Innowave IT Infrastructures Ltd.

User Manual

Common Master

Document Information

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Innowave Representative Signature	**DMA Representative/Core Team Member Signature**

Table of Contents

1 Definitions, Acronyms and Abbreviations

Abbreviations	Description
ULB	Urban Local Body
DMA	Director of Municipal Administrator

2 Scope

The scope of work is to implement an integrated system for the various services of the urban local bodies situated in the state of Maharashtra. The Municipal Corporations of Thane, Mumbai, Nagpur, Nashik, Pune and Pimpri Chinchwad are excluded from the scope of work.

The scope includes the following:

- software/solution development and implementation
- deployment of solution centrally on cloud
- implementation and maintenance of the system including the support required for cloud hosting at DC
- Firstly, the solution should be hosted in Tier-3 data centre for 2 years after GO-Live, and then shall be shifted to State Data Centre of Govt of Maharashtra.

The system will have 3 interfaces which will allow the user to perform various functions:

ULB Interface which will allow ULB Officials to perform various tasks in the system

3 Introduction to Common Master

Common Master is basically used to fetch the data of respective module in the application.

The lists of masters that are common across all the modules for Web-Based Solution across ULBs in State of Maharashtra are considered in Common Master.

4 How to start using this portal

On Google Chrome, type the following address to access the Application

URL: http://103.249.96.234:8080/MahaULBDev/ (Development URL)

The following home page will appear

Note: Provision is given by the system to select the language; user can select either Marathi or English from "**Choose language**" option

4.1   Login Process

1.1.1 Registered Citizen/Employee:
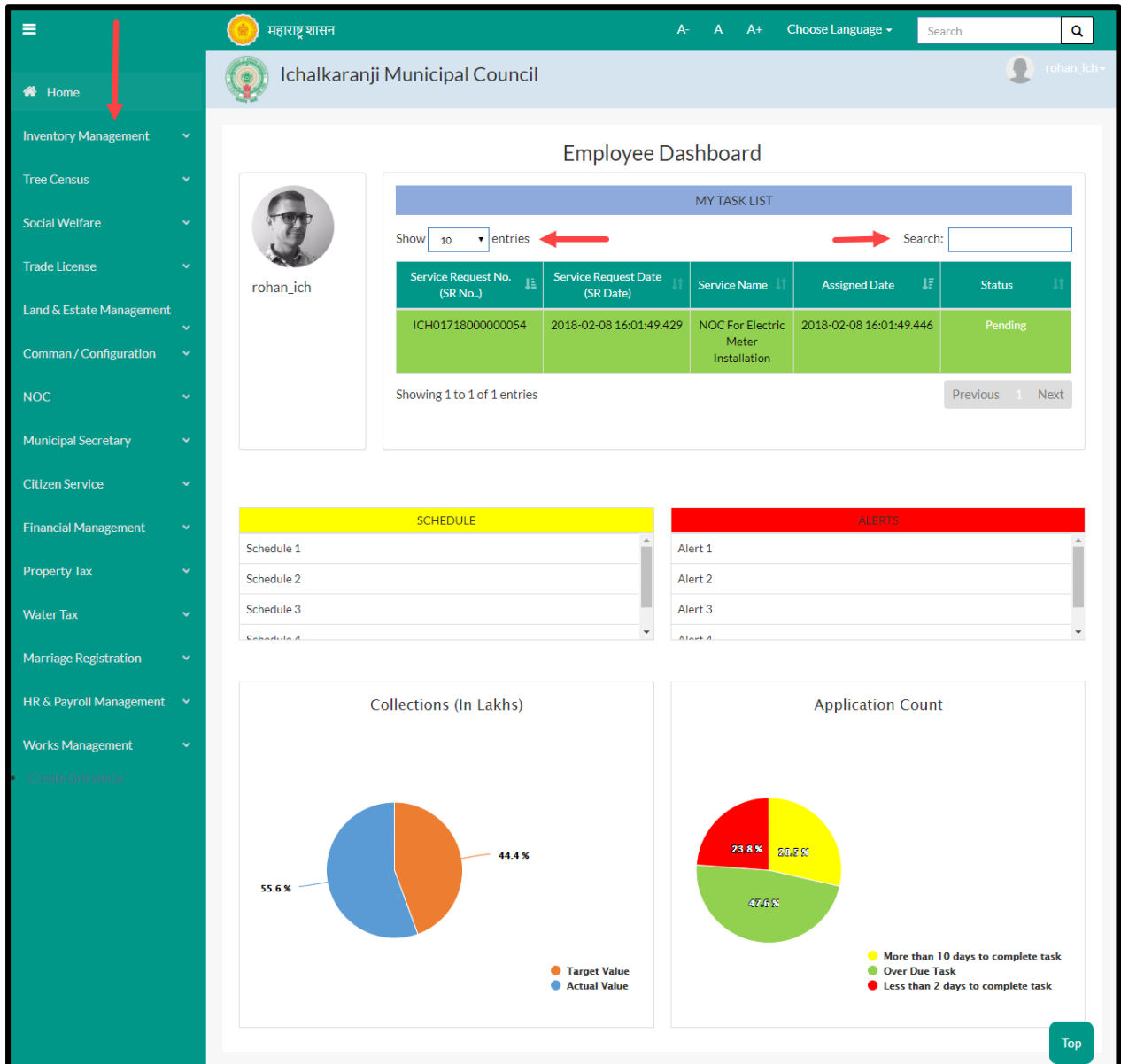
User need to select any one option according to the applicant type, if user is citizen then select "**Citizen**" and if user is employee then select "**Employee**"

Enter the login ID and password as provided and click on "**Login**" button.

Note: For citizen login, provision is not given to select the ULB whereas for employee login it is mandatory to select the ULB name.

Follwing screen will appear after sucessful login of Employee

- Employee can view all the modules for which user is having rights in the application on left hand side of the screen as highlighted in above screen

- The count of services displayed in grid of "My Task list" cab be changed using "**show**" option.

- "**Search**" option is used to search a service amongst n number of service request present in grid.

- The pie chats present at the bottom gives the graphical representation of applicant count and collections (In lakh)

Below is the color significance for both the pie charts

➢ **Collection (In Lakhs)**

- Blue color – Target Value

- Orange Color – Actual Value

➢ **Application Count**

- Green color – Over due task

- Red Color – Less than 2 dasy to complete task

- Yellow Color - More than 10 days to complete task

1.1.2 Non Registered Citizen:

If user is a non registered citizen then user can create the account by clicking "**Register here**" option as shown in below screen
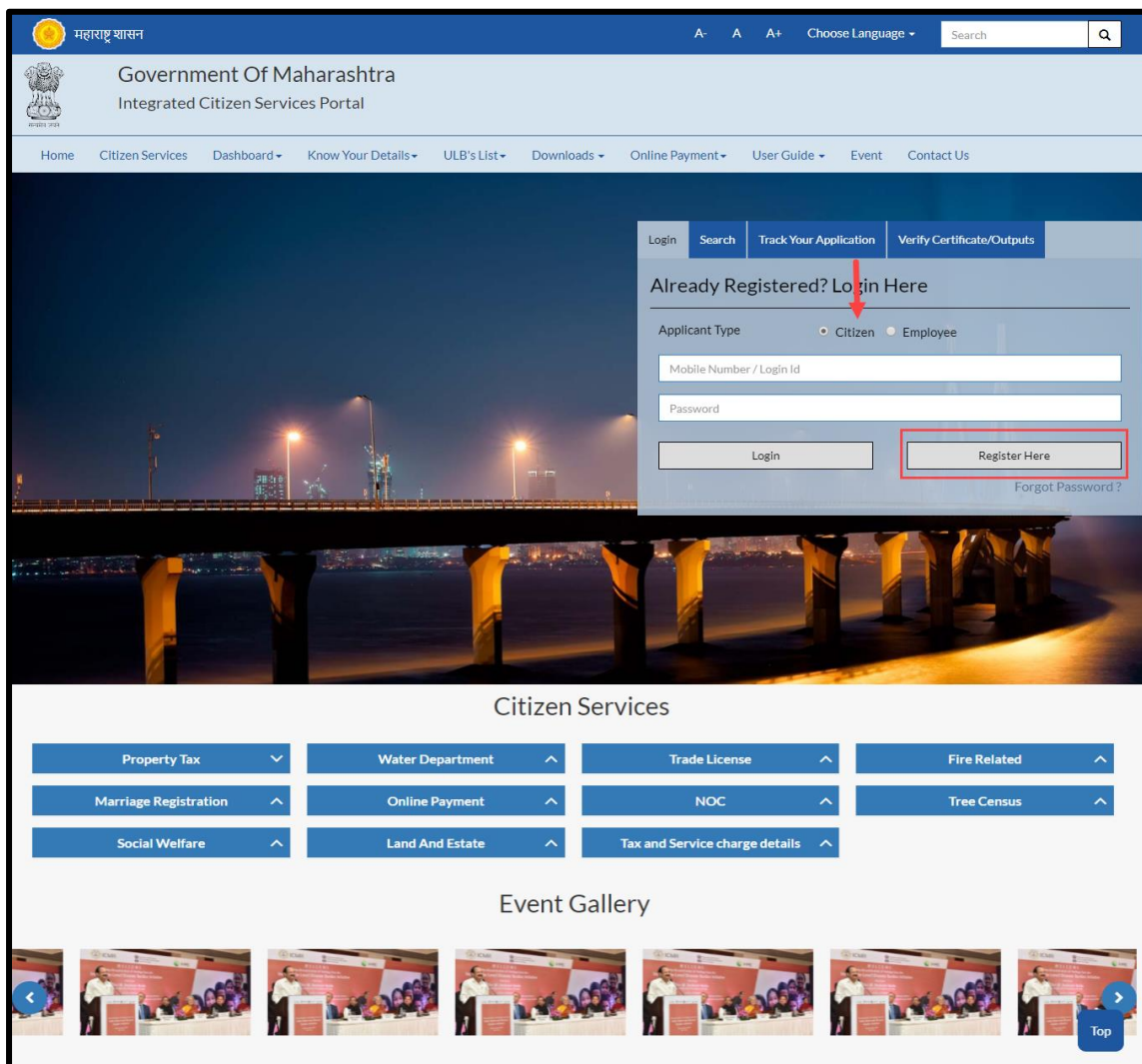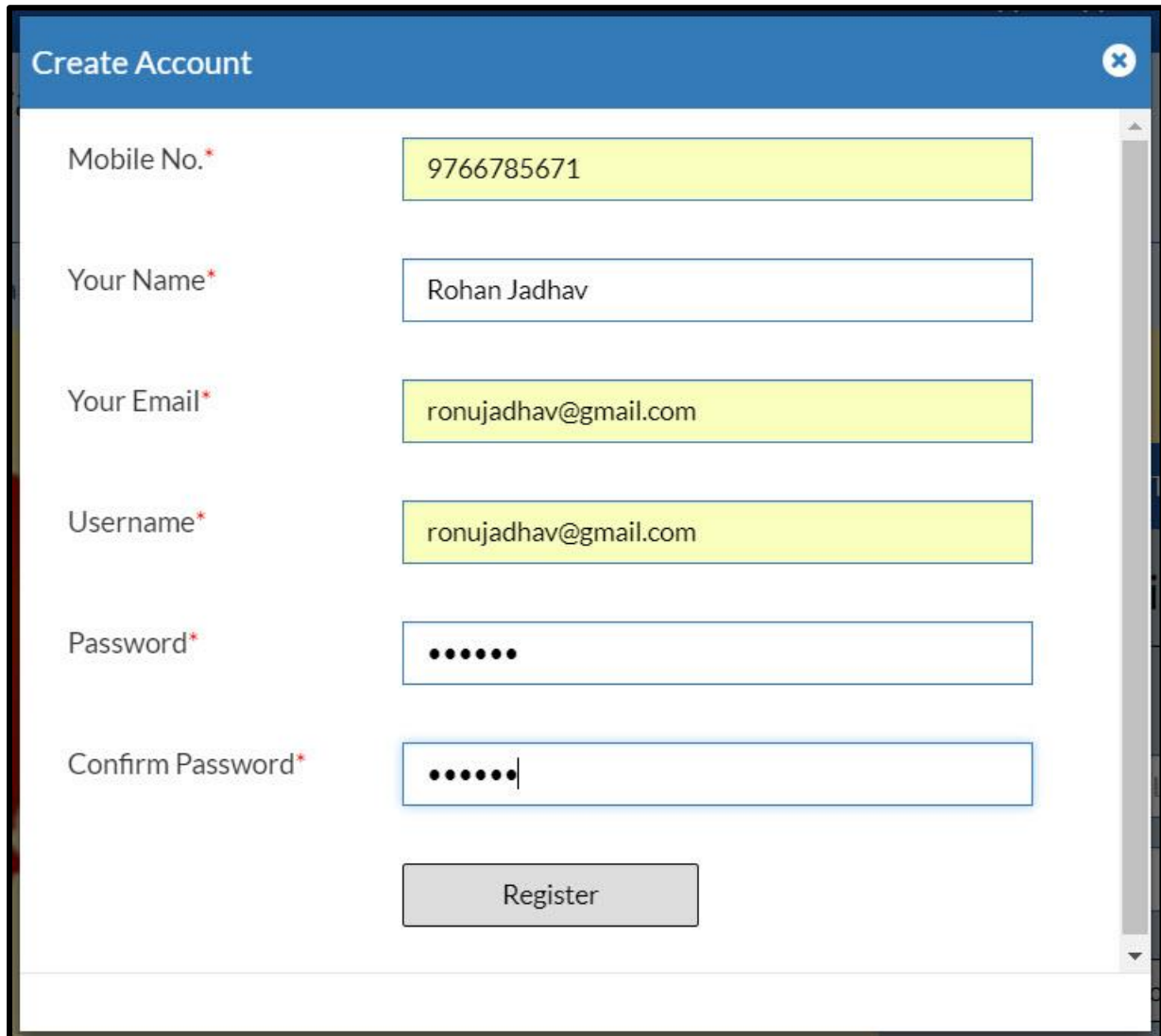
When clicked on "**Register Here**" option, below registration form is been displayed by the system
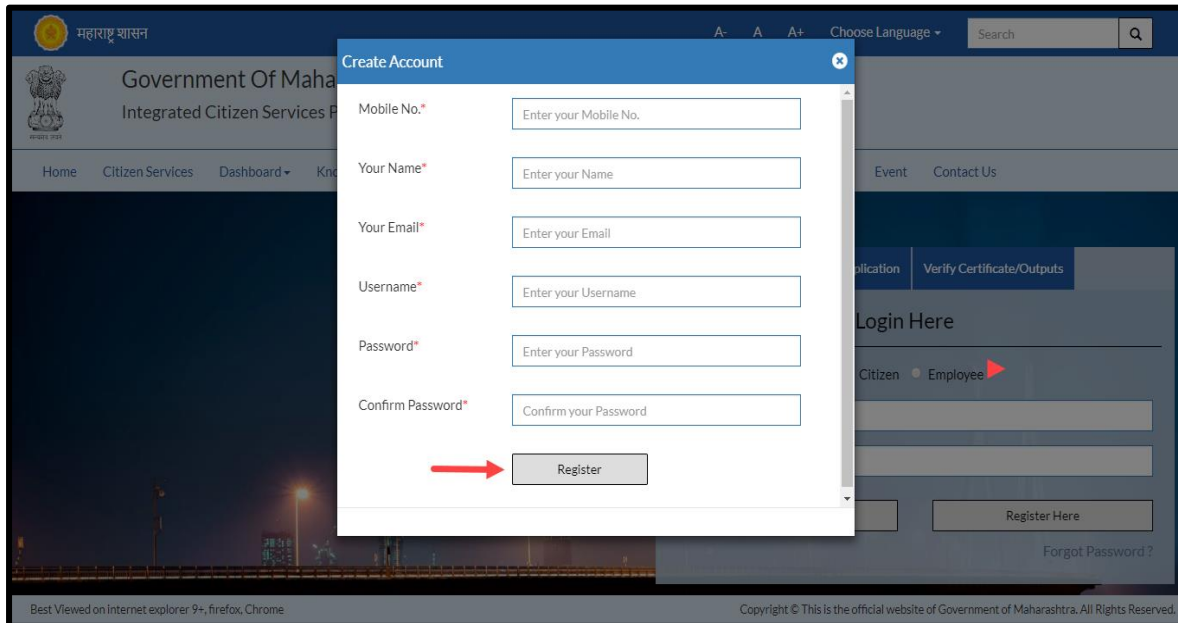
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Mobile No.	Enter your mobile number
2.	Your Name	Enter your name
3.	Your Email	Enter your Email Id
4.	Username	Enter Username
5.	Password	Enter Password
6.	Confirm Password	Confirm password by re-entering the password

Below screen with entered data is for your reference

Post entering all the details, click on "**Register**" option

When clicked on register option , OTP generation message will be sent to your registered email ID and mobile no.

Below mentioned screen is the OTP generation message received on registered mobile number

Screen currently not available

"*Your one time OTP is : 1459, and is valid for 30 minutes. This OTP is to be used for the register process*"

message will be received on your registered mobile no.

Once the OTP is received , user have to enter the OTP in "**confirm OTP**" field and click on "**confirm**" option.
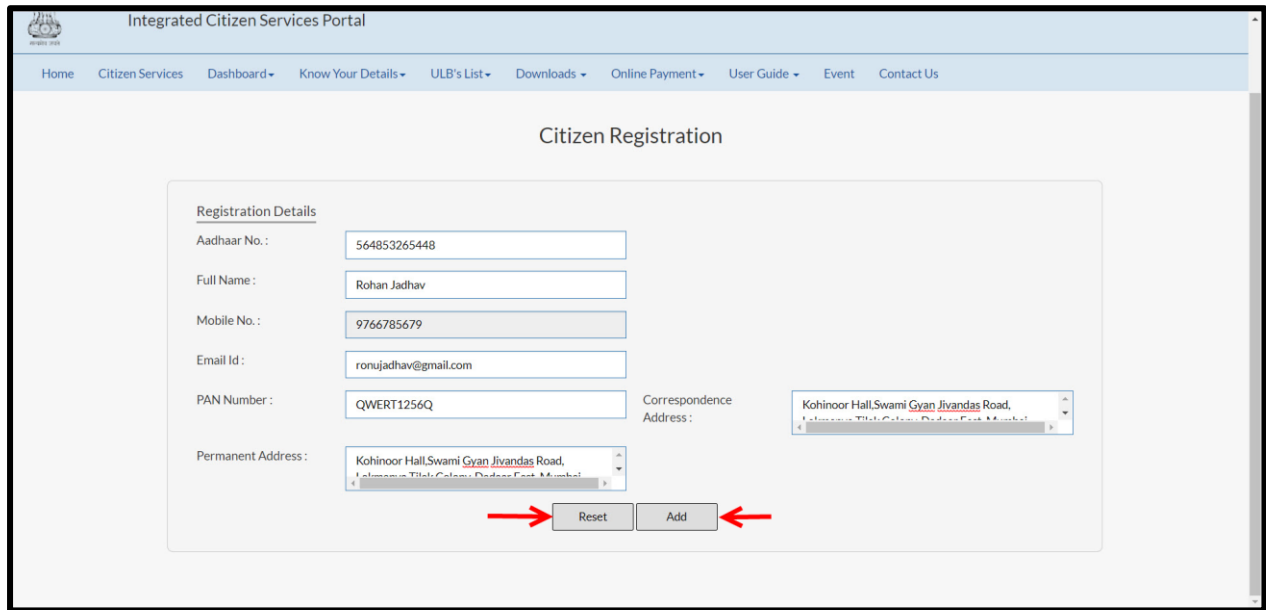
Note: while entering the OTP "**Register**" option is disabled

Refer the below screen for entering the OTP

Now when clicked on "**Confirm**" option, citizen will be redirected to the Citizen Registration page as shown below
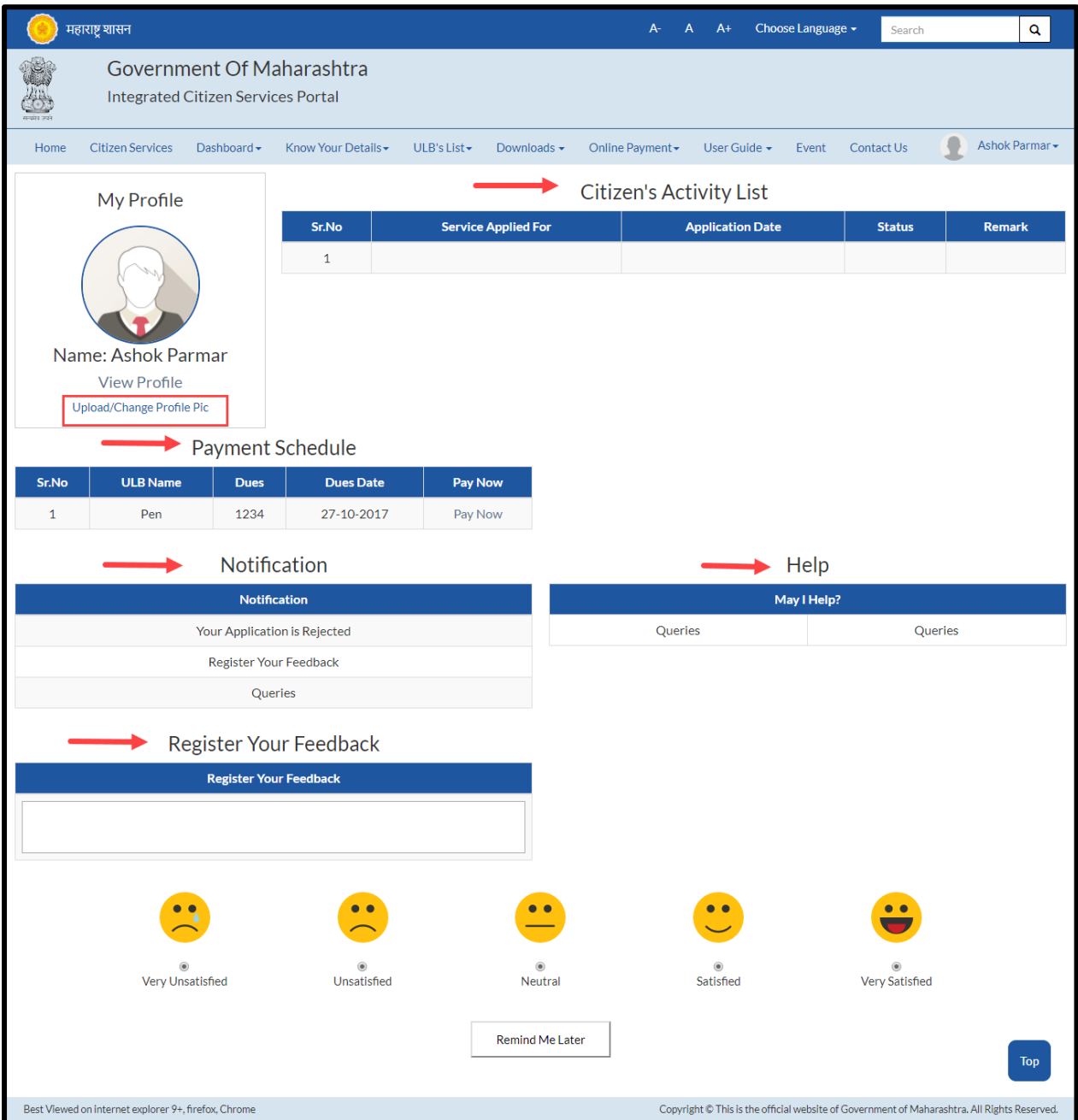
Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.	Aadhaar No	Enter Aadhaar number
2.	Full Name	Full name will be displayed by the system
3.	Mobile No.	Mobile number will be displayed by the system
4.	Email ID	Email ID will be displayed by the system
5.	PAN Number	Enter PAN number
6.	Correspondence Address	Enter Correspondence Address
7.	Permanent Address	Enter Permanent Address

Post entering all the details, click on "**Add**" option to successfully add the details in the system. When clicked on "add" option citizen will be redirected to the home page as shown below

"**Reset**" option is used to clear the entered data on form

Following screen will be displayed after successful login/Registration of Citizen

- Citizen can upload/change profile picture by clicking on "**Upload/Change profile pic**" option

- On-going activities of citizen are listed in "**Citizens Activity List**" section

- All the pending payments are displayed in a grid under "**Pending Schedule**" section

- Any application related notification will be displayed under "**Notification**" section

- "**Help**" section will contain a pdf file, wherein bifurcation will be done on basis of module and service explanation will be mentioned module wise.

- Feedback related to any service can be written in "**Register your Feedback**"
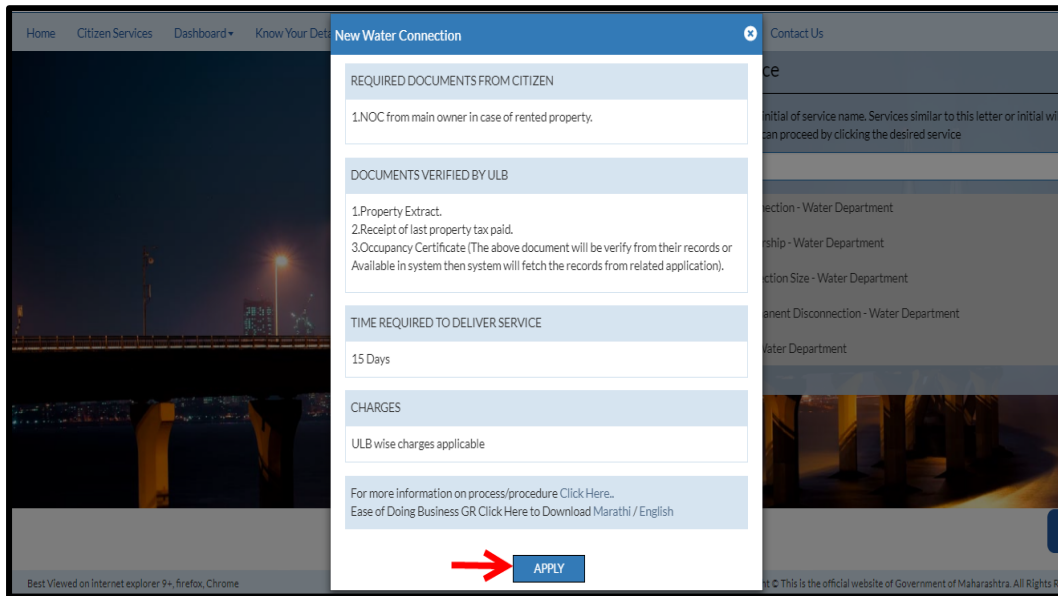
4.2 Search

Search option is used to search a service by typing the initial letters of the service or any random letter. Service similar to the entered letters will be displayed in the dropdown.

Refer below screen,
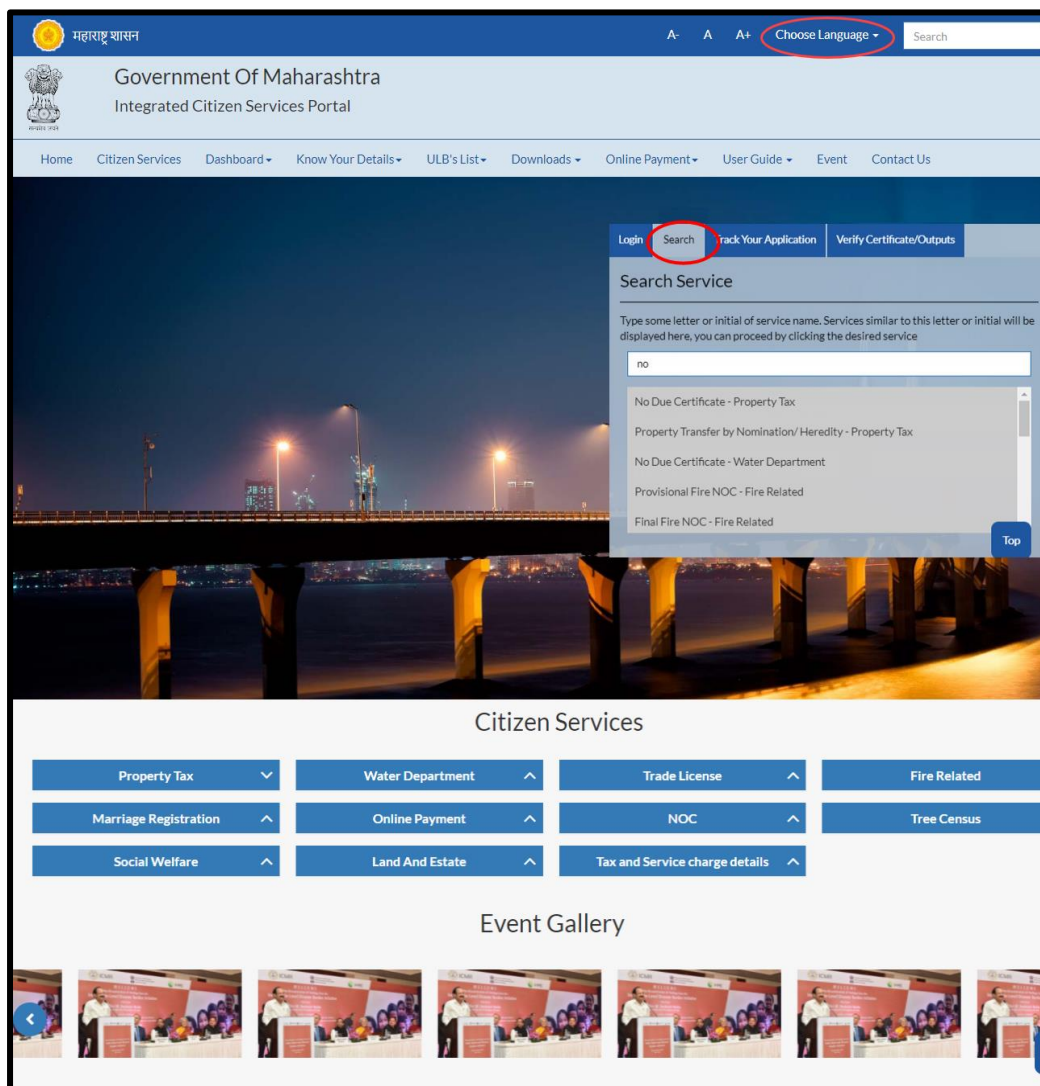
On clicking any of the service listed in the dropdown, "**Apply**" page will be displayed by the system. User can directly apply for a service using this option

When clicked on "Apply" button, service application page will be opened.

4.3 Track your Application

"Track your application" option is used to track the status of the application. User can get to know the status by selecting the ULB Name from the dropdown and entering the application ID.

Refer Below Screen
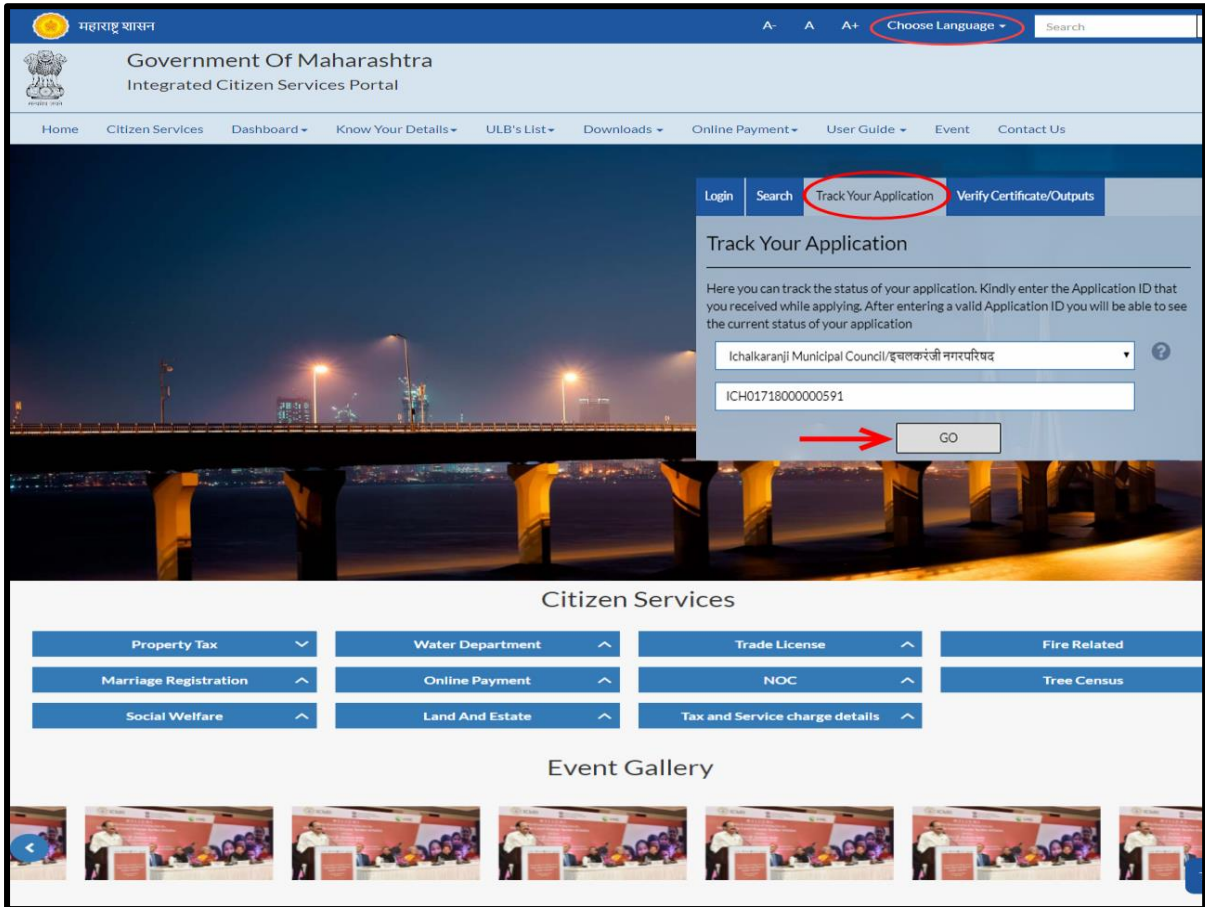
After entering the application ID click on "Go" button.

Below screen is displayed when clicked on "GO"
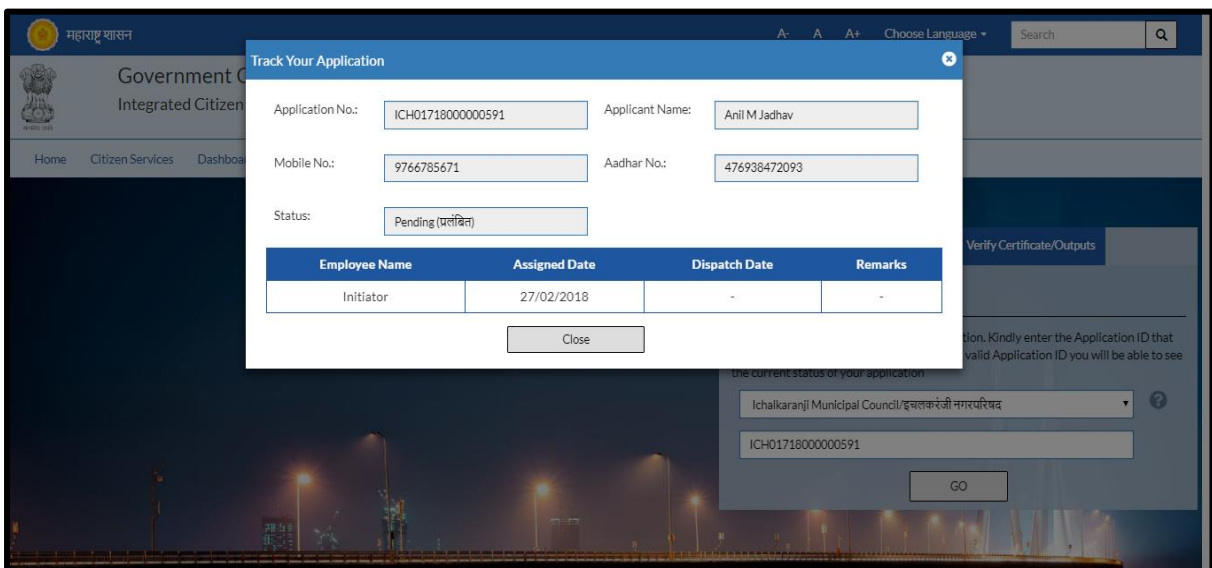
Using this option user can track the status of the application. As seen in above screen the status of application is displayed as "pending"

4.4 Verify Certificate/Outputs

"Verify Certificate/Outputs" gives information about the document (Water Bill/NOC/License etc.)

This option is basically of more advantage for any official person who may or may not be the part of the process to verify the documents submitted by an individual.

For example: Police officials can use this option to cross check the document of Passport etc.
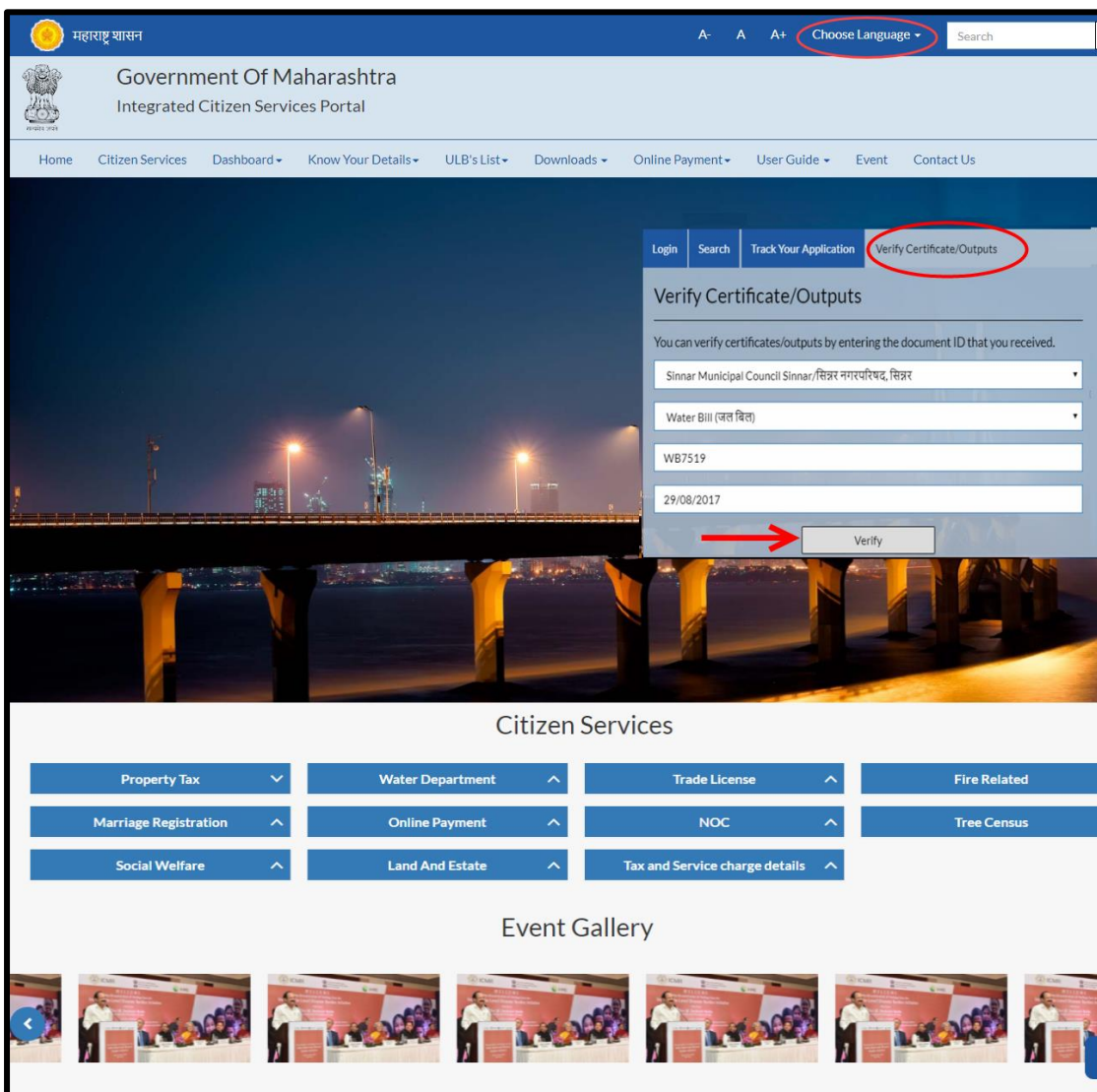
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Verify Certificate/Output		
1.	ULB	Select ULB from the dropdown
2.	Type of Document	Select the document type from the dropdown(Water Bill/NOC/Property Bill etc.)
3.	Document Number	Enter "Document Number"
4.	Document Date	Select document date from the date picker or enter the date manually

After entering all the required data when clicked on "**Verify**" option below screen will be displayed by the system
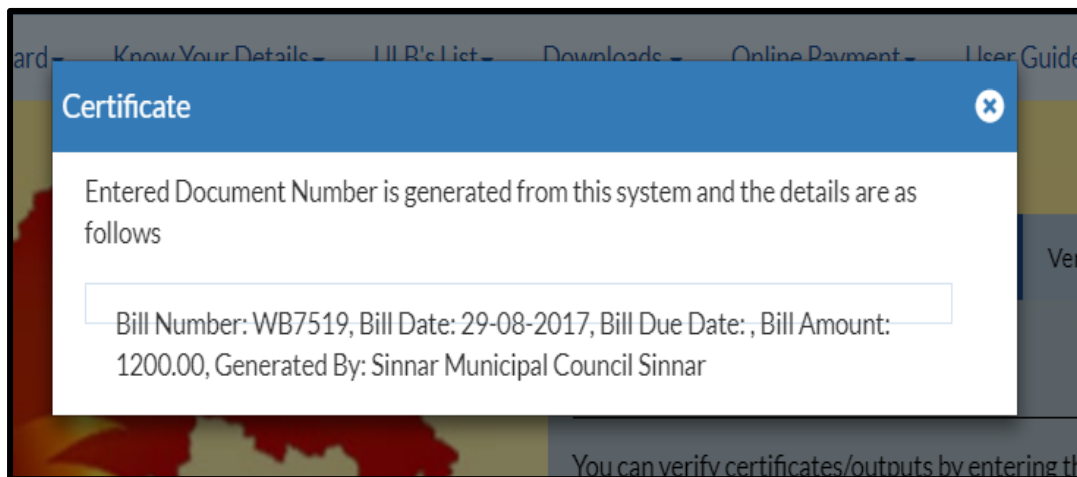
4.5   Citizen Service

Citizen can directly apply for any service without registration as well. User can either click on "**Citizen Service**" tab or scroll down the page and select requested Department to apply as shown in below screen
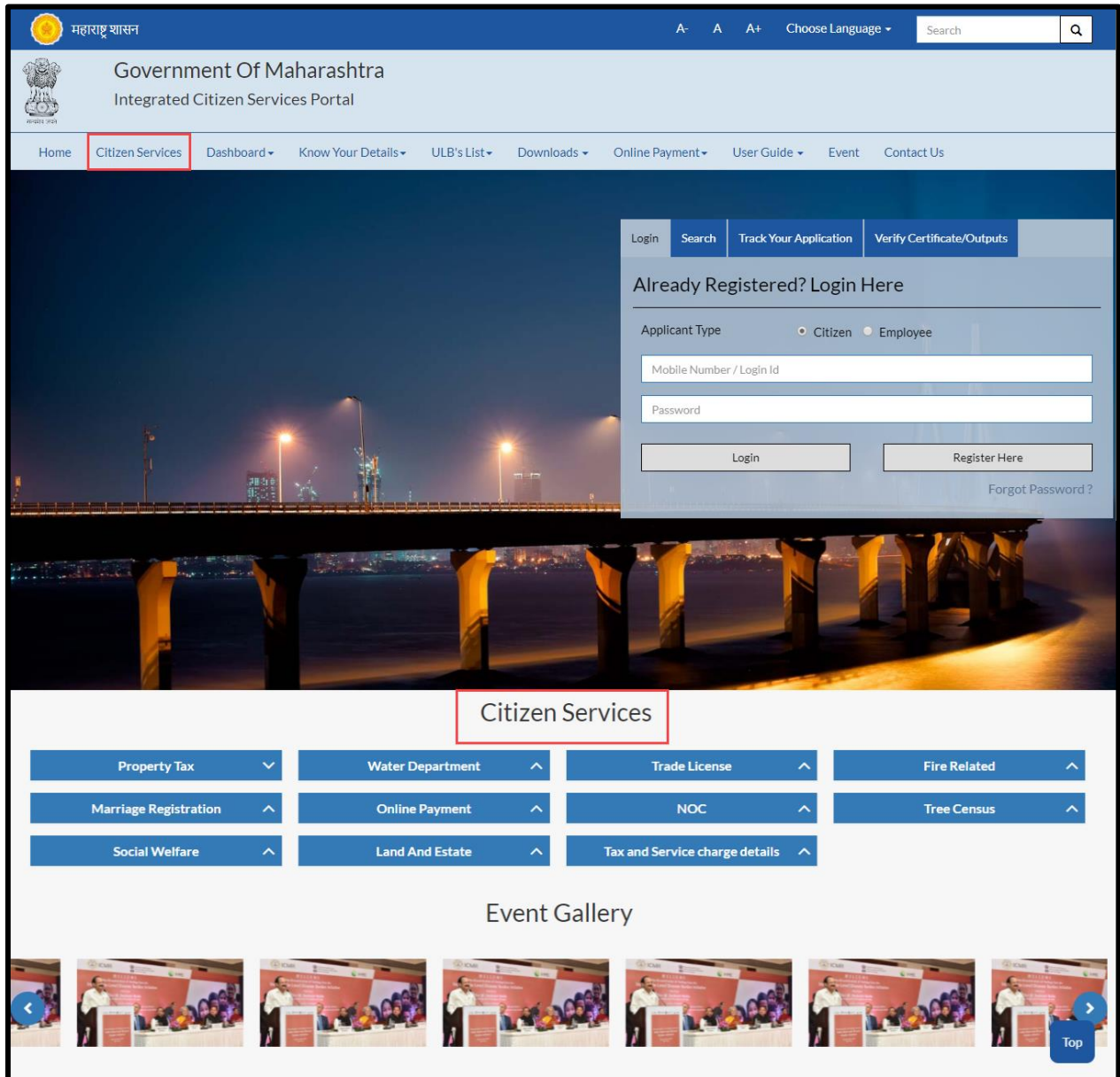
User have to click the department in which the user have to apply for a service, post selection of department click on the service from the dropdown and later click on "Apply" option

Path: Department Selection→ Service Selection→ "**Apply**"

Below mentioned are the services present for respective department

Sr. No	Department Name	Service Name
1.	Property Tax	No Due Certificate
		Extract Of Property
		Exemption for Vacancy of Property
		Self-Assessment
		Objection Registration
		Property Transfer by Nomination/Heredity
		Property Transfer by Other modes
		Property Tax Calculator
2.	Water Department	New Water Connection
		Change Of Ownership
		Change Of Connection Size
		Temporary/Permanent Disconnection
		Reconnection
		Change of Usage
		Renewal Of Plumber License
		No Due Certificate
		Pay My Dues
3.	Trade License	Issuance Of License
		Renewal Of License
		Duplicate License
		Transfer Of License By Heredity
		Transfer Of License by Other modes
		Cancellation Of License
		Change In Business Name
		Change In Business
		Change In Owner/Partner Name
		Increase/Decrease Partner
4.	Fire Related	Provisional Fire NOC
		Final Fire NOC
		Renewal Of Fire NOC
		Fire Certificate
		Issuance Of Technical Remarks
5.	Marriage Registration	Marriage Registration certificate
		Marriage Registration correction
		Marriage Certificate
		Reissue Of Marriage Certificate
6.	Online Payment	Property Tax Collection
		Water Bill Payment
		License Renewal

		Application Charges
		Payment Against LOI
7.	Tree Census	Application For Tree Census
8.	NOC	NOC For Hoarding/Banner
		NOC For Mandap/Stall
		NOC For Electric meter installation
		NOC for Road Digging For Cable Installation
		Pool/Snooker Indoor Business NOC
		NOC for fast food on wheels/roads/public place
		Medical Business/store NOC
		Meet shop NOC
		NOC for Hospital
		NOC for Tours and Travels
9.	Social Welfare	Application for scheme
10.	Land and Estate	Advertising Hoarding Agreement
		Advertising/Hoarding Renewal Of Agreement
		Advertising/Hoarding Cancellation Of Agreement
		Advertising/Hoarding License Application
11.	Tax and Service Charge Details	Tax Details

Note: Citizen Services are not applicable for all the modules

4.6 Dashboard

Dashboard gives the graphical view of reports/application/ services etc. There are two types of dashboards listed in the dropdown namely "**ULB Dashboard**" and "**DMA Dashboard**".

Below is the screen to locate the "**Dashboard**" tab on home screen

On Click of "**DMA Dashboard**" below screen will be displayed
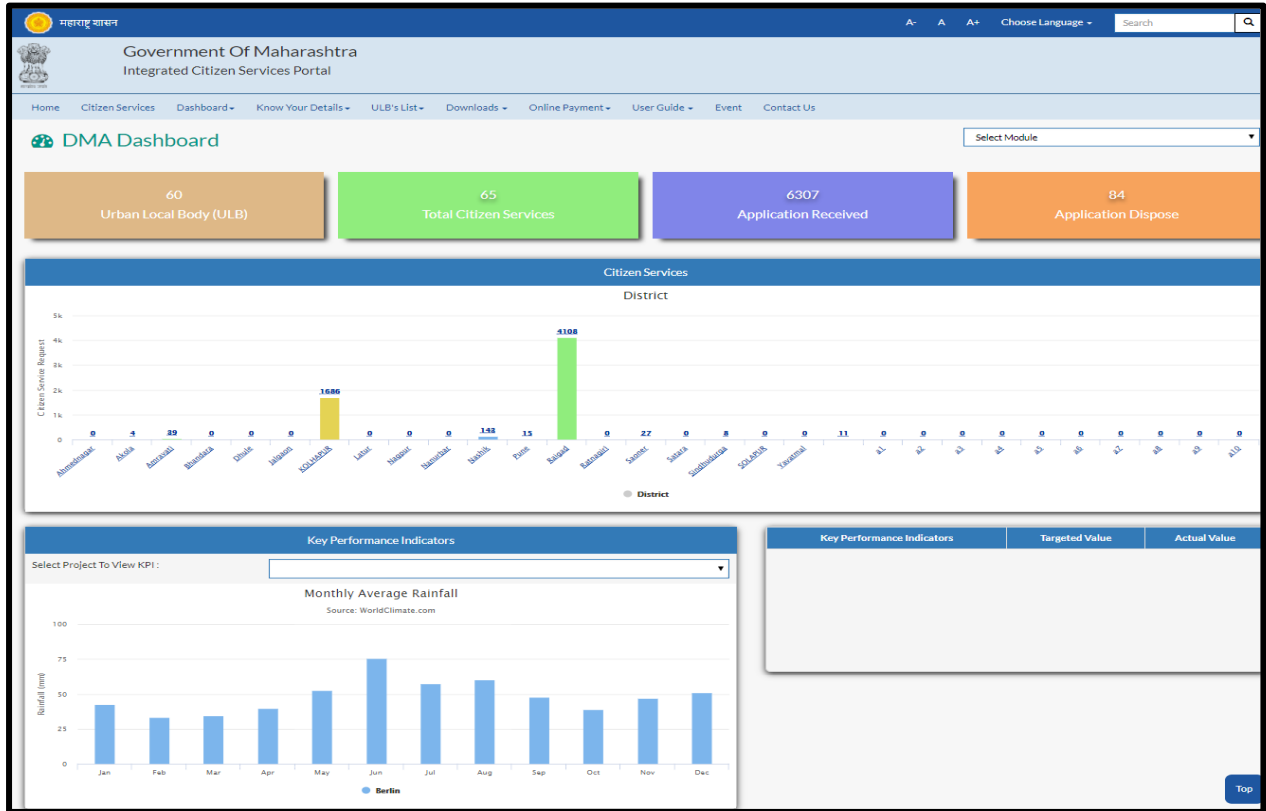
On Click of "**ULB Dashboard**" below screen will be displayed
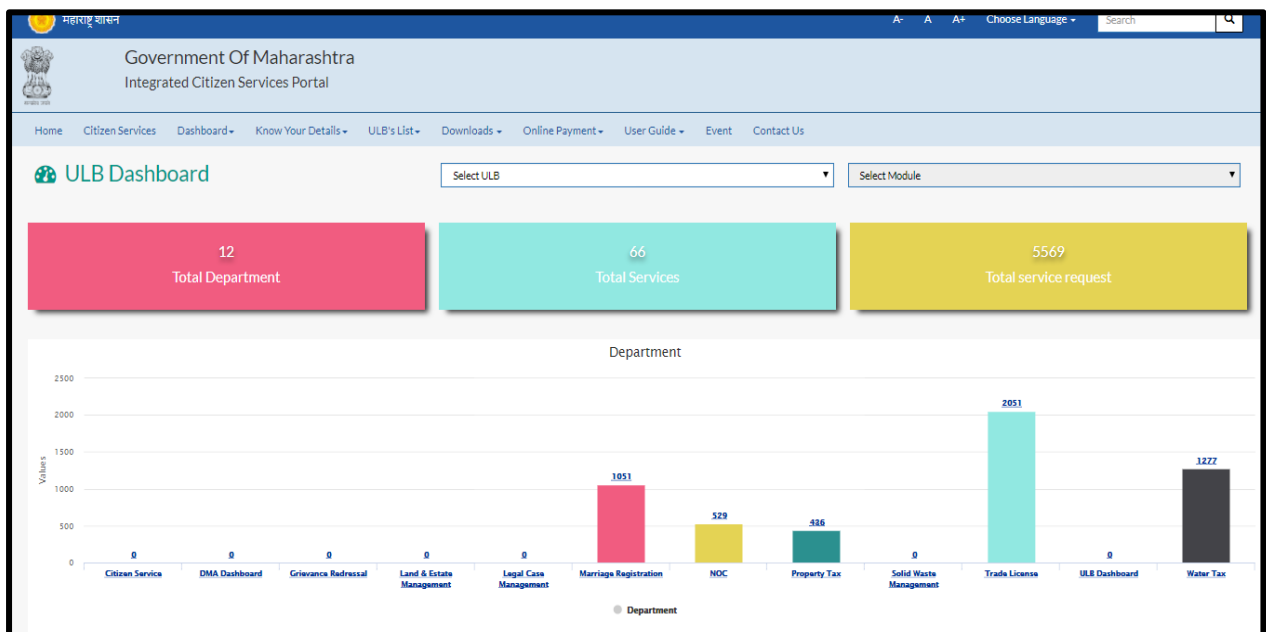
4.7 Know Your Details

"Know Your Details" tab is used to fetch user details for any request or application from the system on basis of holder name, registration number etc.

Below is the screen to locate the "**Know Your Details**" tab on home screen
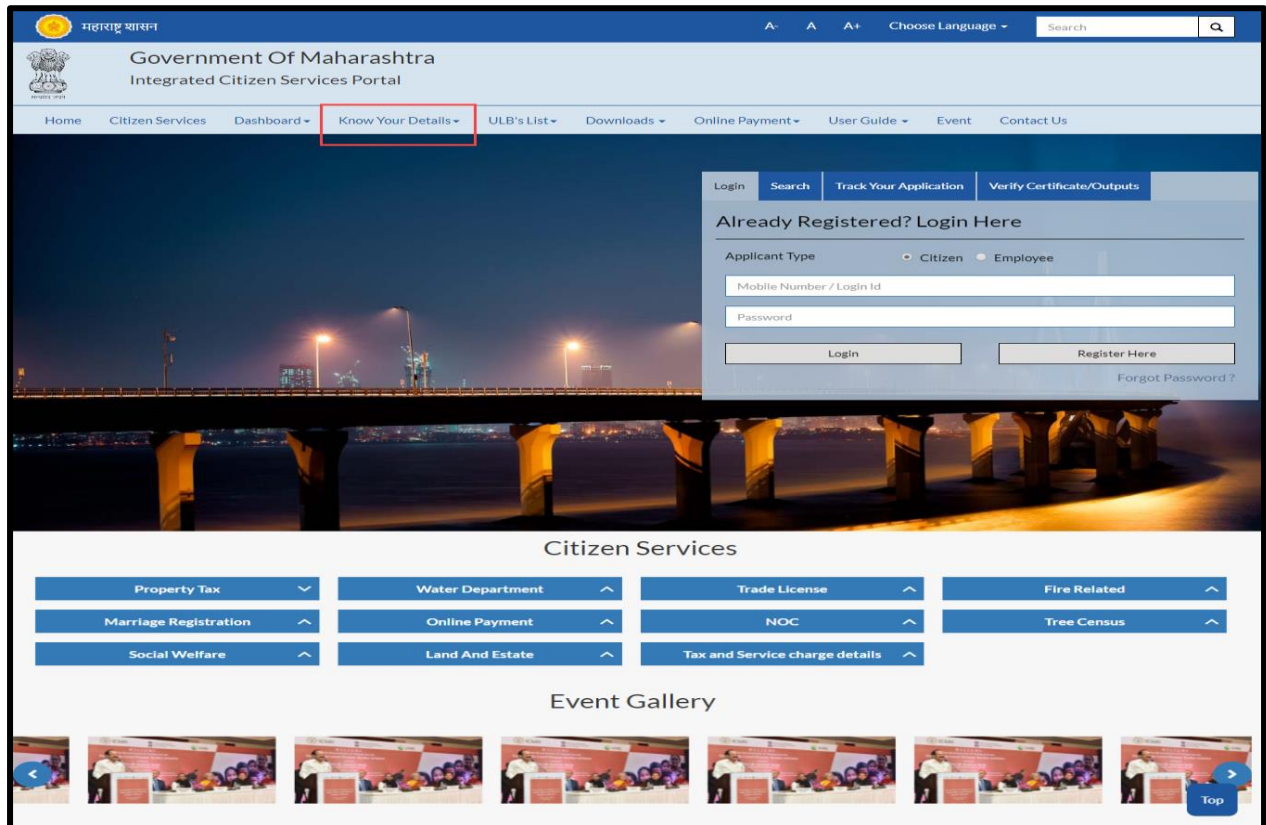
User can to know the details of five services which are listed as below. These services will be present in the dropdown when click on "**Know Your Details**"

- Know Your Property ID
- Know Your Water Connection
- Know Your Trade License
- Know Your Ward and Zone
- Know Your Marriage Registration Number

Note: The search parameters will vary on selection of the service

4.8 ULB's List

This option is basically used to navigate and search the ULB's present in the District, Below is the screen to locate the "**ULB's List**" option on home screen.

Currently the dropdown values for "**ULB list**" option are "Roha Municipal Council", "Alibaug Municipal Council" and "View More" ,on clicking the "**view more**" option, additional ULB's can be selected as per the district and then user will be redirected to the selected ULB home page.
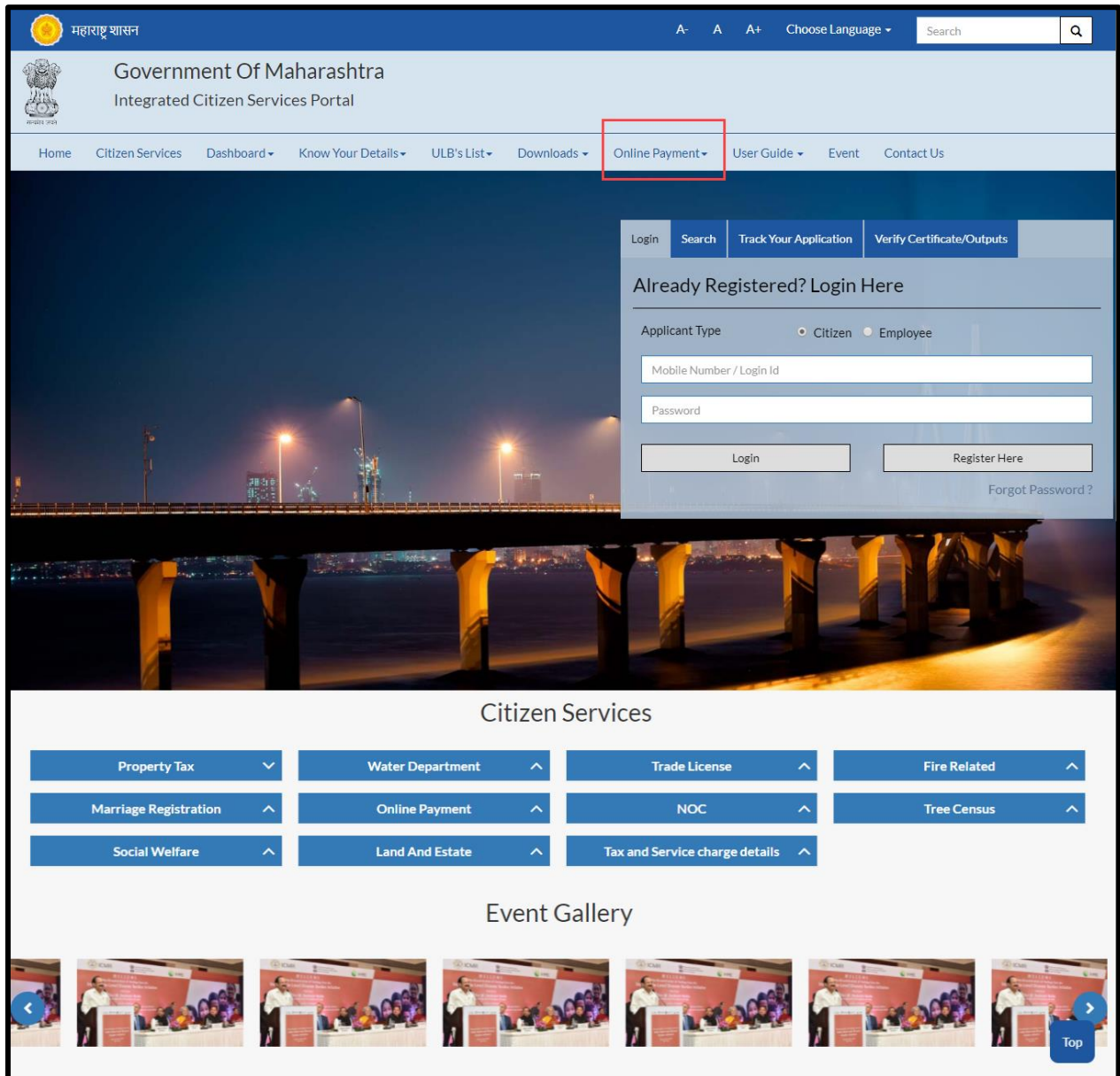
Whereas when clicked on "Roha Municipal Council" and "Alibaug Municipal Council" user will be redirected to the associate home page as per the selection.
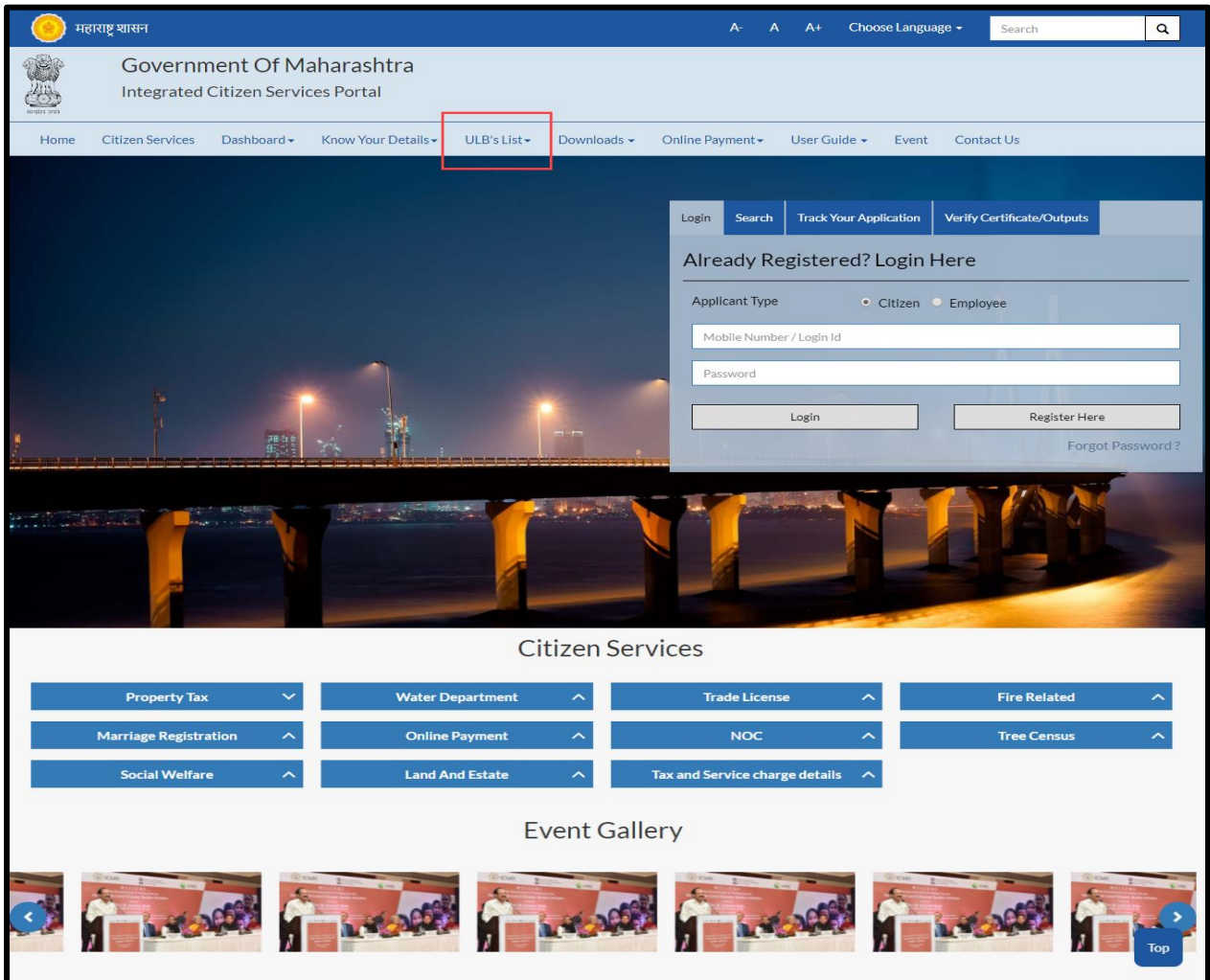
4.9   Online Payment

Online Payment option is used to do the payments for a service or application directly. Search will be done on basis of property Number for property Tax module, similarly the search parameter will differ as per service.

