
User Manual

for

Make My Report mobile application

Version 1.0 approved

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USER'S MANUAL

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1.0 General Information

1.1 System Overview

This is a quick & easy tool for creation & compilation of reports, which imports data from multiple sources as per your business requirement. You can add a new contact or edit an existing contact and create your desired report format as per the requirement. You can then select multiple contacts from your contact list and assign them the report form you just created.

All your contacts will be able to log in by the assigned *Corporate ID, User ID & Password* into Make My Report mobile app. The contacts will fill up the assigned report format and data will be compiled at your level.

1.2 Credentials

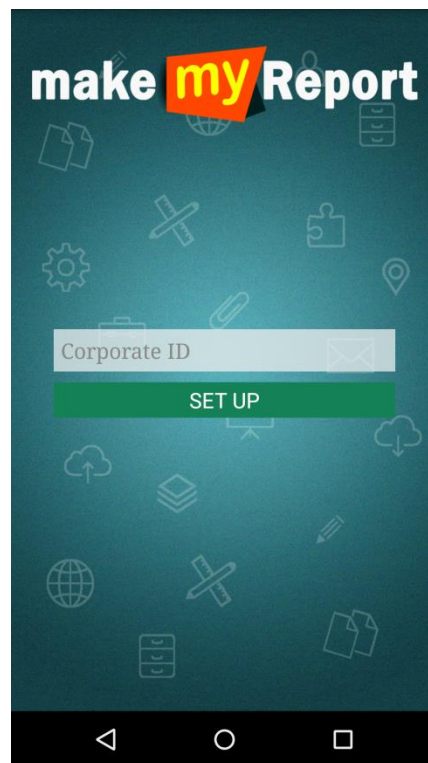
This is a quick & easy tool for creation & compilation of reports, which imports data from multiple sources as per your business requirement

Website URL: <i>http://www.makemyreport.com</i>	
Admin User Name	Admin Password
<i>admin@gmail.com</i>	<i>password</i>
Mobile Application Credentials	
Corporate ID: <i>hansaplast</i>	
User Name	Password
<i>contact1</i>	<i>password</i>
<i>contact2</i>	<i>password</i>
<i>contact3</i>	<i>password</i>
<i>contact4</i>	<i>password</i>
<i>contact5</i>	<i>password</i>
<i>contact6</i>	<i>password</i>
<i>contact7</i>	<i>password</i>
<i>contact8</i>	<i>password</i>
<i>contact9</i>	<i>password</i>
<i>contact10</i>	<i>password</i>

2.0 Using the system

2.1 Corporate ID

Corporate ID is unique to the organization. Corporate ID is provided only once after the installation. Corporate ID sets up the connection with the respective company's database.

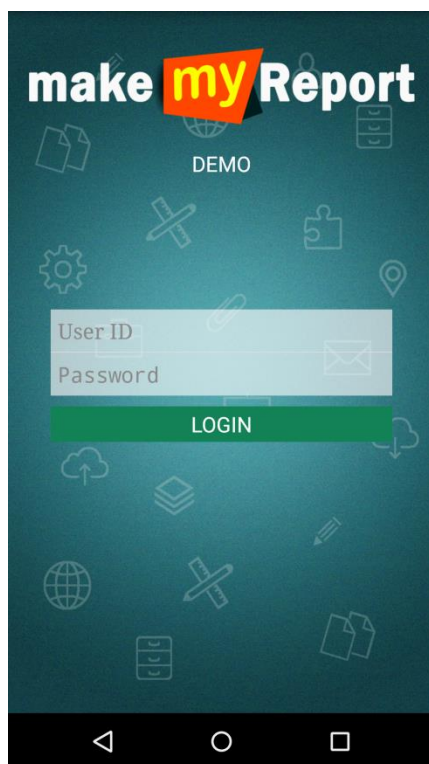


2.2 Login

Only the user added as a contact by the admin can login into the application.

Correct *User ID* & *Password* needs to be provided by the user for successful login into the application.

