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No. 2472/488/NC

Date: 25/03/2021

From: Registrar, West Bengal Nursing Council.

NOTICE

IT IS HEREBY BEING NOTIFIED THAT ONLINE SUBMISSION OF APPLICATION FORMS FOR **RECIPROCAL REGISTRTRATION** WILL BE STARTED WITH EFFECT FROM **01ST APRIL, 2021**. THE CANDIDATES ARE BEING ADVISED TO FOLLOW THE **USER MANUAL GUIDE** ATTACHED HEREWITH FOR THE SAID CONCERN.

FOR ONLINE SUBMISSION OF APPLICATION FORMS FOR RECIPROCAL REGISTRATION, PLEASE FOLLOW THE LINK ON & FROM 01ST APRIL, 2021 - <http://wbnc.wbhealth.gov.in:8008>

AFTER ONLINE SUBMISSION OF FORMS, THE CANDIDATES ARE BEING ADVISED TO DOWNLOAD THE APPLICATION FORM, ACKNOWLEDGEMENT DOCUMENT AND PRODUCE THE SAME ALONGWITH ALL ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL VERIFICATION AT THIS OFFICE.

THIS IS FOR INFORMATION.

REGISTRAR

WEST BENGAL NURSING COUNCIL



ag/rti letters/registrar-desktop

User Operational Guide

Reciprocal Registration of West Bengal Nursing Council

Prepared for the West Bengal Nursing Council

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1. Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the role of Reciprocal Registration of West Bengal Nursing Council. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for

- ❖ Applicant (User)

1.3 Prerequisites

User should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; USER should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Add', 'Save', 'Update' and 'Show'.

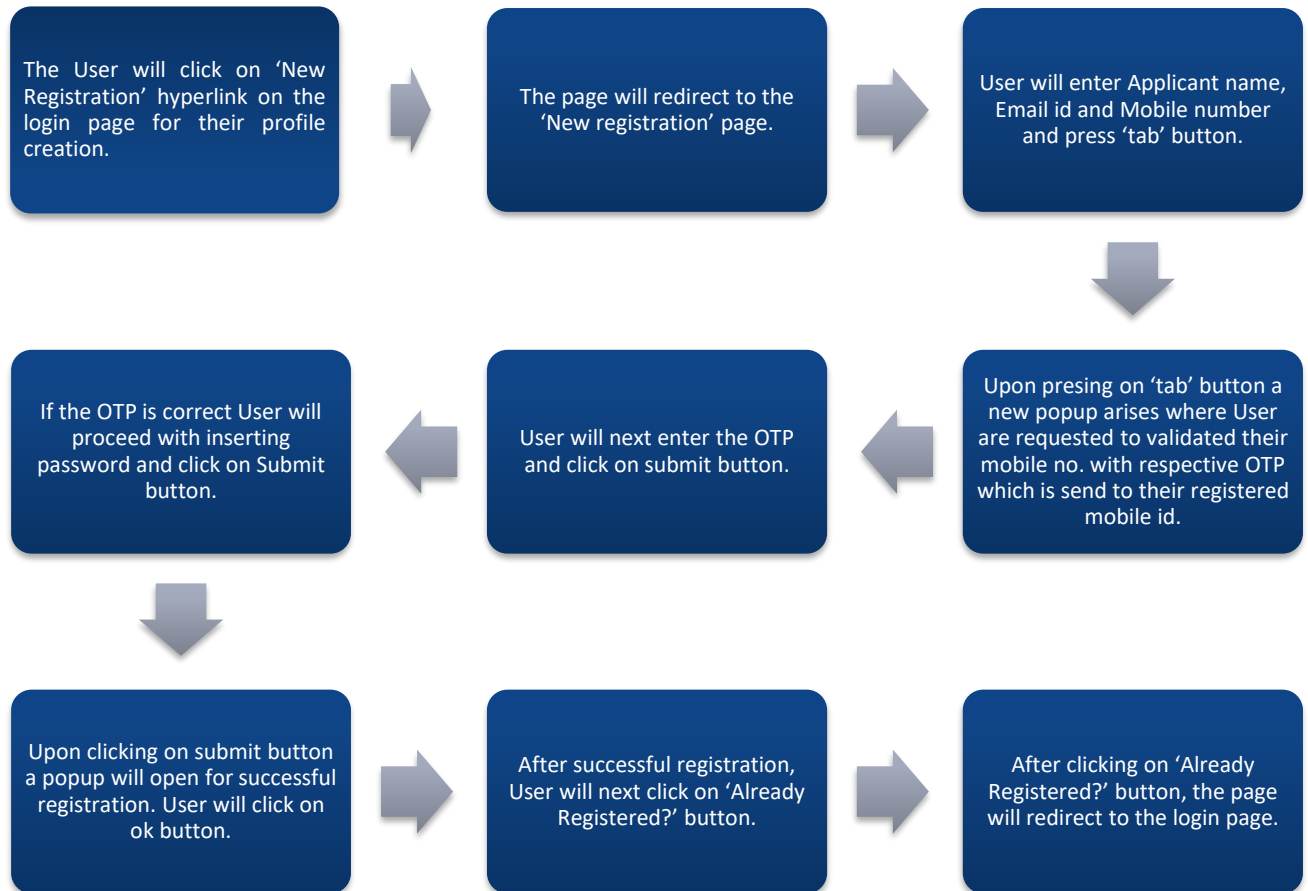
1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2. New Registration

User creates a new User profile for Reciprocal Registration of Nursing Council. Detailed information is elaborated in 2.2.

2.1 Process Flow



2.2 Detailed Steps

- ❖ The User will click on 'New Registration' hyperlink on the login page for their profile creation.
- ❖ The page will redirect to the 'New registration' page.
- ❖ User will enter Applicant name, Email id and Mobile number and press on 'tab' button.
- ❖ Upon pressing on 'tab' button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.
- ❖ User will next enter the OTP and click on submit button.
- ❖ If the OTP is correct User will proceed with inserting password and click on Submit button.
- ❖ Upon clicking on submit button a popup will open for successful registration. User will click on ok button.
- ❖ After successful registration, User will next click on 'Already Registered?' button.
- ❖ After clicking on 'Already Registered?' button, the page will redirect to the login page.

2.3 Screenshot Details

The User will click on 'New Registration' hyperlink on the login page for their profile creation.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number
Mobile Number

Password
Password

Enter Captcha
x3f4H

Sign in

Cancel New Registration? User Guide Forgot password?

Notice

IN HIGHER SECONDARY EXAMINATION, THE CANDIDATES FOR GNM COURSE, MUST ENSURE 40% MARKS (GENERAL & OBC) IN TOTAL WITH COMBINATION OF ENGLISH, A VERNACULAR SUBJECT AND THREE COMPULSORY SUBJECTS. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5% THE CANDIDATES FOR B.SC.(NURSING) COURSE, MUST ENSURE 45% MARKS(FOR GENERAL & OBC) WITH COMBINATION OF PHYSICS, CHEMISTRY, BIOLOGY & ENGLISH. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5%.

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

The page will redirect to the 'New registration' page.

Applicant Registration

West Bengal Nursing Council, Govt. of West Bengal

More then one account cannot be created with the same e-mail address and phone num

Help ▾

Applicant Name *	Email Id *
<input type="text"/>	<input type="text"/>
Mobile Number *	New Password ⓘ *
<input type="text"/>	<input type="text"/>
Confirm Password *	
<input type="text"/>	

[Already Registered?](#)

West Bengal Nursing Council, Govt. of West Bengal Stage/172.16.10.244/Nursing

User will enter Applicant name, Email id and Mobile number and press on 'tab' button.

Applicant Name *	Email Id *
<input type="text" value="Swarup Das"/>	<input type="text" value="sd@test.com"/>
Mobile Number *	New Password ⓘ *
<input type="text" value="9876543210"/>	<input type="text"/>
Confirm Password *	
<input type="text"/>	

[Already Registered?](#)

Upon pressing on 'tab' button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.

The screenshot shows a registration page with a modal popup titled "Mobile Number Verification". The popup contains the text "Enter OTP : *" followed by an empty input field, a blue "Submit" button, and a blue "Resend OTP" button. The background registration form is dimmed and includes fields for "Mobile Number" (containing "9876543210"), "New Password", and "Confirm Password". At the bottom of the registration form are "Submit", "Reset", and "Already Registered?" buttons.

