Council Management

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Contents

About this Manual

This manual provides help on council management using the system. Council Management include functions such as creating council members, creating and approving preambles, creating agenda, scheduling council meetings, and creating minutes of the meetings (MOM).

Conventions

The following table describes the conventions used in this manual.

Note:	Note provides extra information about a step or concept. Notes are contained in grey boxes.
UI Element	To describe screen elements such as buttons, drop-down lists, the name of the element is in **bold**.
References	All references are in *italics*. Reference also contain hyperlinks and help you to quickly navigate to related content
Navigation >	Arrow '>' notation describes the flow of navigation in the application. For example, the following navigation means "on **the Left Panel**, Click **Application** and then click **Collection**."
	Left Panel > Application > Collection

Further Help

In case you need further help, please call +91 80 4125 5708 or send an email to contact@egovernments.org

Introducing Council Management

Council Management System helps a municipal council to perform its role more effectively, efficiently, and transparently.

The system provides transparency and helps in tracking the activities conducted by the municipal council. It not only helps make the decision-making process more efficient but also makes it accountable and effective.

Process Flow

The overall process for council functioning is shown in Figure 1 Overall Process:

Figure 1 Overall Process

Preamble	Agenda	Schedule	Conduct	Circulate
•Create & approve Preamble	•Create Agenda for the council meeting	•Schedule a Meeting & Circulate Agenda	•Conduct Meeting	•Circulate MOM and resolutions.
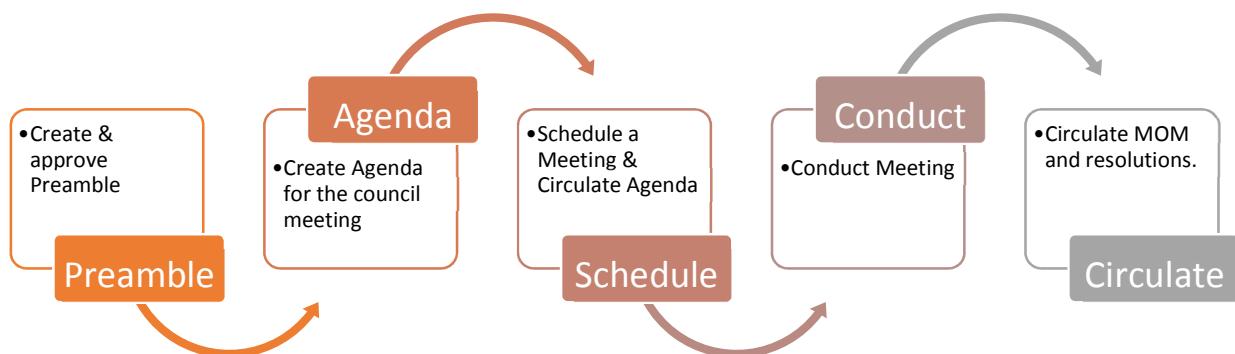
Roles Involved in the System

Different roles interact with Council Management System to enable effective and efficient functioning of councils.

The roles involved in council management system are shown in *Figure 2*.

Figure 2 Roles Involved
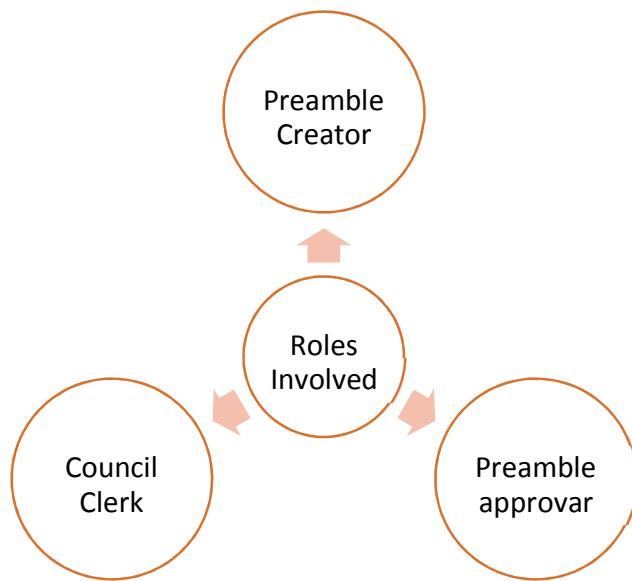
The following table describes the roles involved in council management system.

Role	Description
Preamble Creator	Creates preamble and submits for approval.
Preamble Approver	Reviews and approves the preamble. May also edit or reject a preamble.

Council Clerk	Creates agenda for a council meeting. Also, schedules a meeting and circulates the agenda.
	After the meeting is over, circulates the MOM and resolutions.

Signing into the System

You need to sign in before you can start using the system.

To sign in:

1. Enter the correct URL in the internet browser. The **Sign in** page appears, as shown in *Figure 3Error! Reference source not found.*.

Figure 3 Login

2. Enter username, password and click **Sign in**.

Home Screen

After signing into the system, the Home screen appears, as shown in the *Figure 4*.

Figure 4 Home Screen

Preamble is the starting step towards decision-making by the council. Preamble contains details of a draft suggestion or proposal to the council to take decision on an issue related to one or more wards within the municipality.

