

SOCIETYKOSH • COMMITTEE & MASTER ID USER GUIDE

Master ID & Committee Admin — Complete Step-by- Step User Guide

Every committee screen of SocietyKosh, from sign-in to the Master ID's danger zone, with real screenshots.

13 chapters • real screenshots • step by step

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/admin/governance (views: polls, amc, registers, noc)

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/admin/operations (views: staff, parcels, sos, clearbay, directory)

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/admin/settings

Chapter 1 of 13

1. First-time society registration, app install & secure sign-in

 /admin/login → /admin

The committee portal runs in any browser and installs as its own app, SocietyKosh Admin. A new society first registers its own private workspace, which starts as a clean blank slate; after that committee members and the Chief Admin (Master ID) sign in with three secrets: who you are, a security question and a 4-digit PIN.

Where to click and where to go

1. Open **/admin** on your phone or laptop. Switch the language any time with **हिंदी / English** at the top right.
2. First time? Choose  **Register New Society** and fill in **First-Time Society Setup**: the **Society full name**, **City** and **Registration No.**, the Master ID's **Security Question**, **Secret Answer** and **4-Digit Master PIN**, the watchman's **4-digit Gate PIN** and, if you have one, the **Activation key** (without it the 7-day trial starts). Click **Create Society Workspace**: the Master ID is signed in and the **Emergency Recovery Key** is shown once.
3. The workspace starts empty: no sample flats, bills or bank accounts. In **Settings** → **Flat profiles** click  **Bulk-Generate a Wing / Tower**, enter the **Tower / Building**, **Wing**, the floors and **Flats per floor**, click **Generate flats**, type each flat's **Owner name** and **Registered mobile**, and click **Save flats**.
4. On a new device, committee members type the **Society Code / Workspace** shown after registration, then sign in.
5. Committee members use the **Committee Member Login** tab: enter your **Registered Mobile Number**, choose your **Security Question**, type the **Secret Answer** (capitals and spaces do not matter) and your **4-Digit PIN**, then click **Sign in**.
6. The Chief Admin uses the **Master ID (Chief Admin)** tab: **Master ID** (MASTER-ADMIN), **Security Question**, **Secret Answer** and the **4-Digit Master PIN**.
7. Forgot the Master credentials? On the Master tab click **Forgot Master Credentials? Reset via Recovery Key**, enter the **Emergency Recovery Key** and set a new question, answer and PIN with **Reset Master Credentials**. A committee member who forgot a PIN asks the Master ID to reset it.
8. Once signed in, the yellow banner offers **Install Admin App**: tap it (or follow the 2-step guide it shows) to put **SocietyKosh Admin** on your home screen. **Not now** hides it for this session.
9. The tab strip under the header opens every module: **Dashboard**, **Verification Queue**, **Billing**, **Expenses**, **Campaigns**, **Helpdesk**, **Notices**, **Vehicles**, **Amenities**, **Gate Log**, **Governance & Audits**, **Staff & Operations**, **Contributor Honor Roll**, **Resident Access** and **Settings**.
10. Click  **User Guide / How-To?** in the header whenever you need this guide again.

 **Tip** The  **Emergency Recovery Key** is shown once at the Master's first sign-in: use **↓ Download Recovery Kit (.txt)** and keep it offline.

Treasurer Dashboard

Sign In to Your Society | [Register New Society](#)

First-Time Society Setup
Create your society's private workspace. It starts empty: you add your own towers, flats, bank account and billing rates.

1. Your society

Society full name
Palm Grove Co-operative Housing Society Ltd.

City
Pune

Registration No. (optional)
PNA/HSG/(TC)/234/2019

2. Master ID (MASTER ADMIN)
The Chief Admin signs in with Master ID MASTER-ADMIN, this security question and answer, and this 4-digit Master PIN.

Master ID
MASTER-ADMIN

Security Question
What was the name of your first school?

Secret Answer

Capital letters and extra spaces do not matter.

4-Digit Master PIN

Confirm Master PIN

3. Watchman gate PIN

4-digit Gate PIN

The watchman types this on the gate tablet.

4. Activation key (optional)
SK-...

Paste your SocietyKosh activation key, or leave it empty to start the 7-day free trial.

[Create Society Workspace](#)

Demo / Test Quick-Fill Credentials

Register New Society: the First-Time Society Setup.

Add / Manage Towers, Wings & Flats

Generate a whole wing or tower at once, then type each flat's owner and registered mobile. Edit any flat later with its Edit button.

Tower / Building
Palm A

Wing
A

Type
2 BHK

From floor
1

To floor
2

Flats per floor
2

Carpet area (sq ft)
650

[Generate flats](#)

4 flats: 101 to 202

A-#	OWNER NAME	REGISTERED MOBILE
101	Meera Kulkarni	9822012101
102	Arjun Desai	9822012102
201	Farah Shaikh	9822012201
202	Joseph D'Souza	9822012202

[Download as Excel template](#) [Save 4 flats](#)

Bulk-Generate a Wing / Tower: whole floors of flats at once.

SocietyKosh
Treasurer Dashboard

Treasurer Dashboard
Gokuldharm Co-operative Housing Society

Committee Member Login | **Master ID (Chief Admin)**

Master ID
MASTER-ADMIN

Security Question
What was the name of your first school?

Secret Answer

Capital letters and extra spaces do not matter.

4-Digit Master PIN
• • • •

Sign in

Forgot Master Credentials? Reset via Recovery Key

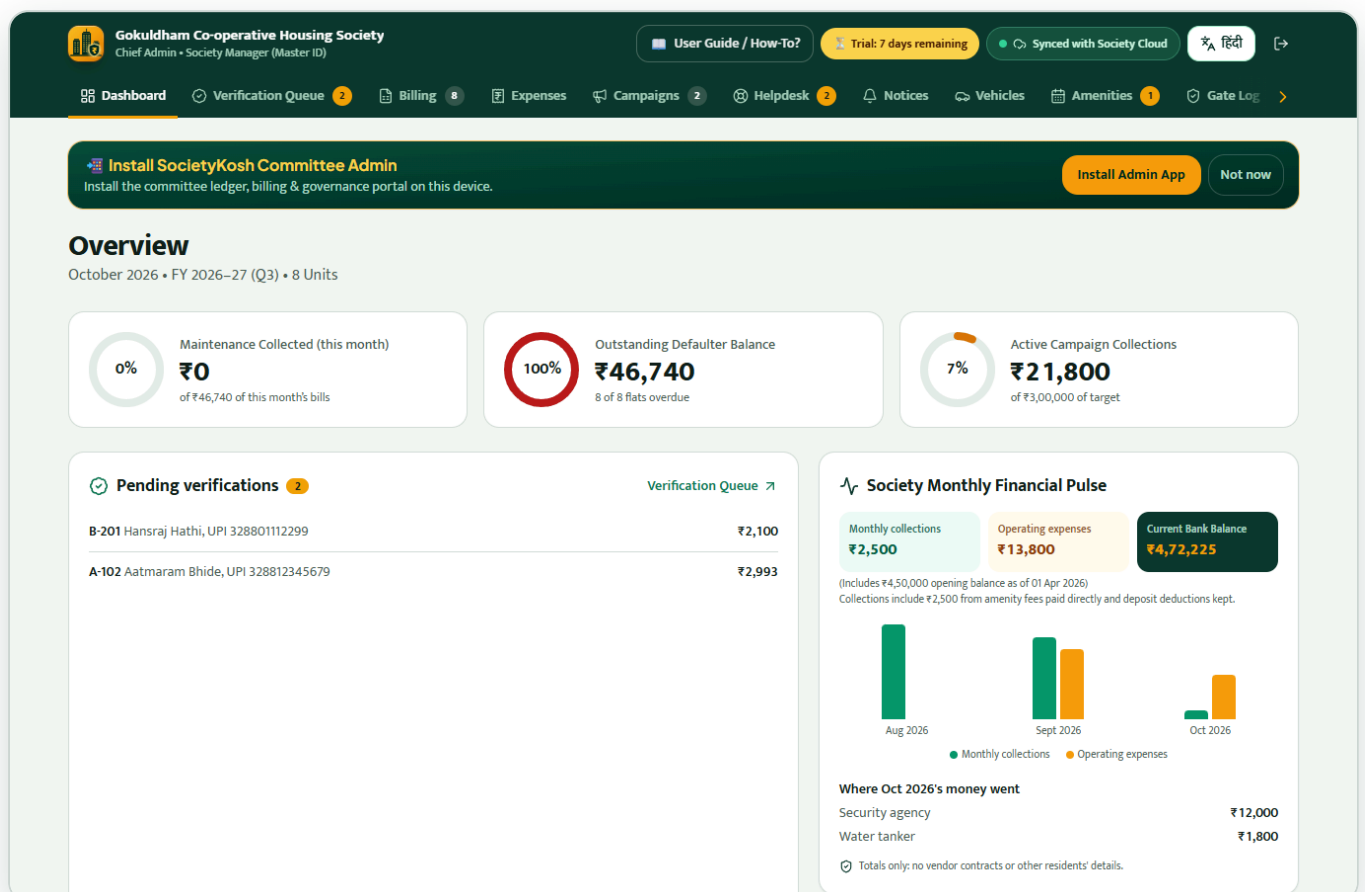
Demo / Test Quick-Fill Credentials

Sample accounts seeded in development, test and demo setups. Tap one to fill the form.

