



KAMARHATI WEBSITE

USER GUIDE

<http://mretailstore.com/kamarhati>

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1. Introduction:

1.1. Purpose:

This is a reference document for the admin of **<http://mretailstore.com/kamarhati>** site. This document will guide the user to understand the render in the website and understand the user level functionalities.

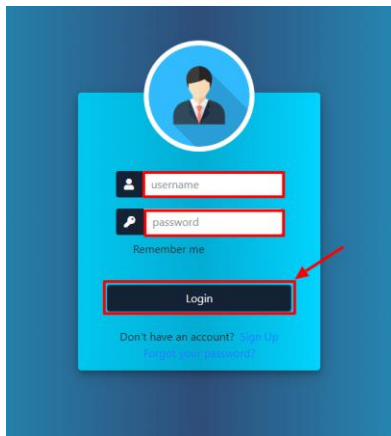
1.2. Scope:

This is purely for the admin and other users of the website. This document contains the steps of how to render in the website but contain the guide to modify the website contents.

2. Logging into the Site:

2.1. First Time Users:

- i. Open the link <http://mretailstore.com/kamarhati/admin>
- ii. Give the username and password
- iii. Click on Log In
- iv. Here is our login screen



2.2. Access Control:

- i. Steps to add a new User (Only for Admin):
 - a. Once you login as Admin you can create any no. of users of different roles
 - b. Here are the steps given pictorially:
 - i. once you login you will redirected to dashboard page:



ii. Then click on People and then Add user menu:



iii. Fill the user details:

The screenshot shows the 'ADMIN PANEL' interface with the 'Add User' form. The form is enclosed in a red border and contains the following fields:

- First Name *:
- Last Name *:
- Gender:
- Mobile:
- Email:
- Department *:
- Username *:
- Password *:
- Confirm Password *:
- User Group:
- Address:

A red box highlights the entire form area, with the text 'GIVE THE DETAILS HERE' in the center. Below the form, there is a 'Submit' button, which is highlighted with a red box and a red arrow pointing to it, with the text 'CLICK ON THE BUTTON AFTER FILLING THE DETAILS' next to the arrow.



- iv. Once you add the user you will be redirected to list user page automatically & you can edit user :

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Grievance

User

Add User

List Users

Page

Projects

entries

Search:

Last Name	Gender	Mobile	Email	Department	Username	Group	Address	Action
Sarkar	male	9999999999	a@a.com	Town Planning Dept	amit	operator	Kan	Click Here
das	male	8256987456	rahul@gmail.com	Water Supply	biplab123	operator	kolkata	Actions
admin	male	9903469966	aaa@gmail.com	Water Supply	mcsAdmin	admin	kolkata	Actions

Search

Search

Search P

Search Email

Search Dep.

Search U:

Search

Search A

Search Ac

3 of 3 entries

Previous

1

Next

CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

User

Add User

List Users

Page

Projects

website Color

entries

Search:

Last Name	Gender	Mobile	Email	Department	Username	Group	Address	Action
Sarkar	male	9999999999	a@a.com	Town Planning Dept	amit	operator	Kanchrapara	CLICK HERE
das	male	8256987456	rahul@gmail.com	Water Supply	biplab123	operator	kolkata	Actions
admin	male	9903469966	aaa@gmail.com	Water Supply	mcsAdmin	admin	kolkata	Actions

Search

Search

Search P

Search Email

Search Dep.

Search U:

Search

Search A

Search Ac

3 of 3 entries

Previous

1

Next



ii. Steps to edit the new information of existing user (Only for Admin):

Steps to delete a user:

There is no way to delete any user. Only the status of the user can be deactivated by following the below steps:

a. Go to List Users

ADMIN PANEL

Last Name	Gender	Mobile	Email	Department	Username	Group	Address	Action
Sarkar	male	9999999999	a@a.com	Town Planning Dept	amit	operator	Kanchrapara	Actions
das	male	8256987456	rahul@gmail.com	Water Supply	biplab123	operator	kolkata	Actions
admin	male	9903469966	aaa@gmail.com	Water Supply	mcsAdmin	admin	kolkata	Edit Delete User Permission

3 of 3 entries

Steps to User Permission:

a. Change the group

b. Click on Action Button

ADMIN PANEL

ender	Mobile	Email	Department	Username	Group	Address	Action
le	9999999999	a@a.com	Town Planning Dept	amit	operator	Kanchrapara	Actions
le	8256987456	rahul@gmail.com	Water Supply	biplab123	operator	kolkata	Actions
le	9903469966	aaa@gmail.com	Water Supply	mcsAdmin	admin	kolkata	Actions
le	1234567812	sajalmukherjee2408@gmail.com	Town Planning Dept	test check	operator	belghoria	Actions

Previous 1 Next



c. Click on the User Permission

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

Contact

Search:

ender	Mobile	Email	Department	Username	Group	Address	Action
ile	9999999999	a@a.com	Town Planning Dept	amit	operator	Kanchrapara	Actions
ile	8256987456	rahul@gmail.com	Water Supply	biplab123	operator	kolkata	Actions
ile	9903469966	aaa@gmail.com	Water Supply	mcsAdmin	admin	kolkata	Edit Delete User Permission
ile	1234567812	sajalmukherjee2408@gmail.com	Town Planning Dept	test_check	operator	belgho	

Search Search P Search Email Search Dep Search Us Search Search A Search Ac

Previous 1 Next

d. Select Active and Deactivate option section wise

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

Slider

Click on select to all option under the section

☒ Active ☐ Deactive

Slider List Image	☒ Active ☐ Deactive
Breadcrumb Image	☒ Active ☐ Deactive
Breadcrumb Image List	☐ Active ☒ Deactive
Slider Bar	☐ Active ☒ Deactive
Update Slider	☐ Active ☒ Deactive
Slider Timing Control	☐ Active ☒ Deactive

About Us ☐ Active ☒ Deactive



e. Select Active and Deactivate option select every row in the section

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

ADMIN PANEL

Action

Slider

ActiveDeactive

Slider List Image

ActiveDeactive

Breadcrumb Image

ActiveDeactive

Breadcrumb Image List

ActiveDeactive

Slider Bar

ActiveDeactive

Update Slider

ActiveDeactive

Slider Timing Control

ActiveDeactive

About Us

ActiveDeactive

Click on check box to Active & Deactive

f. After select as per you requirement then Click on the Submit button to save the permission

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

ADMIN PANEL

Action

Remove project

ActiveDeactive

website Color

ActiveDeactive

Color Change

ActiveDeactive

Back Up

ActiveDeactive

Database Backup & Restore

ActiveDeactive

File backup & restore

ActiveDeactive

submit

Click on Submit button



3. Step By Step Instructions on SLIDER:

3.1. Update Slider:

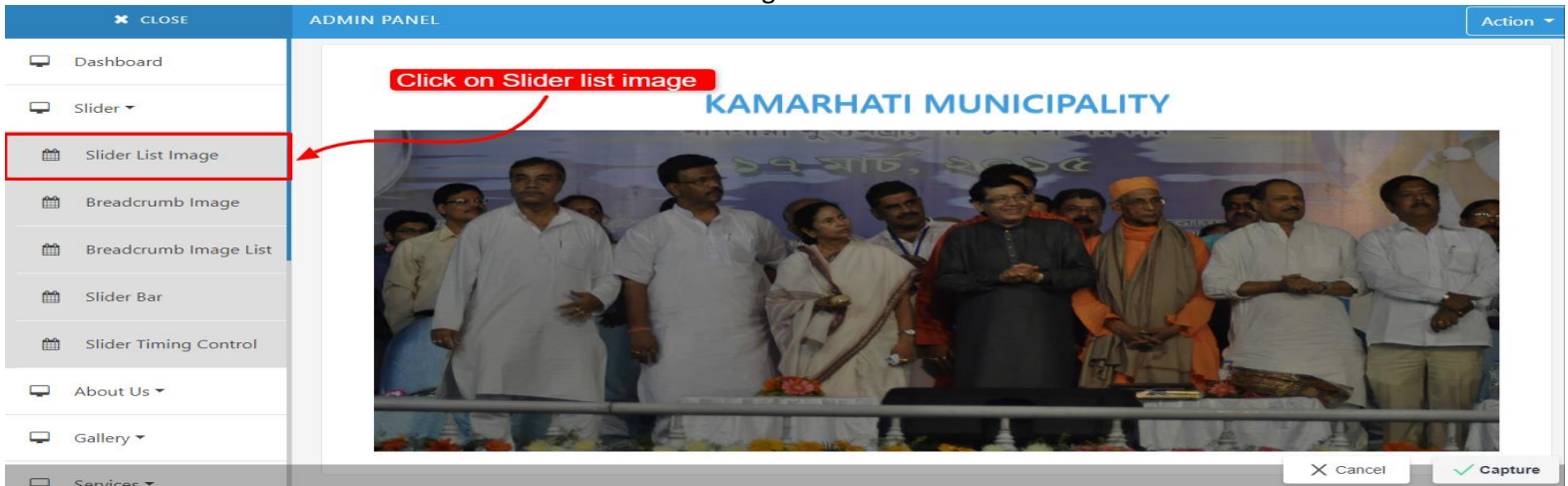
1. Change The Slider



2. Go to Slider Menu



3. Click on Slider List Image





4. Click on Update Button

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

ADMIN PANEL

Search:

	Slider Text	Slider Image	Image Order	Status	Upadte	Chanage Status
b93e.jpg	KAMARHATI MUNICIPALITY.		1	deactive	Update	Change Status
937.jpg	KAMARHATI MUNICIPALITY.		2	active	Update	Change Status
2188.jpg	KAMARHATI		3	deactive	Update	Change Status

5. Click on Submit

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

ADMIN PANEL

Slider Text:
KAMARHATI MUNICIPALITY.

Upload Image:

Choose file

Browse

Image Alt Text
KAMARHATI MUNICIPALITY

Button 1:
Button Name:
Home2
Link Menu:
PROJECTS

Update

Update all input and Click on Update button

6. Change status to active and Deactivate

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

ADMIN PANEL

Search:

	Slider Text	Slider Image	Image Order	Status	Upadte	Chanage Status
b93e.jpg	KAMARHATI MUNICIPALITY.		1	deactive	Update	Change Status
937.jpg	KAMARHATI MUNICIPALITY.		2	active	Update	Change Status
2188.jpg	KAMARHATI MUNICIPALITY.		3	deactive	Update	Change Status



7. Change status to active and Deactivate

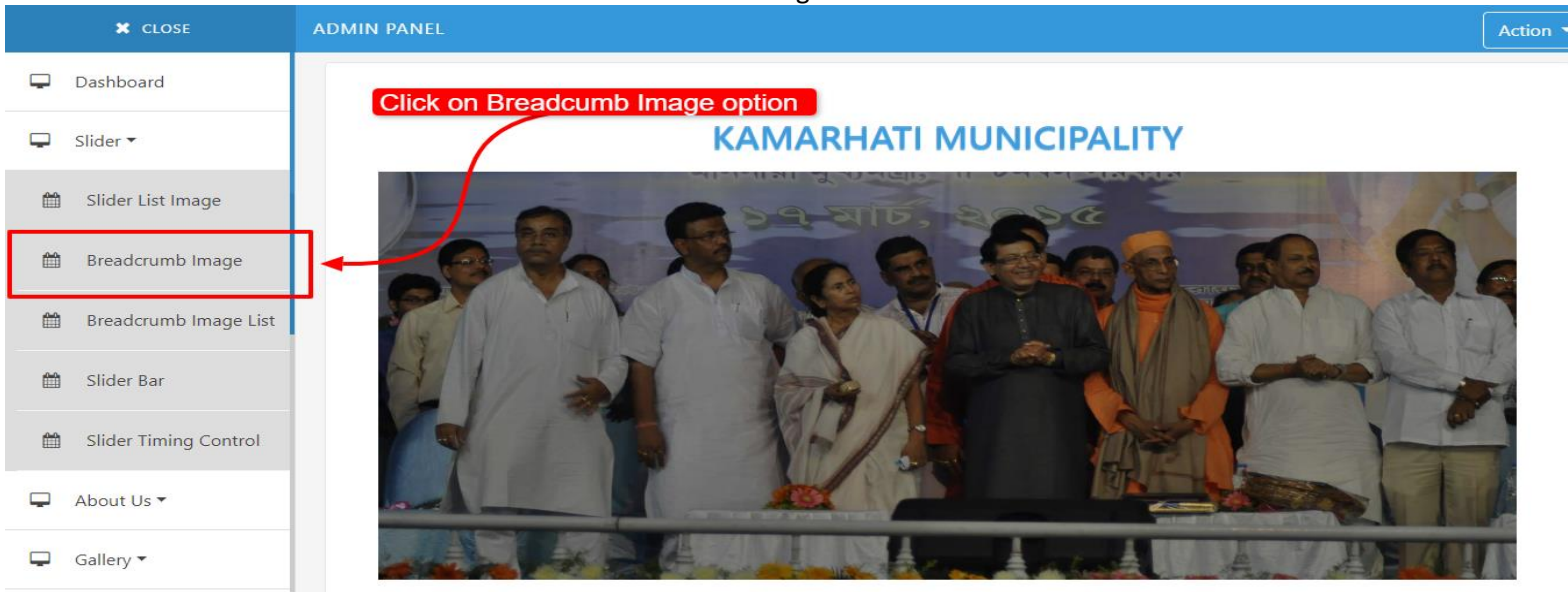


3.2. Add Breadcrumb image:

8. Go to Slider Menu



9. Click on breadcrumb Image





10. Give details

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

ADMIN PANEL

Action

Image:

Choose file

Browse

Image Alt Text

Menu Name:

ACCOUNTS

Submit

Give details in all inputs

11. Click on Submit

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

ADMIN PANEL

Action

Image:

Choose file

Browse

Image Alt Text

Menu Name:

ACCOUNTS

Submit

Click on submit button

3.3. Edit & Delete Breadcrumb image:

12. Go to Slider Menu

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

ADMIN PANEL

Action

Show 10 entries

Search:

Menu Name	Image	Image Alt Text	Actions
ABOUT		about us	Actions
About Kamarhati Municipality		akm	Actions
Achievement		ACHIEVEMENT	Actions
Assessment/Mutation		assessment	Actions

Click on Breadcrumb image list



13. Click on Action Dropdown Button

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

ADMIN PANEL

Action

Show 10 entries

Search:

Menu Name	Image	Image Alt Text	Actions
ABOUT		about us	Actions
About Kamarhati Municipality		akm	Actions
Achievement		ACHIEVEMENT	Actions
Assessment/Mutation		assessment	Actions

Click on Action button

14. Click on Edit Option

CLOSE

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

ADMIN PANEL

Action

Show 10 entries

Search:

Menu Name	Image	Image Alt Text	Actions
ABOUT		about us	Actions Edit Delete
About Kamarhati Municipality		akm	Actions
Achievement		ACHIEVEMENT	Actions
Assessment/Mutation		assessment	Actions

Click on Edit option

15. Give details

16. Click on update

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Services

Image:

Choose file

Browse

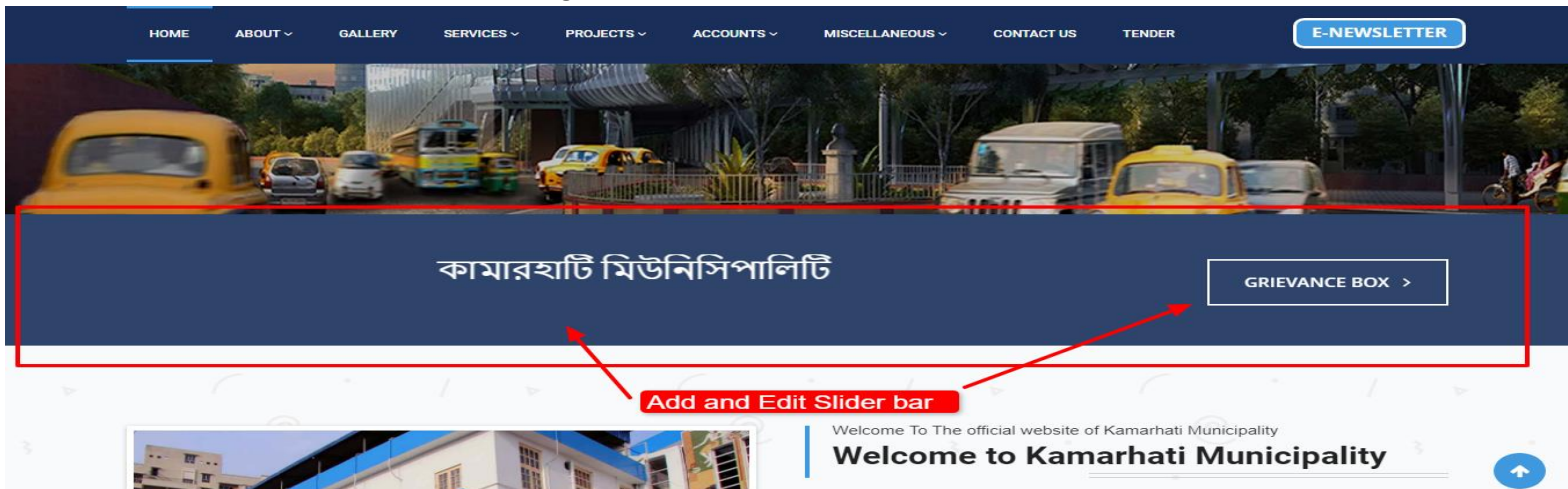
Update

Click on Update button



3.4. Add Slider bar:

17. Change the slider bar



18. Go to Slider Menu



19. Click on Slider bar



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Click on Slider menu

KAMARHATI MUNICIPALITY

20. Give details

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Type in the input field

Important Announcement Section 1

Main Content :

কামারহাটি মিউনিসিপালিটি

External Link

Deactive

https://www.google.com/

Important Announcement Section 2

Deactive

Important Announcement :

Hello

Select Menu for Announcement

Announcement

21. Click on update



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Contact

Important Announcement Section 1

Main Content :

কামারহাটি মিউনিসিপালিটি

External Link

Deactive

https://www.google.com/

Important Announcement Section 2

Deactive

Important Announcement :

Hello

Select Menu for Announcement

Announcement

Update

Click on update button to update Slider Bar

3.5. Slider Time Control:

22. Go to Slider Menu

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

Contact

Click on Slider menu option

KAMARHATI MUNICIPALITY



23. Click on Slider time control



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Select Timing :

20 sec.

Submit

Click on Slider Timing Control

24. Select time

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

Slider List Image

Breadcrumb Image

Breadcrumb Image List

Slider Bar

Slider Timing Control

About Us

Gallery

Select Timing :

20 sec.

Submit

Click on Select Timing to controll Slider Bar

25. Click on submit

-Read More [➔](#)



27. Go to About Menu

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

About Us Content

About Chairman

Gallery

Services

Tender

Councillors

Notification

Click on About Us menu

KAMARHATI MUNICIPALITY



28. Click on About Us Content

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

About Us Content

About Chairman

Gallery

Services

Tender

Councillors

Click on About Us Content



Image Alt Text
About Us

About Us Heading:
Welcome To The official website of Kamarhati Municipality

About Us Subheading:
Welcome to Kamarhati Municipality

Read More Link:
About Kamarhati Municipality

Image Upload:
Choose file Browse



29. Give details on input filed

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

About Us Content

About Chairman

Gallery

Services

Tender

Councillors

Give details on input field



Image Upload:

Image Alt Text

About Us

About Us Heading:

Welcome To The official website of Kamarhati Municipality

About Us Subheading:

Welcome to Kamarhati Municipality

Read More Link:

About Kamarhati Municipality

30. Click on update

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

About Us Content

About Chairman

Gallery

Services

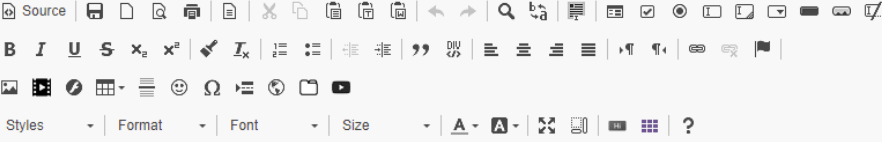
Tender

Councillors

Choose file

Browse

About Us Paragraph:

Source | 

With the clearance of nominated mayor and nine older men at the regim of East India Company in the 1726 the Municipal Administration started its journey. Though Calcutta now Kolkata witness the pattern of development in 1794 with the decision of definite boundaries of Municipal and Judicise purpose. Upto 1864 the British has concentrated all development whatsoever within the visionary of Kolkata.

In the historical background the political scenario the British Empire has to take decision to extend the local autonomy all over the Bengal especially the big and growing business center and enacted the District Municipal Improvement Act, 1864 and the District Town Act, 1868 to take up the development and conservancy work by the help of the police.

However, without narrating much more on the subject we are coming sharply with the historical background of our institution. In 1872 at Baranagar, first modern jutemill was set up and 1899 CESC was set up

Update

4.2. Add about us chairman:

31. Go to About us Menu

[HOME](#)[ABOUT ▾](#)[GALLERY](#)[SERVICES ▾](#)[PROJECTS ▾](#)[ACCOUNTS ▾](#)[MISCELLANEOUS ▾](#)[CONTACT US](#)[TENDER](#)[E-NEWSLETTER](#)

Chairman Desk

Sri Gopal Saha

Our Municipality started its journey in the year 1899 but due to scarcity of required capital our Municipality could not be able to serve the people properly. Municipalities were self-help Govt. without having financial resources save and except the holding taxes and other fees. Situation exists even after independence of India for 3 / 4 decades. Lately Municipal bodies have been accorded constitutional status in constitution amendment Act 1992 and rest to the status of Local Govt. In 74th Amendment Act and some specific duties and responsibilities bestowed on the Local Body, which are the[Read More →](#)



Change
Chairman
Details

32. Go to About us Menu

✕ CLOSE

Dashboard

Slider ▾

About Us ▾

About Us Content

About Chairman

Gallery ▾

Services ▾

Tender ▾

Councillors ▾

Notification ▾

ADMIN PANEL

Action

KAMARHATI MUNICIPALITY

Click on About Us menu

CLOSE
ADMIN PANEL
Action

Dashboard
Slider
About Us
About Us Content
About Chairman
Gallery
Services
Tender
Councillors

Click on About Chairman



Image Alt Text

About Us Heading:

About Us Subheading:

Read More Link:

34. Give details

CLOSE
ADMIN PANEL
Action

Dashboard
Slider
About Us
About Us Content
About Chairman
Gallery
Services
Tender
Councillors

Give details on input field



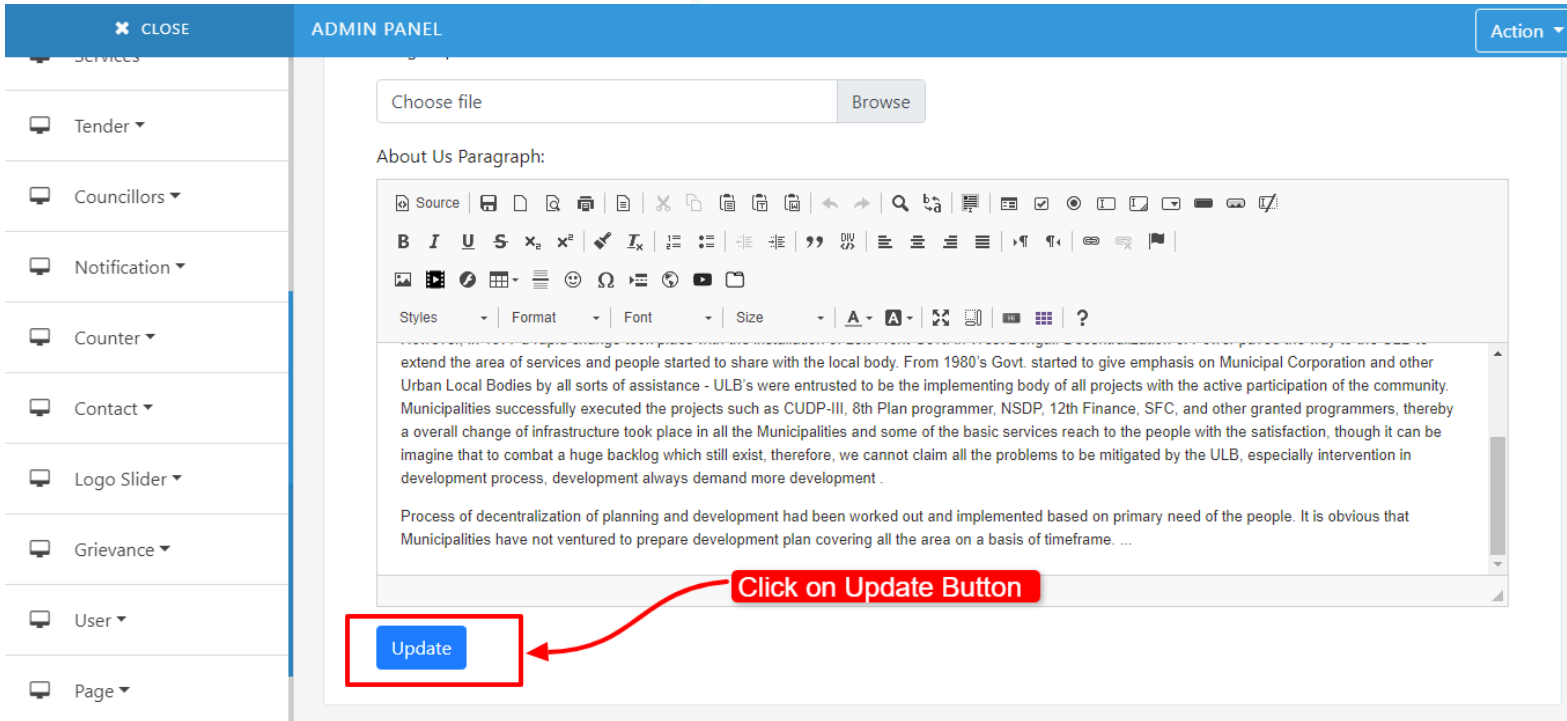
Image Alt Text

About Us Heading:

About Us Subheading:

Read More Link:

35. Click on Update Button



5.1. Add category list:



37. Go to gallery Menu

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Click on Gallery menu

KAMARHATI MUNICIPALITY



Cancel Capture

38. Click on add category

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Gallery Category

Submit

39. Give details

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Gallery Category

Submit



40. Click on submit button

ADMIN PANEL

Gallery Category

Click on Submit button

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

5.2. Edit category list:

41. Go to gallery Menu

ADMIN PANEL

Click on Gallery menu

KAMARHATI MUNICIPALITY

১৭ মার্চ, ২০১৫

Cancel

Capture

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

42. Click on category list

ADMIN PANEL

Category List

Click on Category List

Gallery Category

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services



43. Click on action button

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Action

Show 10 entries

Search:

Click on Action button

Sl.NO:	Category Name	Action
1	BSUP Projects	Actions
2	Building	Actions
3	Health Camp for Senior Citizen	Actions
4	Historical Places	Actions
5	Inauguration	Actions
6	KUSP Developments	Actions
7	Miscellaneous	Actions

44. Click on Edit option

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

ADMIN PANEL

Action

Show 10 entries

Search:

Click on Edit option

Sl.NO:	Category Name	Action
1	BSUP Projects	Actions
2	Building	Edit Delete
3	Health Camp for Senior Citizen	Actions
4	Historical Places	Actions
5	Inauguration	Actions
6	KUSP Developments	Actions

45. Give details

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Action

Gallery Category

BSUP Projects

Update

Give details on Gallery Category input field



46. Click on update button

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Gallery Category

BSUP Projects

Update

Action

Click on Update button

5.3. Add Image:

47. Add gallery image

HOMEABOUT▼GALLERYSERVICES▼PROJECTS▼ACCOUNTS▼MISCELLANEOUS▼CONTACT USTENDER

E-NEWSLETTER

PULSE POLIO ROUND APRIL 2017

RBSK



Ariadaha Feri Ghat





Visit at Skywalk











↑

Add gallery image

48. Go to gallery Menu

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

KAMARHATI MUNICIPALITY



Action

Click on Gallery menu

Cancel

Capture



49. Click on add image

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Action

Go to Add Image

KAMARHATI MUNICIPALITY

50. Select image and category and alt text

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Action

Click to choose image file

Image:

Choose file

Browse

Select Category:

Select Category

Image Alt Text

Image Heading

Image Description

☒ Show In Home Page

Submit

51. Give details

CLOSE

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

ADMIN PANEL

Action

Give details into all input fields

Image:

Choose file

Browse

Select Category:

Select Category

Image Alt Text

Image Heading

Image Description

☐ Show In Home Page

Submit

52. Show in Home page



ADMIN PANEL Action

Image:
Choose file Browse

Select Category:
Select Category

Image Alt Text

Image Heading

Image Description

☒ Show In Home Page Checked for show in Home Page

Submit

53. Click on submit button

ADMIN PANEL Action

Image:
Choose file Browse

Select Category:
Select Category

Image Alt Text

Image Heading

Image Description

☒ Show In Home Page

Submit Click o Submit button

5.4. Edit Image:

54. Go to gallery Menu

ADMIN PANEL Action

Click on Gallery menu

KAMARHATI MUNICIPALITY



Cancel Capture

55. Click on image list



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Search:

	Image	Image Category	Image Heading	Image Description	Action
f94684350c4d33118.jpg		Historical Places	Ariadaha Feri Ghat	Ariadaha Feri Ghat situated over the side of river ganga	Actions
c1fe37f924c5dec31.jpg		Miscellaneous			Actions

Click on Image List

56. Click action button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Search:

	Image	Image Category	Image Heading	Image Description	Action
f94684350c4d33118.jpg		Historical Places	Ariadaha Feri Ghat	Ariadaha Feri Ghat situated over the side of river ganga	Actions
c1fe37f924c5dec31.jpg		Miscellaneous			Actions

Click on action button

57. Click edit

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Category List

Add Category

Add Image

Image List

Services

Search:

	Image	Image Category	Image Heading	Image Description	Action
f94684350c4d33118.jpg		Historical Places	Ariadaha Feri Ghat	Ariadaha Feri Ghat situated over the side of river ganga	Actions Edit Delete
c1fe37f924c5dec31.jpg		Miscellaneous			Actions

