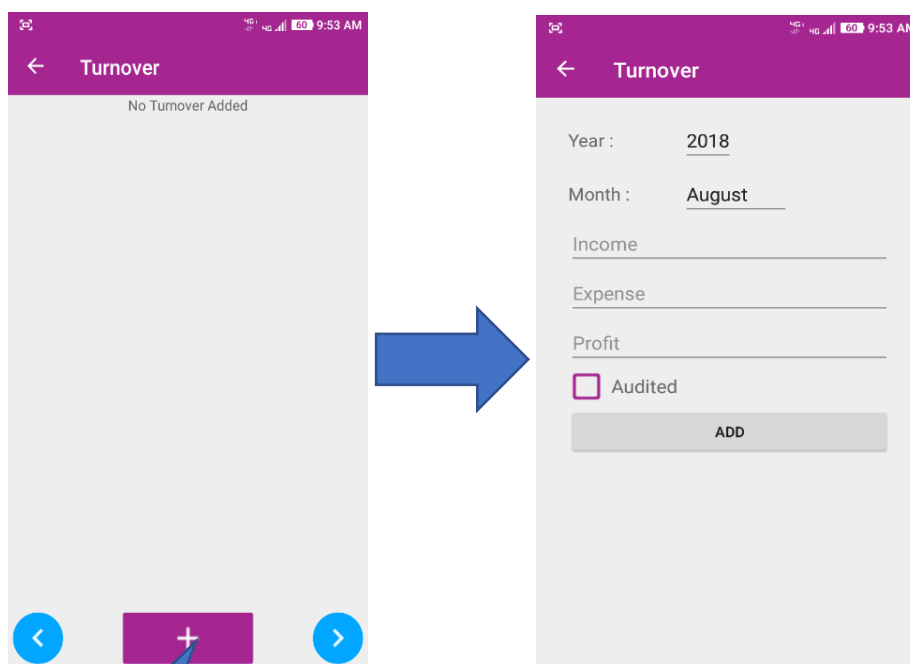

Fig 3.2.8: turnover

Fields	Description
Year	Select the year for turnover
Month	Select the Month
Income	Enter the income
Expense	Enter the expense
Profit	The profit will automatically generate after entering income and expanse
Audited	Click on the check box if the turnover is audited, there will be a field display in the case of audited for selecting agency The options are: • CA • KAASS • MEC

Table:3.2.8: turnover

After entering these details, click on the ADD button and the page will redirect to the turnover detail screen (Fig 3.2.7a) ,with the added details. We can EDIT and DELETE the loan details on this screen.

3.2.9: Add Event

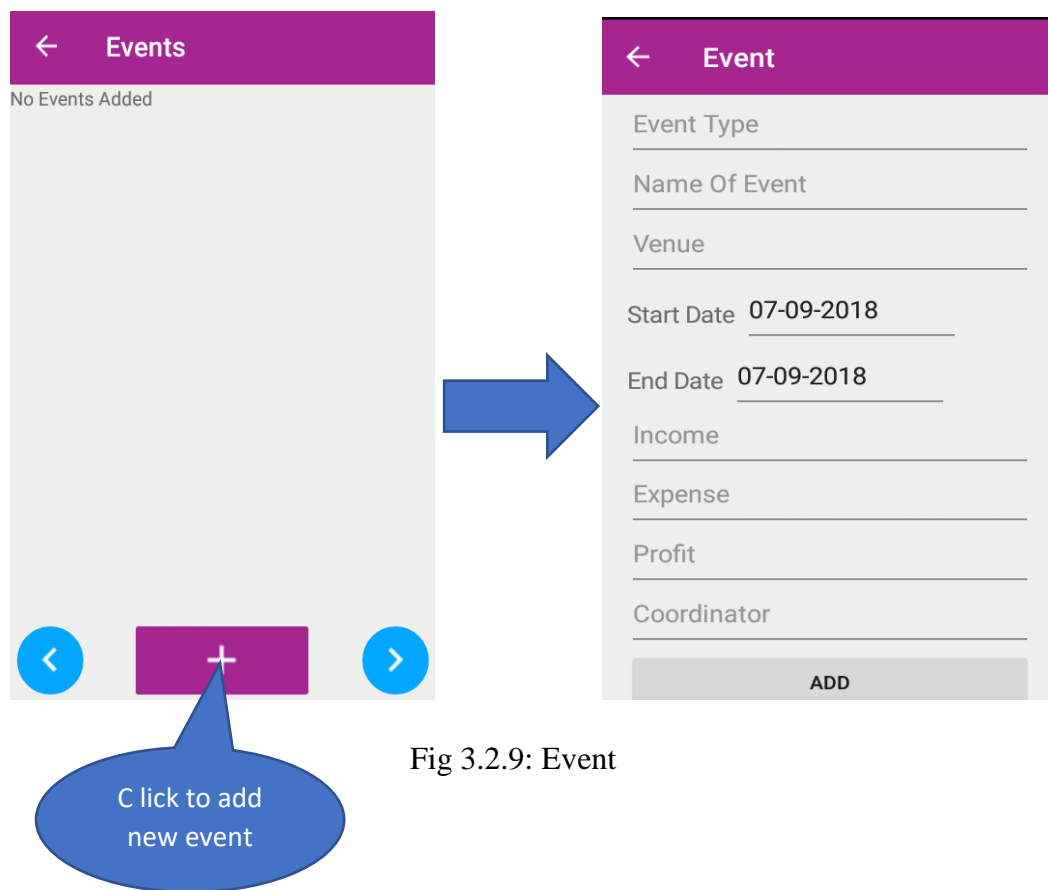(*Add ME->Add Member->Add product->Add Service->Add Trade->Add Financial Assistance->Add Loan->Add Event*)

Fig 3.2.9: Event

3.2.10: Add ME Location

Adding ME Location is the main function of Add ME. Even if the Add ME Request could happen by skipping the adding activities such as adding member, production, service, trade, financial assistance, loan, turnover and event; the further steps cannot be proceeded without adding the ME Location.
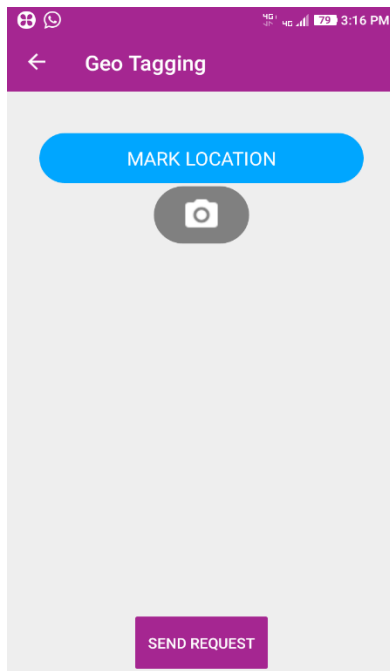
Fig 3.2.10: Geo location

For adding ME location

   1.Turn on the location in your Phone

   2. Click on Mark location button (Fig 3.2.9)

   3.Click on the camera button and take photo (Not mandatory)

   4.Click on SEND REQUEST button

The Summary of ME added details are displayed after clicking the SEND REQUEST button. There are two options; one is *EDIT,* for Editing any details and other is *SUBMIT,* for submitting the ME details. After clicking the submit button, the screen will redirect to the Home screen.

