USER GUIDE

Admin Panel

JHARKHAND MUNICIPAL SERVICES

Sparrow Softech Pvt. Ltd

Imp Note: Web Slides shown in this guide is for illustrative purpose only, actual website may differ…

Preface – About This Guide

This guide is intended for new users with little or no experience using the JHARKHAND MUNICIPAL Web Interface. The goal of this document is to give a broad overview of the summary of functions listed in JHARKHAND MUNICIPAL Web Interface and some basic instructions on how to set up and administer a list. This document will concentrate on demonstrating interaction with JHARKHAND MUNICIPAL Web Interface.

The following documentation conventions have been used in this manual:

- Web Screen Shots are provided of some randomly selected functions.
- Numbers with indicating arrows in red, blue, green and white are shown to understand the concept of interface.
- Clickable buttons will be bold.
- Screen Captures have been cropped and or edited for emphasis or descriptive purposes.

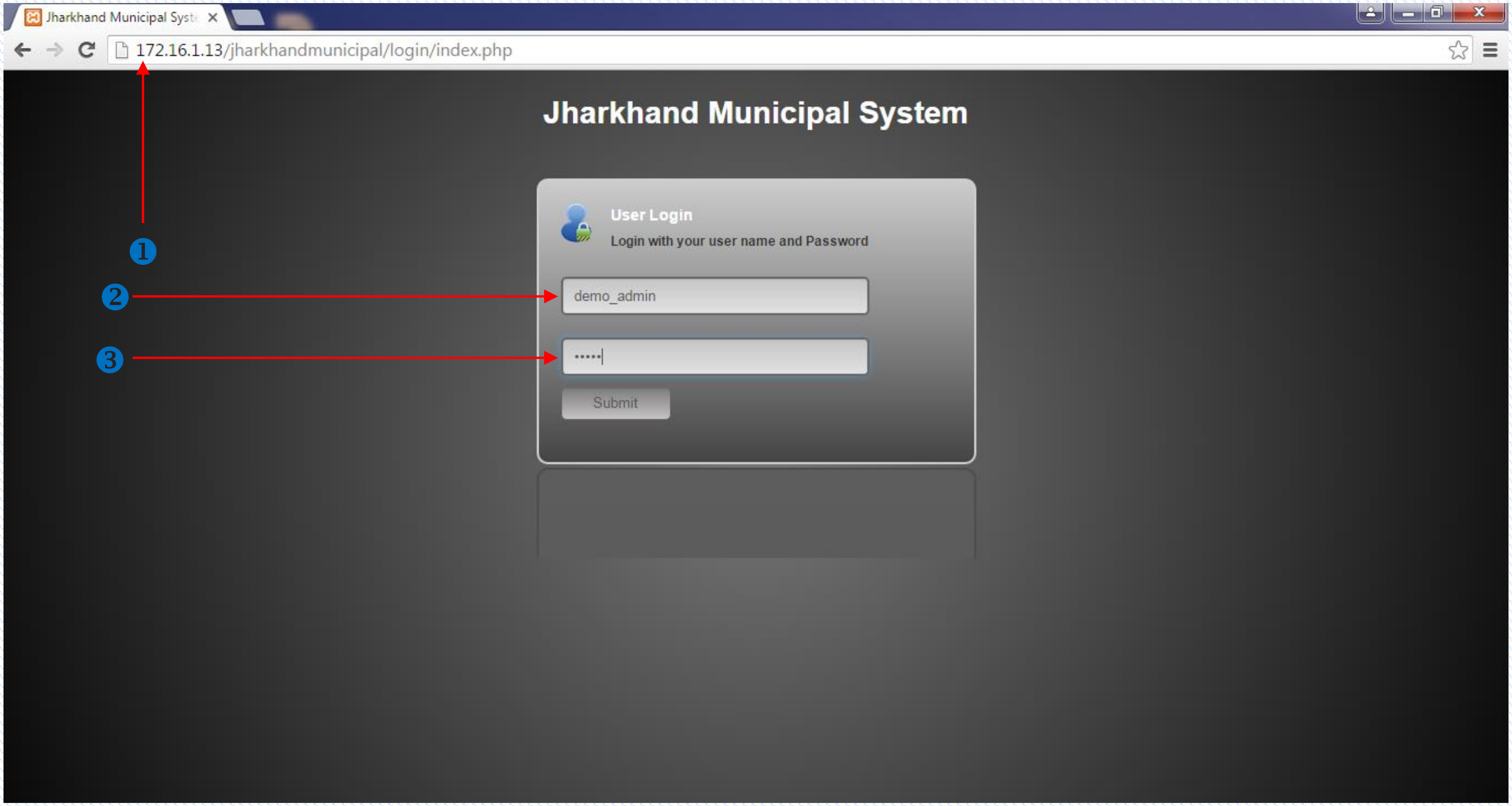
Contacting Sparrow Softech Pvt. Ltd

Support

Sparrow Softech recognizes that the information in this guide are not going to solve every problem you may face. We are always willing to help diagnose and correct problems you be having with your JHARKHAND MUNICIPAL web interface.

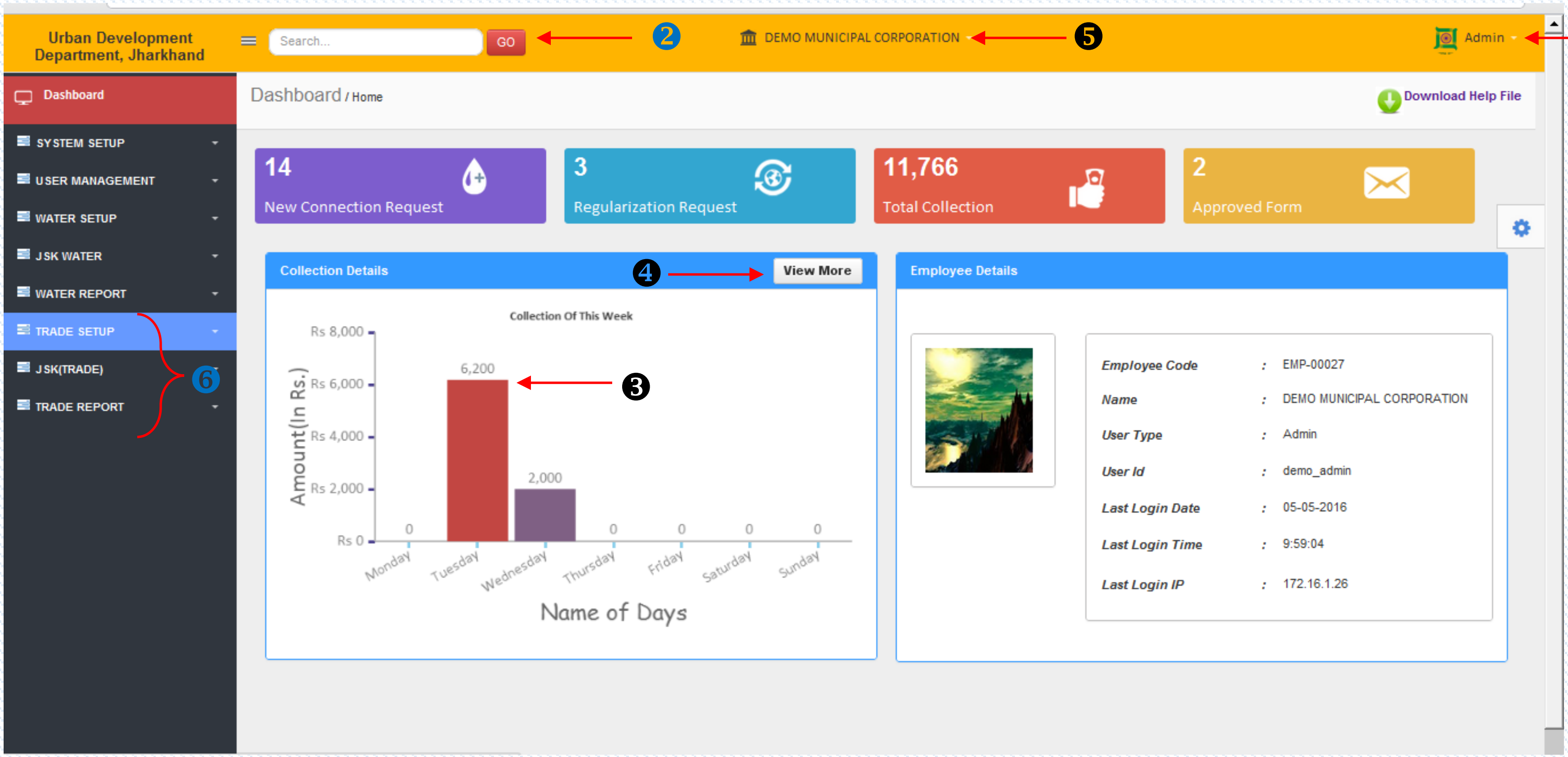
Should you have any queries please feel free to contact our technical team, we will be glad to provide you an all-round support.

Visiting the home screen…



1. Visit the admin panel by logging to www.jharkhandminicipal.com/admin
2. Enter the admin user id and password
3. Click **Submit** button to view the dashboard

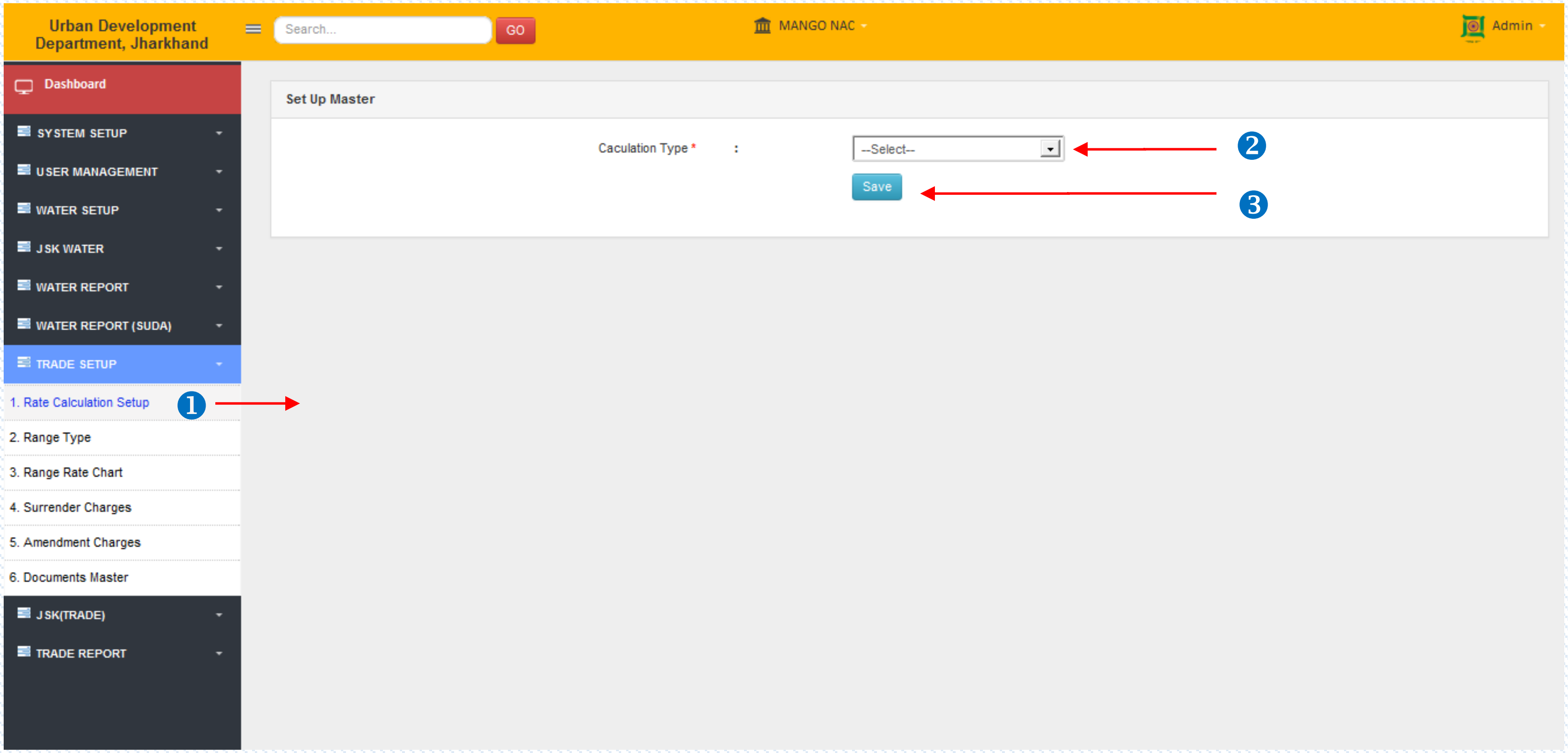
Dashboard's View…



1. Click the downwards pointer to see the user profile, settings etc.
2. Search the web application by entering keywords and click **GO** button.
3. Bar graph showing collection details.
4. Click **View More** button to see detail collection report.
5. Click to choose the desired municipal corporation.
6. Different menu's carrying different admin rights(Trade).

TRADE SETUP

Rate Calculation Setup…

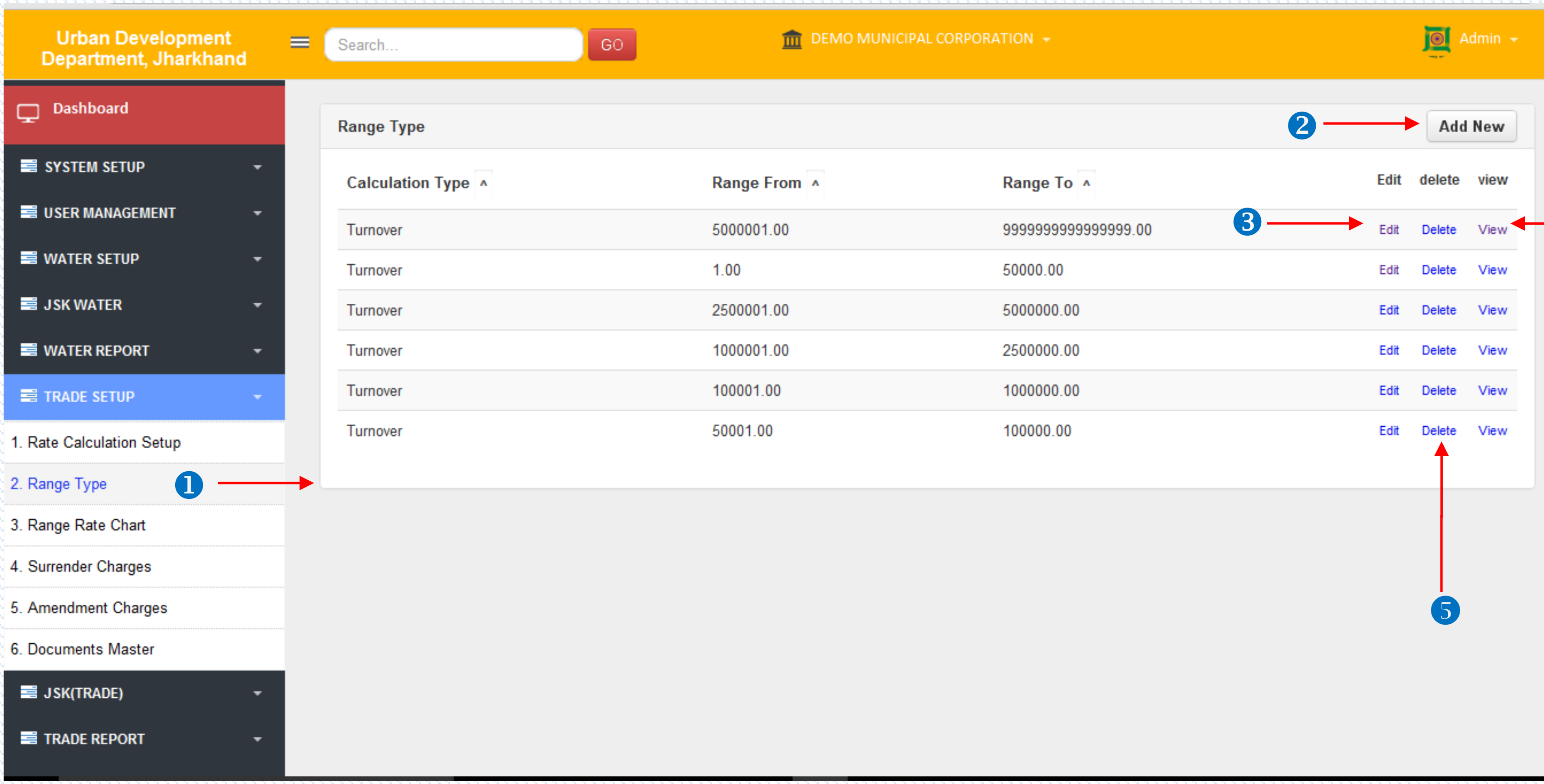


❶ Click **Rate Calculation Setup** to add calculation type.

❷ Select Calculation type from the dropdown.

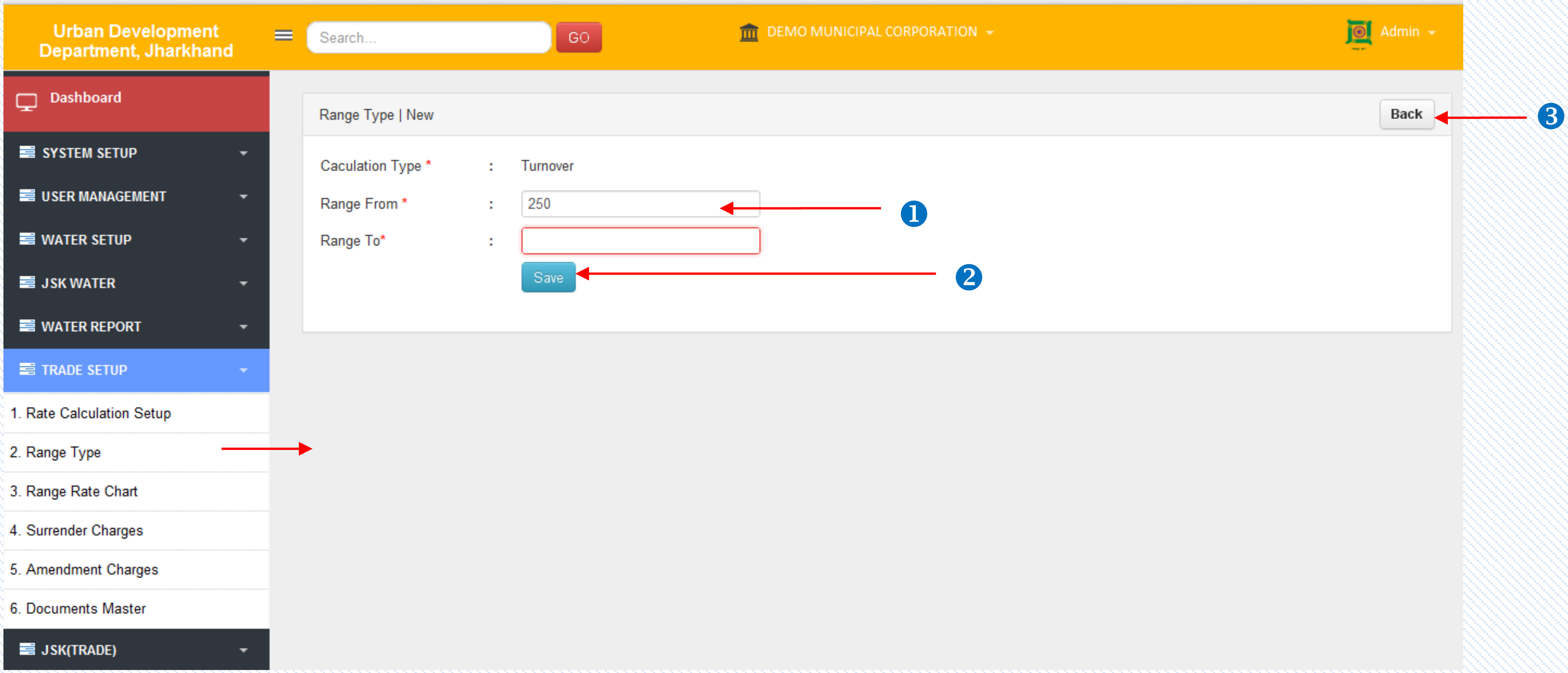
❸ Click **Save** button to save the calculation type.

Range Type…



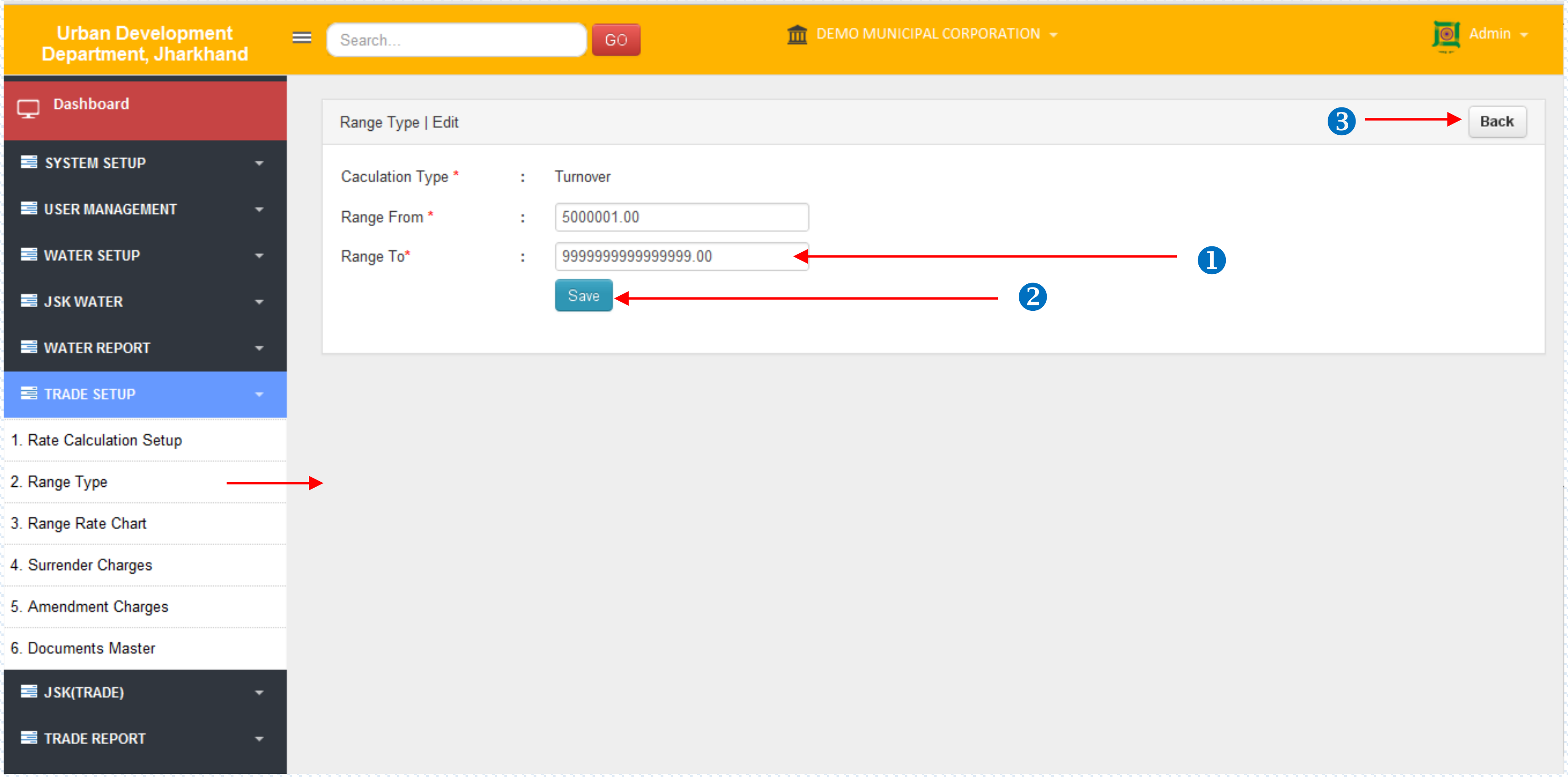
1. Click on **Range Type** to view the list of available ranges.
2. Click on **Add New** button to add new range.
3. Click on **Edit** to make changes in the range of the list.
4. Click on **Delete** to remove the range from the list.
5. Click on **View** to see the details of individual range.

