

## Help File

### Introduction

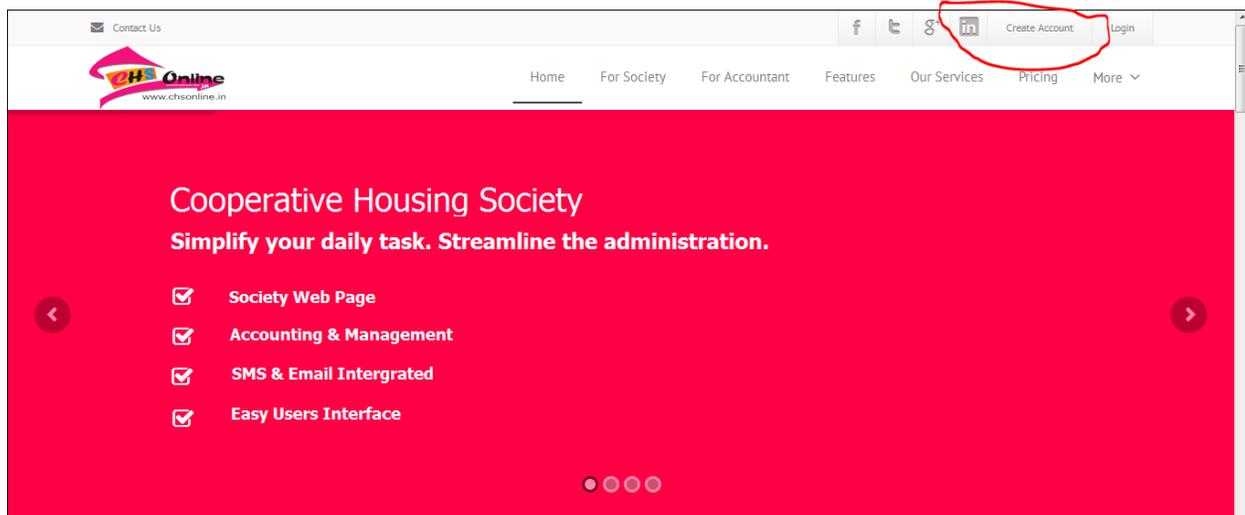
**CHS Online** is a web portal which provides functionality to maintain member details and Other information about the Society or your complex, record and maintain financial data, communicate with the members of the complex and manage the complex.

This document will guide you through the steps required to setup your account with Chsonline.in from scratch on

www.chsonline.in

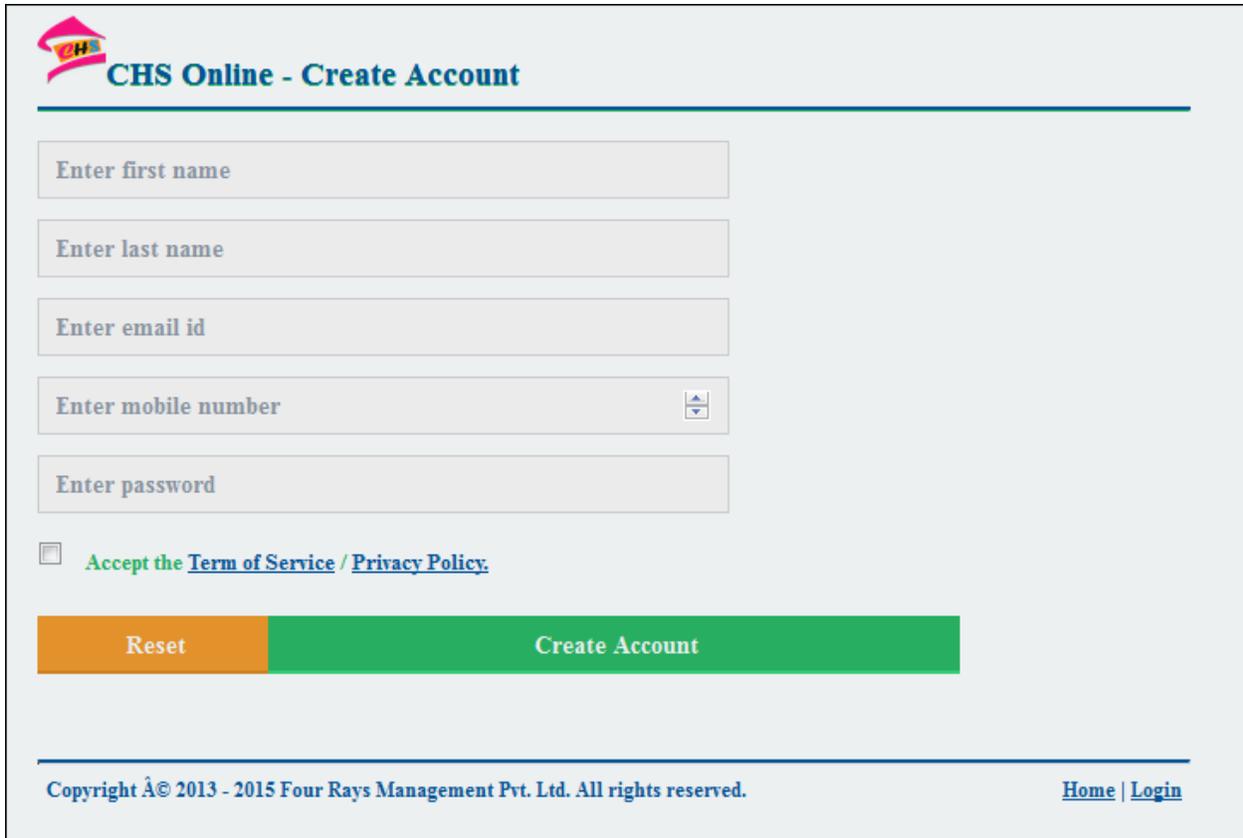
### How To Create An Account

First of all, we are going to guide you into making a CHS Online account. On the home page of CHS Online, you will notice a **'create account'** button on the top-right corner of the page (Home page)



You can see the red circled button, click on it.