3.3. Info Menu

After submitting the ME details, the details will be stored in INFO page before getting them approved by the admin panel. If no ME is requested, the fig 3.3a displays the Empty info screen and the requested ME information list will be displayed on Fig 3.3b. In the fig 3.3b, the "Kripavasan" ME status is displayed as **pending,** that means the Admin panel haven't checked the ME details yet. If the ME is checked by admin and some details of ME is

rejected by the admin, then the Status will be changed as **Rejected** ("Yyy" ME is an example for this). The MEC can view which details are rejected while clicking on the View Details Link. The admin approved and rejected fields are viewed when clicking the *view details* link. If the admin approves the ME, then, that ME details will not be listed in the INFO screen.
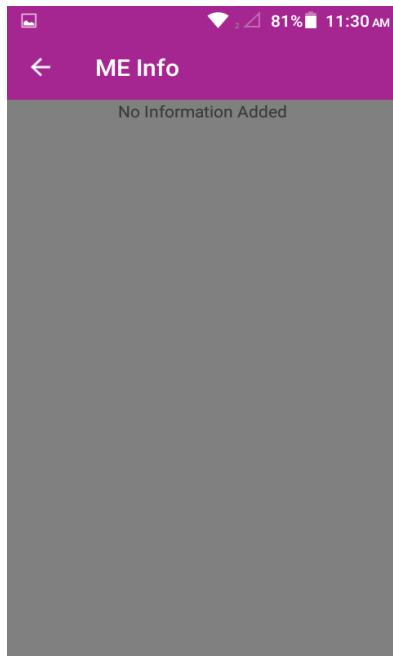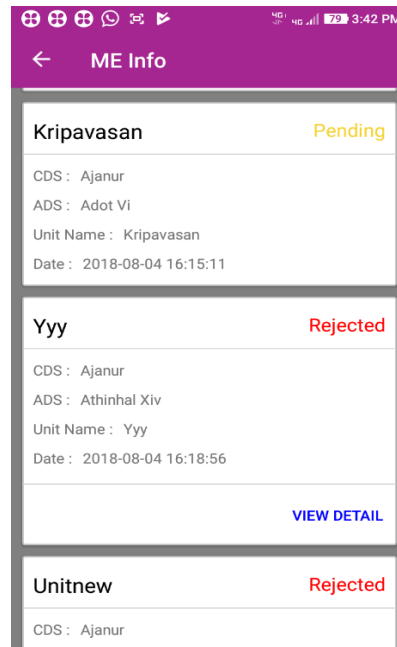

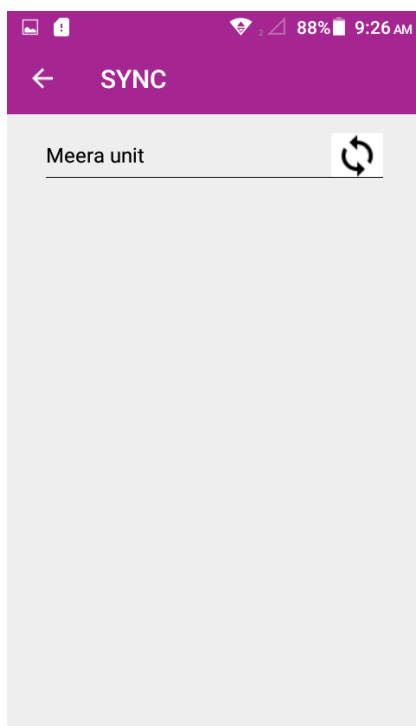Fig 3.3a: Info screen1   Fig 3.3b: Info screen2

3.4. Sync Menu

Fig 3.4: Sync screen

Even in the absence of network connection, there is an option to Add ME Location; which will be stored to the **Sync page (e.g.:** Fig 3.4)**. When the network is on, by clicking the refresh icon, the ME details will move to the Info page.

3.5 ME Selection

The CDS and ADS are enabled in home screen. After approval of ME the "Selected ME "is Enabled.

Steps:

1. Select CDS
2. Select ADS
3. Select ME

After selecting these, the Go button will be enabled and that will redirect to Main Dashboard
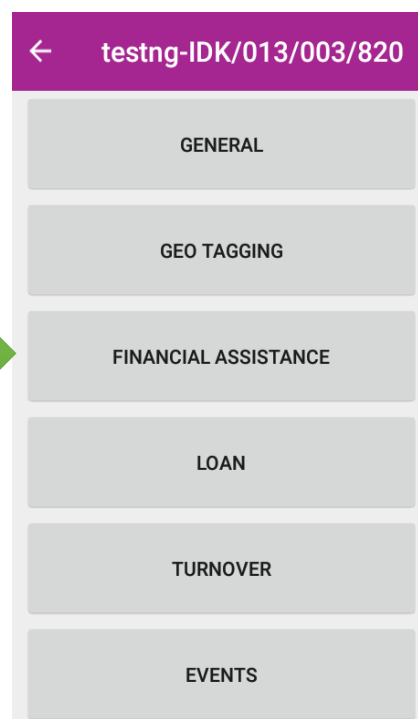

Fig 3.5a: Home   Fig 3.5b: Dashboard

3.5.1 General

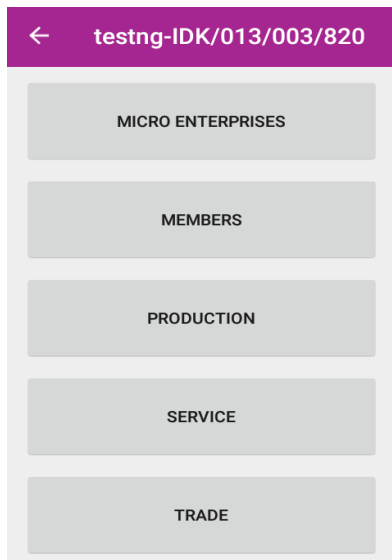ME Dashboard(Main Dashboard-> General)

Fig 3.5.1a:ME

3.5.1.1. Micro Enterprises

The ME details are listed in Micro Enterprises, we can edit the ME details. After editing the details , The page show up "Waiting for approval "(Fig 3.5.1.1c:ME Edit), the page will accessable when only admin approve.
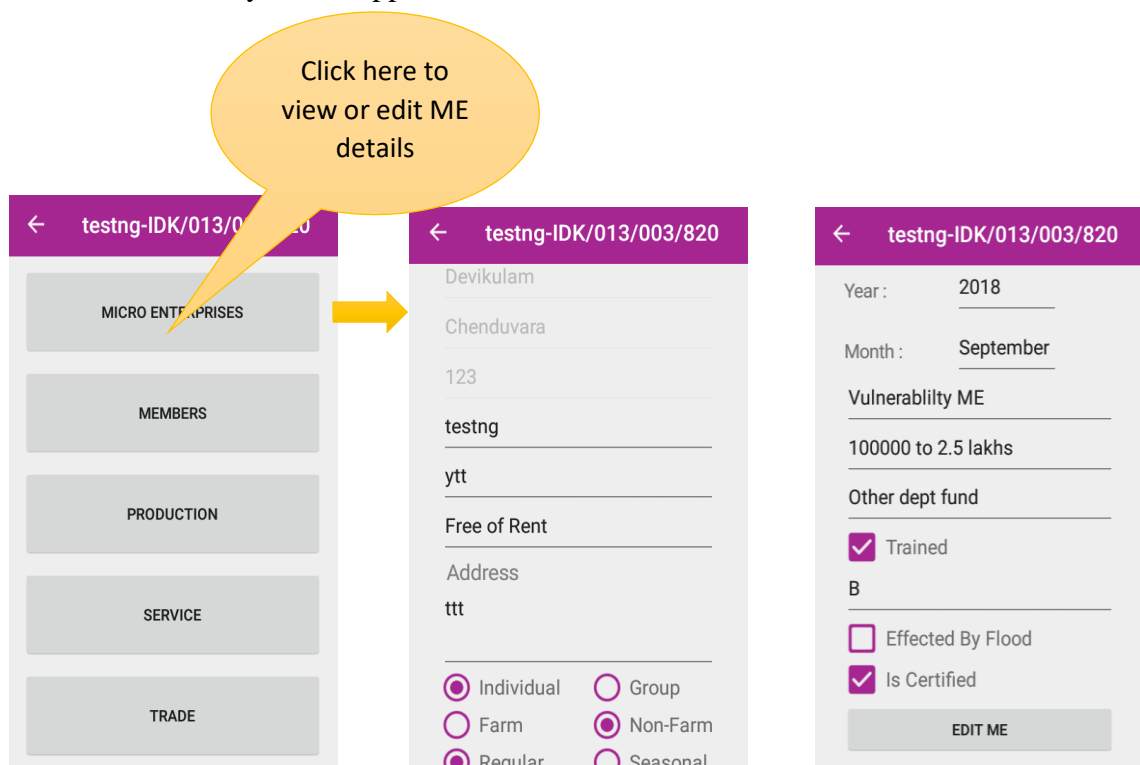
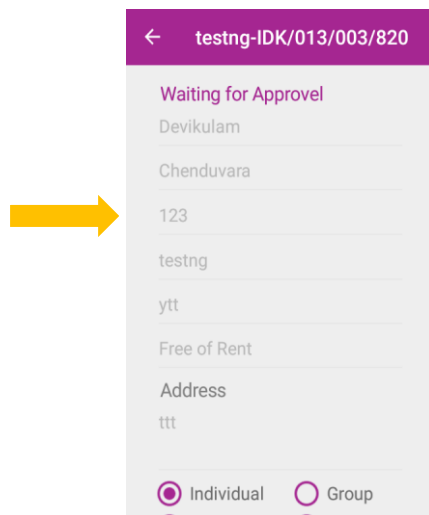Fig 3.5.1.1a:ME   Fig 3.5.1.1b:Edit ME