Add New…



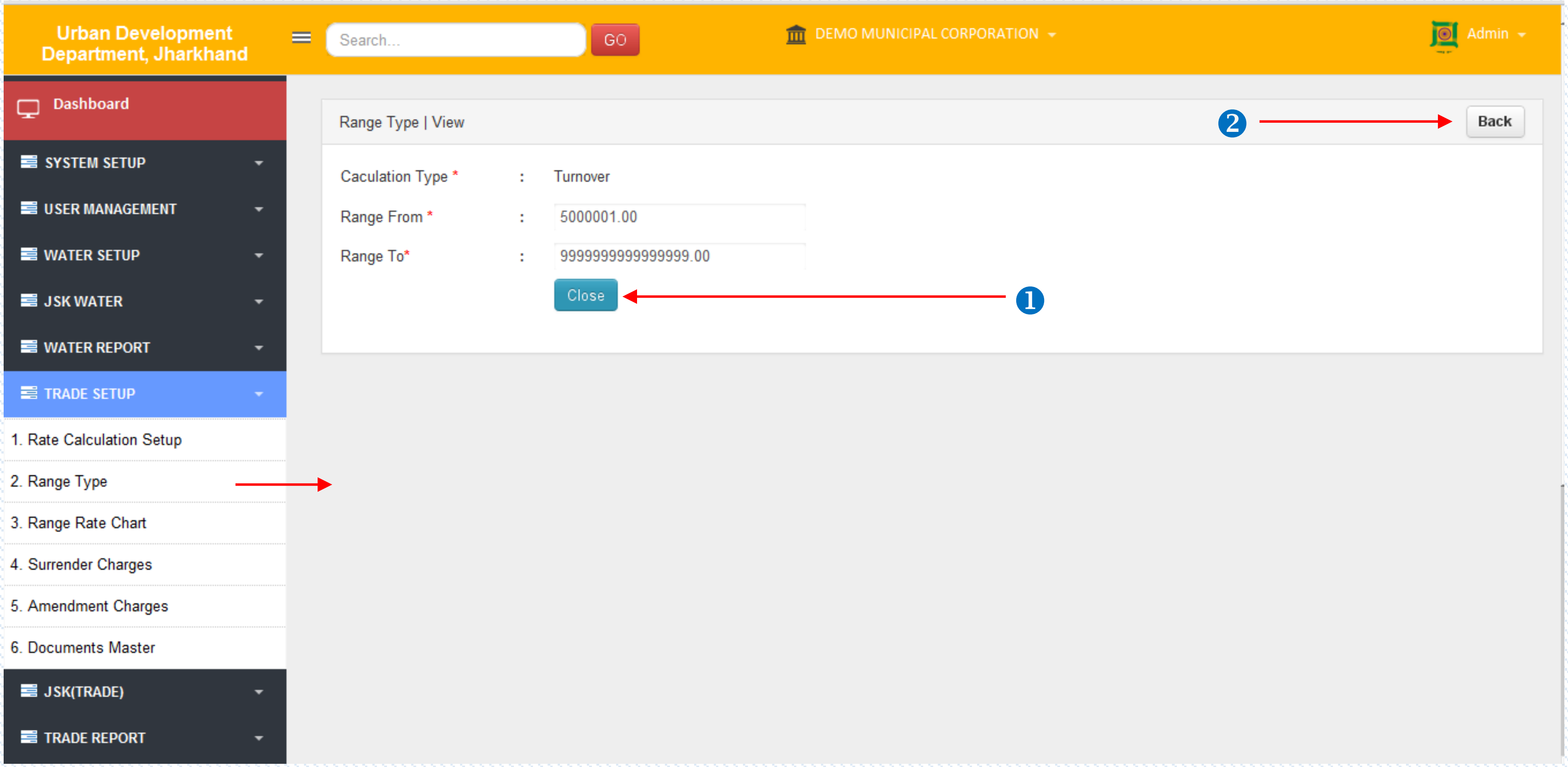
1. Click **Add New** to add Range from and Range to.
2. Click on **Save** button to save the new range type.
3. Click **Back** button to go back to last menu.

Edit…



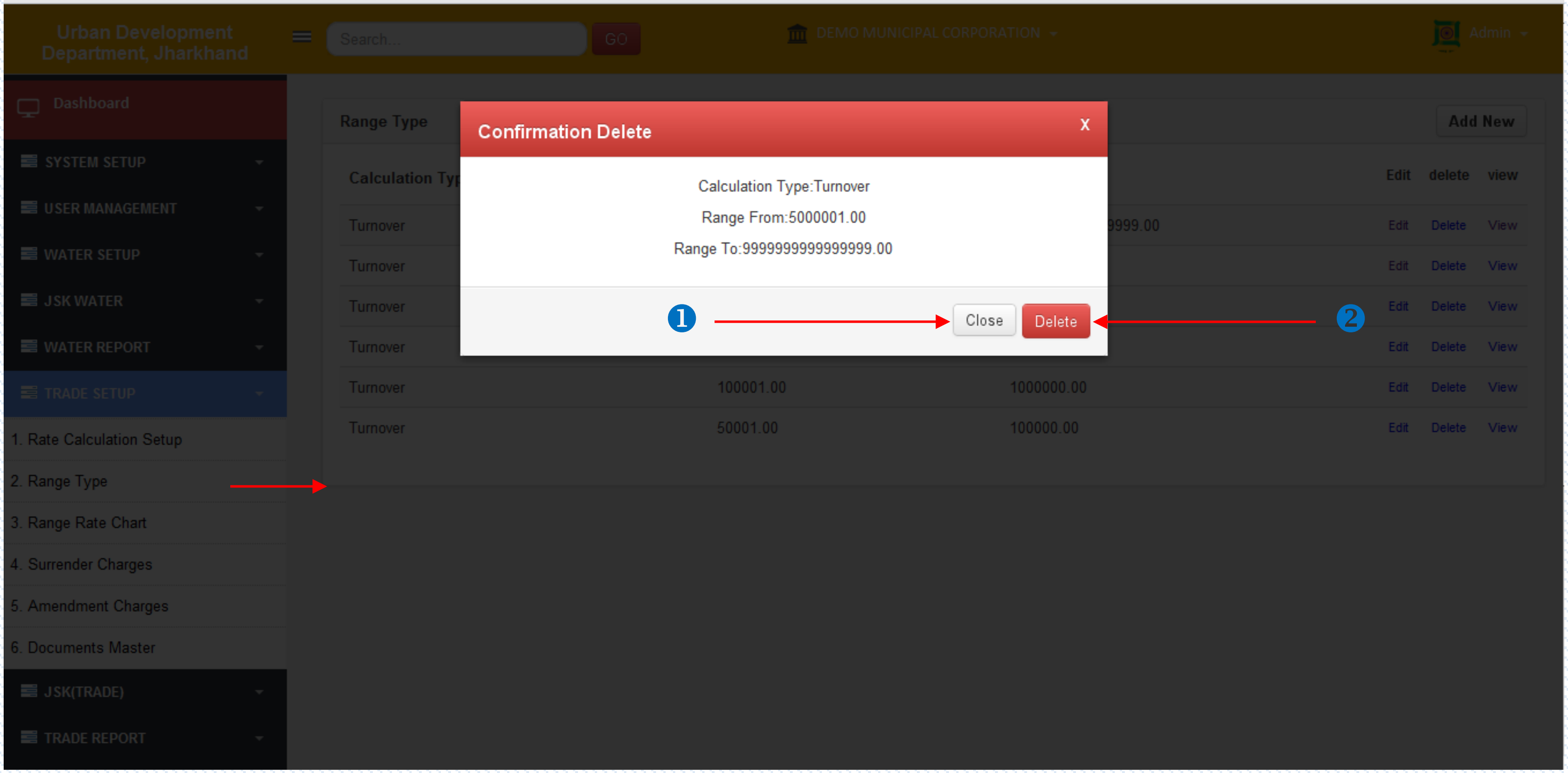
1. Click **Edit** to revise the ranges and enter new ranges.
2. Click on **Save** button to save the new range type.
3. Click **Back** button to go back to last menu.

View…



1. Click on **Close** button to close the application after viewed.
2. Click **Back** button to go back to last menu.

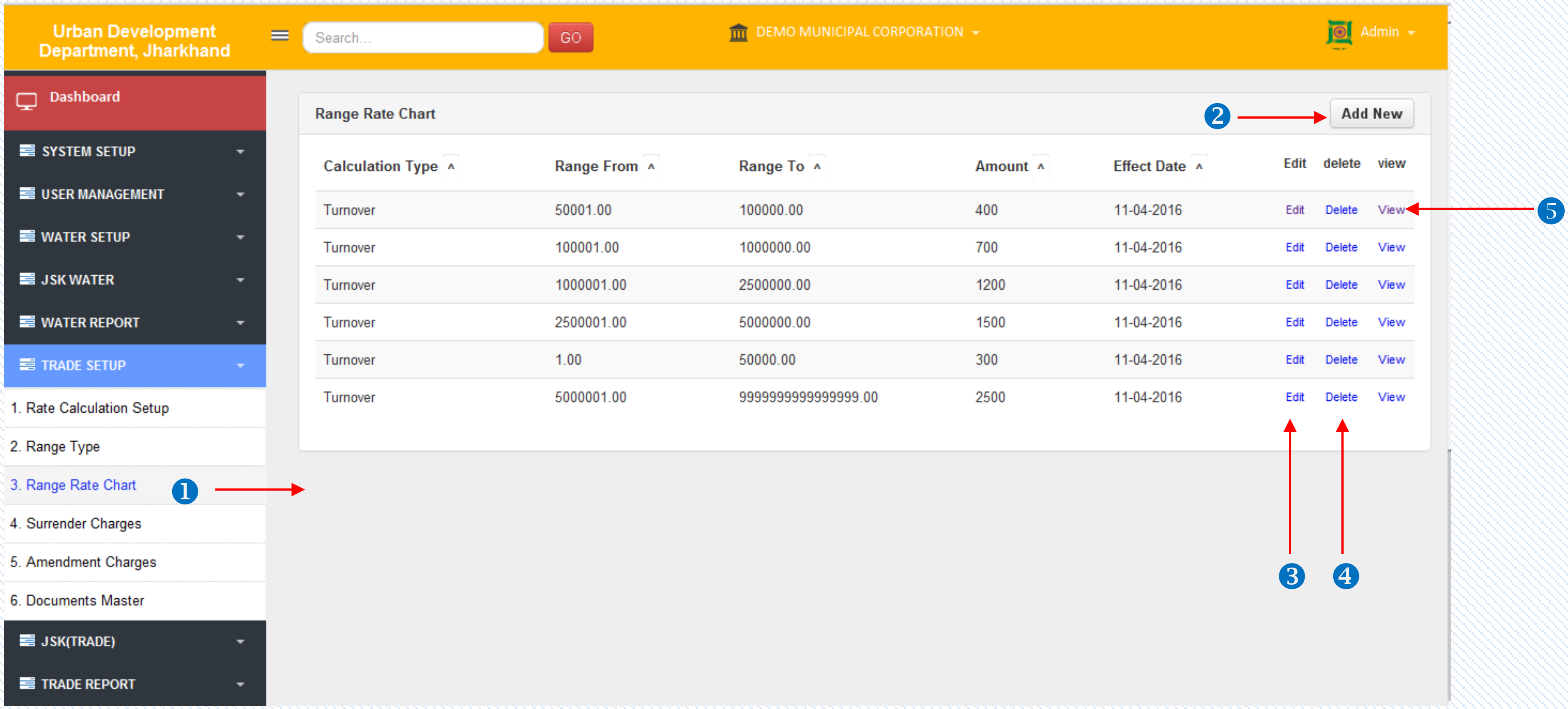
Delete…



1 Click on **Close** button to close the application.

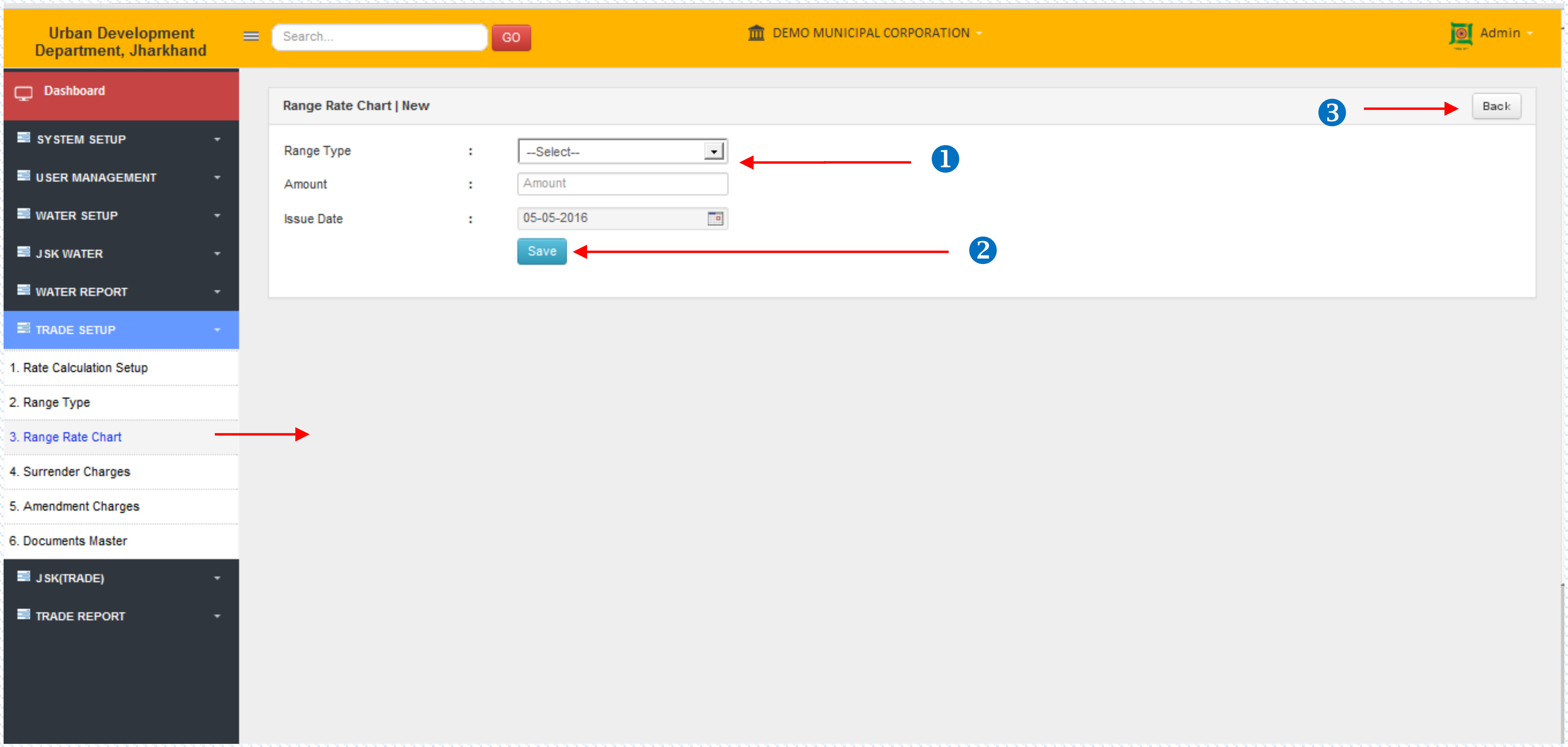
2 Click **Delete** button to remove the range type.

Range Rate Chart…



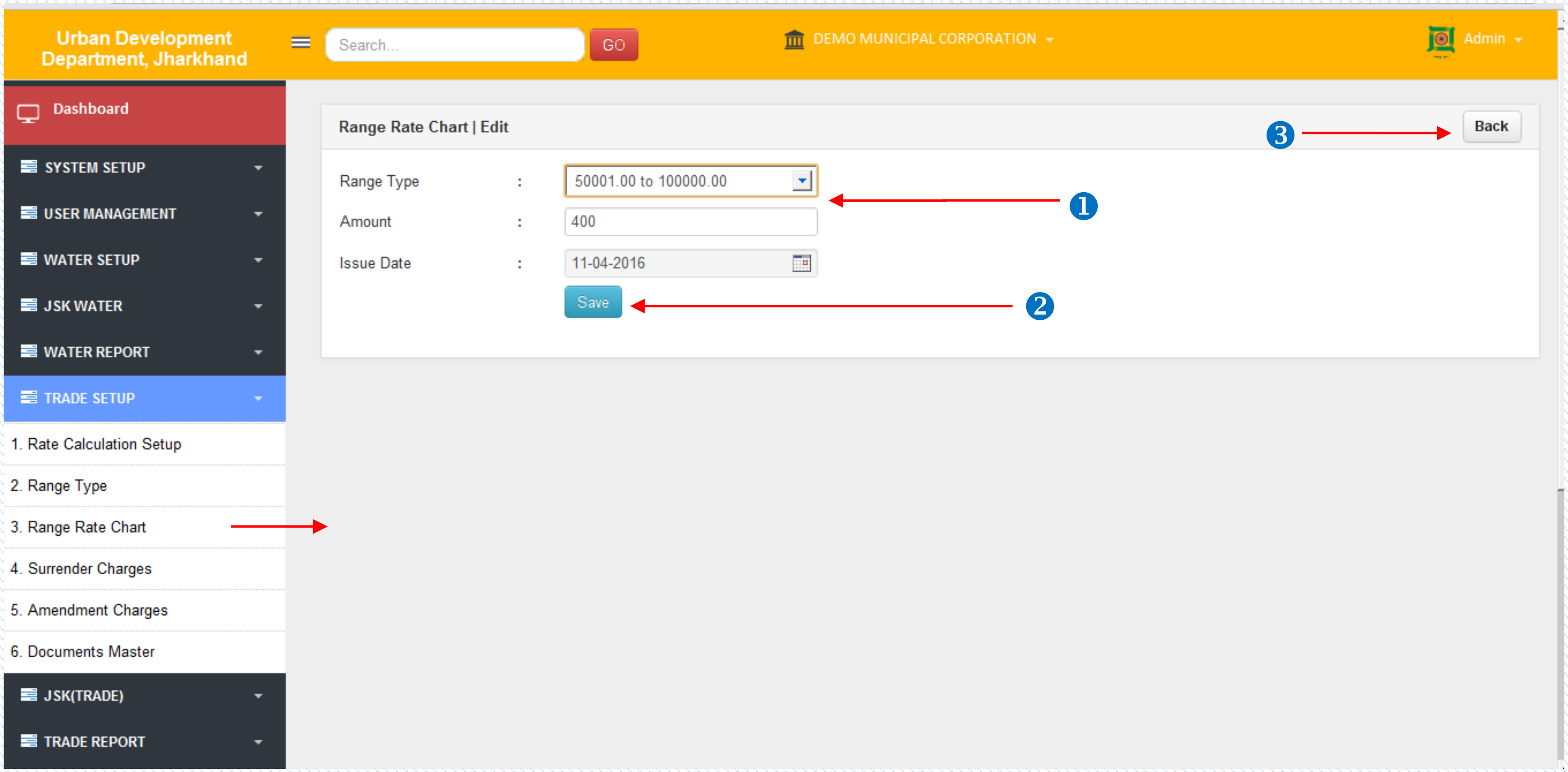
1. Click on **Range Rate Chart** to view the list of available ranges with respective amounts.
2. Click on **Add New** button to add new range rate .
3. Click on **Edit** to revise the range rate of the list.
4. Click on **Delete** to remove the range rate from the list.
5. Click on **View** to see the details of individual range rate.

Add New…



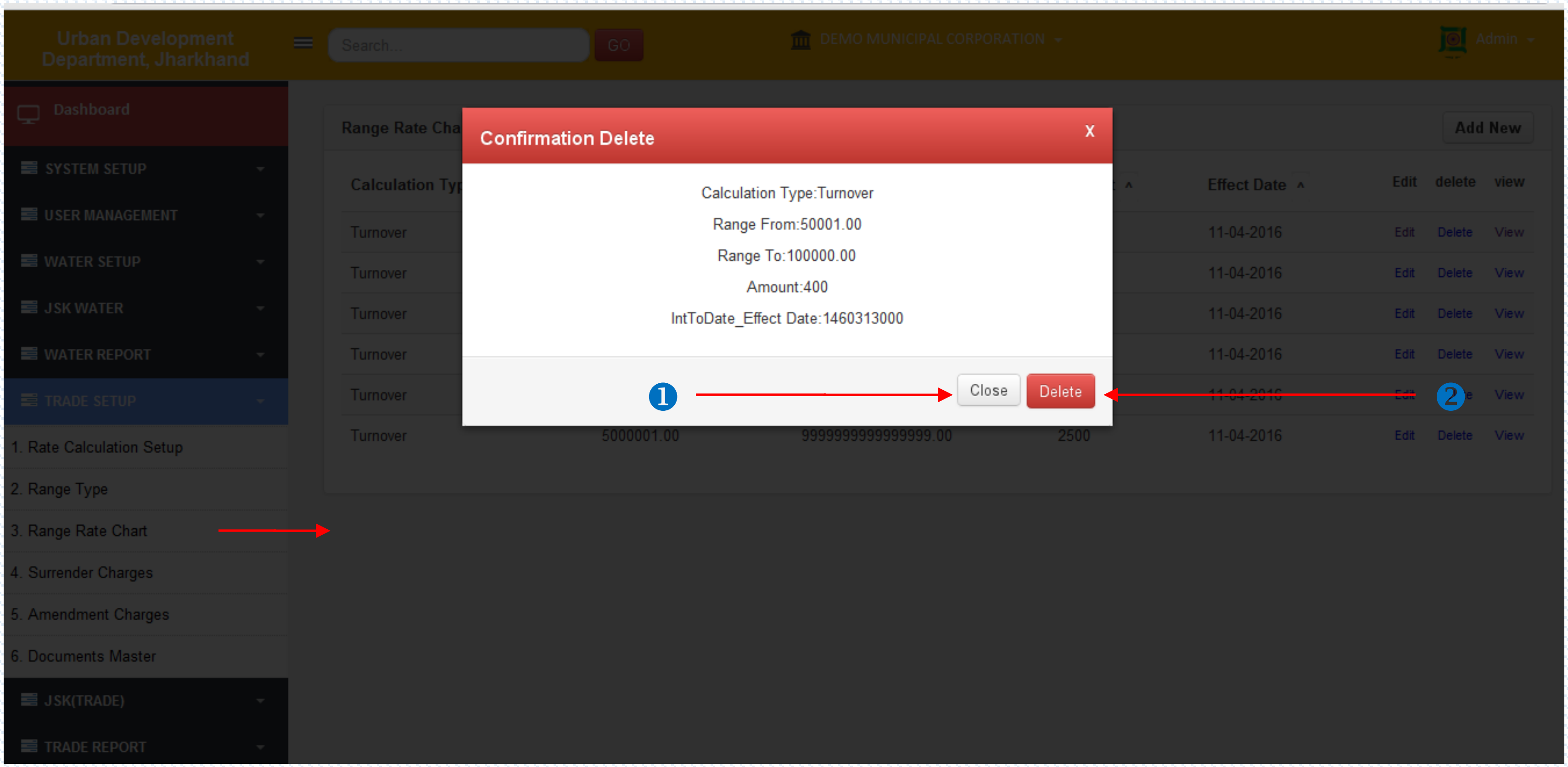
1. Click **Add New** to add Amount ,Issue Date and select Range type from the dropdown.
2. Click on **Save** button to save the new range rate.
3. Click **Back** button to go back to last menu.

Edit…



1. Click **Edit** to revise the range type, amount and issue date.
2. Click on **Save** button to save the new range rate.
3. Click **Back** button to go back to last menu.

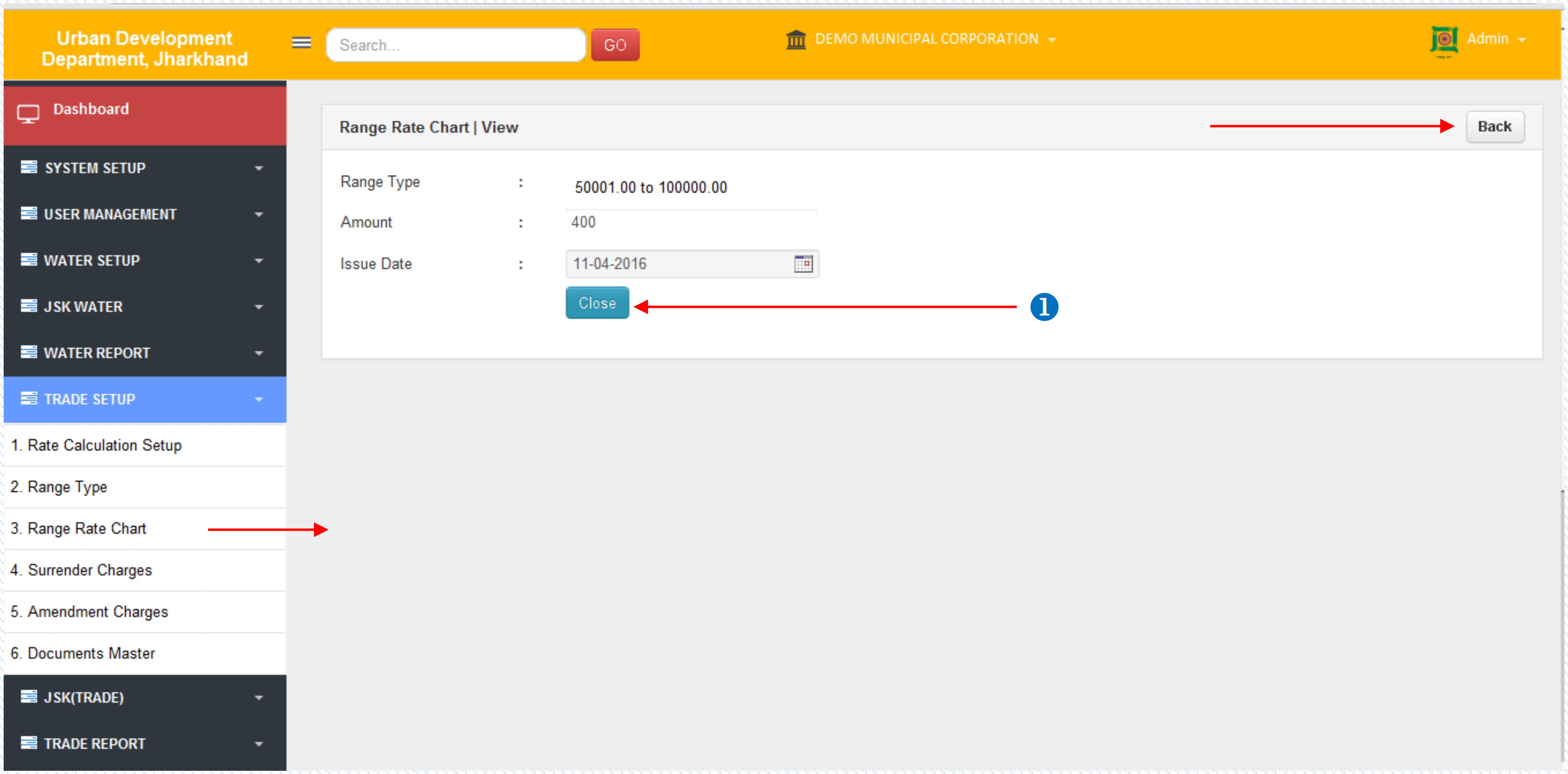
Delete…



❶ Click on **Close** button to close the application.

