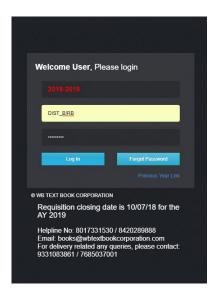
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### How to login:

At first user has to put "https:\\wbtextbookcorporation.org" in the address bar, and then the login page will be appeared. The different Users will enter into their system by using their specific User Name and Password. Then home page will be shown.



### Home page:

There are 6 options are available in the left side.

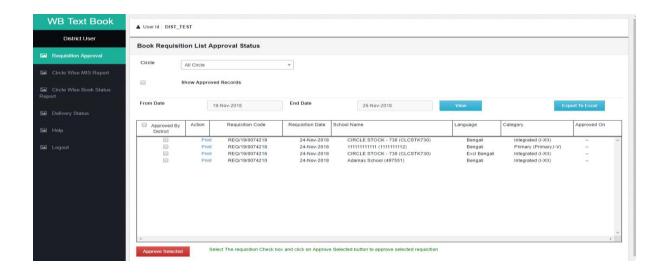
- 1. Requisition Approval
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- 3. Circle Wise Book Status Report
- 4. Delivery Status
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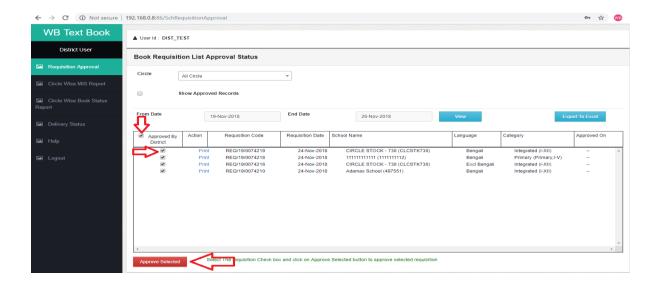
The using procedure of these options are explained below:



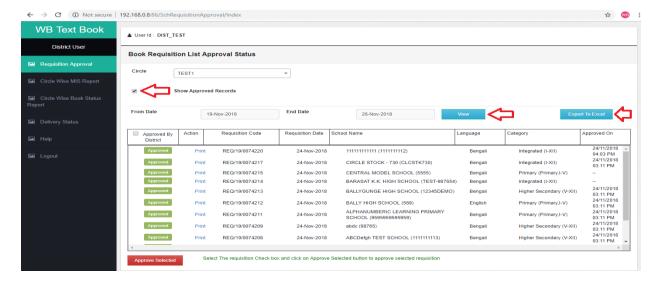
## **Requisition Approval:**

District User can view the status of Additional Requisition List. Here this section, District User can approve the requisition by click the **Check Box** at a time or one by one & **Approve Selected Button**.



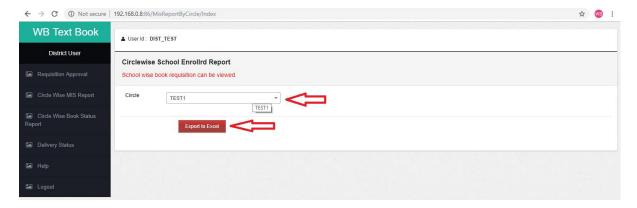


District User can also View the Approved Requisition List by click the **checkbox** and **View** Button as per **Circle Wise** and **Date Wise**. User can view this list as Excel Sheet by clicking **Export to Excel** button.



### Circle Wise MIS Report:

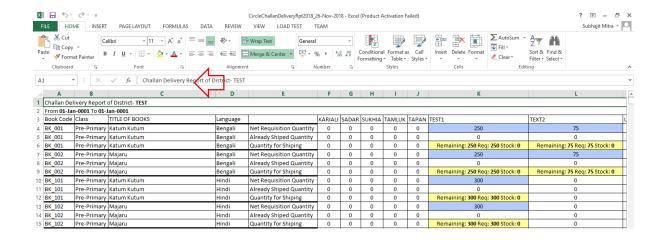
District User can view the school wise, language wise, class wise Book requisition quantity in a single report. For getting this report user choose circle name and click **Export to Excel** button.



## Circle Wise Book Status Report:

District User can get the details of Circle Wise & Book Wise **Net Requisition Quantity, Shipped Quantity & Quantity For Shipping Quantity** in a single report by clicking the **checkbox** and click the **Export to Excel** button from this section.



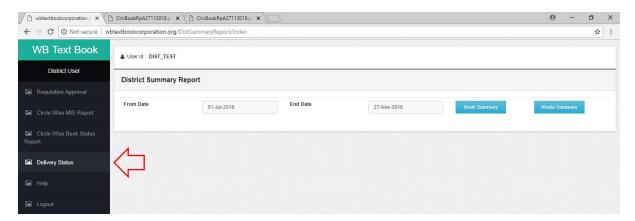


#### **Delivery Status:**

District User can view the circle wise Book & Khata Received Quantity, Book & Khata Delivery to School Quantity in a PDF format by following these processes.

- Click on **Delivery Status** menu.
- ❖ Enter date in From **Date Field** as **01-Jul-2018** and **End Date** will be current date.
- ❖ After entering date click on Book Summary for Books related report & Khata Summary for Khata related report.

\*



# Log Out:

User must logout after using it. If user forgets the existing password then click forgot password option in login page. OTP will be sent to their registered mobile number and email. By putting that OTP, user will be able to change the password.