❖ **MASTER**:- Master is the full control of C-TRACK software containing modules like party ,gas and variant, cylinders,utilities and master.
  (Master hamare C-TRACK software ka main module hae jo hamare software ko puri tarah se handle karta hae jaise New party banana ,new gases add karna , new cylinders add karna , gas cost set karna etc.)
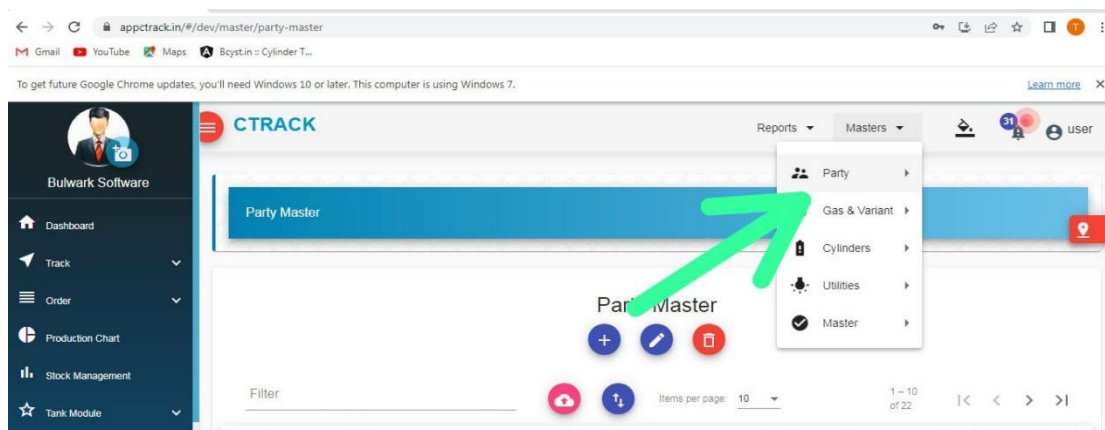
■ **MASTER KO OPEN KAISE KARE:-**
◇ STEP 1 :- PEHLE SOFTWARE OPEN KARE
◇ STEP 2 :- APNE USER NAME AND PASSWORD SE LOGIN KARE
◇ Step 3 :- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
◇ step 4 :- MASTER KE SARE FUNCTION OPEN HO JAYENG
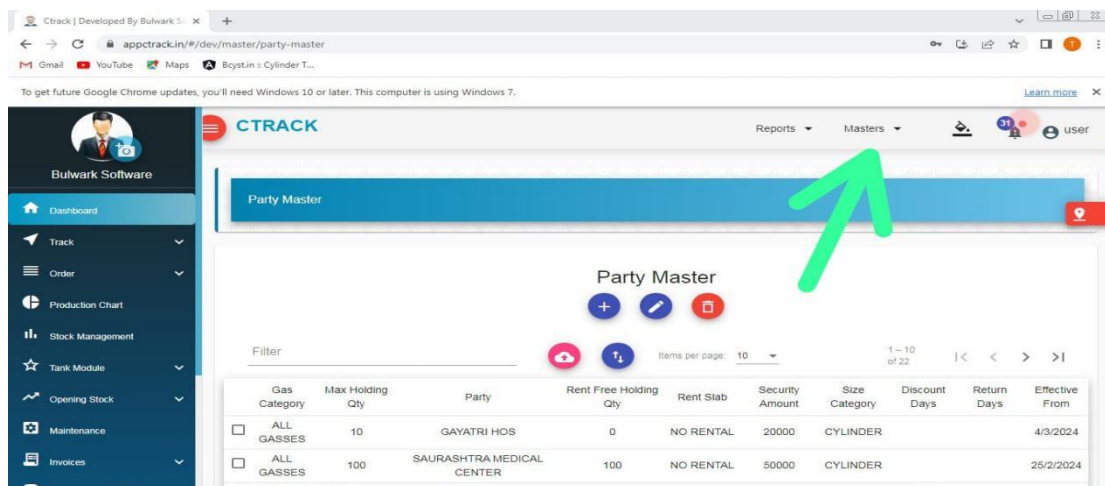
PARTY

❖ **PARTY**:-MASTER PE CLICK KARNE KE BAAD PEHLA OPTION PARTY KA HOGA , JISPE HUM APNE SARE PARTIES KE DETAILS CHECK KAR SAKTE HAE , NEW PARTY CREATE KAR SAKTE HAE , OLD PARTIES KO DELETE KAR SAKTE HAE OR BULK MAE SARENEW PARTIES KO ADD BHI KAR SAKTE HAE
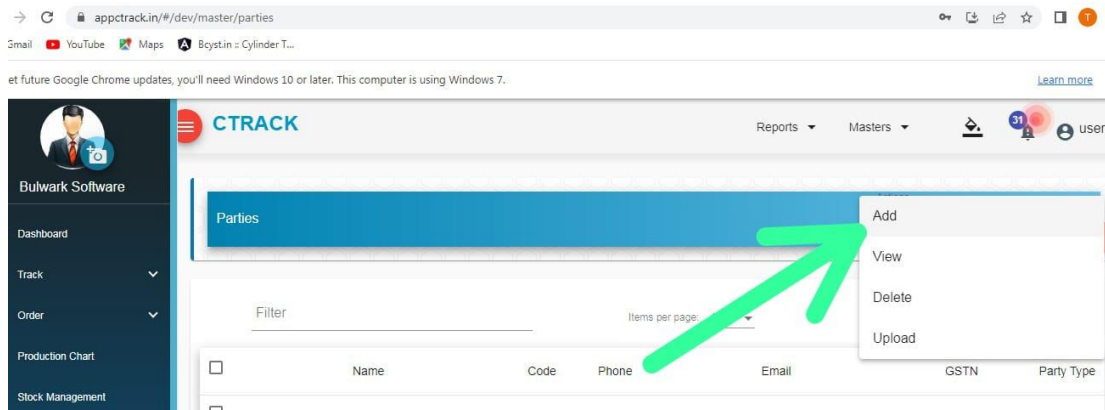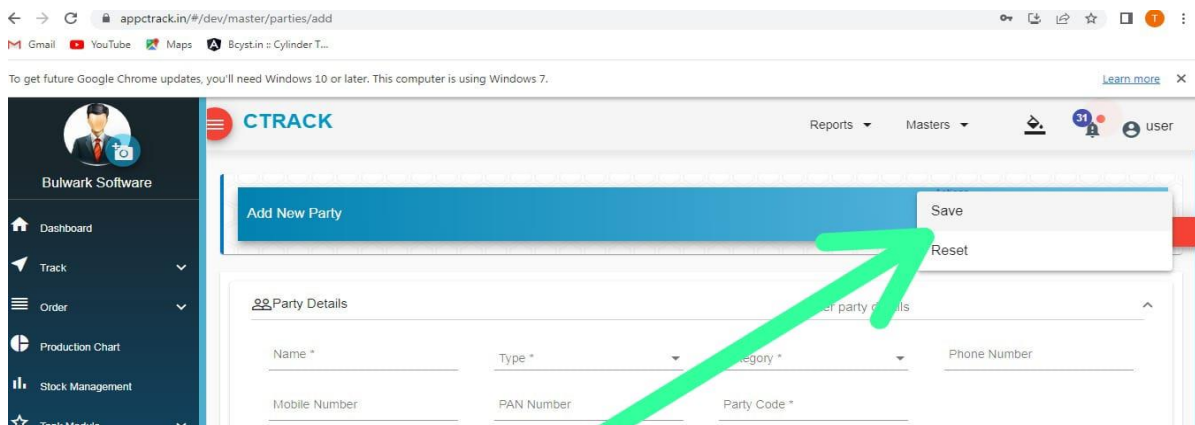
- **PARTY KO OPEN KAISE KARE:-**
- ✧ STEP 1 :- PEHLE SOFTWARE OPEN KARE
- ✧ STEP 2 :- APNE USER NAME AND PASSWORD SE LOGIN KARE
- ✧ STEP 3 :- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
- ✧ STEP 4 :- MASTER KE SARE FUNCTION OPEN HO JAYENG
- ✧ STEP 5 :- MASTER OPEN KARNE KE BAAD PEHLA OPTION PARTY KA HOGA USPE CLICK KARE , PARTY KA SARA FUNCTIONS OPEN HO JAYEGA.