Fig 3.5.1.1c:Waiting approval

3.5.1.2. Member Details(Main Dashboard-> General)

Functions

- Add Member
- Update Member
- Delete Member

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
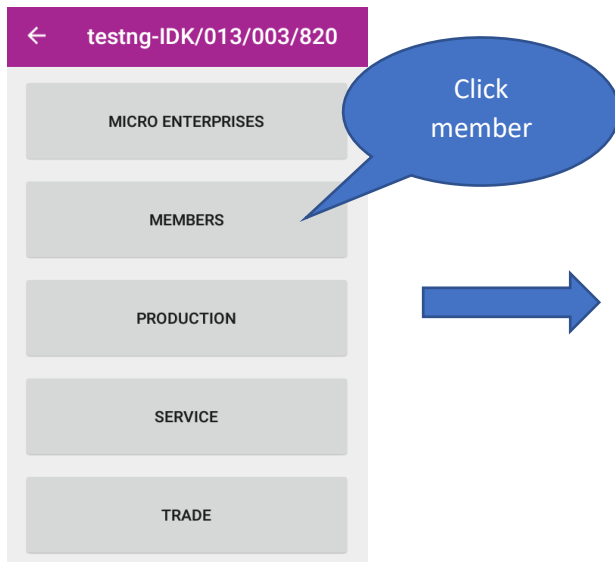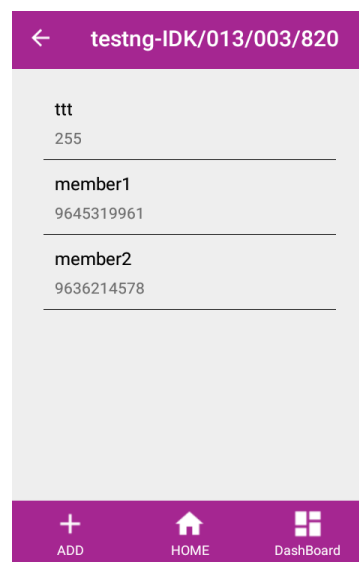
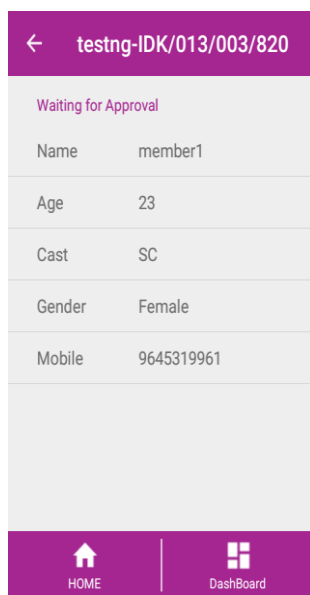Fig 3.5.1.2: Member

Fig 3.5.1.2a:Member details

fig 3.5.1.2b: Waiting for approval
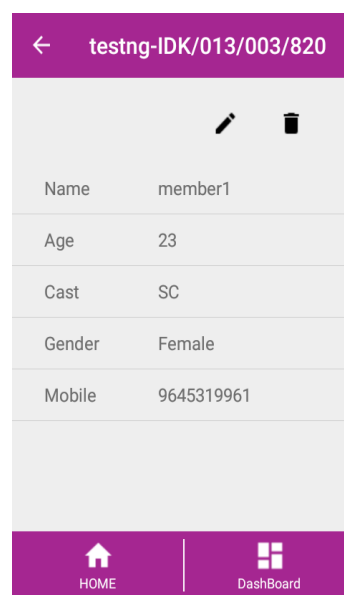
fig3.5.1.2c: After Approval

The Member details are listed in member main page, You can add a new member by clicking on the Add member button. The page shows "waiting for approval" after adding members, only the page can be accessed when the admin approves.The EDIT and DELETE activities

are same as the ADD activities, after editing and deleting , will be forwarded for approval, will be acessesible after the approval by admin.

3.5.1.3 Production Details (Main Dashboard-> General)

Functions

- Add Production
- Update Production
- Delete Production

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
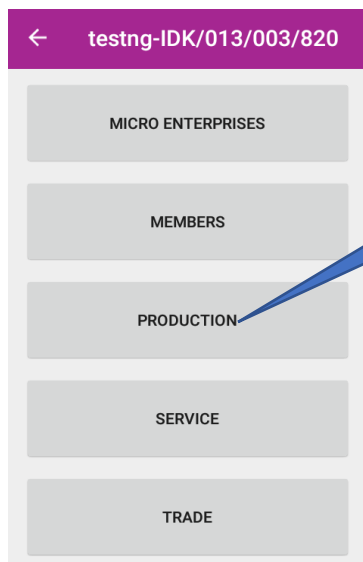
Fig 3.5.1.3a:Production   *Fig3.5.1.3b: Production details added*
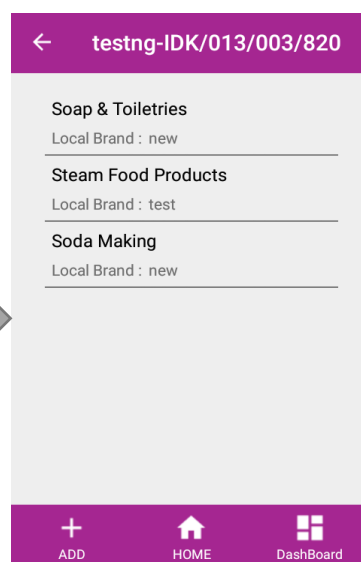
The production details are listed in production main page, You can add a new production by clicking on the ADD button. The page shows "waiting for approval" after adding production, the page can be accessed only when the admin approves. The EDIT and DELETE activities

are similar, after editing and deleting will be forwarded for approval, will be acessesible after the approval by admin.
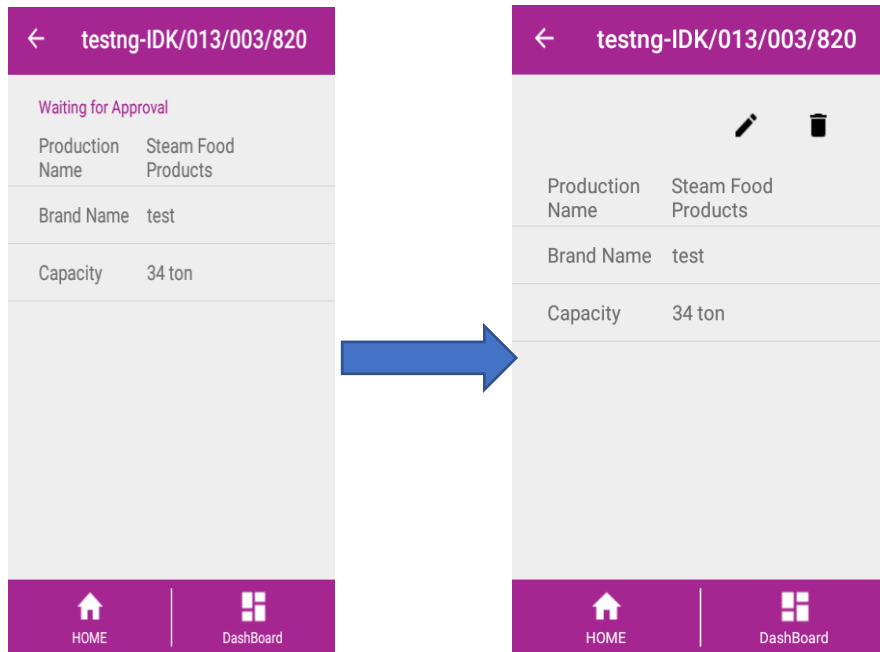
Fig 3.5.1.3c:waiting approval   fig 3.5.1.3d:after approval

3.5.1.4.Service Details (Main Dashboard-> General)

