



User Manual
Of
Master Data Creation and User Management
of Enforcement Module
Developed for
Housing and Urban Planning Department

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1. Introduction

1.1. Overview of the Web Application

The software has been developed for the redevelopment of Enforcement Case Management Module of Housing and Urban Planning Department, Uttar Pradesh. The module is intended to be used by the respective authority or user to create and manage the cases or application details, which will be developed for Housing and Urban Planning Department, Government of Uttar Pradesh. This portal enables user to login and manage the application execution through portal, and furnish related details after logging in.

Along with, the application details, notifications, intimations, and status of cases and notices, all will be available to the respective users for further processing.

The concerned departmental users can also view the status of the entire case execution from their login and will get SMS and email alerts at all necessary steps.

1.2. Scope of the User Manual

This user manual provides step-by-step guidance on how the authorized users will use the software to view and maintain users.

1.3. Intended Audience of the Application

Housing and Urban Planning Department, Uttar Pradesh will be the intended audience of this application.

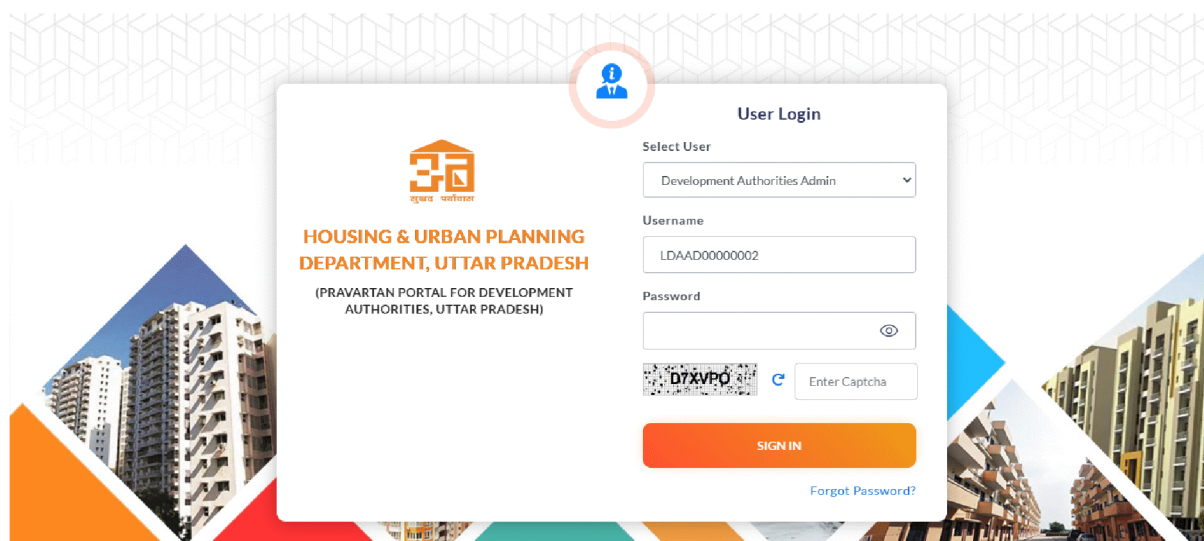
1.4. Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Development Authority Login