- **NEW PARTY KAISE CREATE KARE:-**
- ✧ STEP 1:- PEHLE PARTY SECTION KO OPEN KARE.
- ✧ STEP 2:- ACTION PE CLICK KARE
- ✧ STEP 3:- USKE BAAD ADD BUTTON MAE JAYE
- ✧ STEP 4:- ADD MAE JANE KE BAAD KUCH BLANK SECTION MILENGE JISE FILL KARE. JISME **NAME** WALE BLANK MAE PARTY KA NAAM HOGA , **TYPE** WALE OPTION MAE PARTY TYPE SELECT KARE WO KIS CHIJN KI PARTY HAE FILLER HAE ,MAINTENANCE HAE ,CUSTOMER YA SUPPLIER HAE. **CATEGORY** WALE OPTION MAE PARTY CATEGORY SELECT KARE , MEANS WO PARTY INDIVIDUAL PARTY HAE YA COMPANY HAE. **PARTY CODE** EK UNIQUE CODE HAE JISSE HUM PARTY KO DEFINE KARTE HAE, YE HUM ISLIYE SET KARTE HAE Q KI AGAR EK NAAM KA PARTY OR BHI HOTO , DONO KA DATA MATCH NA KRE, PARTY CODE SE HUM DONO MAE DIFFERNCES PTA KAR SAKE .
  THEN NICHE SLIDE KARENGE OR ADDRESS DETAIL FIL KARENGE.
- ✧ STEP 5:- PHIR ACTION MAE JAYENGE OR SAVE KAR DENEGE . ISSE HAMARA NEW PARTY CREATE HO JAYEGA.

STEP 1:-TO ADD NEW PARTY

STEP 3:-TO ADD NEW PARTY (CLICK ON SAVE BUTTON)

■ **CREATED PARTY KO EDIT OR VIEW KAISE KARE:-**

✧ STEP 1:- PEHLE PARTY SECTION KO OPEN KARE.
✧ STEP 2:- JIS PARTY KO EDIT YA VIEW KARNA HAE US PARTY KE CHECKBOX PE CLICK KARE .
✧ STEP 3:- THEN USKE BAAD ACTION PE CLICK KARE
✧ STEP 4:- SECOND NUMBER PE VIEW KA OPTION AYEGA USPE CLICK KARE THEN WO PARTY KA PAGE OPEN HO JAYEGA JISE AAP EDIT OR VIEW KARNA CHAHTE HO .
✧ STEP 5:- EDIT KARNE KE LIYE , UPAR EDIT BUTTON KO SWITCH KARE.THEN JO V DETAILS EDIT KARNI HAE WO EDIT KARE THEN ACTION MAE JAKAR SAVE KRDE.

STEP 1:-TO EDIT AND VIEW PARTY (CLICK ON CHECKBOX BUTTON)

STEP 2:-TO EDIT AND VIEW PARTY (CLICK ON VIEW BUTTON)

STEP 3:-TO EDIT AND VIEW PARTY (ENABLE EDIT BUTTON)

■ CREATED PARTY KO DELETE KAISE KARE:-

✧ STEP 1:- PEHLE PARTY SECTION KO OPEN KARE.
✧ STEP 2:-JIS PARTY KO DELETE KARNA HAE US PARTY KE CHECKBOX PE CLICK KARE .
✧ STEP 3:- THEN USKE BAAD ACTION PE CLICK KARE
✧ STEP 4:-THEN THIRD NUMBER MAE DELETE KA OPTION HOGA USPE CLICK KRE .PARTY SUCCESSFULLY DELETE HO JAYEGA
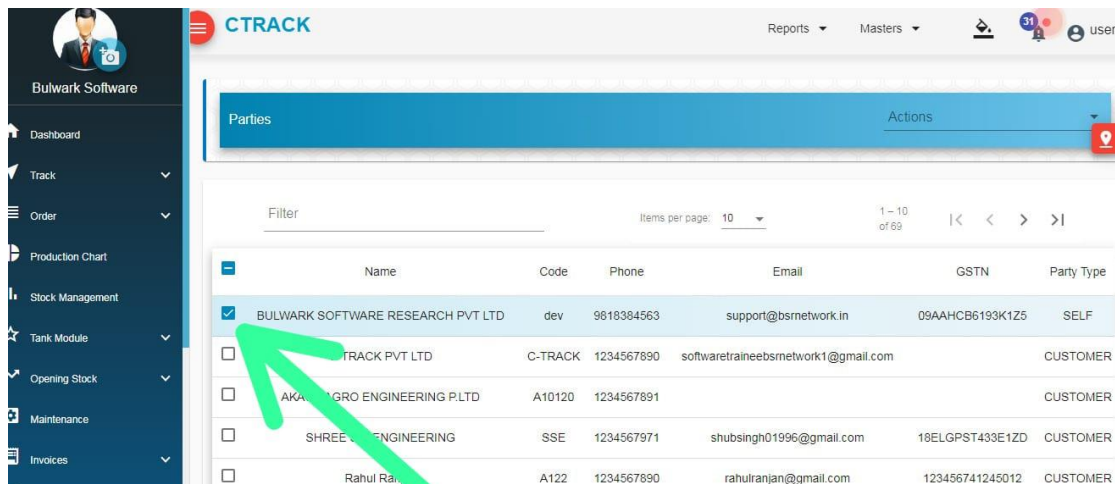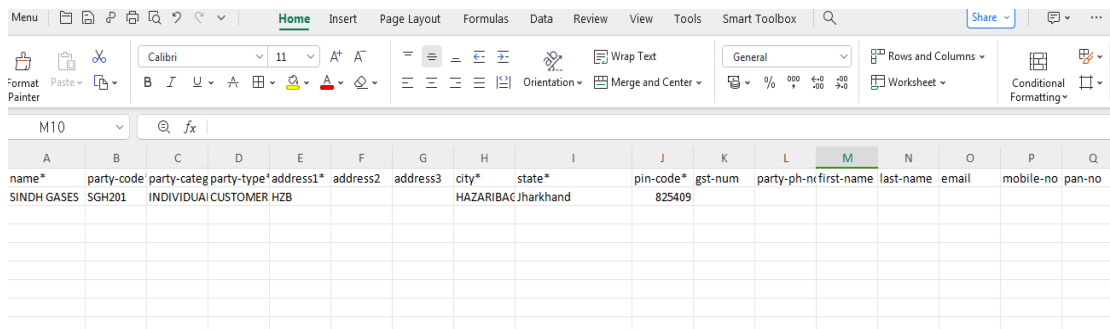
STEP 1:-TO DELETE PARTY (CLICK ON CHECKBOX BUTTON)
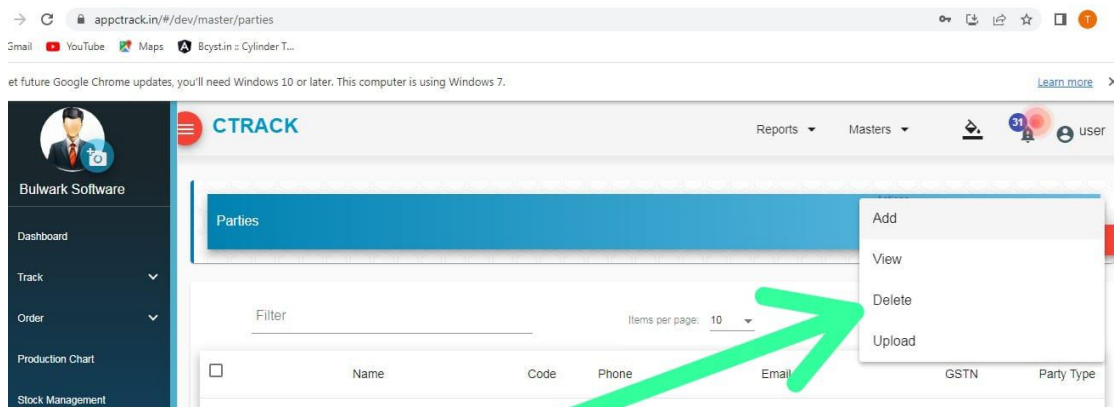
STEP 2:-TO DELETE PARTY (CLICK ON DELETE BUTTON)

