

Development and Implementation of Foreign Employment Welfare Information Management System (FEWIMS)

USER MANUAL

Version 1.2 (July 2022)

Submitted to

Secretariat of Foreign Employment Board
Kathmandu, Nepal

Submitted by



Young Minds Creation (P) Ltd

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WELCOME TO THE FOREIGN EMPLOYMENT WELFARE INFORMATION MANAGEMENT SYSTEM

Welcome to the Foreign Employment Welfare Information Management System. You are about to experience the excitement of live FEWIMS over the intranet. The FEWIMS facilitates the manual operations on Compensation, scholarship and other welfare activities. This User Manual provides a detailed description of all the FEWIMS features. We are sure you will find the FEWIMS easy to use. Let's get started!

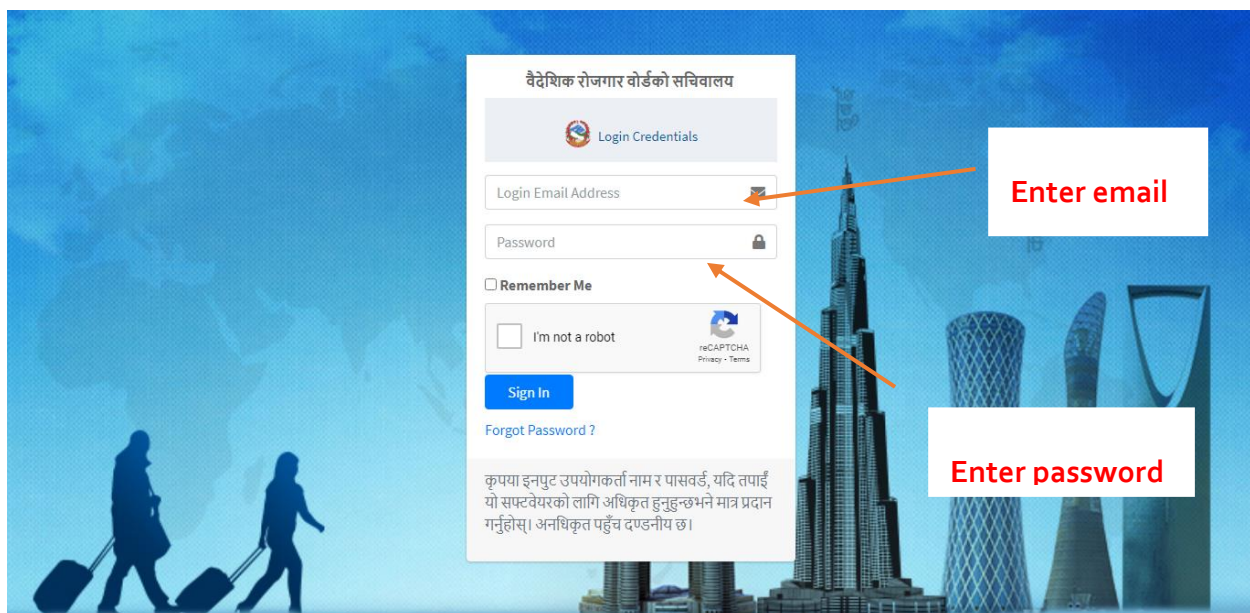
Please be sure that you will meet the following system requirements before using FEWIMS.

WINDOWS PC	MACINTOSH
<ol style="list-style-type: none"> 1. Microsoft windows 2000, XP or Vista 2. PHP >7.0 3. Laravel version 7.4 4. 1 Ghz CPU or higher 5. 1 Gig of RAM 6. 1024*768 screen resolution or higher 7. Broadband Internet Connection 	<ol style="list-style-type: none"> 1. Mac OS X (10.5 Leopard and above) 2. PHP >7.0 3. Laravel version 7.4 4. 1 Ghz CPU or higher 5. 1 Gig of RAM 6. 1024*768 screen resolution or higher 7. Broadband Internet Connection

LOGIN

User can write its URL on browser to get enter in to the FEWIMS system. It will drive you to the login page of the FEWIMS system. After appearing login box, the first step is to provide the login details, by entering the valid email address and password, user will successfully enter the FEWIMS system.

How to login with email and password?



The screenshot shows the login page of the FEWIMS system. The page has a blue background with silhouettes of people walking with luggage and a city skyline. The login form is titled "वैदेशिक रोजगार बोर्डको सचिवालय" (Foreign Employment Board Office) and "Login Credentials". It contains the following fields and elements:

- Login Email Address:** A text input field with an orange arrow pointing to it from a white box labeled "Enter email".
- Password:** A text input field with an orange arrow pointing to it from a white box labeled "Enter password".
- Remember Me:** A checkbox labeled "Remember Me".
- I'm not a robot:** A checkbox with a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- Sign In:** A blue button.
- Forgot Password ?** A link below the Sign In button.
- Footer text:** "कृपया इनपुट उपयोगकर्ता नाम र पासवर्ड, यदि तपाईं यो सफ्टवेयरको लागि अधिकृत हुनुहुन्छ भने मात्र प्रदान गर्नुहोस्। अनधिकृत पहुँच दण्डनीय छ।"

Step 1: Write the system URL in the web browser (<http://fewims.feb.gov.np>)

Step2: Enter the Valid email address

Step 3: Enter the Valid password


Step 4: Click the Sign In button.


DASHBOARD INTRODUCTION

Dashboard is the first view page of the system that you will see immediately after you login. It generally holds many data. Users can see information of compensations, scholarship and other welfare activities and many more. The below dashboard is for the super admin, which mean they have access to whole system.

DASHBOARD

Dashboard generally shows many information about the system. User can see graphs, total number of compensation, scholarship and other welfare activities, user logs history, activities, notices and many more.

 FEWIMS

 Maker Municipality

Dashboard

शव शिकाउने विवरण
तलव/भत्ता तथा विमा रकम
छात्रवृत्ती कार्यक्रम
शव दुवानीको विवरण
कर फिर्ताको विवरण
स्वास्थ्य उपचार
विरामी र अंगभंग
उद्धार तथा खोज तलास
मृत्यु निवेदन
सूचना

Dashboard

0

शव शिकाउनेको

थप विवरणहरू हेर्नुहोस्

0

उद्धार तथा खोज तलास

थप विवरणहरू हेर्नुहोस्

0

तलव / भत्ता तथा बीमा रकम

थप विवरणहरू हेर्नुहोस्

0

छात्रवृत्ती कार्यक्रम

थप विवरणहरू हेर्नुहोस्

0

शव वाहन वा गाडी

थप विवरणहरू हेर्नुहोस्

0

करकट्टी रकम भुक्तानी

थप विवरणहरू हेर्नुहोस्

1

स्वास्थ्य उपचार सहयोग

थप विवरणहरू हेर्नुहोस्

0

अंगभंग

थप विवरणहरू हेर्नुहोस्

0

नेपाल फर्कीएपछी मृत्यु

थप विवरणहरू हेर्नुहोस्

0

मृत्युपछी आर्थिक सहायता

थप विवरणहरू हेर्नुहोस्

0

स्थानीय तह मार्फत दिइने निवेदन

थप विवरणहरू हेर्नुहोस्

स्थिति अनुसार खोजी गर्नुहोस्

शव शिकाउनेको

निवेदन स्थिति छनौट गर्नुहोस्

फिल्टर गर्नुहोस्

खोज्नुहोस्

Show 10 entries

Search:

क्रम संख्या	पासपोर्ट नम्बर	निवेदन स्थिति
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

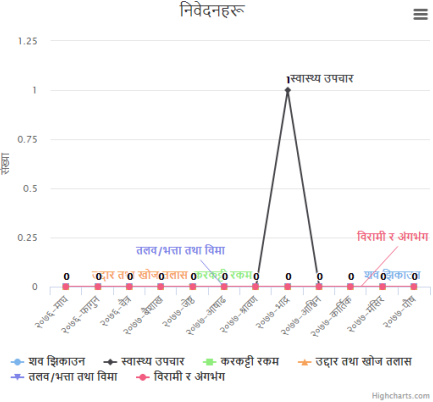
प्रयोगकर्ताहरू

Checker

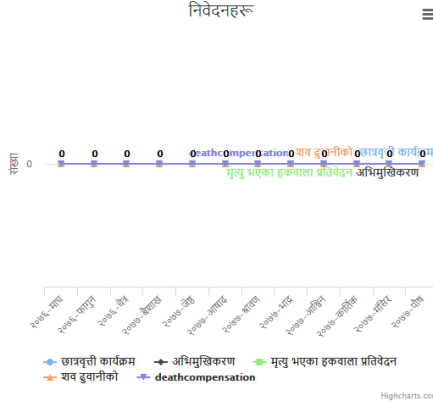
Maker Municipality

सबै प्रयोगकर्ताहरू हेर्नुहोस्

निवेदनहरू



निवेदनहरू



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6 | Page

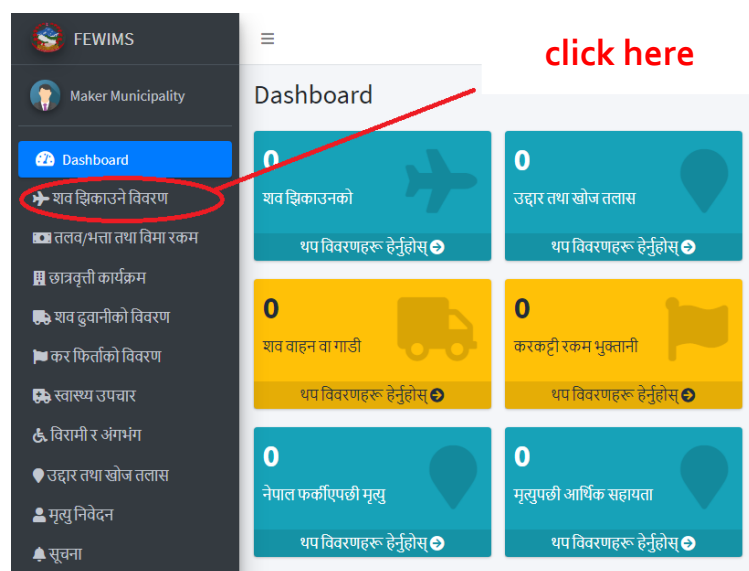
User Manual | Prepared for FEB

USING APPLICATION FORM REGISTRATION

We can add the application from either by clicking the side menu or by clicking the dashboard menu to enter the application data related to the compensation, scholarship or other welfare activities.

