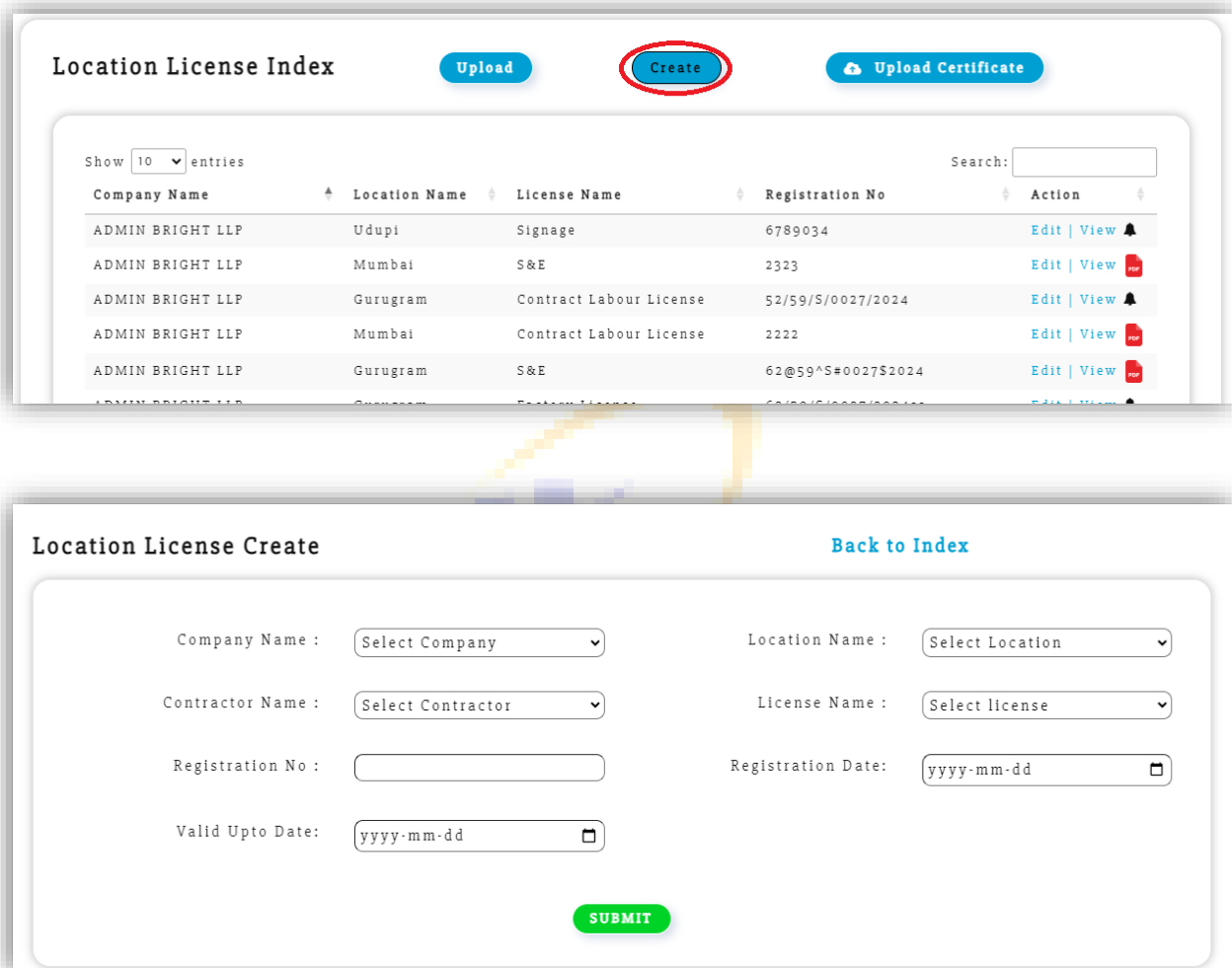


1.5 License

Licenses applicable for each location needs to be uploaded or created here.