■ BULK MAE PARTY KAISE ADD KARE:-

✧ STEP 1:- PEHLE PARTY SECTION KO OPEN KARE.
✧ STEP 2:- ACTION PE CLICK KARE
✧ STEP 3:- USKE BAAD FOURT NUMBER PE UPLOAD BUTTON KA
            OPTION AYEGA USPE CLICK KRE
✧ STEP 4:- THEN DOWNLOAD SAMPLE CV PE CLICK KARE, USKE BAAD
            EK EXCEL SHEET DOWNLOAD HO JAYEGA ,USME SARE
            DETAILS FILL KARE.

✧ STEP 5:- SARE DETAILS KO FILL KARE JAISE UPAR IMAGE MAE FILL
            HAE, USKE BAAD UPLAOD AND SAVE.

PARTY MULTIPLE ADDRESS

❖ **PARTY MULTIPLE ADDRESS:-** PARTY MULTIPLE ADDRESS KA USE HUMLOG TAB KRTE HAE JAB KISI EK PARTY KE MULTIPLE BRANCHES HO MEANS EK PARTY KE DIFFERENT DIFFERENT LOCATION PE WORK HO RHA HO , US CONDITION MAE HUMLOG PARTY MULTIPLE ADDRESS KA USE KRTE HAE.

■ **PARTY MULTIPLE ADDRESS CREATE KAISE KRTE HAE:-**

◇ STEP 1:- PEHLE PARTY SECTION KO OPEN KARE.
◇ STEP 2:- USKE BAAD PARTY KE SUB OPTION MAE PARTY MULTIPLE ADDRESS KA OPTION AYEGA USPE CLICK KARE.
◇ STEP 3:- IS SECTION MAAE AAPKO SARE CREATED PARTY KA LIST MIL JAYEGA JISKE BHI MULTIPLE ADDRESS CREATE HAE, TO NEW CREATE KRNE KE LIYE UPAR DIYE GAYE PLUS SIGN PE CLICK KARE.
◇ STEP 4:- CLICK KARNE KE BAAD EK NEW PAGE OPEN HOGA, JISKO FILL KARNA HAE, **NAME** MAE PARTY KA NAAM JISKA ADD KARNA HAE , USKE BAAD NEW LOCATION ,NEW ADDRESS THEN SUBMIT BUTTON PE CLICK KARNA HAE. ISSE AAPKA PARTY MULTIPLE ADDRESS CREATE HO JATA HAE.
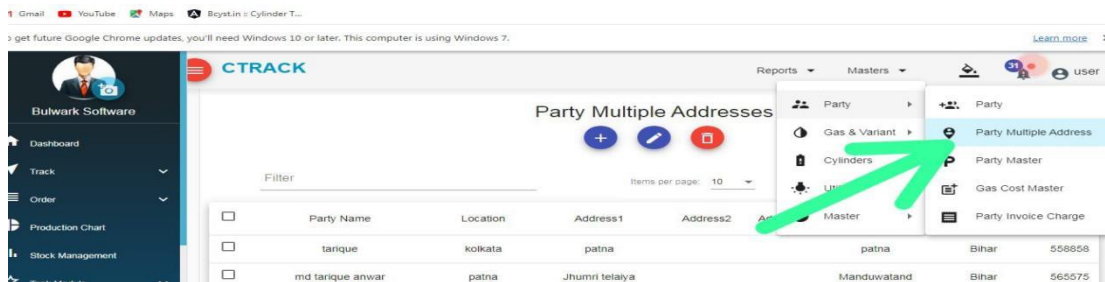
STEP 1:-TO CREATE MULTIPLE PARTY ADDRESS
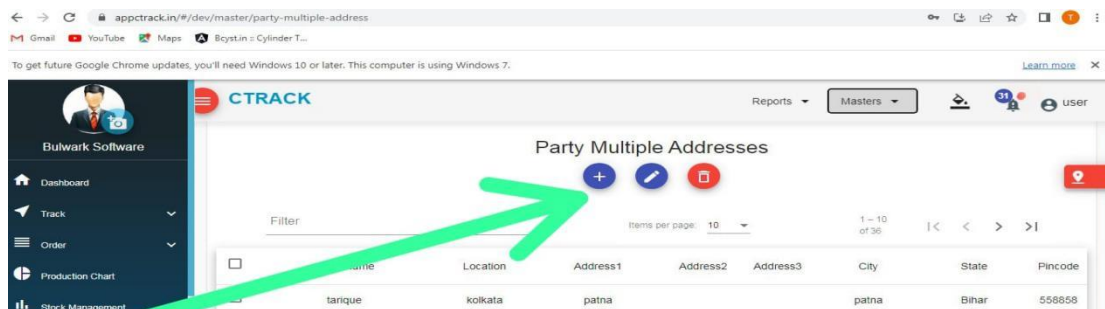
STEP 2:-TO CREATE MULTIPLE PARTY ADDRESS
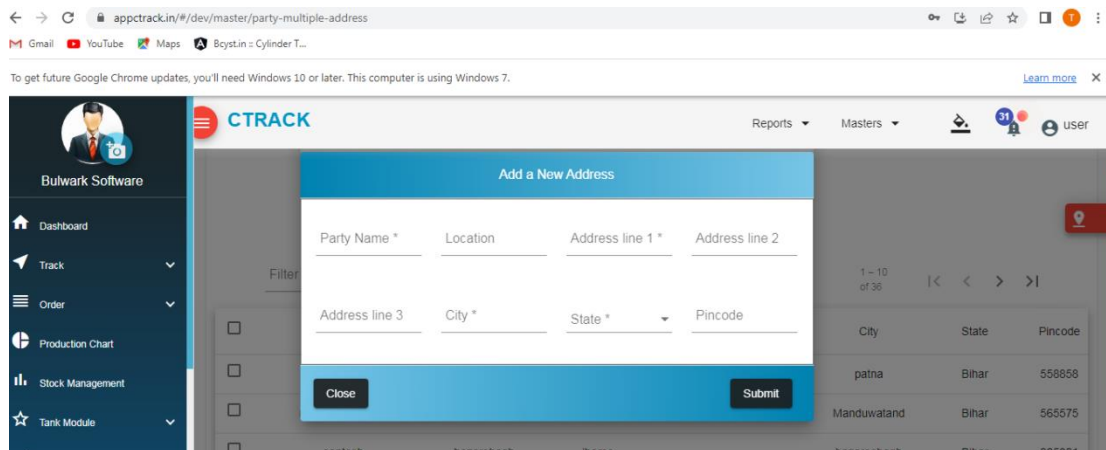
STEP 3:-TO CREATE MULTIPLE PARTY ADDRESS

PARTY MASTER

❖ **PARTY MASTER :-** PARTY MASTER HAMARE SOFTWARE KA WO SECTION HAE JISSE HUM APNE PARTY KA TERM AND CODITIONS , RENT SLAB OR GAS CATEGORIES SET KRTE HAE.

