USER GUIDE

Levels

MUNICIPAL LICENSE

Sparrow Softech Pvt .Ltd.

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Ext : 575
OR
Drop us mail : ithelpline@sparrowsoftech.com

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

Level 1- Dealing Assistant

Slide 1...
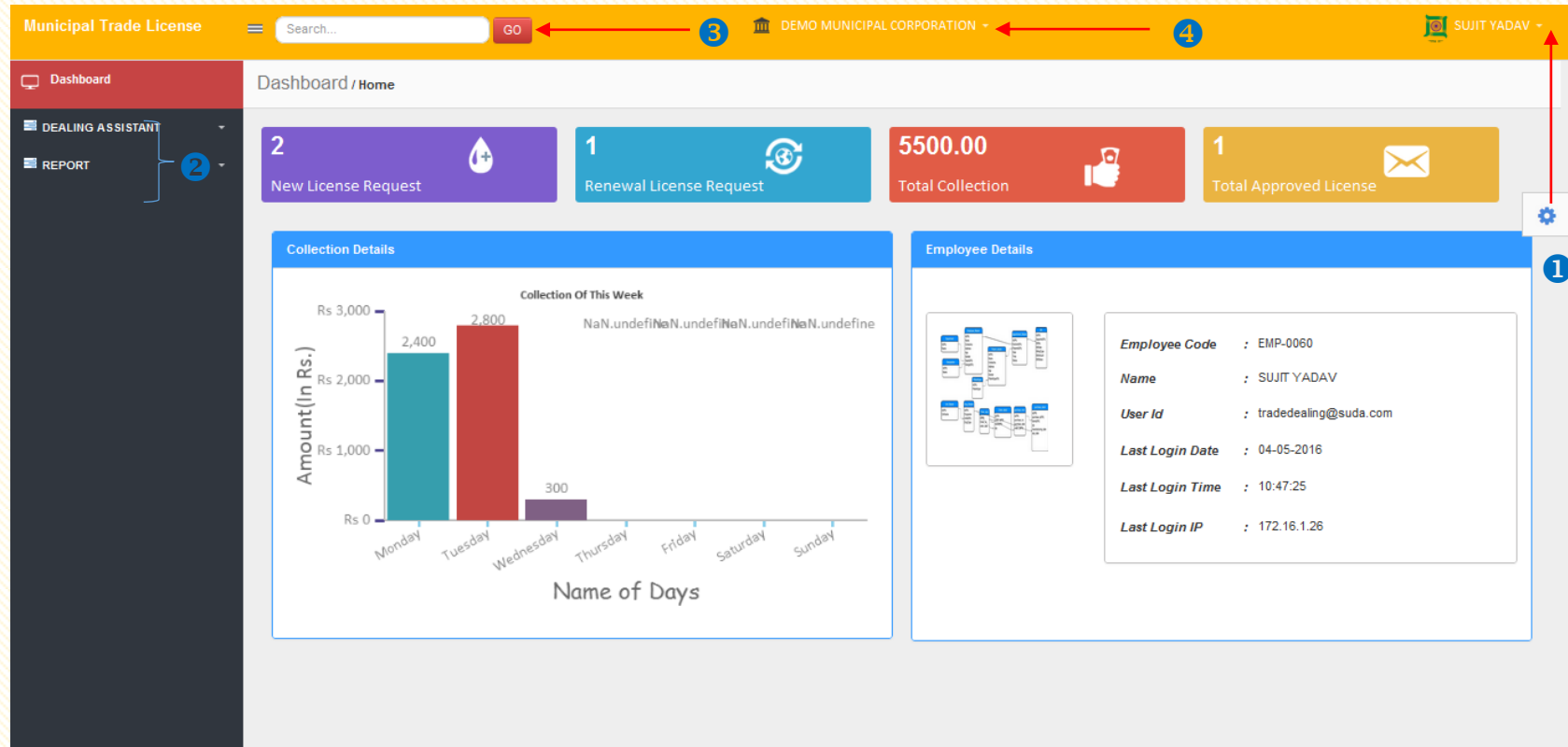

- Open your internet browser and login to the website –Jharkhandsuda.net/login

❶   Enter the user id and password to login.

