

MAP_IT

Madhya Pradesh Agency For Promotion Of Information Technology



USER MANUAL SATAT

for

Govt. of Madhya Pradesh



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1. Overview:

SATAT web portal will be developed for management of surveyors profile who is doing property survey and creation of multiple profile's , validation of surveyor profile as well as view the captured survey data and validation of survey data.

2. Ward member:

2.1 Home screen

First window will open with login tab, Ward member shall click on login tab & move on next screen SSO login



Figure 1 – Home screen

2.2 SSO Login

Ward member shall perform login:

- Enter email id
- Enter password
- Click on submit button

Member Sign in	SATAT Government of Madhya Pradesh	
D Please Ente	r UserID	
D Please Ente	r Password	
	SUBMIT	
Forgot Passowrd	HOM	E

Figure 2 – Login window



2.3 View and update survey form

Ward member shall update the survey form : Ward member can only validate their ward data survey :

- First screen : **User information:** Ward member can view the user id and date of completion survey. This is the not editable screen.
- Next screen: **Property information :** If required ward member can update the property fields,
- Next screen : Owner details : If required ward member can update the owner fields,
- Next screen : **Taxation details :** If required ward member can update the taxation fields,
- Next screen : **Property area details :** If required ward member can update the property area fields,
- Next screen : **Water supply details :** If required ward member can update the water survey fields,
- Next screen : **Sanitation details :** If required ward member can update the sanitation fields,

Once complete all updation in survey form, shall click on update button (Visinle at right corner), once details updated view popup info survey form updated successfully.

Ward User Login											Welcome Priy	
Ward • Online	s	how 10	✓ entries Cop	y Print Exce						Search:		
MAIN NAVIGATION		Serial	Ward	Total Build up	Enagarplika	Name of		Survey	Current			
III Dashboard		No. 1.	No 1↓	area î↓	ID ÎĻ	Respondent 1	User ID î.	Date î↓	Status î↓			
I Survey Form Data		1	57	1200		priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd3531608536832138	21/12/2020	Validation Pending From	View & Update	Validate	
III Logout									0 days			
	s	howing 1 to 1 o	of 1 entries							Previous	1 Next	

Ward User Log	in ≡					
Ward • Online	User information	Property details Owner details	Taxation details	Property area details	Water supply details	Sanitation
MAIN NAVIGATION						
III Dashboard				Property Details		
III Survey Form Data		ULB Name/ code		Bhopal		~
III Logout		Zone No		03		~
		Ward No		57		~
		Parcel No		1000		
		Property No		10002		
		Electricity ID		2012		
		Khasra No		02		
		Registry No		100002		
		Slum		NO		~
		Back				Next

Ward User Login	=								
Ward Online	User information	Property details	Owner details	Taxation details	Property area d	letails V	Vater supply details	Sanitation	
MAIN NAVIGATION									
III Dashboard						Owner D	Oetails		
III Survey Form Data			Name of the respon	dent *		priya			
III Logout			Relationship of resp	ondent with the owner *		Son			~
			Number of owr	ner details					
			Serial No.	Owner Name	Father /Husband	Name	Mobile No.	Landline No.	Email ID
			Property Addre	ess					
			House No./Plot/Build	ling/Apartment No. *		506			
			Street No./Name *			priya			
			Locality *			bhopal			
			Colony *			अम्बरीन होम	स		~
			City			Bhopal			
			Pincode *			462023			
			, acoue						
			Back						Next

Ward User Login								
🛞 Ward • Online	User information	Property details	Owner details Taxation details	Property area details	Water supply details	Sanitation		UPDATE
MAIN NAVIGATION				-				
III Dashboard								
III Survey Form Data					Taxation Details/Gene	ral details of the property		
III Logout			Current tax rate zone *			RATE ZONE 7	~	
			Property ownership *			Firm/Trust /Society	~	
			Charles *			Main Road	~	
			Situation			Main Road	•	
			Property use *			Bakery	~	
			Commercial *			Diagnostic Centers /Care establishments	~	
			Contractor					
			Year of construction *			After 1997	~	
			Exemption Applicable *			NO	~	
			Back				Next	
			Back				Next	

Ward User Login										Welcome Priya
Ward • Online	User information	Property d	letails	Owner details	Taxation details	Property	area details	Water supply details	Sanitation	UPDATE
MAIN NAVIGATION										
III Dashboard					Proper	ty Area Deta	ails			
III Survey Form Data			Plot Area			sq feet) *	1500			
III Logout			Plinth Area	1		sq feet) *	1200			
			No of FI	loor						
			Serial No	D. Floor No	Area Usage T	/pe Usa	age Factor	Construction Type		
			Total Builtu	up Area		(sq feet) *	1200			
			Back					Next		
Ward User Login	=									Welcome Priya
Ward • Online	User information	Property of	letails	Owner details	Taxation details	Property	v area details	Water supply details	Sanitation	UPDATE
MAIN NAVIGATION										
III Dashboard					W	ater Supply				
III Survey Form Data			Municipal	Water Supply Connect	tion *	NO		~		
III Logout			No of Con	inection *		Please Enter N	No of Connection			
			Water sup	ply connection id *		Please Enter of	connection ID			
			Type of Lis	*				~		
			Type of Us	se other						
			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Please Enter	Type of Use other			
			Source of	water *		Government t	tap	~		
			Back					Next		
Ward User Login ≡										Welcome Priya
Ward User inform	mation Property details O	vner details Tax	cation details	Property area details	Water supply details	Sanitation				UPDATE
III Survey Form Data		if you have a tr	niat in the house		Sani	aion				
III Logout		what kind is it	•	Connected to municipal sev	wage system			~		
		Municipal Auth	ority Door to Doo	or NO	Solid Waster	nanagement:		~		
		Collection Survey Image		all the second se						
					20					



2.4 Validate survey form

Ward member can validate the survey form first then it will be proced on another level nodal officer for validation :

• Shall click on validate survey button

- View the popup with the message window : Are you sure you would like to validate survey
- Ward member can click on yes for validate the survey else click on no for cancel the survey.