■ **PARTY MASTER CREATE KAISE KRTE HAE:-**

✧ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE

✧ STEP 2:-MASTER PE CLICK KRNE KE BAAD 1ST OPTION PARTY KA HOGA USPE CLICK KARE THEN USKE BAAD 3RD OPTION PARTY MASTER KA HOGA USPE CLICK KRE

✧ STEP 3:- USKE BAAD PARTY MASTER KA PAGE OPEN HOGA, USME SABSE PEHLE SECTION PARTY MASTER KA HOGA JISME HUM PARTY KE TERM AND CONDITION SET KR SAKTE HAE.

✧ STEP 4:- TERM AND CONDITIONS SET KARNE KE LIYE , PARTY MASTER KE NICHE PLUS KA SIGN HOGA USPE CLICK KARNE KE BAAD EK NEW SECTION OPEN HOGA , JISE ONE BY ONE FILL KARE.

✧ STEP 5:- USME FIRST OPTION **RENT FREE HOLDING QTY** KA HOGA JISME RENT FREE HOLDING QTY SET KARENGE , RENT FREE HOLDING QTY MAE HUMLOG KITNE QTY PARTIES KO FREE RAKHNE KE LIYE DE RHE HAE ,JISME KOI RATE CHARGES NHI LAGENGE.USKE BAAD **MAX HOLDING QTY** KA BLANK HOGA JISME MAXIMUM KITNE QTY PARTY APNE PAAS HOLD

KARKE RAKH SAKTA HAE ,WE FEED KARENGE .THEN **GAS CATEGORY** MAE ALL GASES SET KARENGE .THEN **PARTY NAME** SET KARENGE JIS PARTY KE LIYE HAME TERM AND CODITIONS APPLY KARNA HAE. USKE BAAD **RENT SLAB.** THEN **SIZE CATEGORY** MAE SIZE SET KARENGE CYLINDER HAE YA REGULAR. USKE BAAD **DISCOUNT DAYS AND RETURN DAYS** AND **EFFECTIVE FROM** MAE DATE SET KARKE SUBMIT KAR DENGE.

■ **CREATED PARTY MASTER KO EDIT KAISE KARE:-**

◇ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
◇ STEP 2:- JIS PARTY MASTER KO EDIT KARNA HAE US PARTY KE CHECKBOX PE CLICK KARE .
◇ STEP 3:- THEN USKE BAAD PARTY MASTER KE NICHE EDIT KA OPTION HOGA USPE CLICK KARE
◇ STEP 4:- THEN US PARTY KA PAGE OPEN HOGA USME EDIT KRKE SUBMIT KRENGE.

■ **CREATED PARTY MASTER KO DELETE KAISE KARE:-**

◇ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
◇ STEP 2:- JIS PARTY MASTER KO DELETE KARNA HAE US PARTY KE CHECKBOX PE CLICK KARE .
◇ STEP 3:- THEN USKE BAAD PARTY MASTER KE NICHE DELETE KA OPTION HOGA USPE CLICK KARE.ISSE AAPKA CREATED PARTY MASTER DELETE HO JAYEGA

GAS CATEGORIES

❖ **GAS CATEGORIES:-** IS SECTION MAE HUM GAS KI CATEGORIES SET KARTE HAE.

■ **GAS CATEGORIES KAISE CREATE KARE:-**

◇ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE

- ✧ STEP 2:-MASTER PE CLICK KRNE KE BAAD 3RD OPTION PARTY MASTER KA HOGA USPE CLICK KRE
- ✧ STEP3:- USKE BAAD PARTY MASTER KA PAGE OPEN HOGA, USKE BAAD SCROLL DOWN KARE ,THEN GAS CATEGORIES KA OPTION AYEGA .
- ✧ STEP4:- USKE BAAD GAS CATEGORIES KE NICHE PLUS KA OPTION HOGA USME CLICK KRKE AAP GAS CATEGORIES SET KAR SAKTE HO.

■ **CREATED GAS CATEGORY KO EDIT KAISE KARE:-**

- ✧ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
- ✧ STEP 2:- JIS GAS CATEGORY KO EDIT KARNA HAE US GAS CATEGORY KE CHECKBOX PE CLICK KARE .
- ✧ STEP 3:- THEN USKE BAAD GAS CATEGORY KE NICHE EDIT KA OPTION HOGA USPE CLICK KARE
- ✧ STEP 4:- THEN US GAS CATEGORY KA PAGE OPEN HOGA USME EDIT KRKE SUBMIT KRENGE.

■ **CREATED GAS CATEGORY KO DELETE KAISE KARE:-**

- ✧ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
- ✧ STEP 2:- JIS GAS CATEGORY KO DELETE KARNA HAE US GAS CATEGORY KE CHECKBOX PE CLICK KARE .
- ✧ STEP 3:- THEN USKE BAAD GAS CATEGORY KE NICHE DELETE KA OPTION HOGA USPE CLICK KARE ISSE WO GAS CATEGORY DELETE HO JAYEGA

.

RENT SLAB

❖ **RENT SLAB -** IS SECTION MAE HUM RENT SLAB SET KARTE HAE.

■ **RENT SLAB KAISE CREATE KARE:-**

- ✧ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
- ✧ STEP 2:-MASTER PE CLICK KRNE KE BAAD 1ST OPTION PARTY KA HOGA USPE CLICK KARE THEN USKE BAAD 3RD OPTION PARTY MASTER KA HOGA USPE CLICK KRE

- ✧ STEP3:- USKE BAAD PARTY MASTER KA PAGE OPEN HOGA, USKE BAAD SCROLL DOWN KARE ,THEN RENT SLAB KA OPTION AYEGA .
- ✧ STEP4:- USKE BAAD RENT SLAB KE NICHE PLUS KA OPTION HOGA USME CLICK KRKE AAP RENT SLAB CREATE KAR SAKTE HO.

■ RENT SLAB CATEGORY KO EDIT KAISE KARE:-

- ✧ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
- ✧ STEP 2:- JIS RENT SLAB KO EDIT KARNA HAE US GAS CATEGORY KE CHECKBOX PE CLICK KARE .
- ✧ STEP 3:- THEN USKE BAAD RENT SLAB KE NICHE EDIT KA OPTION HOGA USPE CLICK KARE
- ✧ STEP 4:- THEN US RENT SLAB KA PAGE OPEN HOGA USME EDIT KRKE SUBMIT KRENGE.

