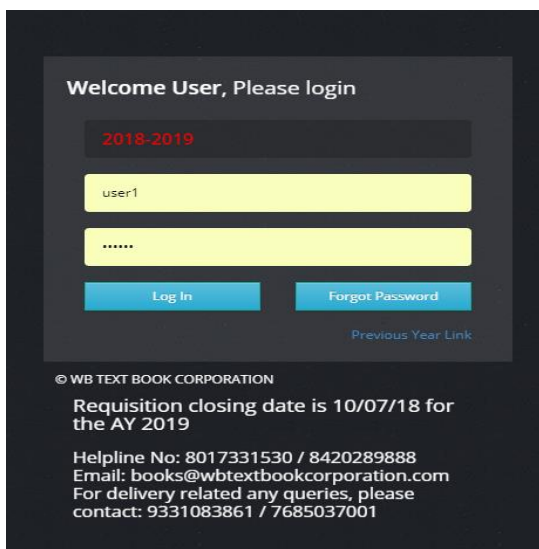


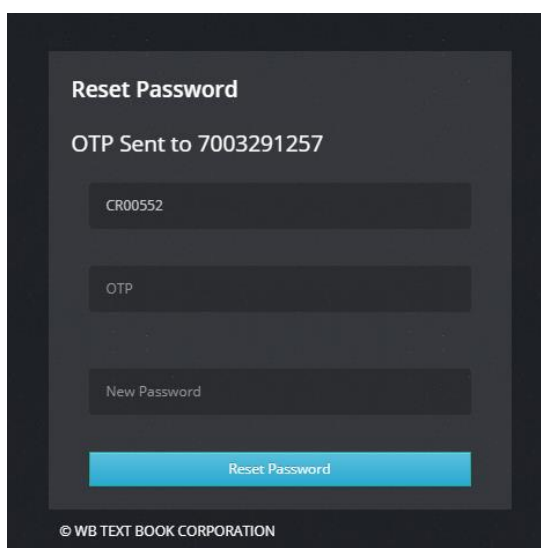
How to login:

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 login page has a dark grey background. At the top, it says "Welcome User, Please login". Below this is a red box containing "2018-2019". There are two yellow input fields: the first contains "user1" and the second contains "*****". Below the input fields are two blue buttons: "Log In" and "Forgot Password". To the right of the "Forgot Password" button is a link that says "Previous Year Link". 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". Below this is contact information: "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”.

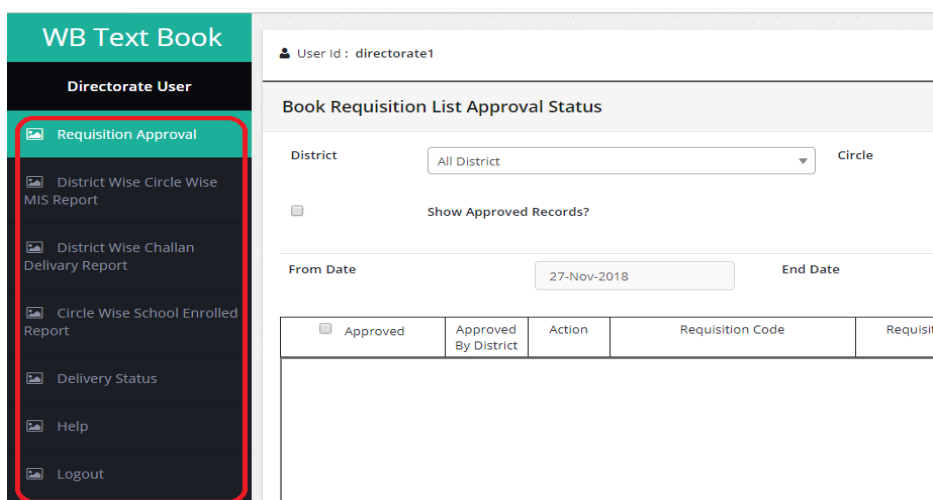


The reset password page has a dark grey background. At the top, it says "Reset Password". Below this, it says "OTP Sent to 7003291257". There are three dark grey input fields: the first contains "CR00552", the second contains "OTP", and the third contains "New Password". Below the input fields is a blue button that says "Reset Password". At the bottom, there is a copyright notice "© WB TEXT BOOK CORPORATION".