❷   Click on submit button to login and go to the next step.

Slide 2…

1. Click the downwards pointer to see the user profile, settings etc.

2. Different menu's having different level rights.

3. Search the web application by entering keywords and click GO button

4. Click to choose the desired municipal corporation.

Slide 3...

❶ Click on In-Box to see the form land list.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

Slide 4…..

| 3 | ID PROOF OF TRADE APPLICANT | | Verify | Reject ← ❶ |

Payment Detail

Processing Fee	:	300.00	Payment Through	: CHEQUE
Challan No	:	384	Transaction Date	: 02-05-2016
Bank Name	:	fddfsdfsd	Branch Name	: sdfsdf
Cheque NO	:	34234234234	Cheque Date	: 1462041000

Receipts

View Challan View Payment Receipt ← ❷

Remarks : [   ] ← ❸

❹ → Reject   Back To Citizen   Forward

❶ Click on the Verify or Reject button to approve or decline the application respectively.

❷ Click on View Challan and View Payment Receipt to see the challan and payment receipt.

❸ Enter the Remarks to make the forward button clickable and proceed forward .

❹ Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/ Forward button once the remark is written to approve the application and send it to the next level.

❶ Click on Sent-Box to see the list of forms forwarded by Dealing Assistant.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

❶ Details of the application.

❷ Click on View Challan and View Payment Receipt to see the challan and payment receipt.

❶ Click on the Back From Top Officer to see the list of forms sent from the top officer i.e Here, top officer is Section Head.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

Slide 9…

❶ Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

① Click on Rejected-Box to see the list of rejected forms.

② Enter the dates and click on view list to see the ward wise list during specific period.

Slide 11…

❶ Click on Approved Box to see the list of approved forms.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

❶ Click on the Print button to print the memo of the approved form when viewed.

Slide 13…

❶ Click on the Collection Report to see the collection summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on Print button to print the payment wise collection summary.

Slide 14…

❶ Click on Officer Wise Pending Report to see the level wise pending forms.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

Slide 14...

❶ Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

Slide 15…

Municipal Trade License   Search... **GO**   DEMO MUNICIPAL CORPORATION   SUJIT YADAV

Dashboard

DEALING ASSISTANT

REPORT

Collection Report

Officer Wise Pending Report

Applied Application List ❶

Track Application Status

Application No *

❷ 1494 ×

1494

Date Wise

From Date | To Date
03-05-2016 | 03-05-2016

OR

Firm Name *

❸ **SEARCH**

❶ Click Applied Application List to track application status.

❷ Enter Application No / Date Range / Consumer Name / Mobile No.

❸ Click on Search button to track the status of the form.

Slide 16…

❶ Click on Applied Application List to track application status.

❷ Click on the view button to view the forms details.

