

# eVitaran

## User Manual

Deepali Gokhale

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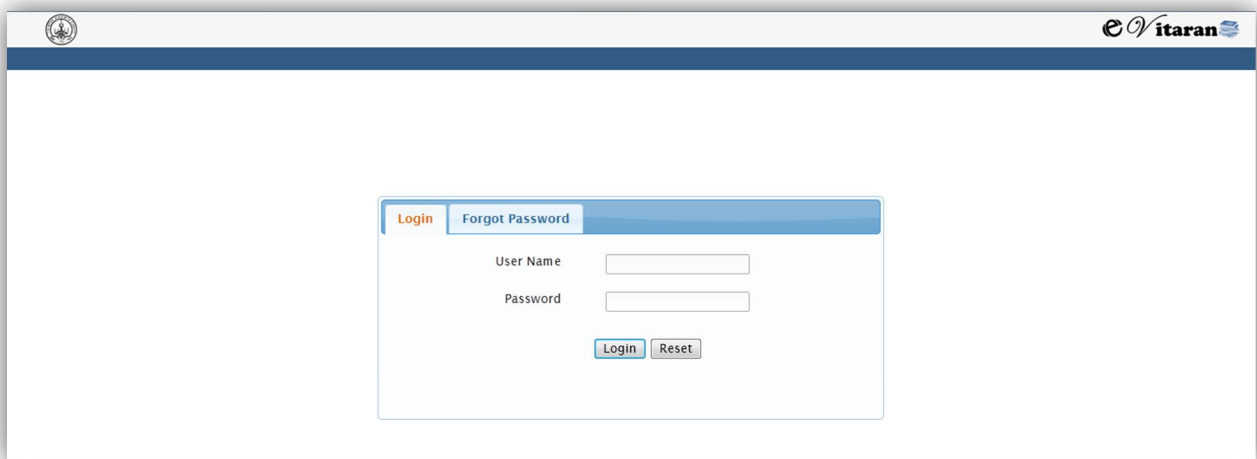
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# Journal Distribution system

---

## Login

- To enter the Circulation department software [JDS], provide the respective username and password in the respective fields.
- The user name should be an email of the user.
- After entering username password, press 'Button' - 'Login' to login the system.
- On correct entry of username and password user will be navigated to home page.
- Reset button is used to reset the username and password field to blank values.



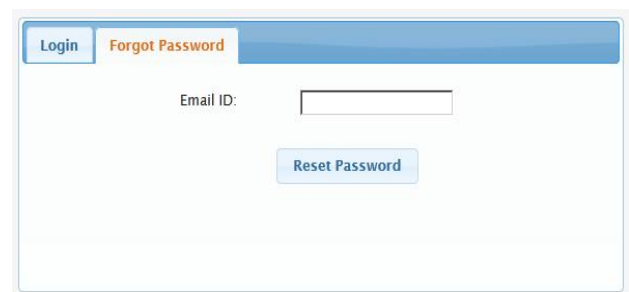
The screenshot shows the login interface of the Journal Distribution System. At the top, there is a header bar with a logo on the left and the text 'eVitaran' on the right. Below the header, there is a central login form. The form has two tabs: 'Login' (active) and 'Forgot Password'. Under the 'Login' tab, there are two input fields: 'User Name' and 'Password'. Below these fields are two buttons: 'Login' and 'Reset'.

## Forgot Password

If the user forgets the password, the user can use the 'Forgot Password' option to reset the password and then using change password option setting it to the desired one.

## Reset password

- Enter your email id and click on reset password.
- This will send the system generated password to the users mailed.
- Use this password to login the system for the next time.
- After entering the system generated password, you will be navigated to change password screen.



The screenshot shows the 'Forgot Password' interface. It has two tabs: 'Login' and 'Forgot Password' (active). Under the 'Forgot Password' tab, there is an input field labeled 'Email ID:'. Below this field is a button labeled 'Reset Password'.

## Change password

- Enter the new password twice. As new password and reenter the password.
- Press Button Login.
- This will store the newly entered password and you will be navigated to the home page.

A screenshot of a web form titled "Change Password" in a blue header bar. The form contains three input fields: "User Name", "New Password", and "Retype new Password". Below the fields are two buttons: "Change" and "Reset".

Change Password

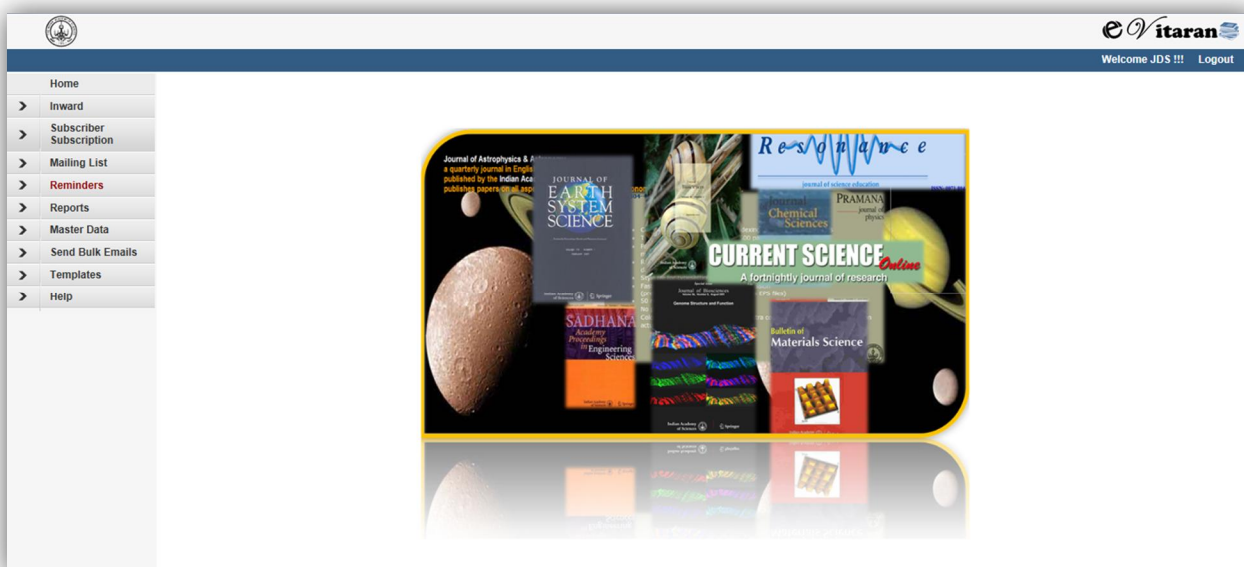
User Name

New Password

Retype new Password

## Home

- Home page is the mail window of the JDS system.
- From this page user can navigate to different process option
- The process options are:
  - Inward
  - Subscriber/ Subscription
  - Mailing List
  - Reminders
  - Reports
  - Master Data
  - Bulk email sender
  - Templates
  - Help
- Logout in the top right corner is to exit the application
- Use the home menu from any screen to return to the home page of JDS.



## Inward

The Processing in the circulation department starts on arrival of any mail/ letter/ call; this is called as "Inward". The inward can be a hard or soft letter. For all the inwards coming to the department a unique system generated number is given. This is called as Inward number. This number is written back on the inward paper. For all the received inwards an acknowledgement letter is sent to the requestor. Inwards can consist of the following i.e request for renewal, new subscription, reprints, advertisements, etc. then the cheque/ DD/ MO. If any financial transaction is involved, then the inward is sent to account department. Return for inward is created in case if the cheque or DD is not materialized. When the DD/cheque is encashed, the details are updated in inward and required action is done.

Out of all the coming inwards the important inward for circulation department are the following.


