JEWEL OF INDIA

JOI APP MANUAL

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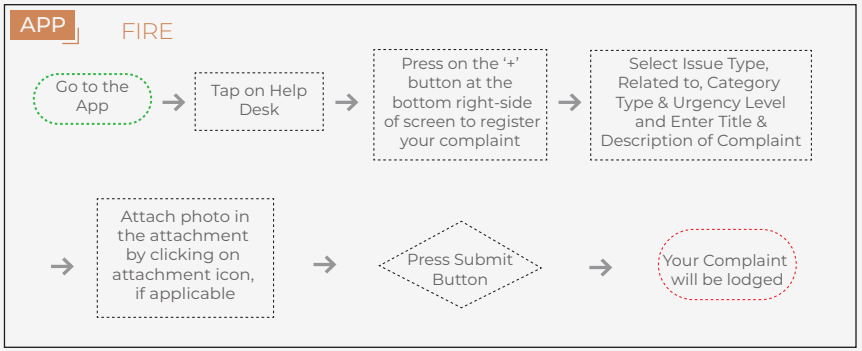
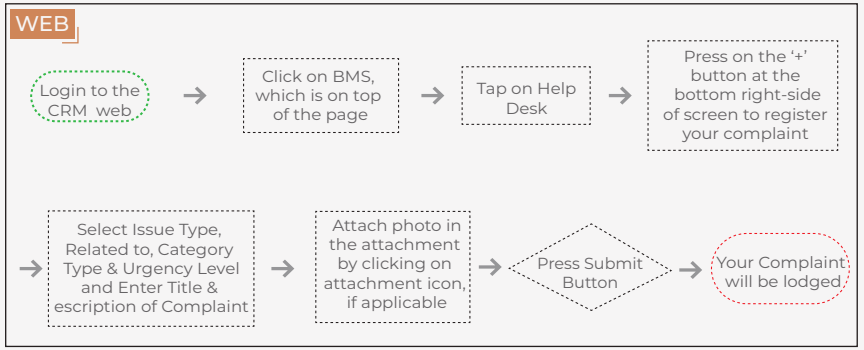
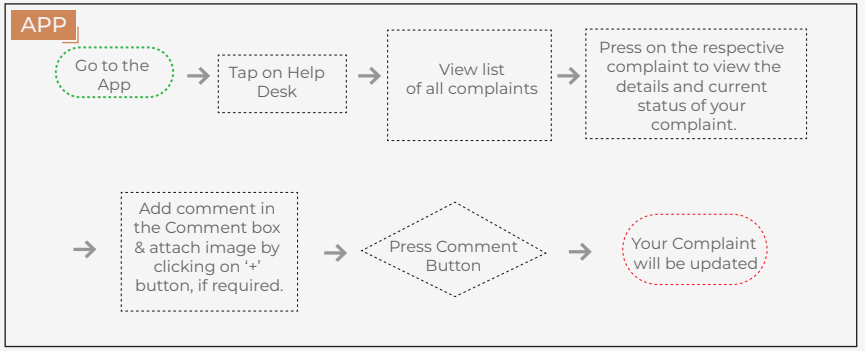
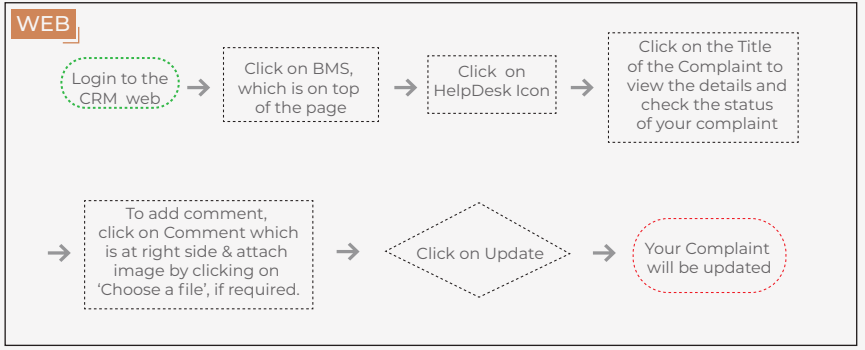
Create Help Desk Ticket