User will next enter the OTP and click on submit button.

This screenshot shows the same "Mobile Number Verification" popup. The input field now contains the number "7865". The "Submit" button is highlighted with a red rectangular border, indicating it is the next step for the user to click.

If the OTP is correct User will proceed with inserting password and click on Submit button.

Help ▾ More then one account cannot

Applicant Name * **Email Id ***

Mobile Number * **New Password ⓘ ***

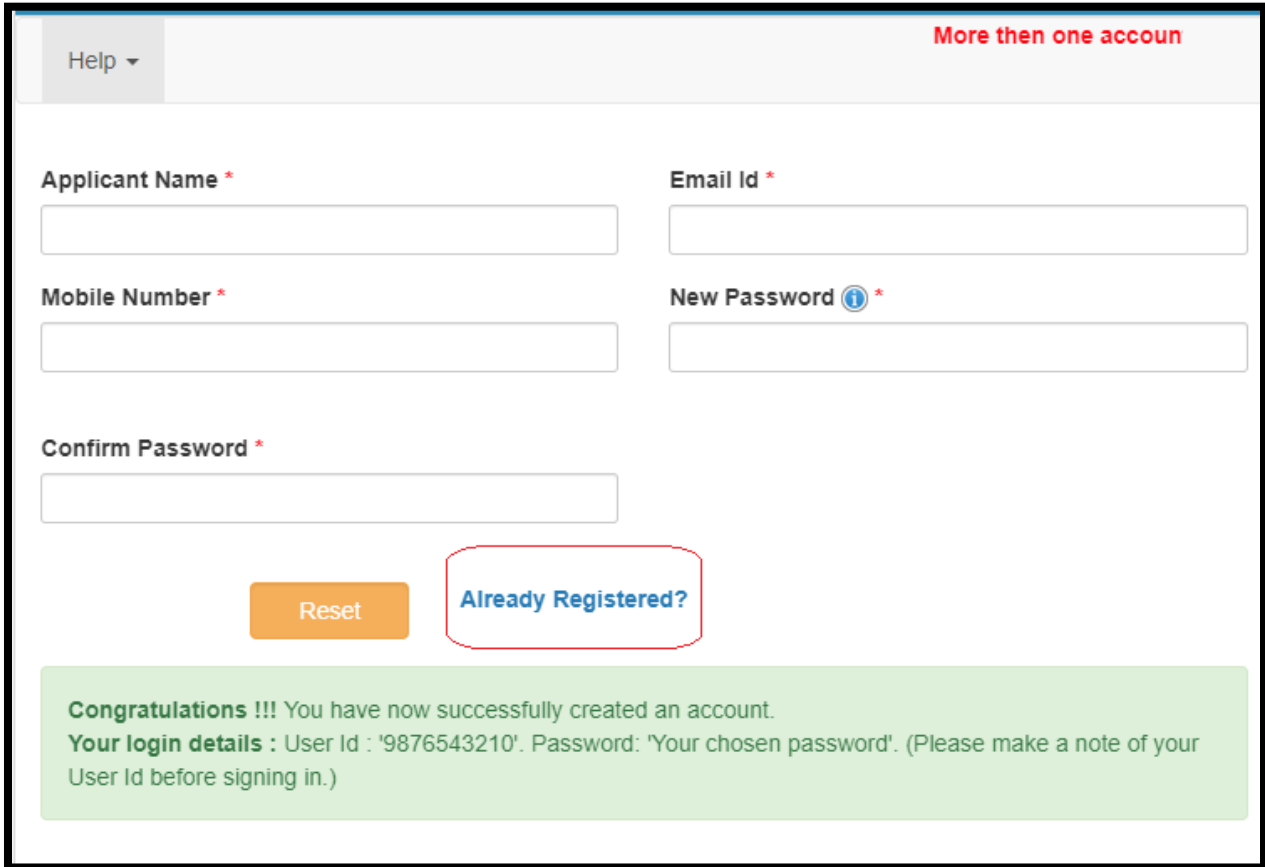
Confirm Password *

[Already Registered?](#)

Upon clicking on submit button a popup will open for successful registration. User will click on ok button.

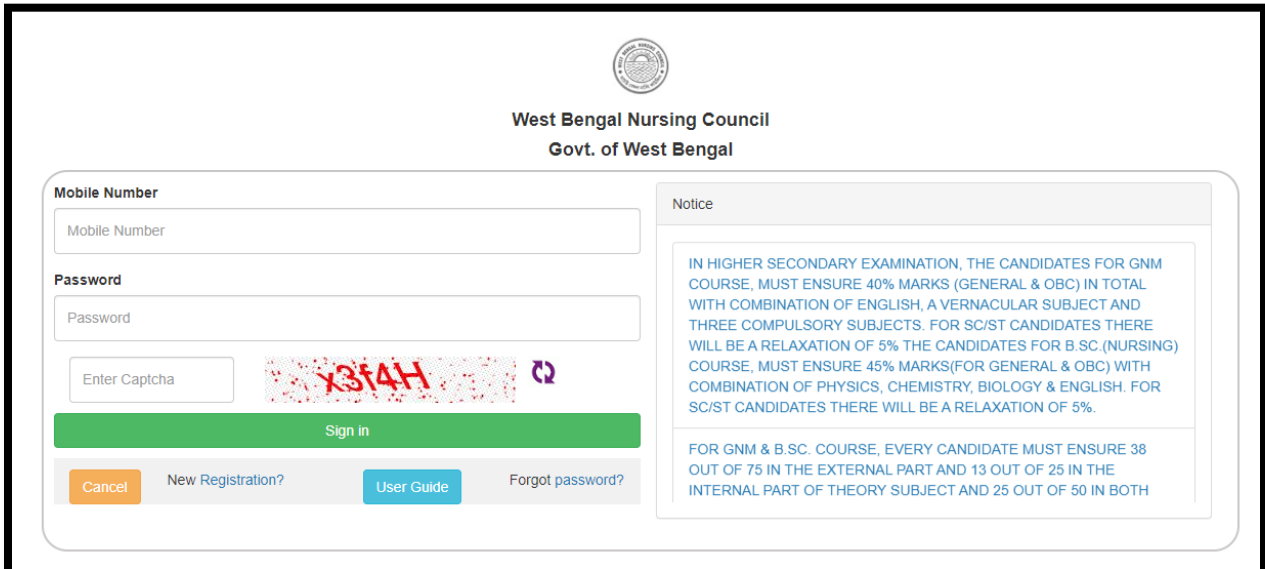
164.164.119.144:8000 says
Welcome to WBNC. Your User Id :9876543210 And Password :
Test@123. Please Do Not Share This With Anyone.

After successful registration, User will next click on 'Already Registered?' button.



The screenshot shows a registration form with the following fields: Applicant Name *, Email Id *, Mobile Number *, and New Password *. There is also a Confirm Password * field. Below the fields are two buttons: 'Reset' and 'Already Registered?'. The 'Already Registered?' button is highlighted with a red border. At the bottom, a green box contains a congratulatory message: 'Congratulations !!! You have now successfully created an account. Your login details : User Id : '9876543210'. Password: 'Your chosen password'. (Please make a note of your User Id before signing in.)'

After clicking on 'Already Registered?' button, the page will redirect to the login page.