1. New Subscription
2. Subscription renewal
3. Request for invoice
4. Missing issue list
5. Change of address

### *Steps for processing inward*

- ▼ Inward
- Create Inward
- View / Edit Inward
- Pending Inwards
- Update Receipt Numbers

## Create Inward

- To enter the inward in the system use menu, Inward → Create Inward.
- New inward screen will come up



[Home](#)

[Welcome JDS !!!](#)
[Logout](#)

[Home](#)  
[Inward](#)  
[Create Inward](#)  
[Pending Inwards](#)  
[Search Inward](#)  
[Update Receipt Numbers](#)  
[Subscriber Subscription](#)  
[Mailing List](#)  
[Reminders](#)  
[Reports](#)  
[Master Data](#)  
[Send Bulk Emails](#)  
[Templates](#)  
[Help](#)

### Create Inward

Subscriber No:  [Search Subscriber](#) [Reset](#)

From:

Country:

State:

District:

City:

PIN Code:

Inward Number:

Date:

Agent:

Purpose:

Department:

Institution:

Email:

Payment Mode:

Bank Name:

Cheque/DD No:

Cheque Date:

Amount:

Currency:

Letter No:

Letter Date:

Receipt Number:

Cheque Return: ☐

Reason For Return:

Return Date:

Ack Date:

Remarks:

Language:

[Save](#)

- From, Purpose and city are the mandatory fields.
- Based on the type of inward purpose can be selected.

|              |                             |
|--------------|-----------------------------|
| Purpose:     | <b>Renew Subscription</b> ▼ |
| Department:  | Select                      |
| Institution: | New Subscription            |
| Email:       | <b>Renew Subscription</b>   |
|              | Payment                     |
|              | Request For Invoice         |
|              | Missing Issue               |
|              | Reprint                     |
|              | Advertisement               |
| ipt Number:  | Manuscript                  |
| equ Return:  | Others                      |
|              | Address Change              |

- If the inward is coming from an Agent, then the selection of Agent is must.

- Payment details can be maintained using the options given in the given fields.

Payment Mode: Demand Draft

Bank Name: Select

Cheque/DD No: Cheque

Cheque Date: Demand Draft

Money Order

Cash

Bank Transfer

- There is also an option to select the subscriber while entering inward.
- Based on the entered data, subscriber is suggested.
- In case subscriber cannot be identified based on entered data, the search option for subscriber is provided.
- Reset Button is provided beside the select subscriber screen, this is to reset the selected subscriber.

Create Inward

Subscriber No:  Search Subscriber Reset Inward Number:

<http://111.93.135.174:8080/IDS/jsp/subscriber/subscriberlist.jsp>

**Search Subscriber Result**

Search Criteria

Subscriber Number:  Department:

Subscriber Name:  Pin Code:

City:

Search Reset

**Subscriber List**

| Subscriber Number | Subscriber Name | Department               | Institute                | City                       | Pin Code  | Country | Email |
|-------------------|-----------------|--------------------------|--------------------------|----------------------------|-----------|---------|-------|
| 1                 | 14880           | Rao, Prof. G.V.          | 33, New Campus           | Indian Institute of Techno | Delhi     | 110016  | India |
| 2                 | 8753            | Sharma N D Dr            | No. 21, Kundan Residency | Mandla Road, 4th Mile      | Jabalpur  | 482021  | India |
| 3                 | 10596           | Chenna Basava S M Mr     | C/O B M Thippaiah        | No 461 W No 25 Sri Rama    | Bellary   | 583104  | India |
| 4                 | 10546           | Ramachandra Reddy A Prof | Assistant Professor      | Department of Physics      | Warangal  | 506004  | India |
| 5                 | 10294           | Sopory Sudhir K Prof     | Vice-Chancellor          | Jawaharlal Nehru Univers   | New Delhi | 110067  | India |
| 6                 | 10554           | Yadav L S Dr             | Agricl. Engg. Dept.      | NERIST                     | Nirjuli   | 791109  | India |
| 7                 | 9298            | Karthic C                | 33/110                   | New Police Station Road (t | Bengaluru | 560036  | India |
| 8                 | 8001            | Jaimini Sarkar Dr        | No 147, MHB Building 3   | Near Udyachal C H S, Shiv  | Mumbai    | 400066  | India |
| 9                 | 8002            | Navjeet Sharma Dr        | Department of Physics    | D A V College              | Jalandhar | 144008  | India |
| 10                | 8003            | Ramana Gowda P Dr        | No.1, 'Shakti'           | Santhosh Viha, Phase 1     | Bengaluru | 560092  | India |

Page 1 of 3 260 >> << 10 View 1 - 10 of 32 600

- After entering the complete information related to inward, press 'Save' button to save the inward
- On saving the inward, new inward number is generated. This can be viewed in the inward number field.
- On saving the inward view inward page is loaded.



**View Inward**


|                                                    |                                                         |                                                                |
|----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|
| Subscriber No: <input type="text"/>                | <a href="#">Search Subscriber</a> <a href="#">Reset</a> | Inward Number: <input type="text" value="13E-02161"/>          |
| From: <input type="text" value="Deepali Gokhale"/> | Date: <input type="text" value="19/05/2013"/>           | Agent: <input type="text"/>                                    |
| Country: <input type="text" value="India"/>        | Purpose: <input type="text" value="New Subscription"/>  | Department: <input type="text" value="Department of Science"/> |
| State: <input type="text" value="Karnataka"/>      | Institution: <input type="text"/>                       | Email: <input type="text" value="deepali.gokhale@abc.com"/>    |
| District: <input type="text" value="Bengaluru"/>   |                                                         |                                                                |
| City: <input type="text" value="Bengaluru"/>       |                                                         |                                                                |
| PIN Code: <input type="text" value="560043"/>      |                                                         |                                                                |

|                                                         |                                                |
|---------------------------------------------------------|------------------------------------------------|
| Payment Mode: <input type="text" value="Demand Draft"/> | Receipt Number: <input type="text"/>           |
| Bank Name: <input type="text" value="SBI"/>             | Cheque Return: <input type="checkbox"/>        |
| Cheque/DD No: <input type="text" value="688888"/>       | Reason For Return: <input type="text"/>        |
| Cheque Date: <input type="text" value="13/05/2013"/>    | Return Date: <input type="text"/>              |
| Amount: <input type="text" value="7000.0"/>             | Ack Date: <input type="text"/>                 |
| Currency: <input type="text" value="INR"/>              | Remarks: <input type="text"/>                  |
| Letter No: <input type="text" value="4355"/>            | Language: <input type="text" value="English"/> |
| Letter Date: <input type="text" value="14/05/2013"/>    |                                                |

[New Inward](#)
[Edit Inward](#)
[Send Acknowledgement](#)
[Send Return](#)

- You can use the 'Edit Inward' button to modify, if any incorrect information is maintained or to complete the remaining information.
- Press the 'Send Acknowledgement' button to send the acknowledgement.
- On pressing the 'Send Acknowledgement' button, 'Send Acknowledgement screen is loaded.
- Here the acknowledgement content will be displayed as per the type of inward.

 **Indian Academy of Sciences**  
C. V. Raman Avenue, P.B. No. 8005, Sadashivanagar, Bangalore 560 080, India  
Phone: +91-80-2266 1209, FAX: +91-80-2361 6094  
E-mail: orders@ias.ernet.in Website: http://www.ias.ac.in/

Date: 19/05/2013

**Subject:** Regarding subscription of the Journals

Your letter no:  Dated:

Dear Sir/Madam,

With reference to your letter 4355 dated 14/05/2013. It is to acknowledge that we have received your Demand Draft No. 688888 Dated 13/05/2013, amounting to 7000.0 (INR) for subscription Fee. This acknowledgment is subject to the realization of your Demand Draft.

Custom Text:

[Print](#)
[Email](#)
[New Inward](#)

- Fields are provided to enter letter number, letter date and custom text.
- Press 'print' and 'email' buttons to send acknowledgement via print and email medium respectively.
- Below mentioned sample text will send as acknowledgement.



