LIST OF MODULES

1. Trade License
License Module

Login page:

The departmental User must log with username and password to operate the License applications received from citizen.
Trade License Application:

After clicking on ‘Application Number’ the application opens. User can take actions as shown in the below screen. View the Trade license application for low/Medium/High – Followed by filling description (if any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for Trade License Application approval. Refer the following screen.
For approval to Trade license Application, the authorised User must select the ‘Field Verification Report’ from ‘Task name’ Column. Refer the screen as below.
After clicking on ‘Field Verification Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High Followed by filling description (If any) an authorised User should take appropriate action by clicking on Truti Patra/Scrunity /Discard Workflow.

The approver authority should login to complete the Next process for ‘Field Verification Report’ approval. Refer the following screen.
After clicking on ‘Verify Application and Inspection report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (if any) an authorised User should take appropriate action by clicking on LOI/Issue Truti Patra /Discard workflow.

An authorised User must click on Reports >>License Reports. Refer screen as given below –
After clicking on ‘License Reports’ click on LOI Certificate (License)>> ‘View Report’. Refer following screen

Authorised User should enter the valid License application number in the given field. And click on ‘Generate’ button. Refer following screen
After Clicking on ‘Generate’ button, the option to download the ‘LOI_License Certificate for Trade’ will be given. Refer the following screen.
After clicking on ‘License Reports’ click on LOI Certificate (Meat Shop) >> ‘View Report’. Refer following screen

Authorised User should enter the valid application number in the given field. And click on ‘Generate’ button. Refer following screen
After Clicking on ‘Generate’ button, the option to download the ‘LOI License Certificate for Trade’ will be given. Refer the following screen.
Renew License:

User can select the Renew License application Details by clicking on its ‘Application Number’.
After clicking on ‘Application Number’ the application opens. User can take actions as shown in the below screen. View the Renew license application for low/Medium/High – Followed by filling description (If any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for Renew License Application approval. Refer the following screen.

For approval to Renew license Application, the authorised User must select the ‘Inspection Report’ from ‘Task name’ Column. Refer the screen as below.
After clicking on ‘Inspection Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High Followed by filling description (if any) an authorised User should take appropriate action by clicking on Re-Verify/Scrunity/Discard Workflow.

The approver authority should login to complete the Next process for ‘Inspection Report Verification’ approval. Refer the following screen.
After clicking on ‘Inspection Report Verification’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Approve /Re-Verify/Discard workflow.

An authorised User must click on Reports >>License Reports. Refer screen as given below –
After clicking on ‘License Reports’ click on License Renew Certificate >> ‘View Report’. Refer following screen

Authorised User should enter the valid application number in the given field. And click on ‘Generate’ button. Refer following screen
After Clicking on 'Generate' button, the option to download the ‘Renew License Certificate’ will be given. Refer the following screen.
Issue Duplicate License:

User can select the Renew License application Details by clicking on its ‘Application Number’.
After clicking on ‘Application Number’ the application opens. An User can take actions as shown in the below screen. View the Duplicate license application for low/Medium/High – Followed by filling description (If any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for Renew License Application approval. Refer the following screen.
For approval to Duplicate license Application, the authorised User must select the ‘Inspection Report’ from ‘Task name’ Column. Refer the screen as below.

After clicking on ‘Inspection Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High Followed by filling description (if any) an authorised User should take appropriate action by clicking on Re-Verify/Scrunity /Discard Workflow.
The approver authority should login to complete the Next process for ‘Inspection Report Verification’ approval. Refer the following screen.

