

Membership Module

There are four different types of members in the website: Corporate (Full & Associates), Educational, Individual & Students. Each type has a different processing form, Joining & renewal fee, which can be managed from the CMS.

Users can apply for the membership as per their requirement. Each member has to fill the form as per their selection of type.

Post successful submission of form, Thank you screen is displayed on the applicant's screen & also an email sent to applicant for the same. Entry for the same is saved in the CMS.

Post submission system sends emails to different users as below & create a system number too:

- Applicant
- Proposer
- Secunder
- MRSI

Proposer & Secunder will receive an email with the option to “Agree” or “Disagree” the application form. Once the proposer or secunder clicks on the “Agree” then the status will be updated in the CMS.

Post approval of Proposer & secunder an mail will be delivered to applicant with the payment options of **Easy Pay link** & payment status will get activated in the CMS. Post payment acknowledgement (offline process) admin will approve the payment status. After this MC approval status gets activated. Post MC approval members get added in the database as well as in the website member directory. Also Logo for the Corporate as well as Educational institutes gets added in the Our Member section on the Home page. A welcome email along with PDF also sent through the system to the user. Also membership numbers also get generated from the system. A certificate also get generated once the MC is approved.

Some companies first generate the PO & then make payment & few companies make direct payment. So this process can be managed from the CMS.

If any company says that we will first register MRSI as a vendor & then will generate the PO, then this process will be managed by MRSI in an offline mode & post all the completion of the formalities MRSI will share a proforma invoice with the applicant with the payment options.

In case the applicant does not require PO/Vendor registration process, then MRSI will share the invoice along with the payment option from the CMS to the applicant. An invoice also gets generated from the CMS with the basic amount + GST. The applicant can pay the fee via payment option available.

Post receipt of the payment MRSI will approve/update the payment status in the CMS. The MRSI committee will check all the docs submitted & based on that will approve the membership.

Login Screen:

The URL / Link for the admin section is; <https://www.mrsi.co.in/mrsicms/>

With valid access details one can login into the admin section. If there are any errors the system will prompt the user with an alert as shown in **Fig.1**.

If the user forgets their password, the option to retrieve the password link to the registered email address is provided when the user clicks on the “Forgot Password”



Figure 1 Login Screen

On successful login access all the admin modules are provided to the users the menu is shown on the left hand side.

In the membership page module there are three sub modules, which are;

- Fee Structure
- Settings
- Membership Management

Fee Structure:

This module manages the membership, under the membership type. You can modify and inactive the membership fees from this module. Admin can manage the Joining & Annual fee from this module for each type of membership.

Action history of all the users are maintained here, like who logged in & and their actions in this module along with the date & time.

Index Page:

On click on the menu fee structure index page screen is displayed as shown in **Fig 2**. The membership type is hard coded admin users are not allowed to add or change anything.

Users can only change the amount of Joining & Annual fee from this module.

Currently CMS has five membership as given below:

1. Associate Corporate Membership
2. Full Corporate Membership
3. Educational Membership
4. Individual Membership
5. Student Membership

Here the admin users define members' joining fee and annual fee. If admin user need to update fees amount admin user can change the amount using the edit option.

Membership

[Home](#) > [Membership](#)

Membership Type



Full Corporate Membership

MRSI corporate membership brings you into the largest Indian body of MR professionals. It not only provides credibility & esteem amongst peers but also demonstrate the commitment towards adhering to ethical guidelines & maintaining highest professional standards. Any company engaged in providing market research, using market research or providing services to the market research industry can apply for corporate membership. Depending on the size of the company you can apply for full or associate corporate membership.

Full Corporate Memberships:

Joining Fee	Annual Fee
RS. 45,000/-	RS. 45,000/-

Associate Corporate Memberships:

Joining Fee	Annual Fee
RS. 25,000/-	RS. 25,000/-

[Apply Now >](#)



Educational

Educational Institute Membership offers much need industry exposure to academicians. It is a great tool to know about the latest ideas, challenges and opportunities within the MR industry and to take part in industry events.

Joining Fee	Annual Fee
RS. 25,000/-	RS. 25,000/-

Joining Fee	Annual Fee
RS. 25,000/-	RS. 25,000/-

[Apply Now >](#)



Individual

With the ever changing business environment in the field of MR, it is necessary to make your mark. Joining MRSI is the first step towards adhering to ethical practice & maintaining highest professional standards & that sets you apart from the crowd.

Joining Fee	Annual Fee
RS. 4,000/-	RS. 4,000/-

Joining Fee	Annual Fee
RS. 4,000/-	RS. 4,000/-

[Apply Now >](#)



Student

Entering in the fast paced, ever evolving corporate world, only with the academic knowledge can be difficult at times. MRSI's student membership offers you instant access to the latest Market Research industry knowledge & networking opportunities with the top professionals as you study.

Joining Fee	Annual Fee
NIL	RS. 2,100/-

Joining Fee	Annual Fee
NIL	RS. 2,100/-

[Apply Now >](#)

displayed with uploaded file, user can view the file by clicking here and can be downloaded. On final MC approval this file is sent by email to the applicant.

Figure 4 Setting Screen

Below screen as shown in **Fig. 5** display the email body content with attachment welcome pdf send to applicant on final MC Approval.

Figure 5 Welcome Email body content with attached file

Membership management:

Website:

To go to Member page on the website, please click on “Membership” then Sub menu is displayed with different options i.e. Membership, Application Procedure, Code of Conduct and Directory of Members.

Membership type URL:

<https://www.mrsi.co.in/membership.html#membership>

After clicking on menu membership type below screen is displayed, which shows details for Full Corporate, Associate Corporate, Educational, Individual and Student.

MRSI
Market Research Society of India

ABOUT US MEMBERSHIP NEWS EVENTS GALLERY AWARDS CONTACT US

Membership

Home > Membership

Membership Type

Full Corporate Membership

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Full Corporate Membership:	
Joining Fee	Annual Fee
RS. 45,000/-	RS. 45,000/-
Associate Corporate Membership:	
Joining Fee	Annual Fee
RS. 25,000/-	RS. 25,000/-

Apply Now >

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Joining Fee	Annual Fee
RS. 25,000/-	RS. 25,000/-

Apply Now >

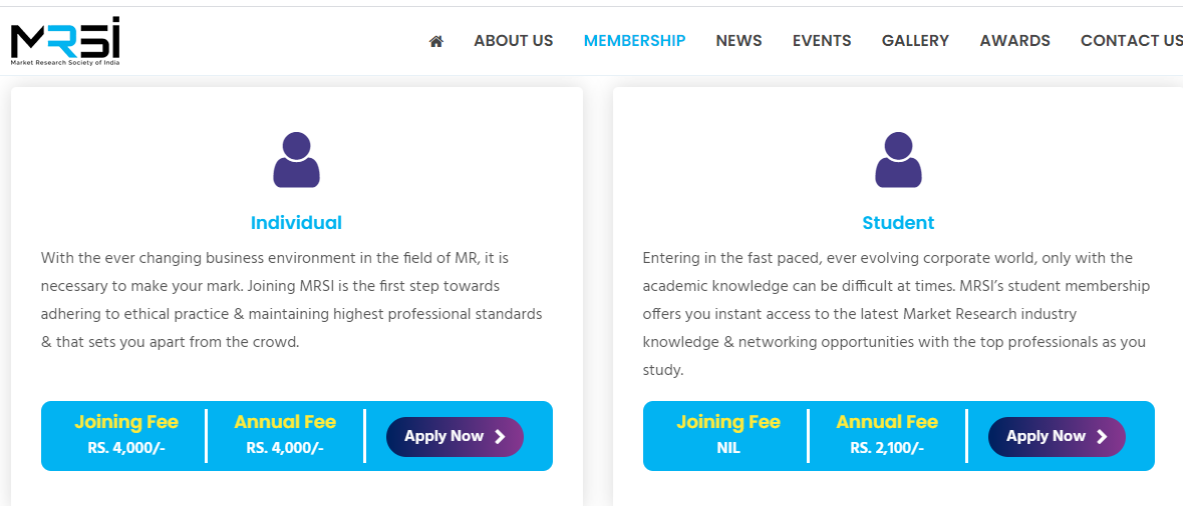


Figure 6 Membership type screen displayed on website

Online Registration Process:

- The Apply Now button is displayed against each type as shown in **Fig 7**, users can apply the membership as per their requirement. Fields marked with * are mandatory & must be entered by the user. After completing the form user will click on the Submit button which is there at the bottom of the form.
- Reset button will empty all the entered field values.
- System will prompt alert message on Submit button if any of the mandatory field is not filled by the user.