■ CREATED RENT SLAB KO DELETE KAISE KARE:-

- ✧ STEP 1:- PEHLE PARTY MASTER SECTION KO OPEN KARE.
- ✧ STEP 2:- JIS RENT SLAB KO EDIT KARNA HAE US RENT SLAB KE CHECKBOX PE CLICK KARE .
- ✧ STEP 3:- THEN USKE BAAD RENT SLAB KE NICHE DELETE KA OPTION HOGA USPE CLICK KARE ISSE WO RENT SLAB DELETE HO JAYEGA

GAS COST MASTER

❖ **GAS COST MASTER :-** GAS COST MASTER HAMARE SOFTWARE KA WO SECTION HAE JISSE HUM APNE PARTY KA GAS COST SET KAR SAKTE HAE .MATLAB KAUNSA GAS ,KAUNSE PARTY KO ,KAUNSE RATE SE SUPPLY HOGA   .

■ **GAS COST MASTER CREATE KAISE KRTE HAE:-**

✧ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
✧ STEP 2:-MASTER PE CLICK KRNE KE BAAD 1ST OPTION PARTY KA HOGA USPE CLICK KARE THEN USKE BAAD 4TH OPTION GAS COST MASTER KA HOGA USPE CLICK KRE.
✧ STEP 3:- USKE BAAD GAS COST MASTER KA PAGE OPEN HOGA, USME DO OPTION HOGA **PARTY GAS COST** AND **GAS COST TAX.**
✧ STEP 4:- PEHLE PARTY GAS COST SET KRTE HAE , USKE BAAD GAS COST TAX SET KARENGE , TO PARTY GAS COST SET KRNE KE LIYE HUM PARTY GAS COST KE NICHE PLUS KA SIGN PE CLICK KRENGE , USKE BAAD EK GAS COST KA PAGE OPEN HOGA ,JISME HUM BLANKS KO STEP BY STEP FILL KRENGE . SARE DETAILS SAHI SAHI FILL KRNEE KE BAAD SUBMIT KRDENGE

■ **GAS COST MASTER EDIT KAISE KRTE HAE:-**

✧ STEP 1:- GAS COST MASTER SECTION KO OPEN KARE.
✧ STEP 2:- JIS GAS COST KO EDIT KARNA HAE US GAS COST KE CHECKBOX PE CLICK KARE .
✧ STEP 3:- THEN USKE BAAD GAS COST KE NICHE EDIT KA OPTION HOGA USPE CLICK KARE
✧ STEP 4:- THEN US GAS COST KA PAGE OPEN HOGA USME EDIT KRKE SUBMIT KRENGE.

- **CREATED GAS COST KO DELETE KAISE KARE:-**

  ◈ STEP 1:- GAS COST MASTER SECTION KO OPEN KARE.
  ◈ STEP 2:- JIS GAS COST KO EDIT KARNA HAE US GAS COST KE
       CHECKBOX PE CLICK KARE .
  ◈ STEP 3:- THEN USKE BAAD GAS COST KE NICHE DELETE KA OPTION
        HOGA USPE CLICK KARE.ISSE WO GAS COST DELETE
        HO JAYEGA

GAS COST TAX

- **GAS COST TAX CREATE KAISE KRTE HAE:-**

  ◈ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
  ◈ STEP 2:-MASTER PE CLICK KRNE KE BAAD 1ST OPTION PARTY KA
       HOGA USPE CLICK KARE THEN USKE BAAD 4TH OPTION
       GAS COST MASTER KA HOGA USPE CLICK KRE.
  ◈ STEP 3:- USKE BAAD GAS COST MASTER KA PAGE OPEN HOGA, USME
       DO OPTION HOGA **PARTY GAS COST** AND **GAS COST TAX.**
  ◈ STEP 4:- USKE BAAD GAS COST TAX SET KARENGE , TO
       GAS COST TAX SET KRNE KE LIYE HUM GAS COST TAX
       KE NICHE PLUS KA SIGN PE CLICK KRENGE , USKE
       BAAD EK GAS COST TAX KA PAGE OPEN HOGA ,JISME HUM
       BLANKS KO STEP BY STEP FILL KRENGE.SARE DETAILS SAHI
       SAHI FILL KRNEE KE BAAD SUBMIT KR DENGE

- **GAS COST TAX EDIT KAISE KRTE HAE:-**

  ◈ STEP 1:- GAS COST TAX SECTION KO OPEN KARE.
  ◈ STEP 2:- JIS GAS COST TAX KO EDIT KARNA HAE US GAS COST
       KE CHECKBOX PE CLICK KARE .
  ◈ STEP 3:- THEN USKE BAAD GAS COST TAX KE NICHE EDIT KA OPTION
        HOGA USPE CLICK KARE
  ◈ STEP 4:- THEN US GAS COST TAX KA PAGE OPEN HOGA USME EDIT
       KRKE SUBMIT KRENGE.

- **CREATED GAS COST TAX KO DELETE KAISE KARE:-**

- ✧ STEP 1:- GAS COST TAX SECTION KO OPEN KARE.
- ✧ STEP 2:- JIS GAS COST TAX KO EDIT KARNA HAE US GAS COST TAX KE CHECKBOX PE CLICK KARE .
- ✧ STEP 3:- THEN USKE BAAD GAS COST TAX KE NICHE DELETE KA OPTION HOGA USPE CLICK KARE.ISSE WO GAS COST TAX DELETE HO JAYEGA

PARTY INVOICE CHARGE

- ❖ **PARTY INVOICE CHARGE :-** PARTY INVOICE CHARGE HAMARE SOFTWARE KA WO SECTION HAE JISSE HUM APNE PARTY PE JITN ADDITIPONAL CHARGES HPOTE HAE WO HUM SET KR SAKTE HAE ,LIKE TRANSPORTING, FOODING, AND OTHERS EXTRA CHARGES .

- **PARTY INVOICE CHARGE CREATE KAISE KRTE HAE:-**

- ✧ STEP 1:- UPAR KE SECTION MAE MASTER BUTTON PE CLICK KARE
- ✧ STEP 2:-MASTER PE CLICK KRNE KE BAAD 1ST OPTION PARTY KA HOGA USPE CLICK KARE THEN USKE BAAD 5TH OPTION PARTY INVOICE CHARGE KA HOGA USPE CLICK KRE.
- ✧ STEP 3:- USKE BAAD PARTY INVOICE CHARGE KA PAGE OPEN HOGA, USME DO OPTION HOGA PARTY INVOICE CHARGE OR INVOICE CHARGE, PEHLE HUM NICHE SCROLL KAR KE INVOICE CHARGE CREATE KARENGE.USKE BAAD PARTY INVOICE CHARGE CREATE KARENGE.

CYLINDER

◆ **CYLINDER :-** CYLINDER HAMARE SOFTWARE KA WO SECTION HAE JISME HUM CYLINDERS KE SARE DETAILS CHECK KR SAKTE HAE, NEW CYLINDERS KO ADD OR DELETE KAR SAKTE HAE.

CYLINDER KE SECTION MAE AAPKO :-
   I.   ALL CYLINDERS
   II. PALLETS
   III. ROTATION CYLINDERS
   IV. CYL MSG NOTIFICATION
   V.   CYLINDER DOCUMENTS
   VI. SERVICE CHANGE

YE SARE OPTIONS MIL JAYENGE. JISE HUM ONE BY ONE DETAIL MAE JANNEGE.

CYLINDER OPEN KRNE KE BAAD ……….

   I.   ADD
   II. VIEW
   III. DELETE
   IV. UPLOAD
   V.   EXPORT PDF

KA OPTION MIL JATE HAE JISSSE HUM CYLINDERS KO ADD,VIEW,DELETE,UPLOAD OR EXPORT KAR SAKTE HAE.

