



Punjab Ghar Ghar Rozgar and Karobar Mission

USER MANUAL: LOCAL SERVICE PROVIDER MODULE

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Overview

A local service provider is a person who provides services to the user. The PGRKAM portal is a center point which provides information about the services provider by the local service provider to the job seeker or guest user. To get the service requests from user on the PGRKAM portal, you need to first register yourself on the portal. After successful registration and login, the registered candidate can access the dashboard and post the services that he wants to provide on the portal. You can also view and update your profile on the portal after registration. The local service provider module covers the following functionality:

- Access the Portal
- Signup/Registration
- Log into the Portal
- Post Services
- Search local service providers and avail services

Getting Started

To access the PGRKAM portal, type the website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://pgrkam.com/>. The following popup will be displayed:



Image:1.1

- [English/ਪੰਜਾਬੀ](#) - For Bilingual Translation in English or Punjabi
- [Go to Homepage](#) – Click the link to close pop-up and go-to homepage

- If you are already registered with this portal – Click to Login
- If you want to register with this portal – Click to Register
- If you are already registered with DBEEs and Punjab Job Helpline – Click to access dashboard

Signup/Registration

Service Provider has to Register his account for accessing the services provided by the portal.

1. Service Provider can do registration through following step:
 - a. Press the link 'Click to Register' from pop-up from Image1.1
 - b. Press Registration Link from Homepage

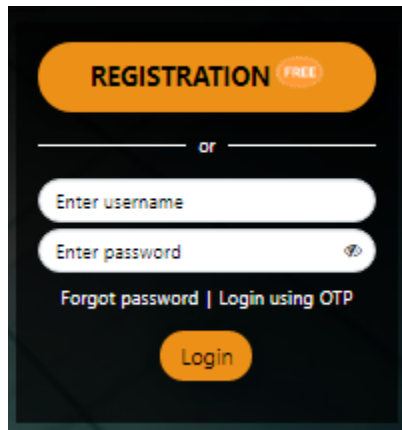


Image 1.2

- c. Type the URL 'http://prgkamtest.drishinfo.com/signup?type=7' on address bar

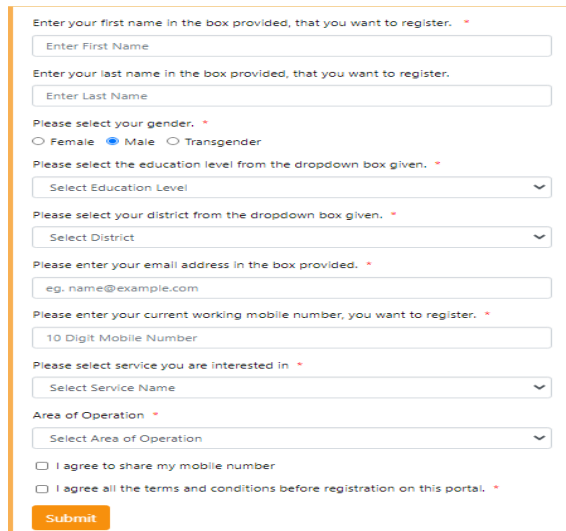
A screenshot of a registration form with a white background and orange borders. The form contains several fields: 'Enter your first name in the box provided, that you want to register.' with a text input field; 'Enter your last name in the box provided, that you want to register.' with a text input field; 'Please select your gender.' with radio buttons for 'Female', 'Male' (selected), and 'Transgender'; 'Please select the education level from the dropdown box given.' with a dropdown menu; 'Please select your district from the dropdown box given.' with a dropdown menu; 'Please enter your email address in the box provided.' with a text input field containing 'eg. name@example.com'; 'Please enter your current working mobile number, you want to register.' with a text input field containing '10 Digit Mobile Number'; 'Please select service you are interested in' with a dropdown menu; 'Area of Operation' with a dropdown menu; and two checkboxes: 'I agree to share my mobile number' and 'I agree all the terms and conditions before registration on this portal.' At the bottom, there is an orange 'Submit' button.

