USER GUIDE

Jan Suvidha Kendra(JSK)

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

<u>Support</u>

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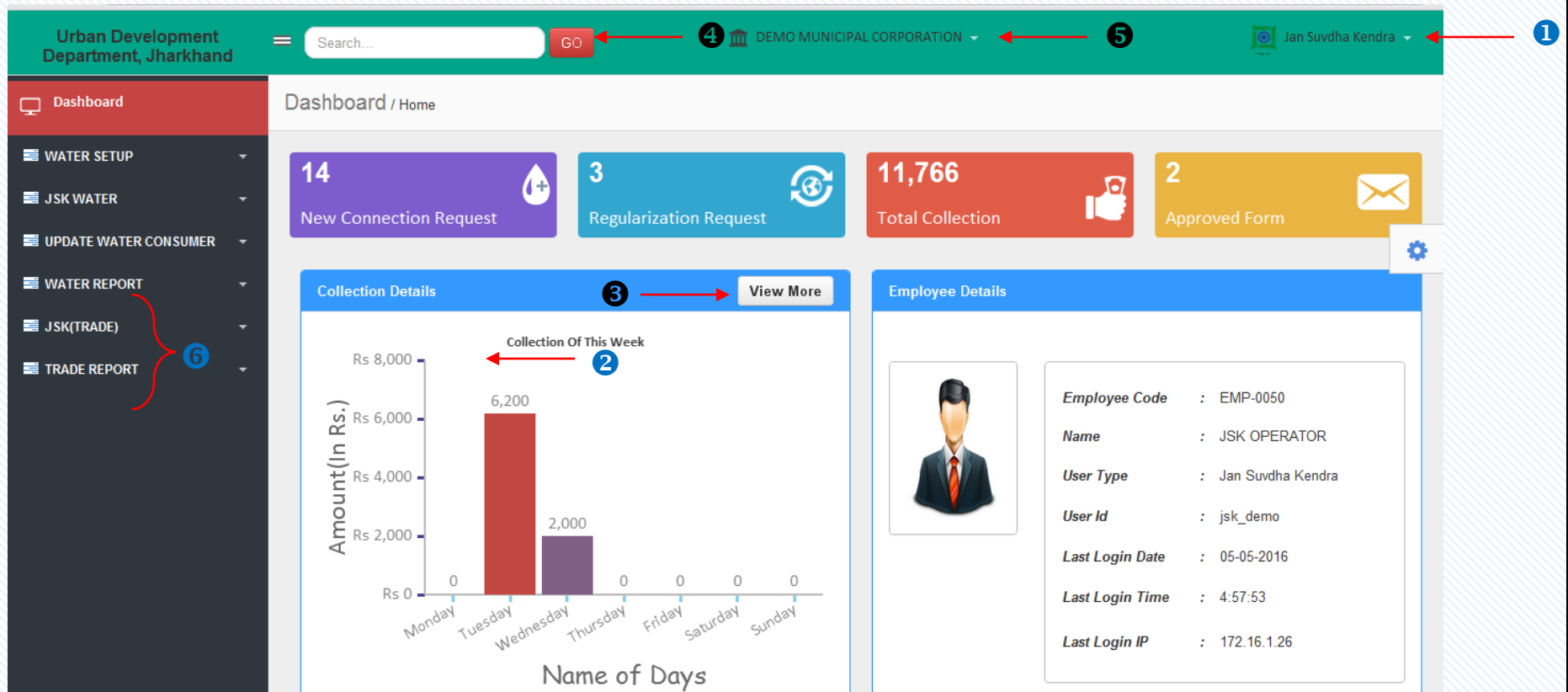
Should you have any queries please feel free to contact our technical team, we will be glad to provide you an all-round support.