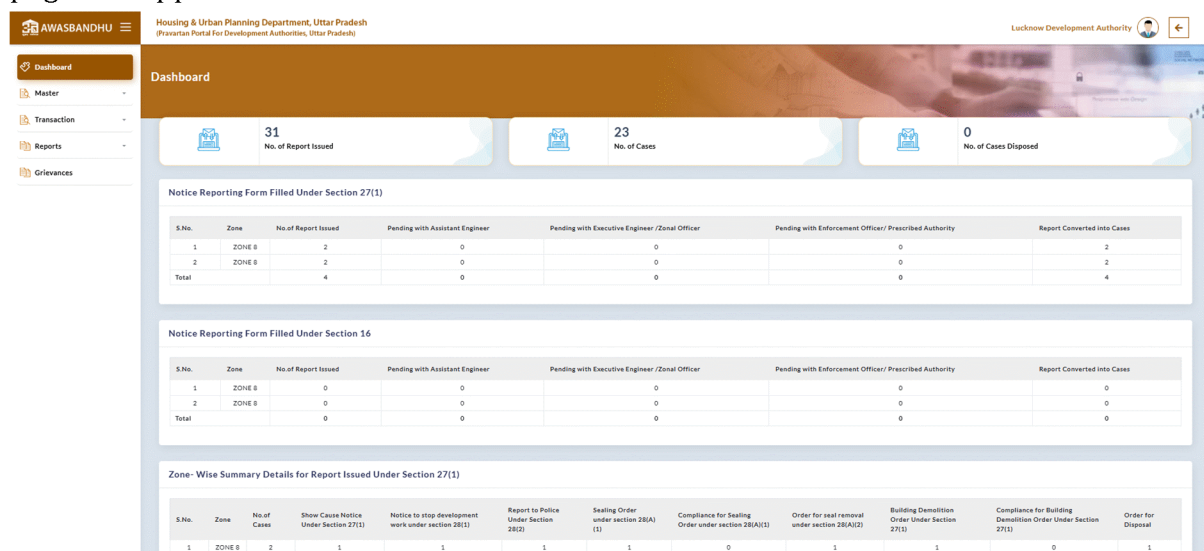
For **Development Authority login**, the user will have to login by entering the login URL in the web browser. Once redirected to the login page; login screen will appear, as shown below:



- Select **User**, enter **Username**, **Password**, and **Captcha** in the given fields and then click on **Sign in** button below.

3. Dashboard

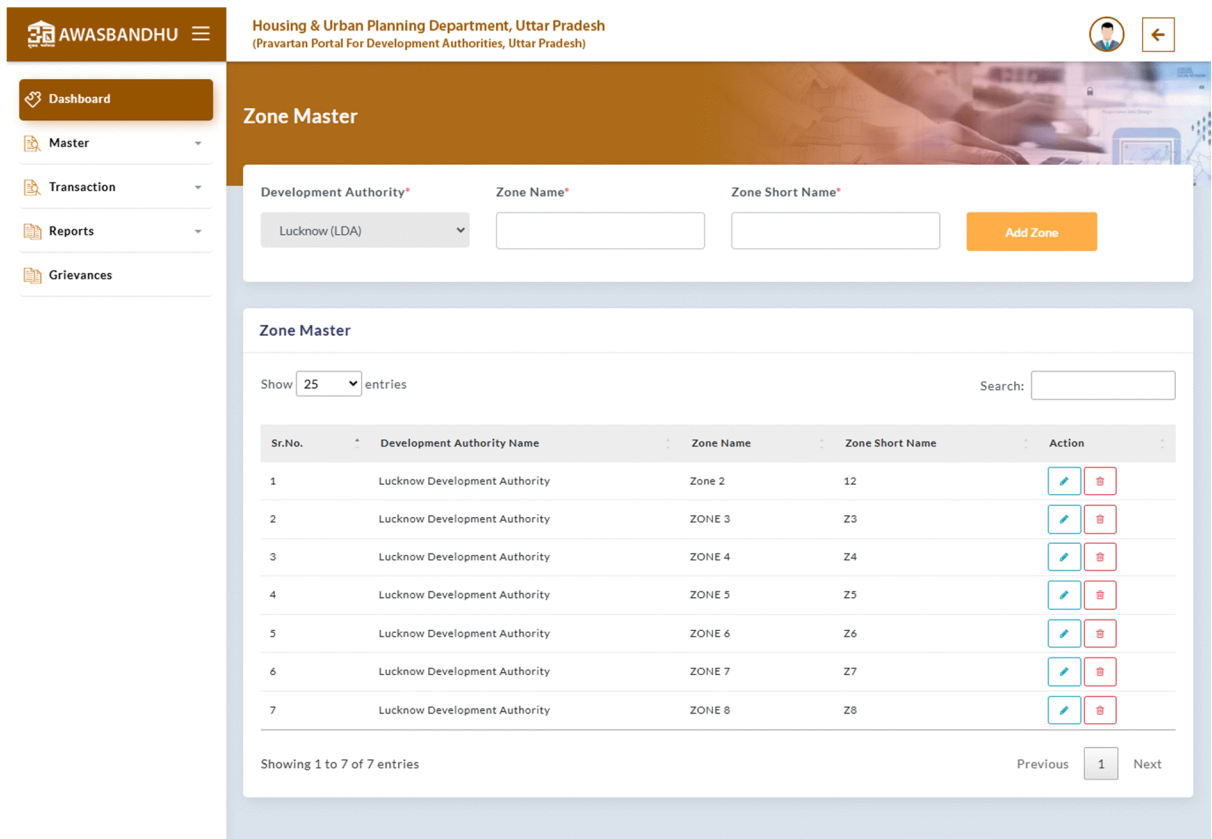
Once logged in, the user will be redirected to the **Dashboard** page. The **Dashboard** page will appear, as shown below:



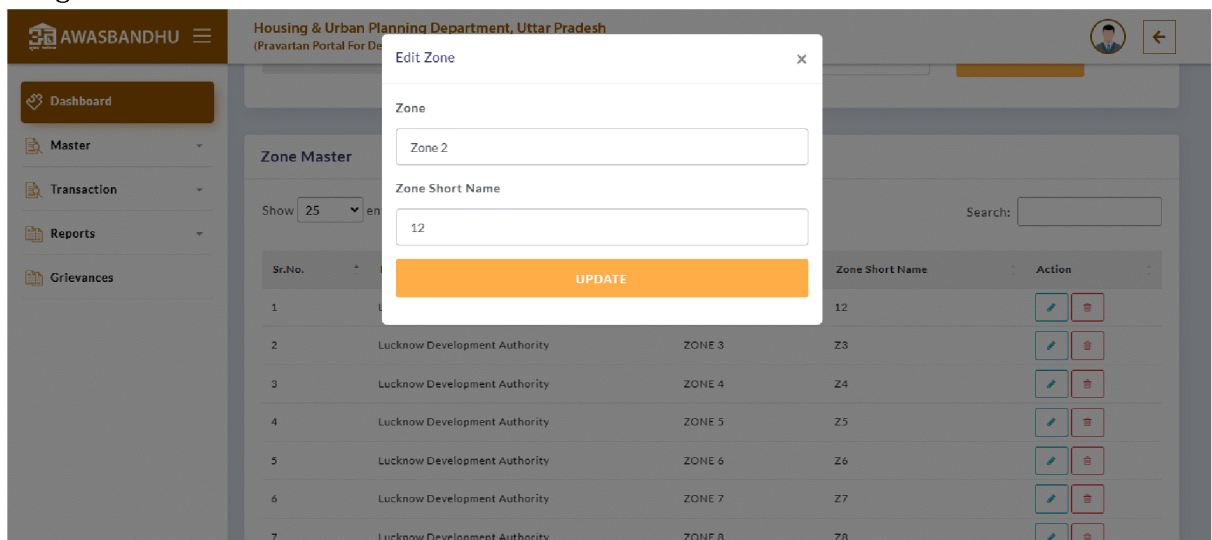
- Click on the relevant option from **Dashboard** to proceed ahead.

3.1. Zone Master

To add, update, or edit zone, click Zone master sub-menu from the Dashboard screen; page with the required details will appear, as shown below:

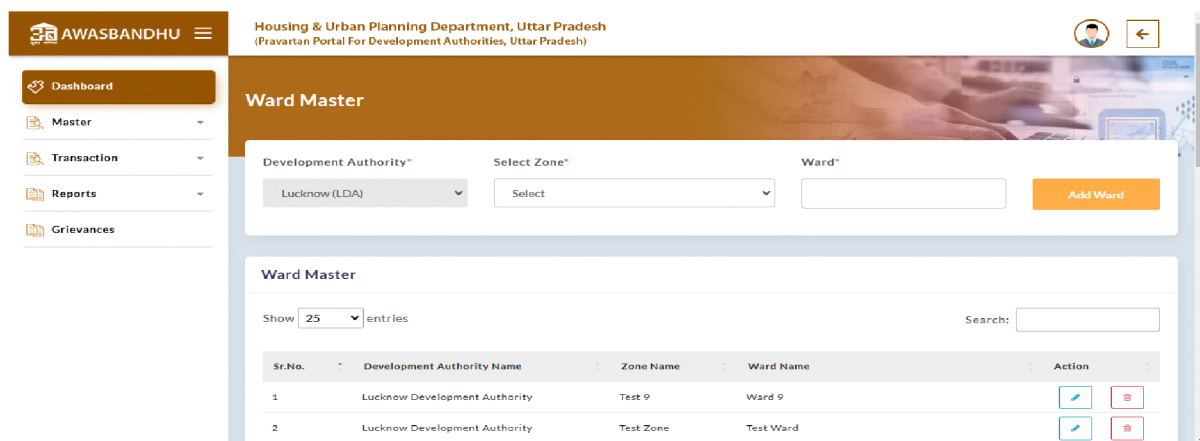


- To Add Zone, enter **Zone Name** and **Zone Short Name** in the given fields and then click **Add Zone** button.
- To edit zone details, click on edit button/icon from Action column of the grid.

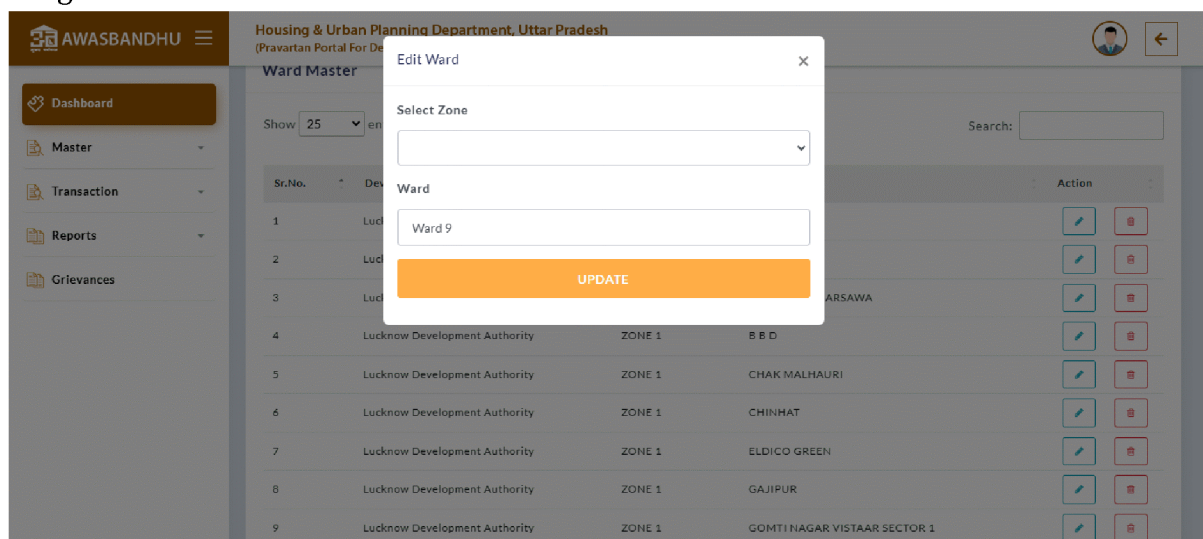


3.2. Ward Master

To add, update, or edit ward, click on the ward master sub-menu from the Dashboard screen; page with the required details will appear, as shown below:



- To Add Ward, select **Zone** from dropdown and then enter **Ward** in the given fields and click **Add Ward** button.
- To edit ward details, click on edit button/icon from Action column of the grid.



3.3. Mohalla Master

To add, update, or edit mohalla, click mohalla master sub-menu from the Dashboard screen; page with the required details will appear, as shown below:

The screenshot shows the 'Mohalla Master' interface. At the top, it displays the department name: 'Housing & Urban Planning Department, Uttar Pradesh (Pravartan Portal For Development Authorities, Uttar Pradesh)'. Below this is a navigation menu with 'Mohalla Master' selected. The main form contains four fields: 'Development Authority*' (a dropdown menu with 'Lucknow (LDA)' selected), 'Select Zone*' (a dropdown menu with 'Select' selected), 'Select Ward*' (a dropdown menu with 'Select' selected), and 'Mohalla*' (a text input field). An orange 'Add Mohalla' button is positioned below these fields. Below the form is a table titled 'Mohalla Master' with a search bar and a 'Show 25 entries' dropdown. The table has columns for 'Sr.No.', 'Development Authority Name', 'Zone Name', 'Ward Name', 'Mohalla Name', and 'Action'. The 'Action' column contains edit and delete icons for each row.