Step 1:

Go to the application form from the side bar menu click the application you want to register for the further process. Example: If you want to add body with draw form then click on body with draw form as shown in figure:





Or, go to the dashboard menu and click the application you want to register for the further process. Example if you want to add body with draw form then click on body with draw form as shown in figure:




Step 2:


After selecting the application from either from sidebar or from dashboard, the form application list appears as shown in fig:





नयाँ सुचनाहरू


शव झिकाउनको लागि निवेदन

Home / शव झिकाउनको लागि निवेदन


सूचीहरू



खोजी गर्नुहोस्

राहदानी नं

मिति

मिति

मिति

कामदारको प्रदेश

कामदारको जिल्ला

कामदारको नगरपालिका

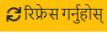
कामदारको देश


गएको देश

वैदेशिक रोजगारमा गएको

निवेदन स्थिति

निवेदन स्थिति


रिफ्रेश गर्नुहोस्


खोज्नुहोस्

Show
10
entries

Search:

क्रम संख्या	दर्ता नं.	आवेदन मिति	पासपोर्ट नम्बर	मृतक व्यक्तिको नाम	आवेदकको नाम	मृत व्यक्तिसँग आवेदकको सम्बन्ध	निवेदन स्थिति	कार्य
No data available in table								

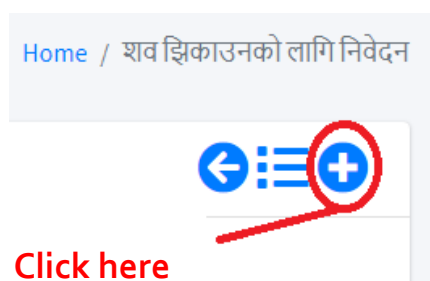
Showing 0 to 0 of 0 entries

Previous


Next

HOW TO ADD APPLICATION FORM

On the top right side of the interface there you see addition symbolic button. Click on add icon, to add the application form details in order to proceed into the next step as shown in fig:



After Clicking on add icon, new page will be display, Before filling up the application form field, we should validate the registration process by validating the passport number of FEIMS system, We can only proceed further if the passport number get validated. The passport validation process is shown in fig as:



Enter valid passport

After entering the valid passport, data will be retrieved from FEIMS system for further process of compensation application form. The retrieved data will be shown in first half of the form and other details should be added by data entry user in order to add the application form as shown in fig:

Step 1:

Enter all the necessary fields in the application form and upload the required files. Fields that are marked with * symbol is mandatory for fill up.

Step 2:

After filling all the fields, click on checklist to confirm the application details filled is correct as shown in fig:

☒ यहाँ प्रदान गरिएका सबै विवरणहरू वास्तविक छन् र म यसलाई मेरो सबै सहमतिले पठाउँदैछु

Step 3:

Choose your appropriate action: ड्राफ्ट, पठाउनुहोस् as shown in fig:

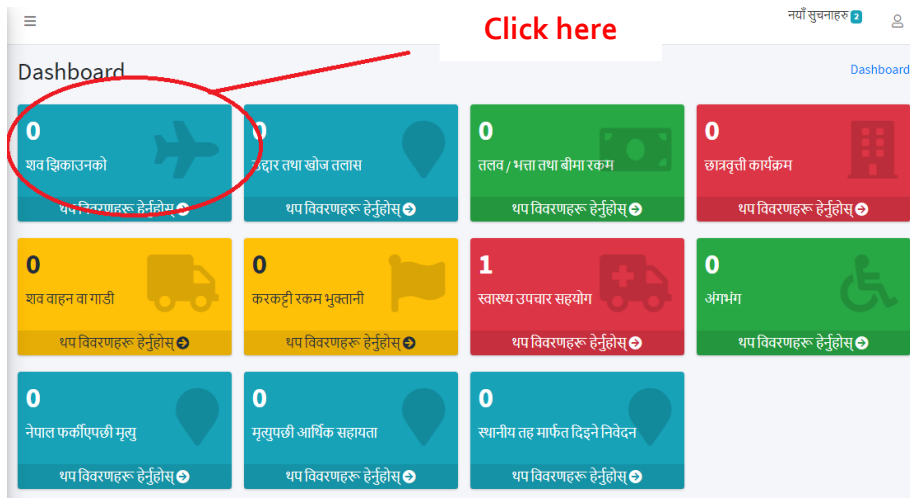


USING CHECKER MODULE

After the complete registration of an application from municipality maker user now the application form will be forwarded to the checker for verification, here checker can either verifies the application or resend the application form for correction. If the every details of the application form is correct the checker user verifies the application otherwise they will resend it for correction. Followings are the procedure for using the checker module.

Step 1:

To go the application form there is three way one you can click on the notifications other you can click on dashboard menu to go to the form view and you can click on the side menu which will drive in to the checker form view as shown in figure:



Also, go to side menu of the application form you want to check the application details as:



Or, you can click on the notifications which will take you to the checker form view as shown in figure:



Click
here

Step 2:

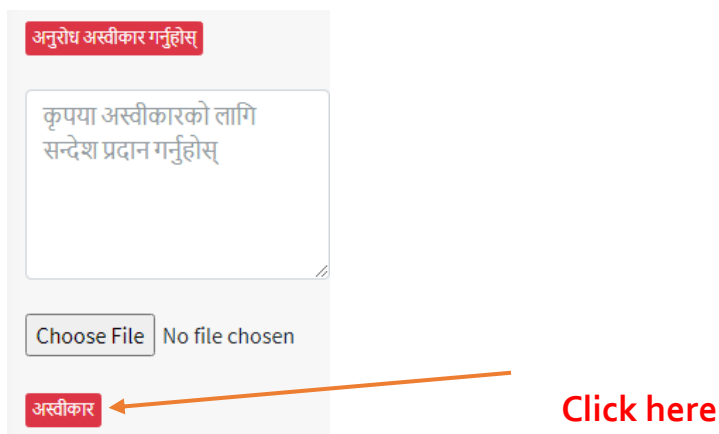
After clicking, it will take you to the checker application form view as shown in figure:"

Step 3:

Now checker can make three decision on application form, after checking the application form, checker can verifies, resend the application or reject the application as shown in figure:

If reject:

If reject the application form, then they add some comments and upload some documents and click on the reject button.



अनुरोध अस्वीकार गर्नुहोस्

कृपया अस्वीकारको लागि सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

अस्वीकार

Click here

If verifies

If verifies the application form, then they will add some comments and add file related to the application form and click on send button for further process.

वैदेशिक रोजगार बोर्डमा पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

If resend for correction

If resend the application for correction, then they will add some comments and add file related to the application form and click on send button to send application for correction to the municipality maker.

सुधारको लागि पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

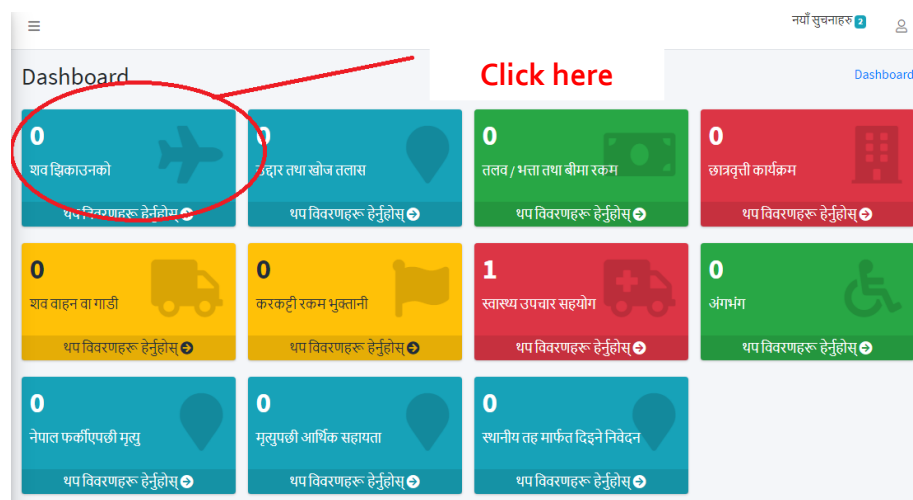
USING DATA VERIFIER MODULE

After the complete registration of an application from municipality maker user and verification from checker, now the application form will be forwarded to the data verifier for verification,

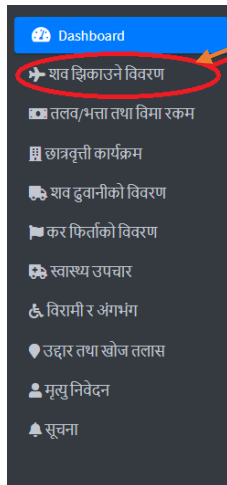
here data verifier can either verifies the application or resend the application form for correction. If the every details of the application form is correct the checker user verifies the application otherwise they will resend it for correction. While sending the application to next level verifier can also verify the amount of compensation which is included by checking the year wise condition and by checking the various condition for providing the compensation. Followings are the procedure for using the checker module.

Step 1:

To go the application form there is three way one you can click on the notifications other you can click on dashboard menu to go to the form view and you can click on the side menu which will drive in to the data verifier form view as shown in figure:

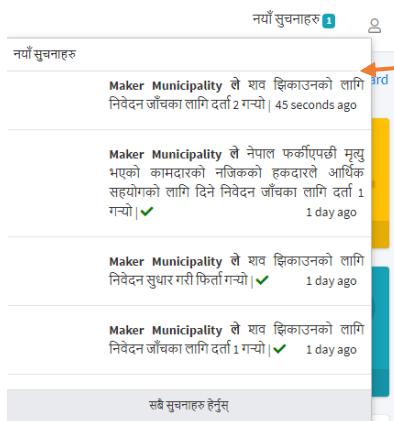


Also, go to side menu of the application form you want to verify the application details as:



Click here

Or, you can click on the notifications which will take you to the data verifier form view as shown in figure:



Click here

Step 2:

After clicking, it will take you to the data verifier application form view as shown in figure:

नयाँ सूचनाहरू

Home

वैदेशीक रोजगारीमा गएका कमदारका परिवारले स्वास्थ्य उपचार सहयोगको लागि दिने निवेदन

पूर्ण दृश्य

श्रीमान् कार्यकारी निर्देशक ज्यू

वैदेशिक रोजगार प्रवर्द्धन बोर्डको सचिवालय

बबरमहल, काठमाण्डौ ।

मिति:- २०७७ भाद्र २६

विषय:- वैदेशिक रोजगारीमा गएका कामदारका परिवारले स्वास्थ्य उपचार सहयोगको लागि दिने निवेदन

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ मा भएको व्यवस्था अनुरूप वैदेशिक रोजगार प्रवर्द्धन बोर्डको मिति २०७३/१२/१० को बोर्डको बैठकबाट पारित मापडण्ड अनुसार वैदेशिक रोजगारका लागी विदेशमा रहेका कामदारका परिवारलाई वैदेशिक रोजगार नियमवली, २०६४ को नियम २६ को उपनियम (१) को खण्ड (ख) र कामदारका परिवारलाई स्वास्थ्य उपचार सहयोग सम्बन्धी मापडण्ड, २०७३ को दफा ७ बमोजिम उपचार सहयोग पाउन आर्थिक समस्या परेको स्वघोषणा सहित अनुरोध गर्दछु।

१) कामदारको

(क) नाम/थर: Ram

(ख) राहादानी नं 07841290

(ग) नागरिकता नम्बर: 1234567890

(घ) वैदेशिक रोजगारीमा गएको मुलुक Dubai

(ङ) श्रम स्वीकृती मिति: 2020-08-27

(च) गएको मिति: 2077-05-25

२) निवेदक (सम्बन्धित कामदारको परिवार)

