AMOL PHARMACEUTICALS PRIVATE LIMITED

USER GUIDE

Reference Standard Storage Database System

1. Enter login credentials to view or edit table entries.
   1. Default login user name is root and leave the password field blank.
2. Drop down options:
   1. View all entries - To view all existing entries in the table. Here you have few options.
      1. Export: By clicking this button, you can export all the entries in the table to a excel file.
      2. Printer friendly page: Click this button to see the table separately in a format suitable for printers.
      3. Edit: Use this button to update a particular entry.
      4. Delete: Use this button to delete a particular entry.
   2. View specific entries - To search an entry in the table
      1. Followed by a fill in form to enter details of standards to be viewed.
      2. You only need to fill the details which specifically points to your search criteria.
      3. A field left blank implies no search filters will be applied on that column.
      4. All entries will be searched for which contains the field you filled.
   3. Export all data - To get all the entries in an excel sheet.
   4. Set automatic Std. ID no. - Set the automatic ID nos. which will be used in automatic setting of ID's during insertions.

**ADMIN OPTIONS**

* 1. Add a new entry - To add new standard entry to an existing table.
     1. It will be followed by a form. Fill in all required entries.
     2. You can set add automatically on or off depending on whether to add Std. ID no automatically or manually.
     3. Certificate can be added by clicking on "choose file" button and uploading appropriate file.
     4. You can allot a std. ID to only one particular entry. Otherwise, it will give a duplicate primary key error.
     5. It is suggested that you do not left any field empty. Instead, use a space.
  2. Delete multiple entries - To delete one or more entries in existing data table.
     1. Followed by a fill in form to enter details of standard to be deleted.
     2. You only need to fill in the fields that specifically points to the entries you want to delete.
     3. From here you will be forwarded to a delete prompt, where you can see all the entries that will be deleted.
     4. All entries will show up in the prompt which are exactly equal to the data you entered in the fields.
  3. Update entries - To update any entries in data table.
     1. All entries that satisfy the criterions in the "before update" column will be updated.
     2. Only the fields that are filled will be considered for updating.
     3. If a field is left empty, it will imply that all entries irrespective of the value in that field will be updated.
  4. Upload data - To insert records in the table from a backup file.
     1. Use the format specified.
     2. The backup file must not contain column heading row and the serial number column.
  5. First time setup - Create database and table for initial setup. It is needed to be done by a user with administrative rights, first time the software is installed.
  6. Create database - To create the database.
  7. Create table - To create data table for standard data entry.
  8. Create new user - Creates a new user for login and gives a choice to provide administrative or normal user rights.
  9. Change user permissions - To change the type of a user- administrator or normal user.
     1. Administrator user- A user with all rights.
     2. Normal user- A user who can only see the database records.
  10. Delete a user - To delete a particular user.
  11. Show all users - Displays all user accounts created on the system.
  12. Reset to default - To delete all entries and do the first time setup again.

1. To view profile of login user
   1. Click profile button on top right.
   2. You can change your password there.
2. Logout session by clicking on "logout" button on to right.

***NOTE:***

* Expiry date colour indication -
  + Standards prior to expiry date - Green
  + Standards going to expire on the same day - Blue
  + Standards with expiry date passed - Red
* Inactive session will automatically expire after 30 minutes.
* Don’t use double inverted comma (") symbol while entering details in any text field.
* For any hugs or bugs just drop an email to "bugdivine@gmail.com" with the problem and way to reproduce the problem, if possible.