FMDSSV2.OUserManual

Education Visit

Citizen

2022



Education Visit (Citizen)



Table of Contents

1. Introduction	2
1.1. Purpose	2
2 Citizen Module	_



1. Introduction

Purpose

This Help Document guides the intended Citizen user how to submit request for Education visit and complete the respective requirements.

2. Citizen Module

1. Citizen user will login into SSO using SSO Id and Password.



2. After log in to the SSO, the citizen has to click on the "Forest and Wildlife" app icon on the SSO Dashboard.



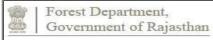


3. After that click on "Forest and Wildlife" app, next will be click on (Citizen box).



4. After that click on Education Visit Service link

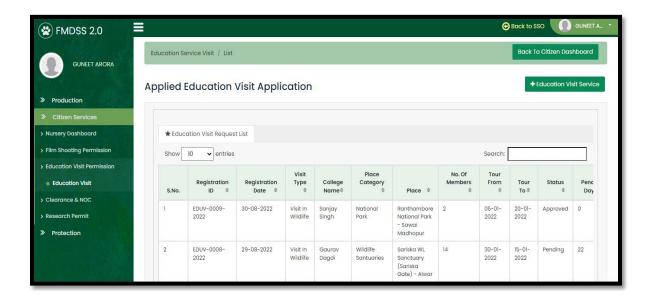




5. It will redirect to citizen dashboard page

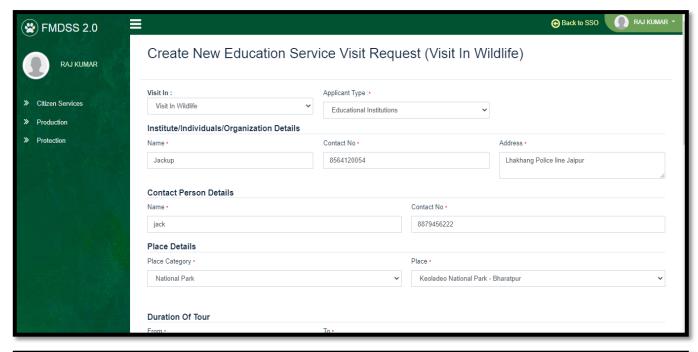


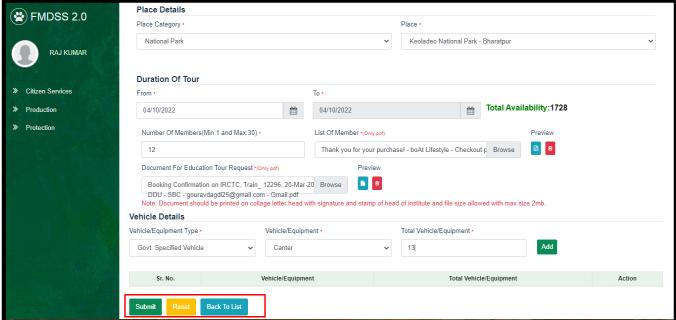
- 6. Now click on citizen menu and then click Education Visit Permission link. Then below education visit link will display and click it.
- 7. Then List of applied education visit will display.



8. Then click on Education Visit Service button present in top right corner to open the new request form.

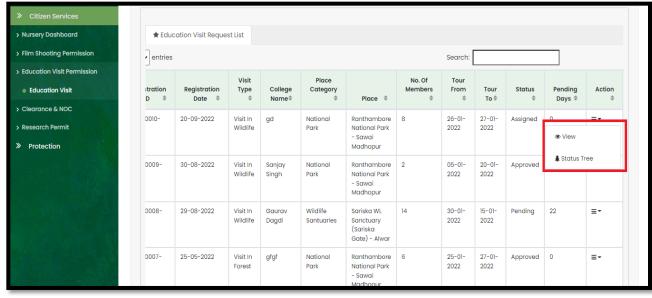




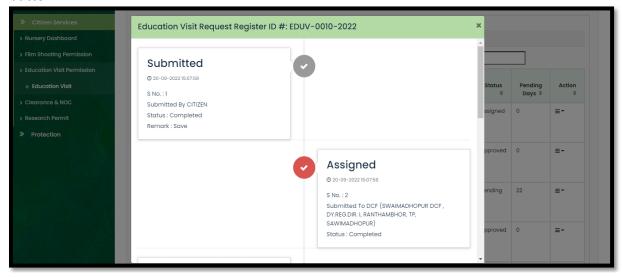


- 9. Also user wants to check the total availability, once fill the date of (duration of tour).
- 10. After filling all the mandatory fields details and uploading required documents in the form and click on submit button to submit the request.
- 11. After successful submission of form then a request id will be generated for future reference.
- 12. After that citizen can view the details by clicking on action button



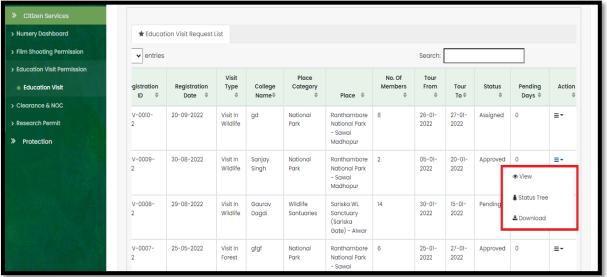


13. Citizen can also track the application status by clicking on status tree link present under action button.



14. Once application get approved from DCF then download button will be enable under action button to download the approval letter for visit.





15. Citizen takes this approval letter while going for Education visit as a reference.

