<u>Tutorial Regarding "Assigning specific Aided institutions to particular verifier</u> <u>login via APPROVING AUTHORITY" in SPARK</u>

This option is available for Establishment Administrators to create a user in the office who can verify various proposals from aided institutions under the jurisdiction of the office for approval / authentication.

Presently in the <u>verifier login</u> of the concerned AEO/DEO/RDD/DyDCE all the aided institutions under the jurisdiction of the office for approval / authentication will be listed for verification of various proposals from aided institutions. <u>Click here for tutorials</u>

Considering the work distribution of the concern section an update has been introduced

¹ Through this option the Establishment Administrators/approving authority can assign particular institutions to a specific verifier thus in the verifier login only the assigned institutions will be listed for verification.

STEPS FOR ASSIGNING INSTITUTIONS IN VERIFIER LOGIN

Step 1) SPARK LOGIN (Establishment/ approval): <u>Administration >> create</u> <u>verification user Ref fig: 1</u>



<u>Fig: 1</u>

Step 2) Enter the verifier PEN in the column and click on the GO button, Employee details will be listed. *Ref <u>fig: 2</u>*



<u>Fig: 2</u>

Step 3) For the mentioned verifier, the approving authority can assign the desired aided institutions by selecting the particular offices (institutions) <u>Ref fig: 3</u>



Page no: 02/04

Page no: 01/04

Step 4) once the desired offices has been selected, click on the ADD VERIFICATION PRIVILEGE button, SUCCESFULLY UPDATED message will be seen once the office has been updated. <u>Ref fig: 4</u>

			or d Mobile App User Manual Ar
	Service Matters		a sQueri
nter PEN		60	
User Det	ails		Select Authorised offices
Employe	e Name		The changes will take place only when you click the update button
Present Department		Education (General)	Offices
Present Office		Assistant Educational Office (North)	0
			0
Designation		Senior Clerk	
Superannuation Date		31/05/2029	0
Existing	Privileges - I		0
Authenti	cation Description		8
1	Individual Us	ser	
	and the Data	20.005.0042	
User Creation Date		29/05/2012	
Active User or Not ?		Active	· · ·
Last Log	in Time		
			Add Verification Privilege Remove Verification Privilege

<u>Fig: 4</u>

<u>In the verifier login the assigned offices</u> <u>applications will only be listed for verfification</u> <u>of various applications</u>

Step 5) In case if the approving authority office is having more the one verifier, then in the column enter the PEN (of the verifier) and click on the GO button. <u>Ref fig:5(a), (b)</u>



<u>Fig: 5 (a)</u>

Already assigned institutions will be disabled for selecting i.e. a particular institution cannot be assigned to more than one verifier.

<u>In case if an institution has not been assigned</u> <u>to any verifier</u>, then the institutions application will not be listed anywhere for verification





Step 6) once the institution has been selected, click on the *ADD VERIFICATION PRIVILEGE* button, once the office has been updated SUCCESFULLY UPDATED message will be seen. <u>Ref fig: 6</u>

	Successfully updated.	icite.
	OK	d Mobile App User Manual Annua
Service Matters		s Queries
Enter PEN Go		

<u>Fig: 6</u>

In case if an already assigned office is to be reassigned to another Verfier then:

Let's say an institution "X" has been already assigned to "PEN: 000001" and the institution is needed to be reassigned to another verifier with "PEN: 000002", then initially the office "X" is to be <u>deselected</u> from the "PEN : 000001" and assign the same to desired "PEN: 000002".

```
XXXXX END XXXXX
```



Page no: 04/04