Image 1.3

2. Complete the form displayed in Image 1.3 and click on submit, OTP with username & password will be delivered on registered mobile number

3. Add correct OTP in the input box displayed after clicking on submit button
4. After entering correct OTP, the account will be verified and Service Provider can login their account

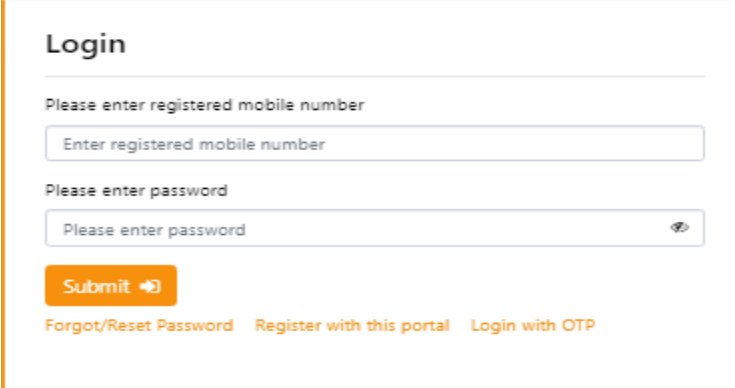
Sign-in/Login

To access the services provided by the portal, Service Provider has to sign in into the registered account.
Process for registration:

- Using username & Password

Service Provider can login into the account using username and password delivered to their registered mobile number during registration.

- a. Press the “Click to Login” button in the pop-up from Image1.1
- b. Enter correct username/ password on homepage login section from Image1.2
- c. Type the URL ‘<http://prgkamtest.drishinfo.com/signin> on address bar

A screenshot of a web form titled "Login". It features two input fields: "Please enter registered mobile number" and "Please enter password". Below the fields is an orange "Submit" button. At the bottom, there are three links: "Forgot/Reset Password", "Register with this portal", and "Login with OTP".

Login

Please enter registered mobile number

Please enter password

Submit

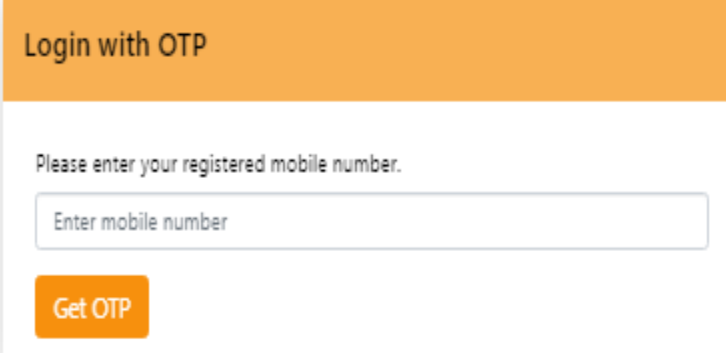
[Forgot/Reset Password](#) [Register with this portal](#) [Login with OTP](#)

Image 1.4

- Using OTP

Service Provider can login the account by registered mobile number and entering correct OTP received on their mobile

- .c.i. Press Login with OTP link shown in Image1.2 or Image1.4
- .c.ii. Enter the link <http://prgkamtest.drishinfo.com/signin-with-otp> in the address bar, enter registered mobile number and click Get OTP. OTP will be delivered to registered mobile number.

A screenshot of a web form titled "Login with OTP". It features a single input field labeled "Please enter your registered mobile number." and a "Get OTP" button.

Login with OTP

Please enter your registered mobile number.

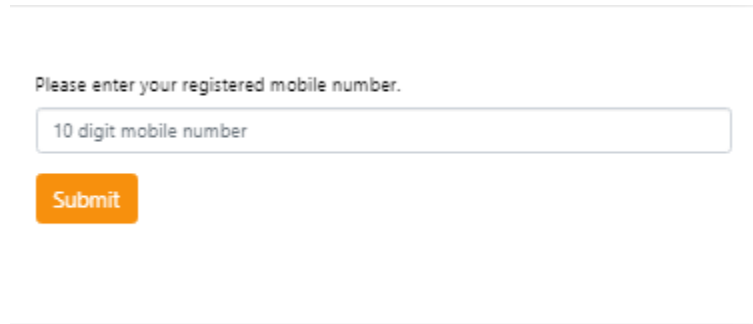
Get OTP

Image1

- Reset/Change Password

Service Provider can reset/change their password

- a. Press Forgot/Reset Password link shown in Image1.2 or Image1.4
- b. Enter the link <http://prgkamtest.drishinfo.com/resetpassword> in the address bar, enter registered mobile number and click Submit. OTP will be delivered to registered mobile number. Enter correct OTP and click Submit. Enter new password and confirm password in the new screen.



Please enter your registered mobile number.

Image1.6

Dashboard

After successful login, Service Provider can access the dashboard section.

- **Dashboard Overview**

Service Provider can track the Interested customers and schedule visit as shown in the image below. Service Provider can avail any of the services, provided by portal after login.

