

# **Manual**

The objective of this document is to bring forward the key features of a database interface application. The application is designed to provide users with a user-friendly interface to interact with a existing master MS Excel database and perform operations. Its primary purpose is to facilitate data entry, retrieval, and manipulation in a tabular format.

## **Basic Usage:**

- Step 1: Open the web page in browser ( preferably firefox version above 100)
- Step 2: Click on the particular sheet that has to be edited.
- Step 3: Click on UNLOCK button, enter the correct userid and password.
- Step 4: Click on SUBMIT button.
- Step 5: The particular sheet requested will become editable.
  - New entries can be made which will become green (editable). If the entry is ACCEPTED, background of the cell will be in white and if REJECTED, it will turn into red color.
  - The existing data displayed in green is editable.
  - The data displayed in white/red is non editable.
  - The duplicate data will be displayed in yellow and once the data is corrected that will be displayed in green.
  - An entry can be locked only if SENDTO and SEND DATE are filled.
- Step 6: After entering the correct data, click on save button to save the respected sheet. The sheet will be saved, if there are no duplicates and no invalid entries in the sheet. (invalid entries will be shown in red background).  
All the SENDTOs done in that sheet will be immediately effective on the Master Sheet and can be seen by navigating to the respective sheet.

## **Other Option Buttons:**

- Unlock: This feature allows the user to unlock a specific sheet in order to edit it. Once unlocked, the user can enter data in a user-friendly and easily understandable manner.
- Save: The save button is used to store any changes made to an updated sheet, ensuring that the latest version of the document is saved for future reference. It acts as a safeguard against losing any modifications or data entered into the sheet.
- Show New: The "Show New" button is used to display all the recently added data in a convenient and organized manner. It allows users to quickly identify and access the latest information without the need for manual search or navigation.
- Show All: The "Show All" button displays all the files or data that have been entered into a system or application from the very beginning. It offers a comprehensive view of all the information accumulated over time, allowing users to easily access and review previously entered files or data.

**For any queries, click on CONTACT US button a pop-up will be generated with details, refer that.**