Below are criteria for different types of membership. Please note that below criteria are shared by MRSI.

i) Full Service Research Agencies (FSRA) :

Following criteria have to be met:

- Employing 10 (ten) or more full-time employees engaged in research in India; or having business turnover of Rs.25,000,000 (Rupees Twenty Five Million) from providing services to research users; or has at least one director having minimum experience in research services of 12 (twelve) years and the cumulative experience of all the directors together is not less than 20 (twenty) years.
- If Number of full time employees in India directly engaged in Market Research activities is equal to 9 or less than 9

registration will be of type Associate Membership on that basis Joining and Annual fees will be charged annually for new member registration. In case of Associate only Experience of Directors field is displayed which is mandatory.

- If Number of full time employees in India directly engaged in Market Research activities is equal to 10 or greater than 10 registration will be of type Full Corporate Membership on that basis Joining and Annual fees will be charged annually for new member registration.

ii) Research Users (RU):

- Employs at least 3 (three) full-time employees dedicated to consumer insight/ market research; or spends a minimum of Rs.15,000,000 (Rupees Fifteen Million) per annum on consumer insights or market research.

(iii) Service Providers (SP):

- Employs at least 10 (ten) full-time dedicated employees in India; or 2.2 has a business turnover of over Rs.15,000,000 (Rupees Fifteen Million) from providing services to market/consumer research providers / users.

Application for Corporate Membership

Simplify The Whole Process

Name of Organisation *:

Max Plus

Mailing Address Line 1 *:

Test Address Line 1

Mailing Address Line 2 *:

Test Address line 2

Mailing Address Line 3 *:

test address line 3

City *:

Anantapur

Pin code *:

515125

State *:

Andhra Pradesh



Telephone No / Mobile *:

8529637410

Website URL :

https://www.goggle.com

Website URL should start
with http:// or https://

Logo*:

Upload file Logo-01 (1).jpeg

Only .jpg, .jpeg, .png file are allowed.
Upload file upto 5MB

PAN*:

ACKPN7357H

PAN File*:

Upload file Airtel.jpg

Only .jpg, .jpeg, .png, .pdf, .doc, .docx
file are allowed. Upload file upto 10MB

Do you have GST Registration?*



Yes



No

GST*:

27ACKPN7357HQWE

GST File*:

Upload file Airtel.jpg

Only .jpg, .jpeg, .png, .pdf, .doc, .docx
file are allowed. Upload file upto 10MB

Company Certificate*:

Upload file Airtel.jpg

Only .jpg, .png, .jpeg, .pdf file are
allowed. Upload file upto 10MB

Do you need a direct invoice for
payment of fee or would you issue a
PO first?*



Direct Invoice



Issue PO

Activity Type*:



Full Service Research Agency



Research Users



Service Providers

* see annexure on next sheet for definition of activity type and membership type

Number of full time employees in India (total)*:

6

Number of full time employees in India (total) *:

6

Number of full time employees in India directly engaged in Market Research activities *:

5

Type of company *:

- ☐ Public limited company ☐ Private limited company ☐ LLP
☐ Partnership ☒ Proprietorship ☐ Trust/association

Turnover in INR (F.Y. 2019-20) *:

- ☒ up to 25 mn ☐ 25-100 mn ☐ More than 100 mn

Experience of all directors *:

12

Your registration will be [Associate](#)

Names of Representative members to MRSl: - (Please nominate one individual as Key Contact) All Field are Mandatory *

[ADD ROW](#)

Name	Designation	Mobile no
MANISH YADAV	SOFTWARE TESTER	7896541230

What is your main reason for seeking MRSI membership {SINGLE REASON ONLY}? *:

- ☐ To have a voice with regulators
- ☐ To have a voice in the issues which are critical for the industry
- ☐ To maintain a reputation for professional integrity and credibility
- ☒ To increase the exposure of our organisation through networking
- ☐ To increase the marketing exposure of our organisation through showcasing our unique offerings
- ☐ Any others

☒ I declare that the information provided above is accurate and true and I / We agree to abide by the MRSI's rules and regulations and code of conduct.

Proposed by *: Colgate-Palmolive Inc ▼ Contact Person *: Niyati Mehta ▼

Seconded by *: Hindustan Unilever ▼ Contact Person *: B. V. Pradeep ▼

SUBMIT **RESET**

Figure 7 Online Registration form

Almost all the fields are self-explanatory Like in the Name of Organisation field the user has to enter Name of Company, then Address, City, Pincode with 6 digit, State from dropdown list and tel No. In case of Corporate Membership, User has to upload a few documents like Logo, PAN, GST with proper format, & Company certificate. Same is not mandatory in case of Individuals & Students membership form.

PAN file and GST file need to upload in case of Corporate membership. Proper format for PAN is ACKPN7357H, for GST 27ACKPN7357HQWE system prompt an alert message when incorrect format is inserted in the system. On the basis of state code no validation is checked for the GST field. In case when GST registration is selected as no remarks field is displayed which is optional and in this case the user does not need to enter GST number in the registration form. Users have the option to select payment fees whether they want a direct invoice or issue PO first once when the registration process is done. To a particular proposer, seconder contact person email is sent once when the registration form is submitted which is mandatory to select.

After filling all the details in the form, when the user clicks on submit button “Thank you for registration with us” message is displayed on screen with membership reference number as shown in **Fig 8**. System will check the status of Corporate Membership type (Full or Associates) automatically based on above given conditions.

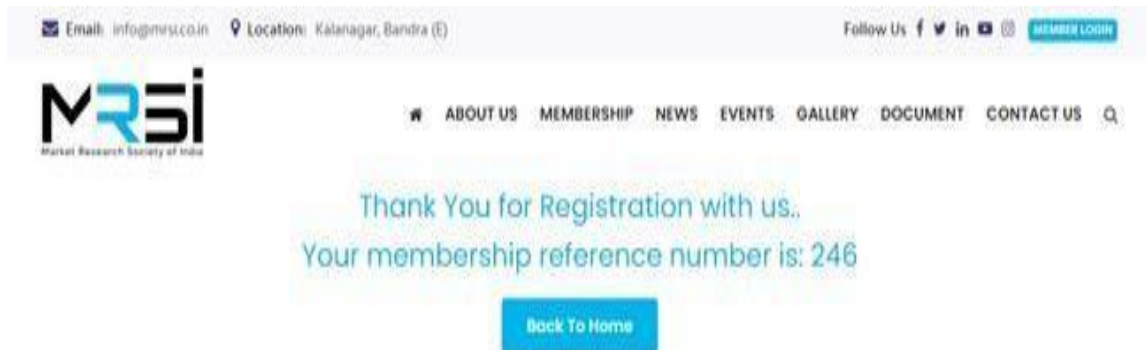


Figure 8 Registration Thank You Screen

When a membership form is submitted by a new applicant, below email is sent to different stakeholders:

1. Applicant
2. Proposer of the membership application
3. Seconder of the membership application
4. One Email to info@mrsi.co.in (MRSI)

In each Email, there is an attachment of member registration form.
Below are sample mail sent to different stakeholders:

Mail template to Applicant:

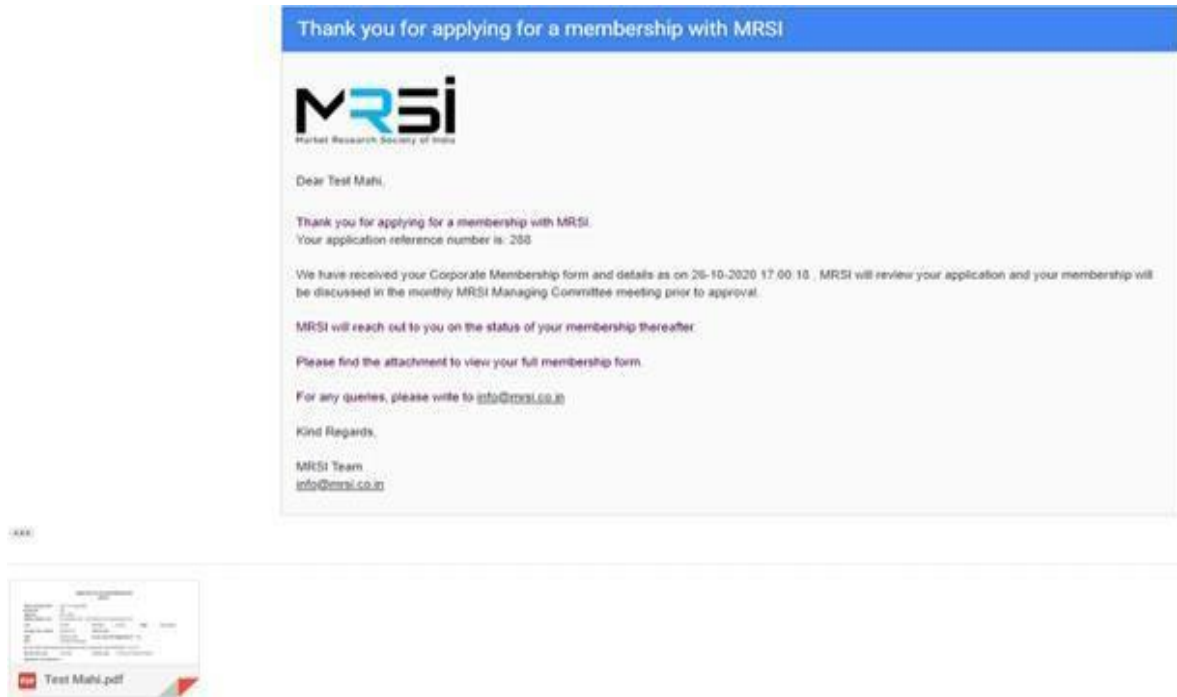


Figure 9 Thank you email to member

Mail template to Proposer/Secunder:

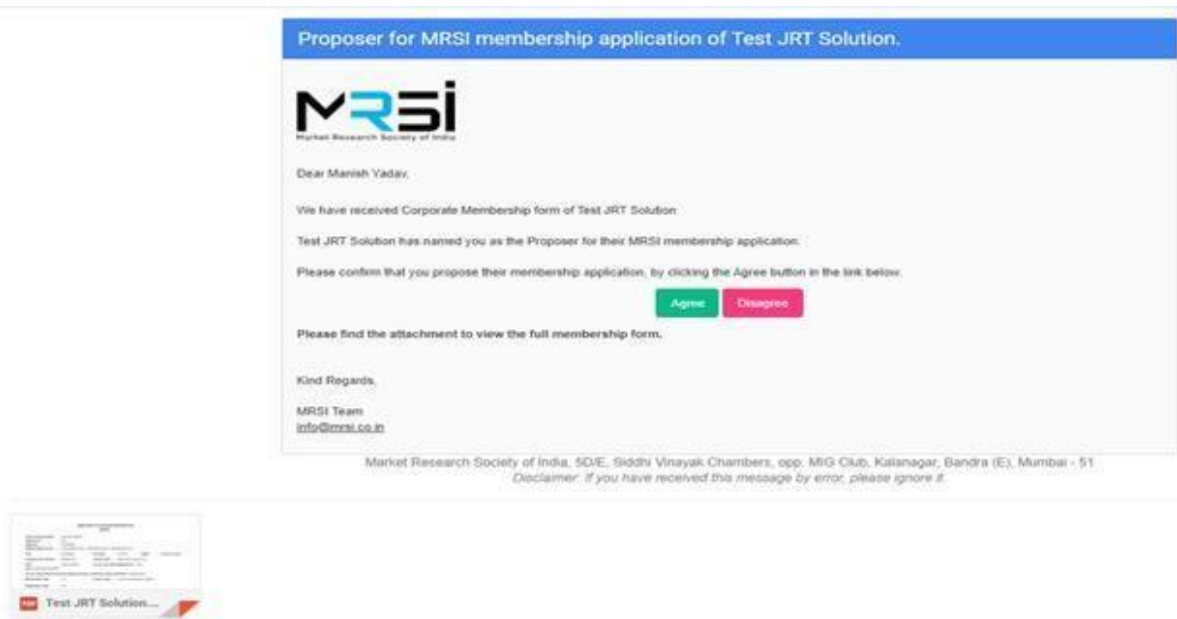


Figure 10 Proposer Email

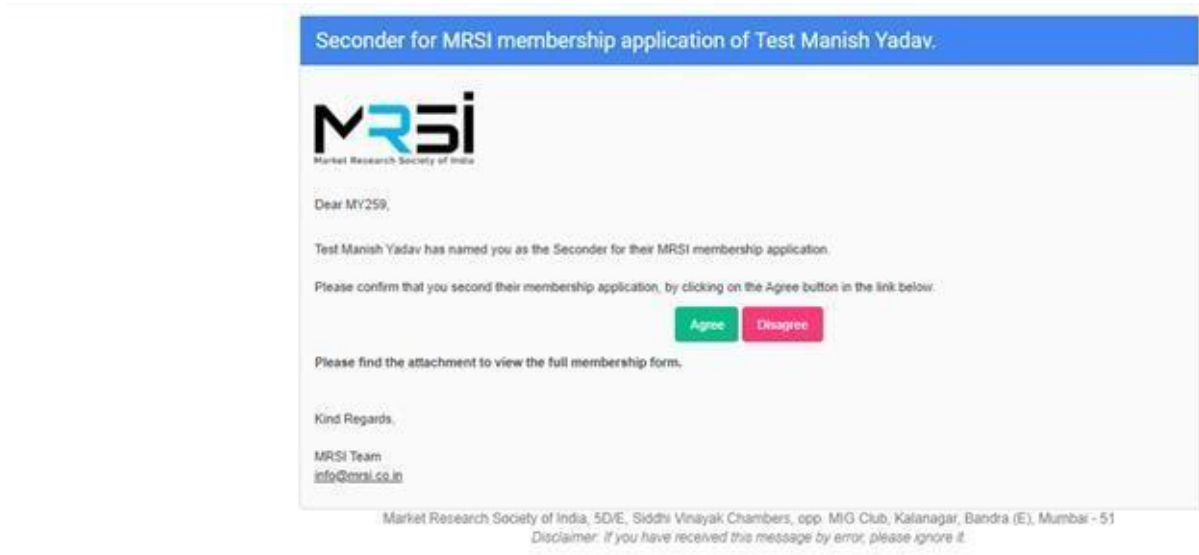


Figure 11 Secunder Email

Proposer/Secunder need to take a decision on member registration by clicking on Agree/Disagree button as shown in **Fig 10 and 11**. Clicking on the Agree button updates the status of Proposer/Secunder in the Admin panel too. If a user clicks on the Disagree button then the user will not be able to proceed further like the Membership Login process. Admin status will also get updated by Disagree & admin can take a call on the same for further process.