Functions

- Add Services
- Update Services
- Delete Services

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
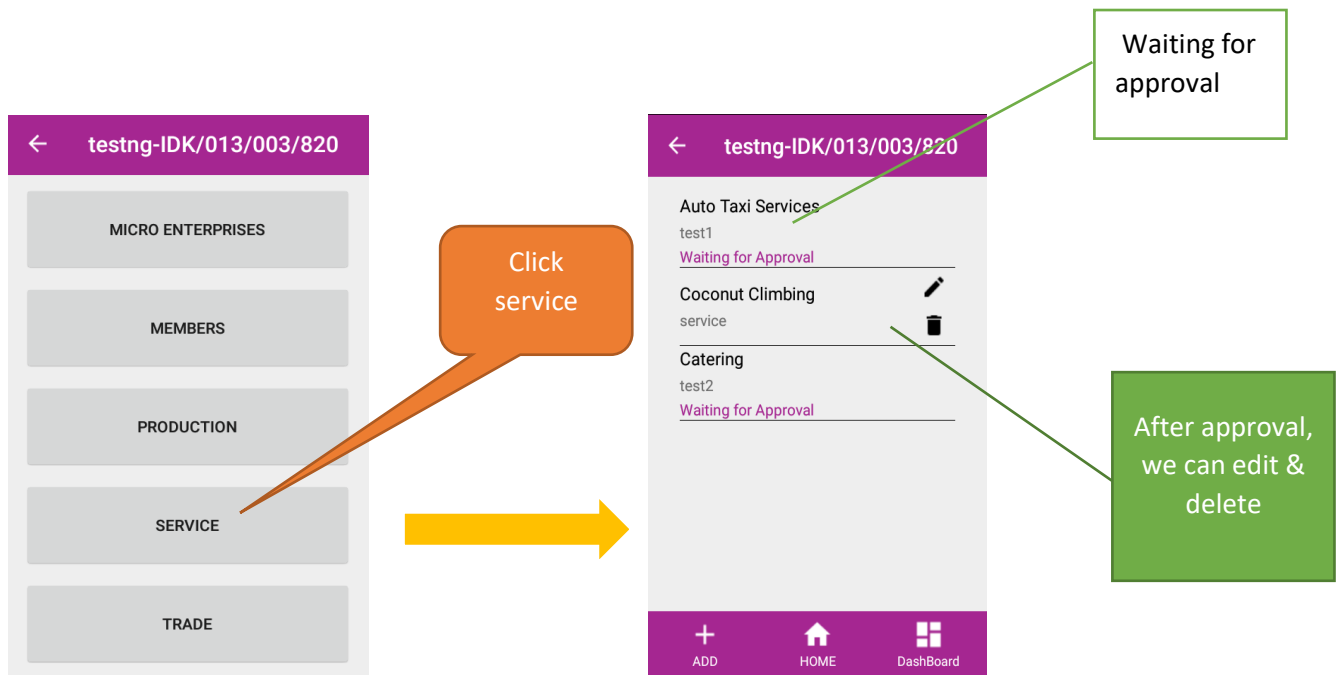
Fig 3.5.1.4a:Service   *Fig 3.5.1,4b:Service details*

 The service details are listed in service main page, You can add a new service by clicking on the ADD button. The page shows "waiting for approval" after adding service, only the page can be accessed when the admin approves.The EDITand DELETE activities are similar, after editing and deleting, these are awaiting approval will be forwarded for approval, will be acessesible after the approval by admin.

3.5.1.5 Trade Details (Main Dashboard-> General)

Functions

- Add Trade
- Update Trade
- Delete Trade

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
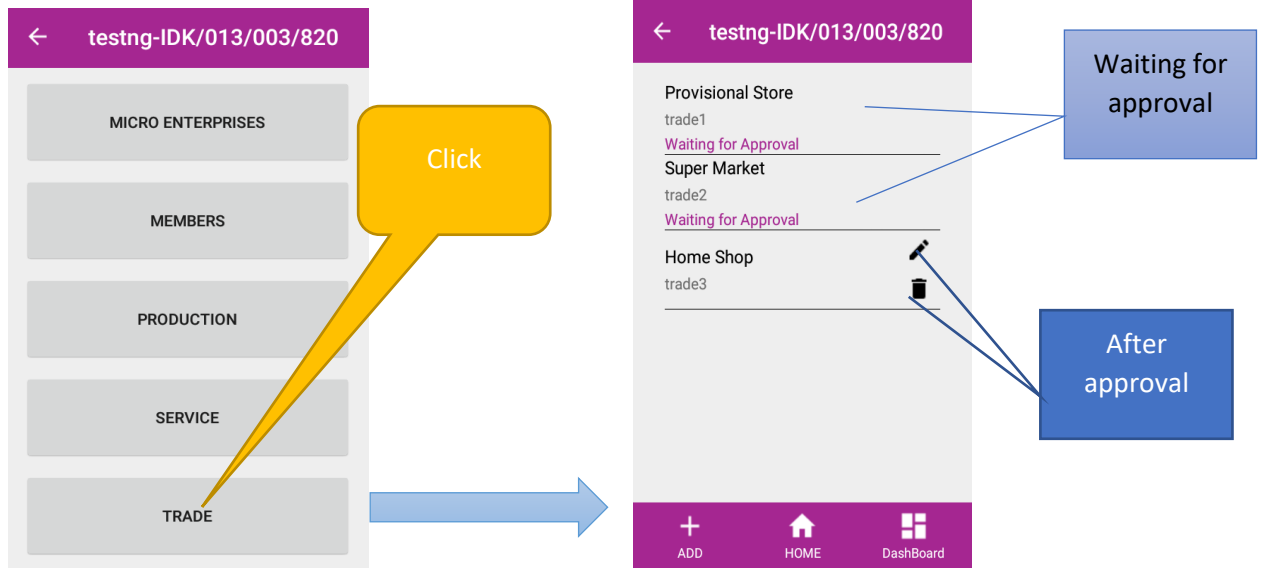
Fig 3.5.1.5a:Trade   *Fig 3.5.1.5b:Trade details*

The trade details are listed in trade main page, You can add a new trade by clicking on the ADD trade button. The page shows "waiting for approval" after adding trade, only the page can be accessed when the admin approves.The EDIT and DELETE activities are similar, after editing and deleting, these are awaiting approval will be forwarded for approval, will be acessesible after the approval by admin.

