

User Manual for CTD Site
Workflow – An Internal
Document for Capital Business
System Private Limited Delhi



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CompanyProfile

Capital Business Systems Private Limited (CBSPL Group) concentrates all its efforts to become a globally trusted leader in Content Management, Document Imaging and Document Management Services.

CBSL is a professional business process outsourcing company providing digital media services such as document management, content management, digital typesetting and document imaging services to Business-to-Business and Business-to-Consumer.

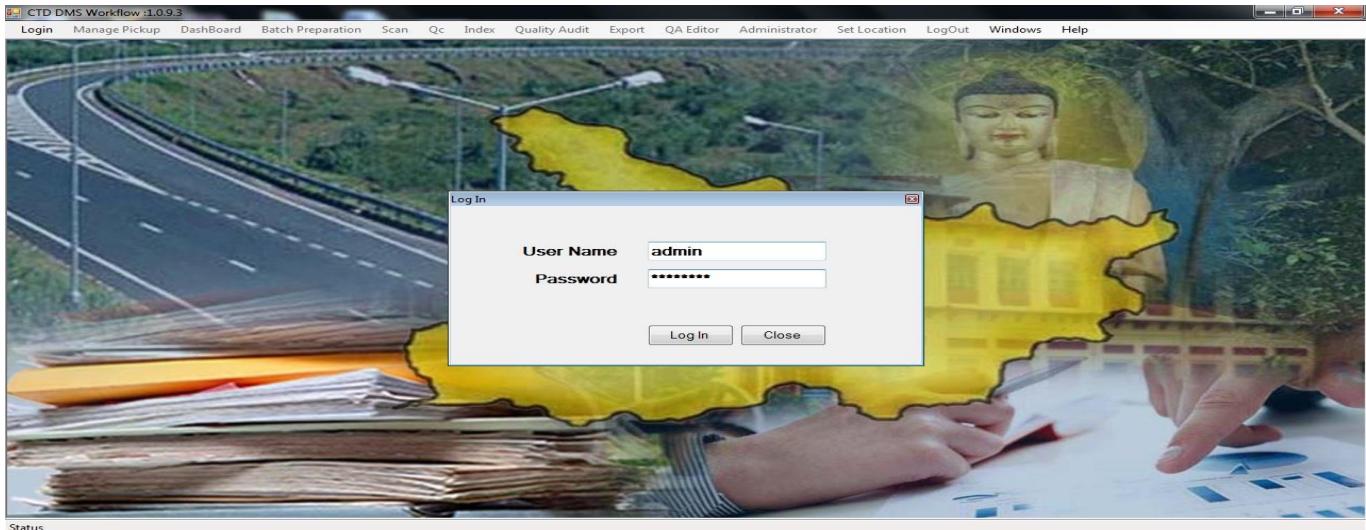
Name of the Company	Capital Business Systems Pvt Ltd.
Established	1950
Locations	Head Office: G-13, Udyog Nagar, Industrial Area PeeraGrahi - 110041
CBSL Service Offering / Business Verticals	<ul style="list-style-type: none">• Printing Solutions• Document Management Solutions• Record Management Solutions• Banking Automation• Integrated Solar Power Solutions
Employees	1500 + Professionals with rich experience in Various Business Verticals.

Introductions

- Purpose: - This document describes the step of task which can be done in CTD workflow.

