



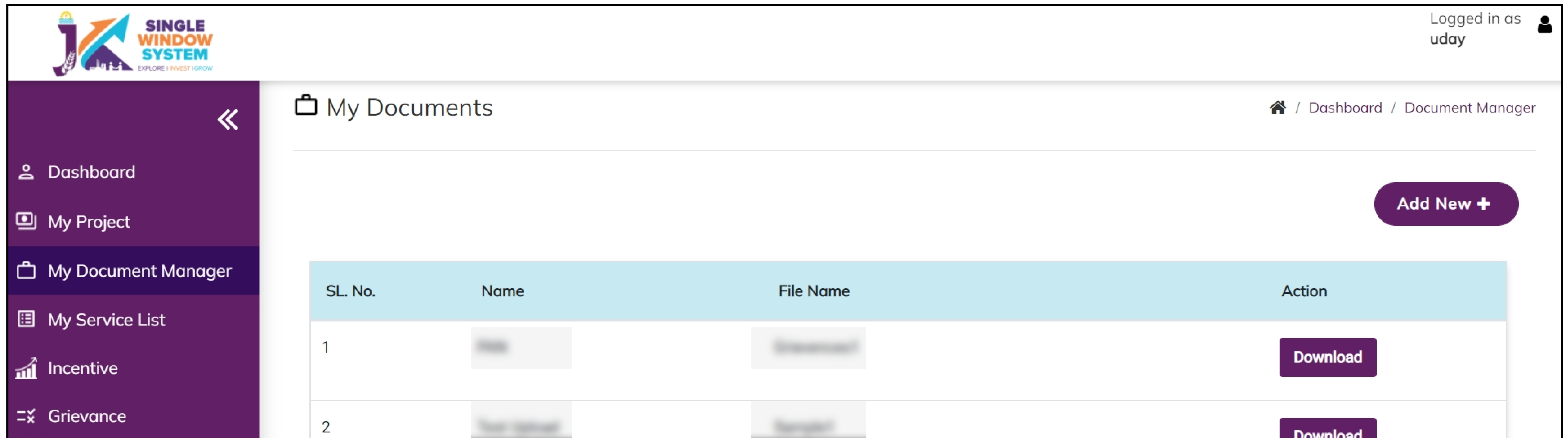
singlewindow.jk.gov.in

Document Manager

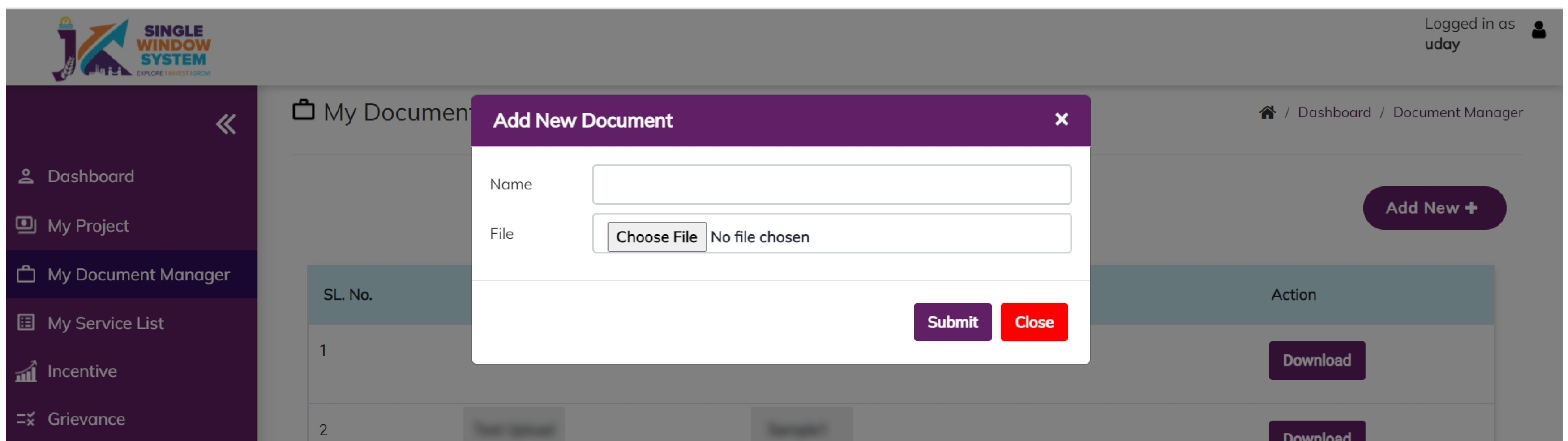
Single Window System - J & K

Document Manager

After login, select **My Document Manager** from the left side menu. Here you can upload all the necessary documents needed for the project creation.