Chief Admin • MASTER-ADMIN
PIN 9999 • St Xavier • Recovery SK-MSTR-2026-9F4A-7C2E **Fill**

Jethalal Gada • Treasurer

The Master ID (Chief Admin) sign-in tab with its three secrets.



The Dashboard with the KPI row, the tab strip and the install banner.

Chapter 2 of 13

2. Statutory maintenance billing & default monthly rates

 /admin/billing · /admin/settings → Default Monthly Billing Rates

Bills follow the MCS bye-laws: service and water charges shared by flats, sinking and repair funds per sq ft, property and NA taxes, parking, a non-occupancy charge capped at 10% and simple late interest capped at 21% p.a.

Where to click and where to go

1. Click the **Billing** tab. In **Generate Monthly Invoices** pick the **Billing month** and **Billing mode** (**Statutory Hybrid**, **Pure Sq. Ft.** or **Fixed Lump-Sum**).
2. Fill **Monthly service charges (total)**, **Monthly water charges (total)**, **Sinking fund rate (₹/sq ft)**, **Repair fund rate (₹/sq ft)**, **Property tax rate (₹/sq ft)** and **NA tax / lease rent (₹/sq ft)**, then the add-ons **2-wheeler parking fee**, **4-wheeler parking fee**, **Non-occupancy % (max 10%)** and **Late interest (% p.a., max 21%)**.
3. Check the **Live preview** and **Every flat this month**, then click **Generate invoices for {month}**. Each flat sees its itemized bill instantly.
4. Save the society's defaults once in **Settings** → **Default Monthly Billing Rates & Statutory Rules** (parking fees, **Sinking Fund Statutory Rate**, **Repair & Maintenance Fund Rate**, **Non-Occupancy Charges (%)**, **Late Payment Simple Interest (% p.a.)**, **Due Date Grace Period (Days)**) with **Save Billing Rates**.
5. Below the generator, the defaulter list filters by tower and wing; use **Send reminder** (WhatsApp), **Export Defaulter Notice (PDF)** or **Export Complete Ledger (CSV)**.  **Broadcast billing notice** prepares the month's WhatsApp announcement.
6. Bills with amenity charges open with **View bill** → **Bill PDF**. Bills can also be imported with **Import invoices via spreadsheet (.xlsx / .csv)**.

 **Tip** The server refuses any formula above the statutory caps (**10%** non-occupancy, **21% p.a.** interest).

Gokuldham Co-operative Housing Society
 Chief Admin • Society Manager (Master ID)

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Billing

[Import invoices via spreadsheet \(.xlsx / .csv\)](#)

Generate Monthly Invoices

Billing month

October 2026

Billing mode

Statutory Hybrid

Equal-share service and water charges, plus sinking fund, repair fund and taxes per sq ft of carpet area.

Equal-share heads, divided across 8 flats

Monthly service charges (total) 12000 ₹1,500.00 per flat

Monthly water charges (total) 2400 ₹300.00 per flat

Area-based rates, per sq ft of carpet area

Sinking fund rate (₹/sq ft) 0.5

Repair fund rate (₹/sq ft) 1.5

Property tax rate (₹/sq ft) 0.6

NA tax / lease rent (₹/sq ft) 0.05

Construction cost (₹/sq ft, optional) 2400

Statutory minimum: ₹0.5 sinking, ₹1.5 repair per sq ft

Parking, non-occupancy and interest

2-wheeler parking fee **4-wheeler parking fee**

Live preview

Monthly bill for typical flats, before arrears and late interest.

HEAD	1BHK 450 sq ft	2BHK 700 sq ft	3BHK 1050 sq ft
Service charges	₹1,500.00	₹1,500.00	₹1,500.00
Water charges	₹300.00	₹300.00	₹300.00
Sinking fund	₹225.00	₹350.00	₹525.00
Repair & maintenance fund	₹675.00	₹1,050.00	₹1,575.00
Property tax	₹270.00	₹420.00	₹630.00
NA tax / lease rent	₹22.50	₹35.00	₹52.50
Parking	₹100.00 1× 2-wheeler	₹300.00 1× 4-wheeler	₹400.00 1× 2-wheeler + 1× 4-wheeler
Total, owner-occupied	₹3,092.50	₹3,955.00	₹4,982.50
Non-occupancy charges	₹150.00	₹150.00	₹150.00
Total, if rented out	₹3,242.50	₹4,105.00	₹5,132.50

Current charges for all 8 flats this month: ₹33,462.50

Every flat this month

From each flat's profile: carpet area, occupancy and parking. Before arrears and late interest.

FLAT	BHK TYPE	CARPET SQ FT	OCCUPANCY	PARKING	THIS MONTH'S CHARGES	ARREARS + INTEREST	TOTAL PAYABLE
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Generate Monthly Invoices with the statutory heads and the live preview.

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Default Monthly Billing Rates & Statutory Rules

Every new monthly bill starts from these rates./admin/billing shows and uses the same values, and each change is recorded in the [Change Log](#).

4-Wheeler Parking Fee (₹ / slot / month)

300

2-Wheeler Parking Fee (₹ / slot / month)

100

Sinking Fund Statutory Rate (₹ / sq ft / month)

0.5

Statutory minimum ₹0.5 / sq ft

Repair & Maintenance Fund Rate (₹ / sq ft / month)

1.5

Statutory minimum ₹1.5 / sq ft

Non-Occupancy Charges (%)

10

Statutory cap: 10% of service charges

Late Payment Simple Interest (% p.a.)

18

Statutory cap: 21% p.a. simple interest

Due Date Grace Period (Days)

10

Bills fall due on this day of the month; late interest starts after it (1 to 28).

[Save Billing Rates](#)

Gate Security Terminal & Watchman Access

The watchman signs in at /gate with a 4-digit gate PIN; that terminal can ring flats, check guest passes and log entries, and nothing else. Every change here is recorded in the [Change Log](#).

[Open Gate Terminal](#)

0 flats receive push alerts

Gate Terminal Label

Ring Timeout (seconds)

Settings → Default Monthly Billing Rates & Statutory Rules.

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3. Payment Verification Queue & bank auto-reconciliation

[/admin/verify](#) · [/admin/reconciliation](#)

Every UPI or bank payment a resident submits waits here with its UTR, the UPI app used and the screenshot, until the treasurer verifies it and the receipt is issued.

Where to click and where to go

1. Click **Verification Queue**. Each row shows the **Flat**, **Donor**, **For**, **Method**, the **UTR / Reference No.** and **Amount**.
2. Under the method, the UPI app badge reads **UPI (Google Pay)**, **UPI (PhonePe)**, **UPI (Paytm)**, **UPI (Amazon Pay)**, **UPI (BHIM)** or **UPI (other app)**.
3. Click the **screenshot thumbnail** to open it full screen, compare the **12-digit UTR**, then click **Verify & Issue Receipt** (or **Reject** with a reason the resident sees).
4. To clear many at once, click **Bank Reconciliation**, drop the bank statement (**.xlsx**, **.csv**, **.xls** or **text-based .pdf**) or try **Load sample statement**.
5. Read **{n} Perfect Matches Found** and **{n} Discrepancies**, filter with **Exact match**, **Amount mismatch** and the other chips, then click ✓ **1-Click Approve All {n} Matched Payments** and **Download receipts (PDF)**.

