

**MANUAL TO CREATE NEW REQUISITION OF SHOES AT BOOK  
DISTRIBUTION MANAGEMENT SYSTEM WEB PORTAL**

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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.

The screenshot shows a login interface with a dark background. At the top, it says "Welcome User, Please login". Below this, there is a dropdown menu showing "2018-2019". Underneath are two input fields: the first contains "user1" and the second contains "\*\*\*\*\*". Below the input fields are two buttons: "Log In" and "Forgot Password". A link "Previous Year Link" is also visible. At the bottom, there is a copyright notice "© WB TEXT BOOK CORPORATION" and a message: "Requisition closing date is 10/07/18 for the AY 2019". Contact information is provided: "Helpline No: 8017331530 / 8420289888", "Email: books@wbtextbookcorporation.com", and "For delivery related any queries, please contact: 9331083861 / 7685037001".

In this section user can change their password. If user forgets his/ her password, then click “**Forgot Password**” button, and enter User name, OTP and click “**Reset Password**”.

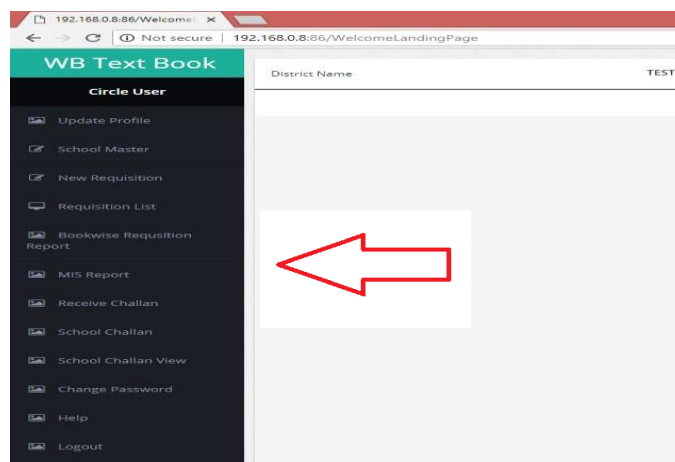
The screenshot shows a "Reset Password" page with a dark background. It displays "OTP Sent to 7003291257". Below this, there are three input fields: the first contains "CR00552", the second contains "OTP", and the third contains "New Password". At the bottom is a blue button labeled "Reset Password". A copyright notice "© WB TEXT BOOK CORPORATION" is at the very bottom.

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### Home page:

There are 12 options are available in the left side.

1. Update profile
2. School Master
3. New requisition
4. Requisition list
5. Bookwise requisition report
6. MIS Report
7. Receive Challan
8. School Challan
9. School Challan view
10. Change password
11. Help
12. Log Out



The using procedure of these options are explained below:

### How to Update Profile:

Circle User Profile is mandatory for the Circle User to fill all the details. The field marked in red are the mandatory field which the user needs to enter. The mobile number and the Email ID will be used for security purpose.

**WB Text Book**

**Circle User**

Update Circle User Profile

\* Marks are mandatory information, Unique Code will be sent to primary or alternate mobile number

Circle Inspector Name \* USER 1

Address \* 11, B.T. ROAD

Pincode \* 700056

Police Station \* KOLKATA

Email Id \* erpsltb@gmail.com

Mobile No \* 8017331530

Alternate Mobile No 8420289888

Save Changes

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### School master:

User can add new school name, details, edit/delete from the saved names. To edit the details user has to open “**School Master**” option and it can be continued with the requisition process.

- How to add new school details:

If new circle users want to add new school details, they must click on “Add New” button to enter all details. Any existing user can edit/delete details from that table also.

Edit   Delete	School Code	School Name	School Address	Email	Mobile
Edit   Delete	111111112	1111111111	1111111199		
Edit   Delete	A1B2C3D4E5	A B C Vidyabhaban	BARASAT, NOPARA	evkidesgupta2008@gmail.com	9329969850
Edit   Delete	111111113	ABCDfgh-TEST SCHOOL	HABRA	ebcd@gmail.com	7654234567
Edit   Delete	98765	abcd	sdjbasad	schoolaka@gmail.com	1234567890
Edit   Delete	497951	Adamas School	Belghoria	as@gmail.com	8767899980
Edit   Delete	999999999999	ALPHANUMERIC LEARNING PRIMARY SCHOOL	BARASAT	alphanumerics@gmail.com	9477345416
Edit   Delete	569	BALLY HIGH SCHOOL	BALLY	bally@gmail.com	9804203041
Edit   Delete	12345DEMO	BALLYGUNGE HIGH SCHOOL	BALLYGUNGE	arijkar19@gmail.com	9477165454
Edit   Delete	TEST-987654	BARASAT K.K. HIGH SCHOOL	BARASAT	info@gmail.com	9876543210

### New requisition:

The New Requisition is used for giving requisition, by selecting the School Name, Mobile Number and the Email ID will be shown against the school name.

**Book Requisition Entry Form**  
 Select the school name, school category and medium, enter the quantity in total requirement column and save the requisition. Amar Boli and I, are now divided into three parts for different medium Amar Boli - (KA), Amar Boli - (KHA), Amar Boli - (GA). Requirement for Amar Boli will be same for all. New Books for Academic Session 2019 for Classes III and IV are Word Book. Requirement for Academic Session 2019 to be given in 'Requirement For Academic Year 2019' column. Black Coloured School Shoes for BOYS & GIRLS.

