Applicant's Menu Options Description

Applicant's Menu Option	Description
1.) New Registration	This menu comes after login by the applicant. The applicant who has never registered with the Water resources department has to click in this menu to have the first registration. Applicant has to fill the form and then click on submit. After submit the acknowledgement number will be generated and email and SMS will be sent to the applicant as well as to the department.
2.) Previously Registered (Before 29/10/18)	This menu comes after login by the applicant. The applicant who has already registered with the Water resources department in offline process has to click in this menu to have the first registration. Applicant has to fill the previous registration details first then he can proceed with the application form and after filling click on submit. After submit the acknowledgement number will be generated and email and SMS will be sent to the applicant as well as to the department.
3.) Renewal of Registration	The menu is for the renewal of registration. The initial registration is provided for 5 years. When the registration is about to expire then 3 months prior to the expiry to the 3 months after the expiry the applicant can apply for the renewal of registration by clicking this menu.
4.) Application Status	This menu is to check the current status of the application. User can check the application progress from this menu as well as they can do online payment from this menu once the application status is provisionally approved. Users can also view their application and uploaded documents from this menu.
5.) Pending Task	When a query comes to the applicant then the user can check the query from this menu and can respond to the query. The menu is about the user interaction with the department.
6.) Inbox	The inbox menu keeps the records of whatever queries or communication comes from the department to the applicant with date time and sender details.
7.) Sent Items	The sent items menu keeps the record for whatever communication is sent from the applicant to the department with date time and receiver details.
8.) Add Additional Details	This menu is about to add the additional details if asked from the department during the application process. User can upload the additional details with supporting documents as asked by the department during process of application.
9.) Work Order Register	The work order register is the essential menu to upload the work details of the contractor. Once the contractor is registered and work is assign to him from the division, then he can upload the details of work and its progress from this menu. The details of this register are viewable by the department.
10.) Change Password	The applicant can change the password by clicking in this menu. For security reasons it is advisable to select a strong password with combination of letters and alpha numeric characters.