



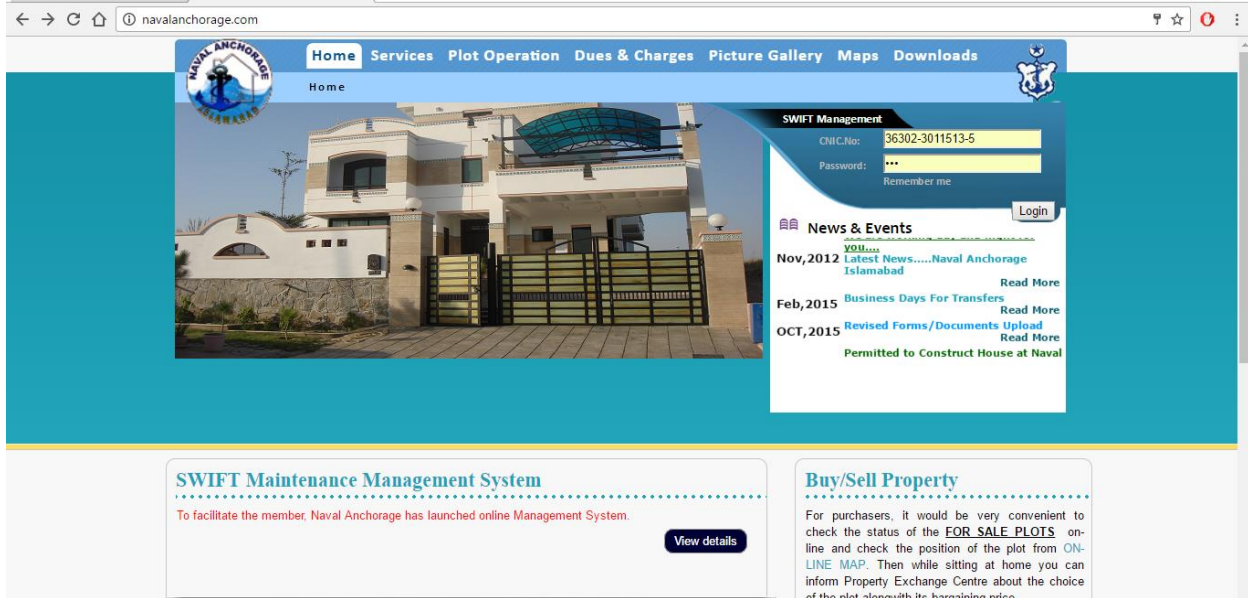
User Manual
for
Swift Management System

To facilitate member of Naval Anchorage

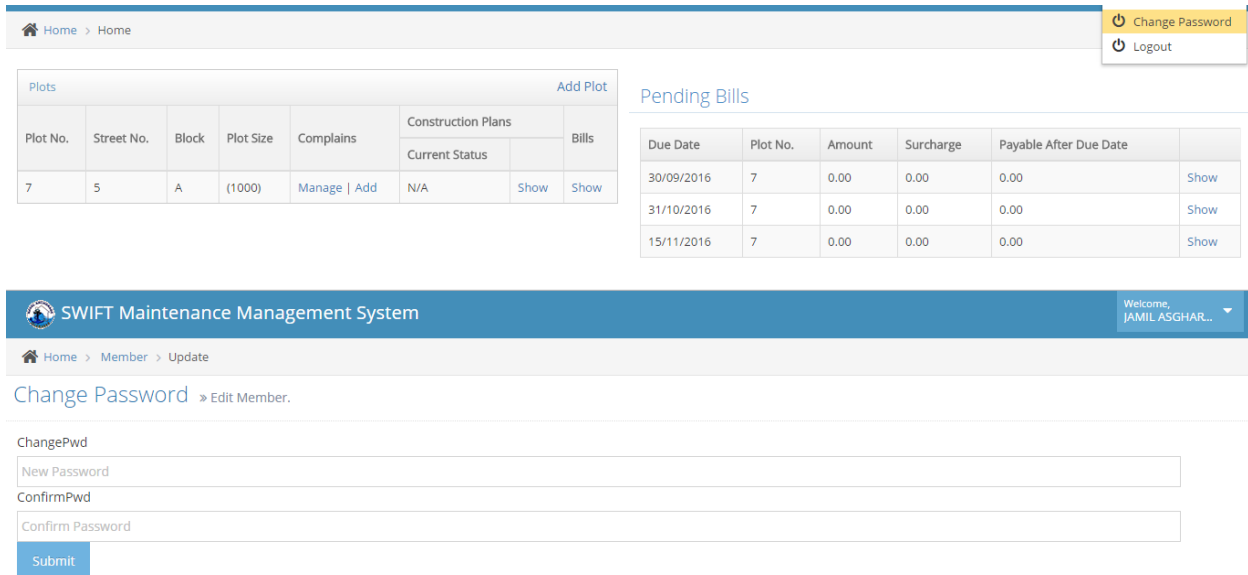
**Online Billing System
Online Complain Management
Online Construction Plan Management**

1. Go to <http://navalanchorage.com/>

2. Enter your CNIC number and 123 in password field as 123 is default Password for all members.



3. Go to change password screen from top Right corner menu for protection of information



4. On left side of your dashboard all properties are listed in your account. You can manage any property (complain, bills, plan).

