



wbdca.in

**USER MANUAL OF WEB-BASED APPLICATION**  
**“CO-OPERATIVE SOCIETY AUDIT MANAGEMENT SYSTEM” FOR**  
**CO-OPERATIVE SOCIETY**

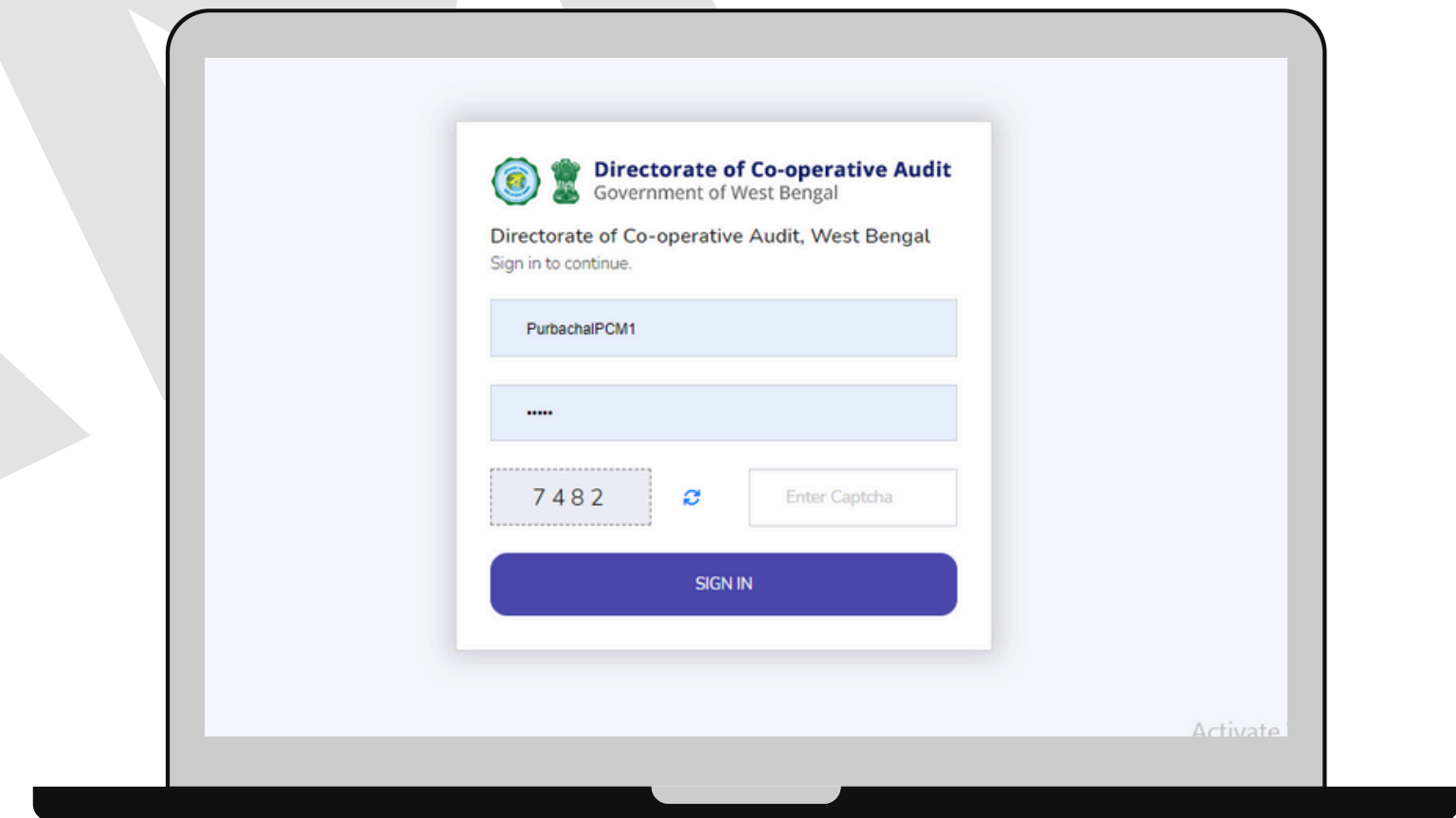
**Prepared by Webel Technology Limited (WTL)**

**4th April, 2025**

# SOCIETY LOGIN PROCESS

## Steps of the process

- Visit the Audit Website: <https://wbdca.in>. Click on the Login option at the top right corner.
- Society logs in using the Login ID and Password provided by the Range Admin (DDCA/ADCA).
- Must enter the Captcha and click Sign In to access the dashboard.
- Option of change password and forget password is also available.
- Societies can update their phone number directly.
- For any other updates, they must send a request to the Range Admin.



