

# **User Manual for Gorkhapatra Distribution Management System**

**To: Gorkhapatra Corporation**

**Dharmapath, Kathmandu**

**<http://gorkhapatraonline.com>**

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# User Manual for Gorkhapatra Distribution Management System (GDMS)

This system is designed/ develop to make the Gorkhapatra distributed system faster, reliable, easy to access and to carry out the operation such as creating user, check user record, remaining days of distribution etc digitally with the help of this system.

## Why GDMS system?

- It used to perform all the related task digitally.
- It is faster, reliable and user friendly due to which user can easily interact with the system.
- It remove paper work and saves a time as well as also it more secure.
- No duplication of the user.
- Easy to find the deadline customer and the remaining days for all customer.
- Efficient, cost effective, automated and high performance

## Steps To Use This System

**Login:** Authorized user can login using accurate username/Email and password.

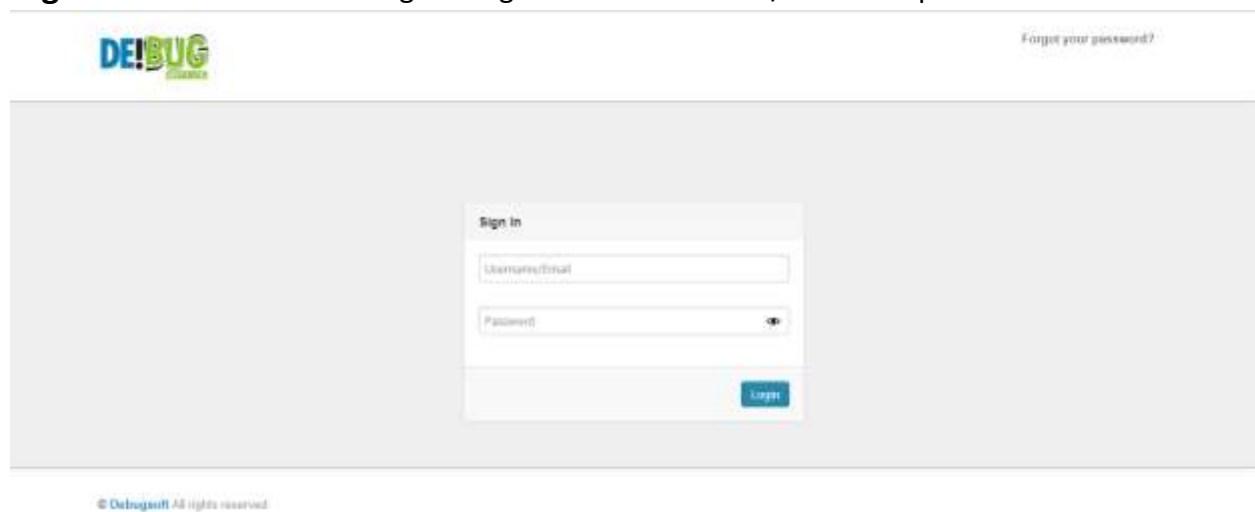


Fig:Login Page

In this section we can login through our Email or username which is created.

## Creating Admin Account

Fig: Creating Admin Account

In this Page we can create a Super Admin and Admin from category. Accurate and valid details should be provided and finally click the create button to create.

## Super Admin

Super Admin, who is responsible to create other admin, create user, active and deactivate the account and perform all the tasks related to this page.

## Admin

Whereas Admin is a main user but Admin can't perform some task in comparison to Super Admin. Admin can't Create admin, activate and deactivate admin.

## Dashboard of Super Admin

FullName	Newspaper Name	Address	Days Remaining
Ashu Kumar Peda	Hindustan Times	ashu@	expired 44 days ago
Sitash Khatwal kumar dadasda	Kathmandu post	stg@v	expired 45 days ago
Sitash Khatwal kumar dadasda	Kathmandu post	stg@v	expired 43 days ago
Sitash Khatwal kumar dadasda	Kathmandu post	stg@v	expired 70 days ago
sthal sthal sthal	Kathmandu post	stg@v	expired 70 days ago
sthal sthal sthal	Hindustan Times	sthal	expired 58 days ago
sthal sthal	Saptak	stg@v	expired 70 days ago
stha kumar dadasda	Kathmandu post	sanathva	expired 47 days ago
stha kumar dadasda	Kathmandu post	sanathva	expired 58 days ago
stha stha stha	Kathmandu post	sthal	expired 44 days ago