Indian Academy of Sciences  
C. V. Raman Avenue, P.B. No. 8005, Sadashivanagar, Bangalore 560 080, India  
Phone: +91-80-2266 1209, FAX: +91-80-2361 6094  
E-mail: orders@ias.ernet.in Website: http://www.ias.ac.in/

Date: 19/05/2013

Dear Sir/Madam,

Subject: Acknowledgement of your request

With reference to your letter 4355 dated 14/05/2013. It is to acknowledge that we have received your Demand Draft No. 688888 Dated 13/05/2013, amounting to 7000.0 (INR) for subscription Fee. This acknowledgment is subject to the realization of your Demand Draft.

Inward No: 13E-02161

For Circulation Department  
(Indian Academy of Sciences)

- New Inward Button is there to navigate to the 'Create Inward' screen.

## View/ Edit Inward

- To view/Edit inward, the first step is to search inward.
- Inward can be searched using fields 'Inward Number', 'Cheque Number', 'City' and 'Date Range'.
- Use View/ Edit link in search result table to open the inward screen in display or edit the inward respectively.

Home  
Inward  
Create Inward  
Pending Inwards  
Search Inward  
Update Receipt Numbers  
Subscriber Subscription  
Mailing List  
Reminders  
Reports  
Master Data  
Send Bulk Emails  
Templates  
Help

Search Inward

From:  City:   
Inward Number:  Date Range: 24/04/2013 to 06/05/2013  
Cheque Number:

|    | Inward No | Subscriber No. | From                         | Received Date | City          | Cheque# | Amount | Purpose            | Completed                           | Valid                               | View/Edit |
|----|-----------|----------------|------------------------------|---------------|---------------|---------|--------|--------------------|-------------------------------------|-------------------------------------|-----------|
| 1  | 13E-02322 | 7309           | Principal                    | 06/05/2013    | Latur         | 262153  | 400.0  | Renew Subscription | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View      |
| 2  | 13E-02321 | 4762           | Principal                    | 06/05/2013    | Navi Mumbai   | 858955  | 4800.0 | Payment            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Edit |
| 3  | 13E-02320 | 4800           | Principal                    | 06/05/2013    | Chandrapur    | 49556   | 4800.0 | Renew Subscription | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View      |
| 4  | 13E-02319 | 5463           | Chief Librarian              | 06/05/2013    | Bhubaneswar   | 691298  | 7000.0 | Renew Subscription | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View      |
| 5  | 13E-02318 | 7439           | Principal                    | 06/05/2013    | Coimbatore    | 763590  | 400.0  | Renew Subscription | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View      |
| 6  | 13E-02317 | 3010           | Principal                    | 06/05/2013    | Ahmednagar    | 435376  | 3300.0 | Renew Subscription | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Edit |
| 7  | 13E-02316 | 7890           | Librarian                    | 06/05/2013    | Kochi         | 448415  | 1200.0 | Renew Subscription | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View      |
| 8  | 13E-02315 | 4635           | Principal                    | 06/05/2013    | Venkatachalam | 293355  | 4800.0 | Renew Subscription | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Edit |
| 9  | 13E-02314 | 38650          | Librarian (Dr K Mahalakshmi) | 06/05/2013    | Coimbatore    | 950764  | 3450.0 | Payment            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Edit |
| 10 | 13E-02313 | 2630           | Principal                    | 06/05/2013    | Bordi         | 4055    | 400.0  | Renew Subscription | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Edit |

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- In Edit inward screen the receipt number can be updated.

**Edit Inward**

|                                                  |                                                  |                                      |                                                                              |
|--------------------------------------------------|--------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------|
| Subscriber No: <input type="text" value="3010"/> | <input type="button" value="Search Subscriber"/> | <input type="button" value="Reset"/> | Inward Number: <input type="text" value="13E-02317"/>                        |
| From: <input type="text" value="Principal"/>     |                                                  |                                      | Date: <input type="text" value="06/05/2013"/>                                |
| Country: <input type="text" value="India"/>      |                                                  |                                      | Agent: <input type="text"/>                                                  |
| State: <input type="text" value="Maharashtra"/>  |                                                  |                                      | Purpose: <input type="text" value="Renew Subscription"/>                     |
| District: <input type="text"/>                   |                                                  |                                      | Department: <input type="text" value="Arts Commerce &amp; Science College"/> |
| City: <input type="text" value="Ahmednagar"/>    |                                                  |                                      | Institution: <input type="text" value="Sonai"/>                              |
| PIN Code: <input type="text" value="414105"/>    |                                                  |                                      | Email: <input type="text"/>                                                  |

|                                                         |                                                |
|---------------------------------------------------------|------------------------------------------------|
| Payment Mode: <input type="text" value="Demand Draft"/> | Receipt Number: <input type="text"/>           |
| Bank Name: <input type="text"/>                         | Cheque Return: <input type="checkbox"/>        |
| Cheque/DD No: <input type="text" value="435376"/>       | Reason For Return: <input type="text"/>        |
| Cheque Date: <input type="text" value="25/03/2013"/>    | Return Date: <input type="text"/>              |
| Amount: <input type="text" value="3300.0"/>             | Ack Date: <input type="text"/>                 |
| Currency: <input type="text" value="INR"/>              | Remarks: <input type="text"/>                  |
| Letter No: <input type="text"/>                         | Language: <input type="text" value="English"/> |
| Letter Date: <input type="text"/>                       |                                                |

- After modifying required information, press the save button.
- From Edit Inward screen, press the 'Send Return' button to check/DD Return.

## Send Return

- Press button 'Send Return' from Edit or Display screen of Inward. This will navigate to the 'Cheque/ DD return page'.
- Here select the reason of return and press save.

Reason For Return:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

Reason:

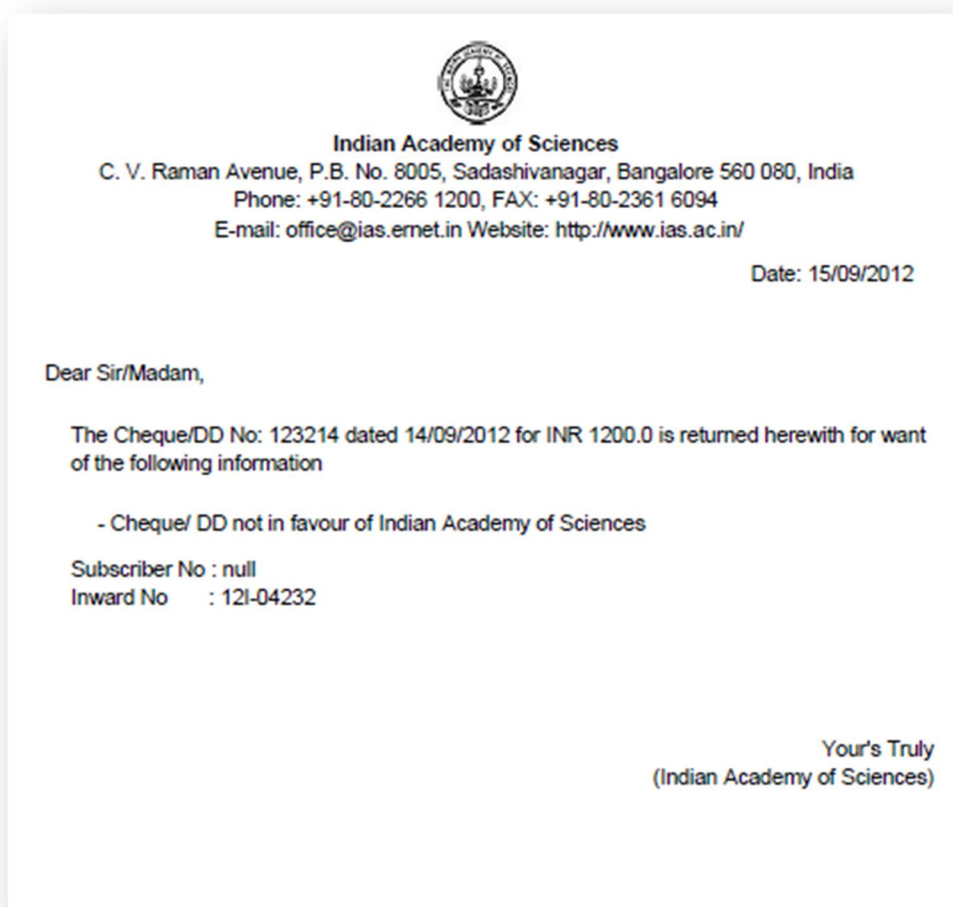
Reason:

Reason:

Reason:

| Cheque/DD Return                                     |                                  |
|------------------------------------------------------|----------------------------------|
| Inward Number: 12I-04232                             | Inward ID: 26971                 |
| Subscriber ID:                                       | Cheque/DD No: 123214             |
| From: Deepali Gokhale                                | Payment Date: 14/09/2012         |
| Reason For Return: Cheque/ DD not in favour of India | Amount: 1200.0 INR               |
| Other Reason:                                        | Email: deepaligokhale7@gmail.com |

- On Save, 'Print' and 'Email' button will be enabled.
- Press 'print' and 'email' buttons to send return via print and email medium respectively.
- Below mentioned sample text will send for 'Send Return'.
- Selected reason of return will be updated in the mail.



## Pending Inwards

- This screen lists all the inwards which are not processed and completed.
- Use 'Pending Inward' Menu option to navigate to pending inward screen.
- Default all the pending inwards will be listed.

- Pending inwards can be filtered on purpose, using purpose dropdown list.

Purpose: All

- All
- New Subscription
- Renew Subscription
- Payment
- Request For Invoice
- Missing Issue
- Reprint
- Advertisement
- Manuscript
- Others
- Address Change

| Inward No | Sub |
|-----------|-----|
| E-02330   |     |
| E-02329   |     |
| E-02321   |     |
| E-02317   |     |

- Select the inward and click the Next button for further processing of Inwards.
- Further processing of Inward will be covered in the respective section of process flow. Missing Issue, New Subscription, renew Subscription, Address Change, Request for Invoice, etc.

Home Inward Create Inward Pending Inwards Search Inward Update Receipt Numbers Subscriber Subscription Mailing List Reminders Reports Master Data Send Bulk Emails Templates Help

Pending Inwards

Purpose: All

| Inward No    | Subscriber Id | Agent                    | From         | Received Date | City          | Cheque# | Amount | Purpose            | Action |
|--------------|---------------|--------------------------|--------------|---------------|---------------|---------|--------|--------------------|--------|
| 1 13E-02330  | 1111          |                          | Librarian    | 17/05/2013    | Perambalur    | 558921  | 2000.0 | Renew Subscription |        |
| 2 13E-02329  | 1111          |                          | Librarian    | 10/05/2013    | Perambalur    | 558992  | 2000.0 | Renew Subscription |        |
| 3 13E-02321  | 4762          |                          | Principal    | 06/05/2013    | Navi Mumbai   | 858955  | 4800.0 | Payment            |        |
| 4 13E-02317  | 3010          |                          | Principal    | 06/05/2013    | Ahmednagar    | 435376  | 3300.0 | Renew Subscription |        |
| 5 13E-02315  | 4635          |                          | Principal    | 06/05/2013    | Venkatachalam | 293355  | 4800.0 | Renew Subscription |        |
| 6 13E-02314  | 38650         | Librarian (Dr K Mahalaks | Principal    | 06/05/2013    | Coimbatore    | 950764  | 3450.0 | Payment            |        |
| 7 13E-02313  | 2630          |                          | Principal    | 06/05/2013    | Bordi         | 004055  | 400.0  | Renew Subscription |        |
| 8 13E-02307  | 11809         |                          | Pratik Dey   | 03/05/2013    | Kanchrapara   | 000000  | 0.0    | Address Change     |        |
| 9 13E-02306  | 11809         |                          | Manisha Ukil | 03/05/2013    | Kanchrapara   | 165795  | 1250.0 | Address Change     |        |
| 10 13E-02305 | 3826          |                          | Principal    | 03/05/2013    | Karur         | 128987  | 1850.0 | Renew Subscription |        |
| 11 13E-02304 | 2604          |                          | Principal    | 03/05/2013    | Hyderabad     | 868914  | 4250.0 | Renew Subscription |        |
| 12 13E-02303 | 6918          |                          | Principal    | 03/05/2013    | Mangalore     | 000000  | 0.0    | Missing Issue      |        |
| 13 13E-02294 | 6046          |                          | Principal    | 02/05/2013    | Alappuzha     | 893406  | 900.0  | Payment            |        |
| 14 13D-02263 | 1843          |                          | Librarian    | 30/04/2013    | Margao        | 000000  | 0.0    | Address Change     |        |

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Next

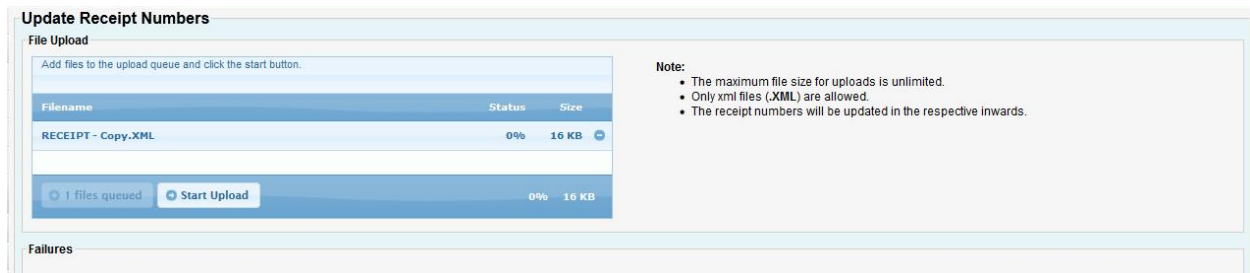
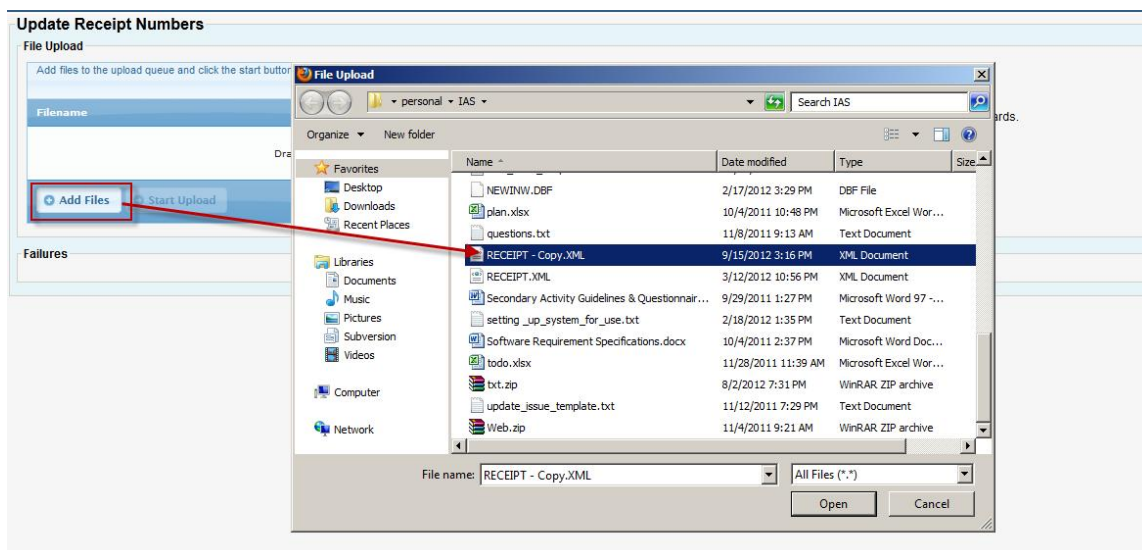
## Update Receipt Number:

- Update receipt Number flow is used to update the Receipt number coming from accounting department to Inward.
- Use menu 'Update Receipt Number' to navigate to update receipt number screen.
- Get the files coming from accounting system (Tally) in XML format and save.
- Press button 'Add Files', on the screen.





