External User manual

For

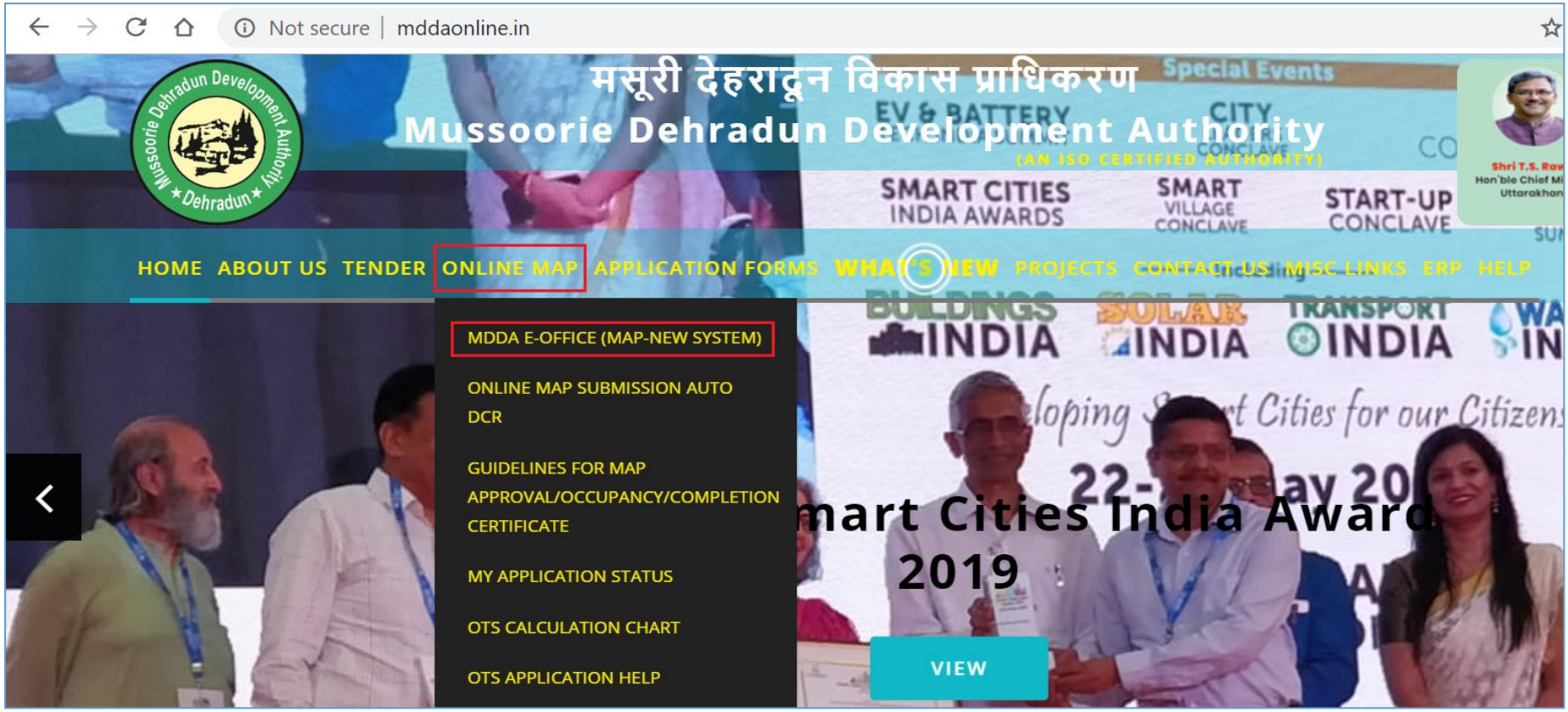
Online building map approval system

Of

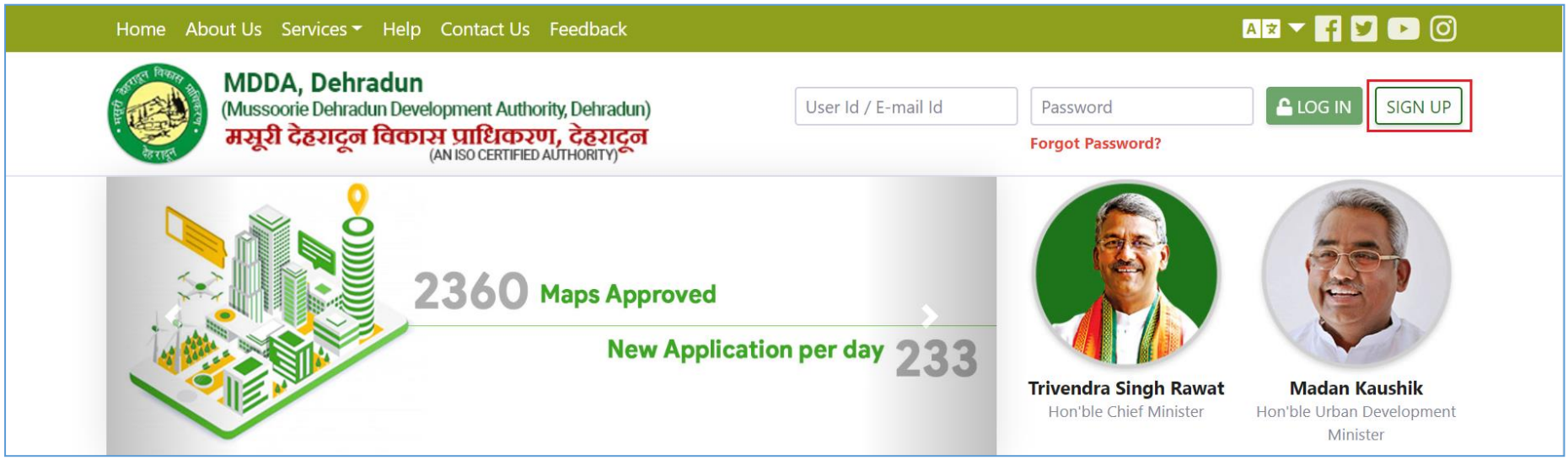
Mussoorie Dehradun Development Authority, Uttarakhand

1. Enter the url as **“http://www.mddaonline.in/”** in internet browser.

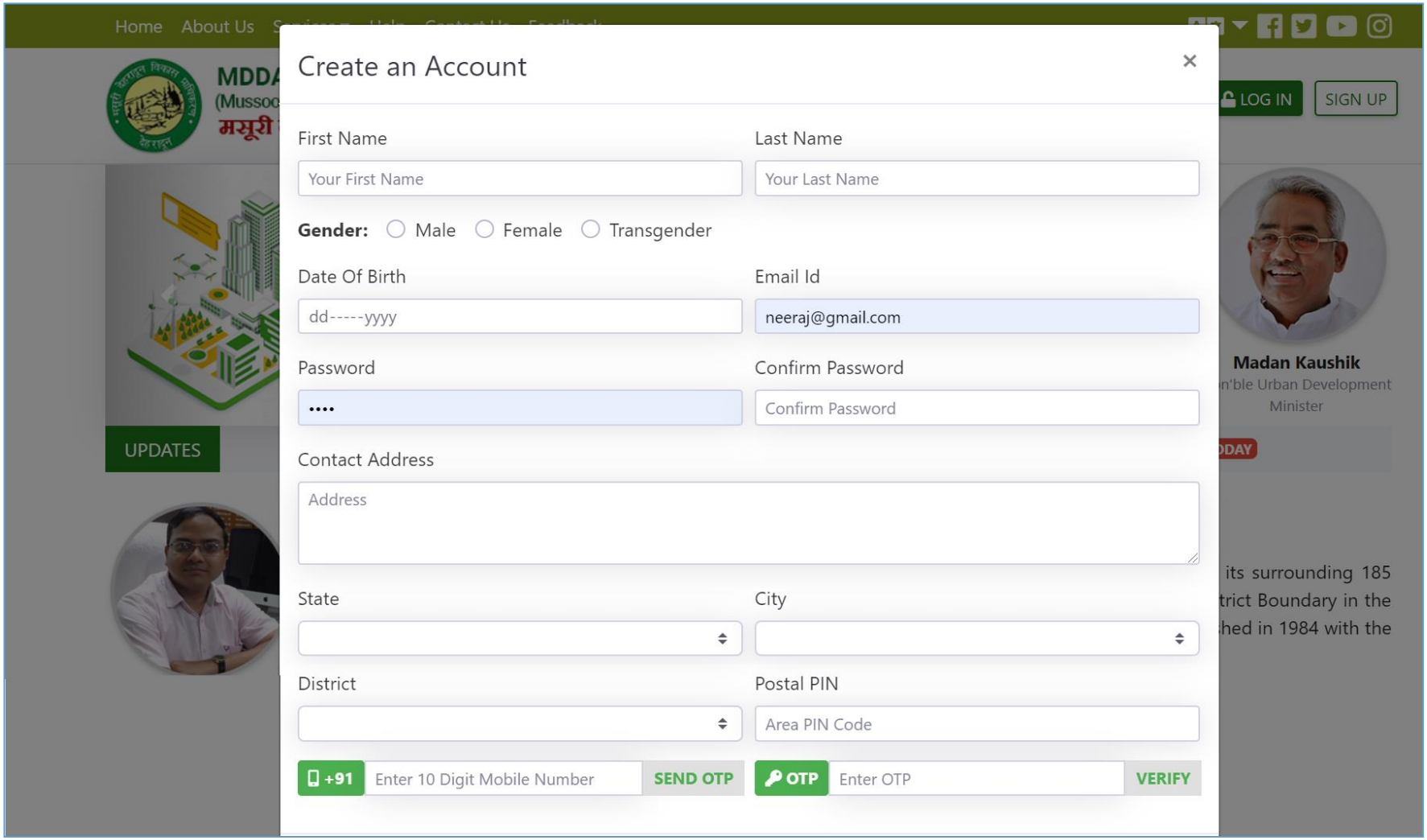
2. Home page will appear, where user has to select the respective service.



