

ADD & UNMAP CLUSTER TO VOLUNTEER

1. Login

To Add & Unmap Cluster to Volunteer users must log on to the portal and then navigate through the services provided in the application. The following steps are to be followed to log on to Portal:

- Open the web browser
- Enter the website address as <https://apgv.apcfss.in>
- The Login Page of the application gets displayed as shown below.



The screenshot shows the login page of the Volunteer Portal. The header includes the organization's name in Telugu and English, and a navigation menu. The main content area includes a login form with fields for user name (11162202011) and password, a 'Forgot Password' link, and a 'Log in' button. Below the form, there are sections for 'GOs & Notifications' and 'Village Volunteers: News & Instructions' and 'Ward Volunteers: News & Instructions', each with a list of instructions.

STEP	ACTION
1	ENTER USER NAME (i.e. DDOCODE of MPDO Office)
2	Enter Password
3	Click on Login in button

2. HOME PAGE

After successful login, user navigate to home page. Click on “**Map Cluster**” menu item appears in top menu as shown in below screen

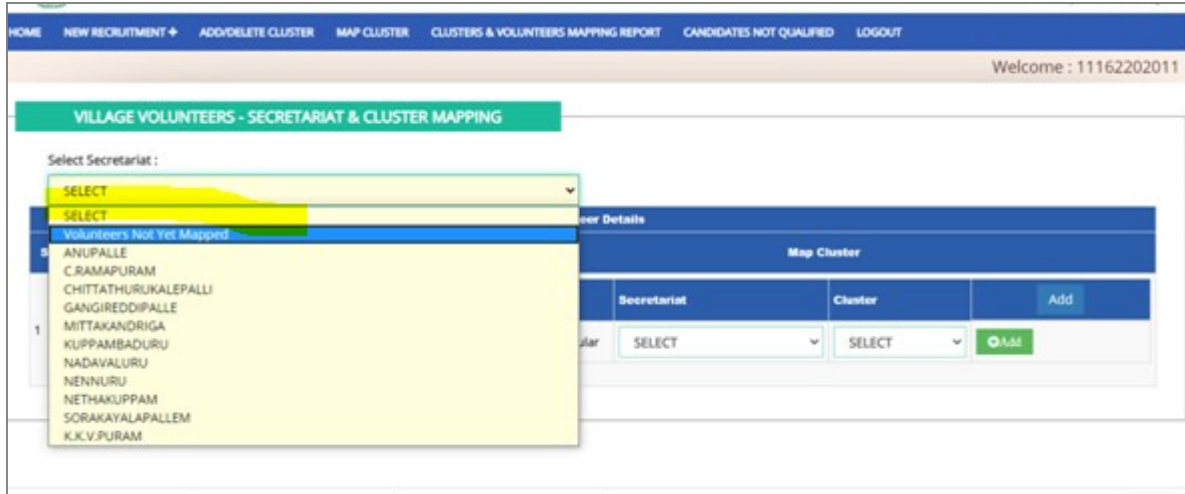
STEP	ACTION
1	Click on “MAP CLUSTER” to map volunteer to a cluster

