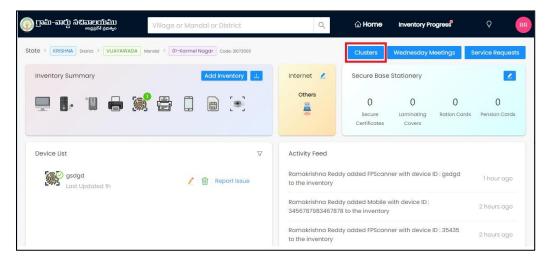
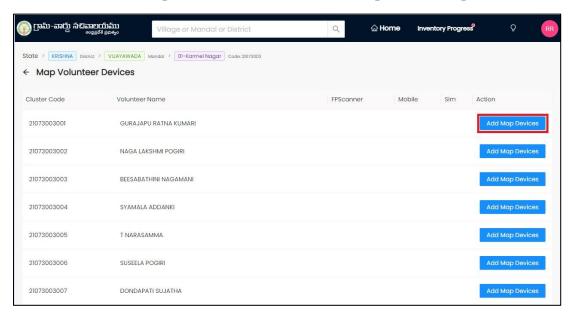
A provision has been enabled for the DA/ WEDPS to map movable devices (fingerprint scanners, mobiles and sim cards) of the Secretariat to individual clusters available under the Secretariat. The step has been taken to improve tracking and accountability of devices supplied to the field. It is requested to follow the below steps to carry out the task,

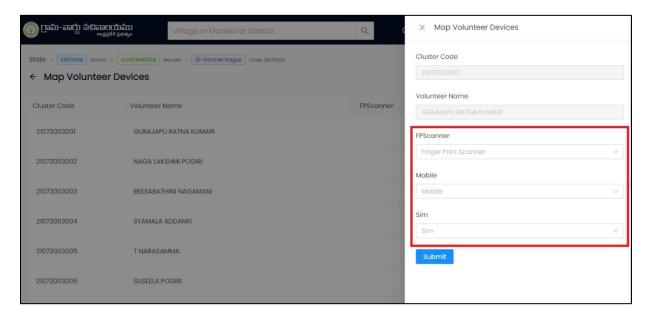
- It is mandatory to add details of all devices supplied to the Secretariat and Volunteers in the Inventory Management Portal in order to map them cluster-wise
- An option 'Clusters' will be visible on the Secretariat homepage in DA/ WEDPS logins



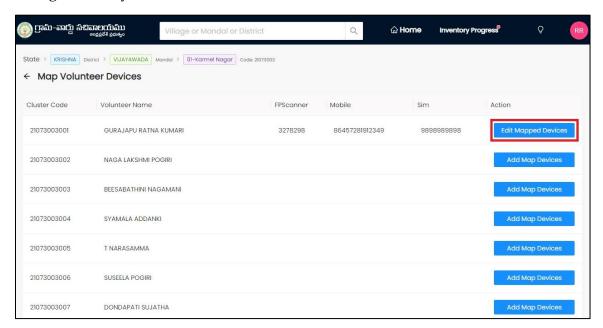
- On clicking the tab, a list of all Cluster IDs of that Secretariat will be shown along with the names of Volunteers against the Cluster ID
- The table will have columns named FPScanner, Mobile and SIM which will initially be empty
- The DA/ WEDPS is required to click on the 'Add Map Devices' option



- A box will appear with Cluster ID and Volunteer Name prefilled. The DA/ WEDPS
  is required to select the Fingerprint Scanner, Mobile IMEI and 10-digit Phone number
  from drop-down menu which will only have the devices added by DA/ WEDPS in
  the Inventory Management Portal
- Please select the devices which the Volunteers are currently using by cross-checking with them and submit the details



 After submitting the details, the option 'Add Map Devices' will be changed to 'Edit Mapped Devices' which the DA/ WEDPS can use in case the mapping is to be changed for any reason



## Note:

- 1. It is requested to please verify with the Volunteer before mapping devices to the Clusters
- 2. Only phone numbers of those supplied by the Department are to be mapped to Clusters, and DO NOT enter personal numbers
- 3. In case the Volunteer Name is listed wrong against any Cluster ID, do not worry as the details will be updated by the Department
- 4. Any device or phone number can only be mapped to one Cluster ID, in case if an in-charge Volunteer is working in a Cluster, please map the devices which were supplied for that particular Cluster.

In case of any queries, please contact your respective Inventory Managers and if not solved, reach out to vsws.co.in support.

Please complete the exercise as early as possible.