Note: Preamble can be created by any clerk or designated preamble creator within a department of the municipality.

Preamble workflow is shown in the following Figure 5.

Figure 5 Preamble Workflow

- Department clerk creates a preamble and forwards to preamble approver for approval.

Create Preamble

Approve Preamble

- Preamble approver approves the preamble
- Preamble approver could be commissioner or any other designated person.

- Council Clerk uses approved preamble to create agenda for a council meeting

Create Agenda
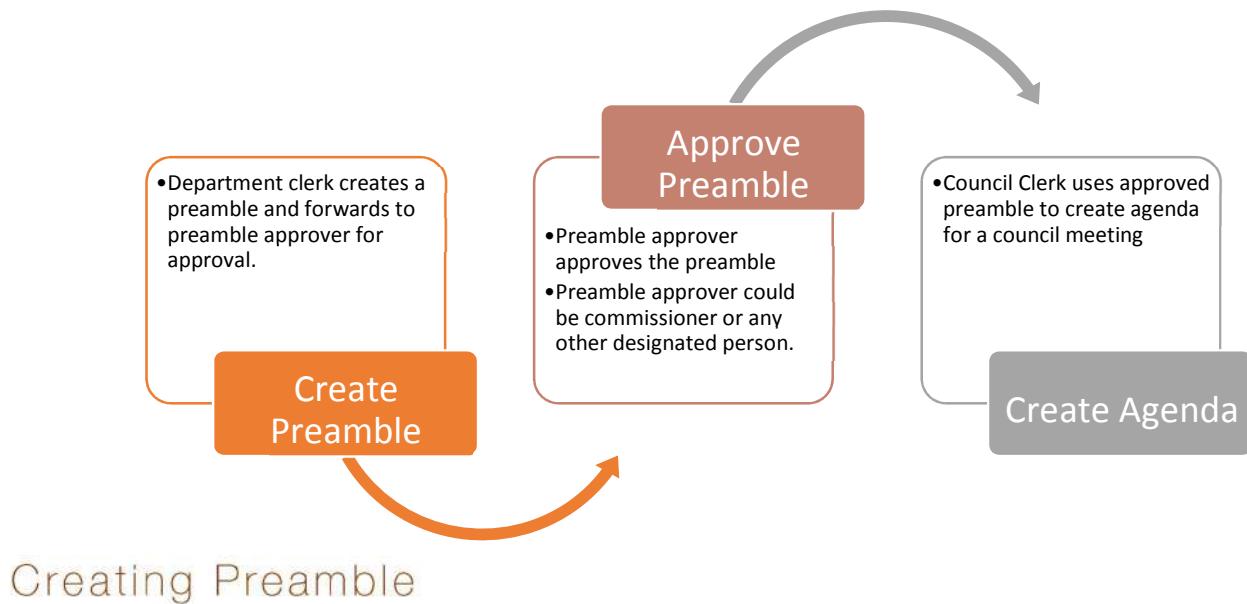
Creating Preamble

To create a preamble, perform the following steps.

1. Open **create preamble** screen, using the following navigation

Left Panel > Applications > Council Management > Transactions > Council Preamble> Create Preamble

A **Create Preamble** page appears, as shown in Figure 6.

Figure 6 Create Preamble

Create Preamble

Department *	Select ▾	Amount (Rs.)	Click here to Check Budget
Gist Of Preamble *			
Documents *	Choose File No file chosen Document size should not exceed 2 MB	Ward All Election Ward No Election Ward No Election Ward No Election Ward No Election Ward No Election Ward No	Press Ctrl and hold to select multiple wards

Note: After getting the council preamble prepared and approved by the head of the section, the same should be uploaded here and forward to the competent authority for further action

2. Enter details in the **Create Preamble** screen as described in Table 1.

Department	
	Select a department to which the preamble relates to. For example, select 'works' department if the preamble relates to repair of roads.

Amount	Enter amount value in **amount** box. This is the approximate expense for implementing the decision related to the preamble.
Gist of Preamble	Write a summary of the preamble in the **Gist of Preamble** box. The summary or gist should provide high level idea about the preamble without looking at the details in the attached documents.

Checking Budget Provisions

Figure 7 Checking Budget Provisions

Department	Select a department such as Accounts, Administration, or

	Education.
	This is the department for which you want to check the budget availability.
Function	Select a function from the function list under which the expenditure will be incurred as suggested in the preamble. For example, draught grant, CM assurances, or local body elections
Fund	Select the relevant fund type from the Fund list. For example, select municipal fund if the fund will be utilized from the municipal fund.
Account Type	Select an account type from the Account Type list. For example, you could select REVENUE_EXPENDITURE if the expenditure proposed is of revenue expenditure account type.

Budget Head	Select a budget head from the Budget Head list. Select the budget head from which the funds will be utilized. For example, select budget head, main roads – repairs and
	maintenance, if the preamble proposes repairing a patch of main road spanning one or more road.
As On Date	Select a date from the calendar popup. The Budget Variance Report will be generated as on the entered date.