- To upload a single license, the user must click Create button as shown below.



The image shows two screenshots of a web application interface. The top screenshot is the 'Location License Index' page, which features a table of existing licenses and three buttons: 'Upload', 'Create' (highlighted with a red circle), and 'Upload Certificate'. The table has columns for Company Name, Location Name, License Name, Registration No, and Action. The bottom screenshot is the 'Location License Create' form, which includes dropdown menus for Company Name, Location Name, Contractor Name, and License Name, along with text input fields for Registration No, Registration Date, and Valid Upto Date. A green 'SUBMIT' button is at the bottom.

Location License Index

Buttons: Upload, **Create**, Upload Certificate

Show 10 entries

Company Name	Location Name	License Name	Registration No	Action
ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View
ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View
ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View
ADMIN BRIGHT LLP	Gurugram	S&E	62@59^S#0027\$2024	Edit View

Location License Create

Back to Index

Company Name : Select Company

Location Name : Select Location

Contractor Name : Select Contractor

License Name : Select license

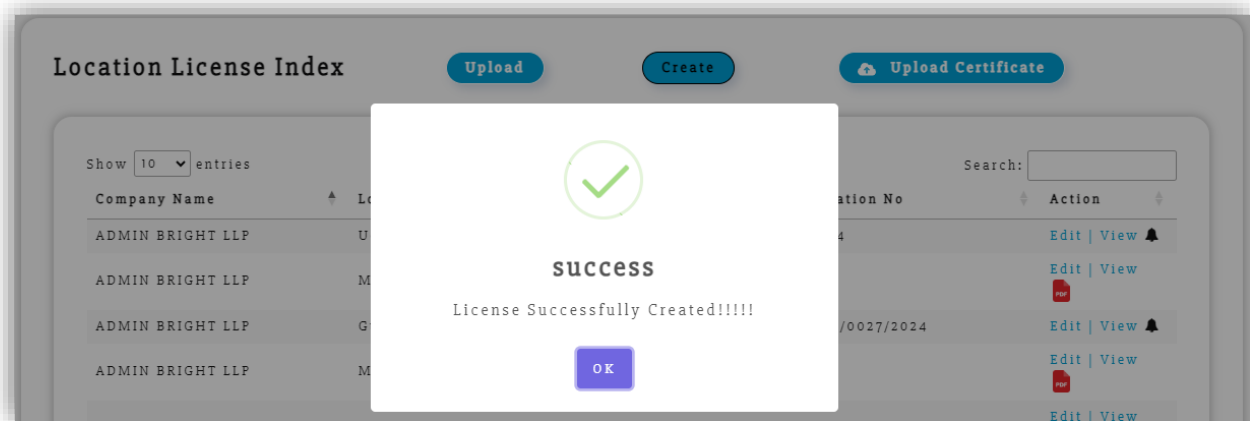
Registration No :

