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| Logo.jpg  **Administration MBS**  **User Manual**  **[EGAMBSUM001]**  **C:\Users\VIKASHBFSI\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\BFSI logo.jpg**  **bfsi Consulting Pvt. Ltd.**  **Bangalore, India.**  **enquiries@bfsiconsulting.com** |

**Front Matter**

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# INTRODUCTION

**bfsi** is a solution based company with focus on banking and financial services. Our one of a kind product, Egalite, is a unique application which integrates Agency Banking with mobile technology. Egalite consists of 2 units.

* **Mobile Banking System** **(MBS)**
* **Intermediary Banking System (IBS)**

Administration module consists of the Dashboard, History, Settings and Sync sections. These are used to keep track of the various transactions completed by the agent and also help the agent in executing his daily operations.

## Organization

This guide is designed to help understand the Administration module. The following is a snapshot of the document.

1. **Introduction** – This chapter discusses details about the document such as background and scope. In addition the organization and audience for this document is explained.
2. **Overview** – This chapter gives an overview of the document.
3. **Administration** – This chapter discusses the different functional points of the module.
4. **Glossary** – The glossary has a list of abbreviated words and its expansion.

## Audience

This guide is designed for MBS users.

## Interface

The Egalite MBS application homepage is as shown below -



Egalite Homepage

# OVERVIEW

## Administration

The overview at a glance shows how this document is organized.

Administration module consists of the Dashboard, History, Settings and Sync sections. These are used to keep track of the various transactions and enrollments completed by the agent and also help the agent in executing his daily administrative operations.

In the Administration module of MBS, the following information is discussed –

**Settings –** The agent has to set certain preferences on his device before he uses the MBS application. In this section the following screens are discussed in detail –

* Settings Screen
* About bfsi Screen

**Sync –** Sync is the operation the agent has to perform to synchronize data with the IBS application. The process of how synching is done is explained with the help of the following screens –

* Sync Selection Screen
* Sync Download Screen
* Sync Transaction Screen
* Sync Upload Screen

**History –** History gives a list of all the transactions completed and enrollments done by agents on a daily basis. In this section the following screens are discussed in detail –

* History Transaction Summary Screen
* History Transaction Detail Screen
* History Enrollment Summary Screen
* History Enrollment Detail Screen

**Dashboard –** Dashboard keeps track of opening and closing balances of the cash amount given to agents and also the status of agendas and transactions. In this section the following screen is discussed in detail -

* Dashboard Screen

# ADMINISTRATION

The over view section gave a summary of all the functions of the Administration module. In this section the detailed functionality of each function point and its screens are discussed.

Entry to specific **Administration** sections from the homepage is shown in **Figure 1: Navigation Administration**.

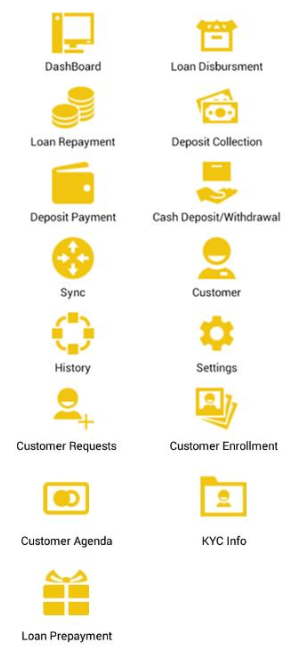


Figure : Navigation Administration

## Settings

Agents have to set certain preferences on their devices before they use the MBS application. This is done with the help of the following interfaces.

* Settings Screen
* About bfsi Screen

**Navigation: Settings**

**Opening Screen:** Entry to **Settings** is a **Settings Screen** where all the different settings are displayed.

* + 1. Settings

In **Figure 2: Settings Screen**, enter all the information. Tap  to go back to main menu of MBS.