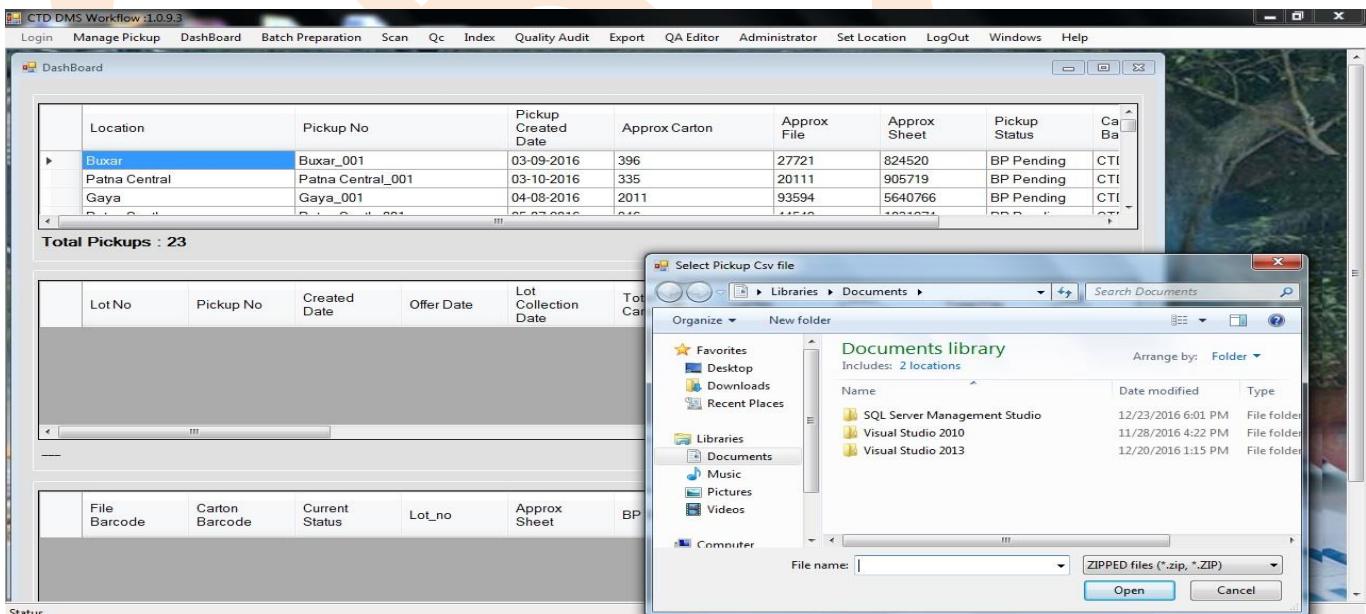
Step 1: CTD Site Workflow Login

1. CTD User must enter the valid Username and Password in Login Fields.
2. Press Login button after entering valid Username and Password to go further.
3. Related Screenshot is given below for more references.



Step 2: Import Pickup in Dashboard

1. For importing Pickup CSV in Workflow, User needs to select Dashboard in Manu Bar.
2. After showing a Dashboard, right click on Location and select 'Import CSV'.
3. Select the Pickup CSV file in Browse Box.
4. Related Screenshot is given below for more references.