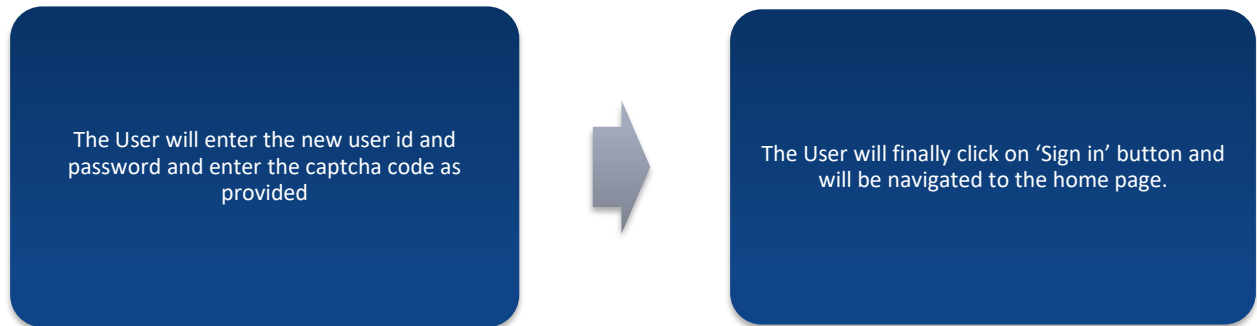


The screenshot shows the login page for the West Bengal Nursing Council, Govt. of West Bengal. It features a logo at the top center. Below the logo, there are input fields for 'Mobile Number' and 'Password'. A captcha field is also present with the text 'Enter Captcha' and a red captcha image 'x3f4H'. A green 'Sign in' button is located below the password field. At the bottom, there are links for 'Cancel', 'New Registration?', 'User Guide', and 'Forgot password?'. On the right side, there is a 'Notice' box containing text about examination marks: 'IN HIGHER SECONDARY EXAMINATION, THE CANDIDATES FOR GNM COURSE, MUST ENSURE 40% MARKS (GENERAL & OBC) IN TOTAL WITH COMBINATION OF ENGLISH, A VERNACULAR SUBJECT AND THREE COMPULSORY SUBJECTS. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5% THE CANDIDATES FOR B.SC.(NURSING) COURSE, MUST ENSURE 45% MARKS(FOR GENERAL & OBC) WITH COMBINATION OF PHYSICS, CHEMISTRY, BIOLOGY & ENGLISH. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5%. FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

3. Login

After the User is redirected to the login page, User can login with new credentials. Detailed information is discussed in 3.2.

3.1 Process Flow



3.2 Detailed Steps

- ❖ The User will enter the new user id and password and enter the captcha code as provided
- ❖ The User will finally click on 'Sign in' button and will be navigated to the home page.

3.3 Screenshot Details

The User will enter the new user id and password and enter the captcha code as provided and will finally click on 'Sign in' button.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number
9876543210

Password
.....

6dwrw

Sign in

Cancel New Registration? User Guide Forgot password?

Notice

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH EXTERNAL & INTERNAL PART IN THE PRACTICAL SUBJECT. THIS IS APPLICABLE FOR THE ENTIRE GNM & B.SC.(NURSING) COURSE AS PER INC NORMS **New**

The User will be navigated to the home page.

West Bengal Nursing Council
Govt. of West Bengal

Home Download Change Password Help Log Out Welcome : Swarup Das

Application Details

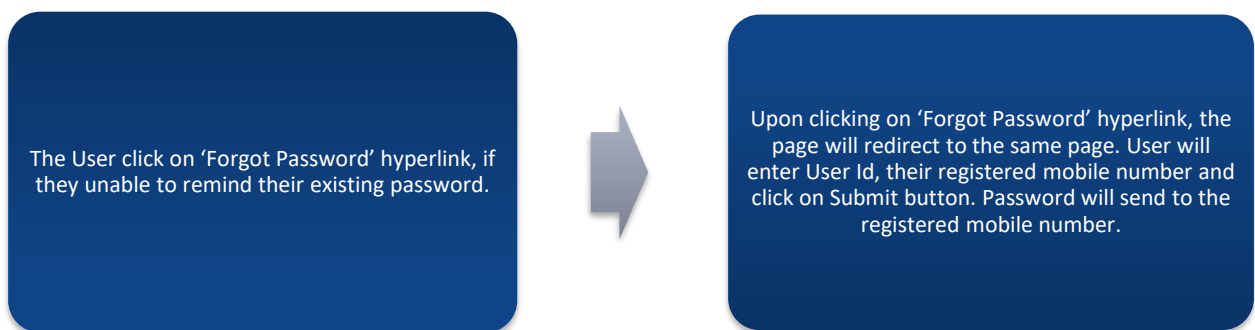
New Application

Sl No	Application No	Name	Course	Status	Action
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4. Forgot Password?

This section of user manual describes how User retrieves their password, if they forget their password. Detailed information is discussed in 4.2.

4.1 Process Flow



4.2 Detailed Steps

- ❖ The User click on 'Forgot Password' hyperlink, if they unable to remind their existing password.
- ❖ Upon clicking on 'Forgot Password' hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

4.3 Screenshot Details

The User click on 'Forgot Password' hyperlink, if they unable to remind their existing password.

The screenshot shows the login interface of the West Bengal Nursing Council. At the top center is the council's logo and the text "West Bengal Nursing Council Govt. of West Bengal". Below this, there are input fields for "Mobile Number" and "Password", along with a "Sign in" button. A "Forgot password?" link is highlighted with a red box. To the right, a "Notice" box contains text regarding examination marks for GNM and B.Sc. courses. At the bottom, there are links for "Cancel", "New Registration?", "User Guide", and "Forgot password?".

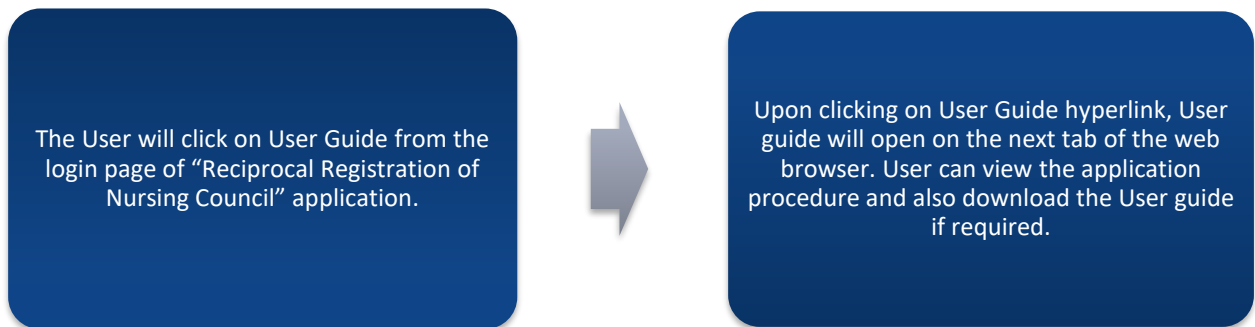
Upon clicking on 'Forgot Password' hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

The screenshot shows the "Forgot Password" page. At the top, it says "West Bengal Nursing Council, Govt. of West Bengal". Below this, there are two input fields: "Enter User Id" and "Enter Registered Mobile Number". To the right of these fields is a blue "Submit" button. Further to the right is a link that says "Go back to login page".

5. User Guide

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 5.2.

5.1 Process Flow



5.2 Detailed Steps

- ❖ The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.
- ❖ Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

5.3 Screenshot Details

The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number

Mobile Number

Password

Password

Enter Captcha

x3f4H

Sign in

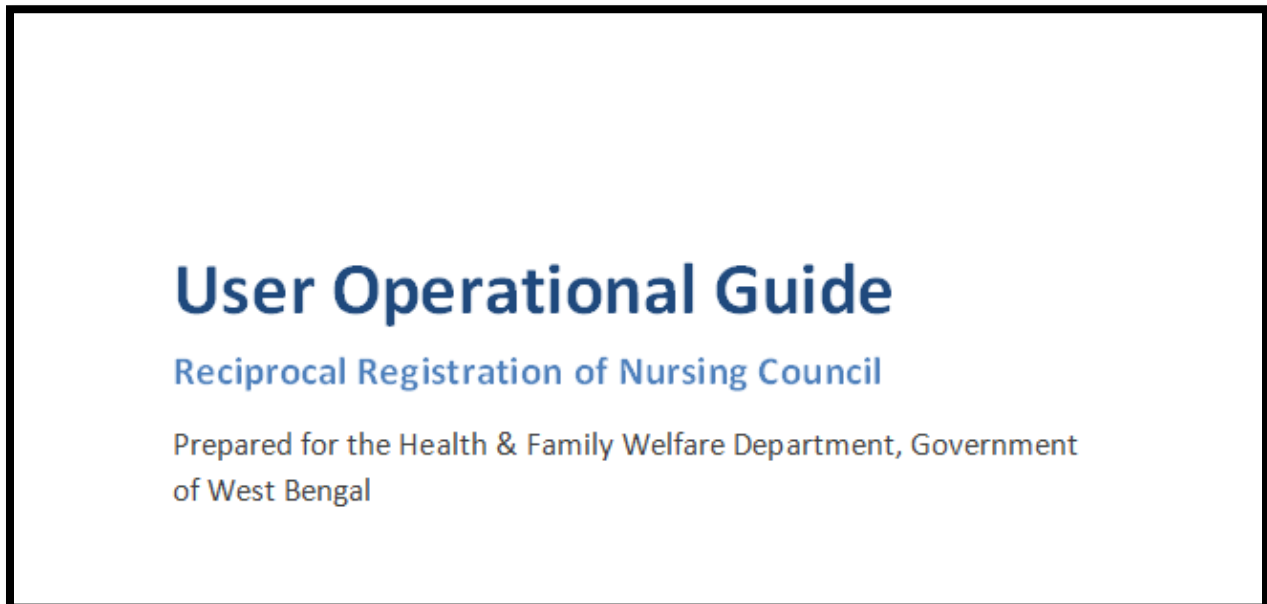
Cancel New Registration? **User Guide** Forgot password?