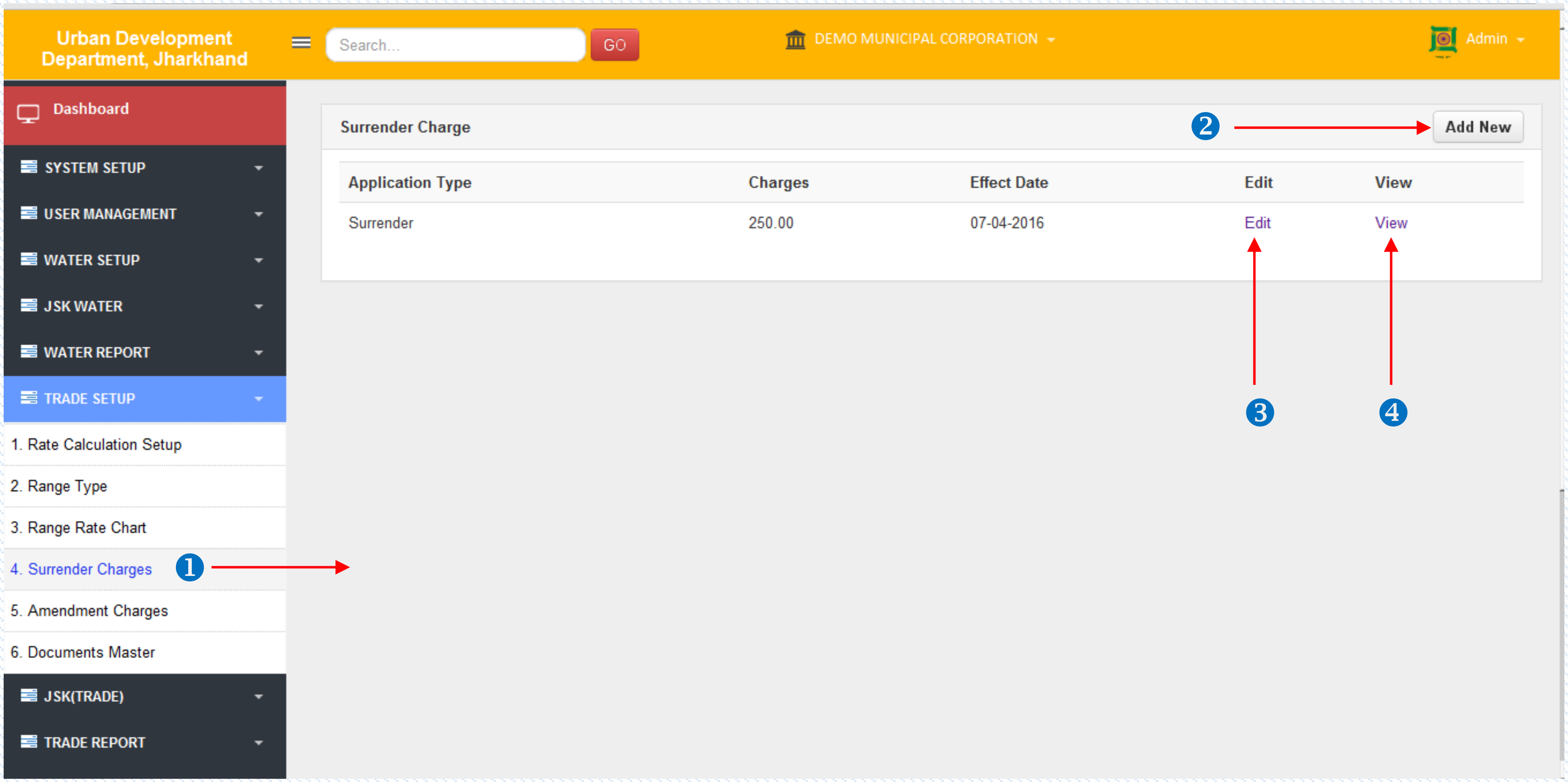
❷ Click **Delete** button to remove the range rate.

View…



1. Click on **Close** button to close the application after viewed.
2. Click **Back** button to go back to last menu.

Surrender Charges…



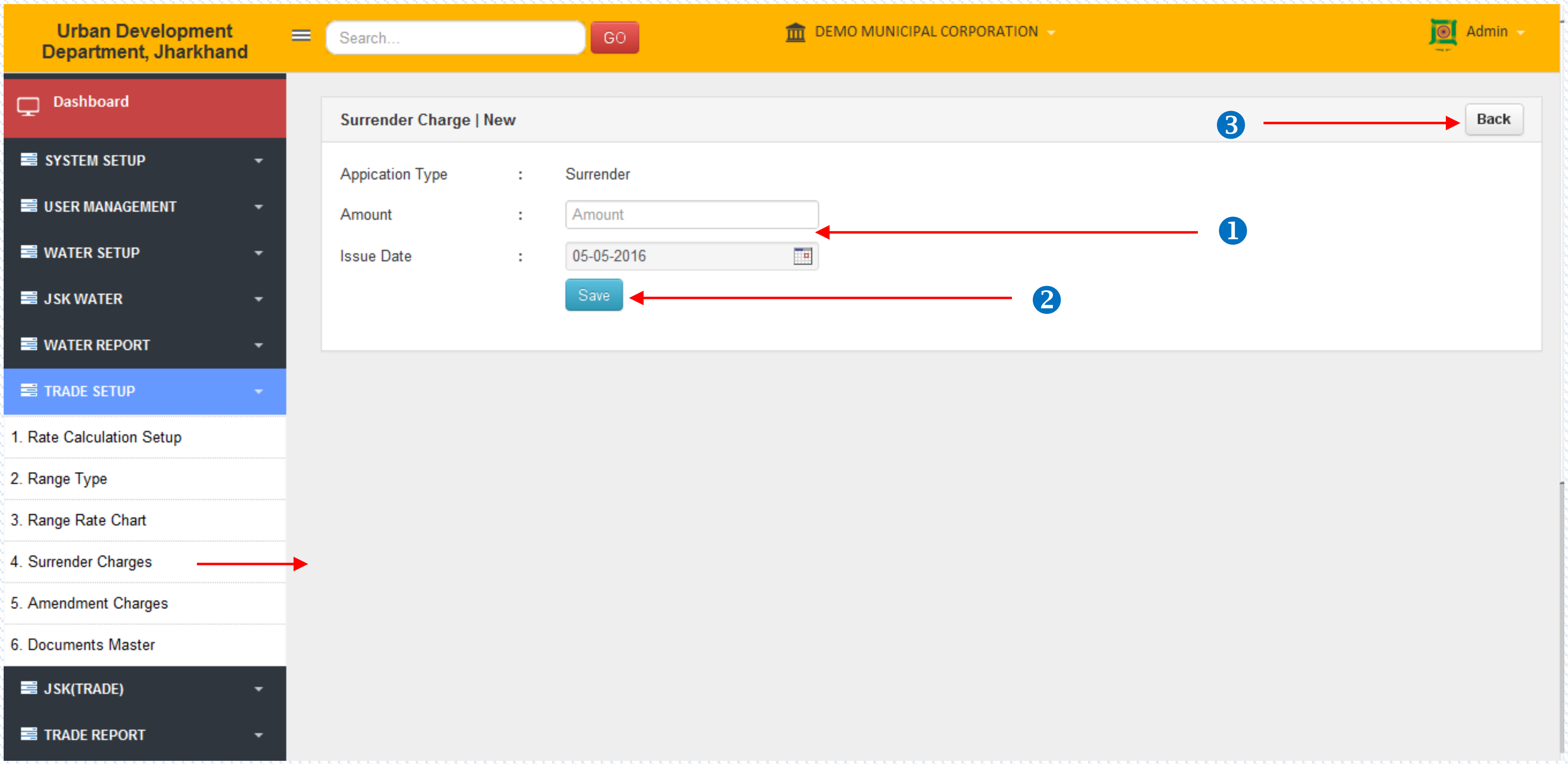
❶ Click on **Surrender Charges** to view the list of surrender charges .

❷ Click on **Add New** button to add new surrender charge.

❸ Click on **Edit** to revise the surrender charges of the list.

❹ Click on **View** to see the details of individual surrender rate.

Add New…

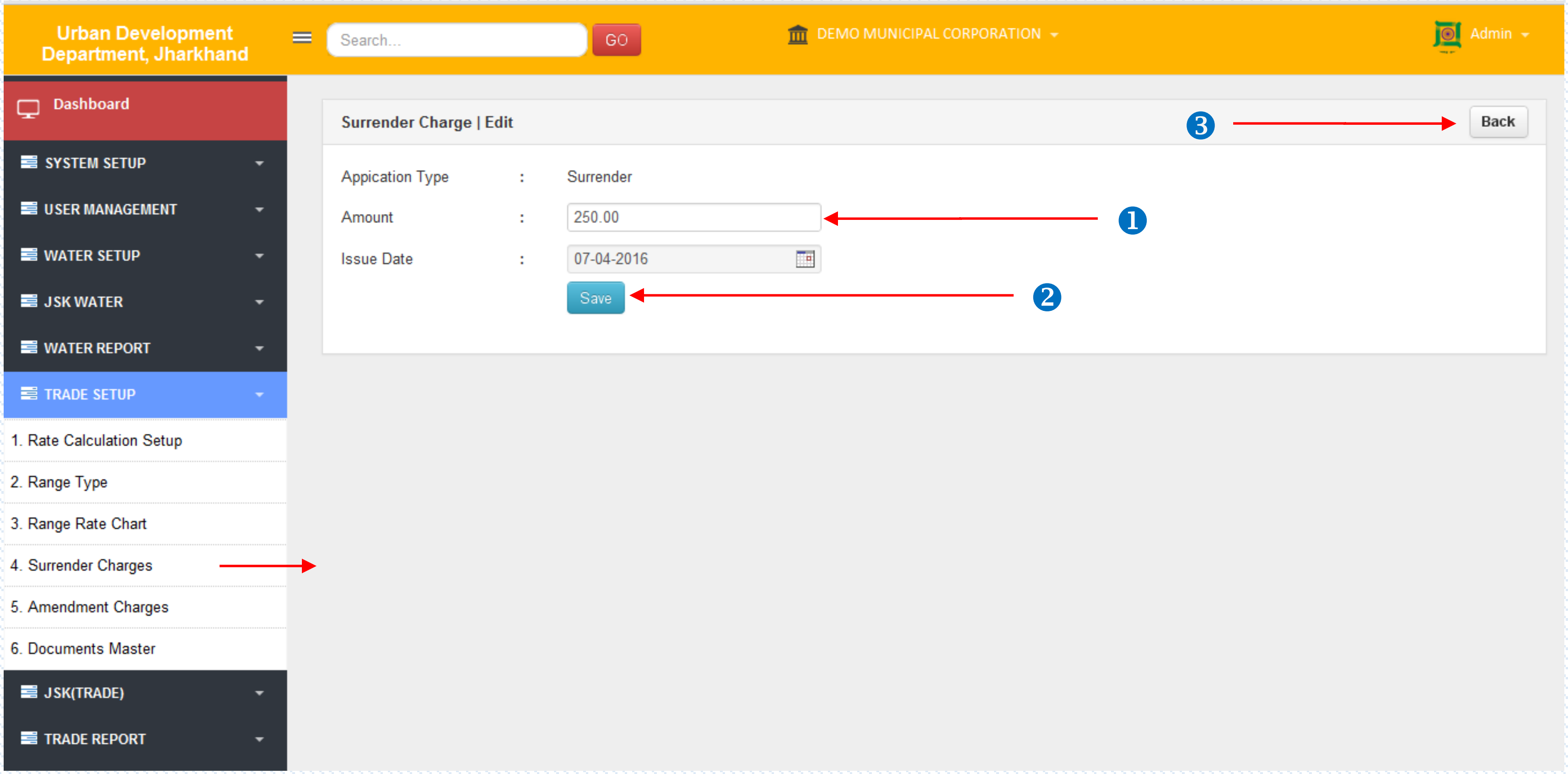


❶ Click **Add New** to add Amount and Issue Date.

❷ Click on **Save** button to save the new surrender charges .

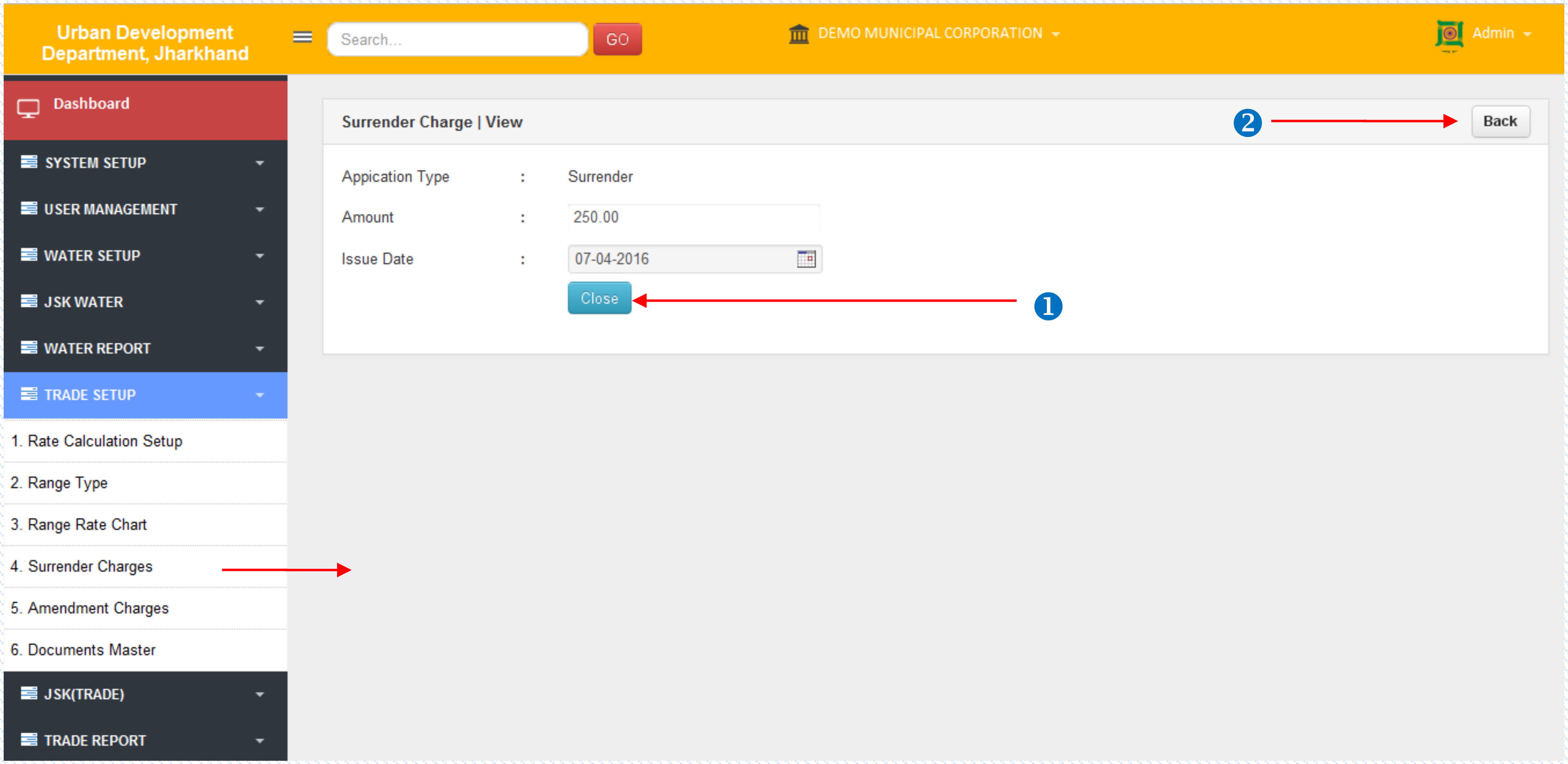
❸ Click **Back** button to go back to last menu.

Edit…



1. Click **Edit** to revise the amount and issue date.
2. Click on **Save** button to save the new surrender charge.
3. Click **Back** button to go back to last menu.

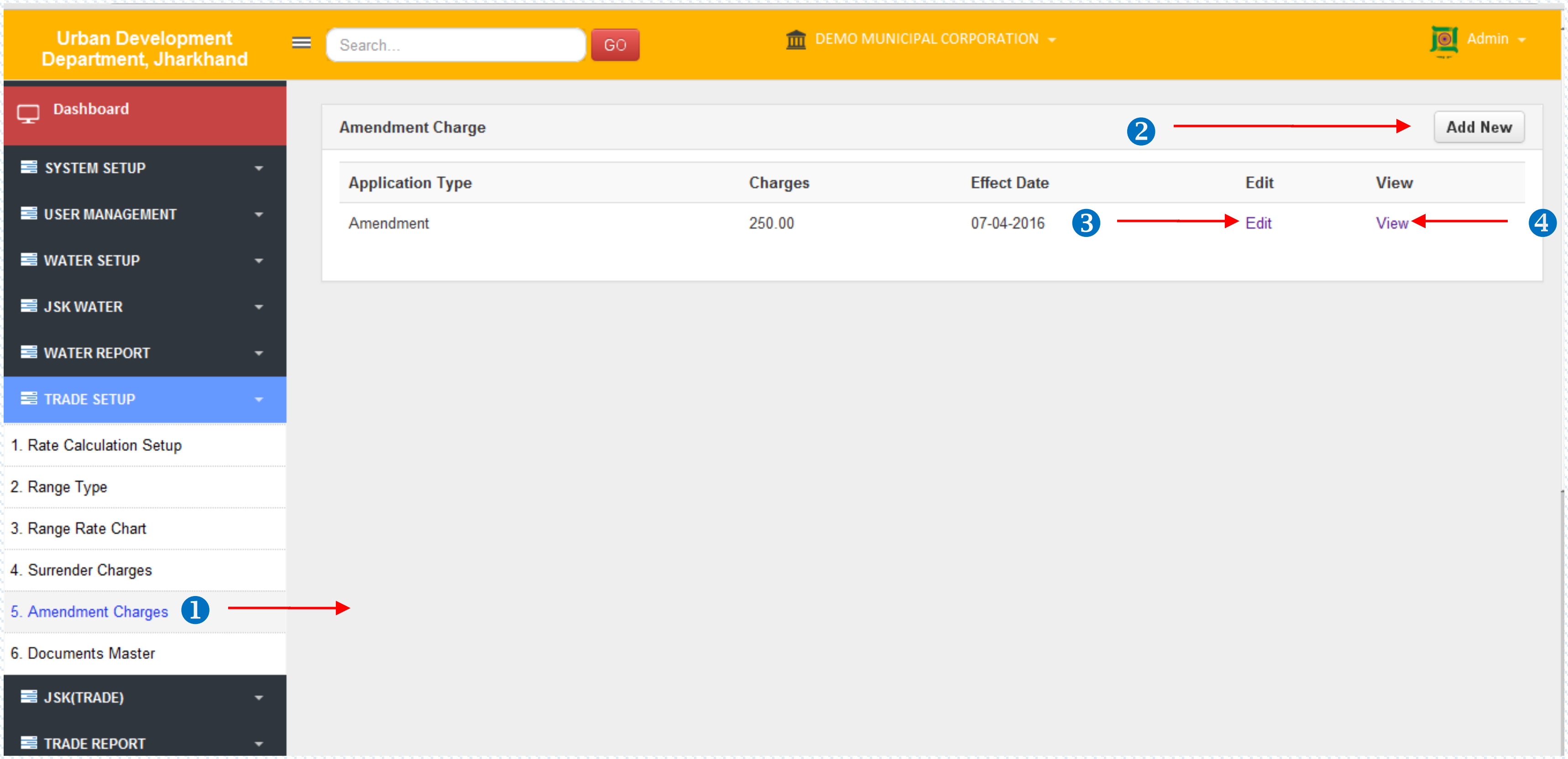
View…



❶ Click on **Close** button to close the application after viewed.

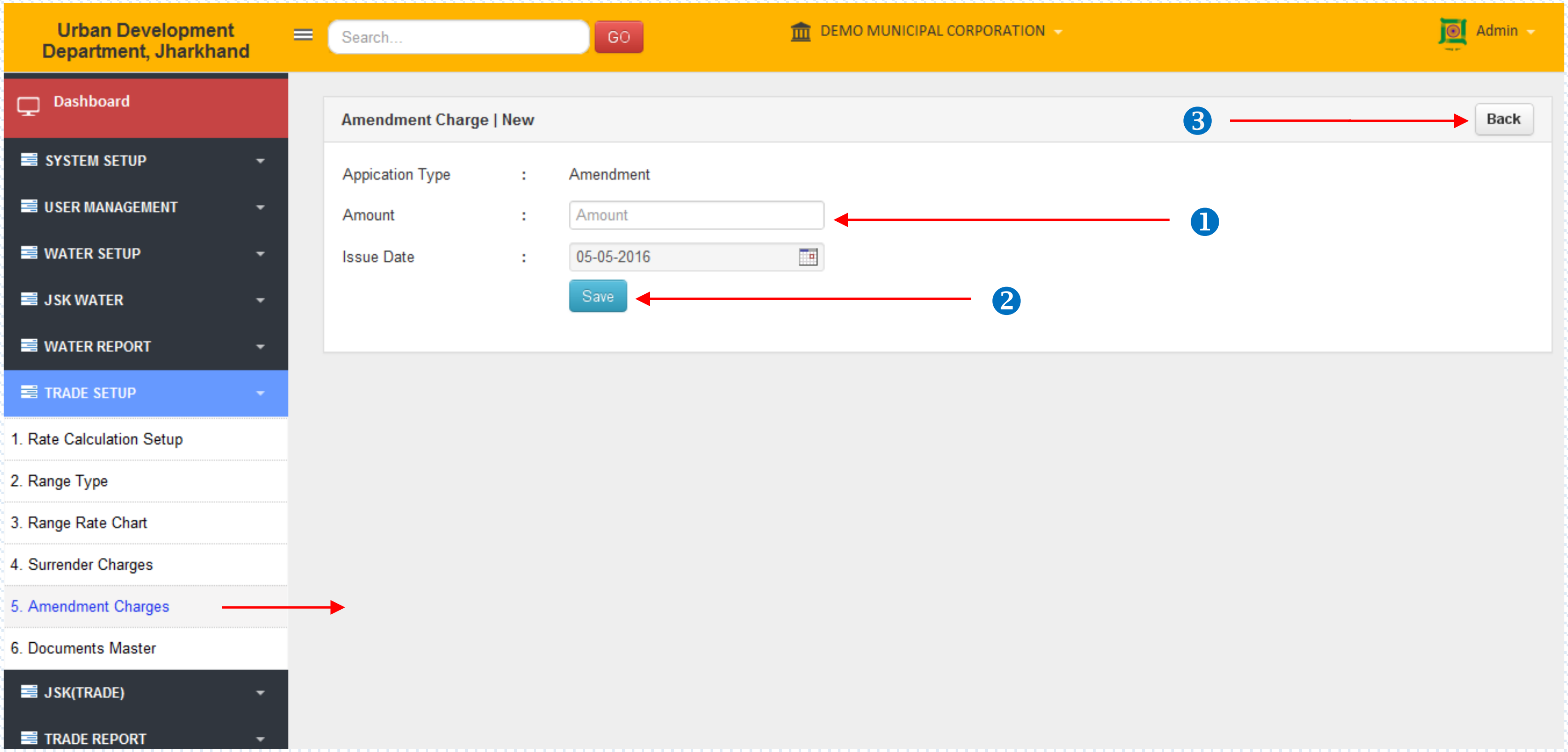
❷ Click **Back** button to go back to last menu.