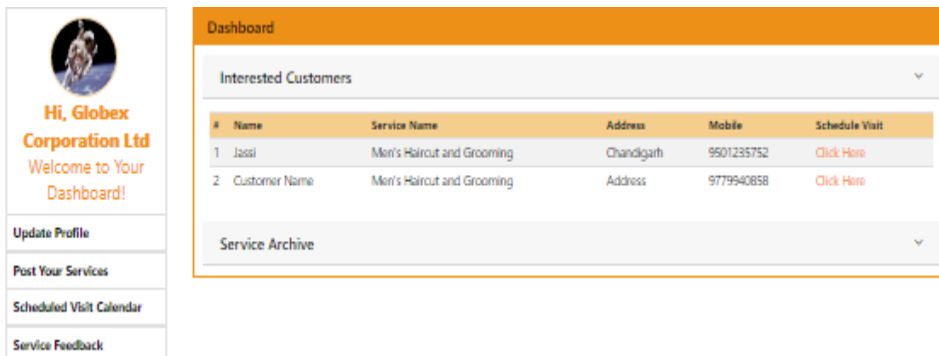


Image 1.7

- **Update Profile**

Service Provider can update profile details or address information in this section

.c.ii.1.a. Profile Details

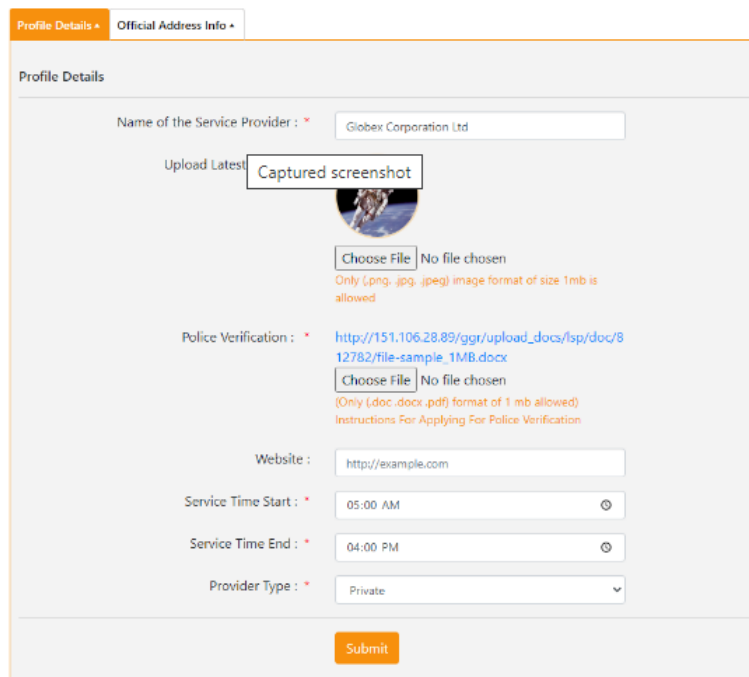


Image 1.8

.c.ii.1.b. Official Address Information

Profile Details • Official Address Info •

Address Info

Address Line 1:

Address Line 2:

District: * ▼

Sub District: * ▼

City/Village: *

Phone Number:

Image 1.9

- **Post Your Services**

Post Your Services

Service Category * ▼

Service Name * ▼

Rate/Price List for Services

No file chosen

Only (.png, .jpg, .jpeg) image format of size 1mb is allowed
To convert image to pdf you can go to smallpdf.com, adobe.com, avepdf.com

Image 2.0

- **Scheduled Visit Calendar**

Scheduled Visit Calendar									
Today	Back	Next	November 2020			Month	Week	Day	Agenda
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
01	02	03	04	05	06	07			
08	09	10 Salon at ho...	11	12	13	14			
15	16	17 RO or Water...	18	19	20	21			
22 RO or Water...	23	24	25	26	27 Music Tutions Massage for...	28			
29	30	01	02	03	04	05			