Email to MRSI sent on info@mrsi.co.in id with below content:

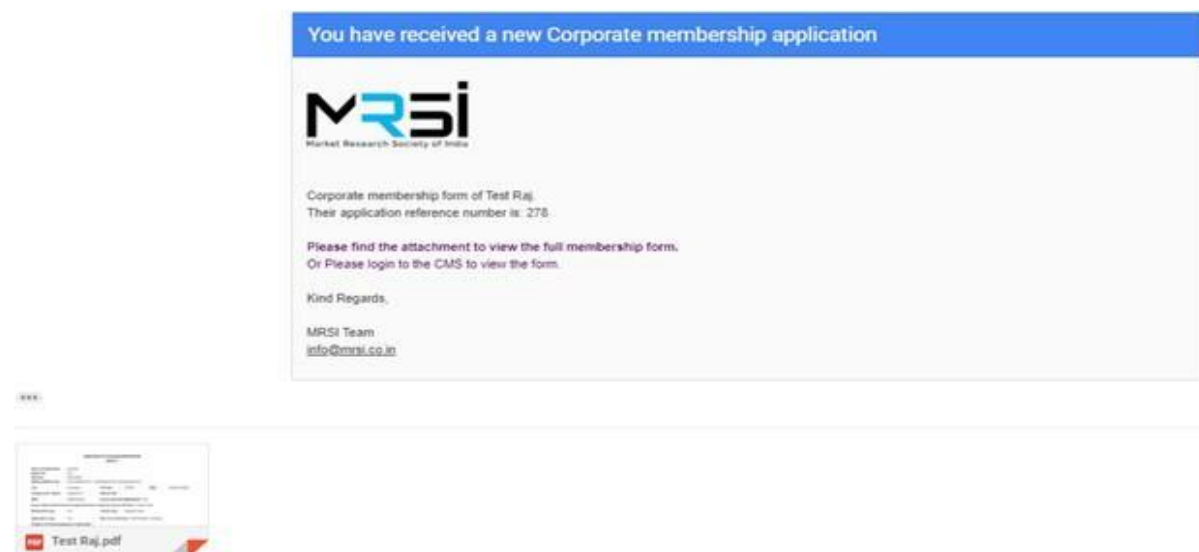


Figure 12 Email sent to MRSI

Email confirmation send to MRSI when Proposer / Secnder is done Agree.



Figure 13 Proposer Email in case of Agree



Figure 14 Secnder Email in case of Agree

In case of disagree email content remains the same only text “confirmation” gets replaced by “disagree”.

Membership Management:

On clicking on menu Membership Page > Membership Management index page is displayed.

The Admin module can be managed from CMS as per below details:

Index page:

- Post completion of registration process (including agreed process of Proposer/Secnder), payment option will be displayed in the admin panel.
- Approval process of Proposer & Secnder can be done from Admin panel too in case the same is not completed from the user end. Admin has to click on agree &

Proposer/Seconder approval will be completed from the MRSI Admin.

- In case Proposer/Seconder does not receive/agree the process/form or mail, in that case MRSI Admin can Agree, disagree the entry by clicking on the button from the Admin panel on behalf of users.
- Second option is that the admin can resend Reminder mail to applicants.

How To Resend Reminder Mail to Applicant

Before approval of Proposer/Seconder, Admin can resend the reminder mail to the applicant.

Fig 15 below shows the Membership detail page, in which given a provision to send reminder mail.

After the status of Proposer/Seconder is given an approval and status makes agree then the Reminder Email button will be removed from the membership detail page.

The screenshot shows the MRSI Admin Panel interface. On the left is a dark sidebar with a menu including: User Manual, Admin, Home Page, About us, Professional Standards, Membership Page (selected), Fee structure, Setting, Membership management, News, Blog, Event management, CMC Forms, and Gallery. The top right of the page says 'Welcome, Manish Yadav' with a user icon. The main content area is titled 'Names of Representative members to MRSI:' and contains a table with 7 columns: #, Name, Designation, Mobile no, E-mail ID, Status(Key Contact/Member), and Action. There are three rows of members. The 'Action' column for each row contains a pencil icon and a red 'X' icon. Below the table, there is a section titled 'What is your main reason for seeking MRSI membership: To have a voice in the issues which are critical for the industry'. This section is divided into two parts: 'Proposed by:' and 'Seconded by:'. Each part has a text input field, a 'Contact Person:' label, and a 'Reminder Email: Resend Email' button. The 'Proposed by' section has 'Internet Research Bureau' and 'Ashutosh Singh'. The 'Seconded by' section has 'Market Xcel Data Matrix' and 'Ashwani Arora'. At the bottom of the page, there is a footer with '© 2023 MRSI All Rights Reserved' and 'Powered By: Web Element Solutions Limited'.

#	Name	Designation	Mobile no	E-mail ID	Status(Key Contact/Member)	Action
1	RAJAN SHARMA	PARTNER	9810180501	rajann@samplejunction.com	Yes	 
2	NIMESH SHARMA	TEAM LEAD - CLIENT SERVICES	9729314093	nimeshs@samplejunction.com	No	 
3	Prince Sharma	Sr. Project Manager	9991108662	princek@samplejunction.com	No	 

What is your main reason for seeking MRSI membership:
To have a voice in the issues which are critical for the industry

Proposed by: Internet Research Bureau Contact Person: Ashutosh Singh Reminder Email: [Resend Email](#)

Seconded by: Market Xcel Data Matrix Contact Person: Ashwani Arora Reminder Email: [Resend Email](#)

Figure 15 : Reminder Email Button (Membership Detail Page)

As shown in **fig15** above, there are two [Resend Email](#) buttons for proposer & seconder. By clicking on the resend email button the mail goes to the applicant.