Below is the screen to locate the "**Online Payment**" tab on home screen

User can do the Online Payment for five services which are listed as below. These services will be present in the dropdown when clicked on "**Online Payment**"

- Property Bill Payment

- Water Bill Payment

- License Renewal

- Application Charges

- Pay Against LOI

4.10 User Guide

The main purpose of "user guide" is to let know the users about the flow and schema of each and every module/service etc. currently present in the application for better understanding of the same.

Below is the screen to locate the "**User Guide**" tab on home screen
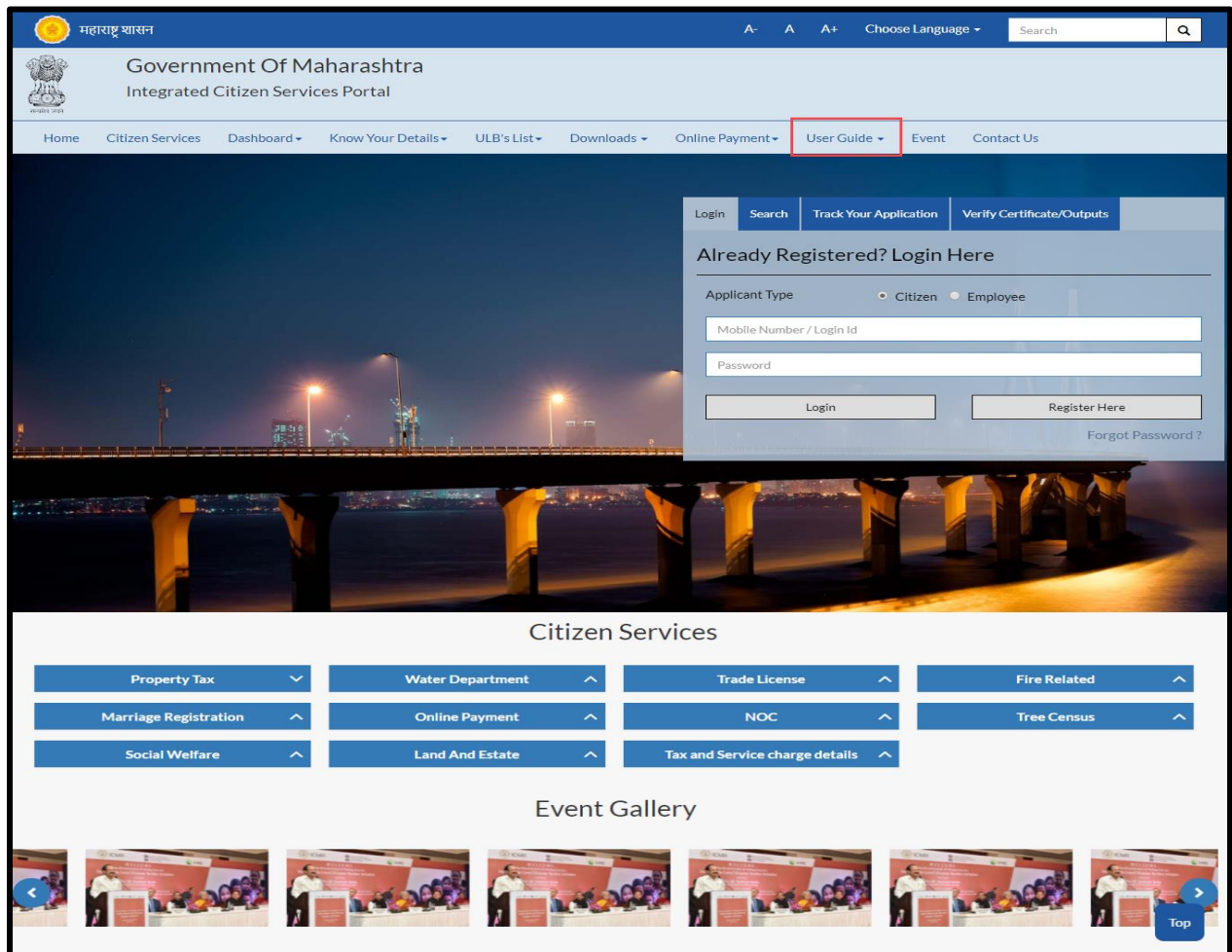
"User Manuals", "Presentations" and "FAQ's" are present in the dropdown of "User guide" tab

User manuals and presentations will contain the description about module and usage of each and every module.

4.11 Event

Event option is used to make the users aware of the on-going events

Below is the screen to locate the "**Event**" tab on home screen
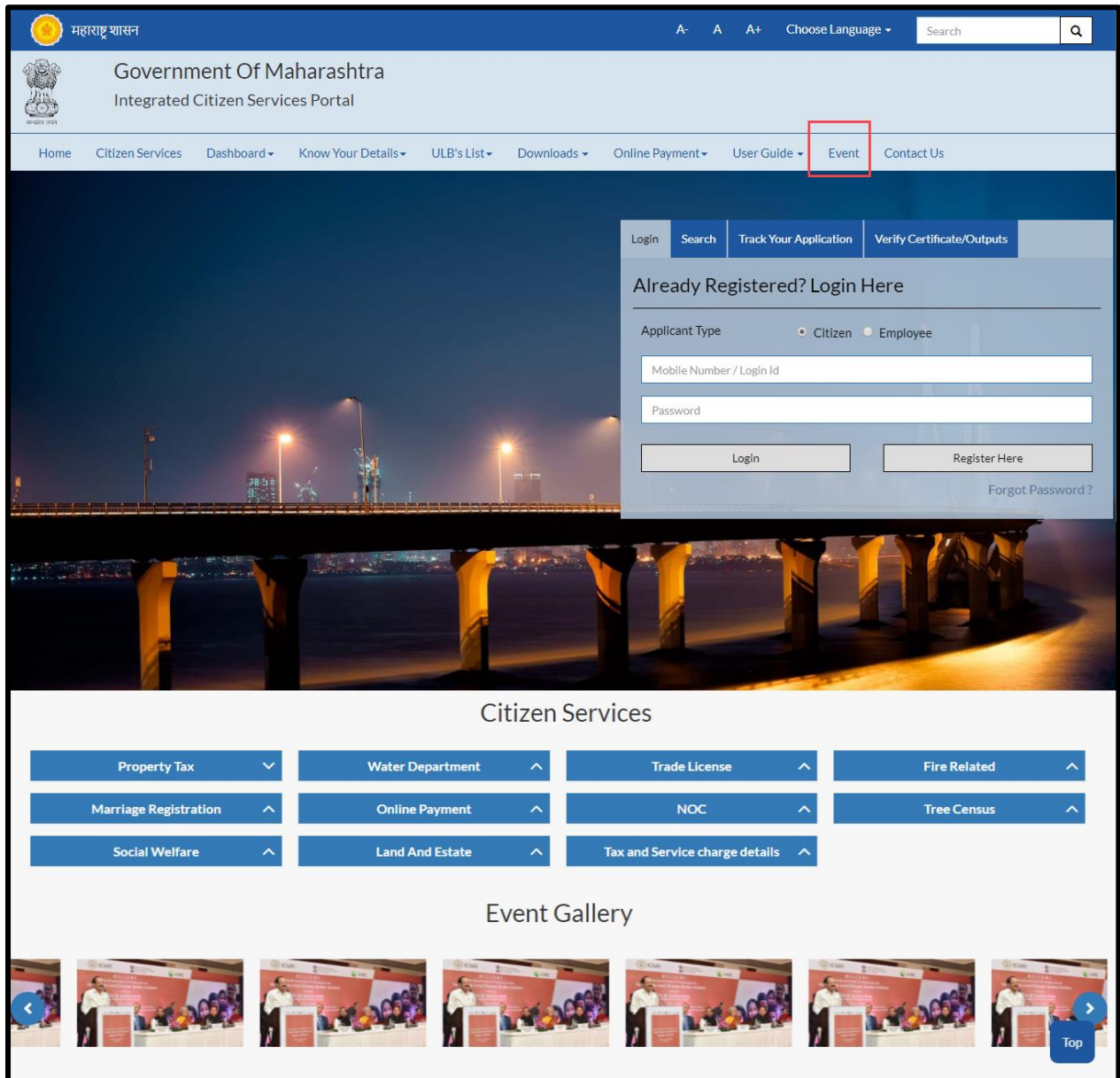
When clicked on "**Event**" option below screen will be displayed

4.12 Contact Us

"**Contact us**" option is given for user privilege, any queries or concerns regarding the application/service" can be registered using this option.

Below is the screen to locate the "**Contact Us**" tab on home screen
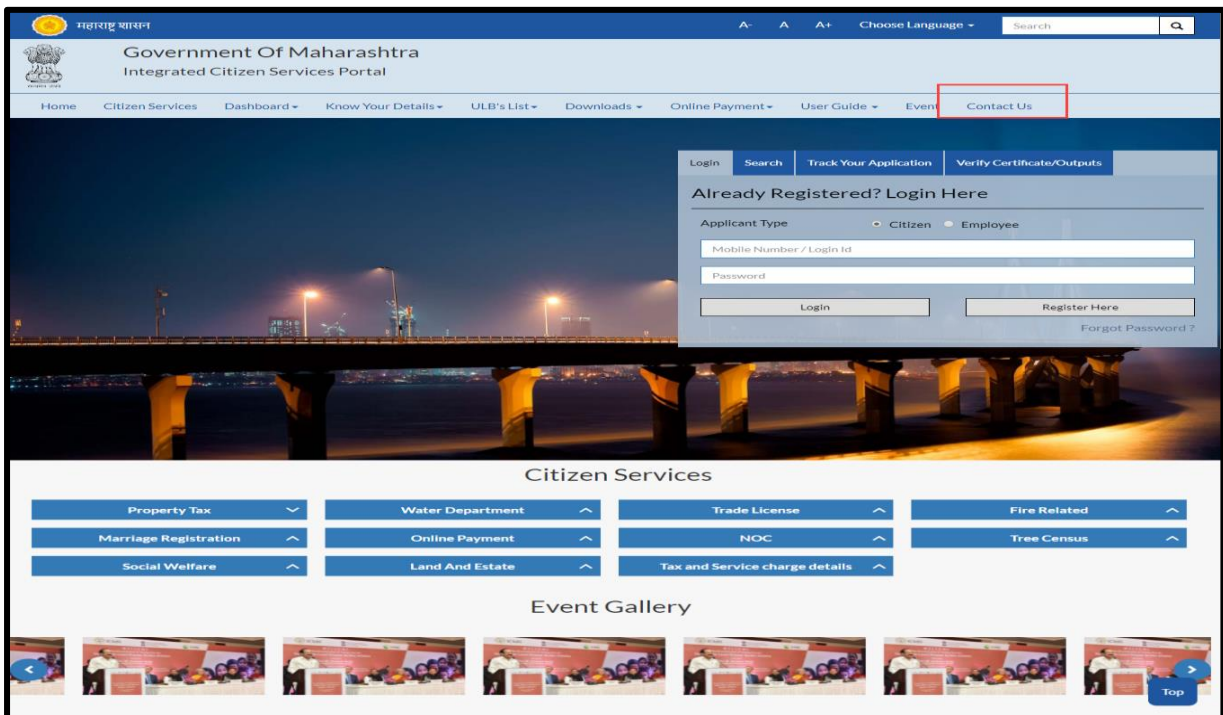
Below screens is displayed when clicked on "**Contact Us**" option
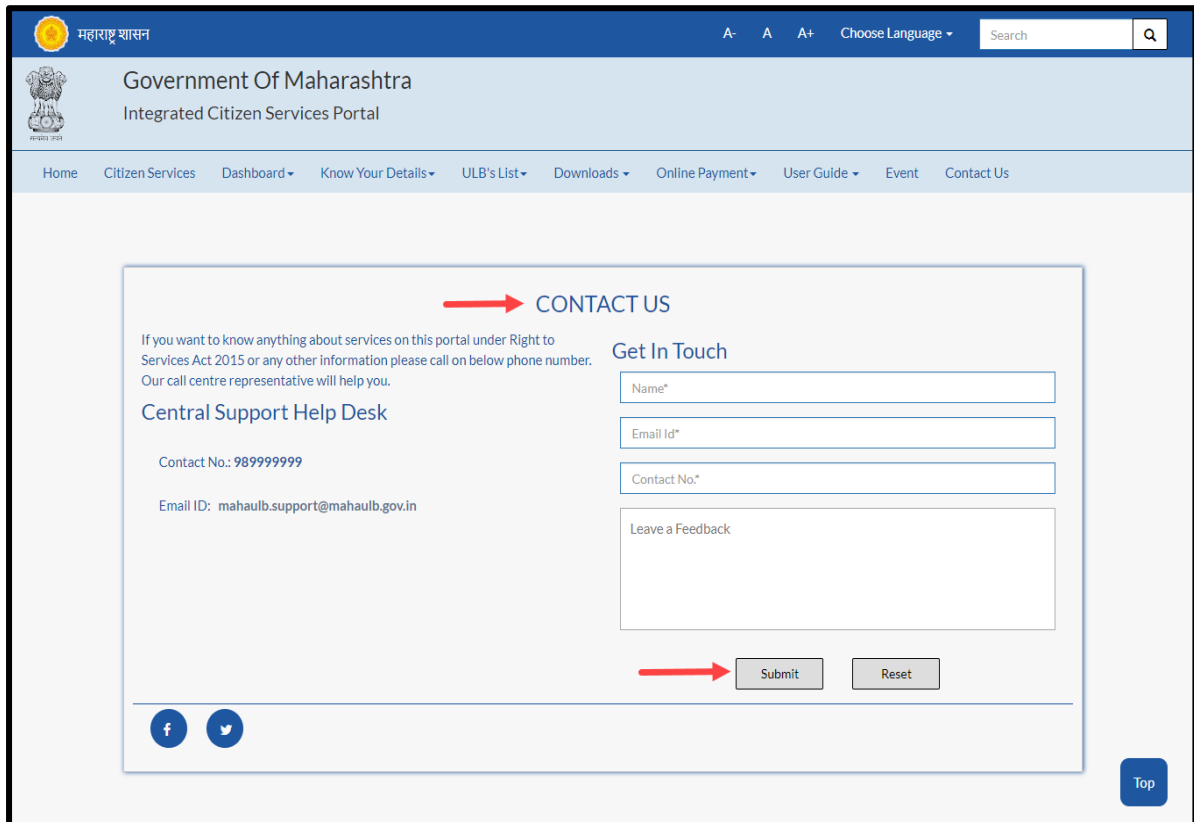
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Name	Enter your name
2.	Email Id	Enter your Email Id
3.	Contact No	Enter your contact number
4.	Leave a feedback	Enter Feedback

Post entering all the details click on "**Submit**" button, to reset the entered data click "**Reset**" button
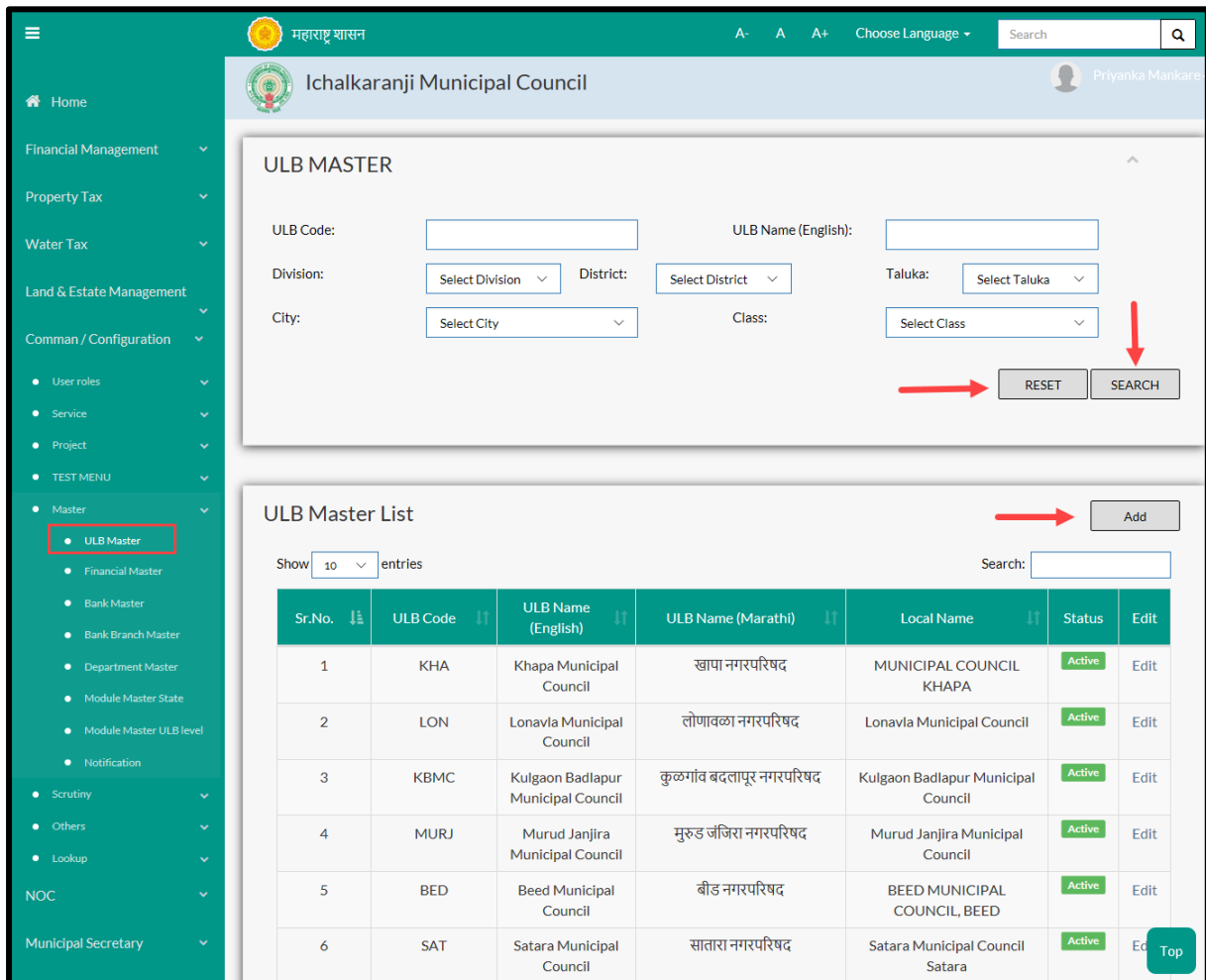
5 Masters

5.1 ULB Master

ULB Master allows user to enter the data in the system across all the ULB's

Follow the path: Department login→ Common/Configuration→Master→ ULB Master

Below mentioned screen is displayed when clicked on "**ULB Master**"

User can search any ULB through "**Search**" option as well as add an additional ULB in the system using "**Add**" option. "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.1.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
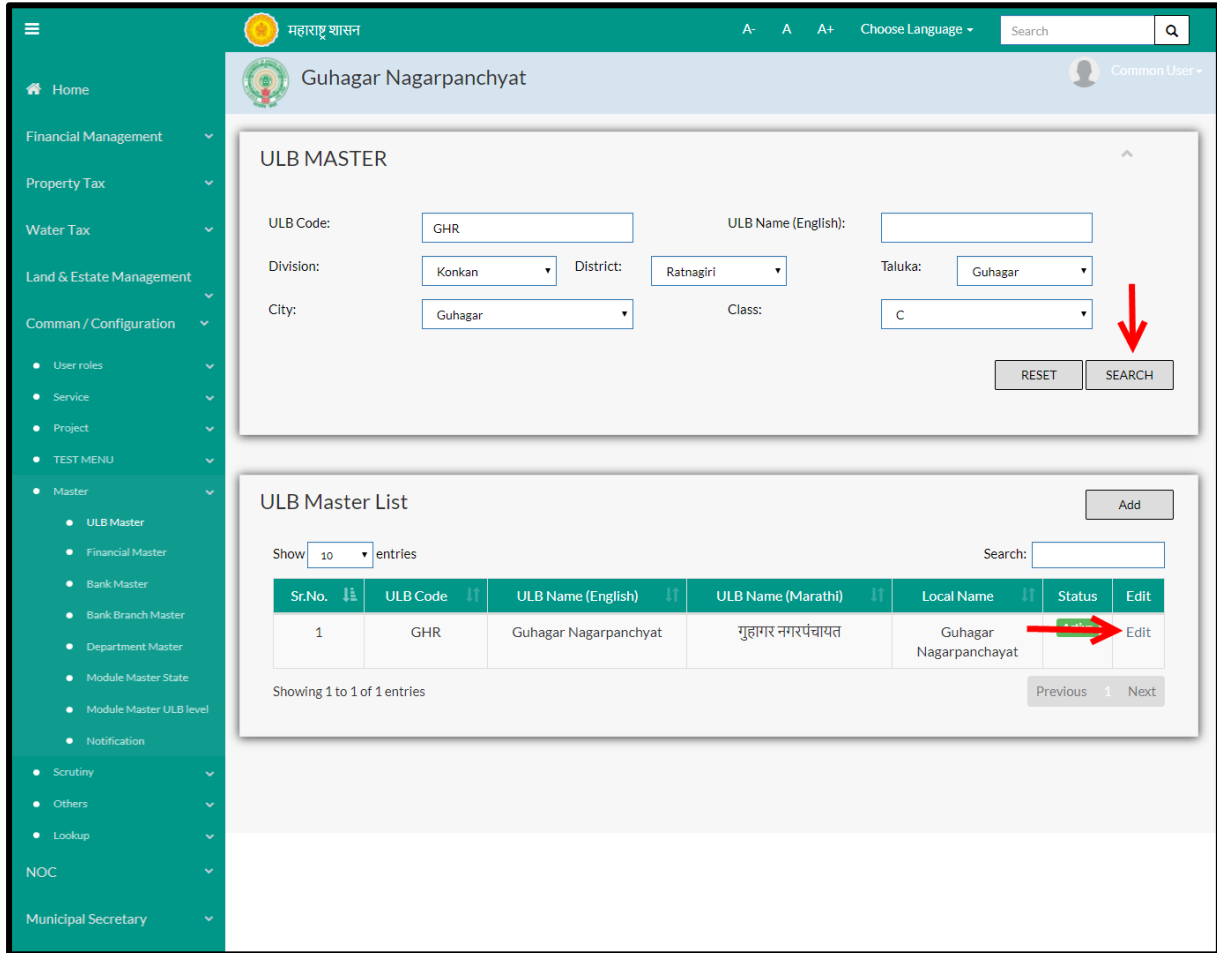
Note: All parameters are not mandatory for searching the ULB, user can select as per the preference, below is the description of each field

Sr. No	Field Name	Description
ULB Master- Search		
1.	ULB Code	Enter "ULB Code"
2.	ULB Name(English)	Enter ULB Name In English
3.	Division	Select Division from the dropdown. (Amravti/Aurangabad/Konkan/Nagpur/Nashik/Pune)
4.	District	Select Division from the dropdown. (Sangli/satara/Ratnagiri/Thane etc.)
5.	Taluka	Select the Taluka from the dropdown. The dropdown values of taluka will be on selection of

		District (for example if we select "Ratnagiri" district than the value present in the dropdown of taluka will be (Rajapur/Dapoli/lanja etc.)
6.	City	Select "City" value from the dropdown.
7.	Class	Select "Class" value from the dropdown (A/B/C/D)

The data present in the system as per the entered parameter will be displayed in ULB Master List section; user can make changes in the fetched entry by clicking on "**Edit**" option

➢ Below screen appears when clicked on **edit** option

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	ULB ID	Enter "ULB ID"
2.	ULB Code	Non editable
3.	ULB Name(English)	Enter ULB Name in English
4.	ULB Name(Marathi)	Enter ULB Name in Marathi
5.	Local Name	Enter "Local Name"
6.	PAN/GIR No	Enter "PAN/GIR No"
7.	Established Date	Select "Established Date" from the dropdown or enter the date manually
8.	Application Start Date	Select "Application Start Date" from the dropdown or enter the date manually
9.	Account Start Date	Select "Account Start Date" from the dropdown or enter the date manually
10.	Full Name	Enter "Full Name"
11.	Full Address	Enter "Full Address"
12.	Contact No	Enter "Contact No"
13.	Email ID	Enter "Email ID"
14.	District	Select District from the dropdown (Thans/Sangli/Satara/Beed etc.)
15.	Taluka	Select District from the dropdown (Ambernath /Shahad etc.)
16.	City	Select from the dropdown
17.	Population Range	Select Population range from the dropdown
18.	Division	Select Division from the dropdown. (Amravti/Aurangabad/Konkan/Nagpur/Nashik/Pune)
19.	Class	Select "Class" value from the dropdown (A/B/C/D)
20.	Google Map	
21.	Longitude	Enter "Longitude"
22.	Latitude	Enter "Latitude"
23.	GIS Location link	Enter "GIS Location link"
24.	Twitter link	Enter "Twitter link"
25.	Facebook link	Enter "Facebook link"
26.	Domain Address	Enter "Domain Address"
27.	Status	Check/uncheck the status
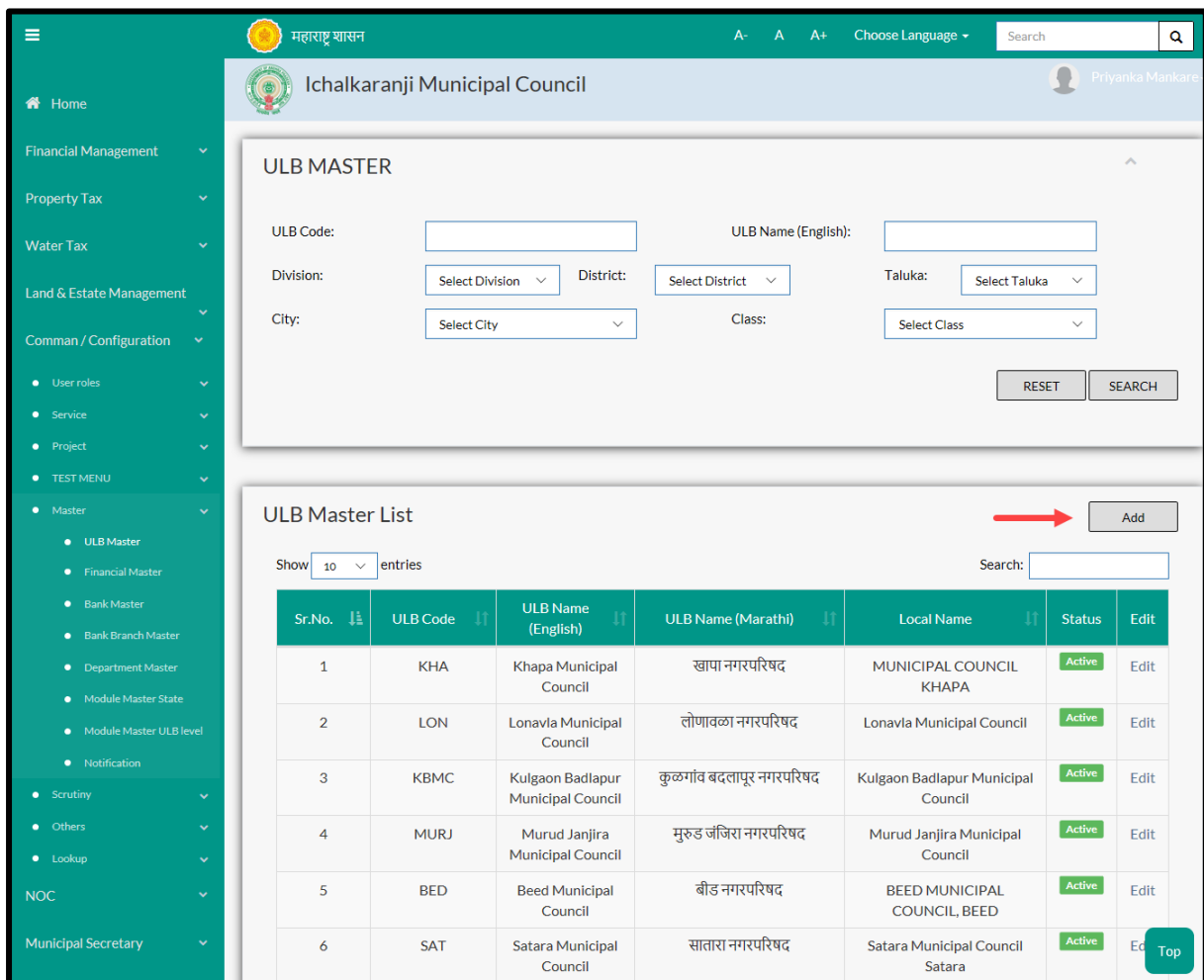
User can save the edited ULB Master by clicking the "**update**" button, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form'

"**Close**" option is used to close the form

5.1.2 ADD

Users have to click on "**Add**" option to add a new ULB in the system, refer below screen.

Following screen is displayed when clicked on **add** button

Below is the description given of all the fields present on form

Sr. No	Field Name	Description
EDIT ULB MASTER		
1.	ULB ID	Enter "ULB ID"
2.	ULB Code	Enter "ULB Code"
3.	ULB Name(English)	Enter ULB Name in English
4.	ULB Name(Marathi)	Enter ULB Name in Marathi
5.	Local Name	Enter "Local Name"
6.	PAN/GIR No	Enter "PAN/GIR No"
7.	Established Date	Select "Established Date" from the dropdown or enter the date manually
8.	Application Start Date	Select "Application Start Date" from the dropdown or enter the date manually
9.	Account Start Date	Select "Account Start Date" from the dropdown or

		enter the date manually
10.	Full Name	Enter "Full Name"
11.	Full Address	Enter "Full Address"
12.	Contact No	Enter "Contact No"
13.	Email ID	Enter "Email ID"
14.	District	Select District from the dropdown (Thans/Sangli/Satara/Beed etc.)
15.	Taluka	Select the Taluka from the dropdown. The dropdown values of taluka will be on selection of District (for example if we select "Ratnagiri" district than the value present in the dropdown of taluka will be (Rajapur/Dapoli/lanja etc.)
16.	City	Select from the dropdown
17.	Population Range	Select Population range from the dropdown
18.	Division	Select Division from the dropdown. (Amravti/Aurangabad/Konkan/Nagpur/Nashik/Pune)
19.	Class	Select "Class" value from the dropdown (A/B/C/D)
20.	Google Map	
21.	Longitude	Enter "Longitude"
22.	Latitude	Enter "Latitude"
23.	GIS Location link	Enter "GIS Location link"
24.	Twitter link	Enter "Twitter link"
25.	Facebook link	Enter "Facebook link"
26.	Domain Address	Enter "Domain Address"
27.	Status	Check/uncheck the status

User can save the added ULB by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

5.2 Financial Master

Financial master allows user to define year type in the system. Also, existing financial years could be edited to update the same

Tester has confirmed that edit functionality should be available only at State level. Currently at ULB level also the financial user could be edited which is a bug.

Follow the path: Department login→ Common/Configuration→Master→ Financial Master

Below mentioned screen appears when clicked on "**Financial Master**"
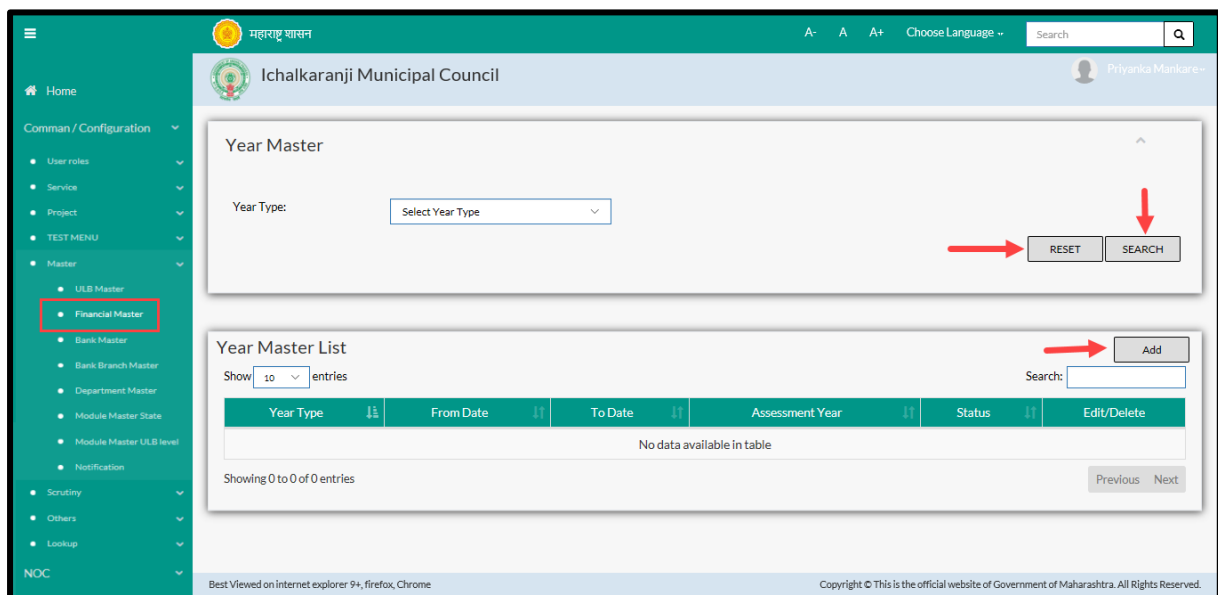
User can search the already existing year through "**Search**" option as well as add new "year type" in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.2.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
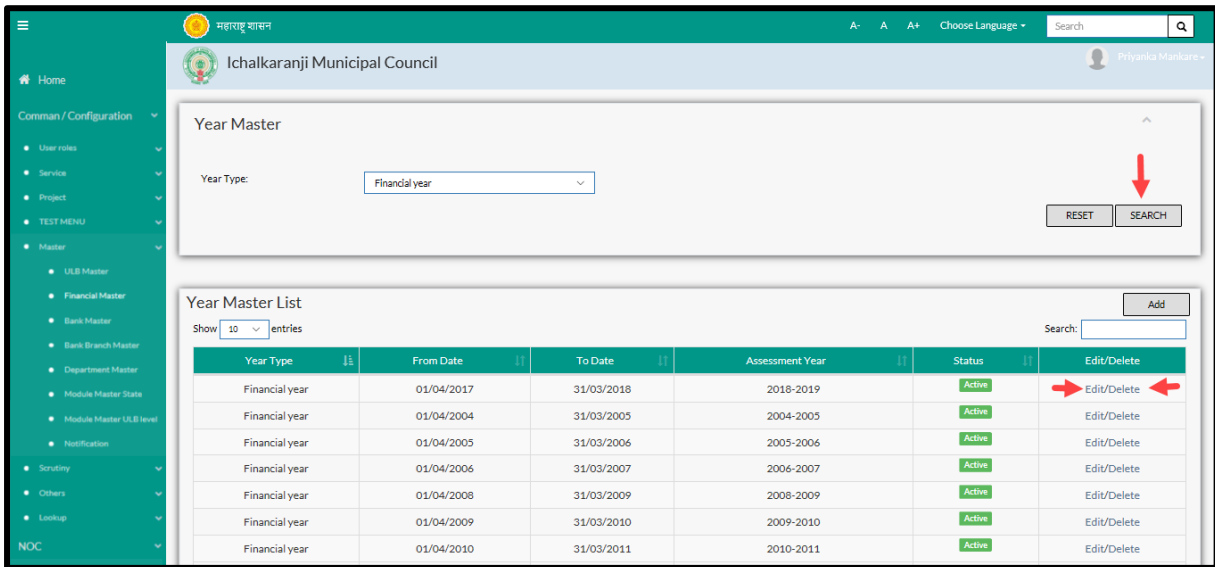
Sr. No	Field Name	Description
1.	Year Type	Select the "Year Type" from the dropdown. The dropdown value contains "Financial Year" and "Calendar Year" as two options

The data present in the system as per the selected year type will be displayed in Year Master List section; user can edit as well as delete the Year

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Note: Edit option is only available at State level and not at ULB Level.

➢ Below screen appears when clicked on "**delete"** option
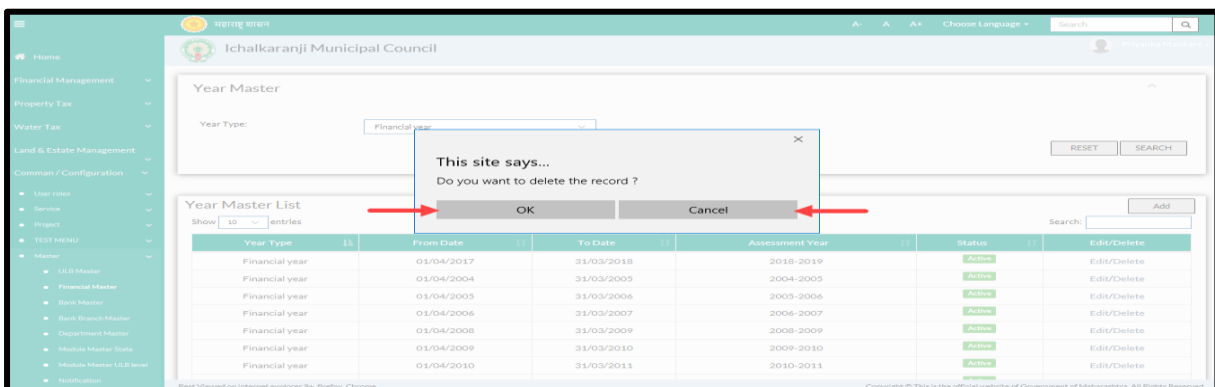
Once clicked on delete option, a popup message will be displayed by the system saying "Do you want to delete the record". If clicked on "**OK**" the record will be deleted.

Within application record is ideally inactive

5.2.2 ADD

User will have to click on "**Add**" option to add a new "**Year Type**" in the system, Refer below screen to locate the add button
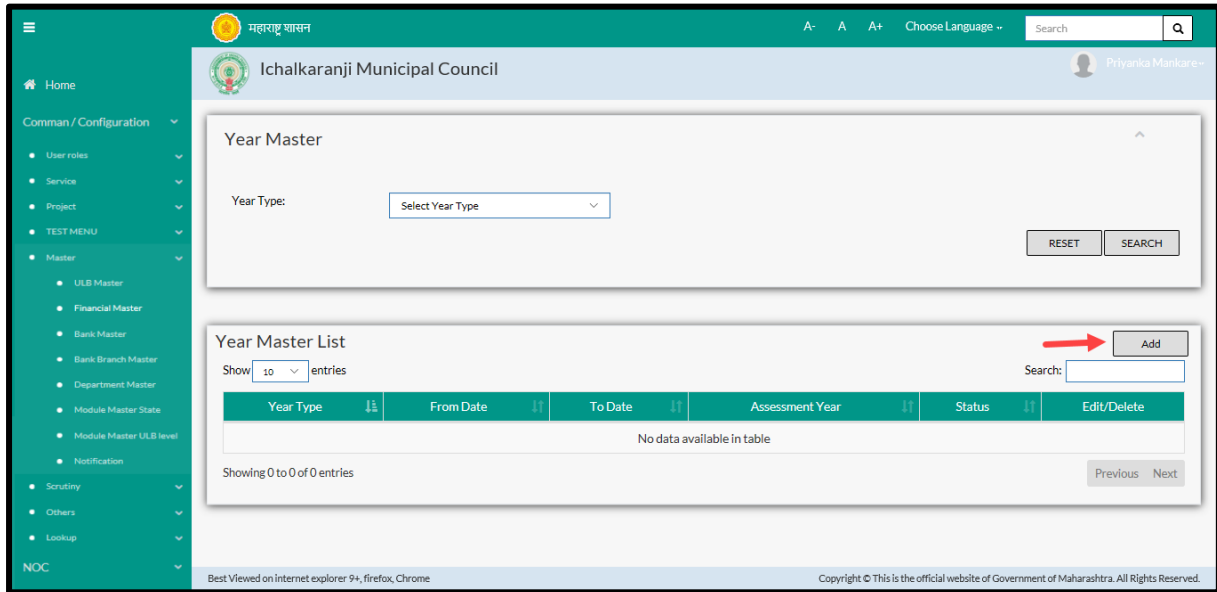
Following screen is displayed when clicked on **add** button
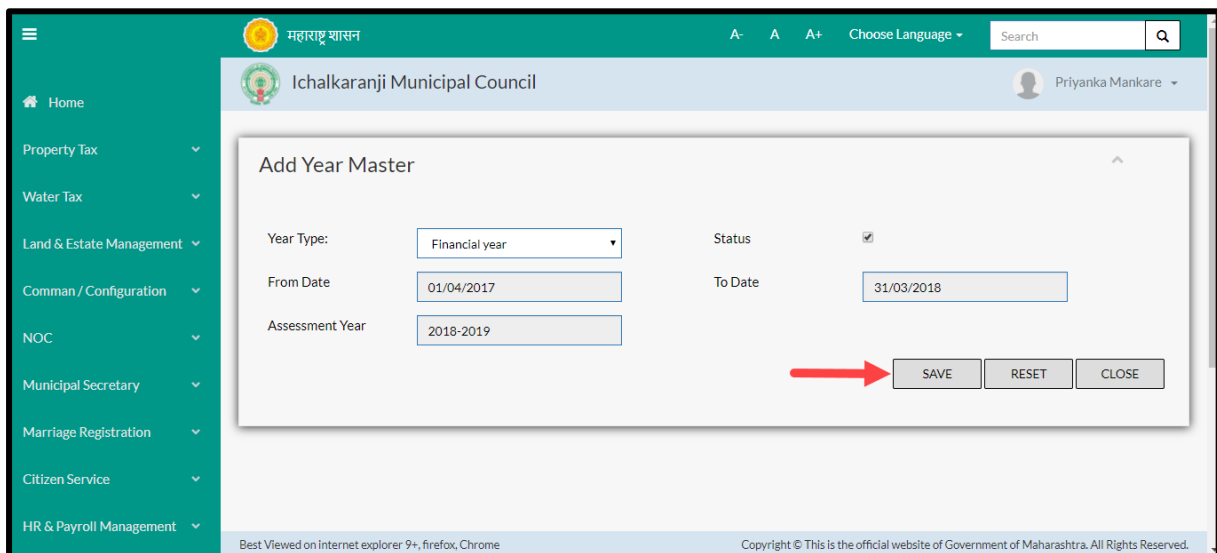
Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Year Type	Select Year Type from the dropdown(Financial Year/ Calendar year)
2.	Status	Check/uncheck the status
3.	From Date	Non editable
4.	To Date	Non editable
5.	Assessment Year	Non editable, Note: if year type is selected as "calendar year" then assessment year field will get hide

User can save the added Year type by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form
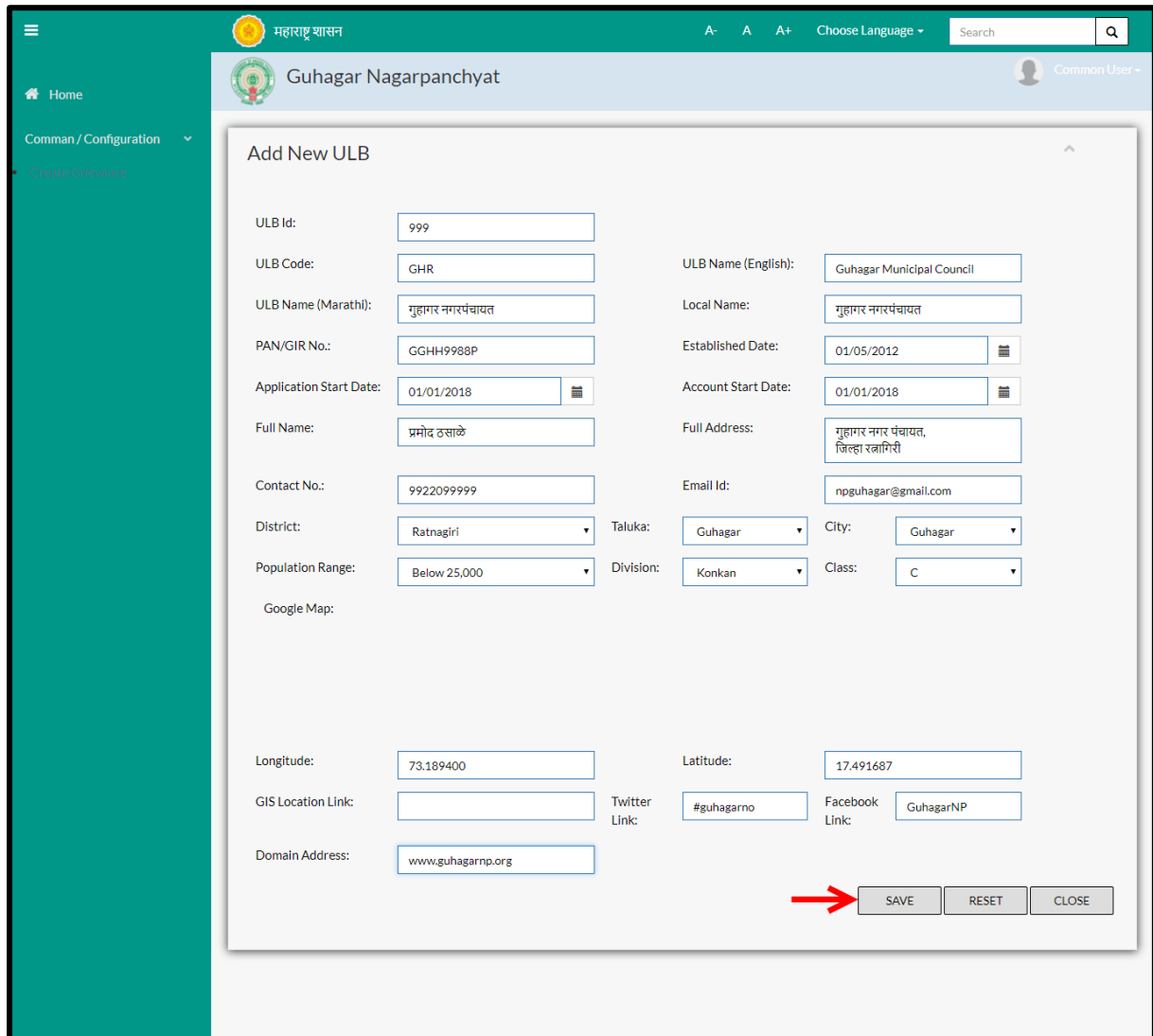
"**Close**" option is used to close the form.

5.3   Bank Master

Bank Master allows the user to add a new bank in the system. This master captures the bank name.

Follow the path: Department login→ Common/Configuration→Master→ Bank Master

Below mentioned screen appears when clicked on "**Bank Master**"
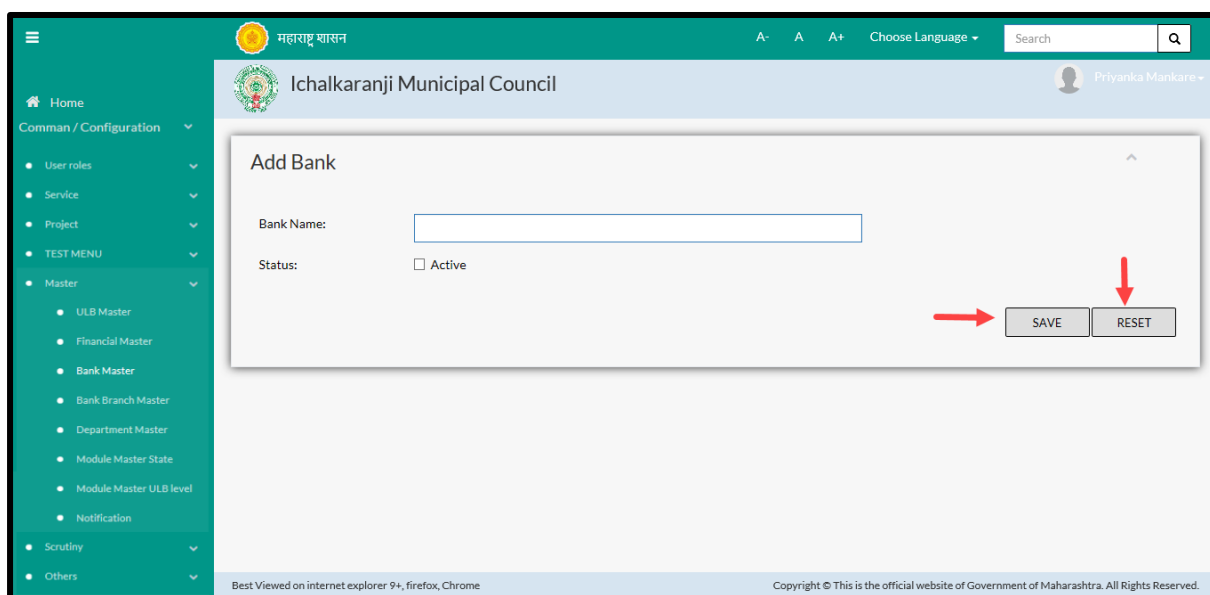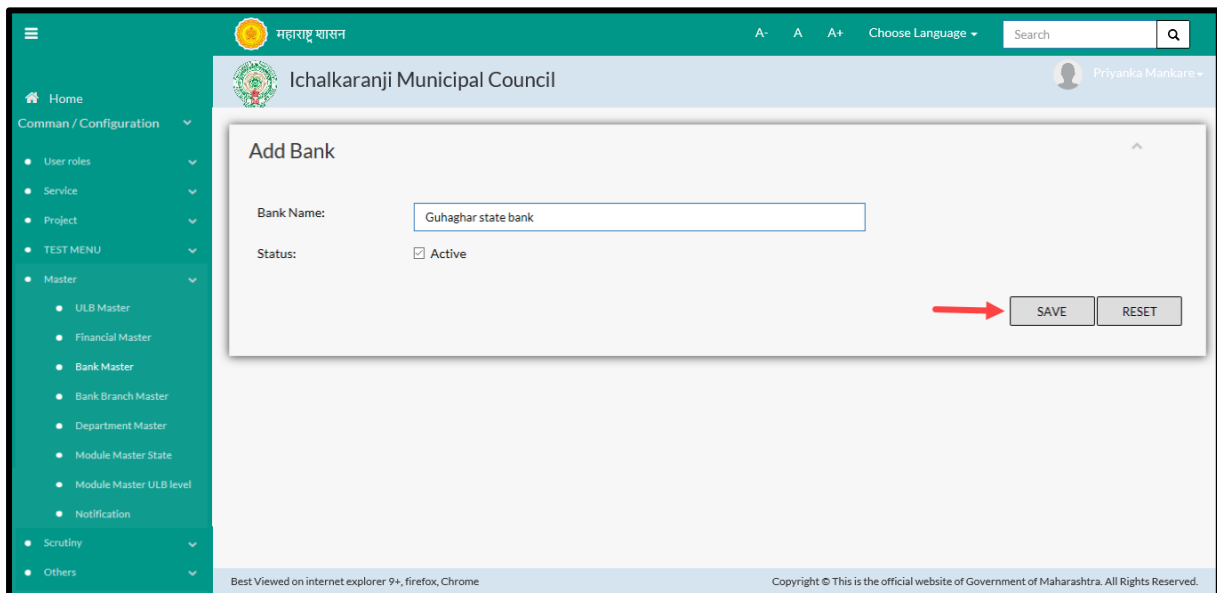
Search and edit functionality not present in the system

Enter the bank name and check/uncheck the status.

"**Save**" option is used to add the bank in the system

"**Reset**" option clears the entered data on form

User can save the added bank by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

 "**Reset**" option is used to clear the entered data on form

5.4   Bank Branch Master

Bank Branch Master allows user to define the bank branches for a particular branch

Follow the path: Department login→ Common/Configuration→Master→ Bank Branch Master

Below screen is displayed for adding new branch for a particular bank
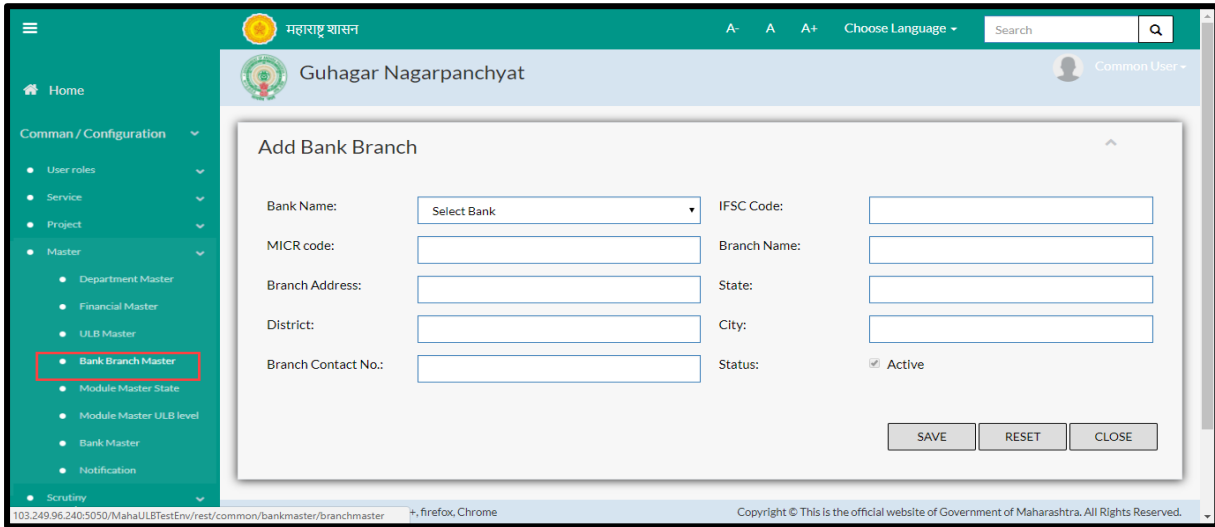
Search and edit functionality currently not present in the system
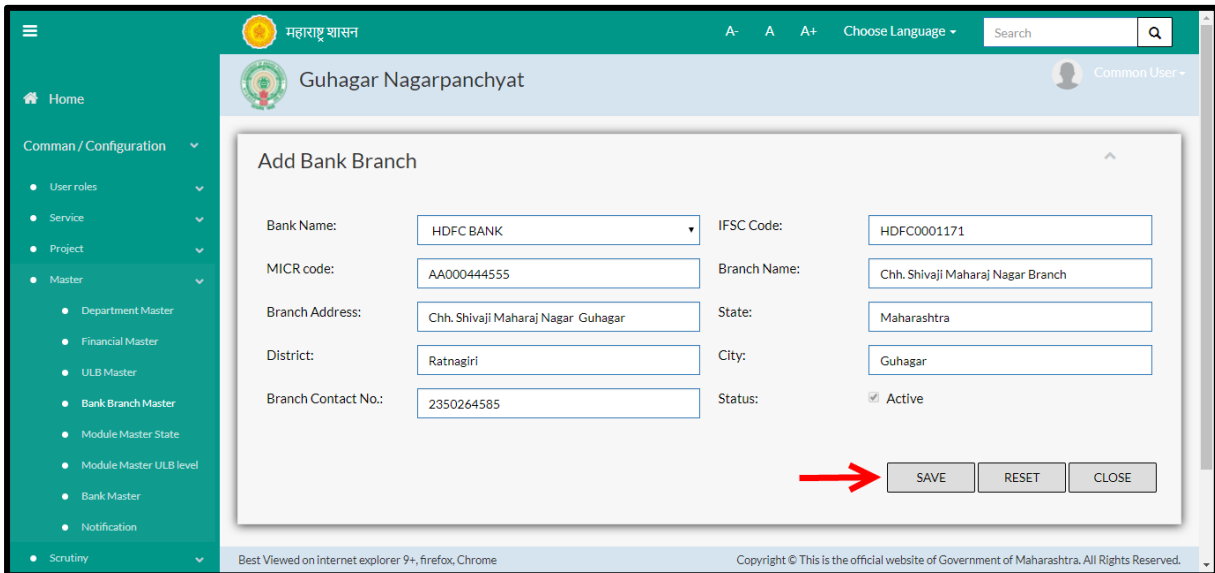
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Bank Name	Select Bank Name from the dropdown. The Banks listed in the dropdown are IDBI bank, UCO bank, HSBC bank, HDFC Bank etc
2.	IFSC Code	Enter "IFSC Code"
3.	MICR Code	Enter "MICR Code"
4.	Branch Name	Enter "Branch Name"
5.	Branch Address	Enter "Branch Address"
6.	State	Enter "State"
7.	District	Enter "District"

8.	City	Enter "City"
9.	Branch Contact No.	Enter "Branch Contact No."
10.	Status	Check/uncheck the status

User can save the added branch by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

5.5 Department Master

This master allows user to add new Department in the system as well as make changes in the existing department.

These departments will also be used at the time of defining roles and rights of the employees.

Follow the path: Department login→ Common/Configuration→Master→ Department Master

Below mentioned screen is displayed when clicked on "**Department Master**"
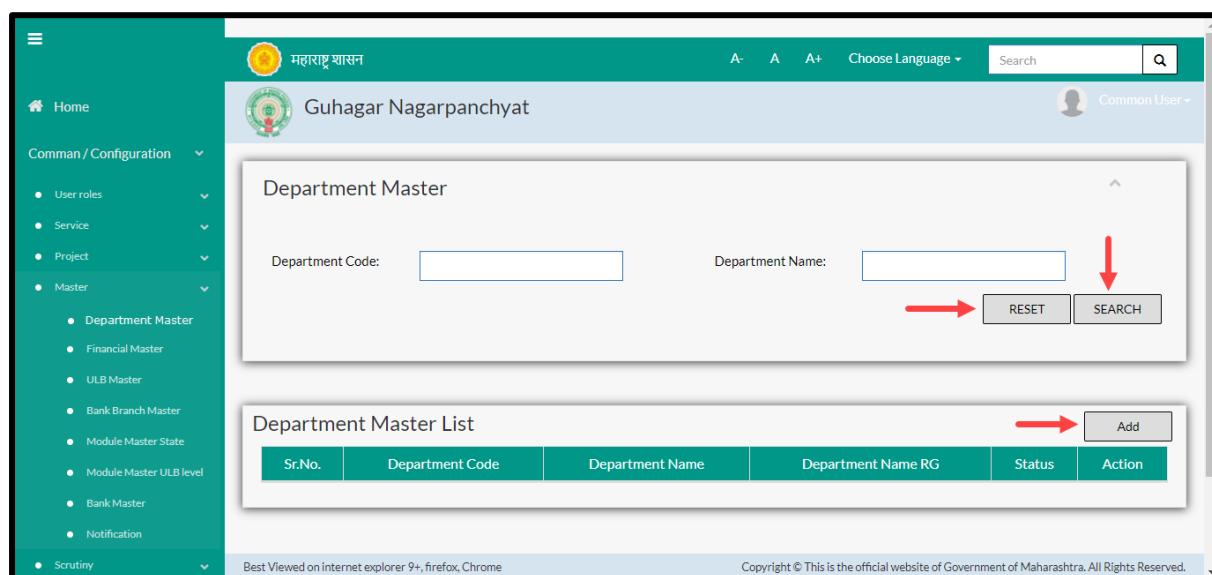
User can search any Department through "**Search**" option as well as add a new department in the system using "**Add**" option.
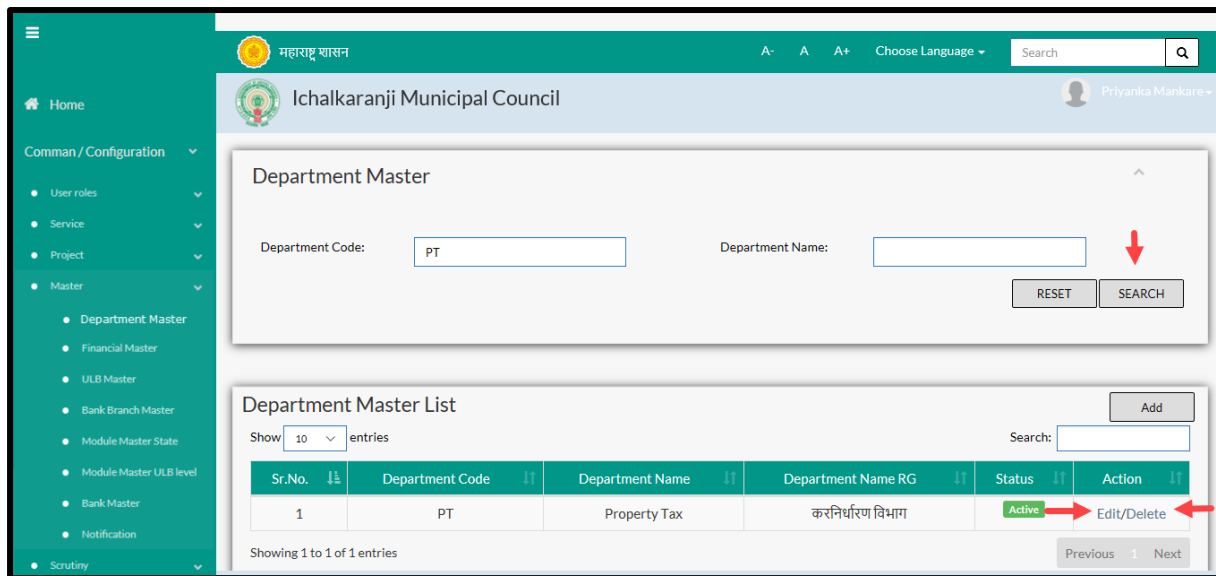
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.5.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Department, user can select as per the preference

Enter Department Code and Department Name, post entering the data click on "search" option.

