

MANUAL FOR SARASWATY PRESS LOGISTICS PROJECT

1. Open the website <http://www.saraswatypresslogistics.in/> in you web browser, you will find a login page as per the figure shown below. Now put your “User Name” and “Password” and then click on **SIGN IN**.

Saraswati Press Logistics

Sign in to start your session

Username

Password

Download Remote Assistance

SIGN IN

Change Password

FORGOT PASSWORD

Helpline No: 8583802152/8961258820
(10 AM - 7 PM)
Email: logistics@saraswatypress.com/
splbel@saraswatypress.com

2. After login, you will find a **Profile page**, check all the details carefully (like Mobile no., Email etc) after that click on **Update**.

Manage Memo Details | RATION | Drafts (4) - spdigitration@gm... | Profile | Saraswati Press Logistics

Saraswati Press Logistic Management Portal for Health

Dr. Tanmoy Halder
SUPERINTENDENT

MAIN NAVIGATION

- Profile Update
- Requisition
- Challan Receive

Profile

Profile Update

Dr. Tanmoy Halder SUPERINTENDENT

Full Name* Designation*

7548975235 bpmuchak@gmail.com

Primary Phone No* Alternate Phone No Email Id*

741222 Chowgachha BPHC, P.O-
Customer Delivery Pin* Chowgachha, P.S- Chakdaha

Customer Delivery Address*

UPDATE

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Version: 1.0.0.1

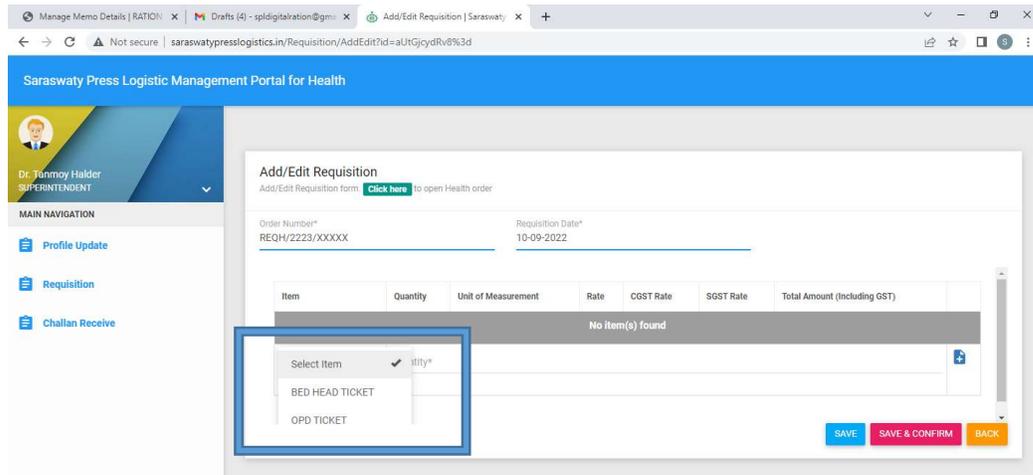
3. For giving Requisition, Click on **Requisition tab**

The screenshot shows the 'Saraswaty Press Logistic Management Portal for Health'. The user is logged in as Dr. Janmoy Halder, SUPERINTENDENT. The 'MAIN NAVIGATION' menu on the left has the 'Requisition' tab highlighted with a blue box. The main content area is titled 'Manage Requisition' and includes a 'Create New Requisition' link in the top right corner. Below this is a search bar with a 'Search By' dropdown and a 'Search Text' input field. A table with columns for 'SI No', 'Print', 'Requisition No', 'Requisition Date', 'District', 'Customer', 'Unit Name', 'Updated On', and 'Status' is displayed, showing 'No Item(s) found'. The footer contains copyright information for Saraswaty Press Ltd. and version details.