Update Comment to an Existing Ticket





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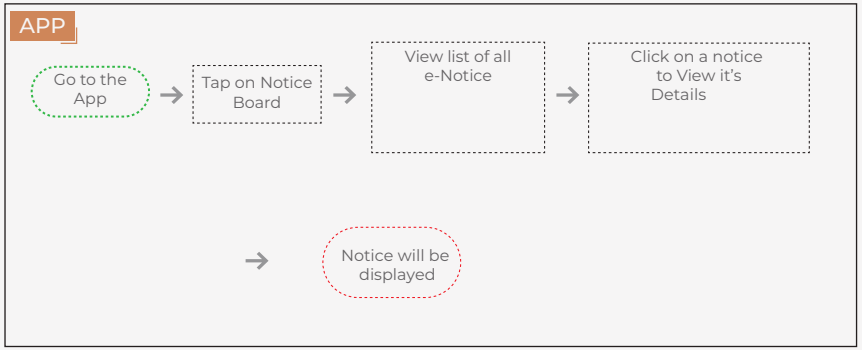
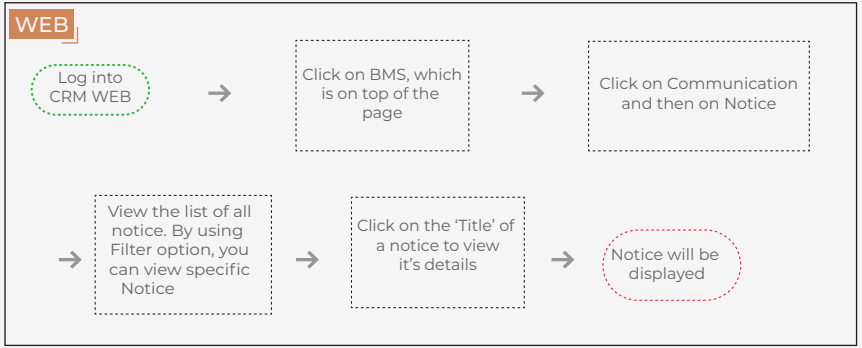
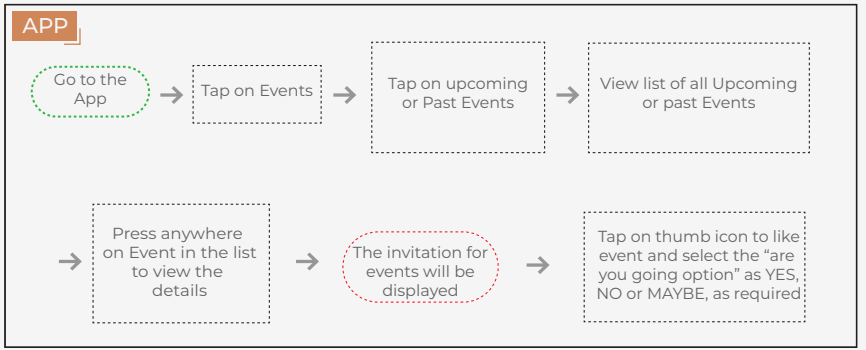
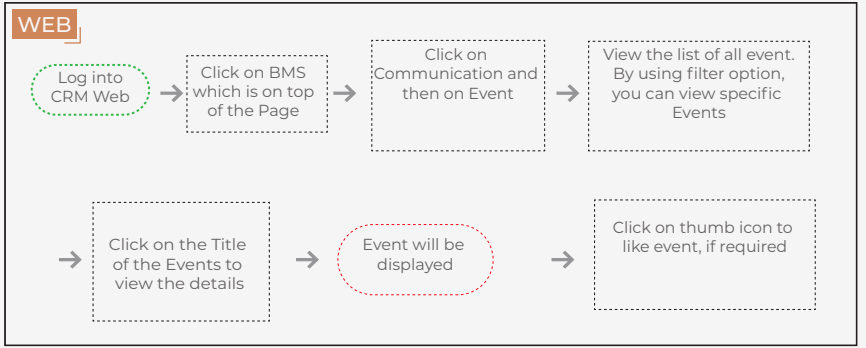
View Notice