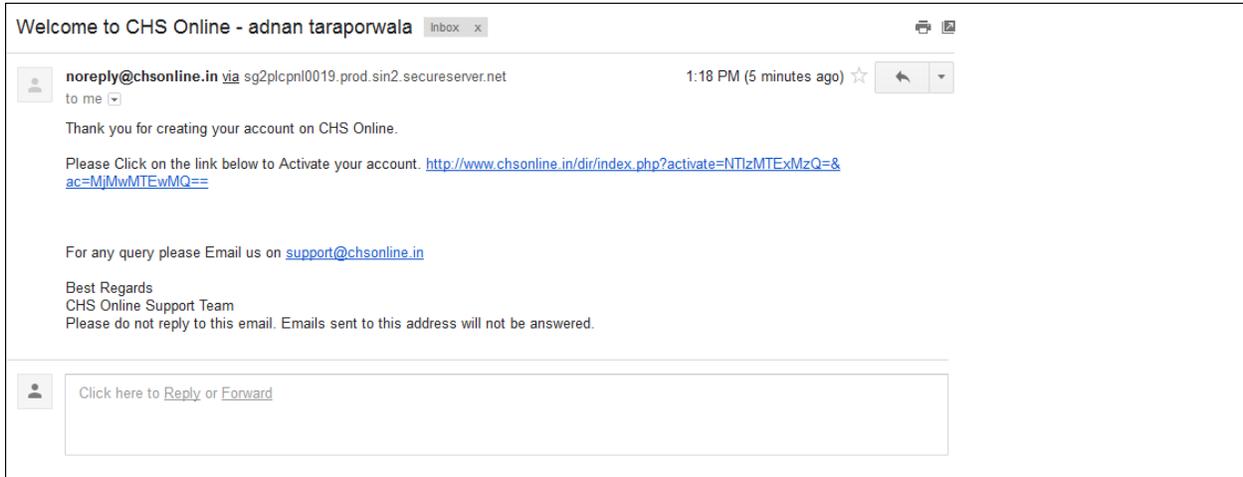
You will then be forwarded to the next page. Which will look something like this:-



The image shows a web form titled "CHS Online - Create Account". At the top left is a logo with a stylized 'H' and 'C' inside a red and yellow shape. Below the logo is the title "CHS Online - Create Account". The form contains several input fields: "Enter first name", "Enter last name", "Enter email id", "Enter mobile number" (with a dropdown arrow), and "Enter password". Below these fields is a checkbox labeled "Accept the [Term of Service](#) / [Privacy Policy](#)". At the bottom of the form are two buttons: an orange "Reset" button and a green "Create Account" button. At the very bottom of the page, there is a copyright notice: "Copyright © 2013 - 2015 Four Rays Management Pvt. Ltd. All rights reserved." and two links: "Home" and "Login".

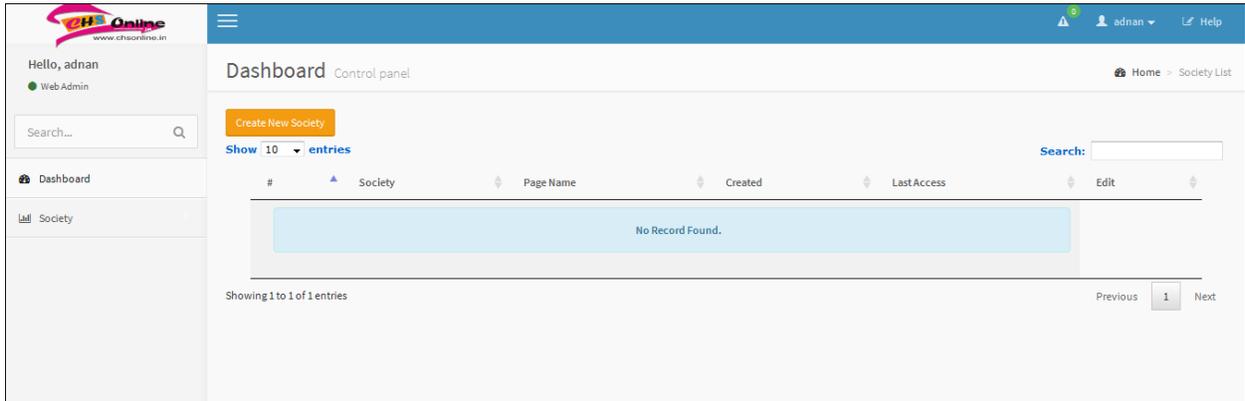
Now fill out the required details in their respective columns. Enter your first name, last name, email id, etc. Then tick the 'term of service/privacy policy' button. Now proceed to 'create account'.

Once your account is created, check your email inbox for a mail from CHS Online to activate your account.



A mail like the above sampled one should be directed to you. Click on the mentioned link to activate your CHS Online account.

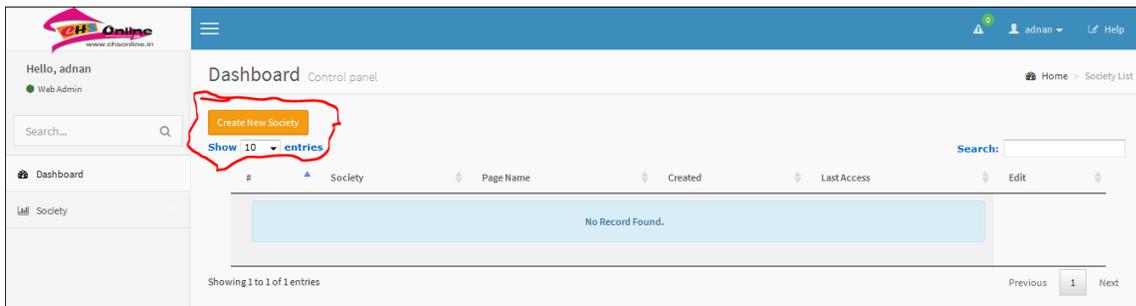
Then you will be directed to the **login screen**, over here, enter your email id or your registered mobile no. and password to login to your CHS Online account.



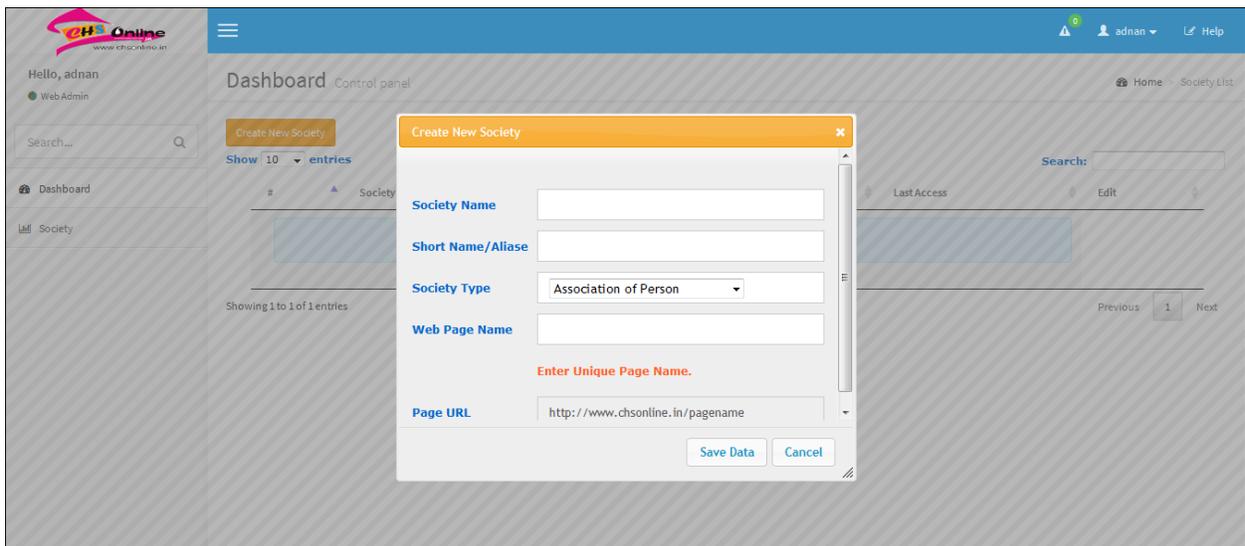
Congratulations!! You have successfully created your CHS Online account.