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Verification Queue

3 pending verifications

[Bank Reconciliation](#)

SCREENSHOT	FLAT	DONOR	FOR	METHOD	UTR / REFERENCE NO.	AMOUNT	ACTIONS
	A-102	Aatmaram Bhide 2 Oct 2026, 2:30 pm	Maintenance Fees, Oct 2026	UPI UPI (PhonePe)	328812345679	₹2,992.50	Verify & Issue Receipt Reject
	B-201	Hansraj Hathi 9 Oct 2026, 3:30 pm	Diwali & Annadanam Bhandara 2026	UPI UPI (Google Pay)	328801112299	₹2,100.00	Verify & Issue Receipt Reject
	A-301	Tarak Mehta 23 Oct 2026, 4:56 pm	Maintenance Fees, Oct 2026	UPI UPI (Google Pay)	326540300301	₹4,432.00	Verify & Issue Receipt Reject

Recently processed

DATE	FLAT	DONOR	FOR	AMOUNT	STATUS	RECEIPT
2026-10-08	A-301	Tarak Mehta	Diwali & Annadanam Bhandara 2026	20 KG Basmati Rice	Verified	-
2026-10-07	B-402	Dr. Hansraj Hathi Jr.	Diwali & Annadanam Bhandara 2026	20 UNITS Marigold Garlands	Verified	-
2026-10-07	A-102	Aatmaram Bhide	Society Welfare & Corpus Fund	₹2,500	Verified	DON-0005
2026-10-06	B-202	Popatlal Pandey	Diwali & Annadanam Bhandara 2026	10 LITERS Cooking Oil	Verified	-
2026-10-06	B-402	Dr. Hansraj Hathi Jr.	Diwali & Annadanam Bhandara 2026	₹11,000	Verified	DON-0003
2026-10-06	A-302	Krishnan Iyer	Diwali & Annadanam Bhandara 2026	₹1,100	Verified	DON-0004
2026-10-05	A-302	Krishnan Iyer	Diwali & Annadanam Bhandara 2026	5 LITERS Pure Cow Ghee	Verified	-

The Verification Queue with UPI app badges, UTRs and screenshots.

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4. Expense vouchers, opening bank balance & the void audit trail

[/admin/expenses](#) · [/admin/settings](#) → Banking

Every rupee spent is a voucher with its bill photo, in the operations ledger or a campaign's own ledger. A wrong voucher is voided with a reason, never deleted.

Where to click and where to go

1. Set the passbook figure once in **Settings** → **Banking: Opening Bank Balance (₹)** and **As of Date** (and, if needed, **Include Festival & Campaign Funds in Primary Bank Balance**).
2. Click **Expenses**, then **Record expense**. Choose **General Society Operations** or **Festival / Special Campaign Drive**, then the **Category**, **Vendor / payee**, **Amount (₹)**, **Date**, **Paid by** and **Cheque / UTR / invoice no.**
3. Attach the **Voucher / bill photo** and click **Save voucher**.
4. Filter by month, ledger and category; export with **Export Excel** or **Export PDF**.
5. To cancel a voucher, click **Void / Cancel**, enter the **Cancellation Reason** (or tap a preset) and **Void voucher**: the row stays struck through with a **VOIDED** badge, outside every total.

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Expense voucher ledger

Record every payment the society makes, with the bill photo. Campaign expenses appear on the drive's balance sheet for residents.

Month
 Oct 2026

Ledger
 All ledgers

Category
 All categories

Operating: ₹13,800.00
 Campaign: ₹18,000.00
 (Gross: ₹31,800.00 • 5 active)

Export Monthly Expense Ledger:
 [Export Excel](#)
[Export PDF](#)

DATE	LEDGER	CATEGORY	VENDOR / PAYEE	PAID BY	AMOUNT	VOUCHER	RECORDED BY	ACTIONS
08 Oct 2026	Diwali & Annadanam Bhandara 2026	Sound, tent & lighting	Roshni Tent & Light House Stage lights and serial lamps for the cultural evening	Cash	₹2,500.00		Treasurer	Void / Cancel
07 Oct 2026	Diwali & Annadanam Bhandara 2026	Catering & bhandara	Chitale Mithai Bhandar Diwali sweet boxes for society staff	UPI 428911223344	₹3,500.00		Treasurer	Void / Cancel
05 Oct 2026	Diwali & Annadanam Bhandara 2026	Catering & bhandara	Shree Annapurna Caterers Advance for the Annadanam bhandara mahaprasad (500 plates)	NEFT / RTGS SBIN526290112233	₹12,000.00		Treasurer	Void / Cancel
05 Oct 2026	General Society Operations	Security agency	Shivneri Security Services Two guards, day and night shifts	NEFT / RTGS SEC/2026-10	₹12,000.00		Treasurer	Void / Cancel
03 Oct 2026	General Society Operations	Water tanker	Goregaon Water Suppliers Two tankers during the pipeline repair	Cash	₹1,800.00		Treasurer	Void / Cancel

Society Monthly Financial Pulse

Monthly collections
₹2,500

Operating expenses
₹13,800

Current Bank Balance
₹4,72,225

The expense ledger with voucher thumbnails, filters and exports.

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5. Festival drives & campaigns

 /admin/campaigns · /admin/honor-roll

Drives collect voluntary contributions and in-kind pledges (Annadaan ingredients), routed to the primary account or a campaign's own bank account.

Where to click and where to go

1. Click **Campaigns**, then **Create New Campaign**.
2. Enter the **Title**, **Description**, **Category** (Festival Drive, Event, Spiritual Ceremony, Calamity Relief, Food Bhandara, Society Corpus, Welfare...), **Target budget (₹)**, **Start date** and **End date**.
3. Choose the **Destination bank account / UPI**: the **Primary Society Account** or a secondary account (for example the Cultural & Festival Committee). Residents then pay that account's UPI ID.
4. Add **In-kind supplies** with **Add item** for Annadaan pledges, then **Create campaign**.
5. Track the progress bar and contributors on each card, use **Mark completed / Reopen**, and **Export Collection Report (CSV)**. Every contribution is listed in **Contributor Honor Roll** (anonymous donors stay masked).

 **Tip** Contributions are voluntary; the app has no compulsory levy type. Use maintenance billing for statutory charges.

Gokuldharm Co-operative Housing Society
Chief Admin • Society Manager (Master ID)

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Campaigns

Export Collection Report (CSV) + Create New Campaign

Food Bhandara Active Mark completed

Diwali & Annadanam Bhandara 2026
01 Oct 2026 – 15 Nov 2026

₹19,300 of ₹1,00,000 • 19%

Destination bank account / UPI: Gokuldharm Cultural & Festival Committee (gokuldharmcultural@icici)

IN-KIND SUPPLIES

Toor Dal	0/50 kg
Clay Diyas (pack of 12)	0/25 packets
Marigold Garlands	20/60 units
Pure Cow Ghee	5/20 L
Cooking Oil	10/40 L
Basmati Rice	45/100 kg
Sugar	0/30 kg

Society Corpus / Welfare Active Always open Mark completed

Society Welfare & Corpus Fund
01 Apr 2026 – 31 Mar 2027

₹2,500 of ₹2,00,000 • 1%

Destination bank account / UPI: Primary society account (gokuldharmchs@icici)

Festival Drive Completed Reopen

Ganesh Utsav 2026
15 Aug 2026 – 10 Sept 2026

₹64,500 of ₹60,000 • 108%

Destination bank account / UPI: Gokuldharm Cultural & Festival Committee (gokuldharmcultural@icici)

Campaign cards with targets, collections and the destination account.

Create New Campaign

Title: Ganesh Utsav 2027

Description:

Category: Festival Drive Target budget (₹): 50000

Destination bank account / UPI: Primary society account (gokuldharmchs@icici) Start date: 23-10-2026 End date: 23-10-2026

In-kind supplies: + Add item

Cancel Create campaign

Create New Campaign with the destination bank account / UPI.

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6. Helpdesk & the 12-hour SLA tracker

</admin/helpdesk>

Residents raise tickets with a photo from their phone. Urgent tickets open for more than 12 hours are flagged so nothing waits unseen.

