

USER ROLE

1. Step 1 – Login through officer credentials.
2. Click on User Role on left side panel

The screenshot shows the UPSIDA Admin Dashboard. The left sidebar contains a menu with the following items: Dashboard, Sanction Manager, Completion Manager, MIS Report, **User Roles** (highlighted with a red box and a red arrow), Architect/Engineer, All Masters, and All Allottee. The main content area displays the 'Admin Dashboard' with a header 'UPSIDA / LIDA'. Below the header is a summary bar with six cards: All Application (89), Scrutiny in Process (23), Application In Process (13), Approved (38), Rejected (3), and Objected (7). Each card has a 'View Details' button. Below the summary bar is a 'Application Status' pie chart with a legend: Inprocess (46.1%), Approved (42.7%), Rejected, and Objection. The footer indicates the system is powered by Medhaj Techno Concept Pvt. Ltd. with the URL <https://upsida.obpas.co.in/admin/dashboard.php?setting2>.

3. Click on Officer/ User List

The screenshot shows the UPSIDA Admin Dashboard with the 'User Roles' menu item expanded. The expanded menu includes: User Roles List, Create User Role, **Officer /User List** (highlighted with a red box and a red arrow), Architect/Engineer, All Masters, and All Allottee. The main content area remains the same as in the previous screenshot, displaying the 'Admin Dashboard' with the same summary bar and 'Application Status' pie chart. The footer indicates the system is powered by Medhaj Techno Concept Pvt. Ltd.

4. Check the details of the officers, in case of any update click on EDIT

The screenshot shows the 'Staff List' page in the UPSIDA system. The interface includes a sidebar with navigation options like Dashboard, Sanction Manager, Completion Manager, MIS Report, and User Roles. The main content area displays a table of staff members. The table has the following columns: Sr. no, Officer Name, Designation, For, Level, Property, Mobile no., Username, Password, and Status. The status column shows 'Active' for all officers. A search bar and an 'Add Officer' button are also visible.

Sr. no	Officer Name	Designation	For	Level	Property	Mobile no.	Username	Password	Status
1	Abhishek Shukla	Manager	UPSIDA	Level7	Residential				Active
2	Abhishek Srivastava	Dealing Assistant	UPSIDA	Level1	Residential				Active
3	ACEO-A UPSIDA	Additional Chief Executive Officer	UPSIDA	Level12	Residential				Active
4	ACEO-P UPSIDA	Additional Chief Executive Officer	UPSIDA	Level12	Industrial				Active
5	Achal Srivastva	Dealing Assistant	UPSIDA	Level1	Residential				Active
6	Ajay Yadav	Dealing Assistant	UPSIDA	Level1	Residential				Active
7	Ajay Singh Yadav	Regional Manager	UPSIDA	Level4	Residential				Active

The screenshot shows the 'Staff List' page in the UPSIDA system, focusing on the 'Edit' button. The table has the following columns: Officer Name, Designation, For, Level, Property, Mobile no., Username, Password, and Status. The status column shows 'Active' for all officers. A red arrow points to the 'Edit' button in the status column.

Officer Name	Designation	For	Level	Property	Mobile no.	Username	Password	Status
haskar	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓ Edit
lha	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓ Edit
Kumar Verma	Assistant Manager	UPSIDA	Level3	Residential				Active ✓ Edit
mar	Draughtsman	UPSIDA	Level2	Residential				Active ✓ Edit
mar	Assistant Manager	UPSIDA	Level6	Residential				Active ✓ Edit
stwa	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓ Edit
Singh	Assistant Manager	UPSIDA	Level3	Residential				Active ✓ Edit
upta	Senior Manager	UPSIDA	Level8	Residential				Active ✓ Edit
nar	Regional Manager	UPSIDA	Level4	Residential				Active ✓ Edit

The details to be filled are as follows:

- Officer Name
- Designation
- Mobile No.
- Email id
- Correspondence Address
- Assign Officer Details:
 - Level
 - Responsibility
 - Certification Type
 - District
 - Industrial Area
 - Regional Office

5. The following form shall have to be filled for updating the details:

Admin

- Dashboard
- Sanction Manager >
- Completion Manager >
- MIS Report >
- Finance Dept. MIS Status >
- User Roles >
- Architect/Engineer >
- Amalgamation >
- Subdivision >
- All Masters >
- All Allottee >

