

# User Manual for Beneficiaries Mobile Number update Module

## Steps:-

1. Login with the DSWO/ ADM/ SDO/ BDO account.
2. Click on “All Applications (Update Mobile Number)” link available under “Application” tab from Side menu.

The screenshot displays a dashboard with a left-hand navigation menu. The 'Application' menu item is highlighted with a red box, and its sub-item 'All Applications(Update Mobile Number)' is also highlighted. The main dashboard area contains several summary cards: 'ALL APPLICATIONS' (727), 'SANCTIONED' (643), 'REJECTED' (0), and 'PENDING' (34). Below these are cards for 'FORWARD TO UPPER LEVEL' (50), 'OLD AGE PENSION' (333), 'DISABILITY PENSION' (51), and 'WIDOW PENSION' (161). Two reports are visible: a 'Status Report' donut chart and a 'Category Wise Report' bar chart.

| Category               | Count |
|------------------------|-------|
| Sanction               | 643   |
| Reject                 | 0     |
| Pending                | 34    |
| Forward To Upper Level | 50    |

| Category      | Existing | New |
|---------------|----------|-----|
| Old Age:333   | 61       | 272 |
| Disability:51 | 44       | 7   |
| Widow:161     | 46       | 117 |

3. It will generate all beneficiaries list whose mobile number not uploaded yet.

**List of All Applicant's under, MIRIK**

Search:

| SI No. | Applicant Id     | Applicant Name    | Category | Entry Date | Update Mobile Number  | Current Status                |
|--------|------------------|-------------------|----------|------------|---|-------------------------------|
| 1      | 19013220STN00093 | PADMA TAMANG      |          | 07/01/2020 | +91 <input type="text"/> Mobile No<br><input type="button" value="Submit"/> | APPLICATION SANCTIONED BY ADM |
| 2      | 19013220STN00092 | MAN PRASAD TAMANG |          | 07/01/2020 | +91 <input type="text"/> Mobile No<br><input type="button" value="Submit"/> | APPLICATION SANCTIONED BY ADM |
| 3      | 19013220STN00091 | MAYA DEVI TAMANG  |          | 07/01/2020 | +91 <input type="text"/> Mobile No<br><input type="button" value="Submit"/> | APPLICATION SANCTIONED BY ADM |
| 4      | 19013220STN00090 | MILAN GOLAY       |          | 07/01/2020 | +91 <input type="text"/> Mobile No<br><input type="button" value="Submit"/> | APPLICATION SANCTIONED BY ADM |
| 5      | 19013220STN00087 | SUNTALI TAMANG    |          | 06/01/2020 | +91 <input type="text"/> Mobile No<br><input type="button" value="Submit"/> | APPLICATION SANCTIONED BY ADM |

4. Enter the **Mobile Number** and Click “**Submit**” button. After Submit, the page will refresh and update the mobile number successfully.