(क) नाम/थर: dhcvdshbc. hsfirh

(ख) ठेगाना: test

(ग) नागरिकता नम्बर: 23133234/65

(घ) कामदारसंगको नाता: हजुरबुवा

(ङ) लागेको रोग: xvxcvxsx

(च) उपचार गरेको अस्पताल: rrt435345

३) निवेदको बुबा/आमा नाम : fgfhfg / sdfdfdsf

४) पति/पत्नी नाम : dgdrdfgbbth

निवेदक

नाम/थर: dhcvdshbc. hsfirh

ठेगाना: test

सम्पर्क नं.: 1234567890

अनुरोध अस्वीकार गर्नुहोस्

कामजस्त प्रमाणिकर्तालाई पठाउनुहोस्

सुधारको लागि पुनः पठाउनुहोस्

कृपया अस्वीकारको लागि सन्देश प्रदान गर्नुहोस्

Choose File

No file chosen

अस्वीकार

कृपया दर्ता नम्बर प्रदान गर्नुहोस्

Choose File

No file chosen

कृपया सन्देश प्रदान गर्नुहोस्

Choose File

No file chosen

पठाउनुहोस्

कृपया सुधारको लागि सन्देश प्रदान गर्नुहोस्

Choose File

No file chosen

Resend

Message

यहाँ प्रदान गरिएका सबै विवरणहरू वास्तविक छन् र म यसलाई मेरो सबै सहमतिले पठाउँदै छु

Checker

२०७७ भाद्र २६

कृपया सुधार गर्नुहोस् र पुनः पठाउनुहोस्

need edit information

Maker Municipality

२०७७ भाद्र २६

जोबको लागि पठाइएको

यहाँ प्रदान गरिएका सबै विवरणहरू वास्तविक छन् र म यसलाई मेरो सबै सहमतिले पठाउँदै छु

Checker

२०७७ भाद्र २६

नयाँ निवेदन

send to board.

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Step 3:

Now data verifier can make three decision on application form, after checking the application form, data verifier can verifies, resend the application or reject the application as shown in figure:

If reject:

If reject the application form, then they add some comments and upload some documents and click on the reject button.



If verifies

If verifies the application form, then they will add some comments and add file related to the application form and click on send button for further process.

वैदेशिक रोजगार बोर्डमा पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

If resend for correction

If resend the application for correction, then they will add some comments and add file related to the application form and click on send button to send application for correction to the municipality maker.

सुधारको लागि पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

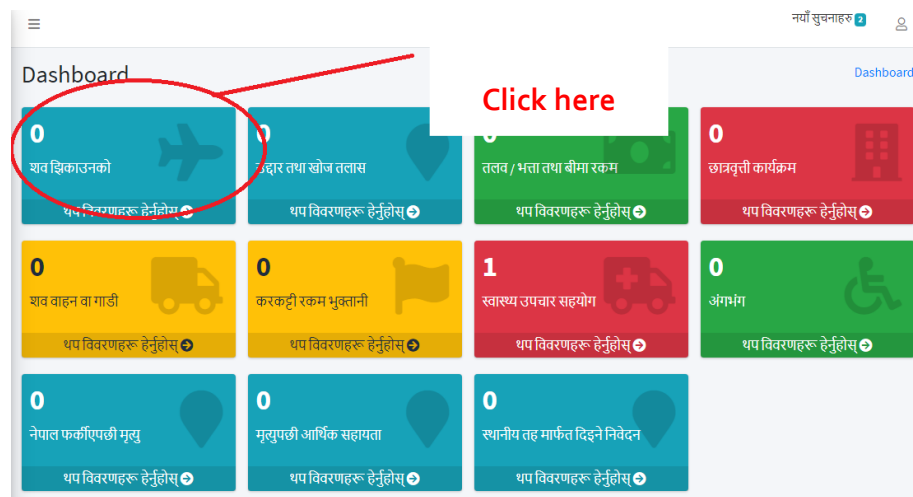
Click here

USING DOCUMENT VERIFIER MODULE

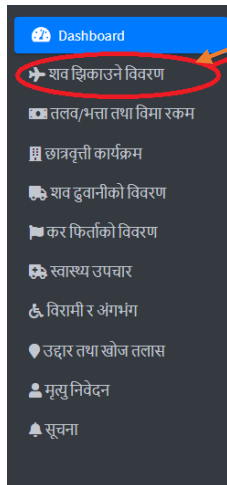
After the complete registration of an application from municipality maker user and verification from checker and data verifier, now the application form will be forwarded to the document verifier for verification, here document verifier can either verifies the application or resend the application form for correction. If the every details of the application form is correct the document verifier user verifies the application otherwise they will resend it for correction. Followings are the procedure for using the document verifier module.

Step 1:

To go the application form there is three way one you can click on the notifications other you can click on dashboard menu to go to the form view and you can click on the side menu which will drive in to the document verifier form view as shown in figure:

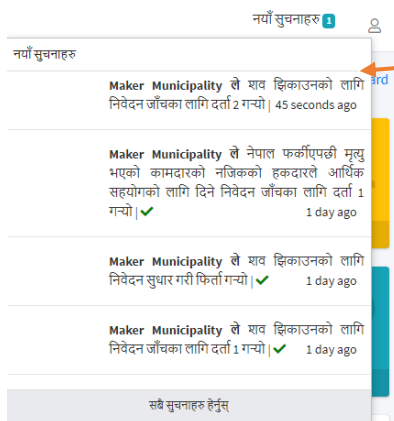


Also, go to side menu of the application form you want to verify the application details as:



Click here

Or, you can click on the notifications which will take you to the document verifier form view as shown in figure:



Click here

Step 2:

After clicking, it will take you to the document verifier application form view as shown in figure:

वैदेशीक रोजगारीमा गएका कमदारका परिवारले स्वास्थ्य उपचार सहयोगको लागि दिने निवेदन

Home

/ वैदेशीक रोजगारीमा गएका कमदारका परिवारले स्वास्थ्य उपचार सहयोगको लागि दिने निवेदन

/ पूर्ण दृश्य

📎

श्रीमान कार्यकारी निर्देशक ज्यू

वैदेशिक रोजगार प्रवर्द्धन बोर्डको सचिवालय

बबरमहल, काठमाण्डौ ।

मिति:- २०७७ भाद्र २६

विषय:- वैदेशिक रोजगारीमा गएका कामदारका परिवारले स्वास्थ्य उपचार सहयोगको लागि दिने निवेदन

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ मा भएको व्यवस्था अनुरूप वैदेशिक रोजगार प्रवर्द्धन बोर्डको मिति २०७३/१२/१० को बोर्डको बैठकबाट पारित मापडण्ड अनुसार वैदेशिक रोजगारका लागी विदेशमा रहेका कामदारका परिवारलाई वैदेशिक रोजगार नियमवली, २०६४ को नियम २६ को उपनियम (१) को खण्ड (ख) र कामदारका परिवारलाई स्वास्थ्य उपचार सहयोग सम्बन्धी मापडण्ड, २०७३ को दफा ७ बमोजिम उपचार सहयोग पाउन आर्थिक समस्या परेको स्वघोषणा सहित अनुरोध गर्दछु।

१) कामदारको

(क) नाम/थर: Ram

(ख) राहादानी नं 07841290

(ग) नागरिकता नम्बर: 1234567890

(घ) वैदेशिक रोजगारीमा गएको मुलुक Dubai

(ङ) श्रम स्वीकृती मिति: 2020-08-27

(च) गएको मिति: 2077-05-25

२) निवेदक (सम्बन्धित कामदारको परिवार)

(क) नाम/थर: dhcvdshbc. hsfirh

(ख) ठेगाना: test

(ग) नागरिकता नम्बर: 23133234/65

(घ) कामदारसंगको नाता: हजुरबुबा

(ङ) लागेको रोग: vxvdcvsx

(च) उपचार गरेको अस्पताल: rrt435345

३) निवेदको बुबा/आमा नाम : fgfhfg / sdfdfdsf

४) पति/पत्नी नाम : dgdrgdfgbbth

निवेदक

नाम/थर: dhcvdshbc. hsfirh

ठेगाना: test

सम्पर्क नं.: 1234567890

अनुरोध अस्वीकार गर्नुहोस्

समीक्षकलाई पठाउनुहोस्

सुधारको लागि पुनः पठाउनुहोस्

कृपया अस्वीकारको लागि सन्देश प्रदान गर्नुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

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अस्वीकार

पठाउनुहोस्

पठाउनुहोस्

Message

need edit information

Maker Municipality २०७७ भाद्र २६

जॉचको लागि पठाइएको

यहाँ प्रदान गरिएका सबै विवरणहरू वास्तविक छन् र म यसलाई मेरो सबै सहमतिले पठाउँदै छु

Checker २०७७ भाद्र २६

नयाँ निवेदन

send to board.

Data Verifier २०७७ भाद्र २७

कामजात प्रमाणिकता

document

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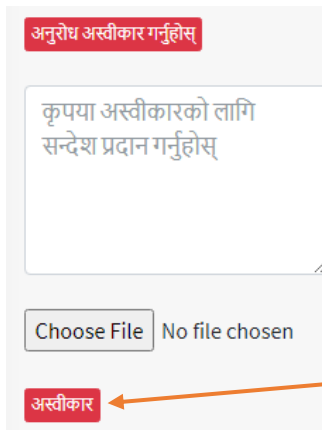
Powered by : Young Minds Creation Pvt. Ltd.

Step 3:

Now document verifier can make three decision on application form, after checking the application form, document verifier can verifies, resend the application or reject the application as shown in figure:

If reject:

If reject the application form, then they add some comments and upload some documents and click on the reject button.



Click here

If verifies

If verifies the application form, then they will add some comments and add file related to the application form and click on send button for further process.

वैदेशिक रोजगार बोर्डमा पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

If resend for correction

If resend the application for correction, then they will add some comments and add file related to the application form and click on send button to send application for correction to the municipality maker.

सुधारको लागि पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

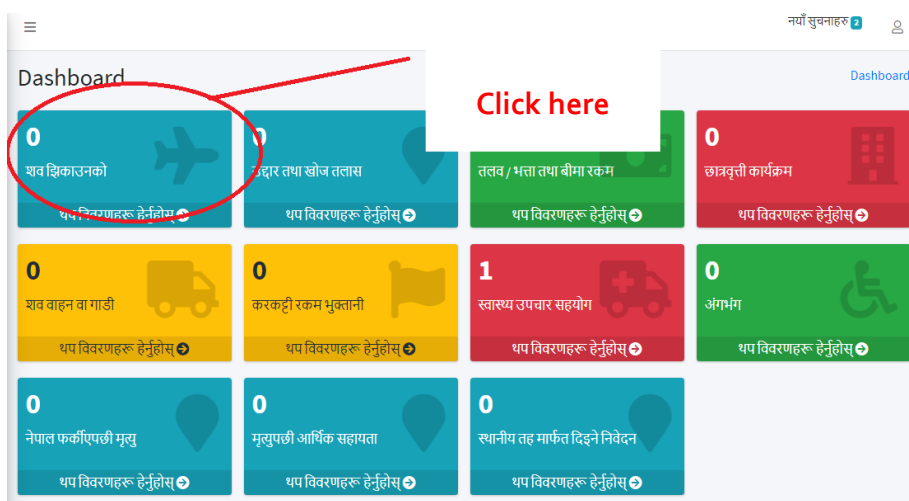
USING REVIEWER MODULE

After the complete registration of an application from municipality maker user and verification from checker, data verifier and document now the application form will be forwarded to the

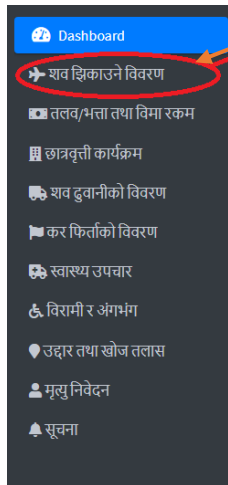
reviewer for review of an application, here reviewer can either verifies the application or resend the application form for correction. If the every details of the application form is correct the reviewer verifies the application otherwise they will resend it for correction. Followings are the procedure for using reviewer module.

