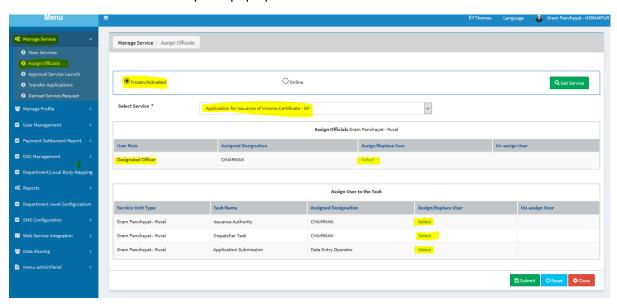# ACTIVATING THE SERVICE FOR NEW LOCATION (PANCHAYAT):
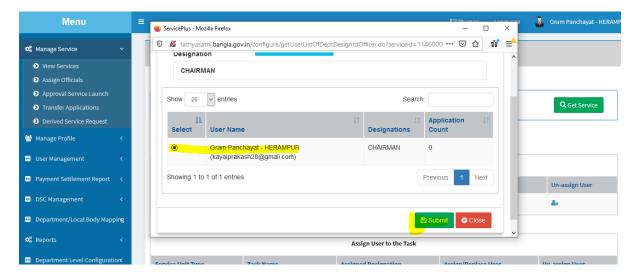
STEP 1:

Login as a panchayat department admin (DA) user for particular panchayat.ex-WB000183. Assign the roles one by one by selecting the service as required.

By selecting the service to be activated then the officials of the (Gram Panchayat-Rural) to be selected which would lead to open a pop up window.
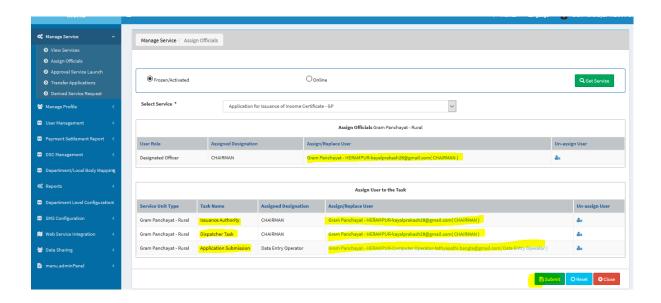

STEP 2:
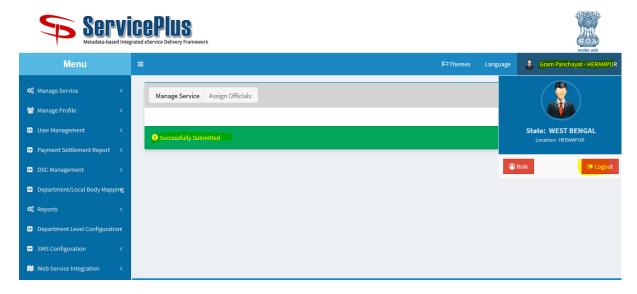
Now select all the field like this.

STEP 3:

Finally click submit button after selecting all the fields for the application to be activated.
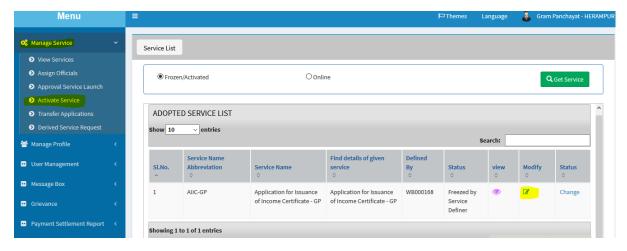

STEP 4:

After successfully submitting the application logout user and re login with panchayat department admin (DA) for particular panchayat.ex-WB000183.
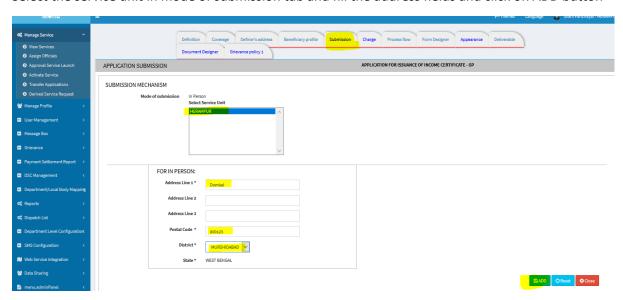
STEP 5:

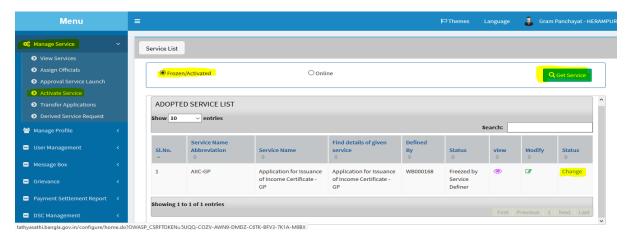After Re Login select to "**Activate Service**" and "**modify**" icon.

STEP 6:

Select the service unit in mode of submission tab and fill the address fields and click on ADD button
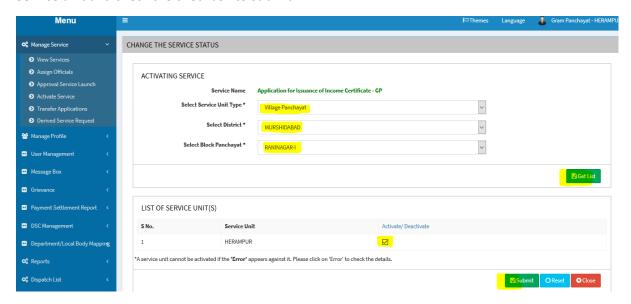

STEP 7:

And again select "**Activate Service**" tab and click on "**Change**".

STEP 8:

And now select the appropriate dropdown value and hit the button "**GET LIST**" which would list the Service unit and check the checkbox to submit.

STEP 8:

Finally after submitting the button the application has been activated.