3.5.2 Geo Tagging Details

Functions

- Add ME location

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
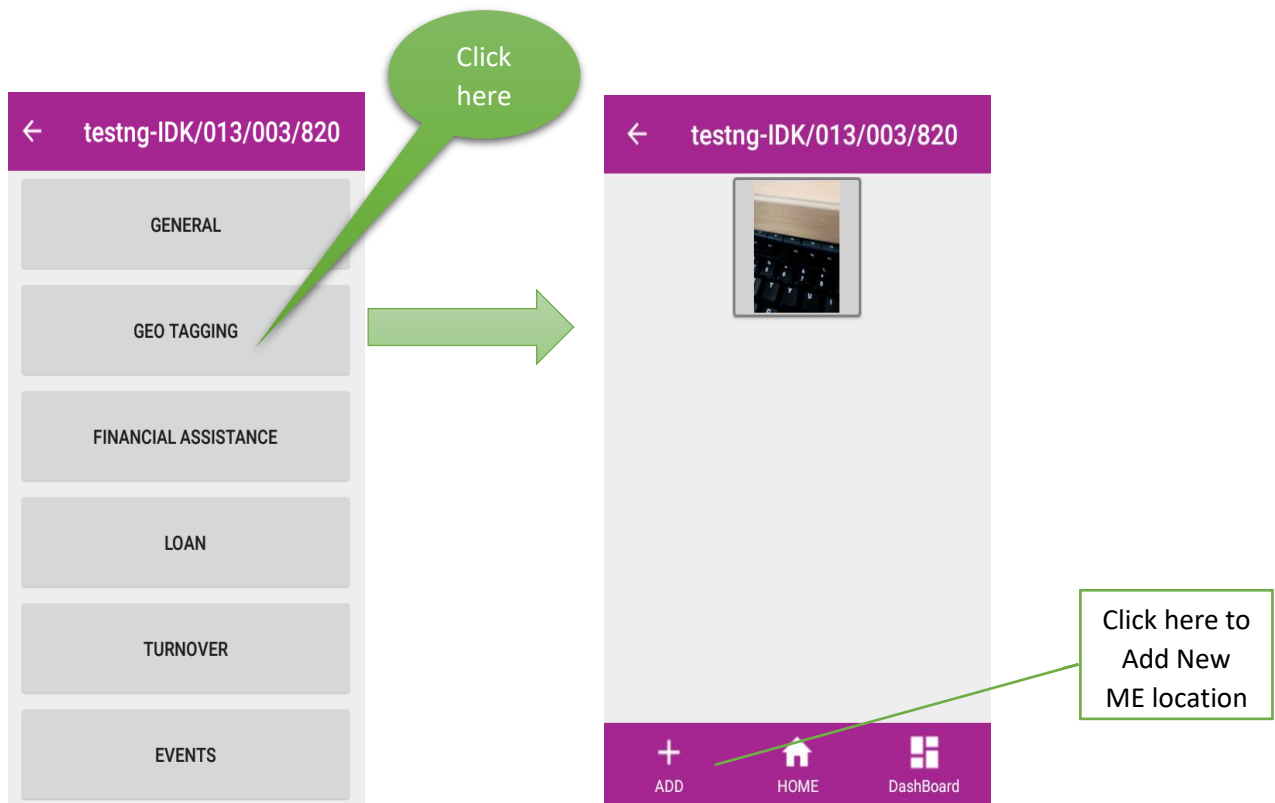
Fig 3.5.2:geotagging   Fig 3.5.2b: list added images
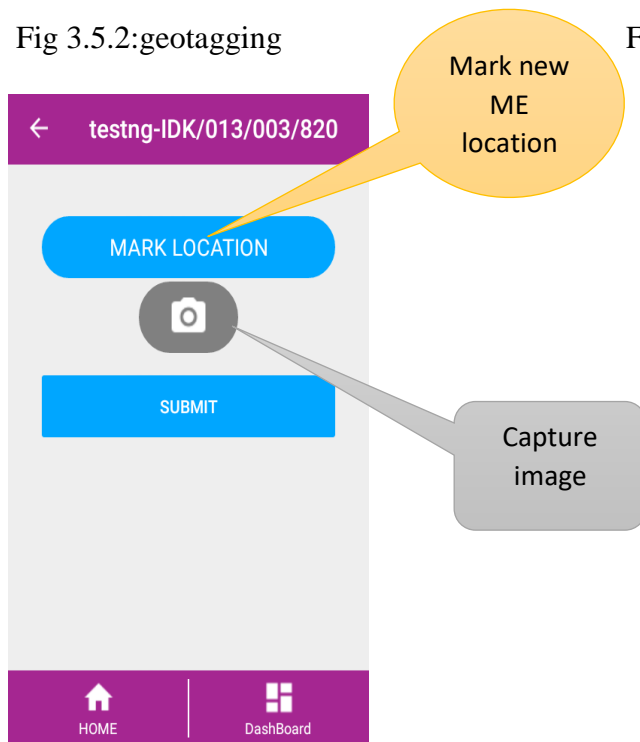
Fig 3.5.2c:add new ME location

3.5.3 Finance Details

Functions

- *Add Finance Details*
- *Update Finance Details*
- *Delete Finance Details*

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
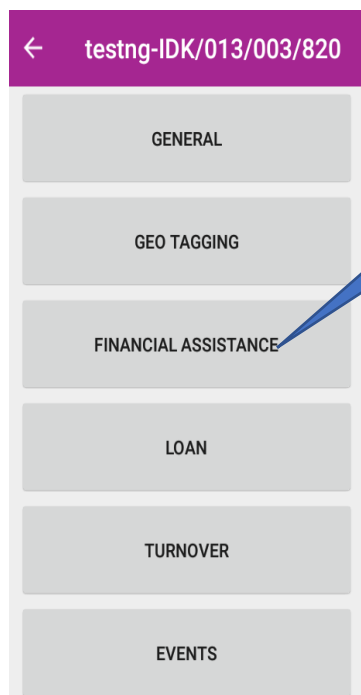
Fig 3.5.3a : Financial Assistance   Fig 3.5.3b: Details of FA
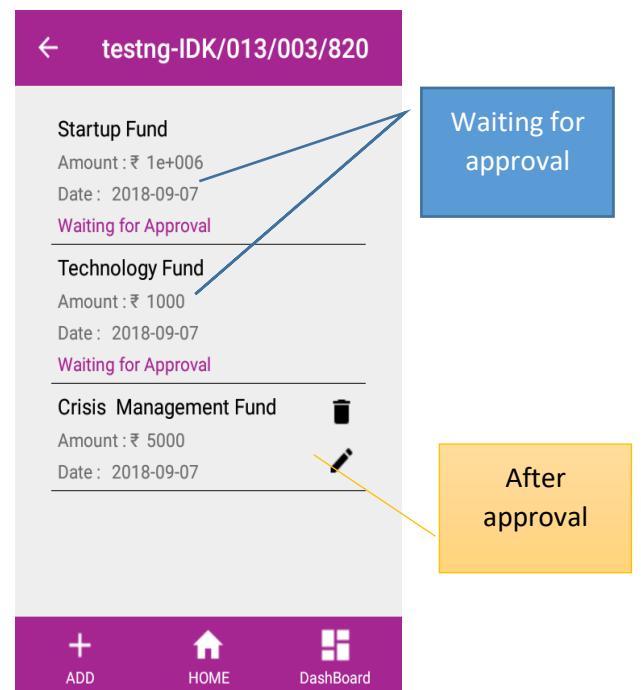
The Financial Assistance details are listed in Financial Assistance   main page, You can add a new Financial Assistance by clicking on the ADD Financial Assistance button. The page

shows "waiting for approval" after adding Financial Assistance , only the page can be accessed when the admin approves.The EDIT and DELETE activities are similar, after editing and deleting will be forwarded for approval, will be acessesible after the approval by admin.

3.5.4 Loan Details

- *Add Loan*
- *Update Loan*
- *Delete Loan*

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
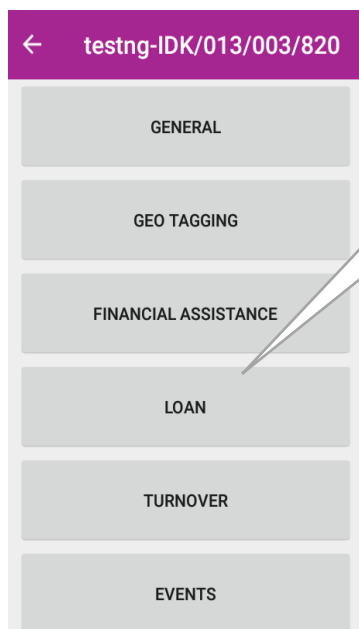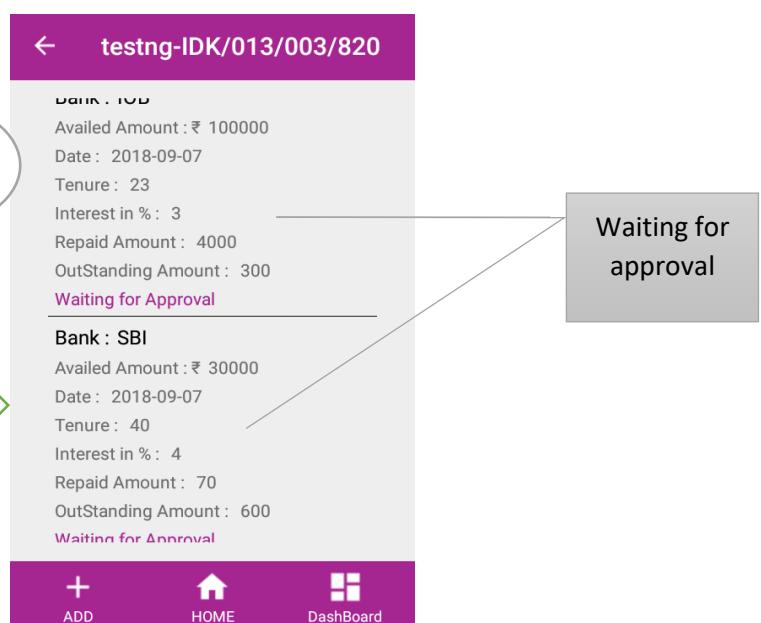
Fig 3.5.4a:loan   Fig 3.5.4b:loan details

Fig 3.5.4b: After approval

The loan details are listed in loan main page, You can add a new loan by clicking on the ADD loan button. The page shows "waiting for approval" after adding loan, only the page can be accessed when the admin approves.The EDIT and DELETE activities are similar, after editing and deleting will be forwarded for approval, will be acessesible after the approval by admin.