Step 1:

To go the application form there is three way one you can click on the notifications other you can click on dashboard menu to go to the form view and you can click on the side menu which will take you in to the reviewer form view as shown in figure:

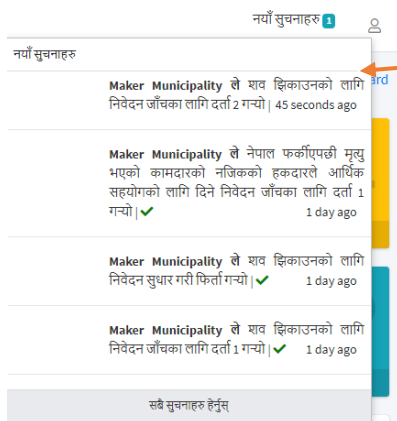


Also, go to side menu of the application form you want to verify the application details as:



Click here

Or, you can click on the notifications which will take you to the reviewer form view as shown in figure:



Click here

Step 2:

After clicking, it will take you to the reviewer application form view as shown in figure:

FEWIMS

reviewer

Dashboard

शव शिकाउने विवरण

तलव/भत्ता तथा विमा रकम

छात्रवृत्ती कार्यक्रम

शव दुवानीको विवरण

कर फिर्ताको विवरण

स्वास्थ्य उपचार

नेपाल फर्किए पश्चात मृत्यु

विरामी र अंगभंग

उद्धार तथा खोज तलास

हकवालाते दिने निवेदनको

मृत्यु निवेदन

अभिमुखिकरण

प्रयोगकर्ताहरूको क्रियाकलाप

सूचना

प्रतिवेदन

नयाँ सुचनाहरू

शव शिकाउनेको लागि निवेदन फारम

Home / शव शिकाउनेको लागि निवेदन / पूर्ण दृश्य

Message

नयाँ निवेदन

data verifier

Data Verifier

२०७७ भाद्र २७

कागजात प्रमाणीकृती

document

Document Verifier

२०७७ भाद्र २७

समीक्षक

reviewer

श्रीमान् कार्यकारी निर्देशक ज्यू

वैदेशिक रोजगार प्रवर्द्धन बोर्डको सचिवालय

बबरमहल, काठमाण्डौ ।

मिति:- २०७७ भाद्र २७

विषय:- शव शिकाई पाउँ ।

महोदय,

जिल्ला **ताप्लेजुङ** न.पा./गा.वि.स **फुङलिङ नगरपालिका** घर भई वैदेशिक रोजगारीको लागि **Qatar** देश गएका मेरा छोरा श्री **Gir Bahadur Khawas** राहादानी नं को त्याहँ **company ,AL N**, सम्पर्क नम्बर **09675857845** मा काम गर्ने गएकोमा त्यही मिति **2076-08-17** का दिन मृत्यु भएको जानकारी प्राप्त भएको छ । मृतकको शव नेपाल त्याई शवद गर्ने इच्छा भएकाले निजको शव नेपाल शिकाई दिन हुन अनुरोध गर्दछु । साथै उक्त शव काठमाण्डौ आईपुगे पछि म मृतकको नातेदार तयार भएको व्यहोरा अनुरोध गर्दछु ।

वैदेशिक रोजगारमा गएको व्यक्तिको विवरण

नाम/थर: Gir Bahadur Khawas

ठेगाना: Pradesh-1, ताप्लेजुङ - फुङलिङ नगरपालिका

राहादानी नम्बर: 07774480

देश: Qatar

निवेदक

नाम/थर: हरि

ठेगाना: ktm

सम्पर्क नं.: 123456

संक्षिप्त गर्न पठाउनुहोस्

सुधारको लागि पुनः पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

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Choose File No file chosen

पठाउनुहोस्

पठाउनुहोस्

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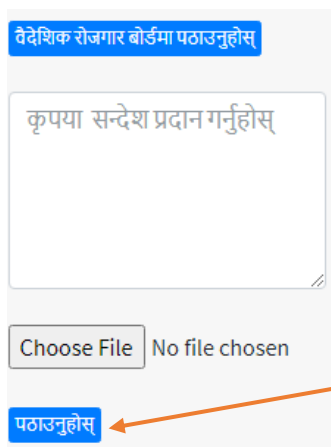
Powered by : Young Minds Creation Pvt. Ltd.

Step 3:

Now reviewer can make two decision on application form, after checking the application form, reviewer can verifies, resend the application as shown in figure:

If verifies

If verifies the application form, then they will add some comments and add file related to the application form and click on send button for further process.



Click here

If resend for correction

If resend the application for correction, then they will add some comments and add file related to the application form and click on send button to send application for correction to the municipality maker.

सुधारको लागि पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

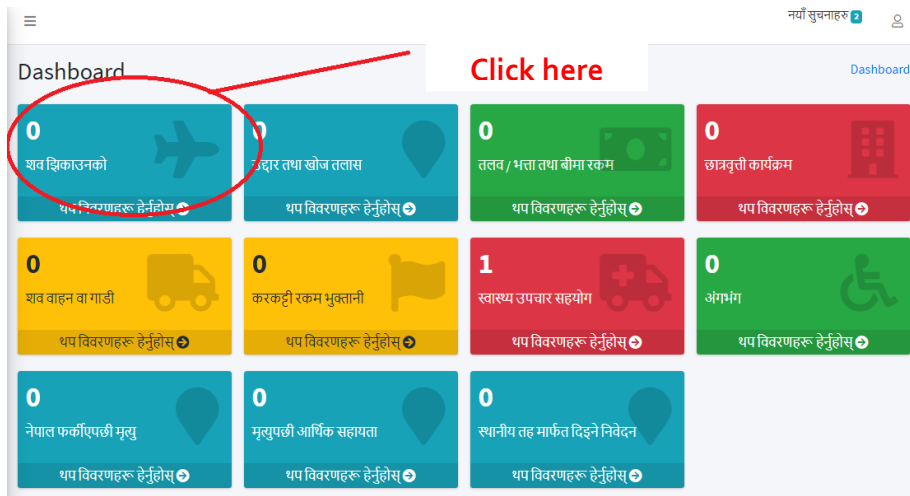
Click here

USING APPROVER MODULE

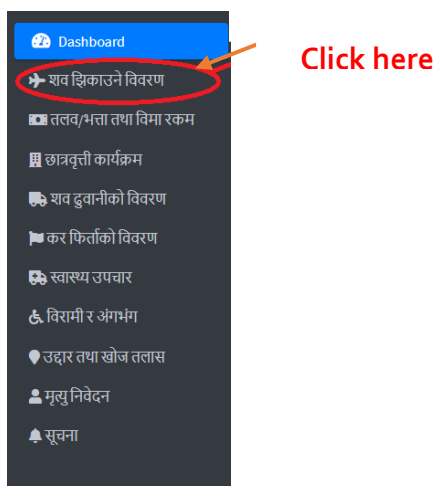
After the complete registration of an application from municipality maker user and verification from checker, data verifier, document verifier and reviewer now the application form will be forwarded to the approver for verification, here approver can either verifies the application or resend the application form for correction. If the every details of the application form is correct the approver verifies the application otherwise they will resend it for correction. Followings are the procedure for using the approver module.

Step 1:

To go the application form there is three way one you can click on the notifications other you can click on dashboard menu to go to the form view and you can click on the side menu which will drive in to the approver form view as shown in figure:



Also, go to side menu of the application form you want to verify the application details as:



Or, you can click on the notifications which will take you to the approver form view as shown in figure:



Click
here

Step 2:

After clicking, it will take you to the approver application form view as shown in figure:

FEWIMS

Approver

Dashboard

प्रयोगकर्ताहरू

भूमिकाहरू

कम्पिगरेसनहरू

लगहरू

शव शिकाउने विवरण

तलब/भत्ता तथा विमा रकम

छात्रवृत्ती कार्यक्रम

शव ढुवानीको विवरण

कर फिर्ताको विवरण

स्वास्थ्य उपचार

विरामी र अंगभंग

उद्धार तथा खोज तलास

अभिमुखिकरण

नयाँ सुचनाहरू

शव शिकाउनेको लागि निवेदन फारम

Home / शव शिकाउनेको लागि निवेदन / पूर्ण दृश्य

Message

Maker Municipality

२०२० पुस १२

जिवको लागि पठाइएको

यहाँ प्रदान गरिएका सबै विवरणहरू वास्तविक छन् र म यसलाई मेरो सबै सहमतिले पठाउँदै छु

Checker

२०७७ भाद्र २७

नयाँ निवेदन

data verifier

Data Verifier

२०७७ भाद्र २७

कामजात प्रमाणिकता

document

Document Verifier

२०७७ भाद्र २७

श्रीमान् कार्यकारी निर्देशक ज्यू

वैदेशिक रोजगार प्रवर्द्धन बोर्डको सचिवालय

बबरमहल, काठमाण्डौ ।

मिति:- २०७७ भाद्र २७

विषय:- शव शिकाई पाउँ ।

महोदय,

जिल्ला ताप्लेजुङ न.पा./गा.वि.स फुङलिङ नगरपालिका घर भई वैदेशिक रोजगारीको लागि Qatar देश गएका मेरा छोरा श्री Gir Bahadur Khawas राहादानी नं को त्पाईँ company ,AL N, सम्पर्क नम्बर 09675857845 मा काम गर्न गएकोमा त्यही मिति 2076-08-17 का दिन मृत्यु भएको जानकारी प्राप्त भएको छ । मृतकको शव नेपाल त्पाईँ शवद गर्ने इच्छा भएकाले निजको शव नेपाल शिकाई दिन हुन अनुरोध गर्दछु । सधै उक्त शव काठमाण्डौ आईपुगे पछि म मृतकको नातेदार तयार भएको व्यहोरा अनुरोध गर्दछु ।

वैदेशिक रोजगारमा गएको व्यक्तिको विवरण

नाम/थर: Gir Bahadur Khawas

ठेगाना: Pradesh-1, ताप्लेजुङ - फुङलिङ नगरपालिका

राहादानी नम्बर: 07774480

देश: Qatar

निवेदक

नाम/थर: हरि

ठेगाना: ktm

सम्पर्क नं.: 123456

सुधारको लागि पुनः पठाउनुहोस्

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Step 3:

Now approver can make two decision on application form, after checking the application form, document verifier can verifies, resend the application as shown in figure:

If verifies

If verifies the application form, then they will add some comments and add file related to the application form and click on send button for further process.