Click on action button

58. Give details



ADMIN PANEL Close Action

Give details into all input fields



Image Alt Text

Select Category:

Image Heading

Image:

59. Click on Checked for Show in Home page

ADMIN PANEL Close Action



Image Heading

Image:

Image Description

☒ Show In Home Page Checked for show in Home page

60. Click on update button

ADMIN PANEL Close Action



Image Heading

Image:

Image Description

☒ Show In Home Page

click on update button

6. Step By Step Instructions on Services:

6.1. Update list services:

61. Go to services Menu

[HOME](#)[ABOUT ▾](#)[GALLERY](#)[SERVICES ▾](#)[PROJECTS ▾](#)[ACCOUNTS ▾](#)[MISCELLANEOUS ▾](#)[CONTACT US](#)[TENDER](#)[E-NEWSLETTER](#)[Add Service](#)

Our Services



Assessment/Mutation

Assessment of the Property or its valuation is done by the West Bengal Valuation Board ...
[Read More →](#)



Public Service

Mutation, Getting Mutation Certificate after approval of Board meeting, Sanction of ...
[Read More →](#)



Birth & Death

The birth certificate is the most important identity document for an individual which is most...
[Read More →](#)



Conservancy

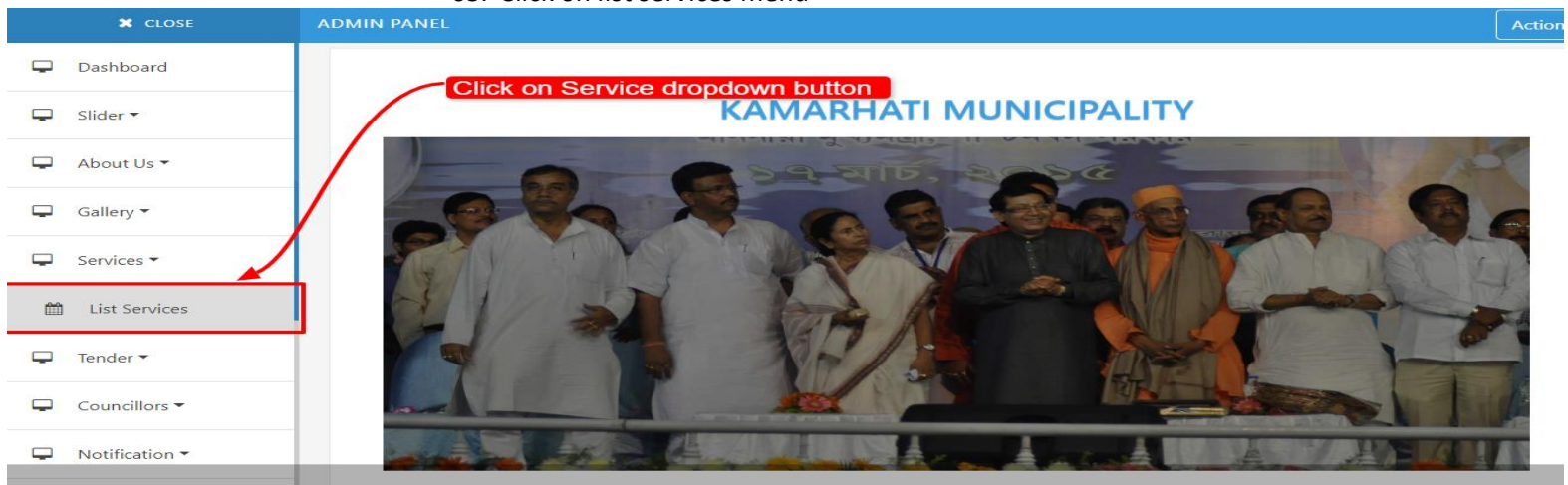
Clearing of Drains at a several interval to maintain a well balanced drainage system...
[Read More →](#)



62. Go to services Menu



63. Click on list services menu



64. Click on update services



CLOSE

Dashboard

Slider

About Us

Gallery

Services

List Services

Tender

Councillors

Notification

Counter

ADMIN PANEL

Action

Sl. No.:	Services Heading	Services Content	Action
1	Assessment/Mutation	Assessment of the Property or its valuation is done by the West Bengal Valuation Board ... Read More	Update
2	Public Service	Mutation, Getting Mutation Certificate after approval of Board meeting, Sanction of ... Read More	Update
3	Birth & Death	The birth certificate is the most important identity document for an individual which is most... Read More	Update
4	Conservancy	Clearing of Drains at a several interval to maintain a well balanced drainage system... Read More	Update
5	PWD	Building rules under a Municipal Act is framed to regulate building activities in the	Update

Click on Update Button

65. Change the details

CLOSE

Dashboard

Slider

About Us

Gallery

Services

List Services

Tender

Councillors

Notification

ADMIN PANEL

Action

Services Heading

Assessment/Mutation

Services Content

Source

B I U S X⁰ X¹

Assessment of the Property or its valuation is done by the West Bengal Valuation Board ...
[Read More](#)

Change the input fields

66. Click on update Button

CLOSE

Dashboard

Slider

About Us

Gallery

Services

List Services

Tender

Councillors

Notification

ADMIN PANEL

Action

Services Content

Source

B I U S X⁰ X¹

Assessment of the Property or its valuation is done by the West Bengal Valuation Board ...
[Read More](#)

body p a

Update

Click on Update button



7. Step By Step Instructions on Tender:

7.1. Add tender:

67. Go to tender Menu

The screenshot shows the MCS website's navigation bar with the following links: HOME, ABOUT, GALLERY, SERVICES, PROJECTS, ACCOUNTS, MISCELLANEOUS, CONTACT US, and TENDER. An E-NEWSLETTER button is also present. Below the navigation bar, a red arrow points to the 'Tender' menu item. The main content area displays a table titled 'Tender' with the following data:

Sl No.	Description	Opening Date	Closing Date	Download
1	Yearly tender for Printing/Stationary/Water Conservancy articles for the year 2018-2019	28 Feb 2019	25 Mar 2019	Click Here
2	Yearly tender for Printing/Stationary/Water Conservancy articles for the year 2018-2019	20 Feb 2019	14 Mar 2019	Click Here

68. Go to tender Menu

The screenshot shows the MCS website's Admin Panel. The left sidebar contains the following menu items: Gallery, Services, Tender, Add Tender, List Tender, Councillors, Notification, Counter, Contact, and Logo Slider. A red arrow points to the 'Tender' menu item. The main content area displays a banner for 'KAMARHATI MUNICIPALITY' with a photograph of a group of people standing on a stage.

69. Click on add tender menu



ADMIN PANEL Close Action

Gallery ▾
Services ▾
Tender ▾
Add Tender
List Tender
Councillors ▾
Notification ▾
Counter ▾
Contact ▾
Logo Slider ▾

Click on Add Tender menu

Memo No. Issue Date Subject

Close Date Upload File

Description

70. Give details

ADMIN PANEL Close Action

Gallery ▾
Services ▾
Tender ▾
Add Tender
List Tender
Councillors ▾
Notification ▾
Counter ▾
Contact ▾
Logo Slider ▾

Give details into all input fields

Memo No. Issue Date Subject

Close Date Upload File

Description

71. Click on Show in notification panel

ADMIN PANEL Close Action

Gallery ▾
Services ▾
Tender ▾
Add Tender
List Tender
Councillors ▾
Notification ▾
Counter ▾
Contact ▾
Logo Slider ▾

Click on checked if the tender Show in Home page notification and then fill up the input fields

Notification Panel

☒ Show as Notification Panel

Heading : End Date

72. Click on Submit Button



ADMIN PANEL Close Action

Styles | Format | Font | Size |

Notification Panel

☒ Show as Notification Panel

Heading : End Date

Submit

Click on Submit button

7.2. Edit Tender:

73. Go to tender Menu

ADMIN PANEL Close Action

Click on Tender menu

KAMARHATI MUNICIPALITY

74. Click on list tender menu



CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

ADMIN PANEL

Action

Click on List Tender

KAMARHATI MUNICIPALITY

75. Click on action button

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

ADMIN PANEL

Action

Click on Action dropdown

Search:

Memo No.	Issue Date	Subject	Description	Close Date	Uploaded File	Action
7/GNL	19-12-2019	NIQ Dt. 19.12.19 For Software of Roudra Bristi Retail Outlet	Software for Roudra Birati Retail Outlet (Features as per Annexure-A)	26-12-2019	bb66e9f2d4192f0a78be10d8ee1f60ae.pdf	Actions
4/A/1(II)/GNL	26-09-2019	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	01-10-2019	2d99b524b357ba6260bf8e621a74ab0c.pdf	Actions
2/GNL	28-02-2019	Yearly Tender for	Yearly tender for Printing/Stationary/Water Media and Communication	25-03-2019	a2c1f8699fa84d2ab9f5a0061be028a9.pdf	Actions

76. Click on edit

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

ADMIN PANEL

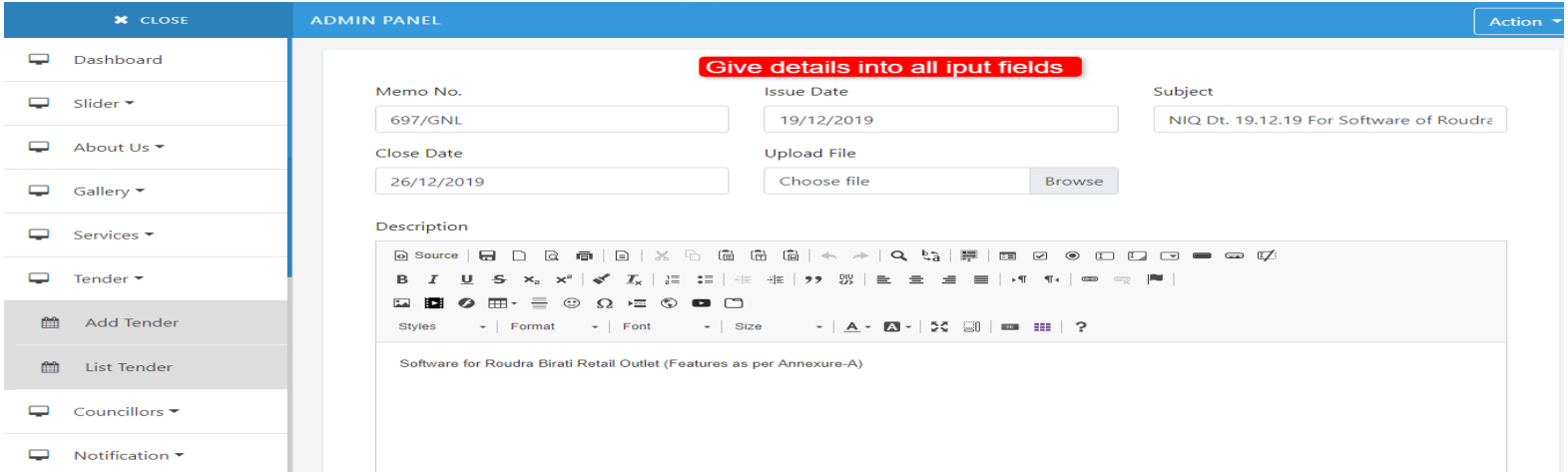
Action

Click on Edit option

Search:

Memo No.	Issue Date	Subject	Description	Close Date	Uploaded File	Action
7/GNL	19-12-2019	NIQ Dt. 19.12.19 For Software of Roudra Bristi Retail Outlet	Software for Roudra Birati Retail Outlet (Features as per Annexure-A)	26-12-2019	bb66e9f2d4192f0a78be10d8ee1f60ae.pdf	Actions Edit Delete
4/A/1(II)/GNL	26-09-2019	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	01-10-2019	2d99b524b357ba6260bf8e621a74ab0c.pdf	Actions
2/GNL	28-02-2019	Yearly Tender for	Yearly tender for Printing/Stationary/Water Media and Communication	25-03-2019	a2c1f8699fa84d2ab9f5a0061be028a9.pdf	Actions

77. Give details



CLOSE

ADMIN PANEL

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

Action

Styles | Format | Font | Size | A | A | [Icons] | ?

Software for Roudra Birati Retail Outlet (Features as per Annexure-A)

Notification Panel

☒ Show as Notification Panel

Heading :
NIQ Dt. 19.12.19 For Software of Rouc

End Date
26/12/2019

Submit

79. Show the notification panel in the home page



kamarhati_municipality@rediffmail.com 033-25649580, 033-25648646 Skip to content

Select Language A+ A A- [Notification Icon]

Kamarhati MUNICIPALITY

Show the new tender in notification

HOME ABOUT GALLERY SERVICES PROJECTS ACCOUNTS MISCELLANEOUS CONTACT

TENDER
Home - Tender

Notification Para 1
End Date : 31/03/2020

Notification 2
End Date : 29/07/2020

Notification 3
End Date : 24/04/2020

Tender

80. Click on Submit Button

CLOSE ADMIN PANEL Action

Dashboard Slider About Us Gallery Services Tender Add Tender List Tender Councillors

Styles Format Font Size [Rich Text Editor Icons]

Software for Roudra Birati Retail Outlet (Features as per Annexure-A)

Notification Panel

☒ Show as Notification Panel

Heading : NIQ Dt. 19.12.19 For Software of Rouc

End Date 26/12/2019

Submit

Click on submit button

7.3. Delete Tender:

81. Go to tender Menu



CLOSE

ADMIN PANEL

Action

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

Counter

Contact

Logo Slider

Click on Tender menu

KAMARHATI MUNICIPALITY



82. Click on list tender menu

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

Click on List Tender

KAMARHATI MUNICIPALITY



83. Click on action button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

Click on Action dropdown

entries

Search:

Memo No.	Issue Date	Subject	Description	Close Date	Uploaded File	Action
7/GNL	19-12-2019	NIQ Dt. 19.12.19 For Software of Roudra Bristi Retail Outlet	Software for Roudra Birati Retail Outlet (Features as per Annexure-A)	26-12-2019	bb66e9f2d4192f0a78be10d8ee1f60ae.pdf	Actions
4/A/1(II)/GNL	26-09-2019	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	01-10-2019	2d99b524b357ba6260bf8e621a74ab0c.pdf	Actions
2/GNL	28-02-2019	Yearly Tender for	Yearly tender for Printing/Stationary/Water Media and Communication	25-03-2019	a2c1f8699fa84d2ab9f5a0061be028a9.pdf	Actions

84. Click on Delete option



CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Add Tender

List Tender

Councillors

Notification

ADMIN PANEL

Action

entries

Memo No.	Issue Date	Subject	Description	Close Date	Uploaded File	Action
7/GNL	19-12-2019	NIQ Dt. 19.12.19 For Software of Roudra Bristi Retail Outlet	Software for Roudra Birati Retail Outlet (Features as per Annexure-A)	26-12-2019	bb66e9f2d4192f0a78be10d8ee1f60ae.pdf	Click on Delete option Actions Edit Delete
4/A/1(II)/GNL	26-09-2019	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	NIQ for purchasing of B.T.I. for destroying of Mosquito Larva	01-10-2019	2d99b524b357ba6260bf8e621a74ab0c.pdf	Actions
2/GNL	28-02-2019	Yearly Tender for	Yearly tender for Printing/Stationary/Water Works and Construction	25-03-2019	a2c1f8699fa84d2ab9f5a0061be028a9.pdf	Actions

