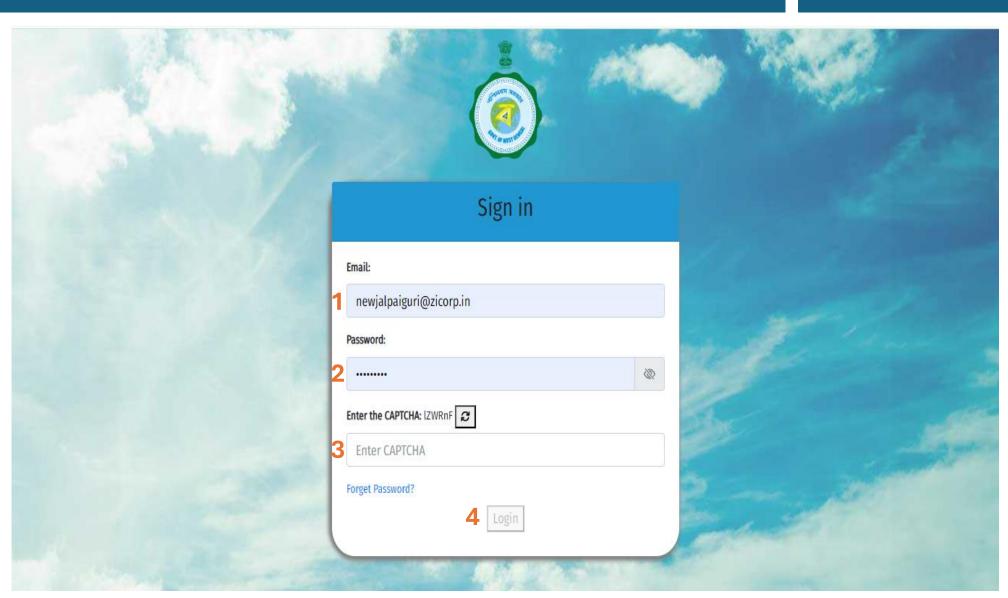
Login Screen WBSWC



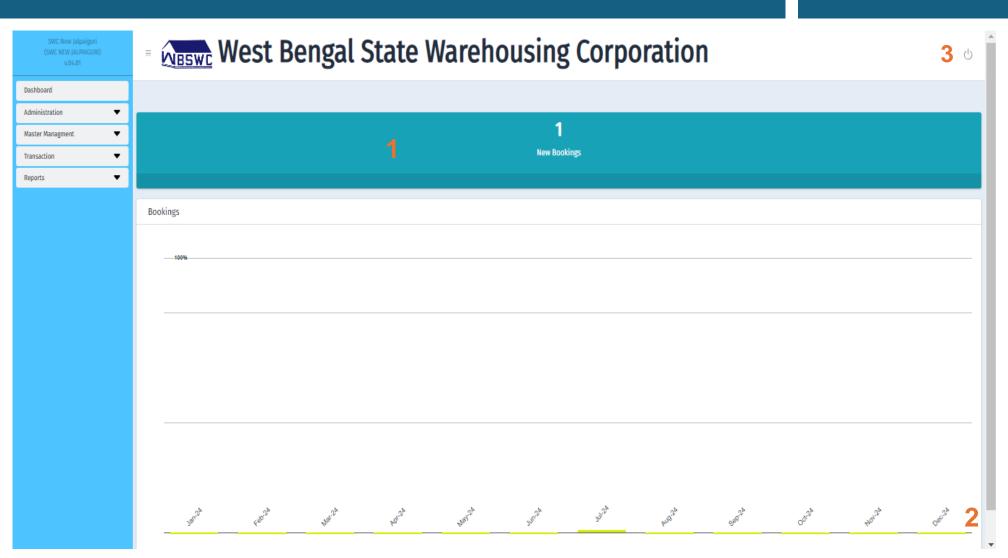
# Steps:

1. Email: Enter your registered email id.

2. Password: Enter your password.

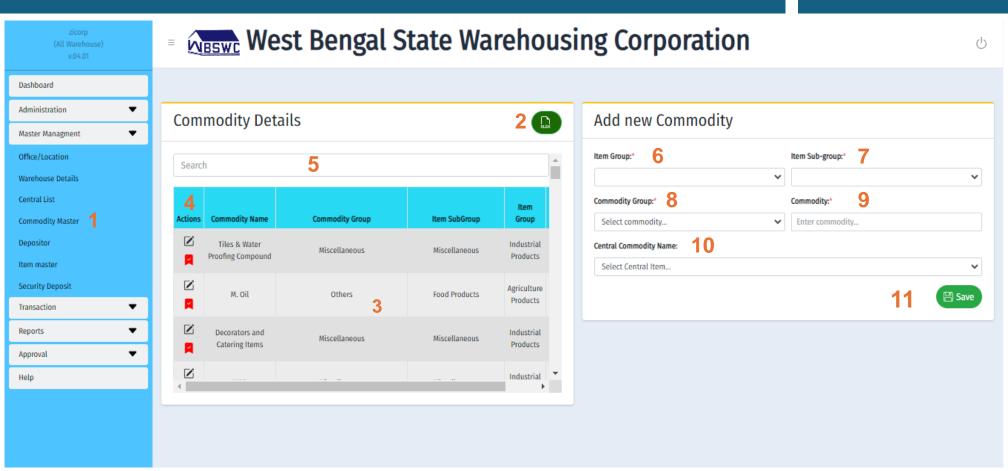
3. Password: Enter Captcha.

4. Login: Click the button for login.



# **Steps:**

- 1. New Booking: Summary of the total booking of this year.
- 2. Footer: Month wise booking graph.
- 3. Logout: For logout from the application.



### **Steps 1: For Commodity Details**

- 1. Menu: Click on the menu Commodity Master under Master Management.
- 2. Export to Excel: It is used for download in a excel file.
- 3. Search: Here you can search globally from the below list of depositors details.
- **4. Table:** List of added Commodity.
- Edit Button: If you want to edit a selected commodity details.
- Mark Button: To mark the commodity Active or Inactive.

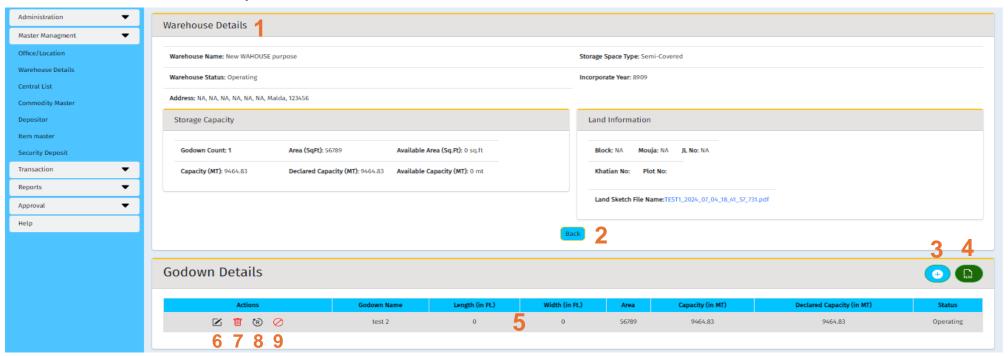
## **Steps 1: For Add New Commodity**

- 1. Item Group (Dropdown): List of Item Group. Select your Item group from the list.
- 2. Item Sub Group (Dropdown): List of Item Sub Group based on selected Item Group. Select your Item sub group from the list.
- Commodity Group (Dropdown): List of Commodity Group based on selected Item Sub Group. Select your Commodity group from the list.
- **4. Commodity:** Enter a Commodity.
- 5. Central Commodity Name (Dropdown): Select from the existing list. It is a non-mandatory field.
- 6. Save Button: Click the save button to add the commodity details.