Image 2.1

On clicking the items on calendar

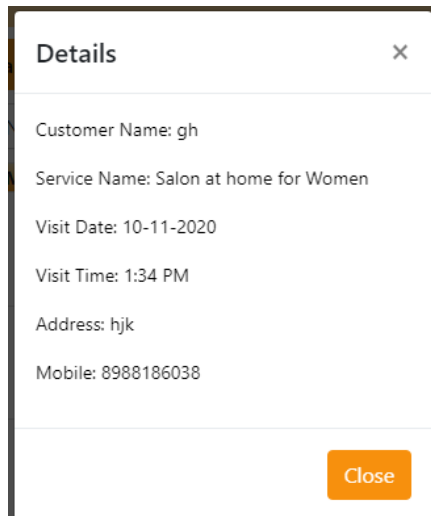


Image 2.2

- **Service Feedback**

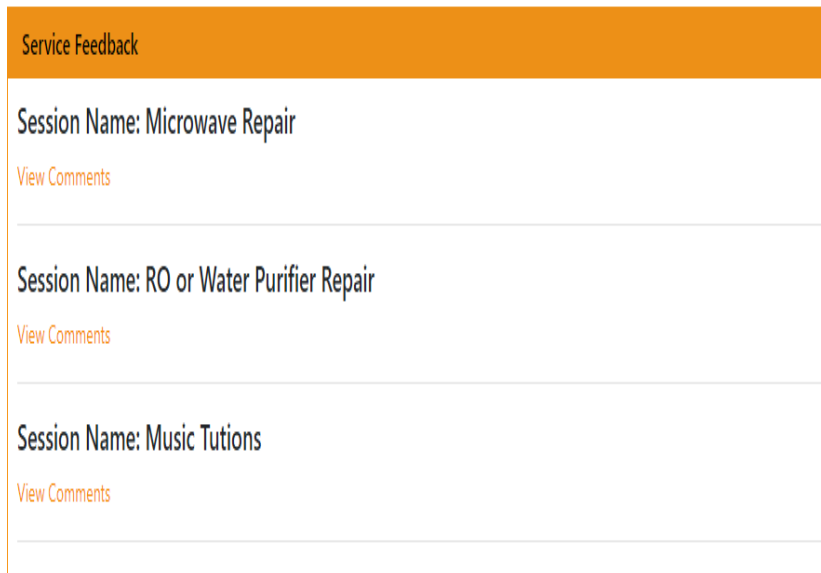


Image 2.3

On clicking View Comments it will show user comments

Service Feedback

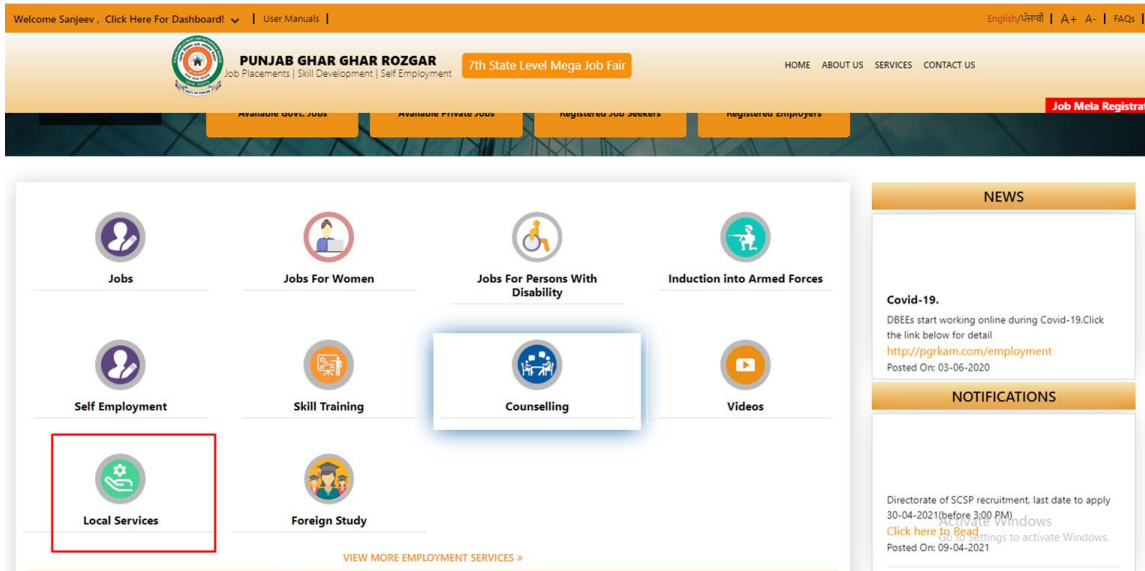
"good service "

"very much satisfy with the service "

