Operations Guide

For

Inventory Management System (InVan)

Version 2.1.0

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1. Introduction

The Inventory management system will be used to keep track of your inventory and supplies. The storage and processing of raw materials and finished products, as well as the administration of raw materials and finished items, are all part of inventory management.

1.1. About Vangi Food and InVan System

Vangi Foods are a leading producer of food-based gravy made from fresh organic tomato, onions, Ginger, and special Indian spices. The gravy is made in a world-class manufacturing facility located at Anand. Vangi Foods has approached Garima system solutions Pvt. Ltd. to design the software solution that will give Vangi Foods complete control of its quality process and supply chain management.
The inventory management system will be used to keep track of your inventory and supplies. The storage and processing of raw materials and finished products, as well as the administration of raw materials and finished items, are all part of inventory management.

1.2. Intended Audience

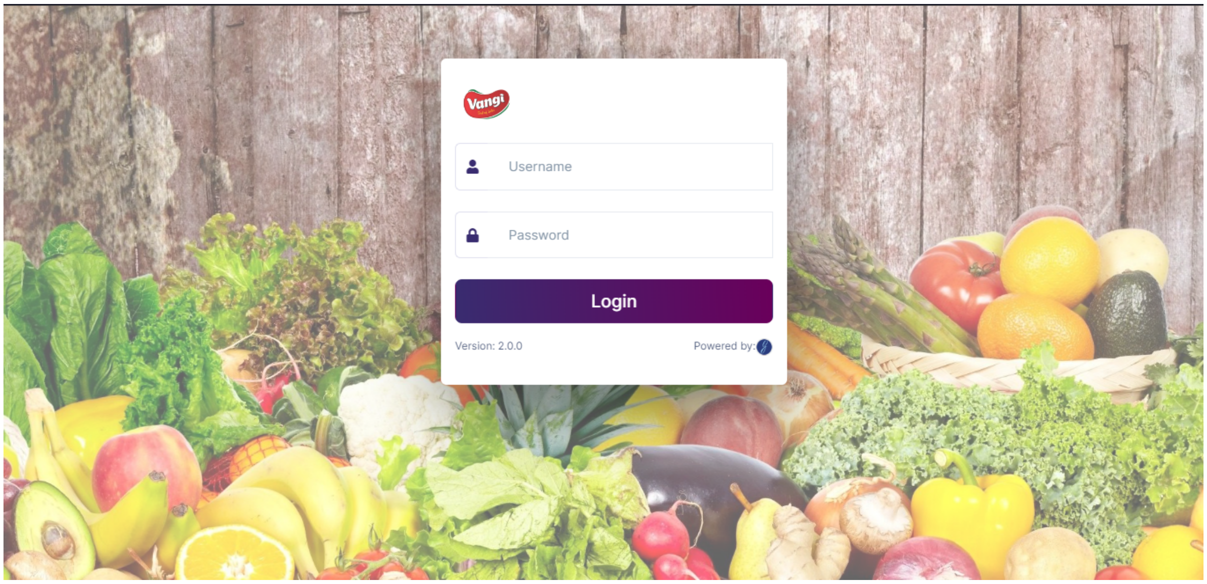
Group	Purpose
New Users	This manual provides a reference for administrators and users who are installing and running the integration products for the first time.
Software Developer	IT professionals who support the integration of products or develop applications to interact with them.
Users of Previous Versions	Useful for individuals who have experience with previous versions of the integration products and want to become familiar with the current version.

2. Pre-requisites

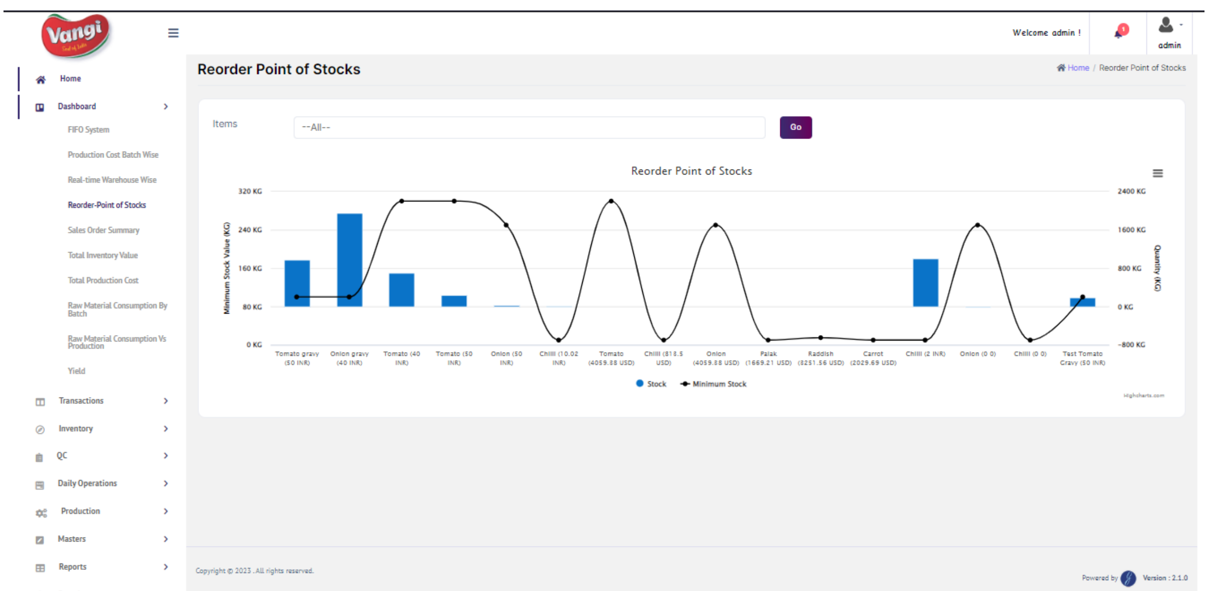
A. Users should have access to the Inventory management system Software. If not, then contact the administrator.
B. For a better user experience, use Chrome or Mozilla Firefox web Browser. And Clear the Browser history, cache memory, and cookies every 15 days.
C. The Username and Password are received from the Administrator.

3. How to Log In to the Software

Step 1: Type "localhost:8091" which the Administrator provides to the user.
Step 2: Login into the application using your Username and Password.



Step 3: By clicking on the 'Login' Button, you will be successfully logged into the 'Home page' of the main screen.



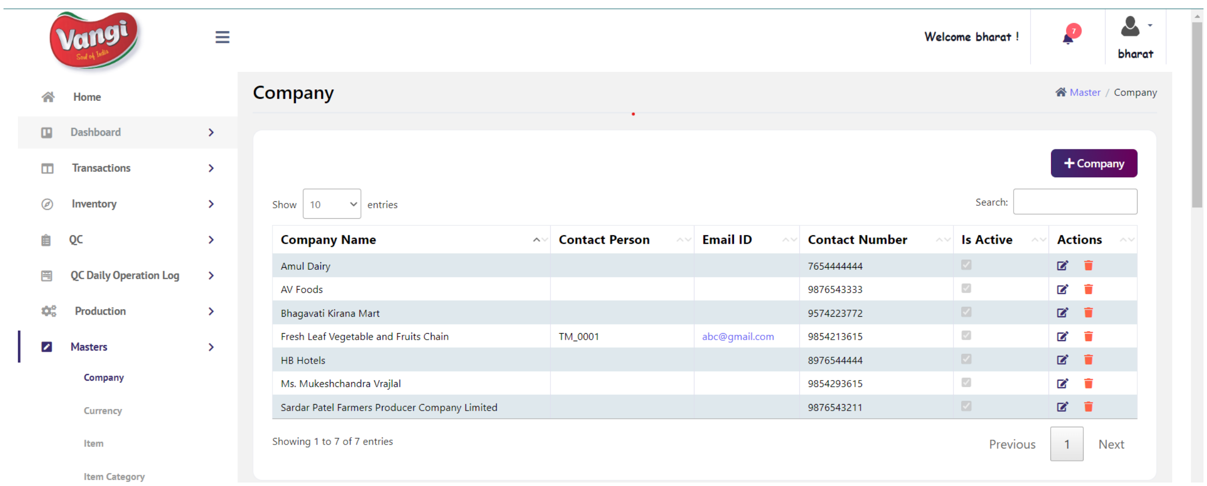
Note: If there is any difficulty or error in opening the Login Page, contact your administrator.

4. Masters Module

4.1. Company

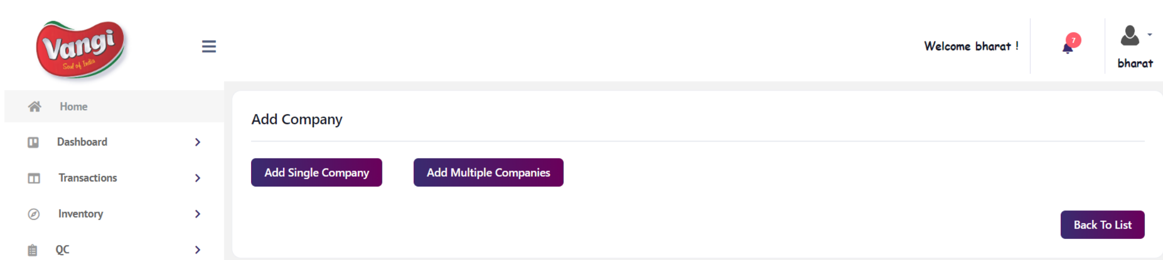
4.1.1. How to Add Company

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Company" from that sub-menu.
Step 4: You will be redirected to the main page of the Company.



Step 5: To add the Company, click 

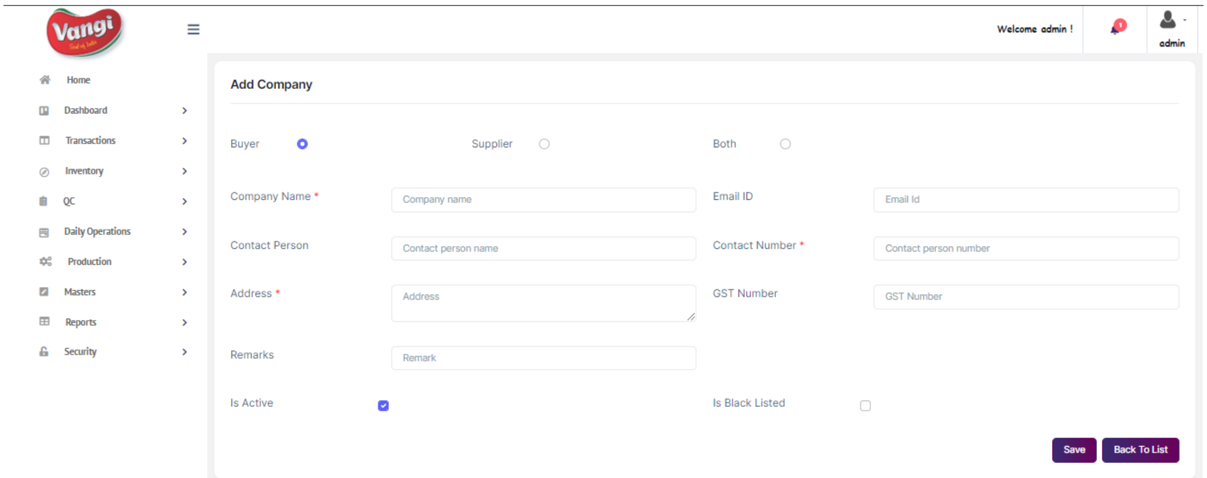
on the top-right corner of the Company page.
Step 6: The user will be redirected to the Add Company page.



Step 7: They will be able to add both single and multiple companies.

Single Entry

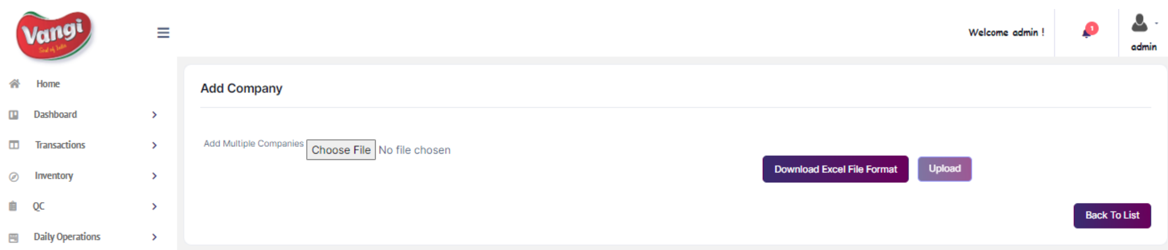
Step 8: To add a single company, select the “Add Single Company” button.
Step 9: You will be redirected to the Company Entry page.



Step 10: First select Buyer, supplier, or Both by clicking on the “Buyer, Supplier or Both” radio buttons.
Step 11: Enter the name of the company in the “Company Name” text box.
Step 12: Provide the email id of the Company in the “Email Id” text box.
Step 13: Now, type the name of the contact person in the “Contact Person ” text box.
Step 14: After typing the name, you need to add the contact number of the contact person in the “Contact Number” text box.
Step 15: Then give the proper address of the Company in the “Address” text box.
Step 16: In the “GST Number” text box, type the GST number of the Company.
Step 17: You can then give remarks if any in the “Remarks” text box.
Step 18: The user then needs to check whether the company is active or is blacklisted in the “Is Active or Is Blacklisted” checkbox.
Step 19: To save the data click on the “Save” button, at the bottom of the page.
Step 20: If the User wants to view the previous data list, click on the “Back to List Button”.
Step 21: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

Multiple Entries

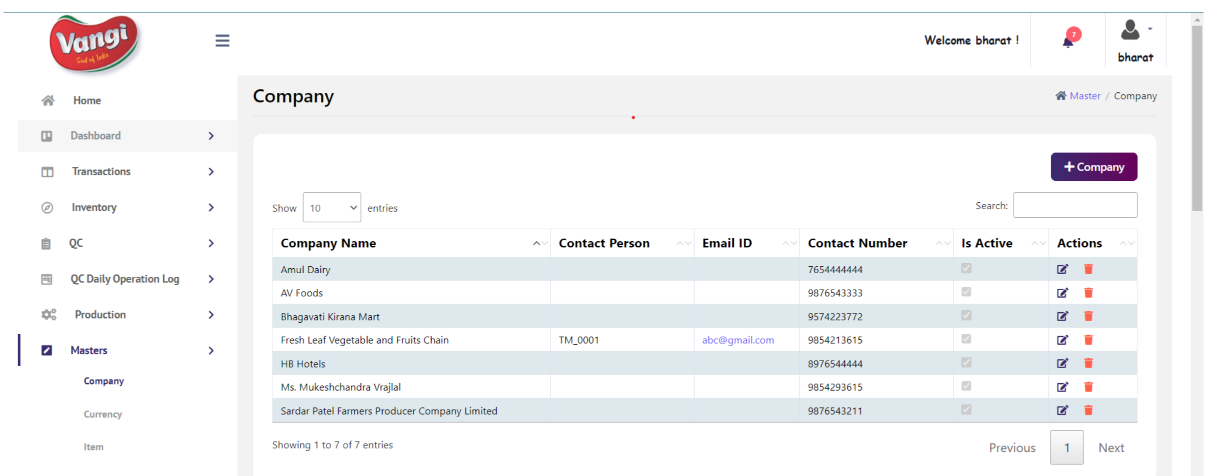
Step 8: To add multiple companies, select the “Add Multiple Companies” button.
Step 9: You will be redirected to the Company Entry page.



Step 10: Now, download the Excel file, by clicking on the “Download Excel File Format” button.
Step 11: The user has to enter all the fields which are given in Excel.
Step 12: Now, choose the file by clicking on the “Choose File” Button.
Step 13: Then the user has to click on “upload” to Upload the Excel file.
Note: Here, Only '.xls', and'.xlsx' formats are allowed.
Step 14: If the User wants to view the previous data list, click on the “Back to List” Button.

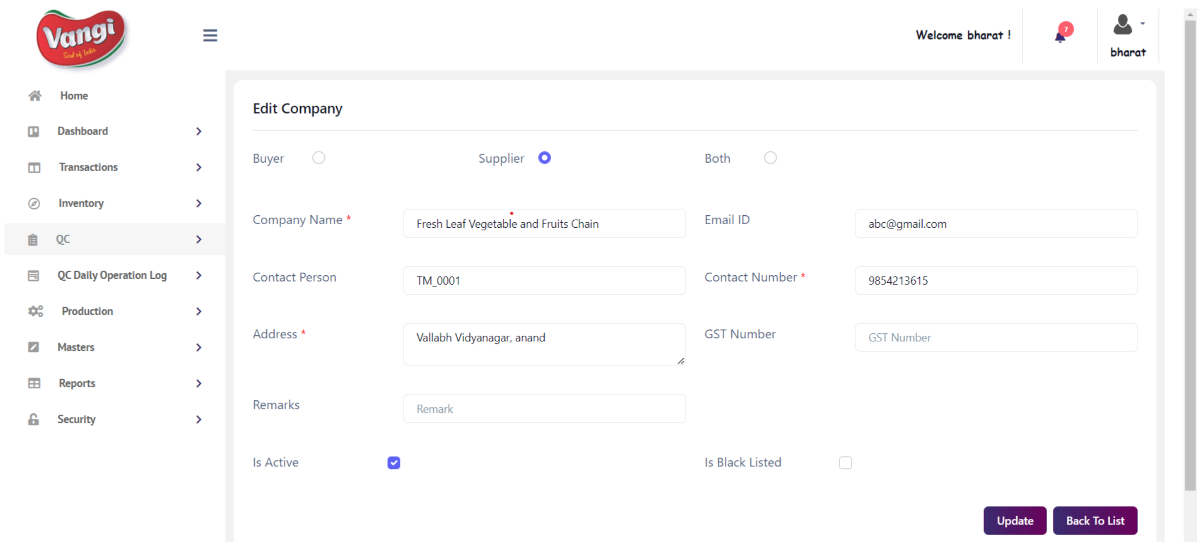
4.1.2. How to Edit or Delete Company

Step 1: First ‘Log in’ to the application.
Step 2: Select “Masters” from the menu section.
Step 3: By clicking on “Masters”, a sub-menu will be visible. Select “Company” from that sub-menu.
Step 4: You will be redirected to the main page of the Company.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.

Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

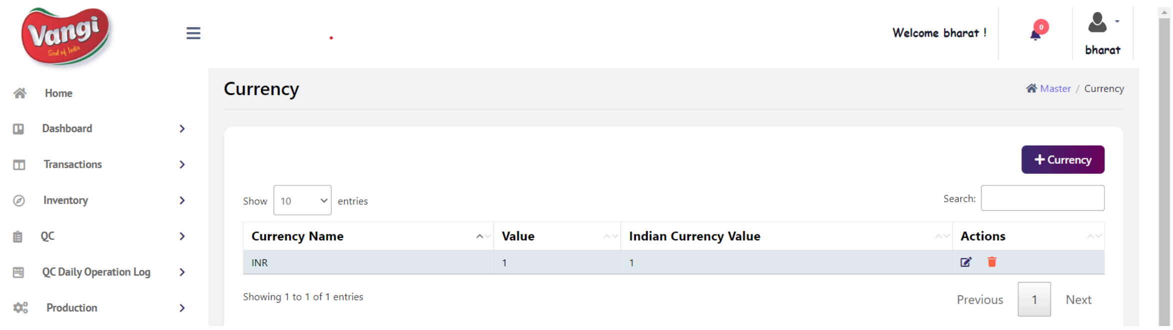


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

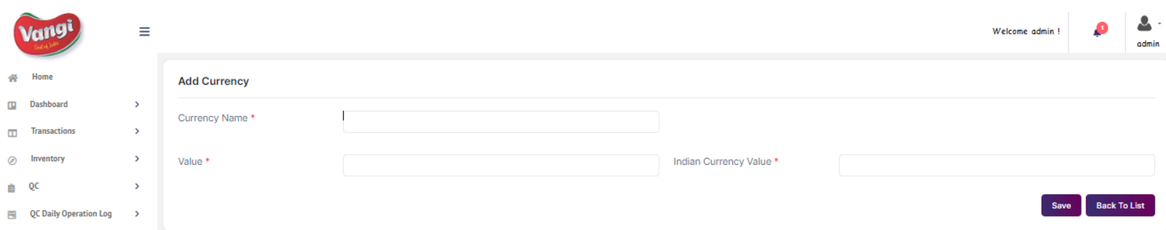
4.2. Currency

4.2.1. How to Add Currency

Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Masters” icon, a sub-menu will be visible. Select “Currency” from that sub-menu.
Step 4: You will be redirected to the main page of the Currency.



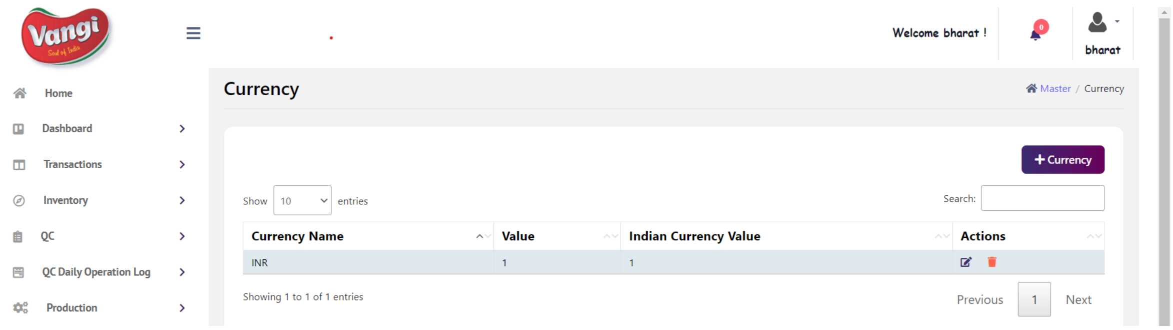
Step 5: To add the Currency, click + Currency on the top-right corner of the page.
Step 6: The user will be redirected to the Add Currency page.



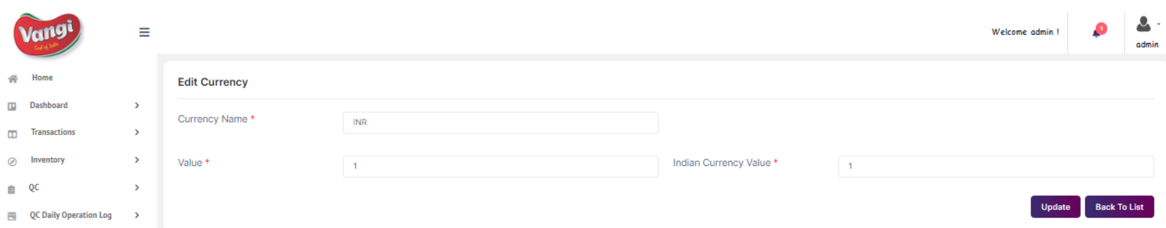
Step 7: Enter the name of the currency in the "Currency Name" text box.
Step 8: Then, enter the value of the currency in the "Value" text box.
Step 9: Now enter the value of Indian currency in the "Indian Currency Value" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If the User wants to view the previous data list, click on the "Back to List Button".
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

4.2.2. How to Edit or Delete Currency

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Currency" from that sub-menu.
Step 4: You will be redirected to the main page of the Currency.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

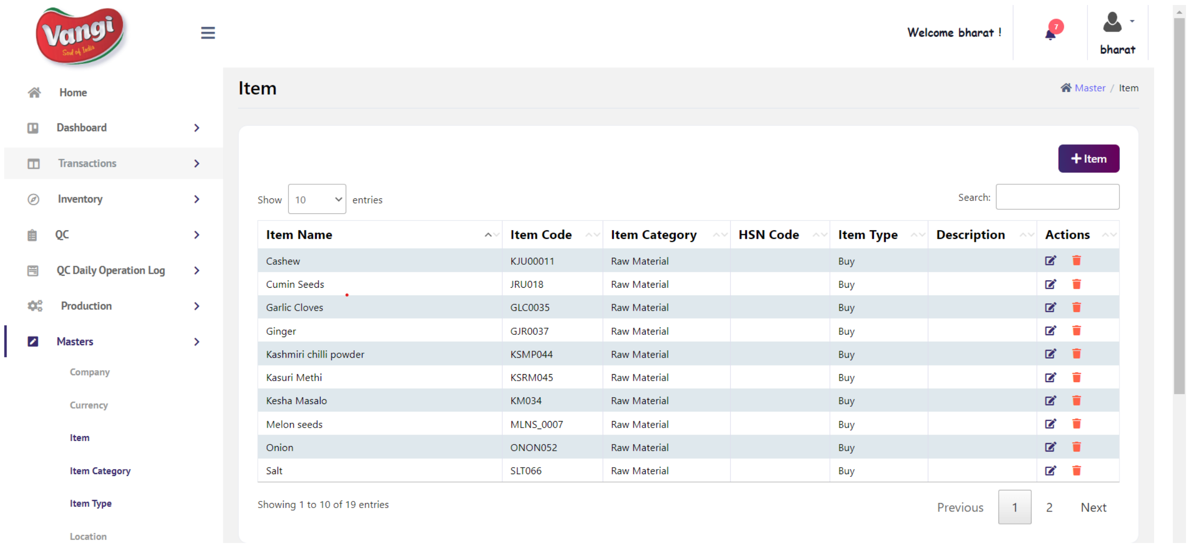


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

4.3. Item

4.3.1. How to Add Item

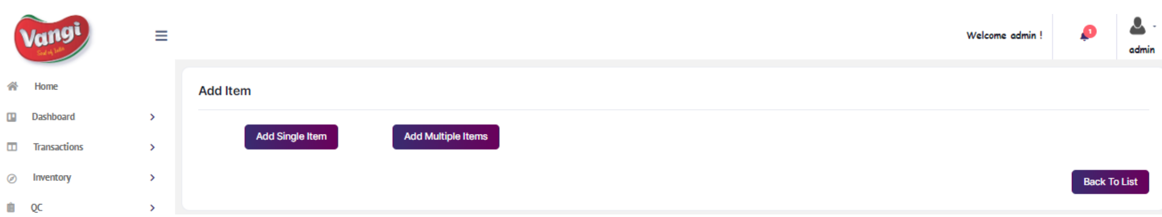
Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Masters” icon, a sub-menu will be visible. Select “Item” from that sub-menu.
Step 4: You will be redirected to the main page of the Item.



Step 5: To add the Item, click on the 

present on the top-right corner of the Item page.

Step 6: The user will be redirected to the Add Item page.

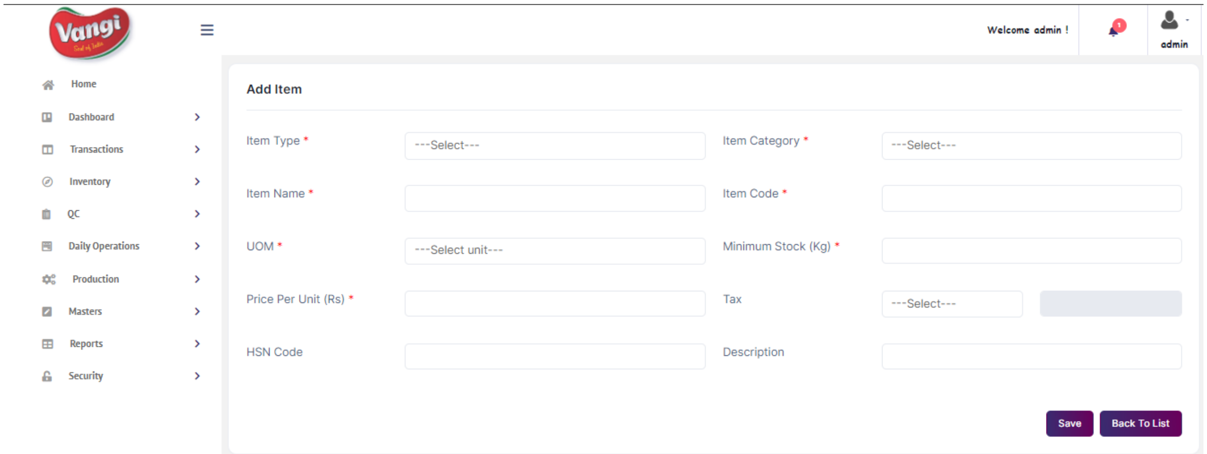


Step 7: They will be able to add both single and multiple items.

Single Entry

Step 8: To add a single item, select the “Add Single Item” button.

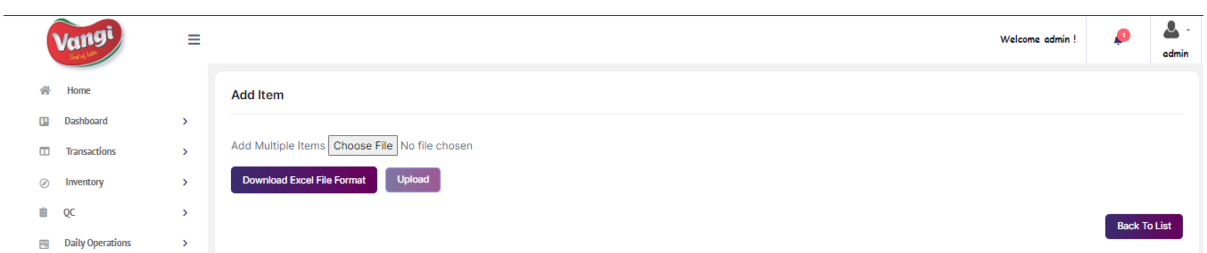
Step 9: You will be redirected to the Item Entry page.



Step 10: First, select the type of item from the “Item Type” dropdown menu.
Step 11: Then, select the category of the item from the “Item Category” dropdown menu.
Step 12: Type the name of the item in the “Item Name” text box.
Step 13: Then, type the code of the item in the “Item Code” text box.
Step 14: Select the Unit of Measurement of the item from the “UOM” dropdown menu.
Step 15: Provide the minimum stock (weight) in the “Minimum Stock (Kg)” text box.
Step 16: Type the price per unit of the item in the “Price Per Unit (Rs)” text box.
Step 17: Select the type of tax from the “Tax” dropdown menu.
Step 18: Now, type the HSN code of the item in the “HSN Code” text box.
Step 19: You can then give details if any in the “Description” text box.
Step 20: To save the data click on the “Save” button, at the bottom of the page.
Step 21: If the User wants to view the previous data list, click on the “Back to List” Button.
Step 22: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

Multiple Entries

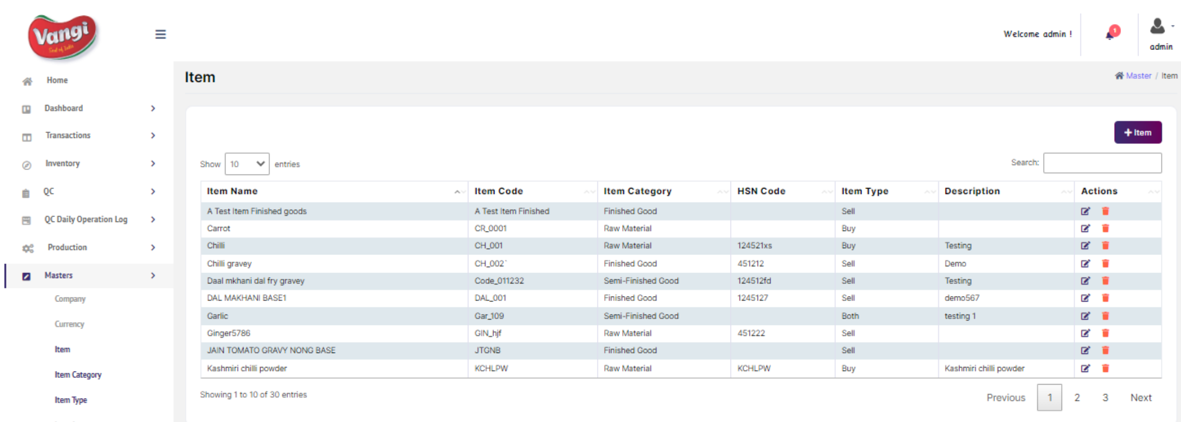
Step 8: To add multiple companies, select the “Add Multiple Items” button.
Step 9: You will be redirected to the Item Entry page.



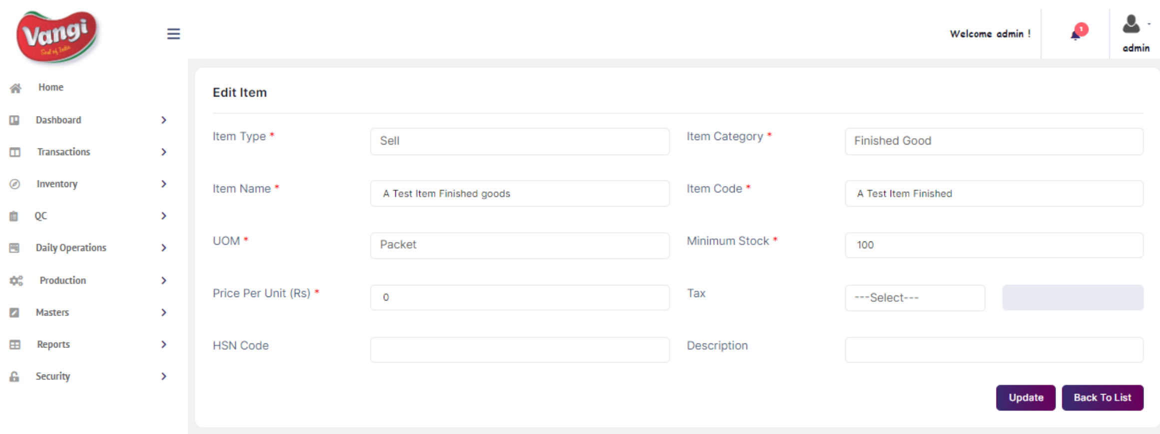
Step 10: Now, download the Excel file, by clicking on the "Download Excel File Format" button.
Step 11: The user has to enter all the fields which are given in Excel.
Step 12: Now, choose the file by clicking the "Choose File" Button.
Step 13: Then the user has to click on "upload" to Upload the Excel file.
Note: Here, Only '.xls', and'.xlsx' formats are allowed.
Step 14: If the User wants to view the previous data list, click on the "Back to List" Button.

4.3.2. How to Edit or Delete Item

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Item" from that sub-menu.
Step 4: You will be redirected to the main page of the Item.



Step 5: To delete the data, click on the "Delete Icon" next to the edit icon.
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure you want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

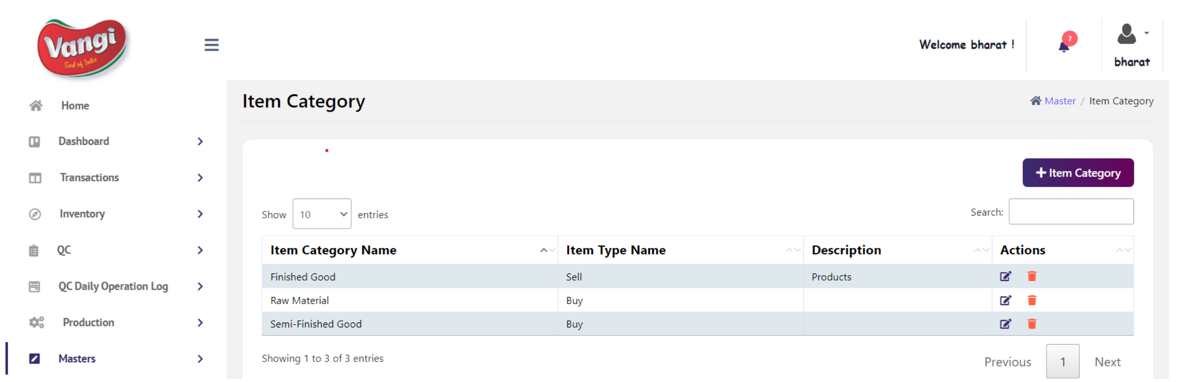


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

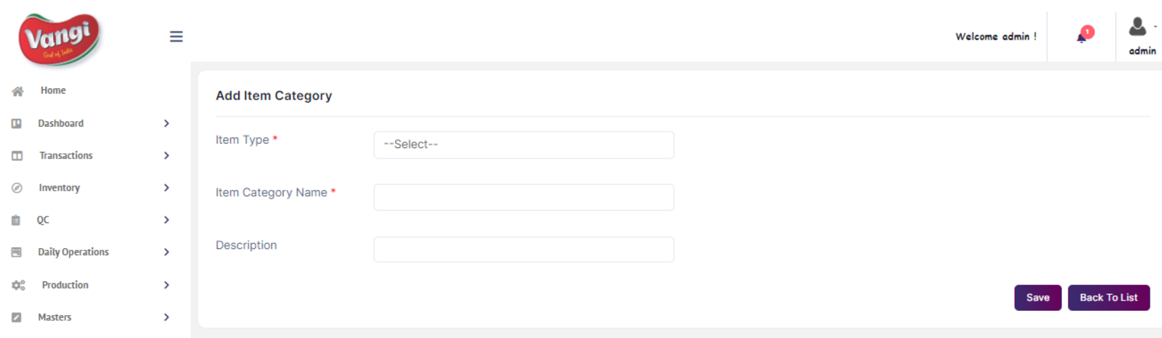
4.4. Item Category

4.4.1. How to Add Item Category

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Item Category" from that sub-menu.
Step 4: You will be redirected to the main page of the Item Category.



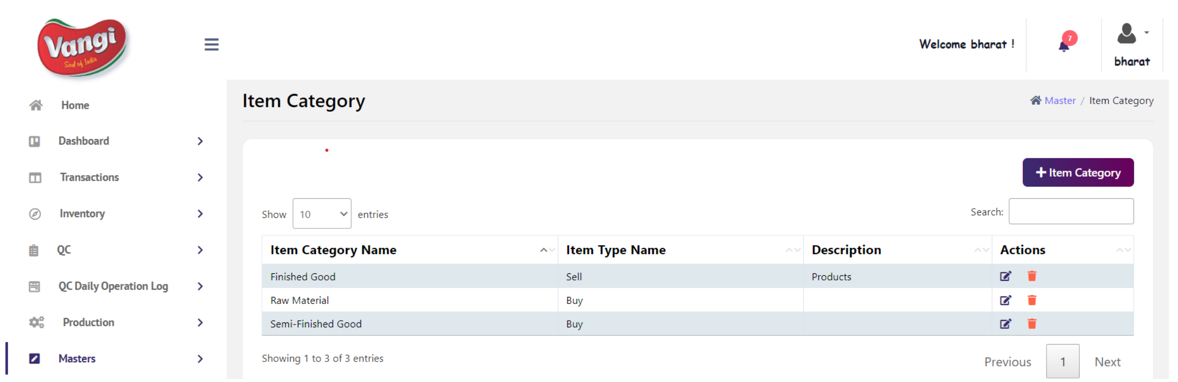
Step 5: To add the item category, click on the **+ Item Category** present on the top-right corner of the Item Category page.
Step 6: Users are redirected to the Item Category Entry page.



Step 7: First, add the type of your Item in the "Item Type" text box.
Step 8: In the "Item Category Name" text box, type the name of the item category.
Step 9: You can then give details if any in the "Description" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If the User wants to view the previous data list, click on the "Back to List" Button.
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

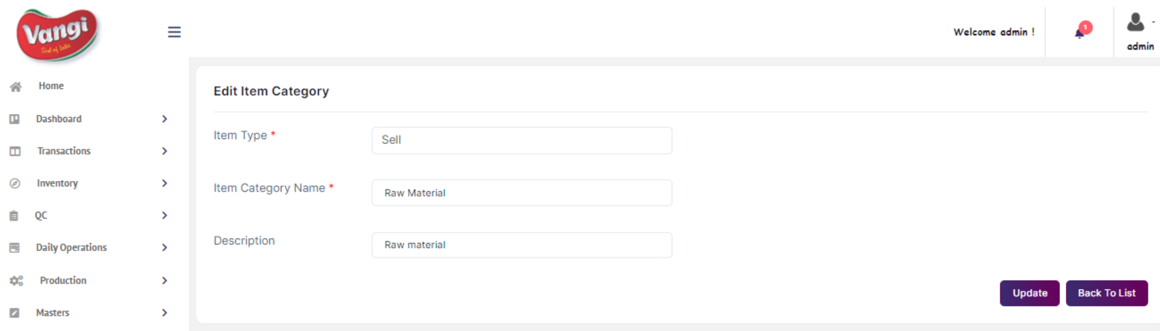
4.4.2. How to Edit or Delete Item Category

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Item Category" from that sub-menu.
Step 4: You will be redirected to the main page of the Item Category.



Step 5: To delete the data, click on the "Delete Icon" next to the edit icon.

Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

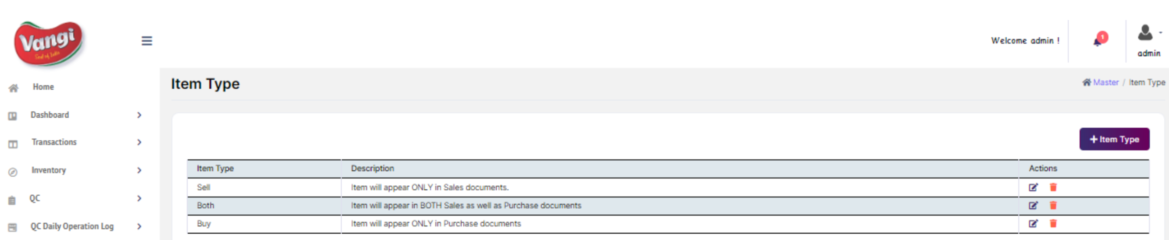


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

4.5. Item Type

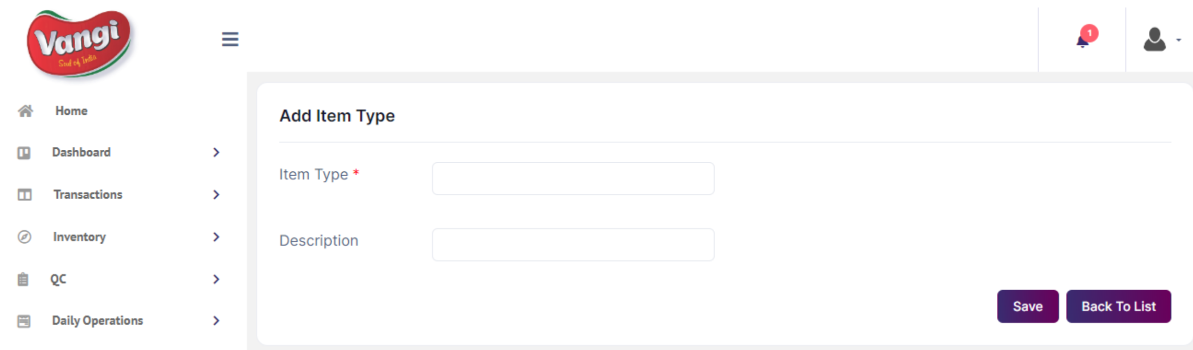
4.5.1. How to Add Item Type

Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Masters” icon, a sub-menu will be visible. Select “Item Type” from that sub-menu.
Step 4: You will be redirected to the main page of the Item Type.



Step 5: To add the item type, click on the 

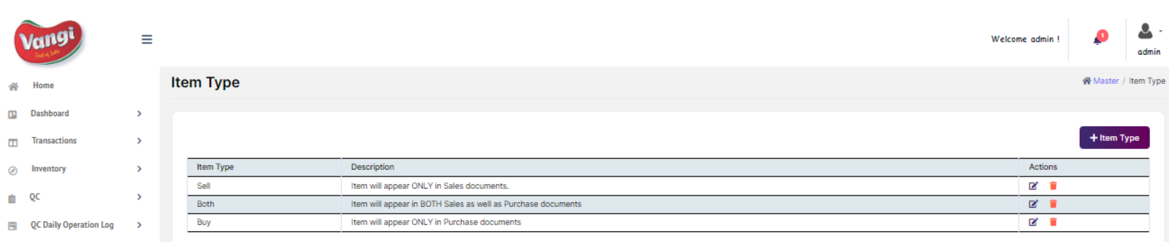
present on the top-right corner of the Item Type page.
Step 6: Users are redirected to the Item Type Entry page.



Step 7: First, add the type of your Item in the “Item Type” text box.
Step 8: You can then give details if any in the “Description” text box.
Step 9: To save the data click on the “Save” button, at the bottom of the page.
Step 10: If the User wants to view the previous data list, click on the “Back to List Button”.
Step 11: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

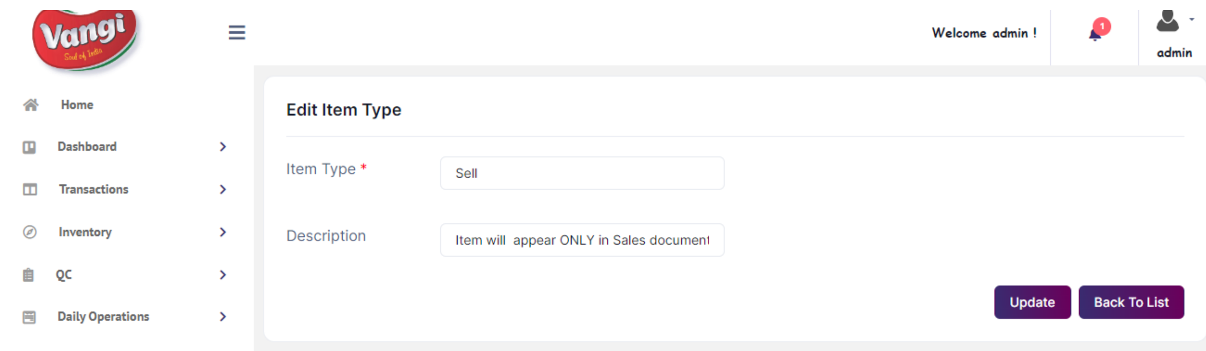
4.5.2. How to Edit or Delete Item Type

Step 1: First ‘Log in’ to the application.
Step 2: Select “Masters” from the menu section.
Step 3: By clicking on “Masters”, a sub-menu will be visible. Select “Item Type” from that sub-menu.
Step 4: You will be redirected to the main page of the Item Type.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

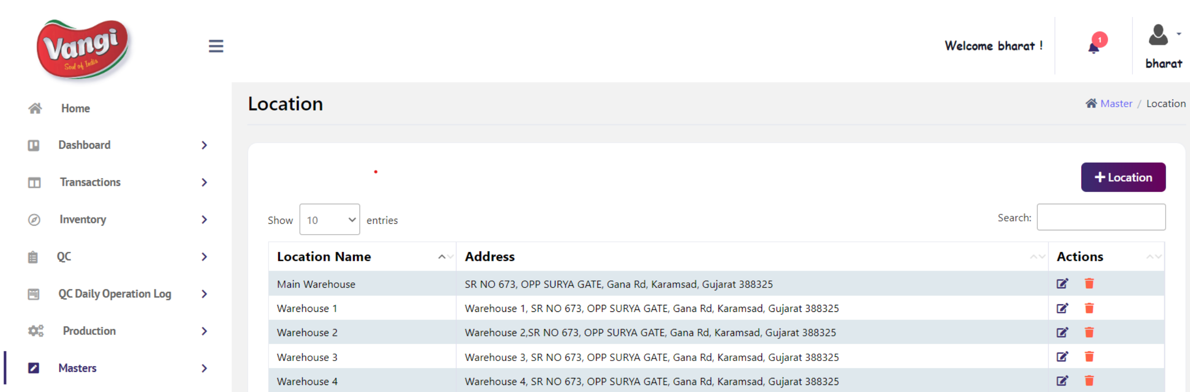


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

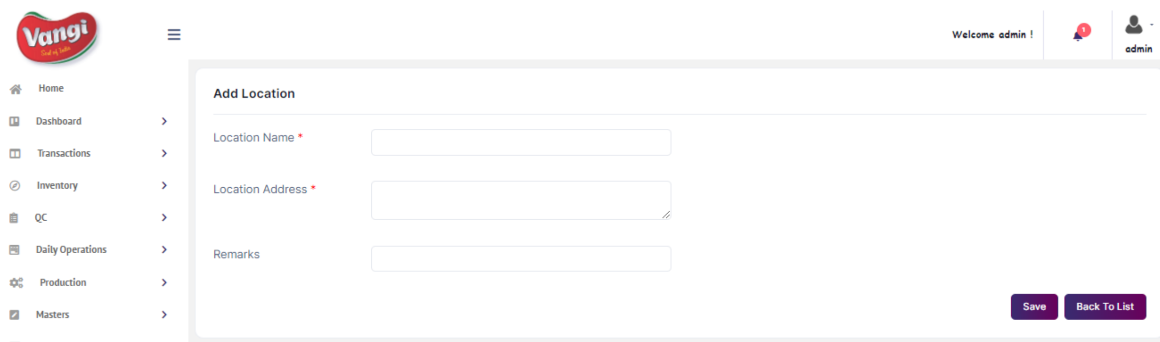
4.6. Location

4.6.1. How to Add Location

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Location" from that sub-menu.
Step 4: You will be redirected to the main page of the Location.



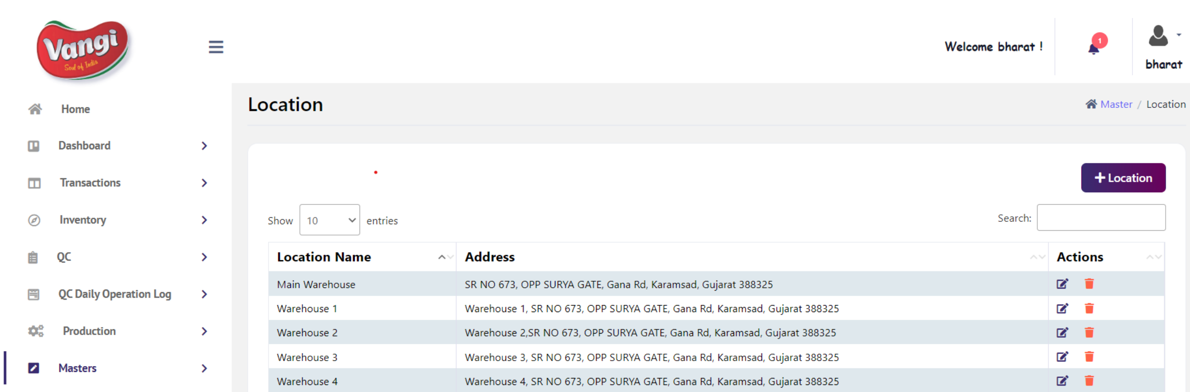
Step 5: To add the location, click on the **+Location** present on the top-right corner of the location page.
Step 6: Users are redirected to the Location Entry page.



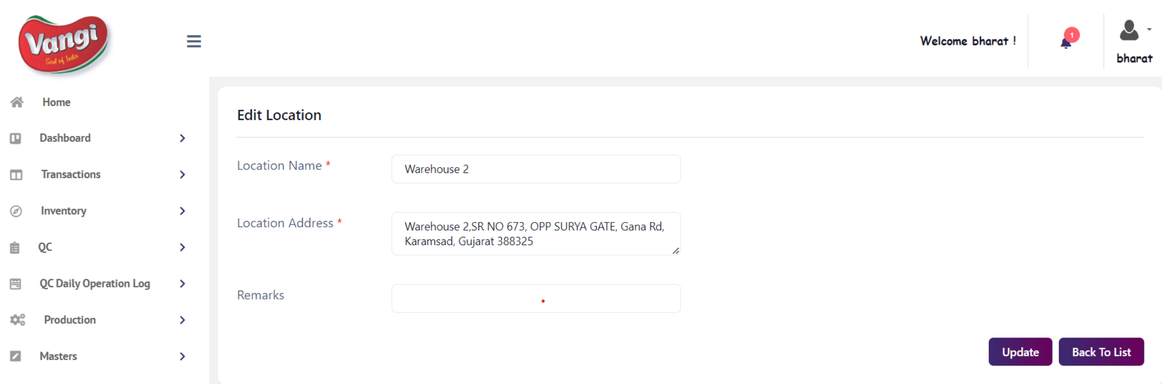
Step 7: First, add the name of your Location in the "Location Name" text box.
Step 8: Then, add the address of your location in the "Location Address" text box.
Step 9: You can then give remarks if any in the "Remarks" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If the User wants to view the previous data list, click on the "Back to List Button".
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

4.6.2. How to Edit or Delete Location

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Location" from that sub-menu.
Step 4: You will be redirected to the main page of the Location.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

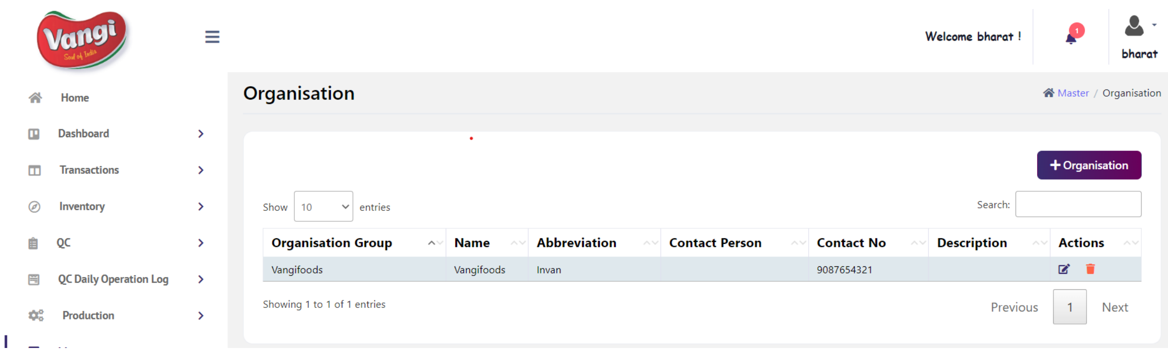


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

4.7. Organisation

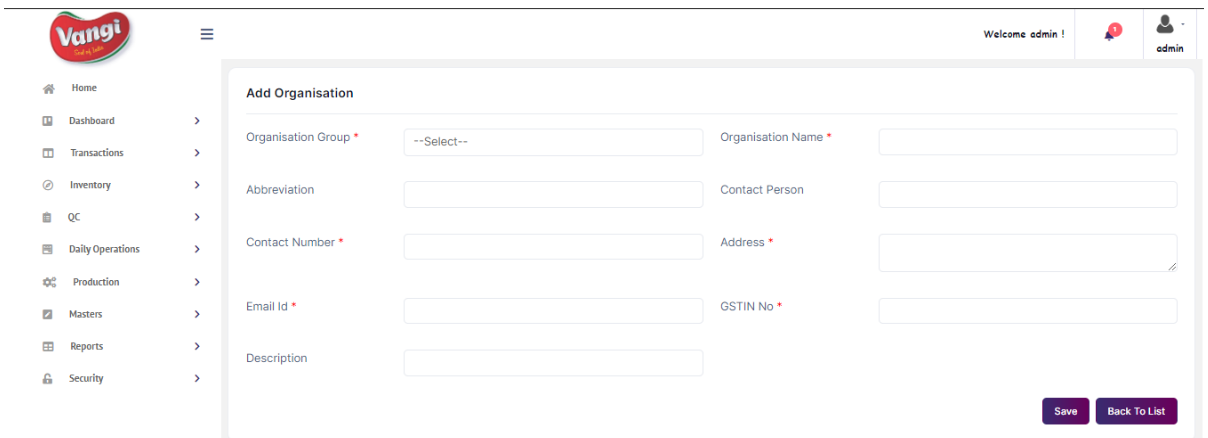
4.7.1. How to Add Organisation

Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Masters” icon, a sub-menu will be visible. Select “Organisation” from that sub-menu.
Step 4: You will be redirected to the main page of the Organisation.



Step 5: To add the organisation, click on the 

present on the top-right corner of the organisation page.
Step 6: Users are redirected to the Organisation Entry page.

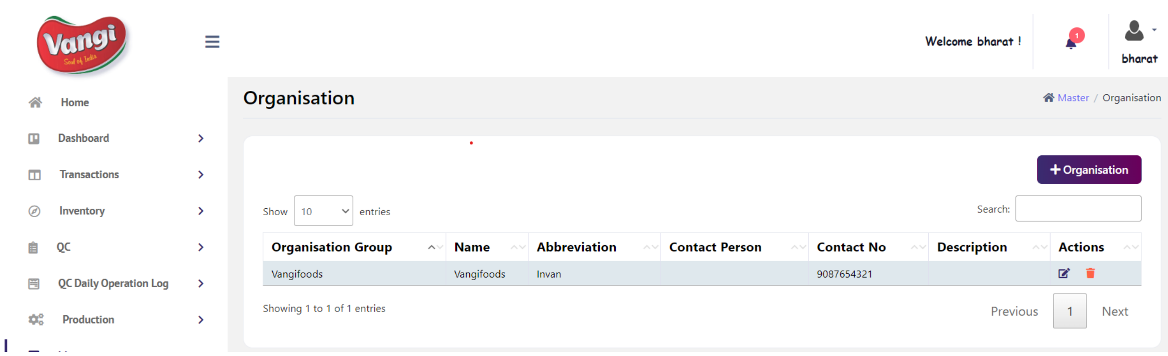


Note: The highlighted points are mandatory to be filled in by the User.
Step 7: First select Organisation Group from the “Organisation Group” Drop Down list.
Step 8: Then type the name of your Organisation in the “Organisation Name” text box.
Step 9: After that, type your abbreviation in the “Abbreviation” text box.
Step 10: Now, type the name of the contact person in the “Contact Person ” text box.
Step 11: After typing the name, you need to add the contact number of the contact person in the “Contact Number” text box.
Step 12: Then give the proper address of the organization in the “Address” text box.
Step 13: Provide the email id of the contact person in the “Email Id” text box.
Step 14: In the “GSTIN No” text box, type the GST number of the organisation.
Step 15: You can then give details if any in the “Description” text box.
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.

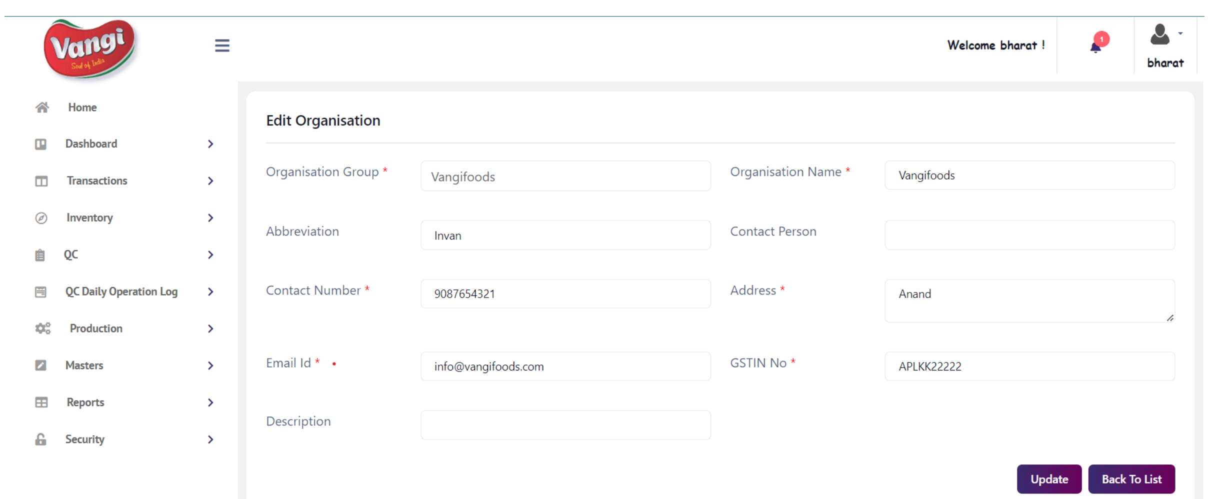
Step 18: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

4.7.2. How to Edit or Delete Organisation

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Organisation" from that sub-menu.
Step 4: You will be redirected to the main page of the Organisation.



Step 5: To delete the data, click on the "Delete Icon" next to the edit icon.
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

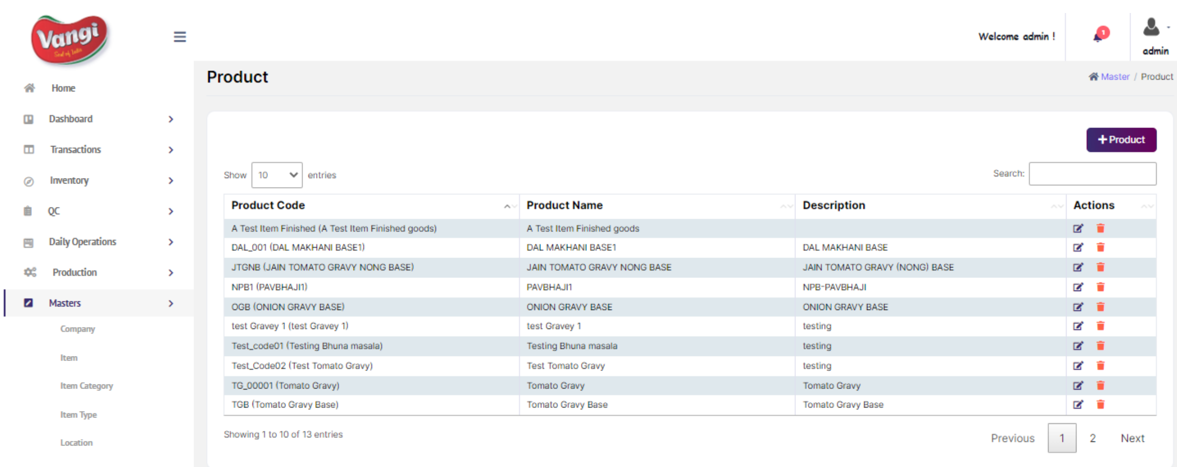


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

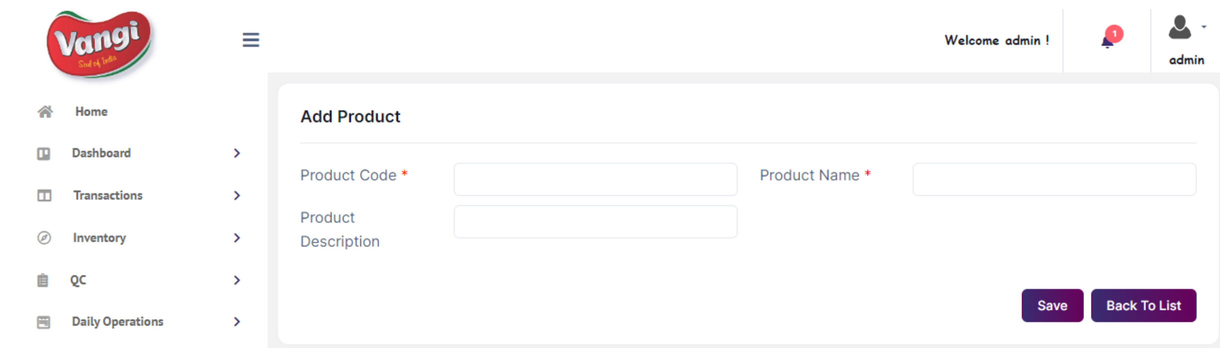
4.8. Product Master

4.8.1. How to Add Product

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Product Master" from that sub-menu.
Step 4: You will be redirected to the main page of the Product Master.



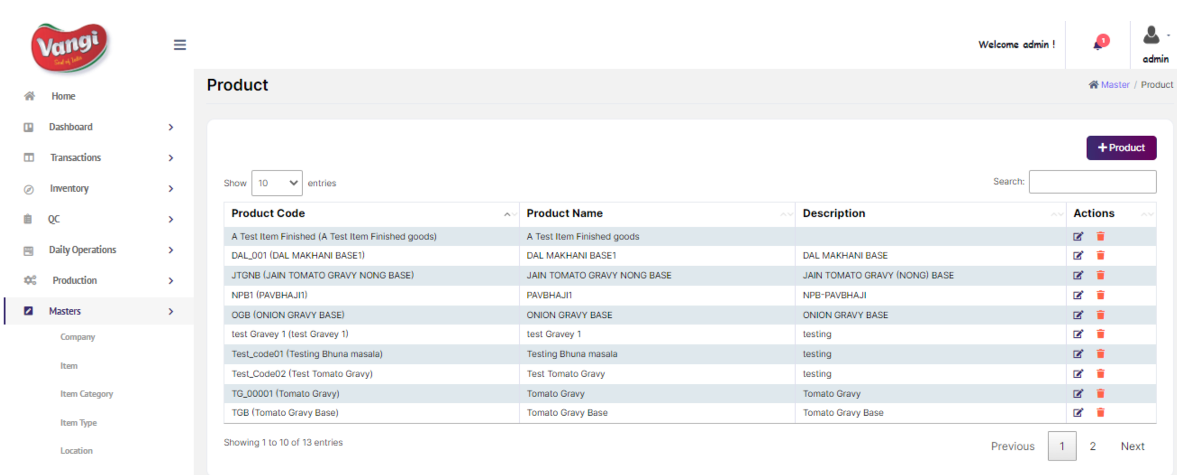
Step 5: To add the product, click on the  present on the top-right corner of the Product Master page.
Step 6: Users are redirected to the Product Entry page.



Step 7: First enter the code of the product in the "Product Code" text box.
Step 8: Then enter the name of the product in the "Product Name" text box.
Step 9: You can then give product details if any in the "Product Description" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

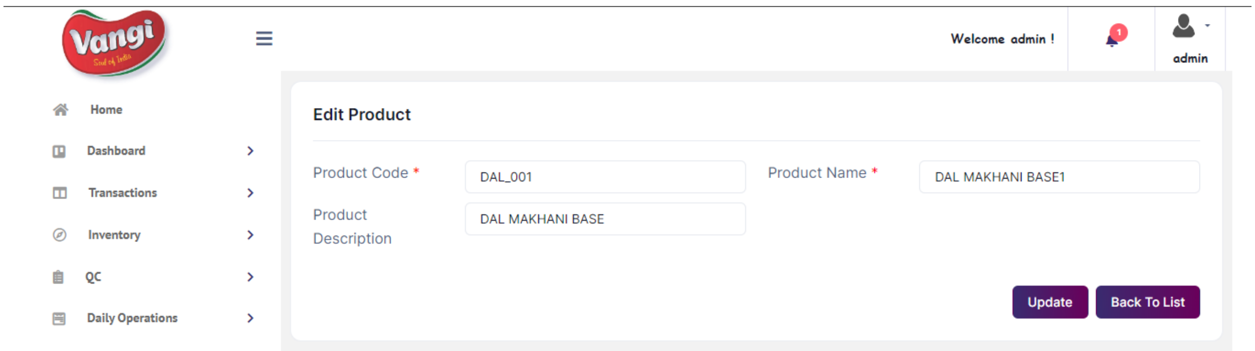
4.8.2. How to Edit or Delete Product

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Product Master" from that sub-menu.
Step 4: You will be redirected to the main page of the Product Master.



Step 5: To delete the data, click on the "Delete Icon" next to the edit icon.

Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

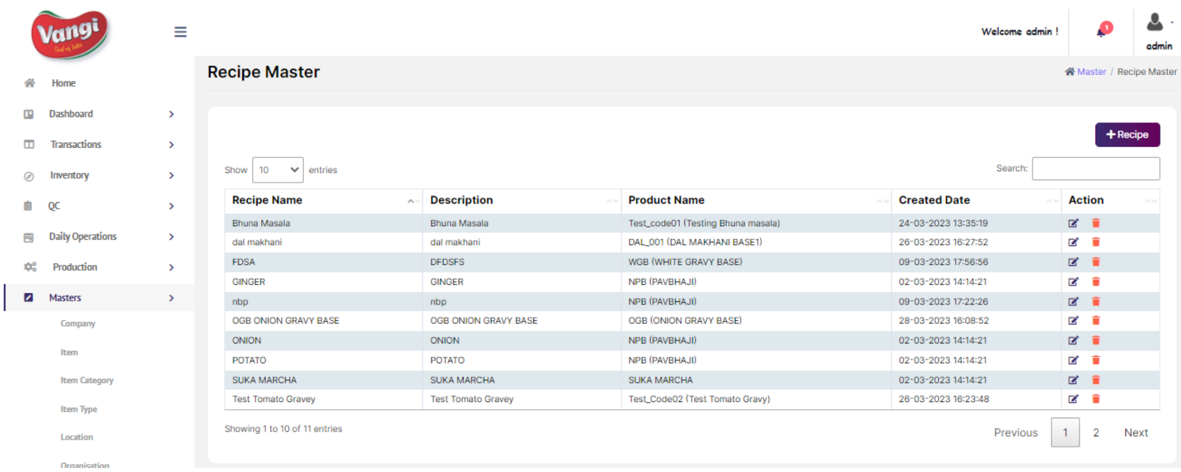


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

4.9. Recipe Master

4.9.1. How to Add Recipe

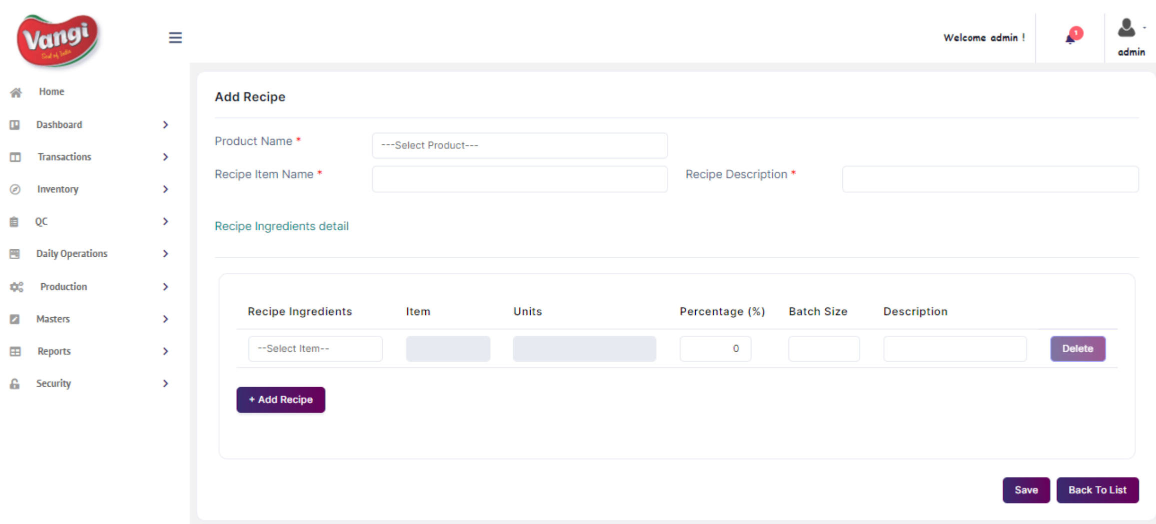
Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Masters” icon, a sub-menu will be visible. Select “Recipe Master” from that sub-menu.
Step 4: You will be redirected to the main page of the Recipe Master.



Step 5: To add the recipe, click on the 

present on the top-right corner of the Recipe Master page.

Step 6: Users are redirected to the Recipe Entry page.



Step 7: First, select the product's name from the “Product Name” dropdown menu.

Step 8: Now enter the name of the item in the recipe in the “Recipe Item Name” text box.

Step 9: You can then give recipe details in the “Recipe Description” text box.

Step 10: In the Recipe Ingredients details section, first select the ingredients in the recipe from the “Recipe Ingredients” dropdown menu.