Notice

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FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



6. New Application

After login User will click on New Application for applying Reciprocal Registration. Detailed information is discussed in 6.2.

6.1 Process Flow

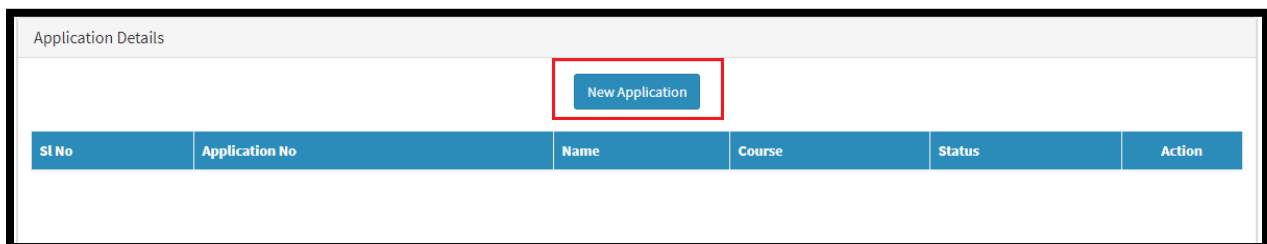


6.2 Detailed Steps

- ❖ The User will click on 'New Application' button in the home page for applying Reciprocal Registration.
- ❖ The page will redirect to the 'New Application' page.
- ❖ During filling 'New application', User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.
- ❖ User will next fill in the address of them. If the Permanent and present address are same User will select the checkbox same as Permanent address which populates the present address from permanent address.
- ❖ After that User will fill in Diploma / Degree. User will select required courses.
- ❖ After selecting courses User will fill in course category and its duration.
- ❖ User will next fill in Previous Council registration information and proceed to next section.
- ❖ User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.
- ❖ User will click on next button after submitting basic details.
- ❖ Upon clicking on next button page redirects to the 'Subject Details'.
- ❖ User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.
- ❖ In the same procedure User will add all the subject of that semester including their marks.
- ❖ User will click on next button after submitting all the subject details.
- ❖ User redirected to the final submit page after clicking on next button.
- ❖ User will select declaration and click on Final submit. After final submit applicant will unable to modify the application. Upon clicking on final submit User alerted with a popup message. User will click on ok button.
- ❖ Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.
- ❖ The page redirected to the home page along with the status submitted..

6.3 Screenshot Details

The User will click on 'New Application' button in the home page for applying Reciprocal Registration.



The page will redirect to the 'New Application' page.

The screenshot shows a web form titled 'Basic Details' with three tabs: 'Basic Details' (active), 'Subject Details', and 'Final Submit'. The form is divided into three main sections: 'Personal Details', 'Permanent Address', and 'Present Address'. The 'Personal Details' section contains nine fields: 'Application Number' (text), 'Application Date' (text, value: 03-Feb-2020), 'Applicant Name' (text, value: Swarup Das), 'Marital Status' (dropdown, value: --Select--), 'Date of Birth' (text), 'Birth Place' (text), 'Nationality' (text), 'Father Name' (text), and 'Caste' (dropdown, value: --Select--). The 'Permanent Address' section contains six fields: 'Address' (text), 'Post Office' (text), 'Police Station' (text), 'State' (dropdown, value: --Select--), 'District' (dropdown, value: --Select--), and 'PIN' (text). The 'Present Address' section is currently empty.

During filling 'New application', User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.

This screenshot shows the same 'Basic Details' form, but with the 'Personal Details' section filled out. The 'Application Number' field is empty. The 'Application Date' field contains '03-Feb-2020'. The 'Applicant Name' field contains 'Swarup Das'. The 'Marital Status' dropdown is set to 'Married'. The 'Date of Birth' field contains '01-Jan-1990'. The 'Birth Place' field contains 'Kolkata'. The 'Nationality' field contains 'Indian'. The 'Father Name' field contains 'Ram Das'. The 'Caste' dropdown is set to 'SC'. The 'Permanent Address' and 'Present Address' sections remain empty.

User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.

Permanent Address:	
Address: 12, Test Road	Post Office: PO
Police Station: PS	State: West Bengal - 19
District: KOLKATA - 17	PIN: 700001

Present Address:	
<input checked="" type="checkbox"/> Same as Permanent Address.	
Address: 12, Test Road	Post Office: PO
Police Station: PS	State: West Bengal - 19
District: KOLKATA - 17	PIN: 700001

After that User will fill in Diploma / Degree. User will select required courses.

DIPLOMA/DEGREE:	
Course:	
--Select--	
--Select--	
GENERAL NURSING MIDWIFERY (3 YEARS 6 MONTHS) - C000000001	
B.Sc. Nursing - C000000023	
GENERAL NURSING MIDWIFERY (3 YEARS) - C000000024	
ANM(R) NUHM (18 months & 6 months internship) - C000000028	
BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES - C000000029	



After selecting courses User will fill in course category and its duration.

DIPLOMA/DEGREE:	
Course: GENERAL NURSING MIDWIFERY (3 YEARS 6 MONTHS) - C000000001	
Course Category: Diploma - C01	Trained At: CNMCH
Obtained From: Kolkata	Obtained Date : 25-Dec-2019

User will next fill in Previous Council registration information and proceed to next section.

Previous Council Registration Information	
Council Name:	WEST BENGAL NURSING COUNCIL - N0001
Registration No:	REG32456
Registration Date:	26-Dec-2019
State Name:	West Bengal - 19
Higher Secondary Examination Marks in Percentage:	75

User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.

Where Employed:	Yes	School Name:	--Select--
College Name:	Govt. College of Nursing, S.S.K.M. Hospital, Kolkata - NC001	Training Years :	1
Training Months :	0	Training From Date :	01-Jan-2018
Training To Date :	31-Dec-2019		
Nurse Image Upload	Choose File 11.jpg	Nurse Signature Upload :	Choose File s7.jpg
			
Submit			

User will click on next button after submitting basic details.

Submit
Previous Next

Upon clicking on next button page redirects to the 'Subject Details'.

The screenshot shows the 'Subject Details' form with the following fields:

- Semester:** --Select--
- Subject Name:** --Select--
- Full Marks:** (empty input field)
- Obtain Marks(Internal):** (empty input field)
- Obtain Marks(External):** (empty input field)

An **ADD** button is located below the form fields.

Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)
--------	---------------	--------------	------------	-------------------------	-------------------------

A **Submit** button is located at the bottom of the form.

User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.

The screenshot shows the 'Subject Details' form with the following data:

- Semester:** (6 Months Course) - E28
- Subject Name:** Paper - I : Foundation of Community Health - S0059
- Full Marks:** 100
- Obtain Marks(Internal):** Marks between 15 and 30, 25
- Obtain Marks(External):** Marks between 35 and 70, 65

The **ADD** button is highlighted with a red box.

Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)
--------	---------------	--------------	------------	-------------------------	-------------------------

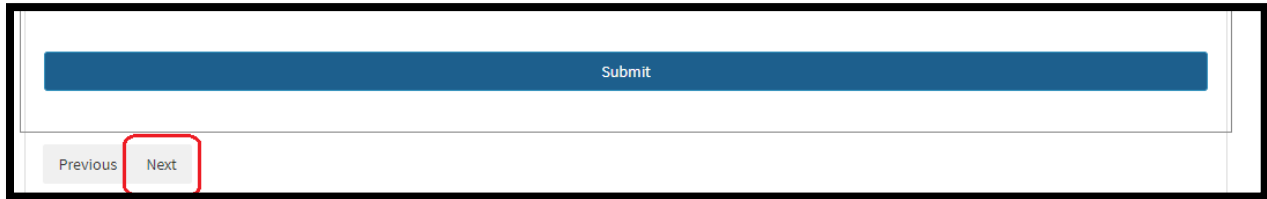
A **Submit** button is located at the bottom of the form.