- On Pressing the Add Files Button, a file selection window will appear.
- Select the required file and press 'Open'.
- The file will be loaded to the screen
- Press 'Start Upload' button to update the receipt numbers to the respective inwards.
- Success or failure message will be shown as per the status of inward.



### Update Receipt Numbers

#### File Upload

Add files to the upload queue and click the start button.

| Filename  | Status | Size |
|-----------|--------|------|
| build.xml | 100%   | 4 KB |

Add Files
Start Upload

100%
4 KB

**Note:**

- The maximum file size for uploads is unlimited.
- Only xml files (.XML) are allowed.
- The receipt numbers will be updated in the respective inwards.

#### Failures

| Inward# | Subscriber# | Receipt# | Cheque# | Date |
|---------|-------------|----------|---------|------|
|---------|-------------|----------|---------|------|

Page 1 of 0
10

No records to view

## Subscriber

### Mailing\ Back Issue List

Mailing list is list of labels/ stickers required for sending the issue of the Journal. This section contains two things mailing list and Back Issue List.



### Mailing List

Mailing list is list of labels/ stickers required for sending the current issue of the Journal. Mailing list is generated based on the publication date of a Journal. This list contains all the set of subscribers who has subscriber for the particular Journal and subscription is valid for that issue.

In mailing List Generation and Reprint of Journals is divided into two screens

1. Generate and Print Mailing List
2. Display and Reprint Mailing List

### Generate and Print Mailing List

- Generate and print mailing list option is used to generate mailing list for the first time.
- For this use submenu item 'Generate Print Mailing List'

- On Click of this 'Generate and Print mailing List page will be loaded.
- Select Journal Name, Year, Month, Volume and Issue number for which mailing list is to be generated.

- Click on check button. This will give message if the mailing list is already generated.

- If mailing list is not generated then the 'Generate mailing list button will be enabled.





- India 1 Copy
- India Extra
- Foreign
- Labels and stickers will be printed in the form of PDF.

PERIODICALS

S.I. No. 1                      35686 P II Jan 2013 to Dec 2013  
Principal  
Saraswati Inst of Technology  
Ambala Hissar Road  
Ismailabad, Chammu  
Haryana

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Indian Academy of Sciences  
P.B. No.8005, C V Raman Avenue  
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|                                                                                                                                                                                   |                                                                                                                                                       |
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| 13E-S-01416 P EI<br>The Librarian<br>Raman Research Institute                                                                                                                     | 38269 P II<br>Librarian Attn<br>Amity University Madhya Pradesh<br>Near Airport Maharajpur<br>Gwalior 474 005 REGD POST                               |
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| 13E-S-00034 P FELJM<br>Dr R Chidambaram<br>Principal Scientific Adviser to<br>the Government of India<br>318, Vigyan Bhavan Annexe Maulana Azad<br>Road<br>New Delhi 110001 Delhi | 13E-S-01428 P EI<br>Director (EXCHANGE)<br>United States Library of Congress<br>American Center<br>24, Kasturba Gandhi Marg<br>New Delhi 110001 Delhi |

- Reset button to be used to reset the content of the screen.

### Display and Reprint Mailing List

- View/ Print mailing list option is used to generate mailing list for reprinting of Labels.

- For this use submenu item 'View/ Print Mailing List'
- On Click of this 'View/ Print mailing List page will be loaded.
- Select Journal Name, Year, Month, Volume and Issue number for which mailing list is to be printed.

- Click on check button. This will give message if the mailing list is not yet generated.

- If mailing list is not generated then the 'View Mailing List' button will be enabled.

View and Print Mailing List

Selection Criteria

Journal Name:

Volume Number:

Year:

Issue:

Month:

Regeneration Date:

Mailing List Table

| Journal Code                                                                                                                                                                         | Sub. Type | Subscriber Num | Subscriber Nam | City | State | Country | PIN code | Copies | Volume | Issue | Month | Year |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|----------------|------|-------|---------|----------|--------|--------|-------|-------|------|
| <div> <div> <div>&lt;&lt;</div> <div>&lt;</div> <div>Page 1 of 0</div> <div>&gt;</div> <div>&gt;&gt;</div> <div>15</div> </div> <div>No Mailing List Found or Generated</div> </div> |           |                |                |      |       |         |          |        |        |       |       |      |

No Header ☐

Periodicals ☐

Print option

- Press button 'View Mailing List'. The mailing list will be loaded in the table below.
- Once mailing list is loaded, the 'Print Label' and Print Sticker buttons will be enabled.

View and Print Mailing List

Selection Criteria

Journal Name:

Volume Number:

Year:

Issue:

Month:

Regeneration Date:

Mailing List Table

| Journal Code | Sub. Type | Subscriber Num | Subscriber Nan | City           | State              | Country      | PIN code | Copies | Volume | Issue | Month | Year |      |
|--------------|-----------|----------------|----------------|----------------|--------------------|--------------|----------|--------|--------|-------|-------|------|------|
| 1            | P         | IP             | 13890          | Latkar Hrishik | Kolhapur           | Maharashtra  | India    | 416013 | 1      | 80    | 1     | 1    | 2013 |
| 2            | P         | IC             | 2588           | Principal      | Bardoli            | Gujarat      | India    | 394601 | 1      | 80    | 1     | 1    | 2013 |
| 3            | P         | IP             | 10112          | Perumal P Mr   | Karaikudi          | Tamil Nadu   | India    | 630003 | 1      | 80    | 1     | 1    | 2013 |
| 4            | P         | IC             | 4448           | Principal      | Hadgarh            | Odisha       | India    | 758023 | 1      | 80    | 1     | 1    | 2013 |
| 5            | P         | IC             | 3905           | Principal      | Gadag              | Karnataka    | India    | 582101 | 1      | 80    | 1     | 1    | 2013 |
| 6            | P         | IC             | 3219           | Librarian      | Kolkata            | West Bengal  | India    | 700028 | 1      | 80    | 1     | 1    | 2013 |
| 7            | P         | IC             | 35818          | Principal      | Challakere         | Karnataka    | India    | 577522 | 1      | 80    | 1     | 1    | 2013 |
| 8            | P         | IC             | 5167           | Principal      | Erode              | Tamil Nadu   | India    | 638316 | 1      | 80    | 1     | 1    | 2013 |
| 9            | P         | II             | 5883           | Dr Pravin Shar | Raipur             | Chhattisgarh | India    | 492010 | 1      | 80    | 1     | 1    | 2013 |
| 10           | P         | II             | 37074          | Director-In-Ch | Thiruvananthapuram | Kerala       | India    | 695033 | 1      | 80    | 1     | 1    | 2013 |

Page 1 of 126

15

View 1 - 15 of 1 890

No Header ☐

Periodicals ☐

Print option

- Before printing select the 'No Header' Checkbox if Header is not required in Label.
- Check the periodical checkbox if the string 'PERODICAL' is to be printed in the label.
- Different print group are available to print the mailing list under 'Print Option'.
  - India 1 Copy

- India Extra
- Foreign
- Labels and stickers will be printed in the form of PDF.

PERIODICALS

S.I. No. 1                      35686 P II Jan 2013 to Dec 2013  
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Ambala Hissar Road  
Ismailabad, Chammu  
Haryana

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|                                                                                                                                                                                   |                                                                                                                                                       |
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| 13E-S-00034 P PELJM<br>Dr R Chidambaram<br>Principal Scientific Adviser to<br>the Government of India<br>318, Vigyan Bhavan Annexe Maulana Azad<br>Road<br>New Delhi 110001 Delhi | 13E-S-01428 P EI<br>Director (EXCHANGE)<br>United States Library of Congress<br>American Center<br>24, Kasturba Gandhi Marg<br>New Delhi 110001 Delhi |

- Reset button to be used to reset the content of the screen.