■ **ADD :-** ADD MAE HUMLOG NEW CYLINDERS KO CREATE KARTE HAE.

➢ **NEW CYLINDER KO ADD KAISE KARE:-**

✧ STEP 1:- NEW CYLINDERS KO CREATE KRNE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.
✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK KRENEGE.
✧ STEP 3:- THEN FIRST OPTION ALL CYLINDERS KA HOGA, USPE CLICK KRENGE.
✧ STEP 4:- FIRST BLANK **CODE** KA HOGA , CYLINDER KA JO BHI CODE HAE WO ENTER KRNA HAE ,THEN USKE BAAD **BARCODE** KA BLANK AYEGA , AGAR HAMARE PAAS BARCODE HO TO BLANK KO FILL KRENGE OR AGAR NAHI HAE TO USE BLANK CHOR DENGE.

USKE BAAD **GAS CAPACITY** MAE GAS KA CAPACITY FILL KRENGE MATLAB GAS KITNA CAPACITY CONTENTS KRTA HAE WO ENTER KRENGE.

THEN **CONTENTS** MAE CLICK KRNE KE BAAD DO OPTION OPEN HONGE **FULL** AND **EMPTY ,**AGAR CYLINDER FILL HAE TO FULL SELECT KRENGE OR AGAR CYLINDER KHALI HAE TO EMPTY SELECT KRENGE.

THEN **STATUS** PE JAYEGE USME TEEN OPTIONS OPEN HONGE **FINE, NEED SERVICES,UNSERVICESABLE.** FINE TAB SELECT KRENGE JAB HAMARA CYLINDER FULLY ACCHE CONDITION MAE HOGA TO FINE SELECT KRNEGE OR AGAR CYLINDER ACCHE CONDITION MAE NA HO OR USE SERVICE KI JARURAT HO TO NEED SERVICES SELECT KRENGE ,OR AGAR CYLINDER KI CONDITION PURI TRAH KHARAB HAE OR WO SERVICE KE LAYAK NHI HAE TO USE UNSERVICESABLE MAE ENTER KRE.

THEN **OWNER** MAE APNE COMPANY KA NAME ENTER KRENGE .

THEN CYLINDER FAMILY SELECT KARENGE ,MEANS JO CYLINDER FAMILY KA CYLINDER HAE WO ENTER KRENGE .

THEN ACTION PE JAYENGE OR SAVE KRDENGE.

- **VIEW:-** VIEW MAE HUM APNE CREATED CYLINDER KO VIEW OR EDIT KRTE HAE.

➢ **CREATED CYLINDER KO EDIT OR VIEW KAISE KARE:-**

✧ STEP 1:- PEHLE CYLINDER SECTION KO OPEN KARE.
✧ STEP 2:- JIS CYLINDER KO EDIT YA VIEW KARNA HAE US CYLINDER KE CHECKBOX PE CLICK KARE .
✧ STEP 3:- THEN USKE BAAD ACTION PE CLICK KARE
✧ STEP 4:- SECOND NUMBER PE VIEW KA OPTION AYEGA USPE CLICK KARE THEN WO PARTY KA PAGE OPEN HO JAYEGA JISE AAP EDIT OR VIEW KARNA CHAHTE HO .
✧ STEP 5:- EDIT KARNE KE LIYE , UPAR EDIT BUTTON KO SWITCH KARE.THEN JO V DETAILS EDIT KARNI HAE WO EDIT KARE THEN ACTION MAE JAKAR SAVE KRDE.
- **DELETE:-** DELETE MAE HUM APNE CREATED CYLINDER KO DELETE KRTE HAE.

➢ **CREATED CYLINDER KO DELETE KAISE KARE:-**

✧ STEP 1:- PEHLE CYLINDER SECTION KO OPEN KARE.
✧ STEP 2:-JIS CYLINDER KO DELETE KARNA HAE US CYLINDER KE CHECKBOX PE CLICK KARE .
✧ STEP 3:- THEN USKE BAAD ACTION PE CLICK KARE
✧ STEP 4:-THEN THIRD NUMBER MAE DELETE KA OPTION HOGA USPE CLICK KRE .CYLINDER SUCCESSFULLY DELETE HO JAYEGA

■ **UPLOAD :-** UPLOAD MAE HUM CYLINDER KO BULK MAE UPLOAD KRTE HAE.

➢ **BULK MAE CYLINDER KAISE ADD KARE:-**

✧ STEP 1:- PEHLE CYLINDER SECTION KO OPEN KARE.
✧ STEP 2:- ACTION PE CLICK KARE
✧ STEP 3:- USKE BAAD FOURTH NUMBER PE UPLOAD BUTTON KA OPTION AYEGA USPE CLICK KRE
✧ STEP 4:- THEN DOWNLOAD SAMPLE CV PE CLICK KARE, USKE BAAD EK EXCEL SHEET DOWNLOAD HO JAYEGA ,USME SARE DETAILS FILL KARE.
✧ TEP 5:- SARE DETAILS KO FILL KARE JAISE UPAR IMAGE MAE FILL HAE, USKE BAAD UPLAOD AND SAVE.

■ **EXPORT PDF :-** EXPORT PDF MAE HUM APNE CREATED CYLINDER KA DATA PDF FORMAT MAE DOWNLOAD KRTE HAE

➢ **SARE CYLINDER KA DATA PDF MAE KAISE EXPORT KRTE KRE :-**

✧ STEP 1:-PEHLE CYLINDER SECTION KO OPEN KARE.
✧ STEP 2:- ACTION PE CLICK KARE
✧ STEP 3:- USKE BAAD FIFTH NUMBER PE EXPORT BUTTON KA OPTION AYEGA USPE CLICK KRE.
✧ STEP 4:- THEN JO V DETAILS AAPKO CHAHIYE US CHECKBOX PE CLICK KRE THEN SUBMIT PE CLICK KRE ,ISSE SARA DATA PDF FORMAT MAE DOWNLOAD HO JAYEGA

■ **EXPORT EXCEL :-** EXPORT EXCEL MAE HUM APNE CREATED CYLINDER KA DATA EXCEL FORMAT MAE DOWNLOAD KRTE HAE

➤ **SARE CYLINDER KA DATA PDF MAE KAISE EXPORT KRTE KRE :-**

✧ STEP 1:-PEHLE CYLINDER SECTION KO OPEN KARE.
✧ STEP 2:- ACTION PE CLICK KARE
✧ STEP 3:- USKE BAAD FIFTH NUMBER PE EXPORT BUTTON KA
    OPTION AYEGA USPE CLICK KRE.
✧ STEP 4:- THEN JO V DETAILS AAPKO CHAHIYE US CHECKBOX PE CLICK
    KRE THEN SUBMIT PE CLICK KRE ,ISSE SARA DATA PDF
    FORMAT MAE DOWNLOAD HO JAYEGA

PALLET

❖ **PALLET:-** PALLET EK CONTAINER JAISA HAE ,JO CYLINDERS KO
CONTAIN KRTA HAE ,MATLAB EK TRAY MAE 30 EGGS STORE KAR
SAKTE HAE ,USITRH PALLET KA V SIZE HOTA HAE CONTAIN KRNE
KA ,JISME HUM CYLINDERS KO STORE KRTE HAE .