In the same procedure User will add all the subject of that semester including their marks. Note that without entering all the subject of that semester User cannot proceed to the next step.

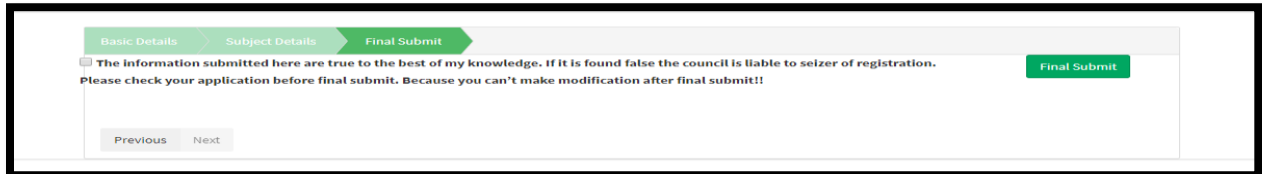
Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)	
1	(6 Months Course) - E28	Paper - I : Foundation of Community Health - S0059	100	25	65	Remove
2	(6 Months Course) - E28	Paper - II : Primary Health Care In Common Condition - S0060	100	28	65	Remove
3	(6 Months Course) - E28	Practical - I : Public Health and Primary Care Skills - S0061	100	25	68	Remove

A **Submit** button is highlighted with a red box at the bottom of the form.

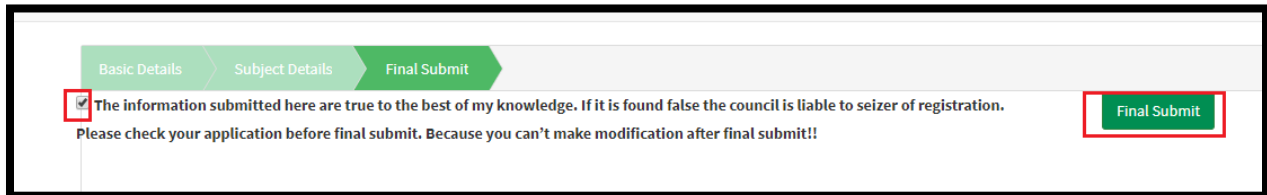
User will click on next button after submitting all the subject details.



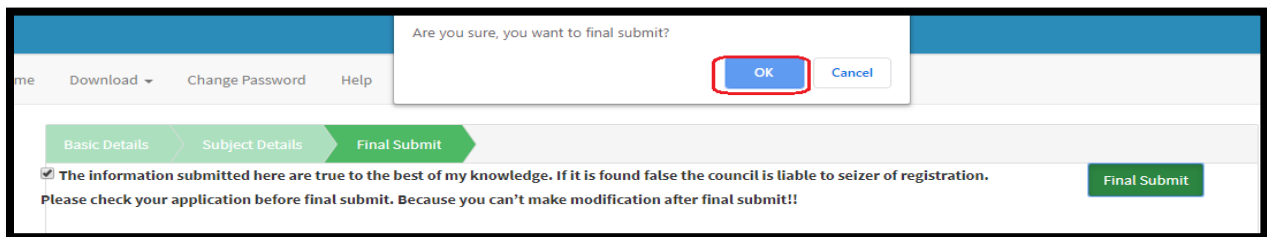
User redirected to the final submit page after clicking on next button.



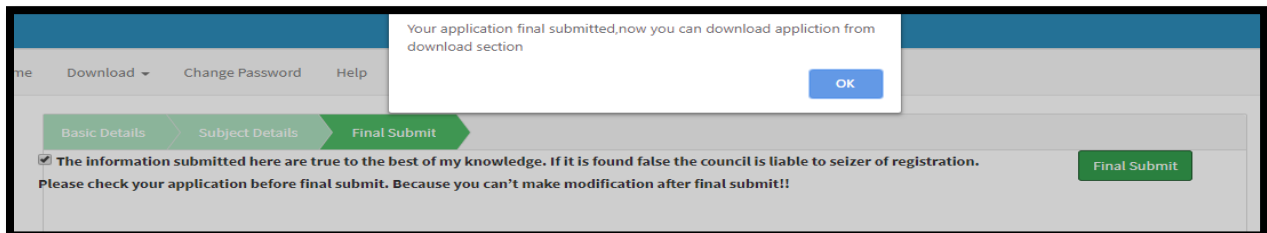
User will select declaration and click on Final submit. After final submit applicant will unable to modify the application.



Upon clicking on final submit User alerted with a popup message. User will click on ok button.



Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.



The page redirected to the home page along with the status submitted.

Application Details

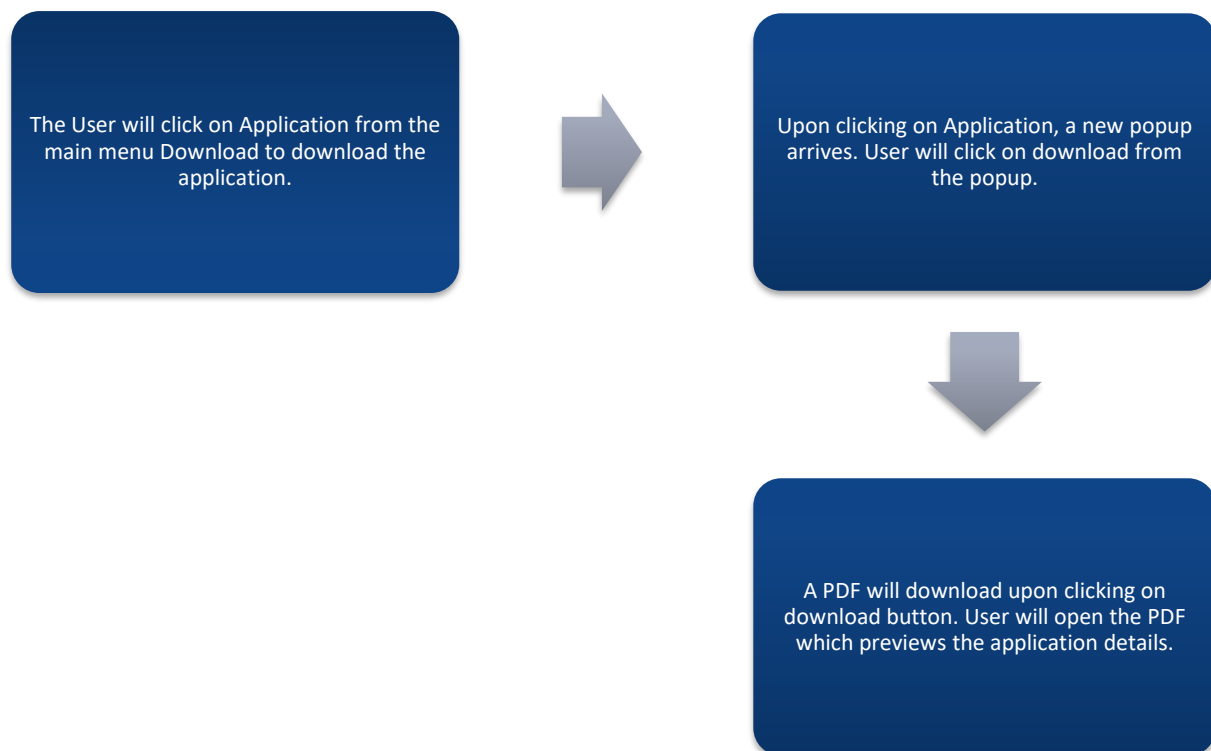
Sl No	Application No	Name	Course	Status	Action
1	AR00000000000000000001	Swarup Das	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	Submitted	

7. Download

7.1 Application

After the application, User can download the application. Detailed information is discussed in 7.1.2.