Step 3: Pickup Inventory

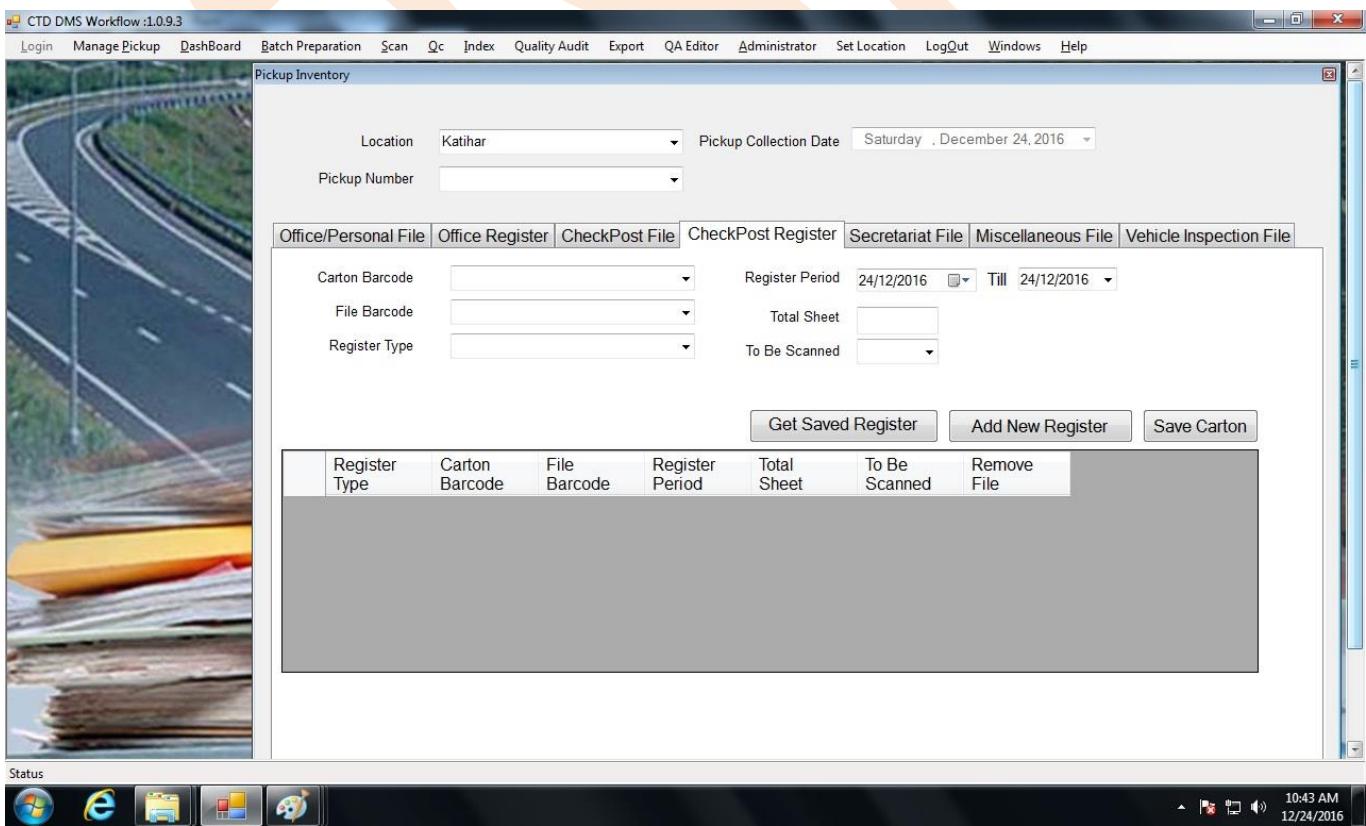
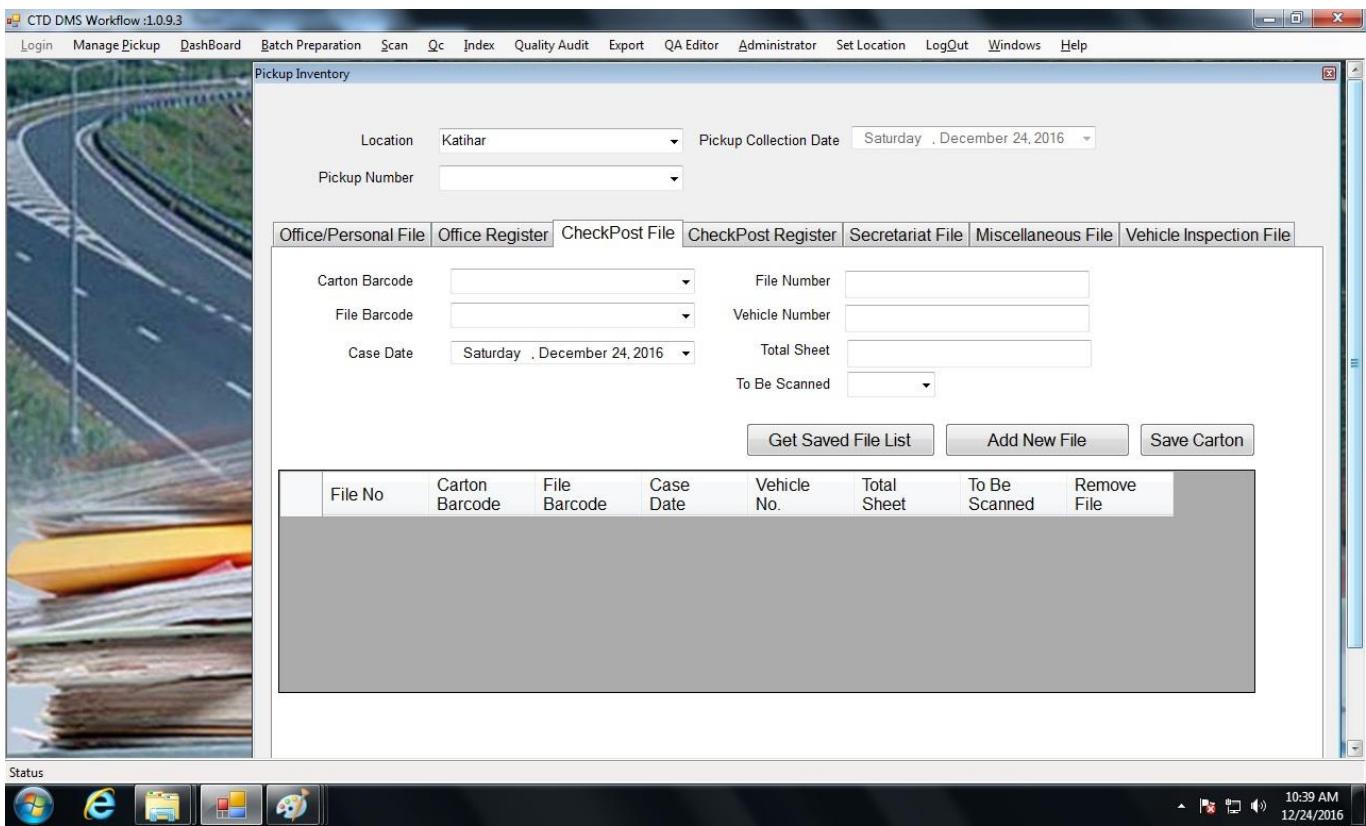
1. To do Inventory User need to select Pickup Inventory in Manage Pickup tab menu.
2. In Pickup Inventory Form User can select or fill valid data against pickup file.
3. Select 'Add New File' to add one or more file.
4. User can get a list of saved file by clicking 'Get Saved File List'.
5. After entering all files against one carton user can save the carton by clicking 'Save Carton' button.
6. Like that user can enter the inventory related to all type of files
7. For more references Related Screenshots are given below.