Figure 4– Survey Validation

2.5 Forgot password

Ward member can change their password :

- Shall click on forgot button
- Enter their email address
- Enter mobile number
- Enter password
- Enter confirm password
- Click on submit.

1

Urban Adminis Development D Government of Made Member Sign in	tration & Vepartment ya Pradesh	1	Forgot Pass	Urban Administration & Development Department Government of Madhya Pradesh sword e Enter Email Address
Please Enter UserID			D Please	Enter Mobile Number
D Please Enter Password			A Please	e Enter Password
SUBMIT			A Please	e Enter confirm Password
Forgot Passowrd	HOME			SUBMIT
in a second	inome.			HOM

Figure 5 – Forgot password

2.6 Sign out

Ward member can sign out the application : Visible at right side of window, ri can click on welcome admin button first then click on sign out.

Ward User Login		Welcome Priya
Ward • Online	Show 10 v entries Copy Print Excel	
MAIN NAVIGATION	Total Serial Ward Build up Enagarplika Name of Survey Current	\checkmark
III Dashboard	No. 11 No 11 area 11 ID 11 Respondent 11 User ID 11 Date 11 Status 11	Welcome Priya
III Survey Form Data	No data available in table	
III Logout	Showing 0 to 0 of 0 entries	Sign out



3. Nodal Officer manual:

3.1 Home screen

First window will open with login tab, Nodal officer shall click on login tab & move on next screen SSO login



Figure 1 – Home screen



3.2 SSO Login

Nodal officer shall perform login:

- Enter email id
- Enter password
- Click on submit button



Figure 2 – Login window

3.3 Surveyor profile validation

After login nodal officer can validate surveyor profile , nodal officer can click on validate button popup will open with the message , nodal officer can click on ok to validate user else click on no button.

Department Login	≡						Welcome Ddev	endra2509@gmail.com
Nodal Officer Online	Show 10 🗸 e	entries Copy	Print Excel				Search:	
MAIN NAVIGATION	ATION District 1 ULB 1 User ID		User ID ît	Designation îl	Mobile Number 🌐	Validate		
III Mobile User Validation	Bhopal	Bhopal	mapit@gmail.com	BA	9827836408	Validated		
III Profile Managment	Bhopal	Bhopal	alpassapplicant01@gmail.com	BA	1234567890	Validated		
III Survey Form Data	Bhopal	Bhopal	satish_chakravarty@rediffmail.com	BA	8120977932	Validated		
	Bhopal	Bhopal	rakesh@gmail.com	supervisor	1234567890	Validated		
E Completed Survey Report	Bhopal	Bhopal	Nitin.patel@mapit.gov.in	BA	7799881558	Validated		
III Logout	Bhopal	Bhopal	alpassconsultant01@gmail.com	BA	7799881558	Validated		
	Bhopal	Bhopal	abc@gmail.com	BA	7777777777	Validated		
	Bhopal	Bhopal	rakesh.dubey1@mapit.gov.in	BA	8527958981	Validated		
	Bhopal	Bhopal	nima@gmail.com	BA	9407163666	Validated		
	Bhopal	Bhopal	susd421@gmail.com	ВА	9806619293	Validated		
	Showing 1 to 10 of 1	16 entries					Previous 1	2 Next

i
User Validation
Are You Sure want to validate user
No

Figure 3 – Surveyor profile validation

3.4 Manage profile

Nodal officer can click on profile management tab and update their details : Name/Mobile no./Designation and image and click on update button.

Department Login				Welcome Ddevendra2509@gmail.com
Nodal Officer Online	Uş	pload User Image	<u>B</u>	
MAIN NAVIGATION				
III Mobile User Validation			Choose File No file chosen	
III Profile Managment			Accept only .png and .jpeg format	
III Survey Form Data	Er	nter User Name	Ddevendra2509@gmail.com	
	Er	nter Email Address	Ddevendra2509@gmail.com	
III Completed Survey Report	Er	nter Mobile Number	9669749465	
III Logout	Se	elect User District	Bhopal	•
	Se	elect User ULB Name	Bhopal	•
	De	esignation	BA	~
			UPDATE	

Figure 4– Profile Management

3.5 View and update survey form

Nodal officer can update survey form: Can click on view and update survey button -

- First screen : **User information:** Nodal officer can view the user id and date of completion survey. This is the not editable screen.
- Next screen: **Property information :** If required nodal officer can update the property fields,
- Next screen : **Owner details :** If required nodal officer can update the owner fields,
- Next screen : Taxation details : If required nodal officer can update the taxation fields,
- Next screen : **Property area details :** If required nodal officer can update the property area fields,
- Next screen : **Water supply details :** If required nodal officer can update the water survey fields,
- Next screen : **Sanitation details :** If required nodal officer can update the sanitation fields,

Once complete all updation in survey form shall click on update button (Visible at right corner), once details updated view popup info survey form updated successfully.