वैदेशिक रोजगार बोर्डमा पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

If resend for correction

If resend the application for correction, then they will add some comments and add file related to the application form and click on send button to send application for correction to the municipality maker.

सुधारको लागि पठाउनुहोस्

कृपया सन्देश प्रदान गर्नुहोस्

Choose File No file chosen

पठाउनुहोस्

Click here

USING ACCOUNTANT MODULE

After the complete registration of an application from municipality maker user and verification from checker, data verifier, document verifier, reviewer and approver, now the application form will again be forwarded to the accountant user for payment verification. Here accountant verifies the application or resend the application form for correction. If the every details of the application form is correct, accountant verifies the application and approves the payment. After the payment is verified, accountant again sends it back to the approver where the approver further verifies the application and sends the payment to the user. Followings are the procedure for using the accountant module:

Step 1:

Here accountant verifies the application or resend the application form for correction. If the every details of the application form is correct, accountant verifies the application and approves the payment. After the payment is verified, accountant again sends it back to the approver where the approver further verifies the application.

Step 2:

Approver can receive the verified user application from the account department. Here again the approver verifies the payment application of the user and again sends it back to the accountant for final payment procedure.

Step 3:

For final payment procedure, now the accountant can send process for final payment proceeding using integrated Connect IPS.

नें:

श्री Century Commercial Bank Ltd. बैंक लिमिटेड

Baglung शाखा ,

विषय:- रकम जम्मा गरिदिने बारे ।

प्रस्तुत विषयमा

तपसिल

क्रम संख्या	खातावालाको नाम	बैंकको नाम	शाखा	खाता नम्बर	रकम	कैफियत
1	[REDACTED]	[REDACTED]	Baglung	[REDACTED]	50000	

दस्तखत

लेखा अधिकृत

दस्तखत

कार्यकारी निर्देशक

☐ के तपाईं चेक मार्फत भुक्तानी गर्न चाहानुहुन्छ?


☐ के तपाईं Connect IPS मार्फत भुक्तानी गर्न चाहानुहुन्छ?

USING EMBASSY MODULE

In embassy module, after approving the application form by approver, in two of application form i.e. body with draw form and rescue and research form, one fixed letter format is forwarded to the embassy where embassy will go through the application and provide the necessary details to all of the FEB Users. It is shown in figure as:

शव शिकाउनको लागि निवेदन फारम

[Home](#) / [शव शिकाउनको लागि निवेदन](#) / पूर्ण दृश्य



नेपाल सरकार

श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय

वैदेशिक रोजगार बोर्डको सचिवालय

२०६४

नयावानेश्वर, काठमाण्डौ ।

सम्पर्क नम्बर: 768768768768

ईमेल: hr@ghmail.com

मिति:- २०७७ भाद्र २३

पत्र संख्या

चलानी नम्बर

विषय:- AURJUN BAHADUR DHANADI को शव नेपाल पठाउने सम्बन्धमा ।

श्री नेपाली राजदूतावास,
Qatar

वैदेशिक रोजगारको सिलसिलामा **Qatar** जानुभएका देहाय बमोजिम विवरणको मृत्यु भएको कारण मृतकको शव नेपाल शिकाइ पाउं भनि **हरि(सम्पर्क नम्बर: 986747849)** ले यस बोर्ड सचिवालयमा निवेदन पेश गर्नुभएको छ । तसर्थ मृतकको शव शीघ्र नेपाल पठाउन आवश्यक पहल गरिदिनु हुन अनुरोध गर्दछु ।

विवरण

नाम/थर: हरि

ठेगाना: ताप्लेजुङ, फुङ्लिङ नगरपालिका

राहादानी नम्बर: 05509091

सम्पर्क नं.: 986747849

रोजगारदाताको नाम: abc

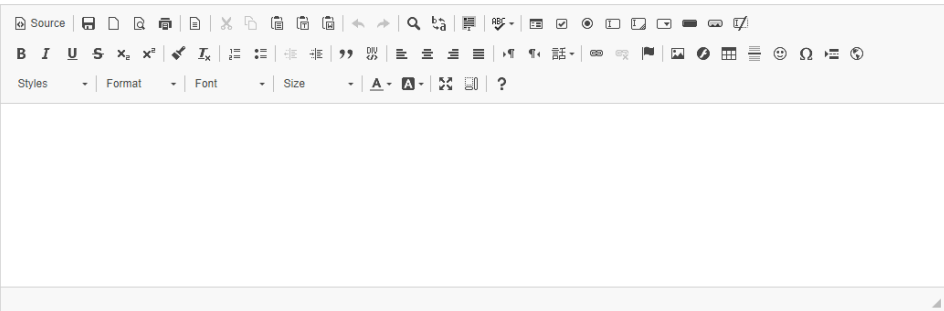
रोजगारदाताको सम्पर्क नम्बर: 75648

मृत्यु मिति: 2074-04-08

मृतकको शव रहेको स्थान: uae

उवाक पठाउनुहोस्

विवरण*



फाईल

No file chosen

पठाउनुहोस्



Embassy will response the application form to the FEB user about the status of an application.

How embassy will use the embassy module?

Embassy user will go through about application and write response to FEB user as:

Step1:

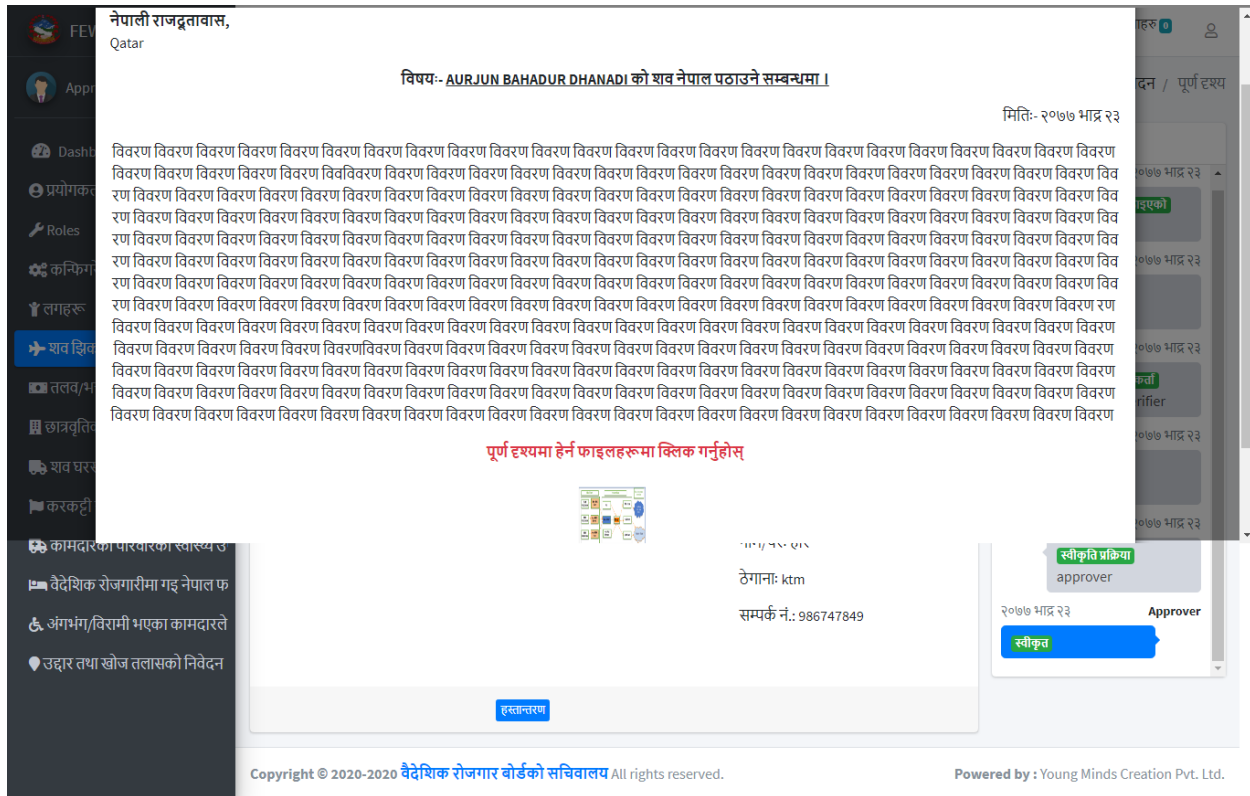
Embassy user will add application status details with response to an application.

Step 2:

Embassy user will add some documents related to an application.

Step 3:

Click on the submit button, then the embassy response will be shown in all FEB Users.



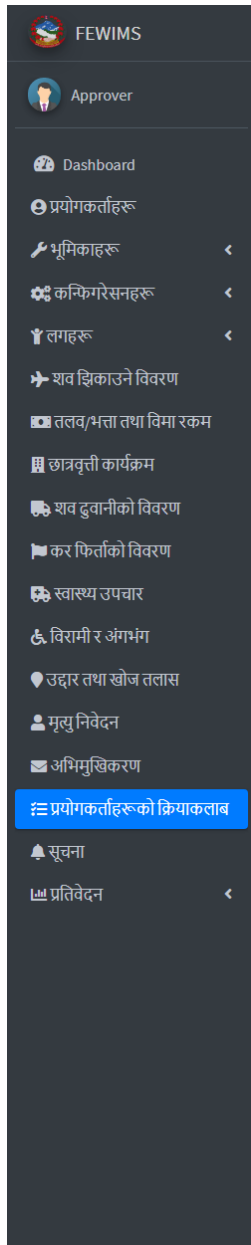
USING TIPPANI MODULE

After approving the application by an approver, fixed tippani format will be generated for Medical Expenses for family, compensation for death and disabled by accident to all of the FEB User.

USING USER ACTIVITY MODULE

To track the all the user activity of FEWIMS user, admin can view the user activity through the user activity module as shown in figure:

To go to the activity module go to the side bar menu and click on user activity as shown in figure:



Click here

After click on user activity menu of sidebar, it will appear as:

To view the status of specific user, click on drop down menu of user as shown in figure:

क्रियाकलाबहरू

≡ प्रयोगकर्ताहरूको क्रियाकलाब

खोजी गर्नुहोस्

प्रयोगकर्ता

निवेदन मिति देखि

निवेदन मिति सम्म

प्रयोगकर्ता छ...