Edit Officer

Select Designation *	User ID *	Password *
Dealing Assistant	DF-000067	Upsida_da@189
Officer First Name *	Officer Last Name *	Officer Mobile Number *
Abhishek	Srivastava	7599190515
Officer Email *		
rmayodhya@upsida.co.in		

Correspondance Address *

Address Line 1 *	Address Line 2 *	PIN Code *
Kanpur	Kanpur	208090
Country *	State *	District *
India	Uttar Pradesh	

Same as correspondance address

Permanent Address *

Address Line 1 *	Address Line 2 *	PIN Code *
UPSIDA	UPSIDA	208024
Country *	State *	District *
India	Uttar Pradesh	Falzarbad

Add Link Officer *

Link Officer Name *	Link Officer User ID *	Link Officer Mobile *
LinkOfficer	DF-000000	1234467890

Assign Officer *

Select Level *	Select Responsibility *	Select Certificate Type *
Level1	Forward	none
District *	Select Regional Office *	Industrial Areas *
Falzarbad,Amethi	AYODHYA	
Select Block *	Select ULB *	Select Sector *
None	None	None
Select Property Type *	Select Plot Area *	
Residential	<=25	

6. In case details of new user is to be added then click on ADD OFFICER and the form shall open up for the same and user id will be auto-generated.

The screenshot displays the UPSIDA system interface. The top navigation bar includes the UPSIDA logo, a menu icon, and a user profile section showing 'Welcome : Admin'. The left sidebar menu lists various administrative functions. The main area shows a 'Staff List' table with columns for Name, Designation, For, Level, Property, Mobile no., Username, Password, Status, and Actions. A red arrow highlights the 'Add Officer' button located in the top right corner of the table area.

me	Designation	For	Level	Property	Mobile no.	Username	Password	Status	Actions
Shukla	Manager	UPSIDA	Level7	Residential				Active ✓	Edit
Srivastava	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓	Edit
PSIDA	Additional Chief Executive Officer	UPSIDA	Level12	Residential				Active ✓	Edit
PSIDA	Additional Chief Executive Officer	UPSIDA	Level12	Industrial				Active ✓	Edit
astva	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓	Edit
/	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓	Edit
i Yadav	Regional Manager	UPSIDA	Level4	Residential				Active ✓	Edit
ar	Dealing Assistant	UPSIDA	Level1	Residential				Active ✓	Edit



Admin

- [Dashboard](#)
- [Sanction Manager >](#)
- [Completion Manager >](#)
- [MJS Report >](#)
- [User Roles >](#)
- [Architect/Engineer >](#)
- [All Masters >](#)
- [All Allottee >](#)

Add Officer

Officer For	Select Designation	Officer First Name
<input type="text" value="---Select---"/>	<input type="text" value="---Select Designation---"/>	<input type="text" value="Officer First Name"/>
Officer Last Name	Officer Mobile Number	Officer Email
<input type="text" value="Officer Last Name"/>	<input type="text" value="Officer Mobile Number"/>	<input type="text" value="Officer Email"/>
User ID	Password	
<input type="text" value="OF-000537"/>	<input type="text" value="Enter Your Password"/>	

Correspondance Address

Address Line 1	Address Line 2	PIN Code
<input type="text" value="Address Line 1"/>	<input type="text" value="Address Line 2"/>	<input type="text" value="Address Line 2"/>
Country	State	District
<input type="text" value="India"/>	<input type="text" value="---Select State---"/>	<input type="text" value="Select District"/>

Same as correspondance address

Permanent Address

Address Line 1	Address Line 2	PIN Code
<input type="text" value="Address Line 1"/>	<input type="text" value="Address Line 2"/>	<input type="text" value="Address Line 2"/>
Country	State	District
<input type="text" value="---Select Country---"/>	<input type="text" value="---Select State---"/>	<input type="text" value="---Select District---"/>

Assign Officer Details

Select Level	Select Responsibility	Select Certificate Type
<input type="text" value="---Select Level---"/>	<input type="text" value="---Select Responsibility---"/> Forward Objection Rejection	<input type="text" value="---Select Certificate Type---"/>
Select District	Industrial Areas	Regional Office
<input type="text" value="Select District"/>	<input type="text" value=""/>	<input type="text" value="Regional Office"/>
Select Property Type	Select Plot Area	Select Block
<input type="text" value="---Select Property---"/>	<input type="text" value="---Select Plot Area---"/>	<input type="text" value="None"/>
Select ULB	Select Sector	
<input type="text" value="None"/>	<input type="text" value="None"/>	

Submit Now