3.5.5 Turnover Details

Function

- *Add Turnover*
- *Update Turnover*
- *Delete Turnover*

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*

Fig 3.5.5a:turnover

Fig 3.5.5b: select year

Fig 3.5.5c:yearwise turnover

Fig 3.5.5d:monthly wise
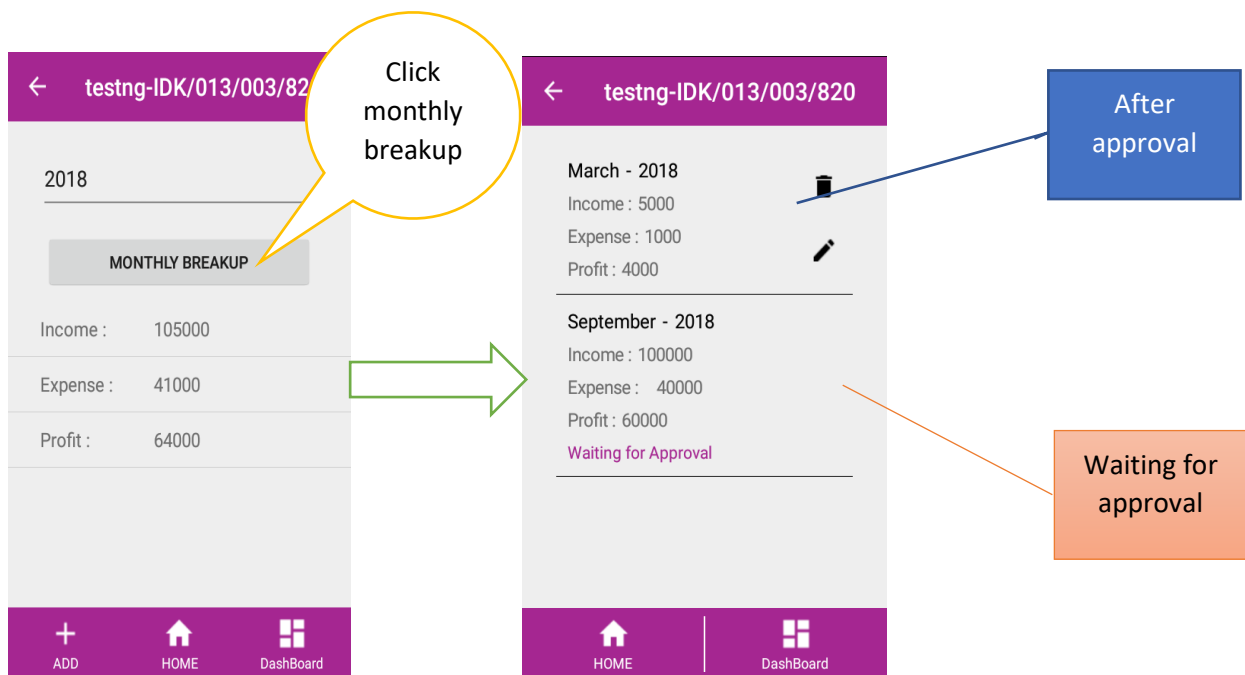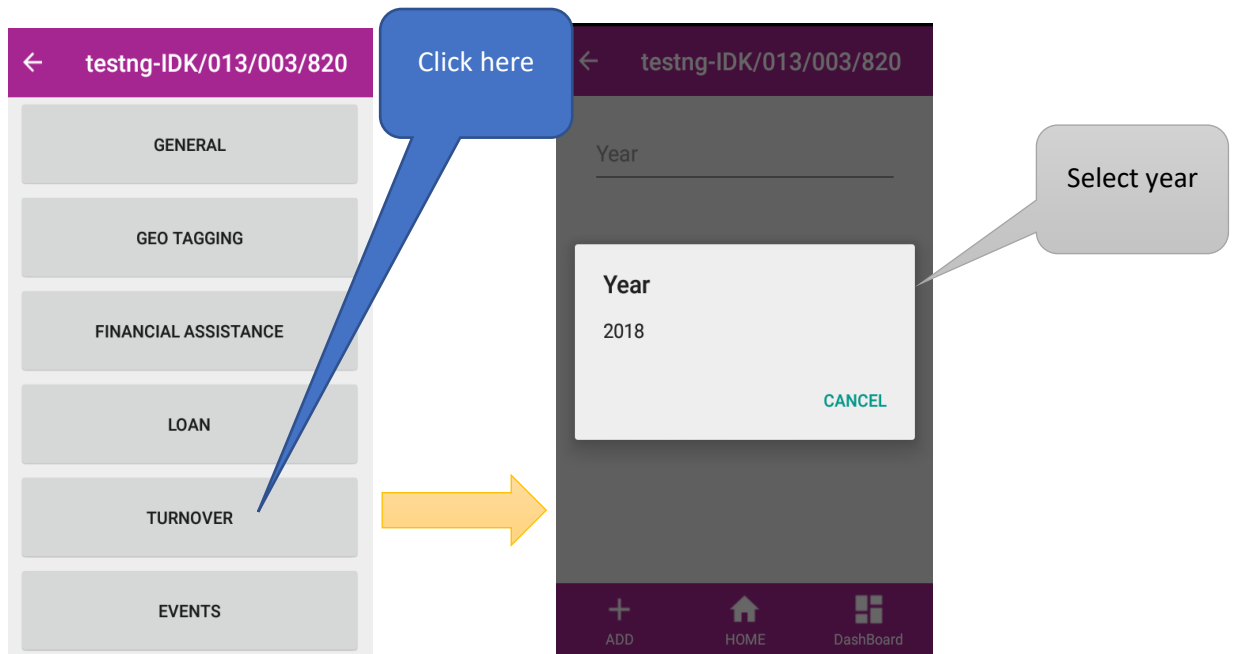
Step1:click turnover(Fig 3.5.5a)

Step2: select year, (If the turnover is not added, nothing in the list box will be shown)

Step3:click monthly turnover(fig 3.5.5c)

Step4: view the monthly turnover, If some of them are "waiting for approval"

(Fig 3.5.5d) all of them are waiting for approval from the admin.And others can be update&delete