Fund	Function	Department	Budget Head	Budget Estimate(Rs)	Additional Appropriation(Rs)	Total(Rs)	Actual(Rs)	Variance(Rs)
Municipal Fund	General Administration	REVENUE	3111001-City Development Fund	105660000.00	0.00	105660000.00	0.00	105660000.00
Municipal Fund	Water Supply	REVENUE	3111001-City Development Fund	14675000.00	0.00	14675000.00	0.00	14675000.00
Municipal Fund	Public Health	REVENUE	3111001-City Development Fund	11740000.00	0.00	11740000.00	0.00	11740000.00
Municipal Fund	Finance and Accounts	REVENUE	3111001-City Development Fund	44025000.00	0.00	44025000.00	0.00	44025000.00
Municipal Fund	Finance and Accounts	REVENUE	3111002-Urban Poverty Alleviation Fund	117400000.00	0.00	117400000.00	0.00	117400000.00
Municipal Fund	Finance and Accounts	REVENUE	3201004-RAY GOI	500000.00	0.00	500000.00	0.00	500000.00
Municipal Fund	Finance and Accounts	REVENUE	3201005-XII Finance Commission	0.00	0.00	0.00	0.00	0.00
Municipal Fund	Finance and Accounts	REVENUE	3201006-XIII Finance	0.00	0.00	0.00	0.00	0.00

Viewing Preamble

To view preamble, perform the following steps.

1. Open **Search Preamble** screen, using the following navigation

Left Panel > Applications > Council Management >
Transactions > Council Preamble> View Preamble

Search Preamble page appears, as shown in Figure 6.

2. Click Search to search the preambles.

You may select one or more fields in the **Search Preamble** screen to filter your search. The details of the fields are given in the following table.

Department	Select a department such as Accounts, Administration, or Education. This is the department for which you want to check the budget availability.
Preamble Number	The number of the preamble, if you are looking for a specific preamble.
From Date	Preamble created on or after a date
To Date	Preamble created before or on a date
Ward	Preamble applicable for one or more wards. You can select multiple wards by using Ctrl+Select.

A list of preambles appear in the Council Preamble Search
Result section, as shown in Figure 8

Figure   8 Search Result

Council Preamble Search Result

Department	Ward	Preamble Number	Gist Of Preamble	Amount (Rs.)	Status	Action
ADMINISTRATION	Election Ward No. 2,Election Ward No. 1,Election Ward No. 3,Election Ward No. 4,Election Ward No. 5,Election Ward No. 6,Election Ward No. 7,Election Ward No. 8	5-12-2016-17	Purchase of rickshaws for picking up garbage from Ward no 1 to 10	1100000	CREATED	View

Showing 1 to 1 of 1 entries   Show 10 ▾ entries   Excel PDF Print   Previous **1** Next

3. Click   **View** under the   **Action** Column to view a preamble   .

   View Preamble screen appears, as shown in Figure 9.

Figure

9 View Preamble

View Preamble

Council Preamble

Preamble Number	5-12-2016-17	Status	CREATED
Department	ADMINISTRATION	Amount (Rs.)	1100000
Gist Of Preamble	Purchase of rickshaws for picking up garbage from Ward no 1 to 10		

Documents
testDocument.docx

| Ward | Election Ward No. 2 , Election Ward No. 1 , Election Ward No. 3 , Election Ward No. 4 , Election Ward No. 5 , Election Ward No. 6 , Election Ward No. 7 , Election Ward No. 8 |

Workflow History

Date	Updated By	Status	Current Owner	Department	Comments
27-12-2016 20:51 PM Tue	0944208::D.Narasimhaiah	Created	0935528::S.Ravindra Babu	ADMINISTRATION	submitting for approval

Close

Note: The View Preamble screen provides details of the preamble as well as the workflow history. The workflow history contains the status of the preamble and all the actions performed on it from the date of its creation.

Update Preamble Status

The system enables you to update the status of a preamble. To update the status of a preamble

1. Open Search Preamble screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions > Council Preamble> Update Preamble Status

Search Preamble page appears, as shown in Figure 6.

2. Perform search as described in step 2 under Viewing

  Preamble on page 14

  Council Preamble Search Result appears as shown in Figure

  10.

Council Preamble Search Result

Department	Ward	Preamble Number	Gist Of Preamble	Amount (Rs.)	Status	Action
ENGINEERING		SR/1	Drainage at Indiranagar	20000		change Status
ENGINEERING	Election Ward No. 13,Election Ward No. 12,Election Ward No. 11,	2-12-2016-17	Construction of New flyover at Marathalli to towards mahadevapura	250000		change Status
REVENUE		3-12-2016-17	Buy 10 hand held devices for property tax collection for property tax Bill collectors.	20000		change Status

Showing 1 to 3 of 3 entries   Show 10 ▼ entries   Excel PDF Print   Previous **1** Next

3. Click **Change Status** in **Action** column.

  Edit Preamble screen appears.

4. Select an option from the **Implementation Status** list, as shown in Figure

  11.

Approving Preamble

Commissioner or designated preamble approver can approve a preamble submitted by a department clerk.