❸ Click on Back button to go back to the previous menu.
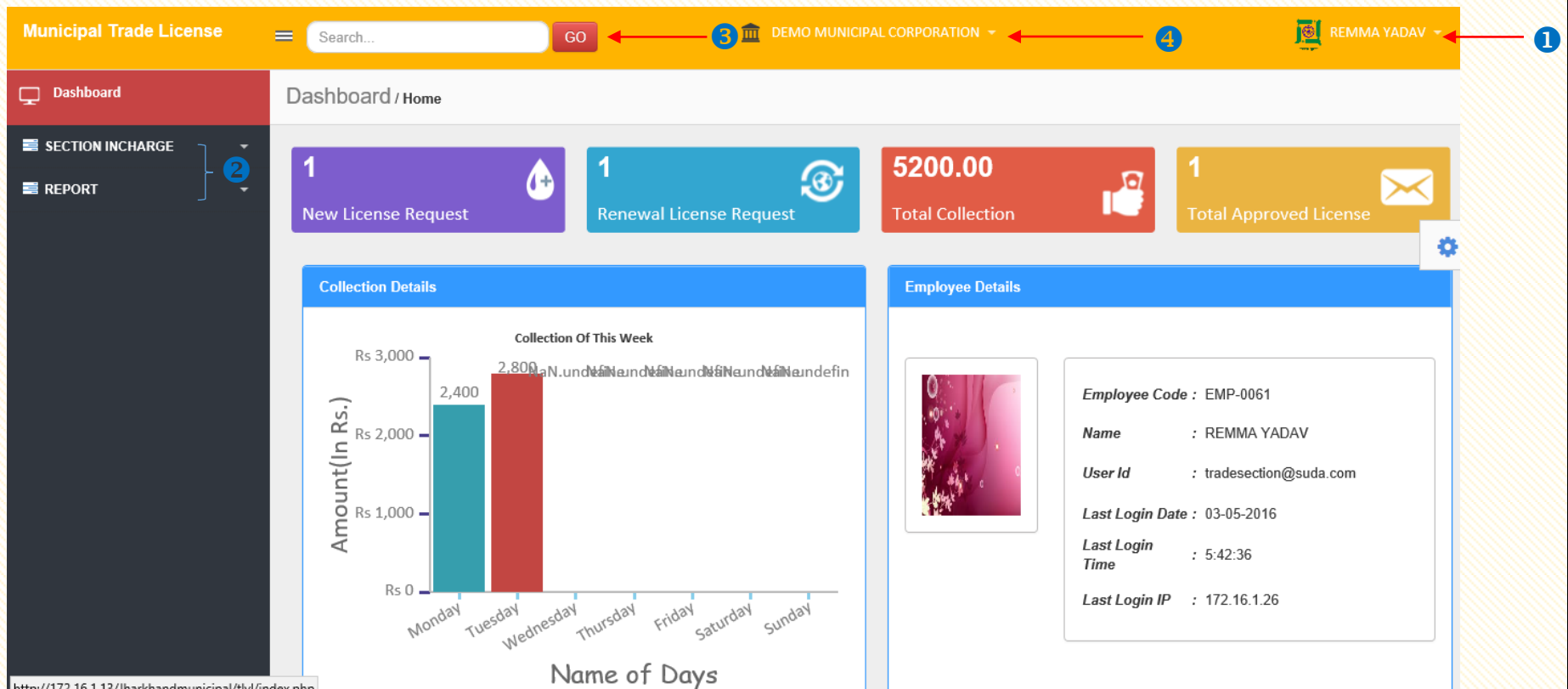
Level 2-Section Head

Slide 1…

- Open your internet browser and login to the website –Jharkhandsuda.net/login

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Slide 2…

❶ Click the downwards pointer to see the user profile, settings etc.

❷ Different menu's having different level rights.

❸ Search the web application by entering keywords and click GO button

❹ Click to choose the desired municipal corporation.

Slide 3…

❶ Click on In-Box to see the form land list.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

Slide 4...

Payment Detail

Processing Fee	: 300.00		Payment Through	: CHEQUE
Challan No	: 384		Transaction Date	: 02-05-2016
Bank Name	: fddfsdfsd		Branch Name	: sdfsdf
Cheque NO	: 34234234234		Cheque Date	: 1462041000

Receipts

❶ → View Challan   View Payment Receipt

Remarks : **❷**

Reject   Back To Citizen   Forward   **❸**

❶ Click on View Challan /View Payment Receipt to see the challan and payment receipt.

❷ Enter the Remarks to make the forward button clickable and proceed forward .

❸ Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/ Forward button once the remark is written to approve the application and send it to the next level.

Slide 5…

Municipal Trade License ☰ Search… GO 🏛 DEMO MUNICIPAL CORPORATION ▾ REMMA YADAV ▾

Dashboard

SECTION INCHARGE ▾

In-Box

Sent-Box ❶

Back from Top Officer

Sent To Back Officer

Sent To Citizen

Rejected-Box

Approved Box

REPORT ▾

Application For Trade License

| Date From | : | 01-05-2016 | | Date To | : | 04-05-2016 |
| Ward No | : | All | | Order By | : | Ascending |

❷ View List

Section Head Form Forwarded List

A. No	Firm Name	Application Type	Forwarded By	Forwarding Date & Time	View
1490	xcvxz	New Licence	Section Incharge	03-05-2016 05:45 PM	View
1495	infotech	Renewal	Section Incharge	03-05-2016 10:59 AM	View

❸

❶ Click on Sent-Box to see the list of forms forwarded by Section Head.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

❶ Click on the Back From Top Officer to see the list of forms sent from the top officer i.e Here, top officer is Assistant CEO.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❶ Click on Sent to Back Officer to see the list of forms sent to the low level officer i.e Here, top officer is Dealing Assistant.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❶ Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❶ Click on Rejected-Box to see the list of rejected forms.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❶ Click on Approved Box to see the list of approved forms.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

Slide 11....