## Back Issue List

Back Issue list is list of labels/ stickers required for sending the back issues of the Journals for the subscribers who joins in between the subscription cycle. The back Issue list contains the list of all the issues of the journal for which mailing list is already generated.

In Back Issue List Generation and Reprint of Journals is divided into two screens

1. Generate and Print Back Issue List
2. View and Print Back Issue List

### Generate and Print Back Issue List

- Generate and print back issue list option is used to generate back issue list for the first time.
- For this use submenu item 'Generate /Print Back Issue List'
- On Click of this 'Generate /Print Back Issue List' page will be loaded.
- The Subscriber Number dropdown will be prefilled with the subscriber numbers for which back issue list is to be generated

Generate and Print Back Issue List

Selection Criteria

Subscriber Number:  Date Range:  to

Creation Date:

Mailing List Table

| Journal Code | Sub. Type | Subscriber Nu | Subscriber Na | City | State | Country | PIN code | Copies | Volume | Issue | Year | Bill Date | Page Size |
|--------------|-----------|---------------|---------------|------|-------|---------|----------|--------|--------|-------|------|-----------|-----------|
|--------------|-----------|---------------|---------------|------|-------|---------|----------|--------|--------|-------|------|-----------|-----------|

Page 0 of 15

Periodicals ☐    ☐ Generate separate label for latest issue of P, JAA, CURR

- Select Subscriber Number or Date Range for which back issue list is to be generated.
- Press button 'Generate' to generate the back issue list.

**Generate and Print Back Issue List**

**Selection Criteria**

Subscriber Number:  Date Range:  to

Creation Date:

[Generate](#)

**Mailing List Table**

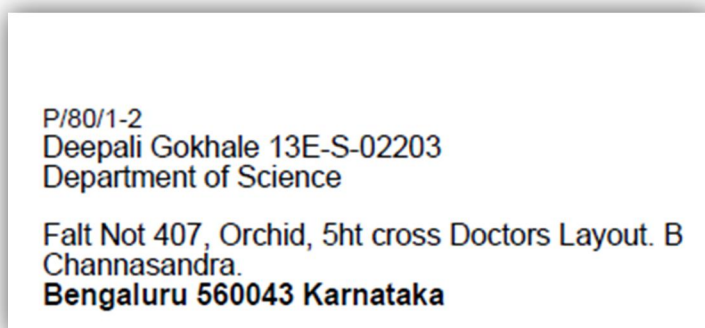
|   | Journal Code | Sub. Type | Subscriber Nu | Subscriber Na   | City      | State     | Country | PIN code | Copies | Volume | Issue | Year | Bil Date   | Page Size |
|---|--------------|-----------|---------------|-----------------|-----------|-----------|---------|----------|--------|--------|-------|------|------------|-----------|
| 1 | P            | IN        | 13E-S-02203   | Deepali Gokhale | Bengaluru | Karnataka | India   | 560043   | 1      | 80     | 1     | 2013 | 2013-05-19 | A4        |
| 2 | P            | IN        | 13E-S-02203   | Deepali Gokhale | Bengaluru | Karnataka | India   | 560043   | 1      | 80     | 2     | 2013 | 2013-05-19 | A4        |

Page 1 of 1

View 1 - 2 of 2

Periodicals ☐ [Print Label](#) [Print Sticker](#) [Reset](#) ☐ Generate separate label for latest issue of P, JAA, CURR

- Use 'Print Label' and 'Print Sticker' button to print the back issue.
- Back issue will be printed in the form of PDF.
- The journals will be grouped to form only one or two labels based on page size for a back issues.



- Use checkbox 'Generate separate label for latest issue of P, JAA, CURR' for generating separate label for Pramana, Journal of Astronomy and Astrophysics and Current Science.

### View and Print Back Issue List

- View and print back issue list option is used to print back issue list which is already generated.
- For this use submenu item 'View /Print Back Issue List'
- On Click of this 'View /Print Back Issue List' page will be loaded.







P/80/1-2  
Deepali Gokhale 13E-S-02203  
Department of Science

Falt Not 407, Orchid, 5ht cross Doctors Layout. B  
Channasandra.  
Bengaluru 560043 Karnataka

- The journals will be grouped to form only one or two labels based on page size for a back issues.
- Use checkbox 'Generate separate label for latest issue of P, JAA, CURR' for generating separate label for Pramana, Journal of Astronomy and Astrophysics and Current Science.

## Reminders

### Send Reminders

Home  
> Inward  
> Subscriber Subscription  
> Mailing/ Back Issue List  
▼ Reminders  
**Send Reminders**  
Display/Resend Reminders  
> Reports  
> Master Data  
> Send Bulk Emails  
> Templates  
> Help

**Generate and Send Reminders**  
Selection Criteria - Reminders  
Reminder Type: Type 1 Reminder - Gentle Reminder Date: 19/05/2013  
Generate

Result

| Subscription Id | Subscriber Type | Subscriber Number | Subscriber Name | Balance | reminder Type | Reminder date | Email |
|-----------------|-----------------|-------------------|-----------------|---------|---------------|---------------|-------|
|-----------------|-----------------|-------------------|-----------------|---------|---------------|---------------|-------|

Page 0 of 15

Medium Email Only Send/ Print Reminder Reset

Reminder Type

Type 1 Reminder - Gentle  
Type 1 Reminder - Gentle  
Type 2 Reminder - Strong  
Type 3 Reminder - Harsh

### Display and Resend Reminders

## Master Data

- Master Data is the key data of the system.
- This data can be maintained by only user with admin role.
- This data will be used by all the processes in the system.
- Following are the options for master data menu.
  - Region
    - Country
    - State
    - District
    - City
  - Subscriber
    - subscriber type
  - Journal
    - Journal
    - Journal Groups
  - Annual Information
    - Journal Details
    - Volume Details
    - Annual Subscription Rates
    - Print order
  - Agents

|   |                    |
|---|--------------------|
| ▼ | Master Data        |
| + | Country            |
| + | State              |
| + | District           |
| + | City               |
| + | Subscriber         |
| + | Journals           |
| + | Annual Information |
| + | Agents             |

## Region Data

Region data comprise of Country, State, District and City. The purpose of this option is to maintain the data at one place and use in other places to avoid mistakes and discrepancies.

### Country

#### Add Country

- To add the country, click on menu 'Add Country'.
- Enter the new country name in the country field and press save.
- On save a unique id will be generated for country. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

Home

- > Inward
- > Subscriber Subscription
- > Mailing List
- > Reminders
- > Reports
- ▼ Master Data
  - Country
  - Add Country
  - Search Country
  - State
  - District
  - City

**Add Country**

Country Id:

Country:

[Save](#) [Edit](#)

### Search Country

- To search the country, use the menu item 'Search Country'.
- This will navigate you to search country page
- Here enter country name of part of characters to in the country field.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the Country

Home

- > Inward
- > Subscriber Subscription
- > Mailing List
- > Reminders
- > Reports
- ▼ Master Data
  - Country
  - Add Country
  - Search Country
  - State
  - District
  - City
  - Subscriber
  - Journals
  - Annual Information
  - Agents
  - Send Bulk Emails

**Search Country**

Search Criteria

Country:

[Search](#) [Reset](#)