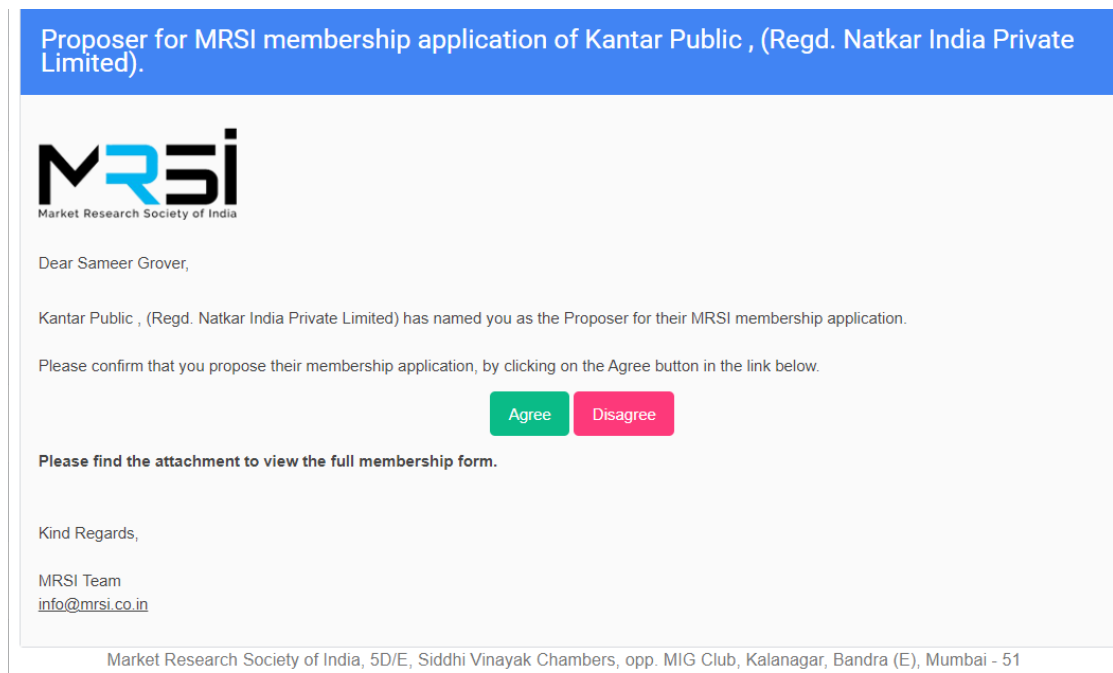


Figure 16 : Reminder Email for Proposer

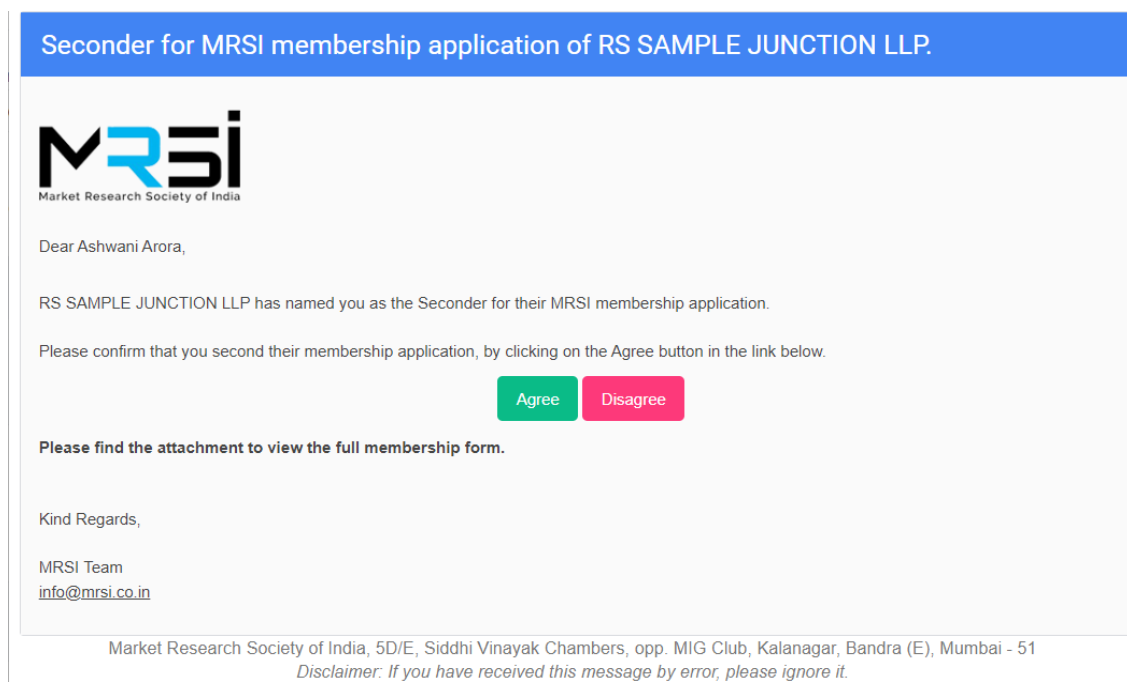


Figure 17 : Reminder Email for Secunder

- From the Edit icon  in the admin section, user can change the

value of any field filled by members in registration form. Edit icon is displayed only when the final (MC Approval) status column is in pending status once approval is done edit icon is not displayed.

- By clicking on View icon  in index page, MRSI admin user can view all the details filled by members at the time of member registration. In the **View section**, The second tab (**Action history**) displays all the user registration details. System keeps a track of all the action with timestamp and date. In **Member Details** tab, against each entry Logo / Profile Image update can be done, new representative member is added by clicking on Add Row button, edit is done against each member entry. Duplicate alert message is checked on email id, system do not check duplicity domain in case of email id, at a time only one member can be key contact which is checked by the system on submission of new members.
- By clicking on icon  in index page against any particular entry, user can view more detail against that particular record i.e.: reg date with time is displayed.

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Secunder Status	First year Payment	MC Approved	Renewal Payment for FY 2020-21	Action
1	288		Test Yuvi Organisation	Associate Corporate Membership	Agree	Agree	Pending			  
Reg Date: 26-10-2020 17:00										
2	287	C-212	Test Mahi organisation	Associate Corporate Membership	Agree	Agree	Approved	Approved	Completed	 
Reg Date: 26-10-2020 16:55										

Figure 18 Membership Management Index Screen

- In the Index page search option is there for CMS users to search the records by name, membership number, system no., registration date, membership type, activity type, proposer, seconder, payment, renewal

status (pending, approved), MC approval status. Based on search records, detail is displayed in the listing page.

The screenshot displays the 'Membership management' interface. It includes a sidebar with navigation options like 'User Manual', 'Admin', 'Home Page', 'About us', 'Professional Standards', 'Membership Page', 'Fee structure', 'Setting', 'Membership management', 'News', 'Event management', 'Gallery', 'Awards', 'Create New Page', and 'Reports'. The main content area shows a search filter with fields for 'Name/System No./Membership No.', 'Reg Date', and various status dropdowns. Below the filters is a table with the following data:

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Secunder Status	First year Payment	MC Approved	Renewal Payment for FY 2020-21	Action
1	288		Test Yuvi Organisation	Associate Corporate Membership	Agree	Agree	Pending			
2	287	C-282	Test Mahi organisation	Associate Corporate Membership	Agree	Agree	Approved	Approved	Completed	
3	283	C-281	Test Mahi Test Data Corporate	Full Corporate Membership	Agree	Agree	Approved	Approved	Completed	
4	280	C-209	Test Associate Data	Associate	Agree	Agree	Approved	Approved	Completed	

Figure 19 Membership Management Index Screen with Approved Status

- Export to Excel button will export all the selected records to Excel sheet which is commonly used for Membership type, template shared by client (Corporate, Educational, Individual, Invoicing).
- System prompt alert message when Membership Type, Client Template both are selected, at a time any one type can be selected and export to excel must be done as shown in **Fig 19**. Below screen display the alert message when both type is selected and Export to Excel is done.

The screenshot shows the same 'Membership management' interface as Figure 19, but with an alert message box overlaid on the 'Export to Excel' button. The alert message reads: 'Please select either membership type or template format for export.' The button is labeled 'OK'.

Figure 19 Membership Management Export to Excel logic

- On selection of membership type when export to excel is done all the details of member is displayed in excel format submitted by member at time of registration, on selection of template important data of member is displayed in excel format as suggested by MRSI.
- When template Invoicing is selected and export to excel is done, the renewal entry with current financial year with status Pending, Approved, Blank is displayed in excel format.
 - i. e: pending status here means manual action need to be taken by MRSI by clicking on pending link (pending, disapprove, skip) option is displayed on each renewal entry for current financial year; approved status means renewal entry for current financial year is done approved by MRSI; blank entry means the paid upto date of renewal is still yet to come for current financial year, disapprove means renewal entry has been rejected by MRSI, skip means for current financial year renewal entry is not done but can be done in the next financial year.

Payment Process for Members:

There is one column named “First year Payment” on the index page which is visible only after the status of Proposer/Seconder is agree. There is two option for payment:

- Direct PO
- Issue PO

Below email is send to applicant once when proposer / seconder is done agree in case of **Direct PO**. In the email two attachment is send to the applicant Proforma Invoice, Online Payment instruction details.

In the email body content bank detail is shared for online payment purpose or by clicking on Easy pay link payment can be done online.

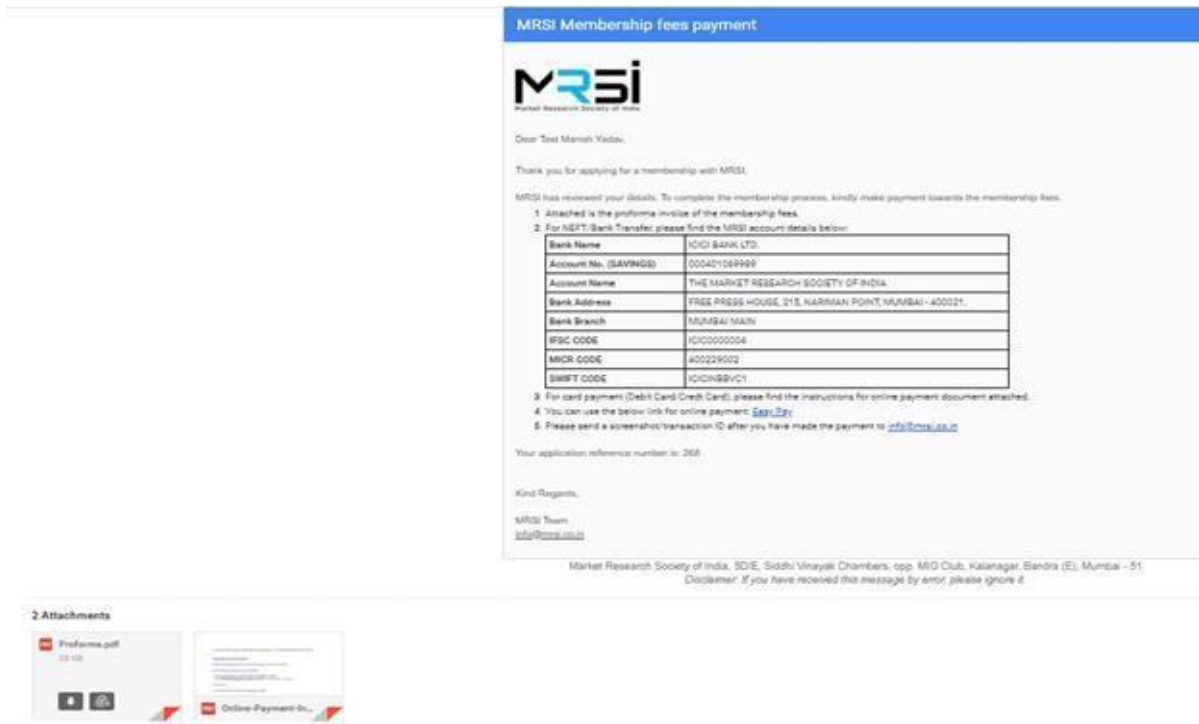


Figure 20 Online Payment details with easy pay link in the email

When first year payment is done and approved by MRSI, below email is sent to the applicant for payment confirmation.