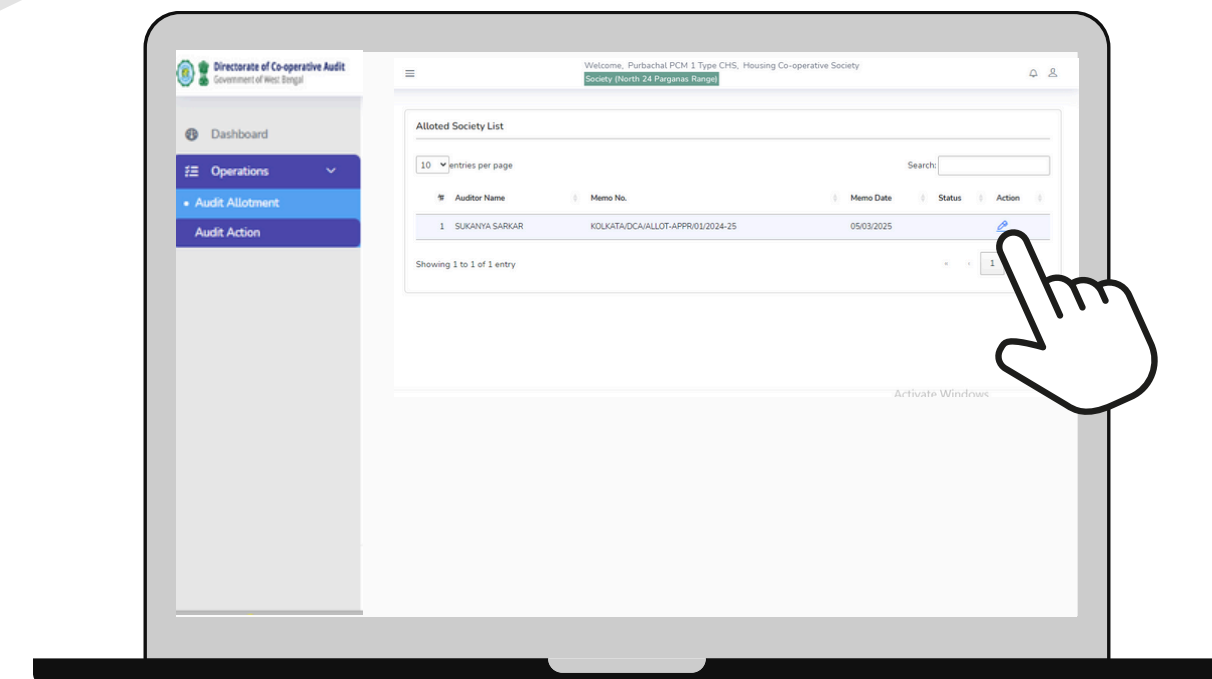
