Kabul Municipality Business Registration Database

USER MANUAL

KABUL MUNICIPALITY BUSINESS REGISTRATION DATABASE

INTRODUCTION

Kabul Municipality City Service Department deals with all types of businesses operating in the Kabul city in order to provide them proper services. The municipality needs to have all the information about these businesses in order to track them and collect annual fees from them.

This database serves the above purpose and provides the facility to register all the business and track their payment records. The database is a centralized storage where all the districts of Kabul city can register the businesses and add payment details.

The database is designed as web based, multi user and online. It works over the internet and accessed through web browsers.

PROPOSED USERS OF THE SYSTEMS

There are five types of users assumed to use the system. they are as given below:

1. Administrators
2. Data Verifiers
3. Data Entry
4. Certificate Issuer
5. Public Users

USER ACCESS RIGHTS TO DIFFERENT MODULES OF THE SYSTEM

User Type	Master Data	Business registration	Verify Data	Reports	User Management	Business Payment	Certificate Issuing
Administrator	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access
Data Verifiers	No View	View Business	Full Access	View only	No View	No View	No View
Data Entry	No View	Full Access	No View	View Only	No View	Full Access	No View
Certificate Issuer	No View	No View	No View	View Only	No View	No View	Full Access

Public user can only view the Home page and download forms. She can also lodge complaint from the home page.

MINIMUM REQUIREMENTS FOR RUNNING THE SYSTEM

As it is assumed that the database will be hosted in the cloud environment, therefore the Municipality has to pay per use to Microsoft on annual basis.

On the client side which is the district offices in each district, it will be require one Normal computer (Desktop/Laptop) and a normal 3G internet connection (~50 Kbps internet bandwidth). For printing purposes, a normal laser jet printer needed.

How to Access the Database

Steps:

- Make sure that internet is connected.
- Open any internet browser (Mozilla Firefox is the preferred browser)
- Type (http://103.23.247.108:9090) in the address bar of the browser and press enter key
- You will see the public version of the Database

How to login into the Database

Steps:

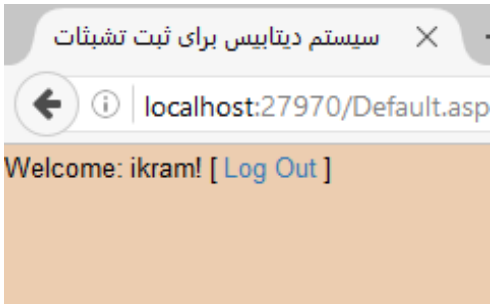
- Open the database
- You will see a home page that is public version and contain some basic information like Downloading Business Registration Application, payment Voucher formats etc. One can lodge any complaint by using the complaint Registration Widget. There are some other useful links and information for the public use.
- There is a link to login into the system at the Left top of the screen.
- Click on the link, you will be taken to the log in page.
- Provide your credentials and click on the log in button.
- If your credentials are valid, you will be redirected to the Home page of the database.

How to Log out from the System

Steps:

- After successful login, you will see a log out link on the left top of every page, where you can easily log out from the system.