## How To Create A New Society:-

Now, click on the 'create new society' button on the left-hand side of the screen.



Then, you will see a pop-up screen asking you to fill out details of the society.



Enter the society details such as the society name, short name, society type, etc. Then click on the 'save data' button on the bottom of the pop-up and wait for a while, your society will be created.

After that, click on the name of the society.

The screenshot shows the CHS Online dashboard for 'Sample' with the financial year set to '2015 - 2016'. The user is logged in as 'adnan'. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Society', 'Billing', 'Accounting', 'Management', 'Administration', 'Reports', 'Settings', and 'User's Control'. The main content area displays a table of societies. The first entry is 'Taraporwala Cooperative Housing Society Ltd.', which is circled in red. The table columns are '#', 'Society', 'Page Name', 'Created', 'Last Access', and 'Edit'. The entry shows '1' in the '#' column, 'sample' in 'Page Name', '2016-01-31 01:30:30' in 'Created', '2016-01-31 01:30:30' in 'Last Access', and an 'Edit' button. A 'Create New Society' button is visible at the top left of the table area. The footer contains the URL 'https://www.chsonline.in/app/dashboard.php?page=home' and 'Version 2.0- Beta'.

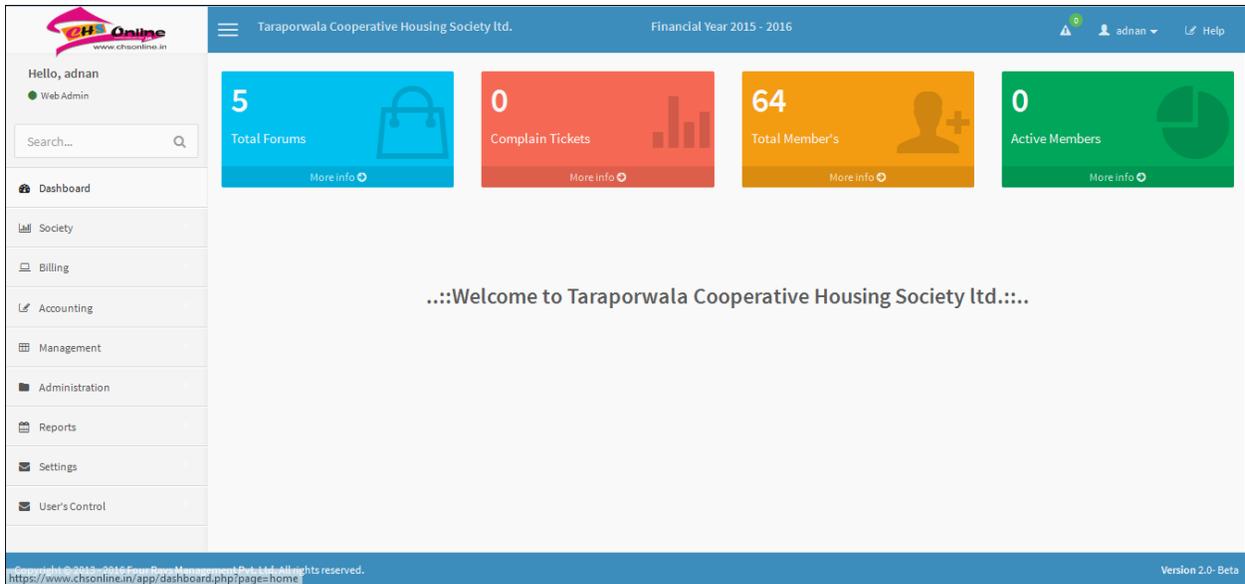
Click on the circled red button, which will direct you to another page asking for the details of the "fiscal year" of the society. You have to create 'fiscal/financial year' ex. 2014-15 or 2015-16.

The screenshot shows the 'Create Fiscal Year' form. The breadcrumb trail is 'Home | Society Listing | Taraporwala | Financial Year 2015 - 2016'. The form has a dropdown menu with '2015 - 2016' selected, a 'GO' button, and a 'Create Fiscal Year' button. The footer contains 'Copyright © 2013 - 2015 Four Rays Management Pvt. Ltd. All rights reserved.' and 'Version 2.0- Beta'.

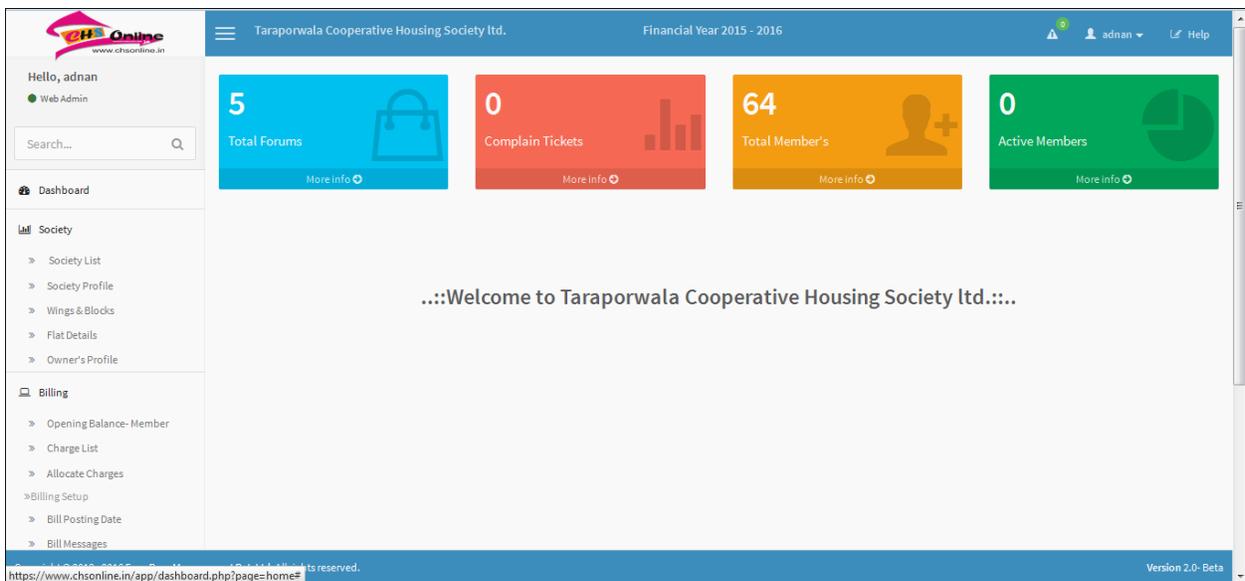
Select the desired financial/fiscal year and click on the "go" button.