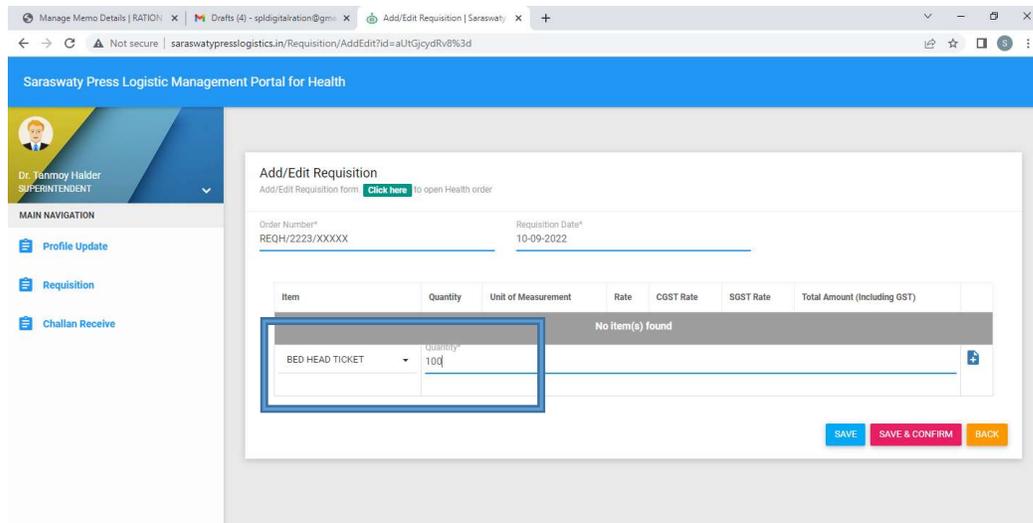
4. After that click on **“Create New Requisition”**.

This screenshot is identical to the previous one, but the 'Create New Requisition' link in the top right corner of the 'Manage Requisition' section is highlighted with a blue box. The rest of the page, including the navigation menu and the empty table, remains the same.

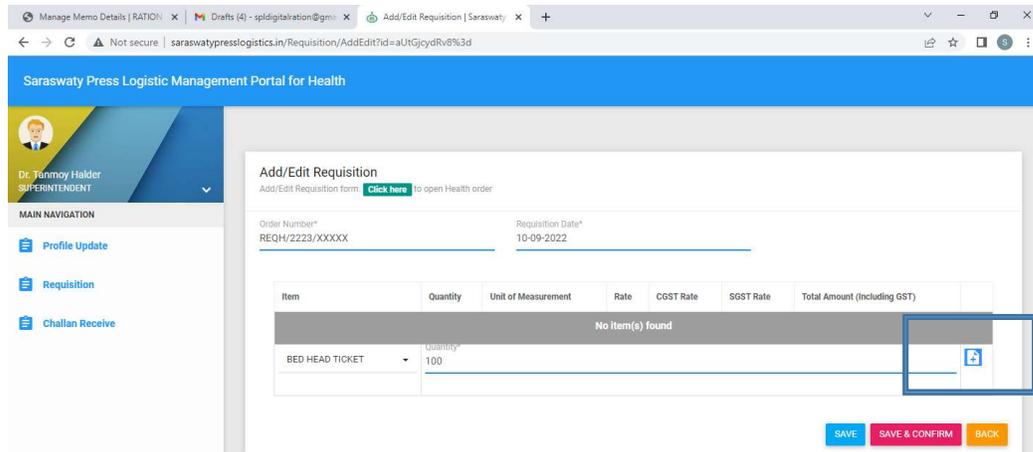
5. Now click on **“Select items”** for which you want to give requisition like **“Bed Head Ticket”** and **“OPD Ticket”**.



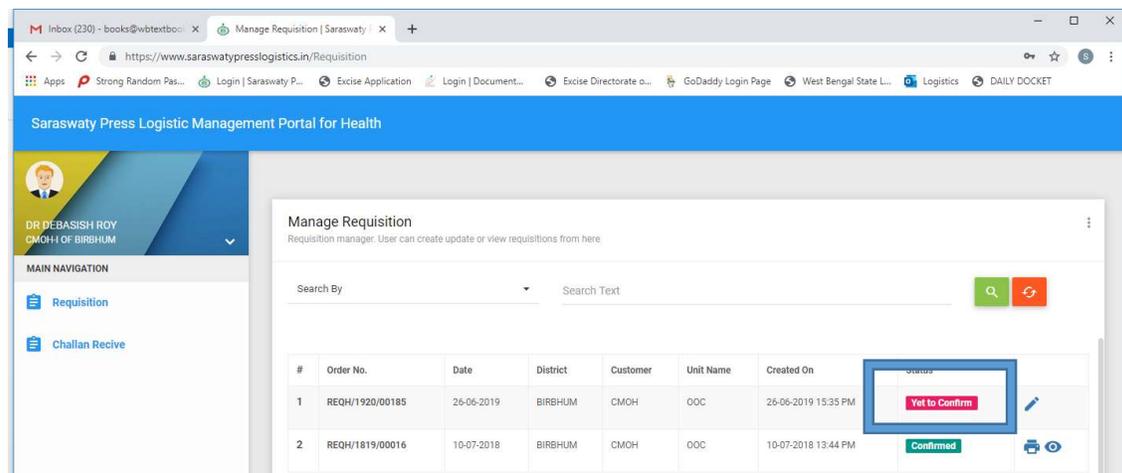
6. Put the number of quantity for the selected items. Note that the quantity will be number of cartons, and **1 Carton = 1,000 tickets**. (Ex:- If one wants to give requisition for 1,00,000 tickets, one has to put 100 in place of quantity.).