Click on the **Add New +** Button to upload your documents. After you click on the **Add New +** button following screen / popup will appear -

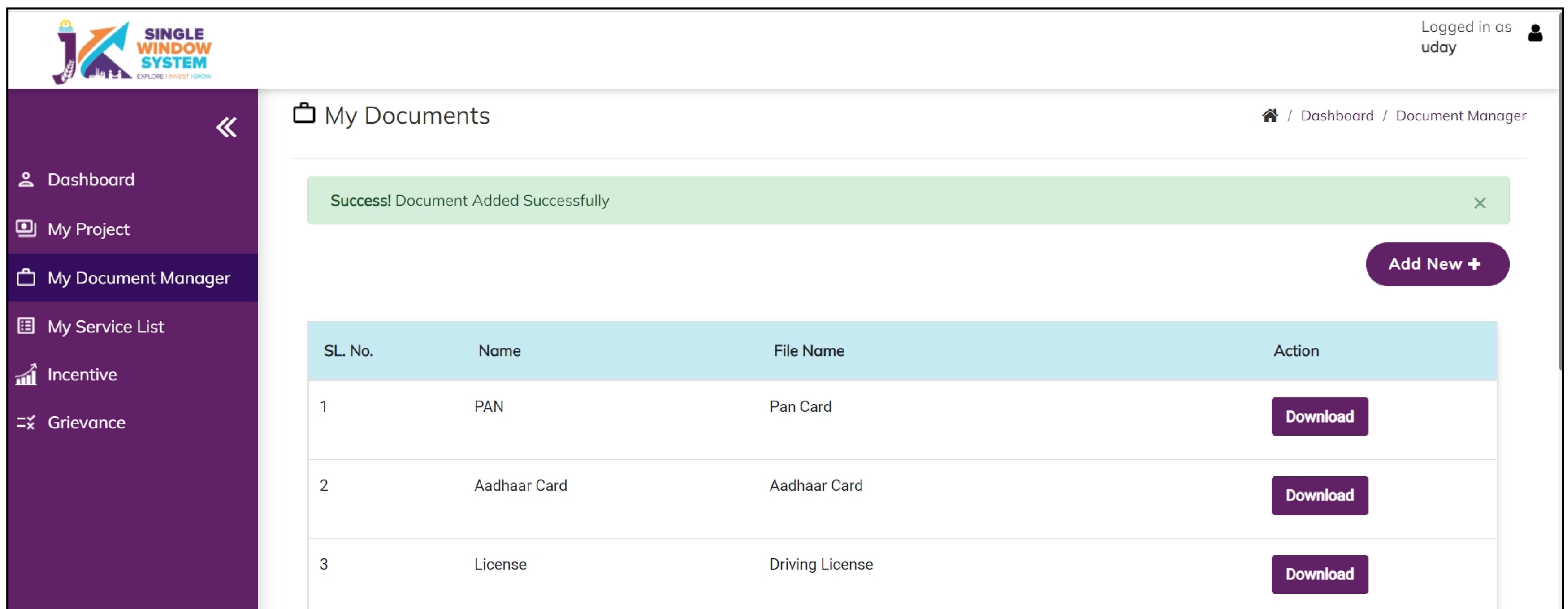


Here you can add new document. The descriptions for each fields are as follows :

Name - Mention the name of the document that you are uploading. For example, if you are uploading your PAN Card, write PAN Card or similar name in name field to keep your documents organised.

File - Click on the button **Choose File** to browse and upload your document. Select your document and click on the **Submit** button to upload the document.

After uploading all the documents successfully the message '**Success ! Document Added Successfully**' will be displayed and now you can see all the documents uploaded listed under my documents and also you can download it by clicking on the **download** button next to the file uploaded.



The screenshot shows the 'My Documents' page in the Single Window System. The page features a sidebar with navigation options: Dashboard, My Project, My Document Manager (selected), My Service List, Incentive, and Grievance. The main content area displays a success message: 'Success! Document Added Successfully'. Below the message is an 'Add New +' button. A table lists the uploaded documents with columns for SL. No., Name, File Name, and Action. Each row includes a 'Download' button.

SL. No.	Name	File Name	Action
1	PAN	Pan Card	Download
2	Aadhaar Card	Aadhaar Card	Download
3	License	Driving License	Download