3. First user has to “Sign up” in portal.

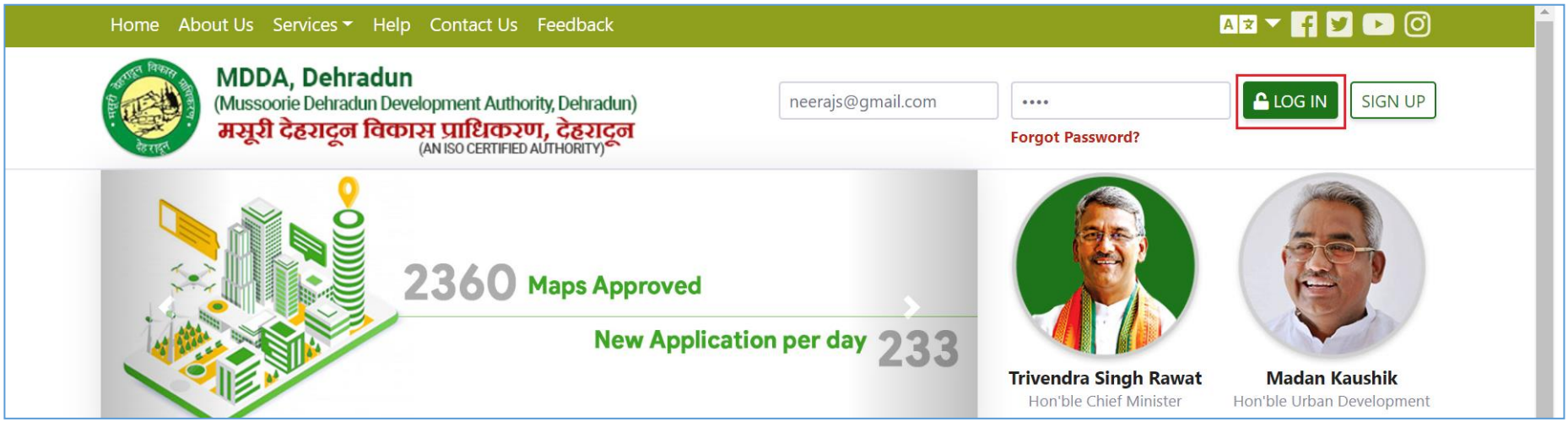


4. Sign Up page



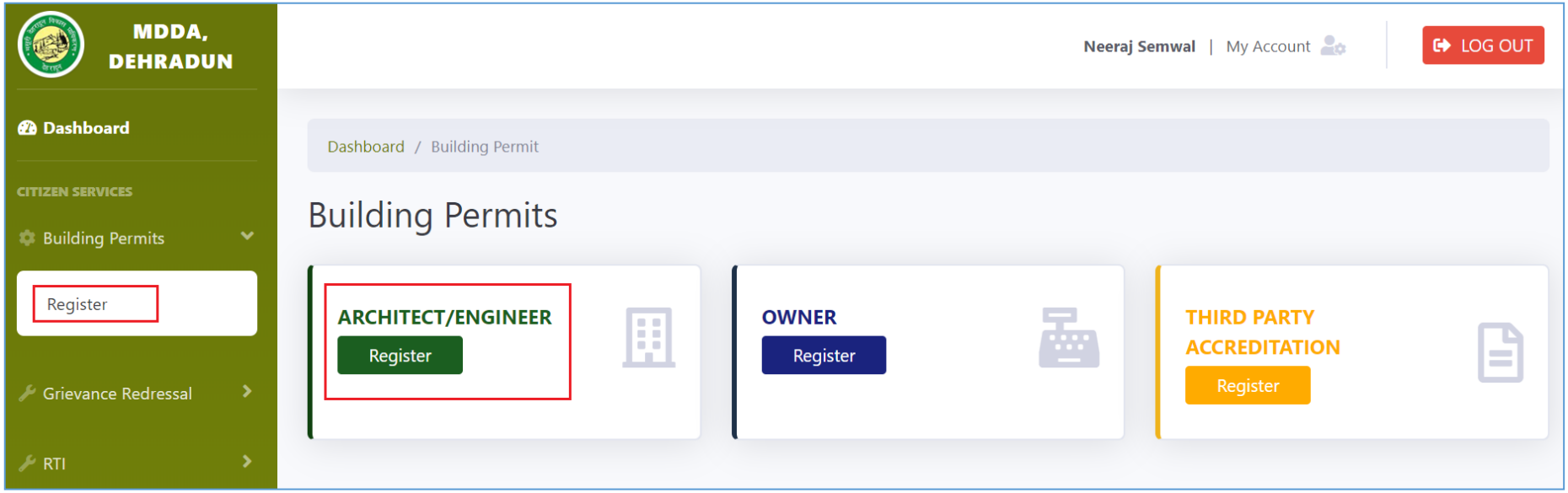
5. User has to enter his mobile no. and OTP will be received for verification.