Search Result

|    | Country Id | Country          | View/ Edit                                  |
|----|------------|------------------|---------------------------------------------|
| 1  | 4          | Argentina        | <a href="#">View</a> / <a href="#">Edit</a> |
| 2  | 6          | Bahrain          | <a href="#">View</a> / <a href="#">Edit</a> |
| 3  | 14         | China            | <a href="#">View</a> / <a href="#">Edit</a> |
| 4  | 26         | Finland          | <a href="#">View</a> / <a href="#">Edit</a> |
| 5  | 33         | India            | <a href="#">View</a> / <a href="#">Edit</a> |
| 6  | 34         | Indonesia        | <a href="#">View</a> / <a href="#">Edit</a> |
| 7  | 61         | Papua New Guinea | <a href="#">View</a> / <a href="#">Edit</a> |
| 8  | 64         | Philippines      | <a href="#">View</a> / <a href="#">Edit</a> |
| 9  | 71         | Singapore        | <a href="#">View</a> / <a href="#">Edit</a> |
| 10 | 74         | Spain            | <a href="#">View</a> / <a href="#">Edit</a> |

Page 1 of 1 10 View 1 - 10 of 10

### State

#### Add State

- To add the state, click on menu 'Add State'.
- Enter the new state name in the state field and press save.
- On save a unique id will be generated for state. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

Add State

Search State

District

City

Add State

State

State Id: 0

State:

Save Edit

### Search State

- To search the state, use the menu item 'Search State'.
- This will navigate you to search state page
- Here enter state name of part of characters to in the state field.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the state

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

Add State

Search State

District

City

Subscriber

Journals

Annual Information

Agents

Send Bulk Emails

Search State

Search Criteria

State: sh

Search Reset

Search Result

| State id | State             | View/Edit   |
|----------|-------------------|-------------|
| 1        | Andhra Pradesh    | View / Edit |
| 2        | Arunachal Pradesh | View / Edit |
| 3        | Himachal Pradesh  | View / Edit |
| 4        | Jammu & Kashmir   | View / Edit |
| 5        | Lakshadweep       | View / Edit |
| 6        | Madhya Pradesh    | View / Edit |
| 7        | Maharashtra       | View / Edit |
| 8        | Odisha            | View / Edit |
| 9        | Uttar Pradesh     | View / Edit |

Page 1 of 1

View 1 - 9 of 9

### District

#### Add District

- To add the district, click on menu 'Add District'.
- Enter the new district name in the district field and press save.
- On save a unique id will be generated for district. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

District

Add District

Search District

Add District

District

District Id: 0

District: Bangalore

Save Edit

## Search District

- To search the district, use the menu item 'Search District'.
- This will navigate you to search district page
- Here enter district name of part of characters to in the district field.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the district

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

District

Add District

Search District

City

Subscriber

Journals

Annual Information

Agents

Send Bulk Emails

Search District

Search Criteria

District: an

Search Reset

Search Result:

|    | District Id | District          | View / Edit |
|----|-------------|-------------------|-------------|
| 1  | 1           | 24 Parganas North | View / Edit |
| 2  | 2           | 24 Parganas South | View / Edit |
| 3  | 20          | Anand             | View / Edit |
| 4  | 21          | Anantapur         | View / Edit |
| 5  | 22          | Anantnag          | View / Edit |
| 6  | 23          | Andaman Islands   | View / Edit |
| 7  | 24          | Angul             | View / Edit |
| 8  | 28          | Aurangabad        | View / Edit |
| 9  | 40          | Banas Kantha      | View / Edit |
| 10 | 41          | Banda             | View / Edit |

Page 1 of 14

View 1 - 10 of 135

## City

### Add City

- To add the city, click on menu 'Add City'.
- Enter the new city name in the city field and press save.
- On save a unique id will be generated for city. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

District

City

Add City

Search City

Add City

City

City Id: 0

City:

Save Edit

## Search City

- To search the city, use the menu item 'Search City'.
- This will navigate you to search city page
- Here enter city name of part of characters to in the city field.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the city

Home

> Inward

> Subscriber Subscription

> Mailing List

> Reminders

> Reports

▼ Master Data

Country

State

District

City

Add City

Search City

Subscriber

Journals

Annual Information

Agents

Send Bulk Emails

Search City

Search Criteria

City: ai

Search Reset

Search Result

|    | City Id | City            | View/ Edit  |
|----|---------|-----------------|-------------|
| 1  | 2275    | Aduthurai       | View / Edit |
| 2  | 413     | Alazawl         | View / Edit |
| 3  | 4       | Alizawl         | View / Edit |
| 4  | 1034    | Aizwal          | View / Edit |
| 5  | 1880    | Ambajogai       | View / Edit |
| 6  | 2059    | Ammandivillai   | View / Edit |
| 7  | 629     | Annamalai       | View / Edit |
| 8  | 334     | Annamalai Nagar | View / Edit |
| 9  | 314     | Annamalainagar  | View / Edit |
| 10 | 1691    | Arumanai        | View / Edit |

Page 1 of 17

View 1 - 10 of 165

## Subscriber Data

Under Subscriber Master Data there is provision to maintain different subscriber type. The purpose of this option is to maintain the data at one place and use in other places to avoid mistakes and discrepancies.

## Subscriber Type

Subscriber Type defines that subscriber is of which category – Indian/ Foreign, Institute/ personal, Free/ Paid. If there are any specific number of free copies given to type of subscriber, etc.

## Add Subscriber Type

- To add the subscriber type, click on menu 'Add Subscriber Type'.
- Enter the new subscriber Type name in the subscriber type field.

- Enter the new subscriber Type code in the subscriber type code field. This is maximum of 6 character long
- Select the category of subscriber Indian/ Foreign, Institute/ personal, Free/ Paid from the drop down.
- Enter no of free copies associated with the free subscriber
- Enter any discount applicable for the subscriber type.
- Press save button.
- On save a unique id will be generated for subscriber type. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

The screenshot shows the 'Add Subscriber Type' form in the eVitaran system. The form is located in the 'Master Data' section of the sidebar. The form fields are:

- Subscriber Type Id:
- Sub Type Code:
- Subscriber Type:
- Free/ Paid:
- Nationality:
- Institutional:
- Free Copies:
- Discount if any %:

At the bottom of the form are 'Save' and 'Edit' buttons. A red arrow points to the 'Add New Subscriber Type' button in the left sidebar.

### Search Subscriber Type

- To search the subscriber type, use the menu item 'Search Subscriber Type'.
- This will navigate you to search subscriber type page
- Here enter subscriber type code or subscriber type name or part of characters to in the subscriber type code or subscriber type field respectively.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the subscriber type information

Home

Welcome Admin !!! Logout

Search Sub Type

Search Criteria

Sub type Code:

Subscriber Type

**Search** **Reset**

Search Result

|   | Id | Subscriber Type Code | Subscriber Type                      | Free/Paid | Indian/Foreign | Inst/Pers | View/Edit                                   |
|---|----|----------------------|--------------------------------------|-----------|----------------|-----------|---------------------------------------------|
| 1 | 4  | EI                   | Indian Exchange                      | Free      | I              | I         | <a href="#">View</a> / <a href="#">Edit</a> |
| 2 | 8  | II                   | Indian Universities and Institutions | Paid      | I              | I         | <a href="#">View</a> / <a href="#">Edit</a> |
| 3 | 9  | IC                   | Indian Schools and Colleges          | Paid      | I              | I         | <a href="#">View</a> / <a href="#">Edit</a> |
| 4 | 10 | IN                   | Industry Corporates                  | Paid      | I              | I         | <a href="#">View</a> / <a href="#">Edit</a> |
| 5 | 11 | IP                   | Indian Personal                      | Paid      | I              | P         | <a href="#">View</a> / <a href="#">Edit</a> |
| 6 | 13 | FI                   | Foreign Institutions                 | Paid      | F              | I         | <a href="#">View</a> / <a href="#">Edit</a> |
| 7 | 17 | LSI                  | Life Subscriber Institutions         | Paid      | I              | I         | <a href="#">View</a> / <a href="#">Edit</a> |

Page 1 of 1 10 View 1 - 7 of 7

## Journal Data

Under Journal Master Data there is provision to maintain different Journal and Journal Group. The purpose of this option is to maintain the data at one place and use in other places to avoid mistakes and discrepancies.