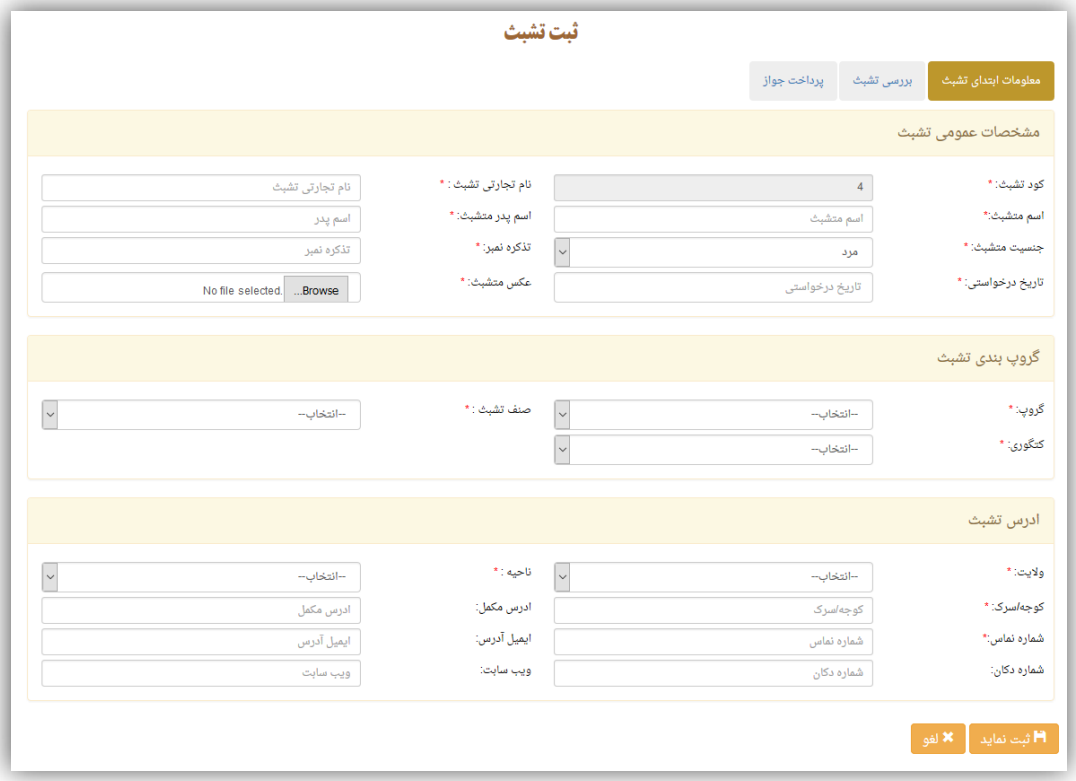
- After log out the user will be taken to the public version home page of the system,



HOW TO REGISTER A BUSINESS

Steps:

- There is an option in the menu bar (Mange Business) where there is a sub menu item called Register New Business.
- Click on the New Business link
- You will be taken to a new page to search for existing business or add new.
- Click on the Add New button
- On clicking the button, you will be redirected to Register New Business page
- There are three sections/stages for registering new business
    - Basic Information
    - Business Field Assessment
    - Payment
- If the business has not followed the formal procedure for getting business license and the Municipality has collected the basic information, then the use can only fill out the basic information part of the business registration.
- If the municipality has conducted field assessment of the business, the use user can move on to fill the assessment part of the business registration cycle.
- If the business has paid the fee for city services, then the last part of the process can be filled out.


ثبت تشبث
معلومات ابتدای تشبث
بررسی تشبث
پرداخت جواز
مشخصات عمومی تشبث
کود تشبث: *
4
نام تجارتی تشبث : *
نام تجارتی تشبث
اسم متشبث:*
اسم متشبث
اسم پدر متشبث: *
اسم پدر
جنسیت متشبث: *
مرد
تذکره نمبر: *
تذکره نمبر
تاریخ درخواستی: *
تاریخ درخواستی
عکس متشبث: *
No file selected.
Browse...
گروپ بندی تشبث
گروپ: *
--انتخاب--
صنف تشبث : *
--انتخاب--
کتگوری: *
--انتخاب--
ادرس تشبث
ولایت: *
--انتخاب--
ناحیه : *
--انتخاب--
کوچه/سرک: *
کوچه/سرک
ادرس مکمل:
ادرس مکمل
شماره تماس:*
شماره تماس
ایمیل آدرس:
ایمیل آدرس
شماره دکان:
شماره دکان
ویب سایت:
ویب سایت
ثبت نماید
لغو

