Daughter Group
(Add on-Live & Closed groups)

CIMS ACTIVATION PROCESS:

- o Select BC "**NOCPL**"

- o Select Bank "**RBL**"

- o Type CUG number in Phone Number to be Activated

MANTRA DEVICE ACTIVATION

Mantra Biometric device

Mantra device check

o Ensure biometric device is connected and ready to use.
o Check using Mantra RD service app installed in TAB/Mobile.

Ensure below 3 points should be in **GREEN** indication which is representing the activation of the device to capture customer details

1. Internet available
2. Management server reachable
3. Device connected

If the mentioned 3 points are in **RED** indication, then check Network connection or biometric device connected or contact IT/V1 team for solution.

RO HOME SCREEN
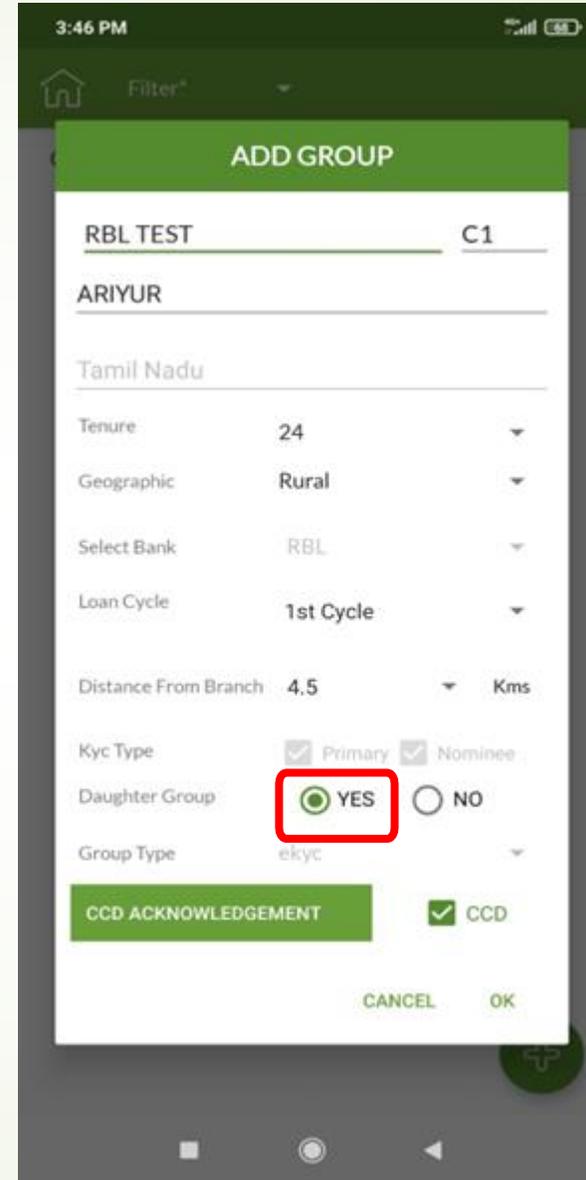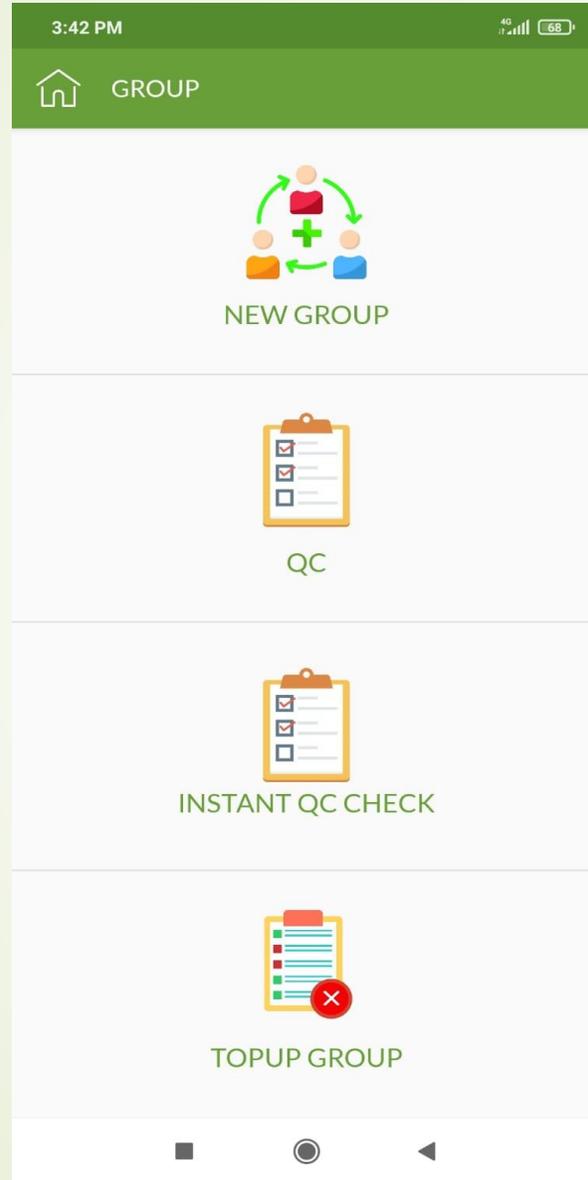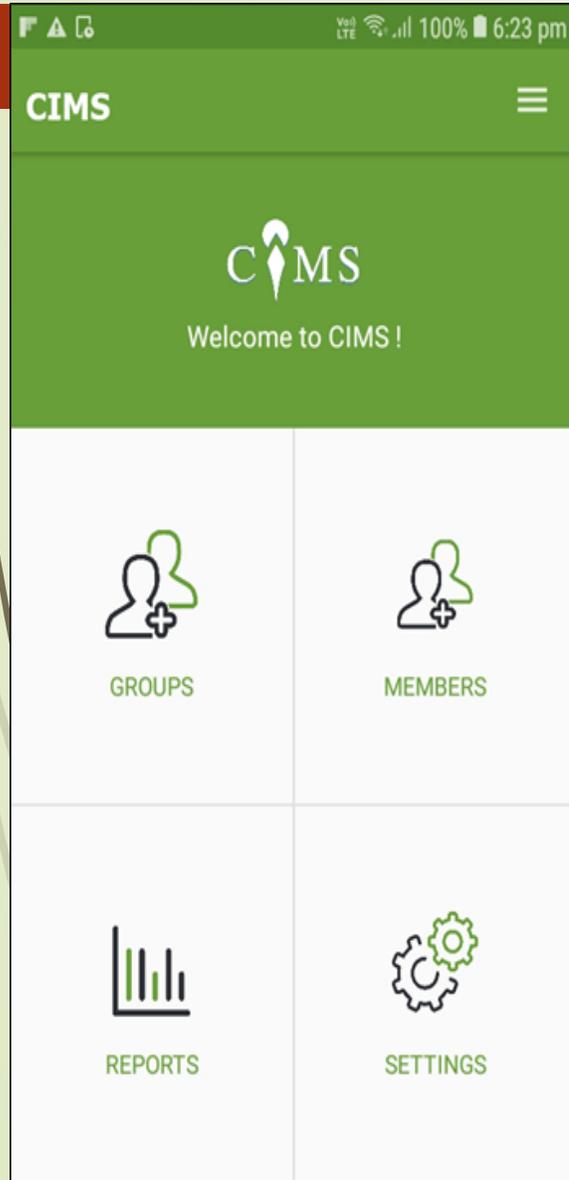
Select "Groups" to find below option

1. New Group

Mother/ Daughter Group

o Click New Group to create.