To approve a preamble:

1. Click a preamble from the worklist with the status 'approval pending', as shown in Figure 12. You can also select items from the search list as described in Viewing Preamble on page 14.

Figure
12 Worklist - Preamble Approval

Edit Preamble screen appears, as shown in Figure 13.

Figure

13 Edit Preamble for Approval

2. Click Approve to approve the preamble. You can add comments in the comments box, if required.

*Note: You may reject the preamble by clicking **Reject** and giving reasons for rejection in the comments box.*

*If you need more information before approving the preamble, enter details about extra information in the comments box and then click **Provide more info**.*

Agenda

Agenda contains a list of approved preambles that are required to be discussed in a council meeting. Agenda for a meeting is prepared by

the council clerk.

Creating Agenda

To create agenda, perform the following steps.

1. Open **Create Agenda** screen, using the following navigation

> *Left Panel > Applications > Council Management >*
> *Transactions > Council Agenda> Create Agenda*

2. Search for preambles as described in step 2 of Viewing Preamble on page 14.

Preamble list appears in the **Preamble Search Result** section as shown in Figure 14.

Create Agenda

Search Preamble

Department	Select ▼
From Date	
Ward	☐ All ☐ Election Ward 1 ☐ Election Ward 10 ☐ Election Ward 11 ☐ Election Ward 12

Preamble Number	
To Date	

Search   Reset   Close

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Create Agenda

Preamble Search Result

S.No	Preamble Number	Department	Gist of Preamble	Amount	Status	Action
1	302-12-2018	ADMINISTRATION	test1 test2	200000	APPROVED	● View + Add

Showing 1 to 1 of 1 entries   Show 10 ▼ entries   Previous 1 Next

Create Agenda

Agenda Number *   Committee type * Select ▼

S.No	Preamble Number	Department	Gist of Preamble	Amount (Rs.)	Action
✛ 1	302-12-2018	ADMINISTRATION	test1 test2	200000	● View 🗑 Delete

Note: Using drag and drop on preamble item's can change order.

Create   Close

The preamble is added in the **Create Agenda** Section.

> *Note: You can add more than one preambles to the **Create Agenda** section*

4. After you have added all the required preambles in the **Create Agenda** section, select a committee type from the **Committee type** list and then click **Create**.

   The agenda for the council meeting is created as shown

Result Council Agenda

Council Agenda

Status	**APPROVED**	Committee type	**Standing Committee**
Agenda Number	3		

Agenda Items

Serial No.	Department	Preamble Number	Gist Of Preamble
1	EDUCATION	4-12-2016-17	Repair of bridge

Print   Close

Viewing Agenda

To view agenda:

1. Open Search Agenda Details screen, using the following navigation.

   Left Panel > Applications > Council Management > Transactions > Council Agenda> View Agenda

   Search Agenda Details screen appears, as shown in Figure

15.

3.

Click Search to view the agenda list. You can filter the search by selecting appropriate value for the search fields as shown in the following table.

Committee type	The type of the committee. For example, 'standing committee'.
Agenda Number	The number of the agenda, if you are looking for a specific agenda.
From Date	Agenda created on or after a date.
To Date	Agenda created before or on a date.

Agenda list appears in the **Council Agenda Search Result** section, as shown in Figure 16.

Note: You can print the list or save in PDF or Excel format by selecting the respective options at the bottom of the list.

Council Agenda Search Result

Agenda Number		Committee type		Status		Action
1		Standing Committee		AGENDA USED IN MEETING		≡View
2		MPI. Council		AGENDA USED IN MEETING		≡View

Showing 1 to 2 of 2 entries   Show 10 ▾ entries   Excel PDF Print   Previous **1** Next

3. Click Vie w in the Action column to view   the agenda   details.

View Agenda Details screen appears, as shown in Figure 17.

▸ If required, click **Print** to print the agenda details

Figure   17 View Agenda Details

View Agenda Details

Council Agenda

Status	AGENDA USED IN MEETING	Committee type	Standing Committee
		Agenda Number	1

Agenda Items

Serial No.	Department	Preamble Number	Gist Of Preamble
1	ENGINEERING	1-12-2016-17	drainage

Print   Close

Updating Agenda

To update agenda:

1. Open the Search Agenda Details screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions >
Council Agenda> Update Agenda

Search Agenda Details screen appears, as shown in Figure
18.

Figure   18 Search Agenda for Update

3. Click   **Search** to generate list of agenda   as described in   step 2
    of Viewing Agenda on page 25.

    Council Agenda Search Result section appears, as shown in Figure 19.

Figure   19 Agenda Search Result for Update

3. Click   **Edit** in **Action** column to update an agenda   .

    Update Agenda screen appears, as shown in Figure 20.

    20 Update Agenda

Update Agenda

Committee type

| Panel Committee | | | | ▾ |

Preamble Number	Department	Gist of Preamble	Amount (Rs.)	Action
6-12-2016-17	ADMINISTRATION	repair bridge	89999999	🗑 Delete

Update   Close

4.

Make changes and click **Update**. You can also delete the agenda by clicking **Delete** in **Action** column.

Meeting Invitation

Creating Invitation

To create a meeting invitation, perform the following steps.