Where to click and where to go

1. Click **Helpdesk**. Read the KPIs **Open tickets**, **In progress / assigned**, **Urgent past 12 h SLA** and **Resolved & closed**.
2. A red **{n} urgent past 12 h** pill and the **SLA: {h} h open** badge mark breached tickets. Filter with **All**, **Active**, **Assigned**, **Resolved** and **Closed**.
3. Click **Manage / Update** → on a ticket. **View photo** opens the resident's compressed picture.
4. Set the **Status (Assigned, In progress, Resolved...)**, the **Technician / vendor** and **Mobile**, write **Internal committee notes** (never shown to residents) and the **Resolution summary for the resident**, then **Save ticket**.

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Helpdesk board

Every complaint from residents. Assign a technician, keep internal notes, and tell the resident how it was resolved.

1 urgent past 12 h

OPEN TICKETS 1 **IN PROGRESS / ASSIGNED** 1 **URGENT PAST 12 H SLA** 1 act now **RESOLVED & CLOSED** 2

All 4 Active / open 2 Assigned 0 Resolved 1 Closed 1

Category: All categories Priority: All priorities

TKT-2026-1001 • Plumbing Open
Water leaking from a burst pipe above the kitchen
Urgent Filed 22 Oct 2026 SLA: 18 h open
✓ Filed Assigned Work in progress Resolved
A-101 • Jethalal Gada Manage / Update →

TKT-2026-1002 • Electrical In progress
Corridor light flickering on the 2nd floor
Medium Filed 20 Oct 2026
Assigned to Suresh Patil - Society Electrician
✓ Filed ✓ Assigned ✓ Work in progress Resolved
B-201 • Hansraj Hathi Manage / Update →

TKT-2026-1003 • Lift / Elevator Resolved
Lift A stopped between the 3rd and 4th floor
Urgent Filed 21 Oct 2026
Assigned to Otis Service Engineer
✓ Filed ✓ Assigned ✓ Work in progress Resolved
A-101 • Jethalal Gada Manage / Update →

TKT-2026-1004 • Security Closed
Visitor register not kept at the gate at night
Low Filed 13 Oct 2026
Assigned to Shiveri Security Services

The helpdesk board with SLA badges and filters.

TKT-2026-1001: Water leaking from a burst pipe above the kitchen

A-101 • Jethalal Gada • Plumbing • Urgent

The pipe in the ceiling duct above the kitchen sink burst this morning. Water is dripping steadily; the main valve of the flat is closed for now.

✓ Filed Assigned Work in progress Resolved

Status
Open

Technician / vendor Mobile
e.g. Ramesh - Society Plumber 98200 12345

Internal committee notes

Only the committee sees these; they never reach the resident's phone.

Resolution summary for the resident

Shown to the resident when the ticket is resolved or rejected.

Cancel **Save ticket**

The ticket drawer: status, technician, internal notes and resolution.

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7. Digital notice board & flat-wise read receipts

</admin/notices>

Circulars reach every flat instantly with proof of delivery: each flat's read time is recorded.

Where to click and where to go

1. Click **Notices**, then **Publish circular / notice**.
2. Enter the **Title**, **Category** (AGM / statutory, Maintenance & billing, Water / power cut, Security & rules, Cultural event, General), **Published by**, **Notice text** and **Show until**.
3. Turn on **Pin to top** for statutory notices and optionally **Attach PDF**, then **Publish**.
4. Each notice shows **{pct}% Read**. Click **Delivery & read receipts audit** to see every flat as **READ** (with its time) or **UNREAD**.
5. Export the proof with **PDF** or **Excel**; **View full notice / Download PDF** prints the official notice.

Gokuldharm Co-operative Housing Society
Chief Admin • Society Manager (Master ID)

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3 1 41.7% across 3 live circulars

Pinned Notice AGM / statutory
Notice of the Annual General Meeting 2026
CIR-2026-012 • 17 Oct 2026, 09:00 am • Honorary Secretary

7 / 8 87.5% Read
7 / 8 flats read (87.5%) • 1 unread

Delivery & read receipts audit View full notice / Download PDF

Notice text

Export notice delivery proof: PDF Excel

FLAT	RESIDENT	STATUS	READ AT	DEVICE
Tower 1, A-101	Jethalal Gada	UNREAD	-	-
Tower 1, A-102	Aatmaram Bhide	READ	18 Oct 2026, 09:00 am	Mobile app (PWA)
Tower 1, B-201	Hansraj Hathi	READ	18 Oct 2026, 10:07 am	Mobile browser
Tower 1, B-202	Popatlal Pandey	READ	18 Oct 2026, 11:14 am	Desktop browser
Tower 2, A-301	Taarak Mehta	READ	18 Oct 2026, 12:21 pm (opened 2x)	Desktop browser
Tower 2, A-302	Krishnan Iyer	READ	18 Oct 2026, 01:28 pm	Mobile browser
Tower 2, B-401	Sundar Lal	READ	18 Oct 2026, 02:35 pm	Desktop browser
Tower 2, B-402	Dr. Hansraj Hathi Jr.	READ	18 Oct 2026, 03:42 pm	Mobile app (PWA)

A pinned notice with its read-receipt audit.

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8. Vehicle & sticker registry

</admin/vehicles>

One registry of every resident vehicle, its parking slot and sticker, searchable by the last 4 digits of the plate.

Where to click and where to go

1. Click **Vehicles**. Type the **last 4 digits** (for example **4529**) in **Security gate lookup**, or filter with **All, 4-wheelers, 2-wheelers** and **EV**.
2. Click **Add vehicle** (or **Edit** on a row): **Flat, Vehicle type, Registration no., Make, model & colour, Parking slot, Sticker no., Owner** and **Owner mobile**.
3. Turn on **Share mobile with residents for parking alerts** only with the owner's consent, then **Save vehicle**.
4. Export the directory with **Excel** or **CSV**; deactivated vehicles stay on record (**Show deactivated**).

The screenshot shows the 'Vehicle & sticker registry' page in the SocietyKosh app. The top navigation bar includes the Society name 'Gokuldharm Co-operative Housing Society', user role 'Chief Admin • Society Manager (Master ID)', and various utility buttons like 'User Guide / How-To?', 'Trial: 7 days remaining', 'Synced with Society Cloud', and a language selector. The main navigation menu at the top lists: Dashboard, Verification Queue (3), Billing (8), Expenses, Campaigns (2), Helpdesk (2), Notices, Vehicles (selected), Amenities (1), and Gate Log. The page title is 'Vehicle & sticker registry' with a subtitle 'Every registered vehicle with its parking slot and sticker. Export it for the security gate.' and buttons for 'Excel', 'CSV', and '+ Add vehicle'. Below the title are four summary cards: 'TOTAL VEHICLES' (8), '4-WHEELERS' (5), '2-WHEELERS' (3), and 'EVS' (2). The 'Security gate lookup' section features a search bar with '4529' and filter buttons for 'All Vehicles' (8), '4-Wheelers' (5), '2-Wheelers' (3), and 'EV Charging Bays' (2). It shows '1 matching vehicles' with details for a 'White Hyundai Creta' (MH 02 CZ 4529) including its flat, parking slot, sticker number, and owner. Action buttons for 'Blocking', 'Lights on', 'Wrong slot', 'Call owner', and 'WhatsApp alert' are provided. At the bottom, the 'Society vehicle directory' table is visible with columns: FLAT, REGISTRATION NO., MAKE, MODEL & COLOUR, PARKING SLOT, STICKER NO., OWNER, and ACTIONS. A 'Show deactivated' toggle is on the right.

Searching the registry by the last 4 digits.

Chapter 9 of 13

9. Amenity bookings & security deposits

</admin/amenities>

Residents book the Clubhouse & Community Hall, the Terrace Party Deck or Guest Room 1; the committee approves, collects the fee and settles the refundable deposit.

Where to click and where to go

1. Click **Amenities**. The KPIs show **Pending approvals**, **Confirmed bookings**, **Amenity fees on bills** and **Deposits held**.
2. Use **Manage Amenities & Rates** to **Edit Rates & Rules**, **Add New Amenity** or **Deactivate** one.
3. Click **Review** on a pending booking. Under **How is the fee collected?** choose **Add to next maintenance bill** or **Mark paid via UPI / cash**, then **Approve booking** (or **Reject booking** with remarks).
4. A resident's own UPI payment for the fee appears with **Verify UPI payment** → **Verify & mark paid** (or **Reject proof**).
5. After the event click **Settle deposit: Full refund** or **Deduct a damage / cleaning fee and refund the balance**, then **Confirm settlement**.