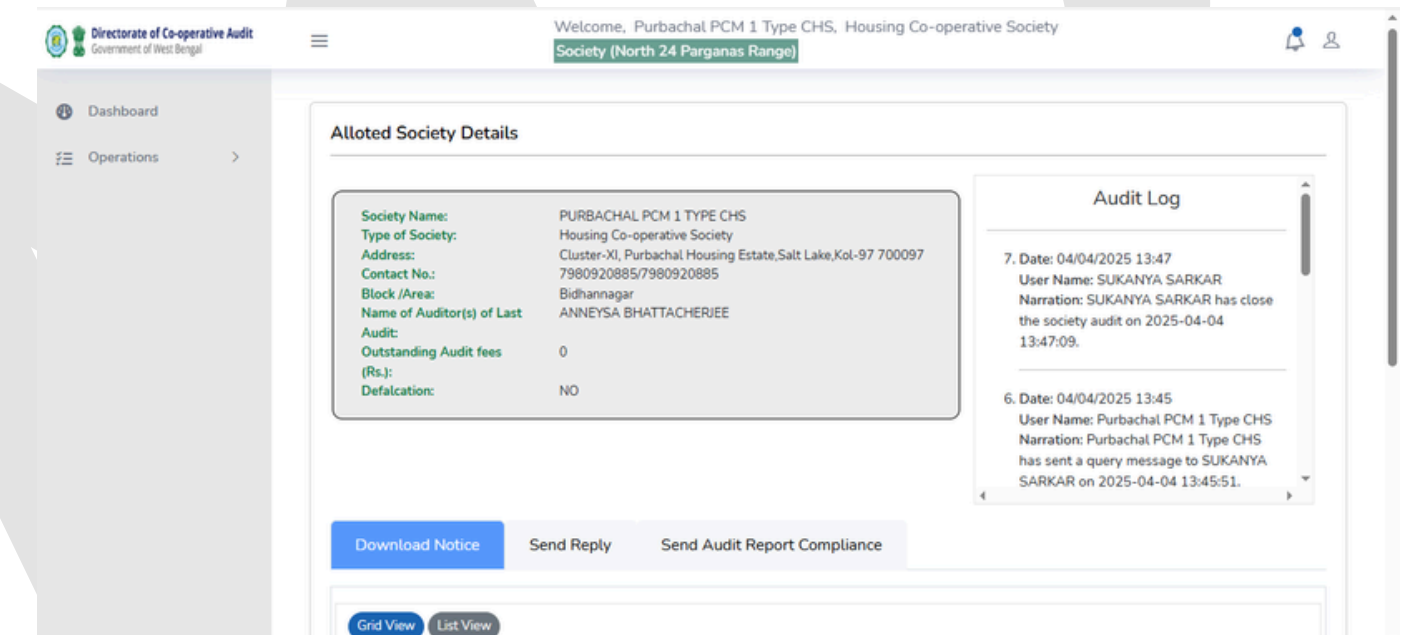
# FEATURES – SOCIETY LOGIN

