User Manual for Gorkhapatra Distribution Management System

To: Gorkhapatra Corporation

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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.
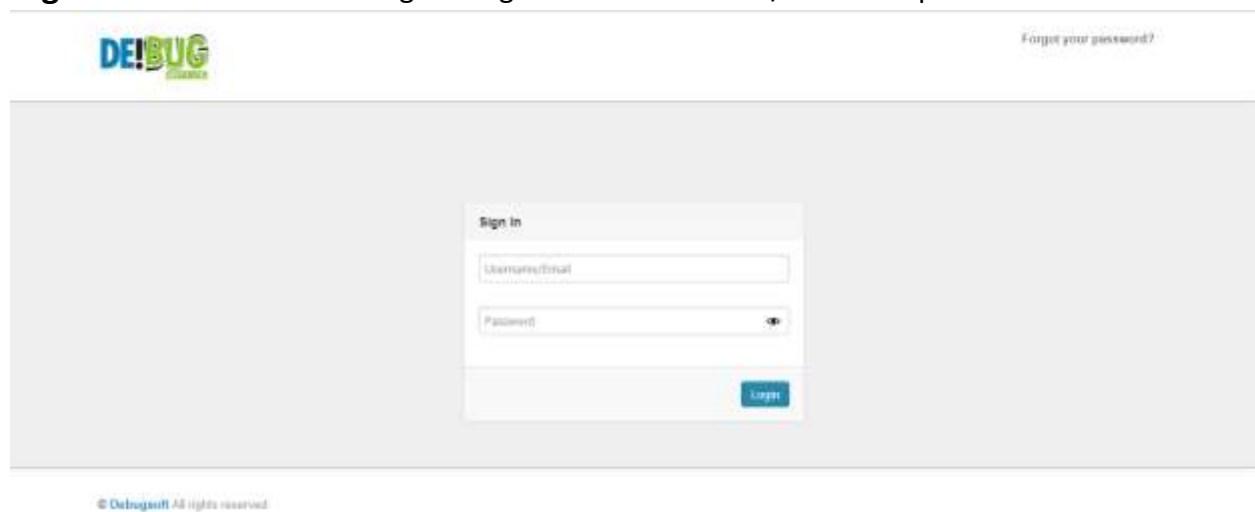

Fig:Login Page

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 created a Super Admin and Admin from category. Accurate and valid details should provided and finally click to 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

Fig: Super Admin Dashboard

Admin Dashboard
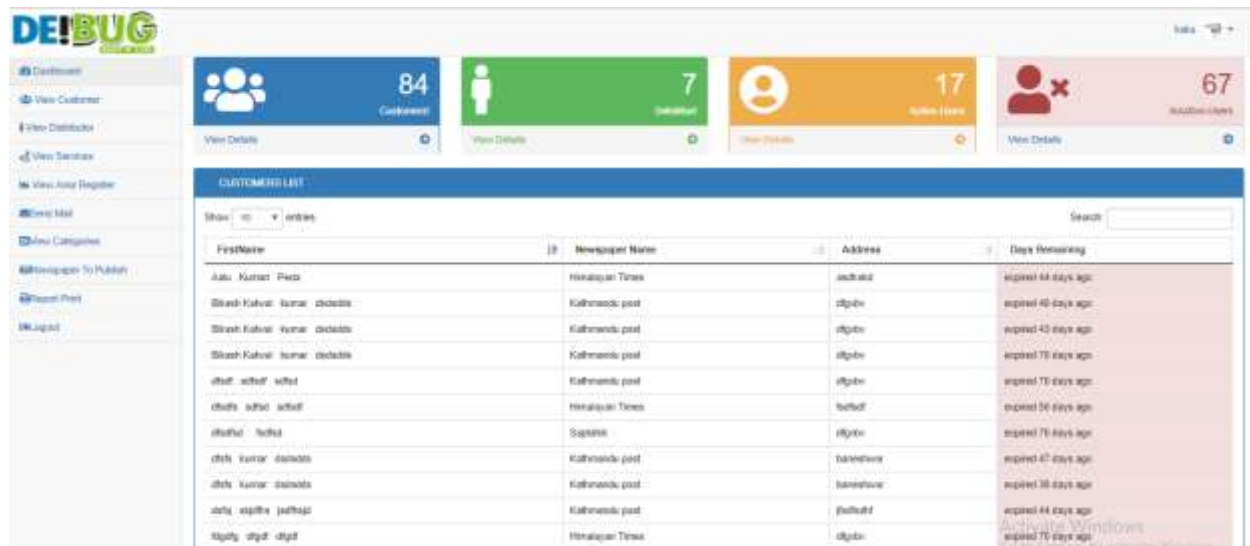
Fig: Admin Dashboard

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 coorect email address which you have provided while creating the admin.