मिति

मिति

प्रयोगकर्ता छनोट गर्नुहोस्

Approver

Checker

Data Verifier

Document

क्रिया

ता १७ मा Checkerले वैदेशिक रोजगारको शिलशिलामा निवेदन का लागि दिने निवेदन प्रक्रिया अन्तर्गत गरेको छ।

Click here

नयाँ सुचनाहरू 2

क्रियाकलाबहरू

Home / प्रयोगकर्ताहरूको क्रियाकलाब

प्रयोगकर्ताहरूको क्रियाकलाब

खोजी गर्नुहोस्

रिफ्रेस गर्नुहोस्

Search:

	क्रियाकलाब	कार्य
<div> <div>प्रयोगकर्ता</div> <div>निवेदन मिति देखि</div> <div>निवेदन मिति सम्म</div> </div> <div> <div>प्रयोगकर्ता छ...</div> <div>मिति</div> <div>मिति</div> </div> <div> <div>प्रयोगकर्ता छनोट गर्नुहोस्</div> <div>Approver</div> <div>Checker</div> <div>Data Verifier</div> <div>Document</div> </div>	<div> <div>डा. २७ मा Checkerले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन प्रक्रिया अन्त गरेको छ।</div> </div>	<div> <div></div> </div>
२	२०७७ भाद्र २७ मा Checkerले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन प्रक्रिया अन्त गरेको छ।	<div> <div></div> </div>
३	२०७७ भाद्र २७ मा Maker Municipalityले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन अर्थिको लागि पठाइएको गरेको छ।	<div> <div></div> </div>
४	२०७७ भाद्र २७ मा Maker Municipalityले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन अर्थिको लागि पठाइएको गरेको छ।	<div> <div></div> </div>
५	२०७७ भाद्र २७ मा Maker Municipalityले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन सम्पादन गरेको छ।	<div> <div></div> </div>
६	२०७७ भाद्र २७ मा Checkerले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन कृपया सुधार गर्नुहोस् र पुनः पठाउनुहोस् गरेको छ।	<div> <div></div> </div>
७	२०७७ भाद्र २७ मा Maker Municipalityले वैदेशिक रोजगारको शिलशिलामा विदेशमा दुर्घटनामा परी अंगभंग भएका कामदारले आर्थिक सहायताका लागि दिने निवेदन अर्थिको लागि पठाइएको गरेको छ।	<div> <div></div> </div>
८	२०७७ भाद्र २७ मा Data Verifierले स्वास्थ्य उपचार सहयोगको लागि निवेदन कामजात प्रमाणिकता गरेको छ।	<div> <div></div> </div>
९	२०७७ भाद्र २६ मा Maker Municipalityले प्रयोगकर्ताहरूको लागि निवेदन सम्पादन गरेको छ।	<div> <div></div> </div>
१०	२०७७ भाद्र २६ मा Checkerले स्वास्थ्य उपचार सहयोगको लागि निवेदन नयाँ निवेदन गरेको छ।	<div> <div></div> </div>

Showing 1 to 10 of 27 entries

Previous

1

2

3

Next

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User Manual | Prepared for FEB

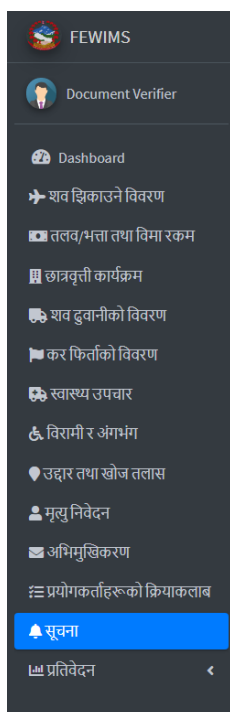
USING NOTICE MODULE

Admin can add notice, alerts, risk, rules, regulations and guidelines in the system. There are usually two types of notices i.e. general notice and important notices, where general notice is to display for every user of FEWIMS system whereas important notice is to display only for the selected users

How to add notice?

Step 1:

In the side bar of an application go to the सूचना as shown in figure:



Click here

Step 2:

To add the notice click on add icon as shown in figure:



Click here

Step 3:

After clicking on add icon, the new notice form will appear, add all the details related to the notice and upload the necessary files related to the content as shown in figure:

नयाँ सुचनाहरू
परिपत्र
विवरण थप्नुहोस्

परिपत्रको निवेदन

विवरण राख्नुहोस् (* भएको क्षेत्रहरू आवश्यक छन्)

परिपत्रको प्रकार * परिपत्रको प्रकार छनोट गर्नुहोस्	दर्ता मिति * 2077-05-27
अन्त्य मिति अन्त्य मिति	विषय * विषय

विवरण *

Source | [Icons] | Styles | Format | Font | Size | A | B | ?

फाईल
 No file chosen

प्राप्त गर्ने प्रयोगकर्ताहरू * ☐ सबै

हस्ताक्षरकर्ताको नाम *

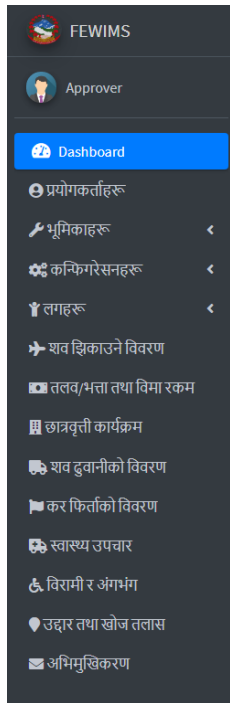
हस्ताक्षरकर्ताको पद *

Step 4:

After adding all details, click on submit button to add the notice as shown in figure:

[Click here](#)





Click here

Step 2:

Then on the right side, there is Add user form, to add the user as shown in figure:



Add User

Designation

Select Designation Na...

Group

Select Group

Username:

User Name

Email:

email@example.com

User Image

Choose File

No file chosen

Upload Type: JPG, JPEG, PNG

सक्रिय मिति*

2077-05-28

निष्क्रिय मिति*

2077-05-28

Status

☐ Active

☒ Inactive

Save

Step 3:

Input all the given fields and upload user image then to add user click on save button as shown in figure:

Add User

Designation
Select Designation Na...

Group
Select Group

Username:
User Name

Email:
email@example.com

User Image
Choose File No file chosen
Upload Type: JPG, JPEG, PNG

सक्रिय मिति*
2077-05-28

निष्क्रिय मिति*
2077-05-28

Status
☐ Active ☒ Inactive

Save

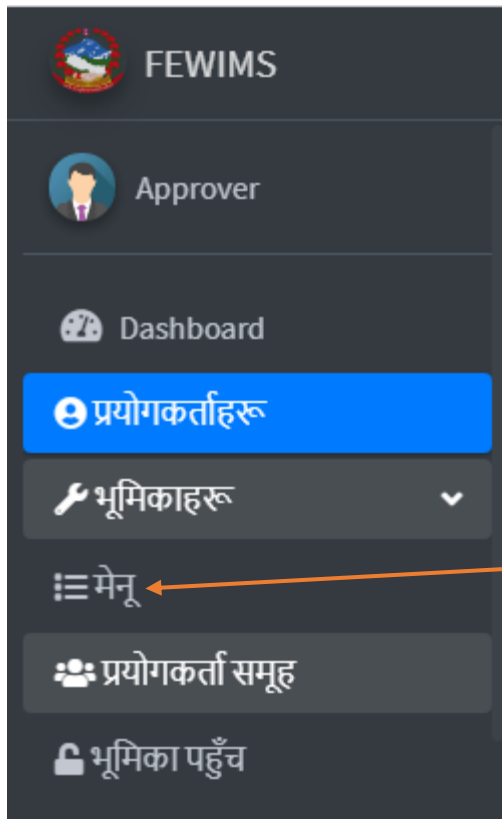
Click here

Then user will be successfully created.

HOW TO ADD MENU?

Step 1:

On the sidebar click on भुमिकाहरु, then submenu will appear, then click on मेनु as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:



Add Menu

Parent Menu

Select Parent Name ▼

Name *

Enter Menu Name

Controller *

Enter Menu Controller

Link *

Enter Menu Link

CSS

Enter Menu CSS

Icon *

Enter Menu Icon

Status *

☒ Active ☐ Inactive

Order *

Enter Menu Order

Save

Step 3:

Then click on save menu to save the menu details as shown in figure:

Add Menu

Parent Menu
Select Parent Name

Name *
Enter Menu Name

Controller *
Enter Menu Controller

Link *
Enter Menu Link

CSS
Enter Menu CSS

Icon *
Enter Menu Icon

Status *
☒ Active ☐ Inactive

Order *
Enter Menu Order

Save

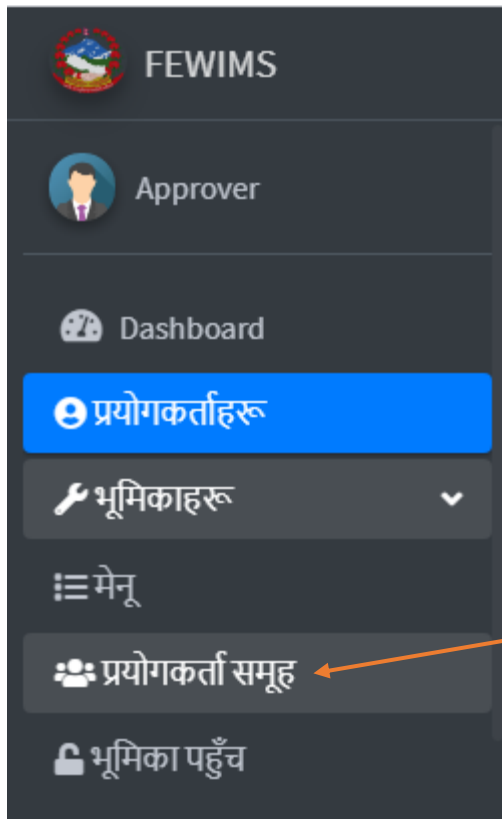
Click here

Then menu will be successfully created.

HOW TO ADD USER GROUP?

Step 1:

On the sidebar click on भुमिकाहरु, then submenu will appear, then click on प्रयोगकर्ता समूह as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

Edit Menu

Name

Enter Group Name

Details

Enter Group Description

Save

Step 3:

Then click on save menu to save the user group details as shown in figure:

Edit Menu

Name

Enter Group Name

Details

Enter Group Description

Save

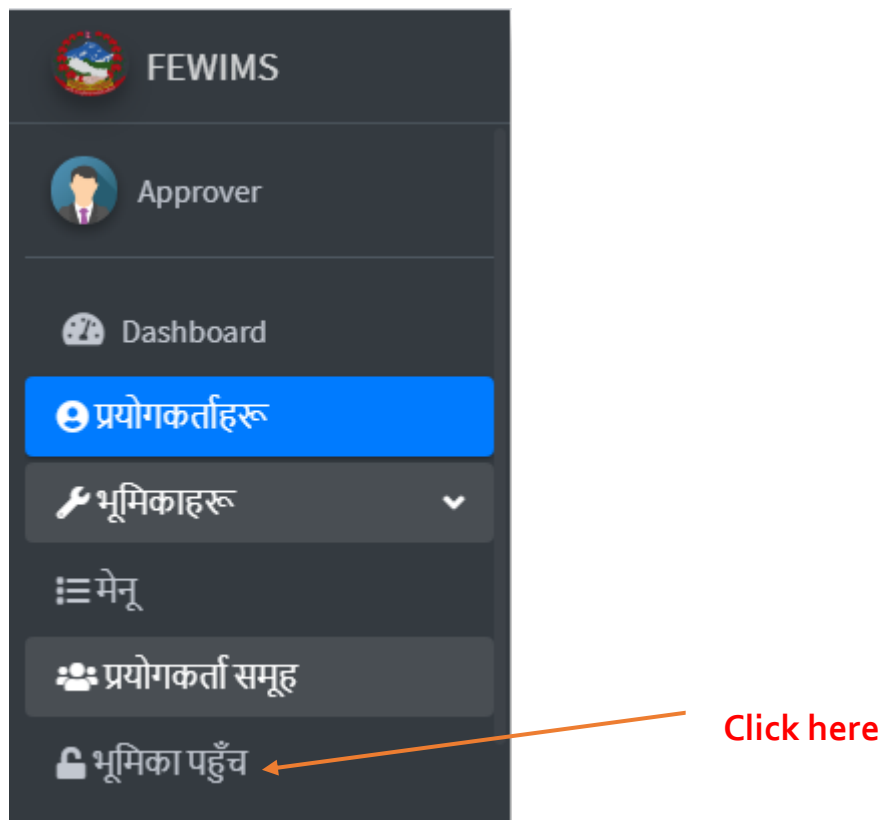
Click here

Then user group will be successfully created.