o Select "Yes" if Daughter Group

o Select "No" if Mother Group
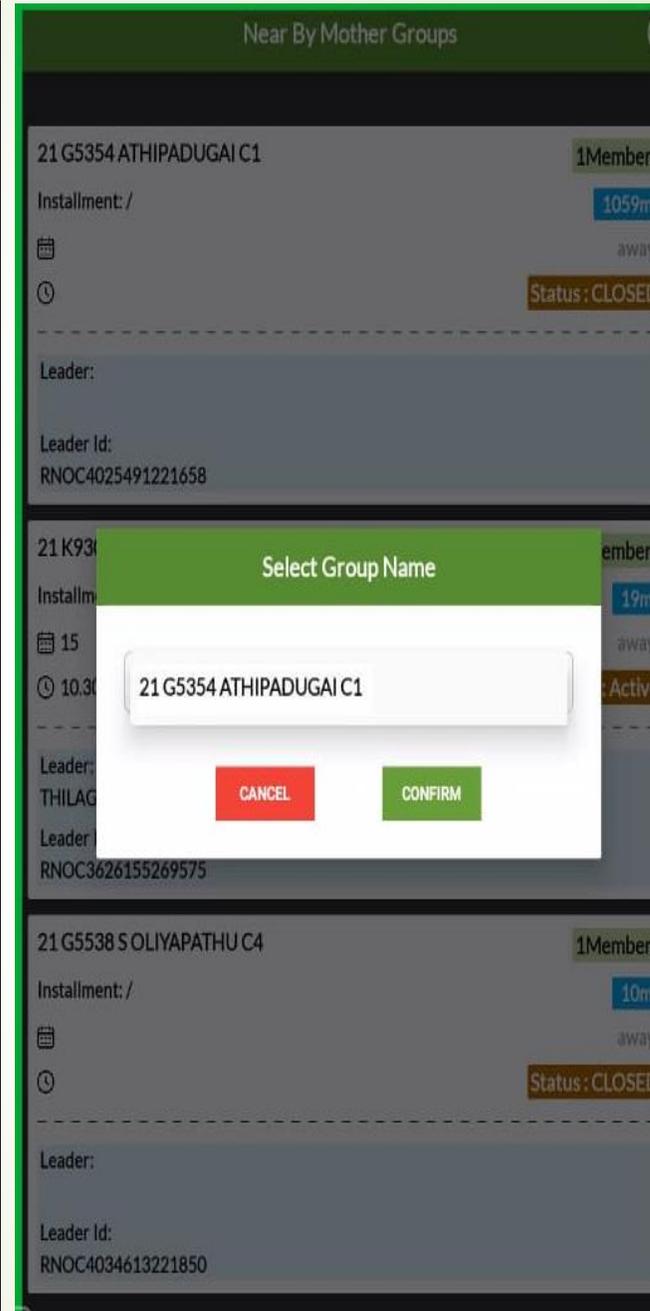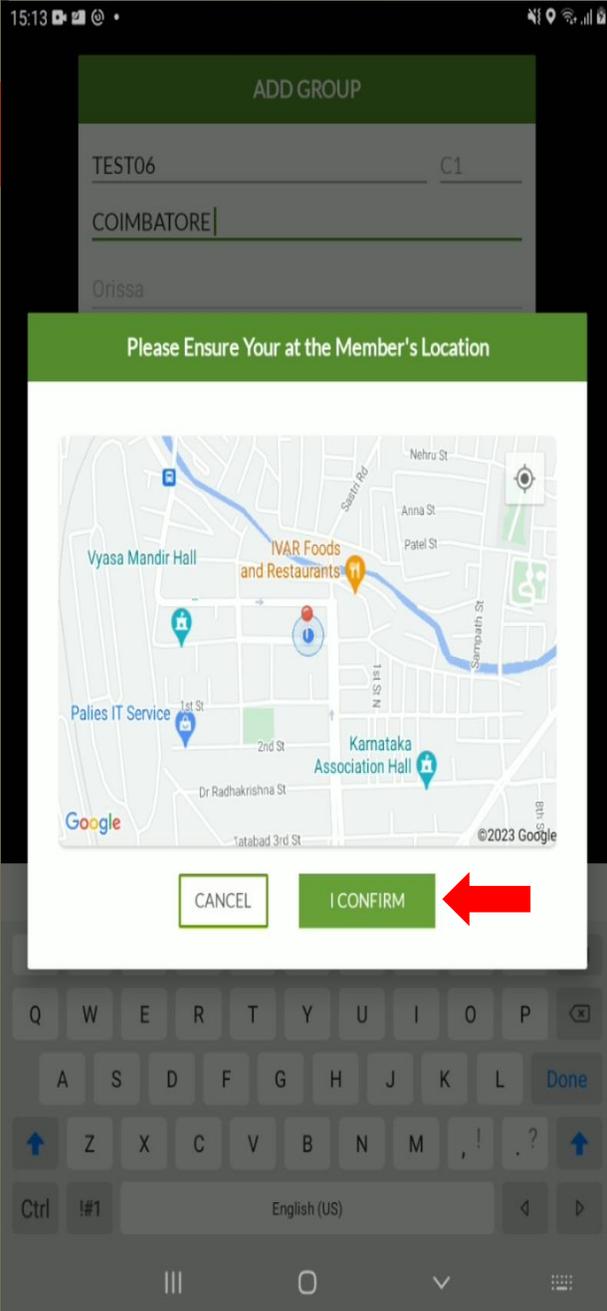
- For Add on member, select Daughter Group (YES).

