**Enumeration Register Creation For Bidhannagar Municipal Corporation:**

**Backend Admin Control**

1. Login Page

**Dashboard  
Menu:**

1. User Creation
2. Ward Master
3. Road Master
4. Nirmal Sathi Master
5. Nirmal Bandhu Master

**User Creation:**  
1. Select User Type(Nirmal Sathi/ Nirmal Bandhu)  
2. Select Name  
3. User name  
4. New Password  
5. Confirm Password

**User Lists : Edit , Delete, Freeze and Unfreeze**

**Ward Master:**  
1. Ward Name

**Ward Lists : Edit and Delete**

**Road Master:**1. Select Ward   
2. Road Name

**Road Lists: Edit and Delete**

**Nirmal Sathi Master:**1. Nirmal Sathi Name  
2. Address  
3. Mobile No.

**Nirmal Sathi Lists:** **Edit and Delete**

**Nirmal Bandhu Master:**1. Nirmal Bandhu Name  
2. Address  
3. Mobile No.

**Nirmal Bandhu Lists:** **Edit and Delete**

**Report:**Enumeration Register:(Report sample shared in whatsapp)   
1. Ward wise (All Road)  
2. Ward wise & Road wise

Note: Export to excel and Print facility

User Log Report:   
1. User wise  
2. All Users

**Front end Enumeration Register Creation**

1. Login

**Users Dashboard:**

1. **Enumeration Register Creation**  
   a. Select Ward  
   b. Select Road (Note: Once Ward and Road is selected , it will remain visible on the page until the page is closed)  
   c. Select Type of Establishment   
   d. Household Enumeration Number  
   e. Head of the Family or Institution  
   f. Name of the Establishment (If Type of Establishment is House hold Then NA will be shown automatically)  
   g. Select Type of Occupant  
   h. Total Member  
   i. Mobile Number  
   j. Household Bins Received (Yes/No)  
   K. Qty of Waste including Dry and Wet (If Type of Establishment is House hold Then NA will be shown automatically)
2. **User profile:**  
   a. Password Change  
   b. Mobile Number Change
3. **Reports:**a. Date wise Data collection