HOW TO PROVIDE ROLE ACCESS?

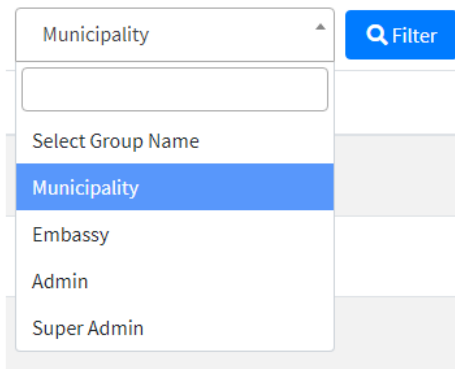
Step 1:

On the sidebar click on भूमिकाहरू, then submenu will appear, then click on भूमिका पहुँच as shown in fig:



Step 2:

From the dropdown choose the user group that you want to provide role access as shown in figure:

A screenshot of a web application interface. It shows a dropdown menu with the label 'Municipality' and a small upward arrow. Below the label, the menu is open, showing a search bar and a list of options: 'Select Group Name', 'Municipality' (highlighted in blue), 'Embassy', 'Admin', and 'Super Admin'. To the right of the dropdown is a blue button with a magnifying glass icon and the text 'Filter'.

Step 3:

Click on to the module by selecting on read, write, edit, delete access to provide such access or click on off to the module by selecting read, write, edit, delete as shown in fig:



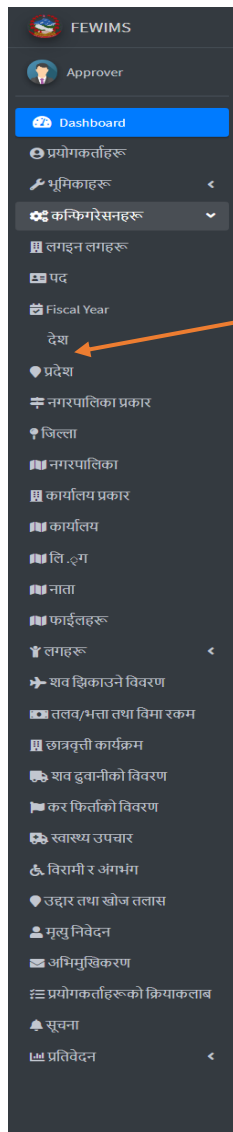


Configuration is the admin controlled menu which will automatically generated while adding the application form

HOW TO ADD DESIGNATION?

Step 1:

On the sidebar click on **कन्फिगुरेशन**, then submenu will appear, then click on **पद** as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

सिर्जना गर्नुहोस्

पद नाम *

Example: Chief Commisioner

छोटो नाम *

Example: CC

पेश गर्नुहोस्

Step 3:

Then click on save menu to save the designation details as shown in figure:

सिर्जना गर्नुहोस्

पद नाम *

Example: Chief Commisioner

छोटो नाम *

Example: CC

पेश गर्नुहोस्

Click here

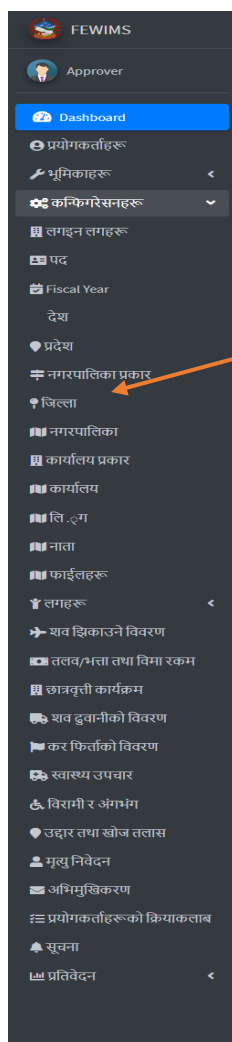
Then designation will be successfully created.

HOW TO ADD FISCAL YEAR?

Step 1:

On the sidebar click on **कन्फिगुरेशन**, then submenu will appear, then click on **आर्थिकवर्ष**

as shown in fig:



Click here



Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

सिर्जना गर्नुहोस्

Fiscal year name *

Enter fiscal year

Start Date *

Start Date Localize

End Date *

End Date Localize

Status

☐ Active

☒ Inactive

पेस गर्नुहोस्

Step 3:

Then click on save menu to save the fiscal year details as shown in figure:

सिर्जना गर्नुहोस्

Fiscal year name *

Enter fiscal year

Start Date *

Start Date Localize

End Date *

End Date Localize

Status

☐ Active ☒ Inactive

पेश गर्नुहोस्

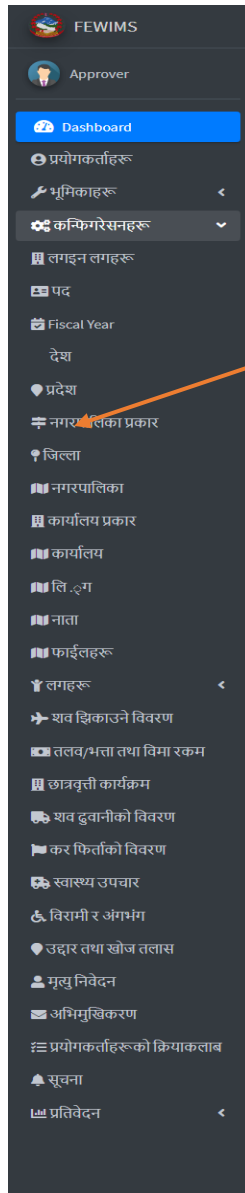
Click here

Then fiscal year will be successfully created.

HOW TO ADD COUNTRY?

Step 1:

On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **देश** as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

सिर्जना गर्नुहोस्

राष्ट्र नाम *

Example: Nepal

Country Short नाम

Example: NP

Status

☒ Active ☐ Inactive

पेश गर्नुहोस्

Step 3:

Then click on save menu to save the country details as shown in figure:

सिर्जना गर्नुहोस्

राष्ट्र नाम *

Example: Nepal

Country Short नाम

Example: NP

Status

☒ Active ☐ Inactive

पेश गर्नुहोस्

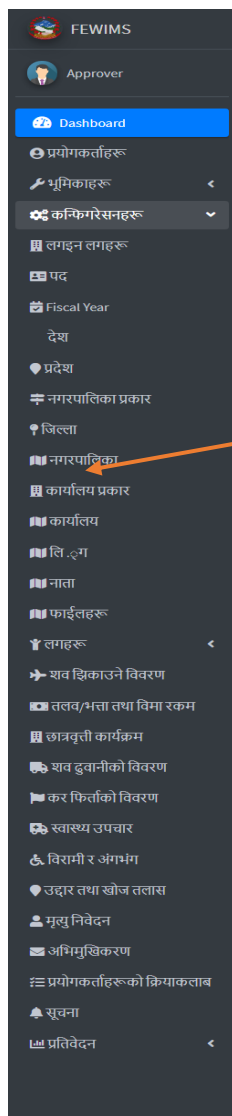
Click here

Then country will be successfully created.

HOW TO ADD PROVINCE?

Step 1:

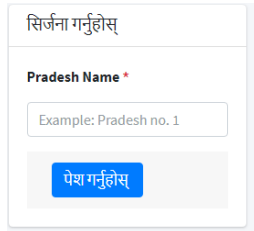
On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **प्रदेश** as shown in fig:



Click here

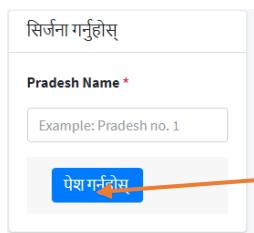
Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:



Step 3:

Then click on save menu to save the province details as shown in figure:



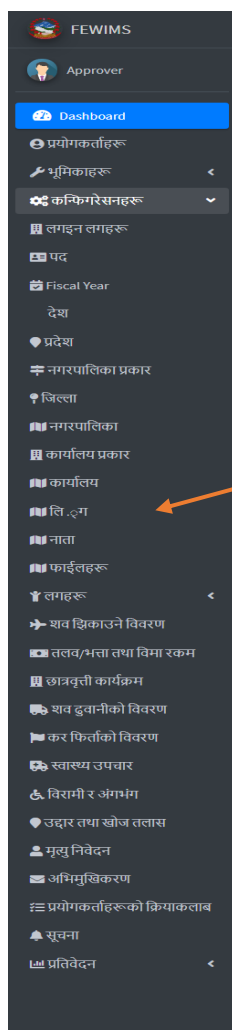
Click here

Then province will be successfully created.

HOW TO ADD MUNICIPALITY TYPE?

Step 1:

On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **नगरपालिका प्रकार** as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

सिर्जना गर्नुहोस्

Municipality Type Name *

Example: Nagarpalika

पेश गर्नुहोस्

Step 3:

Then click on save menu to save the municipality type details as shown in figure:

सिर्जना गर्नुहोस्

Municipality Type Name *

Example: Nagarpalika

पेश गर्नुहोस्

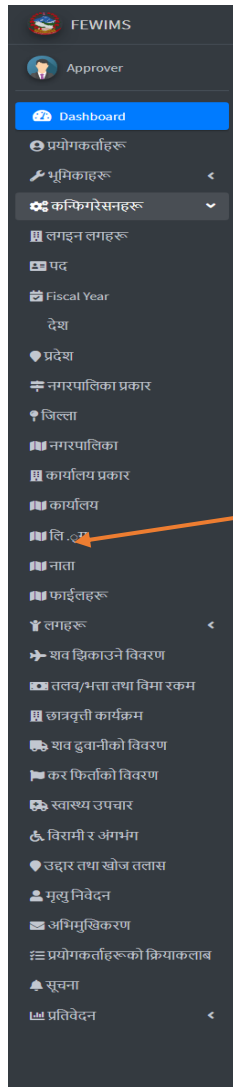
Click here

Then municipality type will be successfully created.

HOW TO ADD DISTRICT?