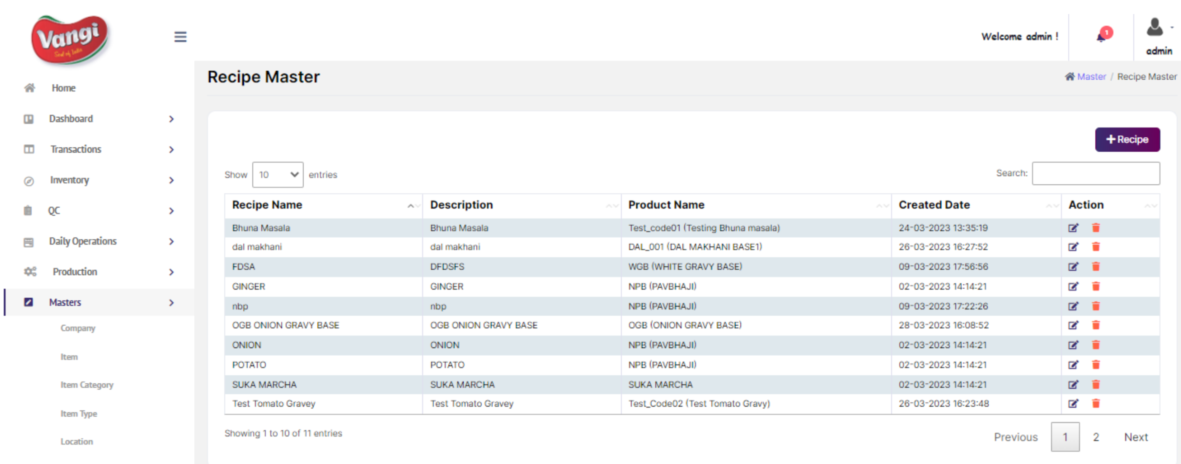
Step 11: By selecting the Recipe Ingredients, “Item” and “Units” will be generated by default.

Step 12: Then enter the percentage of the ingredients in the “Percentage(%)” text box.

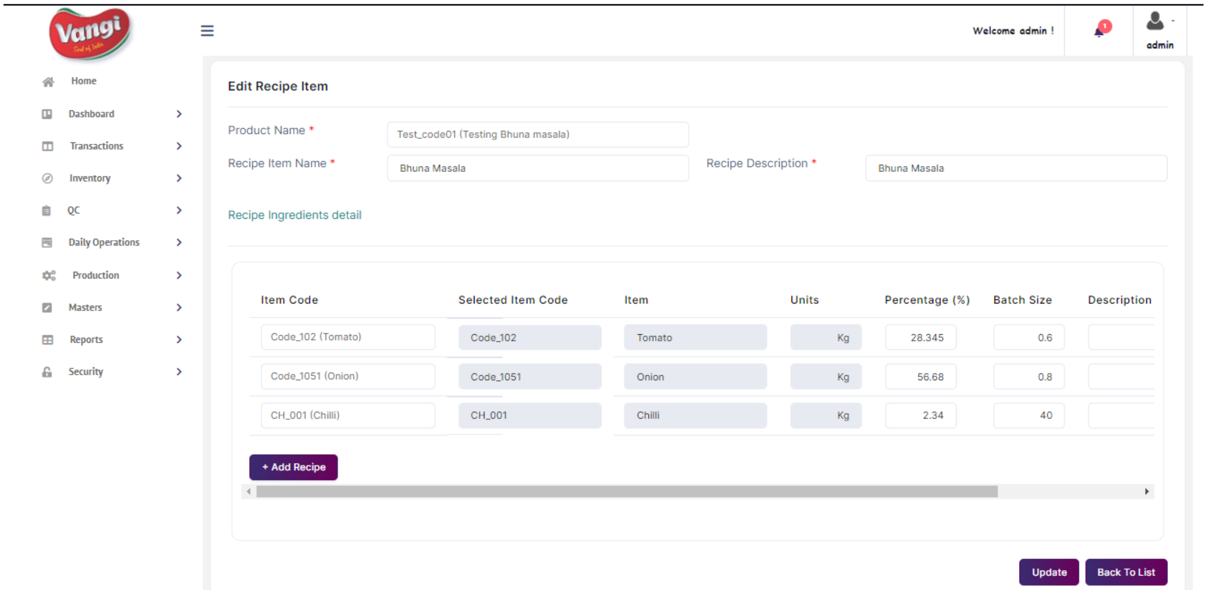
Step 13: Now, enter the size of the batch in the “Batch Size” text box.
Step 14: You can then give details if any in the “Description” text box.
Step 15: The user can even add recipes in the Recipe ingredients details by clicking on the “+ Add Recipe” button.
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

4.9.2. How to Edit or Delete Recipe

Step 1: First ‘Log in’ to the application.
Step 2: Select “Masters” from the menu section.
Step 3: By clicking on “Masters”, a sub-menu will be visible. Select “Recipe Master” from that sub-menu.
Step 4: You will be redirected to the main page of the Recipe Master.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

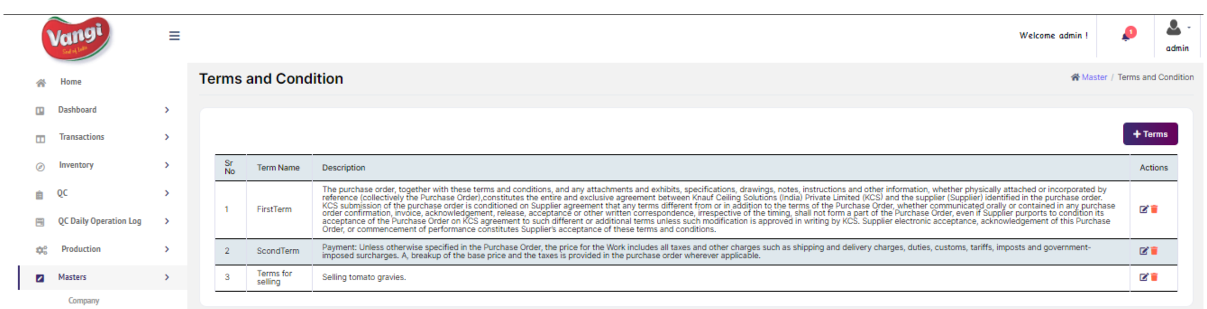


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

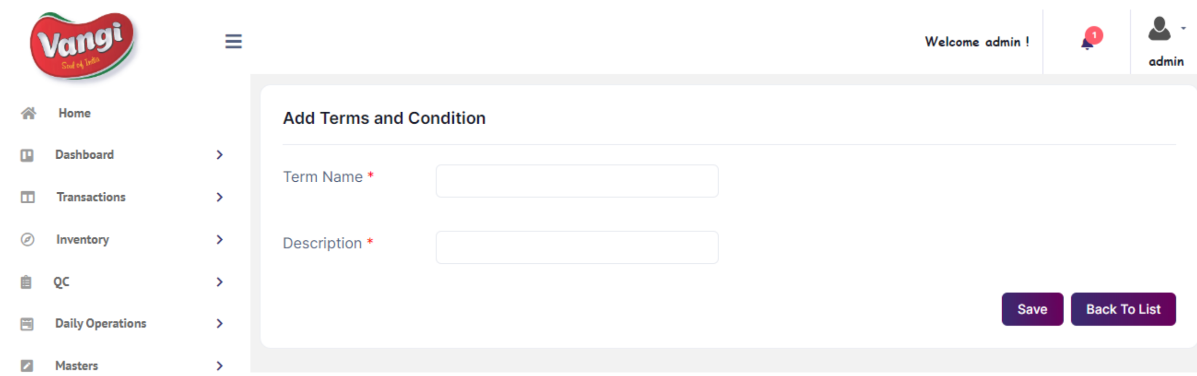
4.10. Terms and Conditions

4.10.1. How to Add Terms and Conditions

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Terms and Conditions" from that sub-menu.
Step 4: You will be redirected to the main page of the Terms and Conditions.



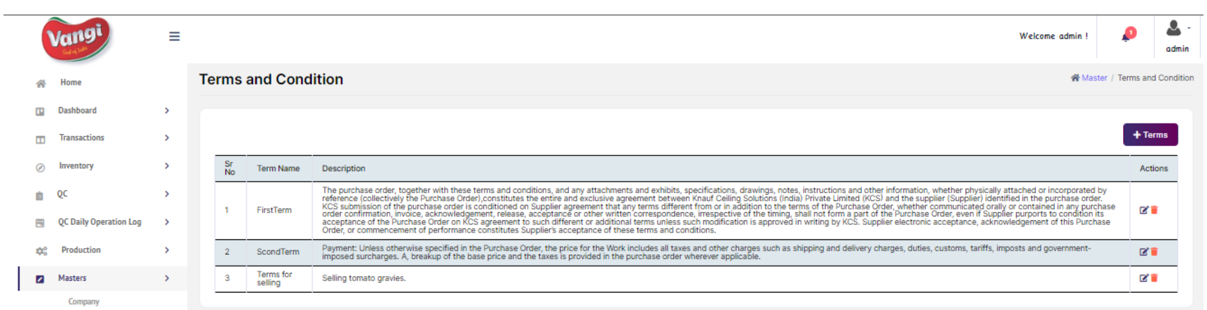
Step 5: To add the Terms and Conditions, click on the + Terms present on the top-right corner of the Terms and Conditions page.
Step 6: Users are redirected to the Terms and Conditions Entry page.



Step 7: First, add the name of your Location in the “Location Name” text box.
Step 8: You can then give details if any in the “Description” text box.
Step 9: To save the data click on the “Save” button, at the bottom of the page.
Step 10: If the User wants to view the previous data list, click on the “Back to List” Button.
Step 11: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

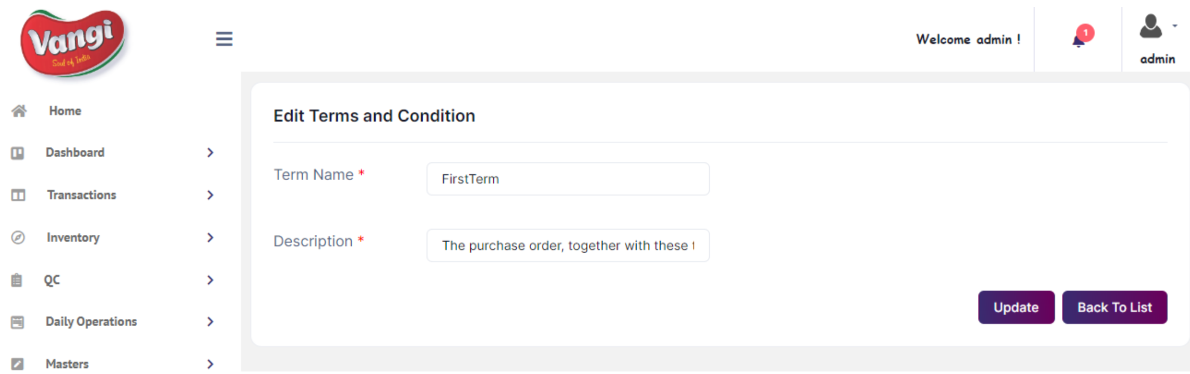
4.10.2. How to Edit or Delete Terms and Conditions

Step 1: First ‘Log in’ to the application.
Step 2: Select “Masters” from the menu section.
Step 3: By clicking on “Masters”, a sub-menu will be visible. Select “Terms and Conditions” from that sub-menu.
Step 4: You will be redirected to the main page of the Terms and Conditions.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.

Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

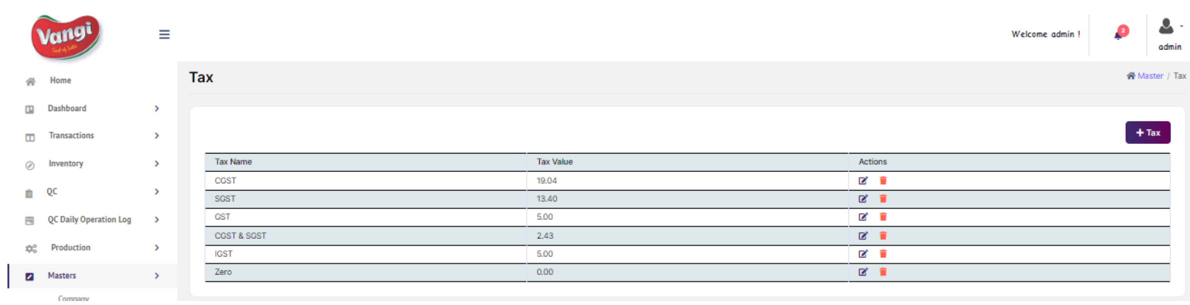


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

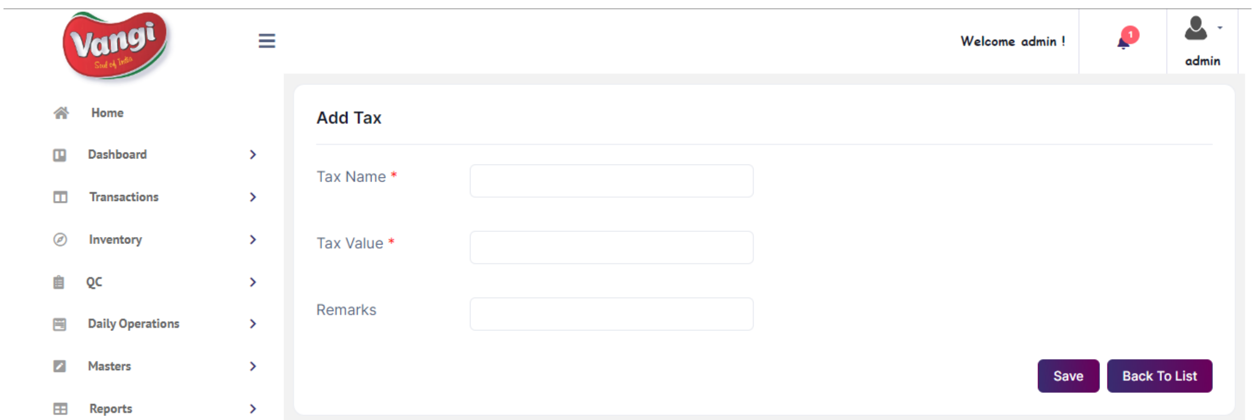
4.11. Tax

4.11.1. How to Add Tax

Step 1: First 'Log in' to the application.
Step 2: "Masters" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Tax" from that sub-menu.
Step 4: You will be redirected to the main page of the Tax.



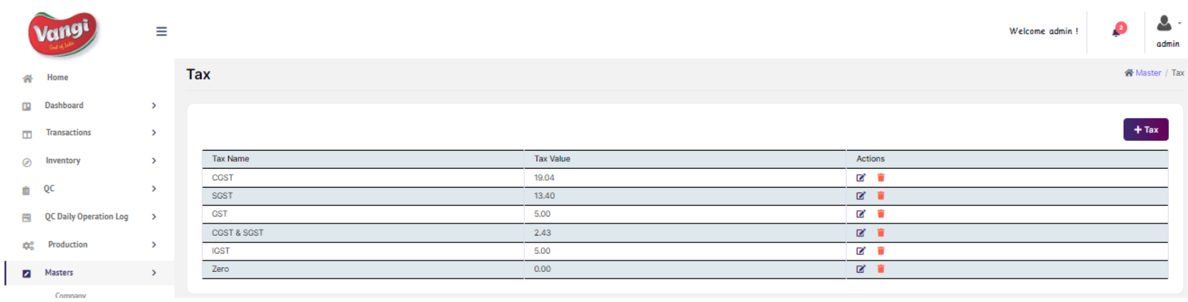
Step 5: To add the tax, click on the **+ Tax** present on the top-right corner of the tax page.
Step 6: Users are redirected to the Tax Entry page.



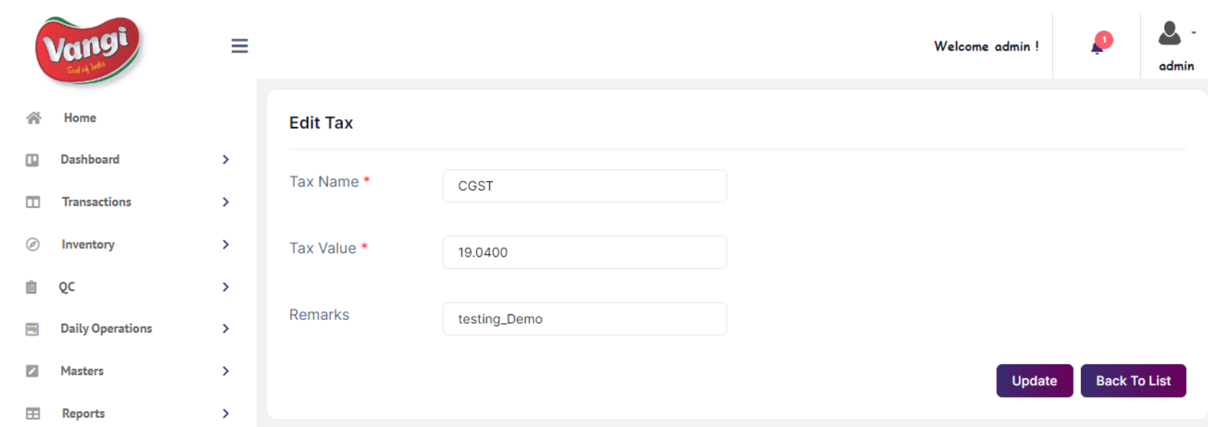
Step 7: First, add the name of your Tax in the "Tax Name" text box.
Step 8: Then, add the value of your tax in the "Tax Value" text box.
Step 9: You can then give remarks if any in the "Remarks" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If the User wants to view the previous data list, click on the "Back to List Button".
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

4.11.2. How to Edit or Delete Tax

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.
Step 3: By clicking on "Masters", a sub-menu will be visible. Select "Tax" from that sub-menu.
Step 4: You will be redirected to the main page of the Tax.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



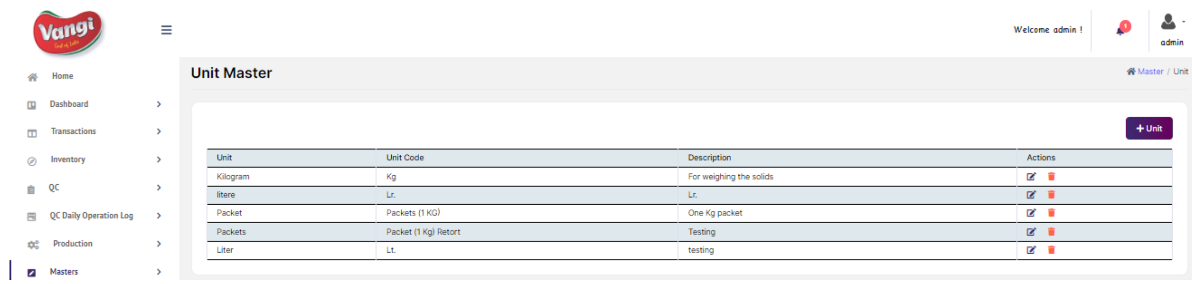
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

4.12. Unit

4.12.1. How to Add Unit

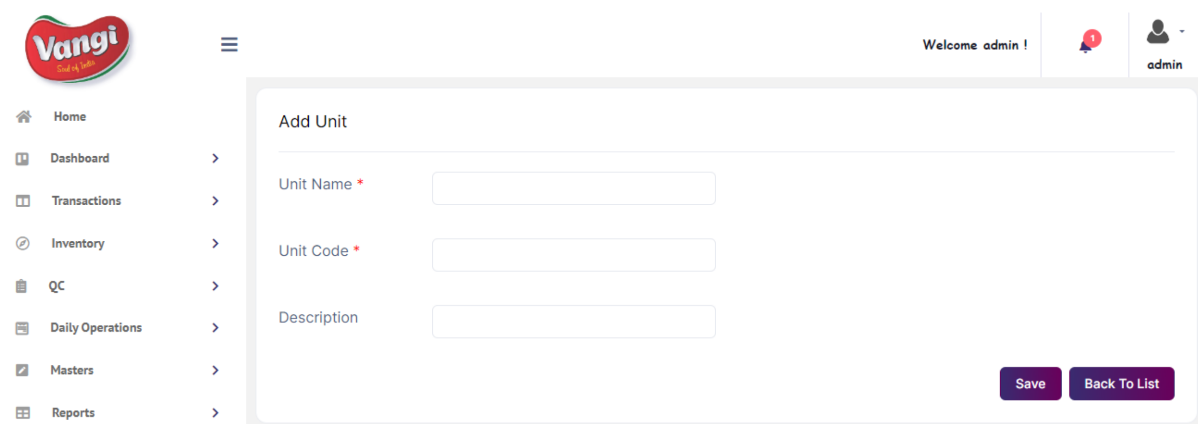
Step 1: First ‘Log in’ to the application.
Step 2: “Masters” icon will be visible in the ‘Menu section’ of the Home Page.

Step 3: By clicking on the "Masters" icon, a sub-menu will be visible. Select "Unit" from that sub-menu.
Step 4: You will be redirected to the main page of the Unit.



Step 5: To add the unit, click on the  present on the top-right corner of the unit page.

Step 6: Users are redirected to the Unit Entry page.

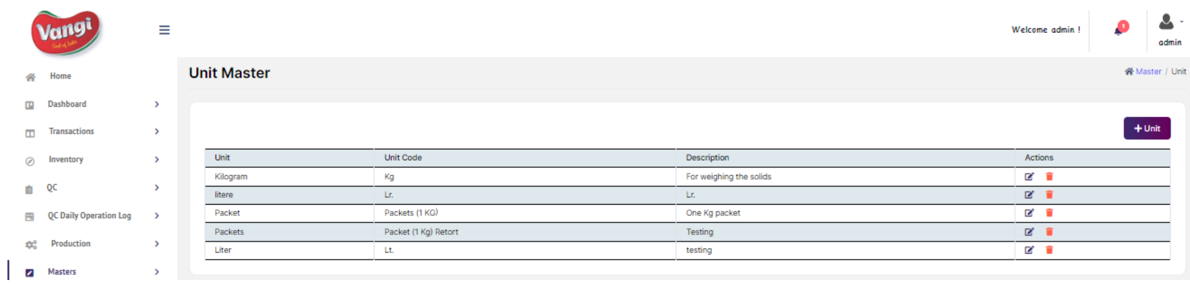


Step 7: First the user needs to type the name of the unit in the "Unit Name" text box.
Step 8: Then enter the code of the unit in the "Unit Code" text box.
Step 9: You can then give details if any in the "Description" text box.
Step 10: To save the data click on the "Save" button, at the bottom of the page.
Step 11: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 12: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

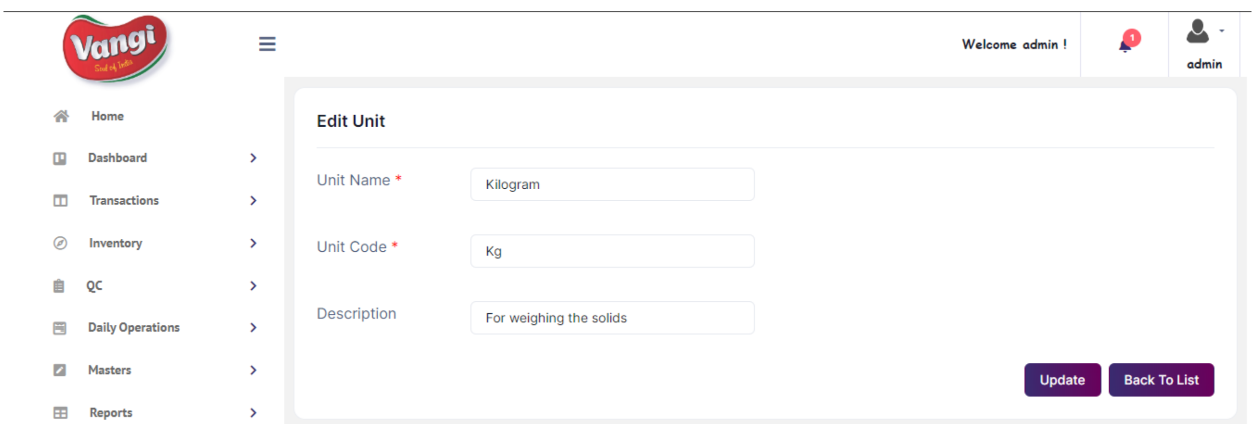
4.12.2. How to Edit or Delete Unit

Step 1: First 'Log in' to the application.
Step 2: Select "Masters" from the menu section.

Step 3: By clicking on “Masters”, a sub-menu will be visible. Select “Unit” from that sub-menu.
Step 4: You will be redirected to the main page of the Unit.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



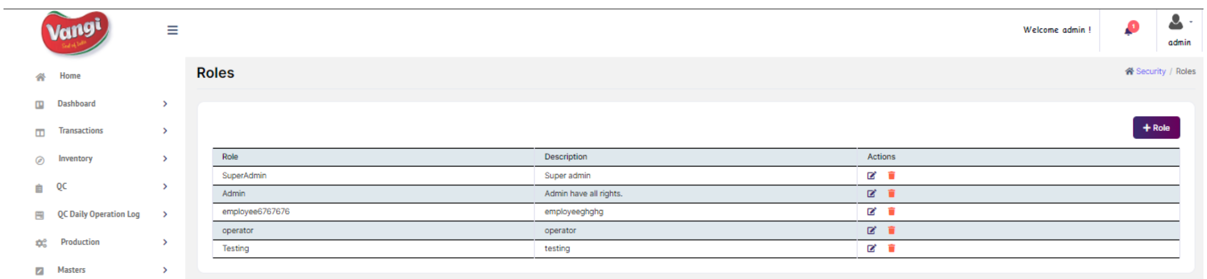
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

5. Security Module

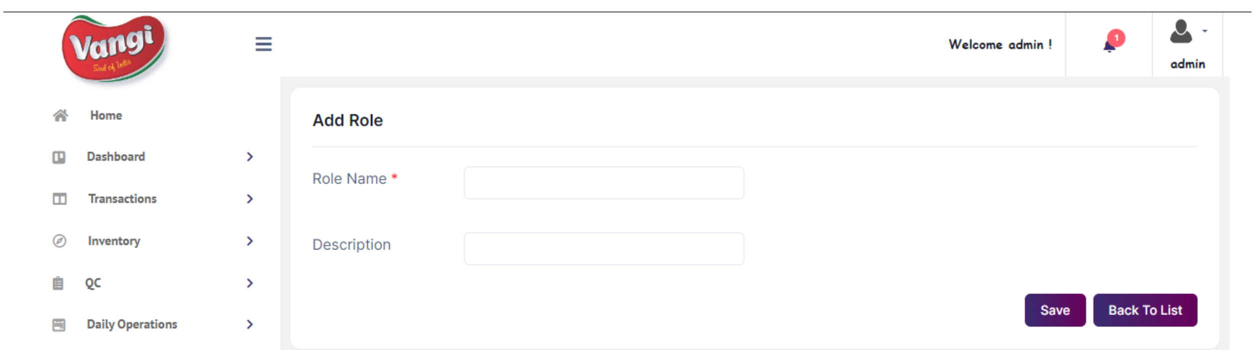
5.1. Roles

5.1.1. How to Add Roles

Step 1: First 'Log in' to the application.
Step 2: Select "Security" from the menu section.
Step 3: By clicking on the "Security" icon, a sub-menu will be visible. Select "Roles" from that sub-menu.
Step 4: You will be redirected to the main page of the Roles.



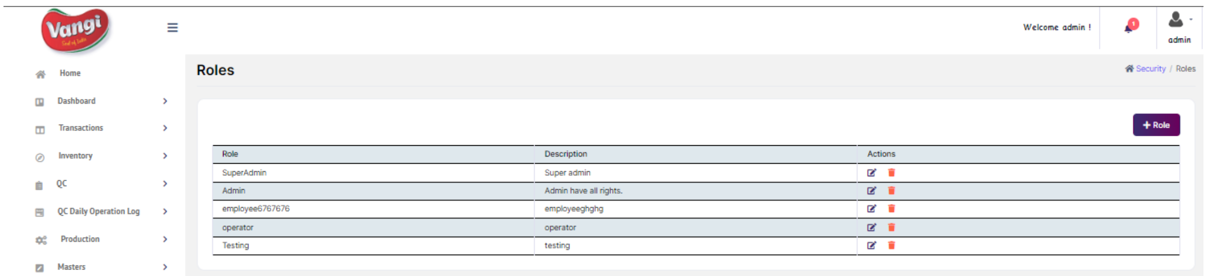
Step 5: To add the role, click on the **+Role** present on the top-right corner of the roles security page.
Step 6: The user will be redirected to the Add Roles page.



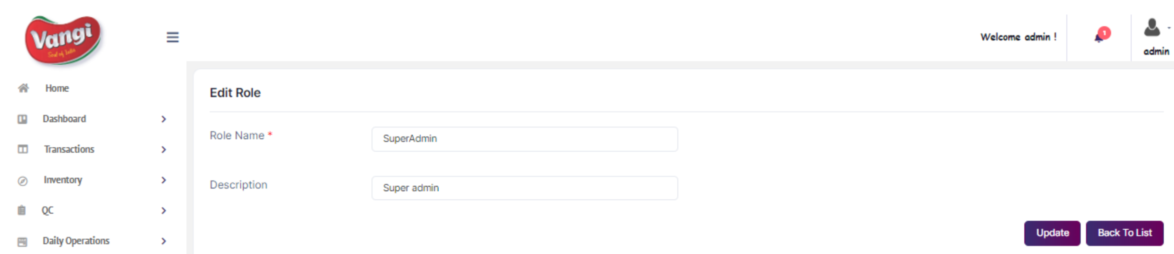
Step 7: Type the name of your role in the "Role Name" text box.
Step 8: You can then, give details if any in the "Description" text box.
Step 9: To save the data click on the "Save" button, at the bottom of the page.
Step 10: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".
Step 11: If you want to preview the data, click the "Back to List" Button next to the save button.

5.1.2. How to Edit or Delete Roles

Step 1: First ‘Log in’ to the application.
Step 2: Select “Security” from the menu section.
Step 3: By clicking on “Security”, a sub-menu will be visible. Select “Roles” from that sub-menu.
Step 4: You will be redirected to the main page of the Roles.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

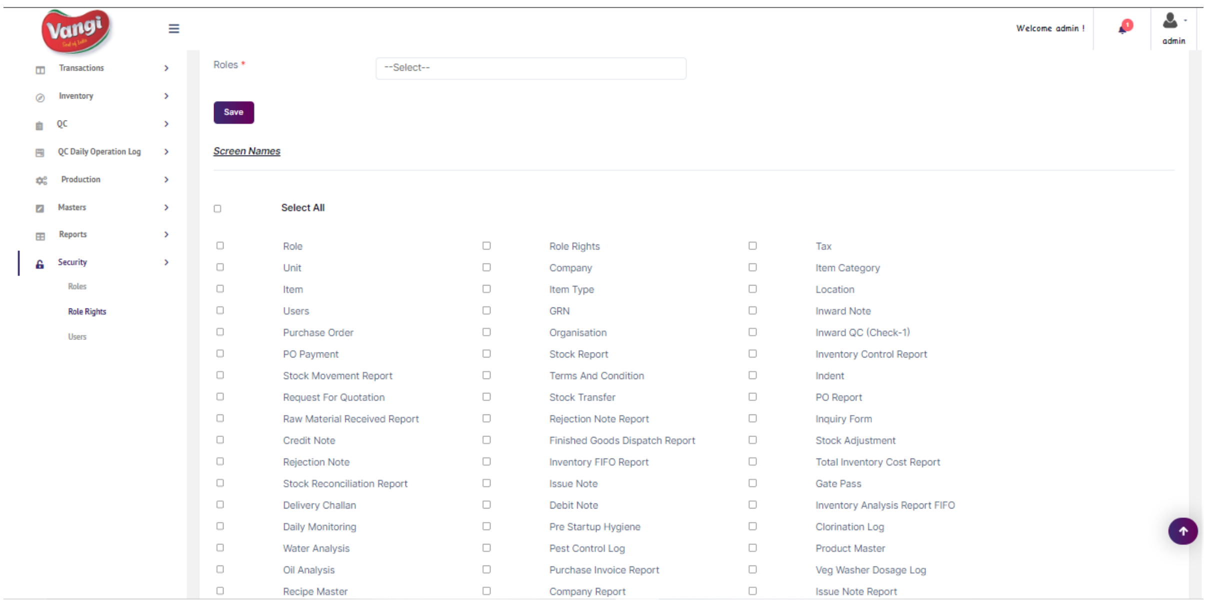


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

5.2. Roles Rights

5.2.1. How to Use Roles Rights

Step 1: First 'Log in' to the application.
Step 2: Select "Security" from the menu section.
Step 3: By clicking on the "Security" icon, a sub-menu will be visible. Select "Roles Rights" from that sub-menu.
Step 4: You will be redirected to the main page of the Roles Rights.

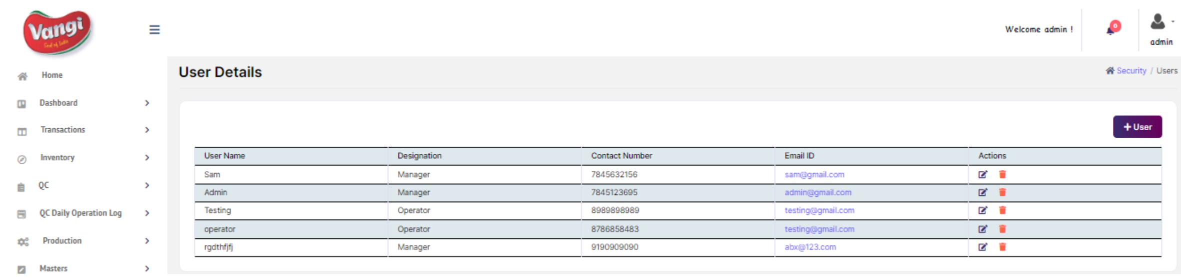


Step 5: First, select the Role from the "Roles" Drop Down list.
Step 6: Select Screen Names from the "Screen Names" check box.
Step 7: Click on the save button to save the Data.
Step 8: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".
Note: The user will be to see the screens, for which they are having rights.

5.3. Users

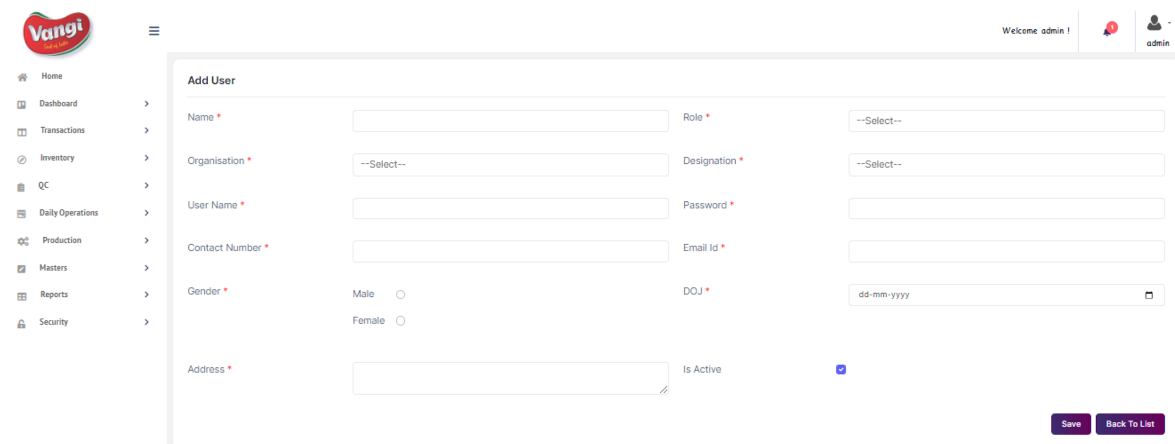
5.3.1. How to Add Users

Step 1: First 'Log in' to the application.
Step 2: Select "Security" from the menu section.
Step 3: By clicking on the "Security" icon, a sub-menu will be visible. Select "Users" from that sub-menu.
Step 4: You will be redirected to the main page of the Users.



Step 5: To add the user, click on the 

present on the top-right corner of the page.
Step 6: The user will be redirected to the Add User page.

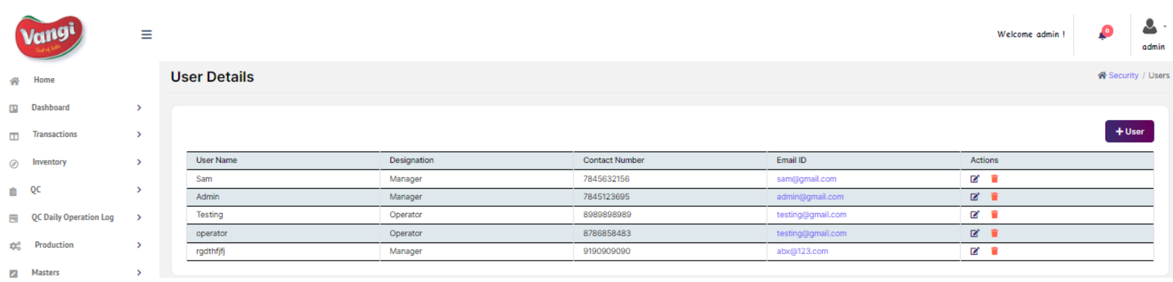


Step 7: Type the name of the user in the “Name” text box.
Step 8: Select the role of the user from the “Role” drop-down menu.
Step 9: Now, select the user's organisation from the “Organisation” drop-down menu.
Step 10: Select the designation of the user from the “Designation” drop-down menu.
Step 11: Enter your username in the “Username” text box.
Step 12: Now, the user needs to provide the password in the “Password” text box.
Step 13: The contact number of the user should be provided in the “Contact Number” text box.
Step 14: Type your Email-id in the “Email Id ” text box.
Step 15: Select your gender from the “Gender” radio button.
Step 16: Pick the DOJ from the “DOJ” Date picker.
Step 17: Type your address in the “Address” text box.
Step 18: If the “Is Active” checkbox is not checked then the user will not be able to login to the system.
Step 19: Users have to click the “Save button” to save the data entered by the user.
Step 20: If the User wants to view the previous data list, click on the “Back to List” Button.

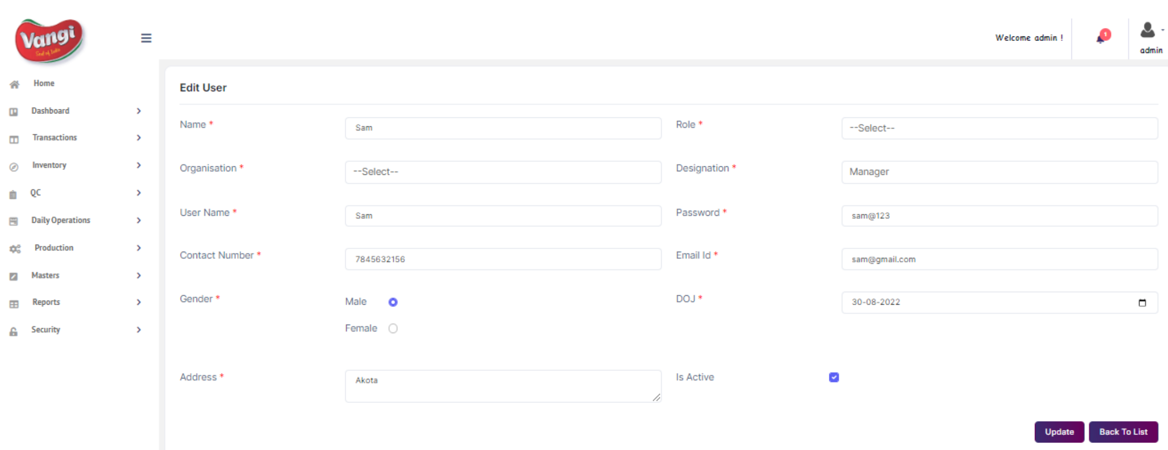
Step 21: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

5.3.2. How to Edit or Delete Users

Step 1: First 'Log in' to the application.
Step 2: Select "Security" from the menu section.
Step 3: By clicking on "Security", a sub-menu will be visible. Select "Users" from that sub-menu.
Step 4: You will be redirected to the main page of the Users.



Step 5: To delete the data, click on the "Delete Icon" next to the edit icon.
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure you want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.

Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

6. Transactions Module

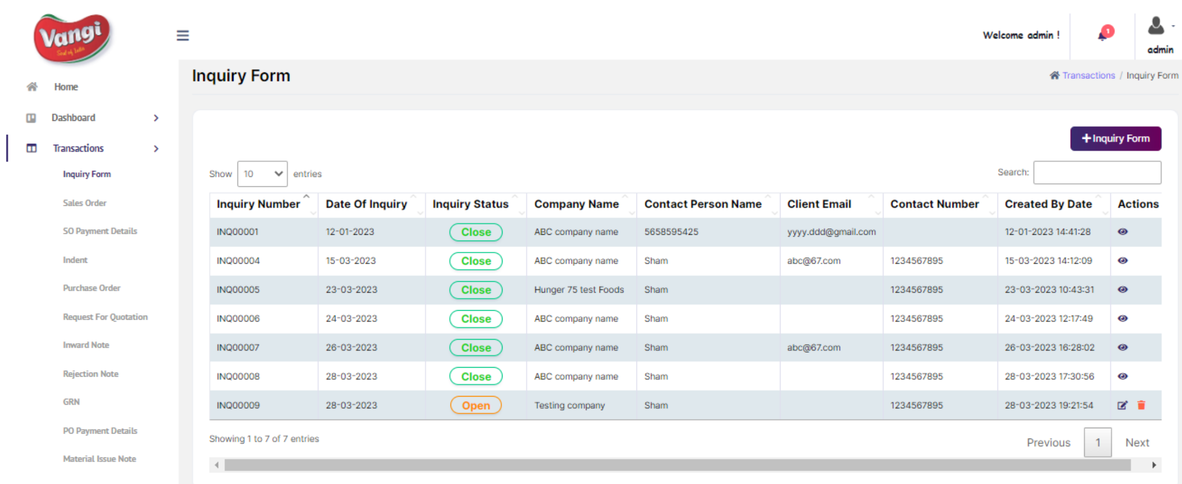
6.1. Inquiry Form

Note: Pre-requisites

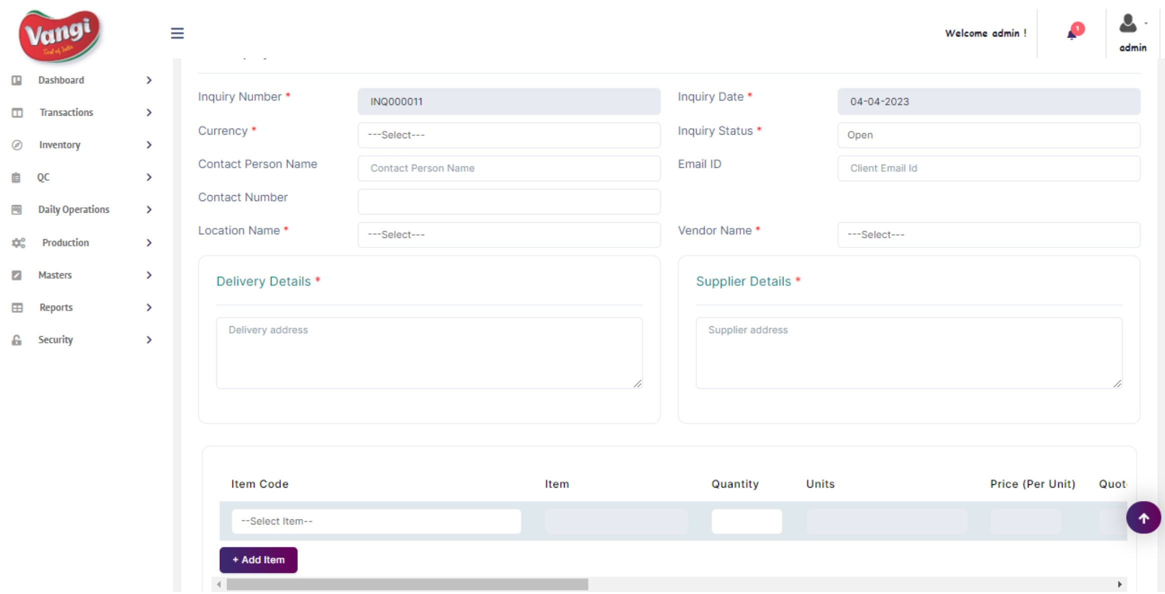
A. The user should have to enter the data in the "How to Add Product", Masters Module first.
B. Minimum Stock and Unit Per Price Should be updated every time before proceeding further in the Inquiry Form.

6.1.1. How to Add Inquiry Form

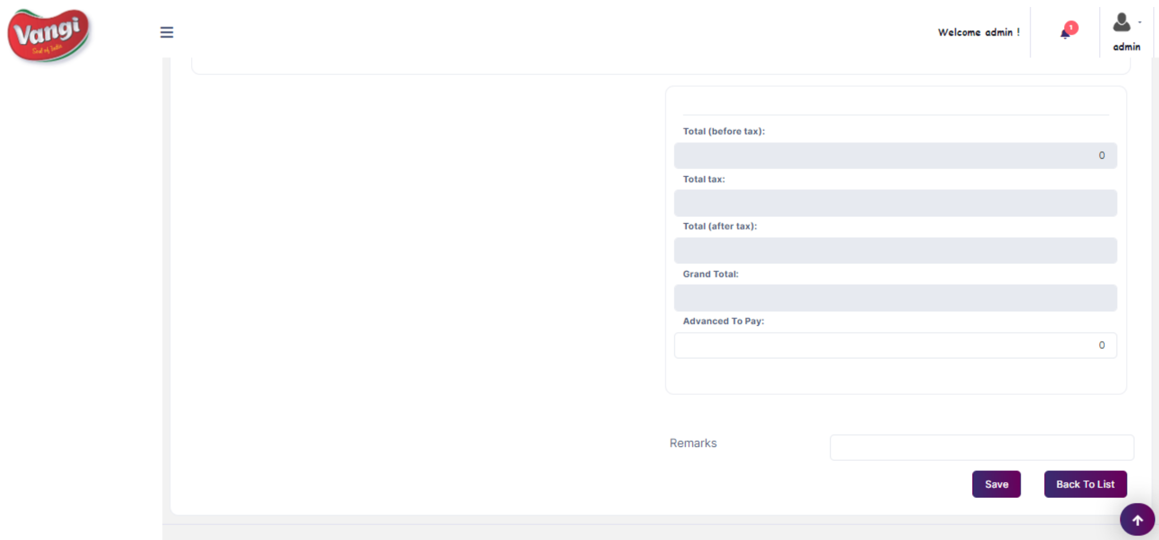
Step 1: First 'Log in' to the application.
Step 2: "Transactions" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Transactions" icon, a sub-menu will be visible. Select "Inquiry Form" from that sub-menu.
Step 4: You will be redirected to the main page of the Inquiry Form.



Step 5: To add the inquiry form, click on the **+ Inquiry Form** present on the top-right corner of the inquiry form page.
Step 6: The user will be redirected to the Add Inquiry Form page.



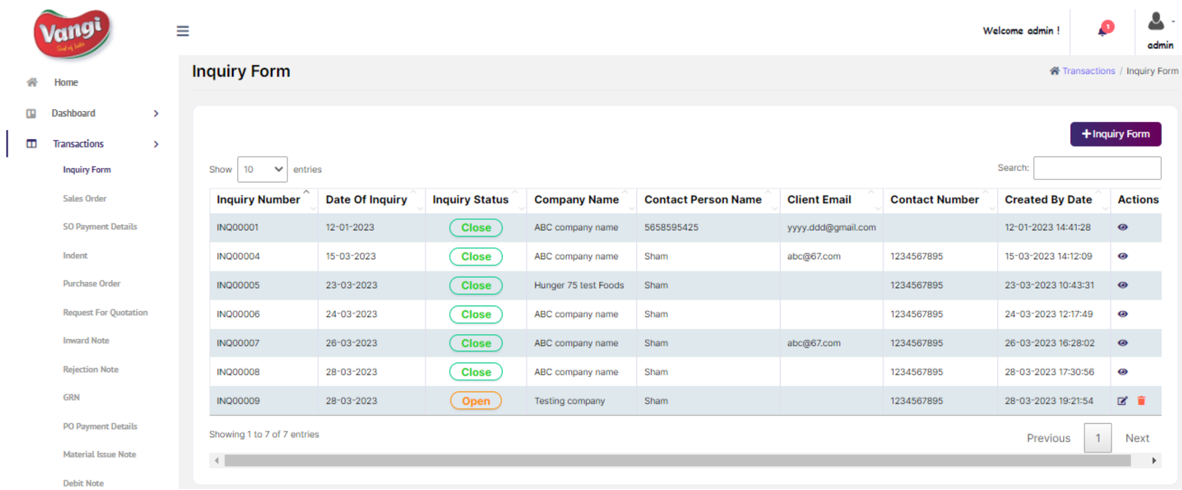
Step 7: First Inquiry Number will be generated by default.
Step 8: The inquiry Date is coming from the Current Date.
Step 9: Select currency type from the “Currency” drop-down menu.
Step 10: Now, select the status of inquiry from the “Inquiry Status” dropdown menu.
Step 11: Type the name of the contact person in the “Contact Person Name” text box.
Step 12: Now, type the email id of the client in the “Email Id” text box.
Step 13: Provide the contact number inside the “Contact Number” text box.
Step 14: Select the name of the location from the “Location Name” dropdown menu.
Step 15: Now, select the name of the vendor from the “Vendor Name” dropdown menu.
Step 16: By selecting the location, delivery details will be generated by default.
Step 17: And also by selecting the vendor name, supplier details will be generated by default.
Step 18: The user can then give details about the items they need to inquire about. Users can even add items by clicking on the “+Add Item” button.



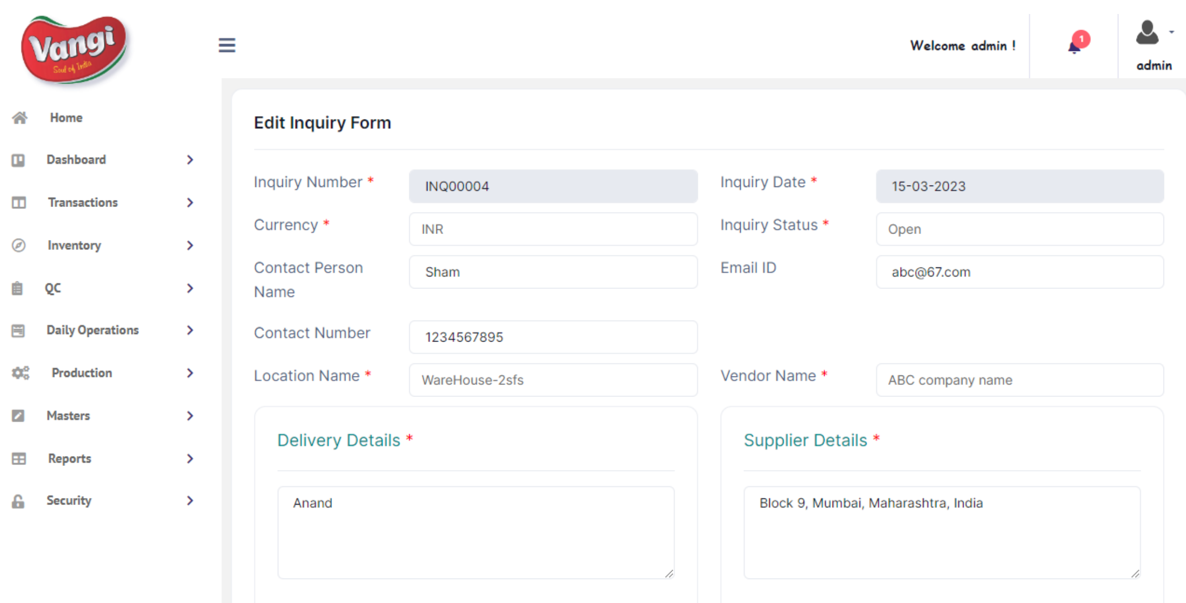
Step 19: The user can even pay in advance by writing the amount in the “Advanced to Pay” text box.
Step 20: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 21: To save the data click on the “Save” button, at the bottom of the page.
Step 22: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 23: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.1.2. How to View, Edit or Delete Inquiry Form

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Inquiry Form” from that sub-menu.
Step 4: You will be redirected to the main page of the Inquiry Form.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.



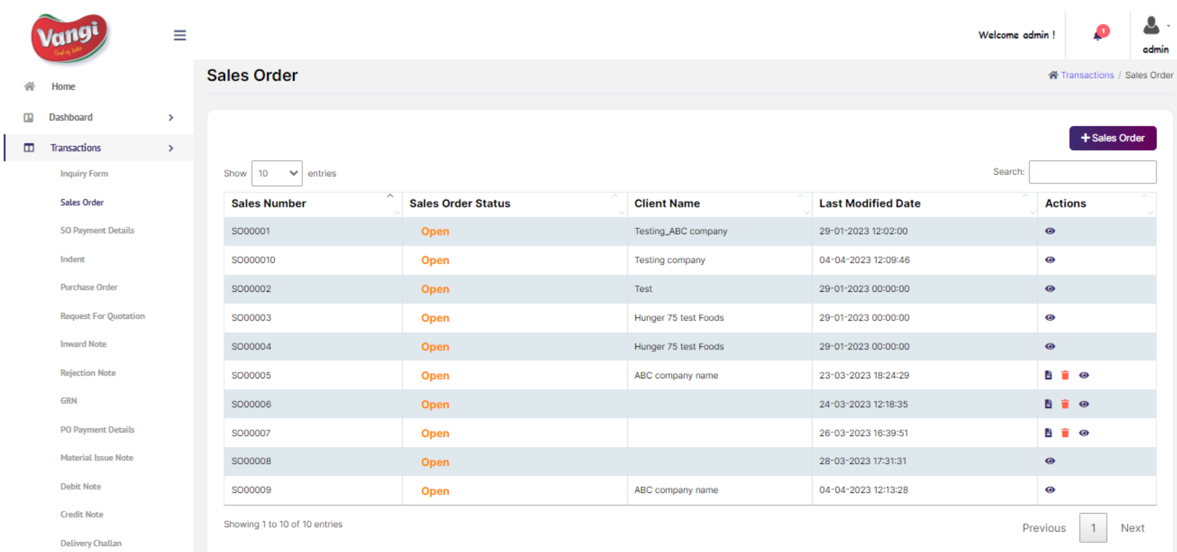
Step 11: To edit any field, click on that field and make the necessary changes.

Step 12: After editing the required field, click on the “Update” button to save the changes.
Step 13: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 14: If you want to preview the data, click the “Back to List” Button next to the save button.

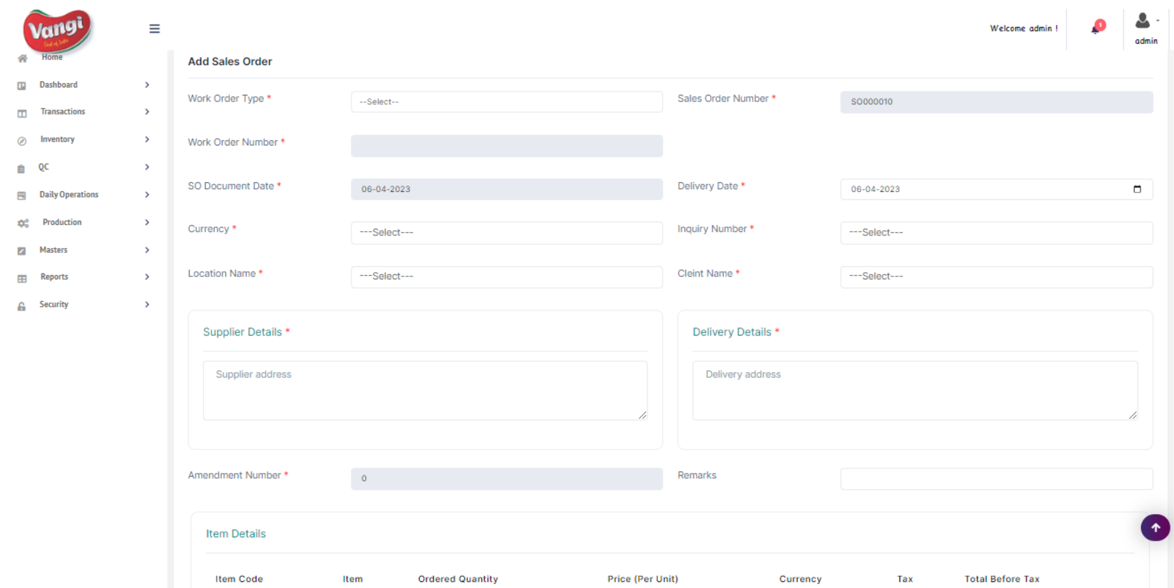
6.2. Sales Order

6.2.1. How to Add Sales Order

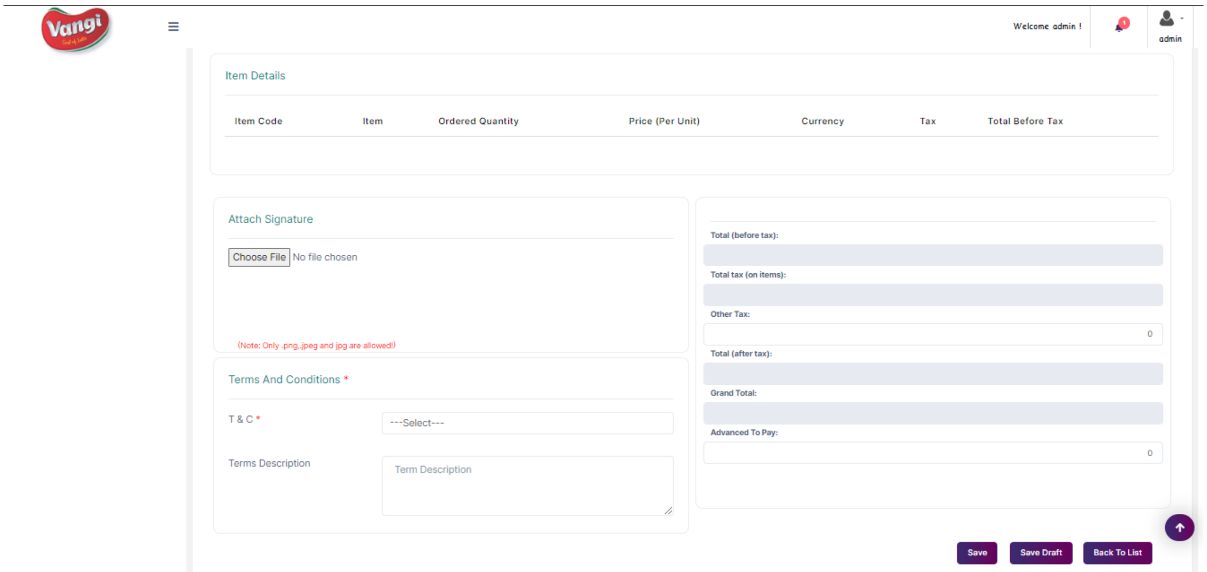
Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Sales Order” from that sub-menu.
Step 4: You will be redirected to the main page of the SO Payment Details.



Step 5: To add the sales order, click on the **+ Sales Order** present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Sales Order page.



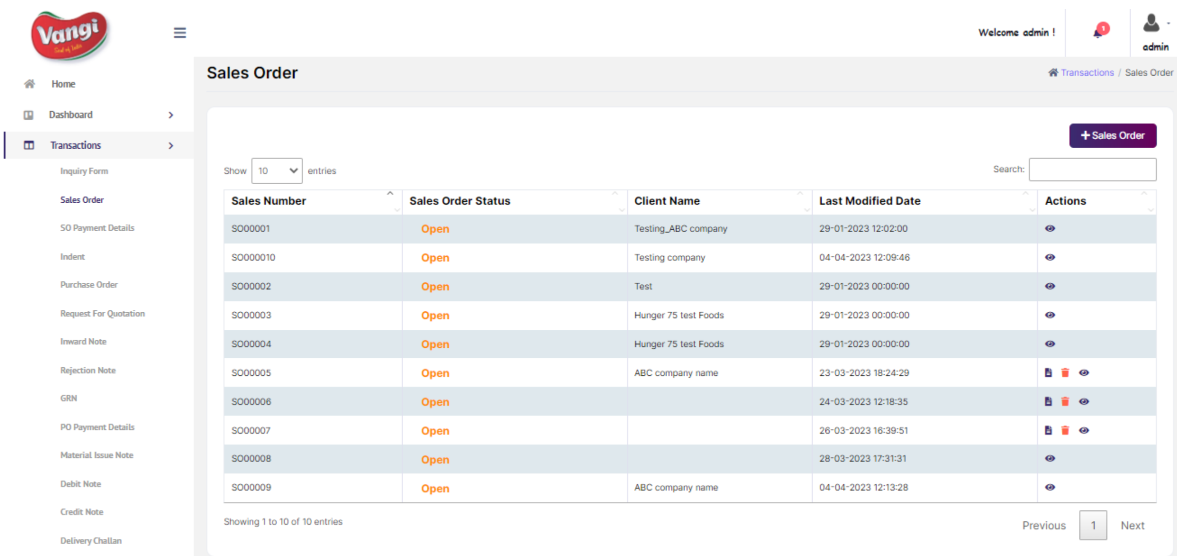
Step 7: “Sales Order Number” and “SO Document Date” will be generated by default.
Step 8: Select the type of work order from the “Work Order Type” dropdown menu.
Step 9: By selecting Work Order Type, “Work Order Number” will be generated by default.
Step 10: Choose the date of Delivery from the “Delivery Date” date picker.
Step 11: Select currency type from the “Currency” drop-down menu.
Step 12: Now, select the number of inquiries from the “Inquiry Number” dropdown menu.
Step 13: Select the name of the location from the “Location Name” dropdown menu.
Step 14: Now, select the name of the client from the “Client Name” dropdown menu.
Step 15: By selecting the location, supplier details will be generated by default.
Step 16: And also by selecting the client name, delivery details will be generated by default.
Step 17: “Amendment Number” will be generated by default.
Step 18: The user can be able to Provide Remarks by typing into the “Remarks” textbox.



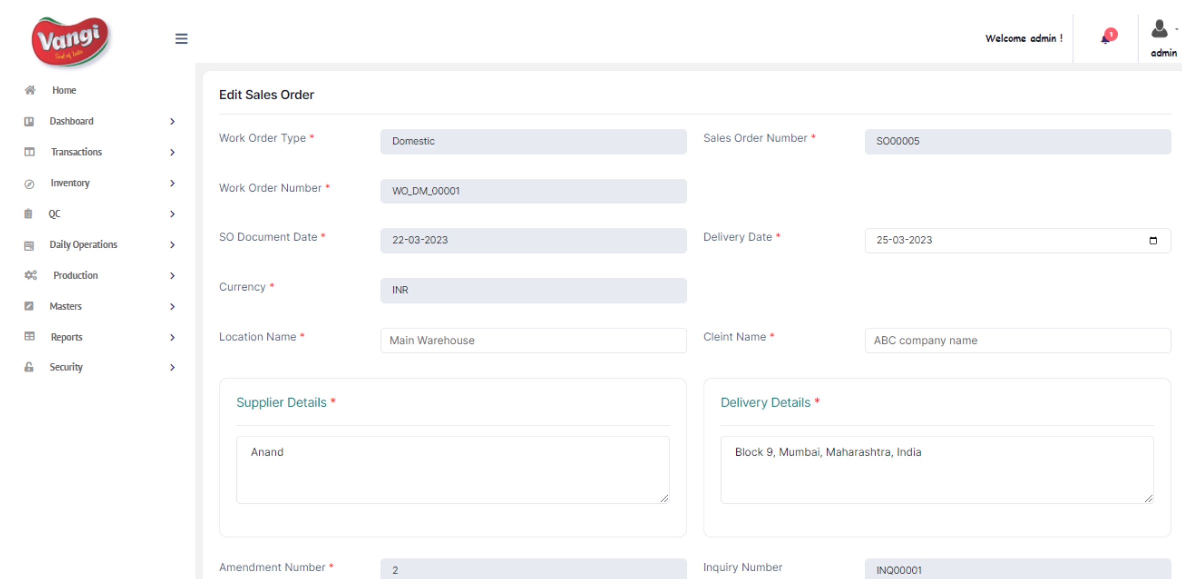
Step 19: By selecting the Inquiry number, “Item Details” and tax details will be generated by default.
Step 20: The user has to attach the Signature by clicking on the “Choose File” button.
Step 21: Now, by selecting the T&C from the dropdown, “Terms description” will be generated by default.
Step 22: To save the data click on the “Save” button, at the bottom of the page.
Step 23: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 24: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.2.2. How to View, Edit or Delete Sales Orders

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Sales Order” from that sub-menu.
Step 4: You will be redirected to the main page of the Sales Order.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.

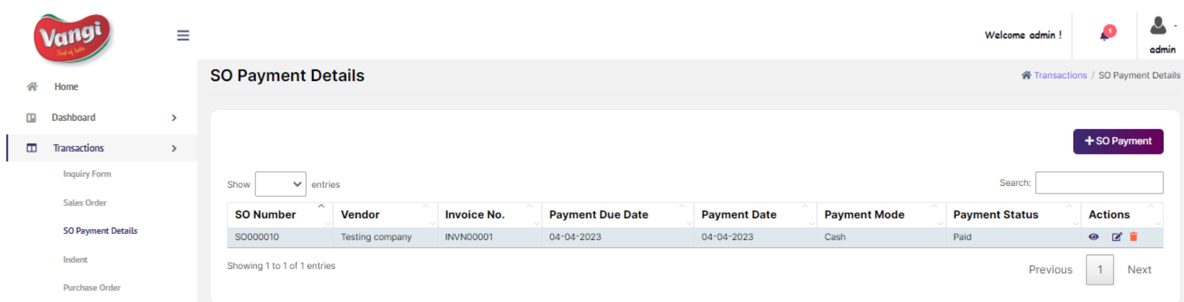


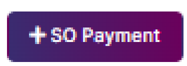
Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the "Update" button to save the changes.
Step 13: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 14: If you want to preview the data, click the "Back to List" Button next to the save button.

6.3. SO Payment Details

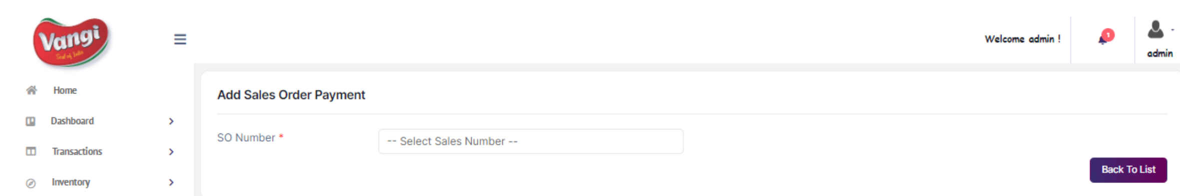
6.3.1. How to Add SO Payment Details

Step 1: First 'Log in' to the application.
Step 2: "Transactions" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Transactions" icon, a sub-menu will be visible. Select "SO Payment Details" from that sub-menu.
Step 4: You will be redirected to the main page of the SO Payment Details.

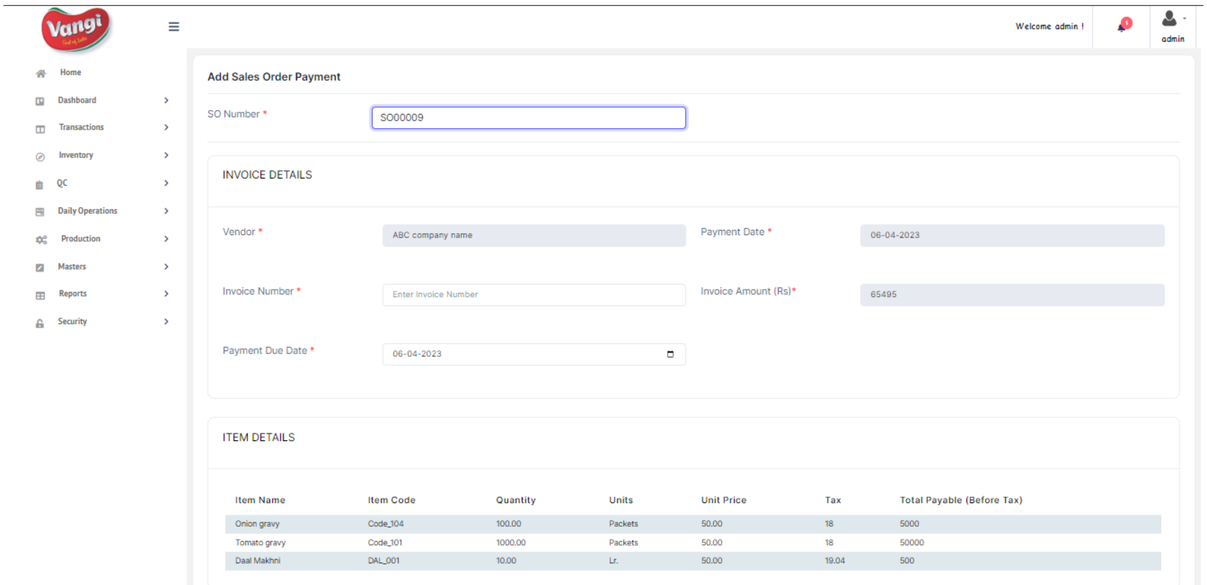


Step 5: To add the so payment, click on the 

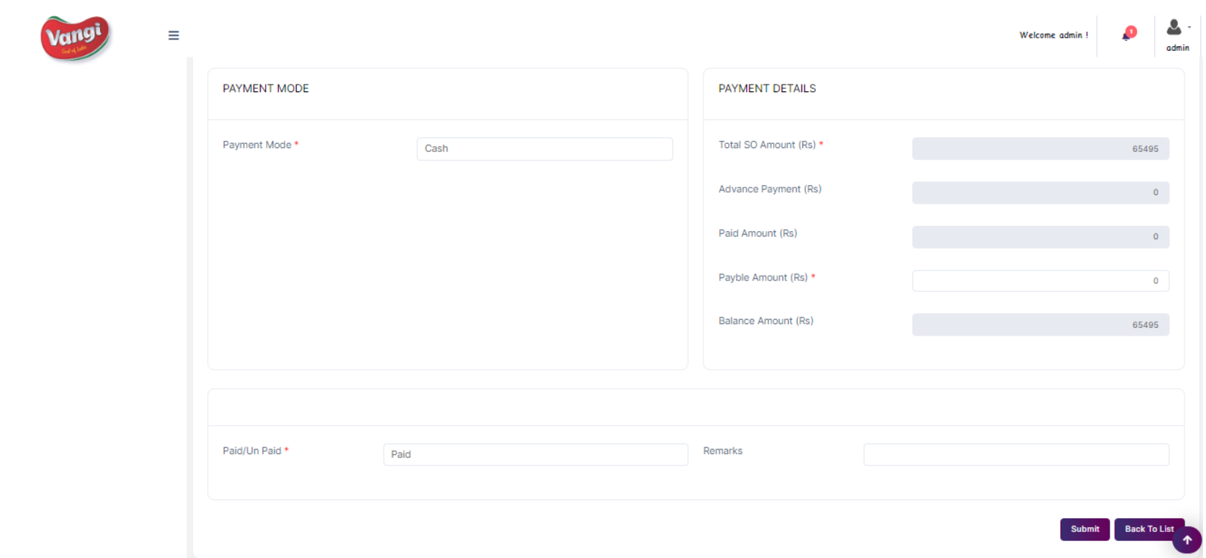
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Sales Order Payment page.



Step 7: First, select the SO Number from the "SO Number" dropdown menu.



