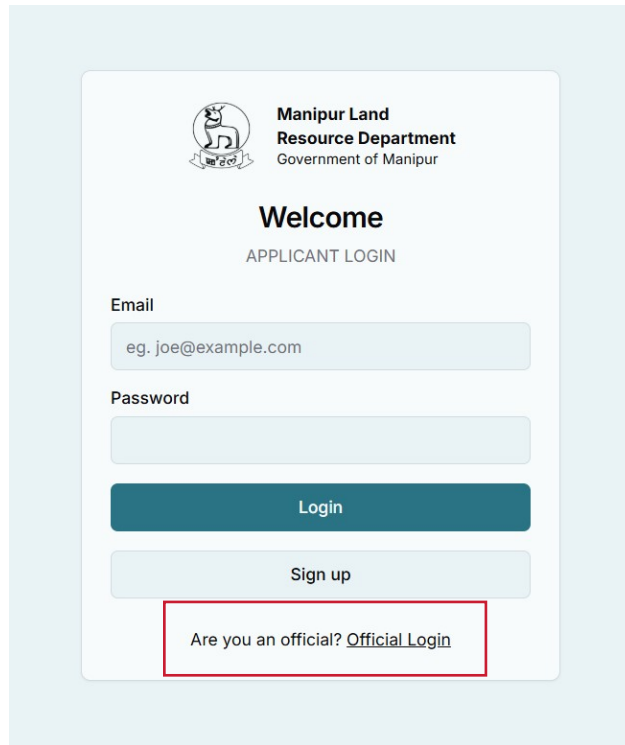


Acquisition Official User Manual

Step 1: Click on the url <https://acquisition.globizsapp.com/login>

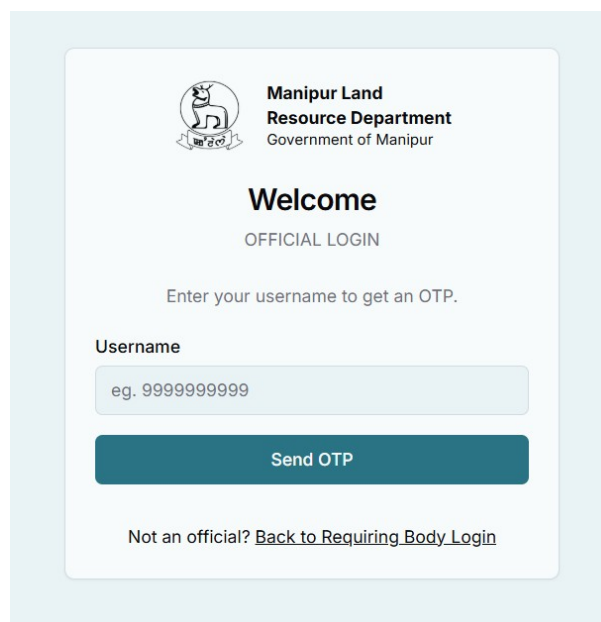
Step 2:

a) Click **Official Login** at the bottom of the login page.



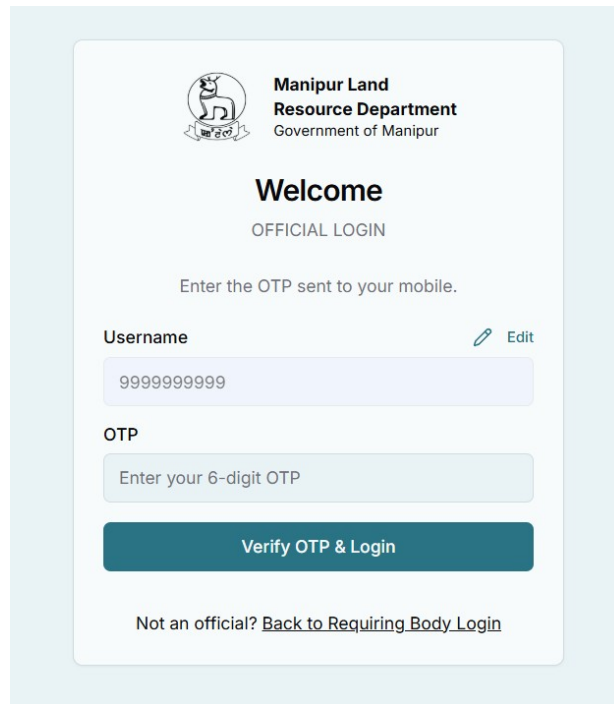
The screenshot shows the 'Applicant Login' page. At the top left is the Manipur Land Resource Department logo. To its right, the text reads 'Manipur Land Resource Department' and 'Government of Manipur'. Below this is a 'Welcome' heading followed by 'APPLICANT LOGIN'. There are two input fields: 'Email' with a placeholder 'eg. joe@example.com' and 'Password'. Below these is a dark blue 'Login' button and a light blue 'Sign up' button. At the bottom, a red rectangular box highlights the text 'Are you an official? [Official Login](#)'.

