

USER MANUAL

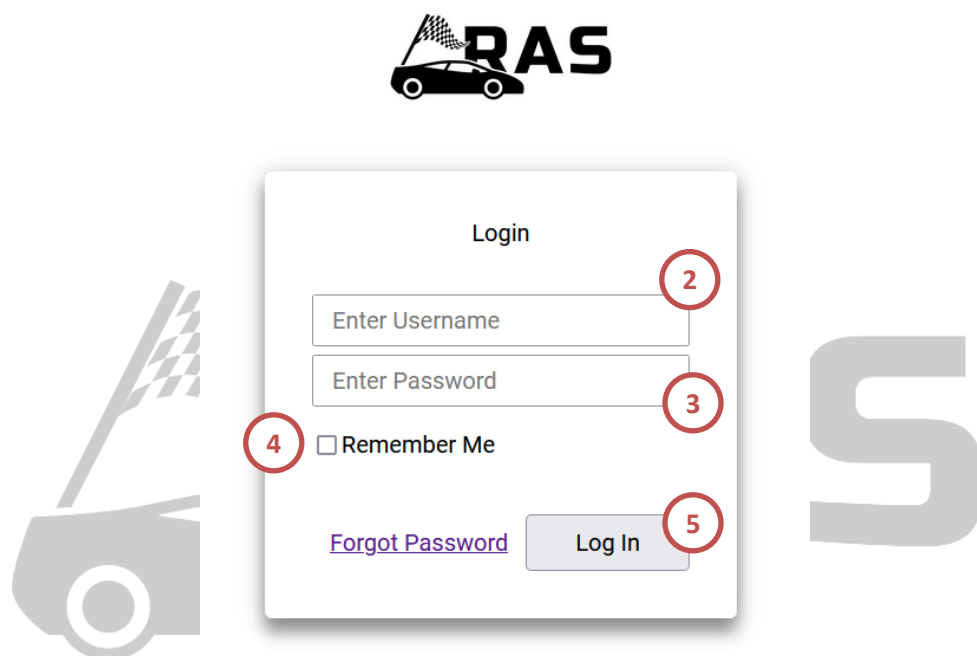
Contents:

| | |
|--|----|
| A. Logging into the System..... | 2 |
| B. Resetting Your Password in Case You Forget It..... | 3 |
| C. Accountant View – Overview..... | 5 |
| D. Accountant View – Generate Report..... | 6 |
| E. Accountant View – Manage Budget..... | 7 |
| F. Accountant View – Logging Out..... | 8 |
| G. Salesperson View – Overview..... | 9 |
| H. Salesperson View – Generate Report..... | 10 |
| I. Salesperson View – Logging Out..... | 11 |
| J. Administrator View – Overview..... | 12 |
| K. Administrator View – Create Report..... | 13 |
| L. Administrator View – Staff Management – Remove Staff..... | 14 |
| M. Administrator View – Add Staff | 15 |
| N. Administrator View – Logging Out..... | 17 |

A. Logging in To the System

Here's how you log in to the system:

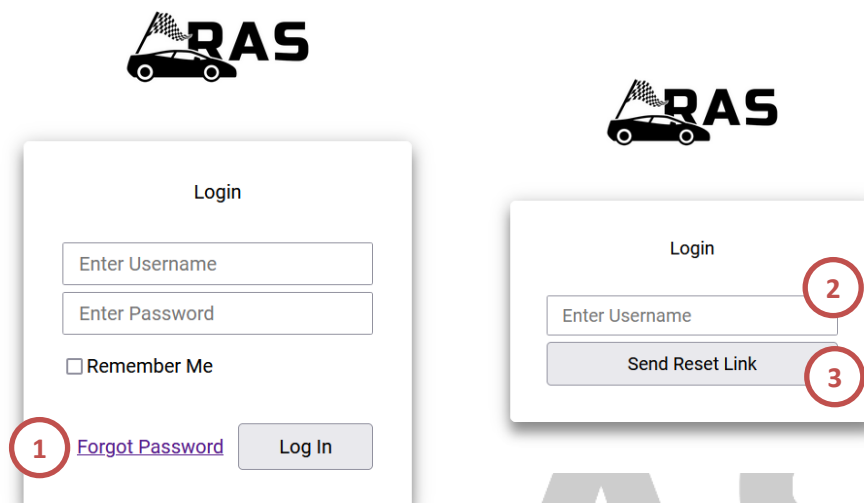
1. First, go to the homepage URL of your organizations' RAS Server. In our case, this is <http://localhost/RAS/>



