



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Dashboard

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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**.

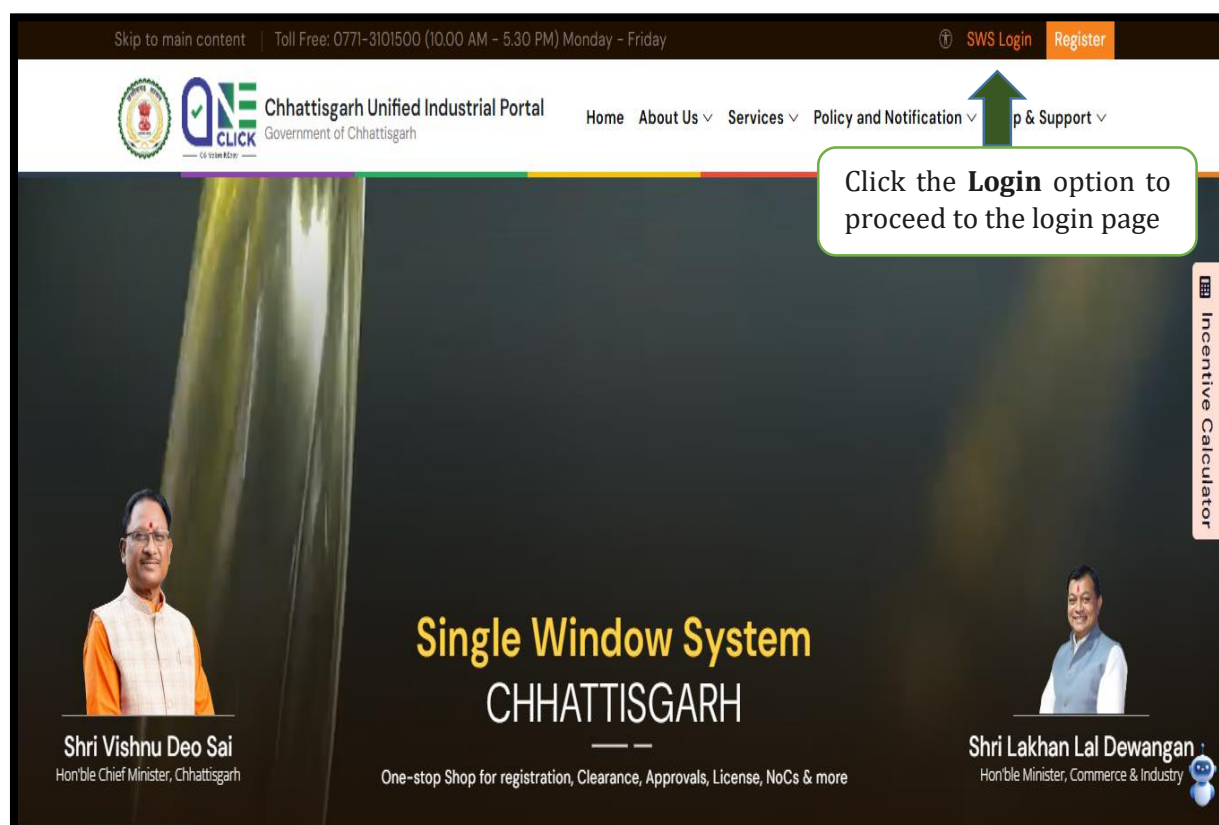


Figure 3.1: Homepage Screen



Department of Commerce & Industries
Government of Chhattisgarh

The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.

Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

Login

User Name

Captcha uh9Ur1

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at invest-support@cg.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.

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Login

OR

[Back to Login](#) [Forgot Password?](#)

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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.