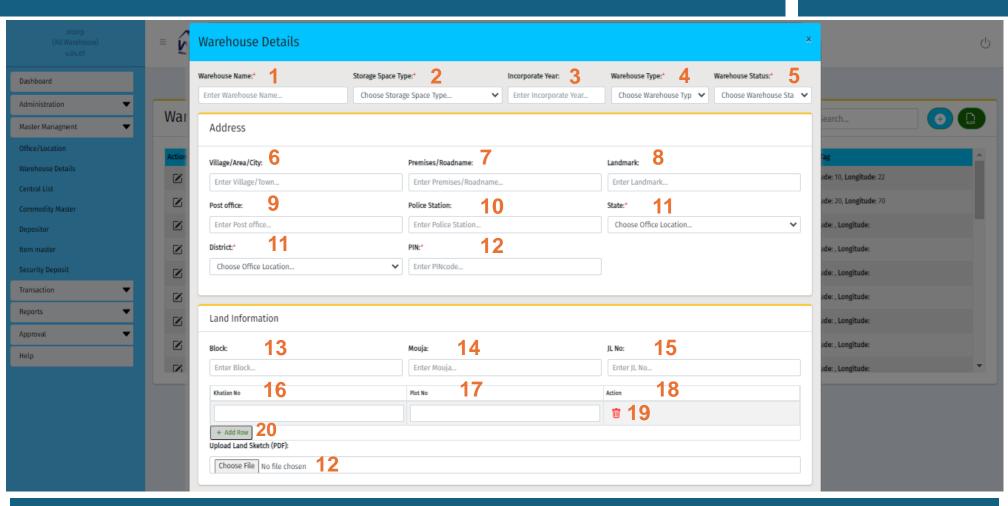
#### **Steps 1: For Warehouse Details**

- 1. Menu: Click on the menu Warehouse Details under Master Management.
- 2. Search: Searching globally from the list.
- 3. Add Button: To add a new Warehouse.
- 4. Export to Excel: It is used for download in a excel file.
- 5. Table: List of Warehouse. Click on the row and you can view the selected warehouse details and can add multiple godowns under the selected warehouse.
- 6. Edit Button: If you want to edit a selected warehouse details
- Delete Button: If you want to edit a selected warehouse details.



#### **Steps 1: For Godown Details**

- 1. Warehouse Details: Selected warehouse details.
- 2. Back Button: To back to the warehouse list.
- 3. Add Button: To add a new godown under the selected warehouse.
- 4. Export to Excel: It is used for download in a excel file.
- 5. Table: List of added godown.
- 6. Edit Button: If you want to edit a selected godown details
- 7. Delete Button: If you want to delete/Inactive godown.
- 8. Reactive Button: To reactive the deleted/Inactivated godown.



#### **Steps 1: For Basic Details**

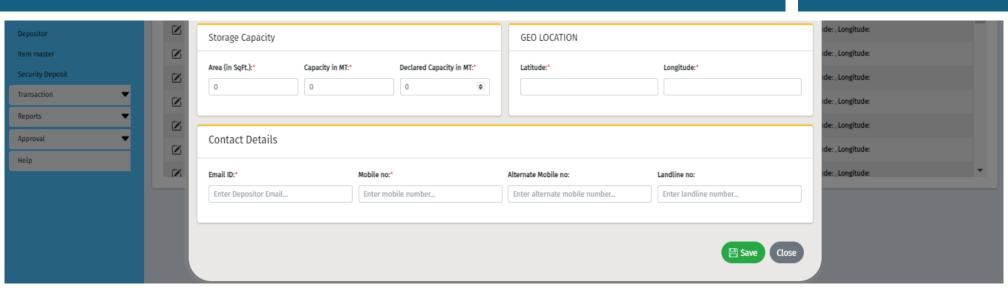
- 1. Warehouse Name: Enter warehouse name.
- 2. Storage Space Type (Dropdown): Choose storage space type from dropdown.
- 3. Incorporate Year: Enter the incorporate year.
- 4. Warehouse Type (Dropdown): Choose warehouse type from dropdown.
- 5. Warehouse Status (Dropdown): Choose warehouse type from dropdown.

### **Steps 1: For Address Details**

- 1. Village/Area/City: Enter the Village/Area/City.
- 2. Premises/Road name: Enter the road name.
- 3. Landmark: Enter Landmark.
- 4. Post Office: Enter Post Office.
- 5. Police Station: Enter Police Station.
- **6. State:** Mention State name.
- **7. District:** Mention District.
- 8. PIN: Enter PIN code.