3. MAP CLUSTER

3.1. View List of Volunteers not mapped to Clusters

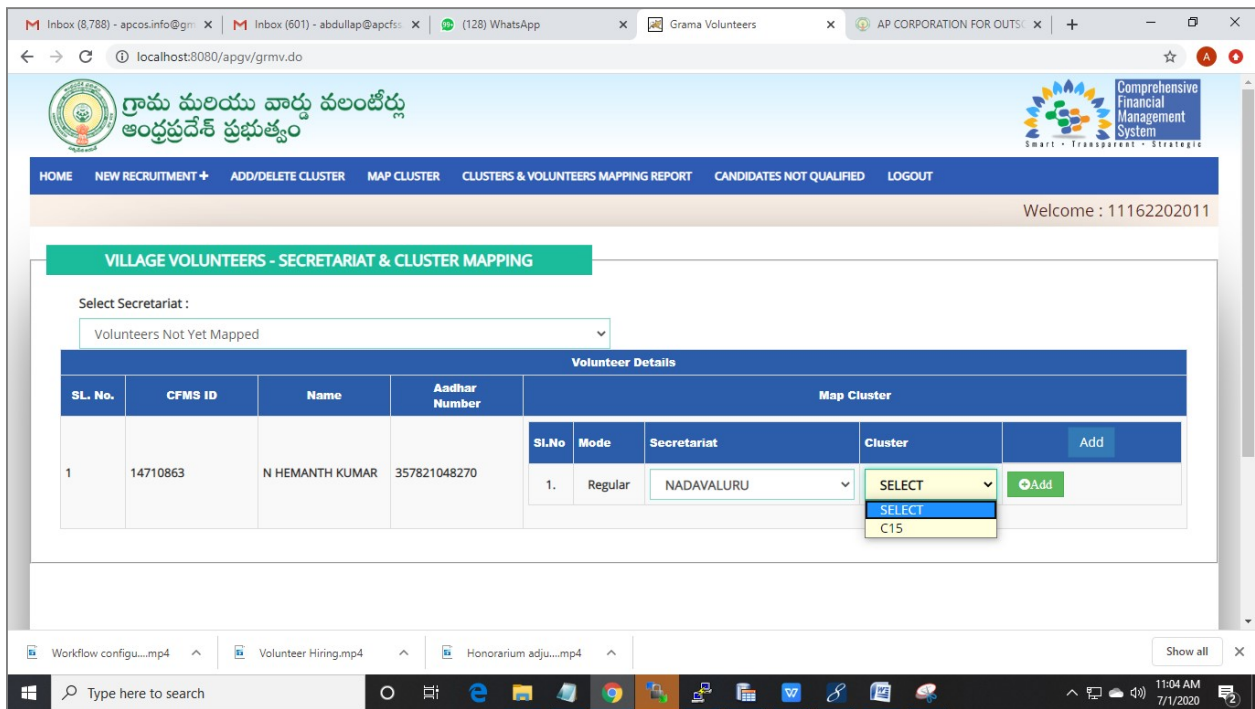
After Select the Map Cluster, List of volunteers who are not mapped to clusters displayed by default (or) Select ‘**Volunteer Not yet Mapped**’ option from Select secretariat dropdown to display unmapped volunteers.

STEP	ACTION
1	Select Volunteers not yet Mapped from Secretariat Drop down to view list of volunteers pending to map cluster



3.2. Add Volunteer to Cluster

Select Secretariat and cluster from drop down and click on Add button to map the cluster to particular volunteer.



STEP	ACTION
1	Select Secretariat against the volunteer to populate the vacant cluster (i.e. cluster not mapped to any volunteer)
2	Select Cluster (Note: Clusters which are not mapped to any

	volunteers visible.)
3	Click on Add Button

3.3. Unmap Cluster to Volunteer

To unmap cluster click on Unmap button against the volunteer.

VILLAGE VOLUNTEERS - SECRETARIAT & CLUSTER MAPPING

Select Secretariat :

Cadre Strength

Sanctioned Strength	Working Strength (including Newly Added, but under process for CFMS ID)	Total Clusters (Active)
17	17	17

Volunteer Details

SL. No.	CFMS ID	Name	Aadhar Number	Map Cluster				
				SL.No	Mode	Secretariat	Cluster	
1	14710786	BODDU THUKARAM	984095433106	1.	Regular	ANUPALLE	C1	Add
						ANUPALLE	C1	Update Unmap
2	14710781	G ANNAPURNA	605152352576	1.	Regular	ANUPALLE	C2	Add
						ANUPALLE	C2	Update Unmap

STEP	ACTION
1	Click on Unmap button against the volunteer and cluster.