View Events





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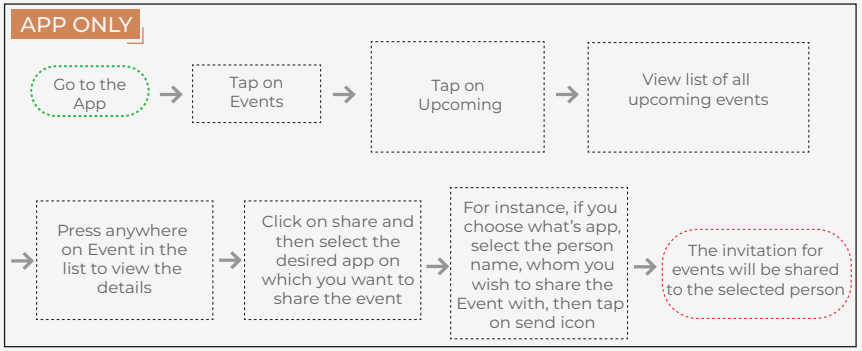
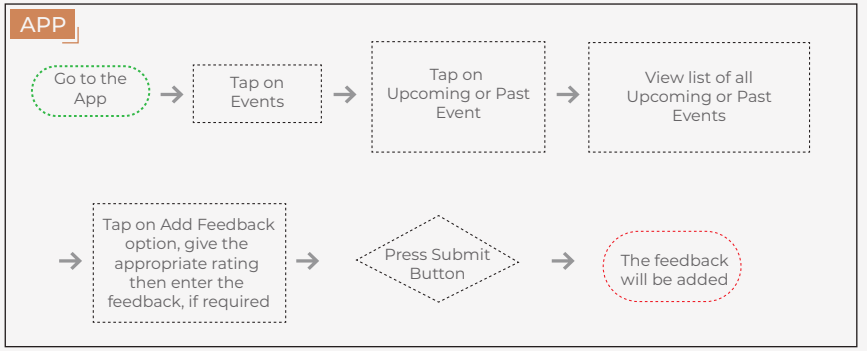
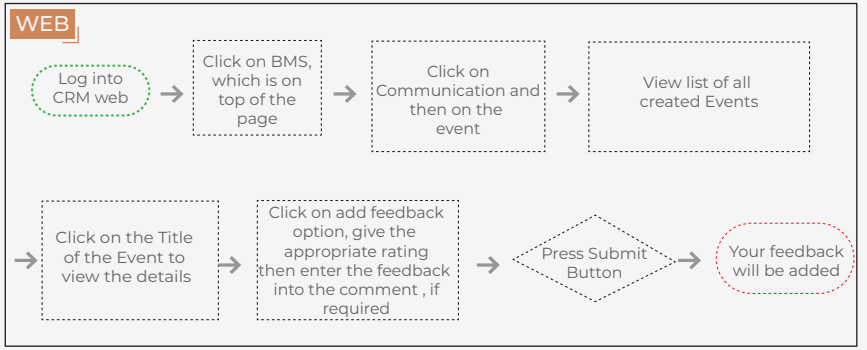
Share Event

