# **Dealing Assistant MANUAL**

Assam Building & Other Construction Workers' Welfare Board

Labour Department, Govt. of Assam

Version 1.1 Prepared by:



**National Informatics Centre (NIC)** 

**Assam State Centre** 

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### CONTENTS

Topics

Page no.

1. Dealing Assistant

1-3

## **Dealing Assistant (DA)**

### i. Access the Login Page:

- Navigate to the homepage.
- Locate and select the "Login" option on the far right side of the navigation bar.

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- From the menu, select **Office Login**.
- Credentials: Enter the following credentials:
  - 1) Username: Please enter your username.
  - 2) Password: Please enter your password.
  - **3) Captcha:** Please enter the captcha appeared in the screen.
  - 4) Button
    - Log in: Click here to login

- **OTP**: Enter the One-Time Password (OTP) you received in the registered phone number.
  - Button
    - Verify OTP: Click here to proceed.



Login

Forgot Password? Click Here to re

Please Note :

Password

Enter Captcha

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#### iii. Dashboard Overview:

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Upon successful login, there are various sections available in the dashboard.

- **Total Applications Received:** This section includes total number of applications that the RO and HRO have forwarded to the DA.
- **Total Applications Forwarded:** This section includes total number of applications that have been forwarded to the RO and HRO.
- iv. Navigating the Application Options: Inside the Applications in the side Navigation bar, there are several options available for the Dealing Assistant(DA):
  - a) Application Received: This section includes all applications that have been received from the Head Registering officer (HRO) and Registering officer (RO).

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• Click on the view button next to the received applications to preview the received application and check thoroughly.

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- **Buttons:** At the end of the application, two buttons are available.
  - Forward: After reviewing the application the DA send back the application to the RO or HRO by selecting from the available options for Role and username and give remarks.

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- Cancel: Click the Cancel button to cancel the process.
- **b) Application Forwarded:** This section includes all the applications that the DA has checked completely and forwards/send back to the RO or HRO.