1. Open **Search Agenda Details** screen, using the following navigation

> *Left Panel > Applications > Council Management >*
>
> *Transactions > Council Meeting > Create Meeting Invitation*

Search Agenda Details screen appears, as shown in Figure 21Figure 6.

Figure   21 Search Agenda Details   - Invitation

Council Agenda Search Result

Agenda Number	Committee type	Status	Action
4	Panel Committee	APPROVED	☑ Edit

Showing 1 to 1 of 1 entries Show 10 ▾ entries   Excel PDF Print   Previous 1 Next

2. Perform search as described in   step 2 of Viewing   Agenda   on page 25.

Council Agenda Search Result section appears, as shown in Figure 22.

Council Agenda Search Result

Agenda Number	Committee type	Status	Action
3	Standing Committee	APPROVED	**Create Meeting**

Showing 1 to 1 of 1 entries   Show [10 ▾] entries   Excel PDF Print   Previous **1** Next

3. Click **Create Meeting** in **Action** column to create a meeting .

Create **Council Meeting** screen appears, as shown in Figure 23.
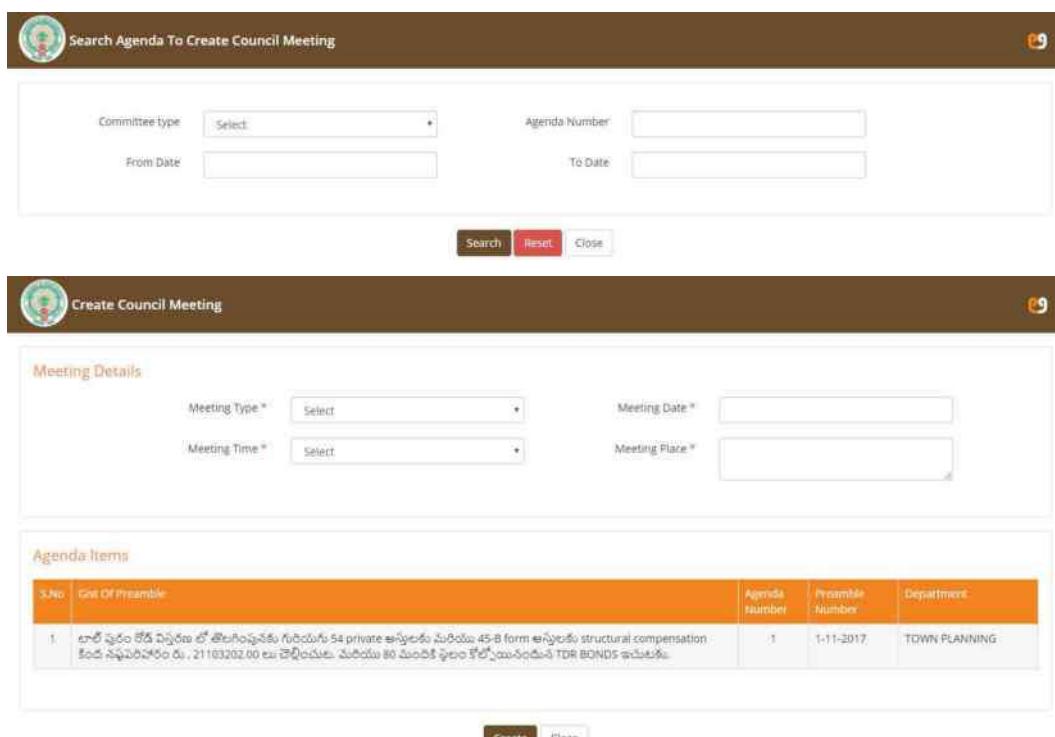
Search Agenda To Create Council Meeting

| Committee type | Select ▾ | Agenda Number | |
| From Date | | To Date | |

Search Reset Close

Create Council Meeting

Meeting Details

| Meeting Type * | Select ▾ | Meeting Date * | |
| Meeting Time * | Select ▾ | Meeting Place * | |

Agenda Items

S.No	Gist Of Preamble	Agenda Number	Preamble Number	Department
1	బాలీ షరం రోడ్ విస్తరణ లో తెలగింపునకు గురియగు 54 private ఆస్తులకు మరియు 45-B form ఆస్తులకు structural compensation కింద నష్టపరిహారం రూ., 21103202.00 లు చెల్లించుట. మరియు 80 మందికి స్థలం కోల్పోయినందున TDR BONDS ఇచుటకు.	1	1-11-2017	TOWN PLANNING

Create Close

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the details shown in the following table.

Meeting Date	Proposed date for the meeting

Meeting Time	Scheduled time of the meeting
Meeting Place	Proposed venue of the meeting

5. Click Create, to create the meeting invitation.

Council Meeting Success screen appears, as shown in Figure 24.

Figure   24 Council Meeting Success

Viewing Council Meeting

To view council meeting

1. Open **Council Meeting** screen, using the following navigation.

Council Meeting screen appears, as shown in Figure 25.

Figure 25 Council Meeting - View

2. Click Search to get the meetings list. Enter appropriate fields to filter your search as described in the following table.