- 1 View all audit-related updates and records.**
- 2 See all notices sent by the assigned auditor.**
- 3 Access and review registered society information.**
- 4 Download audit notices in PDF or document format.**
- 5 Respond to queries or share feedback directly.**
- 6 Easily send documents or visual evidence to the auditor.**
- 7 Availability of final audit report.**
- 8 Submit compliance or clarification for the audit report.**

# SOCIETY'S ACCESS TO AUDIT ACTIONS

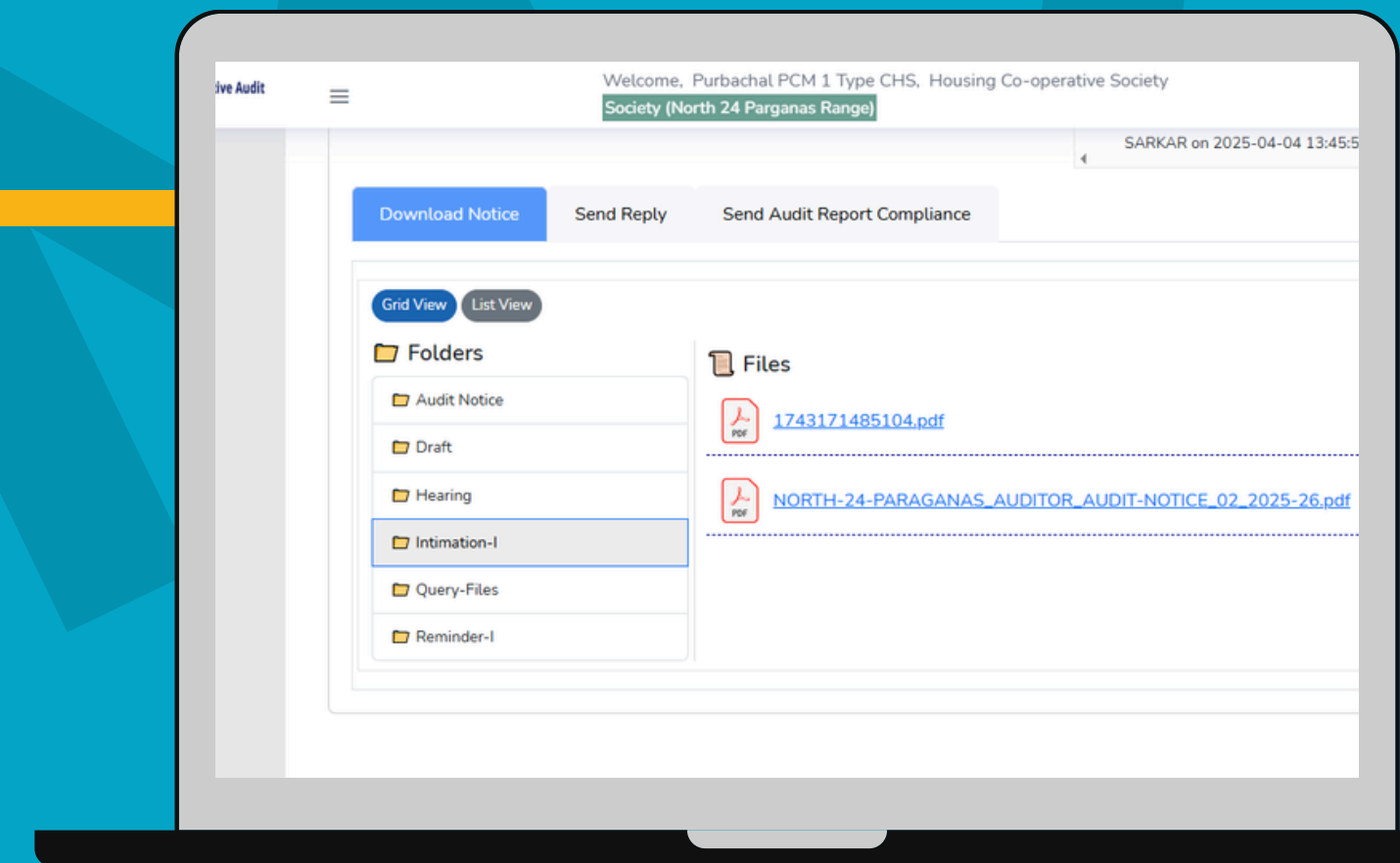
## Steps of the process

- After login, the society navigates to Operations.
- Select Audit Action to view assigned auditor details.
- Click the Action button to access files shared by the auditor.
- Use the Send Reply option to:
  - Upload images or files.
  - Send inquiries to the auditor.
- Enables seamless communication between society and auditor.



# VIEWING AND DOWNLOADING AUDITOR'S NOTICE

- Click the Action button under Audit Action.
- View the all notices sent by the auditor.
- Download the notice for review and reference.