Sr.No.	Development Authority Name	Zone Name	Ward Name	Mohalla Name	Action
1	Lucknow Development Authority	Test 9	Ward 9	Mohalla 9	[Edit] [Delete]
1	Lucknow Development Authority	Test 9	Ward 9	Mohalla 9	[Edit] [Delete]
2	Lucknow Development Authority	Test Zone	Test Ward	Test Mohalla	[Edit] [Delete]
3	Lucknow Development Authority	ZONE 1	CHINHAT	AMITY COLLAGE KE SAAMNE	[Edit] [Delete]
4	Lucknow Development Authority	ZONE 1	CHINHAT	BHABUDIHA	[Edit] [Delete]
5	Lucknow Development Authority	ZONE 1	CHINHAT	BHUJANGHI PURWA	[Edit] [Delete]
6	Lucknow Development Authority	ZONE 1	CHINHAT	FUSUPURWA	[Edit] [Delete]

- To Add Mohalla, select **Zone and Ward** from dropdown and then enter **Mohalla** in the given fields and click on **Add Mohalla** button.
- To edit mohalla details, click on edit button/icon from Action column of the grid.

The screenshot shows the 'Edit Mohalla' form overlaying the 'Mohalla Master' table. The form has three fields: 'Select Zone' (a dropdown menu), 'Select Ward' (a dropdown menu with 'Ward 9' selected), and 'Mohalla' (a text input field with 'Mohalla 9' entered). An orange 'UPDATE' button is at the bottom of the form. The background table is dimmed, showing rows 7 through 10.

Sr.No.	Development Authority Name	Zone Name	Ward Name	Mohalla Name	Action
7	Lucknow Development Authority	ZONE 1	CHINHAT	JUGGAUR	[Edit] [Delete]
8	Lucknow Development Authority	ZONE 1	CHINHAT	LAXMANPUR	[Edit] [Delete]
9	Lucknow Development Authority	ZONE 1	CHINHAT	LOLAI	[Edit] [Delete]
10	Lucknow Development Authority	ZONE 1	CHINHAT	MADHAVPURAM	[Edit] [Delete]

3.4. Thana Master

To add, update, or edit thana details, click thana master sub-menu from the Dashboard screen; page with the required details will appear, as shown below:

The screenshot shows the 'Thana Master' interface. At the top, it displays 'Housing & Urban Planning Department, Uttar Pradesh (Pravartan Portal For Development Authorities, Uttar Pradesh)'. The main form has four input fields: 'Development Authority*' (with a dropdown menu showing 'Lucknow (LDA)'), 'Select Zone*' (with a dropdown menu showing 'Select'), 'Thana Name*' (text input), and 'Police Name*' (text input). Below these fields is an orange 'Add Thana' button. Below the form is a table titled 'Thana Master' with columns: Sr.No., Development Authority Name, Zone Name, Thana Name, Police Name, and Action. The table contains 6 rows of data.