Fig: Super Admin Dashboard

## Admin Dashboard

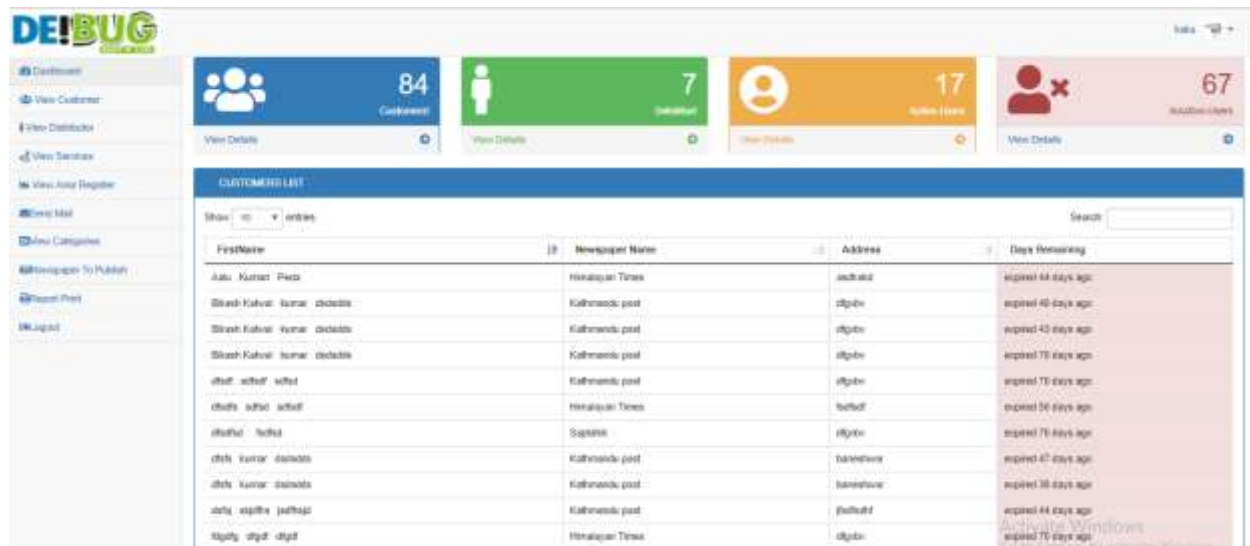


Fig: Admin Dashboard

## Forget Password

Here are the steps to be followed while super Admin/Admin forget their password.

### Step 1

Click on forget password button which is on top right corner of the Login page.

### Step 2

New page will appear and write the correct email address which you have provided while creating the admin.

### Step 3

Check your E-mail and where confirmation code for password reset has been sent.

### Step 4

Type the confirmation code inside the text box or also you can copy paste it from your email.

### Step 5

New page will appear and create your new password and click the button.

Finally your Password is reset and login by using your newly created Password.

## Change Password

User Can Change their password using following steps

### Step 1

User should login their account and at the top right corner click on the image and select change password.

### Step 2

New page will appear and write your old password and new password and click change password button.

Finally your password has been changed and try to login with your new password.

## Dashboard

In the main dashboard page list of Customer , Sales man , Active Customer and InActive Customer is Shown.