Department Login	≡									Welcome I	Odevendra2509@gm
Nodal Officer	Sh	iow 10	✓ entries	Copy Print E	xcel					Search:	
MAIN NAVIGATION		Serial No. î↓	Ward No î,	Total Build up area î⊥	Enagarpalika ID ी⊥	Name of Respondent	User ID	Survey Date î↓	Current Status		
III Mobile User Validation		11	21	9.876559	1002944029	Nitin Patel	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045623513	17/12/2020	Validation Pending From Ward from	View & Update	Validated
III Profile Managment		12	21	1292.93	1002949845	Nitin	f3ccc3ed-127a-4075-886f-	18/12/2020	Validation Pending From Ward from	16our 9 Hodato	Malidated
IIII Survey Form Data							c8ceafb744b0160811045628417		Last 3 days	view & Opdate	Validated
III Completed Survey Report		13	21	98.78	1002887823	test	380a7bc9-29d5-4011-b203- 870211b8a2b516083721836941	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
III Logout		14	21	0	1002902714	priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd35316085304133034	21/12/2020	Validation Pending From Ward from Last 0 days	View & Update	Validated
		15	57	1200		priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd3531608536832138	21/12/2020	Validation Pending From Nodel Officer from Last 0 days	View & Update	Validate
		16	83	88	1003393054	99	e538ff85-2f5c-4a18-ad41- a256c1dcf13b16083709451691738	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
		17	83	84.47	1002862910	akash	e538ff85-2f5c-4a18-ad41- a256c1dcf13b16083760639874	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
	Sh	owing 11 to	17 of 17 entri	es						Previous 1	2 Next
Department Login	=									Welcome	Ddevendra2509@gr
Nodal Officer Online	l	Jser inforr	mation	Property detai	ls Owner det	ails Taxatior	details Property area details	Water su	pply details Sanitation		UP
III Mobile User Validation							Data Validation Form				
III Profile Managment					User ID		5c5b5ee9-2da7-	-407c-bbcc-acf	4a09fd3531608536832138		
III Survey Form Data					Date of Survey comp	oletion	21/12/2020				
III Completed Survey Report					Back				Next		
 Completed Survey Report Logout 					Back				Next		

Department Login	=						Welcome Ddevendra2509@gmail.com
Nodal Officer Online	User information	Property details Owner of	etails Taxation details	Property area details	Water supply details	Sanitation	UPDATE
MAIN NAVIGATION							
III Mobile User Validation				Property Details			
III Profile Managment		ULB Name/ code		Bhopal		~	
III Survey Form Data		Zone No		03		~	
III Completed Survey Report		Ward No		57		~	
III Logout		Parcel No		1000			
		Property No		10002			
		Electricity ID		2012			
		Khasra No		02			
		Registry No		100002			
		Slum		NO		~	
		Back				Next	

-	
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Department Login	=										
Nodal Officer	User information	Property details	Owner details	Taxation deta	ails Prope	rty area details	Water	supply details	Sanitation	n	
MAIN NAVIGATION											
III Mobile User Validation							Owne	r Details			
III Profile Managment			Name of the rest	*			miva				
III Survey Form Data			manie of the resp	AVINE III			parja				
			Relationship of n	espondent with the	owner *		Son				~
III Completed Survey Report			Number of o	wner details							
III Logout			Сору								
				Serial No.	Owner Name 1	Father /Husba	ind Name	Mobile No.	Landline No.	Email ID	
				1	sans	father		8518030523	0755326	priya.bhargava1990@gnail.com	
			Property Ad	dress							
			House No./Plot/E	Suilding/Apartment	No. *		506				
			Street No /Name	•			priva				
			*								
			Locality "				bhopal				
			Colony *				अम्बरीन ह	गेम्स			~
			City				Bhopal				
			Pincode *				462023				
			Back								Next
			- 200								

Department Login								Welcome Ddevendra2509@gmail.com
Nodal Officer	User information	Property details	Owner details Taxation details P	Property area details	Water supply details	Sanitation		UPDATE
MAIN NAVIGATION								
III Mobile User Validation					Taxation Datails/Conor	al details of the property		
III Profile Managment					Taxation Details/Gener	al details of the property		
III Survey Form Data			Current tax rate zone			RATE ZONE 7	~	
			Property ownership *			Firm/Trust /Society	~	
E Completed Survey Report								
III Logout			Situation *			Main Road	~	
			Property use *			Bakery	~	
			Commercial *			Diagnostic Centers /Care establishments	~	
						D.0.0 D1///		
			Type of construction			R.C.C. PANNA	÷	
			Year of construction *			After 1997	~	
			Exemption Applicable *			NO	~	
			Back				Next	

Department Login								Welcome D	devendra2509@gmail.com
Nodal Officer Online	User information	Property details	Owner details	Taxation d	etails Prope	rty area details	Water supply deta	ils Sanitation	UPDATE
MAIN NAVIGATION									
III Mobile User Validation				F	roperty Area D	etails			
III Profile Managment		Plot Area			(sq feet) *	1500			
III Survey Form Data		Plinth Are	a		(sq feet) *	1200			
		No of F	loor						
E Completed Survey Report		Сору							
III Logout			Serial No. Flo	oor No î↓ Area	Usage Type	Usage Factor	Construction Type		
			1 1ST	FLOOR 1200	COMMERCIAL	RENTED	R.C.C. TIN SHADE		
		Total Built	up Area		(sq feet) *	1200			
		Back						Next	



Figure 5 – View and update survey form

3.6 Validate survey

Once form validated from ward member validate button will be disable for nodal officer & nodal officer can also validate the form in certain limit.

- Nodal officer shall click on validate survey form button
- View popup with the message : Are you sure you would like to validate survey, nodal officer shall click on ok for validation or click on no.