Step 8: In, the Invoice Details section, “Vendor”, “Payment Date” and “Invoice Amount (RS)” will be generated by default.
Step 8: Enter the number of the invoice in the “Invoice Number” text box.
Step 9: Then, select the due date of payment from the “Payment Due Date” date picker.
Step 10: “Item Details” will be generated by default.

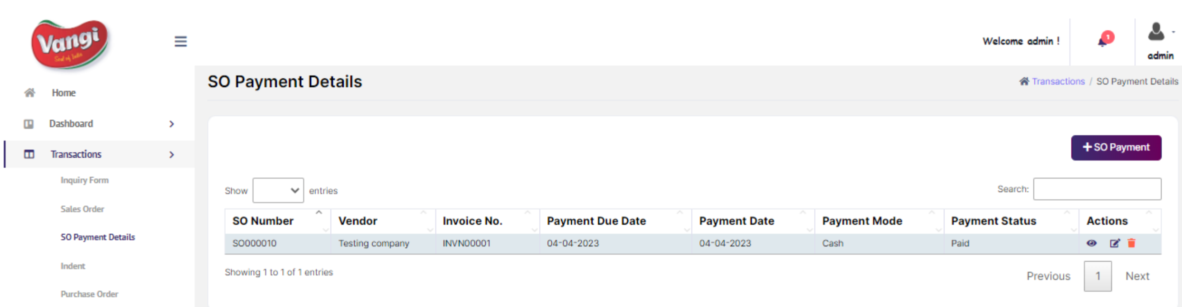


Step 11: Select the mode of payment from the “Payment Mode” dropdown menu.
Step 12: If the selected mode is “Cash” then move to Step no:19

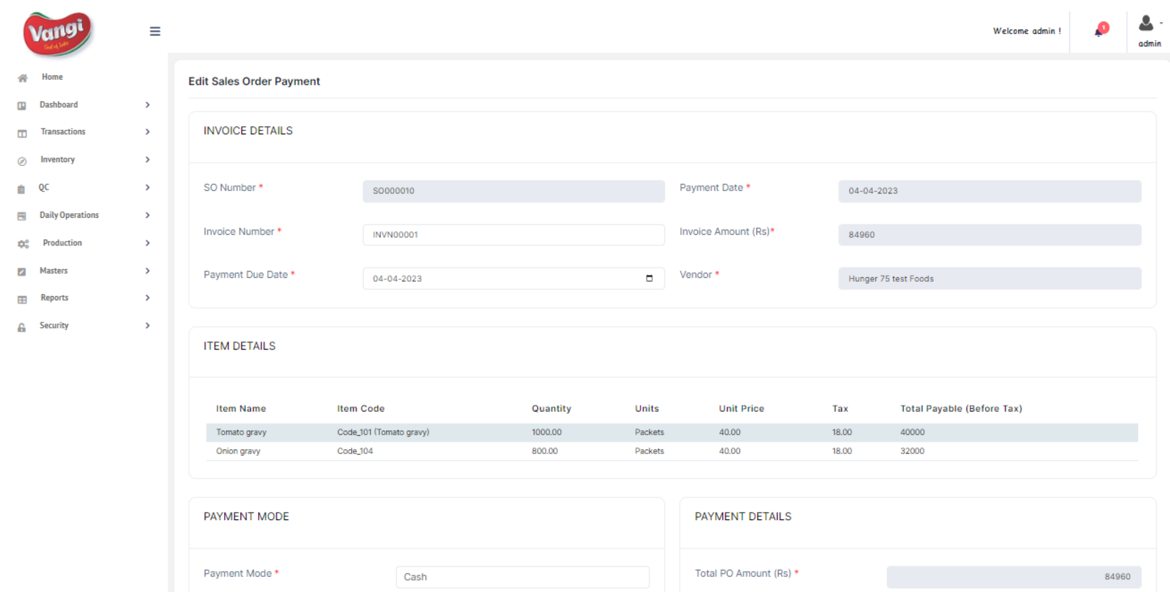
Step 13: If the Selected mode is “Cheque” then fill in the “Bank Name, Branch Name and Cheque Number”.
Step 14: If the Selected mode is “Online” then fill in the “Bank Name, Branch Name and Account Number”.
Step 15: If the Selected mode is “RTGS/NEFT” then fill in the “Bank Name, Branch Name, Account Number, RTGS/NEFT IFSC Code and UTR No”.
Step 16: Type the payable amount in the “Payable amount” text box.
Step 17: Select whether the amount is paid or not by selecting it from the “Paid/Unpaid” dropdown menu.
Step 18: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 19:To save the data click on the “Save” button, at the bottom of the page.
Step 20: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 21: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.3.2. How to View, Edit or Delete SO Payment Details

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “SO Payment Details” from that sub-menu.
Step 4: You will be redirected to the main page of the SO Payment Details.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.

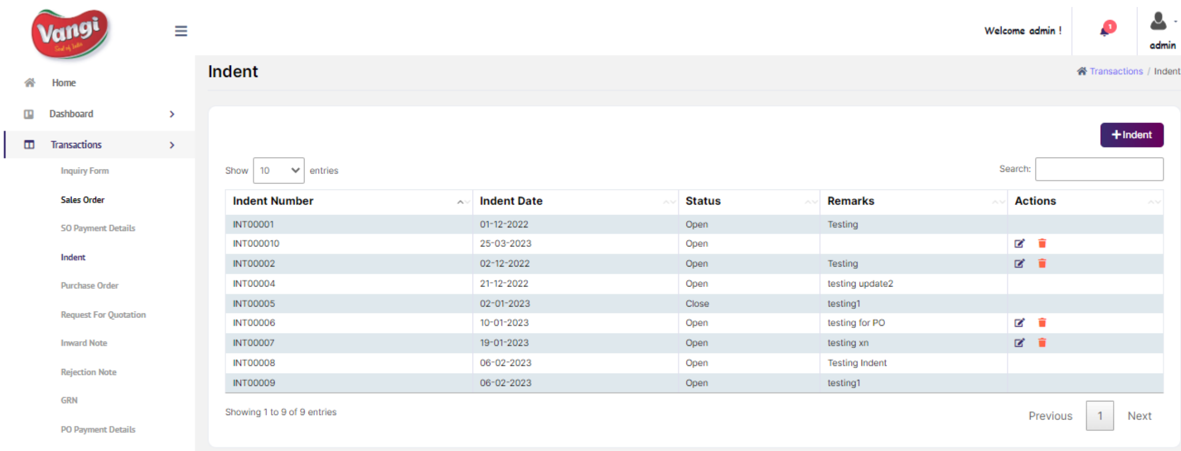


Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the “Update” button to save the changes.
Step 13: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 14: If you want to preview the data, click the “Back to List” Button next to the save button.

6.4. Indent

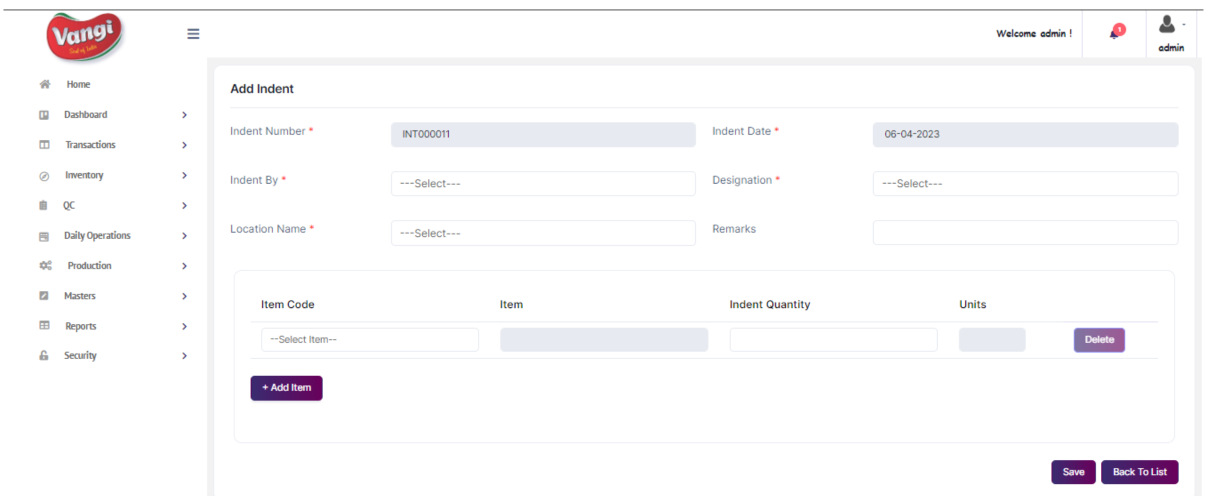
6.4.1. How to Add Indent

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Indent” from that sub-menu.
Step 4: You will be redirected to the main page of the Indent.



Step 5: To add the indent, click on the 

present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Indent page.

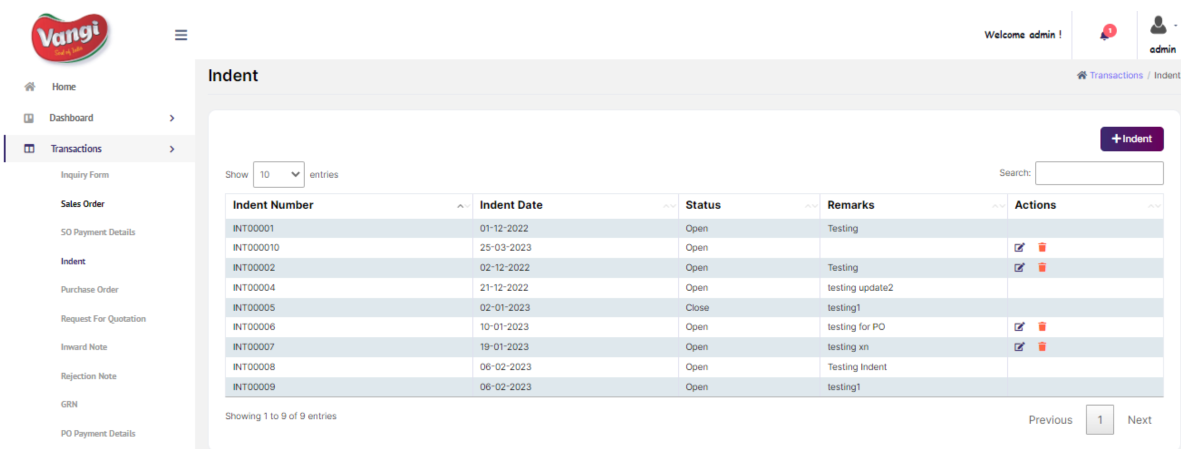


Step 7: First Indent Number will be generated by default.
Step 8: Indent Date will be the current date.
Step 9: Select the mode of indent from the “Indent By” dropdown menu.
Step 10: Now, select the designation from the “Designation” dropdown menu.
Step 11: Select the name of the location from the “Location Name” dropdown menu.
Step 12: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 13: The user can order the Items by Adding Items by clicking on “Add Item” and you can add more Items by clicking on “Add Item”. And the User can Delete the added item by clicking on the “Delete” Button.
Step 14: To save the data click on the “Save” button, at the bottom of the page.

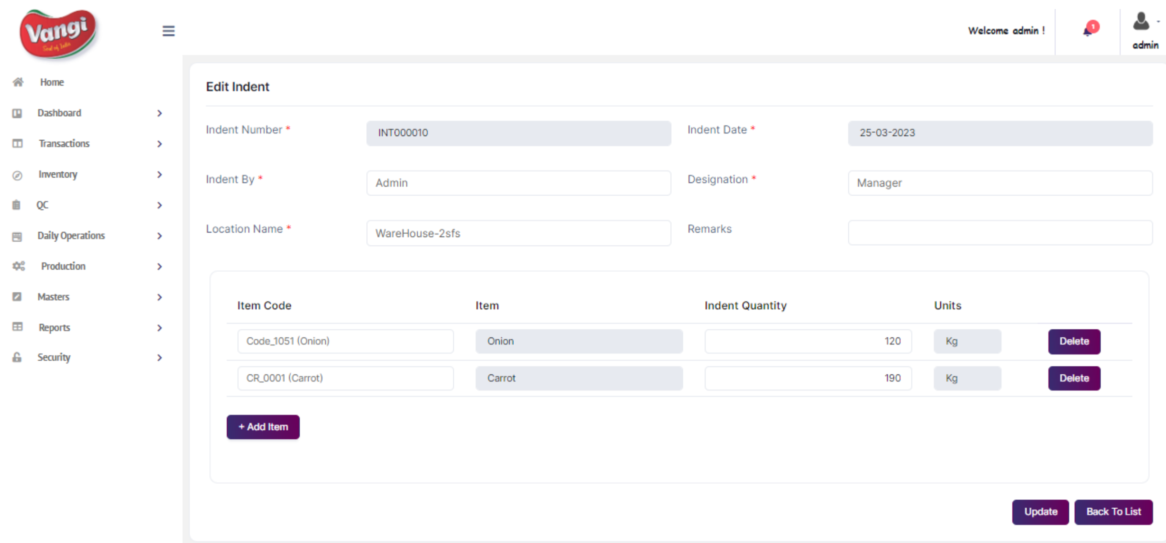
Step 15: If you want to preview the data, click on the “Back to List” Button next to the save button.
Step 16: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.4.2. How to Edit or Delete Indent

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Indent” from that sub-menu.
Step 4: You will be redirected to the main page of the Indent.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

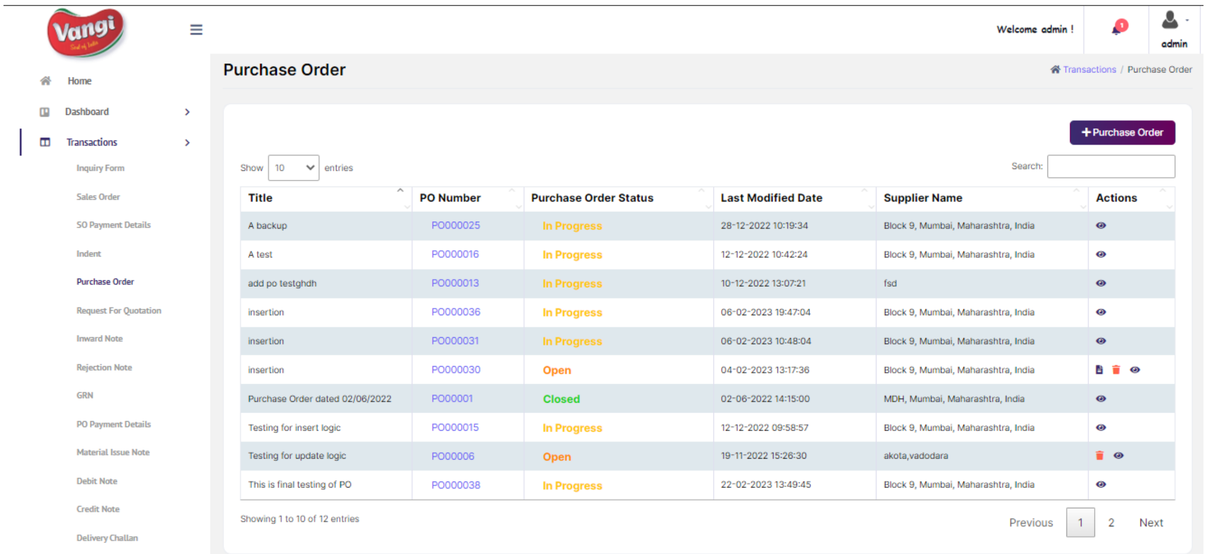


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

6.5. Purchase Order

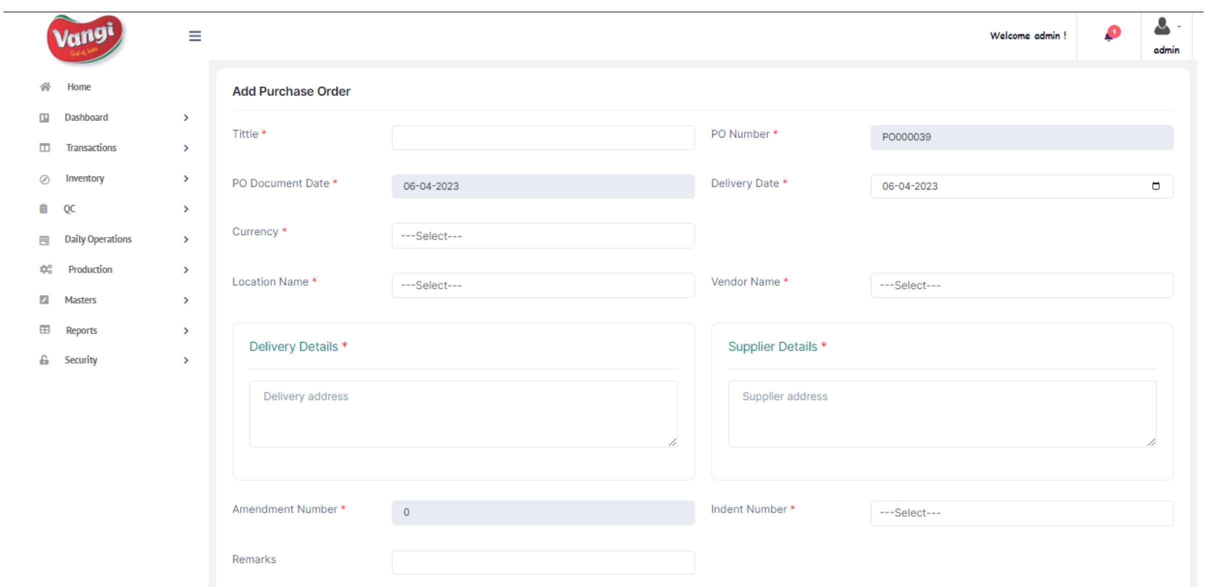
6.5.1. How to Add Purchase Order

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Purchase Order” from that sub-menu.
Step 4: You will be redirected to the main page of the Purchase Order.



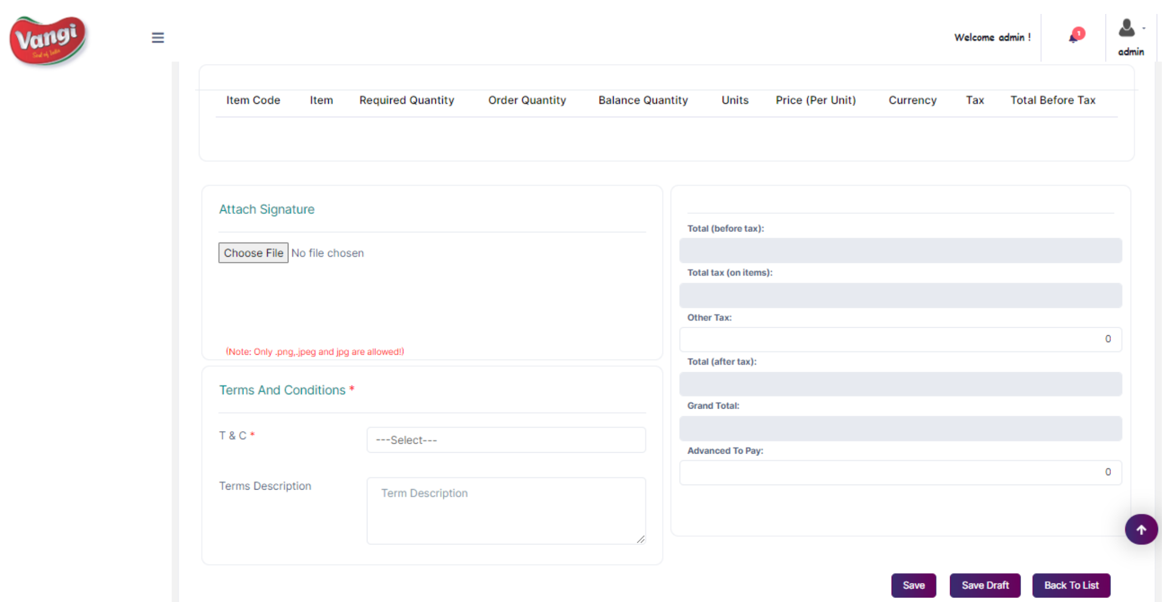
Title	PO Number	Purchase Order Status	Last Modified Date	Supplier Name
A backup	PO000025	In Progress	28-12-2022 10:19:34	Block 9, Mumbai, Maharashtra, India
A test	PO000016	In Progress	12-12-2022 10:42:24	Block 9, Mumbai, Maharashtra, India
add po testghdh	PO000013	In Progress	10-12-2022 13:07:21	fsd
insertion	PO000036	In Progress	06-02-2023 19:47:04	Block 9, Mumbai, Maharashtra, India
insertion	PO000031	In Progress	06-02-2023 10:48:04	Block 9, Mumbai, Maharashtra, India
insertion	PO000030	Open	04-02-2023 13:17:36	Block 9, Mumbai, Maharashtra, India
Purchase Order dated 02/06/2022	PO00001	Closed	02-06-2022 14:15:00	MDH, Mumbai, Maharashtra, India
Testing for insert logic	PO000015	In Progress	12-12-2022 09:58:57	Block 9, Mumbai, Maharashtra, India
Testing for update logic	PO00006	Open	19-11-2022 15:26:30	akota,vadodara
This is final testing of PO	PO000038	In Progress	22-02-2023 13:49:45	Block 9, Mumbai, Maharashtra, India

Step 5: To add the purchase order, click on the **+ Purchase Order** present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Purchase Order page.



Step 7: First, add the title in the “Title” text box.
Step 8: The PO Number will be generated by default.
Step 9: The PO Document Date will be the current date.
Step 10: Select the delivery date from the “Delivery Date” date picker.

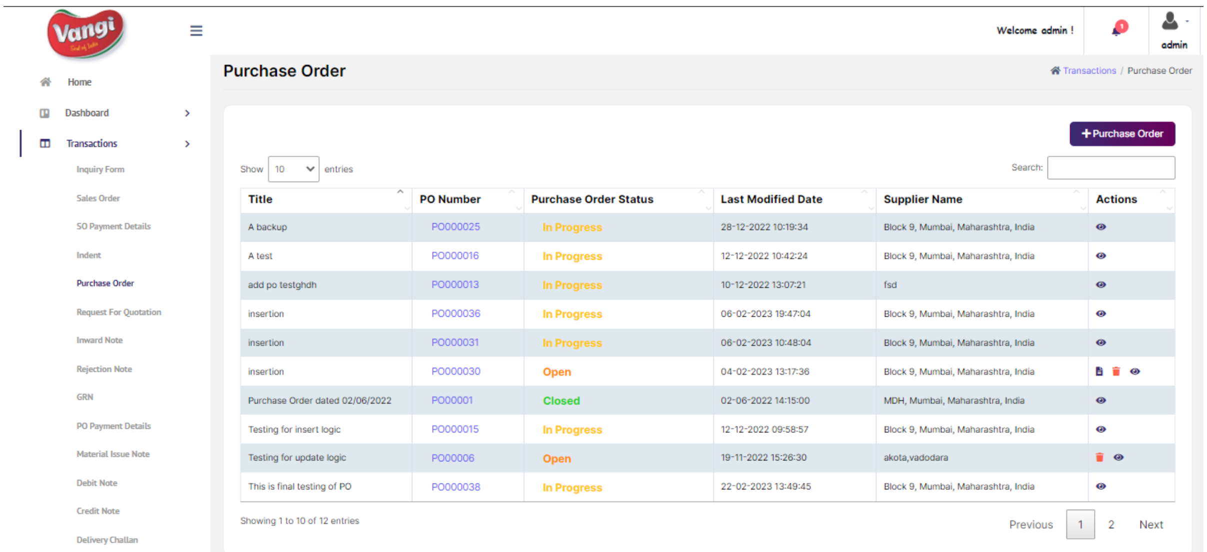
Step 11: Select the type of currency from the "Currency" dropdown menu.
Step 12: Select the name of the location from the "Location Name" dropdown menu.
Step 13: Now, select the name of the vendor from the "Vendor Name" dropdown menu.
Step 14: By selecting the location, delivery details will be generated by default.
Step 15: And also by selecting the vendor name, supplier details will be generated by default.
Step 16: Amendment Number will be generated by default.
Step 17: Select the Indent Number from the "Indent Number" dropdown menu.
Step 18: The user can be able to Provide Remarks by typing into the "Remarks" textbox.



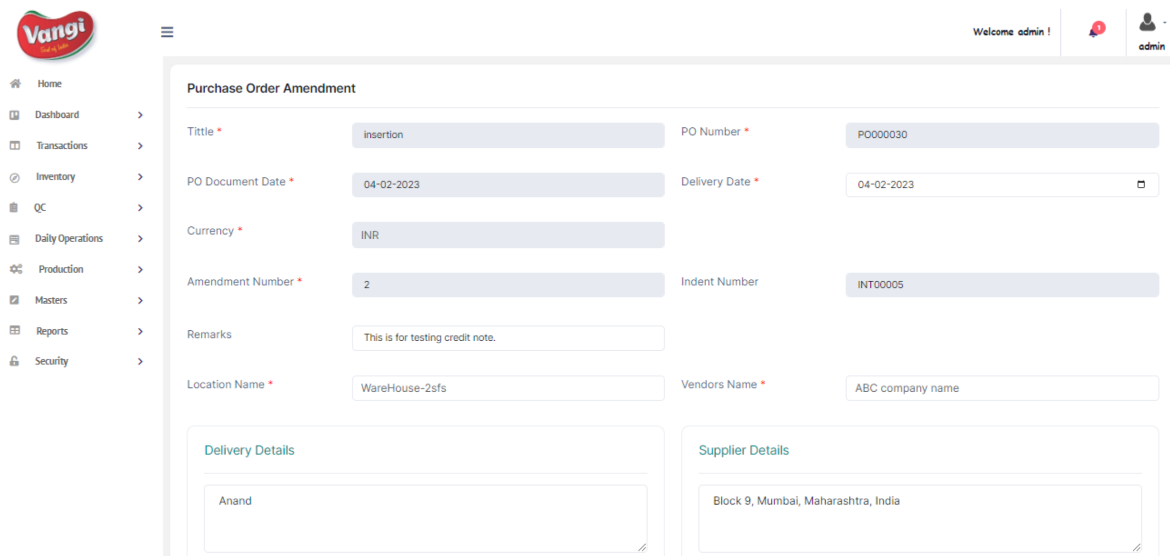
Step 19: Ordered Items will be generated by default.
Step 20: The user can Attach a Signature by clicking on "Choose File" and "Attach Signature".
Step 21: Select the terms and conditions from the "T&C' dropdown menu.
Step 22: Type the description of the terms in the "Terms Description" textbox.
Step 23: The user can even pay in advance by typing the amount in the "Advanced to Pay" text box.
Step 24: To save the data click on the "Save" button, at the bottom of the page.
Step 25: When you want to make changes in the PO, you can go through the save as draft option.
Step 26: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".
Step 27: If you want to preview the data, click on the "Back to List" Button next to the save button.

6.5.2. How to View, Edit or Delete Purchase Order

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Purchase Order” from that sub-menu.
Step 4: You will be redirected to the main page of the Purchase Order.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.

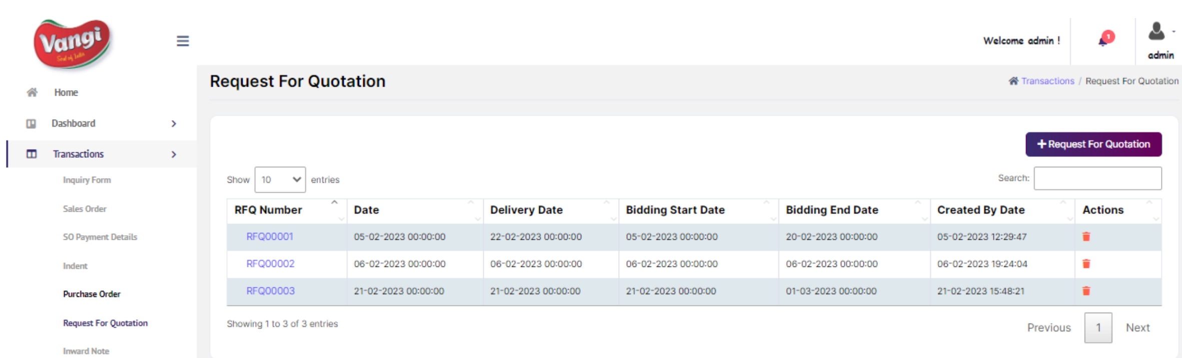


Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the “Update” button to save the changes.
Step 13: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 14: If you want to preview the data, click the “Back to List” Button next to the save button.

6.6. Request For Quotation

6.6.1. How to Add Request For Quotation

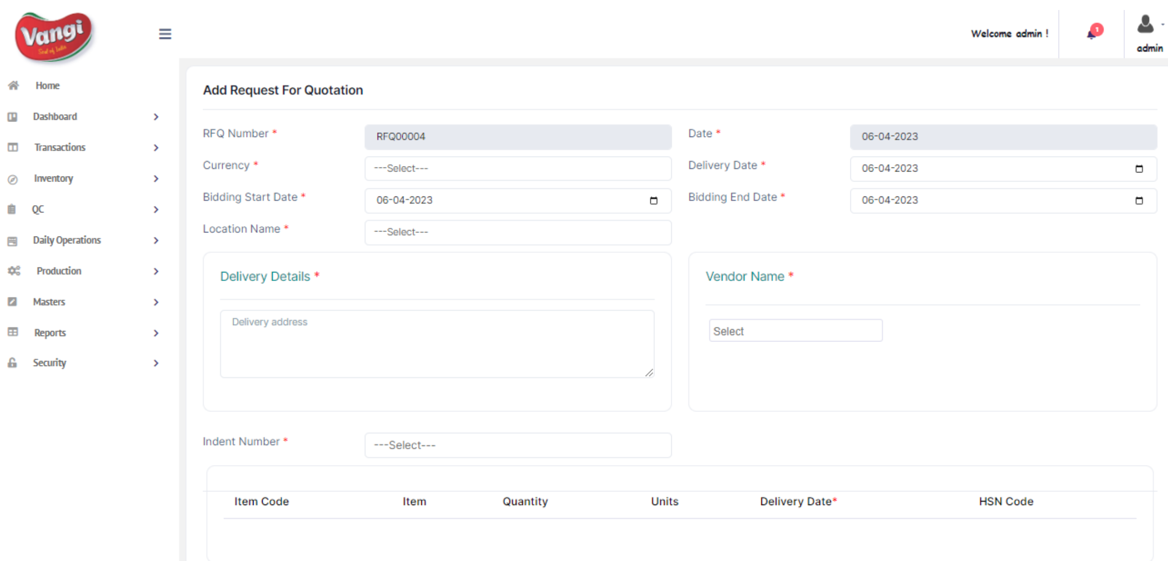
Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Request For Quotation” from that sub-menu.
Step 4: You will be redirected to the main page of the Request For Quotation.



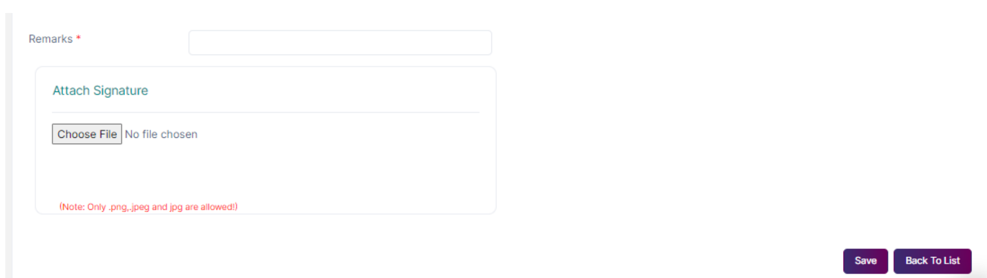
Step 5: To add the request for quotation, click on the 

present on the top-right corner of the request for quotation page.

Step 6: The user will be redirected to the Add Request For Quotation page.



Step 7: First RFQ Number will be generated by default.
Step 8: The date will be default set as the current date.
Step 9: Select currency type from the "Currency" drop-down menu.
Step 10: Now, select the date of delivery from the date picker.
Step 11: Select the bidding start date from the date picker.
Step 12: Select the bidding end date from the date picker.
Step 13: Now, select the location from the "Location Name" drop-down menu.
Step 14: By selecting the location, delivery details will be filled in by default.
Step 15: Select the name of the vendor from the "Vendor Name" drop-down menu.
Step 16: Now select the indent number from the "Indent Number" dropdown menu.

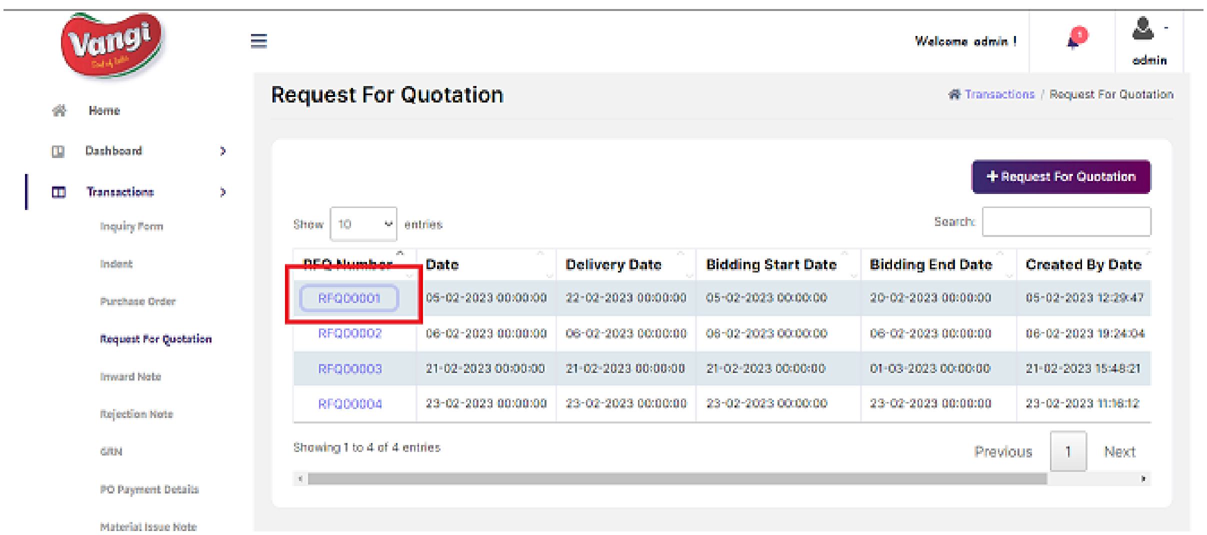


Step 17: The user can Attach a signature by clicking on "Choose File" and "Attach File".

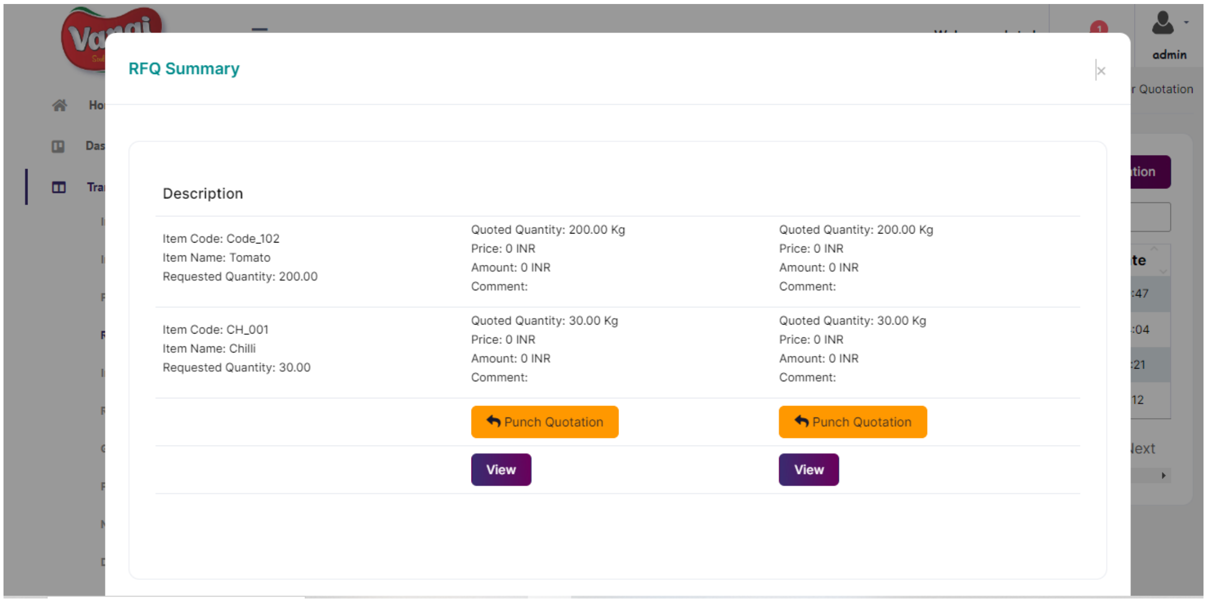
Step 18: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 19: To save the data click on the "Save" button, at the bottom of the page.
Step 20: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 21: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.6.2. How to View RFQ Summary

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "Request For Quotation" from that sub-menu.
Step 4: You will be redirected to the main page of the Request for Quotation.
Step 5: Click on the "RFQ Number" to view the summary.

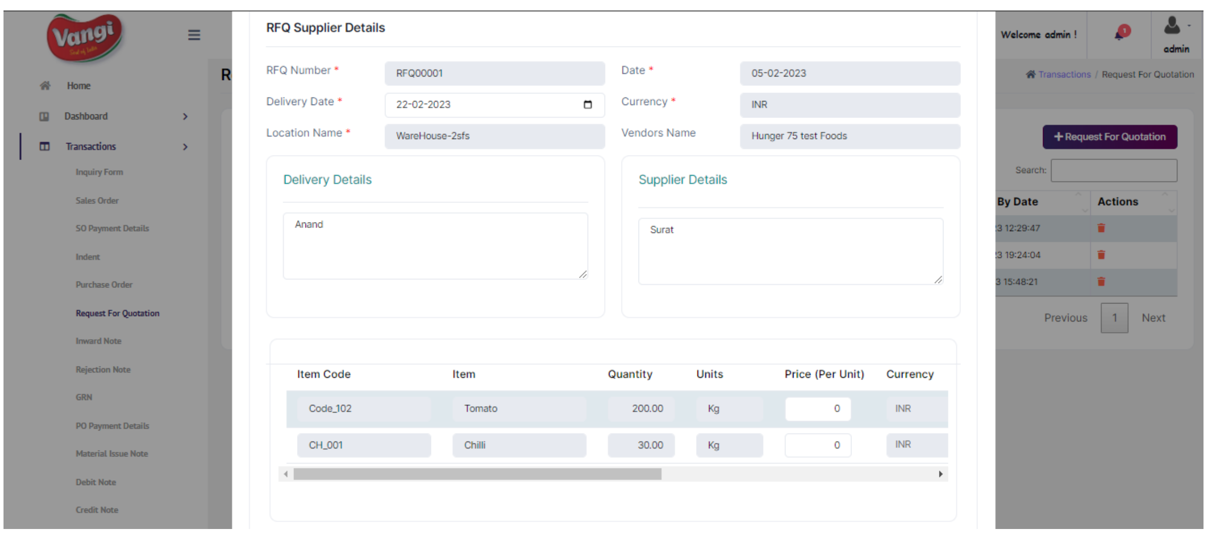


Step 6: After clicking on the "RFQ Number" user will be directed to the RFQ Summary popup.

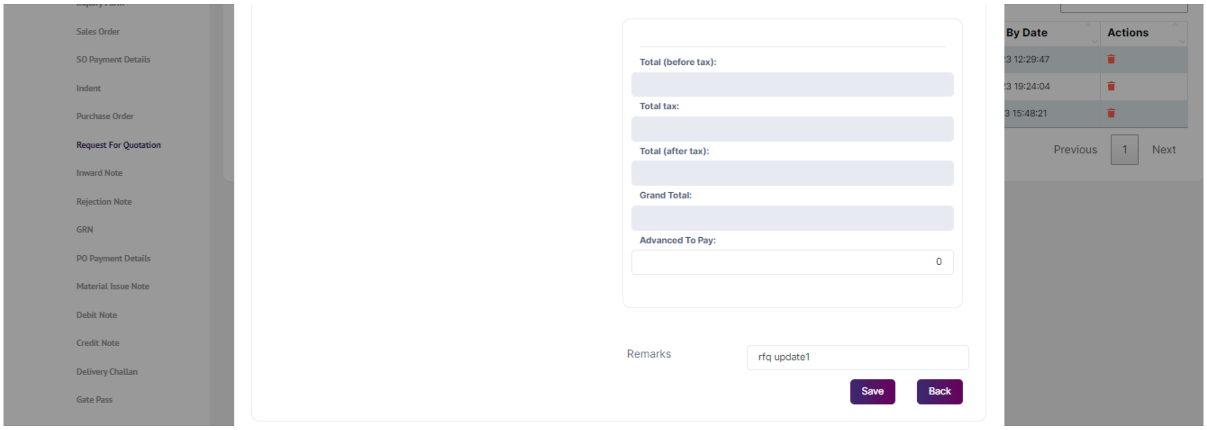


Punch Quotation

Step 7: By clicking on the "Punch Quotation" button, the user will be redirected to the RFQ Supplier Details page.



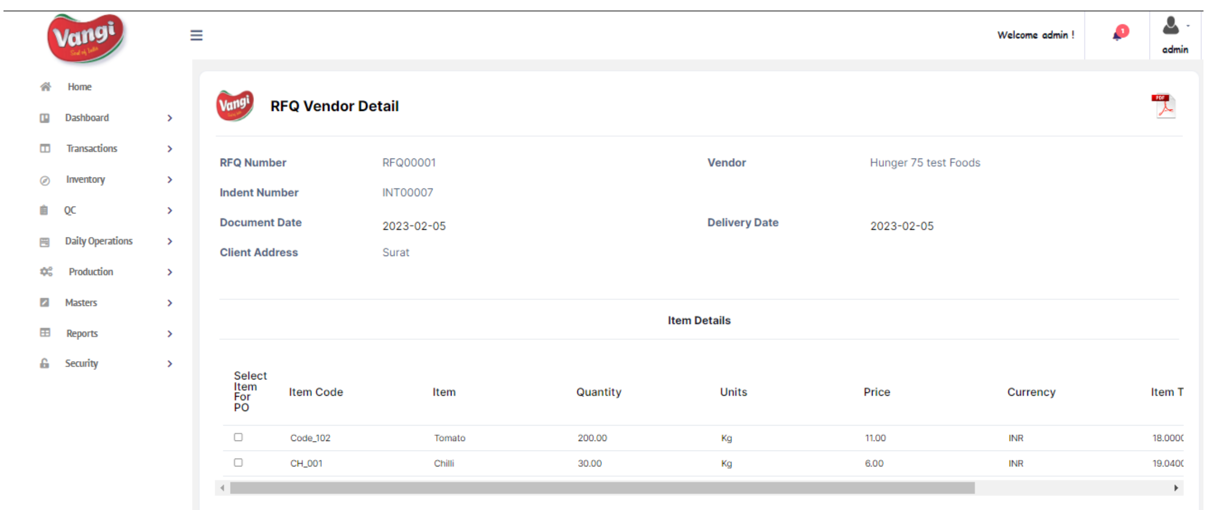
Step 8: "RFQ Number, Date, Currency, Location Name, Vendor Name, Delivery Details, Supplier Details and Item Details" will be filled by default.



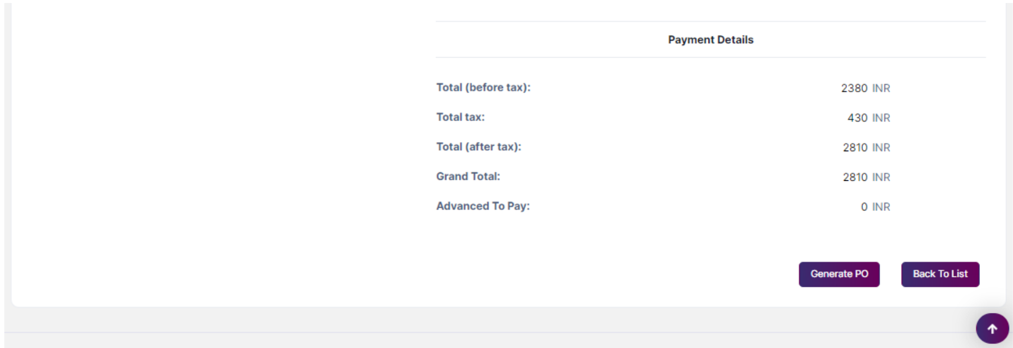
Step 9: Select the delivery date from the "Delivery Date" date picker.
Step 10: The user can even pay in advance by writing the amount in the "Advanced to Pay" text box.
Step 11: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 12: To save the data click on the "Save" button, at the bottom of the page.

RFQ Vendor Detail

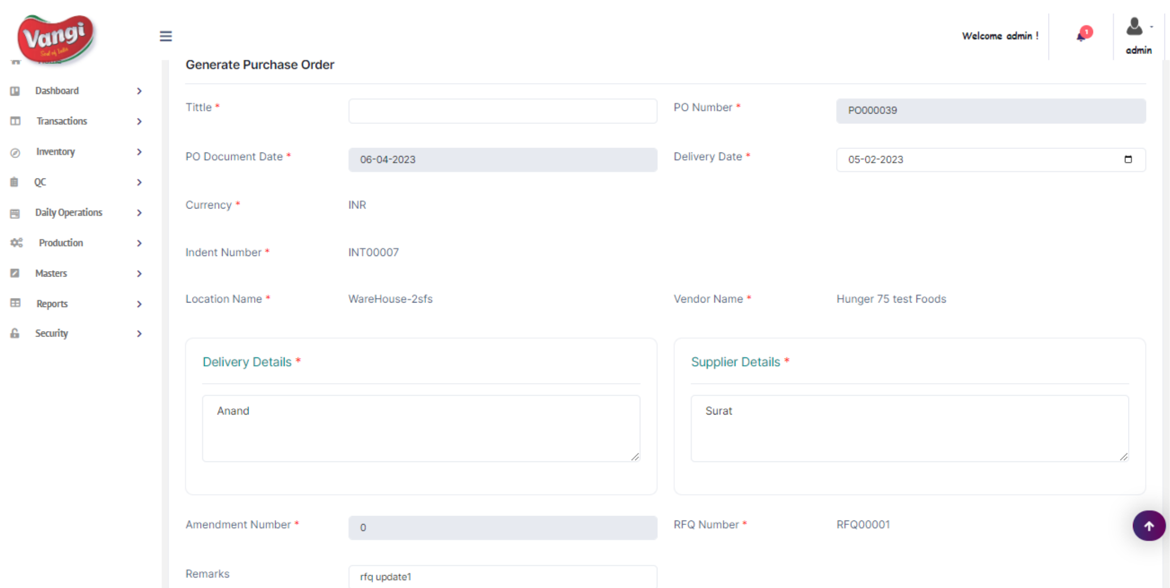
Step 7: By clicking on the "View Button", the user will be redirected to the "RFQ Vendor Detail" page on the new tab.



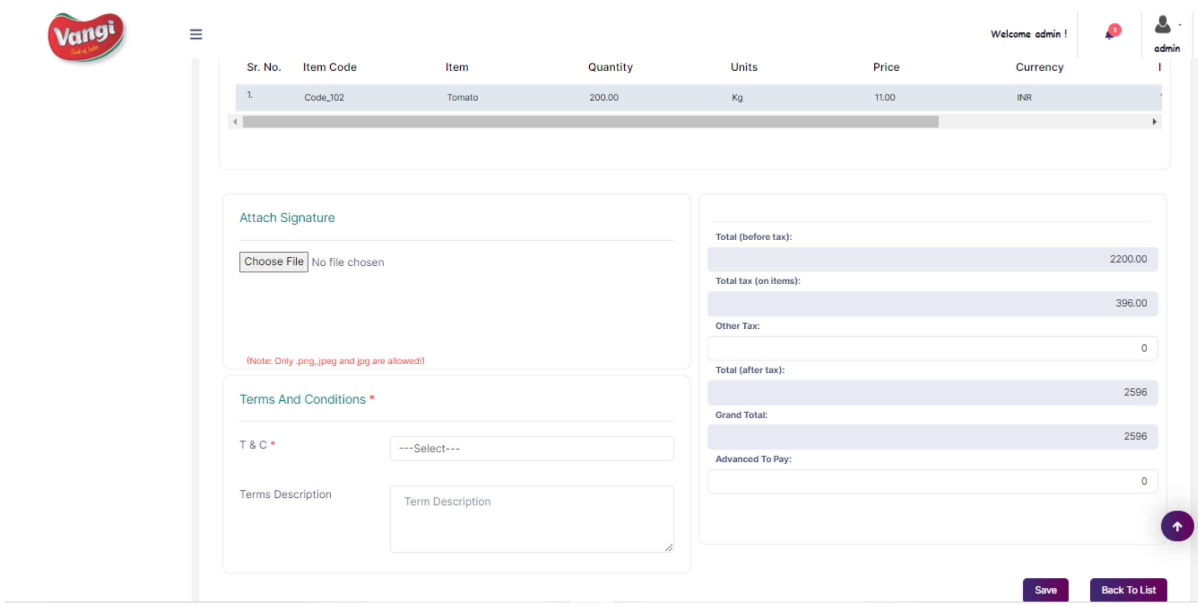
Step 8: All the details of the vendor will be displayed on the screen.
Step 9: The user can also view the payment details.
Step 10: To generate PO click on the "Generate PO" button.



Step 11: By clicking on the “Generate PO” button, the user will be redirected to the “Generate Purchase Order” page.
Step 12: If you want to preview the data, click the “Back to List” Button next to the save button.



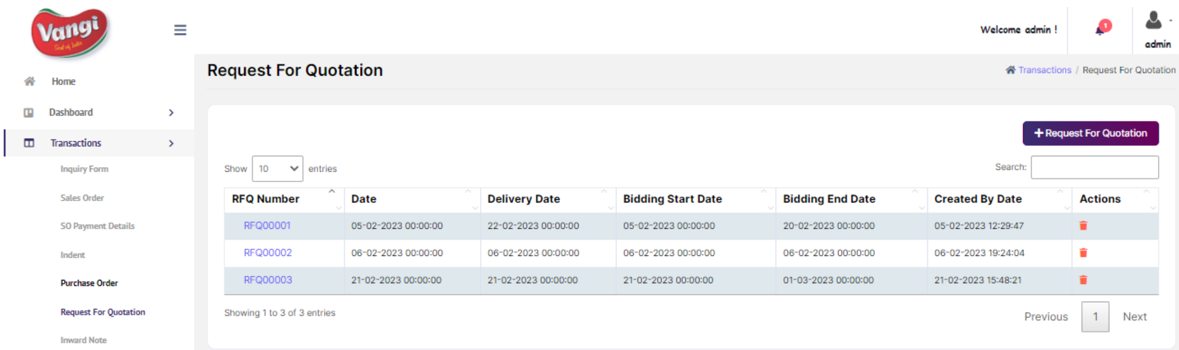
Step 13: First enter the title in the “Title” text box.
Step 14: Select the delivery date from the “Delivery Date” date picker.
Step 15: All the other fields i.e. “PO Number, PO Document Date, Currency, Indent Number, Location Name, Vendor Name, Delivery Details, Supplier Details, Amendment Number, RFQ Number, Item Details and Tax Details” will be filled by default.



Step 16: The user has to attach the Signature by clicking on the "Attach File" Button.
Step 17: In the "Terms and Conditions" section, first select the "T&C" from the dropdown menu and then enter the description of the term in the "Terms Description" text box.
Step 18: The user can even pay in advance by writing the amount in the "Advanced to Pay" text box.
Step 19: To save the data click on the "Save" button, at the bottom of the page.
Step 20: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 21: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.6.3. How to Delete the Request For Quotation

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "Request For Quotation" from that sub-menu.
Step 4: You will be redirected to the main page of the Request for Quotation.

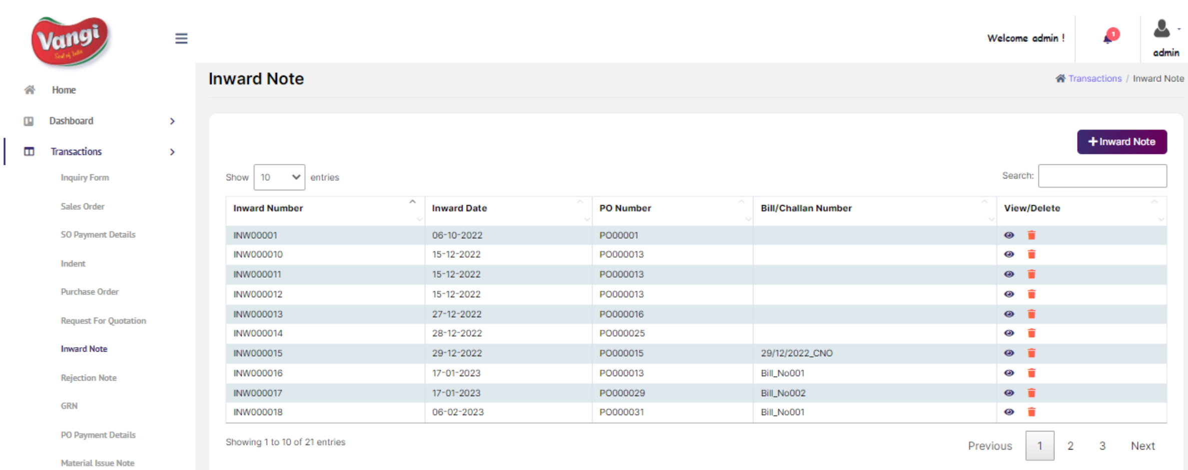


Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

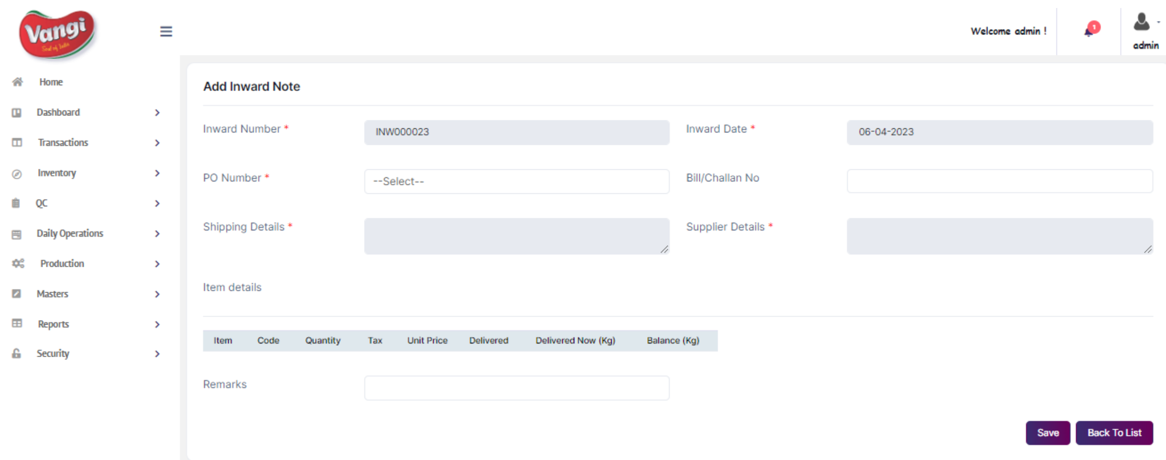
6.7. Inward Note

6.7.1. How to Add Inward Note

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Inward Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Inward Note.



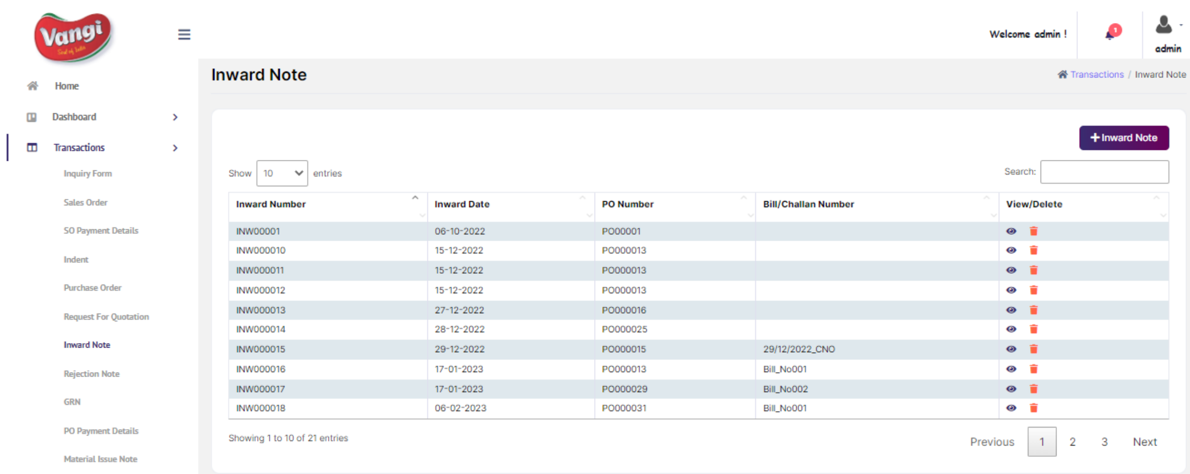
Step 5: To add the inward note, click on the + Inward Note present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Inward Note page.



Step 7: First Inward Number will be generated by default.
Step 8: Inward date will be the current date.
Step 9: Select the PO number from the "PO Number" dropdown menu.
Step 10: Now, type the bill number or challan number in the "Bill/Challan No" text box.
Step 11: Give all the details about shipping in the "Shipping Details" text box.
Step 12: Supplier Details will be generated by default when you select the PO number.
Step 13: Item details will be generated by default.
Step 14: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 15: To save the data click on the "Save" button, at the bottom of the page.
Step 16: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 17: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.7.2. How to View or Delete Inward Note

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "Inward Note" from that sub-menu.
Step 4: You will be redirected to the main page of the Inward Note.

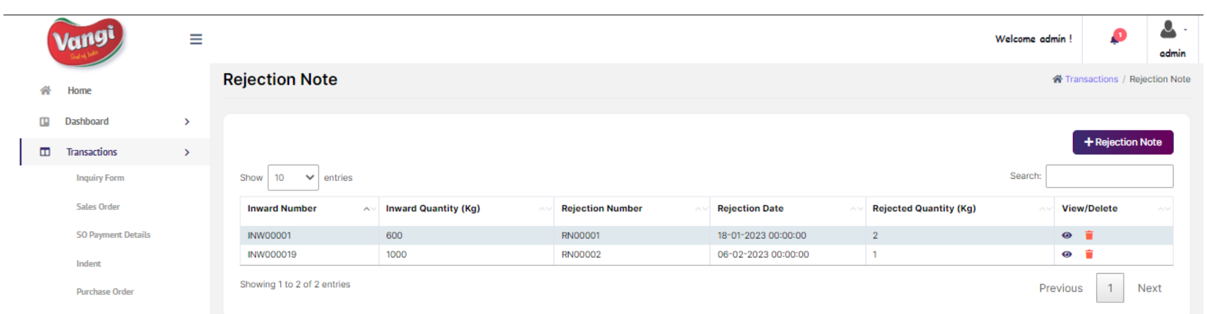


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

6.8. Rejection Note

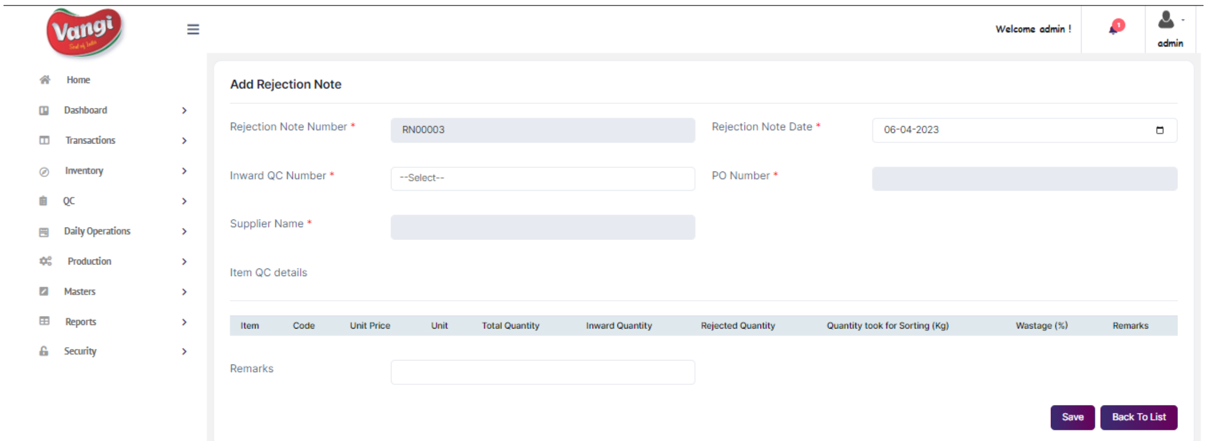
6.8.1. How to Add Rejection Note

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Rejection Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Rejection Note.



Step 5: To add the Rejection Note, click on the 

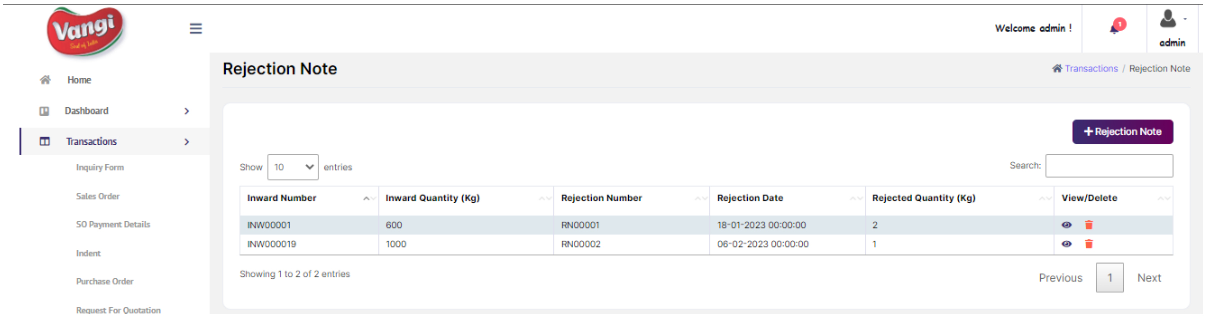
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Rejection Note page.



Step 7: Rejection Note Number will be generated by default.
Step 8: Select the rejection note date from the “Rejection Note Date” date picker.
Step 9: Now select the Inward QC number from the “Inward QC Number” dropdown menu.
Step 10: After selecting the Inward QC Number, fields like “PO Number, Supplier Name and Item QC Number” will be generated automatically.
Step 11: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 12: To save the data click on the “Save” button, at the bottom of the page.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button0764
Step 14: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.8.2. How to View or Delete Rejection Note

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Rejection Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Rejection Note.

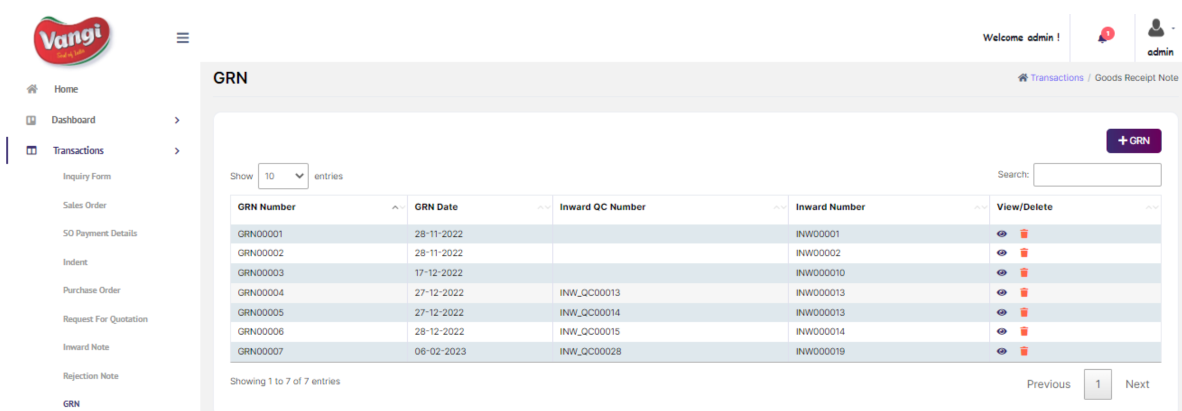


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

6.9. GRN

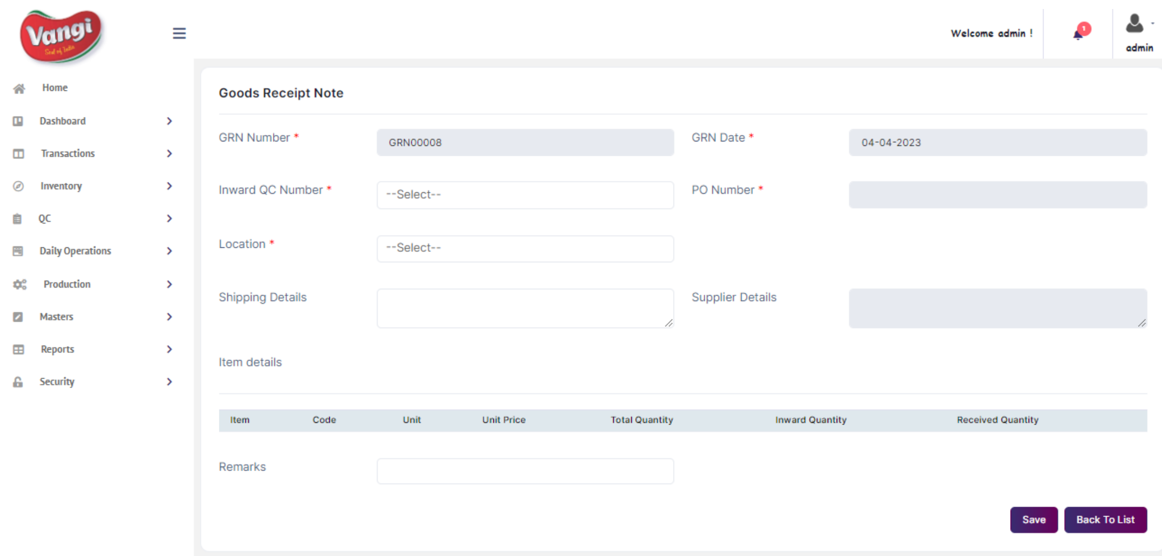
6.9.1. How to Add GRN

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “GRN” from that sub-menu.
Step 4: You will be redirected to the main page of the GRN.



Step 5: To add the GRN, click on the 

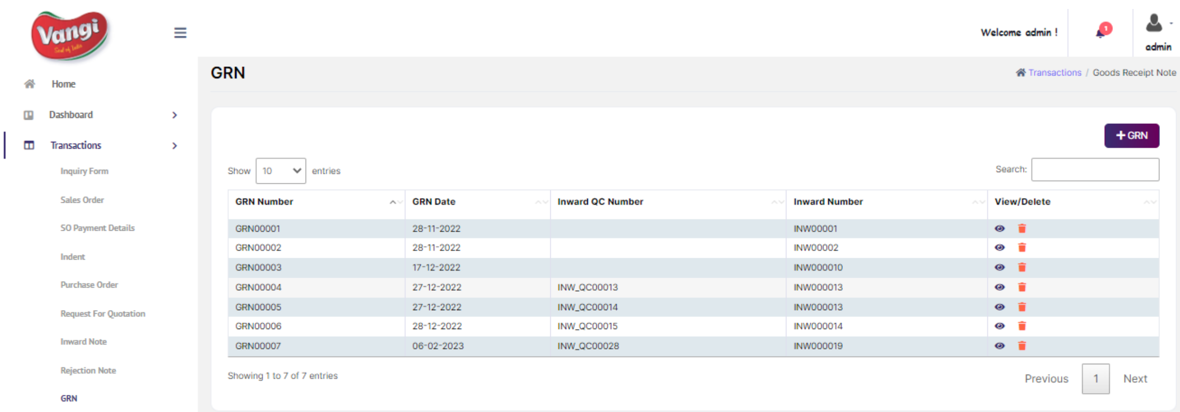
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add GRN page.



Step 7: First GRN Number will be generated by default.
Step 8: GRN date will be the current date.
Step 9: Select the Inward QC number from the “Inward QC Number” dropdown menu.
Step 10: The PO Number will be generated by default.
Step 11: Select the location from the “Location” dropdown menu.
Step 12: Give all the shipping details by typing them in the “Shipping Details” text box.
Step 13: Supplier Details will be generated by default.
Step 14: Item Details will also be generated by default.
Step 15: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.9.2. How to View or Delete GRN

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “GRN” from that sub-menu.
Step 4: You will be redirected to the main page of the GRN.

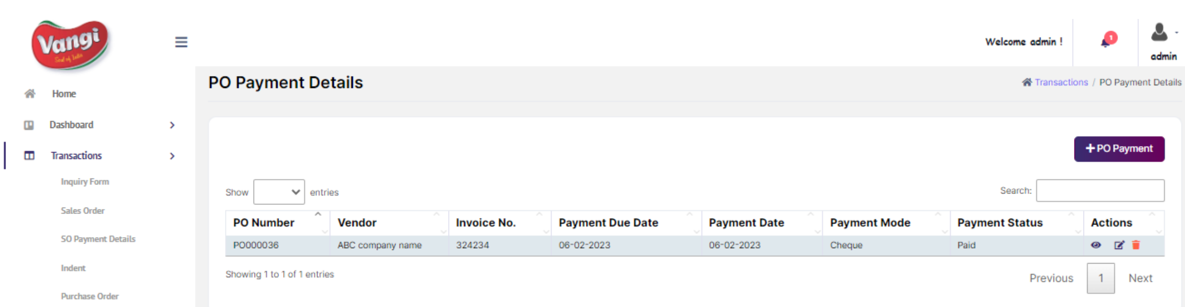


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

6.10. PO Payment Details

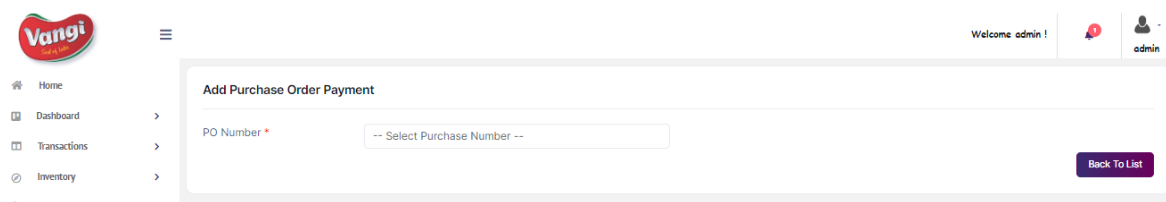
6.10.1. How to Add PO Payment Details

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “PO Payment Details” from that sub-menu.
Step 4: You will be redirected to the main page of the PO Payment Details.