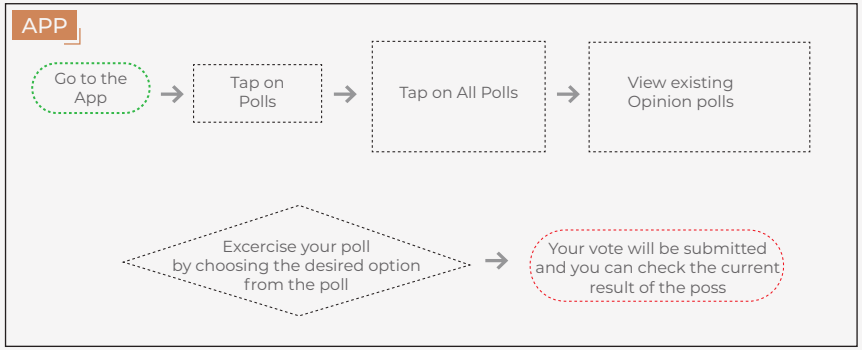


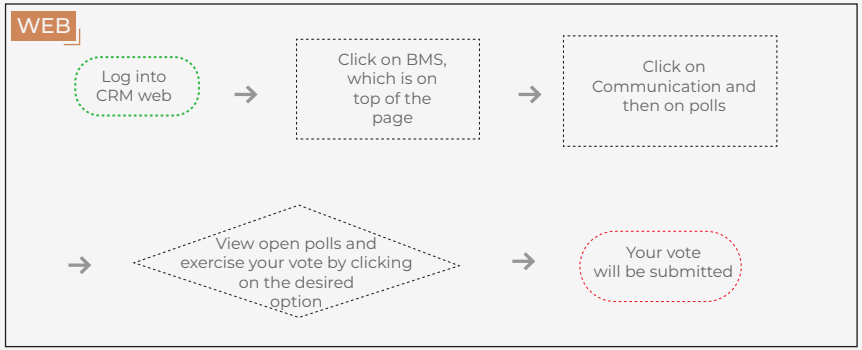
App Feedback in Events



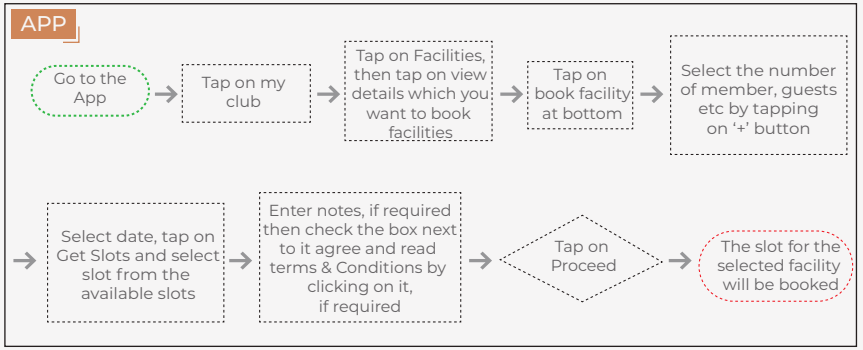


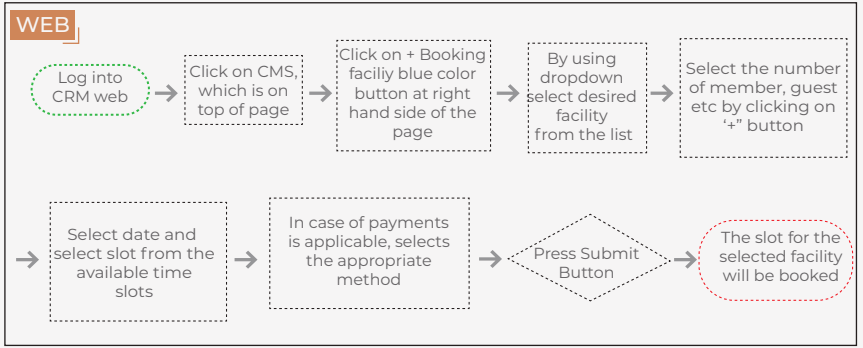
Excercise Polls





Facility Booking