85. Page refresh and show the delete message.

8. Step By Step Instructions on Councillors:

8.1. Add Councillors:

86. Add the Councillors

HOMEABOUTGALLERYSERVICESPROJECTSACCOUNTSMISCELLANEOUSCONTACT USTENDER

E-NEWSLETTER

Add Councillor and go to admin panel

List of Councillors



Sri. Tushar Chatterjee

Vice-Chairman

Ph : 9831313695

f

t

G+

in



Heshamudddin

Councillors, Ward no-03

Ph : 9339161732



Afsana Khatoon

Councillor, Ward no-02

Ph : 9748828267

f

t

G+

in



Shama Parveen

Councillor, Ward no-04

Ph : 9831624808

87. Go to Councillors Menu

CLOSE

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

ADMIN PANEL

Action

Click on Councillors dropdown

KAMARHATI MUNICIPALITY





88. Click on add councillors

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

ADMIN PANEL

Action

Ward No:

Image:

Choose file

Browse

Image Alt Text

Name of Councillor:

Designation:

Contact No:

Facebook:

Twitter:

Google Plus:

Linkedin:

Submit

Click on Add Councillors option

89. Give details

CLOSE

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

ADMIN PANEL

Action

Ward No:

Image:

Choose file

Browse

Image Alt Text

Name of Councillor:

Designation:

Contact No:

Facebook:

Twitter:

Google Plus:

Linkedin:

Submit

Give details into all input fields

90. Click on Submit Button

CLOSE

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

ADMIN PANEL

Action

Ward No:

Image:

Choose file

Browse

Image Alt Text

Name of Councillor:

Designation:

Contact No:

Facebook:

Twitter:

Google Plus:

Linkedin:

Submit

Click on Submit button



8.2. Edit Councilors:

91. Go to Menu

CLOSE

ADMIN PANEL

Action

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

Click on Councillors dropdown

KAMARHATI MUNICIPALITY

92. Click on list councilors

CLOSE

ADMIN PANEL

Action

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

Click on List Councilors

Show 10 entries

Total Number of Ward

Search:

Ward No	Image	Name of Councillor	Designation	Contact No	Action
01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions
02		Afsana Khatoon	Councillor, Ward no-02	9748828267	Actions

93. Click on action button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Click on Action button

Show 10 entries

Total Number of Ward

Search:

01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions
02		Afsana Khatoon	Councillor, Ward no-02	9748828267	Actions



94. Click on edit

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

ADMIN PANEL

Action

Total Number of Ward

Show 10 entries

Ward No	Image	Name of Councillor	Designation	Contact No	Action
01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions Edit Delete
02		Afsana Khatoun	Councillor, Ward no-02	9748828267	Actions

95. Give details

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

ADMIN PANEL

Action

Change the input fields as per your requirements



Image:

Choose file

Browse

Image Alt Text

Tushar Chatterjee

Ward No:

01

Name of Councillor:

Sri. Tushar Chatterjee

Designation:

Vice-Chairman

Contact No:

9831313695

Facebook:

#

Twitter:

96. Click on Submit Button

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

ADMIN PANEL

Action



Image:

Choose file

Browse

Contact No:

9831313695

Facebook:

#

Twitter:

#

Google Plus:

#

Linkedin:

#

Submit



8.3. Delete Councilors:

97. Go to Menu

CLOSE

ADMIN PANEL

Action

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

Click on Councillors dropdown

KAMARHATI MUNICIPALITY

98. Click on list councilors

CLOSE

ADMIN PANEL

Action

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Counter

Contact

Logo Slider

Click on List Councilors

Show 10 entries

Total Number of Ward

Search:

Ward No	Image	Name of Councillor	Designation	Contact No	Action
01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions
02		Afsana Khatoon	Councillor, Ward no-02	9748828267	Actions

99. Click on action button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Add Councillors

List Councillors

Notification

Click on Action button

Show 10 entries

Total Number of Ward

Search:

Ward No	Image	Name of Councillor	Designation	Contact No	Action
01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions
02		Afsana Khatoon	Councillor, Ward no-02	9748828267	Actions

Edit
Delete



100. Click on Delete option

ADMIN PANEL

Dashboard
Slider
About Us
Gallery
Services
Tender
Councillors
Add Councillors
List Councillors
Notification

Ward No. Image Name of Councillor Designation Contact No. Action

Ward No.	Image	Name of Councillor	Designation	Contact No.	Action
01		Sri. Tushar Chatterjee	Vice-Chairman	9831313695	Actions Edit Delete
02		Afsana Khatoun	Councillor, Ward no- 02	9748928267	Actions

Click on Delete option to delete the Councillor details

101. Successfully Deleted

9. Step By Step Instructions on Notification:

9.1. Add notification:

102. Add Notification

HOME ABOUT GALLERY SERVICES PROJECTS ACCOUNTS MISCELLANEOUS CONTACT US TENDER E-NEWSLETTER

Tender & Notifications

TENDER NOTIFICATIONS ANNOUNCEMENT

END DATE : 31/03/2020 Notification para 1 READ MORE

END DATE : 23/10/2019 Notification para 1 READ MORE

END DATE : 29/07/2020 Notification 2 READ MORE

END DATE : 24/04/2020 Notification 3 READ MORE

END DATE : 30/11/-0001 READ MORE

704 TOILET CONSTRUCTED

4000 VARIOUS PENSION

102 YEARS OF SERVICE

35 NUMBER OF WARD

Reports VIEW & DOWNLOAD

Citizen-Forum CLICK HERE

Add notifications

103. Go to Notification Menu

ADMIN PANEL

Gallery
Services
Tender
Councillors
Notification
Counter
Contact
Logo Slider
Grievance
User

Click on Notification Menu

KAMARHATI MUNICIPALITY



104. Click on add notification content menu

ADMIN PANEL

Click on Add Notification Content

KAMARHATI MUNICIPALITY

105. Give details

ADMIN PANEL

Give details into all input fields

Upload Image For Home Page : Image Alt Text : Upload File: Start Date:

Choose file Browse Choose file Browse

Notification Description:

106. Click on show notification checkbox for show in home page notification

ADMIN PANEL

Checkbox notification panel show in home page

Notification Panel

Show as Notification Panel

Heading : End Date

Submit

107. Give details



ADMIN PANEL Action

Dashboard
Slider
About Us
Gallery
Services
Tender
Councillors
Notification
Add Notification Content
List Notification

Notification Panel

☒ Show as Notification Panel

Heading :

End Date :

Submit

Checkbox notification panel show in home page

108. Click on Submit Button

ADMIN PANEL Action

Dashboard
Slider
About Us
Gallery
Services
Tender
Councillors
Notification
Add Notification Content
List Notification

Notification Panel

☒ Show as Notification Panel

Heading :

End Date :

Submit

Click on Submit button

9.2. Edit notification:

109. Go to Menu

ADMIN PANEL Action

Gallery
Services
Tender
Councillors
Notification
Counter
Contact
Logo Slider
Grievance
User

Click on Notification Menu

KAMARHATI MUNICIPALITY



110. Click on list notification menu

Click on List Notification

KAMARHATI MUNICIPALITY

111. Click on action button

Click on Action button

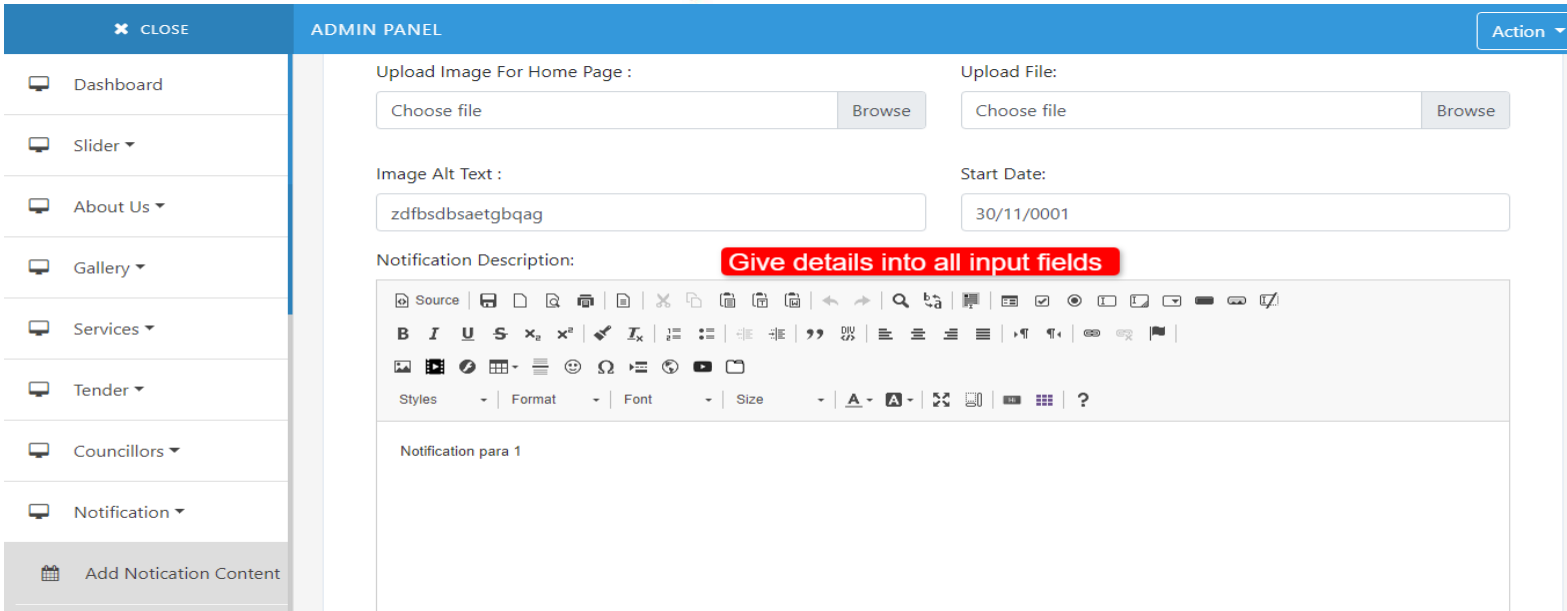
File	date	Descriptions	Actions
26d1191e39455228def450dab695e62d.pdf	30-11--0001	Notification para 1	Action
192b71df41a50838b340cea817062201.pdf	30-11--0001	Notification para 1	Action
113e7575eafcf629dee17b944429d029.pdf	30-11--0001	Notification para 2	Action
a6b6fbc08aed6f938648294a10c6be51.pdf	01-11-2019	Notification Para 3	Action
4af49154ae7f800d5c121d314428f55d.pdf	29-11-2019	ON LINE PROPERTY TAX	Action
8e0404b2e34a6df11560ef2e1f8452c2.pdf	02-09-0001	Click Here For Digital Ration Card Application	Action

112. click on edit

Click on Edit Option

File	date	Descriptions	Actions
26d1191e39455228def450dab695e62d.pdf	30-11--0001	Notification para 1	Action Edit Delete
192b71df41a50838b340cea817062201.pdf	30-11--0001	Notification para 1	Action
113e7575eafcf629dee17b944429d029.pdf	30-11--0001	Notification para 2	Action
a6b6fbc08aed6f938648294a10c6be51.pdf	01-11-2019	Notification Para 3	Action
4af49154ae7f800d5c121d314428f55d.pdf	29-11-2019	ON LINE PROPERTY TAX	Action
8e0404b2e34a6df11560ef2e1f8452c2.pdf	02-09-0001	Click Here For Digital Ration Card Application	Action

113. Give details



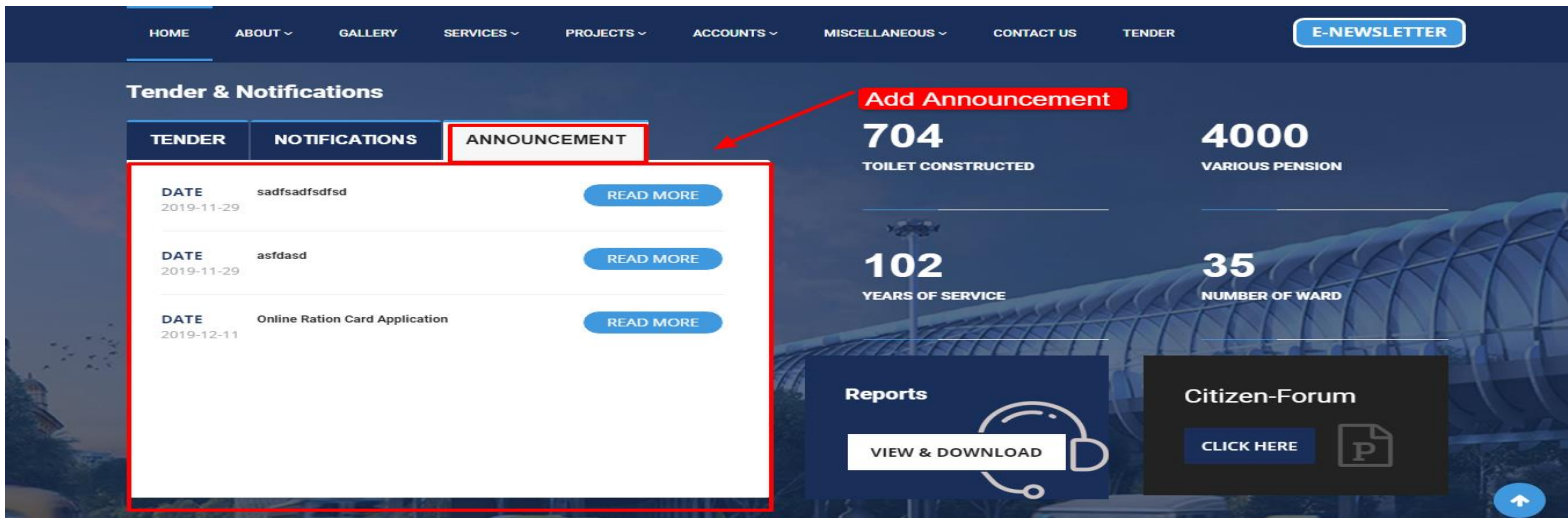
The screenshot displays the 'ADMIN PANEL' interface. On the left is a sidebar with a 'CLOSE' button and a list of menu items: Dashboard, Slider, About Us, Gallery, Services, Tender, Councillors, Notification, and Add Notification Content. The main content area is titled 'ADMIN PANEL' and includes an 'Action' dropdown. It shows a notification configuration form for 'Notification para 1'. A red box highlights the 'Show as Notification Panel' checkbox, with a red arrow pointing to it from a red text box that says 'Click on checkbox to show notification in home page'. The form also includes fields for 'Heading' (Notification para 1) and 'End Date' (31/03/2020), and an 'Update' button.