# **Steps 1: For Land Information**

- 1. Block: Enter block number.
- 2. Mouja: Enter block number.
- 3. JL No.: Enter block number.
- 4. Khatian No: Enter block number.
- 5. Plot No: Enter block number.
- 6. Action(Delete): Delete the row of Khatian No. and Plot No.
- 7. Add Row: Add a new row of Khatian No. and Plot No.
- 8. Choose File: Upload Land Sketch.



### **Steps 1: For Storage Capacity Details**

- 1. Area (In sqft): Enter the Village/Area/City.
- 2. Capacity (In sqft): Enter the road name.
- 3. Declared Capacity in MT: Enter the block.

### **Steps 1: For GEO Location Details**

- 1. Latitude: Enter the Village/Area/City.
- 2. Longitude: Enter the road name.

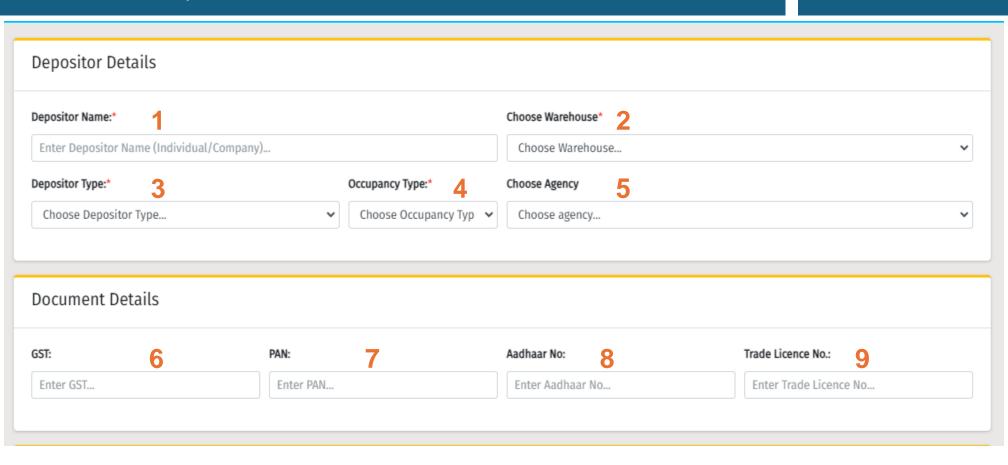
### **Steps 1: For Contact Details**

- 1. Email Id: Enter the email id.
- **2. Mobile No.:** Enter the Depositor's mobile number.
- 3. Alternate Mobile No: Enter the Depositor's alternate mobile number.
- 4. Landline No.: Enter the landline number.
- 5. Save Button: Click the save button to add the commodity details.
- **6. Close Button :** To back to the list.



#### **Steps 1: For Filter**

- 1. Menu: Click on the menu Depositor under Master Management.
- 2. Warehouse (Dropdown): Select warehouse from dropdown. Only the logged user's warehouse will be there.
- 3. Depositor Type (Dropdown): Select type of company from dropdown.
- **4. Occupancy Type (Dropdown):** Select occupancy type from dropdown. There are 4 types of occupancy type are there.
  - AO
  - GO
  - MGO
  - 50
- **5.** Party Name: If you know the party name and want to filter with it then enter the party name.
- 6. Apply Filter: Click the button for filter.
- 7. Search: Here you can search globally from the below list of depositors details.
- 8. Add Button: To add a new Depositor.
- 9. Export to Excel: It is used for download in a excel file.
- **10. Table:** List of Depositors. Click on the row and you c an view the selected depositor details and can print it.
- 11. Edit Button: If you want to edit a selected depositor details.
- 12. Delete Button: If you want to edit a selected depositor details.
- 13. Manage Partners: We can add the contact partners for the depositor from here.

