

Working of Suvidha portal



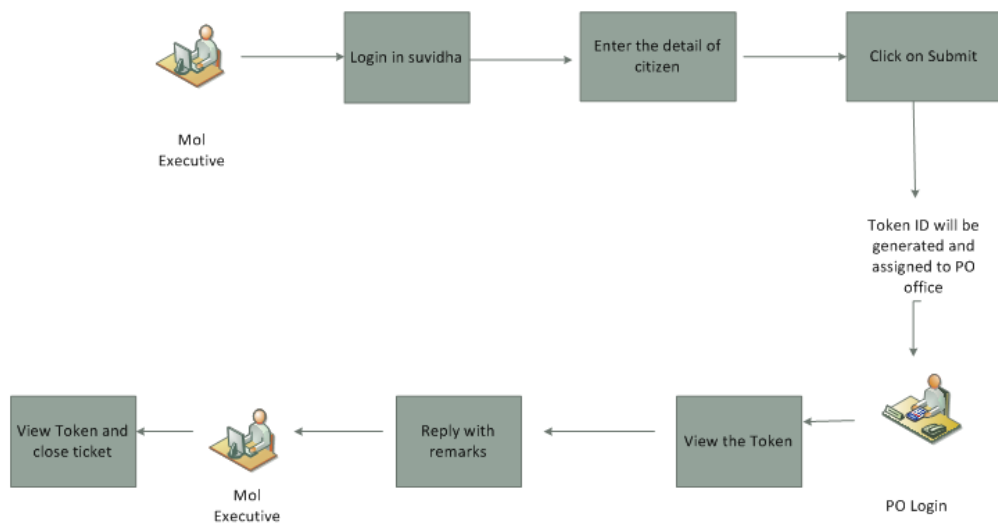
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1.Executive Summary

MahaOnline Ltd, a Joint venture company between Government of Maharashtra and TATA Consultancy Services, is pleased to inform successful implementation of Suvidha portal. This document comprise of working of suvidha portal.This document is produce in interest of training users of department willing to use efficiently. Document provides stepwise procedure with relevant Screen shot of various activities in system.

2.Workflow Diagram :

