

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

(Ministry of Electronics and Information Technology, Govt. of India)

First Floor, Composite Building, Dispur, Guwahati-781006

CONTENTS

Topics	Page no.
1. Dealing Assistant	1-3

Dealing Assistant (DA)

i. Access the Login Page:

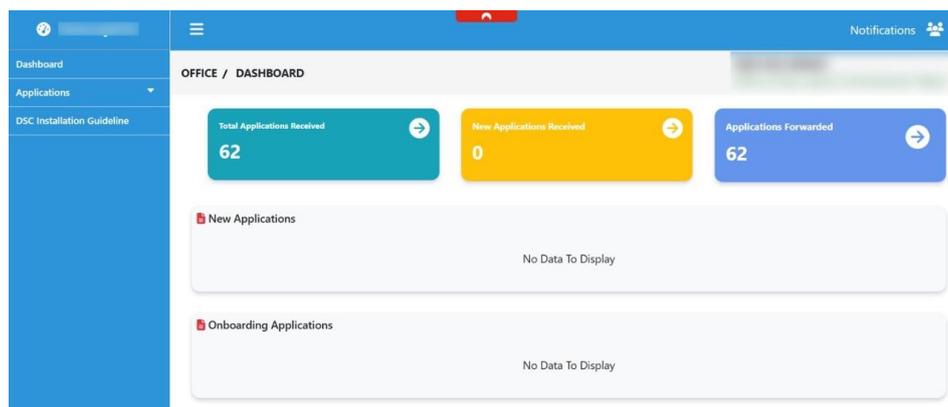
- Navigate to the homepage.
- Locate and select the "Login" option on the far right side of the navigation bar.



- 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.

iii. Dashboard Overview:



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):

- Application Received:** This section includes all applications that have been received from the Head Registering officer (HRO) and Registering officer (RO).

Filter Application data

All
 New Register
 On Boarding
 Re Submitted

Show 10 entries

Sl. no	Application No	Submitted On	Status	Application Category	View
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

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

- **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.

- **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.