3.3. Incharge Cluster to Volunteer

To map incharge volunteer to a cluster click on Add button appears the table header. A separate row will be displayed with mode as 'Incharge', select secretariat, cluster and click on Add button to map incharge volunteer to cluster as shown

below

VILLAGE VOLUNTEERS - SECRETARIAT & CLUSTER MAPPING

Select Secretariat :

Cadre Strength

Sanctioned Strength	Working Strength (including Newly Added, but under process for CFMS ID)	Total Clusters (Active)
17	17	17

Volunteer Details

SL. No.	CFMS ID	Name	Aadhar Number	Map Cluster				
				Sl.No	Mode	Secretariat	Cluster	
1	14710786	BODDU THUKARAM	984095433106	1.	<input type="text" value="Regular"/>	<input type="text" value="ANUPALLE"/>	<input type="text" value="C1"/>	<input type="button" value="Add"/>
						<input type="button" value="Update"/>	<input type="button" value="Unmap"/>	
2	14710781	G ANNAPURNA	605152352576	1.	<input type="text" value="Regular"/>	<input type="text" value="ANUPALLE"/>	<input type="text" value="C2"/>	<input type="button" value="Add"/>
						<input type="button" value="Update"/>	<input type="button" value="Unmap"/>	

4. ADD NEW CLUSTERS

STEP 1: Click "Add\Delete Cluster" menu item in Top menu to add new cluster with in sanctioned strength.

HOME NEW RECRUITMENT **ADD/DELETE CLUSTER** MAP CLUSTER CLUSTERS & VOLUNTEERS MAPPING REPORT CANDIDATES NOT QUALIFIED LOGOUT

Welcome : 06072202051

Select Secretariat :

Clusters Data

Cadre Strength

Sanctioned Strength	Working Strength (including Newly Added, but under process for CFMS ID)	Total Clusters (Active)

List of Clusters

SL. No.	Cluster Code	Cluster Name	Volunteer Name (Mapped)	Activate/De-activate
No data found.				

STEP 2: Select Secretariat (I.e. in which cluster needs to be added)

HOME NEW RECRUITMENT ADD/DELETE CLUSTER MAP CLUSTER CLUSTERS & VOLUNTEERS MAPPING REPORT CANDIDATES NOT QUALIFIED LOGOUT

Welcome : 0607220205

Select Secretariat :
SIRIGIRIPADU-2

Clusters Data

Cadre Strength

Sanctioned Strength	Working Strength (including Newly Added, but under process for CFMS ID)	Total Clusters (Active)
40	39	18

List of Clusters

SL. No.	Cluster Code	Cluster Name	Volunteer Name (Mapped)	Activate/De-activate
1	10790592001	C1	14651102 RAMAVATH RAMESH NAIK	
2	10790592002	C2	14651101 KANDLAVATH SAMULU NAIK	
3	10790592003	C3	14651092 JANAVATH SANDHYA BAI	
4	10790592004	C4		<input type="button" value="DELETE"/>

STEP 3: Verify Sanctioned Strength (i.e as marked in yellow color in above screen) working Strength and total active clusters in the selected Secretariat.

Note:

1. System display "Add New Cluster" button if working strength is below than sanctioned strength. User can add new cluster with in the sanctioned strength only.
2. System will not allow add new cluster beyond the sanctioned strength

STEP 4: Click Add New Cluster button to new cluster

Select Secretariat :
SIRIGIRIPADU-2

VIEW CLUSTER DETAILS

Candidate Entry

Cluster Name :
C19

Cluster Code :
10790592019

Save Details

Clusters Data

Cadre Strength

Sanctioned Strength	Working Strength (including Newly Added, but under process for CFMS ID)	Total Clusters (Active)
40	39	18

Add New Cluster

Enter Cluster Number and Cluster Code and Click on Save Details button to add new cluster.

Note: The Clusters added above are visible in CFMS Hiring Tile and Map Cluster screens automatically

THANK YOU