Step 3
Check your E-mail and where conformation code for password reset has been sent.

Step 4
Type the conforrmation 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

4

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 InActiva Customer is Shown.

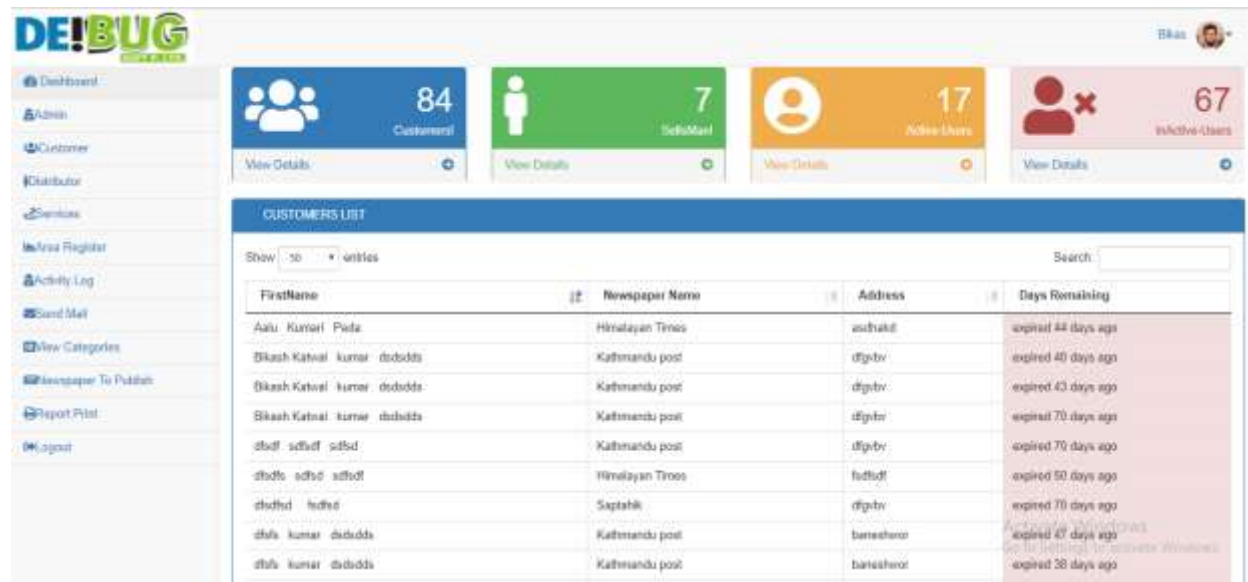And also We Can Search Customer From this page , view last added Customer

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.

Fig: Creating User

We can also Edit Customer, Renew Customer.

Renew Customer
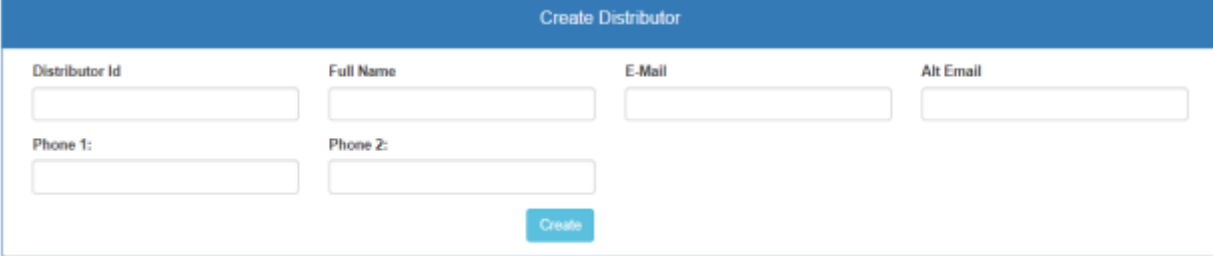
Fig: Renew Customer

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.

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

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.

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.

Fig : Selecting Date for Estimation

Fig: Estimation of Newspaper after selecting Date

Report

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

Fig: List of Report

Daily Distributor Report

Step 1

Select Date to create a distributor Report

Fig : Selecting Date to Generate Daily distributor Report

Step 2:

New page will be loaded which is shown in this figure

Fig: Distributor Report of selected Date

Step 3

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

Fig: Ready to print Report