The data present in the system as per the entered parameter will be displayed in Department Master List section; user can edit as well as delete the Department

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Department Code	Enter Department Code
2.	Department Name(English)	Enter Department Name in English
3.	Department Name(Marathi)	Enter Department Name in Marathi
4.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

Functionality not working

5.5.2 ADD

User will have to click on "**Add**" option to add a new Department in the system, Refer below screen to locate the add button.
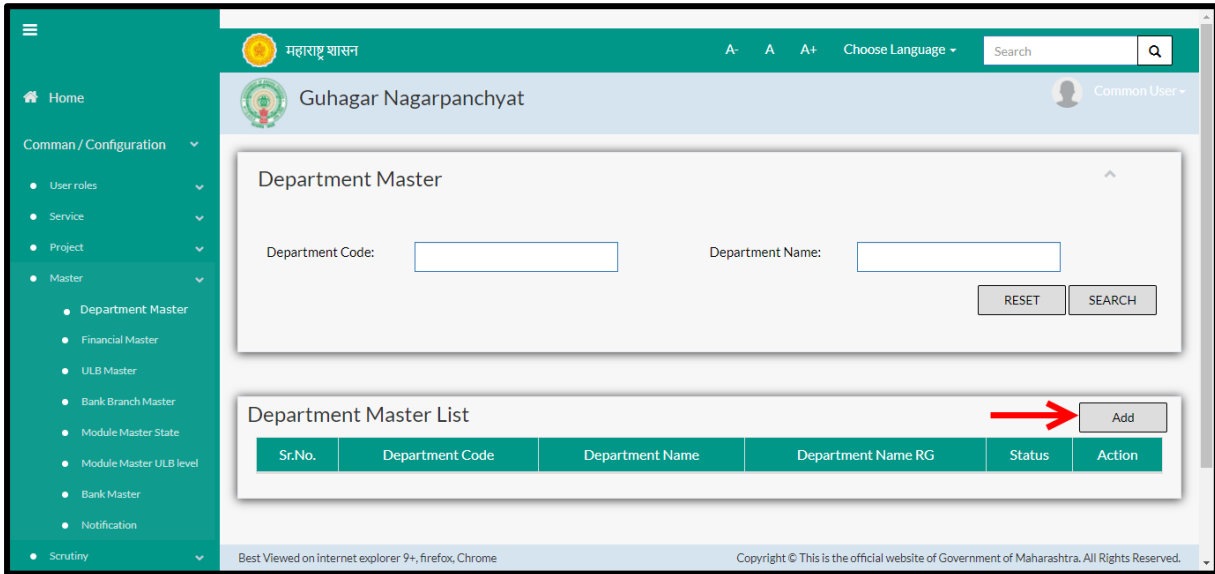
Below screen is displayed when clicked on add option
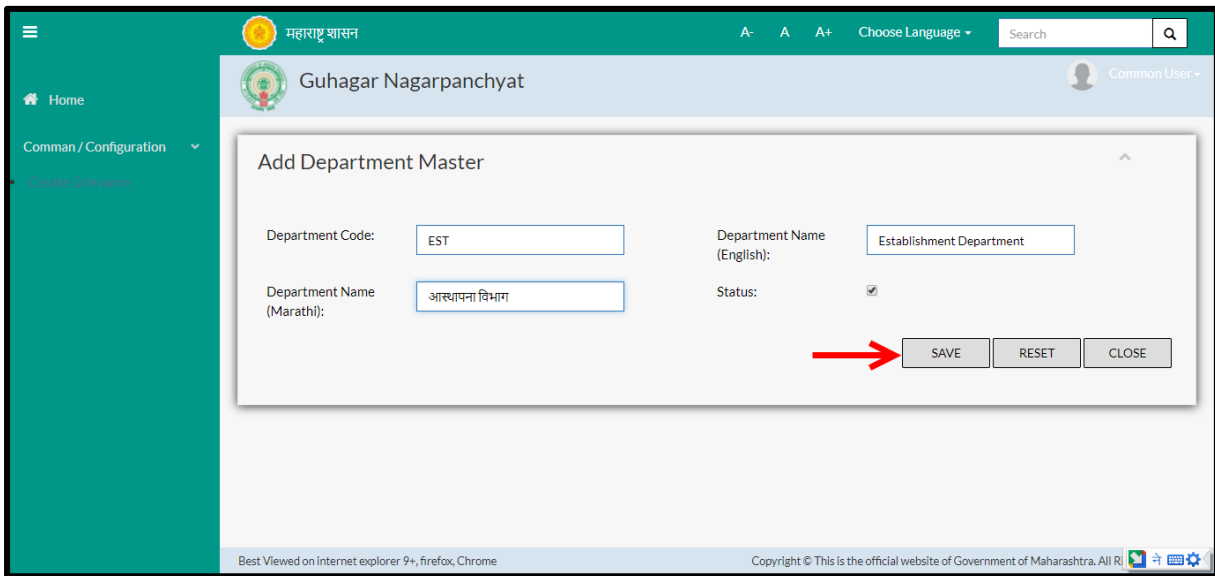
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Department Code	Enter Department Code
2.	Department Name(English)	Enter Department Name in English
3.	Department Name(Marathi)	Enter Department Name in Marathi
4.	Status	Check/uncheck the status

User can save the added Department by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form
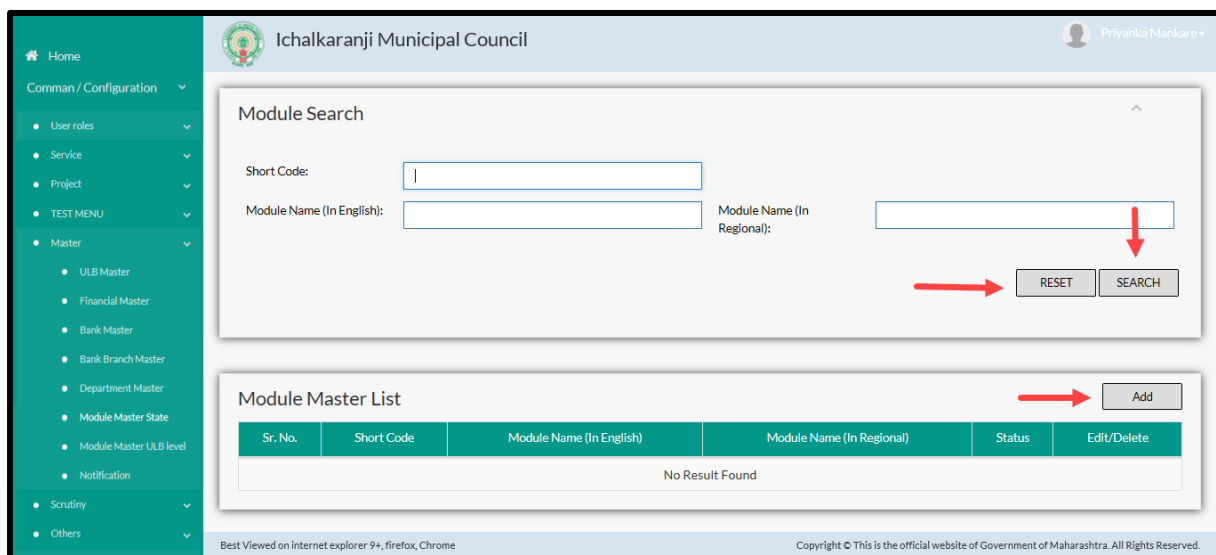
"**Close**" option is used to close the form

5.6 Module Master – State

This master allows user to add new Module in the system as well as make changes in the existing Module at State level

Follow the path: Department login→ Common/Configuration→Master→ Module Master – State

Below mentioned screen is displayed when clicked on "**Module Master - State**"

User can search any Module through "**Search**" option as well as add a new Module in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.6.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.
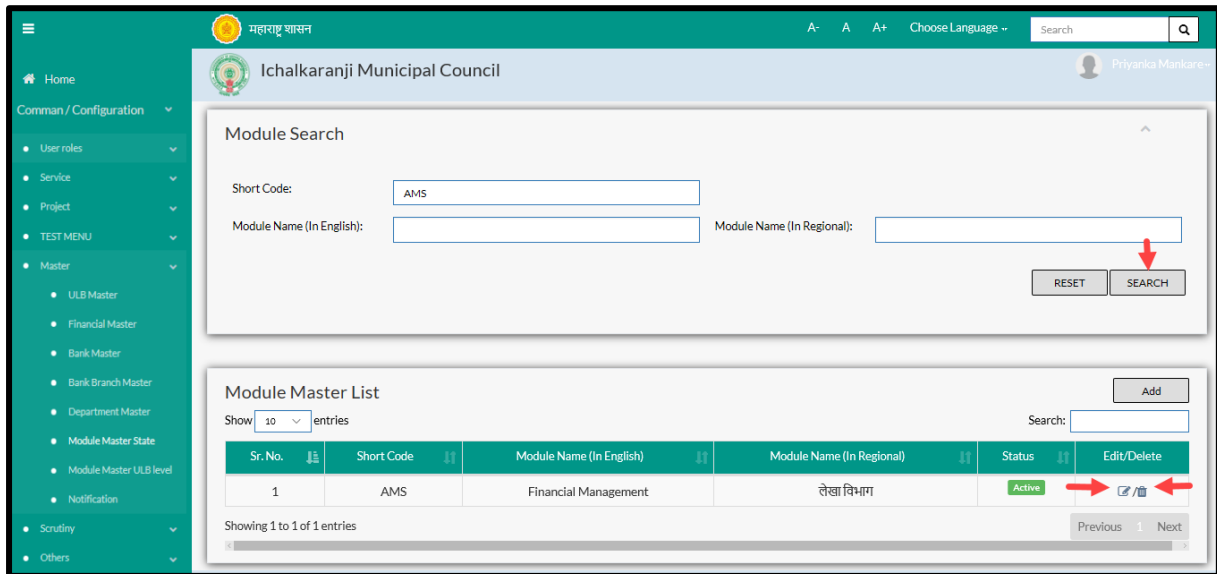
Note: All parameters are not mandatory for searching the Module, user can select as per the preference

Sr. No	Field Name	Description
1.	Short Code	Enter "Short Code"
2.	Module Name(In English)	Enter Module Name in English
3.	Module Name(In Regional)	Enter Module Name in regional language

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit as well as delete the Module

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Module Code	Enter "Module Code"
2.	Module Name(In English)	Enter Module Name in English
3.	Module Name(In Regional)	Enter Module Name in regional language
4.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

When clicked on "yes" the record gets deleted

Within application record is ideally inactive

5.6.2 ADD

User will have to click on "**Add**" option to add a new Module in the system, Refer below screen to locate the add button

When clicked on add option below screen will be displayed

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Module Code	Enter "Module Code"
2.	Module Name(In English)	Enter Module Name in English
3.	Module Name(In Regional)	Enter Module Name in regional language
4.	Status	Check/uncheck the status

User can save the added module by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Close**" option is used to close the form

## 5.7 Module Master- ULB level (label will be changed to module detail master)

This master allows user to add new Module in the system as well as make changes in the existing Module at ULB Level

Follow the path: Department login→ Common/Configuration→Master→ Module Master – ULB Level

Below mentioned screen is displayed when clicked on "**Module Master –ULB Level**"

User can search any Module through "**Search**" option as well as add a new Module in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.7.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

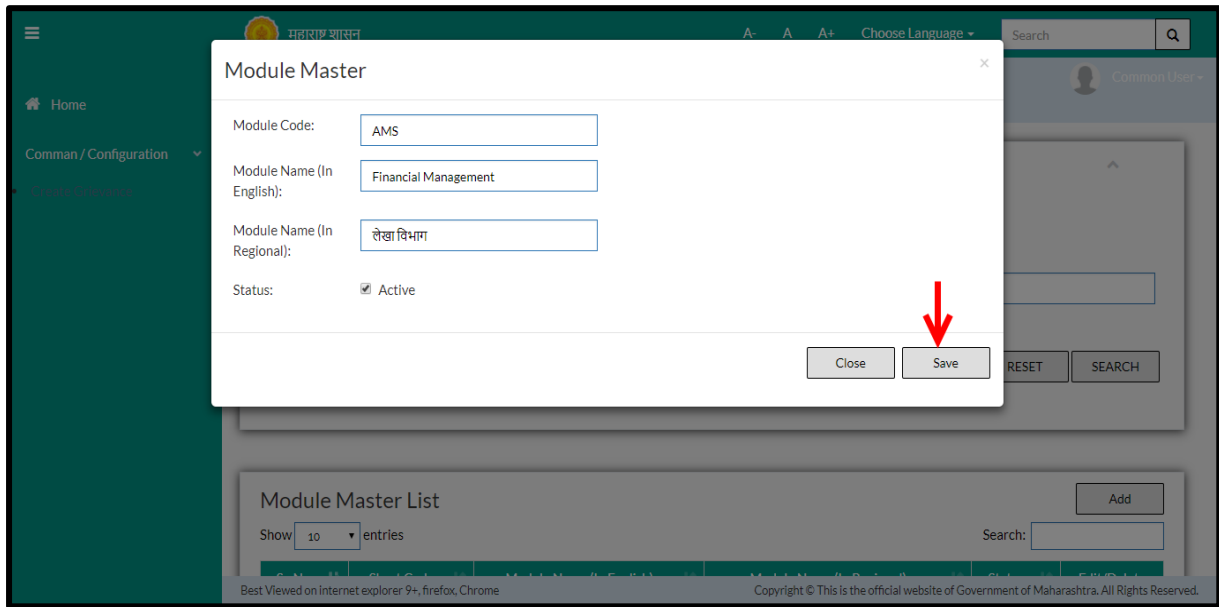Below screen will be displayed when clicked on **search** option.
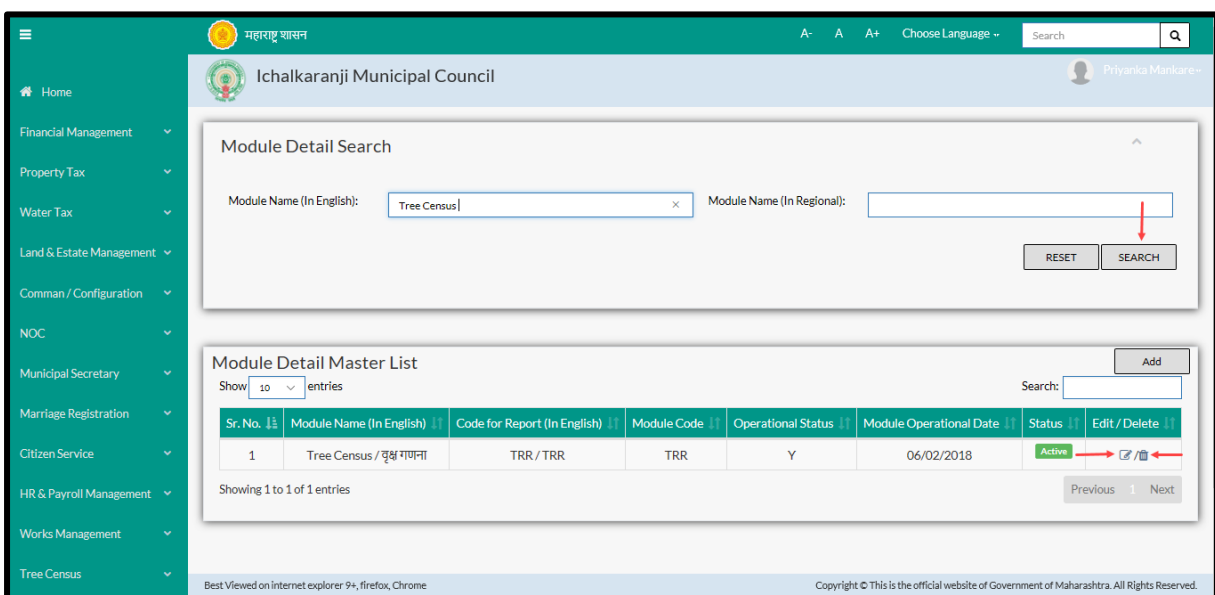
Note: All parameters are not mandatory for searching the Module, user can select as per the preference, below is the description of each field

Enter module name in English or Regional Language and click on "Search" option.

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit as well as delete the Module

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Module Name (In English)	Select Module Name from the dropdown (Water Tax, DMA Dashboard, Property Tax etc)
2.	Module Name(In Regional)	Non editable, it auto fetched by system on selecting the module name in english
3.	Short Code	Non editable
4.	Code for Report(In English)	Enter code for report in English
5.	Code for Report(In Regional)	Enter code for report in Regional language
6.	Module Operational Status	Select the module operational status from the radio button option (Operational/Non-operational)

7.	Module Operational Date	Select module operational date from date picker or enter the date manually
8.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

 "**Close**" option is used to close the form

Below screen appears when clicked on "**Delete**" option

When clicked on "yes" the record gets deleted, within application record is ideally inactive

5.7.2 ADD

User will have to click on "**Add**" option to add a new Module in the system, Refer below screen to locate the add button

When clicked on add option below screen is been displayed by the system
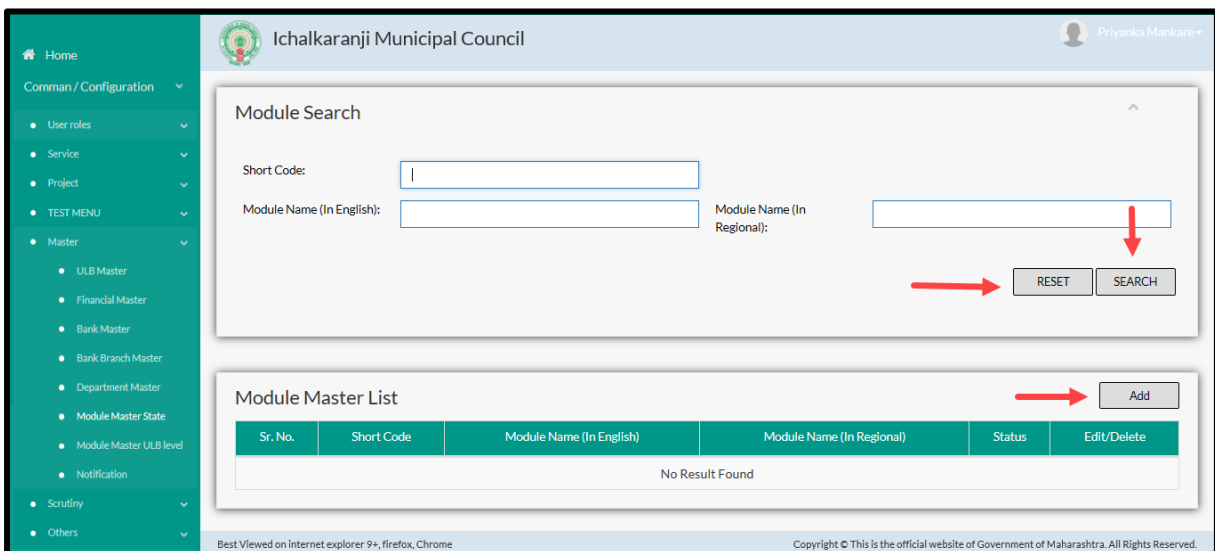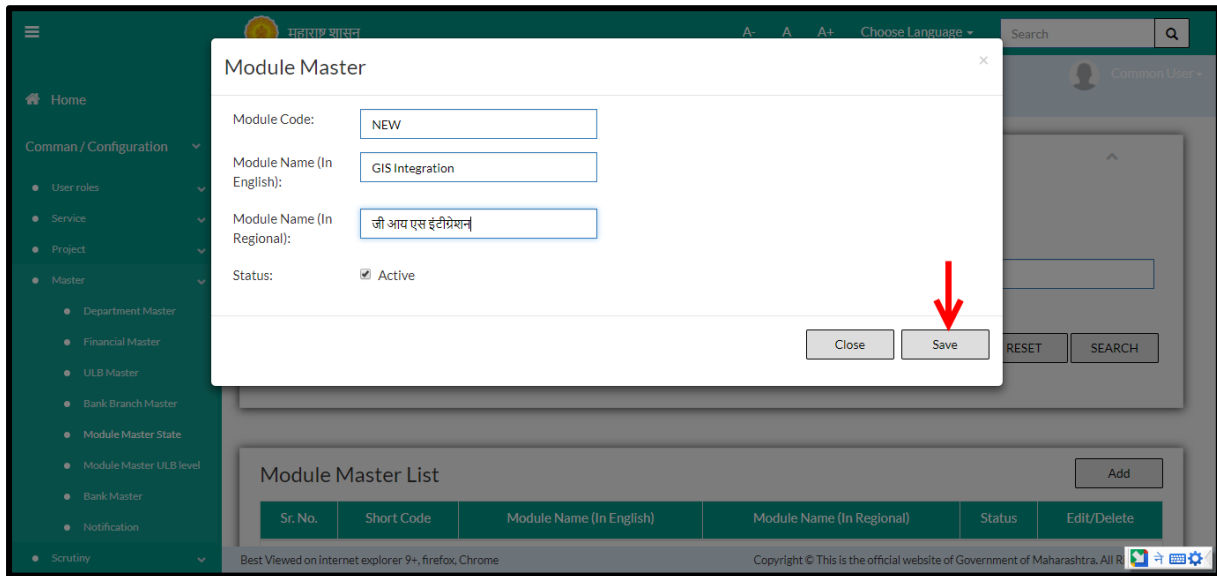

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Module Name (In English)	Select Module Name from the dropdown (Water Tax, DMA Dashboard, Property Tax etc)
2.	Module Name(In Regional)	Non editable, it auto fetched by system on selecting the module name in english
3.	Short Code	Non editable

4.	Code for Report(In English)	Enter code for report in English
5.	Code for Report(In Regional)	Enter code for report in Regional language
6.	Module Operational Status	Select the module operational status from the radio button option (Operational/Non-operational)
7.	Module Operational Date	Select module operational date from date picker or enter the date manually
8.	Status	Check/uncheck the status

User can save the added module by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"
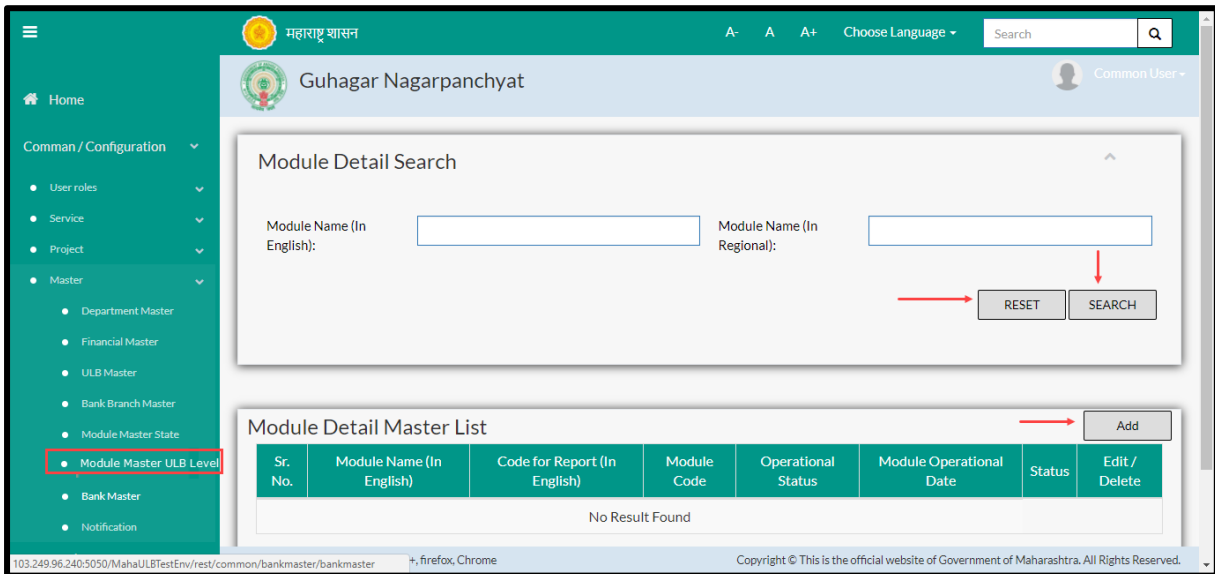
"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

5.8 Notification Master

System provides the facility to send notifications to Employee as well as Citizen.

Notification can be triggered to both employees as well as citizen based on events of respective module and service. Facility or provision is given by the system to select the notification type (Message/SMS/Email).

Apart from all this, user can schedule the notification. Two options are given by the system namely "Immediate" and "schedule", if user wish to send it immediately then "**immediate**" option must be selected by the user.

If user wishes to schedule the notification then "**schedule**" option need to be selected as well as user must select the date and time as per the preference.

Follow the path: Department login→ Common/Configuration→Master→ Notification

Below mentioned screen is displayed when clicked on "**Notification**"
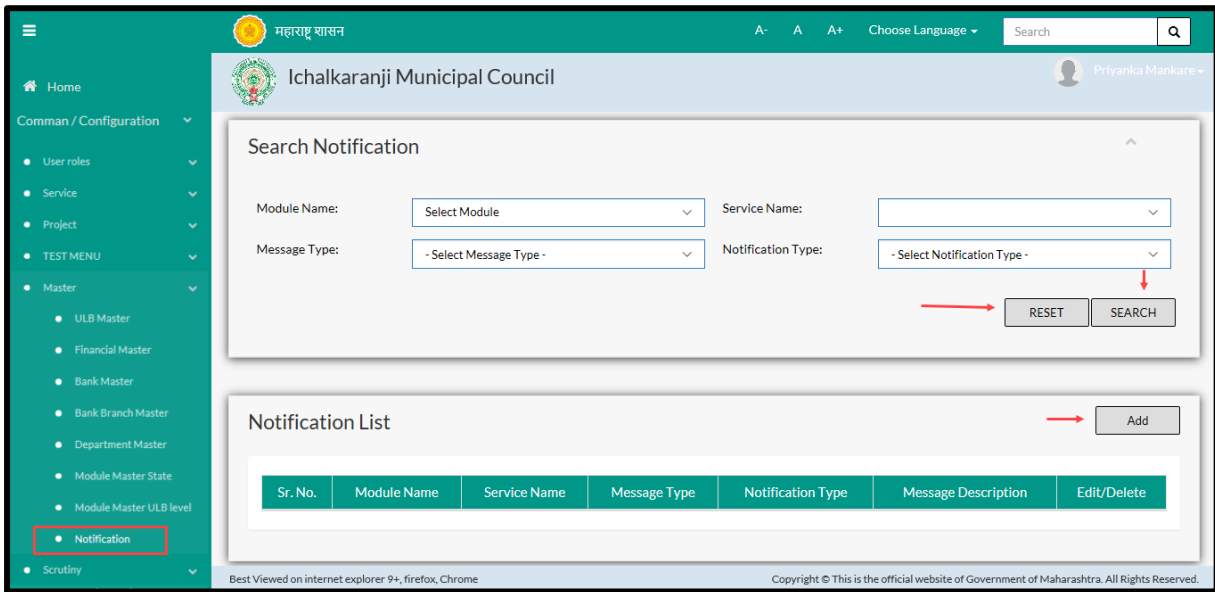
User can search any Notification through "**Search**" option as well as add a new Module in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

5.8.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

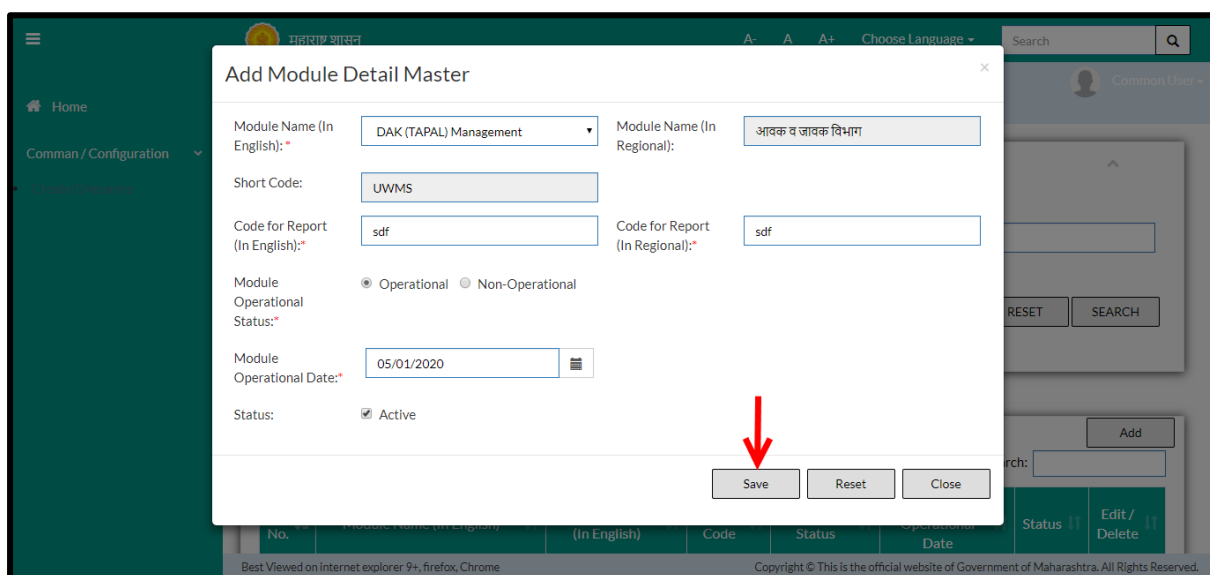Below screen will be displayed when clicked on **search** option.
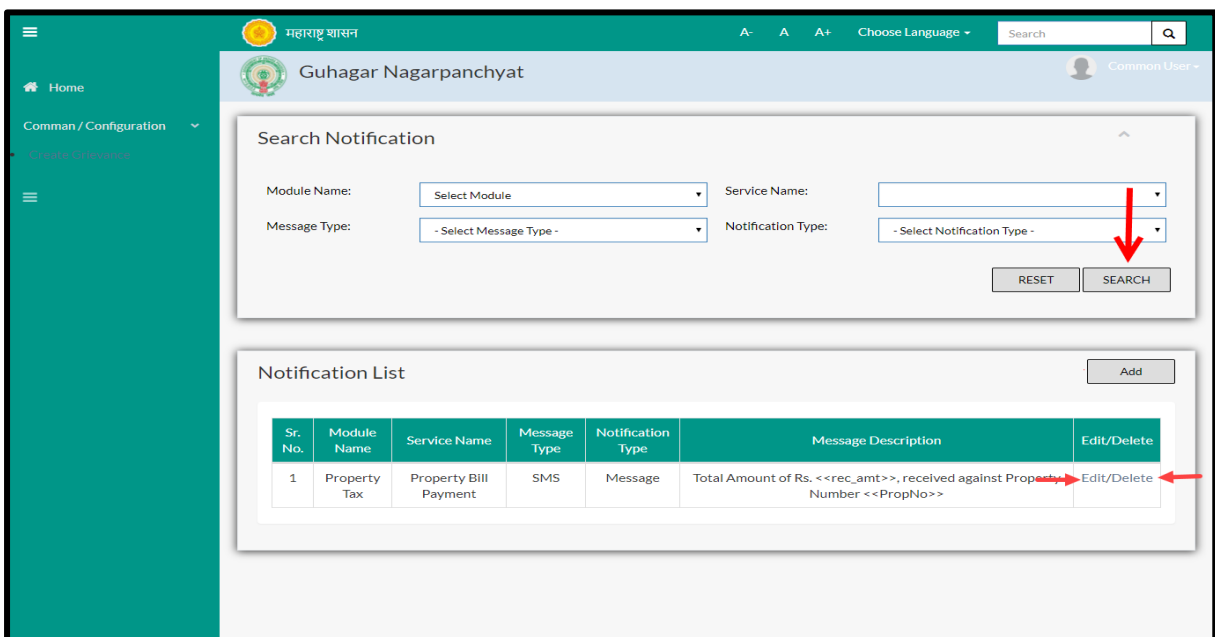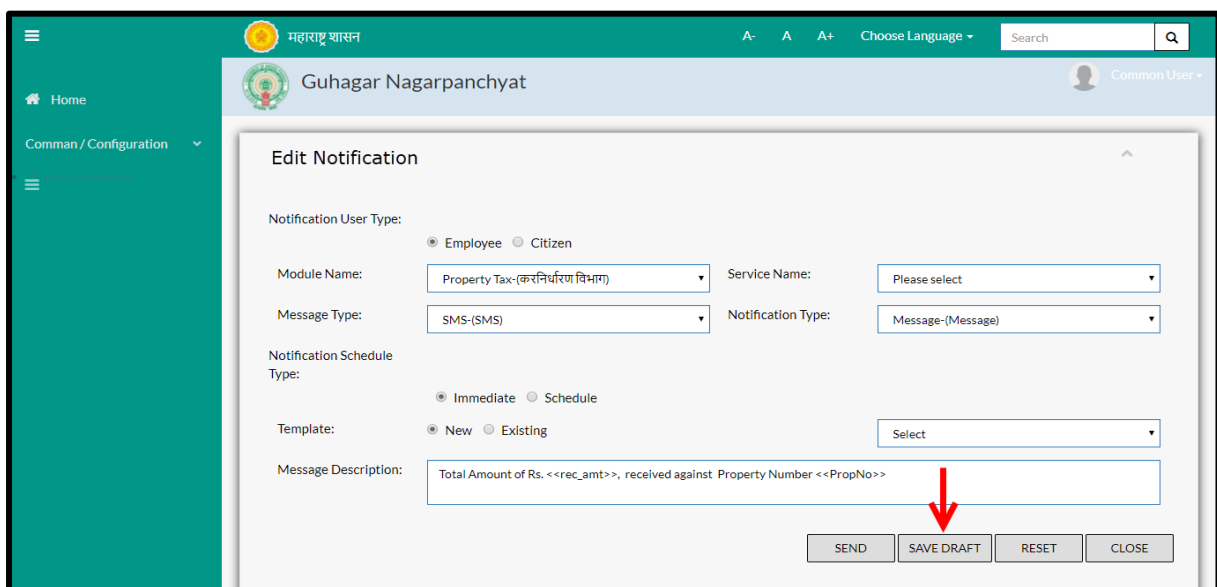
Note: All parameters are not mandatory for searching the Notification, user can select as per the preference

Sr. No	Field Name	Description
1.	Module Name	Select Module Name from the dropdown (Water Tax, DMA Dashboard, Property Tax etc)
2.	Service Name	Service selection will be on the basis of module selection. If module is selected as water tax then the dropdown value for service will be new water connection/change of usage/Renewal of water bill/no due certificate etc.
3.	Message Type	Select Message type from the dropdown(push message/email/SMS/generic)
4.	Notification Type	Select Message type from the dropdown(Reminder/Message)

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit as well as delete the Module

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➤ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
Notification Master- Edit		
1.	Notification user type	Select user type by clicking on radio button (Employee/Citizen)
2.	Module Name	Select Module Name from the dropdown (Water Tax, DMA Dashboard, Property Tax etc)
3.	Service Name	Service selection will be on the basis of module selection. If module is selected as water tax then the dropdown value for service will be new water connection/change of usage/Renewal of water bill/no due certificate etc.
4.	Message Type	Select Message type from the dropdown(push message/email/sms/generic)
5.	Notification Type	Select Message type from the dropdown(Reminder/Message)
6.	Notification Schedule Type	Select user type by clicking on radio button (Immediate/Schedule).If "schedule" is selected then additional field will be displayed for entering the date and time
7.	Template	Select user type by clicking on radio button (New/Existing)
8.	Message Description	Enter message description

NOTE BELOW POINTS:

- If "**Immediate**" is selected then date and time will be in disabled mode. And as per TRAI Rule message will not be delivered from 8pm to 6am

- If "**Schedule**" is selected then the user needs to enter the Date and Time For the same. And as per TRAI Rule message will not be delivered in between 8pm to 6am

- If "**New Template**" is selected then Message Description will be blank and the user should be able to enter the Message Description in message Description Field and also "Select Existing Template" will be disabled.

- If "**Existing Template**" is selected then user needs to select Existing Template (Outstanding, Bill Generation, Early Bird Discount, etc...) and based on the selection Message Description will be displayed in message Description Field.

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below is the description on "**Delete**" option

When clicked on delete option the record gets deleted and a message is displayed saying "record deleted successfully!!"
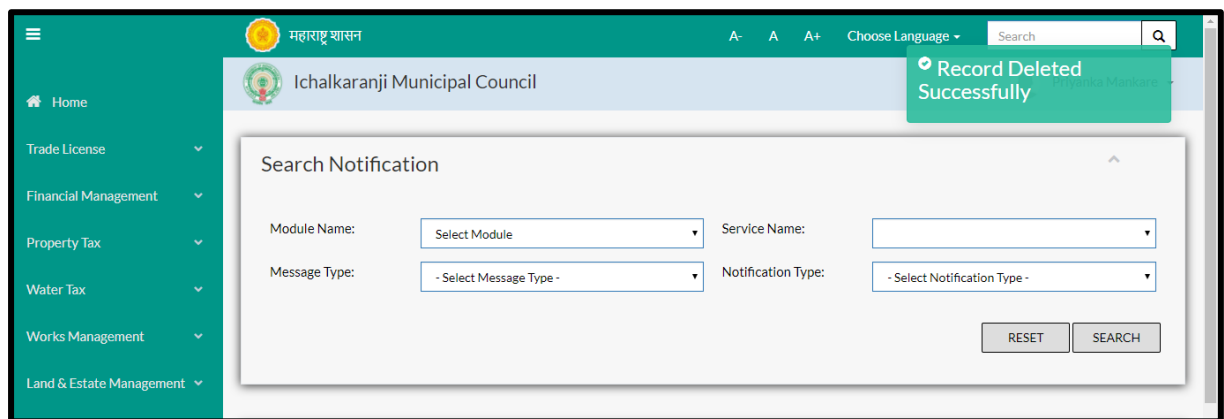
Within application record is ideally inactive

5.8.2 ADD

User will have to click on "**Add**" option to add a new Notification in the system, Refer below screen to locate the add button
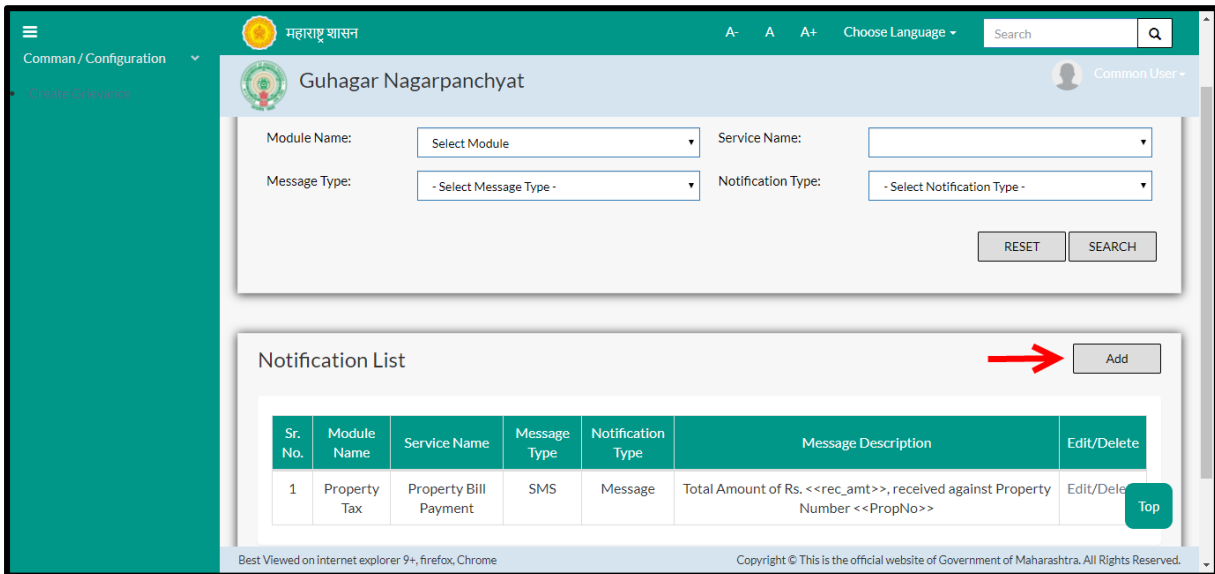
When clicked on add option below screen is been displayed by the system
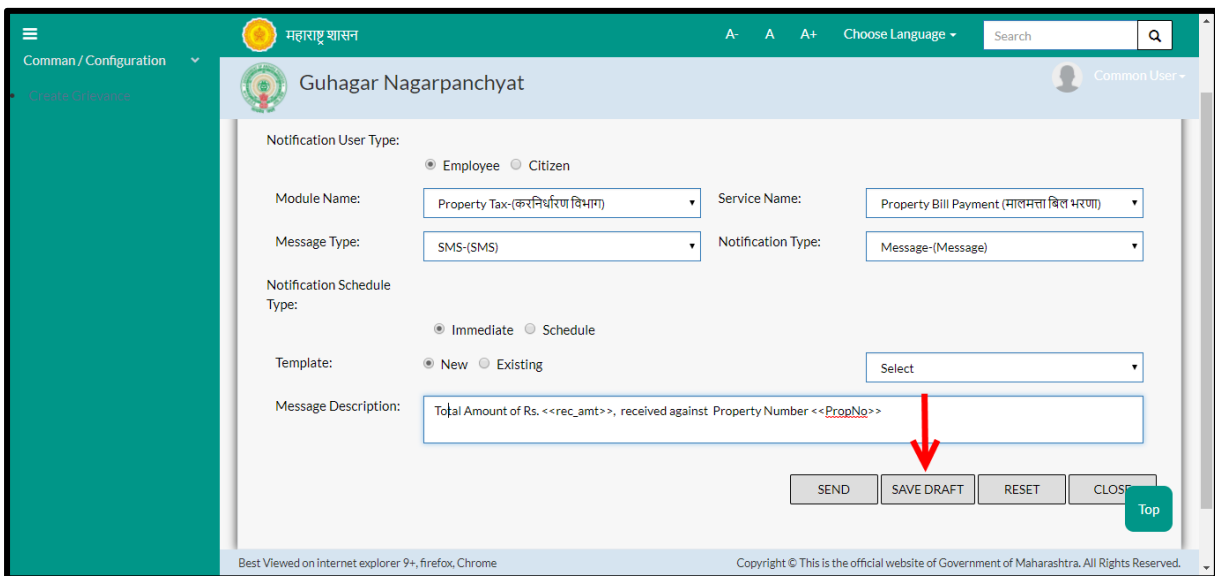
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Notification user type	Select user type by clicking on radio button (Employee/Citizen)
2.	Module Name	Select Module Name from the dropdown (Water Tax, DMA Dashboard, Property Tax etc)
3.	Service Name	Service selection will be on the basis of module selection. If module is selected as water tax then the dropdown value for service will be new water connection/change of usage/Renewal of

		water bill/no due certificate etc.
4.	Message Type	Select Message type from the dropdown(push message/email/sms/generic)
5.	Notification Type	Select Message type from the dropdown(Reminder/Message)
6.	Notification Schedule Type	Select user type by clicking on radio button (Immediate/Schedule).If "schedule" is selected then additional field will be displayed for entering the date and time
7.	Template	Select user type by clicking on radio button (New/Existing)
8.	Message Description	Enter message description

NOTE BELOW POINTS:

- If **Employee** Is selected then module will be in disabled mode.

- If "**Immediate**" is selected then date and time will be in disabled mode. And as per TRAI Rule message will not be delivered from 8pm to 6am

- If "**Schedule**" is selected then the user needs to enter the Date and Time For the same. And as per TRAI Rule message will not be delivered from 8pm to 6am

- If "**New Template**" is selected then Message Description will be blank and the user should be able to enter the Message Description in message Description Field and also "Select Existing Template" will be disabled.

- If "**Existing Template**" is selected then user needs to select Existing Template (Outstanding, Bill Generation, Early Bird Discount, etc...) and based on the selection Message Description will be displayed in message Description Field.

User can save the added module by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

6 Scrutiny
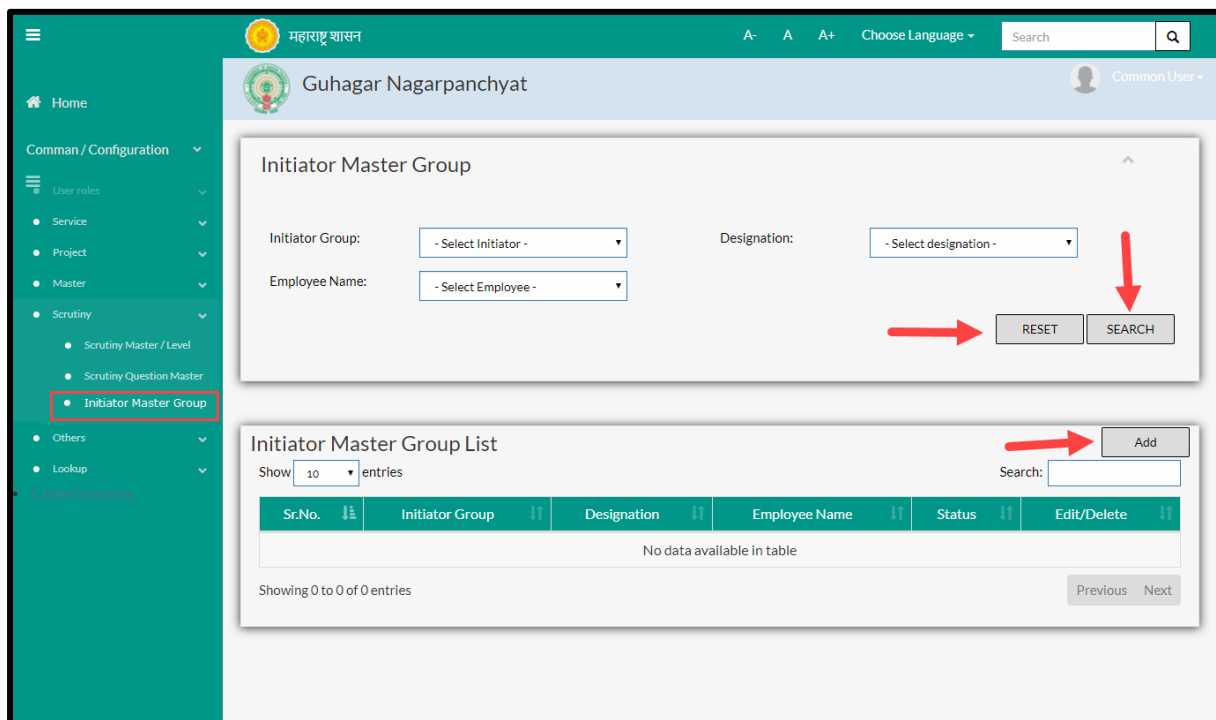
6.1 Initiator Master Group

The system is used to define the Initiator Master Group and it is defined at ULB Level

If the Ward, Zone is not taken and the citizen applies for the services without or with login by default the first level is an initiator group (2- 3 person) which receives the application and after the initiator has completed the scrutiny process it will assign it to the next level.

Follow the path: Department login→Common/Configuration→Scrutiny→Initiator Master Group

Below mentioned screen is displayed when clicked on "**Initiator Master Group**"

User can search any Initiator Master Group through "**Search**" option as well as add a new Initiator Master Group in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

6.1.1 SEARCH

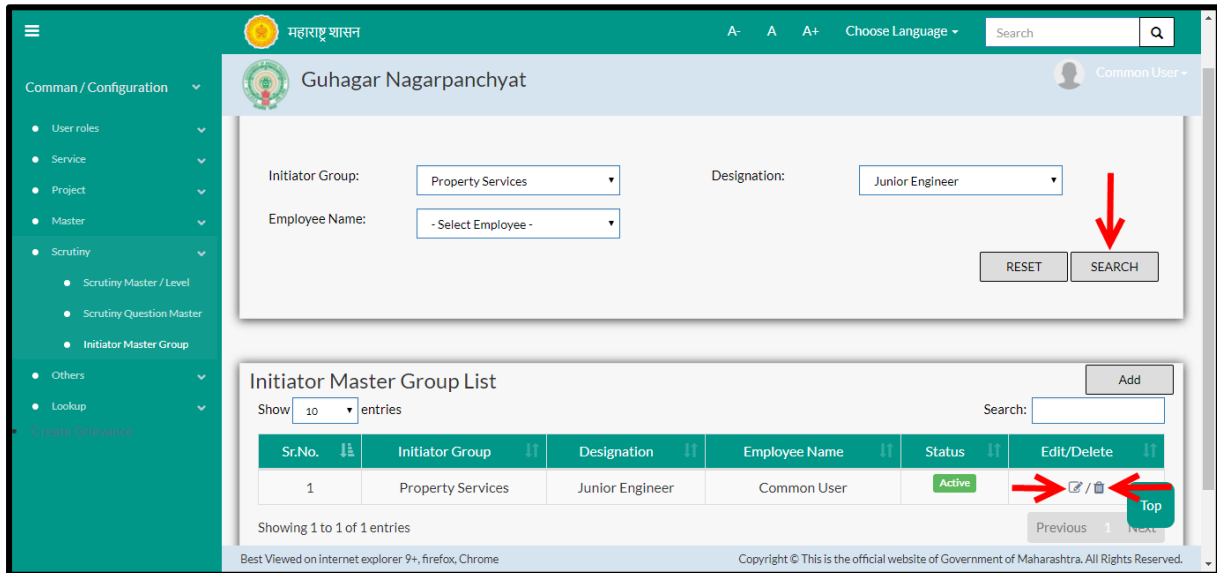Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Initiator Master Group, user can select as per the preference

Sr. No	Field Name	Description
1.	Initiator Group	Select the Initiator Group from the dropdown. For example. Help desk
2.	Designation	Select the designation from the dropdown (Inspector/Deputy Engineer/Driver/Head clerk/Auditor etc.) will be listed in the dropdown
3.	Employee Name	Select employee name from the dropdown. All the employee and designation are added using the add functionality will be listed.

The data present in the system as per the entered parameter will be displayed in Initiator Master Group List section; user can edit as well as delete the Module

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option
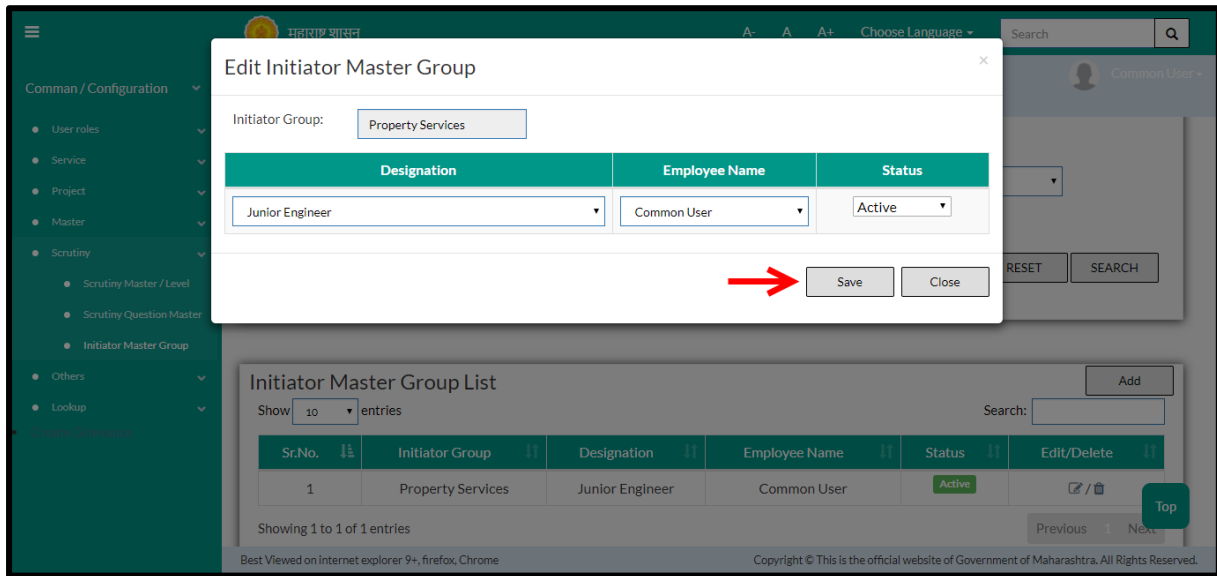
Note: Greyed out fields cannot be edited

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Initiator Group	Non editable field
2.	Designation	Select the designation from the dropdown (Inspector/Deputy Engineer/Driver/Head clerk/Auditor etc.) will be listed in the dropdown
3.	Employee Name	Select employee name from the dropdown. All the employee and designation are added using the add functionality will be listed.
4.	Status	Select status from the dropdown (Active/Inactive)

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

Once clicked on delete option, "status" of the initiator group will be changed to **inactive**. Also, a message will be displayed by the system saying "deleted successfully"
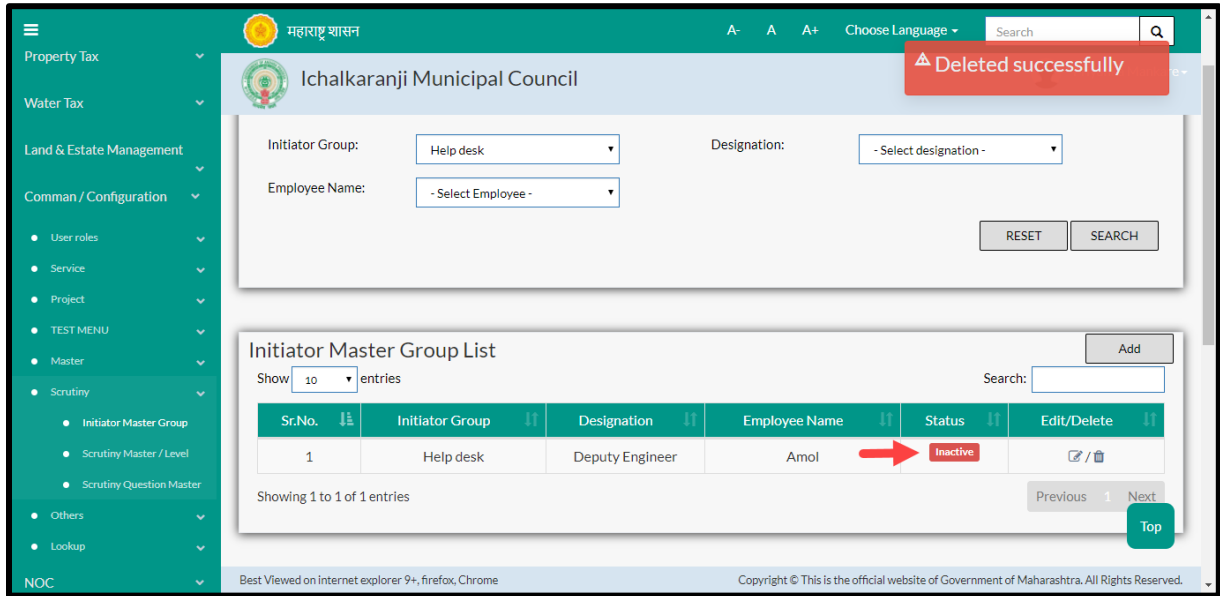
Within application record is ideally inactive

6.1.2 ADD

User will have to click on "**Add**" option to add a new Initiator Group in the system, Refer below screen to locate the add button

Below screen is displayed when clicked on **add** button

Below is the description of all the fields present on form

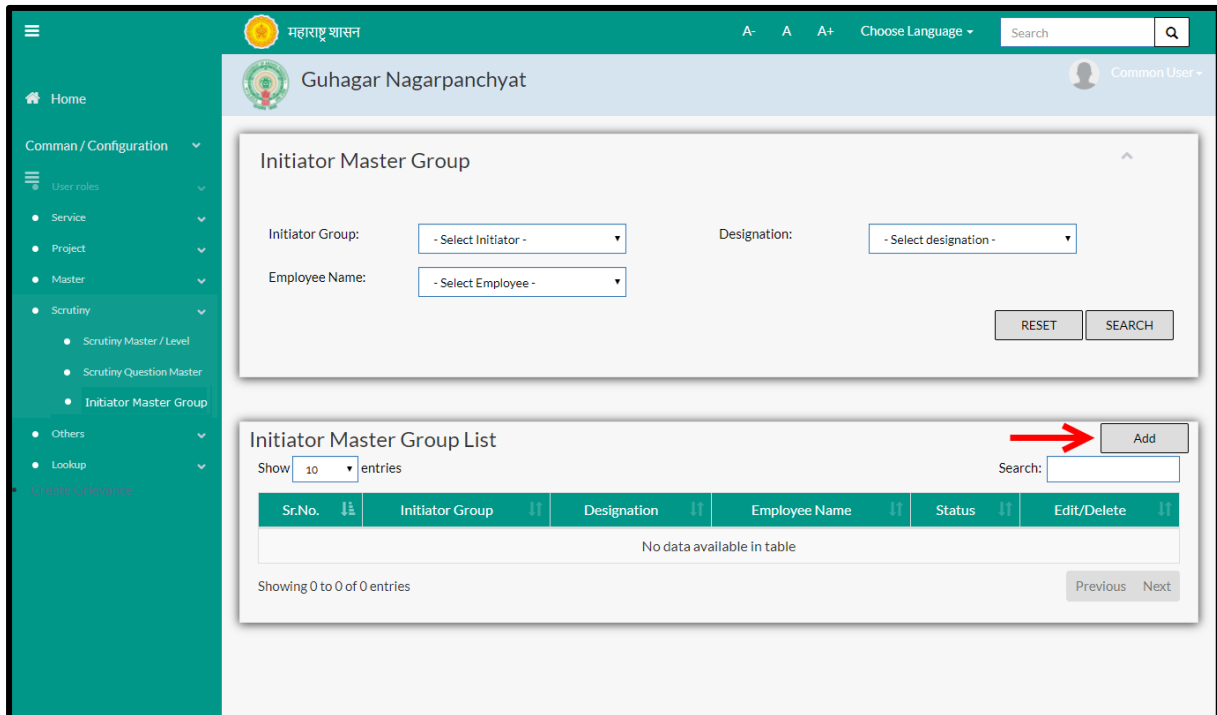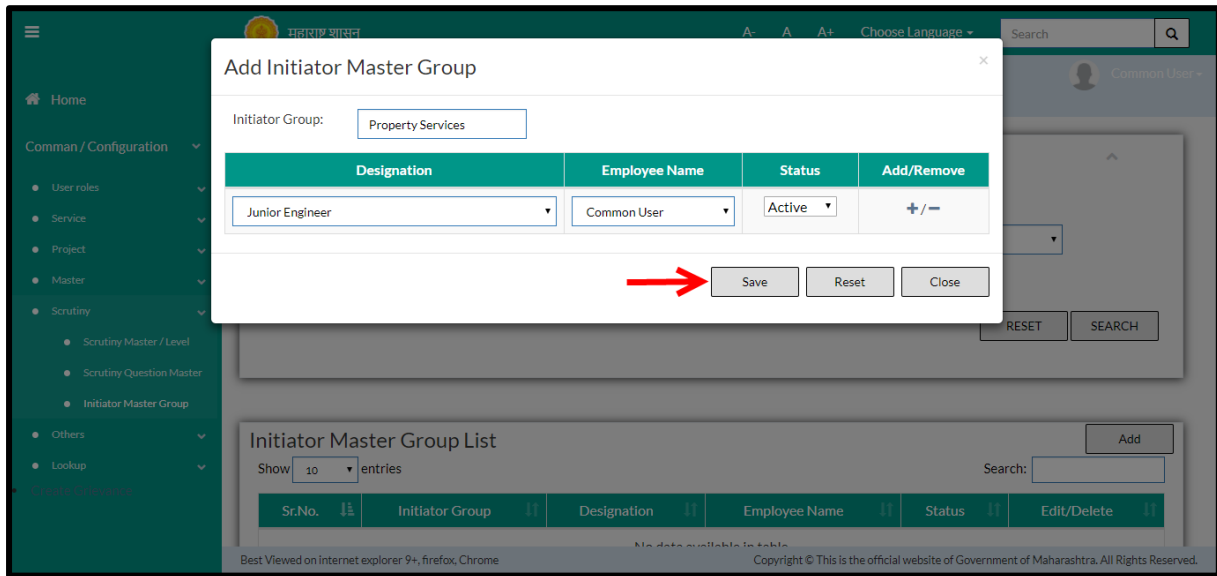| Sr. No	Field Name	Description
1.	Initiator Group	Enter the name of initiator group
2.	Designation	Select the designation from the dropdown (Inspector/Deputy Engineer/Driver/Head clerk/Auditor etc.) will be listed in the dropdown
3.	Employee Name	Select employee name from the dropdown. All the employee and designation are added using the add functionality will be listed.
4.	Status	Select status from the dropdown (Active/Inactive)

User can save the added Initiator Group by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

6.2 Scrutiny Master/Level

Scrutiny Master allows user to define the service level escalation of employees.