And also We Can Search Customer From this page , view last added Customer

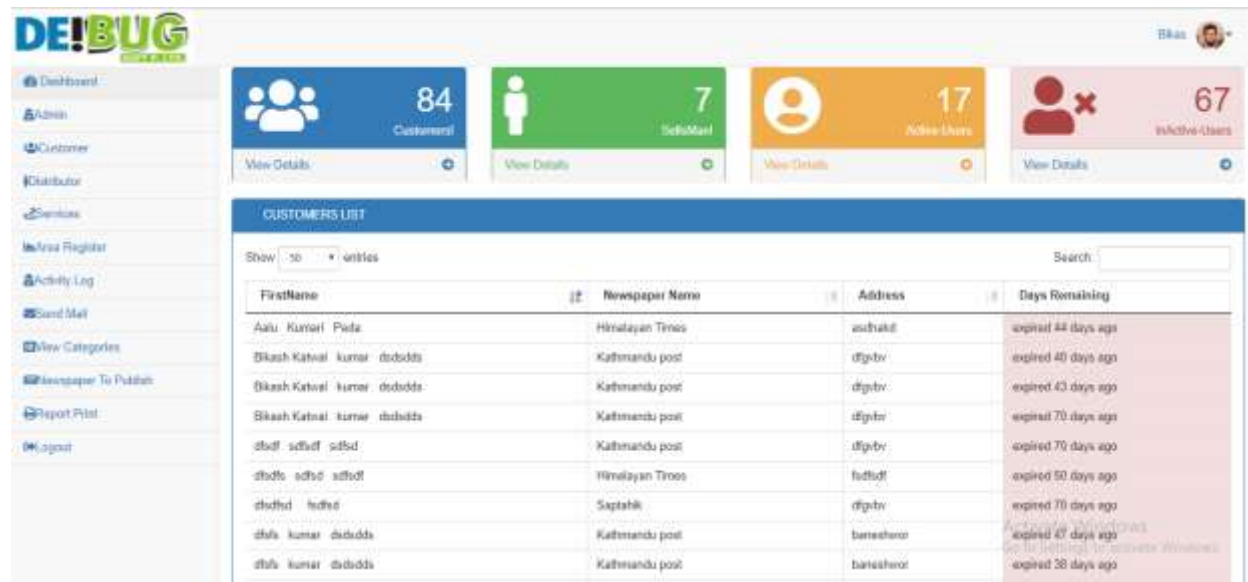


Fig: Dashboard page

## Creating newspaper Users (Subscriber)

User can be created by clicking Customer button which is in left of the main page. At the end of the page click on create button and insert the user detail to create the account.

The 'Create Customer' form includes fields for Customer ID, Distributor Name, Newspaper Name, First Name, Middle Name, Last Name, Mobile Number, Quarterly, E-Mail, Alt E-mail, Home No., Title, Address, Province, GPRS Latitude, GPRS Longitude, URL, Customer Info, Customer Type, Paper Dispatch Date, and Duration. A 'Create Customer' button is at the bottom.

Fig: Creating User

We can also Edit Customer, Renew Customer.

### Renew Customer



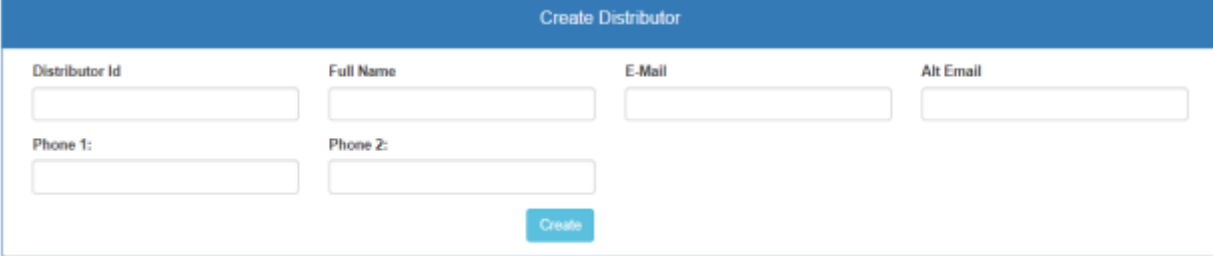
The screenshot shows a web form titled "Re-New Customer". It contains four text input fields for "Customer Id" (with the value "233213"), "First Name" (with the value "Aash"), "Middle Name" (with the value "Kumar"), and "Last Name" (with the value "Panda"). Below these is a "Duration" dropdown menu currently set to "Monthly". At the bottom right, there are two buttons: "Re-New" and "View Record".

Fig: Renew Customer

Customer can be renew by click in duration and selecting the appropriate duration from the list i.e monthly, quarterly, half quarterly, yearly and last press the Renew button.

### Creating Distributor

Distributor are those person who is used to distribute the Newspaper.



The screenshot shows a web form titled "Create Distributor". It contains four text input fields for "Distributor Id", "Full Name", "E-Mail", and "Alt Email". Below the "Distributor Id" and "Full Name" fields are two more text input fields for "Phone 1:" and "Phone 2:". At the bottom center, there is a "Create" button.

Fig : Creating Distributor

### Area Registration

Area Register is a used to register the area for the distributor to distribute newspaper.

Fig: Area Register

## Create services

Here we can create newspaper name and their time basis of distribution such as daily, weekly, quarterly etc.

Fig : Creating Services

## Activity Log

In this page we can view the recently done activity

Activity Log		
Show 30 entries	Search	
Operation	CreatedBy	CreatedDate
Admin Created Successfully	Bkoo@gmail.com	12/6/2018
Custom mail sent	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Created Successfully	Bkoo@gmail.com	12/6/2018
Admin Created Successfully	Bkoo@gmail.com	12/6/2018
Admin Created Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Updated Successfully	Bkoo@gmail.com	12/6/2018
Admin Created Successfully	Bkoo@gmail.com	12/6/2018
Customer Review Successfully	Bkoo@gmail.com	12/6/2018

Fig: Activity log

## Sending Mail

Sending mail is used to send mail to for that customer whose is expires, whose deadline is near and also we can send custom mail to the customer.

Send Mail
Send Custom Mail
Send Mail To DeadLine Customers
Send Mail To Expired Customers

Fig : Send mail

Select any one from those option to send the mail.