7.1.1 Process Flow

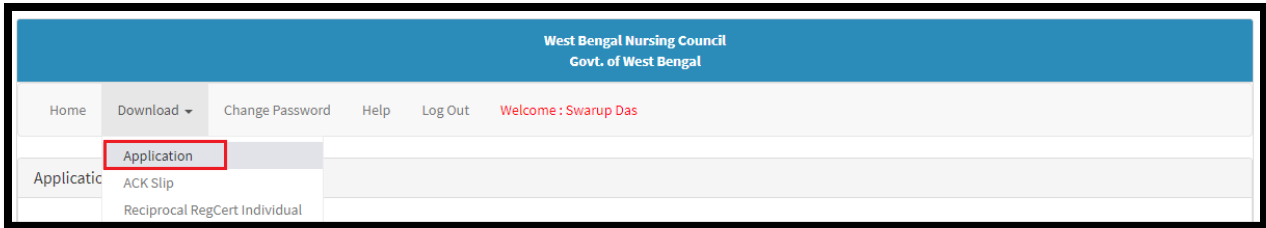


7.1.2 Detailed Steps

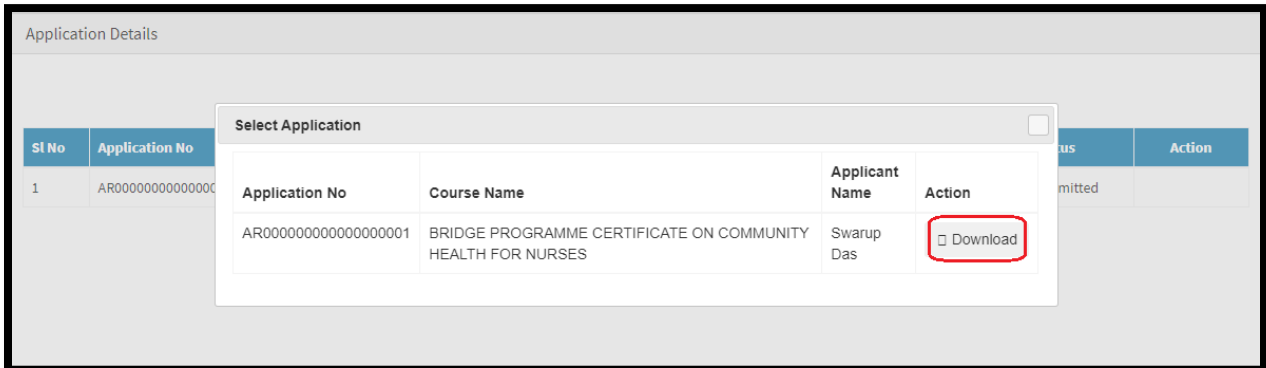
- ❖ The User will click on Application from the main menu Download to download the application.
- ❖ Upon clicking on Application, a new popup arrives. User will click on download from the popup.
- ❖ A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

7.1.3 Screenshot Details

The User will click on Application from the main menu Download to download the application.





Upon clicking on Application, a new popup arrives. User will click on download from the popup.



A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

Government of West Bengal
Purta Bhawan, D.F. Block, Sector-1, 3rd floor, Room No. 302, Salt Lake, Kol.91

Online Application of Reciprocal Registration

Basic Details

Application Number:	AR000000000000000001	Application Date:	03-Feb-2020
Applicant Name:	Swarup Das	Marital Status:	Married
Date of Birth:	01-Jan-1990	Birth Place:	Kolkata
Nationality:	Indian	Father Name:	Ram Das
Caste:	SC	H.S. Marks(%):	75.00

Permanent Address

Address:	12, Test Road	Post Office:	PO
Police Station:	PS	State:	West Bengal
District:	KOLKATA	PIN:	700001

Present Address

Address:	12, Test Road	Post Office:	PO
Police Station:	PS	State:	West Bengal
District:	KOLKATA	PIN:	700001

Diploma/Degree


Course:	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	Course Category:	Certificate
Trained At:	CNMCH	Obtained From:	Kolkata
Obtained Date:	25-Dec-2019	Download Time:	03-Feb-2020 17:31:01 Hrs

Previous Council Registration Information

Council Name:	WEST BENGAL NURSING COUNCIL	Registration No.:	REG32456
Registration Date:	26-Dec-2019	State Name:	West Bengal
Where Employed:	Yes	School Name:	
College Name:	Govt. College of Nursing, S.S.K.M. Hospital, Kolkata	Training Years :	1
Training Months :	0	Training From Date :	01-Jan-2018
Training To Date :	31-Dec-2019	Application Status :	Submitted

Subject Details

Sl.No	Subject Description	Internal Full Marks	Internal Obtain Marks	External Full Marks	External Obtain Marks
1	Paper - I : Foundation of Community Health - 50059	30	25	70	65
2	Paper - II : Primary Health Care In Common Condition - 50060	30	28	70	65
3	Practical - I : Public Health and Primary Care Skills - 50061	30	25	70	68

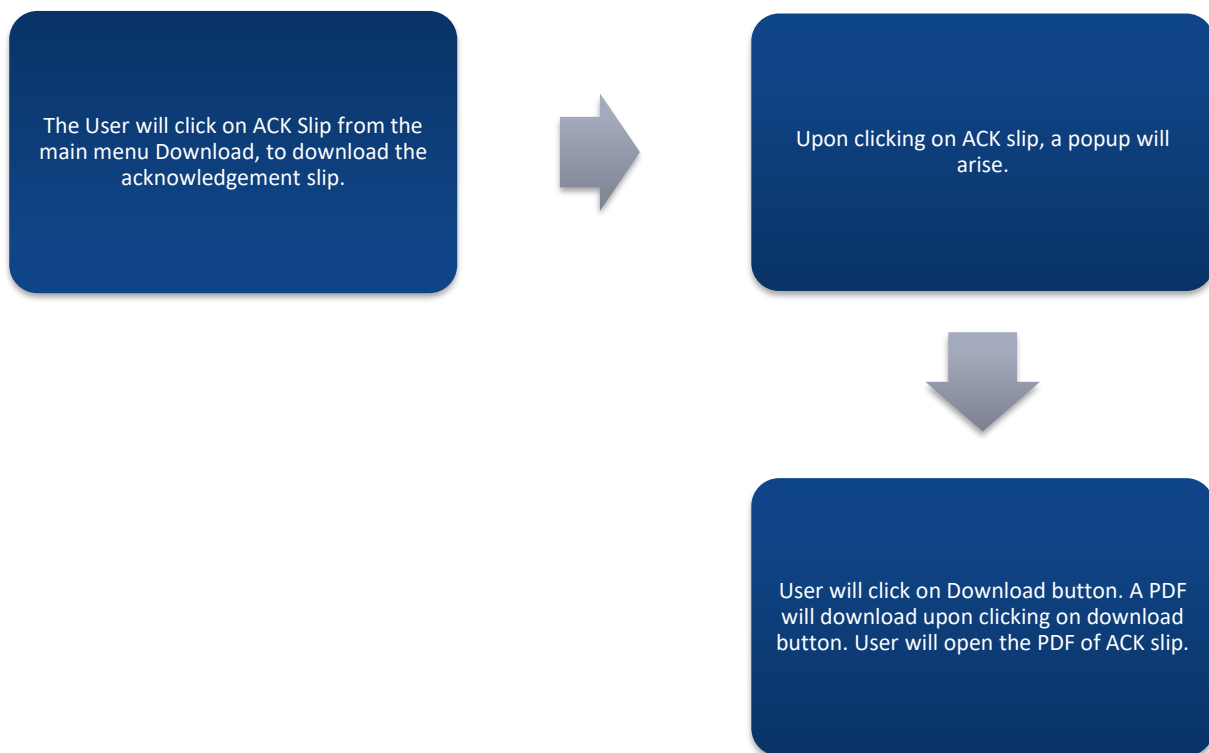
Signature : 

Page 1 of 2

7.2 ACK Slip

After the application is received by Administrator, User can download the acknowledgement slip. Detailed information is discussed in 7.2.2.