The screenshot shows the 'ADMIN PANEL' interface. On the left is a sidebar with a 'CLOSE' button and a list of menu items: Dashboard, Slider, About Us, Gallery, Services, Tender, Councillors, Notification, and Add Notification Content. The main area is titled 'ADMIN PANEL' and contains a 'Notification para 1' section. Below this is a 'Notification Panel' configuration area. It includes a checkbox labeled 'Show as Notification Panel' which is checked. To the right of the checkbox are two input fields: 'Heading :' with the value 'Notification para 1' and 'End Date' with the value '31/03/2020'. At the bottom left of this configuration area is a blue 'Update' button, which is highlighted with a red box. A red arrow points from the text 'Click on Update button' to the 'Update' button.

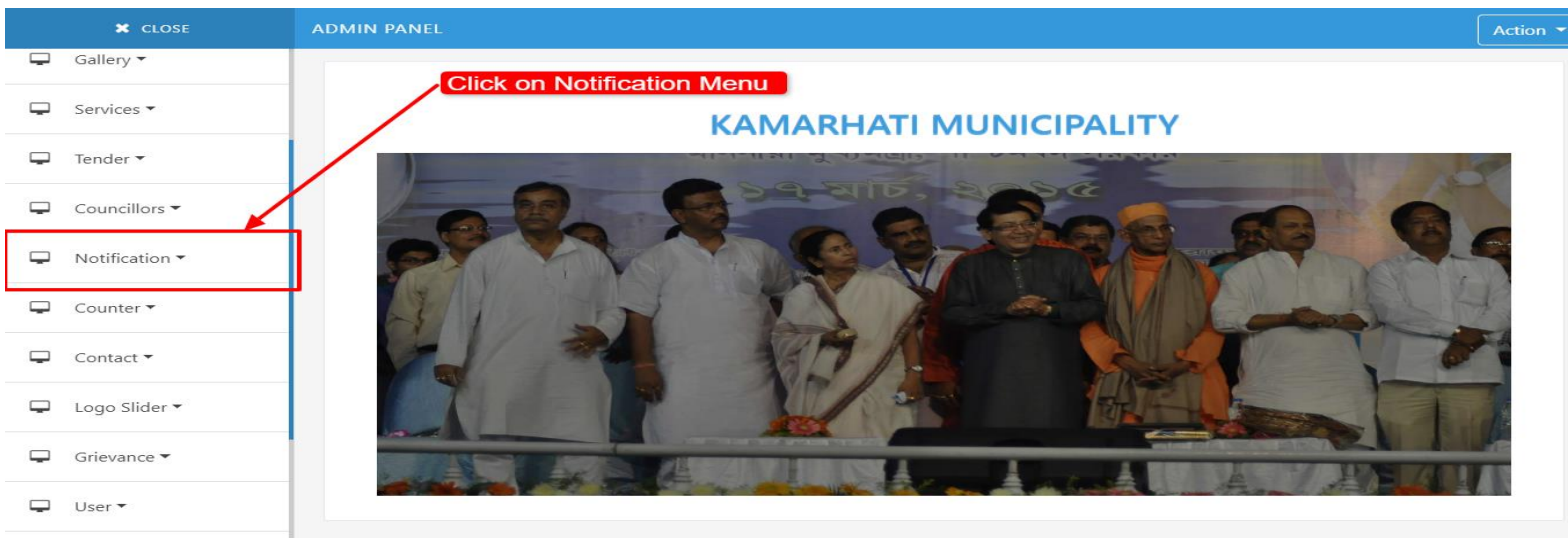


9.3. Add Dynamic Announcement:

116. Add Announcement



117. Go to Notification Menu



118. Click on announcement





119. Give details

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Add Notification Content

List Notification

ADMIN PANEL

Action

Give details into all input fields

Date

Link

End Date

Description

Submit

120. Click on Submit Button

CLOSE

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Add Notification Content

ADMIN PANEL

Action

Click on Submit button

Submit

9.4. Edit Announcement:

121. Go to Notification Menu

CLOSE

Gallery

Services

Tender

Councillors

Notification

Counter

Contact

Logo Slider

Grievance

User

ADMIN PANEL

Action

Click on Notification Menu

KAMARHATI MUNICIPALITY



122. Click on list announcement

ADMIN PANEL

Notification ▾

Add Notification Content

List Notification

Announcement

List Announcement

Counter ▾

Contact ▾

Logo Slider ▾

Grievance ▾

KAMARHATI MUNICIPALITY

Click on List Notification

123. Click action button

ADMIN PANEL

Dashboard

Slider ▾

About Us ▾

Gallery ▾

Services ▾

Tender ▾

Councillors ▾

Notification ▾

Add Notification Content

List Notification

Show 10 entries

Click on Action Dropdown button

SI.NO:	Announcement Date	Announcement End Date	Link	Description	Action
1	2019-11-29	2019-11-29	https://www.google.com/	https://www.google.com/	Actions ▾
2	2019-11-29	2019-07-24	wee	sdfsdfdsfsf	Actions ▾
3	2019-11-29	2020-01-03	dasdad	sadfsadfsd	Actions ▾
4	2019-11-29	2020-11-30	sdsad	asfdas	Actions ▾
5	2019-12-11	2020-01-01	https://wbps.gov.in/	Online Ration Card Application	Actions ▾
6	2019-12-19	2019-12-20	xyz	xyz	Actions ▾
7	2019-12-19	2019-12-20	sdd	gdfdfgg	Actions ▾
8	2019-12-19	2019-12-20	df	dsfsdfsd	Actions ▾

124. Click on edit

ADMIN PANEL

Dashboard

Slider ▾

About Us ▾

Gallery ▾

Services ▾

Tender ▾

Councillors ▾

Notification ▾

Add Notification Content

Show 10 entries

Click on Edit Option

SI.NO:	Announcement Date	Announcement End Date	Link	Description	Action
1	2019-11-29	2019-11-29	https://www.google.com/	https://www.google.com/	Actions ▾
2	2019-11-29	2019-07-24	wee	sdfsdfdsfsf	Edit Delete
3	2019-11-29	2020-01-03	dasdad	sadfsadfsd	Actions ▾
4	2019-11-29	2020-11-30	sdsad	asfdas	Actions ▾
5	2019-12-11	2020-01-01	https://wbps.gov.in/	Online Ration Card Application	Actions ▾
6	2019-12-19	2019-12-20	xyz	xyz	Actions ▾
7	2019-12-19	2019-12-20	sdd	gdfdfgg	Actions ▾

125. Give details to change as per your requirement



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

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Notification

Add Notification Content

Change the input fields as per your requirments

Date

29/11/2019

Link

https://www.google.com/

Description

https://www.google.com/

Date

29/11/2019

Submit

126. Click on update Button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

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Councillors

Notification

Add Notification Content

Click on Submit button

Date

29/11/2019

Link

https://www.google.com/

Description

https://www.google.com/

Date

29/11/2019

Submit

9.5. Delete Announcement:

127. Go to Notification Menu

CLOSE

ADMIN PANEL

Action

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Logo Slider

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Click on Notification Menu

KAMARHATI MUNICIPALITY



128. Click on list announcement

ADMIN PANEL

Notification ▾

Add Notification Content

List Notification

Announcement

List Announcement

Counter ▾

Contact ▾

Logo Slider ▾

Grievance ▾

Close

Action ▾

Click on List Notification

KAMARHATI MUNICIPALITY

129. Click action button

ADMIN PANEL

Dashboard

Slider ▾

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Gallery ▾

Services ▾

Tender ▾

Councillors ▾

Notification ▾

Add Notification Content

List Notification

Close

Action ▾

Show 10 entries

Click on Action Dropdown button

SI.NO:	Announcement Date	Announcement End Date	Link	Description	Action
1	2019-11-29	2019-11-29	https://www.google.com/	https://www.google.com/	Actions ▾
2	2019-11-29	2019-07-24	wee	sdfsdfdsfsf	Actions ▾
3	2019-11-29	2020-01-03	dasdad	sadfsadfsd	Actions ▾
4	2019-11-29	2020-11-30	sdsad	asfdasd	Actions ▾
5	2019-12-11	2020-01-01	https://wbps.gov.in/	Online Ration Card Application	Actions ▾
6	2019-12-19	2019-12-20	xyz	xyz	Actions ▾
7	2019-12-19	2019-12-20	sdd	gdfdfgg	Actions ▾
8	2019-12-19	2019-12-20	df	dsfsdfsdfsfsf	Actions ▾

130. Click on Delete

ADMIN PANEL

Dashboard

Slider ▾

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Services ▾

Tender ▾

Councillors ▾

Notification ▾

Add Notification Content

Close

Action ▾

Show 10 entries

Click on Delete Option

SI.NO:	Announcement Date	Announcement End Date	Link	Description	Action
1	2019-11-29	2019-11-29	https://www.google.com/	https://www.google.com/	Actions ▾
2	2019-11-29	2019-07-24	wee	sdfsdfdsfsf	Actions ▾
3	2019-11-29	2020-01-03	dasdad	sadfsadfsd	Actions ▾
4	2019-11-29	2020-11-30	sdsad	asfdasd	Actions ▾
5	2019-12-11	2020-01-01	https://wbps.gov.in/	Online Ration Card Application	Actions ▾
6	2019-12-19	2019-12-20	xyz	xyz	Actions ▾
7	2019-12-19	2019-12-20	sdd	gdfdfgg	Actions ▾

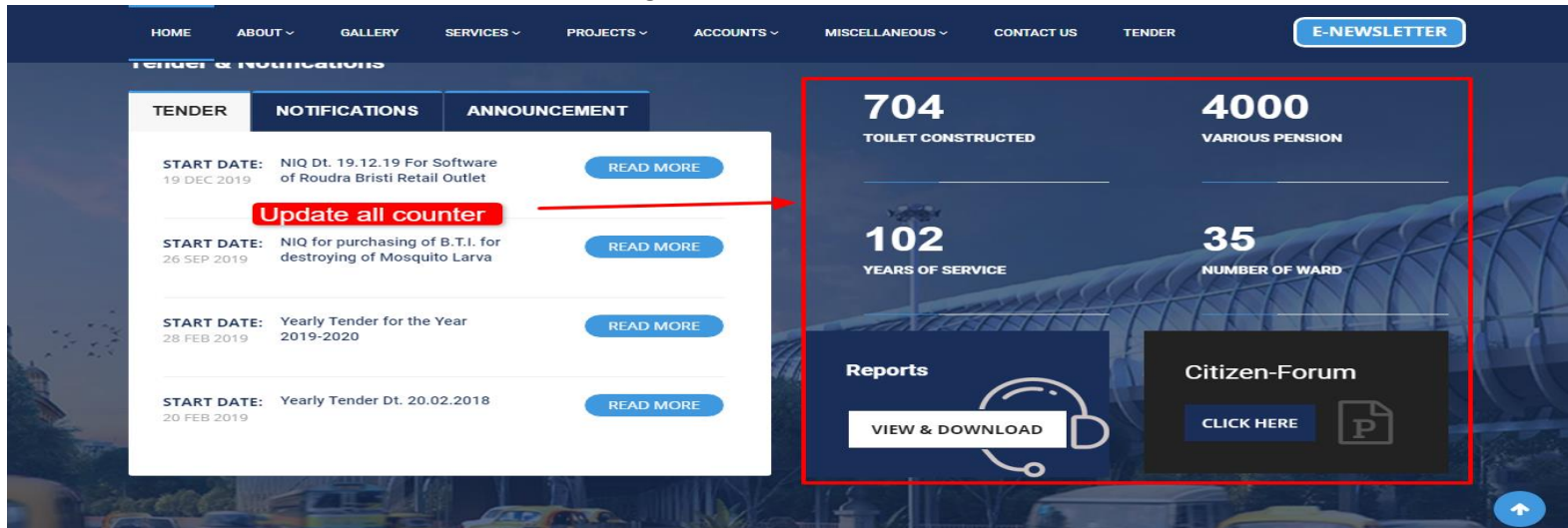
131. Deleted successfully after click the delete option



10. Step By Step Instructions on counter:

10.1. Update list counter:

132. Change Counter



133. Go to Menu



134. Click on list counter menu



135. Click on update button



CLOSE

ADMIN PANEL

Action

Tender

Councillors

Notification

Counter

List Counter

Contact

Logo Slider

Grievance

User

SI No.	Counter Heading	Counter Value	Action
1	Years of Service	102	Update
2	Number Of Ward	35	Update
3	Toilet Constructed	704	Update
4	Various Pension	4000	Update