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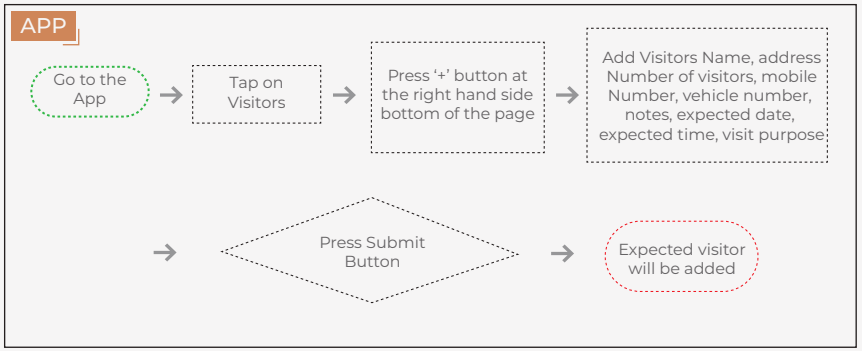
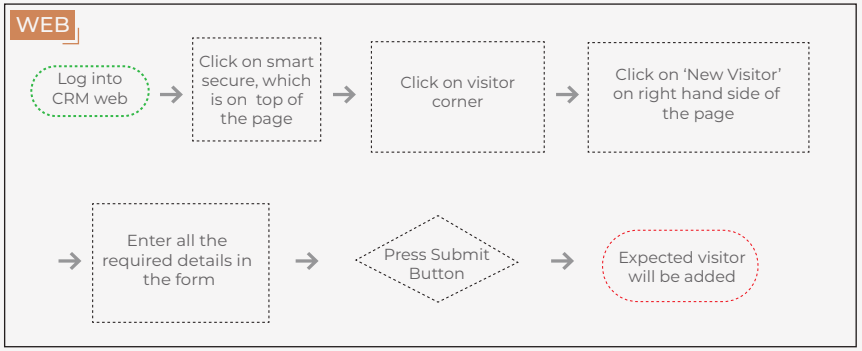
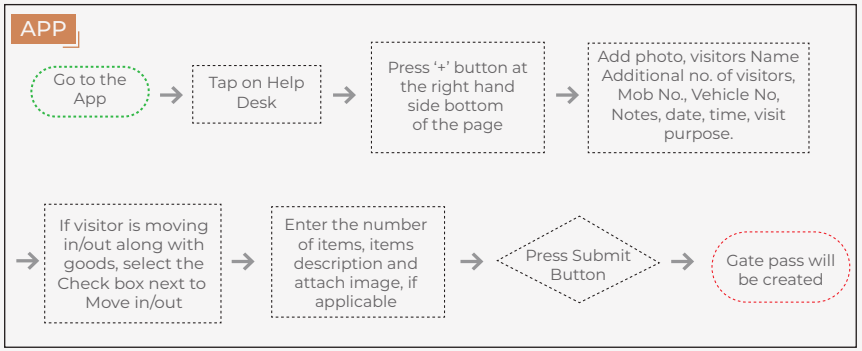
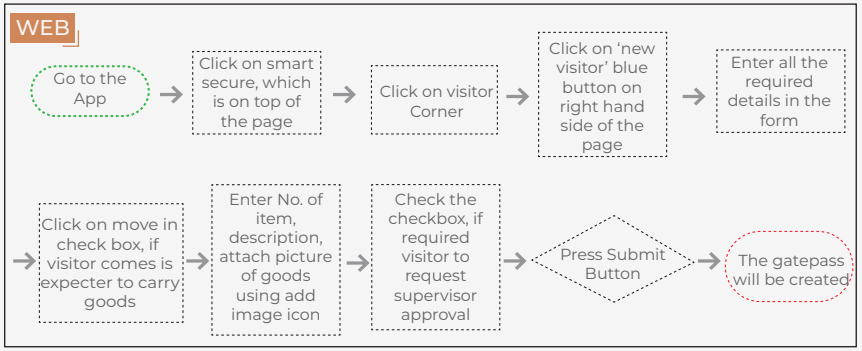
Add Expected Visitors



