

## **SALIS App v1.2**

**SALIS App is available in Google Play store for download.**

Requirements: Android Phone ( version 4 and above) and with minimum 2GB RAM

[To Download SALIS App:](#)

<https://play.google.com/store/apps/details?id=com.Salislib.salis>

or visit:

<https://play.google.com/>

Enter 'SALIS' or 'salis' in the search box provided at the top.

### **Step1: Installation**

Install SALIS App in your Android phone

Open the App after installation

### **Step 2: New Registration**

New REGISTRATION Page will get displayed.

Press GO FOR NEW REGISTRATION

Enter all the columns such as:

Your photo, Name, initial, gender, mobile no, Gmail id, password, reenter password, etc and Press REGISTER

***A verification link with a verification code will be sent to your registered Gmail id.***

[Log-in to your Gmail. Check for mail. If not received check under **Spam**]

Note down the verification code and click the link.

If the link is not clickable, copy and paste the link in the browser bar and enter your Gmail id and verification code.

*You will get the message 'Mail ID verified successfully '*

**\*\*\* Please note that the Registration process is over at this stage**

### **Step 3: Log-in to your account after Registration**

Log-in to the App using your Gmail id and password. (just created from the above steps)

Once the log-in is successful, you will land on the Home page which displays About SALIS, Governing Council, Chapter, etc.

**You can also see the other main MENUS:**

- 1. About SALIS**
- 2. Governing Council**
- 3. Current Programmes**
- 4. Current News**
- 5. Membership Details**
- 6 . Enroll New Member**
- 7. Update Member Details**
- 8. Sponsorship ( to donate or send sponsorship amount)**
- 9. Search Member**
- 10. Enquiry**
- 11. Download**
- 12. Logout**

**You can see LINKS at the bottom of the page:**

Links to Mail

Links to SALIS Face book Account

SALIS twitter Account

SALIS- E-Group (will be enabled)

#### **Step 4: Membership Details and Membership Enrollment**

At the end the Home Page (after List of Chapters), you will find the Msg

*Do you want to know about Membership details?*

Press Yes near the Hand Icon

This will take to the Membership details page

At the end of this page you will find the Msg:

*Do you want to become a member?*

Press Yes near the Hand Icon

OR Alternatively Click To Enroll Membership from the Menu

Enter all the details in the membership form

(Details such as Name, gender, emails and mobile number will be taken from the New Registration Page which you have entered in the beginning of your registration)

Enter details such as your institution name, designation, Date of Birth [select from the Calendar] , office address, city, state, pin code etc

Enter your Residential address, City, Pin code and State.

Select the communication address ( office or home) for communication, Qualification, Total experience and SUBMIT

**\*\*\* Please note that the Enrollment Process is over at this stage**

### **Step 5: Payment Process**

On completing the Enrollment Page, You will get a new page which displays to select the Membership Type and Payment Type

Select Membership Type as Life Membership

[If you select Payment Type as Cheque/DD', you have to enter the details of the cheque/DD no, amount, bank details etc]

Select Payment Type as: Online Transaction and Press SUBMIT

You will be now taken to 'Payment Page'

In the payment page, you can see the purpose payment as LIFE and Amount as Rs.516 ( including Bank service charges Rs.16)

In the Payment Page, 'Select Payment Method.

Select your desired method **UPI/DEBIT CARD/CREDIT CARD/ NET BANKING**

If you select UPI, then choose the desired mode under UPI given below.

**Under UPI ( PhonePe/GooglePay/PayTM and others**

Follow the instructions as shown in the payment process

Payment process will be taken now and you can see the message getting displayed in the screen as:

CC Avenue ...Please be patient while we are.....

*(this is the payment gateway processing page...)*

You will now see the payment made details page with details such as:

BID, Amount, PID, Date, and

Transaction Status as 'YES'

Click ' Return To the Merchant Site'

(This shows your payment is successful)

Now you will a screen which displays 'Payment Successful' with a message ' Database Host

Connected Payment done'

You will see a Msg saying 'We are verifying your details and it may take one or 2 days'

User can Log-out now

**\*\*\* Please note the Payment Process by the new member is over at this stage**

### **Step 6: Payment Process towards Sponsorship, Donation and Others**

This menu allows members and others to pay/contribute towards sponsorship /donation or for other purpose to SALIS

----- **for SALIS ADMIN only**-----

### **Next Process is Approval by ADMIN**

**\*\*\* SALIS Admin has to Log-in** (to using ADMIN account) verify the membership and payment details and approve it.

### **Step 7: Approval by SALIS Admin (after verification of membership and payment details)**

Now Admin has to check the membership and Payment details, assign chapter name and membership id and approve the member

After login into Admin, you will see the following message at the bottom of the Home page:

## 🔗 Approve Membership

## 🔗 Assign Membership ID and Chapter

## 🔗 Approve Sponsorship

## 🔗 Current Programmes

Admin can now browse the membership and payment details

The details of the Enrolled members will get displayed if you press view membership details

Press 'Approve' (after verifying the membership details and Payment details)

You will see the Msg ' Verified the membership details successfully '

\*\*\* Now the Membership Approval Process is over

**\*\*\* Next Process is to choose the Member, Assign Membership ID and Chapter**

Choose Member

Choose the Member by Selecting the Email ID of the members and Name displayed

Assign Membership ID ( as ' CH-2020- 05' – CH denotes Chennai, 2020 denotes year and 05 denotes the membership Number))

Assign Chapter as Chennai ( all Chapter names will be get displayed. Select Chennai)

You will get a Msg saying 'Allocation of Membership ID and Chapter is Successful)

\*\* Email alert will be sent to members after assigning Membership ID and Chapter name

\*\*\* Please note that the Approval process by the Admin is over at this stage

Admin can log-out now

-----**For Newly Registered/Enrolled Members only**-----

## Step 8: Generation/Printing of Membership Form, Receipt and Certificate

Newly registered members Log-in to the App (using your membership register email id and password) to print membership form, Receipt and Certificate

Login Page:

Enter your registered Gmail Id

Enter Password

\*\*\* After Log-in, Go to the Menu and select the Menu 'Download'.

You will find:

**DOWNLOAD FORM**

**DOWNLOAD RECEIPT**

**DOWNLOAD CERTIFICATE**

Press DOWNLOAD FORM to print Membership form

Press DOWNLOAD RECEIPT to print Receipt

Press DOWNLOAD CERTIFICATE to print Certificate

You can save all these files in PDF and print later.

**SEARCH Menu**

Allows searching by member name, institution name and city.

You can enter the search string:

from a member name, institution name or a city name

Eg: Enter name of a Member: Ela or Karunai or Institution name as: Karunya or

Thia Or Rama or City as 'Coim' OR 'Che'

**LINKS**

🔗 Links are given to:

🔗 SALIS website

🔗 Chapter Details

🔗 E-group ( will be enabled)

🔗 SALIS Facebook account

🔗 SALIS Twitter Account

\*\*\* Please send your suggestions, views, etc to hariharan\_ah@yahoo.com

\*\*\* Please give your Ratings and Reviews in Google Play Store.