Visiting the home screen…
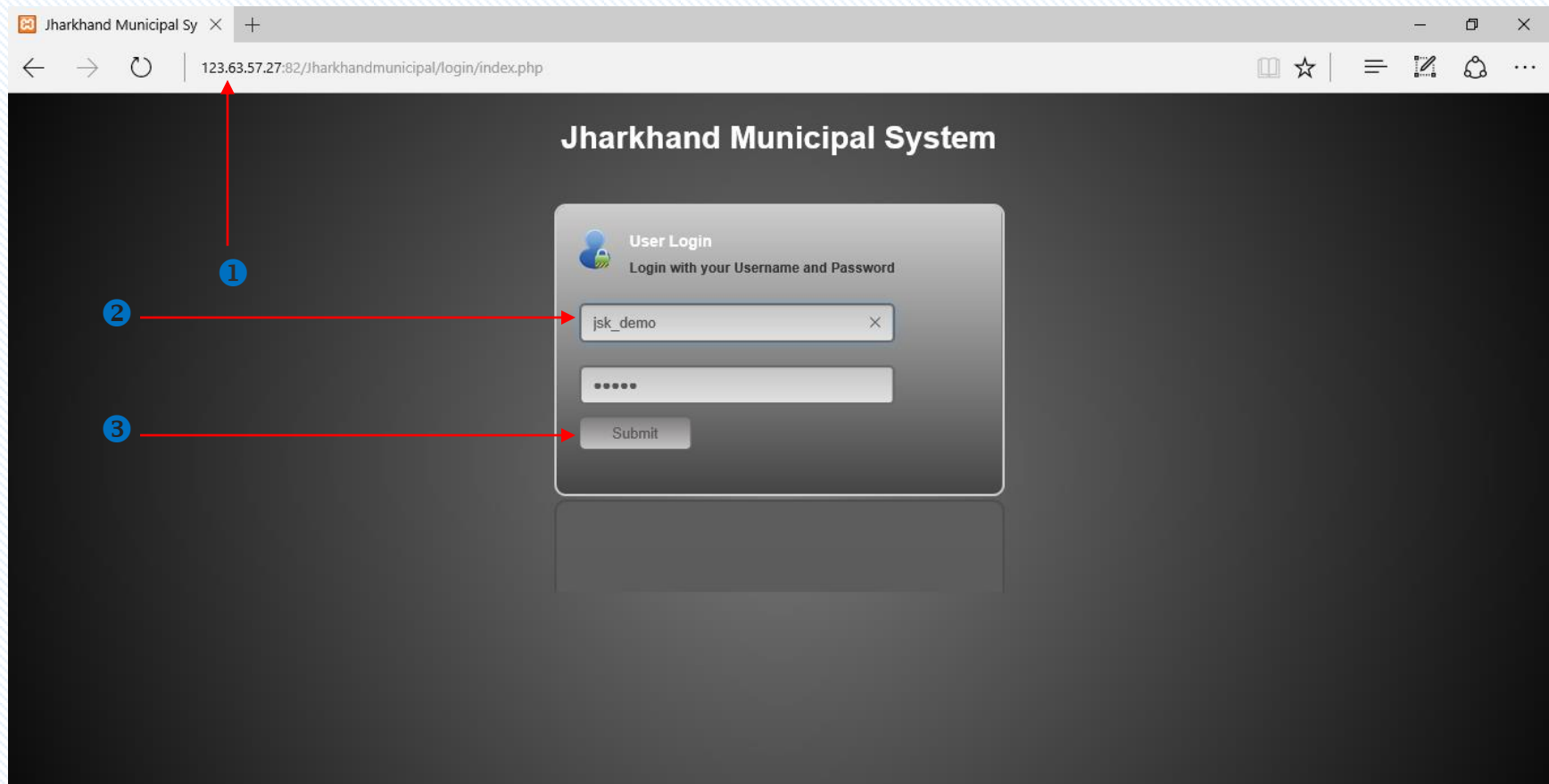
❶ Visit the admin panel by logging to www.jharkhandminicipal.com/login

❷ Enter the admin user id and password

❸ Click **Submit** button to view the dashboard

Dashboard's View…

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

❷ Bar graph showing collection details.