This master allows user to define the scrutiny levels and SLA (Service Level Agreement) for that particular level in Days, Hours and Minutes SLA is basically the time allocated for respective level. Once the time limit exceeds, application will be forwarded to next level.
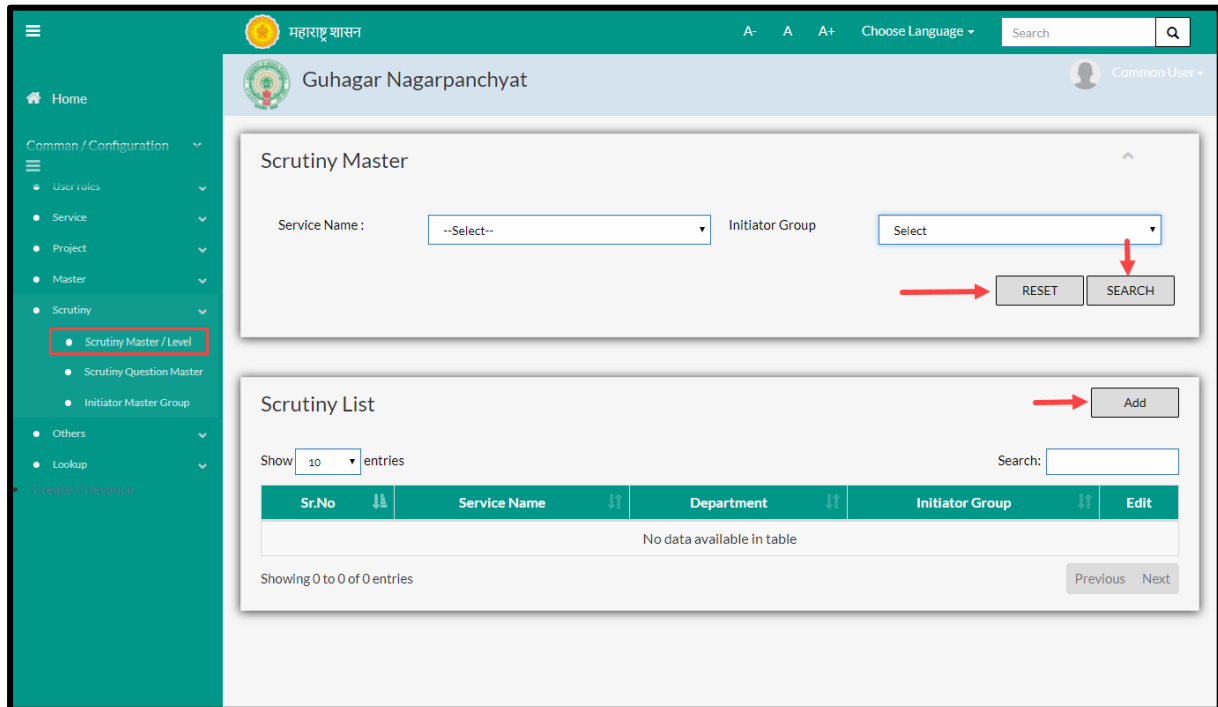
Note below points:

- Scrutiny Master allows department person to login and define service level escalation of employees. User should select, whether the scrutiny is based on hierarchy or not. If scrutiny is based on Hierarchy, then Revenue/Administrative boundaries should be selected by the user. If not, then user can directly define the level, employee name and Duration details.

- Once the Employee/Initiator Group login with their respective credential he/she will be able to view the application in the grid.

- On clicking application in the grid system will allow the user to view the applicant details for the respective services and should also allow the user to enter/upload the respective answer and perform the further scrutiny process.

- If the Level 1 user is logged in then that particular person will be able to view all the Questions i.e. (Level 1, Level 2, Level 3, Level 4 and Level 5) but the Level 1 person can only be allowed to "Edit" the Level 1 Question's and the rest Level's Question will be in "View Mode". Respectively it will be same for Level 2, Level 3, Level 4 and Level 5 Question's. If the Action taken for application is approved then system will forward the application with scrutiny remarks to the next level.

- If the Action taken for application is rejected then system will enter the remarks for rejection and it will revert one level back

For Example:

- If the application is rejected at 1st Level i.e. Level 1 then the application is rejected and the citizen gets the intimation via SMS and E-mail.

- If the application is rejected at (Level 2, Level 3, Level 4, Level 5) then the application is sent one step back and the intimation is send to the citizen via SMS and E-mail.

Follow the path: Department login→Common/Configuration→Scrutiny→ Scrutiny Master Level

Below mentioned screen is displayed when clicked on "**Scrutiny Master Level**"

User can search any Scrutiny Master through "**Search**" option as well as add a new scrutiny level in the system using "**Add**" option.
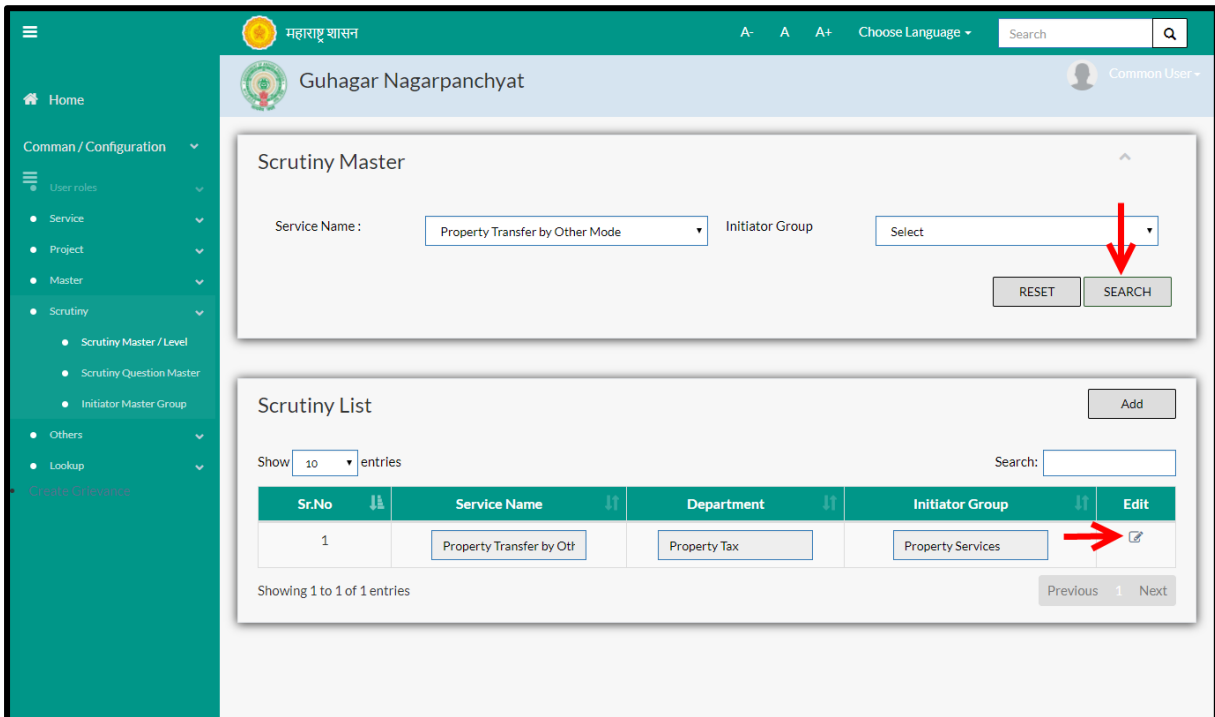
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

6.2.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Scrutiny Master/Level, user can select as per the preference

Sr. No	Field Name	Description
1.	Service Name	Select the service name from the dropdown (Final Fire NOC/Fire NOC/New Assessment/ Water Bill/ Reconnection etc.)
2.	Initiator Group	Select the Initiator Group from the dropdown. For example. Help desk

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit the fetched data

➢ Below screen appears when clicked on "**Edit**" option

Note:

- User should select, whether the scrutiny is based on hierarchy or not. If scrutiny is based on Hierarchy, then Revenue/Administrative boundaries should be selected by the user. If not, then user can directly define the level, employee name and Duration details.

- Greyed out fields cannot be edited

Below is the description of all the fields present on form

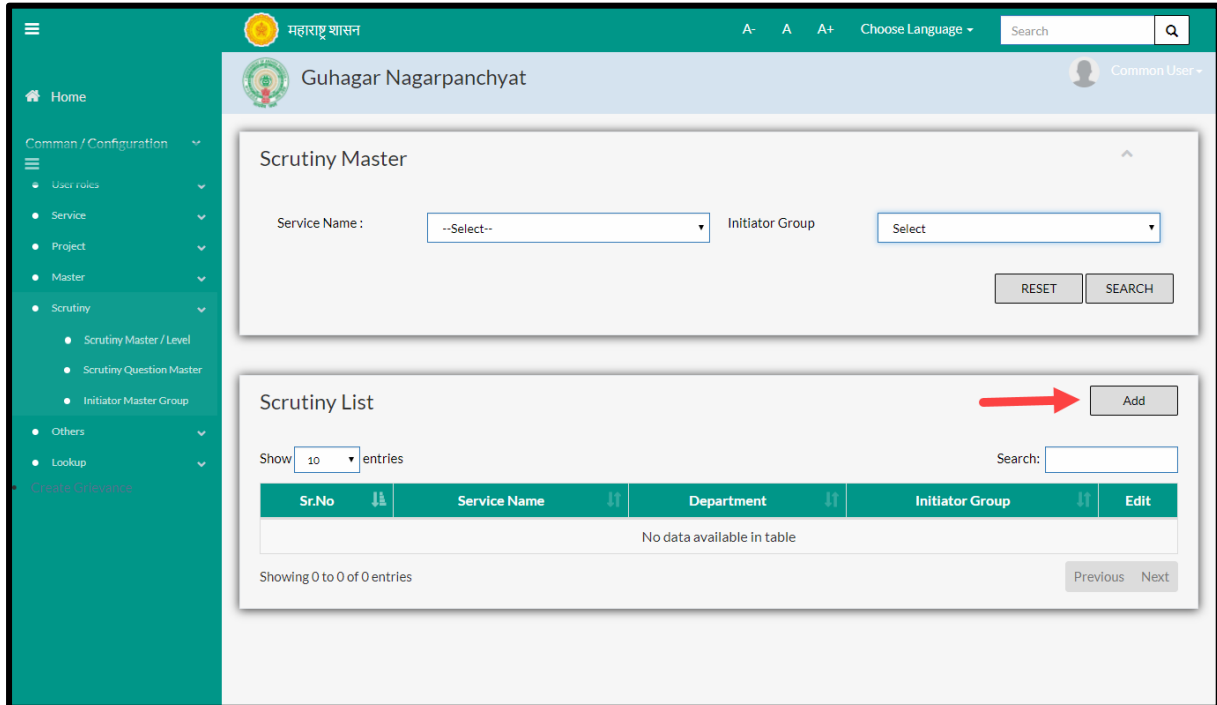| Sr. No	Field Name	Description
1.	Service Name	Select the service name from the dropdown (Final Fire NOC/Fire NOC/New Assessment/ Water Bill/ Reconnection etc.)
2.	Department	Non editable field. On basis of service selection system will display the department name. this data will be fetched from service master
3.	Scrutiny on basis of hierarchy	Select Yes/ No from radio button
4.	Initiator Group	Select the Initiator Group from the dropdown. For example. Help desk
5.	Boundaries	Select boundaries from the dropdown (Ward Zone block/administrative ward etc.) will be displayed. Boundaries value varies as per the selection of service name
6.	Revenue/Administrative Boundaries	Select Revenue/Administrative Boundaries from the dropdown. It is depended on boundaries selection
7.	From Date	Select from date from date picker or enter manually
8.	To Date	Non editable
Scrutiny Details		
9.	Level	Non editable
10.	Designation	Select the designation from the dropdown (Inspector/Deputy Engineer/Driver/Head clerk/Auditor etc.) will be listed in the dropdown
11.	Employee Name	Select employee name from the dropdown. All the employee and designation are added using the add functionality will be listed.
12.	Employee Code	Non editable
13.	Days	Enter the days
14.	Hours	Enter the hours
15.	Minutes	Enter the minutes

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

6.2.2 ADD

User will have to click on "**Add**" option to add a new Initiator Group in the system, Refer below screen to locate the add button

Below screen is displayed when clicked on **add** button

Below is the description of all the fields present on form

Sr. No	Field Name	Description
3.	Service Name	Select the service name from the dropdown (Final Fire NOC/Fire NOC/New Assessment/ Water Bill/ Reconnection etc.)
4.	Department	Non editable field. On basis of service selection system will display the department name. this data will be fetched from service master
5.	Scrutiny on basis of hierarchy	Select Yes/ No from radio button
6.	Initiator Group	Select the Initiator Group from the dropdown. For example. Help desk

7.	Boundaries	Select boundaries from the dropdown (Ward Zone block/administrative ward etc.) will be displayed. Boundaries value varies as per the selection of service name
8.	Revenue/Administrative Boundaries	Select Revenue/Administrative Boundaries from the dropdown. It is depended on boundaries selection
9.	From Date	Select from date from date picker or enter manually
10.	To Date	
Scrutiny Details		
11.	Level	Non editable
12.	Designation	Select the designation from the dropdown (Inspector/Deputy Engineer/Driver/Head clerk/Auditor etc.) will be listed in the dropdown
13.	Employee Name	Select employee name from the dropdown. All the employee and designation are added using the add functionality will be listed.
14.	Employee Code	Non editable
15.	Days	Enter the days
16.	Hours	Enter the hours
17.	Minutes	Enter the minutes

User can save the added module by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

6.3   Scrutiny Question Master

Scrutiny Question Master allows user to define the scrutiny questions for a service on various levels (Level 1/Level 2/Level 3 etc.)

Follow   the   path: Department   login→Common/Configuration→Scrutiny→ Scrutiny question Master

Below mentioned screen is displayed when clicked on "**Scrutiny Question Master**"
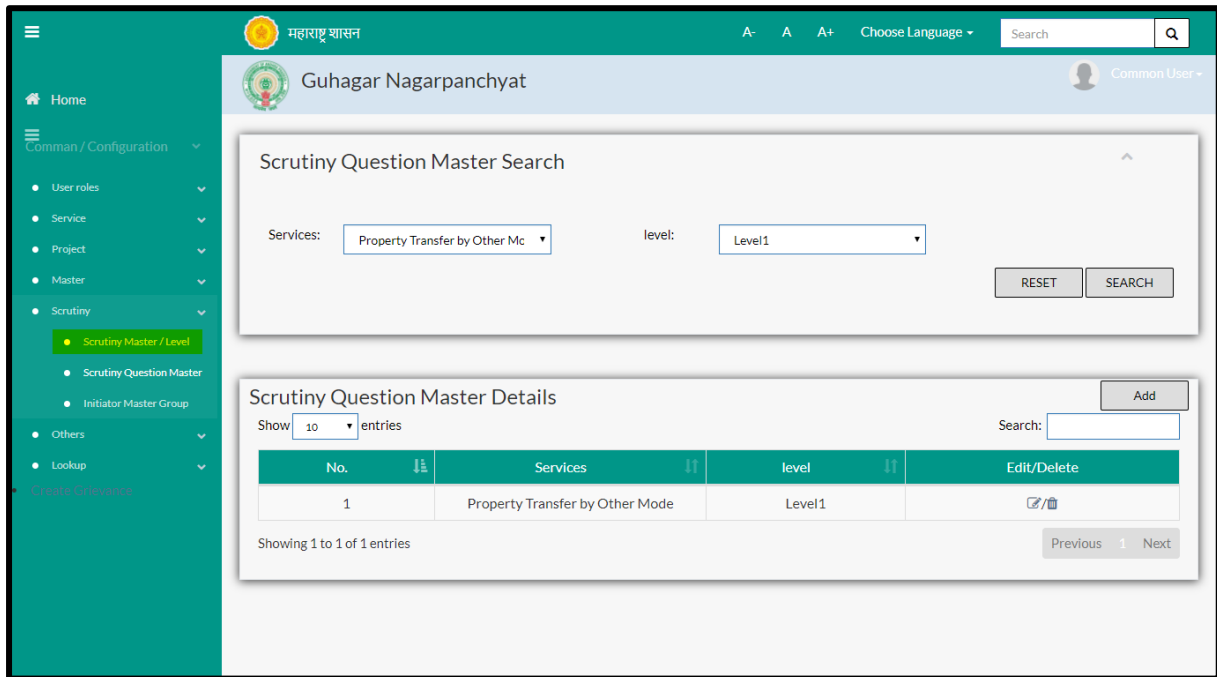
User can search any Scrutiny Question through "**Search**" option as well as add new scrutiny questions in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

6.3.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
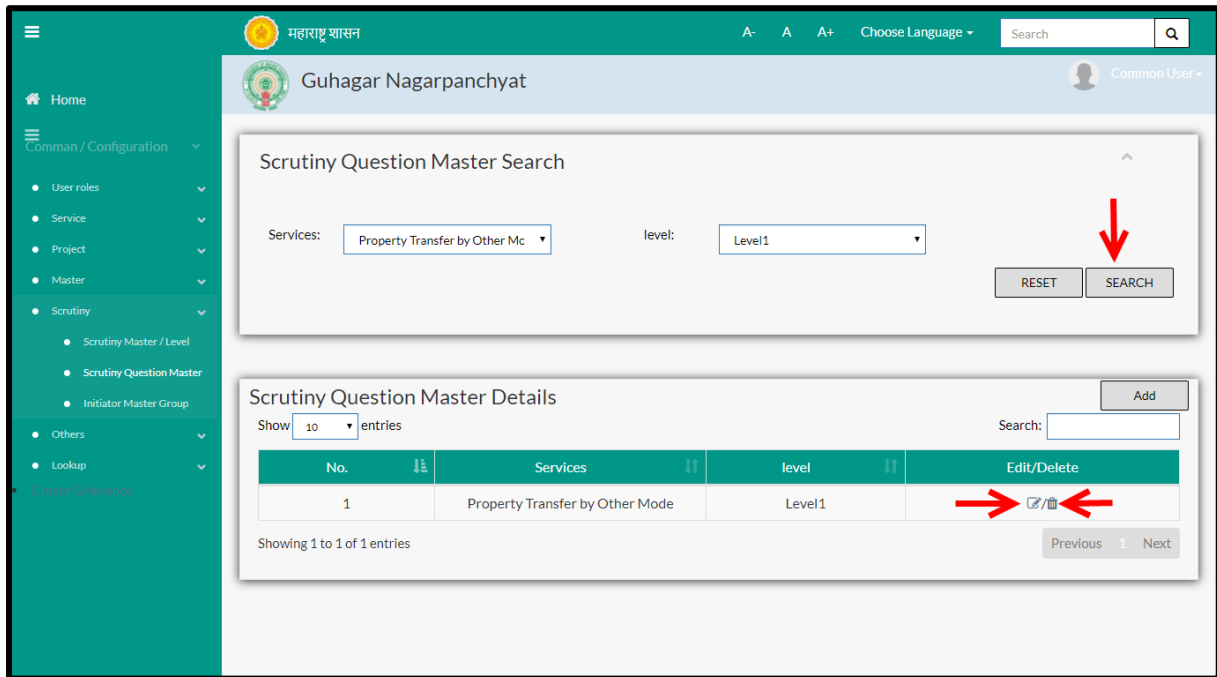
Note: All parameters are not mandatory for searching the Scrutiny Question

Sr. No	Field Name	Description
1.	Services	Select the services from the dropdown (Final Fire NOC/Fire NOC/New Assessment/ Water Bill/ Reconnection etc.)
2.	Level	Select the level from the dropdown (Level 1/Level 2/Level 3/Level 4/Level 5)

The data present in the system as per the entered parameter will be displayed in Scrutiny Question Master List section; user can edit as well as delete the scrutiny questions.

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➤ Below screen appears when clicked on "**Delete**" option
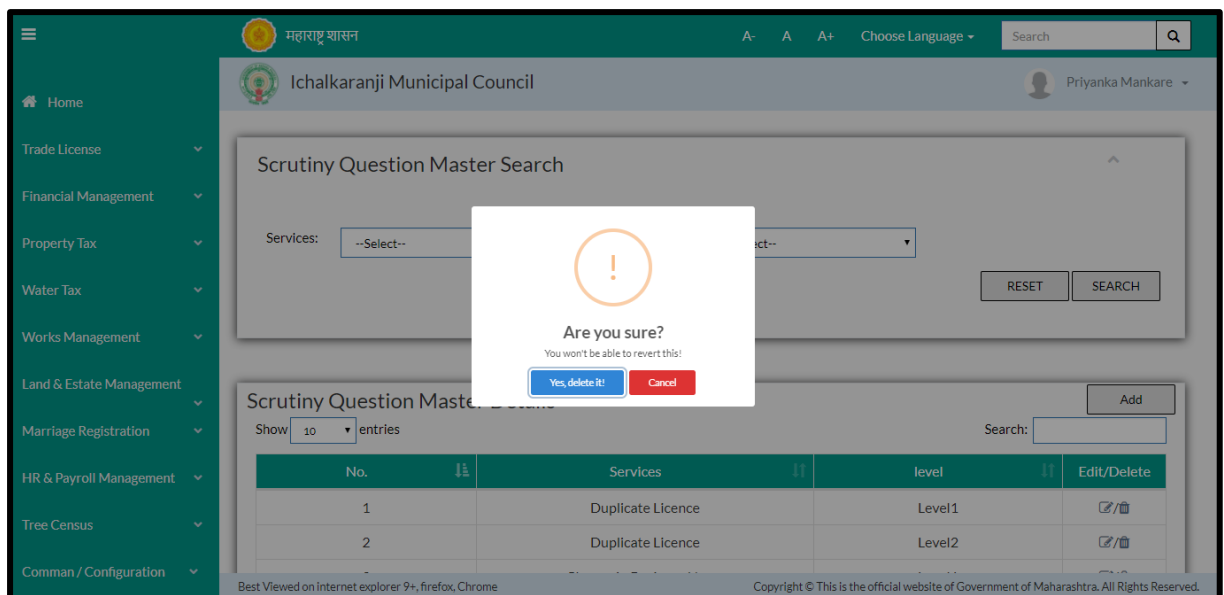
When clicked on "yes" the record gets deleted.

Within application record is ideally inactive
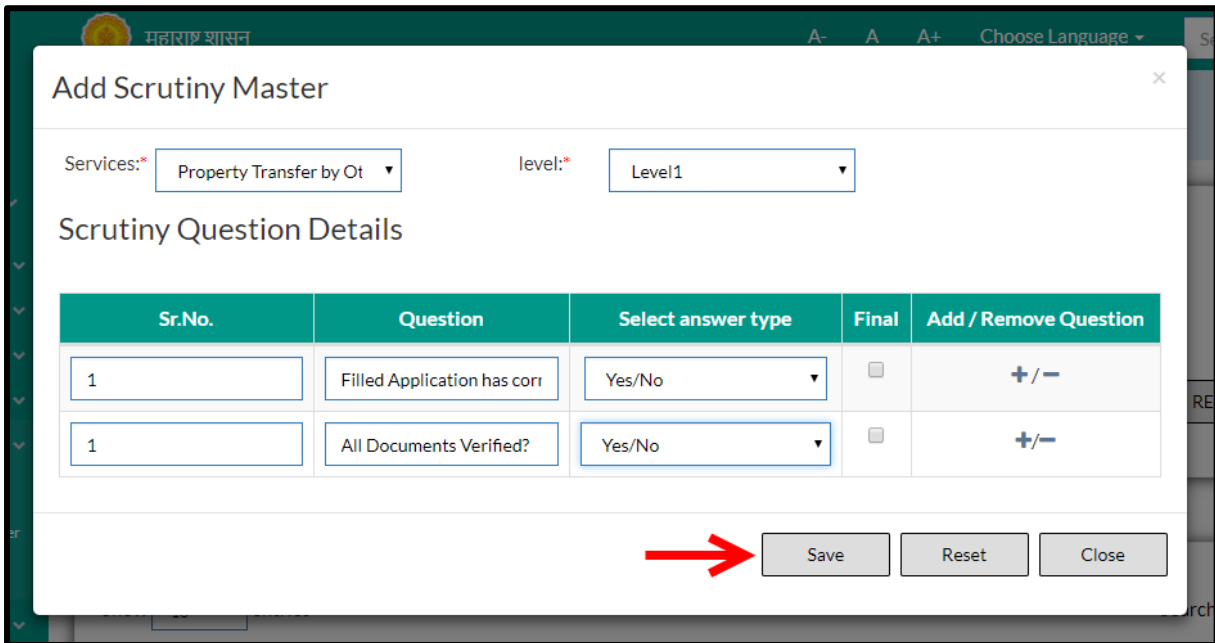
6.3.2 ADD

User will have to click on "**Add**" option to add a new Scrutiny Question in the system, Refer below screen to locate the add button.

The added scrutiny questions will be reflecting in scrutiny process for the user who is assigned to the level defined while adding question.

When clicked on add option below screen is been displayed by the system

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Services	Select Service from the dropdown(Change og usage/NOC for hospital/NOC for VISA etc.)
2.	Level	Select level from the dropdown (Level 1/Level 2/Level 3 etc.)
3.	Sr. No.	Enter Serial Number
4.	Question	Enter the scrutiny question
5.	Select answer type	Select Answer Type from the dropdown (Yes/No,

		Date, Numeric field etc.)
6.	Final	Check/uncheck the final option

User can save the added module by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form
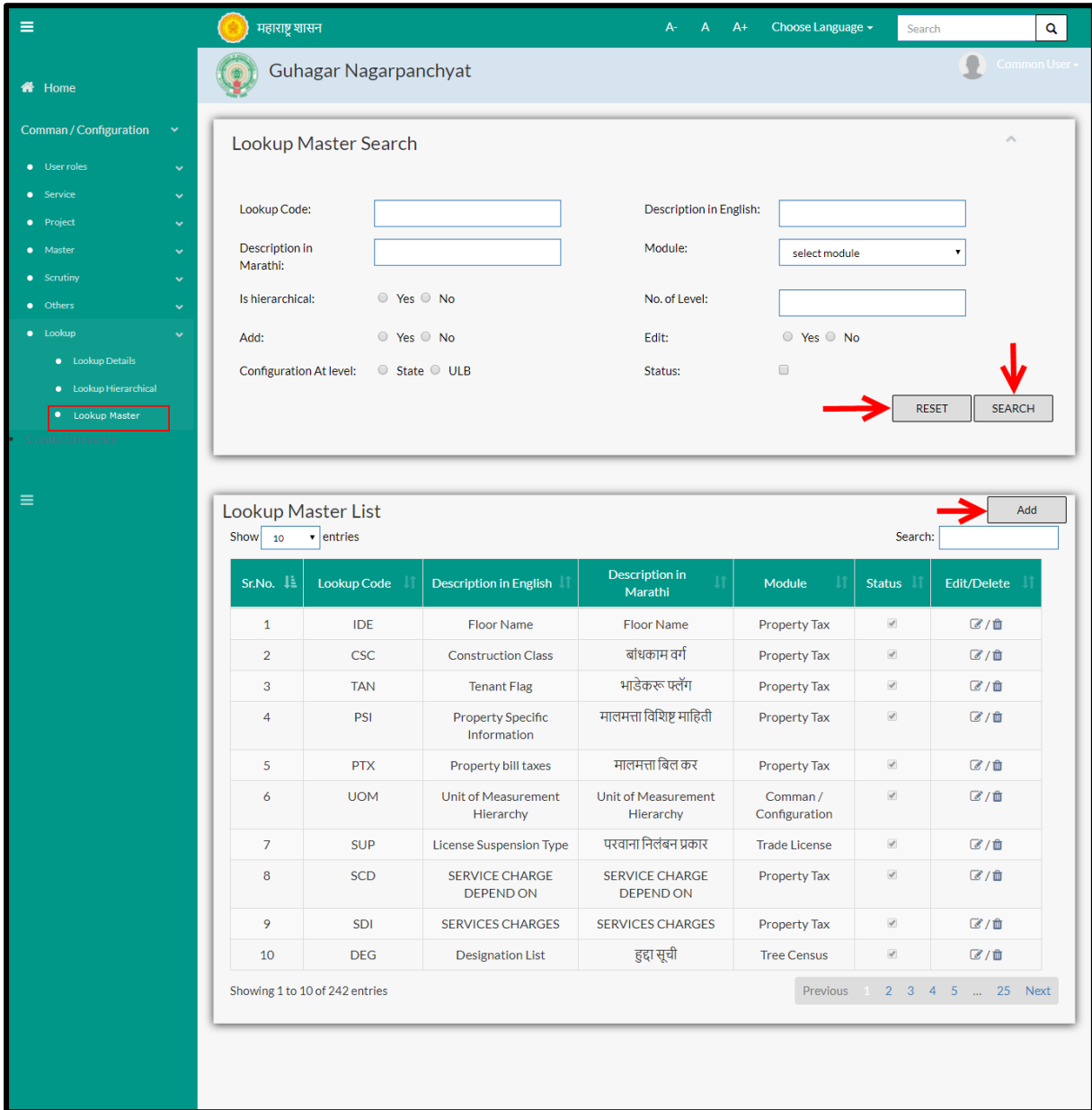
7 Lookup

7.1 Lookup Master

Lookup Master is used to define the lookup code in the system. This master accepts the data in hierarchical as well as non-hierarchical manner. It also gives the privilege to keep restrictions on add and edit functionality.

Follow the path: Department login→Common/Configuration→Lookup→ Lookup Master

Below mentioned screen is displayed when clicked on "**Lookup Master**"

User can search any Lookup value through "**Search**" option as well as add a new Lookup value in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form
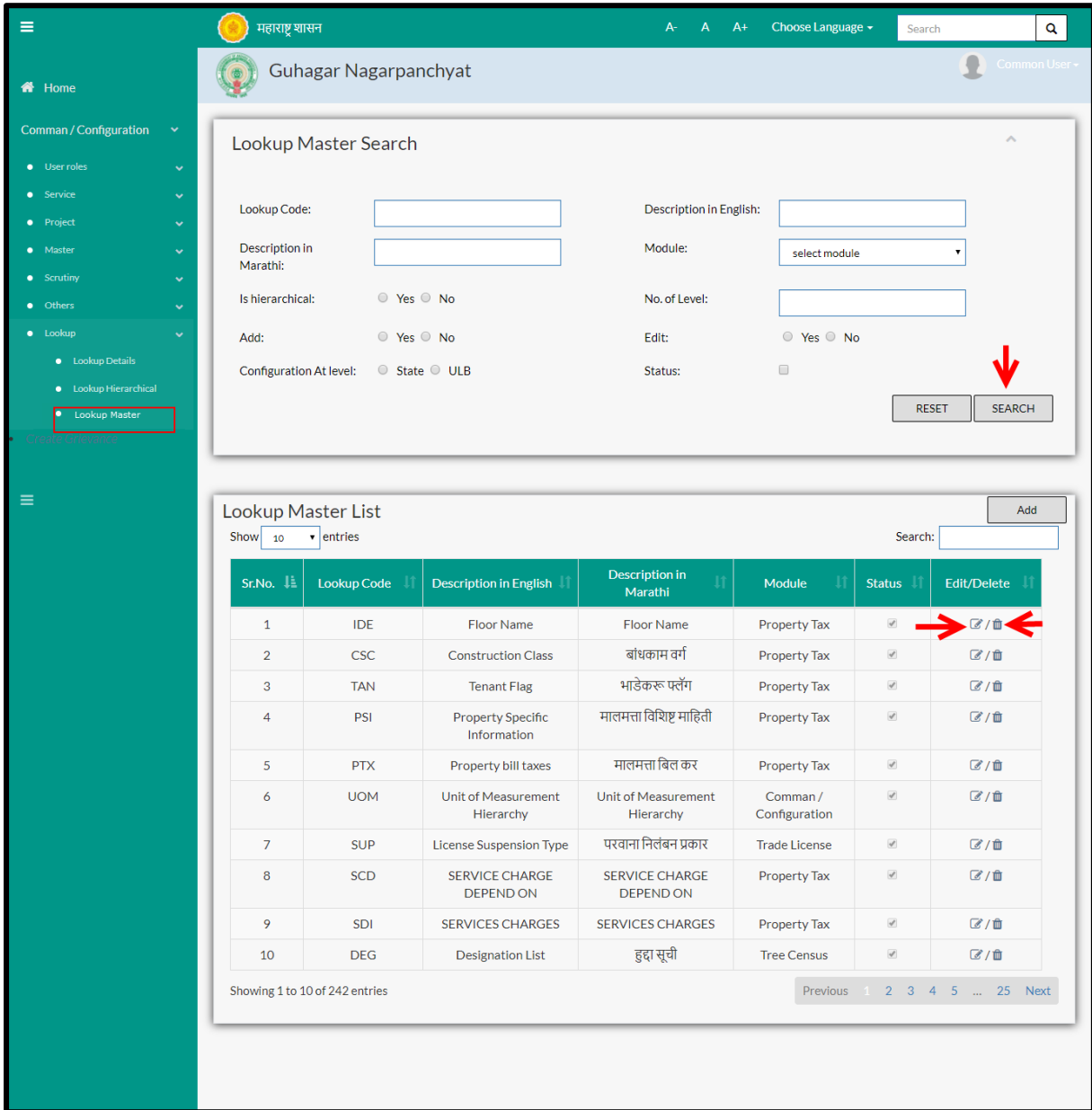
Firstly let us go through the entire flow of **search** option

7.1.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Lookup Value, user can select as per the preference.

Sr. No	Field Name	Description
1.	Lookup Code	Enter Lookup Code
2.	Description in English	Enter description in English
3.	Description in Marathi	Enter description in Marathi
4.	Module	Select Module from the dropdown (property tax/water/tree census etc.)
5.	Is hierarchical	Select yes/no from radio button. If "Is hierarchical" is selected as "yes" then user need to enter the number of levels and if "Is hierarchical" is selected

		as "no" then number of level field will get disabled
6.	No of level	Non editable
7.	Add	Select yes/no from radio button
8.	Edit	Select yes/no from radio button
9.	Configuration at level	Check/uncheck the state/ULB option from radio button
10.	Status	Check/uncheck the status

The data present in the system as per the entered parameter will be displayed in Lookup Master List section; user can edit as well as delete the lookup value

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option

Note: Greyed out fields cannot be edited

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Lookup Code	Non editable
1.	Description in English	Enter description in English
2.	Description in Marathi	Enter description in Marathi
3.	Module	Select Module from the dropdown (property tax/water/tree census etc.)

1.	Is hierarchical	Select yes/no from radio button. If "Is hierarchical" is selected as "yes" then user need to enter the number of levels and if "Is hierarchical" is selected as "no" then number of level field will get disabled
1.	No of level	Non editable
1.	Add	Select yes/no from radio button
1.	Edit	Select yes/no from radio button
1.	Configuration at level	Check/uncheck the state/ULB option from radio button
2.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below is the description for "**Delete**" option
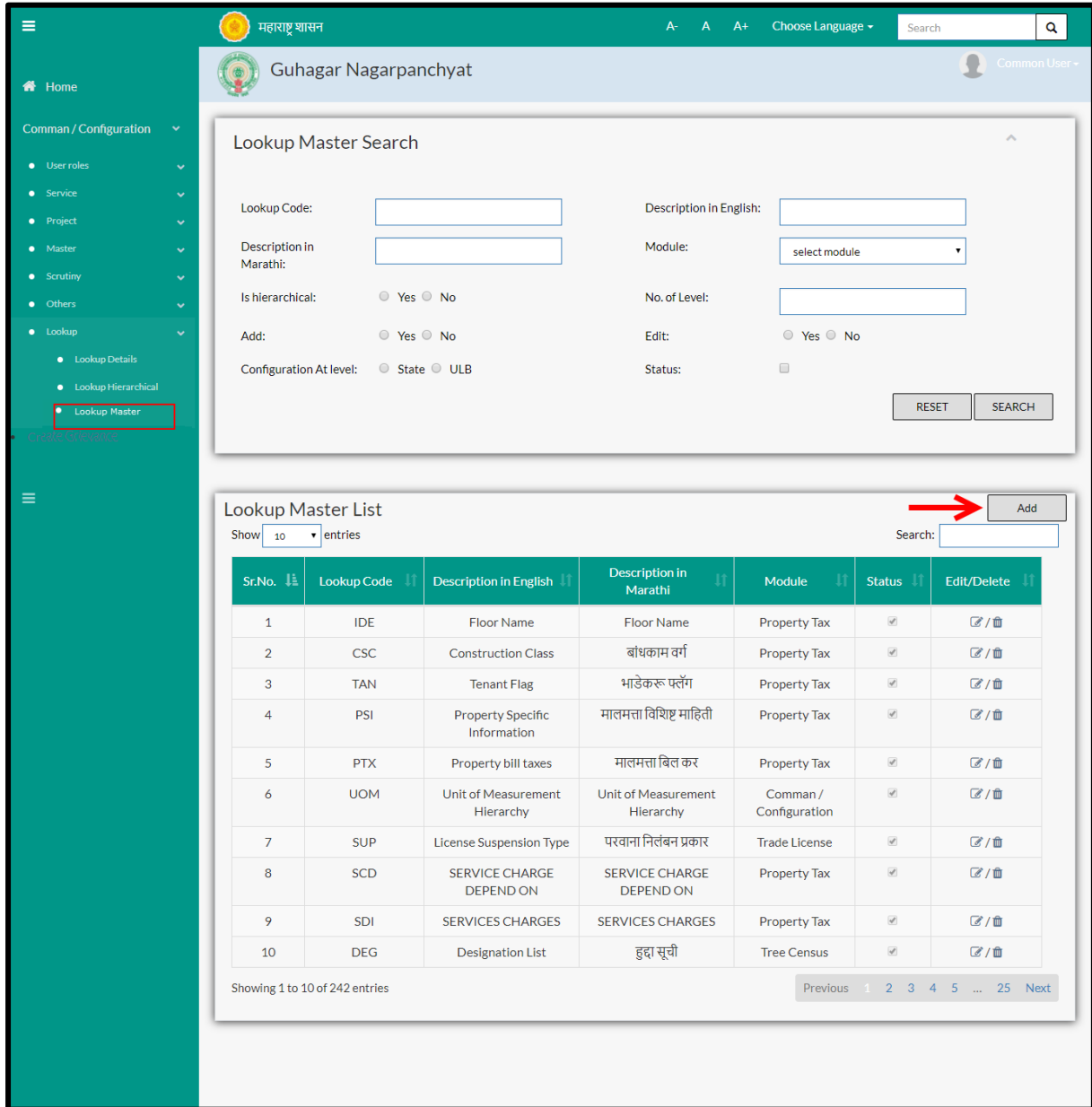
The data gets delete without any notification

Within application record is ideally inactive

7.1.2 ADD

User will have to click on "**Add**" option to add a new Lookup value in the system, Refer below screen to locate the add button

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Lookup Code	Enter Lookup Code
2.	Description in English	Enter description in English
3.	Description in Marathi	Enter description in Marathi
4.	Module	Select Module from the dropdown (property tax/water/tree census etc.)
5.	Is hierarchical	Select yes/no from radio button
6.	No of level	Non editable
7.	Add	Select yes/no from radio button
8.	Edit	Select yes/no from radio button
9.	Configuration at level	Check/uncheck the state/ULB option from radio button
10.	Status	Check/uncheck the status

User can save the added lookup value by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

 "**Reset"** option is used to clear the entered data on form

"**Close"** option is used to close the form

7.2 Lookup Details

The system is defined for Lookup details based on the selection of Configuration at State/ULB level the user is able to define the lookup details

NOTE:

Level (Level1, level 2, level 3, level 4, level 5) is displayed in the table if the hierarchy is applicable.

If the hierarchy is not applicable then the user needs to enter the record in the table and based on that the "Sr. No." will be displayed in place of "Level"
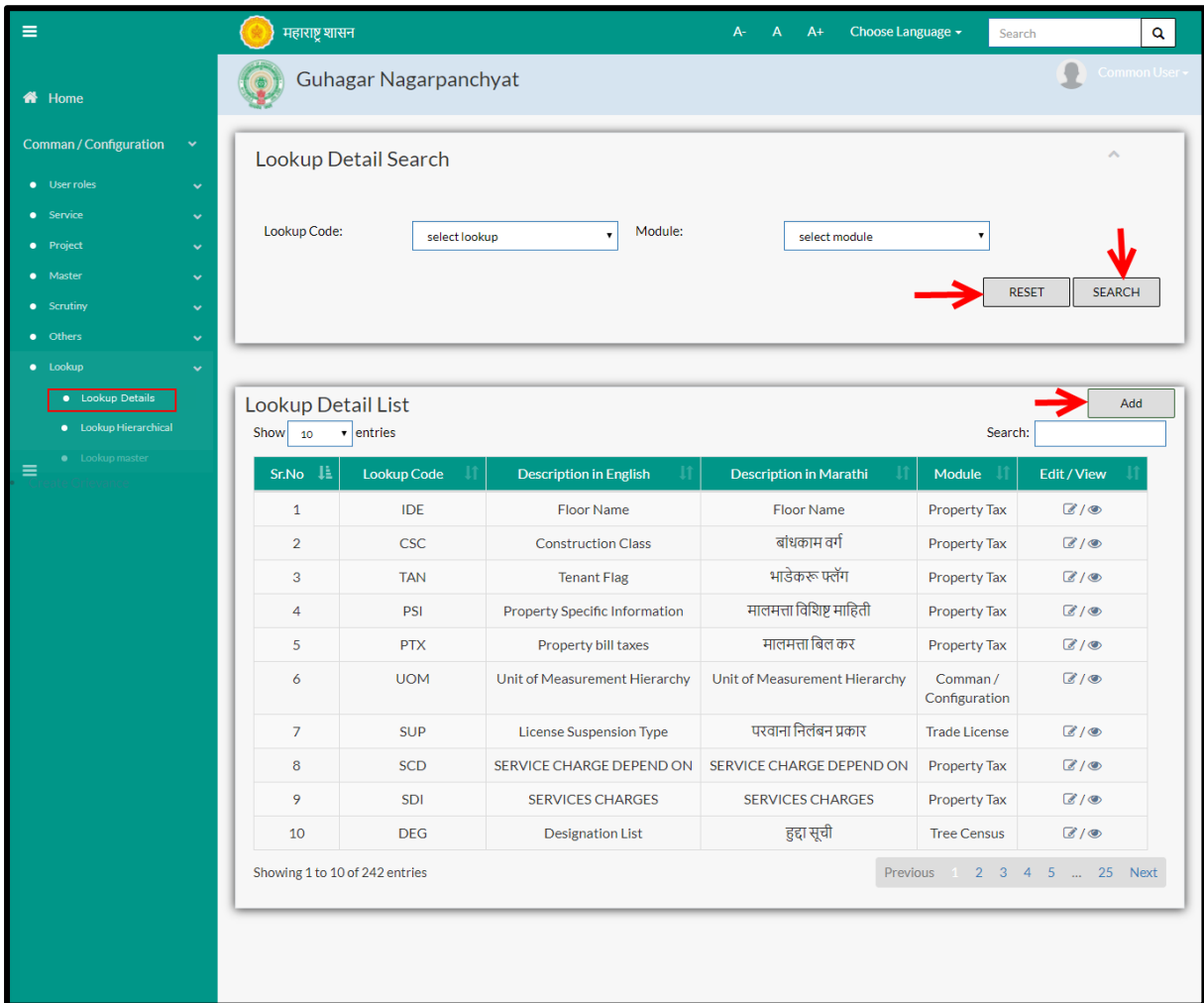
In case of Non- hierarchy, the user is not able to select the "Parent ID"

In this the user is not allow to enter the Parent in the First Level Or Sr. No. 1

In the Second level or Serial No.2 it takes Level 1 or Serial No. 1 "Parent id" and same for the remaining next level.

Follow the path: Department login→Common/Configuration→Lookup→ Lookup Details

Below mentioned screen is displayed when clicked on "**Lookup Details**"

User can search for any lookup detail through "**Search**" option as well as add a new lookup details in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

7.2.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.
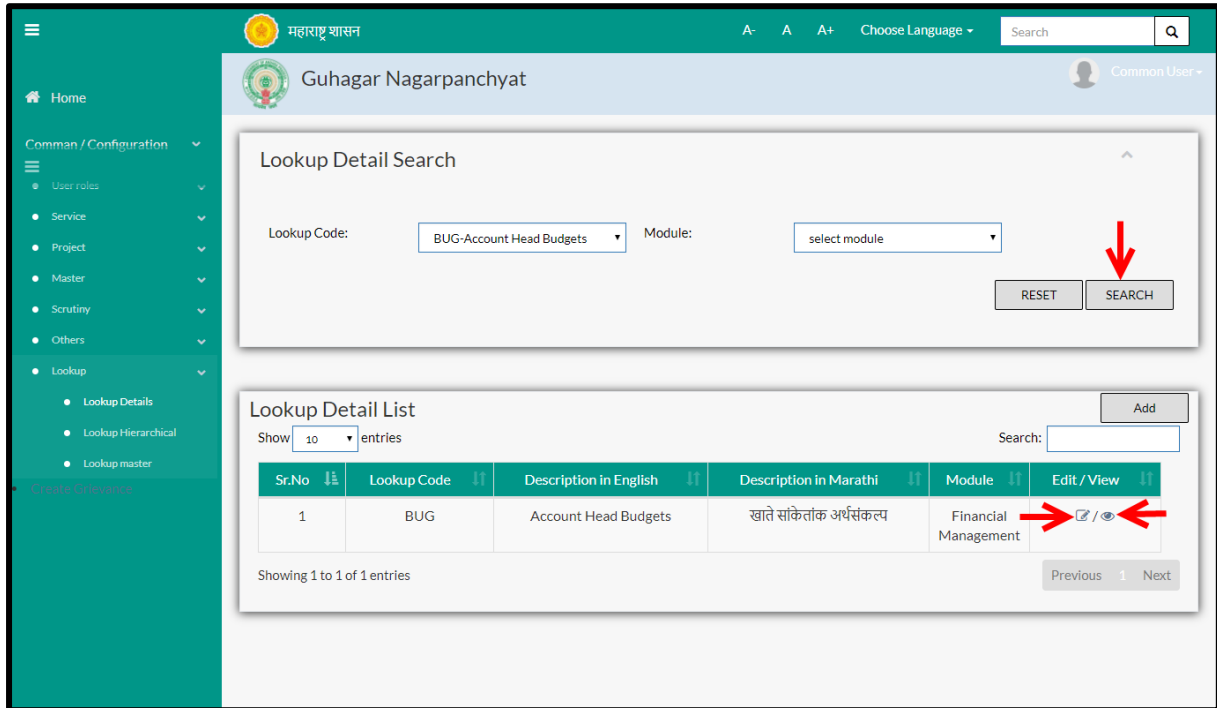
Note: All parameters are not mandatory for searching the lookup details, user can select as per the preference

Sr. No	Field Name	Description
1.	Lookup Code	Select lookup code from the dropdown (BUG, KGL etc.)
2.	Module	Select Module from the dropdown (water tax/property tax/tree census etc.)
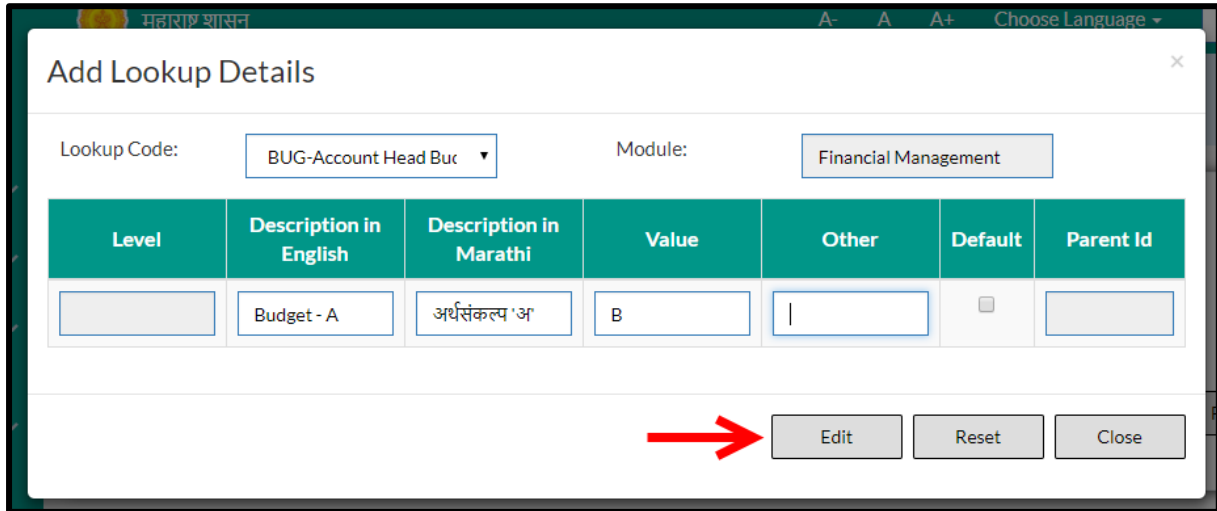
The data present in the system as per the entered parameter will be displayed in Lookup Detail List section; user can edit as well as view the Lookup Code

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option

NOTE: If Edit functionality is applicable for a particular lookup code then only user can edit the same.

Note: Greyed out fields cannot be edited

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Lookup Code	Select lookup code from the dropdown(BUG, KGL etc.)
2.	Module	Non editable
3.	Level	Non editable
4.	Description in English	Enter Description in English
5.	Description in Marathi	Enter Description in Marathi
6.	Value	Enter Value
7.	Other	Enter Order
8.	Default	Check/uncheck the default option
9.	Parent ID	Non editable

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

 "**Close**" option is used to close the form

7.2.2 ADD

User will have to click on "**Add**" option to add a new lookup detail in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on **add** option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Lookup Code	Select lookup code from the dropdown (BUG, KGL etc.)
2.	Module	Non editable
3.	Level	Non editable
4.	Description in English	Enter Description in English
5.	Description in Marathi	Enter Description in Marathi
6.	Value	Enter Value
7.	Other	Enter Order
8.	Default	Check/uncheck the default option
9.	Parent ID	Non editable

User can save the added lookup details by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"Close" option is used to close the form

7.3   Lookup Hierarchy

System is defined for Lookup detail hierarchical. Based on the selection either State Level or ULB Level, Lookup Detail Hierarchical will be shown.
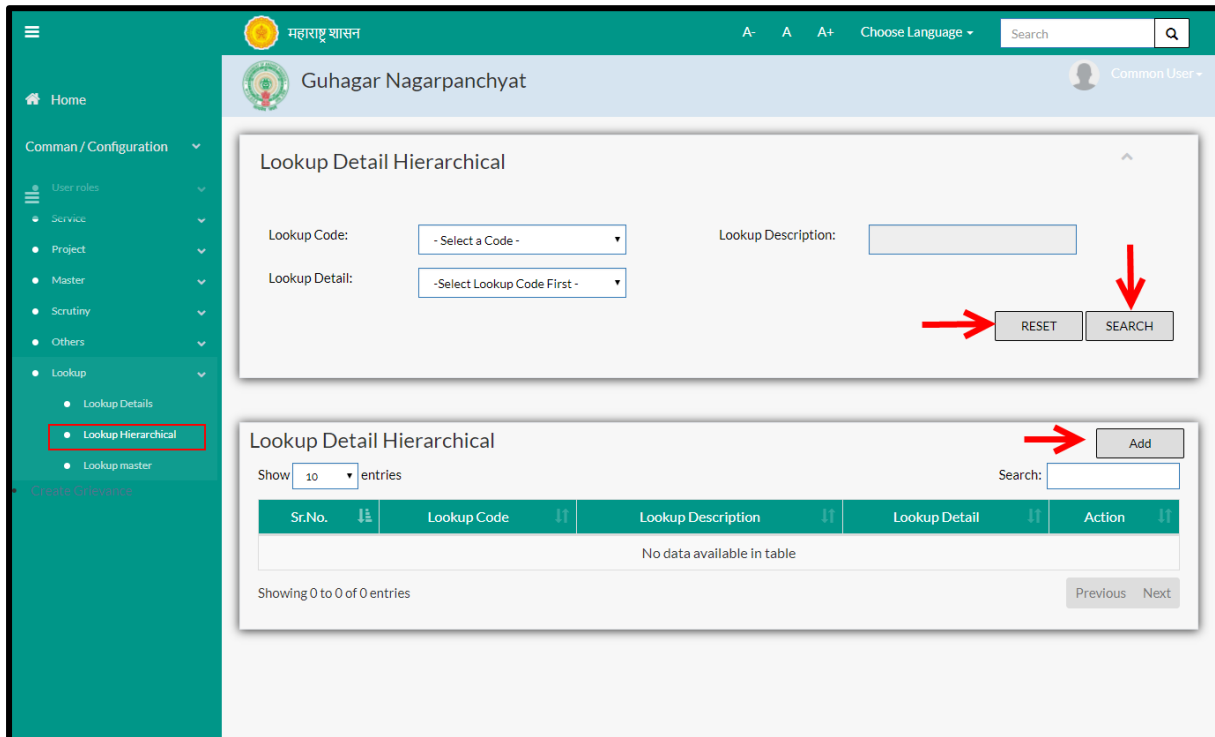
If Hierarchical Is selected 'Yes' at Lookup Master then the level will be enable and will be able to edit the Lookup Detail Hierarchical.

If the Level 1 i.e. (Ward 1/Ward2) is selected then the user is not allowed to select Parent

If the Level 2 i.e. (Zone 1/Zone2) is selected then it will select the Level 1 (Ward 1/Ward2) value. I.e. it will select one level above for the parent.

Follow the path: Department login→Common/Configuration→Lookup→ Lookup Hierarchy

Below mentioned screen is displayed when clicked on "**Lookup Hierarchy**"

User can search any lookup hierarchy through "**Search**" option as well as add a new hierarchy in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

7.3.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
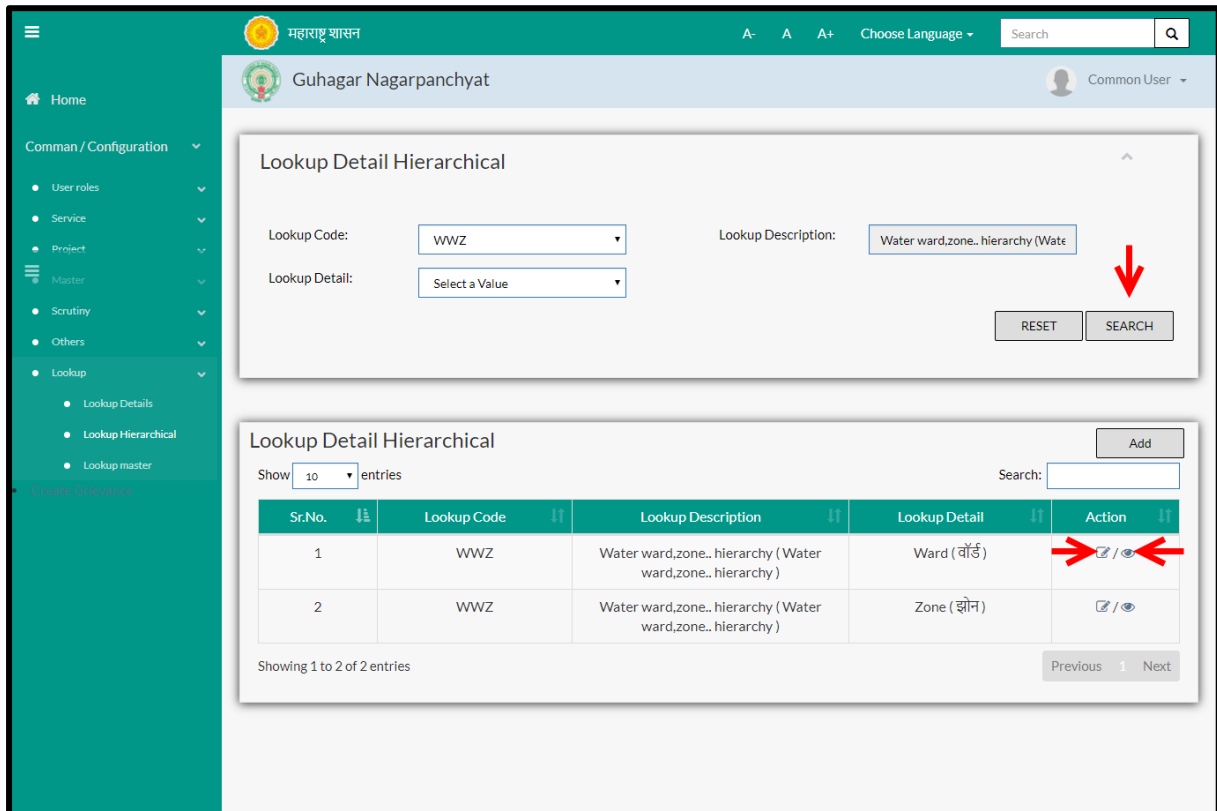
Note: All parameters are not mandatory for searching the Lookup Hierarchy, user can select as per the preference.

Sr. No	Field Name	Description
1.	Lookup Code	Select Lookup code from the dropdown (BUG/ WWZ etc.)
2.	Lookup Description	Non editable, auto fetched by system on basis of lookup code
3.	Lookup Detail	Select lookup detail from the dropdown

The data present in the system as per the entered parameter will be displayed in Lookup Detail Hierarchical section; user can edit as well as view the Module

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option
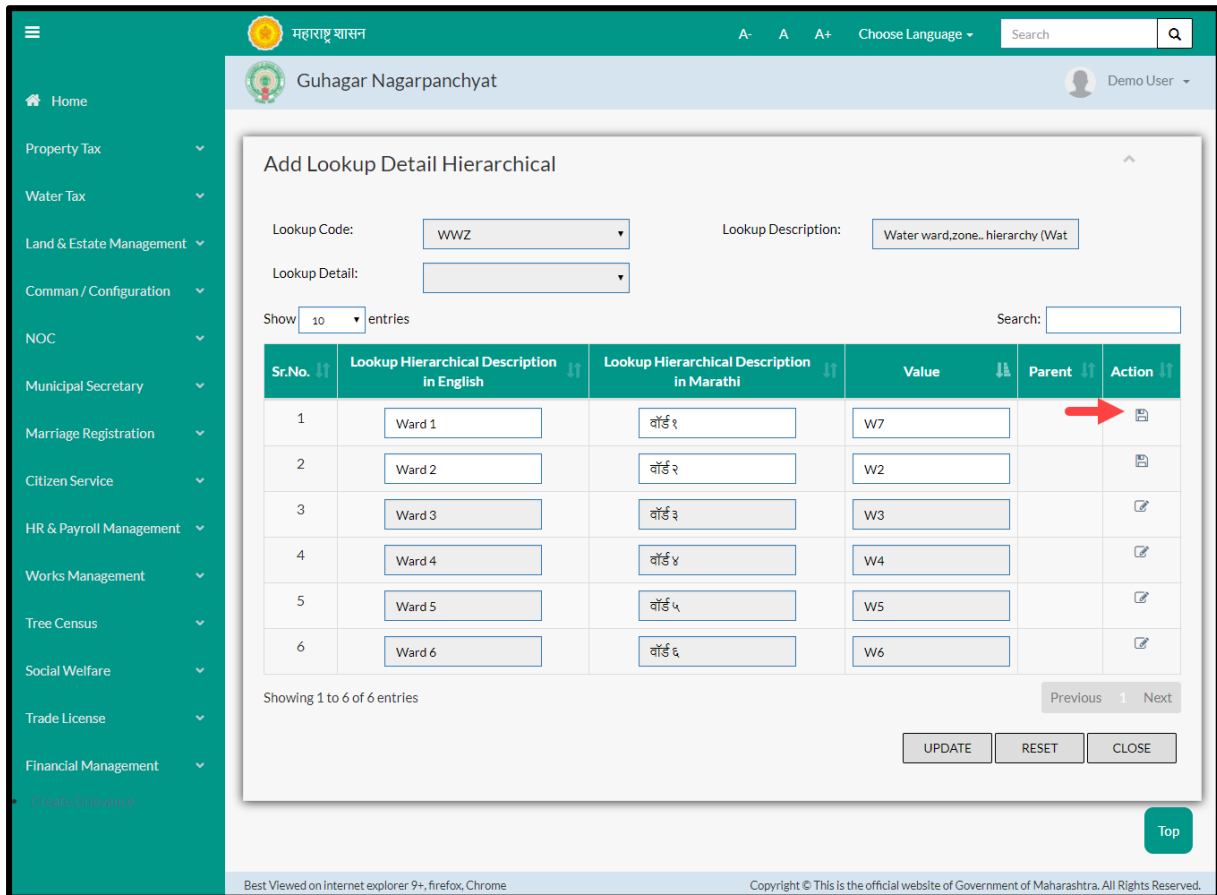
When clicked on action icon, fields namely "lookup hierarchical description in English", "lookup hierarchical description in English" and "value" will get editable as shown in below screen.

User need to again click on save option as highlighted in above screen to save the changes.

Note: Greyed out fields cannot be edited

 "**Reset**" option is used to clear the entered data on form

 "**Close**" option is used to close the form

7.3.2 ADD

User will have to click on "**Add**" option to add a new lookup Hierarchy in the system, Refer below screen to locate the add button

Below screen is displayed when clicked on "add" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Lookup Code	Select Lookup code from the dropdown (BUG/ WWZ etc.)
2.	Lookup Description	Non editable, auto fetched by system on basis of lookup code

3.	Lookup Detail	Select lookup detail from the dropdown
4.	Lookup hierarchical description in English	Enter Lookup hierarchical description in English
5.	Lookup hierarchical description in Marathi	Enter Lookup hierarchical description in Marathi
6.	Value	Enter Value
7.	parent	Only NA value is seen in dropdown

User can save the added Lookup Hierarchy by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

 "Reset" option is used to clear the entered data on form

"Close" option is used to close the form

8 Other

8.1 Locality Master

System provides the facility to define Locality of property. Master record once created cannot be deleted only admin has right to add update and inactive the record.