ثبت تشبث (بررسی)
معلومات ابتدای تشبث
بررسی تشبث
پرداخت جواز
مشخصات عمومی تشبث
شماره
کود تشبث
اسم تشبث
اسم متشبث
اسم پدر
ناحیه
صنف
شماره تماس
1
1
اکرام جنرل ستور
اکرام الله
اسدالله
ناحیه اول
بانک ها ی خصوصی
078655854
بررسی تشبث
تاریخ بررسی: *
1395/09/16
نتیجه بررسی : *
منظور شد
ملاحظات:
ملاحظات
بررسی توسط:
احسان الله
سرمایه تشبث(افغانی): *
25452
عواید سالانه:
0
نعداد کارمند ذکور: *
2
نعداد کارمند اناث:
3
کواردینات X:
34.52666405
کواردینات Y:
69.16944566
ثبت نماید
لغو

HOW TO VERIFY A BUSINESS REGISTRATION

Steps:

- When a business registration Date entry is done at the district level, it has to be verified at the Kabul municipality to post the data entry.
- A specific role is assigned to certain users to verify the data entry of the districts.
- There is a link at the same menu bar under Manage business in the name of Verify Business.
- Click on the above mentioned link.
- You will be taken to the Business Verify Page where you have the list of recently entered data by the districts.
- Each row indicates one business registration entry where you can click on the verify tick box, see the business data and verify it.

How to Record Annual Fee Payment for a business

Steps:

- Click on the link (Business payment) on the main menu
- Search for a business by its code mentioned in the Tarufa
- If your search is successful, you will get the basic information of the business in the following grid and all the past history of the payments
- You can fill out the last part to make a new payment
- You can edit or delete any payment by clicking the edit and delete icon in the past payment table for the selected business.

HOW TO SET UP SYSTEM CONFIGURATION

Steps:

- Only Administrator of the system can configure the system and add master data
- The link for system configuration is available on the main menu.
- All the links to all the master data is in the form of a drop down menu available on the main menu bar.
- Click on any master data link, you will be taken to the relevant page where you can add new item, edit existing record or delete it.

HOW TO VIEW REPORTS

Steps:

- Click on the reports tab on the main menu bar
- You will find another page showing the list of reports

- Click on View link of the report you want to see
- You will be taken to the relevant report page.
- There are many options for filtering the report.
- By selecting filter, you can click on the view button to generate the report
- The report will be shown in the table below the filter section
- You can also export the report to excel for further analysis.

راپورها

راپورها

شماره	نوع راپور	مشخصات راپور	
1	تعداد تشبثات به اساس صنف	تعداد تشبثات به اساس صنف	راپور ببنید
2	تعداد تشبثات به اساس کتگوری	تعداد تشبثات به اساس کتگوری	راپور ببنید
3	تعداد تشبثات به اساس ناحیه	تعداد تشبثات به اساس ناحیه	راپور ببنید
4	راپور تفصیلی تشبثات	راپور تفصیلی تشبثات	راپور ببنید
5	راپور پرداخت ها	راپور پرداخت های تشبثات	راپور ببنید
6	پرنت جواز فعالیت	پرنت جواز فعالیت	راپور ببنید
7	راپور عدم پرداخت فیس خدمات شهری	راپور عدم پرداخت فیس خدمات شهری	راپور ببنید
8	راپورتفصیلی اقتصادی تشبثات	راپورتفصیلی اقتصادی تشبثات	راپور ببنید
9	نقشه اصناف	نقشه اصناف	راپور ببنید
10	راپورجواز فعالیت تشبثات	راپورجواز فعالیت تشبثات	راپور ببنید
11	راپور عدم پرداخت فیس لوحه	راپور عدم پرداخت فیس لوحه	راپور ببنید
12	راپور جمع آوری عواید	راپور جمع آوری عواید به اساس ناحیه	راپور ببنید