b) Enter your registered mobile number (username) and click **Send OTP**.



The screenshot shows the 'Official Login' page. At the top left is the Manipur Land Resource Department logo. To its right, the text reads 'Manipur Land Resource Department' and 'Government of Manipur'. Below this is a 'Welcome' heading followed by 'OFFICIAL LOGIN'. A message says 'Enter your username to get an OTP.' Below this is a 'Username' input field with a placeholder 'eg. 9999999999'. Below the input field is a dark blue 'Send OTP' button. At the bottom, the text reads 'Not an official? [Back to Requiring Body Login](#)'.

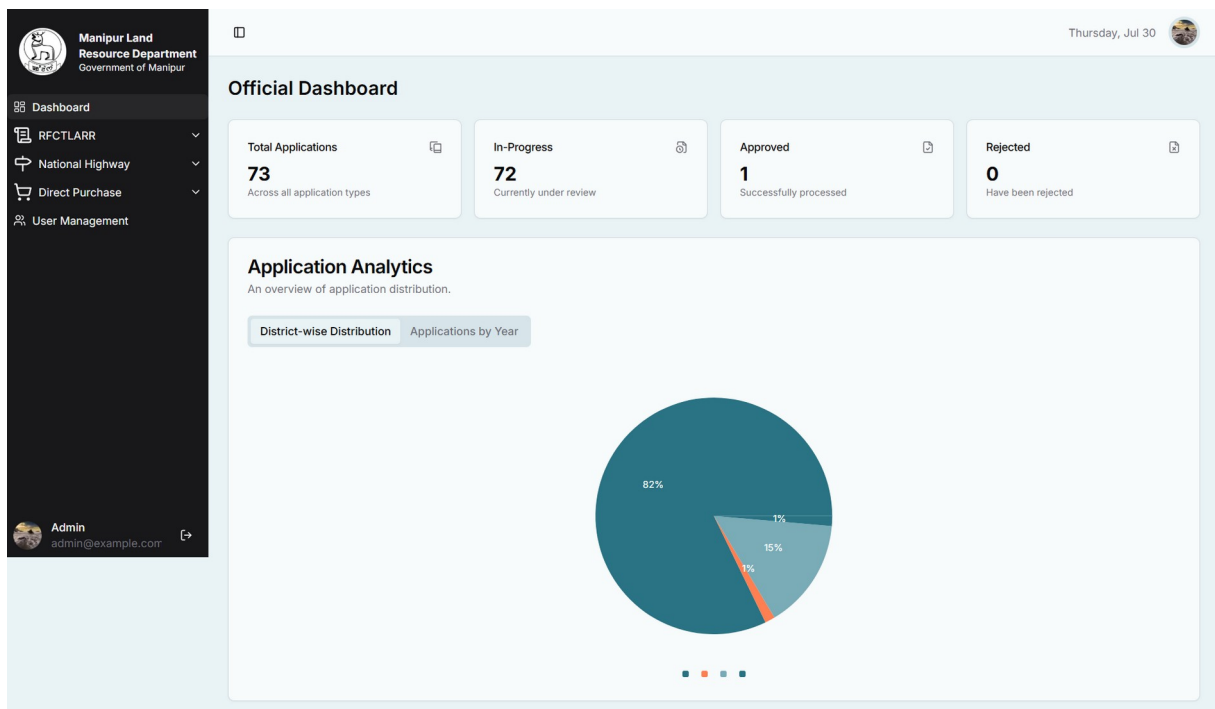
c) Enter the OTP received on your registered mobile number, then click **Verify OTP & Login**.