7.2.1 Process Flow



7.2.2 Detailed Steps

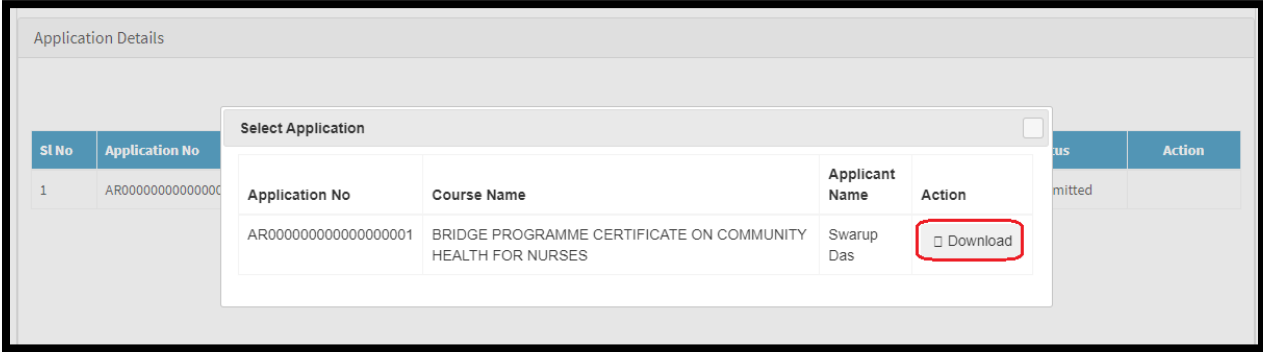
- ❖ The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.
- ❖ Upon clicking on ACK slip, a popup will arise.
- ❖ User will click on Download button. A PDF will download upon clicking on download button. User will open the PDF of ACK slip..

7.2.3 Screenshot Details

The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.





Upon clicking on ACK slip, a popup will arise. User will click on Download button.




A PDF will download upon clicking on download button. User will open the PDF of ACK slip.

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ACKNOWLEDGEMENT RECEIPT





Application Number:	AR00000000000000000001	Application Date:	03-Feb-2020
Applicant Name:	Swarup Das	Father's Name:	Ram Das
Current Council Name:	WEST BENGAL NURSING COUNCIL		

Date and Time of visiting in the Council

Date:	The candidate should visit the Council within 01(one) month from 08-Feb-2020		
Application Status :	Scheduled	Download Time:	03-Feb-2020 17:58:21 Hrs

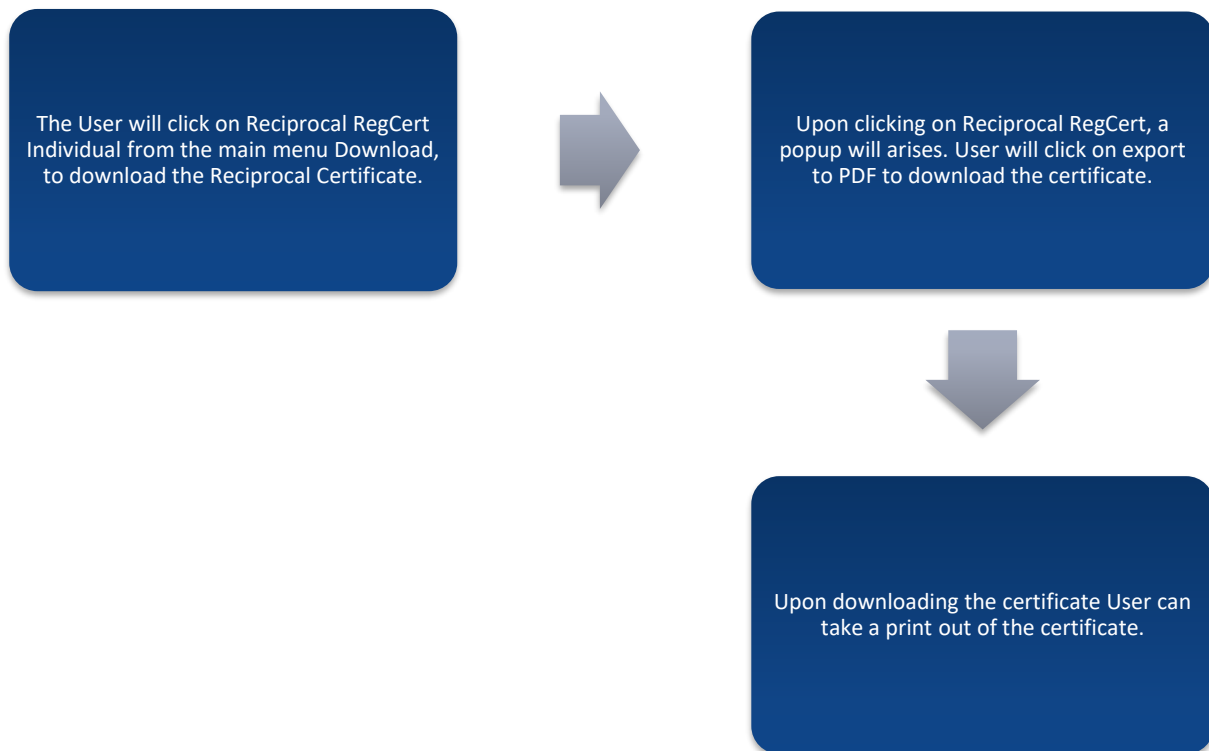
Signature of the Dealing Clerk

Acknowledgement Receipt

7.3 Reciprocal RegCert Individual

After admin approve and generates Reciprocal Certificate, User can download the certificate. Detailed information is discussed in 7.3.2.

7.3.1 Process Flow



7.3.2 Detailed Steps

- ❖ The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.
- ❖ Upon clicking on Reciprocal RegCert, a popup will arise. User will click on export to PDF to download the certificate.
- ❖ Upon downloading the certificate User can take a print out of the certificate.

7.3.3 Screenshot Details

The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.



Upon clicking on Reciprocal RegCert, a popup will arise. User will click on export to pdf to download the certificate.



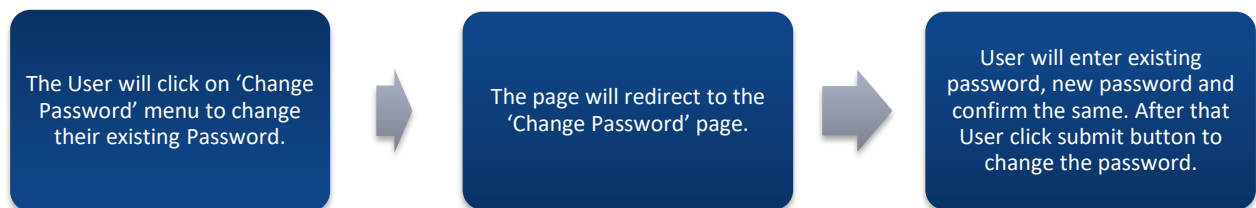
Upon downloading the certificate User can take a print out of the certificate.



8. Change Password

This section of user manual describes how User changes their existing password. Detailed information is discussed in 8.2.

8.1 Process Flow



8.2 Detailed Steps

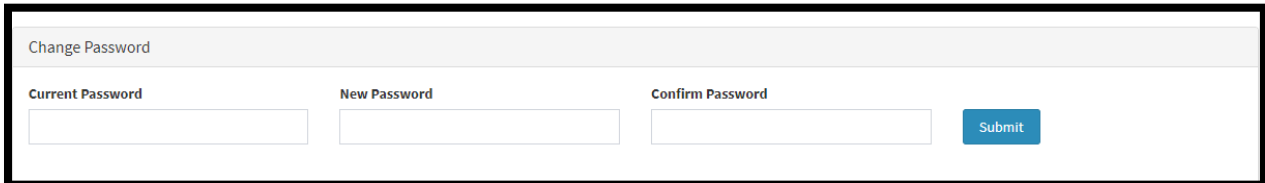
- ❖ The User will click on 'Change Password' menu to change their existing Password.
- ❖ The page will redirect to the 'Change Password' page.
- ❖ User will enter existing password, new password and confirm the same. After that User click submit button to change the password.

8.3 Screenshot Details

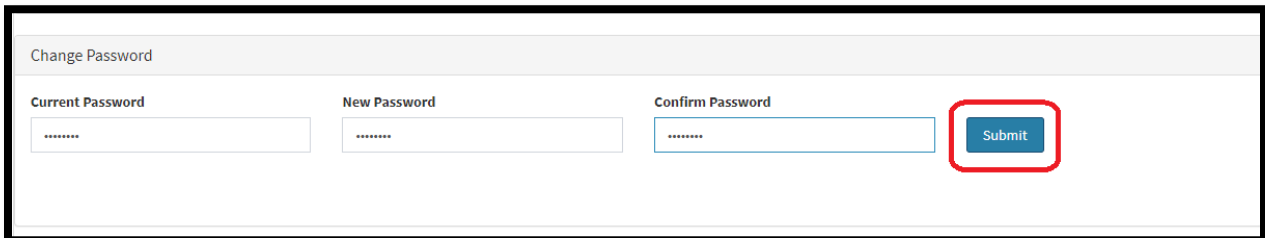
The User will click on 'Change Password' menu to change their existing Password.