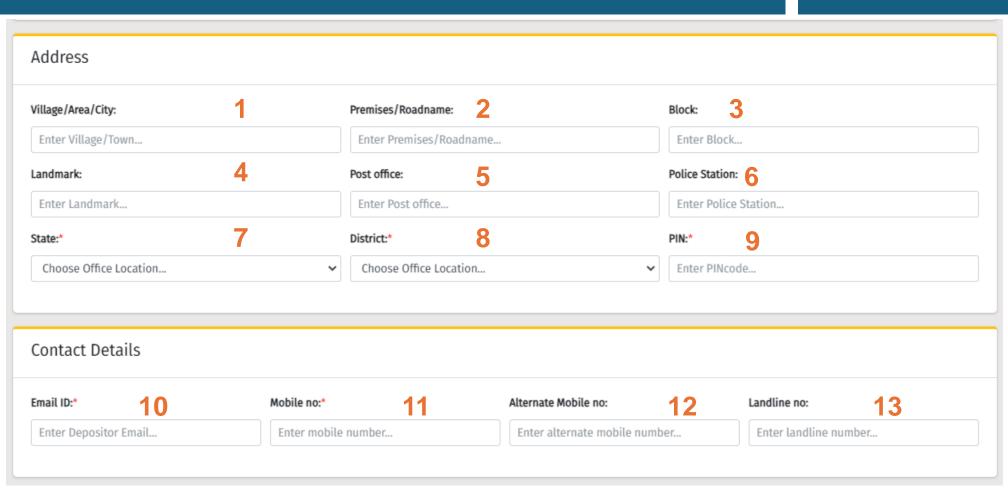


### **Steps 1: For Depositor Details**

- 1. Depositor Name: Enter the Depositor name.
- 2. Warehouse (Dropdown): Choose warehouse from dropdown.
- 3. Depositor Type (Dropdown): Choose warehouse from dropdown.
- 4. Occupancy Type (Dropdown): Choose warehouse from dropdown.
- **5. Agency:** If the depositor tagged with any agency then select it from the dropdown.

## **Steps 1: For Document Details**

- 1. **GST:** Enter the Depositor's GST number.
- 2. PAN: Enter the Depositor's PAN number.
- 3. Aadhaar No: Enter the Depositor's Aadhaar number.
- 4. Trade License No.: Enter the Depositor's Trade license number.



## **Steps 1: For Address Details**

- 1. Village/Area/City: Enter the Village/Area/City.
- 2. Premises/Road name: Enter the road name.
- 3. Block: Enter the block.
- 4. Landmark: Enter Landmark.
- **5. Post Office:** Enter Post Office.
- **6. Police Station:** Enter Police Station.
- **7. State:** Mention State name.
- 8. District: Mention District.
- 9. PIN: Enter PIN code.

# **Steps 1: For Contact Details**

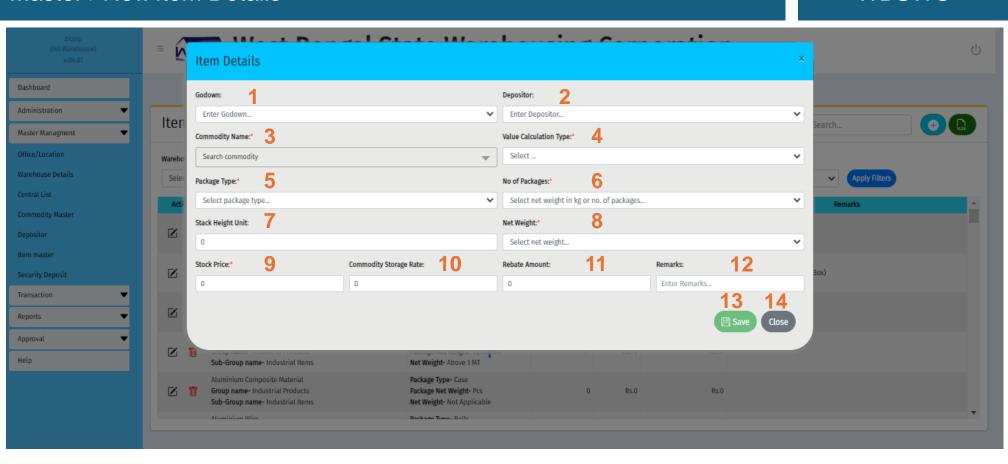
- 1. Email Id: Enter the email id.
- 2. Mobile No.: Enter the Depositor's mobile number.
- 3. Alternate Mobile No: Enter the Depositor's alternate mobile number.
- 4. Landline No.: Enter the landline number.