❺ Click to choose the desired municipal corporation.

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

❸ Click **View More** button to see detail collection report.

❻ Different menu's carrying different admin rights(Trade).

JSK(TRADE)

Payment Of Application…

Urban Development Department, Jharkhand	☰	Search...	**GO**	🏛 DEMO MUNICIPAL CORPORATION ▾				◉ Jan Suvdha Kendra ▾	

Dashboard

WATER SETUP ▾

JSK WATER ▾

UPDATE WATER CONSUMER ▾

WATER REPORT ▾

JSK(TRADE) ▾

1. Payment Of Application ❶
2. Apply For New License
3. Renewel License Application
4. Amendment License Application
5. Surrender License Application
6. Applied New Applications(Web App)
7. Track Status
8. Applied Surrender Applications
9. Applied Renewal Applications

Payment Of Application ❷ **Add New**

Application No ^	Firm Name ^	Challan No ^	Transaction No ^	Trasaction date ^	Payment Mode ^	Total Amount ^	Edit	delete	view

❸ ❹ ❺

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

❷ Click on **Add New** button to add new payment application.

❸ Click on **Edit** to make changes in the application form.

❹ Click on **Delete** to remove the application form.

❺ Click on **View** to see the details of the form.

Add New...

❶ Enter the Application no. of the form and click on **Search** button to get the application form.

❷ Click on **Back** button to go back to the previous menu.

Apply For New License...

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

❷ Click on **Add New** button to add new application form.

❸ Click on **Edit** to make changes in the application form.

❹ Click on **Delete** to remove the application form.

❺ Click on **View** to see the details of the form.

❶ Fill up the applicant details form for new license and click add.

Add New(continued)…

Details Of Business (Please fill in capital letters)

Ward No*	:	Select ▾	Holding(If Any) No	:	
Name of Business / Firm*	:		Nature of Business / Firm *	:	
Name Of Owner of Bussiness Premises. *	:				
Brief Description of Business / Firm*	:				
Annual Turnover of Business (in Rs) *	:				
Date of Establishment*	:	05-05-2016 📅	PAN No(If any)	:	
TIN No(If any)	:		Sales Tax No (If any)	:	
Address*	:		Street Name	:	

Area Details (Please fill in Number)

| Total Area (Sq.Ft.)* | : | |

Electricity Connection Details (Please fill in capital letters)

K No.	:	
OR		
Bind/Book No.	:		Account No.	:	

Save

❶

❶ Click Save after completing the other details of the form.

Renewal License Application...

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

❷ Click on **Add New** button to add new renewal form.

❸ Click on **Edit** to make changes in the renewal license form.

❹ Click on **Delete** to remove the renewal license form.

❺ Click on **View** to see the details of the form.

Add New…

❶ Enter the license no. and click on **Search** button to get the license renewed.

❷ Click on **Back** button to go back to the previous menu.

Amendment License Application...

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

❷ Click on **Add New** button to add new amendment license form.

❸ Click on **Edit** to make changes in the amendment license form.

❹ Click on **Delete** to remove the amendment license form.

❺ Click on **View** to see the details of the form.

Add New...

❶ Enter the license no. and click on **Search** button to get the license amended.

❷ Click on **Back** button to go back to the previous menu.

Surrender License Application...

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

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

❸ Click on **Edit** to make changes in the surrender license form.

❹ Click on **View** to see the details of the form.

Add New...

❶ Enter the license no. and click on **Search** button to get the license surrendered.

❷ Click on **Back** button to go back to the previous menu.

Applied New Application(Web App)…

| Urban Development Department, Jharkhand | ☰ | Search... | GO | 🏛 DEMO MUNICIPAL CORPORATION ▾ | 🔘 Jan Suvdha Kendra ▾ |

Dashboard

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Track Application Status

Application No *   ❷

OR

Date Wise

From Date   To Date

05-05-2016 📅   05-05-2016 📅

OR

Firm Name *

SEARCH   ❸

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.