The page will redirect to the 'Change Password' page.



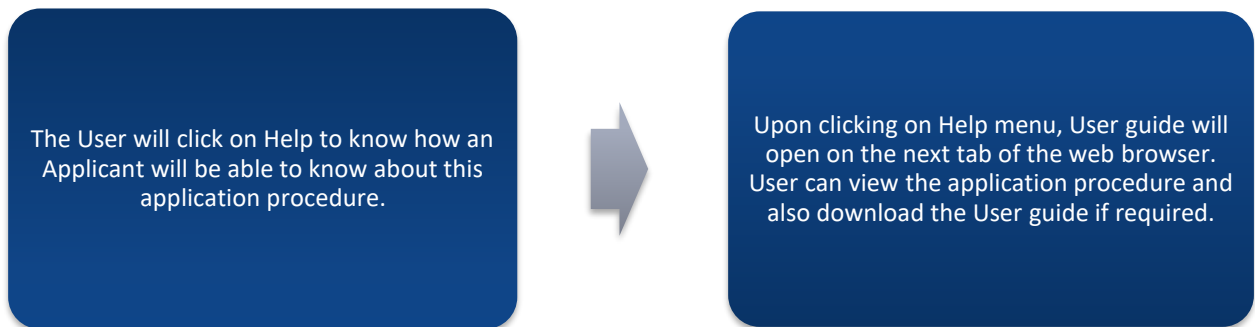
User will enter existing password, new password and confirm the same. After that User click submit button to change the password.



9. Help

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 9.2.

9.1 Process Flow



9.2 Detailed Steps

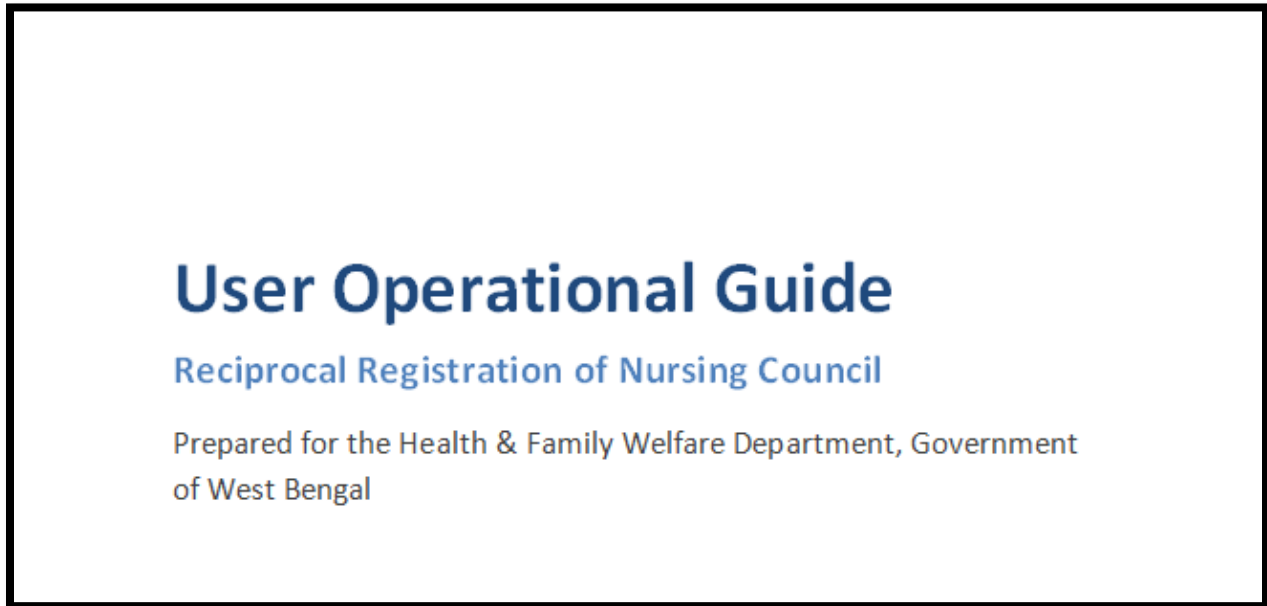
- ❖ The User will click on Help to know how an Applicant will be able to know about this application procedure.
- ❖ Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

9.3 Screenshot Details

The User will click on Help to know how an Applicant will be able to know about this application procedure.

Home	Download ▾	Change Password	Help	Log Out	Welcome : Swarup Das
Application Details					
Sl No	Application No	Name	Course	Status	Action
1	AR00000000000000000001	Swarup Das	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	Reg.No. Generated	

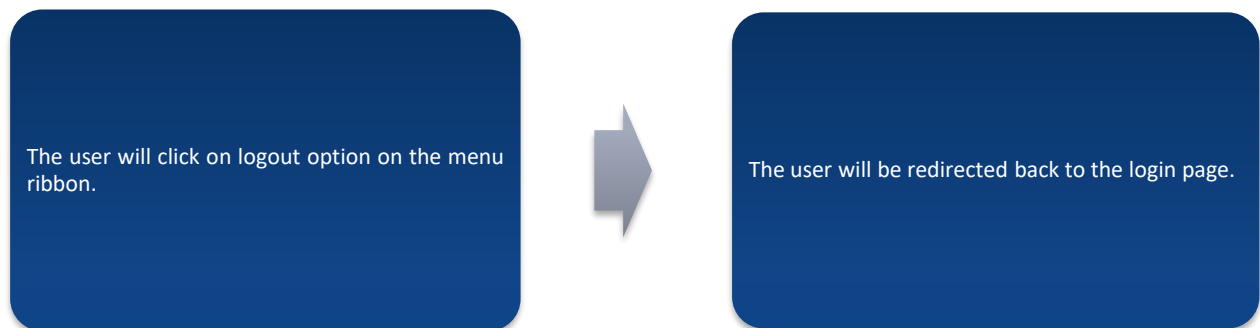
Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



10. Logout

The User may logout whenever he/she wants. The user will click on logout option on the menu ribbon. The user will be redirected back to the login page.

10.1 Process Flow

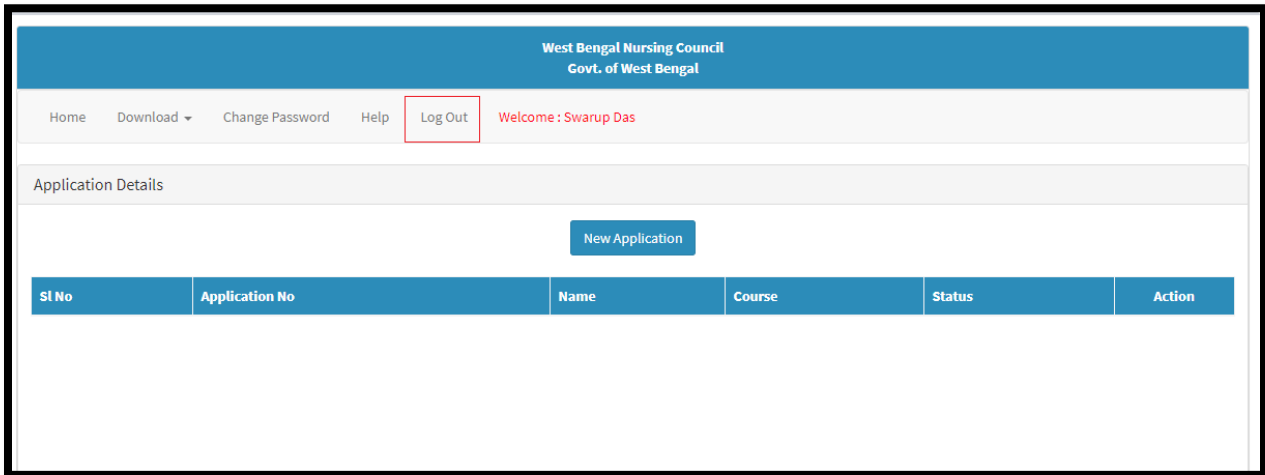


10.2 Detailed Steps

- ❖ The user will click on logout option on the menu ribbon.
- ❖ The user will be redirected back to the login page.

10.3 Screenshot Details

The user will click on logout option on the menu ribbon.



The user will be redirected back to the login page.