2. Enter your Username
3. Enter your Password
4. If you want the website to remember your username and password and automatically log you in, Click Remember Me.
5. Click Log In

B. Resetting Your Password in Case You Forget It

1. Click Forgot Password

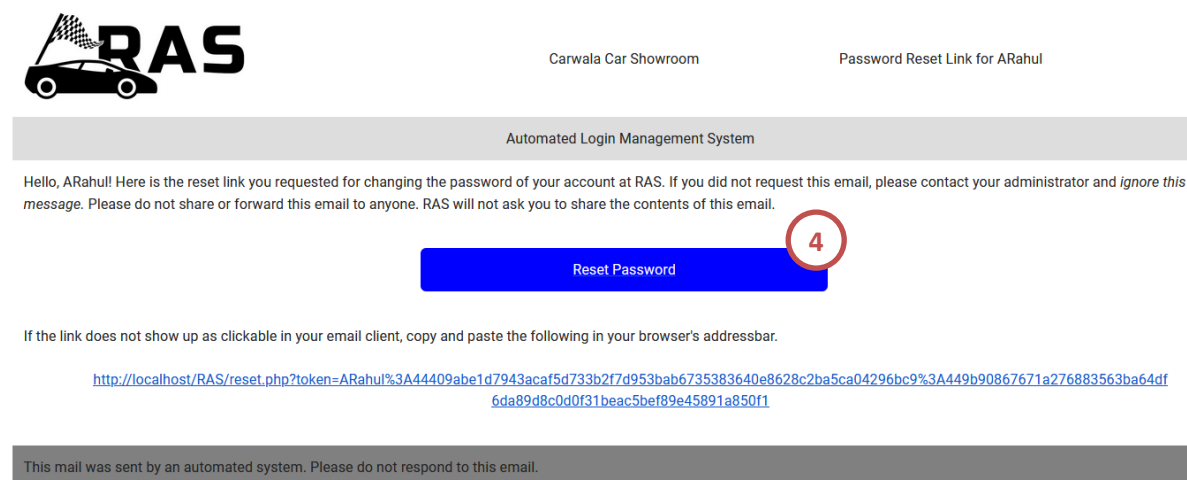


The image shows two versions of the RAS login form. The left form has a 'Forgot Password' link circled with a red '1'. The right form has a 'Send Reset Link' button circled with a red '3'.

2. Enter your Username

3. Click Send Reset Link

4. You will receive an email with your reset link, click that link, or follow the instructions in the email.



The image shows an email from RAS. The email header includes the RAS logo, 'Carwala Car Showroom', and 'Password Reset Link for ARahul'. The body of the email says 'Automated Login Management System' and 'Hello, ARahul! Here is the reset link you requested for changing the password of your account at RAS. If you did not request this email, please contact your administrator and ignore this message. Please do not share or forward this email to anyone. RAS will not ask you to share the contents of this email.' Below this is a blue button labeled 'Reset Password' circled with a red '4'. At the bottom, there is a long URL for the reset link and a footer that says 'This mail was sent by an automated system. Please do not respond to this email.'

5. Enter your new password and press Submit Query

Hello, ARahul.



Enter your new password:

Enter your new password

Submit Query

5

6. Now you can log in with your new credentials!



C. Accountant View – Overview

The screenshot displays the 'Carwala Car Showroom Administrator Panel' for the user 'Rahul Das', an Accountant. The interface is divided into a sidebar and a main content area. The sidebar on the left contains a profile icon (a pumpkin) and two menu items: 'Generate Report' and 'Manage Budget'. The main content area is titled 'Generate Report' and includes a welcome message, a dropdown menu showing 'Bidhannagar', and a 'Generate Branch Report' button. A large, faint 'RAS' watermark is visible in the background.