The need of locality master is to get the detailed description of address. The locality defined here will further be seen in location master.
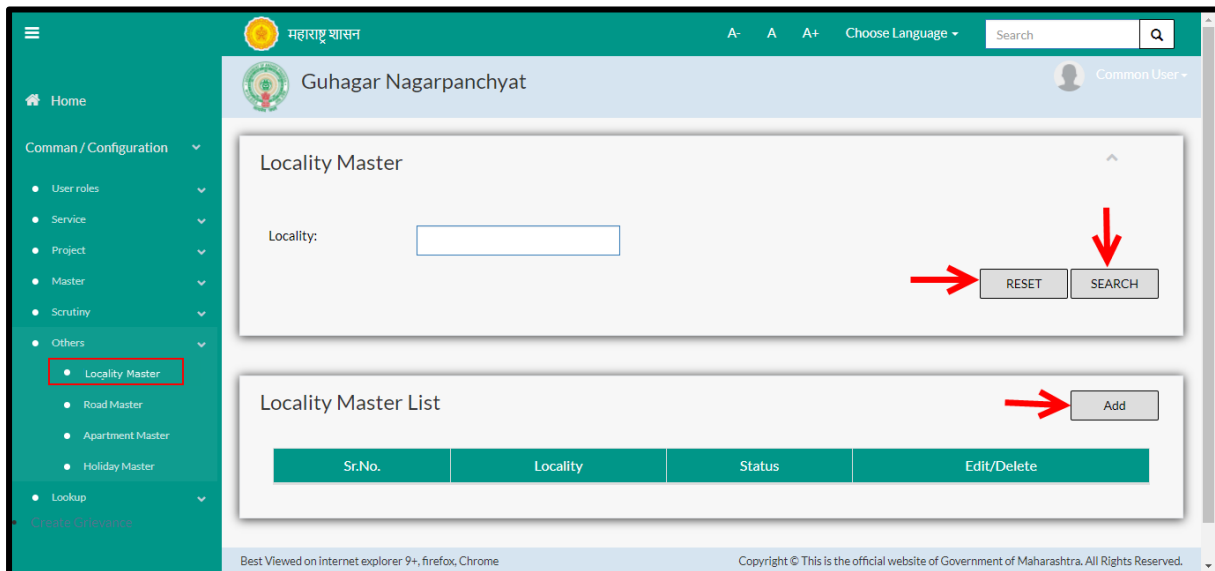
For example,

National Motor Driving School,
Near Mahima Virar Colony,
Ring Road 2,
Bilaspur-495001.
In above address, "near mahima colony" becomes the locality. It basically enhances and increases the appropriateness of an address

Follow the path: Department login→Common/Configuration→Other→ Locality Master

Below mentioned screen is displayed when clicked on "**Locality Master**"

User can search for any location through "**Search**" option as well as add a new Location in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

8.1.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

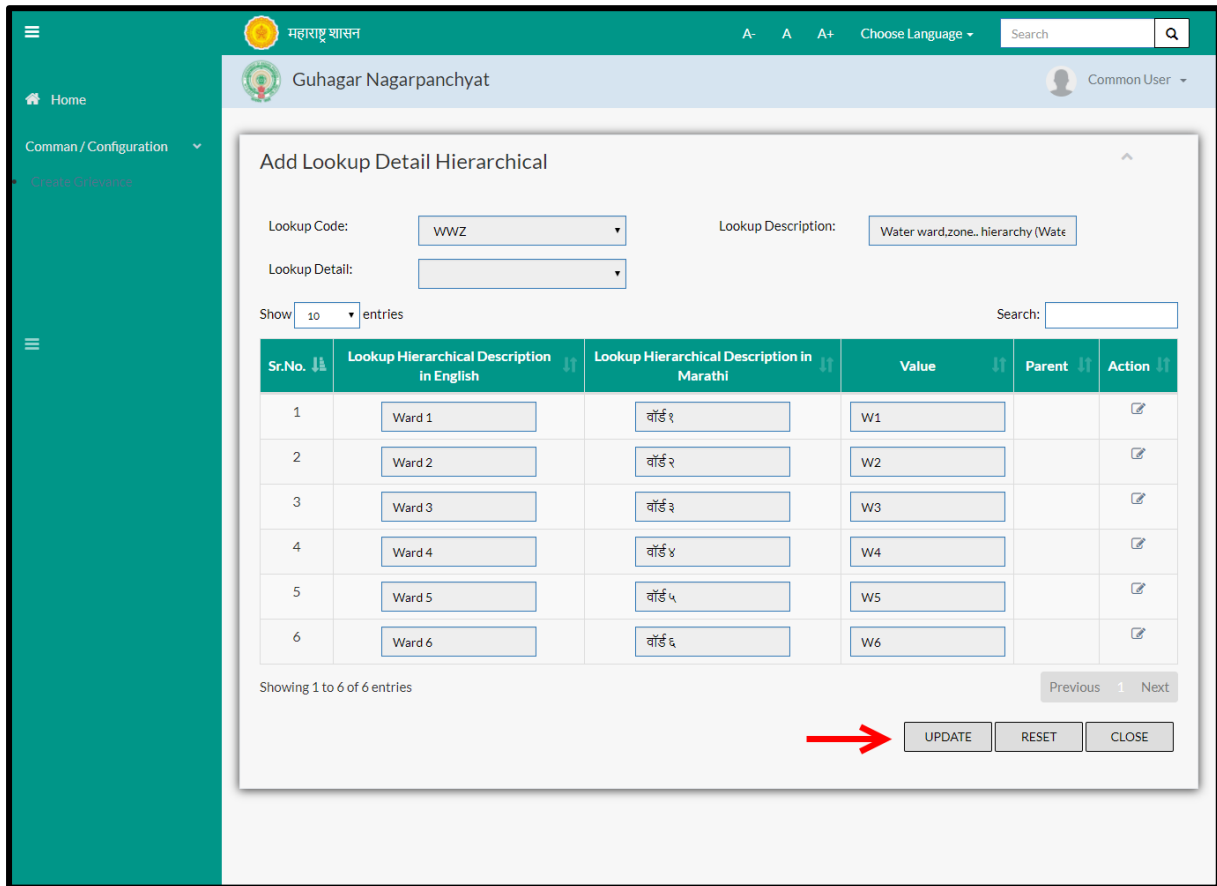Below screen will be displayed when clicked on **search** option.
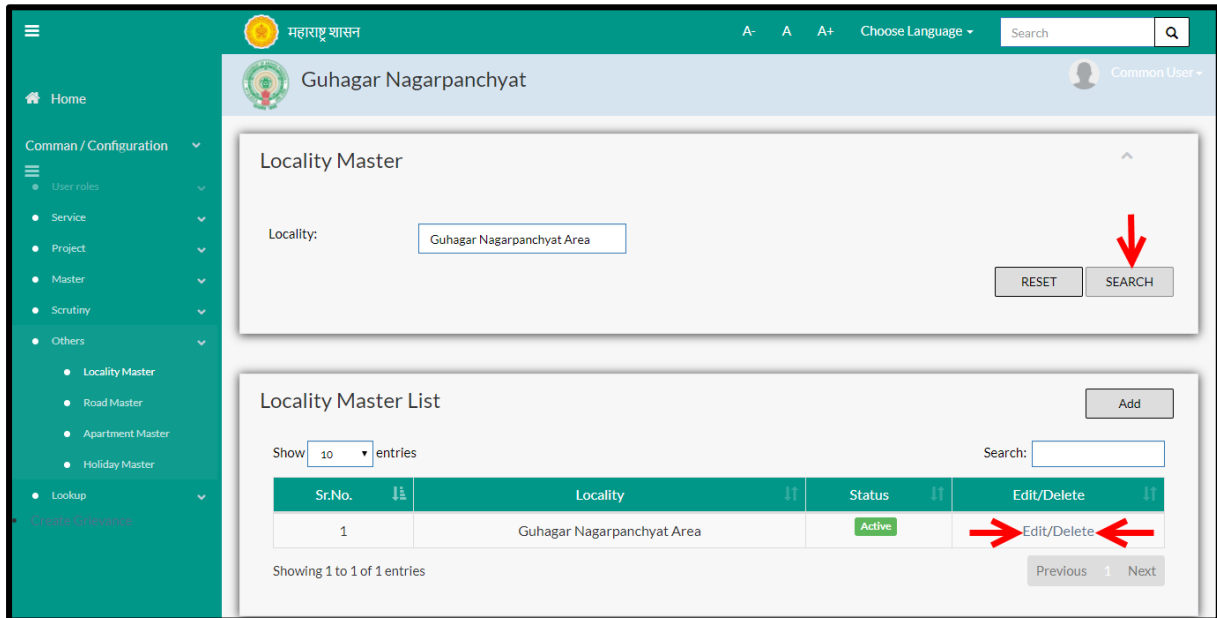
Enter the locality name and click on **"search"** option

The data present in the system as per the entered parameter will be displayed in Locality Master List section; user can edit as well as delete the location

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option
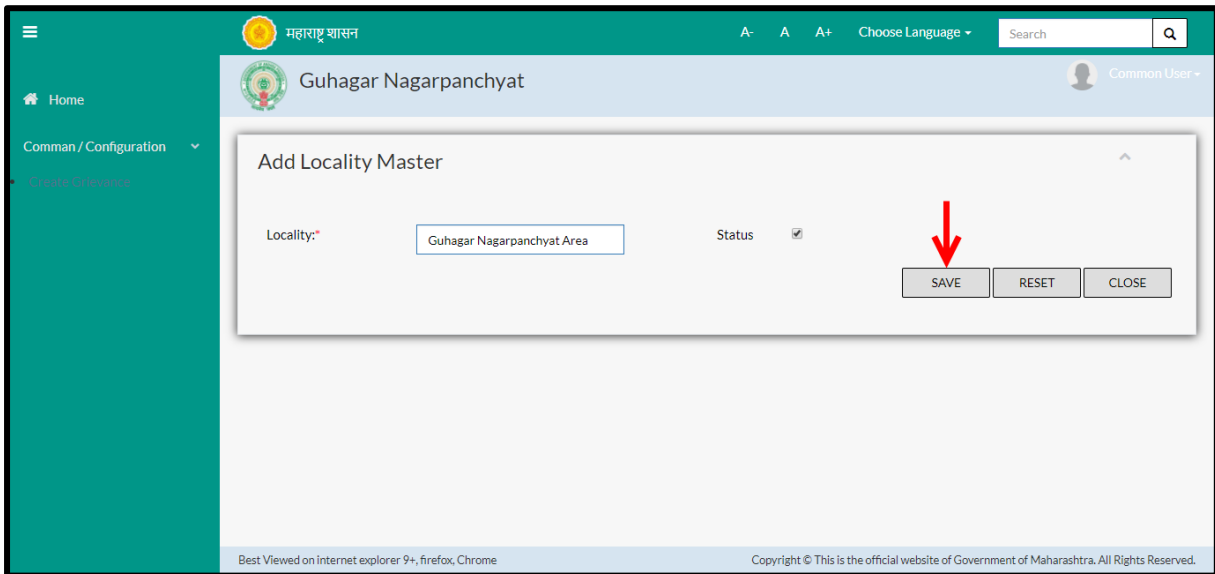
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Location Master - Edit		
1.	Locality	Enter locality name
2.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

Once clicked on delete option, "status" of the locality will be changed to **inactive**. Also, a message will be displayed by the system saying "deleted successfully"

Within application record is ideally inactive

8.1.2 ADD

User will have to click on "**Add**" option to add a new location in the system, Refer below screen to locate the add button
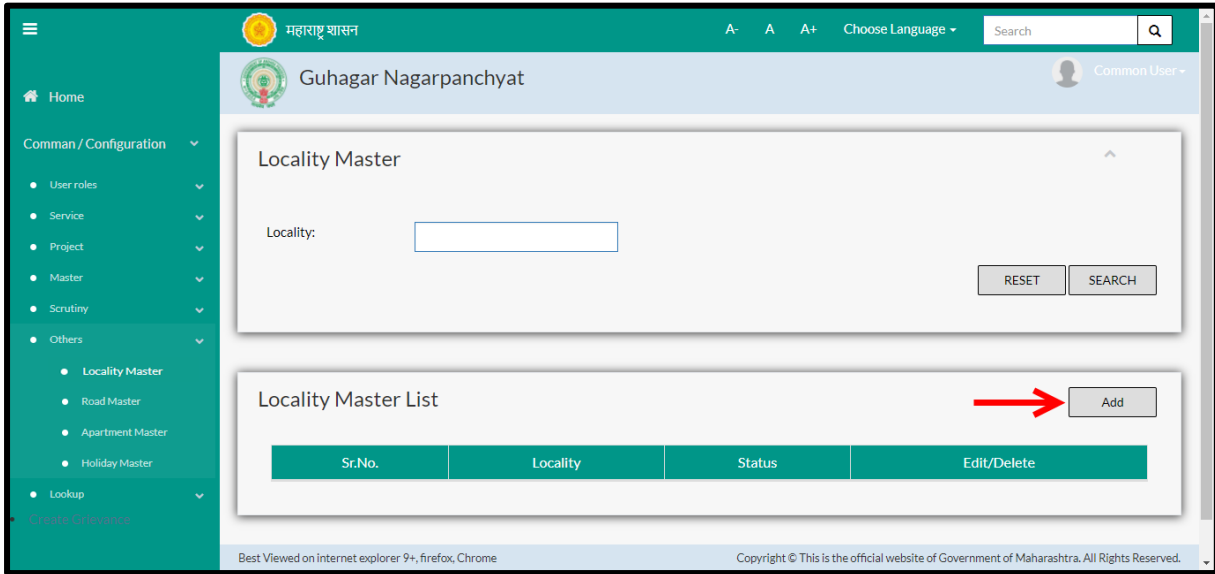
Below screen is displayed when clicked on "**add**" button
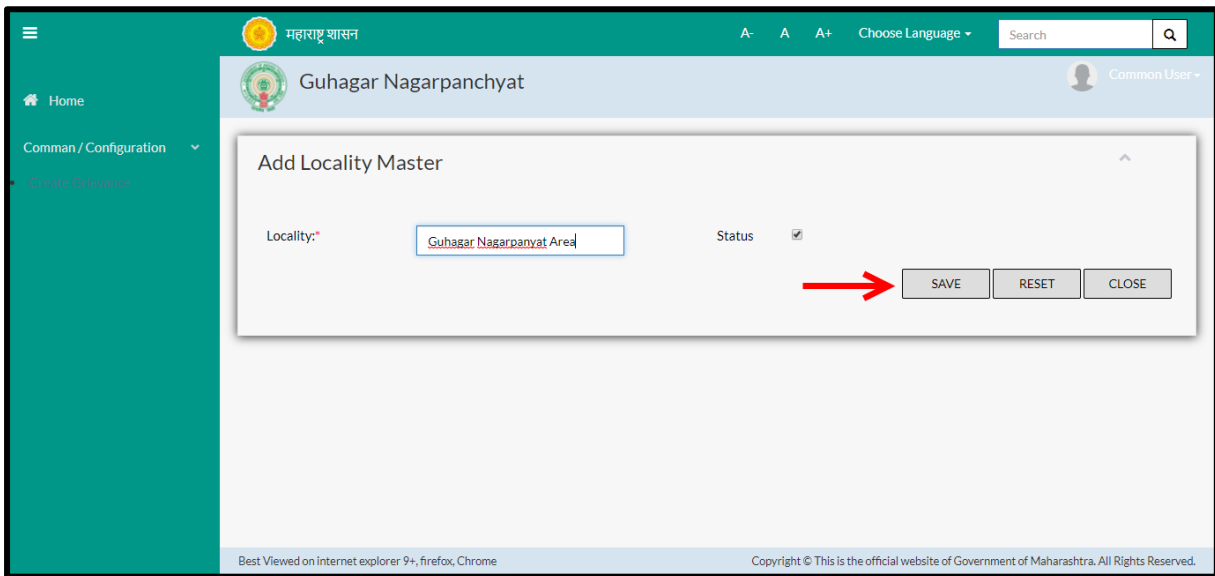
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Location Master - Add		
1.	Locality	Enter locality name
2.	Status	Check/uncheck the status

User can save the added Location by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form
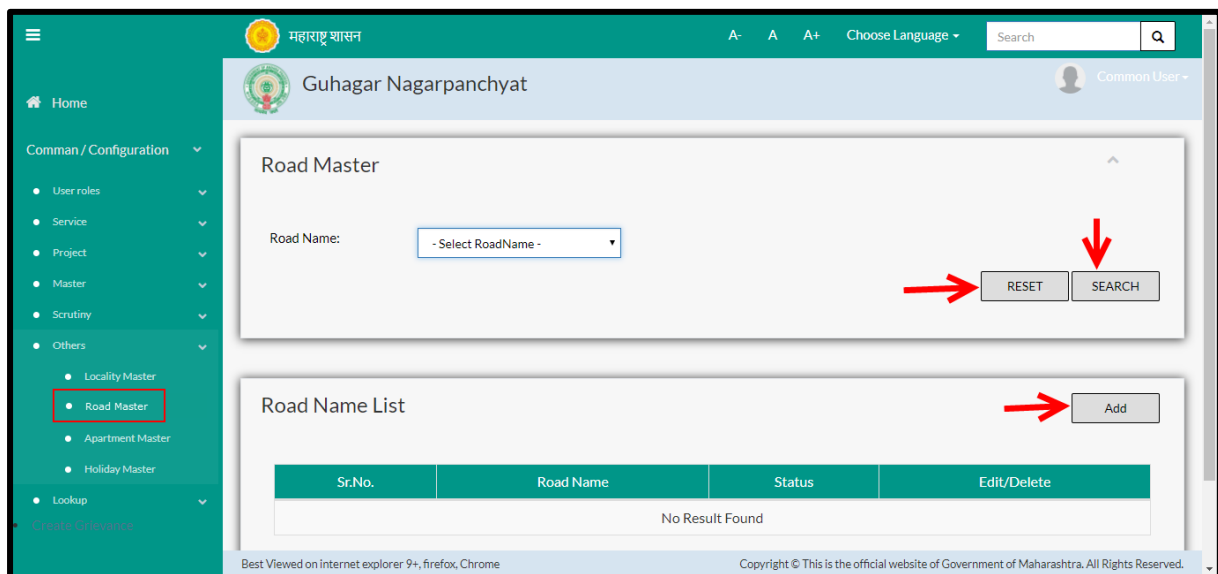
"**Close**" option is used to close the form

8.2   Road Master

System provides the facility to define Road near to property. Master record once created cannot be deleted only admin has right to add update and inactive the record.

Follow the path: Department login→Common/Configuration→Other→ Road Master

Below mentioned screen is displayed when clicked on "**Road Master**"

User can search for any road through "**Search**" option as well as add a new Road in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

8.2.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
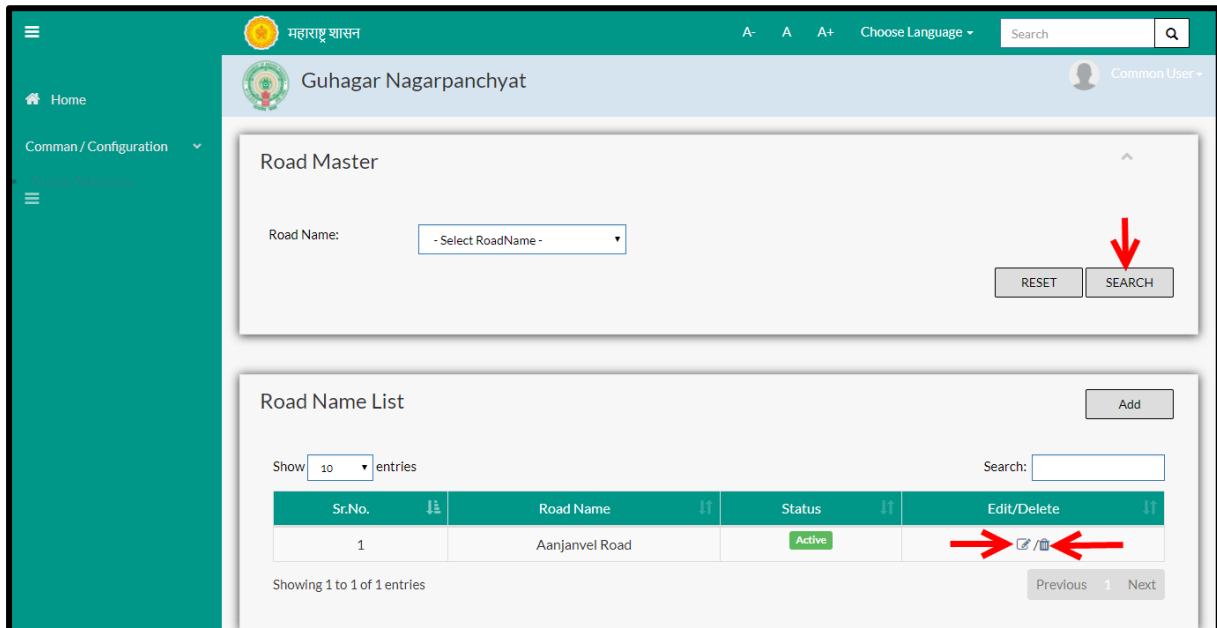
Select the road name from the dropdown and click on **search** option. Dropdown values are namely "Subhash Chandra Road", "T G Road etc".

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit as well as delete the location

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option
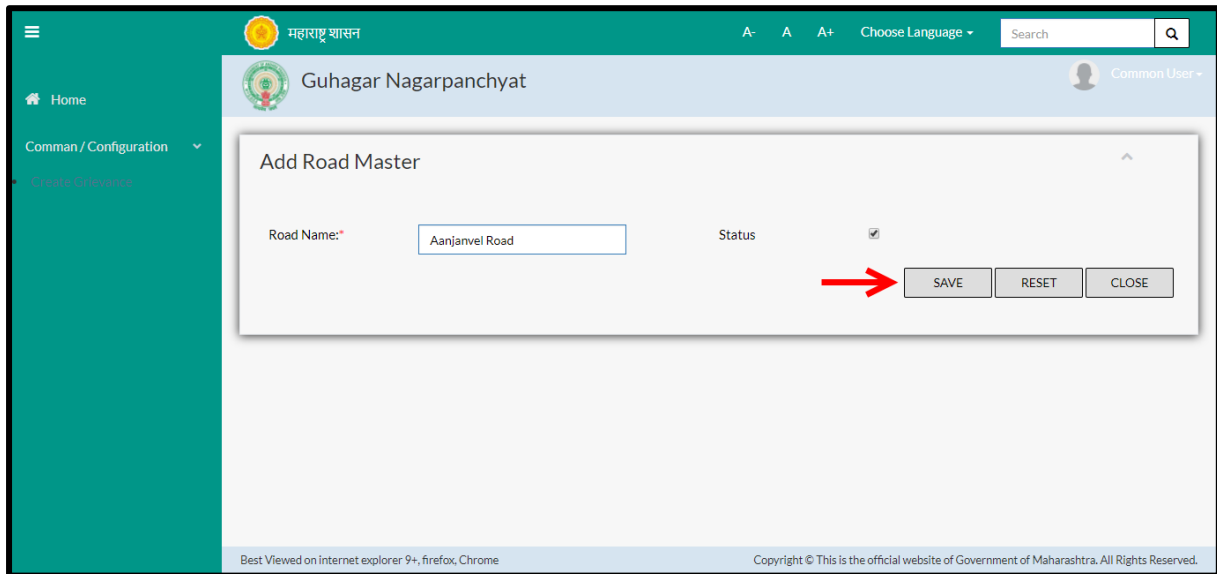
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Road Master- Edit		
1.	Road name	Enter road name
2.	Status	Check/ uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

 "**Close**" option is used to close the form

➢ Below is the description for "**Delete**" option

There is no screen for delete in the system, when clicked on delete option, the record gets deleted and status becomes inactive.

Once clicked on delete option, "status" of the road will be changed to **inactive**. Also, a message will be displayed by the system saying "deleted successfully"

Within application record is ideally inactive

8.2.2 ADD

User will have to click on "**Add**" option to add a new Road in the system, Refer below screen to locate the add button.
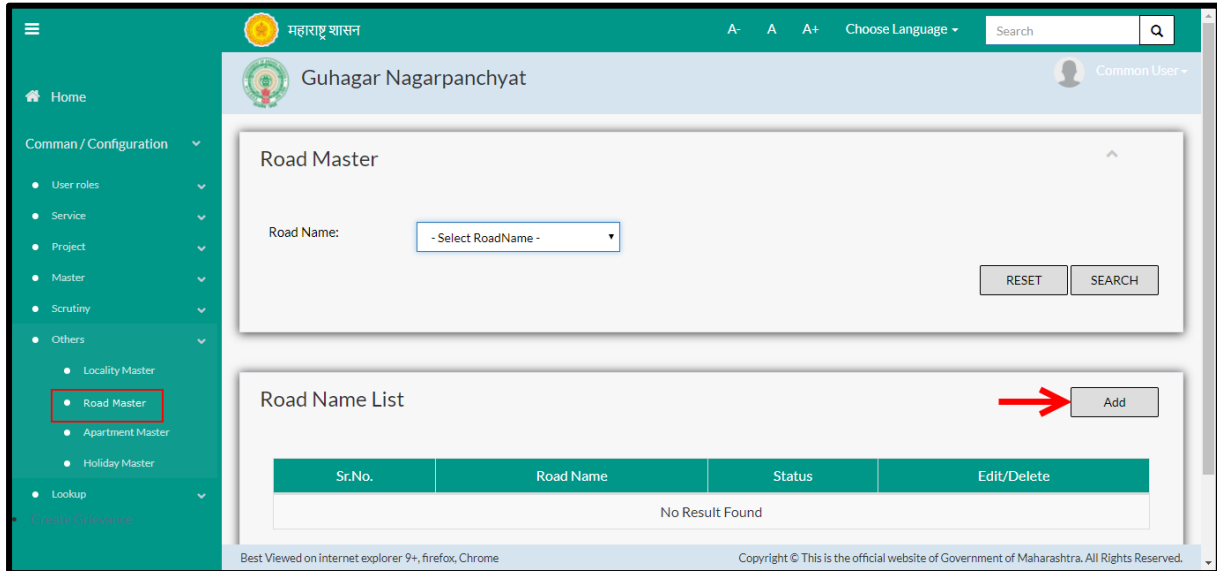
Below screen is displayed when clicked on "**add**" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
Road Master- Add		
1.	Road name	Enter road name
2.	Status	Check/ uncheck the status

User can save the added Road by clicking the "**Save**" button, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

 "**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

8.3   Apartment Master

System provides the facility to define Apartment / Complex name. Master record once created cannot be deleted only admin has right to add update and inactive the record.

Follow the path: Department login→Common/Configuration→Other→ Apartment Master

Below mentioned screen is displayed when clicked on "**Apartment Master**"

User can search any Apartment through "**Search**" option as well as add a new Apartment in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

8.3.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.

Enter the Apartment/Complex Name and click on **"search"** option

The data present in the system as per the entered parameter will be displayed in Apartment/Complex section; user can edit as well as delete the Apartment

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option
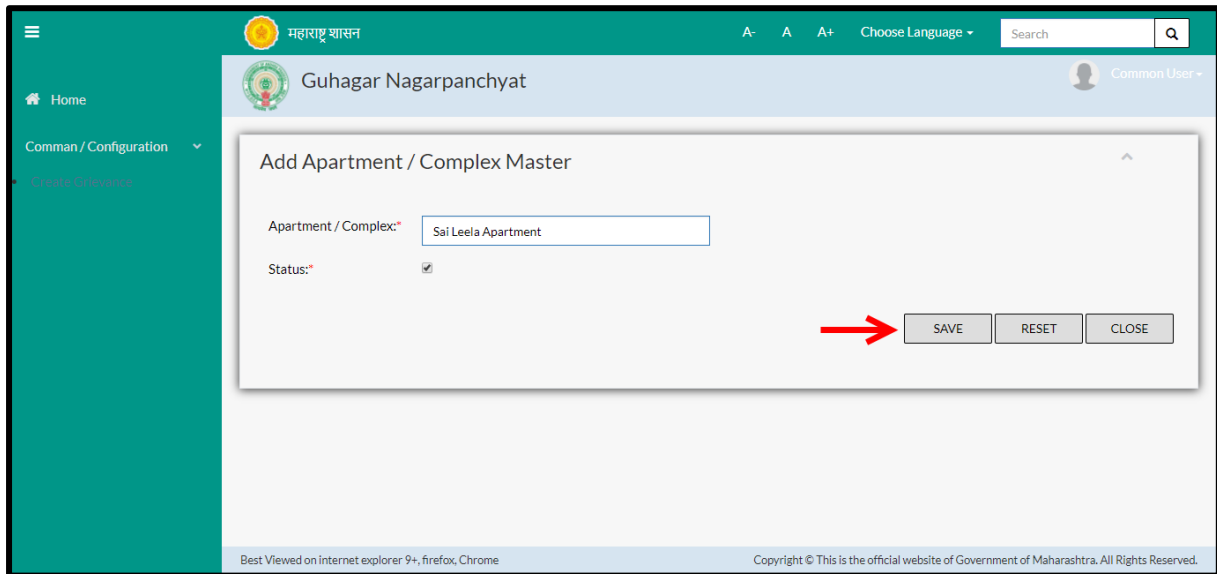
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Apartment Master – Edit		
1.	Apartment/Complex	Enter Apartment/Complex name
2.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below is the description for "**Delete**" option

➢ There is no screen for delete in the system, when clicked on delete option, the record gets deleted and status becomes inactive.

Once clicked on delete option, "status" of the Apartment will be changed to **inactive**. Also, a message will be displayed by the system saying "deleted successfully"

Within application record is ideally inactive

8.3.2 ADD

User will have to click on "**Add**" option to add a new Apartment in the system, Refer below screen to locate the add button
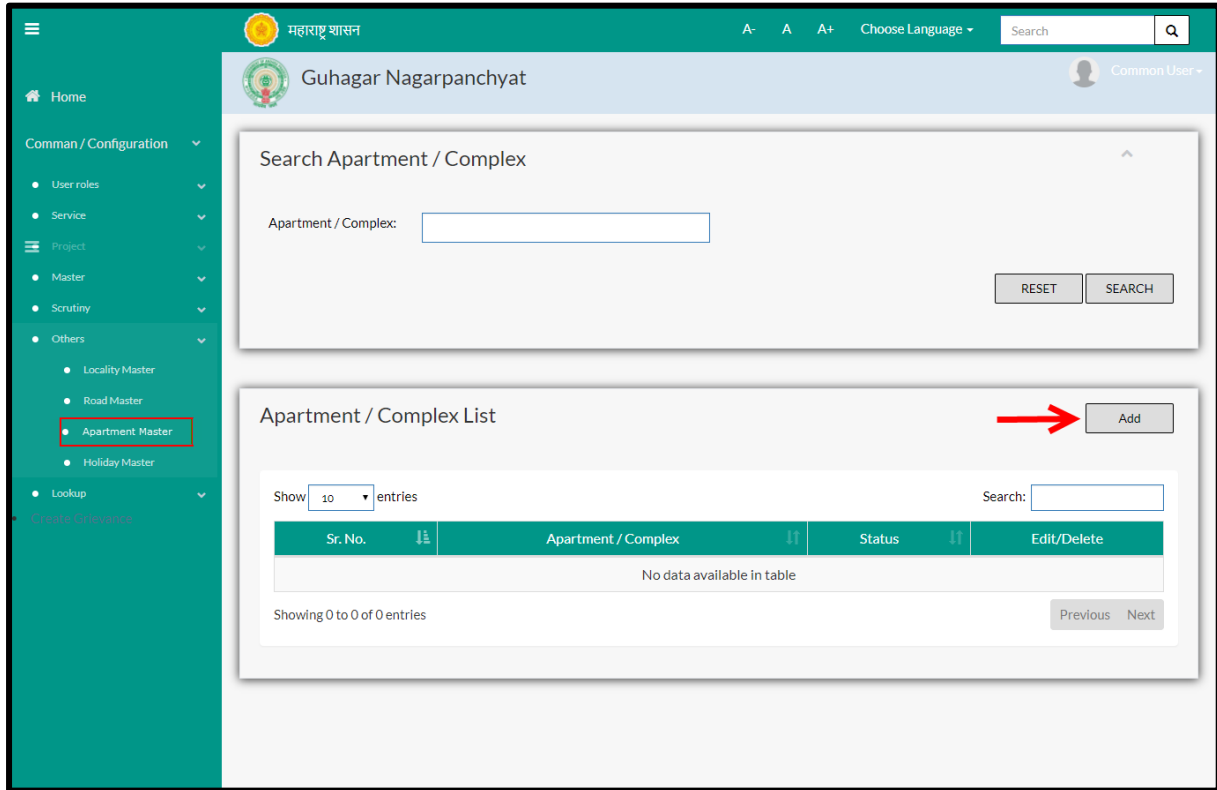
Below screen is displayed when clicked on **add** button
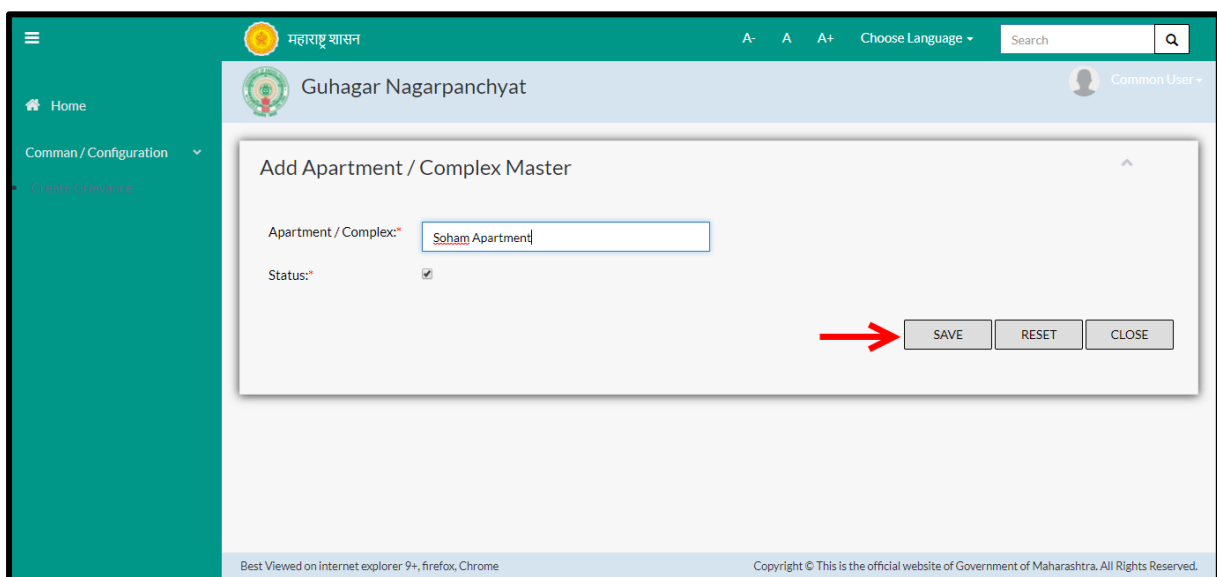
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Apartment/Complex	Enter Apartment/Complex name
2.	Status	Check/uncheck the status

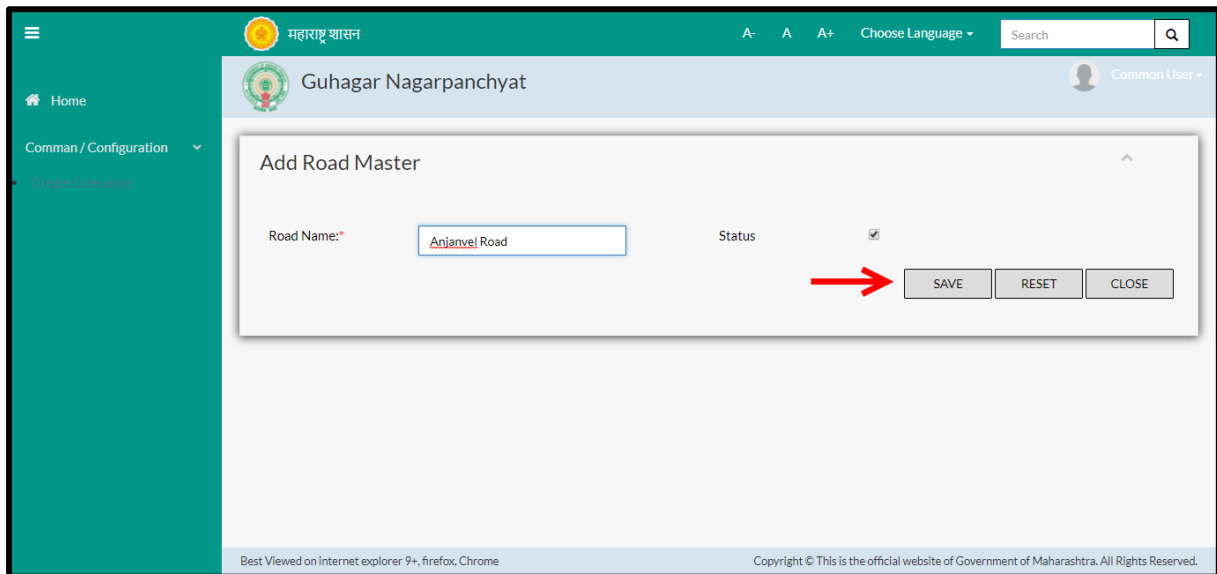User can save the added Apartment by clicking the "**Save**" button, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

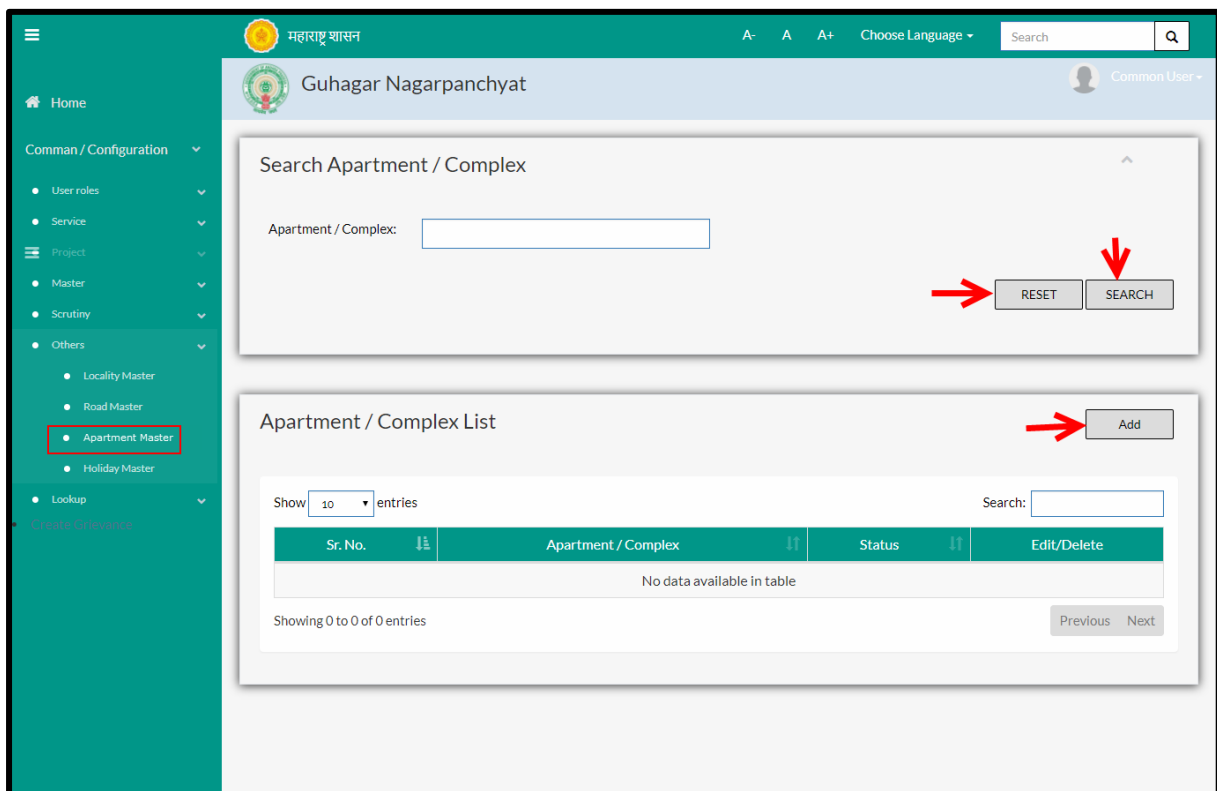"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

8.4   Holiday Master

Holiday Master allows user to capture Full days, Half Days, 2nd and 4th Saturday and All Sunday's in the ULB. These defined holidays are considered while calculating due date of property and water bill's. Receipt entry is not allowed on this week off days. Even these dates are used at the time of scrutiny definition.

In scrutiny process the impact of holidays defined in holiday master is seen in SLA calculation.

For example:

For level 1, SLA is defined as 3 days i.e. (07-03-2018 to 09-03-2018) In this pre-defined SLA if holiday (Full Day) exists then the SLA will be automatically increased with one day so now the final SLA date will be 10-03-2018.

Follow the path: Department login→Common/Configuration→ Other→ Holiday Master

Below mentioned screen is displayed when clicked on "**Holiday Master**"
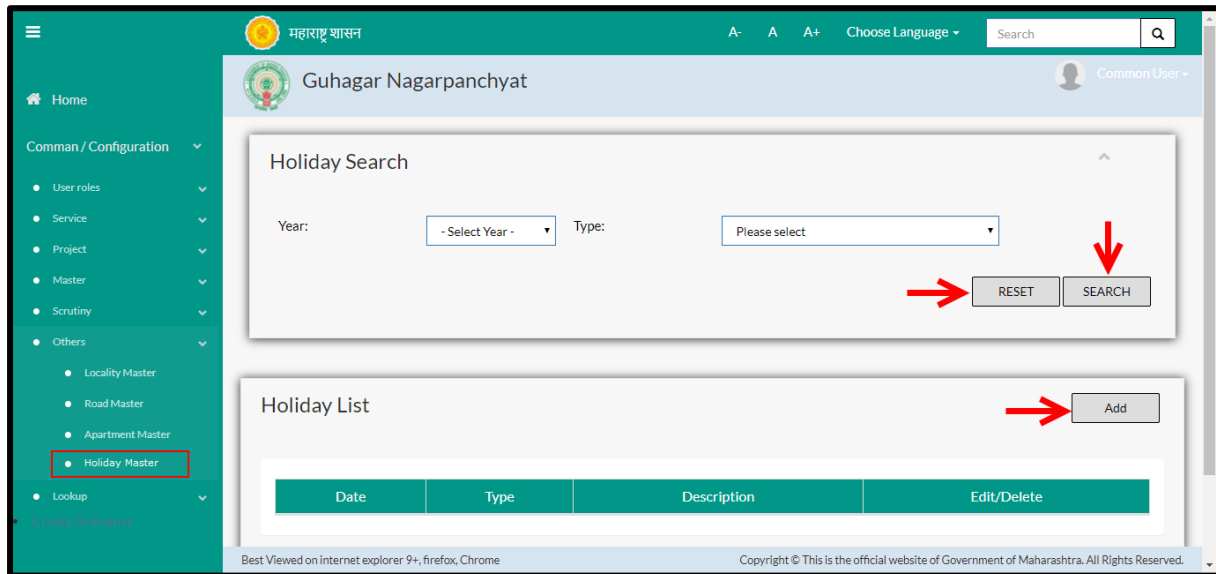
User can search any Holiday through "**Search**" option as well as add a new Holiday in the system using "**Add**" option.
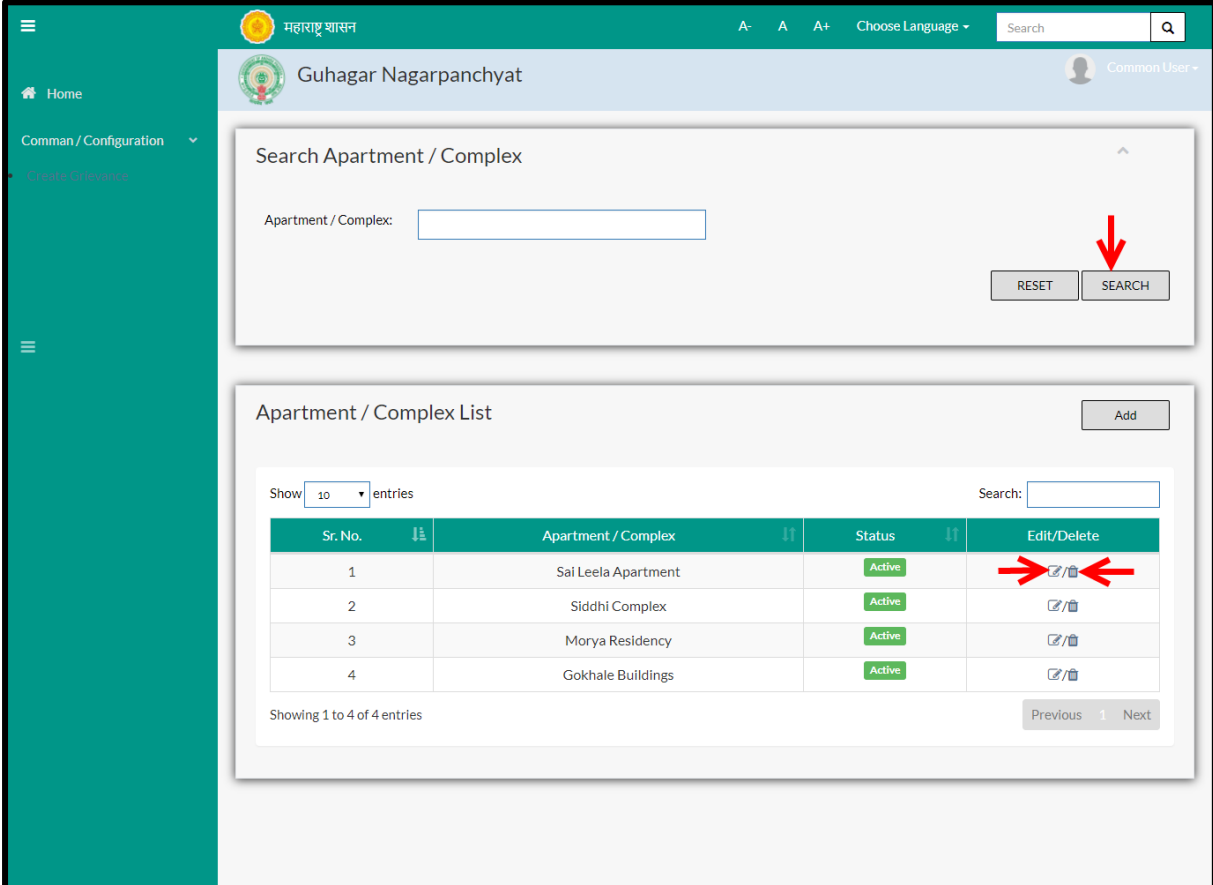
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

8.4.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.
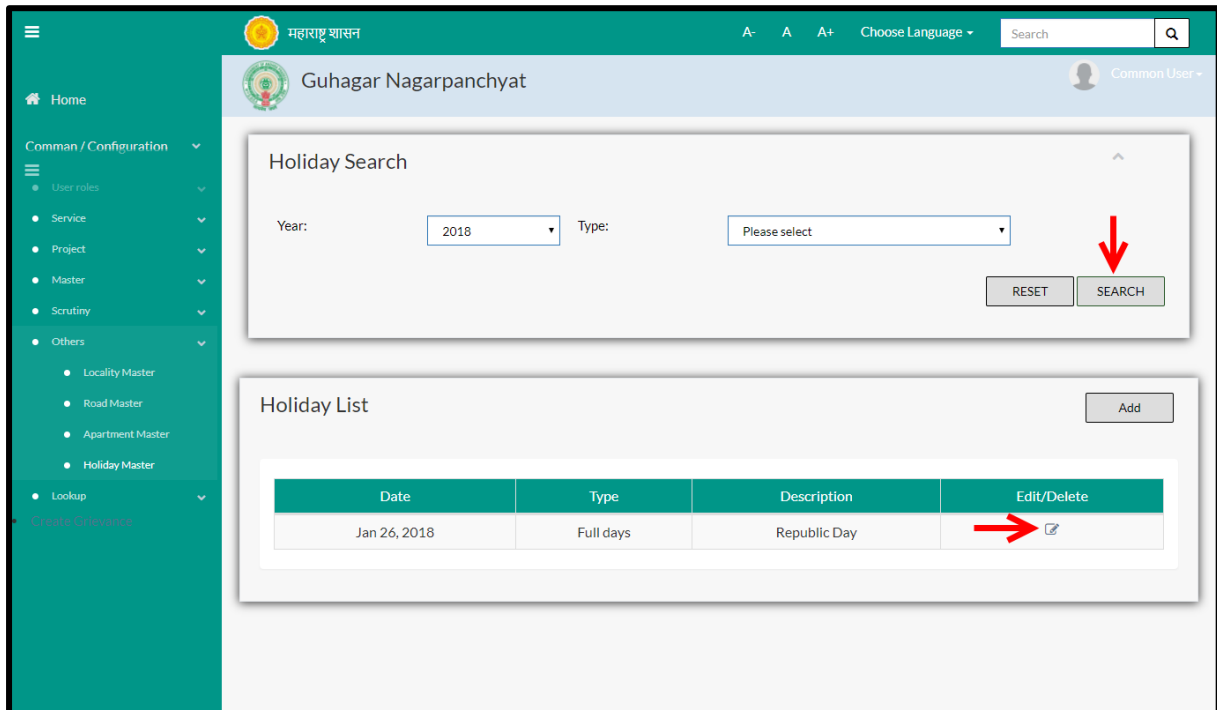
Note: All parameters are not mandatory for searching the Holiday, user can select as per the preference.

Sr. No	Field Name	Description
1.	Year	Select year from the dropdown (2017/2018/2019 etc.)
2.	Type	Select Year from the dropdown (Full Day/Half day/2nd Saturday/4th Saturday/All Sundays)

The data present in the system as per the entered parameter will be displayed in Holiday Master List section; user can edit the holiday but cannot delete the same

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

Below screen appears when clicked on "**Edit**" option
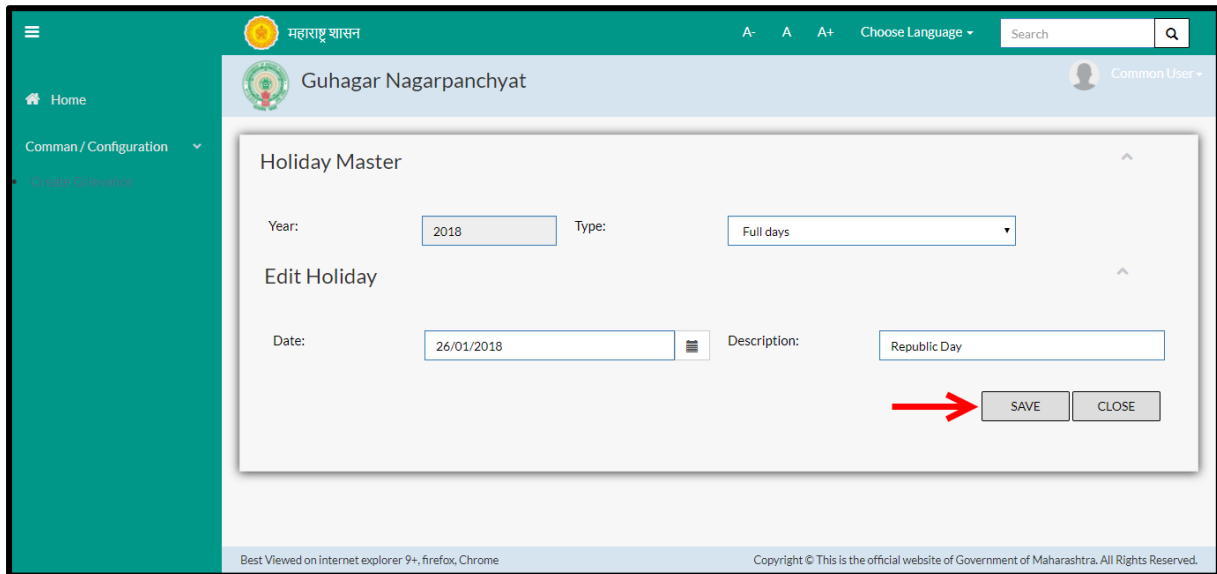
Note: Greyed out fields cannot be edited

Below is the description of all the fields present on form

Sr. No	Field Name	Description
Holiday Master - Edit		
1.	Year	Non editable
2.	Type	Select the type from the dropdown (Full Days/half days/2nd Saturdays/4th Saturdays/all Sundays)
3.	Date	Select the date from date picker or enter the date manually
4.	Description	Enter the description for the holiday

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

Delete screen- functionality not present

8.4.2 ADD

User will have to click on "**Add**" option to add a new Holiday in the system, Refer below screen to locate the add button
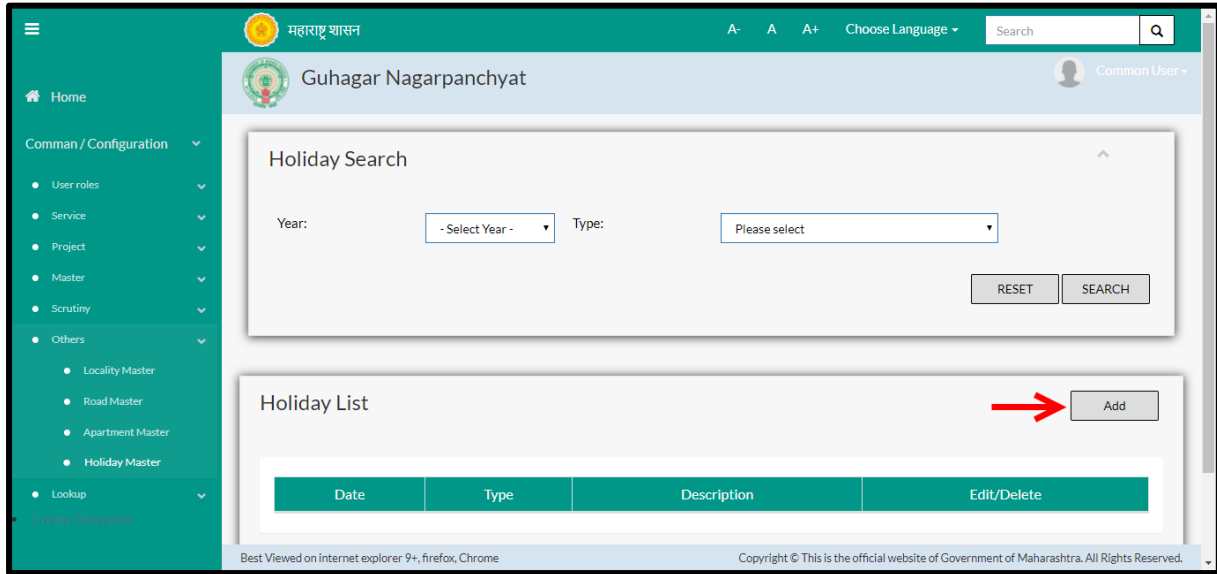
Below screen is displayed when clicked on "**Add**" option
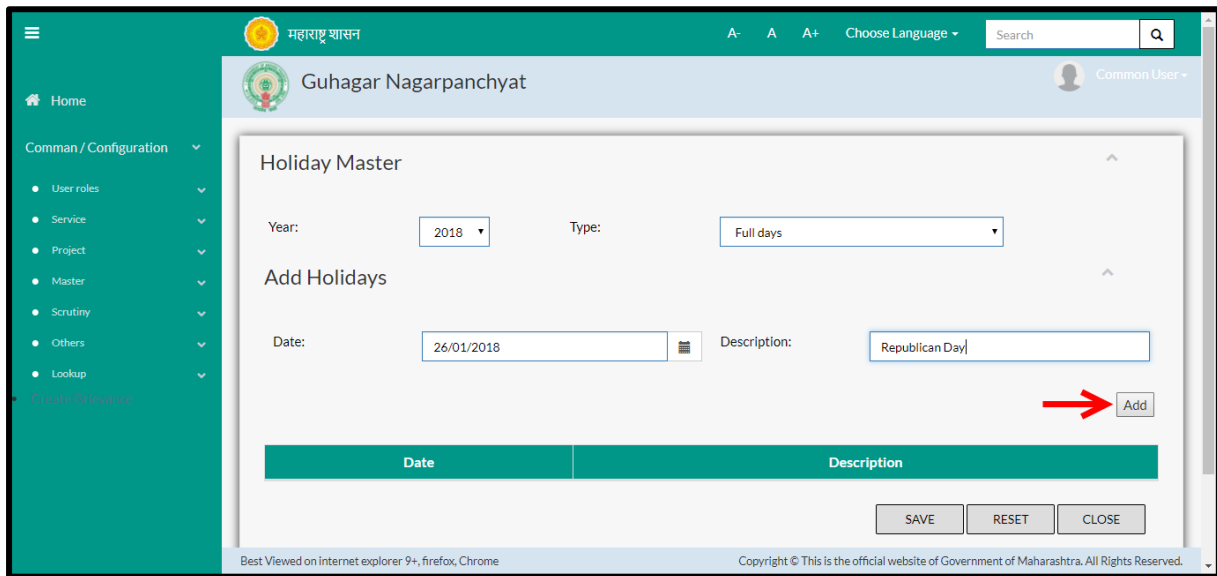
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Holiday Master - Add		
1.	Year	Select the year from the dropdown (2018,2017 etc.)

2.	Type	Select the type from the dropdown (Full Days/half days/2nd Saturdays/4th Saturdays/all Sundays)
3.	Date	Select the date from date picker or enter the date manually
4.	Description	Enter the description for the holiday

The add button highlighted with an arrow in above screen is used to add another holiday in the system. You can add n number of holidays at a time

User can save the added holiday by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"Close" option is used to close the form

9 User Roles

9.1 Designation Master

The functionality is defined for State Level, wherein the system will capture all the designation.

Follow the path: Department login→ Common/Configuration→User Roles → Designation Master

Below mentioned screen is displayed when clicked on "**Designation Master**"

User can search any Designation through "**Search**" option as well as add a new designation in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.1.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.
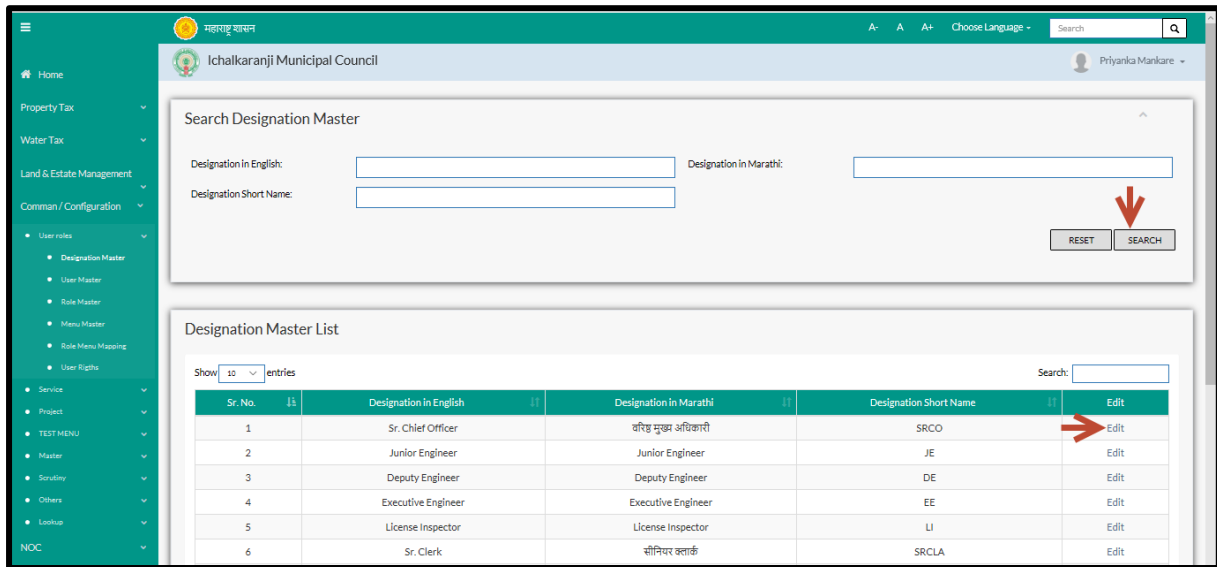
**Note: All parameters are not mandatory for searching the Designation, user can select as per the preference.**

Sr. No	Field Name	Description
1.	Designation in English	Enter Designation in English
2.	Designation in Marathi	Enter Designation in Marathi
3.	Designation Short Name	Enter Designation Short Name

The data present in the system as per the entered parameter will be displayed in Designation Master List section; user can edit any designation

➢ Below screen appears when clicked on "**Edit**" option
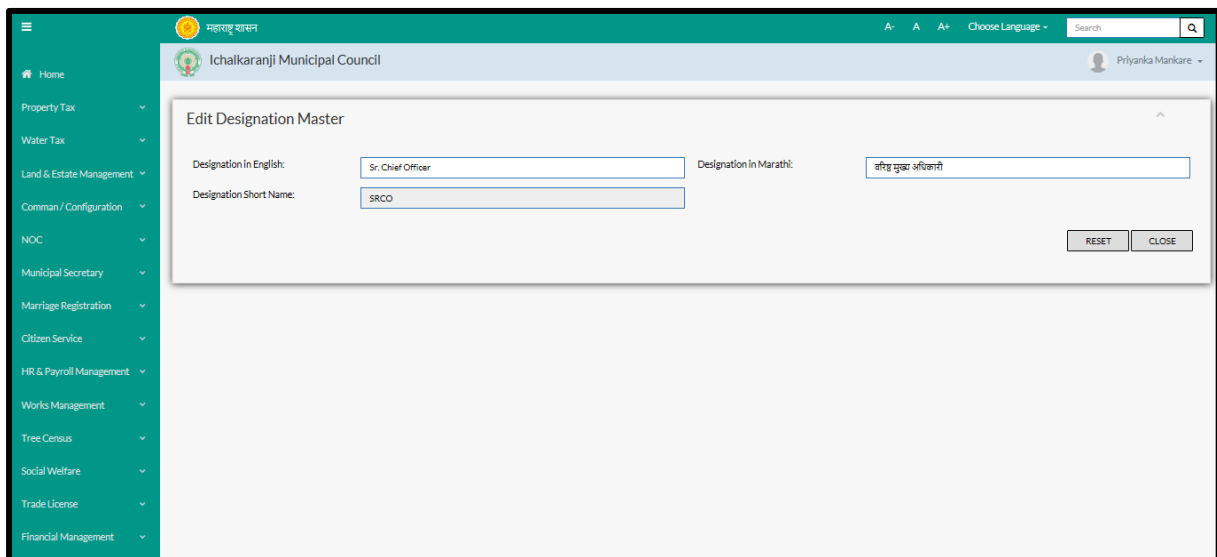
Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Designation in English	Enter Designation in English
2.	Designation in Marathi	Enter Designation in Marathi
3.	Designation Short Code	Non editable

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

**"Reset"** option is used to clear the entered data on form

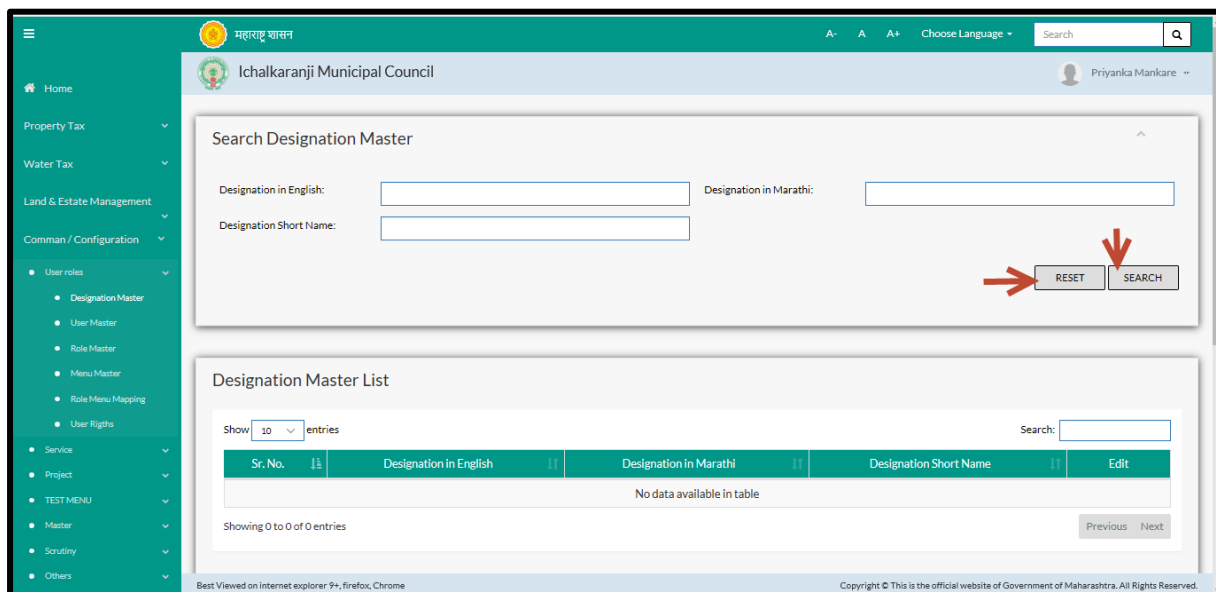"**Close**" option is used to close the form

9.1.2 ADD

Add functionality not present

9.2 User Master

System provides the facility to create Citizen Login and Employee login to view or apply for their respective services.