6. Then user can login with his/her credentials

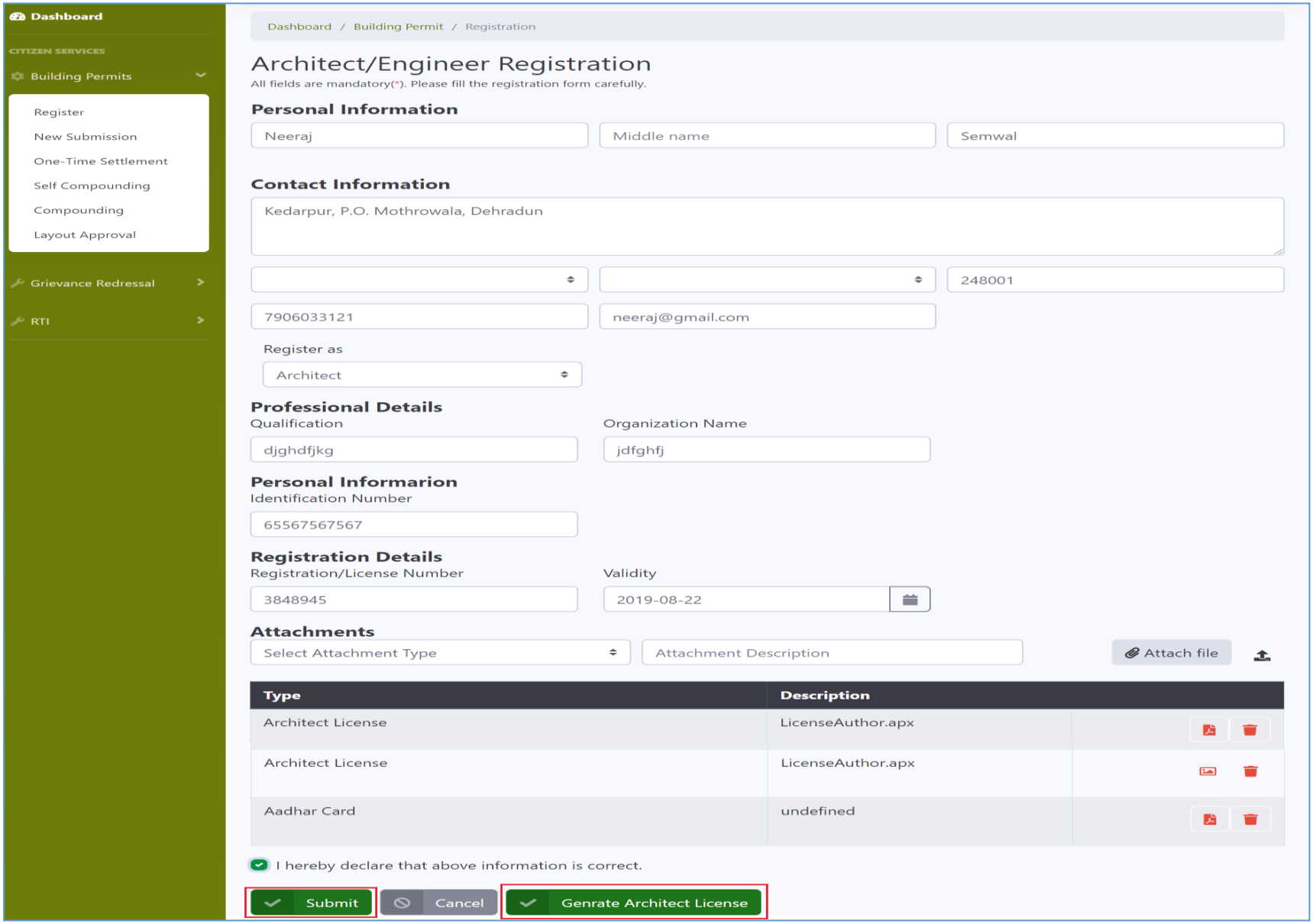


7. Login Page

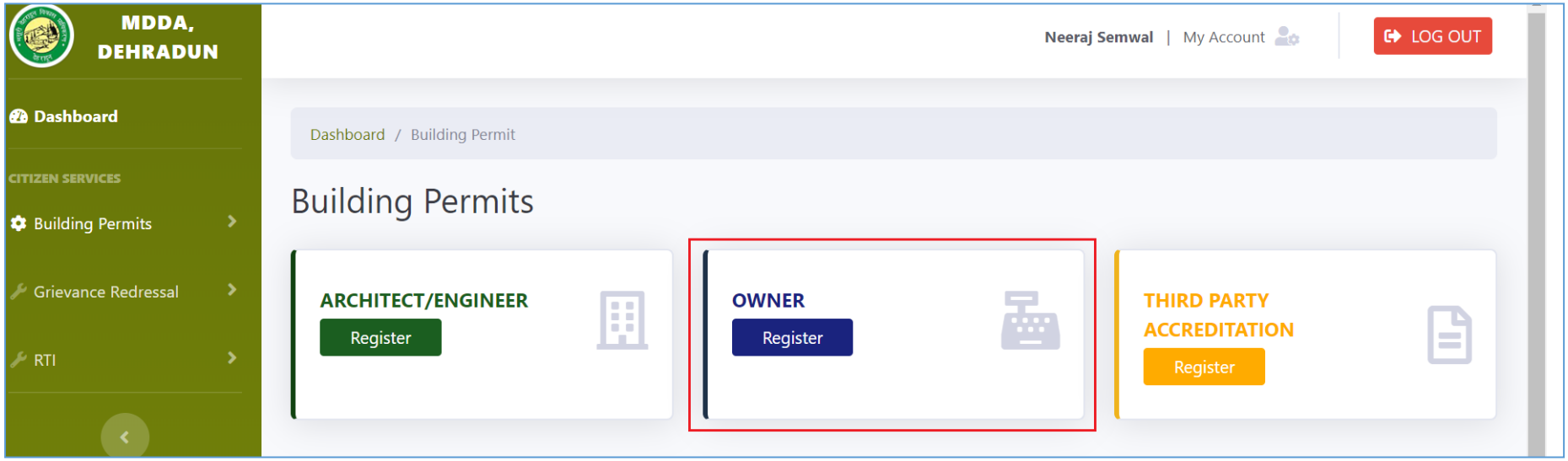
8. Architect Registration



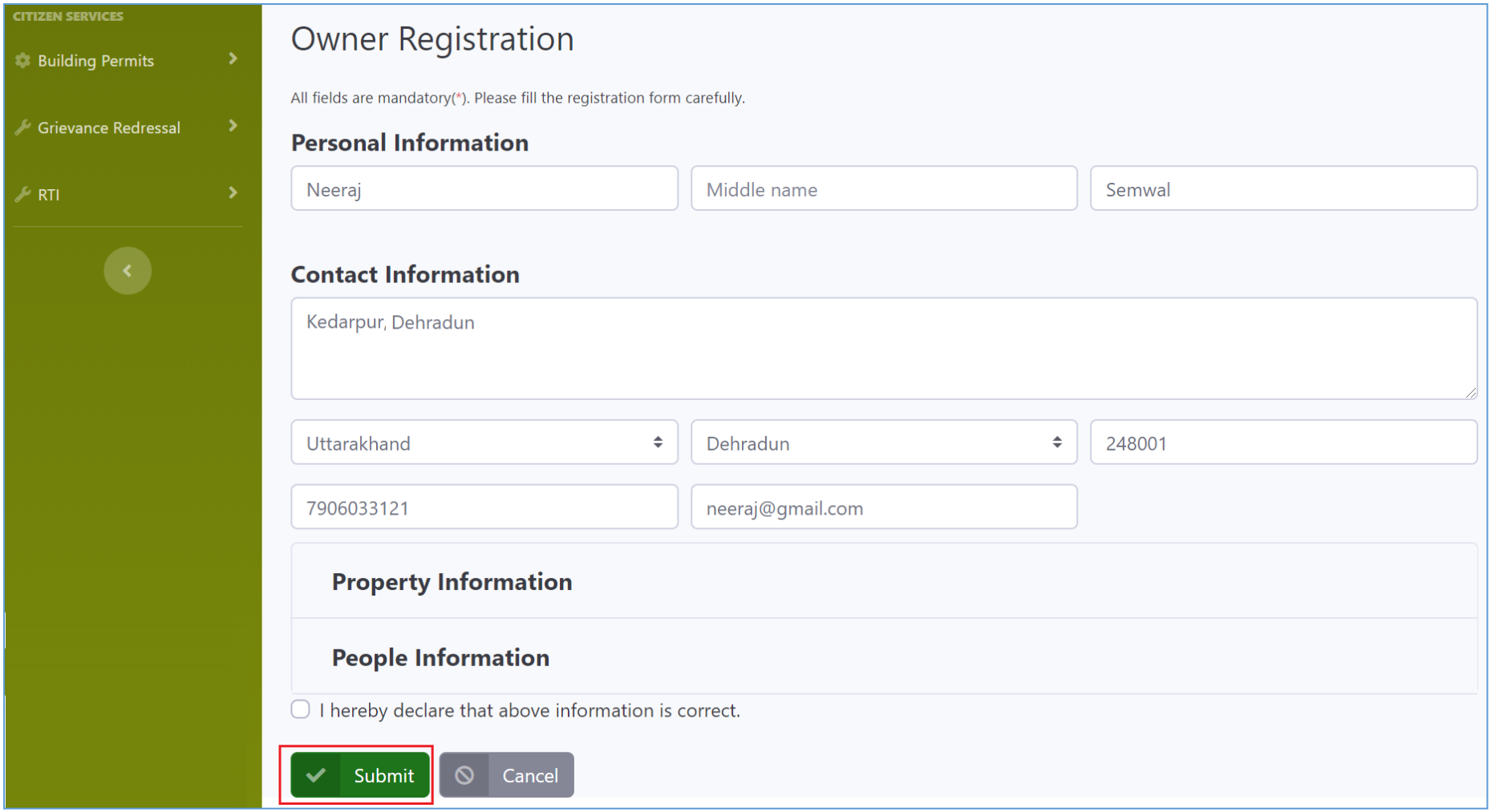
9. Architect Registration Page, once registration get completed user has to generate the license.