Amendment Charges…



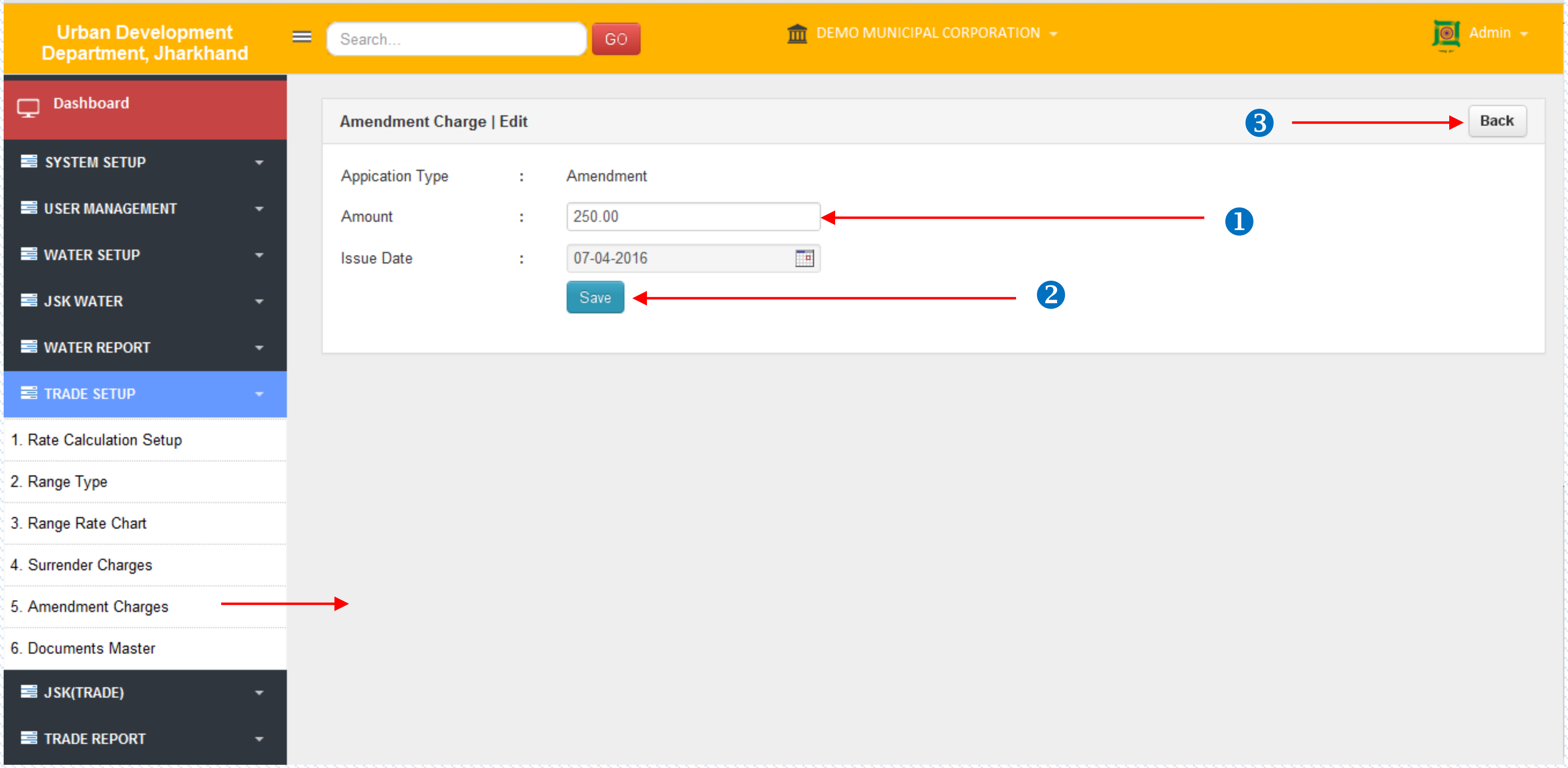
1. Click on **Amendment Charges** to view the list of amendment charges .
2. Click on **Add New** button to add new amendment charge.
3. Click on **Edit** to revise the amendment charges of the list.
4. Click on **View** to see the details of individual amendment charge.

Add New…



1. Click **Add New** to add Amount and Issue Date.
2. Click on **Save** button to save the new amendment charge.
3. Click **Back** button to go back to last menu.

Edit…

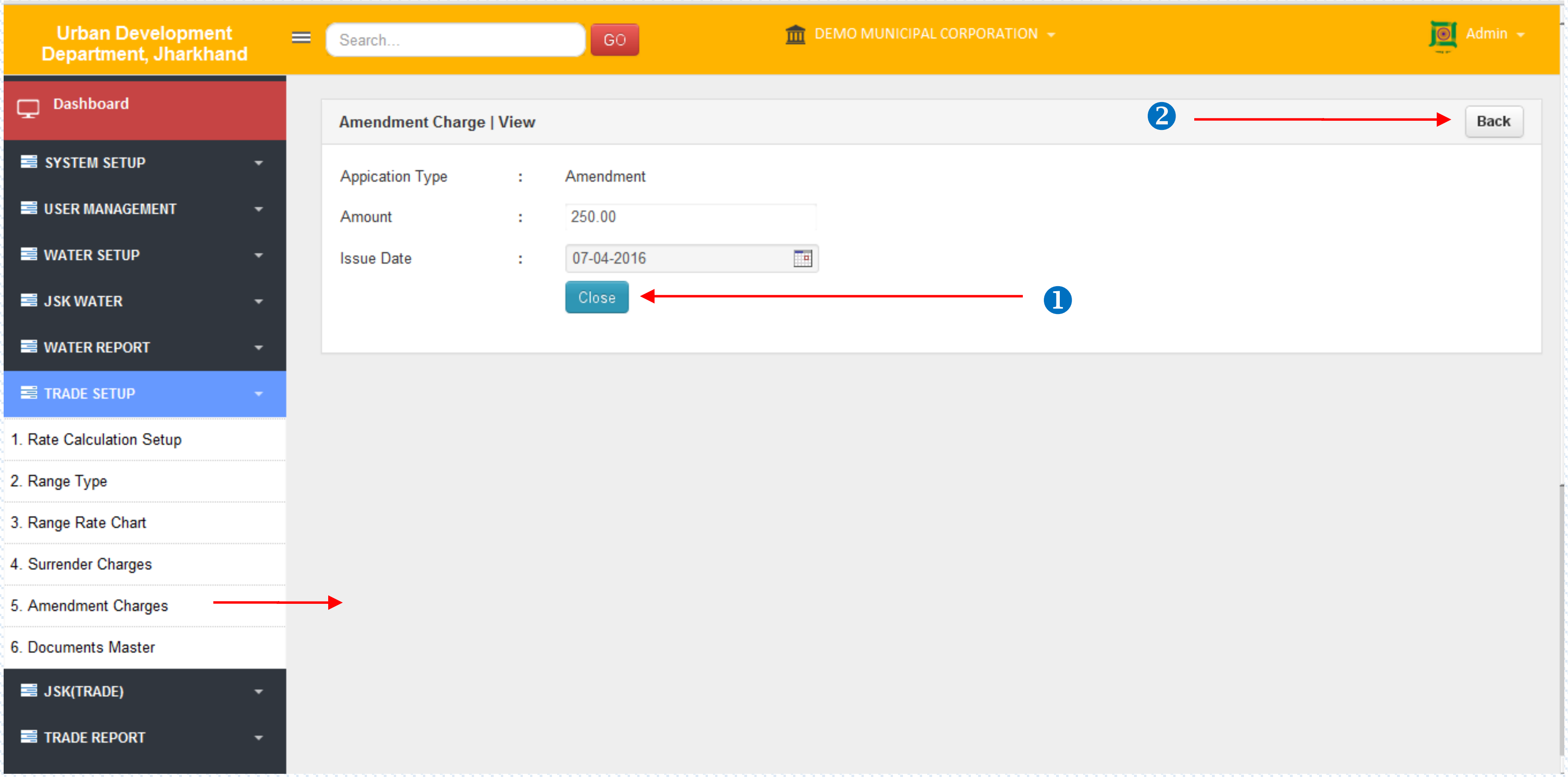


❶ Click **Edit** to revise the amount and issue date.

❷ Click on **Save** button to save the new amendment charge.

❸ Click **Back** button to go back to last menu.

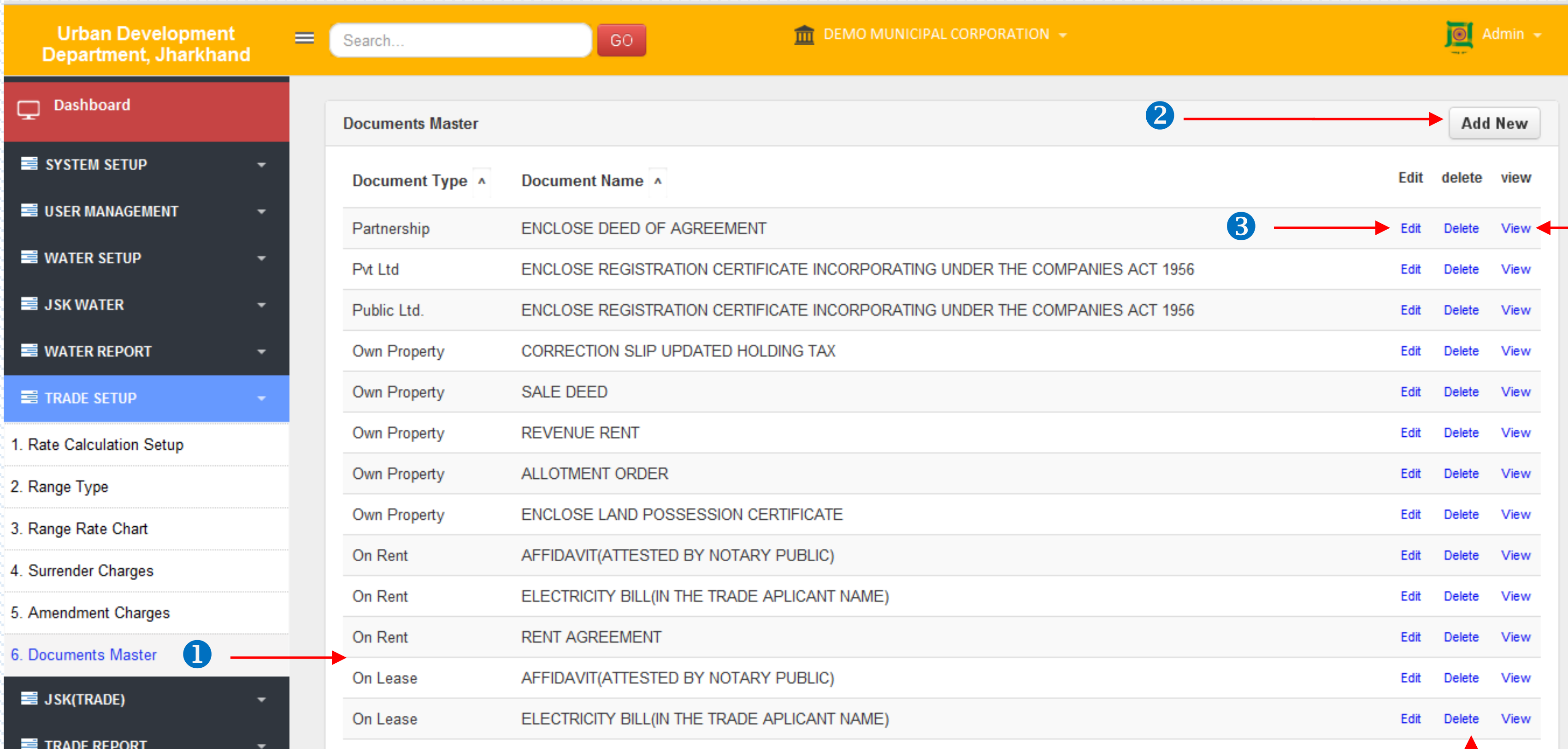
View…



❶ Click on **Close** button to close the application after viewed.

❷ Click **Back** button to go back to last menu.

Document Master…



❶ Click on **Document Master** to view the list of documents type with its mandatory document name .

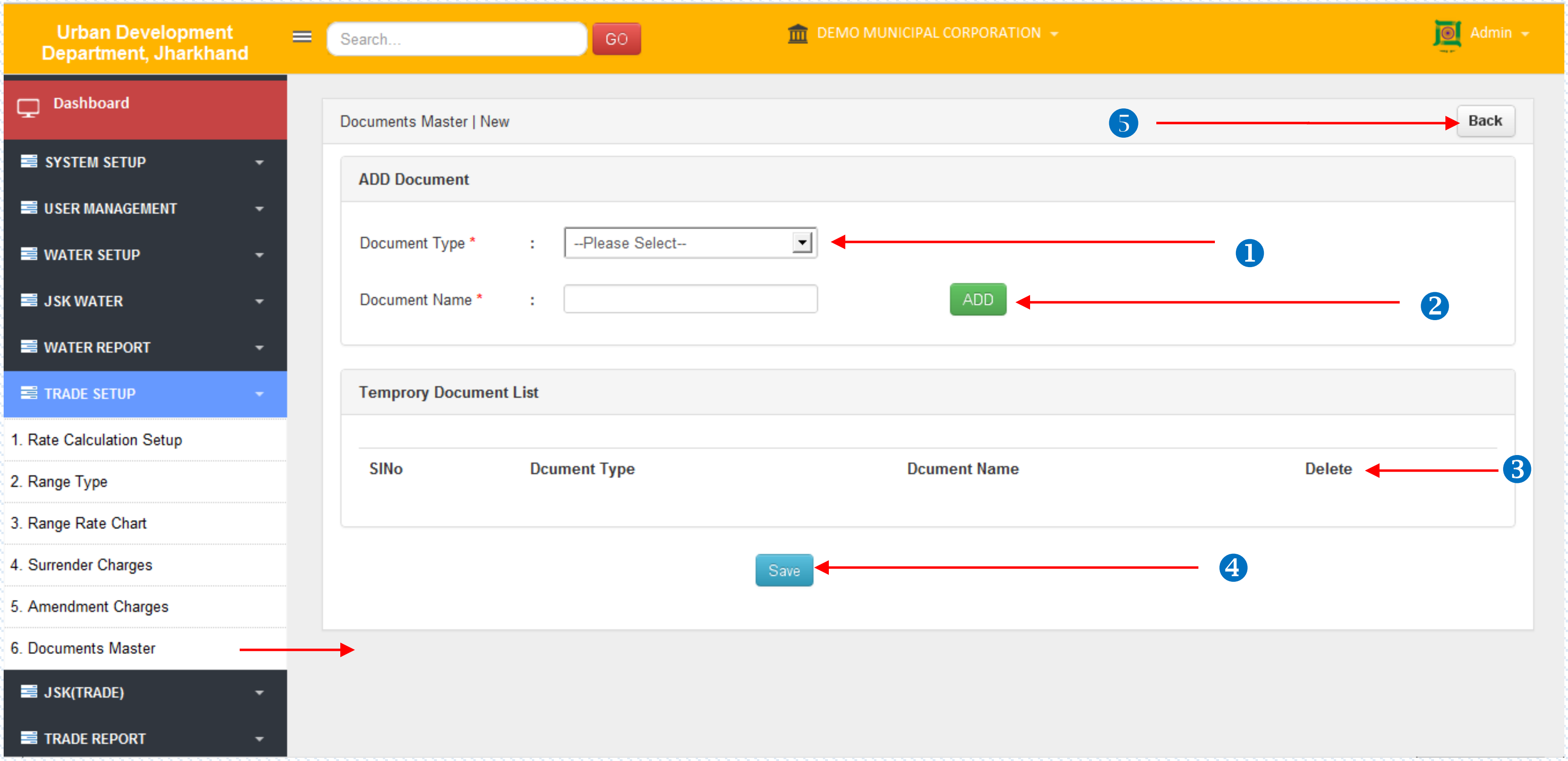
❷ Click on **Add New** button to add new document type .

❸ Click on **Edit** to revise the document type of the list.

❹ Click on **Delete** to remove the document type from the list.

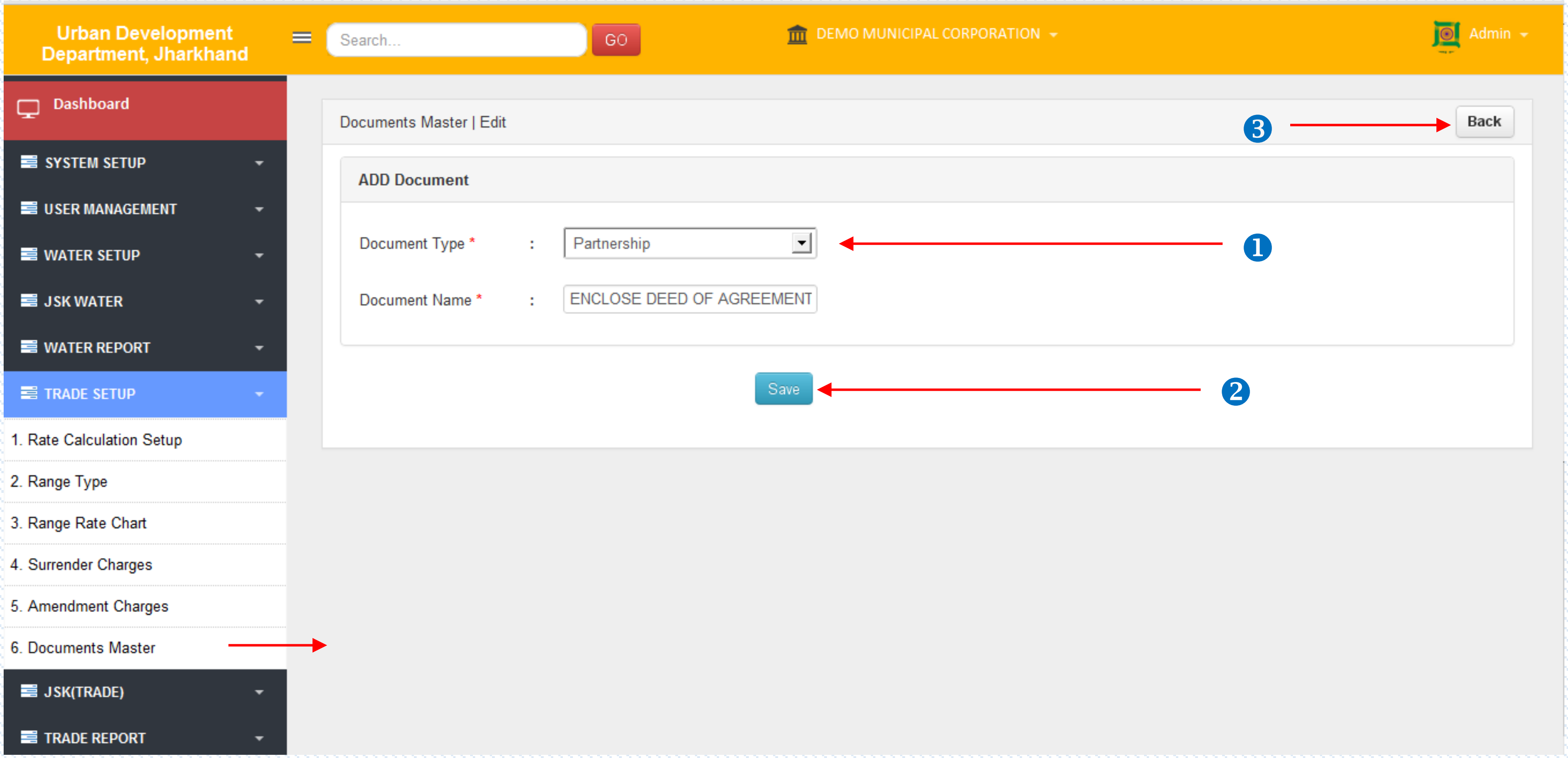
❺ Click on **View** to see the details of individual document type.

Add New…



1. Click **Add New** to add document type and name.
2. Click on **Add** button to add the documents to the list given below.
3. Click on **Delete** to remove the details from the list.
4. Click on **Save** button to save the document.
5. Click **Back** button to go back to last menu.

Edit…

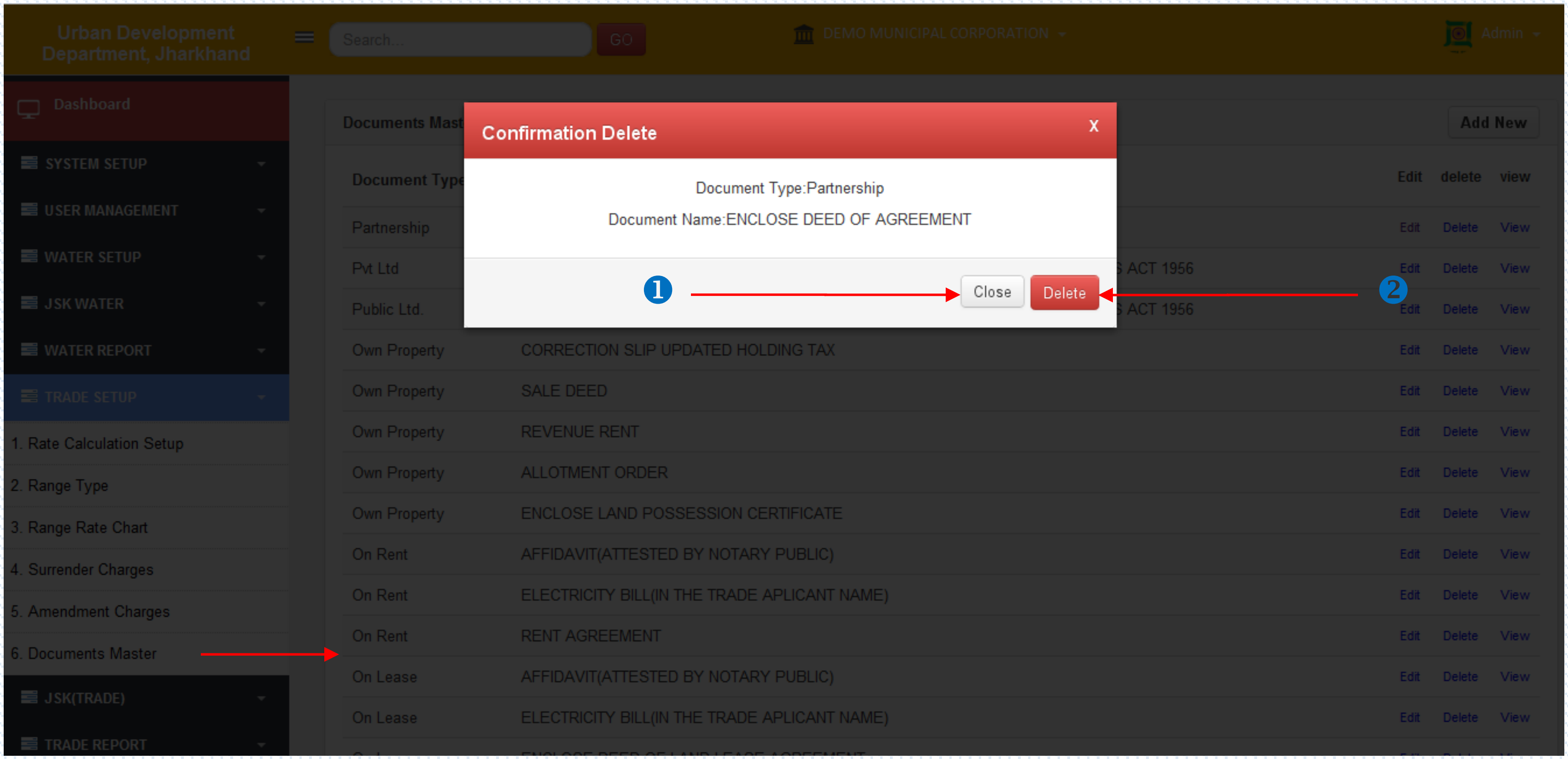


❶ Click **Edit** to revise the document type and name.

❷ Click on **Save** button to save the new changed document.

❸ Click **Back** button to go back to last menu.