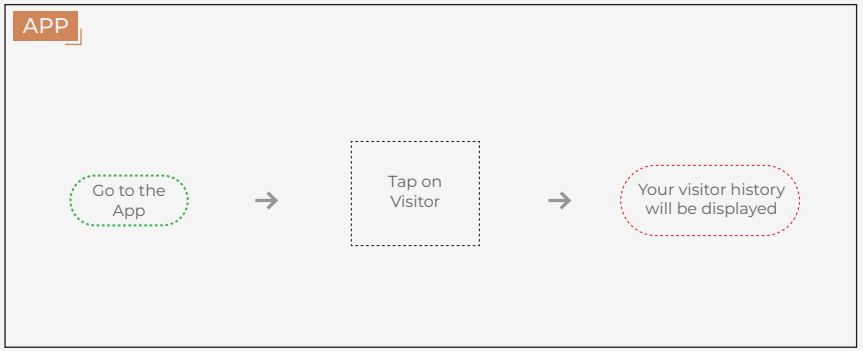


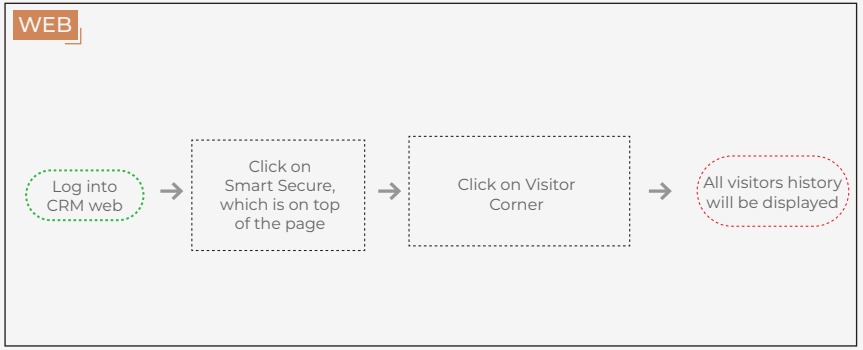
Create Gatepass



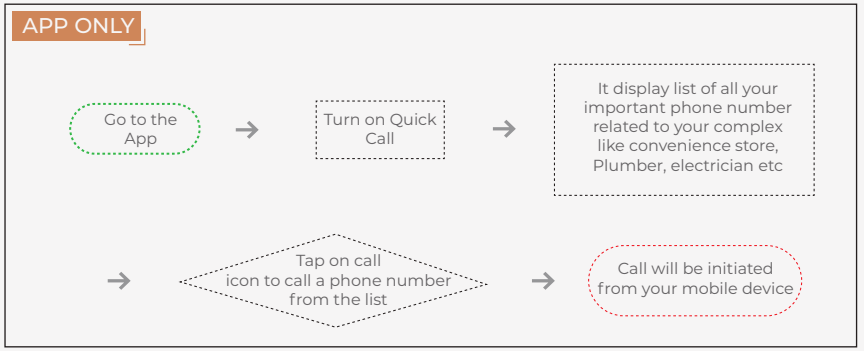


View Visitor History

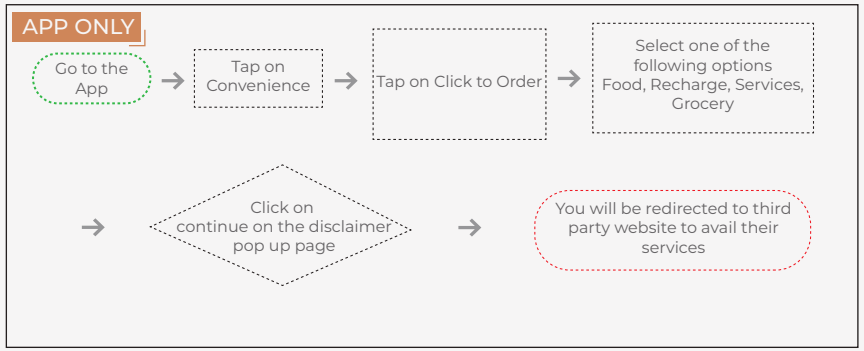




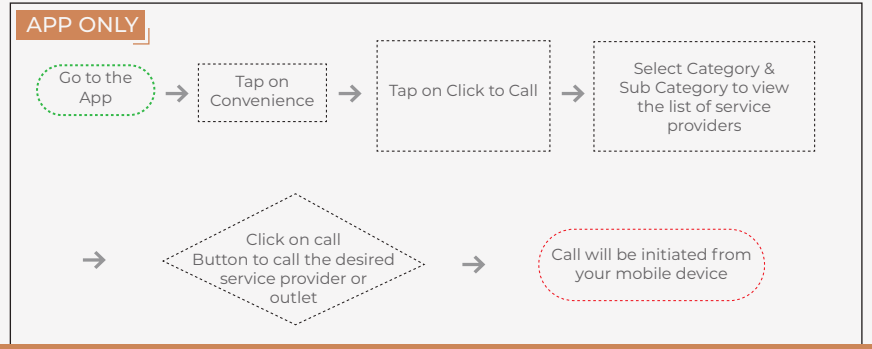
Quick Call



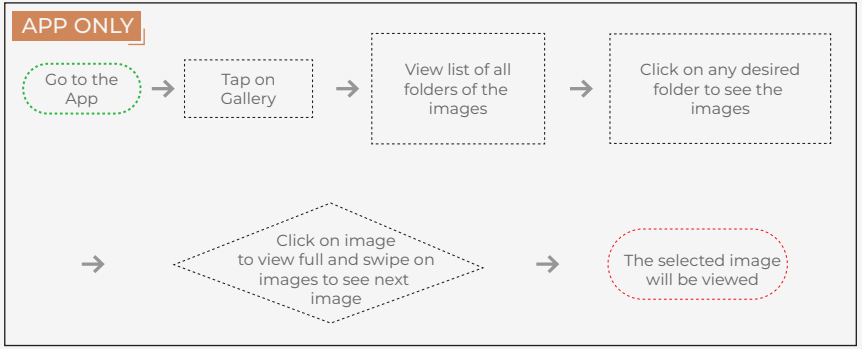
Convenience



Click to Call



View Photos in Gallery



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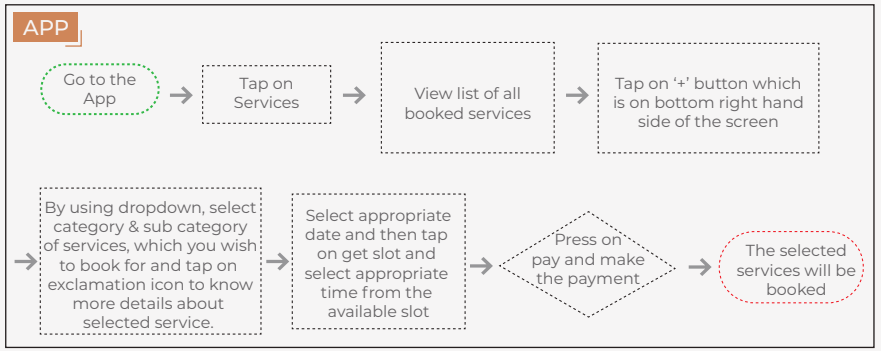
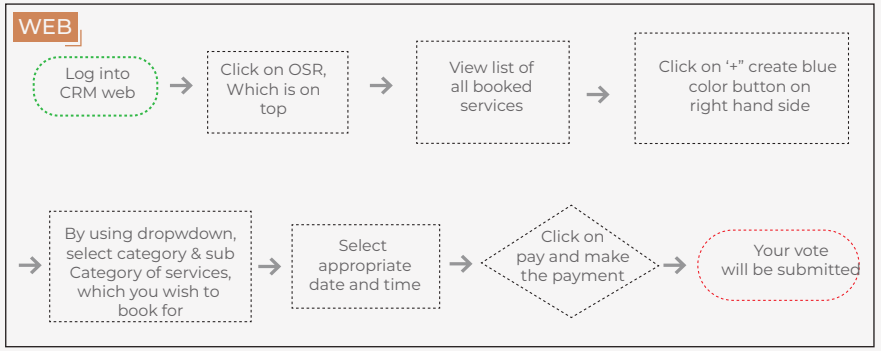
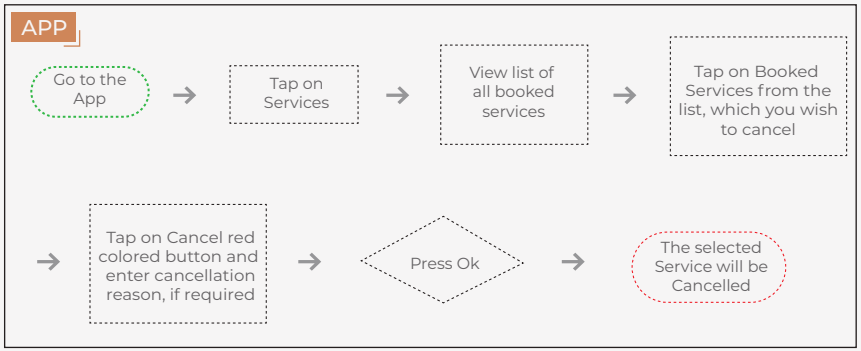
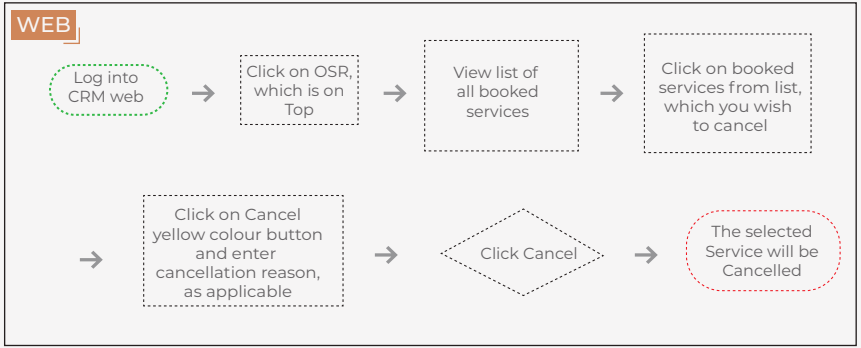
Book Service





Cancle Booked Services





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Committee

APP ONLY

Go to the App → Tap on Committee → This will display the list of all the committee members and their contact information

Bill Payment

APP ONLY