Track Your 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.

Applied Surrender Application…

❶ Click on **Applied Surrender Application** 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 Renewal Application…

❶ Click on **Applied Renewal Application** 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.

TRADE REPORT

Counter Report...

Urban Development Department, Jharkhand	Search...	GO	🏛 DEMO MUNICIPAL CORPORATION ▾	🎯 Jan Suvdha Kendra ▾

Dashboard

- WATER SETUP ▾
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- JSK(TRADE) ▾
- **TRADE REPORT** ▾

1. Counter Report ❶
2. Collection Report
3. Application Form Status
4. Level Wise Pending Form
5. Form List
6. Approve Form List
7. Back To Citizen Form
8. Rejected Form List

Collection Detail Report

| Date From | : | 05-05-2016 | 📅 | Date To | : | 05-05-2016 | 📅 | ❷ |
| Ward No. | : | All | ▾ | Operator Name | : | All | ▾ | |

❸ → Search

Collection Detail Report   From 05-05-2016 To 05-05-2016   Total Collection: Rs 0.00

#	App. No	Ward No.	Firm Name	Tran. Date	Tran. No	Payment Mode	Check No/DD No	Amount	Payment Collector	View	❺

No Record Found!!!!

❹ → Print

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

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

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

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

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

Collection Report...

Urban Development Department, Jharkhand | Search... | GO | 🏛 DEMO MUNICIPAL CORPORATION ▾ | ◎ Jan Suvdha Kendra ▾

🖥 Dashboard

📑 WATER SETUP ▾
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1. Counter Report
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3. Application Form Status
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123.63.57.27:82/Jharkhandmunicipal/admin/collection_report_trade.php?id=ed3d2...

Collection Summary

Date From : 05-05-2016 📅   Date To : 05-05-2016 📅

Ward No : All ▾   ← ❷

❸ →   View Report

Payment Wise Collection Description

Type	Consumer	Amount
Cash Payment	0	0.00
Cheque Payment	0	0.00
DD Payment	0	0.00
Total Collection	**0**	**0.00**

Application Wise Collection Description

Type	Consumer	Amount
New License	0	0.00
Renewal License	0	0.00
Amendment License	0	0.00
Surrender License	0	0.00
Total Collection	**0**	**0.00**

❹ →   Print

❶ Click on **Collection Report** to see the collection report details.

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

❸ Click on **View Report** button to get the payment details of the choosen fields.

❹ 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…

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

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

Level Wise Pending Form...

Urban Development Department, Jharkhand	≡ Search... [GO] 🏛 DEMO MUNICIPAL CORPORATION ▾	🎯 Jan Suvdha Kendra ▾

Dashboard

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- ☰ UPDATE WATER CONSUMER ▾
- ☰ WATER REPORT ▾
- ☰ JSK(TRADE) ▾
- ☰ TRADE REPORT ▾

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Level Wise Pending Forms

Date From	:	05-05-2016 📅	Date To	:	05-05-2016 📅	❷
Ward No	:	All ▾				

[View Report] ❸

Pending Forms Summary

Sr No.	Designation Name	No.of Pending Applications	View	
1	Dealing Assistant	0	View	❹
2	Section Incharge	0	View	
3	Assistant CEO	0	View	

❶ Click on **Level Wise Pending Form** to see the level wise pending forms.

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

❸ Click on **View Report** button to get the summary of pending form.

❹ 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...

Urban Development Department, Jharkhand

Search... | GO

DEMO MUNICIPAL CORPORATION

Jan Suvdha Kendra

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- **TRADE REPORT**
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List of Forms

| Date From | : | 05-05-2016 | | Date To | : | 05-05-2016 | ❷ |

| Ward No | : | All |

View Report ❸

No Record Found !!!

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.