Registration Date: yyyy-mm-dd

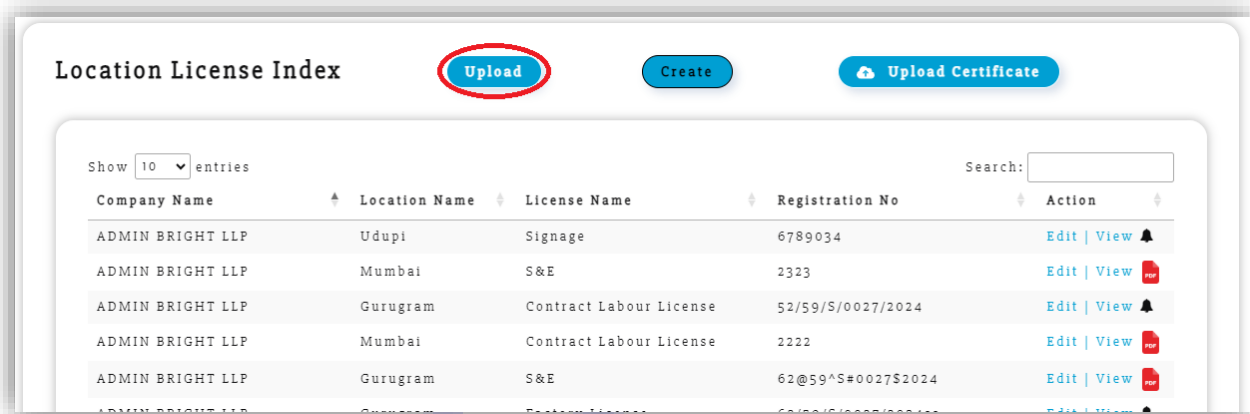
Valid Upto Date: yyyy-mm-dd

SUBMIT

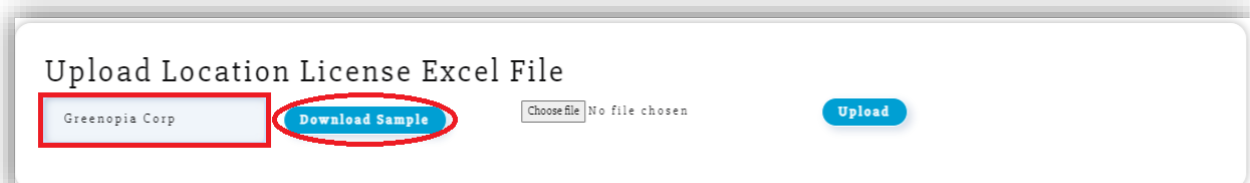
- Contractor Name is to be selected only for Contractor Labour License or BOCW.



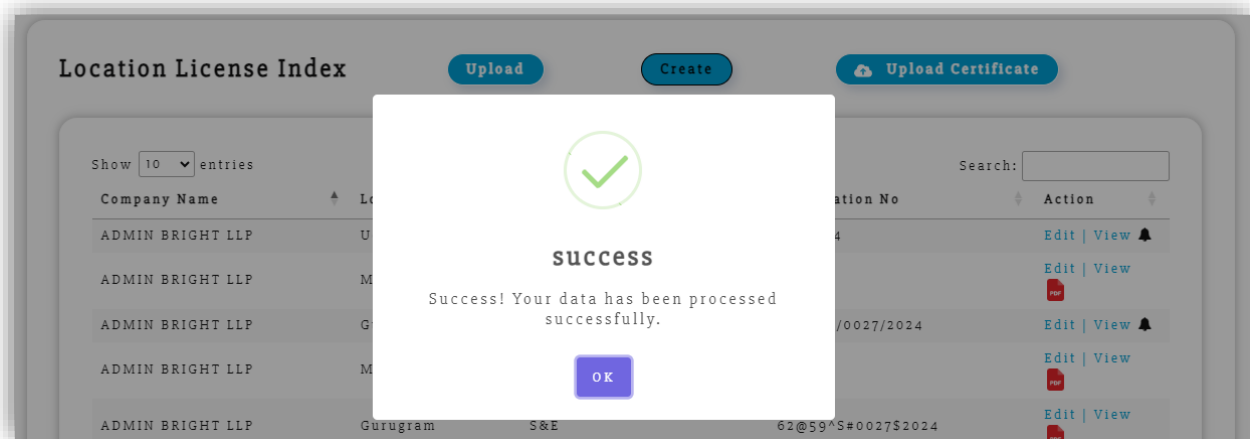
- To upload multiple licenses via excel, the user must click on upload button as shown below.



- Always download a fresh sample by selecting the company and using the [Download Sample](#) button here.