Dashboard.

You will be directed to the dashboard of your society.



On the left hand side of the page, you will see some menus and sub-menus related to your society.



From here, you can check out the society list, profile, etc. and various other aspects of the society.

First and the most important thing is that you fill out all the basic and necessary details of the society by selecting 'society profile' from the "society" menu.

You will be forwarded to a page like this.

Taraporwala Cooperative Housing Society Ltd. Financial Year 2015 - 2016

Hello, adnan Web Admin

Society Profile

Society Logo Our Location Map

**Contact Detail**

Taraporwala Cooperative Housing Society Ltd.

Address	Area	City	State	Pin	Phone	Mobile
Shanti nagar sector 5	mira road	thane	MAHARASHTRA	4001107		

Edit

**Registration Detail**

**Tax Details**

Current Committee Members

Previous Committee Members

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On the page, click on the 'contact detail' and then by clicking the "edit" button, fill out the contact details of your society. After that, click on the 'registration detail' and fill out the registration details of your society. After 'registration details' continue onto 'tax details' (some of the societies might not have their tax details, which is NOT a cause for worry as it is not a compulsory field) and so on.

Taraporwala Cooperative Housing Society Ltd. Financial Year 2015 - 2016

Hello, adnan Web Admin

Society Profile

Society Logo Our Location Map

**Contact Detail**

**Registration Detail**

Regd. No:	Reg Date:	Authorised Share Capital	No of Shares
	31-Jan-2016		

Edit

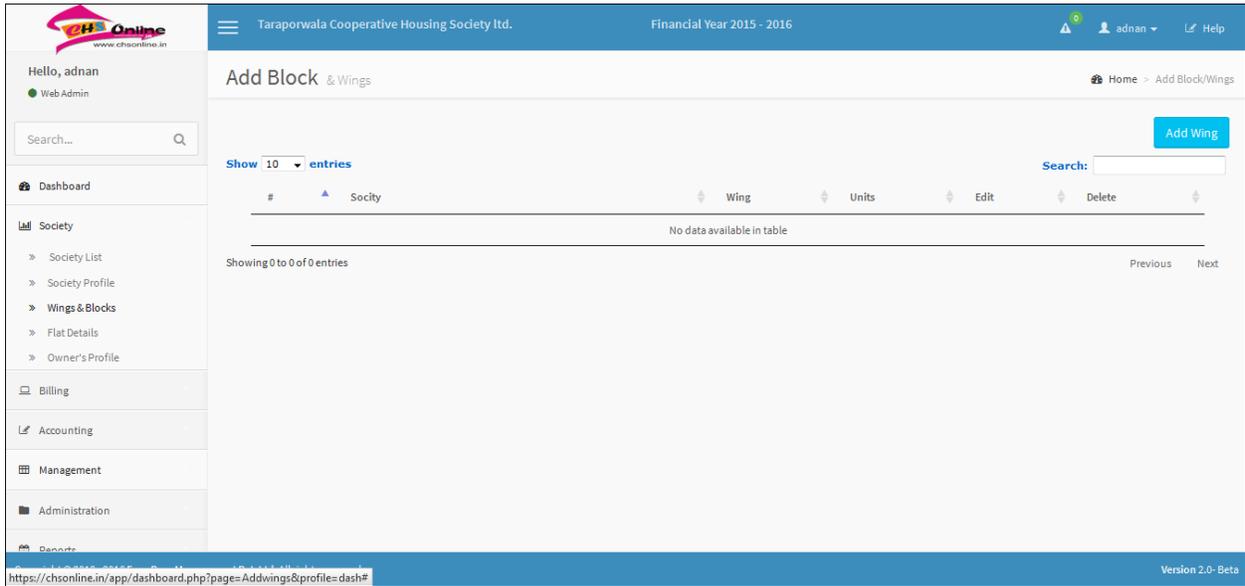
**Tax Details**

Current Committee Members

Previous Committee Members

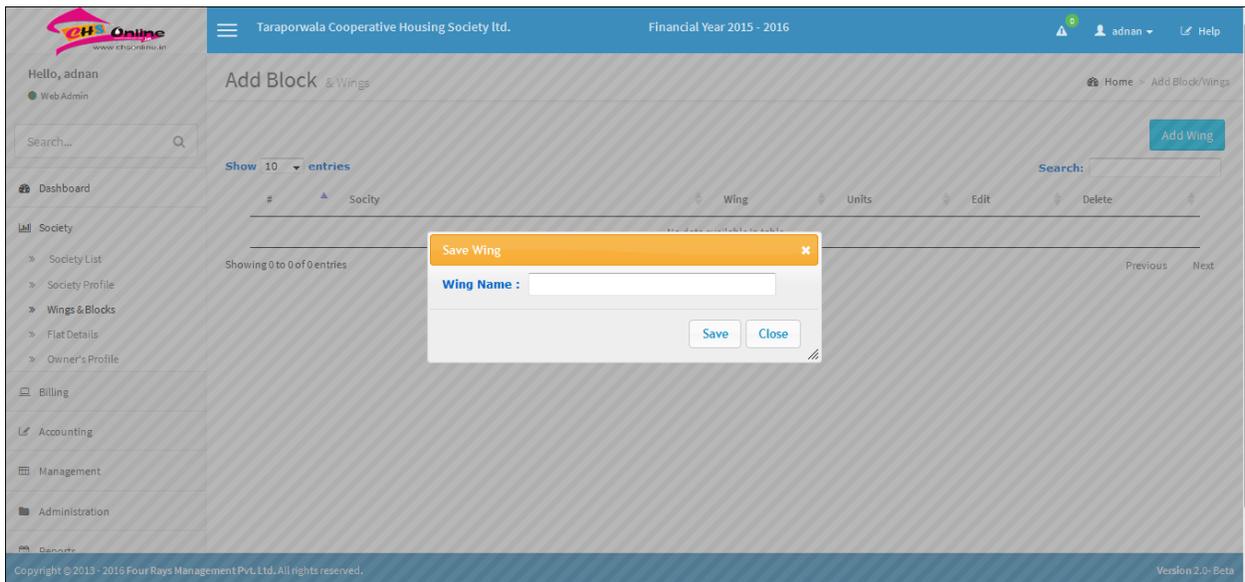
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## WINGS AND BLOCKS:-

