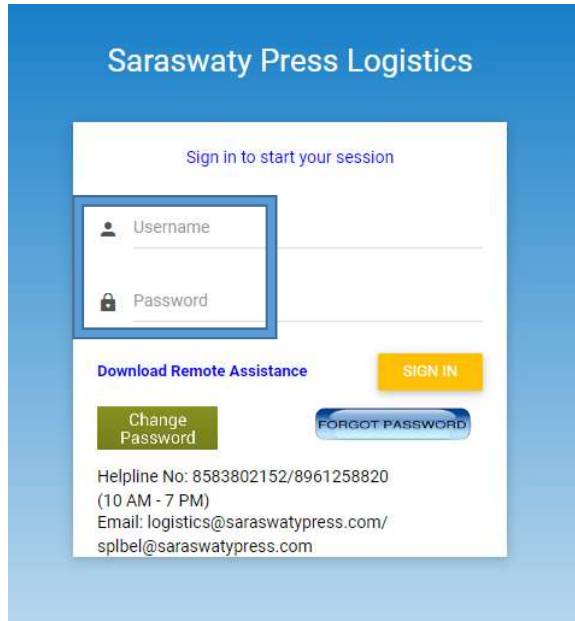


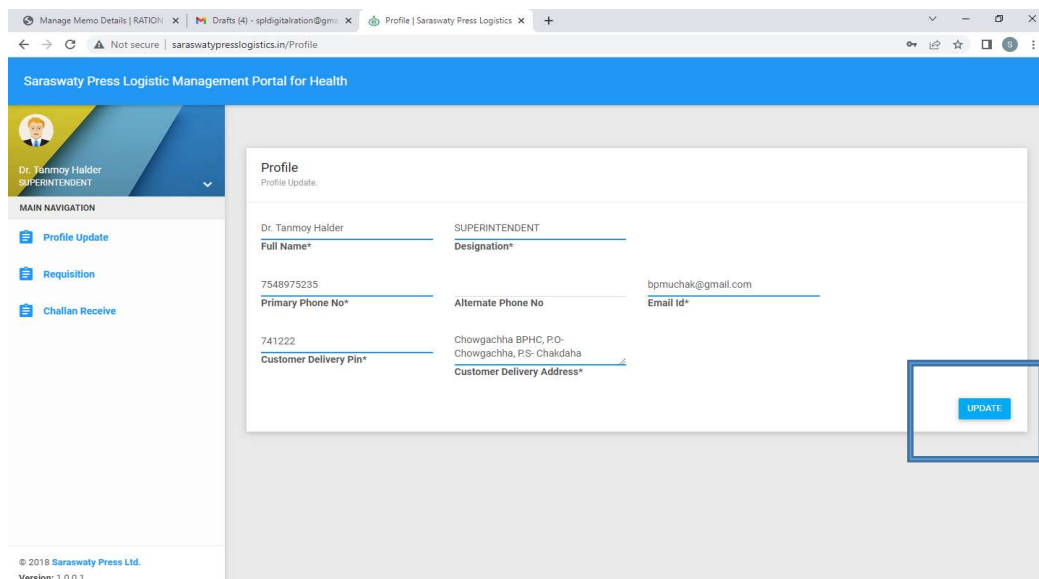
MANUAL FOR SARASWATY PRESS LOGISTICS PROJECT

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**.



The screenshot shows the login page for Saraswati Press Logistics. The page has a blue header with the text "Saraswati Press Logistics". Below the header is a white box containing the login form. The form has two input fields: "Username" and "Password", both with icons (a person for username and a lock for password). Below the input fields are three buttons: "Download Remote Assistance" (green), "SIGN IN" (yellow), and "FORGOT PASSWORD" (blue). Below the buttons are two more buttons: "Change Password" (green) and "FORGOT PASSWORD" (blue). At the bottom of the form, there is contact information: "Helpline No: 8583802152/8961258820 (10 AM - 7 PM)", "Email: logistics@saraswatypress.com/", and "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**.