Home Page:

At the left side bar 6 options are available.

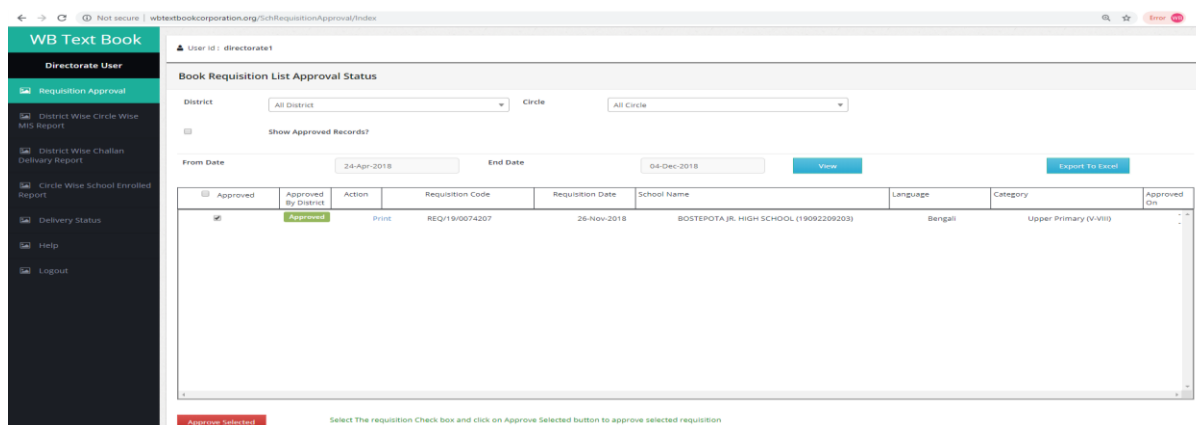
- Requisition Approval
- District Wise Circle Wise MIS Report
- District Wise Challan Delivery Report
- Circle wise school Enrolled Report
- Delivery Status
- Help
- Logout



1. Requisition Approval:

By this option, Directorate User can approve additional requisitions which are already approved by District Users. Process as follows:

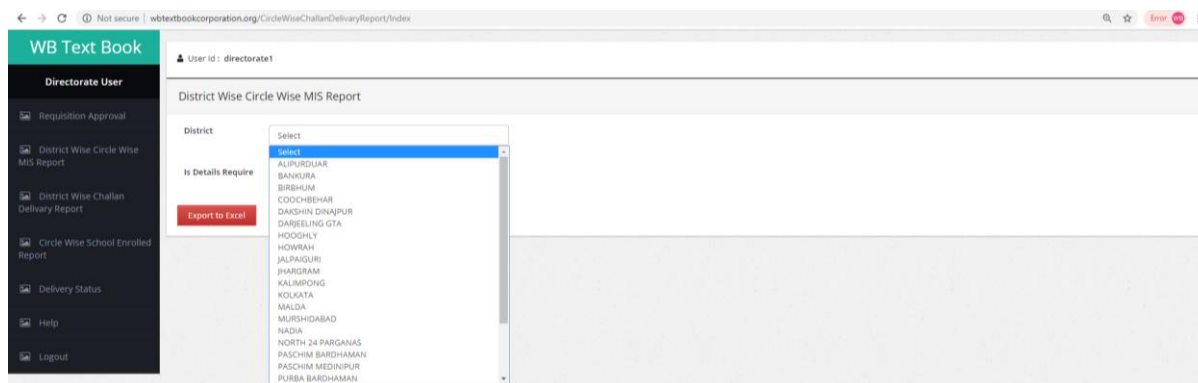
- Select particular District & Circle name
- Click on **View** tab
- Click on Tick (v) Box and also click on Approve Select button to approve the additional requisitions.



2. District Wise Circle Wise MIS Report:

This report shows District wise Circle wise books requisition & delivery status. The process as follows.