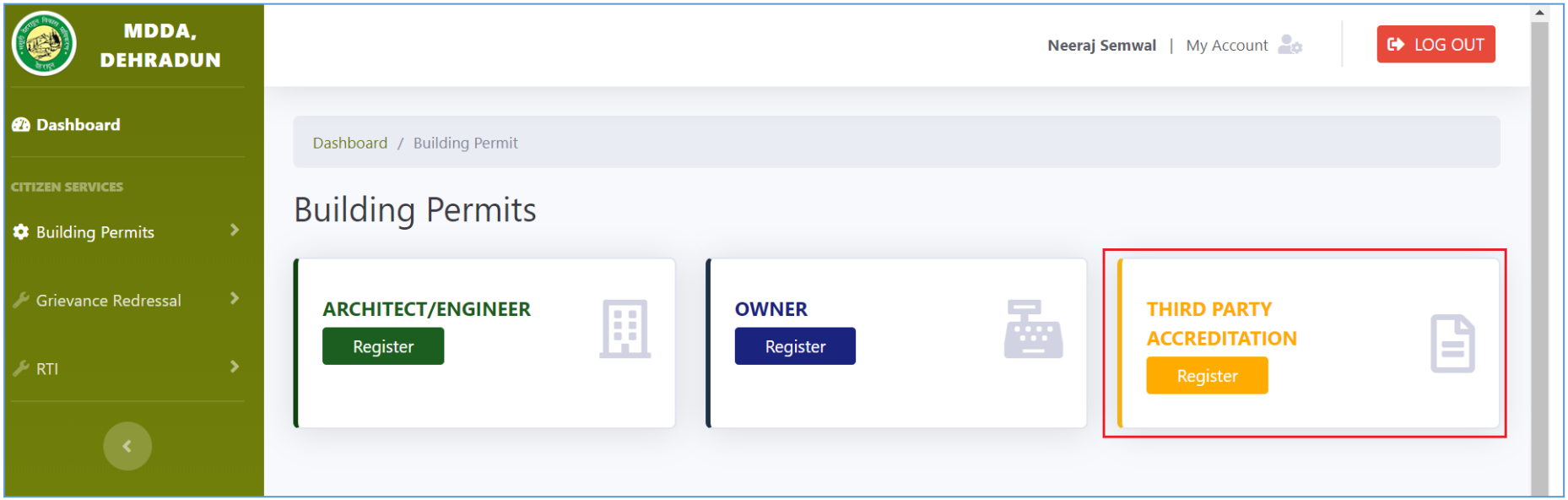
10. Owner Registration



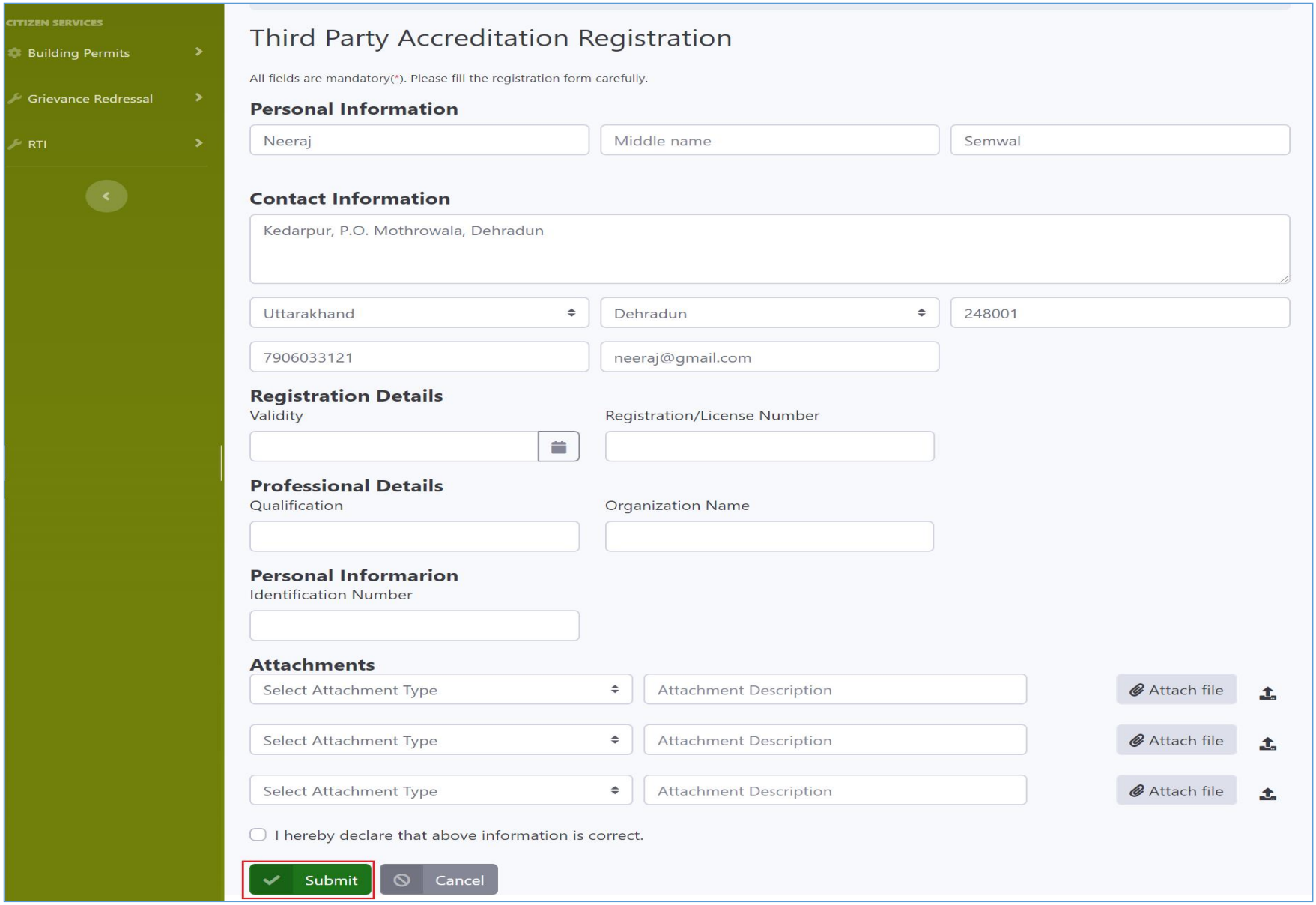
11. Owner Registration Page



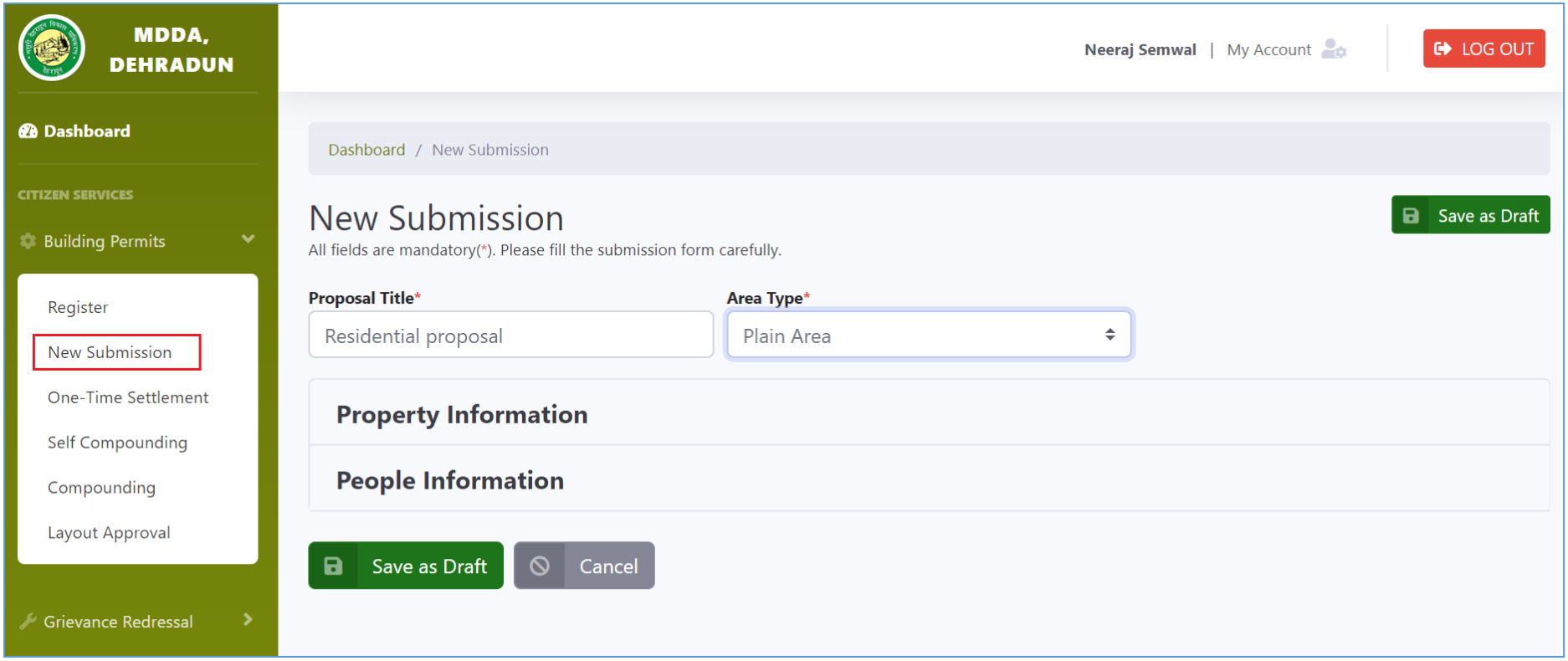
12. Third Party Registration



13. Third Party Registration Page

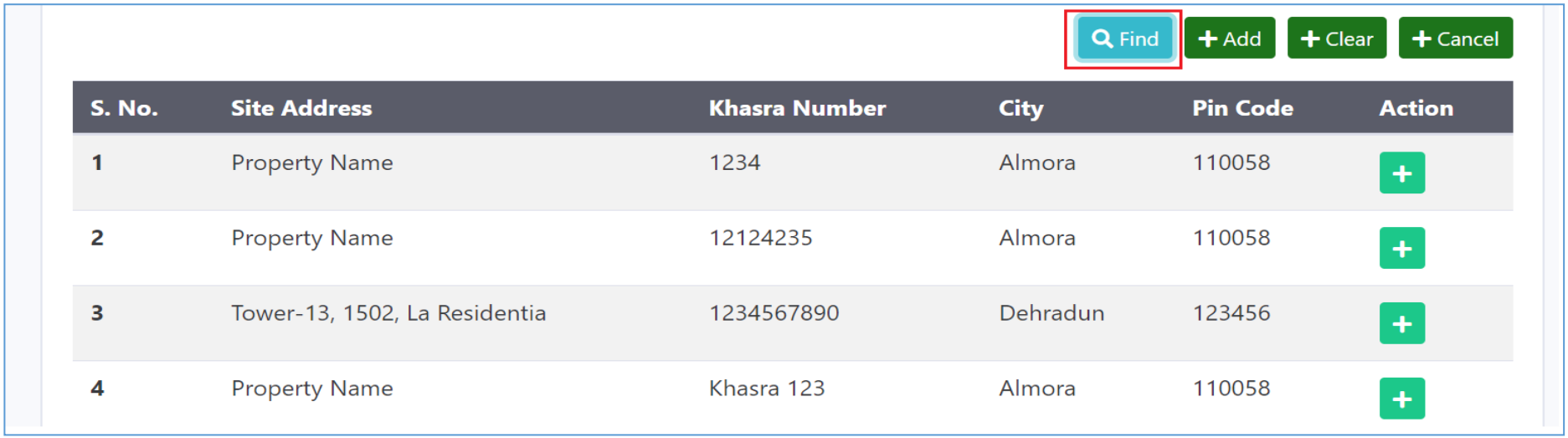