In this system, to create the password for "Employee" it can be either entered by the user or by clicking on Auto Generate button system will Automatically generate the password and it will be displayed as (*******) in both Password and Confirm Password field.

If the "Employee" fails to login into the system 3 times then automatically it will disable the citizen's login and the admin has the right to unlock the account.

If the Citizen fails to login using either username and password then the user needs to click on "Forgot Password?" button and it will ask the Citizen to enter the registered Email id and Mobile Number and the user gets an Email and message on Mobile stating the "Username" and "Password" and then using this credential the citizen is allowed to reset his/her login credential.
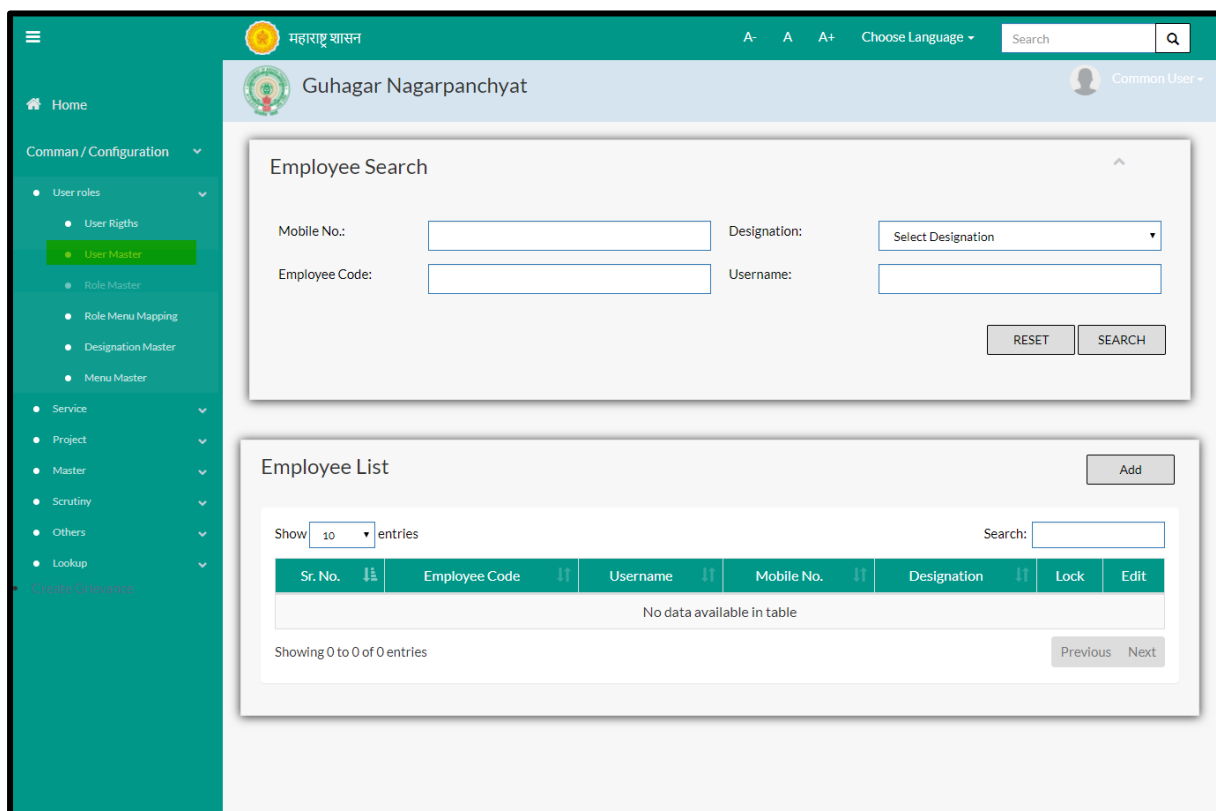
If in case the Citizen forgets "Username" but remembers the password then citizen should click on "Forgot Password?" button and it will ask the Citizen to enter the registered Email id and Mobile Number an "OTP" is send to the registered Email id and Mobile Number and after entering the "OTP" citizen gets

message on Email id and Mobile Number and then using this password the citizen is allowed to reset his/her password.

In Employee Login, Expiry date is the date on which the account of the "Employee" will be expired.

Follow the path: Department login→ Common/Configuration→ User Roles → User Master

Below mentioned screen is displayed when clicked on "**User Master**"

User can search for any employee through "**Search**" option as well as add a new employee in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.2.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
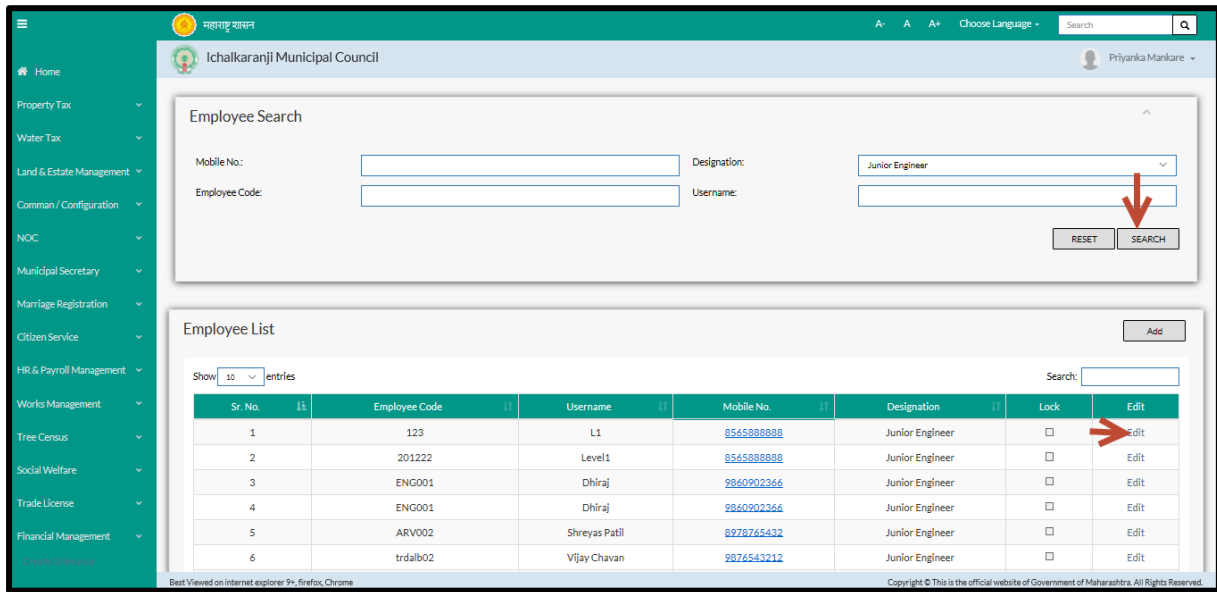
Note: All parameters are not mandatory for searching the Employee, user can select as per the preference Sr. No	Field Name	Description
1.	Mobile No	Enter mobile number
2.	Designation	Select designation from the dropdown (Senior Engineer, Junior Engineer, Clerk etc.)
3.	Employee Code	Enter employee code
4.	Username	Enter Username

The data present in the system as per the entered parameter will be displayed in Employee List section; user can edit the employee data

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Employee Name	Enter Employee
2.	User Name	Enter User Name
3.	Address Line1	Enter Address Line1
4.	Address Line2	Enter Address Line2
5.	Pin Code	Enter Pin Code
6.	Email Id	Enter Email Id
7.	Mobile No	Enter Mobile No
8.	Designation	Select designation from the dropdown (Admin/clear/engineer/driver)
9.	Employee Code	Enter Employee Code
10.	UID	Enter UID
11.	Password	Non editable
12.	Confirm Password	Non editable
13.	Expiry Date	Select expiry date from the date picker or enter date manually
14.	Scan Signature	Scan the signature
15.	Lock	Check/uncheck the lock option

User can save the edited data by clicking the "**Update"** button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

9.2.2 ADD

User will have to click on "**Add**" option to add a new Employee in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option
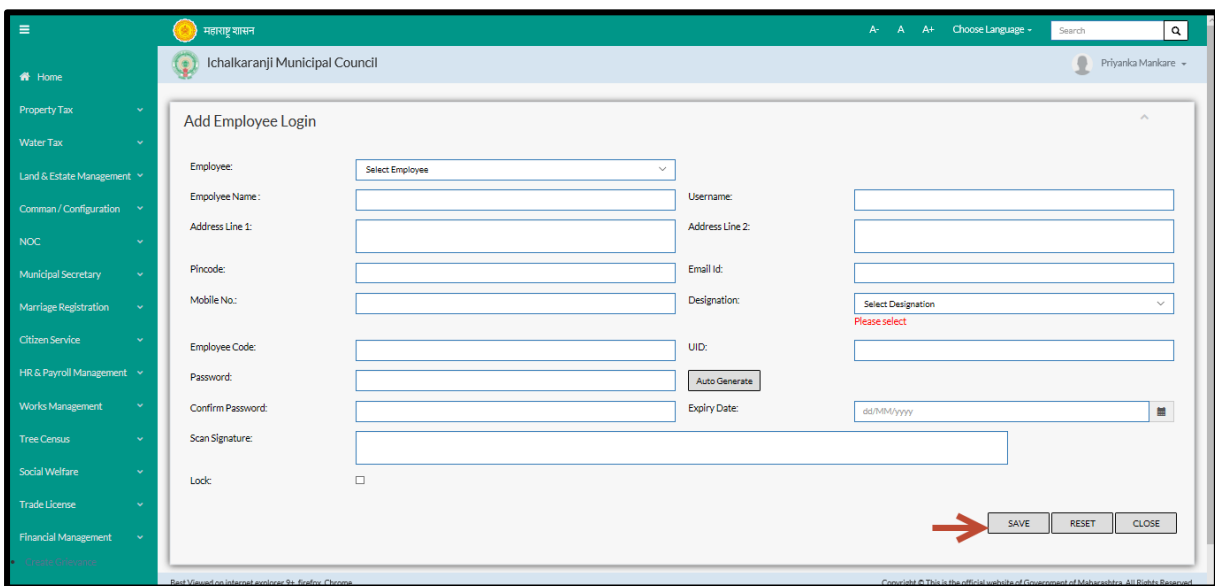
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Employee	Select employee from the drop down
2.	Employee Name	Enter Employee
3.	User Name	Enter User Name
4.	Address Line1	Enter Address Line1
5.	Address Line2	Enter Address Line2
6.	Pin Code	Enter Pin Code
7.	Email Id	Enter Email Id
8.	Mobile No	Enter Mobile No
9.	Designation	Select designation from the dropdown (Admin/clear/engineer/driver)
10.	Employee Code	Enter Employee Code
11.	UID	Enter UID
12.	Password	Click on auto generate option to generate the password
13.	Confirm Password	Renter the password
14.	Expiry Date	Select expiry date from the date picker or enter date manually
15.	Scan Signature	Scan the signature
16.	Lock	Check/uncheck the lock option

User can save the added Employee by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

9.3   Role Master

This master will enable to create roles.

Follow the path: Department login→ Common/Configuration→user Roles → Role Master

Below mentioned screen is displayed when clicked on "**Role Master**"

User can search any role through "**Search**" option as well as add a new role in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.3.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

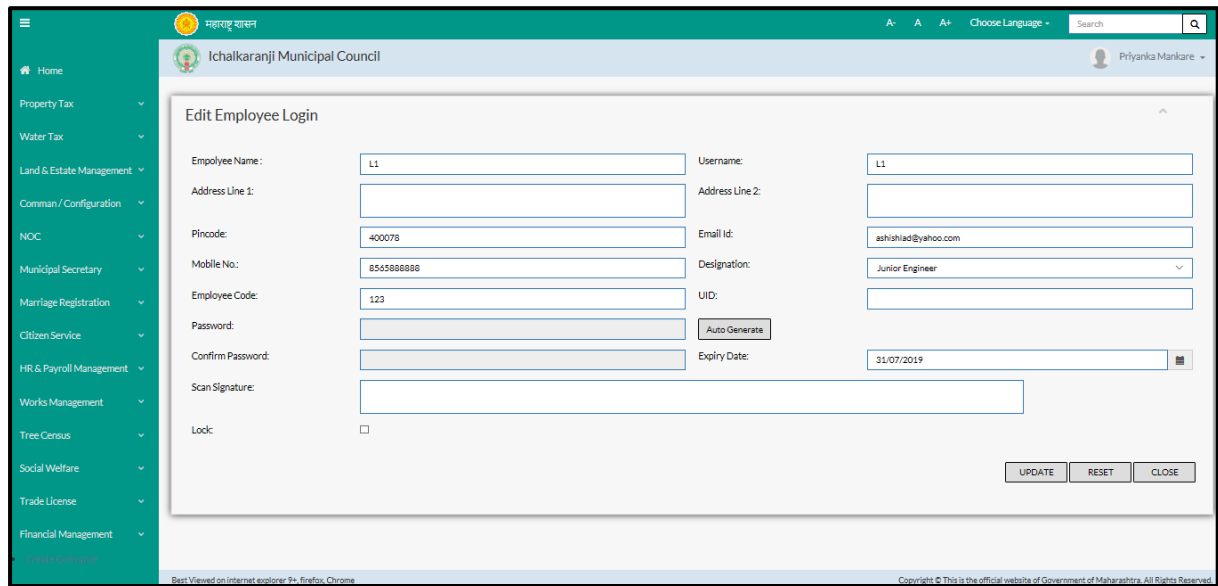Below screen will be displayed when clicked on **search** option.
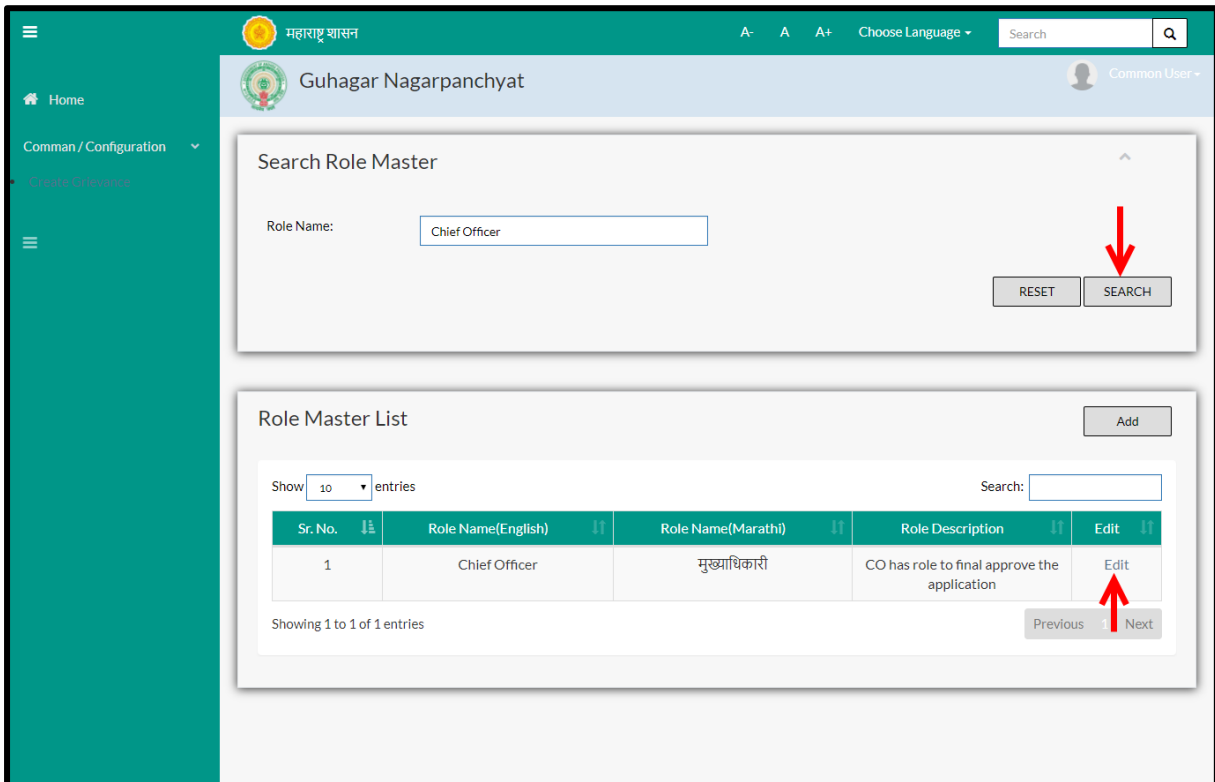
Note: All parameters are not mandatory for searching the Role, user can select as per the preference

Enter Role name and click on search option.

The data present in the system as per the entered parameter will be displayed in Role Master List section; user can edit the role

➢ Below screen appears when clicked on "**Edit**" option
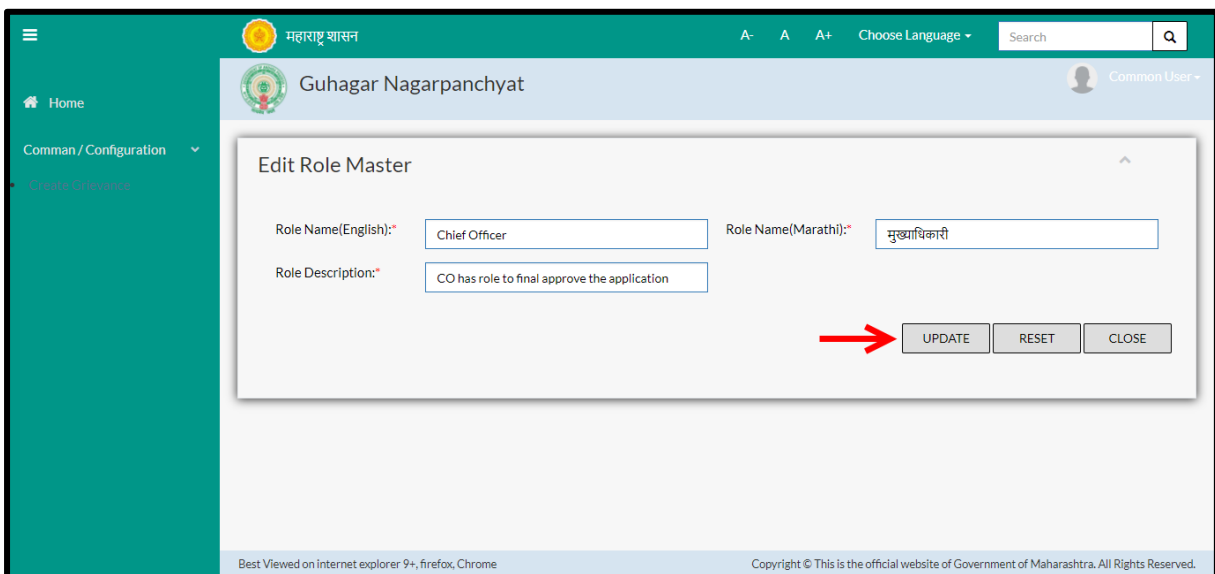
Below is the description of all the fields present on form

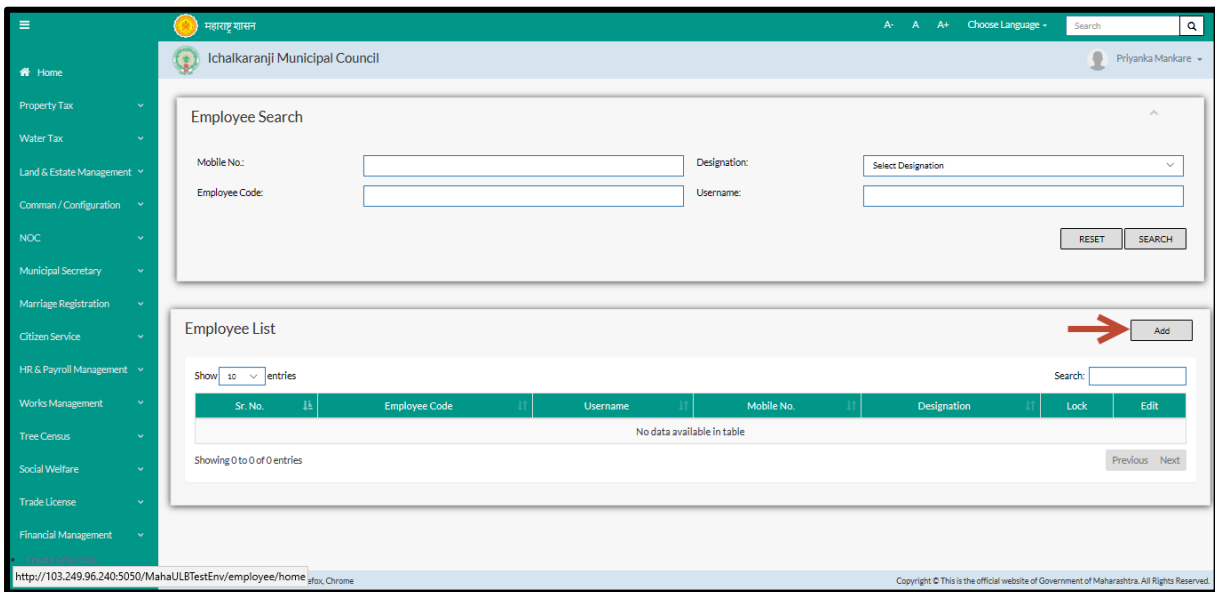| Sr. No	Field Name	Description
1.	Role Description	Enter Role Description
2.	Role Name(English)	Enter Role Name in English
3.	Role Name(Marathi)	Enter Role Name in Marathi

User can save the edited data by clicking the "**update**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

**"Reset"** option is used to clear the entered data on form

"**Close**" option is used to close the form

9.3.2 ADD

User will have to click on "**Add**" option to add a new Role in the system, Refer below screen to locate the add button.
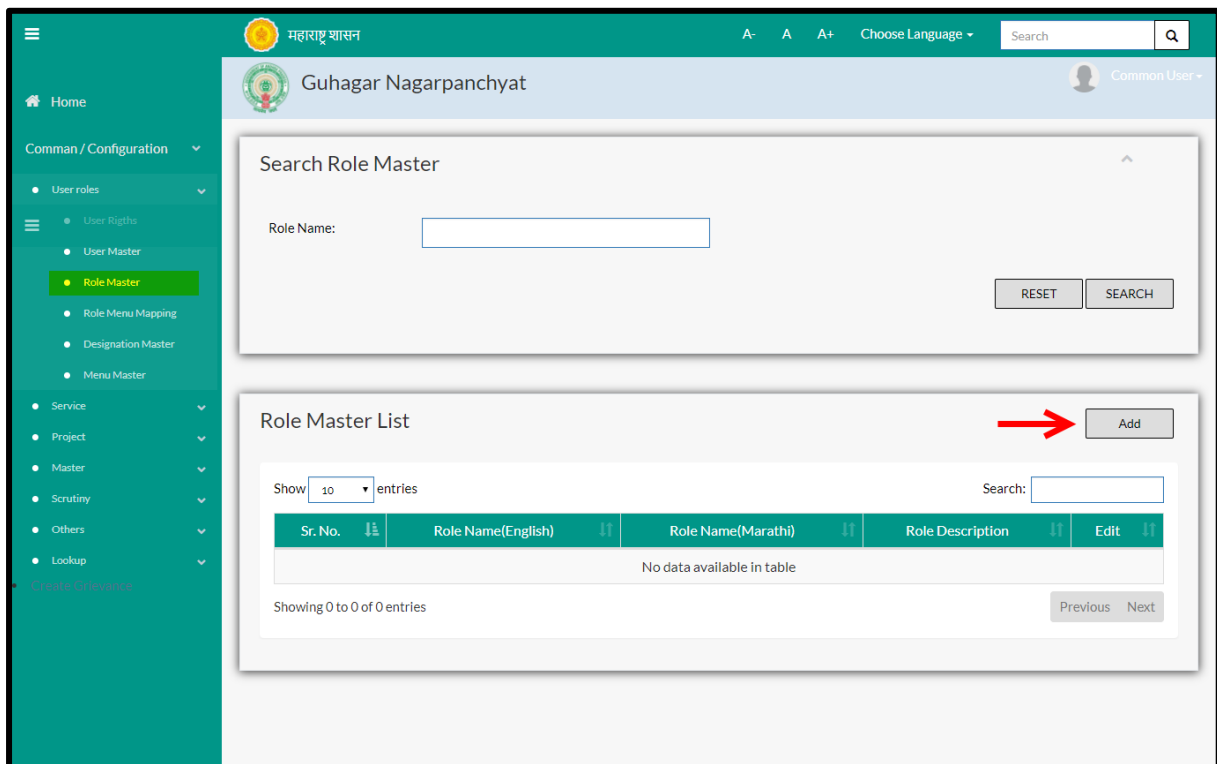
Below screen is displayed when clicked on add option
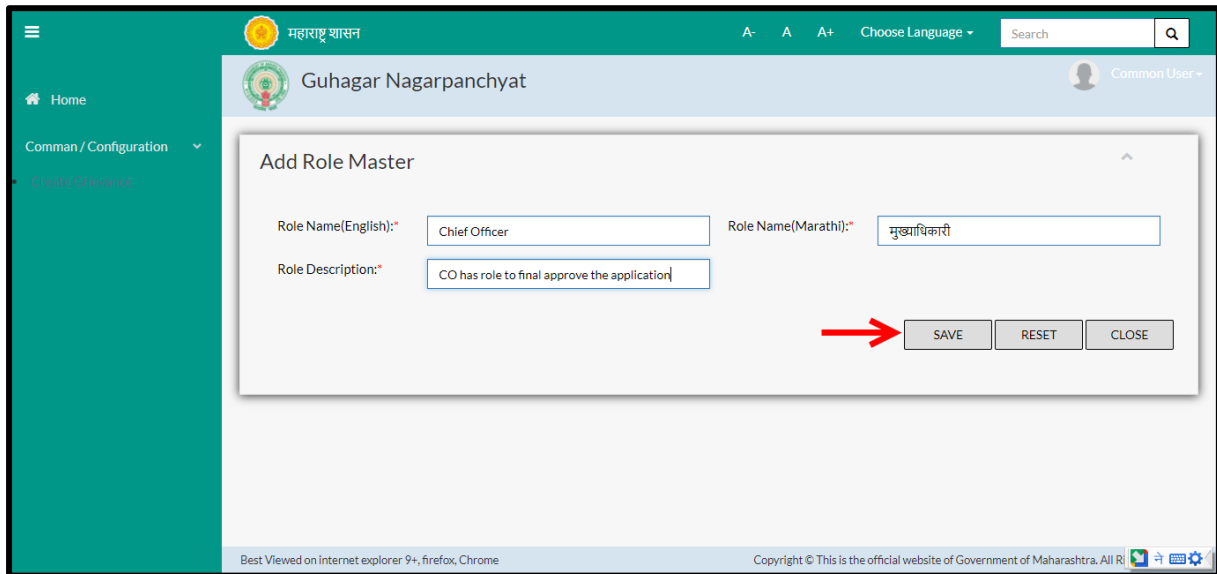
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Role Description	Enter Role Description
2.	Role Name(English)	Enter Role Name in English
3.	Role Name(Marathi)	Enter Role Name in Marathi

User can save the added role by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

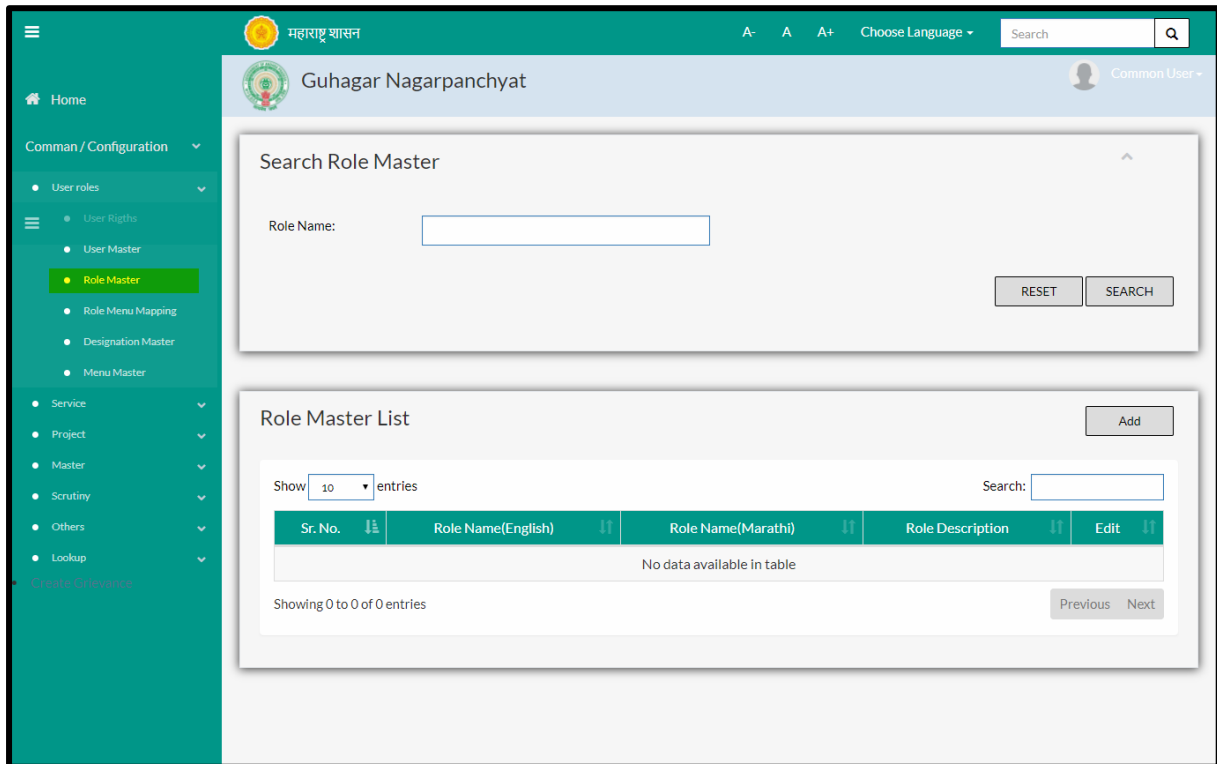**"Reset"** option is used to clear the entered data on form

"**Close**" option is used to close the form

9.4   Menu Master

This master will enable to create menu.

Menu will be added module wise and user will have to add the parent node for the new menu.

Once the menu is appended with the parent node, the same will be reflecting in the module which was selected while adding menu.

Follow the path: Department login→ Common/Configuration→User Roles → Menu Master

Below mentioned screen is displayed when clicked on "**Menu Master**"

User can search any menu through "**Search**" option as well as add a new menu module wise in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.4.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
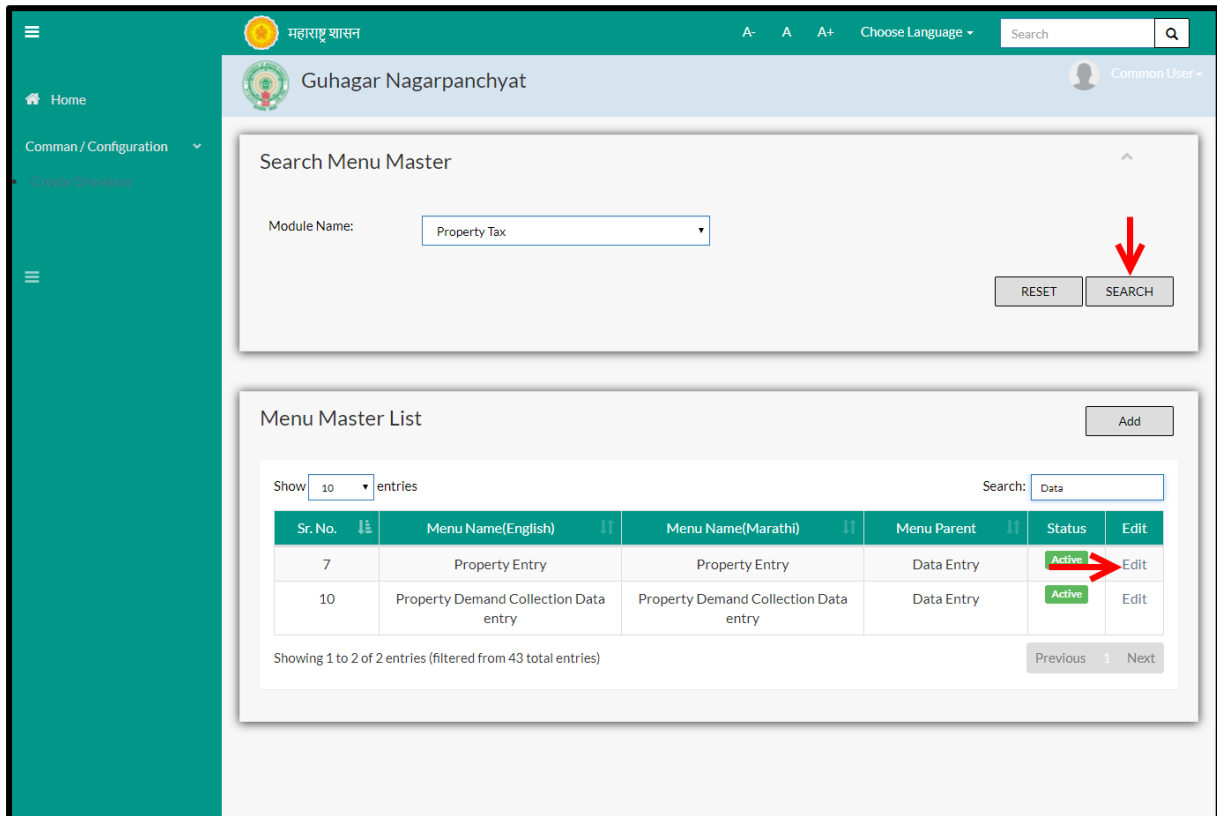
Note: All parameters are not mandatory for searching the Menu, user can select as per the preference.

Select module name from the dropdown (water tax, property tax, tree census etc.) and click on search option

The data present in the system as per the entered parameter will be displayed in Menu Master List section; user can edit the menu

➢ Below screen appears when clicked on "**Edit**" option
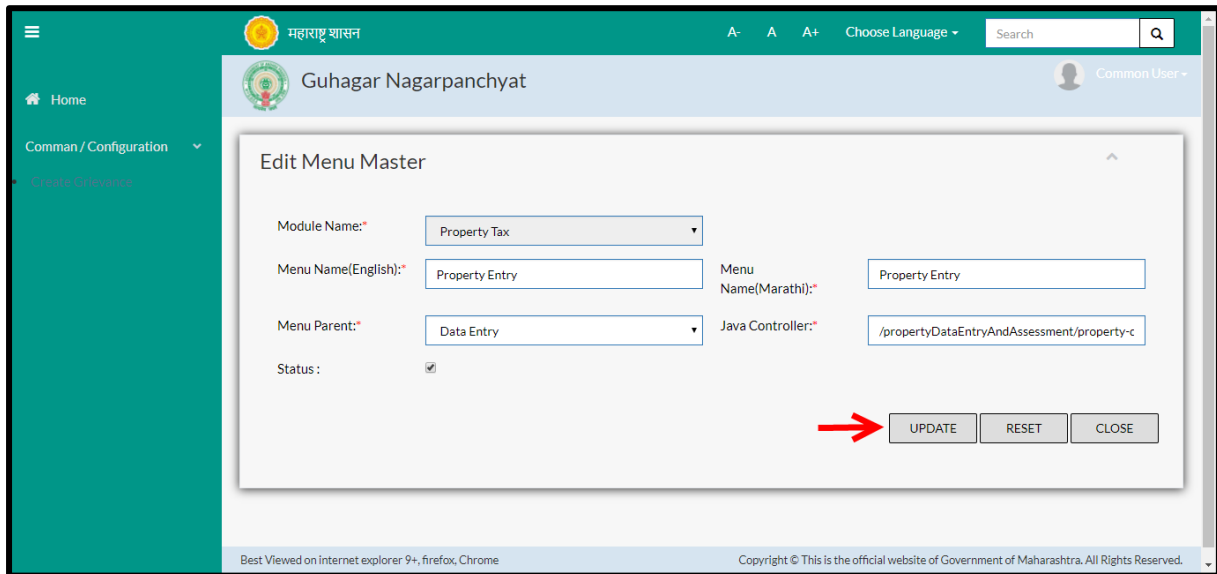
Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Module Name	Non editable
2.	Menu Name(English)	Enter Menu Name in English
3.	Menu Name(Marathi)	Enter Menu Name in Marathi
4.	Status	Check/uncheck the status
5.	Menu Parent	Select Menu parent from the drop down(e.g. Master)
6.	Java Controller	Enter Java Controller

User can save the edited data by clicking the "**Update"** button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form

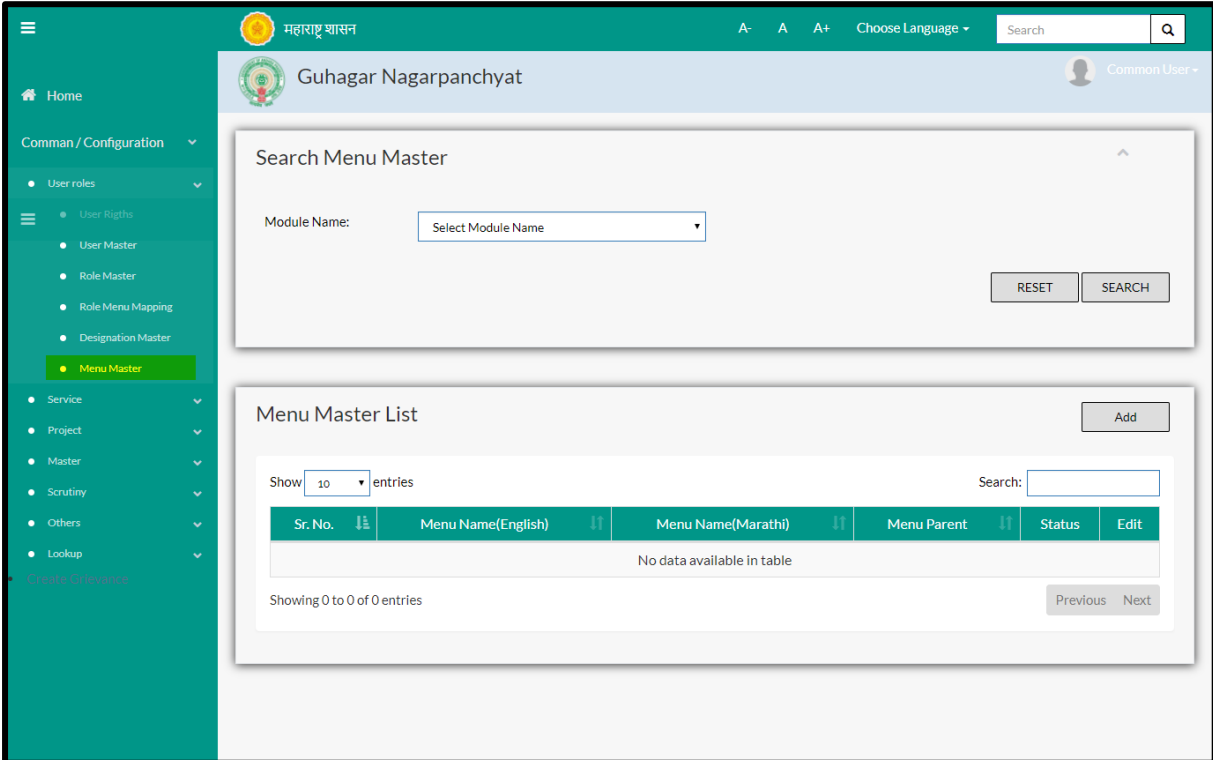"**Close**" option is used to close the form

9.4.2 ADD

User will have to click on "**Add**" option to add a new menu in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option
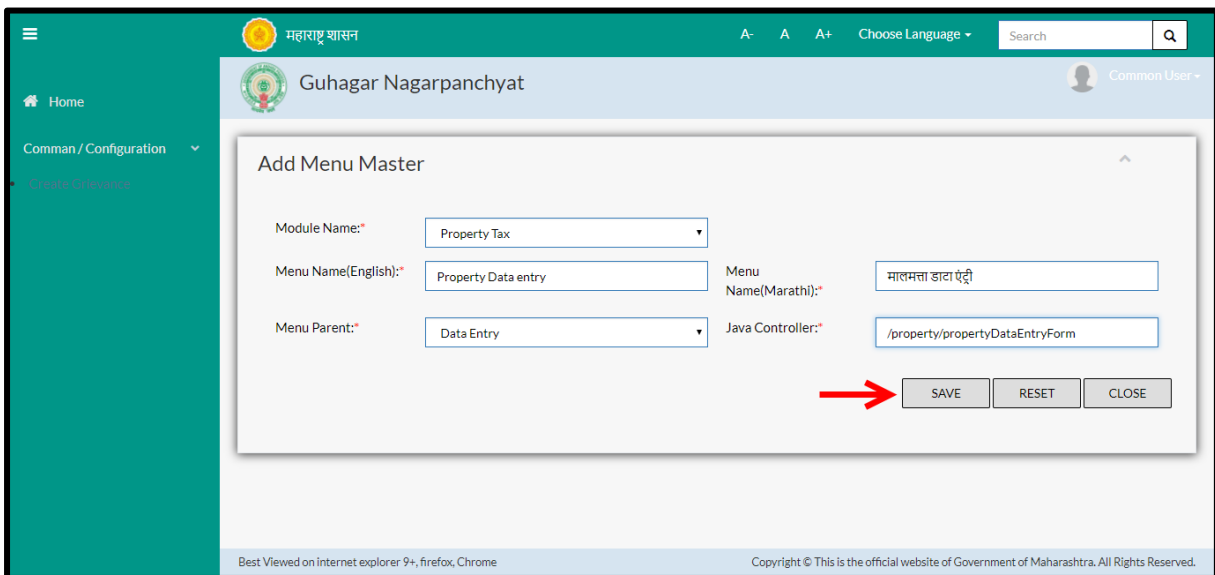
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Module Name	Select Module Name from the dropdown (Property Tax/Water/tree census etc.)
2.	Menu Name(English)	Enter Menu Name in English
3.	Menu Name(Marathi)	Enter Menu Name in Marathi
4.	Status	Check/uncheck the status

5.	Menu Parent	Select Menu parent from the drop down(e.g. Master)
6.	Java Controller	Enter Java Controller

User can save the added Menu by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

9.5 Role Menu Mapping

This system is defined for Role and Menu mapping in which what all rights are given to the roles with respect to the module name is defined.

Follow the path: Department login→ Common/Configuration→user Roles → Role Menu Mapping

Below mentioned screen is displayed when clicked on "**Role Menu Mapping**"

User can search any role through "**Search**" option as well as map a new role in the system using "**Add**" option.
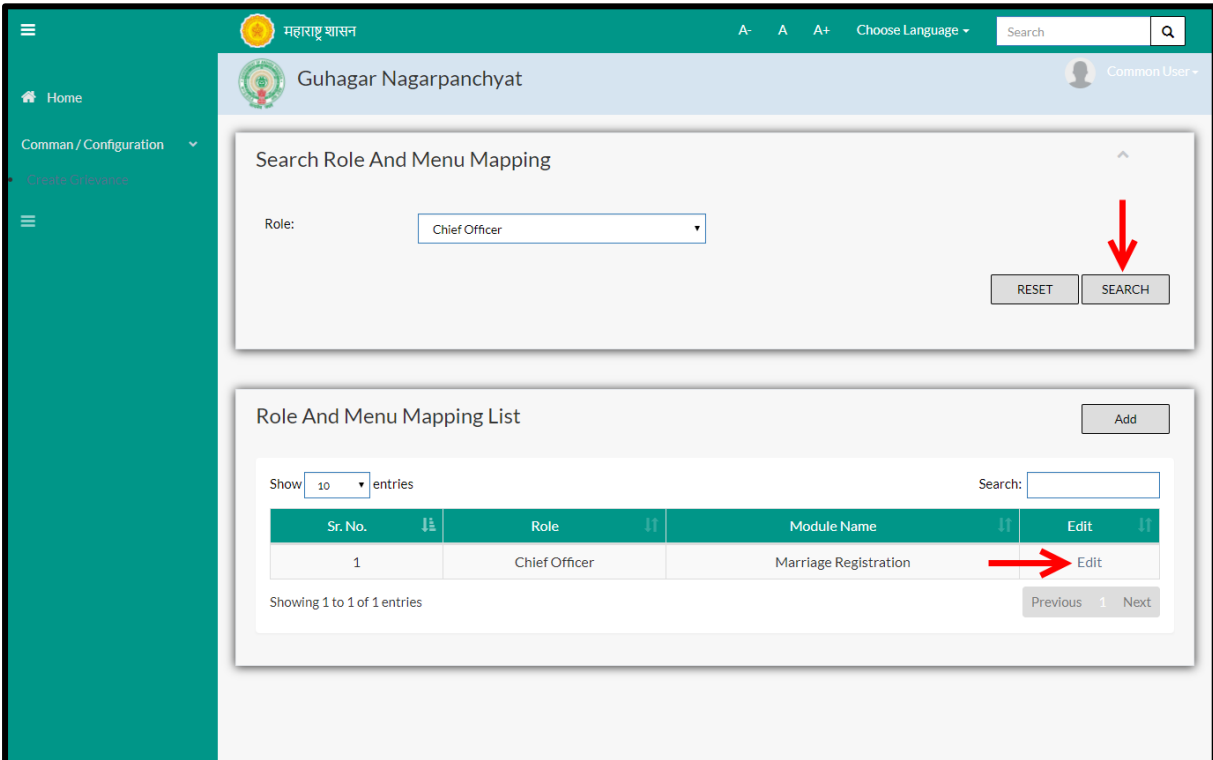
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.5.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the role, user can select as per the preference

Select role from the dropdown (Admin/Chief Officer/Fire Officer etc.) and click on search option

The data present in the system as per the entered parameter will be displayed in Role and Menu Mapping List section; user can edit the fetched data

➢ Below screen appears when clicked on "**Edit**" option
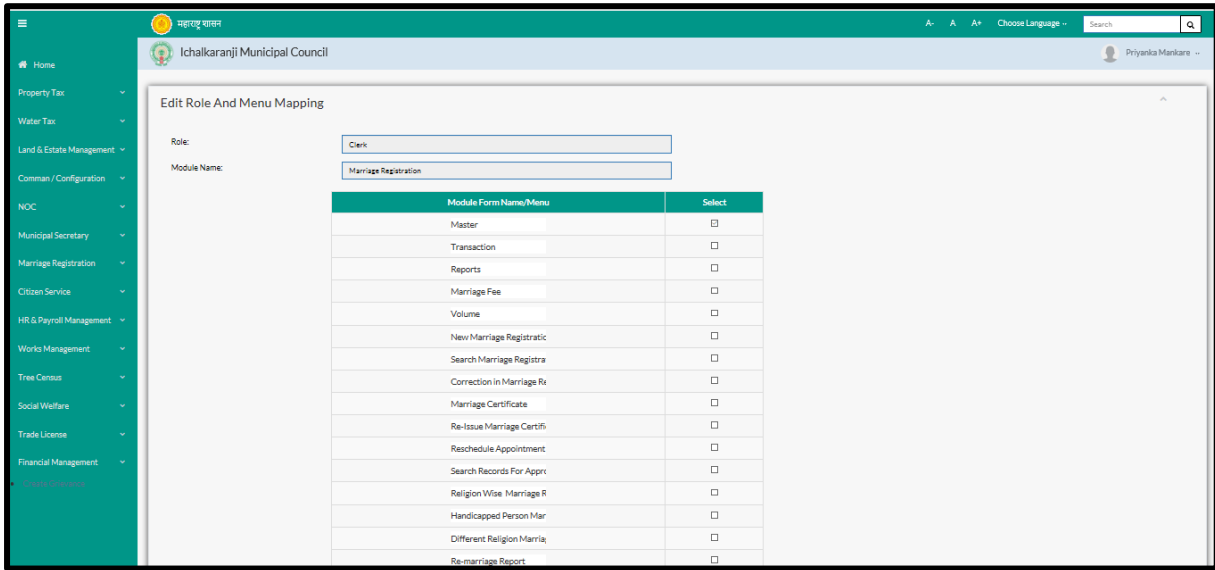
Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

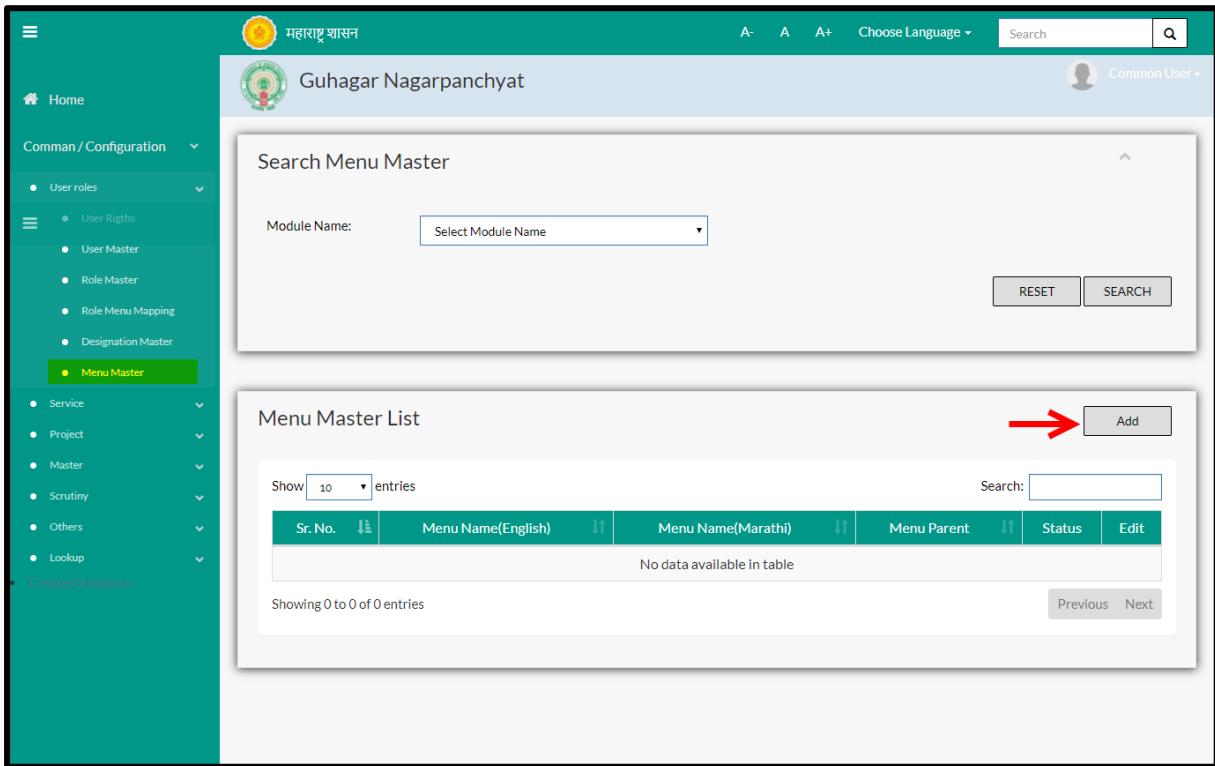| Sr. No	Field Name	Description
1.	Role	Non editable
2.	Module Name	Non editable
3.	Module From Name	Check/uncheck beside the module name

User can save the edited data by clicking the "**Update**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

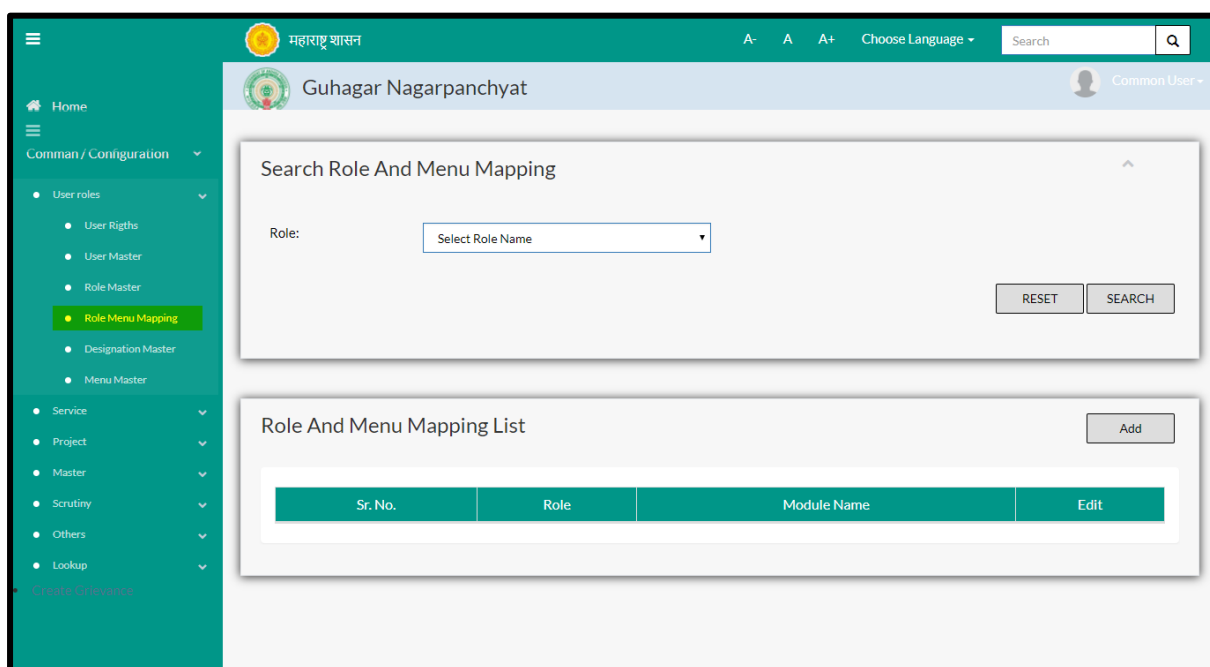**"Reset"** option is used to clear the entered data on form

"Close" option is used to close the form

9.5.2 ADD

User will have to click on "**Add**" option to map a new role to the menu in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Role	Select Role from the dropdown (Clerk/Inspector etc.)
2.	Module Name	Select Module Name from the dropdown (Water/Property Tax/Tree Census etc.)
3.	Module From Name	Check/uncheck beside the module name

User can save the mapped role by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

9.6 User Rights

This master will allow the roles and rights to be mapped to user/employee.

Follow the path: Department login→ Common/Configuration→ User Role → user Rights

Below mentioned screen is displayed when clicked on "**User Rights**"

User can search any User roles and rights through "**Search**" option as well as add a new user role and right in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

9.6.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the User roles and Rights, user can select as per the preference.

Select User/Employee from the dropdown and click on search option

The data present in the system as per the entered parameter will be displayed in User Roles and Rights List section; user can edit the fetched data

➢ Below screen appears when clicked on "**Edit**" option
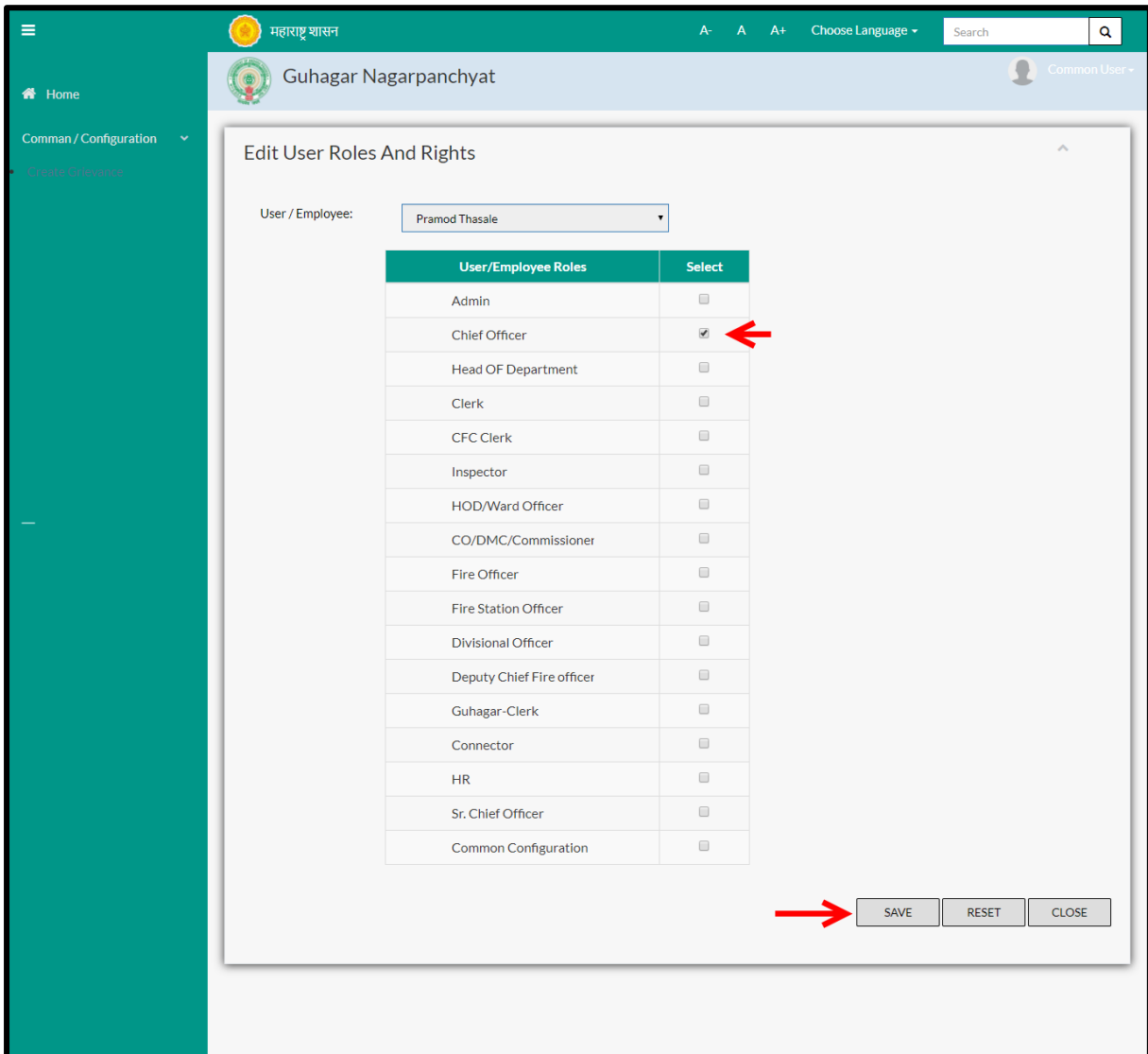
Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	User/Employee	Non editable
2.	User Employee Roles	Check/uncheck beside the role

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

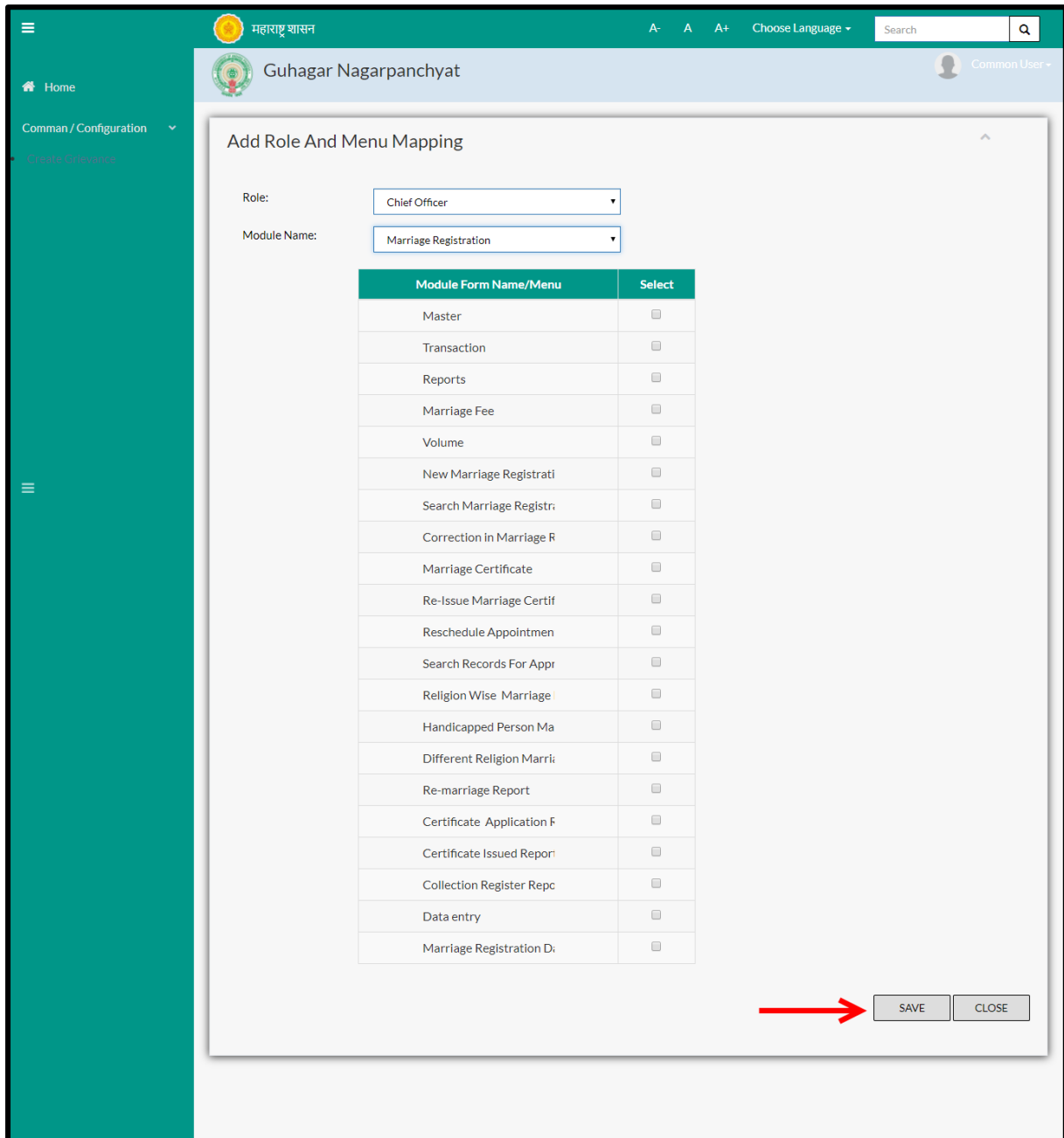"**Close**" option is used to close the form
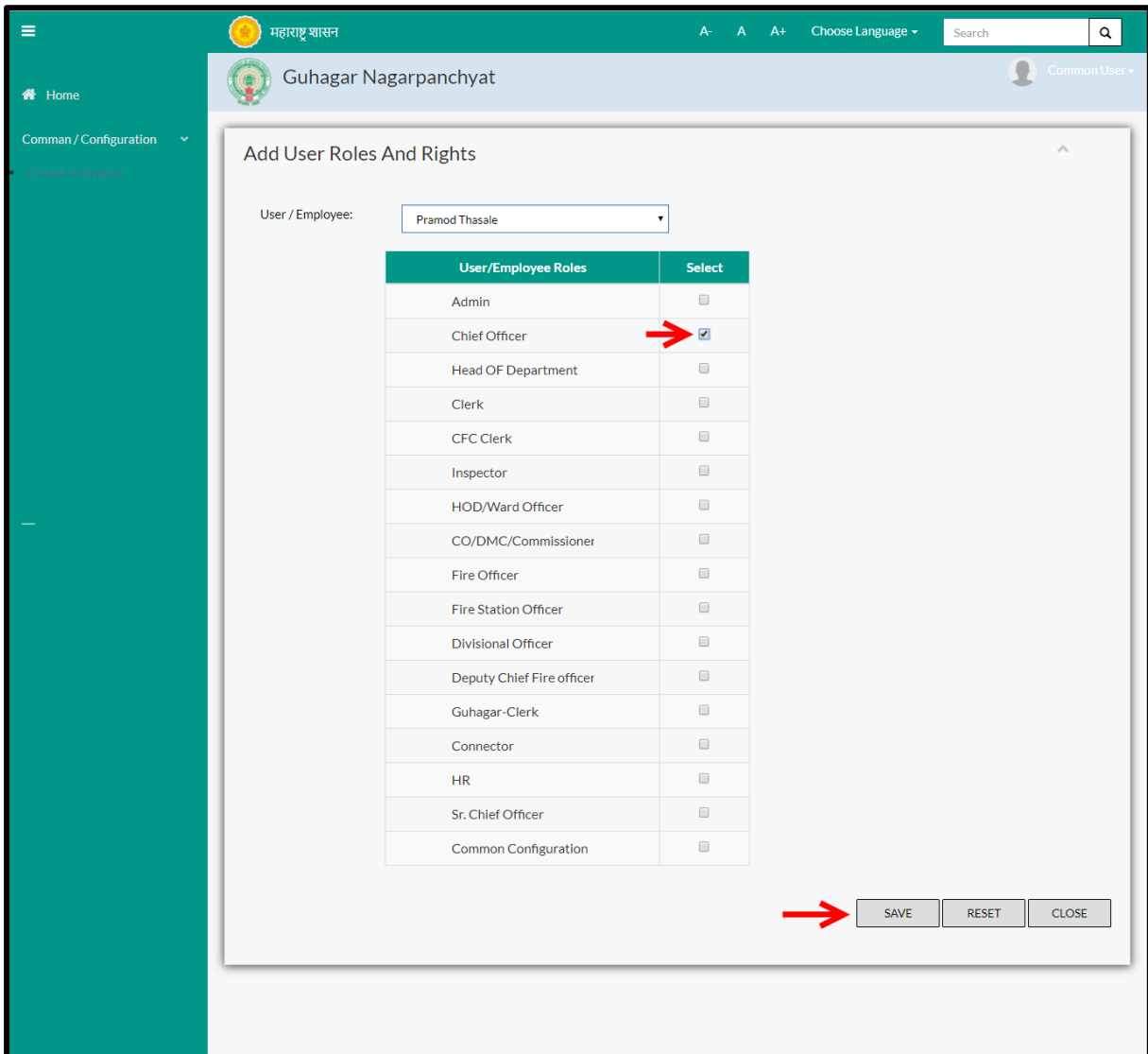
9.6.2 ADD

User will have to click on "**Add**" option to add a new user roles and rights in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	User/Employee	Select user/employee from the dropdown (Clerk/HR/Admin/HOD etc.)
2.	User Employee Roles	Check/uncheck beside the role

User can save the added Roles and Rights by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

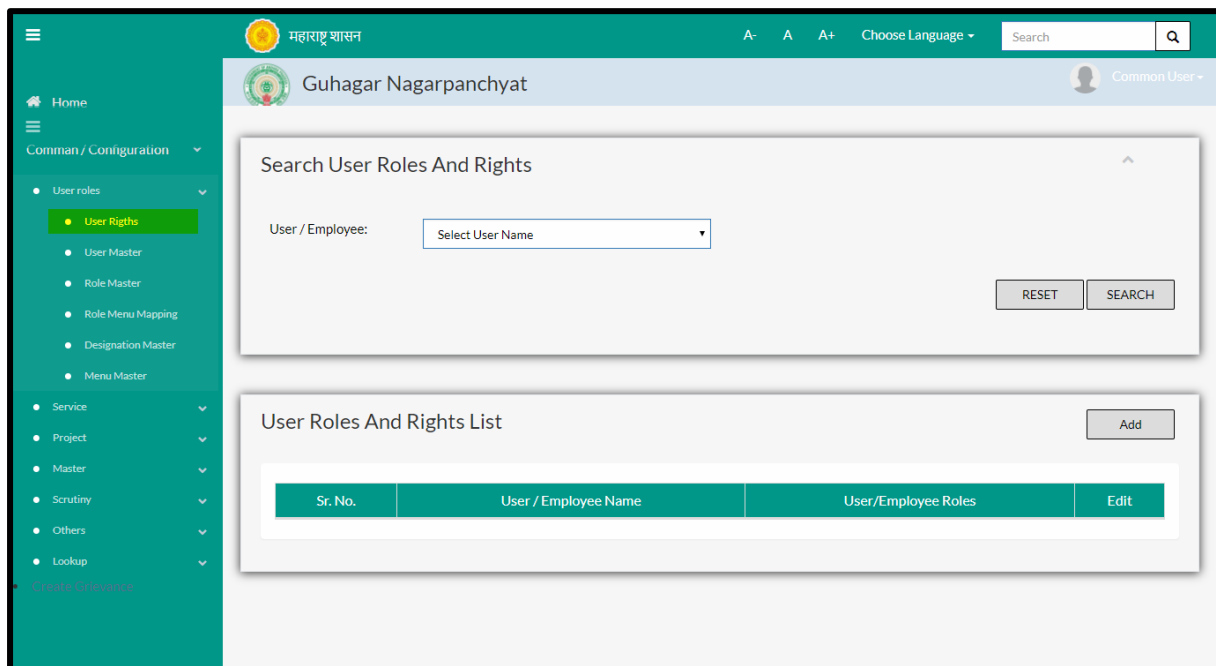**"Reset"** option is used to clear the entered data on form

"**Close**" option is used to close the form

10 Services

10.1 Service Master

Service Master is used to define the Service at state level

Service Master is defined for State Level and the service name is used in English and Local Language. The type of service is used is Departmental/Internal, Employee Service, Citizen Service.

