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.**

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

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

4. After that click on **"Create New Requisition"**.

5. Now click on **"Select items"** for which you want to give requistion like **"Bed Head Ticket"** and **"OPD Ticket"**.
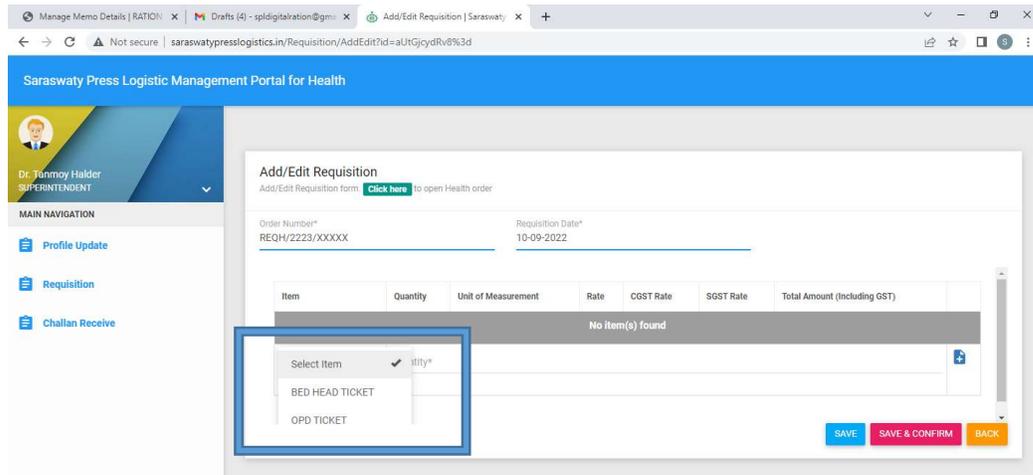
6. Put the number of quantity for the selected items. Note that the quantity will be number of cartons, and **1 Carton = 1,000 tickets**. (Ex:- If one wants to give requisition for 1,00,000 tickets, one has to put 100 in place of quantity.).