Figure 21 Email to member when payment is done online.

In case of **Issue PO**, when status of proposer / seconder is agreed below email is sent to the applicant for payment which is an offline process.

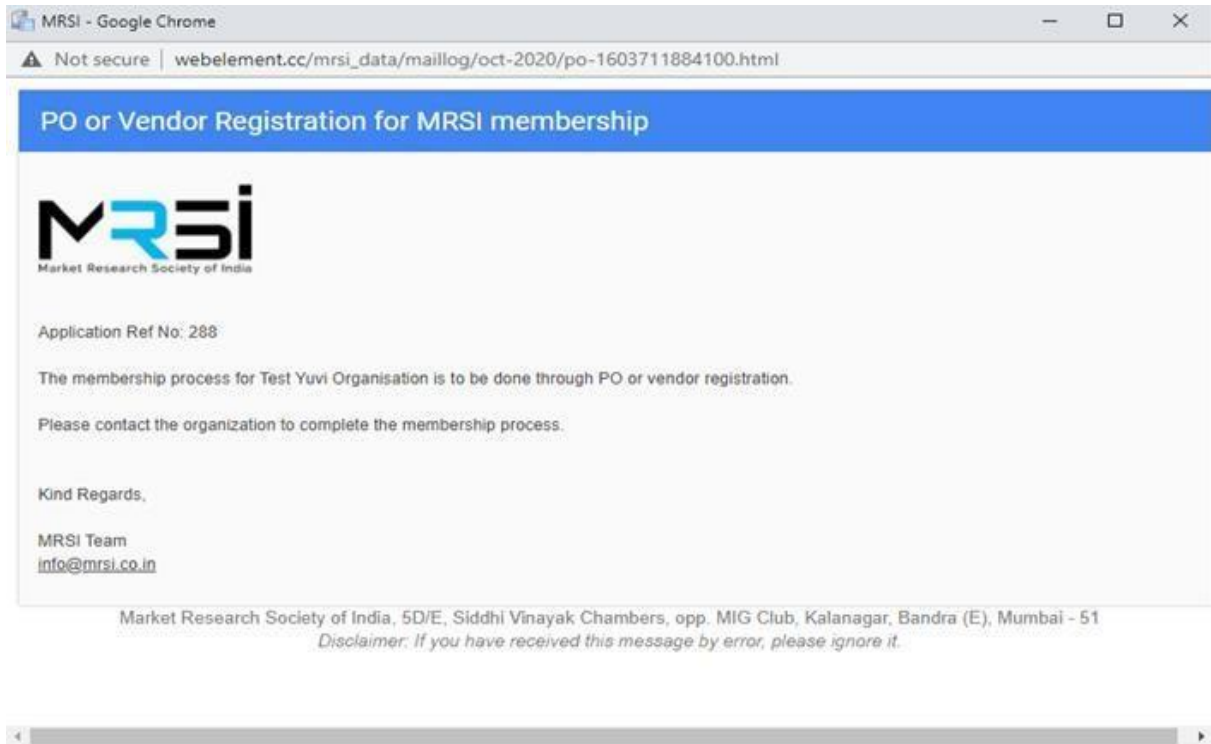


Figure 22 Email to member when payment is done offline

When the payment is done by the applicant, MRSI admin users can cross verify the payment detail which is an offline process. If all the details are ok, MRSI admin user can update the status to Approve, if any payment detail is incorrect in that case admin user can disapprove the entry so that member can't proceed with further process as shown in **Fig 23**.

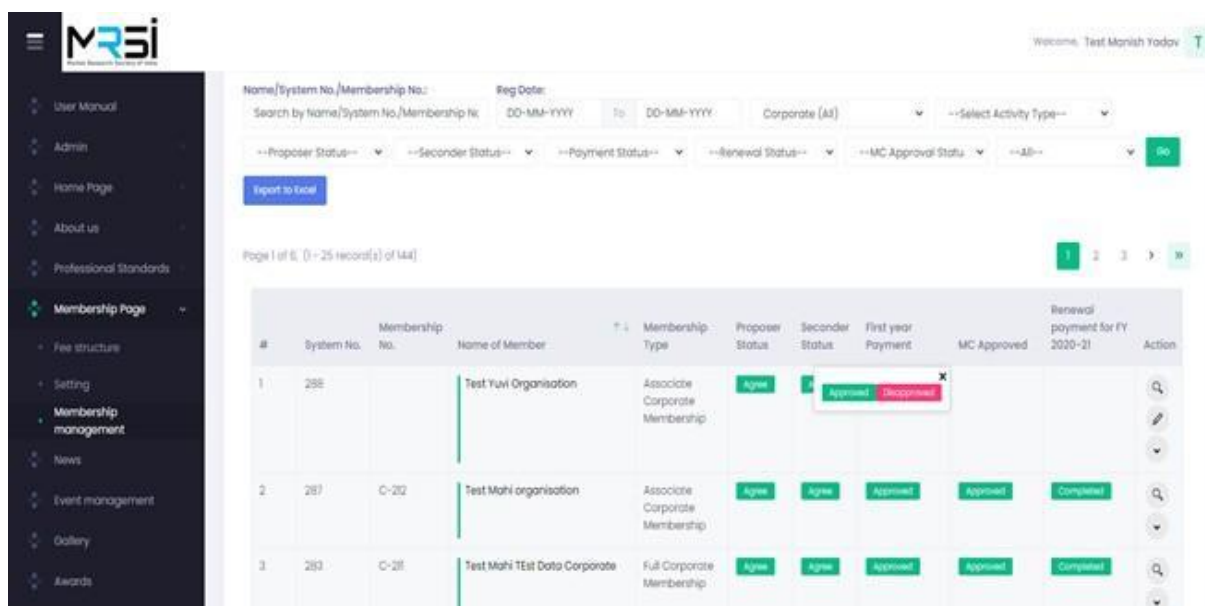


Figure 23 Index screen when payment is disapproved by MRSI

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Second Status	First year Payment	MC Approved	Renewal payment for FY 2020-21	Action
1	288		Test Yuvl Organisation	Associate Corporate Membership	Agree	Agree	Approved	Pending		Search
2	287	C-282	Test Mahi organisation	Associate Corporate Membership	Agree	Agree	Approved	Approved	Completed	Search
3	283	C-281	Test Mahi Test Data Corporate	Full Corporate Membership	Agree	Agree	Approved	Approved	Completed	Search

Figure 24 Index screen when payment is approved by MRSI

Below email is sent to the applicant in both the case (direct PO, issue PO) when payment approval is done by MRSI.