136. Give details

CLOSE

ADMIN PANEL

Action

Dashboard

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Notification

Counter

Change the input details

Counter Heading

Years of Service

Counter Value

102

Submit

137. Click on Submit Button

CLOSE

ADMIN PANEL

Action

Dashboard

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Notification

Counter

Counter Heading

Years of Service

Counter Value

102

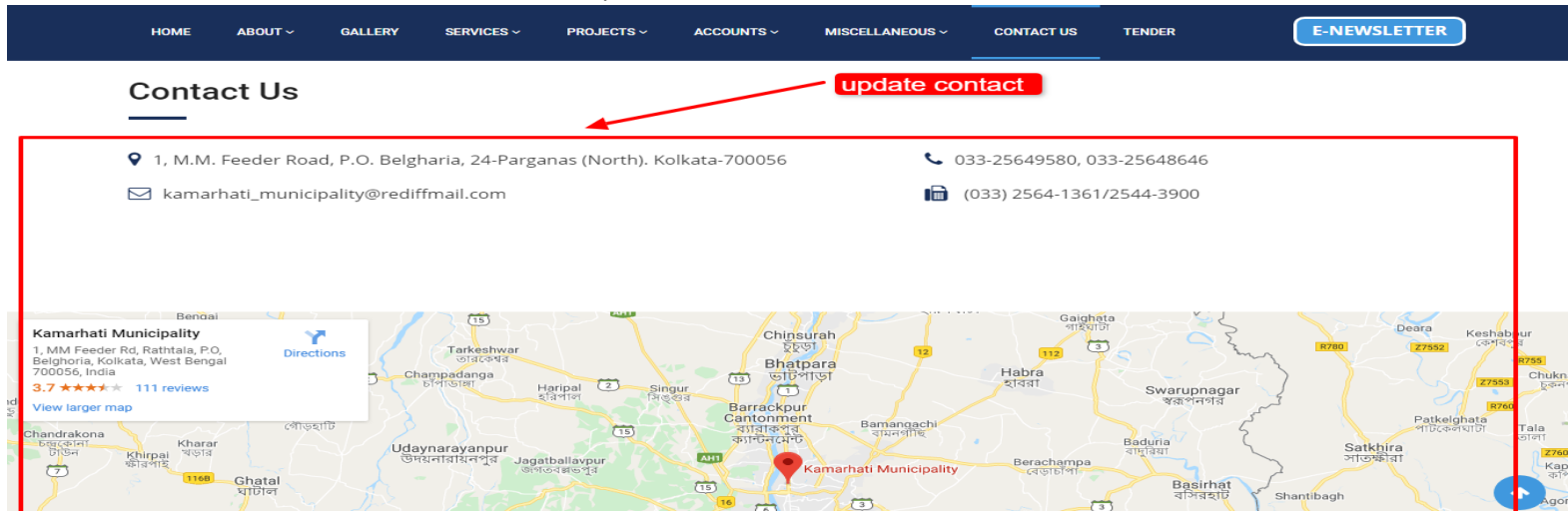
Submit



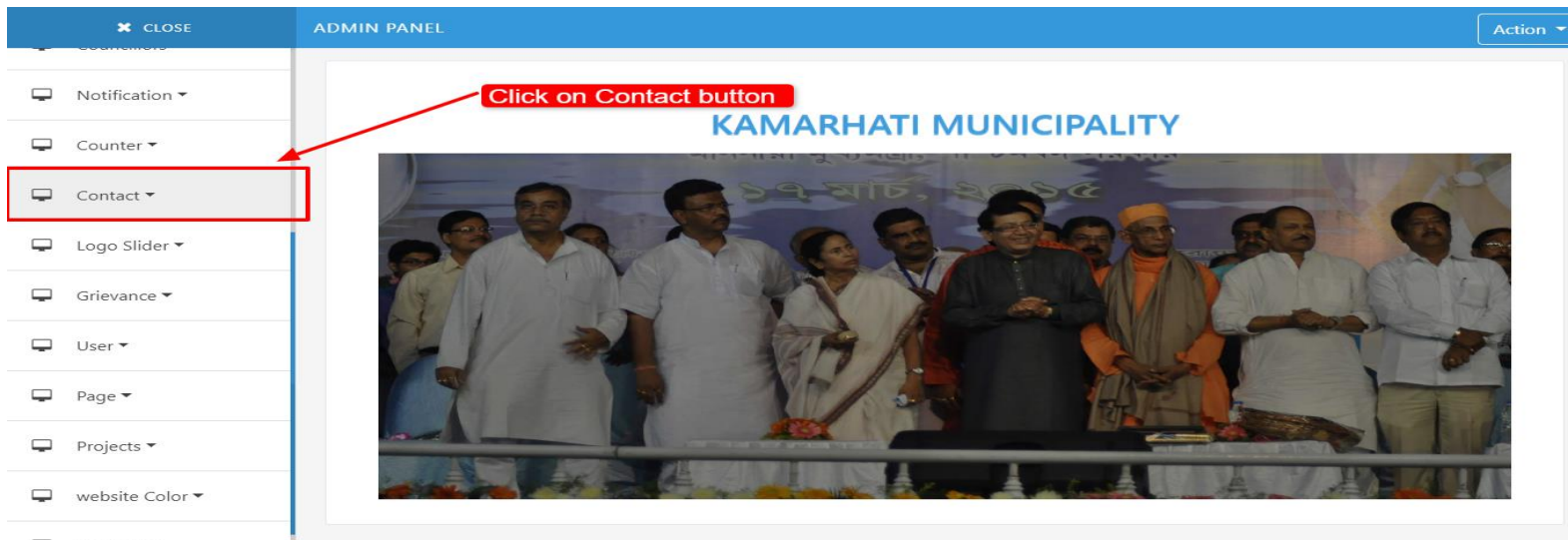
11. Step By Step Instructions on contact us:

11.1. Update list Contact:

138. Update Contact



139. Go to Contact Menu



140. Click on update content menu



ADMIN PANEL

Update Content

Click o Update Contact

KAMARHATI MUNICIPALITY

141. Give details

ADMIN PANEL

Change the given details

Address: 1, M.M. Feeder Road,Rathtala. Kolkata-700056

Email: kamarhati_municipality@rediffmail.com

Ph No: 033-25649580, 033-25648646 (Phone)
(033) 2564-1361/2544-3900 (Fax)

Submit

142. Click on Submit Button

ADMIN PANEL

Submit

Click o Submit button

12. Step By Step Instructions on Logo slider:

12.1. Add logo slider image:

143. Add Logo slider

[HOME](#)[ABOUT](#)[GALLERY](#)[SERVICES](#)[PROJECTS](#)[ACCOUNTS](#)[MISCELLANEOUS](#)[CONTACT US](#)[TENDER](#)[E-NEWSLETTER](#)

Add important link / Logo Slider

Important Links



144. Go to Menu

CLOSE

ADMIN PANEL

Action

Notification

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Contact

Logo Slider

Grievance

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website Color

Back Up

Click on Logo Slider

KAMARHATI MUNICIPALITY

145. Click on add logo slider image

CLOSE

ADMIN PANEL

Action

Notification

Counter

Contact

Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

User

Page

Click on Add Logo Slider Image

KAMARHATI MUNICIPALITY

146. Give details



CLOSE

ADMIN PANEL

Action

Dashboard

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About Us

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Notification

Counter

Give details into all input fields

Upload Image:

Image Alt Text

Link

Image Size Must be 136*36

100. Click on Submit Button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

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Councillors

Notification

Counter

Upload Image:

Image Alt Text

Link

Image Size Must be 136*36

12.2. Edit logo slider image:

147. Go to Menu

CLOSE

ADMIN PANEL

Action

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Click o Logo Slider

KAMARHATI MUNICIPALITY



148. Click on add logo slider image

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

User

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website Color

SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Actions
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumii.gov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions
8	logo.png	https://www.irctc.co.in/nget/train-search	Actions

149. Click on Action button

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

User

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website Color

SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Actions
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumii.gov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions
8	logo.png	https://www.irctc.co.in/nget/train-search	Actions

150. Click on Edit option

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

User

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Projects

SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Edit Delete
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumii.gov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions



151. Give Details

CLOSE

ADMIN PANEL

Action

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Upload Image:

Choose file

Browse

Image Size Must be 136*36

Link

Submit

Change input fields

152. Click on Submit button

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

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Contact



Upload Image:

Choose file

Browse

Image Size Must be 136*36

Link

Submit

Click on Submit button

12.3. Delete logo slider image:

153. Go to Menu

CLOSE

ADMIN PANEL

Action

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Logo Slider

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Back Up

Click o Logo Slider

KAMARHATI MUNICIPALITY





154. Click on add logo slider image

CLOSE

ADMIN PANEL

Action

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Contact

Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

User

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website Color

SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Actions
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumigov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions
8	logo.png	https://www.irctc.co.in/nget/train-search	Actions

155. Click on Action button

CLOSE

ADMIN PANEL

Action

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Logo Slider

Add Logo Slider Image

List Logo Slider Image

Grievance

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website Color

SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Actions
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumigov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions
8	logo.png	https://www.irctc.co.in/nget/train-search	Actions

156. Click on Edit option

CLOSE

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Action

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SI No.	Image Name	Image Link	Action
1	biswabangla.jpg	https://www.biswabangla.in/	Actions
2	download_(1).jpg	https://nulm.gov.in/	Actions
3	logo-parivahan-sewa-en.png	https://parivahan.gov.in/parivahan/	Actions
4	digital-india.png	https://www.digitalindia.gov.in/	Actions
5	download_(1).png	https://banglarbhumigov.in/BanglarBhumi/Home.action	Actions
6	logo-2.png	https://wb.gov.in/	Actions
7	AAAA.jpg	https://nulm.gov.in/	Actions



157. Give Details

158. Deleted Successfully message show after deleted logo

13. Step By Step Grievance:

13.1. List Grievance (View Details):

159. Show the grievance form

160. Fill the Grievance form and Submit



161. Go to Grievance Menu

ADMIN PANEL

Click on Grievance menu

KAMARHATI MUNICIPALITY

162. Click on list Grievance option

ADMIN PANEL

Click on List Grievance menu

Show 10 entries

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
Angur Debnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions
Ababa Coudhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belgharia	Actions
dfdfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
rahul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
rahul das	16-09-2019	2	sadsadsad	fffff	6598741230	rahul@gmail.com	dsadas	Actions
rahul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

163. Click on Actions Dropdown

ADMIN PANEL

Click on Action Dropdown

w 10 entries

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
Angur Debnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions
Ababa Coudhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belgharia	Actions
dfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
hul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
hul das	16-09-2019	2	sadsadsad	fffff	6598741230	rahul@gmail.com	dsadas	Actions
hul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

164. Click on view details



CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

List Grievance

Completed Grievance

Forwarded Grievance

User

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Projects

website Color

w 10 entries

Click on View Details

Search:

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
Angur Debnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions View Detail
Subha Chudhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belghar	Forward
dfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
hul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
hul das	16-09-2019	2	sadsadsad	ffff	6598741230	rahul@gmail.com	dsadas	Actions
hul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

165. View the status

CLOSE

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View details of Grievance

File Details :

Complainer Name:	Issue Date:	Ward No:	Holding No:	Street Name:	Mobile No:	Email:	Complain Detail:
Angur Debnath	2019-12-24 13:22:26	35	45OK5	16 Alubhaja Road	6987456325	abc@gmail.com	Water Problem

File Name	Download
scan_report1.pdf	

166. Click to Download

CLOSE

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File Details :

Complainer Name:	Issue Date:	Ward No:	Holding No:	Street Name:	Mobile No:	Email:	Complain Detail:
Angur Debnath	2019-12-24 13:22:26	35	45OK5	16 Alubhaja Road	6987456325	abc@gmail.com	Water Problem

File Name	Download
scan_report1.pdf	Click to download

13.2. List Grievance (Forward):



167. Go to Grievance Menu

ADMIN PANEL

Click on Grievance menu

KAMARHATI MUNICIPALITY

168. Click on list Grievance option

ADMIN PANEL

Click on List Grievance menu

Show 10 entries

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
Angur Debnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions
Ababa Coudhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belgharia	Actions
dfdfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
rahul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
rahul das	16-09-2019	2	sadsadsad	fffff	6598741230	rahul@gmail.com	dsadas	Actions
rahul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

169. Click on Actions Dropdown

ADMIN PANEL

Click on Action Dropdown

w 10 entries

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
Angur Debnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions
Ababa Coudhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belgharia	Actions
dfdfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
rahul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
rahul das	16-09-2019	2	sadsadsad	fffff	6598741230	rahul@gmail.com	dsadas	Actions
rahul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

170. Click on Forward



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Search:

10 entries

Click on Forward

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
igur bnath	24-12-2019	35	16 Alubhaja Road	45OK5	6987456325	abc@gmail.com	Water Problem	Actions View Detail Forward
aba udhury	24-12-2019	34	16 R R Road	56TH4	8978455623	subhadeep.chel@gmail.com	Belgharia	Actions
dfd	17-09-2019	2	ukjkjk	sdsd	6598741230	rahul@gmail.com	jkjkjkjk	Actions
hul das	16-09-2019	2	zzz	ggg	6598741230	rahul@gmail.com	zzzz	Actions
hul das	16-09-2019	2	sadsadsad	ffff	6598741230	rahul@gmail.com	dsadas	Actions
hul das	16-09-	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

171. Give Details

ADMIN PANEL

Close

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Forward Grievance

Select the depart name

Department:

Select the member name

Member Name:

Comment:

[Submit](#)

[Close](#)

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
hul das	2019	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

172. Click on Submit

ADMIN PANEL

Close

Dashboard

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Forward Grievance

Department:

Member Name:

Comment:

[Submit](#)

[Close](#)

Click on Submit button

Complainer Name:	Issue Date	Ward No:	Street Name:	Holding No:	Mobile No:	Email:	Complain Detail:	Actions
hul das	2019	3	dsf	ggg	6598741230	rahul@gmail.com	sdfsfs	Actions

13.3. Completed Grievance:



173. Go to Grievance Menu

ADMIN PANEL

Counter ▾

Contact ▾

Logo Slider ▾

Grievance ▾

User ▾

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website Color ▾

Back Up ▾

Click on Grievance menu

KAMARHATI MUNICIPALITY

174. Click on Completed Grievance menu

ADMIN PANEL

Counter ▾

Contact ▾

Logo Slider ▾

Grievance ▾

List Grievance

Completed Grievance

Forwarded Grievance

User ▾

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Click on Completed Grievance

Complainer Name	Issue Date	Ward No	Street Name	Holding No	Mobile No	Email	Complain Detail	Completed By
test_24	24-12-2019	7	bel	21	7278701689	sajalmukherjee2408@gmail.com	bel water problem	test check

175. Click on Action menu

ADMIN PANEL

Counter ▾

Contact ▾

Logo Slider ▾

Grievance ▾

List Grievance

Completed Grievance

Forwarded Grievance

User ▾

Page ▾

Click on Action button

Holding No	Mobile No	Email	Complain Detail	Completed By	Department	Completed Date	Actions
1	7278701689	sajalmukherjee2408@gmail.com	bel water problem	test check	Town Planning Dept	24-12-2019	Actions ▾

176. Click on View Details



CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Grievance

List Grievance

Completed Grievance

Forwarded Grievance

User

Page

Holding No	Mobile No	Email	Complain Detail	Completed By	Department	Completed Date	Actions
1	7278701689	sajalmukherjee2408@gmail.com	bel water problem	test check	Town Planning Dept	24-12-2019	Actions View Detail

177. View the Status and Click on the PDF file and download the file

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

File Details :

Complainer Name:

Issue Date:

Ward No:

Holding No:

Street Name:

Mobile No:

Email:

Complain Detail:

test_24

2019-12-24 12:26:22

7

21

bel

7278701689

sajalmukherjee2408@gmail.com

bel water problem

File Name

Download

IMG_20191030_220154_1271.jpg

13.4. Completed Grievance:

178. Go to Grievance Menu

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Grievance

User

Page

Projects

website Color

Back Up

Click on Grievance menu

KAMARHATI MUNICIPALITY

179. Click on Completed Grievance menu



CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

List Grievance

Completed Grievance

Forwarded Grievance

User

Page

Projects

website Color

Back Up

Show 10 entries

Search:

Complainer Name	Ward No	Street Name	Holding No	Complain Detail	Forward Date	Forwarded To	Forwarded Department	Note
alpha	1	kolkata	ffff	test	2019-09-13 15:06:06	new admin	Water Supply	asasas
Anubhab Goswami	34	16 R R ROAD	25HG	Road Problem	2019-12-24 13:38:16	test check	Town Planning Dept	alu
rsdsdf	2	sdfdsafasf	sdfdsfsad	sadfasdfa	2019-12-24 12:24:59	test check	Town Planning Dept	zxfszdfsff
sajal	7	belghoria	1	testig checking	2019-12-24 12:20:13	new admin	Water Supply	pls check then done this job
xdfbxfb	34	sxzdffb dxzqbxdxdxd	4152df	sedrvb x srtfabv s	2019-12-23	new admin	Water Supply	zsdvsdv

Click on Forwarded Grievance

180. Click on Action menu

CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

List Grievance

Completed Grievance

Forwarded Grievance

User

Page

Projects

website Color

Click on Action Button

Street Name	Holding No	Complain Detail	Forward Date	Forwarded To	Forwarded Department	Note	Status	Actions
kolkata	ffff	test	2019-09-13 15:06:06	new admin	Water Supply	asasas	pending	Actions
16 R R ROAD	25HG	Road Problem	2019-12-24 13:38:16	test check	Town Planning Dept	alu	accepted	Actions
sdfdsafasf	sdfdsfsad	sadfasdfa	2019-12-24 12:24:59	test check	Town Planning Dept	zxfszdfsff	pending	Actions
belghoria	1	testig checking	2019-12-24 12:20:13	new admin	Water Supply	pls check then done this job	pending	Actions

181. Click on View Details

CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

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Councillors

Notification

Counter

Click on View Details

Street Name	Holding No	Complain Detail	Forward Date	Forwarded To	Forwarded Department	Note	Status	Actions
kolkata	ffff	test	2019-09-13 15:06:06	new admin	Water Supply	asasas	pending	Actions
16 R R ROAD	25HG	Road Problem	2019-12-24 13:38:16	test check	Town Planning Dept	alu	accepted	Actions
sdfdsafasf	sdfdsfsad	sadfasdfa	2019-12-24 12:24:59	test check	Town Planning Dept	zxfszdfsff	pending	Actions
belghoria	1	testig checking	2019-12-24 12:20:13	new admin	Water Supply	pls check then done this job	pending	Actions

182. View the Status and Click on the PDF file and download the file



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

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Notification

Counter

File Details :

Check the status and download the file

Complainer Name:	Issue Date:	Ward No:	Holding No:	Street Name:	Mobile No:	Email:	Complain Detail:
test_24	2019-12-24 12:26:22	7	21	bel	7278701689	sajalmukherjee2408@gmail.com	bel water problem

File Name

IMG_20191030_220154_1271.jpg

Download

14. Step By Step Instructions on Page:

14.1. Create page:

183. Go to Menu

CLOSE

ADMIN PANEL

Action

Counter

Contact

Logo Slider

Grievance

User

Page

Projects

website Color

Back Up

Click on Page menu

KAMARHATI MUNICIPALITY

184. Click on create page menu

CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

User

Page

Create Page

List Page

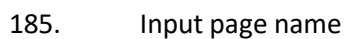
Projects

website Color

Back Up

Click on Create page

KAMARHATI MUNICIPALITY



186. Give de tails

187. Click on Submit Button

The screenshot shows the 'ADMIN PANEL' interface. On the left is a sidebar with navigation options: 'Grievance', 'User', 'Page', 'Create Page' (highlighted in blue), 'List Page', 'Projects', 'website Color', and 'Back Up'. The main content area is titled 'ADMIN PANEL' and contains a form for creating a page. The form has a 'Gallery Image' section with an 'Image' field (containing 'Choose file' and 'Browse' buttons), an 'Image Alt Text' field, and a 'Gallery Category' dropdown menu (set to 'BSUP Projects') with an 'Add Category' button. At the bottom of the form is a blue 'Submit' button, which is highlighted with a red rectangular box. A red arrow points from a red callout box containing the text 'Click on Submit button' to the 'Submit' button.