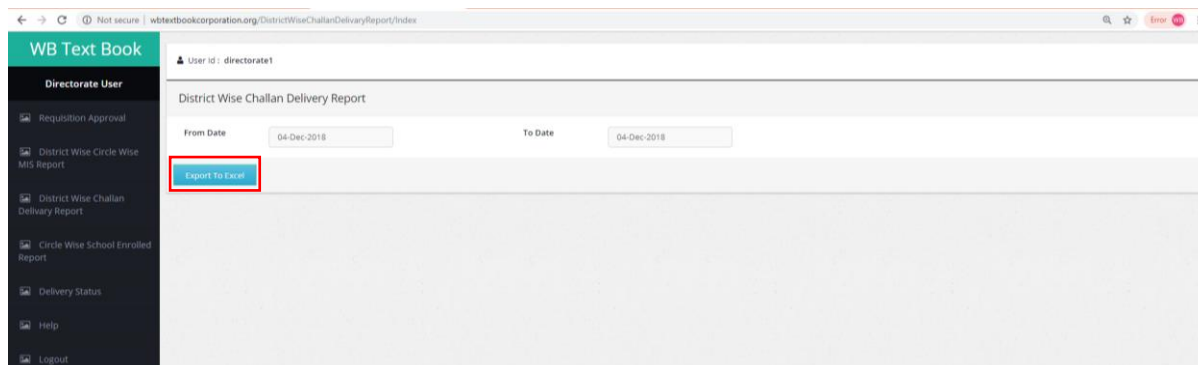
- Select District name of which District is required
- Is Details Required option shows the details of Quantity for Shipping. If this option required select tick box (✓).
- Click on Export to Excel button to download the report.



3. District Wise Challan Delivery Report:

This report shows District wise books requisition & delivery status. The process as follows.

- Click on Export to Excel to download the Report.

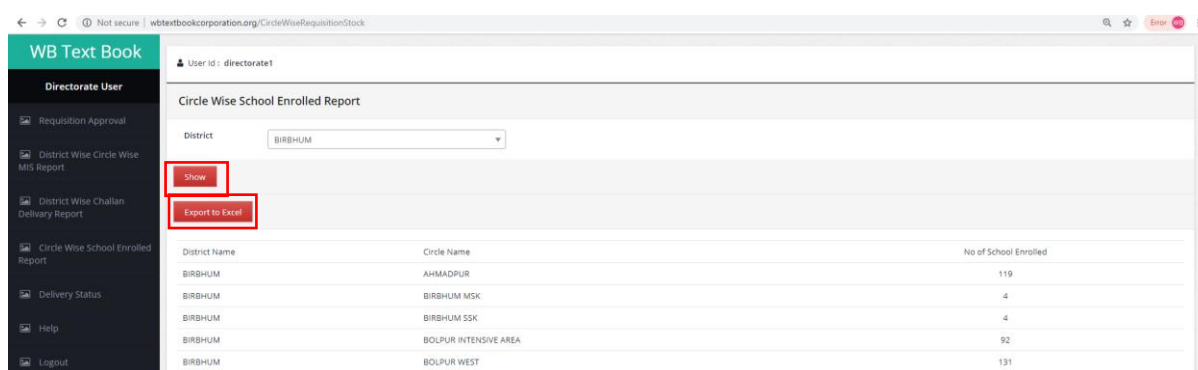


4. Circle wise school Enrolled Report:

This option shows the District wise circle wise no. of school enrolment. The process as follows.

- Select District name from the dropdown menu.
- Click on Show tab to view the report.
- Click on Export to Excel option to download the report.