User will have to define the service module wise. The services defined in service master will later be seen in the dropdown of service field in service detail master. After adding the service name further details need to be entered using service detail master.

Follow the path: Department login→ Common/Configuration →Services → Service Master

Below mentioned screen is displayed when clicked on "**Service Master**"

User can search any Service through "**Search**" option as well as add a new Service in the system using "**Add**" option.
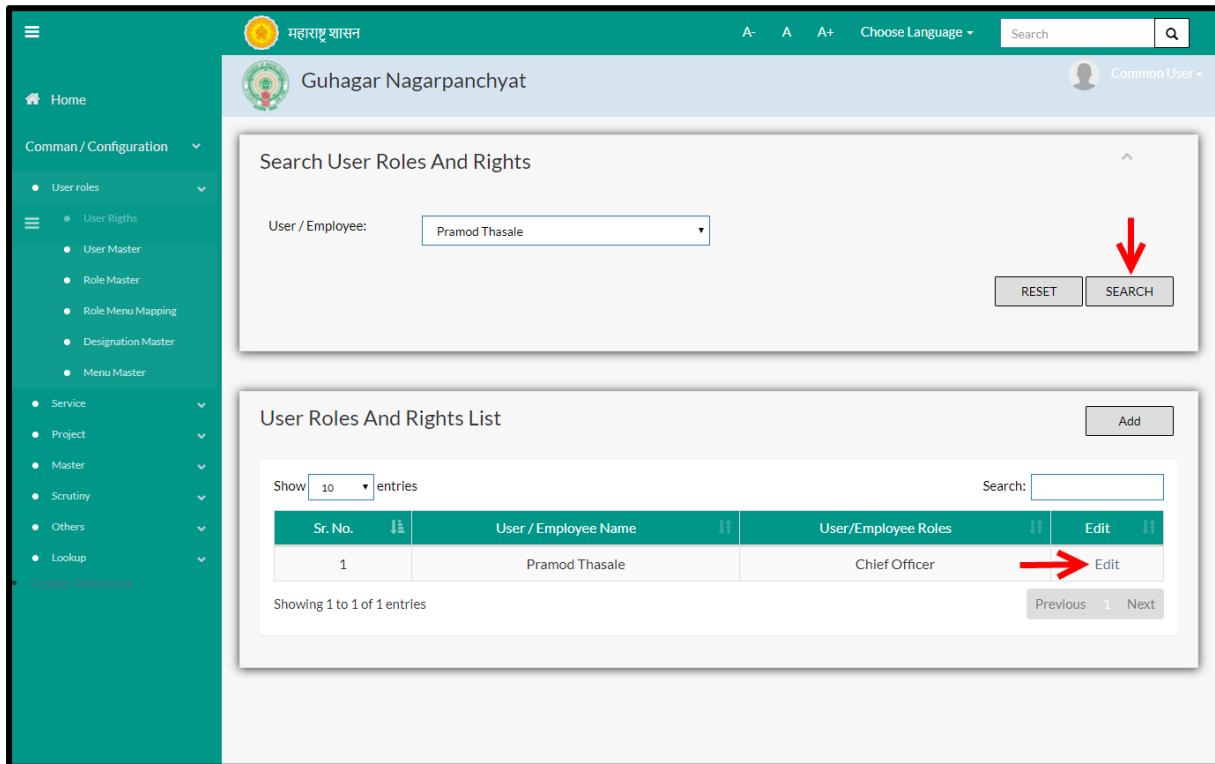
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

10.1.1   SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Service, user can select as per the preference

Sr. No	Field Name	Description
1.	Service Name (English)	Enter Service name in English
2.	Service Name (Local Language)	Enter Service name in local language
3.	Service Short Code	Enter Service short code

4.	Service Description	Enter service description
5.	Module Name	Select Module Name from the dropdown (Property Tax, Water Tax, Tree Census etc.)
6.	Type Of Services	Select the type of service by clicking on radio button (Departmental/internal Service, Citizen Service, Employee Service)
7.	Status	Check uncheck the status

The data present in the system as per the entered parameter will be displayed in Service Master List section; user can edit as well as view the Service Master.

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Service Name (English)	Enter Service name in English
2.	Service Name (Local Language)	Enter Service name in local language
3.	Service Short Code	Enter Service short code
4.	Service Description	Enter service description

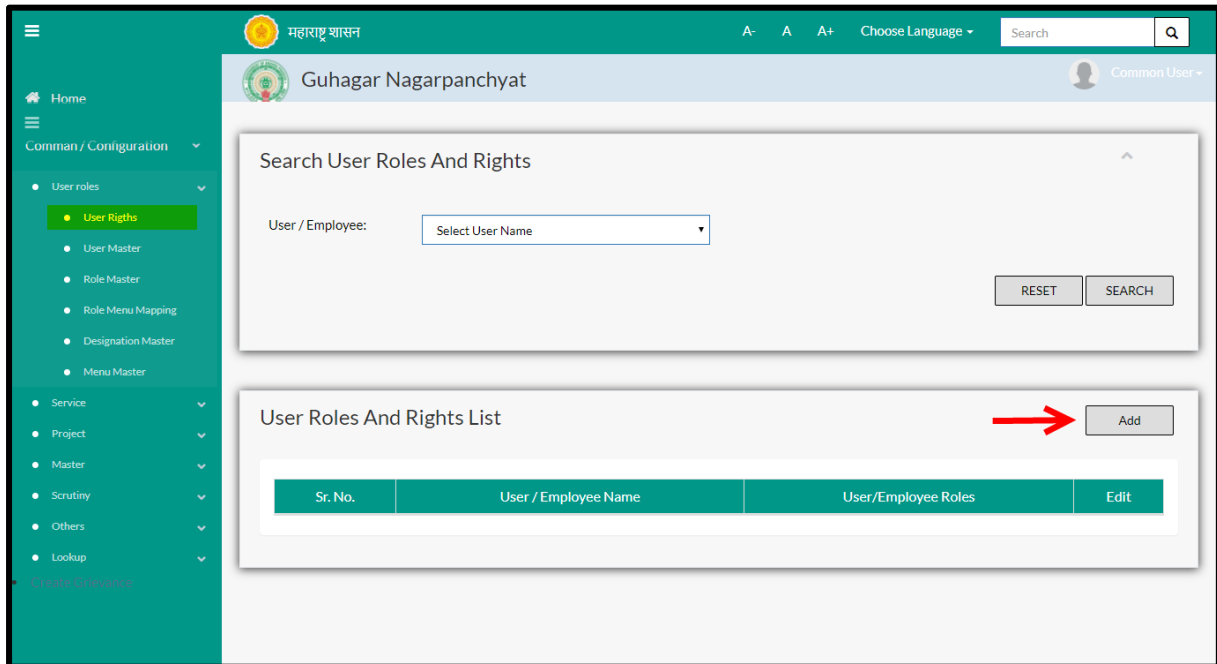| 5.	Module Name	Select Module Name from the dropdown (Property Tax, Water Tax, Tree Census etc.)
6.	Type Of Services	Select the type of service by clicking on radio button (Departmental/internal Service, Citizen Service, Employee Service)
7.	Status	Check uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

10.1.2 ADD

User will have to click on "**Add**" option to add a new Service in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Service Name (English)	Enter Service name in English
2.	Service Name (Local Language)	Enter Service name in local language
3.	Service Short Code	Enter Service short code
4.	Service Description	Enter service description
5.	Module Name	Select Module Name from the dropdown (Property Tax, Water Tax, Tree Census etc.)
6.	Type Of Services	Select the type of service by clicking on radio button (Departmental/internal Service, Citizen Service, Employee Service)
7.	Status	Check uncheck the status

User can save the added Service by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

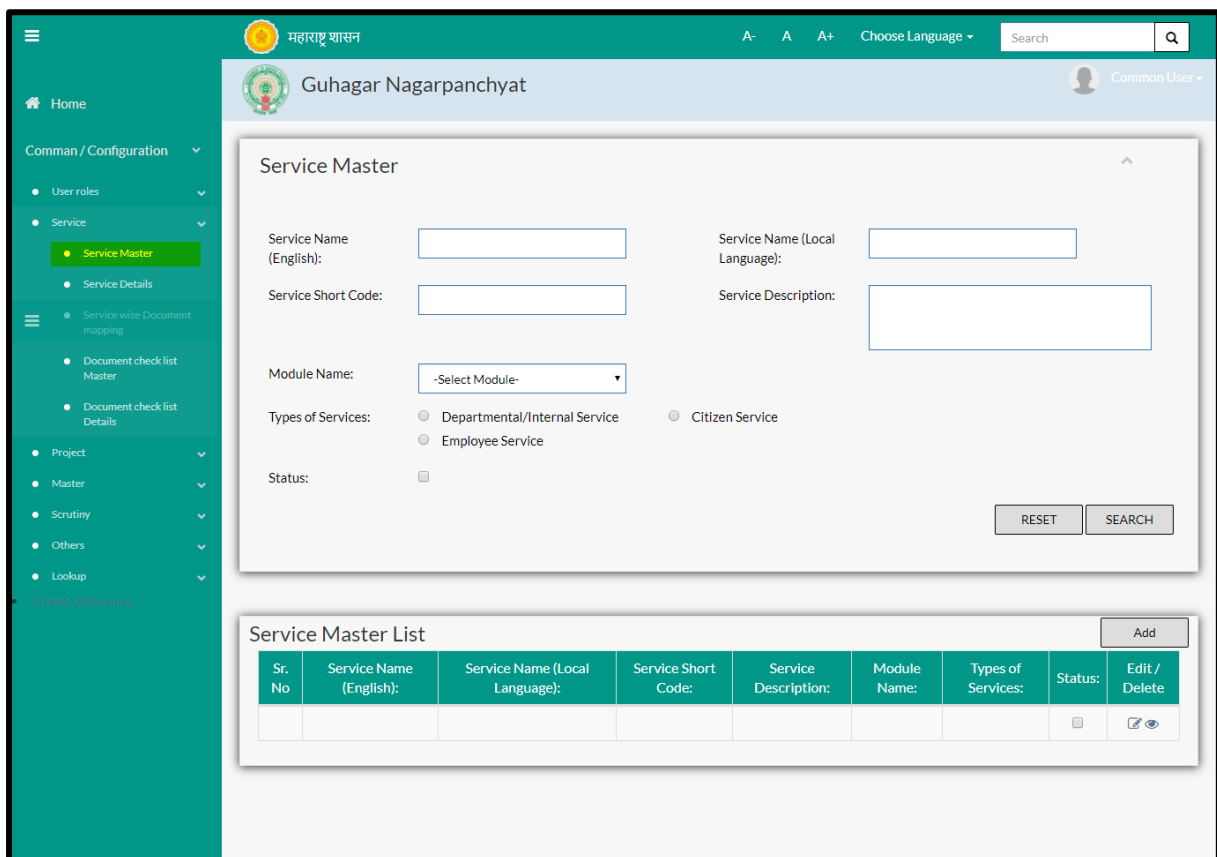"**Close**" option is used to close the form

10.2 Service Details

The system is used for defining service details. After Login by ULB Admin ULB code is shown.
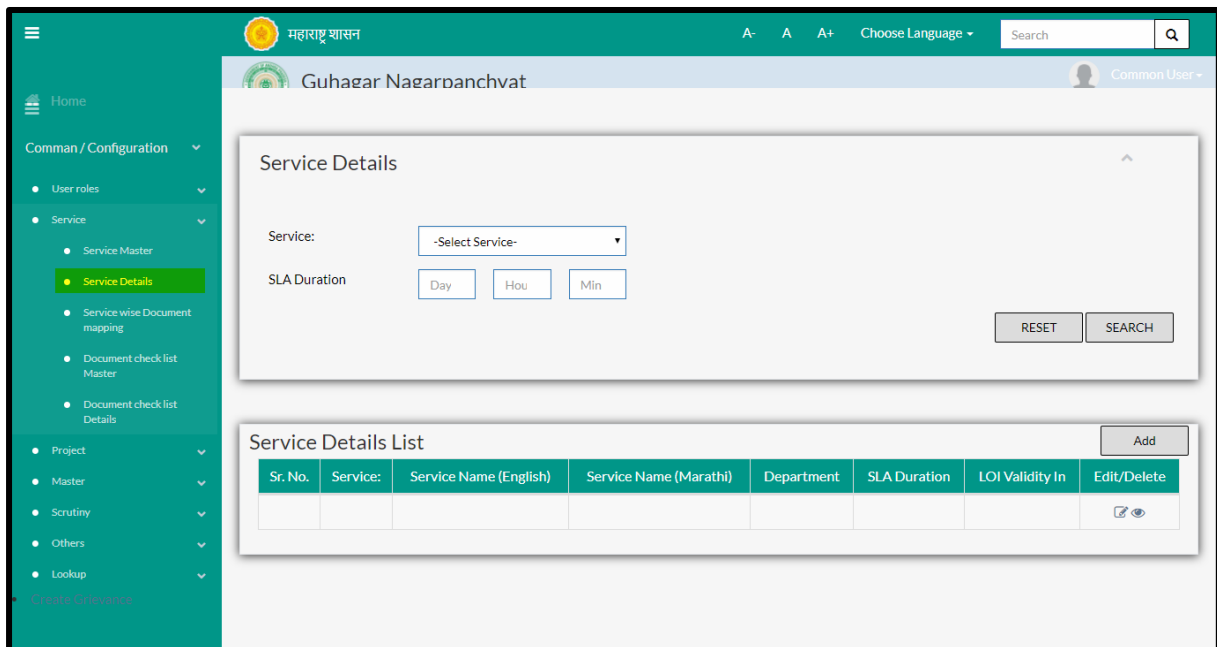
Service duration is defined of two types for Immediate Services i.e. (Full Automatic and Partial through System) and three types for Period Based Services (Full Automatic, Full through Semi-Automatic and Partial through System.

If the Service duration is Immediate Service then SLA duration will be disabled and for other cases SLA duration will be enabled.

If any checklist is required to be added after the citizen has applied for respective services then Checklist Applicable and Check List checkbox will be enabled otherwise the checkbox will be disabled.

Follow the path: Department login→ Common/Configuration→ Services → Service Details

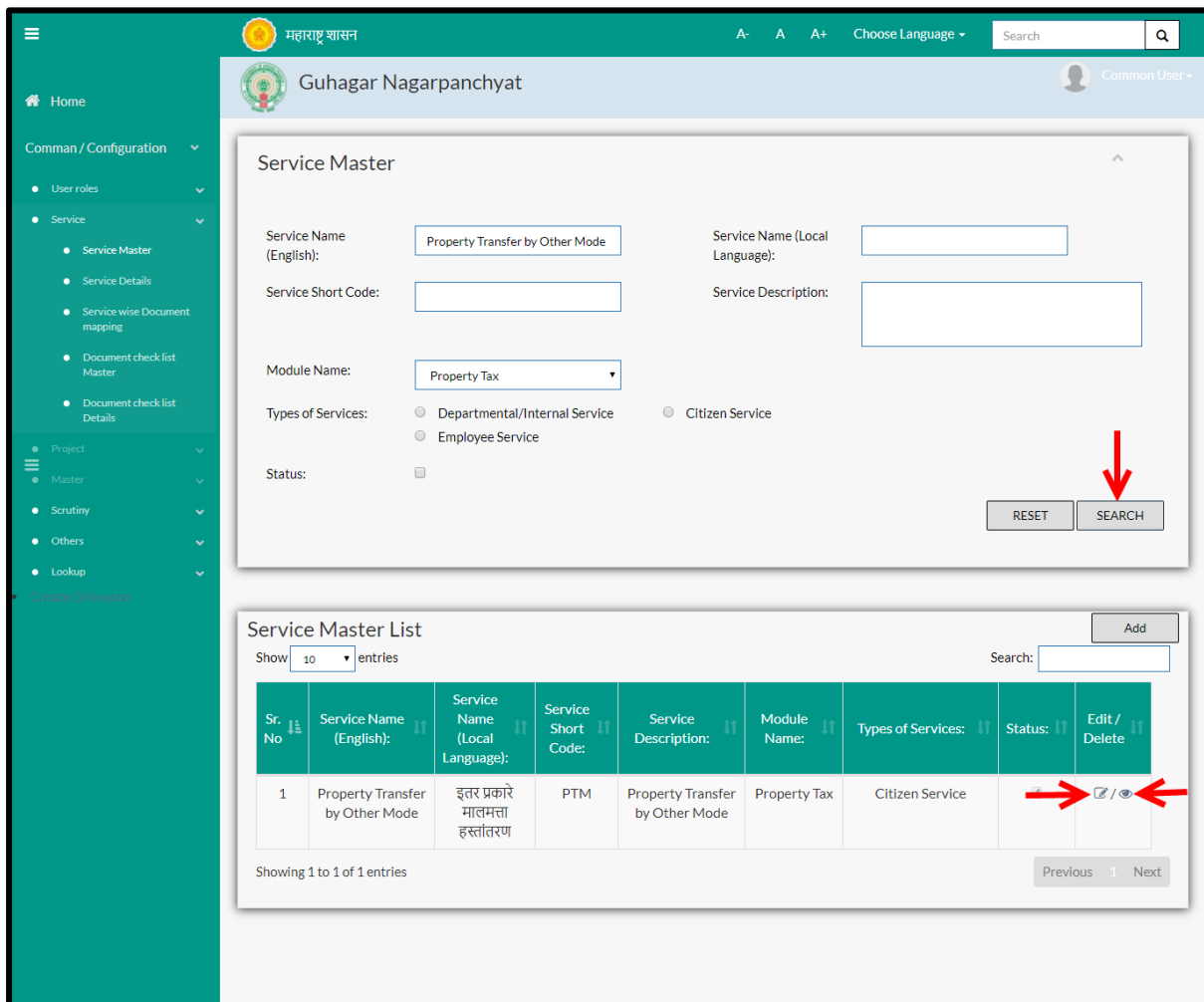Below mentioned screen is displayed when clicked on "**Service Details**"

User can search any details of the service through "**Search**" option as well as add a new service details in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

10.2.1   SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
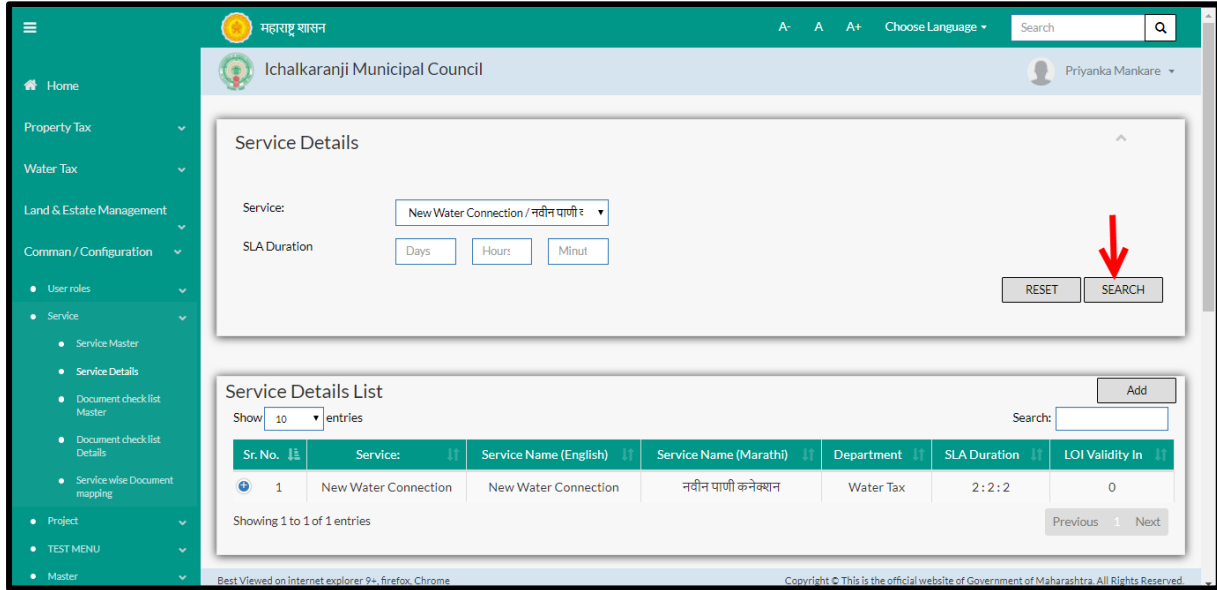
Note: All parameters are not mandatory for searching the Service Details, you can select as per the preference

Sr. No	Field Name	Description
1.	Service	Select service name from the dropdown (NOC, No due Certificate, Birth Certificate etc.)
2.	SLA Duration	Enter the SLA Duration in Days, Hours ans minutes

The data present in the system as per the entered parameter will be displayed in Service details List section.

If user want to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➤ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Service	Select service name from the dropdown (NOC, No due Certificate, Birth Certificate etc.)
2.	Service Name (English)	Non editable
3.	Service Name (Marathi)	Non editable
4.	Short Code	Non editable
5.	Department	Non editable
6.	Module Name	Non editable
7.	Type Of Services	Non editable
8.	Service Duration	Select Service Duration from the dropdown (Period Based Fully/Partially Based Semi Automated, Period Based Manually/Immediate at fully/Immediate at manually etc.)
9.	Checklist Applicable	Check/uncheck
10.	Checklist Verify	Check/uncheck
11.	Free Services	Select either yes/no
12.	Payment Stage	Select any one from the radio button (At time of application/At time of scrutiny(LOI)/After final approval)
13.	SLA Duration	Enter the SLA Duration in Days, Hours and minutes

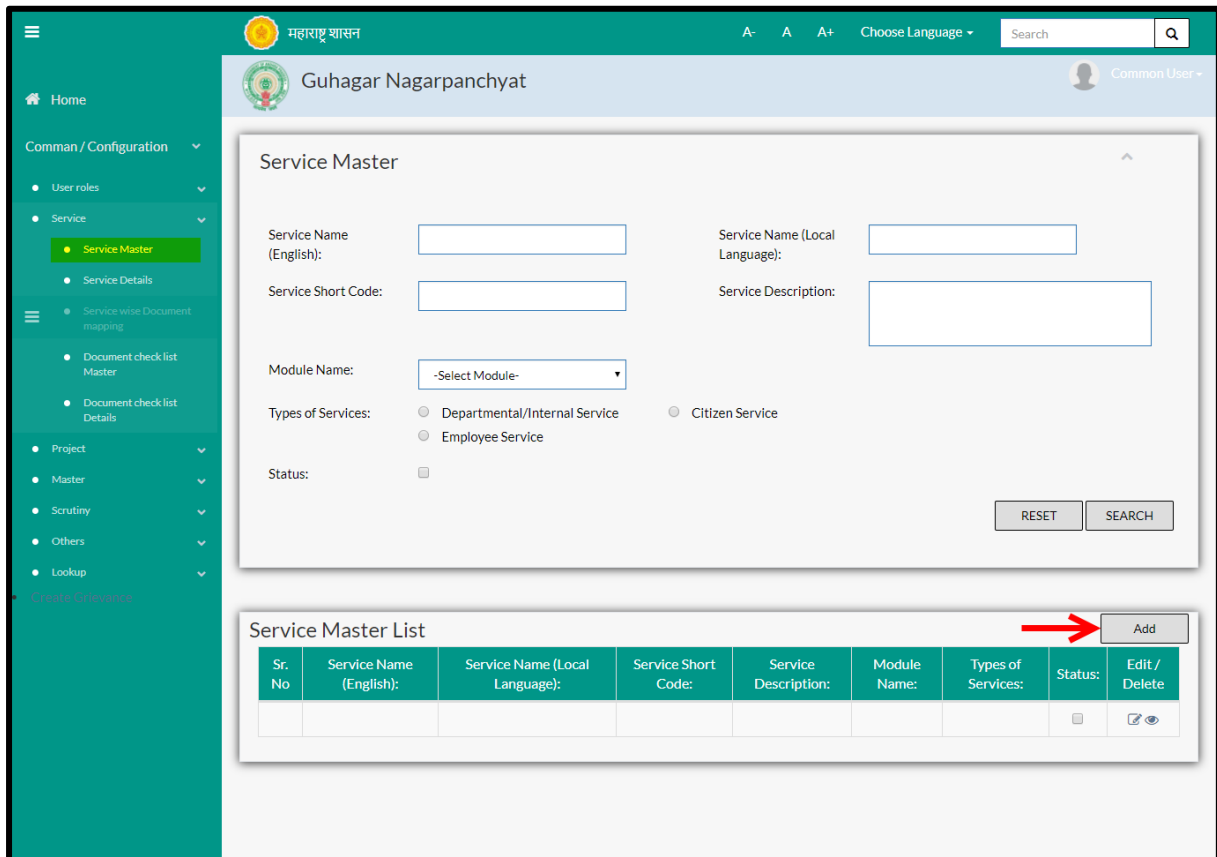| 14.	LOI Validity in days	Enter the LOI validity days

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

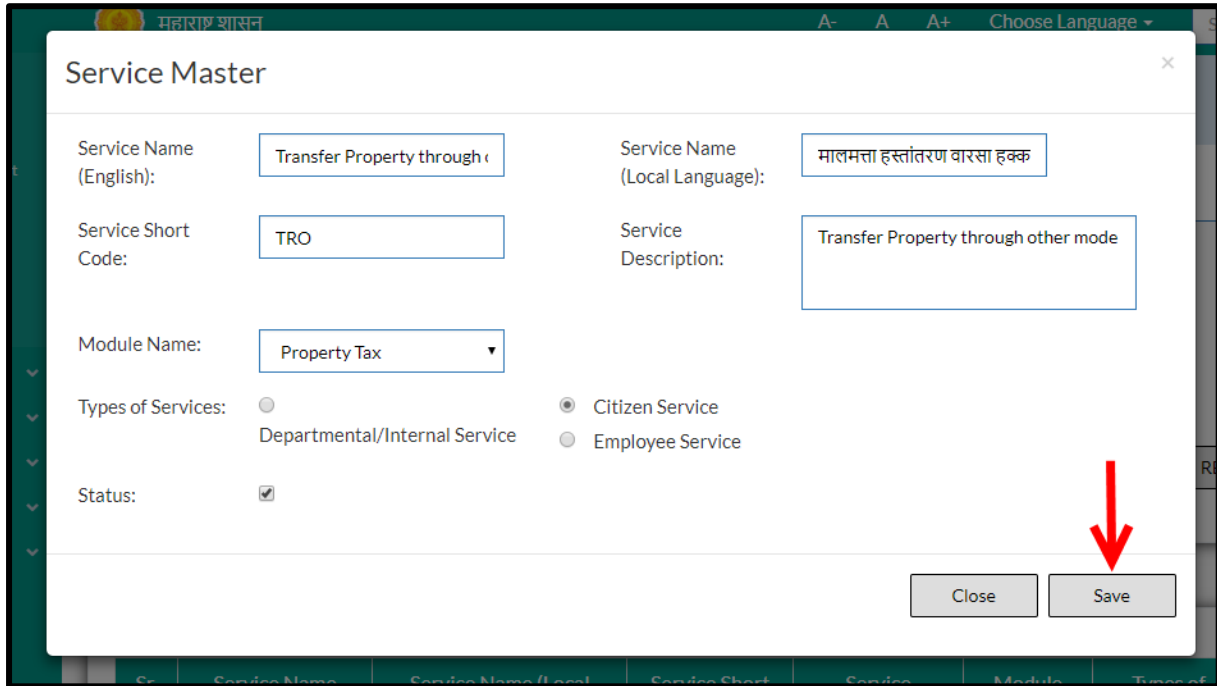**"Reset"** option is used to clear the entered data on form
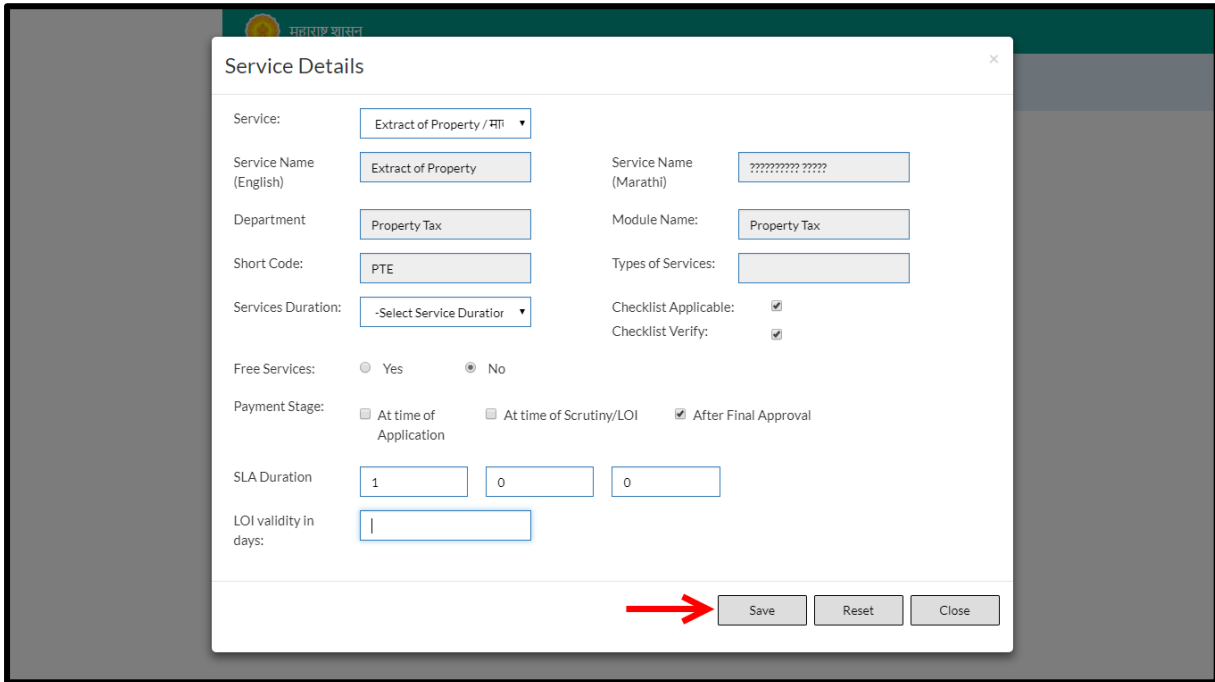
"**Close**" option is used to close the form

10.2.2   ADD

User will have to click on "**Add**" option to add new service details in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

NOTE: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Service	Select service name from the dropdown (NOC, No due Certificate, Birth Certificate etc.)
2.	Service Name (English)	Non editable
3.	Service Name (Marathi)	Non editable
4.	Short Code	Non editable
5.	Department	Non editable
6.	Module Name	Non editable
7.	Type Of Services	Non editable
8.	Service Duration	Select Service Duration from the dropdown (Period Based Fully/Partially Based Fully, Periods Based Manually etc.)
9.	Checklist Applicable	Check/uncheck
10.	Checklist Verify	Check/uncheck
11.	Free Services	Select either yes/no
12.	Payment Stage	Select any one from the radio button
13.	SLA Duration	Enter the SLA Duration in Days, Hours ans minutes
14.	LOI Validity in days	Enter the LOI validity days

User can save the added service detail by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

10.3 Document Checklist Master

The system is defined for State Level and the checklist document is used in English and Local language.

Document Checklist is basically comprehensive list of important or relevant actions, or steps to be taken in a specific order. It helps to ensure consistency and completeness in carrying out a task

Example of document checklist is visitor's visa, passport, citizenship etc. These factors becomes the checklist and further documents needed for these added checklist document will be placed in "Document Checklist Details Master"

Follow the path: Department login→ Common/Configuration→Services → Document checklist master

Below mentioned screen is displayed when clicked on "**Document Checklist Master**"
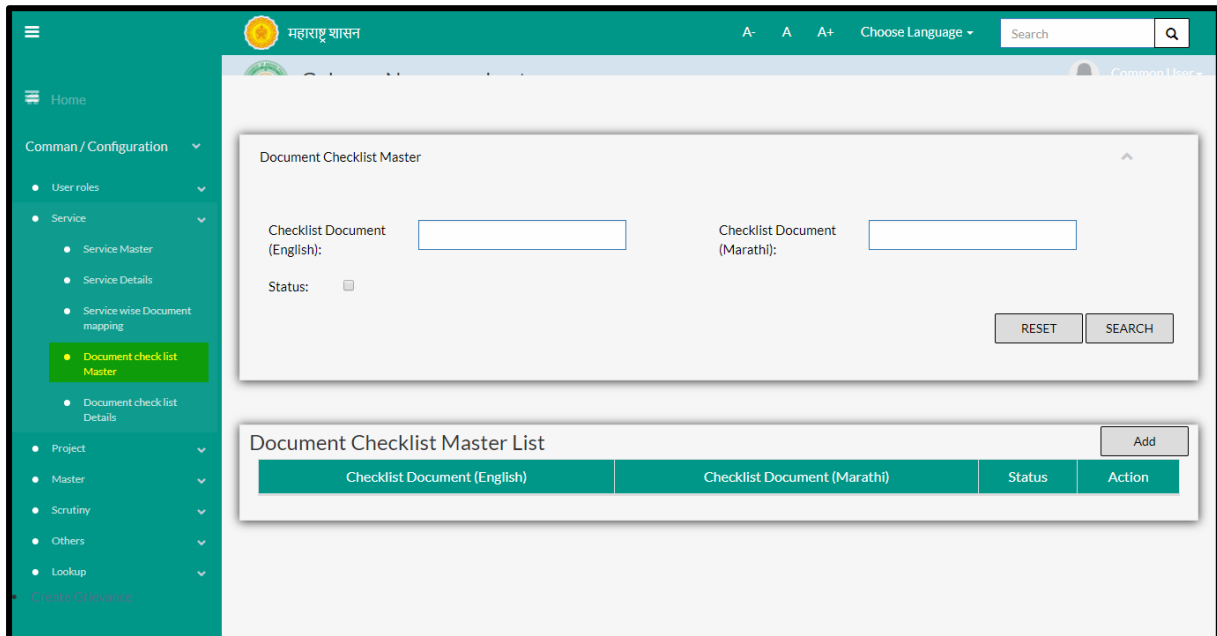
User can search any Document Checklist through "**Search**" option as well as add a new checklist in the system using "**Add**" option.

 "**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

10.3.1   SEARCH

Select/Enter required Parameter and Click on "**search"** option.

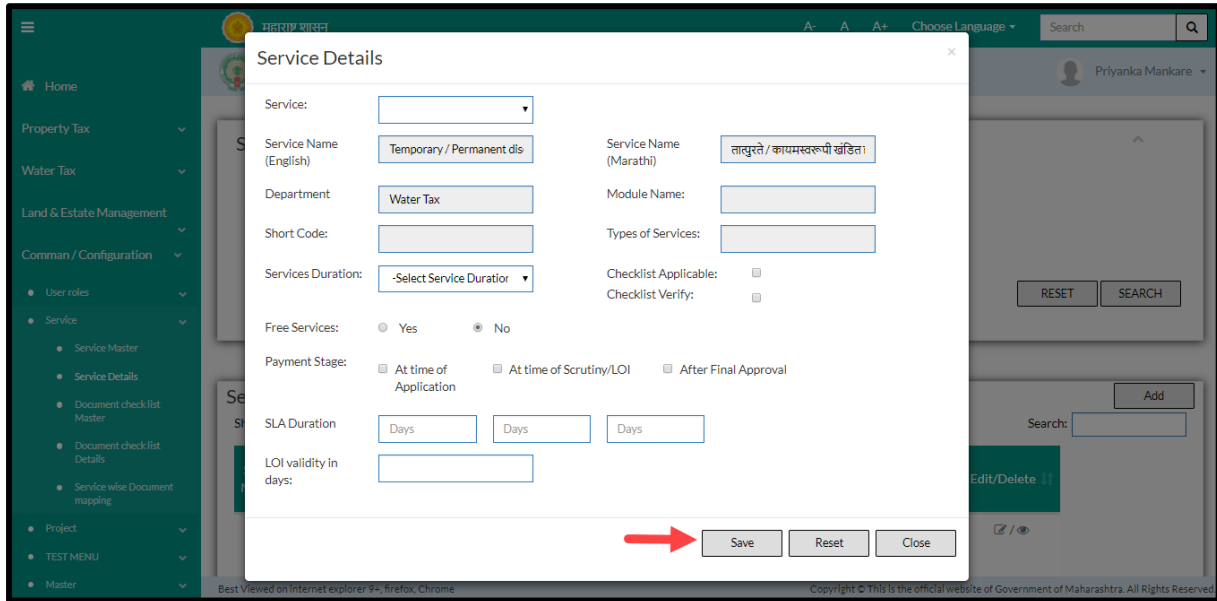Below screen will be displayed when clicked on **search** option.
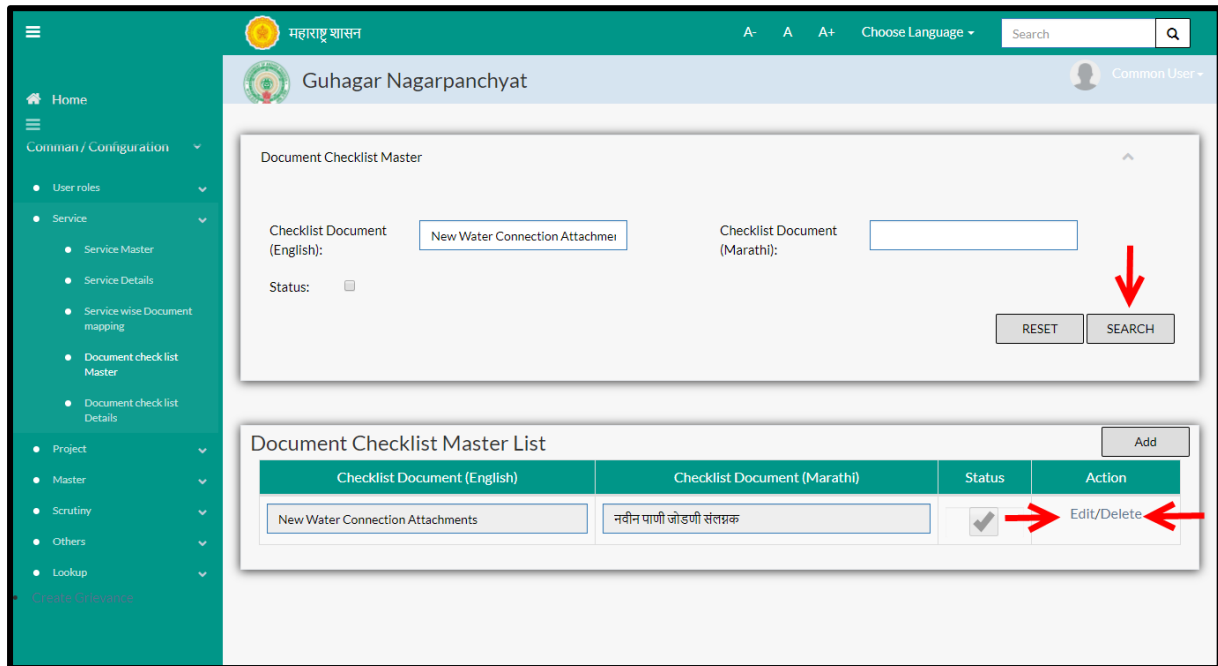
Note: All parameters are not mandatory for searching the checklist document, user can select as per the preference

Sr. No	Field Name	Description
1.	Checklist Document(English)	Enter checklist document name in English
2.	Checklist Document(Marathi)	Enter Checklist document name in Marathi
3.	Status	Check/uncheck the status

The data present in the system as per the entered parameter will be displayed in Document Checklist Master List section; user can edit as well as delete the checklist document

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

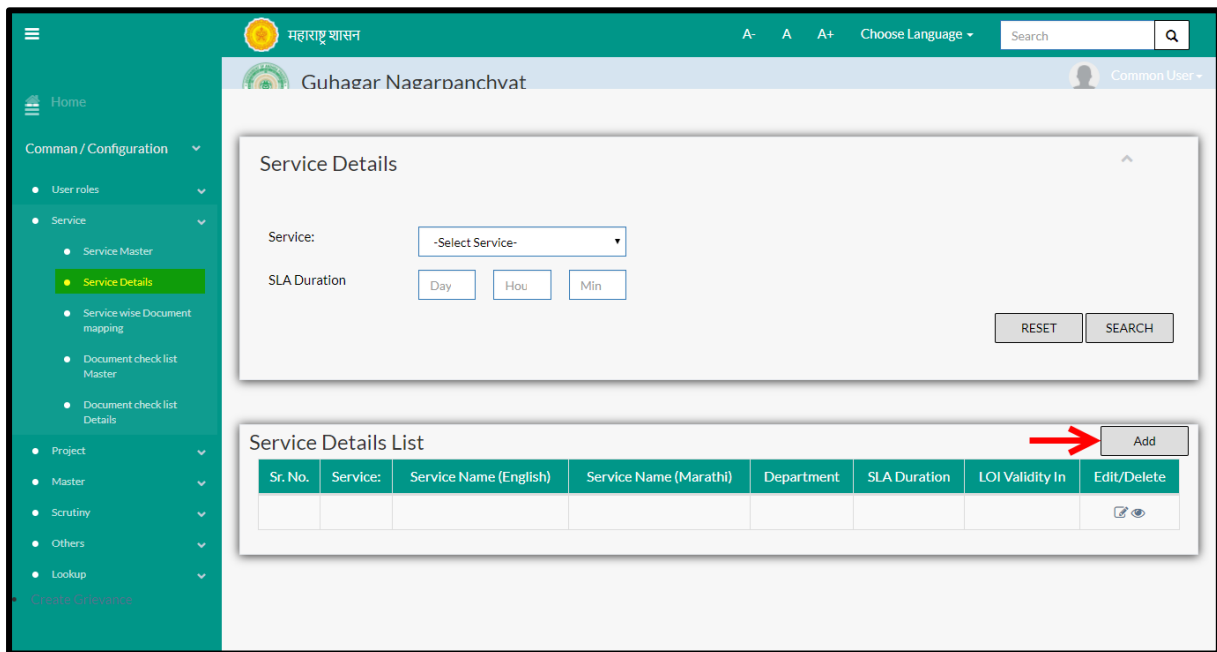| Sr. No	Field Name	Description
1.	Checklist Document(English)	Enter checklist document name in English
2.	Checklist Document(Marathi)	Enter Checklist document name in Marathi
3.	Status	Check/uncheck the status

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

When clicked on "ok" the record gets deleted.

Within application record is ideally inactive

10.3.2   ADD

User will have to click on "**Add**" option to add a new checklist document in the system, Refer below screen to locate the add button.
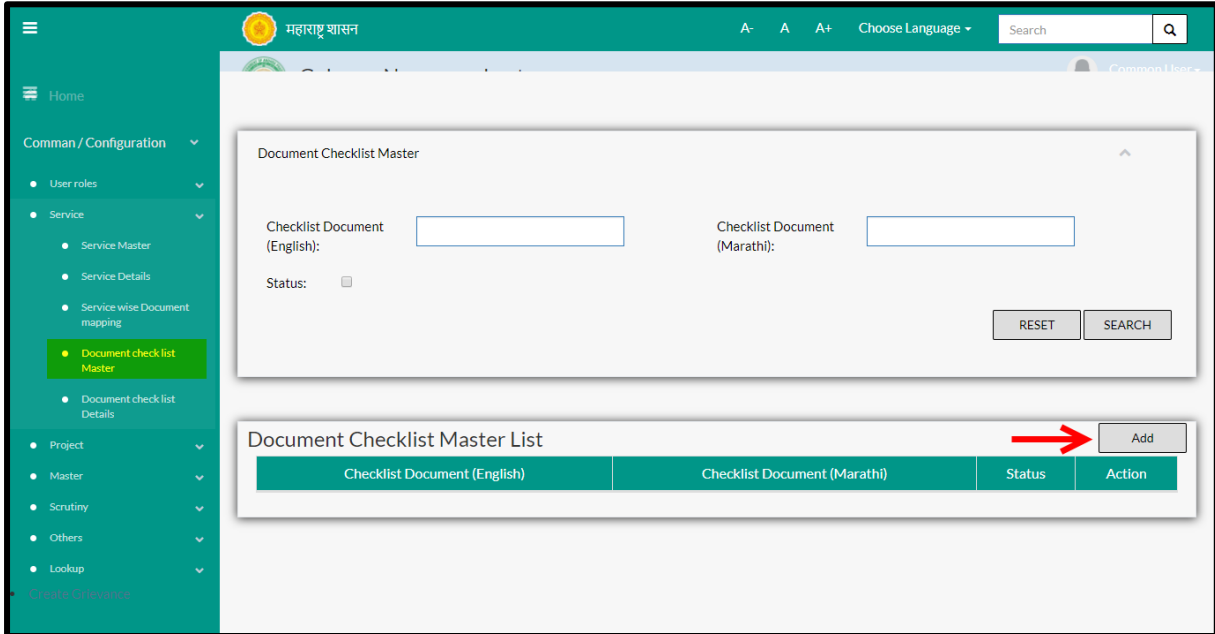
Below screen is displayed when clicked on add option
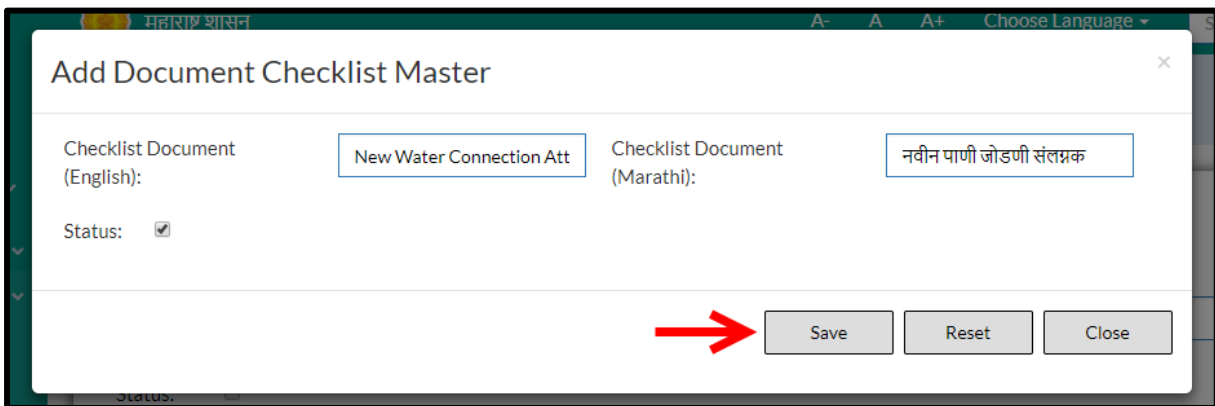
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Checklist Document(English)	Enter checklist document name in English
2.	Checklist Document(Marathi)	Enter Checklist document name in Marathi
3.	Status	Check/uncheck the status

User can save the added checklist document by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

10.4 Document Checklist Details

The system is defined for document checklist details.

Follow the path: Department login→ Common/Configuration→Service→ Document Checklist Details

Below mentioned screen is displayed when clicked on "**Document Checklist Details**"

User can search any checklist document details through "**Search**" option as well as add a new checklist document details in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

10.4.1   SEARCH

Select/Enter required Parameter and Click on "**search**" option.

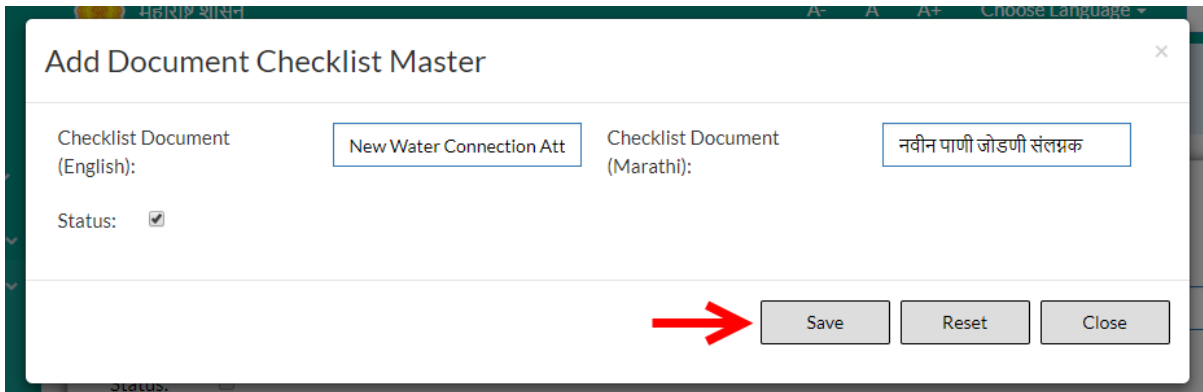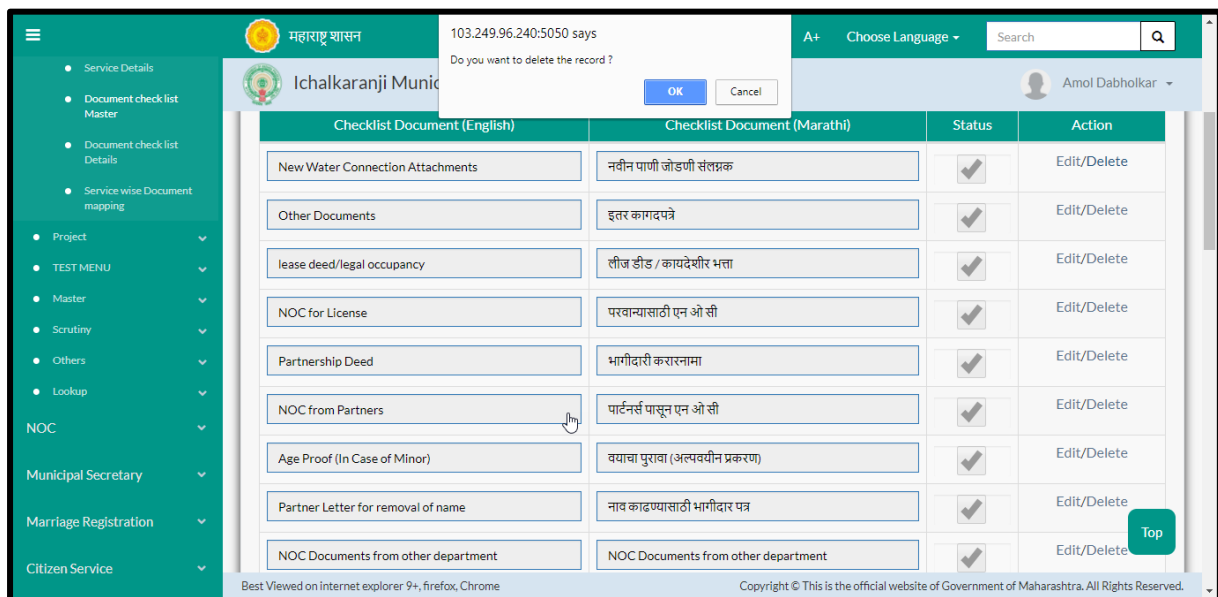Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the checklist documents details, user can select as per the preference

Select checklist document from the dropdown (aadhar Card, Proof of address, Occupancy certificate etc.) and click on search option

The data present in the system as per the entered parameter will be displayed in the Document Checklist Details List section; User can edit as well as delete the Document Checklist Details

If user wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Checklist Document	Non editable
2.	Checklist Document(English)	Enter checklist document name in English
3.	Checklist Document(Marathi)	Enter checklist document name in Marathi

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below is the description for "**Delete**" option

➢ When clicked on delete option, the record gets deleted and a message is displayed saying "data deleted successfully!!" Within application record is ideally inactive

10.4.2   ADD

User will have to click on "**Add**" option to add a new document checklist details in the system, Refer below screen to locate the add button.
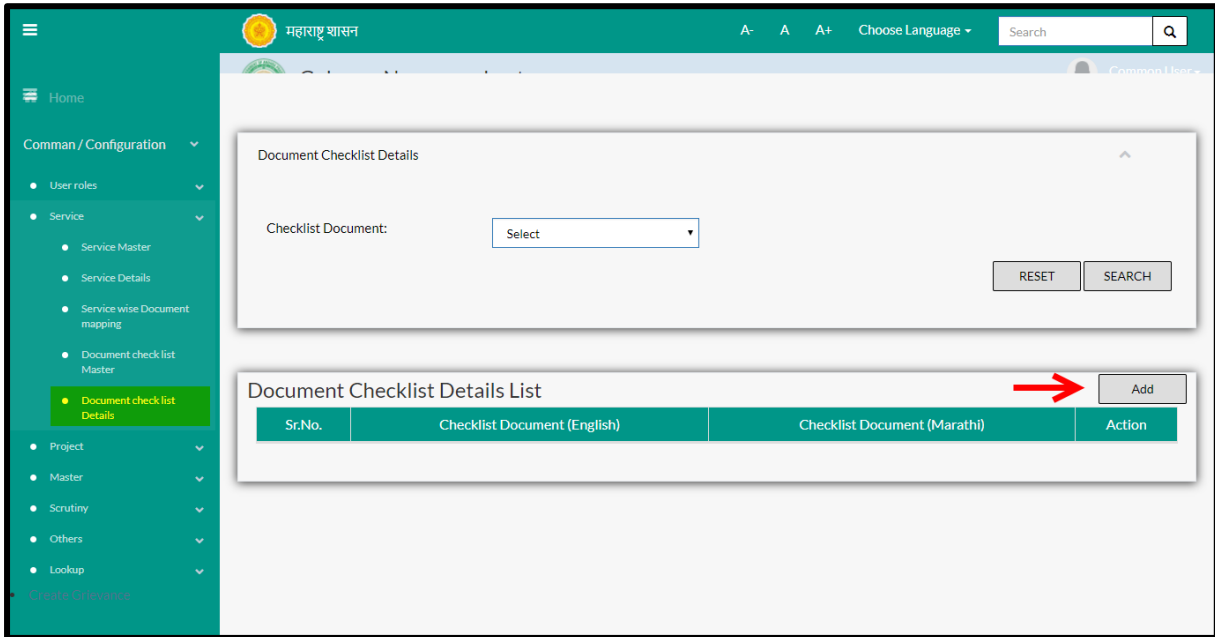
Below screen is displayed when clicked on add option
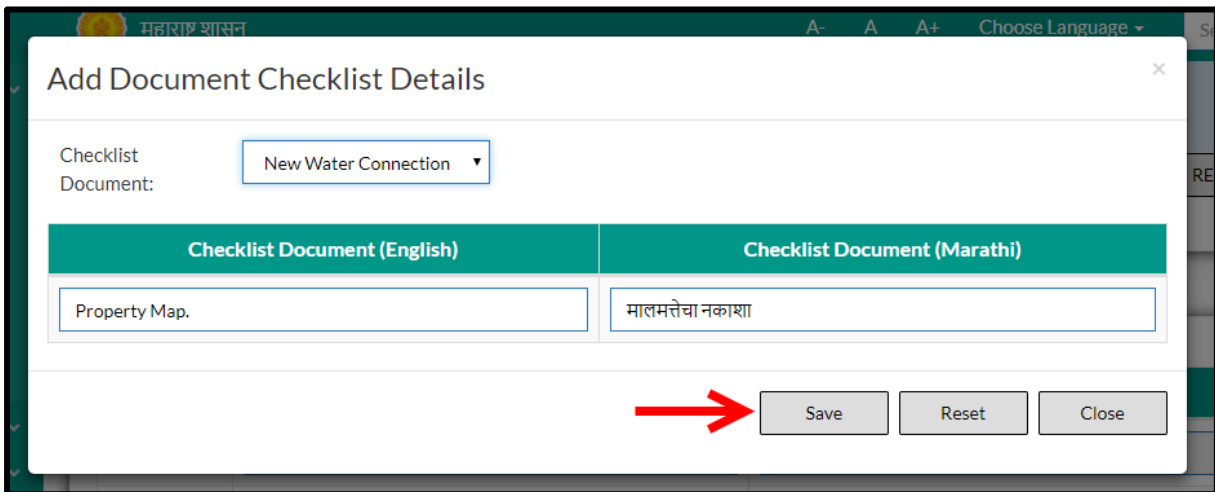
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Checklist Document	Select checklist document from the dropdown (aadhar Card, Proof of address, Occupancy certificate etc.)
2.	Checklist Document(English)	Enter checklist document name in English
3.	Checklist Document(Marathi)	Enter checklist document name in Marathi

User can save the added checklist document detail by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

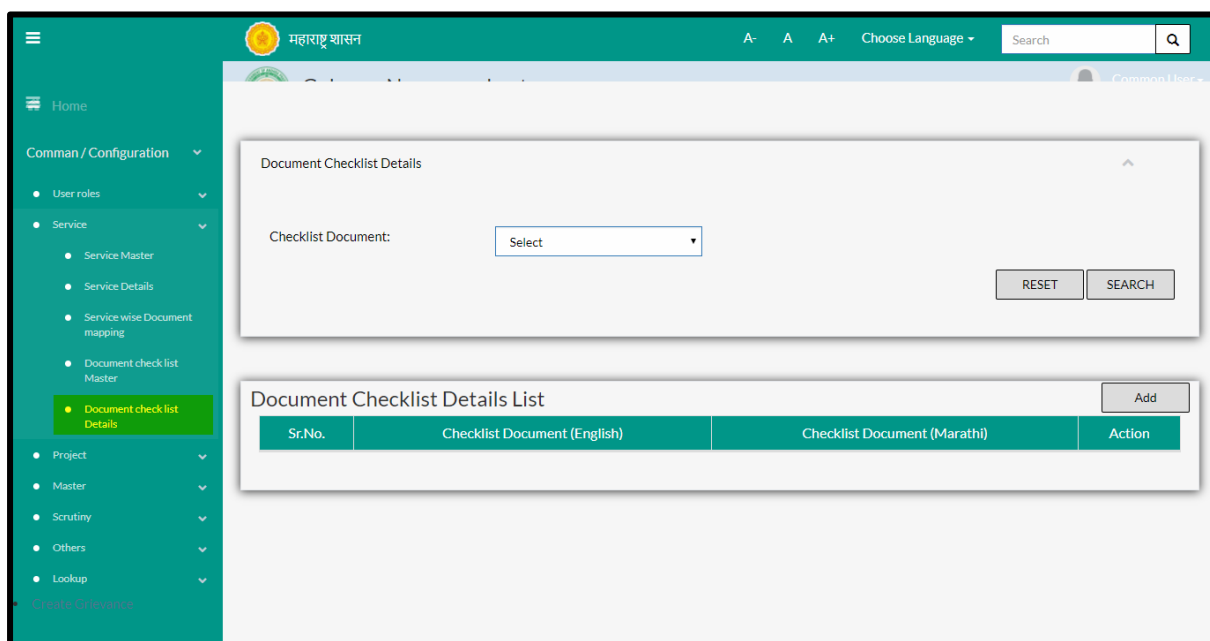"**Reset**" option is used to clear the entered data on form

"**Close**" option is used to close the form

10.5 Service Wise Document Mapping

The system is defined for mapping service documents for the respective service name selected by the user.