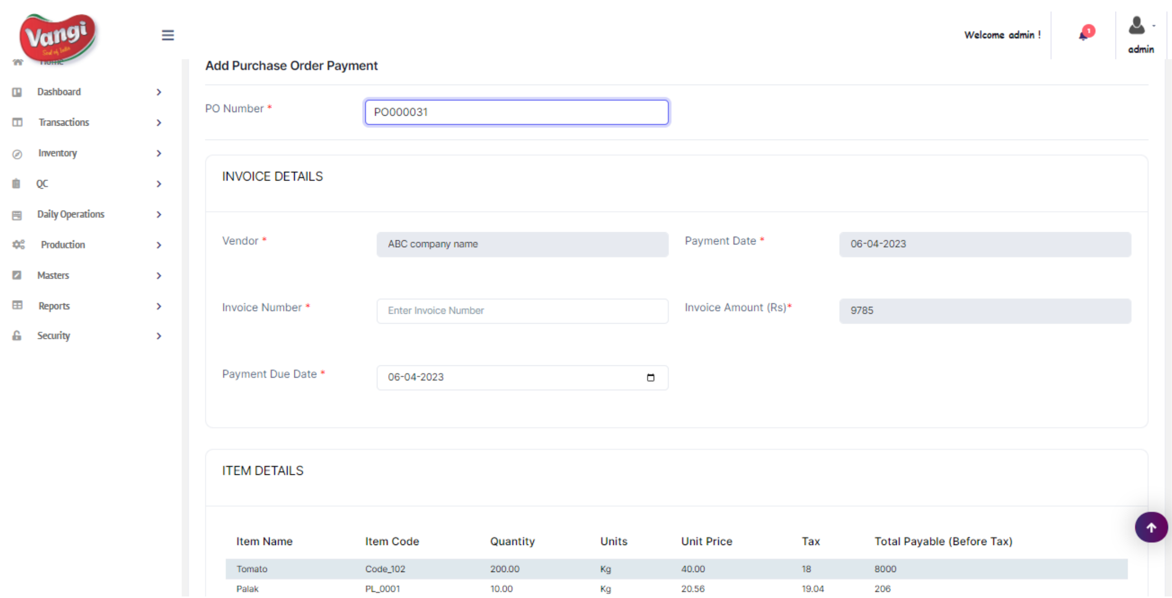


Step 5: To add the PO Payment, click on the 

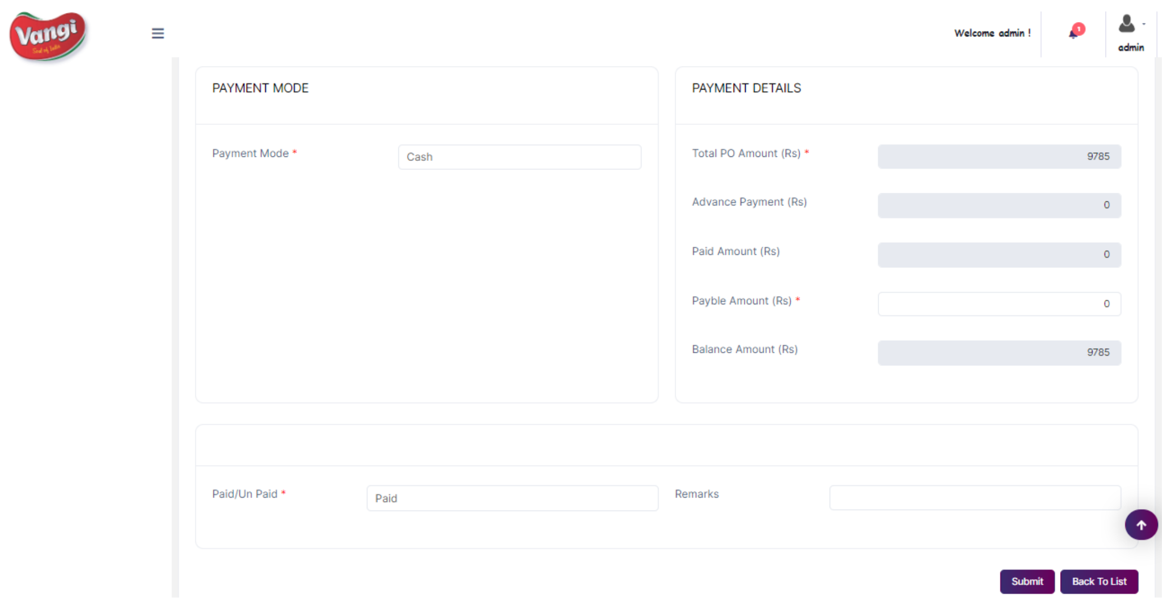
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add PO Payment Details page.



Step 7: The user has to Select the PO Number by clicking on the “PO Number” Dropdown.
Step 8: The User is redirected to the Invoice Details.



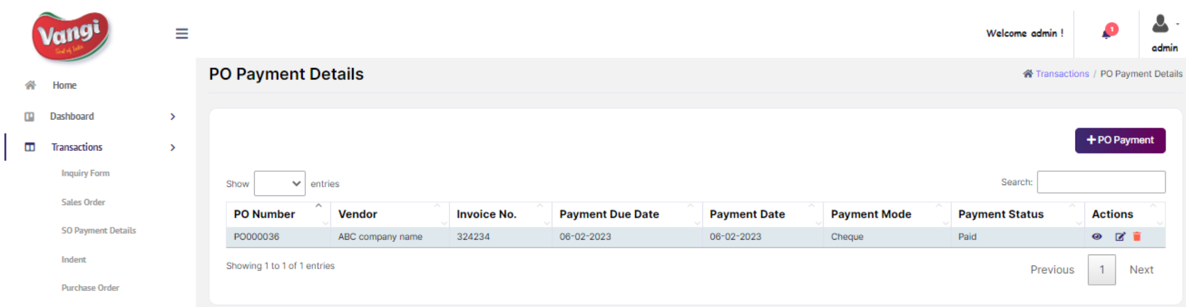
Step 9: Vendor will be generated by default.
Step 10: The payment date will be the current date.
Step 11: Type the invoice number in the “Invoice Number” text box.
Step 12: Invoice Amount will be generated by default.
Step 13: Select the Payment Due date from the “Payment Due Date” date picker.
Step 14: Item Details will be generated by default.



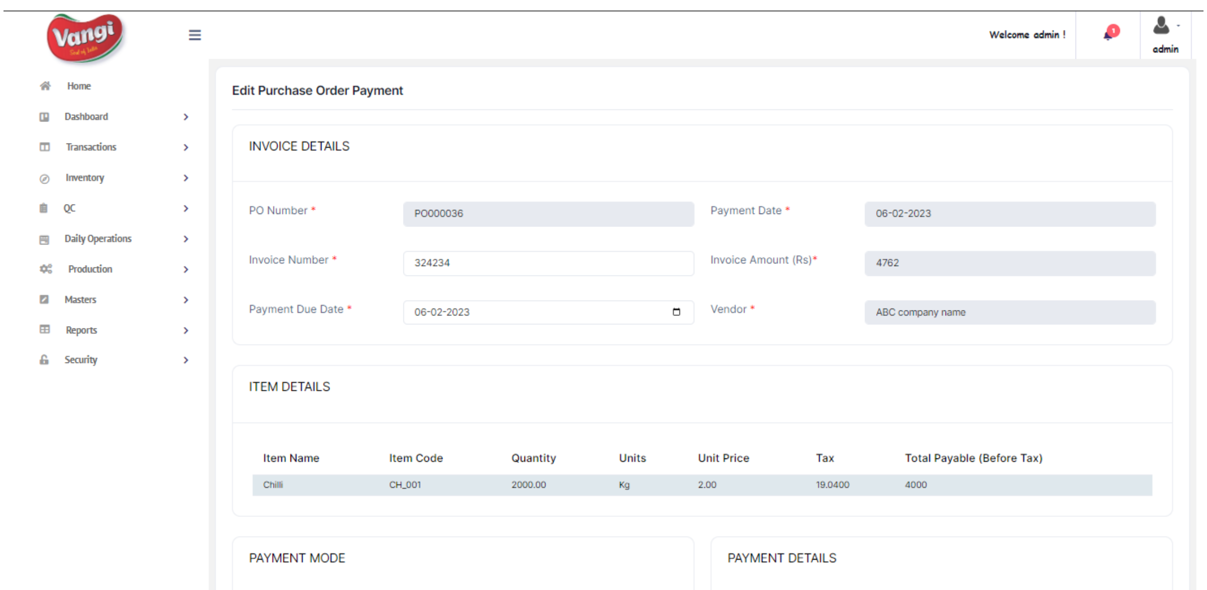
Step 15: Select the mode of payment from the "Payment Mode" dropdown menu.
Step 16: If the selected mode is "Cash" then move to Step no:19
Step 17: If the Selected mode is "Cheque" then fill in the "Bank Name, Branch Name and Cheque Number".
Step 18: If the Selected mode is "Online" then fill in the "Bank Name, Branch Name and Account Number".
Step 19: If the Selected mode is "RTGS/NEFT" then fill in the "Bank Name, Branch Name, Account Number, RTGS/NEFT IFSC Code and UTR No".
Step 20: Type the payable amount in the "Payable amount" text box.
Step 21: Select whether the amount is paid or not by selecting it from the "Paid/Unpaid" dropdown menu.
Step 22: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 23:To save the data click on the "Save" button, at the bottom of the page.
Step 24: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 25: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.10.2. How to View, Edit or Delete PO Payment Details

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "PO Payment Details" from that sub-menu.
Step 4: You will be redirected to the main page of the PO Payment Details.



Step 5: Users can View the Data by clicking on the "View" Button.
Step 6: To delete the data, click on the "Delete Icon".
Step 7: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure you want to delete?".
Step 8: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 10: You will be redirected to the following screen.

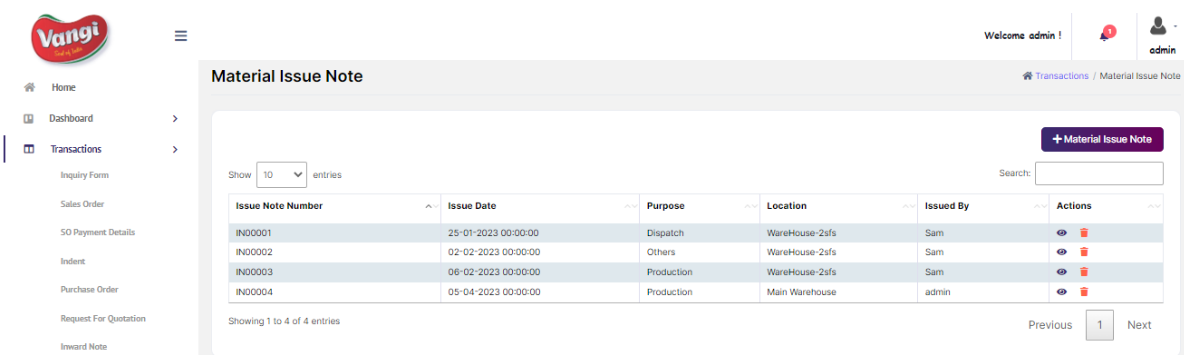


Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the "Update" button to save the changes.
Step 13: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 14: If you want to preview the data, click on the "Back to List" Button next to the save button.

6.11. Material Issue Note

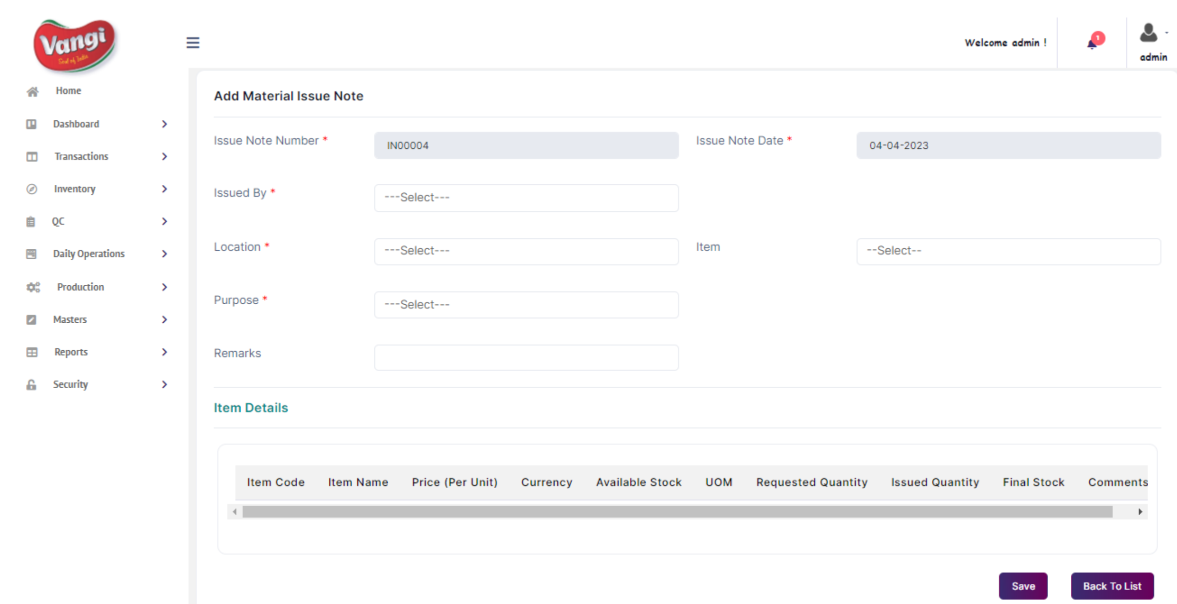
6.11.1. How to Add Material Issue Note

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Material Issue Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Material Issue Note.



Step 5: To add the Material Issue Note, click on the 

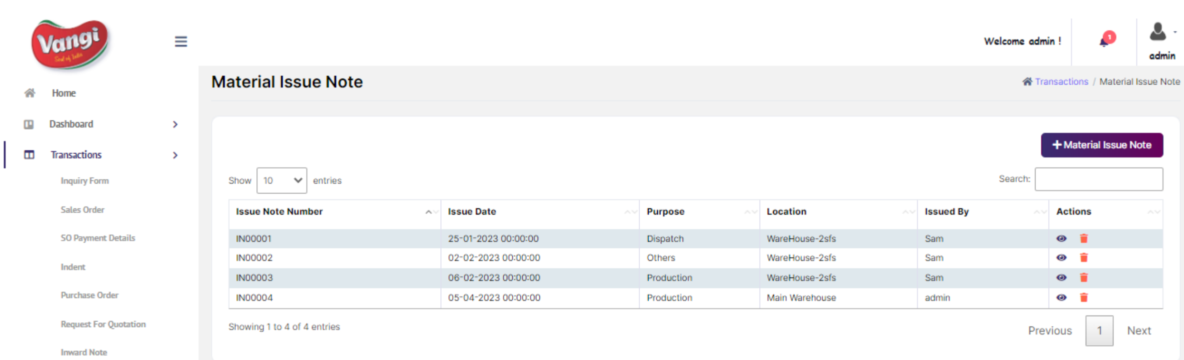
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Material Issue Note page.



Step 7: Issue Note Number will be generated by default.
Step 8: Issue Note Date will be the current date.
Step 9: Select the name of the person who issued the note from the “Issued By” dropdown menu.
Step 10: Now, select the location from the “Location” dropdown menu.
Step 11: Select the item from the “Item” drop-down menu.
Step 12: Now, select the purpose for which the note is issued from the “Purpose” dropdown menu.
Step 13: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 14: “Item Details” will be filled by default when the “Item” will be selected.
Step 15: To save the data click on the “Save” button, at the bottom of the page.
Step 16: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 17: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.11.2. How to View or Delete Material Issue Note

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Material Issue Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Material Issue Note.

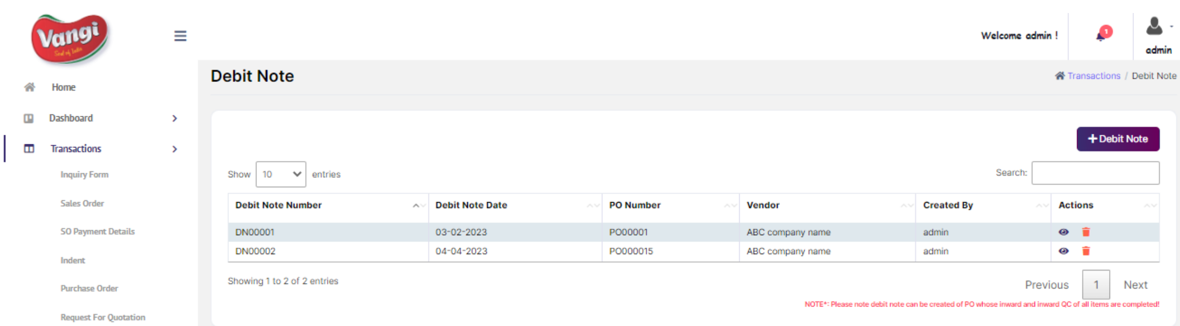


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

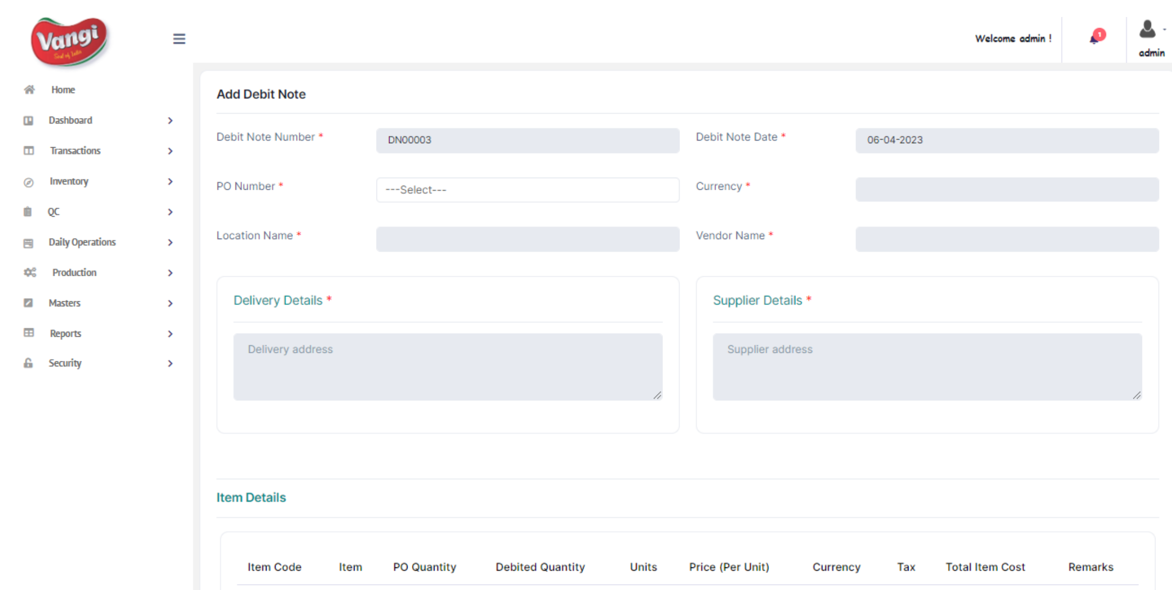
6.12. Debit Note

6.12.1. How to Add Debit Note

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Debit Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Debit Note.

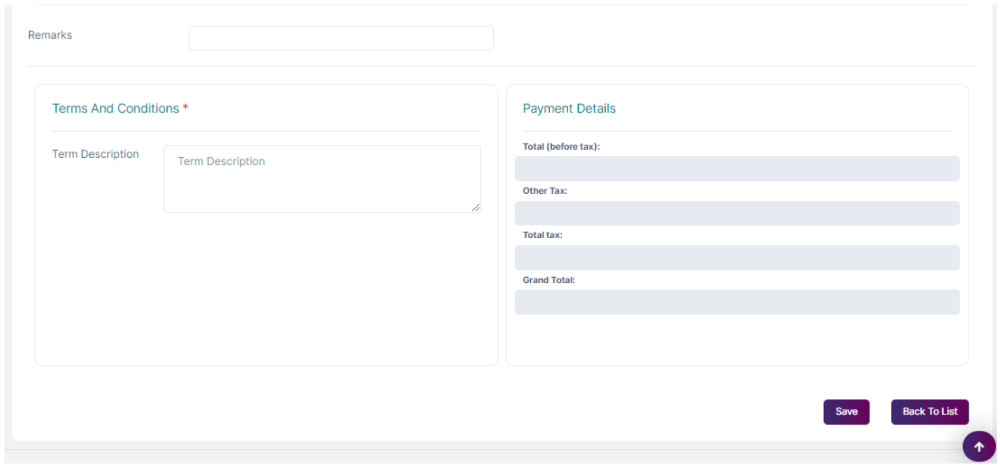


Step 5: To add the Debit Note, click on the  present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Debit Note page.



Step 7: First Debit Note Number will be generated by default.

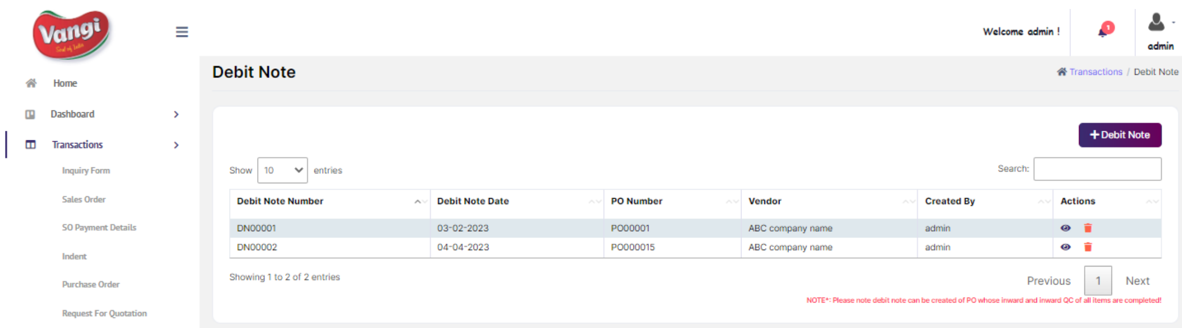
Step 8: The Debit Note Date will be the Current Date.
Step 9: The user has to Select the PO Number by clicking on the "PO Number" Dropdown.
Step 10: After selecting the PO number all the details i.e. "Currency, Location Name, Vendor Name, Delivery Details, Supplier Details, Item Details, Terms and Conditions and Payment Details" will be generated by default.



Step 11: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 12: To save the data click on the "Save" button, at the bottom of the page.
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 14: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.12.2. How to View or Delete Debit Note

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "Debit Note" from that sub-menu.
Step 4: You will be redirected to the main page of the Debit Note.

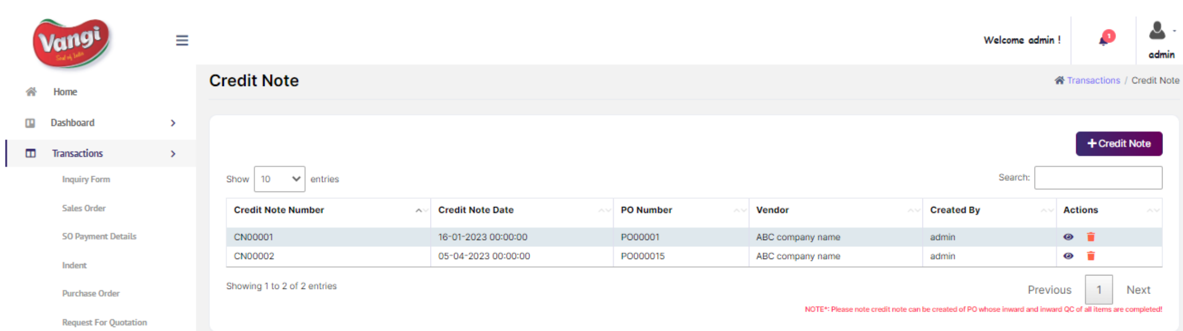


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

6.13. Credit Note

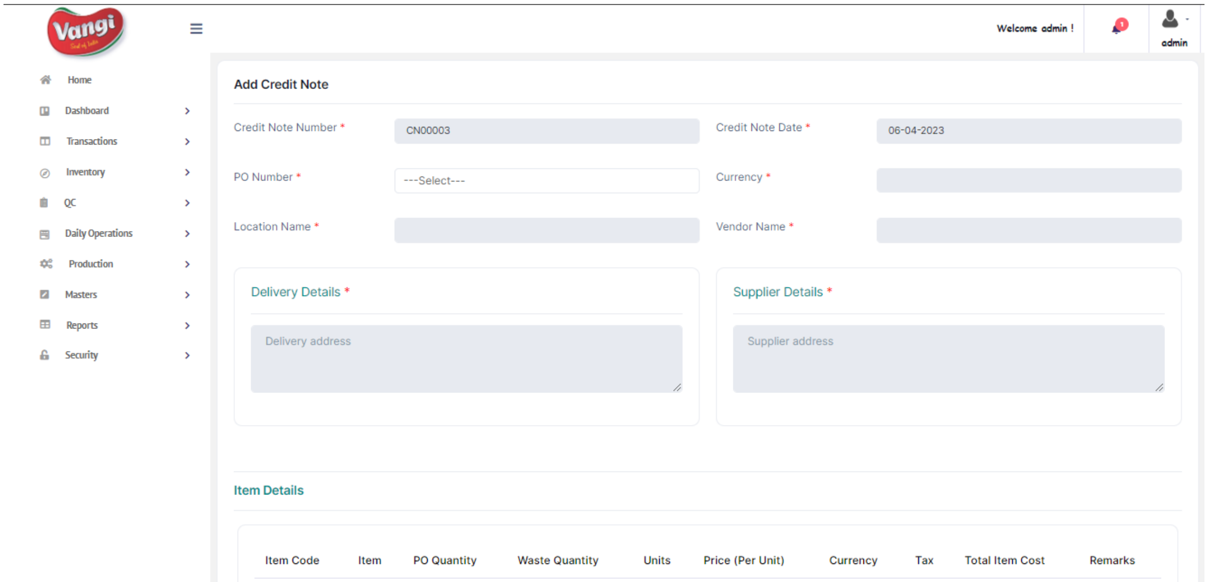
6.13.1. How to Add Credit Note

Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Credit Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Credit Note.

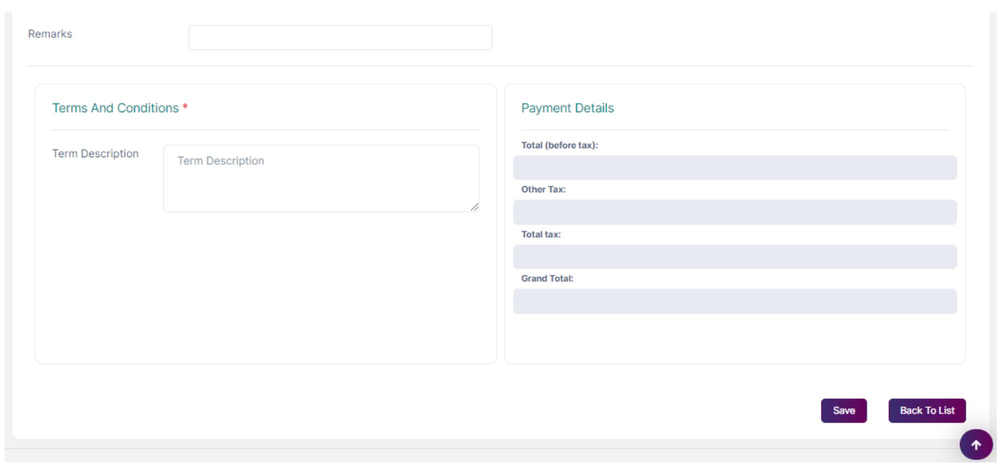


Step 5: To add the Credit Note, click on the 

present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Credit Note page.



Step 6: First Credit Note Number will be generated by default.
Step 7: The credit Note Date will be the Current Date.
Step 8: The user has to Select the PO Number by clicking on the "PO Number" Dropdown.
Step 9: After selecting the PO number all the details i.e. "Currency, Location Name, Vendor Name, Delivery Details, Supplier Details, Item Details, Terms and Conditions and Payment Details" will be generated by default.

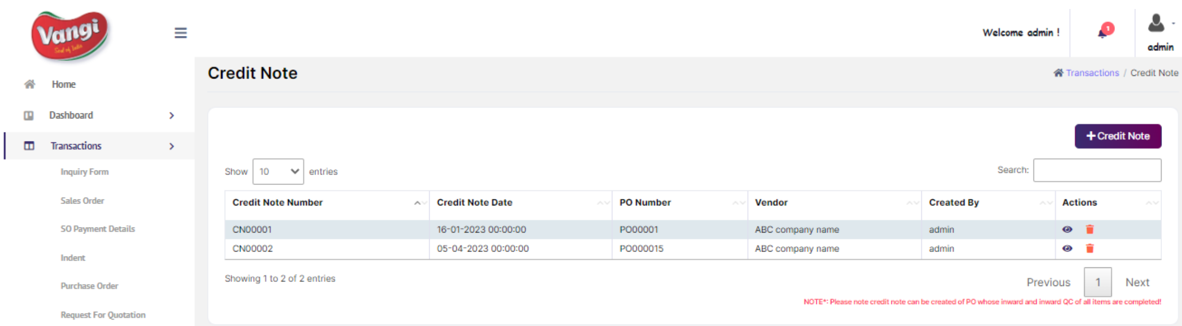


Step 10: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 11: To save the data click on the "Save" button, at the bottom of the page.
Step 12: If you want to preview the data, click the "Back to List" Button next to the save button.

Step 13: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

6.13.2. How to View or Delete Credit Note

Step 1: First 'Log in' to the application.
Step 2: Select "Transactions" from the menu section.
Step 3: By clicking on "Transactions", a sub-menu will be visible. Select "Credit Note" from that sub-menu.
Step 4: You will be redirected to the main page of the Credit Note.

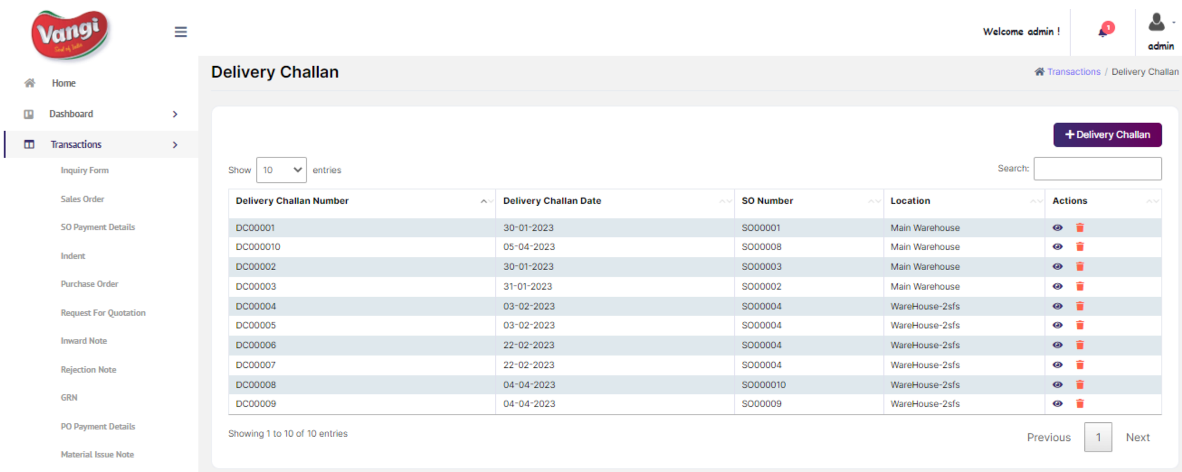


Step 5: Users can View the Data by clicking on the "View" Button.
Step 6: To delete the data, click on the "Delete Icon".
Step 7: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 8: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.

6.14. Delivery Challan

6.14.1. How to Add Delivery Challan

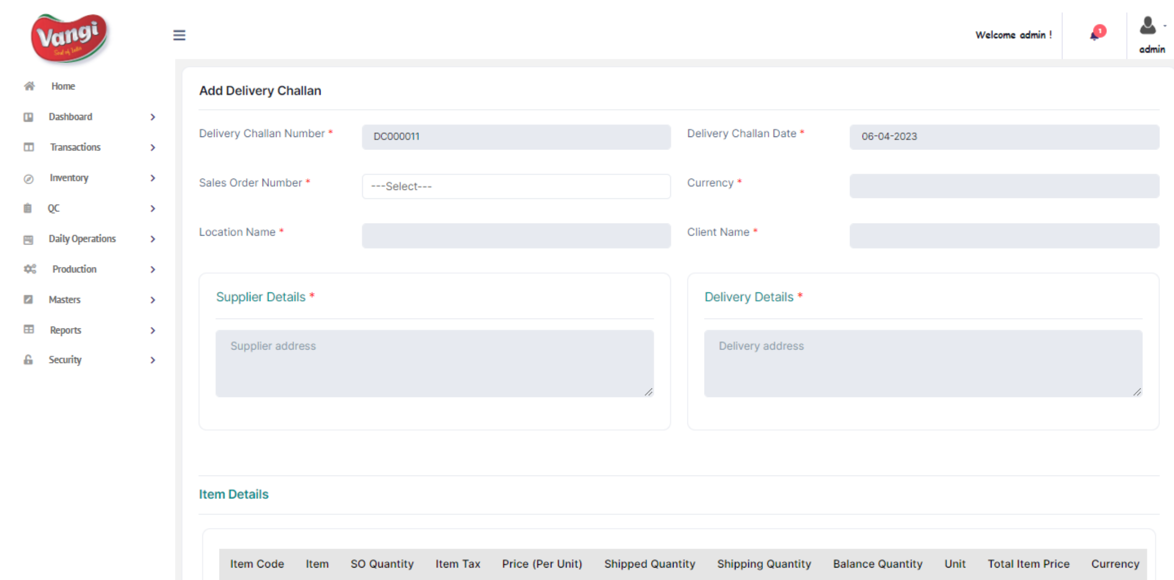
Step 1: First 'Log in' to the application.
Step 2: "Transactions" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Transactions" icon, a sub-menu will be visible. Select "Delivery Challan" from that sub-menu.
Step 4: You will be redirected to the main page of the Delivery Challan.



Step 5: To add the Delivery Challan, click on the 

present on the top-right corner of the page.

Step 6: The user will be redirected to the Add Delivery Challan page.

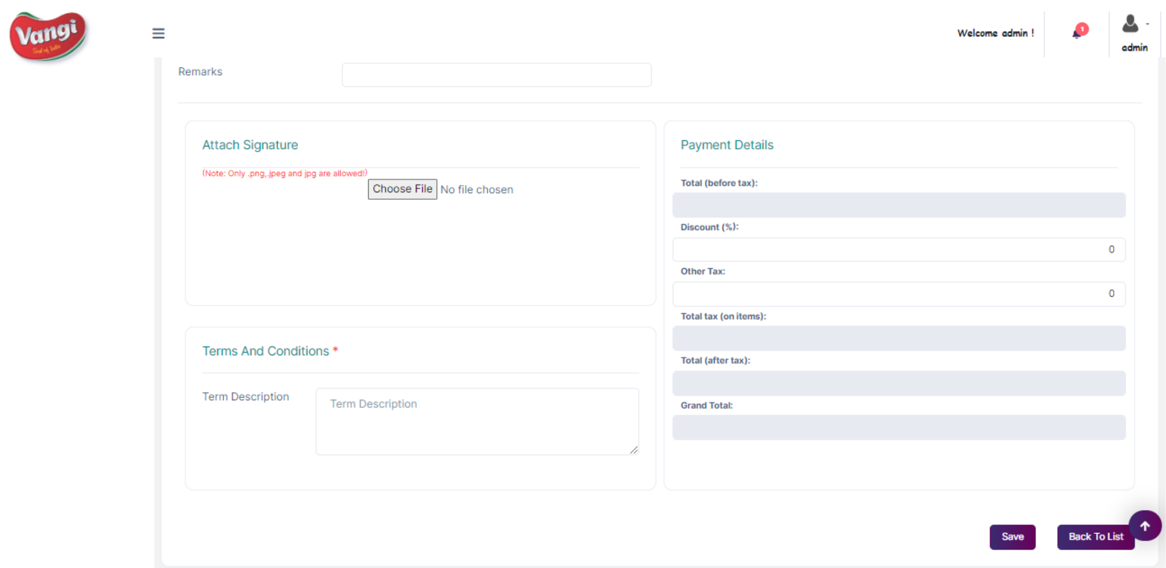


Step 7: Delivery Challan number will be generated by default.

Step 8: Delivery Challan Date will be the current date.

Step 9: Select the sales order number from the “Sales Order Number” dropdown menu.

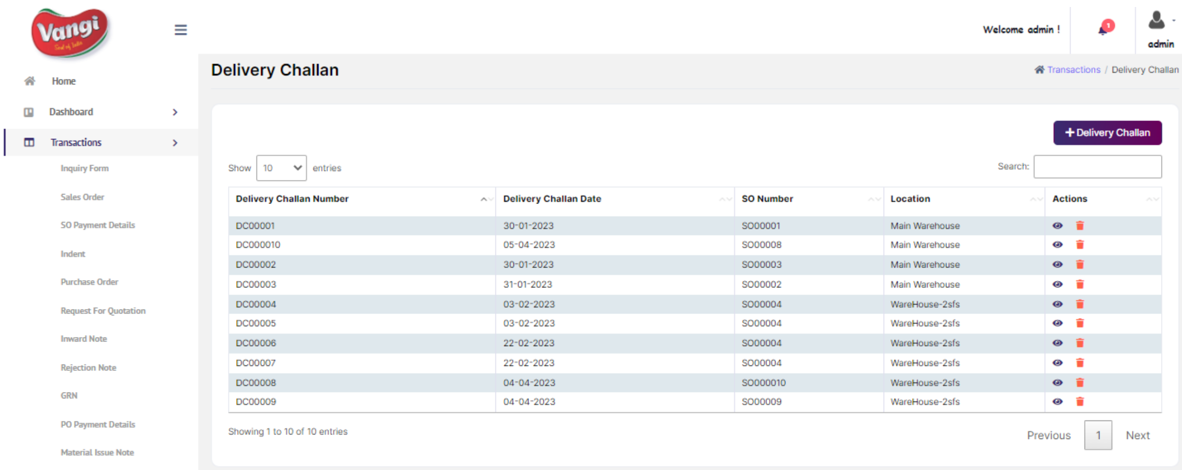
Step 10: By selecting the Sales Order Number all the details i.e. “Currency, Location Name, Client Name, Supplier Details, Delivery Details, Item Details and Terms and Conditions” will be filled by default.



Step 11: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 12: The user has to attach the Signature by clicking on the “Choose File” button.
Step 13: The user has to type the Other Tax in the “Other Tax” text box.
Step 14: To save the data click on the “Save” button, at the bottom of the page.
Step 15: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 16: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.14.2. How to View or Delete Delivery Challan

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Delivery Challan” from that sub-menu.
Step 4: You will be redirected to the main page of the Delivery Challan.

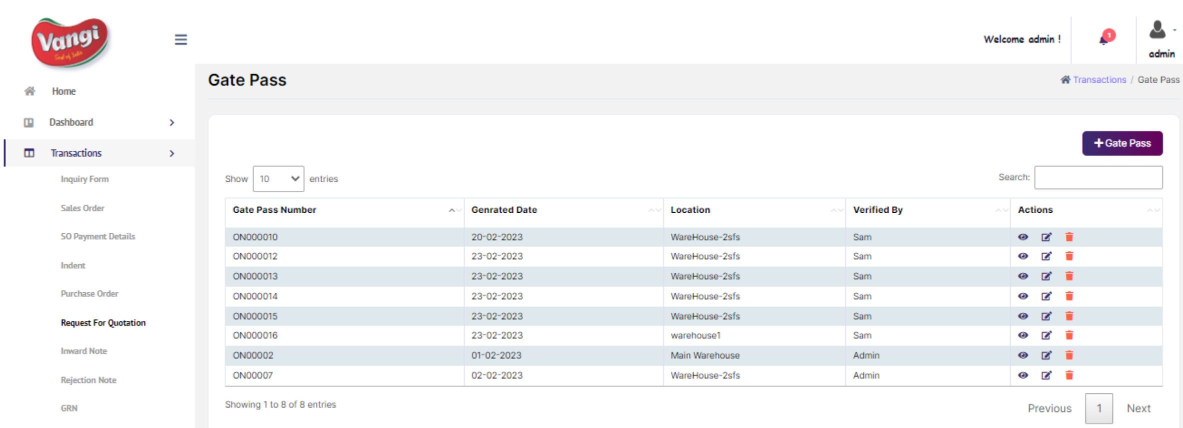


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

6.15. Gate Pass

6.15.1. How to Add Gate Pass

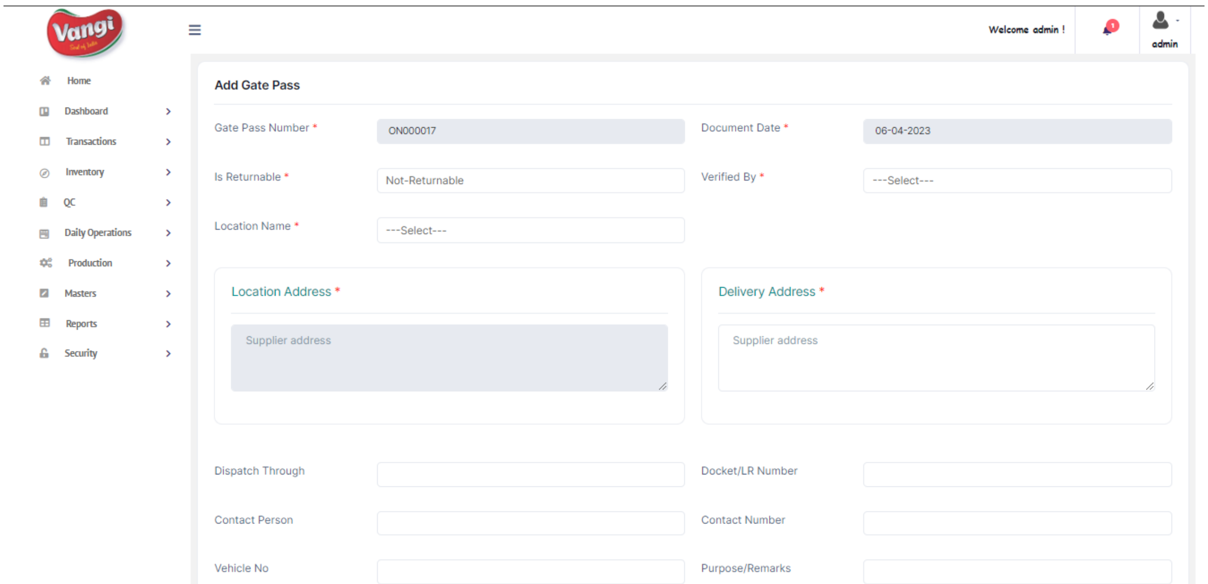
Step 1: First ‘Log in’ to the application.
Step 2: “Transactions” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Transactions” icon, a sub-menu will be visible. Select “Gate Pass” from that sub-menu.
Step 4: You will be redirected to the main page of the Gate Pass.



Step 5: To add the Gate Pass, click on the 

present in the top-right corner of the page.

Step 6: The user will be redirected to the Add Gate Pass page.



Step 7: First Gate Pass Number will be generated by default.

Step 8: The document date will be the current date.

Step 9: Select whether the gate pass will be returnable or not from the “Is Returnable” dropdown menu.

Step 10: Now, select the name of the person who verified the gate pass from the “Gate Pass” dropdown menu.

Step 11: Select the location from the “Location” dropdown menu.

Step 12: The location Address will be generated by default.

Step 13: The delivery Address should be provided in the “Delivery Address” text box.

Step 14: Give the mode of dispatch in the “Dispatch Through” text box.

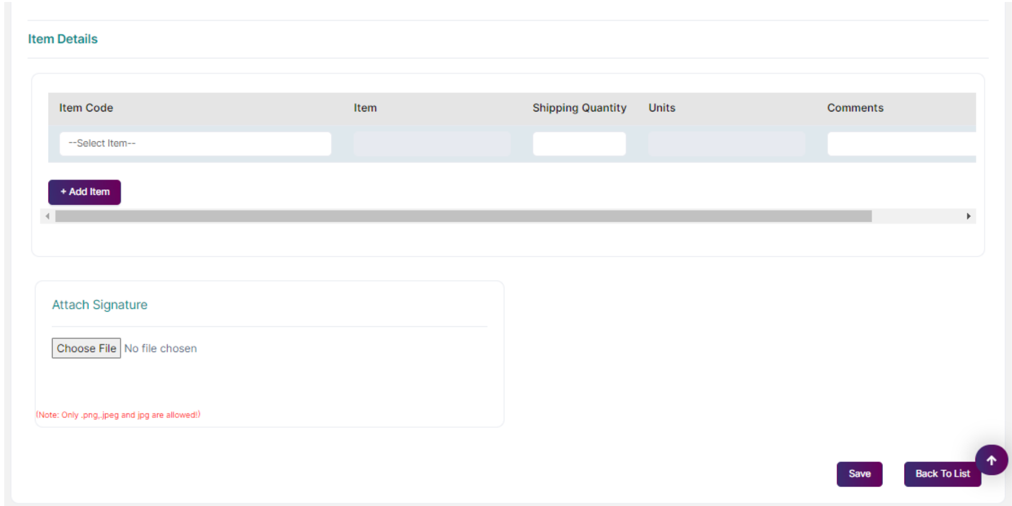
Step 15: Now, Provide the docket or LR number in the “Docket/LR Number” text box.

Step 16: Type the name of the contact person in the “Contact Person” text box.

Step 17: Now, give the contact number of the contact person in the “Contact Number” text box.

Step 18: Give the number of the vehicle in the “Vehicle Number” text box.

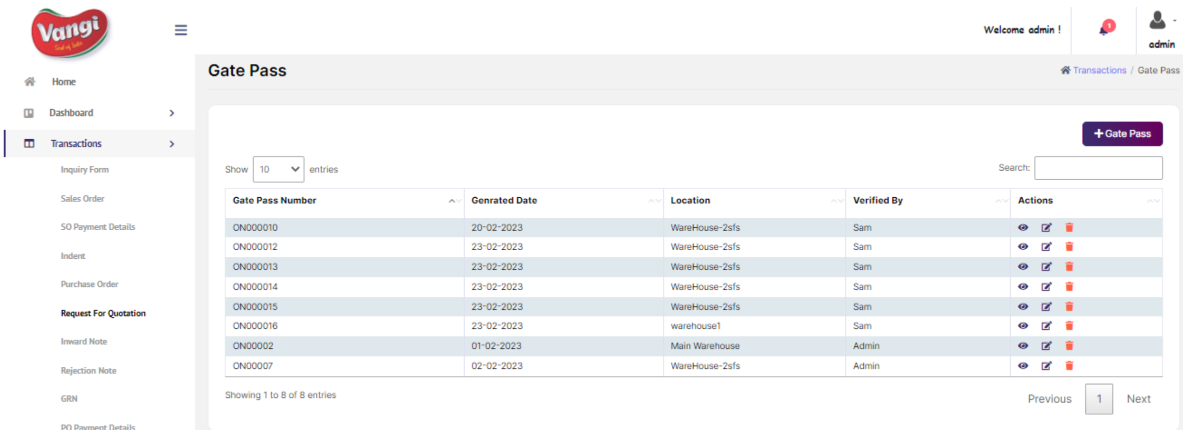
Step 19: The user can be able to Provide Remarks by typing into the “Purpose/Remarks” textbox.



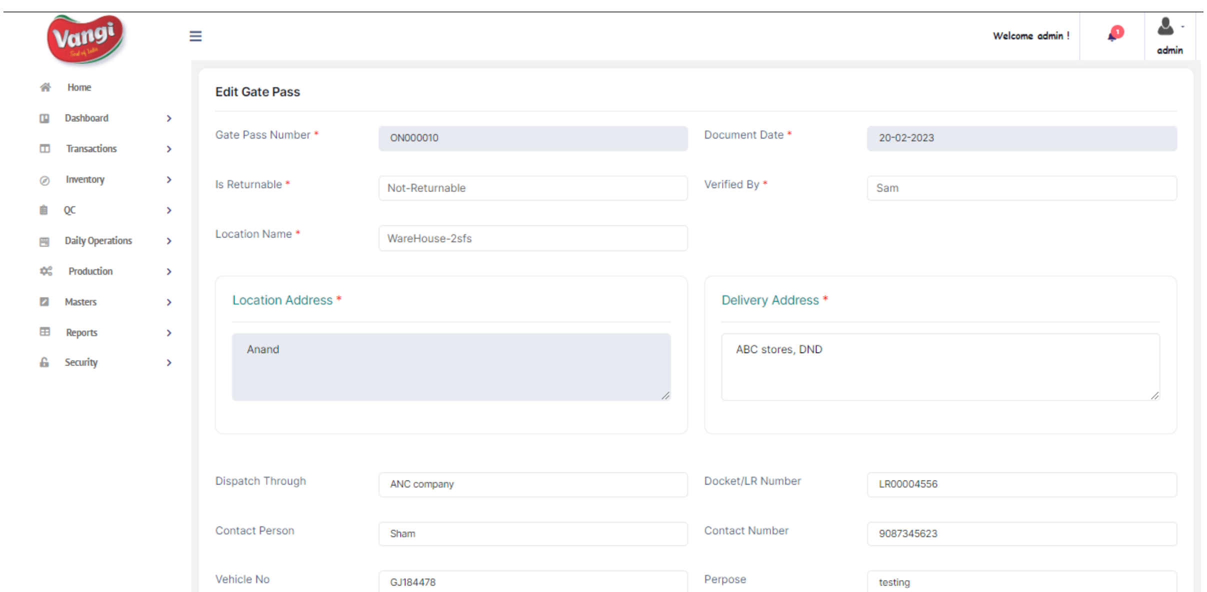
Step 20: In “Item Details” select the “Item Code” and all other fields will be filled by default.
Step 21: To add the item click on the “+ Add Item” button.
Step 22: The user has to attach the Signature by clicking on the “Attach File” Button.
Step 23: To save the data click on the “Save” button, at the bottom of the page.
Step 24: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 25: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

6.15.2. How to View, Edit or Delete Gate Pass

Step 1: First ‘Log in’ to the application.
Step 2: Select “Transactions” from the menu section.
Step 3: By clicking on “Transactions”, a sub-menu will be visible. Select “Gate Pass” from that sub-menu.
Step 4: You will be redirected to the main page of the Gate Pass.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.



Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the “Update” button to save the changes.

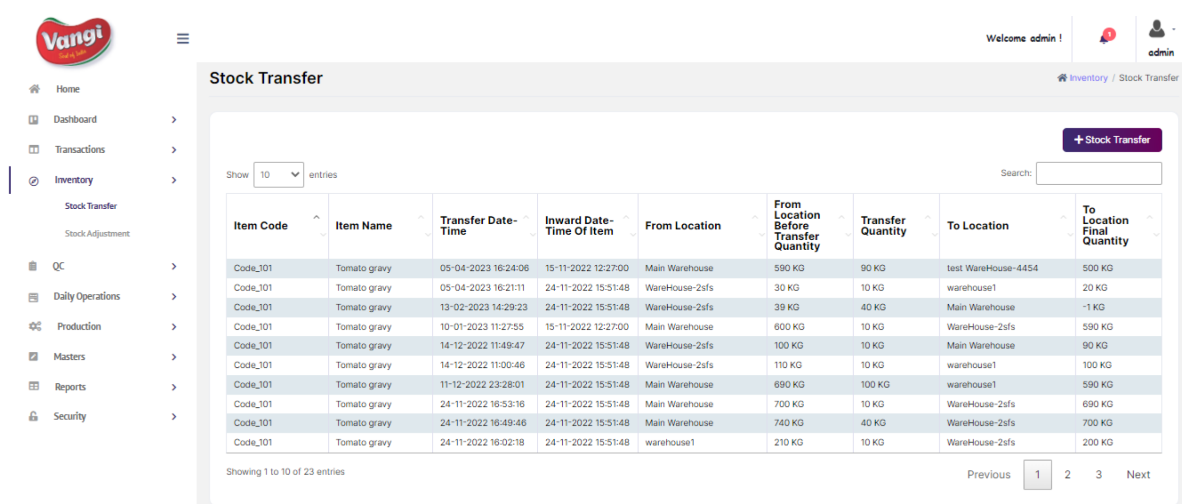
Step 13: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 14: If you want to preview the data, click the “Back to List” Button next to the save button.

7. Inventory Module

7.1. Stock Transfer

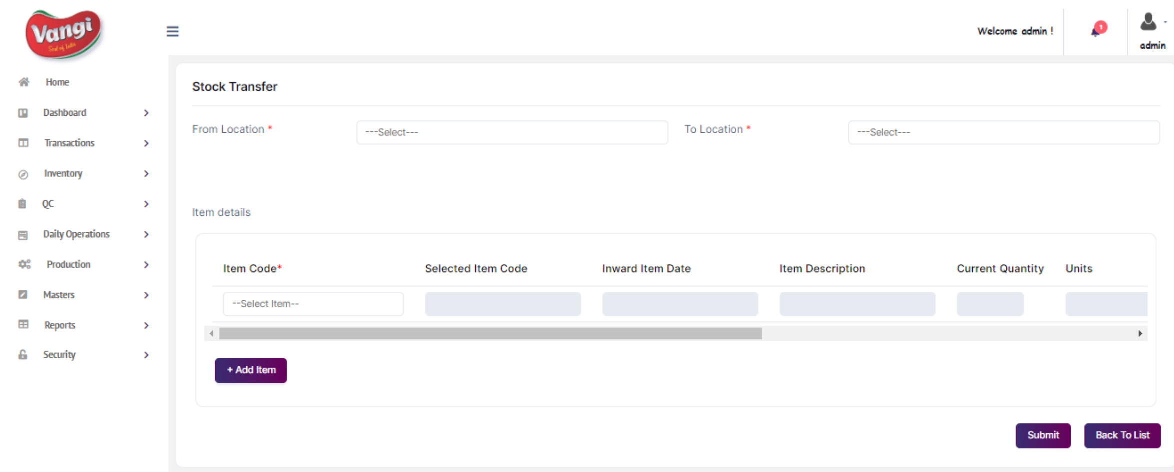
7.1.1. How to Add Stock Transfer

Step 1: First ‘Log in’ to the application.
Step 2: “Inventory” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Inventory” icon, a sub-menu will be visible. Select “Stock Transfer” from that sub-menu.
Step 4: You will be redirected to the main page of the Stock Transfer.



Item Code	Item Name	Transfer Date-Time	Inward Date-Time Of Item	From Location	From Location Before Transfer Quantity	Transfer Quantity	To Location	To Location Final Quantity
Code_101	Tomato gravy	05-04-2023 16:24:06	15-11-2022 12:27:00	Main Warehouse	590 KG	90 KG	test WareHouse-4454	500 KG
Code_101	Tomato gravy	05-04-2023 16:21:11	24-11-2022 15:51:48	WareHouse-2sfs	30 KG	10 KG	warehouse1	20 KG
Code_101	Tomato gravy	13-02-2023 14:29:23	24-11-2022 15:51:48	WareHouse-2sfs	39 KG	40 KG	Main Warehouse	-1 KG
Code_101	Tomato gravy	10-01-2023 11:27:55	15-11-2022 12:27:00	Main Warehouse	600 KG	10 KG	WareHouse-2sfs	590 KG
Code_101	Tomato gravy	14-12-2022 11:49:47	24-11-2022 15:51:48	WareHouse-2sfs	100 KG	10 KG	Main Warehouse	90 KG
Code_101	Tomato gravy	14-12-2022 11:00:46	24-11-2022 15:51:48	WareHouse-2sfs	110 KG	10 KG	warehouse1	100 KG
Code_101	Tomato gravy	11-12-2022 23:28:01	24-11-2022 15:51:48	Main Warehouse	690 KG	100 KG	warehouse1	590 KG
Code_101	Tomato gravy	24-11-2022 16:53:16	24-11-2022 15:51:48	Main Warehouse	700 KG	10 KG	WareHouse-2sfs	690 KG
Code_101	Tomato gravy	24-11-2022 16:49:46	24-11-2022 15:51:48	Main Warehouse	740 KG	40 KG	WareHouse-2sfs	700 KG
Code_101	Tomato gravy	24-11-2022 16:02:18	24-11-2022 15:51:48	warehouse1	210 KG	10 KG	WareHouse-2sfs	200 KG

Step 5: To add the Stock Transfer, click on the + Stock Transfer present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Stock Transfer page.

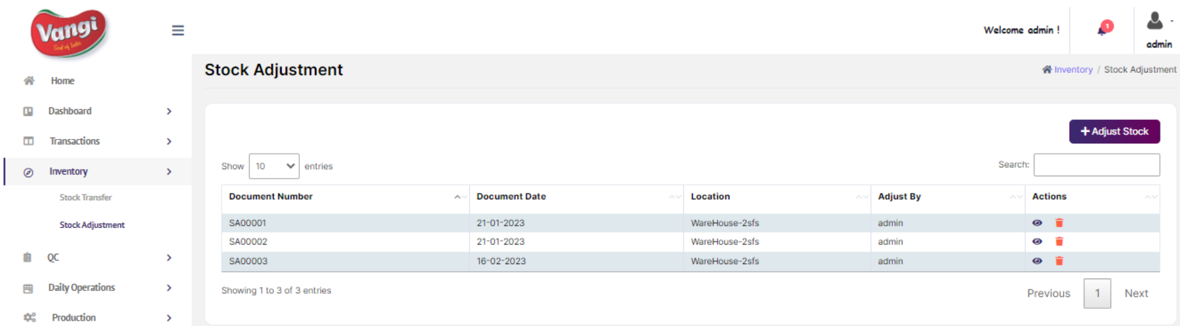


Step 7: Select the dispatching location from the " From Location" dropdown menu.
Step 8: Select the delivery location from the " To Location" dropdown menu.
Step 9: In the "Item Details" section, select the "Item Code" and other fields will be filled by default.
Step 10: The user can add an item by selecting the Add Item button.
Step 11: In the end click on the "Submit" button to submit the above-filled details.
Step 12: By clicking on the "Submit" button, the user will get a pop-up "Inserted successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

7.2. Stock Adjustment

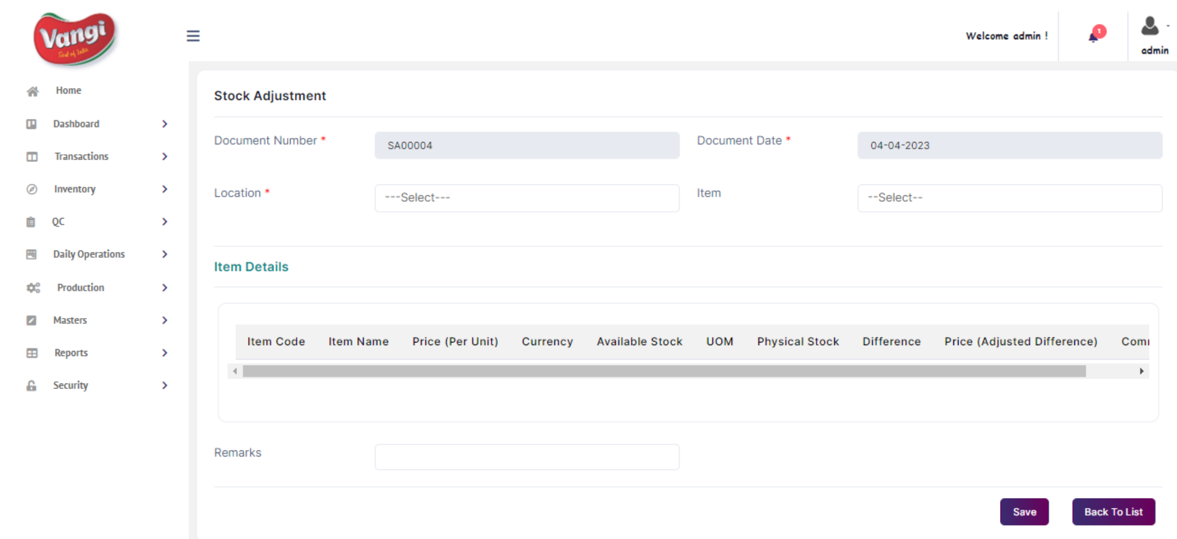
7.2.1. How to Add Stock Adjustment

Step 1: First 'Log in' to the application.
Step 2: "Inventory" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Inventory" icon, a sub-menu will be visible. Select "Stock Adjustment" from that sub-menu.
Step 4: You will be redirected to the main page of the Stock Adjustment.



Step 5: To add the Stock Adjustment, click on the 

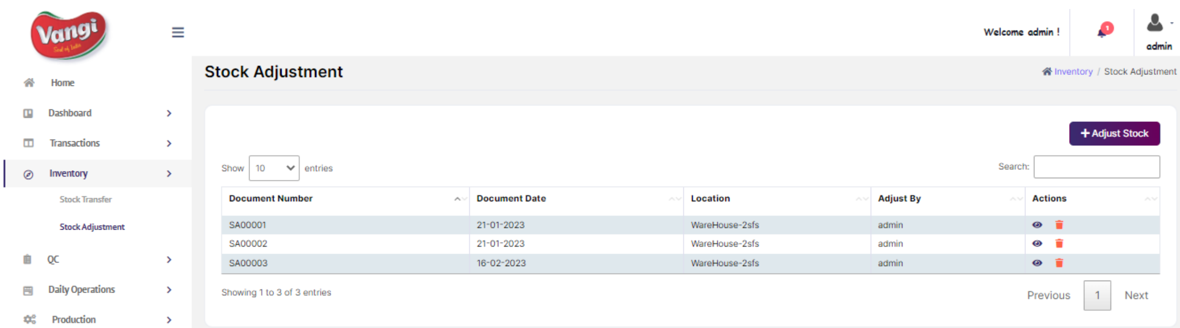
present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Stock Adjustment page.



Step 7: First Document Number will be generated by default.
Step 8: The document Date will be the current date.
Step 9: Select the location from the “Location” dropdown menu.
Step 10: Now, select the item from the “Item” dropdown menu.
Step 11: After selecting the location and item, item details will be generated by default.
Step 12: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 13: To save the data click on the “Save” button, at the bottom of the page.
Step 14: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 15: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

7.2.2. How to View or Delete Stock Adjustment

Step 1: First 'Log in' to the application.
Step 2: Select "Inventory" from the menu section.
Step 3: By clicking on "Inventory", a sub-menu will be visible. Select "Stock Adjustment" from that sub-menu.
Step 4: You will be redirected to the main page of the Stock Adjustment.



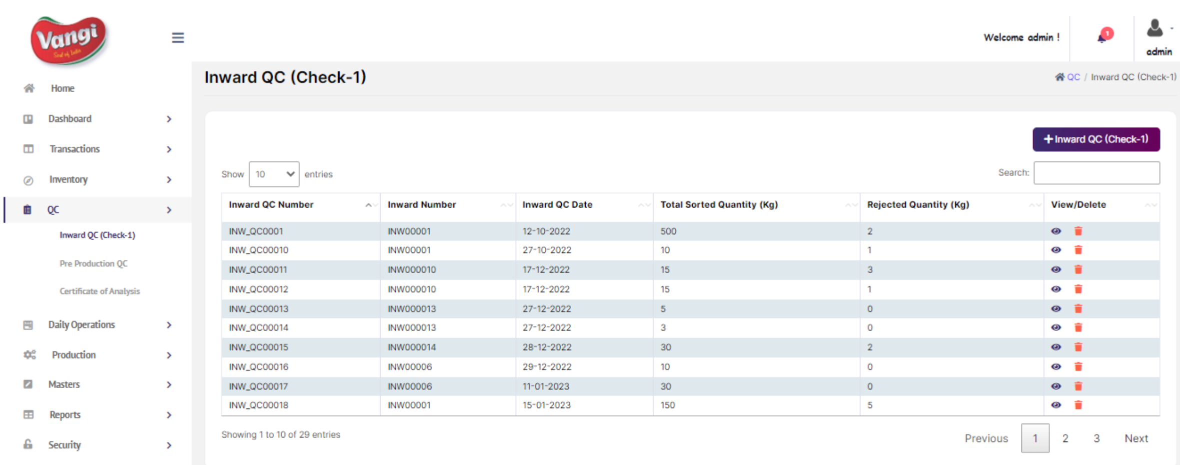
Step 5: Users can View the Data by clicking on the "View" Button.
Step 6: To delete the data, click on the "Delete Icon".
Step 7: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 8: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.

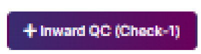
8. QC Module

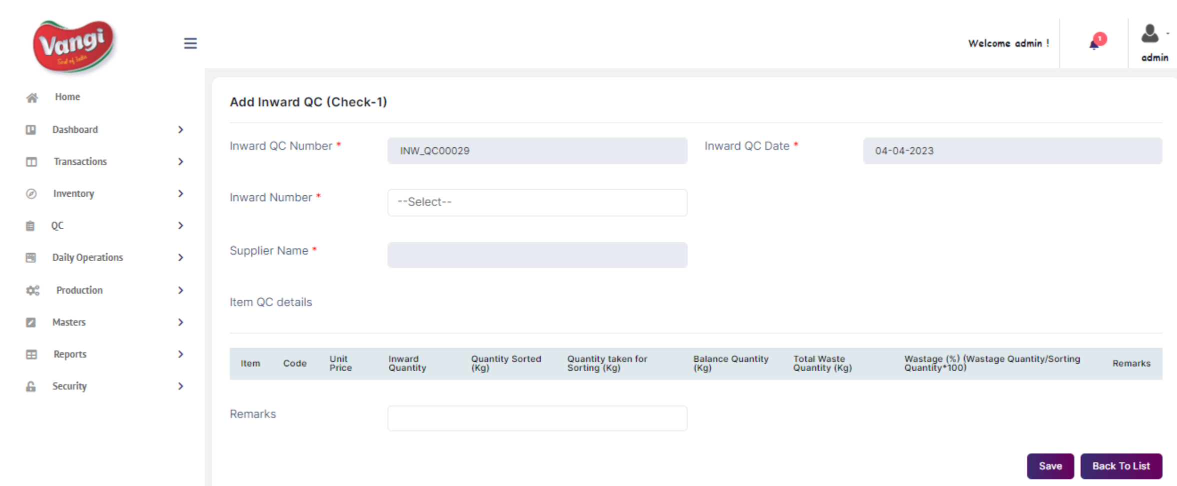
8.1. Inward QC(Check-1)

8.1.1. How to Add Inward QC(Check-1)

Step 1: First 'Log in' to the application.
Step 2: "QC" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC" icon, a sub-menu will be visible. Select "Inward QC(check-1)" from that sub-menu.
Step 4: You will be redirected to the main page of the Inward QC.



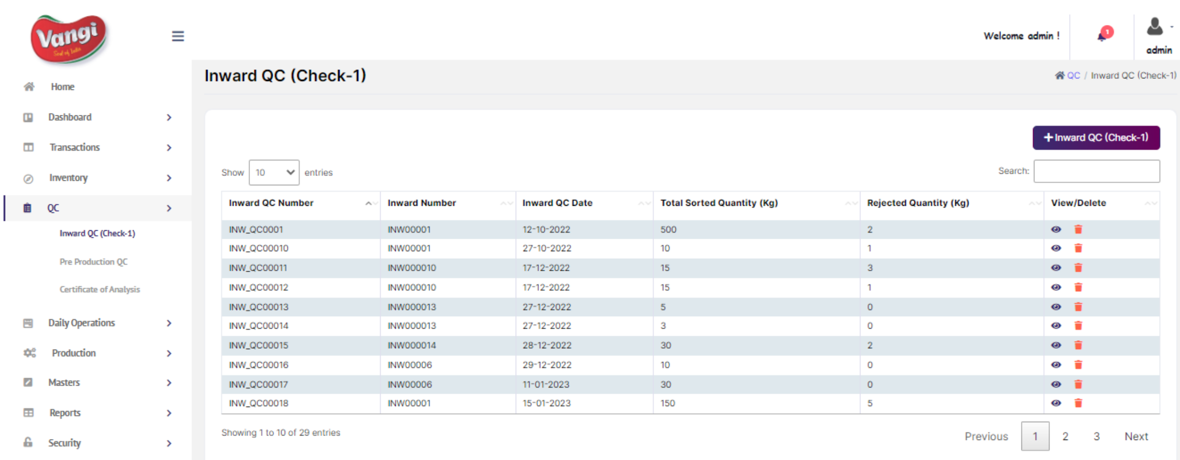
Step 5: To add the inward QC, click on the  present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Inward QC page.



Step 7: First Inward QC Number will be generated by default.
Step 8: Inward QC date will be the current date.
Step 9: Select the inward number from the “Inward Number” dropdown menu.
Step 10: Supplier Name and Item QC details will be generated by default by selecting the inward number.
Step 11: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 12: To save the data click on the “Save” button, at the bottom of the page.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 14: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

8.1.2. How to View or Delete Inward QC(Check-1)

Step 1:   First ‘Log in’ to the application.
Step 2:   Select “QC” from the menu section.
Step 3: By clicking on “QC”, a sub-menu will be visible. Select “Inward QC(check-1)” from that sub-menu.
Step 4: You will be redirected to the main page of the Inward QC (Check-1) page.

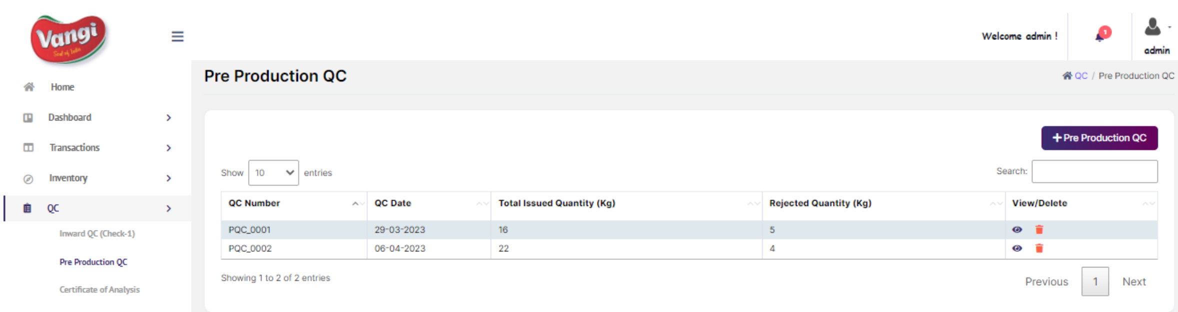


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

8.2. Pre-Production QC

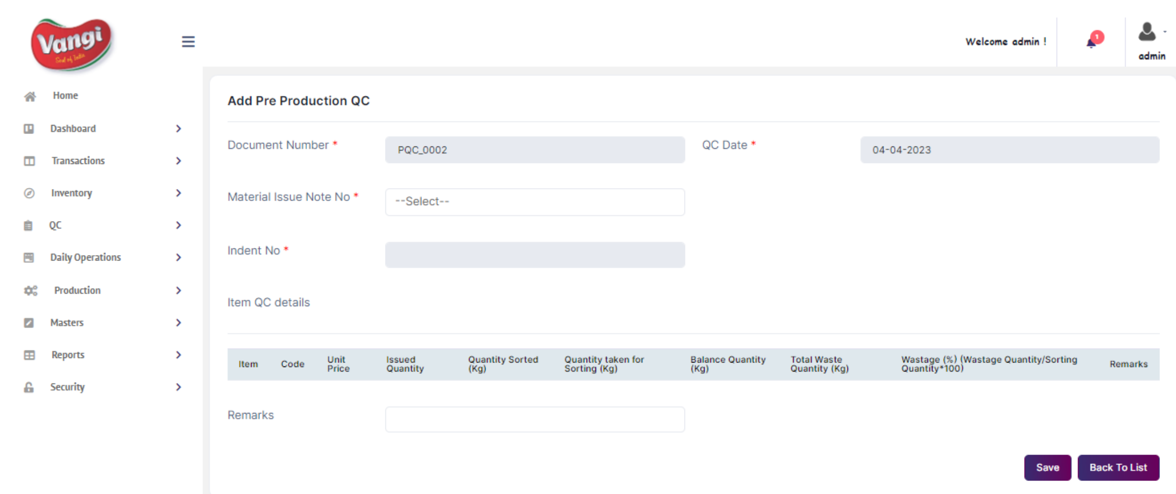
8.2.1. How to Add Pre-Production QC

Step 1: First ‘Log in’ to the application.
Step 2: “QC” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC” icon, a sub-menu will be visible. Select “Pre-Production QC” from that sub-menu.
Step 4: You will be redirected to the main page of the Pre-Production QC.