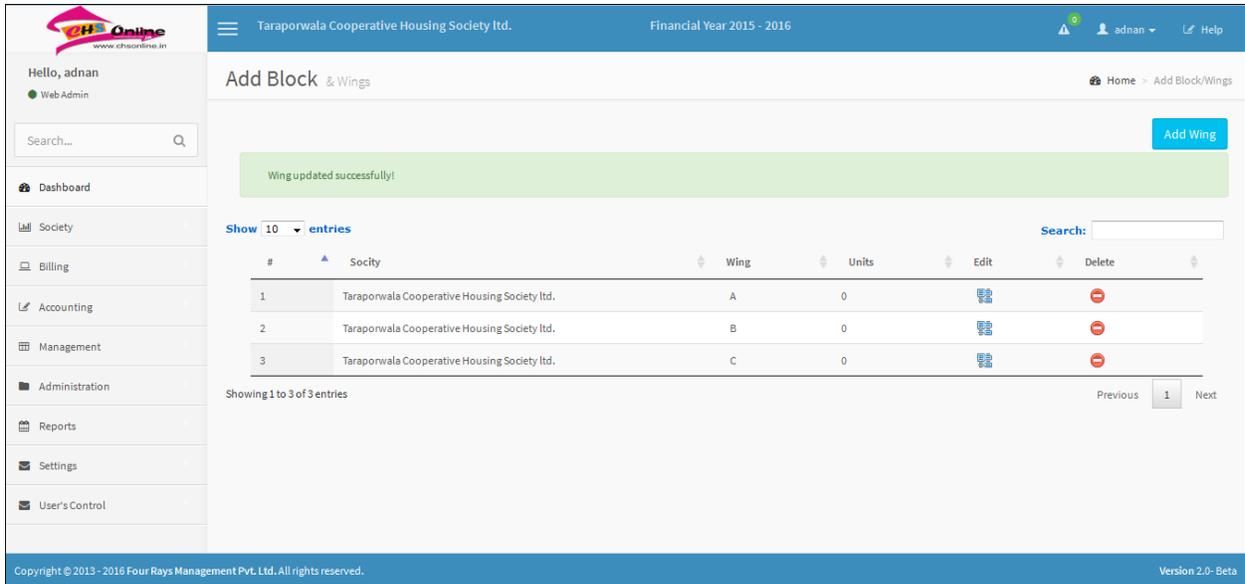


Now, once you are done filling out the details of your society, select 'wings & blocks' from the "society" menu and click the "add wing" button from the top-right corner of the page.

PS: - Wing names may include big names such as punarvasu, Saturn, or smaller names such as A-1, B-2, etc. This is not a problem as you can enter the required name in the pop-up box.

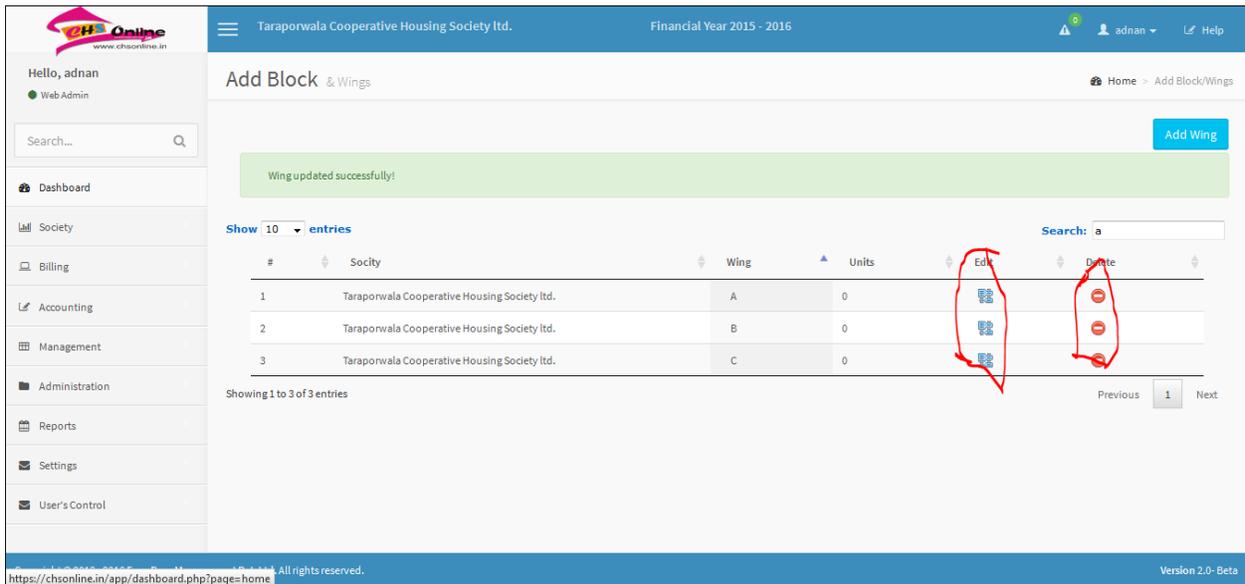


Now, enter the name(s) of the wing(s) onto the pop-up box.

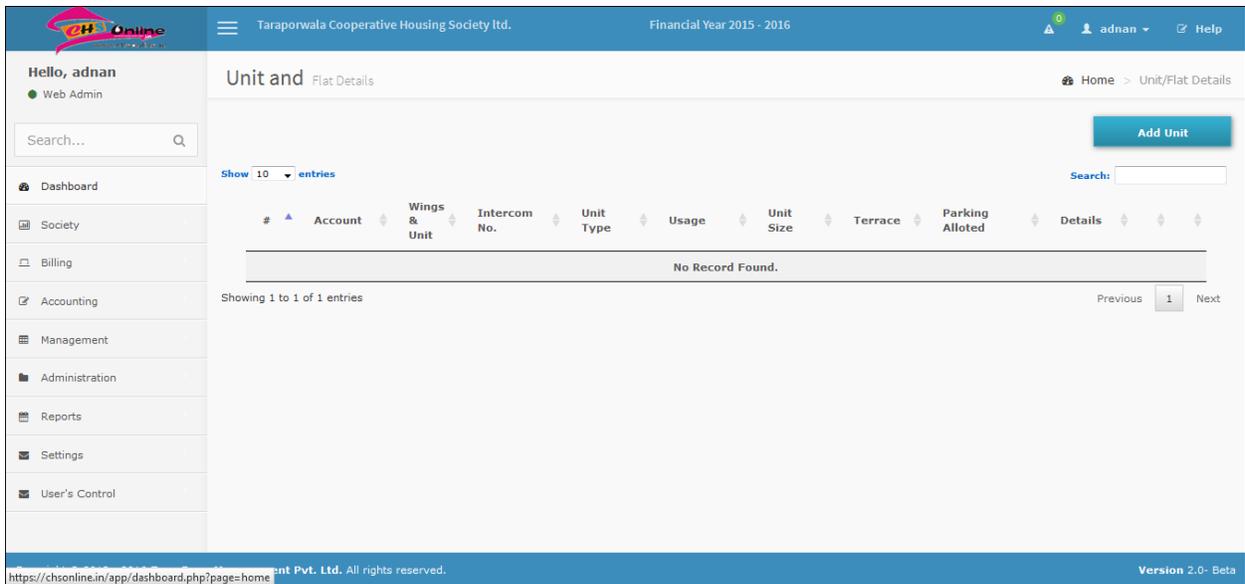


Refer to the above sampled image for wing creation.