Gokuldharm Co-operative Housing Society
Chief Admin • Society Manager (Master ID)

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Dashboard Verification Queue 3 Billing 8 Expenses Campaigns 2 Helpdesk 3 Notices Vehicles Amenities 1 Gate Log

Amenity bookings

Approve or reject requests, see each amenity's calendar, and settle security deposits after the event.

Manage Amenities & Rates Add New Amenity

PENDING APPROVALS
1
 awaiting the committee

CONFIRMED BOOKINGS
2
 1 upcoming

AMENITY FEES ON BILLS
₹1,500
 1 billed • 0 queued

DEPOSITS HELD
₹10,000
 2 bookings • 1 to settle

Pending 1 Confirmed 1 Past / completed 1 1 deposits to settle

DATE	AMENITY	FLAT	EVENT / PURPOSE	FEE + DEPOSIT	STATUS	ACTIONS
01 Nov 2026 Evening, 4 PM to 10 PM	Terrace Party Deck BKG-2026-041	A-101 Jethalal Gada 9820101101	Griha Pravesh get-together	₹1,000 + ₹3,000	Pending approval	Review

Clubhouse & Community Hall
Guest Room 1
Terrace Party Deck

Bookings on 28 Oct 2026
 Evening, 4 PM to 10 PM
 B-201 • Hansraj Hathi • Birthday celebration
 Confirmed

October 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11

Bookings, the calendar and the deposit KPIs.

Chapter 10 of 13

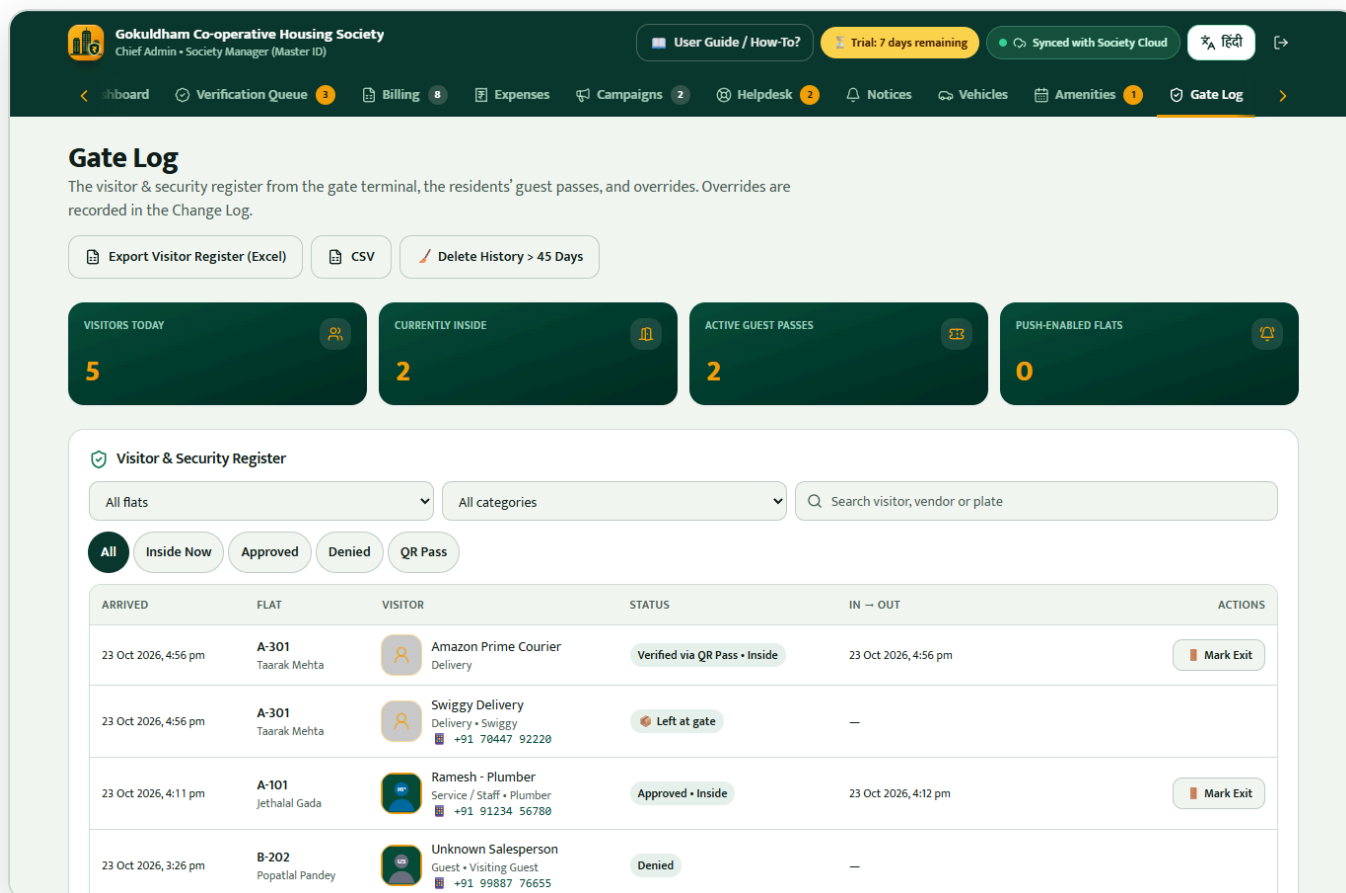
10. Gate visitor register & 45-day cleanup

</admin/gate>

Every visitor the gate rang in, with photo, 10-digit mobile, decision and timings, plus today's guest passes.

Where to click and where to go

1. Click **Gate Log**. Read **Visitors Today**, **Currently Inside**, **Active Guest Passes** and **Push-Enabled Flats**.
2. Filter by flat and category or search **visitor, vendor or plate**; the chips show **Inside Now**, **Approved**, **Denied** and **QR Pass** entries.
3. Click  **Mark Exit** when a visitor leaves; revoke a guest pass with **Revoke Pass**.
4. Export with **Export Visitor Register (Excel)** or **CSV**, and keep the register lean with  **Delete History > 45 Days**.



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Dashboard Verification Queue (3) Billing (8) Expenses Campaigns (2) Helpdesk (2) Notices Vehicles Amenities (1) Gate Log

Gate Log

The visitor & security register from the gate terminal, the residents' guest passes, and overrides. Overrides are recorded in the Change Log.

Export Visitor Register (Excel) CSV Delete History > 45 Days

VISITORS TODAY
5

CURRENTLY INSIDE
2

ACTIVE GUEST PASSES
2

PUSH-ENABLED FLATS
0

Visitor & Security Register

All flats All categories Search visitor, vendor or plate

All Inside Now Approved Denied QR Pass

ARRIVED	FLAT	VISITOR	STATUS	IN — OUT	ACTIONS
23 Oct 2026, 4:56 pm	A-301 Taarak Mehta	 Amazon Prime Courier Delivery	Verified via QR Pass • Inside	23 Oct 2026, 4:56 pm	 Mark Exit
23 Oct 2026, 4:56 pm	A-301 Taarak Mehta	 Swiggy Delivery Delivery • Swiggy +91 78447 92220	Left at gate	—	
23 Oct 2026, 4:11 pm	A-101 Jethalal Gada	 Ramesh - Plumber Service / Staff • Plumber +91 91234 56780	Approved • Inside	23 Oct 2026, 4:12 pm	 Mark Exit
23 Oct 2026, 3:26 pm	B-202 Popatlal Pandey	 Unknown Salesperson Guest • Visiting Guest +91 99887 76655	Denied	—	

The visitor register with photos, decisions and exports.

Chapter 11 of 13

11. Governance: AGM polls, AMC tracker, Form I / J registers & move NOCs

 /admin/governance (views: polls, amc, registers, noc)

Statutory governance in one place: tamper-evident digital voting, vendor contracts with renewal reminders, the MCS share registers and move-in / move-out clearances.