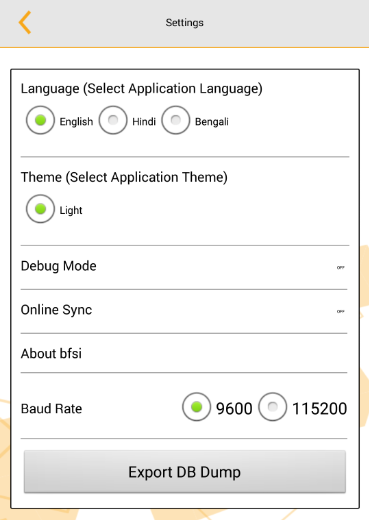


Figure : Settings Screen

* Select **Language** from the options given.
* Select **Theme** from the options given.
* Select **Debug** **Mode** as **ON** or **OFF**.
* Select **Online** **Sync** as **ON** or **OFF.** If **Online Sync** is **ON**, the agent does not have to sync his transactions manually. The transactions will be automatically uploaded to IBS.
* Tap **About bfsi** to view information about the company. **Figure 3: About bfsi** is displayed.

### About bfsi

In **Figure 3: About bfsi,** information about the company is given.



Figure 3: About bfsi

## Sync

Sync is the operation the agent has to perform to synchronize data with the IBS application. The process of how synching is done is explained with the help of the following screens -

* Sync Selection Screen
* Sync Download Screen
* Sync Transaction Screen
* Sync Upload Screen

**Navigation: Sync**

**Opening Screen:** Entry to **Sync** is a **Sync Selection Screen** where an option has to be selected to specify the kind of synching that needs to be performed.

* + 1. Sync Selection

In **Figure 4: Sync Selection Screen**, select any of the options given.



Figure 4: Sync Selection Screen

### Sync – Data Download

In **Figure 4: Sync Selection Screen**, select **Data Download**. **Figure 5: Sync Download Screen** is displayed**.**

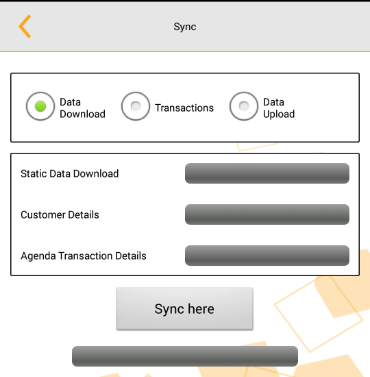


Figure 5: Sync Download Screen

1. Tap **Sync here** to start downloading data to the device. This operation should be performed only **once** a day at the beginning of the day. All Information needed by the agents to perform their tasks is downloaded from IBS to MBS on their device.
2. Tap  to go back to **Figure 4: Sync Selection Screen**.

### Sync – Transactions

In **Figure 4: Sync Selection Screen**, select **Transactions**. **Figure 6: Sync Transaction Screen** is displayed.



Figure 6: Sync Transaction Screen

1. Tap **Sync here** to upload the transactions completed by agents from the device to IBS. **Please note that Customer Enrollment will not be uploaded by this method.** To upload Customer Enrollment information, Tap **Data Upload** or Select **Online Sync** in **Settings** in the main menu of MBS.
2. Tap  to go back to **Figure 4: Sync Selection Screen**.

### Sync – Data Upload

In **Figure 4: Sync Selection Screen**, select **Data Upload**. **Figure 7: Sync Upload Screen** is displayed.

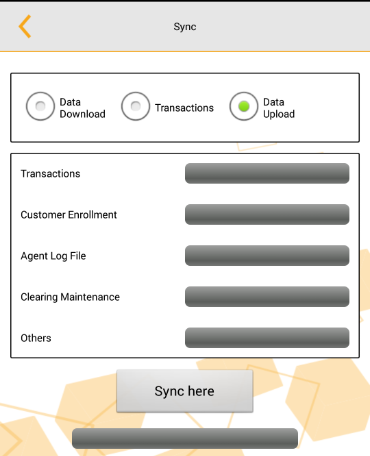


Figure 7: Sync Upload Screen

1. Tap **Sync here** to start uploading data. This is normally done at the end of the day. All information gathered by the agents is transferred to IBS from MBS. If the operation has been executed without completing all the agendas by the agent, then the agent can get the fresh agendas only the next business day.
2. Tap  to go back to **Figure 4: Sync Selection Screen**.

## History

History gives a list of all the transactions and customer enrollments completed by agents on a daily basis. History provides few interfaces which enables us to get the information -

* History Transaction Summary Screen
* History Transaction Detail Screen
* History Enrollment Summary Screen
* History Enrollment Detail Screen

**Navigation: History**

**Opening Screen:** Entry to **History** is a History Summary Screen where all transactions or customer enrollments will be displayed based on which option is selected. This can be further filtered by specific queries.

