**HOW TO USE**

How to Login?

**Citizen Login**

To login as a citizen click on home.   
Enter uid and password.   
If correct, you will be taken to the home page.

(UID and password along with other important details are mentioned at the end of the document)

**Special User Login**

To login as a special user, go to the left column and click on special user login  
Select the type of user.  
Enter Login id and password.   
If correct, you will be taken to the special user home page.

(UID and password along with other important details are mentioned at the end of the document)

FUNCTIONALITIES TO THE CITIZEN:

* Book Tickets

From the menu that appears select the type of ticket to book.

For the respective type, page will a[[ear for the booking.

You can then follow the procedure and obtain a ticket depending upon the availability on the particular date.

The ticket that appears has all the passenger details and can be printed if required.

* Cancel Tickets

When you click on cancel tickets for the respective ticket type, the page will show all tickets that have been used by the logged-in user.

The cancellation amount will be refunded to the uid of the person who had booked the ticket.

* Apply for Passport

Citizen can apply for new passport, renew his/her passport or apply incase of lost passport.

On clicking the apply for passport tab, the passport page appears.

It initially checks if a passport already exists. If so, the citizen will get an error message when he/she clicks on new passport application.

If no passport exists then the user cannot apply for renewal or lost.

Renewal can be applied for only if the expiry date is within one year then the current date.

* Apply for PAN

Citizen can apply for individual and company pan card. If he has an individual pan card, he cannot apply for another one. It will give an error message.

* Pay Tax

Citizen can pay tax using credit card(details given at the end of the page).

* Apply for duplicate certificates

You have to choose the certificate type. It checks if a valid one exists in the database otherwise an error message is printed.

* Apply for Visa

Select a country from the map provided.  
Fill the form that appears. You can print the form if needed.  
An appointment for the date and place selected is then shown to the citizen

* Refill Smart Account

Enter the amount to be refilled along with credit card details.

Amount will be credited to the smart account

* Vote

Select the party to vote for. It will automatically give you ONLY your locality candidates.  
Your vote will be disabled after voting once.

Moderator

* Create Account

Once logged in, if the moderator chooses create account, he will be given an option to enter UID or birth certificate. Depending on a create account database, a form is generated. Moderator fills the form and uploads a photo of the user. A success message is prompted to the user.

* Modify Details

Once logged in, if the moderator chooses create account, he will be given a textbox to enter the uid of the citizen. The various details of the citizen can be modified. A success message is prompted to the user.

* Search for citizen

Once logged in, moderator can search for citizens using UID, name and locality.

Admin

* Create polls

Admin creates new parties and enters the candidate’s uid and other details. If correct the candidate’s name will appear in the voting.

* View poll reports

Admin can view the vote reports which opens on a pdf(JASPER)

* Add FAQS

Police Official

* Update Passport application

Police official on logging in can select this option. In that case an application box will be prompted. He will then enter the application no and update the status. Only when the status is police verified, the police official can enter new passport information in the database.

* Update criminal records

Police official has to enter the case file no. And update records.

IT Official

* Update PAN status

Moderator views all the applications for PAN and updates them accordingly.

Refill Official

* Refill smart account externally