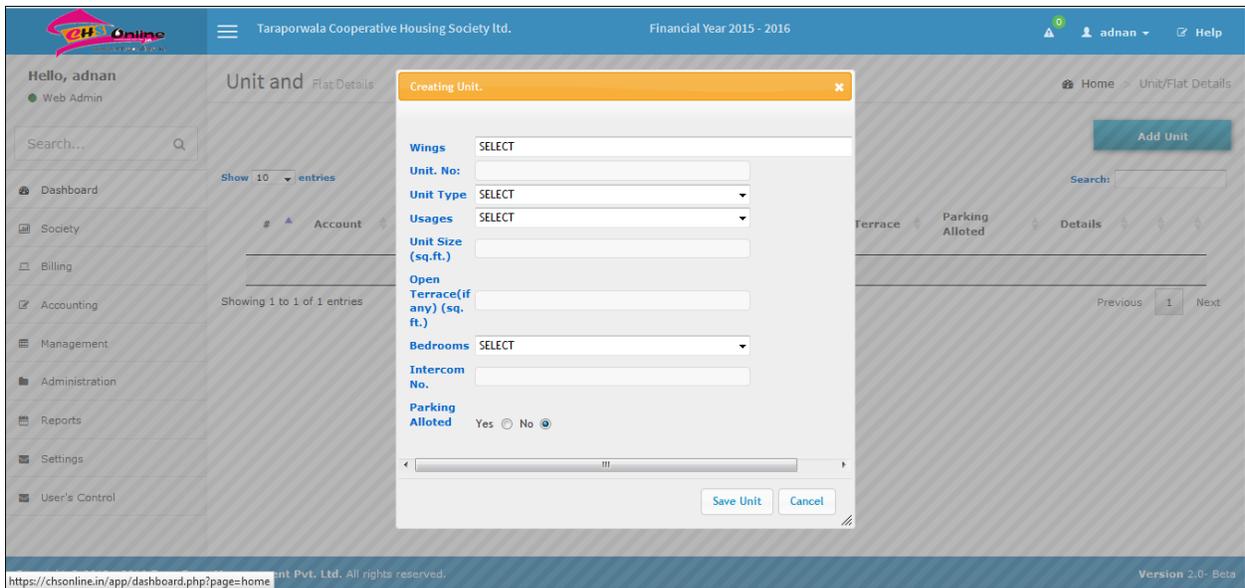
If you want to edit or delete the wing(s) use the buttons adjacent to the wing name. Sample the circled red buttons on the below image.



Once you are done creating the wings for your society, select "flat details" from the 'society' menu.



Now, click the “add unit” button from the top-right corner of the page. You will notice a pop-up asking the details of the flat/unit.



Fill out the details according to your requirements. First of all, select the wing from the “wings” drop-down menu. Then, fill in the unit no. of your residence (ex. 004/104/04). Then, select the type of the unit from the “unit type” drop-down menu (ex. residential, commercial, etc.). After this, fill out the remaining details such as the “unit size”, “open terrace”, etc. Also, select the no. of bedrooms, if a residential unit. Mention other details such as “intercom no.” and choose whether “parking allotted” or not.

PS: - Please note that only the “wings” and the “unit no.” field of the pop-up is mandatory. The rest can be filled in if possible, if not then it is not a cause for worry.

Unit and Flat Details

Show 10 entries

#	Account	Wings & Unit	Intercom No.	Unit Type	Usage	Unit Size	Terrace	Parking Allotted	Details
3329	M104196	A001	0				0	No	View
3330	M104197	A002	0				0	No	View
3331	M104198	A003	0				0	No	View
3332	M104199	B001	0	FLAT	RESIDENTIAL	500	0	Yes	View
3333	M104200	B002	0	FLAT		450	0	No	View

Showing 1 to 5 of 5 entries

Previous 1 Next

Version 2.0- Beta

Refer to the above sampled image for unit creation.

Now, once you have created all your units, select "owner profile" from the 'society' menu.

Owner's Lists

Show 10 entries

#	Account	Wing & Unit	Ownership	Status	Reg No.	Add/Edit
3329	M104196	A001		--Status--		View Edit
3330	M104197	A002		--Status--		View Edit
3331	M104198	A003		--Status--		View Edit
3332	M104199	B001		--Status--		View Edit
3333	M104200	B002		--Status--		View Edit

Showing 1 to 5 of 5 entries

Previous 1 Next

Version 2.0- Beta

On this page, you will observe all your owner's lists. Then, you have to fill out the status of all the units. Select any one option from the drop-down menu. You can select 'occupied', 'rented', 'vacant', or 'occupied by friends/relatives'.

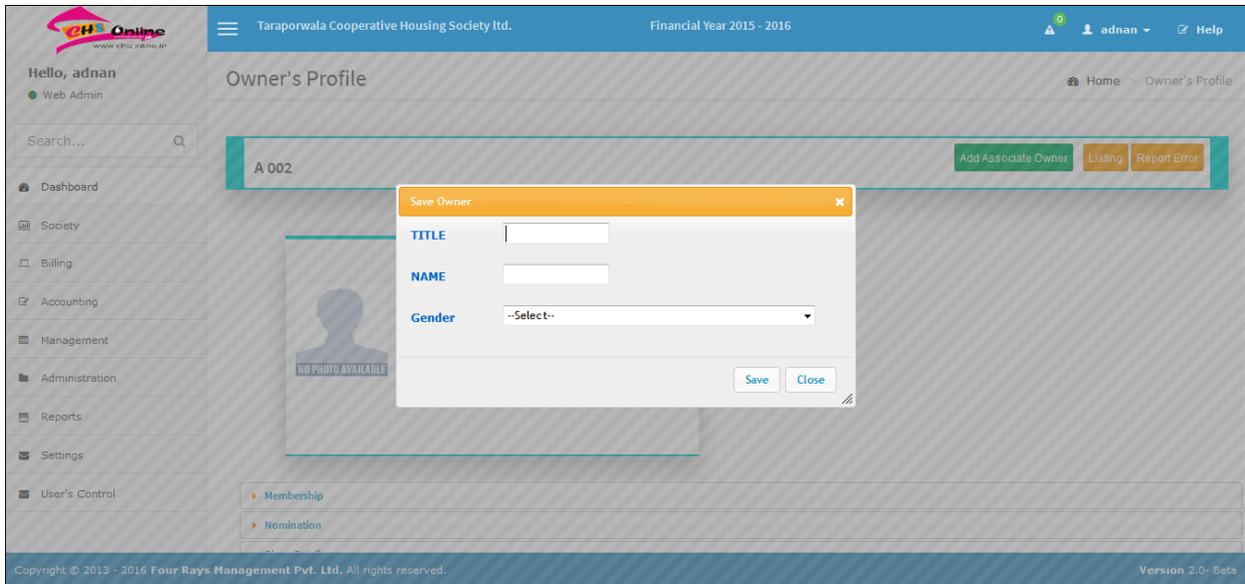
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After you are done filling out the “owner’s lists”, select the “view” button adjacent to the “status” box(s).