- Ensure your current sourcing location and click '**I Confirm**'

- All active (1 to 24 EMI) and closed groups (From April-2021) will be shown whichever available around 1500 meters for all RO's of a Branch

- Ensure Mother center is within 1500m from the current sourcing location
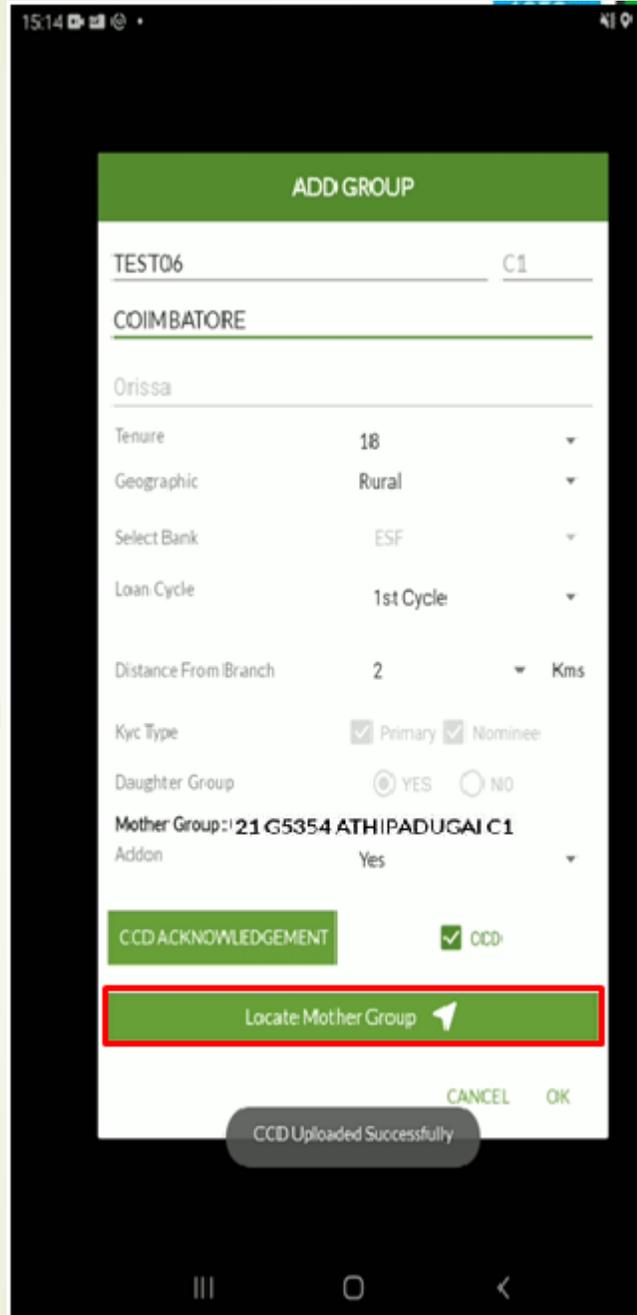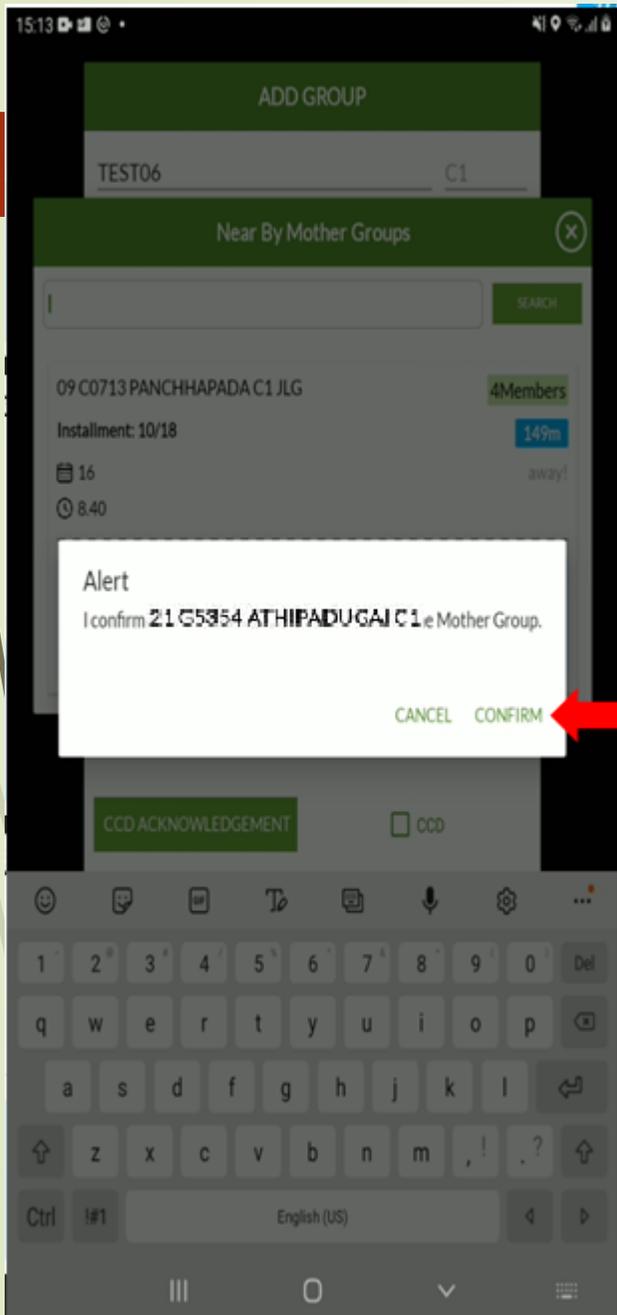
- o Select the mother center and click '**Confirm**'.

- o Click '**Locate Mother Group**' option to find the mother group location from the current sourcing location.

Key Notes

Distance – 1500 Metre from Mother Group.

Member Size – Min.1 & Max.6 Per Group (Further Groups can also be added to same Mother Center up to 20 Members)

Tenure – Daughter Groups (Add on Members) can be added from 1 to 24 Months & also in Closed Groups

Branch – All active and closed groups will be shown to all RO's of a branch

Meeting Date & Time for Live groups– Same as Mother Center (no Change possible)

Meeting Date & Time for Closed groups – Based on the slot availability meeting date and time should be selected post GRT

Thank you..'