



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Dashboard***

## Table of Contents

1. Overview.....	1
2. How to Get Started.....	1
3. How to Login .....	1
4. Dashboard .....	2
4.1. View Profile.....	3
4.2. Create Alternate Username.....	4
4.3. Change Password.....	5
4.4. Logout .....	5

## 1. Overview

Chhattisgarh is delivering on its promise of "Business Made Easy" with OneClick, the state's new single-window portal. This innovative platform significantly enhances the business environment by offering speed, simplicity, and transparency. Entrepreneurs and investors can now access everything they need – from approvals and clearances to bill payments, land allotment, and compliance – with just a single click.

**Purpose:** This document serves as a comprehensive, step-by-step guide for industrial users and official users of the Department of Commerce and Industry. It outlines the process for accessing and utilizing the dashboard view within the single-window portal.

## 2. How to Get Started

Enter the application URL (<https://oneclick.cgstate.gov.in>) in the browser and the page navigates to the Home page of the SWS application.

## 3. How to Login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.

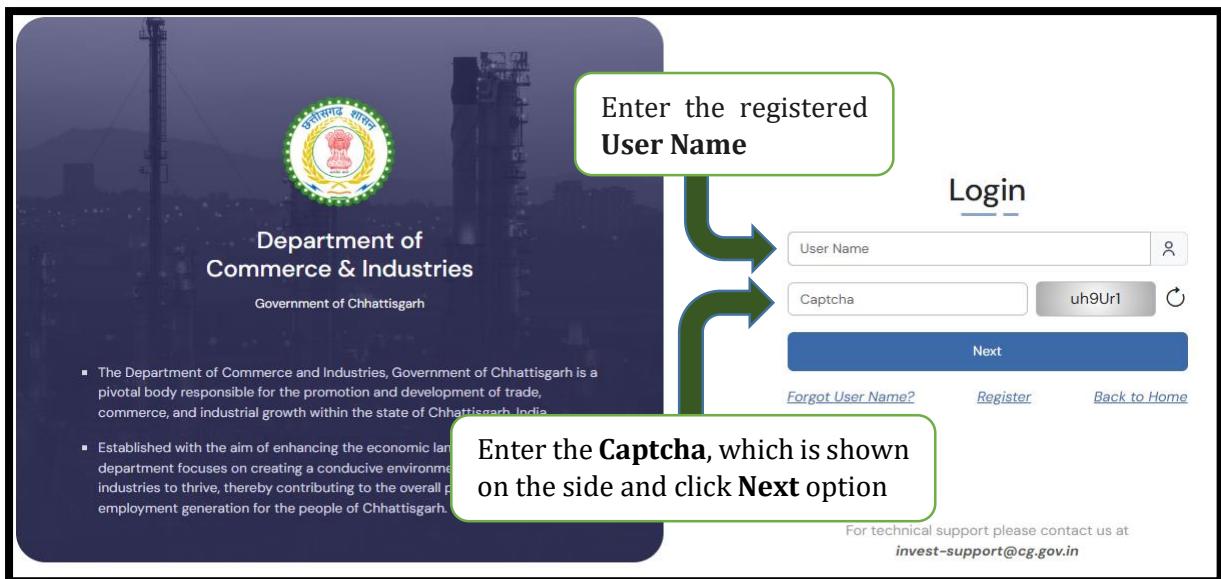


**Figure 3.1: Homepage Screen**



Single Window System (<https://oneclick.cgstate.gov.in>)





**Figure 3.2: Login Screen (A)**

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.