Meeting Type	Type of the meeting. For example, 'Standing Committee'
Meeting Number	Unique number of the meeting

Meeting Date	Date of the meeting
Meeting Time	Time of the meeting

3. In the **Council Meeting Search Result** section, click on **View** in **Action** column to view the meeting details as shown in Figure 26. You can also click **Print Resolution** to print the resolution.

Updating Meeting

To update Council Meeting

1. Open **Council Meeting** screen, using the following navigation.

> *Left Panel > Applications > Council Management >*
> *Transactions > Council Meeting > Update Meeting*

2. Perform meeting search as described in step 2 of Viewing Council Meeting on page 32.

   Council Meeting Search Result screen appears, as shown in Figure 27Figure 25.

   Figure   27   Meeting Search for Update

Council Meeting Search Result

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Meeting Status	
Standing Committee	1/12/2016	2016-12-16	lokijh	11,30 AM	APPROVED	☑ Edit

Showing 1 to 1 of 1 entries   Show   10   ▼   entries   Previous   **1**   Next

3. Click Edit in the   **Council Meeting Search Result** section to update a meeting.

   Edit Council Meeting screen appears, as shown in Figure 28

Figure   28 Edit Council Meeting

4. Make required changes and click **Update** to update meeting details.

Sending SMS

You can send meeting invitations or any other meeting related information using SMS and Email to the council members.

To send SMS

1. Open **Send SMS and Email** screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions > Send SMS and Email

Send Sms and Email screen appears, as shown in Figure 29.

Figure 29 SMS and Email

2. Perform meeting search as described in step 2 of Viewing Council Meeting on page 32.

3. In the **Council Meeting Search Result** section, enter a message in the **Message** column and click **Send Sms** to send SMS and Emails to all the members related to a meeting.

> *The system* displays a message: "SMS and Email Sent *Successfully to All Committee Members*"

Attendance

Attendance feature enables recording of attendance of all members who attend a council meeting.

Entering Attendance

To create a MOM, perform the following steps.

1. Open **Create Council MOM** screen, using the following navigation

Left Panel > Applications > Council Management > Transactions > Enter Attendance

Meeting Attendance Search page appears, as shown in Figure 6.

2. Identify a meeting and select **Edit** from the **Action** options.

Update Attendance screen appears, as shown in Figure 31.

Figure 31 Update Attendance

3. Select the checkbox to mark the attendance   against a
member.

*You can select the option **Attended** or **Not Attended** to show how many
members attended or not-attended respectively.*

4. Click update to update the attendance list. You can click Finalize
Attendance to finalize attendance.

*The system does not allow you to update attendance once you finalize
attendance.*

Minutes of the Meeting(MOM)

The proceedings of the council meeting are recorded in minutes of the meeting
(MOM). These minutes contain the details of the discussions and the decision taken
on each agenda item. The decisions taken are called the resolutions of the meeting.

In the meeting, the members can take decisions that are not in the agenda. The
system enables the council to such decisions as sumoto resolutions.

Minutes of the meeting are can be recorded only after entering the attendance of the meeting.

Figure 32 Minutes of Meeting
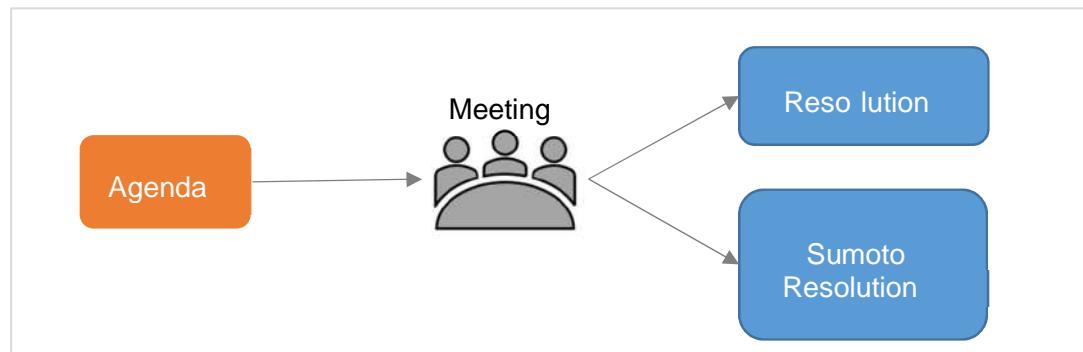
Creating MOM

To create a MOM, perform the following steps.

1. Open **Create Council MOM** screen, using the following navigation

Left Panel > Applications > Council Management > Transactions > Council MOM > Create Council MOM

Result Council Agenda screen appears, as shown in Figure 33.

Figure 33 Meeting Search for Creating MOM

3. Perform meeting search as described in in step 2 of Viewing Council Meeting on page 32 .

3. Identify a meeting from the **Council Meeting Search Result** section, and click **Create MOM**.

Create MOM screen appears, as shown in Figure 34.