14. Apply for New Submission

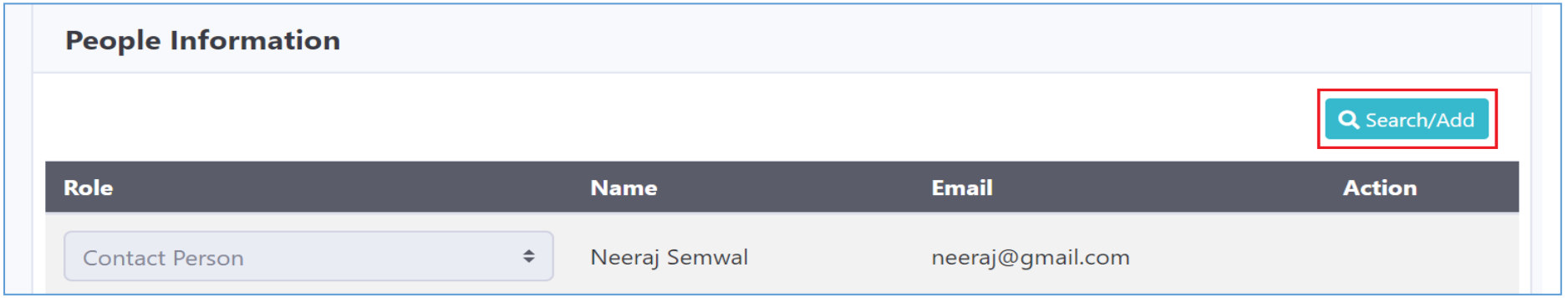


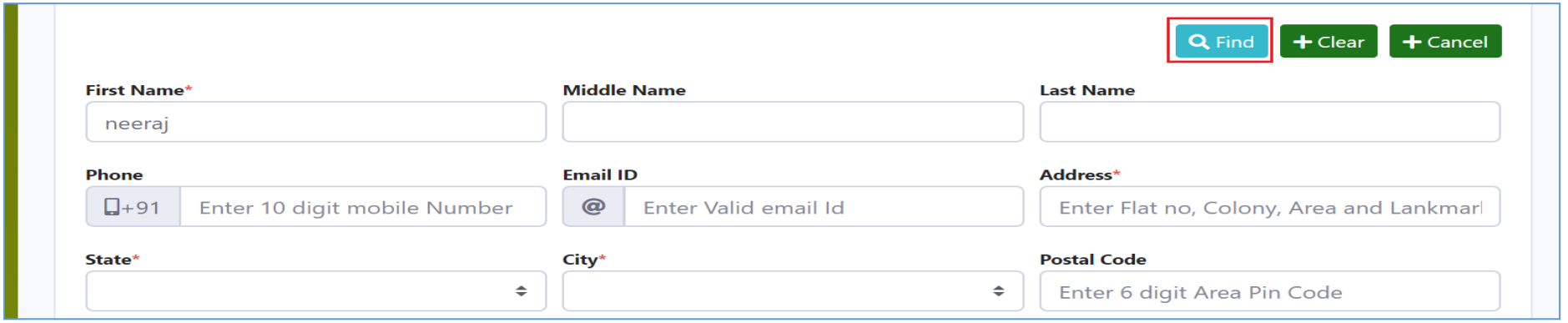
15. User can add property detail

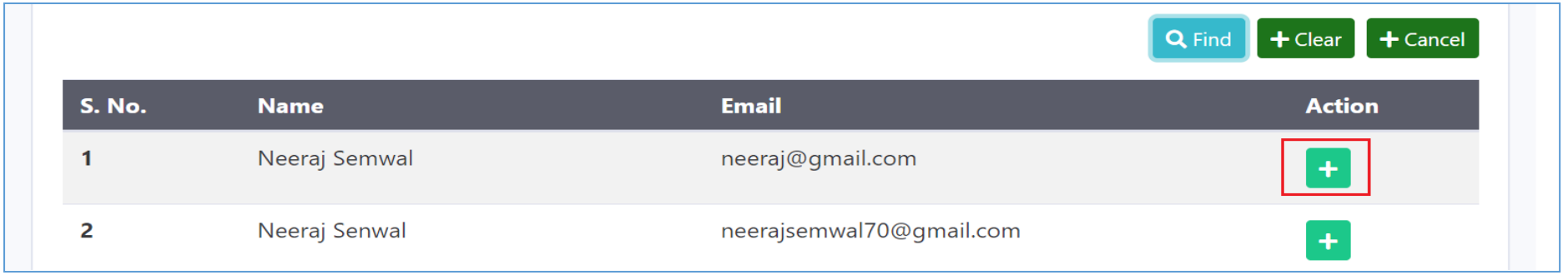
16. And user can find property detail, if already entered before.