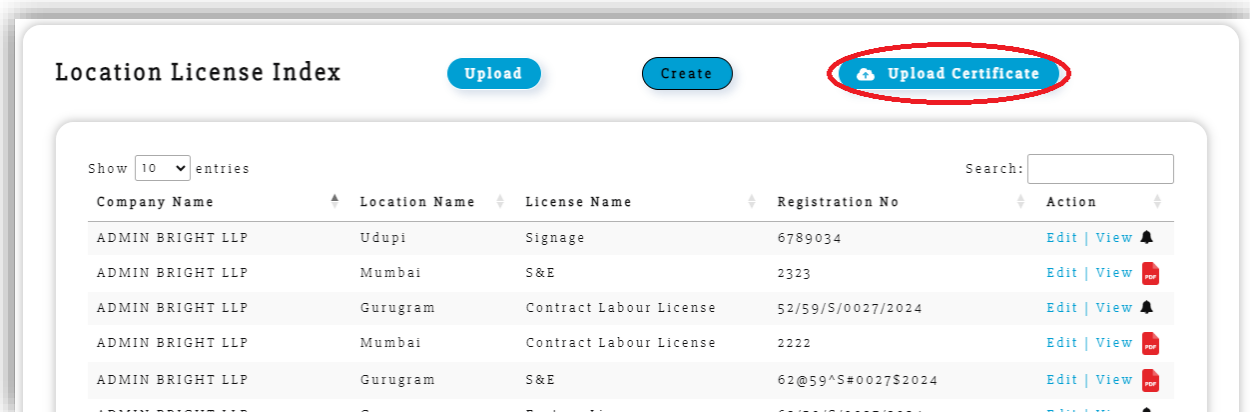
- Inside the sample Excel all the licenses from the license master are included for each location, the user must only fill in the details against the license that they intend to upload and leave the rest as it is.
- Also, it is mandatory to insert the '**Registration No**', '**Registration Date**', and the '**Valid Upto Date**' of the licenses you intend to upload.

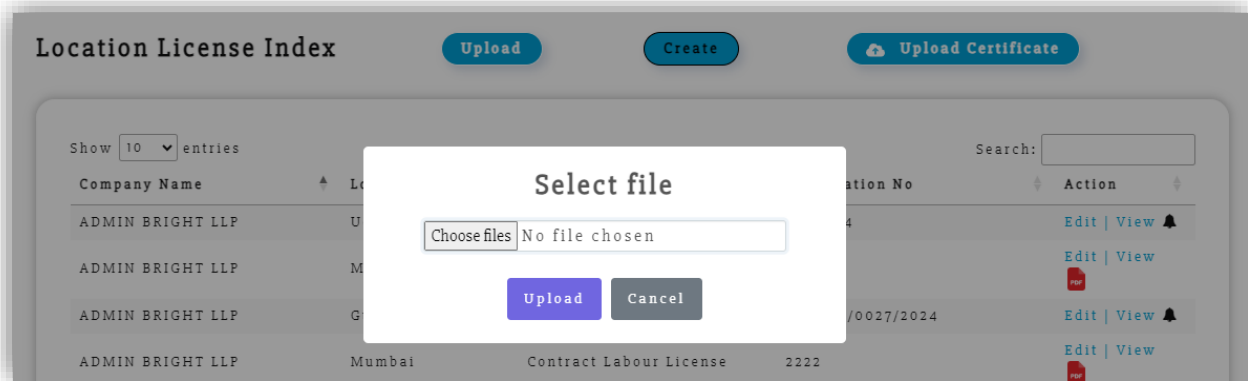


- After filling in the necessary information Upload the sample Excel and after the successful upload, the data will be reflected in the location License Index.

Note: It is important to ensure that the correct format of the Excel file is uploaded for the data to reflect in the system. Thus the user must maintain the following protocols in Excel format:

- Do not change or edit the headers.
 - Do not add new columns.
 - Do not change the sequence of the columns.
 - Do not put space before or after the value inserted in the cells.
 - Do not edit the name of the sheet and do not add new sheets.
 - Make sure to download the fresh Excel sample file each time for uploading, to incorporate any system updates.
- Once the licenses are uploaded the user must now upload the license registration certificate/Documents in pdf format, through the upload certificate button shown below.