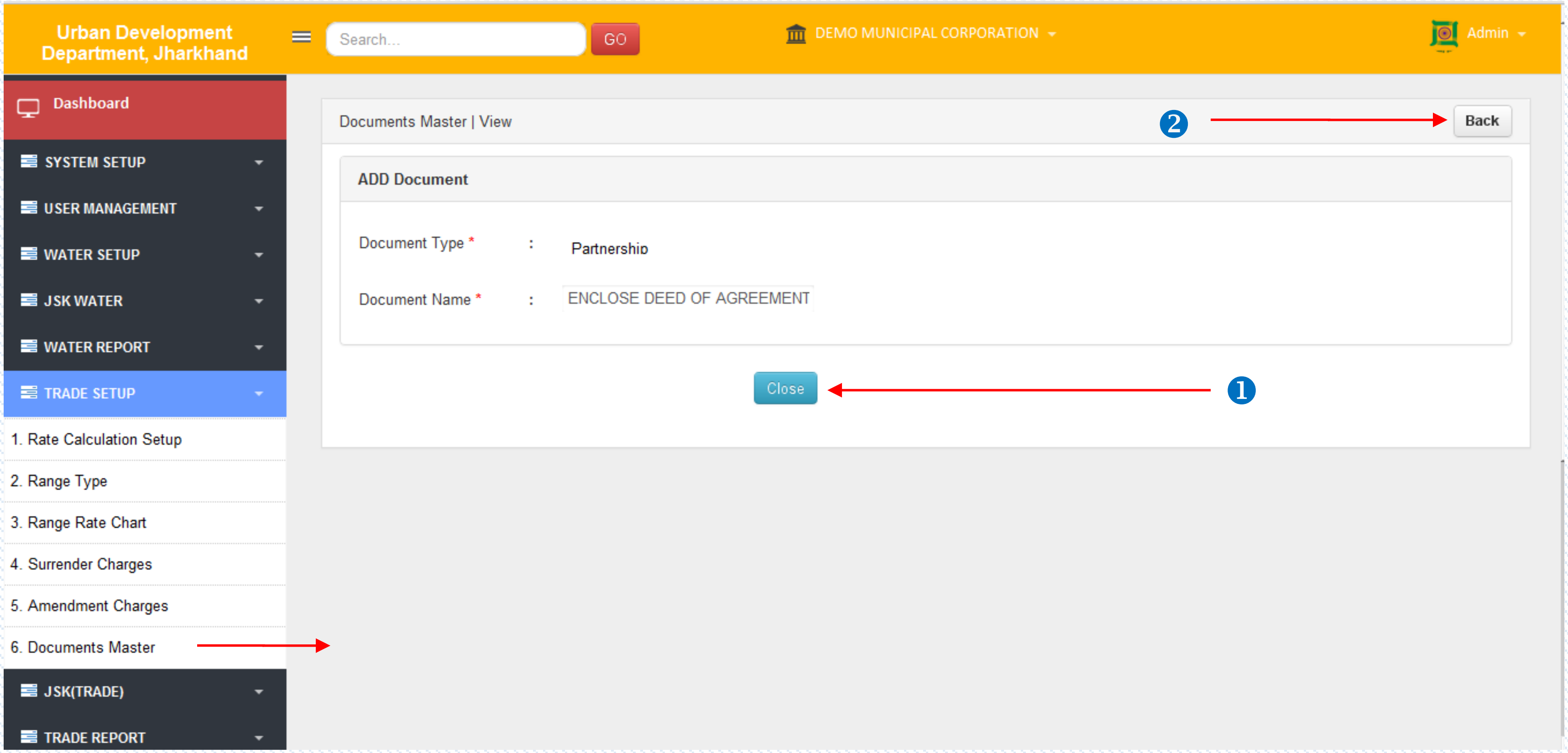
Delete…



❶ Click on **Close** button to close the application.

❷ Click **Delete** button to remove the document .

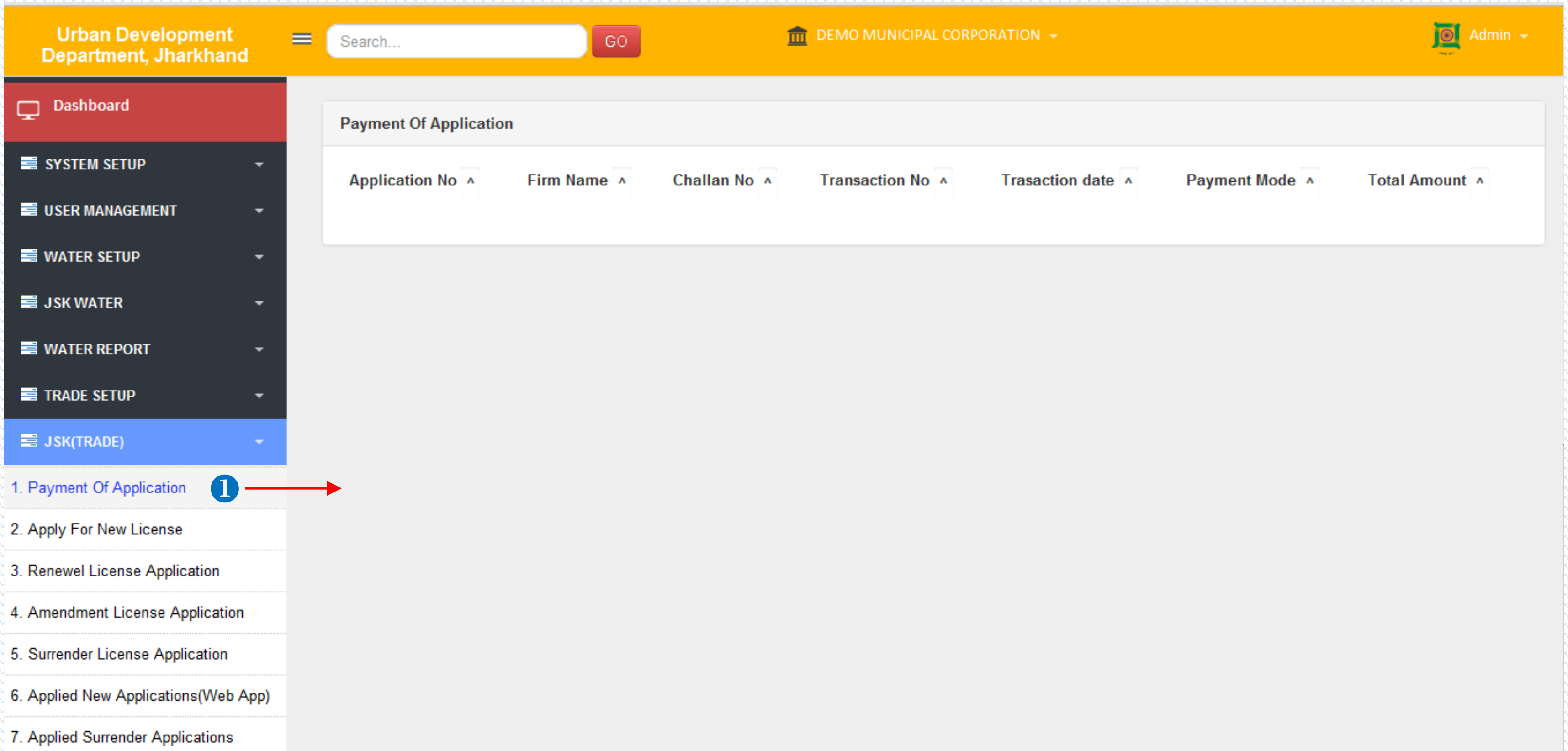
View…



1. Click on **Close** button to close the application after viewed.
2. Click **Back** button to go back to last menu.

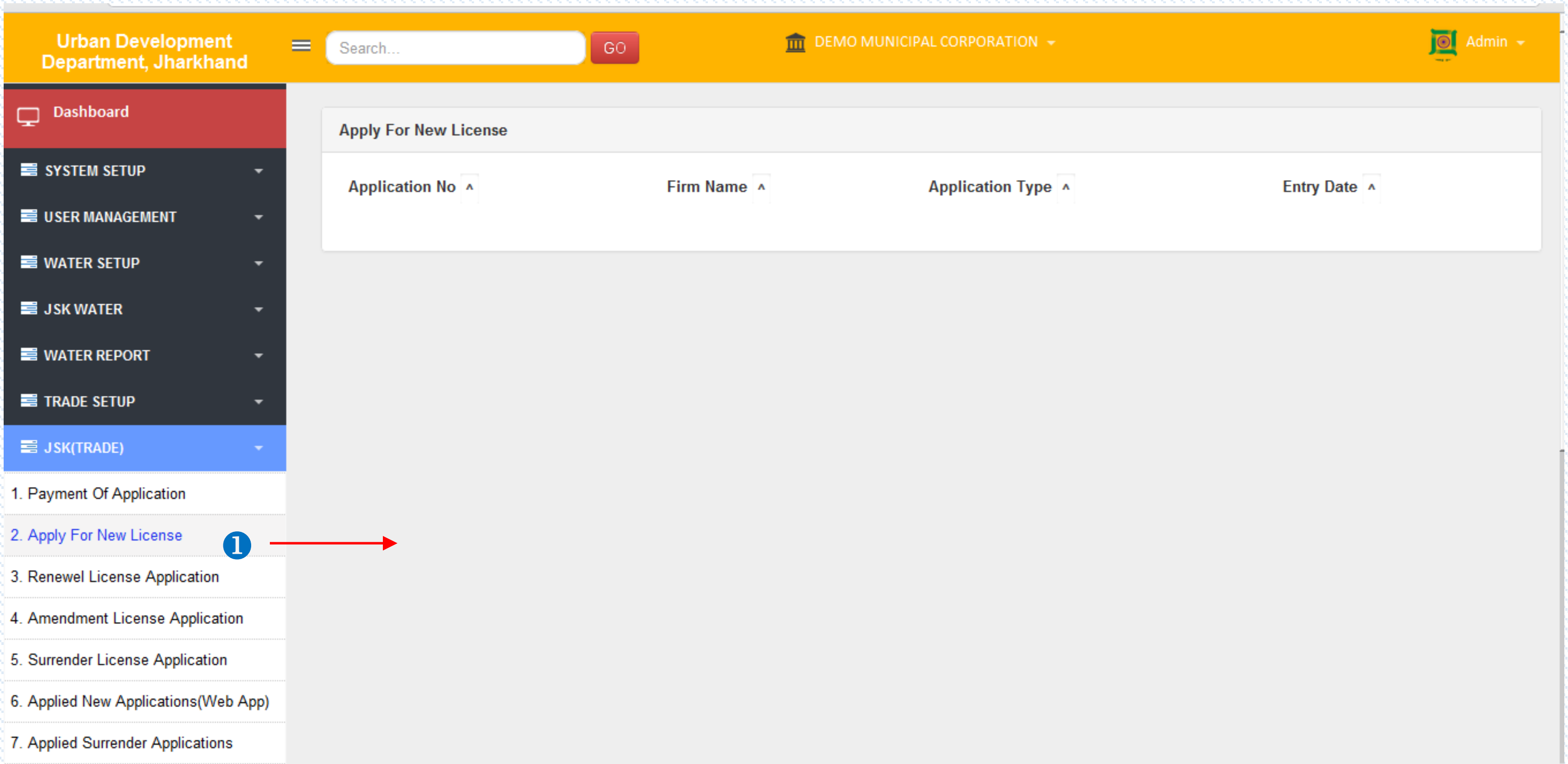
JSK(TRADE)

Payment Of Application…



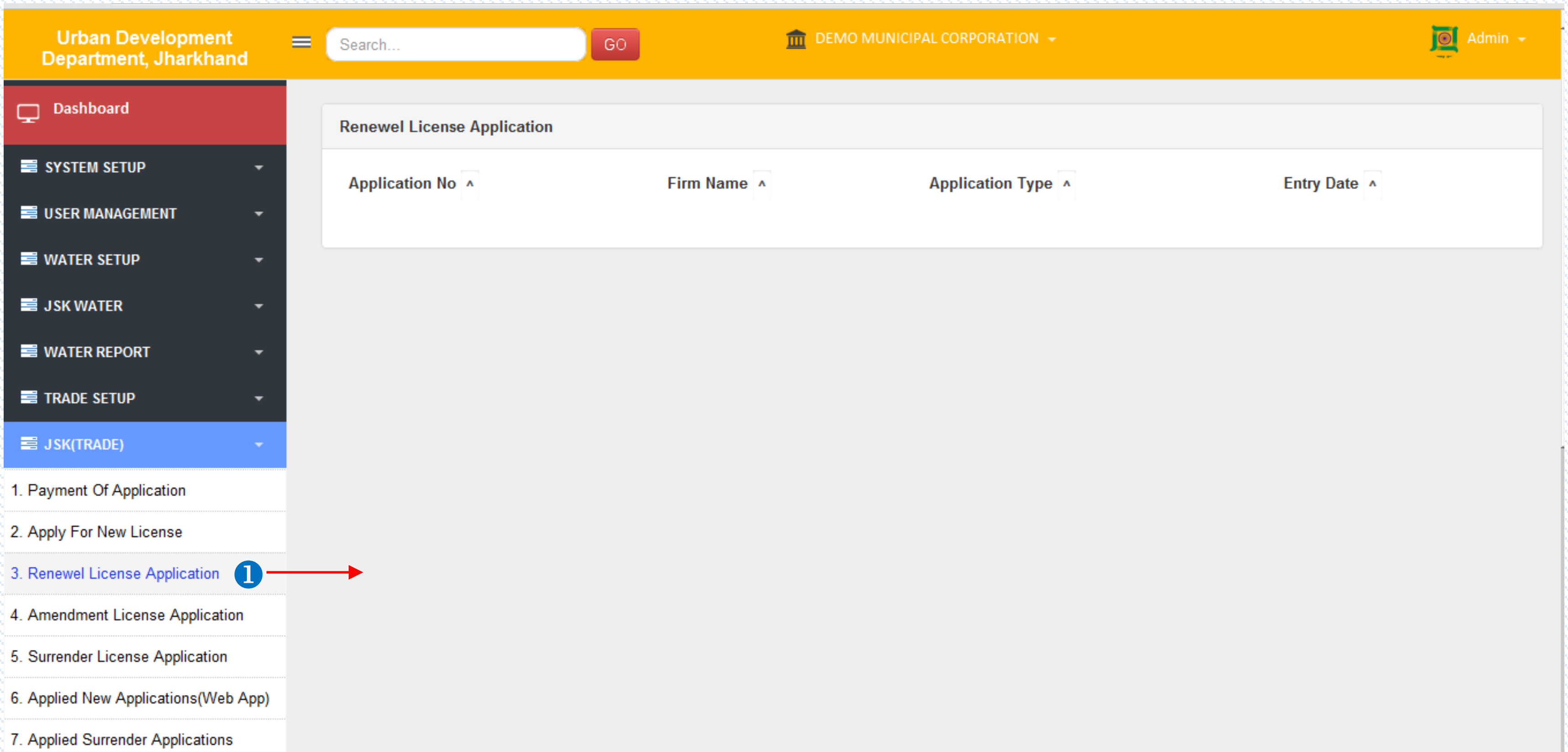
❶ Click on **Payment Of Application** to see the payment application list.

Apply For New License…



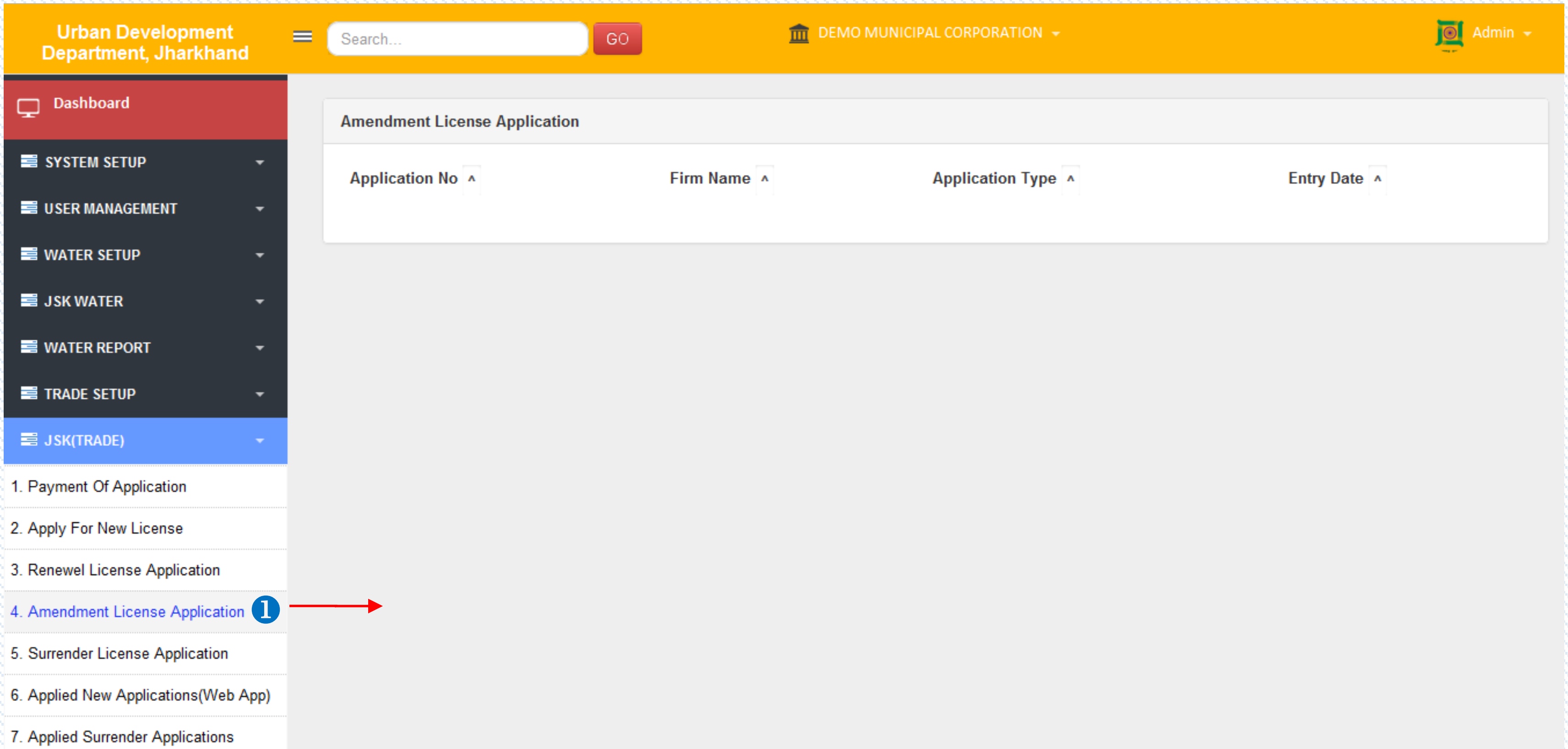
❶ Click on **Apply For New License** to see the list of application for new license.

Renewal License Application…



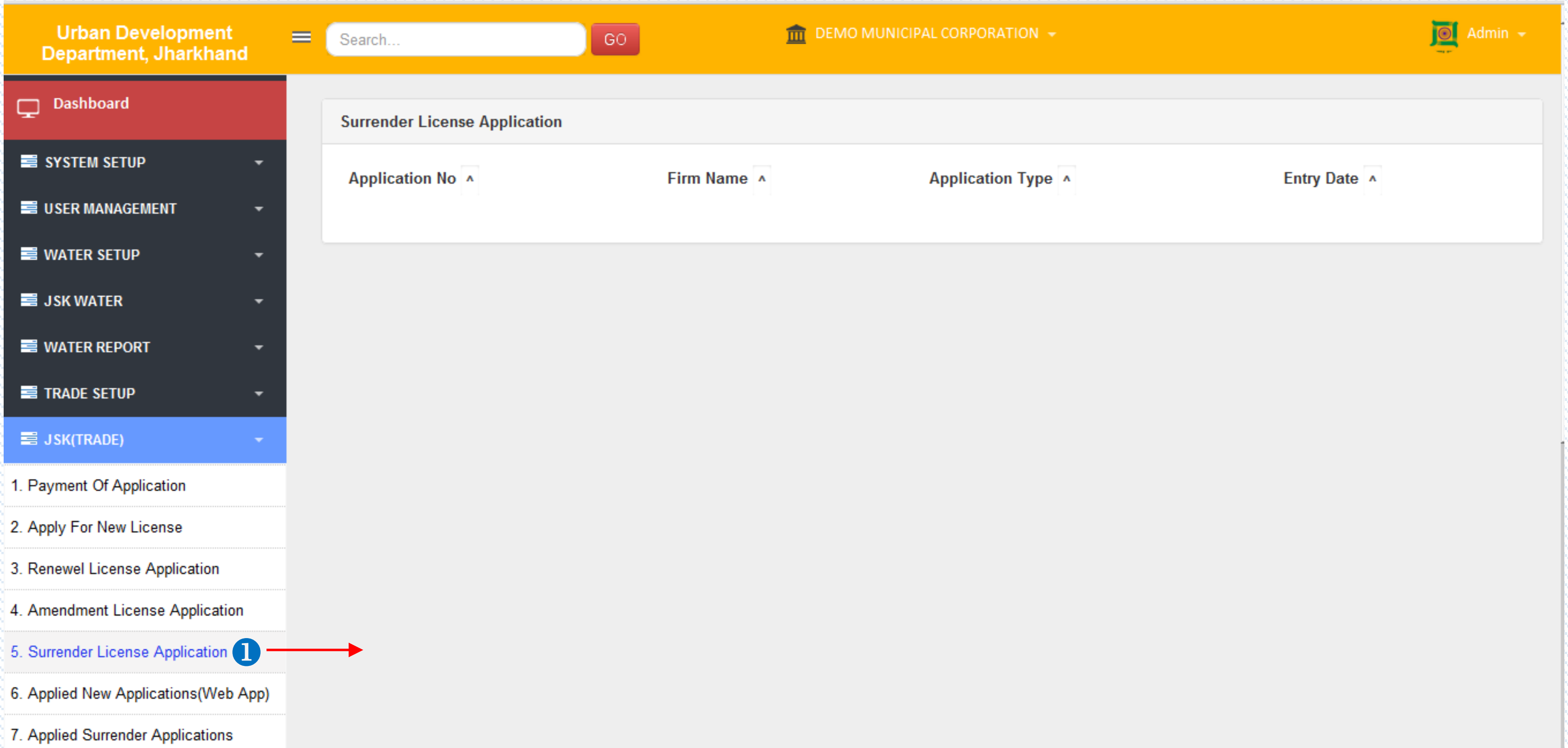
❶ Click on **Renewal License Application** to see the list of application for renewal license.

Amendment License Application…



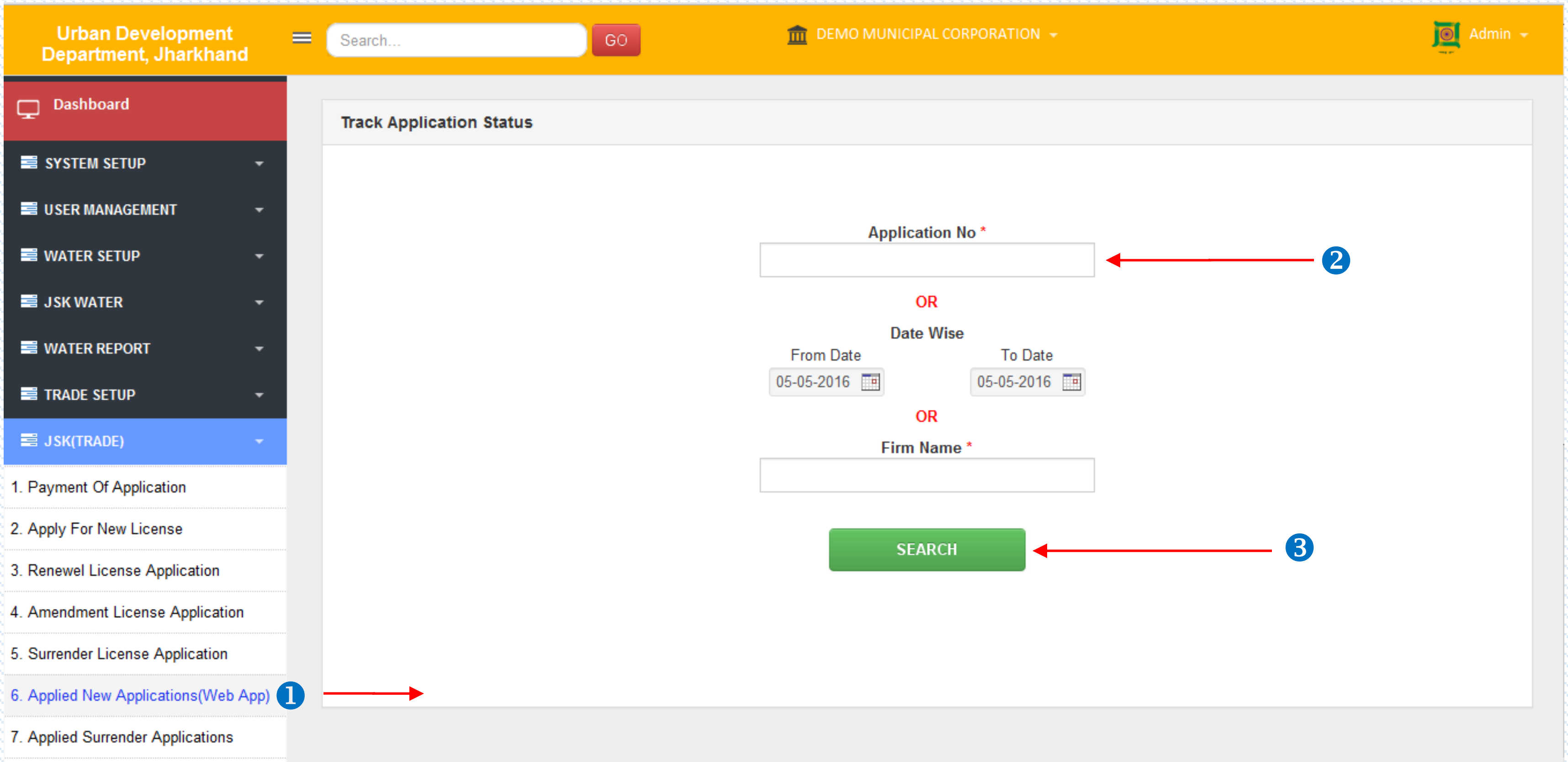
❶ Click on **Amendment License Application** to see the list of amandment license application.