Step 1:

On the sidebar click on कन्फिगुरेसन, then submenu will appear, then click on जिल्ला as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

Add District

Pradesh
Select Pradesh Name

District Code *
Example:001

Nepali Name*
Example:काठमाण्डौ

English Name
Example:Kathmandu

Save

Step 3:

Then click on save menu to save the district details as shown in figure:

Add District

Pradesh
Select Pradesh Name

District Code *
Example:001

Nepali Name*
Example:काठमाण्डौ

English Name
Example:Kathmandu

Save

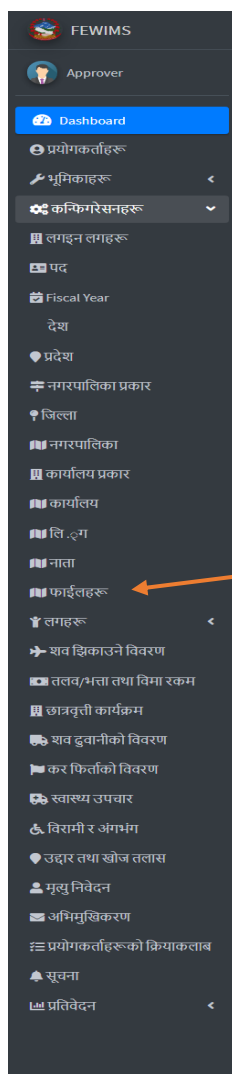
Click here

Then district will be successfully created.

HOW TO ADD MUNICIPALITY?

Step 1:

On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **नगरपालिका** as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

Add Municipality

District Name
Select District Name

Municipality Type Name
Select Municipality Ty...

Municipality Code
Example:001

Municipality Name
Example:Balaju

Municipality English Name
Example:Balaju

Save

Step 3:

Then click on save menu to save the municipality details as shown in figure:

Add Municipality

District Name
Select District Name

Municipality Type Name
Select Municipality Ty...

Municipality Code
Example:001

Municipality Name
Example:Balaju

Municipality English Name
Example:Balaju

Save

Click here

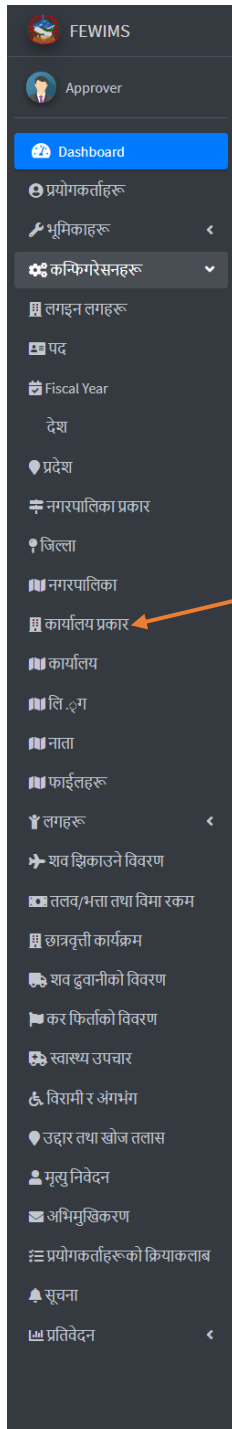


Then municipality will be successfully created.

HOW TO ADD OFFICE TYPE?

Step 1:

On the sidebar click on **कन्फिगुरेशन**, then submenu will appear, then click on **कार्यलय प्रकार** as shown in fig:



Click here

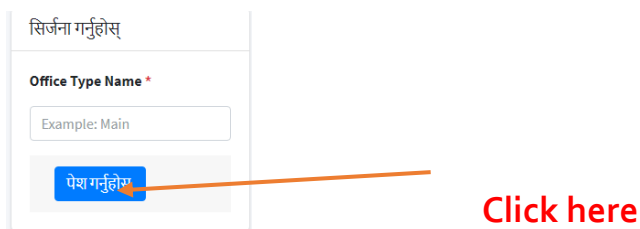
Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:



Step 3:

Then click on save menu to save the office type details as shown in figure:

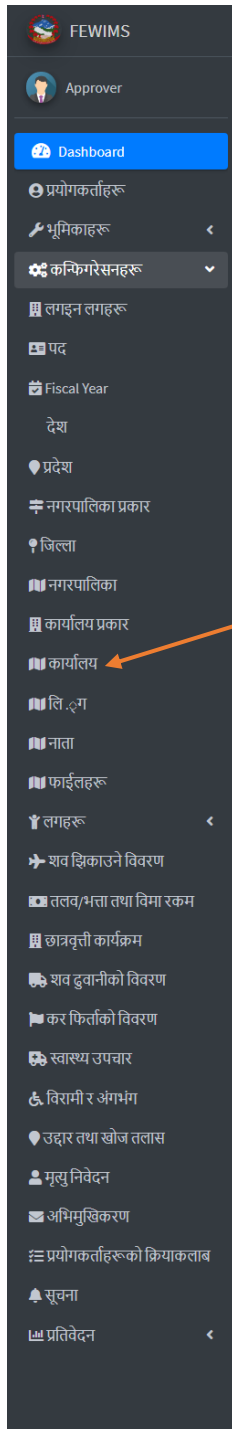


Then office type will be successfully created.

HOW TO ADD OFFICE?

Step 1:

On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **कार्यलय** as shown in fig:



Click here



Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

Add Office

District Name

Select District Name

Office Type Name

Select Office Type Name

Office Code

Example:001

Office Name

Example:Name

Office Path

Example:Balaju

Status

☐ Active ☒ Inactive

Save

Step 3:

Then click on save menu to save the office details as shown in figure:

Add Office

District Name
Select District Name

Office Type Name
Select Office Type Name

Office Code
Example:001

Office Name
Example:Name

Office Path
Example:Balaju

Status
☐ Active ☒ Inactive

Save

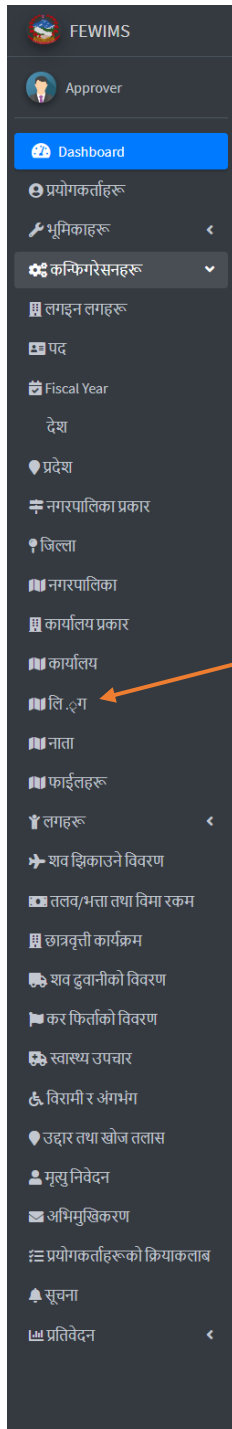
Click here

Then office will be successfully created.

HOW TO ADD GENDER?

Step 1:

On the sidebar click on कन्फिगुरेशन, then submenu will appear, then click on लिङ्ग as shown in fig:



Click here

Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

सिर्जना गर्नुहोस्

Gender *

Example: male, female, other

Status

☒ Active ☐ Inactive

पेश गर्नुहोस्

Step 3:

Then click on save menu to save the gender details as shown in figure:

सिर्जना गर्नुहोस्

Gender *

Example: male, female, other

Status

☒ Active ☐ Inactive

पेश गर्नुहोस्

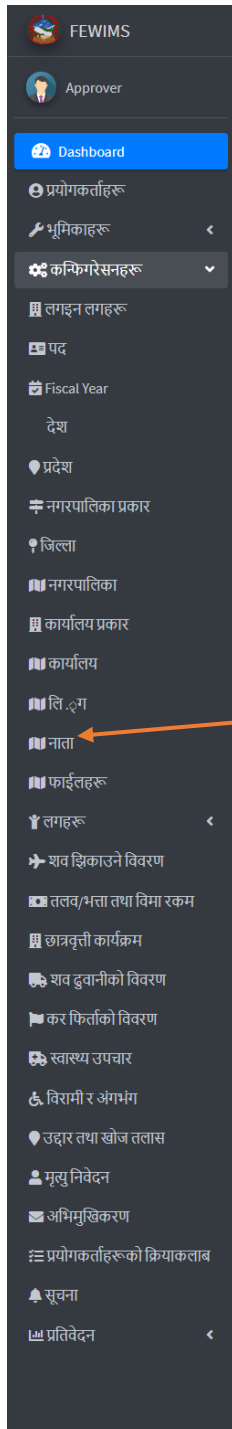
Click here

Then gender will be successfully created.

HOW TO ADD RELATION?

Step 1:

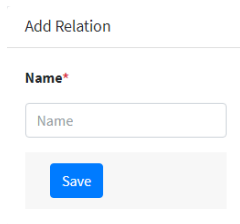
On the sidebar click on कन्फिगुरेसन, then submenu will appear, then click on नाता as shown in fig:



Click here

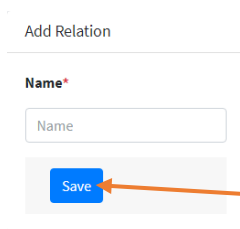
Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:



Step 3:

Then click on save menu to save the relation details as shown in figure:



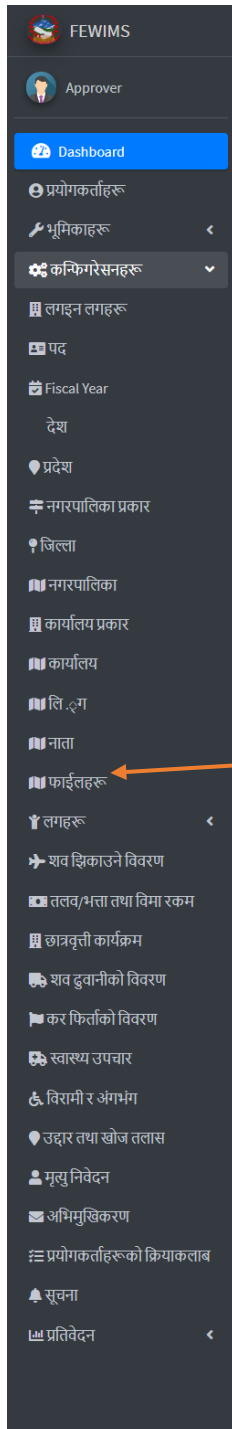
Click here

Then relation will be successfully created.

HOW TO ADD FILES?

Step 1:

On the sidebar click on **कन्फिगुरेसन**, then submenu will appear, then click on **फाईल** as shown in fig:



Click here



Step 2:

Then on the right side of Add menu, add all the given details of field as shown in fig:

Add File

Name*

File Type

File Size

File Size In

Module Name*

Status

☐ Yes ☒ No

Display Order*

Step 3:

Then click on save menu to save the file details as shown in figure:



Add File

Name*

Name

File Type

Please Choose

File Size

Example: 2

File Size In

KB

Module Name*

Module Name

Status

☐ Yes ☒ No

Display Order*

Enter Menu Order

Save

Click here

Then file will be successfully created.



THANK YOU

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