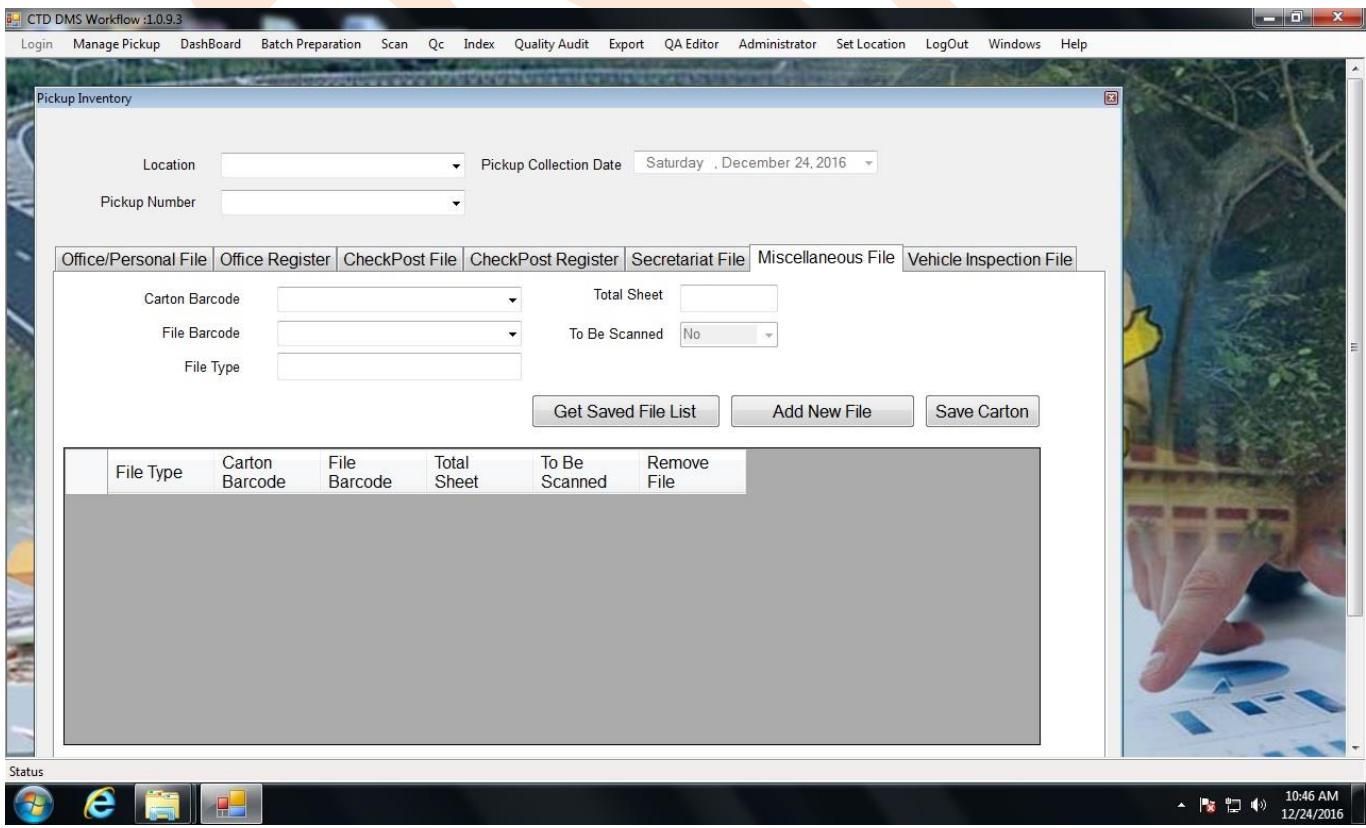