**Figure 3.3: Login Screen (B)**

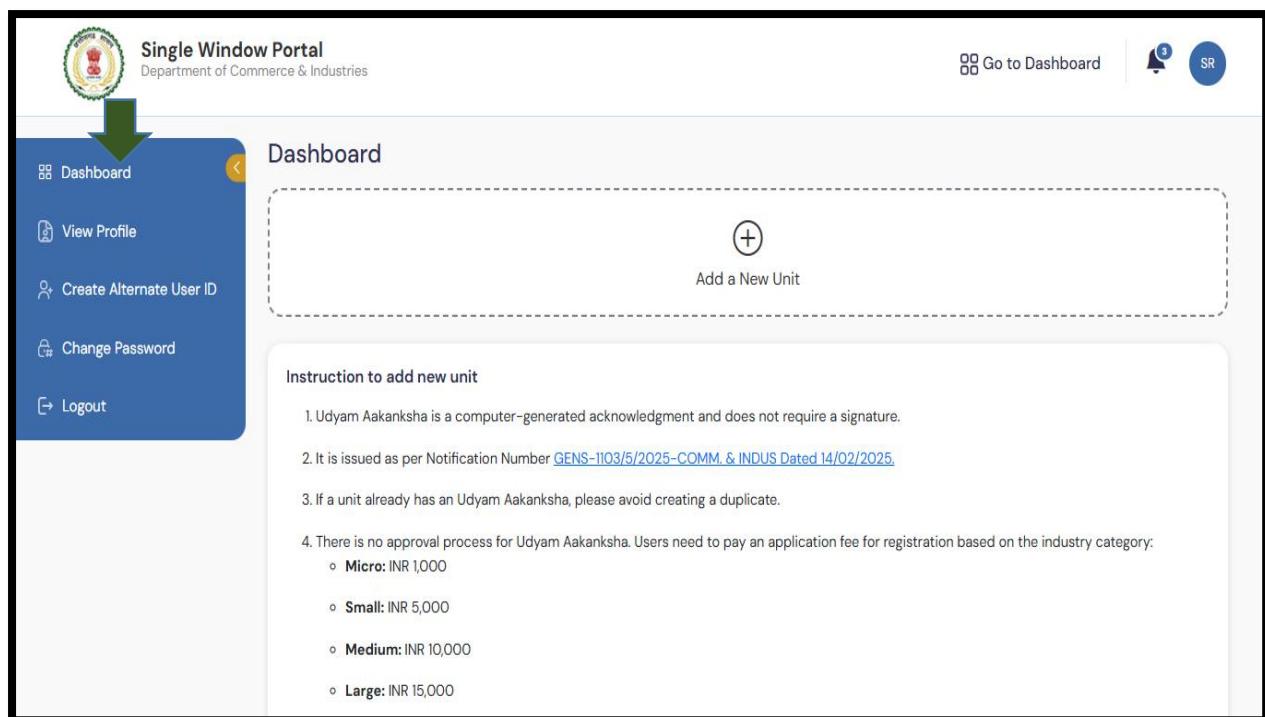
## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for adding new unit details.



Single Window System (<https://oneclick.cgstate.gov.in>)

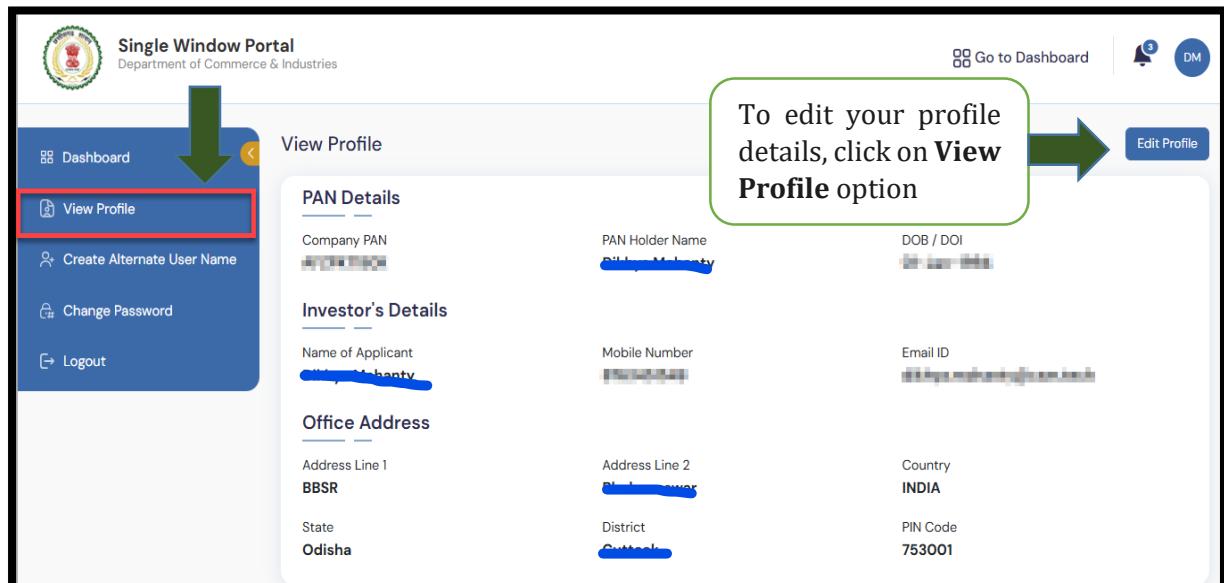




**Figure 4.1: Dashboard Screen**

## 4.1. View Profile

To view and edit profile details, click the **View Profile** sub-link. This action will direct you to the page depicted in **Fig. 4.2**, where a comprehensive display of your profile information is presented.