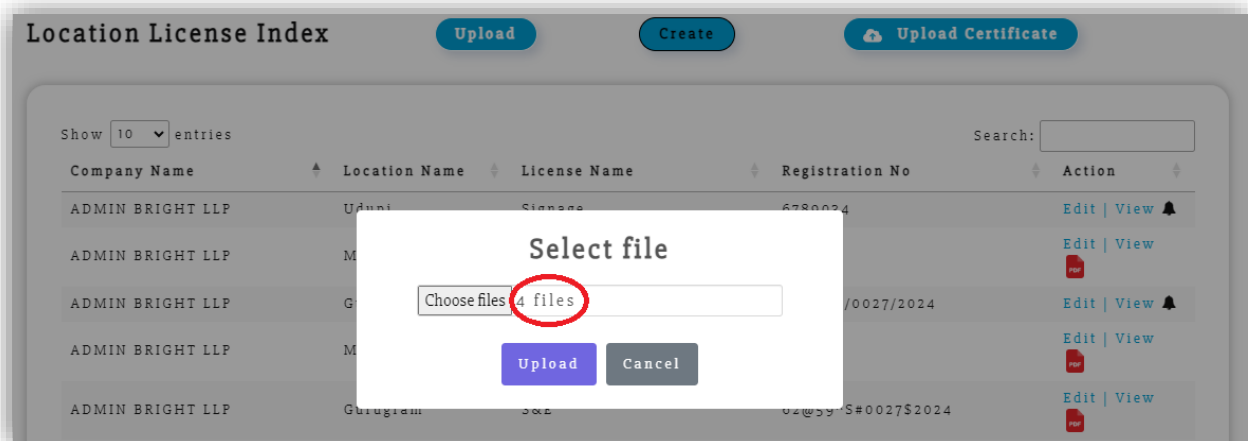
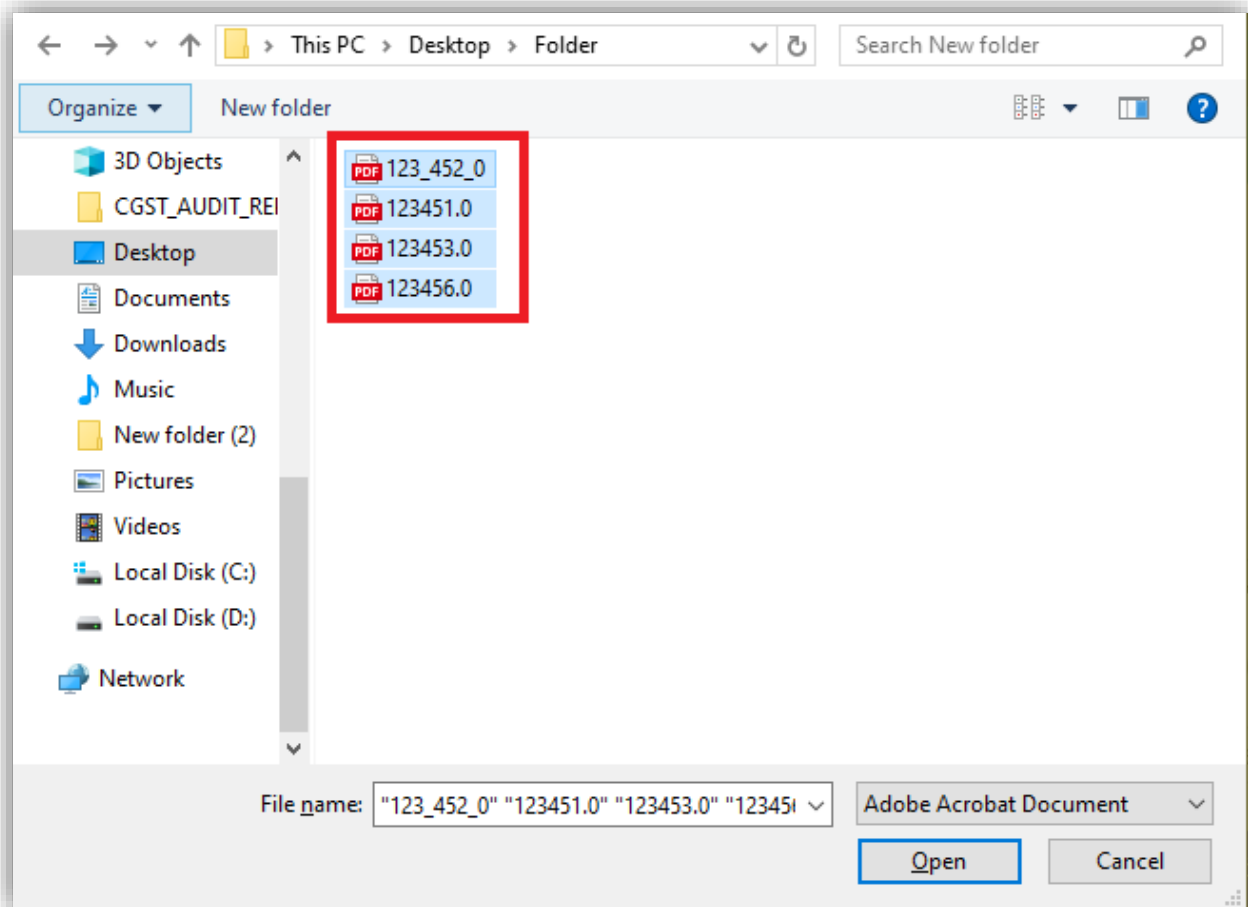