❶ Click on the Collection Report to see the collection summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on Print button to print the payment wise collection summary.

Slide 12….

❶ Click on Officer Wise Pending Report to see the level wise pending forms.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

Slide 13….

❶ Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

Slide 14….

| 3 | ENCLOSE LAND POSSESSION CERTIFICATE | | Verified | No Remarks |

❶

Payment Detail

| Processing Fee | : | 300.00 | Payment Through | : | CASH |
| Challan No | : | 391 | Transaction Date | : | 04-05-2016 |

Receipts

[View Challan] [View Payment Receipt] ❷

Remarks

| Dealing Assistant | Section Incharge | Assistant CEO |

| **Received Date** | : | 04-05-2016 10:13 AM | **Forwaded Date** | : | 04-05-2016 10:23 AM |
| **Remarks** | : | cv | **Total Duration** | : | 0 days 0 hours 10 minutes |

❶ Details of the application.

❷ Click on View Challan / View Payment Receipt to see the challan and payment receipt .

❶ Click Applied Application List to track application status.

❷ Enter Application No / Date Range / Consumer Name / Mobile No.

❸ Click on Search button to track the status of the form.

Slide 15....

❶ Click on Applied Application List to track application status.

❷ Click on the view button to view the forms details.

❸ Click on Back button to go back to the previous menu.

Level 3- Assistant CEO.

- Open your internet browser and login to the website – Jharkhandsuda.net /login

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Slide 2...

❶ Click the downwards pointer to see the user profile, settings etc.

❷ Different menu's having different level rights.

❸ Search the web application by entering keywords and click GO button

❹ Click to choose the desired municipal corporation.

Slide 3…

❶ Click on In-Box to see the form land list.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

Slide 4…

ENCLOSE LAND POSSESSION CERTIFICATE	**View Uploaded File**	Verified	No Remarks ❶

Payment Detail

Processing Fee	: 300.00	Payment Through	: CASH
Challan No	: 391	Transaction Date	: 04-05-2016

Receipts

View Challan **View Payment Receipt** ❷

Remarks

Dealing Assistant	Section Incharge	Assistant CEO

Received Date :	04-05-2016 10:35 AM	**Sent Back Date** :	04-05-2016 10:35 AM
Remarks :	h	**Total Duration** :	0 days 0 hours 0 minutes

Remarks : ❸

Reject   Back To Citizen   Backward   Approve ❹

❶ Click on view upload file to view the uploaded file.

❷ Click on View Challan / View Payment Receipt to see the challan and payment receipt.

❸ Enter the Remarks to make the Approve button clickable and proceed forward .

❹ Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/Bcakward button to send the application form to the lower level i.e Section Head/ Approve button once the remark is written to approve the application and finalize the procedure.

Slide 5…

❶ Click on the Sent To Back Officer to see the list of forms sent to the lower level officer i.e Here, officer is Section Head.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

Slide 6...

❶ Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

Slide 7…

❶ Click on Rejected-Box to see the list of rejected forms.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on View button to see the details of the application form.

❶ Click on Approved Box to see the list of approved forms.

❷ Enter the dates and click on view list to see the ward wise list during specific period.

❸ Click on view button to view the details of individual form.

❶ Click on the Collection Report to see the collection summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on Print button to print the payment wise collection summary.

Slide 10…

❶ Click on Officer Wise Pending Report to see the level wise pending forms.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

Slide 11…

❶ Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.

❷ Enter the dates and click on View Report to see the ward wise collection list during specific period.

❸ Click on the view button to view the forms details.

❶ Click Applied Application List to track application status.

❷ Enter Application No / Date Range / Consumer Name / Mobile No.

❸ Click on Search button to track the status of the form.

Slide 13…

① Click on Applied Application List to track application status.

② Click on the view button to view the forms details.

③ Click on Back button to go back to the previous menu.

Sparrow Softech Pvt Ltd.