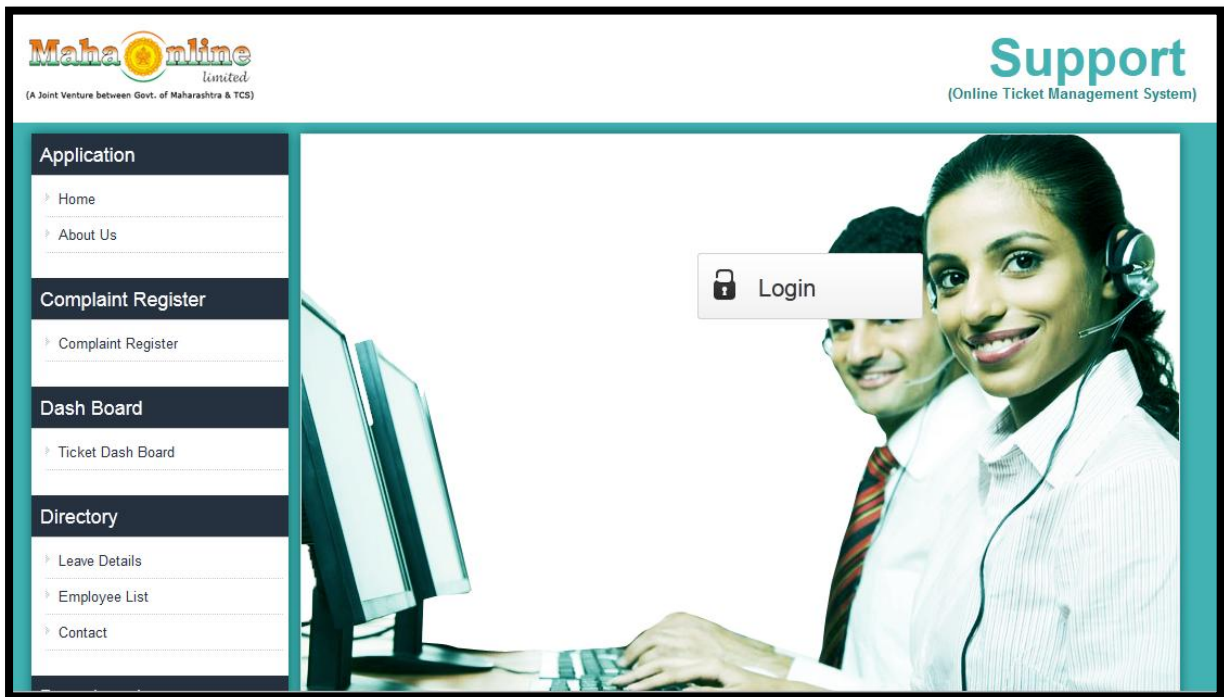


3. Getting Started:

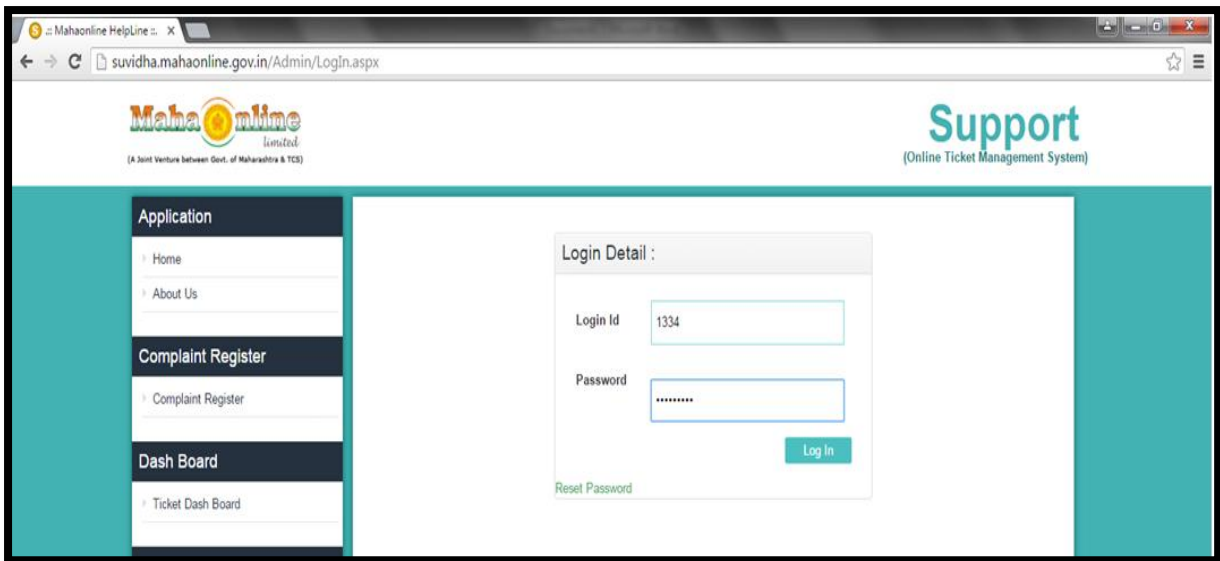
3.1 Procedure to Login into Suvidha application:

Steps

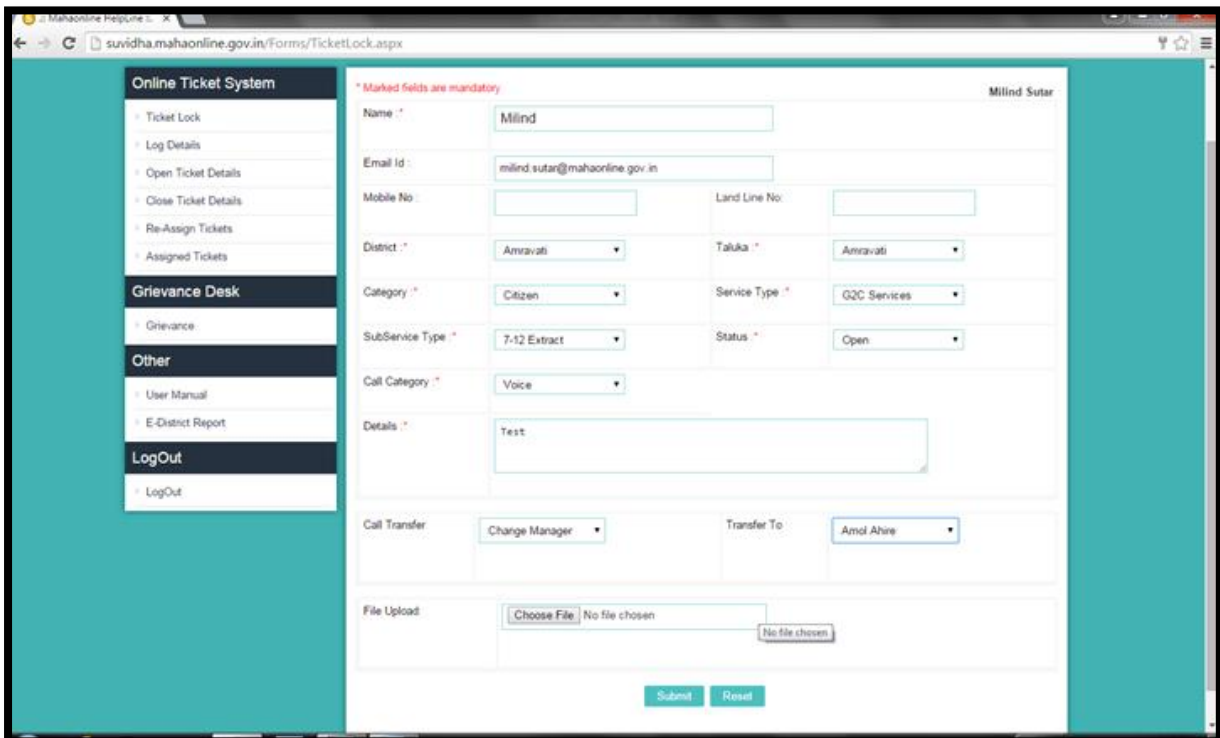
1. Enter the URL : <http://suvidha.mahaonline.gov.in/Forms/Home.aspx> in address location bar.
2. The screen shown below is displayed.