## Estimate to publish newspaper

In this page Estimated Newspaper for the selected date is generated according to the Active Customer of given date.



**Select Date To Estimate Newspaper**

**Select Date**

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Search

आसोमंबुबिशुश

२	३	४	५	६	७	८
९	१०	११	१२	१३	१४	१५
१६	१७	१८	१९	२०	२१	२२
२३	२४	२५	२६	२७	२८	२९

Fig : Selecting Date for Estimation

**Estimate Quantity To Publish**

Estimated Quantity Of Newspaper To Publish in 2075-08-25 Date are:-

NewsPaper Name	Piece
Himalayan Times	115
Kathmandu post	5
Saptahik	1

Fig: Estimation of Newspaper after selecting Date

## Report

Here we can print a report related to the following categories listed in figure.

**Print Report**

**दैनिक वितरण सन्दर्भ**

दैनिक वितरण सन्दर्भ

**Expired Customer By Date**

Print Expired Customer

**Expired All Customer**

Print All Expired Customer

**Added Customer**

Print Added Customer

**दैनिक वितरणको विवरण**

दैनिक वितरणको विवरण

Fig: List of Report

## Daily Distributor Report

### Step 1

Select Date to create a distributor Report

Select Date For DayWise Count

Select Date

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२ ३ ४ ५ ६ ७ ८

९ १० ११ १२ १३ १४ १५

१६ १७ १८ १९ २० २१ २२

२३ २४ २५ २६ २७ २८ २९

Fig : Selecting Date to Generate Daily distributor Report

### Step 2:

New page will be loaded which is shown in this figure

दैनिक बितरकको रीपोर्ट					
Gorkhapatra Santhan Dharmapath,kathmandu Gatepass SalesMan Name :- Shyam ReportDate :- 2075-08-25		Gorkhapatra Santhan Dharmapath,kathmandu Gatepass SalesMan Name :- Rupak Poudel ReportDate :- 2075-08-25		Gorkhapatra Santhan Dharmapath,kathmandu Gatepass SalesMan Name :- Hari Kumar ReportDate :- 2075-08-25	
NewsPaper Name	Count	NewsPaper Name	Count	NewsPaper Name	Count
Himalayan Times	2	Himalayan Times	11	Himalayan Times	1
Kathmandu post	1	Saptahik	1	Kathmandu post	4
Gatepass Signature		Gatepass Signature		Gatepass Signature	
Gorkhapatra Santhan Dharmapath,kathmandu Gatepass SalesMan Name :- Kajol ReportDate :- 2075-08-25		Gorkhapatra Santhan Dharmapath,kathmandu Gatepass SalesMan Name :- office user ReportDate :- 2075-08-25			
NewsPaper Name	Count	NewsPaper Name	Count		
Himalayan Times	1	Himalayan Times	100		
Gatepass Signature		Gatepass Signature			

Print

Fig: Distributor Report of selected Date

### Step 3

Click print bottom and print the report as given in the figure

Print

Total: 1 sheet of paper

Print

Cancel

Destination

Microsoft Print to PDF

Change...

Pages

All

eg 1-5, 8, 11-13

Layout

Landscape

Color

Color

More settings

Print using system dialog... (Ctrl+Shift+P)

Gurukulaputra Santhosha

Shanmugam Lakshminarayana

Guturu

SalesMan Name :> Shyam

ReportDate :> 2075-08-25

NewsPaper Name	Count
Himalayan Times	2
Kathmandu post	1

Gutepasa Signature:-----

Gurukulaputra Santhosha

Shanmugam Lakshminarayana

Guturu

SalesMan Name :> Rajak Poudel

ReportDate :> 2075-08-25

NewsPaper Name	Count
Himalayan Times	11
Sepathiak	1

Gutepasa Signature:-----

Gurukulaputra Santhosha

Shanmugam Lakshminarayana

Guturu

SalesMan Name :> Hari Kumar

ReportDate :> 2075-08-25

NewsPaper Name	Count
Himalayan Times	3
Kathmandu post	4

Gutepasa Signature:-----

Gurukulaputra Santhosha

Shanmugam Lakshminarayana

Guturu

SalesMan Name :> Kajol

ReportDate :> 2075-08-25

NewsPaper Name	Count
Himalayan Times	1

Gutepasa Signature:-----

Gurukulaputra Santhosha

Shanmugam Lakshminarayana

Guturu

SalesMan Name :> office user

ReportDate :> 2075-08-25

NewsPaper Name	Count
Himalayan Times	100

Gutepasa Signature:-----

Fig: Ready to print Report