SWIFT Maintenance Management System | Welcome, JAMIL ASGHAR...

Home > Home

Plots								Add Plot
Plot No.	Street No.	Block	Plot Size	Complains	Construction Plans		Bills	
					Current Status			
7	5	A	(1000)	Manage Add	N/A	Show	Show	

Pending Bills					
Due Date	Plot No.	Amount	Surcharge	Payable After Due Date	
30/09/2016	7	0.00	0.00	0.00	Show
31/10/2016	7	0.00	0.00	0.00	Show
15/11/2016	7	0.00	0.00	0.00	Show

Complains In Progress					
Complain No.	Date	Category	Description	Status	
No Complains					

5. To create New complain click on add under the complain section.

On next page you will find below form fill this form as per you requirement and select complain type from list.

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Home > Raise

Raise > Raise Complains.

Plot No. 7
 Street 5, Block A
 Plot Type Residential
 Plot Size 1000 ()
 Bill Status Yes
 Construction Plan

Complain Details

Contact No. (Complained By)

Complain Type: Type:

Complain

- Bush and tree cutting General
- Foot path and road Breakage General
- Foot path and road clearance General
- Mud on Road General
- Quenet Blockage General
- Road Clearance General
- Road Repairs General
- Street and Road Boarder Missing General
- un pleasant smell by dead animal General
- Gutter main hole chocked General
- Ac Problem Electricity
- Electric wiring Problem Electricity
- Extra meter reading Electricity
- Fan and motor capastors change Electricity
- Fluctation Electricity
- iesco Bill not delivered Electricity
- Load Shedding Electricity
- meter defective Electricity
- Motor Problem Electricity
- Phase Problem Electricity
- Bush and tree cutting General

6. To manage already available complain click on manage under the Complain section

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Home > Complain

Complain > Manage Complain.

Plot No. 7
 Street 5, Block A
 Plot Type Residential
 Plot Size 1000 ()
 Bill Status Yes
 Construction Plan

Search

Status: Registered (dropdown) From Date: 28/10/2016 To Date: 28/11/2016

[Search](#)

Complain [Add New](#)

Complain No.	Complain Date	Type	Complain	Status	Feedback
1					

7. To view Status of construction plan click on show under the section of construction plan

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Home > Construction Plans

Construction Plans > Manage Construction Plans.

Plot No. 7
 Street 5, Block A
 Plot Type Residential
 Plot Size 1000 ()
 Bill Status Yes
 Construction Plan

Construction Plans

Plan Type	Status	Submission Date	Approval Date	Collection Date
Demarcation				
Site Plan				
Approval of Plan				
Completion				

8. Find all billing status under the section of bills.

SWIFT Maintenance Management System Welcome, JAMIL ASGHAR...

Home > Bills

Bills > Manage Bills.

Plot No. 7
Street 5, Block A
Plot Type Residential
Plot Size 1000 ()
Bill Status Yes
Construction Plan

Issuance Date	Due Date	Deposit Date	Total Amount	Status
29/08/2016	30/09/2016	---	0.00	Issued
07/10/2016	31/10/2016	---	0.00	Issued
16/11/2016	15/11/2016	---	0.00	Issued

1

Click on bill to view details

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Home > Plot No. > Update Print

Show > Edit Bills.

Plot No. ---, Plot No. 7, Street No. 5, Block A
Plot Size 1000 ()
Plot Type Residential

Name S/o D/o
CNIC

JAMIL ASGHAR BHATTI
GHAFOOR AHMED BHATTI
36302-3011513-5

Due Date: 30/09/2016

Bill Type	Amount

Bill Amount: 0
Surcharge: 0.00
Payable Amount: 0.00

9. You can also print click print from top right corner

The screenshot shows a Google Chrome browser window displaying a housing bill from Naval Anchorage Islamabad. A print dialog is open on the left side of the browser window. The print dialog shows the following settings:

- Destination: Adobe PDF
- Pages: All
- Layout: Landscape
- Color: Color

The bill document itself is titled "Naval Anchorage Islamabad PN Officer's Housing Scheme" and includes the following information:

- Plot No: 1060(I)
- Plot Size: Residential
- Name: JAMIL ASGHAR BHATTI
- Sh No: GHAYOOR ANEED BHATS
- CNIC: 3662-3011815-4
- Due Date: 30/09/2016

The bill details table is as follows:

Bill Type	Amount	Due Date	Deposit Date	Total Amount	Amount Paid
	0	15/12/2015		0.00	0.00
Total Amount				0.00	0.00

Additional bill information:

- BB Amount: 0
- Surcharge: 0.00
- Payable Amount: 0.00

The browser window also shows a "Print" button in the top right corner of the page content area.

From any other query please contact with Naval Anchorage Administration.