**Figure 4.2: View Profile Screen**



Single Window Portal  
Department of Commerce & Industries

Go to Dashboard 3 DM

Edit Profile

Name of Applicant: Dikhya Mohanty

Mobile Number:

Email ID:

Office Address

Address Line 1\*: BBSR

Address Line 2: Bhubaneswar

Country\*: INDIA

State\*: Odisha

District\*: Cuttack

PIN Code: 753001

Reset Update

Edit the data in the respective fields and click on the **Update** option

Or to change the details in the field, click on the **Reset** option

**Figure 4.3: Edit Profile Screen**

Further the profile is updated.

## 4.2. Create Alternate Username

To create an alternate username for the profile, click on the Create Alternative User Name sub-link to navigate to the page shown in **Fig. 4.4**. On the Create Alternative User Name page (**Fig. 4.4**), the details displayed include the Name of Applicant, Mobile Number, Email ID, and User ID.

Single Window Portal  
Department of Commerce & Industries

Go to Dashboard 3 DM

Dashboard

View Profile

Create Alternate User Name  

Change Password

Logout

Create Alternative User Name

Name of Applicant: Dikhya Mohanty

Mobile Number:

Email Id:

User Id:

Enter Alternate User Name:

Submit

Enter the **Create Alternate User Name** and click the **Submit** option

**Figure 4.4: Create Alternate User Name Screen**



Further the user name is changed successful.

### 4.3. Change Password

Referring to **Fig. 4.5**, in the Change Password page.

Single Window Portal  
Department of Commerce & Industries

Go to Dashboard

DM

Change Password

(\*) Indicated fields are mandatory

Old Password \*

New Password \*

Confirm Password \*

Reset

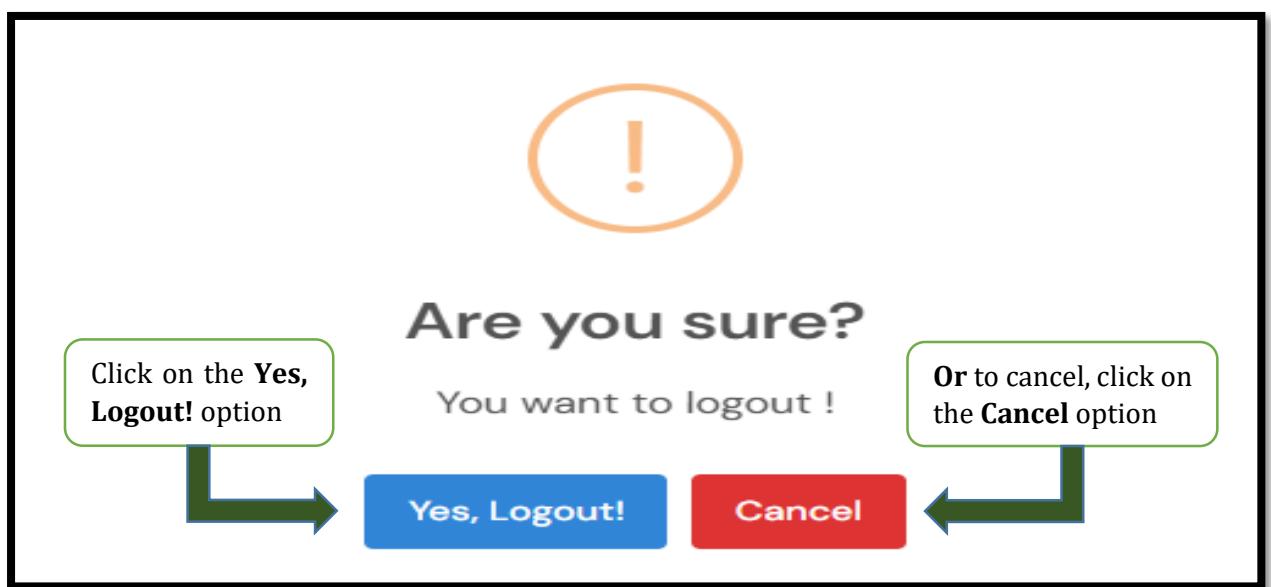
Submit

>Password Policy: Password should have a combination of at least 1 special character (@, \$, !, \*, & #), 1 capital letter, 1 small letter, 1 number, and be a minimum of 8 characters long!

**Figure 4.5: Change Password Screen**

### 4.4. Logout

To logout from the application, click on the **Logout** option (refer to **Fig. 4.6**).



**Figure 4.6: Logout Confirmation Pop-up**