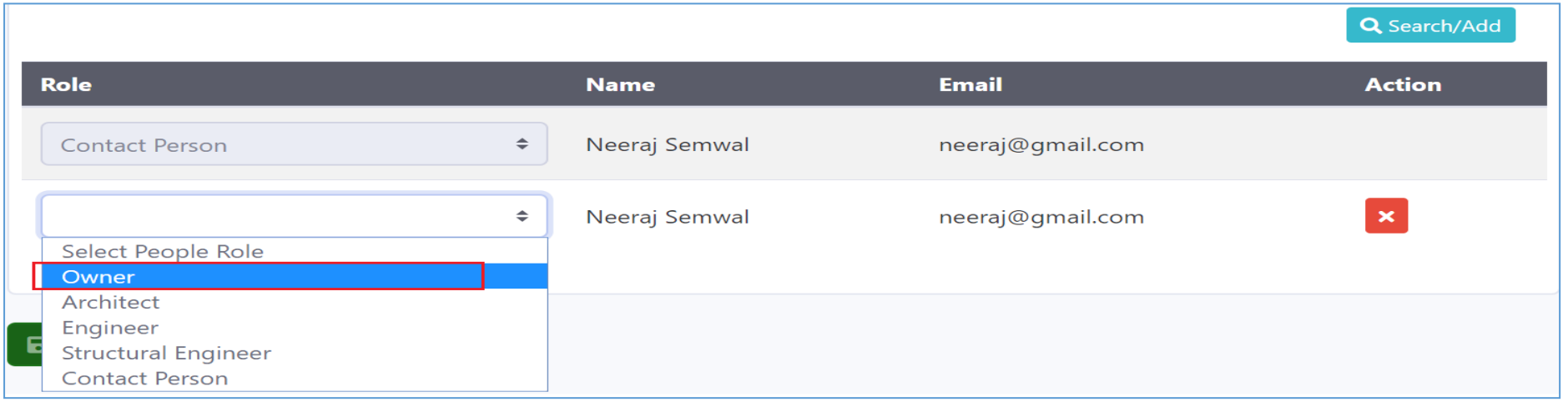


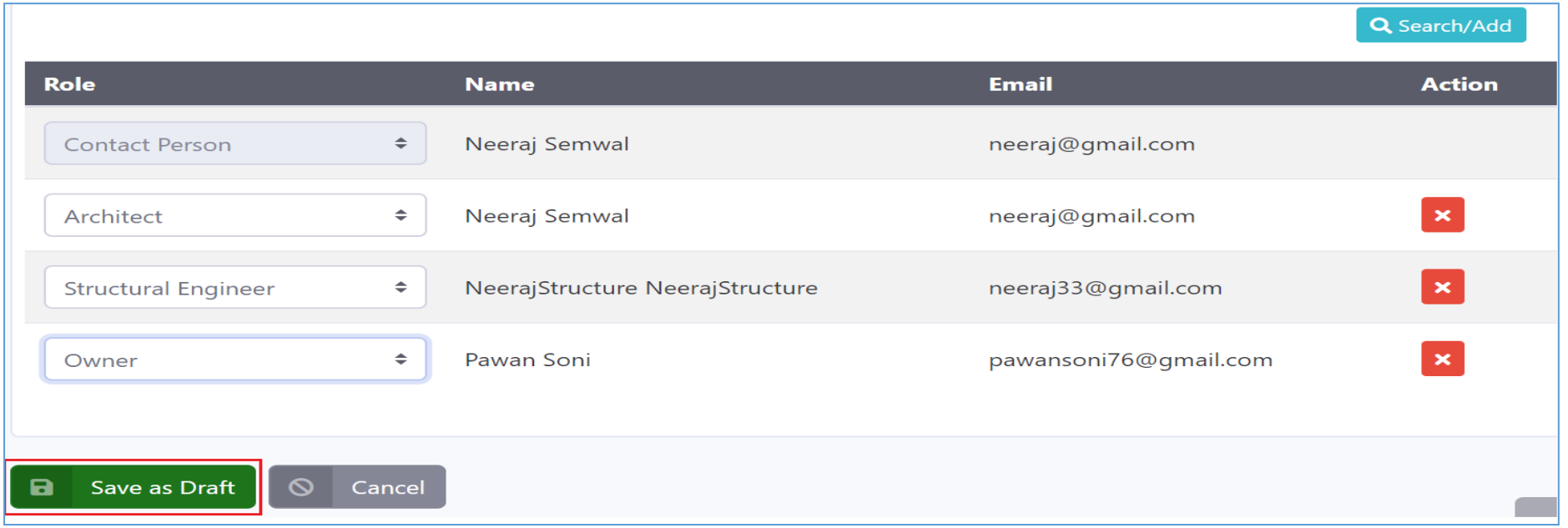
17. User has to search and select the people information (Owner/Architect/Structural Engineer)



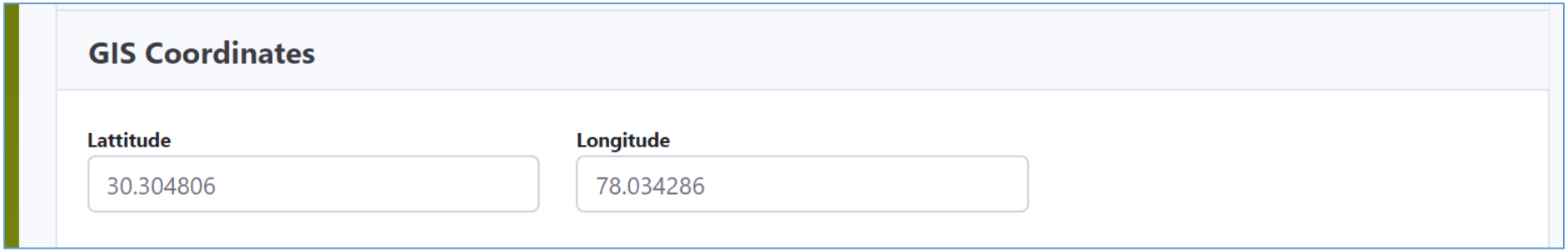




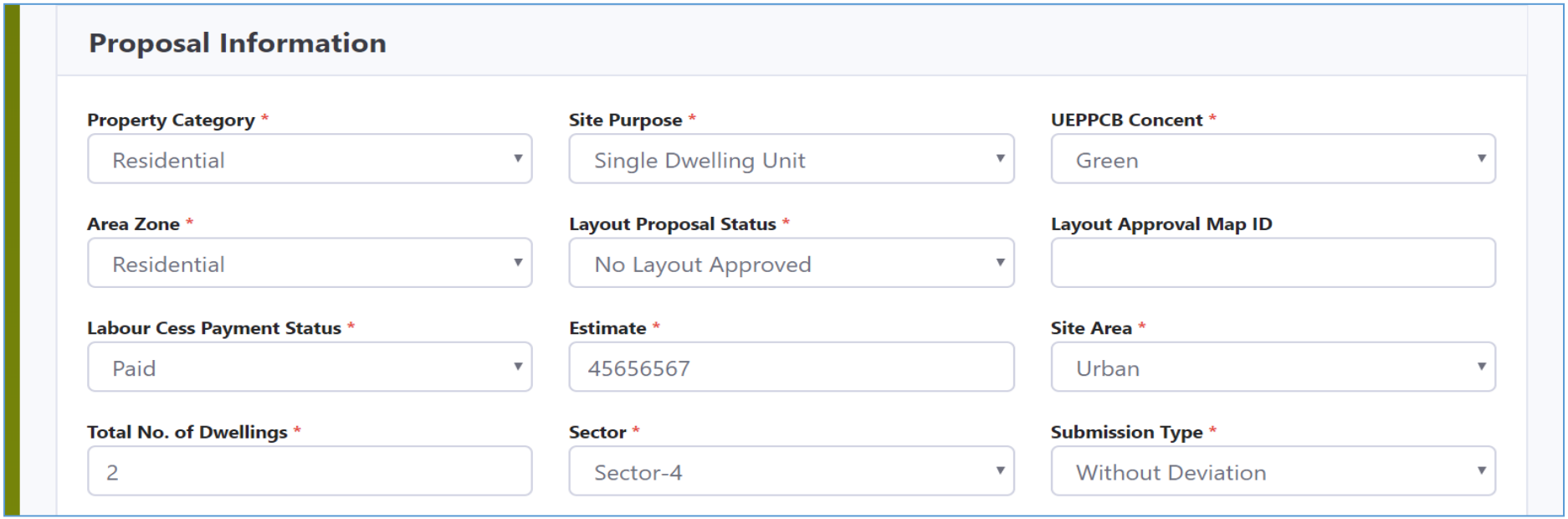

Search/Add
Role
Name
Email
Action
Contact Person
Neeraj Semwal
neeraj@gmail.com
Neeraj Semwal
neeraj@gmail.com
Select People Role
Owner
Architect
Engineer
Structural Engineer
Contact Person