- In the option to choose a file the user will have to select all the pdf documents at once for bulk upload.
- The user will also have to make sure that all the PDF files are named with the Registration number of their respective license exactly as it is given in the location license index as shown below.

Company Name	Location Name	License Name	Registration No	Action
Greenopia Corp	Mumbai	Trade	123451.0	Edit View
Greenopia Corp	Mumbai	Factory License	123452.0	Edit View
Greenopia Corp	Mumbai	Contract Labour Registration	123453.0	Edit View
Greenopia Corp	Mumbai	Contract Labour License	123454.0	Edit View
Greenopia Corp	Gandhinagar	Trade	123455.0	Edit View
Greenopia Corp	Gandhinagar	Factory License	123456.0	Edit View
Greenopia Corp	Gandhinagar	Contract Labour Registration	123457.0	Edit View
Greenopia Corp	Gandhinagar	Contract Labour License	123458.0	Edit View

Note: While naming the pdf file with the registration no, any special characters in that registration number must be replaced with '_' (underscore symbol) if any, e.g. "123*452/0" Becomes "123_452_0". Otherwise, the pdf file would not get uploaded.



- After the documents are uploaded the bell (🔔) symbol will change to the PDF (📄) file symbol against the respective licenses under the Action column as shown below. Clicking on the pdf symbol will show the uploaded document.

Location License Index

Upload

Create

Upload Certificate

Show 10 entries

Search: gree

Company Name	Location Name	License Name	Registration No	Action
Greenopia Corp	Mumbai	Trade	1234510	Edit View 
Greenopia Corp	Mumbai	Factory License	123*452/0	Edit View 
Greenopia Corp	Mumbai	Contract Labour Registration	123453	Edit View 
Greenopia Corp	Mumbai	Contract Labour License	123454	Edit View 
Greenopia Corp	Gandhinagar	Trade	123455	Edit View 
Greenopia Corp	Gandhinagar	Factory License	123456	Edit View 
Greenopia Corp	Gandhinagar	Contract Labour Registration	123457	Edit View 
Greenopia Corp	Gandhinagar	Contract Labour License	123458	Edit View 
Greenopia Corp	Gandhinagar	BOCW	123450	Edit View 