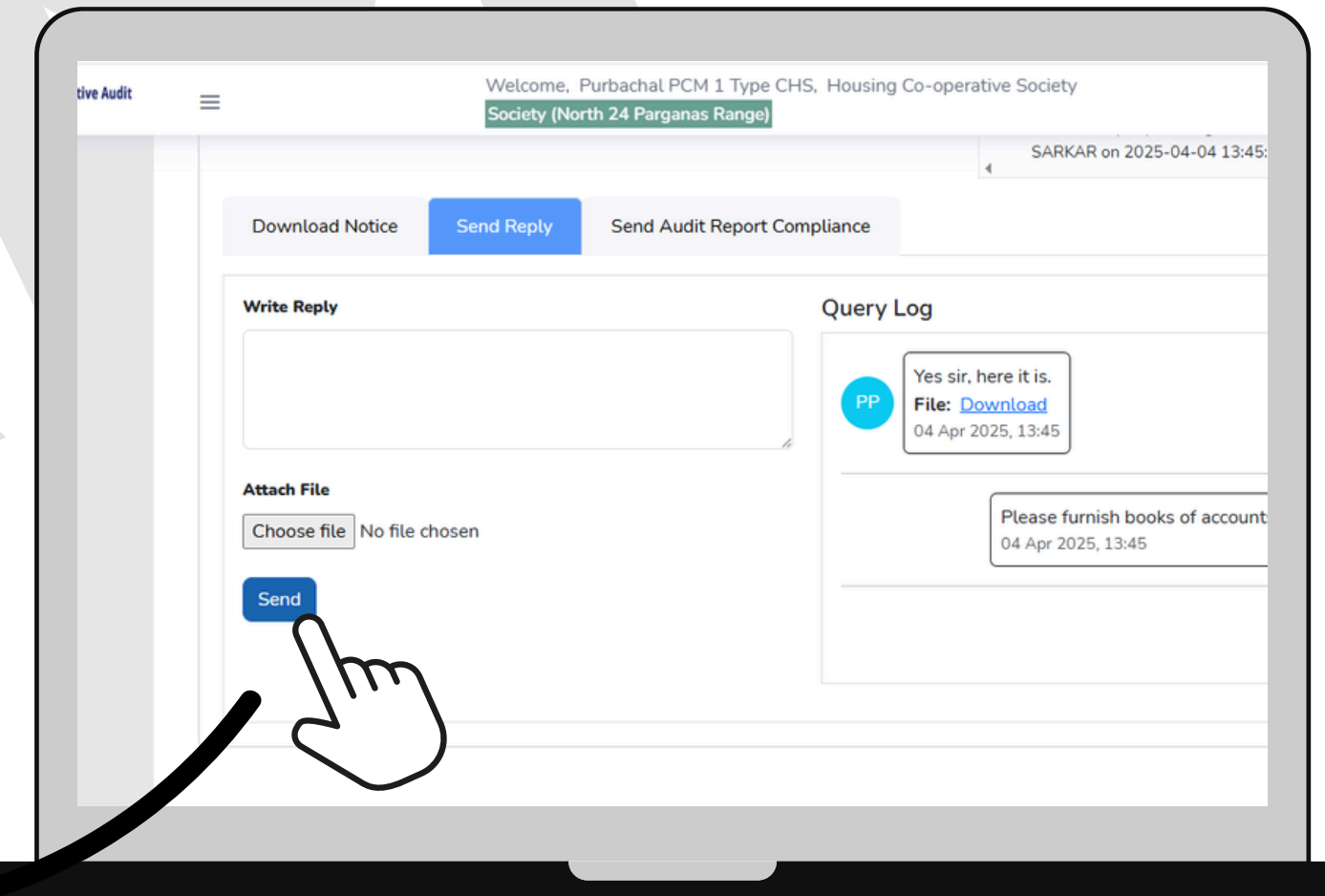


Steps of the  
process

# SENDING REPLIES AND ATTACHING FILES

Steps of the process

- Use the Send Reply section to respond to the auditor.
- Attach images or files through the Attach File option.
- Facilitates clear and documented communication with the auditor.