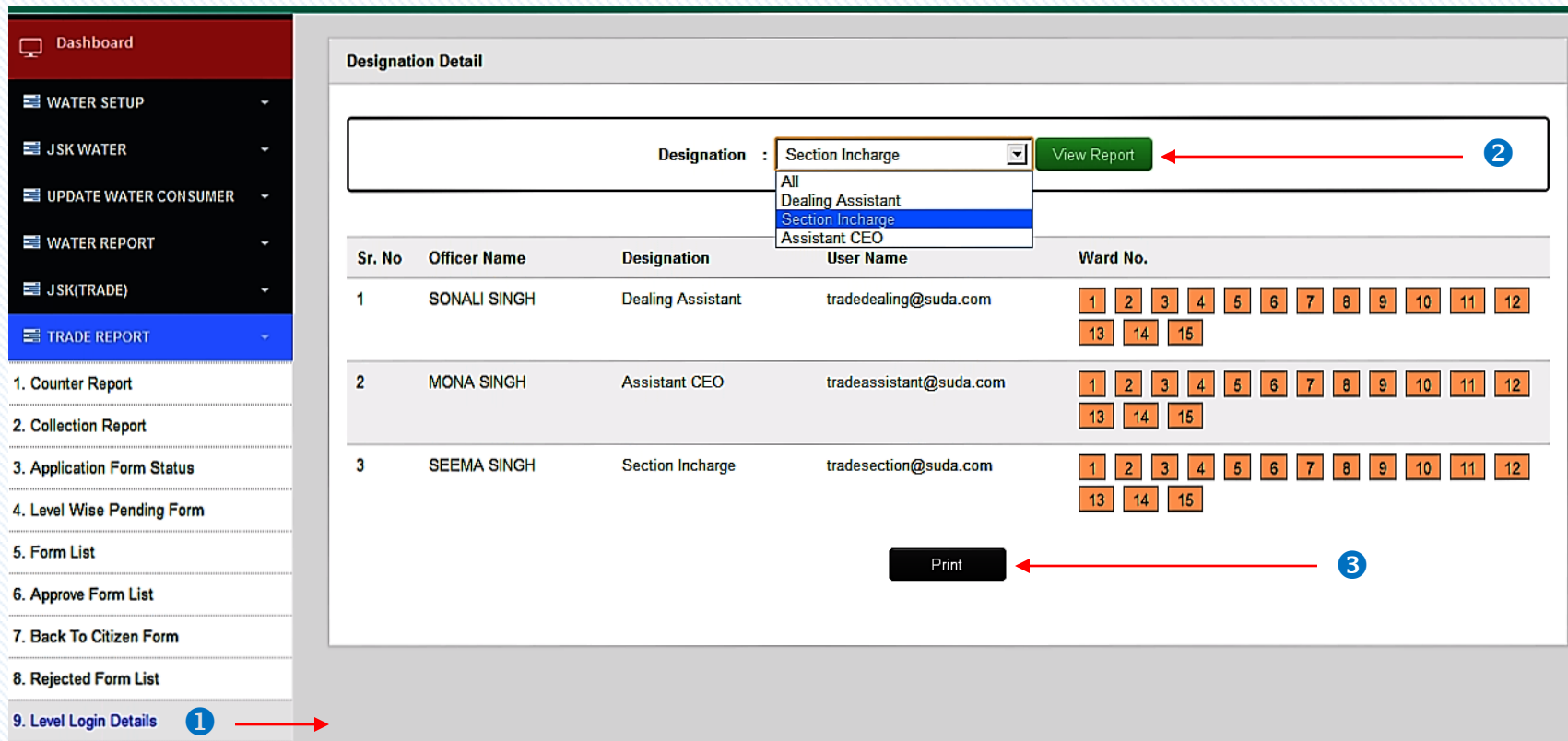❸ Click on **View Report** button to get the list of forms sent back to the citizen.

Rejected Form List...

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

❶
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.

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