

### **Steps for Updating Paid Date of eMO**

- The Supervisor has to request for disaster recovery data through Transactions > Disaster Recovery > Disaster request data Menu Option. There he has to select the pincode for which disaster data is required and enter remarks.
- Once eMO Communication is run, disaster request will be sent to central server and the data for disaster recovery will be received in the next or subsequent calls.
- Once the data for disaster recovery is received from central server, the Operator has to go to DataEntry > Disaster recovery > Disaster paid entry option. There he has to select the office for which disaster paid entry is to be done. Select PNR number and enter the paid particulars.
- Thereafter, the supervisor has to perform disaster paid verification in respect of disaster paid entries done by the operator through Transactions > Disaster Recovery > Disaster paid verification option.
- After this when eMO Communication is run, disaster paid entries data will be transmitted to Server and paid data will be updated.