-		
	MAP_IT	

Department Login	≡									Welcome [)devendra2509@gmail.c
Nodal Officer	s	how 10	✓ entries	Copy Print Ex	cel					Search:	
MAIN NAVIGATION		Serial No. î↓	Ward No î↓	Total Build up area ी ∣	Enagarpalika ID î↓	Name of Respondent î↓	User ID	Survey Date î↓	Current Status		
III Mobile User Validation		11	21	9.876559	1002944029	Nitin Patel	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045623513	17/12/2020	Validation Pending From Ward from Last 4 days	View & Update	Validated
III Survey Form Data		12	21	1292.93	1002949845	Nitin	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045628417	18/12/2020	Validation Pending From Ward from Last 3 days	View & Update	Validated
III Completed Survey Report		13	21	98.78	1002887823	test	380a7bc9-29d5-4011-b203- 870211b8a2b516083721836941	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
III Logout		14	21	0	1002902714	priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd35316085304133034	21/12/2020	Validation Pending From Ward from Last 0 days	View & Update	Validated
		15	57	1200		priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd3531608536832138	21/12/2020	Validation Pending From Nodel Officer from Last 0 days	View & Update	Validate
		16	83	88	1003393054	99	e538ff85-2f5c-4a18-ad41- a256c1dcf13b16083709451691738	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
		17	83	84.47	1002862910	akash	e538ff85-2f5c-4a18-ad41- a256c1dcf13b16083760639874	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
	s	howing 11 to 1	17 of 17 entri	85					[Previous 1	2 Next



Figure 6 – Validate survey form

3.7 Forgot password

Ph can change their password , shall click on forgot button and enter their email address, mobile number , password and confirm password and click on submit.

Urban Administration & Development Department	Urban Administration & Development Department Government of Madhya Pradesh Forgot Password
Government of Madhya Pradesh Member Sign in	Please Enter Email Address Please Enter Mobile Number
Please Enter UserID Please Enter Password	Rease Enter Password
SUBMIT	at Please Enter confirm Password SUBMIT
	НОМЕ

Figure 7– Forgot password

3.8 Sign out

Nodal officer can sign out the application : Visible at right side of window, ph can click on welcome admin button first then click on sign out.



Department Login	≡										Welcome Ddevendra2509@gmail.com
Nodal Officer	Sho	w 10	✓ entries C	Copy Print Ex	cel						
MAIN NAVIGATION		Serial No.	Ward No 1∖	Total Build up area	Enagarpalika ID	Name of Respondent	User ID	Survey Date	Current Status		W
III Mobile User Validation	1	11	21	9.876559	1002944029	Nitin Patel	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045623513	17/12/2020	Validation Pending From Ward from Last 4 days	Viet	Welcome Ddevendra2509@gmail.com
III Profile Managment											
III Survey Form Data	1	12	21	1292.93	1002949845	Nitin	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045628417	18/12/2020	Validation Pending From Ward from Last 3 days	Vien	Sign out

Figure 8– Sign out

4. RI manual:

4.1 Home screen

First window will open with login tab, RI shall click on login tab & move on next screen SSO login



Figure 1 – Login window

4.2 SSO Login

RI shall perform login:

- Enter email id
- Enter password
- Click on submit button

Member Sign	SATAT Government of Madhya Prades in	ih
D Please Er	nter UserID	
D Please Er	nter Password	
	SUBMIT	
Forgot Passowro	ł	HOME



Figure 2 – Login window

4.3 Surveyor profile validation

Ri can validate surveyor profile :

- Shall click on validate button
- Popup: Click on ok button for confirm the validation else click on no button

Department Login	=								Web	come harsh
RI • Online	Sh	ow 10 💙 entries	Copy Print B	Excel				Search:		
MAIN NAVIGATION		District 1	ULB 11	User ID 11	Designation 1	Mobile Number	Validate			
III Dashboard		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
III Profile Managment		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
III Survey Form Data		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
III Logout		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
		Agar malwa	Agar	anandgour@gmail.com	ВА	9827836408	Validate			
		Agar malwa	Agar	anandgour@gmail.com	BA	9827836408	Validate			
		Agar malwa	Agar	anandgour06@gmail.com	BA	9827836408	Validated			
	Sh	owing 1 to 8 of 8 entries						Previous	1	Next



Figure 3 – Surveyor profile validation

Profile validated successfully.

4.4 Manage profile

RI shall update their profile details : Name/Mobile no./Designation and image and click on update button.

-		_
	Y	
	MAP IT	

Department Login	=			
🚷 RI • Online		Upload User Image		
MAIN NAVIGATION				
III Dashboard			Choose File No file chosen	
III Profile Managment		Enter User Name	harsh	
III Survey Form Data		Enter Email Address	harsh@gmail.com	
## Logout		Enter Mobile Number	9407163666	
		Select User District	Agar malwa	~
		Select User ULB Name	Please Select ULB	~
		Designation	BA	~
			UPDATE	

Figure 4– Profile Management

4.5 View and update survey form

RI can update survey form: Can click on view and update survey button -

- First screen : **User information:** RI can view the user id and date of completion survey. This is the not editable screen.
- Next screen: **Property information :** If required ri can update the property fields,
- Next screen : **Owner details :** If required ri can update the owner fields,
- Next screen : Taxation details : If required ri can update the taxation fields,
- Next screen : Property area details : If required ri can update the property area fields,
- Next screen : Water supply details : If required ri can update the water survey fields,
- Next screen : Sanitation details : If required ri can update the sanitation fields,

Once complete all updation in survey form shall click on update button (Visible at right corner), once details updated view popup info survey form updated successfully.