3.5.6 Event Details

Function

- *Add Turnover*
- *Update Turnover*
- *Delete Turnover*

Menus

- *Add button*
- *Home Button*
- *Dashboard Button*
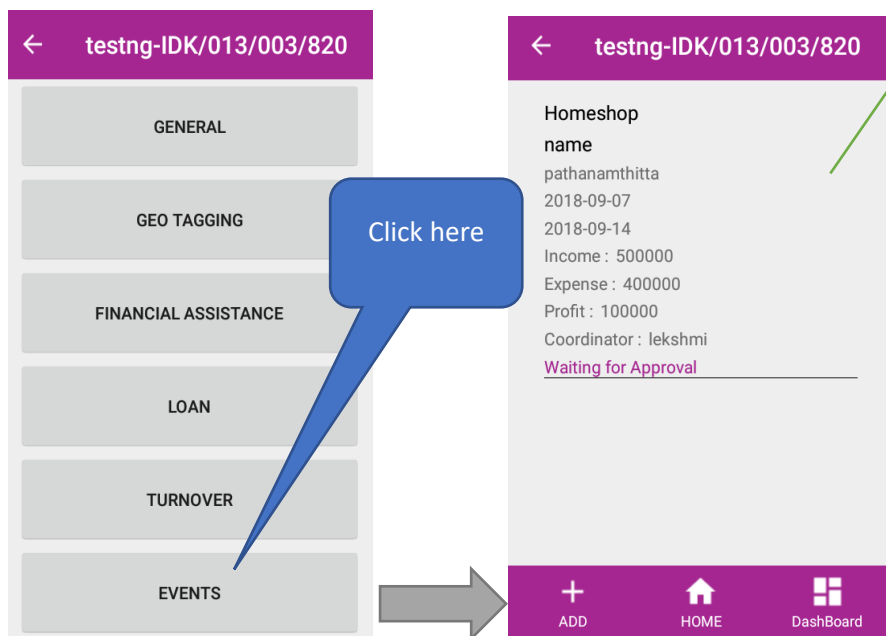
Fig 3.5.6a:event   Fig 3.5.6b:waiting for approval
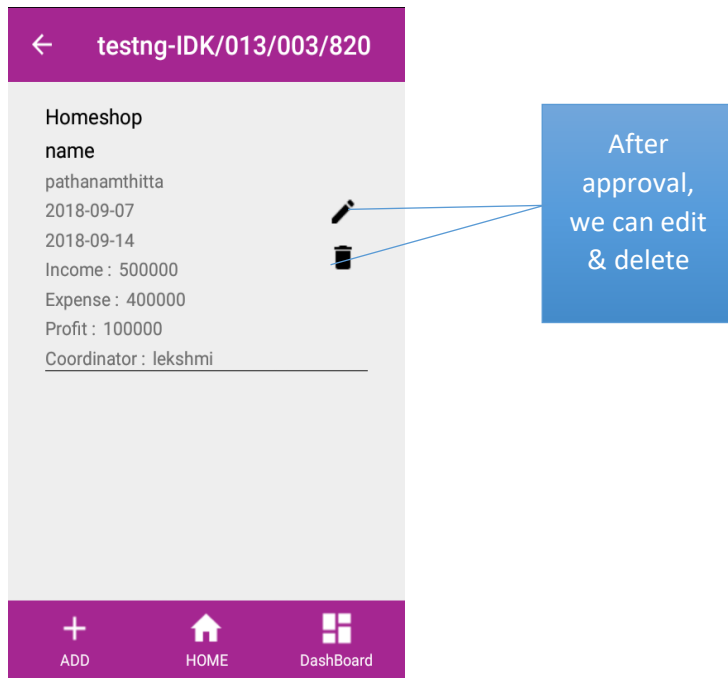
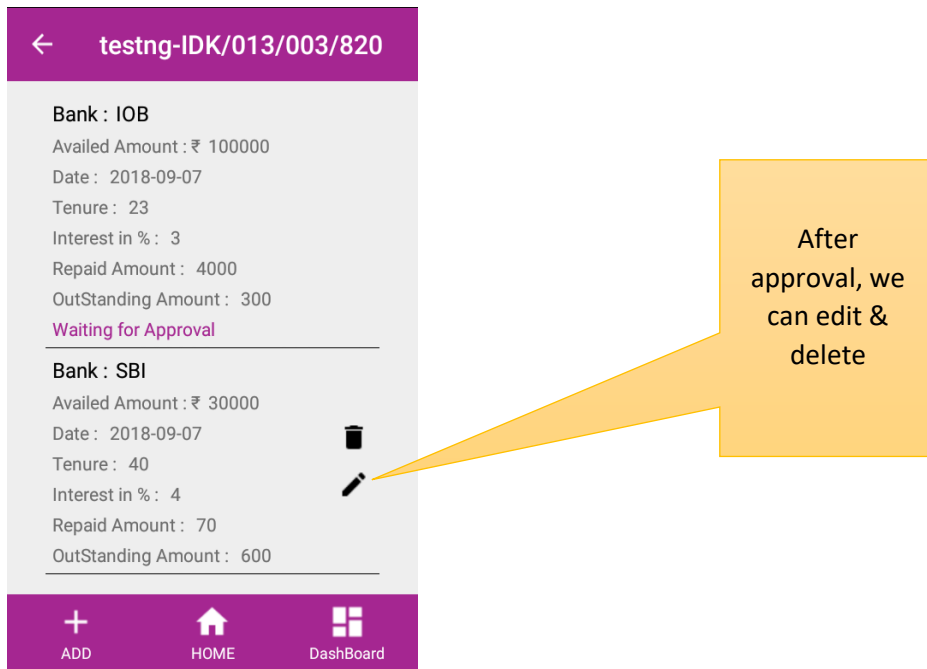Fig 3.5.6c: After approval

The Event details are listed in Event main page, You can add a new Event by clicking on the ADD Event button. The page shows "waiting for approval" after adding Event, only the page can be accessed when the admin approves.The EDIT and DELETE activities are similar, after editing and deleting will be forwarded for approval, will be acessesible after the approval by admin.

Kudumbashree Micro Enterprises Mobile Application Requirement For Software Development

DASHBOARD:
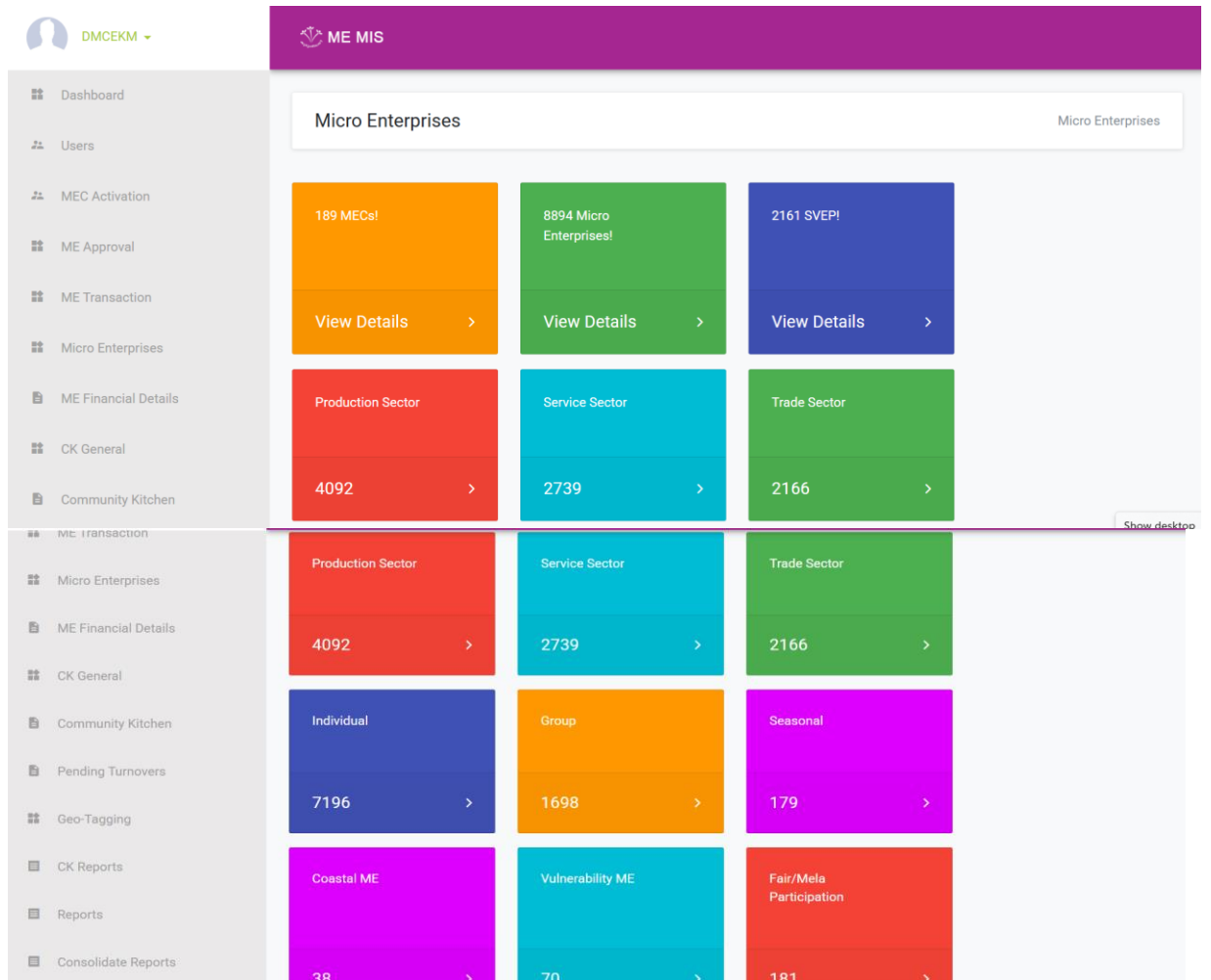
Users:

- District
- Block
- CDS
- First Name
- Last Name
- Username
- Email
- Mobile
- Address
- Gender

- Status

SAVE CHANGES

Users

General   Settings

District	Ernakulam
Block	Vadvukode
CDS	Kunnathunad
First Name	Sheeja
Last Name	Santhosh
Username	Sheeja Santhosh
Email	sheejasanthosh1982@gmail.com
Mobile	9847587645
Address	Karickal H Valayanchirangara PO
Gender	Female
Status	● Active ○ Non-Active

Save Changes

Users

General **Settings**

Password [ ]

[Reset]

MEC ACTIVATION:

MEC Activation

MEC List   +

District   [EKM   ∨]

Block   [Select a Block   ∨]

Show [10 ∨] entries   Search: [   ]

# ↑↓	Name ↑↓	MEC Code ↑↓	Email ↑↓
✏️ 🗑️	Mary Neethu J	EKM/B72/MEC1441	neethu2727j@gmail.com

- District
- Block
- CDS
- First Name
- Last Name
- Username
- Email
- Mobile
- Address
- Gender
  MEC ID:
- Status
- Educational Qualification
- Comment
- Experience in Years
- Status

MEC

General | CDS | Settings

DISTRICT — EKM

Block — Palluruthi

Name — Mary Neethu J

Username — Mary Neethu J

MEC CODE — EKM/B72/MEC1441

Email — neethu2727j@gmail.com

Mobile — 9567757051

Address — Ambalathingal House,TKC Road, Vaduthala

Gender — Female

Educational Qualification — Degree

Experience in Years — 0

Status — ⚪ Active 🔘 Non-Active

Comment — Comment

Save Changes

ME Approval:

ME Approval

ME Approval

Approval List

District — EKM

Block — Select a Block

CDS — Select a CDS

ADS — Select a ADS

Show 10 entries   Search: _____

#	ME Name	Applied Date	Applied MEC	Cds

GENERAL:

- District
- Block
- CDS
- ADS
- UID NO
- Name of Unit
- Organisation Status
- Place Of Business
- Type
- Non Farm Based
- Category Type
- Year Of Establishment
- Month
- Capital Amount
- Source of Fund
- Avail Of Training
- valid License & mandatory certificates
- Flood Affected
- Sick
- Grade
- Scheme
- Building Type

☘ ME MIS

ME Approval

ME Approval > Approve ME

| General | Members | Category | Accounts | Geo Tagging |

District	EKM
Block	Vypeen
CDS	Edavanakkad
ADS	Moorippadam
UID NO	EKD/CDS/09/32
Name of Unit	☐ SIVANADH AUTO SERVICE

Organisation Status	☐	Individual
Place Of Business	☐	Edavanakad
Address	☐	Chirattappurakkal Edavanakad
Type	☐	Non Farm Based
Category Type	☐	Regular
Year Of Establishment	☐	2025
Month	☐	March
Capital Amount	☐	100000 to 2.5 lakhs
Source of Fund	☐	Kudumbashree Fund
Avail Of Training	☐	Yes

valid License & mandatory certificates	☐	Yes
Flood Affected	☐	No
Sick	☐	No
Grade	☐	A
Scheme	☐	Others
Building Type	☐	Own Place

Save & Continue

Member Details:

- Name
- Age
- Category
- Select Gender
- Owner

General   Members   Category   Accounts   Geo Tagging

Members

Show [10 ⌄] entries   Search: [   ]

Status	Name	
☐	Revathy	View

Showing 1 to 1 of 1 entries   Previous | **1** | Next

Member   ✕

Name	Revathy

Age	37

Category	SC ⌄

Select Gender	Female ⌄

Owner   ○ Yes   ● No

Close

Category

 Production/Serevice/trade

ME Approval

General   Members   Category   Accounts   Geo Tagging

Production

Show [10] entries   Search: [ ]

Status ↑↓	Production ↑↓	↑↓
	No data available in table	

Showing 0 to 0 of 0 entries   Previous   Next

Services

Show [10] entries   Search: [ ]

Status ↑↓	Category ↑↓	Name ↑↓	↑↓
☐	Auto Taxi Services	SIVANADH AUTO SERVICE	View

Showing 1 to 1 of 1 entries   Previous   1   Next

Trade

Show [10] entries   Search: [ ]

Status ↑↓	Category ↑↓	Name ↑↓	↑↓
	No data available in table		

Name

Accounts Details:

Financial Assitance

ME MIS

ME Approval

General Members Category **Accounts** Geo Tagging

Financial Assitance

Show [10] entries   Search: [_____]

Status	Finance Type	Amount	Date	
☐	CEF	50000	1970-01-01	View

Showing 1 to 1 of 1 entries   Previous | **1** | Next

ME MIS

Turn Over

Show [10] entries   Search: [_____]

Status	Year	Income	Expense	Profit	Monthly
			No data available in table		

Showing 0 to 0 of 0 entries   Previous | Next

Events

Show [10] entries   Search: [_____]

Status	Event	From	To	Venue	Details
			No data available in table		

GEO TAGGING:

General   Members   Category   Accounts   Geo Tagging

Geo Tagging

Geo Status ☐
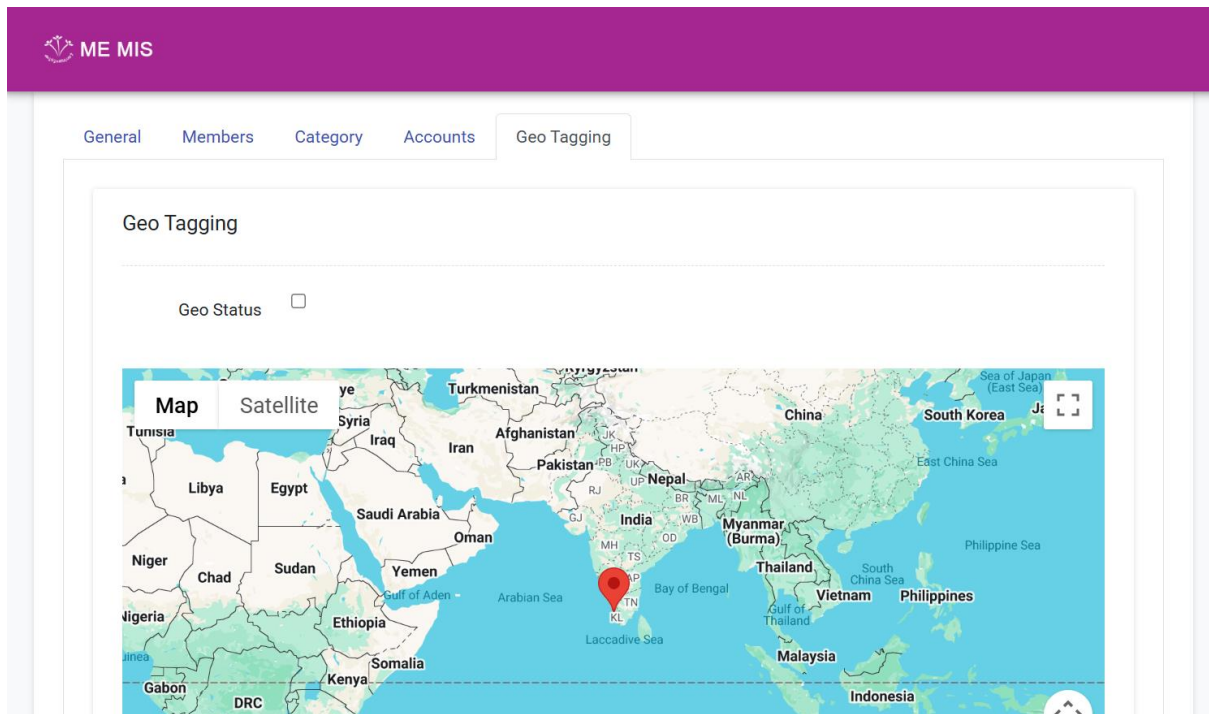
ME Transactions:

ME Transactions   ME Transactions

Transaction List

District	EKM ▾
Block	Select a Block ▾
CDS	Select a CDS ▾

Show 10 ▾ entries   Search: [_____]

# ↑↓	ME Name ↑↓	Modification in ↑↓	Updated By ↑↓	Action ↑↓	Updated Since ↑↓
Approval	Sameeram tailoring unit	Turnover	Asha saji	Add	2 hours ago

Edited Turnover Details ✕

	Old Data	New Data
Income:		6500
Expense:		1500
Profit:		5000
Audited:		No
Agency:		
Turn Year:		2025
Turn Month:		April

Close   Approve   Reject

Micro Enterprises
Micro Enterprises

Micro Enterprise List   +

District	EKM
Block	Select a Block
CDS	Select a CDS
ADS	Select a ADS
Status	Active

Show 10 entries   Search:

REPORTS:

Area based Reports : Micro Enterprises

                ME Financial Details

                Turn Over

                Pending turn Over

Geo Tagging

For Reference : http://me.kudumbashree.org/