Where to click and where to go

1.  **AGM & Voting Polls:** click  **New Resolution / Poll**, fill the title, description, **Quorum (% of member flats)** and options, tick **Owners only (statutory resolution)** for  **Owner-Only** votes (others are  **Owners & Tenants**), then **Open Poll**.
2. Watch the **Quorum** meter and the ✓ **Ballot chain verified** SHA-256 receipt chain; click **Close Voting**, then **↓ Export Signed Resolution PDF**.
3.  **Vendor & AMC Tracker:**  **Add AMC Contract**; pills read **Expired {n} days ago** (red) or **Renewal due in {n} days** (amber). Use  **Log Service Visit**,  **Renew / Edit Contract** (with **Renew for 1 more year**),  **Sync .ics Calendar** and  **Export All AMC Renewals (.ics)**.
4.  **Form I & Form J Registers:**  **Edit Form I Record** (folio, certificate, nominee), view the Form J member list, and export with **↓ Export Form I Register (PDF)**, **↓ Export Form I (Excel / CSV)** and the Form J equivalents.
5.  **Move NOC & Truck Passes:** review flat requests, issue one with **Issue NOC & Truck Pass**, or despite dues with an **Override reason (Issue with Committee Override)**, correct it with  **Edit** or **Revoke** it.

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Governance & Audits

AGM resolutions with tamper-evident ballots, vendor AMC renewals and the statutory Form I & Form J registers, all in one place.

ACTIVE VOTING POLLS
1
Open for votes now

AMC RENEWALS DUE ≤ 30D
2
Expired or renewing soon

ACTIVE AMC ANNUAL VALUE
₹5,80,000
Per year, unexpired contracts

FORM I & J CERTIFICATES ISSUED
8
Share certificates on record

AGM & Voting Polls Vendor & AMC Tracker Form I & Form J Registers Move NOC & Truck Passes

New Resolution / Poll

RES-AGM-2026-01 AGM Resolution Voting Open Owner-Only
Approve Annual Lift & Solar AMC Budget for FY 2026-27
Proposed by Aatmaram Bhide (A-102) • Seconded by Taarak Mehta (A-301)
Voting closes 2 Nov 2026, 4:56 pm

To approve the annual maintenance budget for the two passenger lifts (comprehensive AMC) and the rooftop solar plant, payable from the sinking and repair funds, as tabled at the Annual General Meeting.

Quorum met Quorum 4/8 flats • 50% of 50% needed

Approve / For 3 votes • 75%

Reject / Against 1 votes • 25%

RES-AGM-2026-02 Community Opinion Closed Owners & Tenants
Approve Exterior Building Repainting Shade (Warm Ivory vs Classic Emerald)
Proposed by Jethalal Gada (A-101) • Seconded by Hansraj Hathi (B-201)
Voting closed 18 Oct 2026, 4:56 pm

Opinion of all residents, owners and tenants alike, on the exterior shade for the repainting of both towers before Diwali.

Quorum met Quorum 7/8 flats • 87.5% of 50% needed

Warm Ivory 5 votes • 71.4%

Classic Emerald 2 votes • 28.6%

AGM & Voting Polls with the quorum meter and the ballot chain.

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Governance & Audits

AGM resolutions with tamper-evident ballots, vendor AMC renewals and the statutory Form I & Form J registers, all in one place.

ACTIVE VOTING POLLS
1
Open for votes now

AMC RENEWALS DUE ≤ 30D
2
Expired or renewing soon

ACTIVE AMC ANNUAL VALUE
₹5,80,000
Per year, unexpired contracts

FORM I & J CERTIFICATES ISSUED
8
Share certificates on record

AGM & Voting Polls Vendor & AMC Tracker Form I & Form J Registers Move NOC & Truck Passes

Add AMC Contract Export All AMC Renewals (.ics)

AMC-2026-004
Cummins Power DG Set Service
DG Generator
Expired 5 days ago
125 kVA DG set — common area and lift backup
Annual cost (₹) **₹36,000/yr** Payment frequency **Half-yearly**
Start date / End date **19 Oct 2025 → 18 Oct 2026**
Contact person **Imran Shaikh 9820099001**
4 / 4 visits completed 100%
Last service 13 Sept 2026

AMC-2026-001
Otis Elevator Company (India) Ltd
Lift / Elevator
Renewal due in 14 days
2 Passenger Lifts — Tower 1 & Tower 2 Comprehensive AMC
Annual cost (₹) **₹72,000/yr** Payment frequency **Annual**
Start date / End date **7 Nov 2025 → 6 Nov 2026**
Contact person **Rakesh Kulkarni 9820011223**
10 / 12 visits completed 83%
Last service 3 Oct 2026 • Next visit due 2 Nov 2026

AMC-2026-003
Kirloskar Brothers Pumps
Water Pumps
Active • 120 days left
Overhead and underground tank transfer pumps (3 units)
Annual cost (₹) **₹28,000/yr** Payment frequency **Quarterly**
Start date / End date **21 Feb 2026 → 20 Feb 2027**
Contact person **Maresh Joshi 9820077889**
2 / 4 visits completed 50%
Last service 8 Sept 2026 • Next visit due 8 Dec 2026

The Vendor & AMC Tracker with renewal pills.

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Governance & Audits

AGM resolutions with tamper-evident ballots, vendor AMC renewals and the statutory Form I & Form J registers, all in one place.

ACTIVE VOTING POLLS
1
 Open for votes now

AMC RENEWALS DUE ≤ 30D
2
 Expired or renewing soon

ACTIVE AMC ANNUAL VALUE
₹5,80,000
 Per year, unexpired contracts

FORM I & J CERTIFICATES ISSUED
8
 Share certificates on record

[AGM & Voting Polls](#)
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[Form I & Form J Registers](#)
[Move NOC & Truck Passes](#)

Form "I" — Register of Members (MCS Rule 32)

Every member's folio, share certificate, distinctive share numbers, share capital and nomination, as the Maharashtra Co-operative Societies Rules require.

[Export Form I Register \(PDF\)](#)
[Export Form I \(Excel / CSV\)](#)
[CSV](#)

FOLIO NO.	FLAT	PRIMARY MEMBER	ASSOCIATE MEMBER	ADMISSION DATE	SHARE CERTIFICATE NO.	DISTINCTIVE SHARES	SHARE CAPITAL PAID	NOMINEE (RELATION)	OCCUPANCY	
FOL-001	A-101	Jethalal Gada	Daya Jethalal Gada	15 Apr 2021	SC-2026-001	1 to 5	₹250	Tipendra Jethalal Gada (Son)	Self-Occupied	Edit Form I Record
FOL-002	A-102	Aatmaram Bhide	Madhavi Aatmaram Bhide	15 Apr 2021	SC-2026-002	6 to 10	₹250	Sonalika Aatmaram Bhide (Daughter)	Self-Occupied	Edit Form I Record
FOL-003	B-201	Hansraj Hathi	Komal Hansraj Hathi	2 May 2021	SC-2026-003	11 to 15	₹250	Gulli Hansraj Hathi (Son)	Self-Occupied	Edit Form I Record
FOL-004	B-202	Roshan Singh	Roshan Kaur Sodhi	10 Jun 2021	SC-2026-004	16 to 20	₹250	Gurucharan Singh Sodhi	Sub-let / Tenant	Edit Form I Record

Form I & Form J registers with exports.

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Governance & Audits

AGM resolutions with tamper-evident ballots, vendor AMC renewals and the statutory Form I & Form J registers, all in one place.

ACTIVE VOTING POLLS
1
 Open for votes now

AMC RENEWALS DUE ≤ 30D
2
 Expired or renewing soon

ACTIVE AMC ANNUAL VALUE
₹5,80,000
 Per year, unexpired contracts

FORM I & J CERTIFICATES ISSUED
8
 Share certificates on record

[AGM & Voting Polls](#)
[Vendor & AMC Tracker](#)
[Form I & Form J Registers](#)
[Move NOC & Truck Passes](#)

Issue a Move NOC & Truck Pass

Zero dues clears a move-out at once. A clearance despite dues needs the committee's recorded reason, and is logged as an override.

Flat
 A-101 • Jethalal Gada

Move type
 Move-Out

Shifting from
 23-10-2026

Shifting to
 24-10-2026

Packers & movers agency

Truck registration no.

⚠️ Outstanding dues ₹4,426.00: a clearance needs a committee override with its reason.

Override reason (recorded in the Change Log)
 Dues settled by cheque no. 001234, to be entered

[Issue with Committee Override](#)

Move NOC & Truck Passes with committee overrides.