Department Login	≡								Welcome pawan	.singh@mpurban
RI • Online	Show 10	✓ entries C	opy Print i	Excel					Search:	
MAIN NAVIGATION	Serial No.	Ward No î⊥	Total Build up area 11	Enagarpalika ID îl	Name of Respondent	User ID	Survey Date	Current Status		
Mobile User Validation Profile Managment Survey Form Data	11	21	9.876559	1002944029	Nitin Patel	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045623513	17/12/2020	Validation Pending From RI from Last 0 days	View & Update	Validate
Ward User Create Completed Survey Report Logout	12	21	1292.93	1002949845	Nitin	f3ccc3ed-127a-4075-886f- c8ceafb744b0160811045628417	18/12/2020	Validation Pending From Ward from Last 3 days	View & Update	Validated
	13	21	98.78	1002887823	test	380a7bc9-29d5-4011-b203- 870211b8a2b516083721836941	19/12/2020	Validation Pending From Ward from Last 2 days	View & Update	Validated
	14	21	0	1002902714	priya	5c5b5ee9-2da7-407c-bbcc- acf4a09fd35316085304133034	21/12/2020	Validation Pending From Ward from Last 0 days	View & Update	Validated



Department Login	=							Welcome rahul
🛞 RI • Online	User information	Property details	Owner details	Taxation details	Property area details	Water supply details	Sanitation	SAVE
III Dashboard					Data V	alidation Form		
III Profile Managment			User ID			2308444026918		
III Survey Form Data			Date of Survey com	pletion		0.5.44.2020		
III Logout						05/11/2020		
					I	UPDATE		
	First Back							Next Last

								ome rahul
User information	Property details	Owner details	Taxation details	Property area deta	s Water supply details	Sanitation		SAVE
				Pi	operty Details			
		ULB Name/ code		Bhopal			*	
		Zone No		Please Sel	d Zone		*	
		Ward No		10				
				10			•	
		Parcel No		95955				
		Property No		959				
		Electricity ID		785				
		Khasra No		Please Ente	User Name			
		Registry No		Please Ente	User Name			
		Slum		NO			*	
	User information	User information Property details	User information Property details Owner details ULB Name/ code Zore No Zore No Vard No Parcel No Parcel No Electricity ID Electricity ID Raysary No Sum	Viser information Property details Owner details Taxation details ULB Hame/ code ULB Hame/ code	User information Property details Owner detail Taxation details Property area detail ULB Name / code Bitopal ULB Name / code Bitopal Zone No Bitopal Vard No 989955 Bitopal 99955 Bitopal <	User information Property details Owner details Taxation details Property area details Water supply details ULB Name/ code Bhopal ULB Name/ code Bhopal Zone No Please Select Zone Ward No 18 Property No 9995 Becknoty JD 765 Registry No Please Enfor User Name Stum NO	Value information Property details Owner details Property area details Water supply details Sanitation Property Details UB Name Code Bhopal Bhopal	Vace Vace

Department Login												
🛞 RI • Deltere	User information	Property details	Owner details	Taxation details	Property area	letails Water	supply details Sa	nitation				
MAIN NAVIGATION												
III Dashboard												
III Profile Managment							Owner De	ails				
III Survey Form Data			Name of	r the Hespondent			drhfh					
III Logout			Relation	ship of respondent with th	e owner		Brother					~
			Numb	er of owner details								
			Show	10 🗸 entries Cop	y Print Excel					Search:		
					Serial No.	Owner Name	Father /Husband Nam	Mobile No.	Landline No.	Email ID		
					1	gdgd	dgdgd	0050854555				
			Showi	ing 1 to 1 of 1 entries						Previous	1	Next
			Prope	rty Address								
			House N	lo./Plot/Building/Apartmen	t No.		gdbfbf					
			Street N	lo.Name			hand					
			Locality				- The state of the					
			Locarty				hdhfhfhfh					
	Colony				Please S	lect colony				~		
		City			Please S	lect City				~		
			Pincode				848484					
								_				
							UPDATE					



Department Login	=			Welcome rah
🛞 RI • Online	User information Property details	Owner details Taxation details Property area details	Water supply details Sanitation	SAVE
MAIN NAVIGATION				
III Profile Managment			Taxation Details/General details of the property	
III Survey Form Data		Current tax rate zone	RATE ZONE 1	~
III Logout		Property ownership (Tick as appropriate)	Limited company	~
		Situation		
		urraalisen i	Main Road	~
		Property use	Relation -	
			Datery	·
		Commercial	Diagnostic Centers /Care establishments	~
		Type of construction	R.C.C. TIN SHADE	~
		Year of construction	After 1997	~
		Exemption Applicable	NO	~
			UPDATE	
Department Login	=			Welcome rat
RI • Online	User information Property details	Owner details Taxation details Property area details	Water supply details Sanitation	SAVE
III Profile Managment			Property Area Details	
III Survey Form Data		Plot Area	(sq feet) 50	
III Logout		Plinth Area	(sq feet) 80	
		No of Floor	Sauch	
		Serial No. Fic	oor No 1- Area Usage Type Usage Factor Construction Type	
		1 23	80 3 1 3	
		Showing 1 to 1 of 1 entries	Previous 1	Next
		Total Bulltup Area	(sq feet) 60	
			UPDATE	
	HIST BOOK			IVEXT Last
	_			
Department Login	=			Welcome rat
	User information Property details	Owner details Taxation details Property area details	Water supply details Sanitation	SAVE
III Dashboard				
III Profile Managment		Municipal Water Supply Connection	Water Supply	
III Survey Form Data		No of Connection	NO Piteres Entre Manuf Connection	~
III Logout		Water supply connection id	Please Enter connection ID	
		Type of Use		~
		Type of Use other	Please Enter Type of Use other	
		Source of water	test	
			UPDATE	
	First Back			Non I and
				Next
Department Login	=			Walcome ra
				SAM
	User information Property details	Owner details Taxation details Property area details	water supply details Santation	
III Dashboard			Facilities	
III Profile Managment		If you have a toilet in the house, what kind is it	Sanitaion Pour fluch of latring	
Survey Form Data			Solid Waste Management:	
m rogon		Municipal Authority Door to Door Collection	NO	×
		5		
			UPDATE	



Figure 5- View and update survey form

4.6 Validate survey

If survey form validate from Nodal Officer, RI is able to validate the survey form else validate button will show in disable mode.