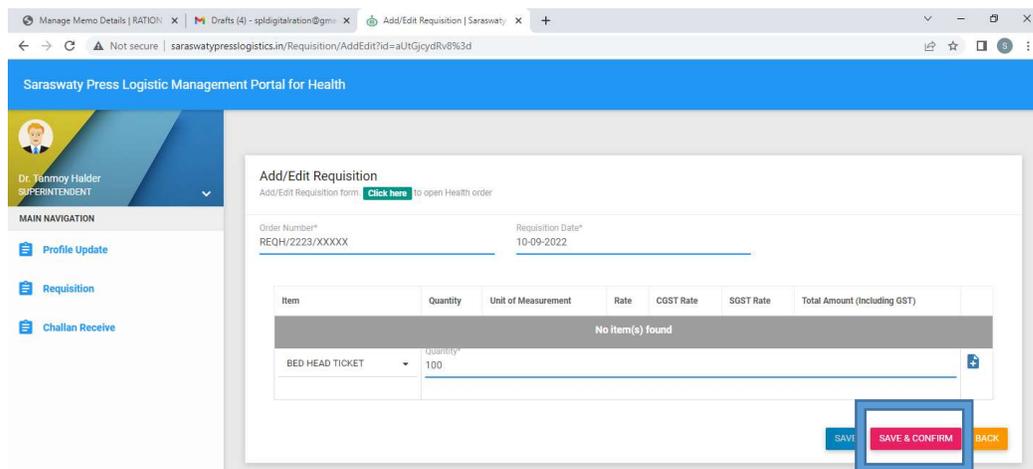
7. After that, click on **Plus symbol** in the right corner (marked by a rectangular box) to add the requisition.

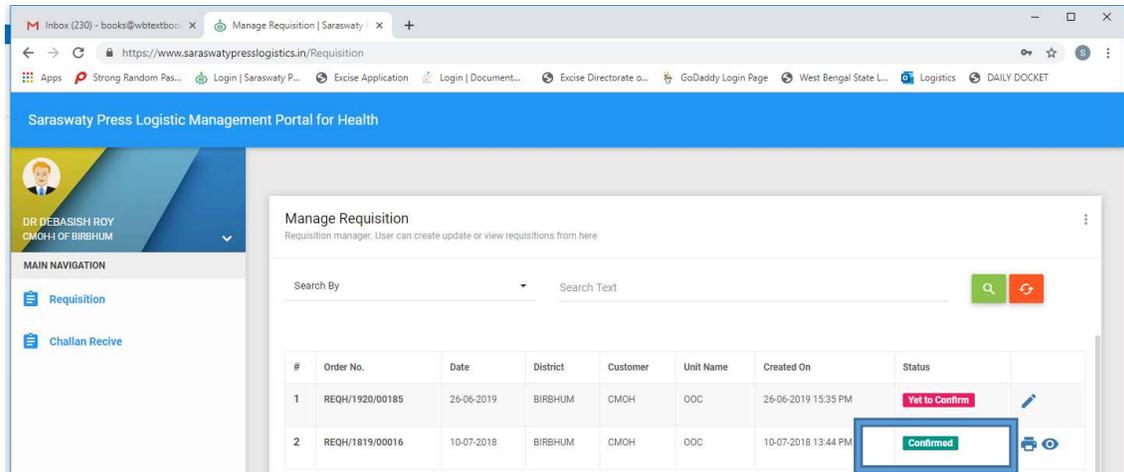


8. If anyone forgets to click on “save and confirm” option but clicks only on “save” then the requisition will show “Yet to confirm” in the status option like in figure shown below.