The screenshot shows the profile page of the Saraswati Press Logistic Management Portal for Health. The page has a blue header with the text "Saraswati Press Logistic Management Portal for Health". Below the header is a white box containing the profile form. The form has a left sidebar with a user profile and a main content area. The sidebar shows the user's name "Dr. Tanmoy Halder" and designation "SUPERINTENDENT". The main content area has a "Profile" section with a "Profile Update" link. The form contains several input fields: "Full Name*" (Dr. Tanmoy Halder), "Designation*" (SUPERINTENDENT), "Primary Phone No*" (7548975235), "Alternate Phone No" (741222), "Email Id*" (bpmuchak@gmail.com), "Customer Delivery Pin*" (741222), and "Customer Delivery Address*" (Chowgachha BPHC, P.O- Chowgachha, PS- Chakdaha). An "UPDATE" button is located at the bottom right of the form.

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

The screenshot shows the 'Manage Requisition' page in the 'Saraswati Press Logistic Management Portal for Health'. The user is logged in as 'Dr. Janmoy Halder, SUPERINTENDENT'. The left navigation menu has 'Requisition' highlighted. The main content area has a 'Manage Requisition' header with a 'Create New Requisition' link. Below the header is a search bar with 'Search By' and 'Search Text' fields. A table with columns 'SI No', 'Print', 'Requisition No', 'Requisition Date', 'District', 'Customer', 'Unit Name', 'Updated On', and 'Status' is shown, with a message 'No item(s) found'.

Manage Requisition
Requisition manager. User can create update or view requisitions from here.

Create New Requisition

Search By Search Text

SI No	Print	Requisition No	Requisition Date	District	Customer	Unit Name	Updated On	Status
No item(s) found								

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Version: 1.0.0.1
www.saraswatypresslogistics.in/Requisition

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

The screenshot shows the 'Manage Requisition' page in the 'Saraswati Press Logistic Management Portal for Health'. The user is logged in as 'Dr. Janmoy Halder, SUPERINTENDENT'. The left navigation menu has 'Requisition' highlighted. The main content area has a 'Manage Requisition' header with a 'Create New Requisition' link highlighted. Below the header is a search bar with 'Search By' and 'Search Text' fields. A table with columns 'SI No', 'Print', 'Requisition No', 'Requisition Date', 'District', 'Customer', 'Unit Name', 'Updated On', and 'Status' is shown, with a message 'No item(s) found'.

Manage Requisition
Requisition manager. User can create update or view requisitions from here.

Create New Requisition

Search By Search Text

SI No	Print	Requisition No	Requisition Date	District	Customer	Unit Name	Updated On	Status
No item(s) found								

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www.saraswatypresslogistics.in/Requisition/AddEdit?id=aUtGjcydRv8%3d

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

Saraswati Press Logistic Management Portal for Health

Dr. Jitnmay Halder
SUPERINTENDENT

MAIN NAVIGATION

- Profile Update
- Requisition
- Challan Receive

Add/Edit Requisition

Add/Edit Requisition form [Click here](#) to open Health order

Order Number* REQH/2223/XXXXX Requisition Date* 10-09-2022

Item	Quantity	Unit of Measurement	Rate	CGST Rate	SGST Rate	Total Amount (including GST)
No item(s) found						

Select Item ☒ Item*

BED HEAD TICKET

OPD TICKET

SAVE SAVE & CONFIRM BACK

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.).

Saraswati Press Logistic Management Portal for Health

Dr. Jitnmay Halder
SUPERINTENDENT

MAIN NAVIGATION

- Profile Update
- Requisition
- Challan Receive

Add/Edit Requisition

Add/Edit Requisition form [Click here](#) to open Health order

Order Number* REQH/2223/XXXXX Requisition Date* 10-09-2022

Item	Quantity	Unit of Measurement	Rate	CGST Rate	SGST Rate	Total Amount (including GST)
No item(s) found						

BED HEAD TICKET

Quantity 100

SAVE SAVE & CONFIRM BACK

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

Saraswati Press Logistic Management Portal for Health

Add/Edit Requisition
Add/Edit Requisition form [Click here](#) to open Health order

Order Number* REQH/2223/XXXXX Requisition Date* 10-09-2022

Item	Quantity	Unit of Measurement	Rate	CGST Rate	SGST Rate	Total Amount (including GST)
No item(s) found						
BED HEAD TICKET	100					

[SAVE](#) [SAVE & CONFIRM](#) [BACK](#)

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.