➤ **PALLET KO KAISE CREATE KARE :-**

✧ STEP 1:- NEW PALLET KO CREATE KRNE KE LIYE ,PEHLE HUM
    MASTER KO OPEN KRENGE.
✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK
    KRENEGE.
✧ STEP 3:- THEN SECOND OPTION PALLET KA HOGA, USPE CLICK
    KRENGE.
✧ STEP 4:-THEN PALLET KA PAGE OPEN HOGA. USME PLUS KA OPTION
    HOGA USPE CLICK KRE ,THEN KUCH BLANKS OPEN HOGI USE
    FILL KRNE KE BAAD NEW PALLET CREATE HO JAYEGA.
    CODE:- CODE MAE PALLET CODE ENTER KARNA HAE
    BARCODE:- BARCODE ENTER KARE
    CYLINDER FAMILY:- KAUNSE CYLINDER FAMILY KA PALLET
    HAE WO ENTER KRNA HAE.
    CONTENT:- PALLET FULL HAE YA EMPTY HAE WO PUT KRE.
    SIZE:- PALLET KITNE CYLINDERS CONTAIN KR SAKTA HAE ,
    WO ENTER KRE.
✧ STEP 5:- CLICK ON SUBMIT.

- **CREATED PALLET KO EDIT KAISE KARE:-**

  ✧ STEP 1:- PEHLE PALLET SECTION KO OPEN KARE.
  ✧ STEP 2:- JIS PALLET KO EDIT KARNA HAE US PALLET KE
      CHECKBOX PE CLICK KARE .
  ✧ STEP 3:- THEN USKE BAAD PALLET KE NICHE EDIT KA OPTION
      HOGA USPE CLICK KARE
  ✧ STEP 4:- THEN US PALLET KA PAGE OPEN HOGA USME EDIT
      KRKE SUBMIT KRENGE.

- **CREATED PALLET KO DELETE KAISE KARE:-**

  ✧ STEP 1:- PEHLE PALLET SECTION KO OPEN KARE.
  ✧ STEP 2:- JIS PALLET KO DELETE KARNA HAE US PALLET KE
      CHECKBOX PE CLICK KARE .
  ✧ STEP 3:- THEN USKE BAAD PALLET KE NICHE DELETE KA OPTION
      HOGA USPE CLICK KARE
  ✧ STEP 4:- THEN WO PALLET DELETE HO JAYEGA

- **BULK MAE PALLET KO UPLOAD KAISE KARE:-**

  ✧ STEP 1:- PEHLE PALLET SECTION KO OPEN KARE.
  ✧ STEP 2:- THEN UPAR ACTION PE CLICK KRNE KE BAAD PALLET
      CYLINDER UPLOAD KA OPTION AYEGA USPE CLICK
      KRE ,THEN DOWNLOAD CSV FILE ,PHIR CSV FILE KO EXCEL
      MAE OPEN KRKE SARE CYLINDERS KA DETAILS FILL KRE.
  ✧ STEP 3:- THEN UPLOAD AND SAVE.

ROTATION CYLINDERS

- **ROTATION CYLINDERS:-** ROTATION CYLINDERRS MAE HUM
CYLINDERDS LE ROTATION CHECK KR SAKTE HAE .

  ✧ STEP 1:- ROTATION CYLINDERRS KO OPEN KRNE KE LIYE ,PEHLE HUM
      MASTER KO OPEN KRENGE.

- ✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK KRENEGE.
- ✧ STEP 3:- THEN THIRD OPTION ROTATION CYLINDERRS, USPE CLICK KRENGE.
- ✧ STEP 4:- SARA ROTATION DETAILS SHOW HO JAYEGA

CYL MSG NOTIFICATION

CYL MSG NOTIFICATION:- CYL MSG NOTIFICATION SE HUM CYLINDERS MAE MSG NOTIFICATION SET KR SAKTE HAE

- ✧ STEP 1:- CYL MSG NOTIFICATION KO OPEN KRNE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.
- ✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK KRENEGE.
- ✧ STEP 3:- THEN FOURTH OPTION CYL MSG NOTIFICATION, USPE CLICK KRENGE.

CYLINDERS DOCUMENTS

CYLINDERS DOCUMENTS:- CYLINDERS DOCUMENTS MAE HUM CYLINDERS SE RELATED SARE DOCUMENTES SAVE KR SAKTE HAE

- ✧ STEP 1:- CYLINDERS DOCUMENTS KO OPEN KRNE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.
- ✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK KRENEGE.
- ✧ STEP 3:- THEN FIFTH OPTION CYLINDERS DOCUMENTS USPE CLICK KRENGE.

SERVICE CHANGE

SERVICE CHANGE :- SERVICE CHANGE MAE HUM CYLINDERS KE SERVICES CHANGE KRTE HAE ,MEANS AGAR CYLINDER OXYGEN KA HO OR HUM AB CHAHTE HAE KI WO CYLINDER KO NITROGEN MAE CONVERT KRNE KO , TO HUM USE SERVICE CHANGE SE CHANGE KR SAKTE HAE

- ✧ STEP 1:- SERVICE CHANGE KO OPEN KRNE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.
- ✧ STEP 2:- USKE BAAD 3RD OPTION CYLINDER KA HOGA USPE CLICK KRENEGE.
- ✧ STEP 3:- THEN SIXTH OPTION SERVICE CHANGE USPE CLICK KRENGE.
- ✧ STEP 4:- THEN ACTION MAE JAKR ADD MAE CLICK KREGE .

    PALLET OR CYLINDER :- AGR AAP PALLET KA SERVICE CHANGE KRNA CHAHTE H TO PALLET PE CLICK KRE OR AGAR CYLINDER KA KRNA CHHATE H TO CYLINDER PE CLICK KRE.

    SEARCH BY:- CYLINDER YA PALLET KO CODE YA BARCODE SE SEARCH KRNA CHHATE H WO SELECT KRE, JISSE V SEARCH KRNA HAE.

    THEN **CYLINDER CODE** ENTER KIJIYE.

    THEN **CYLINDER FAMILY** AND SAVE

UTILITIES

◆ **UTILITIES :-** UTILITIES HAMARE SOFTWARE KA WO SECTION HAE JISME HUM ADDITIONAL DETAILS SET KR SAKTE HAE JAISE RENT TAX, DAILY OPENING RESOURCES, BANK DETAILS , PREFIX ,SHIFT AND UNIT CONVERSION KAR SAKTE HAE.

   UTILITIES KE SECTION MAE AAPKO :-
   I.   UTILITIES
   II.   PREFIX
   III. SHIFT
   IV.   UNIT CONVERSION

YE SARE OPTIONS MIL JAYENGE. JISE HUM ONE BY ONE DETAIL MAE JANNEGE.

➢ **UTILITIES KE SECTION MAE KAISE JAYE:-**

✧ STEP 1:- UTILITIES KE SECTION MAE JANE KE LIYE ,PEHLE HUM
             MASTER KO OPEN KRENGE.
✧ STEP 2:- USKE BAAD 4TH OPTION UTILITIES KA HOGA USPE CLICK
             KRENEGE.
✧ STEP 3:- THEN USKE BAAD UTILITIES KE SUB MODULE OPEN HO
             JAYENGE

UTILITIES

UTILITIES :- UTILITIES HAMARE SOFTWARE KA WO SECTION HAE JISME HUM ADDITIONAL DETAILS SET KR SAKTE HAE JAISE RENT TAX, DAILY OPENING RESOURCES, BANK DETAILS ,GAS TAX RATE, EXTERNAL SERVICE NAME AND TERM AND CONDITIONS.

   UTILITIES KE PAGE MAE AAPKO :-
   I.   DAILY OPENING RESOURCES
   II.   RENT TAX
   III. BANK DETAIL
   IV.   GAS TAX RATE
   V.   EXTERNAL SERVICE NAME
   VI.   TERM AND CONDITIONS.