Surrender License Application…



❶ Click on **Surrender License Application** to see the list of surrender license application.

Applied New Application(Web App)…

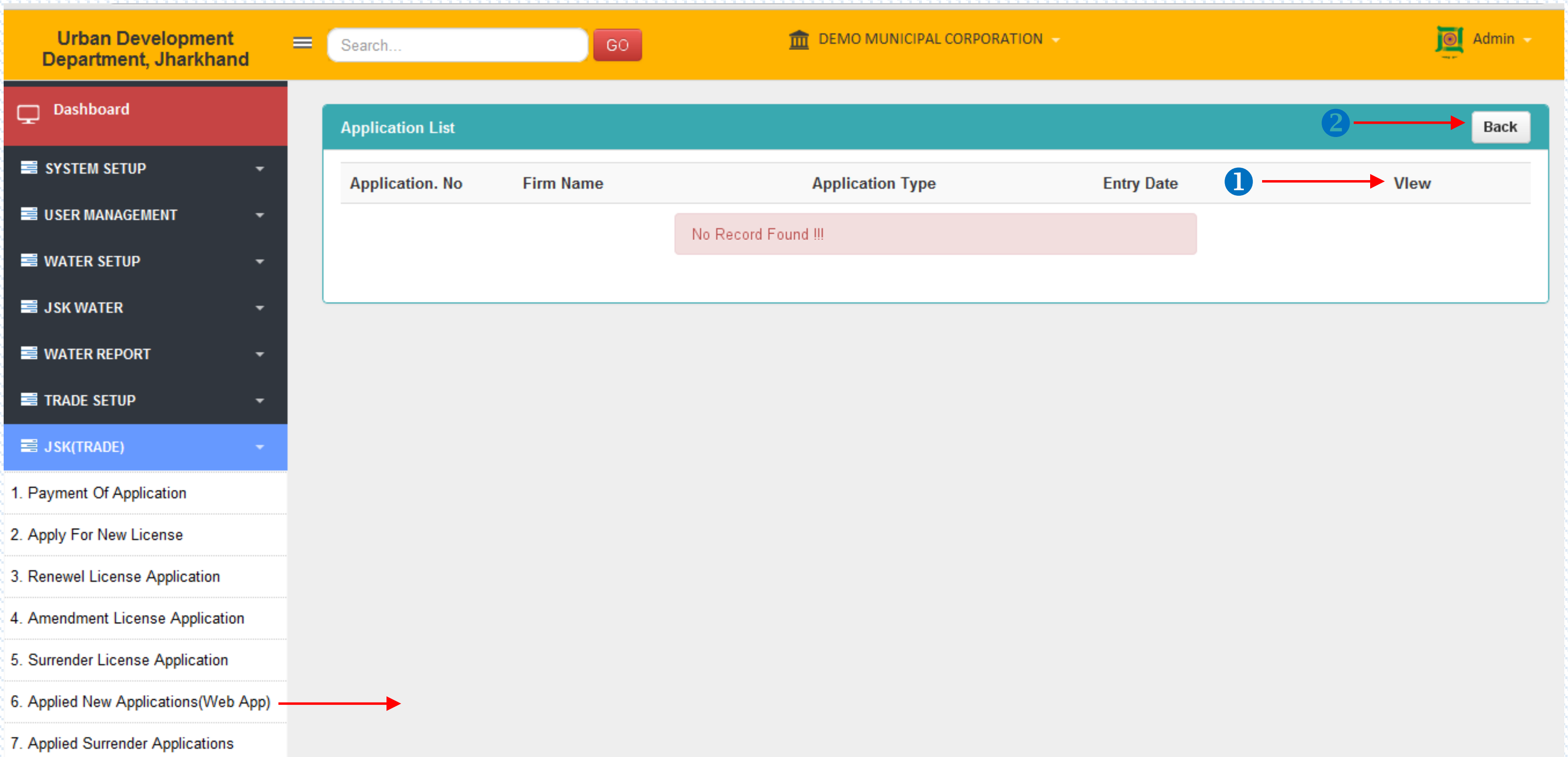


❶ Click on **Applied New Application(web app)** to track the application status.

❷ Enter the Application No/Date range/Firm Name.

❸ Click on **Search** button to get the status of the application.

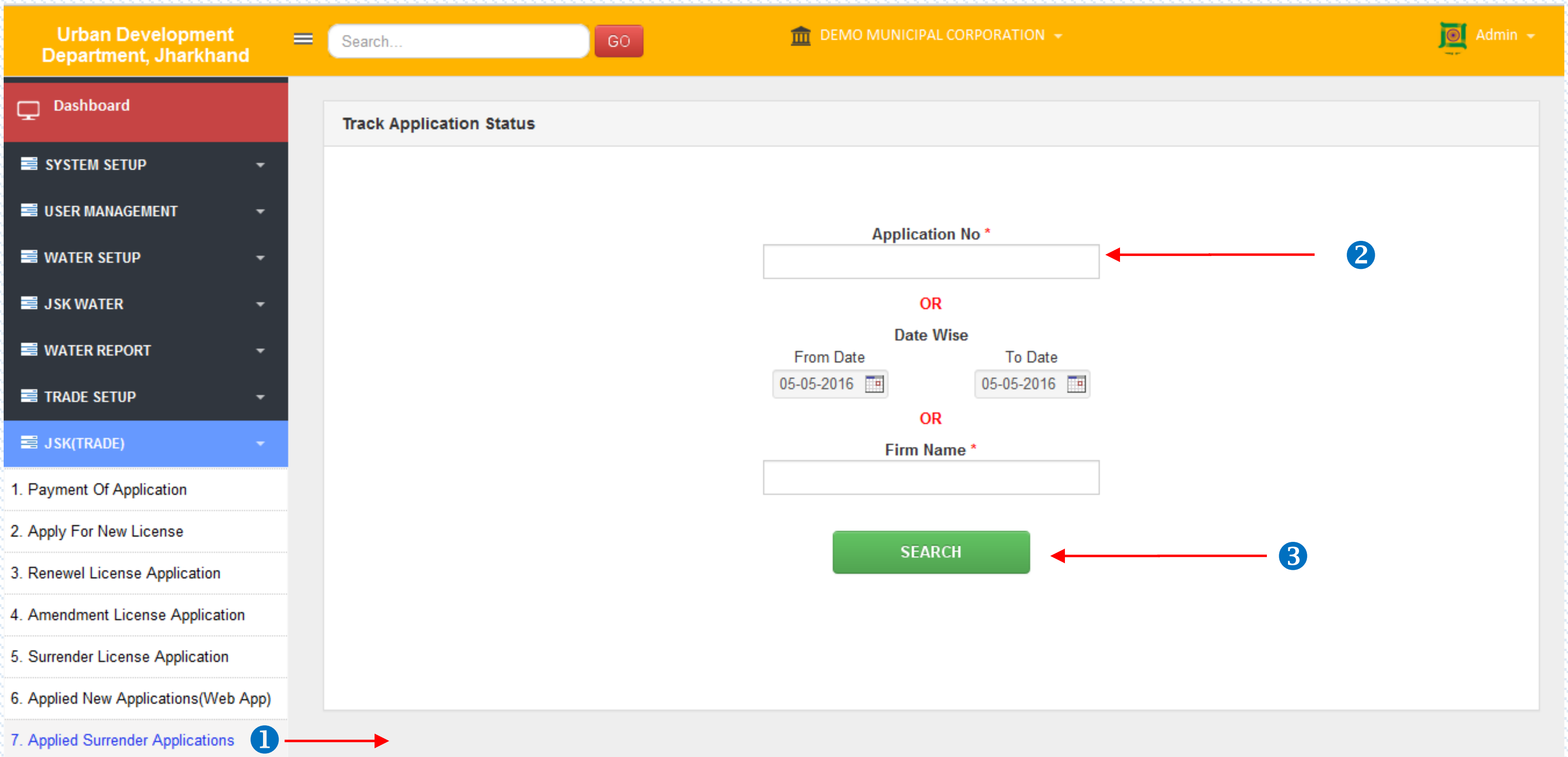
Search…



❶ Click on **View** to see the details of individual application.

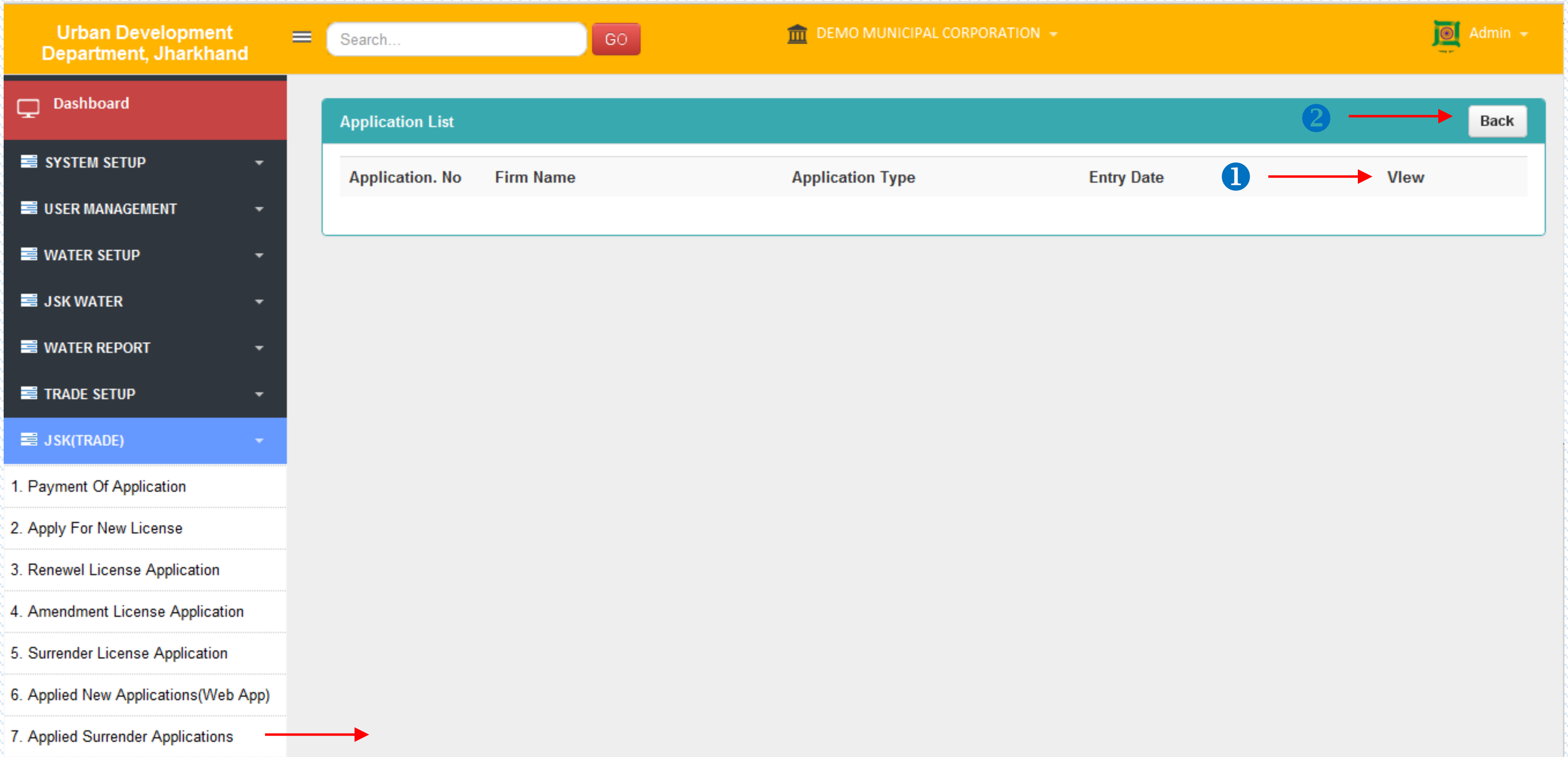
❷ Click **Back** button to go back to last menu.

Applied Surrender Application…



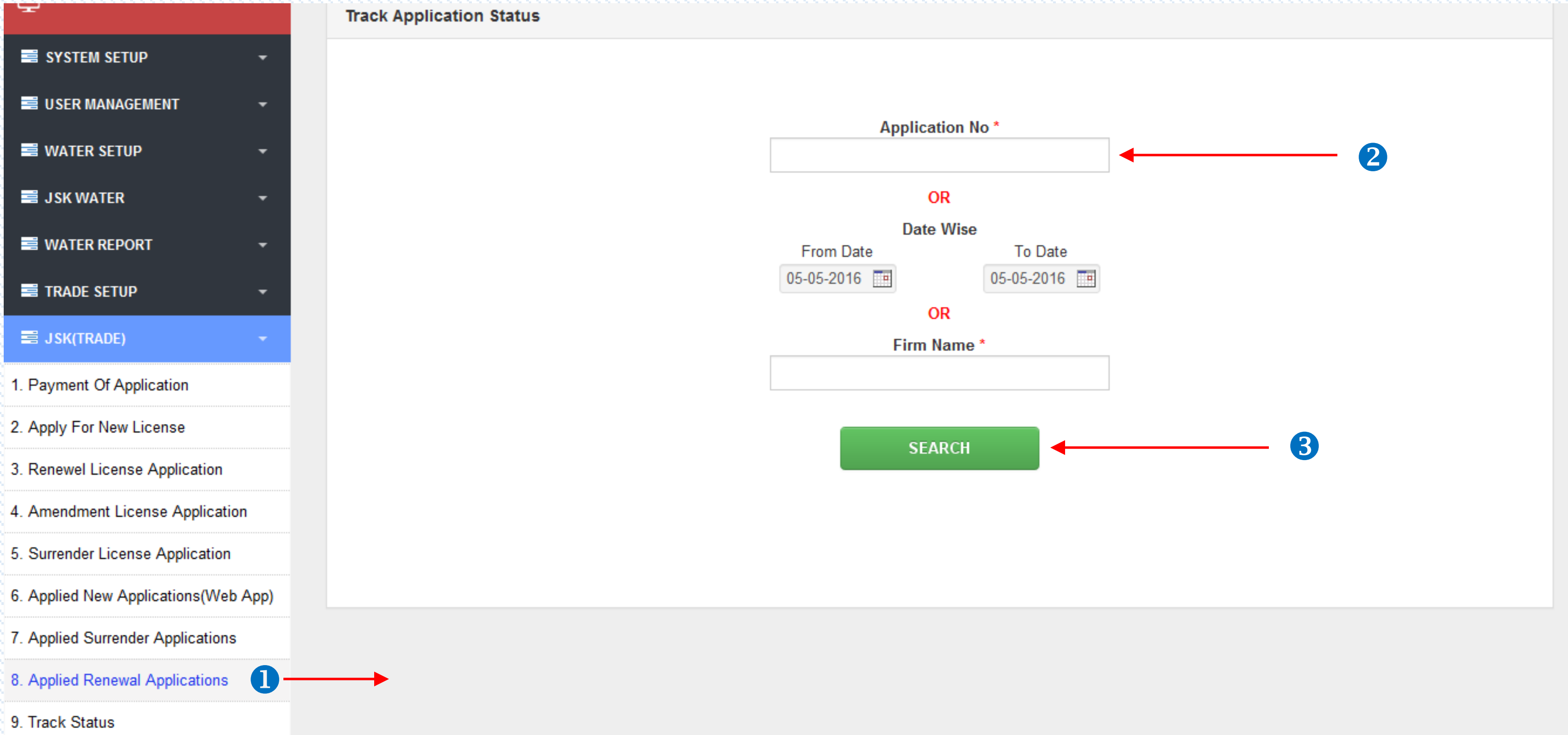
1. Click on **Applied Surrender Application** to track the application status.
2. Enter the Application No/Date range/Firm Name.
3. Click on **Search** button to get the status of the application.

Search…



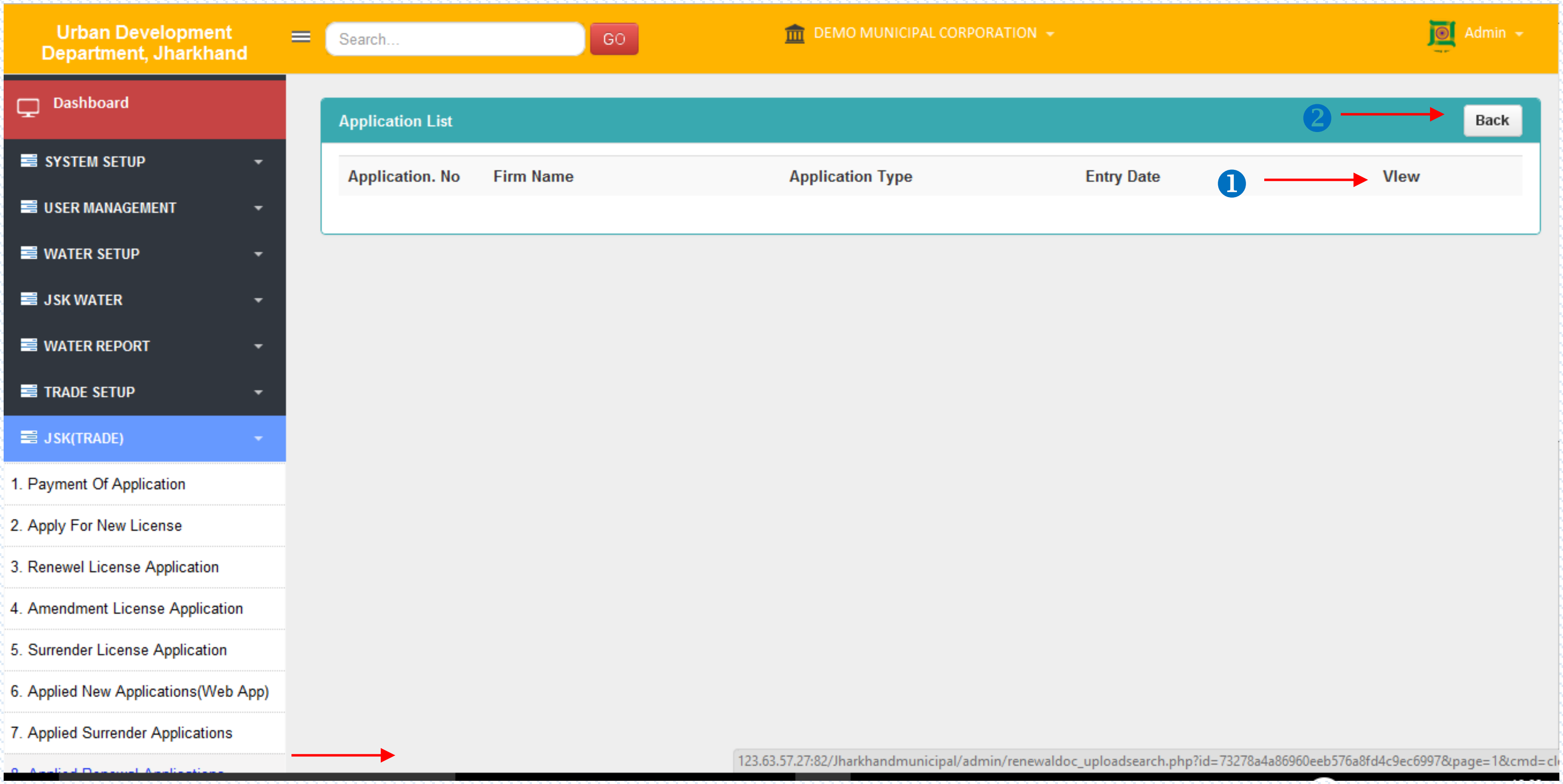
1. Click on **View** to see the details of individual application.
2. Click **Back** button to go back to last menu.

Applied Renewal Application…



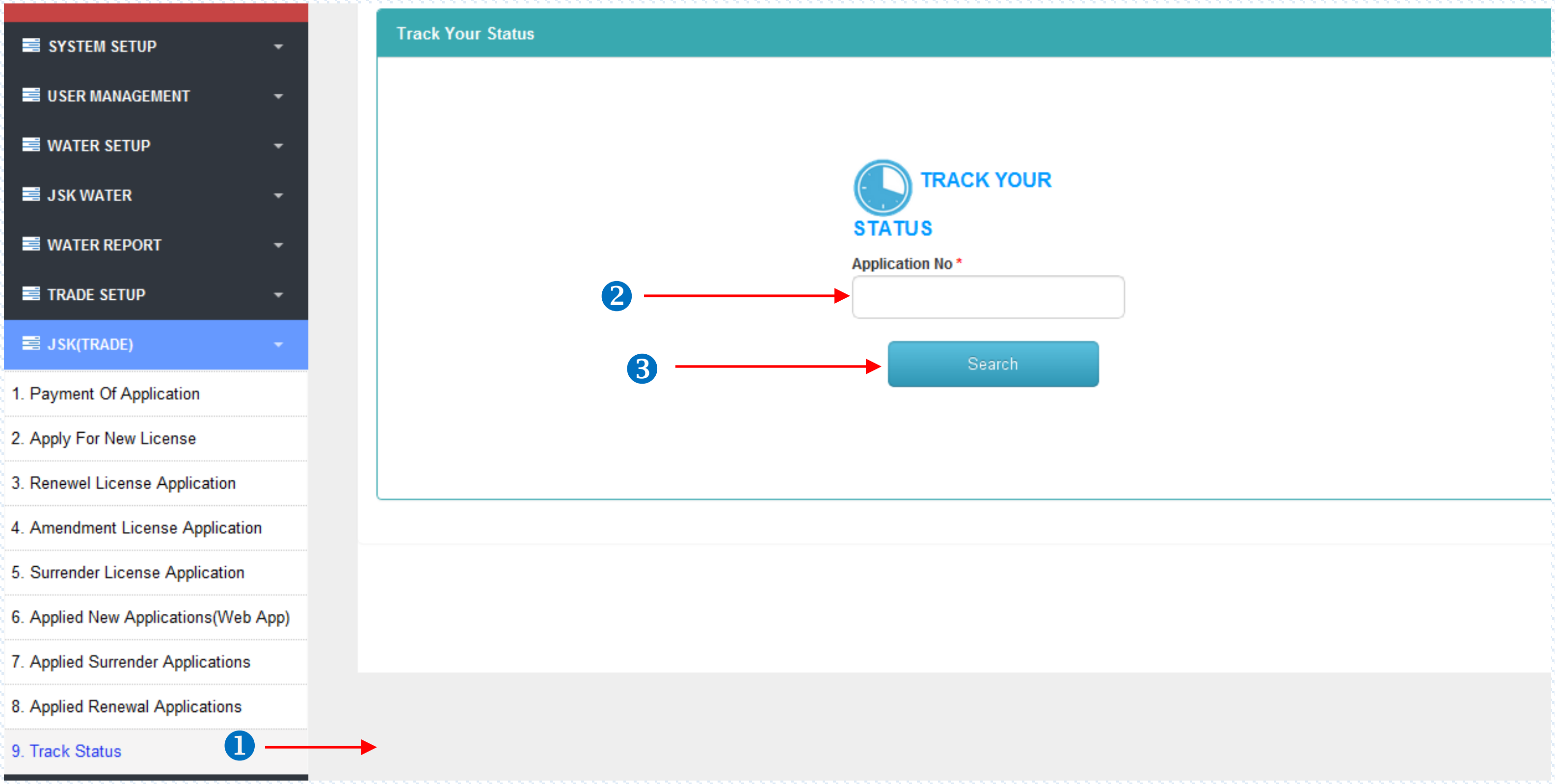
1. Click on **Applied Renewal Application** to track the application status.
2. Enter the Application No/Date range/Firm Name.
3. Click on **Search** button to get the status of the application.