RI can click on validate button , popup will occurred to ask survey validation , ri can click on ok to validate the survey form else click on no.



Figure 6 – Validate survey form

4.7 Create ward user profile

RI shall create ward member profile: On left panel ward user create button , once user click on that button able to view the form with basic details:

- Select ward : Select ward from dropdown
- Enter username : add user name
- Designation: Select designation from dropdown
- Enter mobile number: Add mobile number
- Enter email address: Add email address
- Click on submit

Department Login						Welcome NEHA
Conline		Select Ward		Please Select ward number Please Select Ward Number		~
Dashboard		Enter Usernan	ne	admin		
Profile Managment		Designation		ВА		¥
Survey Form Data		Enter Mobile N	lumber	Please Enter Mobile Number		
Ward User Create				Please Enter Mobile Number		
Logout		Enter Email Ac	ldress	Priya Please Enter Valid Email ID		
				Submit		
	Serial No.	ULB	User ID	Designation	Mobile Number	Role

Figure 7– Ward profile creation

Profile created successfully & one time password will be sent on register email id.

4.8Forgot password

RI can change their password :

- Shall click on forgot button
- Enter their email address
- Enter mobile number
- Enter password
- Enter confirm password
- Click on submit.

Urban Administr Development De Government of Madhya	ation & epartment a Pradesh	Urban Administration & Development Department Government of Madhya Pradesh Forgot Password
Member Sign in		D Please Enter Mobile Number
Please Enter Password		Revealed Please Enter Password
SUBMIT		4 Please Enter confirm Password
Forgot Passowrd	HOME	SUBMIT
		HOI

Figure 8 – Forgot password

4.9 Sign out

RI can sign out the application : Visible at right side of window, ri can click on welcome admin button first then click on sign out.

Department Login		Welcome rahu
RI • Drates	Show 10 v entries Copy Frint Encel	
MAIN NAVIGATION	District 1. ULB 1. Uver1D 11 Designation 1. Mobile Number 1. Validate	V
III Dashboard	Bhogai Bhogai nnsa@gmai.com EA 9407103000 telem	Welcome
III Profile Managment	Showing 1 to 1 of 1 entries	renu
III Survey Form Data		Sign out
III Logout		

Figure 9– Sign out

4.10 Validate survey

Ward member can click on validate button , popup will occurred to ask survey validation , ph can click on ok to validate the survey form else click on no.



-											Welcome vipul shama		
:	Show 10 V entries City Pint Excel												
	Ser	rial No. 11	Ward No. 1.	Parcel No. 11	Property No 1	Name of Respondent	User ID 11	GIS 10 11	Current Status				
	1		10	95955	959	anh	2305464026918	02091095955	Validation Pending From Project Head	View & Lipclade	Validate		
	howing	p 1 to 1 of 1 entr	ies.							Previous	1 Red		
						\bigcirc							
						Ú							
						Survey Valid	ation						
						Are You Sure want to valid	fate Survey						
						No	ĸ						

Figure 4 – Validate survey form

4.5 Forgot password

Ward member can change their password :

- Shall click on forgot button
- Enter their email address
- Enter mobile number
- Enter password
- Enter confirm password
- Click on submit.

يممير	Urban Administration & Development Department Government of Madhya Pradesh
Webar Administration & Development Department Government of Madhya Pradesh Member Sign in	Forgot Password Plase Enter Email Address Plase Enter Mobile Number
Please Enter UserID Please Enter Password	Q Prease Enter Password
SUBMIT Forgot Passowrd HOME	Qe Please Enter confirm Password SUBMIT
	HOME

Figure 5 – Forgot password

4.6 Sign out

Ward member can sign out the application : Visible at right side of window, ph can click on welcome admin button first then click on sign out.

Department Login		Welcome vipul sharma
PH • Online	Show 10 V entries Copy Print Excel	
MAIN NAVIGATION	District 1: ULB 1: User ID 1: Designation 1: Mobile Number 1: Validate	w w
III Dashboard	Bhopal Bhopal nima@gmail.com BA 9407153566 Venteed	Welcome
III Profile Managment	Showing 1 to 1 of 1 entries	vipui snama
III Survey Form Data		Sign out
III Logout		



Figure 6– Sign out

5. Cmo manual:

5.1 Home screen

First window will open with login tab, CMO shall click on login tab & move on next screen SSO login



Figure 1 – Home screen

5.2 SSO Login

CMO shall perform login:

- Enter email id
- Enter password
- Click on submit button

Statement of the local division of the local	
	SATAT Government of Madhya Pradesh
Member Sign	in
D Please Er	iter UserID
D Please Er	iter Password
	SUBMIT
Forgot Passowrd	НОМ

Figure 2 – Login window

5.3 Surveyor validation

After login CMO can validate surveyor profile , cmo can click on validate button popup will open with the message , cmo can click on ok to validate user else click on no button.