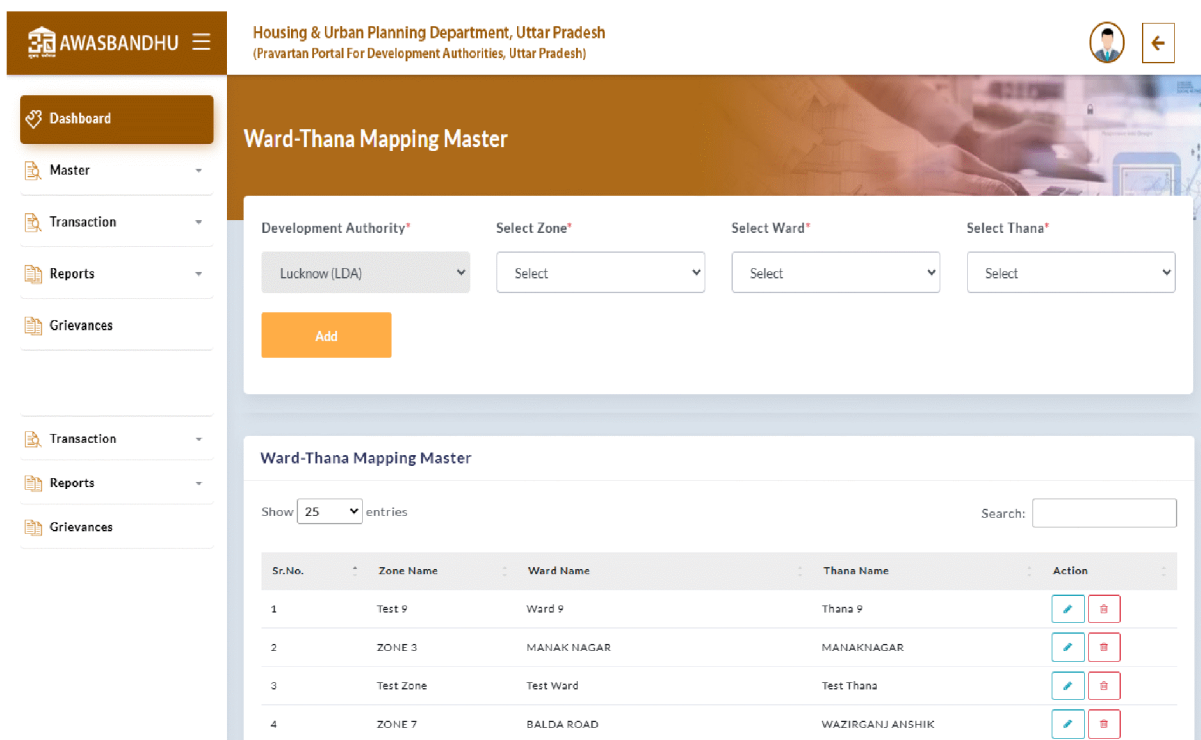
Sr.No.	Development Authority Name	Zone Name	Thana Name	Police Name	Action
1	Lucknow Development Authority	Test 9	Thana 9	Test Police	[Edit] [Delete]
2	Lucknow Development Authority	Test Zone	Test Thana	Test Police	[Edit] [Delete]
3	Lucknow Development Authority	ZONE 1	B B D	SHO	[Edit] [Delete]
4	Lucknow Development Authority	ZONE 1	CHINHAT	SHO	[Edit] [Delete]
5	Lucknow Development Authority	ZONE 1	GAJIPUR	SHO	[Edit] [Delete]
6	Lucknow Development Authority	ZONE 1	GOMTI NAGAR	SHO	[Edit] [Delete]

- To Add Thana, select **Zone** from dropdown and then enter **Thana Name** and **Police Name** in the given fields and click on **Add Thana** button.
- To edit thana details, click on edit button/icon from action column of the grid.

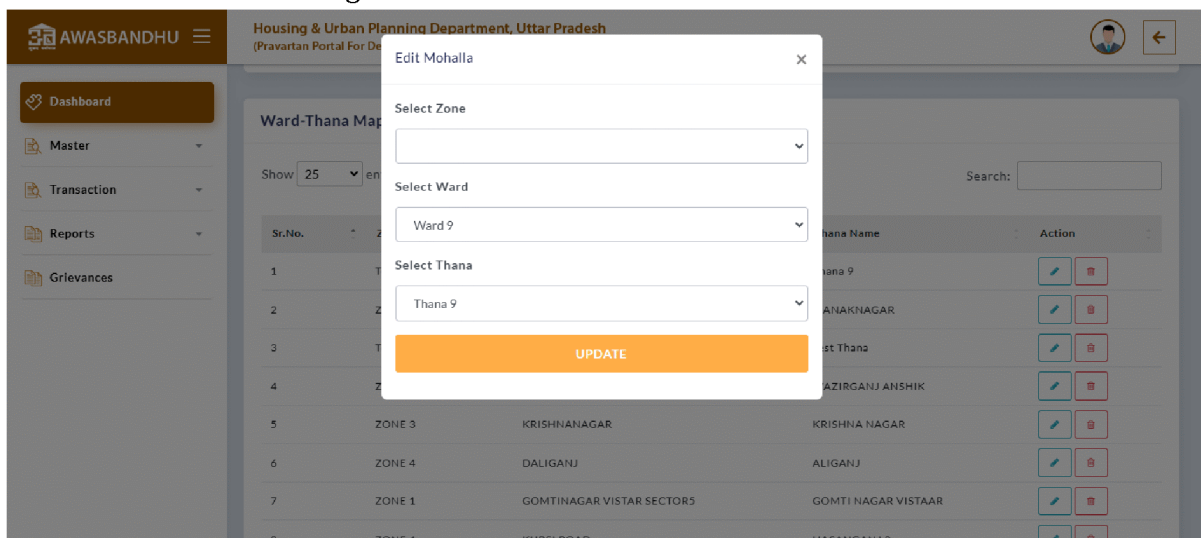
The screenshot shows the 'Edit Thana Master' form overlaid on the 'Thana Master' table. The form has three input fields: 'Select Zone' (dropdown menu), 'Thana Name' (text input), and 'Police Name' (text input). Below these fields is an orange 'UPDATE' button. The background shows the 'Thana Master' table with the same data as in the previous screenshot.