Applied Renewal Application…



1. Click on **View** to see the details of individual application.
2. Click **Back** button to go back to last menu.

Track Status…



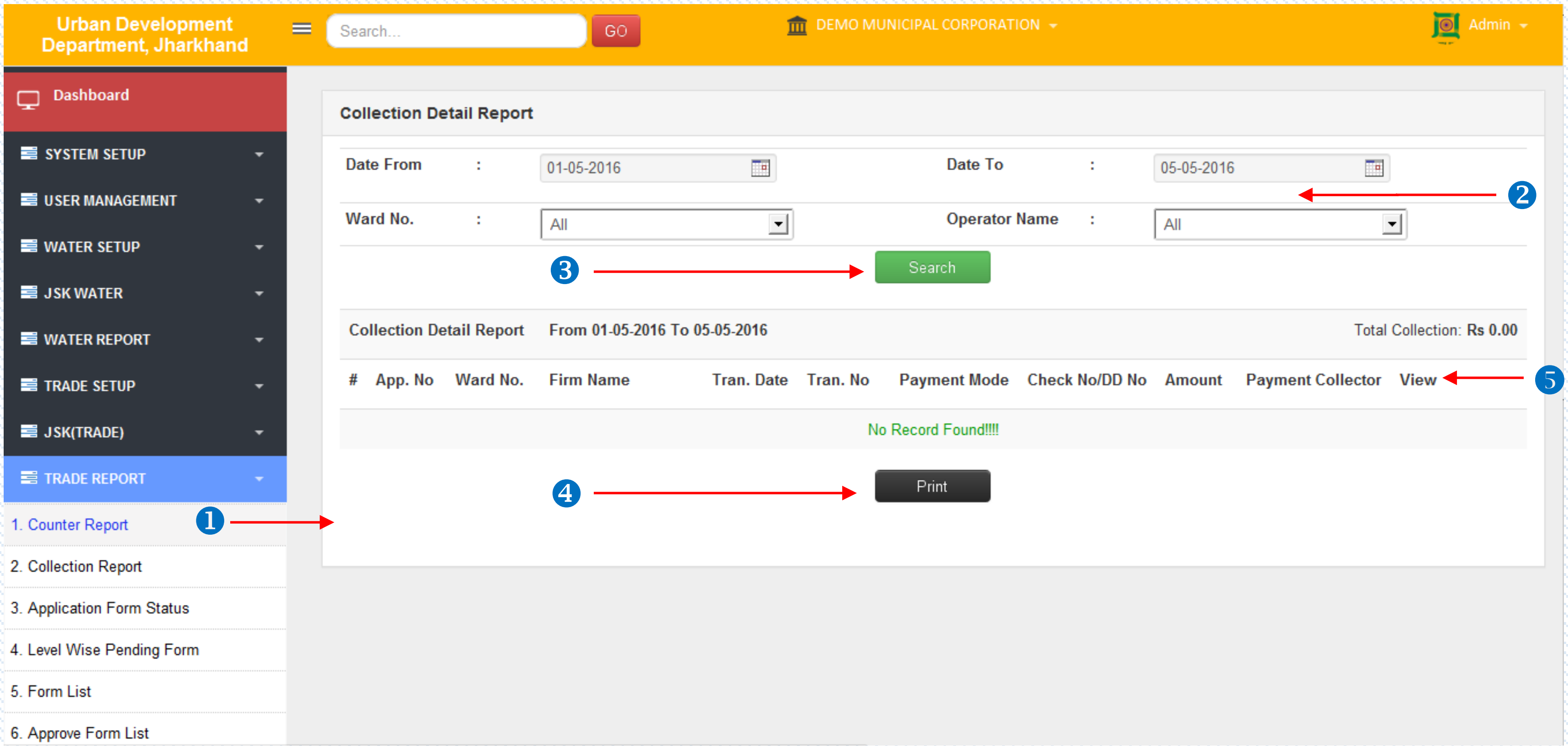
❶ Click on **Track Status** to track the application status.

❷ Enter the Application No.

❸ Click on **Search** button to get the status of application.

TRADE REPORT

Counter Report…



1 Click on **Counter Report** to see the counter report details.

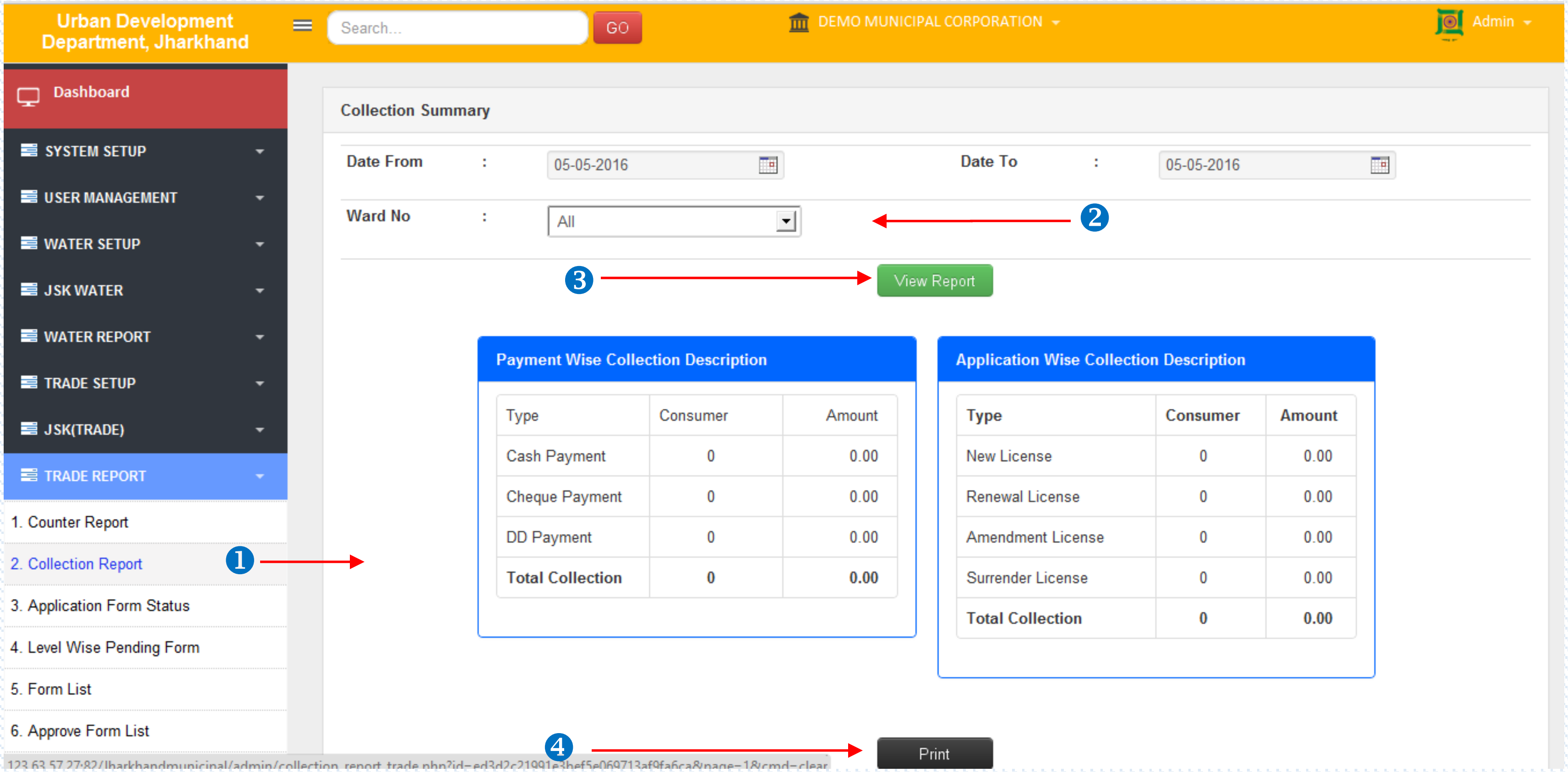
2 Enter the date range, ward no. and operator name from the dropdown.

3 Click on **Search** button to get the details of the choosen fields.

4 Click on **Print** to take a print copy of report.

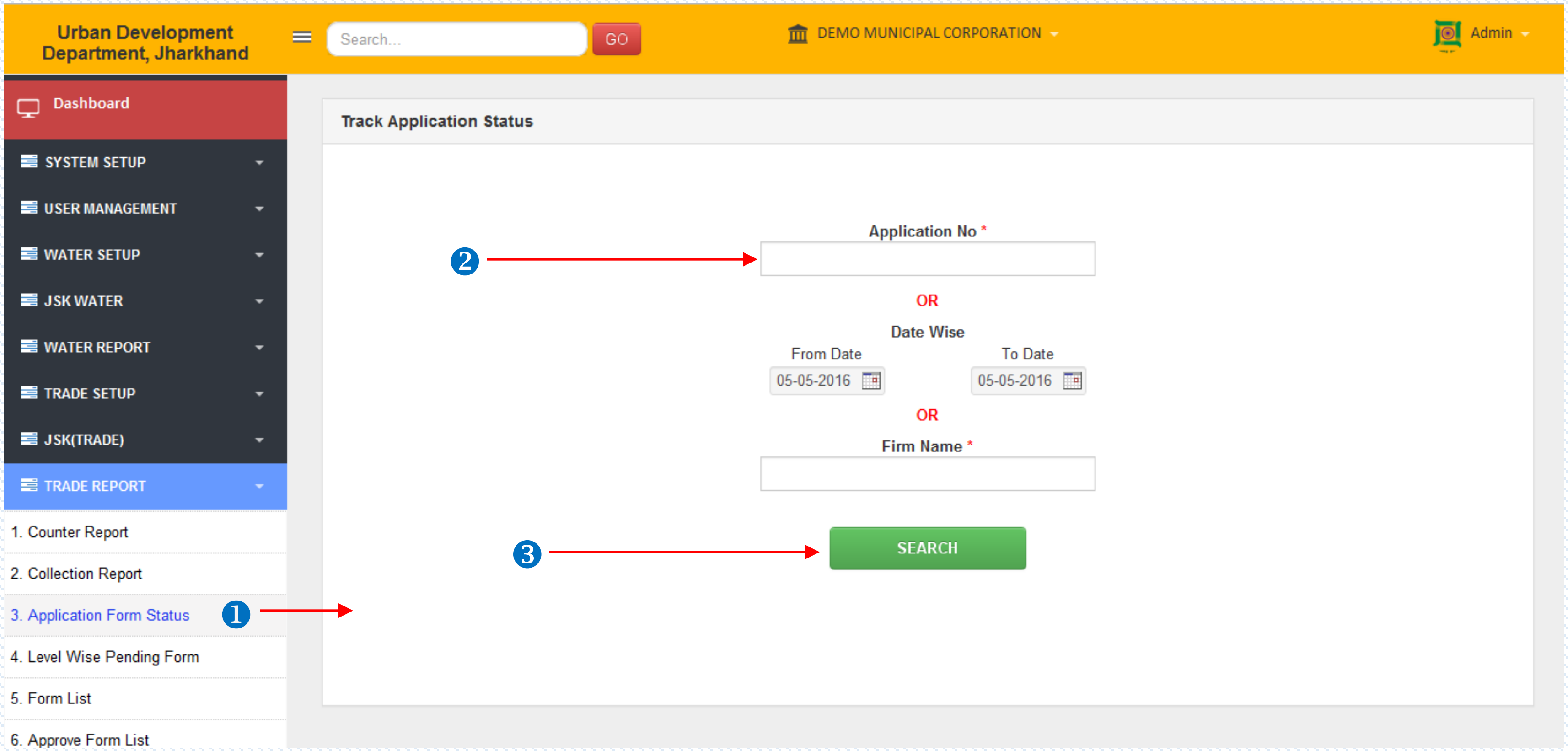
5 Click on **View** to see the details of the application form.

Collection Report…



1. Click on **Collection Report** to see the collection report details.
2. Enter the date range and ward no. from the dropdown.
3. Click on **View Report** button to get the payment details of the choosen fields.
4. Click on **Print** to take a print copy of report.

Application Form Status…

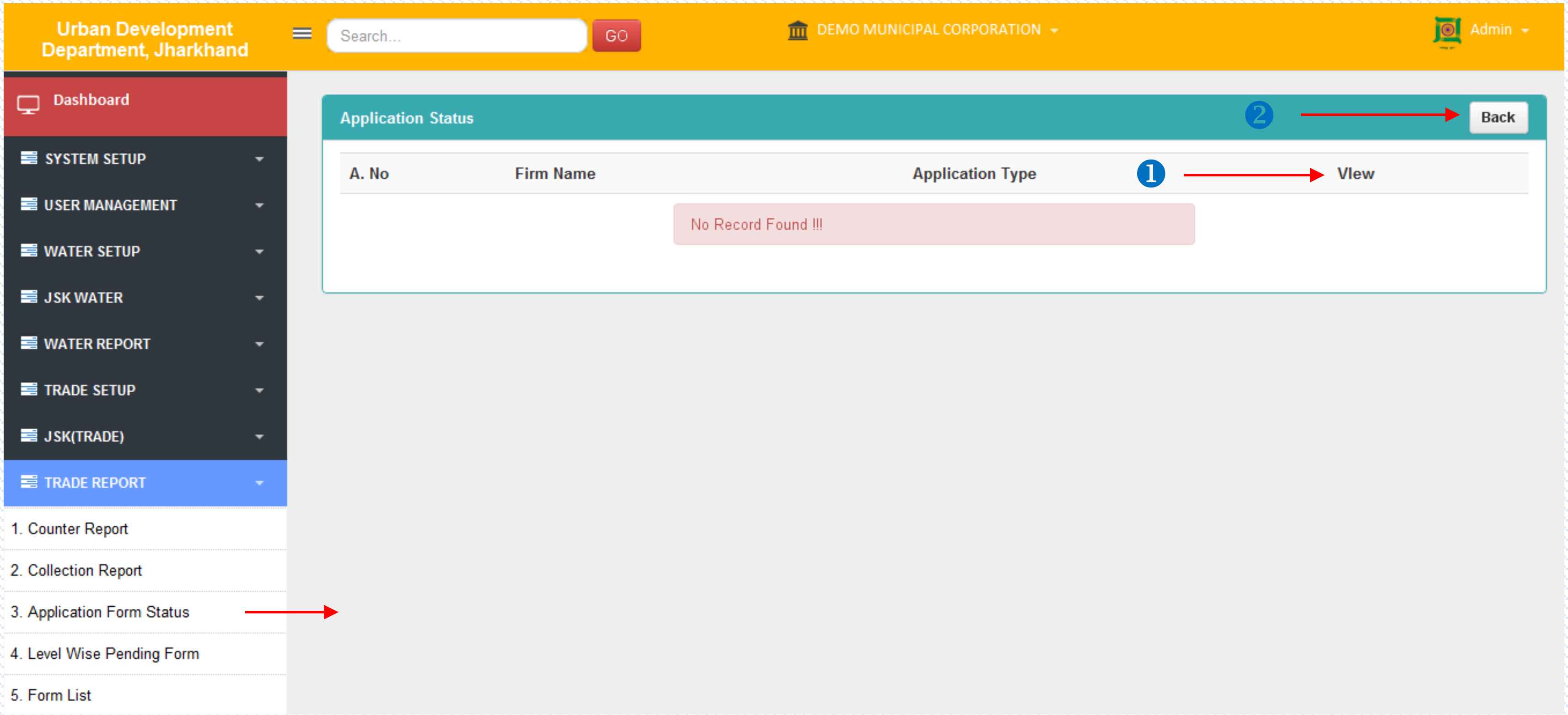


❶ Click on **Application Form Status** to track the application status.

❷ Enter the Application No/Date range/Firm Name.

❸ Click on **Search** button to get the status of the application.

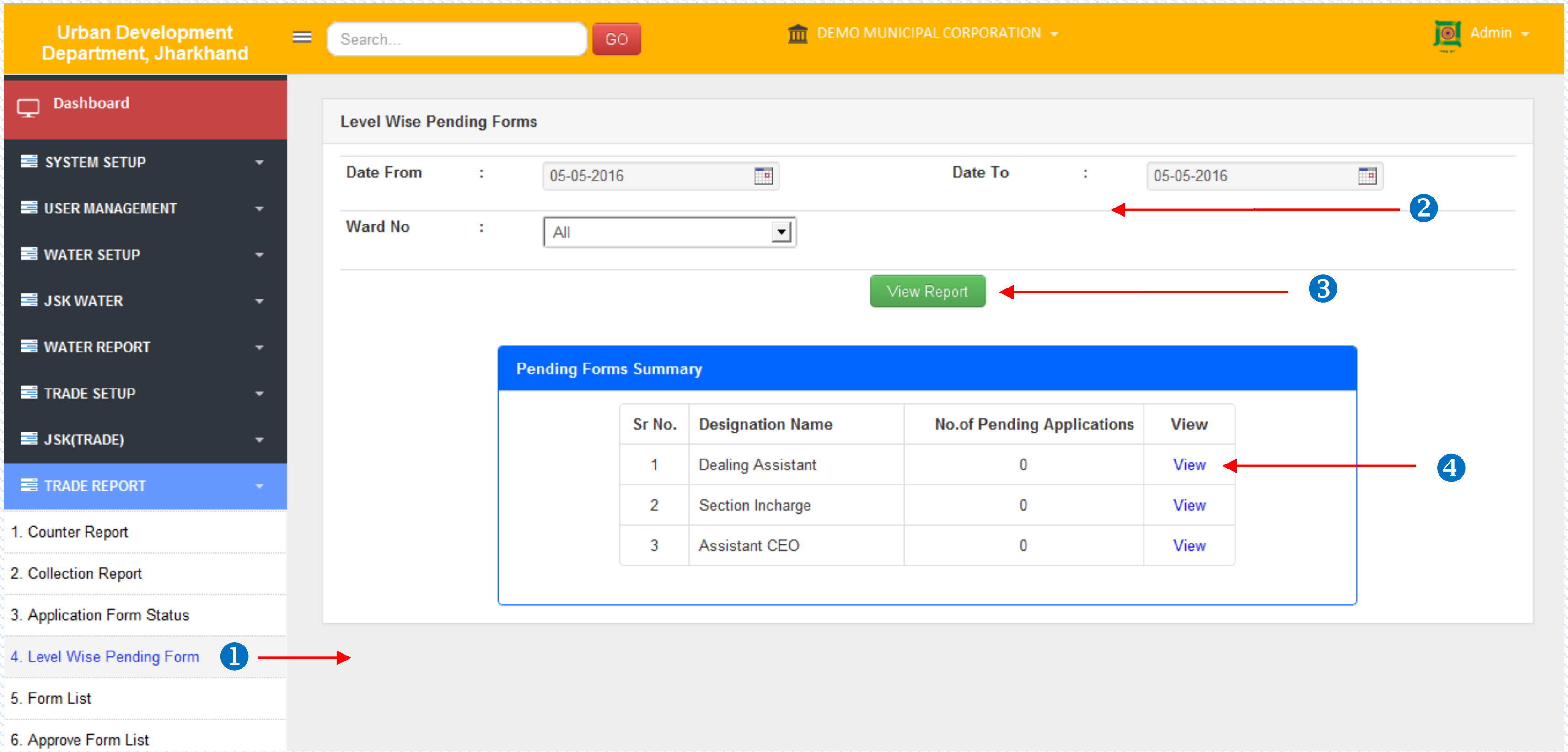
Search…



1 Click on **View** to see the details of individual application.

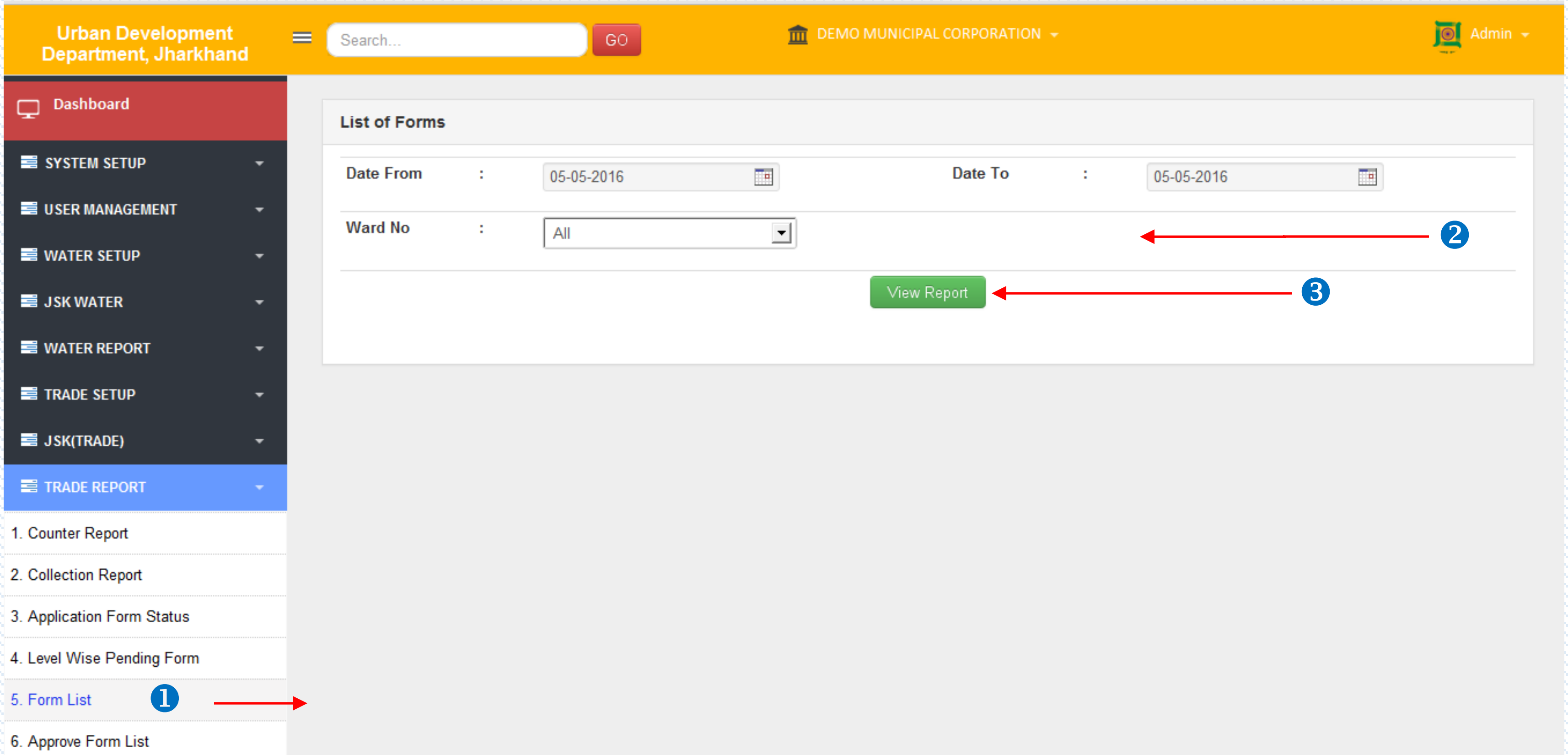
2 Click **Back** button to go back to last menu.

Level Wise Pending Form…



1. Click on **Level Wise Pending Form** to see the level wise pending forms.
2. Enter the date range and ward no. from the dropdown.
3. Click on **View Report** button to get the summary of pending form.
4. Click on **View** to see the details of the pending form.

Form List…

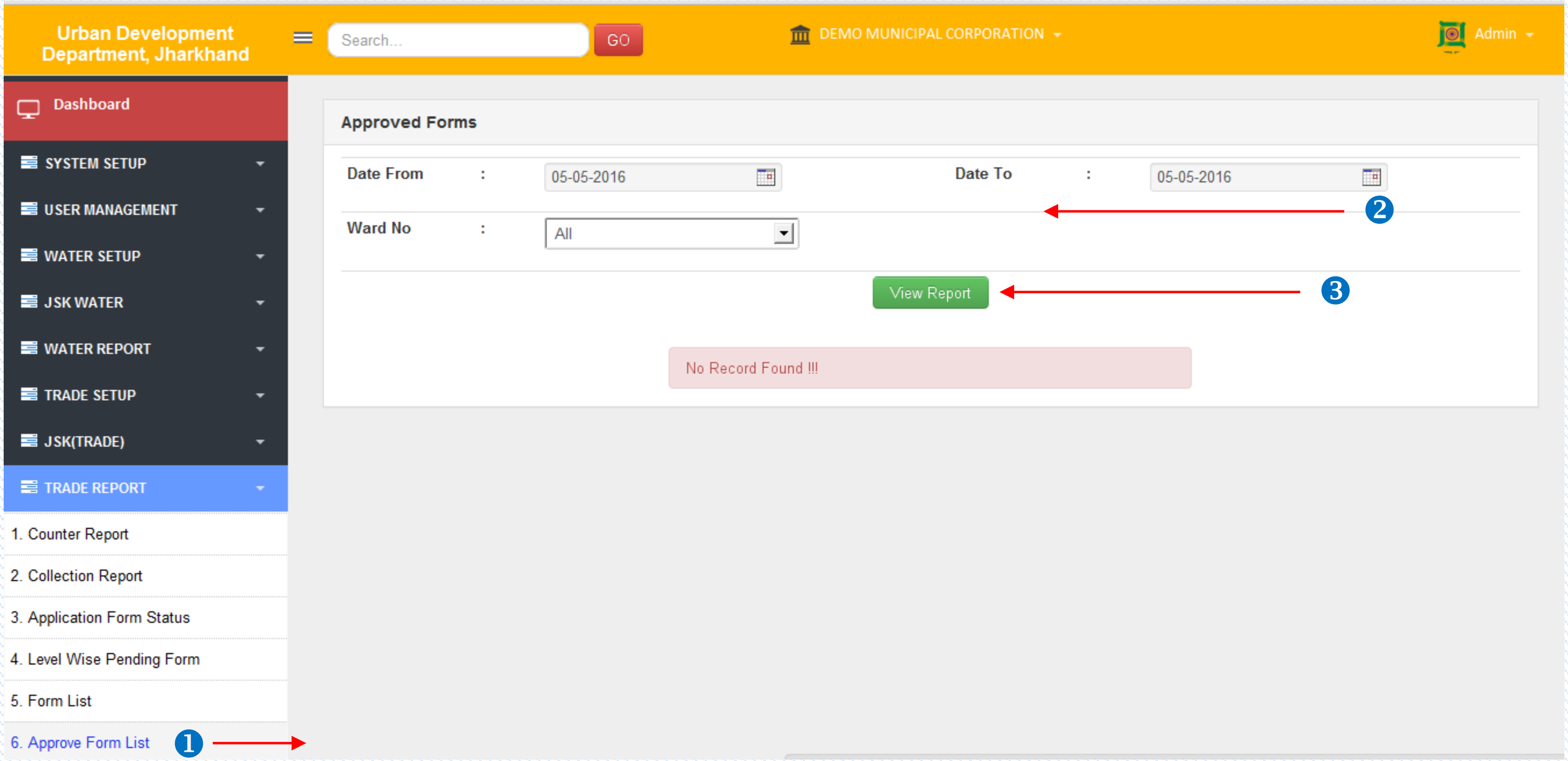


❶ Click on **Form List** to see the list of forms.