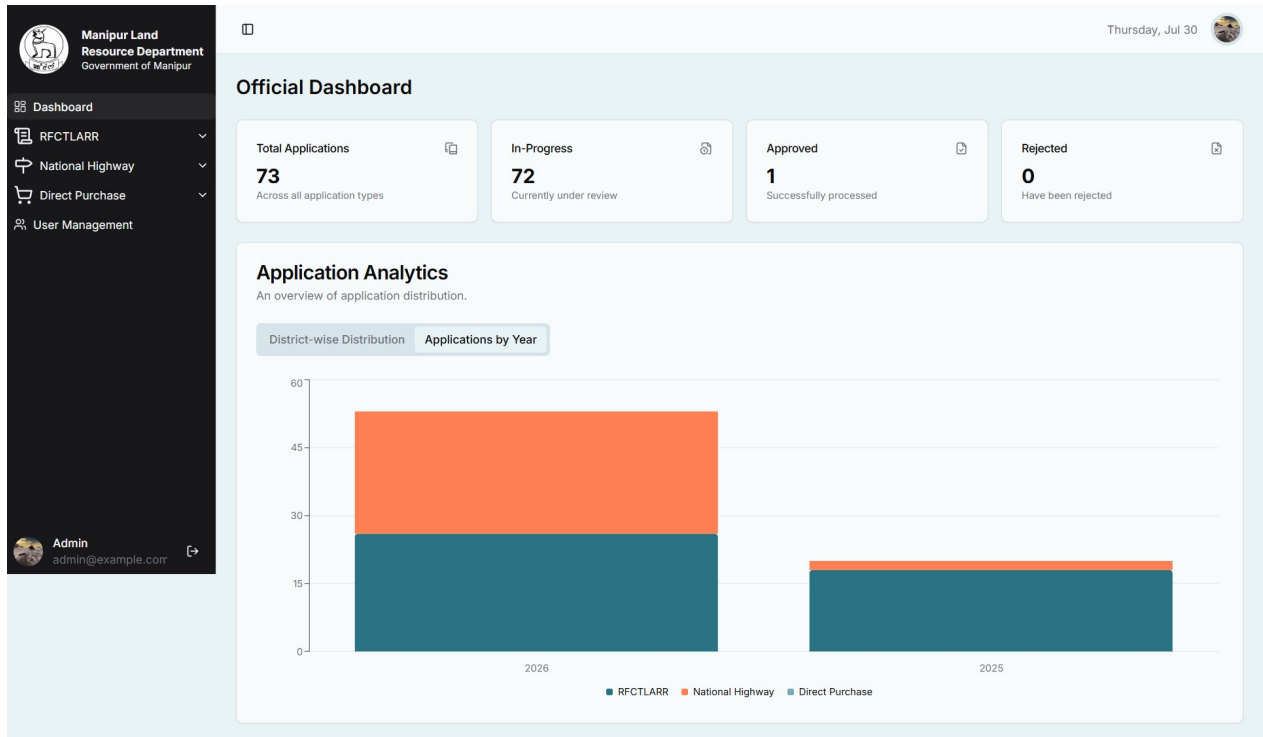
The image shows a login interface for the Manipur Land Resource Department. At the top, there is a logo and the text "Manipur Land Resource Department Government of Manipur". Below this, it says "Welcome OFFICIAL LOGIN". A message states "Enter the OTP sent to your mobile." The form includes a "Username" field with the value "9999999999" and an "Edit" link. Below that is an "OTP" field with the placeholder "Enter your 6-digit OTP". A large blue button labeled "Verify OTP & Login" is positioned below the OTP field. At the bottom, there is a link: "Not an official? [Back to Requiring Body Login](#)".

Step 3:

a) After logging in, the Official Dashboard will be displayed, showing **Application analytics and statistics**.



b) Click **Applications by Year** under Application Analytics to view the yearly application distribution chart.



Step 4:

a) Navigate to **RFCTLARR** → **Pending** to view all pending applications.

The screenshot shows the 'Pending Applications' page. It includes a sidebar with navigation options: Dashboard, RFCTLARR, Pending, In-progress, Approved, Rejected, National Highway, Direct Purchase, and User Management. The main content area displays a table with the following columns: Application No., Requiring Body, Location, Created At, and Status. Below the table, a message states: 'No pending applications found.'

Application No.	Requiring Body	Location	Created At	Status
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b) Navigate to **RFCTLARR** → **In-progress** to view all progress applications.