Figure 34 Create MOM

Create MOM

CREATE MOM	ATTENDANCE DETAILS

Council Meeting

Meeting Type	Standing Committeede	Meeting Number	1/12/2016
Meeting Date	09/01/2017	Meeting Place	lokijh
Meeting Time	11.30 AM		

Agenda Items

The length of the companies collection is : 1

Serial No.	Department	Gist Of Preamble	Agenda Number	Preamble Number	Resolution comments	Action Taken
1	ENGINEERING	drainage	1	1-12-2016-17		▼

Update   Add Sumoto Resolution   Resolution PDF   Close

4. In the **Agenda Items** section, enter the Resolution comments. Also, select a status from the **Status** list.

- If required, click **Add Sumoto Resolution**, to add sumoto resolutions to the MOM .

  Sumoto section appears, as shown in Figure 35.

Figure 35 Sumoto Resolution

Sumoto Resolution

Department	GIST of Sumoto Resolution	Amount (Rs.)	Resolution comments	Status
ACCOUNTS ▼	repair bridge ✎	400000	withing 1 week ✎	APPR(▼
Select ▼	✎		✎	Select ▼

Update **Add Sumoto Resolution** **Resolution PDF** Close

6.
   To create a pdf copy of the meeting resolution, click

   Resolution PDF. The pdf is created as shown in Figure 36.

Training Kurnool Municipal Corporation
Meeting Proceedings

Meeting Number :   **1/12/2016**

Comittee Type :   **Standing Committeede**

Meeting Date/Time/Place: **09/01/2017 11.30 AM lokijh**

Item Number.1 of Agenda No.1

drainage

Resolution No. 09/01/2017-4   **Dt: 2017-01-09**

The resolutions was passed unanimously

'APPROVED'

Viewing MOM
To view MOM

1. Open **Council Meeting** screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions >
Council MOM > View Council MOM

Council Meeting screen appears, as shown in Figure 37.

Figure   37 View MOM

3. Click **Search** to get list of minutes. You can enter appropriate fields in Search MOM section to filter the search result.

Council MOM Search Result section appears as shown in Figure 37.

3. Click **View** in **Action** column to view an MOM.

View Meeting screen appears, as shown in Figure 26.

Update MOM

To Update MOM

1. Open **Council Meeting** screen, using the following navigation.

Council Meeting screen appears, as shown in Figure 38Figure 37.

Figure 38 Update MOM

2. Click **Search** to get list of minutes. You can enter appropriate fields in Search MOM section to filter the search result.

   Council MOM Search Result section appears as shown in Figure 38.

3. Click Edit in Action column to edit a MOM.

   Create MOM screen appears, as shown in Figure 34.

4. Make the necessary changes and click **Update** to update the MOM.

Council Member

Creating New Council Member

To create a new council member, perform the following steps.

1. Open **Create New Council Member** screen, using the following navigation

Left Panel > Applications > Council Management > Masters > Council Member > Create Council Member

Create New Council Member screen appears, as shown in Figure 39.

Figure 39 Create Member

3. Select the Election Ward, Election Date, Date of taking Oath, Party Affiliation.
3. Enter personal detail s and upload photo

Maximum size of the photo uploaded cannot exceed 2 MB.

4. Click **Create** to create a new council member.

Search Council Member

To search council member

1. Open **Search Council Member** screen, using the following navigation.

Left Panel > Applications > Council Management > Masters > Council Member > View Council Member

Search Council Member screen appears, as shown in Figure 40.

Figure 40 Search Council Member

2. Select the appropriate field values and click Search.

Council Member Search Result section appears, as shown in Figure 41.

Council Member Search Result

Election Ward	⇅	Designation	⇅	Party Affiliation	⇅	Name	Action
Election Ward No. 1		Ward Member		Congress		vasanth	📋 View
		Mayor		YSR Congress		Saketh Ram	📋 View

Showing 1 to 2 of 2 entries   Show [10 ▾] entries   Excel PDF Print   Previous **1** Next

3. Click View in Action column to view member details.
   View Council Member screen appears, as shown in Figure 42.

Figure   42 View Council Member

View Council Member

Council Member

Election Ward		Designation	Mayor
Education Qualification	Post-Graduation	Caste	BC
Party Affiliation	YSR Congress	Gender	MALE
Birth Date	05/05/1988	Election Date	06/09/2016
Date of taking Oath	02/12/2016	Mobile Number	9966436667
Email	saketh.ram@egovernments.org	Name	Saketh Ram
Address	Mahadevapura	Photo	

No Photo Attachment Found

[Close]

Updating Council Member

To update council member

1. Open **Search Council Member** screen, using the following navigation.

Left Panel > Applications > Council Management > Masters > Council Member > Update Council Member

Search Council Member screen appears, as shown in Figure 40.

2. Select the appropriate field values and click Search.

Council Member Search Result screen appears, as shown in Figure 43.

Figure   43 Member Search Result   - Update

Council Member Search Result

Election Ward	Designation	Party Affiliation	Name	Action
Election Ward No. 1	Ward Member	Congress	vasanth	Edit
	Mayor	YSR Congress	Saketh Ram	Edit

Showing 1 to 2 of 2 entries   Show 10   entries   Excel PDF Print   Previous   1   Next

3. Click Edit in Action column.

Edit Council Member screen appears, as shown in Figure 44.