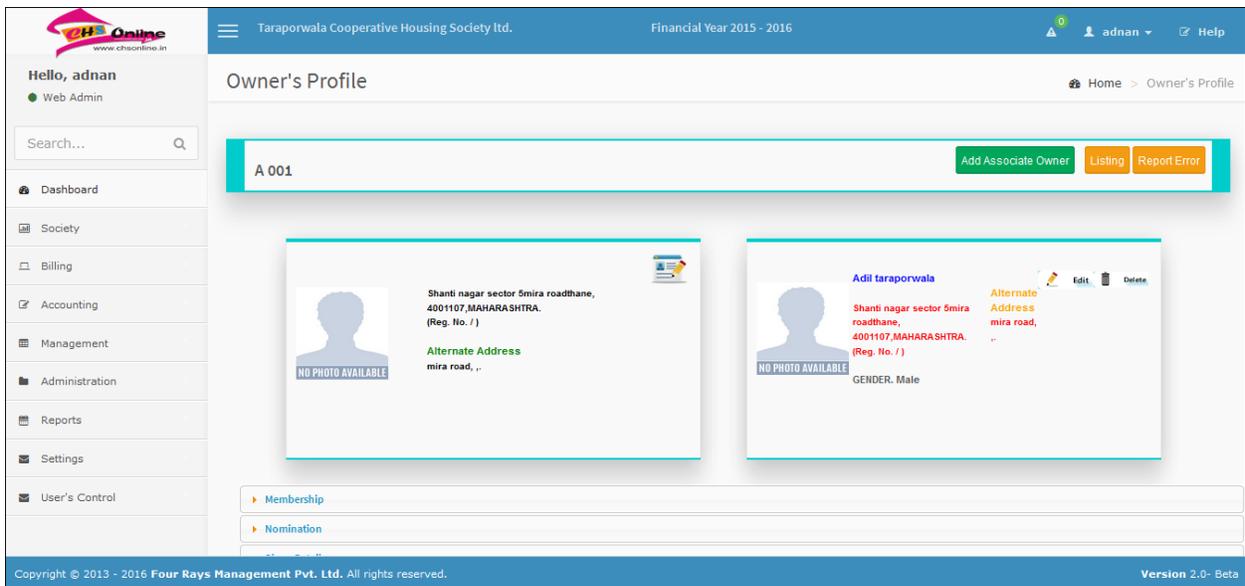
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<https://chsonline.in/app/dashboard.php?page=ownersProfile&profile=dash&uid=M104196#>

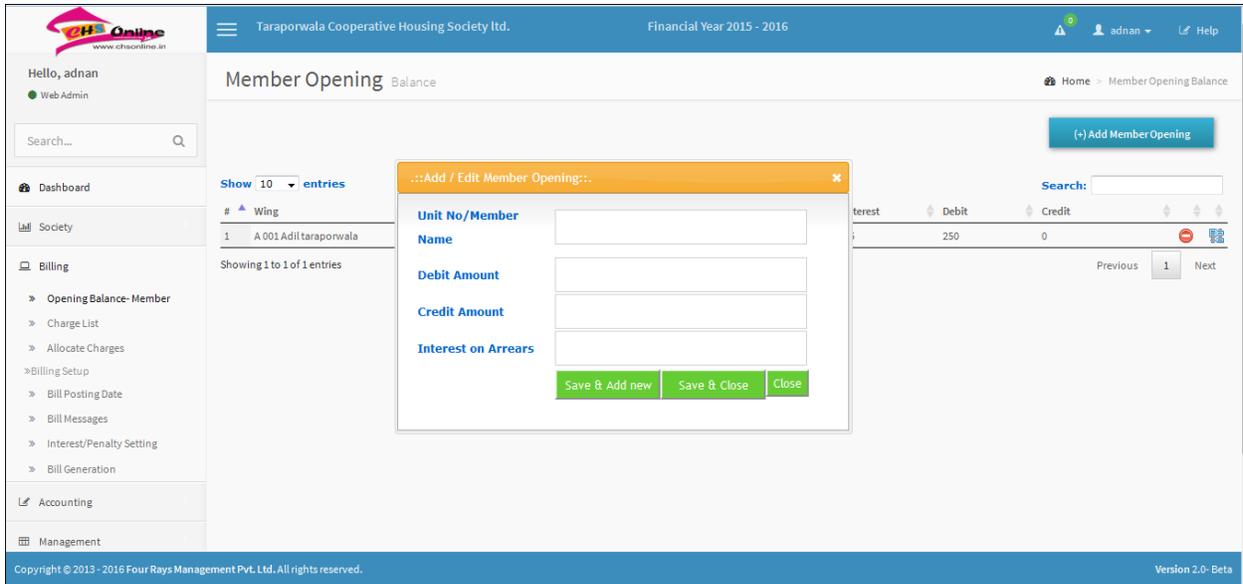
On this page, press the “add associate owner” button from the top-right corner of the page. This is to add the associate/joint owner of the flat/unit as per agreement details.



Enter the 'title', 'name', and the 'gender' of the joint/associate owner.



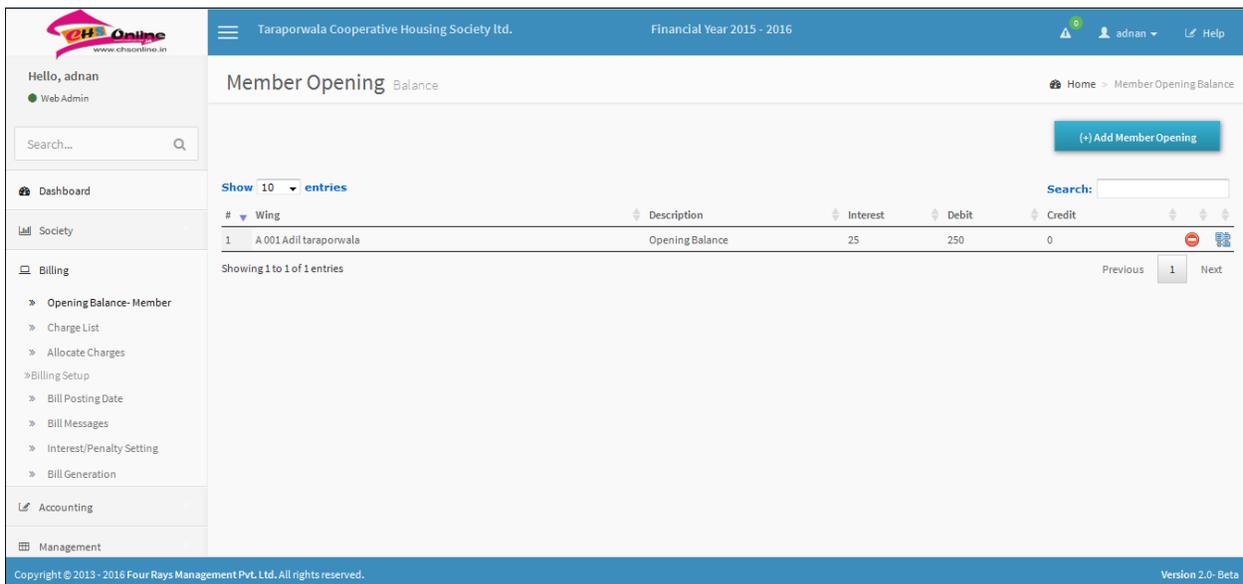
After you have completed the "owner's profile", click onto the "opening balance-member" from the 'billing' menu.