## Attach File

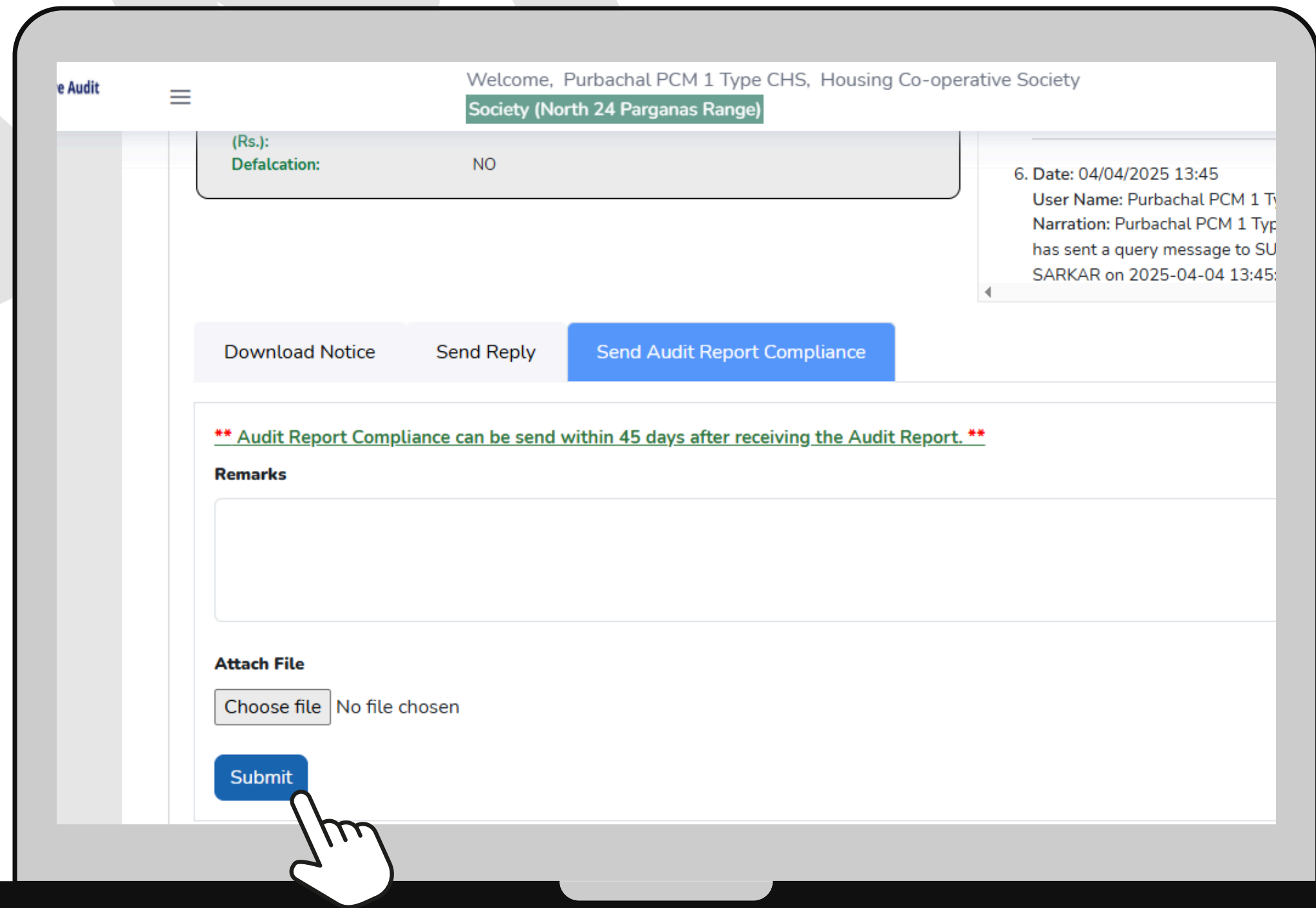
Choose File No file chosen

Send

# SEND AUDIT REPORT COMPLIANCE

Steps of the process

- After receiving the Audit Report, the society must send compliance within 45 days.
- Add remarks or comments in the Remarks section.
- Attach supporting documents using the Attach File option.
- Click Submit to send the compliance to the auditor.



The screenshot shows a web application interface for sending audit report compliance. The page title is "Welcome, Purbachal PCM 1 Type CHS, Housing Co-operative Society (North 24 Parganas Range)". The interface includes a navigation menu, a header with the user's name and role, and a main content area. The main content area contains a form with the following elements:

- A dropdown menu for "(Rs.): Defalcation" with the value "NO".
- A date and time stamp: "6. Date: 04/04/2025 13:45".
- A user name and role: "User Name: Purbachal PCM 1 Type CHS, Housing Co-operative Society (North 24 Parganas Range)".
- A narration: "Narration: Purbachal PCM 1 Type CHS, Housing Co-operative Society (North 24 Parganas Range) has sent a query message to SU SARKAR on 2025-04-04 13:45:00".
- A set of buttons: "Download Notice", "Send Reply", and "Send Audit Report Compliance" (highlighted in blue).
- A warning message: "\*\* Audit Report Compliance can be send within 45 days after receiving the Audit Report. \*\*".
- A "Remarks" section with a text input field.
- An "Attach File" section with a "Choose file" button and the text "No file chosen".
- A "Submit" button (highlighted in blue) with a hand cursor pointing to it.

