Welcome to

MERA YUVA BHARAT

How to set
Hierarchy Levels
As a Nodal Officer

Navigate to Login Page

1. Click on "Login" From the Main Menu
2. Select Partner From Dropdown
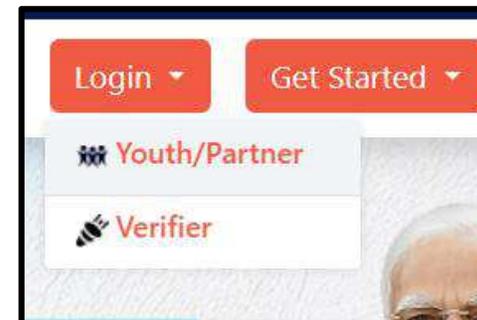
Step 1 Enter Mobile Number

- Enter your registered **Mobile Number**

- Check the box "**Terms of use**"

- Click "**Sign In**"

Step 2 Enter the OTP & Login

- Enter the OTP

- Click "**Sign In**" again

Verify OTP

An OTP is sent to your registered mobile (xxxxxx5811).
OTP will be valid for 10 Minutes.

Enter OTP*

Resend OTP in 00:58

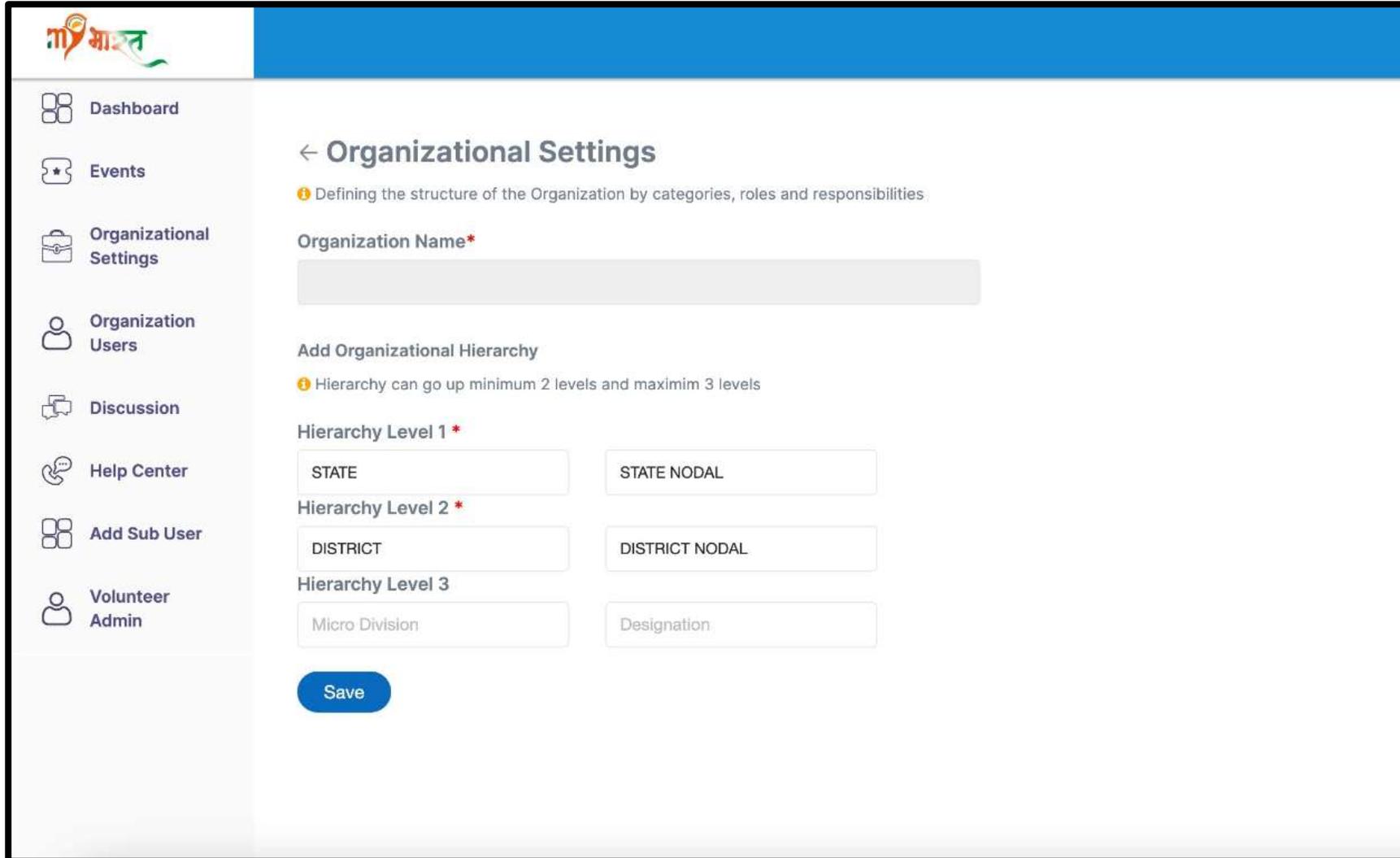Sign In

Step 3 Go to "Organizational Settings"

On the left panel of Dashboard click on "**Organizational Settings**".

Step 4 Define the Hierarchy Levels

Fill in the details in the form shown in the image.

Step 5 Mapping the Districts

To Map the districts click on "Add/Edit Level" Button under the Action Column.
And proceed to the next step.

Step 6 Adding Division

You can add division by two methods:

1. by manually adding the divisions as shown below-

2. By Uploading a batch in form of excel file as shown in the adjacent figure -

← Organizational Settings

Define Hierarchy Level 1*

ⓘ Divisions can be added for this level separately or can be uploaded batchwise for each major division

Add Division   OR   **Batch Upload**

ⓘ Defining the structure of the Organization by categories, roles and responsibilities

Show [10 ▾] entries

Major Division	Email	Mobile Number	Action
	No Level Data.		

Showing 0 to 0 of 0 entries   Previous   Next

Upload Instructions

1. Upload .xlsx/.xls file only.

2. The file headers should not be changed from the downloaded file.

3. File size should not exceed 10 MB.

Organizational Levels Defined

Thank You