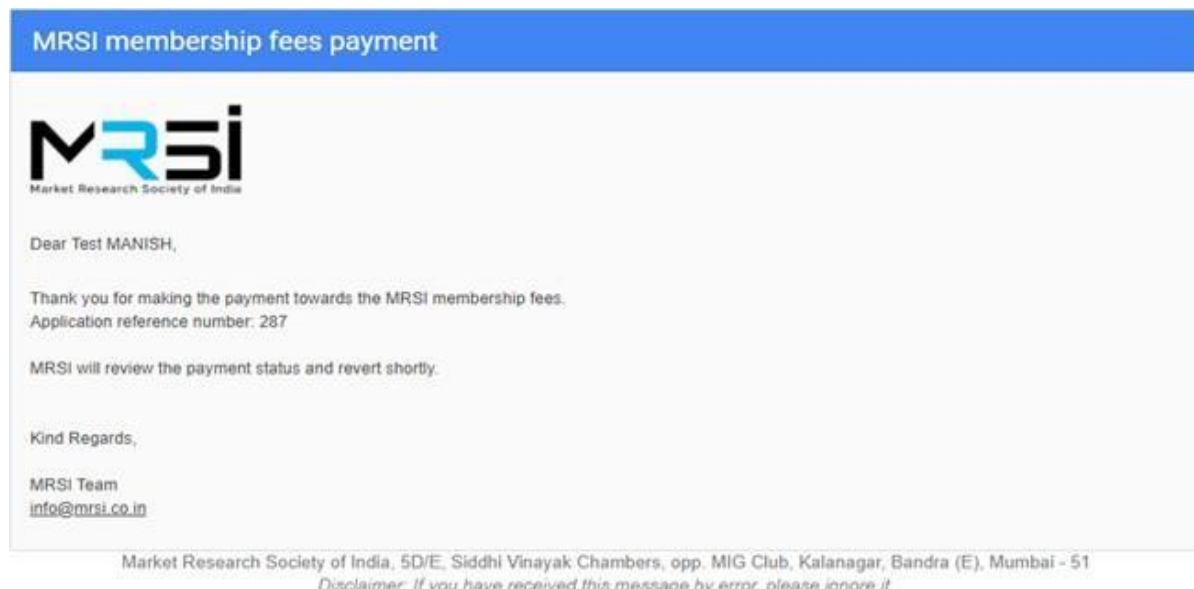


Figure 25 Email template to member when payment is approved by MRSI

Once when payment status approve is done the MC approved status is displayed in pending status on click on the link Approve, Disapprove can be done once when approval is done by admin user member detail is displayed in directory of member section and also member can login in the website in case of disapprove entry will not be shown in directory of member and member login will not be done.

Before MC approval Edit icon is displayed in the action column on click admin user can modify the member detail and the updated content is displayed in website only when the status has been updated to approved after submission of edit form in the admin panel.

Email to the applicant, MRSI (info@mrsi.co.in), start date updation is one time activity which is done on first time only when MC approval is done by MRSI admin user. In case if second time MC approval status is done pending, approved by MRSI admin user no mail will be send to the applicant, MRSI (info@mrsi.co.in), start date updation will not be done by the system in this case as shown in **Fig 26** .

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Secunder Status	First year Payment	MC Approved	Renewal payment for FY 2020-21	Action
1	288		Test Yuvl Organisation	Associate Corporate Membership	Approved	Approved	Approved	Pending		[Edit] [Delete]
2	287	C-282	Test Mahi organisation	Associate Corporate Membership	Approved	Approved	Approved	Approved	Completed	[Edit] [Delete]
3	283	C-281	Test Mahi Test Data Corporate	Full Corporate Membership	Approved	Approved	Approved	Approved	Completed	[Edit] [Delete]

Figure 26 Index screen when MC Approved is done Pending

Once when MC approval is done after that only membership number is generated with start date in the system with paid up to date with validity of 12 months which is done by system by default and is displayed in the view page, also at that time only renewal payment entry for current financial year is created and detail is displayed in the view page on the renewal history tab as shown in **fig 26**.

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Second Status	First year Payment	MC Approved	Renewal payment for FY 2020-21	Action
1	258		Test Yuvi Organisation	Associate Corporate Membership	Agree	Agree	Approved	Approved		
2	257	C-212	Test Mahi organisation	Associate Corporate Membership	Agree	Agree	Approved	Approved	Completed	
3	253	C-211	Test Mahi Test Data Corporate	Full Corporate Membership	Agree	Agree	Approved	Approved	Completed	
4	250	C-209	Test Associate Data	Associate Corporate	Agree	Agree	Approved	Approved	Completed	

Figure 27 Index screen when MC Approval is done Approved

#	Start Date	End Date	Fees	GST	Total Fees	Type	Renewal Payment Status	Download Certificate
1	01-10-2020	30-09-2021	₹ 48000	₹ 8280	₹ 56280	Registration	Approved	Download Certificate

Figure 28 Index screen of renewal history tab once MC approval is done

Below email is sent with two attachments to the applicant when MC approval is done. First attachment is the Welcome pdf file which comes from the settings module and the second attachment is the renewal pdf file. In case in the setting module if there is no welcome pdf file then the user won't get any PDF file & in that case only renewal file is sent to the applicant.



Figure 29 Email sent to member with attachment Welcome pdf, renewal certificate

Website:

Approved record is displayed in membership under the directory of members on the basis of registration type as shown in **Fig 30**.

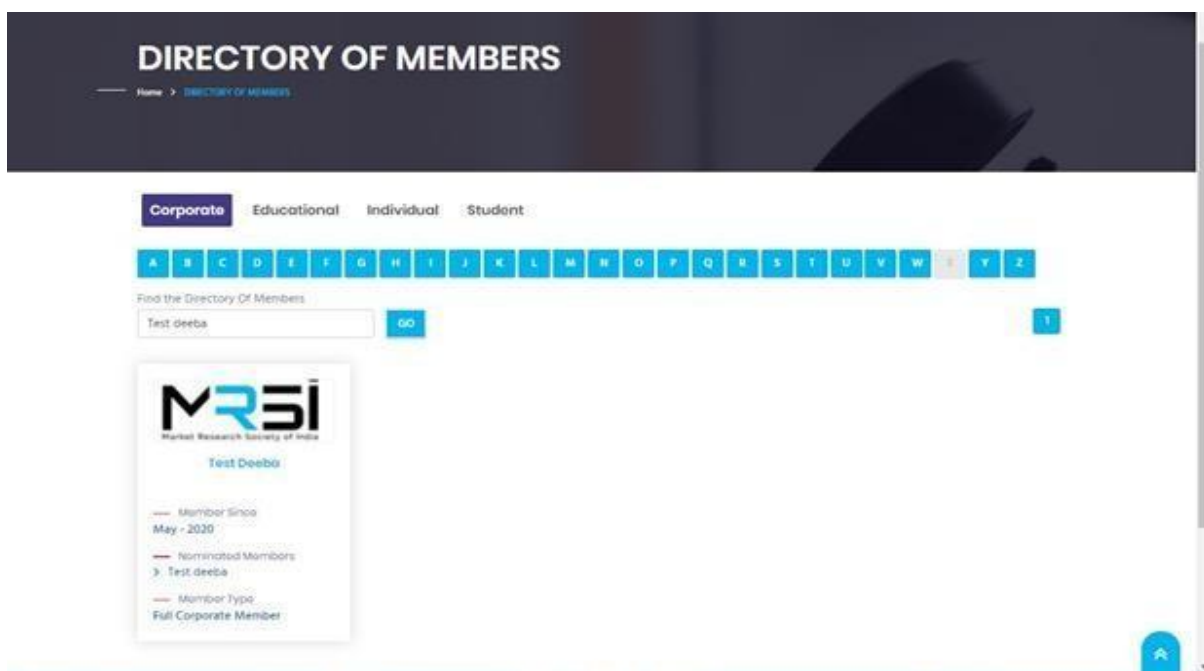


Figure 30 Approved Member displayed on website

Post approval of members from the CMS, users can login to the website. Post login users can view the restricted content (Images, Text, Videos) which is not open to all as shown in **Fig 31**.

