USER GUIDE

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JHARKHAND MUNICIPAL SERVICES

Sparrow Softech Pvt. Ltd
Imp Note: Web Slides shown in this guide is for illustrative purpose only, actual website may differ…
Preface – About This Guide

This guide is intended for new users with little or no experience using the JHARKHAND MUNICIPAL Web Interface. The goal of this document is to give a broad overview of the summary of functions listed in JHARKHAND MUNICIPAL Web Interface and some basic instructions on how to set up and administer a list. This document will concentrate on demonstrating interaction with JHARKHAND MUNICIPAL Web Interface.

The following documentation conventions have been used in this manual:

- Web Screen Shots are provided of some randomly selected functions.
- Numbers with indicating arrows in red, blue, green and white are shown to understand the concept of interface.
- Clickable buttons will be bold.
- Screen Captures have been cropped and or edited for emphasis or descriptive purposes.

Contacting Sparrow Softech Pvt. Ltd

Support

Sparrow Softech recognizes that the information in this guide are not going to solve every problem you may face. We are always willing to help diagnose and correct problems you be having with your JHARKHAND MUNICIPAL web interface.

Should you have any queries please feel free to contact our technical team, we will be glad to provide you an all-round support.
• Visit the admin panel by logging to Jharkhandsuda.net/login

1. Enter the admin user id and password
2. Click Submit button to view the dashboard
Dashboard’s View...

1. Click the downwards pointer to see the user profile, settings etc.
2. Click on Your desired module i.e. Property etc.
3. Search the web application by entering keywords and click **GO** button.
4. Click on individual tabs to see the required details.
PROPERTY SETUP
Click on **Occupancy Type** to see the list of occupancy type.
Click on **Usage Type** to see the listing of code wise usage type.
Click on **Usage Details** to view the usage details.

### Usage Details

<table>
<thead>
<tr>
<th>Usage Code</th>
<th>Usage Type</th>
<th>Multiplication Factor</th>
<th>Date Of Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Residential</td>
<td>1.00</td>
<td>22-03-2015</td>
</tr>
<tr>
<td>U</td>
<td>Others</td>
<td>1.50</td>
<td>01-04-2014</td>
</tr>
<tr>
<td>F</td>
<td>Industries, Workshops, Storage, Godown, Ware House</td>
<td>2.00</td>
<td>01-04-2014</td>
</tr>
<tr>
<td>B</td>
<td>Hotels, Bars, Club, Health club, Marriage Hall</td>
<td>3.00</td>
<td>01-04-2014</td>
</tr>
</tbody>
</table>
Click on **Annual Rental Rate** to view the annual rental rate.
Transfer Mode Master...

Click on Transfer Mode Master to see the transfer modes.
Click on Document Master to see the document types.
Click on **Owner Document Master** to see the owner document type.
Click on **Property Tax Rate** to see the rate of property Tax.
1. Click on **Add New Property** to add new properties.
2. Click on **Add** button to add the owner details.
Click on **Calculate** button to get the calculated value in the text boxes.

Click on **Add Property** to add new property.
Click on **Add New Property** to add old properties entry.

Click on **Add** button to add the owner details.
PROPERTY PAYMENT
Click on **Search Property** to see the property list.

Click On **Search** button to search the applications.
Click on **View** button to get the application form details.
Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.
Click on **Update Holding Details** to see the list of consumers holding details.

Click On **Search** button to search the applications.
Click on View button to get the application form details.
1. Click on **Edit** button to edit the holding details.

2. Click on **Add** button to add owner details.

3. Click on **Edit/Delete** to edit or remove the owner details.
Click on **Update Demand** to see the list of consumers details.

Click On **Search** button to search the applications.
Click on View button to get the application form details.
Click on **Update Demand** button to update the demand details.
1. Click on **Update Last Payment** to see the list of consumers details.

2. Click On **Search** button to search the applications.
Click on **View** button to get the application form details.
Click on View button to view the last payment details.
Click on **View Property Details** to see the list of consumers details.

Click On **Search** button to search the applications.
Click on View button to get the application property details.
Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.
1. Click on **View Payment Details** to see the list of consumers details.

2. Click On **Search** button to search the applications.
1 Click on View button to get the application property details.
Click on View Demand Details/View Property Details button to view demand/payment details of the consumers.
1. Click on **View Due Details** to see the list of consumers details.

2. Click On **Search** button to search the applications.
Click on View button to get the application due details.
Click on **View Payment Details** to see the payment summary/*Update Holding Details* to make changes in the holding details/*Update Last Payment* to make changes in the last payment/*Pay Property Tax* to pay the property taxes /*Print Demand* to print the demand receipt.
Click on Demand Correction to see the list of consumers details.

Click On Search button to search the applications.
Click on **View** button to get the application details.
1. Click on **Demand Correction** to correct the demand details.
PAYMENT REPORT
Click on **Counter Report** to see the counter report details.

2. Enter the date range, ward no. and operator name from the dropdown.

3. Click on **Search** button to get the details of the choosen fields.
Click on **Payment Mode Wise Collection** to see the collection report details.  

2. Enter the date range and ward no. from the dropdown.  

3. Click on **View Report** button to get the payment details of the chosen fields.  

4. Click on **Print** to take a print copy of report.

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<table>
<thead>
<tr>
<th>Description</th>
<th>No.of Transaction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Payment</td>
<td>33</td>
<td>43,874.60</td>
</tr>
<tr>
<td>Cheque Payment</td>
<td>5</td>
<td>18,620.60</td>
</tr>
<tr>
<td>DD Payment</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Card Payment</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Online Payment</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Collection</strong></td>
<td><strong>38</strong></td>
<td><strong>52,494.60</strong></td>
</tr>
</tbody>
</table>
Click on **Ward Wise Demand** to see the demand ward wise report.

2. Enter the ward no. from the dropdown and Click on **Search** button to get the collection report.

3. Click on **Export to excel** to take a copy of report in excel.
Click on **Property List** to see the list of property details.

Click on **View** to view the property details.
Click on **Ward Wise Holding** to see the application details ward wise.

Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.