Step 5: To add the Pre-Production QC, click on the 

present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Pre-Production QC page.

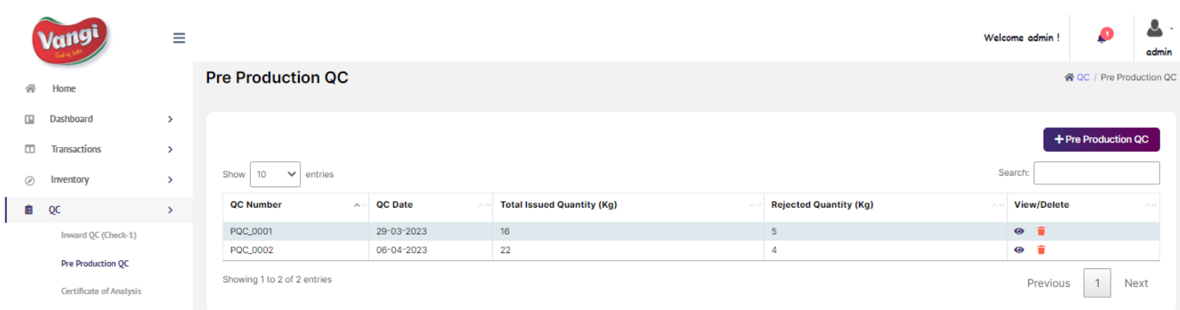


Step 7: “Production Number” and “QC Date” will be generated by default.
Step 8: Select the Material Issue Note Number from the “Material Issue Note No” dropdown menu.

Step 9: By selecting the Material Issue Note number, “Indent Number” and “Item QC details” will be filled by default.
Step 10: In the Item QC details section, take the value of “Quantity taken for Sorting (Kg)” lesser than the “Issued Quantity”.
Step 11: After taking the value of “Quantity taken for Sorting (Kg)”, the “Balance Quantity (Kg)” will be generated by default.
Step 12: Now, take the value of “Total Waste Quantity (Kg)” lesser than the “Quantity taken for Sorting (Kg)”.
Step 13: After taking the value of “Total Waste Quantity (Kg)”, the “Wastage (%) (Wastage Quantity/Sorting Quantity*100)” will be generated by default.
Step 14: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 15: To save the data click on the “Save” button, at the bottom of the page.
Step 16: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 17: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

8.2.2. How to View or Delete Pre-Production QC

Step 1: First ‘Log in’ to the application.
Step 2: Select “QC” from the menu section.
Step 3: By clicking on “QC”, a sub-menu will be visible. Select “Pre-Production Qc” from that sub-menu.
Step 4: You will be redirected to the main page of the Pre-Production QC page.

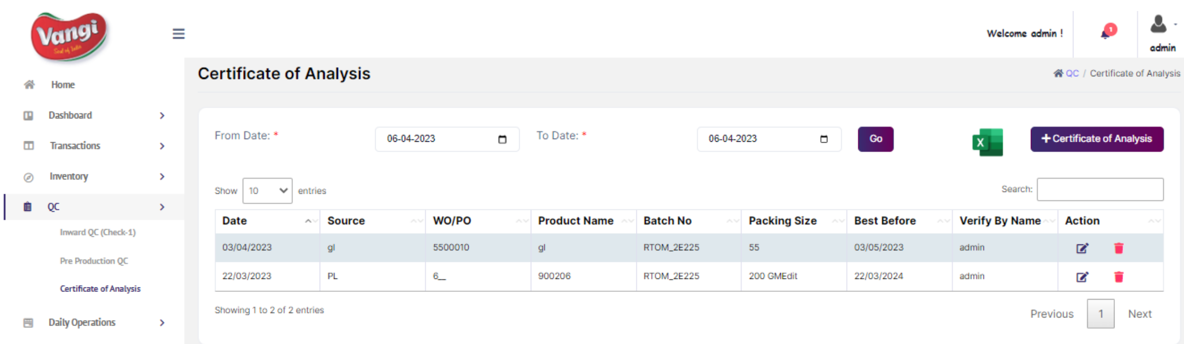


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

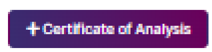
8.3. Certificate of Analysis

8.3.1. How to Add Certificate of Analysis

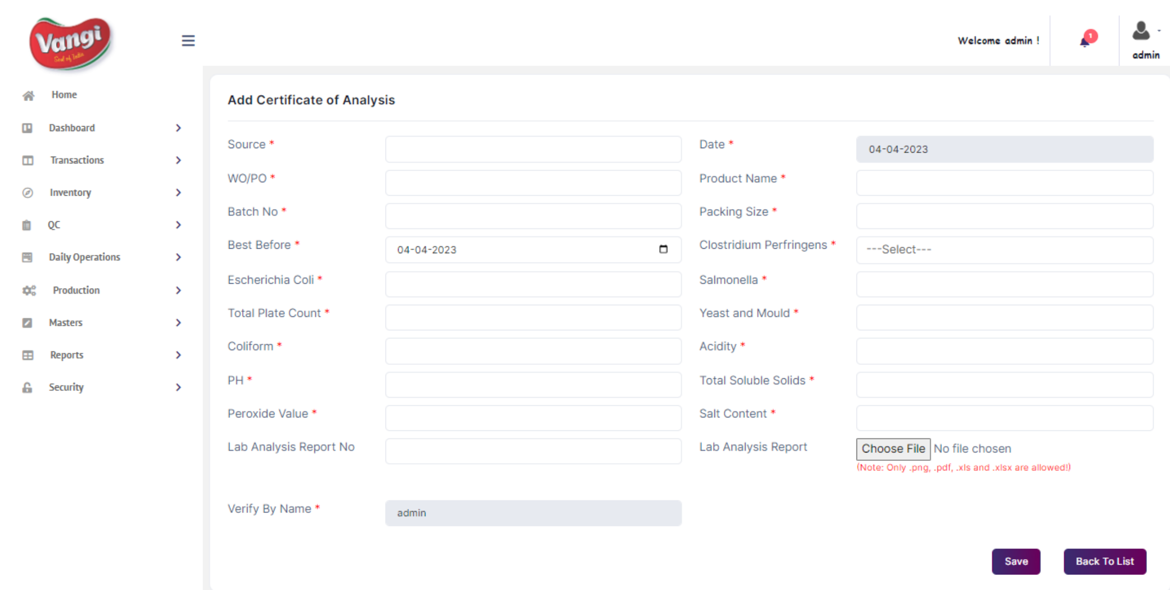
Step 1: First 'Log in' to the application.
Step 2: "QC" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC" icon, a sub-menu will be visible. Select "Certificate of Analysis" from that sub-menu.
Step 4: You will be redirected to the main page of the Certificate of Analysis.



Step 5: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

Step 6: To add the Certificate of Analysis, click on the  present in the top-right corner of the page.

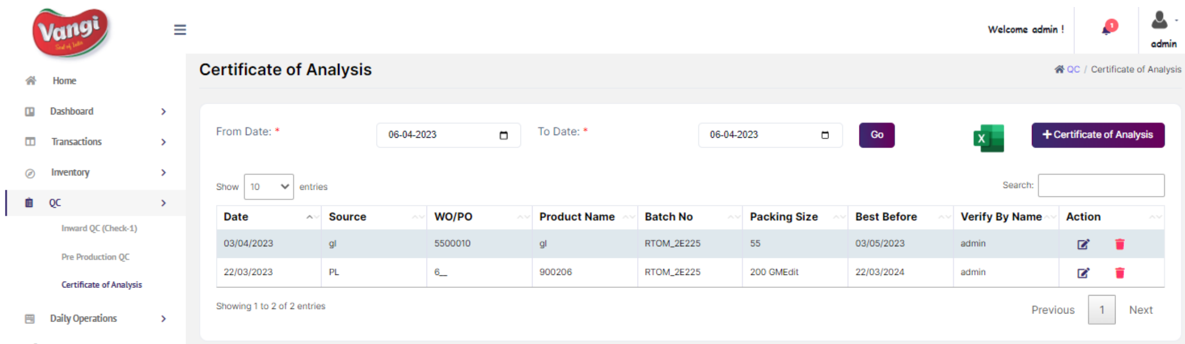
Step 7: The user will be redirected to the Add Certificate of Analysis page.



Step 8: Enter the source in the “Source” text box.
Step 9: The date will be generated by default.
Step 10: Now enter wo/po in the “WO/PO” text box.
Step 11: Enter the name of the product in the “Product Name” text box.
Step 12: Now, enter the number of batches in the “Batch No” text box.
Step 13: Then enter the size of the packing in the “Packing Size” text box.
Step 14: Choose the best before date from the “Best Before” date picker.
Step 15: Now, select whether Clostridium Perfringens is present or not.
Step 16: Enter Escherichia Coli in the “Escherichia Coli” text box.
Step 17: Then, enter salmonella in the “Salmonella” text box.
Step 18: Enter the total amount of plate count in the “Total Plate Count” text box.
Step 19: Now, enter Yeast and Mould in the “Yeast and Mould” text box.
Step 20: Then enter coliform in the “Coliform” text box.
Step 21: Enter the acidity of the product in the “Acidity” text box.
Step 22: Enter the ph of the product in the “PH” text box.
Step 23: Enter the total amount of soluble solids in the “Total Soluble Solids” text box.
Step 24: Now, enter the value of peroxide in the “Peroxide Value” text box.
Step 25: Enter the content of salt in the “Salt Content” text box.
Step 26: Now, enter the number of lab analysis reports in the “Lab Analysis Report No” text box.
Step 27: The user has to attach the Lab Analysis Report by clicking on the “Choose File” Button.
Step 28: “Verify By Name” will be generated by default.
Step 29: To save the data click on the “Save” button, at the bottom of the page.
Step 30: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 31: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

8.3.2. How to Use Certificate of Analysis Report

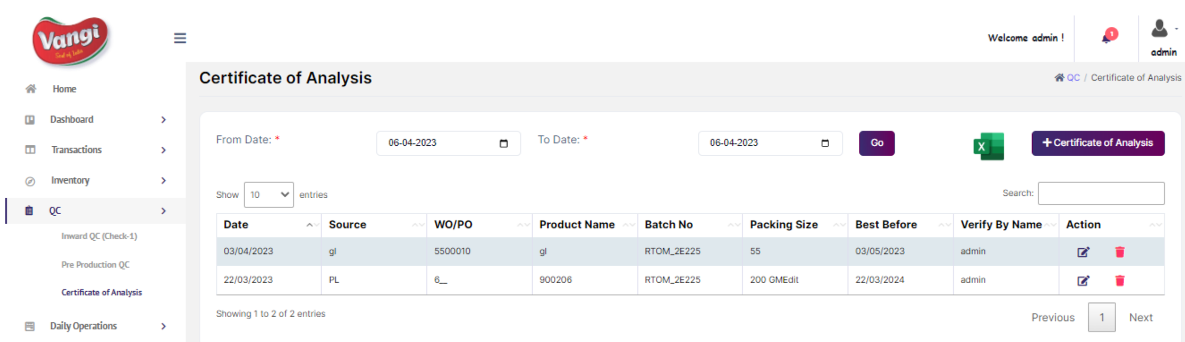
Step 1: First ‘Log in’ to the application.
Step 2: “QC” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC” icon, a sub-menu will be visible. Select “Certificate Of Analysis” from that sub-menu.
Step 4: Users have been redirected to the Certificate Of Analysis page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

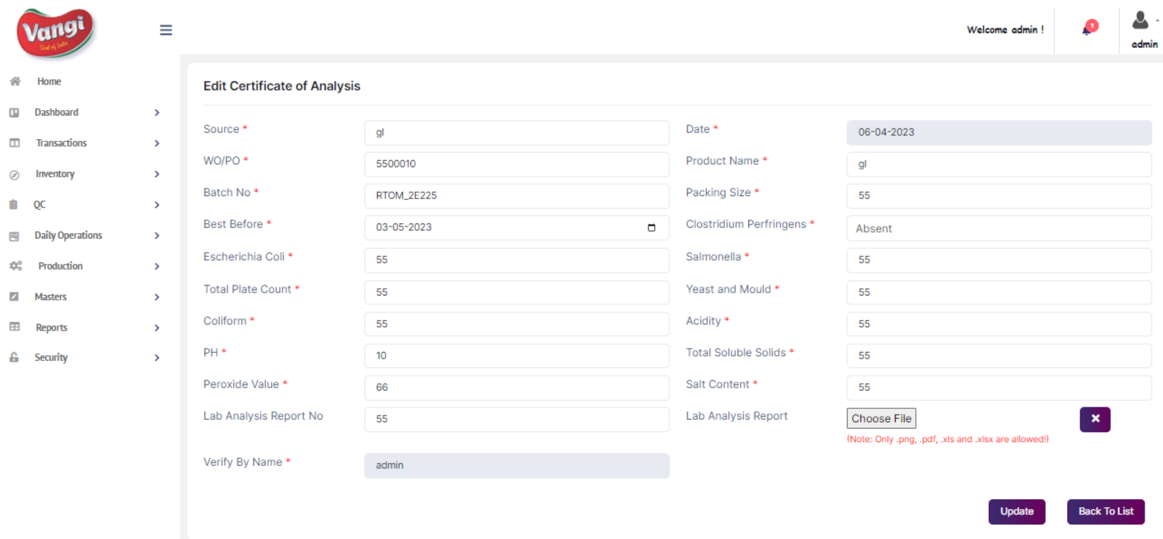
8.3.3. How to Edit or Delete Certificate of Analysis

Step 1: First ‘Log in’ to the application.
Step 2: “QC” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC” icon, a sub-menu will be visible. Select “Certificate of Analysis” from that sub-menu.
Step 4: You will be redirected to the main page of the Certificate of Analysis.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.

Step 9: You will be redirected to the following screen.



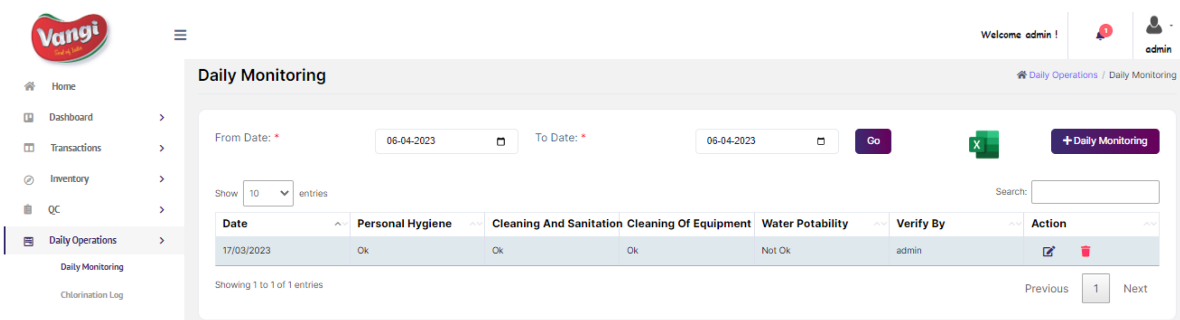
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9. QC Daily Operations Log Module

9.1. Daily Monitoring

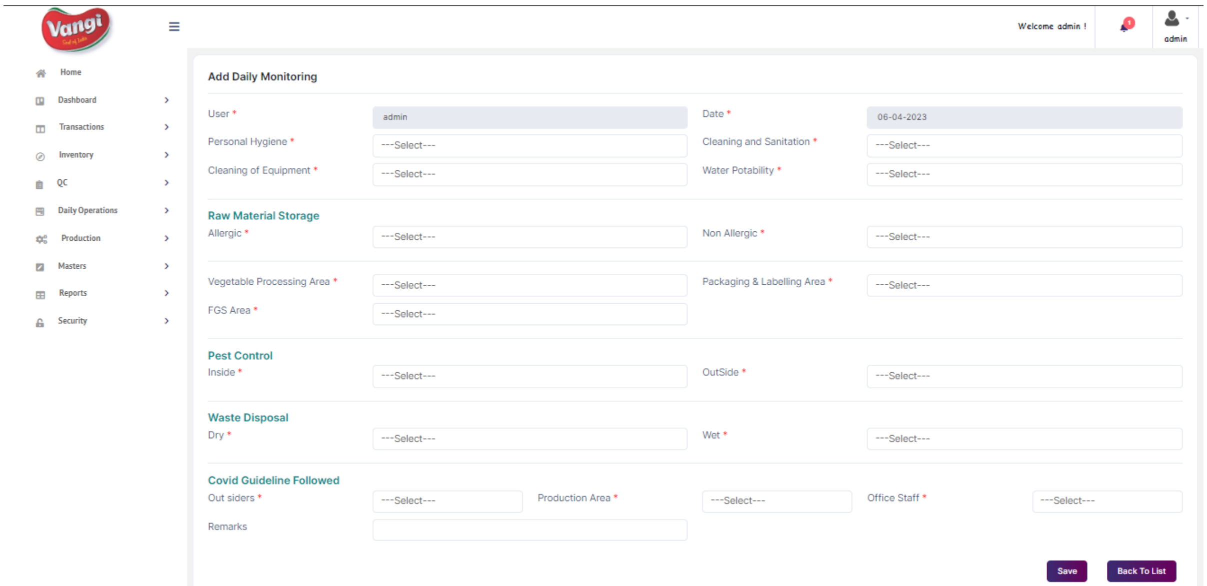
9.1.1. How to Add Daily Monitoring

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Daily Monitoring” from that sub-menu.
Step 4: You will be redirected to the main page of the Daily Monitoring.



Step 5: To add the Daily Monitoring, click on the 

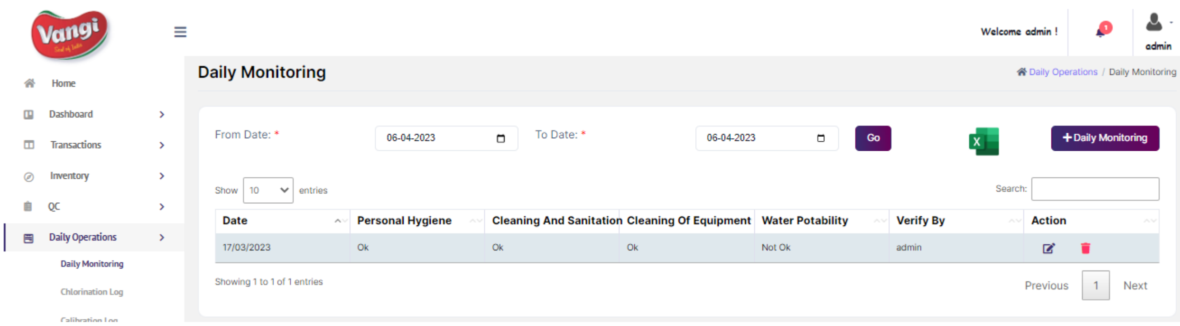
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Daily Monitoring page.



Step 7: “User” and “Date” will be generated by default.
Step 8: Select whether “Personal Hygiene”, “Cleaning and Sanitation”, “Cleaning of Equipment” and “Water Portability” is ok or not.
Step 9: In the Raw Material Storage Section, select whether it is allergic or not.
Step 10: Now, select whether the “Vegetable Processing Area”, “Packaging & Labeling Area” and “FGS Area” is ok or not.
Step 11: Now, select whether the Pest Control is done “Inside” and “Outside” or not.
Step 12: Then, select whether the waste disposal is dry or wet.
Step 13: Now in the Covid Guideline Followed section, select whether “Out-Sider”, “Production Area” and “Office Staff” is ok or not.
Step 14: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 15: To save the data click on the “Save” button, at the bottom of the page.
Step 16: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 17: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.1.2. How to Use Daily Monitoring Report

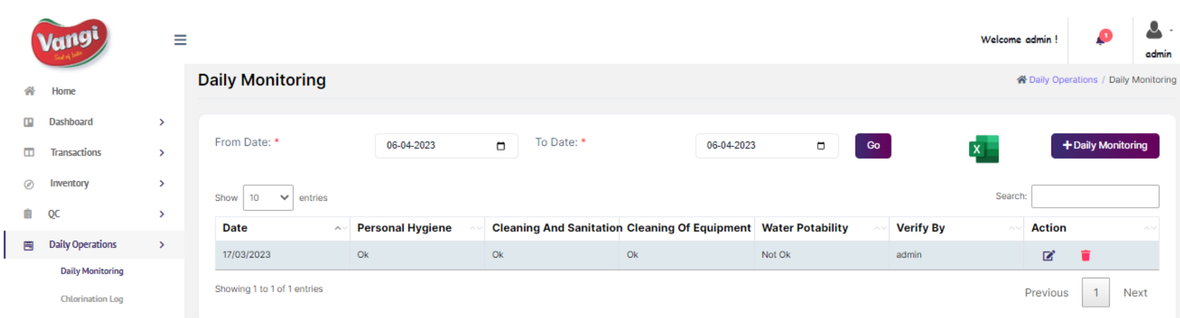
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Daily Monitoring” from that sub-menu.
Step 4: Users have been redirected to the Daily Monitoring page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

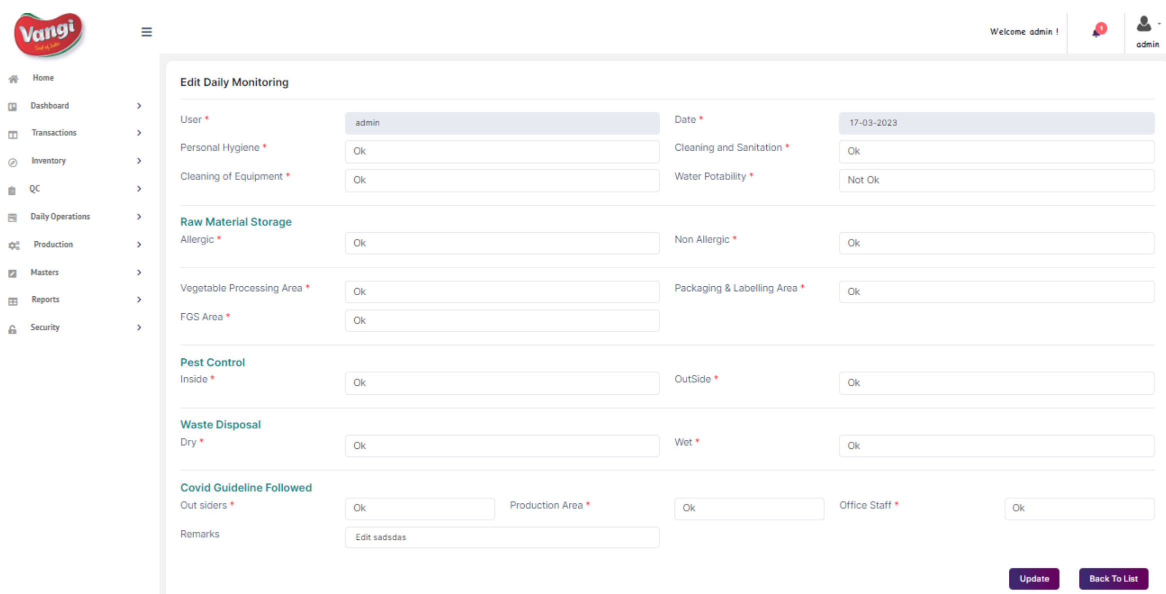
9.1.3. How to Edit or Delete Daily Monitoring

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Daily Monitoring” from that sub-menu.
Step 4: You will be redirected to the main page of the Daily Monitoring.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.

Step 9: You will be redirected to the following screen.

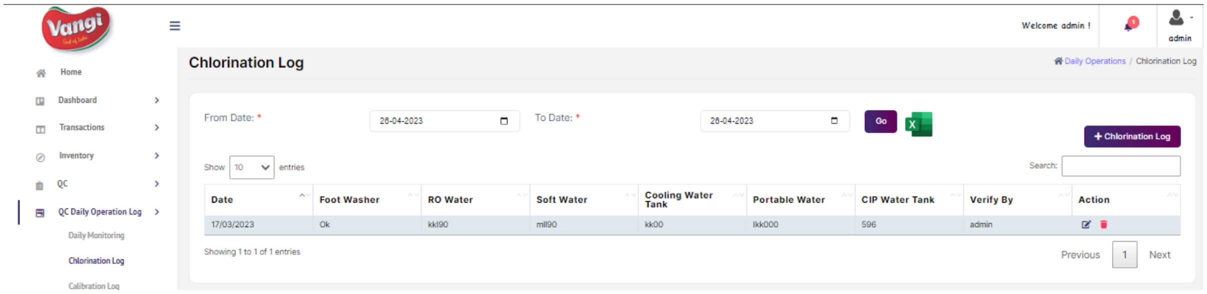


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

9.2. Chlorination Log

9.2.1. How to Add Chlorination Log

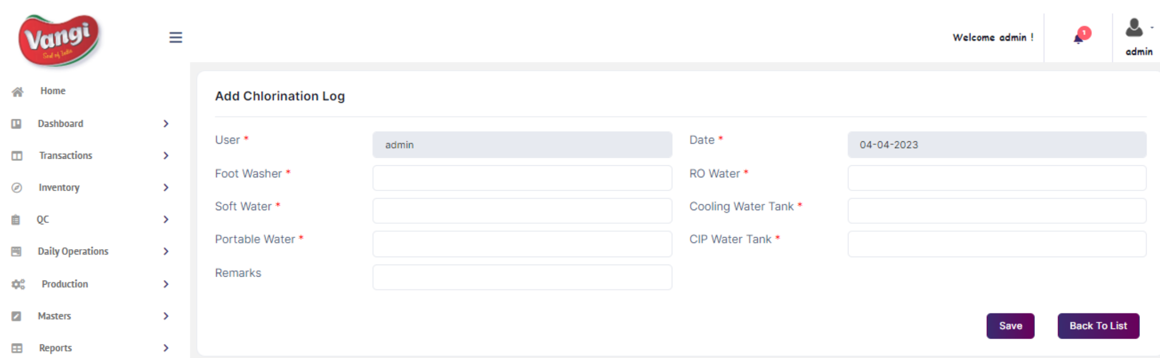
Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Chlorination Log" from that sub-menu.
Step 4: You will be redirected to the main page of the Chlorination Log.



Step 5: To add the Chlorination Log, click on the 

present in the top-right corner of the page.

Step 6: The user will be redirected to the Add Chlorination Log page.



Step 7: “User” and “Date” will be generated by default.

Step 8: Enter the dosage of the foot washer in the “Foot Washer” text box.

Step 9: Now, enter the dosage of the RO water in the “RO Water” text box.

Step 10: Then, enter the dosage of the saltwater in the “Salt Water” text box.

Step 11: Enter the dosage of the cooling water tank in the “Cooling Water Tank” text box.

Step 12: Now, enter the dosage of the portable water in the “Portable Water” text box.

Step 13: Then, enter the dosage of the CIP water tank in the “CIP Water Tank” text box.

Step 14: The user can be able to Provide Remarks by typing into the “Remarks” textbox.

Step 15: To save the data click on the “Save” button, at the bottom of the page.

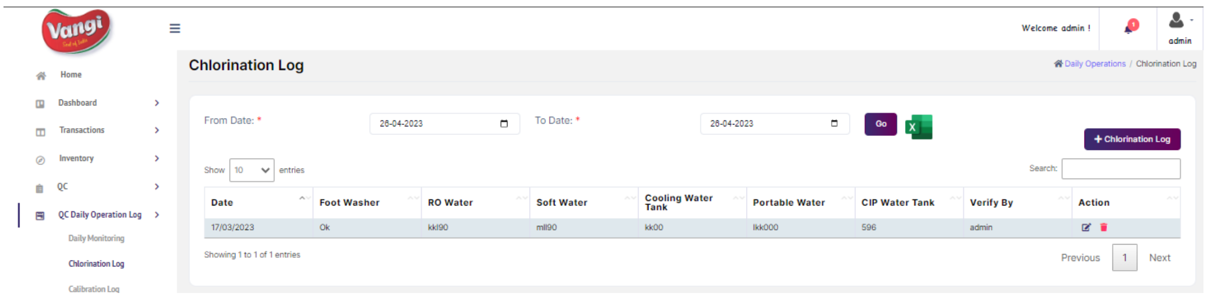
Step 16: If you want to preview the data, click the “Back to List” Button next to the save button.

Step 17: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.2.2. How to Use Chlorination Log Report

Step 1: First ‘Log in’ to the application.

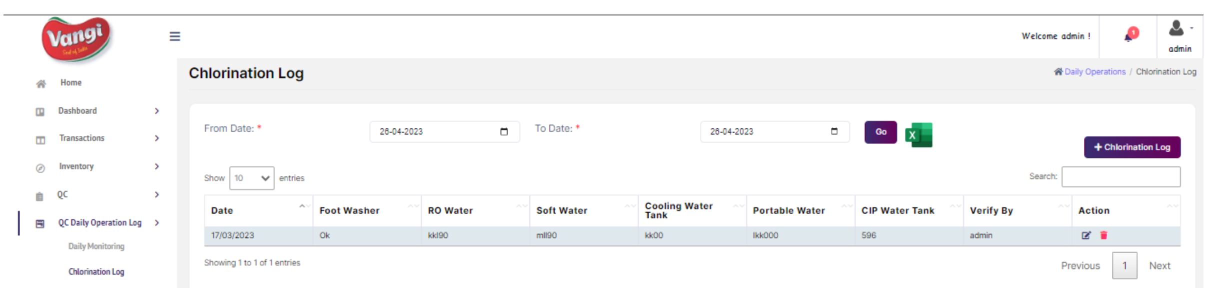
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Chlorination Log” from that sub-menu.
Step 4: Users have been redirected to the Chlorination Log page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

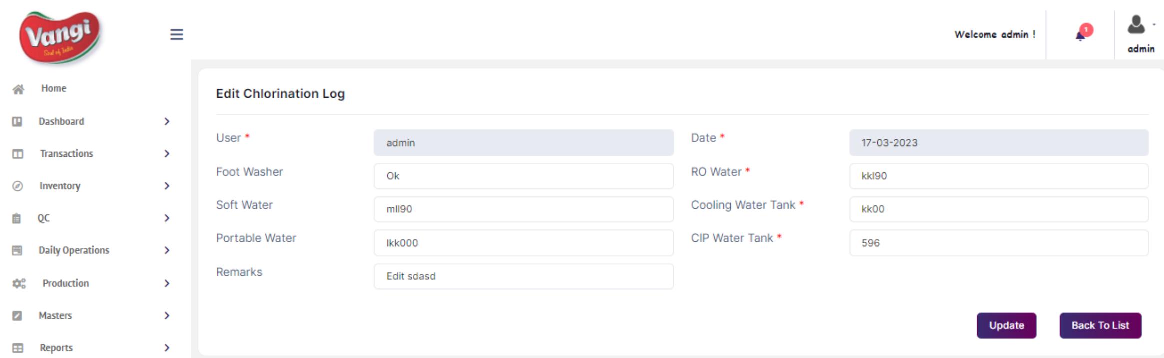
9.2.3. How to Edit or Delete Chlorination Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Chlorination Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Chlorination Log.



Step 5: To delete the data, click on the “Delete Icon” next to the edit icon.

Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure you want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

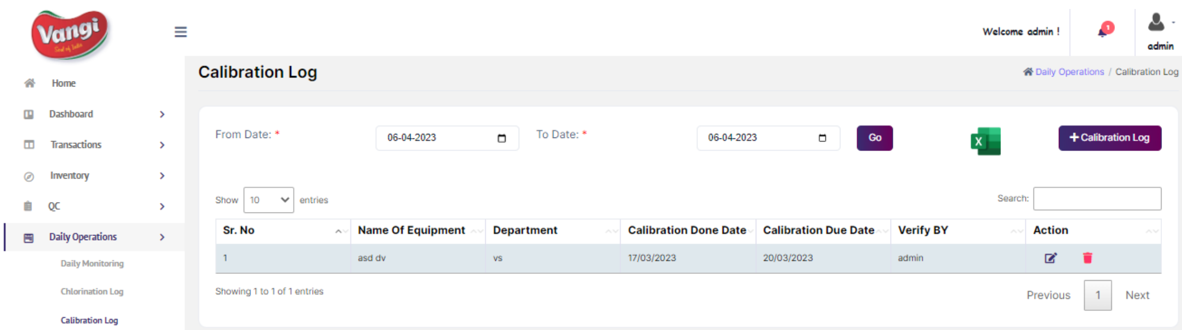


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

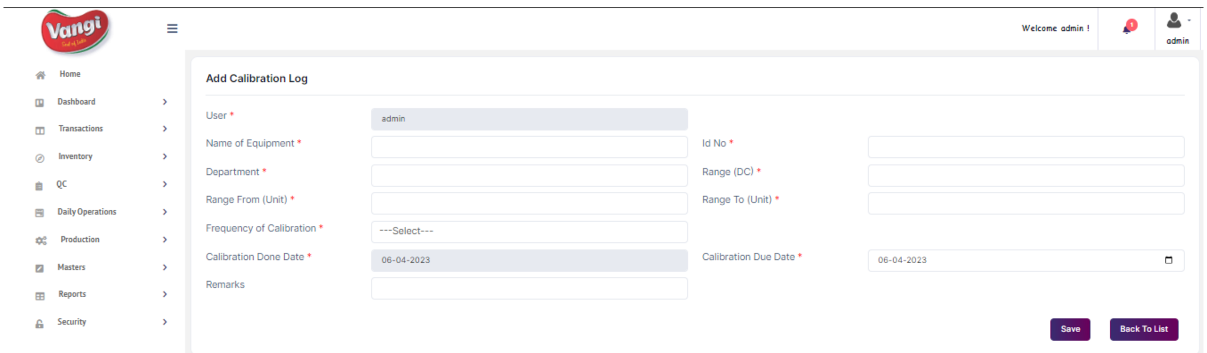
9.3. Calibration Log

9.3.1. How to Add Calibration Log

Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Calibration Log" from that sub-menu.
Step 4: You will be redirected to the main page of the Calibration Log.



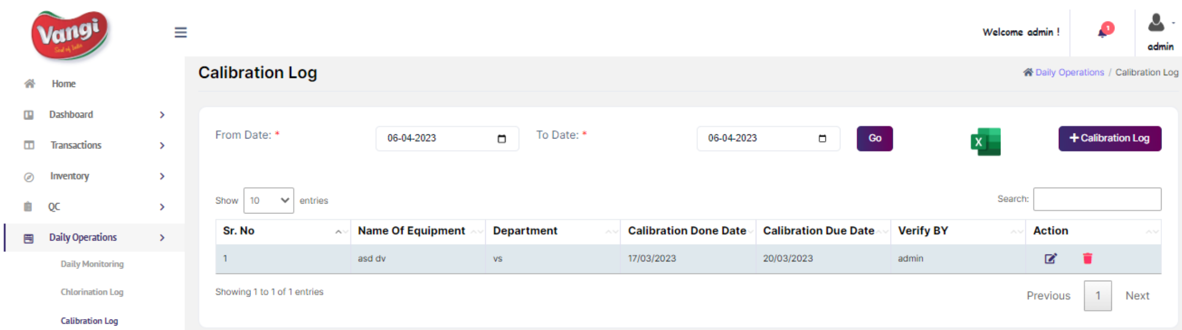
Step 5: To add the Calibration Log, click on the +Calibration Log present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Calibration Log page.



Step 7: “User” will be generated by default.
Step 8: Enter the name of the equipment in the “Name of Equipment” text box.
Step 9: Now, enter the number of IDs in the “Id No” text box.
Step 10: Then, enter the name of the department in the “Department” text box.
Step 11: Enter the range in the “Range(DC)” text box.
Step 12: Now, enter the required from range in the “Range To (Unit)” text box.
Step 13: Then, enter the required range in the “Range To (Unit)” text box.
Step 14: Select the frequency of calibration from the “Frequency of Calibration” dropdown menu.
Step 15: “Calibration Done Date” will be the current date.
Step 16: Choose “Calibration Due Date” from the date picker.
Step 17: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 18: To save the data click on the “Save” button, at the bottom of the page.
Step 19: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 20: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.3.2. How to Use Calibration Log Report

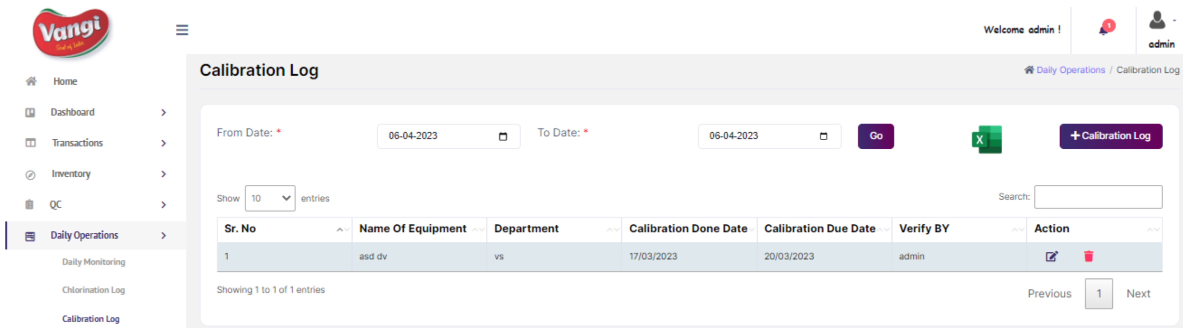
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Calibration Log” from that sub-menu.
Step 4: Users have been redirected to the Calibration Log page on the screen.



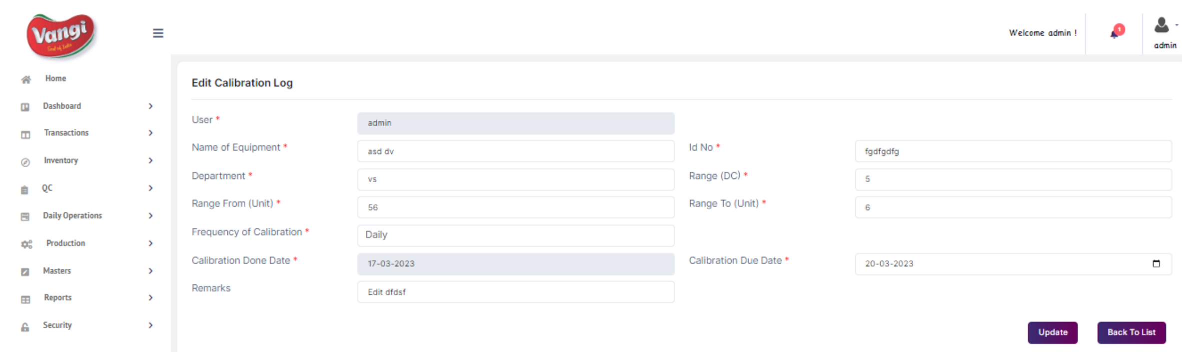
Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 10: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

9.3.3. How to Edit or Delete Calibration Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Calibration Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Calibration Log.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



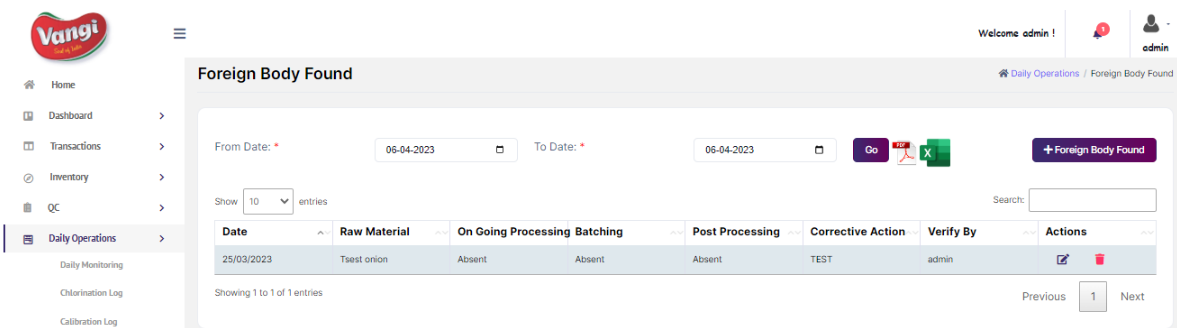
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9.4. Foreign Body Found

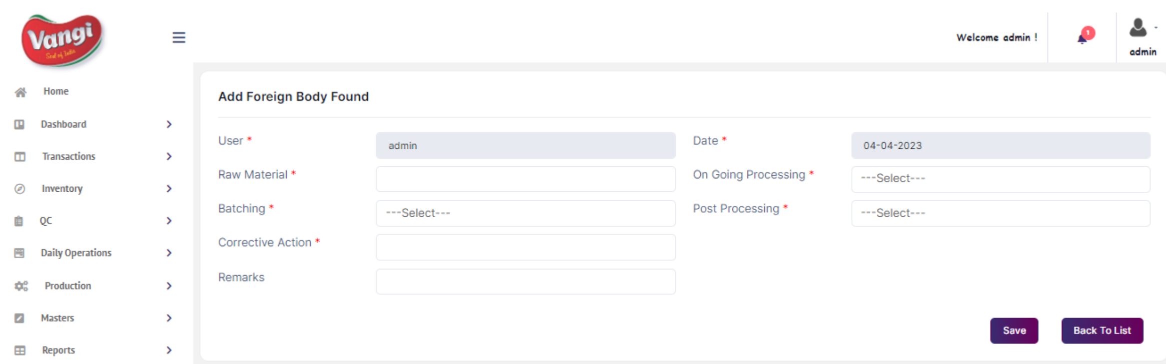
9.4.1. How to Add Foreign Body Found

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.

Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Foreign Body Found" from that sub-menu.
Step 4: You will be redirected to the main page of the Foreign Body Found.



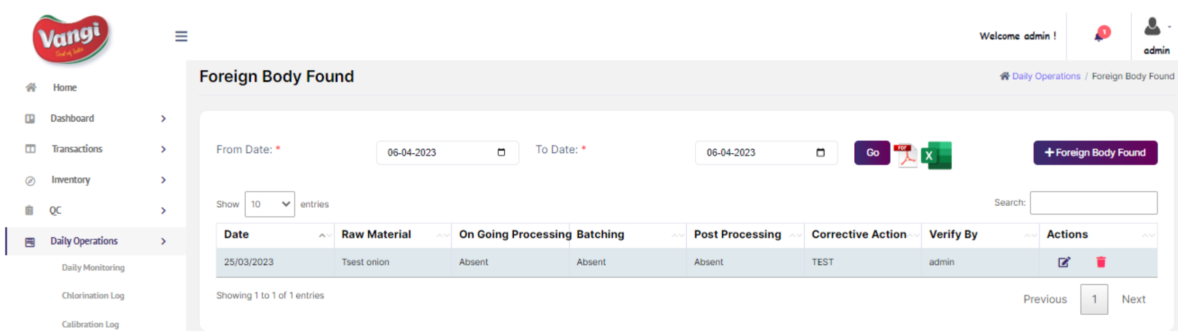
Step 5: To add the Foreign Body Found, click on the **+ Foreign Body Found** present on the top-right corner of the page.
Step 6: The user will be redirected to the Add Foreign Body Found page.



Step 7: "User" and "Date" will be generated by default.
Step 8: Enter raw material in the "Raw Material" text box.
Step 9: Now, select whether the "On Going Processing", "Batching" and "Post Processing" is absent or present.
Step 10: Enter corrective actions in the "Corrective Actions" text box.
Step 11: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 12: To save the data click on the "Save" button, at the bottom of the page.
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 14: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

9.4.2. How to Use Foreign Body Found Report

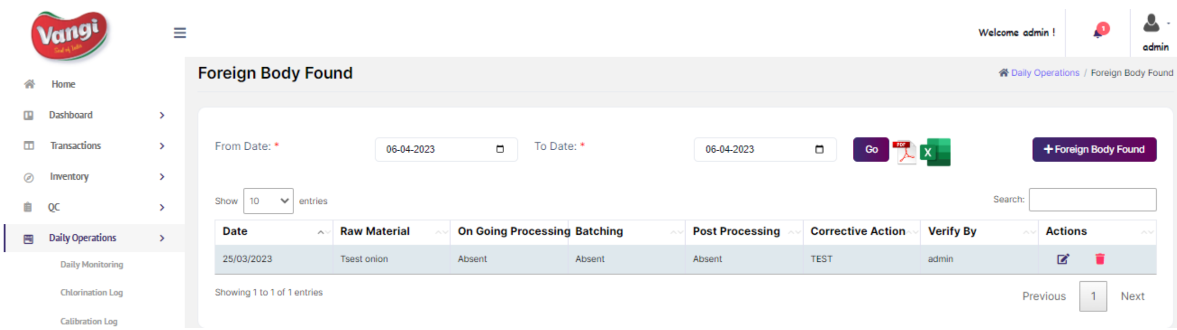
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Foreign Body Found” from that sub-menu.
Step 4: Users have been redirected to the Foreign Body Found page on the screen.



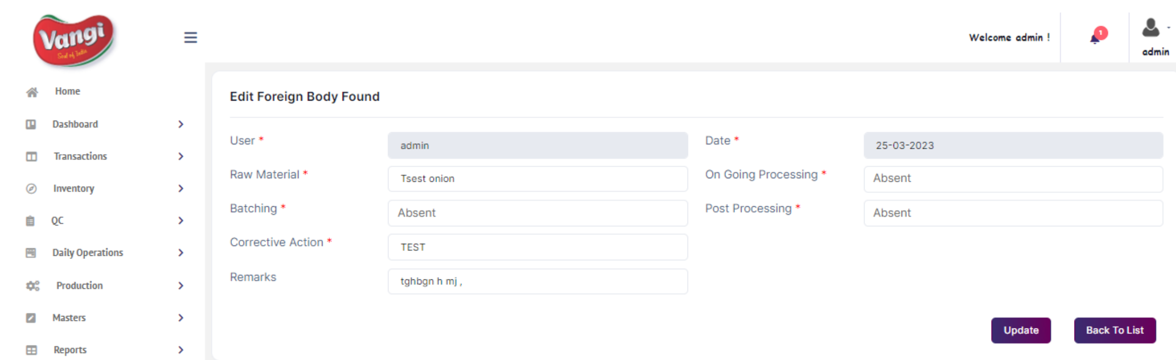
Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 10: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

9.4.3. How to Edit or Delete Foreign Body Found

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Foreign Body found” from that sub-menu.
Step 4: You will be redirected to the main page of the Foreign Body found.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



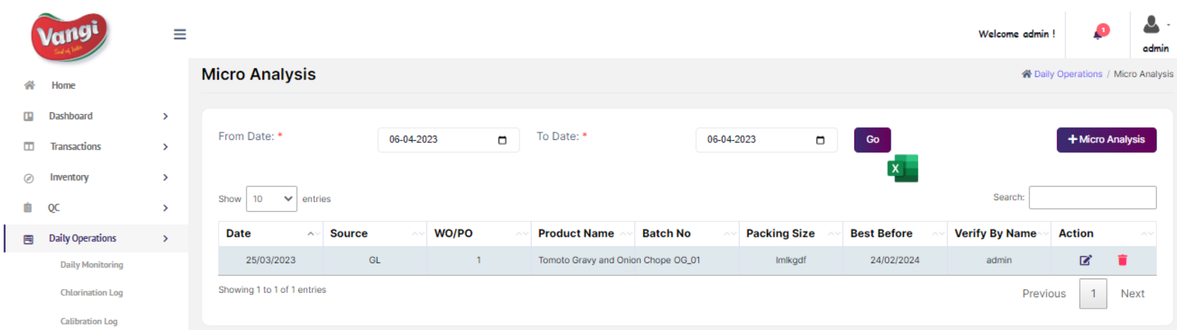
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9.5. Micro Analysis

9.5.1. How to Add Micro Analysis

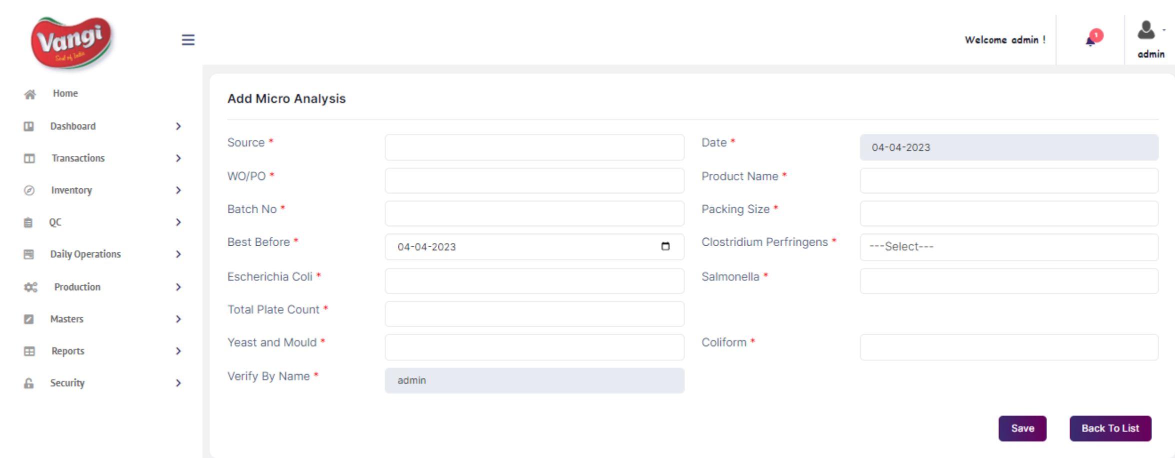
Step 1: First ‘Log in’ to the application.

Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Micro Analysis” from that sub-menu.
Step 4: You will be redirected to the main page of the Micro Analysis.



Step 5: To add the Micro Analysis, click on the  present in the top-right corner of the page.

Step 6: The user will be redirected to the Add Micro Analysis page.

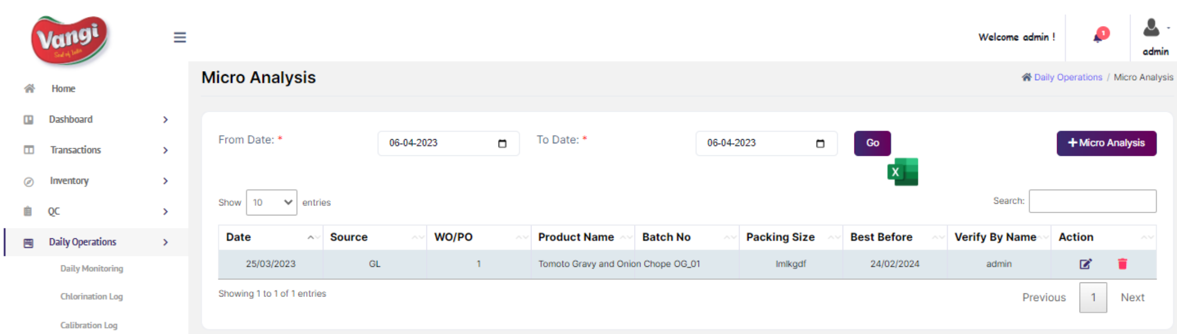


Step 7: Enter the source in the “Source” text box.
Step 8: The date will be generated by default.
Step 9: Now enter wo/po in the “WO/PO” text box.
Step 10: Enter the name of the product in the “Product Name” text box.
Step 11: Now, enter the number of batches in the “Batch No” text box.
Step 12: Then enter the size of the packing in the “Packing Size” text box.
Step 13: Choose the best before date from the “Best Before” date picker.
Step 14: Now, select whether Clostridium Perfringens is present or not.

Step 15: Enter Escherichia Coli in the "Escherichia Coli" text box.
Step 16: Then, enter salmonella in the "Salmonella" text box.
Step 17: Enter the total amount of plate count in the "Total Plate Count" text box.
Step 18: Now, enter Yeast and Mould in the "Yeast and Mould" text box.
Step 19: Then enter coliform in the "Coliform" text box.
Step 20: "Verify By Name" will be generated by default.
Step 21: To save the data click on the "Save" button, at the bottom of the page.
Step 22: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 23: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

9.5.2. How to Use Micro Analysis Report

Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Micro Analysis" from that sub-menu.
Step 4: Users have been redirected to the Micro Analysis page on the screen.

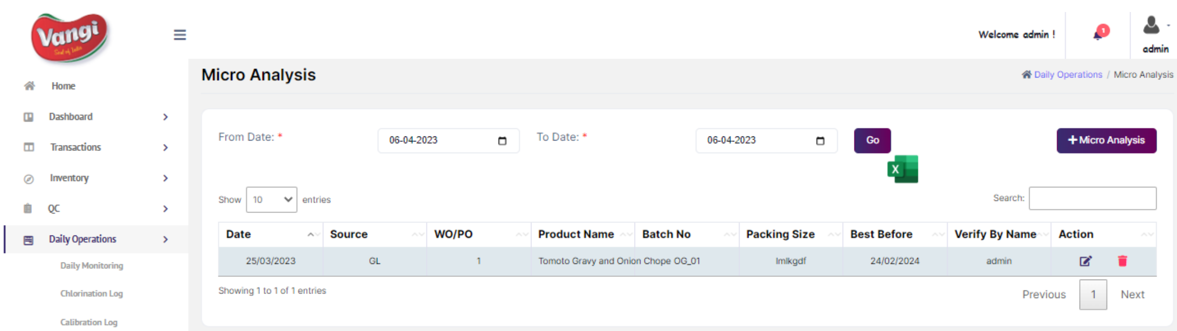


Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 8: Use the "Search" text box to search the data.
Step 9: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

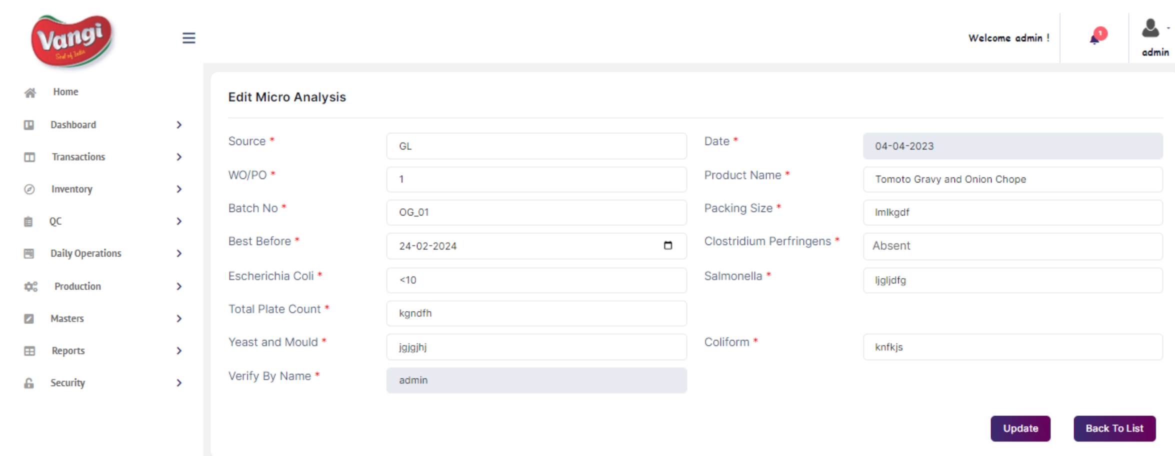
9.5.3. How to Edit or Delete Micro Analysis

Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.

Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Micro Analysis” from that sub-menu.
Step 4: You will be redirected to the main page of the Micro Analysis.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

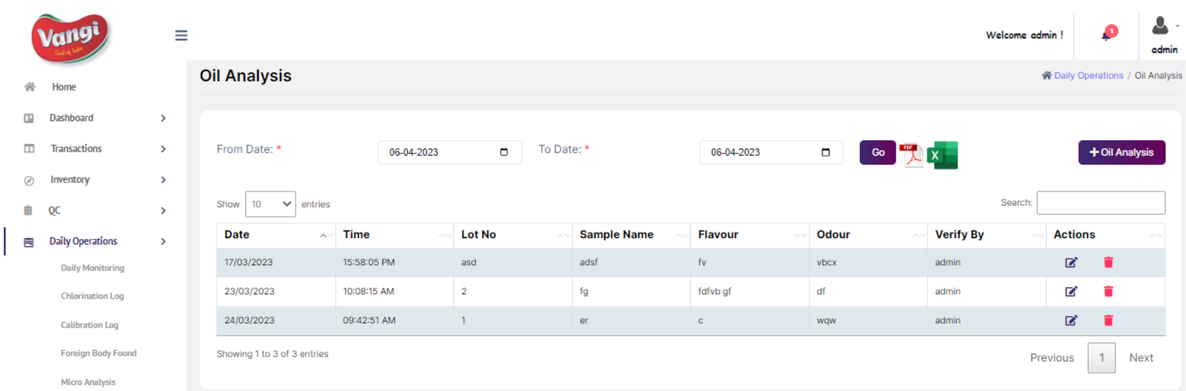


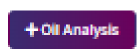
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

9.6. Oil Analysis

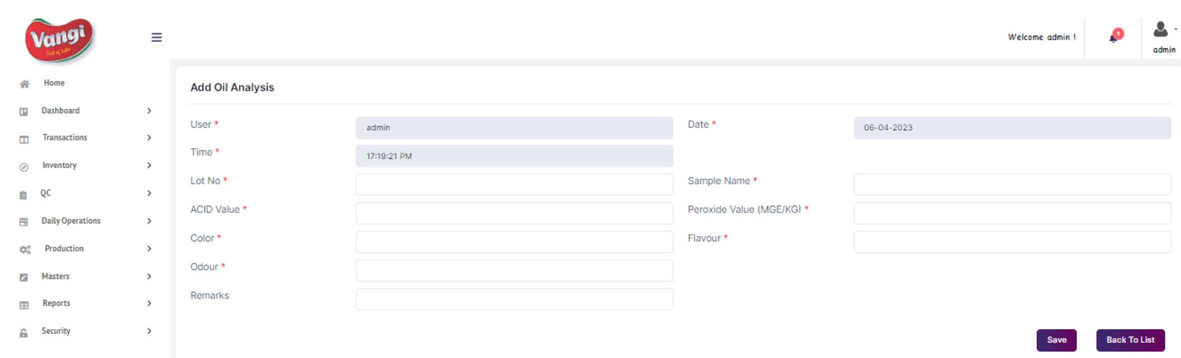
9.6.1. How to Add Oil Analysis

Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Oil Analysis" from that sub-menu.
Step 4: You will be redirected to the main page of the Oil Analysis.



Step 5: To add the Oil Analysis, click on the 

present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Oil Analysis page.

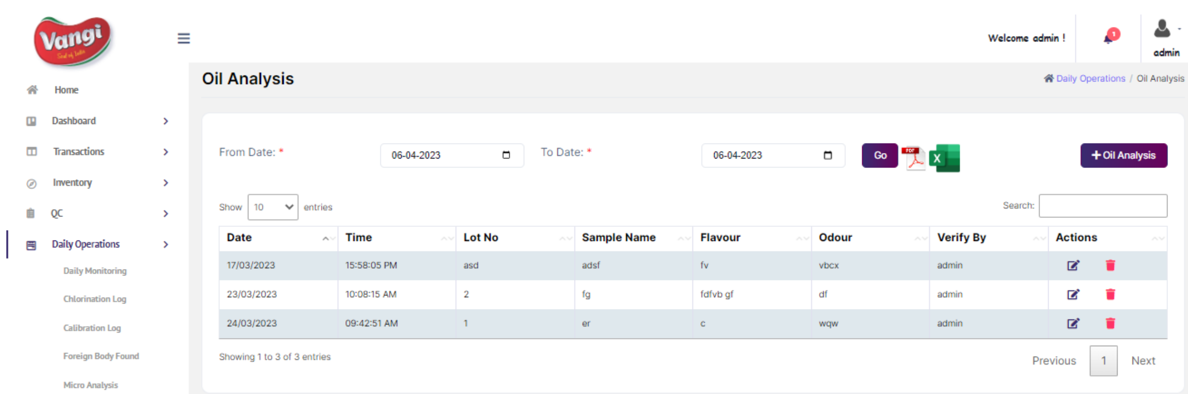


Step 7: "User", "Date" and "Time" will be generated by default.
Step 8: Enter the lot number in the "Lot No" text box.
Step 9: Now, enter the name of the sample in the "Sample Name" text box.
Step 10: Then, enter the value of acid in the "ACID value" text box.
Step 11: Enter the value of peroxide in the "Peroxide Value (MGE/KG)" text box.

Step 12: Now, enter the colour of the oil in the “Color” text box.
Step 13: Then, enter the flavour of oil in the “Flavour” text box.
Step 14: Enter the odour of oil in the “Odour” text box.
Step 15: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.6.2. How to Use Oil Analysis Report

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Oil Analysis” from that sub-menu.
Step 4: Users have been redirected to the Oil Analysis page on the screen.

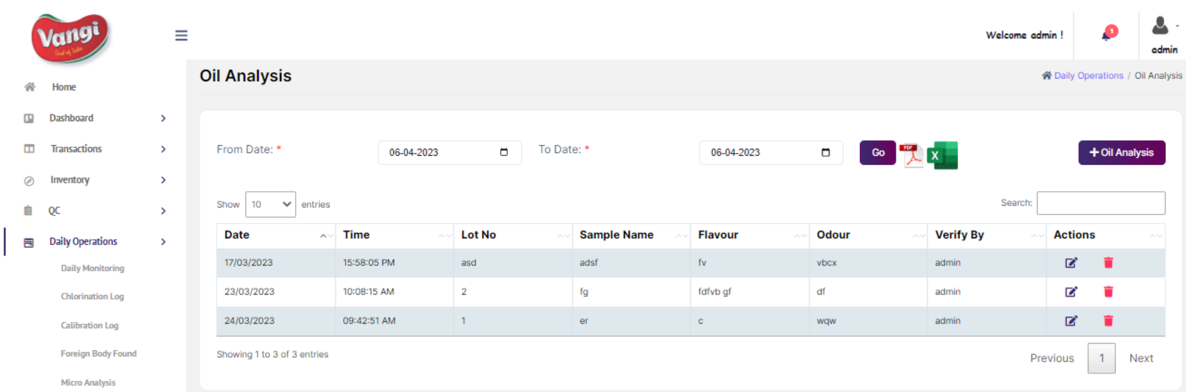


Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 10: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

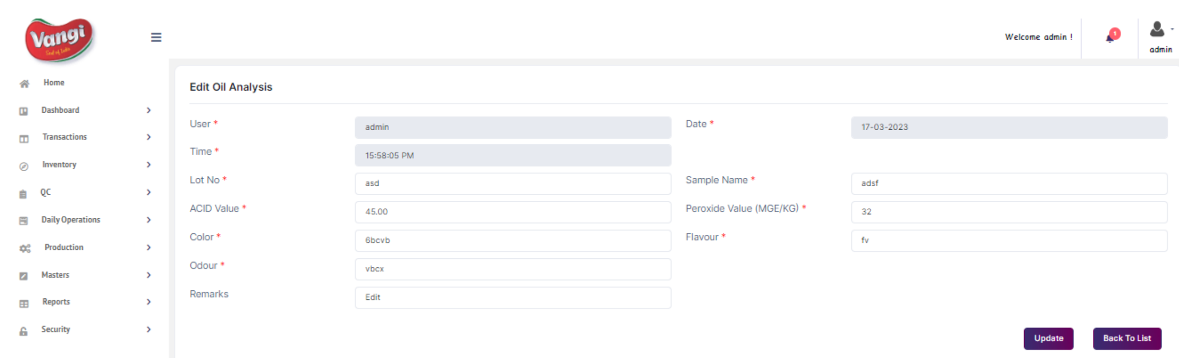
9.6.3. How to Edit or Delete Oil Analysis

Step 1: First ‘Log in’ to the application.

Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Oil Analysis" from that sub-menu.
Step 4: You will be redirected to the main page of the Oil Analysis.



Step 5: To delete the data, click on the "Delete Icon".
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



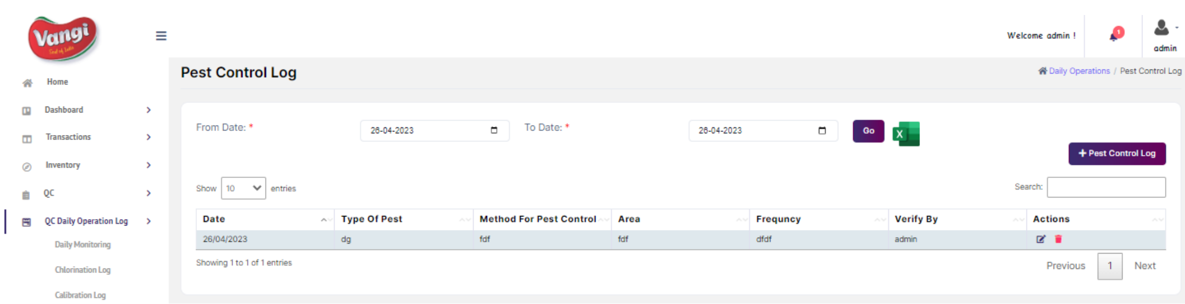
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".

Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9.7. Pest Control Log

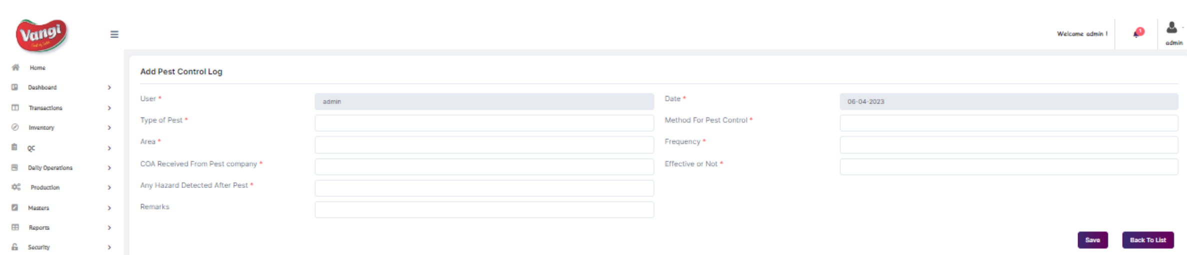
9.7.1. How to Add Pest Control Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Pest Control Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Pest Control Log.



Step 5: To add the Pest Control Log, click on the 

present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Pest Control Log page.

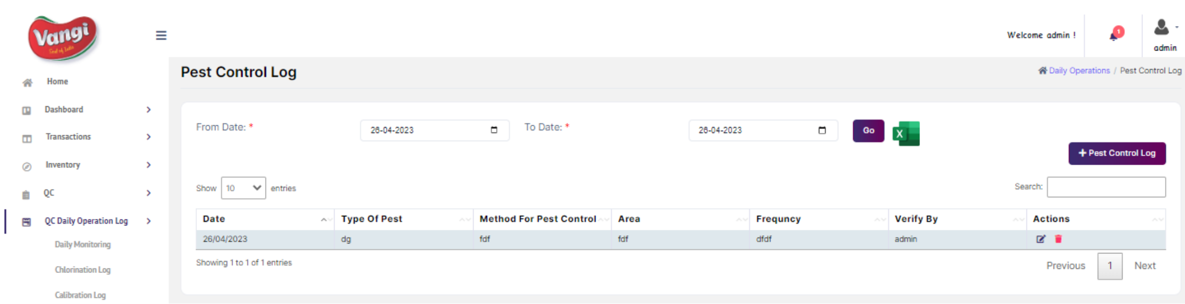


Step 7: “User” and “Date” will be generated by default.
Step 8: Enter the type of pest in the “Type of Pest” text box.
Step 9: Now, enter the method for pest control in the “Method For Pest Control” text box.
Step 10: Then, enter the area of pest control in the “Area” text box.
Step 11: Enter frequency in the “Frequency” text box.
Step 12: Enter the amount of COA received from the pest company in the “COA Received From Pest Company” text box.

Step 13: Now, enter whether the pest control was effective or not.
Step 14: Then, enter the name of the hazard detected after the pest in the “Any Hazard Detected After Pest” text box.
Step 15: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.7.2. How to Use Pest Control Log Report

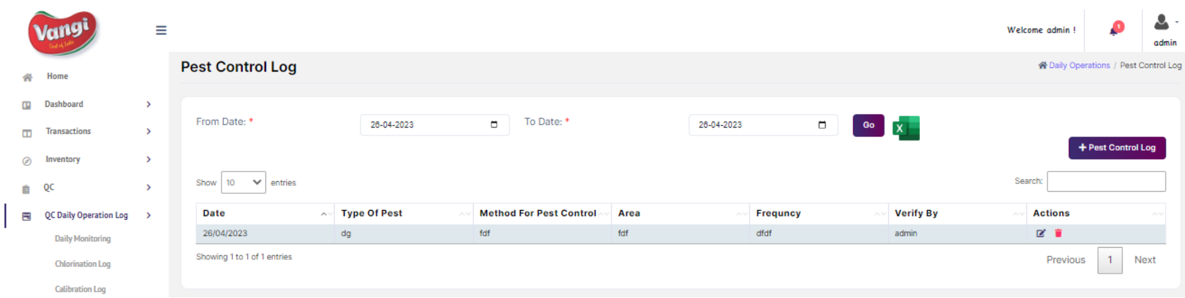
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Pest Control Log” from that sub-menu.
Step 4: Users have been redirected to the Pest Control Log page on the screen.



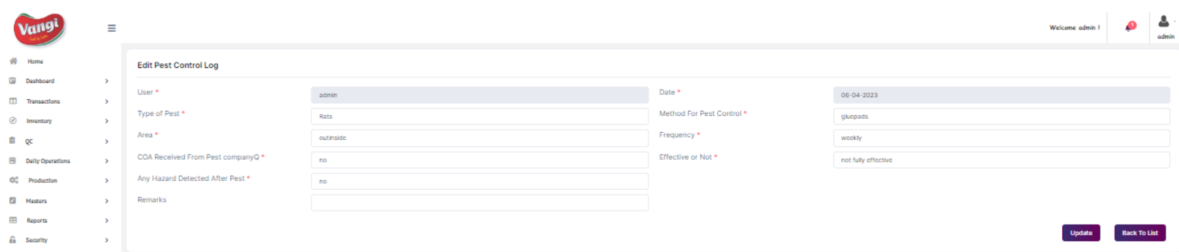
Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

9.7.3. How to Edit or Delete Pest Control Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Pest Control Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Pest Control Log.