Search/Add
Role
Name
Email
Action
Contact Person
Neeraj Semwal
neeraj@gmail.com
Architect
Neeraj Semwal
neeraj@gmail.com
Structural Engineer
NeerajStructure NeerajStructure
neeraj33@gmail.com
Owner
Pawan Soni
pawansoni76@gmail.com
Save as Draft
Cancel

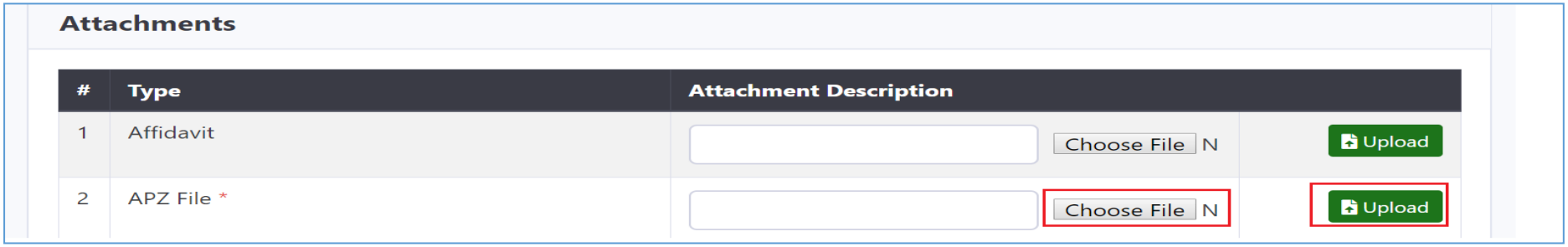
18. Insert GIS cordinates



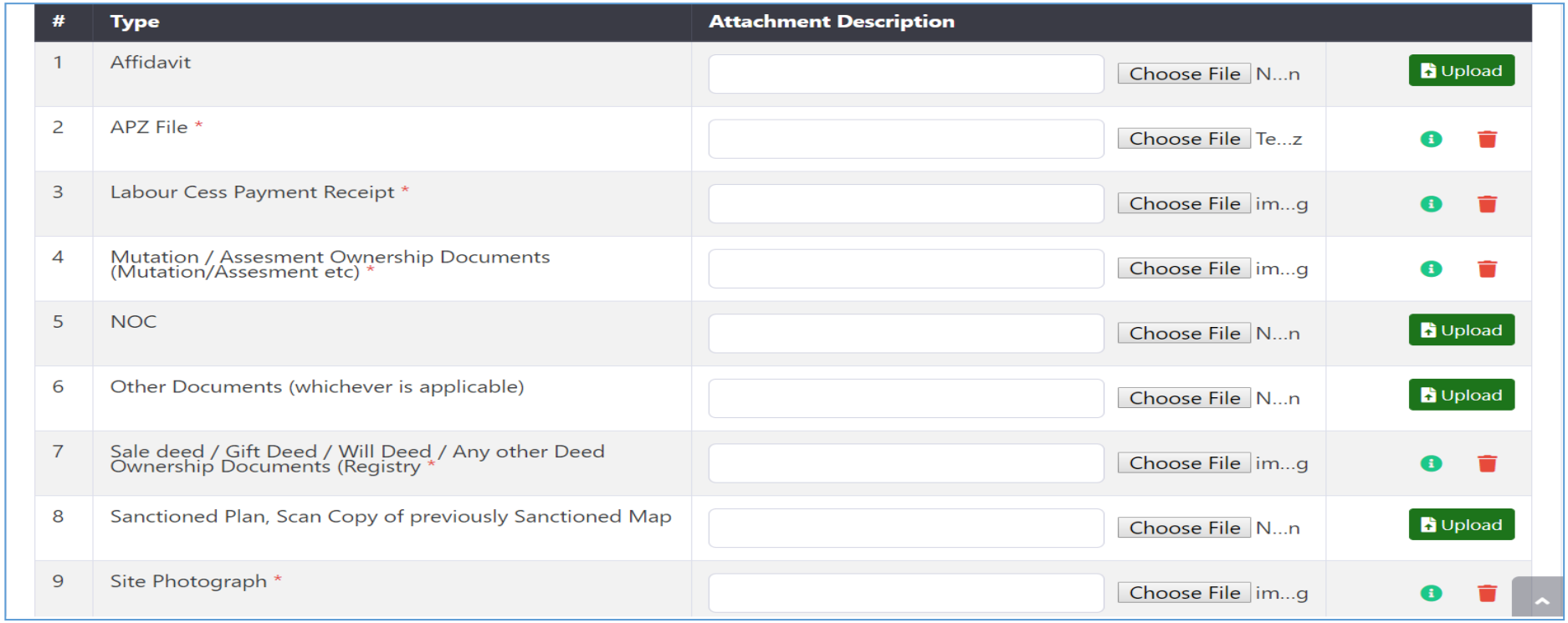
19. User has to fill proposal information