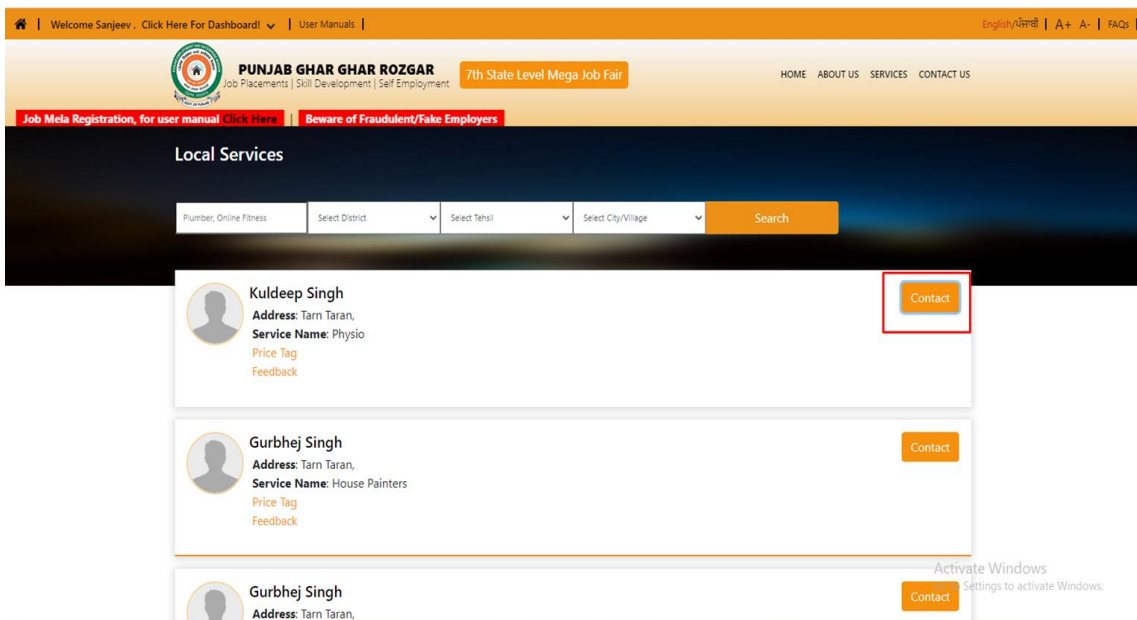
Go back

Image 2.4

- **Search local service providers and avail services**
Click on the Local Service Icon on homepage.



This will open the local service search page. And here user add search criteria as below.



Click on the Contact button on the right to avail the service. This button will be shown when user is logged in as job seeker. Which will show the details to be provided in order to avail the service.

For guest user it will like this. Along with a I'm Interested button. On click of which will ask for mobile number verification and after that user will asked for details required in order to apply/avail the service:

User Manuals | English/हिन्दी | A+ A- | FAQs |

PUNJAB GHAR GHAR ROZGAR
Job Placements | Skill Development | Self Employment


7th State Level Mega Job Fair


HOME ABOUT US SERVICES CONTACT US


Job Mela Registration, for use

Local Services

Plumber, Online Fitness | Select District | Select Tehsil | Select City/Village | Search

 **Jaswinder LSP**
Address: Mohali,SAS Nagar, Mansa, Mansa,
Service Name: Marriage
Work Timings: 12:13 PM - 5:13 PM
[Feedback](#) [I'm interested](#)

 **Kuldeep Singh**
Address: Tarn Taran,
Service Name: Physio
Price Tag
[Feedback](#) [I'm interested](#)

 **Gurbhej Singh**
Address: Tarn Taran,
[I'm interested](#)

Activate Windows
Settings to activate Windows.

Contact Service Provider

Mobile No. *

[Verify Mobile](#)

Here in this form user will be asked for details required in order to apply/avail the service.

The screenshot shows a web form titled "Contact Service Provider" overlaid on a website background. The form contains the following fields:

- Mobile No. * (Text input): 8800392906
- Customer Name * (Text input): Sanjeev
- Required Service Date * (Date picker): mm/dd/yyyy
- Required Service Time * (Time picker): --:--:--
- Address * (Text input): house no 912,sector 11,near garden colony
- District * (Dropdown menu): SAS Nagar
- Tehsil * (Dropdown menu): Kharar
- City * (Dropdown menu): Select City/Village

A "Submit" button is located at the bottom of the form. The background website shows a navigation menu with "SERVICES" and "CONTACT US", and a sidebar with "Local Services" and "Gurbh Singh" profile information.

If the user is the registered job seeker then the applied /availed service will be shown on his dashboard. As below:

The screenshot shows the user dashboard for Sanjeev. The dashboard includes a sidebar with navigation options and a main content area with a "Dashboard" section. The "Applied Services" section is highlighted with a red box and contains the following table:

#	Service Name	Organisation Name	Rate/Price List for Services
1	Carpet Cleaning	LSP Module	

The dashboard also shows a "Profile Completeness 100%" indicator and various service categories like "Jobs", "Foreign Study", and "Events".