Log Out

Create Reports

Manage Budget

RAS

Carwala Car Showroom
Administrator Panel

Generate Report

Welcome,
Rahul Das
Accountant

Generate Report

Manage Budget

Bidhannagar

Generate Branch Report

D.Accountant View – Generate Report

To generate a report, follow the following steps:

1. Click on Generate Reports
 2. Click Generate Branch Report
- The Report will be generated

RAS | Carwala Car Showroom
Administrator Panel

ARahul [Log Out](#)

Generate Report

This page generates a report of the branch you are logged into. You can also download and print the report from here.

Welcome,
Rahul Das
Accountant

1 Generate Report
Manage Budget

Bidhannagar **2** Generate Branch Report

| VIN | Model Name | No. Of Accessories | Total Price of Accessories | Total Price |
|------------------------------|-----------------|--------------------|----------------------------|-------------|
| 5577776 | Honda | 3 | 9180 | 12009202 |
| 24422 | Mahindra Xuv500 | 2 | 14400 | 414400 |
| Total Sales (Approved Only): | | | | ₹414400 |

3 Print

4 download pdf

3. To print the report, click print.
4. To download a .PDF file of the report, click 'download pdf'

E. Accountant View – Manage Budget

To Manage the budget, follow these steps:

1. Click on Manage Budget
2. Against the Bill you wish to approve or reject, click the corresponding buttons.
3. For Bills, which have been approved or rejected, you will not be able to take any further actions.

RAS | Carwala Car Showroom
Administrator Panel

ARahul [Log Out](#)

Budget Management

Current Budget: 60660410

| Sales ID | Amount | Status | Actions |
|----------|----------|----------|--|
| B1 | 12009202 | Pending | Approve Reject |
| B2 | 414400 | Approved | Action Taken |


1 Manage Budget

2 Approve Reject

3 Action Taken

F. Accountant View – Logging Out

1. Click Log Out Button to log out of the system, you will be redirected to the login page.



Carwala Car Showroom
Administrator Panel

ARahul [Log Out](#)



Welcome,
Rahul Das
Accountant

[Generate Report](#)

[Manage Budget](#)

Budget Management

[Current Budget: 60660410](#)

| Sales ID | Amount | Status | Actions |
|----------|----------|----------|--|
| B1 | 12009202 | Pending | Approve Reject |
| B2 | 414400 | Approved | Action Taken |



G. Salesperson View – Overview



Carwala Car Showroom
Salesperson Portal

Log Out

SKayal

Log Out



Welcome,

Agnibesh Kayal

Salesperson

Sales Report

Generate Report

This form allows you to see a report with all of your Sales, along with the sales details.

See Your Sales Report

View Report



H. Salesperson View – Generate Report

To generate a report, follow the following steps:

1. Click on Sales Report
 2. Click See Your Sales Report
- The Report will be generated



Carwala Car Showroom
Salesperson Portal

SKayal

[Log Out](#)



Welcome,

Agnibesh Kayal

Salesperson

1

Sales Report

Generate Report

This form allows you to see a report with all of your Sales, along with the sales details.

See Your Sales Report

2

3. To print the report, click print.
4. To download a .PDF file of the report, click 'download pdf'



Sales Person's Report

| Bill Id | Date | Sales Price | Status |
|---|------------|-------------|----------|
| B1 | 2021-08-02 | 12009202 | Pending |
| B2 | 2021-07-08 | 414400 | Approved |
| Total Sales: (Only Includes Approved Sales) | | ₹414400 | X |