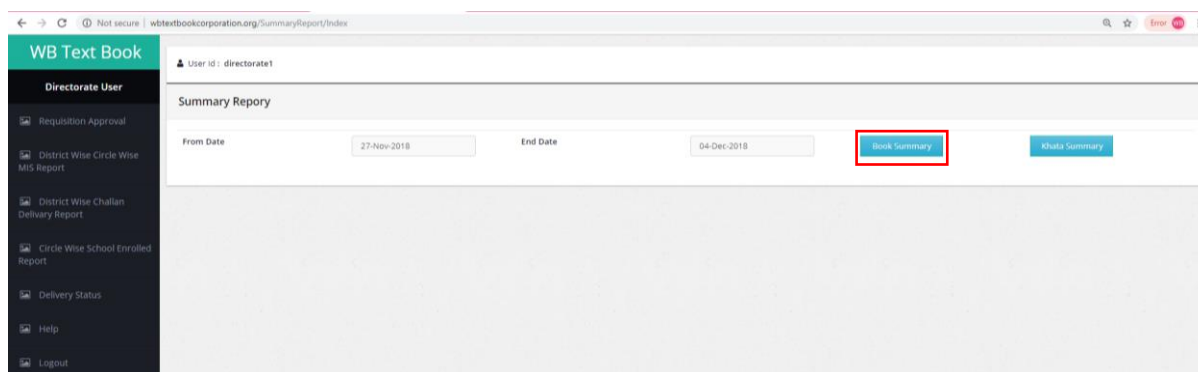
BOOK DISTRIBUTION MANAGEMENT SYSTEM(BDMS V2) DIRECTORATE USER MANUAL



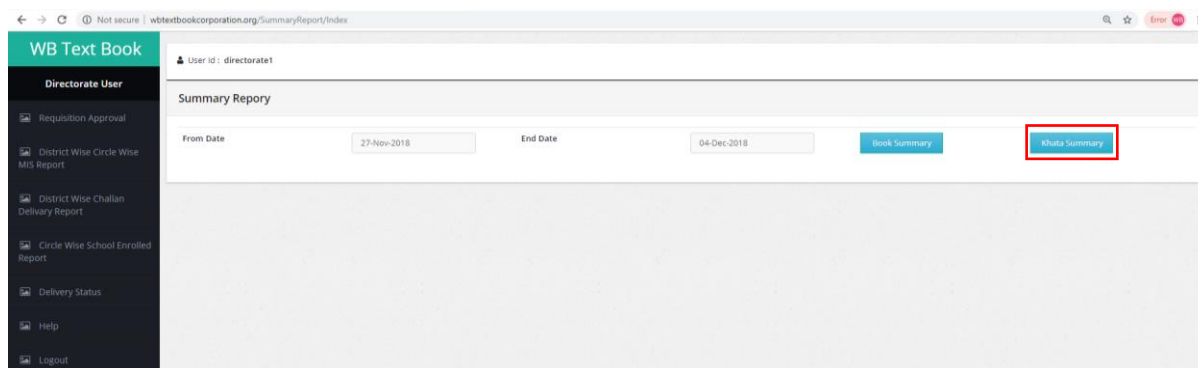
5. Delivery Status:

By this option, User can download the report of Books & Khata separately. The process as follows.

- Click on Book Summary to download the books related status.

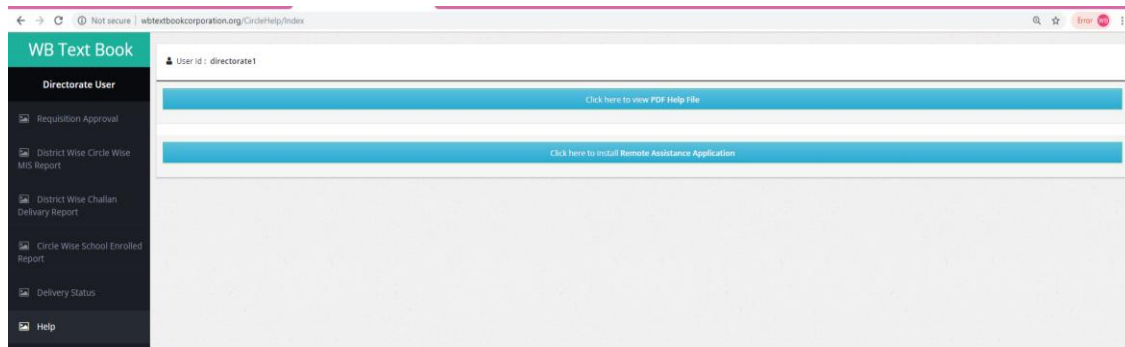


- Click on Khata Summary to download the Khata related status.



6. 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 "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.



7. 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.