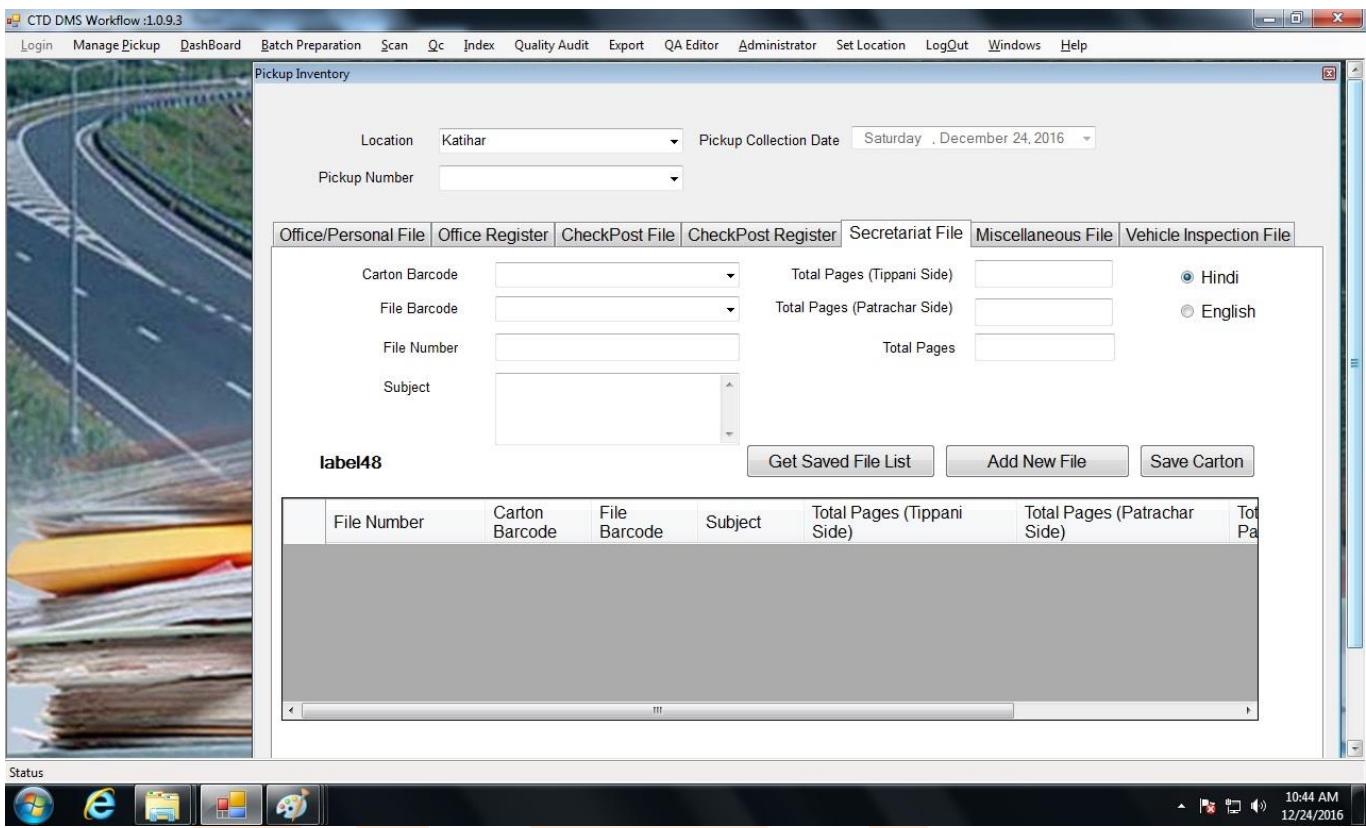
Pickup Inventory

