

Odisha e-Municipality

Trade Licence Management System

Version 1.0

Training Manual

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Notice

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About this Document

Purpose

This manual has been written to help you understand and use the Trade License System application. It presents the functional capabilities and operational details of Trade License System, and contains the procedures that you should know for performing your business tasks using Trade License System.

Intended Audience

This manual is primarily intended for Trade License officers who will use the Trade License System application to handle Trading and risk management services. This guide can also be used by system administrators responsible for configuring and maintaining the application.

Prerequisites for Use

Following are the prerequisites for understanding this manual:

Functional – Basic understanding of Trade License Practice and other Trading related areas is required.

Technical - Basic understanding of Windows and GUI operations. You are expected to be familiar with operations such as using the mouse and keyboard to select, click or choose menu options and buttons and enter values in text boxes. Familiarity with the process of loading and using Trade License, an external application used for comparing trade quotes from multiple companies, is required.

Organisation of this Document

This manual is organized as follows:

Introduction provides an overview of Trade License System. It also details the hardware and software requirements, and interfaces with other systems.

Getting Started takes you on a quick tour of Trade License System. It gives a brief introduction about the general working features of Trade License System that you should keep in mind while working.

Table 1: Organisation of the Document

Chapter	Description
Chapter 1	Provides a brief introduction
Chapter 2	Getting Standard - takes you on a quick tour of Citizen Services over e-Municipality Services

Change Management

Changes to this document, after it has been accepted and signed-off, will be through appropriate Change Management Procedures, as described in the contract.

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1 Getting Started

1.1 Introduction

The Trade License System application will help you provide quotes for customers in the Grievance business. This application is integrated with Trade License to make the process of providing a quote easy and flexible. The additions or changes made to the Trade License data are immediately reflected in this application.

Access to the Trade License System application is limited only to authorize Trainings. To use it, you must first log on to Grievance System using your Training ID and password. On logging in, Grievance System allows you to start any of the modules to which you have access rights.

1.2 Log In to Trade License Module

- Open the Link of e-Municipality
- Choose your ULB location from drop down
- Click on the link 'Employee Login'
- Give your user credentials and click on Login
- Navigate to Trade License tab
- The “ORISSA ULB Trade License SYSTEM” will display

1.3 Apply For License Application

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Application
- Click on the Application tab. System will display the Trade License application page
- Enter the required details of the application
- Click on save button, which will store the details of the application in the system successfully.
- Click on Submit button to submit the license application and application number is generated after submitting the application

1.4 License Application Search

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Search(Misc. Sarkar/License Ins, Deputy Secretary, Commissioner)
- Click on the Search tab

- Navigates to the Search form page
- Enter the free entry text fields for application search
- Clicking on search button will get the corresponding application details

1.5 License Approval Process

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Search(License Ins, Deputy Secretary, Commissioner)
- Click on the Search tab
- Navigates to the Search form page
- Enter the free entry text fields for searching application
- Clicking on search button will get the corresponding details of the application
- Enter the remark against the application
- Click on submit button

1.6 License Payment Process

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License ->Payment
- Click on the Payment tab
- Give the license number
- Click on demand details tab
- Clicking on demand details will yield the corresponding details against the application
- Fill the required details and click on submit button

1.7 Notice Entry Process

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Notice -->Entry.
- Click on the entry tab
- Navigates to the Notice Entry page
- Fill the required fields and click on save button. The details of the form save in the system.
- Click on Submit button.

1.8 Notice Search

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License -->Notice -->Search
- Click on the Search tab
- Navigates to the Search form page
- Enter the free entry text fields
- Clicking on search button will get the corresponding details

1.9 Notice Approval

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License -->Notice -->Search
- Click on the Search tab
- Navigates to the Search form page
- Enter the free entry text fields
- Clicking on search button will get the corresponding details
- Click on view button
- Fill the proper comment field and click on Approve/Reject/Return

1.10 Survey Entry

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License -->survey -->Entry
- Click on the entry tab
- Navigates to the Survey Registration page
- Fill the mandatory fields and click submit
- The details will be saved successfully in the database

1.11 Survey Search

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License -->survey -->Search
- Click on the entry tab

- Navigates to the Search Survey page
- Fill the fields and click search
- The corresponding details will be displayed
- Click on edit button to edit the survey details

1.12 Other Collection Entry

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License --> Other Collection -->Entry
- Click on the entry tab
- Navigates to the other collection entry page
- Fill the mandatory fields and click save button. The details save in the system
- Click on submit button to submit the other collection details

1.13 Other Collection Search

- Login to the Trade License System
- Place the Mouse on Trade License
- Navigate to License -->Other Collection -->Search
- Click on the entry tab
- Navigates to the Search other collection page
- Fill the fields and click search
- The corresponding details will be displayed

1.14 Trade Type Add

- Navigate to the Trade System
- Master-->Trade Type-->Add
- Mandatory field details to be fed
- Click on Submit
- Corresponding results displayed

1.15 Trade Type Search

- Navigate to the Trade System
- Select from the drop down
- Master-->Trade Type-->Search
- Trade Type Form screen appears

- Mandatory field details to be fed
- Click on Submit
- Corresponding results displayed

1.16 Rate Chart Add

- Navigate to the Trade System
- Select from the drop down
- Master-->Rate Chart -->Add
- Trade Type Form screen appears
- Click on Submit

1.17 Rate Chart Add

- Navigate to the Trade System
- Select from the drop down
- Master-->Rate Chart-->Search
- Trade Type Form screen appears
- Click on Submit button

1.18 Category Add

- Navigate to the Trade System
- Select from the drop down
- Master-->Category -->Add
- Trade Type Form screen appears
- Click on Submit button

1.19 Close Licence

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Application
- Click on the Search tab. System will display the Trade License search result page
- Enter the search parameters details of the application
- Click on search button, which will show the results
- Click on close button.
- Click on Submit button to submit the license application and application number is generated after submitting the application.

1.20 Cancel Licence

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Application
- Click on the Search tab. System will display the Trade License search result page
- Enter the search parameters details of the application
- Click on search button, which will show the results
- Click on cancel button.
- Click on Submit button to submit the license application and application number is generated after submitting the application

1.21 Duplicate Licence

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Duplicate Licence Issue
- Click on the Search tab. System will display the Trade License search result page
- Enter the details of the application
- Click on submit button
- Then click on print button to generate duplicate license

1.22 Licence Renewal

- Login to the Trade License System
- Navigate to Trade License tab
- Navigate to License -->Trade License -->Renew Licence
- Click on the Search tab after entering the licence number. System will display the search result page
- Enter the details of the application
- Click on submit button

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