After login, user is redirected to *Report List* section of the mobile application.

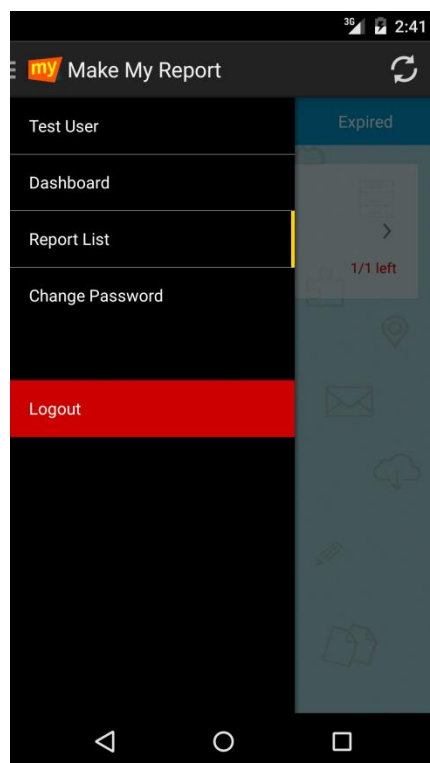


2.3 Menu List

Menu List can be seen either by tapping on the menu icon or by swapping right.

The Menu List contains:

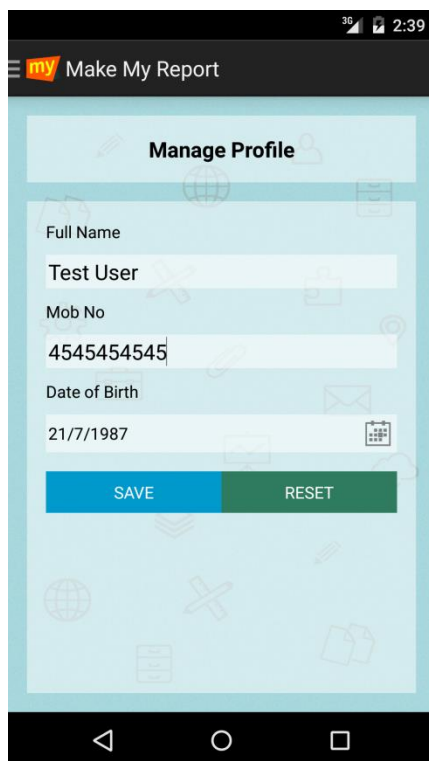
- a. Manage Profile (*i.e. Full Name of the logged in user*)*
- b. Dashboard
- c. Report List
- d. Change Password
- e. Logout



*Here **Test User** is the full name of the logged in user, tapping on which user navigates to Manage Profile Screen

2.4 Manage Profile

Manage Profile shows the logged-in user's *Full Name*, *Mob No.* and *Date of Birth*. The user can view/edit the respective information shown in this screen. User can *save* or *reset* the information edited/updated.