❷ Enter the date range and ward no. from the dropdown.

❸ Click on **View Report** button to see the list of forms.

Approved Form List…

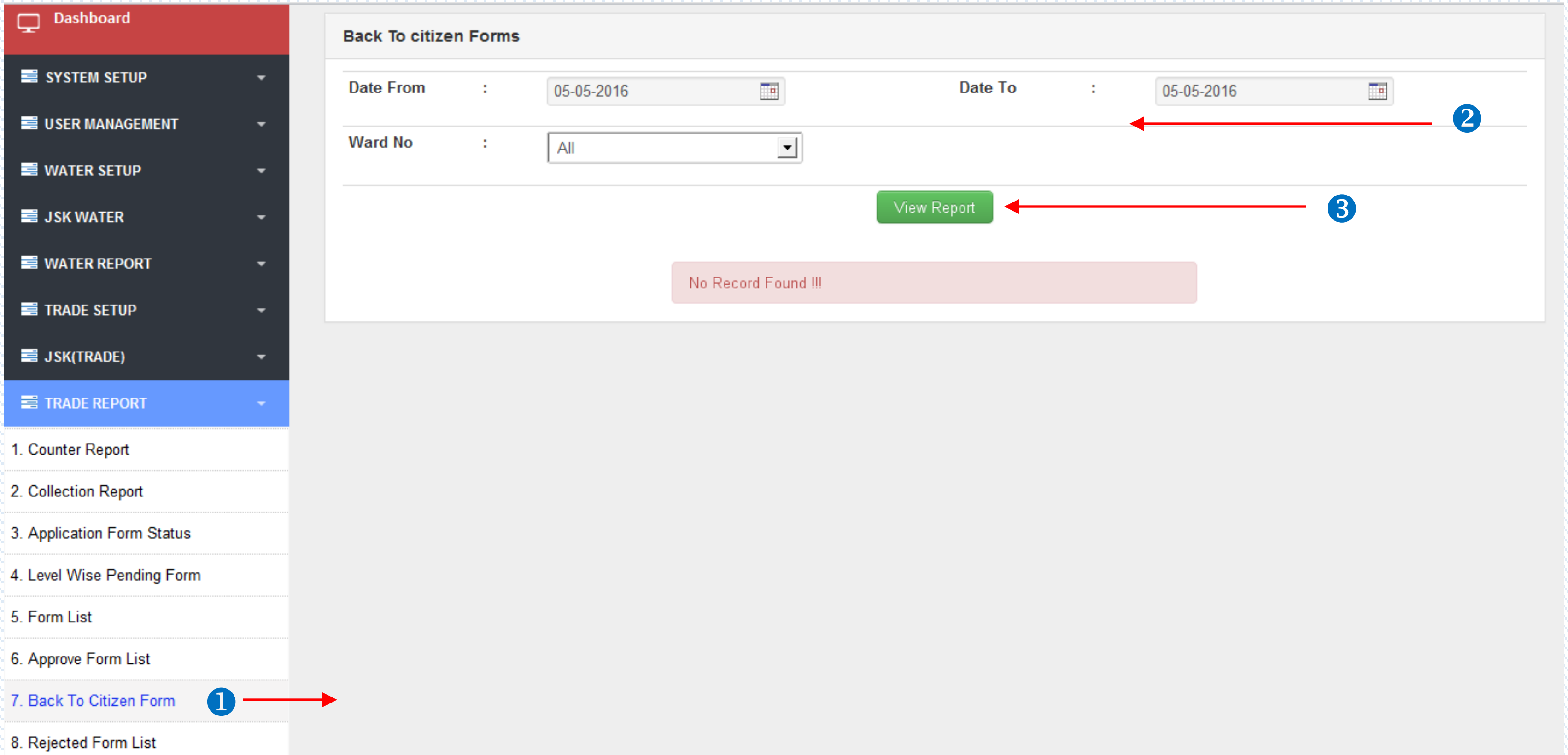


❶ Click on **Approved Form List** to see the approved forms.

❷ Enter the date range and ward no. from the dropdown.

❸ Click on **View Report** button to get the list of approved forms.

Back To Citizen Form…

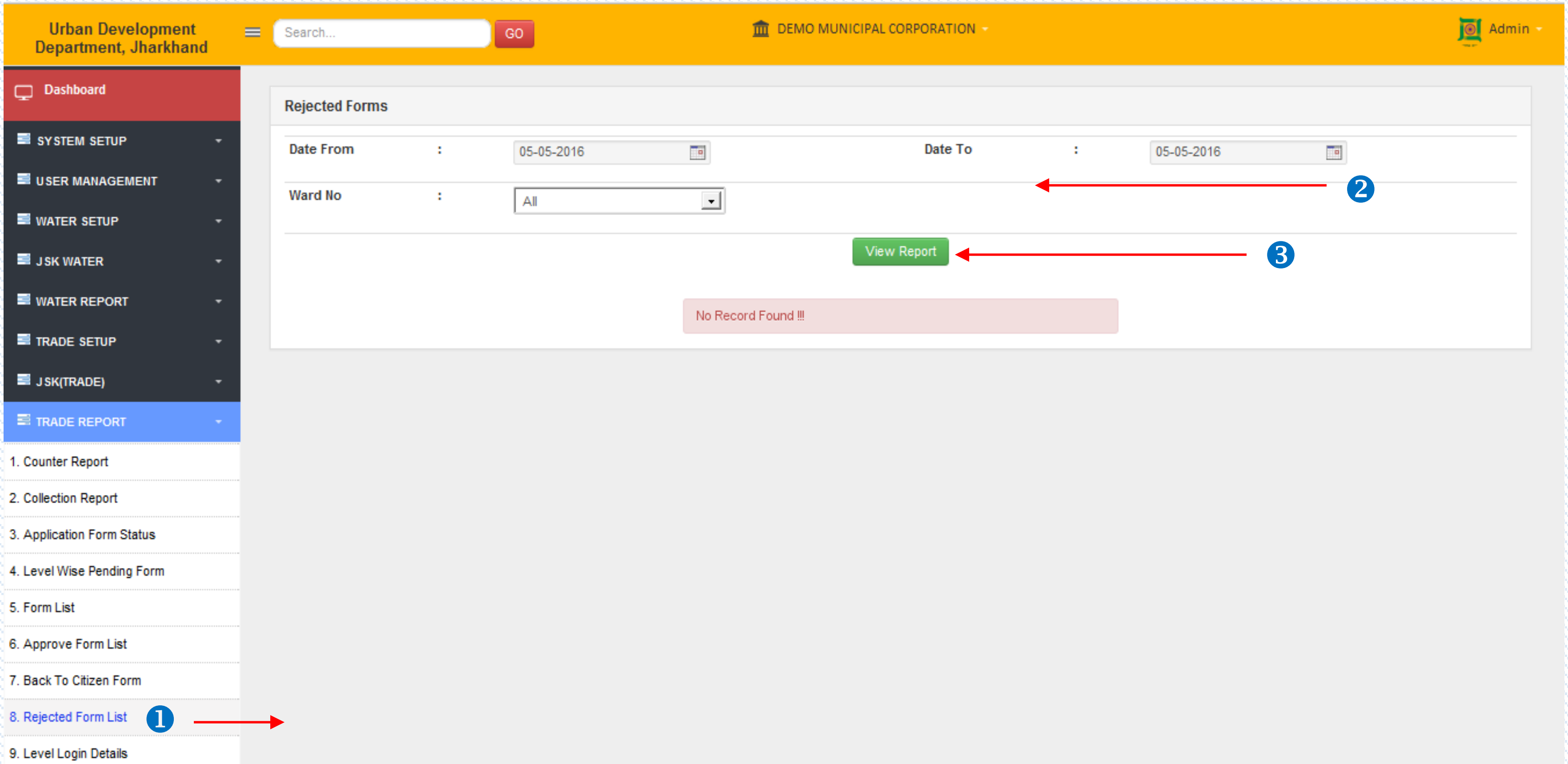


❶ Click on **Back To Citizen Form** to see the forms sent back to the citizen.

❷ Enter the date range and ward no. from the dropdown.

❸ Click on **View Report** button to get the list of forms sent back to the citizen.

Rejected Form List…

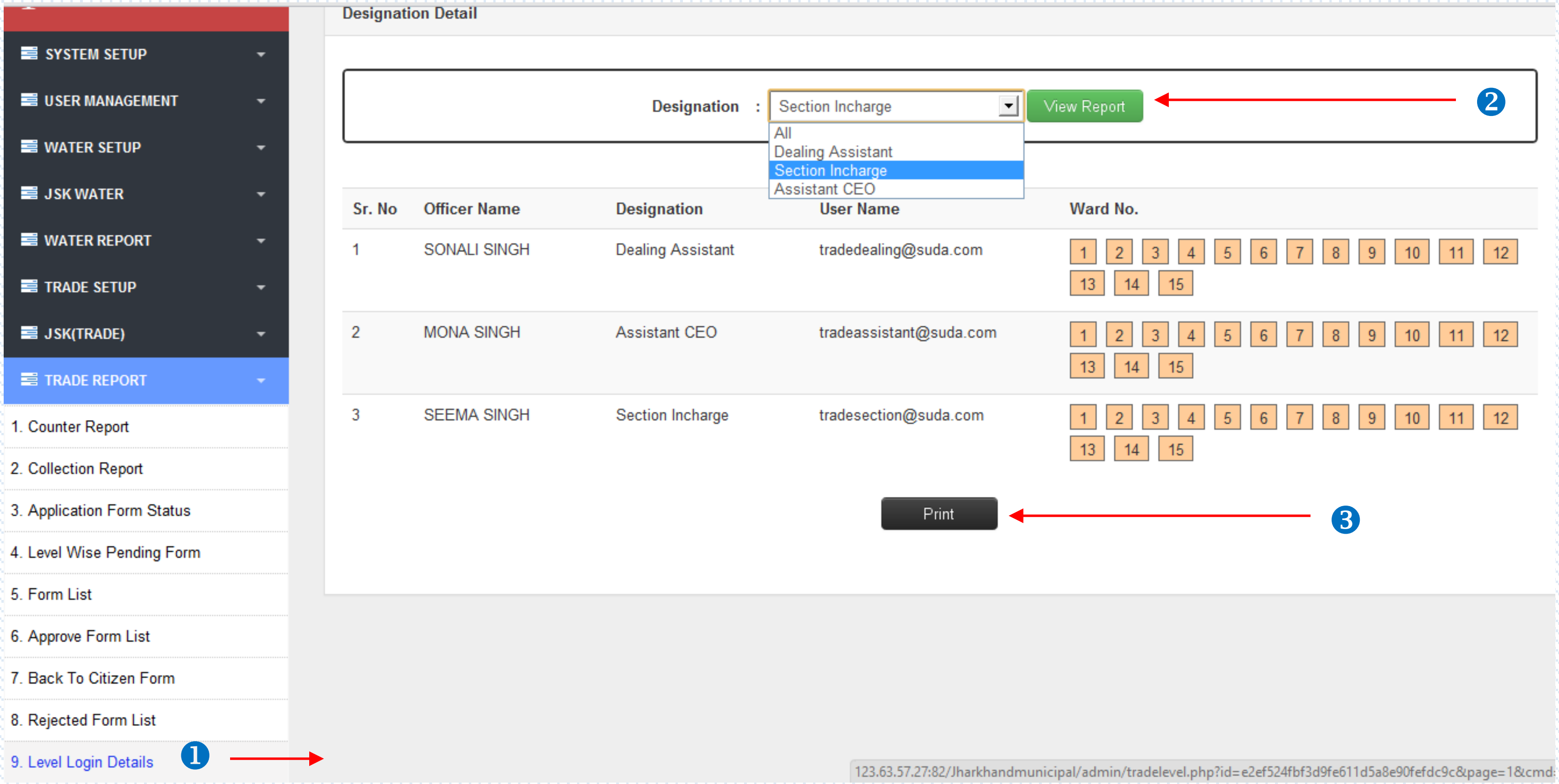


❶ Click on **Rejected Form List** to see the rejected forms.

❷ Enter the date range and ward no. from the dropdown.

❸ Click on **View Report** button to get the list of rejected forms.

Level Login Details…

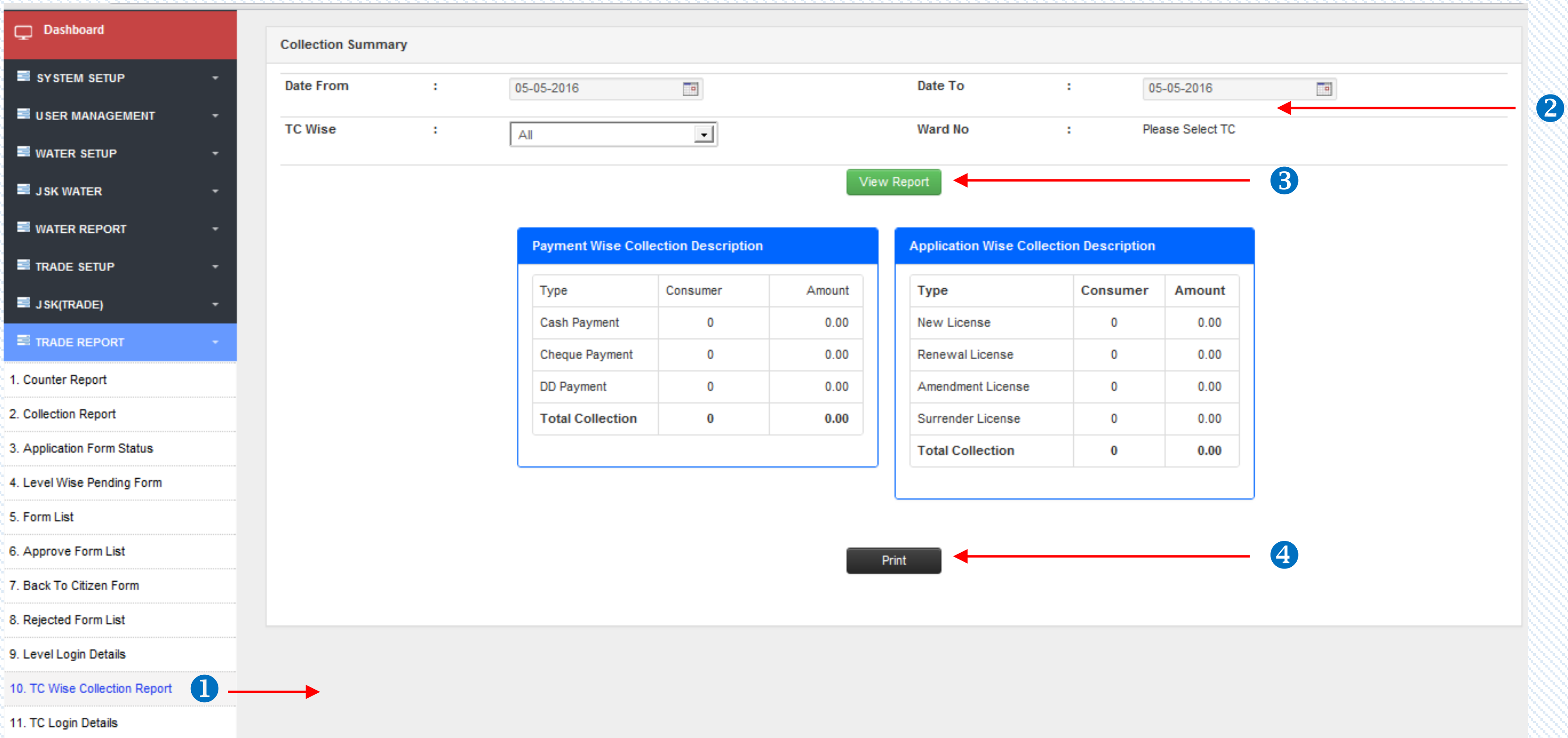


❶ Click on **Level Login Details** to see the details of the level login.

❷ Select the desination from the dropdown and Click on **View Report** button to get the details of the selected designation(level) .

❸ Click on **Print** to take a print copy of report.

TC Wise Collection Report…



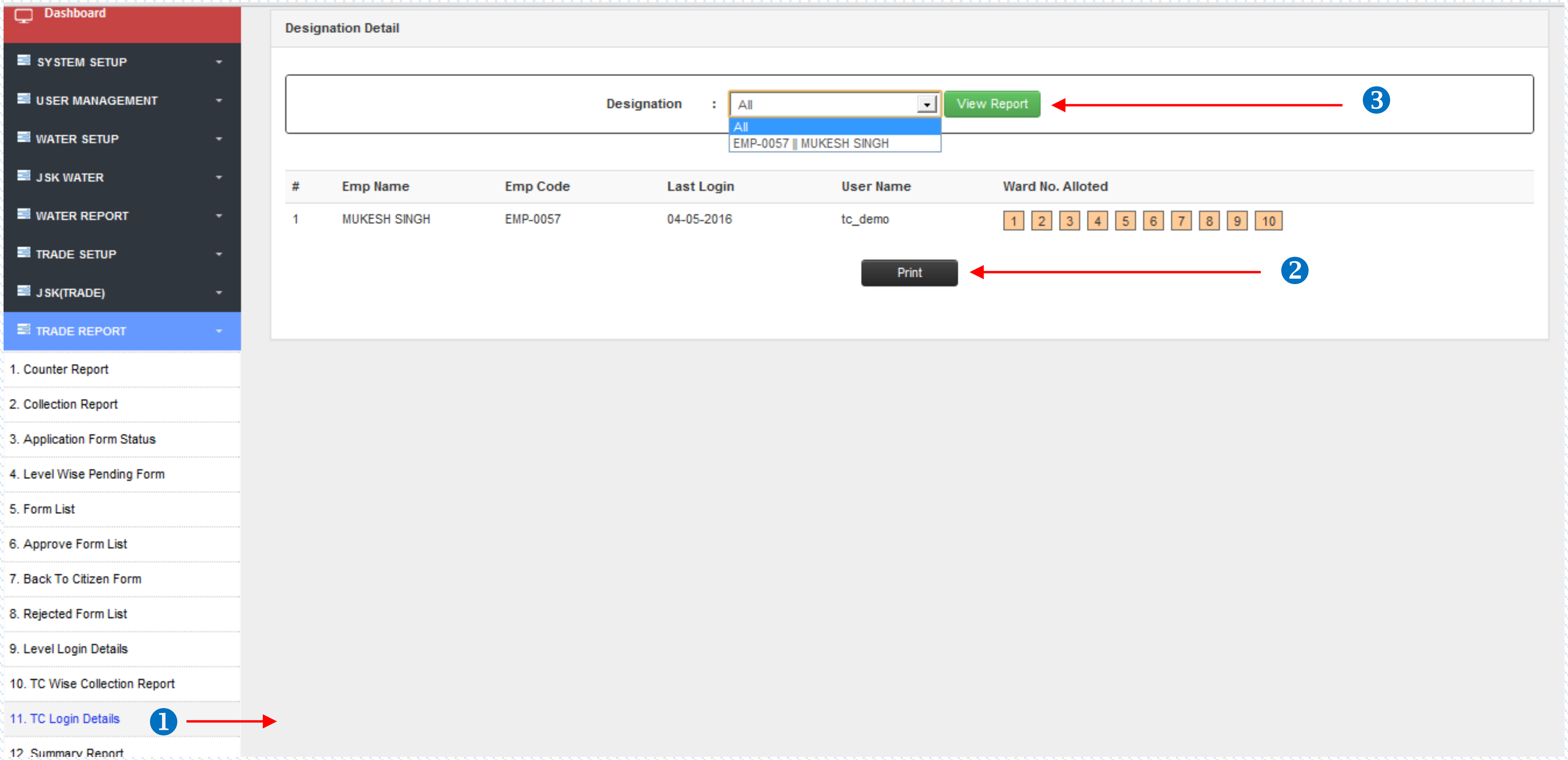
❶ Click on **TC Wise Collection Report** to see the TC wise collection summary.

❷ Enter the date range and TC wise. from the dropdown and ward no. when TC is selected.

❸ Click on **View Report** button to get the summary of payment wise collection.

❹ Click on **Print** to take a print copy of report.

TC Login Details…

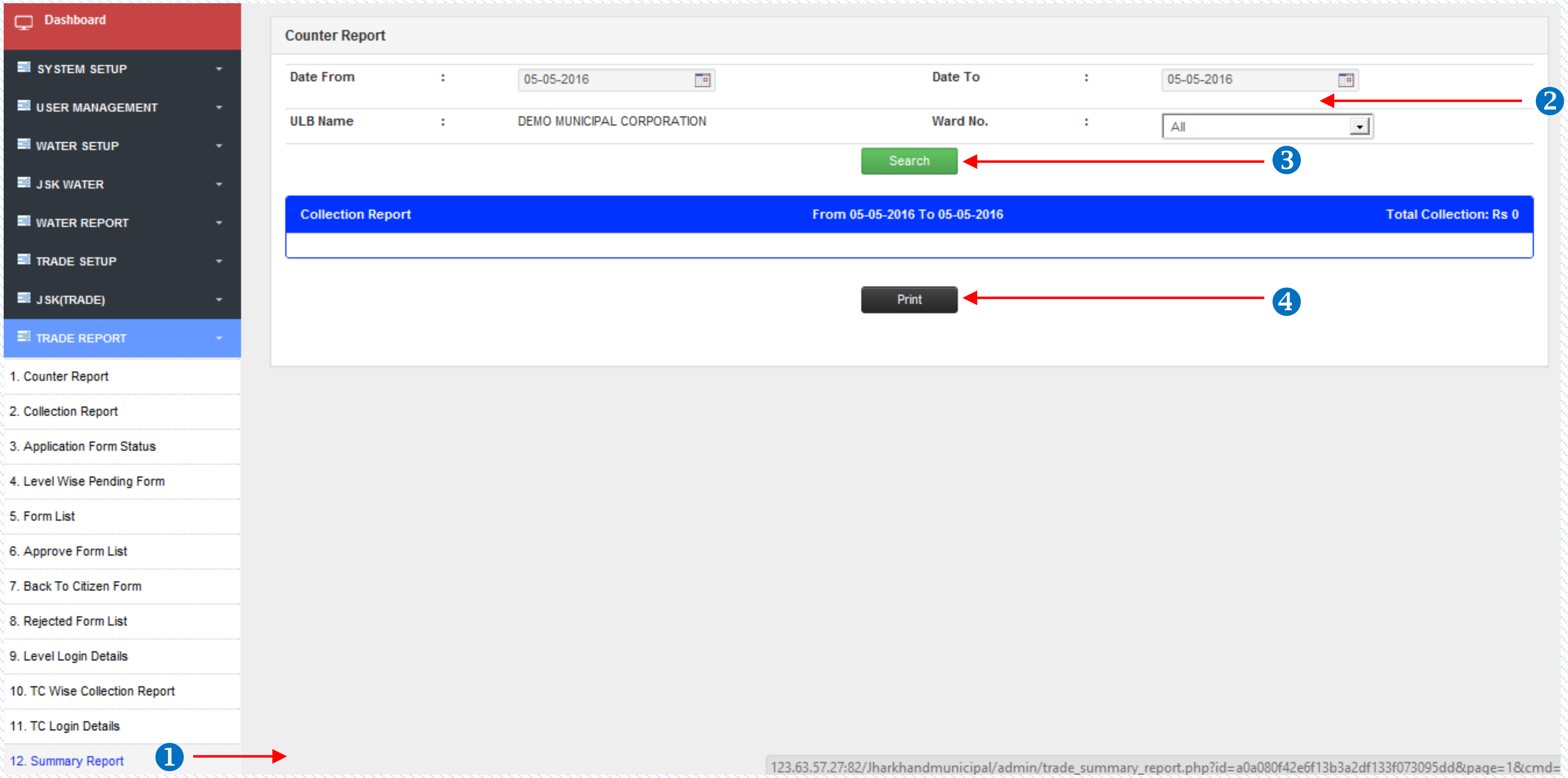


❶ Click on **TC Login Details** to see the details of the TC login.

❷ Select the desination from the dropdown and Click on **View Report** button to get the details of the selected designation(TC) .

❸ Click on **Print** to take a print copy of report.

Summary Report…



❶ Click on **Summary Report** to see the details of all ULB wise wards.

❷ Enter the date range and ward no. from the dropdown.

❸ Click on **Search** button to get the ULB wise collection report.

❹ Click on **Print** to take a print copy of report.

SSPL