Admin's Menu Options Description

Admin	Description	Admin	Description
1.) Pending task	Department users can check any pending task for them. If there is pending task, they can process.	11.) Application Reports	The MIS report can be generated from this menu for applications.
2.) Inbox	Any communication received from department other users or applicant can be seen in this menu along with date and sender details.	12.) Contractor's Confidential Report	The department can upload the confidential report received for contractor from EE/SE. This will help during renewal process.
3.) Sent Items	Any communications sent are stored in this menu along with receiver details and date time.	13.) File Movement	At any moment of time movement can be checked for any application with date time and sender details.
4.) Add Additional Details	For any application User can add additional details/ documents along with attachments during process of application.	14.) Current Status of Application	Where is the pendency of application and since how many days? These details can be fetched from this menu.
5.) View Additional Details	Users can view the additional details related to the application uploaded by the department or applicants.	15.) Transaction track	The payment transactions and details of payments can be tracked from this menu.
6.) Add/Update News	The home page has a latest news section. Dept. can upload time to time important notice or news from this section.	16.) Mark/Release as Blacklist	This menu is to mark the contractor as Black Listed if it comes under this category.
7.) View work Order Register	The work order register uploaded by the applicant can be seen from this menu. Department user has to enter the registration number to view.	17.) View Blacklist Agencies	The details of black listed contactors can be seen from this menu.
8.) Edit Applicant's Basic details	Sometimes the basic details of applicants needs to be changes like email/ Mobile number. The department User can update from here.	18.) Change Password	The department users can change their password from this menu.
9.) Generate Registration Certificate	The department can generate the certificate for the approved application from this menu.	19.) Authenticate Registration	The contractor's registration details can be authenticated from this menu.
10.) Upload Registration Certificate	The registration certificate can be uploaded from this menu after digital sign by Engineer-in-chief.		