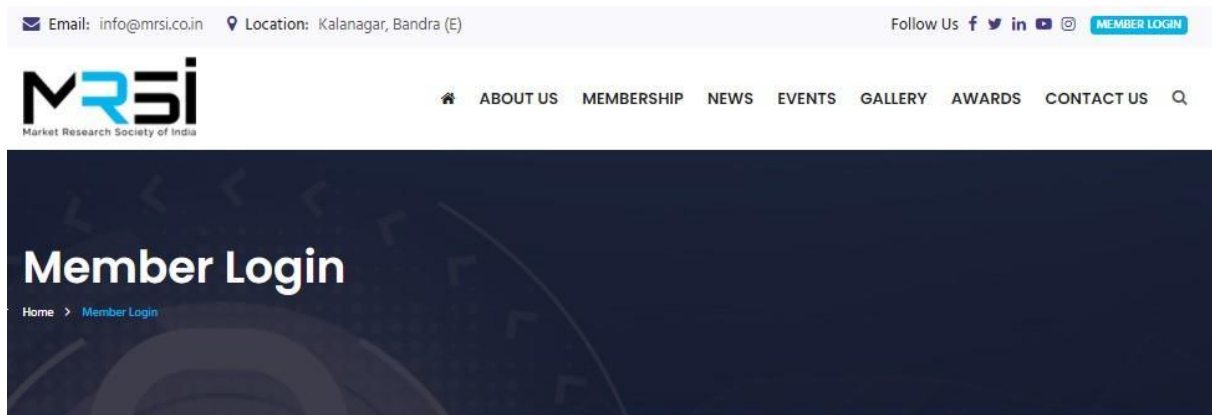
The image shows a "MEMBER LOGIN" form. It has a title "MEMBER LOGIN" with a magnifying glass icon. Below the title, there is a dropdown menu for "Select Membership Type *" with "Corporate" selected. Below that is a text input field for "Email ID *" with the placeholder text "Please enter your Email ID". Below the email field is a captcha section with the text "Please fill the captcha code *:". It includes a text input field, a display of the captcha code "537921", and a refresh button. At the bottom of the form is a blue "SUBMIT" button. Below the button, there is a link: "Not a member? [Sign up now](#)".

Figure 31 Login Screen for approved member displayed on website

Also on home page logo is displayed only for corporate and educational types under our member section.



Figure 30 Member logo displayed on website for approved member

Renewal:

- Cron runs on 1st of every month.
- There are 2 cases: First if the user has paid upto 31st december, 2020 then system will create a record for 3 months i.e. from 1st january, 2021 upto 31st March 2021.
- Second case is that if user has paid upto 31st march, 2021 then membership will get renewed for one year i.e. from 1st April, 2021 to 31st March, 2022
- Once the membership is renewed then the admin can approve the same & post this two action happens from the system: One new date gets updated in the system & second certificate also gets generated from the system.

#	System No.	Membership No.	Name of Member	Membership Type	Proposer Status	Second Status	First year Payment	MC Approved	Renewal payment for FY 2020-21	Action
1	110	C-157	RSB Insights and Analytics	Associate Corporate Membership	Agree	Agree	Approved	Approved	Approved	[Approved] [Disapproved] [Skip]
2	108	C-156	DOB Mudra Max	Full Corporate Membership	Agree	Agree	Approved	Approved	Pending	[Search] [Refresh]
3	109	C-158	Momspresso (Just4Kids)	Associate Corporate Membership	Agree	Agree	Approved	Approved	Pending	[Search] [Refresh]

Figure 32 Renewal Index Screen

- Users can approve the renewal record from the index page of the membership module. After approval the new paid up date is updated for eg: 31-03-2021 for member 1 and 31-03-2022 for member 2.

#	Start Date	End Date	Fees	GST	Total Fees	Type	Renewal Payment Status	Download Certificate
1	30-03-2020	30-03-2021	₹ 40000	₹ 7200	₹ 47200	Registration	Approved	[Download] [Send Mail]

Figure 33 GST Applicable for renewal

- System calculates annual fees + GST (18% on the basis of setting master) to show Total Amt. If a member wants that GST should not be included

in the Fees in that case Admin users need to click on the GST button in the top and uncheck the GST applicable checkbox and click on submit button. In this case GST will not be charged in the renewal.

- Pending status here means manual action need to be taken by MRSI by clicking on pending link (approve, disapprove, skip) option is displayed on each entry; approved status means renewal entry for current financial year is done approved by MRSI; disapprove means renewal entry has been rejected by MRSI, skip means for current financial year renewal entry is not done by member but can be done in the next financial year.

How to download Certificate:

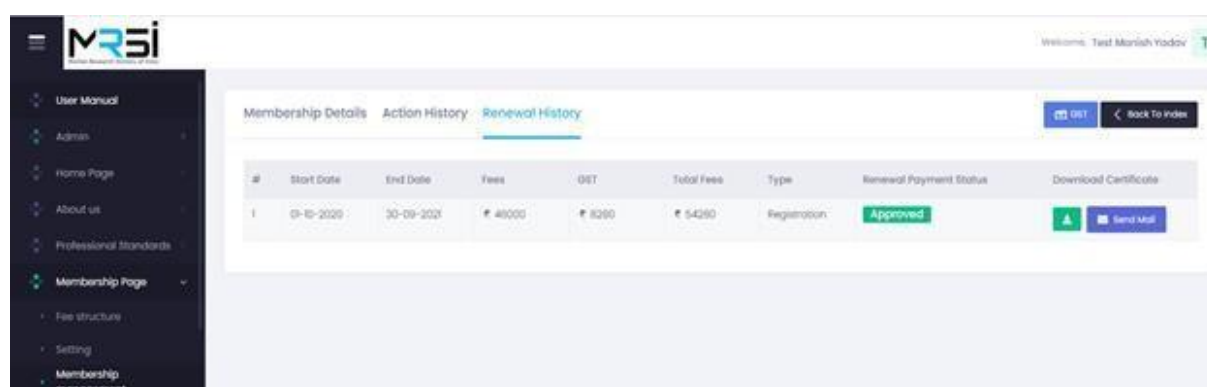


Figure 34 Renewal Index Screen

- For approved status only download icon for certificate, send mail button is displayed. On click on the download icon certificate is downloaded with member name, logo, membership number, start and paid upto date and so on...
- On click on the send mail button, mail is sent to the member email id (key contact person), with certificate attached in the mail as shown in **Fig 35**.



Figure 35 Renewal Certificate screen

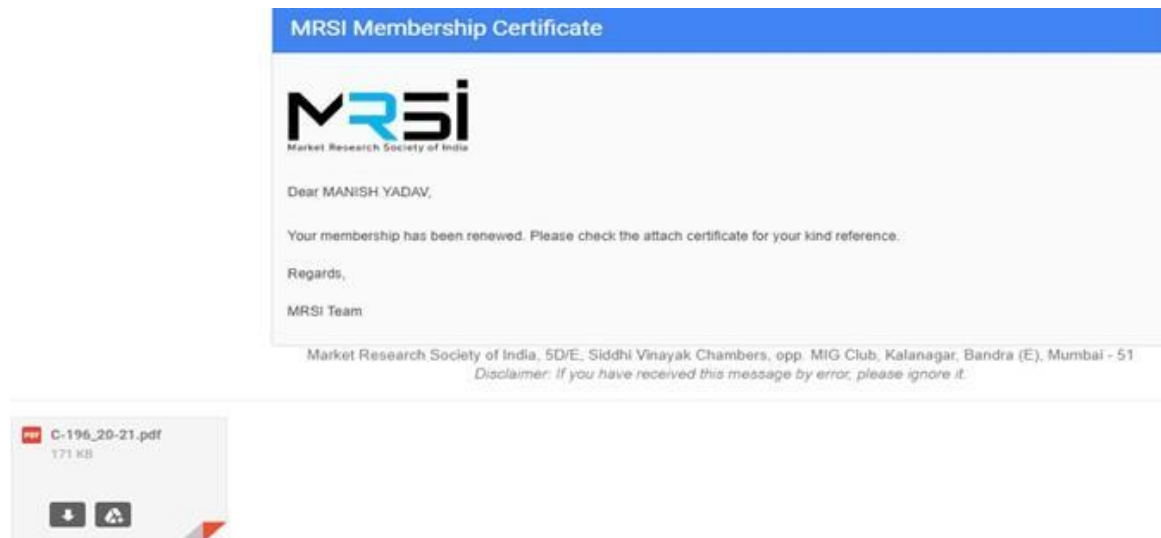


Figure 36 Email template of renewal to member when clicked on send mail

- Similarly registration can be done for educational, individual and student. The whole step remains the same.
- Proposer & Seconder is not applicable in the “Student Registration” process. Rest of the process will be the same.