3.5. Ward-Thana Mapping Master

To add, update, map, or edit ward-thana, click ward-thana mapping master sub-menu from the Dashboard screen; page with the required details will appear, as shown below:



- To Add, select **Zone**, **Ward**, and **Thana** from dropdown and click on **Add** button.
- To edit Ward-Thana mapping details, click on edit button/icon from Action column of the grid.

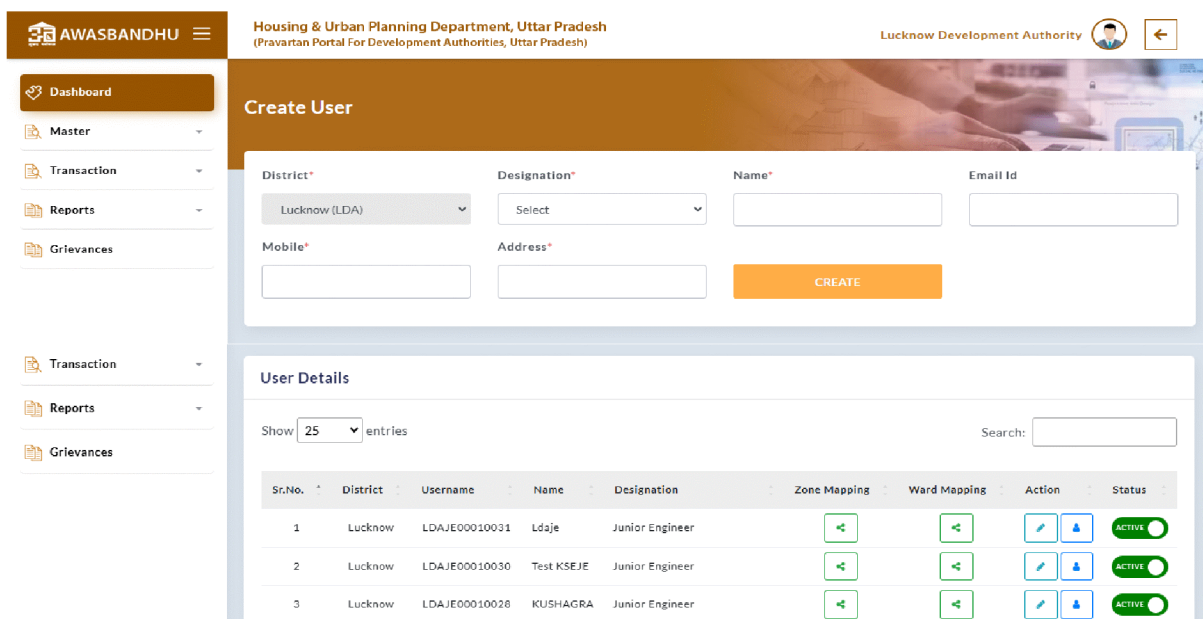


4. Transaction

Enter the login URL in web browser to visit AE login page. The login page will be displayed, as shown below:

4.1. Create/Update User Details

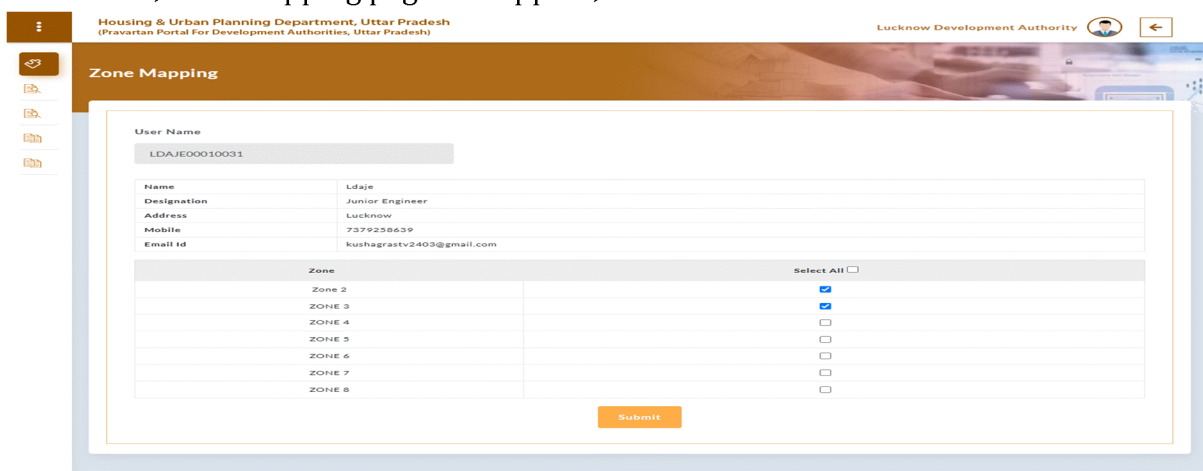
To create/update user details, click Create/Update User Details sub-menu from Transaction menu of Dashboard. The page with the required details will appear, as shown below:



- To create, select **Designation** from dropdown, enter **Name**, **Email Id**, **Mobile**, and **Address** in the given fields and then click **Create** button.
- To edit user details, click on edit button/icon from Action column of the grid.

4.2. Zone Mapping

- For zone mapping, click on zone mapping button/link for a particular district; zone mapping page will appear, as shown below:



- Select the required zone to be mapped by check marking the given check box and then click on **Submit** button below.

4.3. Ward Mapping

- For ward mapping, click on ward mapping button/link for a particular zone; ward mapping page will appear, as shown below:

Housing & Urban Planning Department, Uttar Pradesh
(Pravartan Portal For Development Authorities, Uttar Pradesh)

Lucknow Development Authority

Ward Mapping

User Name

LDAJE00010031

Name	Ldaje
Designation	Junior Engineer
Address	Lucknow
Mobile	7379258639

Zone	Ward	Select All <input type="checkbox"/>
ZONE 3	0	<input type="checkbox"/>
ZONE 3	ALAMBAGH	<input type="checkbox"/>
ZONE 3	AVADH VIHAR	<input type="checkbox"/>
ZONE 3	AZAD NAGAR	<input type="checkbox"/>
ZONE 3	BADALI KHEDA	<input type="checkbox"/>
ZONE 3	GANGA NAGAR	<input type="checkbox"/>
ZONE 3	GAURI BAAZAR	<input type="checkbox"/>
ZONE 3	GAURI VIHAR	<input type="checkbox"/>
ZONE 3	HIND NAGAR	<input type="checkbox"/>
ZONE 3	KAKORI	<input type="checkbox"/>
ZONE 3	KRISHNANAGAR	<input type="checkbox"/>
ZONE 3	MANAK NAGAR	<input type="checkbox"/>
ZONE 3	MURLI VIHAR	<input type="checkbox"/>
ZONE 3	PARA	<input type="checkbox"/>
ZONE 3	rtr	<input type="checkbox"/>
ZONE 3	SAROJNI NAGAR	<input type="checkbox"/>
ZONE 3	SHANTI NAGAR	<input type="checkbox"/>
ZONE 3	SHIVPURI COLONY	<input type="checkbox"/>
ZONE 3	SHMA VIHAR	<input type="checkbox"/>
ZONE 3	VISHNU LOK COLONY	<input type="checkbox"/>

Submit

- Select the required zone and ward to be mapped by check marking the given check box and then click on **Submit** button below.

5. For Technical Support

If you experience any technical difficulties when using this mobile application, you can email us at support@otpl.co.in or call our technical helpline at +91-522-4150500.