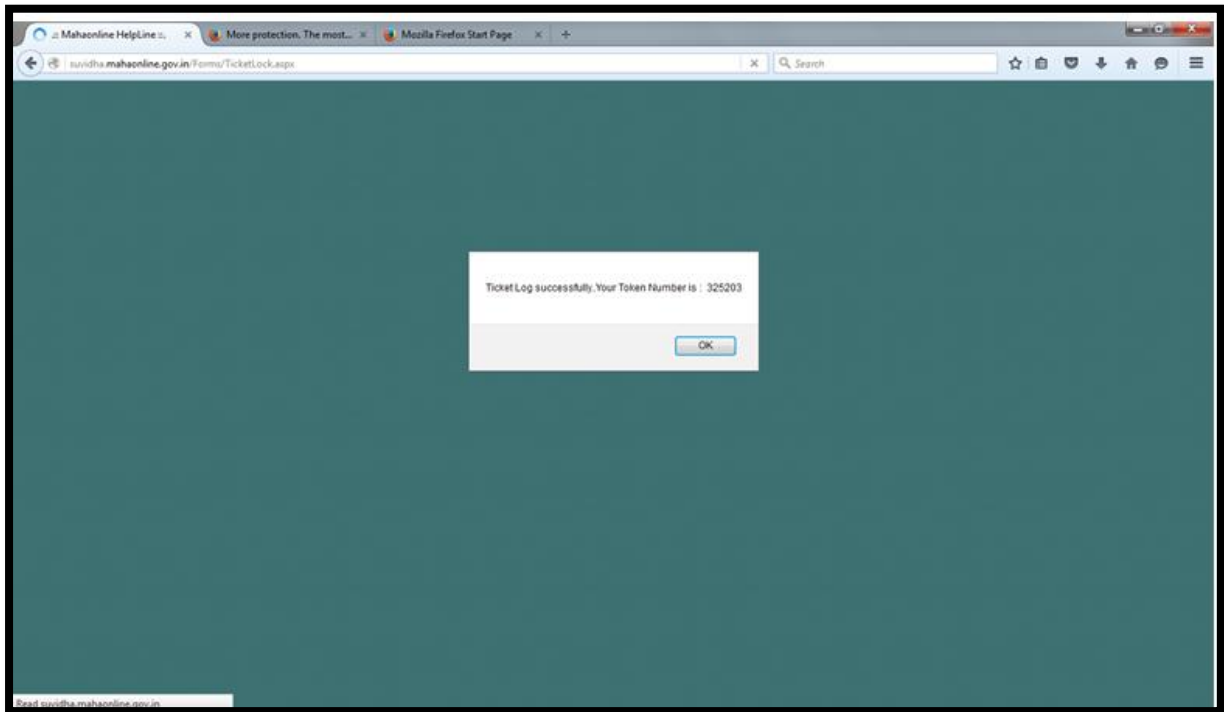
MOL Executive Login:



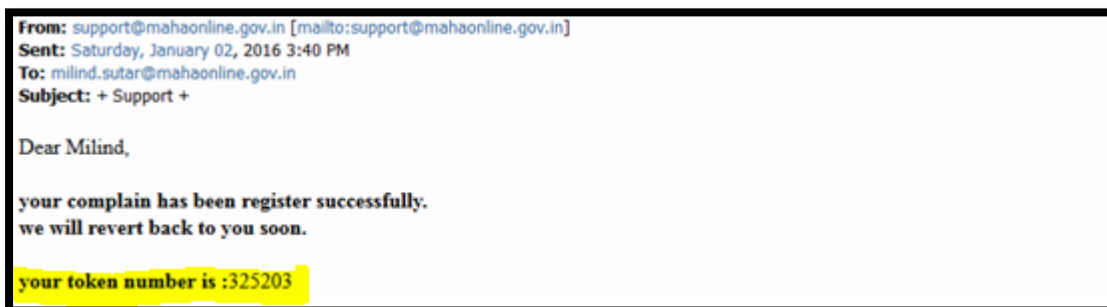
1. Enter the details of citizen as shown in screen below
2. Assign to respective developer / project office
3. Click on Submit



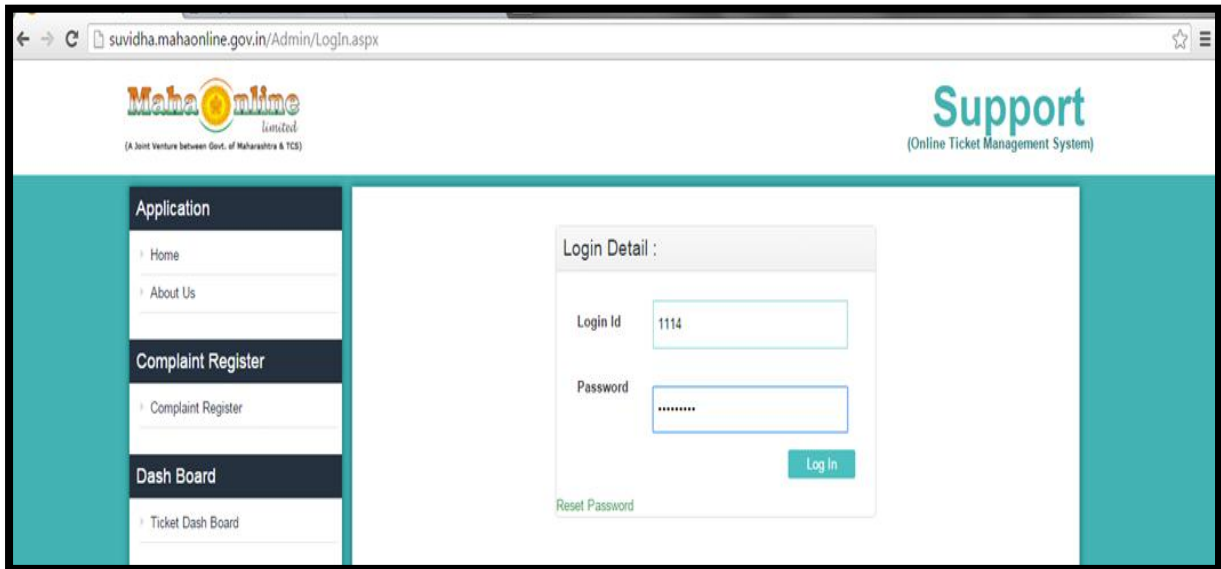
4. Token id will be generated as shown in screen below.



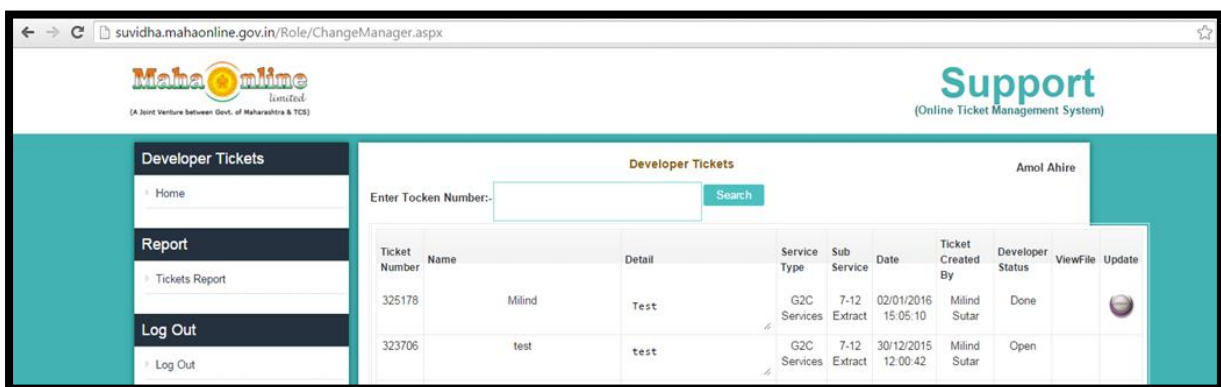
5. Also mail will be sent to email id provided by citizen.