Follow the path: Department login→ Common/Configuration→ Services → Service Wise Document mapping

Below mentioned screen is displayed when clicked on "**Service Wise Document Mapping**"

User can search any service through "**Search**" option as well as map a new service in the system using "**Add**" option.
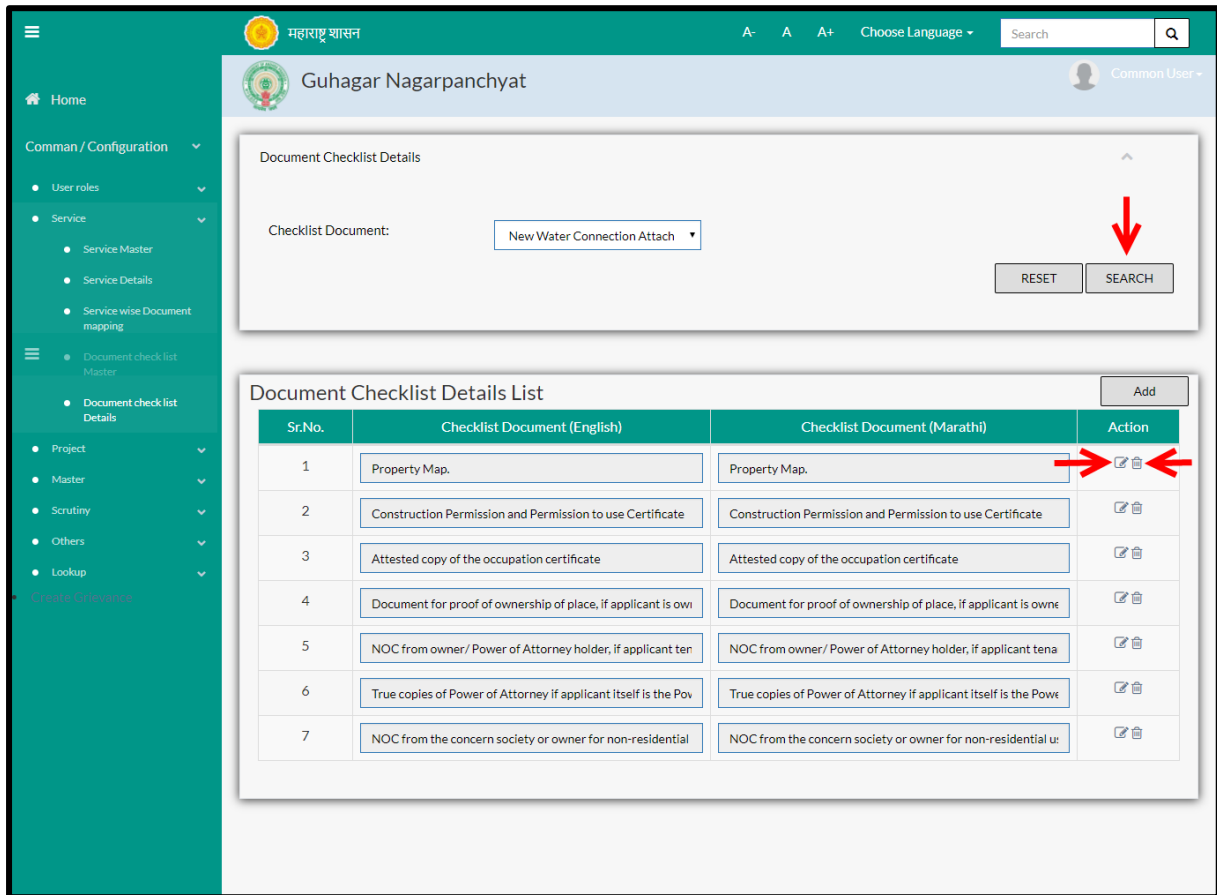
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

10.5.1   SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.
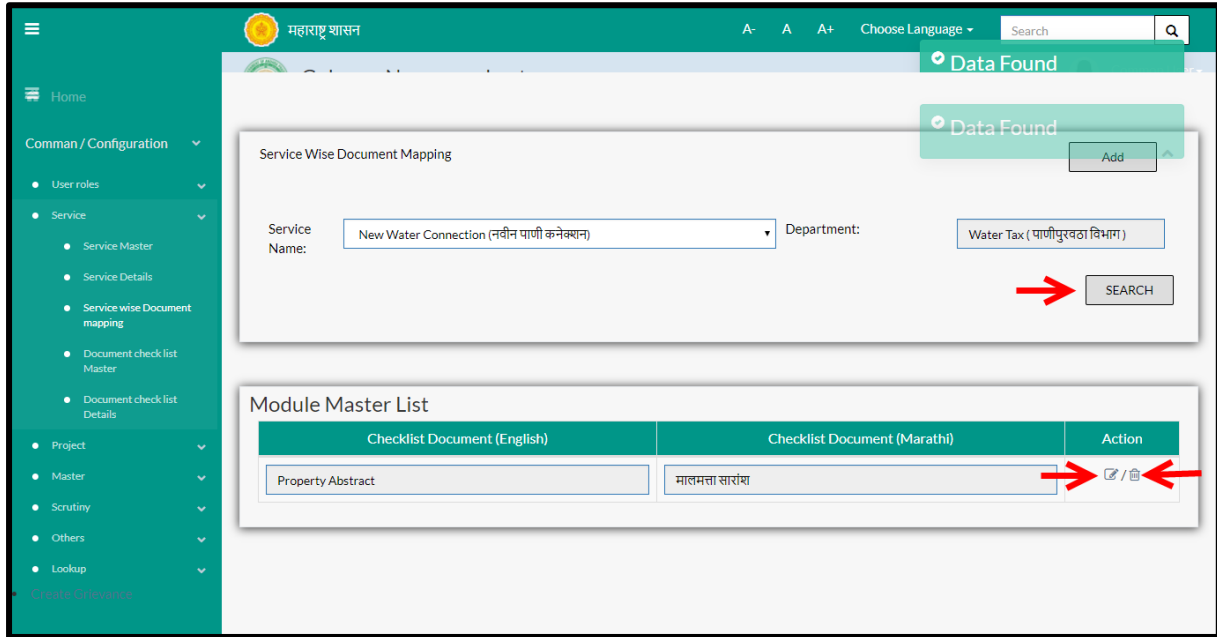
Note: All parameters are not mandatory for searching the service wise mapped document, user can select as per the preference.

Sr. No	Field Name	Description
1.	Service Name	Select Service Name from the dropdown (NOC/ Water bill/ Change of usage/Issuance of license etc)
2.	Department	Department name will be fetched by the system on basis of service name

The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit as well as delete the mapped document

If User wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Service Name	Non editable
2.	Department	Non editable
3.	Checklist Document	Select checklist document from the dropdown (aadhar Card, Proof of address, Occupancy certificate etc.)

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"**Reset**" option is used to clear the entered data on form

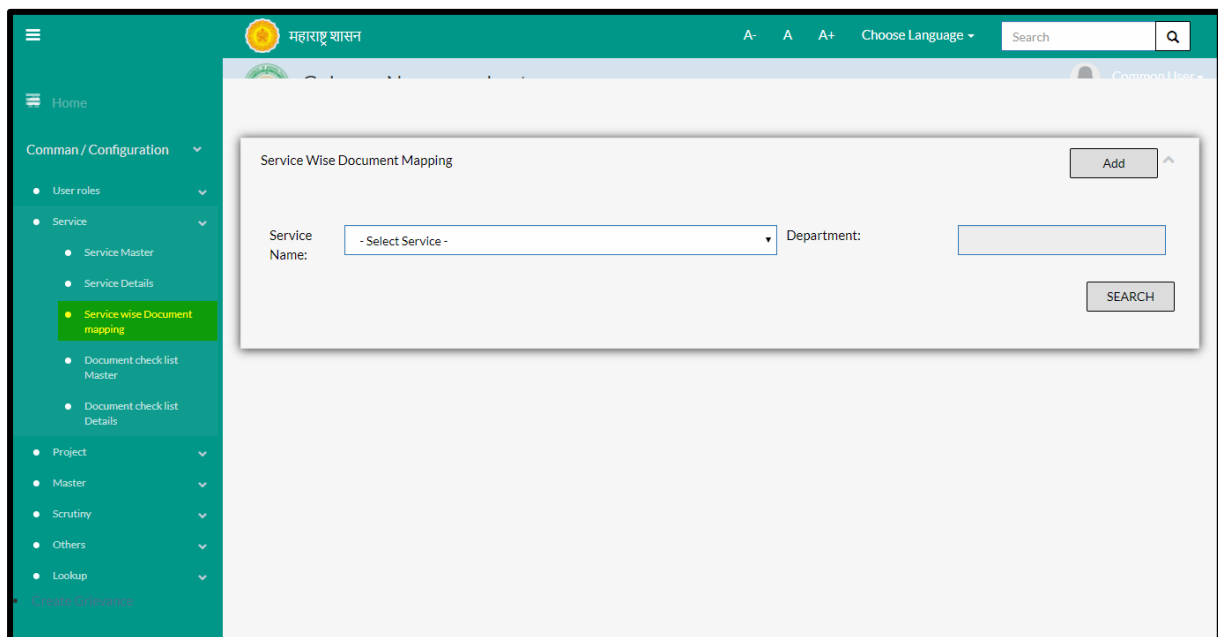"**Close**" option is used to close the form

➢ Below is the description of "**Delete**" option

 When clicked on delete option, the record gets deleted and message is thrown by the system saying "data deleted" Within application record is ideally inactive

10.5.2   ADD

User will have to click on "**Add**" option to map a new document to the service in the system, Refer below screen to locate the add button.
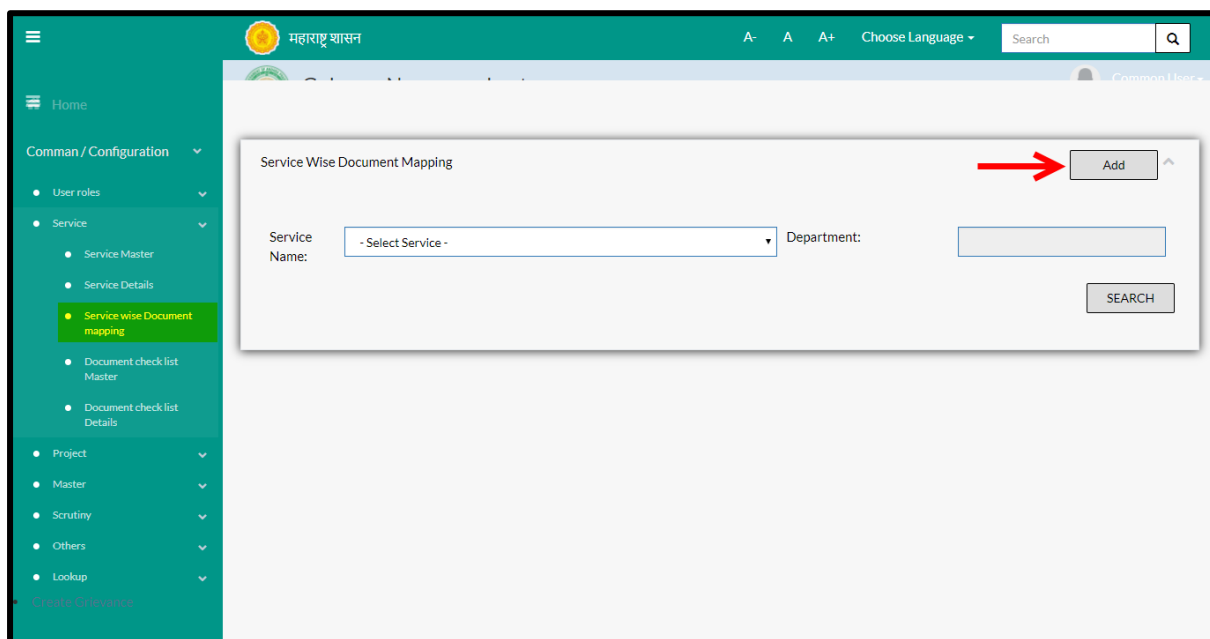
Below screen is displayed when clicked on add option
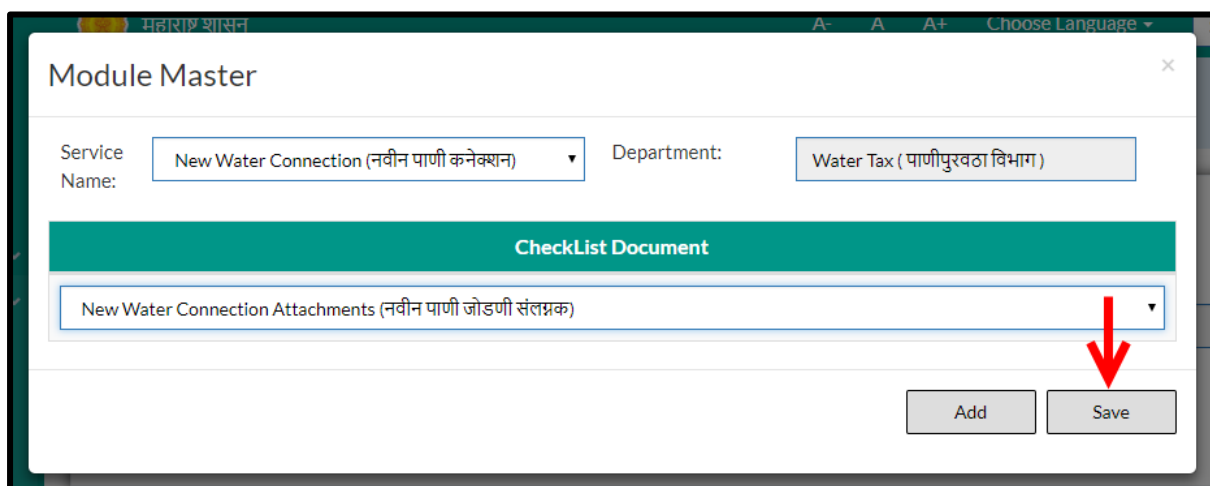
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Service Name	Select Service Name from the dropdown (NOC/ Water bill/ Change of usage/Issuance of license etc)
2.	Department	Department name will be fetched by the system on basis of service name
3.	Checklist Document	Select checklist document from the dropdown (aadhar Card, Proof of address, Occupancy certificate etc.)

User can save the mapped document by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

11 Project

11.1 Project Master State

This master will be used to define a Project and will capture all possible details of Project such as Project Name, Project Funded by and configuration.

Follow the path: Department login→ Common/Configuration→ Project → Project Master State

Below mentioned screen is displayed when clicked on "**Project Master State**"

User can search any service through "**Search**" option as well as map a new service in the system using "**Add**" option.
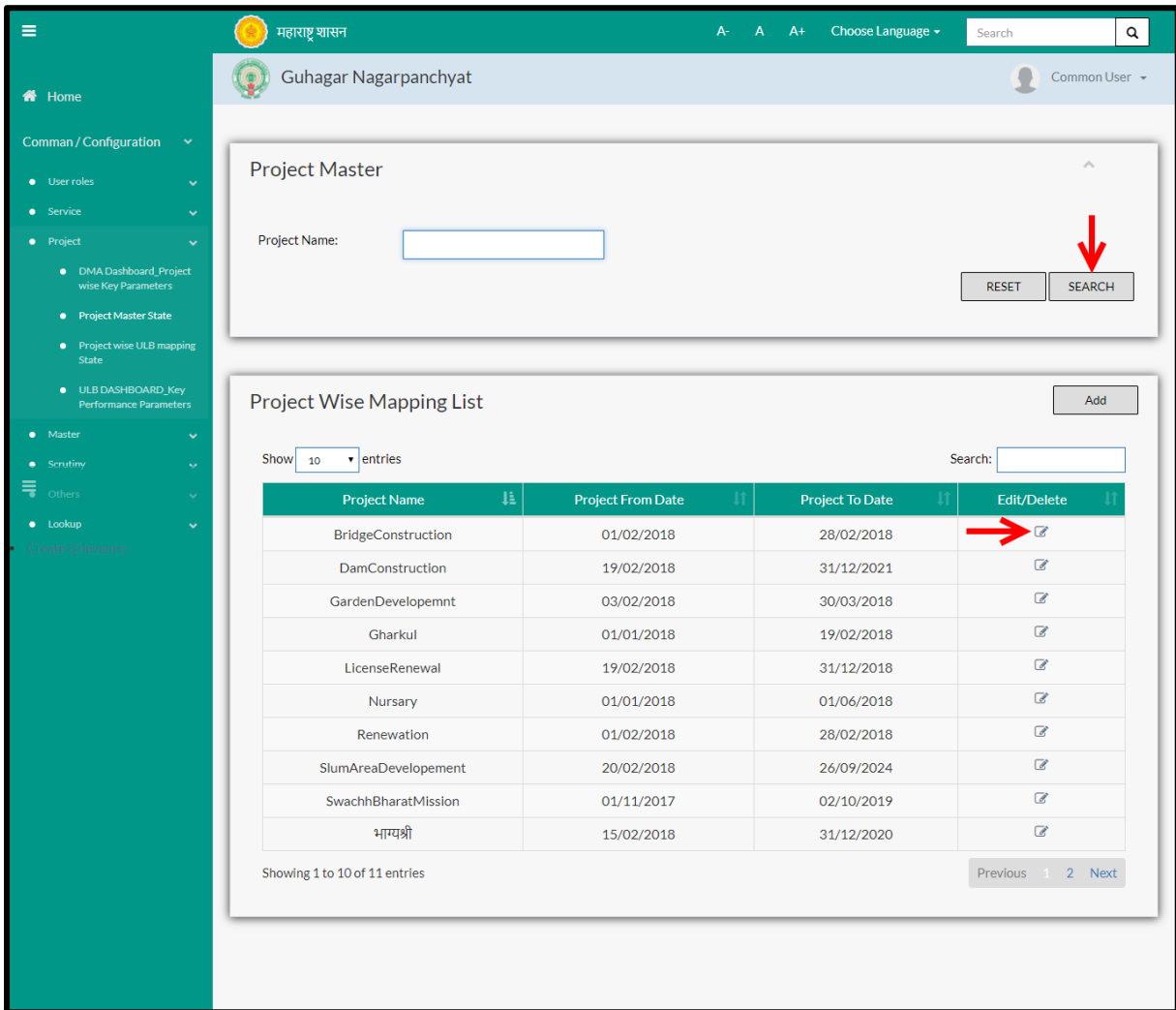
"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

11.1.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

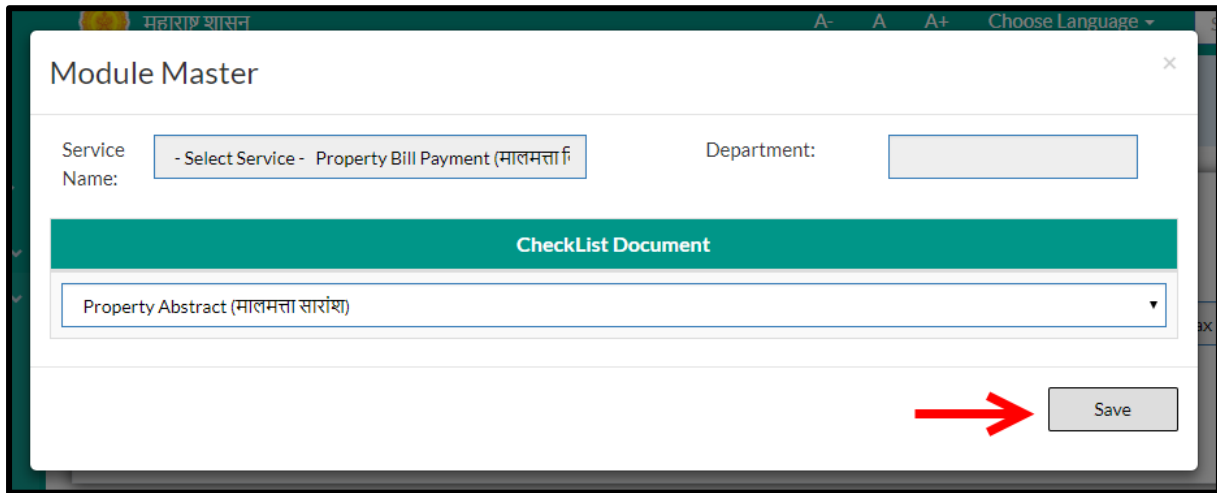Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the Project, user can select as per the preference.

Enter project name and click on "search" option The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit the Project master

➢ Below screen appears when clicked on "**Edit**" option

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Project Name	Enter Project Name
2.	Project Code	Enter Project Code
3.	Project Description	Enter Project Description
4.	Attachment If Any	View/Download any attachment or change the attachment
5.	Project From Date	Select project from date from the date picker or enter the manually
6.	Project To Date	Select project from date from the date picker or enter the manually
7.	Project Funded By	Select project funded by from the dropdown(DMA/Amrutcity/Central Govt./Swachha Bharat Abhiyan)

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form
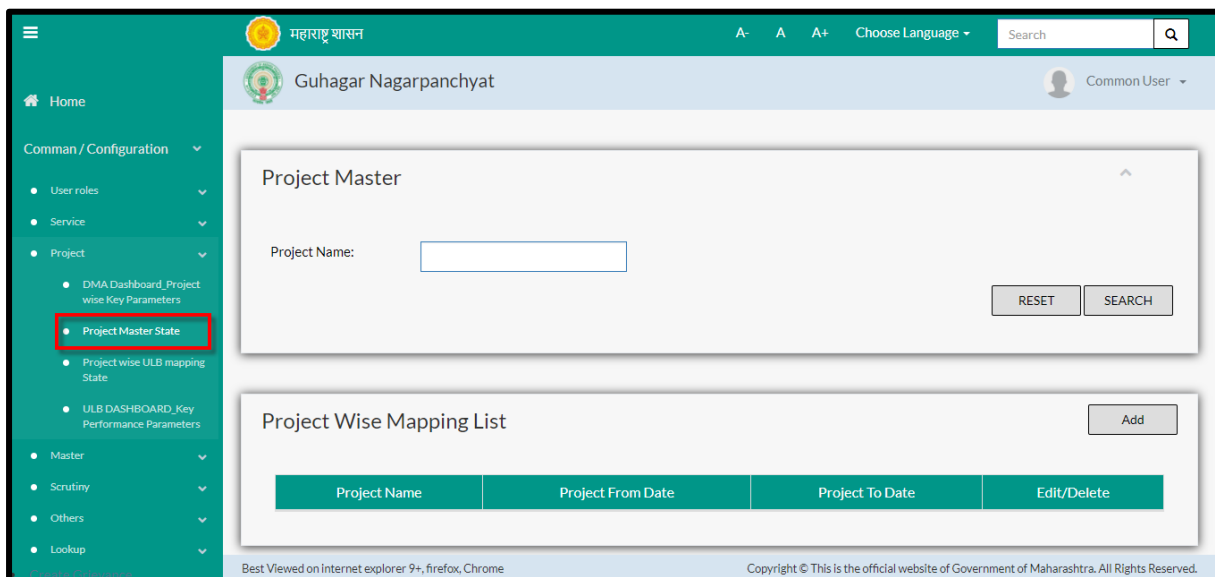
"**Close**" option is used to close the form

11.1.2 ADD

User will have to click on "**Add**" option to add the project name in the system, Refer below screen to locate the add button.
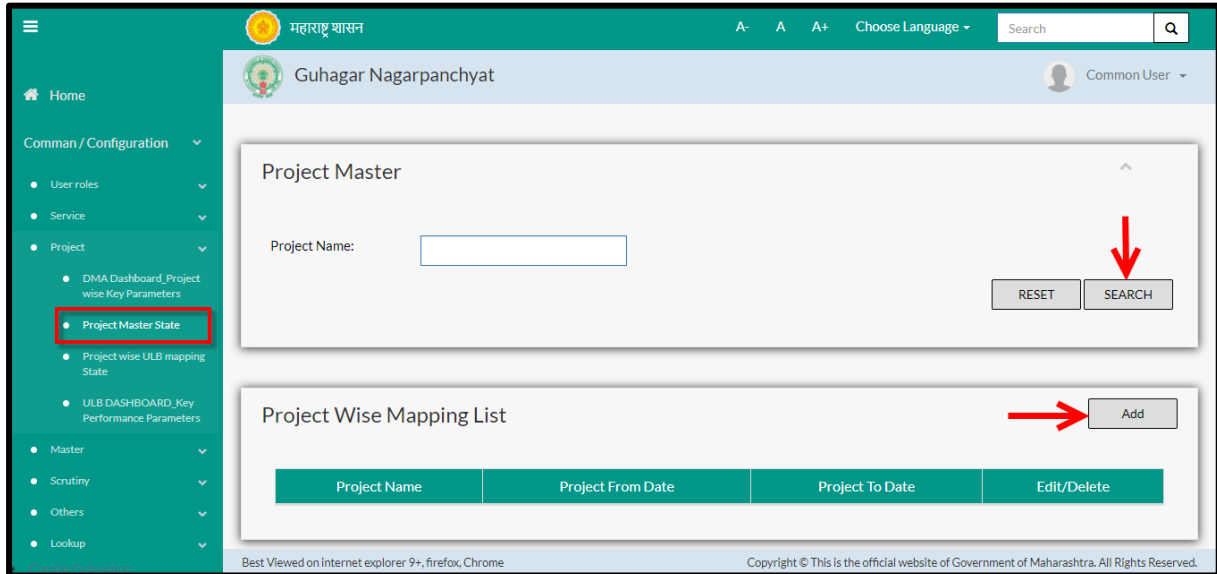
Below screen is displayed when clicked on add option
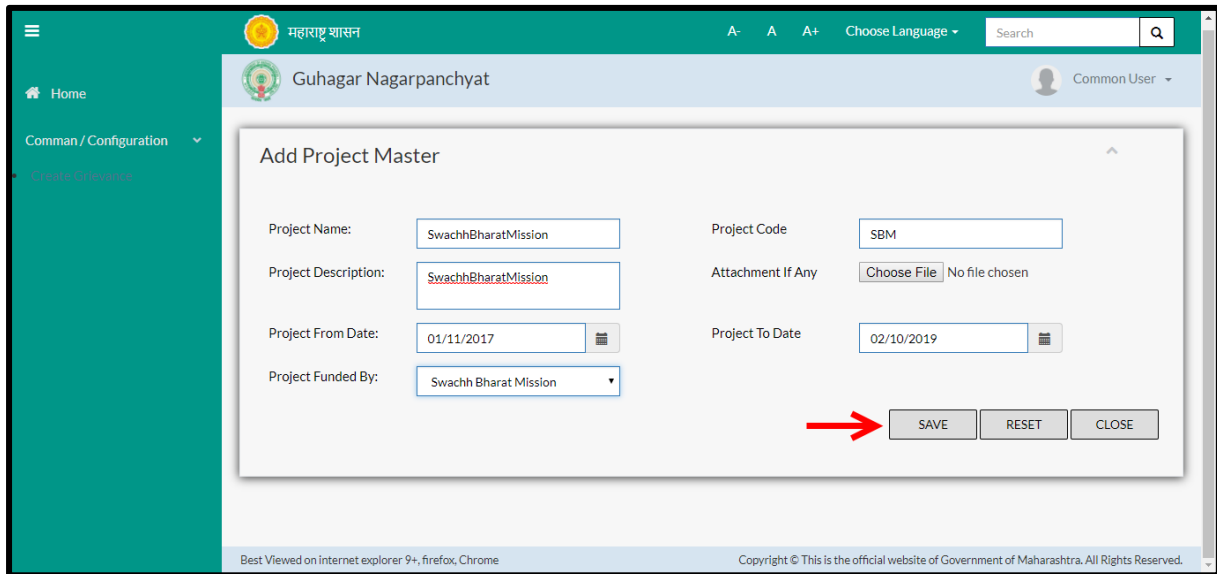
Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Project Name	Enter Project Name
2.	Project Code	Enter Project Code
3.	Project Description	Enter Project Description
4.	Attachment If Any	Click on choose file to select the attachment file

5.	Project From Date	Select project from date from the date picker or enter the manually
6.	Project To Date	Select project from date from the date picker or enter the manually
7.	Project Funded By	Select project funded by from the dropdown(DMA/Amrutcity/Central Govt./Swachha Bharat Abhiyan)

User can save the added project by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

11.2 Project Wise ULB mapping State

System provides the facility to map ULB against the Project.

If All ULBs are selected then by default particular ULB's Project's From Date and To Date should be displayed and if the user wants to edit that particular ULB record then the user should be allowed to edit the record.

Follow the path: Department login→ Common/Configuration→ Project → Service Wise Document mapping

Below mentioned screen is displayed when clicked on "**Project Wise ULB Mapping**"
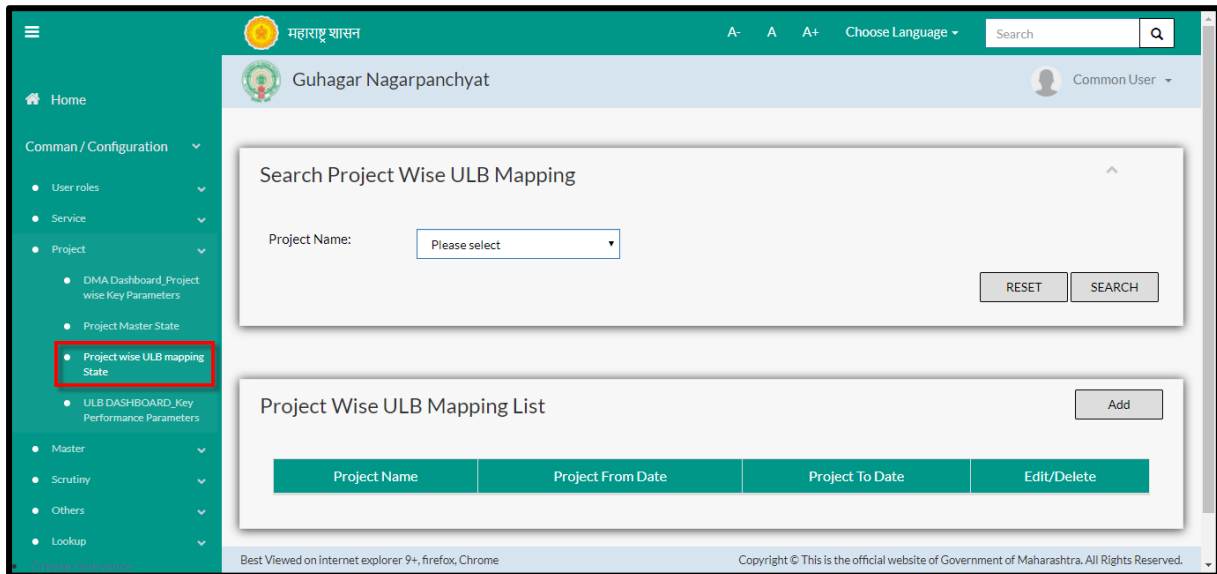
User can search any service through "**Search**" option as well as map a new Project in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

11.2.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
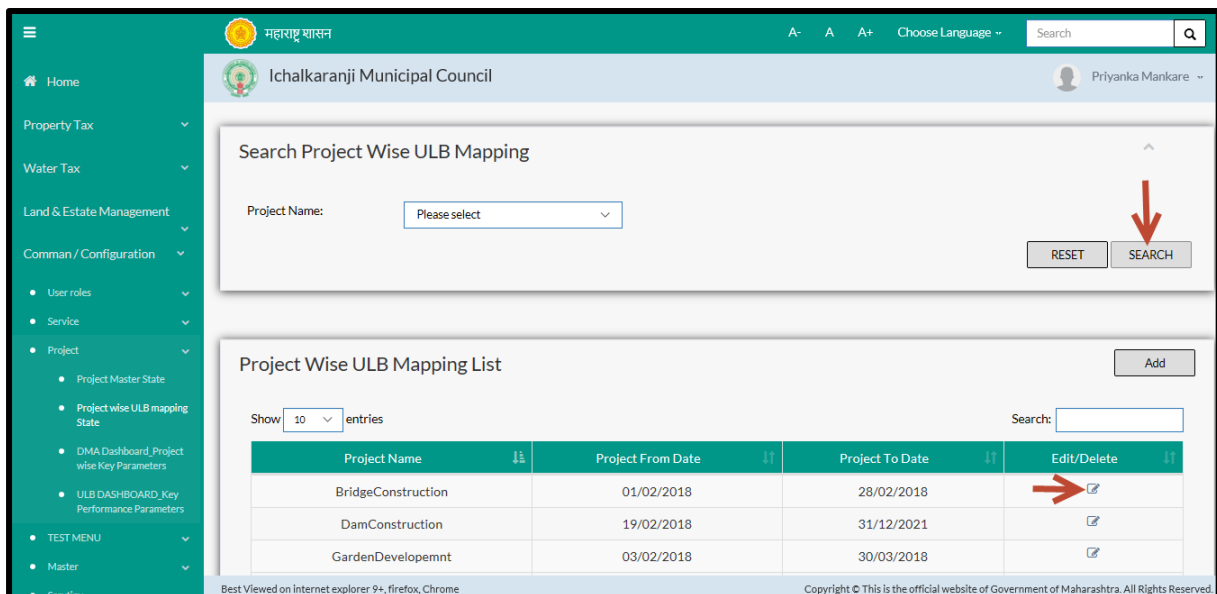
Note: All parameters are not mandatory for searching the project wise mapped ULB, user can select as per the preference.

Select project from the dropdown (Nursery/ Garden development/ Dam Construction etc.) and click on search option The data present in the system as per the entered parameter will be displayed in Module Master List section; user can edit the mapped project

If User wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

EDIT SCREEN – not working properly

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Service Name	Non editable
2.	Department	Non editable
3.	Checklist Document	Select checklist document from the dropdown (aadhar Card, Proof of address, Occupancy certificate etc.)

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

11.2.2   ADD

User will have to click on "**Add**" option to map a new project to the ULB in the system, Refer below screen to locate the add button.
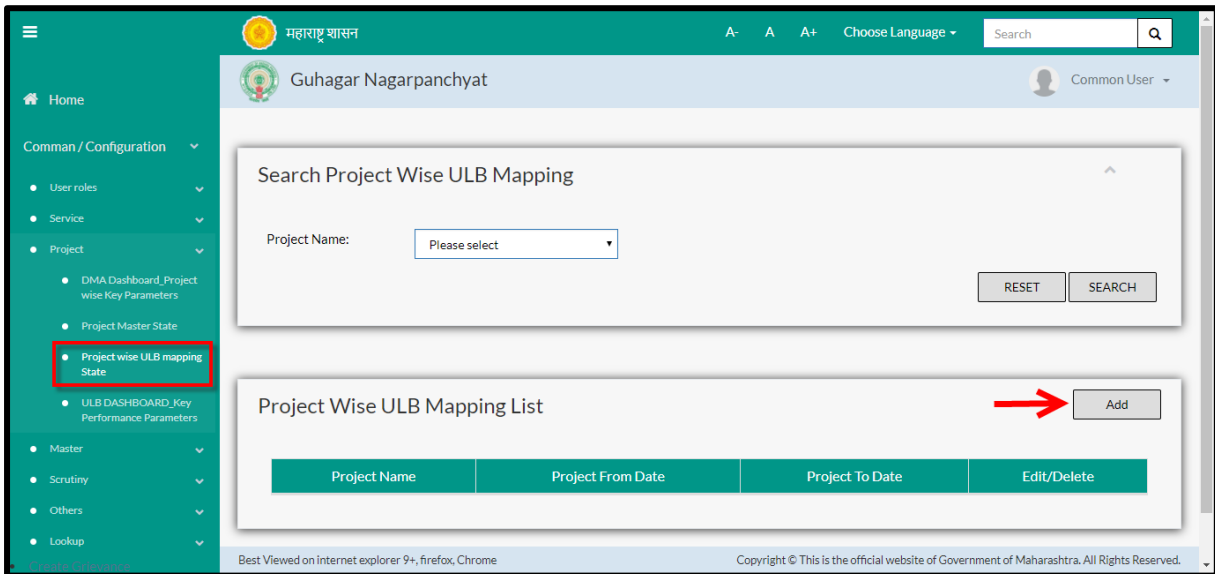
Below screen is displayed when clicked on add option
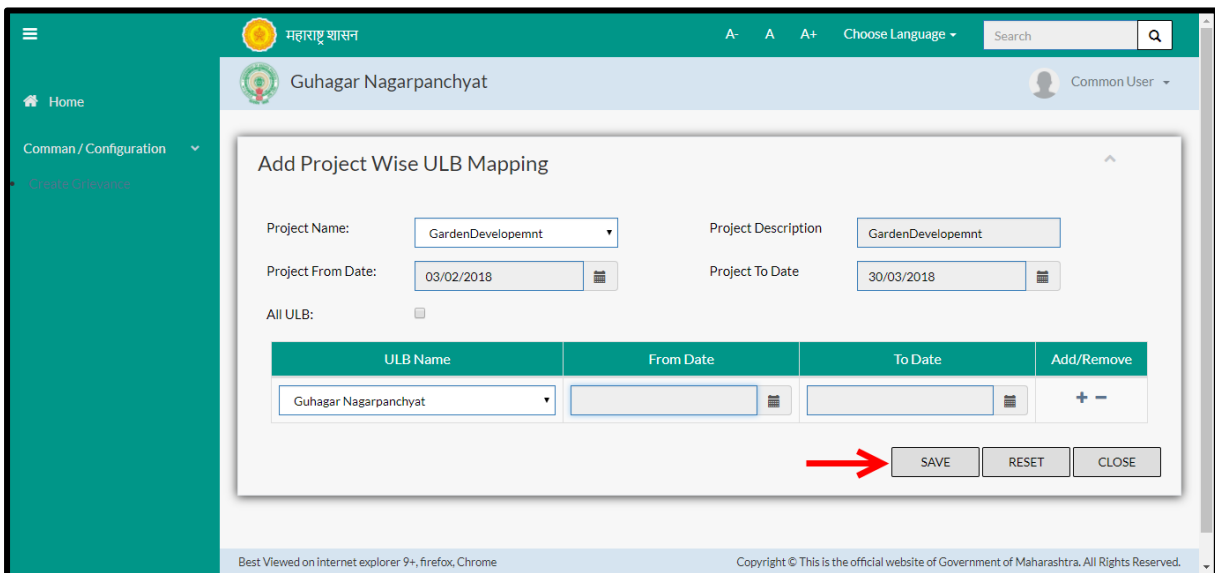
Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Project Name	Select project from the dropdown (Nursery/ Garden development/ Dam Construction etc.)
2.	Project Description	Non editable, auto fetched by system on selecting Project Name
3.	Project From Date	Non editable, auto fetched by system on selecting Project Name
4.	Project To date	Non editable, auto fetched by system on selecting Project Name

5.	All ULB	Check/uncheck all ULB option, if it is checked then all the ULB's present will be listed also from date and to date will be auto displayed
6.	ULB Name	Select ULB Name from the dropdown. (Roha Municipal Council/Kagal Municipal Council/Pen Municipal Council/Vengurla Municipal Council etc.)
7.	From Date	Select the from date using date picker or enter the date manually
8.	To Date	Select the to date using date picker or enter the date manually

User can save the mapped document by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

11.3 DMA Dashboard Project Wise Key Parameters

The system have the facility to define the project wise key parameters, target values for particular parameters irrespective of module. It should allow DMA to view the data and compare the parameters ULB wise.

Data saved in KPI have the replication in ULB Login at the backend.

Follow the path: Department login→ Common/Configuration→ Projects→ DMA Dashboards Project Wise Key Parameters

Below mentioned screen is displayed when clicked on "**DMA Dashboards Project Wise Key Parameters**"
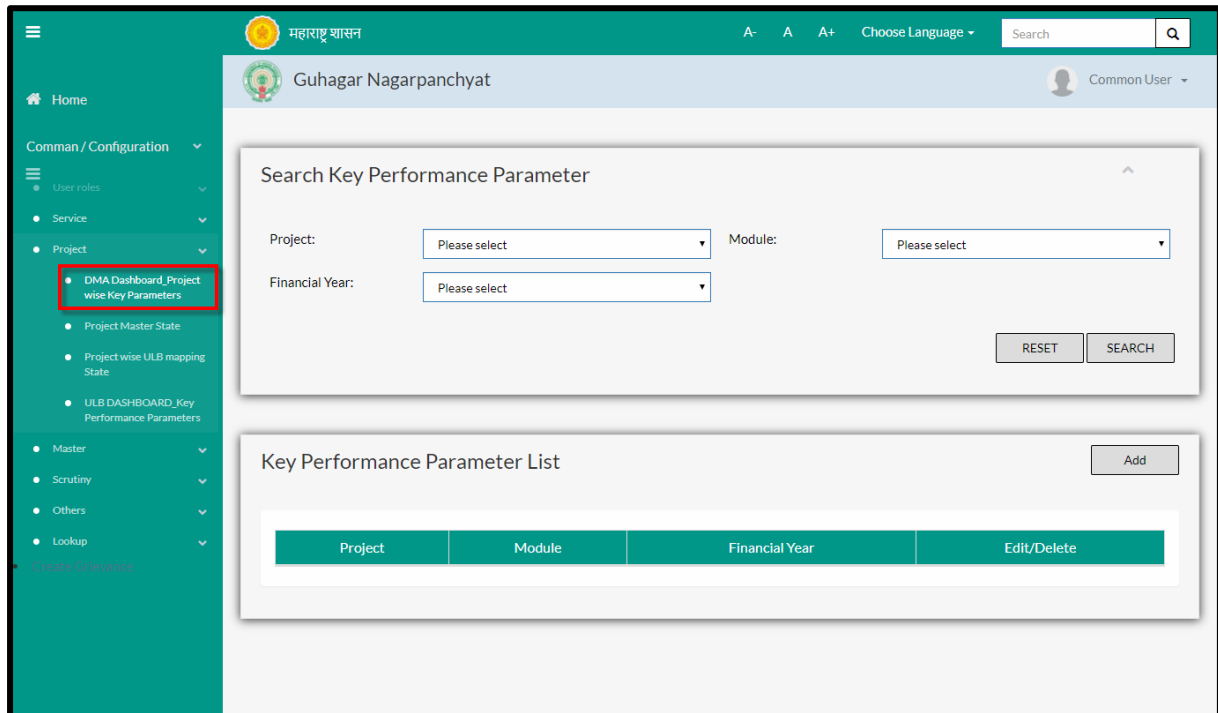
User can search any KPI through "**Search**" option as well as map a new KPI in the system using "**Add**" option.

"**Reset**" option is used to clear the entered data on form.

Firstly let us go through the entire flow of **search** option

11.3.1 SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.
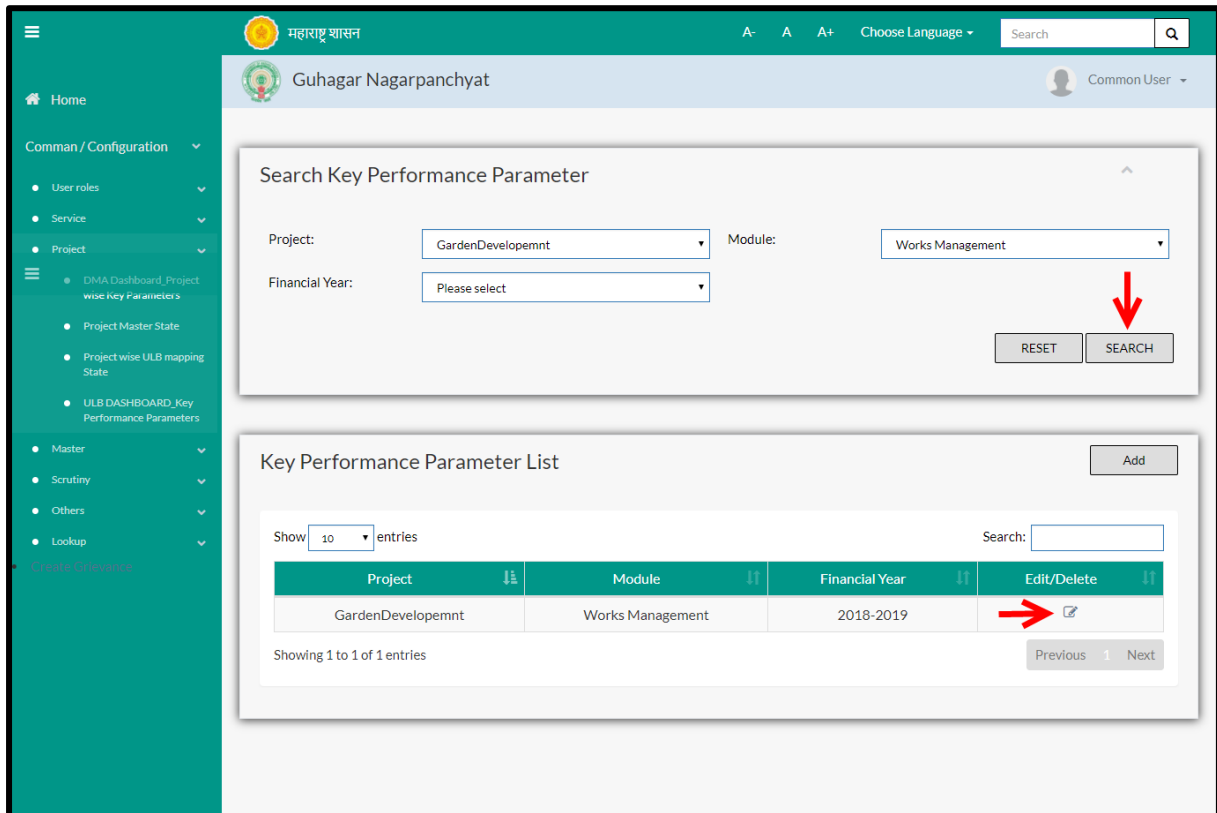
Note: All parameters are not mandatory for searching the KPI, user can select as per the preference.

Sr. No	Field Name	Description
1.	Project	Select Project from the dropdown (Nursery/Dam Construction/License Renewal etc.)
2.	Module	Select Module from the dropdown (Water Tax/Property Tax/Tree Census etc.)
3.	Financial Year	Select Financial year from the dropdown (2017-2018/2018-2019/2019-2020 etc.)

The data present in the system as per the entered parameter will be displayed in Module Master List section;

Edit functionality not working

If User wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

EDIT SCREEN

Below is the description of all the fields present on form

Sr. No	Field Name	Description

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form

➢ Below screen appears when clicked on "**Delete**" option

DELETE SCREEN

11.3.2   ADD

User will have to click on "**Add**" option to add a new Key Performance Parameter to a project, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Project	Select Project from the dropdown (Nursery/Dam Construction/License Renewal etc.)
2.	Module	Select Module from the dropdown (Water Tax/Property Tax/Tree Census etc.)
3.	Financial Year	Select Financial year from the dropdown

		(2017-2018/2018-2019/2019-2020 etc.)
4.	KPI	Enter KPI value
5.	KPI Type	Select KPI type from the dropdown (Text/Number/Objective)
6.	Target Values	Enter Target value. Target value differs as per the selection of KPI type.
7.	Remark	Enter Remark

User can save the added Key Performance Parameter by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

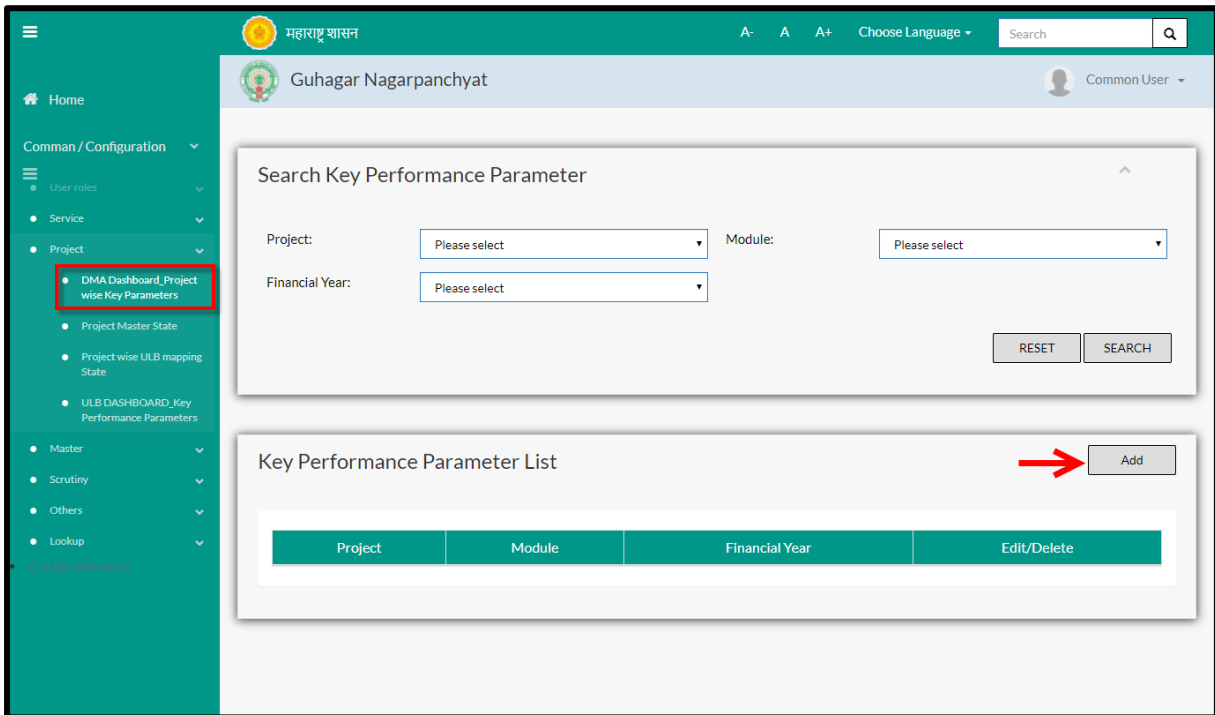**"Reset"** option is used to clear the entered data on form

"**Close**" option is used to close the form

11.4 ULB Dashboard Key Performance Parameters

System will capture required parameter in this form and same will further use for generation of various dashboard related reports and generation of MIS.

DMA office or Admin will add the KPI and Target Values.

It should allow the ULB to enter the actual values against the particular parameters.

Follow the path: Department login→ Common/Configuration→ Project→

Below mentioned screen is displayed when clicked on "**ULB Dashboard Key Performance Parameter**"
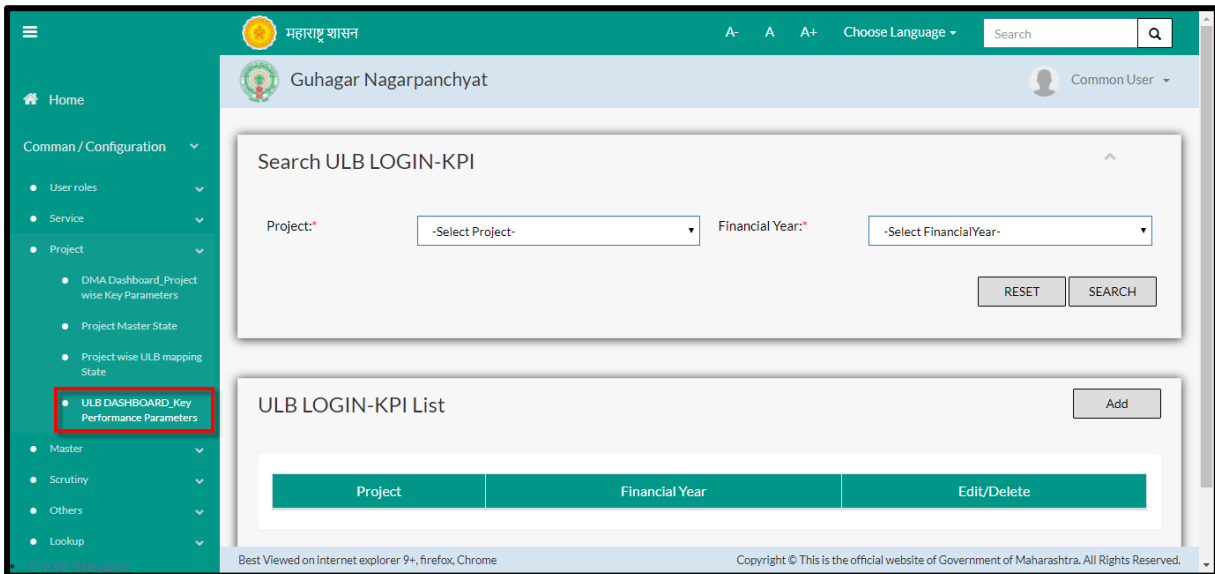
User can search any Key Performance Parameter through "**Search**" option as well as add a new KPI value in the system using "**Add**" option.

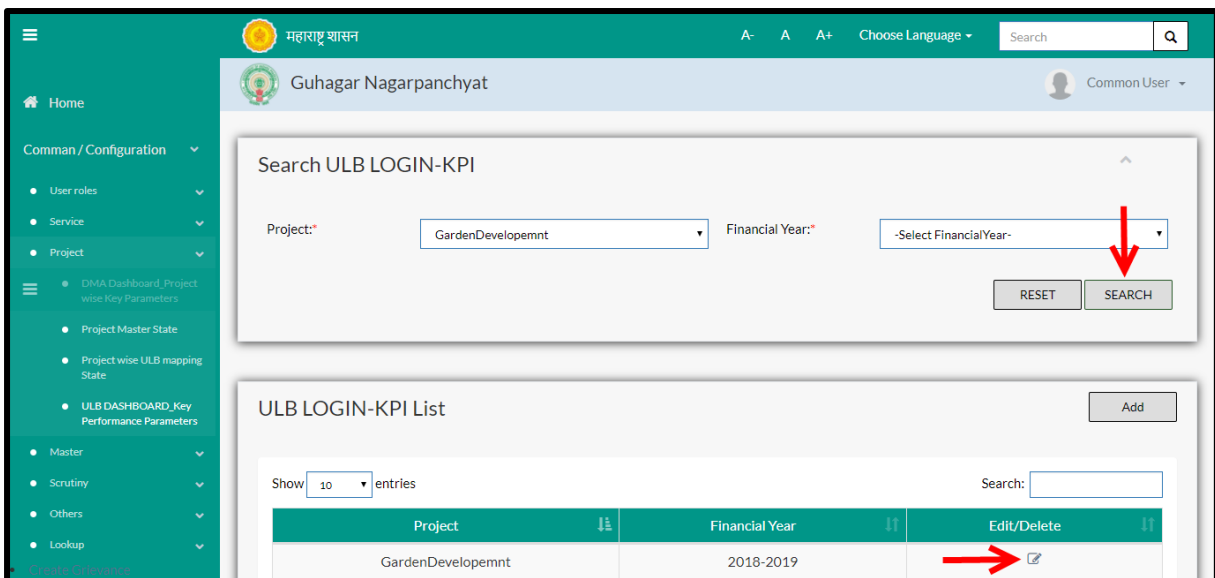"**Reset**" option is used to clear the entered data on form

Firstly let us go through the entire flow of **search** option

11.4.1   SEARCH

Select/Enter required Parameter and Click on "**search"** option.

Below screen will be displayed when clicked on **search** option.

Note: All parameters are not mandatory for searching the ULB Dashboard KPI, user can select as per the preference.

Sr. No	Field Name	Description
1.	Project	Select Project from the dropdown (Nursery/Dam Construction/License Renewal etc.)
2.	Financial Year	Select financial year from the dropdown

The data present in the system as per the entered parameter will be displayed in Module Master List section

Edit functionality not working

If User wants to make any changes in the existing data then same can be done by clicking "**Edit**" option.

➢ Below screen appears when clicked on "**Edit**" option

EDIT SCREEN

Below is the description of all the fields present on form

Note: greyed out fields cannot be edited

Sr. No	Field Name	Description

User can save the edited data by clicking the "**Save**" button, if no duplication of data is found than a message will be displayed by the system saying "**Updated Successfully**"

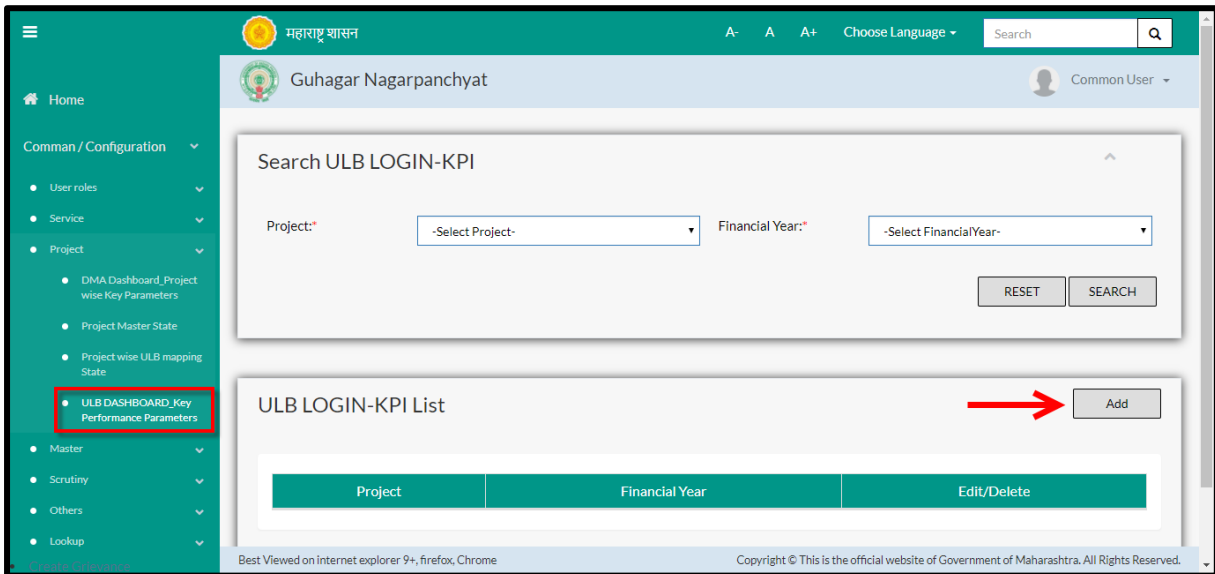**"Reset"** option is used to clear the entered data on form

"**Close**" option is used to close the form

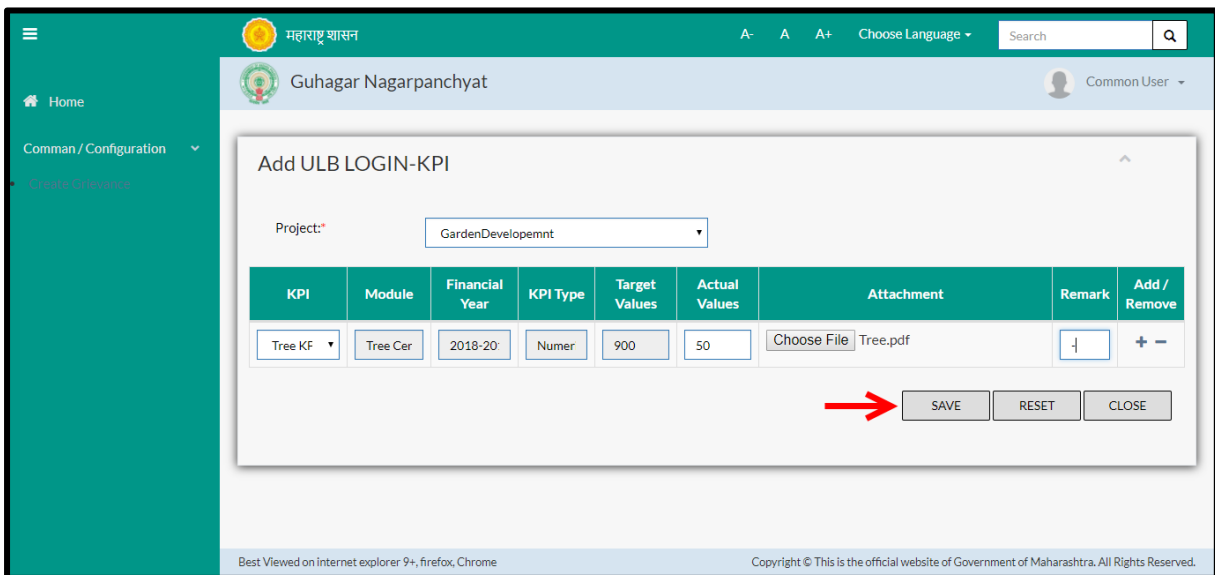➢ Below screen appears when clicked on "**Delete**" option

DELETE SCREEN

11.4.2   ADD

User will have to click on "**Add**" option to add the actual KPI value of the project in the system, Refer below screen to locate the add button.

Below screen is displayed when clicked on add option

Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	Project	Select Project from the dropdown (Nursery/Dam Construction/License Renewal etc.)
2.	KPI	Select KPI from the dropdown (Tree plants etc.)
3.	Module	Non editable
4.	Financial Year	Non editable
5.	KPI Type	Non editable

6.	Target Values	Non editable
7.	Actual Values	Enter Actual value
8.	Attachment	Click on "choose file" to upload the attachment
9.	Remark	Enter Remark

User can save the added value by clicking the "**Save**" button; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Added successfully**"

"Reset" option is used to clear the entered data on form

"**Close**" option is used to close the form