Go to app home page → Click on Bill Payment and then on invoice list → View list of all invoice List → Tap on invoice from the list which is unpaid or partially paid → Tap on make payment which you will find out after scrolling down the page → Select part payment or outstanding, in case of selecting part payment option, enter the desired amount → Press pay Online and make the payment → The selected invoice payment will be done

View & Download Invoice

APP ONLY

Go to the App → Tap on Bill Payment and then on Invoice List → Select date, tap on Get Slots and select slot from the available slots → Tap on download invoice, which you will find out after scrolling down the page → The selected invoice will be downloaded

View & Download Receipt

APP ONLY

Go to the App → Tap on bill payment and then on invoice Receipt → View list of all Invoice receipt → In case of payments is applicable, selects the appropriate method → The selected invoice receipt will be downloaded

View & Download Document

Common Files

APP

Go to the App → Tap on document icon which is on bottom right hand side of the screen → It will display the list of all common file. Tap on any folder name, which you wish to open → Tap on any file, which you wish to view & download. After the file is displayed, tap on download icon at the bottom of screen → The selected file will be downlaoded

Flat Related

WEB

Go to the App → Tap on document icon which is on bottom right hand side of the screen and then tap on Flat Related → It will display the list of all flat related file. Tap on folder name, which you wish to open → Tap on any file, which you wish to view & download. After the file is displayed, tap on download icon at the bottom of screen → The selected file will be downlaoded

Google Form link

bit.ly/2v2eCoB

Aadhar Card Link:- https://uidai.gov.in/

Police Verification Link:- http://bit.ly/2v2kbDi