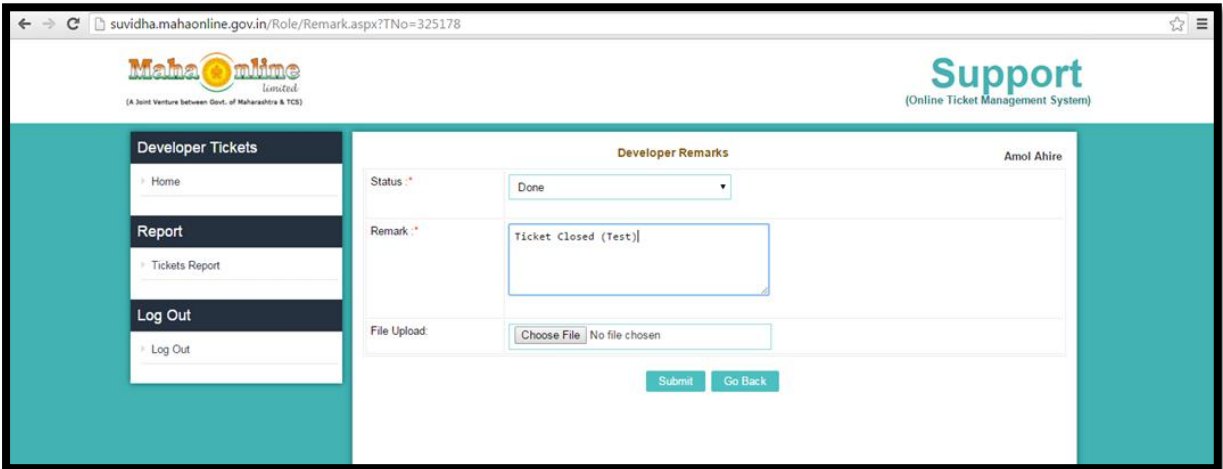
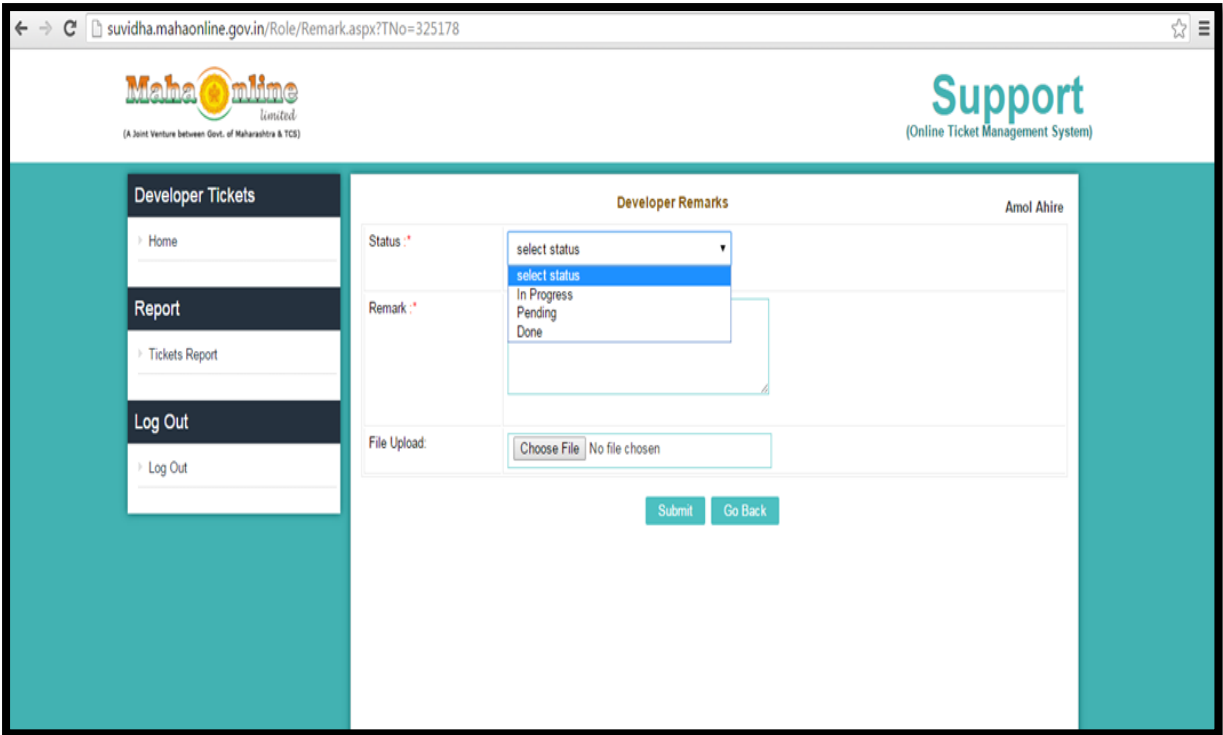
Developer Login/ Project Office:



1. After login screen below will be displayed



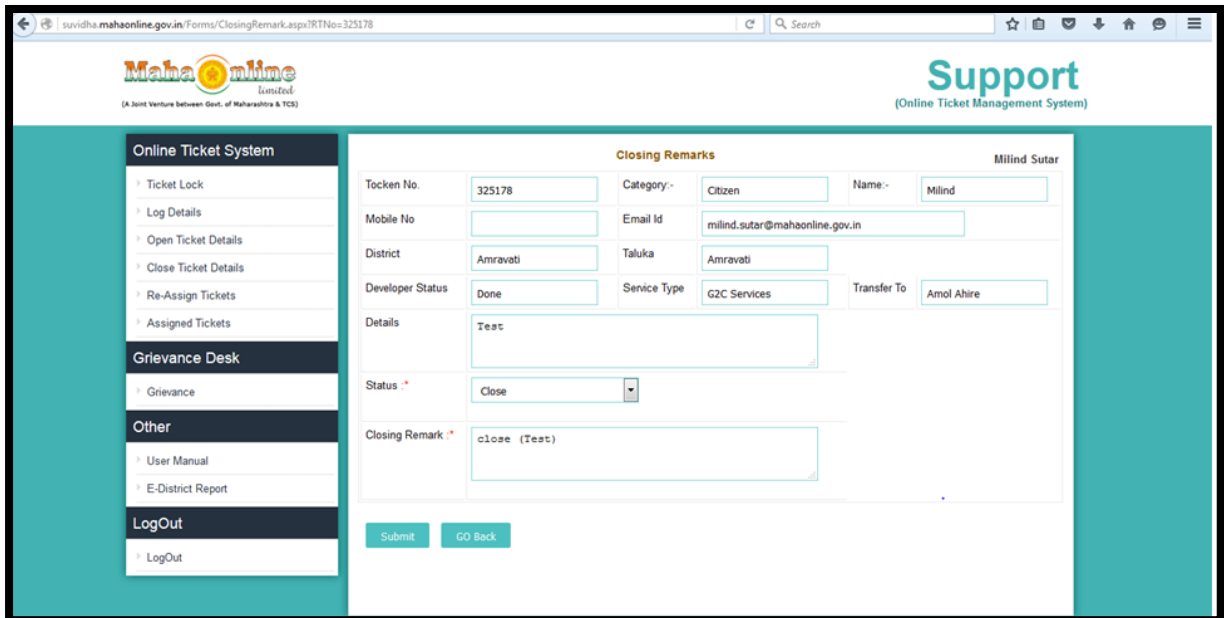
2. Select status as shown in screen below



3. Enter Remark and Click on Submit

MOL Executive Login:

1. Select status as shown in screen below
2. Enter the closing remark as shown in screen below



The screenshot shows the 'Closing Remarks' form in the MahaOnline Support system. The form is titled 'Closing Remarks' and is for user 'Milind Sutar'. It contains the following fields and values:

Field	Value
Tocken No.	325178
Category	Citizen
Name	Milind
Mobile No.	
Email Id	milind.sutar@mahaonline.gov.in
District	Amravati
Taluka	Amravati
Developer Status	Done
Service Type	G2C Services
Transfer To	Amol Ahire
Details	Test
Status	Close
Closing Remark	close (Test)

Buttons: Submit, GO Back

3. Click on Submit