## Journal

This section is to maintain/ create Journal in the system. Here the unique information about the journal is maintained which is not changed annually. This comprises of Journal Name, Journal code (which can be used for short reference), ISSN number and Start Year.

### Add Journal

- To add the journal, click on menu 'Add Journal'.
- Enter the new journal name in the Journal field.
- Enter the new journal code in the journal code field. This is maximum of 6 character long
- Enter start year and ISSN number
- Press save button.
- On save a unique id will be generated for journal. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications



**Add Journal**

Journal Id:

Journal Code:

Journal Name:

ISSN Number:

Start Year:

[Save](#) [Edit](#)

### Search Journal

- To search the journal, use the menu item 'Search Journal'.
- This will navigate you to search journal page
- Here enter journal code or journal name or part of characters to in the journal code or journal field respectively.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the subscriber type information

**Search Journal**

Search Criteria

Journal Code:  Journal Name:

[Search](#) [Reset](#)

**Search Result**

|   | Journal Id | Journal Code | Journal Name                          | ISSN No   | View/Edit                                   |
|---|------------|--------------|---------------------------------------|-----------|---------------------------------------------|
| 1 | 2          | JAA          | Journal of Astrophysics and Astronomy | 0250-6335 | <a href="#">View</a> / <a href="#">Edit</a> |
| 2 | 8          | JB           | Journal of Biosciences                | 0250-5991 | <a href="#">View</a> / <a href="#">Edit</a> |
| 3 | 9          | JG           | Journal of Genetics                   | 0022-1333 | <a href="#">View</a> / <a href="#">Edit</a> |

Page 1 of 1 10 View 1 - 3 of 3

### Journal Group

This section is to maintain/ create Journal Group in the system. The purpose of the grouping the journal together is to define the price at group level and also to add a Group of Journal in a single click to subscription.

### Add Journal Group

- To add the journal, click on menu 'Add Journal'.
- Enter the new journal name in the Journal field.

|    | Journal Name                                                       | Select                              |
|----|--------------------------------------------------------------------|-------------------------------------|
| 1  | Pramana - Journal of Physics                                       | <input checked="" type="checkbox"/> |
| 2  | Journal of Astrophysics and Astronomy                              | <input checked="" type="checkbox"/> |
| 3  | Proceedings (Mathematical Sciences)                                | <input checked="" type="checkbox"/> |
| 4  | Journal of Earth System Science (formerly Proc. Earth Planet Sci.) | <input checked="" type="checkbox"/> |
| 5  | Journal of Chemical Sciences (formerly Proc. Chemical Sci.)        | <input checked="" type="checkbox"/> |
| 6  | Bulletin of Materials Science                                      | <input checked="" type="checkbox"/> |
| 7  | Sadhana (Engineering Sciences)                                     | <input checked="" type="checkbox"/> |
| 8  | Journal of Biosciences                                             | <input checked="" type="checkbox"/> |
| 9  | Journal of Genetics                                                | <input checked="" type="checkbox"/> |
| 10 | Resonance - Journal of Science Education                           | <input checked="" type="checkbox"/> |

- Enter the new journal code in the journal code field. This is maximum of 6 character long
- Enter start year and ISSN number
- Press save button.

**Display Journal Groups**

Search Criterion

Journal Group: Select Display Group Contents

Enter New Journal Group Name

Journal Group Name: 1 - 11 All Journals Add New Subject Group

Search Result

|    | Journal Name                                                       | Select                              |
|----|--------------------------------------------------------------------|-------------------------------------|
| 1  | Pramana - Journal of Physics                                       | <input checked="" type="checkbox"/> |
| 2  | Journal of Astrophysics and Astronomy                              | <input checked="" type="checkbox"/> |
| 3  | Proceedings (Mathematical Sciences)                                | <input checked="" type="checkbox"/> |
| 4  | Journal of Earth System Science (formerly Proc. Earth Planet Sci.) | <input checked="" type="checkbox"/> |
| 5  | Journal of Chemical Sciences (formerly Proc. Chemical Sci.)        | <input checked="" type="checkbox"/> |
| 6  | Bulletin of Materials Science                                      | <input checked="" type="checkbox"/> |
| 7  | Sadhana (Engineering Sciences)                                     | <input checked="" type="checkbox"/> |
| 8  | Journal of Biosciences                                             | <input checked="" type="checkbox"/> |
| 9  | Journal of Genetics                                                | <input checked="" type="checkbox"/> |
| 10 | Resonance - Journal of Science Education                           | <input checked="" type="checkbox"/> |

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Edit Save Cancel

- On save a unique id will be generated for journal. This id is for internal system reference.
- On save, 'Edit' button will be enabled.
- Press Edit for any modifications

### Display/Edit Journal Group

- To display the Journal Group content select the journal group from dropdown.

**Display Journal Groups**

Search Criterion

Journal Group: Select Display Group Contents

Enter New Journal Group Name

Journal Group Name: 1 - 11 All Journals Add New Subject Group

Search Result

Select

1-10 Journals

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Edit Save Cancel

- Press button 'Display Journal Group'. The Journals under the journal group will be shown in search result section.

**Display Journal Groups**

**Search Criterion**

Journal Group: 1-11 All Journals

[Display Group Contents](#)

**Enter New Journal Group Name**

Journal Group Name:

[Add New Subject Group](#)

**Search Result**

|    | Journal Name                                                       | Select                              |
|----|--------------------------------------------------------------------|-------------------------------------|
| 1  | Pramana - Journal of Physics                                       | <input checked="" type="checkbox"/> |
| 2  | Journal of Astrophysics and Astronomy                              | <input checked="" type="checkbox"/> |
| 3  | Proceedings (Mathematical Sciences)                                | <input checked="" type="checkbox"/> |
| 4  | Journal of Earth System Science (formerly Proc. Earth Planet Sci.) | <input checked="" type="checkbox"/> |
| 5  | Journal of Chemical Sciences (formerly Proc. Chemical Sci.)        | <input checked="" type="checkbox"/> |
| 6  | Bulletin of Materials Science                                      | <input checked="" type="checkbox"/> |
| 7  | Sadhana (Engineering Sciences)                                     | <input checked="" type="checkbox"/> |
| 8  | Journal of Biosciences                                             | <input checked="" type="checkbox"/> |
| 9  | Journal of Genetics                                                | <input checked="" type="checkbox"/> |
| 10 | Resonance - Journal of Science Education                           | <input checked="" type="checkbox"/> |

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[Edit](#) [Save](#) [Cancel](#)

- Here enter journal code or journal name or part of characters to in the journal code or journal field respectively.
- Press 'Search' button to get the search result.
- Press View/ Edit links to display and modify the subscriber type information

## Process Flow

## Subscription

New Subscription

Renew Subscription

Create Free Subscriber

Create Summer Fellows

Request for Invoice

Missing Issue List – Claims

Address Change

Payment

## Bulk email Sender

- Bulk email sender enables you to send a mail to different people.
- The mail id should be comma or space separated
- There is also a provision to get the email ids from database.
- Email ids can be retried for different categories of subscriber.

### Steps to send bulk email:

1. Press menu item Send Bulk email.
2. Enter email id in 'To' field
3. In case of email id error message will be shown
4. Select the check boxes if the reminder is to be sent to all the subscribers with valid email id in the category. (You can select multiple check boxes at a time.)
5. Enter subject and content.
6. Several formatting options like copy, paste, cut, Bold, Italic, underline, different font type, font sizes, font color etc. are provided for content text.
7. Press the 'Send Email' button to send mail
8. Success or Failure messages will be displayed on completion of sending email, as per the status.

## Templates

In this section you can find the agent excel upload template.

## Help

In this section you can find the Help Documentation for the eVitran Software.