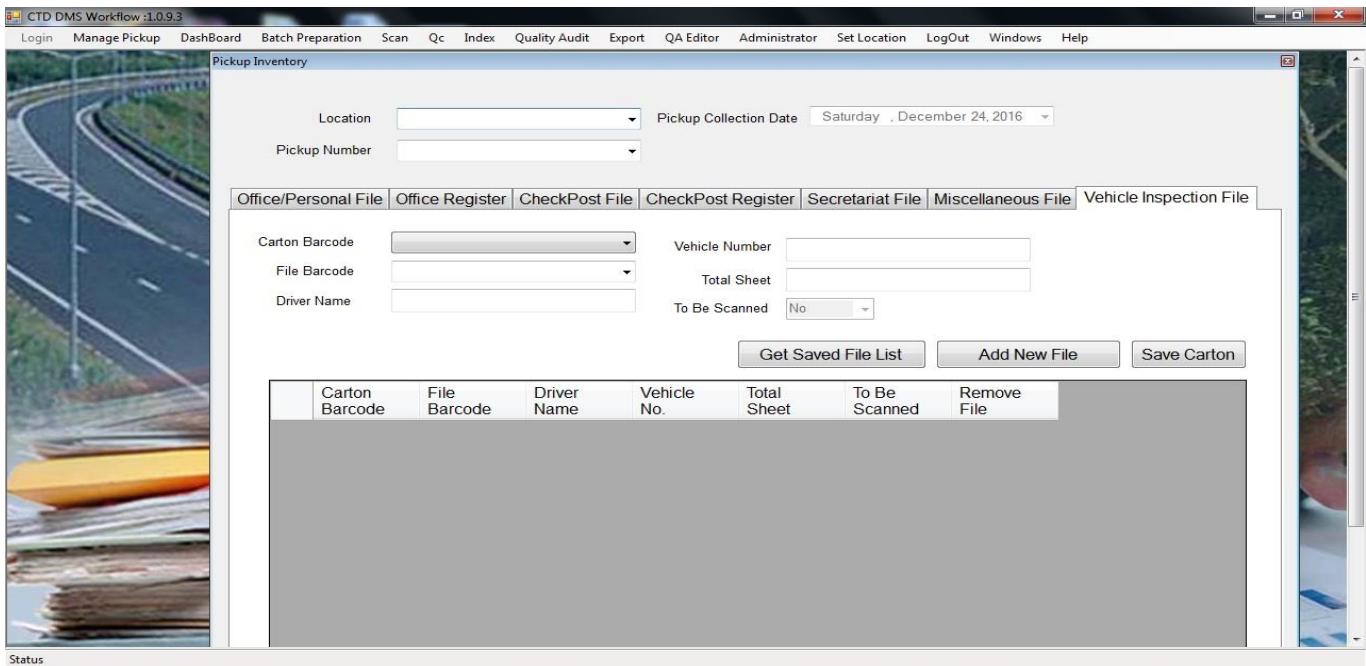
Location	Pickup Collection Date	Saturday , December 24, 2016						
Pickup Number								
<input type="radio"/> Office File Carton Barcode: <input type="text"/> <input type="radio"/> Personal File File Barcode: <input type="text"/> <input checked="" type="radio"/> Employee File File Period: <input type="text"/> Tin/Reg. No.: <input type="text"/> Employee Name: <input type="text"/> PAN No.: <input type="text"/>								
<input type="button" value="Validate Dealer Name"/> <input type="button" value="Get Saved File List"/> <input type="button" value="Add New File"/> <input type="button" value="Save Carton"/>								
File Period	Carton Barcode	File Barcode	Employee Name	DS Status	Total Sheet	To Be Scanned	PAN Number	Remove File