How to Register a New User

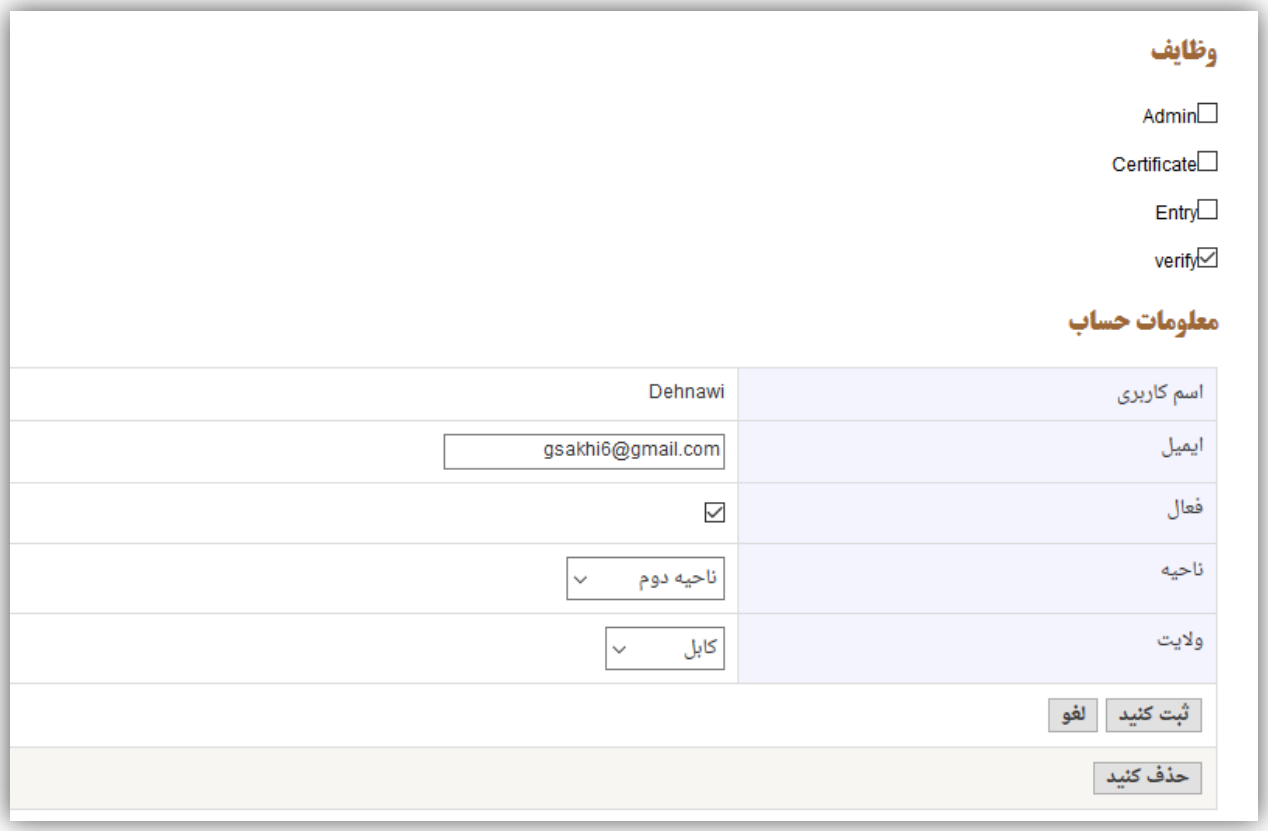
Steps:

- This option is only visible to administrators of the system (The users with Admin Role)
- The link to register new user is available on the main menu bar
- Expand the drop down menu to find the Create New User option
- Click on the Create New User link which will take you the concerned page.
- Fill up the form to create a new user
- Successful entry will give you a success message.

HOW TO ASSIGN A ROLE TO A USER

Steps:

- Click on the Manage Users link available on the main menu bar under User Management
- You will be shown a list of users in a grid
- Click on your concerned user name link what will take you to the edit user page
- Click edit user button
- You will see a list of roles available
- Check any checkbox in the front of the role Name to assign
- Once you are done with all the editing, click on Save button



HOW TO CHANGE YOUR PASSWORD

Steps:

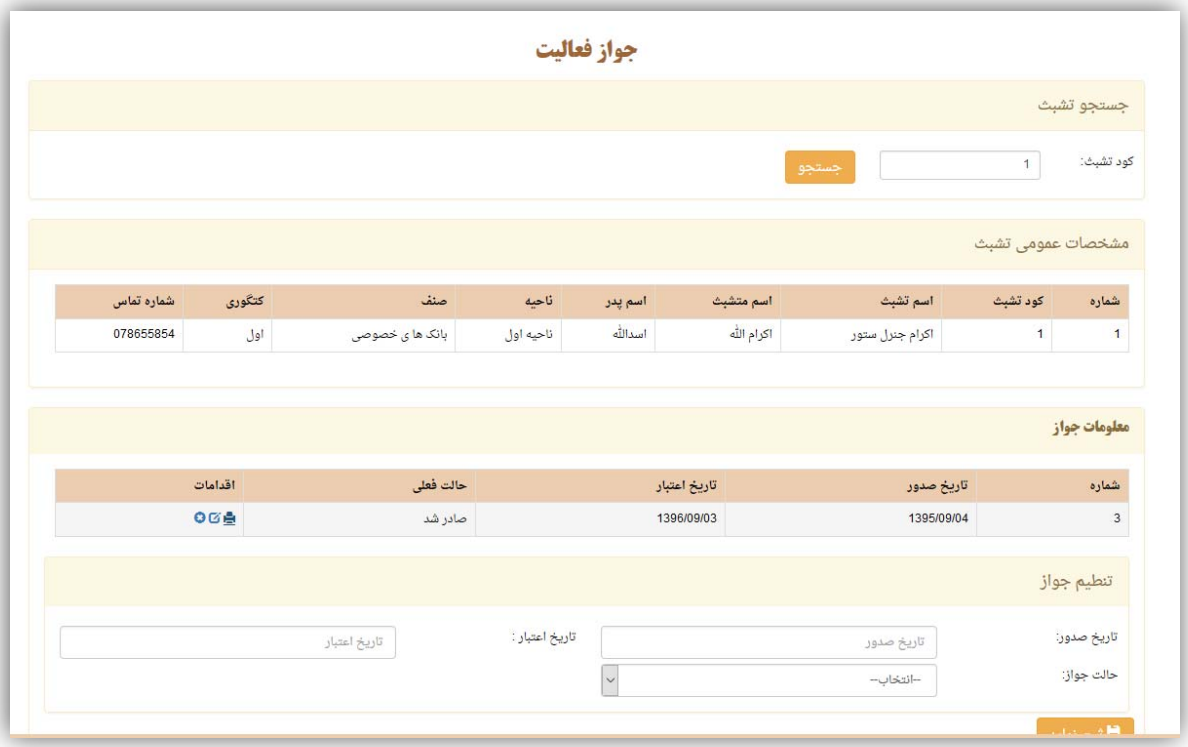
- Click on the Change Password Link on the main menu bar
- You should see the change password form
- Enter your current password and type your new password in the following text boxes.
- Click the change Password button to save your new password.

How to issue Business License for a Business

Steps:

- Click on Report tab on the main menu bar
- In the list of reports, there is Print Business License option
- Click on the View button
- You will be taken to the Issue Business License page
- Search a specific business by entering its code in the search box.
- If search is successful, you will find a brief business detail in the following grid.
- You can issue a business license by filling up the form shown in the figure below.
- Once you save the business license, you can print it on clicking the print button on the grid.

جواز فعالیت
جستجو تشبث
کود تشبث:
3
جستجو
مشخصات عمومی تشبث
شماره
کود تشبث
اسم تشبث
اسم متشبث
اسم پدر
ناحیه
صنف
کتگوری
شماره تماس
3
3
سلمانی فیضی
فیض
احمد
ناحیه سوم
فابریکات بیشتر از (500) کارکنان را استخدام کرده باشند
اول
078655854
معلومات جواز
هیچ پرداخت موجود نیست
تنظیم جواز
تاریخ صدور:
1395/10/15
تاریخ اعتبار :
1396/10/13
حالت جواز:
صادر شد
ثبت نماید


جواز فعالیت
جستجو تشبث
کود تشبث:
1
جستجو
مشخصات عمومی تشبث
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کود تشبث
اسم تشبث
اسم متشبث
اسم پدر
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