Step 5: To delete the data, click on the "Delete Icon".
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



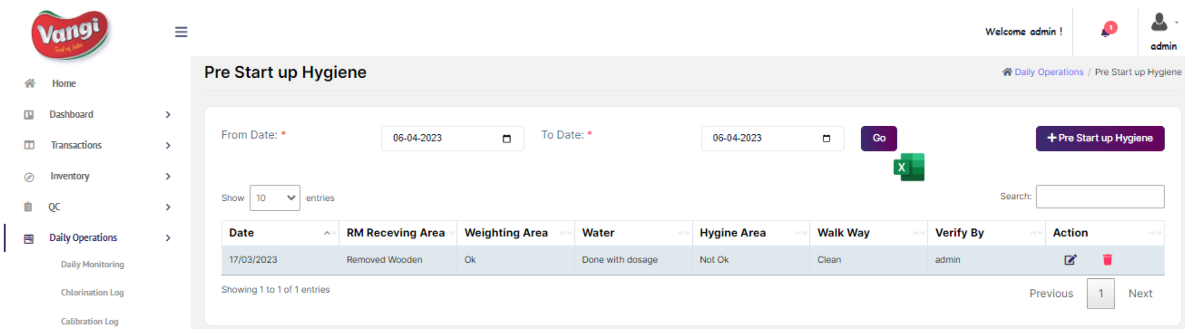
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

9.8. Pre-Startup Hygiene

9.8.1. How to Add Pre-Startup Hygiene

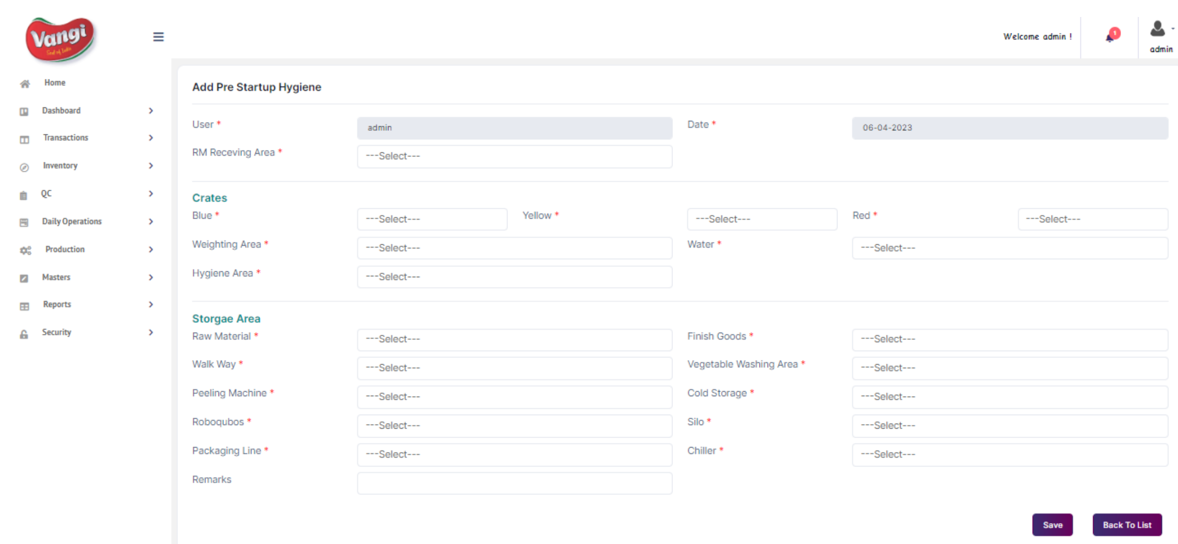
Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Pre-Startup Hygiene" from that sub-menu.

Step 4: You will be redirected to the main page of the Pre-Startup Hygiene.



Step 5: To add the Pre-Startup Hygiene, click on the  present in the top-right corner of the page.

Step 6: The user will be redirected to the Add Pre-Startup Hygiene page.



Step 7: “User” and “Date” will be generated by default.

Step 8: Select the name of the RM receiving area from the “RM Receiving Area” dropdown menu.

Step 9: Now, select whether the “Blue”, “Yellow” and “Red” are OK or In Use.

Step 10: Then, select whether the weighing area is ok or not.

Step 11: Select the dosage of water from the “Water” dropdown menu.

Step 12: Now, select whether the hygiene area is ok or not.

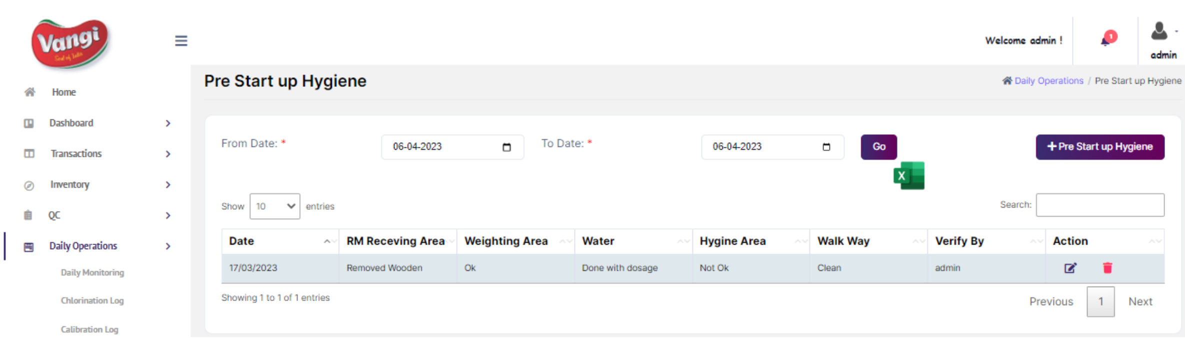
Step 13: Then, select whether the availability of raw material is ok or not.

Step 14: Select whether the finished goods are packed or ok.

Step 15: Now, select whether the “Walk Way”, “Vegetable Washing Area”, “Peeling Machine” and “Cold Storage” is clean or not.
Step 16: Then select whether the “Roboqubos” and “Silo” are CIP and Hot Wash or Ongoing CIP.
Step 17: Select whether the “Packaging Line” is Hot wash or ongoing.
Step 18: Now, select whether the “Chiller” is chlorinated or not.
Step 19: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 20: To save the data click on the “Save” button, at the bottom of the page.
Step 21: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 22: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.8.2. How to Use Pre-Startup Hygiene

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Pre-Startup hygiene” from that sub-menu.
Step 4: Users have been redirected to the Pre-Startup Hygiene page on the screen.

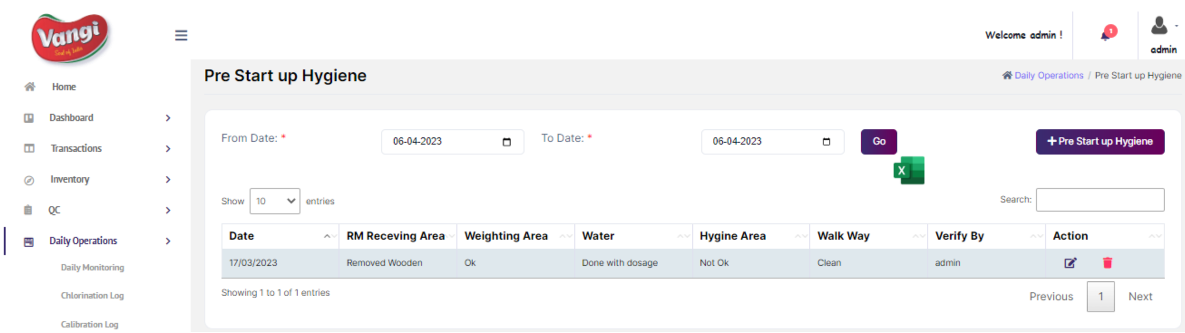


Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

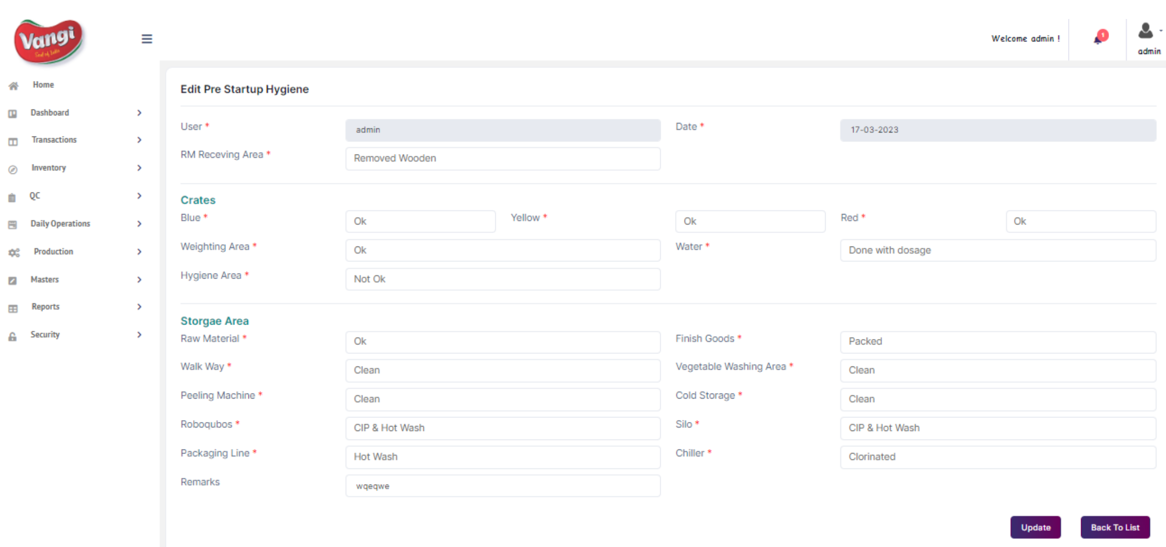
9.8.3. How to Edit or Delete Pre-Startup Hygiene

Step 1: First ‘Log in’ to the application.

Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Pre-Startup Hygiene" from that sub-menu.
Step 4: You will be redirected to the main page of the Pre-startup Hygiene.



Step 5: To delete the data, click on the "Delete Icon".
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



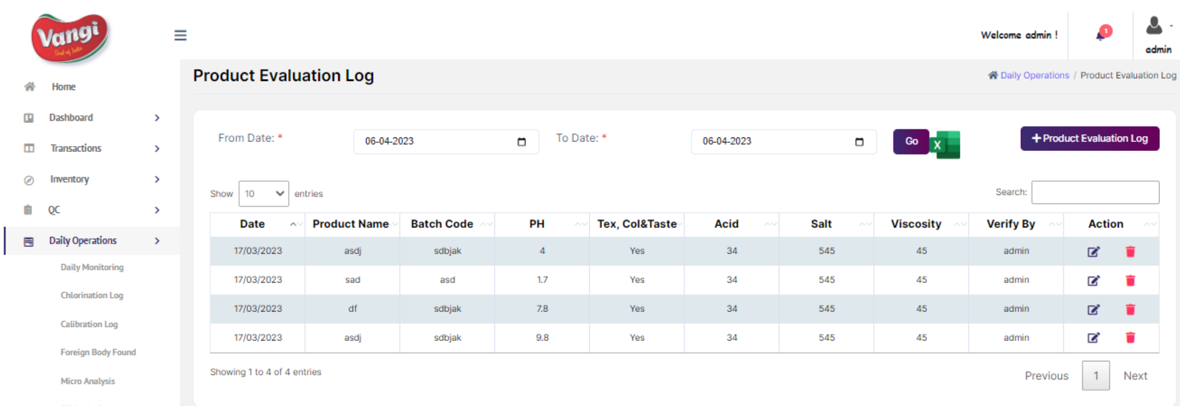
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.

Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9.9. Product Evaluation Log

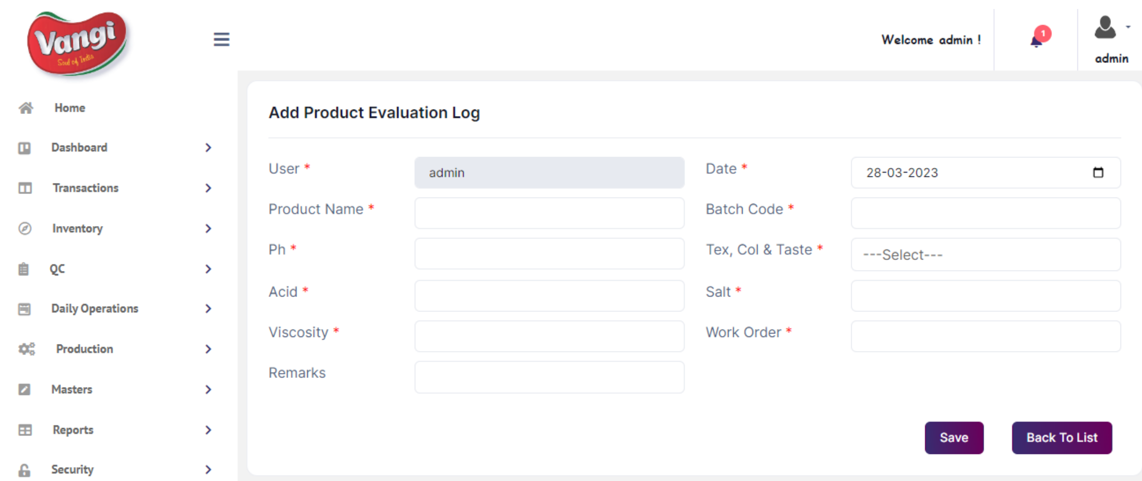
9.9.1. How to Add Product Evaluation Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Product Evaluation Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Product Evaluation Log.



Step 5: To add the Product Evaluation Log, click on the 

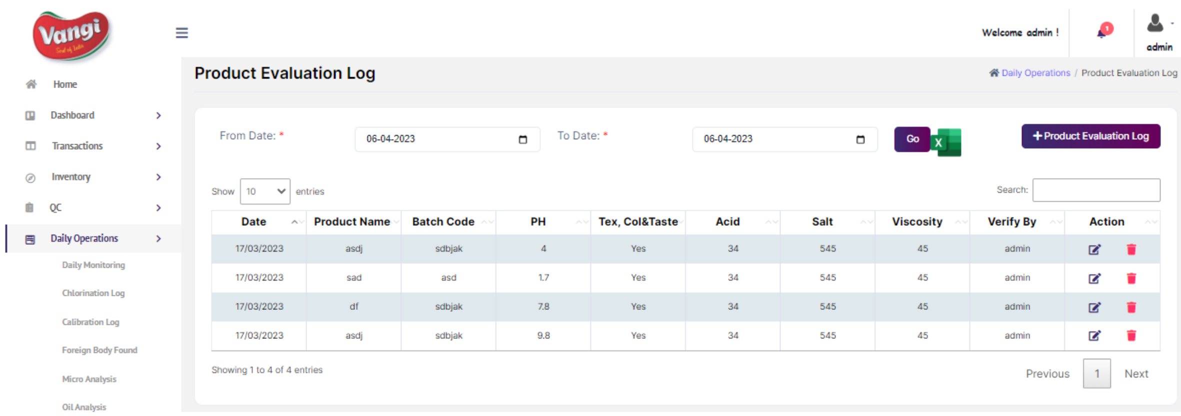
present in the top-right corner of the page.
Step 6: The user will be redirected to the Add Product Evaluation Log page.



Step 7: “User” will be generated by default.
Step 8: Choose the date from the date picker.
Step 9: Enter the product's name in the “Product Name” text box.
Step 10: Now, enter the batch code in the “Batch Code” text box.
Step 11: Then, enter the PH Number in the “PH” text box.
Step 12: Select whether “Tex, Col & Taste” is Yes or No.
Step 13: Enter the value of acid in the “ACID” text box.
Step 14: Now, enter the amount of salt present in the “Salt” text box.
Step 15: Then, enter the viscosity of the product in the “Viscosity” text box.
Step 16: Enter the order of work in the “Work Order” text box.
Step 17: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 18: To save the data click on the “Save” button, at the bottom of the page.
Step 19: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 20: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.9.2. How to Use Product Evaluation Log

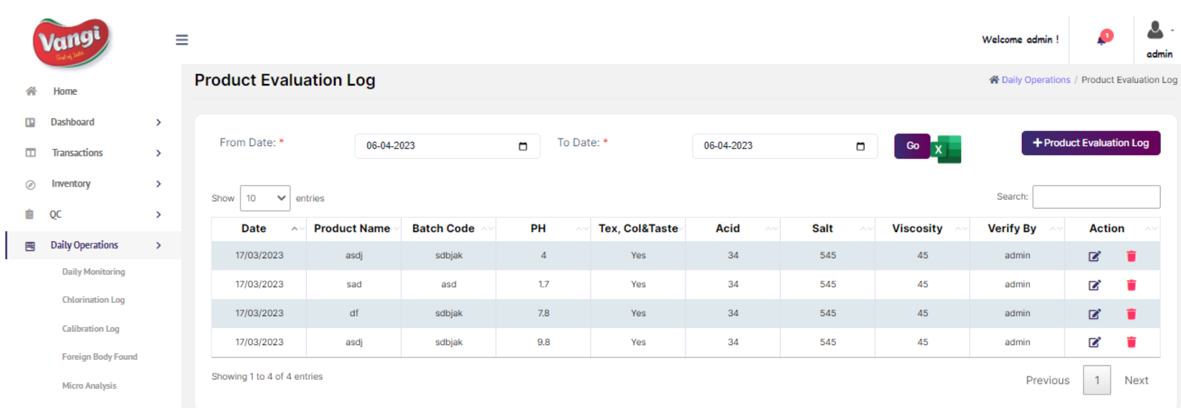
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Product Evaluation Log” from that sub-menu.
Step 4: Users have been redirected to the Product Evaluation Log page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

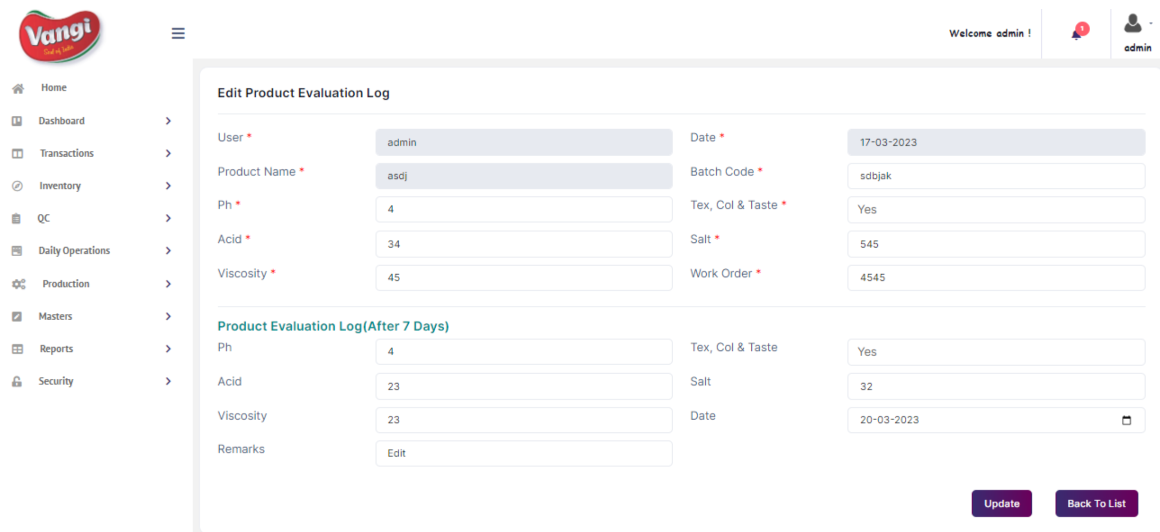
9.9.3. How to Edit or Delete Product Evaluation Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Product Evaluation log” from that sub-menu.
Step 4: You will be redirected to the main page of the Product Evaluation Log.



Step 5: To delete the data, click on the “Delete Icon”.

Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

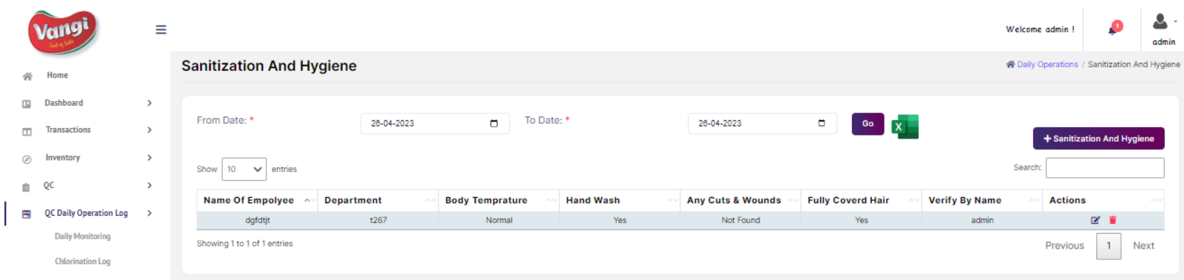


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click the “Back to List” Button next to the save button.

9.10. Sanitization and Hygiene

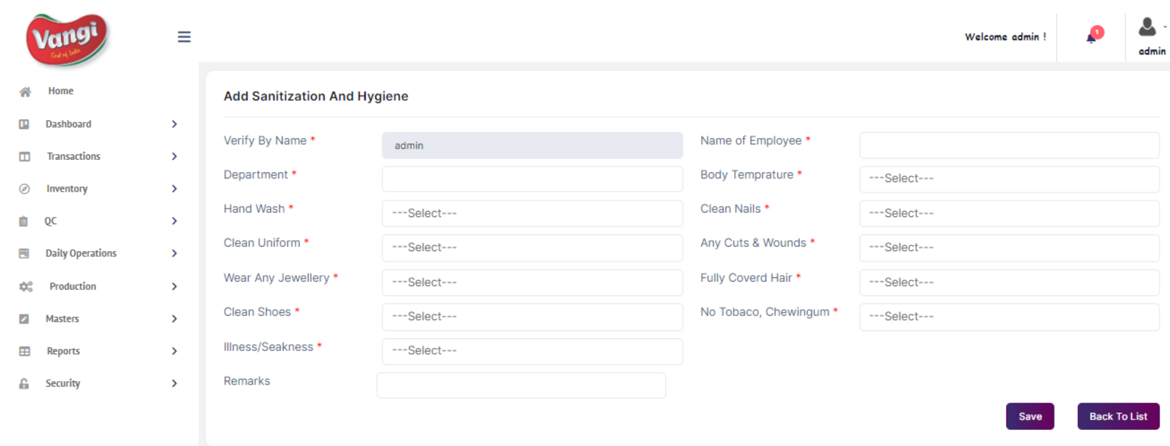
9.10.1. How to Add Sanitization and Hygiene

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Sanitization and Hygiene” from that sub-menu.
Step 4: You will be redirected to the main page of the Sanitization and Hygiene.



Step 5: To add the Sanitization and Hygiene, click on the **+ Sanitization And Hygiene** present on the top-right corner of the page.

Step 6: The user will be redirected to the Add Sanitization and Hygiene page.



Step 7: “User” will be generated by default.

Step 8: Enter the name of the employee in the “Name of Employee” text box.

Step 9: Now, enter the name of the department in the “Department” text box.

Step 10: Select whether the body temperature is normal, moderate or high.

Step 11: Now, select whether the “Hand Wash” and “Clean Nails” are Yes or No.

Step 12: Then, select whether the “Clean Uniform” is yes, no or no uniform yet.

Step 13: Select whether “Any Cuts & Wounds” is found or not.

Step 14: Now, select whether the “Wear Any Jewellery”, “Fully Covered Hair”, “Clean Shoes”, “No Tobacco, Chewingum” and “Illness/Seakness” are yes or no.

Step 15: The user can be able to Provide Remarks by typing into the “Remarks” textbox.

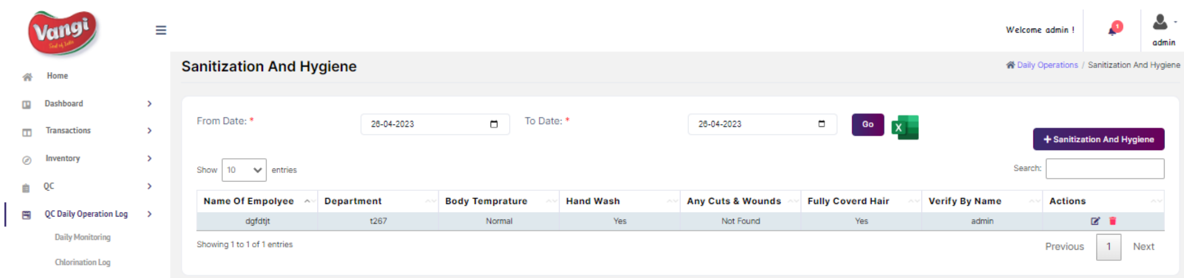
Step 16: To save the data click on the “Save” button, at the bottom of the page.

Step 17: If you want to preview the data, click the “Back to List” Button next to the save button.

Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.10.2. How to Use Sanitization and Hygiene Report

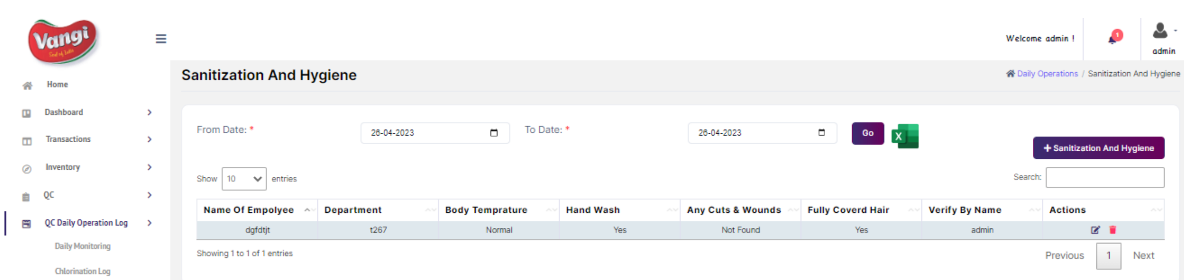
Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Sanitization and Hygiene" from that sub-menu.
Step 4: Users have been redirected to the Sanitization and Hygiene page on the screen.



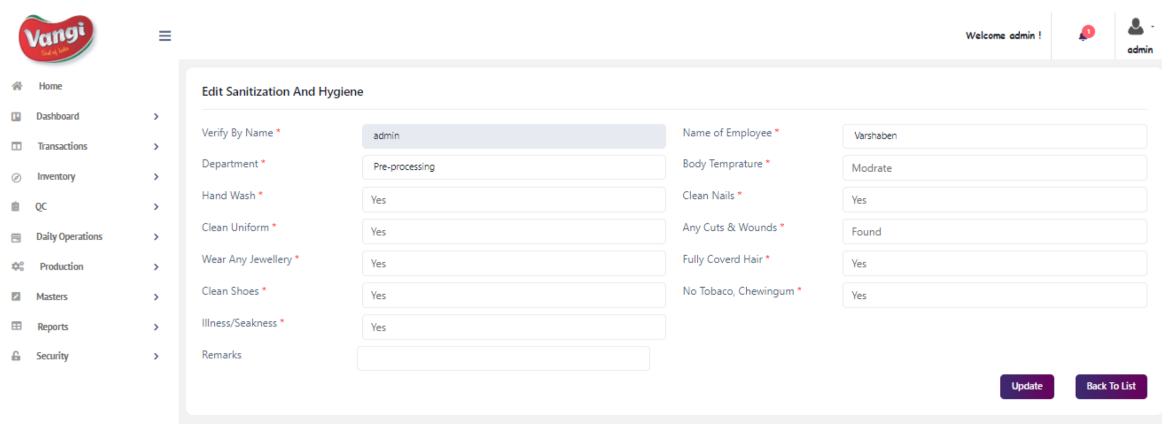
Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 8: Use the "Search" text box to search the data.
Step 9: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

9.10.3. How to Edit or Delete Sanitization and Hygiene

Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Sanitization and Hygiene" from that sub-menu.
Step 4: You will be redirected to the main page of the sanitization and Hygiene.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

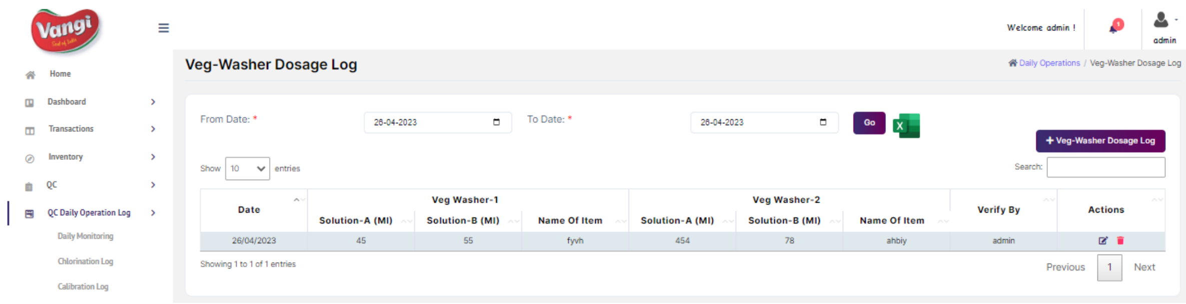


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

9.11. Veg Washer Dosage Log

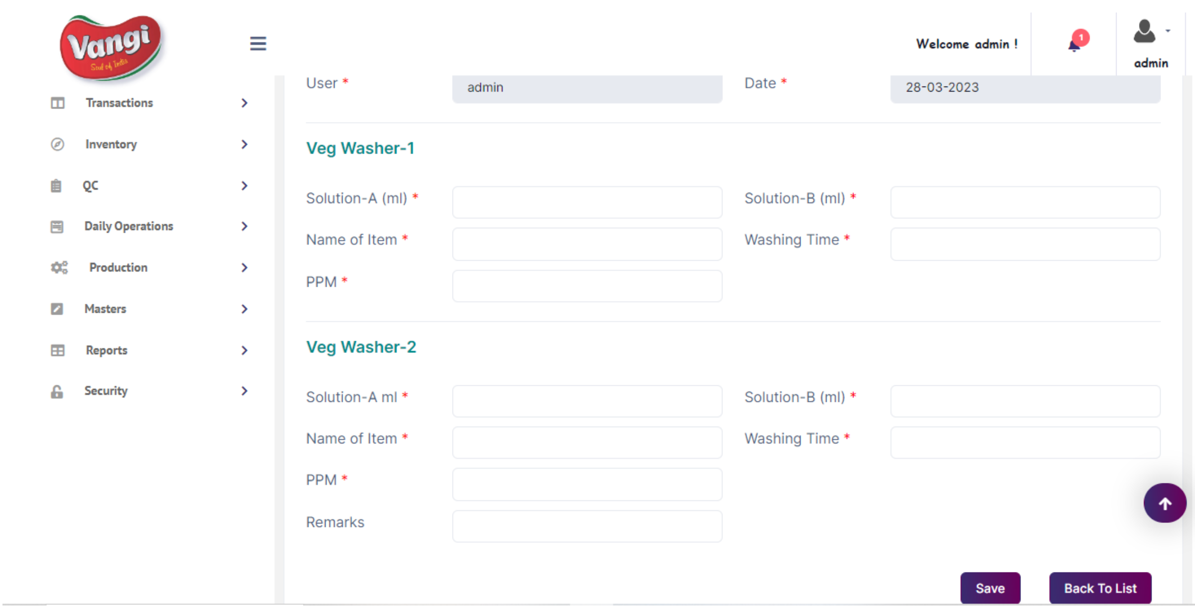
9.11.1. How to Add Veg Water Dosage Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Veg Washer Dosage Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Veg Washer Dosage Log.



Step 5: To add the Veg Washer Dosage Log, click on the **+ Veg Washer Dosage Log** present in the top-right corner of the page.

Step 6: The user will be redirected to the Add Veg Washer Dosage Log page.



Step 7: "User" and "Date" will be generated by default.

Step 8: For Veg Washer-1, "Enter the proportion of Solution-A", "Enter the proportion of Solution-B", "Name of Item", "Time Required for Washing" and "PPM".

Step 9: For Veg Washer-2, "Enter the proportion of Solution-A", "Enter the proportion of Solution-B", "Name of Item", "Time Required for Washing" and "PPM".

Step 10: The user can be able to Provide Remarks by typing into the "Remarks" textbox.

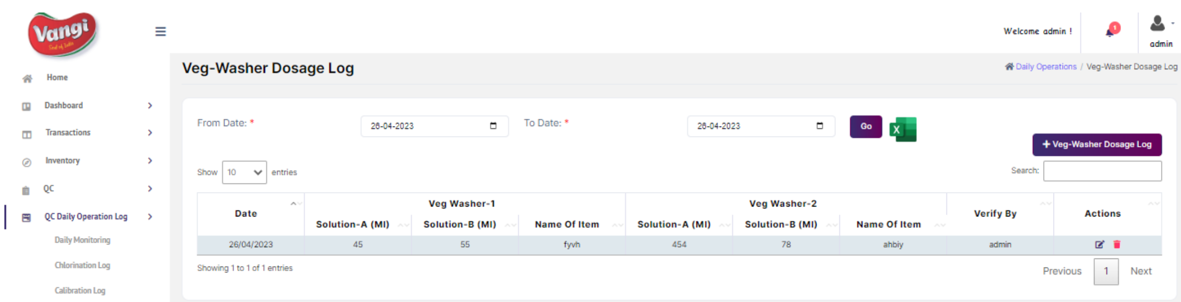
Step 11: To save the data click on the "Save" button, at the bottom of the page.

Step 12: If you want to preview the data, click the "Back to List" Button next to the save button.

Step 13: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

9.11.2. How to Use Veg Washer Dosage Log Report

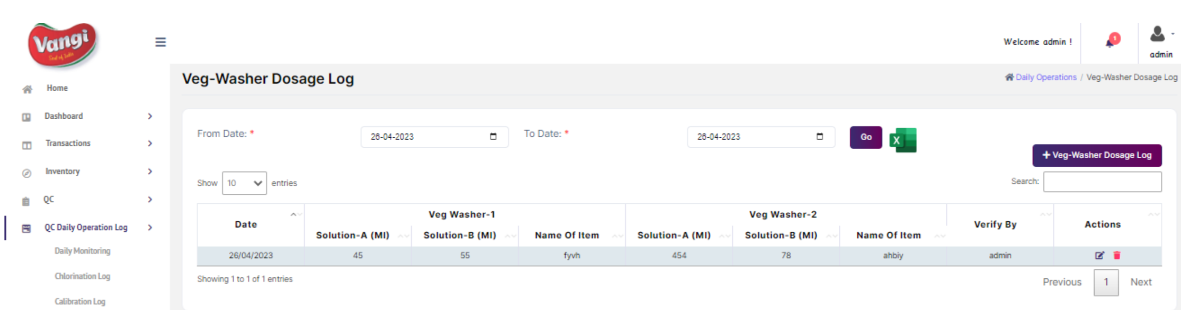
Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Veg Washer Dosage Log” from that sub-menu.
Step 4: Users have been redirected to the Veg Washer Dosage Log page on the screen.



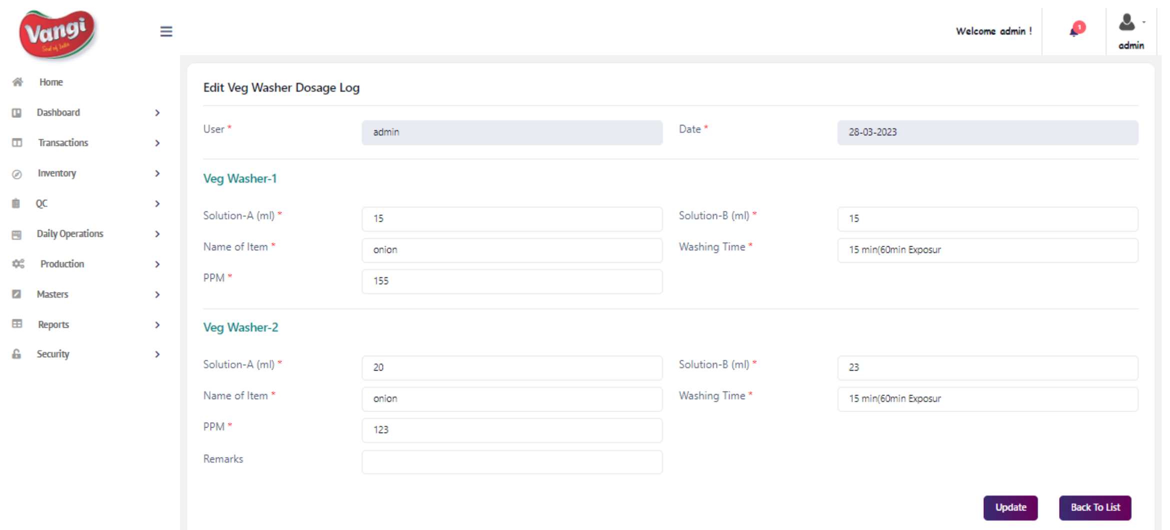
Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

9.11.3. How to Edit or Delete Veg Washer Dosage Log

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Veg Washer Dosage Log” from that sub-menu.
Step 4: You will be redirected to the main page of the Veg Washer Dosage Log.



Step 5: To delete the data, click on the "Delete Icon".
Step 6: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 7: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the "Edit icon" located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

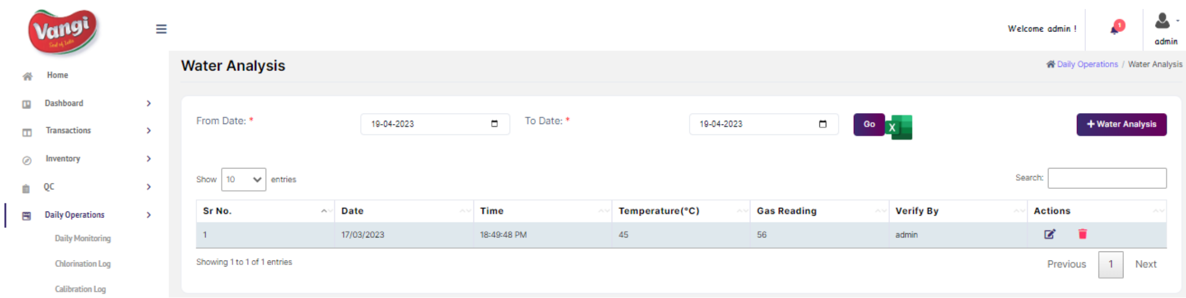


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the "Update" button to save the changes.
Step 12: By clicking on the "Update" button, the user will get a pop-up "Updated successfully!".
Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

9.12. Water Analysis

9.12.1. How to Add Water Analysis

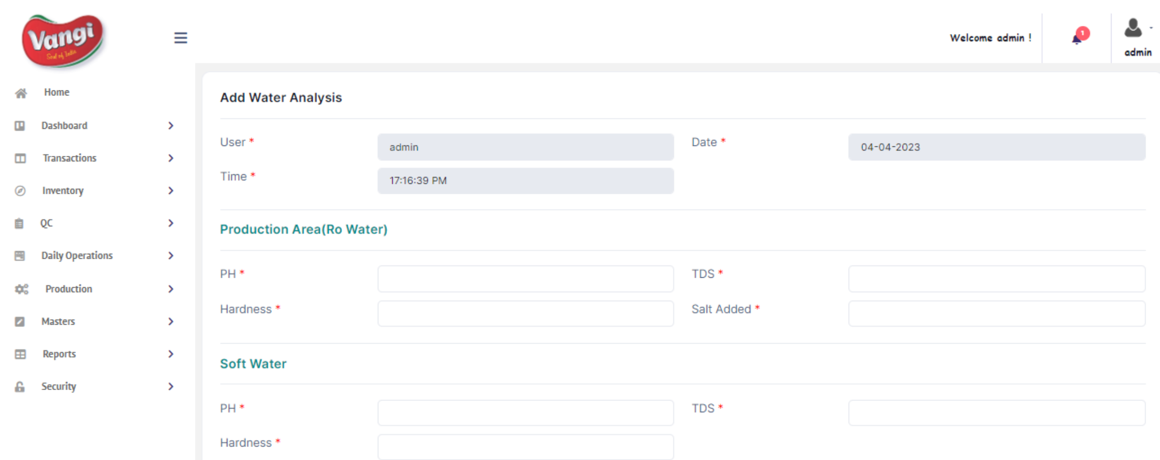
Step 1: First 'Log in' to the application.
Step 2: "QC Daily Operations Log" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "QC Daily Operations Log" icon, a sub-menu will be visible. Select "Water Analysis" from that sub-menu.
Step 4: You will be redirected to the main page of the Water Analysis.



Step 5: To add the Water Analysis, click on the 

present in the top-right corner of the page.

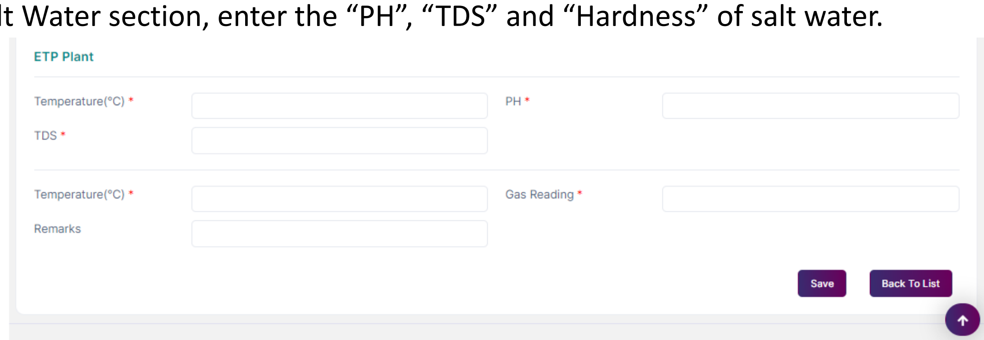
Step 6: The user will be redirected to the Add Water Analysis page.



Step 7: "User", "Date" and "Time" will be generated by default.

Step 8: In the production area(RO water) section, enter "PH", "TDS" and "Hardness" of RO Water and the amount of salt added to RO Water in the "Salt added" text box.

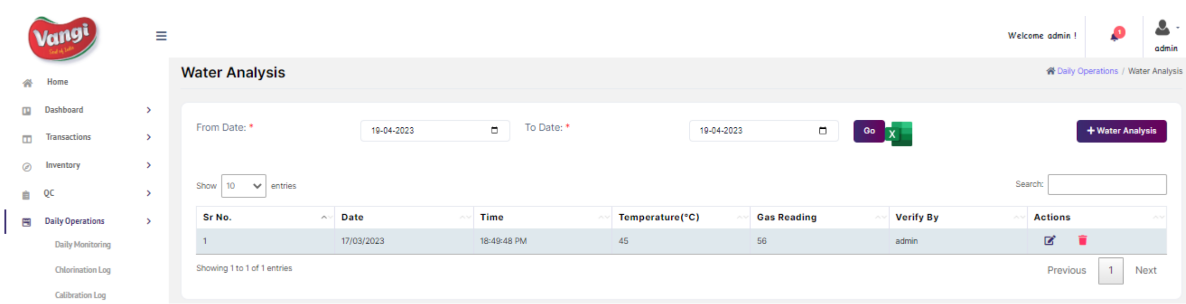
Step 9: In the Salt Water section, enter the "PH", "TDS" and "Hardness" of salt water.



Step 10: In the ETP Plant section, enter the “Temperature(^{0}C)", “PH” and “TDS” of the ETP Plant.
Step 11: Now, enter the temperature in the “Temperature(^{0}C)” text box.
Step 12: Then, enter the reading of Gas in the ETP Plant in the “Gas Reading” text box.
Step 13: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 14: To save the data click on the “Save” button, at the bottom of the page.
Step 15: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 16: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

9.12.2. How to Use Water Analysis Report

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Water Analysis” from that sub-menu.
Step 4: Users have been redirected to the Water Analysis page on the screen.

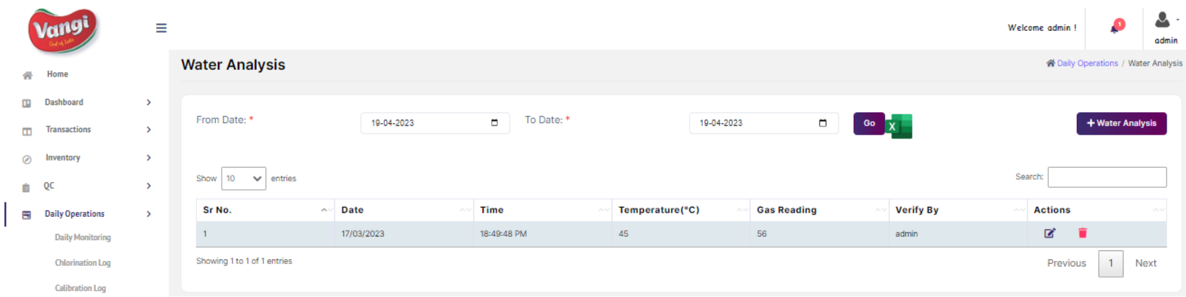


Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

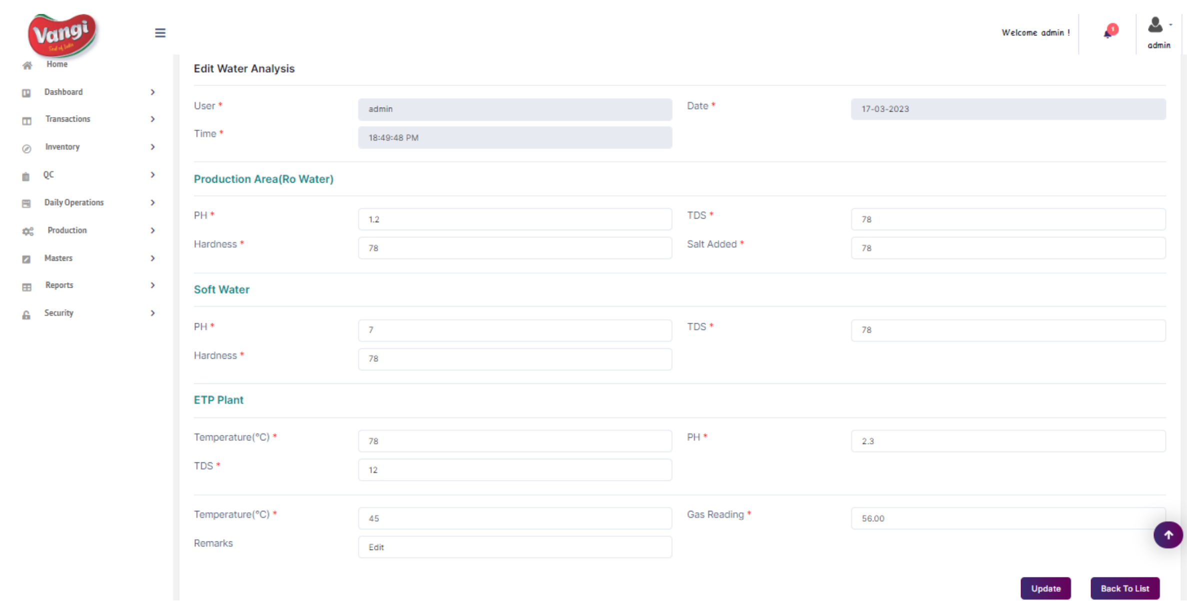
9.12.3. How to Edit or Delete Water Analysis

Step 1: First ‘Log in’ to the application.
Step 2: “QC Daily Operations Log” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “QC Daily Operations Log” icon, a sub-menu will be visible. Select “Water Analysis” from that sub-menu.

Step 4: You will be redirected to the main page of the Water Analysis.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.

Step 13: If you want to preview the data, click the "Back to List" Button next to the save button.

10. Production Module

Note:- Pre-requisites for Production Module

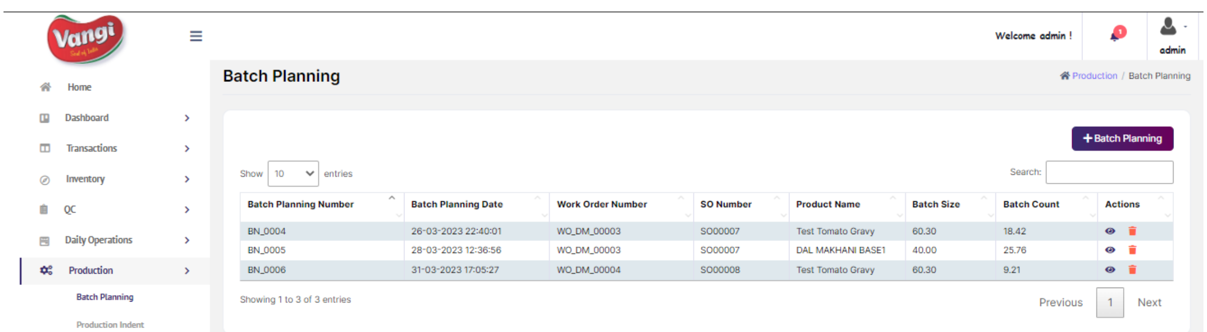
C. The user should have to enter the data in the "How to Add Recipe", Masters Module first.

D. Raw Material for recipes should also be entered in the "Item" before proceeding further in the production module.

10.1. Batch Planning

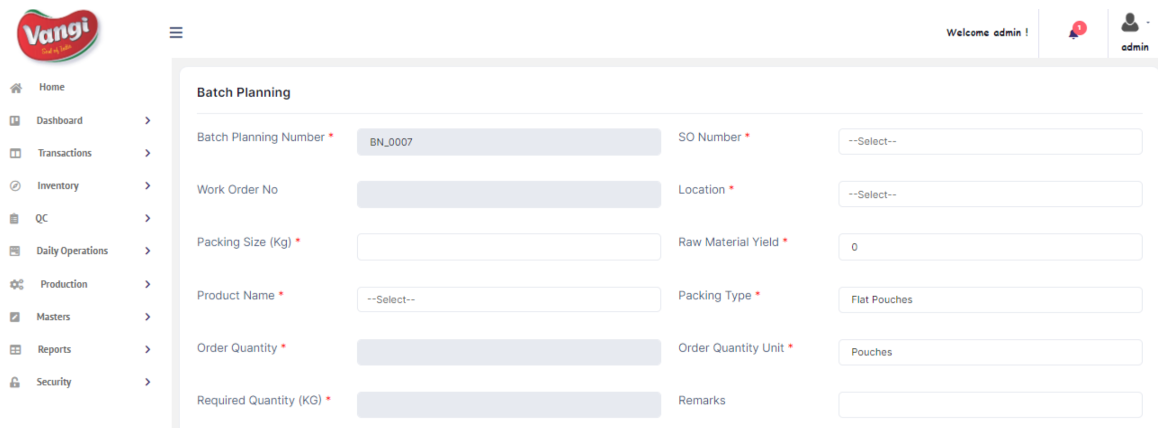
10.1.1. How to Create Batch Planning

Step 1: First 'Log in' to the application.
Step 2: "Production" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Production" icon, a sub-menu will be visible. Select "Batch Planning" from that sub-menu.
Step 4: You will be redirected to the main page of the Batch Planning.

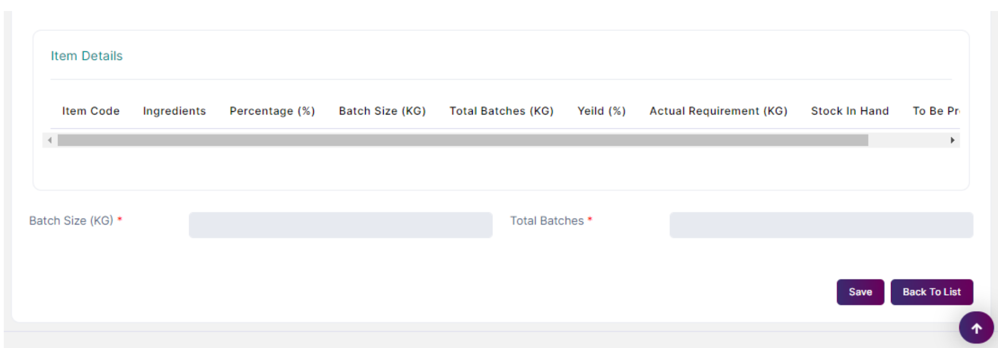


Step 5: To add the Batch Planning, click the 

present on the top-right corner of the Batch Planning page.
Step 6: The user will be redirected to the Add Batch Planning page.



Step 7: The batch Planning Number will be generated by default.
Step 8: Select the SO Number from the “SO Number” dropdown menu.
Step 9: By selecting the SO Number, the Work Order No will be generated by default.
Step 10: Now, select the location from the “Location” dropdown menu.
Step 11: Enter the weight of the package in the “Packaging Size (KG)” text box.
Step 12: Then, enter the yield of raw material in the “Raw Material Yield” text box.
Step 13: Select the product's name from the “Product Name” dropdown menu.

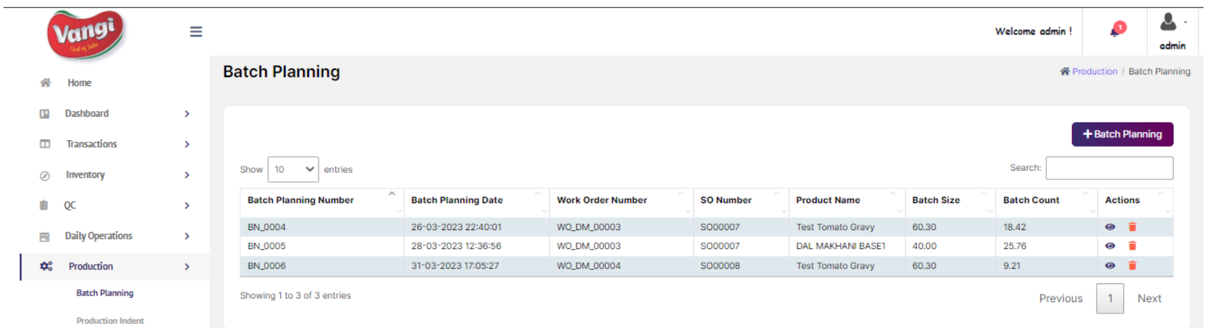


Step 14: By selecting the Product Name, “Order Quantity”, “Required Quantity”, “Item Details”, “Batch Size(KG)” and “Total Batches” will be generated by default.
Step 15: Enter the type of Packing in the “Packing Type” text box.
Step 16: Then enter the order quantity unit in the “Order Quantity Unit” text box.
Step 17: In the Item Details section, enter the percentage of yield in the “Yield(%)” text box.
Step 18: By entering the Yield percentage, the “Actual Requirement(KG)” and “To be Procured(KG)” fields will be generated by default.
Step 19: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 20: To save the data click on the “Save” button, at the bottom of the page.
Step 21: If the User wants to view the previous data list, click on the “Back to List” Button.

Step 22: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

10.1.2. How to View or Delete Batch Planning

Step 1: First 'Log in' to the application.
Step 2: Select "Production" from the menu section.
Step 3: By clicking on "Production", a sub-menu will be visible. Select "Batch Planning" from that sub-menu.
Step 4: You will be redirected to the main page of the Batch Planning.

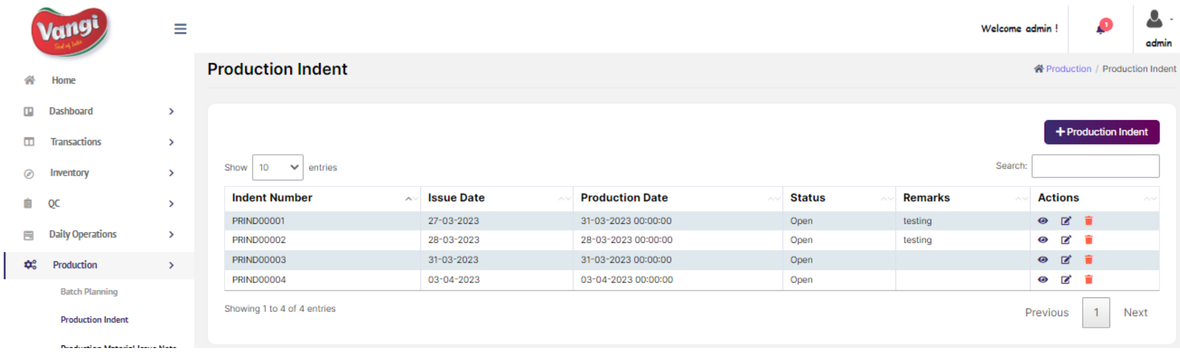


Step 5: Users can View the Data by clicking on the "View" Button.
Step 6: To delete the data, click on the "Delete Icon".
Step 7: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 8: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.

10.2. Production Indent

10.2.1. How to Add Production Indent

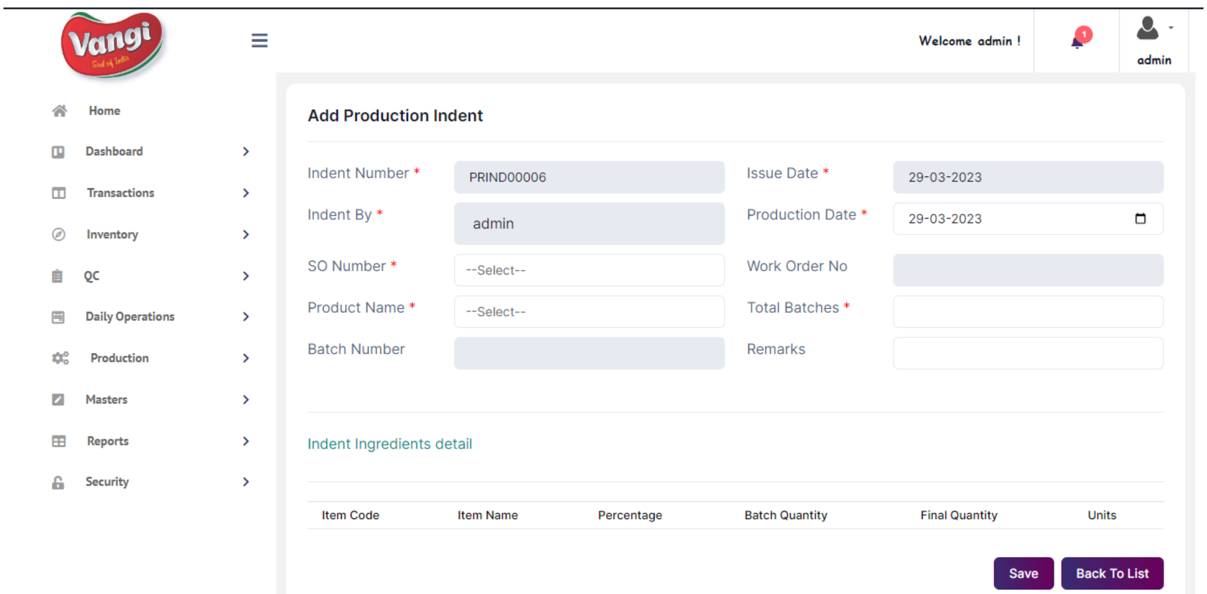
Step 1: First 'Log in' to the application.
Step 2: "Production" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Production" icon, a sub-menu will be visible. Select "Production Indent" from that sub-menu.
Step 4: You will be redirected to the main page of the Production Indent.



Step 5: To add the Production Indent, click the 

on the top-right corner of the page.

Step 6: The user will be redirected to the Add Production Indent page.

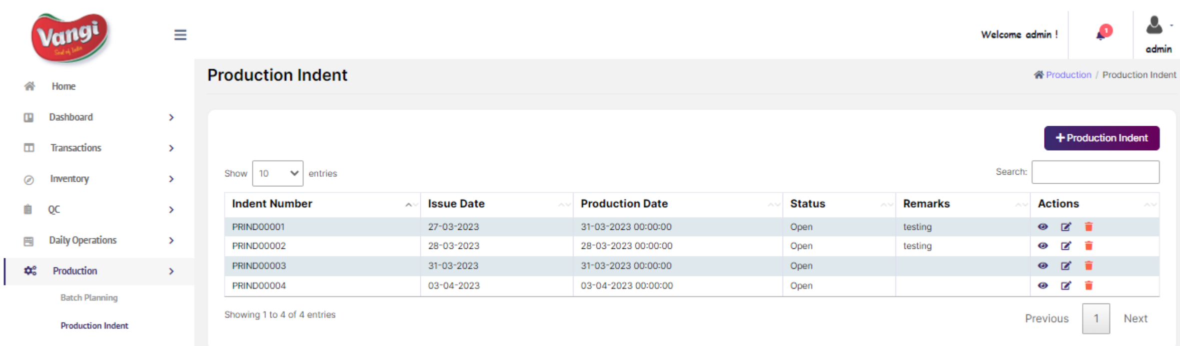


Step 7: “Indent Number”, “Issue Date” and “Indent By” will be generated by default.
Step 8: Choose the date of production from the “Production Date” date picker.
Step 9: Select the SO number from the “SO Number” dropdown menu.
Step 10: By selecting the SO number, “Work Order No” will be generated by default.
Step 11: Then, select the name of the product from the “Product Name” dropdown menu.
Step 12: Enter the total number of batches in the “Total Batches” text box.
Step 13: “Batch Number” will be generated by default.
Step 14: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 15: By selecting the “Product Name”, “Indent Ingredients details” will be generated by default.

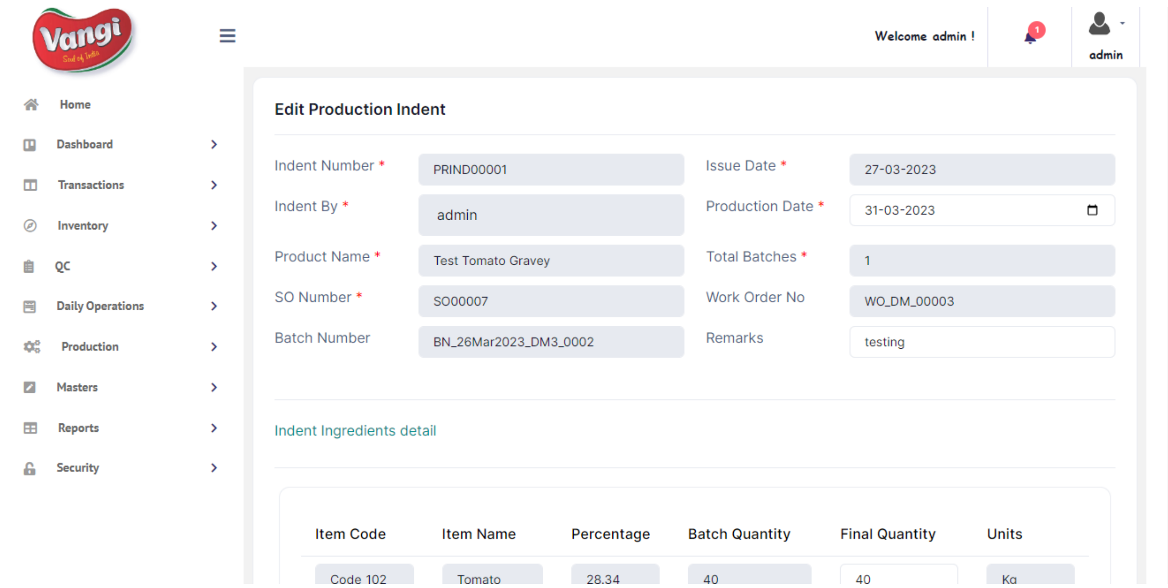
Step 16: To save the data click on the “Save” button, at the bottom of the page.
Step 17: If the User wants to view the previous data list, click on the “Back to List” Button.
Step 18: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.2.2. How to View, Edit or Delete Production Indent

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub menu will be visible. Select “Production Indent” from that sub menu.
Step 4: You will be redirected to the main page of the production Indent.



Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 9: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 10: You will be redirected to the following screen.

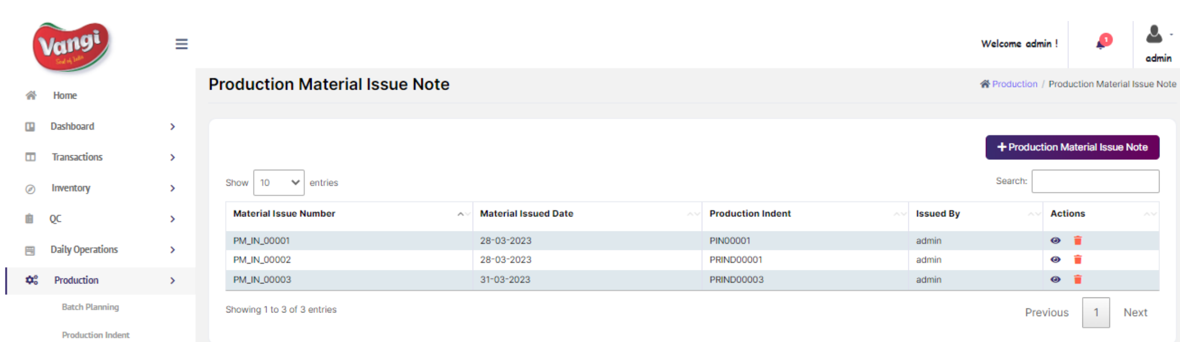


Step 11: To edit any field, click on that field and make the necessary changes.
Step 12: After editing the required field, click on the “Update” button to save the changes.
Step 13: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 14: If you want to preview the data, click on the “Back to List” Button next to the save button.

10.3. Production Material Issue Note

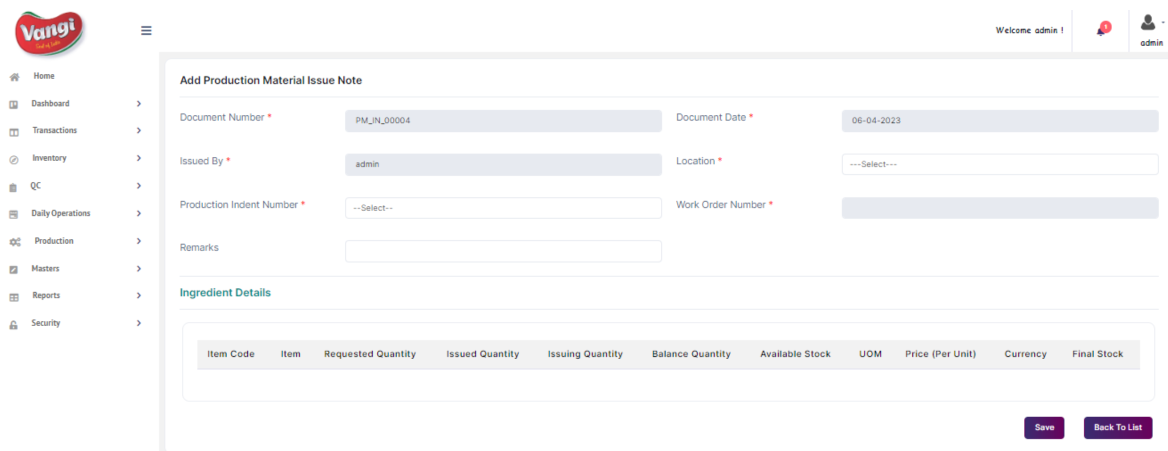
10.3.1. How to Add Production Material Issue Note

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub menu will be visible. Select “Production Material Issue Note” from that sub menu.
Step 4: You will be redirected to the main page of the Production Material Issue Note.



Step 5: To add the Production Material Issue Note, click the 

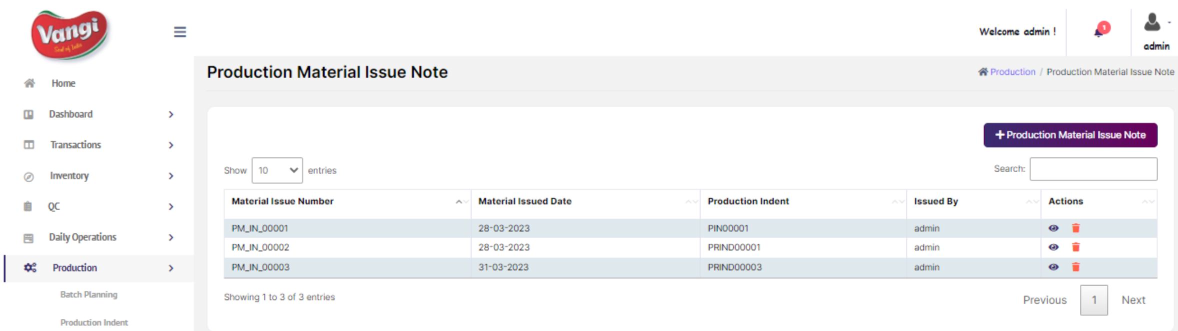
on the top-right corner of the page.
Step 6: The user will be redirected to the Add Production Material Issue Note page.



Step 7: “Document Number”, “Document Date” and “Issued By” will be generated by default.
Step 8: Select the location from the “Location” dropdown menu.
Step 9: Then, select the “Production Indent Number” from the dropdown menu.
Step 10: By selecting the “Location” and “Production Indent Number”, “Work Order Number” and “Ingredient Details” will be generated by default.
Step 11: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 12: To save the data click on the “Save” button, at the bottom of the page.
Step 13: If the User wants to view the previous data list, click on the “Back to List” Button.
Step 14: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.3.2. How to View or Delete Production Material Issue Note

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub-menu will be visible. Select “Production Material Issue Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Production Material Issue Note.

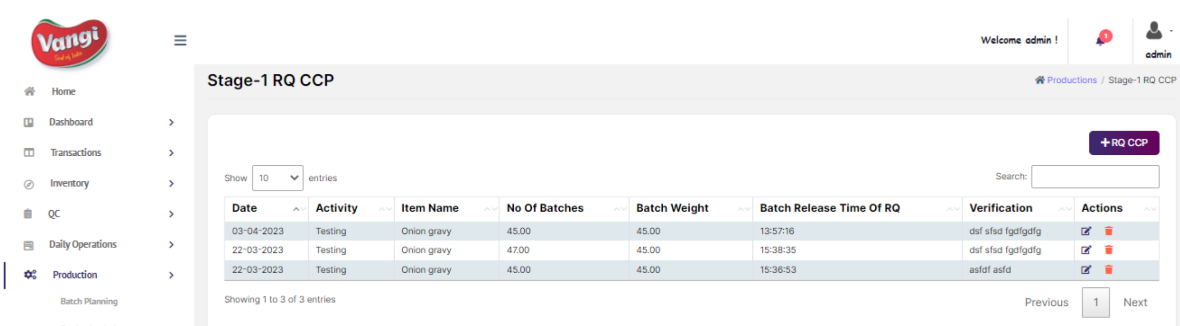


Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

10.4. Stage-1 RQ CCP

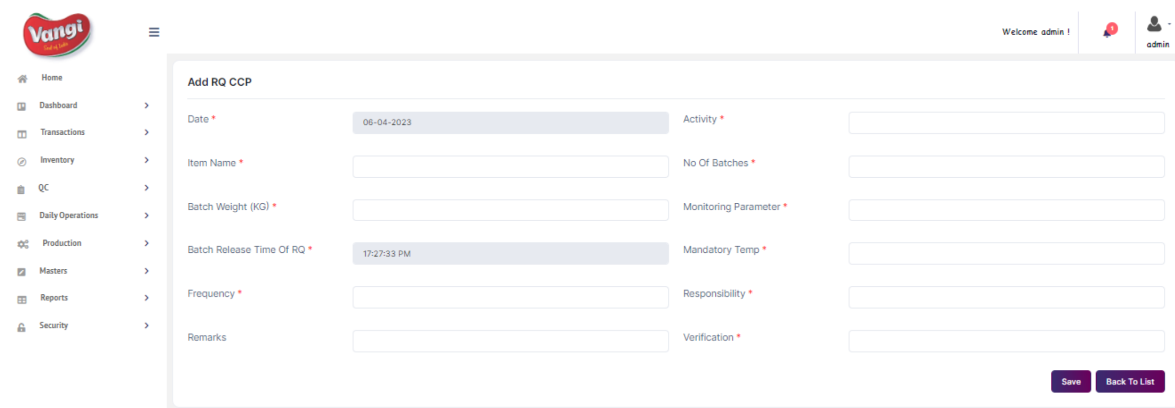
10.4.1. How to Add RQ CCP

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub-menu will be visible. Select “Stage-1 RQ CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-1 RQ CCP.