Pickup Inventory

Location	Pickup Collection Date	Saturday , December 24, 2016				
Pickup Number						
<input type="text"/> Carton Barcode: <input type="text"/> <input type="text"/> File Barcode: <input type="text"/> <input type="text"/> Register Name/Type: <input type="text"/>						
<input type="button" value="Get Saved File List"/> <input type="button" value="Add New Register"/> <input type="button" value="Save Carton"/>						
Register Name/Type	Carton Barcode	File Barcode	Register Period	Total Sheet	To Be Scanned	Remove File

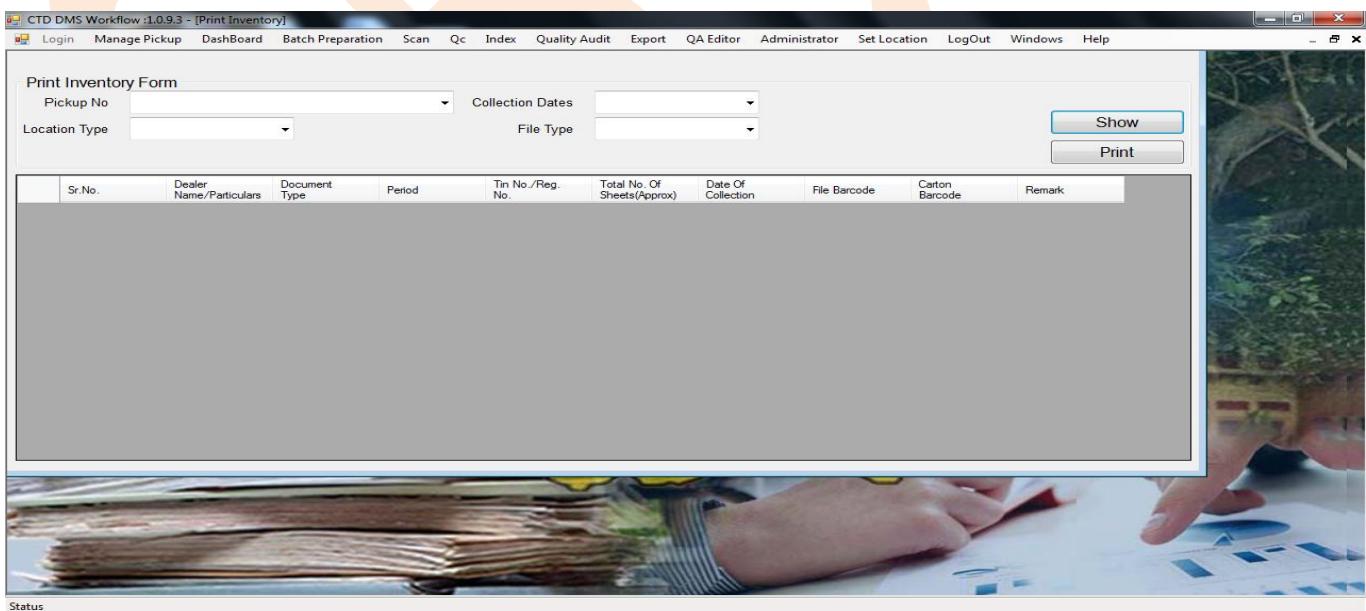






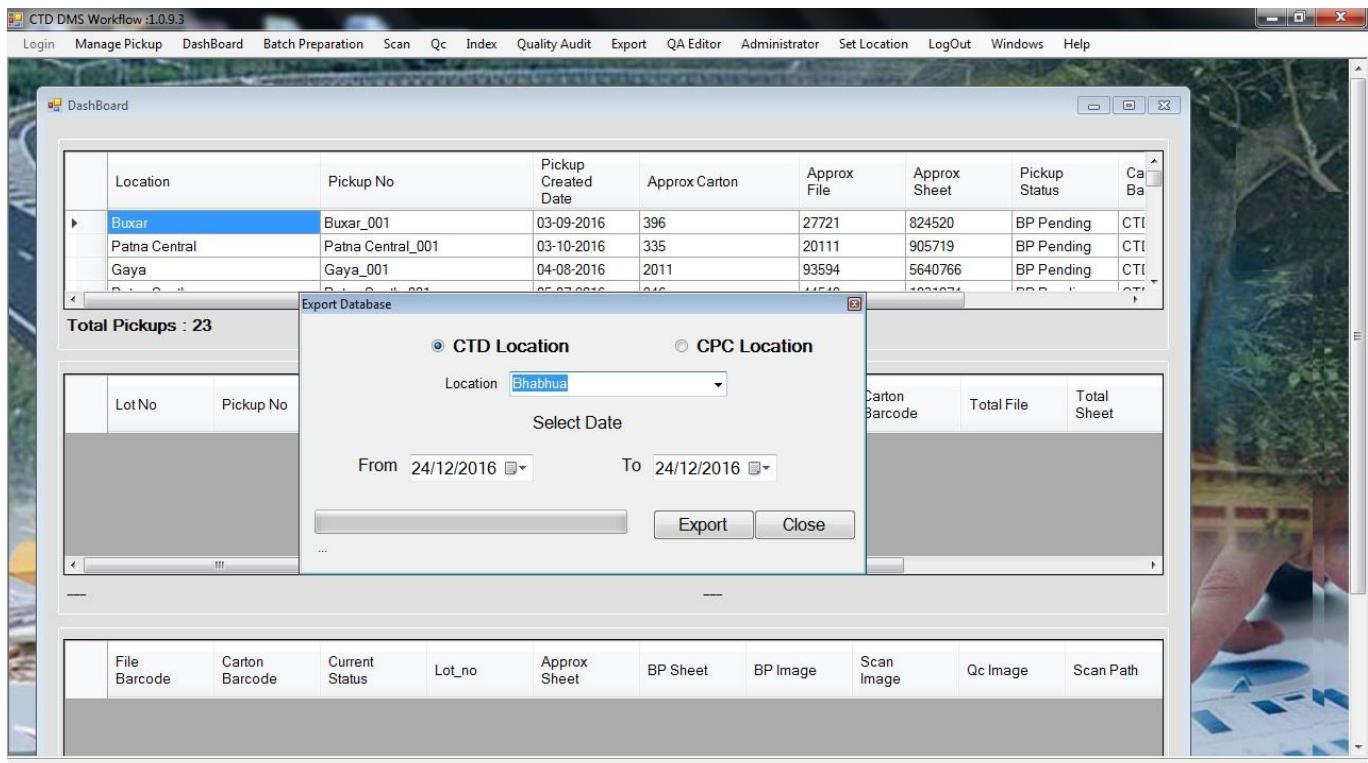
Step 4: Print Pickup Inventory

1. To Print Pickup Inventory user need to login with admin account.
2. Go to Report in Administrator menu and select 'Pickup Inventory Form'.
3. In Print Inventory User can select the valid data against pickup.
4. Press show button to list all the inventories or print to all inventories.



Step 5: Export Pickup

1. To Export Pickup user needs to go to Dashboard Menu.
2. Right Click on Location and select 'Export Pickup'.
3. Select 'CTD Location' and Pickup Location.



4. Now Select Dates and Press 'Export' Button to Export Pickup Zip File.

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