Department Login	o la		Welcome priya bhargava
	Show 10 v entries Copy Print Excel	Search:	
	District 1 ULB 1 User ID 1 Designation 1 Mobile Number 1 Validate		
Dashboard	Bhopal Bhopal nima@gmail.com BA 9407163666 Vaidate		
Profile Managment	Showing 1 to 1 of 1 entries	Previous	1 Next
Survey Form Data		· · · · · · ·	
🗆 Logout			



Figure 3 – Surveyor profile validation

5.4 Manage profile

CMO can click on profile management tab and update their details : Name/Mobile no./Designation and image and click on update button.

Department Login	=			Welcome priya bhargava
CMO • Online	Upload Use	er Image		
MAIN NAVIGATION				
III Dashboard			Choose File No file chosen	
III Profile Managment	Enter User	r Name	priya bhargava	
III Survey Form Data	Enter Email	il Address	priya.bhargava@mapit.gov.in	
III Logout	Enter Mobil	ile Number	8518030522	
	Select User	er District	Bhopal	*
	Select User	er ULB Name	Please Select ULB	~
	Designation	n	ВА	~
			UPDATE	

Figure 4 – Profile Management

5.5 View and update survey form

CMO can update survey form: Can click on view and update survey button -

• First screen : **User information:** CMO can view the user id and date of completion survey. This is the not editable screen.

- Next screen: Property information : If required cmo can update the property fields,
- Next screen : **Owner details :** If required cmo can update the owner fields,
- Next screen : Taxation details : If required cmo can update the taxation fields,
- Next screen : **Property area details :** If required cmo can update the property area fields,
- Next screen : Water supply details : If required cmo can update the water survey fields,
- Next screen : Sanitation details : If required cmo can update the sanitation fields,

Once complete all updation in survey form shall click on update button (Visible at right corner), once details updated view popup info survey form updated successfully.

Department Login	=										Welcome priya bhargava
Смо	Show	10 v e	ntries Copy	Print Exc	el					Search:	
	Se	erial No. 1↓	Ward No	†↓ Parcel	No 🔱 Property No	Name of Respon	ndent 🕕 User ID 🏦	GIS ID	Current Status		
III Dashboard	1		18	95955	959	drhfh	2308444026918	02691895955	/alidation Pending From CMC	View & Update	Validate
III Profile Managment	Showi	ina 1 to 1 of 1 (entries								
III Survey Form Data		5								Previous	1 Next
III Logout											
Department Login	=										Welcome priva bhargava
смо											SAVE
• Online	User	r informatio	n Prop	erty details	Owner details	Taxation details	Property area details	Water supply de	tails Sanitation		ONL
III Dashboard							Data Validation Form				
III Profile Managment				U	ser ID		220844402604	0			
III Survey Form Data				D	ate of Survey completion		230044402031	5			
III Logout							05/11/2020				
							UPDATE				
	First	Back									Next Last
Department Login	=										Welcome priya bhargava
Department Login	=										Welcome priya bhargava
Department Login	≡ User	r informatic	n Prop	perty details	Owner details	Taxation details	Property area details	Water supply o	details Sanitation		Welcome priya bhargava
Department Login	≡ User	r informatio	n Prop	erty details	Owner details	Taxation details	Property area details Property Details	Water supply o	details Sanitation	_	Welcome priya bhargava
Department Login CMO Cotro Mar Handgatton Mar Handgatton III Deshboard III Profile Managment	≡ Usei	r informatic	n Prop	erty details	Owner details	Taxation details	Property area details Property Details Bhooal	Water supply o	details Sanitation		Welcome priya bhargava
CMO CMO CMO Colres MART MARIGATION MILLION MIL	≡ Use	r informatio	n Prop	verty details L	Owner details	Taxation details	Property area details Property Details Bhopal Plazee Galert Zona	Water supply (details Sanitation	×	Welcome priya bihargava
CMO CMO CMO Conne MARI HARACATION III Dashboard III Profile Managment III Survey Form Data III Logout	≡ User	r informatic	n Prop	verty details L Z	Owner details ILB Name/ code one No Vard No	Taxation details	Property area details Property Details Bhopal Please Select Zone 19	Water supply (details Sanitation	• •	Welcome priya bhargava
CMO CMO Conce Conce CMO Conce Conce CMO Conce Conce CMO Conce CMO CMO CMO CMO CMO CMO CMO CMO CMO CMO	User	r informatio	n Prop	≎erty details L Z V F	Owner details	Taxation details	Property area details Property Details Bhopal Please Select Zone 18	Water supply a	Jetails Sanitation	> >	Welcome priya bhargava
CMO Conso CMO Conso CMO Conso CMO Conso CMO CMO CMO CMO CMO CMO CMO CMO CMO CMO	≡ User	r informatic	n Prop	verty details L Z F F	Owner details ILB Name/ code ane No Vard No Vard No	Taxation details	Property area details Property Details Bhopal Please Select Zone 18	Water supply o	details Sanitation	* *	Welcome priya bhargava
CMO Control Co	User	r informatic	n Prop	verty details L Z F F	Owner details ILB Name/ code cone No Vard No arcel No toperty No	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955	Water supply o	details Sanitation	• •	Welcome priya bhargava
CMO CMO Confree MARE HANGARTION III Deshboard III Profile Managment IIII Survey Form Data III Logout	User	r informatic	n Prop	verty details L Z F F E	Owner details	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 599 785	Water supply o	Jetails Sanitation	* *	Welcome priya bhargava
Department Login CMO Come Come Dashboard III Dashboard III Profile Managment III Survey Form Data III Logout	User	r informatic	n Prop	erty details L Z V F F F K	Owner details	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 9599 2655 2659 2659 2765 2765 2765	Water supply (details Sanitation	* *	Welcome prlya bhargava
Department Login CMO Conv C	User	r informatic	n Prop	verty details L Z F F F F F F	Owner details	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 959 785 785 Please Enter User Name	Water supply o	details Sanitation	* * *	Welcome priya bhargava
Department Login CMO Control C	User	r informatic	n Prop	verty details L Z F F E K K S S	Owner details ILB Name/ code ane No Vard No arcel No Arce	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 9599 7855 Please Enter User Name Please Enter User Name	Water supply o	details Sanitation	v v	Welcome priya bhargava
Department Login Compartment Login Compartment Compart	User	r informatic	n Prop	verty details L V F F F F F F S	Owner details LE Name' code Code Code No Arcel No Carcel	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 18 9595 785 785 Please Enter User Name Please Enter User Name	Water supply o	details Sanitation	v v v	Welcome priya bhargava
Department Login CMO Come Come Dashboard III Dashboard III Profile Managment III Survey Form Data III Logout	Usee	r informatio	n Prop	erty details L Z V F F F F S S	Owner details ILB Name' code (one No Vard No Vard No Arceel No dectricity ID D abasea No elegistry No alegistry No	Taxation details	Property area details Property Details Bhopal Please Select Zone 18 95955 959 785 959 785 Please Enter Uber Name Please Enter Uber Name NO Uplease Uter Uber Name	Water supply o	details Sanitation	 	Welcome priya bhargava