Master > Item Details WBSWC



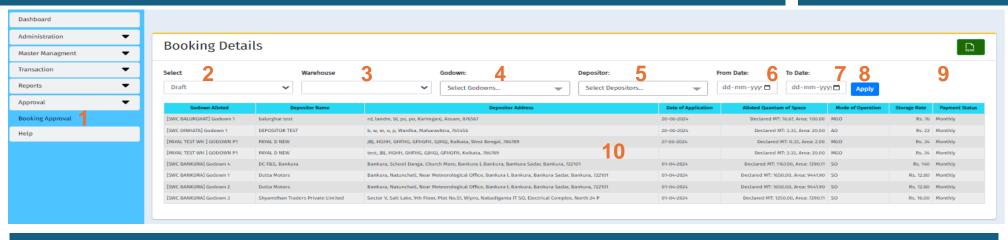
### **Steps 1: For Filter**

- 1. Menu: Click on the menu Item Master under Master Management.
- 2. Warehouse (Dropdown): Select warehouse from dropdown.
- 3. Item Group (Dropdown): Select item group from dropdown.
- 4. Item Sub Group (Dropdown): Select Item sub group from dropdown.
- 5. Commodity Group (dropdown): Select Item commodity group from dropdown.
- 6. Apply Filter: Click the button for filter.
- 7. Search: Here you can search globally from the below list of item details.
- 8. Add Button: To add a new Item.
- 9. Export to Excel: It is used for download in a excel file.
- 10. Table: List of Items.
- 11. Edit Button: If you want to edit a selected Item details.
- 12. Delete Button: If you want to edit a selected Item details.



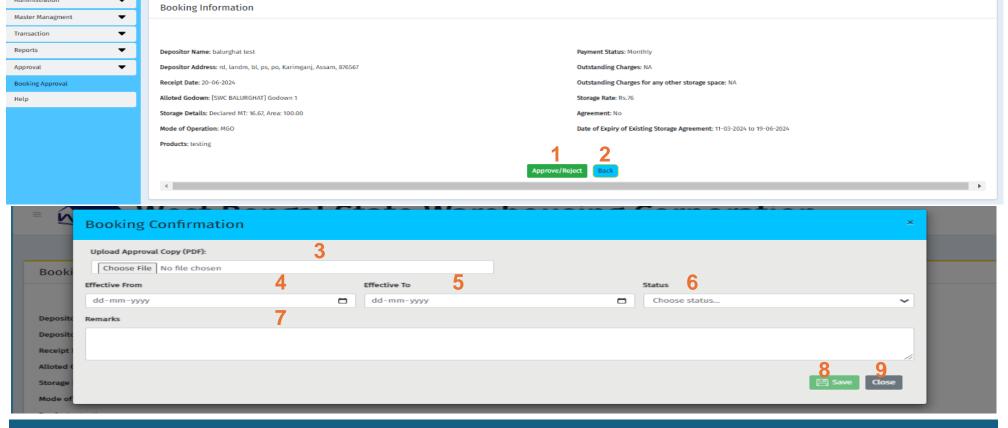
### **Steps 1: For Item Details**

- 1. Godown (Dropdown): Select godown from the list.
- 2. Depositor (Dropdown): Choose depositor from dropdown.
- 3. Commodity Name (Dropdown): Choose commodity name from dropdown.
- 4. Value Calculation Type: Select type of value calculation.
- 5. Package Type (Dropdown): Select type of package.
- 6. No. of Package (Dropdown): Select number of package.
- 7. Stack Height Unit: Enter stack height unit.
- 8. Net Weight: Select Net weight.
- 9. Stock Price: Enter stock price.
- 10. Commodity Storage Rate: Enter commodity storage rate.
- **11. Rebate Amount:** Enter rebate amount.
- 12. Remarks: Enter remarks.
- **13. Save Button:** Click here to save the list.
- 14. Close Button: Click to go back to the list.