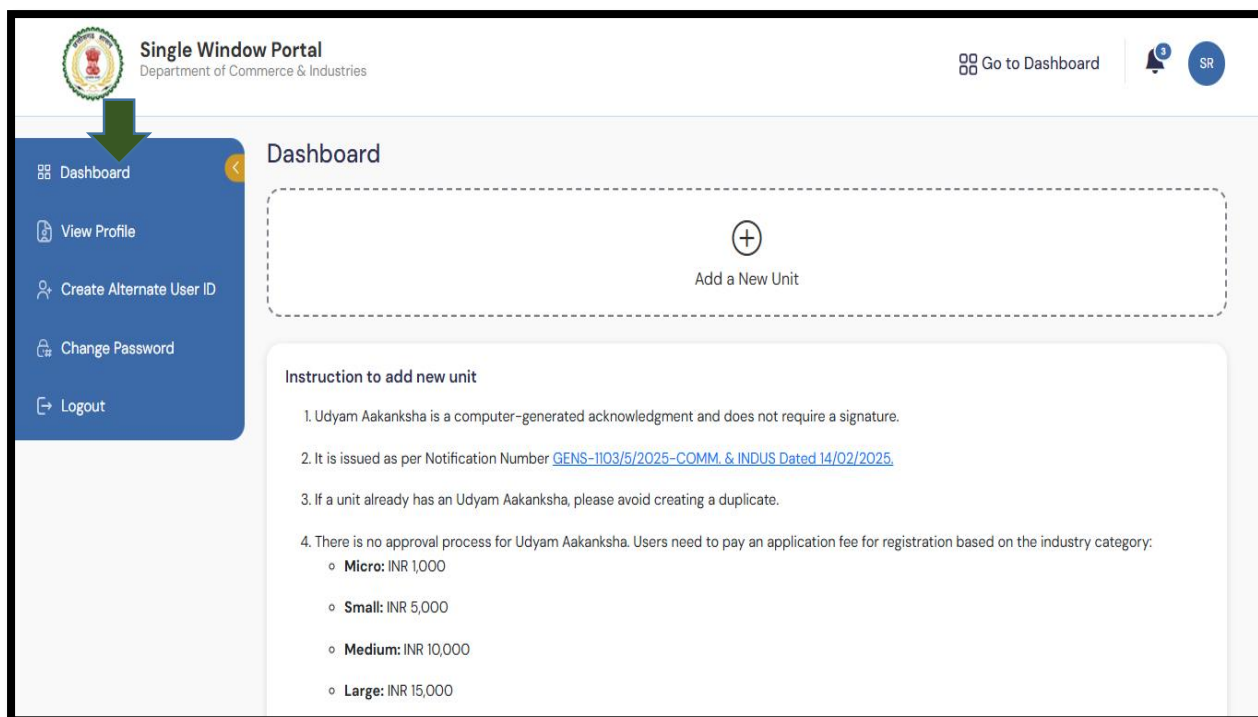


Figure 4.1: Dashboard Screen

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.

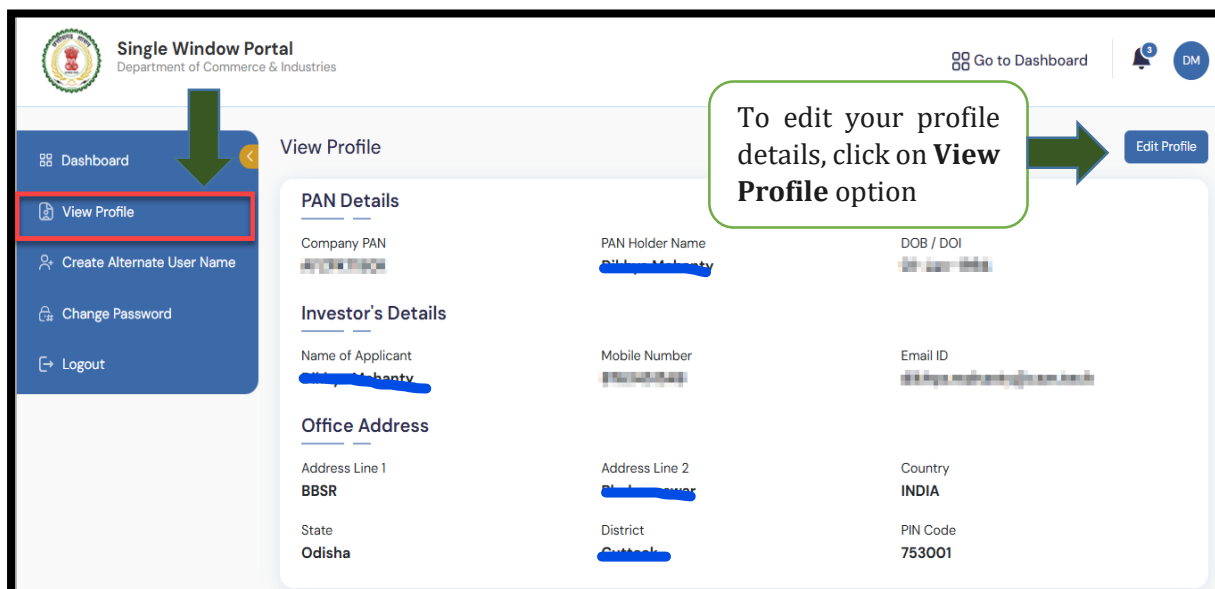


Figure 4.2: View Profile Screen



Single Window Portal
Department of Commerce & Industries

Go to Dashboard

Edit Profile

Name of Applicant: Dikhya Mohanty

Mobile Number: [Redacted]

Email ID: [Redacted]

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 Alternate 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

Create Alternate User Name

Name of Applicant: Dikhya Mohanty

Mobile Number: [Redacted]

Email Id: [Redacted]

User Id: [Redacted]

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

Dashboard View Profile Create Alternate User Name **Change Password** Logout

Change Password (*) Indicated fields are mandatory

Old Password *
Old Password

New Password *
New Password

Confirm Password *
Confirm Password

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!

Reset Submit

Enter your **Old Password**, then your **New Password**, confirm it by re-entering the **New Password**, and click **Submit** option

Figure 4.5: Change Password Screen

4.4. Logout

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

!

Are you sure?
You want to logout !

Click on the **Yes, Logout!** option

Yes, Logout! Cancel

Or to cancel, click on the **Cancel** option

Figure 4.6: Logout Confirmation Pop-up