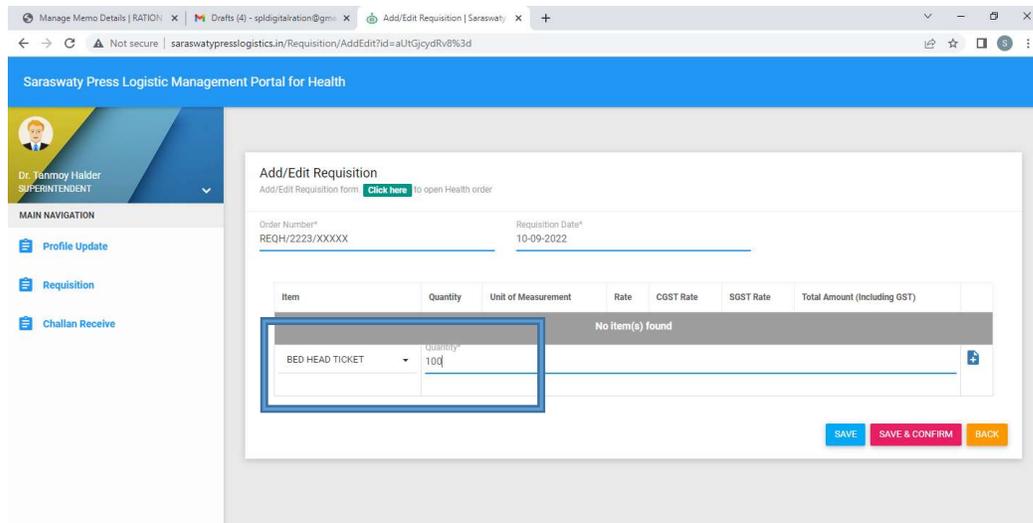
7. After that, click on **Plus symbo**l in the right corner (marked by a rectangular box) to add the requisition.
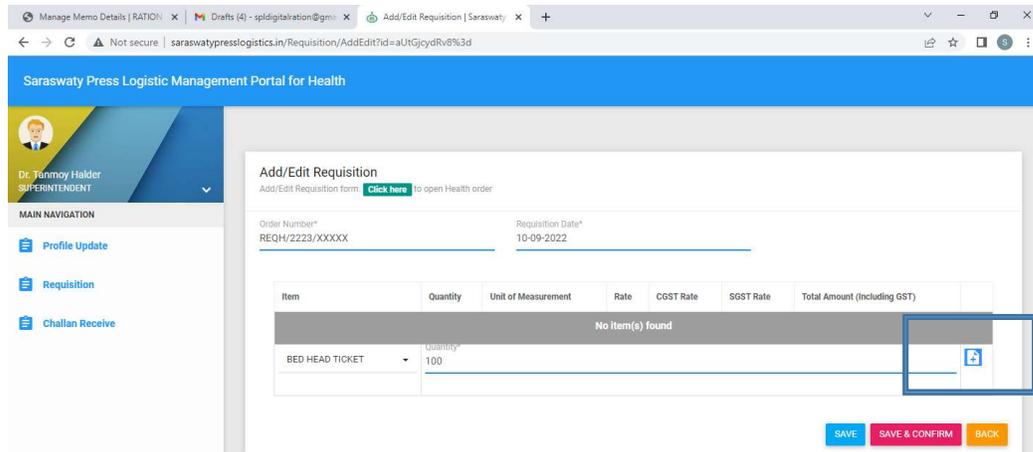
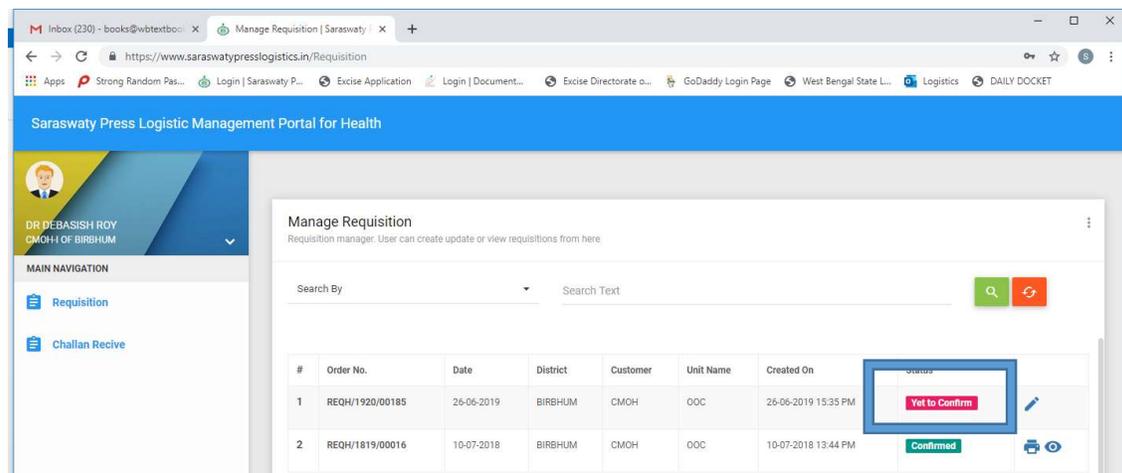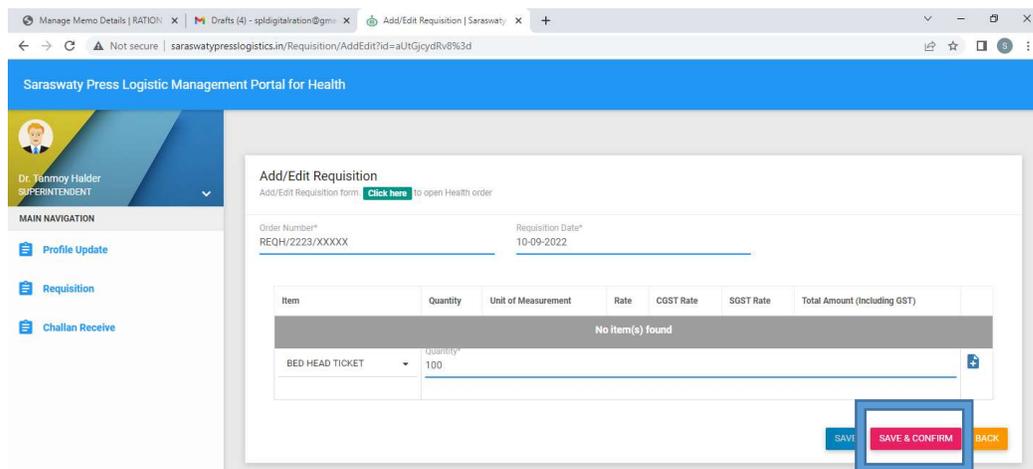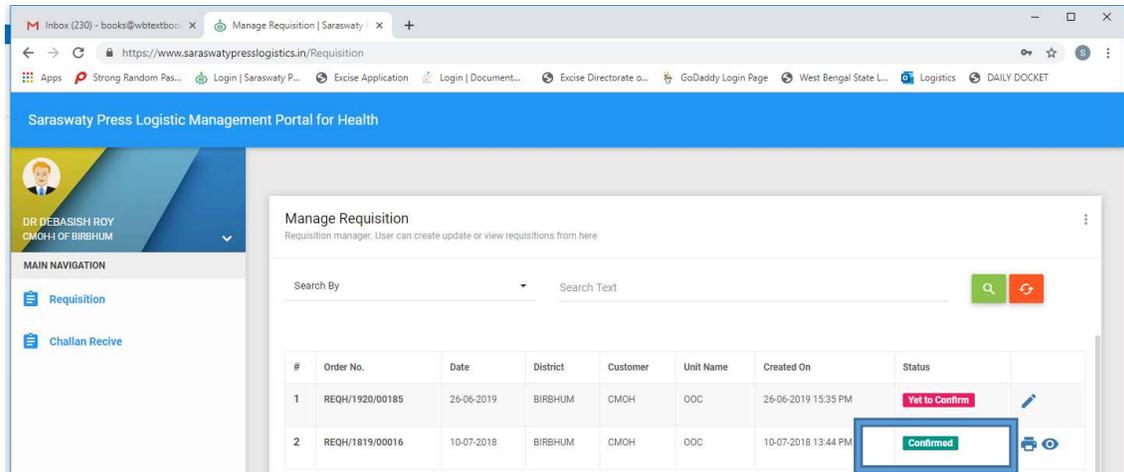8. If anyone forgots to click on "**save and confirm"** option but clicks only on **"save"** then the requisition will show **"Yet to confirm"** in the status option like in figure shown below.