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12. Staff & Operations: daily staff, parcels, SOS, emergency directory & 🧹 Clear the Bay

📌 /admin/operations (views: staff, parcels, sos, clearbay, directory)

The society's daily operations: who works for which flat, parcels left at the gate, emergency alerts, the helpline directory and lobby clutter alerts.

Where to click and where to go

1. 👤 **Daily Staff Registry: Register a helper** with **Name, 10-digit mobile, Role, 4-digit check-in passcode, Assigned flats** and an optional photo, then **Register Staff**. Rows show who is inside right now; **Edit** and **Deactivate** keep the history.
2. 📦 **Gate Parcel Ledger**: set the **Shelves** with **Save Shelves**; pending parcels show their shelf, and **Mark Collected** closes one by hand.
3. 🚨 **SOS Emergency Log**: click 🔔 **Enable SOS Alerts on This Device**. An SOS shows the crimson 🚨 **EMERGENCY SOS** banner on every admin page; **Resolve** it with a note once handled.
4. 📞 **Emergency Directory**: + **Add Contact**, ➡ **Edit**, 📌 **Pin / Unpin**, reorder with the arrows, and 📌 **Load / Refresh City Utility Presets** for your city.
5. 🧹 **Clear the Bay**: pick flats (**Select All Flats, Tower 1 Only, Tower 2 Only**, search, or tap tiles like **A-101** and **A-301**), a reason chip (👢 **Shoe Rack / Footwear**, 🚲 **Bicycle / Stroller**, 📦 **Cartons / Items**, 🌿 **Passage Obstruction**, 🧹 **General Lobby Clearance**), edit the note and click 🔔 **Trigger 60s "Clear the Bay" Alert**. The tracker shows 🔔 **Ringling • Ns left**, then ✓ **Acknowledged at ...**; **Cancel / Resolve** closes one.



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[Staff & Operations](#)

Staff & Society Operations

Domestic staff and their gate attendance, parcels kept at the gate, and every emergency SOS with the guard's response time.

REGISTERED STAFF
3

STAFF INSIDE NOW
1

PARCELS AT GATE
2

ACTIVE SOS ALERTS
0

[Daily Staff Registry](#)
[Gate Parcel Ledger](#)
[SOS Emergency Log](#)
[Clear the Bay](#)
[Emergency Directory](#)

Parcel shelves / racks at the gate

The guard picks one when storing a "Leave at Gate" parcel. Default: Shelf A-1, Shelf A-2, Shelf B-1, Shelf B-2, Table Drop.

Shelves (comma-separated)

Shelf A-1, Shelf A-2, Shelf B-1, Shelf B-2, Table Drop

Save Shelves

Gate parcel ledger

FLAT	VENDOR	SHELF	DROPPED	COLLECTED	STATUS		
A-301	Swiggy	Shelf A-2	23 Oct 2026, 4:56 pm	—	Awaiting pickup	Shelf A-2	Mark Collected
A-301	Amazon	Shelf B-2	23 Oct 2026, 2:56 pm	—	Awaiting pickup	Shelf B-2	Mark Collected

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Staff & Operations

Staff & Society Operations

Domestic staff and their gate attendance, parcels kept at the gate, and every emergency SOS with the guard's response time.

REGISTERED STAFF

3

STAFF INSIDE NOW

1

PARCELS AT GATE

2

ACTIVE SOS ALERTS

0

Daily Staff Registry

Gate Parcel Ledger

SOS Emergency Log

Clear the Bay

Emergency Directory

TOTAL ACTIVE CONTACTS

9

24x7 EMERGENCY LINES

9

PINNED PRIORITY CONTACTS

6

LOCAL MEDICAL & UTILITIES

3

City / location

Directory contacts

Mumbai / Mira-Bhayandar / Thane

Load / Refresh City Utility Presets

All-in-One National Emergency Helpline (Police, Fire, Ambulance)

112 • National Emergency Helpline • Emergency Response Support System • works from any phone

Unpin

Edit

Deactivate

Delete

Fire Brigade (101) & Emergency Ambulance (108)

101 / 108 • National Emergency Helpline • Fire & rescue (101) • free ambulance (108)

Unpin

Edit

Deactivate

Delete

Local Police Control & Beat Marshal

Unpin

Edit

Deactivate

Delete

+Add Emergency / Utility Contact

Every change is logged field by field in the Change Log. Presets can be edited too (a local station's number may change).

Organisation / name

Category

Hospitals & Ambulance

Primary phone (e.g. 112, 02228101234)

Alternate phone (optional)

Location / notes

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 Clear the Bay: flats, reason chips and the live tracker.

Chapter 13 of 13

13. Settings, Master ID controls, Change Log, Society Vault & the admin data purge

 /admin/settings

The society's configuration and the Master ID's exclusive controls. Every change anyone makes is recorded in the Change Log.

Where to click and where to go

1. Edit **Society profile & structure** (name, registration number, address, bill due day, towers) and click **Save settings**.
2. In **Banking & payment channels** maintain the primary account (bank, A/C, IFSC, branch, **UPI ID**) and extra accounts with **Add account**, then **Save bank accounts**.
3. In **Gate Security Terminal & Watchman Access** set the **Gate Terminal Label**, **Ring Timeout** and a new **4-Digit Gate PIN**, then **Save Gate Settings**.
4. In  **WhatsApp Resident Onboarding Hub** tap  **Share Onboarding Link on WhatsApp** to send the society's private `/join?invite=sk_...` link to the residents' WhatsApp group (or  **Copy Link**).  **Rotate / Regenerate WhatsApp Invite Link** replaces it at once if an old link went to the wrong people; residents already signed in stay signed in. Open the  **Gate Terminal Link** once on the watchman's tablet to bind it to the society.
5. **Master ID only** —  **Committee Members Master Data:**  **Add Committee Member**,  **Edit Details**,  **Reset Credentials**,  **Remove Member**, and **Regenerate / View Recovery Key** /  **Rotate Emergency Recovery Key**.
6. Click  **Change Log** to audit every **old** → **new** value with who changed it, filter by category or member, and **Export PDF** / **Export Excel**.
7. **Master ID only** —  **Society Vault:**  **Backup Society Vault** downloads the encrypted **.societykosh** file;  **Restore from Backup** → **Decrypt & Inspect** → type **RESTORE** → **Restore Society Vault**. The licence key is activated from the header badge (**Activate License**).
8. **Master ID only** —  **Master ID Danger Zone:** click  **Purge / Reset Admin Data to Blank Slate**, read what is wiped and what is kept, type **RESET** or **DELETE** in capitals and click  **Confirm Permanent Admin Data Purge**. The Admin Portal starts from a blank slate; residents keep their history, read-only.

 **Tip** Take a  **Backup Society Vault** before a purge: a restore brings every record back.

Gokuldham Co-operative Housing Society
Chief Admin • Society Manager (Master ID)

User Guide / How-To? Trial: 7 days remaining Synced with Society Cloud हिंदी

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Settings

Change Log (3)

Committee Members Master Data (Master ID Exclusive)
Only the approved members listed here can sign in to the committee portal. Removing or suspending a member signs them out everywhere at once.

Add Committee Member Regenerate / View Recovery Key Rotate Emergency Recovery Key

Aatmaram Bhide Honorary Secretary Active	Flat: A-102 Registered Mobile: 9820101103	Security Question: In which city or town were you born?	Edit Details	Reset Credentials	Remove Member
Jethalal Gada Treasurer Active	Flat: A-101 Registered Mobile: 9820101101	Security Question: What was the name of your first school?	Edit Details	Reset Credentials	Remove Member
Taarak Mehta Committee Member Active	Flat: A-301 Registered Mobile: 9820102301	Security Question: What is your favourite childhood food or dish?	Edit Details	Reset Credentials	Remove Member

Society Vault Backup & Disaster Recovery (Master ID Exclusive)
One encrypted file holds the whole society: flats, bills, payments, vouchers, tickets, notices, vehicles, amenities, attachments, committee members and the change log. It is sealed with the Emergency Recovery Key (AES-256-GCM), so it cannot be read without it.

Backup Society Vault Restore from Backup

Master ID Danger Zone — Purge / Reset Admin Testing Data

Settings with the Master ID's exclusive cards.