Requisition Date: 22 DEC 2018 Requisition Code: REQ/0000000000

School Name: By Name: Adamas School 497951

School Contact No: 876789980

School Email: as@gmail.com

School Category: <--Select School Category--> Medium: <--Select Language-->

Class: <--Select Class--> Item Name: <--Select Item Name--> Previous year Requirement: Requirement For Academic Year 2019

Then select School Category as **Integrated (I-XI) or Primary (I-V)** and **Medium** as **ALL MEDIUM** from the dropdown menu. And then enter the required shoe quantity at “**Requisition For Academic Year 2019**”.

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Requirement for Amar Boli will be same for all. New Books for Academic Session 2019 for Classes III and IV are Word Book. Requisition for Academic Session 2019 to be given in 'Requirement For Academic Year 2019' column. Black Coloured School Shoes for BOYS & GIRLS.

Requisition Date: 22-Dec-2018 Requisition Code: REQ/00/00000000

School Name\*: By Name: ABCDefgh TEST SCHOOL 1111111113 **SELECT SCHOOL NAME FROM HERE**

School Contact No: 76543214567

School Email: abcd@gmail.com

School Category: Integrated (I-XI) Medium\*: All Medium

Class	Item Name	Previous year Requirement	Requirement For Academic Year 2019
I	School Shoes for Boys-Class-I	0	10
I	School Shoes for Girls-Class-I	0	10
II	School Shoes for Boys-Class-II	0	0
II	School Shoes for Girls-Class-II	0	0
III	School Shoes for Boys-Class-III	0	0
III	School Shoes for Girls-Class-III	0	0
IV	School Shoes for Boys-Class-IV	0	0
IV	School Shoes for Girls-Class-IV	0	0

**ENTER THE REQUIRED QUANTITY**

**Save Cancel**

### Requisition list:

Here User can create requisition by put the quantity of School Shoes for Boy & Girl Students of Class I to Class IV of each class. Then user must save that requisition. To confirm those requisition user has to go to the Requisition list and confirm that by selecting (✓) the pending requisition. **Without confirmation the requisition will not be granted.**

WB Text Book Corporation

Circle User

District Name: TEST Circle Name: TEST1

Book Requisition List

The last date for submission of requisition for classes Pre-primary to X is 10-07-2018. Any unconfirmed requisition will be auto confirmed on 10-07-2018.

From Date: 15-Dec-2018 End Date: 22-Dec-2018 View Export To Excel

Edit Delete	Requisition Code	District Approval	Director Approval	Requisition Date	School Code	School Name	Language	Category	Last Updated On
<input checked="" type="checkbox"/>	REQ/19/0074239	Pending	Pending	22-Dec-2018	1111111113	ABCDefgh TEST SCHOOL	All Medium	Integrated (I-XI)	22-Dec-2018

**SELECT THE REQUISITION & CONFIRM**

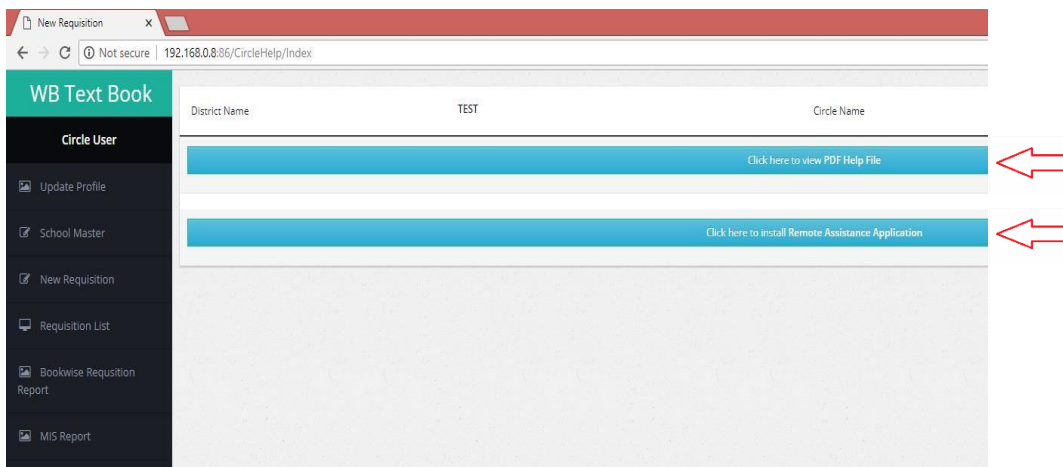
**Confirm** Select The requisition Check box and click on confirm button to confirm the requisition

### Help:

This Option for the User which shows them the overall guideline of all the process included in the Circle User's Profile, there is an option to view the PDF Help file, the User needs to click the "Click Here to view PDF Help File" to view the details of Help File. Also here a second guideline option

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“Click here to install Remote Assistance Application” is provided for the circle users which is a software named “Team Viewer”. This software helps to connect with different clients.



### **Logout:**

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.