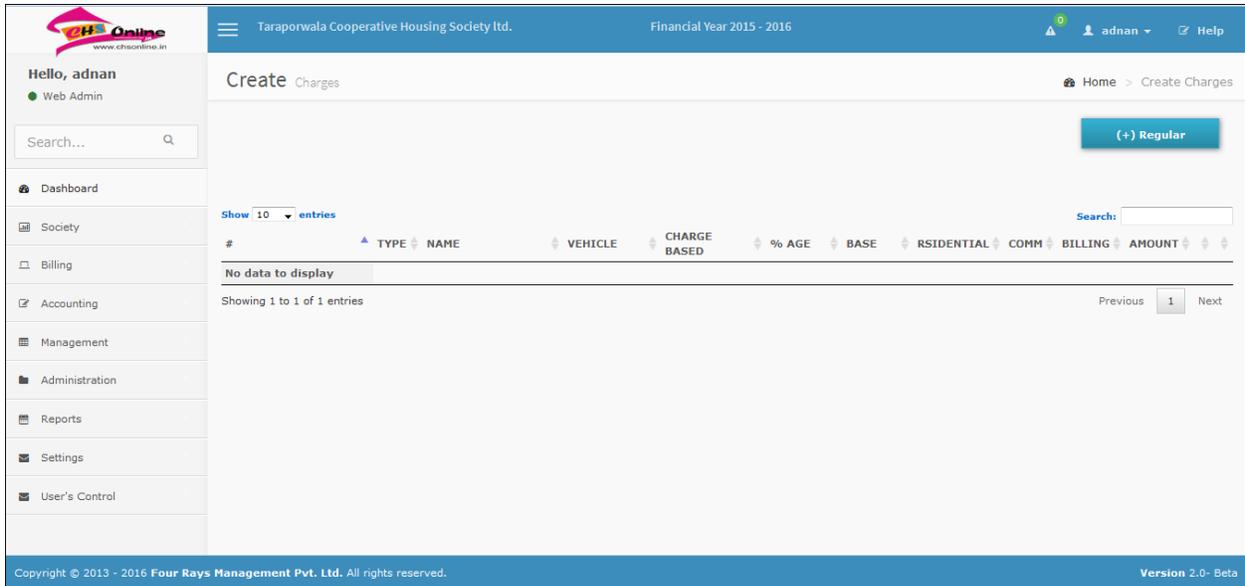
On the page, click on the '[+] add member opening' from the top-right corner of the page. You will notice a pop-up asking you the details like 'member name', 'debit amount', 'credit amount', and 'interest on arrears'.

PS: - You cannot enter 'debit' and 'credit', both, on the same unit/flat.

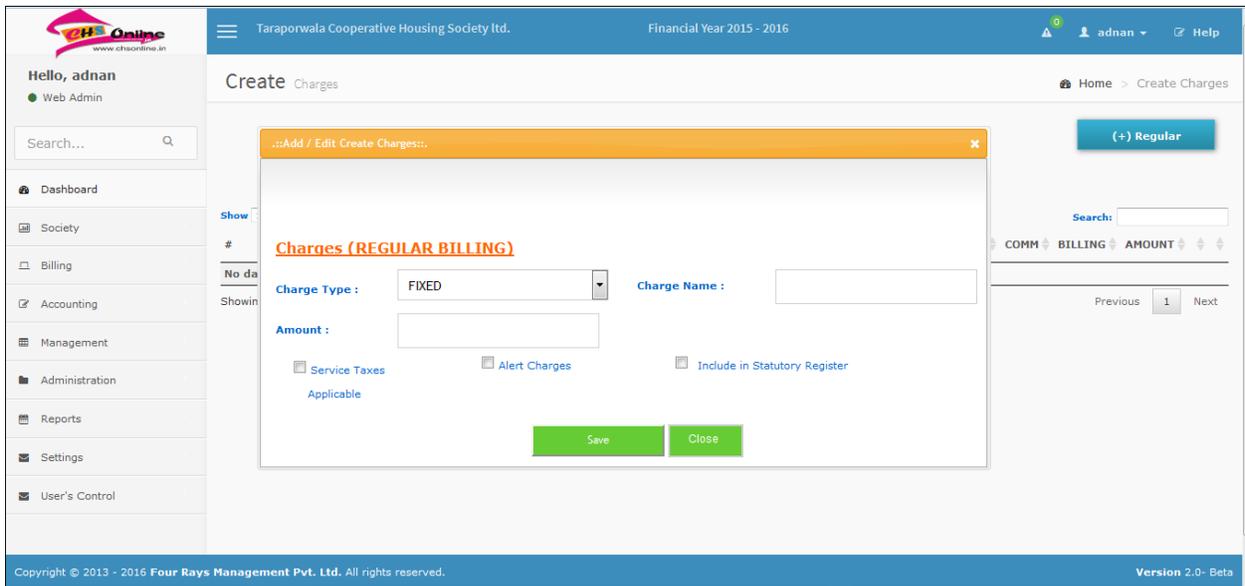
After you have entered all the details of the flat/unit, click on 'save & close' to close the entry. You can also click on 'save & add new' to save the entry and proceed with other entries.



After you have entered, the opening balance for all your units/flats, proceed to select "charge list" from the 'billings' menu.



Now, click on the '(+) regular' button from the top-right corner of the page. You will notice a pop-up asking for the details of the charges.



First we have the 'fixed' charge, in this charge, enter the amount and click 'save'. Fixed charge means that every unit/flat has to pay a prefixed charge. The amount has to be entered along with the charge name.

The screenshot displays the 'Create Charges' page in the chsonline.in application. The interface is for Taraporwala Cooperative Housing Society Ltd. for the Financial Year 2015 - 2016. A modal window titled ':Add / Edit Create Charges:' is open, showing the 'Charges (REGULAR BILLING)' form. The 'Charge Type' is set to 'VARIABLES'. The 'Charge Name' field is empty. There are three checkboxes: 'Service Taxes Applicable', 'Alert Charges', and 'Include in Statutory Register'. 'Save' and 'Close' buttons are at the bottom. The background shows a sidebar with navigation options like Dashboard, Society, Billing, Accounting, Management, Administration, Reports, Settings, and User's Control. The top header includes the user name 'adnan' and the financial year '2015 - 2016'.

Next up is the 'variables' charge. Over here, as you notice, only the 'charge name' has to be entered. The charge amount entering will referred to in the upcoming notes of the File.