Step 5: To add the RQ CCP, click the 

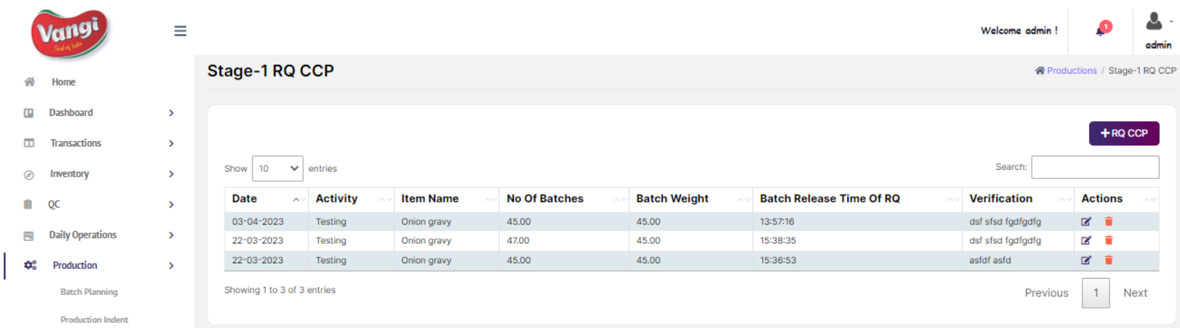
on the top-right corner of the RQ CCP page.
Step 6: The user will be redirected to the Add RQ CCP page.



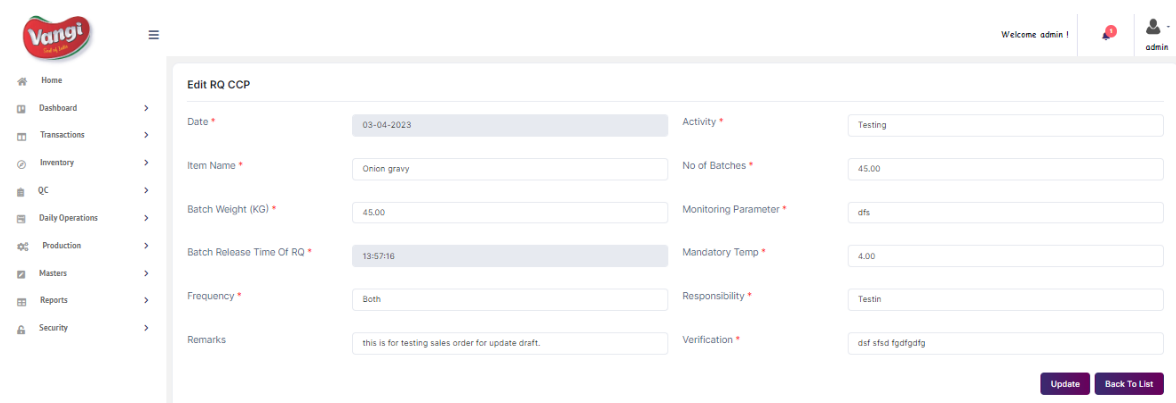
Step 7: The Date is coming from the current date.
Step 8: Enter Activity in the “Activity” text box.
Step 9: Then, enter the name of an item in the “Item Name” text box.
Step 10: Enter the number of batches in the “No Of Batches” text box.
Step 11: Now, enter the weight of the batch in the “Batch Weight(KG)” text box.
Step 12: Enter the monitoring parameter in the “Monitoring Parameter” text box.
Step 13: The batch Release Time of RQ will be the current time.
Step 14: Enter the mandatory temperature in the “Mandatory Temp” text box.
Step 15: Then, enter the frequency in the “Frequency” text box.
Step 16: Now, enter the responsible position in the “Responsibility” text box.
Step 17: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 18: Enter verification in the “Verification” text box.
Step 19: To save the data click on the “Save” button, at the bottom of the page.
Step 20: If you want to preview the data, click on the “Back to List” Button next to the save button.
Step 21: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.4.2. How to Edit or Delete RQ CCP

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub menu will be visible. Select “Stage-1 RQ CCP” from that sub menu.
Step 4: You will be redirected to the main page of the Stage-1 RQ CCP.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.



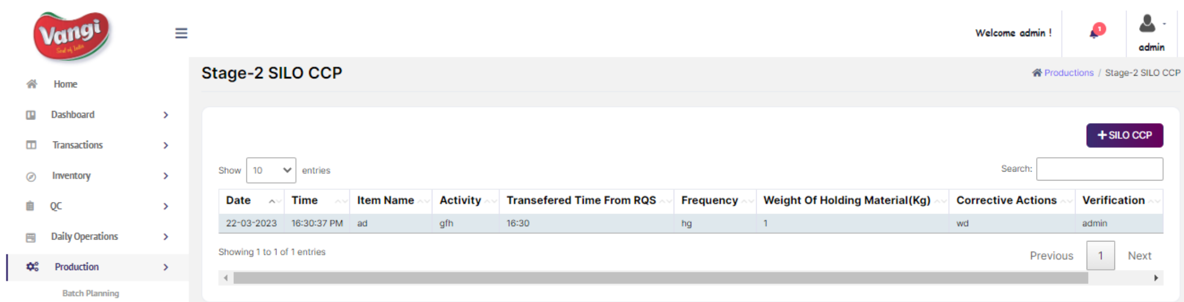
Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

10.5. Stage-2 SILO CCP

10.5.1. How to Add SILO CCP

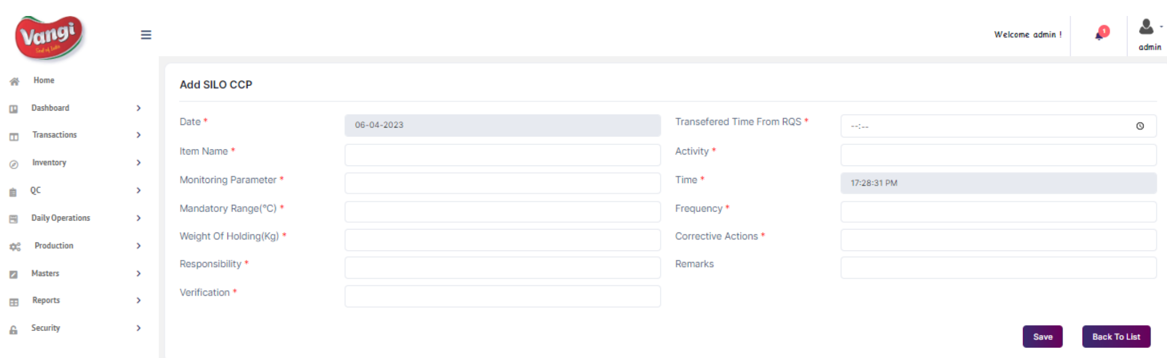
Step 1: First ‘Log in’ to the application.

Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub-menu will be visible. Select “Stage-2 SILO CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-2 SILO CCP.



Step 5: To add the SILO CCP, click the  on the top-right corner of the SILO CCP page.

Step 6: The user will be redirected to the Add SILO CCP page.

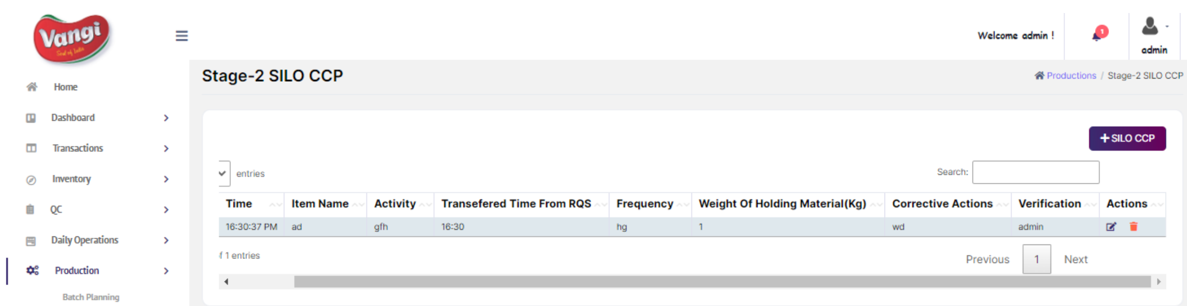


Step 7: The Date is coming from the current date.
Step 8: Choose the “Transfered Time from RQS” from the time picker.
Step 9: Then, enter the name of an item in the “Item Name” text box.
Step 10: Enter Activity in the “Activity” text box.
Step 11: Enter the monitoring parameter in the “Monitoring Parameter” text box.
Step 12: The Time will be the current time.
Step 13: Now, enter the mandatory range of temperature in the “Mandatory Range(^{0}C) text box.”
Step 14: Then, enter the frequency in the “Frequency” text box.
Step 15: Enter the weight of holding in the “Weight of Holding(KG)” text box.
Step 16: Then, enter the corrective actions in the “Corrective Actions” text box.
Step 17: Now, enter the responsible position in the “Responsibility” text box.

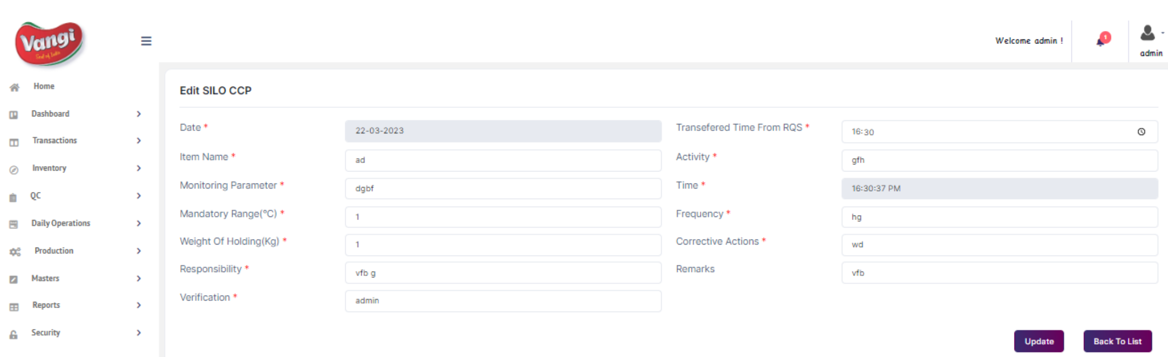
Step 18: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 19: Enter verification in the “Verification” text box.
Step 20: To save the data click on the “Save” button, at the bottom of the page.
Step 21: If you want to preview the data, click on the “Back to List” Button next to the save button.
Step 22: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.5.2. How to Edit or Delete SILO CCP

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub menu will be visible. Select “Stage-2 SILO CCP” from that sub menu.
Step 4: You will be redirected to the main page of the Stage-2 SILO CCP.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

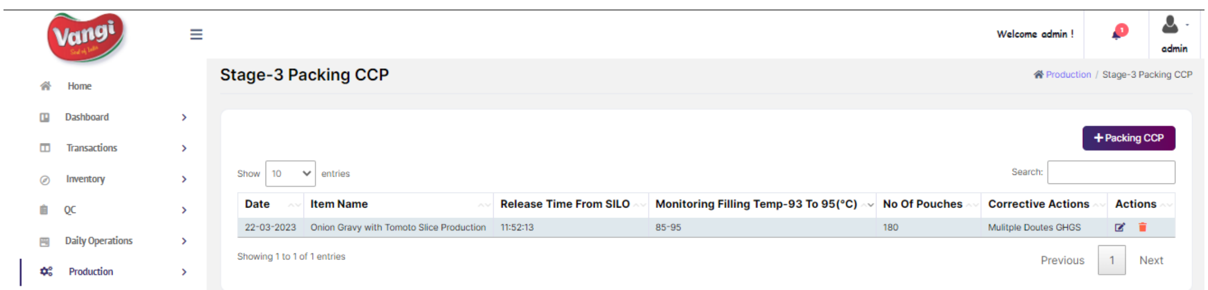


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

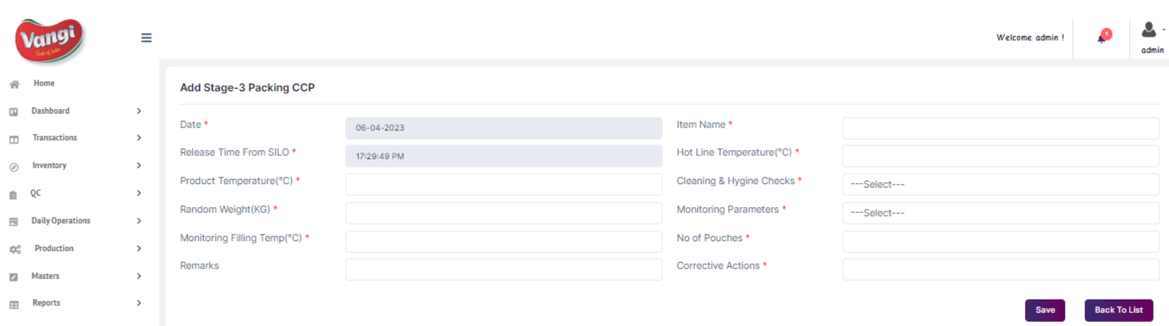
10.6. Stage-3 Packing CCP

10.6.1. How to Add Packing CCP

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub menu will be visible. Select “Stage-3 Packing CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-3 Packing CCP.



Step 5: To add the Packing CCP, click the  on the top-right corner of the Packing CCP page.
Step 6: The user will be redirected to the Add Packing CCP page.

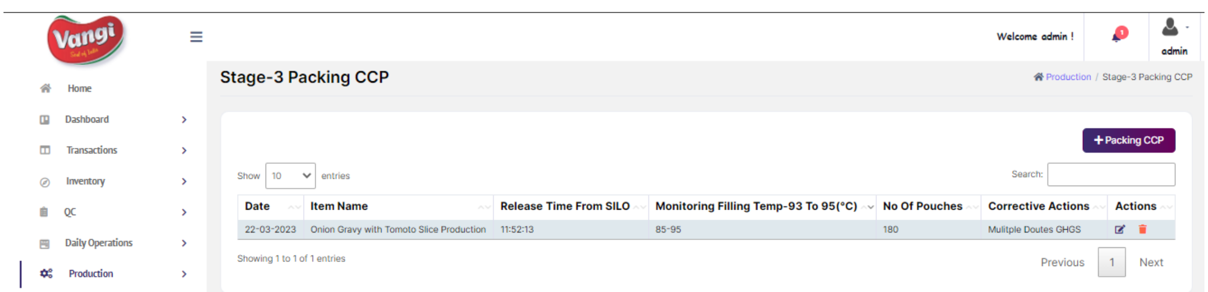


Step 7: The Date is coming from the current date.
Step 8: Then, enter the name of an item in the “Item Name” text box.

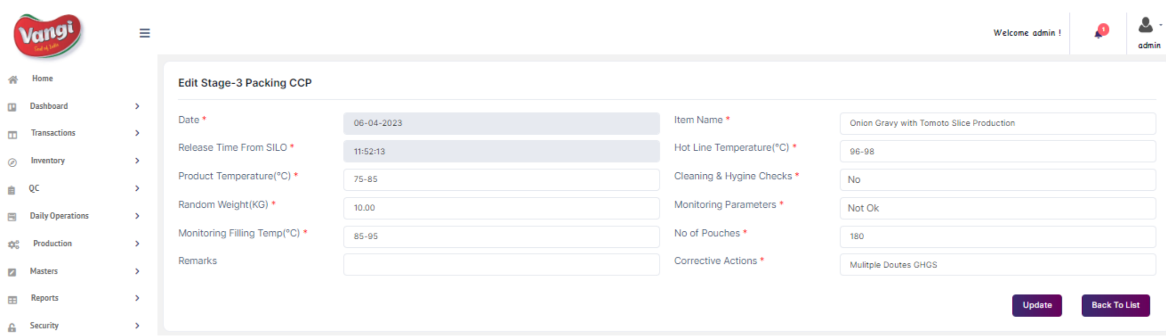
Step 9: The Release Time From SILO will be the current time.
Step 10: Enter the temperature of the hotline in the “Hot Line Temperature(⁰C)” text box.
Step 11: Then, enter the temperature of the product in the “Product Temperature(⁰C)” text box.
Step 12: Now, select whether the cleaning and hygiene are ok or not.
Step 13: Enter the random weight in the “Random Weight(KG)” text box.
Step 14: Enter the monitoring parameter in the “Monitoring Parameter” text box.
Step 15: Now, enter the temperature of monitoring filling in the “Monitoring Filling Temperature(⁰C)” text box.
Step 16: Enter the number of pouches in the “No of Pouches” text box.
Step 17: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 18: Then, enter the corrective actions in the “Corrective Actions” text box.
Step 19: To save the data click on the “Save” button, at the bottom of the page.
Step 20: If you want to preview the data, click on the “Back to List” Button next to the save button.
Step 21: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.6.2. How to Edit or Delete Packing CCP

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub menu will be visible. Select “Stage-3 Packing CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-3 Packing CCP.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

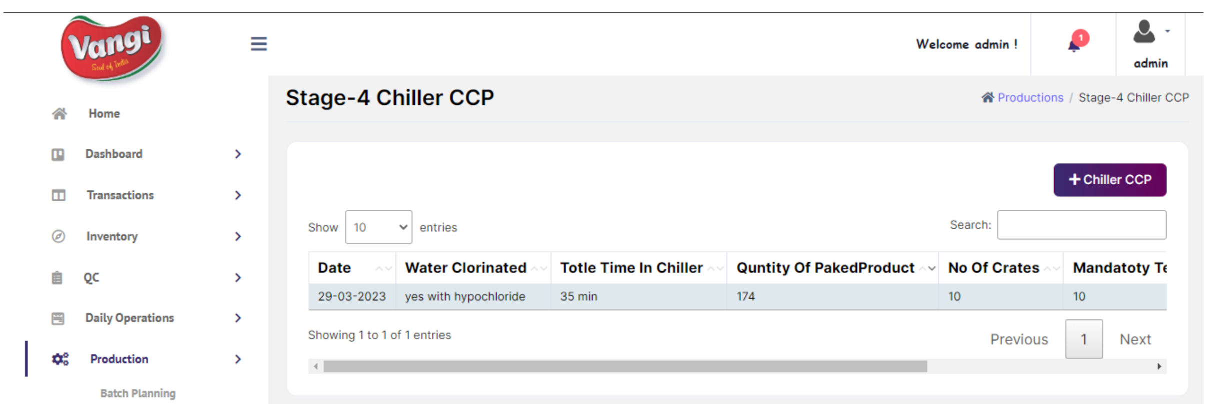


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

10.7. Stage-4 Chiller CCP

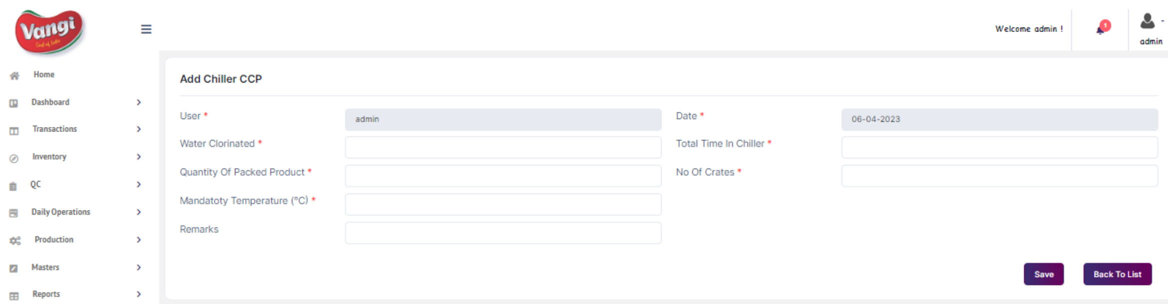
10.7.1. How to Add Stage-4 Chiller CCP

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub-menu will be visible. Select “Stage-4 Chiller CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-4 Chiller CCP.



Step 5: To add the Chiller CCP, click the  on the top-right corner of the page.

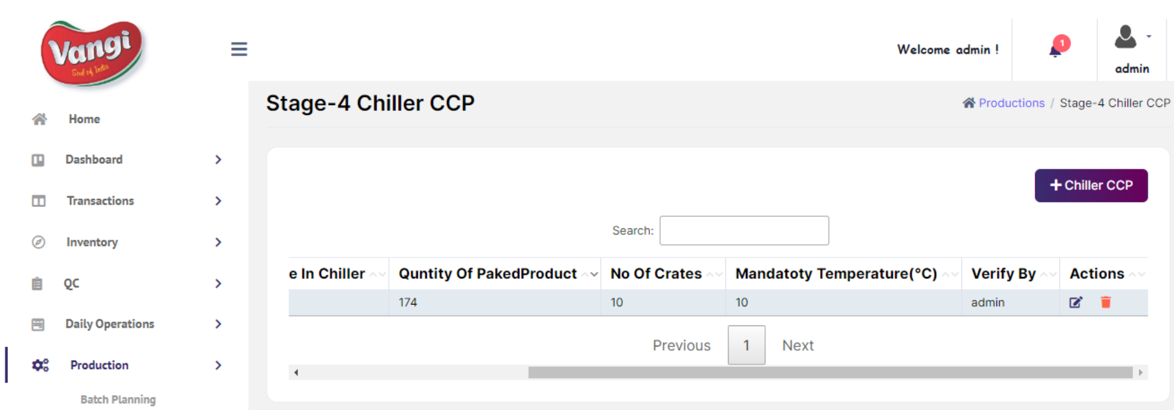
Step 6: The user will be redirected to the Add Chiller CCP page.



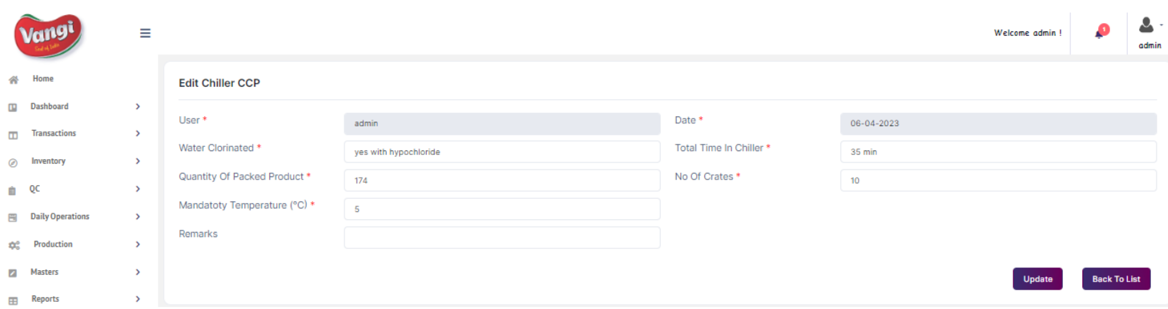
Step 7: “User” and “Date” will be generated by default.
Step 8: Fill the data in the “Water Chlorinated”, “Total Time In Chiller” and “Quantity of Packed Product” text boxes.
Step 9: Enter the number of crates in the “No of Crates” text box.
Step 10: Now, enter the mandatory temperature in the “Mandatory Temperature (^{0}C)” text box.
Step 11: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 12: To save the data click on the “Save” button, at the bottom of the page.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.
Step 14: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.7.2. How to Edit or Delete Stage-4 Chiller CCP

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub-menu will be visible. Select “Stage-4 Chiller CCP” from that sub-menu.
Step 4: You will be redirected to the main page of the Stage-4 Chiller CCP.



Step 5: To delete the data, click on the “Delete Icon”.
Step 6: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 7: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.
Step 8: To Edit the data, click on the “Edit icon” located in the table's rightmost column.
Step 9: You will be redirected to the following screen.

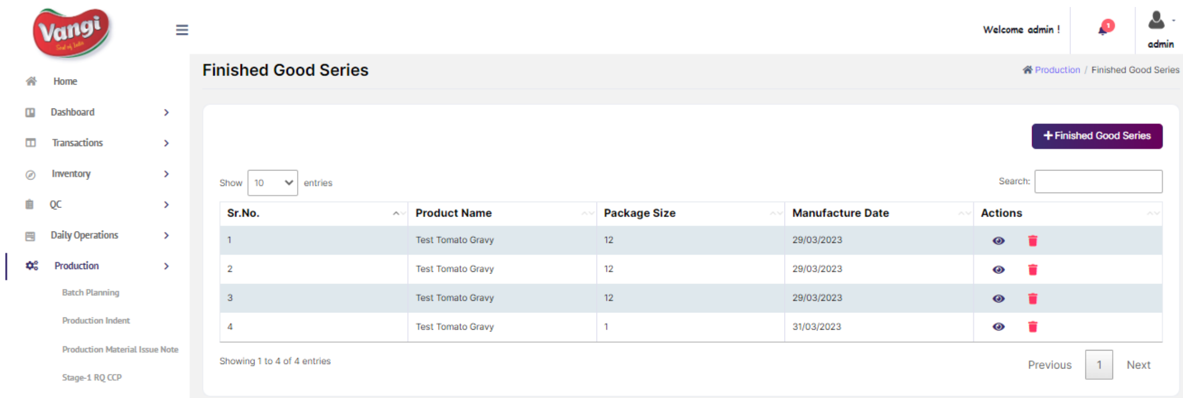


Step 10: To edit any field, click on that field and make the necessary changes.
Step 11: After editing the required field, click on the “Update” button to save the changes.
Step 12: By clicking on the “Update” button, the user will get a pop-up “Updated successfully!”.
Step 13: If you want to preview the data, click on the “Back to List” Button next to the save button.

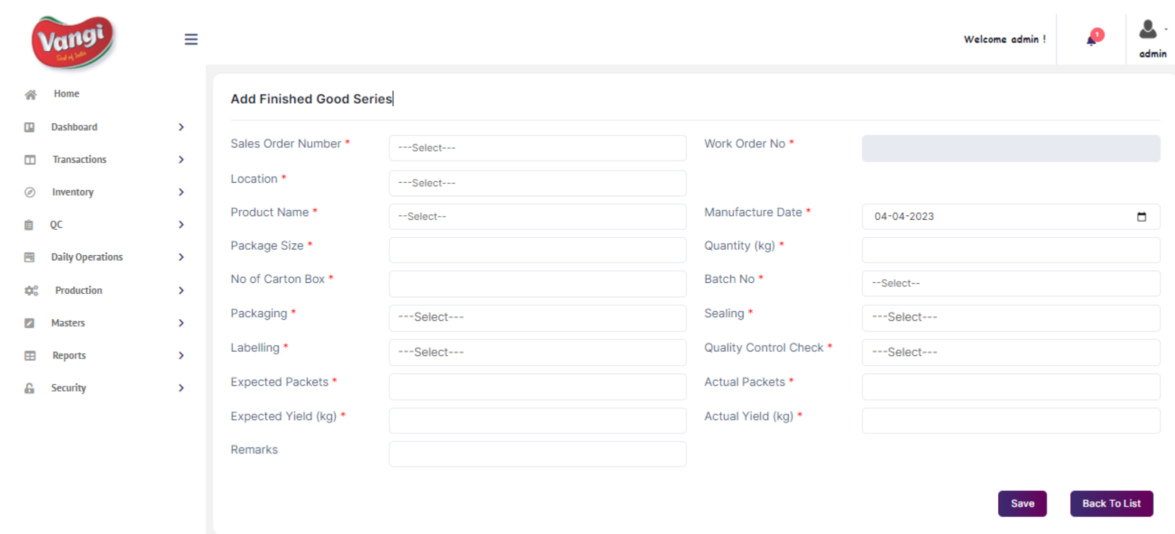
10.8. Finished Good Series

10.8.1. How to Add Finished Good Series

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub-menu will be visible. Select “Finished Good Series” from that sub-menu.
Step 4: You will be redirected to the main page of the Finished Good Series.



Step 5: To add the Finished Good Series, click the **+ Finished Good Series** on the top-right corner of the Finished Good Series page.
Step 6: The user will be redirected to the Add Finished Good Series page.

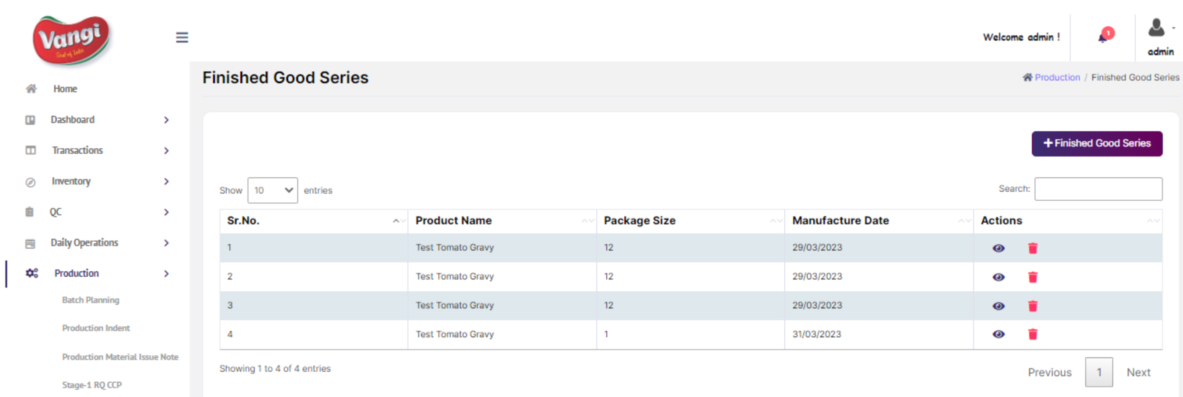


Step 7: Enter the product's name in the “Product Name” text box.
Step 8: Then, enter the size of the package in the “Packaging Size” text box.
Step 9: Choose the date of manufacturing from the “Manufacture Date” date picker.
Step 10: Enter the quantity of the product in the “Quantity(KG)” text box.
Step 11: Now, enter the number of carton boxes of the product in the “No of Carton Box” text box.
Step 12: Then, enter the number of batches in the “Batch No” text box.
Step 13: Select the Sales Order Number from the “Sales Order Number” dropdown menu.
Step 14: Now, select whether the packaging, sealing and labelling of the product are ok or not.

Step 15: Then, select whether the quality control check is ok or not.
Step 16: Enter the number of expected packets in the "Expected Packets" text box.
Step 17: Then, enter the number of actual packets in the "Actual Packets" text box.
Step 18: Enter the expected yield of the product in the "Expected Yield(kg)" text box.
Step 19: Then, enter the actual yield of the product in the "Actual Yield(kg)" text box.
Step 20: Work Order No will be generated by default, by selecting the Sales Order Number.
Step 21: The user can be able to Provide Remarks by typing into the "Remarks" textbox.
Step 22: To save the data click on the "Save" button, at the bottom of the page.
Step 23: If you want to preview the data, click the "Back to List" Button next to the save button.
Step 24: By clicking on the "Save" button, the user will get a pop-up "Inserted successfully!".

10.8.2. How to View or Delete Finished Good Series

Step 1: First 'Log in' to the application.
Step 2: Select "Production" from the menu section.
Step 3: By clicking on "Production", a sub-menu will be visible. Select "Finished Good Series" from that sub-menu.
Step 4: You will be redirected to the main page of the Finished Good Series.

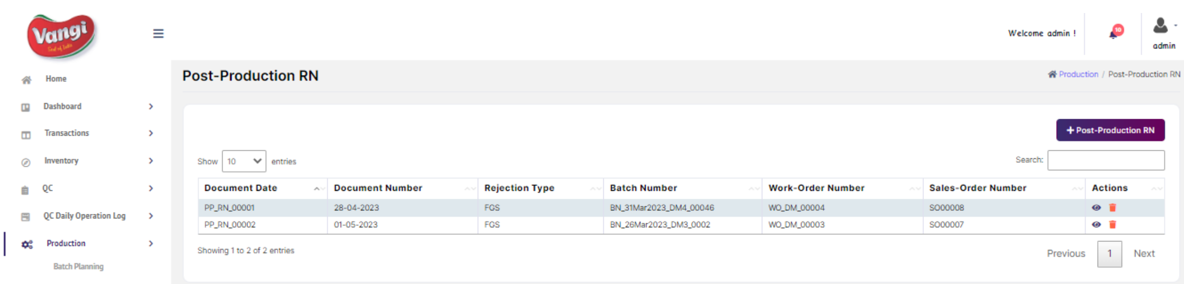


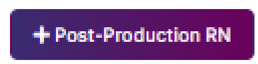
Step 5: Users can View the Data by clicking on the "View" Button.
Step 6: To delete the data, click on the "Delete Icon".
Step 7: By clicking the "Delete" Button, the user will get a confirmation pop up "Are you sure want to delete?".
Step 8: If the user clicks on the "OK" button, another pop-up "Deleted successfully!" will be displayed and the data will be removed from the log.

10.9. Post Production Rejection Note

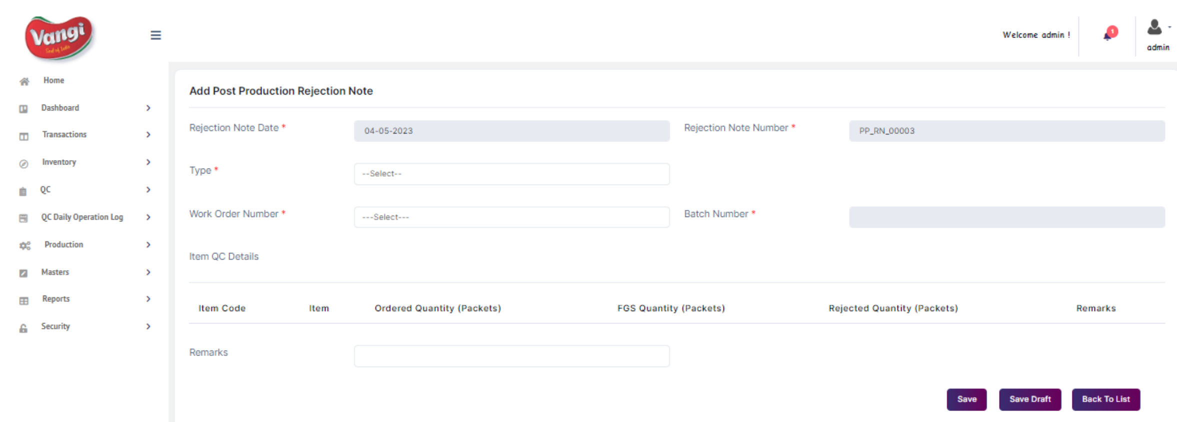
10.9.1. How to Add Post Production RN

Step 1: First ‘Log in’ to the application.
Step 2: “Production” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Production” icon, a sub-menu will be visible. Select “Post Production Rejection Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Post Production Rejection Note.



Step 5: To add the Post Production Rejection Note, click the 

on the top-right corner of the Post Production Rejection Note page.
Step 6: The user will be redirected to the Add Post Production Rejection Note page.

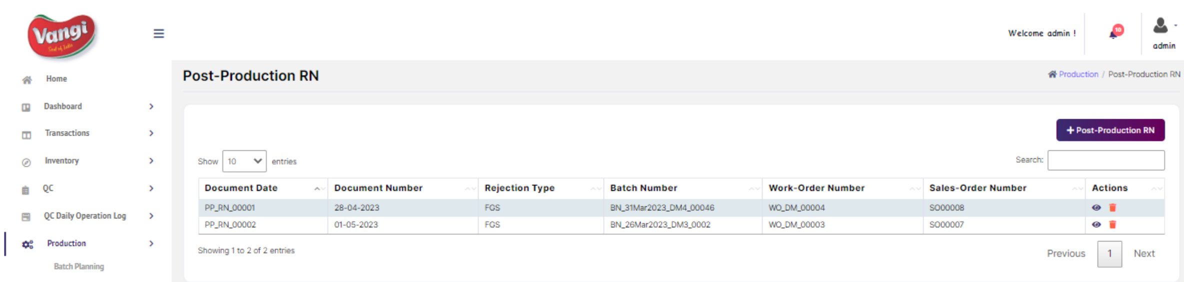


Step 7: “Rejection Note Date” and “Rejection Note Number” will be generated by default.
Step 8: Select the type from the “Type” dropdown menu.
Step 9: By selecting the type, the “Batch Rejection” checkbox will appear.
Step 10: Then select the Work Order number from the “Work Order Number” dropdown menu.

Step 11: By selecting the work order number, “Batch Number” will be generated automatically and Item QC details table will be visible.
Step 12: Enter the number of quantities rejected in the “Rejected Quantity (Packets)” text box.
Step 13: The user can be able to Provide Remarks by typing into the “Remarks” textbox.
Step 14: To save the data click on the “Save” button, at the bottom of the page.
Step 15: If you want to preview the data, click the “Back to List” Button next to the save button.
Step 16: By clicking on the “Save” button, the user will get a pop-up “Inserted successfully!”.

10.9.2. How to View or Delete Post Production Rejection Note

Step 1: First ‘Log in’ to the application.
Step 2: Select “Production” from the menu section.
Step 3: By clicking on “Production”, a sub-menu will be visible. Select “Post Production Rejection Note” from that sub-menu.
Step 4: You will be redirected to the main page of the Post Production Rejection Note.



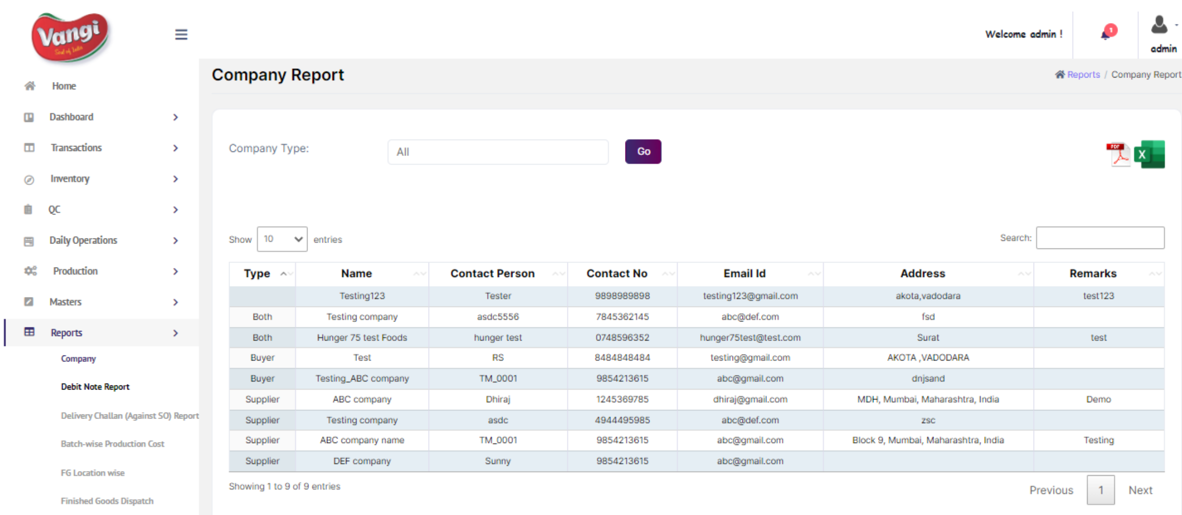
Step 5: Users can View the Data by clicking on the “View” Button.
Step 6: To delete the data, click on the “Delete Icon”.
Step 7: By clicking the “Delete” Button, the user will get a confirmation pop up “Are you sure you want to delete?”.
Step 8: If the user clicks on the “OK” button, another pop-up “Deleted successfully!” will be displayed and the data will be removed from the log.

11. Reports Module

11.1. Company Report

11.1.1. How to Use Company Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: A sub-menu will be visible by clicking the “Reports” icon. Select “Company” from that sub-menu.
Step 4: Users have been redirected to the Company Reports page on the screen.



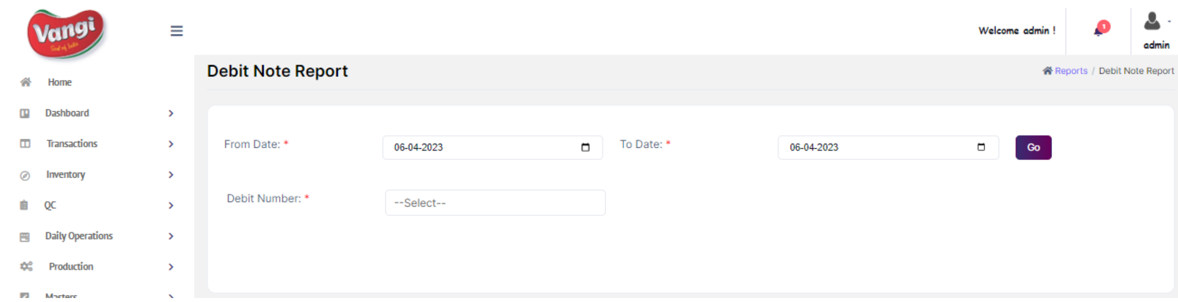
Step 5: The user can use the filter “Company Type” to decide whether they want all or some specific details.
Step 6: Now by clicking on the “Go” button, all the details will be visible.
Step 7: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 8: Use the “Search” text box to search the data.
Step 9: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 10: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

11.2. Debit Note Report

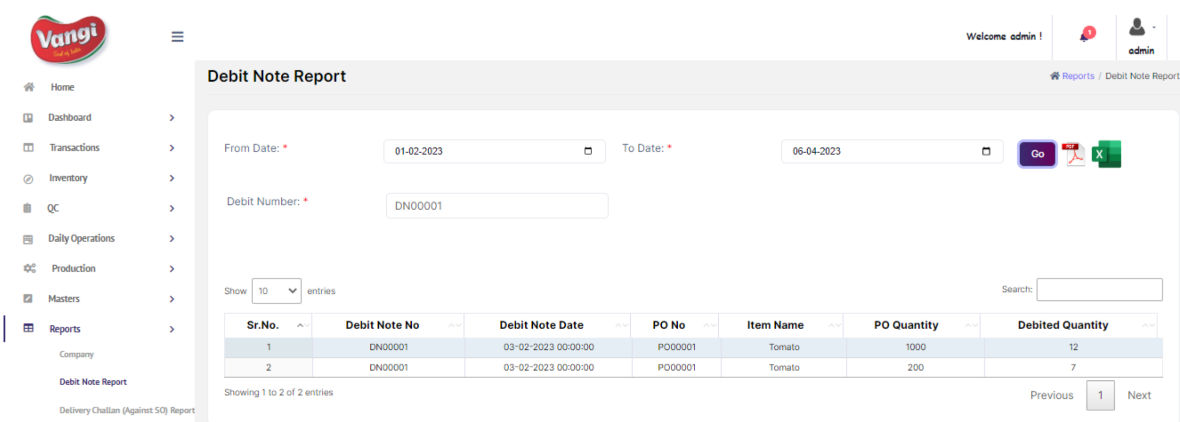
11.2.1. How to Use Debit Note Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.

Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Debit Note Report” from that sub-menu.
Step 4: Users have been redirected to the Debit Note Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “Debit Number” to see whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

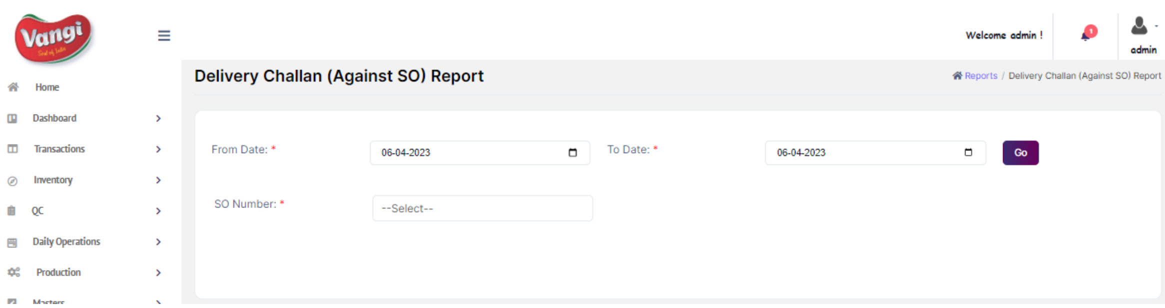


Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

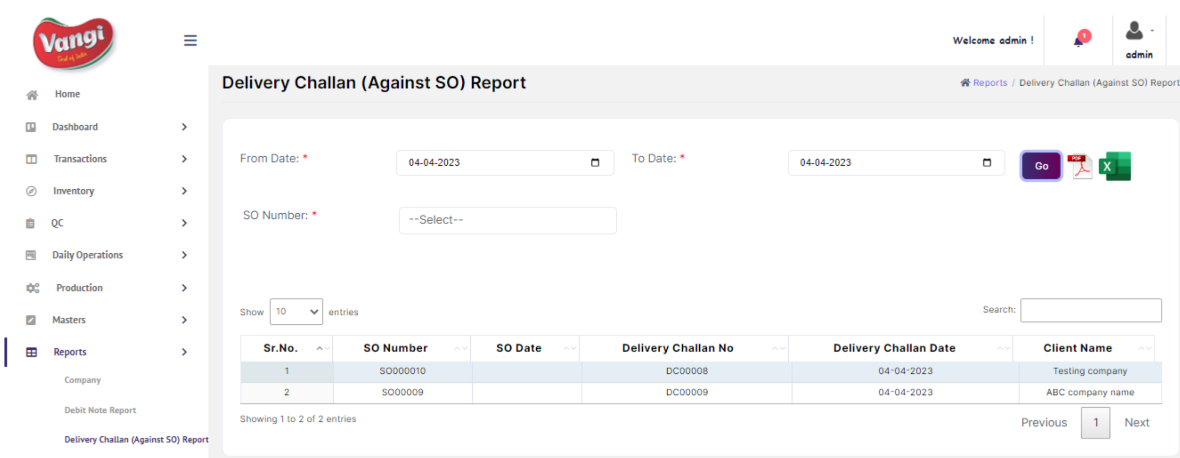
11.3. Delivery Challan (Against SO) Report

11.3.1. How to Use Delivery Challan (Against SO) Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Delivery Challan (Against SO) Report" from that sub-menu.
Step 4: Users have been redirected to the Delivery Challan (Against SO) Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "SO Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



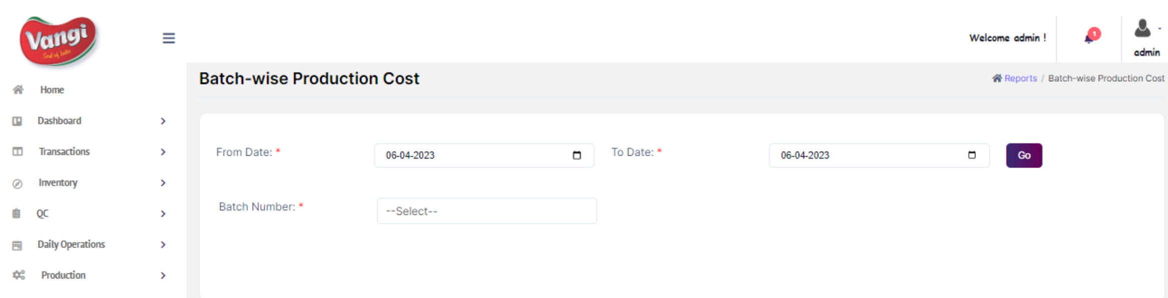
Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: Use the "Search" text box to search the data.

Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

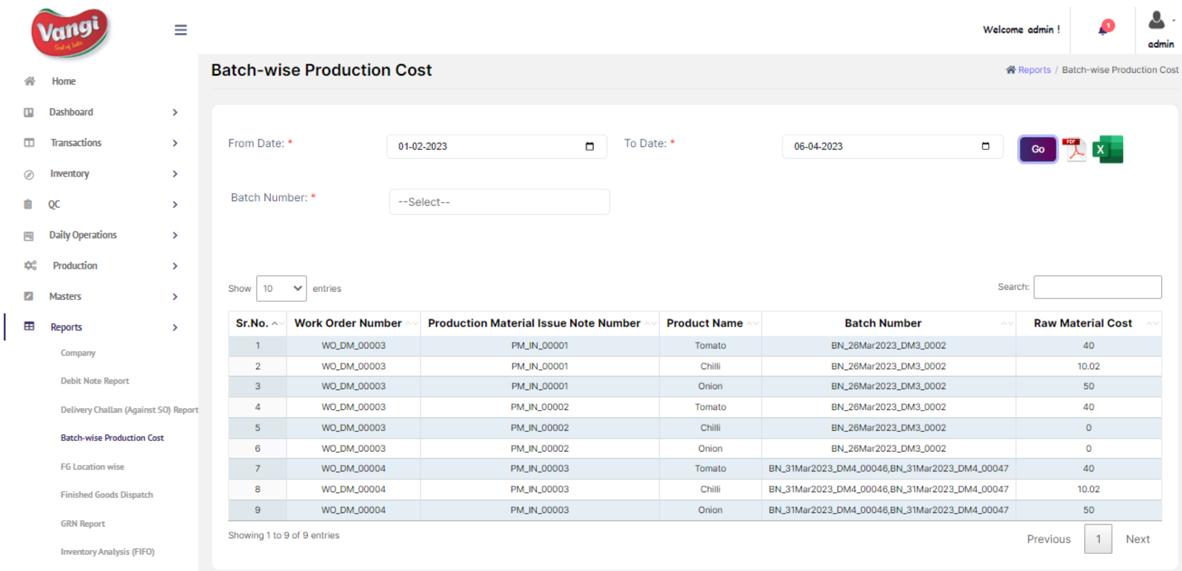
11.4. Batch-wise Production Cost Report

11.4.1. How to Use Batch-wise Production Cost Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Batch-wise Production Cost" from that sub-menu.
Step 4: Users have been redirected to the Batch-wise Production Cost Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "Batch Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.

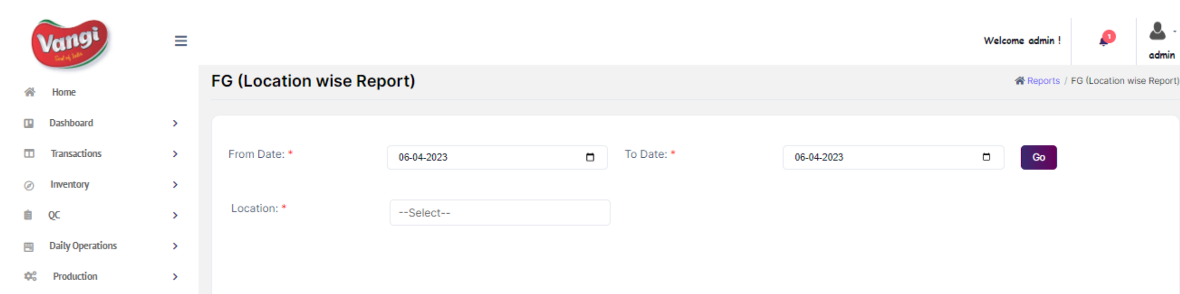


Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: Use the "Search" text box to search the data.
Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

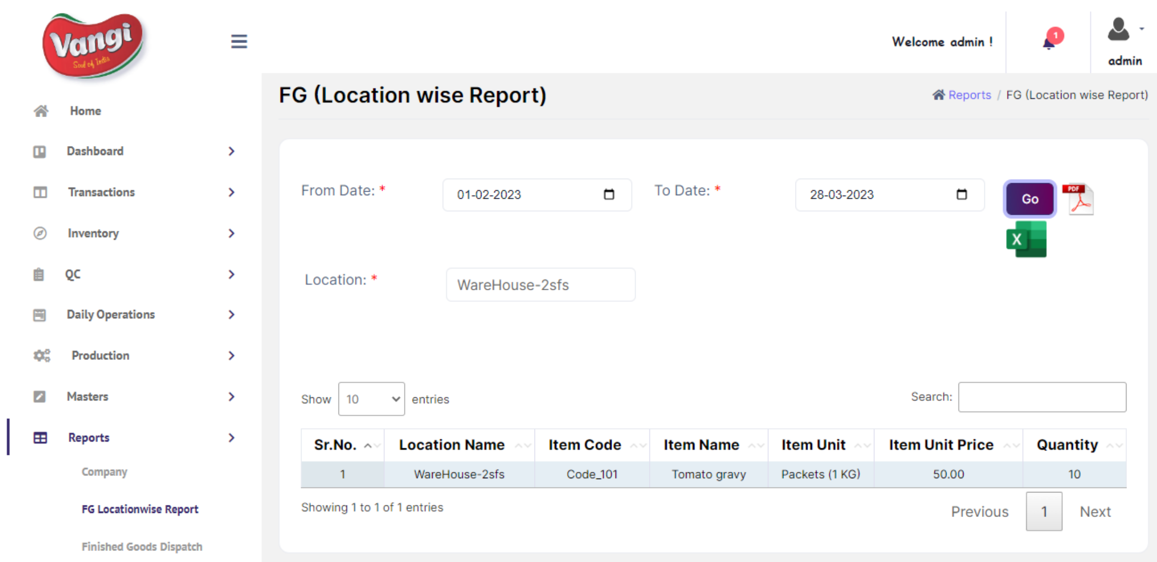
11.5. FG Location Wise Report

11.5.1. How to Use FG Location Wise Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "FG Location Wise Report" from that sub-menu.
Step 4: Users have been redirected to the FG Location Wise Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “Location” to decide whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

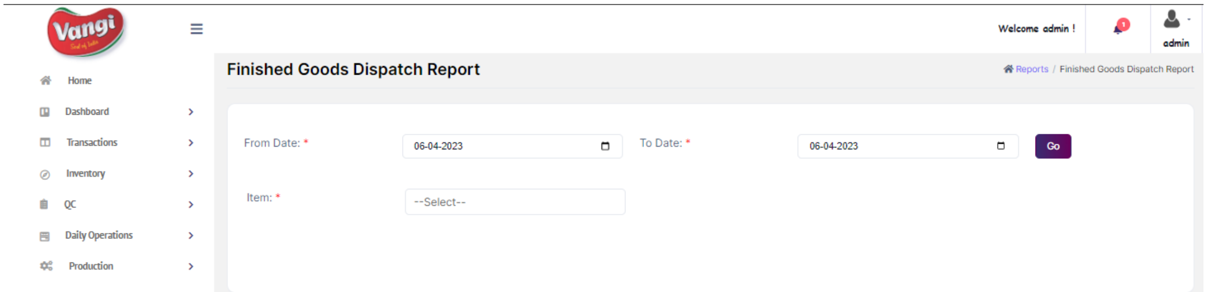


Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: To search the data, use the “Search” text box.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

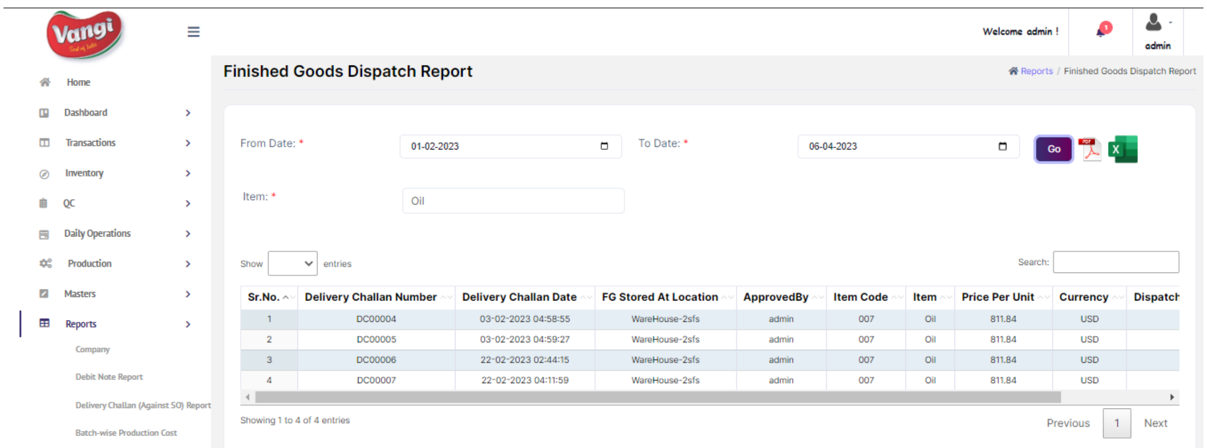
11.6. Finished Goods Dispatch Report

11.6.1. How to Use Finished Goods Dispatch Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “Finished Good Dispatch” from that sub menu.
Step 4: Users have been redirected to the Finished Goods Dispatch Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Select the item from the “Item” dropdown menu.
Step 8: Now by clicking on the “Go” button, all the details will be visible.



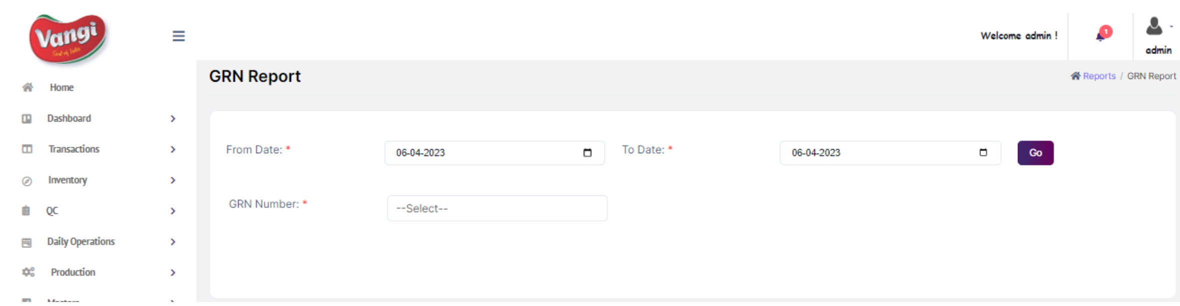
Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

11.7. GRN Report

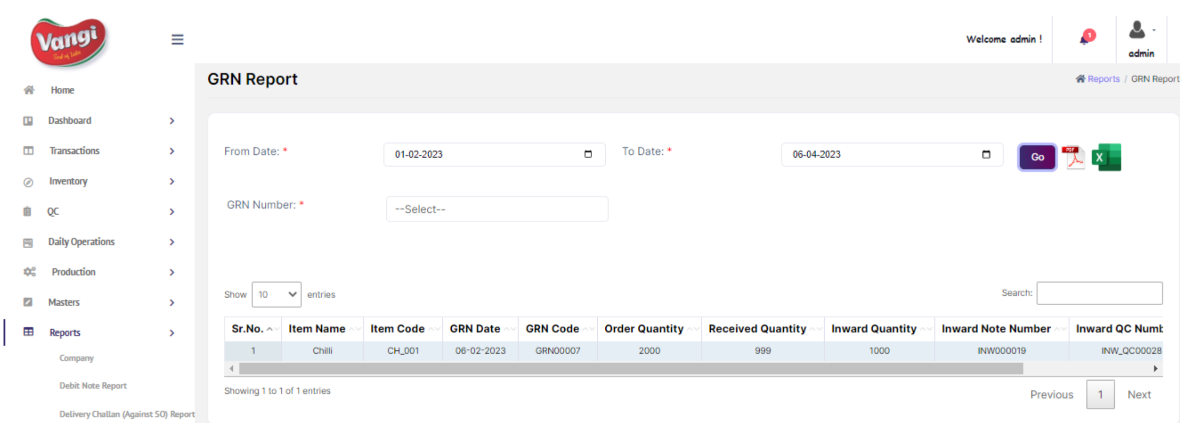
11.7.1. How to Use GRN Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “GRN Report” from that sub-menu.

Step 4: Users have been redirected to the GRN Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “GRN Number” to see whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.



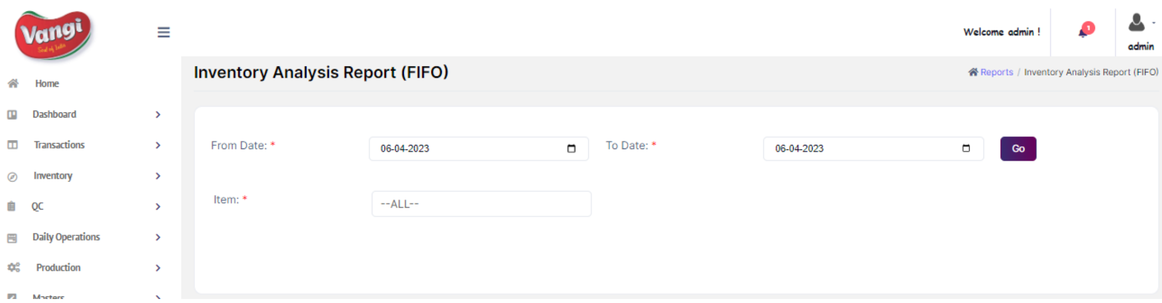
Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: To search the data, use the “Search” text box.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

11.8. Inventory Analysis (FIFO) Report

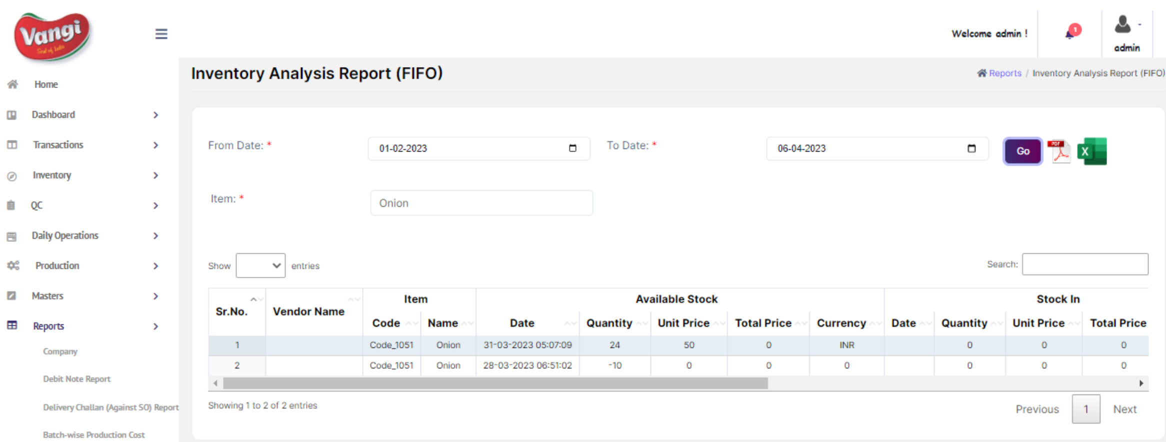
11.8.1. How to Use Inventory Analysis (FIFO) Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.

Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “Inventory Analysis (FIFO)” from that sub menu.
Step 4: Users have been redirected to the Inventory Analysis (FIFO) Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Select the item from the “Item” dropdown menu.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

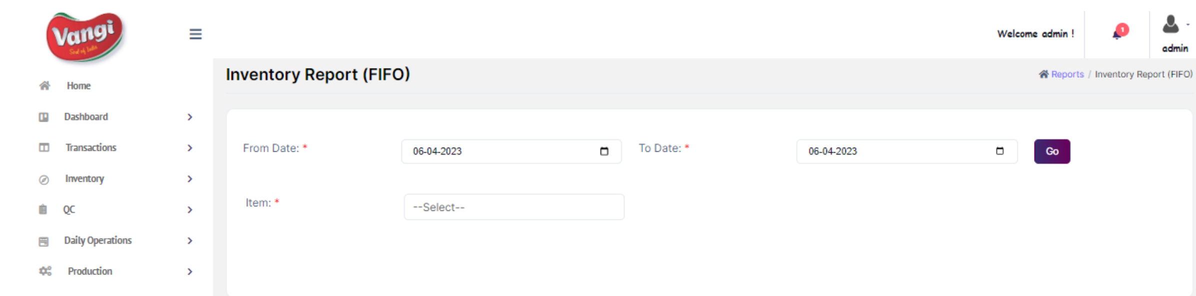


Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

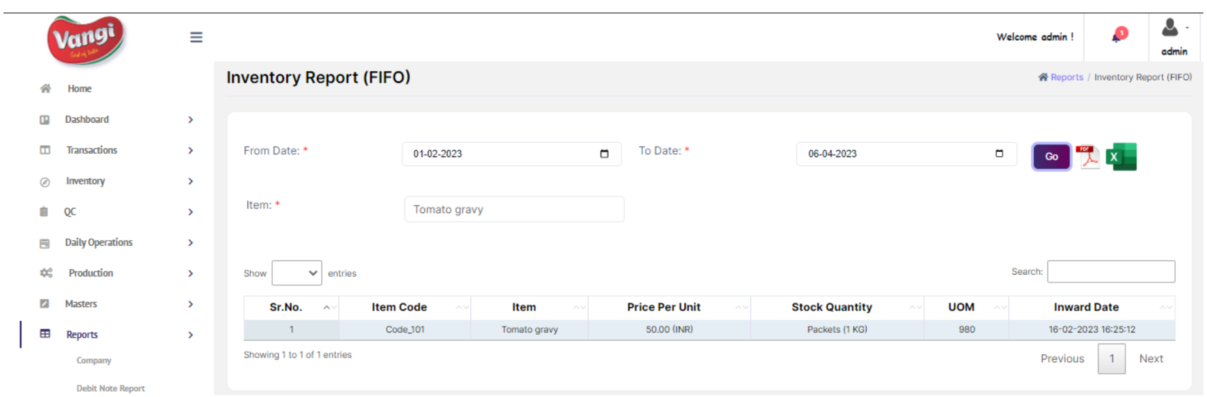
11.9. Inventory FIFO Report

11.9.1. How to Use Inventory FIFO Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Inventory FIFO" from that sub-menu.
Step 4: Users have been redirected to the Inventory FIFO Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the item from the "Item" dropdown menu.
Step 8: Now by clicking on the "Go" button, all the details will be visible.

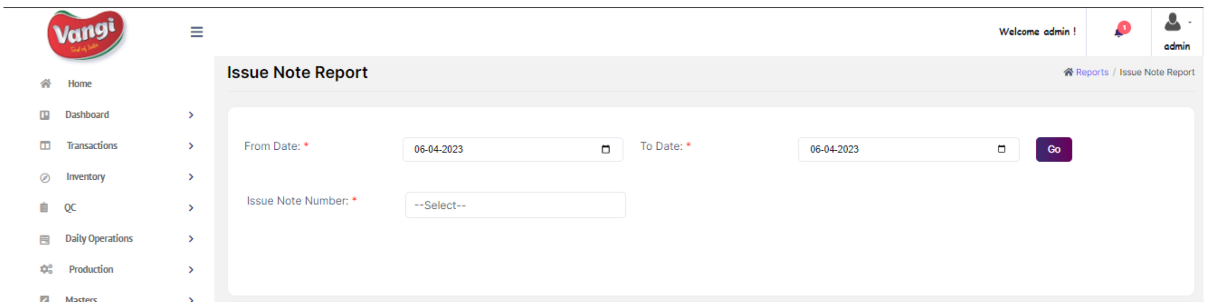


Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: To search the data, use the "Search" text box.
Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

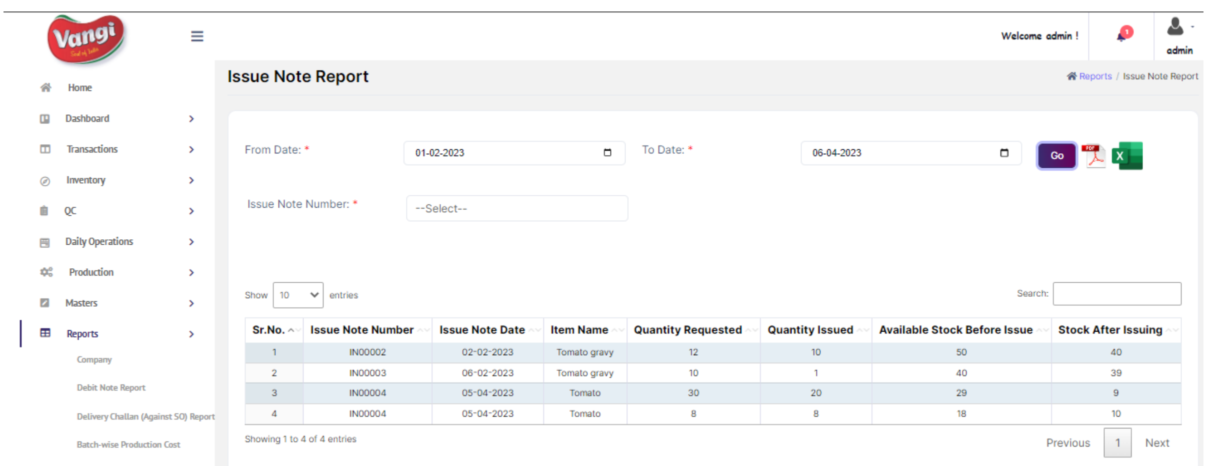
11.10. Issue Note Report

11.10.1. How to Use Issue Note Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Issue Note Report" from that sub-menu.
Step 4: Users have been redirected to the Issue Note Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "Issue Note Number" to decide whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



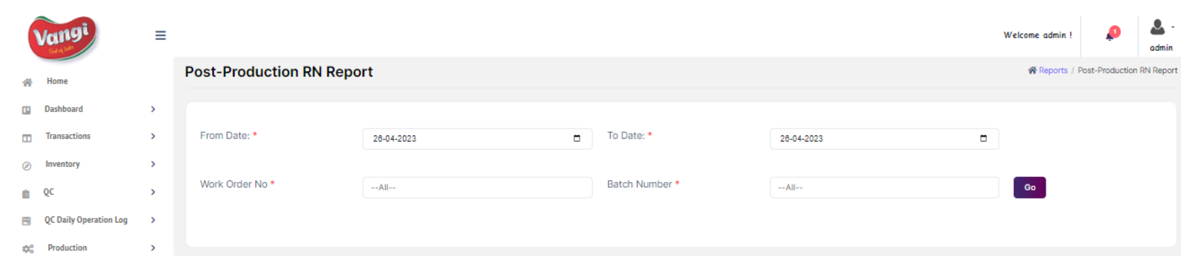
Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: To search the data, use the "Search" text box.

Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

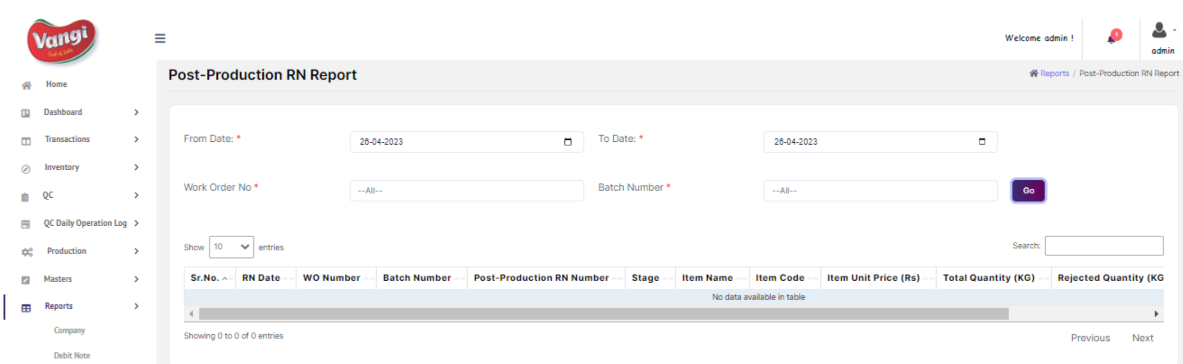
11.11. Post-Production RN Report

11.11.1. How to Use Post-Production RN Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Post-Production RN Report" from that sub-menu.
Step 4: Users have been redirected to the Post-Production RN Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filters "Work Order No" and "Batch Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



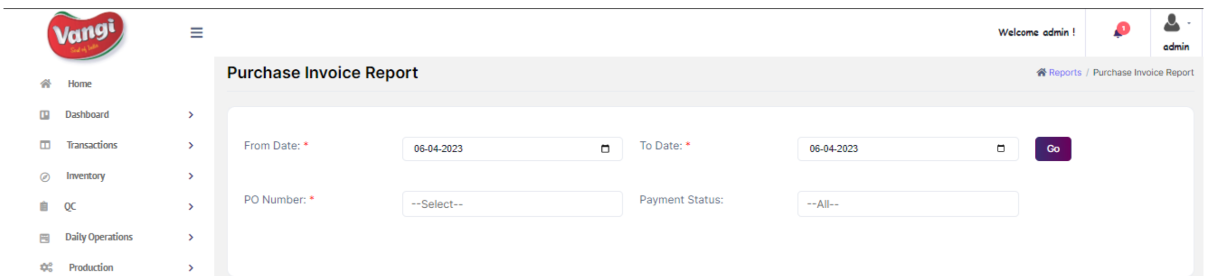
Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: Use the "Search" text box to search the data.

Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

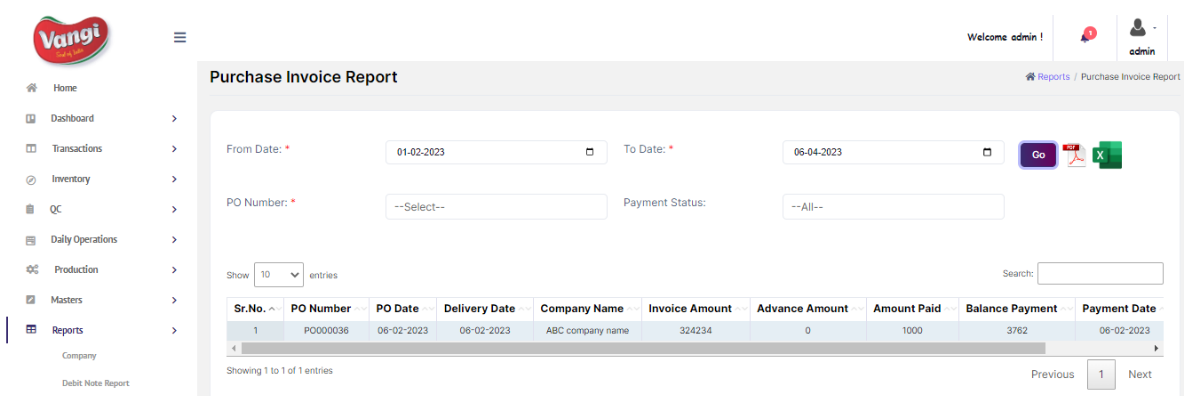
11.12. Purchase Invoice Report

11.12.1. How to Use Purchase Invoice Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Purchase Invoice" from that sub-menu.
Step 4: Users have been redirected to the Purchase Invoice Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filters "PO number" and "Payment status" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



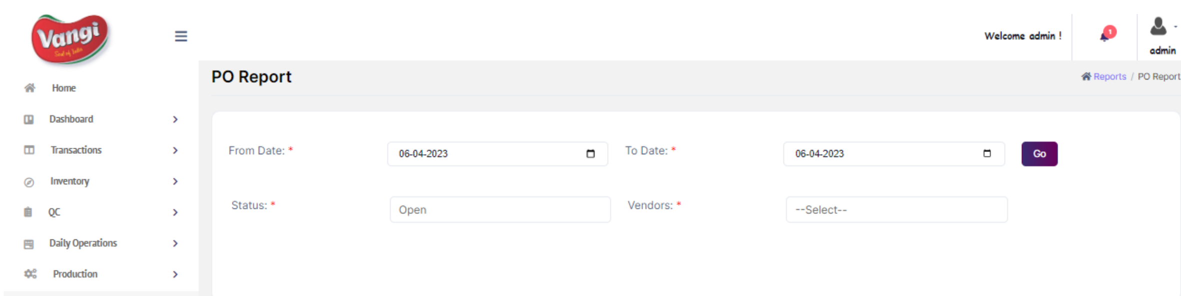
Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.

Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

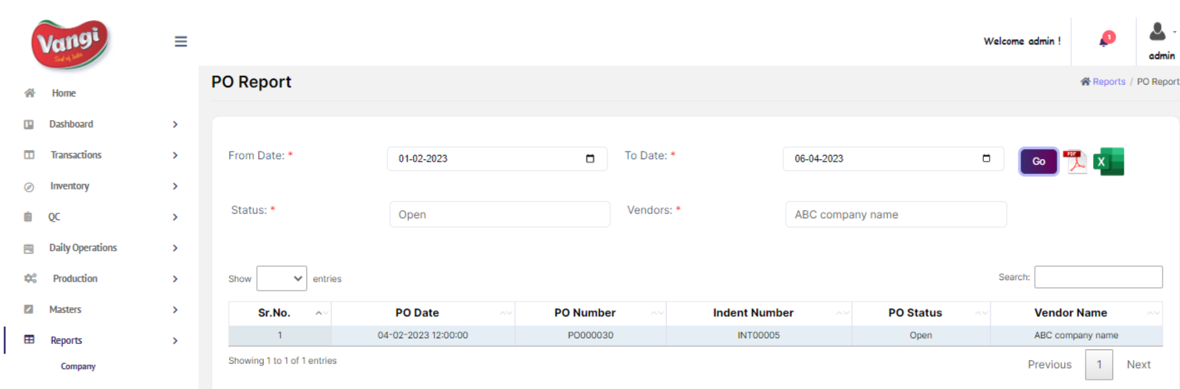
11.13. Purchase Order Report

11.13.1. How to Use Purchase Order Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Purchase Order” from that sub-menu.
Step 4: Users have been redirected to the Purchase Order Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Select the status from the “Status” dropdown menu.
Step 8: Now, select the vendor from the “Vendors” dropdown menu.
Step 9: Now by clicking on the “Go” button, all the details will be visible.

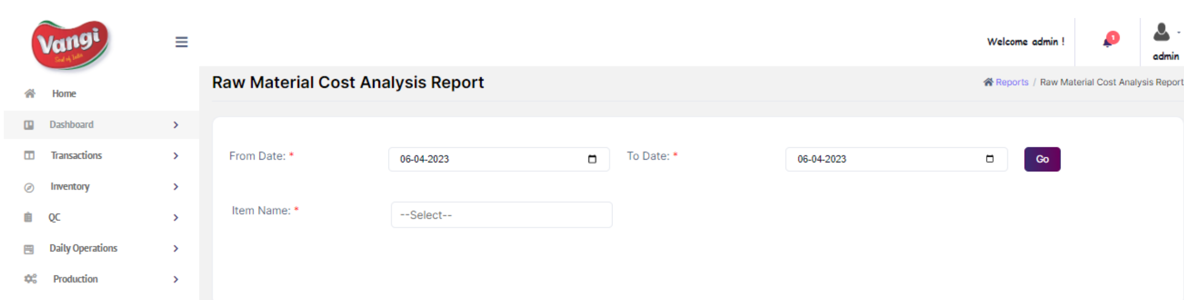


Step 10: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 11: Use the “Search” text box to search the data.
Step 12: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 13: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

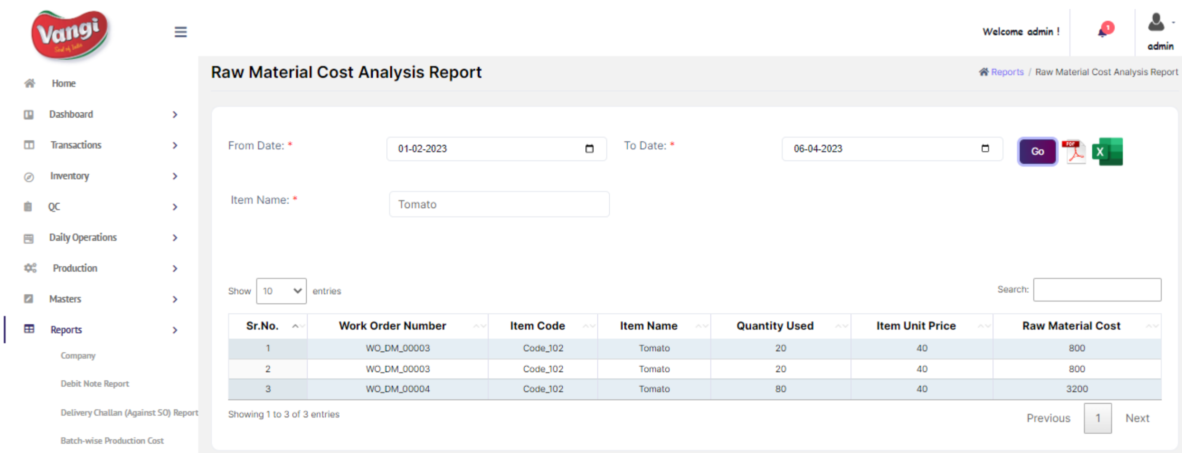
11.14. Raw Material Cost Analysis Report

11.14.1. How to Use Raw Material Cost Analysis Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “Cost Analysis Report” from that sub menu.
Step 4: Users have been redirected to the Raw Material Cost Analysis Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “Item Name” to see whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

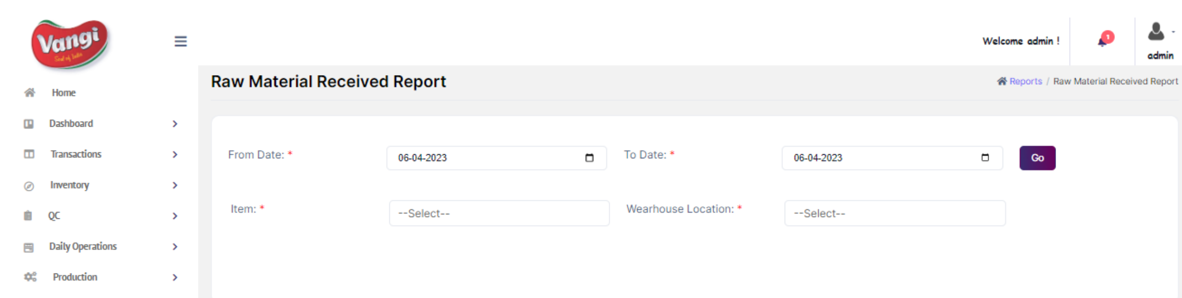


Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: To search the data, use the "Search" text box.
Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

11.15. Raw Material Received Report

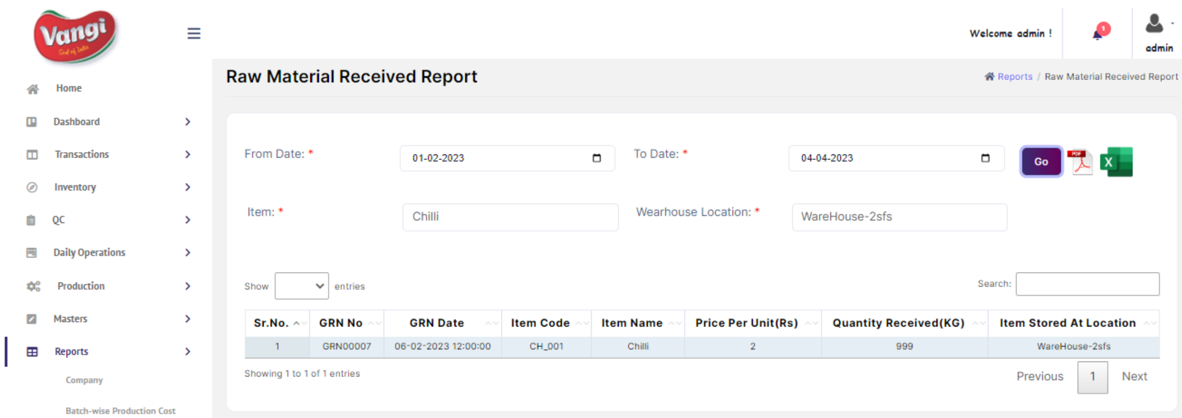
11.15.1. How to Use Raw Material Received Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Raw Material Received" from that sub-menu.
Step 4: Users have been redirected to the Raw Material Received Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the item from the "Items" dropdown menu.

Step 8: Now, select the location of the warehouse from the “Warehouse Location” dropdown menu.
Step 9: Now by clicking on the “Go” button, all the details will be visible.

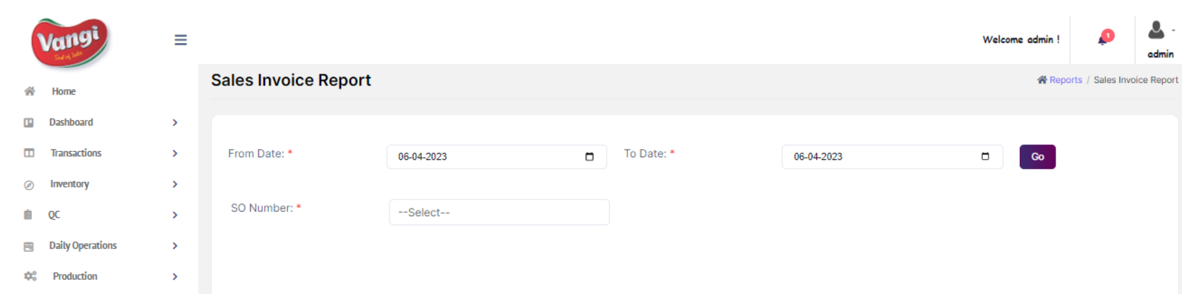


Step 10: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 11: To search the data, use the “Search” text box.
Step 12: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 13: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

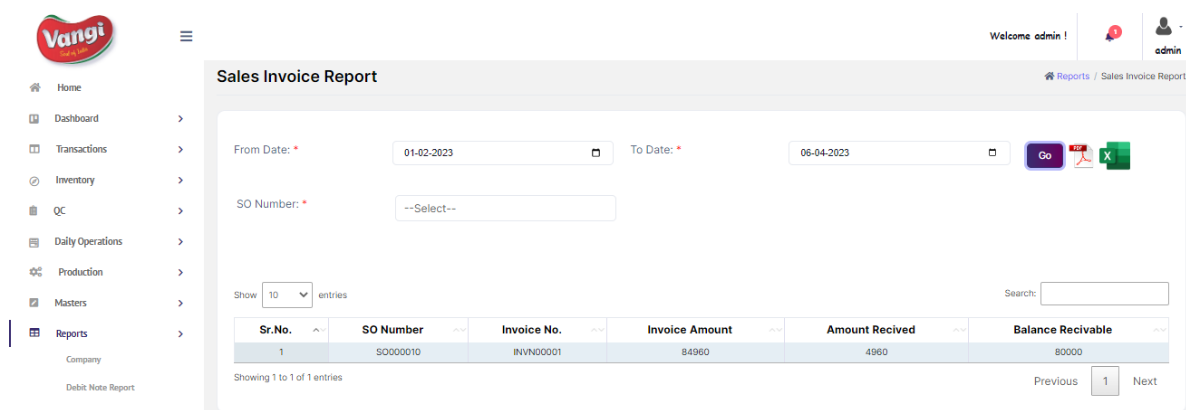
11.16. Sales Invoice Report

11.16.1. How to Use Sales Invoice Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Sales Invoice Report” from that sub-menu.
Step 4: Users have been redirected to the Sales Invoice Report page on the screen.



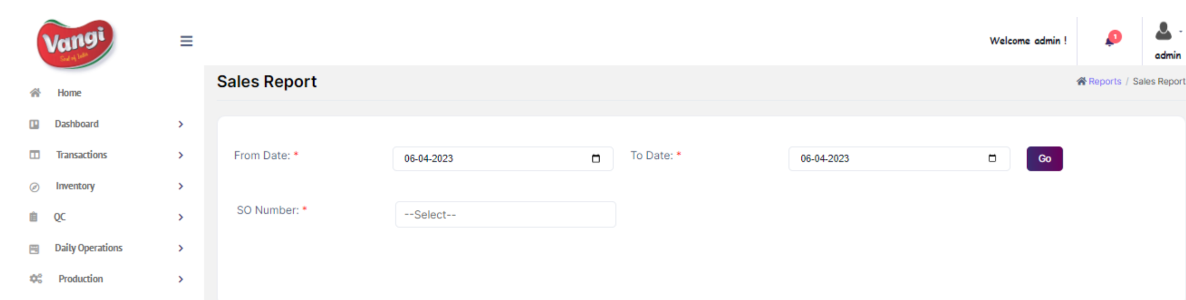
Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "SO Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



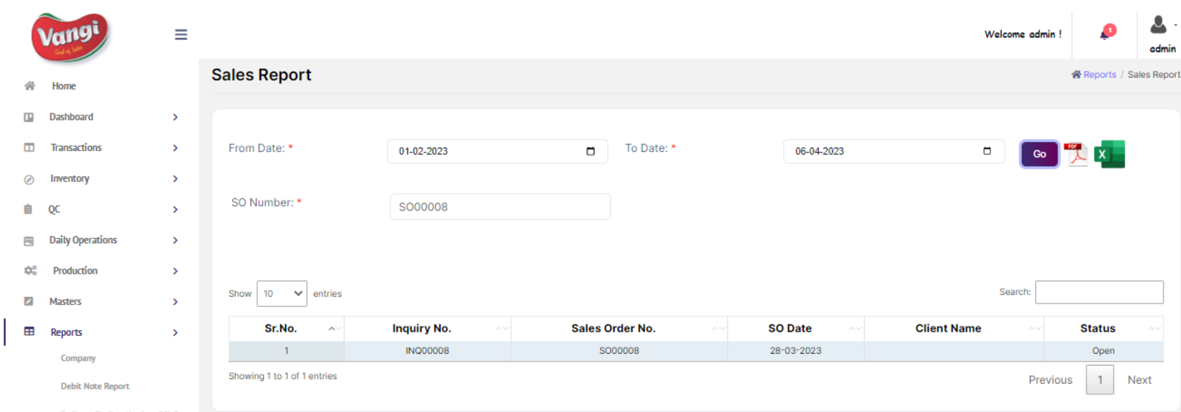
11.17. Sales Report

11.17.1. How to Use Sales Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub menu will be visible. Select "Sales Report" from that sub menu.
Step 4: Users have been redirected to the Sales Report page on the screen.



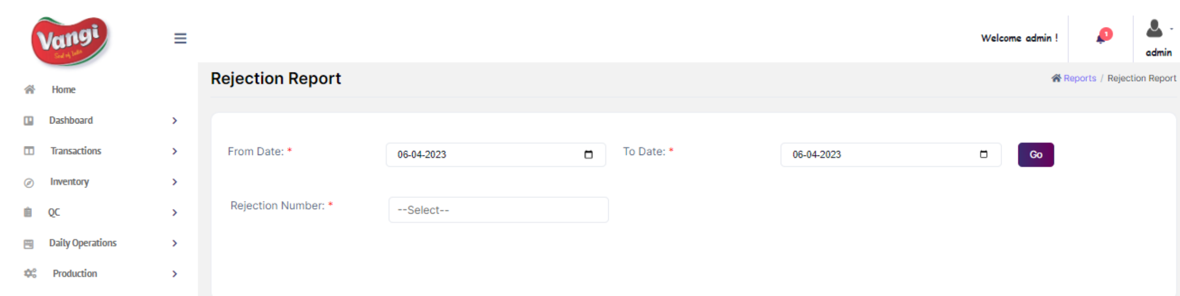
Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "SO Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.



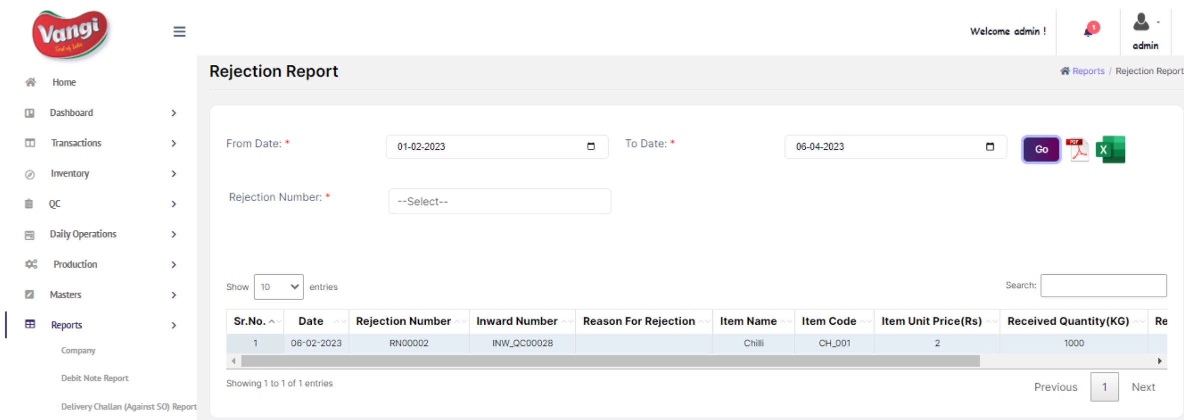
11.18. Rejection Report

11.18.1. How to Use Rejection Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Rejection" from that sub-menu.
Step 4: Users have been redirected to the Rejection Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: The user can use the filter "Rejection Number" to see whether they want all or some specific details.
Step 8: Now by clicking on the "Go" button, all the details will be visible.

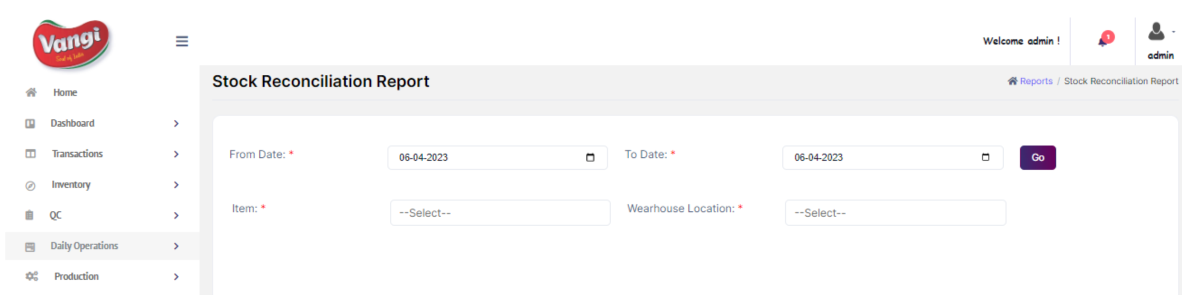


Step 9: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 10: Use the "Search" text box to search the data.
Step 11: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

11.19. Stock Reconciliation Report

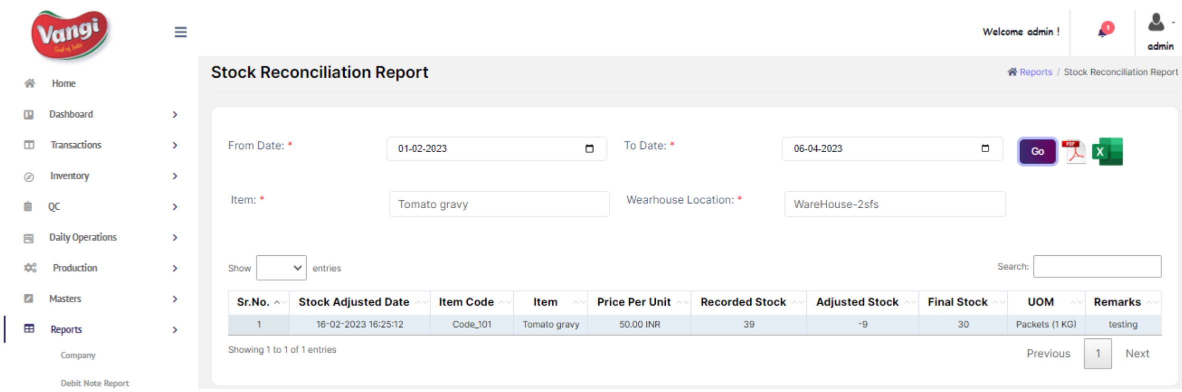
11.19.1. How to Use Stock Reconciliation Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub menu will be visible. Select "Stock Reconciliation" from that sub menu.
Step 4: Users have been redirected to the Stock Reconciliation Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the item from the "Item" dropdown menu.

Step 8: Now, select the location of the warehouse from the “Warehouse Location” dropdown menu.
Step 9: Now by clicking on the “Go” button, all the details will be visible.

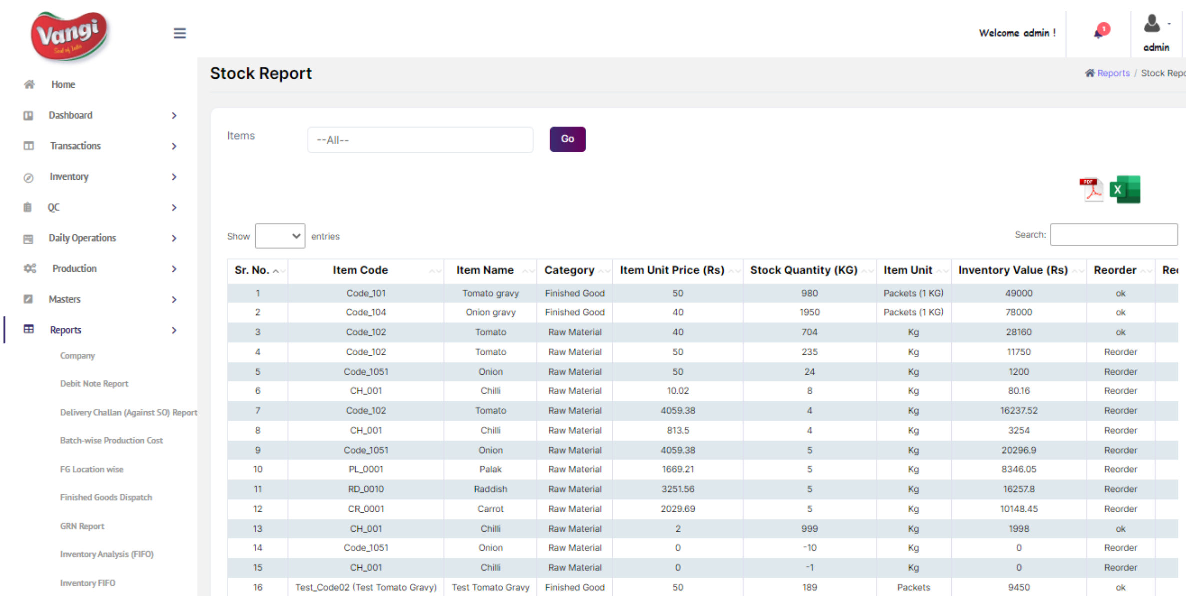


Step 10: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 11: To search the data, use the “Search” text box.
Step 12: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 13: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

11.20. Stock Report

11.20.1. How to Use Stock Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Stock” from that sub-menu.
Step 4: Users have been redirected to the Stock Report page on the screen.
Step 5: The user can use the filter “Items” to decide whether they want all or some specific details.
Step 6: Now by clicking on the “Go” button, all the details will be visible.



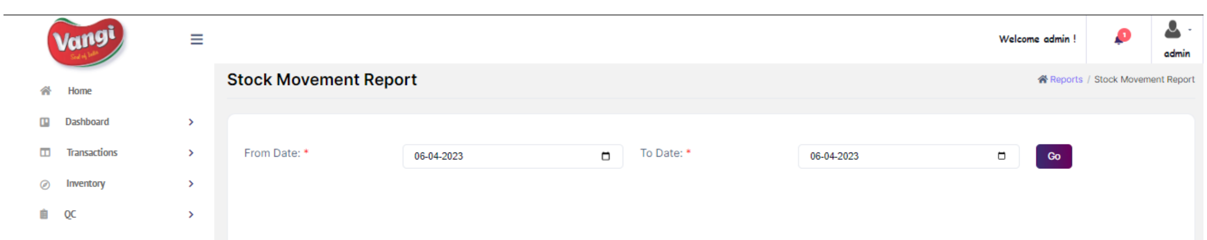
Sr. No.	Item Code	Item Name	Category	Item Unit Price (Rs)	Stock Quantity (KG)	Item Unit	Inventory Value (Rs)	Reorder	Re
1	Code_101	Tomato gravy	Finished Good	50	980	Packets (1 KG)	49000	ok	
2	Code_104	Onion gravy	Finished Good	40	1950	Packets (1 KG)	78000	ok	
3	Code_102	Tomato	Raw Material	40	704	Kg	28160	ok	
4	Code_102	Tomato	Raw Material	50	235	Kg	11750	Reorder	
5	Code_1051	Onion	Raw Material	50	24	Kg	1200	Reorder	
6	CH_001	Chilli	Raw Material	10.02	8	Kg	80.16	Reorder	
7	Code_102	Tomato	Raw Material	4059.38	4	Kg	16237.52	Reorder	
8	CH_001	Chilli	Raw Material	813.5	4	Kg	3254	Reorder	
9	Code_1051	Onion	Raw Material	4059.38	5	Kg	20296.9	Reorder	
10	PL_0001	Palak	Raw Material	1669.21	5	Kg	8346.05	Reorder	
11	RD_0010	Raddish	Raw Material	3251.56	5	Kg	16257.8	Reorder	
12	CR_0001	Carrot	Raw Material	2029.69	5	Kg	10148.45	Reorder	
13	CH_001	Chilli	Raw Material	2	999	Kg	1998	ok	
14	Code_1051	Onion	Raw Material	0	-10	Kg	0	Reorder	
15	CH_001	Chilli	Raw Material	0	-1	Kg	0	Reorder	
16	Test_Code02 (Test Tomato Gravy)	Test Tomato Gravy	Finished Good	50	189	Packets	9450	ok	

Step 7: Now, the user Can View the livestock Present in the Warehouse.
Step 8: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 9: To search the data, use the “Search” text box.
Step 10: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 11: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

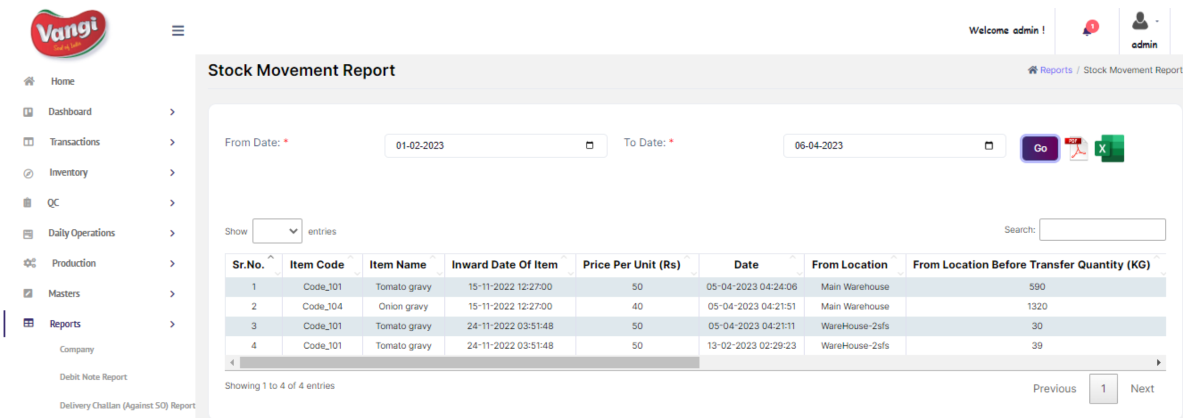
11.21. Stock Movement Report

11.21.1. How to Use Stock Movement Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “Stock Movement” from that sub menu.
Step 4: Users have been redirected to the Stock Movement Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Now by clicking on the “Go” button, all the details will be visible.

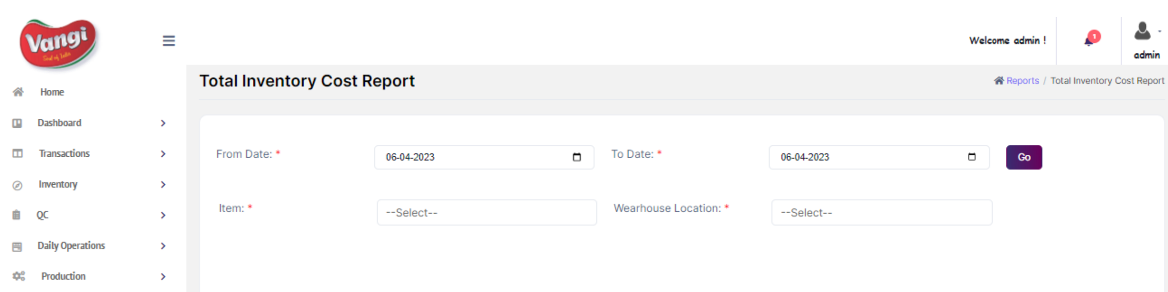


Step 8: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 9: Use the “Search” text box to search the data.
Step 10: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 11: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

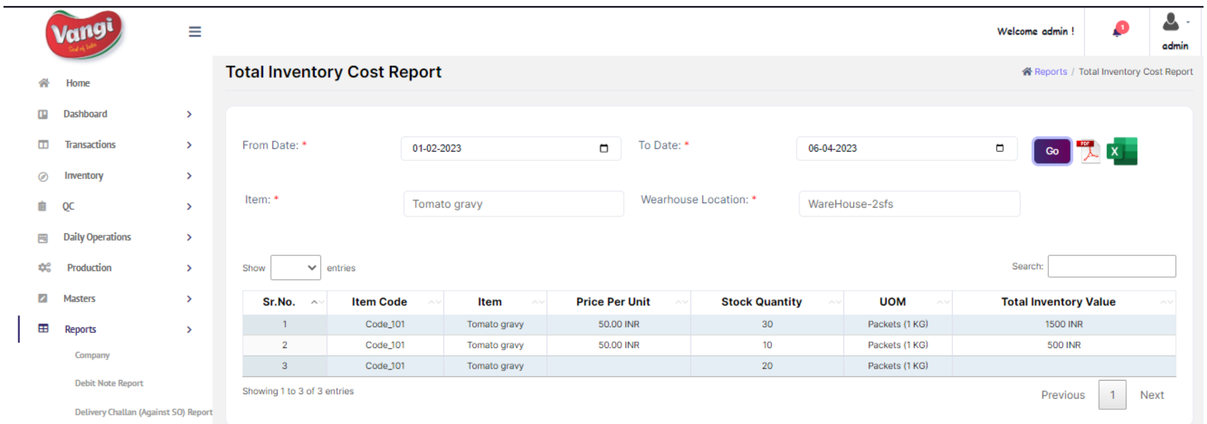
11.22. Total Inventory Cost Report

11.22.1. How to Use Total Inventory Cost Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub menu will be visible. Select “Total Inventory Cost” from that sub menu.
Step 4: Users have been redirected to the Total Inventory cost Report page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the item from the "Item" dropdown menu.
Step 8: Now, select the location of the warehouse from the "Warehouse Location" dropdown menu.
Step 9: Now by clicking on the "Go" button, all the details will be visible.

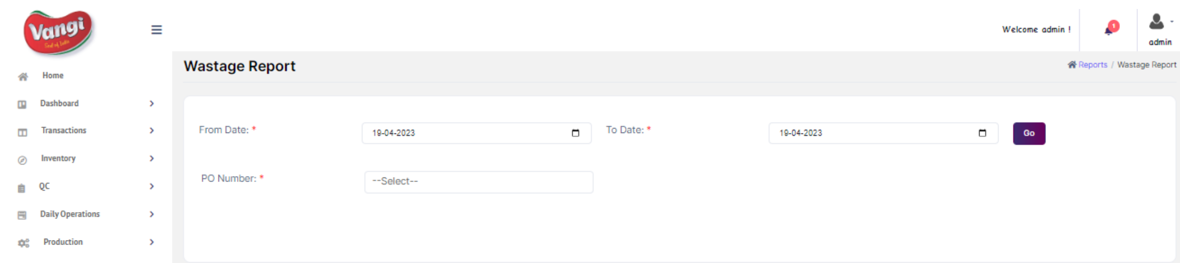


Step 10: The user can use "Show Entries" to view More or fewer Data on the Screen.
Step 11: To search the data, use the "Search" text box.
Step 12: The user Can Export the Report by clicking on the "PDF Icon" present on the Right side of the Column.
Step 13: The user Can Export the Report by clicking on the "Excel Icon" present on the Right side of the Column.

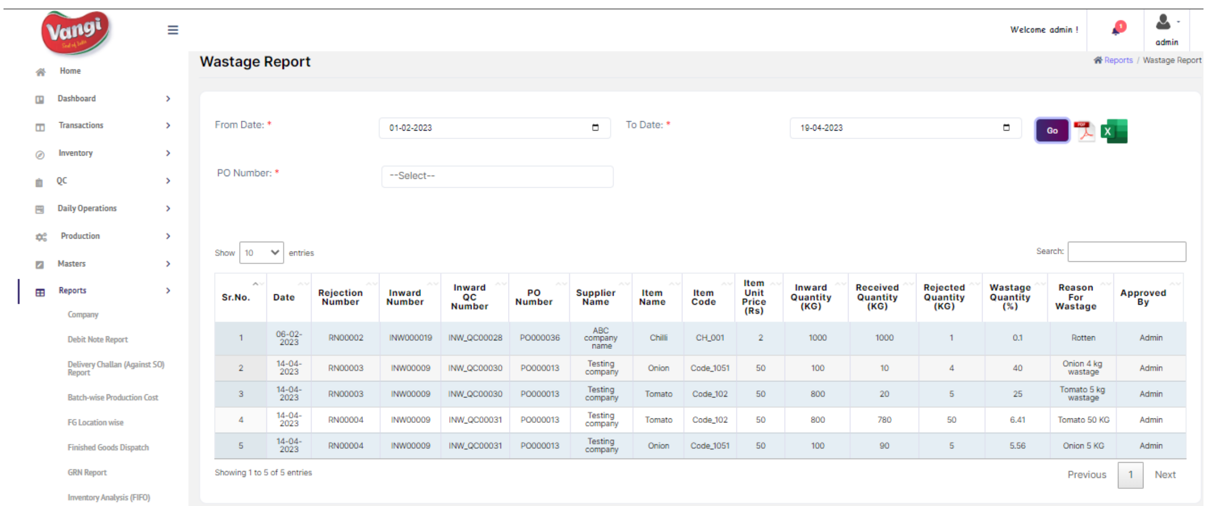
11.23. Wastage Report

11.23.1. How to Use Wastage Report

Step 1: First 'Log in' to the application.
Step 2: "Reports" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Reports" icon, a sub-menu will be visible. Select "Wastage Report" from that sub-menu.
Step 4: Users have been redirected to the Wastage Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “PO Number” to whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.



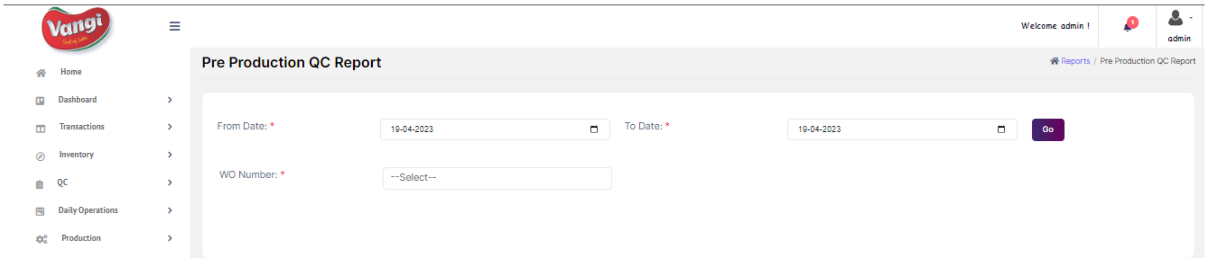
Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

11.24. Pre-Production QC Report

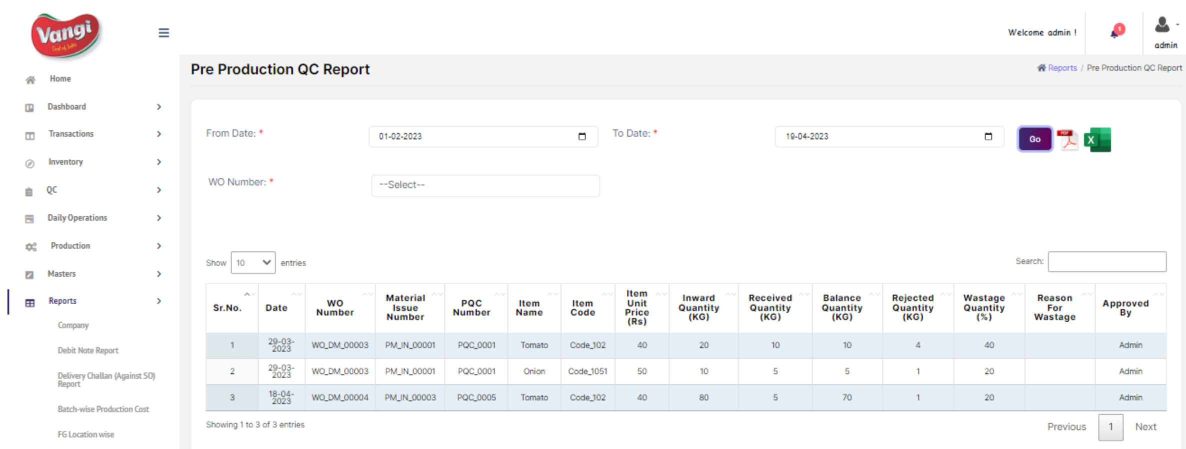
11.24.1. How to Use Pre-Production QC Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.

Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Pre-Production QC Report” from that sub-menu.
Step 4: Users have been redirected to the Pre-Production QC Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “WO Number” to whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

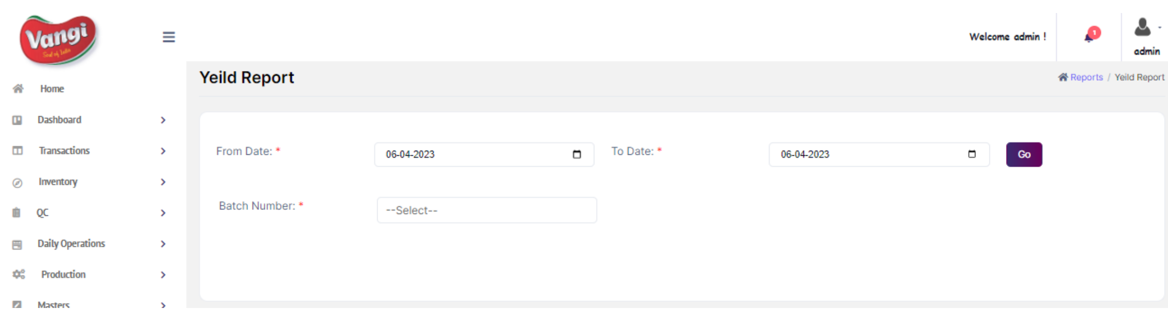


Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

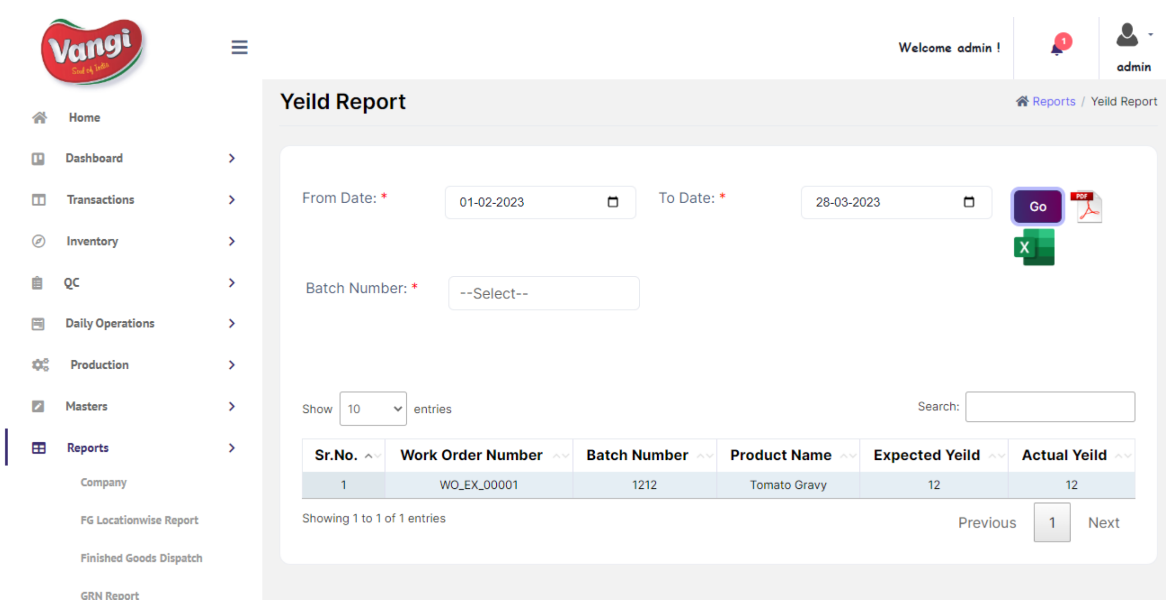
11.25. Yield Report

11.25.1. How to Use Yield Report

Step 1: First ‘Log in’ to the application.
Step 2: “Reports” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Reports” icon, a sub-menu will be visible. Select “Yield Report” from that sub-menu.
Step 4: Users have been redirected to the Yield Report page on the screen.



Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: The user can use the filter “Batch Number” to whether they want all or some specific details.
Step 8: Now by clicking on the “Go” button, all the details will be visible.

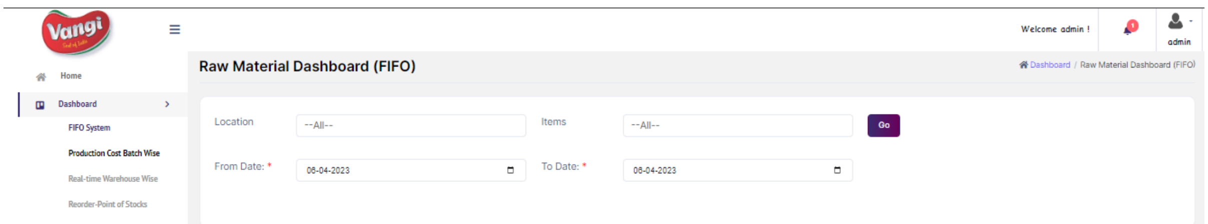


Step 9: The user can use “Show Entries” to view More or fewer Data on the Screen.
Step 10: Use the “Search” text box to search the data.
Step 11: The user Can Export the Report by clicking on the “PDF Icon” present on the Right side of the Column.
Step 12: The user Can Export the Report by clicking on the “Excel Icon” present on the Right side of the Column.

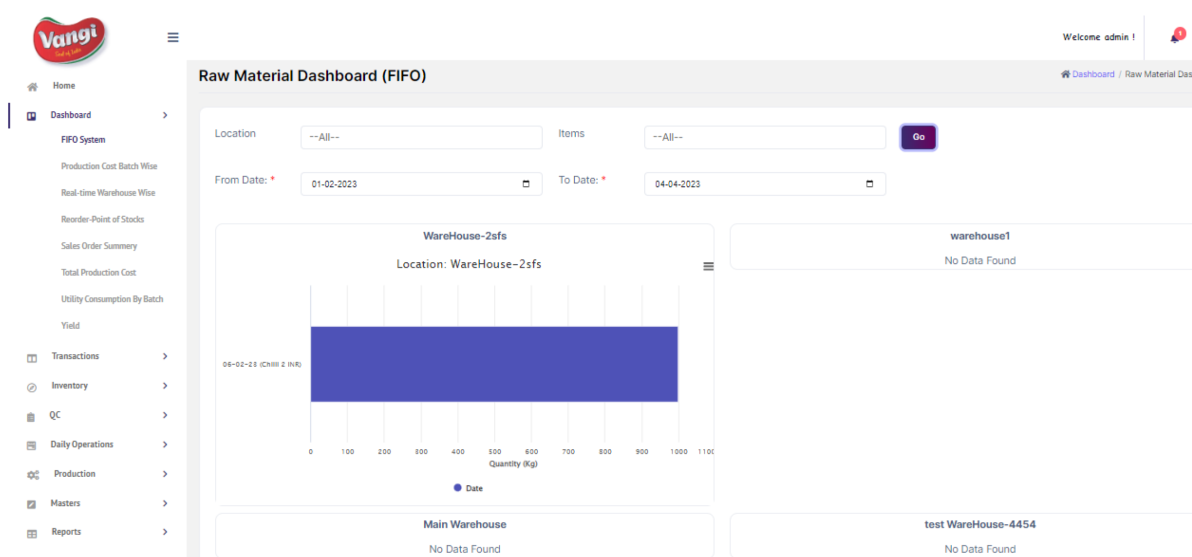
12. Dashboards

12.1. How to Use Raw Material Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "FIFO System Dashboard" from that submenu.
Step 4: Users have been redirected to the Raw Material (FIFO) Dashboard page on the screen.

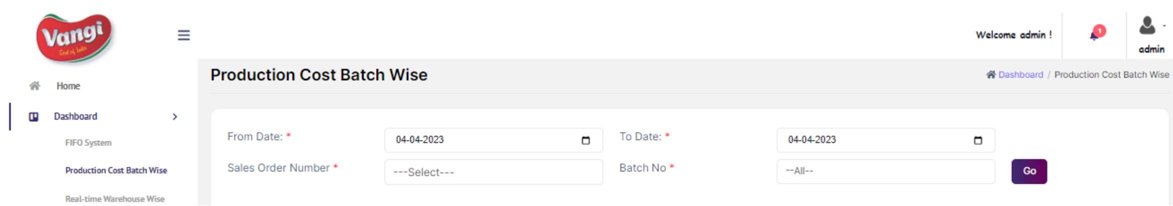


Step 5: The user can use the filter "Location" and "Items" to whether they want all or some specific details.
Step 6: The user has to select the From Date from the "From Date" date picker.
Step 7: The user has to select To Date from the "To Date" date picker.
Step 8: Now by clicking on the "Go" button, all the details will be visible.

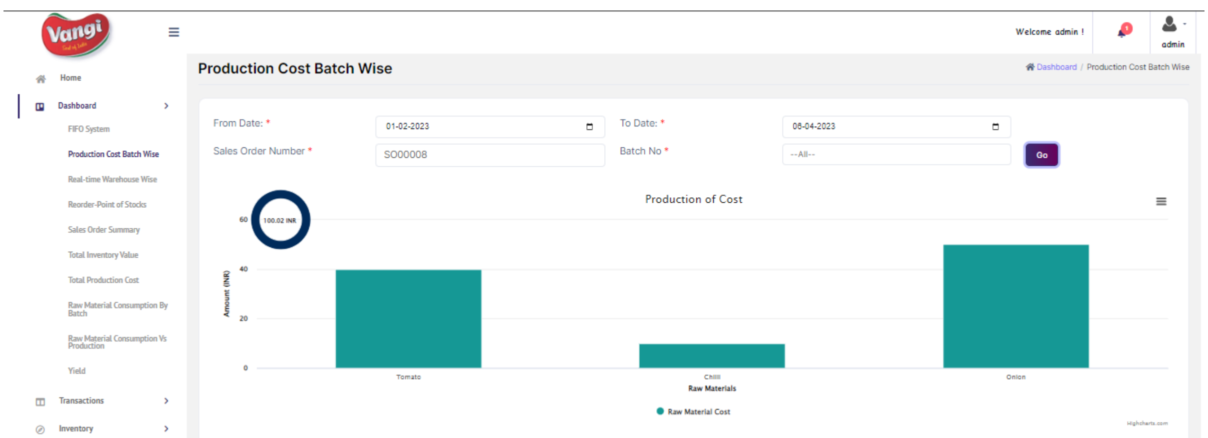


12.2. How to Use Production Cost Batch Wise Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Production Cost Batch Wise Dashboard" from that submenu.
Step 4: Users have been redirected to the Production Cost Batch Wise Dashboard page on the screen.



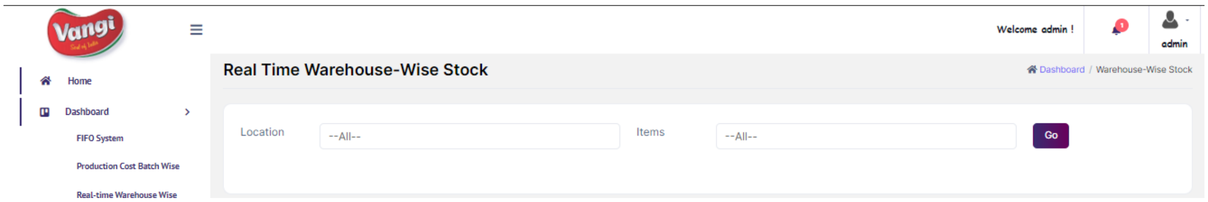
Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the sales order number from the "Sales Order No" dropdown menu.
Step 8: Select the number of batches from the "Batch No" dropdown menu.
Step 9: Now by clicking on the "Go" button, all the details will be visible.



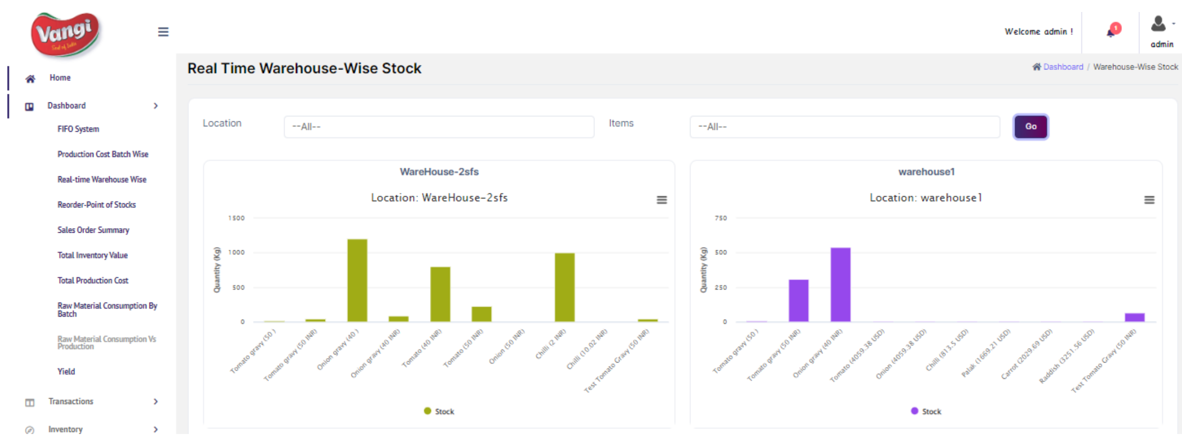
12.3. How to Use Real-time Warehouse-Wise Stock Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.

Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Real-time Warehouse-Wise Stock Dashboard" from that submenu.
Step 4: Users have been redirected to the Real-time Warehouse-Wise Stock Dashboard page on the screen.

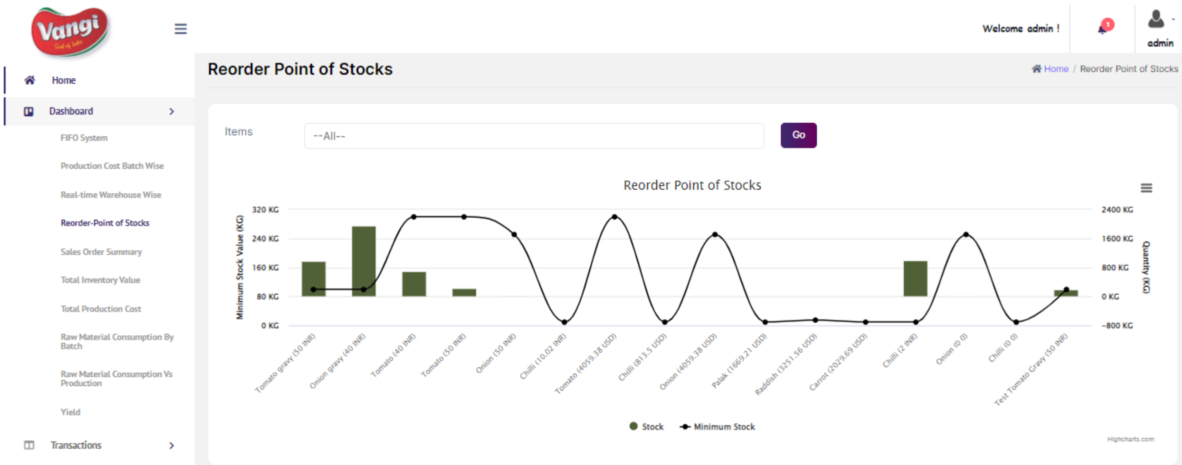


Step 5: The user can use the filter "Location" and "Items" to whether they want all or some specific details.
Step 6: Now by clicking on the "Go" button, all the details will be visible.



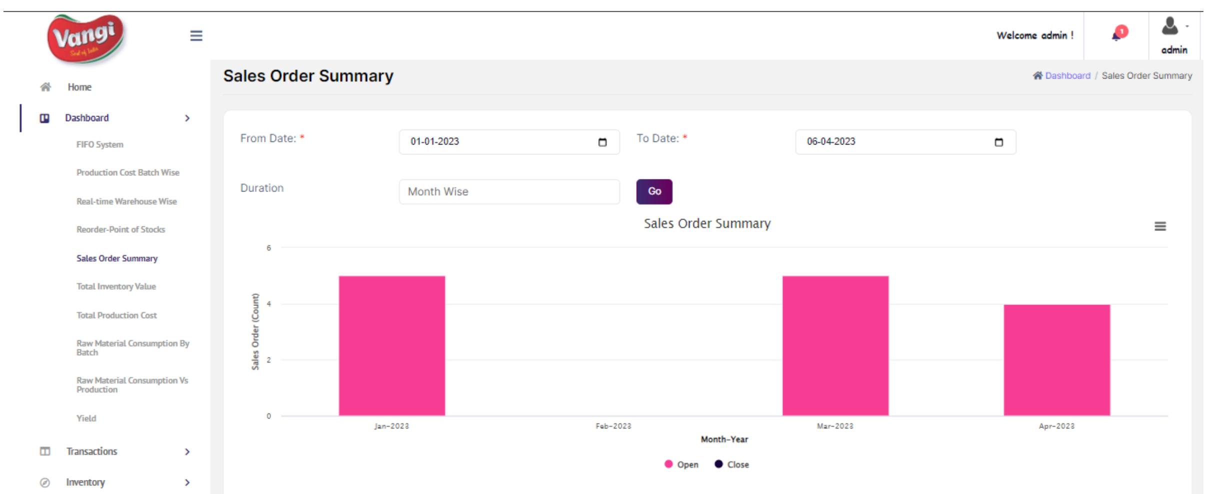
12.4. How to Use Re-order Point of Stocks Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Re-order Point of Stocks Dashboard" from that submenu.
Step 4: Users have been redirected to the Re-order Point of Stocks Dashboard page on the screen.
Step 5: The user can use the filter "Items" to whether they want all or some specific details.
Step 6: Now by clicking on the "Go" button, all the details will be visible.



12.5. How to Use Sales Order Summary Dashboard

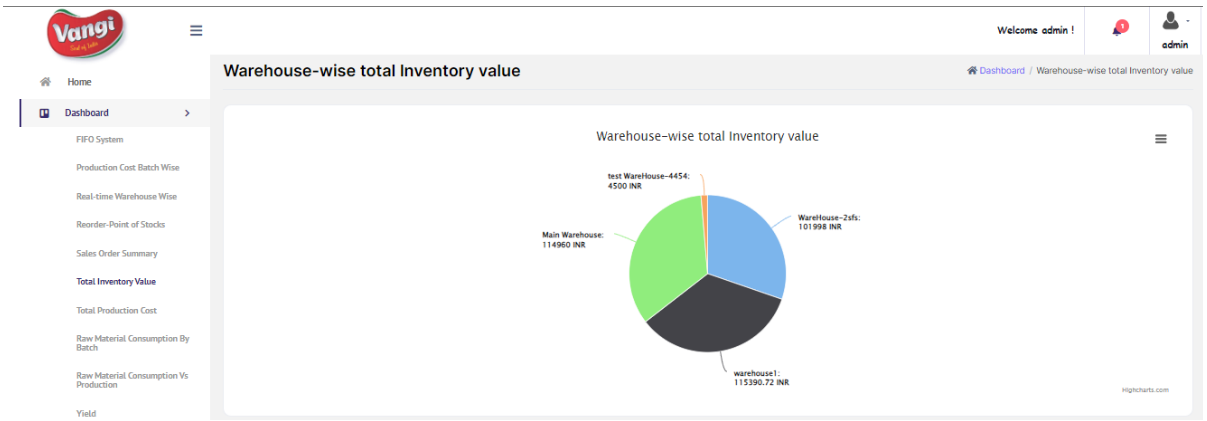
Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Sales Order Summary Dashboard" from that submenu.
Step 4: Users have been redirected to the Sales Order Summary Dashboard page on the screen.



Step 5: The User can change the "From Date", "To Date" and "Duration" according to their need.
Step 6: Now by clicking on the "Go" button, all the details will be visible.

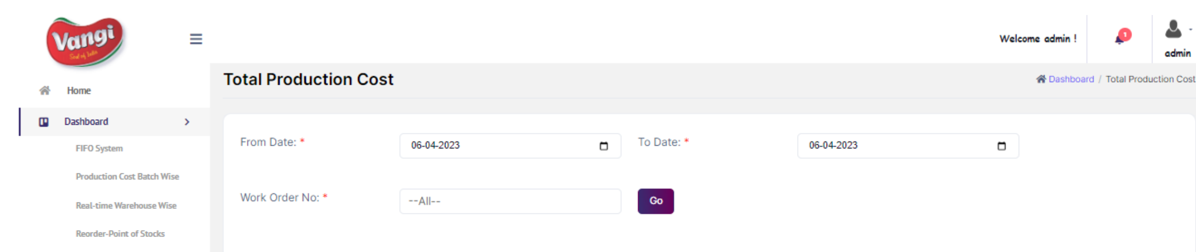
12.6. How to Use Total Inventory Value Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Total Inventory Value Dashboard" from that submenu.
Step 4: Users have been redirected to the Total Inventory Value Dashboard page on the screen.



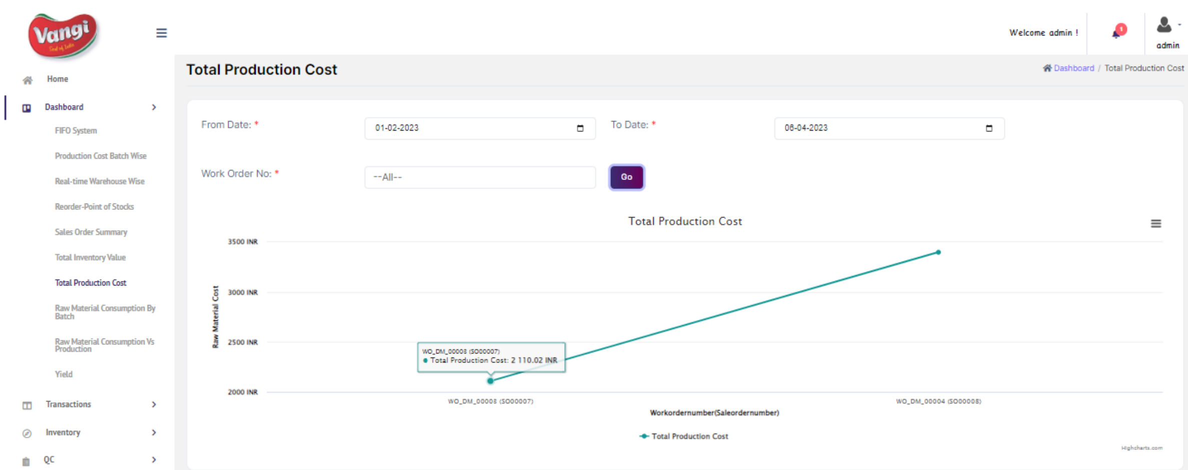
12.7. How to Use Total Production Cost Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Total Production Cost Dashboard" from that submenu.
Step 4: Users have been redirected to the Total Production Cost Dashboard page on the screen.



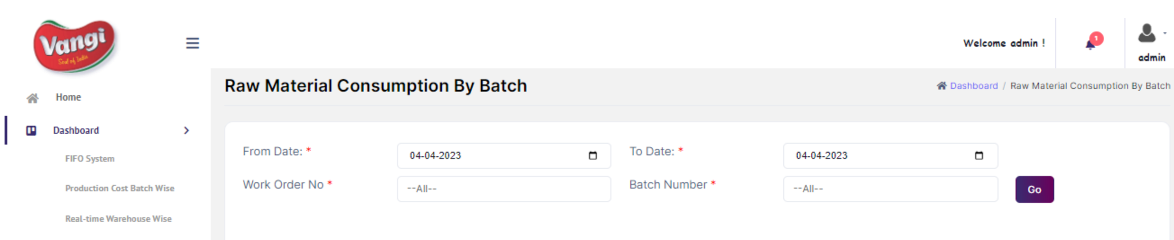
Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the work order number from the "Work Order No" dropdown menu.

Step 9: Now by clicking on the “Go” button, all the details will be visible.

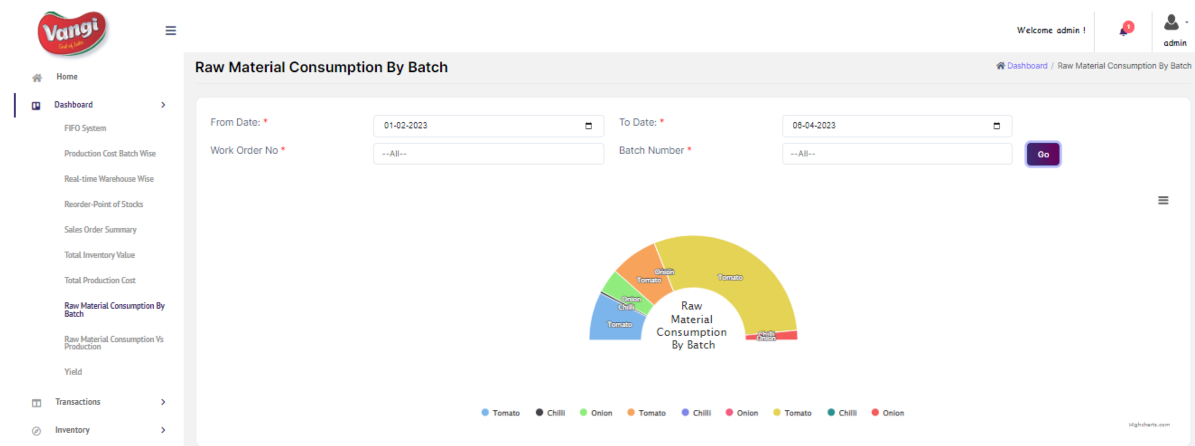


12.8. How to Use Raw Material Consumption By Batch Dashboard

Step 1: First ‘Log in’ to the application.
Step 2: “Dashboards” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Dashboards” icon, a sub-menu will be visible. Select “Raw Material Consumption By Batch Dashboard” from that submenu.
Step 4: Users have been redirected to the Raw Material Consumption By Batch Dashboard page on the screen.

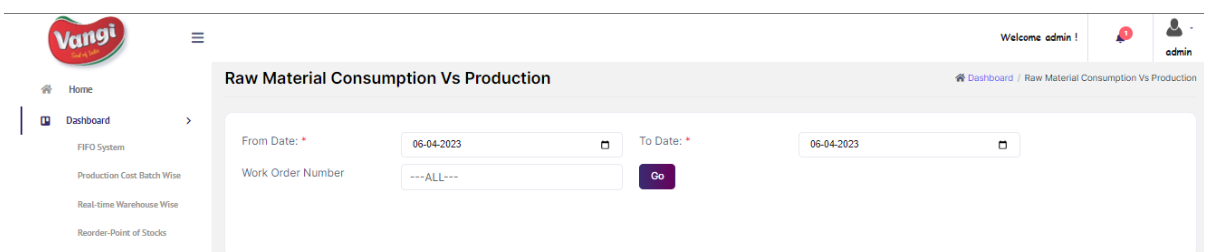


Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Select the work order number from the “Work Order No” dropdown menu.
Step 8: Select the number of batches from the “Batch Number” dropdown menu.
Step 9: Now by clicking on the “Go” button, all the details will be visible.

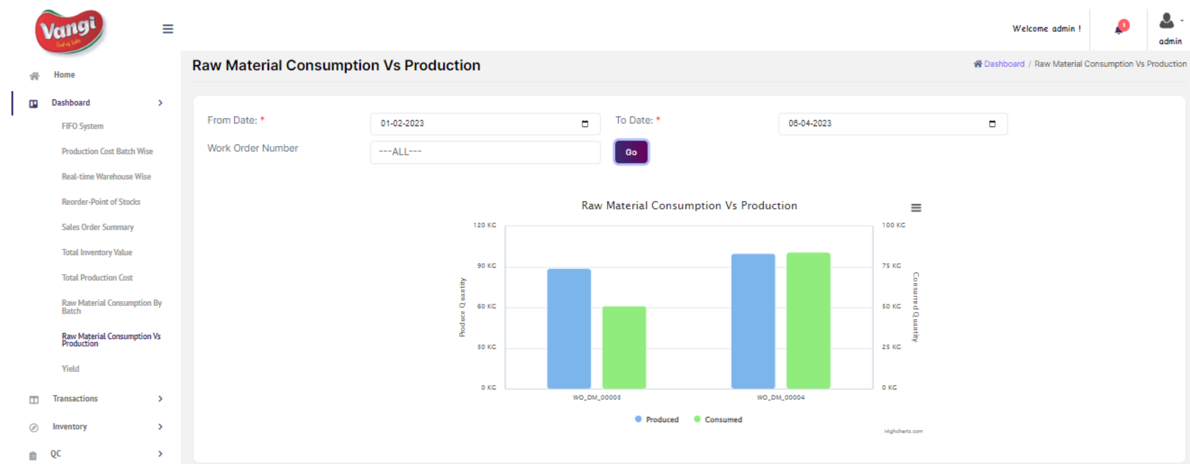


12.9. How to Use Raw Material Consumption Vs Production Dashboard

Step 1: First ‘Log in’ to the application.
Step 2: “Dashboards” icon will be visible in the ‘Menu section’ of the Home Page.
Step 3: By clicking on the “Dashboards” icon, a sub-menu will be visible. Select “Yield Dashboard” from that submenu.
Step 4: Users have been redirected to the Yield Dashboard page on the screen.

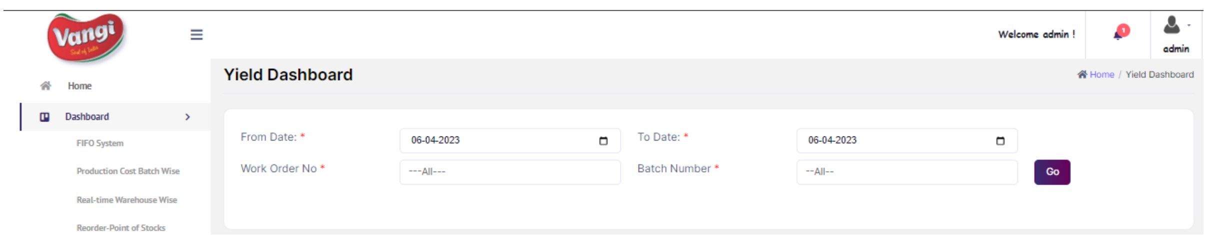


Step 5: The user has to select the From Date from the “From Date” date picker.
Step 6: The user has to select To Date from the “To Date” date picker.
Step 7: Select the work order number from the “Work Order Number” dropdown menu.
Step 8: Now by clicking on the “Go” button, all the details will be visible.



12.10. How to Use Yield Dashboard

Step 1: First 'Log in' to the application.
Step 2: "Dashboards" icon will be visible in the 'Menu section' of the Home Page.
Step 3: By clicking on the "Dashboards" icon, a sub-menu will be visible. Select "Yield Dashboard" from that submenu.
Step 4: Users have been redirected to the Yield Dashboard page on the screen.



Step 5: The user has to select the From Date from the "From Date" date picker.
Step 6: The user has to select To Date from the "To Date" date picker.
Step 7: Select the work order number from the "Work Order No" dropdown menu.
Step 8: Select the number of batches from the "Batch Number" dropdown menu.
Step 9: Now by clicking on the "Go" button, all the details will be visible.