#### **Steps 1: Booking Approval Details**

- 1. Menu: Click on the menu Booking Approval under Approval.
- 2. Select Status: Select one status from dropdown which you want to view in the list Draft / Approved / Rejected.
- 3. Warehouse: You can filter the list warehouse wise.
- **4. Godown:** You can filter the list godown wise.
- 5. Depositor: You can filter the list depositor wise.
- From Date: You can filter the list form date wise.
- To Date: You can filter the list to date wise.
- 8. Apply Filter: Click to filter the list.
- 9. Export to Excel: It is used for download in a excel file.
- 10. Table: List of Booking Details for approve and reject. Click on the row to approve it or reject it.



#### **Steps 1: Booking Confirmation**

- 1. Approve/Reject: Click the button to approve or reject the booking.
- Back: To back to the list.
- 3. Upload Approval Copy: Upload the approval copy.
- 4. Effective From Date: Select from date.
- **5.** Effective To Date: Select to date.
- Status: Select status approve or reject.
- 7. Remarks: Add some Remarks if any.



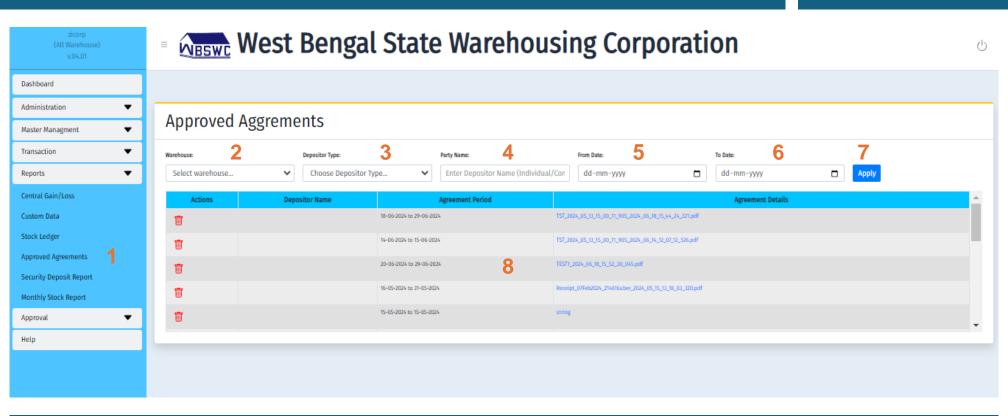
# **Steps 1: Central Commodity Details**

- 1. Menu: Click on the menu Central Commodity under Report.
- 2. Search: Globally search from the list.
- 3. Export to Excel: It is used for download in a excel file.
- 4. Table: Report of Central Commodity.



## **Steps 1: Commodity Gain/Loss Details Report**

- 1. Menu: Click on the menu Commodity Gain/Loss under Report.
- 2. Search: Globally search from the list.
- 3. Export to Excel: It is used for download in a excel file.
- 4. Table: Report of Commodity Gain/Loss.



## **Steps 1: Approved Agreements Report**

- 1. Menu: Click on the menu Approved Agreements under Report.
- 2. Warehouse (Dropdown): Select warehouse from dropdown.
- 3. Depositor Type (Dropdown): Select type of depositor from dropdown.
- 4. Party Name: If you know the party name and want to filter with it then enter the party name.
- 5. From Date: You can filter the list form date wise.
- **6.** To Date: You can filter the list to date wise.
- 7. Apply Filter: Click the button for filter.
- 8. Table: Report of all approved agreements.



## **Steps 1: Security Deposit Report**

- 1. Menu: Click on the menu Security Deposit under Report.
- 2. Warehouse (Dropdown): Select warehouse from dropdown.
- 3. Party Name: If you know the party name and want to filter with it then enter the party name.
- **4. From Date:** You can filter the list form date wise.
- **5.** To Date: You can filter the list to date wise.
- 6. Apply Filter: Click the button for filter.
- 7. Table: Report of all security deposit details.
- 8. Show Details: Payment details.