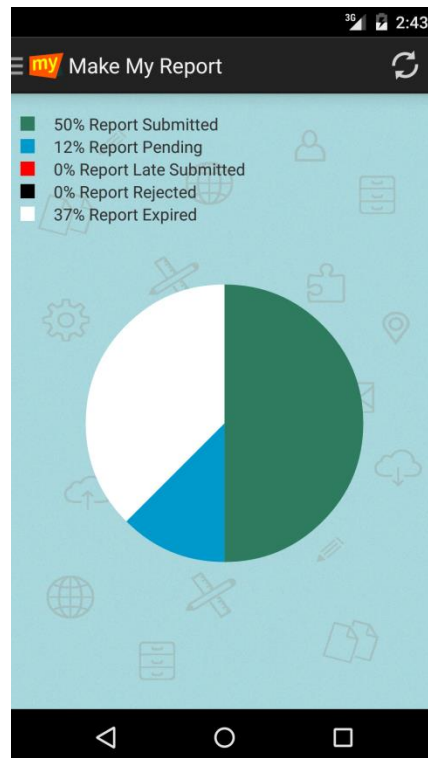


The screenshot shows a mobile application interface for managing a user profile. At the top, there is a black header bar with a hamburger menu icon, the 'my' logo, and the text 'Make My Report'. Below this is a light blue section titled 'Manage Profile' with a pencil icon and a person icon. The main content area is white and contains three input fields: 'Full Name' with the value 'Test User', 'Mob No' with the value '4545454545', and 'Date of Birth' with the value '21/7/1987'. Each field has a small edit icon to its right. At the bottom of the form are two buttons: a blue 'SAVE' button and a green 'RESET' button. The background of the form area is decorated with faint icons of a globe, a plus sign, a document, and a mail envelope. The bottom of the screen shows a black Android navigation bar with back, home, and recent apps icons.

2.5 Dashboard

Dashboard section shows a pie chart representation of reports taking into account:

- a. Report Submitted
- b. Report Pending
- c. Report Late Submitted
- d. Report Rejected
- e. Report Expired



2.6 Report List

Report List contains all the forms that are assigned or were assigned to the respective users. It contains three sections:

2.6.1 Pending

Contains a list of reports which are assigned to the respective user and are not submitted yet. Tapping on any report opens the respective report's form which can be submitted by the user.

After filling up the form and tapping on Next button, submitted successfully screen is shown. In submitted successfully screen when tapped on OK button, take picture screen is shown to the user.