Palm Grove Co-operative Housing Society Ltd.
Chief Admin • Society Manager (Master ID)

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parking feed each bill.

✓ 4 flats added

WhatsApp Resident Onboarding Hub
Share one link in the residents' WhatsApp group: each resident picks their flat, confirms their registered mobile, sets a private PIN and the app installs in one tap.

YOUR SOCIETY'S PRIVATE WHATSAPP INVITE LINK

https://www.societykosh.com/join?invite=sk_836682955dd58cbc1f76daf886bf77fa3acadece

Society code: PALMGROVE

Share Onboarding Link on WhatsApp Copy Link Rotate / Regenerate WhatsApp Invite Link

Replace the invite link? The old link stops working at once. Residents already signed in stay signed in.

Rotate / Regenerate WhatsApp Invite Link Cancel

Gate Terminal Link
Open this link once on the watchman's tablet: it binds the gate terminal to your society.

https://www.societykosh.com/gate?s=sg_4e3aaad5e474801b9d5939be0d4ac1475cf34572

Copy Gate Link Regenerate Gate Link

Committee Members Master Data (Master ID Exclusive)
Only the approved members listed here can sign in to the committee portal. Removing or suspending a member signs them out everywhere at once.

WhatsApp Resident Onboarding Hub: the private invite link, Rotate and the Gate Terminal Link.

Settings Change Log

Every saved change to the society's settings: who made it, when, and the value before and after. Entries can never be edited or deleted.

TOTAL LOGGED CHANGES 3

SETTINGS MODIFIED TODAY 3

LAST MODIFIED BY Chief Admin
Master ID • 23 Oct 2026, 4:56 pm

Category: All categories | Changed By (Member): Everyone | Search changes: [Search]

Showing 3 of 3

Export PDF | Export Excel

DATE & TIME	CHANGED BY	CATEGORY	FIELD / SETTING CHANGED - OLD VALUE → NEW VALUE
23 Oct 2026, 4:56 pm	Chief Admin Master ID	Daily Staff & Society Operations	Clear the Bay Alert Triggered • Flat A-301 → Shoe Rack / Footwear in Corridor: Please remove the shoe rack and footwear placed outside your main door in the common corridor immediately.
23 Oct 2026, 4:56 pm	Main Gate Cabin 1 Gate Terminal (Watchman)	Emergency SOS & Security	SOS Acknowledged: Flat A-301 • Medical Emergency Active since 2026-10-23T11:26:32.375Z → Acknowledged by Main Gate Cabin 1 at 2026-10-23T11:26:33.274Z (1 s)
23 Oct 2026, 4:56 pm	Taarak Mehta Resident (Flat A-301)	Emergency SOS & Security	SOS Triggered: Flat A-301 • Medical Emergency → No note • Taarak Mehta • +91 98201 02301

The Change Log: every old → new value, by member and category.

Settings

Society profile, towers and wings, and every flat's profile. Flat details drive billing: carpet area, occupancy and parking feed each bill.

Committee Members Master Data (Master ID Exclusive)

Only the approved members listed here can sign in to the committee portal. Removing or suspending a member signs them out everywhere at once.

+ Add Committee Member | Regenerate / View Recovery Key | Rotate Emergency Recovery Key

Member Name	Role	Status	Flat	Registered Mobile	Security Question	Edit Details	Reset Credentials	Remove Member
Aatmaram Bhide	Honorary Secretary	Active	Flat: A-102	9820101103	Security Question: In which city or town were you born?	[Edit Details]	[Reset Credentials]	[Remove Member]
Jethalal Gada	Treasurer	Active	Flat: A-101	9820101101	Security Question: What was the name of your first school?	[Edit Details]	[Reset Credentials]	[Remove Member]
Taarak Mehta	Committee Member	Active	Flat: A-301	9820102301	Security Question: What is your favourite childhood food or dish?	[Edit Details]	[Reset Credentials]	[Remove Member]

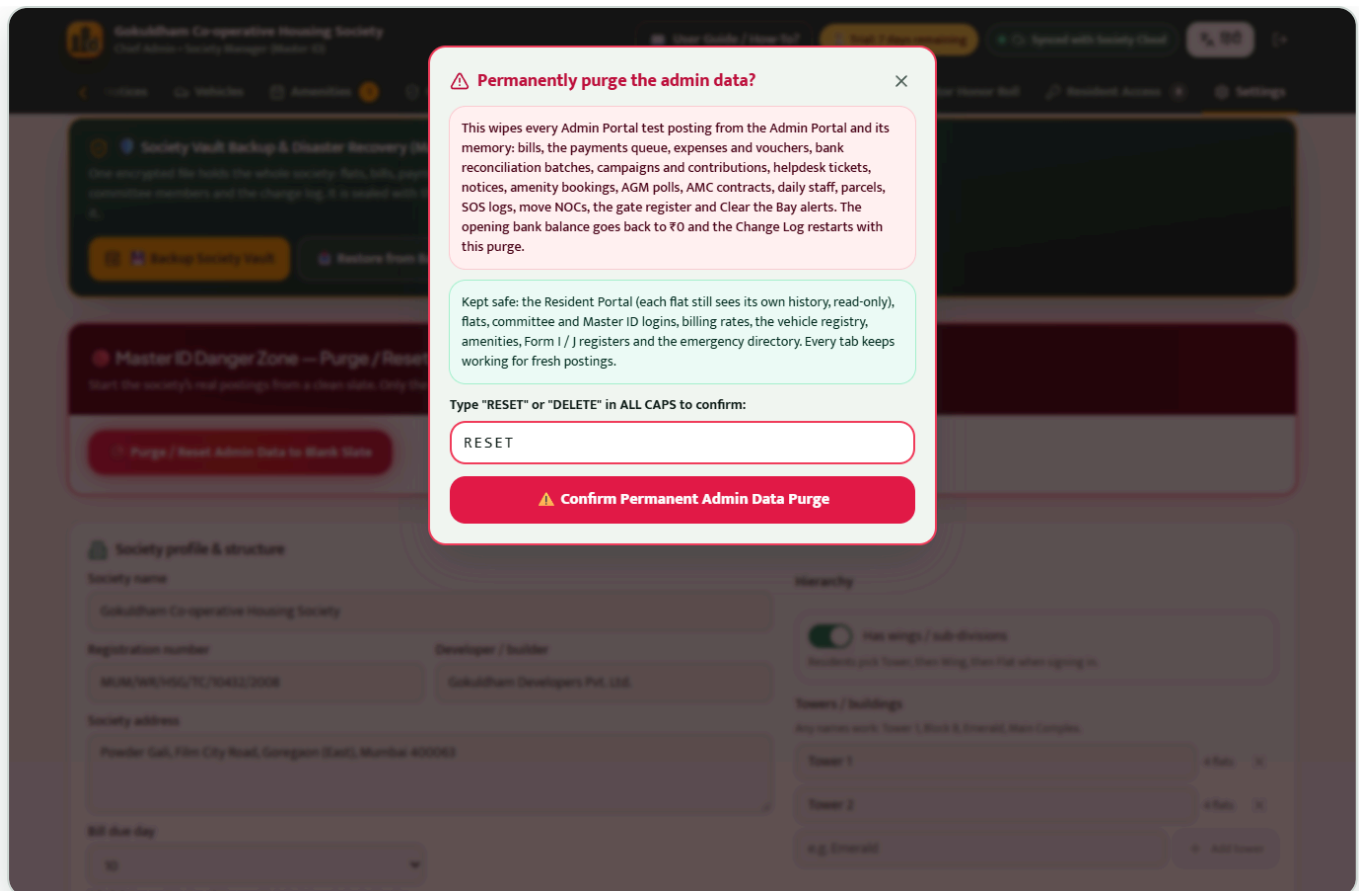
Society Vault Backup & Disaster Recovery (Master ID Exclusive)

One encrypted file holds the whole society: flats, bills, payments, vouchers, tickets, notices, vehicles, amenities, attachments, committee members and the change log. It is sealed with the Emergency Recovery Key (AES-256-GCM), so it cannot be read without it.

Backup Society Vault | Restore from Backup

Master ID Danger Zone — Purge / Reset Admin Testing Data

The Society Vault backup & restore.



● *Purge / Reset Admin Data: type RESET or DELETE in capitals to confirm.*