Saraswati Press Logistic Management Portal for Health

Manage Requisition
Requisition manager: User can create update or view requisitions from here

Search By Search Text

#	Order No.	Date	District	Customer	Unit Name	Created On	Status
1	REQH/1920/00185	26-06-2019	BIRBHUM	CMOH	OOC	26-06-2019 15:35 PM	Yet to Confirm
2	REQH/1819/00016	10-07-2018	BIRBHUM	CMOH	OOC	10-07-2018 13:44 PM	Confirmed

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

Saraswati Press Logistic Management Portal for Health

Add/Edit Requisition
Add/Edit Requisition form [Click here](#) to open Health order

Order Number* REQH/2223/XXXXX Requisition Date* 10-09-2022

Item	Quantity	Unit of Measurement	Rate	CGST Rate	SGST Rate	Total Amount (including GST)
No item(s) found						
BED HEAD TICKET	100					

[SAVE](#) [SAVE & CONFIRM](#) [BACK](#)

Saraswati Press Logistic Management Portal for Health

Manage Requisition
Requisition manager. User can create update or view requisitions from here

Search By Search Text

#	Order No.	Date	District	Customer	Unit Name	Created On	Status
1	REQH/1920/00185	26-06-2019	BIRBHUM	CMOH	OOC	26-06-2019 15:35 PM	Yet to Confirm
2	REQH/1819/00016	10-07-2018	BIRBHUM	CMOH	OOC	10-07-2018 13:44 PM	Confirmed

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**.

Saraswati Press Logistic Management Portal for Health

Manage Customer Sub Type Entry
Customer Sub Type Entry Form

New Subtype Entry

Sl No	Customer Subtype Id	Cust Sub Type	Customer	District	Customer Address1	Customer Address2	Customer PinCode	Mobile No 1	Mobile No 2	Customer Email Id
1	173	MKSDH	CMOH	MURSHIDABAD	HEALTH AND FAMILY WELFARE DEPTT	TRANSPORT, DRUG AND EQUIPMENT BR, SWASTHYA BHAWAN, GN-29, SECTOR-V, SALT LAKE	700091	8373047171		kandl.sdh@gmail.com
2	172	NCBPHC	CMOH	NADIA	HEALTH AND FAMILY WELFARE DEPTT	TRANSPORT, DRUG AND EQUIPMENT BR, SWASTHYA BHAWAN, GN-29, SECTOR-V, SALT LAKE	700091	7548975235		bpmuchaki@gmail.com

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

Add/Edit Customer Subtype
Add/Edit Customer Subtype Form.

Select Select

Cust Sub Type* Customer* District*

HEALTH AND FAMILY WELFARE DEPTT TRANSPORT, DRUG AND EQUIPMENT BR, SWASTHYA BHAWAN, GN-29, SECTOR-V, SALT LAKE 700091

Cust Address1* Cust Address2* Pincode*

Mobile No 1* Mobile No 2* Cust Email Id*

Cust Sub Type Name* Cust Delivery Address* Cust Delivery Pin*

Delivery Mobile No*

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

Sarawaty Press Logistic Management Portal for Health

ABRARUL HAQUE
SPL USER

MAIN NAVIGATION

- Item Master
- Customer Subtype
- User Login**
- Requisition from Health User Unlock by SPL User
- Challan Recive by Health User
- Challan by SPL User
- Challan Receive by SPL User

Manage User Login Entry
User Entry Form

New User Entry

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

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.

Sarawaty Press Logistic Management Portal for Health

ABRARUL HAQUE
SPL USER

MAIN NAVIGATION

- Item Master
- Customer Subtype
- User Login
- Requisition from Health User Unlock by SPL User
- Challan Recive by Health User
- Challan by SPL User
- Challan Receive by SPL User

AddEdit User
Add/Edit User form.

Select Department* HLTH_000

Select Customer Sub Type

Select Role*

User Id* Password* User Full Name*

User Designation* Mobile No* Email Id*

SAVE

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

Sarawaty Press Logistic Management Portal for Health

ABRARUL HAQUE
SPL USER

MAIN NAVIGATION

- Item Master
- Customer Subtype
- User Login
- Requisition from Health User Unlock by SPL User
- Challan Recive by Health User
- Challan by SPL User
- Challan Receive by SPL User
- Reports**

Requisition Summary

Requisition Details

Requisition Summary Report

Health Department

Select Customer

Select District

Select Customer subtype

Generate PDF **Generate Excel**