Print

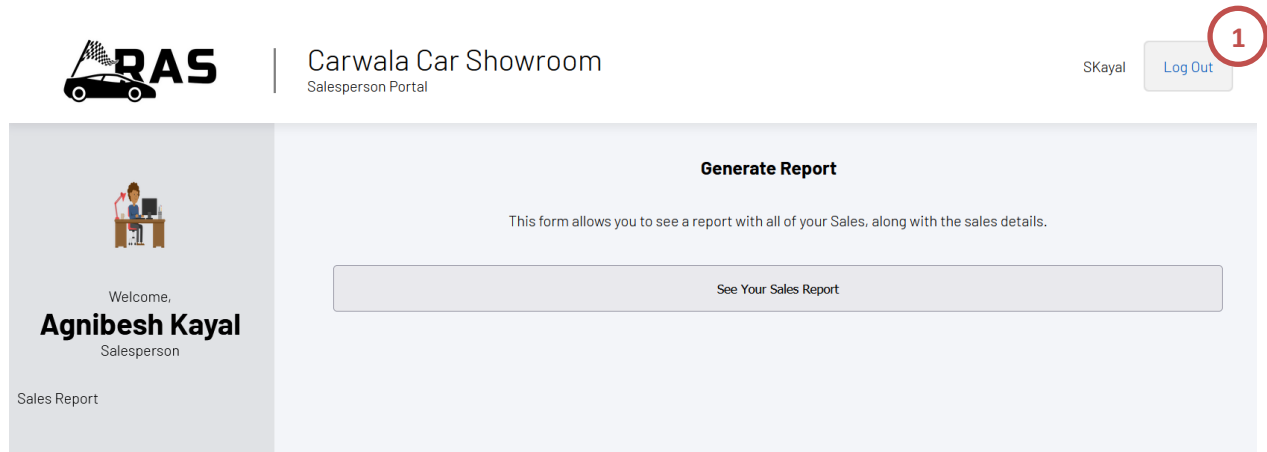
3

download pdf

4

I. Salesperson View – Logging Out

1. Click Log Out Button to log out of the system, you will be redirected to the login page.



The screenshot displays the 'Carwala Car Showroom Salesperson Portal' interface. At the top left is the RAS logo. To its right, the text 'Carwala Car Showroom Salesperson Portal' is visible. On the top right, the user 'SKayal' is logged in, with a 'Log Out' button next to it. A red circle with the number '1' highlights the 'Log Out' button. The main content area is titled 'Generate Report' and includes a description: 'This form allows you to see a report with all of your Sales, along with the sales details.' Below this is a button labeled 'See Your Sales Report'. On the left sidebar, there is a welcome message for 'Agnibesh Kayal, Salesperson' and a 'Sales Report' link. A large, faint RAS logo with a car and checkered flag is overlaid at the bottom of the page.

J. Administrator View – Overview

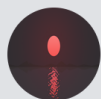


Carwala Car Showroom
Administrator Panel

Log Out

ZMiju

Log Out



Welcome,
Mijanur
Administrator

Create Report

Staff Management

View Report

Manage Staff

Generate Report

This form generates a report of either All branches in the system or of a particular branch, and shows all the sales made by the branch(es).

Generate All Branches Report

Select Branch

Generate Branch Report



K. Administrator View – Create Report

1. There are two kinds of reports, All Branch Report and Single Branch Report.
2. First Click on Create Report
3. To Generate All Branches Report, Click Generate All Branches Report
4. To Generate Single Branch Report, first select a branch
5. Then Click on Generate Branch Report.

RAS | Carwala Car Showroom
Administrator Panel

ZMiju [Log Out](#)

Welcome,
Mijanur
Administrator

2 Create Report
Staff Management

Generate Report

This form generates a report of either All branches in the system or of a particular branch, and shows all the sales made by the branch(es).

3 Generate All Branches Report

Select Branch **4** **5** Generate Branch Report

The corresponding report will be generated.

6. To print the report, click on Print
7. To download the report, click on 'download pdf'

RAS
CarWala Car Showroom

| Branch ID | Name | Cars Sold | Accessories Sold | Total Sales |
|--------------|-------------|-----------|------------------|-------------|
| B1 | Bidhannagar | 2 | 5 | 36800066 |
| B2 | Canning | 1 | 1 | 566566 |
| Total Sales: | | | | ₹37366632 |

6 Print

7 download pdf

L. Administrator View – Staff Management – Remove Staff


1. First click on Staff Management
2. Then, to delete a staff member, click on the delete option next to the name of the staff member.