Department Login	=				Welcome priya bhargava
🛞 CMO • Draine	User information	Property details	Owner details Taxation details	Property area details Water supply details Sanitation	SAVE
MAIN NAVIGATION					
III Dashboard				Owner Details	
III Survey Form Data			Name of the Respondent	drifte	
III Logout			Relationship of respondent with the	te owner Brother 🗸	
			Number of owner details	\$	
			Show 10 V entries Cop	py Print Excel Search: Secol: Search:	
				Operation Operation <t< td=""><td></td></t<>	
			Showing 1 to 1 of 1 entries	Previous 1 Next	
			Property Address		
			House No./Plot/Building/Apartment	nt No. gdbfbf	
			Street No./Name	http:/	
			Locality	hghthth	
			Colony	Please Select colony 🗸	
			City	Please Select City 🗸	
			Pincode	848484	
				UPDATE	
Department Login	-				Walcome mine hhamava
смо					SAUE
	User information	Property details	Owner details Taxation details	Property area details Water supply details Sanitation	days.
III Dashboard					
III Profile Managment			Current tax rate zone	axation betails/iseneral details of the property	
			Property ownership (Tick as appro	ropriate) Lieded comprany	
III Logout				Linned Company *	
			Situation	Main Road 🗸	
			Property use	Bakery 👻	
			Commercial	Diagnostic Centers /Care establishments	
			Type of construction	R.C.C. TIN SHADE	
			Year of construction	Attar 1007 👻	
			Exemption Applicable	NO ¥	
				UPDATE	
Department Login	•				Welcome priya bhargava
600 CMO • Office	User information	Property details	Owner details Taxation details	Property area details Water supply details Sanitation	SAVE
MAIN NAVIGATION					
III Dashboard				Property Area Details	
III Survey Form Data			Plot Area	(sq fee) 50	
III Logout			Plinth Area	(eg feet) 80	
			No of Floor		
			Show 10 🗸 entries Copy	ry Print Excel Search:	
				Serial No. Prior No Area Osage racior Construction rype 1 23 60 3 1 3	
			Showing 1 to 1 of 1 entries	Previous 1 Next	
			Total Builtup Area	(og feet)	
				17	
				UPDATE	
	First Back				Next Last
Department Login	=				Welcome priya bhargava
Contra Contra	User information	Property details	Owner details Taxation details	Property area details Water supply details Sanitation	SAVE
MAIN NAVIGATION					
III Profile Managment				Water Supply	
III Survey Form Data			Municipal Water Supply Connection	n NO 🗸	
III Logout			We of Connection	Please Enter No of Connection	
			Type of Line	Please Enter connection ID	
			Type of Use other		
			Source of water	revene crowr rype o' Use other	
				UPDATE	
	First Back				Next Last



Department Login	=							۷
CMO • Creme	User information	Property details	Owner details	Taxation details	Property area details	Water supply details	Sanitation	
N NAVIGATION								
Dashboard								
Profile Managment						Sa	itaion	
urvey Form Data			ir you n	ave a tollet in the nouse, v	inat kind is it		Pour flush pit latrine 🗸 🗸	
gout						Solid Wast	Management:	
,			Municip	al Authority Door to Door I	Collection		NO Y	
					S			
,								
,								
,								
,								
,								
,								
,								
,								
					•	_	_	
						U	DATE	
	First Back							

Figure 5 – View and update survey form

5.6 Validate survey

Once survey validated from RI, CMO is able to validate it else button will show in disable mode, shall update the survey, click on validate button & popup will occurred to ask survey validation, cmo can click on ok to validate the survey form else click on no.



Figure 6 – Validate survey form

5.7 Forgot password

CMO can change their password :

- Shall click on forgot button
- Enter their email address
- Enter mobile number
- Enter password
- Enter confirm password
- Click on submit.

				Jrban Administration & Development Departmer Government of Madhya Pradesh
Urban Admin Development Government of Ma	istration & Department adhya Pradesh	Forg	ot Passw	ord nter Email Address
Member Sign in			Please En	ter Mobile Number
Please Enter UserID Please Enter Password		Q4	Please E	nter Password
SUBMIT		<i>a</i> _e	Please E	nter confirm Password
Forget Dessoured	HOME			SUBMIT

Figure 7 – Forgot password

5.8 Sign out

CMO can sign out the application : Visible at right side of window, admin can click on welcome admin button first then click on sign out.



Figure 8– Sign out