DAILY OPENING RESOURCES

DAILY OPENING RESOURCES:- DAILY OPENING RESOURCE MAE HUM DAILY KE OPENING RESOURCE KE DETAILS SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN FIRST MAE DAILY OPTION RESOURCE KA OPTION MILEGA WHA SE AAP APNA DAILY OPENING RESOURCE SET KR SAKTE HAE.

RENT TAX

RENT TAX :- RENT TAX MAE HUM RENT TAX DETAILS SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN SECOND MAE RENT TAX KA OPTION MILEGA WHA SE AAP APNA RENT TAX DETAILS SET KR SAKTE HAE.

BANK DETAILS

BANK DETAILS :- BANK DETAILS MAE HUM BANK KE DETAILS SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN THIRD MAE BANK DETAILS KA OPTION MILEGA WHA SE AAP APNA BANK DETAILS SET KR SAKTE HAE.

GAS TAX RATE

GAS TAX RATE :- GAS TAX RATE MAE HUM GAS TAX RATE KE DETAILS SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN FOURTH MAE GAS TAX RATE DETAILS KA OPTION MILEGA WHA SE AAP APNA GAS TAX RATE DETAILS SET KR SAKTE HAE.

EXTERNAL SERVICE NAME

EXTERNAL SERVICE NAME :- EXTERNAL SERVICE NAME MAE HUM
EXTERNAL SERVICE NAME SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN FIFTH
MAE EXTERNAL SERVICE NAME KA OPTION MILEGA WHA SE AAP APNA
EXTERNAL SERVICE NAME SET KR SAKTE HAE.

TERM AND CONDITIONS

TERM AND CONDITIONS :- TERM AND CONDITIONS MAE HUM TERM
AND CONDITIONS KE DETAILS SET KRTE HAE.
ISE SET KRNE KE LIYE HUM PEHLE UTILITIES OPEN KRENGE THEN SIXTH
MAE TERM AND CONDITIONS KA OPTION MILEGA WHA SE AAP APNA
TERM AND CONDITIONS DETAILS SET KR SAKTE HAE.

PREFIX

◆ **PREFIX :-**

➢ **PREFIX KE SECTION MAE KAISE JAYE:-**

✧ STEP 1:- PREFIX KE SECTION MAE JANE KE LIYE ,PEHLE HUM
            MASTER KO OPEN KRENGE.
✧ STEP 2:- USKE BAAD 4TH OPTION UTILITIES KA HOGA USPE CLICK
            KRENEGE.
✧ STEP 3:- THEN USKE BAAD UTILITIES KE SUB MODULE OPEN HO
            JAYENGE
✧ STEP 4:- SECOND MAE PREFIX KA OPTION HOGA USPE CLICK
            KRE PREFIX KA SECTION OPEN HO JAYEGA

PREFIX KE SECTION MAE AAPKO :-
  I.   INVOICE PREFIX
  II. LOT NO. PREFIX
  III. ORDER NO. PREFIX
YE SARE OPTIONS MIL JAYENGE. JISE HUM ONE BY ONE DETAIL
MAE JANNEGE.

INVOICE PREFIX

INVOICE PREFIX :- INVOICE PREFIX MAE KISI BHI INVOICE KI PREFIX SET
KAR SAKTE HAE .
PREFIX SET KRNE KE LIYE PEHLE FREFIX MODULE OPEN KRE THEN USKE
BAAD FIRST MAE INVOICE PREFIX HOGA , INVOICE PREFIX KE NICHE PLUS
KE BUTTON PE CLICK KRKE AAP INVOCE PREFIX SET KR SAKTE H .

LOT NO. PREFIX

LOT NO. PREFIX :- LOT NO. PREFIX MAE KISI BHI LOT KI PREFIX SET KAR SAKTE HAE .

LOT NO. PREFIX SET KRNE KE LIYE PEHLE FREFIX MODULE OPEN KRE THEN USKE BAAD SECOND MAE LOT NO. PREFIX HOGA ,LOT NO. PREFIX KE NICHE PLUS KE BUTTON PE CLICK KRKE AAP LOT NO. PREFIX SET KR SAKTE H .

ORDER NO. PREFIX

ORDER NO. PREFIX :- ORDER NO. PREFIX MAE KISI BHI ORDER KI PREFIX SET KAR SAKTE HAE .

ORDERNO. PREFIX SET KRNE KE LIYE PEHLE FREFIX MODULE OPEN KRE THEN USKE BAAD SCROLL DOWN KRKE NICHE KI OPTION MAE ORDER NO. PREFIX HOGA ,ORDER NO. PREFIX KE NICHE PLUS KE BUTTON PE CLICK KRKE AAPORDER NO. PREFIX SET KR SAKTE H .

SHIFT

◆ **SHIFT :-** SHIFT MAE HUM SHIFT KI TIMING AND NEW SHIFT SET KR SAKTE HAE.

➢ **SHIFT KE SECTION MAE KAISE JAYE:-**

✧ STEP 1:- SHIFT KE SECTION MAE JANE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.
✧ STEP 2:- USKE BAAD 4^(TH) OPTION UTILITIES KA HOGA USPE CLICK KRENEGE.
✧ STEP 3:- THEN USKE BAAD THIRD OPTION SHIFT KA HOGA USPE CLICK KRE.ISSE AAP SHIFT KE SECTION MAE CHALE JAYENGE.

SHIFT SET KRNE KE LIYE ,SBSE PEHLE SHIFT KE SECTION MAE JAYENGE THEN SHIFT KE NICHE PLUS KA BUTTON PE CLICK KRKE SHIFT CREATE KR SAKTE H.

UNIT CONVERSION

◆ **UNIT CONVERSION :-** UNIT CONVERSION MAE HUM KISI BHI UNIT KO AGAR DUSRE UNIT

◆ MAE CHANGE KRNA HOTO HUM CHANGE KRTE H.

➢ **UNIT CONVERSION KE SECTION MAE KAISE JAYE:-**

✧ STEP 1:- UNITCONVERSION KE SECTION MAE JANE KE LIYE ,PEHLE HUM MASTER KO OPEN KRENGE.

✧ STEP 2:- USKE BAAD 4TH OPTION UTILITIES KA HOGA USPE CLICK KRENEGE.

✧ STEP 3:- THEN USKE BAAD FOURTH OPTION UNIT CONVERSION KA HOGA USPE CLICK KRE.ISSE AAP CONVERSION KE SECTION MAE CHALE JAYENGE.

   UNIT CONVERSION SET KRNE KE LIYE ,SBSE PEHLE UNIT CONVERSION KE SECTION MAE JAYENGE THEN UNIT CONVERSION KE NICHE PLUS KA BUTTON PE CLICK KRKE UNIT CONVERSION CREATE KR SAKTE H.

   USME AAPKO FIRST BLANK CONVERSION FACTOR KA HOGA, JISME HUM DONO UNIT KA JO DIFFERENCE AYEGA WO PUT KRTE HAE , CONVERSION FACTOR PUT KRNE KE BAAD GAS TYPE SELECT KRENEGE.

   GAS TYPE KE BAAD JO GAS KE UNIT KO CONVERT KRNA HAE USE SELECT KRENGE, THEN USKE BAAD JIS UNIT MAE CONVERT KRNA HAE USE SELECT KRENEGE. THEN UPLOAD KRDENEGE ISSE AAPKA UNIT CONVERT HO JAYEGA.