14.2. Update page:

188. Go to Menu

ADMIN PANEL

Click on Page menu

KAMARHATI MUNICIPALITY

19

189. Click on list page menu

ADMIN PANEL

Click on List page

Show 10 entries

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Actions
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions
Budget Estimate	ACCOUNTS	Actions

190. Click on action button

ADMIN PANEL

Click on Action button

Show 10 entries

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Actions
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions
Budget Estimate	ACCOUNTS	Actions

191. Click on update content



CLOSE

Logo Slider

Grievance

User

Page

Create Page

List Page

Projects

website Color

Back Up

ADMIN PANEL

Action

Show 10 entries

Search:

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Update Content Delete Page
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions

Click on Update Content

Update Content

192. Change menu name and page and give details

CLOSE

Grievance

User

Page

Create Page

List Page

Projects

website Color

Back Up

ADMIN PANEL

Action

Page Name:

Parent Menu Name:

HOME

Page Builder

Give details into all input fields

193. Click on update Button

CLOSE

Logo Slider

Grievance

User

Page

Create Page

List Page

Projects

website Color

Back Up

ADMIN PANEL

Action

some pick and choose plan programmer initiated and implemented in different municipality time to time. One of the such programme in 1939 Baranagar and Kamarhati people witnessed that it potable water project and that event expedite the process the Urban Development no doubt. After independence the subject got no attention of political leaders and they forgot to deal with the subject at the time of framing out of Indian Constitution. Partition of Bengal and with the consequent effect of influx of population of East Pakistan now known as Bangladesh rapidly changed the scenario of urban towns especially those are closed to Kolkata. Our town faced unprecedented unplanned growth of settlement on low-lying areas post challenges to the town development process. Without taking care of the situation the government and the Urban Authority silently observed the situation without taking proper initiation in regard to unauthorized settlement and the civic services to those who have no other alternative but to take shelter as situation demanded.
Development of decentralization: 19332 Act- 1977 left front government – KMDA- CUDP III.

Update

change input fields and Click the Update button

14.3. Delete page:



194. Go to Menu

ADMIN PANEL

Click on Page menu

KAMARHATI MUNICIPALITY

195. Click on list page menu

ADMIN PANEL

Click on List page

Show 10 entries

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Actions
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions
Budget Estimate	ACCOUNTS	Actions

Search:

196. Click on action button

ADMIN PANEL

Click on Action button

Show 10 entries

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Actions
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions
Budget Estimate	ACCOUNTS	Actions

Search:

197. Click on Delete



CLOSE

ADMIN PANEL

Action

Dashboard

Slider

About Us

Gallery

Services

Tender

Councillors

Notification

Counter

198.

Deleted Successfully

15. Step By Step Instructions on Projects:

15.1. Create Projects:

199. Create project

198.

Deleted Successfully

15. Step By Step Instructions on Projects:

15.1. Create Projects:

199. Create project

Show 10 entries

Click on Delete

Search:

Page Name	Parent Menu Name	Action
About Kamarhati Municipality	ABOUT	Actions
Achievement	MISCELLANEOUS	Update Content Delete Page
Assessment/Mutation	SERVICES	Actions
Audit Report	ACCOUNTS	Actions
Auditoriums	MISCELLANEOUS	Actions
Birth & Death	SERVICES	Actions
BSUP	PROJECTS	Actions

15. Step By Step Instructions on Projects:

15.1. Create Projects:

199. Create project

HOMEABOUTGALLERYSERVICESPROJECTSACCOUNTSMISCELLANEOUSCONTACT USTENDER

E-NEWSLETTER

Finished Projects

KUSPKUSP

BSUPBSUP

S.J.S.R.YS.J.S.R.Y

Mid day MealMid day Meal

EducationEducation

Create a project



200. Go to Menu

The screenshot shows the Admin Panel interface. On the left, there is a sidebar menu with items: Contact, Logo Slider, Grievance, User, Page, Projects, Create Project, List Project, and website Color. The 'Projects' item is highlighted with a red box. A red arrow points from the 'Click on Project' text to the 'Projects' menu item. The main content area displays the title 'KAMARHATI MUNICIPALITY' above a photograph of a group of people standing on a stage.

201. Click on create projects menu

The screenshot shows the Admin Panel interface. On the left, the 'Create Project' item under the 'Projects' category is highlighted with a red box. A red arrow points from the 'Click on Create Project' text to the 'Create Project' menu item. The main content area displays the title 'MARHATI MUNICIPALITY' above a photograph of a group of people standing on a stage.

202. Click on Submit Button

The screenshot shows the Admin Panel interface for creating a project. The form includes fields for 'Heading', 'Image' (with a 'Choose file' button and 'Browse' button), 'Description', 'Image Alt Text', and 'Project Status' (with a 'Select Option' dropdown). A red arrow points from the 'Give details and click on Submit' text to the 'Submit' button, which is highlighted with a red box.

15.2. Edit Projects:



203. Go to Menu

CLOSE

ADMIN PANEL

Action

Contact

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Click on Project

KAMARHATI MUNICIPALITY



204. Click on list projects menu

CLOSE

ADMIN PANEL

Action

Contact

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Click on Create Project

MARHATI MUNICIPALITY



205. Click on action button

CLOSE

ADMIN PANEL

Action

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Back Up

Project Heading	Project Description	Project Status	Action
KUSP	The 21st century is a total age of urbanization. Considering the fact each and every part of the world started the preparation of Development plan.	active	Actions
BSUP	The ever increasing number of slum dwellers causes tremendous pressure on urban basic services and infrastructure. In order to cope with massive problems that have emerged as a result of rapid urban growth,	active	Actions
Education	According to the West Bengal Municipal Act of 1993, the mandate of the municipality in providing education is in the sphere of establishing and maintaining pre-primary schools such as crèches,	active	Actions
KUSP	Introduction to Draft Development Plan (DDP)	finished	Actions
BSUP	Basic Services to the Urban Poor (BSUP) under JNNURM	finished	Actions
S.J.S.R.Y	Swarna Jayanti Sahari Rojgar Yojana	finished	Actions

206. Click on edit



CLOSE

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Back Up

ADMIN PANEL

Action

Project Heading	Project Description	Project Status	Action
KUSP	The 21st century is a total age of urbanization. Considering the fact each and every part of the world started the preparation of Development plan.	active	Actions Edit Delete
BSUP	The ever increasing number of slum dwellers causes tremendous pressure on urban basic services and infrastructure. In order to cope with massive problems that have emerged as a result of rapid urban growth,	active	
Education	According to the West Bengal Municipal Act of 1993, the mandate of the municipality in providing education is in the sphere of establishing and maintaining pre-primary schools such as crèches,	active	Actions
KUSP	Introduction to Draft Development Plan (DDP)	finished	Actions
BSUP	Basic Services to the Urban Poor (BSUP) under JNNURM	finished	Actions
S.I.S.R.V	Swarna Jyanti Sahari Roigar Yojana	finished	

Click on Edit option

207. Give details and Click on Submit button

CLOSE

Dashboard

Slider

About Us

Gallery

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Councillors

Notification

Counter

ADMIN PANEL

Action

Heading :
KUSP

Description :
Considering the fact each and every part of the world started the preparation of Development plan.

Project Status :
On Going

Image :
Choose file Browse

Image Alt Text :
dasdasdasd

Submit

Change the details

Click on Submit button

15.3. Delete Projects:

208. Go to Menu

CLOSE

Contact

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

ADMIN PANEL

Action

Click on Project

KAMARHATI MUNICIPALITY



209. Click on list projects menu

CLOSE

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Back Up

ADMIN PANEL

Action

Project Heading	Project Description	Project Status	Action
KUSP	The 21st century is a total age of urbanization. Considering the fact each and every part of the world started the preparation of Development plan.	active	Actions
BSUP	The ever increasing number of slum dwellers causes tremendous pressure on urban basic services and infrastructure. In order to cope with massive problems that have emerged as a result of rapid urban growth,	active	Actions
Education	According to the West Bengal Municipal Act of 1993, the mandate of the municipality in providing education is in the sphere of establishing and maintaining pre-primary schools such as crèches,	active	Actions
KUSP	Introduction to Draft Development Plan (DDP)	finished	Actions
BSUP	Basic Services to the Urban Poor (BSUP) under JNNURM	finished	Actions
S.J.S.R.Y	Swarna Jayanti Sahari Rojgar Yojana	finished	Actions

210. Click on action button

CLOSE

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Back Up

ADMIN PANEL

Action

Project Heading	Project Description	Project Status	Action
KUSP	The 21st century is a total age of urbanization. Considering the fact each and every part of the world started the preparation of Development plan.	active	Actions
BSUP	The ever increasing number of slum dwellers causes tremendous pressure on urban basic services and infrastructure. In order to cope with massive problems that have emerged as a result of rapid urban growth,	active	Actions
Education	According to the West Bengal Municipal Act of 1993, the mandate of the municipality in providing education is in the sphere of establishing and maintaining pre-primary schools such as crèches,	active	Actions
KUSP	Introduction to Draft Development Plan (DDP)	finished	Actions
BSUP	Basic Services to the Urban Poor (BSUP) under JNNURM	finished	Actions
S.J.S.R.Y	Swarna Jayanti Sahari Rojgar Yojana	finished	Actions

211. Click on Delete

CLOSE

Logo Slider

Grievance

User

Page

Projects

Create Project

List Project

website Color

Back Up

ADMIN PANEL

Action

Project Heading	Project Description	Project Status	Action
KUSP	The 21st century is a total age of urbanization. Considering the fact each and every part of the world started the preparation of Development plan.	active	Actions
BSUP	The ever increasing number of slum dwellers causes tremendous pressure on urban basic services and infrastructure. In order to cope with massive problems that have emerged as a result of rapid urban growth,	active	Edit Delete
Education	According to the West Bengal Municipal Act of 1993, the mandate of the municipality in providing education is in the sphere of establishing and maintaining pre-primary schools such as crèches,	active	Actions
KUSP	Introduction to Draft Development Plan (DDP)	finished	Actions
BSUP	Basic Services to the Urban Poor (BSUP) under JNNURM	finished	Actions
S.J.S.R.Y	Swarna Jayanti Sahari Rojgar Yojana	finished	Actions

212. Deleted Successfully



16.1. Change color:

213. Go to Menu

ADMIN PANEL

Close

Contact

Logo Slider

Grievance

User

Page

Projects

website Color

Color Change

Back Up

Action

Click on Website Color

KAMARHATI MUNICIPALITY

214. Click on color change menu

ADMIN PANEL

Close

Contact

Logo Slider

Grievance

User

Page

Projects

website Color

Color Change

Back Up

Action

Click on Color Change

KAMARHATI MUNICIPALITY

215. Change the section color and click on button to Submit

ADMIN PANEL

Close

Dashboard

Slider

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Notification

Counter

Action

Click here for recent theme color

Set Default Color

Main Color 1

Main Color 2

Text color in background

Heading Font Color

Paragraph text color

Submit

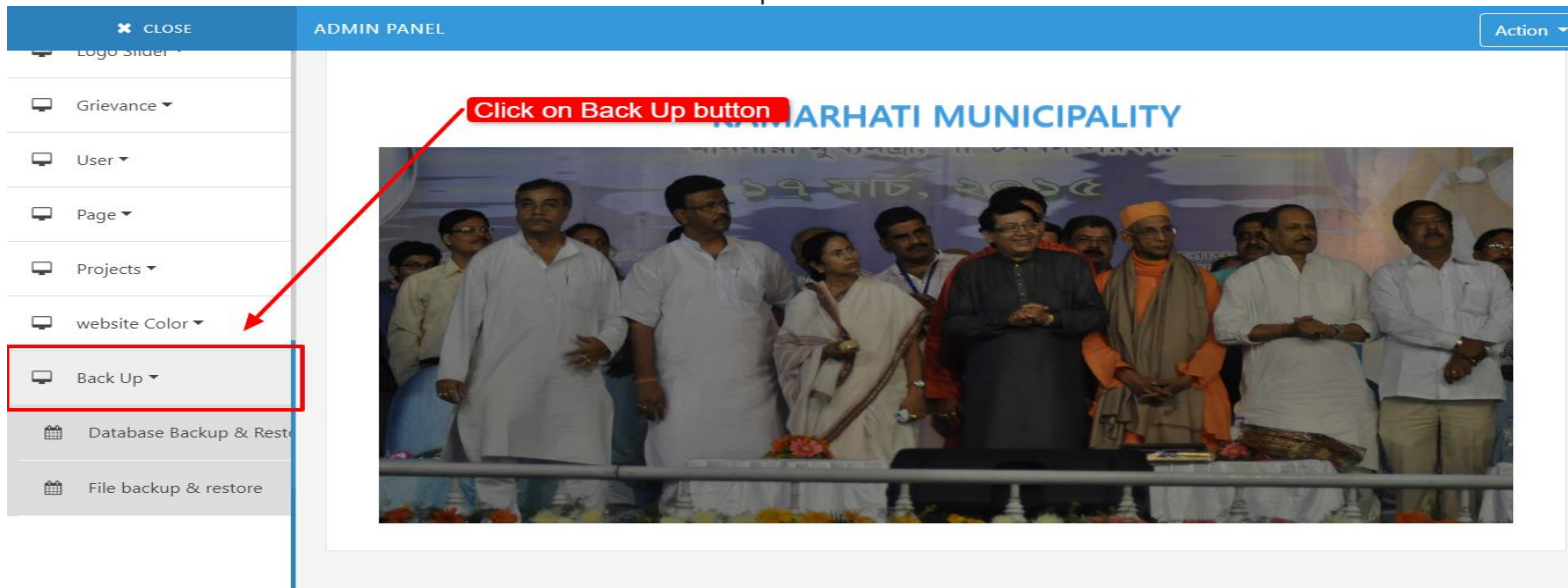
Choose the color as per your requirments
And click on the Submit button