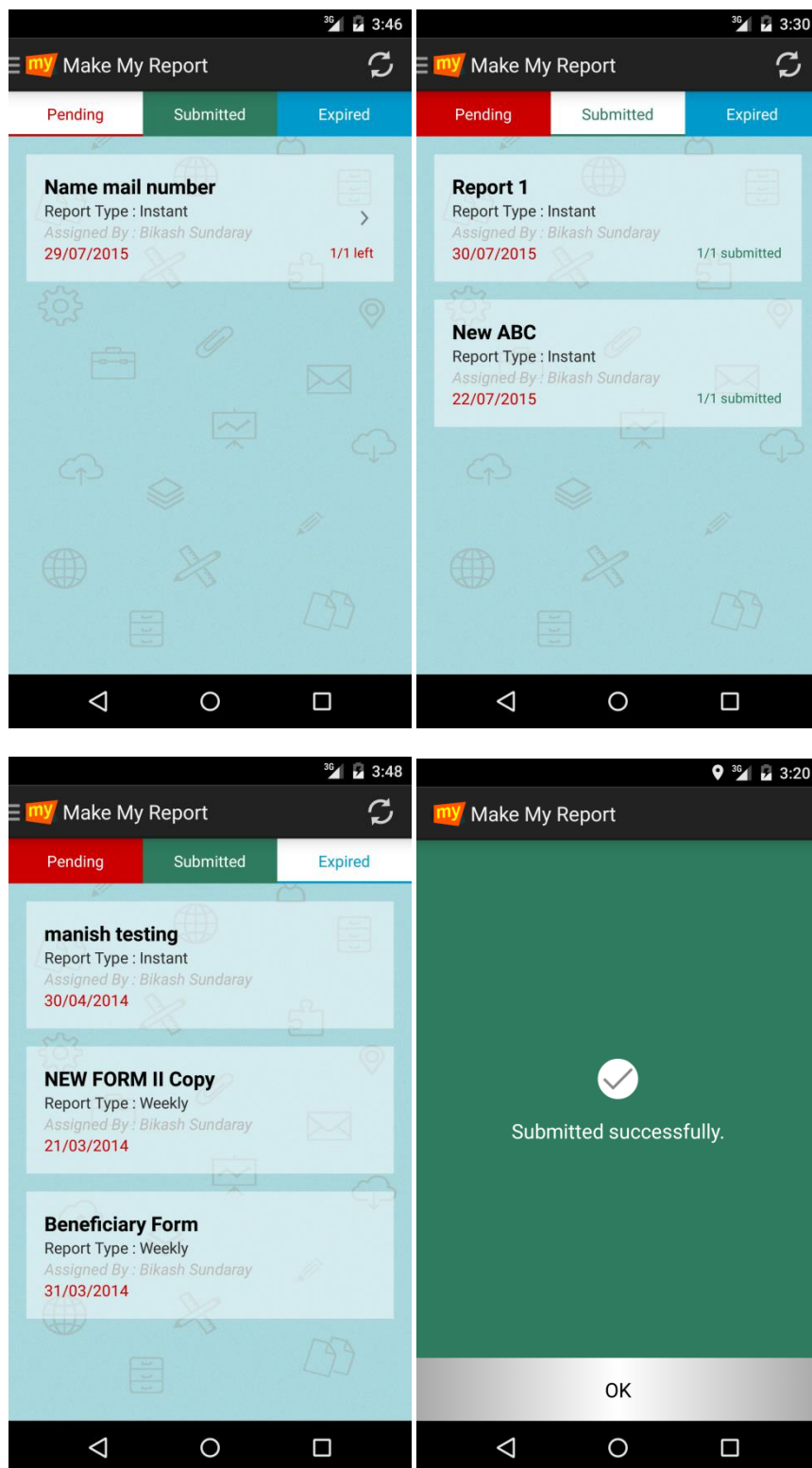
2.6.2 Submitted

Contains a list of reports which were assigned to the respective user and are already submitted. User can't open any reports under this list. User can only view the names of the reports already submitted.

2.6.3 Expired

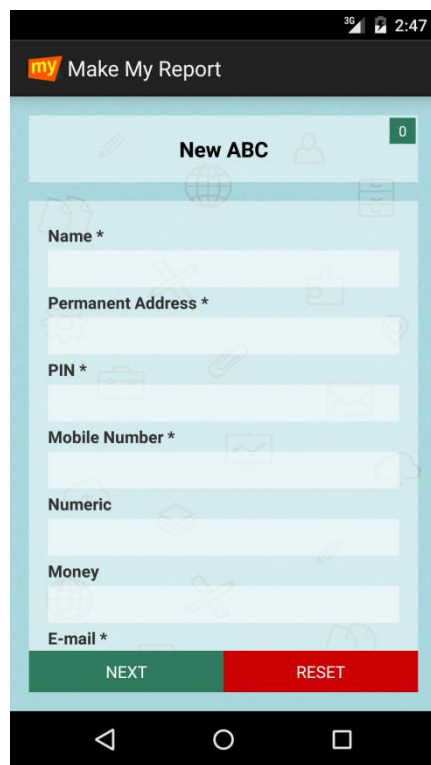
Contains a list of reports which were assigned to the respective user and were not submitted before the last submission date. User can't open any reports under this list. User can only view the names of the reports those were not submitted on or before the last submission date.

* While creating a report/form in the admin section, admin can specify whether the respective report/form can be submitted after last date of submission.



2.7 Open & Input Into Report Form under Pending Report List

User can tap on any report from under Pending Report List to open the respective report. User can enter values into the respective fields under the respective report form. The compulsory fields are marked with asterisks.



The screenshot shows a mobile application interface for creating a report. At the top, there is a status bar with signal strength, battery, and time (2:47). Below it is a header bar with the 'my' logo and the text 'Make My Report'. The main form area has a light blue background and contains the following elements:

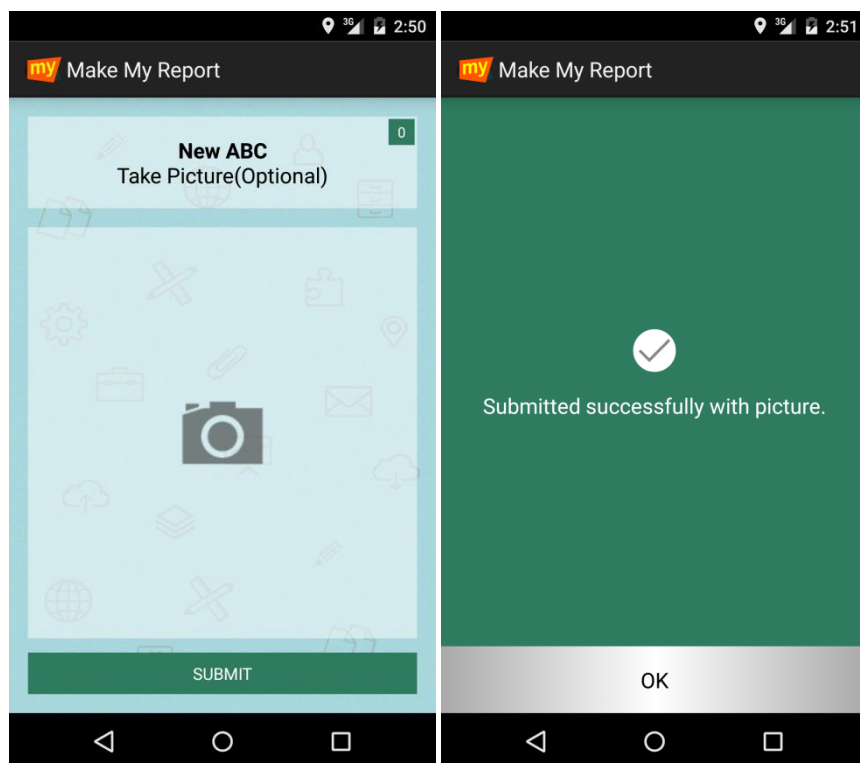
- A title bar with 'New ABC' and a green button with the number '0'.
- A series of input fields, each with a label and an asterisk indicating it is compulsory:
 - Name *
 - Permanent Address *
 - PIN *
 - Mobile Number *
 - Numeric
 - Money
 - E-mail *
- At the bottom of the form are two buttons: a green 'NEXT' button and a red 'RESET' button.

The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps icons.

2.8 Take Picture (Optional)

After filling up the form and tapping on Next button, submitted successfully screen is shown. In submitted successfully screen when tapped on OK button, take picture screen is shown to the user.

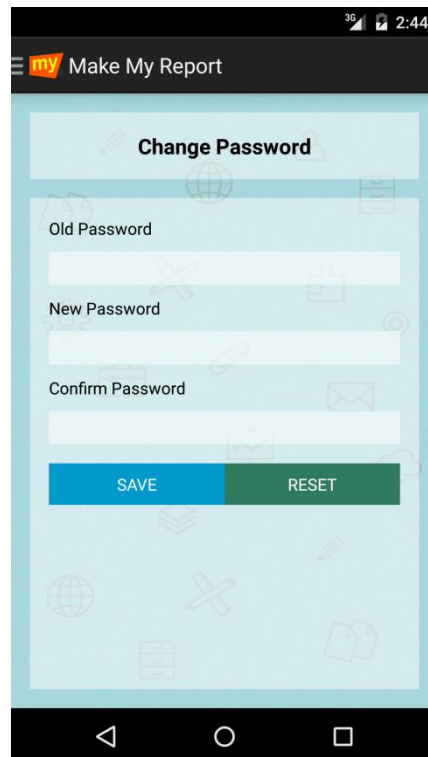
In take picture screen, user can open the in-built camera app of the mobile phone when tapped on camera icon. After taking a picture user can tap on *submit* button to submit the picture taken and the user will be shown “Submitted successfully with picture” screen.



2.9 Change Password

User can change his/her existing password with a new password. The user has to provide a correct Old Password in order to change the password.

User can either SAVE the new password or can RESET the data entered into all the fields in this screen.



2.10 Logout

Users can successfully logout from the application. Logout option is present under the menu list which we can get either by tapping on the menu icon or by swiping right.