Figure 44 Edit Council Member

4. Make necessary changes and click **Update** to update the member details.

Council Router

To create a new council member, perform the following steps.

1. Open **Create council router** screen, using the following navigation

Left Panel > Applications > Council Management > Masters
> Council Router > Create Council Router

Create New Council Router screen appears

Select the department, preamble, Position drop down to create the council router.

Update Council Router

To update council router perform the following steps.

1. Open **Update council router** screen, using the following navigation

Left Panel > Applications > Council Management > Masters
> Council Router > Update Council Router

Update council router screen appears.

Click on the council router in search result and update the council router.

View Council Router

To View council router perform the following steps.

1. Open **View council router** screen, using the following navigation

Left Panel > Applications > Council Management > Masters
> Council Router >View Council Router

Update council router screen appears.

Committee Type

View Committee Type

To View Committee type perform the following steps.

1. Open **View council router** screen, using the following navigation

Left Panel > Applications > Council Management > Masters
> Committee Type >View Committee Type

View Committee type screen appears

Update Committee Type

To update the committee type perform the following steps

1. Open update committee type screen by using the following navigation

Left Panel > Applications > Council Management > Masters
> Committee Type >Update Committee Type

To update the committee type screen appears.

Select the council committee type from drop down and click on search button.

Council Committee Type Search Result

Name	IsActive	Action
MPI. Council	true	Edit

Showing 1 to 1 of 1 entries   Show 10 ▾ entries   Print   Previous 1 Next

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By clicking on EDIT, button new window appears.

Update Committee Type And Members

Council CommitteeType

Name * MPI. Council   IsActive * ☑

Council Committee Members

☑	Member Name	Election Ward	Designation	Qualification	Party Affiliation	Status
☑	KONA SASIDHAR		Special Officer	Others		ACTIVE

Sequence Number Entry

Sequence number entry is to update sequence of the Preamble, agenda, resolution, meeting number

To update the committee type perform the following steps

1. Open Update Sequence Number Entry screen by using the following navigation

Left Panel > Applications > Council Management > Masters
> Sequence Number entry >Update Sequence Number Entry

To update sequence number entry type screen appears.

Enter the last used values and enter the sequence-required values.

Reports.

To view the reports option

1. Click on the reports pane, A Report pan appears as mentioned below.

Attendance Report

To generate the attendance Report go through the following navigation.

> Left Panel > Applications > Council Management > Reports >Attendance Report

An Attendance Report page appears as shown below.

Report can generate for any or all of the following.

1) Meeting Type (Drop Down)
2) Meeting Number
3) From date
4) To date
5) Committee Type(Drop Down)

Attendance report gives the following details.

1) Meeting Date
2) Meeting Type
3) Total committee Members
4) No of Members present
5) No of Members absent
6) Status

After selecting the required parameters and click on search to generate the report

Report will look like this.

Action column drop down clicking on view button user can view the attended committee member's details.

Ward wise preamble report

To generate the ward wise preamble report go through the following the navigation:

Ward wise preamble report page appear as shown below.


Report can be generated if any or following.

1) Department
2) Preamble Number
3) From Date
4) To Date
5) Ward Number

Ward wise preamble Report gives the following details.

1) Sno
2) Ward
3) Department
4) Preamble Type
5) Gist of Preamble
6) Date of creation
7) Used in agenda(Y/N)
8) Meeting date
9) Meeting Type
10) Status

After selecting the required parameters and clicking on the search button.

Report will look like this

Meeting Details Report

To generate the ward wise preamble report go through the following the navigation:

> Left Panel > Applications > Council Management> Reports > Ward Wise
>
> Preamble Report.

Meeting details report page appears as show below.

Report can be generate by selecting the following fields or any.

1) Meeting Type (Drop down)
2) Meeting Number
3) Fro Date
4) To Date

Meeting detail report gives the following details.

1) SNo
2) Meeting Type
3) Meeting Number
4) Meeting Date
5) Meeting Place
6) Meeting Time
7) Total preambles
8) Approved Preambles
9) Adjourned Preambles
10) Rejected Preambles
11) Total Members
12) No Of Present
13) No of Absent

After selecting, the required parameters clicking on search button the report will look as shown in below

Council Meeting Details Report

Search Meeting

Meeting Type	Select ▼	Meeting Number	
From Date		To Date	

Search   Reset   Close

Council Meeting Details Report

S.No	Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Total Preambles	Approved Preambles	Adjourned Preambles	Rejected Preambles	Total Members	No.Of Present	No.Of Absent
1	Panel Committee	8/11/2017	Thu Nov 30 05:30:00 IST 2017	CP chamber Mangalagiri Mpty	12:00 PM	1	1	0	0	7	7	0
2	MPL Council	94	Sat Apr 29 00:00:00 IST 2017	Mpl Council Hall Mangalagiri	02:30 PM	17	17	0	0	0	0	0
3	MPL Council	2/08/2017	Mon Aug 28 05:30:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	45	44	1	0	36	32	4
4	MPL Council	3/09/2017	Wed Sep 27 05:30:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	27	25	2	0	36	34	2
5	MPL Council	7/11/2017	Thu Dec 14 05:30:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	19	18	1	0	36	31	5

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