The screenshot shows the RAS Carwala Car Showroom Administrator Panel. The top navigation bar includes the RAS logo, the text "Carwala Car Showroom Administrator Panel", the user name "ZMiju", and a "Log Out" button. The left sidebar contains a user profile for "Mijanur Administrator" and two menu items: "Create Report" and "Staff Management", with the latter highlighted by a red circle labeled "1". The main content area is titled "Staff Details" and features a table with columns: User ID, Name, Phone, Aadhar, Branch, and Actions. The table lists six staff members. The "Delete" button for the first staff member (User ID: AA) is highlighted by a red circle labeled "2".

| User ID | Name | Phone | Aadhar | Branch | Actions |
|----------|----------------------|-------|--------|-------------|---------|
| AA | 2 | 2 | 2 | Bidhannagar | Delete |
| ARahul | Rahul Das | 98366 | 1121 | Bidhannagar | Delete |
| ASumedha | Sumedha Bhattacharya | 89614 | 1511 | Bidhannagar | Delete |
| SAgni | Agnibesh Kayal | 986 | 11111 | Bidhannagar | Delete |
| SKayal | Agnibesh Kayal | 9 | 9 | Bidhannagar | Delete |
| ZMiju | Mijanur | 98635 | 1112 | Bidhannagar | Delete |


M. Administrator View – Add Staff

1. First, Click on Manage Staff
2. Click on Add Staff on top of the table



Carwala Car Showroom
Administrator Panel

ZMiju [Log Out](#)



Welcome,
Mijanur
Administrator

Create Report

Staff Management **1**

Staff Details

[Add staff](#) **2**

| User ID | Name | Phone | Aadhar | Branch | Actions |
|----------|----------------------|-------|--------|-------------|------------------------|
| AA | 2 | 2 | 2 | Bidhannagar | Delete |
| ARahul | Rahul Das | 98366 | 1121 | Bidhannagar | Delete |
| ASumedha | Sumedha Bhattacharya | 89614 | 1511 | Bidhannagar | Delete |
| SAgni | Agnibesh Kayal | 986 | 11111 | Bidhannagar | Delete |
| SKayal | Agnibesh Kayal | 9 | 9 | Bidhannagar | Delete |
| ZMiju | Mijanur | 98635 | 1112 | Bidhannagar | Delete |

3. Enter Staff Details, including password and a valid E-Mail ID.

Staff Details

Userid:

Name:

Gender:

M

DOB:

Address:

Phone:

Email ID:

Aadhar:

Branch:

Bidhannagar

Password:

Image:
(Choose or Drag-and-Drop)

[Browse...](#) No file selected.

Submit

4

The Type of staff will be determined from the first letter of the user ID:


| FIRST LETTER | TYPE OF USER |
|--------------|----------------|
| Z | Administrator |
| S | Salesperson |
| A | Accountant |
| O | Other Employee |

4. Press Submit



N.Administrator View – Logging Out

1. Click on the Log Out Button to log out of the system. You will be redirected back to the login page.



The screenshot displays the RAS Administrator Panel for Carwala Car Showroom. The interface includes a sidebar with a user profile for Mijanur, Administrator, and navigation links for 'Create Report' and 'Staff Management'. The main content area, titled 'Staff Details', features a table with columns for User ID, Name, Phone, Aadhar, Branch, and Actions. A red circle with the number '1' highlights the 'Log Out' button in the top right corner. A large, faint 'RAS' watermark is visible in the background.

RAS | Carwala Car Showroom
Administrator Panel

ZMiju [Log Out](#)

Staff Details

[Add staff](#)

| User ID | Name | Phone | Aadhar | Branch | Actions |
|----------|----------------------|-------|--------|-------------|------------------------|
| AA | 2 | 2 | 2 | Bidhannagar | Delete |
| ARahul | Rahul Das | 98366 | 1121 | Bidhannagar | Delete |
| ASumedha | Sumedha Bhattacharya | 89614 | 1511 | Bidhannagar | Delete |
| SAgni | Agnibesh Kayal | 986 | 11111 | Bidhannagar | Delete |
| SKayal | Agnibesh Kayal | 9 | 9 | Bidhannagar | Delete |
| ZMiju | Mijanur | 98635 | 1112 | Bidhannagar | Delete |