9. So, after putting the requisition quantity, click on **"Save and Confirm"** option so that the requisition is confirmed, like in figure shown below.
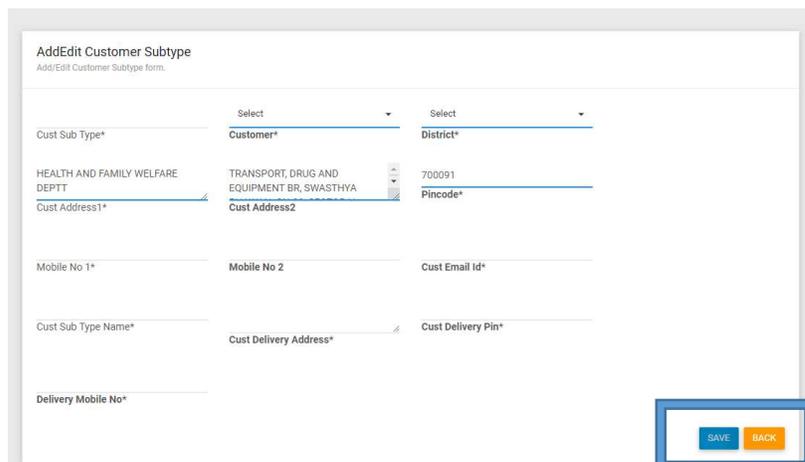
10. After succuessful submission, the material is processed and despatched within 7-10 working days.

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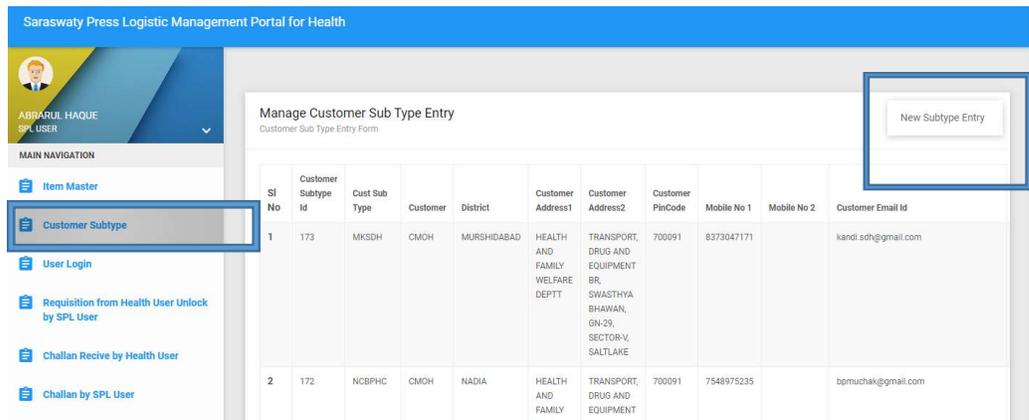
12. After that, we put all the information as per data provided and then click on **SAVE**.

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

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).**