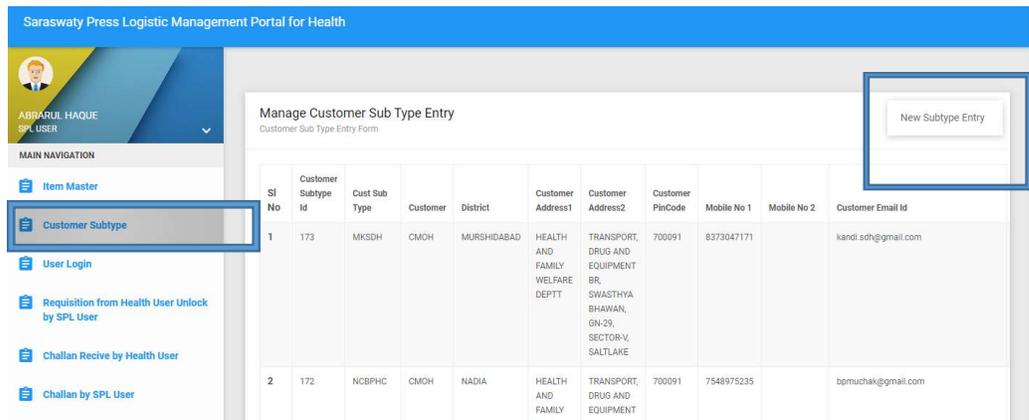
9. So, after putting the requisition quantity, click on “Save and Confirm” option so that the requisition is confirmed, like in figure shown below.



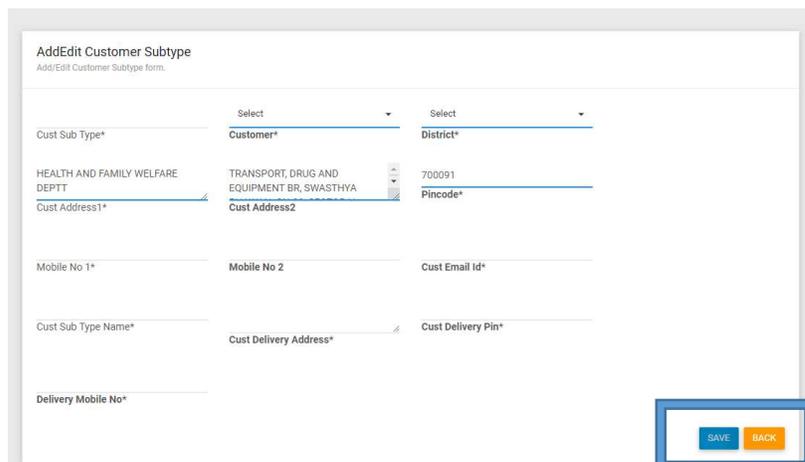


10. After successful submission, the material is processed and despatched within 7-10 working days.

11. Under Customer Subtype, we update the customer data as per the information provided by them. For that, click on **Customer Subtype -> New Subtype Entry**.



12. After that, we put all the information as per data provided and then click on **SAVE**.



13. For customer login, **Goto User login -> New User Entry.**

Sl No	Department	CustSubType	Role	User Id	Password	Full Name	User Designation	Mobile No
1	Health	MKSDH (173)	CMOH	HLTH_156	M*ij\$ghS	Dr. Rajesh Chandra Saha	Superintendent	8373047171
2	Health	NCBPHC (172)	CMOH	HLTH_155	2*d3b8dS	Dr. Tanimoy Halder	SUPERINTENDENT	7548975235
3	Health	HRNRH (171)	CMOH	HLTH_154	ebN2@QGL	Dr Punita Saha	BMOH	9734192347
4	Health	JLRRH (170)	CMOH	HLTH_153	8*yJ*#E#	DR. ANKUR DAS KARMAKAR	BMOH	8777396105

14. Put all the information like Mobile No, Full Name, Hospital Name, User Name, Auto Generated Password, etc. After that **Save** the information and a password is generated for customer login.

15. For Requisition Summary report, goto **Reports -> Requisition Summary -> Select Department -> Customer -> District -> Customer Subtype -> Generate Report (Pdf / Excel).**