The screenshot shows the 'In-progress Applications' page. The left sidebar contains a navigation menu with 'RFCTLARR' selected, and sub-items 'Pending', 'In-progress' (highlighted), 'Approved', and 'Rejected'. The main content area is titled 'In-progress Applications' and displays a table of applications currently being processed. The table has five columns: Application No., Requiring Body, Location, Created At, and Status. There are eight rows of data, all with a 'Pending' status.

Application No.	Requiring Body	Location	Created At	Status
RFCTLARR/20	PWD	Imphal West Lamphelpat	12/4/2025	Pending
RFCTLARR/19	PWD	Imphal West Lamphelpat	12/4/2025	Pending
NH/17	PWD	Ukhrul Ukhrul	10/28/2025	Pending
RFCTLARR/14	PWD	Ukhrul Ukhrul	10/28/2025	Pending
RFCTLARR/13	PWD	Ukhrul Ukhrul	10/27/2025	Pending
RFCTLARR/8	PWD	Ukhrul Ukhrul	10/25/2025	Pending
RFCTLARR/5	PWD	Imphal West Lamshang	10/22/2025	Pending
RFCTLARR/3	PWD	Imphal West Lamshang	10/20/2025	Pending

c) Navigate to **RFCTLARR** → **Approved** to view all approved applications.

The screenshot shows the 'Approved Applications' page. The left sidebar is the same as in the previous screenshot, but 'Approved' is now selected. The main content area is titled 'Approved Applications' and displays a table of all approved applications. The table has five columns: Application No., Requiring Body, Location, Created At, and Status. There is one row of data with an 'Approved' status.

Application No.	Requiring Body	Location	Created At	Status
NH/16	PWD	Ukhrul Ukhrul	10/28/2025	Approved

c) Navigate to **RFCTLARR** → **Rejected** to view all Rejected applications.

The screenshot shows the Manipur Land Resource Department dashboard. The left sidebar contains a menu with items: Dashboard, RFCTLARR, Pending, In-progress, Approved, Rejected, National Highway, Direct Purchase, and User Management. The 'Rejected' item is selected. The main content area is titled 'Rejected Applications' and displays a message: 'A list of all rejected applications.' Below this is a table with columns: Application No., Requiring Body, Location, Created At, and Status. The table is empty, and a message at the bottom states 'No rejected applications found.' The top right corner shows the date 'Thursday, Jul 30' and a user profile icon. The bottom left corner shows the user 'Admin' with email 'admin@example.com'.

Step: 5

a) Navigate to **National Highway** → **Pending** to view all pending National Highway applications.

The screenshot shows the Manipur Land Resource Department dashboard. The left sidebar contains a menu with items: Dashboard, RFCTLARR, National Highway, Pending, In-progress, Approved, Rejected, Direct Purchase, and User Management. The 'National Highway' item is selected, and the 'Pending' sub-item is also selected. The main content area is titled 'Pending National Highway Applications' and displays a message: 'A list of National Highway applications that require your attention.' Below this is a table with columns: Application No., Requiring Body, Location, Created At, and Status. The table is empty, and a message at the bottom states 'No pending applications found.' The top right corner shows the date 'Thursday, Jul 30' and a user profile icon. The bottom left corner shows the user 'Admin' with email 'admin@example.com'.

b) Navigate to **National Highway** → **In-progress** to view all In-progress National Highway applications.

The screenshot shows the 'In-progress National Highway Applications' page. The left sidebar contains the following menu items: Dashboard, RFCTLARR, National Highway (selected), Pending, In-progress (active), Approved, Rejected, Direct Purchase, and User Management. The main content area has a header 'In-progress National Highway Applications' and a sub-header 'A list of National Highway applications currently being processed.' Below this is a table with the following data:

Application No.	Requiring Body	Location	Created At	Status
DP/23	PWD	Imphal West Patsol	7/16/2026	Pending
DP/10	PWD	Imphal West Ukhruit	10/25/2025	Pending

The bottom of the sidebar shows the user 'Admin' with email 'admin@example.com'.

c) Navigate to **National Highway** → **Approved** to view all Approved National Highway applications.

The screenshot shows the 'Approved National Highway Applications' page. The left sidebar contains the following menu items: Dashboard, RFCTLARR, National Highway (selected), Pending, In-progress, Approved (active), Rejected, Direct Purchase, and User Management. The main content area has a header 'Approved National Highway Applications' and a sub-header 'A list of all approved National Highway applications.' Below this is a table with the following columns: Application No., Requiring Body, Location, Created At, and Status. The table is empty, and the message 'No approved applications found.' is displayed in the center.