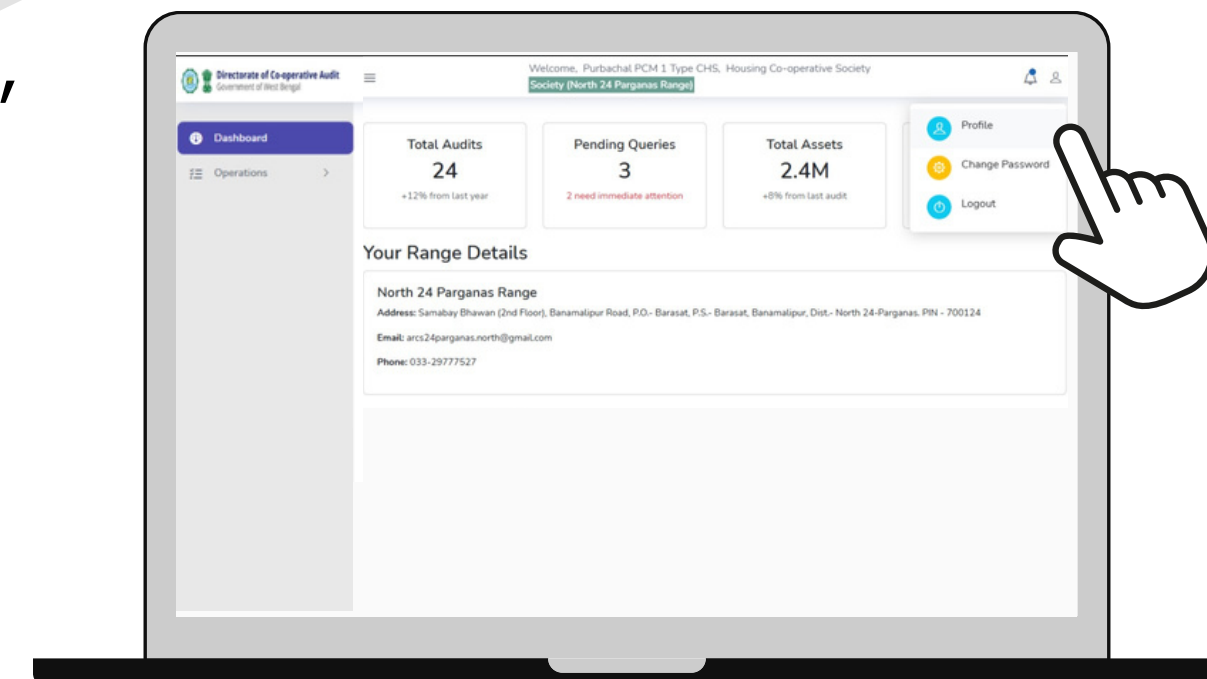
# VIEWING AND EDITING SOCIETY PROFILE

## Steps of the process

- Click the User Icon to access the Profile option.
- View society profile details such as name, address, phone number, and email.
- Societies can edit their phone number or email ID directly.
- For corrections like spelling mistakes, address, or other details, contact the:
  - ✓ Range Deputy Director of Co-operative Audit (DDCA)/Assistant Director of Co-operative Audit (ADCA)/Concerned Auditor.

The screenshot shows a web interface for viewing society details. The form includes the following fields:

- Society Name:** Purbachal PCM 1 Type CHS
- Registration Number:** 13/CMAH dt 25.4.1983
- Date of Registration:** 25/04/1983
- Registered Office Address:** Cluster-XI, Purbachal Housing Estate, Salt Lake, Kol-97, 700097
- State:** West Bengal
- District:** NORTH 24 PARAGANAS
- Range:** (Field is present but empty)



# CSAMS Support

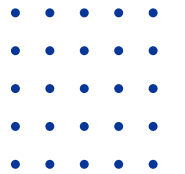


**[csamshelp@gmail.com](mailto:csamshelp@gmail.com)**

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For any technical assistance or queries, please reach out via email or phone.



**THANK YOU**



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**4th April, 2025**