17. Step By Step Instructions on Back Up:

17.1. Database Backup & Restore:

216. Click on Back up

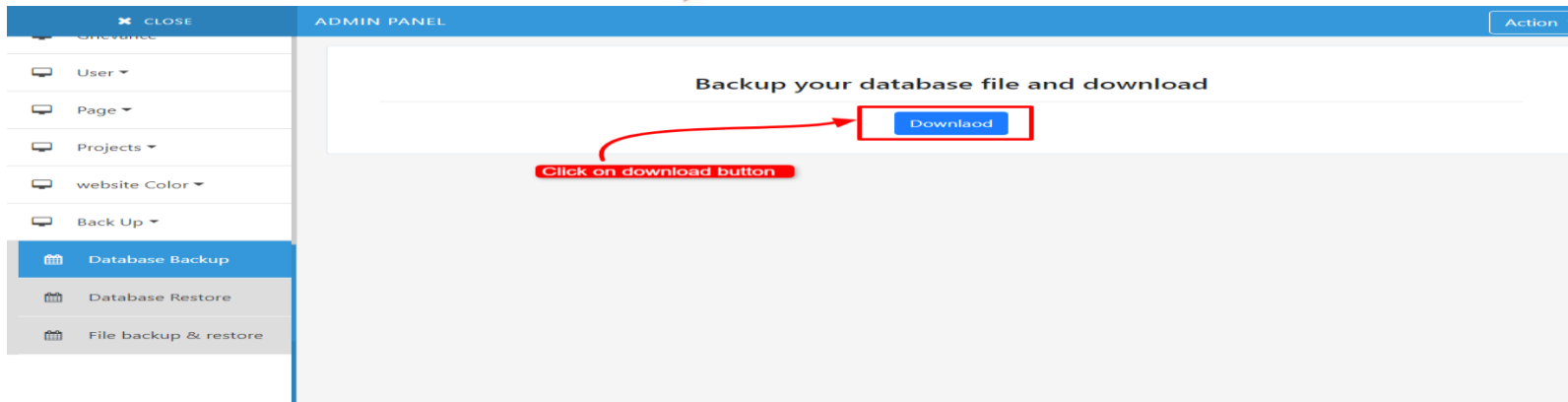


217. Click on Database Backup and Restore



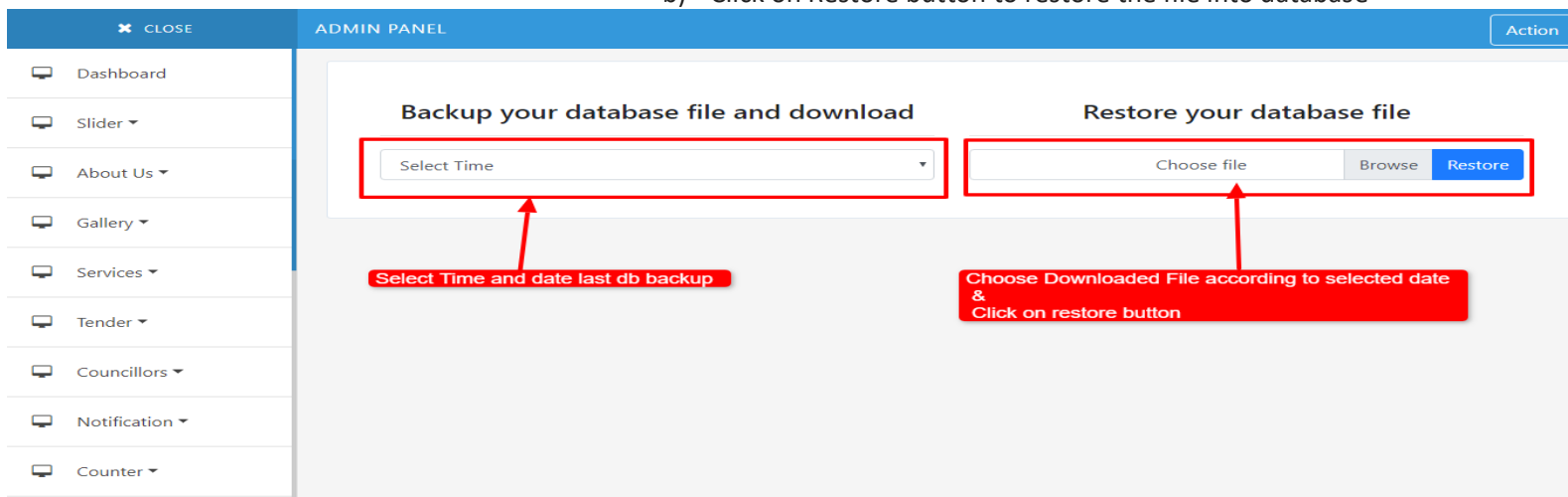
218. Backup file

a) Click on Download button to download the database file



219. Restore File

- Browse/Choose the "*.csv" file
- Click on Restore button to restore the file into database



17.2. File Backup & Restore:

220. Click on Back Up



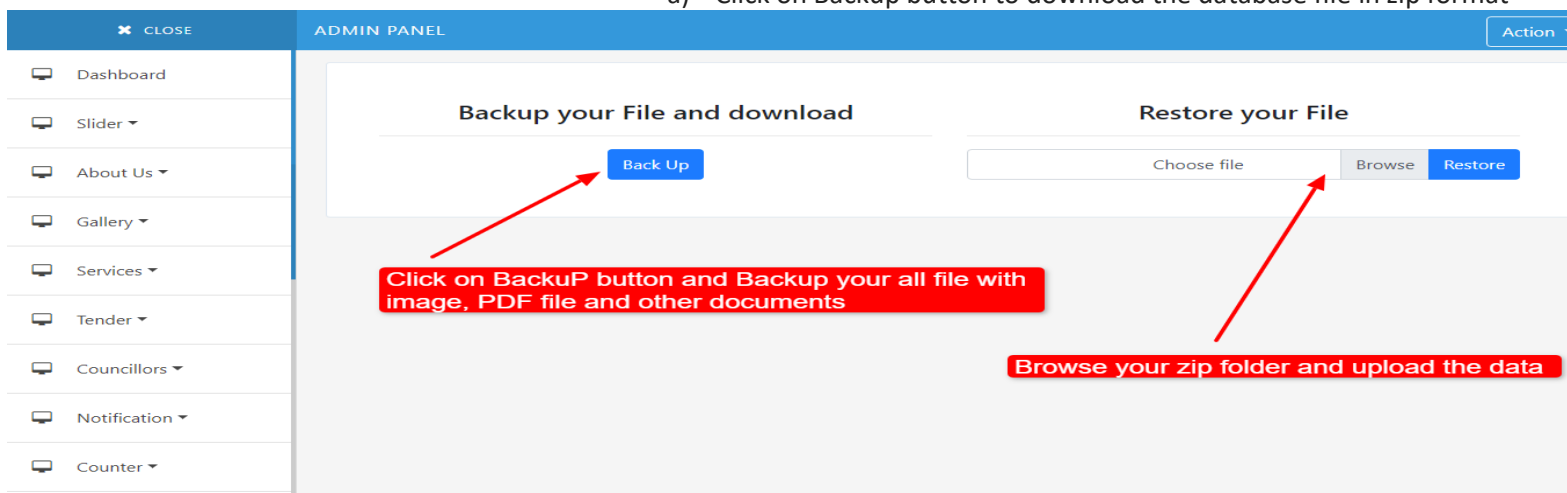


221. Click on File backup & restore



222. Back Up

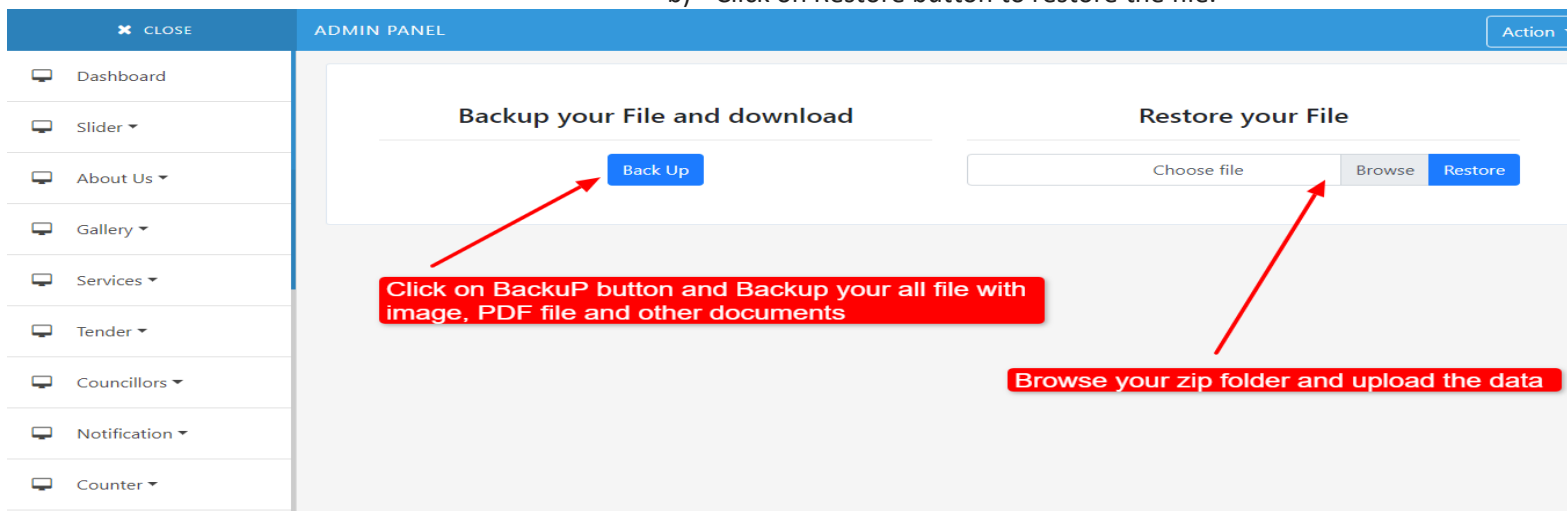
a) Click on Backup button to download the database file in zip format



223. Restore File

a) Click on Browse button to Choose the "my_backup.zip" file

b) Click on Restore button to restore the file.





User Guide IN CK Editor

- ❖ Save icon
 - When you click save icon then all page data will be saved
- ❖ New Page
 - Create New Page
- ❖ Preview
 - View page
- ❖ Print
 - Page data in print mode
- ❖ Templates
 - Templates is basic layout in page Builder...You can select Default Templates
- ❖ Cut
 - Cut data
- ❖ Copy
 - Copy data
- ❖ Past
 - Paste data
- ❖ Past as plain text
 - Past plain text
- ❖ Past form word
 - Past word text
- ❖ Undo
 - Undo text
- ❖ Redo
 - Redo text
- ❖ Find & Replace
 - Find text or replace text
- ❖ Replace
 - Find text and replace it
- ❖ Select all
 - Select all
- ❖ Form
 - Create a new form for data posting
- ❖ Checkbox
 - Create new checkbox
- ❖ Radio button
 - Use for create a new radio button
- ❖ Text Field
 - Create new a text Field
- ❖ Text area
 - Create a new text area



- ❖ Select Box
 - Create a new select box elements
- ❖ Image Button
 - Create new button...Click on image button -> Choose image for button->click ok
- ❖ Hidden Input Field
 - Create new input Field for hidden elements
- ❖ Bold
 - Make a Text in bold style
- ❖ Italic
 - To make a text in italic style
- ❖ Underline
 - Use for text underline
- ❖ Subscript
 - User for text subscript
- ❖ Super script
 - Use for superscript text
- ❖ Copy formatting
 - Use for copy formatting
- ❖ Remove formatting
 - Use for remove copy formatting text
- ❖ Insert number list
 - Create order number listing
- ❖ Insert bulleted list
 - Use for make a text bulleting
- ❖ Decrease indent
 - Use for make text decrease indent
- ❖ Increase indent
 - Use for make text Increase indent
- ❖ Block Quote
 - To make a text block quote
- ❖ DIV
 - Crete a new div container...use for make column structure
- ❖ Align left
 - Use to make a text alignment left side
- ❖ Align center
 - Use to make a text alignment center side
- ❖ Align right
 - Use to make a text alignment right side
- ❖ Align justify
 - Use to make a text alignment justify
- ❖ Text Direction left
 - Use text alignment left to right
- ❖ Text Direction right



- Use text alignment right to left
- ❖ Link
 - Create a new link... First select text then click link icon then put URL then ok...
- ❖ Remove Link
 - Remove selected link text
- ❖ Anchor flag
 - To make a new anchor flag
- ❖ Image Upload
 - Use for new image upload ...Click image icon->then browse server uploaded image ->then put alt text->input height ,width->then click ok button
- ❖ Insert Video
 - Insert for new video insert...Click video icon-> then browse uploaded server->click responsive width checkbox-> then input height and width ->then select align center->then click ok
- ❖ Audio Upload
 - Use for music file...Click audio icon-> then browse uploaded image->then select file-> then browse uploaded image
- ❖ Create Table
 - Click table icon->then selected row and Colum->select table then right click in mouse ->then click table properties->then input height ,width->then selected header fild->then click ok button
- ❖ horizontal line
 - To make a new horizontal line
- ❖ Smiley
 - Use for new make smile icon
- ❖ Insert special character
 - Use for create new special character
- ❖ Insert page brake
 - Use for new line brake
- ❖ I frame
 - The” **I frame**” **tag** defines a rectangular region within the document in which the browser can display a separate document, including scrollbars and borders. An inline frame is used to embed another document within the current **HTML** document.
- ❖ embedded YouTube video
 - click on YouTube icon->paste embedded YouTube code or paste YouTube url ->then input height and width->then click on ok button
- ❖ insert timestamp
 - click on insert timestamp icon ->and show current date and time
- ❖ css animation
 - use for make a new animation like hover or onclick or onload
- ❖ styles
 - use to make a new style in text
- ❖ Format
 - Use for heading text
- ❖ Font
 - To want to change your font style
- ❖ Size
 - Use for font size



- ❖ Text color
 - Make a new color In text
- ❖ Background color
 - Make a new background color
- ❖ Minimize and maximize
 - Use for Minimize and maximize tab
- ❖ Show blocks
 - Use for blocks quote...1st select a text ->click on icon
- ❖ Button Link
 - Use for make a new buttonclick o button icon ->then select style ->the fill up button text->then select style->then click ok
- ❖ Create bootstrap guid
 - Use for design guid structure