Application No.	Requiring Body	Location	Created At	Status
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The bottom of the sidebar shows the user 'Admin' with email 'admin@example.com'.

d) Navigate to **National Highway** → **Rejected** to view all Rejected National Highway applications.

The screenshot shows a web application interface for the Manipur Land Resource Department. On the left is a dark sidebar with a menu including 'Dashboard', 'RFCTLARR', 'National Highway', 'Pending', 'In-progress', 'Approved', 'Rejected', 'Direct Purchase', and 'User Management'. The 'Rejected' option under 'National Highway' is selected. The main content area is titled 'Rejected National Highway Applications' and contains a message: 'A list of all rejected National Highway applications.' Below this is a table with columns: 'Application No.', 'Requiring Body', 'Location', 'Created At', and 'Status'. The table is empty, with the text 'No rejected applications found.' centered below it. The top right of the page shows the date 'Thursday, Jul 30' and a user profile for 'Admin'.

Step 6:

a) Navigate to **Direct Purchase** → **Pending** to view all pending Direct Purchase applications.

The screenshot shows the same web application interface, but the 'Pending' option under 'Direct Purchase' is selected in the sidebar. The main content area is titled 'Pending Direct Purchase Applications' and contains a message: 'A list of Direct Purchase applications that require your attention.' Below this is a table with columns: 'Application No.', 'Requiring Body', 'Location', 'Created At', and 'Status'. The table is empty, with the text 'No pending applications found.' centered below it. The top right of the page shows the date 'Thursday, Jul 30' and a user profile for 'Admin'.

b) Navigate to **Direct Purchase** → **In-progress** to view all In-progress Direct Purchase applications.

The screenshot shows the 'In-progress Direct Purchase Applications' page. The left sidebar contains the following menu items: Dashboard, RFCTLARR, National Highway, Direct Purchase (expanded), Pending, In-progress (selected), Approved, Rejected, and User Management. The main content area is titled 'In-progress Direct Purchase Applications' and includes a sub-header 'A list of Direct Purchase applications currently being processed.' Below this is a table with the following data:

Application No.	Requiring Body	Location	Created At	Status
DP/23	PWD	Imphal West Patsol	7/16/2026	Pending
DP/10	PWD	Imphal West Ukhru	10/25/2025	Pending

The bottom of the sidebar shows the user 'Admin' with the email 'admin@example.com'.

c) Navigate to **Direct Purchase** → **Approved** to view all Approved Direct Purchase applications.

The screenshot shows the 'Approved Direct Purchase Applications' page. The left sidebar contains the following menu items: Dashboard, RFCTLARR, National Highway, Direct Purchase (expanded), Pending, In-progress, Approved (selected), Rejected, and User Management. The main content area is titled 'Approved Direct Purchase Applications' and includes a sub-header 'A list of all approved Direct Purchase applications.' Below this is a table with the following columns: Application No., Requiring Body, Location, Created At, and Status. The table is empty, and a message 'No approved applications found.' is displayed in the center. The bottom of the sidebar shows the user 'Admin' with the email 'admin@example.com'.

d) Navigate to **Direct Purchase** → **Rejected** to view all Rejected Direct Purchase applications.

The screenshot shows a web application interface for the Manipur Land Resource Department. The left sidebar contains a navigation menu with the following items: Dashboard, RFCTLARR, National Highway, Direct Purchase, Pending, In-progress, Approved, Rejected, and User Management. The 'Direct Purchase' menu item is expanded, showing sub-items: Pending, In-progress, Approved, and Rejected. The 'Rejected' sub-item is selected. The main content area is titled 'Rejected Direct Purchase Applications' and contains a message: 'A list of all rejected Direct Purchase applications.' Below this message is a table with the following columns: Application No., Requiring Body, Location, Created At, and Status. The table is currently empty, and a message 'No rejected applications found.' is displayed below the table. The top right corner of the page shows the date 'Thursday, Jul 30' and a user profile icon. The bottom left corner shows the user's name 'Admin' and email 'admin@example.com'.

Thank you for using the **Acquisition Official Portal**.

For any technical assistance or queries, please contact the **Manipur Land Resource Department** or your designated system administrator.