20. Upload “Apz” file

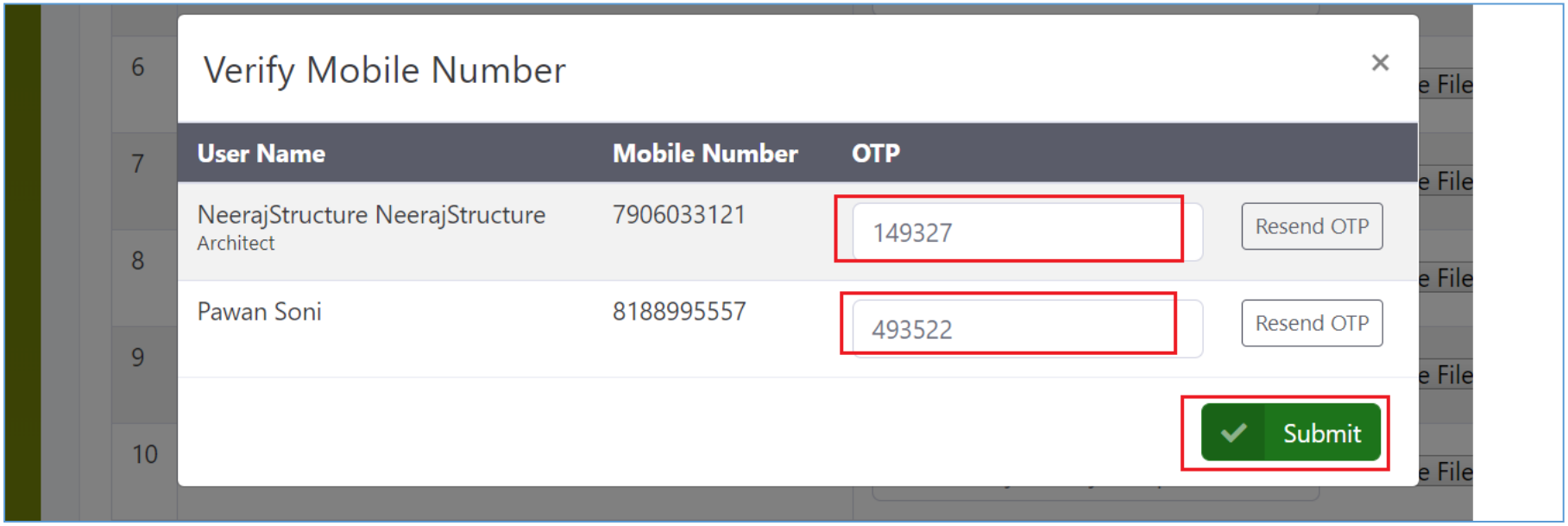


21. Upload all mandatory documents

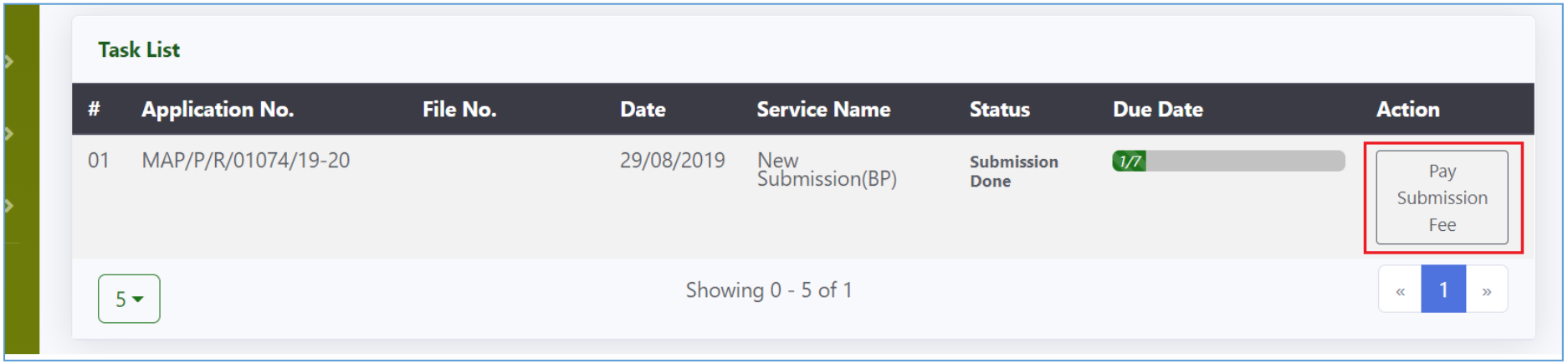


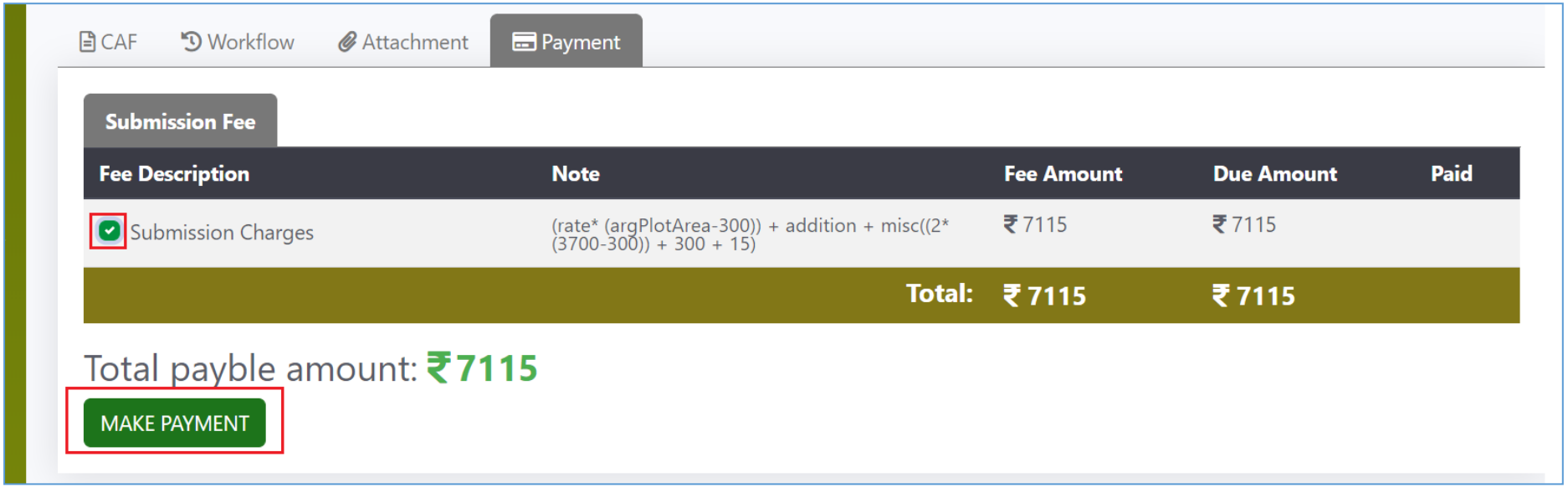
22. Click on “Submit” button

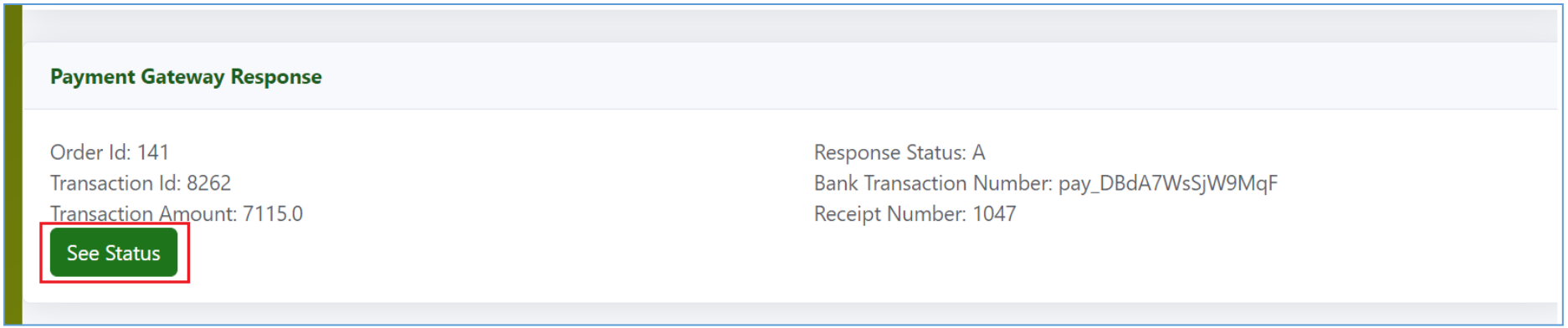
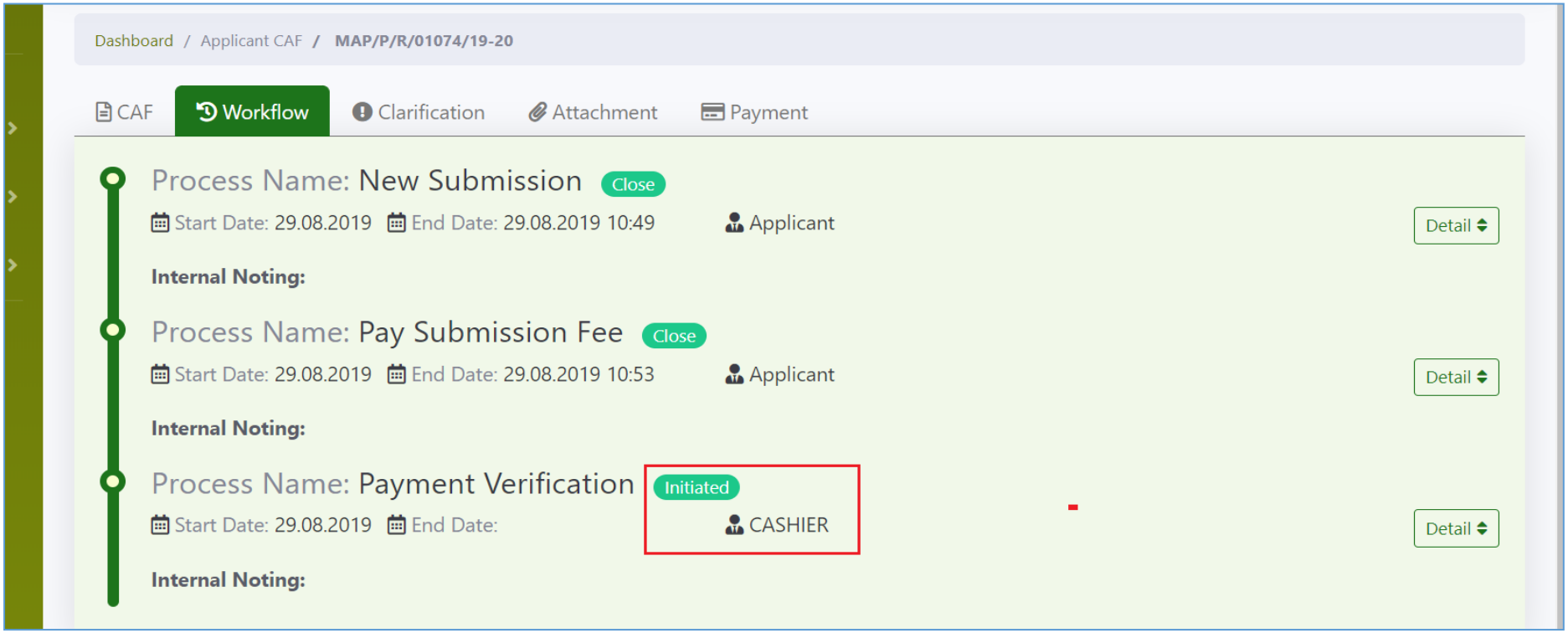
23. Insert OTP which will be received in registered mobile no. of concerning user(s)



24. Pay Submission challan







25. Proposal will be sent to the authority