* + 1. Query/Search Transactions

To access information about transactions, select **Transactions.** All transactions will be displayed and can be further filtered by specific queries. In **Figure 8: History Transaction Summary Screen**, enter the search criteria in the text box which says **Search here.**

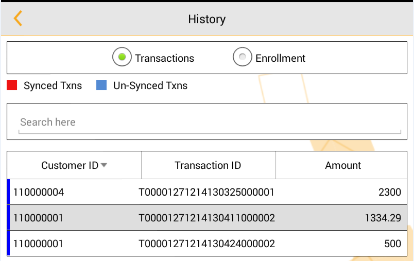


Figure 8: History Transaction Summary Screen

The results of the query will be displayed in **Figure 8: History Transaction Summary Screen**.

### Detail View of Transaction

To select a transaction from the History Transaction Summary Screen, tap on any of the fields of that transaction entry. This will take the user to **Figure 9: History Transaction Detail Screen** where the user can see the details of the transaction**.**

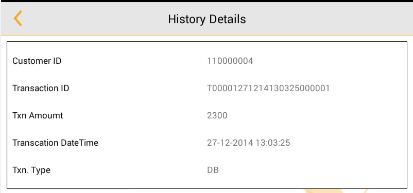


Figure 9: History Transaction Detail Screen

The details of the transaction can only be viewed; no changes can be made here. Tap  to go back to **Figure 8: History Transactions Summary Screen**.

* + 1. Query/Search Customer Enrollment

To access information about customer enrolment, select **Enrollment** in **Figure 10: History Enrollment Summary Screen.** All enrollments will be displayed and can be further filtered by specific queries. In **Figure 10: History Enrollment Summary Screen**, enter the search criteria in the text box which says **Search here.**

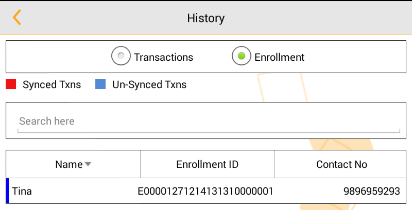


Figure 10: History Enrollment Summary Screen

The results of the query will be displayed in **Figure 10: History Enrollment Summary Screen**.

### Detail View of Enrollment

To select an enrollment from the History Enrollment Detail Screen, tap on any of the fields of that enrollment entry. This will take the user to **Figure 11: History Enrollment Detail Screen** where the user can see the details of the enrollment**.**

****

Figure 11: History Enrollment Detail Screen

The details of the enrollment can only be viewed; no changes can be made here. Tap  to go back to **Figure 10: History Enrollment Summary Screen**.

## Dashboard

Dashboard keeps track of opening and closing balances of the cash amount given to agents and also the status of agendas and transactions. In this section the following screen is discussed in detail -

* Dashboard Screen

**Navigation: Dashboard**

**Opening Screen:** Entry to **Dashboard** is a Dashboard Screen.

### Detail View of Dashboard

In **Figure 12: Dashboard Screen**, information regarding opening and closing balance of cash amount given to agents is displayed. Status of agendas and transactions are displayed here.

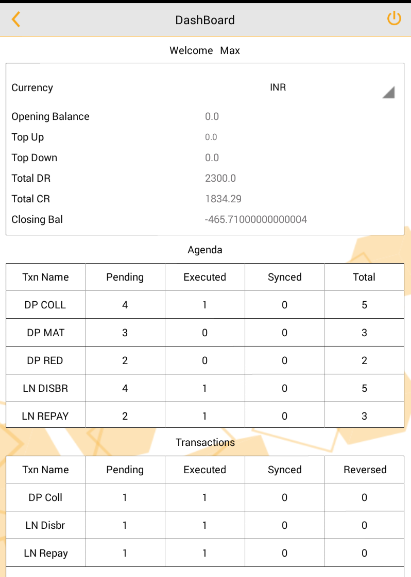


Figure 12: Dashboard Screen

Tap  to go back to main menu of MBS.

# GLOSSARY

|  |  |
| --- | --- |
| **ABBREVIATION** | **EXPANSION** |
| CBS | Core Banking System |
| IBS | Intermediary Banking System |
| MBS | Mobile Banking System |