After clicking on ‘Inspection report Verification’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Approve /Re-verify/Discard workflow.
An authorised User must click on Reports >> License Reports. Refer screen as given below –

After clicking on ‘License Reports’ again click on Duplicate License Certificate >> ‘View Report’. Refer following screen

Authorised User should enter the valid application number in the given field. And click on ‘Generate’ button. Refer following screen
After Clicking on ‘Generate’ button, the option to download the ‘Duplicate License Certificate’ will be given. Refer the following screen.
Change Business Name:

User can select the ‘Change Business Name’ application Details by clicking on its ‘License Number’. 
After clicking on ‘License Number’ the application opens. An User can take actions as shown in the below screen. View the ‘Change of Business Name’ application for low/Medium/High – Followed by filling description (If any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for Change of Business Name Application approval. Refer the following screen.
For approval to Change of Business Name license Application, the authorised User must select the ‘Inspection Report’ from ‘Task name’ Column. Refer the screen as below.

After clicking on ‘Inspection Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Re-Verify/Scrunity/Discard Workflow.
The approver authority should login to complete the Next process for ‘Inspection Report Verification’ approval. Refer the following screen.

After clicking on ‘Inspection report Verification’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Approve /Re-verify/Discard workflow
An authorised User must click on Reports >> License Reports. Refer screen as given below –

Authorised User should enter the valid application number in the given field. And click on ‘Generate’ button. Refer following screen
After Clicking on ‘Generate’ button, the option to download the ‘Duplicate License Certificate’ will be given. Refer the following screen.

**License Transfer:**

User can select the ‘License transfer’ application Details by clicking on its ‘License Number’.
After clicking on ‘License Number’ the application opens. User can take actions as shown in the below screen. View the ‘License Transfer Details’ application for low/Medium/High – Followed by filling description (If any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for License Transfer Application approval. Refer the following screen.
For approval to License Transfer Application, the authorised User must select the ‘Inspection Report’ from ‘Task name’ Column. Refer the screen as below.

After clicking on ‘Inspection Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High Followed by filling description (if any) an authorised User should take appropriate action by clicking on Re-Verify/Scrunity/Discard Workflow.
The approver authority should login to complete the Next process for ‘Inspection Report Verification’ approval. Refer the following screen.

After clicking on ‘Inspection report Verification’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Approve /Re-verify/Discard workflow.
Finally Workflow Completed Refer the Following screen.
License Cancel:

User can select the ‘License cancel’ application Details by clicking on its ‘License Number’.

After clicking on ‘License Number’ the application opens. An User can take actions as shown in the below screen. View the ‘License Cancel Details’ application for low/Medium/High – Followed by filling description (If any) an authorised User should take appropriate action by clicking on Accept/End/Discard workflow.
After taking necessary action the next hierarchy login has to be done for further operation / approval process.

The approver authority should login to complete the process for License Cancel Application approval. Refer the following screen.
For approval to License Cancel Application, the authorised User must select the ‘Inspection Report’ from ‘Task name’ Column. Refer the screen as below.

After clicking on ‘Inspection Report’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/Medium/High Followed by filling description (If any) an authorised User should take appropriate action by clicking on Re-Verify/Scrunity/Discard Workflow.
The approver authority should login to complete the Next process for ‘Inspection Report Verification’ approval. Refer the following screen.

After clicking on ‘Inspection report Verification’, the next screen appears as below. Authorised User should set the priority of the application as Issue Low/medium/High. Followed by filling description (If any) an authorised User should take appropriate action by clicking on Approve /Re-verify/Discard workflow.
Finally Workflow Completed Refer the Following screen.

Collection:
Collection page will display the list of Collections records under ‘Collections’ tab. User can create the new Collection by clicking on ‘New Collection’ link at the right side top of corner of the page.

New Collection:
For the workflow completed records user can generate bills i.e Fresh Bill and duplicate bill with respect to Application id record. User can create the new bill by clicking on ‘New bill ’ link at the right side top of corner of the page. User can make a payment at collection center.

Check Reconciliation:
Check reconciliation page will display list of bounced cheque records as below screen.

Reports:
Reports page will display the list of License reports, Recently Generated Reports records under 'Reports' tab. User can generate reports by clicking on respective page link.